

2010

Short Course Guide



SHORT COURSE GUIDE

Course Enquiries: 01695 52300

Welcome Courses

Welcome

Why not put yourself or your organisation in the best position to survive the current economic climate with a short course from Skelmersdale & Ormskirk College. We offer a range of short courses and business training to help improve the skill level of the local workforce. The courses contained in this brochure are for both individuals and organisations.

Our range of short courses are taught either in college, or where possible in the workplace and include bespoke and 'off the shelf' training. The method of delivery varies for each course, but delivery options are highlighted next to each course. Start dates for courses are listed, however many courses are delivered at regular intervals throughout the year and for groups of significant numbers start dates are negotiable.



Qualifications

Courses listed in this prospectus are accredited by the appropriate awarding body such as City & Guilds, or they offer a Skelmersdale & Ormskirk College certificate of Continuing Professional Development.

Skelmersdale & Ormskirk College welcomes diversity in its student population. We are committed to providing a safe, welcoming and inclusive learning environment and to ensuring that all of our students are treated fairly and with respect and consideration.

We understand our responsibilities under the Race Relations (Amendment) Act and the Disability Discrimination Act. We will do our best to support the various needs of all our students and to help you all to achieve your learning goals. If you are a disabled person, please ensure that we know what you need so that we can make all reasonable adjustments to help you succeed.

Every effort is made to ensure the information contained in this prospectus is correct at the time of publication. We reserve the right however, to make alterations or amendments to the details contained in this prospectus. Courses will operate subject to sufficient numbers.



Cost

Course costs vary and are displayed in the tables on the following pages. Please note, no fee remission is available for courses listed in this guide.

We accept payment of either cash, cheque* or credit card. For courses over £300 we can arrange for a direct debit or standing order (if you wish to pay by instalment, please bring your bank details, including account number and sort code to enrolment). **Enrolment onto a course cannot be confirmed until payment is received.**

*NB. When paying by cheque please present a banker's or cheque guarantee card. All cheques are to be made payable to Skelmersdale College.

Location Addresses

Ormskirk – Ormskirk Campus, Hants Lane, Ormskirk L39 1PX

Westbank – Westbank Campus, Yewdale, Skelmersdale, WN8 6JA

West Lancashire Construction Academy, Glebe Road, Gillibrands, Skelmersdale, Lancashire WN8 9JP

Further Information

For further information on the courses listed in this booklet and how to book your place, please contact Course Enquiries on: 01695 52300 / email: enquiries@skelmersdale.ac.uk



| COURSE | QUALIFICATION | DURATION | TIME | TOTAL FEE | START DATE | DELIVERY/ LOCATION |
|---|--|----------|---------------------------|--------------------------------------|------------|--------------------|
| Beauty & Holistic | | | | | | |
| Threading | College Certificate, plus company certificate that enables insurance to be purchased | 1 day | 9.00-4.00 | £50 | 20/5/10 | Westbank |
| Ear piercing | College Certificate, plus company certificate that enables insurance to be purchased | Half day | 9.30-12.30 | £20 | 18/5/10 | Westbank |
| Thermal auricular | College Certificate, plus company certificate that enables insurance to be purchased | 1 day | 9.30-4.30 | £50 (Candles included in this price) | 19/5/10 | Westbank |
| Spray tanning | College Certificate plus company certificate that enables insurance to be purchased | Half day | 1.00-4.00 | £35 | 27/5/10 | Westbank |
| Semi permanent lashes | College Certificate | Half day | 9.00-12 noon or 1.00-4.00 | £99 (Cost includes kit worth £88) | 30/6/10 | Westbank |
| Construction | | | | | | |
| CSCS Health & Safety Card Test | CSCS Test Certificate | Half day | Wed 1.00-5.00 | £70 | Flexible | WLCA |
| Thin Joint Masonry | College Certificate | 1 day | Wed 9.00-5.00 | £200 | Flexible | WLCA |
| Safe & Correct Use of Working Saws | College Certificate | Half day | Wed 1.00-4.30 | £70 | Flexible | WLCA |
| Safe & Correct Use of Working Tools | College Certificate | Half day | Wed 1.00-4.00 | £60 | Flexible | WLCA |
| DIY/Maintenance for Women | College Certificate | 3 days | 9.30 -3.00 | £200 | Flexible | WLCA |
| Gas/Engineering | | | | | | |
| PAT Testing | City & Guilds | 1-3 days | TBC | £85 - £300 | Flexible | WLCA |
| 17th Edition Update | City & Guilds | 1 day | TBC | £150 | Flexible | WLCA |
| 17th Edition Full | City & Guilds | 30 hours | TBC | £385 | Flexible | WLCA |
| Part P Electrical | City & Guilds | 1 week | TBC | £400 | Flexible | WLCA |
| Introduction to Inspection & Testing 2392 | BPEC | 1 day | TBC | £150 | Flexible | WLCA |
| Inspection & Testing 2391 | City & Guilds | 30 hours | TBC | £450 | Flexible | WLCA |

