

# PART-TIME

COURSE GUIDE JAN 2017

FOR YOUR  
DEVELOPMENT

FOR YOUR  
CAREER

FOR YOUR  
BUSINESS

CREATING SUCCESS SINCE **1965**





**UXBRIDGE COLLEGE**  
**OPEN**  
**DAYS**



**SATURDAY 4 MARCH**

**UXBRIDGE CAMPUS**  
**11AM - 2PM**

Park Road, Uxbridge,  
UB8 1NQ

For information on all courses  
and Apprenticeships.

**WEDNESDAY 15 MARCH**

**HAYES CAMPUS**  
**3PM - 7PM**

College Way, Coldharbour Lane,  
Hayes, UB3 3BB

Apprenticeships / Beauty Therapy /  
Catering & Hospitality / Childcare /  
Computing / Dance / English  
(ESOL & EFL) / Hairdressing / Music /  
Performing Arts / Supported Learning.

**Register online to let us know you are coming or just drop in on the day.**

**01895 853333**

**UXBRIDGECOLLEGE.AC.UK**

**UXBRIDGE**  
**COLLEGE**

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## Alternative formats

The college endeavours to provide the guide in alternative formats such as large print. If you would like to receive the guide in an alternative format, please contact our Information, Advice & Guidance team on **01895 853333**.

Uxbridge College issues this information as a general guide to its policies and facilities and reserves the right to modify or alter, without prior notice, any of the contents herein or otherwise advertised. The college reserves the right to discontinue courses at any time as a result of low student numbers or other circumstances beyond its control.

All information is correct at time of press, but may be subject to change. Please contact the college on **01895 853333** for the latest information.

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# WELCOME

**Our short, part-time courses enable you to improve your existing knowledge, skills and qualifications or gain new skills for work. They are offered part-time, some during the day, in the evenings and sometimes on Saturdays and are designed to fit around your work or personal commitments.**

Adults study with us for lots of reasons, whether they want to learn something new to help them get back into the job market, improve on their existing knowledge or add another aspect to their skills set.

Whatever your reason for taking a short course at Uxbridge College you know you will be taught by industry specialists who offer you their insight and experience.

## FOR YOUR DEVELOPMENT

Enhance your skills with a course for your personal development. Learn something new, develop your existing skills or work towards a qualification.

## FOR YOUR CAREER

Develop your career prospects with a course that provides you with new ideas, a progression route to higher level skills or on to a recognised qualification.

## FOR YOUR BUSINESS

If you are a sole trader, run your own business or looking to gain skills to help with your job, part-time courses are a great way to get the training and skills you need to develop your expertise.

## LEISURE COURSES

We also have a range of courses for leisure or pleasure. Whether you want to gain new skills, brush up on existing skills or pursue a hobby and meet new people, we have the right course for you.

## YOUR NO.1 CHOICE

Uxbridge College is one of the most successful further education colleges in London, with consistently high success rates. Learners are at the heart of what we do and we provide high-quality teaching to ensure our students succeed.

## CAMPUSES IN UXBRIDGE AND HAYES

Study at a college which has fantastic facilities to help you achieve your career goals. We have invested over £65m in the last few years and continue to improve our facilities. Our classrooms feature interactive whiteboards and the latest technology for learning.

Our industry-standard facilities include:

- ▶ Engineering workshops with hi-spec manual & robotic equipment including 3D printers
- ▶ Plumbing suite
- ▶ Motor vehicle garage and diagnostic equipment
- ▶ Media and editing suite
- ▶ Green screen for CGI & 3D filming
- ▶ Apple Mac labs
- ▶ Hair and beauty salons
- ▶ Commercial kitchens
- ▶ Soundproofed recording studios
- ▶ Theatre and dance studios
- ▶ Sports hall, outdoor pitches and fitness trail.

# ADVICE AND SUPPORT

Our Information, Advice and Guidance team are here to help. We can assist in making part-time study easy and affordable so you can fit your commitments, such as your family or job, around college.

## ADVICE AND SUPPORT

Our advisers provide information about the courses or training opportunities available to you so you have the information you need to prepare you for your next steps. They can help you choose the right options to develop your skills and your CV, whether you want to retrain or learn new skills.

It doesn't matter whether or not you already have qualifications – we will help you find something at the right level for you. You can also get advice on finance, help in improving basic numeracy and literacy as well as assistance and support for people with disabilities.

We are proud to have achieved the matrix quality of service kitemark for information, advice and guidance standards.



## CONTACT US

Advice is free and getting in touch with our advisers to book an appointment is easy:

- ▶ Call **01895 853333**
- ▶ Email: **enquiries@uxbridgecollege.ac.uk**
- ▶ Drop into one of the Information Centres at our Uxbridge or Hayes campuses: Monday to Friday between 9am and 5pm (the Information Centre on our Hayes Campus closes between 1-2pm). Evening appointments may also be available on request - call **01895 853333** for more details.



## USING THIS GUIDE

The table below provides an explanation of codes used throughout this guide.

<p><b>F</b> Full cost commercial course – all students pay fees, no concessions available</p> <p>* Concessions may be available, see page 4 for more information</p>	<p><b>+</b> Additional kit, uniform or materials costs may be applicable</p> <p><b>^</b> Higher education course</p>	<p><b>H</b> Uxbridge College in Hayes</p> <p><b>U</b> Uxbridge Campus</p> <p><b>O</b> Off-site</p>	<p><b>Interview:</b> see page 4 for information</p> <p><b>Enrol now:</b> see page 4 for information</p>
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# FINANCIAL INFORMATION AND FEES

## Tuition fees

Tuition fees are payable at the time of enrolment.

## College registration fee and ID card fee

The fees quoted in this guide include the College registration and ID fee.

## Advanced Learner Loans

You may be able to apply for an Advanced Learner Loan to help with the cost of your Level 3 course. These government introduced student loans are for learners aged 19 and over studying on eligible courses at Level 3 and above. Advanced Learner Loans cover the cost of tuition, so you don't have to pay upfront. The amount you can apply for depends on the type of course you are studying, the course fees and the maximum loan available for the course. The minimum loan you can apply for is £300 and loans are paid directly to the college. Courses marked with an **F** in the Fee's column are not eligible for the loan. For more information please contact Admissions on **01895 475247**.

