



**LEEDS CITY
COLLEGE**

**Adult Courses
Guide 2022/2023**

Adult Skills and Training.



Open events.

Open events take place throughout the year at all our main campuses (Park Lane, Printworks and Quarry Hill) – as well as our community settings (Deacon House, Rothwell and Enfield Centre). 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 on to an open event, please visit: leedscitycollege.ac.uk/events

For more information

Call: 0113 386 1997

Email: contact@leedscitycollege.ac.uk

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

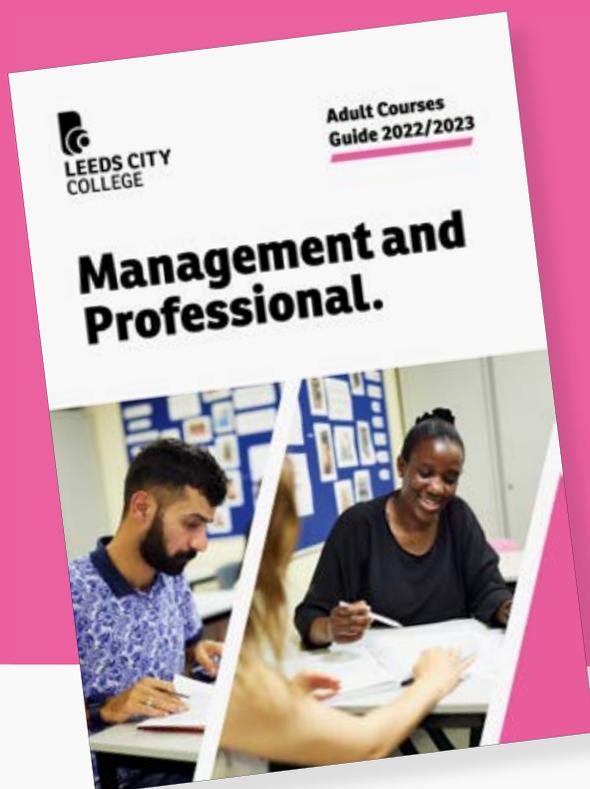
FOR MORE INFORMATION

CALL: 0113 386 1997

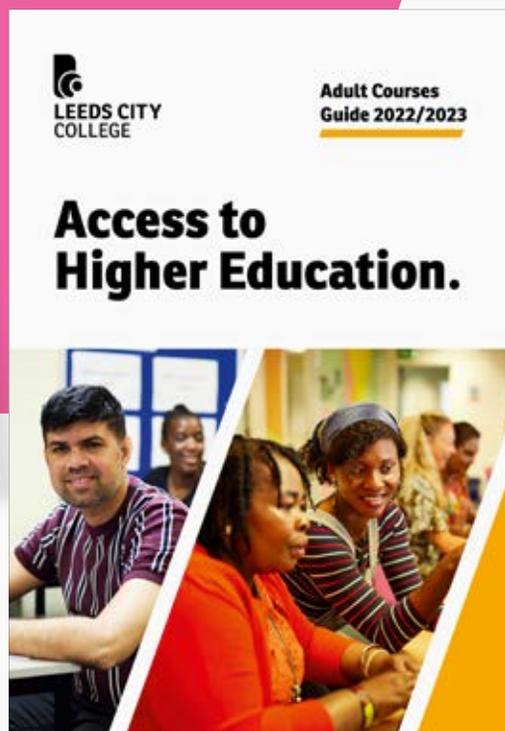
EMAIL: CONTACT@LEEDSCITYCOLLEGE.AC.UK

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 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 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. You can also apply in person at any of our community centres – just drop in when you're free.

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 and we'll be in touch with the next steps. Alternatively, you can enrol in person at the community centre or campus that is offering your course.

FOR MORE INFORMATION

CALL: 0113 386 1997

VISIT: [LEEDSCITYCOLLEGE.AC.UK/ADULT](https://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

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

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

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

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 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:

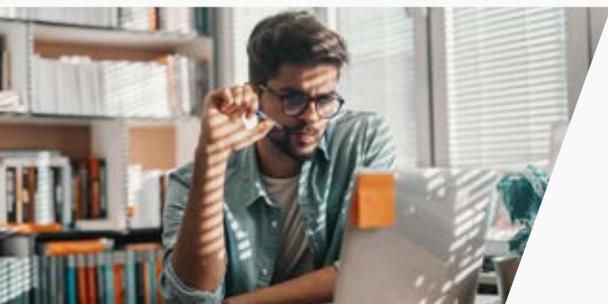
- You are under 24 and have an Education Health and Care Plan from your local authority
- You are wanting to join basic skills English and maths courses (not ESOL)
- You are wanting to join GCSE English or maths courses and you don't already have a GCSE grade C (or 4) in that subject
- You are wanting 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

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

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

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

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

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/

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

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 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

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://www.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).



**LEEDS CITY
COLLEGE**

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Access to Higher Education.



Management and Professional.

Go further in your career with a Management or Professional course. Whether you work in accountancy, finance, management, procurement or HR, our programmes help you develop professionally, gain new skills and become accredited by relevant chartered institutions.

When you choose to study with us, you will receive extensive support on how to progress in your specific area. We offer programmes from Level 2 through to 7 – and as each one is part-time, you can easily fit your studies around your work. Reach the next step on your career ladder today.

Benefits:

- Gain industry-approved qualifications
- Modules designed with industry in mind
- Stand out from peers

- Part-time study to fit around work commitments
- Prepare for a senior role

At Leeds City College, we offer a number of apprenticeships, diplomas and certificates across

- Accounting
- Assessment
- Business Administration
- Business and Finance
- Computer Science
- Credit Management
- Customer Service
- Cybersecurity
- Digital Skills
- First Aid
- Health and Safety
- IT and Networks
- HR
- Law
- Management and Leadership

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

- Marketing
- Procurement and Supply
- Retail

We also offer CILEX Graduate diplomas – ideal if you are looking to progress within the field of law.



**Adult Courses
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Management and Professional.





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](https://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

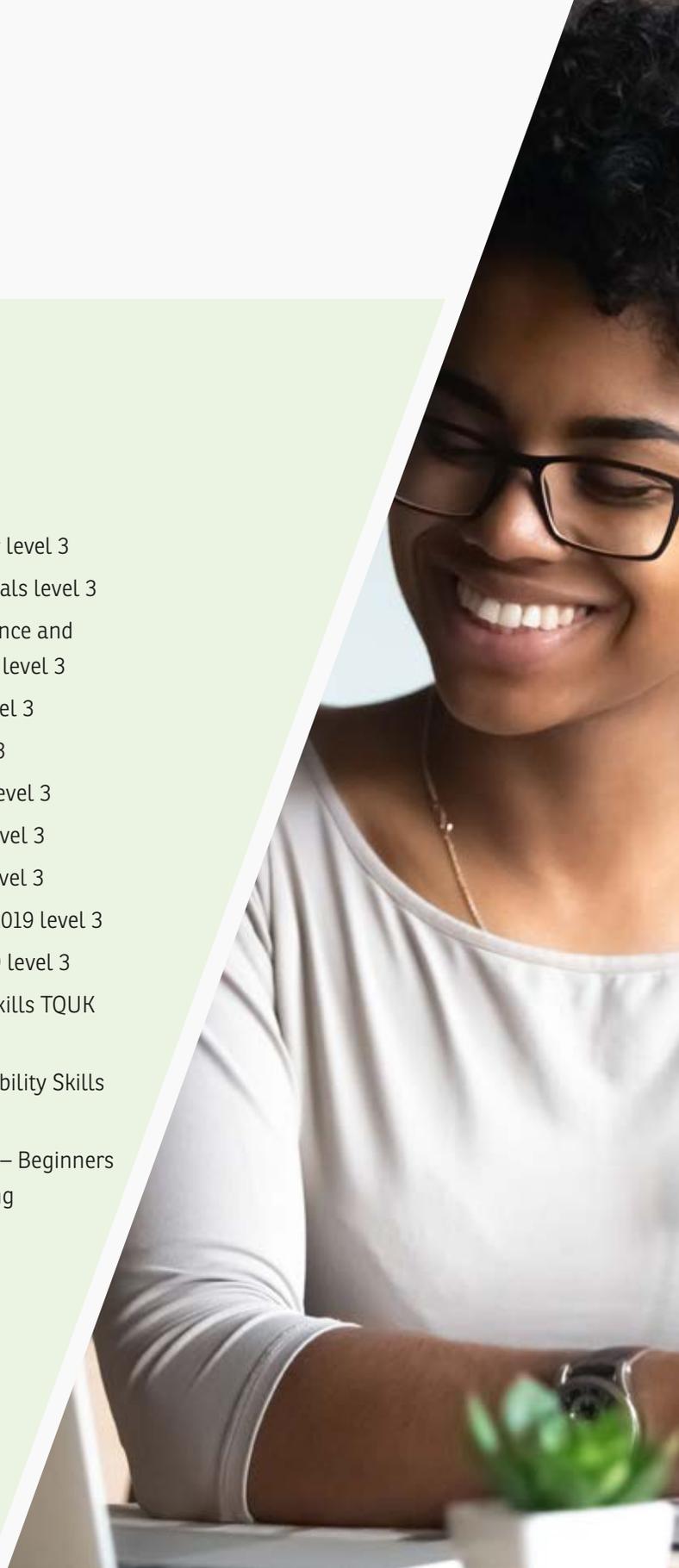
- Improved confidence
- Develop your understanding of computers, tablets and other digital devices
- Learn how to stay safe while on the internet
- Progress to a higher level qualification

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



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





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



A58

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 Adult Skills and Training Courses.

Search the course name on our website for more information







Automotive & Engineering.

Whether you are just starting out in motor vehicles or engineering – or you are looking to push yourself further in the sector – our vocational courses get you where you want to be. We're proud to offer a diverse range of courses across multiple subject areas – including engineering, welding and fabrication, mechanical engineering, motor vehicle maintenance and repair, and production and manufacturing engineering.

Whichever programme you decide on, you will be supported by experienced tutors who will recognise your individual strength and talents, and help you move in the right direction.

Search the course name on our website for more information



Automotive & Engineering



Potential Careers

- Civil Engineer
- Computer Aided Design Engineer
- Computer Numerical Control Engineer
- Development Engineer
- Electrical Engineer
- Electrician
- Electronics Engineer
- Engineering Technician
- Mechanic
- Mechanical Engineer
- Metalwork Fitter
- Quality Assurance Technician
- Vehicle Body Builder
- Vehicle Technician
- Welder

Average annual wage

£34⁰⁰⁰

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**Leeds City Region's
engineering sector
is expected to grow 3%
by 2024**

Accident Repair Paint Principles

IMI Diploma | Level 2

Duration: 1 year

Study: Full-time

Location: Printworks Campus

Learn how to keep motor vehicles in pristine condition on this exciting course. You will train in our modern workshop at Printworks Campus, gaining the practical and theoretical knowledge of paint application on all vehicle types.

You will develop the skills required for preparing motor vehicles for primers and paint finishes. You will learn how to use fillers and foundation materials, repair minor paint defects, and gain an introduction into health and safety in the workshop. You will also learn how to use vehicle refinishing tools and equipment.

Progression may include a relevant Level 3 qualification or employment.

Automotive Refrigerant Handling

IMI Award | Level 3

Duration: 1 day

Study: Part-time

Location: Printworks Campus

Gain a Defra-approved qualification with this exciting one-day course. It covers a single unit that provides you with an award that satisfies the minimum industry requirements and fulfils the European Union F-Gas Regulation.

You will learn about the function of air conditioning and why we need it, as well as typical system layouts, common faults, relevant laws, servicing techniques, and the reasons we use R134a and 1234yr.

Progression may include relevant employment.

Basic Vehicle Maintenance Beginners' Course

Duration: 6 weeks (one evening per week) **Study:** Part-time

Location: Printworks Campus

Learn how to maintain your vehicle for everyday use in our extensive motor vehicle workshop. You will learn all manner of useful skills, such as how to check your vehicle's critical fluid systems, remove and replace a wheel, and ensure your tyres comply with safety measures and the law.

You will also learn how to remove minor scratches, keep your paintwork in pristine condition and restore your vehicle's trim. On completion, you will have gained enough maintenance knowledge to feel confident while driving.

Progression may include the Vehicle Accident Repair Multi-Skill Diploma Level 1.

Basic Vehicle Maintenance Beginners' Course (Females Only)

Duration: 6 weeks (one evening a week) **Study:** Part-time

Location: Printworks Campus

This course is perfect if you want to learn about vehicle maintenance, are a female and would feel more confident studying alongside other female drivers.

You will learn how to check your vehicle's critical fluid systems, replace a wheel, maintain your paintwork and check your tyres comply with law and safety measures. You will also explore other elements of vehicle maintenance, such as restoring a vehicle's trim, checking lights and wipers, removing minor scratches and understanding legal safety policies. On completion, you will have gained enough maintenance knowledge to feel secure while driving.

You can take your interest in motor vehicles further with the Vehicle Accident Repair Multi-Skill Diploma Level 1.

Electrical Engineering

Diploma | Level 3

Duration: 6 months or 12 months
(depending on preference demand)

Study: Full-time

Location: Printworks Campus

Boost your electrical engineering skills with this intensive course. This programme is part of the Level 3 Lifetime Skills Guarantee – meaning it's free to study if you don't already hold a Level 3 qualification.

You will learn advanced skills in electrical/electronics to support your career progression. This includes studying electrical circuits, electronics and programmable logic controllers (PLCs), while exploring practical theories relating to electrical engineering. You will also develop core workshop skills.

Progression may include a relevant Access to Higher Education course.

Electrical Installation (Building & Structures)

City & Guilds Diploma | Level 2

Duration: 1 year

Study: Full-time

Location: Printworks Campus

Take the first step to becoming a fully-fledged electrician. By studying this hands-on course, you will develop the practical skills and theoretical knowledge you need to succeed in the electrical installation trade.

You will gain a thorough understanding of electrical principles and installation, as you undertake practical workshops in our bespoke facilities. You will refresh your health and safety knowledge, ensuring you are up to date on all current regulations before entering the industry.

Progression may include a Level 3 qualification, an apprenticeship or relevant employment.

Engineering

BTEC Foundation/Extended Diploma | Level 3

Duration: 6 months or 12 months
(depending on preference demand)

Study: Full-time

Location: Printworks Campus

Extend your engineering skills and take things up a notch with a BTEC diploma. This course is available on both a foundation and extended level to match your individual needs and existing knowledge base.

You will learn how to design and manufacture products in an engineering context, while using technology for computer aided design. You will also broaden your understanding of electronic devices and circuits, and discover how to measure electronics and test circuits. As part of the extended diploma, you will also hone your CNC and welding skills, and learn about programmable logic controllers (PLCs).

Progression may include the extended diploma if you have only studied the foundation level. From here, you may choose to study an advanced apprenticeship, a HNC/HND, Access to HE Engineering or degree; or enter into relevant employment.

Engineering, Fabrication and Welding

Diploma | Level 3

Duration: 6 months or 12 months
(depending on preference demand)

Study: Full-time

Location: Printworks Campus

Develop your engineering, fabrication and welding skills with this exciting course. This programme is part of the Level 3 Lifetime Skills Guarantee – meaning it's free to study if you don't already hold a Level 3 qualification.

You will study all aspects of MIG, TIG and CAD engineering, while exploring theories relating to fabrication and welding.

Progression may include the Access to HE Diploma (Engineering) Level 3.

Engineering Multi-Skill Course for Adults

NVQ Diploma | Level 2

Duration: 6 months

Study: Full-time

Location: Printworks Campus

Are you an adult learner looking for a career in engineering? This course is the perfect opportunity to update your skill set and enter the fast-growing engineering job market.

You will cover a vast range of fundamental engineering topics, such as health and safety, bench fitting, milling, fitting and tuning, welding and joining, oxy fuel-cutting and sheet welding. You will also explore mechanical, electrical, fabrication and welding engineering types.

Progression may include relevant employment in the engineering industry.

