



**LEEDS CITY  
COLLEGE**

**Adult Courses  
Guide 2022/2023**

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# **Management and Professional.**



# Open events.

Open events take place throughout the year at all our main campuses (Park Lane, Printworks and Quarry Hill). These events are a great opportunity for you to find out more about our courses, college life, and the ways we support you academically, emotionally and financially.

For further details and to book onto an open event, please visit: [leedscitycollege.ac.uk/events](https://leedscitycollege.ac.uk/events)

## **For more information**

Call: 0113 386 1997

Email: [contact@leedscitycollege.ac.uk](mailto:contact@leedscitycollege.ac.uk)

**FOR MORE INFORMATION**

**CALL: 0113 386 1997**

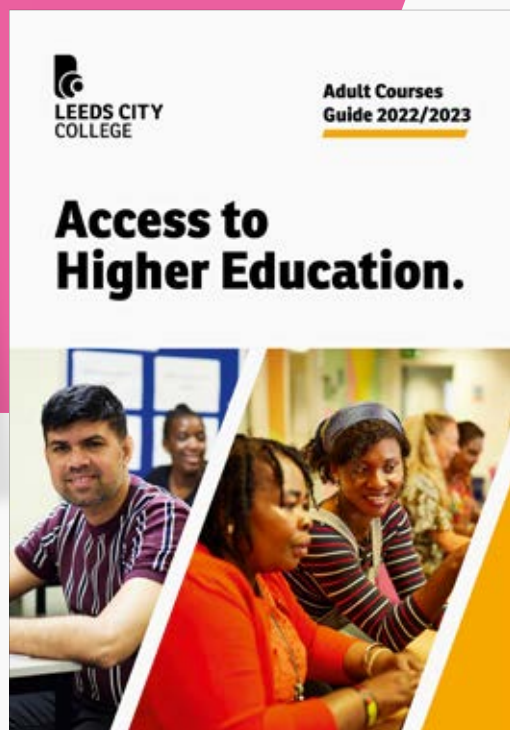
**EMAIL: [CONTACT@LEEDSCITYCOLLEGE.AC.UK](mailto:CONTACT@LEEDSCITYCOLLEGE.AC.UK)**

# Our other prospectuses.

Browse through our other Adult courses prospectuses and find out how you can develop your skills, increase your employment prospects or improve your academic skills.



If you are interested, please visit [www.leedscitycollege.ac.uk/adult](http://www.leedscitycollege.ac.uk/adult) or call 0113 386 1997.



# Welcome.

**At Leeds City College, we understand the need for skills that fit today's workplace demands. That's why we offer a range of adult learner courses to help you refresh your skills and take your knowledge further.**

We don't believe one-size-fits-all applies to education, so you will find a wide range of programmes to suit all levels and abilities. Whether you are looking to upskill, reskill or try something new, we've removed as many barriers as possible to help you succeed. Gain the qualifications you need to go further in your current role; improve your English, maths and digital skills; or turn your hobby into a rewarding career – it's all possible with us.

As well as providing opportunities to gain plenty of new skills, we also strive to support learners outside of the classroom – with flexible timetables, childcare support, academic advice and funding guidance.

Take the next step, and prove to yourself and others that it's never too late to learn.



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# **Why study** **with us?**

From the moment you enrol with us, you will be welcomed into a friendly, supportive community where we encourage you to pursue your passion and be the very best you can be. Our adult learning programmes were rated 'Outstanding' by Ofsted inspectors in May 2022. They said, "Adults make rapid progress in developing their subject knowledge, they grow in confidence and develop skills that help them prepare for their next steps in education and employment."

We offer a wide range of flexible study options in facilities across Leeds – from our Park Lane, Printworks and Quarry Hill campuses, to Deacon House in Seacroft, Enfield Centre in Harehills, Rothwell Centre and Joseph Priestley Centre, Beeston. These are predominantly adult-based centres, so you will be studying alongside fellow adult learners – giving you the perfect opportunity to widen your social circle.

Regardless of whether you study a professional, vocational or Access to HE course, you will enjoy a host of progression opportunities to take you to the next level. This could be an apprenticeship, further qualifications, a university degree or even employment.

We are also committed to making your studies as easy as possible, which is why financial support is available to help with childcare and travel costs (subject to eligibility).



# How to apply.

Applying for a course at Leeds City College is simple:

1.

Search for a course in this guide or by visiting [leedscitycollege.ac.uk/adult](https://leedscitycollege.ac.uk/adult) Or click on the enquire now button on the website if you need some more information about a course or your options. Alternatively, you can call us on the number below for further assistance.

2.

Attend an open event to find out more about your course, meet tutors and confirm it's the right choice. Please note, events may be held virtually in line with government guidelines.

3.

Submit the online application form found at [leedscitycollege.ac.uk/adult](https://leedscitycollege.ac.uk/adult) and we'll be in touch with the next steps. Alternatively, you can enrol in person at the campus that is offering your course.

**FOR MORE INFORMATION**

**CALL: 0113 386 1997**

**VISIT: LEEDSCITYCOLLEGE.AC.UK/ADULT**





# Our courses.

## **Access**

Looking to go into higher education? Fast-track your route to university with an Access course that gets you there in one year.

## **Professional**

Whether you are training for a specialist role in accounting, HR, management or procurement, our professional courses are what you need to succeed.

## **Adult Courses and Skills**

Our adult courses are ideal if you are looking to change career, refresh your industry skills (for example, health and social care, hairdressing, childcare and teaching assistants, business administration office and customer service skills) or develop your English, maths, digital or IT skills. The combination of part-time, online and face-to-face programmes mean they easily fit around other commitments too.

We also offer a number of leisure courses if you are interested in pursuing your favourite pastime, making new friends, improving your mental wellbeing or simply trying something new.



### **Level 3 Free Courses for Jobs**

If you don't already hold a Level 3 qualification (equivalent to an A level), you can now study some courses for free – thanks to the Government's Free Courses for Jobs programme. No matter your background, age, location or level of education, this is your opportunity to gain skills that transform your working life and open up the possibilities for a prosperous career. If you already have a level 3 qualification and you are earning below £19,305 (West Yorkshire only) you may be eligible for a second level 3 course. Get in touch to find out if you are eligible.

The scheme, launched on 1 April 2021, means over 400 free courses are now available to study across a diverse range of sectors – including engineering, health, social care, construction and digital. And you don't have to worry at all about costs, as each programme is backed by government funding.

**You can search for specific courses by using the contents pages at the front of the guide. Or if you can't find what you're looking for, our staff will be happy to help you find a course that meets your needs. Simply call 0113 386 1997 or email [contact@leedscitycollege.ac.uk](mailto:contact@leedscitycollege.ac.uk)**

# Our STEM courses.

SCIENCE | TECHNOLOGY | ENGINEERING | MATHEMATICS  
**STEM**





**STEM stands for Science, Technology, Engineering and Maths – academic disciplines rapidly changing our careers and world. With technological and scientific discoveries being made all the time, this is an exciting world to work in – and vacancies and skills shortages create great job opportunities for all.**

Demand for people working in STEM is high and is set to increase even more over the coming years. Having STEM skills not only makes you very employable, it also helps you identify problems, think creatively and analyse information more effectively. We call this set of skills the STEM7:

- 1.** Creative thinking
- 2.** Problem-solving
- 3.** Communication
- 4.** Collaborative working
- 5.** Intellectual curiosity
- 6.** Flexibility
- 7.** Data-driven decision-making

At Leeds City College, we offer a range of courses in the field of STEM – including a number of IT and digital qualifications. You can also build on your English and communication skills – which are vital for numerous industries – and on completion, you could go straight into employment or on to university to further strengthen your skills.

