



West Thames College

**PART TIME, FULL TIME
AND EVENING**
COURSES FOR ADULTS



2019
entry

Would you like to change career or improve your job prospects?

Our part-time day and evening courses can help you update your skills or turn a hobby into a career.

Entry requirements vary by course. Formal qualifications are not always necessary, but we may ask you to come to an interview to help you choose the right course.

Our lecturers are industry experts as well as qualified teachers, and they will give you the support and encouragement you need to succeed. We offer financial assistance and guidance on loans and concessions – see page 27 for more information.



See West Thames College for yourself.

There's no better way of deciding whether we offer the right course for you than by attending one of our **Open Events**.

However, if you're unable to make an Open Event, why not join one of our **Monthly Tours**?

See page 5 for details.

Other guides

See our **Full Time** and **Higher Education** course guides. Order your copy online at **west-thames.ac.uk** or call 020 8326 2020.

Also, visit our website for information about our professional short courses, ideal for people working in small to medium sized organisations.



Adult learning
programmes rated

Good

Ofsted, November 2017

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**Please check our website
west-thames.ac.uk for the
latest information.**

All information in this booklet
is correct at the time of printing
(January 2019) but may be subject
to change.

About us

West Thames College has two centres – our main campus in Isleworth and the Skills+Logistics Centre in nearby Feltham.



Main Campus / Isleworth

The main campus has a friendly, welcoming atmosphere and combines bright, modern purpose-built buildings with the historic grandeur of Spring Grove House - once the home of Sir Joseph Banks, who sailed the world with Captain Cook.



Skills+Logistics Centre / Feltham

This smaller specialised campus includes multiple workshops and workspaces that create realistic work environments in which to learn various trade skills, from construction to car mechanics.

Meet us

2019 Open
Events
Monthly
Tours

book online

Meet our lecturers and students,
ask questions and see our
excellent facilities - dates below.

Can't make any Open Event? We
offer Monthly Tours for individuals
and small groups.

see our website
west-thames.ac.uk

Open Events
and Tours at
Isleworth are
for all courses
except
construction,
engineering,
logistics and
motor vehicle

Wednesday 6 February
5-7pm

Saturday 9 March
10am-1pm

Thursday 20 June
5-7pm

Open Events
and Tours at
Feltham are for
construction,
engineering,
logistics and
motor vehicle
courses *only*

Thursday 14 February
5-7pm

Thursday 14 March
5-7pm

Tuesday 25 June
5-7pm

See our website for
Open Events taking place
later in 2019.

Access, English and Maths

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 15 weeks

Starts March or September 2019

Day / time 2 days per week (4 hours for entry level, 5 hours for Level 1 or 2)

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.

Next step 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 15 weeks

Starts March or September 2019

Day / time 2 days per week (4 hours for entry level, 5 hours for Level 1 or 2)

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.

Next step 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 adults 19+ who do not have an A*-C in GCSE English and wish to gain a GCSE qualification.

Duration 30 weeks

Starts September 2019

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 will sit an initial assessment to check if this course is right for you.

GCSE Maths

Level 2 Edexcel GCSE in Mathematics

For adults 19+ who do not have an A*-C in GCSE Maths and wish to gain a GCSE qualification.

Duration 30 weeks

Starts September 2019

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 will sit an initial assessment to check if this course is right for you.

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

Starts September 2019

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 + DBS fee. This course is eligible for an Advanced Learner Loan. There may be additional fees for materials and course kits. 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 Midwifery, Nursing or Social Work, you must have GCSEs at A*-C or equivalent in either English or Maths. 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 at A*-C or equivalent in English or Maths and Science. We will enrol you on GCSE English or Maths 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.

DBS You need to pay for a DBS check before you are accepted onto this course.



Need childcare while you study?

The college nursery has places available now – see page 26.

Accounting and Business

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

Starts January, April or September 2019

Day/time Tuesday, 6-9pm

Fees £305 (January or April). September fees TBC.

