



PART-TIME PROSPECTUS

2017-18

WELCOME

Thank you for picking up our part-time prospectus. Harrogate College has a wide variety of courses for you to choose from that are suitable for a wide range of learners. So, whether you're looking to boost your CV, get back into employment or simply to meet new people and gain new skills, we will have a course to suit you.

If you choose to study with us you will be taught by experienced and skilled tutors and have access to our amazing support services, including funding support, counselling, and careers advice and guidance to support you and your progression opportunities.

I look forward to meeting you,

Debra Forsythe-Conroy

Principal, Harrogate College



OPEN EVENTS

Come along to one of our open events, **meet the tutors** and discuss the **course opportunities** you are interested.

Sat 30 Sep 2017	10am-2pm
Thu 26 Oct 2017	5pm-8pm
Wed 15 Nov 2017	5pm-8pm
Sat 2 Dec 2017	10am-2pm
Wed 17 Jan 2018	5pm-8pm
Wed 14 Mar 2018	5pm-8pm
Sat 19 May 2018	10am-2pm
Sat 16 Jun 2018	10am-2pm

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SUPPORT FOR STUDENTS

FINANCIAL HELP

If you are studying on a part-time course you may be eligible for help towards the cost of your course from the Learner Support Fund or the Advanced Learner Loans Bursary Fund. Application forms are available from Student Services and help may be available with books, equipment and childcare. The funds are means tested and early application is advised.

ENROL NOW, PAY LATER

If you enrol before the 16th August you will not need to pay anything at the time of enrolment. Your deposit will be taken on 4th September automatically and then any future instalments will be taken either weekly, monthly or termly. This can be done via Direct Debit or Credit/Debit card payment plan.

In order for instalments to be an option the course cost has to be over £100 and running for 10 weeks or more.

NO FEES TO PAY

If you are aged 19+ you may not have to pay fees on funded Further Education courses if you meet certain criteria. For more information regarding course fees and to see if you qualify for a fee waiver please call 01423 **879466**

STUDENT SUPPORT

A wide range of additional student support is available, including:

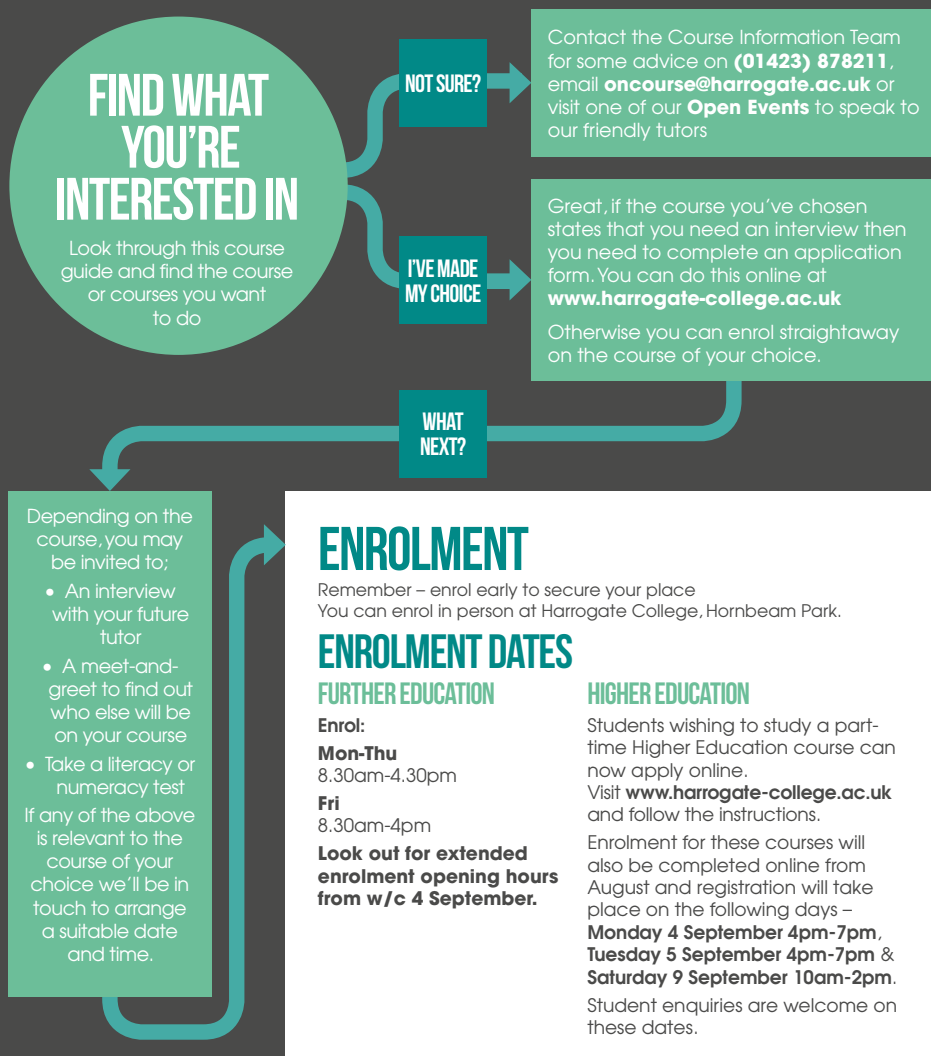
- ◆ Support for literacy, numeracy and study skills to help students successfully complete their course
- ◆ A Learning Resource Centre providing a wide range of resources, including computer and internet access as well as reading materials
- ◆ A student welfare and counselling service to support you
- ◆ The SEND Additional Support team offer educational support to students to remove barriers to learning whilst encouraging independence.

