Part-Time Professional, Vocational, Higher Education and Community Learning Course Guide. 2016/17
10% EARLY BIRD DISCOUNT
Enrol before 31st July on any part-time Community Leisure course, over four weeks long and starting from September 2016, to receive a 10% course fee discount.

Note: these discounts are only applicable for non-concession fee-paying students and may not be used in conjunction with any other offer. Enrolment includes full payment.

OTHER OFFERS
Recommend a friend
Recommend a friend to a Community Learning course and you and your friend will both receive 20% off your next course with us.

Suggest a course
If there is a Community Learning course you have always wanted to do, or would like to try, but we are not currently offering it, then we would like to hear from you. If we decide to run the course you will receive a 30% discount upon booking your place.

CONTENTS
3 Welcome to your Newbury College
4 Opening hours
5 Ways you can study
8 Maths & English skills
9 Apprenticeships
10 Here to help
11 What studying might cost you
13 What help is available?
15 Guide to using the course listings

15 Arts, Crafts, Design and Fashion – Qualification Courses
16 Arts, Crafts, Design and Fashion – Community Learning Courses
20 Beauty, Hairdressing and Complementary Therapies – Qualification Courses
21 Beauty, Hairdressing and Complementary Therapies – Community Learning Courses
21 Business, Accountancy and Management – Qualification Courses
23 Child Care – Qualification Courses
24 Computing and Information Technology – Qualification Courses
24 Computing and Information Technology – Community Learning Courses
29 Construction and Building Technology (inc Health and Safety) – Qualification Courses
30 Construction and Building Technology (inc Health and Safety) – Community Learning Courses
30 Cookery, Catering and Hospitality – Community Learning Courses
31 Engineering and Electrical – Qualification Courses
32 Motor Vehicle – Qualification Courses
32 Essential Skills (English and Maths) – Qualification Courses
34 Health, Social Care and Counselling – Qualification Courses
35 Health, Social Care and Counselling – Community Learning Courses
36 Humanities and Languages – Community Learning Courses
38 Media, Music and Dance – Qualification Courses
38 Media, Music and Dance – Community Learning Courses
41 Oxford University Department of Continuing Education
41 Sport, Leisure and Public Services – Qualification Courses
41 Teaching and Training – Qualification Courses

48 How to find us
50 Get in touch
51 Index
25 Application / Enrolment Form

COLLEGE OPEN DAYS & EVENINGS
Speak to subject specialists
Tour the campus and facilities
Get advice and guidance

Saturday 03 September 2016 10:00 – 13:00
Tuesday 08 November 2016 16:00 – 20:00
Wednesday 08 February 2017 16:00 – 20:00
Saturday 13 May 2017 10:00 – 13:00

Alternative format
This course guide can be made available in larger print and other formats on request. Please contact Information Services for more details. Call 01635 845000.

Newbury College endeavours to provide a wide range of courses and learning programmes that meet the requirements of the local community. Some of the courses in this guide may still be awaiting approval from the awarding body and the majority of courses are subject to minimum enrolment numbers. For details please visit www.newbury-college.ac.uk/disclaimer

Data Protection: Newbury College stores and processes all student data in accordance with the provisions of the Data Protection Act 1998.
Welcome to the Newbury College part-time course guide 2016/17. We are proud of the range of courses we offer to adult students and I hope we have a course in a subject which is of interest to you.

We welcome all students who can benefit from our wide range of courses, whether this is to gain new experience or a professional qualification, or to build skills and knowledge to get that job you have always wanted.

Learning is something everyone can participate in, whether for fun, general interest, or to enhance career prospects. At Newbury College, we have professional staff, a welcoming environment, and a range of new, high-quality facilities.

As well as our main Monks Lane campus, we offer over 300 leisure courses in various venues across West Berkshire and North Hampshire, bringing a wide range of learning opportunities to your doorstep. At our Calcot Centre (just off junction 12 of the M4) we also offer a range of courses to meet local needs. All these opportunities will enable you to achieve a new skill, pursue a hobby, take a qualification, or all of these. If you study with us, you will be motivated and achieve.

Please visit our website, contact Information Services at Newbury College, or come along to an Open Day to find out what a course at Newbury College can do for you.

Dr Anne Murdoch, OBE
Principal and Chief Executive, Newbury College
**For courses with an f symbol refer to the funding information table on page 12. For explanation of 19+ Loans, HE Loans, West Berkshire Concessions, Exam Fees, and Employer Responsive courses, please see pages 12 and 13.**

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**OPENING HOURS**

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**Main College term dates**

The main College runs through the following term dates:

- **Autumn term 1** 12 Sep 2016 to 21 Oct 2016
- **Half term** 24 Oct 2016 to 28 Oct 2016
- **Autumn term 2** 31 Oct 2016 to 14 Dec 2016
- **Christmas holidays** 15 Dec 2016 to 03 Jan 2017
- **Spring term 1** 04 Jan 2017 to 10 Feb 2017
- **Half term** 13 Feb 2017 to 17 Feb 2017
- **Spring Term 2** 20 Feb 2017 to 04 Apr 2017
- **Easter holidays** 05 Apr 2017 to 21 Apr 2017
- **Summer term 1** 24 Apr 2017 to 26 May 2017
- **Half term** 29 May 2017 to 02 Jun 2017
- **Summer term 2** 05 Jun 2017 to 07 Jul 2017

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**Saturday opening**

The College is open on a number of Saturdays throughout the year; delivering learning at a time to suit you. We are open on the following Saturdays:

- 03 Sep 2016  24 Sep 2016  15 Oct 2016
- 14 Jan 2017  04 Feb 2017  25 Feb 2017
- 11 Mar 2017  25 Mar 2017  29 Apr 2017
- 13 May 2017  10 Jun 2017  24 Jun 2017

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**Note:** details of courses held on Saturdays are within the course listings of this Guide.

**Calcot Community Learning Centre**

Above Sainsbury’s (close to junction 12 of the M4), Bath Road, Calcot, Reading, RG31 7SA. Tel: 0118 942 7040

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**Open Days And Open Evenings**

Our open events provide an excellent opportunity for prospective students to speak to subject specialists, tour the campus and facilities, and obtain advice and guidance.

- **Saturday** 03 September 2016  10:00 – 13:00
- **Tuesday** 08 November 2016  16:00 – 20:00
- **Wednesday** 08 February 2017  16:00 – 20:00
- **Saturday** 13 May 2017  10:00 – 13:00

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**Holiday activities**

We will be running activities in a variety of subjects at Newbury College throughout the Easter and Summer holidays. For details please see page 44 or call the Information Services team on 01635 845000.

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**Community Learning term dates differ and are:**

- **Term A** 12 Sep 2016 – 07 Nov 2016
- **Term B** 21 Nov 2016 – 30 Jan 2017
- **Term C** 06 Feb 2017 – 03 Apr 2017
- **Term D** 24 Apr 2017 – 26 Jun 2017

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**Opening hours term-time**

- **Monday** 08:30 - 21:00
- **Tuesday** 08:30 - 21:00
- **Wednesday** 08:30 - 21:00
- **Thursday** 08:30 - 21:00
- **Friday** 08:30 - 16:45

The Saturdays on which we are open are listed in the next column. The College is closed on Sundays.

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**Out of term-time**

- **Monday to Friday** 08:30 - 16:30

We are open for anyone who wishes to come into the College seeking advice and guidance about any of our courses. We look forward to welcoming you.
WAYS YOU CAN STUDY

Professional courses

Professional courses lead to an accredited qualification that may help you succeed in your chosen career. They range from Level 1 to degree level programmes. Some professional courses require membership of an institute or awarding body, which may require a membership fee.

Subjects include:
- Accounting and Book Keeping (Pages 21-22)
- Beauty Therapy and Hairdressing (Pages 20-21)
- Business and Management (Pages 21-23)
- Coaching and Mentoring (Page 42)
- Construction (Pages 29-30)
- Counselling (Page 34)
- Electronics and Engineering (Pages 31-32)
- First Aid (Pages 23 and 34)
- Graphic Design (Page 38)
- Health and Safety (Page 30)
- Health and Social Care (Page 34)
- Human Resources (Page 22)
- Marketing (Page 22)
- Motor Vehicle (Page 32)
- Teacher Training and Assessing (Pages 41-42)

Business training

Newbury College is skilled in developing training packages specifically for individual companies through our open and bespoke Management Workshop programmes and Legal Compliance courses. See page 43.

Flexible-start courses

These courses are available throughout the year. This means you can enrol to start at any time creating a flexible programme to suit you.

HOW TO APPLY OR ENROL

STEP 1

Complete the application form which can be found in this guide on page 25 or download it from our website, or for Adult and Community Leisure courses you can enrol and pay online via our website www.newbury-college.ac.uk

STEP 2

Send your application form to us by one of the following methods.

Post: Newbury College, Monks Lane, Newbury, RG14 7TD

Email: Downloaded forms from our website can be emailed to applications@newbury-college.ac.uk

In person: to the Information Services desk at the Monks Lane campus, Newbury.

STEP 3

We will get in touch:

Community Learning, Distance Learning, and non-professional courses: you will receive a letter confirming your place.

Professional, academic, vocational, HNC/ HND and Foundation Courses: we will arrange for you to have an interview with the course leader. This may be conducted over the telephone or you may be required to attend the College for your interview.

More courses online!

Early application is recommended as classes can fill up quickly. Newbury College reserves the right to refuse applications in line with our Admissions Policy.

In addition to the publicised course fee, some courses also attract registration, membership, exam or material costs. For full course details and costs visit www.newbury-college.ac.uk, email info@newbury-college.ac.uk or call 01635 845000 and ask for the Information Services team.
WAYS YOU CAN STUDY

Higher Education

Higher education qualifications are equivalent to one or two years at university and cost significantly less than university fees. Our high-quality Foundation Degree, HNC and HND courses provide you with the skills you need to succeed, whether you want to go on to further study at university or develop a career. We have links with some excellent universities including University of Reading, Southampton Solent and University of Buckingham.

Subjects include:
- Accounting - Level 4 (Page 21)
- Business - HNC (Page 22)
- Foundation Degree in Child Development and Learning (Page 23)
- Computing - HNC Level 4 (Page 24)
- Electrical and Electronics - HNC Level 4 (Page 31)
- Electrical and Electronics - HND (Page 32)
- Education and Training - Level 4 (Page 42)
- Graphic Design - HNC (Page 38)
- Graphic Design - HND (Page 38)
- Mechanical Engineering - HNC (Page 32)
- Mechanical Engineering - HND (Page 32)
- Public Services - HNC (Page 41)
- Sport - HNC (Page 41)

Routes to Higher Education

We offer a wide range of courses and apprenticeships at Level 3 to help students progress onto Higher Education, including “Access to HE” programmes.

- Access to HE: Health and Social Care Professions - (Page 34)
- Access to HE: Primary Teaching (Page 41)

All students at Newbury College can access excellent advice, guidance and support to assist them in making the right choice and preparing them with the necessary skills required for advanced level learning.

Higher National Certificate (HNC)

This is a one or two year vocational programme which enables progression to study at Higher National Diploma level.

Higher National Diploma (HND)

HNDs cover advanced level practical and theoretical knowledge of the chosen subject.

Foundation Degree

This is a one or two year course which enables progression onto University Degree courses.

Note: Higher National Certificates (HNC), Higher National Diplomas (HND) and Foundation Degrees all support progression to ‘top-up degrees’ at local universities.

Fees and Funding

Higher Education at Newbury College can be more cost-effective than university. Students can save on accommodation costs and benefit from significantly reduced tuition fees. Financial assistance, Advanced Learning Loans and Higher Apprenticeship schemes can also help reduce or manage the cost of your education.

For more information on fees and funding, please see page 13.

For more information on Higher Education please visit our website www.newbury-college.ac.uk/higher

For courses with an € symbol refer to the funding information table on page 12. For explanation of 19+ Loans €, HE Loans €, West Berkshire Concessions €, Exam Fees €, and Employer Responsive courses ER, please see pages 12 and 13.
In addition to the publicised course fee, some courses also attract registration, membership, exam or material costs. For full course details and costs visit www.newbury-college.ac.uk, email info@newbury-college.ac.uk or call 01635 845000 and ask for the Information Services team.

WAYS YOU CAN STUDY

Community Learning

Community Learning programmes at Newbury College are offered in the following three ways:

One day [Bite Size] workshops, designed as a taster or an introduction to a subject, or just as a fun one-off session.

Short, non-accredited, leisure courses, usually delivered in short weekly sessions over a period of 2-4 weeks.

Longer, vocational courses which are run in 2-hour sessions over a period of 8 or more weeks and include a qualification on completion.

When enrolling on the longer Community Learning courses, students will be given the option of undertaking a short accredited award. The award involves keeping a portfolio of work completed over the duration of the course and completing a student workbook. The award will be focussed around the subject of the course, i.e. a certificate in Dressmaking, Upholstery, Photography.

If you decide you wish to attend a course but do not wish to undertake the award, you can still join the course and complete the first 2-3 weeks as a short, non-accredited leisure course. The fees will be adjusted depending on whether or not you take an award.

Digital and Distance Learning

Newbury College offers online and distance learning courses in a wide range of subjects many leading to recognised qualifications. These flexible courses are available throughout the year enabling you to choose when you wish to study and allow you to study at your own pace. You are supported by your personal tutor on a one-to-one basis throughout your course.

Subjects include:

- Business Administration (Pages 22-23)
- Counselling Skills (Page 34)
- Customer Service (Page 23)
- Equality and Diversity (Page 23)
- Health and Social Care (Pages 34-35)
- Information, Advice or Guidance (Page 23)
- ITQ (Page 24)
- Lean Organisation Management Techniques (Page 23)
- Leadership and Management (Page 23)
- Nutrition and Health (Page 35)
- Preparing to Work in Adult Social Care (Page 35)
- Team Leading (Page 23)

Other courses are available, please see the website for details.

Calcot Community Learning Centre

Above Sainsbury’s (close to junction 12 of the M4), Bath Road, Calcot, Reading, RG31 7SA. Tel: 0118 942 7040

The Calcot Community Learning Centre is a training facility aimed at those looking to access adult learning in this area. The centre offers a range of courses from part-time leisure courses to professional qualifications to improve your job prospects or learn a new skill.

Subjects include:

- Creative Writing (Page 36)
- DSLR Photography (Page 39)
- Drawing Skills (Page 16)
- French (Page 37)
- iPad (Page 24)
- Italian (Page 37)
- Jewellery Making (Page 18)
- Microsoft Excel (Page 24)
- Public Speaking (Page 36)
- Social Media for Business (Page 29)
- Spanish (Page 38)
- Web Design for Beginners (Page 29)
- Windows 10 (Page 24)

Other courses are available, please see website for details.
Would you like to improve your English or Maths skills to:

- Increase your employability
- Return to study
- Help your child with their homework
- Improve your English language while living in the UK (non-native speakers)?

Functional Skills classes are a range of English and Mathematics courses that provide an opportunity to gain a nationally recognised qualification. There are five levels from beginner to GCSE, so there is a level for everyone and the opportunity to progress. These courses are for anyone who wants to improve their skills, whether they are looking for entry to a higher level course or did not do as well as they could have at school.

Classes include:

- Brush up your English (Functional Skills English)
- Functional Skills English for non-native Speakers (FENNS)
- Brush up your Maths (Functional Skills Mathematics)
- GCSE English and Mathematics

International students

Both EU and non-EU students are welcome. For non-EU students, please ask for details of fees as these will be different from the fees stated in this guide. All fees must be paid by the start of the course.

Functional Skills English and Mathematics

Functional Skills classes are held at Newbury College. Our classes allow you to work towards a nationally recognised qualification. It doesn’t matter what level you are at, there are classes for all abilities. Classes are usually 2½ hours long. You join in September and the course runs until June. If you are ready, you may be able to take exams earlier in the year. Some exams run in January.

If you are not quite ready to take Functional English or Functional Mathematics qualifications, you can still study English and Mathematics at other venues in West Berkshire. If you are interested in studying English and Mathematics in the community, please contact a member of the Community Learning team on 01635 845000.

Fees

Functional Skills English and Mathematics classes are free for all students who meet Government funding eligibility. This will be confirmed at interview. (Students who leave their course prior to completion may have to pay fees.)

What should I do if I want to join a class?

If you would like to join a Functional Skills course or if you would just like further information, please phone 01635 845000 or complete the application form in this guide and hand or post it back to the Newbury College Information Services team. Before joining any class we will ask you to come to the College for an interview to discuss your needs. We can then find the right class for you.

Functional Skills English and Mathematics Exams

You will be required to sit an exam to pass your qualification and will be guided by your teacher about when to take the exam.

GCSE English and Mathematics

GCSE English is designed to further improve and enhance personal skills in reading, writing, speaking and listening while studying English language. The qualification is assessed by two examinations at the end of the course.

GCSE Mathematics is essential for many careers and higher education courses. This course develops an understanding of mathematics methods and concepts. The qualification is assessed by two examinations at the end of the year.

These qualifications are suitable for anyone who has not yet achieved GCSE at grade C or above.

Fees

GCSE English and Mathematics classes are free for all students who meet Government funding eligibility. This will be confirmed at interview. (Students who leave their course prior to completion may have to pay fees.)

What should I do if I want to join a class?