## Concessions

Concessions are available on courses marked \* in the fees column. Students eligible for concessions will pay for their ID card fee and for any professional body fees, materials fees and any trips associated with the course. To qualify for concessions on fees, students must meet certain criteria. To check your eligibility please contact our Information, Advice & Guidance team on **01895 853333**.

## Examination and examination registration fees

These are payable by all students aged 19 and over and are included within the full course fee (except where fees are payable direct to the Awarding Body).

## Materials fees and other costs

These are payable by all students aged 19 and over. Materials fees are included within the full course fee advertised, except for courses marked + where additional kit, uniform or materials costs may be applicable.

## 16-18 year old students

16-18 year old students who wish to apply for a part-time course are subject to the college's admissions policy. For more information please call **01895 853333**.

## Fee refunds and cancellations

If the college cancels a course all fees will be fully refunded. All other requests for fee refunds must be made in writing to the Finance Office. Please call **01895 853333** for more information.

## HOW TO ENROL AND PAY

### Courses marked 'Enrol Now'

Enrol and pay online via our website at **uxbridgecollege.ac.uk** - it's the easiest way to pay.

Go to the course you wish to enrol for and click the Enrol Now button at the bottom of the course details page. This links to our online enrolment form and secure payment service. You can pay using major debit and credit cards.

### Courses marked 'Interview'

You will need to have an informal interview before you can enrol. You can either:

- **Apply online** – at **uxbridgecollege.ac.uk** by viewing the course details and clicking the Apply Now button. This links to our online application form and after submitting it you will be contacted with an interview date.
- **Call 01895 853333** – and arrange an interview time with our Information, Advice & Guidance Team.

### Payment Options

You can pay for your course via these methods:

- **Online** – visit **uxbridgecollege.ac.uk** (only available for courses marked Enrol Now).
- **By telephone** – call **01895 475247** to enrol over the telephone using your Visa, MasterCard, Maestro or Delta card.
- **In person** – pay in cash or by cheque (made payable to Uxbridge College, with the card number on the back) at our Uxbridge or Hayes campuses.

### Employer paying your fees?

For courses marked 'Enrol Now' you can still use our online service. Complete the enrolment form online and then choose for the employer to pay immediately using a company credit or debit card or select to pay by invoice.

For courses marked 'Interview' your application must include a letter from your employer requesting an invoice for the course fees.

**All fees are payable at enrolment and your place on the course will be confirmed after full payment is received.**

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# WE PROVIDE MORE THAN COURSES – LOOK AT WHAT ELSE WE OFFER!

Uxbridge College in Hayes has lots of facilities that are open to the public - pop in and try our services.

## REVISCO RESTAURANT

Our catering students produce and serve great quality food, at fantastic prices, in our bistro-style training restaurant. Revisco is open for lunch Tuesday to Friday between 12-2pm (during term time) and for occasional gourmet evenings.

For menus or to book a table please call **01895 853730**. See page 31 for a 50% discount on your first visit.

## DISTINCTION HAIR & BEAUTY SALONS

Come along for your hair and beauty treatments provided by our students. They offer top quality treatments at amazing value, in our professional-standard salons and are fully supervised.

To book an appointment call **01895 853666**. See page 31 for a 50% discount on your first visit.

## MORE ENERGY GYM – HAYES

Get fit and keep active at More Energy gym, open to the public daily: Monday to Thursday 6:30am - 9:30pm, Friday 6:30am - 8:00pm and weekends 8:30am - 4:30pm. More Energy offers all the latest cardio and resistance fitness equipment, plus a range of classes.

For more information on membership and reduced rates for students call **01895 853753**.

## HAYES BUSINESS STUDIOS – OFFICE SPACE AND SUPPORT

Affordable studio office spaces to support new and young businesses. The subsidised units include low-cost rental rates and access to business support to ensure start-ups get the help they need to succeed. There are also other services available for you including professional mailboxes providing a secure mail address and hotdesk facilities for hire for a minimum of one hour.

For more details call Martin Blandy on **01895 471010** or visit [hayesbusinessstudios.co.uk](http://hayesbusinessstudios.co.uk)

## SURE START CHILDREN'S CENTRE

Parents living in the Hayes area, with children under the age of five, can come along to join in free and low cost activities. As a Sure Start Children's Centre we offer lots of activities to help children learn, develop and socialise with others. Parents can also pick up useful information on training and career development, childcare tips and information from the Citizen's Advice Bureau.

Call **01895 853745** for a copy of the activities available or visit [uc-childrenscentre.org.uk](http://uc-childrenscentre.org.uk)

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### Need a space to hire?

We have a number of spaces that can be hired for events, conferences and meetings. These include a large conference space, fully-equipped meeting rooms, IT suites, a training kitchen, engineering workshops, a theatre, dance studios and music studios. For more details on the spaces available and prices, please contact our Lettings Officer on **01895 475273**.

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# RECRUITMENT & TRAINING SERVICES FOR BUSINESS

High-quality courses & outstanding professional service with a dedicated Account Manager

## RECRUITMENT SERVICES

Build a highly qualified workforce for the future.

1. **Apprenticeships:** recruit new or train existing staff as an apprentice
2. **Traineeships:** help young people get the experience they need for their future careers
3. **Free Recruitment Service:** fill your full-time, part-time and seasonal vacancies
4. **Work Placements:** share your business expertise.

## TRAINING & COURSES

Shape and develop your current staff.

1. **Hillingdon Small Business Support:** designed to help ambitious start-ups and SMEs maximise business opportunities and access specialist advice, support and information.
2. **Bespoke training:** programmes tailored for your business needs including:
  - ▶ Management & leadership training (page 14)
  - ▶ Essential skills for start-ups and SMEs
  - ▶ Engineering courses (page 18)
  - ▶ Social media to boost your business (page 14)
  - ▶ Industry compliance
  - ▶ First aid & food hygiene
  - ▶ Hairdressing & beauty therapy
  - ▶ Award in assessing competence
  - ▶ Health & social care continuing professional development (CPD) units
  - ▶ IOSH accredited Health & Safety Training:
    - Working Safely (1 day)
    - Managing Safely (4 days).

