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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 Careers 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 (July 2018), but may be subject to change. Please contact the college on **01895 853333** or visit www.uxbridgecollege.ac.uk for the latest details.

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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 during the day, in the evenings and on Saturdays and are designed to fit around your work or personal commitments.

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.

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 provide you with 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 onto 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.

CAMPUSES IN UXBRIDGE AND HAYES

Study at a college which has fantastic facilities to help you achieve your career goals. In the last few years we have heavily invested in our campuses 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 Careers Team are here to help with information, advice and guidance. 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 on how to improve your 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>F 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>+ Additional kit, uniform or materials costs may be applicable</p> <p>^ Higher education course</p>	<p>H Hayes Campus</p> <p>U Uxbridge Campus</p> <p>O Off-site</p>	<p>Interview: see page 4 for information</p> <p>Enrol now: see page 4 for information</p>
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FINANCIAL INFORMATION AND FEES

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 student loans are for learners aged 19 and over studying on eligible courses at Level 3 and above. The 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 you can apply for is £300 and loans are paid directly to the college. Courses marked with an F in the FEE 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 FEE 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 us 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 in the advertised fee, 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 our admissions policy. Please contact us for more details.

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.

For more information please call 01895 853333.

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 enrol.

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.

Apply online at **uxbridgecollege.ac.uk** by viewing the course details and clicking the Apply Now button. Create your account (or login if you already have an account) and you will be linked to our online application form. After submitting it you will be contacted with an interview date. If you would like further information about your course before you apply, please contact our Information, Advice & Guidance Team on **01895 853333**.

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. Your place on the course will be confirmed after full payment is received.

WEST MET SKILLS

APPRENTICESHIPS & EMPLOYER SERVICES FROM WEST MET SKILLS

With the recent merger of Uxbridge College and Harrow College we have expanded our **apprenticeship** and **employer services** offer and are now known as **West Met Skills**.

As a leading industry-focused apprenticeship, recruitment and training provider in west London we have over 50 years of experience working with local, regional and national companies. We provide tailor-made recruitment services and training that make a lasting difference to your business.



RECRUITMENT SERVICES

Stay ahead in business, increase productivity and inject fresh talent into your workforce.

APPRENTICESHIPS

Recruit new apprentices or train your existing staff on the scheme.

TRAINEESHIPS

Help young people get the experience they need to prepare for employment and their future careers.

FREE RECRUITMENT SERVICE

Fill your full-time, part-time and seasonal vacancies.

WORK PLACEMENTS

Encourage future talent and get a free extra pair of hands for your smaller projects.

SPECIALIST FACILITIES FOR HIRE

CONFERENCE & MEETING ROOMS

State-of-the-art spaces for meetings, seminars, events, team building or training sessions.

ENGINEERING SUITE

Hire commercial facilities to train staff using cutting-edge technology. Customised workshops and specialist technician hire are also available.

OFFICE STUDIOS

Ideal for small start-up businesses with big ambitions.

BUSINESS MAILBOXES

The professional mailing address & storage solution.

TECHNICAL & PROFESSIONAL TRAINING

From low-cost short courses to bespoke specialist packages, we have a proven track record in offering top-class training delivered by our expert staff in fantastic facilities:

- Management & leadership training
- Engineering ([page 12](#))
- Industry compliance
- First aid ([page 14](#))
- 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](#)).

CONTACT US

01895 853780

employers@westmetskills.co.uk

www.westmetskills.co.uk

Follow us @WestMetSkills

Join our LinkedIn group

FUTURE-PROOF YOUR BUSINESS WITH AN APPRENTICESHIP

DEVELOP THE RIGHT PEOPLE FOR THE RIGHT JOBS:

- Hire or train staff in a cost-effective way
- Build a qualified workforce from £3.90 per hour (from April 2019)
- Apprentices are based at your workplace working at least 30 hours per week including any college attendance.

LEVY OR NON-LEVY PAYING EMPLOYER?