EQUALITY & DIVERSITY

Harrogate College is committed to a policy of equal opportunities for all and to providing an environment that promotes equality for all and celebrates its diverse community. We value everyone equally and do not treat anyone less favourably on the basis of gender, disability, race/ethnicity, sexual orientation, age, religion/faith/belief, gender reassignment, pregnancy/maternity or marriage or civil partnership status. These are the protected characteristics as defined in the Equality Act 2010. The Group expects all staff, students, visitors and on site contractors/temporary staff to do the same. We strive to achieve excellence with our diverse student community and our own staff, recognising that people have different needs, culture, experience and expectations. We expect and encourage staff and students to work together to overcome all forms of discrimination and harassment. Through our shared Group values every individual is respected as of right and this should always be reflected in our language, behaviours and actions.

HOW DO I APPLY FOR MY PART-TIME COURSE?

Applying to study at Harrogate College is simple. Just follow these steps...



Advanced Learner Loan

If you're 19 or older, you can apply for the Advanced Learner Loan to help with the costs of a College course.

Loans are available to help you with the costs of studying a qualification from Level 3 up to Level 6. This does not affect your legal entitlement to full funding for your course if you are aged 19 to 23 and do not already hold a full Level 3 qualification or above. However, the course or qualification you wish to study must be listed by the ESFA as eligible for full funding entitlement. Those who already hold a Level 3 qualification or above and all those aged 24 and over will need to either self-fund or apply for a loan.

You can apply for a loan to pay the tuition fees towards your course, which will be paid directly to the college on your behalf.

Unlike a bank loan, your monthly repayment will be based on your income and repayments will then only start once you are earning over £21,000 per year. Repayments start at as little as £7 per month (based on an income of £22,000 per year before tax) meaning that this is a great way to access courses that previously, for financial reasons, may have been out of your reach.

Where do I apply?

Apply online or download an application form from www.gov.uk/advanced-learner-loan

ACCESS TO HIGHER EDUCATION

An Access Course at Harrogate College can offer you a fast-paced, life-changing course which allows you to develop valuable writing and research skills, as well as gaining a qualification that is valued by universities.

There are two diplomas to choose from.

- ◆ Access to Humanities
- ◆ Access to Health Science Professions

Assessment of work is varied, including exams, essays, debates and presentations, all of which prepare you for the experience that you can expect when you progress to a degree at Harrogate College. Within the College there is a strong community of access students, who all support one another to ensure that you can succeed on our course.

If you are looking for a change of career or if you feel that you are stuck in a rut and want to find your way out of it, education can hand you the keys to new opportunities. Kick start the new life that you have been looking for. Now is the time to change. Sign up for an Access Course today.

