



# PROSPECTUS

*Professional Training & Part-Time Courses | 2011 - 2012*



[slcollege.ac.uk/profile](http://slcollege.ac.uk/profile)

# A WELCOME FROM THE PRINCIPAL

*As Principal at South Leicestershire College (SLC) I am pleased to introduce you to our Professional Training & Part-Time Courses Guide.*

Taking the chance to broaden and improve your knowledge and skills is the key to a brighter future. This has never been as important as it is now, when the jobs market is increasingly competitive. Don't worry if you have not been in education for a while, we can help you gain the right skills in order to fulfil your potential. Every year, hundreds of people like you gain their qualifications here and start a new career.

At SLC we have provision to suit all ages and abilities. Our dedicated team of teaching and educational professionals lead the way in providing educational opportunities and courses to suit you. We have good links with local employers and these help ensure our vocational courses meet their requirements, as well as yours. I hope that our college's Professional Training & Part-Time Courses Guide inspires you to explore new directions in your working life or develop an interest you may have. As well as gaining new skills, you will develop your confidence, meet new people and discover new and exciting career prospects.

If you have any questions about our exciting range of courses then please contact one of our experienced advisors on **0116 264 3555** or email **iag@slcollege.ac.uk**. Alternatively, go to our website for more information – **slcollege.ac.uk**

I look forward to welcoming you to the college.

**Jim Aleander**  
Principal



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# NEW BEGINNINGS

South Leicestershire College's (SLC's) South Wigston campus was officially opened by His Royal Highness, The Earl of Wessex KG, KCVO. His Royal Highness met with students, tutors and VIP guests on his tour of our fantastic building.



## SOUTH WIGSTON CAMPUS

### ▶ THE EATING PLACE

Sit back, relax and enjoy our range of delicious snacks, meals and drinks throughout the day.

### ▶ THERAPIES SUITE

This new fantastic facility is available for every student to use and is opening to the public in September 2011. It boasts a dry flotation tank, sauna and steam room. We also offer a range of massages, therapies, beauty and holistic treatments. Check out [slcollege.ac.uk/therapies](http://slcollege.ac.uk/therapies) for more information.

### ▶ PROFESSIONAL FACILITIES

SLC's new South Wigston campus has many different sized rooms with state-of-the-art equipment available for hire. Our team at SLC will help organise conferences, meetings, or corporate events. We even have our own in-house catering service, Olive who can provide fresh, delicious food for guests.



### ▶ THE GYM

The Gym boasts a range of the latest cardiovascular and resistance equipment, and is open to all students at the college for £1 a session!

### ▶ THE LIBRARY

Gain quick access to computers, printing, journals, books, DVDs, digital cameras, laptops, video cameras and much more!

### ▶ THE NURSERY

The Nursery provides a caring and stimulating environment for children aged three months to school age, whose parents are studying at the college.



## NEW COURSES

*New Courses for 2011 & 2012:*

- ▶ *Art & Design*
- ▶ *Motor Vehicle Maintenance*
- ▶ *DIY*
- ▶ *Hospitality*
- ▶ *Personal Licence*
- ▶ *Sport*



Enrol Now



## WANT TO IMPROVE YOUR ENGLISH & MATHS?

*SLC runs FREE courses that can help you to develop the skills you use in every day life, such as reading, writing and maths.*

Qualifications are offered at a number of different levels in a supportive and welcoming environment. Classes run at times suitable for you, both in the daytime and in the evening. We can even run sessions at your business or organisation for any teams or staff members.

## ARE YOU DYSLEXIC?

*We offer FREE support for adults who may need it.*

We can help you develop key skills to improve your confidence in everyday life and career, whilst you work towards further qualifications.



# CASE STUDY

### ► Philip Rutland *AAT - Certificate for Accounting Technicians - Level 2*

*Philip decided to pursue a career in accountancy as he liked working with numbers and making figures balance. He has now successfully completed his first year of study. He will continue at SLC for another 2 years to complete the NVQ Level 4 AAT and then enter the world of accountancy full-time.*

*"I am looking to get into a new career so I chose to study accountancy here at my local college. The staff are very helpful and I enjoy the company of my fellow students. As a working father and mature learner, I have found SLC thoroughly supportive, and they have really helped me find the pathway to my dream job."*



# HIGHER



### ► Our Higher Education and Professional Practice programmes are designed for those people who want to make a difference to their career and organisation.

We recognise the demands of today's professionals, so we offer dynamic, flexible learning packages accredited through Professional Institutions with global recognition. These include interaction from visiting speakers who are experts in their field.

Our staff are highly qualified Managers with the experience, knowledge and skills required to ensure that you enjoy a quality learning experience.

For those who are already on the career ladder, we can facilitate and accelerate development in your specialist area. If you want to change your direction or are just starting out in your professional working life, we can advise and design a career development path with you.

### We offer professional training in the following areas:

- Accounting (up to and including Level 4 Diploma)
- Business (up to and including Level 5 HND)
- Counselling (up to and including Level 4 Diploma)
- Children & Families (HNC/D Level 5)
- Credit Management (up to and including Level 5 Diploma)
- Human Resources (up to and including Level 5 Intermediate Certificate)
- Leadership & Management (up to and including Foundation Degree and Level 5 Extended Diploma)
- Marketing (up to and including Level 6 Professional Diploma)
- Purchasing & Supply (up to and including Level 5 Diploma)
- Teacher Training (up to and including Level 5 Diploma)

All programmes are run through our Centre for Business and Professional Development (part of the *Martin Johnson Centre for Leadership and Management*).





# PROFESSIONAL TRAINING & PART-TIME COURSES

*Competitive  
Rates!*

*Reduced  
Fees*  
You may be entitled to  
a reduction in fees.  
*Please ask!*

## Key code

South Wigston Campus	<b>S</b>
Somali Centre	<b>SC</b>
Guthlaxton School	<b>G</b>



Please note: whilst every care has been taken to ensure the accuracy of the following information, some details may be subject to change without prior notice.  
Certain courses may also require an interview before enrolment.

## ACCESS TO HIGHER EDUCATION

Access to Higher Education is a Level 3 programme of study for adult learners aged over 19. Our access courses offer you the chance to gain qualifications which allow you to enter Higher Education on a degree or HND course.

