

WELCOME TO

WIGAN & LEIGH COLLEGE



ENROLMENT EVENT

Wednesday 10th January 2018 4.00pm - 7.00pm

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Adult College is back! With the successful re-launch of our Adult College in September, we are delighted to be offering you a wider choice of courses for 2018.

Remarkable achievements are made and lives are transformed through lifelong learning.

That is why over 3,500 adult learners join us each year. Everyone has a different reason for returning to learning. Whether it be to help them gain the skills and knowledge they need to achieve an ambition or change career; secure a promotion; learn a new skill during their spare time or simply to meet new people.

Whatever your reason, rest assured you will receive the very best support and advice from our experts here at Adult College.

What are my Adult College study options?

University Centre

Courses to build or enhance a career.

Access to Higher Education

A fast-track route into higher education and degree level study that could help change your life.

Employability

Courses to learn new skills for jobs and promotions in a range of sectors.

Build your confidence

Improve your English and maths and see the difference it can make to your everyday life at work and home.

Leisure courses

Fill your spare time learning a new craft or skill and meet new friends along the way.

Traineeships

Do you know a 16-18 year old who is motivated to get a job, but needs more practical experience? Then our FREE Traineeship course could help them.

Traineeships can last up to 18 weeks and they include real work experience, giving them the opportunity to enhance their CV and gain the skills and confidence to enter an apprenticeship, employment or a full-time course.

It doesn't matter if they didn't achieve their expected grades at school, during the 18 weeks we will work with them to:

- Get the work experience and skills that employers are looking for
- Improve English and maths skills
- Create a CV that will interest potential employers
- Build the confidence to attend interviews and enter the world of work

Our expert tutors are here to help every step of the way and will make sure their traineeship is enjoyable and valuable.

Contact our team on 01942 761618 for more information or contact businessservices@wigan-leigh.ac.uk







CAREER MOVES

It's not too late for 16-18 year olds to start at Wigan & Leigh College.

If you need help deciding which career path to take, or feel unsettled in your current college or feel you have made the wrong choice; then it is not too late to make a change.

Our Career Moves course is designed specifically to provide you with an insight into a range of subjects and career options.

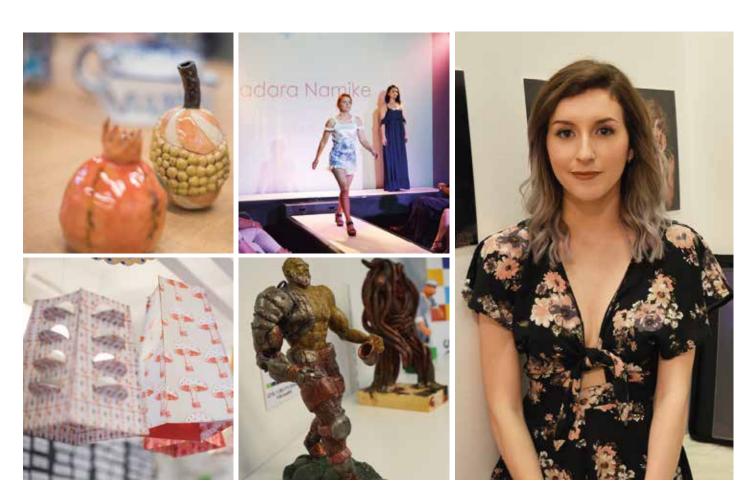
You will receive the very best support and advice to discover which subjects you enjoy and are most suited to. You will start to build the skills and knowledge needed for your chosen career.

Course Title	Duration	Day	Start Date	Fee	Location
Career Moves (16-18 year olds only)	20 weeks	Wednesday 2.30pm - 4.30pm Thursday 9.30am - 4.30pm Friday 10.30am - 3.30pm	12/01/2018		Parsons Walk Centre, Wigan

Learners will complete a certificate sized qualification made up of employability units. On successful completion of the course, students will have the opportunity to apply for Level 1 vocational courses starting in September.

ART, DESIGN, PHOTOGRAPHY & FASHION

Explore your creative flair with one of our exciting courses based at our fully equipped School for the Arts. Here you will find dedicated workshops for art, design, fashion and photography. Develop new skills for your leisure under the guidance of our expert tutors.



Course Title	Duration	Day	Start Date	Start Time	End Time	19+ Fee	Fee Code	Location			
Garment Making - Dresses for Summer	8 Weeks	Thur	19/01/2018	18:00	20:00	£105	N	School for the Arts, Wigan			
Do you want to extend your basic sewing knowledge and develop your garment construction skills? You will have some previous sewing experience. You will learn to read a commercial sewing pattern and produce a lovely dress for summer with a professional finish. You can progress onto further garment making courses.											
Wedding & Occasion Photography	5 Weeks	Thur	18/01/2018	18:00	20:00	£55	N	School for the Arts, Wigan			
This course is aimed at students who want to learn how to make the most of their camera for special occasions and weddings. You will understand about lighting and how to take the perfect picture.											
Soft Furnishings for the Home	5 Weeks	Thur	20/04/2018	18:30	20:30	£65	N	School for the Arts, Wigan			
Learn how to make the perfect luxury cushio	n for your h	ome.									
Watercolour Painting	5 Weeks	Thur	18/01/2018	18:30	20:30	£65	N	School for the Arts, Wigan			
You will develop an understanding of colour will gain an understanding of opaque colour beginner ability.			0				0	•			
Ceramics	10 Weeks	Thur	06/02/2018	18.3	20:00	£65	N	School for the Arts, Wigan			
This introductory course will allow you to develop and practice the basic art of hand built ceramics. The principle methods include slab building, press moulding and coiling. Develop skills and gain confidence using the potter's wheel. You will be encouraged to combine techniques and creativity to develop your own ideas.											
Sparkle to Your Wrist - Jewellery Craft	1 Week	Tues	06/02/2018	18:00	20:30	£15	N	Parsons Walk Centre, Wigan			
Enjoy learning and creating your own jewellery using a range of materials and techniques.											

BAKERY & CATERING

Bakery skills are in high demand in the food and drinks industry, inspired by the increasingly popular TV show British Bake Off and desire for artisan and locally sourced produce. If it is a change of career you imagine or you just want to improve your cooking skills then we have a range of courses for you to choose from.