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

Starts January, April or September 2019

Day/time Wednesday, 6-9pm

Fees £330 (January or April) + exam fee. September fees TBC.

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.



See page 25 for the steps required to take you into the world of earning *and* learning.

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

Starts September 2019

Day/time Tuesday and Thursday, 6-8.30pm

Fees TBC

What will I study? Using accounting software, bookkeeping transactions and controls, working effectively in accounting and finance, elements of costing.

Next step Employment as a trainee accountant or accounts assistant, or progress to the AAT Level 3 Diploma.

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

Customer Service

Level 2 OCNLR qualification

Develop communication skills for working in a customer focused environment.

Duration 8 weeks

Starts January 2019 (TBC)

Day/time 1 day per week for 4 hours

Fees £269 (TBC)

What will I study? Communication in the workplace, conflict resolution, customer service.

Next step Work in customer service or call and contact centres, or progress to a related Level 3 course or apprenticeship.

Entry requirements If you need advice before you apply, please call **020 8326 2020** or email **info@west-thames.ac.uk**

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

Starts September 2019

Day/time Tuesday and Thursday, 6-9pm

Fees TBC. 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.

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

Destination Business and IT with ESOL support

Level 1 Vocational qualifications and Edexcel ESOL Skills for Life

For more advanced ESOL students who wish to combine English study with Business and IT.

See page 14 for details.

Airlines and Airports

Worldwide Airfares and Ticketing (WAFT)

Level 1 WAFT qualification

Worldwide Air Fares and Ticketing leads to a WAFT qualification.

Duration 12 weeks

Starts September 2019

Day/time Wednesday, 6-9pm

Fees £240 (TBC)

What will I study? Fare construction, itinerary design, automated and e-ticketing. You will learn to create the cheapest and most effective tickets 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. Attractive opportunities for employment in the airline and airport industry are available for those holding these qualifications.

Entry requirements There are no formal entry requirements, however 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

Starts 24 April 2019

Day/time Wednesday, 6-9pm

Fees £240

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 will help you to understand how and why the system works.

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.

Beauty Therapy

Beauty Therapy with Language Support

Level 2 VTCT Diploma

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

Duration 1 year

Starts September 2019

Day/time TBC

Fees £1070 + £85 exam + £253 beauty kit, uniform and books (all fees TBC)

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.

Asian Bridal Makeup

Level 1 West Thames College Certificate

Learn to create classic makeup for the Asian bride.

Duration 10 weeks

Starts TBC

Day/time TBC

Fees TBC

What will I study? This exciting and enjoyable course consists of demonstrations and practical sessions in the college's modern makeup suites. You will learn to create stunning makeup looks for the Asian bride and be encouraged to build a photographic portfolio of your work.

Next step You may wish to go on to other short courses at the college.

Entry requirements None.



Beauty Therapy

Beauty Specialist Techniques

Level 2 VTCT Diploma

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

Duration 1 year

Starts September 2019

Day/time Wednesday and Thursday, 6-9pm

Fees £1070 + £85 exam + £253 beauty kit, uniform and books (all fees TBC)

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

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 Diploma

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

Duration 1 year

Starts September 2019

Day/time TBC (daytime)

Fees £1070 + £85 exam + £253 beauty kit, uniform and books (all fees TBC)

What will I study? Facials, makeup, manicure and pedicure, anatomy and physiology, depilatory waxing, lash and brow tinting, eyebrow shaping, 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.

Manicure and UV Gel Application

Level 2 VTCT Award

For nail technicians and therapists who wish to develop skills in applying, maintaining and removing LED gel polish.

Duration 1 day

Starts September 2019

Fees £150 (TBC)

What will I study? Anatomy and physiology of the skin and nails, how to recognise contra-indications, prepare for service and produce a treatment plan.

Next step Additional short courses or Level 2 or Level 3 Beauty Therapy.

Entry requirements None.

Lash Extensions

Level 3 VTCT Award

Learn how to provide eyelash extension treatments involving the use of single eyelashes.

