



**West Thames
College.**
Be impressed.

2017-18 ENTRY
PART TIME,
FULL TIME
AND EVENING
COURSES
FOR ADULTS



Introduction

Do you want to update your skills and improve your job prospects? Are you interested in developing a hobby or turning it into a career? If so, our Adult Guide outlines our part-time and evening courses for adults who want to return to study. We also offer a range of apprenticeships – see pages 22-23.

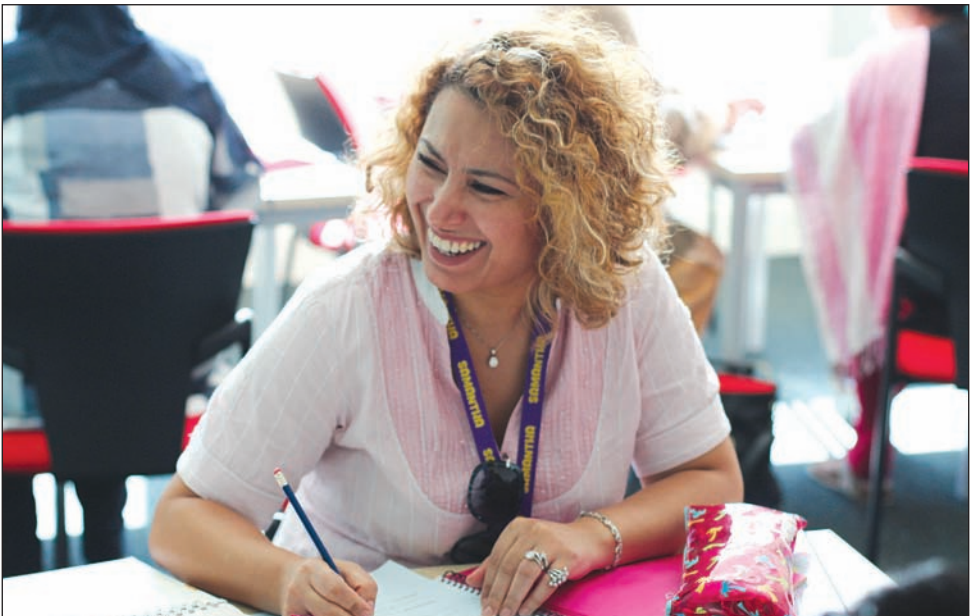
West Thames College has state-of-the-art facilities at our sites in Feltham and Isleworth. Our lecturers are industry experts as well as being qualified teachers, who will give you the extra support and encouragement you need to succeed.

Our wide range of courses includes:

- FREE courses to help you brush up on your maths or English
- English for Speakers of Other Languages (ESOL)
- Access to Higher Education courses to prepare you for further study
- Professional accountancy and computing
- Beauty therapy, hairdressing and makeup
- Counselling
- Motor vehicle maintenance
- Teacher training.

Entry requirements vary by course and are detailed in the guide. Formal qualifications are not always necessary though we may ask you to come in for an assessment to ensure that this is the right course for you.

Some of our courses require a fee. We offer financial assistance and guidance on loans and concessions. Please see page 21 for more information.



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Please note: the information contained in this guide is subject to change. For the latest information please see our website **west-thames.ac.uk** or contact our Information Centre on **020 8326 2020**.

Access and Return to Study

English for Work and Study

Entry Level to Level 2

City & Guilds Functional Skills English

For students who wish to improve their English, build confidence and enhance employability.

Duration approx 18 weeks

Start date September 2017 or February 2018

Day / time 2 days per week (3 hours per day)

Fees This course is free. Students do not pay any tuition, exam or college registration fees.

What will I study? Writing, reading, speaking and listening skills. We offer all levels from Entry Level (for absolute beginners) to Level 2 (GCSE equivalent).

Next step Go on to a higher level course or employment.

Entry requirements You will have an initial assessment to determine your suitability for the course and so that you can be placed in an appropriate group according to your needs.

Maths for Work and Study

Entry Level to Level 2

City & Guilds Functional Skills Maths

For students who wish to improve their maths, build confidence and enhance employability.

Duration approx 18 weeks

Start date September 2017 or February 2018

Day / time 2 days per week (3 hours per day)

Fees This course is free. Students do not pay any tuition, exam or college registration fees.

What will I study? How to represent, analyse and interpret problems using maths tools. We offer all levels from Entry Level (for absolute beginners) to Level 2 (GCSE equivalent).

Next step Go on to a higher level course or employment.

Entry requirements You will have an initial assessment to determine your suitability for the course and so that you can be placed in an appropriate group according to your needs.

GCSE English

Level 2 AQA GCSE in English Language

For students who do not have an A*-C in GCSE English and wish to gain a GCSE qualification.

Duration 30 weeks

Start date September 2017

Day / time Tuesday, 1.20-4.40pm or 6-9pm

Fees This course is free for adults who have the right to remain in the UK.

What will I study? Speaking and listening, writing creatively, and understanding and producing non-fiction texts and spoken and written texts.

Next step Your GCSE qualification will improve your employment prospects and help you apply to university and higher level courses.

Entry requirements Grade D in GCSE English or Level 2 Functional Skills. If you do not have these qualifications you can still be enrolled after an initial assessment to check if this course is right for you.

