

Daytime enrolment...

31st July-21st August 2015, 9.30am-4.00pm

Evening enrolment...

Tuesday 1st September 2015

HE courses 5.00pm-6.30pm,
other courses at 6.30pm-7.30pm

Don't miss out...

Develop Achieve Succeed...

Part-Time & Higher Education Courses 2015/16



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 2015/16 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 2015) 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.

Abbot's Road, Selby, North Yorkshire, YO8 8AT.
t: 01757 211000 e: info@selby.ac.uk
www.selby.ac.uk



 Selby College
Adult Skills (19+)

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 selby college
One of England's Top Performing Colleges

See inside for details
about Advanced
Learning Loans



Welcome to the new Selby College Part-Time & Higher Education Guide for courses starting in September 2015.

This guide provides information for all Part-Time courses for adult learners wanting to 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 the town centre at New Lane.

www.selby.ac.uk

Tel: 01757 211040

Want a better job but need to improve your skills?

Did you know, you can apply for an Advanced Learning Loan to help with the costs of your Selby College course, if you're 24 or older?

There are no upfront fees to pay, your repayments don't start until 1 April 2016 and you won't have to pay anything back until you earn more than £21,000 a year.

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

See the range of Advanced Learning Loan courses inside the Guide!

 Higher Education

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

Visit www.selby.ac.uk/higher-education or call 01757 211003



Enrolment

You can enrol on a variety of part-time 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.

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**

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**

Advanced Learning Loans*

If you are aged 24+ and studying for a Level 3 or higher level course, you can now apply for an Advanced Learning Loan to help with the costs of your course.

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

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 any 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 Friday 31st July to Friday 21st August 2015 (Monday – Friday 9.30am – 4.00pm) inclusive. Evening enrolment takes place on Tuesday 1st September (HE courses 5.00pm – 6.30pm, other FE courses 6.30pm – 7.30pm). Please note, there will be no part-time course enrolment during the daytime after 21st August 2015.

Please remember to bring...

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

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

*Please Note:- for students seeking 24+ loans to pay for their course. Students are responsible for paying the tuition fees if a loan application is rejected by Student Finance England.

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.

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 £299. This will require an initial payment of 30% payable on enrolment followed by the remainder by 4 equal instalments.

Please note: a £15 administration fee is applicable with all 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.

 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	
S ACCOUNTING COURSES										
AK318	AAT Accounting	2	S/Coll	36	Mon	07/09/15	09:30	12:30	£850	
AK319	AAT Accounting	2	S/Coll	36	Tue	08/09/15	17:00	20:00	£850	
AK320	AAT Accounting	3	S/Coll	36	Wed	09/09/15	13:30	20:00	£1,200	

S ADVANCED LEARNING LOAN										
PR308	Preparing to Work in Adult Social Care	3	N/A	20	Flex	Flex	Flex	Flex	£850	
PR303	End of Life Care	3	N/A	16	Flex	Flex	Flex	Flex	£850	
AA307	Principles of Business and Administration	3	N/A	20	Flex	Flex	Flex	Flex	£850	
AB305	Management	3	N/A	20	Flex	Flex	Flex	Flex	£850	

S ART & CRAFT										
NE302	Award in Techniques in Sugarpaste Mini Cakes	1	S/Coll	10	Thur	10/09/15	18:00	21:00	£100	
NE303	Award in Royal Icing	1	S/Coll	10	Thur	14/01/16	18:00	21:00	£100	
NB308	Award in Sugar Flowers	1	S/Coll	10	Thur	14/04/16	18:00	21:00	£100	

S COMMUNICATION SKILLS										
FK323	Introduction to Communication Skills for Speakers of Other Languages	E	S/Coll	10	Wed & Thur	Sept-15	6.30pm	9.00pm	£100	
FK405	English for Speakers of Others Languages (ESOL)		S/Coll	20	Wed & Thur	Jan-16	6.30pm	9.00pm	£200	

