



Adult Guide

Part Time, Full Time and Evening Courses

2022/2023



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 6 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 participating in one of our **Open Days**. See page 4 for details.

Also see our other guides

**Full time courses
for 16-18s**

**Higher
Education**

View online at **[west-thames.ac.uk](https://www.west-thames.ac.uk)**
or call 020 8326 2000.



Ofsted rated
Good
with
Outstanding features
2021

Contents

About us 4

Guide to courses & levels 5

How to apply 6

Help and support 7

Fees and funding 8

Access to Higher Education 10

Accounting 12

Art, Design & Creative Media 14

Beauty Therapy 16

Business & Computing 20

Childcare 24

Construction 26

English & Maths 28

ESOL 31

Hairdressing 32

Health & Care 35

Makeup 36

Motor Vehicle 38

Teacher Training 41

Apprenticeships 43

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

All information in this booklet
is correct at the time of printing
(September 2022) but may be subject
to change.

About Us

West Thames College has two campuses

- our main campus in Isleworth and our Skills+Logistics Centre in Feltham.



Main Campus / Isleworth

The main campus has a friendly, vibrant 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.

Students benefit from a range of facilities including professional salons, theatre, dance studios, music recording & TV studios, sports facilities and much more. Our extensive range of courses cover pre-entry to higher education, offering a range of opportunities for progression.



Skills+Logistics Centre / Feltham

Our £3 million purpose-built centre provides hands-on training that young people need to secure jobs within their chosen profession.

It includes multiple workshops and workspaces that create realistic work environments, allowing students to develop the specific skills required within the industry. You will be taught by real industry professionals, who will pass on their substantial expertise and knowledge.

Open Days at West Thames College

Our Open Days are a chance to tour the facilities, meet the tutors and get a real taste of life on Campus. They are offered throughout the year, visit **[west-thames.ac.uk/OpenDays](https://www.west-thames.ac.uk/OpenDays)** for the latest dates.

Guide to Courses and Levels

	Type of Course	Equivalent To	Typical Entry Requirements
EL	Entry Level course.	N/A	No formal entry requirements
L1	Foundation level designed to give you an introduction to a subject.	GCSE grade D-G	No formal entry requirements
L2	Intermediate level designed to develop your knowledge to an intermediate level.	GCSE grade A-C	Level 1 qualification or two GCSEs Grade D/3 or above Experience of working at a Level 1 standard
L3	Advanced level designed to build on your existing specialist knowledge and how you can apply this to real-life scenarios.	A Levels	Level 2 qualification or four GCSEs grade A*-C /9-4
L4	Designed to explore the subject in much greater detail, giving you the specialist skills needed for your chosen industry.	First year of university	Level 3 qualification or A Level
L5	Designed to continue your learning from Level 4 and apply this knowledge to case studies and a major project.	Second year of university	Level 4 qualification in a similar subject such as an HNC or Professional Certificate

How to apply

Apply online at
west-thames.ac.uk

Location

Isleworth

Start Date

09/09/2022

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 2000** to check opening times before visiting us.

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 2000** 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 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 £27,000 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.

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.

Careers Service

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

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.

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**.



Fees and funding

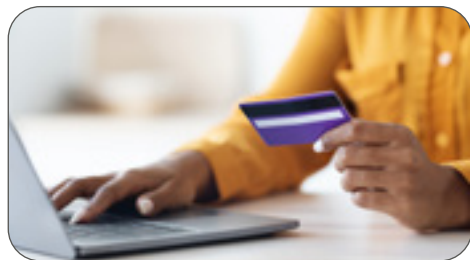
West Thames offers a range of fees and financial support for adults studying at our College.

Free Level 3 Courses for those aged 19+

If you are 19 or over and do not already have a level 3 qualification or higher, you can access a free Level 3 qualification.

If you already have a Level 3 qualification or higher, but you earn below the National Living Wage annually (£18,525* from April 2022) or are unemployed, you can also access these qualifications for free. This is regardless of any qualifications you already have.

** Wage threshold may vary in certain areas.*



Advanced Learner Loan

You can apply for an Advanced Learner Loan to help with the costs of a course. Loan eligibility does not depend on your income and there are no credit checks. The Loan can pay for your course fee as well as a number of other course-related expenses such as the cost of:

- Childcare
- Equipment
- Special kits
- Books
- Art supplies and photographic materials
- Travel and course trips
- Exam fees

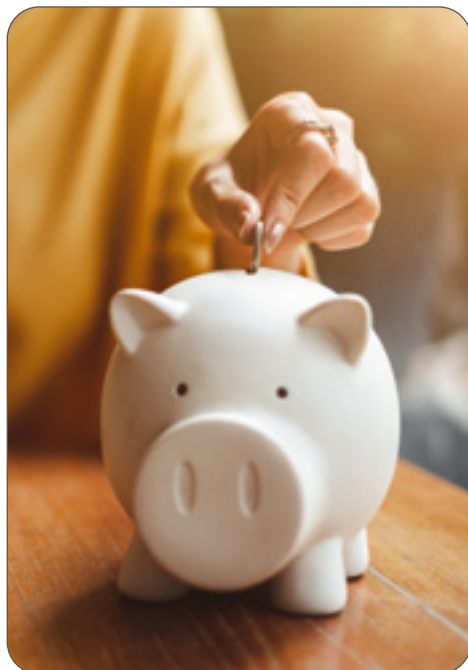
If you successfully complete a higher education course while using the Advanced Learner Loan, Student Finance England will 'write off' any outstanding Loan balances you owe - this means you do not have to repay it.

Fees and funding

Discretionary Learner Support

Discretionary Learner Support (DLS) is a fund that allows us to provide financial support to students on a course funded through the ESFA with a specific financial hardship preventing them from taking part in learning. To be eligible for DLS, all of the following must apply:

- You are aged 19-23 on an FE course up to and including Level 3, or aged 24+ on an FE course up to and including Level 2, and
- You are in receipt of benefits, and You have a family income of not more than £28,000.



Loan Bursary

The Loan Bursary is designed to help students who receive the Advanced Learner Loan and need additional support. To be eligible, you must be aged 19+ and:

- Be studying on a course at Level 3 or higher, and
- Be in receipt of the Advanced Learner Loan or have had your Loan approved by the Student Loans Company, and
- Be in receipt of benefits**, and
- Have a family income of not more than £35,000.

*** If on Universal Credit, your family income including UC must be less than £35,000.*

Childcare

West Thames College has a purpose-built day nursery catering for children between the ages of 3 months to 4 years. If you want to enrol on a course, you may qualify for a subsidised nursery place for your child during the periods when you attend college although places are very limited. See page 7 for more information.

Next Steps

If you would like to find out more, please contact
studentwelfare@west-thames.ac.uk

Access to Higher Education

Access to Midwifery

Level 3

OCN to Higher Education

For students who want to develop a career in Midwifery

Duration 1 year full time

Starts 12 September 2022

Day / time You will attend college 12 hours per week (across three days) during normal school hours and should plan for a roughly similar amount of independent study.

Fees £3384* Home 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? The key modules for this pathway are: Midwifery Studies, Psychology, Health Science and Sociology. You will learn study skills such as note taking, essay writing, reading and research, preparation for exams and oral assessment.

Next steps 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 GCSE Maths and English at grade A*-C / 9-4. If you need to achieve either your GCSE Maths or English qualifications, you will be required to undertake an initial assessment to assess your suitability to sit the missing GCSE. If successful, you will be enrolled onto the Maths or English course when you are enrolled onto the Access course, and you will study this GCSE alongside your Access course.

If you are not quite ready for the Access course, we may recommend the Work and Study or GCSE English and Maths courses instead, as well as digital skills, before progressing to an Access course.

Advanced Learner Loan

Access to Nursing

Level 3

OCN to Access to HE Nursing

For students who want to develop a career in Nursing

Duration 1 year full time

Starts 12 September 2022

Day / time You will attend college 12 hours per week (across three days) during normal school hours and should plan for a roughly similar amount of independent study.

