



 **Guernsey**
College
of Further Education

Prospectus

for Short Courses & Part-time Studies

*Learning is a treasure
that will follow its
owner everywhere*
Chinese Proverb

Welcome

The Guernsey College of Further Education is pleased to introduce its new Prospectus for Short Courses & Part-Time Courses. This prospectus is to complement our Adult Education Prospectus.

These courses are of a vocational nature, and are open to anyone aged 16 and upwards. Our students come from all walks of life and professions, and their reasons for continuing their lifelong learning are just as varied. Many have full-time jobs and families to support and are looking for an additional qualification or seeking to develop a new skill or interest. Others are attracted by our leisure courses as a way to relax from work, or to enjoy their retirement. Whatever the reason and whatever the course, we trust your continuing experience in College will be both enjoyable and enriching.

The College has a team of dedicated and conscientious teaching and support staff, who are all keen to share their skills and expertise.

We are constantly reviewing our service to you and should you have any suggestions for new courses or how our service may be enhanced, we would be pleased to hear from you.

We look forward to welcoming you to the College.

Trevor Wakefield

Trevor Wakefield BA, FRSA

Principal



Guernsey College of Further Education
Route des Coutanchez
St Peter Port
Guernsey
GY1 2TT

Tel: 01481 737500
Fax: 01481 746730
Email: college@gcfe.net
www.guernseycollege.ac.gg

How to enrol

Initially, for information and advice, please get in touch with the person named as contact for your course. Student numbers can be limited for certain courses, so it is important to make this contact in the first instance. Please see below for details of enrolment days, when it is possible to meet tutors for general advice.

The next step is to complete the application form on the centre page and send it with your payment to:-

Guernsey College of Further Education
Route des Coutanchez
St. Peter Port
Guernsey
GY1 2TT

Please note that the College closes for summer vacation and no enquiries can be taken until Tuesday 30 August 2011.

Every effort has been made to ensure that the details published in this prospectus are correct at time of printing. However, changes may be necessary and interested parties are advised to confirm the course schedule and fees prior to enrolment.

Payment

Cheques should be made payable to 'States of Guernsey'. Alternatively you may pay by cash or postal order; by Visa/Mastercard or Switch by completing the required details on the enrolment form (for Switch cards, please ensure you have either the issue number or commencing date).

In special circumstances payment may be made in instalments for courses over £1,000. If you should need to do this, please discuss with the person named as contact for your chosen course.

Full-time and apprenticeship courses incur a College enrolment/administration fee of £15.00, payable once per academic year.

Enrolment days

Wednesday 31 August 2011 - Saturday 3 September 2011

Visit the College stand in the Market Square where College staff will be available for general information and advice.

Tuesday 6 September 2011

6.00 - 8.00 pm

Enrolment evening at main College site at Route des Coutanchez, St Peter Port.

Thursday 8 September 2011

9.00 am - 12.00 noon

Open morning in the Flexible Learning Centre, Brock Road Annexe - please note this is for information/advice/enrolment on Flexible Learning courses only (IT skills).

College calendar 2011/2012

AUTUMN TERM	Monday 12 September 2011 - Tuesday 20 December 2011 Half-term break Monday 24 October - Friday 28 October 2011
SPRING TERM	Thursday 5 January 2012 - Friday 30 March 2012 Half-term break Monday 13 February - Friday 17 February 2012
SUMMER TERM	Tuesday 17 April 2012 - Friday 6 July 2012 Half-term break Monday 4 June - Wednesday 6 June 2012
BANK HOLIDAYS	College will be closed on Monday 7 May 2012 and Wednesday 9 May 2012 All dates inclusive.

Please note that some classes may start earlier or finish later than the dates mentioned above.

Campuses

Guernsey College of Further Education is spread over five campuses on two islands (Guernsey and Alderney) and we provide Offender Learning within Guernsey Prison

Coutanchez Campus

Home to Construction, Engineering, Hospitality & Catering, Information Technology, Learning Support, Business Studies and Motor Vehicle programme areas. Coutanchez Campus is also home to our administration and support staff.

Guernsey College of Further Education
Route des Coutanchez
St. Peter Port
Guernsey
GY1 2TT
Tel: 01481 737500
Fax: 01481 746730
Email: college@gcfe.net
www.guernseycollege.ac.gg

Delancey Campus

Home to the Access Course, Art & Design, Sport, Media, Teacher Education and is the main base for IT support.

Guernsey College of Further Education
Delancey Campus
Rue des Monts
St. Sampsons
Guernsey
GY2 4HS
Tel: 01481 750200
Fax: 01481 746730
Email: college@gcfe.net
www.guernseycollege.ac.gg

Brock Road Campus

Home to Office Administration, Flexible Learning, Management Studies, Built Environment and Hair & Beauty programme areas.

Guernsey College of Further Education
Brock Road
St. Peter Port
Guernsey
GY1 1RU
Tel: 01481 737920
Fax: 01481 714152
Email: college@gcfe.net
www.guernseycollege.ac.gg

Princess Royal Centre for the Performing Arts (Les Ozouets Campus)

Home to Performing Arts.

Princess Royal Centre for Performing Arts
Les Ozouets
St Peter Port
Guernsey
GY1 2UB
Box Office: 01481 749999
Admin Office: 01481 749900
Fax: 01481 746700
Email: performingarts@gcfe.net
www.guernseytickets.gg

*Man's mind, once stretched
by a new idea, never regains
its original dimensions*

Oliver Wendell Holmes

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Art and Design

HNC in Graphic Design

Course Summary Information:

The Higher National Certificate in Graphic Design aims to provide the creative, technical and analytical skills required for the graphic design and advertising industries. These skills will enable you to progress into professional employment, to Btec Higher National Diploma or on the final year/s of an honours degree. You will learn to think imaginatively and creatively. The course aims to enable students to make an immediate, creative, and intelligent contribution to industry.

Who is this course for?

The course is for students who wish to prepare for a career in graphic design, advertising, typography or illustration.

Entry Requirements:

You will need to have a National Diploma or A level in a relevant subject or the Foundation Diploma in Art and Design.

We welcome applications from mature candidates without formal qualifications who have recent, relevant experience.

When your application has been received, we will contact you to arrange a time for an interview, which will give you the opportunity to ask detailed questions about the course. You will need to bring a portfolio of your work to the interview, which should contain both rough and finished work, drawings, photography and some written work.

About the course

Based in the graphics studios at the Delancey Campus, you will be trained by experienced lecturers and active professionals who will help you to develop your creative and communication skills. You will also gain teamwork and self-management skills. The course aims to develop the technical skills and conceptual framework for graphic designers and advertisers to work successfully within a demanding, ever-changing and competitive industry.

Key Course Features

Subject: HNC in Graphic Design

Day: Wednesday

Commencing: 21 September 2011

Duration: 18.00 - 21.00
(Studios available
14.00 - 18.00)
2 academic years

Location: Russell Building,
Delancey Campus

Room: Digital Suite D28

Tutor: Charlotte Barnes
Martin Purvis
Paul Mason-Barney

Contact: Martin Purvis -
A&D Programme Manager

Tel: 750200

Email: martinp@gcfe.net

Course code: AD11

Cost: £1,500

Exam cost: n/a



Art and Design

First year HNC students follow core units, allowing a lively interchange of ideas and experience. The set tasks and assignments will develop these units in an exciting and flexible way to reflect your interests and abilities. In Year 1 your studies will include idea generation, computer applications, drawing techniques and approaches, historical and contextual referencing, typographic skills, image manipulation applications and professional studies. The 2nd Year will include further work on contextual studies and professional practice, web design, communicating with images and corporate identity. The course will culminate in a Final Major Project and End of Course Show.

Additional Opportunities

You will participate in live briefs, competitions. We encourage students to visit studios, galleries and to attend appropriate events.

How will I be assessed?

All assessment is through coursework assignments. Successful students will be awarded the BTEC Higher National Certificate in Graphic Design.

Where next?

This course is highly regarded and many students go straight into employment in the design, advertising or computer graphics industries.

You may also choose to further your studies at Guernsey College of Further Education by progressing to a Btec Higher National Diploma (Level 5) or pursue the subject at honours degree level in the UK.