If you would like to join a GCSE course or if you would just like further information, please phone 01635 845000 or complete the application form in this guide and hand or post it back to the Newbury College Information Services team. Before joining any class we will ask you to come to the College for an interview to discuss your needs. We can then find the right class for you.

Volunteers

Do you enjoy helping others to learn and achieve?

Would you like to be a volunteer at Newbury College or in the community?

English and Mathematics volunteers are an important part of a learner’s journey to success at Newbury College. The Essential Skills team welcome volunteers to work in classes, under the guidance of a lecturer, or one-to-one with individual students.

You would be working with adults and young people to help them improve their reading, writing, maths, or spoken English if it is their second language. Classes are held in the daytime or evening and the College will fund your travel expenses and support relevant training. If you are interested or would like further information, please contact a member of the Essential Skills team on 01635 845000.
Apprenticeships are open to all candidates who are aged 16+, whether they are just leaving school, have been working for years or are seeking to start a new career. Candidates need to be living in England and not taking part in full-time education.

There are a number of components that make up Apprenticeship Frameworks at each level. They all include occupational competence and technical knowledge in their subject areas and also include Employment Rights and Responsibilities, Personal Learning and Thinking Skills, and Functional Skills, though these components differ between the subject areas.

### Apprenticeships available with Newbury College:

<table>
<thead>
<tr>
<th>Apprenticeship</th>
<th>Duration</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting: provides a range of essential accounting skills and underlying principles, developing your understanding in manual and computerised accounts.</td>
<td>13 months</td>
<td>Level 2</td>
</tr>
<tr>
<td></td>
<td>18 months</td>
<td>Level 3</td>
</tr>
<tr>
<td>Business Administration: provides the skills, knowledge and performance for a career in Business Administration.</td>
<td>14 months</td>
<td>Level 2</td>
</tr>
<tr>
<td></td>
<td>18 months</td>
<td>Level 3</td>
</tr>
<tr>
<td>Customer Service: provides the skills to deliver excellent customer service in a range of industries.</td>
<td>13 months</td>
<td>Level 2</td>
</tr>
<tr>
<td></td>
<td>18 months</td>
<td>Level 3</td>
</tr>
<tr>
<td>Catering: designed to equip apprentices to work as a chef/cook in a variety of food businesses; eg Commis Chef, Demi Chef, Chef de Partie or school cook.</td>
<td>15 months</td>
<td>Level 2</td>
</tr>
<tr>
<td>Children &amp; Young People’s Workforce: covers a wide range of job roles in Children and Young People’s settings.</td>
<td>14 months</td>
<td>Level 2</td>
</tr>
<tr>
<td></td>
<td>21 months</td>
<td>Level 3</td>
</tr>
<tr>
<td>Creative and Digital Media: provides essential skills including interactive media design, digital video production and editing, web animation, web authoring and digital communication.</td>
<td>15 months</td>
<td>Level 3</td>
</tr>
<tr>
<td>Early Years Educator: suitable for staff supporting children in Early Years settings; Grade A* - C entry requirement.</td>
<td>24 months</td>
<td>Level 3</td>
</tr>
<tr>
<td>Performing Engineering Operations (PEO): designed to offer the skills required to work in engineering workshops.</td>
<td>24 months</td>
<td>Level 2</td>
</tr>
<tr>
<td>Engineering Maintenance / Electronics: designed to provide the technical skills in engineering maintenance or electronics.</td>
<td>36 months</td>
<td>Level 3</td>
</tr>
<tr>
<td>Engineering / Mechanical Manufacturing: offers the advanced workshop skills required in an engineering environment.</td>
<td>36 months</td>
<td>Level 3</td>
</tr>
<tr>
<td>Engineering Technical Support: offers the skills required in technical areas such as CAD, Quality and Inspection.</td>
<td>36 months</td>
<td>Level 3</td>
</tr>
<tr>
<td>Engineering Manufacture: a higher level apprenticeship which requires a previous Level 3 qualification and offers development in design and technology.</td>
<td>36 months</td>
<td>Level 4</td>
</tr>
<tr>
<td>Electrical Installation: designed to develop competencies to carry out job roles associated with the installation of electrotechnical systems and equipment to include domestic installations.</td>
<td>42 months</td>
<td>Level 3</td>
</tr>
<tr>
<td>Health &amp; Social Care: provides the skills knowledge and competence for health care support workers working in a variety of adult social care settings.</td>
<td>13 months</td>
<td>Level 2</td>
</tr>
<tr>
<td></td>
<td>18 months</td>
<td>Level 3</td>
</tr>
<tr>
<td>IT &amp; Telecoms Professionals: designed to develop skills to operate in today’s IT and telecoms job roles, including Software Development, Web Development, Technical Support, Telecommunications and Databases.</td>
<td>12 months</td>
<td>Level 2</td>
</tr>
<tr>
<td></td>
<td>18 months</td>
<td>Level 3</td>
</tr>
<tr>
<td>Marketing: provides the skills knowledge and experience needed to perform successfully in a marketing career.</td>
<td>13 months</td>
<td>Level 2</td>
</tr>
<tr>
<td></td>
<td>18 months</td>
<td>Level 3</td>
</tr>
<tr>
<td>Motor Vehicle Maintenance &amp; Repair: provides the skills to work in the automotive industry on light vehicles.</td>
<td>12 months</td>
<td>Level 2</td>
</tr>
<tr>
<td></td>
<td>24 months</td>
<td>Level 3</td>
</tr>
<tr>
<td>Retail: designed to provide the knowledge, skills and understanding required to carry out a retail job role (such as sales assistant, customer service assistant and stockroom assistant) and support future progression within the sector.</td>
<td>12 months</td>
<td>Level 2</td>
</tr>
<tr>
<td>Supporting Teaching &amp; Learning in Schools: aimed at learning support staff whose work responsibilities are closely supervised.</td>
<td>15 months</td>
<td>Level 2</td>
</tr>
<tr>
<td>Specialist Support for Teaching &amp; Learning in Schools: designed for learning support staff with a working role which requires competence in a specialist area and/or across a varied range of responsibilities.</td>
<td>24 months</td>
<td>Level 3</td>
</tr>
</tbody>
</table>

**Note:** There may be entry requirements depending on the type of Apprenticeship you have chosen, and the industry sector. Other subjects are available. If you are interested but have not yet got a sponsoring employer please contact the Business Team for more information.

Tel: 01635 845229 Email: business@newbury-college.ac.uk www.newbury-college.ac.uk/apprenticeships

In addition to the publicised course fee, some courses also attract registration, membership, exam or material costs. For full course details and costs visit www.newbury-college.ac.uk, email info@newbury-college.ac.uk or call 01635 845000 and ask for the Information Services team.
In addition to the publicised course fee, some courses also attract registration, membership, exam or material costs. For full course details and information about financial support which may be available to support your learning, please contact us. We will do all we can to ensure that you have an enjoyable and successful time at Newbury College. Please highlight any requirements you may have on your enrolment form and we will make every effort to ensure these needs are met. Copies of our Accessibility Statement and Single Equality Duty policy are available on request in a variety of formats. Our Disability Equality Scheme and action plan are available on our website and in a variety of formats on request.

Equality of opportunity for all

The College believes unreservedly in giving everyone the opportunity to make use of College resources.

The College will not discriminate, directly or indirectly, against anyone, on the basis of race, creed, gender, age, disability, religion or political belief. Any instance of such discrimination is regarded as a serious disciplinary matter.

Accessibility

The College is committed and keen to support students with disabilities. Facilities include:

- Fully accessible building and facilities
- Hearing Loops
- Provision of accessibility software
- Software for visually impaired
- Braille printing facility

If you would like to discuss any individual requirements, please contact us. We will do all we can to ensure that you have an enjoyable and successful time at Newbury College. Please highlight any requirements you may have on your enrolment form and we will make every effort to ensure these needs are met. Copies of our Accessibility Statement and Single Equality Duty policy are available on request in a variety of formats. Our Disability Equality Scheme and action plan are available on our website and in a variety of formats on request.

Information Services and Learner Services

The Information Services and Learner Services teams at Newbury College are here to ensure all students have a successful and enjoyable time. They can provide help and guidance to ensure you choose the best course of study to meet your needs; help you to enrol; offer guidance and information; answer queries; and make sure you settle successfully into the College. As a student with Newbury College, we offer you:

- Assistance in completing your application or enrolment form
- Information about financial support which may be available to support your learning
- Welfare advice on application
- Access support for disabilities
- Learning Support
- English and Maths Skills Support
- Counselling Services
- Chaplaincy

Facilities

The Monks Lane campus offers the following services to all:

- A Learning Resource Centre for all students which provides access to e-resources, internet, printing and traditional library services.
- Food and drink from the refectory (including a Starbucks coffee outlet)

Newbury College also has a training facility in Calcot. The Calcot Community Learning Centre is situated above Sainsbury’s, close to junction 12 of the M4. The address is Bath Road, Calcot, Reading, RG13 7SA. Tel: 0118 942 7040. The Centre offers a professional learning environment for adult students, both individuals and businesses. The Centre also offers room hire.

Childcare

There is an independent nursery on the Monks Lane campus. For further information, please call Busy Bees on 01635 524832. For students aged 20 or over, some financial assistance may be available for childcare via the Newbury College Bursary. For students aged under 20, financial assistance may be available through the Care to Learn scheme. For further information, please contact Information Services on 01635 845000.

Essential Skills: Mathematics and English

The College is committed to supporting students to improve their Mathematics and English skills by providing a range of learning opportunities. See page 8.

Safeguarding - Children, Young People and Vulnerable Adults

At Newbury College we take our responsibility to safeguard children, young people and vulnerable adults very seriously. All staff are subject to DBS disclosure and are required to work within strict College guidelines. There is a dedicated team of officers suitably trained to deal with issues surrounding safeguarding. Newbury College works closely with other outside organisations to ensure its safeguarding policy is up to date and is compliant with government legislation.

By enrolling on any of our courses, you agree to abide by the College Code of Conduct. This is available online or from the Information Services Desk.

If you have any queries or concerns about your safety, or the safety of others, please let us know.
WHAT STUDYING MIGHT COST YOU

General information

Fees, payment information and course tuition fees in this guide apply to:

- UK residents who have lived here continuously for at least the last three years
- Refugees or asylum seekers with exceptional leave to remain in the UK
- Persons taking part in a reciprocal exchange
- Nationals from one of the following states of the European Economic Area: Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of Cyprus, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, UK and EU overseas territories.

Other fees

Some courses have extra costs for materials, registration, exam fees, professional membership etc. If you have any concerns about additional costs, please contact the Information Services team.

Professional membership

Professional courses lead to an accredited qualification that will help you succeed in your chosen career. They range from Level 1 to advanced degree-level programmes. Some professional courses require membership of an institute or awarding body, which may require you to pay a membership fee. Please check with Information Services when applying for your course if you are required to join a professional organisation.

International students

International students from countries outside the EU are welcome and should ask for details of fees, as these will differ from the fees stated in this guide. All fees must be paid by the start of the course.
What studying might cost you

Course fees vary. Some course fees may be reduced if you are entitled to a Government subsidy.

For courses listed in this guide with an 19+, HE or HE symbol please consult the table below to see what funding might be available to you. Please use your age as at 31st August when reading the table.

Depending on how old you are, and what previous training you have undertaken, you may be entitled to enrol on a course for free (shown below as “No fee”), be required to pay a “Tuition fee”, or may be eligible for an Advance Learner Loan or HE Loan to help with the cost of your course. (Be aware Advanced Learner Loans may not fully cover the cost of your tuition).

Note: all details in the table below are subject to you being enrolled on a funded course. If the course is not funded you will need to pay the full-cost tuition fee.

Funding information table:

<table>
<thead>
<tr>
<th>Unemployed and on benefits, and seeking employment</th>
<th>Up to 23 years old</th>
<th>Aged 24+</th>
</tr>
</thead>
<tbody>
<tr>
<td>All 19+</td>
<td>All 14 – 18</td>
<td>19 – 23 year olds</td>
</tr>
<tr>
<td>Stand-alone units</td>
<td>No fee</td>
<td>No fee</td>
</tr>
<tr>
<td>Essential Skills English and Maths</td>
<td>No fee</td>
<td>No fee</td>
</tr>
<tr>
<td>English Language and Maths GCSE (not achieved A*-C)</td>
<td>No fee</td>
<td>No fee</td>
</tr>
<tr>
<td>Provision to progress to Level 2</td>
<td>No fee</td>
<td>No fee</td>
</tr>
<tr>
<td>Level 2</td>
<td>No fee</td>
<td>No fee</td>
</tr>
<tr>
<td>Level 3**</td>
<td>Advanced Learner Loan</td>
<td>No fee</td>
</tr>
<tr>
<td>Level 4 and above**</td>
<td>Advanced Learner Loan</td>
<td>No fee</td>
</tr>
<tr>
<td></td>
<td>Or HE Loan</td>
<td>Or HE Loan</td>
</tr>
</tbody>
</table>

For HE courses, please be aware that home and EU students who are aiming for a qualification at a level that is equivalent to, or lower, than one they already hold will not be fundable by HEFCE and a full-cost tuition fee will be charged (i.e. a higher fee than shown in this course guide).

International Students: both EU and non-EU students are welcome. For non-EU students please ask for details of fees as these will be different from the fees stated in this guide.

If in doubt about your course fees please contact the Information Services team on 01635 845000.

*Not all L2 and L3 courses are available for “No fee” waiver as your first full qualification
**If an Advanced Learner Loan is not available for the qualification a full cost fee will be applied
***Subject to meeting the “Unemployment” criteria and providing appropriate evidence
WHAT HELP IS AVAILABLE?

You may be entitled to help:

Stand-alone units (coded courses)
If you are aged 16-18 and want to study stand-alone units, you may be entitled to fee remission (No fee). If you are 19+ there will be a fee.

Essential Skills English and Maths
No matter what age you are there are no fees for these courses (No fee).

English Language and Maths GCSE (where you have not achieved A*-C)
No matter what age you are, there are no fees for these courses (No fee).

Entry / Level 1 entitlement (coded courses)
If you are aged 19-23 and need to do an Entry or Level 1 qualification in order to progress to Level 2 in any subject, you may be entitled to full fee remission (No fee). Partial fee remission may be available if you already have a full Level 2 qualification or if you are aged 24+.

Level 2 entitlement (coded courses)
Fully-funded Level 2; the equivalent of five GCSEs.
If you are aged 19-23 and want to study for your first full Level 2 qualification you may be entitled to full fee remission (No fee). Partial fee remission may be available if you already have a full Level 2 qualification or if you are aged 24+.

Level 3 entitlement (coded courses)
Fully-funded Level 3; the equivalent of 3 A Levels.
If you are aged 19-23 and want to study for your first full Level 3 qualification, entitlement may be available to cover the cost of some of your fees. If you are aged 19+ you may have to pay full fees but an Advanced Learner Loan may be available to you.

Level 4 and above (Advanced Learner Loans 19+)
(coded courses)
For qualifications Level 4 and above you have to pay full fees but an Advanced Learner Loan or HE Loan may be available to you.

Advanced Learner Loans 19+ and HE Loans 19+ (coded courses)
Advanced Learner Loans for further education are available for students aged 19 and over studying at Level 3 or above. Applicants aged 19 and over who have been offered a place are able to start their course whilst their loan application is being processed. This also applies to applicants for HE loans. Please note Advanced Learner Loans may not fully cover the cost of your tuition.

To find out how to apply for a loan, please contact the Information Services team on 01635 845000.

Please note: For some courses with “no fees”, students may be charged if they withdraw before completing their course.

West Berkshire Council Concessions
Newbury College part-time Community Learning courses, which do not lead to a formal qualification, may be subsidised by West Berkshire Council. Such courses are indicated by a symbol in this course guide.

You can claim 50% discount off the tuition fee if you are resident in the West Berkshire Council area and receive one of the following benefits (NB: evidence is required):

- Universal Credit
- Income-based ESA
- Jobseekers Allowance
- Income Support
- Housing Benefit
- Pension Credit Guarantee
- Council Tax Benefit
- Disability Living Allowance (DLA) / Personal Independence Payment (PIP)
- Registered carer of an adult claiming DLA/PIP

A discount of 30% off the tuition fee is available to students aged 60 and over who are resident in the West Berkshire Council area.

Note: as this discount is awarded by West Berkshire Council on an annual basis, course information and fee discounts may be subject to change.

Refund of fees
The College does not refund tuition fees and will expect full payment of the course fee (even if loan-funded), unless the College closes a course. A copy of the College refund policy is available on request.

Help with costs for professional courses
If you do not qualify for any fee discounts, but feel you cannot afford the fees, there may still be help available. There are a number of schemes and funds for which you may be eligible, including the following:

- Newbury College Bursary (coded courses only)
- Help with travel costs
- Help with childcare costs (coded courses only)
- Professional and Career Development Loans
- Advanced Learner Loans 19+ (coded courses only)

To find out about the different options for financial help visit www.newbury-college.ac.uk, or book an appointment via Information Services on 01635 845000 for a confidential chat.

Employer related workplace learning
Courses marked are “Employer Responsive” and state the tuition fee for the employer to pay.

Note: to find out more, or if you have any questions, please contact our Information Services team on 01635 845000 or by email on info@newbury-college.ac.uk.