We can help! Our dedicated Account Managers will help you maximise your training and recruitment budget to increase productivity.

To find out more, call **01895 853780** or visit **www.westmetskills.co.uk**



Top provider in London with consistently high success rates.



The largest college provider of apprenticeships in west London.



Links with major companies including British Airways, Menzies & Brunel University London.



Advice to help you maximise your workforce development budget.

Our Chef De Partie Apprentice Marley Soso is working at Bellanger restaurant, Islington.

west met skills

 Apprenticeships

INDUSTRIES AVAILABLE:

- ACCOUNTING
- BEAUTY THERAPY
- BUILDING SERVICES
- BUSINESS ADMINISTRATION
- CHILDCARE
- CREATIVE MEDIA
- CUSTOMER SERVICE
- DENTAL NURSING
- ELECTRICAL INSTALLATION
- ENGINEERING
- FACILITIES MANAGEMENT
- HAIRDRESSING
- HEALTH & SOCIAL CARE
- HOSPITALITY
- HR PARTNER
- HR SUPPORT
- INFORMATION TECHNOLOGY
- LAB TECHNICIAN
- MANAGEMENT
- MOTOR VEHICLE
- PARALEGAL
- PLUMBING
- PROFESSIONAL COOKERY
- PROPERTY MAINTENANCE
- TEACHING ASSISTANT



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.

For menus or to book a table please call **01895 853730**.

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**.

MORE ENERGY GYM - HAYES

Get fit and keep active at More Energy gym, open to the public daily: Monday to Thursday 6:30am - 10:00pm, 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

Hayes Business Studios provides low-cost all-inclusive office space for new and young businesses. We also offer business mailboxes, a meeting room for hire and office hotdesk facilities. For more details visit hayesbusinessstudios.co.uk



NEED A SPACE TO HIRE?

We have a number of spaces on our Hayes and Uxbridge campuses 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**.



16 YEARS OR OVER? FINISHED YEAR 11 OR HIGHER?

FAST-TRACK TO YOUR CHOSEN CAREER WITH AN APPRENTICESHIP AND...

- ▶ get paid a salary to learn specific job skills plus English, maths and ICT
- ▶ get trained by the industry experts in a real job for at least 30 hours per week and
- ▶ gain a nationally recognised qualification without any debt.

Plus discounts on:

- ▶ shopping with an NUS Apprentice Extra card
- ▶ travel with an Apprentice Oyster card.

- ▶ [Accounting](#)
- ▶ [Beauty therapy](#)
- ▶ [Building services](#)
- ▶ [Business administration](#)
- ▶ [Childcare](#)
- ▶ [Creative media](#)
- ▶ [Customer service](#)
- ▶ [Dental nursing](#)
- ▶ [Electrical installation](#)
- ▶ [Engineering](#)
- ▶ [Facilities management](#)
- ▶ [Gas & heating](#)
- ▶ [Hairdressing](#)
- ▶ [Health & social care](#)
- ▶ [Hospitality](#)
- ▶ [HR partner](#)
- ▶ [HR support](#)
- ▶ [Information technology](#)
- ▶ [Lab technician](#)
- ▶ [Management](#)
- ▶ [Motor vehicle](#)
- ▶ [Paralegal](#)
- ▶ [Plumbing](#)
- ▶ [Professional cookery](#)
- ▶ [Property maintenance](#)
- ▶ [Teaching assistant](#)
- ▶ [Team leading.](#)



TOP COLLEGE

in London with good success rates.



THE LARGEST

college provider of apprenticeships in West London.



WE WORK

with major companies e.g Barclays, British Airways, Royal Opera House and Sky.



OUR APPRENTICES

go on to great things and most secure employment at the end of their apprenticeship.

CONTACT US

01895 853622 / 020 8909 6328
apprenticeships@westmetskills.co.uk
www.westmetskills.co.uk/apprenticeships
[@WestMetSkills](https://www.instagram.com/WestMetSkills)

Interested in an Apprenticeship?