Art and Design

HNC in Fine Arts

Day:	Thursday
Commencing:	22 September 2011
Duration:	18.00 - 21.00 (studios available 14.00 - 18.00) 2 academic years
Location:	Russell Building, Delancey Campus
Room:	Studio 3 D30
Tutor:	Martin Purvis Mark Cook Eric Snell Anita Davies
Contact:	Martin Purvis A&D Programme Manager
Tel:	720500
Email:	martinp@gcfe.net
Course code:	AD10
Cost:	£1,500
Exam cost:	n/a

Portfolio Development

Day:	Wednesday
Commencing:	28 September 2011
Duration:	20 weeks
Location:	Russell Building Delancey Campus
Room:	Studio 3 D30
Tutor:	Eric Snell Sarka Lee
Contact:	Eric Snell - A&D Short Course Co-ordinator
Tel:	750200
Email:	erics@gcfe.net
Course code:	AD19
Cost:	£420
Exam cost:	n/a

Portrait Painting

Day:	Monday
Commencing:	26 September 2011
Duration:	10 weeks
Location:	Russell Building, Delancey Campus
Room:	Studio 3 D30
Tutor:	Mark Cook
Contact:	Eric Snell - A&D Short Course Co-ordinator
Tel:	750200
Email:	erics@gcfe.net
Course code:	AD20
Cost:	£140
Exam cost:	n/a

Renoir
Picasso
Gauguin
Rodin
Dali
Rembrandt

Art and Design

Birth Art

Day:	Saturday
Commencing:	3 March 2012
Duration:	4 weeks
Location:	Russell Building, Delancey Campus
Room:	Studio 3 D30
Tutor:	Anita Davies
Contact:	Eric Snell A&D Short Course Co-ordinator
Tel:	750200
Email:	erics@gcfe.net
Course code:	AD21
Cost:	£85
Exam cost:	n/a

Life Drawing

Day:	Tuesday
Commencing:	20 September 2011
Duration:	5 weeks
Location:	Russell Building, Delancey Campus
Room:	Studio 3 D30
Tutor:	Anita Davies
Contact:	Eric Snell A&D Short Course Co-ordinator
Tel:	750200
Email:	erics@gcfe.net
Course code:	AD22
Cost:	£85
Exam cost:	n/a

renaissance fauvism medieval
neoclassicism
remodernism **dadaism**

Art that shocked the world Part One • 15th - 19th Century

Day:	Tuesday
Commencing:	1 November 2011
Duration:	7 weeks
Location:	Candie Museum St Peter Port
Room:	Frossard Lecture Theatre
Tutor:	Eric Snell
Contact:	Eric Snell A&D Short Course Co-ordinator
Tel:	750200
Email:	erics@gcfe.net
Course code:	AD23
Cost:	£40
Exam cost:	n/a

Art that shocked the world Part Two • 20th - 21st Century

Day:	Tuesday
Commencing:	21 February 2012
Duration:	6 weeks
Location:	Candie Museum, St Peter Port
Room:	Frossard Lecture Theatre
Tutor:	Eric Snell
Contact:	Eric Snell A&D Short Course Co-ordinator
Tel:	750200
Email:	erics@gcfe.net
Course code:	AD24
Cost:	£30
Exam cost:	n/a

Art and Design

Design that changed the world

Day:	Tuesday
Commencing:	10 January 2012
Duration:	5 weeks
Location:	Candie Museum St Peter Port
Room:	Frossard Lecture Theatre
Tutor:	Eric Snell
Contact:	Eric Snell A&D Short Course Co-ordinator
Tel:	750200
Email:	erics@gcfe.net
Course code:	AD25
Cost:	£25
Exam cost:	n/a

beauty function thought
form colour
idea shape design

Built Environment

Introduction to AutoCAD

Day: Monday 16:30 to 18:00

The course provides an introduction to the basic principles and commands of the Autodesk AutoCAD package. The learner will be able to produce, manipulate and amend CAD drawings and will be able to print them to a suitable scale. Students are entitled to download a full copy of the AutoCAD software for installation on their own computers (subject to certain restrictions on use). Max class number 6.

Commencing:	Monday 19 September 2011
Duration:	12 weeks
Location:	Brock Road
Room:	G11
Tutor:	Paul Henney
Contact:	Paul Henney
Tel:	734362
Email:	paulh@gcfe.net
Course code:	BU12
Cost:	£350
Exam cost:	£60

CIOB Level 3

Site Supervisory Studies

Day: Wednesday 08.30 to 12.45

This course is aimed at tradesmen who are about to or have recently moved into a supervisory role within their organisation. It teaches the basic skills which are vital to run a safe economic operation.

Commencing:	Wednesday 14 September 2011
Duration:	37 weeks
Location:	Brock Road
Room:	G11
Tutor:	Various
Contact:	Paul Henney
Tel:	734362
Email:	paulh@gcfe.net
Course code:	BU09
Cost:	£950
Exam cost:	TBA

CIOB Level 4

Certificate/Diploma in Site Management

Day: Wednesday 13:00 to 18:00

This course is aimed at chargehands or trades foremen who are about to or just have taken their first position as a construction site manager. The twelve modules cover the skills required to run a safe, profitable and co-ordinated site.

Commencing:	Wednesday 14 September 2011
Duration:	2 years
Location:	Brock Road
Room:	G11
Tutor:	Various
Contact:	Paul Henney
Tel:	734362
Email:	paulh@gcfe.net
Course code:	BU08
Cost:	£950 per annum
Exam cost:	TBA

Built Environment

CIOB Experienced Practitioner Assessed Programme

Day: Monday - Time TBA

Many experienced managers within the construction industry have risen to their positions by a combination of hard work and experience, but without any formal qualifications. This programme is designed to recognise that experience and to supplement it with four taught modules in order that they become eligible to sit the CIOB professional interview and gain full MCIQB status.

Commencing: Monday 12 September 2011

Duration: 12 months

Location: Brock Road

Room: G11

Tutor: Various

Contact: Paul Henney

Tel: 734362

Email: paulh@gcfe.net

Course code: BU14

Cost: £1,650

Exam cost: £135

structure
construction
elevate
foundation
build
plan

*There is no happiness
except in the realization
that we have accomplished
something. Henry Ford*

Business School

IAM IDFA Trust & Company Accounts

Day: Monday 18:00 to 21:00

This module of the Diploma course is aimed at those working in, or looking at working in, financial administration.

Commencing:	Monday 12 September 2011
Duration:	12 weeks
Location:	Coutanchez
Room:	Guernsey Business School
Tutor:	Mike Smith
Contact:	Yvonne Tanner
Tel:	737500
Email:	gbs@gcfe.net
Course code:	BF083
Cost:	£300
Exam cost:	Included

accounts

IAM IDFA Introduction to Regulatory Environment

Day: Monday 18:00 to 21:00

This module of the Diploma course is aimed at those working in, or looking at working in, financial administration.

Commencing:	Monday 12 September 2011
Duration:	12 weeks
Location:	Coutanchez
Room:	Guernsey Business School
Tutor:	Colin Tanner
Contact:	Yvonne Tanner
Tel:	737500
Email:	gbs@gcfe.net
Course code:	BF097
Cost:	£300
Exam cost:	Included

IAM IDFA Trust & Company Administration

Day: Wednesday 18:00 to 21:00

This module of the Diploma course is aimed at those working in, or looking at working in, financial administration.

Commencing:	Wednesday 14 September 2011
Duration:	12 weeks
Location:	Coutanchez
Room:	Guernsey Business School
Tutor:	Colin Tanner
Contact:	Yvonne Tanner
Tel:	737500
Email:	gbs@gcfe.net
Course code:	BF090
Cost:	£300
Exam cost:	Included

IAM IDFA Introduction to Investments

Day: Thursday 18:00 to 21:00

This module of the Diploma course is aimed at those working in, or looking at working in, financial administration.