Introduction to CAD (Computer Aided Design) Engineering

Duration: 10 weeks

Study: Part-time

Location: Printworks Campus

Looking to become a CAD engineer or upskill in your current role? This course gives you the in-depth understanding you need to excel.

You will hone your engineering ability, while exploring practical theories relating to CAD. We will also provide you with resources to help you further develop your knowledge away from the workshop.

This is an individualised programme, as we will assess your level of experience and adapt the delivery in order to help you upskill or continue on to full-time study or an apprenticeship.

Progression may include a further engineering qualification.

Introduction to CNC (Computer Numerical Control) Engineering

Duration: 10 weeks

Study: Part-time

Location: Printworks Campus

Whether you are new to CNC or wish to develop your existing skills, this course will ensure you go further with a stronger skill set. We will assess your level of experience and adapt the course delivery to suit your individual needs.

You will learn core CNC knowledge amongst modern, industry-standard facilities – helping you develop real-world experience and improve your employability skills. You will also explore practical theory relating to CNC.

Progression may include a further engineering qualification.

Introduction to Engineering BTEC Diploma | Level 1

Duration: 6 months or 12 months
(depending on preference demand)

Study: Full-time

Location: Printworks Campus

Start your career in engineering with this exciting, skills-enhancing course. This full-time introductory programme helps you develop a broad understanding of engineering disciplines, as you gain the skills you need to succeed in the industry.

You will explore multiple aspects of engineering processes – such as turning, milling, bench fitting and electrical circuitry. You will also create products in our cutting-edge workshop, using industry-standard tools and equipment which you will be shown how to safely use.

Progression may include Engineering BTEC Diploma Level 1 or Engineering EAL Level 2.

Introduction to Welding Skills

Beginners' Course

Duration: 10 weeks (one evening per week) **Study:** Part-time

Location: Printworks Campus

If you're looking to refresh your welding skills, gain basic welding techniques or learn how to weld for artistic purposes, then this course is for you. You will learn essential welding theory and practice, as well as welding joints and application – allowing you to step into an exciting welding career or go further in your existing role.

You will have plenty of practical opportunities using the Metal Inert Gas (MIG) welding process. You will also learn how to use a variety of tools, such as angle grinders, pillar drills, plasma cutters and more.

Progression may include a creative metal art course.

Light Vehicle Fitting Principles

IMI Diploma | Level 2

Duration: 1 year

Study: Full-time

Location: Printworks Campus

This course is ideal if you're looking to study a motor vehicle apprenticeship or carry out fast-fit related work. It delivers in-depth knowledge of a wealth of operating principles and practical skills, including non-complex diagnosis methods, so you're ready to enter the industry on completion.

You will cover various automotive engineering topics, such as the inspection and replacement of tyres, exhaust components, batteries, suspension dampers and springs. You will also learn about four-wheel alignment, health and safety, relevant tools and potential job roles.

Progression may include the Light Vehicle Maintenance and Repair Principles Diploma Level 2.

Light Vehicle Maintenance and Repair Principles

IMI Diploma | Level 2

Duration: 1 year

Study: Full-time

Location: Printworks Campus

Develop the specialist knowledge and skills needed in the fast-paced automotive sector, as you carry out in-depth study of vehicle systems. Please note, to be eligible for this course, you should have completed Light Vehicle Maintenance and Repair Principles Level 1 or have strong prior knowledge.

You will cover an array of automotive and engineering topics, such as engine systems, transmission, chassis systems, vehicle electrical systems, and routine service and maintenance. You will also learn about relevant tools and equipment, and how to use them.

Progression may include the Light Vehicle Maintenance and Repair Principles Level 3, an apprenticeship or relevant employment.

Light Vehicle Mechanical Maintenance

IMI Diploma | Level 1

Duration: 1 year

Study: Full-time

Location: Printworks Campus

By studying this informative course, you will gear up your vehicle maintenance knowledge and gain a thorough introduction to the world of light vehicles.

You will explore exhaust and brake systems, compression ignition engine system components, lubricants and coolants – while strengthening your health and safety knowledge in a motor garage context. You will also provide mechanical repairs under the supervision of very experienced tutors.

Progression may include a Level 2 qualification, an apprenticeship or relevant employment.

Mechanical Engineering

Diploma | Level 3

Duration: 6 months or 12 months
(depending on preference demand)

Study: Full-time

Location: Printworks Campus

Take the next step in your engineering career with this exciting course. It's part of the Level 3 Lifetime Skills Guarantee – meaning it's free to study if you don't already hold a Level 3 qualification.

You will study milling and turning, CNC and CAD, while exploring core workshop techniques and practical theories relating to mechanical engineering.

Progression may include a relevant Access to Higher Education qualification.

Mechanical Maintenance – Light Vehicle

IMI Diploma | Level 1

Duration: 1 year

Study: Full-time

Location: Printworks Campus

Want to know how vehicles really work? Then this hands-on Level 1 course is for you. With a strong emphasis on motor mechanics, you will get right to the heart of the engineering processes, putting you in good stead for a rewarding career in mechanics.

You will learn all the aspects of compression ignition engine system components and lubricants – while broadening your knowledge of brake systems. You will also provide mechanical repairs under the supervision of tutors, and take the time to understand health and safety procedures in a garage context.

Progression may include a Level 2 qualification, an apprenticeship or relevant employment.

Requirements for Electrical Installations 18th Edition, City and Guilds Qualification | Level 3

Duration: 4 days (including exam)

Study: Part-time

Location: Printworks Campus

Stay up to date with all the latest standards with this intense course, which replaces the 17th edition. Please note, to be eligible to study this programme, you need to have a strong understanding of electrical installation.

All electrical installations now have to comply with BS 7671:2018, and this course will allow you to update your understanding of the IET Wiring Regulations. It is created in-line with definitive standards of the electrical industry and, on completion, it ensures you can continue to safely practise as an electrician.

As part of your studies, you are required to purchase the following book: Requirements for Electrical Installation 18th Edition, ISBN 978-1-78561-170-4.

Vehicle Accident Repair Multi-Skill IMI Diploma | Level 1

Duration: 1 year

Study: Full-time

Location: Printworks Campus

Take the first step towards an exciting career in motor vehicle maintenance in our amazing motor workshops. This introductory course gives you a general understanding of multiple areas of the automotive industry, as you learn about vehicle valeting, paint finishing, body repair and inspection.

You will also learn about vehicle systems, such as battery, lighting, and exhausts and braking; while getting up to speed with health and safety, relevant equipment, and liquid cooling and lubrication systems.

Progression may include the Light Vehicle Fitting Principles Diploma Level 2 or the Light Vehicle Maintenance and Repair Principles Diploma Level 2.



Business Administration and Customer Service.

Do you love assisting others and providing positive outcomes? Are you super-organised and adept at administrative tasks? Or maybe you love the world of business? Get the skills you need to go further up the career ladder with a Business Administration or Customer Service vocational course.

We offer a choice of introductory, intermediate and Level 3 courses – allowing you to choose the option that best suits your existing level of experience.

Search the course name on our website for more information



Business Administration and Customer Service



Potential Careers

- Administrator
- Bookkeeper
- Business Development Manager
- Business Owner
- Customer Service Agent
- Finance Project Manager
- Office Manager
- Payroll Manager
- Retail Manager
- Sales Manager
- Team Leader
- Wage Clerk

Average annual wage Retail Management

£33,900

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Average annual wage Management and Leadership

£38,800

Applied Law

BTEC Extended Certificate | Level 3

Start date: September 2022

Duration: 28 weeks

Study: Part-time

Location: Printworks Campus

Course Code: 78056

Develop your theoretical understanding of how the law is implemented in the UK, and how case law applies to different scenarios with this Level 3 course. An ideal foundation for those passionate about starting a career in the legal sector, you will learn about topics including Contract Law, dispute resolution in Civil Law, aspects of Criminal Law and how the legal system is organised. This qualification is equivalent to one A level.

Progression may include a higher education course at our University Centre Leeds.

Business Administration

Award | Level 1

Duration: 12 weeks

Study: Part-time

Location: Deacon House; Rothwell Centre; Enfield Centre

Start your career in business administration with this valuable award. You will develop solid foundational knowledge in this specific area, while undergoing assessment via a portfolio of work. On completion, you will receive an accredited qualification from OCR, which is widely recognised by many industry employers.

A good level of basic English and an understanding of administration procedures would be beneficial when applying for this course. You will also study Essential Skills alongside the programme and there is the option to gain an additional customer service qualification.

Progression may include a Level 2 certificate, further study or an administrative career in various sectors.

Business Administration

Certificate | Level 2

Duration: 18 weeks

Study: Part-time

Location: Deacon House; Rothwell Centre;
Enfield Centre

Take your business administration knowledge further and begin carving out your career in the sector with this informative course. We recommend you also study for a Level 1 qualification in IT alongside this programme if you don't already hold such an award.

You will study written business communication and how to communicate with others, while learning all areas of business administration and how to organise meetings.

Progression may include a higher-level business qualification or relevant employment in business administration roles within various sectors.

Business Customer Service

Level 1

Start date: September 2022

Duration: 10 weeks

Study: Part-time

Location: Joseph Priestley Centre, Beeston;
Deacon House; Enfield Centre; Eastgate;
Rothwell Centre

Course Code: Beeston 78330-04; Deacon House 78331-04; Enfield 78332-04; Eastgate 78333-04; Rothwell 78334-04

Perfect for those who are employed, sole traders or looking to gain new employment. This course will give you the opportunity to develop excellent customer service skills, which can be used in every business. You will gain an understanding of working in a customer service environment, learn about effective communication and how to work with others in a business environment.

Progression may include a Level 2 course within the business area or relevant employment.

Business Essentials

ABE Certificate | Level 3

Start date: September 2022

Duration: 28 weeks

Study: Part-time

Location: Printworks Campus

Course Code: 78006

Offering you a fantastic opportunity to gain important theoretical knowledge of how a business operates, what its objectives are and what its legal set-up is like, this Level 3 course will give you the skills you need to pursue a career in business. You will focus on gaining knowledge and understanding of management and leadership roles, how to manage people effectively, and discovering different management styles and techniques.

Progression may include a higher education course at our University Centre Leeds.

Business Studies

VTCT Diploma | Level 3

Duration: 1 year

Study: Part-time (one day per week)

Location: Printworks Campus

Develop your understanding of how businesses work with this motivating VTCT diploma. By doing so, you will be ready to embark on a career in many specialist areas of business, such as finance, human resource and management.

You will study a wide range of business contexts, including the principles of management and leadership, and physical resources in a business environment. You will also expand your business knowledge through real examples, case studies and your own business experience. Teaching will be delivered through a variety of methods, from classroom learning to independent study and online learning.

Progression may include first-line supervisory management, training in specialist business areas such as marketing and finance, further study in work-based learning or a higher education degree.

Certificate for Managers

BTEC Certificate | Level 3

Start date: September 2022

Duration: 18 weeks

Study: Part-time

Location: Printworks Campus

Course Code: 78050

Support your ambitions of pursuing a career in management with this BTEC Level 3 course. Helping you gain the skills you will need for first-line management, you will focus on gaining an understanding of the principles of leadership, how to manage operations and budgets, and key aspects of communication and relationship management. You will attend college one day per week, but assessments and tasks will be required outside your college timetable.

Progression may include a higher education course at our University Centre Leeds.

Communication and Relationship Management Skills

Introduction

Duration: 8 weeks

Study: Part-time

Location: Deacon House

Boost your communication skills by learning how to build and sustain healthy relations, while exploring conflict styles, influences and common communication barriers in relationships.

You will gain the skills needed for developing positive interactions; learning about transactional analysis theory, control, boundaries and needs in relationships. You will reflect weekly on your learning and will complete a diary of all you have learnt. By developing these key skills, you will be in the perfect position to apply for a wide range of roles across various sectors.

Progression may include a relevant accredited Entry Level 3 or Level 1 qualification, or relevant employment.

Introduction to Customer Service

Award | Level 1

Duration: 2 weeks (full-time);
10 weeks (part-time)

Study: Full-time; part-time

Location: Printworks Campus; Deacon House

Take the first step towards a career in customer service. This exciting course delivers a thorough overview of customer service, developing the skills and knowledge you need to work in this fast-paced sector.

You will study the customer service experience, while learning about current legislation, regulation and organisational procedures. You will also explore potential customer service job roles and the specific requirements of each.

Progression may include employment in an office, call centre, or the retail or hospitality sectors.

Leadership and Management

City & Guilds Diploma | Level 3

Duration: 1 year

Study: Part-time (1 day per week)

Location: Printworks Campus

Develop the key management skills you need to go further or embark on a rewarding career in leadership and management. Whether you're a practising team leader, manager or employer looking to develop existing staff members, this course delivers essential leadership knowledge while helping learners gain a recognised Level 3 qualification.

You will develop a strong understanding of many specific areas, such as core management, team leadership and performance management, managing people and relationships, and supporting people with change and innovation. You will also learn from real business examples, as well as case studies and your own experience.

Progression may include a higher job role with existing employers, an apprenticeship, HND/C or university degree.

Principles of Team Leading

TQUK Certificate | Level 2

Duration: 36 weeks

Study: Part-time (5 hours per week)

Location: Printworks Campus

Interested in being a team leader? Then this course is for you. It covers a range of team-leading knowledge deemed essential by employers, while combining academic study with practical skills.

You will gain an exciting real-world insight into the role of a team leader, by studying core topics such as how to deliver excellent customer service, developing strong working relationships and how to communicate work-related information. Ultimately, you will gain an understanding of various leadership roles and the specific requirements of each.

Progression may include a Level 3 qualification, apprenticeship or relevant employment.

Start your own Business

Introduction

Duration: 5 weeks

Study: Part-time

Location: Rothwell Centre; online learning

Thinking of launching your own company or brand? Get a step-by-step approach to starting your own business, including deciding if you really want to be in business and where to base your organisation – key factors to consider while formulating your plan.

You will cover idea generation, testing the feasibility of a business, writing a business plan and identifying a market. You will also consider where to start a full-time or part-time company, how much money is required and where to get your funds from.

Progression may include a qualification in business administration, IT, leadership or accounting.



Childcare & Teaching.

Committed to making a difference in young people's lives? Our wide range of courses prepare you to advance in your career with confidence.

From allergy awareness to safeguarding, we cover all aspects of childcare and teaching to give you the information and understanding you need to succeed – whether you are looking to upskill or step head first into a role in education.

Search the course name on our website for more information



Childcare & Teaching



Potential Careers

- Educational Support Assistant
- Early Years Practitioner
- Nurse
- Nursery Teacher
- Primary School Teacher
- Social Worker
- Special Needs Coordinator
- Teaching Assistant

101,893 teaching support roles were available in the Leeds City Region in 2020 – 15% above the national average

Average annual wage Safeguarding

£33,500

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Award for Forest School Assistants

Level 2

Start date: October/February/May

Duration: 2–3 months

Study: Part-time

Location: Quarry Hill Campus and local woodlands

Course Code: 79003

Take your first steps towards becoming a Forest School Assistant or a recognised Forest School practitioner with this Level 2 award. You will learn how to take a proactive role in planning and delivering a Forest School programme, discovering how to support a Forest School practitioner and the learners themselves.

Progression may include work or volunteering as a Forest School Assistant, NOCN Level 3 Certificate for Forest School Leaders qualification.

Behaviour Management for Parents or Carers

Duration: 12 weeks

Study: Part-time

Location: Online and Deacon Community Venues

This course is ideal if you're a parent or carer looking for behaviour management techniques for children or young people. It takes a practical, solutions-based approach, with an opportunity to share your own tips and ideas on how to manage behaviour.

Progression may include the Understanding Challenging Behaviour NCFE CACHE Certificate Level 2.

Caring for Children CACHE Pathway 5 Diploma | Level 1

Start date: Various

Duration: 18/36 weeks

Study: Part-time

Location: Deacon House, Eastgate, online

Course Code: online 78200–65; Deacon House 78201–65; Beeston 78202–65; Armley Library 78203–65; Horsforth 78204–65; Enfield 78205–65; Eastgate 78206–65; Rothwell 78207–65

Develop your understanding of the roles and responsibilities of the nursery/ childcare assistant with this Level 1 course. You will learn about supporting children's development and learning, how to safeguard the wellbeing of children and young people, and health and safety policies and procedures. Full training will be given to enable you to access the learning experiences provided online.