GCSE Maths

Level 2 Edexcel (TBC) GCSE in Mathematics

For students who do not have an A*-C in GCSE Maths and wish to gain a GCSE qualification.

Duration 30 weeks

Start date September 2017

Day / time Tuesday, 1.20-4.40pm or 6-9pm

Fees This course is free for adults who have the right to remain in the UK.

What will I study? Number, algebra, geometry, measures, statistics and probability. You will develop your confidence and a positive attitude towards maths and learn to make informed decisions about technology, money management, further learning opportunities and career choices.

Next step Your GCSE qualification will improve your employment prospects and help you apply to university and higher level courses.

Entry requirements Grade D in GCSE Maths or Level 2 Functional Skills. If you do not have these qualifications you can still be enrolled after an initial assessment to check if this course is right for you.

Access and Return to Study

Access to Higher Education

Level 3 OCN London Diploma

Access courses are intensive, demanding one-year courses for students who want to gain the study skills and academic knowledge required for university level study.

Duration 1 year full time

Start date w/c 4 September 2017

Day / time You will attend college 13 hours per week during normal school hours and should plan for a roughly similar amount of independent study.

Fees £3384 plus £200 exam fee. This course is eligible for an Advanced Learner Loan. There may be additional fees for materials, course kits and DBS checks. International students pay different fees.

What will I study? All students study core subjects: maths and English GCSE and study skills. Please see subject listings below for further course details.

Next step HND or degree programme at university. We have strong links with local universities and will help you apply to the course of your choice.

Entry requirements Access courses are very demanding and require a high level of study skills. You will have an initial assessment to determine your suitability.

For Access to Digital Marketing, Midwifery, Nursing, Social Work or Teaching, you must have two GCSEs A*-C in either English, Maths or Science. We will enrol you on the other in the same year of your Access course if required. For Access to Radiography you must have GCSEs A*-C in Maths and Science. We will enrol you on GCSE English in the same year of your Access course if required. If you are not quite ready for the Access course, we may recommend the Work and Study or GCSE English and Maths courses instead, before progressing to an Access course.

Advanced Learner Loan

Choose one of the following subjects:

Access to Midwifery

You will study midwifery studies, psychology, health science and sociology. Work experience forms an essential part of the course.

Access to Nursing

You will study health science, nursing studies, psychology and sociology. It is essential to do work experience/voluntary work outside study hours, as this will support your application to university. You are expected to find a placement in time for the start of the course.

Access to Radiography DBS

You will follow subjects that will aid your application to a Bachelor of Science programme, including physics, mathematics, biology and wider sciences, plus a work experience placement with the NHS.

Access to Social Work DBS

You will study sociology and psychology, social policy, social work theory and practice. It is essential to do work experience/voluntary work outside your study hours, as this will support your application to university. You are expected to find a placement in time for the start of the course.

Access to Teacher Training DBS

You will follow subjects that will aid your application to a BA(QTS): education studies, IT, English literature, sociology, social history and psychology. Work experience forms an essential part of this course and you are expected to find a placement in time for the start of the course.

Need childcare while you study?

The college nursery is registering for September 2016 – see page 21.

DBS You need to have a DBS check before starting this course.



Accounting

The Association of Accounting Technicians (AAT) is the only professional body to offer Diplomas in accounting. AAT qualifications are based on nationally agreed standards of competence.

Award in Bookkeeping

Level 1 AAT Award

For those who want to develop a career in bookkeeping and accountancy.

Duration 10 weeks

Start date April or September 2017 or January 2018

Day/time Wednesday, 6-9pm

Fees £270 (Term 1) or £285 (Term 2 and Term 3)

What will I study? Introduction to bookkeeping, working within bookkeeping, bookkeeping and accounts, spreadsheet software.

Next step This qualification will enable you to work at a junior role in an accounts office and progress to the Level 2 Certificate in Bookkeeping and Accounts.

Entry requirements You should have basic literacy and numeracy skills.

Certificate in Bookkeeping

Level 2 AAT Certificate

For those who want to develop a career in bookkeeping and accountancy.

Duration 11 weeks

Start date April or September 2017 or January 2018

Day/time Thursday, 6-9pm

Fees £315 + exam fee

What will I study? Processing bookkeeping transactions, control accounts, journals and the banking system.

Next step This qualification will enable you to fulfil a wide range of functions in an accounts office.

Entry requirements You should have achieved AAT Level 1 in Bookkeeping or equivalent.



Accounting

Accounting Certificate

Level 2 AAT Certificate for Accounting Technicians (QCF)

For people who want to gain a recognised qualification in accounting, especially those already employed in an accounts environment.

Duration 1 year

Start date 19 September 2017

Day/time Tuesday and Thursday, 6-8.30pm

Fees £1145 + £240 exam fee. Fees may be subject to change.

What will I study? Processing bookkeeping transactions, control accounts, journals and the banking system, working effectively in accounting and finance, basic costing, computerised accounting.

Next step This qualification prepares you for employment as a trainee accountant or accounts assistant, or you can progress to the AAT Level 3 Diploma in Accounting.

Entry requirements Good literacy and numeracy skills (GCSE grade C or equivalent) or a bookkeeping qualification.

