



Develop Achieve Succeed

Part-Time & Higher Education Courses 2016/17

Welcome to the new Selby College Part-Time & Higher Education Guide for courses starting in September 2016.

This guide provides information for all Part-Time and Higher Education courses for adult learners wanting to gain additional qualifications, learn a new skill, change career path or simply take up a new interest to enjoy.

Selby College has the widest choice of courses of any college in the area, with subjects ranging from Accountancy to Teaching.

Levels range from basic Maths and English classes right through to Degree level programmes and are available on a part-time and short course basis at either our main campus or the 1811 Building in Selby town centre at New Lane.

Enrolment

You can enrol on a variety of Part-Time and Higher Education courses at Selby College. Please note some of the courses fill up extremely quickly, so to avoid disappointment, enrol early!

What else can Selby College offer?

You do not need to be a student to enjoy the excellent facilities on offer at one of England's top-performing colleges. With our state-of-the-art £35m campus, Selby College is one of the most up-to-date colleges in the country. Even if you are not interested in enrolling on a course this year, you can still benefit from the superb range of facilities located on your doorstep.

The Restaurant

Selby College's award-winning Restaurant provides a unique contemporary cuisine dining experience for customers in the evening and at lunchtime. Next time you are having a special family event why not book the Restaurant. **Tel: 01757 211008 or email: info@selby.ac.uk**

Aspire Health and Well Being Centre

The Aspire Health and Well-Being Centre has everything you could need to pamper yourself. Our contemporary hairdressing salon offers a full range of ladies and gentlemen's hairdressing services. Our fully equipped beauty therapy salons offer a fantastic range of up-to-date beauty and holistic therapy treatments for both men and women. **To book your appointment or treatment Tel: 01757 211021**

Want a better job but need to improve your skills?

Did you know, you can apply for an Advanced Learner Loan to help with the costs of your Selby College course, if you're 19 or older?

There are no upfront fees to pay, your repayments don't start until the April after you complete or leave the course and your income is more than £21,000 a year.

To find out more about how we can help improve your skills with an Advanced Learner Loan, contact Selby College Student Services, **Tel 01757 211040** or email **info@selby.ac.uk**

www.selby.ac.uk

Tel: 01757 211097

Advanced Learner Loans*

If you are aged 19+ and studying for a Level 3 or higher level course, you can now apply for an Advanced Learner Loan to help with the costs of your course.

For more information, contact Student Services Tel: 01757 211040.

HE Student Loans

For Higher Education courses tuition fee loans are available from the Student Loan Company for most students - see www.slc.co.uk or www.direct.gov.uk/student-finance for more details about student finance options and to find out whether you would qualify for a loan.

Support for Learning Difficulties and Disabilities

The college welcomes all students for whom it can provide an appropriate course and level of support and has staff experts who can help with any physical or learning difficulty you may have. To help Selby College provide the best support for you, please tell us as soon as possible if you have a learning difficulty or disability.

As the college is a recently built campus most parts are fully accessible and include wide corridors, drop off areas and parking bays, fire refuge zones, disabled toilets and lifts.

Enrolment

Daytime enrolment begins on Monday 1st August to Wednesday 24th August 2016 (Monday – Friday 9.30am – 4.00pm) inclusive. Evening enrolment takes place on Monday 5th September 2016 (5.30pm-7.30pm). HE course enrolment takes place on Thursday 1st September 2016 (5.30pm – 7.00pm). Please note, there will be no daytime part-time course enrolment after 24th August 2016.

Please remember to bring...

Please make sure you bring with you a form of identification i.e. a Driving Licence, full payment and proof of benefits, (if appropriate) otherwise you will not be able to enrol and secure your place on the course.

*Please Note: - if you are seeking a 19+ loan to pay for your course, you are responsible for paying the tuition fees if a loan application is rejected by Student Finance England.

Course Enquiries

If you are unsure about which course to take, advice and support are always available. Student Services can tell you much more about what the courses involve, and can enrol you on your chosen course(s).

They can also arrange a guidance appointment for you if you need further advice. Call us on Tel: 01757 211040 to make an appointment. For Higher Education course enquiries please Tel (01757) 211114.

Fees, Concessions and How to Pay

Fees stated are an inclusive fee which include: tuition, examination and registration costs.