In addition to the publicised course fee, some courses also attract registration, membership, exam or material costs. For full course details and costs visit www.newbury-college.ac.uk, email info@newbury-college.ac.uk or call 01635 845000 and ask for the Information Services team.
For courses with an * symbol refer to the funding information table on page 12. For explanation of 19+ Loans, West Berkshire Concessions, Exam Fees, and Employer Responsive courses, please see pages 12 and 13.

In addition to the publicised course fee, some courses also attract registration, membership, exam or material costs. For full course details and costs visit www.newbury-college.ac.uk, email info@newbury-college.ac.uk or call 01635 845000 and ask for the Information Services team.
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### Example course information

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>DL3AAT 161701</td>
<td>Tuesday</td>
<td>13/09/2016</td>
<td>34 Weeks</td>
<td>09:00-17:00</td>
<td>£1,950.00</td>
<td>E 19+</td>
<td>Newbury College</td>
</tr>
<tr>
<td>DL3AAT 161702</td>
<td>Tue &amp; Wed</td>
<td>12/09/2016</td>
<td>34 Weeks</td>
<td>17:30-20:30</td>
<td>£1,950.00</td>
<td>E 19+</td>
<td>Newbury College</td>
</tr>
</tbody>
</table>

**Accounting AAT Level 3 Diploma**

This is an internationally recognised qualification, based on practical, real-world accounting knowledge and is recognised and respected by employers. The AAT qualification provides students with excellent and secure career prospects for both employment and self-employment. Develop complex accounting skills including final account preparation, cost and management accounting, spreadsheets and cash management. Please note all exams take place during daytime.

**Arts, Crafts, Design and Fashion – Qualification Courses**

**Art and Design Level 4 HNC Diploma**

This is a challenging course where you take part in an exciting and comprehensive programme of design and specialist craft studies. The course is project-based, and you’ll explore your own creativity and prepare for the demands of a degree course or working as an independent maker. Projects concentrate on designing, exploring and making and personal expression.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>HNCL4ART 161701</td>
<td>Mon &amp; Fri</td>
<td>12/09/2016</td>
<td>32 Weeks</td>
<td>09:00-17:00</td>
<td>£3,744.00</td>
<td>E HE</td>
<td>Newbury College</td>
</tr>
<tr>
<td>Course code</td>
<td>Code</td>
<td>Title</td>
<td>Description</td>
<td>Start date</td>
<td>Duration</td>
<td>Time</td>
<td>Fee info</td>
</tr>
<tr>
<td>-------------</td>
<td>------</td>
<td>--------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------</td>
<td>----------</td>
<td>------------</td>
<td>------------------</td>
</tr>
<tr>
<td>97902/DF</td>
<td>161701</td>
<td>Introduction to Acrylics</td>
<td>Explore the basics of this versatile and exciting medium in a friendly and informal class. No experience needed.</td>
<td>24/09/2016</td>
<td>1 Day</td>
<td>10:00-15:30</td>
<td>£54.00</td>
</tr>
<tr>
<td>97302/DF</td>
<td>161701</td>
<td>Colour Mixing in Acrylics</td>
<td>Create and mix with colour and discover how to use a range of different colours to breathe life into your work. A fun and informal class for those with a basic knowledge of acrylics.</td>
<td>14/01/2017</td>
<td>1 Day</td>
<td>10:00-15:30</td>
<td>£54.00</td>
</tr>
<tr>
<td>97302/DF</td>
<td>161701</td>
<td>Acrylics: Gels, Pastes and Mediums</td>
<td>Discover how to use this versatile and exciting medium in conjunction with pastes, aggregates and gels in a friendly and informal environment.</td>
<td>13/05/2017</td>
<td>1 Day</td>
<td>10:00-15:30</td>
<td>£54.00</td>
</tr>
<tr>
<td>97300/DF</td>
<td>161701</td>
<td>Creating Mixed Media Artwork</td>
<td>Explore and develop exciting and unique artwork using a range of media and techniques including collage, photomontage, painting and embellishment.</td>
<td>19/11/2016</td>
<td>1 Day</td>
<td>10:00-16:00</td>
<td>£59.00 +£4.00 Materials</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Painting &amp; Drawing Skills</td>
<td>Discover the materials, equipment and techniques associated with the most popular painting and drawing media, focussing on a variety of subjects.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>97027 161701</td>
<td></td>
<td>Drawing Skills</td>
<td>These classes will teach you how to draw from objects using different drawing techniques and approaches. You will be encouraged to develop your drawing skills and your ability to observe through both expressive and more considered drawings.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>67025 161701</td>
<td></td>
<td>Drawing in Ink</td>
<td>Learn the fundamentals of drawing; perspective, proportion, colour, line and tone and how to use materials to express ideas.</td>
<td>16/09/2016</td>
<td>6 Weeks</td>
<td>10:00-12:00</td>
<td>£108.00</td>
</tr>
<tr>
<td>67025 161702</td>
<td></td>
<td>Pastel Techniques</td>
<td>Discover versatility of pastel, its immediacy, malleability and richness of colour, inviting a painterly approach and creating rapid results.</td>
<td>25/11/2016</td>
<td>6 Weeks</td>
<td>10:00-12:00</td>
<td>£108.00</td>
</tr>
<tr>
<td>67025 161703</td>
<td></td>
<td>Introduction to Acrylics Painting</td>
<td>Explore the potential of acrylics, its smooth buttery consistency which can be manipulated to produce a range of textures and effects.</td>
<td>10/02/2017</td>
<td>6 Weeks</td>
<td>10:00-12:00</td>
<td>£144.00 +£5.00 Materials</td>
</tr>
<tr>
<td>67025 161704</td>
<td></td>
<td>Line and Wash Techniques</td>
<td>Produce beautiful and expressive drawings, combining the line element with washes, allowing you to work more freely and rapidly.</td>
<td>05/05/2017</td>
<td>6 Weeks</td>
<td>10:00-12:00</td>
<td>£108.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Drawing and Watercolour Techniques</td>
<td>Learn to draw from observation as a first step to painting in watercolours, exploring colour and special effects.</td>
<td>28/04/2017</td>
<td>8 Weeks</td>
<td>10:00-12:00</td>
<td>£144.00 +£5.00 Materials</td>
</tr>
<tr>
<td>97555 161701</td>
<td></td>
<td>Watercolour Techniques</td>
<td>Explore the fluidity and freshness of watercolours as you develop your skills painting a wide range of subjects.</td>
<td>13/09/2016</td>
<td>8 Weeks</td>
<td>14:30-16:30</td>
<td>£144.00 +£5.00 Materials</td>
</tr>
</tbody>
</table>

*For courses with an † symbol refer to the funding information table on page 12. For explanation of 19+ Loans †‡, HE Loans †‡, West Berkshire Concessions †, Exam Fees †, and Employer Responsive courses †§, please see pages 12 and 13.*
In addition to the publicised course fee, some courses also attract registration, membership, exam or material costs. For full course details and costs visit www.newbury-college.ac.uk, email info@newbury-college.ac.uk or call 01635 845000 and ask for the Information Services team.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>97558 161701</td>
<td>Tuesday</td>
<td>07/02/2017</td>
<td>8 Weeks</td>
<td>14:30-16:30</td>
<td>£144.00</td>
<td>+£5.00 Materials</td>
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</tr>
<tr>
<td>97559 161701</td>
<td>Tuesday</td>
<td>25/04/2017</td>
<td>8 Weeks</td>
<td>14:30-16:30</td>
<td>£144.00</td>
<td>+£5.00 Materials</td>
<td>Newbury College</td>
</tr>
</tbody>
</table>

**Painting Techniques**
Develop skills in watercolour, acrylics and pastels, painting a range of subjects, focusing on perspective, composition and colour.

**Face and Figure Drawing**
Explore how to render the human form, in various media, giving careful attention to proportions, scale, and anatomy, using live models.

**Watercolour Advanced Techniques**
In this mixed ability course, students will develop watercolour skills whilst working towards independently-led works of art.

**An Introduction to Throwing and Hand Building**
An exciting new workshop led by an accomplished ceramicist. Split into two halves, this workshop will focus on hand building and decorating using slips and underglazes and throwing on the potter’s wheel.

**Creative Clay**
Explore clay as a creative material, developing a variety of techniques, including using the potter’s wheel.

**Pom Pom Wreaths BITE SIZE**
Discover how to create a captivating everlasting wreath for your door or home interior using handmade pom poms and upcycled snip bits. Perfect for any occasion as a gift or decorative ensemble.

**Balloon Art BITE SIZE**
Discover how to create eye catching balloon art displays, suitable for parties, weddings and any other event or function that would benefit from beautiful balloon decorations.

---

I have just moved to Newbury from Paris and was looking for something interesting to do before I go back to work. Newbury College seemed to have so many things to offer so I signed up for Creative Clay. I love this course! It’s a beautiful, well-equipped room, Sophie is an excellent teacher and the group is very friendly, all ages and varying experience. I am looking forward to continuing to do many further courses.

Alice Armstrong–Scales – Creative Clay
### Jewellery Making BITE SIZE
A fun and friendly introductory session for anyone who has always wanted to make their own jewellery but didn’t know where to start! You will make unique items of jewellery using easy-to-learn techniques.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>67600 161701</td>
<td>Saturday</td>
<td>12/11/2016</td>
<td>1 Day</td>
<td>10:00-13:00</td>
<td>£25.00 +£5.00 Materials</td>
<td></td>
<td>Calcot CL Centre</td>
</tr>
<tr>
<td>67600 161702</td>
<td>Saturday</td>
<td>20/05/2017</td>
<td>1 Day</td>
<td>10:00-13:00</td>
<td>£25.00 +£5.00 Materials</td>
<td></td>
<td>Calcot CL Centre</td>
</tr>
</tbody>
</table>

### Printed Christmas Fabric Decorations
Make your own fabric decorations using simple printing techniques, basic sewing skills and a touch of embellishment for that Christmas sparkle!

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>97232 161701</td>
<td>Tuesday</td>
<td>22/11/2016</td>
<td>1 Day</td>
<td>09:30-12:30</td>
<td>£29.00</td>
<td></td>
<td>Newbury College</td>
</tr>
</tbody>
</table>

### Printed Christmas Cards and Decorations
Using easy to learn printing techniques, create your own Christmas cards, gift tags and decorations; simple, fun and festive.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>97233 161701</td>
<td>Tuesday</td>
<td>29/11/2016</td>
<td>1 Day</td>
<td>09:30-12:30</td>
<td>£29.00</td>
<td></td>
<td>Newbury College</td>
</tr>
</tbody>
</table>

### Candle Making Workshop
This workshop is designed to introduce learners to the basics of candle making. Discover how to create beautiful, unique candles, perfect to decorate your home or give as gifts.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>97204/DF 161701</td>
<td>Saturday</td>
<td>10/12/2016</td>
<td>1 Day</td>
<td>10:00-16:00</td>
<td>£59.00 +£5.00 Materials</td>
<td></td>
<td>Newbury College</td>
</tr>
<tr>
<td>97204/DF 161702</td>
<td>Saturday</td>
<td>13/05/2017</td>
<td>1 Day</td>
<td>10:00-16:00</td>
<td>£59.00 +£5.00 Materials</td>
<td></td>
<td>Newbury College</td>
</tr>
</tbody>
</table>

### Making the Perfect Greetings Card BITE SIZE
Introduction to developing artwork that can be used to produce creative greetings cards.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
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</thead>
<tbody>
<tr>
<td>97203/DF 161701</td>
<td>Saturday</td>
<td>10/12/2016</td>
<td>1 Day</td>
<td>10:00-13:00</td>
<td>£25.00 +£2.00 Materials</td>
<td></td>
<td>Newbury College</td>
</tr>
</tbody>
</table>

### Creative Jewellery Making
An introduction to contemporary jewellery making by exploring and developing unique and wearable pieces made from beads, wire and found objects.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>97202/DF 161701</td>
<td>Saturday</td>
<td>04/02/2017</td>
<td>1 Day</td>
<td>10:00-16:00</td>
<td>£59.00 +£5.00 Materials</td>
<td></td>
<td>Newbury College</td>
</tr>
</tbody>
</table>

### Creating Papier Mache Sculptures
Introduction to developing 3D papier Mache artwork using a variety of methods, including layering, pulping and construction of paper structures.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
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<td>Saturday</td>
<td>10/06/2017</td>
<td>1 Day</td>
<td>10:00-16:00</td>
<td>£59.00 +£4.00 Materials</td>
<td></td>
<td>Newbury College</td>
</tr>
</tbody>
</table>

### Festive Foliage Garlands BITE SIZE
Discover how to create your own beautiful handmade festive garland, using foliage and berries, festive decorations and flower placements.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>97613/DF 161701</td>
<td>Saturday</td>
<td>19/11/2016</td>
<td>1 Day</td>
<td>10:00-13:00</td>
<td>£25.00 +£2.00 Materials</td>
<td></td>
<td>Newbury College</td>
</tr>
</tbody>
</table>

### Foragers’ Festive Door Wreaths BITE SIZE
Create your own beautiful handmade festive wreath, using foliage, decorations and flower placement.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
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<td>1 Day</td>
<td>10:00-13:00</td>
<td>£25.00 +£4.00 Materials</td>
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</tr>
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</table>

### Floral Art Bridal Hand Tied Bouquet
Discover advanced techniques and colour design to create fresh flower bridal hand tied bouquets.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
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<tr>
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<td>Tuesday</td>
<td>21/02/2017</td>
<td>2 Weeks</td>
<td>19:00-21:00</td>
<td>£39.00 +£5.00 Materials</td>
<td></td>
<td>Newbury College</td>
</tr>
</tbody>
</table>

### Summer Bulb Container Planting BITE SIZE
Discover the basics of a well-drained planter and explore which plants will work best for your home conditions.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
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</thead>
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<td>£25.00 +£2.00 Materials</td>
<td></td>
<td>Newbury College</td>
</tr>
</tbody>
</table>

### Wiring: Floral Fascinators BITE SIZE
Fascinators are ideal for weddings, a day at the races or any special event. Discover how to create your own beautiful and individual fascinator for the fraction of the cost of buying one ready-made.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
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<td>£25.00 +£2.00 Materials</td>
<td></td>
<td>Newbury College</td>
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</table>

### Floral Art for Beginners (Autumn/Winter)
Discover how to construct beautiful arrangements using flowers and foliage. Students will explore a variety of different designs, with both contemporary and traditional techniques being demonstrated.

<table>
<thead>
<tr>
<th>Course code</th>
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<th>Duration</th>
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<td>Location</td>
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**Floral Art for Beginners (Spring/Summer)**
Discover how to construct beautiful arrangements using flowers and foliage. Students will explore a variety of different designs, with both contemporary and traditional techniques being demonstrated.

**Floral Art for Improvers (Autumn/Winter)**
Explore texture, colour and form to construct contemporary quirky designs using flowers, accessories and foliage.

**Floral Art for Improvers (Spring/Summer)**
Explore texture, colour and form to construct contemporary quirky designs using flowers, accessories and foliage.

**Knitting for Beginners**
This beginner’s course aims to provide students with the basic skills needed to start knitting confidently on their own.

**Knitting for Improvers - Part 1**
This workshop is designed for those who already possess basic knitting skills and would like to take their skills and knowledge to the next level.

**Knitting for Improvers - Part 2**
This workshop is designed as a progression from part one, for those who already possess the basic skills of knitting and would like to take their skills and knowledge to the next level.

**Knit your own Christmas Decorations**
Discover how to knit your own Christmas decorations; the perfect addition to any Christmas tree, or decoration for the home or Christmas dinner table.

**Crochet for Beginners**
Discover the basic skills needed to crochet confidently. Suitable for students with little or no experience in crochet.

**Crochet for Improvers - Part 1**
This workshop is designed those who already possess the basic skills of crochet and would like to take their skills and knowledge to the next level.

**Crochet for Improvers - Part 2**
This workshop is designed as a progression from part one, for those who already possess the basic skills of crochet and would like to take their skills and knowledge to the next level.

**Crochet your own Easter Decorations**
Discover how to crochet your own beautiful Easter decorations; the perfect addition to any Easter tree or decoration for the table or home.

**How to use your Sewing Machine BITE SIZE**
A beginner’s guide to using your sewing machine, with tutor-led demonstrations including how to make simple garments and household items.
For courses with an £ symbol refer to the funding information table on page 12. For explanation of 19+ Loans £19+, HE Loans £HE, West Berkshire Concessions £WB, Exam Fees £E, and Employer Responsive courses £ER, please see pages 12 and 13.

<table>
<thead>
<tr>
<th>Course code</th>
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<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
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<td>25/04/2017</td>
<td>8 Weeks</td>
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<td>£156.00</td>
<td>£11.88</td>
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</tbody>
</table>

### Dressmaking for Beginners
A course for students wishing to design and create their own clothes from scratch. Suitable for complete beginners.

Dressmaking for Beginners is a course for students wishing to design and create their own clothes from scratch. Suitable for complete beginners.