Accounting Diploma

Level 3 AAT Diploma for Accounting Technicians (QCF)

Those employed in accounting or finance who wish to gain an accounting qualification at an intermediate level.

Duration 1 year

Start date 19 September 2017

Day/time Tuesday and Thursday, 6-9pm

Fees £1395 plus £240 exam fee and £66 materials. Fees may be subject to change. This course is eligible for an Advanced Learner Loan.

What will I study? Accounts preparation, prepare final accounts for sole traders and partnerships, costs and revenues, indirect tax, spreadsheets and professional ethics.

Next step This qualification prepares you for employment as a trainee accountant, accounts assistant or financial analyst. You can also progress to

the AAT Level 4 Advanced Diploma in Accounting.

Entry requirements Good literacy and numeracy skills (GCSE grade C or equivalent). You should either have the Level 2 AAT Certificate or relevant work experience. You will have an AAT initial assessment.

Advanced Learner Loan

Accounting Advanced Diploma

Level 4 AAT Advanced Diploma for Accounting Technicians (QCF)

Those working in an accounting environment who wish to gain an advanced qualification.

Duration 1 year

Start date 19 September 2017

Day/time Tuesday and Thursday, 6-9pm

Fees £1550 + £252 exam fee. Fees may be subject to change.

What will I study? Financial statements, budgeting, financial performance, internal control and accounting systems, plus two optional modules from: business tax, personal tax, external auditing, credit management and control.

Next step This qualification prepares you for employment as a finance team leader or finance officer, and enables you to continue your studies with ACCA or CIMA qualifications.

Entry requirements You must hold the AAT Level 3 qualification and be currently registered with AAT.

Want to
be an
apprentice?
See pages 22-23.

Beauty Therapy

Indian Bridal Hair, Makeup and Mehndi

Level 1 West Thames College Certificate

For anyone who wants to create hairstyles, makeup and mehndi for the classic Asian bride.

Duration 15 weeks

Start date September 2017 or February 2018

Day/time Tuesday, 5.30-9pm

Fees £620 + £20 textbook. You may also need to purchase products as advised by your course tutor.

What will I study? Through demonstrations and practical sessions, you will learn hairstyles, makeup, mehndi and bindi designs. You will create stunning hair and makeup looks and be encouraged to build a photographic portfolio of your work.

Next step You may wish to go on to other short courses in hairdressing and beauty therapy.

Entry requirements There are no formal entry requirements. You only need to have an interest in the subject and be willing to practice at home.

Beauty Therapy with English Support

Level 2 VTCT (VRQ) Diploma

For students whose first language is not English who wish to learn beauty therapy.

Duration 1 year

Start date September 2017

Day/time Thursday, time TBC

Fees £1300 + £147 beauty kit and uniform

What will I study? Facials, makeup, manicure, pedicure, anatomy and physiology, depilatory waxing, tanning, lash and brow tinting, eyebrow shaping, stock display, reception and salon administration, with English language support.

Next step Level 3 VTCT Diploma in Beauty Therapy or Beauty Therapy Treatments to become a fully qualified beauty therapist.

Entry requirements A good general education. A Level 1 qualification in beauty therapy is helpful but not essential. You will need a reference and be required to pass an English assessment.

Beauty Specialist Techniques

Level 2 VTCT Diploma

An intensive evening course for those who want to change career.

Duration 1 year

Start date 20 September 2017

Day/time Wednesday and Thursday, 6-9pm

Fees £998 + £150 exam + £147 beauty kit and uniform

What will I study? Facial treatments, skin care, lash and brow tinting and shaping, manicure and pedicure, waxing, related anatomy and physiology, professional conduct, reception and stock display.

Next step Level 3 Beauty Therapy Treatments to become a fully qualified beauty therapist.

Entry requirements A good general education with good written English. GCSE biology is an advantage. You must be highly motivated and able to practice your treatments at home (we recommend 4 hours per week home study).

Intensive Beauty Therapy

Level 2 VTCT (VRQ) Diploma

For those employed in the industry who want to become fully qualified beauty therapists.

Duration 1 year

Start date September 2017

Day/time TBC

Fees £998 + £150 exam + £147 beauty kit and uniform

What will I study? Facials, makeup, manicure and pedicure, anatomy and physiology, depilatory waxing, lash and brow tinting, eyebrow shaping, and lash perming, tanning, stock display, reception and salon administration.

Next step Level 3 Beauty Therapy Treatments to become a fully qualified beauty therapist.

Entry requirements A good general education with 2 GCSEs at grades A*-C, preferably including English language and a science subject, or successful completion of Foundation Level Beauty Therapy with functional skills in English.

Beauty Therapy

Intensive Beauty Therapy

Level 3 VTCT (VRQ) Diploma

For those employed in the industry who want to become fully qualified beauty therapists.

Duration 1 year

Start date September 2017

Day/time TBC

Fees £3345 + £200 exam + £18 kit and logbook + £39 optional new uniform. This course is eligible for an Advanced Learner Loan.

What will I study? Electrical facial and body treatments, Indian head massage, body massage, hot stone massage, microdermabrasion, health and safety, client care and related anatomy. You may visit a major exhibition and take part in competitions.