Duration 4 weeks

Starts November 2019

Day/time Friday (time TBC)

Fees £275 (TBC)

What will I study? Consultation techniques, attaching, maintaining and removing single lash systems, and providing aftercare advice.

Next step Additional short courses or Level 2 or Level 3 Intensive Beauty Therapy.

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



See page 25 for the steps required to take you into the world of earning and learning.

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

Starts September 2019

Day/time TBC (daytime)

Fees £2583 + £42 books + £20 optional uniform (all fees TBC). 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 Level 2 NVQ or VTCT qualification in Beauty Therapy. A good general education and good written English are essential. You must be highly motivated and able to practice your treatments at home (we recommend at least 6 hours per week home study).

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

Starts September 2019

Day/time Wednesday and Thursday, 6-9pm

Fees £2583 + £42 books + £20 optional uniform (all fees TBC). 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 Work as a beauty therapist, become self-employed or take further specialist courses.

Entry requirements Level 2 NVQ or VTCT in Beauty Therapy. A good general education and good written English are essential. You must be highly motivated and able to practice your treatments at home (at least 6 hours per week recommended).

Advanced Learner Loan

Laser and Intense Pulsed Light (IPL) Treatments

Level 4 VTCT Certificate (QCF)

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

Duration TBC

Starts 26 February or September 2019

Day/time TBC

Fees £910 + £39 uniform + £9 logbook (all fees TBC). This course is eligible for an Advanced Learner Loan.

What will I study? Formulate a course of treatment to suit client needs and using 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.

Advanced Learner Loan

Computing

Destination Business and IT with ESOL support

Level 1 Vocational qualifications and Edexcel ESOL Skills for Life

For more advanced ESOL students who wish to combine English study with Business and IT.

Duration 1 year

Starts September 2019

Day / time TBC. Course consists of 5 hours per week of English and 4 hours vocational study.

Fees TBC

What will I study? Employment rights, responsibilities and pay, business meeting techniques, spreadsheet and database software, understanding business communication and customer service and preparing for work. The IT element of the course is taught using up-to-date computers and software.

Next step Level 2 qualification or employment.

Entry requirements You should have a pass at ESOL Entry 3 or equivalent and you will need basic IT skills. You will have an interview and an assessment.

IT User Skills

Level 1 OCNLR Award

For those in employment or looking for work who wish to develop IT skills for the workplace.

Duration 8 weeks

Starts January 2019

Day / time 6 hours, 2 days per week

Fees £269 + exam fee (TBC)

What will I study? Word processing, spreadsheets and database software.

Entry requirements You should have basic computer skills.



Need childcare while you study?

The college nursery has places available now – see page 26.

Construction

Carpentry and Joinery

Level 1 NOCN Diploma

Learn basic carpentry and joinery skills.

Duration 1 year

Starts January or September 2019

Day / time Monday and Wednesday, 6-9.15pm

Fees £322 + £75 exam fee

What will I study? Suitable for those with no experience. You will learn timber framing, flooring, roofing, door hanging, staircases and all first and second fittings.

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

Starts September 2019

Day / time Monday and Wednesday, 6-9.15pm

Fees **Level 2** £1008 + £145 exam fee TBC / **Level 3** £1008 plus £215 exam fee TBC

What will I study? Timber framing, flooring, roofing, door hanging, staircases and all first and 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.



Apprenticeships

See page 25 for the steps required to take you into the world of earning and learning.

Plumbing Operations

Level 1 QCF Diploma

Develop plumbing skills for future employment.

Duration 1 year

Starts September 2019

Day / time Monday and Wednesday, 6-9.15pm

Fees £867 + £75 exam

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

For those interested in a career as a plumber.

Duration 1 year

Starts September 2019

Day / time Monday and Wednesday, 6.30-9.15pm. Daytime course also available.

Fees £867 + £85 exam

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

Starts September 2019

Day / time Wednesday, 6-9pm

Fees £700

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

Starts September 2019

Day / time Wednesday, 6-9pm

Fees £811 + £200 exam (TBC). 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

Starts September 2019

Day / time Tuesday and Wednesday, 6-9pm

Fees £2050. 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

Starts September 2019. 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.