Studying a STEM course will allow you to progress on to a range of jobs in:

- Software Development
- Health
- Data Security
- Engineering
- Motor Vehicle
- Laboratories
- Renewable Energy and Environment
- Psychology
- Games Development
- Computer Programming
- Medical Science
- Actuary
- Conservation
- Artificial Intelligence
- Petroleum

**TO FIND OUT MORE ABOUT  
STEM COURSES  
VISIT [LEEDSCITYCOLLEGE.AC.UK/STEM](https://leedscitycollege.ac.uk/stem)**

# Other available courses.

## Apprenticeships, GCSEs and A levels

You can also study professional courses and qualifications as an adult student. These include:

**GCSEs:** these act as a fantastic springboard to get you into work or further study

**Apprenticeships:** ideal for developing skills for a career change, or helping you upskill for your current role while you work and earn

**A levels:** Up your knowledge and open up opportunities in a supportive, classroom-based learning environment

## **Higher Education**

After further education, you have the option to study at degree level at University Centre Leeds – where extensive support and smaller class sizes allow you to truly excel.

We offer a number of foundation degree programmes as part of wider career paths. On completion, you can top it up to a full bachelor's degree or move into relevant employment through our strong industry links. And if you have already studied a foundation degree elsewhere, you can go straight to a top-up degree programme.

### **University Centre Leeds covers a range of subject areas:**

- Science, technology and engineering
- Health, social care, humanities and education
- Business and law
- Creative industries

And after graduating, many of our students have successfully progressed into relevant employment.

## **ESOL**

Is English your second language? Improve your written and spoken skills with an English for Speakers of Other Languages (ESOL) course. Leeds City College is one of the UK's largest ESOL providers, with courses running throughout the year at multiple locations – including Deacon House and Joseph Priestley Centre, Beeston.

You won't just improve your English, but also your maths and IT skills through one-to-one support sessions. We will always encourage you to do your best and after finishing the programme, you can continue on to practical courses, further education or employment. In fact, 92% of participants progress into further education courses with us.

**“The course at Enfield was absolutely great. Completing tasks helped improve my everyday English, and me and my class became more confident in writing, speaking and listening in English. It's where I met a lot of friends and there's no discrimination, as teachers will always be there to support you.”** – Paola Giacomuzzi

# Course fees and funding.

**Fees for adult education courses can be found on each individual course page in this guide. For long courses and those over £100, you can pay via an instalment plan to help spread the cost.**

Fees for part-time and 19+ courses do vary, and several courses are available to study for free. For more information and eligibility, please visit [leedscitycollege.ac.uk/adult/support](https://leedscitycollege.ac.uk/adult/support) or call 0113 386 1997.

## **Funding**

For learners under 19 the college will not charge any fees where we receive funding from the Department for Education.

For learners aged 19+ many of our courses may be free if any of the following apply:

- You are under 24 and have an Education Health and Care Plan from your local authority
- You are wanting to join basic skills English and maths courses (not ESOL)
- You are wanting to join GCSE English or maths courses and you don't already have a GCSE grade C (or 4) in that subject
- You are wanting to join a computing class (EDSQ)
- You are under 24 and you don't already have a qualification at Level 3 or higher
- You are unemployed and in receipt of benefits
- You are working and your annual wage is less than £19,305 gross per year (West Yorkshire only)\*

It depends on the level of the course and your circumstances as to whether you can have the course for free; please ask for further information and what evidence you may need to provide. In some circumstances, even if you don't meet the criteria above, you may be able to get some financial assistance through our Learner Support Funds and Student Life team.

\*West Yorkshire residents only, £18,525 for residents in other non-devolved areas.

Adults and young people are entitled to free English, maths and digital skills tuition if they do not already have a GCSE grade 4 (previous grade C) or Level 2 qualification in that subject.

Adults under 24 studying for their first full Level 2 or Level 3 qualification may be eligible for free tuition, subject to status and depending on the course.



### **Community Learning (CL) Course Fees**

Concessionary rates are available if you are in receipt of certain benefits and studying a course funded through Leeds City Council. Please contact us for more information or visit [leedscitycollege.ac.uk](https://leedscitycollege.ac.uk)

### **Level 3 Free Courses for Jobs**

As part of their Free Courses for Jobs programme, the Government has made 400 Level 3 qualifications available to study for free. This means that if you don't already hold a Level 3 qualification (such as an A level or equivalent), you could gain valuable new skills – regardless of your age, location and background.

For more information on Level 3 courses available for 19+ learners, please visit [leedscitycollege.ac.uk/adult](https://leedscitycollege.ac.uk/adult)

## **Level 3+ courses for**

### **19+ learners**

You may be eligible for free tuition if you are aged 19–23, and don't have an existing Level 3 qualification but plan to study a Level 3 course – including CACHE or BTEC courses, A Levels and professional qualifications. This is dependent on the qualifications you previously achieved and the qualification you choose to study. Please get in touch for more information or visit [leedscitycollege.ac.uk](http://leedscitycollege.ac.uk)

Full fees are payable, regardless of personal circumstances, if you are over 19 and have an existing Level 3 qualification – or if you are over 24 and haven't previously studied at Level 3.

Where fees are due, an Advanced Learner Loan can help cover part or all of your course fees and provide financial support while you study.

### **You can apply for an Advanced Learner Loan if you are:**

- Aged 19 or over
- A UK resident
- Accepted on to an eligible course at Level 3

The minimum you can borrow is £300 and the maximum depends

on the fees for your course. Once your offer has been confirmed and you have received our learning and funding information letter, you can register and apply for a loan online. You need to have an approved Advanced Learner Loan in place before you enrol. If you don't, you will need to discuss your options with us at enrolment.

### **You do not need to pay your loan back until:**

- You have finished your course
- You earn more than £25,000 per annum

Loan repayment is at a low rate and on a 30-year term, making it more manageable for you. Plus, if you get a loan to cover tuition fees for an Access to HE course and go on to study a degree, your loan will be written off. Bursaries may be available. For further details, get in touch with our team or go to [leedscitycollege.ac.uk](http://leedscitycollege.ac.uk)

### **Instalment plan**

If you choose not to take out an approved Advanced Learner Loan, or the qualification is not eligible for other public funding, you may be able to pay using an instalment plan. The minimum course fee eligible for instalments is £100.



You will pay 25% of your course fees at enrolment and the remainder will be spread between one and six months, depending on your requirements and the length of your chosen course. All fees must be paid in full one month before the end of the course. Full details of the college's fees policy are available at our website – [leedscitycollege.ac.uk](https://leedscitycollege.ac.uk)

### **Financial support**

Don't let money worries hold you back; we can help you overcome financial barriers and succeed on your chosen course.

You may be eligible for help with travel, meals and childcare costs. We can also help you with course-related costs such as specific equipment, protective clothing, specialist books and educational visits.

For details of the application process and eligibility criteria for 19+ Discretionary Learner Support (DLS) and an Advanced Learner Loan bursary – including help with childcare costs – please read the student support document at [leedscitycollege.ac.uk/financial-and-welfare-support-for-19-students/](https://leedscitycollege.ac.uk/financial-and-welfare-support-for-19-students/)

# **Our support services.**

**We want everyone to have a rich educational journey with us, and are committed to supporting you at every stage of your course. For more information, please visit: [leedscitycollege.ac.uk/adult/support](https://leedscitycollege.ac.uk/adult/support)**

## **Learning resource centre**

We have a range of print and electronic learning resources to support you with your studies, and may be able to provide equipment to help with online learning too. More information can be found at our website, [leedscitycollege.ac.uk](https://leedscitycollege.ac.uk) or by getting in touch with our friendly team.

## **Additional learning support**

Please let us know if you have any additional needs so we can help you access learning. We have specialist support for those with disabilities such as dyslexia, and will sensitively assess your needs to create an appropriate support package for you.





