

Professional Courses

Course Guide



Open Events

Open events take place throughout the year at all of our main campuses. These events are a great opportunity for you to meet us, find out more about our courses and the ways in which we can support you.

In addition to our programme of open events, our outreach team are at our community centres – Deacon House, Mabgate and Eastgate – where our staff will be happy to discuss courses that are available to start throughout the year.

For further details and to book on to an open event, please visit: leedscitycollege.ac.uk/events



Welcome

There's so much more to learn

At Leeds City College, we understand the need for skills that meet 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 2025. They said, "Teachers of adult learners use a very wide range of varied and creative approaches to make learning effective and more enjoyable for learners."

We offer a wide range of flexible study options in facilities across Leeds – from our Mabgate, Park Lane, Printworks and Quarry Hill campuses, to Deacon House in Seacroft, Rothwell Centre and University Centre Leeds. 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. We also offer online courses with teaching taking place on Google Meet.

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

Find your course in this guide or by visiting leedscitycollege.ac.uk/adult



2

Attend an open event to find out more about your course, meet tutors and confirm it's the right choice. For more details visit leedscitycollege.ac.uk/openevent



3

Submit the online application form found at leedscitycollege.ac.uk/my-application and we'll be in touch with the next steps. Alternatively, you can apply in person at the campus that is offering your course.



Our Courses

Access

Looking to go to university?
Our Access to HE courses
get 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 or develop your English,
maths, digital or IT skills.

Leisure courses

Try something new, or pursue your
favourite pastime with our leisure
courses. Make new friends, improve
your mental wellbeing or simply
discover a new hobby.

English for Speakers of Other Languages (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.

Level 3 Free Courses for Jobs

If you don't hold a Full Level 3
qualification* (equivalent to 2 A
Levels), you can now study certain
Level 3 courses for free – thanks to
the Government's Free Courses for
Jobs programme. If you are earning
below £25,750 or are unemployed,
you may also qualify. To find out if
you are eligible contact us today.

*West Yorkshire residents only; residents of
other non-devolved areas who do not hold
a Full Level 3 qualification, do not earn
below £25,750 and are not unemployed,
must be aged 19-23 on 31 August.

GCSEs

GCSEs provide an excellent
foundation for further study.
Some GCSEs, such as GCSE
English and GCSE Maths are
required by employers, securing
these essential qualifications
can help you get into work.

Apprenticeships

Learn, earn and work while
gaining new skills for a different
career or upskilling and
advancing your current role.

Higher Education

You can study at degree level at
University Centre Leeds – where
smaller classes and greater
support enable you to truly
excel. We offer foundation degree
programmes, bachelor's degrees
and top-up programmes.

You can search for specific
courses by using the contents
pages at the front of this guide or
on our website ucl Leeds.ac.uk

Our STEM Courses

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

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

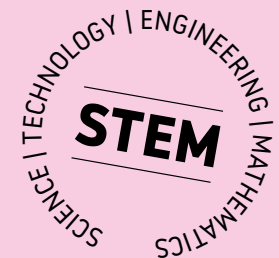
1. Creative thinking
2. Problem-solving
3. Communication
4. Collaborative working
5. Intellectual curiosity
6. Flexibility
7. Data-driven decision-making



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

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

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



Course Fees and Funding

Course fees vary – please see your chosen course for details. For long courses and courses over **£100**, you can pay via an instalment plan to spread the cost.

You may be able to study certain courses for free, depending on your circumstances. For more information and eligibility, please visit leedscitycollege.ac.uk/adult/support or call **0113 386 1997**.

Level 3 Free Courses for Jobs

If you don't hold a full Level 3 qualification* (equivalent to 2 A Levels), you can now study certain Level 3 courses for free – thanks to the Government's Free Courses for Jobs programme. If you are earning below £25,750 or are unemployed, you may also qualify.

To find out if you are eligible contact us today at studentpayments@leedscitycollege.ac.uk or visit leedscitycollege.ac.uk/the-college/fees-and-finance

*West Yorkshire residents only; residents of other non-devolved areas who do not hold a Full Level 3 qualification, do not earn below £25,750 and are not unemployed, must be aged 19-23 on 31 August.



Advanced Learner Loan

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 £524 a week, £2,274 a month or £27,295 a year

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

Tailored Learning 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





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.

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.

