



Study part-time and achieve a university qualification this January!

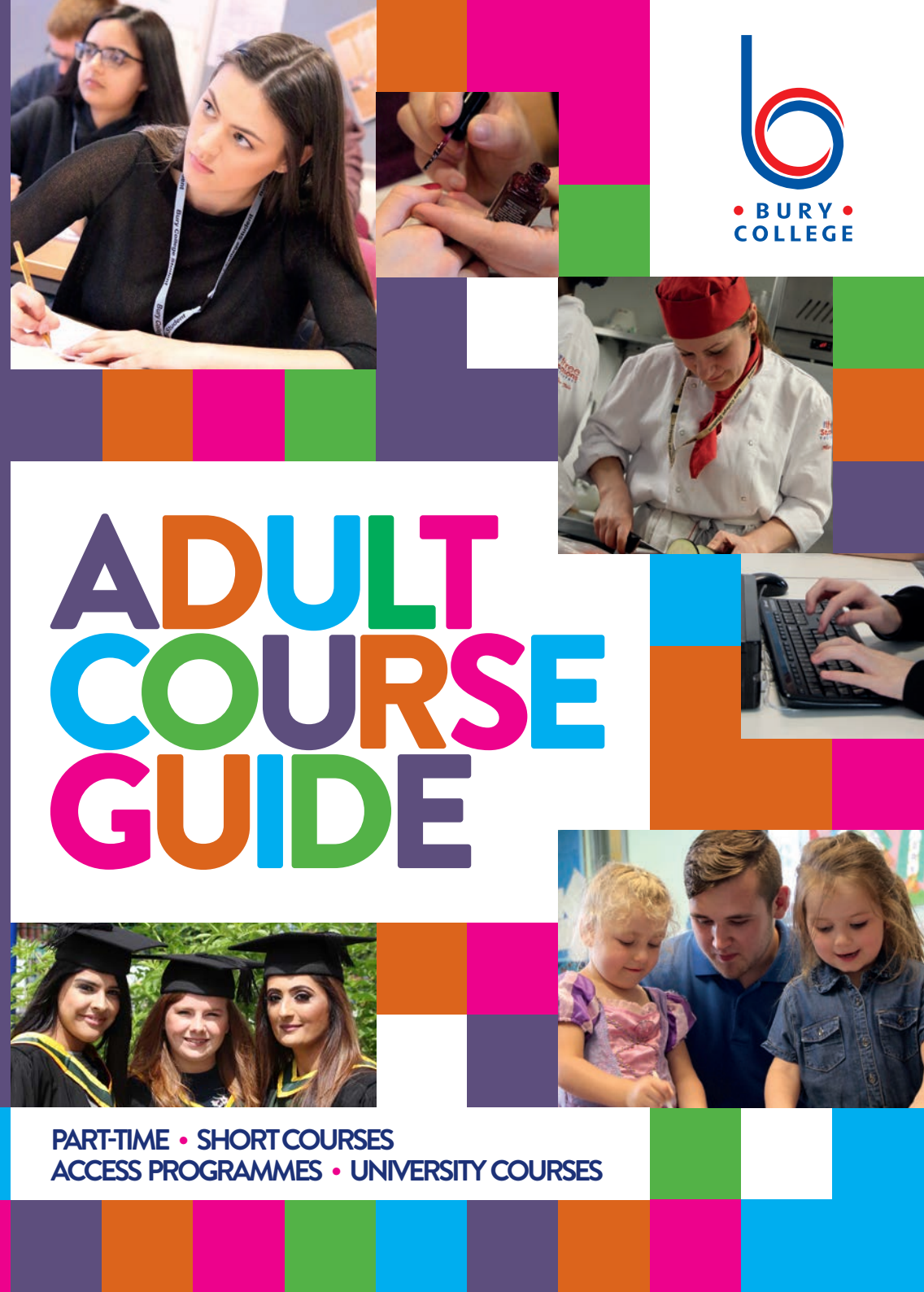
Qualifications available in:

- Business Studies (HNC)
- Early Years Childhood Studies Foundation Degree

Secure your place – apply now! Find out more here:

www.burycollegeunicentre.co.uk

In partnership with



ADULT COURSE GUIDE

For more information on adult courses please contact us on:

0161 280 8200 • www.burycollege.ac.uk

Email: information@burycollege.ac.uk

**PART-TIME • SHORT COURSES
ACCESS PROGRAMMES • UNIVERSITY COURSES**

ADULT COURSE GUIDE

Adult courses at Bury College have been designed to provide you with the skills, knowledge and experience needed to reach your potential and achieve your goals.