For more information on entry requirements and fees please visit

www.harrogate-college.ac.uk/access

ART & DESIGN

www.harrogate-college.ac.uk/pt-art

Course Number	Course	Days	Duration (weeks)	Start Date(s)	Times	Interview
FASHION						
900272	Sewing & Pattern Cutting	Wed	8	24/01/2018	6pm - 9pm	N
PHOTOGRAPHY						
900279	Photography Beginners	Wed	5	11/10/2017	6pm - 9pm	N
900279	Photography Beginners	Wed	5	10/01/2018	6pm - 9pm	N
900317	Photography Intermediate	Wed	5	10/01/2018	6pm - 9pm	N
900317	Photography Intermediate	Wed	5	11/04/2018	6pm - 9pm	N
CERAMICS						
900389	Ceramics	Tue	20	09/01/2018	10am - 4pm	N
900389	Ceramics	Tue	30	19/09/2017	10am - 4pm	N
900389	Ceramics	Thu	30	21/09/2017	10am - 4pm	N
900389	Ceramics	Fri	30	22/09/2017	10am - 4pm	N

BUSINESS & COMPUTING

www.harrogate-college.ac.uk/pt-bus

Course Number	Course	Days	Duration (weeks)	Start Date(s)	Times	Interview
TEACHER TRAINING						
901031	BTEC Level 3 Award in Education and Training	Wed	11	20/09/2017	6pm - 9pm	Y
901031	BTEC Level 3 Award in Education and Training	Wed	11	17/01/2018	6pm - 9pm	Y
COMPUTING						
900421	Microsoft Word - Improver	Fri	1	10/11/2017	9am - 3.30pm	N
900421	Microsoft Word - Improver	Fri	1	09/02/2018	9am - 3.30pm	N
900890	Microsoft ACCESS - Improver	Fri	1	10/11/2017	9am - 3.30pm	N
900890	Microsoft ACCESS - Improver	Fri	1	09/02/2018	9am - 3.30pm	N
900892	Microsoft ACCESS - Advanced	Fri	1	13/04/2018	9am - 3.30pm	N
900419	Microsoft Word - Advanced	Fri	1	10/11/2017	9am - 3.30pm	N
900419	Microsoft Word - Advanced	Fri	1	09/02/2018	9am - 3.30pm	N
900419	Microsoft Word - Advanced	Fri	1	13/04/2018	9am - 3.30pm	N
900415	Microsoft Excel - Improver	Fri	1	10/11/2017	9am - 3.30pm	N
900415	Microsoft Excel - Improver	Fri	1	09/02/2018	9am - 3.30pm	N
900415	Microsoft Excel - Improver	Fri	1	13/04/2018	9am - 3.30pm	N
900413	Microsoft Excel - Advanced	Fri	1	10/11/2017	9am - 3.30pm	N
900413	Microsoft Excel - Advanced	Fri	1	09/02/2018	9am - 3.30pm	N
900413	Microsoft Excel - Advanced	Fri	1	13/04/2018	9am - 3.30pm	N

BUSINESS & COMPUTING

www.harrogate-college.ac.uk/pt-bus

Course Number	Course	Days	Duration (weeks)	Start Date(s)	Times	Interview
901455	BCS Level 2 Certificate in IT User Skills (ECDL Extra)	TBC	5	w/c 06/11/2017	TBC	Y
901456	BCS Level 3 Certificate in IT User Skills (ECDL Advanced)	TBC	5	w/c 09/04/2018	TBC	Y

CUSTOMER SERVICE

925107	Customer Service	Mon	1	23/10/2017	9am - 3.30pm	N
925107	Customer Service	Mon	1	09/04/2018	9am - 3.30pm	N

HUMAN RESOURCES

950057	CIPD Level 3 Certificate in Human Resource Practice	Mon	35	04/09/2017	5.30pm - 7.30pm	Y
958010	CIPD Level 5 Certificate in Human Resource Management	Tue	21	06/02/2018	5pm - 7.30pm	Y