For more information, please visit [leedscity college.ac.uk/financial-support/financial-and-welfare-support-for-19-students/](https://leedscitycollege.ac.uk/financial-support/financial-and-welfare-support-for-19-students/)



Access to Higher Education

Get to university in one year with an Access to HE course.

These 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

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

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

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).

For more information, please visit:
leedscitycollege.ac.uk/access



Adult Skills and Training

Whether you're looking to upskill, reskill or try something new, we have a wide range of programmes to suit all levels and abilities.

We have removed as many barriers as possible to help you with your learning journey. From financial support to help with childcare, we are here to help you succeed.

Gain the qualifications you need to go further in your current role; improve your English, maths or digital skills; or turn your hobby into a rewarding career: it's all possible with us.

We have flexible timetables, face to face, online and smaller classes and with our advice and support you can start your course with confidence. Speak to a member of our friendly team today and start learning.

For more information, please visit:
leedscitycollege.ac.uk/adult



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 on the internet
- Progress to a higher level qualification

For more information, search
'Digital skills' at leedscitycollege.ac.uk

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 at your own pace, alongside other adult learners





Careers Advisor Courses

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

From Career Coach to Career Consultant and Careers Coordinator, a careers advisor comes under a range of job titles. 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 advisors 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 advisor with 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.

The part-time courses for adults are offered online with teaching on Google Meet, or in-person at a number of college centres including Deacon House and Eastgate. You will become a trusted guide and feel a sense of achievement watching pupils grasp ideas using the tips you have given them. We also offer teaching assistant courses for those who wish to support adult learners in a college or training setting.

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.

Ready to start your journey? Get in touch to apply.
Call: **0113 386 1997**
Email: **contact@leedscitycollege.ac.uk**



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. You will require work experience in a school or college and we can discuss this further at interview.

Our Professional Courses

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Human Resources	44
IT and Networking	48
Management and Leadership	54

To see all our courses, please visit:
leedscitycollege.ac.uk/professional



Accounting

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

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

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

Search the course name on our website for more information

Average annual salary

£37,400*

Finance jobs in the
Leeds City Region
are expected
to grow by

2.3%

by 2025-2028

Certificate in Accounting (AAT Level 2)	32
Diploma in Accounting (AAT Level 3)	32
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Introduction to Business and Finance (AAT Level 1)	33
Certificate in Bookkeeping (AAT Level 2)	35
Certificate in Bookkeeping (Level 3)	35



Certificate in Accounting

AAT Level 2

Duration: 1 year
Location: Printworks

Study: Part time
Course Code: 77397-01

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

Diploma in Accounting

AAT Level 3

Duration: 1 year
Location: Printworks

Study: Part time
Course Code: 77394-01

Covering a range of essential accounting tasks, this Level 3 Diploma in Accounting will teach you how to maintain cost accounting records and how to prepare reports and returns. This course offers a progression route for students who have achieved the Level 2 Certificate in Accounting, as well as being suitable for those studying a related subject who want to develop accountancy skills. Those already working in finance and who want to attain formal recognition of their skills may also choose this course. Progression may include the Level 4 Diploma in Professional Accounting.

Diploma in Professional Accounting

AAT Level 4

Duration: 18 months
Location: Printworks

Study: Part time
Course Code: 77395-01

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

Introduction to Business and Finance

AAT Level 1

Duration: 12 weeks
Location: Printworks

Study: Full time
Course Code: 77319-01

Introducing the core skills required to broaden your understanding of the role of a bookkeeper, you will learn basic single-entry bookkeeping skills, as well as how to record financial transactions, reporting and account set-ups. You will also use accounting software packages, gaining experience of the techniques and principles used in real-life business environments to give you a broader understanding of the business environment and how to better prepare for entering the business sector. This AAT Level 1 qualification incorporates the Access Award in Business Skills and the Access Award in Bookkeeping.



Certificate in Bookkeeping

AAT Level 2

Duration: 15 weeks

Location: Printworks

Study: Part time

Course Code: 76627-01

Get started on your career as a Clerical Assistant, Trainee Bookkeeper or Accounts Administrator, with this foundation certificate. It will teach you how to operate a manual double-entry bookkeeping system, enabling you to progress to more advanced manual and computerised activities.