## FACILITIES FOR HIRE

1. **IT training suite:** standalone training suite with 12 PC workstations (on a private network) plus internet access, WiFi, a 4k smartboard. Bring in your own trainer and have specialist software loaded onto the machines or hire our professional trainers to run your training
2. **Meeting rooms:** state-of-the-art office spaces for meetings, seminars, events, team building or training sessions
3. **Specialist facilities:** hire commercial facilities to train staff using cutting edge technology. Customised workshops and specialist technician hire are also available
4. **Office studios:** ideal for small start-up businesses with big ambitions
5. **Mailbox:** the professional mailing address & storage solution for your business mail
6. **Hot desks:** rent a hotdesk by the hour, half day or full day.

## NEED THE RIGHT PACKAGE FOR YOUR BUSINESS?

We are here to help. With 50 years of industry experience training local, regional and national companies, we provide a tailored service that makes a lasting difference to your business.

Get in touch to discuss how our expertise could benefit your business.

01895 853780

[employerservices@uxbridgecollege.ac.uk](mailto:employerservices@uxbridgecollege.ac.uk)  
[www.uxbridgecollege.ac.uk/employers](http://www.uxbridgecollege.ac.uk/employers)

Follow us @UC\_Employers  
Join our [LinkedIn group](#)

# APPRENTICESHIPS: MAKE THINGS HAPPEN FOR YOUR BUSINESS



- ▶ Hire new staff or train existing employees in a cost-effective way
- ▶ Build a qualified workforce from £3.30\* per hour
- ▶ Apprentices are based at your workplace and work for at least 30 hrs per week including any college attendance

With the introduction of the government's Apprenticeship Levy, talk to us about how we can help you plan your recruitment. To find out more, call **01895 853780**.

## INDUSTRIES AVAILABLE

- ▶ Accounting
- ▶ Beauty Therapy
- ▶ Building Services
- ▶ Business Administration
- ▶ Childcare
- ▶ Cookery (Professional)
- ▶ Customer Service
- ▶ Dental Service
- ▶ Electrical Installation
- ▶ Engineering
- ▶ Hairdressing
- ▶ Health & Social Care
- ▶ Hospitality & Catering
- ▶ Information Technology (IT)
- ▶ Motor Vehicle
- ▶ Plumbing
- ▶ Property Management
- ▶ Retail
- ▶ Sport & Fitness
- ▶ Supporting Teaching & Learning in Schools
- ▶ Warehousing & Storage.

## KEY FACTS

- ▶ We are the largest college provider of apprenticeships in west London
- ▶ We work with major companies including British Airways, Sky, John Guest, Acer, Royal Opera House and Barclays
- ▶ Government funding may be available to help you hire your first apprentice. Eligibility & criteria apply.



# START YOUR CAREER WITH AN APPRENTICESHIP



## WHY STUDY AN APPRENTICESHIP?

Apprenticeships are perfect for 16 year olds and over who want to earn money, study a national qualification and gain job-specific skills to help them progress in their chosen career. They are available to those who are in a paid job for at least 30 hours a week. We can help you find an apprenticeship if you are not already working.

## RAISING THE PARTICIPATION AGE (RPA)

Young people in England must stay in education or training until the end of the academic year in which they turn 18. If you're looking for different options to stay in education or training, an apprenticeship could be the answer.

## CHOOSE UXBRIDGE COLLEGE

- The largest college provider of apprenticeships in west London
- 91% of our apprentices secure employment at the end of their apprenticeship
- Teaching staff are industry-trained and will teach you in our fantastic facilities
- Links with major companies including Acer, British Airways, John Guest, Belfour Beatty, Royal Opera House & QPR
- Access advice and guidance on career opportunities
- If you don't have a job, you can apply for one of our vacancies

### Plus

- Save money on travel with an Apprentice Oyster Card
- Enjoy discounts on shopping with an NUS Apprentice Extra Card.

## AVAILABLE APPRENTICESHIPS

We have a range of apprenticeships at Levels 2-3 and some at Level 4:

- |                           |                           |                          |
|---------------------------|---------------------------|--------------------------|
| ■ Accounting              | ■ Electrical Installation | ■ Plumbing               |
| ■ Beauty Therapy          | ■ Engineering             | ■ Property Management    |
| ■ Building Services       | ■ Hairdressing            | ■ Retail                 |
| ■ Business Administration | ■ Health & Social Care    | ■ Sport & Fitness        |
| ■ Childcare               | ■ Hospitality & Catering  | ■ Teaching Assistant     |
| ■ Customer Service        | ■ Information Technology  | ■ Warehousing & Storage. |
| ■ Dental Nursing          | ■ Motor Vehicle           |                          |

## APPLY NOW

- ▶ **Interested in an apprenticeship?** View our vacancies at [uxbridgecollege.ac.uk/apprenticeships](http://uxbridgecollege.ac.uk/apprenticeships)
- ▶ **Already working?** Your employer can arrange an apprenticeship for you, just ask them to get in touch with us.

01895 853622/ 01895 853786

[apprenticeships@uxbridgecollege.ac.uk](mailto:apprenticeships@uxbridgecollege.ac.uk)  
[www.uxbridgecollege.ac.uk/apprenticeships](http://www.uxbridgecollege.ac.uk/apprenticeships)

@UCAPPRENTICEJOB



# ACCOUNTING

## Sage Accounting & Payroll

Aimed at owners of small businesses or anyone responsible for payroll and computerised accounts, this course teaches you how to use Sage Accounting and Payroll. Basic computer experience and a working knowledge of payroll systems is required.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
29/04/2017	01/07/2017	S	09:30-15:00	9 weeks	H	£495 F	Enrol now	SAGAPS/HYA/1

# ADVICE & GUIDANCE TRAINING

For further details on start dates and times please contact: **Maria Amores, Administrator - Employer Services on 01895 853780 or mamores@uxbridgecollege.ac.uk**

## OCR NVQ Certificate in Advice & Guidance - 10184 (Level 3)

This course is ideal for those practitioners delivering information, advice and some level of guidance in any work setting such as housing, job search and educational institutions.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
Flexible start dates and times.				51 weeks	H	£1,680 F	Interview	O3NAGD/HYA/1

## OCR NVQ Diploma in Advice & Guidance - 10185 (Level 4) (year 1 of a 2 year course)

This course is suitable for experienced practitioners who deliver information, advice and guidance services in a wide range of IAG settings including voluntary, community, private and public sector organisations.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
Flexible start dates and times.				51 weeks	H	£1,900 F	Interview	O4DCAD/HYA/1