**Dressmaking for Beginners**
- Course code: 99087 161701
- Day: Tuesday
- Start date: 13/09/2016
- Duration: 8 Weeks
- Time: 19:00-21:00
- Tuition fee: £156.00
- Fee info: £11.88
- Location: Newbury College

**Dressmaking for Beginners**
- Course code: 99087 161702
- Day: Tuesday
- Start date: 22/11/2016
- Duration: 8 Weeks
- Time: 19:00-21:00
- Tuition fee: £156.00
- Fee info: £11.88
- Location: Newbury College

**Dressmaking for Beginners**
- Course code: 99087 161703
- Day: Tuesday
- Start date: 07/02/2017
- Duration: 8 Weeks
- Time: 19:00-21:00
- Tuition fee: £156.00
- Fee info: £11.88
- Location: Newbury College

**Dressmaking for Beginners**
- Course code: 99087 161704
- Day: Tuesday
- Start date: 25/04/2017
- Duration: 8 Weeks
- Time: 19:00-21:00
- Tuition fee: £156.00
- Fee info: £11.88
- Location: Newbury College

### Traditional Upholstery
This course aims to develop an understanding of the basic principles of traditional upholstery. No prior experience needed.

Traditional Upholstery is a course to develop an understanding of the basic principles of traditional upholstery. No prior experience needed.

**Traditional Upholstery**
- Course code: 97122 161701
- Day: Friday
- Start date: 16/09/2016
- Duration: 10 Weeks
- Time: 09:30-12:00
- Tuition fee: £220.00
- Location: Newbury College

**Traditional Upholstery**
- Course code: 97122 161702
- Day: Friday
- Start date: 13/01/2017
- Duration: 10 Weeks
- Time: 09:30-12:00
- Tuition fee: £220.00
- Location: Newbury College

**Traditional Upholstery**
- Course code: 97122 161703
- Day: Friday
- Start date: 28/04/2017
- Duration: 10 Weeks
- Time: 09:30-12:00
- Tuition fee: £220.00
- Location: Newbury College

### Upcycling Furniture Techniques
Be inspired toward new techniques to unearth and fix up those hidden gems around your home.

Upcycling Furniture Techniques is a course to inspire new techniques to unearth and fix up those hidden gems around your home.

**Upcycling Furniture Techniques**
- Course code: 99180 161701
- Day: Tuesday
- Start date: 07/03/2017
- Duration: 5 Weeks
- Time: 19:00-21:00
- Tuition fee: £98.00
- Other cost: +£2.00 Materials
- Location: Newbury College

### Weaving for Beginners
Discover the art of weaving and create your own work of art in this fun and informal one day workshop.

Weaving for Beginners is a course to discover the art of weaving and create your own work of art in this fun and informal one day workshop.

**Weaving for Beginners**
- Course code: 97830/DF 161701
- Day: Saturday
- Start date: 24/06/2017
- Duration: 1 Day
- Time: 10:00-14:00
- Tuition fee: £39.00
- Other cost: +£2.00 Materials
- Location: Newbury College

### Beauty, Hairdressing and Complementary Therapies – Qualification Courses

#### Beauty Trend Techniques Level 2 Certificate
This part-time course will teach you the up-to-date Beauty techniques. You will learn how to achieve nail art designs using varnish and the LED 14 Day Gel. It also includes make-up with how to teach your clients to achieve the same look at home. Lash and brow treatments and also spray and manual application of tan.

**Beauty Trend Techniques Level 2 Certificate**
- Course code: CL2BEAUTYT/JAN 161701
- Days: Mon & Tue
- Start date: 09/01/2017
- Duration: 21 Weeks
- Time: 13:00-16:30
- Tuition fee: £679.88
- Location: Newbury College

#### Beauty Specialist Techniques Level 2 Diploma
This course offers the opportunity to develop skills in complementary therapy leading to employment in a growth industry. This qualification focuses on the development of the underlying principles and practical skills required in the complementary therapy industry.

**Beauty Specialist Techniques Level 2 Diploma**
- Course code: DL2BEAUST 161701
- Days: Wed & Fri
- Start date: 12/09/2016
- Duration: 34 Weeks
- Time: 10:30-16:30
- Tuition fee: £1,572.50
- Location: Newbury College

---

I have always enjoyed painting nails and wanted to know a bit more about the various nail treatments. Having a young son, this course gives me the perfect opportunity to do more from home!

Fiona Dunderdale – Level 2 Certificate in Nail Services PT

#### Beauty Therapy Level 3 Diploma
This one-year course is designed as a progression from Level 2 and develops a wider range of practical and theoretical knowledge. You will work with a professional skin care range. The course units range from Client Care, Consultation and Diagnostic Techniques to Body Massage and Electrical Facials, Indian Head Massage. There will also be a number of optional workshops. It offers the opportunity to develop a wider range of practical skills and theoretical knowledge for those serious about a career in Beauty Therapy and related disciplines. At the end of the course the successful student will be awarded the VTCT level 3 NVQ Diploma in Beauty Therapy. This qualification can lead them to a career in a thriving industry or continue with their education at University.

**Beauty Therapy Level 3 Diploma**
- Course code: DL3BEAUT 161701
- Day: Thu
- Start date: 12/09/2016
- Duration: 34 Weeks
- Time: 09:00-17:00
- Tuition fee: £1,989.00
- Location: Newbury College

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For courses with an £ symbol refer to the funding information table on page 12. For explanation of 19+ Loans £19+, HE Loans £HE, West Berkshire Concessions £WB, Exam Fees £E, and Employer Responsive courses £ER, please see pages 12 and 13.
### Hairdressing Level 1 Certificate

This course will develop your skills in Hairdressing and is for students wanting to gain a well-recognised qualification or to extend their current skills. The course runs over two evenings per week. The hairdressing units at Level 1 range from Shampooing and Conditioning to styling, application of colour and creating an image.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
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### Nail Technology Level 3 Diploma

This course provides you with a Level 3 qualification in the nail services industry. You will achieve a Level 3 diploma in nail technology which includes advanced nail art, sculpture enhancements and a knowledge of contributing to the effectiveness of a business.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
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<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
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### Beauty, Hairdressing and Complementary Therapies – Community Learning Courses

#### Indian Head Massage Techniques BITE SIZE

Explore the basic principles of Indian Head Massage through theory, practical demonstration and hands-on practice.

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<td>+£2.00 Materials</td>
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#### Reflexology - Part 1 BITE SIZE

Explore the basic principles of Reflexology, through theory, practical demonstration and hands-on practice.

<table>
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#### Reflexology - Part 2 BITE SIZE

This workshop is designed as a follow on from Reflexology - Part 1. Techniques will be further explored and expanded, along with theory, holistic benefits and giving/receiving treatments.

<table>
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<td>+£2.00 Materials</td>
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### Business, Accountancy and Management – Qualification Courses

#### Accounting AAT Level 2 Certificate

The AAT accounting qualification is an ideal first step on your way to becoming a qualified accountant and is available to everyone from school leavers to those working in an accounting field and looking to enhance their skills. An introduction to basic accounting methods including double-entry bookkeeping, basic costing and administrative processes. Please note all exams take place during daytime.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
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<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
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</table>

#### Accounting AAT Level 3 Diploma

This is an internationally recognised qualification, based on practical, real-world accounting knowledge and is recognised and respected by employers. The AAT qualification provides students with excellent and secure career prospects for both employment and self-employment. Develop complex accounting skills including final account preparation, cost and management accounting, spreadsheets and cash management. Please note all exams take place during daytime.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>DL3AAT 161701</td>
<td>Tuesday</td>
<td>13/09/2016</td>
<td>34 Weeks</td>
<td>09:00-17:00</td>
<td>£1,950.00</td>
<td></td>
<td>Newbury College</td>
</tr>
<tr>
<td>DL3AAT 161702</td>
<td>Tue &amp; Wed</td>
<td>12/09/2016</td>
<td>34 Weeks</td>
<td>17:30-20:30</td>
<td>£1,950.00</td>
<td></td>
<td>Newbury College</td>
</tr>
</tbody>
</table>

#### Accounting AAT Level 4 Diploma

This course builds on the topics that you will have learned on the AAT Level 3 - Diploma in Accounting. You will learn how to draft financial statements for limited companies, perform complex management accounting tasks and develop your own management skills. As a part of selection from the optional units, you will be offered units for personal taxation, business taxation, external auditing etc. In addition to the taught modules, you will complete a project either based in your own workplace or on a centre-provided case study. Please note all exams take place during daytime.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>DL4AAT 161701</td>
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<td>34 Weeks</td>
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<td>£1,950.00</td>
<td></td>
<td>Newbury College</td>
</tr>
</tbody>
</table>

#### Book Keeping Level 1 Award

An introduction to basic book keeping for those considering a career in book keeping, or for those who run their own small business.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL1BOOK01</td>
<td>Monday</td>
<td>26/09/2016</td>
<td>10 Weeks</td>
<td>18:30-21:00</td>
<td>£218.75</td>
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<td>Newbury College</td>
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<tr>
<td>AL1BOOK02</td>
<td>Monday</td>
<td>16/01/2017</td>
<td>10 Weeks</td>
<td>18:30-21:00</td>
<td>£218.75</td>
<td></td>
<td>Newbury College</td>
</tr>
<tr>
<td>AL1BOOK03</td>
<td>Monday</td>
<td>03/04/2017</td>
<td>10 Weeks</td>
<td>18:30-21:00</td>
<td>£218.75</td>
<td></td>
<td>Newbury College</td>
</tr>
</tbody>
</table>

In addition to the publicised course fee, some courses also attract registration, membership, exam or material costs. For full course details and costs visit [www.newbury-college.ac.uk](http://www.newbury-college.ac.uk), email info@newbury-college.ac.uk or call 01635 845000 and ask for the Information Services team.
<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL2BOOK01</td>
<td>Tuesday</td>
<td>27/09/2016</td>
<td>10 Weeks</td>
<td>18:00-21:00</td>
<td>£277.50</td>
<td>E</td>
<td>Newbury College</td>
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<tr>
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<td>Tuesday</td>
<td>17/01/2017</td>
<td>10 Weeks</td>
<td>18:00-21:00</td>
<td>£277.50</td>
<td>E</td>
<td>Newbury College</td>
</tr>
<tr>
<td>AL2BOOK03</td>
<td>Tuesday</td>
<td>24/04/2017</td>
<td>10 Weeks</td>
<td>18:00-21:00</td>
<td>£277.50</td>
<td>E</td>
<td>Newbury College</td>
</tr>
</tbody>
</table>

**Book Keeping Level 3 Award**

Students will further develop techniques to enable them to record and interpret financial transactions up to and including final accounts.

| AL3BOOK | Thursday | 12/01/2017 | 20 Weeks | 18:00-21:00 | £585.00     | E        | Newbury College |

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### Business and Enterprise Level 2 Certificate

This qualification is designed for learners who want an introduction to business and enterprise that includes a vocational and hands-on element. It has been developed to enthuse and inspire learners about a career in business and enterprise. The qualification will appeal to learners who wish to either set up their own business, move into employment or progress onto further study.

| CL2BUSENT 161701 | Tue     | 10/01/2017 | 20 Weeks | 17:00-20:00 | £277.50     | E        | Newbury College |

### Business Level 4 HNC Diploma

In today’s increasingly competitive corporate world, leading enterprises demands people with demonstrable management skills and abilities. The Edexcel BTEC HNC (Higher National Certificate) has been jointly developed by UK employers and Edexcel and is designed for those who wish to develop real practical skills across a range of essential business and management areas.

| HNCL4BUS 161701 | Mon & Tue | 12/09/2016 | 32 Weeks | 09:00-17:00 | £3,744.00   | E HE | Newbury College |

### Principles in Marketing Level 3 Certificate

This qualification allows learners to learn, develop and practice the skills required for employment and/or career progression in the marketing sector.

| CL3MP 161701 | Monday | 15/09/2016 | 30 Weeks | 17:00-20:00 | £720.00     | E 19+ | Newbury College |

### CIPD HR Practice Level 3 Certificate

A course for those in personnel or human resources functions which covers topics relevant to HR and those involved in people management.

| CL3HUMANRP 161701 | Monday | 12/09/2016 | 30 Weeks | 17:00-20:00 | £877.50     | E        | Newbury College |

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### Digital and Distance Learning

#### Principles of Business Administration Level 2 Certificate

This qualification provides learners with the knowledge that is required to work in a range of environments in a business administration role. Learners will know how to carry out administrative tasks such as managing information and supporting events and will be able to apply their knowledge in a variety of industries and job roles.

| CL2PBA 160701 | Flexible | 25 Weeks | Free* | Distance Learning |

---

I have previously studied four years of accountancy back at home however after studying I ventured into a different career. 10 years later, my priorities have changed and I thought that to get a job in accounts I needed to refresh my knowledge.

Dmitrijs Senkovs – AAT Level 2
<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Principles of Business Administration Level 3 Certificate</strong></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>CL3PBA 161701</td>
<td>Flexible</td>
<td>36 Weeks</td>
<td></td>
<td></td>
<td>£750.00</td>
<td></td>
<td>Distance Learning</td>
</tr>
</tbody>
</table>

This qualification provides learners with the essential knowledge of how to carry out administrative tasks such as managing information, planning meetings and delivering presentations. Learners will understand how to create bespoke documents, gain knowledge of communication systems and learn how to contribute to wider departmental or organisational change.

| **Equality and Diversity Level 2 Certificate** |
| CL2ED 161701       | Flexible    | 25 Weeks   |          |                 | Free*        |              | Distance Learning |

This qualification is suitable for both young and adult learners, including those in or seeking employment. It is also ideal for those who need to develop an awareness of issues relating to equality and diversity.

| **Information, Advice or Guidance Level 2 Certificate** |
| CL2IAOG 161701    | Flexible    | 25 Weeks   |          |                 | Free*        |              | Distance Learning |

This qualification is designed for learners who work, or who are looking to work, in a role where they provide information, advice and guidance.

| **Lean Organisation Management Techniques Level 2 Certificate** |
| CL2LOMT 161701    | Flexible    | 25 Weeks   |          |                 | Free*        |              | Distance Learning |

This qualification is ideal for learners working in areas where improvements to quality, processes and costs have been identified.

| **Principles of Customer Service Level 2 Certificate** |
| CL2PCUST 161701   | Flexible    | 25 Weeks   |          |                 | Free*        |              | Distance Learning |

This qualification provides the underpinning knowledge required by employees to work in a range of customer service roles. Learners will have essential knowledge of how to carry out tasks such as managing information and supporting events.

| **Principles of Customer Service Level 3 Certificate** |
| CL3PCUST 161701   | Flexible    | 36 Weeks   |          |                 | £750.00      |              | Distance Learning |

This qualification provides learners with the knowledge required by employers to work in a range of different environments in a customer service role. Learners will have knowledge of principles and practices of effective customer service, including customer retention, resolving customer complaints and problems as well as understanding how customer service delivery affects customer expectations.

| **Principles of Leadership and Management Level 3 Certificate** |
| CL3POLAM 161701   | Flexible    | 36 Weeks   |          |                 | £750.00      |              | Distance Learning |

This qualification is designed for new and aspiring junior managers. Pick up the skills and understanding you need to deal with management responsibilities and start your career with confidence.

| **Principles of Team Leading Level 2 Certificate** |
| CL2TL 160701      | Flexible    | 25 Weeks   |          |                 | Free*        |              | Distance Learning |

This qualification provides learners with the knowledge and understanding to successfully lead a team. Learners will know the principles of team leading, develop an understanding of business and develop the knowledge needed to support communication with various levels of stakeholders.

### Child Care – Qualification Courses

| **Foundation Degree in Children’s Development and Learning Levels 4 and 5** |
| FDHSCDL 161801    | Thursday    | 15/09/2016 | 34 Weeks | 12:30-19:30    | £4,500.00    |              | Newbury College |

Note: The fees are agreed with the University of Reading. The fee for the first year on this programme is shown above. Students can take out student loans from the Student Loan Company which is paid back at the end of the course when the student earns more than £21,000. Details of the full programme and fees will be discussed at interview.

| **Paediatric First Aid Certificate** |
| ER                     | Various     | 2 Days     |          |                 | £TBC         |              | Newbury College |

This course, which is valid for three years, covers first aid care for infants and children and meets Ofsted early years foundation standards.

In addition to the publicised course fee, some courses also attract registration, membership, exam or material costs. For full course details and costs visit [www.newbury-college.ac.uk](http://www.newbury-college.ac.uk), email info@newbury-college.ac.uk or call 01635 845000 and ask for the Information Services team.
## Computing and Information Technology – Qualification Courses

### Computing & Systems Development Level 4 HNC Diploma
This is a one-year course designed to provide advanced skills training in computing and IT. As the course carries 120 credits at Level 4, it is equivalent to the 1st year of a degree programme. On completion, students may wish to study for the HND which is equivalent to the 2nd year of a degree programme.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>HNCL4CSD 161701</td>
<td>Thu &amp; Fri</td>
<td>15/09/2016</td>
<td>32 Weeks</td>
<td>09:00-17:00</td>
<td>£3,744.00</td>
<td>Newbury College</td>
</tr>
</tbody>
</table>

> “It has been a while since I worked in IT. The course has given me an insight into the subject and helped me to gain confidence in order to develop my career. I strongly recommend this course for anyone looking to refresh their skills.”