### **Childcare**

We work in partnership with Ofsted-registered childcare providers to help student parents with childcare costs and places. For more information, please contact us or visit [leedscitycollege.ac.uk](https://leedscitycollege.ac.uk)

### **Counselling and wellbeing**

Whether you are worried about your welfare or would like additional support with your mental health, we are here for you. Your tutor is your first point of contact for anything that's causing you stress or if you are feeling unwell, and can direct you to appropriate guidance and support.

### **Discretionary Learner Support**

For adults in hardship, additional financial support may be available, subject to eligibility. Please get in touch for full details.

# Access to Higher Education.

**Get to university in one year with an Access to HE course. They are respected Level 3 qualifications that are recognised by a whole host of higher education institutions – including University Centre Leeds.**

Access to HE courses are perfect if you want to study for a degree but don't yet have the relevant qualifications. Unlike traditional A levels which normally take two years, you will be ready for higher education in just one academic year. Take the first step to your future career today.

## **Benefits of an Access to Higher Education course:**

- Get to university without traditional qualifications
- If you follow your course with a degree, you won't have to repay your loan
- Achieve an industry-recognised qualification

## **FOR MORE INFORMATION**

**VISIT: [LEEDSCITYCOLLEGE.AC.UK/ACCESS](https://leedscitycollege.ac.uk/access)**

At Leeds City College, we offer a number of Access to HE Diploma Level 3 programmes across:

- Business
- Computing
- Creative Industries
- Engineering
- Games
- Photography
- Art
- Education and Teaching
- Health Science Professions
- Humanities and Social Sciences
- Medicine
- Psychology
- Social Science
- Sport & Physical Activity
- Travel, Food and Drink

We also offer Access to Health Science Professions at Level 2, as well as Fast-Track Science GCSE (Combined and Access Foundation GCSE courses for those without these qualifications).



**Adult Courses  
Guide 2022/2023**

# **Access to Higher Education.**



# **Adult Skills and Training.**

**Become who you want to be with an adult course at Leeds City College. Our provision covers hobby/leisure and practical courses – so whatever direction you want to take your career, we will help you get there.**

## **Benefits of an adult course:**

- Develop your confidence
- Gain new skills
- Meet like-minded people
- Discover new interests
- Achieve recognised qualifications
- We offer courses across multiple industry areas, including:
  - Business and Law
  - Childcare and Education
  - Essential Skills
  - Hair and Beauty
  - Health and Social Care
  - Digital and IT
  - Leisure

**FOR MORE INFORMATION,  
VISIT: [LEEDSCITYCOLLEGE.AC.UK/ADULT](https://leedscitycollege.ac.uk/adult)**



**Adult Courses  
Guide 2022/2023**

# **Adult Skills and Training.**





# ESOL

**Leeds City College is one of the country's leading providers of English for Speakers of Other Languages (ESOL) courses. Rated Outstanding by Ofsted, the ESOL department is committed to helping you get ahead – so if English is your second language, come and gain the skills you need with us.**

As well as English you will develop your maths and IT skills too, via one-to-one sessions with a supportive tutor. You will also enjoy a wide range of excellent enrichment activities – including environmental projects and workshops.

**On completion, you can choose to progress on to a practical course, employment or join the 92% of participants who decided to study a further education programme with us.**

We offer both full-time and part-time programmes at various locations across Leeds:

- Deacon House in Seacroft
- Enfield Centre, Enfield Terrace
- North Street Centre in Sheepscar
- Joseph Priestley Centre, Beeston

**FOR MORE INFORMATION,  
VISIT [LEEDSCITYCOLLEGE.AC.UK/ESOL](http://LEEDSCITYCOLLEGE.AC.UK/ESOL)**

# Digital Skills.

**Did you know 70% of businesses say their staff require basic digital skills to help them complete their job effectively? By studying a digital skills course with us, you will be getting ahead in the online world and boosting your career prospects at the same time.**

Gaining a digital skills qualification opens a whole world of possibilities – maybe you are looking to go further in your current role or completely branch out into a new industry? Whatever your aspirations, learn how to make computing work for you.

## **Benefits of a digital skills course**

- Improved confidence
- Develop your understanding of computers, tablets and other digital devices
- Learn how to stay safe while on the internet
- Progress to a higher level qualification

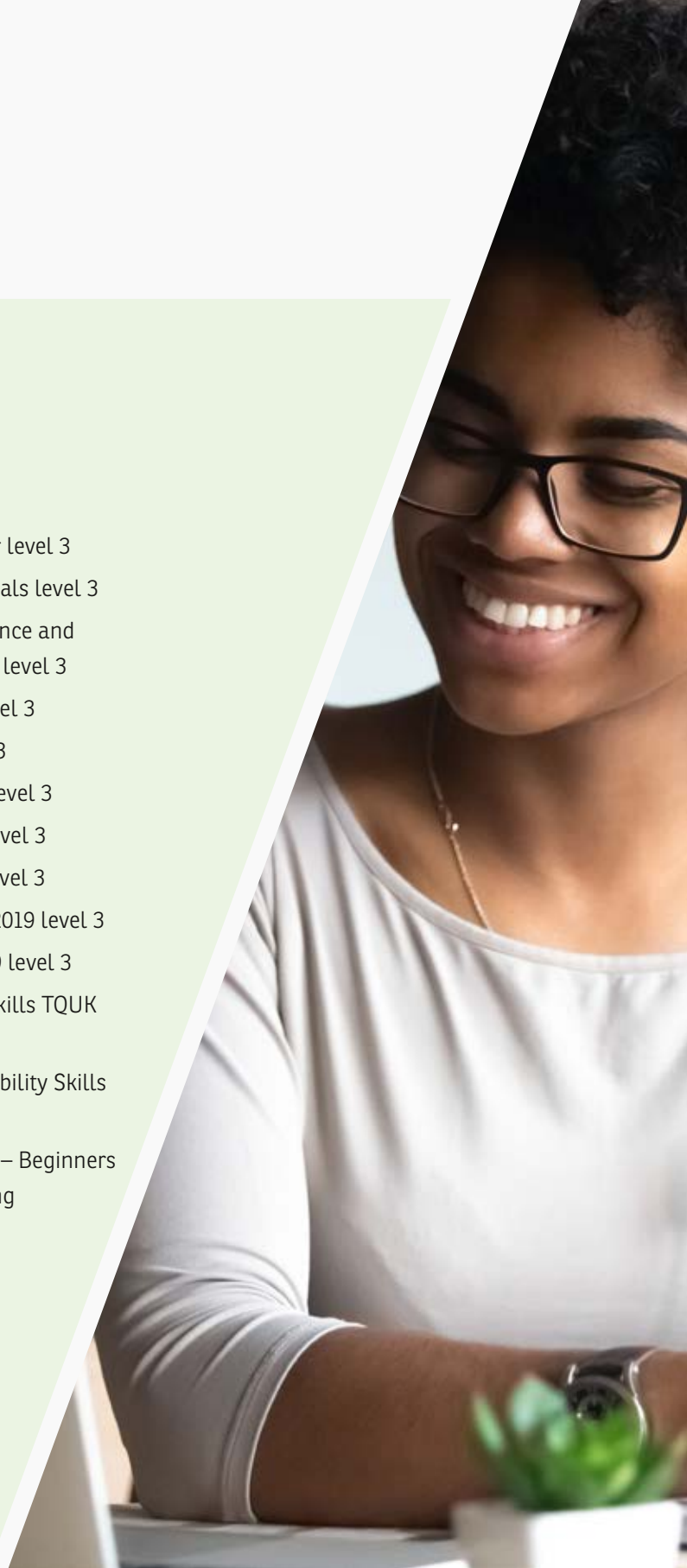
We offer a range of digital skills and IT courses:

- Essential Digital Skills
- SKILLUP to Coding level 2 Award
- SKILLUP to Digital Marketing level 2 Award
- SKILLUP to Networking level 2 Award
- SKILLUP to Cyber level 2 Award
- SKILLUP to Data Management, Analytics and Spreadsheet level 2 Award
- Digital Marketing level 2 Certificate
- Digital skills for work level 2
- Step into an Apprenticeship level 2 award in Digital Skills
- MOS Azure Fundamentals level 3
- MOS Azure Administrator level 3
- MOS Azure AI Fundamentals level 3

**FOR MORE INFORMATION,  
SEARCH 'DIGITAL SKILLS' AT [LEEDSCITYCOLLEGE.AC.UK](https://leedscitycollege.ac.uk)**



- MOS Security Engineer level 3
- MOS M365 Fundamentals level 3
- MOS Security, Compliance and Identity Fundamentals level 3
- MOS Dynamics 365 level 3
- MOS Azure Data level 3
- MOS Power Platform level 3
- MOS Word 365/2019 level 3
- MOS Excel 365/2019 level 3
- MOS Powerpoint 365/2019 level 3
- MOS Outlook 365/2019 level 3
- Principles for Digital Skills TQUK Certificate Level 2
- Digital and IT Employability Skills Pathway Level 2
- Introduction to Coding – Beginners Computer Programming
- Computer Science





# Prince's Trust programmes.

**Founded by HRH Prince Charles in 1976, so far the Prince's Trust scheme has helped over a million young people into education, training or employment. You will be eligible for the programme if you are aged 18–30 and are unemployed, not in university or college, and are not participating in a training scheme – such as an apprenticeship.**

We offer:

- Team Programme – grow in confidence as you develop your CV writing, learn key interview techniques, and participate in a community project to get you thinking about your future
- Get Started / Get Into – both these programmes are designed to help you secure an exciting role in health and social care, IT or engineering

All three courses come with the incredible support of Prince's Trust mentors. On completion of your programme, they will work to get you into employment and help as you adjust to working life.

**FOR MORE INFORMATION,  
VISIT [LEEDSCITYCOLLEGE.AC.UK/PRINCES-TRUST](https://leedscitycollege.ac.uk/princes-trust)**

# **IQA and Coaching and Mentoring qualifications.**

If you are looking to become a trainer or qualified assessor or add to your skills with our Coaching and Mentoring qualification pathway, then take advantage of our new suite of qualifications.

Many areas of the further education and training sector – such as vocational qualifications and apprenticeships – require on-the-job and in-place training observations, similar to a practical driving test. This means there's a growing demand for trained staff to take on the role of assessor – and this could be your opportunity to grow in confidence and add more strings to your bow.

Our exciting new qualifications cover all the essential principles and practices of training assessment

and quality assurance, including assessing competence and achievement. You can also learn how to support individuals through coaching and mentoring. You will study in a stimulating work environment, and gain in-depth knowledge of various assessment methods, such as:

- Observations
- Witness testimony
- Interview and discussion
- Oral and written questioning
- Assignments and projects
- Case studies

You will also be shown how to ensure your assessment is carried out fairly and consistently to meet the awarding body requirements.

**FOR MORE INFORMATION,  
VISIT: [LEEDSCITYCOLLEGE.AC.UK/ASSESSOR-QUALIFICATION](https://leedscitycollege.ac.uk/assessor-qualification)**



# English and maths.

**Create new opportunities for your future with GCSE qualifications in English and maths. Leeds City College offers a broad range of online and physical GCSE and Functional Skills qualifications – and they can be studied alongside another full-time course or around your job.**

Whether you want to achieve your GCSEs for the first time, improve your grades, progress in your role, change career or get to university, studying GCSEs at Leeds City College paves the way to success.

Benefits include:

- Flexible courses taught by dedicated tutors
- Online and face-to-face options available at a range of locations
- Evening and day courses to suit your personal timetable
- Progression support to help you achieve your aspirations
- Study alongside other adult learners at your own pace



**CENTRES FOR  
EXCELLENCE IN MATHS**



# Careers adviser courses.

**Become a careers adviser and help people make strategic decisions about their future.**

From Career Coach to Career Consultant and Careers Coordinator, a careers adviser comes under a range of job titles. And by studying one of our relevant courses, you will work to become a career development practitioner working in the public, private, voluntary or community sector.

Learn how to:

- Listen to clients' initial ideas and understand their qualifications, skills, educational background, circumstances and goals
- Help clients identify and consider the choices available to them
- Outline possible courses of action
- Assist clients in achieving their goals – whether through training,

employment, education or a combination of all three

- Support clients to see how they can overcome any barriers preventing them from moving forwards

While many careers advisers are graduates with a recognised postgraduate qualification, you can still gain an equivalent qualification through work-based training. It's never too late to try something new, so begin your new role as a careers adviser at Leeds City College.

For more information, call 0113 386 1997 or email

**[contact@leedscitycollege.ac.uk](mailto:contact@leedscitycollege.ac.uk)**





# Teaching assistant careers.

**Interested in becoming a teaching assistant? Our outstanding teaching assistant department delivers a range of courses that help you become fully qualified to work in this field. You will become a trusted guide and feel a sense of achievement watching pupils grasp ideas using the tips you gave them.**

Helping young people thrive academically and personally is an extremely rewarding experience. As a teaching assistant, you will work with the class teacher to ensure children reach their full potential in the classroom. This may involve delivering interventions, assisting the teacher with lessons and helping with the smooth running of day to day activities.

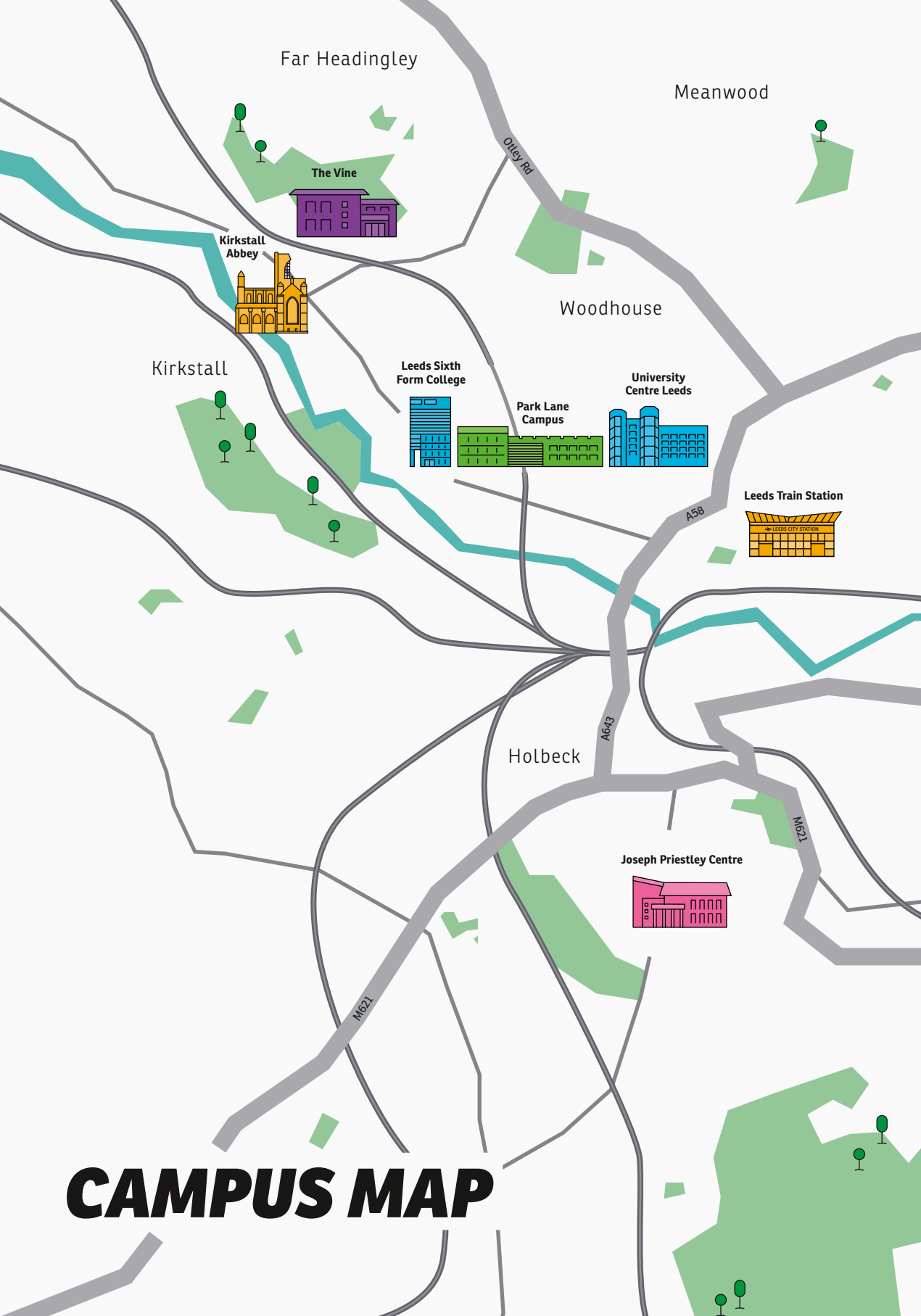
This could be the first time you provide instruction and assistance to a group of children, so you will work to express yourself clearly, and develop your communication and organisation skills. You will also learn how to effectively demonstrate authority and foster positive interactions between pupils.