Next step Further your career as a beauty therapist and/or study part-time specialist courses.

Entry requirements NVQ or VTCT (VRQ) Level 2 in Beauty Therapy and a good general education.

Advanced Learner Loan

Beauty Therapy Treatments

Level 3 VTCT Diploma

An intensive evening course for students who wish to work as beauty therapists.

Duration 1 year

Start date 20 September 2017

Day/time Wednesday and Thursday, 6-9pm

Fees £3345 + £200 exam + £18 kit and logbook + £39 optional new uniform. This course is eligible for an Advanced Learner Loan.

What will I study? Electrical facial and body treatments, Indian head massage, hot stone massage, body massage, microdermabrasion, salon management, retail, anatomy and physiology.

Next step Further your career as a beauty therapist and/or study part-time specialist courses.

Entry requirements Level 2 NVQ or VTCT (VRQ) Diploma in Beauty Therapy and a good general education.

Advanced Learner Loan

Swedish Massage

Level 3 VTCT Certificate

For those who wish to develop professional massage skills.

Duration 15 weeks

Start date September 2017 or January 2018

Day/time Tuesday, 6.30-9pm

Fees £500 + £18 kit and logbook + £39 optional new uniform.

What will I study? Specific massage techniques including theoretical subjects. You will have a chance to work individually or as part of a team. All students will develop their massage skills on fellow students before they work on the general public.

Entry requirements Good basic English and a professional attitude.

Laser and Intense Pulsed Light (IPL) Treatments

Level 4 VTCT Intensive Certificate

For qualified beauty therapists who wish to practise laser and IPL in a salon environment.

Duration TBC

Start date Day-time course starts w/c 11 September 2017; evening course starts January 2018

Day/time TBC

Fees £895 + £9 logbook + £39 optional new uniform. If you wish to attend the additional units there will be a further cost of approx £59. This course is eligible for an Advanced Learner Loan.

What will I study? How to use laser and light treatments for skin rejuvenation and hair removal. Extra optional units include epilation, intermit waxing and individual lashes.

Entry requirements Level 3 beauty therapy qualification (Level 2 may be accepted in some circumstances).

Advanced Learner Loan

Catering

Professional Cookery

Level 2 Diploma, RSH Essential Food Hygiene, CIEH Basic Health and Safety

An evening course for those who wish to go into a career in professional cookery.

Duration 1 year

Start date September 2017

Day / time Monday and Wednesday, 6-9pm

Fees £832 + £150 exam fee

What will I study? You will increase your professional skills and gain the techniques needed to work in the modern hospitality and catering environment. You will also gain qualifications in food hygiene and health and safety, which are essential for the catering industry, and visit trade shows such as Hotelympia and take part in competitions such as Salon Culinaire. There may also be work experience opportunities.

Next step VRQ Level 3 Diploma, employment in the catering industry and/or an advanced apprenticeship.

Entry requirements VRQ Level 1 Diploma or equivalent.

Computing

Cisco (CCNA)

Level 3 West Thames College Certificate

For those who want to learn to configure a LAN/WAN using Cisco equipment.

Duration Four 10-week modules

Start date September 2017

Day / time Thursday, 6-9pm

Fees £310 per module

What will I study? Networking, routers and routing, switching and wide area networking technologies.

Next step You can progress to the CCNP (Cisco Certified Network Professional) qualification.

Entry requirements A good understanding of computer hardware and software and some networking skills.

Want to
be an
apprentice?
See pages 22-23.



Construction

Carpentry and Joinery

Level 1 CSkills Diploma

Learn basic carpentry and joinery skills.

Duration 1 year

Start date September 2017

Day / time Monday and Wednesday, 6-9.15pm

Fees £832 + £140 exam

What will I study? TBC

Next step CSkills Level 1 Certificate.

Entry requirements Entry Level 3 English and maths.

Carpentry and Joinery

Level 2/3 CSkills Award

For anyone who wishes to work as a carpenter.

Duration 1 year

Start date September 2017

Day / time Monday and Wednesday, 6-9.15pm

Fees **Level 2** £832 + £160 exam fee / **Level 3** £832 plus £210 exam fee

What will I study? Timber framing, flooring, roofing, door hanging, staircases, first/second fittings.

Next step Level 3 Site Carpentry, an advanced apprenticeship or employment.

Entry requirements Level 1 in carpentry or relevant experience and GCSEs in English and maths at grade D or above. There will be an initial assessment.

Plumbing

Level 1 QCF Diploma in Plumbing Operations

Develop plumbing skills for future employment.

Duration 1 year

Start date 18 September 2017

Day / time Monday and Wednesday, 6-9.15pm

Fees £832

What will I study? Practical plumbing skills, theory of plumbing trade activities and health and safety.

Next step Level 1 Certificate in Plumbing Skills.

Entry requirements None, but you will have an initial assessment.

Plumbing

Level 2 City & Guilds Diploma in Plumbing

For those interested in a career as a plumber.

Duration 1 year

Start date 18 September 2017

Day / time Monday and Wednesday, 6.30-9.15pm

Fees £832

What will I study? The domestic pipework used in plumbing, hot and cold water, electrical safety, environmental awareness and health and safety in the workplace.

Next step Level 3 Advanced Apprenticeship or employment in plumbing.