Level	Course Title	Duration	Day	Start Date			19+ Fee	FEE Code	Location
2	NCFE Level 2 Certificate in Hospitality	20 Weeks	Wed	08/01/2018	11:00	18:00	£89.90	2	Parsons Walk Centre, Wigan

Do you want to work in the industry or to update your cooking skills? You will learn how to prepare and cook meat, fish, poultry, vegetables, rice and pasta. On successful completion of the course you can progress onto an apprenticeship or Level 3 Professional Certificate.

ABC Award in Cake 20 Weeks Thurs 18/01/2018 17:45 20:45 £75.00 1 Parsons Walk Centre, Wigan Decorating

Do you enjoy cake decorating and want to learn more to take a step to being a professional cake decorator or just to improve your skills? You will learn to decorate and coat small cakes and biscuits, coating with royal icing, modelling with sugar paste and marzipan. You can progress onto the Level 2 Diploma in Bakery or the Level 2 Certificate in Cake Decorating.

1 Introduction to being a 5 Weeks Wed 28/02/2018 17:45 20:15 £30 1 Parsons Walk Centre, Wigan Chocolatier

You will learn the basics of working with chocolate. Develop your temper chocolate skills and create individual chocolates and decorative pieces using moulds. You can progress onto the Level 2 Certificate in Cake Decorating following this short course.

FLORISTRY

Level 2 Horticulture

Basic Techniques

Our award winning floristry department has a flourishing reputation and is becoming one of the finest education providers in the country. Many of our students enjoy successful careers in this creative industry and set up their own businesses. Others enjoy learning a new skill and creating displays for home and in the community.

Wed

31/01/18

Course Title	Duration	Day	Start Date	Start Time	End Time	19+ Fee	FEE Code	Location			
Easter Designs	1	Fri	30/03/18	12:30	15:30	£40.00	N	Parsons Walk Centre, Wigan			
Enjoy creating an Easter display using spring flowers to create a seasonal arrangement. This course is suitable for you if you want to learn more about flowers for personal enjoyment or as a taste of working with flowers as a possible career.											
Level 2 Floristry Basic Techniques	1	Wed	24/01/18	10:00	15:00	£10.00	2	Parsons Walk Centre, Wigan			
Learn the basic techniques of flower arranging from our expert tutors. This course is suitable for you if you want to learn more about flowers for personal enjoyment or as a taste of working with flowers as a possible career.											

15:00

Keen gardeners will enjoy learning the basic techniques of horticulture. This course is suitable for those wanting to learn more about horticulture for personal enjoyment or as a taste of working with flowers as a possible career.

10.00



alumni showcase

£10.00

ABBY HAYWARD

Course: Level 3 Diploma Floristry

Destination: Abby is now the proud owner of her own

successful floristry business

Parsons Walk Centre, Wigan

BEAUTY & HAIR

The hair and beauty industry is thriving and generates over £7bn in turnover a year. Many of our adult students are new to the industry or want to further their industry skills and career prospects in this creative sector.

The Image Centre hair and beauty salons are fully equipped for students to develop and showcase their skills and talents in a real working environment.



Course Title	Duration	Day	Start Date	Start Time	End Time	19+ Fee	Fee Code	Location		
Lash Perming	1 week	Mon	26/03/18	09:00	13:00	£40.00	N	Image Centre, Leigh		
Permanent curl to the lashes to enhar	nce the area	a.								
Advanced Lash Perming (Lash Lift)	1 week	Mon	30/04/18	09:00	13:00	£40.00	N	Image Centre, Leigh		
Permanent lift to the lashes to enhand	ce the area.									
One on One Lashes	1 week	Mon	19/02/18	09:00	14:30	280.00	N	Image Centre, Leigh		
ndividual lashes applied to the natura	al lashes to	add len	gth and create	e fuller lashes.						
Thermal Auricular Candles	1 week	Mon	29/01/18	09:00	11:00	£35.00	N	Image Centre, Leigh		
Ear candling - the hollow cones creat	e a low-leve	l vacuur	m that softens	and draws ea	rwax and imp	ourities out o	of the ear	and into the hollow candles.		
Gel Polish	1 week	Mon	21/06/18	09:00	11:00	£35.00	N	Image Centre, Leigh Parsons Walk Centre, Wig		
Application of a gel coloured nail poli	sh.									
Threading	1 week	Mon	05/03/18	09:00	12:00	£30.00	N	Image Centre, Leigh Parsons Walk Centre, Wig		
Threading is used to remove unwante	d hairs.									
Manual Tanning	1 week	Mon	11/06/18	09:00	12:00	£40.00	N	Image Centre, Leigh		
Self tan application, the manual meth	od.									
Nail Art	1 week	Mon	15/01/18	09:00	11:00	£35.00	N	Image Centre, Leigh		
Nail art designs are created using pa	ints, glitter a	ind acce	essories.							
Spray Tanning	1 week	Mon	04/06/18	09:00	12:00	£40.00	N	Image Centre, Leigh		
Spray tan machine is used to apply se	elf tan.									
Twinkle Toes	1 week	Mon	18/06/18	09:00	11:00	£40.00	N	Image Centre, Leigh		
Gel polish is applied to give a French	polish finish	٦.								
Hollywood Toes	1 week	Mon	25/06/18	09:00	11:00	£40.00	N	Image Centre, Leigh		
Gel polish is applied to give a French	polish finish	٦.								
Airbrush Nail Art	1 week	Mon	19/03/18	09:00	11:00	£35.00	N	Image Centre, Leigh		
Nail art application using a nail art gu	n applicator	ī.								
Brow Bar Services	1 week	Mon	14/05/18	09:00	11:00	£35.00	N	Image Centre, Leigh		
Lash and brow tinting, with a brow sha	аре.									
Deep Tissue Massage	1 week	Mon	23/04/18	09:00	16:00	280.00	N	Image Centre, Leigh		
Advanced massage techniques for m	assage ther	apists								
Advanced Blending - Aroma	1 week	Mon	12/03/18	09:00	16:00	£60.00	N	Image Centre, Leigh		
Advanced blending techniques for are	oma therapi	sts or a	refresher.							
European cupping with Julia Graves	1 week	Mon	22/03/18	09:00	16:00	£250.00	N	Image Centre, Leigh		
European cupping for sports and well	lness practit	tioners v	vith world fam	ous Julia Grav	es.					
Ayurvedic Beauty Care	1 week	Mon	02/07/18	09:00	12:00	£85.00	N	Image Centre, Leigh		
Indian ancient beauty techniques for	beauty thera	apists. L	earning to kno	ow your client.						
New and Exotic Essential Oils	1 week	Mon	09/07/18	09:00	12:00	£85.00	N	Image Centre, Leigh		
A study of exotic and are essential oil	S.									
Micro Needling	2 weeks	Mon	19/03/18	09:00	12:00	£250.00	N	Image Centre, Leigh		
Micro needling is a minimally invasive through the layers of the skin. Substan	skin treatm nces stimula	ent for a	all skin types a renewal	and creates th	ousands of m	nicro punctu	res to allo	w substances to pass		
Mesoestics Skin Peels	1 week	Mon	26/02/18	09:00	16:00	£150.00	N	Image Centre, Leigh		
A chemical peel is a dermo cosmetic	procedure	that stim	nulates skin re	generation via	a control me	ethod. Most s	skin types	can be treated.		
Choco Therapy	1 week	Mon	16/04/18	09:00	11:00	£40.00	N	Image Centre, Leigh		
A chocolate based parafin wax body	treatment.									
Hair Extensions Micro Weave & Plait Weave	1 week	Mon	26/02/18	10:00	16:00	£400.00	N	Image Centre, Leigh		