S DISTANCE LEARNING										
NH309	Nutrition & Health	2	N/A	10	Flex	Flex	Flex	Flex	FOC*	
PH301	Understanding the Care & Management of Diabetes	2	N/A	10	Flex	Flex	Flex	Flex	FOC*	
PR310	Mental Health Awareness	2	N/A	12	Flex	Flex	Flex	Flex	FOC*	
AF325	Team Leading Knowledge	2	N/A	20	Flex	Flex	Flex	Flex	FOC*	
BA321	Principles of Customer Service	2	N/A	14	Flex	Flex	Flex	Flex	FOC*	
HE304	Equality & Diversity	2	N/A	8	Flex	Flex	Flex	Flex	FOC*	
AB313	Business & Administration Knowledge	2	N/A	24	Flex	Flex	Flex	Flex	FOC*	
PR307	Preparing to Work in Adult Social Care	2	N/A	20	Flex	Flex	Flex	Flex	FOC*	
PL341	Understanding the Safe Handling of Medicines	2	N/A	16	Flex	Flex	Flex	Flex	FOC*	
PR312	Principles of Working with Individuals with Learning Disabilities	2	N/A	14	Flex	Flex	Flex	Flex	FOC*	
PA306	Prevention and Control of Infection in Health Care Settings	2	N/A	10	Flex	Flex	Flex	Flex	FOC*	
PR311	Principles of Dementia Care	2	N/A	14	Flex	Flex	Flex	Flex	FOC*	
PT302	End of Life Care	2	N/A	10	Flex	Flex	Flex	Flex	FOC*	

S DISTANCE LEARNING (cont)										
PT302	End of Life Care	2	N/A	10	Flex	Flex	Flex	Flex	FOC*	
PA307	Understanding Dignity & Safeguarding in Adult Health and Social Care	2	N/A	10	Flex	Flex	Flex	Flex	FOC*	
PA308	Certificate in Common Health Conditions (QCF)	2	N/A	10	Flex	Flex	Flex	Flex	FOC*	
PS301	Certificate in Information, Advice & Guidance	2	N/A	10	Flex	Flex	Flex	Flex	FOC*	
PA309	Understanding Autism	2	N/A	14	Flex	Flex	Flex	Flex	FOC*	

S CONSTRUCTION COURSES										
XJ302	17th Edition Electrical Wiring Regulations (BS 7671) Amendment 3	N/A	S/Coll	5.5 Days	TBC	10 Sept	9.15	16.3	£675	
XJ303	17th Edition Electrical Wiring Regulations (BS 7671) Amendment 3 (Fast Track)	N/A	S/Coll	2 Days	TBC	10 Sept	9.15	16.3	£375	
XJ304	17th Edition Electrical Wiring Regulations (BS 7671) Amendment Update Course	N/A	S/Coll	1 Day	TBC	10 Sept	9.15	16.3	£195	
XJ305	Combined In-Service Inspection and Testing of Electrical Equipment (PAT)	N/A	S/Coll	3 Days	TBC	10 Sept	9.15	16.3	£400	

S FIRST AID / HEALTH & SAFETY COURSES										
PL346	Emergency First Aid	2	S/Coll	1 Day	Wed	30/09/15	09:15	16:30	£70	
PL346	Emergency First Aid	2	S/Coll	1 Day	Wed	11/11/15	09:15	16:30	£70	
PL346	Emergency First Aid	2	S/Coll	1 Day	Fri	22/01/16	09:15	16:30	£70	
PL346	Emergency First Aid	2	S/Coll	1 Day	Fri	04/03/16	09:15	16:30	£70	
PL346	Emergency First Aid	2	S/Coll	1 Day	Fri	10/06/16	09:15	16:30	£70	
PL302	First Aid at Work	3	S/Coll	3 Days	Wed	25-27 Nov-15	09:15	16:30	£199	
PL302	First Aid at Work	3	S/Coll	3 Days	Wed	3-5 Feb-16	09:15	16:30	£199	
PL303	First Aid at Work Refresher	3	S/Coll	2 Days	Thur	15-16 Oct-15	09:15	16:30	£140	
PL303	First Aid at Work Refresher	3	S/Coll	2 Days	Tue	12-13 Jan-16	09:15	16:30	£140	
PD303	Paediatric First Aid	3	S/Coll	3 Days	Wed	9-11 Dec-15	09:30	14:30	£140	
PD303	Paediatric First Aid	3	S/Coll	3 Days	Wed	6-8 July-16	09:30	14:30	£140	
PL338	Health & Safety	2	S/Coll	1 Day	Thur	12/11/15	09:15	16:30	£70	
PL338	Health & Safety	2	S/Coll	1 Day	Tue	08/03/16	09:15	16:30	£70	
PL338	Health & Safety	2	S/Coll	1 Day	Tue	14/06/16	09:15	16:30	£70	

S GCSE COURSES										
RB151	GCSE Maths	2	S/Coll	32	Tue	08/09/15	18:00	21:00	Free**	
FK151	GCSE English	2	S/Coll	32	Thur	10/09/15	18:00	21:00	Free**	
RH152	GCSE Science	2	S/Coll	32	Thur	10/09/15	17:30	19:30	£350	