Commencing:	Thursday 15 September 2011
Duration:	12 weeks
Location:	Coutanchez
Room:	G7
Tutor:	Lucy Park
Contact:	Yvonne Tanner
Tel:	737500
Email:	gbs@gcfe.net
Course code:	BF 104
Cost:	£300
Exam cost:	Included

IAM IDFA The Local Regulatory Environment

Day: Thursday 18:00 to 21:00

This module of the Diploma course is aimed at those working in, or looking at working in, financial administration.

Commencing:	Thursday 15 Sept 2011
Duration:	12 weeks
Location:	Coutanchez
Room:	Guernsey Business School
Tutor:	Colin Tanner
Contact:	Yvonne Tanner
Tel:	737500
Email:	gbs@gcfe.net
Course code:	BF111
Cost:	£300
Exam cost:	Included

ICSA COFA Trust & Company Principles

Day: Tuesday 18:15 to 20:45

This module of the Certificate course is aimed at those working in, or looking at working in, financial administration.

Commencing:	Tuesday 11 October 2011
Duration:	13 weeks
Location:	Coutanchez
Room:	Guernsey Business School
Tutor:	Colin Tanner
Contact:	Yvonne Tanner
Tel:	737500
Email:	gbs@gcfe.net
Course code:	BF140
Cost:	£330
Exam cost:	Apply to ICSA

Business School

ICSA COFA Accounting Fundamentals

Day: Tuesday 18:30 to 20:30

This module of the Certificate course is aimed at those working in, or looking at working in, financial administration.

Commencing:	Tuesday 11 October 2011
Duration:	13 weeks
Location:	Coutanchez
Room:	Guernsey Business School
Tutor:	Alan Ogier
Contact:	Yvonne Tanner
Tel:	737500
Email:	gbs@gcfe.net
Course code:	BF138
Cost:	£330
Exam cost:	Apply to ICSA

ICSA COFA Investments

Day: Thursday 18:30 to 20:30

This module of the Certificate course is aimed at those working in, or looking at working in, financial administration.

Commencing:	Thursday 13 October 2011
Duration:	13 weeks
Location:	Coutanchez
Room:	Guernsey Business School
Tutor:	Yvonne Tanner
Contact:	Yvonne Tanner
Tel:	737500
Email:	gbs@gcfe.net
Course code:	BF144
Cost:	£330
Exam cost:	Apply to ICSA

investments

ICSA COFA Business Environment

Day: Thursday 18:30 to 20:30

This module of the Certificate course is aimed at those working in, or looking at working in, financial administration.

Commencing:	Thursday 13 October 2011
Duration:	13 weeks
Location:	Coutanchez
Room:	Guernsey Business School
Tutor:	Phil Winfindale
Contact:	Yvonne Tanner
Tel:	737500
Email:	gbs@gcfe.net
Course code:	BF142
Cost:	£330
Exam cost:	Apply to ICSA

Business School

ICSA DOFA Governance & Reporting

Day: Monday 18:30 to 20:30

This module of the Diploma course is aimed at those working in, or looking at working in, financial administration.

Commencing:	Monday 10 October 2011
Duration:	13 weeks
Location:	Coutanchez
Room:	Guernsey Business School
Tutor:	Yvonne Tanner
Contact:	Yvonne Tanner
Tel:	737500
Email:	gbs@gcfe.net
Course code:	BF149
Cost:	£350
Exam cost:	Apply to ICSA

ICSA DOFA Trust

Day: Tuesday 18:00 to 20:15

This module of the Diploma course is aimed at those working in, or looking at working in, financial administration.

Commencing:	Tuesday 11 October 2011
Duration:	13 weeks
Location:	Coutanchez
Room:	Guernsey Business School
Tutor:	Yvonne Tanner
Contact:	Yvonne Tanner
Tel:	737500
Email:	gbs@gcfe.net
Course code:	BF150
Cost:	£350
Exam cost:	Apply to ICSA

ICSA DOFA Business Management

Day: Wednesday 18:00 to 20:15

This module of the Diploma course is aimed at those working in, or looking at working in, financial administration.

Commencing:	Wednesday 12 October 2011
Duration:	13 weeks
Location:	Coutanchez
Room:	Guernsey Business School
Tutor:	Yvonne Tanner
Contact:	Yvonne Tanner
Tel:	737500
Email:	gbs@gcfe.net
Course code:	BF152
Cost:	£350
Exam cost:	Apply to ICSA

Nobody can go back and start a new beginning, but anyone can start today and make a new ending
Maria Robinson

Business School

ICSA DOFA Portfolio Management

Day: Thursday 18:30 to 20:45

This module of the Diploma course is aimed at those working in, or looking at working in, financial administration.

Commencing:	Thursday 13 October 2011
Duration:	13 weeks
Location:	Coutanchez
Room:	Guernsey Business School
Tutor:	Yvonne Tanner
Contact:	Yvonne Tanner
Tel:	737500
Email:	gbs@gcfe.net
Course code:	BF155
Cost:	£350
Exam cost:	Apply to ICSA

portfolio

BCI Training course & Exam

Day: Wednesday 09:00 to 17:00

Business Continuity Industry training course, for those new to the area, industry recognition, designation and BCI membership.

Commencing:	Wednesday 10 November 2011
Duration:	1 week course
Location:	Coutanchez
Room:	Guernsey Business School
Tutor:	Chris Oliver
Contact:	Yvonne Tanner
Tel:	737500
Email:	gbs@gcfe.net
Course code:	BF503
Cost:	£1,650
Exam cost:	£295

Introduction to Bookkeeping part 1

Day: Tuesday 18:00 to 20:30

The foundation blocks of double entry bookkeeping for beginners.

Commencing:	Tuesday 20 September 2011
Duration:	4 weeks
Location:	Coutanchez
Room:	Guernsey Business School
Tutor:	Bryce Thomson
Contact:	Yvonne Tanner
Tel:	737500
Email:	gbs@gcfe.net
Course code:	BF478
Cost:	£150
Exam cost:	N/A

Introduction to Bookkeeping part 2

Day: Tuesday 18:00 to 20:30

The foundation blocks of double entry bookkeeping for beginners.

Commencing:	Tuesday 1 November 2011
Duration:	4 weeks
Location:	Coutanchez
Room:	Guernsey Business School
Tutor:	Bryce Thomson
Contact:	Yvonne Tanner
Tel:	737500
Email:	gbs@gcfe.net
Course code:	BF479
Cost:	£150
Exam cost:	N/A

Introduction to Trust Law & Administration

Day: Thursday 09:00 to 12:00

Types of trusts, the law, the parties, key concepts, problems and basis administrative issues.

Commencing:	Thursday 13 October 2011
Duration:	2 half days
Location:	Coutanchez
Room:	Guernsey Business School
Tutor:	Yvonne Tanner
Contact:	Yvonne Tanner
Tel:	737500
Email:	gbs@gcfe.net
Course code:	BF430
Cost:	£150
Exam cost:	N/A

Introduction to Partnerships

Day: Thursday 09:00 to 11:00

Types of partnerships, types of partners, uses and issues and why partners are popular LP's and LLP's.

Commencing:	Thursday 6 October 2011
Duration:	2 hours
Location:	Coutanchez
Room:	Guernsey Business School
Tutor:	Yvonne Tanner
Contact:	Yvonne Tanner
Tel:	737500
Email:	gbs@gcfe.net
Course code:	BF481
Cost:	£50
Exam cost:	N/A

trust law

Business School

Introduction to Investment Accounting

Day: Tuesday 18:00 to 20:30

More advanced steps and an introduction to investment accounting including currency calculation and reconciling the investment register.

Commencing:	Tuesday 8 November 2011
Duration:	2 sessions
Location:	Coutanchez
Room:	Guernsey Business School
Tutor:	Yvonne Tanner
Contact:	Yvonne Tanner
Tel:	737500
Email:	gbs@gcfe.net
Course code:	BF481
Cost:	£75
Exam cost:	N/A

Introduction to Bank Reconciliation Statements

Day: Tuesday 18:00 to 20:30

An introduction to help you reconcile (agree) your bank statement cash book. This course is suitable for small business and those working in the reconciliation areas within local businesses.

