

Part Time Courses

January 2010



we believe you achieve

HENLEY
COLLEGE COVENTRY

Welcome

Part Time Courses

January 2010

Helping you achieve your personal goals

Henley College Coventry is committed to helping you realise your ambitions. We pride ourselves on care and support for our students as individuals. We'll help you get the most out of your time here and will be with you every step of the way to ensure you achieve your goals.

Remember

When you enrol you must bring in the following:

- ▼ Proof of ID/nationality
- ▼ Proof of National Insurance number
- ▼ Benefit/tax credit evidence
- ▼ Letter from your employer confirming their responsibility for payment if your employer is paying your fees or payment (cash, cheque, credit card) if you are paying your own fees.

Support and attention throughout your course

From helping you deal with financial worries and childcare, to helping with specific learning needs, we are here to assist you. The Student Support Services Team aims to ensure that you are given reliable, impartial information and effective support throughout your time at Henley.

How to enrol

Please ring Student Services on **024 7662 6444** to register your interest and for more information on when your course is enrolling.

Alternative formats

This prospectus is available in large print, braille and on audiotape. To obtain a copy call 024 7662 6444.

Course Listings

Part Time Courses

January 2010

	START DATE	TIME	HRS	WKS	DAY	ANNUAL FEE	CON
▼ BUSINESS							
▼ A1 Certificate in Assessing Candidates Level 3	Flexible		6		Flexible	297	29
▼ VI Certificate in Conducting Internal Quality Assessment Level 4	Flexible		6		Flexible	292	24
▼ COMPUTING AND E-SKILLS							
▼ IT Essentials Comptia (A+)	22 Feb	18:00	6	17	Mon and Wed	294	26
▼ ESOL							
▼ ESOL for Care	8 Feb	13:00	8	18	Mon to Thur	398	41
▼ HEALTH AND SOCIAL CARE							
▼ Foundation in Counselling Skills	13 Jan	16:30	3	10	Wednesday	129	40
▼ Foundation in Counselling Skills	28 April	16:30	3	10	Wednesday	129	40
▼ HOSPITALITY AND CATERING							
▼ Cake Decoration Levels 1, 2, 3	11 Jan	18:00	2.5	10	Monday	175	
▼ Cake Decoration Levels 1, 2, 3	26 April	18:00	2.5	10	Monday	175	
▼ SPORT AND SPORT SCIENCE							
▼ Personal Training	11 Jan	09:00	9	22	Mon and Tue eve	1200	
▼ Football Coaching Certificate Level 1	04 Jan	09:00	30	1	Mon to Fri	140	66
▼ Football Coaching Certificate Level 1	22 Feb	18:00	3	7	Monday	140	66
▼ Football Coaching Certificate Level 2	15 Feb	09:00	35	2	Mon to Sat	260	115
▼ TEACHER TRAINING							
▼ Preparing to Teach in the Lifelong Learning Sector Level 3	11 Jan	18:00	3	10	Monday	144	55
▼ Preparing to Teach in the Lifelong Learning Sector Level 3	26 April	18:00	3	10	Monday	144	55

Course Listings

Part Time Courses

January 2010

Courses are held at:

Henley College Coventry, Henley Road, Bell Green
Click Centre, Holbrook Lane,
AT7 Centre, Bell Green Road
Rileys, Riley Square, Bell Green

ANNUAL
FEE

CON

IT SKILLS AND LITERACY FOR ALL

▼ CLAIT Certificate	139	39
▼ CLAIT Certificate to Diploma Top Up	64	34
▼ CLAIT Plus Certificate	201	51
▼ CLAIT Plus Certificate to Diploma Top Up	84	34
▼ European Computer Driving Licence (ECDL) Essentials Level 1	137	37
▼ European Computer Driving Licence (ECDL) Extra ITQ Level 2	200	50
▼ European Computer Driving Licence (ECDL) Advanced Units Level 3		
Database Software	90	40
Improving Productivity Using IT	90	40
Presentation Software	90	40
Word Processing	90	40
▼ ITQ NVQ Level 2 Top Up	60	
▼ E-Type*	96	46

*Course only offered at Rileys, Rileys Square and Bell Green

Specialist Short Courses

Part Time Courses

January 2010

COURSE	DATE	TIME	FEE £
▼ DOOR SUPERVISORS			
	Monday 11th and Friday 15th January (Day 1 and 2) Monday 18th and Friday 22nd January (Day 3 and 4)	9.00 - 5.00	450.00
	Monday 1st and Friday 5th March (Day 1 and 2) Monday 8th and Friday 12th March (Day 3 and 4)	9.00 - 5.00	450.00
	Monday 17th and Friday 21st May (Day 1 and 2) Monday 24th and Friday 28th May (Day 3 and 4)	9.00 - 5.00	450.00
	Monday 28th June and Friday 2nd July (Day 1 and 2) Monday 5th and Friday 9th July (Day 3 and 4)	9.00 - 5.00	450.00
▼ NATIONAL CERTIFICATE FOR PERSONAL LICENSEE HOLDERS			
	Wednesday 13th January	9.00 - 5.00	150.00
	Wednesday 10th February	9.00 - 5.00	150.00
	Wednesday 10th March	9.00 - 5.00	150.00
	Wednesday 21st April	9.00 - 5.00	150.00
	Wednesday 19th May	9.00 - 5.00	150.00
	Wednesday 16th June	9.00 - 5.00	150.00
	Wednesday 14th July	9.00 - 5.00	150.00