Course Specific Charges

For some courses, you may be required to pay for course materials, additional individual fees to Examination Awarding Body organisations or to pay for trips etc. You will be advised of these when you enrol. Where courses are for more than one year, the course fee quoted is for the first year of the course only*.

*Terms and Conditions apply.

Course fees are payable on enrolment by cash, cheque, MasterCard/Visa or American Express.

We accept payment by instalments where the total cost of the course is more than £500. This will require an initial payment of 30% payable on enrolment followed by the remainder by 4 equal instalments.

If your employer is paying for the course, we will require a signed letter or purchase order number from them as confirmation at the time of enrolment.

Contact the college for further information about concessions Tel: 01757 211040.

Impartial Information, Advice & Guidance (IAG)

The Student Services team will give you advice about which type of course is most appropriate to you. Accredited with the Matrix Standard, the national quality mark for organisations providing IAG, you can be sure that the advice you receive will be friendly, personalised, unbiased, informed and professional – helping you to make the right course choice.

 Higher Education

**HIGH QUALITY COURSES
DELIVERED LOCALLY
AT AN AFFORDABLE PRICE**



Visit www.selby.ac.uk/higher-education or call **01757 211114**

 selby college
Apprenticeships

**EARN AS YOU LEARN
16 years or over?**

Find out more about our range of Apprenticeships.



T. 01757 211097 E. scbs@selby.ac.uk or www.selby.ac.uk

Enjoy. Upskill. Succeed...



Code	Course Title	Level	Venue	Weeks	Day	Date	Start	Finish	Cost
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S ACCOUNTING COURSES

AK318	AAT Accounting	2	S/Coll	36	Mon	12/09/16	09:30	12:30	£950
AK319	AAT Accounting	2	S/Coll	36	Tue	13/09/16	17:00	20:00	£950
AK320	AAT Accounting	3	S/Coll	36	Wed	14/09/16	13:30	20:00	£1,950

S ART & CRAFT

NE302	Award in Techniques in Sugarpaste Mini cakes	1	S/Coll	10	TBC	Sept-16	18:00	21:00	£100
NE303	Award in Royal Icing	1	S/Coll	10	TBC	Jan-17	18:00	21:00	£100
NB308	Award in Sugar Flowers	1	S/Coll	10	TBC	April-17	18:00	21:00	£100

S BACK TO WORK COURSES

TT001	Intro to working in Business Administration	E	S/Coll	5	TBC	Various	TBC	TBC	B
TT002	Intro to working in Customer Service	E	S/Coll	5	TBC	Various	TBC	TBC	B
TT003	Intro to working in Engineering	E	S/Coll	5	TBC	Various	TBC	TBC	B
TT004	Intro to working in Health and Social Care	E	S/Coll	5	TBC	Various	TBC	TBC	B
TT005	Intro to working in Warehousing and Storage	E	S/Coll	5	TBC	Various	TBC	TBC	B
TT006	Introduction to Sage Accounts	E	S/Coll	5	TBC	Various	TBC	TBC	B
TT007	Intro to working in Construction	E	S/Coll	5	TBC	Various	TBC	TBC	B

*Free subject to criteria

S COMMUNICATION SKILLS

FK405	English for Speakers of Others Languages (ESOL)	Multi	S/Coll	20	Thur	Jan-17	18:30	21:00	£200
FK323	Intro to Communication Skills for Speakers of Other Languages	E	S/Coll	10	Wed	28/09/16	18.30	21:00	£100

S CONSTRUCTION COURSES

XJ302	17th Edition Electrical Wiring Regulations (BS 7671) amendment 3	N/A	S/Coll	5.5 days	Flex	Flex	9:15	16.30	£675
XJ303	17th Edition Electrical Wiring Regulations (BS 7671) amendment 3 (Fast Track)	N/A	S/Coll	2 days	Flex	Flex	9:15	16.30	£375
XJ304	17th Edition Electrical Wiring Regulations (BS 7671) amendment update course	N/A	S/Coll	1 day	Flex	Flex	9:15	16.30	£195
XJ305	Combined In-service Inspection and Testing of Electrical Equipment (PAT)	N/A	S/Coll	3 days	Flex	Flex	9:15	16.30	£400

Code	Course Title	Level	Venue	Weeks	Day	Date	Start	Finish	Cost
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S ENGINEERING