## OCR Diploma in Career Information & Advice - 04512 (Level 4) (year 1 of a 2 year course)

This course is perfect for individuals who deliver careers advice in schools and colleges, community and outreach settings and/or involved in delivering the National Careers Service contract.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
Flexible start dates and times.				51 weeks	H	£1,878 F	Interview	O4NAGD/HYA/1

## OCR Diploma in Career Guidance & Development - 10215 (Level 6) (year 1 of a 2 year course)

This course is suitable for those who work in the National Careers Service, external agency and voluntary service guidance roles, or in organisations providing careers advice and guidance, information, employability support and signposting as part of their work role.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
Flexible start dates and times.				51 weeks	H	£2,220 F	Interview	O6DCGD/HYA/1

## Introduction to Glass Fusing

An introduction to various techniques involved in the art of creating fused glass pieces. Techniques covered will include an introduction to glass cutting, assembly, inclusions, kiln firing and slumping allowing you to create your own creative pieces of fused glass.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
23/02/2017	23/03/2017	Th	18:00 -20:30	5 weeks	U	£110 F	Enrol now	IGLAPE/UXA/1

## BARBERING

Treat yourself to a visit to Distinction Hair & Beauty salons at our Hayes Campus. See page 24 for further details and a voucher for 50% off your first visit.

### NVQ Diploma in Barbering (units) C&G 3008-03 (Level 2)

This is the ideal course for recently qualified hairdressers and those with barbering experience who do not require intensive training. If you want a barbering qualification and have completed the Introduction to Barbering and Basic Confidence with Clippers courses this is your next step. Areas covered include current basic barbering techniques, using basic cutting techniques, cutting facial hair and drying hair to shape for which you will achieve unit accreditation. N.B - All learners must be able to supply their own models for ALL assessments.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
22/02/2017	28/06/2017	W	18:30 -21:00	16 weeks	H	£416 + F	Interview	C2DBAE/HYA/1

### NVQ Diploma in Barbering (units) C&G 3008-03 (Level 2)

This is the ideal course for non-qualified hairdressers and those without any previous hairdressing/barbering experience wishing to gain skills and unit accreditation in barbering. This course includes training and skills building before assessment work on clients begins. Areas covered include current basic barbering techniques, using basic cutting techniques, cutting facial hair and drying hair to shape for which you will achieve unit accreditation. N.B - All learners must be able to supply their own models for ALL assessments.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
25/02/2017	27/05/2017	S	09:30 -16:00	10 weeks	H	£648 + F	Interview	C2DBAS/HYB/1

**F** Full cost commercial course – all students pay fees, no concessions available  
\* Concessions may be available, see page 4 for more information

+ Additional kit, uniform or materials costs may be applicable  
^ Higher education course

**H** Uxbridge College in Hayes  
**U** Uxbridge Campus  
**O** Off-site

**Interview:** see page 4 for information  
**Enrol now:** see page 4 for information

# BEAUTY THERAPY

Treat yourself to a visit to Distinction Hair & Beauty salons at our Hayes Campus. See page 22 for further details and a voucher for 50% off your first visit.

Airbrushing Make-up		This two-day course, studied over two weeks, is an introduction to the advanced skills of airbrushing make-up. You will be taught the mechanics of the airbrush compressor gun and the application of the airbrushing make-up, highlighting and shading.						
START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
29/04/2017	06/05/2017	S	09:30-16:30	2 weeks	H	£175 + F	Interview	ABMUPS/HYA/1

Face Painting - Summer		Summer time is always busy with fetes and school fairs. This course is perfect for those wanting to learn the art of face painting in preparation for these events as well as children's parties.						
START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
06/05/2017	06/05/2017	S	09:30-16:00	1 day	H	£60 + F	Enrol now	FPSUMS/HYA/1

Special Effects Make-Up - Casualty		On this two day course, studied over two weeks, you will learn how to use advanced make-up technique applications to create special effects make-up for a casualty/injured look. You will use resources used by professional make-up artists in the TV and film industry. Ideal for those who have already completed any make-up or face painting course.						
START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
25/02/2017	04/03/2017	S	09:30-16:00	2 weeks	H	£250 + F	Interview	SFXCAS/HYA/1

Total Look Workshop - Bridal		On this two day course, studied over two weeks, you will learn basic make-up and hairstyling techniques to create a total bridal look.						
START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
20/05/2017	27/05/2017	S	09:30-16:00	2 weeks	H	£175 + F	Interview	TLWBRS/HYA/1

## SHORT COURSES FOR SMALL BUSINESSES

Grow your business the smarter way. Our workshop-based short courses provide you with the opportunity to develop your skills to make it happen for your business. These cost-effective sessions are perfect when you have a busy schedule. Support and advice is available throughout.

### CREATING SOCIAL MEDIA CONTENT FOR BUSINESS -

Learn how to create attractive content for your business using social media such as Facebook, Twitter & Instagram.

### GROW YOUR BUSINESS ONLINE -

Explore Search Engine Optimisation and boost your social media profiles via Google Analytics plus find out how to use the IFTTT App to manage your social media pages.

Courses run throughout the year. To find out more or book a place, please call:

**01895 47 1010**

[info@hayesbusinessstudios.co.uk](mailto:info@hayesbusinessstudios.co.uk)  
[www.hayesbusinessstudios.co.uk](http://www.hayesbusinessstudios.co.uk)

@HayesBizStudios



## CATERING & HOSPITALITY

### HABC Award in Food Safety in Catering (Level 2)

The course aims to raise and test awareness of the principles of food safety, the hazards associated with handling and processing food for human consumption and how those hazards can be controlled.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
14/03/2017	14/03/2017	T	09:30-16:30	1 day	H	£88 F	Interview	H2AFID/HYB/1

### HABC Award in Food Safety - Refresher (Level 2)

This is a refresher course to raise and test awareness of the principles of food safety, the hazards associated with handling and processing food for human consumption and how those hazards can be controlled.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
14/03/2017	14/03/2017	T	09:30-16:30	1 day	H	£53 F	Enrol now	H2ASRD/HYB/1

## Chocolate Lovers

Indulge in a day of chocolate delights! Our qualified chef and tutor will guide you through the method and presentation of some of the most delicious chocolate dessert recipes, from chocolate truffles to melt in the middle chocolate fondants to real hot chocolate that could melt anyone's heart. You will prepare and cook all the dishes under the guidance of the tutor who will also give demonstrations beforehand and take home a recipe pack.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
25/03/2017	25/03/2017	S	10:00-15:00	1 day	H	£65 F	Enrol now	CHOCLS/HYA/1