View our vacancies at
www.westmetskills.co.uk/apprenticeships

Already Working? Upskill!

Ask your employer to get in touch with us to convert your existing job into an apprenticeship.

AAT Foundation Award in Accounting Software (Level 2)

Build on your knowledge of accounting software packages. You will learn practical skills from using accounting software, entering accounting transactions, to producing reports.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
02/03/2019	30/03/2019	S	10:00-15:15	5 weeks	H	£299 F	Enrol now	A2AASS/HYA/1

CATERING – PROFESSIONAL COOKERY & HOSPITALITY

If you like to enjoy great quality food then treat yourself to a three course lunch in our bistro-style training restaurant. Call 01895 853730 to book a table.

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
29/01/2019	29/01/2019	T	09:30-16:30	1 day	H	£88 F	Enrol now	H2AFID/HYB/1
14/05/2019	14/05/2019	T	09:30-16:30	1 day	H	£88 F	Enrol now	H2AFID/HYC/1
02/07/2019	02/07/2019	T	09:30-16:30	1 day	H	£88 F	Enrol now	H2AFID/HYD/1

PLEASE NOTE: Other dates are available, please enquire for more details. If you are looking for a date that is not shown above or you would like to talk about your training requirements, please contact: **Hazel Fraser on 01895 853703 or email hfraser@uxbridgecollege.ac.uk**

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
29/01/2019	29/01/2019	T	13:30-16:30	1 day	H	£53 F	Interview	H2ASRD/HYB/1
14/05/2019	14/05/2019	T	13:30-16:30	1 day	H	£53 F	Interview	H2ASRD/HYC/1
02/07/2019	02/07/2019	T	13:30-16:30	1 day	H	£53 F	Interview	H2ASRD/HYD/1

PLEASE NOTE: Other dates are available, please enquire for more details. If you are looking for a date that is not shown above or you would like to talk about your training requirements, please contact: **Hazel Fraser on 01895 853703 or email hfraser@uxbridgecollege.ac.uk**

<p>F 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>+ Additional kit, uniform or materials costs may be applicable</p> <p>^ Higher education course</p>	<p>H Hayes Campus</p> <p>U Uxbridge Campus</p> <p>O Off-site</p>	<p>Interview: see page 4 for information</p> <p>Enrol now: see page 4 for information</p>
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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.

EFL General English A2		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
15/01/2019	28/03/2019	T,Th	10:00 - 12:00	10 weeks	U	£305 F	Interview	ESKETD/UXB/1
23/04/2019	04/07/2019	T,Th	10:00 - 12:00	10 weeks	U	£305 F	Interview	ESKETD/UXC/1

EFL General English A2 - B1 Evening		This course is for learners at A2 - 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
15/01/2019	28/03/2019	T,Th	18:30 - 20:30	10 weeks	U	£305 F	Interview	ESPETE/UXB/1
23/04/2019	04/07/2019	T,Th	18:30 - 20:30	10 weeks	U	£305 F	Interview	ESPETE/UXC/1

EFL General English B1 Daytime		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
15/01/2019	28/03/2019	T,Th	10:00 - 12:00	10 weeks	U	£305 F	Interview	ESPETD/UXB/1
23/04/2019	04/07/2019	T,Th	10:00 - 12:00	10 weeks	U	£305 F	Interview	ESPETD/UXC/1

EFL Preparation for Cambridge First		This course is for learners at B2 level who can confidently use everyday written and spoken English at an upper intermediate level. This will prepare you for the Cambridge First exam.						
START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
15/01/2019	28/03/2019	T,Th	10:00 - 12:00	10 weeks	U	£305 F	Interview	ESCAFD/UXB/1
15/01/2019	28/03/2019	T,Th	18:30 - 20:30	10 weeks	U	£305 F	Interview	ESCAFE/UXB/1
23/04/2019	04/07/2019	T,Th	10:00 - 12:00	10 weeks	U	£305 F	Interview	ESCAFD/UXC/1
23/04/2019	04/07/2019	T,Th	18:30 - 20:30	10 weeks	U	£305 F	Interview	ESCAFE/UXC/1