Courses

| COURSE | QUALIFICATION | DURATION | TIME | TOTAL FEE | START DATE | DELIVERY/LOCATION |
|--|---------------------|-----------|---------------------|------------------|------------|--------------------|
| Gas/Engineering Continued | | | | | | |
| Unvented Hot Water | City & Guilds | 1 day | TBC | £150 | Flexible | WLCA |
| Energy Efficiency | BPEC | 1 day | TBC | £150 | Flexible | WLCA |
| Cold Water Regulations | City & Guilds | 1 day | TBC | TBC | Flexible | WLCA |
| Gas Assessment | BPEC | 6 -9 days | TBC | £900-£1350 + VAT | Flexible | WLCA |
| Gas Re-assessment | BPEC | 2 days | TBC | £600 | Flexible | WLCA |
| Flue Analyser | BPEC | 1 day | TBC | £150 | Flexible | WLCA |
| Under-floor Heating | BPEC | 1 day | TBC | £150 | Flexible | WLCA |
| First Aid | | | | | | |
| First Aid | Accredited Course | 1 day | TBC/Evening | £57 | Flexible | Ormskirk/Workplace |
| First Aid (3 Day) | HSE Certificate | 3 days | TBC/Evening | £150 | Flexible | Ormskirk/Workplace |
| Food & Drink | | | | | | |
| Food Hygiene Level 2 | College Certificate | 1 day | Day/Evening | £57 | TBC | Ormskirk/Workplace |
| Food Hygiene Level 3 | College Certificate | 3 days | Day/Evening | £156 | 6/6/10 | Ormskirk/Workplace |
| Hairdressing | | | | | | |
| Bridal hair and photographic make up | College Certificate | 2 days | Mon & Tue 9.30-3.30 | £75 | 5/7/10 | Westbank |
| Dressing long hair with avante garde styling | College Certificate | 2 days | Mon & Tue 9.30-3.30 | £75 | 5/7/10 | Westbank |
| Professional shaving and face massage | College Certificate | 1 day | Mon 9.30-4.00 | £75 | 5/7/10 | Westbank |
| Health & Care | | | | | | |
| Dementia Care | College Certificate | 1 day | TBC | £50 | Flexible | Ormskirk/Workplace |
| Drug Awareness | College Certificate | 1 day | TBC | £57 | Flexible | Ormskirk/Workplace |
| Moving & Handling People and Loads | College Certificate | 1 day | TBC | £57 | Flexible | Ormskirk/Workplace |

Courses

| COURSE | QUALIFICATION | DURATION | TIME | TOTAL FEE | START DATE | DELIVERY/LOCATION |
|----------------------------------|---------------------|----------|-------------|-----------|------------|--------------------|
| Health & Safety | | | | | | |
| COSHH | College Certificate | 2 days | Daytime | £237 | Flexible | Ormskirk/Workplace |
| Fire Marshal Training | College Certificate | 1 day | Daytime | £40 | Flexible | Ormskirk/Workplace |
| IOSH Managing Safely | College Certificate | 5 days | Daytime | £395 | Flexible | Ormskirk/Workplace |
| IOSH Working Safely | College Certificate | 2 days | Daytime | £200 | Flexible | Ormskirk/Workplace |
| Health & Safety in the Workplace | NCFE Certificate | 4 days | Daytime | £250 | Flexible | Ormskirk/Workplace |
| Personal Safety & Awareness | College Certificate | 1 day | TBC/Evening | £57 | Flexible | Ormskirk/Workplace |
| Infection Control | | | | | | |
| Infection and Control | College Certificate | 1 day | TBC/Evening | £50 | Flexible | Ormskirk/Workplace |
| Management | | | | | | |
| Conflict Management | College Certificate | 1 day | TBC/Evening | £57 | Flexible | Ormskirk/Workplace |
| Challenging Behaviour | College Certificate | 1 day | TBC/Evening | £57 | Flexible | Ormskirk/Workplace |
| CMI/ILM Management | CMI/ILM Certificate | Flexible | TBC | £550 | Flexible | Ormskirk |

Changing Images

Come along and pamper yourself at our salons!