Entry requirements At least 2 GCSEs at Grade D or above or successful completion of the Level 1 Diploma or a relevant foundation course with functional skills in English and maths. You will have an assessment.

Counselling

Counselling Skills

Level 2 CPCAB Certificate

For those who want to gain counselling skills for everyday life or to use in the workplace.

Duration 1 year

Start date September 2017

Day / time Wednesday, 6-9pm

Fees £675

What will I study? The course provides a thorough grounding in counselling skills, attitudes and values and their application within a variety of work settings. It is a very practical course which will introduce you to the basic skills of active listening and other helping skills.

Next step Level 3 CPCAB Certificate.

Entry Requirements You may have some minimal experience of counselling in the workplace, however this is not essential.

Counselling Studies

Level 3 CPCAB Certificate

For counselling students looking for theory knowledge to support their counselling skills.

Duration 1 year

Start date September 2017

Day / time Wednesday, 6-9pm

Fees £811 + £200 exam. This course is eligible for an Advanced Learner Loan.

What will I study? The course provides a transition from using counselling skills at an informal level, to counsellor practitioner training. It focuses on the theoretical concepts and skills needed as the foundation for beginning client work experience within a counselling agency setting.

Next step Level 4 CPCAB Advanced Diploma.

Entry Requirements You must have completed the Level 2 CPCAB certificate or equivalent and be fairly confident about your ability to read professional literature and to write with a personal voice.

Advanced Learner Loan

Therapeutic Counselling

Level 4 CPCAB Advanced Diploma

This advanced counselling practitioner course is for those who want to make counselling their career or whose work demands higher level counselling skills.

Duration 2 years

Start date September 2017

Day / time Tuesday and Wednesday, 6-9pm

Fees £1905. The fee is for one year of study and may be subject to change in subsequent years.

What will I study? This course will prepare you to work as a capable counselling practitioner in an agency setting. You will study a counselling practice theoretical model, ethical practice, specialist issues relevant to working as a counsellor within an agency, group training supervision, counselling skills practice, and an ongoing process group. There will be workshops on cultural diversity, difference and anti-discriminatory practice.

In the second year you will need to complete a minimum of 100 hours in a work placement.

Next step You will be qualified to work as a counselling practitioner within an agency setting, however you will need to collect a further 350 hours of client work before you can be certified by the BACP as a counsellor.

Entry Requirements Level 3 CPCAB Certificate or equivalent.

ESOL

ESOL (English for Speakers of Other Languages)

Edexcel ESOL Skills for Life
City & Guilds Functional Skills Maths

This course is for residents, economic migrants, asylum seekers and refugees who wish to learn English.

Duration Varies

Start date September 2017. You may be able to start at other times during the year depending on availability.

Day/time 10 hours per week over 3 days. We also offer part-time daytime and evening courses for 5 - 5½ hours per week over 2 days.

Fees Fees vary depending on course and personal circumstances.

What will I study? English at a level that's right for you, including speaking, listening, reading and writing skills. The 10 hour course usually includes maths, citizenship, employability and IT to provide the skills you need for successful study, work and life in the UK.

Where next? You may go on to another course or find employment or voluntary work. We will give you advice about further training and work opportunities.

Entry requirements None, but you will have an assessment to make sure you are placed in the right class.



Hairdressing

Indian Bridal Hair, Makeup and Mehndi

Level 1 West Thames College Certificate

For anyone who wants to create hairstyles, makeup and mehndi for the classic Asian bride.

Duration 15 weeks

Start date September 2017 or February 2018

Day/time Tuesday, 5.30-9pm

Fees £620 + £20 textbook. You may also need to purchase products as advised by your course tutor.

What will I study? Through demonstrations and practical sessions, you will learn hairstyles, makeup, mehndi and bindi designs. You will create stunning hair and makeup looks and be encouraged to build a photographic portfolio of your work.

Next step You may wish to go on to other short courses in hairdressing and beauty therapy.

Entry requirements There are no formal entry requirements. You only need to have an interest in the subject and be willing to practice at home.

Introduction to Hairdressing

Level 1 West Thames College Certificate

For anyone who wants to learn basic women's hairdressing techniques.

Duration 10 weeks

Start date April or September 2017 or January 2018

Day/time Wednesday, 6.30-8.30pm

Fees £270 + £98 hairdressing kit + £39 optional uniform.

What will I study? Basic techniques for cutting women's hair.

Next step You may wish to go on to Level 2 Hairdressing.

Entry requirements None.

Hairdressing

Level 1 City & Guilds VRQ Certificate

For adults with no previous experience who wish to learn hairdressing skills and gain a qualification.

Duration 17 weeks

Start date 19 September 2017

Day/time Tuesday and Wednesday, 6-9pm

Fees £461 + exam fee + £165 hairdressing kit and uniform.

What will I study? You will learn how to shampoo and blow dry and assist stylists at Level 2.

Next step You may wish to go on to Level 2 Hairdressing.

Entry requirements None.

Destination Hairdressing with ESOL support

Level 1 VTCT Introduction to the Hair and Beauty Sector and Edexcel ESOL Skills for Life

For adults whose first language is not English, who want to improve their English and gain basic knowledge and skills in hairdressing and beauty therapy.