Commencing:	TBA
Duration:	2 sessions
Location:	Coutanchez
Room:	Guernsey Business School
Tutor:	Yvonne Tanner
Contact:	Yvonne Tanner
Tel:	737500
Email:	gbs@gcfe.net
Course code:	BF483
Cost:	£75
Exam cost:	N/A

Finance for the Non-Financial Manager

Day: Monday 18:00 to 20:30

Interpretation of financial statements using Ratios.

Commencing:	Monday 3 October 2011
Duration:	2 sessions
Location:	Coutanchez
Room:	Guernsey Business School
Tutor:	Yvonne Tanner
Contact:	Yvonne Tanner
Tel:	737500
Email:	gbs@gcfe.net
Course code:	BF 493
Cost:	£150
Exam cost:	N/A

Business School

Introduction to Financial Services Industry (Banking)

Day: Thursday 09:00 to 12:15

Quick bites - financial services.

Commencing:	Thursday 8 December 2011
Duration:	Half day
Location:	Coutanchez
Room:	Guernsey Business School
Tutor:	Yvonne Tanner
Contact:	Yvonne Tanner
Tel:	737500
Email:	gbs@gcfe.net
Course code:	BF499
Cost:	£75
Exam cost:	N/A

Catering

Cookery: Introduction to India

Day: Thursday 18:30 to 21:30

Introduction to Indian cooking:

Week 1: Indian spices, curry powders and basic curries.

Week 2: Tandoori cooking and marinades.

Week 3: Samosa, bajhis, pakoras and dips.

Week 4: Naan bread, chapatis and puri.



Commencing:	Thursday 15 September 2011
Duration:	4 weeks
Location:	Coutanchez
Room:	Restaurant
Tutor:	Steve Bacon
Contact:	Steve Bacon
Tel:	737500
Email:	steveb@gcfe.net
Course code:	TBA
Cost:	£100
Exam cost:	N/A

India

Catering

Cookery: The Basics

Day: Thursday 18:30 to 21:30

Learning cookery basics:

Week 1: Roasting: the perfect Sunday lunch.

Week 2: Boiling/steaming: fish meat and vegetables.

Week 3: Deep frying: sweet and savoury.

Week 4: Shallow frying.

Week 5: Grilling: barbeques and traditional.

Week 6: Baking: easy bread, easy cakes and cookies.

Commencing: Thursday 3 November 2011

Duration: 6 weeks

Location: Coutanchez

Room: Restaurant

Tutor: Steve Bacon

Contact: Steve Bacon

Tel: 737500

Email: steveb@gcfe.net

Course code: TBA

Cost: £150

Exam cost: N/A

Cookery: A Spice Odyssey

Day: Thursday 18:30 to 21:30

Spices in cookery:

Week 1: Thai: green and red curries.

Week 2: Chinese: potstickers and won tons.

Week 3: Indian: marinades and masalas.

Week 4: Malay: sates and coconut bangs.

Week 5: Creole: spiced chicken and Louisiana shrimps.

Week 6: Jamaican: jerk spices and pepper pots.

Week 7: Fusion 1: East meets West - meat.

Week 8: Fusion 2: East meets West - fish.

Commencing: April 2012 (date TBA)

Duration: 8 weeks

Location: Coutanchez

Room: Restaurant

Tutor: Steve Bacon

Contact: Steve Bacon

Tel: 737500

Email: steveb@gcfe.net

Course code: TBA

Cost: £200

Exam cost: N/A



coriander
paprika
fenugreek
garam masala
asafoetida
nigella seed
cassia bark
21

Engineering

AutoDesk Inventor

Day: Tuesday 19:00 to 21:00

AutoDesk Inventor - An industry standard 3D modelling computer software application that aids with the design of better products more cost effectively and in less time . This course is highly suitable for people seeking to use AutoDesk Inventor professionally within the engineering or construction industries. You will require basic knowledge of CAD or alternatively have successfully completed our Introductory “modelling basics, using AutoDesk Inventor” through our Adult Education courses.

Min 6 people required

Commencing:	Tuesday 13 December 2011
Duration:	10 weeks
Location:	Coutanchez
Room:	106
Tutor:	Matt Norman
Contact:	John Semenowicz
Tel:	737500
Email:	johns@gcfe.net
Course code:	ES53
Cost:	£200
Exam cost:	N/A



Abrasive Wheels Course

Day: Tuesday 08:30 to 12:00

A half day Abrasive Wheels Course satisfying the training requirements of the PUWER 1998 Regs. The course covers:

- 1) Hazards and precautions
- 2) Marking abrasive wheels
- 3) Storage, handling and transportation
- 4) Inspection and testing
- 5) Functions of all components used
- 6) The proper method of dressing wheels
- 7) The adjustment of the rest
- 8) The requirements of the regulations
- 9) Other relevant legislation

*Min 6 people required. Start dates throughout the college year by prior arrangement.

Commencing:	Tuesday *
Duration:	Half day
Location:	Coutanchez
Room:	W8
Tutor:	Frank Everett
Contact:	John Semenowicz
Tel:	737500
Email:	johns@gcfe.net
Course code:	ES51
Cost:	£50
Exam cost:	TBA



English & Mathematics

English: Basic Skills

Day: Wednesday 18:30 to 20:30

For more information, advice and guidance about accessing Basic Skills at College, please contact Janet Wakefield directly and/or attend the enrolment evening on Tuesday 6 September 2011 from 6pm.

Commencing:	Wednesday 14 September 2011
Duration:	1 academic year
Location:	Coutanchez
Room:	TBA
Tutor:	Mary Osborne
Contact:	Janet Wakefield
Tel:	737518
Email:	janetw@gcfe.net
Course code:	TBA
Cost:	TBA
Exam cost:	TBA

Literacy

Day: Wednesday 18:30 to 20:30

Preparation for GCSE

For more information, advice and guidance about accessing Skills Development at College, please contact Jackie Chilton directly and/or attend the enrolment evening on Tuesday 6 September 2011 from 6pm.

Commencing:	Wednesday 14 September 2011
Duration:	1 academic year
Location:	Delancey
Room:	22
Tutor:	Bev Gilvear
Contact:	Jackie Chilton
Tel:	750200
Email:	jackiec@gcfe.net
Course code:	TBA
Cost:	TBA
Exam cost:	TBA

English GCSE

Day: Wednesday 18:30 to 20:30

For more information, advice and guidance about accessing Skills Development at College, please contact Jackie Chilton directly and/or attend the enrolment evening on Tuesday 6 September 2011 from 6pm.

Commencing:	Wednesday 14 September 2011
Duration:	1 academic year
Location:	Delancey
Room:	24
Tutor:	Jan Stevenson
Contact:	Jackie Chilton
Tel:	750200
Email:	jackiec@gcfe.net
Course code:	TBA
Cost:	TBA
Exam cost:	TBA

English & Mathematics

Maths: Basic Skills

Day: Monday 17:30 to 19:30

For more information, advice and guidance about accessing Basic Skills at College, please contact Janet Wakefield directly and/or attend the enrolment evening on Tuesday 6 September 2011 from 6pm.

Commencing:	Monday 12 September 2011
Duration:	1 academic year
Location:	Coutanchez
Room:	TBA
Tutor:	Janet Wakefield
Contact:	Janet Wakefield
Tel:	737518
Email:	janetw@gcfe.net
Course code:	TBA
Cost:	TBA
Exam cost:	TBA

Mathematics

Numeracy

Day: Tuesday 18:30 to 20:30

Preparation for GCSE

For more information, advice and guidance about accessing Skills Development at College, please contact Jackie Chilton directly and/or attend the enrolment evening on Tuesday 6 September 2011 from 6pm.

Commencing:	Tuesday 13 September 2011
Duration:	1 academic year
Location:	Delancey
Room:	19
Tutor:	Trisha Langlois
Contact:	Jackie Chilton
Tel:	750200
Email:	jackiec@gcfe.net
Course code:	TBA
Cost:	TBA
Exam cost:	TBA

Mathematics GCSE/AS

Day: Tuesday 18:30 to 20:30

For more information, advice and guidance about accessing Skills Development at College, please contact Jackie Chilton directly and/or attend the enrolment evening on Tuesday 6 September 2011 from 6pm.