Bury College offers a variety of adult courses at different levels. Whether you are looking to brush up on existing skills, enhance your career prospects, change career direction or get back into work, Bury College provides something for everyone.

Study can be full or part-time and depending on your circumstances you might be eligible for an Advanced Learner Loan (see page 06).

Short employability courses are available to give you the skills and confidence to get a foot onto the career ladder or to venture back into the world of work (see page 02).

A university qualification can make you more productive in your current role and equip you to progress to more senior and better-paid positions (see back page).

For full course information please visit: www.burycollege.ac.uk

ACCESS

	Day	Time	Date	Duration	Fee	
Access to Learning & Employment (Level 1)	bc	Various	Various	September 2018	34 weeks	TBA
Access to Further Education (Level 2)	bc	Various	Various	September 2018	34 weeks	TBA
Access to Higher Education Diploma - Nursing, Midwifery and Allied Health Professions Diploma	bc	Various	Various	September 2018	34 weeks	TBA^
Access to Higher Education Diploma - Social Science: Youth and Social Work	bc	Various	Various	September 2018	34 weeks	TBA^
Access to Higher Education Diploma - Social Science: Criminology	bc	Various	Various	September 2018	34 weeks	TBA^
Access to Higher Education Diploma - Science and Engineering (for engineering degrees)	bc	Various	Various	September 2018	34 weeks	TBA^
Access to Higher Education Diploma - Science and Engineering (for forensic, applied sciences and pharmacy degrees)	bc	Various	Various	September 2018	34 weeks	TBA^
Access to Higher Education Diploma - Education and Creative Studies	bc	Various	Various	September 2018	34 weeks	TBA^

ACCOUNTING

	Day	Time	Date	Duration	Fee	
AAT Foundation Certificate in Accounting Level 2	bc	Mon Wed & Thurs	9.30am - 4.30pm 5.30pm - 8.30pm	January 18	12 months	£885#
AAT Certificate in Bookkeeping Level 2	bc	Wed Wed & Thurs	10.00am - 5.00pm 5.30pm - 8.90pm	January 18	14 weeks	£470#
Sage Computerised Accounts Level 1 & 2	bs	Wed	5.45pm - 8.45pm	07/03/18	1 session for 12 weeks	£325
Sage Computerised Accounts Level 3	bs	Tues	Please enquire	Please enquire	1 session for 13 weeks	Please enquire
Sage Extras	bs	Tues	Please enquire	Please enquire	1 session for 4 weeks	Please enquire

