

Part-time Commercial Courses

Course Handbook
2015/16

Index

<u>Subject</u>	<u>Page</u>
First Aid	Xx
Food Safety	Xx
Health & Safety	xx

Block Bookings

All of these courses can also be delivered at a location of your choice. Just contact the college and ask for Thomas Hard – Commercial Course Co-ordinator. He will be able to provide a quote, typically there are savings to made for groups of 8 or more.

The commercial course team have been delivering high quality cost effective courses to local and national employers for over 10 years. Below are some of the employers and the comments from their staff who attended

Below are some comments from recent course attendees

Good Informative course with a good tutor. This is the 4th time we have done this course because of the good standard of teaching – ‘Richard Marriott – White Rose Services’ – First Aid Requalification Nov 2014

An extremely well planned and presented module. Ruth is extremely knowledgeable and can put the information across to the group without sounding in the least condescending if people don’t understand something. The written information given has been of a high standard and I personally feel that I have gained a great deal of knowledge from the sessions – ‘Andrew Byrne –Leeds City Council’ - NEBOSH Diploma ‘– July 2014

The tutor’s delivery of the course lifted the content from the page and turned what is quite dull content into an enjoyable & real experience to the group which has helped the understanding and learning. They have been very understanding when work has perhaps got in the way of study, but ensured we were all at the same level throughout. – ‘Martin Green – Leeds University’ - NEBOSH National General Certificate – March 2014



2015/2016 – PART TIME COMMERCIAL COURSES

FIRST AID

Emergency First Aid at Work (Level 2 Award)*

Course Title	Start Date	Day	Start Time	End Time	No of Wks	Tuition Fee	Exam Fee	Other Fee	Location
Emergency First Aid at Work (Level 2 Award)*	15/10/15	Thur	9.00	16.30	1 day	£55.00	£15.00		HC
Emergency First Aid at Work (Level 2 Award)*	15/12/15	Tues	9.00	16.30	1 day	£55.00	£15.00		HC
Emergency First Aid at Work (Level 2 Award)*	25/02/16	Thur	9.00	16.30	1 day	£55.00	£15.00		HC
Emergency First Aid at Work (Level 2 Award)*	12/04/16	Tues	9.00	16.30	1 day	£55.00	£15.00		HC
Emergency First Aid at Work (Level 2 Award)*	23/06/16	Thur	9.00	16.30	1 day	£55.00	£15.00		HC

First Aid at Work - Annual Refresher*

Course Title	Start Date	Day	Start Time	End Time	No of Wks	Tuition Fee	Exam Fee	Other Fee	Location
First Aid at Work - Annual Refresher*	18/09/15	Fri	9.00	12.30	1 (0.5 days)	£35.00			HC
First Aid at Work - Annual Refresher*	18/12/15	Fri	9.00	12.30	1 (0.5 days)	£35.00			HC
First Aid at Work - Annual Refresher*	14/03/16	Mon	9.00	12.30	1 (0.5 days)	£35.00			HC
First Aid at Work - Annual Refresher*	24/06/16	Fri	9.00	12.30	1 (0.5 days)	£35.00			HC

First Aid at Work - Requalification (Level 3 Award)*

Course Title	Start Date	Day	Start Time	End Time	No of Wks	Tuition Fee	Exam Fee	Other Fee	Location
First Aid at Work - Requalification (Level 3 Award)*	13/10/15	Tu/W	9.00	16.30	1 (2 days)	£125.00	£15.00		HC
First Aid at Work - Requalification (Level 3 Award)*	16/12/15	W/Th	9.00	16.30	1 (2 days)	£125.00	£15.00		HC
First Aid at Work - Requalification (Level 3 Award)*	23/02/16	Tu/W	9.00	16.30	1 (2 days)	£125.00	£15.00		HC
First Aid at Work - Requalification (Level 3 Award)*	13/04/16	W/Th	9.00	16.30	1 (2 days)	£125.00	£15.00		HC
First Aid at Work - Requalification (Level 3 Award)*	21/06/16	Tu/W	9.00	16.30	1 (2 days)	£125.00	£15.00		HC