COMPUTING & IT

Computing & IT is always evolving. That is why we offer a range of courses suitable for home users or those wanting to develop their digital skills to use in the workplace or to develop their career with a more intense higher level course.



Level	Course Title	Duration	Day	Start Date	Start Time	End Time	19+ Fee	Fee Code	Location		
	Functional Skills ICT qualification	12 weeks	Wed	17/01/18	10:30	12:30	Free	1; 2	Parsons Walk Centre, Wigan Leigh College		
Do you want to develop a basic knowledge of ICT? You will be assessed and be able to study at the level appropriate to your learning to take you to the next stage. You can progress onto the full time Level 1 or 2 Computing programme in September.											
	Functional Skills ICT qualification	12 weeks	Wed	17/01/18	09:30	11:30	Free	1; 2	Leigh College		
	ralification is suitable for thos oriate to your learning to take			•	_				e able to study at the level uting programme in September.		
1	Introduction to IDEA Digital Awards	1 week	Mon	29/01/2018 or 19/03/ 2018	09:30	11:30	Free	1	Leigh College		
This is	an introduction to iDEA Awar	ds where yo	u can b	uild your digital	and ente	rprise skills	with bite siz	e challen	ges.		
1	Introduction to IDEA Digital Awards	1 week	Tues	30/01/2018 or 20/03/2018	09:30	11:30	Free	1	Parsons Walk Centre, Wigan		
This is	an introduction to iDEA Awar	ds where yo	u can b	uild your digital	and ente	rprise skills	with bite siz	e challen	ges.		
1	Cyber-Safety for Parents	8 weeks	Tues	06/02/18	16.30	18.30	£20.00	1	Parsons Walk Centre, Wigan		
	u worried that your children on s? This course will offer you										
1	Programming for Parents	8 weeks	Thur	08/02/18	16.30	18.30	£20.00	1	Parsons Walk Centre, Wigan		
	want to get up to speed wit mming and help you support				ht in scho	ool? Then th	nis course w	ill teach y	ou the basics of computer		
4	HNC Computing						£4,000.00	Н	Parsons Walk Centre, Wigan		

Enhance your career with the Higher National Certificate in Computing. You will develop your IT skills with units including: multi-media design, website design, programming in Java, CCNA routing and switching. Our expert tutors bring a wealth of knowledge and commercial experience.

iDEA – THE DUKE OF YORK INSPIRING DIGITAL ENTERPRISE AWARD

The programme is a series of online, bite size challenges to help you develop digital and enterprise skills. The FREE programme offers learners the opportunity to gain Bronze, Silver and Gold Awards and are endorsed by employers including Microsoft.

Many students progress onto our HND Computing and BSc (Hons) Top-Up Degree.

In order to achieve each award there are a series of online challenges in 4 categories that need to be completed.









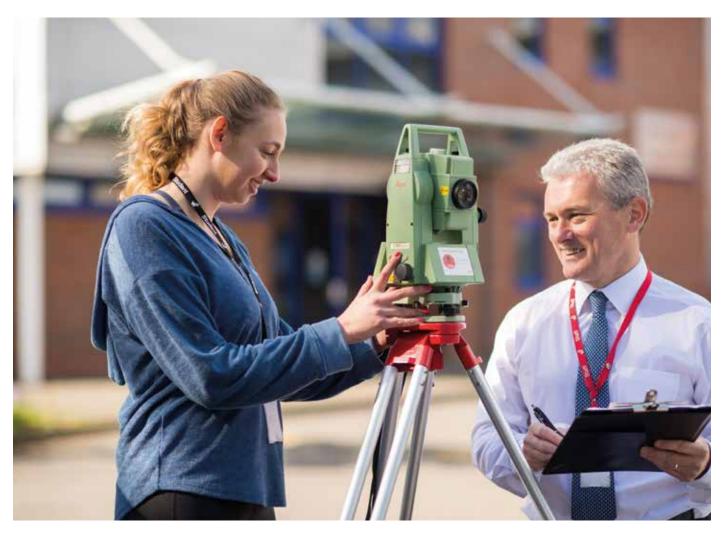
Our team of expert Computing and IT tutors can support you through each stage. To find out more about the programme and what it can offer you, come along to our Adult enrolment session on Wednesday 10th January 2018. (See back page for more details)



CONSTRUCTION, ENGINEERING & DIY

Build your Career

Our flexible Higher National Certificates in Construction & Civil Engineering are a perfect choice for those already working in the industry and want to enhance their career or gain the skills for a promotion.



Constr	Construction & Civil Engineering												
Level	Course Title	Duration	Day	Start Date	Start Time	End Time	19+ Fee	Fee Code	Location				
4	HNC Construction & the Built Environment	32 weeks		24/01/18	09:00	16:30	£2,500.00	Н	Pagefield Centre, Wigan				
4	HNC Construction & the Built Environment	32 weeks	Tue & Thur	24/01/18	17:30	20:30	£2,500.00	Н	Pagefield Centre, Wigan				

This is a qualification for established construction personnel who wish to upgrade their skills and knowledge possibly with a view to preparation for promotion, additional responsibilities in work or a change of career focus. This qualification may lead to jobs including quantity surveying, construction management, CAD technicians, building surveying and many others. You can choose to study one day a week or two evenings.