Progression may include Early Years Practitioner Diploma Level 2. All students progressing on to vocational qualifications will need an enhanced DBS and voluntary experience in an Early Years setting.

Caring for Children NCFE CACHE Award | Level 1

Start date: September, January, April

Duration: 2–3 months

Study: Part-time

Location: Quarry Hill Campus

Course Code: 73197

If you are considering a career in caring for children, or are a parent wishing to develop parenting skills, this course is for you. You will learn about practical health and safety when with young children, human growth and development, and how to listen and talk to a young child. Teaching times will be planned around childcare arrangements.

This qualification does not qualify you to work but does support you in preparing for your next steps either in training or moving towards work.

Caring for Children

NCFE CACHE Certificate | Level 1

Start date: September, January, April

Duration: 2–3 months

Study: Part-time

Location: Quarry Hill Campus and local woodlands

Course Code: 70292

Building on the knowledge covered in the Award in Caring for Children, this Level 1 Certificate offers a blended learning approach with teaching taking place online, in the classroom and in local woodlands. You will cover topics such as health and safety, healthy eating for families, craft activities for young children, musical activities, finding out about Forest Schools, and listening to and talking with a young child.

This qualification does not qualify you to work but does support you in preparing for your next steps either in training or moving towards work.

Childcare: Diploma for the Early Years Educator (EYE) Workforce

CACHE Diploma | Level 3

Duration: 1 year

Study: Full-time; part-time

Location: Quarry Hill Campus – full-time; Deacon House – 36 weeks part-time
Price: Fully funded as part of Level 3 Free Courses for Jobs

Free full-time courses available, if eligible

Become an experienced early years educator with this motivating course. To be eligible, you will need to be working or volunteering in an early years setting, such as a nursery or pre-school.

You will cover a range of relevant themes, including health and wellbeing, legislation, frameworks, professional practice, play and development, as well as learning for school readiness and professional development. You will also carry out voluntary or paid work experience to gain valuable insight into the sector.

On completion, you will be a confident early years educator ready to work with children from birth to five years, creating a whole range of employment opportunities.

Average annual wage SEND and Teaching Assistants

£20,600

Children and Young People's Mental Health

Taught Certificate | Level 2

Duration: 12 weeks

Study: Part-time

Location: Quarry Hill Campus; online;
Deacon House

Are you passionate about mental health, and want to learn how you can make a difference? Then this is the course for you.

Over 12 weeks, you will increase your knowledge and awareness of children and young people's mental health. By the end you will have developed a comprehensive understanding of their mental health and wellbeing, allowing you to use the skills gained in your existing role or desired career.

Progression may include further health and social care, or education qualifications.



“Being an adult learner was an excellent experience for me. It gave me the ability to apply for a job which I’d always been passionate about.”

Leila Farajjoorabi, Essential Skills

Children's Learning and Development (Early Years Educator)

Level 3 | Diploma

Duration: 12 months

Study: Part-time

Location: Quarry Hill Campus; blended learning

Price: Fully funded as part of Level 3 Free Courses for Jobs

Free full-time courses available, if eligible

Become a top early years educator with this insightful course in Children's Learning and Development. The programme develops your understanding of babies and young children from birth to seven years of age, with applied knowledge in the early years, from birth to five years.

You will explore wellbeing and communication in an early years setting, as well as strategies for developing early literacy and maths. You will also learn about safeguarding, including child protection, and work in cooperation with colleagues, parents and other professionals to ensure a safe environment in which children can thrive.

Progression may include the Supporting Teaching and Learning Foundation Degree; Edexcel Level 5 Diploma in Leadership for Health & Social Care and Children's Services, or employment in children's management, residential management or advanced practice.

Coaching and Mentoring

NCFE Pathway | Level 1

Start date: Various

Duration: 18 weeks

Study: Part-time

Location: Deacon House; online

Course Code: Online 78200–40;
Deacon House 78201–40

This qualification allows you to understand the role of a mentor, as well as helping you realise the skills you require to be an effective mentor or coach of children or adults. You will cover topics such as defining mentor/mentee relationships, the role and practice of mentorship and understanding of best practice. You will choose from online or face-to-face study for this course.

Progression may include Level 3 Gateway Certificate in Coaching and Mentoring.

Coaching and Mentoring

Gateway Pathway | Level 3

Start date: Various

Duration: 18 weeks

Study: Part-time

Location: Deacon House; online

Course Code: Online 78200–41;
Deacon House 78201–41

Gain an insight into the role and practice of mentorship and learn the skills you will need to become an effective mentor with this Level 3 course. Helping you take your first steps towards working as a coach or mentor with children or adults, you will learn how to establish good mentor/mentee relationships, how to ensure best practice and develop an understanding of the specific abilities you will require to succeed.

Progression may include Level 3 Gateway Certificate in Coaching and Mentoring.

Dyslexia Awareness

Gateway Award | Level 2

Duration: 2 months, approximately

Study: Part-time

Location: Online

Develop your understanding of dyslexia with this thought-provoking course. It's ideal if you work with children or young people and wish to take your skills and knowledge further.

You will develop your awareness of this learning disability, while exploring methods on how to support those with dyslexia in their studies. You will also take the time to understand how dyslexia affects learners, and learn about the different methods of assessment to determine whether an individual has dyslexia.

Progression may include further professional development courses or working closely with those with dyslexia.

Early Years Practitioner

NCFE CACHE Diploma | Level 2

Duration: 1 year (full-time);
36 weeks (part-time)

Study: Full-time; part-time

Location: Quarry Hill Campus; online;
Deacon House

Want to perfect your skills as an early years practitioner? This course will expand your knowledge of babies and children from birth to seven years, with applied knowledge in 0–5 years. It's the perfect step to becoming a Level 2 early years practitioner.

You will complete 250 hours in a work placement, gaining real-life experience and on-the-job learning, and be supported by a pastoral coach. ESOL support, and GCSE English and Maths can also be built into this qualification if you don't hold the relevant grades.

Progression may include the NCFE CACHE Early Years Practitioner Diploma Level 3, NCFE CACHE Supporting Teaching and Learning Certificate Level 2/3, or employment.

First Steps to Caring for Children

Introduction | Entry Level 3

Duration: 18 weeks

Study: Part-time

Location: Enfield Centre; Deacon House;
online

Need to develop your English skills to succeed in the workplace? This course will help you grow in confidence, while learning how to interact with children of all ages.

You will develop your English speaking, listening and writing skills, using relevant childcare topics that relate to roles in early years and childcare settings.

Progression may include the Caring for Children Certificate Entry Level 3 after six weeks of study, followed by the Caring for Children Diploma Level 1.

First Steps to Working as a Teaching Assistant

CACHE Pathway 1

Start date: Various

Duration: 18 weeks

Study: Part-time

Location: Eastgate; Deacon House; Enfield Centre; Joseph Priestley Centre; Beeston;
online

Course Code: online 78200–61; Deacon House 78201–61; Beeston 78202–61; Armley Library 78203–61; Horsforth 78204–61; Enfield 78205–61; Eastgate 78206–61; Rothwell 78207–61

Giving you an understanding of the basic skills needed to support children and young people's learning in schools, this 18-week course will demonstrate the roles and responsibilities of the teaching assistant. Experienced tutors will guide you through your learning programme whether you choose to study online or in person.

Progression may include Preparing to Work in Schools Award Level 1.

Introduction to Early Years

NCFE CACHE Award | Level 1

Start date: September, January, April

Duration: 2–3 months

Study: Part-time

Location: Quarry Hill Campus and local woodlands

Course Code: 79000

Develop a basic knowledge of childcare in early years settings with this Level 1 course. Working with children up to age 5, you will study topics such as the value of play, roles and responsibilities of carers and volunteers, and the importance of developing links in the local community. This qualification is ideal for those wishing to participate in early years settings such as pre-schools.

This qualification does not qualify you to work but does support you in preparing for your next steps either in training or moving towards work.

Introduction to Neuroscience in Early Years

NCFE Cache Award | Level 2

Duration: 12 weeks

Study: Part-time

Location: Online; Deacon House

Have a passion for neuroscience and want to apply your knowledge to a role in early years? Then this is the course for you.

You will gain an introduction to the early development of the brain in babies and young children, from birth to seven years of age. You will study the limbic system, how the social brain develops, and acquire an understanding of self regulation and how to nurture this in young children.

Progression may include a qualification in early years, education, or health and social care; or relevant employment.

Preparing to Work as a Teaching Assistant

NCFE CACHE Award | Level 1

Duration: 18 weeks

Study: Part-time

Location: Online; Deacon House; Enfield Centre; Joseph Priestley Centre

Develop your understanding of how to work as a teaching assistant with this exciting course. Please note, as a knowledge-only qualification, you will not study a placement as part of the programme.

You will grow in confidence to feel ready for working in a school setting, while strengthening your communication skills for higher-level qualifications that may include work placements.

Progression may include the Supporting Teaching and Learning (Teaching Assistant) Certificate Level 2.

Preparing to Work in Schools

NCFE CACHE Award | Level 1

Start date: September, January, April

Duration: 2–3 months

Study: Part-time

Location: Quarry Hill Campus

Course Code: 79001

Prepare for further learning and training whilst developing an understanding of the teaching and learning environment in a school setting with this Level 1 course. You will learn how to support the wellbeing of children and young people, and discover ways to communicate effectively. This course is ideal for those considering a career in a school setting including: young people, mature learners and learners with special educational needs or where English is an additional language.

This qualification does not qualify you to work but does support you in preparing for your next steps either in training or moving towards work.

Principles of Working with Individuals with Learning Disabilities

Duration: 12 weeks

Study: Part-time

Location: Online; Deacon House

Improve your ways of working with those with learning disabilities or difficulties with this intensive course.

You will explore the principles of safeguarding and positive risk-taking, while gaining awareness of the autistic spectrum. You will study safeguarding and protection policies in a health and social care setting, and gain an introduction to personalisation in health and social care.

Progression may include further qualifications in early years, education or health and social care; or relevant employment.

Supporting Teaching and Learning NCFE CACHE Certificate | Level 2

Duration: 1 year; 18 weeks

Study: Full-time; part-time

Location: Quarry Hill Campus; online; Deacon House; Joseph Priestley Centre; Horsforth Community Hub

This course is ideal if you want to expand your knowledge of working with children or young people in a learning environment. There's the option to study full-time or part-time on Tuesday evenings, allowing you to easily fit the course around other commitments.

We recommend you undertake 100 hours on a work placement, where you will gain the practical experience required for working in a school or college. This in turn will help you develop your communication skills, allowing you to step into a rewarding role with confidence.

Progression may include the Supporting Teaching and Learning NCFE CACHE Certificate Level 3 qualification.

Supporting Teaching and Learning

NCFE CACHE Certificate | Level 3

Duration: 1 year

Study: Full-time; part-time

Location: Quarry Hill Campus

Do you work in a supporting role in a school or college? Develop the knowledge you need to go further, and continue supporting children and young people in a learning environment. There's the option to study full-time or part-time on Tuesday evenings, allowing you to easily fit the course around other commitments.

By studying this course, you will gain an understanding of children's and young people's development, while also exploring safeguarding and professional relationships. We also recommend you undertake 100 hours on a work placement, helping you further develop your confidence working in a teaching support role.

Progression may include a teaching foundation degree, Access to Higher Education course or relevant employment.

Supporting Teaching and Learning (Teaching Assistant)

NCFE CACHE Certificate | Level 2

Duration: 1 year

Study: Full-time; part-time

Location: Quarry Hill Campus

Take the first step to working as a teaching assistant or support worker, while developing the understanding needed to work with children and young people in school or college. You will explore children and young people's development and behaviour, while building on your communication skills and professional relationships.

You will develop key study skills and be supported by a pastoral coach throughout your studies. There's also the option to study GCSE Maths and English alongside this qualification if you don't hold the relevant grades.

Progression may include the NCFE CACHE Supporting Teaching and Learning (Teaching Assistant) Diploma Level 3 or employment.

Supporting Teaching and Learning (Teaching Assistant) Diploma | Level 3

Duration: 18 weeks

Study: Part-time

Location: Online; Deacon House; Joseph Priestley Centre; Horsforth Community Hub

(Advanced Learner Loan available)

Are you an adult learner working or volunteering as a teaching assistant? Go further in your career with this exciting Level 3 diploma.

You will develop an in-depth understanding of working directly with children or young people in primary, secondary and special schools, while increasing your knowledge of specialist teaching support.

Progression may include the Supporting Teaching and Learning Foundation Degree at University Centre Leeds; or specialist qualifications to explore autism, specific learning difficulties, or children and young people's mental health.

Understanding Adverse Childhood Experiences NCFE CACHE Certificate | Level 2

Duration: 12 weeks

Study: Part-time

Location: Online

Develop your understanding of adverse childhood experiences and how to prevent and address these in practice.

You will study three core units, learning about family structures, the different types of adverse childhood experiences and the strategies to improve outcomes for children affected by such experiences. By the end of the course you will have developed the necessary knowledge of this specific area, helping you gain a role in early years, education or health and social care, or thrive in your current position.

Progression may include a career in early years, a school setting or health and social care; or further relevant qualifications.

Understanding Autism in Children

NCFE CACHE Certificate | Level 2

Duration: 12 weeks

Study: Part-time

Location: Online; Deacon House

Develop your understanding of autism and how to support those with autism on this thought-provoking course. This can be studied either online or at one of our dedicated centres.

You will cover the person-centred approach and the importance of positive communication methods. You will also learn how to support positive behaviour and how to help individuals with autism live healthy and fulfilled lives.

Progression may include other continuous professional development courses, or roles working closely with children with autism.

Understanding Autism

NCFE CACHE Certificate | Level 3

Duration: 15 weeks

Study: Part-time

Location: Online

Price: Fully funded as part of Level 3
Lifetime Skills Guarantee

Take your understanding of autism further with this intensive course. This qualification is available to study online or at a weekly class in one of our dedicated education centres.

You will adopt a positive approach to supporting individuals with autism, by taking the time to understand current framing and studying autism on a contextual basis. You will also explore how various theories have adapted over time, and identify the therapeutic interventions and support available for individuals with autism. By the end of the course, you will have strong knowledge of safeguarding and resilience in autism, as well as the importance of communication and social interaction with those with the condition.

Progression may include further qualifications in early years, education, or health and social care; progression in your current role; or relevant employment.

Understanding Common Childhood Illnesses

NCFE CACHE Certificate | Level 2

Duration: 12 weeks

Study: Part-time

Location: Online; Deacon House

Price: Fully funded

This course is perfect if you work with infants or children, as you will develop a thorough understanding of common childhood illnesses to better support them. This course is available to study online or at a weekly class in one of our dedicated centres.

You will study how to ensure a safe and healthy environment for infants and small children, while learning about different health emergencies and specific health conditions in an early years setting.

Progression may include further qualifications in early years, education, or health and social care; or progression within your current role.

Understanding Mental Health

NCFE CACHE Certificate | Level 3

Duration: 15 weeks

Study: Part-time

Location: Online

Want to expand your knowledge of mental health? This intensive course helps you to understand all aspects of mental health, such as current legislation, public attitudes and how these have changed, and how to support mental wellbeing through all stages of life.

You will explore how good mental health and wellbeing is promoted across various channels, while studying the associated issues and consequences of poor mental health.

Progression may include a further qualification in early years, education, or health and social care; or relevant employment.

Working as a Teaching Assistant with Adult Learners Certificate | Level 2

Duration: 18 weeks

Study: Part-time

Location: Online; Deacon House

Interested in working as a teaching assistant with adult learners? This course is your chance to learn, and gain the practical experience and knowledge needed to embark on an exciting career.

By studying this qualification, you will widen your understanding of the role of teaching assistants in a college environment, while developing the overall knowledge needed for succeeding in the education sector.