ESOL Destinations

Level 1 vocational qualifications and
Edexcel ESOL Skills for Life

Destination courses are for more advanced ESOL students who wish to improve their English while working towards a vocational qualification.

Duration 1 year

Starts March or September 2019

Day/time Days and times vary depending on course level and will be confirmed when you enrol.

Fees £1510. Concessions may be available; please see our website for details. You may also pay an exam fee.

What will I study? Destination courses consist of 5 hours per week of English and 4 hours per week vocational study at Level 1.

Where next? Level 2 qualification or employment.

Entry requirements You should have a pass at ESOL Entry 3 or equivalent. You will have an interview and an assessment.

Choose from the following courses:

Destination Business and IT See page 14.

Destination Creative and Digital Technologies
See page 22.

Destination Hairdressing and Beauty Therapy
See page 18.

**Destination Health and Social Care and
Childcare** See page 21.

“Learners on ESOL
programmes...have
particularly high
achievement”

Ofsted
November 2017

Hairdressing

Hairdressing

Level 1 City & Guilds VRQ Certificate

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

Duration 30 weeks

Starts September 2019

Day/time One evening per week TBC

Fees £446 + £75 exam fee + £98 approx hairdressing kit and £39 optional uniform (all fees TBC)

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 and Beauty Therapy with ESOL support

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

For more advanced ESOL students who wish to improve their English while gaining basic knowledge and skills in hair and beauty.

Duration 1 year

Starts September 2019

Day/time TBC

Fees £1510 + £75 exam fee (TBC). 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.

Introduction to Barbering

Level 1 West Thames College Certificate

For adults who want to learn essential barbering techniques.

Duration 10 weeks

Starts 17 January or April or September 2019

Day/time Thursdays, 6.30-8.30pm

Fees £320 + £173 barbering kit + £39 approx optional uniform (all fees TBC)

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.

Intensive 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

Starts September 2019

Day/time TBC

Fees £1070 + £85 exam fee + £350 approx barbering kit, uniform and books (all fees TBC)

What will I study? Health and safety, consultation, shampoo and condition the hair and scalp, cut hair using basic barbering techniques, 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.

Hairdressing

Level 2 City & Guilds VRQ Diploma in Hairdressing

This evening course covers all aspects of European ladies' hairdressing.

Duration 1 year

Starts September 2019

Day/time Tuesdays and Wednesdays, 6-9.30pm TBC

Fees £981 + £85 exam fee + £295 approx hairdressing kit, £220 approx uniform and books (all fees TBC)

What will I study? You will learn hairdressing skills to enable you to confidently cut, style, and blowdry a variety of hairstyles. You will also participate in L'Oreal 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. Commitment to attendance is essential. Previous learning will be taken into account. You will have an initial assessment and must have Level 1 minimum diagnostic.

Intensive Hairdressing

Level 2 City & Guilds VRQ Diploma in Hairdressing

For adults who wish to learn all aspects of European ladies' hairdressing.

Duration 1 year

Starts September 2019

Day/time One day per week TBC

Fees £1070 + £85 exam + £295 approx hairdressing kit, £220 approx uniform and books (all fees TBC)

What will I study? Health and safety in the salon, client consultation for hair services, shampoo and condition hair and scalp. You will learn hairdressing skills to enable you to confidently cut, style, and blowdry a variety of hairstyles. You will have L'Oreal training days in colouring and you can take part in competitions and visit trade fairs.

Next step Level 3 Apprenticeship in Hairdressing 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 and we recommend that you have salon experience whilst studying. Good written and oral communication skills are essential. Acceptance for the course is by interview.



Apprenticeships

See page 25 for the steps required to take you into the world of earning *and* learning.

Hairdressing

Intensive Hairdressing

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

Starts September 2019

Day/time TBC

Fees £3345 TBC + £138 approx hairdressing kit, £108 approx uniform and books (all fees TBC). This course is eligible for an Advanced Learner Loan.