You will develop your understanding of various accounting records, covering complex foundation-level bookkeeping procedures whilst consolidating your knowledge of double-entry bookkeeping. This AAT Level 2 qualification will give you the confidence to perform well in the workplace, preparing you for greater success and responsibility.

Certificate in Bookkeeping

Level 3

Duration: 15 weeks

Location: University Centre Leeds

Study: Part time

Course Code: 77339-01

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

Assessor Qualifications

Learn what it takes to become a great assessor, whether you are assessing in the workplace or for vocational achievements. Take advantage of learning in your own workplace, online or at Deacon House.

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.

Potential careers

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

Search the course name on our website for more information

Average annual salary

£43,600*

Quality assurance jobs in the Leeds City Region are expected to grow by

2.3%

by 2025-2028

Assessing Competence in the Work Environment Award (Level 3) 38

Assessing Vocational Achievement Certificate (Level 3) 38

Leading the Internal Quality Assurance of Assessment Processes and Practices (IQA Certificate | Level 4) 39



Assessing Competence in the Work Environment Award Level 3

Duration: 6-12 months

Location: Online and Deacon House

Study: Part time

Start date: Various
throughout the year

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

You will complete units one and two of the Assessing Vocational Achievement Certificate Level 3, and by the end of the qualification you will have developed the skills required to assess a range of learners in a working environment. Progression may include the Internal Quality Assurance of Assessment Processes and Practice IQA Award Level 4.

Leading the Internal Quality Assurance of Assessment Processes and Practices IQA Certificate | Level 4

Duration: 3-6 months

Location: In your workplace

Study: Part-time

Start date: Various throughout the year

This unit is aimed at those managing a team of assessors and/or internal quality assurers. It is designed to help you plan, allocate and monitor work in your own area of responsibility, while making any necessary changes to original work plans. You will be allocated an assessor to support you on a one-to-one basis throughout the duration of your course.

Please note, you will only complete unit 3 (Plan, Allocate and Monitor Work in Own Area of Responsibility) from the quality assurance units. Progression may include relevant employment.

Assessing Vocational Achievement Certificate Level 3

Duration: 6-12 months

Location: Online and Deacon House

Study: Part time

Start date: Various
throughout the year

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

You will complete all three units of the assessor award, covering the principles and practices of assessment, assessing occupational competence in a work environment and assessing vocational skills. Progression may include the Internal Quality Assurance of Assessment Processes and Practice IQA Award Level 4.



Education

If you want to enter the rewarding world of teaching, look no further than our Education and Training course.

Taught through weekly workshops, you will acquire the knowledge and learn the skills necessary to pursue a role in teaching, training or assessing.

Keeping you, the learner, at the centre of our teaching, you will cover topics such as:

- Preparing
- Planning
- Delivering
- Evaluating

So whether you're a trainee teacher at the start of your career, about to embark on a teaching career for the first time, or an assessor wanting to develop your teaching skills, our Education and Training Award can help you learn to teach.

Projected Job Growth
2025-2028:

£34,600*

Average annual salary
Leeds City Region:

2.2%

Education and Training Award Level 3

Duration: 12 weeks

Location: University Centre Leeds

Study: Part time

Start date: September 2025, January 2026

This introductory teaching qualification is an ideal first step for anyone who wants to work in adult education or the further education (FE) sector in the UK.

Covering a range of key topics including, roles and responsibilities in education and training; inclusive teaching and learning approaches, and principles of assessment and how to use them, this course provides a firm foundation for those looking to work in vocational training, community education, or corporate training settings.

Whether you want to teach, train or assess, this course is a comprehensive starting point for working in FE, adult education or work-based training.



Internal Quality Assurance of Assessment Processes and Practices Award Level 4

Duration: 6-12 months

Location: Online and Deacon House

Study: Part time

Start date: Various throughout the year

IQA and Coaching and Mentoring Qualifications

If you want to work as an Internal Quality Assurer or add to your skills with our coaching and mentoring qualifications, then consider our Internal Quality Assurance qualification.

Aimed at those working or looking to work in assessment, or internal quality assurance this course has something for everyone no matter where they are on their career journey. This qualification is open to people carrying out assessments and quality assurance in most learning environments including further education, adult continuing learning, employers and third sector.

Our exciting new qualification covers 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.

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

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

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

You will attend three monthly workshops and have access to individual tutorials in order to plan for IQA and gather evidence of competence. Progression may include the Leading the Internal Quality Assurance of Assessment Processes and Practices IQA Certificate Level 4.