Progression may include a higher-level qualification in supporting teaching and learning; or you may choose to explore specialisms such as autism, specific learning difficulties, and children's and young people's mental health.







Cookery, Food & Hygiene.

By studying a cookery, food or hygiene course as part of Leeds City College, you are already one step closer to reaching your aspirations. Not only will you train in cutting-edge facilities – such as a contemporary working restaurant and real working kitchen – you will also receive the support of experienced tutors who know their courses inside out.

Whichever course you choose, you will explore relevant practical and theoretical knowledge, as well as how to deliver stellar service – ensuring you truly stand out to industry employers.

Search the course name on our website for more information



Cookery, Food & Hygiene



Potential Careers

- Bartender
- Bar Manager
- Catering Manager
- Chef
- Cleaning Supervisor
- Confectioner
- Hotel or Accommodation Manager
- Hospital Porter
- Housekeeper
- Kitchen or Catering Assistant
- Restaurant Manager
- Waiter/Waitress

**Leeds City Region's
hospitality and
catering sector is
expected to grow**

2.9%
by 2024

Food Allergen Awareness & Control in Catering	102
Food Allergen Management in Catering	102
Food Safety in Catering/Retail/Manufacturing	103
Healthy Food & Special Diets	103
Managing Food Safety in Catering/Retail	104
Patisserie and Confectionery	104
Patisserie and Confectionery	105
Professional Cookery	105
Professional Cookery	106
Supervising Hygiene in Catering/Retail/Manufacturing	106

Average annual wage

£19³⁰⁰

Food Allergen Awareness & Control in Catering

RQF Award | Level 2

Duration: 1 day

Study: Part-time

Location: Printworks Campus

Do you work in a role where you're preparing and handling food? If so, then develop your knowledge of food allergens and precautions with this intensive one-day course.

You will gain an understanding of allergens and reactions, along with the latest laws and how to avoid common mistakes made with allergenic ingredients. You will also learn how to design allergy-ware recipes, make your premises allergy-ready, identify allergenic attacks, and how to provide emergency first aid and the use of EpiPens.

Progression may include advancement in your current role.

Food Allergen Management in Catering

RQF Award | Level 3

Duration: 3 days

Study: Part-time

Location: Printworks Campus

This qualification is perfect if you're responsible for purchasing, delivering, producing or serving food in the catering industry. It is supported by Allergy UK who regard it as suitable training for catering firms who wish to apply for the Allergy Aware Scheme.

You will cover the role of the manager in ensuring food ingredients and allergens are effectively managed, and procedures relating to the communication of ingredient information between supplier and consumer are adhered to/observed. You will also explore the importance of implementing controls to prevent contamination from allergenic ingredients, and methods for managing ingredient controls and procedures.

Progression may include workplace opportunities relating to your newly developed knowledge.

Food Safety in Catering/Retail/Manufacturing Certificate | Level 2

Duration: 1 day

Study: Part-time

Location: Printworks Campus

Boost your career prospects with this fascinating one-day course. It sets the minimum standard for those working in the catering and food industries, and on completion you'll receive accreditation which remains valid for three years.

You will cover a range of relevant topics, such as food safety legislation, microbiology, contamination and prevention, and 'purchase to service' hygiene – as well as cleaning, disinfection and personal hygiene. You will also explore the necessary steps to ensure all members of staff maintain the highest level of cleanliness in the workplace and actively prevent the contamination of food.

Progression may include the Supervising Hygiene in Catering/Retail/Manufacturing Award Level 3.

Healthy Food & Special Diets HABC Award | Level 2

Duration: 1 day

Study: Part-time

Location: Printworks Campus

Whether you're a childminder, healthcare worker, chef, porter or waiting staff, this course is ideal for anyone who prepares food – helping you create nutritious meals that positively impact on health.

You will learn about the nutritional guidelines of a healthy diet and the impact of diet on health. You will also explore food preparation techniques that maintain the nutritional value of food, and understand how to plan and provide meals for special diets, such as vegans, vegetarians, medical conditions and those of different faiths.

Progression may include advancement in your current career.

Managing Food Safety in Catering/Retail

RQF HABC | Level 4

Duration: 6 days

Study: Part-time

Location: Printworks Campus

Are you a manager or supervisor in the food industry? Take your knowledge of food hygiene and safety to new levels with this intensive programme.

You will study a wide range of topics, such as bacteriology, foodborne illnesses, physical contamination, preservation and legislation. You will also learn how to effectively manage food safety and hygiene to reduce safety risks.

Progression may include promotion in your current workplace.

Patisserie and Confectionery

General Certificate | Level 2

Duration: 1 year

Study: Part-time

Location: Printworks Campus

Realise your goals of becoming a pastry chef or baker with this exciting training programme.

You will learn all the practical skills and knowledge relating to areas such as hot and cold desserts, and fermented dough and bread products, while learning how to create pastries, biscuits, cakes and sponges. By the end of the course, you will have developed specialist patisserie and confectionery skills at industry standard.

Progression may include the Patisserie and Confectionery Certificate Level 3, or employment as an assistant baker or commis pastry chef.

Patisserie and Confectionery

General Certificate | Level 3

Duration: 1 year

Study: Part-time

Location: Printworks Campus

Take your patisserie and confectionery techniques further with this skills-enhancing course. You will be taught by a qualified and experienced pastry chef, who will ensure you develop the confidence and knowledge you need to work within the industry.

You will learn how to create the most delicious pastries, sponges, display pieces, and hot and cold desserts, as well as discovering how to use chocolate and dough to create confectionery masterpieces.

Progression may include relevant employment or further study. Many of our students have gone on to work as pastry chefs or assistant bakers, or have been promoted in their current workplace.

Professional Cookery

Diploma | Level 2

Duration: 1 year

Study: Part-time

Location: Printworks Campus

Develop your basic professional cookery skills with this exciting part-time course.

This professional programme allows you to work within the industry and be taught by highly experienced, qualified chefs.

You will continuously improve your preparation and cooking of dishes including meat, poultry, stocks, sauces, vegetables, soups, salads, and hot and cold desserts. You will also develop your knowledge of food hygiene.

Progression may include the Professional Cookery Diploma Level 3 or Patisserie and Confectionery Certificate Level 2. Many of our students have also gone on to work as a commis chef or been promoted to a higher role in their place of employment.

Professional Cookery

Diploma | Level 3

Duration: 1 year

Study: Part-time

Location: Printworks Campus

Dream of becoming a professional chef? Make that dream a reality with this exciting diploma course.

This professional programme allows you to work within the industry, as you improve your advanced professional cookery techniques. You will develop your preparation and cooking of various complex dishes, such as shellfish, meat, poultry and game, as well as stocks, sauces, vegetables, and hot and cold desserts.

Progression may include the Patisserie and Confectionery Certificate Level 2, relevant employment or promotion in your current workplace. Many of our students have gone on to work as a commis chef within the industry.

Supervising Hygiene in Catering/Retail/Manufacturing

HABC Award | Level 3

Duration: 3 days

Study: Part-time

Location: Printworks Campus

It's a proven fact that most food poisoning outbreaks can be traced back to those who fail to implement good hygiene standards. Protect others and your company by taking this accredited course, which has been designed with supervisors, line managers, restaurant team leaders and catering businesses. On completion, you will receive accreditation that remains valid for three years.

You will cover hazard analysis and critical control points (HACCP), hazards and risks, effective control measures, food safety legislation and microbiology. You will also learn how to communicate good food safety practices to employees, and study foodborne disease and poisoning, food pests and controls, and cleaning and disinfection.

Progression may include the Management in Hygiene Catering/Retail/Manufacturing Award Level 4.



First Aid.

First Aid is an essential skill to any job – whether you are working in an office or caring for children or the elderly. It's also a necessary part of many roles, which is why we are committed to helping you remain informed and meet the requirements set by the industry.

We cater for both beginners and more advanced levels – with informative, practical classes held in a calm and relaxed setting. This could be at our Printworks Campus or in your own workplace – whichever suits you best. At the end of your course, you will have gained the knowledge and understanding to deliver First Aid safely and confidently.

Search the course name on our website for more information





Potential Careers

- ▀ Care Worker
- ▀ Childminder
- ▀ Home Carer
- ▀ Nursery Assistant
- ▀ Nursery Nurse
- ▀ Security Guard

Emergency First Aid at Work	112
First Aid at Work	112
First Aid at Work Requalification	113
Paediatric First Aid	113

Average annual wage

£22200

Emergency First Aid at Work

HABC Award | Level 2

Duration: 1 day

Study: Part-time

Location: Workplace; Printworks Campus;
Ambition Leeds

This accredited course is ideal if you work in a low hazard environment and want to ensure safety in the workplace. It's also suitable if you're part of an organisation where the risk assessment identifies the need to have a staff member trained in emergency first aid.

You will gain an understanding of the role of the first aider, and the need to record incidents and actions. You will also learn how to effectively use equipment, treat a range of casualties and prevent cross infection. On completion, you will be recognised as a qualified emergency first aider.

Progression may include First Aid at Work HABC Award Level 3.

First Aid at Work

HABC Award | Level 3

Duration: 3 days

Study: Part-time

Location: Printworks Campus; Ambition
Leeds; workplace

Become a first aider at work with this active three-day course. The topics covered are regarded by the Health and Safety Executive (HSE) as being important in the safe, prompt and effective treatment of injuries and ill health in the workplace.

You will learn the basics of recognising illness, purchasing supplies and the maintenance of a first aid box, while gaining an understanding of how to treat simple wounds, blood loss, eye injuries, burns, heart attacks and unconsciousness. On completion, you will be qualified to act as an emergency first aider in the workplace.

Progression may include a mental health first aid course or a refresher course every three years.

First Aid at Work Requalification

HABC Award | Level 3

Duration: 2 days

Study: Part-time

Location: Workplace; Printworks Campus;
Ambition Leeds

Want to recertify in first aid? Refresh your skills and knowledge with this Level 3 course, perfect for high-risk or larger organisations. Please note, valid ID and a copy of your previous certification is required.

You will take another look at incident assessment and the role of a first aider, while learning how to manage various emergency situations. These include unresponsive casualties, major illness, minor injuries, burns, scalds and wounds. On completion, you will feel confident in administering first aid in the workplace.

Paediatric First Aid

HABC Award | Level 2

Duration: 2 days

Study: Full-time

Location: Printworks Campus

Gain the first aid skills you need to enter a career in childcare. It's perfect if you're responsible for looking after children, as you will be introduced to ways of managing paediatric illness and injuries, as well as what to do in the event of a seizure, choking, bleeding, shock or anaphylaxis.

You will learn how to manage infection, assess a scene for dangers, determine consciousness levels and report on accidents. On completion, you will be fully qualified to administer first aid in both the workplace and domestic settings.

Progression may include First Aid at Work HABC Award Level 3; you can also take a refresher course after three years.



Hair, Beauty and Media Makeup.

Bring your creativity to the forefront with a course in hair, beauty and media makeup. Whether you're thinking of a complete career change or you're already part of this fast-paced industry, our programmes are designed to suit every type of journey.

From barbering to hairstyling, postiche to nails – the opportunities are almost endless. Choose to study online, at Rothwell Centre or at our iconic Printworks Campus, with part-time courses that fit around existing commitments.

Search the course name on our website for more information



Hair, Beauty and Media Makeup



Potential Careers

- Barber
- Beautician
- Hairdresser
- Makeup Artist
- Massage Therapist
- Nail Technician
- Salon Manager
- Special Effects Artist

Average annual wage Hair and Beauty

£17⁹⁰⁰

Barbering	118
Barbering VTCT NVQ Diploma	118
Beauty Therapy Techniques	119
Beauty Therapy Treatments	119
Cutting Men's Hair	120
Hair and Beauty Skills	120
Hair and Beauty Skills	121
Hair and Media Makeup	121
Hairdressing	122
Hairdressing	122
Nail Technology	123
Permanent Hair Removal and Skin Rejuvenation	123
Theatrical, Special Effects, Hair and Media Makeup	124
Women's Hairdressing	124
Women's Hairdressing	125

**Leeds City
Region's hair and
beauty industry is
expected to grow**

**14%
by 2024**

Barbering

Certificate | Level 2

Duration: 34 weeks (Printworks Campus) and 20 weeks (Rothwell Centre) **Study:** Part-time

Location: Printworks Campus; Rothwell Centre **Price:** £800

Choose this course if you've already achieved your Level 2 qualification in women's hairdressing and want to take your knowledge further.

You will work on external clients, covering all the elements required to work as a barber. You will learn how to cut men's hair and facial hair, how to carry out client consultations, and study health and safety best practices in the salon. On completion, you will have expanded your skill set and will be ready to enter the exciting world of hairdressing and barbering.

Progression may include employment in the barbering sector.

Barbering VTCT NVQ Diploma

Level 3

Duration: 36 weeks

Study: Part-time

Location: Printworks Campus

Price: £2,583

Take your barbering skills to the next level with this NVQ diploma. Giving you the skills you need to pursue your dream as an employed or self-employed barber, this advanced qualification is based on barbering National Occupational Standards (NOS). The UK's lead barbering association (British Barbering Association), also recognises this course as being a good preparation for a career as a senior barber.

Please note it is a requirement of the professional standard that you are expected to wear a uniform.

Beauty Therapy Techniques

Diploma | Level 2

Duration: 36 weeks

Study: Part-time

Location: Printworks Campus

Want to pursue a career in the beauty industry? If so, this course is perfect for you, as you will cover both theoretical and practical units that encompass a broad range of beauty techniques.

Learn about the exciting range of beauty therapy treatments, such as manicures, pedicures, facial therapy, waxing, hair removal, and lash and brow treatments. On completion, you'll hold the extensive knowledge, precision and communication skills to enter the industry with confidence.

Progression may include Beauty Therapy Treatments Diploma Level 3 or relevant employment.

Beauty Therapy Treatments

Diploma | Level 3

Duration: 36 weeks

Study: Part-time

Location: Online; Printworks Campus

Gain the professional development you need to go further in the beauty industry. With this skill-enhancing course, you will study theoretical and practical units that provide you with the knowledge required to work effectively as a beauty therapist.

You will learn how to provide treatments such as massage, facial and body electrotherapy, electrical epilation and microdermabrasion. These will all be taught through a mix of online study, practical sessions, commercial client sessions, theory, self-directed study and portfolio building.

Progression may include the Beauty Qualification Level 4 or relevant employment.

Cutting Men's Hair

Introduction

Duration: 10 weeks (Tuesday or Wednesday evenings, 6–8.30pm; Tuesday mornings, 9.30am–12 noon) **Study:** Part-time

Location: Rothwell Centre; Deacon House

Gain a thorough introduction to cutting men's hair. By studying this rewarding part-time course, you will learn the skills needed to cut men's hair and use clippers effectively.

You will gain valuable technical skills which allow you to shampoo, condition, and cut and clip men's hair to a high standard. You will also develop your knowledge and understanding of health and safety, client consultation, and how to properly maintain tools and equipment.

Progression may include the Barbering Certificate Level 2 or relevant employment in the men's hair sector.

Hair and Beauty Skills

Award | Entry 3 and Level 1

Duration: Up to 14 weeks

Study: Part-time

Location: Rothwell Centre; Deacon House

Launch your career in the hair and beauty industry with this motivating course, providing you with the basic skills and knowledge to enter the sector.

You will be assessed by collecting evidence and building a portfolio of work you can take with you to succeed in the industry. On completion, you will go forward and decide whether to specialise in hairstyling or beauty therapy.

Progression may include a higher-level accredited qualification or full certificate.

Hair and Beauty Skills

Certificate | Entry 3 and Level 1

Duration: 14 weeks, approximately

Study: Part-time

Location: Rothwell Centre; Deacon House

Choose to study this exciting course as a follow-on from the Hair and Beauty Skills VTCT Award or as a stand-alone qualification.

By studying for this certificate, you will broaden your understanding of both hairstyling and beauty therapies, while strengthening your existing practical hair and beauty knowledge.