Ready to start your journey? Get in touch to apply.

Call: 0113 386 1997

Email: [contact@leedscitycollege.ac.uk](mailto:contact@leedscitycollege.ac.uk)





Far Headingley

Meanwood

The Vine

Kirkstall Abbey

Woodhouse

Kirkstall

Leeds Sixth Form College

University Centre Leeds

Park Lane Campus

Leeds Train Station

Holbeck

Joseph Priestley Centre

# CAMPUS MAP



Roundhay

A64

Deacon House



Seacroft

Enfield Centre



A61

The Annexe



Mabgate Campus



Quarry Hill Campus



York Rd

Cross Gates

A6120

Leeds City Bus Station



Crown Point Rd

A63

Temple Newsam



Printworks Campus



Hunslet rd

Somerville House



Hunslet

M1

Rothwell Centre



# Our Professional Courses.

Search the course name on our website for more information





# Accounting, Business & Management.

Make it count with a professional qualification in accounting, business and management. Whether you are working in finance, wish to advance your accounting career or dream of becoming a business manager, our wide range of courses cater to every goal.

Many of our programmes are accredited by leading bodies such as the Association of Accounting Technicians (AAT); the Chartered Institute of Credit Management (CICM); the Chartered Management Institute (CMI); and the Chartered Institute of Procurement & Supply (CIPS). By studying a course under these professional bodies, you will boost your career prospects and ensure you stand out to industry employers.

Search the course name on our website for more information





# Accounting, Business & Management



# Potential Careers

- Accountant
- Accounting Technician
- Bookkeeper
- Business Development Manager
- Credit Controller
- Finance Officer
- Financial Manager/Director
- Payroll Manager
- Project Manager
- Wages Clerk

**Average annual wage Accounting & Finance and Administration**

**£27<sup>900</sup>**

Certificate in Accounting .....	52
Certificate in Bookkeeping .....	52
Certificate in Bookkeeping .....	53
Diploma in Accounting .....	53
Diploma in Professional Accounting .....	54
Introduction to Business and Finance .....	54

**Leeds City Region's accounting and  
finance sector  
is expected  
to grow** **2.1%**  
**by 2024**

## Certificate in Accounting

### AAT Level 2

**Duration:** 1 year

**Study:** Full-time

**Location:** University Centre Leeds

**Course Code:** 70512–01

This Level 2 Certificate in Accounting will give you a good foundation in the knowledge required for employment or further study in accountancy and finance. Alongside teaching transferable business and personal skills, this qualification offers a broad focus across several subject areas to enhance your employability in the accountancy sector. This course is also beneficial for those entering the workplace for the first time, as well as those who are changing careers, or looking to up-skill before entering or re-entering a business environment.

## Certificate in Bookkeeping

### AAT Level 2

**Duration:** 15 weeks

**Study:** Full-time

**Location:** University Centre Leeds

**Course Code:** 76627–01

Get started on your career as a Clerical Assistant, Trainee Bookkeeper or Accounts Administrator, with this foundation certificate. It will teach you how to operate a manual double-entry bookkeeping system, enabling you to progress to more advanced manual and computerised activities. You will develop your understanding of various accounting records, covering complex foundation-level bookkeeping procedures whilst consolidating your knowledge of double-entry bookkeeping.

This AAT Level 2 qualification will give you the confidence to perform well in the workplace, preparing you for greater success and responsibility.

# Certificate in Bookkeeping

## Level 3

**Duration:** 15 weeks

**Study:** Full-time

**Location:** University Centre Leeds

**Course Code:** 77339-01

Designed for experienced bookkeepers, this Level 3 qualification will build on your existing foundation level knowledge. You will cover areas such as double-entry bookkeeping and financial statements, as well as how to prepare and submit returns to the relevant tax authority – a skill which will be especially useful in situations concerning routine transactions. You will also learn how to manage records for non-current assets in preparation for producing final accounts for unincorporated organisations.

# Diploma in Accounting

## AAT Level 3

**Duration:** 1 year

**Study:** Full-time

**Location:** University Centre Leeds

**Course Code:** 70510-01

Covering a range of essential accounting tasks, this Level 3 Diploma in Accounting will teach you how to maintain cost accounting records and how to prepare reports and returns. This course offers a progression route for students who have achieved the Level 2 Certificate in Accounting, as well as being suitable for those studying a related subject who want to develop accountancy skills. Those already working in finance and who want to attain formal recognition of their skills may also choose this course.

Progression may include the Level 4 Diploma in Professional Accounting.

## Diploma in Professional Accounting

### AAT Level 4

**Duration:** 18 months

**Study:** Part-time

**Location:** University Centre Leeds

**Course Code:** 74360–01

This course is perfect for those already working in finance, who would like to expand their accounting skills, want to achieve full AAT membership and/or chartered accountant status, or would like to start their own business through the AAT licensed members scheme. You will enhance the skills developed in the Level 3 Diploma in Accounting, covering high-level accounting and finance topping, exploring specialist areas such as tax, auditing, credit and debit management, and cash and financial management. Other key areas covered on this Level 4 course include technology, ethics, sustainability and communication.

## Introduction to Business and Finance

### AAT Level 1

**Duration:** 12 weeks

**Study:** Full-time

**Location:** University Centre Leeds

**Course Code:** 77319–01

Introducing the core skills required to broaden your understanding of the role of a bookkeeper, you will learn basic single-entry bookkeeping skills, as well as how to record financial transactions, reporting and account set-ups. You will also use accounting software packages, gaining experience of the techniques and principles used in real-life business environments to give you a broader understanding of the business environment and how to better prepare for entering the business sector.

This AAT Level 1 qualification also incorporates the Access Award in Business Skills and the Access Award in Bookkeeping.



# Assessor Qualifications.

Learn exactly what it takes to become a great assessor. Whether you are assessing in the workplace or for vocational achievements, our Level 3 and Level 4 courses give you the skills you need to perform your role to the highest standard. Take advantage of learning in your own workplace or amongst the dedicated teaching facilities at University Centre Leeds.