Human Resources

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

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

Potential careers

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

Search the course name on our website for more information

Average annual salary

£33,100*

Human Resources
jobs in the Leeds
City Region are
expected to grow by

2.3%

by 2025-2028

People Practice (CIPD Foundation Certificate | Level 3)46

People Management (CIPD Associate Diploma | Level 5).....46



People Practice

CIPD Foundation Certificate | Level 3

Duration: 1 year

Location: University Centre Leeds

Study: Part time

Course Code: 77341-01

If you don't have a formal qualification but aspire to be a professional member of the Chartered Institute of Personnel and Development (CIPD), this course is for you.

You will take your first steps towards a rewarding career in human resource (HR) by studying topics such as resourcing talent and supporting good practice in performance and reward management. Alongside associate membership of the CIPD, you will also be recognised for your competence as a HR practitioner.

People Management

CIPD Associate Diploma | Level 5

Duration: 1 year

Location: University Centre Leeds

Study: Part time

Course Code: 77342-01

Perfect for those already working in human resources or learning and development and who want to take their career to the next level with a recognised professional qualification.

This Level 5 Diploma will build on your existing HR skills and experience, helping you to achieve your aspirations of becoming a member of the Chartered Institute of Personnel and Development (CIPD). You will study a range of topics critical to human resource management and development and learn about employee engagement and reward management. You will also study business issues in a human resource context, as well as modern developments in employment relations.



IT and Networking

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

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

Potential Careers

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

Search the course name on our website for more information

Average annual salary

£42,400*

IT and networking
jobs in the Leeds
City Region are
expected to grow by

2.5%

by 2025-2028

CCNA 1 Introduction to Networks V7.0 (Cisco Certificate Element) 50

CCNA 2 Switching, Routing and Wireless Essentials V7.0
(Cisco Certificate Element) 50

CCNA 3 Enterprise Networking, Security and Automation V7.0
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VMware vSphere: Install, Configure, Manage
(VMware vSphere | Version 6.7) 53



CCNA 1 Introduction to Networks V7.0

Cisco Certificate Element

Duration: 14 weeks

Location: Printworks Campus

Study: Part time

Start date: Various
throughout the year

The Cisco Networking Academy® CCNA® 7.0 curriculum is designed for students who are seeking associate-level jobs in the ICT industry or wanting to build their skills and knowledge in order to pursue more specialised ICT skills.

The CCNA 7.0 curriculum provides an integrated and comprehensive coverage of networking topics including: IP routing and switching fundamentals, network security and services, and network programmability and automation, while providing learners extensive opportunities for hands-on practical experience and career skills development. This is the first of three courses preparing for the CCNA Certification Exam (200–301).

CCNA 2 Switching, Routing and Wireless Essentials V7.0

Cisco Certificate Element

Duration: 3–6 months

Location: In your workplace

Study: Part time

Start date: Various
throughout the year

This qualification is ideal if you are pursuing associate-level ICT jobs or specialised skills. This is the second of the three CCNA courses so you must have completed the CCNA 1 – Introduction to Networks V7.0. This course describes the architecture, components and operations of routers and switches in a small network. On completion, you will be able to configure and troubleshoot routers and switches, and resolve common issues with virtual LANS and inter-VLAN routing in both IPv4 and IPv6 networks.

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

CCNA 3 Enterprise Networking, Security and Automation V7.0

Cisco Certificate Element

Duration: 14 weeks

Location: Printworks Campus

Study: Part time

Start date: Various
throughout the year

The Cisco CCNA 7.0 curriculum provides comprehensive and integrated knowledge of IP routing and switching fundamentals, network security and services, and network programmability and automation. These courses also provide extensive opportunities for hands-on practical experience and career skills development. This is the final course in the CCNA series, so you must have already completed CCNA 2 – Switching, Routing and Wireless Essentials V7.0.

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

CCNA Cybersecurity Operations

Cisco Certificate

Duration: 14 weeks

Location: Printworks Campus

Study: Part time

Start date: Various
throughout the year

This course is ideal if you are preparing for an entry-level cyber security career, providing the skills required to protect systems from cyber threats, risks and vulnerabilities. You may have already undertaken Cisco CCNA training and would like to become a security professional who can effectively monitor, detect and respond to security incidents before they cause damage.