ENGLISH LANGUAGE DEVELOPMENT

English Language Development

These short ESOL courses are ideal for people who are living permanently in the United Kingdom and would like to improve their English. The course focuses on reading, writing, listening and speaking and is offered at elementary level.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
24/04/2019	05/07/2019	W,F	10:00 - 12:00	10 weeks	H	£225 F	Enrol now	ELDL4D/HYA/1

Integrated Skills in English B1

The B1 English language qualification is now a requirement if you are applying for citizenship. It is also a requirement of Transport for London for all licensed private hire (minicab) drivers. This 12-week course will help you prepare for the B1 English language test.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
22/01/2019	02/05/2019	T,Th	10:00 - 12:00	12 weeks	U	£325 F	Interview	ISEB1D/UXB/1

ESOL

ESOL Entry 1 to Level 2 Reading & Writing

Develop your English with reading, writing, speaking and listening skills. At the end of your course you will have exams to test your knowledge.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
18/03/2019	05/07/2019	M-F	09:00-12:00	13 weeks	H	£272*	Interview	ESOLAD/HYA/1

ESOL Entry 2 to Level 1 Reading & Writing

Develop your English with reading, writing, speaking and listening skills. At the end of your course you will have exams to test your knowledge.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
18/03/2019	05/07/2019	M-F	18:00-20:45	13 weeks	H	£272*	Interview	ESOLAD/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 Hayes Campus
U Uxbridge Campus
O Off-site

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

ENGINEERING – BUILDING SERVICES & DESIGN

AutoCAD 2018 - 3D

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.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
19/03/2019	17/05/2019	T	18:00 - 21:00	6 weeks	U	£295 F	Interview	3DMODE/UXB/1

AutoCAD 2018 – 2D

This course is intended to provide an opportunity for learners to become familiar using the latest industry standard AutoCAD drawing package.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
29/01/2019	12/03/2019	T	18:00 - 21:00	6 weeks	U	£275 F	Interview	AUCADE/UXB/1
14/05/2019	25/06/2019	T	18:00 - 21:00	6 weeks	U	£275 F	Interview	AUCADE/UXC/1

BMS Control Systems Theory & Programming

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
23/04/2019	02/07/2019	T	18:00 - 21:00	10 weeks	U	£495 F	Interview	BMSCSE/UXE/1
24/04/2019	03/07/2019	W	18:00 - 21:00	10 weeks	U	£495 F	Interview	BMSCSE/UXF/1

ENGINEERING – ELECTRICAL

Award in Inspection and Testing of Electrical Installations C&G 2391-52 (Level 3)

This qualification prepares candidates for the initial verification and periodic inspection of electrical installation work. It is aimed at practising electricians. It is recommended that candidates have at least 6 months of site experience before attempting this qualification, as the Periodic Inspection element of the course assumes site-based experience. This course supersedes both the C&G 2394 and C&G 2395 combined.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
01/04/2019	20/07/2019	M,S	18:00 - 21:00	11 weeks	U	£1,295 F	Interview	C3AIPE/UXC/1
01/04/2019	20/07/2019	M,S	18:00 - 21:00	11 weeks	U	£1,295 F	Interview	C3AIPE/UXD/1

PLEASE NOTE: Each course will have theory sessions on Monday evenings 6pm – 9pm but the Saturday sessions will be during the day between 9am and 4pm (not in the evenings). There are 4 Saturday sessions in total. Please note that the above course dates take into account the assessments, the tuition will be completed at least 4 weeks prior to these dates.