Search the course name on our website for more information





# Assessor Qualifications



# Potential Careers

- Business Manager
- Project Manager
- Regulatory Professional
- Quality Assurance Technician

**Average annual wage**

**£38,100**

Assessing Competence in the Work Environment Award .....	60
Assessing Vocational Achievement Certificate .....	60
Assessing Vocational Achievement Certificate .....	61
Assessing Vocationally Related Achievement Award .....	61
Education and Training Award .....	62
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Internal Quality Assurance of Assessment Processes and Practice .....	63
Leading the Internal Quality Assurance of Assessment Processes and Practices .	64
Mathematics for Numeracy Teaching Award .....	65

**Leeds City  
Region's quality  
assurance sector is  
expected to grow**

**2.3%  
by  
2024**

## Assessing Competence in the Work Environment Award Level 3

**Start date:** Various throughout the year

**Duration:** 6–12 months

**Study:** Part-time

**Location:** University Centre Leeds,  
workshop and workplace

This qualification is perfect if you assess occupational competence in a work environment. Through our learner-centred approach, you will broaden your understanding of the principles and practice of assessment as it applies in the workplace.

You will complete units 1 and 2 of the Assessing Vocational Achievement Certificate Level 3, and by the end of the qualification you will have developed the skills required to assess a range of learners in a working environment.

Progression may include the Internal Quality Assurance of Assessment Processes and Practice IQA Award Level 4.

## Assessing Vocational Achievement Certificate Level 3

**Start date:** Various throughout the year

**Duration:** 6–12 months

**Study:** Part-time

**Location:** University Centre Leeds and  
workplace

This qualification is for those who assess occupational competence both within the workplace and outside of it, such as classrooms, training rooms and other environments.

Following an initial workshop at the beginning of the course, you will be assigned an assessor who will support you on a one-to-one basis throughout the course. You will complete all three units of the assessor award, covering the principles and practices of assessment, assessing occupational competence in a work environment and assessing vocational skills.

Progression may include the Internal Quality Assurance of Assessment Processes and Practice IQA Award Level 4.

## **Assessing Vocational Achievement Certificate** City and Guilds | Level 3

**Start date:** Various

**Duration:** 6 months

**Study:** Part-time

**Location:** Online

**Course Code:** 78200–57

An ideal qualification for those with ambitions towards or already working in assessment and internal quality assurance, this Level 3 course will teach you the principles and practices of assessment, assessing occupational competence in a work environment and assessing vocational skills. You will attend four weekly workshops to develop your knowledge and will then have access to individual tutorials to plan and evidence your competence in assessing.

Progression includes the Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice.

## **Assessing Vocationally Related Achievement Award** Level 3

**Start date:** Various (quarterly)

**Duration:** 6–12 months

**Study:** Part-time

**Location:** University Centre Leeds and workplace

This qualification is ideal if you assess vocational competence in classrooms, workshops or other training environments.

You will complete units 1 and 3 of the Assessing Vocational Achievement Certificate Level 3, and by the end of the programme you will be confident using a variety of methods to assess learners.

Progression may include the Internal Quality Assurance of Assessment Processes and Practice IQA Award Level 4.

## Education and Training Award

### Level 3

**Start date:** September 2022

**Duration:** 12 weeks

**Study:** Part-time

**Location:** University Centre Leeds

This introductory qualification (formerly PTLLS) is for anyone who's just starting out in teaching/training, or if you currently work as an assessor but wish to develop your teaching skills.

This course is based around preparing and delivering a micro-teach session. Through our learner-centred approach, you will acquire knowledge and skills in preparing, planning, delivering and evaluating basic teaching and learning sessions in a variety of contexts.

There is no minimum teaching requirement for entry on this programme. Progression may include the Education Certificate Level 5 or the Assessing Vocational Achievement Certificate Level 3.

## English for Literacy and Language Teaching Award

### Level 3

**Start date:** Various throughout the year

**Duration:** 15 weeks

**Study:** Part-time

**Location:** University Centre Leeds and online distance learning

This course covers the Level 3 entry requirements for the Level 5 subject-specific English literacy and ESOL teaching education programme. It includes 45 contact hours where a variety of online teaching, learning and assessment strategies will be used. Non-contact hours include reading and research activities.

Progression may include the Post-16 Education and Training (English: Literacy and ESOL) Certificate in Education Level 5. Additionally, this award complements general teacher training courses, such as the Education and Training Level 3. It is also appropriate for teachers of other subjects to improve their English knowledge and skills.

# Internal Quality Assurance of Assessment Processes and Practices Award

## Level 4

**Start date:** Various throughout the year

**Duration:** 6–12 months

**Study:** Part-time

**Location:** University Centre Leeds and workplace

This qualification is ideal if you quality assure assessors and assessment in vocational subjects internally, but don't manage the centre or other internal quality assurers.

There will be one workshop at the start of the course, after which you will be assigned an assessor to support you throughout your studies. You will complete units 1 and 2 of the Level 4 certificate, ensuring you are qualified to carry out internal monitoring and verification of assessors.

Progression may include the Leading the Internal Quality Assurance of Assessment Processes and Practices IQA Certificate Level 4.

# Internal Quality Assurance of Assessment Processes and Practice

## Level 4

**Start date:** Various

**Duration:** 6 months

**Study:** Part-time

**Location:** Deacon House; Joseph Priestley Centre; online

**Course Code:** 78201–26

Perfect for teachers and assessors working in the vocational assessment sector, this Level 4 course is aimed at those who already understand assessment through their work as a vocational assessor. Meeting the recognised standard for IQA and forming part of the Learning & Development suite of qualifications, you will learn the principles and practices of internal quality assurance and how to plan and carry out internal monitoring activities of your own. You will attend three monthly workshops and have access to individual tutorials in order to plan for IQA and gather evidence of competence.

Progression includes the Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice.

# Leading the Internal Quality Assurance of Assessment Processes and Practices

IQA Certificate | Level 4

**Start date:** Various throughout the year      **Duration:** 3–6 months

**Study:** Part-time      **Location:** In your workplace

This unit is aimed at those managing a team of assessors and/or internal quality assurers. It is designed to help you plan, allocate and monitor work in your own area of responsibility, while making any necessary changes to original work plans.

You will be allocated an assessor to support you on a one-to-one basis throughout the duration of your course. Please note, you will only complete unit 3 (Plan, Allocate and Monitor Work in Own Area of Responsibility) from the quality assurance units.

Progression may include relevant employment.



# Mathematics for Numeracy Teaching Award

## Level 3

**Start date:** Various throughout the year

**Duration:** 15 weeks

**Study:** Part-time

**Location:** University Centre Leeds and online distance learning

This course covers the Level 3 entry requirements for the Level 5 subject-specific numeracy teacher education programmes.

You will study two of the following three units:

- Using Mathematics – Academic Subjects
- Using Mathematics – Professional and Vocational Contexts
- Using Mathematics – Public and Personal Life

This award complements general teacher training courses, such as the Education and Training Award Level 3. It is also ideal if you teach subjects other than maths but wish to improve your knowledge and skills in this area.

Progression may include the Post-16 Education and Training (Mathematics) Certificate in Education Level 5.



# Human Resources.

You might be new to the world of human resources or an expert in employee engagement. Wherever you are at, it's never too late to learn – so propel your career forward with a professional course in human resources. This is a fast-growing, dynamic sector with many opportunities for growth and skills development.

Our courses run between 30 and 38 weeks, and you will study at University Centre Leeds, which boasts modern classrooms and collaborative learning spaces.