First Aid at Work (Level 3 Award)*

Course Title	Start Date	Day	Start Time	End Time	No of Wks	Tuition Fee	Exam Fee	Other Fee	Location
First Aid at Work (Level 3 Award)*	15/09/15	T/W/T	9.00	16.30	1 (3 days)	£195.00	£15.00		HC
First Aid at Work (Level 3 Award)*	10/11/15	T/W/T	9.00	16.30	1 (3 days)	£195.00	£15.00		HC
First Aid at Work (Level 3 Award)*	19/01/16	T/W/T	9.00	16.30	1 (3 days)	£195.00	£15.00		HC
First Aid at Work (Level 3 Award)*	15/03/16	T/W/T	9.00	16.30	1 (3 days)	£195.00	£15.00		HC

First Aid at Work (Level 3 Award)*	17/05/16	T/W/T	9.00	16.30	1 (3 days)	£195.00	£15.00		HC
First Aid at Work (Level 3 Award)*	19/07/16	T/W/T	9.00	16.30	1 (3 days)	£195.00	£15.00		HC

Paediatric First Aid (Level 3 Award)*

Course Title	Start Date	Day	Start Time	End Time	No of Wks	Tuition Fee	Exam Fee	Other Fee	Location
Paediatric First Aid (Level 3 Award)*	22/09/15	Tu/W	9.00	16.30	1 (2 days)	£125.00	£15.00		HC
Paediatric First Aid (Level 3 Award)*	14/12/15	M/Tu	9.00	16.30	1 (2 days)	£125.00	£15.00		HC
Paediatric First Aid (Level 3 Award)*	23/03/16	W/Th	9.00	16.30	1 (2 days)	£125.00	£15.00		HC
Paediatric First Aid (Level 3 Award)*	16/06/16	Th/F	9.00	16.30	1 (2 days)	£125.00	£15.00		HC

FOOD SAFETY

Food Safety in Catering Award (Level 2)*

Course Title	Start Date	Day	Start Time	End Time	No of Wks	Tuition Fee	Exam Fee	Other Fee	Location
Food Safety in Catering Award (Level 2)*	25/08/15	Fri	9.00	16.30	1 (day)	£55.00	£15.00		BC
Food Safety in Catering Award (Level 2)*	21/09/15	Mon	9.00	16.30	1 (day)	£55.00	£15.00		BC
Food Safety in Catering Award (Level 2)*	23/10/15	Fri	9.00	16.30	1 (day)	£55.00	£15.00		BC
Food Safety in Catering Award (Level 2)*	17/11/15	Tue	9.00	16.30	1 (day)	£55.00	£15.00		BC
Food Safety in Catering Award (Level 2)*	17/12/15	Thu	9.00	16.30	1 (day)	£55.00	£15.00		BC
Food Safety in Catering Award (Level 2)*	14/01/16	Thu	9.00	16.30	1 (day)	£55.00	£15.00		BC
Food Safety in Catering Award (Level 2)*	08/02/16	Mon	9.00	16.30	1 (day)	£55.00	£15.00		BC
Food Safety in Catering Award (Level 2)*	11/03/16	Fri	9.00	16.30	1 (day)	£55.00	£15.00		BC
Food Safety in Catering Award (Level 2)*	04/04/16	Mon	9.00	16.30	1 (day)	£55.00	£15.00		BC
Food Safety in Catering Award (Level 2)*	06/05/16	Fri	9.00	16.30	1 (day)	£55.00	£15.00		BC
Food Safety in Catering Award (Level 2)*	06/06/16	Mon	9.00	16.30	1 (day)	£55.00	£15.00		BC
Food Safety in Catering Award (Level 2)*	08/07/16	Fri	9.00	16.30	1 (day)	£55.00	£15.00		BC

Supervising Food Hygiene in Catering (Level 3 Award)*

Course Title	Start Date	Day	Start Time	End Time	No of Wks	Tuition Fee	Exam Fee	Other Fee	Location
Supervising Food Hygiene in Catering (Level 3 Award)*	09/05/16	Wed	9.00	16.30	3 (1 day a week)	£251.00	£44.00		BC