Sandra Gardiner – Level 1 ITQ (ECDL Flexi)

## Digital and Distance Learning Courses

### ITQ Level 1 Award
This qualification is suitable for learners who are using IT within their job or plan to pursue a career in a job requiring IT skills. The course provides basic knowledge and understanding of Microsoft Office.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL1SI1TQ 161701</td>
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<td>25 Weeks</td>
<td>Free*</td>
<td>Distance Learning</td>
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</tr>
</tbody>
</table>

### ITQ Level 2 Certificate
This qualification is designed to provide knowledge and skills in Word Processing, Excel Spreadsheets, PowerPoint Presentations and Improving Productivity.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CL2ITUSITQ 161701</td>
<td>Flexible</td>
<td>25 Weeks</td>
<td>Free*</td>
<td>Distance Learning</td>
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</tbody>
</table>

## Computing and Information Technology – Community Learning Courses

### iPad Basics BITE SIZE
This course is designed to cover the basics of using iPads to help people get up and running quickly.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>67501 161701</td>
<td>Saturday</td>
<td>22/10/2016</td>
<td>1 Day</td>
<td>10:00-13:00</td>
<td>£25.00</td>
<td>Calcot CL Centre</td>
</tr>
<tr>
<td>67501 161702</td>
<td>Saturday</td>
<td>11/02/2017</td>
<td>1 Day</td>
<td>10:00-13:00</td>
<td>£25.00</td>
<td>Calcot CL Centre</td>
</tr>
</tbody>
</table>

### Exploring eBay - a Step Further BITE SIZE
This workshop is designed for students who already know the basics of eBay and will include reviews, optimising sales and security settings.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>97502/DF 161701</td>
<td>Saturday</td>
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<td>1 Day</td>
<td>10:00-13:00</td>
<td>£25.00</td>
<td>Newbury College</td>
</tr>
</tbody>
</table>

### Windows 10 BITE SIZE
This is a short course aimed at people who have recently upgraded to Windows 10 and need a helping hand to navigate it.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>67412 161701</td>
<td>Saturday</td>
<td>24/09/2016</td>
<td>1 Day</td>
<td>10:00-13:00</td>
<td>£25.00</td>
<td>Calcot CL Centre</td>
</tr>
<tr>
<td>67412 161702</td>
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<td>12/11/2016</td>
<td>1 Day</td>
<td>10:00-13:00</td>
<td>£25.00</td>
<td>Calcot CL Centre</td>
</tr>
<tr>
<td>67412 161703</td>
<td>Saturday</td>
<td>25/02/2017</td>
<td>1 Day</td>
<td>10:00-13:00</td>
<td>£25.00</td>
<td>Calcot CL Centre</td>
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<tr>
<td>67412 161704</td>
<td>Saturday</td>
<td>20/05/2017</td>
<td>1 Day</td>
<td>10:00-13:00</td>
<td>£25.00</td>
<td>Calcot CL Centre</td>
</tr>
</tbody>
</table>

### Microsoft Excel BITE SIZE
Build your knowledge of Microsoft Excel, spreadsheets and databases, in a relaxed and informal environment.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
</tr>
</thead>
<tbody>
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<td>Saturday</td>
<td>05/11/2016</td>
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<td>67413 161702</td>
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<td>11/03/2017</td>
<td>1 Day</td>
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<td>Calcot CL Centre</td>
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<td>67413 161703</td>
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<td>06/05/2017</td>
<td>1 Day</td>
<td>10:00-13:00</td>
<td>£25.00</td>
<td>Calcot CL Centre</td>
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</table>
1. Your personal details (please use BLOCK CAPITALS throughout)

<table>
<thead>
<tr>
<th>Title:</th>
<th>Dr / Mr / Mrs / Ms / Miss (please circle)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname:</td>
<td></td>
</tr>
<tr>
<td>Forename(s):</td>
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</tr>
<tr>
<td>Address 1:</td>
<td></td>
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<tr>
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<tr>
<td>Age on 31st Aug 2016:</td>
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<tr>
<td>Date of Birth:</td>
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<tr>
<td>Unique Learner Reference No:</td>
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<tr>
<td>School / previous college name:</td>
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2. Emergency contact details (they must be 18+)

<table>
<thead>
<tr>
<th>Home No:</th>
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<tbody>
<tr>
<td>Work No:</td>
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</tr>
<tr>
<td>Mobile No.</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
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<tr>
<td>NI No:</td>
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</tbody>
</table>

3. English and Maths (only to be completed with a member of the Essential Skills Team / WBL Team)

   **This section is compulsory for learners under 19 / Apprentices**

<table>
<thead>
<tr>
<th>GCSE in English Language Grade:</th>
<th>Year achieved:</th>
<th>Evidence seen and scanned to file</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCSE in English Literature Grade:</td>
<td>Year achieved:</td>
<td>Signed:</td>
</tr>
<tr>
<td>GCSE in Mathematics Grade:</td>
<td>Year achieved:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>English qualifications</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maths qualifications</td>
<td>Level</td>
</tr>
</tbody>
</table>

4. Previous qualifications (please tick the highest level qualification you have achieved in the past)

| 9 | ☐ Entry level |
| 7 | ☐ Other below Level 1 |
| 1 | ☐ GCSEs grades D-G, CSEs below grade 1, BTEC First Award/Certificate/Diploma at Level 1, Foundation Diploma |
| 2 | ☐ 5 or more GCSEs/O Levels grades A-C or CSEs grade 1, 1 A Level, 2/3 AS Levels, Higher Diploma, NVQ Level 2 |
| 3 | ☐ 2 or more A Levels, 4 or more AS Levels, Advanced Diploma, National Diploma, Extended Diploma, NVQ Level 3 |
| 10 | ☐ HNC/ NVQ Level 4 |
| 11 | ☐ HND, Foundation Degree, Teaching qualification including PGCE, Nursing (SRN), NVQ Level 5 |
| 12 | ☐ Degree, Level 6 |
| 13 | ☐ Post Graduate Certificates and Diplomas, Masters, Doctorates, Level 7 and above |
| 97 | ☐ Other qualification, level not known |
| 98 | ☐ Not known |
| 99 | ☐ No Formal qualifications |

5. Your choice of course(s) (please enter details and tick R column for resits)

<table>
<thead>
<tr>
<th>Course code</th>
<th>Title</th>
<th>Learning aim</th>
<th>Start date</th>
<th>End date</th>
<th>R</th>
<th>Fee</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Material Fee £</th>
<th>Total Payable £</th>
</tr>
</thead>
</table>

This form can be made available in larger print or other formats on request. If you require an alternative format or need help in completing this form, please contact the Information Services Team on 01635 845000.
Proof of eligibility of Government funding

The Education Funding Agency and the Skills Funding Agency do not generally fund learners who are not UK or EEA (European Economic Area) nationals living in England, unless they meet the residency requirements specified in the Education (Fees and Awards) Regulations 1997, which is available from the Government's Stationery Office.

I confirm that I am a citizen of / have been resident in the UK or a member state of the EEA continuously for at least the previous 3 years on the first day of learning and that my residency has not been purely for the purpose of full time education.

If you have not ticked the above, please enter your date of entry to the UK or other member state of the EEA.*

* Note: If you are here with a visa you must bring your passport, visa or evidence with you.

Country where ordinarily resident: __________________________ (E.g. England, Spain. Relates to country of residence for 3 years before start of course)

7. Support for you (please tick the nature of any disability/learning difficulty by ticking the relevant boxes below)

Please add a “P” next to the disability you would say is your primary disability/learning difficulty

☐ 4 - Visual impairment ☐ 16 - Temporary disability after illness or accident or accident 
☐ 5 - Hearing impairment ☐ 17 – Speech, Language and Communication Needs 
☐ 6 - Disability affecting mobility ☐ 93 - Other physical disability 
☐ 7 - Profound complex disabilities Please enter details: 
☐ 8 - Social and emotional difficulties ☐ 94 - Other specific learning difficulty (e.g. Dyspraxia) 
☐ 9 - Mental health difficulty Please enter details: 
☐ 10 - Moderate learning difficulty ☐ 95 - Other medical condition (for example epilepsy, asthma, diabetes) 
☐ 11 - Severe learning difficulty Please enter details:
☐ 12 - Dyslexia ☐ 96 - Other learning difficulty 
☐ 13 - Dyscalculia ☐ 97 - Other disability 
☐ 14 - Autism spectrum disorder ☐ 98 - Prefer not to say 
☐ 15 - Asperger’s syndrome ☐ 99 - Not provided

Would you like a member of the Support Team to contact you? Yes ☐ 
Have you had help with examinations in the past? Yes ☐
Do you need extra support with? Maths: Yes ☐ English: Yes ☐
Did you receive free meals at school? Yes ☐

8. Ethnic monitoring (please tick your ethnic background)

White
☐ 31 - English / Welsh / Scottish / Northern Irish / British
☐ 32 - Irish
☐ 33 - Gypsy or Irish Traveller
☐ 34 - Any other White background

Mixed / Multiple ethnic group
☐ 35 - White and Black Caribbean
☐ 36 - White and Black African
☐ 37 - White and Asian
☐ 38 - Any Other Mixed / multiple ethnic background

Term-time accommodation (L4 and above courses only)
Parental/guardian – Own residence – Other rented accommodation Please circle one of the above

Asian / Asian British
☐ 39 - Indian
☐ 40 - Pakistani
☐ 41 - Bangladeshi
☐ 42 - Chinese
☐ 43 - Any other Asian background

Black / African / Caribbean / Black British
☐ 44 - African
☐ 45 - Caribbean
☐ 46 - Any other Black / African / Caribbean background

Other ethnic group
☐ 47 - Arab
☐ 98 - Any other ethnic group
9. Discount Eligibility (please tick as appropriate)

Proof Required: Proof of eligibility is required for all discounts, excluding under 19, and copies of all paperwork will be taken.

Note: No fee discount will be given without supporting evidence and a completed “Self Declaration for Unemployed Students Who Want to Enter Employment and Need Skills Training” has been provided. Form Attached □

Refunds: All fees must be paid on enrolment. Fees will only be refunded if the College closes a course.

☐ courses (identified in the course guide) are eligible for 30% or 50% discount
☐ Under 19 years on 31st August 2016
☐ Job Seeker’s Allowance (JSA)
☐ Council Tax/Housing Benefit or Income Support for Unemployed Learners
☐ ESA Employment Support (WRAG - income based only)
☐ Universal Credit
☐ 60+ and paying Council Tax to West Berkshire Council (selected courses only)

☐ Studying for a first full Level 2 qualification and aged 19-23
☐ Studying for a first full Level 3 qualification and aged 19-23

Note: No fee discount will be given without supporting evidence and a completed “Entitlement Form / Declaration” has been provided. Form Attached □

10. Employment Status (either on the day you filled in this form, or on the day before your course)

People who are not in paid employment
Are you currently looking for work? (Tick one and then answer the next question.)
☐ I am not looking for work and/or not available to start work (most 16-18 year-old full-time students and people who are retired.)
☐ I am looking for work and available to start work
How long have you been unemployed or retired? (Tick one.)
☐ under 6 months ☐ 6-11 months ☐ 12-23 months ☐ 24-35 months ☐ 36 or more months

People who are in paid employment or self-employment
Are you employed or self-employed?
☐ I am employed by somebody else (If the course is Apprenticeship, work-based, or your employer is paying the fee, you must fill in Part 11 below “Your job”.
☐ I am registered self-employed with HM Revenue and Customs
How many hours a week do you usually work?
☐ under 16 hours ☐ 16-19 hours ☐ 20 or more hours
How long have you been working?
☐ up to 3 months ☐ 4-6 months ☐ 7-12 months ☐ over 12 months

11. Your job (You will need to provide written confirmation at enrolment if your Employer/Training Provider is paying your fees.)

Employer name: ___________________________ Training Provider name: ___________________________
Employer address: ___________________________ Contact name: ___________________________

☐ Please invoice my Training Provider for my course fees
☐ Is the course you have chosen relevant to your employment?
☐ Is your employer releasing you to attend College?
☐ Please invoice my Employer / Agent for my course fees

£ ___________________________

12. Household details (please tick which of the following statements apply (one or more may apply))

☐ No member of the household in which I live (including myself) is employed
☐ The household that I live in includes only one adult (aged 18 or over)
☐ There are one or more dependent children (aged 0-17 years or 18-24 years if full time student or inactive) in the household
☐ None of these statements apply

OR

I confirm that I wish to withhold this information

Learner signature: ___________________________ Date: ___________________________

13. Criminal convictions

We must ask you to provide details of any unspent criminal convictions. You do not need to tell us about any spent convictions unless your course involves access to children and young adults under the age of 18 or vulnerable adults up to the age of 25. If you are enrolled to such a course, any failure to disclose such convictions may result in the College asking you to withdraw. Any information you give will be completely confidential and will be considered only in relation to this enrolment. An unspent criminal conviction does not necessarily prevent you from enrolling.

Do you have any unspent criminal convictions? ☐ No ☐ Yes (give details)
14. Payment (If you are paying your own fees, please complete this section. If someone else is paying, please complete section 11)

You can pay by cheque, credit card, debit card or cash (if paying in person at the College) or instalments. Please indicate payment method – if paying in instalments please attach mandate:

☐ Cash ☐ Cheque ☐ Credit Card ☐ Debit Card ☐ Instalments ☐ 24+ Loan/HE Loan

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<tbody>
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</tr>
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</table>

Card Number: __________________________

Valid From: ____________ Expires: ____________ Issue No: ____________

Security Code: __________________

Signature: ___________________________

Please note that to ensure card security the following information will be blacked out from your enrolment form once payment has been taken – Highlighted above in bold/underline

15. Data Protection, Privacy notice and Surveys

All data is stored and processed in accordance with the Data Protection Act.

The information you provide on this form will be passed to the Chief Executive of Skills Funding ('the Agency') and, when needed, the Department for Education, including the Education Funding Agency, to meet legal responsibilities under the Apprenticeship, Skills, Children and Learning Act 2009, and for the Agency’s Learning Record Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training. Other organisations include the Department for Business, Innovation and Skills, Adviza, Job Centre Plus, Local Authorities, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Agency, the EFA or partners of those organisations. Further information about use of and access to your personal data and details of partner organisations are available at: https://www.gov.uk/government/publications/lrs-privacy-notices and www.gov.uk/government/publications/lrs-privacy-notices

At no time will your personal information be passed to organisations for marketing or sales purposes. The Agency and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you.

Tick any of the boxes if you do not wish to be contacted:

About courses and learning opportunities: ☐ Post ☐ Telephone ☐ E-mail

For surveys and research: ☐ Post ☐ Telephone ☐ E-mail

Higher Education Students only: the Higher Education Funding Council for England (HEFCE) surveys all HE students during and after their course, to monitor and improve the quality of provision. Please tick here only if you want to opt out of HEFCE surveys.

16. Learning Agreement

1. I am personally liable for all the costs associated with the course. I agree to pay all costs if my employer / sponsor / Student Loan Company refuses to pay my fees.

2. I am entitled to any practical or educational help I need to enable me to complete the course and know how to access it.

3. I have been advised of all the costs and any additional study associated with the course.

4. This activity may be part financed by matching funding through the European Social Fund (ESF). ESF supports activities to extend employment opportunities and develop a skilled workforce.

5. I must inform the Newbury College if my benefit entitlement changes whilst I am at College.

6. I understand that the College may need to contact me regarding my current provision.

7. I may not receive examination certificates until all fees are paid.

8. The College may contact me using various methods such as text messages, email, mobile phone, home telephone number.

9. I accept that the College has the right to share information about my progress with my parent(s) / guardian if I am under 19, and with my employer / sponsor if they are paying my fees.

10. I agree to Newbury College processing personal data, including ‘sensitive’ personal data (ethnicity, disability etc) contained on this form or other data that the College may obtain from me or other people, whilst I am a student. I agree to the processing of such data for any purposes connected with my studies or my health and safety whilst on the premises or for any other legitimate reason.

11. I agree to the College publishing data on my achievements.

12. I confirm I have been given appropriate advice and guidance before signing.

13. To the best of my knowledge, everything I have declared on this form is both true and complete.

14. I must abide by all College rules and regulations.

15. The level of the course I have chosen is appropriate to my current provision and I am entitled to any practical or educational help I need to enable me to complete the course and know how to access it.

Learner signature: __________________ Date: ____________ College staff: __________________ Date: ____________

17. Payment information

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<tbody>
<tr>
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FOR OFFICE USE ONLY – Learner Verification – please tick one the following:

☐ Re-enrolling ☐ Driving Licence ☐ ID Card / other National ID ☐ NI Card ☐ Examination Results Slip / Certificate

☐ Benefits Documents ☐ Other (please specify) ☐ Passport ☐ Bank Credit / Debit Card

Marketing Information - How did you first hear about Newbury College? Please tick only one.

☐ Social Media ☐ Careers Service ☐ Outdoor adverts (billboard / bus) ☐ Radio ☐ Direct Mail – email or post

☐ Library ☐ Prospectus ☐ College website ☐ Friend / Family ☐ Event / Fair / Open Day ☐ School

ABBREVIATIONS:

Skills Funding Agency
Apprenticeships
NI Investors in People
West Berkshire COUNCIL
European Social Fund
Microsoft Office for Beginners

This course is designed to introduce students to Microsoft Office package, including Microsoft Word, Excel, PowerPoint and Outlook. Suitable for complete beginners.

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Microsoft Office for Improvers

This course aims to further explore the Microsoft Office package and cover programmes such as Microsoft Word, Excel and PowerPoint at a more advanced level. This course is not suitable for beginners.