What will I study? 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

Asian Bridal Hairstyling

Level 1 West Thames College Certificate

Learn to create classic hairstyles for the Asian bride.

Duration 10 weeks

Starts TBC

Day/time Tuesdays, 6-9pm

Fees £425 + £20 textbook (TBC)

What will I study? This exciting and enjoyable course consists of demonstrations and practical sessions in the college's modern hairdressing suites. You will learn to create stunning hairstyles and be encouraged to build a photographic portfolio of your work.

Next step You may wish to go on to other courses such as Asian Bridal Makeup or Level 1 Hairdressing.

Entry requirements None.

Health and Care

Destination Health and Social Care and Childcare with ESOL support

Level 1 BTEC Diploma in Health and Social Care (QCF) and Edexcel ESOL Skills for Life

For more advanced ESOL students who want to develop basic knowledge and skills in health and social care or childcare.

Duration 12 weeks

Starts 7 February 2019

Day / time Thursdays

Fees £1510 (TBC)

What will I study? Personal care, promoting healthy eating and living, the care needs of children, learning and creative activities, self-assessment and positive attitudes and behaviour at work. There will be visits to care centres and there may be work experience opportunities.

Next step A Level 2 qualification or apprenticeship in health and social care or childcare.

Entry Requirements You should have a pass at ESOL Entry 3 or equivalent. You will have an interview and assessment. You do not need any previous qualifications in health and social care or childcare. You will be required to complete a DBS check in order to attend a work placement.



Awareness of Mental Health Problems

Level 2 NCFE Certificate

This course aims to raise awareness of mental health and a range of mental health problems.

Duration 18 weeks

Starts TBC

Day / time Tuesdays, 6-9pm

Fees £317 + £40 (TBC)

What will I study? Mental health, stress, anxiety, phobias, depression, postnatal depression, bipolar disorder, schizophrenia, dementia, eating disorders, ADHD, OCD and PTSD.

Next step You may wish to go on to other related qualifications at Level 2 or Level 3.

Entry Requirements 2 GCSEs at grade D or above. Those with relevant experience working in this field will also be considered.

Access to Midwifery, Nursing, Radiography or Social Work

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.

See page 7 for details.

Need childcare while you study?

The college nursery has places available now – see page 26.

Media

Destination Creative and Digital Technologies with ESOL support

Level 1 Diploma in Media, Digital and Creative and Edexcel ESOL Skills for Life

For more advanced ESOL students who wish to improve their English while studying creative and digital technologies.

Duration 1 year

Starts September 2019

Day / time TBC

Fees £990 + £145 exam fee (TBC)

What will I study? Moving image, visual effects, photography and graphic design. You will also learn the foundations of coding and web development.

Next step Level 2 qualification or employment. You may wish to go on to further study in creative arts subjects such as design, media or publishing.

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

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

Starts January or September 2019

Day / time Monday and Wednesday, 6-9.15pm.
Daytime course also available

Fees £347 + £75 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 3 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

Starts January or September 2019

Day/time Tuesday, 6-9pm (TBC)

Fees £460 + £25 brush set + £127 makeup set + £3 log book (all fees TBC). 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 taught by a professional makeup artist working in the fashion and media industries. You will create fashion and beauty looks and learn 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 Other specialist short courses or a full time course such as VTCT Theatrical Makeup.

Entry requirements None.

Airbrush Makeup

Level 3 VTCT Award

Learn basic airbrush makeup skills required for working in the makeup industry.

Duration 10 weeks

Starts 23 April 2019

Day/time TBC

Fees £650 (TBC)

What will I study? Health and safety, airbrush products, taking apart and reassembling the airbrush, applying airbrush makeup, incorporating airbrush makeup into bridal and high fashion looks, and stencilling.

Next step Other specialist short courses or a full time 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

Starts September 2019

Day/time TBC

Fees £3345 plus £200 exam. You will need to purchase kits, a logbook and uniform (£532 approx) plus an optional airbrush (£66 approx) – all fees TBC. This course is eligible for an Advanced Learner Loan.