Fees £3384* Home 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? The key modules for this pathway are: Nursing Studies, Psychology, Health Science and Sociology. You will learn study skills such as note taking, essay writing, reading and research, preparation for exams and oral assessment.

Next steps 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 GCSE Maths and English at grade A*-C / 9-4. If you need to achieve either your GCSE Maths or English qualifications, you will be required to undertake an initial assessment to assess your suitability to sit the missing GCSE. If successful, you will be enrolled onto the Maths or English course when you are enrolled onto the Access course, and you will study this GCSE alongside your Access course.

If you are not quite ready for the Access course, we may recommend the Work and Study or GCSE English and Maths courses instead as well as digital skills, before progressing to an Access course.

Advanced Learner Loan

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Access to Higher Education

Access to Policing

Entry Level to Level 1

Certificates & Qualifications

For students who want to develop a career in Radiography

Duration 1 year full time

Starts 12 September 2022

Day / time You will attend college 12 hours per week (across three days) during normal school hours and should plan for a roughly similar amount of independent study.

Fees £3384* Home 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.

About this course The Access to Policing course offers adult returners a coherent, integrated and supported year of study through which they will gain the knowledge, awareness, skills and confidence necessary for successful undergraduate studying in the intended progression routes for this Diploma. The course aims to provide a balance of essential study skills with specialist subject knowledge to enable the students to be prepared for the academic and practical rigours of undergraduate study in HE Policing entry programmes. It must however be noted that the Access to HE Diploma does not provide guaranteed entry to UK Higher Education Institutions

Next steps This Access course has been designed for progression onto the Police Constable Degree Apprenticeship and related HE Policing entry degree programmes.

Please note: Degrees undertaken via a specific force will be subject to a successful application, vetting and offer.

Entry requirements GCSE English and Maths* at grades A*-C / 9-4. *If you do not have your GCSE Maths at grades A*-C / 9-4, you will be required to work towards this course alongside the Access course.

Please note: You will be required to undertake an initial assessment to assess your suitability to sit GCSE maths. If successful, you will be enrolled onto this when you are enrolled onto the Access course, and you will study this GCSE alongside the Access course. You will not be enrolled onto the course until we have the outcome of your Maths initial assessment.

Advanced Learner Loan



*Fees are correct at time of printing but may be subject to change.

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 Access Award

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

Duration 10 weeks

Starts September 2022 or January 2023

Day/time 1 evening per week

Fees £320*

Mode of Delivery In class

Assessment External exam

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

Next steps This qualification will enable you to work at a junior role in an accounts office and/or progress to the Level 2 Foundation Certificate.

Entry requirements You should have basic literacy and numeracy skills.

Foundation Certificate in Bookkeeping

Level 2 AAT Foundation Certificate

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

Duration 11 weeks

Starts September 2022 or January 2023

Day/time 1 evening a week (Blended)

Fees £345*

Mode of Delivery Blended

Assessment External exam

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

Next steps This qualification will enable you to fulfil a wide range of functions in an accounts office and/or move on to further study in bookkeeping, accountancy or computerised accounts.

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

Certificate in Bookkeeping

Level 3 AAT Access Award

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

Duration 10 weeks

Starts 12 September 2022

Day/time 1 evening per week (Blended)

Fees £320*

Mode of Delivery In class

Assessment External exam

What will I study?

- Financial Accounting: Preparing Financial Statements
- Tax Processes for Businesses

You will also develop business communications and lifelong learning skills, applying what you learn on the course to the wider industry context.

Next steps Students completing the AAT Advanced Certificate in Bookkeeping may wish to go on and complete the full AAT Advanced Diploma in Accounting. If you do choose to continue your studies in this way, then your achievements in the Bookkeeping qualification are carried over to the longer Accounting qualification. If you successfully complete this qualification, you can apply for AAT associate bookkeeping membership (AATQB)

Entry requirements You must have a sound knowledge of bookkeeping principles to undertake the AAT Level 3 programme. Achievement of an AAT Level 2 Foundation Certificate in Bookkeeping is advantageous but not essential.



See page 43 for the steps required to take you into the world of earning *and* learning.

mindful
education

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.

Certificate in Accounting

Level 2 AAT Level 2 Certificate for Accounting Technicians (QCF)

For anyone who is seeking an introduction to basic accounting principles and skills.

Duration 10 weeks

Starts 12 September 2022

Day/time 1 evening per week

Fees £1,071

Mode of Delivery Blended

Assessment This course is assessed through computer-based exams and a synoptic assessment, which draws on and assesses knowledge and understanding from across the qualification.

What will I study?

- Introduction to Bookkeeping
- Principles of Bookkeeping
- Principles of Costing
- The Business Environment

We have partnered with Mindful Education to deliver this course through our flexible Online and On Campus model.

Next steps You can progress to Level 3 and then on to Level 4 of the AAT Accounting Qualification. Under the National Skills Fund initiative, you might be eligible for a fully funded Level 3 course. Alternatively, you can apply for an advanced learner loan to cover the cost of your Level 3 study. Please ask a member of college staff for more information.

Entry requirements Previous knowledge of accounting or a Level 1 Bookkeeping qualification would be advantageous but not essential.

Advanced Learner Loan

Diploma in Accounting

Level 3 AAT Level 3 Diploma for Accounting Technicians (QCF)

Ideal for anyone who is looking to advance their existing knowledge of accounting.

Duration 10 weeks

Starts 12 September 2022

Day/time 1 evening per week - Blended

Fees £2,573

Mode of Delivery Blended

Assessment This course is assessed through computer-based exams for each unit.

What will I study?

- Financial Accounting: Preparing Financial Statements
- Management Accounting Techniques
- Tax Processes for Businesses
- Business Awareness

We have partnered with Mindful Education to deliver this course through our flexible Online and On Campus model.

Next steps On successful completion of this course, you can progress to the AAT Level 4 Diploma in Professional Accounting.

Entry requirements You must have a sound knowledge of bookkeeping principles to undertake the AAT Level 3 programme. Achievement of an AAT Level 2 Certificate in Accounting is advantageous but not essential.

Advanced Learner Loan

Art, Design & Creative Media

Award in Creative & Digital Arts

Level 2 UAL L2 Award in Art & Design

For those who want to develop skills and confidence in a range of creative design theories

Duration 2 days a week for 10 weeks

Starts 12 September 2022

Day/time Please visit our website or contact 020 8326 2000 for more information.

Fees Please visit our website or contact 020 8326 2000 for the latest course fees. There is also a £50 studio fee which contributes towards entry for an exhibition and all materials used in workshops.

What will I study? This course will encourage you to be adventurous and open minded in exploring a wide range of materials and processes through a series of mini projects including;

- Observational studies
- Life drawing
- Surface pattern and textiles
- Photography
- Printmaking.

You will develop personal skills and confidence in a range of creative design theories linked to artists and designer investigations, through research investigations and a gallery or exhibition visit.

You will be given the opportunity to collaborate with your peers and develop personal presentation skills that you can use to showcase your artwork through digital portfolios, social media and blogs.

Next steps You may wish to progress to the full Level 2 Diploma in Art & Design upon successfully finishing this 2 unit introduction course.

Entry requirements None but you will be asked to take part in an interview to discuss your interest in the subject.

Foundation in Creative & Digital Arts

Level 3/4 UAL L2 Award in Art & Design

For those who want to develop a portfolio of skills in preparation for HE or employment. You will explore and investigate a range of art & design techniques and processes and be encouraged to take risks in your practical work, alongside developing theoretical and conceptual understanding

Duration 1 year

Starts September 2022

Day/time 3 days per week

Fees Please visit our website or contact 020 8326 2000 for the latest course fees. There is also a £50 studio fee which contributes towards entry for an exhibition and all materials used in workshops.

What will I study? You will complete a diagnostic investigation into visual language and creative practice, through a series of themed projects.

Through which you will extend your knowledge and skills in critical thinking and develop creative independence within a chosen specialism;

This may include

- Digital design
- Graphic design
- Photography
- Drawing & mixed media
- 3D design
- Sculpture
- Architecture.

You will contextualise these investigations and reflect on your personal progress throughout, using this critical thinking to develop your own creative ambitions through an independent project.