Course	Level	Day & Time	Campus	Start Date	Weeks	Price
Access To HE - Year 1 (2 year course)	Level 3	Various days 9.30 - 3.00pm	S	12/9/2011	36	£819

## ACCOUNTING & CREDIT MANAGEMENT

We offer a wide range of accountancy courses, from qualifications in basic bookkeeping, computerised accounts and payroll through to professional level accounting. Our courses are flexible so you can work and train at the same time.



Course	Level	Day & Time	Campus	Start Date	Weeks	Price
AAT Award for Accounting Technicians	Level 1	Monday 6.00 - 9.30pm	S	13/9/2011	17	£373
AAT Award for Accounting Technicians	Level 1	Monday 6.00 - 9.30pm	S	30/1/2012	17	£373
Award in Computerised Accounts (QCF)	Level 1	Thursday 5.30 - 7.30pm	S	15/9/2011	10	£138
Award in Computerised Accounts (QCF)	Level 1	Thursday 5.30 - 7.30pm	S	12/1/2012	10	£138
Award in Computerised Accounts (QCF)	Level 1	Thursday 5.30 - 7.30pm	S	19/4/2012	10	£138
Award in Computerised Accounts (QCF)	Level 2	Thursday 6.30 - 9.30pm	S	15/9/2011	10	£139
Award in Computerised Accounts (QCF)	Level 2	Thursday 6.30 - 9.30pm	S	12/1/2012	10	£139
Award in Computerised Accounts (QCF)	Level 2	Thursday 6.30 - 9.30pm	S	19/4/2012	10	£139
Award in Computerised Accounts (QCF)	Level 3	Thursday 6.00 - 9.00pm	S	15/9/2011	15	£238
Award in Computerised Accounts (QCF)	Level 3	Thursday 6.00 - 9.00pm	S	19/1/2012	15	£238
Certificate for Accounting Technicians (QCF) (Day & Evening)	Level 2	Monday 1.15 - 9.00pm	S	12/9/2011	36	£764
Certificate for Accounting Technicians (QCF) (Day Release)	Level 2	Monday 9.00 - 5.00pm	S	12/9/2011	36	£764
Certificate for Accounting Technicians (QCF) (Evening)	Level 2	Monday & Thursday 6.00 - 9.00pm	S	12/9/2011	36	£764
Diploma for Accounting Technicians (QCF) (Day & Evening)	Level 3	Tuesday 1.15 - 4.30pm & Thursday 6.00 - 9.00pm	S	13/9/2011	36	£985
Diploma for Accounting Technicians (QCF) (Day Release)	Level 3	Tuesday 9.00 - 5.00pm	S	13/9/2011	36	£985
Diploma for Accounting Technicians (QCF) (Evening)	Level 3	Tuesday & Thursday 6.00 - 9.00pm	S	13/9/2011	36	£985
Diploma for Accounting Technicians (QCF) (Day & Evening)	Level 4	Thursday 1.00 - 9.30pm	S	15/9/2011	36	£937
Diploma for Accounting Technicians (QCF) (Day Release)	Level 4	Thursday 9.00 - 5.00pm	S	15/9/2011	36	£937
Diploma for Accounting Technicians (QCF) (Evening)	Level 4	Tuesday & Thursday 6.00 - 9.00pm	S	15/9/2011	36	£937
ICM Business Environment	Level 3	Monday 6.30 - 9.30pm	S	12/9/2011	16	£445
ICM Introductory Credit Management	Level 3	Thursday 6.30 - 9.30pm	S	15/9/2011	16	£445
ICM Accounting Principles	Level 3	Thursday 6.30 - 9.30pm	S	2/2/2012	16	£445

# ART & DESIGN

Previous experience and qualifications are not needed for these Art & Design courses, just creativity and a talent to develop!

Course	Level	Day & Time	Campus	Start Date	Weeks	Price
City & Guilds Award in Contemporary Floral Design	Level 1	Tuesday 6.00 - 9.00pm	S	10/1/2012	10	£145
City & Guilds Award in Traditional Floral Arrangements	Level 1	Tuesday 6.00 - 9.00pm	S	20/9/2011	10	£145
City & Guilds Award in Interior Décor - Bedroom & Bathroom	Level 1	Monday 6.00 - 9.00pm	S	9/1/2012	10	£145
City & Guilds Award in Interior Décor - Livingroom and Kitchen	Level 1	Monday 6.00 - 9.00pm	S	19/9/2011	10	£145
City & Guilds Award in an Introduction to Creating Promotional Materials	Level 1	Thursday 6.00 - 9.00pm	S	12/1/2012	10	£145
City & Guilds Award in Creative Computing - Website Design	Level 2	Thursday 6.00 - 9.00pm	S	22/9/2011	10	£145
City & Guilds Award in Creating Promotional Materials for Corporate Business	Level 2	Thursday 6.00 - 9.00pm	S	19/4/2012	10	£145
Digital Photography for Beginners	N/A	Monday 6.00 - 9.00pm	S	19/9/2011	10	£195
Digital Photography for Beginners	N/A	Monday 6.00 - 9.00pm	S	9/1/2012	10	£195
Drawing & Painting	N/A	Tuesday 6.00 - 9.00pm	S	20/9/2011	10	£145
Drawing & Painting	N/A	Tuesday 6.00 - 9.00pm	S	10/1/2012	10	£145

# BUSINESS & ADMINISTRATION

Our courses are designed to develop your skills in both office software and administrative functions. They provide an excellent grounding for employment as well as develop those who are already employed in a modern business environment.

Course	Level	Day & Time	Campus	Start Date	Weeks	Price
Award in Administration	Level 1	Friday 9.30 - 3.00pm	S	13/ 1/2011	10	£300
Award in Administration	Level 1	Friday 9.30 - 3.00pm	S	20/4/2012	10	£300
HND in Business - Year 1 (2 year course)	Level 5	TBC	S	19/9/2011	36	£1500

# BEAUTY & COMPLEMENTARY THERAPIES

If you are looking for a career where you are contributing to your clients' health and well-being then these are the courses for you. They will enable you to develop an in-depth knowledge of holistic health concepts, along with practical skills and techniques.