Search the course name on our website for more information



# Human Resources



# Potential Careers

- Human Resources Administrator
- Human Resources Manager/Director
- Industrial Relation Officer

**Average annual wage HR Administration**

**£23<sup>800</sup>**

Management and Leadership .....	70
People Management .....	70
People Practice .....	71
Principles of Management and Leadership .....	71
Strategic Management and Leadership .....	72

### Average annual wage HR

**£34<sup>100</sup>**

**Leeds City  
Region's human  
resources sector is  
expected to grow**

**2.3%  
by  
2024**

## Management and Leadership

### CMI Extended Diploma | Level 5

**Duration:** 32 weeks

**Study:** Part-time

**Location:** University Centre Leeds

**Course Code:** 74308–01

Are you a middle manager? Do you dream of becoming a senior manager with Chartered Management Institute (CMI) status? If so, this course is for you. Following on from the Management and Leadership CMI Award, it will help broaden your knowledge of middle management skills in preparation for your next career move. You will focus on the specific skills relevant to you and your workplace, ensuring the management style you develop reflects you, your team and your organisation.

## People Management

### CIPD Associate Diploma | Level 5

**Start Date:** 12 September 2022

**Duration:** 35 weeks

**Study:** Part-time

**Location:** University Centre Leeds

**Course Code:** 70539–01

Perfect for those already working in human resources or learning and development and who want to take their career to the next level with a recognised professional qualification. This Level 5 Diploma will build on your existing HR skills and experience, helping you to achieve your aspirations of becoming a member of the Chartered Institute of Personnel and Development (CIPD). You will study a range of topics critical to human resource management and development and learn about employee engagement and reward management. You will also study business issues in a human resource context, as well as modern developments in employment relations.

## **People Practice**

### **CIPD Foundation Certificate | Level 3**

**Duration:** 1 year

**Study:** Part-time

**Location:** University Centre Leeds

**Course Code:** 39631-01

If you don't have a formal qualification but aspire to be a professional member of the Chartered Institute of Personnel and Development (CIPD), this course is for you. You will take your first steps towards a rewarding career in human resource (HR) by studying topics such as resourcing talent and supporting good practice in performance and reward management. Alongside associate membership of the CIPD, you will also be recognised for your competence as a HR practitioner.

## **Principles of Management and Leadership**

### **CMI Diploma | Level 3**

**Duration:** 32 weeks

**Study:** Part-time

**Location:** University Centre Leeds

**Course Code:** 72982-01

A qualification that is perfect for ambitious team leaders, supervisors, shift managers, and first-line managers, this course will help you take your career to the next level. You will learn how to set and monitor goals and objectives by providing clear instruction and guidance. Day-to-day operational and project activities will also form a key part of your learning. Upon completion, you will be awarded Foundation Chartered Manager status.

# Strategic Management and Leadership

## CMI Diploma | Level 7

**Duration:** 1 year

**Study:** Part-time

**Location:** University Centre Leeds

**Course Code:** 41728–01

If you are a director or senior manager responsible for translating organisational strategy into effective performance, this Level 7 course will help you focus on developing your skills and implementing your strategy for the workplace. The benchmark qualification for full membership of the Chartered Management Institute (CMI), this Diploma in Strategic Management and Leadership will help you take another step towards Chartered Manager status.





# IT & Networking.

With the world going increasingly more digital, the demand for those in the IT sector is high. Ensure you get noticed by industry employers – and advance up the career ladder – with a professional course in IT and networking.

We are proud to offer Cisco's CCNA 7.0 course curriculum, as well as VMware and introductory programmes. By studying these qualifications, you will boost your career prospects and stand out to industry employers.

Search the course name on our website for more information



# IT & Networking



# Potential Careers

- Cybersecurity Officer
- IT Data Analyst
- IT Specialist Manager
- Network Engineer
- Programmer
- Software Developer
- Software System Designer
- Telecommunications Engineer
- Web Designer

**Leeds City  
Region's IT sector  
is expected to  
grow**

**2.5%  
by  
2024**

CCNA 1 Introduction to Networks V7.0 .....	78
CCNA 2 Switching, Routing and Wireless Essentials V7.0 .....	78
CCNA 3 Enterprise Networking, Security and Automation V7.0 .....	79
CCNA Cybersecurity Operations .....	79
IT Essentials Cisco Introduction .....	80
VMware vSphere: Install, Configure, Manage .....	80

**Average annual wage**

**£36<sup>700</sup>**

## CCNA 1 Introduction to Networks V7.0

### Cisco Certificate Element

**Start date:** Various throughout the year      **Duration:** 14 weeks

**Study:** Part-time      **Location:** Printworks Campus

The Cisco CCNA 7.0 curriculum is ideal if you are seeking an associate-level ICT job or looking to fulfil prerequisites to gain specialised skills. This is the first of three courses which prepare you for the CCNA Certification Exam (200–301), providing you with comprehensive knowledge of IT routing and switching fundamentals, network security and services, and network programmability and automation.

This course and others provide extensive opportunities for hands-on practical experience and career skills development.

Progression may include studying the CCNA 2 and 3 courses, and preparing for the CCNA exam (200–301), which is favoured by employers in the IT and networking industries.

## CCNA 2 Switching, Routing and Wireless Essentials V7.0

### Cisco Certificate Element

**Start date:** Various throughout the year      **Duration:** 16 weeks

**Study:** Part-time      **Location:** Printworks Campus

This qualification is ideal if you are pursuing associate-level ICT jobs or specialised skills. This is the second of the three CCNA courses so you must have completed the CCNA 1 – Introduction to Networks V7.0.

This course describes the architecture, components and operations of routers and switches in a small network. On completion, you will be able to configure and troubleshoot routers and switches, and resolve common issues with virtual LANS and inter-VLAN routing in both IPv4 and IPv6 networks.

Progression includes the CCNA 3 – Enterprise Networking, Security and Automation V7.0 course to prepare you for the CCNA exam (200–301).

# CCNA 3 Enterprise Networking, Security and Automation V7.0

## Cisco Certificate Element

**Start date:** Various throughout the year      **Duration:** 14 weeks

**Study:** Part-time      **Location:** Printworks Campus

The Cisco CCNA 7.0 curriculum provides comprehensive and integrated knowledge of IP routing and switching fundamentals, network security and services, and network programmability and automation. These courses also provide extensive opportunities for hands-on practical experience and career skills development.

This is the final course in the CCNA series, so you must have already completed CCNA 2 – Switching, Routing and Wireless Essentials V7.0.

Progression may include the CCNA exam (200–301) which is favoured by employers in the IT and networking industries.

# CCNA Cybersecurity Operations

## Cisco Certificate

**Start date:** Various throughout the year      **Duration:** 14 weeks

**Study:** Part-time      **Location:** Printworks Campus

This course is ideal if you are preparing for an entry-level cybersecurity career, providing the skills required to protect systems from cyber threats, risks and vulnerabilities.

You may have already undertaken Cisco CCNA training and would like to become a security professional who can effectively monitor, detect and respond to security incidents before they cause damage.

Progression may include the Understanding Cisco Cybersecurity Fundamentals 210–250 SECFND and Implementing Cisco Cybersecurity Operations 210–255 SECOPS certification exams. Following these, you could progress into relevant employment.

## IT Essentials Cisco Introduction

**Start date:** Various throughout the year      **Duration:** 12 weeks

**Study:** Part-time      **Location:** Printworks Campus

If you are looking to develop your IT maintenance skills, then this is the course for you. It covers the skills required by entry-level jobs in IT and networking, providing a thorough introduction to PC hardware and software maintenance.

You will explore a variety of topics, such as building and maintaining PCs, operating systems, and networking and security, as well as printers, hardware and software troubleshooting, mobile devices and more. You will also explore operational procedures, professionalism and safety in IT.

This course offers perfect preparation for the CompTIA A+ 2019 Certification 220–1001 & 2202–1002 (Core Series), which is well-sought-after by many industry employers.

## VMware vSphere: Install, Configure, Manage (Evening Class) VMware vSphere | Version 6.7

**Start date:** Various throughout the year      **Duration:** 12 weeks

**Study:** Part-time      **Location:** Printworks Campus

This course is for anyone wishing to become a VMware system administrator or system engineer. Prior experience of system administration experience on Microsoft Windows or Linux operating systems would be an advantage.