Next step Higher education, apprenticeship or employment.

Entry requirements Evidence of a Level 3 art related qualification including an A Level, Diploma or Extended Diploma and GCSE Maths & English at grade C / 4.

Art, Design & Creative Media

Award in Adult, Film & Media

Level 2 UAL L2 Award in Art & Design

For those who want to learn the essentials of filmmaking and content production for the digital age

Duration 2 days a week for 10 weeks

Starts 12 September 2022

Day/time Please visit our website or contact 020 8326 2000 for more information.

Fees Please visit our website or contact 020 8326 2000 for the latest course fees. There is also a £50 studio fee which contributes towards entry for an exhibition and all materials used in workshops.

What will I study? We are living in a digital world. Every day media skills are becoming more important: from finding work and connecting with people, to growing a business and creating content. Across ten weeks, you will learn essential media skills to help improve your photography and filmmaking abilities. You will explore;

- Composition
- Camera settings
- Lighting
- Sound
- Editing

This essential of filmmaking course will provide you with all you need to know to become a digital content creator for the modern age, to provide you with the key skills to attract employers, or to become your own content producer

Next steps Level 2 or Level 3 diploma course in creative media production depending on your skills and experience.

Entry requirements None but you will be asked to take part in an interview to discuss your interest in the subject.



*Fees are correct at time of printing but may be subject to change.

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 1 September 2022

Day/time Please visit our website or contact 020 8326 2000 for more information.

Fees You'll need to purchase your beauty kit, uniform and textbooks.

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 steps 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 language assessment.

Beauty Specialist Techniques

Level 2 VTCT Diploma

An intensive evening course for those who want to change career

Duration 1 year

Starts 14 September 2022

Day/time Wednesdays and Thursdays, 6-9pm

Fees You'll need to purchase your beauty kit, uniform and textbooks.

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 steps 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 home study per week).

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 1 September 2022

Day/time Please visit our website or contact 020 8326 2000 for more information.

Fees £1113 + £90 exam + £211 beauty kit, uniform and books (all fees TBC) + Logbook £10 (To be purchased at enrolment 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 steps Level 3 Beauty Therapy Treatments to become a fully qualified beauty therapist.

Entry requirements A good general education or 2 GCSEs at grades A*-C / 9-4, preferably including English language and a science subject, or successful completion of Foundation Level Beauty Therapy with functional skills in English.



Beauty Therapy

Lash Extensions

Level 3 VTCT Award in Single Eyelash Extension Treatments

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

Duration 3 weeks

Starts January 2023

Day/time Mondays

Fees Please visit our website or contact 020 8326 2000 for the latest course fees.

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

Next steps 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.

Asian Bridal Makeup

Level 3 Award in Asian Bridal Makeup

For beginners or those already working in the industry who wish to offer specialised services

Duration 10 weeks

Starts September/October 2022

Day/time Tuesdays, 6-9pm

Fees £439 approx + Logbook £2.50 (To be purchased at enrolment TBC).

What will I study? Consultation techniques and how to select products to suit the client, blending, highlighting and shading, eye and lip application, use of colour, variation of wedding type and removal techniques. The course also covers basic health and safety and positioning.

Next steps You may wish to progress to courses in Asian bridal hair or mehndi.

Entry requirements None, but you need to be prepared to practise at home.

Intensive Beauty Therapy

Level 3 VTCT Diploma

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

Duration 1 year

Starts 1 September 2022

Day/time This course is likely to take place during daytime. Please visit our website or contact 020 8326 2000 for more information.

Fees Logbook £10 (To be purchased at enrolment TBC). This course is eligible for an Advanced Learner Loan. Please see page 6 for more information.

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 steps 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

Preparing to Run a Hair & Beauty Business

Level 2 VTCT Diploma

For those who are interested in becoming self-employed or wish to run their own small business once they achieve their hair or beauty qualification

Duration This course runs alongside our Level 2 Intensive Hair or Level 2 Intensive Beauty daytime and evening courses as an optional additional unit.

Starts Summer term

Day/time Embedded within our Level 2 Intensive Hair or Level 2 Intensive Beauty daytime and evening courses as an optional additional unit.

Fees Please visit our website or contact 020 8326 2000 for the latest course fees.

What will I study? The VTCT Level 2 Award in Preparing to Run a Hair & Beauty Business has been specially designed to enable you to gain the skills, knowledge and understanding required to be a successful beauty therapy or hairdressing entrepreneur, including an awareness of the benefits and risks involved in running your own business.

You will also gain an in-depth theoretical knowledge of the laws and regulations in your region which will impact on setting up and running a hair or beauty therapy business. The course will be offered as an option for you to study alongside your hair or beauty qualification during the summer term.

Next steps You may wish to progress to further management studies or to a Level 3 hair or beauty course.

Entry requirements You are already enrolled on a Hair or Beauty course at West Thames College.



Apprenticeships

See page 43 for the steps required to take you into the world of earning *and* learning.

Beauty Therapy Treatments

Level 3 VTCT Diploma

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

Duration 1 year

Starts 14 September 2022

Day/time Wednesday and Thursday, 6-9pm

Fees £2583 + £27 book + £20 optional uniform + optional items. (all fees TBC) + Logbook £10 (To be purchased at enrolment TBC). This course is eligible for an Advanced Learner Loan. Please see page 6 for more information.

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

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).

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 Please visit our website or contact 020 8326 2000 for more information.

Starts September 2022 (Days). Evening course starts 11 January 2023

Day/time Day or evening - days and times TBC

Fees £1245 + £26 uniform + £5 logbook (all fees TBC). This course is eligible for an Advanced Learner Loan.

What will I study? How to formulate a course of treatment to suit client needs and use laser and light treatments for skin rejuvenation and hair removal.

Entry requirements Level 3 Beauty Therapy qualification.

Beauty Therapy

Destination Hair and Beauty with English Language (ESOL)

Level 1 VTCT Award in Single Eyelash Extension Treatments

wish to work towards a career within the hair and beauty industries whilst improving their English language skills

Duration 2 days per week

Starts 12 September

Day/time Please visit our website or contact 020 8326 2000 for more information.

Fees Please visit our website or contact 020 8326 2000 for the latest course fees. This course is eligible for an Advanced Learner Loan. Please see page 6 for more information.

What will I study? Destination courses are for more advanced ESOL students and consist of about 50% English and 50% vocational study.

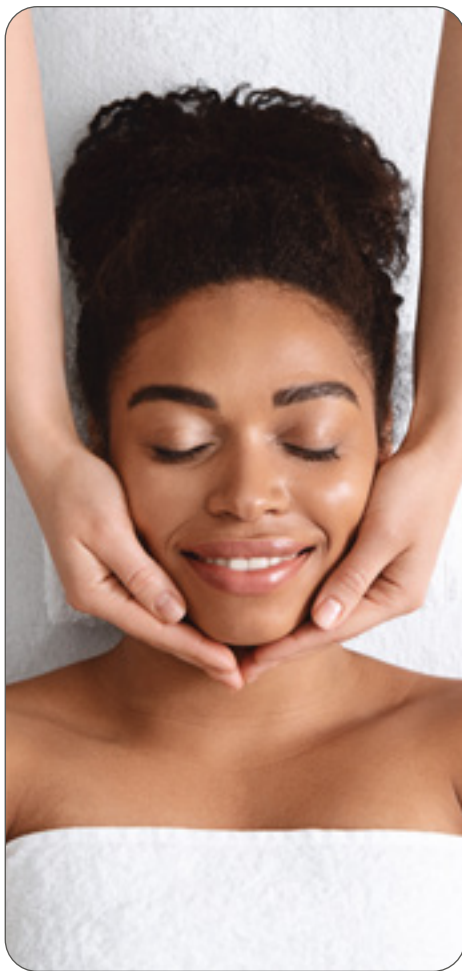
You will study English with a combination of units that include an introduction to the hair and beauty industries.

You'll also receive, an introduction to hair and beauty treatments including basic nail and hand care, facial skin care, shampooing, conditioning and hair styling.

Next steps You may wish to progress to a Level 2 Diploma in Hair or Beauty.