Managing Food Safety in Catering Award (Level 4)*

Course Title	Start Date	Day	Start Time	End Time	No of Wks	Tuition Fee	Exam Fee	Other Fee	Location
Managing Food Safety in Catering Award (Level 4)*	10/03/16	Thu	9.00	16.30	6 (1 day a week)	£619.00	£56.00		BC

HEALTH & SAFETY

Health and Safety in the Workplace Award (Level 2)*

Course Title	Start Date	Day	Start Time	End Time	No of Wks	Tuition Fee	Exam Fee	Other Fee	Location
Health and Safety in the Workplace Award (Level 2)*	24/09/15	Thu	9.00	16.30	1 (day)	£55.00	£15.00		BC
Health and Safety in the Workplace Award (Level 2)*	23/11/15	Mon	9.00	16.30	1 (day)	£55.00	£15.00		BC
Health and Safety in the Workplace Award (Level 2)*	21/01/16	Thu	9.00	16.30	1 (day)	£55.00	£15.00		BC
Health and Safety in the Workplace Award (Level 2)*	18/03/16	Fri	9.00	16.30	1 (day)	£55.00	£15.00		BC
Health and Safety in the Workplace Award (Level 2)*	20/05/16	Fri	9.00	16.30	1 (day)	£55.00	£15.00		BC
Health and Safety in the Workplace Award (Level 2)*	22/06/16	Wed	9.00	16.30	1 (day)	£55.00	£15.00		BC

IOSH Managing Safely*

Course Title	Start Date	Day	Start Time	End Time	No of Wks	Tuition Fee	Exam Fee	Other Fee	Location
IOSH Managing Safely*	01/10/15	Thu	9.00	16.30	4 (1 day a week)	£525.00	£25.00		BC
IOSH Managing Safely*	20/01/16	Wed	9.00	16.30	4 (1 day a week)	£525.00	£25.00		BC
IOSH Managing Safely*	01/04/16	Fri	9.00	16.30	4 (1 day a week)	£525.00	£25.00		BC
IOSH Managing Safely*	30/6/16	Thu	9.00	16.30	4 (1 day a week)	£525.00	£25.00		BC

NEBOSH Fire Safety & Risk Assessment*

Course Title	Start Date	Day	Start Time	End Time	No of Wks	Tuition Fee	Exam Fee	Other Fee	Location
NEBOSH Fire Safety & Risk Assessment*	29/10/15	Thu	9.00	16.30	6 (1 day a week)	£597.00	£63.00		BC
NEBOSH Fire Safety & Risk Assessment*	28/01/16	Thu	9.00	16.30	6 (1 day a week)	£597.00	£63.00		BC
NEBOSH Fire Safety & Risk Assessment*	28/04/16	Thu	9.00	16.30	6 (1 day a week)	£597.00	£63.00		BC

NEBOSH National Diploma (Level 6)*

Course Title	Start Date	Day	Start Time	End Time	No of Wks	Tuition Fee	Exam Fee	Other Fee	Location
NEBOSH National Diploma Unit B (Level 6)*	14/10/15	Wed	9.00	16.30	12(1 day a week)	£1,670.00	£80.00		BC
NEBOSH National Diploma Unit C (Level 6)*	13/04/16	Wed	9.00	16.30	13(1 day a week)	£1,170.00	£80.00		BC

NEBOSH National General Certificate*

Course Title	Start Date	Day	Start Time	End Time	No of Wks	Tuition Fee	Exam Fee	Other Fee	Location
NEBOSH National General Certificate*	01/09/15	Tues	9.00	16.30	14(1 day a week)	£1,050.00	£105.00		BC
NEBOSH National General Certificate*	16/11/15	Tues	9.00	16.30	14(1 day a week)	£1,050.00	£105.00		BC
NEBOSH National General Certificate*	22/02/16	Tues	9.00	16.30	14(1 day a week)	£1,050.00	£105.00		BC
NEBOSH National General Certificate*	31/05/16	Tues	9.00	16.30	14(1 day a week)	£1,050.00	£105.00		BC