## Italian Cooking

This is a real hands-on one day course focusing on good, simple, fresh ingredients that are at the heart of good Italian cooking. Our skilful chef will take you step by step through making a classic tomato sauce, a basil pesto and traditional Tiramisu to list just a few. Learn how to produce a three course Italian meal that you can feel confident in preparing and cooking for your friends and family like a true Italian. You will prepare and cook all the dishes under the guidance of the tutor who will also give demonstrations beforehand and take home a recipe pack.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
20/05/2017	20/05/2017	S	10:00-15:00	1 day	H	£65 F	Enrol now	ITICOS/HYA/1

## Cooking the Perfect Roast

Our qualified chef and tutor will guide you through the methods of cooking your favourite Sunday roast. You will prepare and cook all the dishes under the guidance of the tutor who will also give demonstrations beforehand. Learn how to produce seasonal vegetables, homemade gravy and all the tips of the trade. By the end of the course you will have a portfolio of recipes to enable you to cook them individually at your leisure.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
01/07/2017	01/07/2017	S	10:00-15:00	1 day	H	£65 F	Enrol now	PERROS/HYA/1

**F** Full cost commercial course – all students pay fees, no concessions available  
 \* Concessions may be available, see page 4 for more information

+ Additional kit, uniform or materials costs may be applicable  
 ^ Higher education course

**H** Uxbridge College in Hayes  
**U** Uxbridge Campus  
**O** Off-site

**Interview:** see page 4 for information  
**Enrol now:** see page 4 for information

The University of Cambridge English Language qualifications are well known for their high quality and are recognised by colleges, universities and employers. They are ideal for students who wish to obtain a formal, internationally recognised certificate for work or study. It will help those whose focus is to develop their reading, writing, listening and speaking skills as well as language accuracy. The minimum age for these courses is 18 years old and the maximum class size is 18 students.

## Cambridge Key (KET)

This course is for learners at A2 level and will improve your everyday written and spoken English.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
25/04/2017	06/07/2017	T,Th	10:00-12:00	10 weeks	U	£295 F	Interview	ESKETD/UXC/1

## Cambridge Preliminary (PET)

This course is for learners at B1 level and will help you to develop your written and spoken English.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
25/04/2017	06/07/2017	T,Th	10:00-12:00	10 weeks	U	£295 F	Interview	ESPETD/UXC/1
25/04/2017	06/07/2017	T,Th	18:30-20:30	10 weeks	U	£295 F	Interview	ESPETE/UXC/1

## Cambridge First (FCE)

This course is for learners at B2 level who can confidently use every day written and spoken English at an upper intermediate level.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
25/04/2017	06/07/2017	T,Th	10:00-12:00	10 weeks	U	£295 F	Interview	ESCAFD/UXC/1
25/04/2017	06/07/2017	T,Th	18:30-20:30	10 weeks	U	£295 F	Interview	ESCAFE/UXC/1

# INTENSIVE ENGLISH FOR IELTS

## Intensive English For IELTS

This intensive English course will focus on the skills needed to succeed in the IELTS Academic Test. The course covers reading, writing, listening and speaking as well as developing your grammar and vocabulary. It is suitable for those who plan to take the IELTS test or who need to improve their English quickly for work or study purposes.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
18/04/2017	26/06/2017	M-F	09:00-13:00	10 weeks	U	£1,400 F	Interview	INEFLD/UXA/1

# ENGINEERING – BUILDING SERVICES & DESIGN

## AutoCAD 2014 (2D)

This course is intended to provide an opportunity for learners to become familiar using this industry-standard drawing package.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
19/04/2017	24/05/2017	W	18:00-21:00	6 weeks	U	£245 F	Enrol now	AUCADE/UXB/1

## 3D Modelling & Digital Printing

This course is for anyone who has a basic level of experience working with 2D AutoCAD, either in the workplace or as part of a course, and wishes to enhance their skills further in 3D AutoCAD, Modelling and Digital Printing for the design, prototyping and manufacture of basic components.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
07/06/2017	12/07/2017	W	18:00-21:00	6 weeks	U	£225 F	Enrol now	3DMODE/UXB/1

## BMS Control (HVAC)

To meet the technical skills gap in the BMS sector we have developed this industry controls course in conjunction with Innotech Controls Ltd. There is an increasing requirement for facilities/maintenance technicians, plumbers and electricians to understand these systems as they are likely to come across them during their usual line of work now or in the future. The course will cover many aspects from BMS/HVAC hardware, controls theory fundamentals and hands-on applications engineering that can then be applied in industry.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
25/04/2017	04/07/2017	T	18:00-21:00	10 weeks	U	£495 F	Enrol now	BMSCSE/UXC/1

## Smart Home Installation (Electrical)

This course is for candidates working in the engineering sector who wish to update their skills to specify, design, install and maintain automation systems in domestic or commercial buildings. The course will benefit companies and individuals that wish to align their businesses with these realities and prepare for the growing demand in this area.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
27/04/2017	06/07/2017	Th	18:00-21:00	10 weeks	U	£305 F	Enrol now	HADINE/UXB/1

# ENGINEERING – ELECTRICAL

## 17th Edition Wiring Regulations 15 C&G 2382-15 (Fast track)

This fast track course is for candidates who need to demonstrate an understanding of the BS7671:2008 (2015) wiring regulations.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
13/02/2017	17/02/2017	M-F	09:00-16:00	1 week	U	£375 F	Enrol now	C17WRD/UXB/1
PLEASE NOTE: There will be a two hour online exam at the end of the course. This exam will be scheduled for the week following the end of each course (on a weekday evening at 6pm).								

## 17th Edition Wiring Regulations C&G 2382-15 (Evening)

This course is for candidates who need to demonstrate an understanding of the BS7671:2008 (2015) wiring regulations.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
25/04/2017	04/07/2017	T	18:00-21:00	10 weeks	U	£375 F	Enrol now	C17WRE/UXB/1
PLEASE NOTE: There will be a two hour online exam at the end of the course. This exam will be scheduled for the week following the end of each course (on a weekday evening at 6pm).								