Commencing:	Tuesday 13 September 2011
Duration:	1 academic year
Location:	Coutanchez
Room:	206
Tutor:	Will Bird
Contact:	Jackie Chilton
Tel:	750200
Email:	jackiec@gcfe.net
Course code:	TBA
Cost:	TBA
Exam cost:	TBA

English & Mathematics

Mathematics GCSE/AS

Day: Thursday 18:30 to 20:30

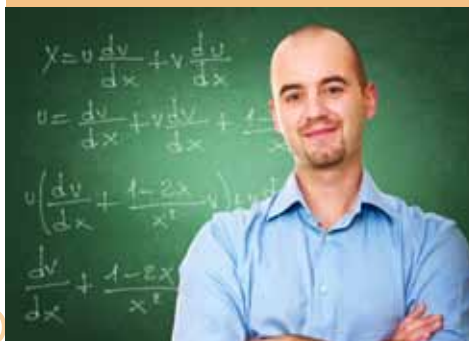
For more information, advice and guidance about accessing Skills Development at College, please contact Jackie Chilton directly and/or attend the enrolment evening on Tuesday 6 September 2011 from 6pm.

Go confidently in the direction of your dreams.

Live the life you have imagined.

Henry David Thoreau

Commencing:	Thursday 15 September 2011
Duration:	1 academic year
Location:	Coutanchez
Room:	TBA
Tutor:	Tricia Langlois
Contact:	Jackie Chilton
Tel:	750200
Email:	jackiec@gcfe.net
Course code:	TBA
Cost:	TBA
Exam cost:	TBA



algebra
square root
geometry
Pythagoras
area
equations

www.guernseycollege.ac.gg

Hair & Beauty

City & Guilds Certificate in Complementary Therapies

Diploma in Aromatherapy

Day: Thursday 14:00 to 20:00

This award will require the student to learn:

- the principles of aromatherapy massage
- different oils and their uses
- how to blend
- how to carry out aromatherapy treatments.

Face & Body Massage

Day: Thursday 17:30 to 20:30

City & Guilds unit accreditation level 3.

This will include:

- health and safety in a salon
- anatomy and physiology of the body
- Swedish massage movement
- mechanical massage equipment
- benefits of massage.



Commencing:	Thursday 15 September 2011
Duration:	1 academic year
Location:	Brock Road
Room:	Report to Salon Reception
Tutor:	Julie Chalker & Becki Ellis
Contact:	Julie Chalker
Tel:	737920
Email:	juliec@gcfe.net
Course code:	HB18
Cost:	£1,500
Exam cost:	Included

The course will require the candidate to complete case study treatments and GOLLA online testing.

Commencing:	Thursday 22 September 2011
Duration:	1 academic year
Location:	Brock Road
Room:	Report to Salon Reception
Tutor:	Julie Chalker
Contact:	Julie Chalker
Tel:	737920
Email:	juliec@gcfe.net
Course code:	HB19
Cost:	£950
Exam cost:	Included

ch
aromatic
relax
X
effleurage
almond oil
tapotement

Hair & Beauty

Indian Head Massage

Day: Tuesday 17:30 to 20:30

City & Guilds unit accreditation level 3.

Must hold level 2 Beauty Therapy or Body Massage Certificate.

This will include:

- anatomy and physiology of related area
- seated massage routine of upper back, arm, neck, head and face
- benefits of massage.

Manicure, Artificial Nails (acrylic, gel & silk/fibreglass), Pedicure

Day: Wednesday 17:30 to 20:30

City & Guilds unit accreditation in Manicure/
City & Guilds unit accreditation in Pedicure/
BABTAC Certificate in Artificial Nails.

Students will be required to purchase supplies for Manicure/Pedicure at a cost of £50.00 and Artificial Nail kit for £130.00. These will be available for purchase from the College.

Provide Manicure services

Day: Wednesday 17:30 to 20:30

City & Guilds unit accreditation level 2.

Students will be required to purchase supplies from the College at a cost of £50.00.

This unit will include anatomy and physiology of the hand and nail. Techniques will be learned for filing, buffing, cuticle work, massage and painting, as well as luxury treatments including paraffin wax.

Commencing: Tuesday 10 January 2012

Duration: 14 weeks

Location: Brock Road

Room: Report to Salon Reception

Tutor: Julie Chalker

Contact: Julie Chalker

Tel: 737924

Email: juliec@gcfe.net

Course code: HB27

Cost: £420

Exam cost: Included

Commencing: Wednesday 14 September 2011

Duration: 1 academic year

Location: Brock Road

Room: Report to Salon Reception

Tutor: Ali Black
Paula Lambden
Becki Ellis

Contact: Jane Fears

Tel: 737936

Email: janef@gcfe.net

Course code: HB17

Cost: £950

Exam cost: Included

Commencing: Wednesday 14 September 2011

Duration: 14 weeks

Location: Brock Road

Room: Report to Salon Reception

Tutor: Ali Black

Contact: Jane Fears

Tel: 737936

Email: janef@gcfe.net

Course code: HB22

Cost: £420

Exam cost: Included

Hair & Beauty

Artificial Nails to include acrylic, gel & silk/fibreglass

Day: Wednesday 17:30 to 20:30

BABTAC Certificate in Artificial Nails.

Students will be required to purchase supplies from the College at a cost of £130.00.

This qualification requires the candidate to already hold a manicure qualification.

The course will include:

- nail prep
- tip application
- how to apply acrylic, gel, fibreglass and silk to tips
- overlays, build-ups and fixes

Provide Pedicure services

Day: Wednesday 17:30 to 20:30

City & Guilds unit accreditation level 2.

Students will be required to purchase supplies from the College at a cost of £50.00.

This course will require the student to complete theory and practical sessions which will include anatomy and physiology, resulting in awards for paraffin, booties and basic pedicure treatments.

sparkle
colour

Commencing:	Wednesday 18 January 2012
Duration:	6 weeks
Location:	Brock Road
Room:	Report to Salon Reception
Tutor:	Becki Ellis
Contact:	Jane Fears
Tel:	737936
Email:	janef@gcfe.net
Course code:	HB41
Cost:	£180
Exam cost:	Included

manicure
glitter smooth

Commencing:	Wednesday 7 March 2012
Duration:	14 weeks
Location:	Brock Road
Room:	Report to Salon Reception
Tutor:	Ali Black
Contact:	Jane Fears
Tel:	737936
Email:	janef@gcfe.net
Course code:	HB21
Cost:	£420
Exam cost:	Included



Hair & Beauty

Special Occasion Hair & Make-Up

Day: Saturday 09:00 to 17:00

GCFE certificate.

Students will be taught two creative hair and make-up looks, perfect for the party season.

Commencing:	Saturday 19 November 2011
Duration:	1 day
Location:	Brock Road
Room:	Report to Salon Reception
Tutor:	Victoria MacTaggart
Contact:	Jane Fears
Tel:	737936
Email:	jane@gcfe.net
Course code:	HB23
Cost:	£95
Exam cost:	Included

Hopi Ear Candling

Day: Saturday 09:00 to 17:00

GCFE certificate.

This will include:

- structure and function of the ear
- benefits of candling
- practical session with sinus and face pressure
- point massage

Commencing:	Saturday 19 November 2011
Duration:	1 day
Location:	Brock Road
Room:	Report to Salon Reception
Tutor:	Julie Chalker
Contact:	Julie Chalker
Tel:	737924
Email:	juliec@gcfe.net
Course code:	HB24
Cost:	£95
Exam cost:	Included

special
relax
sleek
cleanse
beauty
finish

Hair & Beauty

Hairdressing City & Guilds Level 2 (Year 1)

Day: Friday 09:00 to 14:30

This course is aimed at the total beginner to hairdressing. No prior knowledge is required. Students will be required to purchase supplies from the College at a cost of approximately £99.00.



Hairdressing City & Guilds Level 2 (Year 2)

Day: Thursday afternoon & evening
13:00 and 17:30 to 18:30 and 20:30

This course is for students who have completed year one, or equivalent. Students will be required to purchase supplies from the College at a cost of approximately £99.00.