4	HNC Construction & the Built Environment (Civil Engineering)	32 weeks		24/01/18	09:00	16:30	£2,500.00	Н	Pagefield Centre, Wigan
4	HNC Construction & the Built Environment (Civil Engineering)	32 weeks	Tue & Thur	24/01/18	17:30	20:30	£2,500.00	Н	Pagefield Centre, Wigan

Prepare for an exciting and challenging career in the construction industry with our Civil Engineering course. We'll provide you with knowledge of the technical, managerial, economic, theoretical and environmental aspects of civil engineering, so that you will be able to apply yourself to both the management and design of civil engineering projects. You can choose to study one day a week or two evenings.

Maybe it's car maintenance that you enjoy; find out more about our welding courses and get the skills and safety knowledge needed to make the changes to your vehicle at home.

Motor \	Motor Vehicles											
Level	Course Title	Duration	Day	Start Date	Start Time	End Time	19+ Fee	Fee Code	Location			
	Level 1 Basic Car Maintenance taster session	1 week	Tue	23/01/18	18:00	20:30	Free	1	Pagefield Centre, Wigan			

Build your confidence and learn or recap all of the skills that are tested as part of the current driving tets such as: changing a tyre, checking oil and water, coolant check, checking tyres, and other basic car maintenance checks.





Electrica	Electrical Installation & Welding											
Level	Course Title	Duration	Day	Start Date	Start Time	End Time	19+ Fee	Fee Code	Location			
	2394 Inspection & Testing	5 weeks	Fri	Entry points throughout year	10:00	16:30	£645.00	N	Pagefield Centre, Wigan			

This award is ideal for qualified electricians with a great deal of technical skills and experience wishing to update their knowledge of electrical installation techniques. You must currently work with minimum supervision and have a good record of safety, fault correction and ensuring work meets the required standard.

AM2 Centre - courses	1 week	Mon-	Entry points	10:00	16:30	£685.00	N	Pagefield Centre,
run on weekly basis		Wed	throughout year					Wigan

The AM2 is the Electrotechnical industry standard assessment for occupational competence. The Achievement Measurement (AM2) Assessment of Electrotechnical Occupational Competence is designed to confirm that an individual who wishes to practice in the Electrotechnical industry, either as an Installation Electrician or Maintenance Electrician, can demonstrate that they are qualified and have the correct levels of competence expected by the industry. Our testing facility is available for you to take your test even if you have carried out your training at a different college.

1	Introduction to	15	TBC	22/01/2018		£288.80	1	Pagefield Centre,
	Tungsten inert Gas	weeks						Wigan
	(TIG) Welding							

This course offers you an introduction to tungsten inert gas welding disciplines. You will learn the necessary skills, knowledge and safe working practices to be able to produce welded joints in a variety of materials. Students can progress onto Level 2 qualification. Also suitable for DIY engineers or those who enjoy car maintenance.

Entry 1	Introduction to Metal	15	TBC	22/01/2018	£288.80	1	Pagefield Centre,
	inert Gas (MIG) Welding	weeks					Wigan

This course offers you an introduction to metal inert gas welding disciplines. You will learn the necessary skills, knowledge and safe working practices to be able to produce welded joints in a variety of materials. Students can progress onto Level 2. Also suitable for DIY engineers or those who enjoy car maintenance.

1	Introduction to Manual	15	TBC	22/01/2018	£288.80	1	Pagefield Centre,
	Metal Arc (MMA) Welding	weeks					Wigan

This Level 1 course provides welding training largely of a practical nature, with a small element of theory. It is designed to give you the practical skills for welding specific joints and the knowledge to understand welding safety, machinery set-up and welding terminology. On completion of the course you can progress onto the Level 2 programme. This course is suitable for those who may be pursuing employement as a welder

2	City & Guilds Level 2	15	Friday	22/01/2018	10:00	16:30	£983.00	N	Pagefield Centre,
	Welding	weeks							Wigan

This Level 2 course provides welding training largely of a practical nature, with a small element of theory. It is designed to give you the practical skills for welding specific joints and the knowledge to understand welding safety, machinery set-up and welding terminology. This course is suitable for those who may be pursuing employment as a welder.

Gas Centre

Plumbers, keep your skills up to date, as required by industry standards. We have a range of courses running throughout the year.

Gas Centre											
Course Title	Duration	Day	Start Date	Start Time	End Time	19+ Fee	Fee Code	Location			
CCN1 + 3 Appliances Assessment (EPA)	1 week	Mon-Fri	08/01/18	09:00	16:30	£670.00	N	Pagefield Centre, Wigan			
CCN1 + 3 Appliances Assessment (EPA)	1 week	Mon-Fri	22/01/18	09:00	16:30	£670.00	N	Pagefield Centre, Wigan			
CCN1 + 3 Appliances Assessment (EPA)	1 week	Mon-Fri	05/02/18	09:00	16:30	£670.00	N	Pagefield Centre, Wigan			
CCN1 + 3 Appliances Assessment (EPA)	1 week	Mon-Fri	26/02/18	09:00	16:30	£670.00	N	Pagefield Centre, Wigan			
CCN1 + 3 Appliances Assessment (EPA)	1 week	Mon-Fri	12/03/18	09:00	16:30	£670.00	N	Pagefield Centre, Wigan			
CCN1 + 3 Appliances Assessment (EPA)	1 week	Mon-Fri	26/03/18	09:00	16:30	£670.00	N	Pagefield Centre, Wigan			
CCN1 + 3 Appliances Assessment (EPA)	1 week	Mon-Fri	16/04/18	09:00	16:30	£670.00	N	Pagefield Centre, Wigan			
CCN1 + 3 Appliances Assessment (EPA)	1 week	Mon-Fri	23/04/18	09:00	16:30	£670.00	N	Pagefield Centre, Wigan			
This course covers the necessar Registration.	y training and	d assessm	ent that allo	ows you to	renew yo	our qualifica	itions and ma	intain your Gas Safe			
Energy Efficiency - Part L	1 day	Mon	29/01/18	09:00	16:30	£185.00	N	Pagefield Centre, Wigan			
Energy Efficiency - Part L	1 day	Mon	19/03/18	09:00	16:30	£185.00	N	Pagefield Centre, Wigan			
This course is suitable for exper that need to self-certificate their							he Part L qua	alification is designed for those			
Unvented Hot Water Training	1 day	Tue	30/01/18	09:00	16:30	£185.00	N	Pagefield Centre, Wigan			
Unvented Hot Water Training	1 day	Tue	20/03/18	09:00	16:30	£185.00	N	Pagefield Centre, Wigan			
This specialist Hot Water System G3, and is approved by Logic C		y course p	rovides yo	u with a c	ertificate	of compete	ence, as defin	ed by the Building Regulations			
Water Regs Training	1 day	Wed	31/01/18	09:00	16:30	£185.00	N	Pagefield Centre, Wigan			
Water Regs Training	1 day	Wed	21/03/18	09:00	16:30	£185.00	N	Pagefield Centre, Wigan			
This course is intended for plumbers and heating engineers. It is also very useful for anyone working with Solar Thermal hot water. This course will satisfy the requirements of the Water Supply (Water Fittings) Regulations 1999 when installing or maintaining water systems within buildings.											