## 17th Edition Wiring Regulations C&G 2382-15 (Saturday)

This course is for candidates who need to demonstrate an understanding of the BS7671:2008 (2015) wiring regulations.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
25/02/2017	25/03/2017	S	09:30-16:30	5 weeks	U	£375 F	Enrol now	C17WFS/UXB/1
PLEASE NOTE: There will be a two hour online exam at the end of the course. This exam will be scheduled for the week following the end of each course (on a weekday evening at 6pm).								

## Award in Portable Appliance Testing C&G 2377-22 (Level 3)

This course is suitable for those wishing to become involved in the inspection and testing of portable electrical equipment or for practising electricians who wish to offer this service or for those with a Level 3 qualification.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
11/04/2017	12/04/2017	T,W	09:00-18:00	1 week	U	£225 F	Enrol now	C3APTD/UXA/1

## Award in Initial Verification Certification C&G 2394-01 (Level 3)

This course is suitable for Level 3 candidates qualified to the 17th Edition who need to demonstrate their competence in carrying out the initial verification and testing of their own electrical installations. The course has superseded the initial verification element of the C&G 2391-10 course.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
23/02/2017	25/05/2017	Th	18:00-21:00	12 weeks	U	£695 F	Enrol now	C3AIVE/UXB/1
PLEASE NOTE: Exams and individual assessments will take place after the course end date. You will be advised of these dates during the course. Typically online exams are held on the following week on a Tuesday 6pm and Wednesday 6pm plus a practical assessment (4 hr) on a Saturday (am or pm) within the three weeks following the end of the course.								

### Award in Periodic Inspection Testing & Certification C&G 2395-01 (Level 3)

This course is suitable for candidates who have achieved the C&G 2394 qualification who need to demonstrate their competence in carrying out the periodic inspection and testing of electrical installations in line with legislative requirements. This course, along with the C&G 2394, has superseded the C&G 2391-10 course and both are required for full electrical status.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
06/03/2017	22/05/2017	M	18:00-21:00	8 weeks	U	£575 F	Enrol now	C3APIE/UXB/1

PLEASE NOTE: Exams and individual assessments will take place after the course end date. You will be advised of these dates during the course. Typically online exams are the following week on a Tuesday 6pm plus a practical assessment (4 hr) on a Saturday (am or pm) within the three weeks following the end of the course.

### NVQ in Electrotechnical Services - Experienced Worker route - exc. AM2 (Level 3)

This course is for those who wish to be recognised as Qualified and/or Approved Electricians through the JIB (ECS Card). Candidates must have at least 5 years of electrical experience on-site and a Level 3 technical qualification. Naric translations of foreign qualifications will be considered if candidates are Level 3 or above.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
Flexible start dates and times				36 weeks	O	£1,495 F	Interview	JIBEWD/OFA/1

PLEASE NOTE: Candidates must be currently working in the Electrical sector. There is no college attendance as assessment is through building an on-site portfolio and being assessed on-site.

## ENGINEERING – ELECTRICAL (NVQ BRIDGING COURSES)

### C&G 2357-44 NVQ Level 3 Electrical Installation (excl. AM2)

This is a bridging course for candidates who have already achieved the C&G 2365 Level 2/3 Diploma in Electrical Installation and now wish to progress onto the full C&G 2357 NVQ Level 3 Diploma. This is required for registration as an Electrician/Approved Contractor through JIB, NICEIC, Napit, Elecsa etc.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
Flexible start dates and times				36 weeks	U	£2,395 F	Interview	2357AD/UXA/1

PLEASE NOTE: This course consists of additional assignments, which will require some distance learning, a site based portfolio and site assessment. The candidate will need to source and achieve a 3 day AM2 course before the full NVQ award can be claimed.

### C&G 2357-46 NVQ Level 3 Electrical Installation (excl. AM2)

This is a bridging course for candidates who have already achieved the C&G 2330 Level 2 and C&G 2365 Level 3 Diploma in Electrical Installation and now wish to progress onto the full C&G 2357 NVQ Level 3 Diploma. This is required for registration as an Electrician/Approved Contractor through JIB, NICEIC, Napit, Elecsa etc.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
Flexible start dates and times				36 weeks	U	£2,395 F	Interview	2357AD/UXB/1

PLEASE NOTE: This course consists of additional assignments, which will require some distance learning, a site based portfolio and site assessment. The candidate will need to source and achieve a 3 day AM2 course, before the full NVQ award can be claimed.

**F** Full cost commercial course – all students pay fees, no concessions available  
\* Concessions may be available, see page 4 for more information

+ Additional kit, uniform or materials costs may be applicable  
^ Higher education course

**H** Uxbridge College in Hayes  
**U** Uxbridge Campus  
**O** Off-site

**Interview:** see page 4 for information  
**Enrol now:** see page 4 for information

**C&G 2357-34 NVQ Level 3  
Electrical Installation  
(excl. AM2)**

This is a bridging course for candidates who have already achieved the C&G 2330 Level 2/3 Diploma and now wish to progress onto the full C&G 2357 NVQ Level 3 Diploma. This is required for registration as an Electrician/Approved Contractor through JIB, NICEIC, Napit, Elecsa etc.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
Flexible start dates and times				36 weeks	U	£2,495 F	Interview	2357AD/UXC/1

PLEASE NOTE: This course consists of additional assignments, which will require some distance learning, a site based portfolio and site assessment. The candidate will need to source and achieve a 3 day AM2 course, before the full NVQ award can be claimed.

## ENGINEERING – MOTOR VEHICLE

**Introduction to Engine Fault  
Diagnostics**

Suitable for those who have a basic understanding of the electrical systems of cars through a course e.g. IMI Introduction to Auto-Electrics, or from working on these systems, who would like to enhance their skills in the identification and repair of electrical/electronic faults and performance issues, using specialist diagnostic equipment. This course would also be useful for those attending or aiming to take the C&G 4270-13 Level 3 Diploma.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
27/04/2017	06/07/2017	Th	18:00-21:00	10 weeks	U	£395 F	Enrol now	EFDIOE/UXA/1

**C&G 3428-02 Award in MOT  
Testing (Level 2)**

Anyone who wants to become a qualified MOT tester for motor vehicles (class 4 and 7) is required to successfully complete this qualification. It covers safe working practices and working relationships in vehicle testing centres, managing your own professional development, carrying out pre-checks and carrying out a full vehicle test. There is now no requirement for candidates to already be working in an MOT test centre, nor do they need to be nominated by the test centre to do this course. Individuals can progress to the Level 3 Award for MOT Vehicle Test Centre Managers (3428-03).