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
11/05/2019	06/07/2019	S	11:00 - 15:15	8 weeks	U	£495 F	Interview	HADINS/UXA/1

ENGINEERING – MOTOR VEHICLE

IMI - Introduction to Auto Electrics

An introduction into auto electrics and electric fault diagnosis. This course improves your chances of starting out or progressing as a motor mechanic or auto electrician. It is also ideal for a hobbyist or someone wishing to carry out their own repairs. This course is endorsed by IMI Awards Ltd. On completion candidates can progress to the Vehicle Fault Diagnostics course.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
23/04/2019	02/07/2019	T	18:00 - 21:00	10 weeks	U	£550 F	Interview	ELVEDE/UXC/1

Vehicle 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, and would like to enhance their skills in the diagnosis of electrical/electronic faults and performance issues in vehicles. This course would also be useful for those attending or aiming to take the C&G 4270-13 Level 3 Diploma, as it covers industry-standard diagnostic procedures that must be used during the NVQ.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
24/04/2019	03/07/2019	W	18:00 - 21:00	10 weeks	U	£520 F	Interview	VFDIAE/UXC/1

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

This course is for qualified mechanics who want to become qualified MOT testers for motor vehicles (class 4 and 7). Although 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, candidates should have a good working experience of using MOT test equipment. If candidates do not have this experience, then they must first undergo a six hour intensive practical course (Pre-Award in MOT Testing C&G 3428-02), to prepare them for the practical element of the MOT course.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
23/04/2019	13/06/2019	M,Th	18:00 - 21:00	4 weeks	U	£795 F	U	C2AMOE/UXC/1

PLEASE NOTE: Candidates must have achieved a Level 3 BTEC, NVQ, VRQ or SVQ in the Motor Vehicle Engineering, Maintenance and Repair, Vehicle Technician or equivalent, worked in the sector for a minimum of four years and hold a driving licence. An interview is required 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 Hayes Campus
U Uxbridge Campus
O Off-site

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

FIRST AID

Emergency First Aid at Work (Level 3)

This Level 3 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
01/03/2019	01/03/2019	F	09:30 - 16:30	1 day	H	£88 F	Enrol now	FAWK3D/HYA/1
25/05/2019	25/05/2019	F	09:30 - 16:30	1 day	H	£88 F	Enrol now	FAWK3D/HYB/1

PLEASE NOTE: If you would like a group booking of 10 or more candidates we can arrange for delivery at a venue and date to suit you. 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 on 01895 853703 or email hfraser@uxbridgecollege.ac.uk

Paediatric First Aid (2 Day)

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. (Please note: this is a two day course studied over two weeks).

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
26/01/2019	02/02/2019	S	09:00 - 15:30	2 weeks	H	£80 F	Enrol now	PFAIDS/HYB/1
22/06/2019	29/06/2019	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 on 01895 853703 or email hfraser@uxbridgecollege.ac.uk

HEALTH & SOCIAL CARE

Diploma in Dental Nursing C&G 5234-01 (Level 3) - year 1 of a 2 year course

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
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PLEASE NOTE: There are 2 intakes for this course, each academic year. In April/May and October. Classes for the April/May cohort will be held on Saturdays and for the October cohort will be held on Tuesdays. The timings for both are 09:30 - 13:00. Start dates will be confirmed once enrolment for these courses are complete. For more information please contact Nicole on ndasilva@uxbridgecollege.ac.uk

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). This is also suitable for overseas qualified teachers who are looking to familiarise themselves with the UK market. Contact our Information & Guidance Team on **01895 853333** or the Teacher Education Department on **01895 853478** for an application form.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
23/01/2019	27/03/2019	W	17:00 - 21:00	9 weeks	U	£450 F	Interview	C3AETE/UXB/1
24/04/2019	26/06/2019	W	17:00 - 21:00	9 weeks	U	£450 F	Interview	C3AETE/UXC/1

Diploma in Education & Training (DET) with ProfGCE Canterbury Christ Church University Part-time attending