Progression may include the Hair and Media Makeup Diploma Level 2, further study in a specific area of hair or beauty, or relevant employment.

Hair and Media Makeup

Diploma Level 2

Duration: 36 weeks

Study: Part-time

Location: Printworks Campus

Price: £1,400

Want to work in makeup, fashion or photography? Then this is the course for you.

You will develop fashion and photographic makeup techniques alongside creative hairstyling, and will even have the opportunity to work with a professional photographer to build your personal portfolio. You will learn how to colour hair and apply makeup, design body art and Mehndi, and cover current makeup trends including bridal makeup.

Progression may include the Theatrical, Special Effects, Hair and Media Makeup Diploma Level 3.

Hairdressing

Diploma | Level 1

Duration: 36 weeks

Study: Part-time

Location: Printworks Campus

If you're thinking of becoming a hair salon assistant, then this course is for you. You will develop all the specialist practical skills and knowledge you need for this specific role, while developing your communication skills and professionalism.

You will be introduced to a whole range of exciting hairdressing elements, such as styling women's and men's hair, plaiting, twisting, colouring, shampooing and conditioning. You will also explore other relevant elements, including salon reception, and creating and maintaining retail displays.

Progression may include a Level 2 hairdressing qualification or relevant employment.

Hairdressing

Diploma Level 3

Duration: 36 weeks

Study: Part-time

Location: Printworks Campus; Rothwell Centre

Realise your dream of becoming a hair stylist with this vibrant hairdressing course, providing you with all the skills and knowledge you need to succeed in the industry.

You will become adept at advanced colouring and cutting techniques, colour correction, and how to style and dress hair to create a variety of looks. You will also learn how to provide consultation support, promote and sell products, and follow health and safety procedures.

Progression may include relevant employment.

Nail Technology

Award | Level 2

Duration: 6 weeks

Study: Part-time

Location: Printworks Campus

Learn how to create the boldest nail designs with this intensive short course. You will benefit from the teaching of experienced staff members as you gain practical skills in nail technology, and learn how to provide treatments and maintain nail enhancements. Prior knowledge of manicures is desirable.

You will be taught via a range of methods, from online tutorials to practical training and commercial client sessions. You will also create a portfolio to showcase your designs, which you can use to enter the beauty industry.

Progression may include relevant employment.

Permanent Hair Removal and Skin Rejuvenation

Diploma | Level 4

Duration: 34 weeks

Study: Full-time; part-time

Location: Printworks Campus

Gain the skills you need to become a successful advanced senior aesthetician with this exciting vocational course. It focuses on methods of permanent hair removal and skin rejuvenation, using advanced electrical epilation and intense pulsed light (IPL).

You will learn how to formulate personalised treatments via client consultation and develop your confidence in using advanced electrical epilation, and laser and light treatments. You will also study the physiology of ageing and its effects on the skin, as well as how to manage a salon.

Progression may include relevant employment.

Theatrical, Special Effects, Hair and Media Makeup Diploma | Level 3

Duration: 36 weeks

Study: Part-time

Location: Printworks Campus

Price: Free if you do not already hold a Level 3 qualification or equivalent

Put your creative skills centre stage with this exciting diploma. From special effects makeup, hairstyling and wigs to prosthetics, airbrushing, and high-fashion makeup and application design, you will cover it all. You can also expect to work on theatre productions and fashion shoots, to name a few.

You will learn all aspects of creative makeup and hair, including camouflage makeup, styling and fitting postiche (wigs), and applying prosthetic pieces, bald caps and airbrush makeup. You will also study fashion photography techniques and media makeup, while working with professional photographers to create an advanced portfolio.

Progression may include degree-level study.

Women's Hairdressing Certificate | Level 2

Duration: 34 weeks

Study: Part-time

Location: Rothwell Centre; Deacon House

Looking to become a women's hairdresser? This course is ideal, as it gives you all the skills and knowledge you need to succeed in the industry.

You will study a range of mandatory units designed to cover all elements of hairdressing, such as client consultation, shampooing, conditioning, and cutting and dressing women's hair. You will also cover relevant health and safety practices in the salon.

Progression may include the Hairdressing Diploma Level 3 or relevant employment.

Women's Hairdressing

Diploma | Level 2

Duration: 36 weeks

Study: Part-time

Location: Rothwell Centre; Deacon House

Become a successful hairstylist with this exciting part-time diploma. You will learn all the skills and knowledge you need for this specific job role, as you work on external clients in commercial sessions.

You will become confident in colouring, lightening, cutting, dressing, shampooing and conditioning the hair and scalp. You will also learn how to carry out client consultations, promote products and services, and follow relevant health and safety practices.

Progression may include the Hairdressing Diploma Level 3 or relevant employment.

Average annual wage Hairstyling and Barbering

£16⁰⁰⁰



Health & Safety.

Whether you are an employee or employer, everyone has their responsibilities when it comes to ensuring health and safety in the workplace. Keep up to date with the latest regulations with an adult course in Health and Safety.

Our courses cover a wide range of areas, including hazardous substances, fire safety and occupational safety. By adopting the relevant skills, you will be highly desirable to potential employers and can progress in your current career with confidence.

Search the course name on our website for more information



Health & Safety



Potential Careers

- Engineer
- Environmental Health Inspector
- Health and Safety Officer/Manager
- Occupational Therapist
- Production Operative
- Standards and Regulations Inspector

Average annual wage

£25³⁰⁰

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**Leeds City
Region's
health and
safety sector is
expected to grow**

**2.6⁰%
by 2024**

Control of Substances Hazardous to Health

HABC Award | Level 2

Duration: 1 day

Study: Part-time

Location: Printworks Campus

Do you work with dangerous materials? Learn how to maintain health and safety in the workplace with this intensive one-day course, which focuses specifically on harmful substances. The award also covers the law-controlling substances that are hazardous to health (COSHH).

You will understand the importance of safe handling of hazardous materials in the workplace, while learning health and safety legal requirements, how to effectively use materials and the benefits of safe handling of hazardous substances.

Progression may include the Managing Safely IOSH Certificate or the Occupational Health and Safety NEBOSH General Certificate.

Fire Safety and Risk Assessment

NEBOSH Certificate

Duration: 6 weeks

Study: Part-time

Location: Printworks Campus; Ambition
Leeds

Are you responsible for safety in your workplace? If so, then this qualification is for you, as it introduces you to the legal requirements under the Regulatory Reform (Fire Safety) Order 2005 (RRO). No previous health and safety knowledge is required for this course.

You will cover a range of fire protective and preventive measures, while learning how to undertake fire assessments in most low-risk workplaces. You will also study a range of topics, such as health and safety management, fire safety and risk management, and practical fire assessment.

Progression may include opportunities in your current workplace due to newly developed knowledge.

Health and Safety in the Workplace

HABC Award | Level 2

Duration: 1 day

Study: Part-time

Location: Workplace; Printworks Campus

This course is perfect for developing your understanding of health and safety in the workplace, your responsibilities and how health and safety impacts on your role. It can be delivered on request to any workplace.

You will study the principles of health and safety, and accident prevention, along with the importance of risk assessments, systems, procedures and rules. You will also explore the effect workplace equipment has on health and safety.

Progression may include the Managing Safely 5.0 IOSH Certificate.

Health and Safety Within a Construction Environment

HABC Award | Level 1

Duration: 1 day

Study: Part-time

Location: Printworks Campus

This course is perfect if you aspire to work in, or are currently working in, the construction industry. You will develop the required health and safety skills and knowledge for working safely in the sector, while increasing your self-awareness within a construction department.

You will study the common hazards and risks in a construction environment, as well as safe manual handling practices, working safely at height and working safely around machinery. On completion, you will be eligible to apply for the CSCS Labourer Card.

Progression may include the NEBOSH General Certificate or Construction Health and Safety NEBOSH Certificate.

Managing Safely 5.0

IOSH Certificate | Level 3

Duration: 4 weeks (1 day per week)

Study: Part-time

Location: Workplace; Rothwell Centre;
Ambition Leeds

Are you a team leader or manager looking to effectively manage your team's health and safety? By studying for this certificate, you will learn about the importance of health and safety in a real-world context, while exploring relevant scenarios based on real situations.

You will also gain knowledge of risk assessments and how to carry them out, auditing and measuring, and methods used to identify and control hazards. Upon completion, you will gain an accreditation valid for three years.

Progression may include the Occupational Health and Safety NEBOSH General Certificate.

Occupational Health and Safety

NEBOSH General Certificate

Duration: 14 weeks

Study: Part-time

Location: Printworks Campus

This is the most widely held health and safety qualification – helping managers, supervisors and various staff members develop a broad understanding of health and safety.

You will be taught by experienced health and safety consultants, and course tutors, who will share their breadth of experience with you to help you develop your health and safety knowledge. You will also learn how to effectively manage risks.

Progression may include a higher-level qualification, such as the industry-recognised NEBOSH Diploma.

Occupational Health and Safety

NEBOSH National Diploma | Level 6

Duration: 2 years

Study: Part-time

Location: Rothwell Centre; Ambition Leeds

Take your health and safety knowledge further with this skills-enhancing diploma. It builds on the knowledge gained from studying the NEBOSH General Certificate, which we highly recommend studying before commencing this programme.

The diploma consists of four units:

- Unit A: Managing Health and Safety
- Unit B: Hazardous Agents in the Workplace
- Unit C: Workplace and Work Equipment Safety
- Unit D: Application of Health and Safety Theory and Practice

Studying these units will allow you to explore all aspects of health and safety, and develop advanced knowledge in this area.

Progression may include employment in a rewarding health and safety role.

Occupational Health and Safety Unit A

NEBOSH Diploma

Duration: 17 weeks

Study: Part-time

Location: Printworks Campus

Build on the knowledge gained from the NEBOSH General Certificate with this widely recognised diploma.

By studying this informative course, you will gain the expertise you need to become a leading health and safety practitioner. It reflects the most recent NEBOSH syllabus update (November 2015), including regulatory changes, research, and the latest health and safety practices in the modern workplace.

Progression may include Unit B, which covers all major aspects of managing chemical, biological, physical and physiological hazards in the workplace.

Occupational Health and Safety Unit C

NEBOSH Diploma

Duration: 13 weeks

Study: Part-time

Location: Printworks Campus

Build on the knowledge you gained from studying the NEBOSH General Certificate with this informative course. It is highly recommended that you obtain the General Certificate before commencing the Unit C diploma.

You will focus on the workplace and equipment, gaining a thorough understanding of how to create and manage safe working environments. You will also study welfare, fire, dangerous substances, work equipment, electricity, construction and transport.

Progression may include completion of other units making up the NEBOSH Diploma or opportunities in your current workplace.

“I’ve absolutely loved learning new things and feel very proud to be thriving in my career.”

Heather McCory

Children’s Learning and Development Apprenticeship, Level 3





Health Science & Social Care.

Improve your health and social care knowledge with practical, hands-on courses that give you the skills you need to succeed.

You can learn online in the comfort of your own home, or in modern facilities at Quarry Hill Campus; Deacon House; Joseph Priestley Centre, Beeston; and Rothwell Centre. Wherever you study, you will be supported by experienced staff from relevant backgrounds, such as midwives, practising nurses, occupational therapists, clinical support workers – the list goes on!

Start your journey today, and help make a difference to another's life tomorrow.

Search the course name on our website for more information



Health Science & Social Care



Potential Careers

- Care Worker
- Counsellor
- Educational Support Assistant
- Home Carer
- Nurse
- Nursing Assistant
- Psychologist
- Psychotherapist
- Special Educational Needs Coordinator
- Support Worker

Average annual wage

£27,000

94,400 **health and wellbeing jobs were available in the Leeds City Region in 2020**

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Awareness of Mental Health Problems

NCFE Certificate | Level 2

Duration: 6 months

Study: Part-time

Location: Online

Want to raise your awareness of mental health to advance your career in health and social care? Then this is the course for you. It's relevant for a range of sectors – including the NHS, private care homes and community centres – developing your understanding of a range of mental health problems.

You will cover mental health conditions including stress, anxiety, phobias, depression and postnatal depression, as well as bipolar disorder, schizophrenia, dementia and eating disorders. By doing so, you will gain a thorough overall understanding of mental health.

Progression may include a further health and social care qualification or a specialised role in your current workplace.

Care Certificate

Duration: 5 days

Study: Part-time

Location: Online, with one workplace observation

If you're new to adult social care or healthcare, then this course is a key component of your professional development. It is an identified set of standards for you to adhere to in your daily work, ensuring knowledge and competences across the 15 fundamental standards.

These standards will be delivered across five days and include basic life support and safer handling of individuals. Your levels of competence will then be observed by our team of qualified assessors.

Progression may include a further health and social care qualification or opportunities in your existing health and social care role.

Common Healthcare Conditions

NCFE Certificate | Level 2

Duration: 6 months, approximately

Study: Part-time

Location: Online

This course is ideal if you are looking to, or are currently working in, the health and social care sector.

By studying this qualification, you will develop your understanding of common health conditions and their effects on individuals. The online learning approach allows you to work flexibly at a pace that suits you, and you will be assessed via your online assignments.

Progression may include a further health and social care qualification or opportunities in your current workplace.

Counselling Concepts

ABC Award | Level 2

Duration: 10 weeks

Study: Part-time (day or evening)

Location: Quarry Hill Campus; Rothwell Centre

Gain a basic introduction to counselling. This course is ideal if you have no previous training or experience in counselling, and is appropriate if you're considering a career change or would like to learn how to support others.

You will build on your empathy and ability to listen to and respect others, while developing an understanding of what formal training entails. You will also explore the experiential learning processes involved.

Progression may include the Counselling Skills ABC Certificate Level 3.

Counselling Skills

ABC Certificate | Level 3

Duration: 1 year

Study: Part-time

Location: Quarry Hill Campus; Rothwell Centre

This course is ideal if you have already completed the Counselling Concepts Level 2 course, as it builds on your existing skills and knowledge. It's perfect if you're thinking of a career change or want to gain additional skills.

You will deepen your understanding of communication, empathy and listening, while comparing counselling with other forms of therapy. You will also undertake experiential learning processes that include a high element of personal growth work.

Progression may include the Therapeutic Counselling Diploma Level 4, other further qualifications or relevant employment.

Health and Social Care

Introduction

Duration: 4 weeks

Study: Part-time

Location: Joseph Priestley Centre, Beeston

Course Code: 70220-01

Hoping to start a career in the health and social care sector? This part-time course provides you with the skills and knowledge you need to succeed.

You will begin to explore the roles and responsibilities of a care worker, as well as care values and working as part of a team. You will also develop a strong understanding of the importance of good communication skills.

Progression may include the Health and Social Care Certificate Level 1.

Health and Social Care

Certificate | Level 1

Duration: 18 weeks

Study: Part-time

Location: Joseph Priestley Centre;
Rothwell Centre

This course is an excellent introduction to the health and social care sector. You will develop your knowledge of the wide range of roles available in this sector, as you explore the responsibilities of care workers, health and social care principles, and working with others.

You will also learn the importance of good communication, person-centred care, safeguarding, confidentiality, and health and safety in the workplace. Entry requirement for this course is a Grade 2 profile including Grade 2 in GCSE Maths and English.

Progression may include a Level 2 Health and Social Care course. Successful completion of this course and achieving a grade 3 in GCSE English and Maths will enable you to move on to the Level 2 Extended Diploma in Health and Social Care or on to the Level 1 Diploma Occupational Studies for the workplace.



“My experience at college was amazing and life changing. I met some great people and learnt so much about myself!”

Rebecca McCaffery, Therapeutic Counselling Diploma Level 4

Health and Social Care

Extended Diploma | Level 2

Duration: 1 year

Study: Full-time

Location: Quarry Hill Campus

Develop your care sector knowledge with this exciting course. This is an excellent opportunity to further your communication skills, and knowledge of creative activities, and equality and diversity.

You will complete a mandatory work experience placement, giving you real-world experience of working in the health and social care sector, and developing your confidence. An enhanced DBS is required. Pre-entry requirements for this course are four GCSEs at Grade 3 including English and Maths.