VF323	City and Guilds AutoCAD	2	S/Coll	25	Wed	TBC	18:00	21:00	£425
VF324	City and Guilds AutoCAD	3	S/Coll	25	Wed	TBC	18:00	21:00	£425
VF325	City and Guilds AutoCAD 3D	2	S/Coll	25	Wed	TBC	18:00	21:00	£425
VF326	City and Guilds CAD Parametric Modelling	3	S/Coll	25	Wed	TBC	18:00	21:00	£425
VF327	City and Guilds CAD Parametric Modelling	3	S/Coll	25	Wed	TBC	18:00	21:00	£425
WB220	Welding City and Guilds 3268	1,2,3	S/Coll	25	Tue/Wed & Thurs	27/09/16	18:00	21:00	£730
XK200	Electrical Engineering (NVQ)	2	S/Coll	25	Tue/Thu	27/09/16	18:00	21:00	£1,360
WA215	Mechanical Engineering Workshop Practices (NVQ)	2	S/Coll	25	Tue/Thu	27/09/16	18:00	21:00	£1,360
XA010	Btec National Extended Certificate	3	S/Coll	35	Wed	14/09/16	09:15	19:30	£1,210
WB999	Welding Codings tests to BS4872, BS EN 9606 or ASME IX	N/A	S/Coll	1 day	Flex	Flex	09:15	16:30	£320

S ICT / COMPUTING COURSES

CN302	European Driving Licence (New Version) ITQ Contact 1811 Centre Tel 01757 700407 for more details	2	1811	20	Flex	Flex	Flex	Flex	£250
CN303	Intro to IT Contact 1811 Centre Tel 01757 700407 for more details	E	1811	5	Fri	Various	Flex	Flex	£50
CN308	European Driving Licence (New Version) ITQ Contact 1811 on 01757 700407 for more details	1	1811	20	Flex	Flex	Flex	Flex	£150
CC998	Level 2 Full Course in Unit 2: Webpage creation (LEVEL 2) OCR	2	S/Coll	10	TBC	Jan-17	18:00	21:00	£140
CC998	Level 2 Full Course in Unit 2: Webpage creation (LEVEL 2) OCR	2	S/Coll	10	TBC	Mar-17	18:00	21:00	£140
CC332	Introduction to Web Design	N/A	S/Coll	3	TBC	Sep-16	18:00	21:00	£80

S MATHS & ENGLISH CLASSES

FK999	Adult English	N/A	1811	20	Flex	Flex	Flex	Flex	B
RB999	Adult Maths	N/A	1811	20	Flex	Flex	Flex	Flex	B
HD400	Intro to Maths and English	E	1811	5	Flex	Flex	Flex	Flex	B

Code	Course Title	Level	Venue	Weeks	Day	Date	Start	Finish	Cost
S HIGHER EDUCATION									
GB207	Certificate in Education / PGCE for Lifelong Learning (In-service) PT 2 years duration	5/6	S/Coll	34	1 Eve	01/09/16	18:00	21:00	£3,380 A
PQ219	Foundation Degree in Early Childhood Studies FT 2 years duration	4/5	S/Coll	30	2 Aft +	01/09/16	15.00	21:00	£5,500 A
PQ214	Foundation Degree in Early Childhood Studies PT 3 years duration	4/5	S/Coll	30	1 Aft + 1 Eve	01/09/16	15.00	21:00	£3,685 A
GB209	Foundation Degree in Learning Support FT 2 years duration	4/5	S/Coll	30	2 Eves	01/09/16	17:00	21:00	£5,500 A
GB218	Foundation Degree in Learning Support PT 3 years duration	4/5	S/Coll	30	1 Eve	01/09/16	17:00	21:00	£3,685 A
MA020	BSc in Sports Coaching and Exercise Science FT 3 years duration	4,5,6	S/Coll	30	2/3 days	01/09/16	09:15	16:30	£5,500 A
YA018	Higher National Certificate in Sport and Exercise Sciences FT 1 year duration	4	CDSC	30	2/3 days	01/09/16	09:15	16:30	£5,500 A
YA012	Higher National Certificate in General Engineering PT 18 month duration	4	S/Coll	30	1 day	01/09/16	09:00	19:00	£3,685 A
YB013	Higher National Diploma in General Engineering PT, C 18 month duration	5	S/Coll	30	1 day	01/09/16	09:00	19:00	£3,685 A
YA002	Higher National Diploma in Business FT, C 1 year duration	5	S/Coll	30	2/3 days	01/09/16	09:15	17:00	£5,500 A
YA004	Higher National Certificate in Computing and Systems Development FT 1 year duration	4	S/Coll	30	2/3 days	01/09/16	09:15	16:30	£5,500 A
YA005	Higher National Diploma in Computing and Systems Development FT, C 1 year duration	5	S/Coll	30	2/3 days	01/09/16	09:15	16:30	£5,500 A
YA014	Higher National Certificate in Art & Design FT 1 year duration	4	S/Coll	30	2/3 days	01/09/16	09:15	16:30	£5,500 A
HA012	Higher National Certificate in Hair and Beauty Management PT 18 month duration	4	S/Coll	30	1/2 days	01/09/16	09:15	17:00	£3,685 A
YA100	Access to Higher Education FT and PT* May be eligible for a loan (PT may be offered subject to demand) 1 year duration (FT)	3	S/Coll	2 days	2 days	01/09/16	09:15	16:30	£3,504 A