Commencing:	Friday 16 September 2011
Duration:	1st of 2 academic years
Location:	Brock Road
Room:	Report to Salon Reception
Tutor:	Paula Lambden
Contact:	Jane Fears
Tel:	737936
Email:	janef@gcfe.net
Course code:	HB01
Cost:	£950 per year
Exam cost:	Included

The course will cover all aspects of basic hairdressing techniques.

twist
wash
colour
brush
curl

Commencing:	Thursday 15 September 2011
Duration:	2nd of 2 academic years
Location:	Brock Road
Room:	Report to Salon Reception
Tutor:	Victoria MacTaggart
Contact:	Jane Fears
Tel:	737936
Email:	janef@gcfe.net
Course code:	HB01A
Cost:	£950 per year
Exam cost:	Included

Health & Early Years

BTEC Diploma in Health Studies (Level 3-Part Time)

Day: Tuesday 09:00 to 17:00

A part-time course which is intended for mature students who are working or intending to work in health and social services. The L3 BTEC Diplomas are especially suitable for those who want to take part in a short programme of study directly relating to work experience or to an area of employment they may wish to move into. They give people the knowledge, skills and understanding they need for employment and provide development opportunities for those working in the sector.

For progression you could extend the qualification to the BTEC National Diploma by further study to gain a second A level equivalent.

Commencing:	Tuesday 27 September 2011
Duration:	1 year (can continue)
Location:	Delancey
Room:	D34
Tutor:	Lorraine Barker
Contact:	Lorraine Barker
Tel:	750259
Email:	lorraineb@gcfe.net
Course code:	HSC05C
Cost:	£950
Exam cost:	TBA

Health Trainers (Level 3)

Day: Thursday 18:00 to 21:00

Health Trainers are a new workforce to be recruited from the community. They will have experience and understanding of what it is like to live in the community. They may also be already working in the sector and would gain from the skills and knowledge associated with the Health Trainer course to enhance their existing role.

Commencing:	Thursday 29 September 2011
Duration:	1 year
Location:	Delancey
Room:	D34
Tutor:	Lorraine Barker
Contact:	Lorraine Barker
Tel:	750259
Email:	lorraineb@gcfe.net
Course code:	HSC07
Cost:	£700
Exam cost:	TBA

vitality
balance
exercise
health
nutrition
awareness

Health & Early Years

Children & Young People's Workforce - Certificate

Day: Wednesday 13:00 to 18:00

A course for mature students who are working or intending to work with children & young people. Students come from all areas of work with children & young people - child minders, nursery workers, pre school workers, teaching assistants, SENCO teaching assistants, youth work. The course covers development 0-19 years, working with integrated teams, parents, first aid, food hygiene, safeguarding etc.

Commencing:	Wednesday 21 September 2011
Duration:	1 year
Location:	Delancey
Room:	D11
Tutor:	Cathy Butler
Contact:	Cathy Butler
Tel:	737554
Email:	cathyb@gcfe.net
Course code:	HSC03b
Cost:	£650
Exam cost:	TBA

Children & Young People's Workforce - Diploma

Day: Tuesday 09:00 to 17:00

A course for mature students who have previously attended a level 2 or equivalent qualification. Students are working or intending to work with children & young people. Students come from all areas of work with children & young people - child minders, nursery workers, pre school workers, teaching assistants, SENCO teaching assistants, youth work. The course covers development 0-19 years, theories, working with integrated teams, parents. The course has core units, pathway units & optional units.

Commencing:	Tuesday 20 September 2011
Duration:	2 years
Location:	Delancey
Room:	D11
Tutor:	Cathy Butler
Contact:	Cathy Butler
Tel:	737554
Email:	cathyb@gcfe.net
Course code:	HSC04c
Cost:	TBA
Exam cost:	TBA

The purpose of learning is growth, and our minds, unlike our bodies, can continue growing as we continue to live.
Mortimer Adler



Health & Early Years

Child Care (Level 1 Award)

Day: Monday 19:00 to 21:00

Level 1 Award - an introduction to early years settings. Intended for unqualified staff working in early years. Parents and volunteers who work with children and childminders. The course entails an awareness of the value of play. A basic understanding of the management and organisation of an early years setting. A basic understanding of the roles and responsibilities in early years settings. Internal assessment which will include short written assessments. Suitable for those wishing to pursue a change of career.

Commencing:	Monday 3 October 2011
Duration:	20 weeks
Location:	Delancey
Room:	D16
Tutor:	Kim Abbotts
Contact:	Kim Abbotts
Tel:	750200
Email:	kima@gcfe.net
Course code:	TBA
Cost:	£240
Exam cost:	TBA

First Aid

Day: Wednesday 18:30 to 21:30

CPD: First Aid - This course is aimed at childcare practitioners, from childminders to level 5 working in early years settings on island. The course contents will include basic first aid and CPR training and practice, and is part of the CPD for the Child Care sector programme.

Commencing:	Wednesday 12 October 2011
Duration:	2 weeks
Location:	Delancey
Room:	D16
Tutor:	Kim Abbotts
Contact:	Kim Abbotts
Tel:	750200
Email:	kima@gcfe.net
Course code:	HSC50
Cost:	£60
Exam cost:	TBA

careO nursery
emergency
toddler

Health & Early Years

Child Protection

Day: Wednesday 19:00 to 21:00

CPD: Child Protection - This course is aimed at childcare practitioners, from childminders to level 5 working in early years settings on island.

Commencing:	Wednesday 2 November 2011
Duration:	1 week
Location:	Delancey
Room:	D16
Tutor:	Kim Abbotts
Contact:	Kim Abbotts
Tel:	750200
Email:	kima@gcfe.net
Course code:	HSC50
Cost:	£30
Exam cost:	TBA

Free Flow Play

Day: Wednesday 19:00 to 21:00

CPD: Free Flow Play with links to E.Y.F.S.

A 4 week course for anybody interested in Free Flow play and how to introduce it into the setting. With expert advice from a local reception teacher who has an MA in Early Childhood Education.

Commencing:	Wednesday 18 January 2012
Duration:	4 weeks
Location:	Delancey
Room:	D16
Tutor:	Dianne Thorog
Contact:	Kim Abbotts
Tel:	750200
Email:	kima@gcfe.net
Course code:	HSC50
Cost:	£120
Exam cost:	TBA

Week 1 Tina Bruce's Free Flow Play and the theory behind it.

Week 2 At St Sampson's Infants' school, a practical session looking at resources for Free Flow Play and how to implement it into the settings. Students to commence Free Flow within their setting after week 2.

Week 3 Links to EYFS and how the stepping stones can be met within Free Flow.

Week 4 Practical session and discussion on how Free Flow can be developed within an early years setting; interactive session with expert help and advice from Dianne Thorog.

free flow play

IT: Flexible Learning

European Computer Driving Licence (ECDL)

Day: Daily sessions Monday to Friday, including evenings Monday to Thursday.

Students book individual sessions through a diary system. The ECDL qualification consists of 7 modules which define the skills and competencies necessary to be a proficient user of a computer and common computer applications. Each ECDL module provides a practical programme of up to-date skills and knowledge areas which are validated by a test.

This course is offered in our Flexible Learning Centre, and the course cost allows for unlimited sessions in the Centre for its duration. The Centre is open for day time and evening sessions throughout the week. See the Flexible Learning Course Guide for further information, or our website: www.guernseycollege.ac.gg

For advice, enquiries and enrolment on Flexible Learning courses, please visit our open morning at the Flexible Learning Centre, Brock Road on Thursday 8 September 2011 9.00 am - 12.00 noon.

Commencing:	Enrolment throughout the year
Duration:	Will vary according to individual student attendance and progression.
Location:	Brock Road
Room:	Flexible Learning Centre
Tutor:	Mich Coumbe Sue Le Gallez Jenny Whitworth Jane Le Poidevin Michele Broome Lucy Mallett
Contact:	Jane Le Poidevin
Tel:	737920
Email:	janel@gcfe.net
Course code:	FL09
Cost:	£198
Exam cost:	£165 (registration £25 & 7 exams at £20 each)



www.guernseycollege.ac.gg

IT: Flexible Learning

ITQ (Level 1) Award

Day: Daily sessions Monday to Friday, including evenings Monday to Thursday.