This is a valuable qualification if you install, configure, manage and optimise VMware solutions and is mandatory if you are taking the VCP – Data Centre Virtualisation exam. It focuses on installing, configuring and managing VMware vSphere 6.7, which includes VMware ESXi and VMware vCenter Server 6.7.

Progression may include the VCA foundations certification exam, followed by the VCP-DCS certification exam favoured by employers.





# Law.

If you are looking for an alternative route to a career in law, then our professional courses are perfect. We offer both foundation and advanced stage CPQ qualifications – helping you broaden your legal knowledge, become familiar with handling client cases and explore family, employment, tort law and more. Both courses are also accredited by the Chartered Institute of Legal Executives (CILEX), which is looked on favourably by employers in the sector.

Search the course name on our website for more information





# Potential Careers

- CILEX Paralegal
- CILEX Advanced Paralegal
- CILEX Lawyer

**Average annual wage**

**£36<sup>200</sup>**

CILEX Professional Qualification .....	86
CILEX Professional Qualification .....	86
CILEX Professional Qualification .....	87

**Leeds City  
Region's law  
sector is expected  
to grow**

**3%  
by 2024**

## **CILEX Professional Qualification** (CPQ) Foundation Stage

**Duration:** 18–24 months

**Study:** Part-time

**Location:** University Centre Leeds

**Course Code:** 77330–01

A new, competency-based qualification, this part-time course will equip you with the skills you need to become an accredited CILEX Paralegal. This professional qualification will provide you with a fundamental awareness of the law underpinning key practice areas, with assessments designed to test your skills in these areas, whilst allowing you the opportunity to apply your knowledge to some straightforward client scenarios.

## **CILEX Professional Qualification** (CPQ) Advanced Stage

**Duration:** 18–24 months

**Study:** Part-time

**Location:** University Centre Leeds

**Course Code:** 77382–01

A new, competency-based qualification, this part-time course will equip you with the skills you need to become an accredited CILEX Advanced Paralegal, and supports you as you specialise in a specific area of law. Building on the knowledge gained at Foundation Stage, CPQ Advanced Stage includes both the second Ethics and Professional Responsibility module, as well as a further period of professional experience.

# **CILEX Professional Qualification**

## **(CPQ) Professional Stage**

**Duration:** 18–24 months

**Study:** Part-time

**Location:** University Centre Leeds

A new professional qualification which will see you become an accredited CILEX Professional Lawyer. Once you have completed this course, you will demonstrate specialist knowledge on the application of the law in specific areas of practice, working independently and to high professional and ethical standards. You will undertake a Professional Skills module alongside one other module determined by the area in which you seek to gain your practice rights. The corresponding module from the Advanced Stage must underpin this qualification.



# Travel and Tourism.

Let your career soar with a professional course in Travel and Tourism. Our Aviation Operations BTEC subsidiary diploma is specifically designed for students aged 19+, so you will study alongside other like-minded adult learners. Not only will you receive expert teaching from experienced tutors, you will also be given advice on how to advance in your current role or find your dream job in the aviation industry.

Search the course name on our website for more information







# Travel and Tourism

# Potential Careers

- Air Cabin Crew
- Airport Assistant
- Hotel Manager
- Housekeeper
- Housekeeping Supervisor
- Rail Travel Assistant
- Ship Operator
- Travel Agent
- Waterways Transport Operative

**Average annual wage Travel and Tourism**

**£24<sup>400</sup>**

# Aviation Operations BTEC

Subsidiary Diploma | Adult Fast-Track | Level 3

**Start date:** September 2022

**Duration:** 23 weeks

**Study:** Full-time

**Location:** Printworks Campus

Launch your career in aviation with this exciting course, designed especially for adult learners. With this programme, you will develop the skills, knowledge and experience needed to work in air cabin crew or in an airport.

You will build your industry experience through visits to airports, airfields and training events – putting your theory into practice using airport and flight simulators. You will also gain an insight into airport operations on the ground, along with vital customer service and hospitality. Support will be provided when applying for roles within the aviation industry.

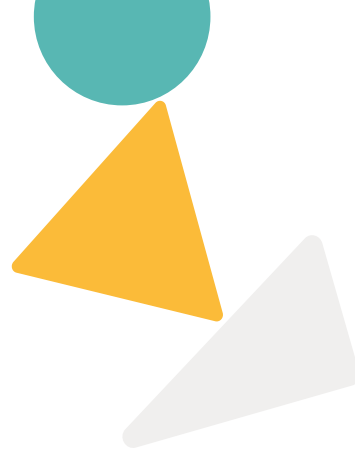
Progression may include relevant employment.

**Leeds City Region's  
leisure and travel  
sector is expected  
to grow**

**6.5%  
by  
2024**

# **BESPOKE TRAINING PACKAGES FOR BUSINESS**

Yorkshire Centre for Training and Development (YCTD) consists of a team of specialists with experience in meeting and exceeding business needs by providing bespoke training solutions.



Whether you want to provide staff development opportunities or upskill your workforce, our Business and Commercial Development team can help you achieve your aspirations.

### THE SECTORS WE COVER RANGE FROM

- Management & Leadership
- Education & Childcare
- Health, Science & Social Care
- Engineering & Manufacturing
- Hospitality
- Digital & IT

Our service begins with a complimentary skills planning session with a dedicated account manager.

We spend time understanding your business to effectively assess and identify your training needs and match these to your budget.

We offer in-person as well as virtual sessions that fit your schedule. Your account manager will then develop a bespoke training solution that meets those identified needs.

To find out more email:  
[hello@yctd.ac.uk](mailto:hello@yctd.ac.uk) or call **0113 284 6340**

# Contact us.

## **Course Enquiries**

Call: 0113 386 1997

or visit [leedscitycollege.ac.uk/adult](https://leedscitycollege.ac.uk/adult)

You can also call in to our community centres – Deacon House, Enfield Centre, Rothwell Centre and Joseph Priestley Centre, Beeston – where our staff will be happy to discuss courses that are available to start throughout the year. Keep up to date with all the latest information on our Facebook page [facebook.com/LCCadultcommunity](https://facebook.com/LCCadultcommunity)

## **Helpful Information**

Maps, directions, travel information and contacts for all of our community centres can be found at [leedscitycollege.ac.uk/contact](https://leedscitycollege.ac.uk/contact)

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### **Our Campuses**

Park Lane Campus  
Park Lane,  
Leeds LS3 1AA

Printworks Campus  
Hunslet Road,  
Leeds LS10 1JY

Quarry Hill Campus  
Playhouse Square,  
Leeds LS2 7BS

The Annexe  
Bridge Street,  
Leeds LS2 7QZ

University Centre Leeds  
Park Lane,  
Leeds LS3 1AA

### **Our Centres**

Deacon House  
Seacroft Avenue,  
Leeds LS14 6JD

Enfield Centre  
Enfield Terrace,  
Leeds LS7 1RG

Joseph Priestley Centre, Beeston  
Burton Avenue,  
Leeds LS11 5ER

Rothwell Centre  
Marsh Street,  
Leeds LS26 0AE

223 North Street  
Sheepscair,  
Leeds, LS7 2AA

Disclaimer: The information contained in this guide is accurate at the time of printing, but changes may take place. Some variation may occur as a result of circumstances beyond our control. Please see our website [www.leedscitycollege.ac.uk](http://www.leedscitycollege.ac.uk) for the most up-to-date information regarding our courses and support for students.

**Design by Luminare Education Group  
2022**

**Leeds City College is a member of Luminare Education Group**

**[www.leedscitycollege.ac.uk](http://www.leedscitycollege.ac.uk)**  
**[contact@leedscitycollege.ac.uk](mailto:contact@leedscitycollege.ac.uk) 0113 386 1997**