Course	Level	Day & Time	Campus	Start Date	Weeks	Price
Award in Basic Make-Up Application (QCF)	Level 1	Monday 6.00 - 9.00pm	S	12/9/2011	10	£141
Award in Nail Treatments (QCF)	Level 1	Tuesday 6.00 - 9.00pm	S	13/9/2011	34	£386
Certificate in Sports Massage Therapy (QCF)	Level 3	Tuesday & Thursday 6.00 - 9.00pm	S	13/9/2011	36	£570
Certificate in Sports Massage Therapy (QCF)	Level 3	Wednesday & Thursday 9.00 - 4.00pm	S	14/9/2011	23	£570
Certificate in Sports Massage Therapy (QCF)	Level 4	Wednesday & Thursday 9.00 - 4.00pm	S	23/3/2012	16	£490
Diploma in Aromatherapy Massage	Level 3	Tuesday 1.00 - 4.00pm	S	13/9/2011	36	£600
Diploma in Body Massage	Level 3	Thursday 1.00 - 3.30pm	S	15/9/2011	36	£600
Diploma in Reflexology	Level 3	Monday 12.00 - 2.30pm	S	12/9/2011	36	£600

# CONSTRUCTION & DIY

If you are interested in pursuing a career in Construction or are looking to improve your home, then look no further. Our construction department is enhanced by unique partnerships with employers Gibbs & Dandy and Lincrusta.



Course	Level	Day & Time	Campus	Start Date	Weeks	Price
Basic DIY	N/A	Monday 6.00 - 9.00pm	S	12/9/2011	20	£195
Basic Brickwork at Home	N/A	Tuesday 6.00 - 9.00pm	S	6/9/2011	13	£195
Decorating at Home	N/A	Thursday 6.00 - 9.00pm	S	22/9/2011	10	£195
Developing Carpentry Skills	N/A	Monday 6.00 - 9.00pm	S	10/1/2012	13	£250
Developing Decorating Skills	N/A	Thursday 6.00 - 9.00pm	S	12/1/2012	13	£250
Developing Joinery Skills	N/A	Monday 6.00 - 9.00pm	S	10/1/2012	13	£250
Developing Painting Skills	N/A	Thursday 6.00 - 9.00pm	S	12/1/2012	13	£250
Woodwork for Beginners	N/A	Monday 6.00 - 9.00pm	S	19/9/2011	10	£195

COUNSELLING

It's good to talk and even better to listen. We all find ourselves giving counsel to others from time to time as part of our everyday lives. If you want to pursue counselling as a career, our courses will help you build on your listening and reflection skills and develop your self-awareness.



Course	Level	Day & Time	Campus	Start Date	Weeks	Price
Certificate in Counselling Concepts	Level 2	Monday 9.30 - 12.30pm	S	19/9/2011	10	£197
Certificate in Counselling Concepts	Level 2	Monday 9.30 - 12.30pm	S	19/3/2012	10	£197
CPCAB - Certificate in Counselling Studies	Level 3	Tuesday 6.00 - 9.00pm	S	13/9/2011	36	£641
CPCAB - Diploma in Therapeutic Counselling	Level 4	Thursday 3.30 - 9.30pm	S	15/9/2011	36	£920

CASE STUDY

► Surjeet Kaur  
Diploma in Therapeutic Counselling - Level 4

Surjeet studied the Level 3 Certificate in Counselling Studies at SLC before progressing onto the Level 4. She found the college location and course times ideal to fit in with her work schedule and family.

'I am really enjoying studying the Diploma, it has helped me learn about counselling therapies and techniques. It has also helped me personally to understand myself and others. I really do look forward to college on a Monday evening, and spending my time in great company.'



ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

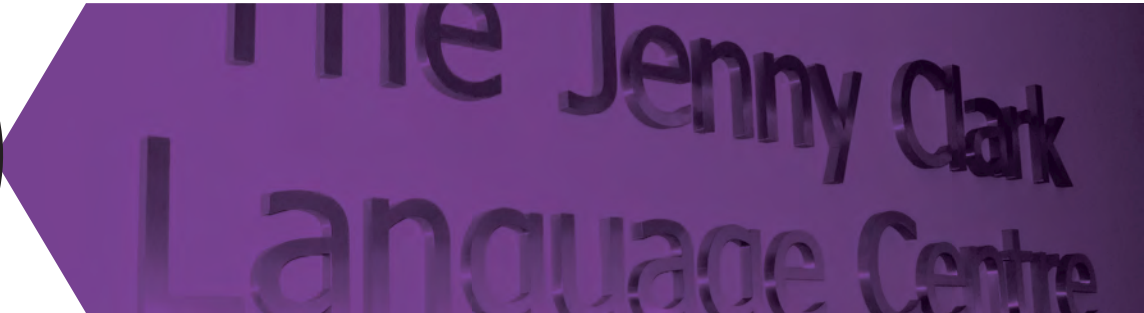
We offer a wide range of part-time courses to help you improve your English. Whatever your starting point, our courses will help improve your English speaking, listening, reading and writing skills.



Course	Level	Day & Time	Campus	Start Date	Weeks	Price
Maths for ESOL	Various	Tuesday 9.00 - 1.00pm	SC	16/8/2011	39	£31
Maths for ESOL	Various	Thursday 1.00 - 5.00pm	SC	18/8/2011	39	£31
Business English (Term 1)	Various	Various days & times - 3 hours per week	S	12/9/2011	15	£416 (or £1000 for all 3 terms)
Business English (Term 2)	Various	Various days & times - 3 hours per week	S	9/1//2012	11	£306 (or £1000 for all 3 terms)
Business English (Term 3)	Various	Various days & times - 3 hours per week	S	16/4/2012	10	£278 (or £1000 for all 3 terms)
English for Academic Purposes (Term 1)	Various	Various days & times - 3 hours per week	S	12/9/2011	15	£416 (or £1000 for all 3 terms)
English for Academic Purposes (Term 2)	Various	Various days & times - 3 hours per week	S	9/1/2012	11	£306 (or £1000 for all 3 terms)
English for Academic Purposes (Term 3)	Various	Various days & times - 3 hours per week	S	16/4/2012	10	£278 (or £1000 for all 3 terms)
IELTS Exam Preparation (Term 1)	Various	Various days & times - 3 hours per week	S	12/9/2011	15	£416 (or £1000 for all 3 terms)
IELTS Exam Preparation (Term 2)	Various	Various days & times - 3 hours per week	S	9/1/2012	11	£306 (or £1000 for all 3 terms)
IELTS Exam Preparation (Term 3)	Various	Various days & times - 3 hours per week	S	16/4/2012	10	£278 (or £1000 for all 3 terms)

Reduced Fees

You may be entitled to a reduction in fees. Please ask!