Students book individual sessions through a diary system. This course is aimed at beginners. Students can choose 3 units to study. Units available are Word Processing, Spreadsheets, Databases, Publisher, E image production, Presentations and Internet & Email.

This course is offered in our Flexible Learning Centre and the course cost allows for unlimited sessions in the Centre for up to one calendar year. The Centre is open for day time and evening sessions throughout the week. See the Flexible Learning Course Guide for further information, or our website: www.guernseycollege.ac.gg

For advice, enquiries and enrolment on Flexible Learning courses, please visit our open morning at the Flexible Learning Centre, Brock Road on Thursday 8 September 2011 9.00 am - 12.00 noon.

Commencing:	Enrolment throughout the year
Duration:	Will vary according to individual student attendance & progression)
Location:	Brock Road
Room:	Flexible Learning Centre
Tutor:	Mich Coumbe Sue Le Gallez Jenny Whitworth Jane Le Poidevin Michele Broome Lucy Mallett
Contact:	Jane Le Poidevin
Tel:	737920
Email:	janel@gcfe.net
Course code:	FL05
Cost:	£195
Exam cost:	£60 (£20 per exam)

technology
achievement
database skills
learning
information
36

IT: Flexible Learning

ITQ (Level 2) Award

Day: Daily sessions Monday to Friday, including evenings Monday to Thursday.

Students book individual sessions through a diary system. This course is aimed at students who have achieved their Level 1 ITQ or those students wanting to progress their IT skills. Students can choose 3 units to study. Units available are Word Processing, Spreadsheets, Databases, Publisher, Presentations and Internet & Email.

This course is offered in our Flexible Learning Centre and the course cost allows for unlimited sessions in the Centre for up to one calendar year. The Centre is open for day time and evening sessions throughout the week. See the Flexible Learning Course Guide for further information, or our website: www.guernseycollege.ac.gg

For advice, enquiries and enrolment on Flexible Learning courses, please visit our open morning at the Flexible Learning Centre, Brock Road on Thursday 8 September 2011 9.00 am - 12.00 noon.

Commencing:	Enrolment throughout the year
Duration:	Up to 1 academic year
Location:	Brock Road
Room:	Flexible Learning Centre
Tutor:	Mich Coumbe Sue Le Gallez Jenny Whitworth Jane Le Poidevin Michele Broome Lucy Mallett
Contact:	Jane Le Poidevin
Tel:	737920
Email:	janel@gcfe.net
Course code:	FL06
Cost:	£195
Exam cost:	£60 (£20 per exam)



flexible learning

IT: Flexible Learning

IT Skills at the Flexible Learning Centre

Day: Daily sessions Monday to Friday, including evenings Monday to Thursday.

Students book individual sessions through a diary system. The Flexible Learning Centre offers a wide range of courses - from basic computer skills to vocational qualifications. All the courses are tutor-supported, and the Centre is organised so that individuals can work on their own programmes, at their own pace.

The Centre is open for day time and evening sessions throughout the week.

See the Flexible Learning Course Guide for further information, or our website: www.guernseycollege.ac.gg

For advice, enquiries and enrolment on Flexible Learning courses, please visit our open morning at the Flexible Learning Centre, Brock Road on Thursday 8 September 2011 9.00 am - 12.00 noon.

Commencing:	Enrolment throughout the year
Duration:	Will vary according to individual student attendance and progression
Location:	Brock Road
Room:	Flexible Learning Centre
Tutor:	Mich Coumbe Sue Le Gallez Jenny Whitworth Jane Le Poidevin Michele Broome Lucy Mallett
Contact:	Jane Le Poidevin
Tel:	737920
Email:	janel@gcfe.net
Course code:	FL01
Cost:	£80 for 10 sessions
Exam cost:	£20 per exam (exams optional)



IT: Flexible Learning

Text Processing Diplomas (Level 1, 2 or 3)

Day: Daily sessions Monday to Friday, including evenings Monday to Thursday.

Students book individual sessions through a diary system. The OCR Diploma in Text Processing is a highly regarded secretarial qualification. The course covers 7 different exams including Word Processing, Text Production, Audio, Business Presentations, Document Presentations, Mail Merge and Speedkeying. There is also a Legal secretarial option if preferred. Courses at levels 1, 2 & 3 are available. The level depends upon speed, accuracy and general literacy skills. This course is offered in our Flexible Learning Centre and the course cost allows for unlimited sessions in the Centre for up to two calendar years. The Centre is open for day time and evening sessions throughout the week. See the Flexible Learning Course Guide for further information, or our website: www.guernseycollege.ac.gg

For advice, enquiries and enrolment on Flexible Learning courses, please visit our open morning at the Flexible Learning Centre, Brock Road on Thursday 8 September 2011 9.00 am - 12.00 noon.

Commencing:	Enrolment throughout the year
Duration:	Will vary according to individual student attendance & progression
Location:	Brock Road
Room:	Flexible Learning Centre
Tutor:	Mich Coumbe Sue Le Gallez Jenny Whitworth Jane Le Poidevin Michele Broome Lucy Mallett
Contact:	Jane Le Poidevin
Tel:	737920
Email:	janel@gcfe.net
Course code:	FL02
Cost:	£295
Exam cost:	£20 per exam

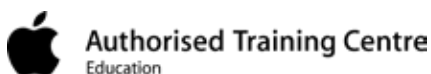
www.guernseycollege.ac.gg

IT: Media

Getting the most from your Apple Mac

Day: Thursday 18:00 to 20:00

This is an introductory course for those people who want to get more from their Apple Mac computer.



Commencing:	Thursday 3 November 2011
Duration:	6 weeks
Location:	Delancey
Room:	D14
Tutor:	Charlie Towers
Contact:	Charlie Towers
Tel:	750200
Email:	charliet@gcfe.net
Course code:	MD04A
Cost:	£100
Exam cost:	N/A

Getting the most from your iPad

Day: Wednesday 18:00 to 20:00

This is an introductory course for those people who want to get the most out of their iPad (1 or 2).

Commencing:	Wednesday 2 November 2011
Duration:	6 weeks
Location:	Delancey
Room:	D14
Tutor:	Miles Plumley
Contact:	Miles Plumley
Tel:	750200
Email:	miles@gcfe.net
Course code:	MD04B
Cost:	£100
Exam cost:	N/A

Getting the most from your iPhone

Day: Wednesday 18:00 to 20:00



This is an introductory course for those people who want to get the most out of their iPhone.

Commencing:	Wednesday 16 May 2012
Duration:	6 weeks
Location:	Delancey
Room:	D14
Tutor:	Miles Plumley
Contact:	Miles Plumley
Tel:	750200
Email:	miles@gcfe.net
Course code:	MD04C
Cost:	£100
Exam cost:	N/A

IT: Media

Getting the most from your iPod & iTunes

Day: Wednesday 18:00 to 20:00

This is an introductory course for those people who want to get the most out of their iPod.



Commencing: Wednesday 16 May 2012

Duration: 6 weeks

Location: Delancey

Room: D14

Tutor: Miles Plumley

Contact: Miles Plumley

Tel: 750200

Email: milesp@gcfe.net

Course code: MD04D

Cost: £100

Exam cost: N/A

Using Final Cut Pro

Day: Wednesday 18:00 to 20:00

For this media course you will have access to professional video equipment and the latest industry standard software. The course will help delegates become familiar with and proficient at non-linear editing using Final Cut Pro, one of the leading video editing packages.

Commencing: Wednesday 4 January 2012

Duration: 6 weeks

Location: Delancey

Room: D14

Tutor: Miles Plumley

Contact: Miles Plumley

Tel: 750200

Email: milesp@gcfe.net

Course code: MD04E

Cost: £150

Exam cost: N/A

IT: Media

Photoshop 101:

Introduction to Photoshop

Day: Thursday 18:00 to 20:00

This potentially complex package is broken down into easy logical steps allowing you to quickly become familiar with the basic operation of the program. Understand how to work with images, make selections, adjust colour, contrast, and size and make other image corrections such as sharpening out of focus photos and seamlessly removing unwanted elements.