ADULT SKILLS

	Day	Time	Date	Duration	Fee	
Autism Awareness	a	Wed	10.00am - 1.00pm	10/01/18 31/01/18	1 day for 3 weeks	Free*
Bookkeeping AAT Access Award Level 1	a	Tues/Thurs	9.30am - 4.30pm	30/01/18 20/03/18	2 days for 2 weeks	Free*
Business Skills AAT Access Award Level 1	a	Tues/Thurs	9.30am - 4.30pm	09/01/18 27/02/18	2 days for 3 weeks	Free*
Childcare - Introduction to Early Years Settings Level 1 Award	a	Mon/Tues	9.30am - 3.00pm 26/02/18	08/01/18	2 days for 2 weeks	Free*
Introduction to working in Customer Service	a	Wed/Thurs	9.30am - 4.00pm	07/02/18 21/03/18	2 days for 2 weeks	Free*
Introduction to Dementia	a	Fri	9.30am - 4.00pm	12/01/18 02/03/18	1 day for 2 weeks	Free*
Employer Essentials (Using IT to Communicate and Team Working)	a	Mon	9.30am - 4.00pm	29/01/18 19/03/18	1 day for 2 weeks	Free*
Understanding How to Work in End of Life Care	a	Thurs/Fri	9.30am - 2.00pm	Please enquire	2 days for 2 weeks	Free*
Introduction to working in the Facilities Industry	a	Mon/Tues	9.30am - 4.00pm	15/01/18 05/03/18	2 days for 2 weeks	Free*
Facilities Services Level 2 Certificate	a	Mon/Tues	9.30am - 4.00pm	19/03/18 08/05/18	2 days for 2 weeks	Free*
Principles of Health and Fitness (ActivIQ)	a	Mon/Wed	10.00am - 4.00pm	15/01/18 16/04/18	2 days for 5 weeks	Free*
Active, Healthy Living Level 1 Award (ActivIQ)	a	Mon/Wed	10.00am - 4.00pm	26/02/18 21/05/18	2 days for 5 weeks	Free*
Colouring and Styling Women's Hair Level 1 Award	a	Wed/Thurs	10.00am - 3.30pm	17/01/18 28/02/18	3 days for 4 weeks	Free*
Health & Safety Awareness	a	Mon/Fri	9.15am - 4.00pm	22/01/18	2 days for 2 weeks	Free*
Further steps in Preparing to Work in Adult Social Care	a	Wed-Fri	9.30am - 3.00pm	Please enquire	3 days for 2 weeks	Free*
Preparing to Work in Adult Social Care	a	Thurs/Fri	9.30am - 3.00pm	Please enquire	2 days for 2 weeks	Free*
Introduction to working in the Hospitality Industry (includes food safety certificate)	a	Wed/Thurs	9.30am - 4.00pm	17/01/18 28/02/18	2 days for 2 weeks	Free*
Introduction to IT	a	Thurs/Fri	9.30am - 4.00pm	11/01/18 01/03/18	2 days for 3 weeks	Free*
IT Users (ITQ) BTEC Level 1 Award	a	Thurs/Fri	9.30am - 12.30pm	01/02/18 19/03/18	2 days for 3 weeks	Free*
Mental Health Awareness	a	Wed	9.30am - 4.00pm	07/02/18 18/04/18	1 day for 2 weeks	Free*
Nail Art and Make-up Level 1 Award	a	Mon	9.30am - 3.30pm	08/01/18 12/03/18	1 days for 6 weeks	Free*
Plumbing Operations Level 1 Award	a	Various	9.30am - 4.00pm	03/04/18	4 days for 2 weeks	Free*
Retail Knowledge Level 1 Award	a	Mon/Tues	9.30am - 4.00pm	05/02/18 19/03/18	2 days for 2 weeks	Free*
Safeguarding	a	Mon	9.30am - 4.00pm	15/01/18 05/03/18	1 day for 2 weeks	Free*
Wood Operations Level 1 Award	a	Various	9.30am - 4.00pm	03/04/18	4 days for 2 weeks	Free*

ANIMAL CARE

	Day	Time	Date	Duration	Fee	
Level 1 Practical Small Animal Care	bc	Tues	6.00pm - 9.00pm	16/01/18	18 weeks	£100#
Level 3 Award in Practical Animal Care	bc	Wed	6.00pm - 9.00pm	28/02/18	15 weeks	Please enquire

ART, CRAFT AND DESIGN

	Day	Time	Date	Duration	Fee	
Pottery for all	bs	Mon Wed	6.00pm - 8.00pm	22/01/18 24/01/18	6 weeks	£75

CATERING AND HOSPITALITY

Course	Day	Time	Date	Duration	Fee	
Level 2 Diploma in Professional Cookery	bs	Mon	Please enquire	15/01/18	Please enquire	
Eating on a Budget	bs	Wed	6.00pm - 9.00pm	17/01/18	2 weeks	Please enquire
Artisan Bread Making	bs	Wed	6.00pm - 9.00pm	07/03/18	2 weeks	Please enquire
Afternoon Tea Masterclass	bs	Wed	6.00pm - 9.00pm	18/04/18	2 weeks	Please enquire
Food Safety Level 2 - Qualsafe	bs	Tues Fri Mon	9.00am - 4.30pm	06/02/18 27/04/18 25/06/18	1 day	£50
Level 2 Award in Food Allergen Awareness	bs	Please contact Bury College on 0161 280 8200 for more information				
Food Safety Level 3	bs	Please contact Bury College on 0161 280 8200 for more information				