# FIRST AID

We offer a first aid qualification to help you meet your responsibilities in the workplace.

Course	Level	Day & Time	Campus	Start Date	Weeks	Price
Award in Emergency First Aid at Work	Level 2	Various days & times	S	TBC	-	£99

# GCSES (ENGLISH LANGUAGE & MATHS)

GCSEs provide a good foundation for progression on to further courses, and are the minimum qualification requirements for many employers. Whatever your starting point, our courses will help improve your English speaking, listening, reading and writing skills.

Course	Level	Day & Time	Campus	Start Date	Weeks	Price
GCSE English Language	1 & 2	Various days & times	S	12/9/2011	-	£300
GCSE Mathematics	1 & 2	Various days & times	S	12/9/2011	-	£300

# CASE STUDY

► **Diane Sandiford**  
*Pathways to GCSE English*

**Diane came to SLC to study Pathways to GCSE English. She can now progress on to GCSE English if she wishes to do so.**

“As a mature learner with 34 years experience in customer services I decided to pursue a new career in teaching so needed extra qualifications. This is my local college where I had previously taken an ECDL course. SLC provides a fantastic environment in which to learn. A lot of self-discipline is needed to help you complete the course, and the staff are all great. Everything you want in life is achievable with a little effort!”



# HUMAN RESOURCES & HUMAN RESOURCE MANAGEMENT

Our Human Resources programmes give a real insight into the world of HR and Personnel. You will study organisational behaviour at all levels of the business environment.



Course	Level	Day & Time	Campus	Start Date	Weeks	Price
Certificate in HR Practice	Level 3	Monday or Thursday 6.00 - 9.30pm	S	12/9/2011	36	£835
Award in HR Essentials - Foundation Developing as a Human Resource Practitioner	Level 3	Monday & Thursday 6.00 - 8.30pm	S	12/9/2011	4	£130
Award in HR Essentials - Foundation Understanding Organisations	Level 3	Monday & Thursday 6.00 - 8.30pm	S	24/10/2011	4	£130
Award in HR Essentials - Foundation Resourcing Talent	Level 3	Monday & Thursday 6.00 - 8.30pm	S	9/1/2012	6	£182
Award in HR Essentials - Foundation Supporting Good Practice in Employment	Level 3	Monday & Thursday 6.00 - 8.30pm	S	27/2/2012	5	£160
Award in HR Essentials - Foundation Performance & Reward Management	Level 3	Monday & Thursday 6.00 - 8.30pm	S	16/4/2012	5	£160
Certificate in HR Management - Intermediate	Level 5	Various Tuesdays throughout year 6.00 - 9.00pm	S	14/9/2011	36	£1,050
Award in HR Essentials - Intermediate Developing Professional Practice	Level 5	Various Tuesdays 6.00 - 9.00pm	S	13/9/2011	5	£145
Award in HR Essentials - Intermediate Business Issues & the Context of HR	Level 5	Various Tuesdays 6.00 - 9.00pm	S	25/10/2011	7	£203
Award in HRP - Intermediate - Using Information in HR	Level 5	Various Tuesdays 6.00 - 9.00pm	S	17/1/2012	4	£145
Award in HR Essentials - Intermediate Improving Organisational Performance	Level 5	Various Tuesdays 6.00 - 9.00pm	S	24/1/2012	7	£203
Award in HR Essentials - Intermediate Employee Engagement	Level 5	Various Tuesdays 6.00 - 9.00pm	S	20/3/2012	7	£203
Award in HR Essentials - Intermediate Reward Management	Level 5	Various Tuesdays 6.00 - 9.00pm	S	22/5/2012	6	£203





# HOSPITALITY & FOOD HYGIENE

We offer courses for those wanting to begin a career in the catering & hospitality industry - check out our menu of courses.

Course	Level	Day & Time	Campus	Start Date	Weeks	Price
Award in Introduction to the Hospitality Industry	Level 1	Various days & times	S	12/09/2011	27	£407
Award in Cleaning in Food Premises (QCF)	Level 2	Various days & times	S	TBC	1 day	£55
Award in Food Safety	Level 2	Various days & times	S	TBC	TBC	£55
Award in Hospitality and Catering	Level 2	Wednesday 10.00 - 3.00pm	S	14/9/2011	27	£391

# INFORMATION TECHNOLOGY (IT)

In the constantly changing world of computing, we're helping you stay ahead of the game with our range of courses. Courses start at levels suitable for beginners and progress to more advanced qualifications.

Course	Level	Day & Time	Campus	Start Date	Weeks	Price
ECDL (European Computer Driving Licence) Essentials	Level 1	Monday 6.00 - 9.00pm	S	24/10/2011	20	£215
ECDL (European Computer Driving Licence) Extra	Level 2	Tuesday 6.00 - 9.30pm	S	20/9/2011	36	£315
City & Guilds Diploma in IT System Support	Level 2	Monday & Thursday 6.00 - 9.30pm	S	12/9/2011	36	£470
City & Guilds Award in Creative Computing - Website Design	Level 2	Thursday 6.00 - 9.00pm	S	22/9/2011	10	£145
A+ Certification	N/A	Monday 6.00 - 9.00pm	S	9/1/2012	10	£195
A+ Certification	N/A	Monday 6.00 - 9.00pm	S	16/4/2012	10	£195
Build a PC	N/A	Tuesday 6.00 - 9.00pm	S	20/9/2011	10	£195
Build a PC	N/A	Tuesday 6.00 - 9.00pm	S	10/1/2012	10	£195
Computing for Beginners	N/A	Monday 6.00 - 9.00pm	S	12/9/2011	5	£98
Computing for Beginners	N/A	Monday 6.00 - 9.00pm	S	9/1/2012	5	£98
Understanding New Technologies	N/A	Monday 6.00 - 9.00pm	S	10/1/2012	5	£98

# MARKETING

We offer courses at a variety of levels to suit those who may be looking at a new career in this exciting and diverse field of employment, or for those looking to gain extra qualifications and progress within their current Marketing role.