Entry requirements You do not need to have any previous qualifications but you should be able to give reasons for wanting to work in hair or beauty. You should have a pass at ESOL Entry 3 or equivalent. You will be interviewed before you enrol on the course, and you will have a written assessment to establish your Level of language skills.

Advanced Learner Loan



Business & Computing

HNC Business Studies

Level 4 Pearson Level 4 BTEC HNC Business Studies

This qualification enables students to develop a broad knowledge and awareness of the key aspects of the business sector through studying the six core units

Duration 1 year

Starts September 2022

Day/time 2 days per week and some individual work from home.

Delivery mode Blended – both classroom and on-line learning.

Fees £1055 + £160 exam fee*. Concessions may be available; please see our website for details.

What will I study? The following core units Business Environment, Marketing Processes and Planning, Human Resource Management, Leadership and Management, Accounting Principles, Managing a Successful Business Project, and two optional units.

Assessment Portfolio evidence, external moderation

Next steps Learners progress to the second year of a university degree course or complete the HND component of higher national qualification. On completion, learners can also progress to full-time employment in the business sector.

Entry requirements A full Level 3 qualification including GCSE maths and English at grade A*-C / 9-4.

Need childcare while you study?

The college nursery has places available now – see page 9.



HNC/HND Computing

Level 4 Pearson Level 4 BTEC HNC/HND Computing

This course is suitable for anyone looking to develop their understanding of Digital Technologies or broaden their knowledge and skill set of the IT and computing industry

Duration 1 year/2 Years

Starts September 2022

Day/time 2 days per week and some individual work from home.

Delivery mode Blended – both classroom and on-line learning.

Fees £1055 + £160 exam fee*. Concessions may be available; please see our website for details.

What will I study? A range of core units including, Programming, Networking, Database Design, Cyber Security, Managing a Successful Computing Project, and optional units.

Assessment Portfolio evidence.

Next step Learners progress to the second year of a university degree course, or complete the HND component of a higher national qualification. On completion, learners can also progress to full-time employment in the IT and computing sector.

Entry requirements A full Level 3 qualification including GCSE Maths and English at grade A*-C / 9-4.

*Fees are correct at time of printing but may be subject to change.

Business & Computing

CPD Short Course in Entrepreneurship and Small Business

Level 4 Pearson Level 4 BTEC HNC Business Studies unit

This bite-sized unit is part of the Level 4 qualification with the aim of developing a specific skill in setting up a small business. It also provides an insight into studying a Level 4 qualification without having to enrol in a full-time programme, giving learners the flexibility to choose what they learn to enable them to develop a pathway into a specific career

Duration 12 weeks

Starts September 2022 and March 2023

Day/time 1 day per week

Delivery mode Blended – both classroom and online learning.

Fees Please visit our website or contact 020 8326 2000 for the latest course fees. This course is eligible for an Advanced Learner Loan. Please see page 6 for more information.

What will I study? Develop the skills required to build your own small business. You will explore how to spot a gap in the market then turn it into a financial opportunity. You will learn about the role and importance of small business in the economy. Finally, the course gives you the opportunity to develop lifelong learning skills.

Next steps It can be used as a CPD or first steps to gain a professional body or vendor accreditation. Students may also be able to use their evidence of learning towards a BTEC Higher National qualification via Recognition of Prior Learning.

Entry requirements There are flexible entry requirements based on knowledge and experience. However, applicants must have completed a Level 3 qualification and achieved English and Maths at grade A*-C / 9-4 or equivalent.

Advanced Learner Loan

International Computer Driving License (ICDL)

Level 3 Pearson Level 4 BTEC HNC Business Studies

The International Computer Driving Licence (ICDL) is the world's leading computer skills certification program for learners who wish to acquire IT knowledge and skills in compliance with international standards, meeting employer workforce demands. It is accredited by the Chartered Institute for IT

Duration 6 months

Starts September 2022

Day/time Two days a week starting at 9.30am

Delivery mode Blended – both classroom and online learning.

Fees Free NSF

What will I study? You will learn the following units: IT user fundamental, using emails and internet, security for IT users, word processing, spreadsheets, database software, presentation software.

Assessment External exam.

Next steps Learners who successfully complete the programme can progress to other vendors or digital qualifications to further develop their skills for the new digital age. They will also be eligible to apply for discounted BCS, The Chartered Institute for IT membership - members can use postnominal letters after their name and gain 24 UCAS points, which can go towards a university application.

Entry requirements Recognised IT qualification or currently working in an IT industry with excellent knowledge of Windows 10.

Fees are correct at time of printing but may be subject to change.

Business & Computing

CPD Short Course in Web Design

Level 3 NCFE Certificate in Web Design

This qualification is designed to provide learners with the knowledge, skills, and understanding of web design. It is suitable for anyone thinking of changing careers and looking for something practical and creative that they can explore

Duration 6 months

Starts September 2022 and March 2023

Day/time 1 day per week starting at 9.30am.

Delivery mode Blended – both classroom and online learning.

Fees Free NSF

What will I study? The roles and responsibilities found within a web design team, how to create a web page using Hypertext Markup Language (HTML), Cascading Style Sheets (CSS) to format text and understand colours and backgrounds, use JavaScript and the Document Object Model (DOM) to access and change elements, attributes, and contents.

Next steps Upon successful completion, learners could progress to qualifications at Level 4 or employment as a junior Web Designer.

Entry requirements There are flexible entry requirements based on knowledge and experience. However, applicants must have completed a Level 3 qualification and achieved English and Maths at grade A*-C / 9-4 or equivalent.

CPD Short Course in Leadership and Management

Level 3 Certificate in Leadership and Management

This qualification is designed to support learners who are considering progression to Team Leader/ Supervisor roles in businesses. It will help them to develop and apply the technical and behavioural knowledge and understanding required to become competent and successful in a first-line management job role

Duration 20 weeks

Starts September 2022 or March 2023

Day/time 1 day per week or 2 evenings.

Delivery mode Blended – both classroom and online learning.

Fees Free NSF

What will I study? You will learn the following units: Principles of Leadership, Principles of Managing Operations and Budgets, Principles of Managing People, Principles of Communication and Relationship Management, Principles of Project Management, and Understanding Personal Effectiveness as a Manager.

Next steps Upon successful completion, students can progress to a full diploma, level 4 qualification, or professional qualification in leadership and management. Students can also progress to employment in the business sector.

Entry requirements Learners should have completed a level 2 course or currently be employed in a supervisory role in a business organisation. English and Maths at grade A*-C / 9-4 or equivalent will be useful.

Need childcare while you study?

The college nursery has places available now – see page 9.

Fees are correct at time of printing but may be subject to change.

Business & Computing

Certificate in Networking and Cybersecurity

Level 3 Chartered Institute for Managers

This course is suitable for anyone looking to develop their understanding of Digital Technologies, specifically the area of Networking and Cybersecurity.

Duration 6 months

Starts September 2022 or March 2023

Day/time 1 day per week

Delivery mode Blended – both classroom and remote learning.

Fees Free based on individual circumstances

What will I study? Core units in Project Management, Access Control, Data Communications, Ethical Hacking, Network management, Network Threats and Vulnerabilities, Networking, and some optional units.

Assessment Portfolio evidence

Next steps Learners progress to level 4 higher national qualification course, such as an HNC. On completion, learners can also progress to full-time employment in the Digital Technologies industry.

Entry requirements GCSE grade A*-C / 9-4 in 4 subjects including Maths and English. Learners with a full level 2 qualification or those with experience of working in the IT industry can also apply.



Introduction to Coding using Python

Level 4 Chartered Institute for Managers

This bite-sized unit is part of the level 4 qualification with the aim of developing a specific skill in programming using Python. It provides an insight into studying a level 4 qualification without having to enrol in a full-time programme, giving learners the flexibility to choose what they learn to enable them to develop a pathway into a specific career.

Duration 10 weeks

Starts September 2022 or March 2023

Day/time 1 day per week

Delivery mode Blended – both classroom and remote learning.