ACCOUNTING

925108	Computerised Accounting for Business	Tue	6	08/05/2018	9.30am - 4pm	N
925189	Computerised Accounting for Business	Tue & Thu	6	10/05/2018	5.45pm - 8.45pm (start Thu)	N
900462	AAT Level 2 Certificate in Accounting	Tue & Thu	35	05/09/2017	5.45pm - 8.45pm	Y
900463	AAT Level 2 Certificate in Accounting	Tue	35	05/09/2017	9.30am - 4pm	Y
900464	AAT Level 3 Diploma in Accounting	Wed	35	06/09/2017	9.00am - 4pm	Y
900465	AAT Level 3 Diploma in Accounting	Mon & Wed	35	04/09/2017	5.45pm - 8.45pm	Y
900788	AAT Level 4 Diploma in Accounting	Thu	35	07/09/2017	9.15am - 3.45pm	Y

CONSTRUCTION

www.harrogate-college.ac.uk/pt-con

Course Number	Course	Days	Duration (weeks)	Start Date(s)	Times	Interview
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CARPENTRY

940060	Level 2 Diploma in Site Carpentry	Tue - Thu	35	Var	9am - 5pm	Y
901567	Level 3 Diploma in Site Carpentry	Fri	35	Var	8.30am - 4pm	Y

ELECTRICAL

925007	Inspection, Testing and Certification of Electrical Installation	Var	1	Var	Var	N
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ENGLISH, MATHS & SCIENCE

www.harrogate-college.ac.uk/pt-ems

Course Number	Course	Days	Duration (weeks)	Start Date(s)	Times	Interview
FUNCTIONAL SKILLS						
925102	Functional Skills - English	Mon	35	04/09/2017	10.30am - 12.30pm	Y
925103	Functional Skills - English	Tue	35	05/09/2017	6pm - 8pm	Y
925104	Functional Skills - Maths	Mon	35	04/09/2017	1pm - 3pm	Y
925105	Functional Skills - Maths	Wed	35	06/09/2017	6pm - 8pm	Y
GCSES						
950012	GCSE Mathematics	Thu	33	07/09/2017	9.30am - 12.30pm	Y
900091	GCSE Mathematics	Wed	33	06/09/2017	6pm - 9pm	Y
900091	GCSE Mathematics	Mon	33	04/09/2017	6pm - 9pm	Y
965021	GCSE English	Thu	33	07/09/2017	6pm - 9pm	Y
965021	GCSE English	Tue	33	05/09/2017	6pm - 9pm	Y
901123	GCSE Science	Wed	33	06/09/2017	6pm - 9pm	Y
ESOL						
925100	English for Speakers of Other Languages (ESOL)	Var	17	w/c 04/09/2017	Var - daytime	Y
925100	English for Speakers of Other Languages (ESOL)	Var	17	w/c 29/01/2018	Var - daytime	Y
925101	English for Speakers of Other Languages (ESOL)	Var	35	w/c 04/09/2017	Var - evenings	Y
901246	IELTS - Preparation	Var	10	w/c 02/10/2017	9.45am - 12.45pm	Y

HAIR & BEAUTY

www.harrogate-college.ac.uk/pt-bea

Course Number	Course	Days	Duration (weeks)	Start Date(s)	Times	Interview
930284	Level 2 NVQ Diploma in Beauty Therapy	Mon & Tue	35	04/09/2017	6pm - 9pm	Y
900012	Level 3 Certificate in Anatomy, Physiology and Pathology for Complementary Therapies	Tue	30	26/09/2017	6pm - 7.30pm	Y
930500	Level 3 Diploma in Sports Massage	Wed	35	06/09/2017	5pm - 9pm	Y
930501	Level 3 Diploma in Reflexology	Wed	35	06/09/2017	5pm - 9pm	Y
930502	Level 2 Certificate in Barbering	Fri	35	15/09/2017	1pm - 4pm	Y
930503	Level 2 NVQ Award in Providing Manicure Services	Mon	10	25/09/2017	6pm - 9pm	N
930504	Level 2 NVQ Award in Providing Pedicure Services	Mon	10	08/01/2018	6pm - 9pm	N
930505	Level 2 NVQ Award in Providing Waxing Services	Mon	10	09/04/2018	6pm - 9pm	N
930506	Level 2 NVQ Award in Skin Tanning Techniques	Tue & Wed	1	24/10/2017 & 25/10/2017	9am - 4pm	N
930506	Level 2 NVQ Award in Skin Tanning Techniques	Tue & Wed	1	29/05/2018 & 30/05/2018	9am - 4pm	N