Key to Course Levels & Abbreviations:

- E** Entry Level programmes
 - 1** College Certificate, NVQ Level 1
 - 2** GCSE's, City & Guilds National Certificate & Diploma, NVQ Level 2
 - 3** AS and A Level, BTEC National Diploma/Certificate, City & Guilds National Certificate, CACHE Certificate and Diploma, Access, NVQ Level 3
 - 4** Higher National Certificate (HNC) NVQ Level 4
 - 5** Foundation Degree (FdA, FdSc), Higher National Diploma (HND), Professional Diploma/Certificate, NVQ Level 5
 - N/A** Level not specified
 - TBC** To be confirmed, contact Student Services (Tel 01757 211097 for details)
 - Flex** Flexible Delivery (dates and times)
 - FT** Full Time
 - PT** Part Time
 - 1811** 1811 Centre, New Lane, Selby. Tel (01757) 700407
 - A** Fee is per year of a programme
 - B** Free subject to criteria
 - C** Must complete HNC before applying for HND
 - D** £15 charge for paper-based courses
 - E** Practical delivered and assessed in college. Written work to be completed in learners own time through Moodle
 - FOC** Free of Charge for e-learning version but £25 charge for paper-based
 - CDSC** Club Doncaster Sports College
 - L** May be eligible for a loan or support with funding
- Contact College for more information **Tel 01757 211114 for details.**

Daytime enrolment...

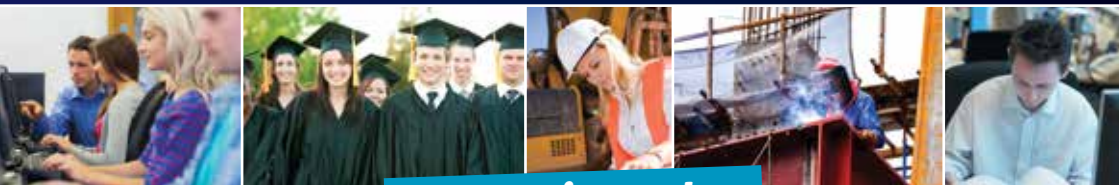
1st August-24th August 2016, 9.30am-4.00pm

Evening enrolment... (Non-HE Courses)

Monday 5th September 2016, 5.00pm-7.30pm

HE courses...

Thursday 1st September 2016, 5.30pm-7.30pm



Don't miss out...

Equal Opportunities For All

Selby College is committed to giving learners access to the services and facilities we offer. We oppose all forms of discrimination and strive to ensure all members of our community are treated equally and fairly.

Disclaimer

Selby College will take all reasonable steps to provide the educational services and range of courses as described in this 2016/17 Part-Time and Higher Education Guide and in other related documents. However, it does not guarantee the provision of such services. The provision of courses is dependent on there being sufficient demand to make their operation viable for the college to run.

At the time of publication (July 2016) all course titles and information were correct. Updates to this Part-Time and Higher Education Guide will be made to the online version available at www.selby.ac.uk

Safeguarding Policy

Selby College recognises its moral and statutory responsibility to safeguard and promote the welfare of students. We work to provide a safe and welcoming environment where students are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure our students receive effective support, protection and justice. Selby College expects Governors, staff and volunteers working on behalf of the organisation to share this commitment.

Smoking Policy

Please note: Selby College campus in its entirety is a designated no smoking site.

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www.selby.ac.uk



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