

# Stand out from the crowd... get the skills that employers are really looking for!

Enrolling NOW for courses starting in January and February.

## Information Technology and Administration – 603672

Day	Start Date	Weeks	Hours	Location	Start Time
<b>Computers for Beginners</b>					
Tues	05-Jan-10	10	2	Burslem	6.30 pm
Wed	06-Jan-10	10	2	Cauldon	1.00 pm
Wed	06-Jan-10	10	2	Burslem	6.30 pm
Thur	07-Jan-10	10	2	Cauldon	6.30 pm
<b>IT – Keeping up with your kids</b>					
Tues	05-Jan-10	10	2	Cauldon	6.30 pm
<b>Introduction to Photoshop</b>					
Thur	07-Jan-10	10	2	Cauldon	6.30 pm
<b>New CLAIT</b>					
Mon	04-Jan-10	30 (E-Image)	2	Cauldon	6.30 pm
Tues	05-Jan-10	30 (Spreadsheets)	2	Burslem	6.30 pm
Wed	06-Jan-10	30 (Database)	2	Burslem	6.30 pm
Wed	06-Jan-10	30 (Database)	2	Cauldon	6.30 pm
Thur	07-Jan-10	30 (Spreadsheets)	2	Cauldon	10.00 am
<b>ECDL 1/2, Essentials and Extra</b>					
Tues	05-Jan-10	L1 30/L2 60	2	Burslem	10.00 am
Tues	05-Jan-10	L1 30/L2 60	2	Cauldon	1.00 pm
Tues	05-Jan-10	L1 30/L2 60	2	Cauldon	3.00 pm
Tues	05-Jan-10	L1 30/L2 60	2	Cauldon	6.30 pm
Wed	06-Jan-10	L1 30/L2 60	2	Cauldon	10.00 am
<b>Computerised Accounts Level 1/2</b>					
Mon	22-Feb-10	18	3	Burslem	6.00 pm
Tues	23-Feb-10	18	3	Cauldon	6.00 pm
<b>Computerised Accounts Level 3</b>					
Thur	25-Feb-10	18	3	Cauldon	6.00 pm
<b>Sage Payroll Processing</b>					
Wed	06-Jan-10	12	2	Cauldon	6.30 pm
<b>CLAIT Plus</b>					
Mon	04-Jan-10	36	3	Cauldon	6.00 pm
<b>Adult Learners Level 2</b>					
Various	08-Feb-10	18	15	Cauldon	9.30 am
<b>Adult Learners Level 3</b>					
Various	08-Feb-10	18	15	Cauldon	9.30 am
<b>CISCO IT Essentials</b>					
Wed	24-Feb-10	18	3	Cauldon	6.00 pm
<b>Build Your Own PC</b>					
Thur	07-Jan-10	10	2	Cauldon	6.30 pm
<b>Software Testing</b>					
Mon	22-Feb-10	18	2	Cauldon	6.30 pm
<b>Java</b>					
Tues	23-Feb-10	18	3	Cauldon	6.00 pm
<b>Web Design</b>					
Tues	23-Feb-10	18	3	Cauldon	6.00 pm
<b>VB.NET</b>					
Wed	24-Feb-10	18	3	Cauldon	6.00 pm
<b>MOS Workshops</b>					
Tues	05-Jan-10	36	2	Burslem	12.30 pm
Wed	06-Jan-10	36	2	Cauldon	1.00 pm
Wed	06-Jan-10	36	2	Cauldon	3.30 pm
Thur	07-Jan-10	36	2	Burslem	2.00 pm
Thur	07-Jan-10	36	2	Cauldon	6.30 pm

## Business and Management – 603672

Day	Start Date	Weeks	Hours	Location	Start Time
<b>ISMM Level 2 Certificate in Sales &amp; Marketing</b>					
Mon	04-Jan-10	10	6	Snowhill	2.00 pm
<b>ISMM Level 4 Certificate in Operational Sales &amp; Marketing</b>					
Thur	07-Jan-10	25	3	Snowhill	6.00 pm
<b>CMI Level 3 Introductory Certificate in Management</b>					
Wed	06-Jan-10	12	3	Snowhill	3.00 pm
<b>CMI Level 5 Certificate in Management &amp; Leadership (attached to the L5 Diploma course – choice of 2 Units)</b>					
Mon	04-Jan-10			Snowhill	
<b>CIM Level 3 Introductory Certificate in Marketing</b>					
Wed	03-Feb-10	11	6	Snowhill	2.00 pm