Duration 1 year

Start date September 2017

Day/time TBC

Fees £975. Concessions may be available; please see our website for details.

What will I study? Hairdressing skills, health and safety, beauty therapy and ESOL (speaking, listening, reading and writing).

Next step You may wish to go on to further study towards Level 2 in Hairdressing or Beauty Therapy.

Entry requirements You do not need to have any previous qualifications in hairdressing or beauty therapy. You should have a pass at ESOL Entry 3 or equivalent. You will have an interview and assessment.

Hairdressing

Introduction to Colouring

Level 1 West Thames College Certificate

For anyone who wants to learn basic hair colouring techniques.

Duration 10 weeks

Start date September 2017 or January 2018

Day/time Tuesday, 6.30-8.30pm

Fees £250 + £80 hairdressing kit + £39 optional uniform.

What will I study? How to do a client consultation, L'Oréal Professional colour chart overview, number system, mixing guidelines, application and development.

Next step You may wish to go on to Level 2 Hairdressing.

Entry requirements None.

Introduction to Hair Extensions

Level 1 West Thames College Certificate

For beginners interested in hair extensions.

Duration 10 weeks

Start date September 2017 or January 2018

Day/time Thursday, 6.30-8.30pm

Fees £250 + £96 hairdressing kit + £39 optional uniform.

What will I study? How to do a client consultation, hair preparation, different hair extension applications including weave, plaiting and micro ring, colour matching, products and aftercare.

Next step You may wish to go on to Level 2 Hairdressing.

Entry requirements None.

Introduction to Barbering

Level 1 West Thames College Certificate

This course gives you an introduction to barbering.

Duration 10 weeks

Start date September 2017 or January 2018

Day/time Tuesday, 6.30-8.30pm

Fees £250 + £120 barbering kit + £39 optional uniform.

What will I study? You will learn techniques such as: clipper work, scissors work, client consultations, blow drying and styling.

Next step You may want to go on to a Level 2 hairdressing or barbering course.

Entry requirements None.

Barbering

Level 2 City & Guilds VRQ Diploma in Barbering

This course covers all aspects of barbering, learning practical skills in our professional salons enhanced by theoretical knowledge.

Duration 1 year

Start date September 2017

Day/time Wednesday daytime, time TBC

Fees £1026 + £160 exam fee + £211 barbering kit

What will I study? Health and safety, consultation, shampoo and condition the hair and scalp, cut hair using basic barbering techniques, cut men's hair, cut facial hair and create an image based theme within the hair sector.

Next step You can progress to a Level 3 hairdressing course or progress in a career in the barbering sector.

Entry requirements You should have completed the Introduction to Barbering course or be a hairdresser with experience. Acceptance for the course is by interview.

Want to
be an
apprentice?
See pages 22-23.

Hairdressing

Hairdressing

Level 2 City & Guilds VRQ Diploma in Hairdressing

This part-time course covers all aspects of European ladies' hairdressing.

Duration 1 year

Start date 19 September 2017

Day/time Tuesday and Wednesday, 6-9.30pm

Fees £1078 + £150 exam fee + £255 hairdressing kit and uniform.

What will I study? All aspects of European ladies' hairdressing, learning practical skills enhanced by theoretical knowledge. Units include how to shampoo and condition the hair and scalp, style hair using drying and setting techniques, cut, perm, neutralise and change hair colour using basic techniques. You will also participate in L'Oréal training days, the Salon Trade Fair and competitions.

Next step Level 3 Apprenticeship (with more work experience) or specialist units at Level 2.

Entry requirements You must be working in a hairdressing salon and have an employer to support you. Commitment to attendance is essential. Previous learning related to the course will be taken into account. You will have an initial assessment and must have Level 1 minimum diagnostic.

Intensive Hairdressing Level 2

Level 2 City & Guilds VRQ Diploma in Hairdressing

This course covers all aspects of European ladies' hairdressing.

Duration 1 year

Start date September 2017

Day/time TBC

Fees £1278 + £150 exam + £255 hairdressing kit and uniform.

What will I study? You will cover all aspects of European ladies' hairdressing, learning practical skills enhanced by theoretical knowledge. Units include health and safety in the salon, client consultation for hair services, shampoo and condition hair and scalp, promote products and services to clients in a salon,

cut women's hair, cut men's hair, the art of dressing hair, colour and lighten hair, perm and neutralise hair.

Next step Level 3 Apprenticeship in Hairdressing (with more work experience) or specialist units at Level 2.

Entry requirements You do not need any formal qualifications, but you must have some work experience involving dealing with the public. Good written and oral communication skills are essential. Acceptance for the course is by interview.

Intensive Hairdressing Level 3

Level 3 City & Guilds VRQ Diploma

In this part-time course you will develop and enhance your creative hairdressing skills and techniques, maintain and improve services to the client, and learn how to contribute to the financial effectiveness of the business.

Duration 1 year

Start date September 2017

Day/time TBC

Fees £3345 + £200 exam + £80 hairdressing kit + £39 uniform. This course is eligible for an Advanced Learner Loan.

What will I study? You will study units such as: ensuring your own actions reduce risks to health and safety, promoting additional products or services to clients, providing hairdressing consultation services, creating a variety of looks using a combination of cutting techniques.