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Social Media for Business BITE SIZE

This course explores how Social Media sites such as Facebook, Twitter, YouTube, Instagram and LinkedIn can be used by businesses and organisations for marketing and customer engagement.

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<th>Day</th>
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<th>Time</th>
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Web Design for Beginners

This course is designed to teach learners how to code websites using Hypertext Mark-up Language (HTML) and Cascading Style Sheets (CSS).

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Construction and Building Technology (inc Health and Safety) – Qualification Courses

Construction and the Build Environment Level 3

This Subsidiary Diploma in Construction and the Built Environment, includes units in health, safety and welfare, sustainable construction, and mathematics, science and materials in construction and the built environment.

<table>
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Newbury College is offering a CSCS (Construction Skills Certification Scheme) Programme which will allow candidates to sit their on-screen CSCS Operatives test on-site, as well as completing the mandatory 1 day training course, ‘Health and Safety Awareness’.

1 DAY PROGRAMME

- CITB Site Safety Plus Health and Safety Awareness Training (HSA)
- TUITON FEE: FREE
- REGISTRATION: £35.00
- EXAM FEE: £17.50

2 DAY PROGRAMME (FOR JOBSEEKERS*)

- NCFE Health and Safety in the Workplace.
- TUITON FEE: FREE
- REGISTRATION: £35.00
- EXAM FEE: £17.50

All candidates, whether applying for the card for the first time or renewing an existing card, are required to complete and pass the CITB Site Safety Plus Health and Safety Awareness course and the on-screen CSCS test in order to qualify for the CSCS card and work on a construction site.

To apply for either programme, or to find out more, please contact the Newbury College Community Learning Team on 01635 845000 or email info@newbury-college.ac.uk

In addition to the publicised course fee, some courses also attract registration, membership, exam or material costs. For full course details and costs visit www.newbury-college.ac.uk, email info@newbury-college.ac.uk or call 01635 845000 and ask for the Information Services team.
### Health and Safety in the Workplace Level 2

This qualification, which is valid for three years, ensures employers meet requirements for staff, contractors and members of the public.

<table>
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### Construction and Building Technology (inc Health and Safety) – Community Learning Courses

#### Bricklaying BITE SIZE

This workshop is designed for those who have never attempted bricklaying before but would like to have a go.

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#### Basic Plumbing

Gain an understanding of domestic plumbing systems and sufficient skills to undertake basic plumbing operations around their home.

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#### Basic Woodwork

This course is designed to introduce learners to the craft of woodwork. The course will include the safe handling of tools, different woodwork techniques, including; joining, and achieving an accurate finish.

<table>
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<tr>
<th>Course code</th>
<th>Day</th>
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#### Welding for Beginners

This six week course is aimed at students with no prior knowledge or experience of welding who would like to learn the basics.

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#### Welding Advanced

This course is aimed at students who have completed the ‘Welding for Beginners’ course or already have basic welding knowledge.

<table>
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<tbody>
<tr>
<td>99038 161701</td>
<td>Wednesday</td>
<td>26/04/2017</td>
<td>4 Weeks</td>
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<td>£78.00 +£30.00 Materials</td>
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<td>Wednesday</td>
<td>07/06/2017</td>
<td>4 Weeks</td>
<td>19:00-21:00</td>
<td>£78.00 +£30.00 Materials</td>
<td>£78.00</td>
<td>Newbury College</td>
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</table>

### Cookery, Catering and Hospitality – Community Learning Courses

#### Fresh Pasta Making

Discover how to make delicious and flawless pasta and ravioli from scratch.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>97994/DF 161701</td>
<td>Saturday</td>
<td>15/10/2016</td>
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<tr>
<td>97994/DF 161702</td>
<td>Saturday</td>
<td>13/05/2017</td>
<td>1 Day</td>
<td>10:00-14:00</td>
<td>£39.00 +£4.00 Materials</td>
<td>£39.00</td>
<td>Newbury College</td>
</tr>
</tbody>
</table>

#### Pakistani Cookery

Discover how to make authentic Pakistani Cuisine, including chicken curry, vegetarian curries and a range of side dishes. Suitable for students of all levels and abilities.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
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<tbody>
<tr>
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<td>£39.00 +£4.00 Materials</td>
<td>£39.00</td>
<td>Newbury College</td>
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</tbody>
</table>

#### Spanish Tapas

Discover how to make a range of delicious Spanish Tapas dishes, including meat dishes, fish dishes and vegetarian dishes.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
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<tbody>
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<td>1 Day</td>
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<td>£39.00 +£5.00 Materials</td>
<td>£39.00</td>
<td>Newbury College</td>
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</table>

#### Sushi Making

Discover the different type of sushi, including fish, rice, vegetables and other exciting ingredients and master the art of rolling and chopping.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
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<td>04/02/2017</td>
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<td>£39.00 +£3.00 Materials</td>
<td>£39.00</td>
<td>Newbury College</td>
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</tbody>
</table>

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For courses with a symbol refer to the funding information table on page 12. For explanation of 19+ Loans, HE Loans, West Berkshire Concessions, Exam Fees, and Employer Responsive courses, please see pages 12 and 13.
<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
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<th>Duration</th>
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<tr>
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<td>£39.00 +£2.00 Materials</td>
<td>Newbury College</td>
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</table>

**Easter Cupcakes**
Discover how to make beautiful and tasty Easter-themed cupcakes, a perfect accompaniment to any Easter dinner or celebration.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
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<tbody>
<tr>
<td>97993/DF 161701</td>
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<td>25/03/2017</td>
<td>1 Day</td>
<td>10:00-14:00</td>
<td>£39.00 +£5.00 Materials</td>
<td>Newbury College</td>
<td></td>
</tr>
</tbody>
</table>

**Sugarcraft Flowers for Cupcakes**
Discover how to make beautiful sugarcraft flowers and decoration for cupcakes. Suitable for beginners.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
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<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
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<tbody>
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<td>97991/DF 161702</td>
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<td>04/02/2017</td>
<td>1 Day</td>
<td>10:00-14:00</td>
<td>£39.00 +£5.00 Materials</td>
<td>Newbury College</td>
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</table>

**Cake Decorating for Beginners**
This course will explore techniques such as crimping, embossing, piping, frilling, sugar craft flowers, modelling figures and bas relief techniques to create beautiful and unique cakes.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
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<td>10 Weeks</td>
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<td>£195.00 +£10.00 Materials</td>
<td>Newbury College</td>
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<tr>
<td>99557 161702</td>
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<td>27/04/2017</td>
<td>10 Weeks</td>
<td>19:00-21:00</td>
<td>£195.00 +£10.00 Materials</td>
<td>Newbury College</td>
<td></td>
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</tbody>
</table>

**Healthy Family Cooking**
This course is aimed at anyone wishing to learn more about healthy eating for the whole family and to discover new ways to cook healthy and delicious dishes.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
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<td>8 Weeks</td>
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<td>£156.00 +£5.00 Materials</td>
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<tr>
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<td>£156.00 +£5.00 Materials</td>
<td>Newbury College</td>
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</table>

**Computer Aided Design Level 2 Award**
This course is designed for either general interest or for those applying CAD in their job.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
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<th>Location</th>
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<td>Thursday</td>
<td>13/04/2017</td>
<td>10 Weeks</td>
<td>18:30-21:00</td>
<td>£231.25</td>
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<td>Newbury College</td>
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</table>

**Electrical Installation Level 3 Diploma**
Description Required

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
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<tbody>
<tr>
<td>DL3IESE 161701</td>
<td>Tue &amp; Thu</td>
<td>12/09/2016</td>
<td>34 Weeks</td>
<td>18:00-21:00</td>
<td>£1,989.00</td>
<td>E &amp; 15%</td>
<td>Newbury College</td>
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</table>

**Electrical and Electronic Engineering Level 4 HNC Diploma**
This is a professional qualification for those in or wishing to work within the electronics industry. This is the first year of a two year programme.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>HN4ELENG 161801</td>
<td>Thursday</td>
<td>12/09/2016</td>
<td>34 Weeks</td>
<td>09:00-19:00</td>
<td>£2,652.00</td>
<td>E</td>
<td>Newbury College</td>
</tr>
</tbody>
</table>

Note: Information in this guide is for the first year of a two year programme. Details of the full programme will be discussed at interview.

I recently completed an Advanced Engineering Apprenticeship with the UK Atomic Energy Authority. I decided to study my HND alongside it because it will increase the number of career opportunities available to me in the future. I chose to study at Newbury because it offers a comprehensive course in a modern learning environment. After completing these qualifications, I hope to start studying a part-time degree in Mechanical Engineering; a natural progression in my career.

Dominic Callaghan – HND Mechanical Engineering
**Electrical and Electronic Engineering Level 5 HND Diploma**

This is a professional qualification for those in or wishing to work within the electronics industry.

HNDLSELENG 161701 Thursday 12/09/2016 34 Weeks 09:00-19:00 £2,652.00 

Note: Information in this guide is for the first year of a three year programme. Details of the full programme will be discussed at interview.

**Mechanical Engineering Level 4 HNC Diploma**

This is a professional qualification for those in or wishing to work within mechanical engineering. It is a two year course with a part-time mode of attendance.

HNC4MENG 161801 Tuesday 12/09/2016 34 Weeks 09:00-19:00 £2,652.00 

Note: Information in this guide is for the first year of a two year programme. Details of the full programme will be discussed at interview.

**Mechanical Engineering Level 5 HND Diploma**

This is a professional qualification for those in or wishing to work within mechanical engineering. It is a one year day-release course that is designed to ‘top up’ an HNC.

HNDLSMENG 161701 Monday 12/09/2016 34 Weeks 09:00-19:00 £2,652.00 

Installing Electrotechnical Systems and Equipment Level 3 Diploma

This is a three year course which students are assessed in the workplace.

ER Various 34 Weeks £TBC 19+ Newbury College

**Periodic Inspection, Testing and Certification of Electrical Installations Level 3 Award**

For electricians who wish to carry out the periodic inspection and testing of electrical installations and issue Electrical Installation Condition Reports.

ER Friday TBC TBC £TBC Newbury College

**In-service Inspection and Testing of Electrical Equipment Level 3 Award**

This course is designed for individuals who are responsible for or contracted to carry out in-service inspection and testing of electrical equipment (PAT).

ER Various 3 Days £TBC Newbury College

**Requirements for Electrical Installations (17th Edition) Level 3 Award**

This course is designed for practicing electricians to ensure they are up-to-date with the latest industry regulation on wiring and the safe use and operation of electrical equipment and systems. It covers the 17th edition of the IEE Wiring Regulations, which came into force in June 2008. These regulations are recognised by the British Standards Institute as a British Standard (BS7671).

ER Various 3 Days £TBC Newbury College

**Motor Vehicle**

**Motor Vehicle Level 2 Certificate**

This is a progression course from Level 1 Motor Vehicle. Focussing on more in depth detail of Engine and Vehicle Technology and progress you towards Motor Vehicle Level 3.

CL2MVJAN 161701 Friday 09/01/2017 24 Weeks 09:00-17:00 £666.00 

Motor Vehicle Level 3 Diploma

This is a progression course from Level 2 Motor Vehicle, focussing on diagnosis and rectification skills. This will give you semi-skilled status within the Motor Industry.

DL3MV 161701 Monday 12/09/2016 34 Weeks 09:00-18:30 £2,486.25 Newbury College

**Essential Skills (English and Maths) – Qualification Courses**

**Brush Up Your English Level 1**

Brush Up Your English are relaxed, fun classes that are designed to help adult learners improve their personal literacy skills and leave with a recognised qualification. The courses range for all abilities from Entry Level to Level 2. Each level is designed to lead on to the next. The Level 1 course leads on to the Level 2 course which can lead on to the GCSE English. This course is FREE*.

FSL1ENG/BU 161701 Various 19/09/2016 33 Weeks Various Free* Newbury College

**Brush Up Your English Level 2**

Brush Up Your English are relaxed, fun classes that are designed to help adult learners improve their personal literacy skills and leave with a recognised qualification. The Level 2 qualification is designed for adults who already have a grasp of grammar and punctuation, but want to further develop their writing skills and improve their understanding of text. The courses range for all abilities from Entry Level to Level 2. Each level is designed to lead on to the next. The Level 2 course leads on to GCSE English.

FSL2ENG/BU 161701 Various 19/09/2016 33 Weeks Various Free* Newbury College

For courses with an 🗓 symbol refer to the funding information table on page 12. For explanation of 19+ Loans 🎓, West Berkshire Concessions 📚, Exam Fees 🔐, and Employer Responsive courses ER, please see pages 12 and 13.
In addition to the publicised course fee, some courses also attract registration, membership, exam or material costs. For full course details and costs visit [www.newbury-college.ac.uk](http://www.newbury-college.ac.uk), email info@newbury-college.ac.uk or call 01635 845000 and ask for the Information Services team.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
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<tr>
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<td>GCENGL 161701</td>
<td>Tue &amp; Thu</td>
<td>12/09/2016</td>
<td>31 Weeks</td>
<td>18:30-20:30</td>
<td>Free*</td>
<td></td>
<td>Newbury College</td>
</tr>
</tbody>
</table>

**Brush Up Your Maths Level 1**

- Brush Up Your Maths are relaxed, fun classes that are designed to help adult learners improve their personal numeracy skills and leave with a recognised qualification. The courses range for all abilities from Entry level to Level 2. Each level is designed to lead on to the next. The Level 1 course leads on to the level 2 course which can lead on to the GCSE Maths. This course is FREE*.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>FSL1MATH/BU 161701</td>
<td>Various</td>
<td>19/09/2016</td>
<td>33 Weeks</td>
<td>Various</td>
<td>Free*</td>
<td></td>
<td>Newbury College</td>
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</table>

**Mathematics GCSE**

- GCSE maths is essential for many careers and higher education courses. This course develops an understanding of mathematical methods and concepts.

<table>
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<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
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<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
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<td>Mon &amp; Wed</td>
<td>12/09/2016</td>
<td>31 Weeks</td>
<td>18:30-20:30</td>
<td>Free*</td>
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</table>

**FENNS Functional English for Non-Native Speakers Pre-Entry**

- This course is a foundation course aimed at non-native speakers with no or very little English. By the end of the course students will be able to use survival English; have a basic conversation at home, in the workplace and in society.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>FSEEO/FE 161701</td>
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<td>19/09/2016</td>
<td>33 Weeks</td>
<td>Various</td>
<td>Free*</td>
<td></td>
<td>Newbury College</td>
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</tbody>
</table>

**FENNS Functional English for Non-Native Speakers Entry Level**

- This course will improve learners’ English skills in speaking, reading and writing to allow them to better integrate into the society in which they live and may work. FENNS (functional English for non-native speakers) classes are for post 16/adult learners who have the right to be resident in the UK.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
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<th>Fee info</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>FSE1ENG/FE 161701</td>
<td>Various</td>
<td>19/09/2016</td>
<td>33 Weeks</td>
<td>Various</td>
<td>Free*</td>
<td></td>
<td>Newbury College</td>
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<tr>
<td>FSE2ENG/FE 161701</td>
<td>Various</td>
<td>19/09/2016</td>
<td>33 Weeks</td>
<td>Various</td>
<td>Free*</td>
<td></td>
<td>Newbury College</td>
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<tr>
<td>FSE3ENG/FE 161701</td>
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<td>33 Weeks</td>
<td>Various</td>
<td>Free*</td>
<td></td>
<td>Newbury College</td>
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</table>

**FENNS Functional English for Non-Native Speakers Level 1**

- This course will improve learners’ English skills in speaking, reading and writing to allow them to better integrate into the society in which they live and may work. FENNS (functional English for non-native speakers) classes are for post 16/adult learners who have the right to be resident in the UK.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
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<th>Duration</th>
<th>Time</th>
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<th>Location</th>
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<tbody>
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<td>19/09/2016</td>
<td>33 Weeks</td>
<td>Various</td>
<td>Free*</td>
<td></td>
<td>Newbury College</td>
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</table>

**FENNS Functional English for Non-Native Speakers Level 2**

- This course will improve learners’ English skills in speaking, reading and writing to allow them to better integrate into the society in which they live and may work. FENNS (functional English for non-native speakers) classes are for post 16/adult learners who have the right to be resident in the UK.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
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<td>19/09/2016</td>
<td>33 Weeks</td>
<td>Various</td>
<td>Free*</td>
<td></td>
<td>Newbury College</td>
</tr>
</tbody>
</table>

We also offer a range of English and Maths courses starting in January 2017. For more information or for a free skills assessment, please contact 01635 845000 or email info@newbury-college.ac.uk

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I am taking this course to improve my English and help me progress within my career.

Tatiana Lazaro – Functional Skills English (FENNS)
In addition to the publicised course fee, some courses also attract registration, membership, exam or material costs. For full course details and costs visit www.newbury-college.ac.uk, email info@newbury-college.ac.uk or call 01635 845000 and ask for the Information Services team.

For courses with an 19+ symbol refer to the funding information table on page 12. For explanation of 19+ Loans 19+, HE Loans HE, West Berkshire Concessions WC, Exam Fees E, and Employer Responsive courses ER, please see pages 12 and 13.