Course	Level	Day & Time	Campus	Start Date	Weeks	Price
CIM Introductory Certificate in Marketing	Level 3	Monday 6.30 - 9.30pm	S	19/9/2011	16	£350
CIM Market Research and Information	Level 4	Tuesday 6.30 - 9.30pm	S	13/9/2011	7	£275
CIM Marketing Essentials	Level 4	Tuesday 6.30 - 9.30pm	S	22/9/2011	9	£275
CIM Assessing Marketing Environment	Level 4	Tuesday 6.30 - 9.30pm	S	10/1/2012	9	£275
CIM Stakeholder Marketing	Level 4	Tuesday 6.30 - 9.30pm	S	17/1/2012	7	£275
CIM Marketing Planning Process	Level 6	Thursday 6.30 - 9.30pm	S	15/9/2011	8	£350
CIM Diploma - Delivering Customer Value through Marketing	Level 6	Thursday 6.30 - 9.30pm	S	22/9/2011	8	£350
CIM Project Management in Marketing	Level 6	Thursday 6.30 - 9.30pm	S	12/1/2012	9	£350
CIM Diploma - Marketing Management	Level 6	Thursday 6.30 - 9.30pm	S	19/1/2012	7	£350

# CASE STUDY

► **Chetan Tailor**  
**CIM - Professional Certificate in Marketing - Level 4**

**Chetan was looking to further his career as a graphic designer by branching into the marketing industry. Chetan found our courses flexible which enabled him to study after work on an evening course.**

"I really enjoy the class discussions and the one-to-one tutorials you receive from the course tutors, I think this has ensured my success on course. I will now be able to use what I've learnt on my CIM marketing course to increase business opportunities at work, manage larger projects and advise clients on marketing."



# MOTOR VEHICLE MAINTENANCE

Have you ever wished you knew more about the car you're driving? Would you like to carry out routine servicing yourself? Then this is the course for you!

Course	Level	Day & Time	Campus	Start Date	Weeks	Price
Motor Vehicle Maintenance	N/A	Thursday 6.00 – 9.15pm	G	19/9/2011	3	£70
Motor Vehicle Maintenance	N/A	Thursday 6.00 – 9.15pm	G	6/1/2012	3	£70
Motor Vehicle Maintenance	N/A	Thursday 6.00 – 9.15pm	G	16/4/2012	3	£70
Award in Motor Vehicle Maintenance	Level 1	Thursday 6.00 – 9.00pm	G	15/9/2011	36	£350

# PATHWAYS TO GCSEs

Our pathways courses can be catered towards the individual. You can study at either level 1 or level 2 which can give you the opportunity to study the full GCSE course.

Course	Level	Day & Time	Campus	Start Date	Weeks	Price
Pathways - to GCSE Maths	Level 2	Thursday 12.30 – 3.00pm	S	15/9/2011	-	£31
Pathways - to GCSE Maths	Level 2	Thursday 6.30 – 9.00pm	S	15/9/2011	-	£31
Pathways - to GCSE English	Level 2	Monday 12.00 – 3.00pm	S	12/9/2011	-	£31
Pathways - to GCSE English	Level 2	Monday 6.00 – 9.00pm	S	12/9/2011	-	£31
Pathways - to GCSE English	Level 2	Monday 9.30am – 12.00pm	S	15/9/2011	-	£31

# PERSONAL LICENCE

The course is the new nationally recognised qualification which enables you to apply for a Justices' Licence to demonstrate your knowledge of licensing laws and social responsibilities that go along with selling alcohol.

Course	Level	Day & Time	Campus	Start Date	Weeks	Price
National Certificate for Personal Licence Holders	Level 2	Various days & times	S	TBC	TBC	£105

# PURCHASING & SUPPLY

Our courses give you the skills and knowledge that you can apply to your career! With courses to suit those at all levels in a Purchasing and Supply role.



Course	Level	Day & Time	Campus	Start Date	Weeks	Price
CIPS Developing Contracts	Level 4	Monday 6.00 - 8.30pm	S	28/11/2011	19	£545
CIPS Measuring Purchasing Performance	Level 4	Tuesday 6.00 - 8.30pm	S	29/11/2011	20	£545
CIPS Purchasing Context	Level 4	Monday 6.00 - 8.30pm	S	28/5/2012	12	£545
CIPS Managing Purchasing and Supply Relations	Level 4	Tuesday 6.00 - 8.30pm	S	29/5/2012	12	£545
CIPS Operational Management in the Supply Chain	Level 5	Thursday 6.00 - 8.30pm	S	31/5/2012	12	£545
CIPS Advanced Management in the Purchasing Function	Level 5	Thursday 6.00 - 8.30pm	S	1/12/2011	20	£545

# SKILLS FOR LIFE (ENGLISH & MATHS)

We run English & Maths courses for adults who want to return to learning. Whether you want to improve your skills or start a new career we can help.

Course	Level	Day & Time	Campus	Start Date	Weeks	Price
Maths Workshop	Entry Level	Day and evening - various times	S	12/9/2011	-	£31
English Workshop	Entry Level	Day and evening - various times	S	12/9/2011	-	£31
Intensive Maths (Short Course)	Level 1 / 2	Day and evening - various times	S	TBC	-	£31

SLC can come to your business or organisation to help staff improve their English & Maths.

# SPORT

Kick start your career with a course in Sport. All of our sports courses are run by professional coaches and teachers who can help you get involved in this exciting course area.

Course	Level	Day & Time	Campus	Start Date	Weeks	Price
Award in Coaching Football	Level 1	Monday to Friday 9.00 - 5.00pm	S	13/2/2012	1	£227
CYQ Award in Fitness and Physical Activity	Level 1	Thursday 6.00 - 9.00pm	S	15/9/2011	19	£291
CYQ Award in Lifestyle Management	Level 1	Tuesday 6.00 - 9.00pm	S	13/9/2011	21	£323
CYQ Certificate in Fitness Instructing - Gym Based Exercise	Level 2	Monday 4.00 - 9.00pm	S	12/9/2011	31	£626
CYQ Award in Circuit Training	Level 2	Monday & Tuesday 9.00 - 11.00am Wednesday 1.00 - 5.00pm	S	28/5/2012	5	£286
CYQ Certificate in Personal Training	Level 3	Monday & Tuesday 9.00 - 11.00am Wednesday 1.00 - 5.00pm	S	12/9/2011	30	£927

# TEACHER TRAINING

If you are considering a career in teaching we have a range courses to give you a head start in this most rewarding of industries. Whether you want to be a teaching assistant, looking to develop a career in the training industry or wanting to become a qualified teacher, our wide range of teaching and training courses will ensure you are top of the class.