Fees Free based on individual circumstances

What will I study? Basic algorithms to carry out an operation and outline the process of programming an application, understand the characteristics of procedural, object-orientated, and event-driven programming, implement basic algorithms in code using Python and carry out the debugging process; when developing an application and be able to explain the importance of coding standards.

Assessment Portfolio evidence

Next steps Upon successful completion, it can be used as CPD or first steps to gaining a professional body or vendor accreditation. Students may also be able to use their evidence of learning towards a BTEC Higher National qualification via Recognition of Prior Learning.

Entry requirements Entry requirements are flexible and based on knowledge and experience. However, applicants must have completed a level 3 qualification and achieved English and Maths at grade A*-C / 9-4 or equivalent.

Fees are correct at time of printing but may be subject to change.

Childcare

Introducing Caring for Children and Young People Certificate

Level 1 NCFE Cache Certificate

For more advanced ESOL students who want to study health and social care or childcare.

Duration 1 year

Starts September 2022

Day / time Thursdays

Fees Please visit our website or contact 020 8326 2000 for the latest course fees.

About the course The Level 2 Certificate Introducing Caring for Children and Young People will give learners a basic understanding of childcare and education, parenting and babysitting. It will also help them to make an informed choice about working with children and young people.

This qualification is designed to help learners progress onto higher level qualifications in childcare and education, which may eventually result in job roles such as practitioner in day nurseries, nursery schools, reception classes in primary schools or pre-school worker.

What will I study? You will explore a range of topics including:

- Safeguarding the welfare of children and young people
- Supporting children's development
- Keeping children safe
- Supporting children with disabilities
- Supporting children's play
- Understand how to plan to meet the needs of the developing child
- Supporting children's positive behaviours

Assessment Your work will be assessed through written tasks such as designing a leaflet or booklet, or setting up an information board, practical tasks and professional discussion. You will have work placement opportunities that will support practical assessment in real work environment.

Next steps Upon successful completion of the course, you will be able to progress to the Level 3 Diploma for the Early Years Workforce (EYE).

Entry requirements 2 or more GCSE at grade A*-D / 9-3 including English or FSKL L1 English or a pass at L1 Health and Social Care or Child Care.

This is a knowledge only course, so you will not have a license to practice.



Childcare

Introducing Caring for Children and Young People

Level 2 Certificate

For more advanced ESOL students who want to study health and social care or childcare.

Duration 1 year

Starts September 2022

Day / time 1 day per week

Fees £1235

About the Course The Level 2 Certificate Introducing Caring for Children and Young People will give learners a basic understanding of childcare and education, parenting and babysitting. It will also help them to make an informed choice about working with children and young people.

This qualification is designed to help learners progress onto higher level qualifications in childcare and education, which may eventually result in job roles such as practitioner in day nurseries, nursery schools, reception classes in primary schools or pre-school worker.

What will I study? You will explore a range of topics to include health diet, safeguarding the welfare of children and young people, importance of play early learning, young children's development, accident prevention and fire safety, craft activities, respecting and valuing children and sharing learning experiences with children.

Assessment methods Your work will be assessed using a range of methods including written tasks such as designing a leaflet or booklet, or setting up an information board, practical tasks and professional discussion. You will have work placement opportunities that will support practical assessment in a real work environment.

Progression Upon successful completion of the course, you will be able to progress to the Level 3 Diploma for the Early Years Workforce (EYE).

Entry requirements You do not need to have a previous qualification in health and social care or childcare. You will need to have a previous qualification at Level 1. You will have an interview and assessment to ascertain your suitability for the Level 2 course.



Construction

Carpentry and Joinery

Level 1 NOCN CSkills Award & Certificate

Learn basic Carpentry and Joinery skills

Duration 1 year

Starts 12 September 2022 and 9 January 2023

Day / time Mondays and Wednesdays, 6:30pm-9.15pm

Fees £334.75 + £80 exam fee, Certificate Fees £556.50 + £80

What will I study? Suitable for those with no prior experience. You will learn timber framing, flooring, roofing, door hanging, staircases, all first and second fittings, technical underpinning knowledge and health and safety requirements for the construction trade.

Next steps CSkills Level 2 Certificate

Entry requirements There are no formal entry requirements for this qualification and learners are not expected to have any prior knowledge or experience, however an interest in the subject area is advisable.



Health & Safety Awareness in Construction

Level 1 Award in Health and Safety in a NOCN CSkills Construction Environment

For anyone who wishes to work in the Construction Industry

Duration 1 year

Starts 19 September 2022

Day / time Mondays and Wednesdays, 6.30pm-9.15pm. Daytime course also available.

Fees Please visit our website or contact 020 8326 2000 for the latest course fees.

What will I study? Learners will study the following units: - The principles of risk assessment for maintaining and improving health and safety at work, the importance of safe manual handling in the workplace, the importance of working safely at height in the workplace, risks to health within a construction environment, the importance of working around plant and equipment safely.

Next step Enhance skills for further study in chosen vocational area or employment.

Entry requirements There are no formal entry requirements to take this qualification. This qualification can be undertaken without any previous training or qualifications in this subject area.



See page 43 for the steps required to take you into the world of earning *and* learning.

Construction

Carpentry and Joinery

Level 2 NOCN CSkills Diploma

For those interested in a career as a Carpenter

Duration 1 year

Starts 12 September 2022

Day / time Mondays and Wednesdays, 6:30pm-9:15pm

Fees £901.25 + £90 exam fee

What will I study? Timber framing, flooring, roofing, door hanging, staircases, all first and second fittings, technical underpinning knowledge and health and safety requirements for the construction trade.

Next steps Learners can progress to further study at Level 3 or employment.

Entry requirements Level 1 in carpentry or relevant experience and GCSEs in English and Maths at grade 3/D or above. There will be an initial assessment.

Plumbing Operations

Level 1 City & Guilds Diploma

Develop plumbing skills for future employment

Duration 1 year

Starts 12 September 2022

Day / time Mondays and Wednesdays, 6:30pm-9:15pm

Fees £257.50 + £80

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

Next steps Level 2 Diploma in Plumbing Skills.

Entry requirements There are no formal entry requirements to take this qualification. This qualification can be undertaken without any previous training or qualifications in this subject area.

Plumbing

Level 2 City & Guilds Diploma

Develop Plumbing skills for future employment

Duration 1 year

Starts 12 September 2022

Day / time Mondays and Wednesdays, 6:30pm-9:15pm. Daytime course also available.

Fees £901.25 + £90 exam fee

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 Learners can progress to further study at Level 3 or employment in plumbing.

Entry requirements At least 2 GCSEs at Grade 3/D or above or successful completion of the Level 1 Diploma or a relevant foundation course with functional skills in English and Maths. There will be an initial assessment.

Electrical Installation

Level 1 City & Guilds Level 1 Award Construction Skills (Electrical)

For those interested in a career as an electrician

Duration 1 year

Starts 12 September 2022

Day / time Mondays and Wednesdays, 6:30pm-9:15pm. Daytime course also available.

Fees £257.50 + £80

What will I study? Learners will gain an insight into the core activities within electrical installation operations which include wiring and terminals.

Next step Learners can progress to further study at Level 1 or Level 2

Entry requirements There are no formal entry requirements for this qualification and learners are not expected to have any prior knowledge or experience, however an interest in the subject area is advisable.

Fees are correct at time of printing but may be subject to change.

English & Maths

English for Work and Study

Entry Level to Level 1 NCFE Functional Skills English & Pearson Essential Digital Skills Qualification

For students who wish to improve their English and digital literacy, build confidence and enhance their employability prospects

Duration Semester 1: 21 weeks / Semester 2 - 15 weeks.

Starts 5 September 2022 or 27 February 2023

Day/time 1 or 2 days or evenings per week (4 hours for entry Level, 6 hours for Level 1).

Fees Free.

What will I study? Writing, Reading, Speaking and Listening skills. 1 hour of Essential Digital Skills is included as part of the daytime entry & Level 1 courses.

Next steps 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 and correct level.



GCSE English

Level 2 AQA GCSE in English Language

For those aged 19+ who do not have a A*-C/9-4 in English Language and wish to gain a GCSE qualification

Duration 33 weeks

Starts 5 September 2022 or 3 January 2023

Day/time 1 day per week – 3 hours or 1 evening per week – 3 hours.