Next step You can progress your career in salon management or take teacher training or Assessor awards.

Entry requirements You must have Level 2 in Hairdressing or equivalent and be working as a hairdresser in a salon. There will be a trade test as part of the interview.

Advanced Learner Loan

Motor Vehicle

Motor Vehicle Maintenance

Level 1 IMI Diploma

Held in our motor vehicle workshops at the Skills + Logistics Centre, this course will enable you to develop skills in car maintenance.

Duration 1 year

Start date 11 September 2017

Day / time Monday and Wednesday, 6-9.15pm

Fees £594 + £135 exam fee

What will I study? Spark and compression ignition engine systems, steering and suspension, vehicle braking systems and the retail automotive maintenance and repair industry.

Next step Level 2 apprenticeship or find work.

Entry requirements None, but you will have an interview.



Specialist Makeup

Fashion Makeup Techniques

Level 1 West Thames College Certificate

This course is designed to teach you the basic makeup skills required for working in the fashion and media industries.

Duration 10 weeks

Start date September 2017 or January 2018

Day/time Wednesday, 6.30-9pm

Fees £460 + £70 makeup brush set + makeup kit. You will need to provide your own writing materials and a camera to record your work. The college will supply course notes and skincare and makeup products.

What will I study? The course is held in our professional makeup studio and you will learn through a combination of demonstrations, workshops, and lectures, supported by the use of video and a course booklet. It is taught by a professional makeup artist working in the fashion and media industries. You will create fashion and beauty looks working in pairs in a workshop style session. It is designed to teach you the basic makeup skills required for working in the fashion and media industries, including corrective and beauty makeup techniques and current trends in promotional makeup.

Next step You may wish to go on to other specialist short courses or complete a full time makeup course such as VTCT Theatrical Makeup.

Entry requirements None.

Intensive Theatrical Makeup

Level 3 VTCT Diploma in Theatrical Special Effects and Hair and Media Makeup

For those with a passion for the makeup industry.

Duration 1 year

Start date September 2017

Day/time TBC

Fees £3345 plus £200 exam. You will need to purchase kits, a logbook and uniform (£532.30) plus an optional airbrush (£66.30). This course is eligible for an Advanced Learner Loan.

What will I study? Media and camouflage makeup, basic airbrush skills, fashion and photographic makeup, basic prosthetics, creative hair styling, facial hair and bald caps, health and safety and client care. You may visit a cultural city abroad and West End theatre productions, enter national makeup competitions, attend the International Trade Makeup Show (IMATS) and have work placements in hair salons, theatres or with makeup artists.

Next step HNC or HND in Specialist Makeup or employment in hair salons, as a makeover demonstrator, or in TV or media as a trainee makeup artist.

Entry requirements English and maths GCSEs at grades A*-C plus 2 other GCSEs; or a relevant Level 2 qualification plus English and maths at Level 2 (GCSE or functional skills). Some makeup or hairdressing experience would be an advantage. You need to work well with people, have manual dexterity and good design and presentation skills.

Advanced Learner Loan

Teacher Training

Award in Education and Training

Level 3 City & Guilds 6502

The Award in Education and Training is an introduction to teaching in the further education and skills sector.

Duration 13 weeks

Start date November 2017 or March 2018

Day/time

Face-to-face courses – Wednesday 9.20am-12.20pm

Online blended learning – Primarily delivered online plus a small number of face-to-face sessions which will be held on Wednesday 5-8pm.

Fees £420

What will I study? The course is designed to give you an insight into the roles, responsibilities and relationships in education and training; teaching and learning approaches; session planning skills; delivery of inclusive sessions which motivate learners; and using different assessment methods and record keeping.

Next step You may wish to go on to the Diploma in Education and Training (DET/PGCE) in order to achieve a full teaching qualification.

Entry requirements You should have a qualification or extensive experience in the subject you intend to teach, and GCSE English and maths or equivalent. IT skills are desirable. Applicants who do not have GCSE English or maths may be admitted to the course at the discretion of the course leader. You should be prepared to take a literacy assessment during the interview.

Teaching English Language to Adults (CELTA)

Level 5 Cambridge Certificate (CELTA)

CELTA is an initial teacher training programme designed for those who wish to teach ESOL or EFL and includes teaching practice and observation.

Duration 11 weeks or 4 weeks summer intensive

Start date and day/time

April 2017 / Tuesday and Thursday, 9.30am-1pm

July 2017 (summer intensive) / 9am-4.30pm

September 2017 / Tuesday & Thursday, 4.30-8pm

January 2018 / Tuesday and Thursday, 4.30-8pm

Fees £1250

What will I study? During the course, you will develop familiarity with the principles of effective teaching and acquire practical skills for teaching English to adult learners. The course includes flexible online learning, teaching practice, observation of experienced teachers in the classroom and completion of a range of practically focused written assignments.

Next step After completing the training programme, you can develop a career in teaching English language to adults either in the UK or overseas. To gain fully qualified teacher status in the post-16 sector in the UK, you could progress to the Certificate in Education/PGCE (DTLLS).

Entry requirements 2 A Levels and 5 GCSEs or equivalent. You also need to have a very good command of written and spoken English. No previous teaching experience is necessary.