Course	Level	Day & Time	Campus	Start Date	Weeks	Price
Preparing to Teach in the Lifelong Learning Sector	Level 3 / 4	Monday 6.00 - 9.00pm	S	19/9/2011	12	£214
Preparing to Teach in the Lifelong Learning Sector	Level 3 / 4	Monday 6.00 - 9.00pm	S	9/1/2012	12	£214
Preparing to Teach in the Lifelong Learning Sector	Level 3 / 4	Thursday 6.00 - 9.00pm	S	23/2/2012	12	£214
Certificate to Teach in the Lifelong Learning Sector	Level 4	Various throughout year	S	31/10/2011	30	£453
Certificate in Teaching English to Speakers of Other Languages (CELTA)	Level 4	Tuesday 2.00 - 4.00pm & 5.30 - 8.00pm	S	13/9/2011	36	£943
Diploma in Teaching Lifelong Learning Sector - Year 1 (2 year course)	Level 5	Monday 6.00 - 9.00pm	S	12/9/2011	36	£700
Diploma in Teaching Lifelong Learning Sector - Year 1 (2 year course)	Level 5	Wednesday 10.00 - 1.00pm	S	14/9/2011	36	£700
Diploma in Teaching Lifelong Learning Sector - Year 1 (2 year course)	Level 5	Thursday 6.00 - 9.00pm	S	15/9/2011	36	£700

# CASE STUDY

## ► Rahela Begum PTLLS / Professional Certificate in Education

**Rahela studied AAT at SLC and then went onto become a Chartered Accountant. She developed an interest for teaching this subject so then studied for the PTLLS & Cert Ed qualifications which enabled her to come back and actually work at the college as a Lecturer.**

"I initially studied at SLC where the tutors had such an impact upon me. I was then encouraged by my tutors to study for the Cert Ed. With the ongoing support of the college I found my experience very rewarding and it has allowed me to share my passion for teaching accountancy. The guidance, support and encouragement received as a student and as a tutor at SLC is invaluable and a testament to the development of any career."



# YOUTH WORK

This course is nationally recognised and designed to provide opportunities for youth support workers, in a paid or voluntary setting. The courses cover the foundations of Youth Work and common practice in this sometimes challenging area.

Course	Level	Day & Time	Campus	Start Date	Weeks	Price
City & Guilds Certificate in Youth Work	Level 2	Thursday 9.00 - 6.00pm	S	22/9/2011	24	£614
City & Guilds Diploma in Youth Work	Level 3	Friday 9.00 - 6.00pm	S	23/9/2011	52	£1,063



# JOIN US



Join us on Facebook – it's a great opportunity to chat and post pictures of your college experience, ask questions and stay informed about college events such as Open Days and Careers Fairs.



You can tweet us a question, find out about college news and events, as well as tweets from our college partners, such as Leicester Tigers and Leicester City Football Club.



You can watch promotional videos, watch our students at work and see what SLC life is about.



Link yourself to SLC's company page and find out about our professional courses, news and events.



# ENGAGE

WE HAVE JUST LAUNCHED A BRAND NEW RANGE OF FREE SHORT COURSES INCLUDING:

- ▶ **Business Skills**
- ▶ **Customer Service**
- ▶ **Engineering**
- ▶ **Warehousing**
- ▶ **Health and Social Care**
- ▶ **Cycle Maintenance**
- ▶ **Childcare**
- ▶ **Installation of Security Systems**
- ▶ **IT (Basic Computing)**

..... AND MORE!

*These courses are an ideal way to gain some confidence and get back onto the career ladder. But don't just take our word for it.*

**“** When I started the Health and Social Care Pre-Employment Programme I found it very useful, as I didn't have much knowledge of what I was going to do in the future. I found it very helpful in deciding my future career path. If it wasn't for Engage, the course and the help around me, I wouldn't have found my new job at a residential care home, as I didn't previously have any understanding of the job role. **”**

**CARLA MICHELLE CLARK**

*Health and Social Care Pre-Employment Programme*

**ARE YOU CURRENTLY UNEMPLOYED OR LOOKING TO CHANGE CAREER?**

Then our pre-employment training programmes are designed for you! You can update existing skills, or develop new ones in order to improve your chances of gaining employment. (All courses are 15 hours or less per week)

**TO BOOK ONTO A COURSE, OR FOR FURTHER INFORMATION, PLEASE CONTACT ANY MEMBER OF OUR RECRUITMENT TEAM:**

**0116 255 1086**  
**engagewithus@slcollege.ac.uk**

All courses are delivered by experienced and qualified industry professionals. Full funding may be available for those who are unemployed, subject to benefit status.

# EARN WHILE YOU LEARN... APPRENTICESHIPS



As one of the largest Training Providers in the East Midlands, we already work with a wide range of employers and can offer Apprenticeship programmes that lead to nationally recognised qualifications. Employers place their apprenticeship vacancies with us to fill so if you are thinking of an apprenticeship, contact us for the latest job offers.

## HOW CAN WE HELP YOU?

**We will work with you to find the right Apprenticeship or job with training by providing one-to-one support in:**

- ▶ Identifying the right job or Apprenticeship for you
- ▶ Notifying you of suitable vacancies
- ▶ Job search skills
- ▶ Accessing pre-employment training
- ▶ Accessing employer networks and jobs

## WHERE ARE WE BASED?

Please come and visit us at our premises (ground floor next to LCFC In The Community, at the King Power Stadium Campus) Leicester City Football Club or contact us today:



**0116 255 1086**  
**engagewithus@slcollege.ac.uk**

**[www.slcollege.ac.uk/employers](http://www.slcollege.ac.uk/employers)**

## WE OFFER APPRENTICESHIPS IN THE FOLLOWING AREAS:

- ▶ **Accounting**
- ▶ **Active Leisure & Learning**  
*Playwork*
- ▶ **Business & Administration**
- ▶ **Cleaning & Support Services in Healthcare**
- ▶ **Construction**  
*Brickwork, Carpentry, Painting & Decorating*
- ▶ **Customer Service**
- ▶ **Engineering**  
*Electronics, Fabrication and Welding, Mechanical / Electrical Maintenance, Technical Services (Mechanical and Electrical)*
- ▶ **Health**
- ▶ **Health & Social Care**
- ▶ **IT**
- ▶ **Supporting Teaching & Learning in Schools**
- ▶ **Traffic Office**

# INDUSTRIAL TRAINING...

We offer short courses for employees and employers at times suitable for you. Many of these courses are imperative to industry today, and often need updating on a regular basis to ensure that legislation is met.