Fees Free.

What will I study? Learners will explore creative reading and writing, understand and produce nonfiction texts, explore writers' viewpoints and perspectives and develop spoken language skills.

Next steps A higher level course or employment.

Entry requirements Grade 3/D in GCSE English or a Level 1 or 2 Functional Skills English qualification. If you do not have these qualifications you will sit an initial assessment to check if this course is right for you.

Essential Digital Skills Intensive

Entry and Level 1 Pearson

For those aged 19+ who wish to improve their digital skills

Duration 6 weeks intensive

Starts 5 September 2022, 3 October 2022, 2nd January 2023 and 27th February 2023

Day/time 1 day per week – 5 hours

Fees Free.

What will I study? You will cover 5 key areas: Using devices and handling information, creating and editing, communicating, transacting and being safe and responsible online.

Next steps You can progress onto the next level of Essential Digital Skills, to improve your employment prospects

Entry requirements No formal qualifications required.

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

English & Maths

Extended Award in English Skills

Level 1 Ascentis

For those aged 19+ who have achieved an Entry Level Functional Skills qualification and are preparing for Level 1. This is a stepping stone qualification to Functional Skills Level 1

Duration Semester 1: 21 weeks / Semester 2: 15 weeks

Starts 5 September 2022 or 3 January 2023

Day/time 1 day per week – 3 hours per week or 1 evening - 3 hours per week (semester 2 only)

Fees Free.

What will I study? Learners will develop their reading, writing, spelling, punctuation, and grammar skills. They will improve their English skills to undertake a full Functional Skills Level 1 qualification in English.

Next steps You will improve your employment prospects or you can even apply for higher Level English courses.

Entry requirements Entry Level Functional Skills/ ESOL. If you do not have these qualifications you will sit an initial assessment to check if this course is right for you.



Essential Digital Skills

Entry Level to Level 1 For those aged 19+ who wish to improve their digital skills have English as a second language (ESOL)

Duration 15 weeks

Starts September 2022 and February 2023

Day/time 1 day per week – 3 hours.

Fees Free.

What will I study? You will cover 5 key areas: Using devices and handling information, creating and editing, communicating, transacting and being safe and responsible online.

Next steps You can progress onto Essential Digital Skills Level 1, higher level course or employment

Entry requirements ESOL qualification at entry Level 2 or above.

Maths for Work and Study

Entry Level to Level 1 City & Guilds Functional Skills Maths

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

Duration Semester 1: 21 weeks / Semester 2 - 15 weeks

Starts September 2022 and February 2023

Day/time 1 or 2 days or evenings per week (3 hours for Entry Level, 5 hours for Level 1).

Fees Free.

What will I study? How to represent, analyse and interpret problems using maths tools.

Next steps 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.

English & Maths

GCSE Maths

Edexcel GCSE in Mathematics

For those aged 19+ who do not have a 9-4/A*-C in Maths and wish to gain a GCSE qualification

Duration 33 weeks

Starts 5 September 2022 or 3 January 2023

Day/time 1 day per week – 3 hours or 1 evening per week - 3 hours.

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

What will I study? Numbers, 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 steps Your GCSE qualification will improve your employment prospects and help you apply to university and higher level courses.

Entry requirements Grade 3/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.

Extended Award in Maths Skills

Level 1 Ascentis

For those aged 19+ who have achieved an entry level Functional Skills qualification and are preparing for Level 1. This is a stepping stone qualification to Functional Skills Level 1

Duration Semester 1: 21 weeks / Semester 2: 15 weeks

Starts September 2022 and February 2023

Day/time 1 per week day – 3 hours or 1 evening per week - 3 hours per week (Semester 2 only)

Fees Free.

What will I study? You will bridge the gap in your mathematical knowledge. You will improve your Maths skills to undertake a full Functional Skills Level 1 qualification in Maths.

Next steps You will improve your employment prospects and help you apply for higher level Maths courses.

Entry requirements Entry Level Functional Maths Skills. If you do not have these qualifications you will sit an initial assessment to check if this course is right for you.



ESOL

ESOL (English for Speakers of Other Languages)

Ascentis ESOL Skills for Life

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

Duration 21 weeks or 36 weeks

Starts September 2022, December 2022 or March 2023.

Day/time We offer part-time / daytime and evening courses 2 days per week or 2 evenings per week.

Fees Free or co-funded

What will I study? English at a level that's right for you, including speaking, listening, reading and writing skills. You will also be able to develop employability skills, which will prepare you for work.

Next steps 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 You will have an assessment to make sure you are placed in the right class.

ESOL Destination courses

Level 1 Vocational Qualifications and Ascentis 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 September 2022

Day/time 3 days per week.

Fees Free or co-funded

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

Next steps 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:

ESOL Destination Business and IT

ESOL Destination Health and Social Care and Childcare

Level 2 Vocational Course

ESOL and Childcare

ESOL and ICT



Hairdressing

Hairdressing

Level 1 VRQ Certificate

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

Duration 30 weeks

Starts 17 September 2022

Day/time Thursday evenings (TBC)

Fees £510 + £80 exam fee + £176 approx hairdressing kit and £39 optional uniform (all fees TBC) + Logbook £5 (To be purchased at enrolment TBC)

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

Next steps You may wish to go on to a Level 2 Hairdressing course.

Entry requirements None.

Intensive Barbering

Level 2 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 16 September 2022

Day/time Wednesday daytime TBC

Fees £1112.40 + £90 exam fee + £343 approx barbering kit, uniform and books (all fees TBC) + Logbook £10 (To be purchased at enrolment 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 steps You can progress to a Level 3 Hairdressing course or progress in a career in the barbering sector.

Entry requirements Acceptance for the course is by interview.

Hairdressing

Level 2 VRQ Diploma in Hairdressing

This evening course covers all aspects of European ladies' hairdressing

Duration 1 year

Starts 15 September 2022

Day/time Wednesdays and Thursdays, 6pm-9:30pm TBC

Fees £1081.50 + £90 exam fee + £282 approx hairdressing kit, uniform and books (new students) / £202 approx kit + optional new uniform and books (students progressing from Level 1) + Logbook £10 (To be purchased at enrolment TBC).

What will I study? You will learn hairdressing skills to enable you to confidently cut, style, and blowdry a variety of hairstyles. You may also participate in L'Oreal training days, the Salon Trade Fair and competitions.

Next steps 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.



Hairdressing

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 2022

Day/time One day per week TBC

Fees £1112.40 + £90 exam + £282 approx hairdressing kit, uniform and books (new students) / £202 approx kit + optional new uniform and books (students progressing from Level 1) + Logbook £10 (To be purchased at enrolment 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 may have L'Oreal training days in colouring and you can take part in competitions and visit trade fairs.

Next steps Level 3 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. Good written and oral communication skills are essential. Acceptance for the course is by interview.

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 2022

Day/time Please visit our website or contact 020 8326 2000 for more information.

Fees £3345 + £138 approx hairdressing kit + optional new uniform + Logbook £10 (To be purchased at enrolment TBC).

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 steps 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.

Need childcare while you study?

The college nursery has places available now – see page 9.

Hairdressing

Asian Bridal Hairstyling

Level 1 West Thames College Certificate

Learn to create classic hairstyles for the Asian bride

Duration 10 weeks

Starts 11 January 2022

Day/time Tuesdays, 6pm-9pm

Fees £439 approx + £20 textbook (TBC) + hair kit (TBC) + Logbook £2.50 (To be purchased at enrolment 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 steps You may wish to go on to other courses such as Asian Bridal Makeup or Level 1 Hairdressing.

Entry requirements None.



Preparing to Run a Hair & Beauty Business

Level 2 VTCT Diploma

For those who are interested in becoming self-employed or wish to run their own small business once they achieve their hair or beauty qualification

Duration This course runs alongside our Level 2 Intensive Hair or Level 2 Intensive Beauty daytime and evening courses as an optional additional unit.