DIY

Our DIY courses are aimed at home owners and tenants who would like to gain practical skills to make home improvements or even make steps into a new career.



Level	Course Title	Duration	Day	Start Date	Start Time	End Time	19+ Fee	Fee Code	Location
	Amazing Spaces - DIY Learn Painting & Decorating Skills	12 weeks	Tue	18/01/18	18:00	21:00	£25	1	Pagefield Centre, Wigan
	now transform your home with painting our expert tutors. You can progress onto						ly and effi	ciently w	vith all the top tips
1	Multi-Skill Construction Trades	12 weeks	Wed	22/01/18	18:00	21:00	£61	1	Pagefield Centre,

This is suitable for those wanting to explore the range of trades in the construction industry to either complete small projects at home or even a small step into a career change. You will learn the basics skills of painting & decorating, joinery, plastering, brickwork and plumbing. If you decide to learn more you can progress onto a full time Level 2 programme in September.

IMPROVE YOUR MATHS AND ENGLISH

There are many benefits to improving your everyday life through learning English and maths.

Most of the time we don't think about maths and English but they're everywhere we go. At home - paying for bills, reading letters, or reading instructions on how to cook something; at work - communicating with colleagues, customers, calculating wages, or booking holidays; in our social life reading road signs, paying for shopping/petrol, sharing a bill in a restaurant, or reading a menu. With a range of courses from Entry Level, Level 1, 2 we will advise on the right pathway for you to improve your skills.

Each year we help transform the lives of hundreds of adults by helping them gain essential skills and qualifications.

Phone now to book your assessment and enrolment appointment, email applications@wigan-leigh.ac.uk or call 01942 761 111





English	English Control of the Control of th												
Level	Course Title	Duration	Day	Start Date	Start Time	End Time	19+ Fee	Fee Code	Location				
Entry	English	21 weeks	Tue	08/01/18	09:00	10:30	Free	Е	Parsons Walk Centre, Wigan				
Entry English 21 weeks Tue 08/01/18 09:00 10:30 Free E Leigh College													
Entry	Entry English 21 weeks Thur 08/01/18 09:30 11:00 Free E Parsons Walk Centre, Wigan												
	try Level Englis employment or				r written, spo	ken and rea	ding skills v	whilst gaining	valuable qualifications to support				
Level 1/2	English	24 weeks	Tue	08/01/18	10:30	12:00	Free	Е	Parsons Walk Centre, Wigan				
Level 1/2	English	24 weeks	Tue	08/01/18	10:30	12:00	Free	Е	Leigh College				
Level 1/2	Level 1/2 English 24 weeks Wed 08/01/18 18:00 19:30 Free E Parsons Walk Centre, Wigan												
Our Level	Our Level 1/2 English courses will help you Improve your written, spoken and reading skills whilst gaining valuable qualifications to support you												

with employment or progression into further learning. This course will prepare you for GCSE in English Language.

Maths	Maths												
Level	Course Title	Duration	Day	Start Date	Start Time	End Time	19+ Fee	Fee Code	Location				
Entry	Maths	24 weeks	Tue	08/01/18	15:00	16:30	Free	Е	Parsons Walk Centre, Wigan				
Entry Maths 24 weeks Tue 08/01/18 15:00 16:30 Free E Leigh College													
Improve your maths skills in calculation, measures space and shape, use of calculator, formula and more as well as gaining essential qualifications and skills for employment or progression to other college courses.													
Level 1/2	Maths	24 weeks	Tue	08/01/18	18:00	19:30	Free	Е	Parsons Walk Centre, Wigan				
Level 1/2	Maths	24 weeks	Tue	08/01/18	13:30	15:00	Free	Е	Parsons Walk Centre, Wigan				
Level 1/2	Maths	24 weeks	Wed	08/01/18	13:30	15:00	Free	Е	Leigh College				
Level 1/2 Maths 24 weeks Wed 08/01/18 10:30 12:00 Free E Parsons Walk Centre, Wigan													
Improve your maths skills in calculation, measures space and shape, use of calculator, formula and more as well as gaining essential qualifications and skills for employment or progression to other college courses. This course will prepare you for GCSE Mathematics.													

ESOL

Enjoy improving your English at our highly successful and popular ESOL department. We will support you with your level of spoken, reading and writing English in classes with students from all over the world. This will help you improve your confidence as well as helping you integrate into life in the UK. Our classes are fun, interesting and our qualified teachers will help and support you to improve your English, meet new people and gain vital employability skills.

ESOL Enrolment

Phone now to book your ESOL assessment and enrolment appointment.

ESOL students must bring the following to enrolment:

- · Home office documentation or endorsed passport (Also marriage/civil certificate/birth certificate if a dependant)
- ARC Card or Local Authority confirmation (For learners aged 16-18 or 19+ if in care of local authority)
- ARC Card dated within 6 months and post office receipt of support dated within the month (19+)