*Loans may be available - see page 06. *Eligibility criteria may apply.
#Can you study for free? see page 06. Prices are correct at the time of print (January 2018)

CHILDCARE AND TEACHER EDUCATION/TRAINING

Course	Day	Time	Date	Duration	Fee
Level 2 Children & Young People's Workforce	Tues	6.00pm - 8.30pm	16/01/18	36 weeks	£435#
Level 2 Certificate in Supporting Teaching and Learning in Schools	Tues	6.00pm - 8.30pm	17/04/18 & 05/06/18	36 weeks	£435#
Level 3 Diploma in Supporting Teaching and Learning in Schools	Tues	6.00pm - 8.30pm	16/01/18	36 weeks	£2225^
Level 3 Diploma for the Early Years Workforce (EYE)	Tues	6.00pm - 8.30pm	17/04/18 & 05/06/18	36 weeks	£2882^
SENCO (Special Educational Needs Coordinator)	Tues	5.45pm - 8.45pm	06/01/18 17/04/18 & 05/06/18	1 eve for 3 weeks	£60 College Cert £150 Cache Cert
Safeguarding Group 3 - Certificate of Development	Thurs	9.30pm - 4.30pm	03/05/18	1 day	£60
Safeguarding Group 3 Refresher - Certificate of development	Please contact Bury College on 0161 280 8200 for more information				
Safeguarding Group 4	Please contact Bury College on 0161 280 8200 for more information				
Level 3 Award in Education and Training - City & Guilds	Mon	5.45pm - 8.45pm	22/01/18	1 session for 11 weeks	£399
	Mon-Fri	9.00pm - 5.00pm	11/06/18	5 consecutive days	£399
Level 4 Certificate in Education and Training	Please contact Bury College on 0161 280 8200 for more information				
TAQA Assessment and Quality Assurance	Wed	5.45pm - 8.45pm	16/01/18	1 eve for 5 weeks	£399
- Level 3 Award in Assessing - City & Guilds			17/04/18		
Internal Quality Assurance (IQA) Level 4	Tues	Dates available throughout the year - please enquire			1 eve for 4 weeks Please enquire

COMPUTING AND IT

Course	Day	Time	Date	Duration	Fee
Cisco IT Essentials	Wed	6.00pm - 9.00pm	14/02/18	1 session for 14 weeks	£499
Cisco CCNA 1 - Introduction to Networks	Wed	6.00pm - 9.00pm	Please enquire	1 session for 14 weeks	£599
Cisco CCNA2 - Routing and Switching Essentials	Wed	6.00pm - 9.00pm	Please enquire	1 session for 14 weeks	£599
Create and Design with Adobe Photoshop and Adobe Illustrator	Tues	6.15pm - 8.15pm	01/05/18	1 session for 3 weeks	£99
Creating an impact with Excel - Basic, Intermediate & Advanced	Wed	6.15pm - 8.15pm	31/01/18	1 session for 8 weeks	£209
	Thurs		03/05/18		
Creating an impact with Excel - Basic	Wed	6.15pm - 8.15pm	31/01/18	1 session for 2 weeks	£79
	Thurs		03/05/18		
Creating an impact with Excel - Intermediate	Wed	6.15pm - 8.15pm	14/02/18	1 session for 3 weeks	£109
	Thurs		17/05/18		
Creating an impact with Excel - Advanced	Wed	6.15pm - 8.15pm	14/03/18	1 session for 3 weeks	£109
	Thurs		14/06/18		
Using Social Media to promote your business - Certificate of Development	Thurs	5.45pm - 8.45pm	07/02/18	1 session for 6 weeks	£149
Foundation Word - Certificate of Development	Please contact Bury College on 0161 280 8200 for more information				
Intermediate Word - Certificate of Development	Please contact Bury College on 0161 280 8200 for more information				
Advanced Word - Certificate of Development	Please contact Bury College on 0161 280 8200 for more information				
Basic/Intermediate Powerpoint - Certificate of Development	Please contact Bury College on 0161 280 8200 for more information				
Prezi Online Presentations - Certificate of Development	Please contact Bury College on 0161 280 8200 for more information				
MS Visio 2010 Level 1 - Certificate of Development	Please contact Bury College on 0161 280 8200 for more information				
MS Publisher 2010 - Certificate of Development	Please contact Bury College on 0161 280 8200 for more information				
MS Office 365 Business Premium Level 1	Please contact Bury College on 0161 280 8200 for more information				
IT & Cyber Health & Safety	Please contact Bury College on 0161 280 8200 for more information				