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
13/03/2017	28/03/2017	M,T	18:00-21:00	3 weeks	U	£695 F	Enrol now	C2AMOE/UXD/1
08/05/2017	23/05/2017	M,T	18:00-21:00	3 weeks	U	£695 F	Enrol now	C2AMOE/UXE/1
19/06/2017	04/07/2017	M,T	18:00-21:00	3 weeks	U	£695 F	Enrol now	C2AMOE/UXF/1

PLEASE NOTE: Candidates must have achieved the C&G 4270-13 Level 3 NVQ Diploma in Light Vehicle Maintenance & Repair (or equivalent), worked in the sector for a minimum of 4 years, hold a clean drivers licence and will require an interview prior to acceptance onto the course.

**F** Full cost commercial course – all students pay fees, no concessions available  
\* Concessions may be available, see page 4 for more information

+ Additional kit, uniform or materials costs may be applicable  
^ Higher education course

**H** Uxbridge College in Hayes  
**U** Uxbridge Campus  
**O** Off-site

**Interview:** see page 4 for information  
**Enrol now:** see page 4 for information

# ENGINEERING – SPECIALIST

## Introduction to CNC Machining

This course is suitable for anyone currently working in, or wishing to enter into an engineering environment which uses this technology or is looking to use it in the future. Candidates will be introduced to the principles and use of computer numerical control (CNC) to regulate the operation of machines which cut metal and other types of material.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
08/03/2017	10/05/2017	W	18:00-21:00	8 weeks	U	£345 F	Enrol now	CNCPME/UXB/1

## Turning (Lathes) - Intermediate Level

This course is for anyone who has a basic level of experience working on a lathe, either in the workplace or as part of a course, who now wishes to enhance their skills further. It is suitable for apprentices, hobbyists, trainees and enthusiasts.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
07/06/2017	12/07/2017	W	18:00-21:00	6 weeks	U	£295 F	Enrol now	ITURIE/UXA/1

## FIRST AID

### HABC Award in Emergency First Aid at Work (Level 2)

This Level 2 course will provide an understanding of how to effectively deal with First Aid situations at work.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
16/05/2017	16/05/2017	T	09:30-16:30	1 day	H	£85 F	Enrol now	H2A1AD/HYC/1

**PLEASE NOTE:** Other dates are available, please enquire for more details. If you are looking for a First Aid course that is not shown or you would like to talk about your training requirements, please contact:

**Hazel Fraser, Administrator - Employer Responsiveness - 01895 853703 or [hfraser@uxbridgecollege.ac.uk](mailto:hfraser@uxbridgecollege.ac.uk)**

### Paediatric First Aid

Do you look after young children on a regular basis? Did you realise there are differences in the way first aid should be administered to young children? If you are a new parent or grandparent, or have responsibility for the care of young children and wish to have more confidence whilst the child is in your care, this course will provide invaluable information for the first aid of children.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
18/03/2017	25/03/2017	S	09:00-15:30	2 weeks	H	£80 F	Enrol now	PFAIDS/HYB/1
24/06/2017	01/07/2017	S	09:00-15:30	2 weeks	H	£80 F	Enrol now	PFAIDS/HYC/1

**PLEASE NOTE:** Other dates are available, please enquire for more details. If you are looking for a Paediatric First Aid course that is not shown or you would like to talk about your training requirements, please contact:

**Hazel Fraser, Administrator - Employer Responsiveness - 01895 853703 or [hfraser@uxbridgecollege.ac.uk](mailto:hfraser@uxbridgecollege.ac.uk)**

# HAIRDRESSING-CUTTING & STYLING

Treat yourself to a visit to Distinction Hair & Beauty salons at our Hayes Campus. See page 22 for further details and a voucher for 50% off your first visit.

<b>VRQ Level 2 Diploma in Women's Hairdressing (3002-61)</b>		This course is for those who wish to take the first step in turning an interest of hairdressing into a successful career.							
START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE	
22/02/2017	24/01/2018	W	10:00-16:30	36 weeks	H	£1,898 + F	Interview	C2DHVD/HYA/1	

## HEALTH & SOCIAL CARE

<b>Diploma in Health &amp; Social Care - Adult C&amp;G 4222-21 (Level 2) (year 1 of a 2 year course)</b>		Gain the knowledge and practical skills to enable you to confirm occupational competence in your current role within the Health and Social Care sector. This qualification is for you if you want to progress in a career in health and social care working with adults. There are no previous qualifications required but you must be 16 years of age or older. The qualification covers a range of knowledge and skills which are essential to anyone working in health and social care.							
START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE	
Flexible start dates		W	14:00 - 17:00	18 months	H	£1,483 F	Interview	C2DHSD/UXA/1	

<b>Diploma in Health &amp; Social Care - Adult C&amp;G 4222-31 (Level 3) (year 1 of a 2 year course)</b>		This course provides you with the knowledge and practical skills that will enable you to confirm occupational competence in your current role within the Health and Social Care sector or to progress onto further training or on to senior roles in the sector. You should already hold a Level 2 Diploma in Health and Social Care or be employed with significant work experience. The qualification covers a range of knowledge and skills which are essential to anyone working in health and social care.							
START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE	
Flexible start dates		W	09:30 - 12:30	24 months	H	£1,783 F	Interview	C3DHSD/UXA/1	

<b>Diploma in Dental Nursing C&amp;G 5234-01 (Level 3) (year 1 of a 2 year course)</b>		This course provides you with the knowledge and practical skills in dental nursing that will enable you to confirm occupational competence and register with the General Dental Council as a professional Dental Nurse. There are no previous qualifications required but you must be 16 years of age or older and working in an oral healthcare setting. Units of study include direct chairside work and support during a range of dental treatments, organisational and legal requirements which underpin high quality dental care, and the role of the dental nurse in meeting patients' needs.							
START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE	
Flexible start dates			09:30 - 16:00	24 months	H	£1,530 F	Interview	C3DDND/UXA/1	

# SPORT – FITNESS INSTRUCTING

## YMCA Award in Fitness Instructing (Level 2)

This course is for those looking to gain their first job as an instructor in the fitness industry. It covers theory and practical sessions including exercise and fitness theory, gym instruction plus planning and teaching effective and safe exercise lessons.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
23/02/2017	11/05/2017	T,Th	18:00-21:00	15 weeks	U	£699 F	Interview	FITC2E/UXA/1