Progression may include an apprenticeship, Level 3 qualification or relevant employment.

Health and Social Care

Technical Certificate/Extended Diploma | Level 3

Duration: 1 year (Certificate) or 2 years
(Extended Diploma)

Study: Full-time

Location: Quarry Hill Campus

Course Code: 70280–01

(Advanced Learner Loan available)

Carve out a career in health and social care with this rewarding programme. You can choose to study the Technical Certificate – equivalent to one to three A levels and a maximum of 84 UCAS points – or the Extended Diploma, worth a maximum 188 UCAS points.

You will study a range of interesting topics – such as anatomy and physiology, psychology and nutrition – while exploring safeguarding, equality and protection. You must also be willing to complete a mandatory work placement within a relevant setting. An enhanced DBS is required. Entry requirements are five GCSEs including English and Maths at a Grade 4 and Science at a Grade 3.

Progression may include an apprenticeship, Level 3 qualification or relevant employment.

Health, Social Care, and Children's and Young People's Settings

Diploma | Level 1

Duration: 1 year

Study: Full-time

Location: Online; Deacon House; Joseph Priestley; Quarry Hill Campus

Course Code: 43382–01

If you dream of a career caring for others, then this course is your first step to realising that dream.

You will be taught by industry experts as you gain an introduction to health, social care, and children's and young people's settings. You will also carry out a mandatory work placement in a relevant setting, allowing you to develop skills in caring for others and gain strong knowledge of care responsibilities. Alongside this course, learners will study GCSE Maths and English. Entry requirements for this course are Entry 3 in Maths and English or a Grade 1/E in GCSE Maths and English.

Progression may include a Level 2 course or relevant employment.

Occupational Studies for the Workplace

NCFE Diploma | Entry 3

Duration: 1 year

Study: Full-time

Location: Quarry Hill Campus

Course Code: 73145–01

Want to make a difference in adult care or healthcare, but don't hold the necessary qualifications? Gain the English and Maths grades you need to begin a rewarding career in healthcare or adult social care.

You will learn about food and nutrition, as well as caring for young children and babies – while developing key employment skills such as teamwork, volunteering, problem solving and enterprise. Alongside the vocational programme, learners will also study Maths and English. To study this course, learners will need Entry 2 Maths and English qualifications. Learners without the grade requirements will be assessed for literacy and numeracy levels.

Progression options include Level 1 Diploma or Level 1 Occupational Studies.

Preparing to Work in Adult Social Care

Certificate | Level 2

Duration: 18 weeks

Location: Joseph Priestley Centre,
Beeston; Quarry Hill Campus

Study: Part-time; full-time at Quarry Hill
Campus whilst resitting GCSE English and
Maths

Course Code: 70281–01

Advance your career with this specialist programme, which can be studied either part-time or full-time.

You will develop your understanding of safeguarding in a patient welfare context, as you learn about the duty of care, the role of a social worker and person-centred approaches. Alongside this, you will broaden your knowledge of equality, inclusion, and health and safety – and undertake a minimum number of work experience hours within a relevant setting. To study this course, learners must have GCSE at Grade 2 or above, including English and Maths.

Progression may include the Preparing to Work in Social Care Certificate Level 3.

Preparing to Work in Adult Social Care

Certificate | Level 3

Duration: 1 year

Location: Quarry Hill Campus

Study: Full-time

Course Code: 70282–01

Ready for a career working with vulnerable people? Then this course is for you.

You will develop your knowledge of the duty of care and dementia, while learning how to support individuals with learning disabilities. You will also gain practical experience through placement activities, completing a minimum number of work experience hours within a relevant setting.

Entry requirements include four GCSEs at grade 4, including English (Maths at grade 3 will be considered), a successful interview and demonstration of sector care values.

Progression may include a further Level 3 qualification or relevant employment.

Prevention and Control of Infection

Award | Level 2

Duration: 6 months

Study: Part-time

Location: Online

Looking to work in a healthcare setting? Then this sector-specific online course will form an important part of your progression, particularly if you work in the NHS, or a private care home or community centre.

You will gain a thorough understanding of the importance of infection control and how to prevent infections from spreading. You will also explore infection control, the causes of infection, and the conditions in which they spread and thrive.

This award is a requirement in all health settings, therefore progression may include relevant employment.

Principles of Dementia Care

NCFE Certificate | Level 2

Duration: 6 months, approximately

Study: Part-time

Location: Online

Build on your understanding of caring for those with dementia, with this intensive course.

You will gain an awareness of dementia and person-centred approaches, while learning how to identify the factors that influence communication and interaction. You will also learn how to implement equality, diversity and inclusion in dementia care – and on completion, you will be able to identify issues relating to medication and the importance of person-centred care.

Progression may include a further qualification or opportunities with your current workplace.

Principles of End of Life Care

NCFE Certificate | Level 2

Duration: 2 months

Study: Part-time

Location: Online

Develop your knowledge and understanding of end of life care with this thought-provoking course.

You will learn about pain management, the differing requirements to meet religious beliefs and your own role at the time of death. You will also study the principles of life care, alongside learning about effective communication, accessing services, and different perspectives of death and dying.

Progression may include a further qualification or opportunities within your current workplace.

Stress Awareness

NCFE Award | Level 1

Duration: 6 weeks

Study: Part-time

Location: Online

This course is ideal if you want to expand your understanding of stress and its impact on a person's health. Please note, there are no formal entry requirements but you must be 16 or over to study this programme.

You will explore the causes of stress and will learn to recognise the signs and symptoms, while looking at ways of preventing or reducing it. By developing your awareness, you will learn how to deal with it effectively.

Progression may include a further qualification or opportunities within your current workplace.

Therapeutic Counselling

ABC Diploma | Level 4

Duration: 2 years

Study: Part-time

Location: Rothwell Centre

This higher-level course will help you gain a rewarding role in the counselling sector. When combined with the Counselling Skills Level 3 qualification, it meets the training requirements for recognition as a qualified counsellor.

This course contains a minimum 100 hours in a supervised counselling placement, and will include clinical supervision and personal therapy.

Progression may include a BACP accreditation and setting up your own practice.

Understanding Autism

NCFE Certificate | Level 2

Duration: 6 months, approximately or 12 weeks at Deacon House

Study: Part-time

Location: Online; Deacon House

Develop your understanding of autism with this thought-provoking course.

By learning about the person-centred approach and positive communication methods, you will be able to better support individuals with this condition. You will explore how to support positive behaviour and gain an understanding of how individuals with autism can be supported to live healthy lives.

Progression may include opportunities within your current workplace.

Understanding Behaviour that Challenges

Certificate | Level 2

Duration: 6 months, approximately

Study: Part-time

Location: Online

Develop your knowledge and understanding of challenging behaviour in a care setting.

By studying this motivating course, you will learn how to support positive behaviour through effective communication and behaviour management. You will also explore the role of reflection and support for those involved in incidents of challenging behaviour.

Progression may include opportunities within your current workplace.

Understanding the Safe Handling of Medication

Certificate | Level 2

Duration: Up to 6 months

Study: Part-time

Location: Online

Develop your understanding of medication handling for those in hospital or in care, with this informative course.

You will learn about the record-keeping process for medication, as well as different types of medication and their uses. You will also study procedures for obtaining, storing, administering and disposing of medication, and gain knowledge of relevant legislation, audit processes, and responsibility and accountability.

Progression may include a further qualification or opportunities within your current workplace.



IT & Networking.

Already applying your logical skills to a career in IT? Or want to join this exciting, fast-paced industry? Then consider an adult course in IT & Networking.

We are proud to offer courses that are accredited by many leading bodies – including Cisco, VMWare and BCS. And with an array of options available, we ensure you are in good stead to continue on to further study, employment or senior roles in your current workplace.

Search the course name on our website for more information



IT & Networking



Potential Careers

- Electrical/Electronics Technician
- IT Data Analyst
- IT Engineer
- IT Specialist Manager
- IT User Support Technician
- Programmer
- Software Development Professional
- System Designer
- Telecommunications Engineer
- Web Designer

Average annual wage

£36⁷⁰⁰

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

**2.5%
by 2024**

CCNA 1 – Introduction to Networks V7.0

Cisco Certificate Element

Duration: 14 weeks

Study: Part-time

Location: Printworks Campus

This course is perfect if you're wishing to land an associate-level job in ICT or want to gain specialised ICT skills.

This is the first of three courses preparing for the CCNA Certification Exam. Each course provides comprehensive and integrated knowledge of IP routing and switching fundamentals, network security and services, and network programmability and automation. They also provide extensive opportunities for hands-on practical experience and career skills development.

Progression may include the following two courses in preparation 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

Duration: 16 weeks

Study: Part-time

Location: Printworks Campus

Looking to gain an associate-level ICT job or specialised skills? Then this course is for you. It is the second in the series of three courses preparing you for the CCNA Certification Exam, so you must have already 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 them, and resolve common issues with virtual LANS and inter-VLAN routing in both IPv4 and IPv6 networks.

Progression may include the CCNA 3 – Enterprise Networking, Security and Automation v7.0 course in preparation for the CCNA exam (200–301).

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

Cisco Certificate Element

Duration: 14 weeks

Study: Part-time

Location: Printworks Campus

This is the third course in the Cisco CCNA 7.0 curriculum, providing extensive opportunities for hands-on practical experience and career skills development. As the final course in the series, you must have already completed the CCNA 2 – Switching, Routing and Wireless Essentials v7.0.

You will develop comprehensive and integrated knowledge of IP routing and switching fundamentals, as well as network security and services, and network programmability and automation.

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

CCNA Cybersecurity Operations

Cisco Certificate

Duration: 14 weeks

Study: Part-time

Location: Printworks Campus

Take your first step to an entry-level cybersecurity career. This course gives you the skills and knowledge required to protect systems from cybersecurity risks, threats and vulnerabilities.

It's aimed in particular at students who have already undertaken Cisco CCNA training and would like to become a security professional who can monitor, detect and respond to security incidents – before they cause damage.

Progression may include the Understanding Cisco Cybersecurity Fundamentals 210–250 SECND and Implementing Cisco Cybersecurity Operations 210–255 SECOPS certification exams. On completion, progression may include relevant employment.

Coding and Programming

Duration: 10 weeks

Study: Part-time

Location: Deacon House; Rothwell Centre

Price: £75

Ready to crack the code for a future-proof career? This exciting introductory course to coding will help you demystify the basics of computer science and programming.

You will work on projects using modern programming languages such as Ruby and Python, allowing you to understand how to apply programming in real-world contexts.

Progression may include our Essential Digital Skills course, a further computer science qualification or relevant employment.

Essential Digital Skills

Entry Level 3 and Level 1

Start date: Various

Duration: Various

Study: Part-time

Location: Rothwell Centre; Deacon House;
Enfield Centre; Joseph Priestley Centre;
Beeston

Course Code: Beeston 78320-04; Deacon House 78321-04; Enfield 78322-04;
Eastgate 78323-04; Rothwell 78324-04

Gain the skills you need to navigate today's digital world with this Essential Digital Skills course. You will learn how to use technology, computers and other digital devices used daily in your home and work life, allowing you to build confidence and simplify everyday tasks. Learning is through an online platform which you can complete in your own time.

Level 1 focuses primarily on professional digital skills, with a secondary focus on using these skills at home. Entry Level 3 concentrates on developing digital skills for life, introducing different work scenarios where digital skills may be required.

European Computer Driving Licence (ECDL)

BCS Award | Level 2

Duration: Various

Study: Part-time

Location: Deacon House; Joseph Priestley Centre, Beeston; Rothwell Centre

Looking for an IT course you can study around existing commitments and at your own pace? Then this is the course for you. The ECDL is a recognised qualification with fast-track options available.

You will learn how to use standard office applications such as word processors, spreadsheets, presentation software and databases, while developing a strong awareness of online safety.

Progression may include employment in a relevant office role.

IT Essentials

Cisco | Introduction

Duration: 12 weeks

Study: Part-time

Location: Printworks Campus

Looking to develop your IT maintenance skills? Then this course is for you. It covers both PC hardware and software maintenance, helping you develop the understanding and knowledge needed to step into the IT or networking industries with confidence.

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

Progression may include the Comp TIA A+ 2019 Certification 220–1001 & 220–1002 (Core Series).

IT Functional Skills

Entry 1 and Entry 2

Start date: Various

Duration: Various

Study: Part-time

Location: Rothwell Centre; Deacon House; Enfield Centre; Joseph Priestley Centre; Beeston

Course Code: Beeston 78320–04; Deacon House 78321–04; Enfield 78322–04; Eastgate 78323–04; Rothwell 78324–04

Learn how to take part and communicate successfully in the online world with this confidence-building course. Covering a broad range of IT and digital skills, you will learn how to use computers, tablets, smartphones and wearable tech, discover how to solve simple faults, learn how to find and download apps, and build confidence in shopping online and using social media.

VMware vSphere: Install, Configure, Manage (Evening)

VMware vSphere | Version 6.7

Duration: 12 weeks

Study: Part-time

Location: Printworks Campus

This course is perfect if you want to become a VMware system administrator or system engineer. It's particularly useful if you install, configure, manage and optimise VMware solutions as part of your role, and is mandatory if you're due to take the VCP – Data Centre Virtualisation exam.

This course focuses on installing, configuring and managing VMware vSphere 6.7, which includes VMware ESXi 6.7 and VMware vCenter Server 6.7. Prior experience of system administration on Microsoft Windows or Linux operating systems would be an advantage.

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





Public Services – Emergency Services and Armed Forces.

Perhaps you dream of becoming a firefighter, paramedic or police officer; or being part of the Royal Marines or the Army? Our Public Services courses – both at Level 3 – allow you to develop the skills you need to pursue your aspirations and enjoy a challenging yet rewarding career.

We offer a choice of two programmes which could lead to a multitude of career options, some of which we have listed below. You will also benefit from studying at the cutting-edge Quarry Hill Campus, which offers a stimulating environment in which to learn and grow.

Search the course name on our website for more information





Public Services – Emergency Services and Armed Forces

Potential Careers

- Ambulance Technician
- Border Force Officer
- Call Handler
- Firefighter
- Paramedic
- Police Officer
- Police Special Constable
- Prison Officer
- Probation Officer
- Royal Marine Commando
- Scene of Crime Officer
- Soldier

Average annual wage

£29⁵⁰⁰

Entry into the Uniformed Services (540)	166
Entry into the Uniformed Services (720)	166
Public Services	167

**Leeds City
Region's public
services sector is
expected to grow**

**3.9%
by 2024**

Entry into the Uniformed Services (540)

Introductory Certificate | Level 3

Start date: September/January/April

Duration: 3 months

Study: Part-time

Location: Quarry Hill Campus

Course Code: 73137-01

Challenge yourself to excel in public service with this intensive programme. Designed in three-month blocks, you can step in and out once you have achieved the qualifications required for your next steps. Each block of learning will have a different skill focus, for example: crime scene investigation, emergency planning or understanding discipline.

Progression may include the Level 3 Diploma for Entry to the Uniformed Services (540), the Police Constable Apprenticeship Programme, further study at degree level or relevant employment in a uniformed or non-uniformed public services role.

Entry into the Uniformed Services (720)

Diploma | Level 3

Duration: 9 months

Study: Part-time

Location: Quarry Hill Campus

Course Code: 73151-01

Designed to be studied in a 9-month block that will develop your skills quickly, this intensive programme is an excellent stepping stone towards your selected public service. You will be in college for two full days each week, and you will be able to study GCSE English and Maths alongside if you wish. Modules include: preparing for a career in uniformed service, crime scene investigation, map reading and navigation, emergency planning and response.

Progression may include the Police Constable Apprenticeship Programme, further study at degree level or relevant employment in a uniformed or non-uniformed public services role.

Public Services

NCFE Diploma/Extended Diploma | Level 3

Duration: 1 year (NCFE Diploma, equivalent to 1.5 A Levels); 2 years (extended diploma, equivalent to three A Levels)

Study: Full-time

Location: Quarry Hill Campus

Course Code: 73139

Challenge yourself to excel in public service with this intensive programme. You can choose to study the NCFE diploma for one year or the extended diploma for two years.