Short Courses are run at our City Campus or if there are sufficient numbers, they can be carried out at the employer's premises (Prices are available on application).



## TO BOOK ONTO A COURSE, OR FOR FURTHER INFORMATION, PLEASE CONTACT ANY MEMBER OF OUR RECRUITMENT TEAM:

**0116 255 1086**  
**engagewithus@slcollege.ac.uk**

All courses are delivered by experienced and qualified industry professionals. Full funding may be available for those who are unemployed, subject to benefit status.

**Book Now!**

- ▶ *17th Edition Wiring*
- ▶ *Regulations*
- ▶ *Abrasive Wheels*
- ▶ *Hydraulics*
- ▶ *Mechanical Maintenance*
- ▶ *PLC Training*
- ▶ *Pneumatics*
- ▶ *Portable Appliance Testing*
- ▶ *First Aid at Work Certificate*
- ▶ *Emergency First Aid at Work Requalification*
- ▶ *Emergency First Aid at Work*
- ▶ *Health and Safety Appreciation*
- ▶ *Lifting Operations & Lifting Equipment Regulations (LOLER)*
- ▶ *Manual Handling*
- ▶ *Risk Assessment*
- ▶ *Working at Heights*



# SUPPORTING YOU



*Whether you are new to learning, or returning to education, we are here to support and guide you through your time at SLC.*



## CAREERS ADVICE

Our dedicated Careers Team are on hand to provide you with free impartial advice and guidance. We can help you find the right course and look at your career options to help you plan for a successful future. We can help you with the following:

- ▶ Creating your CV/ Personal Statement
- ▶ Job seeking advice
- ▶ Future options
- ▶ Applying to University
- ▶ Finding work experience / volunteering options

## THE FINANCIAL HELP FUND

Our Financial Help Fund provides support to those students whose studies may suffer as a result of financial hardship. Students are eligible for funding providing they meet set criteria.

You may be required to attend an interview as part of your application. For more information about this, contact our Financial and Welfare Team:

0116 264 3555  
iag@slcollege.ac.uk

## THE NURSERY



Our Nursery provides a caring and stimulating environment for children aged three months to school age, whose parents are either studying or working here.

**Opening Hours:** Monday to Friday 8.30am to 5.15pm  
For more information visit our website or contact the Nursery Manager:

0116 264 3520  
nursery@slcollege.ac.uk

## INFORMATION, ADVICE AND GUIDANCE

When you are making decisions about your future, our Information, Advice & Guidance team are a useful point of contact. They offer advice on all aspects of your time at college including course choice, entry requirements, fees, financial support and childcare options.

0116 264 3555  
iag@slcollege.ac.uk



## ADDITIONAL SUPPORT TEAM

### MENTORING

Our Mentoring Team offer one-to-one support to help you work through any issues, either at college or in your personal life, which could stop you from achieving your learning goals.

### NUS STUDENT SUPPORT

All SLC students (including part time students) are eligible to join the National Union of Students (NUS) and can purchase an NUS Extra card offering discounts at a range of high street stores, restaurants and cinemas.

For more information about NUS membership visit:  
[nusextra.org.uk](http://nusextra.org.uk)



### THE ADDITIONAL SUPPORT TEAM...

...can be found in Room 1-21 of the South Wigston Campus or in The Lounge.

For all enquiries email:  
[support@slcollege.ac.uk](mailto:support@slcollege.ac.uk)

### LEARNING COACHES

*(One-to-one or group)*

Our Learning Coaches provide support on a one-to-one or group basis or for any student with a learning difficulty or disability. This includes the organisation of assisted transport and further support during breaks and lunch times.

### THE LEARNING POINT

In The Learning Point experienced tutors provide academic support either on a drop-in or a regular timetabled basis. The team are committed to help students improve their numeracy and literacy skills in all areas of college work. Dyslexia screening and support is also available at The Learning Point.

*This is a quiet area of study, where you can find all the support and assistance you require.*

### COUNSELLING

We provide a free and confidential counselling service to all of our full and part-time students. Whatever your worry, whether it is personal, work or college related, our counsellors and mental health professionals are here to listen in a non-judgemental way.

Email us:  
[counselling@slcollege.ac.uk](mailto:counselling@slcollege.ac.uk)

### STUDENT LIAISON & ENRICHMENT

Our Student Liaison Team organise a wide range of enrichment activities for all SLC students throughout the year, including recreational clubs, sports classes, trips and events, awareness days and charity fundraising days. We also run a series of tutorials to raise awareness in a variety of important topics including drugs / alcohol, sexual health and bullying.



### HEALTH AND WELLBEING

We have drop in sessions for all students to discuss any issues relating to health and wellbeing including smoking cessation, Chlamydia screening, contraception advice and distribution, and pregnancy testing in a dedicated Health and Wellbeing Room on the first floor at the South Wigston Campus.

### THE LOUNGE

The Lounge is a recreational room for all students to use during their break times, and is open daily throughout term time. There are pool tables, table football, arcade games, a plasma TV, music and a Wii, plus various lunchtime activities.



# SLC FEES



*Once you have chosen the right course for you, you will need to enrol and pay the correct course fee. The cost of your course will vary depending on the course and your personal circumstances.*

All course fees include charges for enrolment and tuition costs. If your course requires registration with an awarding body and/or examination fees, these are also included in the total course fee.

There may also be additional fees to pay depending on the requirements of the course, for example for specific equipment or clothing.

*The following payment rules apply to all courses:*

## FEES UNDER £150

May be paid in 3 monthly consecutive instalments. The first instalment must be paid on enrolment. Subsequent instalments must be paid by credit card or by post-dated cheque. This service has a £10 administration charge. Further details are available on request.

## REFUNDS

You will automatically be refunded all fees if the college cancels your course.

The college will consider the refund of tuition fees for learners who choose to leave their course due to exceptional circumstances, subject to a £20 administration charge. Such requests should be made in writing to the Principal.