Progression may include the Understanding Cisco Cybersecurity Fundamentals 210–250 SECND and Implementing Cisco Cybersecurity Operations 210–255 SECOPS certification exams.

Following these, you could progress into relevant employment.



IT Essentials Cisco Introduction

Duration: 12 weeks

Location: Printworks Campus

Study: Part time

Start date: Various throughout the year

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

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

This course offers perfect preparation for the CompTIA A+ 2019 Certification 220–1101 & 220–1102 (Core Series), which is well-sought-after by many industry employers.

VMware vSphere: Install, Configure, Manager

VMware vSphere | Version 6.7 (Evening Class)

Duration: 12 weeks

Location: Printworks Campus

Study: Part time

Start date: Various throughout the year

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

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

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

Management and Leadership

Whether you are starting out in your career or are already in a management position, these qualifications can boost your skills. Explore principles and theories of leadership and discover how to become an effective manager. Topics can include recruiting, supporting and developing your team, managing projects, and business planning.

Potential Careers

- Team Leader
- Project Manager
- Strategic Manager
- Entrepreneur
- Business Consultant
- Human Resources Management

Search the course name on our website for more information

Average annual salary

£45,300*

Management and leadership jobs in the Leeds City Region are expected to grow by

2.5%

by 2025-2028

Principles of Management and Leadership (CMI Diploma Level 3)	56
Management and Leadership (CMI Diploma Level 5)	56
Strategic Management and Leadership (CMI Diploma Level 7)	57