ESOL	ESOL											
Level	Course Title	Duration	Day	Start Date	Start Time	End Time	19+ Fee	Fee Code	Location			
	Beginner Everyday English	24 weeks	Mon		09:00	12:00	Free	Е	Parsons Walk Centre, Wigan			
	Beginner Everyday English	24 weeks	Mon		13:30	15:00	Free	E	Parsons Walk Centre, Wigan			
	Beginner Everyday English	24 weeks	Mon		09:00	12:00	Free	E	Leigh College			
	Improve your English communication skills in speaking and listening, reading and writing. You can also gain essential qualifications at the same time as making friends and gaining skills for employment or progression to other college courses.											
Entry 1	Entry 1 Everyday English	24 weeks	Wed		13:30	16:30	Free	E	Parsons Walk Centre, Wigan			
Entry 1	Entry 1 Everyday English	24 weeks	Tues		13:30	16:30	Free	E	Parsons Walk Centre, Wigan			
Entry 1	Entry 1 Everyday English	24 weeks	Mon		13:30	16:30	Free	E	Leigh College			
	our English communication ske as making friends and gaining		_	0.	0		0	_	ain essential qualifications at the			
Entry 2	Entry 2 Everyday English	24 weeks	Mon		13:30	16:30	Free	Е	Parsons Walk Centre, Wigan			
Entry 2	Entry 2 Everyday English	24 weeks	Tues		13:30	16:30	Free	E	Leigh College			
Entry 2	Entry 2 Everyday English	24 weeks	Thur		09:00	12:00	Free	E	Parsons Walk Centre, Wigan			
	our English communication sle as making friends and gaining								ain essential qualifications at the			
Entry 3	Entry 3 Everyday English	24 weeks	Tues		09:00	12:00	Free	E	Parsons Walk Centre, Wigan			
Entry 3	Entry 3 Everyday English	24 weeks	Tues		13:30	16:30	Free	E	Parsons Walk Centre, Wigan			
Entry 3	Entry 3 Everyday English	24 weeks	Wed		09:00	12:00	Free	E	Parsons Walk Centre, Wigan			
	Improve your English communication skills in speaking and listening, reading and writing. You can also gain essential qualifications at the same time as making friends and gaining skills for employment or progression to other college courses.											
1	1 Level 1 Everyday English 24 weeks Tues 09:00 12:00 Free E Parsons Walk Centre, Wigan											
	Improve your English communication skills in speaking and listening, reading and writing. You can also gain essential qualifications at the same time as making friends and gaining skills for employment or progression to other college courses.											





Many of our adult learners study for FREE dependent on their circumstances. See pg 17 to find out if you will need to pay for this course.

MANAGEMENT & PROFESSIONAL AND TEACHER EDUCATION

Our AAT courses will provide you with the practical skills and financial expertise to have a rewarding career in the professional field of accountancy.

This well recognised and widely respected qualification is often preferred by employers. Accreditation is by the AAT (The Association of Accounting Technicians).

HR and Learning & Development departments are found in all sectors, so those with CIPD and ASCENTIS qualifications have a wide choice of industries in which to build a career.



Mana	Management & Professional												
Level	Course Title	Duration	Day	Start Date	Start Time	End Time	19+ Fee	Fee Code	Location				
2	AAT Level 2 Accounting	35 weeks		12/01/18			£1009.50	2F	Parsons Walk Centre, Wigan				

Do you currently work as an accounts assistant or would you like to develop you skills to enter employment in the field of Accounting? The AAT Foundation Stage accounts programme consists of: processing bookkeeping transactions, control accounts, journals and the banking system, basic costing and computerised accounting.

3 AAT Level 3 Accounting 36 12/01/18 £2573.00 3F Parsons Walk Centre, weeks Wigan

The AAT Intermediate Stage programme consists of: accounts preparation, prepare final accounts for sole traders and partnerships, costs and revenues, indirect tax, spread sheet software and professional ethics.

7 CIPD (Human Resource Management) 16 weeks Tues 24/01/18 18:00 21:00 £575.00 N Parsons Walk Centre, Wigan HR Perspective

This distance learning module is suitable for those who are responsible for HR decision making within an organisation at a strategic level. This module provides you with the opportunity for learners to demonstrate the ability to diagnose and investigate a live, complex business issue from an HR perspective, to locate the work within the body of contemporary knowledge, to collect and analyse data, to derive supportable conclusions and to make practical and actionable recommendations for change, improvement or enhancement of current practice.

7 CIPD (Human Resource Management) 16 weeks Tues 23/01/18 14:30 17:30 £575.00 N Parsons Walk Centre, Level 7 Resource and Talent Wigan

This module is suitable for those who are responsible for HR decision making within an organisation at a tactical or strategic level. This module not only focuses on practical aspects of recruitment, selection, retention and dismissal, but also on the strategic aspect to equip learners with the knowledge and skills required for resourcing and talent management within a global context.

7 CIPD (Human Resource Management) 16 weeks Tues 24/01/18 18:00 21:00 £575.00 N Parsons Walk Centre, Wigan

This module is suitable for those who are responsible for HR decision making within an organisation at a tactical or strategic level. It will enable you to understand, analyse and evaluate competing theories and perspectives associated with managing employment relations strategies and their outcomes on organisational climate, employees and management.



alumni showcase

Claire Bocking

Course: AAT Accounting

Destination: Senior Regional Manager for Lloyds Bank

Teache	Teacher Education												
Level	Course Title	Duration	Day	Start Date	Start Time	End Time	19+ Fee	Fee Code	Location				
3	ASCENTIS Level 3 Award Education & Training	14 weeks	Thur	18/01/18	18:00	21:00	£350.00	N	Parsons Walk Centre, Wigan				

Do you need to develop your teaching and training skills? Are you training within your job? Yes, then this course will develop a range of skills in planning assessments, critically evaluate what consitutes 'good' teaching and how to design a successful lesson. If you are thinking about becoming a teacher, then this course will allow you to explore the basic principles of teaching.

PERFORMANCE & CONFIDENCE BUILDING

Build your confidence with one of our performance based courses. You may enjoy music or drama and want to develop your ability or knowledge for your own pleasure; our courses can help you achieve your desire.

Our industry professionals will work with you to help you improve your skills and knowledge and have fun along the way.

Public speaking in the workplace or at a community event can take some people out of their comfort zone. This course will provide you with valuable techniques to prepare for and deliver confident presentations.

Level	Course Title	Duration	Day	Start Date	Start Time	End Time	19+ Fee	Fee Code	Location			
2	Public Speaking	6 weeks	Wed		6.30pm	8.00pm	£10.00	N	School for the Arts, Wigan			
	Ever feel that fear before having to speak in public? You are not alone. Learn how to breath correctly, prepare yourself, project and deliver to a high standard with confidence.											
2	Production and studio techniques	6 weeks	Thur		6.30pm	8.00pm	£10.00	N	School for the Arts, Wigan			
	a studio is one thing but you need be some more production advance		to use it	and to get	the best fro	om your tim	ne. This cou	rse will cov	ver the very basics and			
2	Drama - Acting techniques and Improvisation	6 weeks	Thur		6.30pm	8.00pm	£10.00	N	School for the Arts, Wigan			
From b	From beginners to the advanced, this class will help you to develop your acting skills and explore new material in a creative and fun environment.											