HEALTH & SOCIAL CARE

www.harrogate-college.ac.uk/pt-hea

Course Number	Course	Days	Duration (weeks)	Start Date(s)	Times	Interview
930192	ITC Level 2 Award in Forest School Programme Support	TBC	11	w/c 30/04/2018	TBC	Y
930055	Initial Counselling Skills	Tue	10	06/03/2018	6pm - 9pm	N

MOTOR VEHICLE

www.harrogate-college.ac.uk/pt-mot

Course Number	Course	Days	Duration (weeks)	Start Date(s)	Times	Interview
940058	Level 1 Welding Skills	Mon	10	06/11/2017	6pm - 9pm	N
940058	Level 1 Welding Skills	Mon	10	19/02/2018	6pm - 9pm	N

IMAGE ACADEMY

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To make an appointment, please call
01423 878302

One voucher per customer. Voucher can be used for one treatment only. You must be over 16 to use. Valid until 31st July 2018

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on the park
COLLEGE

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with this voucher

Name DOB

Address

..... Postcode

Email

To book a table, please call 01423 **878300**
or email **bistro@harrogate.ac.uk**

One voucher per two people. Voucher can only be used on food, not drinks. Valid until 31st July 2018

HIGHER EDUCATION - DEGREE LEVEL STUDY

www.harrogate-college.ac.uk/pt-he

Course Number	Course	Days	Duration (weeks)	Start Date(s)	Times	Interview
901218	MA Creative Practice	Var	40	w/c 02/10/2017	Var	Y
ART & DESIGN						
901232	HNC Art & Design	Var	30	w/c 11/09/2017	Var	Y
901238	HND Art & Design	Var	30	w/c 11/09/2017	Var	Y
CHILDHOOD STUDIES						
901213	Foundation Degree Young Childrens Learning & Development	Var	30	w/c 11/09/2017	Var	Y
901214	BA (Hons) Young Childrens Learning & Development	Var	30	w/c 11/09/2017	Var	Y
965024	Certificate in Education Lifelong Learning (In-service)	Var	30	w/c 11/09/2017	Var	Y
965025	Professional Graduate Certificate in Education Lifelong Learning (In-service)	Var	30	w/c 11/09/2017	Var	Y
HEALTH & SOCIAL CARE						
901288	Foundation Degree Health and Social Care	Var	30	w/c 11/09/2017	Var	Y
HAIR & BEAUTY						
901289	Foundation Degree Cosmetic Aesthetics	Var	30	w/c 11/09/2017	Var	Y
SCIENCE						
901290	HND Biological Science	Var	30	w/c 11/09/2017	Var	Y
CATERING AND HOSPITALITY						
939005	HNC/D Hospitality Management	Var	30	w/c 11/09/2017	Var	Y
CONSTRUCTION						
901275	EDEXCEL BTEC Level 4 HNC Diploma in Construction and the Built Environment	Var	30	w/c 11/09/2017	Var	Y

Alternative Formats

If you require this course guide in an alternative language, large print or Braille copy please contact:

Harrogate College

Hornbeam Park,
Harrogate HG2 8QT
Tel: (01423) 879466

oncourse@harrogate.ac.uk

www.harrogate.ac.uk

Harrogate College has taken reasonable care to ensure that the information contained in this prospectus is correct at the time of going to press. Prospective students should be aware that it is sometimes necessary to cancel or modify courses prior to commencement due to low enrolment or funding changes, including (but not limited to) course content, dates, times, fees and entry requirements. Prospective students should confirm all details with our Course Information Team prior to enrolment and commencement on a course or entering into any other financial commitment. You may also request a copy of the Harrogate College Fee Policy 2017/2018. If a student or prospective student has outstanding fees from a previous course, enrolment will be refused.

If a course is cancelled by the college prior to commencement, Harrogate College will use reasonable endeavours to offer a suitable alternative course. If a student does not wish to accept, or Harrogate College is not able to offer an alternative course, the student will be entitled to withdraw and may receive an appropriate refund. Where a student is unable to continue, refunds will be made only in exceptional circumstances and at the discretion of the college. All requests for refunds should be submitted in writing. Harrogate College shall not have any further liability.