LOCATION

BC Beeston Centre

HC Horsforth Campus

HOW TO APPLY / ENROL

Courses requiring an Interview

If the course you want to study has a (++) 'interview' symbol, you must apply and attend an interview before you can enrol. Please contact our Course Enquiries Team for details of how to apply on 0113 386 1997 or email courses@leedscitycollege.ac.uk

Full Cost Courses

If the course you want to study is marked with a * in the Centre Leaflet or is described as a "full cost course (FCR)" then, as there are no concessions available on these courses, you may be able to enrol & pay over the phone. Simply call 0113 386 1997 and have your credit / debit card to hand!

Other Courses

If the course you are interested in does not require interview / assessment and is not a full cost course, then you can come to the site where your course will run, to enrol during office hours. Please remember to bring with you any previous qualifications, certificates plus identification & payment.

FEES POLICY & CONCESSIONS

Please read our fees policy & concessions information to understand how you can pay your fees and whether you will be eligible for any concessions.

IMPORTANT ENROLMENT INFORMATION!

Tuition and / or exam & registration fees must be paid at enrolment unless you are eligible for a concession or have a letter to say your employer is paying for the course.

- The amount of fees you may be required to pay is dependent on your age and a range of other factors.
- A range of concessions are available for those aged 19-23yrs depending on their eligibility (see Concessions table overleaf). Please note courses marked with a * are not eligible for concessions.
- Fees can be paid by cheque or credit / debit card.
- Instalments are available on courses with a minimum value of £100. An initial payment of 25% of the course fees will be taken at enrolment with the rest of the fees payable over further direct debit payments. You will need to supply your bank details for the direct debit to be set up.
- There is no fee concession for Higher Education Courses.
- If you are a British Citizen and you have always lived in the UK then you will usually be classed a 'Home' student for fee purposes. If this does not apply to you, then your immigration status may affect the fees you pay at college. It is your responsibility to check your eligibility for 'Home' fees and provide the relevant documents to prove this at enrolment. For full information on eligibility for 'Home' fees please log on to www.ukcisa.org.uk and look under Advice for International Students > Fees and Funding. If you cannot prove your eligibility for home fees at enrolment, then you may be charged the full 'International' fees.

#Students 19 – 23 with a learning difficulty and/or disability with low support costs who do not qualify for fee remission under any other criterion will be charged 50% of the full fee as a college concession. Please contact us for more information.

Refunds

For information regarding refunds of course fees, please visit our website.

24+ Learning Loans

If you are aged 24yrs or above when you start your course and are studying a Level 3 or 4 course (including Apprenticeships), you will be able to apply for a 24+ Learning Loan. The College no longer receives funding for students aged 24yrs or over so these students now have to either pay for their course themselves or take out a loan.

If you are planning to pay using a 24+ Learning Loan, you will need to provide evidence that you have submitted your loan application when you come to enrol – otherwise you will be asked to pay fees.

If you would like more detail on 24+ Learning Loans please contact us.

Support For Students

We are here to support you during your time at College. For information regarding support for adults and contact details of the departments involved please see our website: leedscitycollege.ac.uk/support

Concessions Available

Please note: Concessions are not available on full cost courses indicated with a *. Course fees are for UK and EEA residents only. International students - contact us for prices.

All courses run 09:00 – 16:30

Venue

BC – Beeston Centre

Burton Avenue

Beeston

Leeds

LS11 5ER

HC – Horsforth Campus

Calverley Lane

Horsforth

Leeds

LS18 4RQ

Tel 0113 386 1997

e-mail – courses@leedscitycollege.ac.uk

Commercial Course Co-ordinator

Horsforth Campus

Leeds City College

Calverley Lane

Leeds

LS18 4RQ

t: 0113 386 1997

e: courses@leedscitycollege.ac.uk

leedscitycollege.ac.uk/courses-apprenticeships/adult-learning-departments/health-and-safety/



https://twitter.com/lcc_commercial



Contact – 0113 386 1997 – courses@leedscitycollege.ac.uk