## Hairdressing, Beauty and Holistic Therapy – 603666

Day	Start Date	Weeks	Hours	Location	Start Time
<b>Beyond the Basics – Short Hair</b>					
Mon	18-Jan-10	1 day	4	Cauldon	10.00 am
<b>VTCT Level 3 Diploma in Stone Therapy</b>					
Tues	23-Feb-10	18	2	Cauldon	6.00 pm

## Childcare, Health and Social Care – 603666

Day	Start Date	Weeks	Hours	Location	Start Time
<b>Award in Getting Started in a Pre-School Setting</b>					
Wed	13-Jan-10	10	3	Cauldon	6.00 pm
<b>CACHE Introducing Childcare Practice</b>					
Mon	11-Jan-10	7	2	Cauldon	6.30 pm
<b>Abuse Awareness</b>					
Thur	25-Feb-10	1 day	3	Cauldon	9.30 am
<b>Dementia Awareness</b>					
Wed	13-Jan-10	1 day	3	Cauldon	9.30 am
<b>Palliative Care</b>					
Tues	02-Feb-10	1 day	3	Cauldon	9.30 am
<b>NVQ 2 Children's Care Learning &amp; Development</b>					
TBC	Jan-10	36	4	Cauldon	5.00 pm
<b>NVQ 3 Children's Care Learning &amp; Development</b>					
Tues	05-Jan-10	36	4	Cauldon	5.00 pm
<b>NOCN Level 3 Tackling Substance Misuse</b>					
Tues	Feb-10	40	3	Cauldon	6.00 pm
<b>Level 2 Induction Award in Supporting People with a Learning Disability</b>					
Thur	14-Jan-10	10	5	Cauldon	1.00 pm
<b>Foundation Degree in Adult Social Care</b>					
Wed	Jan-10	36	7	Cauldon	1.30 pm

## Health and Safety/Food Hygiene/First Aid/Environment – 603675

Day	Start Date	Weeks	Hours	Location	Start Time
<b>First Aid at Work</b>					
Mon	11-Jan-10	3 days	7	Cauldon	9.00 am
Tues	09-Feb-10	3 days	7	Cauldon	9.00 am
<b>First Aid Re-Qualification</b>					
Wed	06-Jan-10	2 days	7	Cauldon	9.00 am
Mon	22-Feb-10	2 days	7	Cauldon	9.00 am
<b>Emergency First Aid at Work</b>					
Tues	12-Jan-10	1 day	7	Cauldon	9.00 am
Wed	24-Feb-10	1 day	7	Cauldon	9.00 am
<b>CIEH Level 2 Award in Food Safety</b>					
Wed	06-Jan-10	1 day	7	Cauldon	9.00 am
Wed	10-Feb-10	1 day	7	Cauldon	9.00 am
<b>Level 3 Award in Food Safety</b>					
Mon	22-Feb-10	3 days	7	Cauldon	9.00 am
<b>Level 2 Award Health &amp; Safety in the Workplace</b>					
Wed	20-Jan-10	1 day	7	Cauldon	9.00 am
Wed	24-Feb-10	1 day	7	Cauldon	9.00 am
<b>NEBOSH Environmental Management</b>					
Thur	25-Feb-10	5	7	Cauldon	9.00 am
<b>NEBOSH Certificate in Occupational Health &amp; Safety</b>					
Mon	25-Jan-10	14	7	Cauldon	9.00 am