### Health, Social Care and Counselling – Qualification Courses

**Access to HE: Health and Social Care Professions Level 3**

Thinking of a change in career, to a profession within the Health and Social Care Sector and need to meet University entry requirements? Then this is the course for you. This is the preferred course by most Higher Education Institutions and an expected achievement will vary from Passes to all 45 credits being completed at a Distinction level.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
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<th>Time</th>
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<th>Fee info</th>
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**CPCAB Counselling Skills Certificate Level 2**

A course aimed at students wishing to work in a helping environment, with an aim to pursuing further study as a counsellor.

<table>
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<th>Day</th>
<th>Start date</th>
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<th>Tuition fee</th>
<th>Fee info</th>
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**CPCAB Counselling Skills Certificate Level 3**

This course covers the theoretical approaches to counselling. Students enrolling on this course must have previously achieved the Level 2 qualification.

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</table>

**Emergency First Aid**

This qualification, which is valid for three years, trains individuals that require HSE training, both for individuals and employees.

<table>
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<th>Tuition fee</th>
<th>Fee info</th>
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<td>Newbury College</td>
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**Digital and Distance Learning Courses**

**Awareness of Mental Health Problems Level 2 Certificate**

The qualification aims to raise awareness of mental health and a range of mental health problems.

<table>
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<th>Duration</th>
<th>Time</th>
<th>Fee info</th>
<th>Location</th>
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<td>Free*</td>
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**Common Health Conditions Level 2 Certificate**

This qualification is designed for learners looking to start work in, or already working in health and social care, who would like an understanding of common health conditions and their effects on individuals.

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<th>Day</th>
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<th>Time</th>
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**Counselling Skills Level 2 Certificate**

This qualification gives learners the opportunity to investigate the knowledge and skills needed to use counselling skills and engage in helping interaction appropriately.

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<th>Time</th>
<th>Fee info</th>
<th>Location</th>
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**Understanding Dignity and Safeguarding In Adult Health and Social Care Level 2 Certificate**

This qualification aims to give learners knowledge and understanding of the key principles of dignity, duty of care and safeguarding as applied to adult health and social care. Learners will investigate the principles and how they are applied in everyday work contexts. They'll also have an opportunity to examine the dilemmas that can arise and the consequences when these principles aren’t upheld.

<table>
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<tr>
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<th>Duration</th>
<th>Time</th>
<th>Fee info</th>
<th>Location</th>
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**Introduction to Health Social Care & Children & Young People’s Settings Level 1 Award**

This qualification aims to develop the learner’s knowledge of health, social care and children’s and young people’s settings and to develop the learner’s understanding of the similarities and differences between these settings.

<table>
<thead>
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<th>Day</th>
<th>Duration</th>
<th>Time</th>
<th>Fee info</th>
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<td>Free*</td>
<td>Distance Learning</td>
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</tbody>
</table>

"I am taking part in the course to help others have a better life. So far I have learnt a lot about confidence and interacting with others in a better way."

Alex James – Introduction to Counselling
Preparing to Work in Adult Social Care Level 2 Certificate
This qualification is designed for learners interested in, or new to, working in adult social care. It covers a range of key areas of knowledge applicable to working in the sector.
CL2PWASC 161701 Flexible 25 Weeks Free* Distance Learning

Preparing to Work in Adult Social Care Level 3 Certificate
This qualification is designed for learners working in adult social care covering a range of key areas of knowledge applicable to working in the sector including communication methods, role of the social care worker, person centred approach and the duty of care.
CL3PWASC 161701 Flexible 36 Weeks £750.00 Distance Learning

Principles of Dementia Care Level 2 Certificate
This qualification aims to assist learners to develop their knowledge and understanding of the principles of caring for those with dementia. It covers areas such as person-centred care, the influence of positive communication methods, issues around the use of medication for those with dementia and the importance of providing appropriate activities.
CL2PSDC 161701 Flexible 25 Weeks Free* Distance Learning

Principles of the Prevention and Control of Infection in Healthcare Settings Level 2 Certificate
This qualification is designed for those who are currently working, or would like to work, within the health and social care sector, and provides knowledge and understanding of infection and prevention control to support their role in the workplace.
CL2PPCIHCS 161701 Flexible 25 Weeks Free* Distance Learning

Principles of Working with Individuals with Learning Disabilities Level 2 Certificate
This qualification is designed for learners with an interest in, or who are already working with individuals with learning disabilities in a variety of roles providing learners with the knowledge and understanding to work with individuals with learning disabilities or difficulties. They will explore the principles of safeguarding and positive risk taking and gain awareness of the autistic spectrum.
CL2PWILDS 161701 Flexible 25 Weeks Free* Distance Learning

Understanding Autism Level 2 Certificate
This qualification is designed for a wide range of learners who wish to develop their understanding of autism and the principles of supporting individuals with autism. It covers the person-centred approach and influence of positive communication methods, how to support positive behaviour and how individuals with autism can be supported to live healthy and fulfilled lives.
CL2USA 161701 Flexible 25 Weeks Free* Distance Learning

Principles of End of Life Care Level 2 Certificate
This qualification is designed for a wide range of learners who wish to gain an understanding of end of life care.
CL2PSELC 161701 Flexible 25 Weeks Free* Distance Learning

Understanding the Care and Management of Diabetes Level 2 Certificate
This qualification is designed for a wide range of learners who wish to gain an understanding of the care and management of diabetes, and is ideal for those working or intending to work in healthcare or social care.
CL2UCMDS 161701 Flexible 25 Weeks Free* Distance Learning

Understanding the Safe Handling of Medication in Health and Social Care Level 2 Certificate
This qualification aims to help learners develop an understanding of handling medicines safely in a health and social care setting.
CL2UHMHSC 161701 Flexible 25 Weeks Free* Distance Learning

Understanding Nutrition and Health Level 2 Certificate
This qualification is ideal for a wide range of learners who are interested in improving their understanding of nutrition and healthy eating. It will be particularly relevant for those working, or intending to work, in settings such as sport and recreation, exercise and fitness, hospitality and catering or health care, providing specific skills and knowledge to support their role in the workplace.
CL2UNAH 161701 Flexible 25 Weeks Free* Distance Learning

Health, Social Care and Counselling – Community Learning Courses

Introduction to Counselling Skills
Explore basic counselling and listening skills and gain an insight into counselling theory. Suitable for complete beginners.
99134 161701 Thursday 15/09/2016 10 Weeks 19:00-21:00 £195.00 Newbury College
99134 161702 Thursday 12/01/2017 10 Weeks 19:00-21:00 £195.00 Newbury College
99134 161703 Thursday 27/04/2017 10 Weeks 19:00-21:00 £195.00 Newbury College
In addition to the publicised course fee, some courses also attract registration, membership, exam or material costs. For full course details and costs visit www.newbury-college.ac.uk, email info@newbury-college.ac.uk or call 01635 845000 and ask for the Information Services team.

For courses with an symbol refer to the funding information table on page 12. For explanation of 19+ Loans, HE Loans, West Berkshire Concessions, Exam Fees, and Employer Responsive courses, please see pages 12 and 13.

<table>
<thead>
<tr>
<th>Course code</th>
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<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
<th>Fee info</th>
<th>Location</th>
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Humanities and Languages – Community Learning Courses

Public Speaking BITE SIZE
This half-day course is for people who wish to become better, more confident public speakers.

<table>
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<th>Duration</th>
<th>Time</th>
<th>Tuition fee</th>
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</table>

Creative Writing Workshop BITE SIZE
This workshop is designed for learners with an interest in writing, who would like to build on their confidence and skills.

<table>
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<th>Duration</th>
<th>Time</th>
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</table>

Creative Writing
A course for those who want to write but are not sure where to start. Develop confidence and skills to write effectively in different genres.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
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<th>Duration</th>
<th>Time</th>
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Art History: Understanding Contemporary Art
The course is designed for anyone wishing to explore contemporary art. Students will work through a chronological progression of events from the early 20th century to the present day.

<table>
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<th>Course code</th>
<th>Day</th>
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<th>Duration</th>
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<td>Newbury College</td>
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Art History: Iconography
The course is designed for anyone wishing to explore contemporary art. Students will work through a chronological progression of events from the early 20th century to the present day.

<table>
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<th>Course code</th>
<th>Day</th>
<th>Start date</th>
<th>Duration</th>
<th>Time</th>
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Essential French for Beginners BITE SIZE
Learn useful phrases for French holidays or experience a 'taste' of the language. Suitable for complete beginners.

<table>
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<tr>
<th>Course code</th>
<th>Day</th>
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<th>Duration</th>
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French for Beginners (CEFR A1-A2)
This course is aimed at complete beginners with no previous knowledge of French and covers A1-A2 of the Common European Framework of References for Languages. After the course, students will be able to communicate with sympathetic native speakers using basic phrases in a variety of everyday situations.

<table>
<thead>
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<th>Course code</th>
<th>Day</th>
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<th>Duration</th>
<th>Time</th>
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### French Improvers (CEFR A2-B1)

This course is aimed at students who have completed the ‘French Beginners’ course, or those who have already acquired a basic knowledge of French. This course covers A2-B1 of the Common European Framework of References for Languages.

<table>
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<th>Course code</th>
<th>Day</th>
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<th>Tuition fee</th>
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</table>

### French Intermediate

This course is aimed at learners who have completed the French Improvers course or those who have already acquired a good knowledge of the language. This course covers B2 and above of the Common European Framework of References for Languages.

<table>
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<th>Day</th>
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### Essential Italian for Beginners BITE SIZE

Learn useful phrases for Italian holidays or experience a ‘taste’ of the language. Suitable for complete beginners.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
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<th>Duration</th>
<th>Time</th>
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"We enjoy going on holiday to Italy and wanted to learn some conversational Italian. The course has been fun and we would recommend it to anyone with similar needs.

Karen and Douglas Prince – Italian for Beginners"

### Italian Beginners (CEFR A1-A2)

This course is aimed at complete beginners with no previous knowledge of Italian and covers A1-A2 of the Common European Framework of References for Languages. Students will be able to communicate with sympathetic native speakers using basic phrases in a variety of everyday situations.

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### Italian Improvers (CEFR A2-B1)

This course is aimed at students who have completed the Italian Beginners course or those who have already acquired a basic knowledge of Italian. This course covers A2-B1 of the Common European Framework of References for Languages.

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### Essential Spanish for Beginners BITE SIZE

Learn useful phrases for Spanish holidays or experience a ‘taste’ of the language. Suitable for complete beginners.

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In addition to the publicised course fee, some courses also attract registration, membership, exam or material costs. For full course details and costs visit www.newbury-college.ac.uk, email info@newbury-college.ac.uk or call 01635 845000 and ask for the Information Services team.

For courses with an symbol refer to the funding information table on page 12. For an explanation of 19+ Loans, HE Loans, West Berkshire Concessions, Exam Fees, and Employer Responsive courses, please see pages 12 and 13.

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**Spanish Beginners (CEFR A1-A2)**
This course is aimed at complete beginners with no previous knowledge of Spanish and covers A1-A2 of the Common European Framework of References for Languages. Students will be able to communicate with sympathetic native speakers using basic phrases in a variety of everyday situations.

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**Spanish Improvers (CEFR A2-B1)**
This course is aimed at students who have completed the ‘Spanish Beginners’ course, or those who have already acquired a basic knowledge of Spanish. This course covers A2-B1 of the Common European Framework of References for Languages.

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**Spanish Intermediate**
This course is designed for those who have completed the “Spanish Improvers” course or have already acquired a good knowledge of Spanish and are able to communicate using the past and present tense.

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**Media, Music and Dance – Qualification Courses**

**Creative Studies: Graphic Design Level 2 Certificate**
This qualification is designed for learners wishing to gain an understanding of the graphic design industry and develop the basic skills across a range of areas within the subject. The Level 2 qualification aims to introduce learners to the subject who may wish to continue their studies at Level 3.

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**Graphic Design Level 4 HNC Diploma**
This course allows learners to gain the necessary theoretical and practical skills to practice as professional designers. The course will support and guide you through all the aspects of contemporary graphic design practice, enabling you to build up your confidence and develop new skills along the way.

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**Graphic Design Level 5 HND Diploma**
This course allows learners to gain the necessary theoretical and practical skills to practice as professional designers. The course will support and guide you through all the aspects of contemporary graphic design practice, enabling you to build up your confidence and develop new skills along the way.

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**Media, Music and Dance – Community Learning Courses**

**Adobe Photoshop BITE SIZE**
A photo editing taster course, demonstrating a variety of editing options using Adobe Photoshop Elements and based on example photos from students.

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### Digital SLR Photography BITE SIZE

This is a tutor-led demonstration introducing learners to the main functions and formats of their digital SLR cameras.

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### Digital SLR Photography

This course is an introduction to the basic functions of the Digital SLR camera. This is a basic course that teaches a range of photographic techniques helping learners to take confident images.

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### Viennese Waltz Workshop BITE SIZE

This workshop will provide students with the basic steps, style, character and timing of the Viennese Waltz.

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### Ballroom and Latin American Dance BITE SIZE

This workshop is designed for newcomers wishing to try out some of the dances covered in the Ballroom and Latin American dance courses. All welcome, no experience necessary.

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### The Charleston Workshop BITE SIZE

Discover the fun, energy and simplified way to learn some of the basic figures of this popular Roaring Twenties dance.

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### The Ballroom Dance Workshop BITE SIZE

This workshop is designed to develop dancers’ style, shape, technique and presentation from the choice of the Waltz, Slow Foxtrot, Quickstep and Tango.

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<td>1 Day</td>
<td>10:00-12:00</td>
<td>£18.00</td>
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<td>Newbury College</td>
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### Latin American Workshop BITE SIZE

This course is to develop dancers in style, shape, technique and presentation from the choice of the Rumba, Cha Cha, Jive or Samba.

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<th>Day</th>
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<th>Duration</th>
<th>Time</th>
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### Salsa Dancing Workshop BITE SIZE

Discover the fun, exciting and simplified method to learn some of the basic steps for the popular modern Salsa dance which goes across the globe. No experience necessary.

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### Strictly Ballroom and Latin American Dance - Beginners Level 1

Discover the essential steps of the Social Foxtrot, Rumba, Cha-Cha, Merengue and the Waltz; for students with little or no experience.

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<th>Duration</th>
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In addition to the publicised course fee, some courses also attract registration, membership, exam or material costs. For full course details and costs visit www.newbury-college.ac.uk, email info@newbury-college.ac.uk or call 01635 845000 and ask for the Information Services team.

For courses with an * symbol refer to the funding information table on page 12. For explanation of 19+ Loans, HE Loans, West Berkshire Concessions, Exam Fees, and Employer Responsive courses, please see pages 12 and 13.

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**Strictly Ballroom and Latin American Dance - Beginners Level 2**
Develop and progress all dances learnt so far and discover two new dances: the Jive and the Rumba. This course is aimed at students moving up from Beginners.

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**Strictly Ballroom and Latin American Dance - Beginners Level 3**
This course brings together all the dances learnt at Beginners and Level 2 along with a new dance, the Quickstep, and more basic styling.

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**Strictly Ballroom and Latin American Dance - Improvers Level 1**
This course will focus on adding variations, technique and confidence to your dancing and is aimed at learners looking to improve their knowledge of dance.

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**Strictly Ballroom and Latin American Dance - Advanced Level 1**
This course will focus on adding variations, technique and style to your dancing and follows the Improvers Level 2 course.

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<td>Newbury College</td>
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</table>

We look forward to ballroom every week. Mary is a great teacher and we have fun, while keeping fit. It’s a great way to spend time together as a couple and the atmosphere is so supportive.

Tracy and Matthew James – Ballroom Dancing (Advanced)
### Oxford University Department of Continuing Education

<table>
<thead>
<tr>
<th>Course code</th>
<th>Day</th>
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<th>Tuition fee</th>
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### Sport, Leisure and Public Services - Qualification Courses

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### Access to HE: Primary Teaching Level 3 Diploma

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<table>
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</table>
BUSINESS TRAINING,
LEGAL COMPLIANCE AND MANAGEMENT WORKSHOPS

In today’s workplace there is a range of training that employers are legally obliged to ensure their staff undertake. Newbury College work in partnership with the awarding bodies ‘First Aid International’ (FAI) and the ‘Chartered Institute of Environmental Health’ (CIEH) to offer a comprehensive legal compliance training programme.

We also specialise in providing skills training solutions to businesses through our open and bespoke Management Workshop programmes.

We appreciate that training requirements are unique to each organisation and as an alternative we also offer on-site training delivered at your premises, to suit the needs of your business.

Our experienced team can analyse your skills and training requirements and create a training package which directly meets your needs.

Legal compliance

Make sure you and your business are compliant with the latest requirements in Health & Safety and Emergency First Aid with our 1-day compliance workshops. We offer high quality training by qualified trainers with years of industry expertise.

Subjects include:
- 17th Edition Wiring Regulations
- Abrasive Wheels
- Anaphylaxis First Aid
- COSHH
- Electrical Safety
- Emergency First Aid at Work
- Food Safety
- Health & Safety
- Moving & Handling
- Paediatric First Aid
- Portable Appliance Testing
- and many more.

Our Business Training Programmes are designed to meet the needs of the local business community and will be put on to meet demand.

Please get in touch and tell us what type of training you would like us to provide and how we can support your business.

business@newbury-college.ac.uk

Management workshops and business focused short courses

Our one-day Management Workshops are designed to enable you to get the most out of your teams. We offer a wide range of skill-building sessions in key operational areas from managing people to managing projects.

We also offer a range of short courses to enhance your personal and professional development from Public Speaking to Social Media for Business.