TEACHING ASSISTANT

There are many rewards in supporting teaching and learning in schools. We offer a range of courses to provide you with the skills and knowledge to work with children to help with their learning and development.

Courses are available during the day or evening to help work around your busy work and home schedule.

If you are aged 19-23 and you do not have a Level 3 qualification, you may not have to pay course fees. See page 18 for more details about fees and financial assistance.





Level	Course Title	Duration	Day	Start Date	Start Time	End Time	19+ Fee	Fee Code	Location
2	CACHE Level 2 Certificate in Supporting Teaching & Learning in Schools	16 weeks	Tue	30/01/18	17:30	21:00	Please call	2	Parsons Walk Centre, Wigan
2	CACHE Level 2 Certificate in Supporting Teaching & Learning in Schools	16 weeks	Wed	30/01/18	17:30	21:00	Please call	2	Leigh College
2	CACHE Level 2 Certificate in Supporting Teaching & Learning in Schools	16 weeks	Tue	30/01/18	09:30	13:00	Please call	2	Parsons Walk Centre, Wigan
2	Cache Level 2 Certificate in Supporting Teaching & Learning in Schools	16 weeks	Mon	30/01/18	09:30	13:00	Please call	2	Leigh College

Teaching Assistants inspire and nurture the development of young children from the very start of their education. This course will equip those working as a Teaching Assistant or Cover Supervisor with the skills and confidence to support children with their learning and development.

3	CACHE Level 3 Diploma in Supporting Teaching & Learning in Schools	16 weeks	Thur	30/01/18	09:30	14:30	Please call	0	Parsons Walk Centre, Wigan
3	CACHE Level 3 Diploma in Supporting Teaching & Learning in Schools	16 weeks	Thur	30/01/18	16:00	21:00	Please call	0	Parsons Walk Centre, Wigan

Once you have completed the Level 2 course, then why not enhance your career prospects further by gaining a higher level of qualification in this exciting and rewarding field.



Kerrie Louise Monk

Level 3 Teaching Assistant

"Since leaving school I have had a few different jobs, but one role I had in particular, working in a rehabilitation unit, made me realise I wanted to work with children. I also wanted to prepare myself with the skills and qualifications for when my own children are ready for school and I can gain employment within a school. I took advantage of the Advanced Learner Loan to help me fund the qualification. I believe that returning to Adult College has improved my prospects and will support my long-term ambition to become a teacher".

YOUR WELL-BEING, YOUR LIFE

Many adult students return to us to learn a new skill for their current job role or just for their own satisfaction of learning something new.

We have a range of courses that can offer you a good insight into a new career or sector. These programmes are a great way to learn from industry professionals and gain a real understanding of the functions and careers available in the well-being, health and fitness sectors.



	Course Title	Duration	Day	Start Date	Start Time	End Time	19+ Fee	Fee Code	Location
	Awareness of Substance Misuse, Mental Health & Sexual Health	Jan - June		15/01/18	17.30	19.30	£181.00	1	Leigh College
ompa rovide	urse is suitable for Teachers a nion course for those working you with three Level 1 qualific Award in Substance Misuse ar	with the publications: Level 1	c including h Award in Me	ealth care pr	ofessiona	als and ed	ucation or youth v	vorkers	The course will
	Preparing to work in Adult Social Care*	12 weeks		09/01/18			FREE	2	Parsons Walk Centre, Wigan
	a distance learning course for t time. (6 sessions in college)	those who ma	ay want to wo	ork in this sec	tor. You v	vill be req	uired to work inde	pendentl	y with some colle
	Introducing Caring for Children and Young People*	12 weeks		09/01/18			FREE	2	Parsons Walk Centre, Wigan
	a distance learning course for t time. (6 sessions in College)	those who ma	ay want to wo	ork in this sec	tor. You v	vill be req	uired to work inde	pendentl	y with some Colle
	Dementia Care*	12 weeks		09/01/18			FREE	2	Parsons Walk Centre, Wigan
	a distance learning course wh be required to work independ							se emplo	yed in care.
	Common Health Conditions*	12 weeks		09/01/18			FREE	2	Parsons Walk Centre, Wigan
	a distance learning course wh College contact time (6 sessior		n introductio	n to commor	n health p	roblems.	You will be require	d to work	independently w
	VTCT Level 3 Certificate in Personal Training	20 weeks	Mon, Wed, Thur & Fri	16/01/18	Day time	Day time		0	Parsons Walk Centre, Wigan
	alification is suitable for individe a Personal Trainer. The cours								ne next level and
	New Year Fitness Boost		Tue	16/01/18	17.15	18.15	£25.00	N	Meet at Parsons Walk Centre
ix wee	eks of weekly training sessions	s, designed for	people of al	II fitness leve	s. Get fit	and have	fun!		
	Get Fit for Summer	6 weeks	Tue	01/05/18	17.15	18.15	£25.00	N	Meet at Parsons Walk Centre
ix wee	eks of weekly training sessions	s, designed for	people of al	II fitness leve	s. Get fit	and have	fun!		
	Family Fitness Camp	5 weeks	Tue	27/02/18	17.15	18.15	£20 per adult, £10 per child	N	Meet at Parsons Walk Centre

Courses marked with * are available only to those aged 24+ and are FREE

DO I HAVE TO PAY FOR MY COURSE?

At Adult College, many of our students study for free or are eligible for loans. Subsidised fees and Advanced Learner Loans are available depending on your circumstance and the course you have chosen to study (see page 18 & 19).

Full advice and guidance on any support will be available to you at your admissions interview once you have made an application to the College or at our enrolment event.

N.B. Age based on learner start date however, learners must have been 19 on 31st August 2017 for the above criteria to apply.

Guide to Fees

1 Entry or Level 1

19-23 and do not already hold a *full L2 qualification or above, and you need to study at Entry or Level 1 to progress to Level 2, fees will be waived (entitlement form to be completed)

19-23 and have already achieved a *full L2 or above and meet the ***unemployment criteria your fees will be waived.

19-23 and have already achieved a *full L2 or above but do not meet the ***unemployment criteria, fees are payable

24+ and do not meet the ***unemployment criteria your fees are payable.

24+ and meet the ***unemployment criteria your fees will be waived.

2F Full Level 2

19-23 and do not already hold a *full L2 qualification or above, fees will be waived (entitlement form to be completed)

19-23 and have already achieved a *full L2 and meet the ***unemployment criteria your fees will be waived.