Principles of Management and Leadership

CMI Diploma | Level 3

Duration: 1 year

Location: University Centre Leeds

Study: Part time

Course Code: 72982-01

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

Strategic Management and Leadership

CMI Diploma | Level 7

Duration: 32 weeks

Location: University Centre Leeds

Study: Part time

Course Code: 41728-01

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

Management and Leadership

CMI Diploma | Level 5

Duration: 1 year

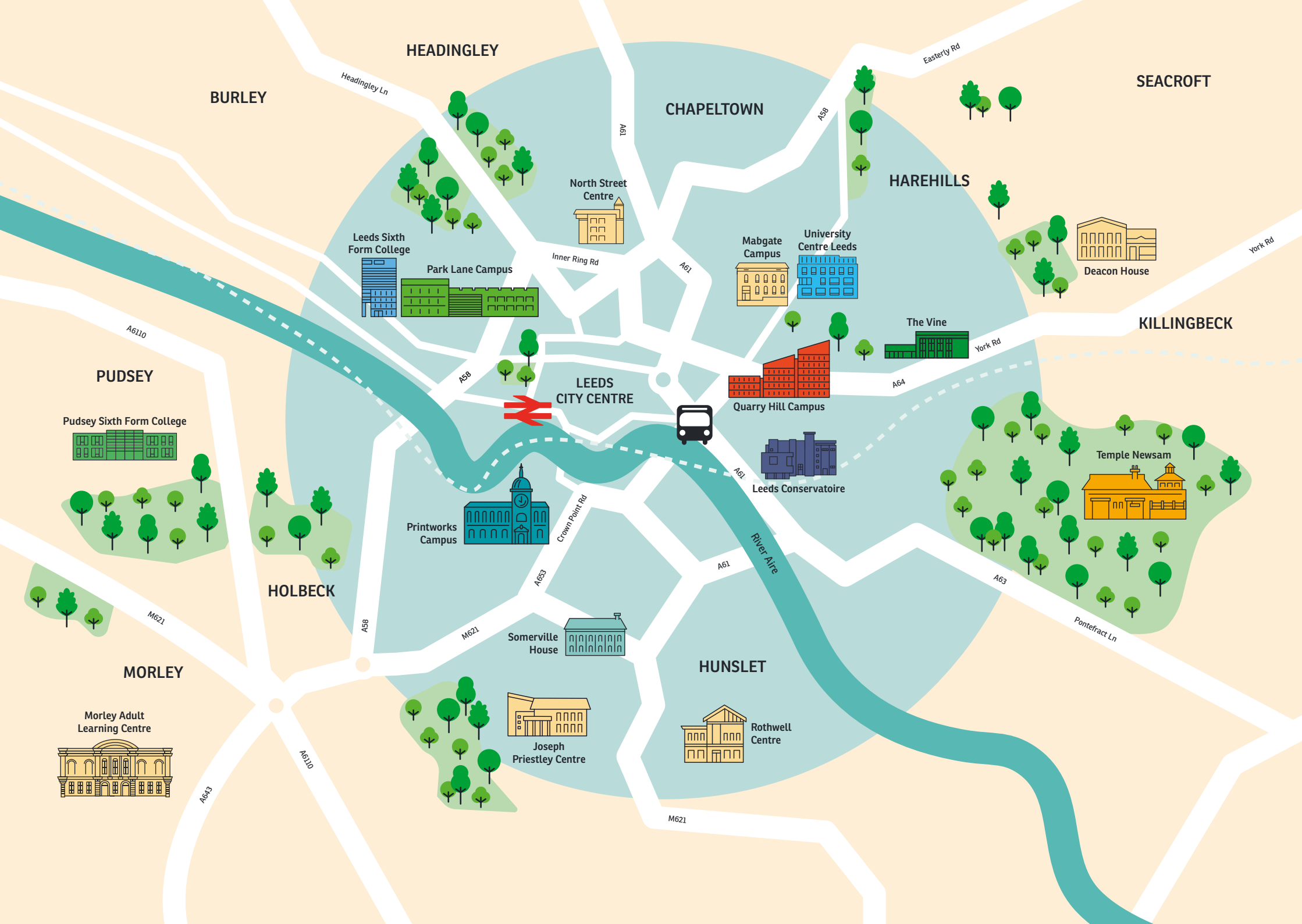
Location: University Centre Leeds

Study: Part time

Course Code: 74309-01

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





HEADINGLEY

BURLEY

CHAPELTOWN

SEACROFT

HAREHILLS

KILLINGBECK

PUDSEY

LEEDS CITY CENTRE

HOLBECK

MORLEY

HUNSLET

Headingley Ln

A61

A58

Easterly Rd

York Rd

A6110

A58

Inner Ring Rd

A61

A64

York Rd

A61

Crown Point Rd

A653

A61

A63

Pontefract Ln

M621

A58

M621

M621

A6110

A643



Leeds Sixth Form College



Park Lane Campus



Mabgate Campus

University Centre Leeds



The Vine



Quarry Hill Campus



Leeds Conservatoire



Deacon House



Temple Newsam



Printworks Campus



Somerville House



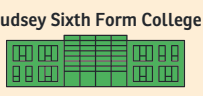
Joseph Priestley Centre



Rothwell Centre



Morley Adult Learning Centre



Pudsey Sixth Form College

What our Students Say

"It is never too late. Learning never ends and the sky's the limit. Every day is a learning experience and I am so grateful that I took a chance because it has changed my life for the better."

"The college has been supportive. Despite my age they have been welcoming and helped me through every level."

"I am really enjoying my course and appreciate the opportunities I have been given to learn and get involved in class activities."

"In today's technology-driven world, it has become important to have knowledge of digital literacy. By learning essential digital skills, it has helped me use a range of devices including a computer and mobile phone."

DEGREES DONE DIFFERENTLY

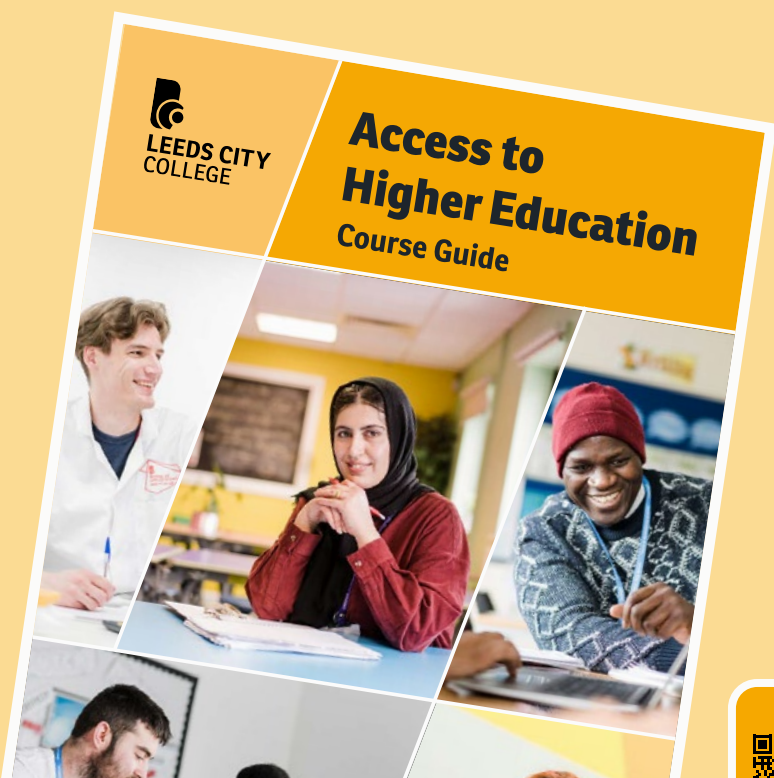
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Flexible, affordable courses to boost your skills, change career paths, or turn a passion into a profession.