Subjects include:
- Building Better Relationships Through Assertiveness
- Coaching Skills for Managers
- Coaching - Improving Team Performance
- Communicating for Influence using NLP
- Confidence Building
- Effective Delegation
- Emotional Intelligence
- Interviewing Skills for Recruitment
- Managing Difficult People & Challenging Situations
- People Management – New to Management
- Performance Management
- Planning Your Personal Development
- Presentations with Impact
- Report Writing
- Sales Skills
- Social Media for Business
- Time Management
- and many more.

01635 845229 www.newbury-college.ac.uk business@newbury-college.ac.uk
## HOLIDAY ACTIVITIES

### Adults

Adult leisure workshops are designed for adults only. The price is per person, per workshop. All prices include a fee for materials.

### October Half Term
- 24/10/2016  Ceramics Workshop: Coiling
- 25/10/2016  Gels and Nail Art Workshop
- 26/10/2016  Hand tied Bouquet Workshop
- 27/10/2016  Jewellery Making Workshop
- 28/10/2016  Upcycled Material Wreath Workshop

### Christmas
- 19/12/2016  Make your own Christmas Candles
- 20/12/2016  Fresh Holly Wreath Workshop
- 21/12/2016  Winter Foliage Table Decorations
- 22/12/2016  Printed Christmas Fabric Decoration
- 23/12/2016  Christmas Canapes

### February Half Term
- 13/02/2017  Manicure Workshop
- 14/02/2017  Ceramics Workshop: Coiling
- 15/02/2017  Mixed Media Artwork
- 16/02/2017  Decorate your own Cupcakes
- 17/02/2017  Introduction to Spanish

### Easter
- 10/04/2017  Easter Table Centrepiece
- 11/04/2017  Decorate an Easter Cake
- 12/04/2017  Still life Painting in Watercolours
- 13/04/2017  Bricklaying
- 18/04/2017  Introduction to French
- 19/04/2017  Printmaking
- 20/04/2017  Adobe Photoshop
- 21/04/2017  Poetry Workshop

### May Half Term
- 30/05/2017  Raggy Flower Brooches
- 31/05/2017  Introduction to Italian
- 01/06/2017  Spring Flower Handtied Bouquets
- 02/06/2017  3D Arts and Crafts

### Families

Family Learning courses are designed for parents/guardians and children to work together on a fun and creative project. Children must be at least 4 years of age to enrol.

### October Half Term
- 24/10/2016  Halloween Crafts
- 25/10/2016  Enchanting Story Sacks
- 26/10/2016  Mini Secret Spooky Gardens
- 27/10/2016  Bats and Witches Cookies and Cakes
- 28/10/2016  Creepy Clay Crafts

### Christmas
- 19/12/2016  Make your own Christmas Stockings
- 20/12/2016  Create and Decorate Tree Decorations
- 21/12/2016  Christmas Card Workshop
- 22/12/2016  Christmas Gingerbread Men
- 23/12/2016  Festive Ceramic Tea light Holders

### February Half Term
- 13/02/2017  Wooden Spoon Characters
- 14/02/2017  Prepare and Plant a Miniature Garden
- 15/02/2017  Mother’s Day Cards with Pop up Flowers
- 16/02/2017  Decoupage Treasure Box
- 17/02/2017  Butterfly and Bee Clay Pots

### Easter
- 10/04/2017  Hand Decorated Easter Eggs
- 11/04/2017  Make your own Easter Egg Cakes
- 12/04/2017  Bunny and Chick Bunting
- 13/04/2017  Decoupage Lanterns
- 18/04/2017  Minecraft Workshop
- 19/04/2017  Easter Sock Bunnies
- 20/04/2017  Make your own Jewellery
- 21/04/2017  Papier Mache Own Moneybox

### May Half Term
- 30/05/2017  Story Sacks
- 31/05/2017  Sunflower Montage
- 01/06/2017  My Funny Family Tree
- 02/06/2017  Summer Bunting

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*Price for family learning includes 1 adult and up to 2 children.

For times and availability - please visit our website or call 01635 845000
Leaving school

Did you know that young people must now continue in education or training until their 18th birthday?

Education after 16 doesn’t just mean staying at school full time. Your options also include coming to College for a full-time vocational, GCSE, A Level or Apprenticeship programme.

Subjects include:
- A Levels and GCSEs
- Animal Care
- Art and Design
- Beauty & Complementary Therapies
- Business Studies
- Catering and Hospitality
- Child Care and Education
- Computing
- Construction, Carpentry & Brickwork
- Engineering
- Foundation Learning
- Hairdressing
- Health and Social Care
- Media
- Media Hair and Makeup
- Motor Vehicle
- Motor Sport NEW
- Music Technology NEW
- Nail Services and Technology
- Plumbing
- Public Services
- Sport
- Vocational Studies NEW
- and more...

When you come to college, you are a student, not a pupil. You will be treated like an adult and given the opportunity to be yourself. You will know your tutors by their first name (no more Miss or Sir). College should feel more like a workplace - we still expect you to follow the rules and work hard, but you will be encouraged to become more independent, have more say in your education and of course have the opportunity to make lots of new friends.

Whether you’re planning on joining us in year 10, finishing your GCSEs at school before attending, or simply have yet to decide on the next step in your education, apply as soon as you can. Download a Full-Time Course Guide, visit one of our Open Events or just pop in to our Monks Lane campus after school (we’re open until 21:00 Mon - Thu during term time) and complete a no-obligation application form.

Pre-16

Newbury College is approved to accept 14 and 15 year olds onto full time programmes at the College. This is ideal for young students who are home educated, those who have relocated to the area, or those who would just like to try something different. You will have all the benefits of school within a unique learning environment.

Newbury College provides exciting opportunities for students aged 14 and 15, offering a variety of pathways that provide an alternative to the school environment and traditional subjects.

*** All full time programmes for 14 and 15 year olds include mandatory English, Maths and Science ***

Programmes include:
- Full-Time Academic Programme
- Full-Time Vocational Programme
- School Infill Programme

Contact our Pre-16 team for more information.

Download your free Full-Time Course Guide online now!
FACILITIES

ANIMAL CARE UNIT
Our Animal Care Unit is home to a wide variety of amphibians, arachnids, birds, fish, insects, reptiles and small mammals. All animals receive the highest possible standard of care.

CLASSROOMS & IT SUITES
There are over 40 spacious classrooms and fully equipped IT suites, complete with interactive whiteboards.

CALCOT
Boasting excellent facilities with two classrooms, including a PC suite, touchscreen presentation board, interactive whiteboard and a bank of wireless enabled laptops.

THE ORMONDE CENTRE
The Ormonde Centre is a high-needs facility with unique resources for learners with specific requirements. It has a dedicated entrance and reception area but is still very much part of the main campus.

FREE PARKING
Over 300 free parking spaces on site help to reduce the cost of your course, conference or event.

GALLERY & STUDIOS
The ‘Gallery’ space is a blank canvas for hosting a wide range of exhibitions. We also have a number of creative studios including photography, pottery, art studios and media suites.

KITCHENS & RESTAURANT
We have a choice of kitchen facilities catering for both professional and domestic cookery courses. Our recently built restaurant is open to the public for lunches and can be hired or booked for functions and events.
THE FORUM
The Forum is a unique performance space with a sprung floor and mirrored wall that make it ideal for our popular dance courses. The area also opens out into an amphitheatre, ideal for live performance and shows.

For conferences, exhibitions or training seminars, the space can be transformed with seating up to 120 people.

SPORTS HALL
Our Sports Hall is the size of four badminton courts and is available for hire for both sports activities and functions. The space transforms into the ideal location for conferences, parties and even weddings.

SALONS
Our professional hair, beauty and nail salon spaces offer a realistic working environment for our students to develop their skills. The salons are also available for commercial individual hire on a long or short term basis.

WORKSHOPS
The construction skills centre enables students to learn a wide range of skills to prepare them for the construction industry, with separate areas for brickwork and carpentry.

Our engineering workshops and labs are fully equipped for both electrical and mechanical engineering courses up to HND level. The addition of a new Solutions Lab in 2016/2017 will also provide learners with the latest in computer aided technology to further progress their skills.

The Motor Vehicle workshop has modern facilities to enable students to develop relevant practical and theoretical skills in maintenance, testing and servicing.
For courses with an ✨ symbol refer to the funding information table on page 12. For explanation of 19+ Loans ✨, HE Loans 🎓, West Berkshire Concessions 🏡, Exam Fees 📚, and Employer Responsive courses ER, please see pages 12 and 13.

In addition to the publicised course fee, some courses also attract registration, membership, exam or material costs. For full course details and costs visit www.newbury-college.ac.uk, email info@newbury-college.ac.uk or call 01635 845000 and ask for the Information Services team.

How to find us

KEY

BUS ROUTE

NEWBURY RETAIL PARK

THE OLD BELL

THE GUN

A34 TO OXFORD

A4 TO THATCHAM

A4 TO HUNGERFORD & MARLBOROUGH

A339 TO BASINGSTOKE

LONDON ROAD

PARK WAY

STANDパイ plat

ST JOHNS ROAD

QUEENS ROAD

NEW ROAD

GREENHAM ROAD

SAINSBURYS

HALFORDS

KINGS ROAD

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ST MICHAELS ROAD

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HUNGERFORD & MARLBOROUGH

TO WANTAGE

TO ANDOVER A34

TO WINCHESTER

TO BRIMPTON & TADLEY

THE SWAN

POLICE STATION

TRAIN STATION

TWO WATERMILLS

RUGBY CLUB

MONKS LANE

STATION ROAD

NEWTOWN ROAD

ANGLERS ROAD

PARLIAMENT ROAD

MARKET STREET

PARKWAY

STATION ROAD

BEAR LANE

GREENHAM ROAD

RUGBY CLUB

PINCHINGTON LANE

RACE COURSE ROAD

BOUNDARY ROAD

QUEENS ROAD

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ST JOHNS ROAD

QUEENS ROAD

NEW ROAD

GREENHAM ROAD

SAINSBURYS

HALFORDS
In addition to the publicised course fee, some courses also attract registration, membership, exam or material costs. For full course details and costs visit www.newbury-college.ac.uk, email info@newbury-college.ac.uk or call 01635 845000 and ask for the Information Services team.

From the M4 junction 13
Take the A34 south towards Newbury. After approximately half a mile turn onto the A339 for Newbury town centre. At the 1st roundabout (Vodafone), take the 2nd exit (straight across). At the next roundabout (major junction) take the 3rd exit signposted Winchester and Southampton. At the next roundabout (Sainsbury’s) take the 2nd exit (straight across). At the next roundabout (Burger King) take the 2nd exit (straight across). Follow the road uphill for half a mile to the next roundabout and take the 3rd exit. Turn left at the mini roundabout into the Newbury College campus past the Two Watermills.

From the A34 from Southampton, Winchester, Basingstoke
Take the A34 Tothill junction exit and turn right at the 1st roundabout and cross the dual carriageway. At the next roundabout take the 1st exit signposted Newbury/Basingstoke. At the next roundabout take the 1st exit to Newbury (A339). Follow the road uphill for half a mile to the next roundabout and take the 1st exit. Turn left at the mini roundabout into the Newbury College campus past the Two Watermills.

Bus Service
A regular free shuttle bus service operates between Newbury train station and the College during term time. The train station is approximately one mile from the College campus and the bus takes 5 minutes. Timetables are available from the Information Services team or on the website at www.newbury-college.ac.uk

CONFERENCING AND ROOM HIRE
We are pleased to offer our modern fully equipped rooms for meetings and conferences. Our Monks Lane campus has excellent transport links and can accommodate small meetings for one-to-one interviews, to large conferences for 120 theatre style.

We also have our large Sports Hall which can be transformed into a marquee-style conference facility.

A range of catering options are available to suit all budgets and there are special discounted rates for room hires during non-term time.

Enjoy high quality and value for money pampering experiences, quite literally from head to toe!

**BEAUTY SALON**
- Eyelash/brow Tinting
- Facials
- Massage
- Tanning
- Waxing

**NAIL BAR**
- Manicures
- Nail Art
- Pedicures
- 14 Day Gels

**HAIR SALON**
- Hair Colouring
- Hair Conditioning
- Hair Styling
- Highlights
- Unisex Hair Cutting

**BEAUTY & NAILS:**
- 01635 845205

**HAIRDRESSING:**
- 01635 845432

In addition to the publicised course fee, some courses also attract registration, membership, exam or material costs. For full course details and costs visit www.newbury-college.ac.uk, email info@newbury-college.ac.uk or call 01635 845000 and ask for the Information Services team.
Get in touch

As part of our commitment to providing high quality education and training programmes, we welcome all feedback and suggestions. There are a number of ways you can get in touch with us at Newbury College...

**Telephone**

Call us on **01635 845000**

Our Information Services team can help answer any queries or put you in touch with the right person. For opening hours please see page 4.

**E-mail**

Email us at **info@newbury-college.ac.uk**

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**Suggest a course**

We aim to provide the widest range of education and training programmes to meet the needs of our local community. If you are interested in studying a subject we do not currently offer, please let us know or hand this form into reception.

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INDEX

#
19+ Loans 13

A
Academy Salons 49
Access Courses 6
Accessibility 10
Accountancy 21-23
Acrylics 16
Administration 22-23
Adobe Photoshop 38
Application/Enrolment Form 25-28
Apprenticeships 9
Art 15-20
Art History 36

B
Ballroom and Latin 39-40
Beauty 20-21
Book Keeping 21-22
Business 21-23; 43
Bus Service 49

C
CAD 31
Cake Decorating 31
Calcot Community Learning Centre 4
Care 23; 34-35
Gathering 30-31
Ceramics (pottery) 17
Childcare 10; 23
Children’s Development 23
Chocolate Making 31
Clay 17
Coaching 41-42
Complementary Therapies 20-21
Computer Aided Design 31
Computer and Online Basics 24; 29
Computing 26; 29
Construction 29-30
Construction Site Card 29
Cookery 30-31
Counselling 34-36
Crafts 15-20
Creating Writing 36
Crochet 19
CSCS 29
Customer Service 23

D
Dance 39-40
Databases 24
Dementia Care 35
Design (Art and Craft) 15-20
Design (Computer Aided) 31
Diabetes Care 35
Digital Photography 39
Directions to the College 49
Discounts 13
Drawing and Painting 16-17
Dressmaking 20

E
eBay 24
End of Life Care 35
Engineering (Electrical, Electronic, Mechanical) 31-32
English 8; 32-33
English for non-native speakers 8; 33
Enrolment/Application Form 25-28
Essential Skills 32-33
Equality and Diversity 23

F
Fashion and Textiles 19-20
Feedback Form 50
Fees 11-13
FENNS 33
Finance 11-13
First Aid 23; 34; 43
Flower Arranging 39-40
French 36-37
Full-time courses 45
Functional Skills 33

G
GCSEs 33
Graphic Design 38

H
Hairdressing 20-21; 49
HE Loans 12-13
Health and Safety 29; 30
Health and Social Care 34-36
Holistic Therapies 21
Hospitality and Catering 30-31
Human Resources 22

I
Indian Head Massage 21
Information Technology 24-29
Interviewing Skills 43
iPad 24
Italian 37
IT 24-29
ITQ 24

J
Jewellery 18

K
Knitting 19

L
Languages 36-38
Leadership 23
Learning Disabilities 35
Literacy 32

M
Make-up 20
Management 23
Marketing 22
Massage 20-21; 49
Maths 8; 32-33
Mechanical Engineering 32
Media 38
Medicines Handling 35
Mental Health 34
Motor Vehicle 32

N
Numeracy 8; 33
Nutrition 35

O
Open Days 2
Opening Hours 4
Oxford University Courses 41

P
Paediatric First Aid 23; 43
Painting 16-17
Paper Maché 18
Photography 39
Photoshop (photo editing) 38
Plumbing 30
Pottery 17
PowerPoint 24; 29
Public Speaking 36

R
Restaurant 46; 50
Retail 9

S
Safeguarding 10; 34
Safety Awareness 29
Salsa and Swing 39
Saturday Openings 4
Sculptures 18
Sewing Machines 19
Site Safety 29
Social Care 34-36
Social Media 29; 43
Spanish 37-38
Spreadsheets 21; 24
Sugar Craft 31

T
Term Dates 4
Teacher Training 41-42
Time Management 43

U
Upholstery & Soft Furnishings 20

V
Volunteering 8

W
Web Design 29
Weaving 20
Welding 30
West Berkshire Concessions 13
Windows 24
Writing Regulations 32
Word 29
Writing 32-33; 36

Disclaimer: Newbury College has made every effort to ensure that information contained within this guide is correct at the time of publication. However, the College reserves the right to introduce any changes including the addition, re-structuring, re-pricing, or closure of courses where insufficient numbers have enrolled. For up-to-date information, please visit our website www.newbury-college.ac.uk.

Data Protection: Newbury College stores and processes all student data in accordance with the provisions of the Data Protection Act 1998
COLLEGE OPEN DAYS & EVENINGS

Speak to subject specialists
Tour the campus and facilities
Get advice and guidance

Saturday 03 September 2016 10:00 – 13:00
Tuesday 08 November 2016 16:00 – 20:00
Wednesday 08 February 2017 16:00 – 20:00
Saturday 13 May 2017 10:00 – 13:00