COUNSELLING

Course	Day	Time	Date	Duration	Fee
Level 2 Award in Counselling Concepts	Mon	9.30am - 12.30pm	15/01/18	10 weeks	£225
	Tues	6.00pm - 9.00pm	16/04/18	9 weeks	
			16/01/18	10 weeks	£225
			17/04/18		
Level 3 Certificate in Counselling Skills	Tues	6.00pm - 9.00pm	06/02/18	34 weeks	£811^
	Thurs	9.30am - 1.30pm or 6.00pm - 9.00pm	13/09/18		
Level 4 Diploma in Therapeutic Counselling	Mon	1.00pm - 6.00pm or 10.00am - 3.00pm	10/09/18	34 weeks	TBA^
NEW for September 2018 - Level 5 Diploma in Cognitive Behavioural Therapeutic Skills & Theory	Please contact Bury College on 0161 280 8200 for more information				

ELECTRICAL

Course	Day	Time	Date	Duration	Fee
C&G 2377-22 Level 3 Certificate for the Inspection and Testing of Electrical Equipment	Please enquire	Please enquire	Please enquire	2 consecutive days	Please enquire
C&G 2382-12 17th Edition Wiring Regulations Level 3 inc 1st Amendments	Please enquire	Please enquire	Please enquire	1 eve for 9 weeks	Please enquire
Electrical Awareness	Please contact Bury College on 0161 280 8200 for more information				
HNC Level 4 Electrical and Electronic Engineering	Please contact Bury College on 0161 280 8200 for more information				

ENGLISH

Course	Day	Time	Date	Duration	Fee
English for Speakers of Other Languages	Various	Various	Starting week commencing 15/01/18		Free*

ENVIRONMENTAL - TRANSFORMING YOUR FOOTPRINT

Course	Day	Time	Date	Duration	Fee
NEBOSH Certificate in Environmental Management	Tues Thurs-Wed	9.30am - 4.30pm 8.30am - 5.00pm	17/04/18 08/02/18 05/07/18	1 day for 6 weeks 5 consecutive days	£535 £535

FITNESS INSTRUCTING

Course	Day	Time	Date	Duration	Fee
These qualifications provide the knowledge and skills to enable you to plan, deliver and evaluate safe and effective fitness instruction sessions.					
Active IQ Level 2 Certificate in Fitness Instruction - Gym based Pathway	Mon	10.00am - 4.00pm	29/01/18 23/04/18	1 day for 8 weeks	£429
This course is aimed at people currently working in the fitness industry or those who want to gain employment in this area.					
Active IQ Level 2 Certificate in Fitness Instruction - Exercise to Music Pathway	Please contact Bury College on 0161 280 8200 for more information				
Active IQ Level 3 Certificate in Personal Training	Please contact Bury College on 0161 280 8200 for more information				
This course gives learners the knowledge and skills to work with individual and groups of clients in a personal training setting. A recognised gym instructor qualification at Level 2 is required prior to starting this course.					

HAIRDRESSING AND BEAUTY THERAPY

Course	Day	Time	Date	Duration	Fee
Level 2 Certificate in Hairdressing	Wed/Thurs/Fri	Various	15/01/18	3 days for 16 weeks	£735#
Colour Correction Level 4	Tues	5.00pm - 9.00pm	23/01/18	1 session for 8 weeks	Please enquire
Creative Long Hair Design	Tues	5.30pm - 8.30pm	17/04/18	2 weeks	£69
Gents Shaving and Face Massage	Tues	6.00pm - 8.00pm	01/05/18	3 weeks	£89
Introduction to Barbering	Tues	5.30pm - 8.30pm	22/05/18	3 weeks	£99
Asian Bridal Make-up - Certificate of Development	Please enquire	5.30pm - 8.30pm	January 18	10 weeks	£350
Award in Nail Enhancements and Advanced	Wed	5.30pm - 8.30pm	January 18	1 session for 20 weeks	£499 + Nail kit
Nail Art Techniques - Certificate of Development					