## SPONSORED STUDENTS

If your employer wishes to pay your course fees, you will need to supply a letter of authorisation stating the following on headed paper:

- ▶ Your name
- ▶ Title of course
- ▶ Confirmation of their intention to pay course fees

You will need this letter when you enrol to be able to complete the full enrolment process.

## FEE CONCESSIONS

You may qualify for a reduction of tuition fees if you are in the following categories. Evidence of benefit is required. Other fees may still apply.

- ▶ In receipt of Job Seekers Allowance (JSA)
- ▶ In receipt of Employment and Support Allowance (ESA (WRAG))

### Other

You will qualify for fee remission if you are in one of the following categories:

- ▶ Aged 16 to 18 on 31 August 2011
- ▶ Aged 19 or over on 31 August 2011 on a first full level 2 programme\*
- ▶ Aged 19 or over on 31 August 2011 on a first full level 3 programme\*

\* Learners (of all ages) studying their first full Level 2 qualification

\* 19-24 year old learners studying their first Level 3 qualification

\* Learners over the age of 25 who have never achieved a Level 2 qualification, but who 'skip' to a Level 3 qualification. (i.e - Those taking a full level 3 without having a full Level 2 qualification).

\* Those taking learning aims that are funded as Adult Skills for Life and Functional Skills in literacy and numeracy, excluding Skills for Life and ESOL.

Courses for which there are no concessions are clearly identified.

## HIGHER EDUCATION

If you are undertaking one of our Higher courses, you may be eligible for funding through Student Finance England. For further information visit:

[direct.gov.uk/en/EducationAndLearning](http://direct.gov.uk/en/EducationAndLearning)

## FREE COURSES

SLC offers a range of free course tuition in Literacy and Numeracy. You will need to pay for enrolment and examination fees, and may also need to consider other course related costs such as travel and stationery.

## APPRENTICESHIPS

If you are on an Apprenticeship, you will need to have your enrolment endorsed by the appropriate employer or agency before it can be accepted.

## ADULT LEARNING GRANT(ALG)

Only those students currently receiving ALG will continue to receive ALG if they are continuing on the same course. A Notice of Entitlement (NoE) will be sent to existing ALG recipients. Learners who are continuing on their learning programme in 2011/12 will need to take this to their learning provider when they enrol for 2011/12 or as soon as possible afterwards in order for their weekly payments from the Learner Support Service to continue.



## FEES UNDER £150

Must be paid in full at enrolment.

# CAMPUS LOCATIONS

We have the following campuses across Leicester and Leicestershire:

For directions to our campuses, visit us online at:  
[slcollege.ac.uk](http://slcollege.ac.uk)



## ▶ SOUTH WIGSTON CAMPUS

Blaby Road, South Wigston, Leicestershire. LE18 4PH  
Tel: 0116 264 3555

## ▶ BELGRAVE CAMPUS

Media Centre, Unit 1, 111 Ross Walk Leicester. LE4 5HH  
Tel: 0116 268 0798

## ▶ THE KING POWER STADIUM CAMPUS

Leicester City Football Club, Filbert Way, Leicester. LE2 7FL  
Tel: 0116 255 1086

## ▶ CITY CAMPUS

15 Putney Road West, Freeman's Common, Leicester. LE2 7TB  
Tel: 0116 255 1086

# DATES FOR YOUR DIARY

## TERM DATES 2011/12

<b>Autumn Term</b>	<b>MONDAY 12TH</b> SEPTEMBER	<b>FRIDAY 23RD</b> DECEMBER	<b>2011 2012 2012</b>
<b>Spring Term</b>	<b>MONDAY 9TH</b> JANUARY	<b>FRIDAY 30TH</b> MARCH	
<b>Summer Term</b>	<b>MONDAY 16TH</b> APRIL	<b>FRIDAY 29TH</b> JUNE	

## ENROLMENT DAYS

Enrol on a course, meet the Information, Advice & Guidance Team and course tutors at one of our specific Enrolment Days at our South Wigston Campus on the following dates:

<b>Thursday 25th August</b>	10.00 <sup>am</sup> – 7.30 <sup>pm</sup>
<b>Friday 26th August</b>	10.00 <sup>am</sup> – 4.00 <sup>pm</sup>
<b>Tuesday 30th August</b>	10.00 <sup>am</sup> – 7.30 <sup>pm</sup>
<b>Wednesday 31st August</b>	10.00 <sup>am</sup> – 7.00 <sup>pm</sup>
<b>Thursday 1st September</b>	10.00 <sup>am</sup> – 7.30 <sup>pm</sup>
<b>Friday 2nd September</b>	10.00 <sup>am</sup> – 4.00 <sup>pm</sup>
<b>Saturday 3rd September</b>	10.00 <sup>am</sup> – 2.00 <sup>pm</sup>

Please note that this information was correct at the time of printing, however it may be subject to change.

## OPEN DAYS AT OUR SOUTH WIGSTON CAMPUS

**Wednesday 23<sup>rd</sup> November 2011**

**3.00 – 7.30PM**

**Saturday 26<sup>th</sup> November 2011**

**10AM – 2PM**

**Tuesday 17<sup>th</sup> January 2012**

**3.00 – 7.30PM**

**Wednesday 14<sup>th</sup> March 2012**

**3.00 – 7.30PM**

From 5th - 30th September 2011 our Information, Advice and Guidance Team is offering an extended service at our South Wigston Campus.

<b>Mondays</b>	<b>8.30am – 8.00pm</b>
<b>Tuesdays</b>	<b>8.30am – 8.00pm</b>
<b>Wednesdays</b>	<b>8.30am – 7.00pm</b>
<b>Thursdays</b>	<b>8.30am – 8.00pm</b>
<b>Fridays</b>	<b>8.30am – 4.00pm</b>
<b>Sat 3rd Sept</b>	<b>10.00am – 2.00pm</b>

*Contact us  
today!*

**IF YOU WOULD LIKE  
TO FIND OUT MORE  
INFORMATION ON  
THESE COURSES,  
CONTACT US NOW:**

***T: 0116 264 3555***

***E: [iag@slcollege.ac.uk](mailto:iag@slcollege.ac.uk)***

***W: [slcollege.ac.uk](http://slcollege.ac.uk)***



*This prospectus is available in large print, Braille and on audio tape.*

*We can also help with the translation and understanding of the information contained within this brochure.*

*Printed on paper from a sustainable source. Please recycle this prospectus or pass it onto a friend when you have finished with it.*