COURSE	DATE	TIME	FEE £
▼ FOOD SAFETY IN CATERING			
	Thursday 14th January	9.00 - 5.00	90.00
	Thursday 11th February	9.00 - 5.00	90.00
	Thursday 11th March	9.00 - 5.00	90.00
	Thursday 22nd April	9.00 - 5.00	90.00
	Thursday 20th May	9.00 - 5.00	90.00
	Thursday 17th June	9.00 - 5.00	90.00
	Thursday 15th July	9.00 - 5.00	90.00
▼ APPOINTED FIRST AID			
	Tuesday 9th March	9.00 - 5.00	90.00
	Tuesday 15th June	9.00 - 5.00	90.00
▼ FIRE SAFETY AWARENESS			
	Tuesday 20th April	9.30 - 1.30	45.00
	Tuesday 13th July	9.30 - 1.30	45.00
▼ HEALTH AND SAFETY IN THE WORKPLACE			
	Tuesday 9th February	9.00 - 5.00	90.00
	Tuesday 18th May	9.00 - 5.00	90.00

Train to Gain

Part Time Prospectus

January 2010



Train to Gain is a service from the Learning and Skills Council to help develop a skilled workforce for the future. We can help you access subsidised or even FREE training delivered on your premises.

▼ COURSES

▼ BUSINESS AND CUSTOMER SERVICE

Business Administration NVQ Level 2

Business Administration NVQ Level 3

Business Administration NVQ Level 4

Customer Service NVQ Level 2

Customer Service NVQ Level 3

Customer Service NVQ Level 4

Team Leading NVQ Level 2

Management NVQ Level 3

Management NVQ Level 4

▼ EARLY YEARS

Childcare Learning and Development NVQ Level 2

Childcare Learning and Development NVQ Level 3

Playwork NVQ Level 2

▼ CARE

Health and Social Care NVQ Level 2

Health and Social Care NVQ Level 3

Health and Social Care NVQ Level 4

Leadership and Management of Care Services NVQ Level 4

▼ CATERING

Food Manufacturing NVQ Level 2

Food Processing and Cooking NVQ Level 2

Multi-skilled Hospitality Service NVQ Level 2

Professional Cookery NVQ Level 2

▼ CLEANING

Cleaning NVQ Level 2

▼ INFORMATION TECHNOLOGY

IT Users NVQ Level 1

IT Users NVQ Level 2

IT Users NVQ Level 3

▼ SPORT

Activity Leadership NVQ Level 2

Exercise and Fitness NVQ Level 3

Instructing Exercise and Fitness NVQ Level 2

Leisure Management NVQ Level 3

Operational Services NVQ Level 2

Sports Development NVQ Level 3

▼ ESSENTIAL SKILLS

Literacy

Numeracy

If you are interested in these or any other areas please call 024 7662 6306 or visit www.henley-cov.ac.uk

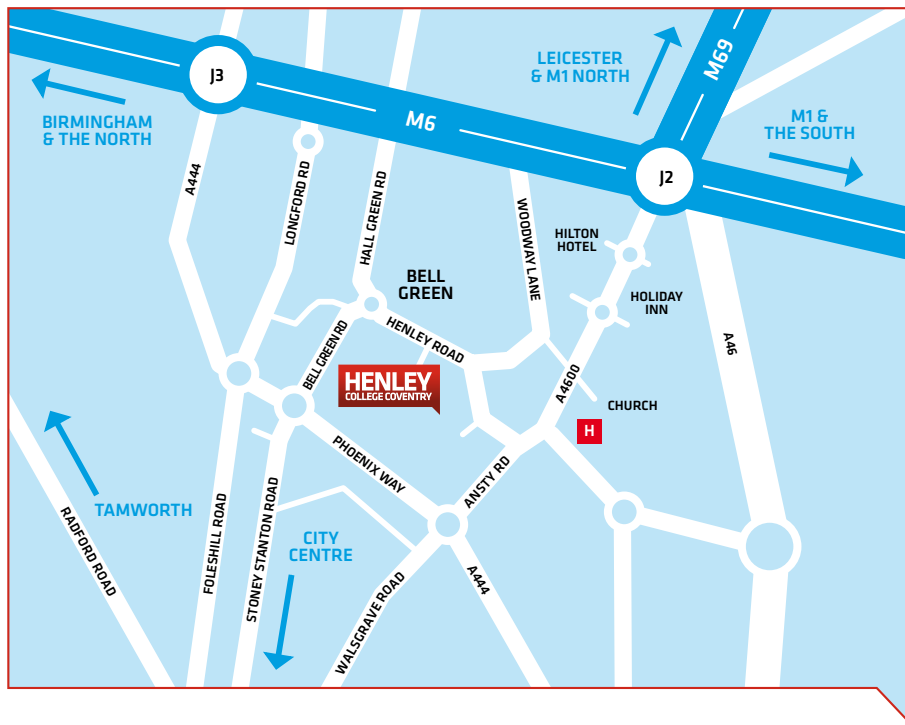


Call 024 7662 6444 or visit www.henley-cov.ac.uk for further information

How to find us

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While the College has taken reasonable care to ensure that the information in this prospectus is accurate, it cannot be held responsible for inaccuracies or changes which occur owing to circumstances beyond its control. Courses will only run if target enrolment figures are achieved.

HENLEY
COLLEGE COVENTRY

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>lsc
Leading learning and skills