Treatments available:

- Beauty Therapy
- Holistics
- Hairdressing
- Theatrical Media Make-up

Tel 01695 556836

Changing Images Hair & Beauty Salons, Ribble Building, Westbank Campus, Yewdale, Skelmersdale, WN8 6JA.



| COURSE | QUALIFICATION | DURATION | TIME | TOTAL FEE | START DATE | DELIVERY/LOCATION |
|--|---------------------|----------|----------------|-----------|------------|------------------------|
| Management Continued | | | | | | |
| Team Building | College Certificate | Flexible | TBC | £450 | Flexible | Ormskirk |
| Business Improvement Techniques | College Certificate | Flexible | TBC | £450 | Flexible | Ormskirk |
| Train the Trainer | College Certificate | 3 days | TBC | £190 | Flexible | Ormskirk/Workplace |
| Report/Bid Writing | College Certificate | 1 day | TBC/Evening | £60 | Flexible | Ormskirk/Workplace |
| Conflict Management | College Certificate | 1 day | TBC/Evening | £57 | Flexible | Ormskirk/Workplace |
| VAT & Self Assessment Training | College Certificate | 1 day | TBC/Evening | £57 | Flexible | Ormskirk/Workplace |
| Introduction to VAT | College Certificate | ½ day | Fri 9.30-12.30 | £50 | TBC | Westbank |
| Tax planning | College Certificate | ½ day | Fri 9.30-12.30 | £50 | TBC | Westbank |
| IT/Computing | | | | | | |
| Office 2007, Excel and Access Training | College Certificate | 1 day | TBC/Evening | £50 | Flexible | Ormskirk/Workplace |
| Web Design | College Certificate | 1 day | TBC | £150 | Flexible | Ormskirk/Workplace |
| Photography | | | | | | |
| Digital Photography and Video | College Certificate | 1 day | TBC | £60 | Flexible | Ormskirk/Workplace |
| Safeguarding | | | | | | |
| Safeguarding of Vulnerable Adults | College Certificate | 1 day | TBC | £57 | Flexible | Ormskirk/Workplace |
| Warehousing | | | | | | |
| FLT Refresher | RTITB Certificate | 3 days | TBC | £130 | Flexible | Skelmersdale/Workplace |
| FLT Full Licence | RTITB Certificate | 5 days | TBC | £350 | Flexible | Skelmersdale/Workplace |
| Moving & Handling Loads | College Certificate | 1 day | TBC/Evening | £57 | Flexible | Ormskirk/Workplace |

Key: TBC - To Be Confirmed



Invest in your workforce... ...Improve your business success.

Based in the heart of West Lancashire, Business Solutions can offer the complete training package for your organisation;

- **Training** available to small, medium and large organisations, including the voluntary sector, across a wide range of occupational areas.
- **National Vocational Qualifications (NVQs)** work related, competence-based qualifications, reflecting the skills and knowledge needed to do a job effectively.
- **Apprenticeships** can make your organisation more effective, productive and competitive by addressing your skills gaps directly. They are designed to help your employees reach a high level of competency and performance.
- **Customised Training** designed to meet the ever changing needs of business and individuals.
- **Short Courses** industry specific, mandatory and nationally accredited courses such as Health & Safety (inc IOSH), First Aid, Food Hygiene, Manual Handling (Loads/People), Dementia Awareness.
- **Management Development** to maximise organisational success.
- **Flexible Delivery** by professional, qualified staff, tailored to accommodate busy working schedules and shift patterns.
- **Fully Funded** training is available to many businesses.

Call us today to see how we can work with you to improve your business success.

For further information call Business Solutions on:

01695 52409 / 52449

Business Solutions, Skelmersdale & Ormskirk College, Ormskirk Campus, Hants Lane, Ormskirk, L30 1PX.

email: businessolutions@skelmersdale.ac.uk
web: www.skelmersdale.ac.uk

Apprenticeships



Apprenticeships are available in a wide range of jobs, some examples include:

- Office Workers e.g. Administrators, Accountants
- IT/Data processing, Receptionist
- Care Workers with Adults and Children
- Teaching Assistants and Playworkers
- Construction and Engineering Trades
- Management
- Warehousing Operatives
- Hairdressers
- Sales, Marketing and Recruitment Advisors

Is there an age restriction?

Apprenticeships are open to anyone over 16 years of age.

Do I need to be employed?

Yes, but if you haven't already got a job, our experienced recruitment team at Business Solutions can help you.

Will I be paid?

Yes you will be employed and receive a regular wage.

How do I find out more?

Please contact **01695 52409/52449**



You're Hired!

www.skelmersdale.ac.uk