Code	Course Title	Level	Venue	Weeks	Day	Date	Start	Finish	Cost
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S HAIR & BEAUTY COURSES

HL209	Wax Depilation (Hair Removal)	2	S/Coll	14	Tue	15/09/15	18:00	21:00	£325.00
HL321	Nail Technology	2	S/Coll	36	Wed	16/09/15	18:00	21:00	£625.00
HL215	NVQ Diploma in Barbering	2	S/Coll	36	Tue	15/09/15	18:00	21:00	£890.00
Practical delivered and assessed in college. Written work to be completed in learners' own time through Moodle									

S PREPARING FOR HIGHER EDUCATION

YA100	Access to Higher Education	3	S/Coll	36	TBC	Sept-15	09:00	16:00	£3,384 ^L
YX999	Preparation for Higher Education (Academic Writing Skills)	n/a	S/Coll	4	TBC	Sept-15	TBC	TBC	Free
Subject to having gained a place on a Selby College HE course									

S HIGHER EDUCATION

GB207	Certificate in Education / PGCE for Lifelong Learning (in-service) (PT) 2yrs	4/5	S/Coll	34	Wed	Sept-15	18:00	21:00	£3,280 ^{LA}
PQ214	Foundation Degree in Early Childhood Studies (FT and PT) 2-3yrs	4/5	S/Coll	30	Mon & Thur	Sept-15	Aft+ Eve	Aft+ Eve	£3,600 ^{LA} £5,400 ^{LA}
GB209	Foundation Degree in Learning Support (FT) 2yrs	4/5	S/Coll	30	2 Eves	Sept-15	18:00	21:00	£5,400 ^{LA}
GB218	Foundation Degree in Learning Support (PT) 3yrs	4/5	S/Coll	30	Thur	Sept-15	18:00	21:00	£3,600 ^{LA}
MA010	Foundation Degree in Sports Coaching (FT) 2yrs	4/5	S/Coll	30	2/3 Days	Sept-15	09:15	16:30	£5,400 ^{LA}
YB013	Higher National Diploma in Engineering (PT)	5	S/Coll	30	Wed	Sept-15	09:15	19:30	£3,600 ^{LA}
YA010	Higher National Certificate in Health and Social Care (FT) 1yr	4	S/Coll	30	2 Days	Sept-15	09:15	16:30	£5,400 ^{LA}
YA004	Higher National Certificate in Computing (FT) 1yr	4	S/Coll	30	2 Days	Sept-15	09:15	16:30	£5,400 ^{LA}
YA012	Higher National Certificate Engineering 1yr	4	S/Coll	30	1 Day	Sept-15	09:15	16:30	£3,600 ^{LA}
MA020	BSc in Sports Coaching and Health Sciences (Top Up) 1yr	6	S/Coll	30	2 Days	Sept-15	09:15	16:30	£5,400 ^{LA}
YA011	Higher National Diploma in Health and Social Care 1yr	5	S/Coll	30	2 Days	Sept-15	09:15	16:30	£5,400 ^{LA}
YA001	Higher National Certificate in Business (FT & PT) 1-2yrs	4	S/Coll	30	2 Days	Sept-15	TBC	TBC	£5,400 ^{LA}
YA002	Higher National Diploma in Business (FT) 2yrs	5	S/Coll	30	2 Days	Sept-15	09:15	16:30	£5,400 ^{LA}
YA012	Higher National Diploma in Computing (FT) 2yrs	5	S/Coll	30	2 Days	Sept-15	09:15	16:30	£5,400 ^{LA}

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	24 Sept	18:00	21:00	£425
VF324	City and Guilds AutoCAD	3	S/Coll	25	Wed	24 Sept	18:00	21:00	£425
VF325	City and Guilds AutoCAD 3D	3	S/Coll	25	Wed	24 Sept	18:00	21:00	£425
VF326	City and Guilds CAD Parametric Modelling	2	S/Coll	25	Wed	24 Sept	18:00	21:00	£425
VF327	City and Guilds CAD Parametric Modelling	3	S/Coll	25	Wed	24 Sept	18:00	21:00	£425
WB220	Welding (NVQ)	2	S/Coll	17	Tue & Thur	29 Sept	18:00	21:00	£975
XK200	Electrical Engineering (NVQ)	2	S/Coll	25	Tue & Thur	29 Sept	18:00	21:00	£1,360
WA215	Mechanical Engineering Workshop Practices (NVQ)	2	S/Coll	25	Tue & Thur	29 Sept	18:00	21:00	£1,360
XA010	BTEC National Extended Certificate	3	S/Coll	35	Wed	10 Sept	09:15	19:30	£1,210 ^L
WB999	Welding Codings Tests to BS4872	N/A	S/Coll	1 Day	TBC	10 Sept	9.15	16.3	£320