# TRAVEL & TOURISM – CABIN CREW

## BTEC Introduction to Working as Cabin Crew (unit only) & World Host Customer Service for the Travel Industry

Want to work as Cabin Crew? Get the knowledge you need to be part of a high flying team. Using our mock cabin gain practical skills combined with theory to prepare you for a career in the airline industry. In addition to this, the national World Host Principles of Customer Service programme provides the skills and knowledge to deliver excellent customer service for the travel industry. Give your career a head start and improve your credibility within the travel industry by gaining this recognised qualification.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
19/04/2017	25/05/2017	W	18:00-21:00	6 weeks	U	£185 F	Interview	CCWCSE/UXB/1

# TEACHER TRAINING

## Award in Education & Training (AET) C&G 6502-31 (Level 3)

This qualification provides an introduction to teaching and training in the Further Education and Skills Sector and it is also suitable for those who train in the workplace. No previous experience in teaching or training is required. Trainees will study a range of teaching and learning topics and there will be a practice teaching session (micro-teach). Contact our Information & Guidance Team on **01895 853333** for the Teacher Training application form and to arrange an interview.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
24/04/2017	10/07/2017	M	18:00-21:00	10 weeks	U	£458 F	Interview	C3AETE/UXC/1

PLEASE NOTE: There is an optional workshop from 17:00-18:00.

# TEACHING ASSISTANT QUALIFICATIONS

## Award in Support Work in Schools C&G 5329-20 (Level 2)

This course is for those who are not yet part of the school workforce but looking for a qualification that will increase their employability. It is also suitable for those who are newly employed in a school and want a qualification as part of early training/induction, or for those already working in a school and looking to progress.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
22/02/2017	21/06/2017	W	10:00-12:00	15 weeks	U	£402 F	Interview	C2ASWD/UXB/1

# Eat for less at Revisco Restaurant.



**50%**  
**DISCOUNT**  
**OFF YOUR FIRST VISIT**

If you like to enjoy great quality food then treat yourself to a three course lunch in our bistro-style training restaurant. Students work in industry-standard kitchens, preparing and serving meals under the supervision of industry experienced chefs.

Revisco is open to the public for lunch Tuesday to Friday during term time and there are also occasional gourmet evening events.

To book your table please call **01895 853730**

# Pamper yourself for less at Distinction Hair & Beauty Salons.



**50%**  
**DISCOUNT**  
**OFF YOUR FIRST VISIT**

Come along to our professional-standard Hair and Beauty salons and get top quality treatments for less than the prices you pay on the high street!

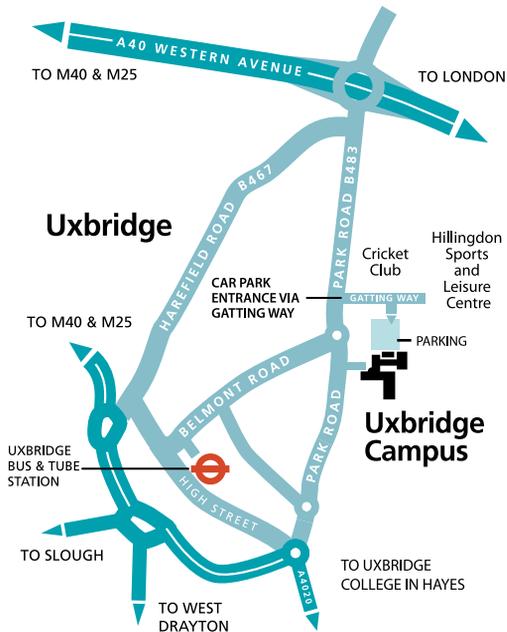
From manicures to massages, highlights to haircuts, there are a huge range of treatments on offer, carried out by fully supervised trainees.

To arrange your appointment please call **01895 853666**

Hayes Campus, College Way, off Coldharbour Lane, Hayes, Middlesex, UB3 3BB  
Please quote 'part-time courses 2016-17' when booking to claim your discount.

\*This voucher is worth 0.01p and is non-transferable for cash.  
Valid until 30 June 2017.

# HOW TO FIND US



## UXBRIDGE CAMPUS

**Park Road, Uxbridge,  
Middlesex, UB8 1NQ**

**Tel: 01895 853333**

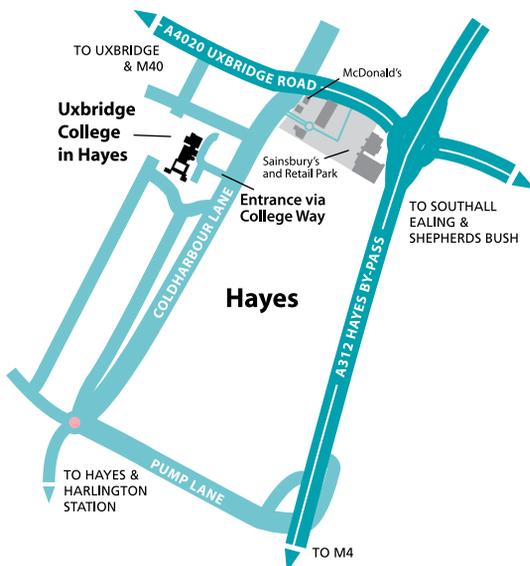
**Fax: 01895 853377**

**Underground:** Metropolitan Line and Piccadilly Line (peak times only) to Uxbridge Station.

**Buses:** U1, U2, U3, U4, U7, U9, U10, 58, 222, 331, 427, 459, 607, A10, R21, 724.

All buses stop at Uxbridge Station. The U1 and U2 stop at the top of Belmont Road, near to the College.

**Car Parking:** On-site – entrance via Gating Way.



## HAYES CAMPUS

**College Way, Coldharbour Lane,  
Hayes, Middlesex, UB3 3BB**

**Tel: 01895 853333**

**Fax: 01895 853636**

**Rail:** Hayes and Harlington Station.

**Buses:** 90, 140 and E6 stop on Coldharbour Lane and the 207, 607 and 427 stop on Uxbridge Road near the Hayes Community Campus.

**Car Parking:** On-site – entrance via Coldharbour Lane.





UXBRIDGECOLLEGE.AC.UK  
01895 853333

If you are deaf or hard of hearing please use: 01895 853308 (Voice) or 01895 853336 (Minicom)