HEALTH AND SAFETY & FIRST AID

Course	Day	Time	Date	Duration	Fee
IOSH Managing Safely	Thurs Wed Wed-Fri	9.00am - 5.00pm	18/01/18 13/03/18 04/07/18	3 weeks 3 consecutive days	£275
COMING SOON Fire Safety Awareness	Please contact Bury College on 0161 280 8200 for more information				
IOSH Managing Safely Re-certification	Please contact Bury College on 0161 280 8200 for more information				
Level 5 NVQ Diploma in Occupation Health & Safety - City and Guilds	Mon	1.00pm - 4.00pm	1st Monday of each month	1 year	£2100
National General Certificate (NGC1) in Health and Safety† - NEBOSH	Thurs	9.00am - 4.30pm	19/04/18	6 weeks	£795
National General Certificate (NGC2 & 3) in Controlling Workplace Hazards† - NEBOSH	Thurs	9.00am - 4.30pm	11/01/18 07/06/18	7 weeks	£795
† These courses are available at a discounted rate of £1199 if the NGC1, NGC2 and NGC3 courses are booked at the same time.					
National Certificate (NC1) in Construction Health and Safety† - NEBOSH	Tues	9.00am - 4.30pm	20/03/18	8 weeks	£875
† These courses are available at a discounted rate of £1276 if the Construction NC1 and NGC2 & 3 courses are booked at the same time.					
Level 2 Award in Fire Marshall Training - Quasafe	Please enquire	9.00am - 4.30pm	Please enquire	1 day	Please enquire
Paediatric First Aid Level 3 - Quasafe	Sat	9.00am - 5.00pm	03/02/18 28/04/18 23/06/18	1 day for 2 weeks	£65
First Aid at Work Level 3 - Quasafe includes Automated External Defibrillation	Tues - Thurs Wed - Fri	9.00am - 5.00pm	22/01/18 13/03/18 11/07/18	3 consecutive days	£249
Requalification First Aid at Work Level 3 includes Automated External Defibrillation - Quasafe	Tues - Thurs Wed - Fri	9.00am - 5.00pm	22/01/18 13/03/18 11/07/18	3 consecutive days	£159
Emergency First Aid at Work Level 2 - Quasafe	Tues	9.00am - 5.00pm	22/01/18 13/03/18 11/07/18	1 day	£70
Level 2 Award in the Management of Anaphylaxis - Quasafe	Wed	Please contact Bury College on 0161 280 8200 for more information			
Level 2 Award in Activity First Aid citizenAid	Wed Fri	1.00pm - 5.00pm 9.30am - 1.30pm	09/01/18 09/02/18 19/04/18	1 session	£40
		1.00pm - 5.00pm	05/06/18		

HEALTH AND SOCIAL CARE

Course	Day	Time	Date	Duration	Fee
Safeguarding Adults at Risk - Certificate of Development	BS				
Dementia Awareness - Certificate of Development	BS				
Caring for Individuals at End of Life - Certificate of Development	BS				
Mental Capacity Act - Certificate of Development	BS				
Deprivation of Liberty Safeguards (DoLS) - Certificate of Development	BS				
Person Centred Thinking and Planning - Certificate of Development	BS				
Understanding How to Support Individuals with Autistic Spectrum Conditions	BS				
Mental Health & Mental Wellbeing Awareness	BS				
NEW Medical Terminology - Certificate of Development	BS	Mon 9.00am - 5.00pm	19/03/18	1 day	£99

Please contact Bury College on 0161 280 8200 for more information

Medical terminology is at the heart of healthcare, whether NHS or private and is used in every speciality. If you are a secretary, receptionist, manager, or indeed, employed in any administrative grade, the chances are that you will need a good grasp of medical terminology to do your job effectively – please enquire for details