What will I study? Media and camouflage makeup, airbrush skills, fashion and photographic makeup, prosthetics, creative hair styling, facial hair and bald caps. You may visit West End theatre productions, enter competitions, attend the International Trade Makeup Show (IMATS) and have work placements.

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

Entry requirements None.

Advanced Learner Loan

Asian Bridal Makeup

Level 3 Award in Asian Bridal Makeup

For complete beginners or those already working in the industry.

Duration 10 weeks

Starts September 2019

Day/time One evening per week TBC, 6-9pm

Fees £425 (TBC)

What will I study? Consultation techniques, blending, highlighting and shading, use of colour and removal techniques.

Next step You may wish to go on to other short courses such as Asian bridal hair or mehndi.

Entry requirements None.

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

Starts March or October 2019

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 £430

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 part-time or 4 weeks intensive

Starts and day/time

23 April 2019 / Tuesday and Thursday, 9.30am-1pm

1 July 2019 (summer intensive) / 9am-4.30pm

24 September 2019 / Tuesday & Thursday, 4.30-8pm

January 2020 / Tuesday and Thursday, 4.30-8pm

Fees £1300

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.

Need childcare while you study?

The college nursery has places available now – see page 26.

Earn as you learn

Apprenticeships are the ideal way to get hands-on experience whilst studying for a qualification at the same time.

- An apprenticeship typically involves spending four days a week in a work environment gaining practical skills and one day a week studying at college.
- You will receive a salary of approximately £200 per week, depending on the job you are doing and your employer.
- Apprenticeships last on average 12-15 months for Level 2 and 18-24 months for Level 3.



6 steps to apprenticeship success

- 1** Decide which apprenticeship area you are interested in.
- 2** Register on the National Apprenticeship website www.gov.uk/apply-apprenticeship to see all the apprenticeship vacancies across the country.
- 3** Prepare your application – make sure your CV is up to date.
- 4** Apply for positions – go to the apprenticeship tab on our website or visit the National Apprenticeship Service.
- 5** Attend an interview if your application is successful.
- 6** Get the job! Start work and train at the same time.

Help and support

We have an excellent reputation for the additional support we give our students.

Learning Support

If you have a physical, mental health or sensory impairment and/or learning disability, please let us know so that we can make arrangements for you.

Counselling

Talk through problems or stressful situations in complete confidence with a professional counsellor.

Welfare and Support

Practical financial advice and help with bursaries and entitlements.

Learning Resources Centre

A range of services to support your studies including computers, study spaces, online and offline resources and helpful staff.

Careers Service

Our independent careers advisers will help you make the right decision for your future and identify the skills you need to succeed.

College Nursery

Our college nursery offers full and part-time places for children aged 3 months to 5 years, providing a safe and stimulating learning environment for your children while you study.

Funding and subsidies may be available, but places are limited. For an application form and more information please contact the nursery on **020 8326 2318**.



How to apply

Apply online at
west-thames.ac.uk

Location

Isleworth

Start Date

09/09/2019

Mode

Full Time

Apply

Select the course
you want to
study, click the
Apply button and
complete the form.

Apply in person

Pop into our Information Centre to apply in person, receive advice or book an appointment. Please call **020 8326 2020** to check opening times before setting out.

Interviews

Some courses require an interview before you enrol. You should receive notification of an interview within 28 days of submitting your application.

Further details

Find more information about all of our courses on our website **west-thames.ac.uk**.

If you are not sure which course is right for you, please call **020 8326 2020** to arrange an appointment with a careers adviser.

Fees & financial support

You may not have to pay tuition fees if:

- You are in receipt of state benefits and qualify for concessions.
- 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.

Please see the **Student Guide to Financial Support**, available from the Information Centre or on our website.



Advanced Learner Loan

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.



IN **ADULT** VOCATIONAL
LEARNING...STANDARDS ARE
PARTICULARLY HIGH