Starts Summer term

Day/time Embedded within our Level 2 Intensive Hair or Level 2 Intensive Beauty daytime and evening courses as an optional additional unit.

Fees Please visit our website or contact 020 8326 2000 for the latest course fees.

What will I study? The VTCT Level 2 Award in Preparing to Run a Hair & Beauty Business has been specially designed to enable you to gain the skills, knowledge and understanding required to be a successful beauty therapy or hairdressing entrepreneur, including an awareness of the benefits and risks involved in running your own business.

You will also gain an in-depth theoretical knowledge of the laws and regulations in your region which will impact on setting up and running a hair or beauty therapy business. The course will be offered as an option for you to study alongside your hair or beauty qualification during the summer term.

Next steps You may wish to progress to further management studies or to a Level 3 Hair or Beauty course.

Entry requirements That you are enrolled on a Hair or Beauty course at West Thames College.

Health and Care

ESOL Destination Health and Social Care and Childcare

Level 1 NCFE Level 1 Award in Introduction to Health, Social Care and Children's and Young People's Settings

For more advanced ESOL students who want to study health and social care or childcare

Duration 1 year

Starts September 2022

Day / time Wednesdays and Thursdays

Fees £1235

What will I study? Service provision and roles within health and social care (adults and children and young people) early years and childcare; The principles and values in health and social care (adults and children and young people), early years and childcare; Communication in health and social care (adults and children and young people), early years and childcare; Equality and inclusion in health, social care and children's and young people's settings.

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

Entry Requirements You do not need any previous qualifications in health and social care or childcare but should have ESOL Entry 3 or equivalent. You will also need have an interview and assessment and will need to complete a DBS check.



Need childcare while you study?

The college nursery has places available now – see page 9.

Makeup

Media Makeup and Hair

Level 2 VTCT Diploma in Media Makeup and Hair

Duration 1 year

Starts September 2022

Day/time Wednesdays and Thursdays, 6pm-9pm
(plus additional January start course: Friday 9.30am-4.30pm TBC)

Fees Please visit our website or contact 020 8326 2000 for the latest course fees.

What will I study? This course will equip you with all of the skills for employment in the hair makeup industry within the retail sector or self employment or within the salon environment.

Units Health and safety/ lash and brow shaping and tinting/ makeup techniques inc bridal/fashion/ fantasy/period and photographic makeup.

Next steps Level 3 Theatrical Makeup or Level 2 Hairdressing or Beauty Therapy.

Entry requirements Understanding of English language and English writing skills.

Airbrush Makeup

Level 3 VTCT Award

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

Duration 10 weeks

Starts 20 April 2022

Day/time Please visit our website or contact 020 8326 2000 for more information.

Fees £650. Please visit our website or contact 020 8326 2000 for the latest course fees.

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 steps Other specialist short courses or a full time course such as VTCT Theatrical Makeup.

Entry requirements None.

Asian Bridal Makeup

Level 3 VTCT Award

For complete beginners or those already working in the industry

Duration 10 weeks

Starts 4 October 2022

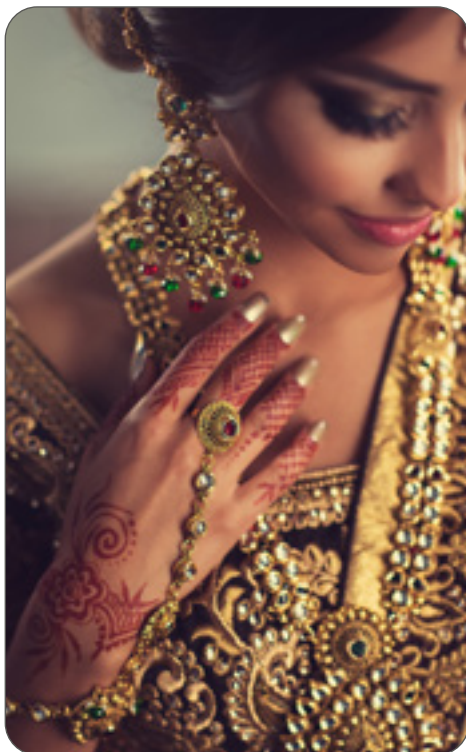
Day/time Tuesdays, 6pm-9pm

Fees £436

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

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

Entry requirements None.



Makeup

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 1 September 2022

Day/time Thursdays TBC

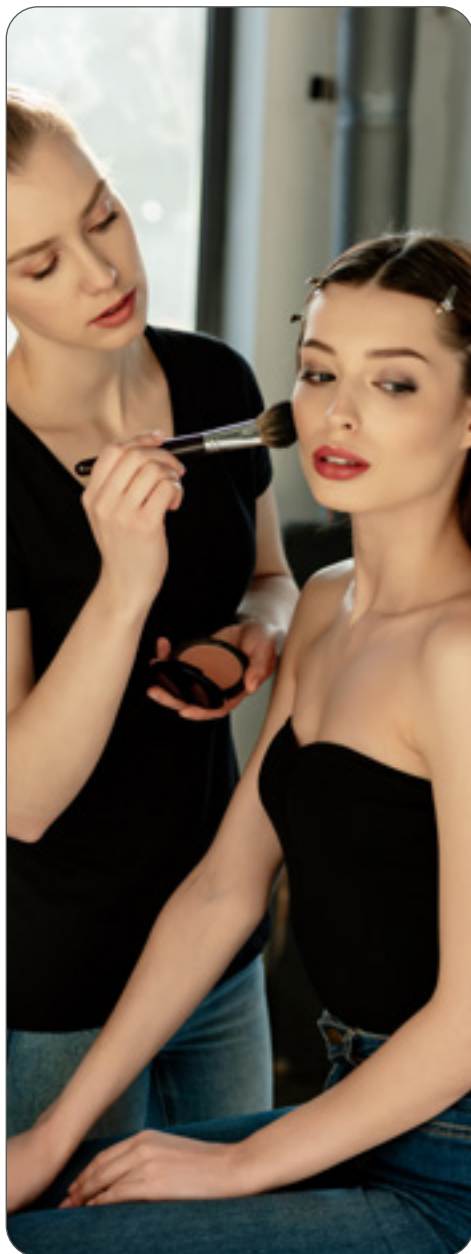
Fees £3345 plus £200 exam. You will need to purchase kits, a logbook and uniform (£532 approx) plus an optional airbrush (£66 approx) – all fees TBC. This course is eligible for an Advanced Learner Loan. Please see page 6 for more information.

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 steps 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 Understanding of English language and writing skills.



Fees are correct at time of printing but may be subject to change.

Motor Vehicle

Transport Maintenance

Level 1 City & Guilds Award & Certificate in Vehicle Systems Maintenance

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 12 September 2022 and 9 January 2023

Day / time Mondays and Wednesdays, 6:30pm-9.15pm (daytime course also available)

Fees £334.75 + £80. Certificate: £566.50 + £80

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 steps Learners can progress to further study at Level 2 or employment.

Entry requirements There are no formal entry requirements for this qualification and learners are not expected to have any prior knowledge or experience, however an interest in the subject area is advisable.



Electric Vehicles

Level 1 City & Guilds Level 1 Award in Introduction to Electric & Hybrid Vehicle Systems

This course is for those with an interest in Green Skills.

Duration 1 week

Starts 23 January 2023, 6 March 2023 & 8 May 2023

Day / time Mondays and Wednesdays, 6:30-9.15pm (daytime course also available)

Fees £334.75 + £80. Certificate: £566.50 + £80

What will I study? The course contains one mandatory unit covering:

- The types of Electric/Hybrid vehicles available
- Hazards associated with motor vehicle high energy electrical systems
- Working safely around Electric/Hybrid vehicles including charging
- How to reduce the risk of injury when encountering electric/hybrid vehicles
- How to safely transport and store electric/hybrid vehicles.

Next steps The skills and knowledge acquired can be used for career progression into the Electric/Hybrid vehicle maintenance sector.

Entry requirements There are no formal entry requirements for this qualification and learners are not expected to have any prior knowledge or experience, however an interest in the subject area is advisable.

Motor Vehicle

Electric Vehicles

Level 2 City & Guilds Level 2 Award in Safe Maintenance of Electric & Hybrid Vehicles

This course is for those with an interest in Green Skills.