S HOSPITALITY MANAGEMENT & CATERING COURSES

NH303	Food Safety	1	S/Coll	1 Day	Tue	22/09/15	09:30	14:30	£40
NH303	Food Safety	1	S/Coll	1 Day	Tue	01/03/16	09:30	14:30	£40
NH320	Food Safety	2	S/Coll	1 Day	Tue	22/09/15	09:15	16:30	£70
NH320	Food Safety	2	S/Coll	1 Day	Mon	19/10/15	09:15	16:30	£70
NH320	Food Safety	2	S/Coll	1 Day	Tue	24/11/15	09:15	16:30	£70
NH320	Food Safety	2	S/Coll	1 Day	Mon	11/01/16	09:15	16:30	£70
NH320	Food Safety	2	S/Coll	1 Day	Tue	23/02/16	09:15	16:30	£70
NH320	Food Safety	2	S/Coll	1 Day	Mon	21/03/16	09:15	16:30	£70
NH320	Food Safety	2	S/Coll	1 Day	Tue	19/04/16	09:15	16:30	£70
NH320	Food Safety	2	S/Coll	1 Day	Mon	23/05/16	09:15	16:30	£70
NH320	Food Safety	2	S/Coll	1 Day	Mon	27/06/16	09:15	16:30	£70
NC299	Award for Personal Licence Holders	2	S/Coll	1 Day	TBC	Nov-15	09:15	16:30	£165

S ICT / COMPUTING COURSES

CN302	European Computer Driving Licence (New Version) ITQ	2	1811	20	Flex	Flex	Flex	Flex	£250
CN303	Intro to IT	E	1811	5	Fri	Various	Flex	Flex	£50
CN308	European Computer Driving Licence (New Version) ITQ	1	1811	20	Flex	Flex	Flex	Flex	£150

S INTRODUCTION TO WORK COURSES

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

Code	Course Title	Level	Venue	Weeks	Day	Date	Start	Finish	Cost
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S LITERACY & NUMERACY COURSES

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

S SPORTS COURSES

HK325	Massage - Sports Massage Therapy	3	S/Coll	36	Tue	15/09/15	18:00	21:00	£890
HK316	Massage - Sports Massage Therapy	4	S/Coll	36	Tue	15/09/15	18:00	21:00	£1,200

S TEACHING & LEARNING SUPPORT COURSES

GA200	Award in Education and Training (Formerly PTTLs)	3	S/Coll	8	Thur	24/09/15	09:15	16:30	£450
GA200	Award in Education and Training (Formerly PTTLs)	3	S/Coll	8	Thur	10/03/16	09:15	16:30	£450
GB207	Certificate in Education / PGCE for Lifelong Learning (in-service) (PT)	4/5	S/Coll	34	Wed	Sep-15	18:00	21:00	£3,280 ^L
GD308	Certificate in Supporting Teaching and Learning in Schools	2	1811	40	Tue	22/09/15	09:00	15:00	£350
GD308	Certificate in Supporting Teaching and Learning in Schools	2	1811	40	Wed	03/02/16	09:00	15:00	£350
GB313	Certificate in Supporting Teaching and Learning in Schools	3	1811	52	Thur	01/10/15	09:00	15:00	£1,417 ^L
GB218	Foundation Degree in Learning Support (FT)	4/5	S/Coll	30	2 Eves	Sep-15	18:00	21:00	£5,400 ^L
GB209	Foundation Degree in Learning Support (PT)	4/5	S/Coll	30	Thur	Sep-15	18:00	21:00	£3,600 ^L
HD387	Specialist Diploma in Delivering English	5	S/Coll	15	Fri	09/10/15	09:00	16:30	£1,500
HD383	Specialist Diploma in Delivering Mathematics	5	S/Coll	15	Fri	09/10/15	09:00	16:30	£1,500

Key to Course Levels:

- 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 211040 for details).
- Flex** Flexible Delivery (dates and times)
- 1811** 1811 Centre, New Lane, Selby. Tel (01757) 700407
- *** £15 charge for paper-based courses
- **** Free subject to criteria
- Δ** Price per annum
- FOC** Free of Charge for e-learning version but £15 charge for paper-based.
- ^L** May be eligible for a loan or support with funding. Contact College for more information. **Tel. 01757 211114 for details.**