Want to
be an
apprentice?
See pages 22-23.

Travel and Tourism

Worldwide Airfares and Ticketing (WAFT)

Level 1 IATA

Worldwide Air Fares and Ticketing leads to a WAFT qualification accredited by the International Air Transport Association (IATA).

Duration 12 weeks

Start date September 2017 or January 2018

Day/time Wednesday, 6-9pm

Fees £315 (includes exam fee)

What will I study? You will complete an initial travel geography study pack and work through a series of exercises with the guidance and support of your tutor, whose experience in the travel industry will help you to understand how and why things work in air fares and ticketing. You will also have a session on how to write an effective CV and interview techniques. You will study aspects of fare construction, itinerary design, automated and e-ticketing. By the end of the course you will have a better understanding of how the airline industry works. You should also be able to create the cheapest and most effective ticket for your client using first, business and economy class fares.

Next step If you do not yet have a CRS qualification, you may wish to take the Galileo computerised reservation course, which leads to the Galileo First Class Diploma. Attractive opportunities for employment in the travel and tourism industry are available for those holding these qualifications.

Entry requirements There are no formal entry requirements for WAFT Level 1, although some knowledge of geography would be useful.

Galileo Computerised Reservations

Level 3 Galileo Certificate

For those who wish to learn the world's most widely used reservation system.

Duration 12 weeks

Start date 18 April 2017

Day/time Wednesday, 6-9pm

Fees £235

What will I study? Using real examples from airlines and airports around the world, you will work at your own speed using a computer based learning package. Course tutors have experience in the field of travel and will help you to understand how and why the system works to ensure you progress satisfactorily.

Next step Employment with a travel agent or airline.

Entry requirements There are no formal entry requirements, although keyboarding skills would be an advantage. Ideally you should already have completed WAFT Level 1.



Financial Support

You may not have to pay tuition fees if:

- You are in receipt of state benefits and qualify for concessions.
- If you are aged 19-23 and do not already have a Level 2 or Level 3 qualification.

We offer support to pay for any course related expenses if you can demonstrate that you are in financial hardship.

Advanced Learner Loan

If you are resident in the UK or EU and aged 19 or over at the start of your Level 3 or Level 4 course, you can apply for an **Advanced Learner Loan** to pay for the cost of the course. You will not have to start paying back the loan until you are earning over £21,000 per year. We will advise you how to apply for the loan when you are offered a place on a course.

If you are in receipt of an Advanced Learner Loan and experiencing financial hardship, you may also be eligible for a bursary to help pay for books, childcare, travel to college and materials.

Please contact the Information Centre for the latest information on fees and financial support.

College Nursery

Need childcare while you study?

Our nursery, which was rated 'Good' with 'Outstanding' features by Ofsted in June 2015, is registering for September 2017.

We provide high quality childcare for children aged 3 months to 5 years during term time. The nursery offers a safe and stimulating learning environment with experienced staff.

Features include a large enclosed outdoor space and a self-contained sensory room.

To find out more, please phone
020 8326 2318.



Apprenticeships

An apprenticeship is a great way to get on-the-job training leading to a nationally recognised qualification whilst earning a wage.

Who can be an apprentice?

Anyone aged 16 or over and employed for at least 30 hours per week. If you don't have a job, we might be able to help you find one. If you are already working we can help you upskill your current job.

What will I earn?

The minimum average wage for an Apprentice is £3.30/hour. In London the average is £190 per week, but this will vary depending on the job and your employer.

How do I apply?

You can apply for an Apprenticeship vacancy online on our website and we will help you through the process.

Apprenticeship vacancies are advertised on the National Apprenticeship website **findapprenticeship.service.gov.uk**.

You'll find lots of information online and once you register, you'll be able to search and apply for vacancies.

Find out more

Visit our website to view our current vacancies

Call **020 8326 2020**

Email **apprenticeships@west-thames.ac.uk**



500,000

people started an apprenticeship last year.

90%

were employed at the end.

What we offer

We are always adding new Apprenticeship programmes, so please get in touch if you don't see what you're looking for here.

	Level 2	Level 3	Level 4	Level 5	Level 6
Business & Accountancy					
Accountancy	✓	✓			
Business Administration	✓	✓			
Chartered Management					✓
Customer Service	✓	✓			
Digital and Technology Solutions					✓
Team Leading	✓				
Catering & Hospitality					
Hospitality	✓	✓			
Professional Cookery	✓	✓			
Construction trades					
Painting & Decorating	✓	✓			
Plumbing & Heating	✓				
Wood Trades (Carpentry)	✓	✓			
Education					
Supported Learning		✓			
Hair & Beauty					
Beauty Therapy	✓	✓			
Hairdressing	✓	✓			
Health & Care professions					
Care Leadership and Management				✓	
Childcare	✓	✓			
Clinical Healthcare Support	✓	✓			
Health and Social Care	✓	✓			
Healthcare Support Services		✓			
Maternity and Paediatric Support		✓			
Perioperative Support		✓			
Pharmacy Services	✓	✓			
ICT					
	✓	✓	✓		
Media (Broadcast Production)					
			✓		
Motor Vehicle Maintenance					
	✓				

Giving you the skills to achieve your dreams.

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