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Visit: leedscitycollege.ac.uk/adult/essentialskills to find out more or scan the QR code

Mabgate Campus

Coming 2026

A brand new campus providing an innovative, vibrant place for adult learners.

Sharing a location with University Centre Leeds, the campus is focused on adult learning – enabling progression from entry level courses all the way through to degrees, all in one space. With modern facilities and a welcoming, inclusive atmosphere, it's the perfect place for adults to achieve their goals.

Scan Here



What we offer:

- Courses in English, maths, digital skills, ESOL and more
- Professional courses, including Teaching Assistant qualifications
- Hobby and leisure opportunities

Why Mabgate?

- Modern classrooms and cafeteria
- Bright spaces for study and collaboration
- Quiet rooms for reflection and religious observation



74-76 Mabgate, Leeds, LS9 7EA

HIGHER APPRENTICESHIPS AT UNIVERSITY CENTRE LEEDS



LOOKING TO BOOST YOUR CAREER, GAIN QUALIFICATIONS, AND EARN A SALARY? OUR HIGHER APPRENTICESHIPS (LEVELS 4 - 7) OFFER A PRACTICAL, DEBT-FREE ROUTE TO UNIVERSITY-LEVEL STUDY, COMBINING REAL WORK EXPERIENCE WITH RESPECTED ACADEMIC TRAINING.

APPRENTICESHIPS AVAILABLE IN:

BUSINESS & MANAGEMENT • EARLY YEARS & HEALTH • SCIENCE, TECHNOLOGY, ENGINEERING & MATHS (STEM) • TEACHING & LEARNING

ACHIEVE CAREER GOALS WITH FASTER PROGRESSION
AND RECOGNISED QUALIFICATIONS

ALREADY EMPLOYED? ASK YOUR EMPLOYER ABOUT
APPRENTICESHIP OPTIONS.

NOT CURRENTLY EMPLOYED? WE MAY BE ABLE TO
HELP YOU FIND AN APPRENTICESHIP THAT SUITS YOU.



LEARN MORE

Contact Us

You can call in to our community centres – Deacon House, Enfield Centre, Mabgate and Eastgate – 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 **Helpful Information**

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

Our Campuses

Mabgate Campus
74-76 Mabgate
Leeds LS9 7EA

Park Lane Campus
Park Lane
Leeds LS3 1AA

Printworks Campus
Hunslet Road
Leeds LS10 1JY

Quarry Hill Campus
Playhouse Square
Leeds LS2 7BS

**Temple Newsam
Home Farm**
Temple Newsam Road
Leeds LS15 0BG

University Centre Leeds
Mabgate Campus
68 Mabgate
Sheepscar
Leeds LS9 7DZ

Our Centres

Deacon House
Seacroft Avenue
Leeds LS14 6JD

**Morley Adult
Learning Centre**
Coming soon

15 Commercial St
Morley
Leeds LS27 8HY

Rothwell Centre
Marsh Street
Leeds LS26 0AE

Somerville House
Leathley Road
Leeds LS10 1BG

223 North Street
Sheepscar
Leeds LS7 2AA



Course Enquires

Call **0113 386 1997**

or visit leedscitycollege.ac.uk/adult



*Labour market data is sourced from Lightcast (<https://lightcast.io/uk>) 2025.

Data referenced relates to the Leeds City Region and is correct as of April 2025.

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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Authority

Tracy
Brabin
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YORK
& NORTH
YORKSHIRE
COMBINED AUTHORITY

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