## Engineering and Construction – 603100

Day	Start Date	Weeks	Hours	Location	Start Time
<b>Part P</b>					
Please call 603100 for details.					
<b>C&amp;G 2391 Inspection and Testing</b>					
Wed	06-Jan-10	Burslem			Please call 603100 for details.
<b>C&amp;G 2377 Pat Testing</b>					
Mon	04-Jan-10	Burslem			Please call 603100 for details.
<b>17th Edition Wiring Regulations</b>					
Mon	04-Jan-10	Burslem			Please call 603100 for details.
Thur	07-Jan-10	Burslem			Please call 603100 for details.
<b>17th Edition Update</b>					
Tues	05-Jan-10	Burslem			Please call 603100 for details.
<b>PLC Level 1</b>					
Mon	22-Feb-10	Burslem			Please call 603100 for details.
<b>PLC Level 2</b>					
Wed	24-Feb-10	Burslem			Please call 603100 for details.
<b>ACS Training</b>					
Dates available throughout the year. Please call 603100 for details.					
<b>ACS Assessment</b>					
Dates available throughout the year. Please call 603100 for details.					
<b>BPEC Unvented Hot Water</b>					
Fri	29-Jan-10	1 day		Burslem	
Fri	26-Feb-10	1 day		Burslem	
Please call 603100 for details.					
<b>BPEC Water Regulations</b>					
Fri	05-Feb-10	1 day		Burslem	
Please call 603100 for details.					

## Languages and Communication – 603675

Day	Start Date	Weeks	Hours	Location	Start Time
<b>Communication Tactics and Awareness with Deaf/Deafblind People</b>					
Thur	07-Jan-10	10	2	Cauldon	4.00 pm
<b>Introduction to British Sign Language</b>					
Tues	05-Jan-10	10	2.5	Cauldon	4.00 pm
Wed	06-Jan-10	10	2.5	Cauldon	9.30 am
<b>CACDP British Sign Language – Fast Track</b>					
Tues	05-Jan-10	24	2.5	Cauldon	9.30 am
Thur	07-Jan-10	24	2.5	Cauldon	6.30 pm
<b>Languages for Work &amp; Life – Beginners</b>					
<b>French</b>					
Thur	14-Jan-10	20	2.5	Cauldon	6.00 pm
<b>Spanish</b>					
Tues	12-Jan-10	20	2.5	Cauldon	6.00 pm
Wed	13-Jan-10	20	2.5	Cauldon	9.30 am
<b>CELTA</b>					
Tues	04-Jan-10	20	7.5	Cauldon	12.30 pm
<b>ESOL Skills for Life</b>					
If English is not your first language, you can follow a course in ESOL and gain a qualification. The qualifications are Certificate in ESOL Skills for Life (Entry 1, 2 or 3, Level 1 and Level 2).					
Each part of the qualification is assessed separately: one unit for speaking and listening, one unit for reading, and one unit for writing. You can take one, two, or all of the units depending on how much time you have to study and what your strengths are.					
Citizenship: If you are applying for naturalisation (British citizenship), your language skills will need to be at a minimum of Entry Level 3.					
Additional options include ESOL Computer skills, IELTS exam preparation and English for study. Please call 01782 603538 for details.					
<b>Useful English</b>					
We take real world examples of interest to you, like handling your post, information and form filling so you get the skills and knowledge you need in everyday life. You will develop your reading, writing and communication skills and gain a useful qualification. Courses run morning, afternoon and evening at Cauldon, Burslem and other community venues. Please call 01782 603538 for details.					
<b>Useful Maths</b>					
We take real world examples of interest to you, like money matters, checking bills and measuring up so you get the skills and knowledge you need in everyday life. You will develop your Maths skills and gain a useful qualification. There is a wide range of courses, dates and venues available. Please call 01782 603538 for details.					
<b>GCSE – English</b>					
Fri	22-Jan-10	33	3	Cauldon	9.30 am
<b>GCSE – Maths</b>					
Tues	12-Jan-10	33	3	Cauldon	6.00 pm
Fri	15-Jan-10	33	3	Cauldon	12.30 pm

## Prince's Trust Team

A 12 week self-development course for 16-25 year olds. This exciting programme of activities enables participants to engage in a team-building residential, community projects, fund-raising activities, work placement, team challenge and final presentation.

Participants can gain up to 8 nationally recognised qualifications including Key Skills, Preparation for Employment, Food Hygiene and Health and Safety awards. For further details contact 01782 603790.

## We also have a range of courses for young people aged 16 to 19 starting in January

Contact us for more information.

## OPENING HOURS

Cauldon and Burslem Campus		*Please note we will be closed from 25th December and will reopen on Monday 4th January 2010.
Monday to Thursday	9.00am–7.00pm	
Friday	9.00am–4.00pm	
Reduced Christmas Opening Hours*		
21st – 23rd December	9.00am–4.00pm	
24th December	9.00am–3.30pm	