This is a university validated DET with a PGCE pathway available in Year 2 for graduates. It is a part-time, two-year in-service course with one attendance every week. It aims to develop the knowledge, skills and understanding of teachers and trainers working in Further Education Colleges, Adult and Community Learning, 14-19 units in Schools and Academies, Private Training Organisations, Prison Education and the Public Services (Police, Paramedics, Fire Service). Applicants must hold either a degree or the highest vocational qualification (at minimum Level 3) in the subject they intend to teach and must have regular classes to teach during the programme for at least 100 hours in total. Loans may be available from Student Finance England. Contact our Information & Guidance Team on **01895 853333** or the Teacher Education Department on **01895 853478** for an application form. This is year 1 of a 2 year course. Dates shown below are for the first year.

START DATE	END DATE	DAYS	TIME	DURATION	LOCATION	FEE	NEXT STEP	COURSE CODE
PLEASE NOTE: The next start date for this course is September 2019								

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 to work as a teaching assistant in primary or secondary schools or in further education and need 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
27/02/2019	26/06/2019	W	10:00 - 12:00	15 weeks	U	£375 F	Interview	C2ASWD/UXB/1

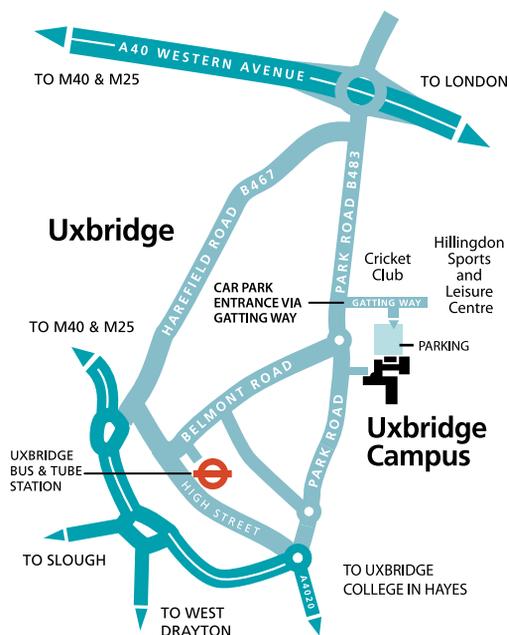
TRAVEL & TOURISM

BTEC Introduction to Working as Cabin Crew (unit only) & WorldHost 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 internationally recognised WorldHost 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
01/05/2019	12/06/2019	W	18:00 - 21:00	6 weeks	U	£195 F	Interview	CCWCSE/UXB/1

HOW TO FIND US



UXBRIDGE CAMPUS

Park Road, Uxbridge,
Middlesex, UB8 1NQ

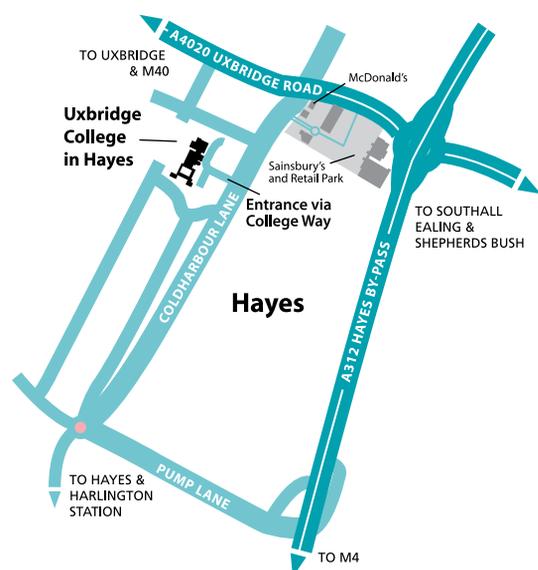
Tel: 01895 853333

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 Gatting Way.



HAYES CAMPUS

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

Tel: 01895 853333

Rail: Hayes and Harlington Station.

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

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

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01895 853333

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