Duration 1 week

Starts 30 January 2023, 13 March 2023 & 15 May 2023

Day / time Mondays and Wednesdays, 6:30pm-9.15pm (daytime course also available)

Fees £334.75 + £80. Certificate: £566.50 + £80

What will I study? The course contains one mandatory unit covering:

- The types of Electric/Hybrid vehicles available
- Hazards associated with motor vehicle high energy electrical systems
- Working safely around Electric/Hybrid vehicles including charging
- How to reduce the risk of injury when encountering electric/hybrid vehicles
- How to safely transport and store electric/hybrid vehicles.

Next steps The skills and knowledge acquired can be used for career progression into the Electric/Hybrid vehicle maintenance sector.

Entry requirements There are no formal entry requirements for this qualification and learners are not expected to have any prior knowledge or experience, however an interest in the subject area is advisable.

Cycle Maintenance

Level 2 City & Guilds Level 1 Award in Cycle Maintenance

This course is for those with an interest in Green Skills.

Duration 14 weeks

Starts 12 September 2022

Day / time Mondays and Wednesdays, 6:30pm-9.15pm

Fees £334.75 + £80. Certificate: £566.50 + £80

What will I study? This course is aimed at learners who wish to develop understanding and skills in the building, servicing, repair and maintenance of cycles. This qualification also suits individuals with a keen leisure interest in cycles.

Next steps The skills and knowledge acquired can be used for career progression into the cycle maintenance and repair sector. This qualification also suits individuals with a keen leisure interest in cycles.

Entry requirements There are no formal entry requirements for this qualification and learners are not expected to have any prior knowledge or experience, however an interest in the subject area is advisable.



Fees are correct at time of printing but may be subject to change.

Motor Vehicle

Cycle Maintenance

Level 2 City & Guilds Level 1 Certificate in Cycle Maintenance

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

Duration 21 weeks

Starts 9 January 2023

Day / time Mondays and Wednesdays, 6:30pm-9.15pm

Fees £334.75 + £80. Certificate: £566.50 + £80

What will I study? This qualification includes mandatory units (those considered essential for learners to achieve). Additional units are also included to offer learners the option of continuing and broadening their studies in specific areas of interest. Learners will develop their knowledge of how to:

- Complete a cycle check.
- Complete a puncture repair
- Remove and replace gear assembly, rim brake assembly, hub bearings, bottom brackets, cranks and gear systems
- Build a cycle wheel
- Prepare frames and forks
- Augment a cycle
- Change a cycle frame
- Service headset assemblies

Next steps The skills and knowledge acquired can be used for career progression into the cycle maintenance and repair sector.

Entry requirements There are no formal entry requirements for this qualification and learners are not expected to have any prior knowledge or experience, however an interest in the subject area is advisable.



Teacher Training

Certificate in English Language Teaching to Adults (CELTA)

Level 5 University of Cambridge Certificate (CELTA)

CELTA is an internationally recognised initial teacher training qualification designed for those who wish to teach ESOL or EFL and includes teaching practice and observation. You will learn the principles of effective teaching and acquire practical skills for teaching English to adult learners

Duration 11 weeks part-time or 4 weeks intensive

Starts & Day/time There are 4 courses in the year:

- September-December (11 weeks, **BLENDED**: online learning with face-to-face teaching practice Tuesdays & Thursdays 4.30pm-8pm).
- January-March (11 weeks, **Blended**: online learning with face-to-face teaching practice Tuesdays & Thursdays 4.30pm-8pm).
- April-June (11 weeks part-time, **Classroom** learning Tuesdays & Thursdays 9.30am-1pm).
- **Summer Intensive** in July (4 weeks summer intensive, **Classroom** learning, Monday to Friday 9am -4.30pm)

Fees £1360*

What will I study? You will develop familiarity with the principles of effective teaching, language analysis and awareness, planning and resources, language skills, methodology, teaching skills and professionalism and acquire practical skills for teaching English to adult learners. The course includes the learning theory (online for blended courses), teaching practice, observation of experienced teachers in the classroom and completion of a range of practically focused written assignments.

Next steps 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 (DTLS).

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

Diploma in Education and Training (DET) / Professional Graduate Certificate of Education (ProfGCE)

Level 5 or Level 6 Level 5 Diploma (DET) or Level 6 Certificate of Education (ProfGCE)

This 2-year part-time university course is offered in partnership with Canterbury Christ Church University. It leads to the Diploma in Education and Training (DET Level 5) or Professional Graduate Certificate of Education (PGCE Level 6). Both qualifications are full, recognised teaching qualifications for the FE, adult and voluntary learning sectors

Duration 2 years part-time evening

Starts This is a two year course:

Year 1 September 2022 – June 2023

Year 2 September 2023 – June 2024

Day/time Tuesday/Thursday, one evening per week

Fees £3540 per year

What will I study? This course aims to develop the knowledge, skills and understanding of teachers and trainers working with students aged 14+ in colleges (FE), adult and community settings, prisons and probation service, secondary schools and private training providers. Specialist pathways are available for specialist teachers of ESOL, Maths and SEND. The course consists of 6 modules, 20 credits each, taken over 2 years.

Next steps Teach/train in a variety of settings in Further Education Colleges, Adult and Community Learning, 14-19 units in Schools and Academies and Private Training Organisations. Successful completion of this course will allow you to apply for Qualified Teacher, Learning and Skills (QTLS) status, which qualifies you to teach in FE and secondary schools.

Entry requirements A pass grade A*/C/9-4 in GCSE English and Maths. We will also accept FS Level 2 Pass in English and Maths, IELTS 5.5 and other equivalent qualifications. We will assess your level of English before you start the course as you must be able to write at an academic degree level. A qualification in your subject area (minimum Level 3 for skills-based subjects or a degree for academic subjects). No previous teaching experience is necessary. A work placement is required.

Teacher Training

Award in Education and Training

Level 3 City & Guilds Award 6502

The Award in Education and Training is an introduction to teaching in the Further Adult and Community Education. No previous teaching or training experience is required

Duration 13 weeks

Starts There are 3 courses in the year, starting in September, January and April.

Classroom learning courses are one morning per week or **Blended** learning course - a small number of classroom sessions which will be held in the evenings.

Fees £441

What will I study? This 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 steps You can start working as a teacher or trainer in post-16 education. You may wish to go on to the Diploma in Education and Training (DET/PGCE) in order to achieve a full teaching qualification. You will need to secure employment as a teacher to progress onto this course.

Entry requirements You should have a qualification or extensive experience in the subject you intend to teach, and A pass grade A*/C/9-4 in 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 following initial assessment completed during the interview.

Supporting Teaching and Learning in Schools

Level 2 City & Guilds Certificate 5329

The Level 2 Certificate in Supporting Teaching and Learning combines theory with practical study. It has been designed to provide you with a good understanding of the knowledge and skills needed when working directly with children in a school environment such as how children develop their understanding, how to encourage learning and professional best practice

Duration 30 weeks

Starts September 2022 and November 2022; Part-time day, one morning per week and minimum 2 days working or volunteering in a school.

Fees £631

What will I study? The course contains nine mandatory units and a choice of two optional units. You will learn about child and young person development, safeguarding the welfare of children and young people, communication and professional relationships, equality, diversity and inclusion, supporting children and young people's positive behaviour, how to maintain and support relations with children and young people, supporting children and young people's health and safety, supporting learning activities, and how to help and improve your own and team practice in schools. The course is made up of taught lessons and tutoring, as well as observation in the work placement. 100% attendance is required.

Next steps You may be able to move onto a level 3 qualification such as Award in Education and Training or Level 3 Certificate in Supporting and Learning in Schools. If currently volunteering, you can look for full time employment, working as a qualified classroom assistant supporting the teacher and helping children in a school.

Entry requirements Students must be over 18 years old and have Level 1 Functional English or ESOL. There is an initial literacy assessment (Reading and Writing) prior to acceptance onto the course.

Fees are correct at time of printing but may be subject to change.

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 take at least 12 months to complete – usually 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.



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