19-23 and have already achieved a *full L2 but do not meet the ***unemployment criteria, fees are payable.

24+ and do not meet the ***unemployment criteria your fees are payable.

24+ and meet the ***unemployment criteria your fees will be waived.

2 Other Level 2

19-23 and do not already hold a *full L2 qualification or above, full fees are payable

19-23 and have already achieved a *full L2 and meet the ***unemployment criteria your fees will be waived.

19-23 and have already achieved a *full L2 but do not meet the ***unemployment criteria, fees are payable

24+ and do not meet the ***unemployment criteria your fees are payable.

24+ and meet the ***unemployment criteria your fees will be waived.

3F Full Level 3

19-23 and do not already hold a **full L3 qualification, fees will be waived (entitlement form to be completed)

19 -23 and have already achieved a **full L3 qualification, fees are payable, you may be able to apply for an Advanced Learner loan.

24+ Fees are payable, you may be entitled to apply for an Advanced Learner Loan

O Other Level 3 or above

19+ Fees are payable, you may be able to apply for an Advanced Learning loan.

H Higher Education

Fees are payable. A student loan may be available through student Finance England.

E English and Maths.

GCSE Maths, GCSE English, Functional Skills and stepping stone qualifications, course fees may be free if you haven't already obtained a grade C or above in these subjects.

Fees Are Payable

N No Financial Support

Full fees are payable

Examples of equivalent qualifications

*

Full Level 2

5+ GCSEs at A-C or grade 4,1 A Level, 2 AS Levels, NVQ2, QCF L2 Cert/Dip, GNVQ Int, Tech Cert L2 15 credits or more.

*

Full Level 3

2+ A Levels, 4+ AS Levels, 1 A Level + 2 AS Levels, NVQ3, GNVQ Adv, National Diploma/Cert, Access to HE, Tech Level 3, Applied general qual at L3, Tech Cert L3 30-36 credits.

**1

Unemployment Criteria

(you will be required to provide evidence, dated within 3 months, to prove that you receive the relevant benefit)

If you are in receipt of Job Seekers Allowance or Employment Support Allowance (Work Related Activity Group) your fees will be waived.

Your fees will also be waived if you are in receipt of Universal Credit, and are determined by Job Centre Plus as being in one of the following groups:

- All Work Related Requirements Group
- Work Preparation Group
- · Work Focused Interview Group

Or if you receive ESA (non WRAG), Incapacity Benefit, Housing/ Council Tax Benefit, Income Support, Working Tax Credit, Personal Independence Payments AND are unemployed with a weekly income of less than 16 times the minimum wage or £330 per month. AND the course you are studying will help you find employment.

UNDERSTAND FEES, FINANCE

AND ASSISTANCE

Fee waivers, Advanced Learner Loans and Higher Education Student Loans may be available depending upon your circumstances and the course you have chosen to study. Many of our students study for free, so if you are unsure please enquire and we will be happy to advise you.

Fees are paid annually for courses lasting more than one year. Many courses have subsidised fees and we are able to reflect this in our very reasonable and competitive fees.

Please note, as this guide is printed in advance of course starting dates, the course fees may be subject to change.

How can I pay for my course?

Course fees should be paid at enrolment by cash or card. We accept all major credit/debit cards (e.g. Mastercard, Visa, Switch, Delta).

Flexible payments can be arranged by Direct Debit and Standing Order. Minimum payments of £25.00 per month for courses costing over £100. The first £100 must be paid at enrolment. (Terms and conditions apply. You should bring your bank account details if you would like to use this option.).

If your employer is paying your course fees you must bring a letter of authorisation from them to enrolment. We will then issue an invoice directly to your employer for payment.

Advanced Learner Loan

You will be required to start your loan application during the enrolment process. If you decide to use this option, please bring a current passport if you have one.

All 19+ learners need to bring their National Insurance (NI) Number to enrolment.

ADULT LEARNER SUPPORT FUNDING*

If you are worried about other costs that may be involved with continuing your education, then we can help!

If you are 19+ and need help with College related expenses such as travel to College, College trips, uniform or other course related expenses, there are a number of different funds available to help you. The aim of Learner Support Funding is to ensure adult learners are able to develop their careers through continued education by providing practical help to meet expenses directly associated with learning.

Further information about each of these funds can be found on the College website under Services for Students and you will also be able to download an application form. The funds are open throughout the academic year, so if your circumstances change during your studies there is support available to you.

- 19+ Learner Support Fund
- Advanced Learner Loan Bursary Only open to applicants in receipt of the Advanced Learning Loan
- Childcare Funding
- Hindley and Abram Grammar School Trust Fund Open to 16-24 year olds residing in a WN postcode
- The Reception Team at each College site can also help you to access this information and support.
- *Terms and conditions and eligibility criteria apply to all of the above funds.





ADVANCED LEARNER LOANS

Invest in your future

Learners aged 19+ who want to study a vocational, technical or professional qualification at Levels 3 and above are eligible to apply for an Advanced Learner Loan.

The Advanced Learner Loan is only available to students on eligible courses at an approved institution such as Wigan & Leigh College which can include:

- Access to Higher Education Diploma
- · Level 3 BTEC or NVQ Certificate or Diploma course
- · Level 4, 5 and 6 Certificate or Diploma

If you are aged 19-23 and you do not have a Level 3 qualification, you may not have to pay course fees.

See page 18 for more details about fees and financial assistance.







Repaying your Advanced Learner Loan is straightforward

• You'll only start making repayments when your income is more than £404 per week, £1750 per month or £21,000 a year.

INCOME EACH YEAR BEFORE TAX	MONTHLY SALARY	MONTHLY REPAYMENT
Up to £21,000	£1,750	• £0
£22,000	£1,833	• £7
£25,000	£2,083	• £30
£30,000	£2,500	• £67
£35,000	£2,917	• £105
£40,000	£3,333	• £142

 You'll only pay back 9% of any income above £21,000 a year, see table above for examples of what you'll repay:

If you are aged 19+ it's easy to apply

- Your household income isn't taken into account
- You won't have to pay anything back until your annual income is over £21,000
- There's no credit check
- Most learners aged 19+ or over who apply, will qualify for these loans from the UK government



ADVICE & ENROLMENT EVENT

Come along for Information and advice from our specialist tutors.

Wednesday 10th January 2018 4.00pm - 7.00pm

Wigan & Leigh College Parsons Walk Wigan WN1 1RR

01942 761111 www.wigan-leigh.ac.uk