MANAGEMENT DEVELOPMENT PROGRAMME

Course	Day	Time	Date	Duration	Fee
ILM Level 2 Award in Introduction to Mentoring Skills	BS	Mon 9.00am - 5.00pm	05/03/18	1 day for 2 weeks	£239
ILM Level 2 Certificate in Leadership and Team Skills	BS	Mon 5.45pm - 8.45pm	14/05/18	1 eve for 4 weeks	
ILM Level 3 Certificate in Leadership and Management	BS	Wed 5.45pm - 8.45pm	18/04/18	1 session for 20 weeks	£695
ILM Level 4 Award in Leadership & Management	BS	Mon 5.45pm - 8.45pm	22/01/18	1 session for 7 weeks	£499
ILM Level 5 Diploma in Leadership and Management	BS	Please enquire	Please enquire	Once a month for 15 months	Please enquire

Please contact Bury College on 0161 280 8200 for more information

MANAGEMENT TOOLKIT WORKSHOPS

Due to popular demand these workshops will be offered between January 2018 and July 2018. Please contact Bury College on 0161 280 8200 for more information

MATHS

Course	Day	Time	Date	Duration	Fee
Maths - Skill Building Class	BS	Various	Various	Starting week commencing 15/01/18	Free*

NUCLEAR

National Skills Academy - Triple Bar for Manufacturing & Existing Sites
 PAA/VQ-SET Award in Nuclear Industry Awareness Level 2
 Human Performance (HuP) Fundamentals
 Human Performance Fundamentals and Tools for Leaders
 Human Performance - Leading a Safety Culture
 Human Performance Practitioner

BS
BS
BS
BS
BS

These programmes have been designed in partnership with the National Skills Academy for Nuclear to the industry standards developed by the UK Nuclear Human Performance Forum on the Nuclear Skills Passport.



PERSONNEL/HUMAN RESOURCE MANAGEMENT

Course	Day	Time	Date	Duration	Fee
Bury College offers two qualifications that are awarded by the Chartered Institute of Personnel and Development (CIPD):					
CIPD Foundation Certificate in Human Resource Practice Level 3	BS	Thurs 12.30pm - 4.30pm or 5.00pm - 9.00pm	September 18	1 session for 32 weeks	TBA^ + CIPD Membership Fee
CIPD Intermediate Certificate in Human Resource Management Level 5	BS	Wed 4.00pm - 9.00pm	September 18	1 session for 32 weeks	TBA + CIPD Membership Fee

SIGN LANGUAGE AND DEAF AWARENESS

Course	Day	Time	Date	Duration	Fee
Basic Sign Language - Certificate of Development†	BS	Thurs 6.00pm - 8.30pm	08/03/18	1 session for 4 weeks	£99
Intermediate Sign - Certificate of Development†	BS	Thurs 6.00pm - 8.30pm	19/04/18	1 session for 4 weeks	£109

†These courses are available at a combined rate of £159 if the Basic and Intermediate courses are booked at the same time.

Funding Support

Free or Reduced Fee Entitlement

You may be entitled to free or reduced tuition fees when you study with Bury College. This entitlement is based on age, income (linked to benefits received), qualifications already held and the type of course you want to study. Evidence confirming that you meet requirements will be required when you come to enrol. Please visit www.burycollege.ac.uk for full details.

Advanced Learner Loans

If you're 19 or over and planning to study at Level 3 to 6 you may qualify for an Advanced Learner Loan. These loans help you to pay the fees charged by approved colleges and training organisations in England. The loan provides you with access to a range of courses you can use to develop your skills and enhance your career.

Benefits include:

- It's easy to apply
- Your household income isn't taken into account and there are no credit checks
- You won't have to pay anything back until your income is over £21,000
- If you study an Access to Higher Education qualification and go on to successfully complete a Higher Education qualification, the outstanding balance will be written off

Please visit www.burycollege.ac.uk for more information and how to apply.



Disclaimer

Please Note: All information contained within this brochure is correct at the time of going to press. However, some details may change as we review and update our provision. Although every effort is made to provide the teaching, examination, assessment and other services detailed in this publication, Bury College cannot guarantee the provision of such programmes, services, facilities and fees. Bury College reserves the right to amend, withdraw, alter or amalgamate any of the courses, locations and facilities detailed within at any time. Should circumstances require such amendments, Bury College undertakes to use all reasonable steps to minimise the resultant disruption to those services and most importantly to students. Date of Publication: January 2018.