You will undertake riot training, experience outdoor pursuits, complete fire service fitness tests, visit barracks and leverage visits from prison officers and dog handlers to gain insight. You will also problem-solve, learn about terror and how to combat it, and ultimately develop your own leadership style.

Progression may include an apprenticeship, further study at degree level or relevant employment in a uniformed or non-uniformed public services role.



Sport & Fitness.

If you love sport and exercise, then consider taking your career further with an adult course in Sport & Fitness.

We offer courses across Level 3 and Level 4, covering areas such as fitness instruction, exercise referral and sports massage therapy. All are key areas of the sport and fitness sector, so whichever you choose you will be gaining the skills desired by many industry employers.

Search the course name on our website for more information



Sport & Fitness



Potential Careers

- Fitness Instructor
- Gym Instructor
- Gym Manager
- Leisure Assistant
- Leisure Manager
- Personal Trainer
- Sports Coach
- Sports Instructor/Official
- Sports Massage Therapist
- Sports Player

**Leeds City Region's
sport and fitness
industry is
expected to grow**

**2.8⁰%
by 2024**

Exercise Referral	172
Fitness Instructing and Personal Training	172
Fitness Instructing and Personal Training	173
Sports Massage Therapy	173
Sports Massage Therapy	174

Average annual wage Sport, Leisure and Recreation

£25⁴⁰⁰

Exercise Referral

Diploma | Level 3

Duration: 18 weeks (1 day or 1 evening per week) **Study:** Part-time

Location: Park Lane Campus

(Advanced Learner Loans available)

Gain the knowledge you need to ensure safe and effective exercise programming for those with medical conditions. You should already hold a Personal Training Certificate Level 3 qualification in order to study this course.

You will cover key areas in anatomy, physiology and nutrition, as well as the common reasons for referral on to a community-based exercise scheme. You will also learn to work with and better support existing clients as you work effectively with organisations such as the NHS.

Progression may include further study in specialist areas such as cancer and rehabilitation, lower back pain, hypertension and cardiac rehabilitation.

Fitness Instructing and Personal Training

Diploma | Level 3

Duration: 18 weeks (1 day per week) **Study:** Part-time

Location: Park Lane Campus

(Advanced Learner Loans available)

This course combines the Level 2 Certificate in Fitness Instructing and the Level 3 Certificate in Personal Training – helping you learn how to train clients who take part in exercise and physical activity.

You will gain a strong understanding of anatomy, physiology, and health and safety in a fitness environment. You will also learn how to safely and effectively deliver personal training sessions.

Progression may include access to the CIMSPA's Exercise and Fitness Directory at Level 3; specialist study in exercise referral; or relevant employment.

Fitness Instructing and Personal Training

Diploma | Level 3

Duration: 18 weeks (2 evenings per week) **Study:** Part-time

Location: Park Lane Campus **(Advanced Learner Loans available)**

Gain a quick route into personal training with this hybrid course, which helps you become a qualified Level 2 gym instructor and personal trainer in just 18 weeks.

This course will train you to a professional level – allowing you to prescribe, plan and confidently deliver safe and effective exercise programmes. You will cover multiple topics, such as anatomy, physiology, client support and planning gym-based exercise.

Progression may include access to the CIMSPA's Exercise and Fitness Directory at Level 3; specialist study in exercise referral; or relevant employment.

Sports Massage Therapy

Diploma | Level 3

Duration: 18 weeks (2 evenings or 1 day per week) **Study:** Part-time

Location: Printworks/Park Lane Campus **(Advanced Learner Loans available)**

Gain the knowledge and specialist skills you need for a career as a sports massage therapist.

This technical qualification covers five core modules, ranging from professional practice to massage treatments, to help you enter the sports industry with confidence. You will learn how to work on dysfunctional tissue in a range of contexts, including pre-event, post-event, intra-event and for maintenance purposes.

Progression may include the Sports Massage Therapy Certificate Level 4 or relevant employment.

Sports Massage Therapy

Certificate | Level 4

Duration: 18 weeks (1 evening per week) **Study:** Part-time

Location: Printworks/Park Lane Campus **(Advanced Learner Loans available)**

Prepare for a rewarding career helping injured clients through sports massage. Please note, you will need to have completed the Sports Massage Therapy Diploma Level 3 prior to starting this course.

Delivered one evening a week for 18 weeks, this motivating programme covers a range of specialist sports massage topics, such as conducting subjective and objective assessments; providing sports massage techniques to prevent and manage injuries; and treatment modalities to support soft tissue repair.

Progression may include relevant employment.

“The Access course has been the ultimate stepping stone for me to pursue a career that I’m thoroughly excited about.”

Kali Popely



Our Essential Skills Courses.

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Search the course name on our website for more information





Adult IT Workshops Beginners' IT

ECDL Level 1 | Functional Skills ICT

Duration: Various

Study: Part-time

Location: Deacon House; Joseph Priestley Centre, Beeston; Printworks Campus with online learning

Improve your IT skills with our diverse range of skill-enhancing courses. Please note, most of our IT courses have multiple start dates and various durations, so please contact us for an initial assessment and interview to determine which course best suits your individual needs.

We run a variety of IT sessions in a workshop environment, both during the day and in the evening, where you can work at your own pace and level with support from an experienced teacher.

Progression may include a higher-level IT course, a specialised IT programme or a further qualification in business administration.



“The course had learners from all ages and backgrounds, allowing me to build lasting friendships with people I may never have come across in the outside world.”

Liam Barrett

English for Adults (including GCSEs and Functional Skills)

Various qualifications

Duration: Up to 34 weeks

Study: Part-time

Location: Deacon House; Enfield Centre; Joseph Priestley Centre, Beeston; Rothwell Centre

Discover new possibilities by developing a solid understanding of English. Depending on your ability, you will study any of the following qualifications:

- GCSE English (AQA 8700)
- Functional Skills English (City & Guilds 4748)
- English Skills (City & Guilds 3847)

You will agree to an Individual Learning Plan (ILP) with your assigned teacher, who will provide you with helpful feedback throughout your course. You will then work on topics that meet your individual needs at your own pace and complete work via online resources.

Progression may include a higher-level English course, a vocational qualification, an apprenticeship or employment.

Please note, GCSE start dates are between September and December.

English for Communication

Beginners' Course

Duration: 10 weeks

Study: Part-time

Location: Rothwell Centre

This course runs on a part-time basis at Rothwell Centre and is perfect if you do not speak English as your first language. There are no formal entry requirements and the course is free to eligible candidates.

You will improve your speaking, listening, reading and writing skills to a good level. Afterwards, you may progress to a higher English qualification or choose another essential skills course to develop your maths or IT skills.

English for Speakers of Other Languages (ESOL)

Various qualifications

Duration: 1 year

Study: Part-time

Location: Deacon House; Enfield Centre; Joseph Priestley Centre, Beeston

Price: Free for those on low or no income

Is English not your first language? Would you like to improve your written and spoken English? Then choose our ESOL courses to improve your skills. Leeds City College's ESOL department is proudly rated as Outstanding by Ofsted, and we offer classes for all levels of ability – from beginner to advanced.

Please note, to qualify for free study you must earn under £17,000 a year to be considered in the low income bracket.

Progression may include a vocational course or relevant employment.

Essential Digital Skills

Various qualifications

Duration: Dependent on qualification

Study: Part-time

Location: Deacon House; Enfield Centre;
Joseph Priestley Centre, Beeston; Rothwell
Centre; local venues

Digital skills are a main requirement in many different job roles and services are increasingly moving online. By studying this skills-focused course, you will develop the confidence to interact with the digital world, while enhancing your CV.

You will explore five essential categories, including communication, handling information and content, transacting, problem-solving, and keeping safe and legal online. You will also learn how to use mobile devices and complete online transactions effectively.

Progression may include another essential skills programme or a higher-level digital skills qualification.

Getting Started Online

Introduction

Duration: Various

Study: Part-time

Location: Deacon House; Rothwell Centre

Ready to delve into the digital world? Get to grips with the basics with this part-time programme aimed at learners aged 19+ years.

You will learn how to keep safe online, use the internet, source trusted online basic information and maximise online access. You will also learn how to create an email address and safe password, look at online utilities and make online financial transactions safely and securely.

Progression may include an accredited Essential Digital Skills course or social media programme.

ICT Functional Skills

City & Guild Functional Skills | Entry Level 1 and Entry Level 2

Duration: Various

Study: Part-time

Location: Deacon House; Joseph Priestley Centre, Beeston; Rothwell Centre

This qualification is ideal if you're aged 19 or over and would like to develop your basic digital skills ready for progression.

You will learn about using the internet, communicating electronically, completing online forms and keeping personal data secure, as well as searching for information and navigating social media. You will also learn how to present and communicate digital information, identify and correct errors using a word processor, and receive and open emails.

Progression may include an Essential Digital Skills course.

Maths for Adults (including GCSEs and Functional Skills)

Various Qualifications

Duration: Up to 34 weeks

Study: Part-time

Location: Deacon House; Enfield Centre; Joseph Priestley Centre, Beeston; Rothwell Centre

Discover new possibilities by developing a solid mathematical understanding. Depending on your ability, you will study any of the following qualifications:

- GCSE Mathematics (Edexcel 1MA1)
- Functional Skills Mathematics (City & Guilds 4748)
- Mathematics Skills (City & Guilds 3847)

We also offer maths courses for ESOL students.

You will agree to an Individual Learning Plan (ILP) with your assigned teacher, who will provide you with helpful feedback throughout your course. You will then work on topics that meet your individual needs at your own pace and complete work via online resources.

Progression may include a higher-level Maths course, a vocational qualification, an apprenticeship or employment.

Please note, GCSE start dates are between September and December.

Preparation for GCSE English

Introduction

Duration: 6 weeks

Study: Part-time

Location: Deacon House; Enfield Centre;
Joseph Priestley Centre, Beeston; Rothwell
Centre

Get a head start on the GCSE English syllabus with this short course. It helps prepare you for studying GCSEs in September, and is suitable for adults who already hold a GCSE in English or equivalent but have not achieved a grade 4.

At the end of the programme, you will be assessed for your suitability to begin the GCSE programme in September.

Progression may include GCSE English or another suitable English qualification.

Preparation for GCSE Maths

Introduction

Duration: 6 weeks

Study: Part-time

Location: Deacon House; Enfield Centre;
Joseph Priestley Centre, Beeston; Rothwell
Centre

Get a head start on the GCSE Maths syllabus with this short course. It helps prepare you for studying maths at GCSE level in September, and is suitable for adults who already hold a GCSE in maths or equivalent but have not achieved a grade 4.

At the end of the programme, you will be assessed for your suitability to begin the GCSE programme in September.

Progression may include GCSE Maths or another suitable maths qualification.

Using Social Media and Establishing Your Personal Profile

Introduction

Duration: Various

Study: Part-time

Location: Deacon House; Rothwell Centre

Want to know how to use popular social media platforms and communication applications? Then this short introductory course is for you.

You will learn how to create a personal profile and will develop solid knowledge of security within these platforms, along with how to keep your personal data secure.

Progression may include one of our Essential Digital Skills courses, allowing you to further develop your computer literacy.

Our Leisure Courses.

Search the course name on our website for more information







Cookery, Food & Hygiene.

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Search the course name on our website for more information



Cookery, Food & Hygiene



Introduction to Cake Decorating

Duration: 5 weeks

Study: Part-time

Location: Rothwell Centre

Learn new skills that will impress all your friends and family!

This course aims to develop your basic sugarcraft techniques, as you discover how to cover cakes to a professional standard. You will also decorate cupcakes, use buttercream and fondant icing, pipe using royal icing and master the basics of modelling.

Please note, there are no formal entry requirements or assessments for this course. Progression may include the Introduction to Cake Decorating Beginners' Course Level 1.

Introduction to Cake Decorating Beginners' Course | Level 1

Duration: 10 weeks

Study: Part-time

Location: Printworks Campus

This course is a must if you're an aspiring baker or cake decorator! This course runs for 10 weeks from October to December; January to March; and April to July, so you can choose the best start date for you.

On this exciting introductory programme, you will learn how to professionally coat a cake and will develop piping skills using the latest scrolls and shell techniques. You will also gain an understanding of colour in cake decorating and create your own bold design.

Progression may include the Cake Decorating Intermediate Course Level 2.

Intermediate Cake Decorating

Level 2

Duration: 10 weeks

Study: Part-time

Location: Printworks Campus

Learn how to make professional kitchen equipment to craft the most delicious cakes. This course is perfect if you've completed the Introduction to Cake Decoration Level 1 or have basic practical skills. It runs for 10 weeks from October to December; January to March; and April to July – so you can choose the best start date for you.

You will increase your confidence in using cut-outs and templates, while developing your creative skills. You will also learn how to describe and follow industry health and safety requirements.

Progression may include a further accredited cake decorating qualification.

Creative Arts.

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Search the course name on our website for more information





Acoustic Guitar Beginners' Course

Duration: 5 weeks (1 evening per week) **Study:** Part-time

Location: Rothwell Centre

Interested in learning how to play guitar? Then this is the perfect place to start. Please note, you will need to bring your own acoustic guitar to join in with this session.

You will learn a set of chords and simple melodies, in addition to scales and exercise to improve your technique. You will also use guitar tabs to read the music, with useful handouts provided.

Progression may include an accredited music course or other leisure courses.

Acrylic Painting Beginners' Course

Duration: 10 weeks

Study: Part-time

Location: Quarry Hill Campus

Develop your passion for painting with this exciting 10-week course. You will work from observation as well as research, gaining experience in mixing colours and using brushes to your advantage. You will also explore tonal and colour values, apply compositional rules and create work to set themes.

We will provide a range of materials, including paper, a grey board, brushes, palettes and acrylic paints. As the course progresses you may wish to bring your own canvases and specialist brushes.

Progression may include further painting and drawing courses.

Acting for Confidence

Beginners' Course

Duration: 10 weeks

Study: Part-time

Location: Quarry Hill Campus

If you wish to master live performances, this non-accredited course is for you. It introduces you to a range of contemporary acting techniques and helps you develop your public-speaking skills as you engage with larger audiences.

You will explore various styles of theatre and acting through unfamiliar genres. You will also learn how to create a believable character, perform with truth, develop your screen presence and build techniques suitable for a range of acting styles.

Progression may include public-speaking opportunities.

Adobe Suite

Beginners' Course

Duration: 10 weeks

Study: Part-time

Location: Quarry Hill Campus

This course is ideal if you're looking to take the first steps into the creative industry – whether that's designing graphics, editing videos or manipulating photographs.

You will learn how to use Photoshop to edit and manipulate images, Illustrator for graphic design and Premiere Pro for video editing. You will also gain introductory knowledge of the software applications, allowing you to make logos; edit and export videos for social media; and process imagery.

Progression may include photography, drawing or illustration short courses.

Art Appreciation

Mixed Course

Duration: 10 weeks

Study: Part-time

Location: Quarry Hill Campus

Gain a deep understanding of the history of art. On this fascinating course, you will read about historic and contemporary artwork and uncover their meanings.

You will learn how to analyse and judge works of art by reading visual language, and explore the context of artwork and the impact of processes on the viewer. You will also investigate the nature of value and beauty, and situate art in its social and political landscape.

Progression may include other creative arts courses.

Beading and Jewellery Making

Duration: Approximately 12 weeks

Study: Part-time

Location: Deacon House

Gain the fundamental skills you need to design and make beautiful beaded jewellery. This active course will teach you the technical and design skills to make threaded and knotted jewellery in various styles.

You will cover a range of projects, including how to make beaded earrings and necklaces with cluster beads; bracelets with chains and beads; and knotted necklaces. With a wide selection of beads to choose from, you will create the most stunning designs.

Progression may include a commercial venture using the skills and techniques acquired from the course.

Beginners' Sewing Machine Skills

Stage 1 City & Guilds | Level 1

Duration: 12 weeks (Thursdays)

Study: Part-time

Location: Deacon House

Develop your sewing machine skills with this structured, hands-on course. Sessions take place once a week between 9.30am and 12 noon.

You will learn how to use stitches, threads, needles, fabric and basic attachments to create various decorative effects. You will also develop machine embroidery skills and basic sewing techniques, such as zips, piping, seams and simple patchwork skills.

Progression may include other dressmaking or sewing courses at Deacon House.

Card-Making and Paper Crafts

Introduction

Duration: Approximately 12 weeks

Study: Part-time

Location: Deacon House

Take your love for card-making and paper crafts further with this fun and engaging course. This is a non-accredited short course with ongoing assessment, but the primary aim is to make several craft items.

You will learn card-making techniques, decoupage, and paper arts and crafts skills – enabling you to pursue your creative passion. You will also work towards developing a finished craft project.

Progression may include other creative arts short courses.

Creative Metal Art

Beginners' Course

Duration: 10 weeks (1 evening per week) **Study:** Part-time

Location: Printworks Campus

Take your welding skills further with this hands-on beginners' course. Ideally you will have completed the Introduction to Welding Skills course first.

This programme has a particular focus on creating stunning, artistic products from scrap metal. You will gain practical training, mainly using the Metal Inert Gas (MIG) welding process. You will also use angle grinders, cut-off saws, pillar drills and brazing equipment, as well as oxy-propane torches, plasma cutters and hand tools.

Progression may include an accredited automotive or engineering course, or other creative arts programmes.

Crochet

Introduction

Duration: Approximately 12 weeks **Study:** Part-time

Location: Deacon House

Ready to find a new hobby or develop your creative skills? Then turn your hand to crocheting. On this fun and engaging course, you will learn how to hold a hook and produce different stitches to create small, useful items.

You will work towards making a phone case or cuddly owl, as well as different types and sizes of flowers. You will learn to make a granny square and hexagons, and complete courses with circles and small pots suitable for earphones or jewellery.

Progression may include other creative courses.

Drawing and Illustration

Beginners' Course

Duration: 10 weeks

Study: Part-time

Location: Quarry Hill Campus

Discover a range of digital and traditional drawing techniques with this exciting practical course. Develop your digital capabilities while developing your observational skills, as you learn how to use scale, light and proportions in drawing.

You will cover various artistic genres such as illustration, portraits and still life, and get to grips with graphics tablets and software for digital art. You will also learn various drawing mediums and materials for traditional art.

Progression may include other painting or drawing short courses, or an accredited creative arts course.

Dressmaking

Introduction

Duration: Approximately 12 weeks

Study: Part-time

Location: Deacon House

Dream of designing and making your own clothes? Then this course is for you, teaching you the basic skills required for simple dressmaking.

You will learn how to pin fabric, use a simple pattern, thread a machine and wind a bobbin. You will also master how to sew a straight seam, take measurements correctly and insert a regular zip.

Progression may include the intermediate dressmaking course aimed at those with higher levels of skills and experience.

Dressmaking – General Sewing

Stage 2

Duration: Approximately 12 weeks

Study: Part-time

Location: Deacon House

If you already have a basic understanding of dressmaking and want to develop your skills further, then this course is for you. Sessions take place on Thursday mornings and afternoons (9.30am–12 noon and 12.30–3pm) and there are no formal entry requirements, although you will need previous dressmaking experience and a good level of English and maths.

You will build on your existing sewing techniques and complete your own project, gaining the knowledge required to move on to our advanced dressmaking course.

Dressmaking – Pattern Craft Design

Stage 3

Duration: Approximately 12 weeks
(Thursdays)

Study: Part-time

Location: Deacon House

This course is perfect if you have a passion for dressmaking and at least two years of sewing experience. Sessions take place on Tuesday mornings and there are no formal assessments, although you will need good levels of English and maths.

You will work on a range of projects that will challenge and develop you, as you build on your existing skills to complete a full dressmaking project.

Progression may include accredited textiles, sewing or dressmaking courses.

Dressmaking/Sewing

Stage 4

Duration: Approximately 12 weeks
(Thursdays)

Study: Part-time

Location: Deacon House

Are you an advanced sewing machine user? Already able to work from patterns but want to strengthen your skills? Then this course is for you.

You will work on your own project, developing advanced sewing skills as you do so. You will also prepare selected designs, while learning how to work safely and effectively in a sewing room environment.

Progression may include a start-up business course or relevant employment.

Flower Arranging

Introduction

Duration: 5 weeks

Study: Part-time

Location: Rothwell Centre

Ready to speak the language of flowers? If you love beautiful blooms, then you'll love this course. It will introduce you to the basics of flower arranging and is themed for each season.

You will gain step-by-step guidance as you produce stunning arrangements. You will also learn how to make the most of different flowers, consider structure and colour scheme.

There are no entry requirements and no formal assessments for this course. Progression may include an accredited floristry course or other creative arts course.

Games Engines Beginners' Course

Duration: 10 weeks

Study: Part-time

Location: Quarry Hill Campus

Learn how to develop computer games using the Unreal engine. This fast-paced course will teach you how to use this engine to place objects and implement game mechanics into the design and development of playable 2D and 3D computer games.

You will learn how to import assets and lay out game levels, while becoming familiar with using blueprints and implementing game mechanics. You will also aim to produce a playable game level, which may include health and scoring systems, and collectables.

Progression may include other games courses, such as Introduction to 3D Modelling.

General Sewing (ACL) Wellbeing Course

Start date: Various

Duration: 12 weeks

Study: Part-time

Location: Deacon House

Course Code: 78390–29

Whether you're a sewing novice or you want to build on skills you've already got, this course puts the emphasis on being fun and informal. Aimed at learners of all abilities, you will develop your social and personal interaction skills, as well as building confidence in basic sewing, pinning and fabric skills.

You will learn how to set up and thread a machine to achieve a variety of seams and finishes on different fabrics, discover how to choose the right needle for the fabric and stitch pattern, and learn skills in using a variety of different stitch patterns.

Progression may include the Crafts and Wellbeing course at Deacon House.

Introduction to 3D Modelling Beginners' Course

Duration: 10 weeks

Study: Part-time

Location: Quarry Hill Campus

Transform your ideas into 3D modules ready for computer games or animation, with this exciting course. You will learn how to use a range of techniques and industry-standard software, such as 3DS Max, developing core skills in one of the industry's most widely-used 3D modelling applications.

You will learn 3D modelling techniques and how to make 3D models from 2D reference images. You will also learn how to model objects based on reference images, unwrap the finished models and apply basic textures, while acquiring basic light techniques.

Progression may include creative courses such as Games Engines or Drawing and Illustration.

Introduction to Drawing for Relaxation and Wellbeing

Duration: 10 weeks

Study: Part-time

Location: Rothwell Centre; Deacon House

Draw on your creativity and gain a comprehensive introduction to drawing. This exciting course introduces you to different drawing techniques, including shading and drawing faces. There are no formal entry requirements; all you need is a passion for drawing.

You will learn about the different types of pencils and paper, and explore sketching and shading to bring your ideas to life. Your work will be assessed by a tutor throughout the course, who will provide constructive feedback.

Progression may include other drawing or painting courses.

Life Drawing Beginners' Course

Duration: 14 weeks

Study: Part-time

Location: Quarry Hill Campus

Drawing the human form is one of the most challenging yet rewarding processes to learn. This exciting course will teach you all the techniques you can use across a range of media and transfer into a range of creative outputs.

You will work with experienced tutors and models with a selection of poses and materials to explore observation drawing of the human form. You will focus on the structure and proportion of the body, and how curves and shape can be processed and recorded.

Progression may include other drawing or painting courses.

Make a Christmas Wreath

Duration: 1 day

Study: Part-time

Location: Rothwell Centre

Course Code: 74050-01

Price: £25

Get into the festive spirit by learning how to make your very own Christmas wreath.

You will be taught step by step how to create your own beautiful creation, with all materials supplied on your behalf. You will also be assessed by a helpful tutor throughout the day and given feedback. And, at the end of the course, you can take your bespoke wreath home.

Progression may include our Flower Arranging introductory course.

Oil Painting

Beginners' Course

Duration: 10 weeks

Study: Part-time

Location: Quarry Hill Campus

Gain an introduction to the fundamentals of oil painting. This course will develop your visual and technical skills while you learn to see in a new, more perceptive way.

You will discover how to select, compose and convert your images into impressive oil paintings. For the more advanced learner, you will also be introduced to techniques on how to sell your artwork in the industry.

There is no formal assessment but you will be encouraged to be self-critical and develop your own skills independently. Progression may include other painting courses.

Printmaking

Beginners' Course

Duration: 10 weeks

Study: Part-time

Location: Quarry Hill Campus

Throughout this exciting course, you will be guided step-by-step through the creative printing processes of linocut, drypoint and monoprinting, helping you deliver striking results.

You will learn how to make quality multi-coloured prints within each of the four techniques, using provided images or your own. You will also gain a good grounding in printmaking, enabling you to progress to advanced courses and sell your prints in a variety of venues and online spaces.

There are no formal assessments. Progression may include other creative courses.

Screen Printing Beginners' Course

Duration: 10 weeks

Study: Part-time

Location: Quarry Hill Campus

Gain a thorough introduction to the mono techniques, using paper stencils and the photographic process. This fun, hands-on programme teaches you how to transform your own or provided images into impressive screen prints, while guiding you through the creative printing processes.

You will also learn how to use your own designs for screen printing multi-coloured printings. Ultimately, you will gain a good, solid grounding in screen printing.

Progression may include other creative arts courses.

Singing Beginners' Course

Duration: 10 weeks

Study: Part-time

Location: Quarry Hill Campus

Find your voice and develop your vocal style on this fun course. It takes place in an informal setting, culminating in a relaxed performance for family and friends!

You will develop key breathing techniques and learn how to sing in key, while practising vocal exercises such as scales, pitch and tone. You will also learn how to use melodies and harmonies in call and response, and explore singing styles to develop your own.

Progression may include another creative arts course or the Creative Industries Access to Higher Education Diploma Level 3.

Studio/Creative Photography

Introduction

Duration: 10 weeks

Study: Part-time

Location: Quarry Hill Campus

This hands-on and engaging course combines a detailed introduction to DSLR cameras with a specialist focus on taking photographs in a professional studio. You will be taught how to capture eye-catching images that reflect your knowledge and creativity.

You will learn how to produce high and low-key portraits and fashion images using studio lighting. You will also gain experience of working in a production team and producing experimental photographic work. On completion, you will be able to create a portfolio of images to showcase your skills.

Progression may include another creative course or the Photography Access to Higher Education Diploma Level 3.

Watercolour

Beginners' Course

Duration: 10 weeks

Study: Part-time

Location: Quarry Hill Campus

Develop your watercolour painting skills with this exciting course. Basic materials are provided but you will need to bring high-quality watercolour blocks or tubes, such as Winsor and Newton or St Petersburg White Nights.

You will work from observation as well as from your own research. You will explore tonal and colour values, practise applying compositional rules, and learn how to mix colours and use a range of brushes. You will also create personal work within the context of a theme set.

Progression may include other painting courses.

Web Design Beginners' Course

Duration: 10 weeks

Study: Part-time

Location: Quarry Hill Campus

Learn how to effectively manage and edit websites with this informative course. You will gain an introduction to Adobe Dreamweaver and HTML5, and learn how to design your website to work on desktop and mobile devices.

You will explore how Dreamweaver works closely with Photoshop to create web-optimised graphics. You will also learn how to add content and hyperlinks, manage and upload files, and create a basic layout and format using CSS.

Progression may include other creative arts short courses.

**“The course got me
job-ready, with
all the skills I
need to get ahead.
I feel confident
about my future.”**



Languages.

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Search the course name on our website for more information



Languages



Beginners' French

Duration: 10 weeks

Study: Part-time

Location: Rothwell Centre

Challenge yourself with this introductory course to French.

This 10-week course is perfect if you want to learn a new language skill or you are planning on going on holiday to France. You will gain step-by-step guidance on expressions, grammar and pronunciation.

Progression may include the next stage of French for another 10 weeks.

Beginners' Italian

Duration: 10 weeks

Study: Part-time

Location: Rothwell Centre

This exciting course is the first step to an introduction to the Italian language.

It is perfect if you want to learn a new language skill or you are planning on going on holiday to Italy. You will gain step-by-step guidance on expressions, grammar and pronunciation.

Progression may include the next stage of Italian for another 10 weeks, followed by an intermediate Italian course.

Beginners' Spanish

Duration: 10 weeks

Study: Part-time

Location: Deacon House; Rothwell Centre

Take the first step to managing the Spanish language.

This introductory 10-week course is perfect if you're a beginner with no prior knowledge. You will gain step-by-step guidance on expressions, grammar and pronunciation.

Progression may include the next stage of Spanish for a further 10 weeks, followed by an intermediate Spanish course.

Intermediate Italian Introduction

Duration: 10 weeks

Study: Part-time

Location: Rothwell Centre

Want to improve your Italian listening, spoken and written skills? Then this course is for you. There are no formal entry requirements, but an understanding of grammar, greeting people, introducing yourself and counting in Italian would be ideal.

You will build on your understanding of the Italian language through speaking, listening, writing and reading. You will also work on your pronunciation, vocabulary and grammar.

Progression may include other language courses to develop your skills further.

Intermediate Spanish

Introduction

Duration: 10 weeks

Study: Part-time

Location: Rothwell Centre

Take your Spanish language skills further with this intermediary course. Ideally, you will have some prior Spanish knowledge or will have completed a beginners' course in Spanish.

You will develop your understanding of the Spanish language through speaking, listening, writing and reading. You will also work on your pronunciation, vocabulary and grammar.

Progression may include other language courses to develop your skills further.

British Sign Language

Beginners

Duration: 6 weeks

Study: Part-time

Location: Rothwell Centre

Gain a deeper understanding of British Sign Language (BSL) with this fascinating introductory course.

Over six weeks, you will learn how to meet and greet, finger spell, and begin to develop your receptive and productive skills in signing. Plus, the small group setting allows you to learn in a friendly, no-pressure environment.

Progression may include the British Sign Language Award Level 1.

British Sign Language

Award | Level 1

Duration: 24 weeks

Study: Part-time

Location: Rothwell Centre

Price: £450

Develop your understanding of British Sign Language (BSL) with this exciting 24-week course.

You will cover a range of topics that involve simple, everyday language, allowing you to reach out and develop strong relationships with those who are deaf or hard of hearing. Ultimately, you will gain the basic skills and confidence in the production and reception of BSL.

This qualification will be assessed through conversations in BSL and a practical skills assessment.

Progression may include the British Sign Language Certificate Level 2.

British Sign Language Certificate

Award | Level 2

Duration: 24 weeks

Study: Part-time

Location: Rothwell Centre

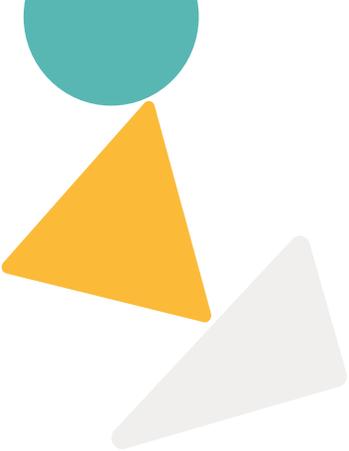
Course Code: 78352-03

Designed to teach you how to communicate with people in British Sign Language (BSL), you will gain confidence to engage in conversations on a range of topics that involve simple, everyday language use. You will learn to sign alphabets and numbers and gain the basic skills in production and reception of BSL.

Progression may include a sign language interpreter or other relevant employment.

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
- Engineering & Manufacturing
- Education & Childcare
- Hospitality
- Health, Science & Social Care
- 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 or call **0113 284 6340**

Contact us.

Course Enquiries

Call: 0113 386 1997

or visit 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

Helpful Information

Maps, directions, travel information and contacts for all of our community centres can be found at leedscitycollege.ac.uk/contact

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 for the most up-to-date information regarding our courses and support for students.

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Leeds City College is a member of Luminare Education Group

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