Commencing:	Thursday 3 November 2011
Duration:	6 weeks
Location:	Delancey
Tutor:	Charlie Towers
Contact:	Charlie Towers
Tel:	750200
Email:	charliet@gcfe.net
Course code:	MD04F
Cost:	£150
Exam cost:	N/A

Web Design 101:

Web design using Adobe Dreamweaver

Day: Thursday 18:00 to 20:00

You will acquire the skills necessary to create a powerful presence and unique identity on the world's fastest growing market, the internet. By studying this course you will learn to design your own web site using the industry's standard programs, Dreamweaver and Photoshop.

Commencing:	Thursday 23 February 2012
Duration:	6 weeks
Location:	Delancey
Room:	D14
Tutor:	Charlie Towers
Contact:	Charlie Towers
Tel:	750200
Email:	charliet@gcfe.net
Course code:	MD04G
Cost:	£150
Exam cost:	N/A



Professional Video Production

Day: Wednesday 18:00 to 20:00

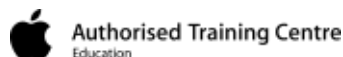
This 10 week practical course will give you a broad introduction into the world of video production. You will gain an insight into the working of the media industry and acquire technical skills in video production. The subjects covered include: Shot types and camera moves, shot selection, editing points and the basic rules of video editing.

Commencing:	Wednesday 22 February 2012
Duration:	10 weeks
Location:	Delancey
Room:	Studio
Tutor:	Paul Arnett
Contact:	Paul Arnett
Tel:	750200
Email:	paula@gcfe.net
Course code:	MD04H
Cost:	£275
Exam cost:	N/A

Apple Certified Course - iWork 101: Introduction to iWork

Day: Thursday 18:00 to 20:00

Learn to use the iWork writing and graphics tools to create beautiful documents. This suite of productivity tools includes *Pages* for producing professional documents, *Numbers* for spreadsheets, tables and charts, and *Keynote* for high-quality presentations. Students take a one hour exam to earn Apple Certified Associate, iWork status.



Commencing:	Thursday 3 May 2012
Duration:	6 weeks
Location:	Delancey
Room:	D14
Tutor:	Charlie Towers
Contact:	Charlie Towers
Tel:	750200
Email:	charliet@gcfe.net
Course code:	MD05A
Cost:	£150
Exam cost:	£75



Apple Certified Course

iLife 101:

Introduction to iLife

Day: Tuesday 18:00 to 20:00

This 6 week, hands-on course introduces students to the features and interface of iLife '11. iLife '11 is a suite of digital authoring tools that comes with every Mac: iPhoto, iMovie, GarageBand, iDVD, and iWeb. You will learn to create media-rich digital projects, and share them online with a few clicks. Featuring footage and images from around the world, the focused lessons cover organizing and sharing your photo library to creating polished video and soundtracks. Along the way, you will produce photo albums, movies, and music.

Commencing:	Tuesday 17 April 2012
Duration:	6 weeks
Location:	Delancey
Room:	Studio
Tutor:	Charlie Towers
Contact:	Charlie Towers
Tel:	750200
Email:	charliet@gcfe.net
Course code:	MD05B
Cost:	£150
Exam cost:	£75



Authorised Training Centre
Education

Apple Certified Course

FCP 101:

Introduction to Final Cut Pro X

Day: Tuesday 18:00 to 20:00

This 10 week, hands-on course teaches students to perform basic editing functions while becoming familiar with the Final Cut Pro user interface. In this course, you will cut a scene from a television series, create a promo for a documentary, as well as master filters and effects as you edit a segment of an internationally recognised event.

Commencing:	Tuesday 17 April 2012
Duration:	10 weeks
Location:	Delancey
Room:	D14
Tutor:	Kirsty Bougourd
Contact:	Kirsty Bougourd
Tel:	750200
Email:	kirstyb@gcfe.net
Course code:	MD05C
Cost:	£275
Exam cost:	£99

Start with basic video editing techniques and work all the way through Final Cut Pro's powerful advanced features. Learn to mark and edit clips, mix sound, add titles, create transitions, apply filters, and more. Topics include basic setup, customising preferences and settings, capturing video and audio, various editing and trimming techniques, audio editing and audio creation, finishing and final output.

Apple Certified Course - Aperture 101:

Introduction to Aperture

Day: TBA

This 6 week course starts with image management basics and takes you step by step through Aperture's powerful editing, retouching, proofing, publishing, and archiving features. With complete coverage of Aperture's new features, learn to organize photos using *Faces*, Apple's face detection and recognition tool, take advantage of *Places* to find photos by where they were shot, and retouch images precisely with new non-destructive edge-aware brushes. Create advanced slideshows that include HD videos, titles, and layered soundtracks, using the full-screen browser to browse and edit. Real-world exercises feature professional photography from a variety of genres, including fashion, sports, wedding, commercial, and landscape.

Commencing:	TBA
Duration:	6 weeks
Location:	TBA
Room:	TBA
Tutor:	TBA
Contact:	Paul Arnett
Tel:	750200
Email:	paula@gcfe.net
Course code:	MD05D
Cost:	£150
Exam cost:	£99



Authorised Training Centre
Education

Apple Certified Course - DVDSPro 101: Introduction to DVD Studio Pro

Day: TBA

This 10 week, hands-on course delves into the world of DVD authoring with DVD Studio Pro 4. In this comprehensive course, students will learn everything they need to create a professional DVD title. This course guides students through every aspect of DVD authoring, from initial storyboarding to burning and replication. Using compelling media and a real-world production workflow, students will learn how to create amazing MPEG 2 video with Compressor as well as create eye-popping motion menus directly in DVD Studio Pro 4. Students will also "author" a DVD by creating buttons, interactive links, slideshows, playlists and even adding alternate audio stream and camera angles.

Commencing:	TBA
Duration:	10 weeks
Location:	TBA
Room:	TBA
Tutor:	TBA
Contact:	Paul Arnett
Tel:	750200
Email:	paula@gcfe.net
Course code:	MD05E
Cost:	£275
Exam cost:	£99

Apple Certified Course

Sound 101: Introduction to Sound Editing on Final Cut Pro

Day: TBA

This 6 week class guides you through editing audio files, repair field recordings, perform multitrack arranging and mixing, synchronise audio and video, analyse and fix common audio problems, and perform other creative sound design techniques. This course focuses on practical, professional techniques used to add professional music and sound effects to video and multimedia projects.

Commencing:	TBA
Duration:	6 weeks
Location:	TBA
Room:	TBA
Tutor:	TBA
Contact:	Paul Arnett
Tel:	750200
Email:	paula@gcfe.net
Course code:	MD05F
Cost:	TBA
Exam cost:	£99



Authorised Training Centre
Education



IT: Support Professional

CompTIA A+

Day: E-learning / Online classroom

A+ is the ideal entry-level certification for those wishing to embark on a career in IT, or are already in an IT-support role and are looking for their first official certification. In conjunction with a Network+ certification, A+ can also be used as an elective towards a Microsoft MCSA certification.

A+ certification validates the latest skills needed by today's computer support professionals. It is an international, vendor neutral certification recognized by major hardware and software vendors, distributors and resellers. A+ confirms a technician's ability to perform tasks such as installation, configuration, diagnosing, preventive maintenance and basic networking. The exams also cover domains such as security, safety and environmental issues and communication and professionalism.

A+ ensures the right people have the right skills. While many of the essential skills are universal, there are additional skills required to support the needs of businesses. By offering certification options for specific job scenarios, A+ gives individuals the ability to grow their careers in a certain area, and employers the flexibility to choose the exam combination that best fits their needs.

Commencing:	Various
Duration:	Visit the following:
	http://www.nands.com/online.aspx
Location:	Home/Work
Room:	N/A
Tutor:	E-learning/Online classroom
Contact:	Sue Green
Tel:	737500
Email:	susang@gcfe.net
Course code:	IT28
Cost:	£745
Exam cost:	£114



www.nands.com/online.aspx

IT: Support Professional

CompTIA Network+

Day: E-learning / Online classroom

Network+ validates the knowledge and skills of networking professionals. It is an international, vendor-neutral certification that recognizes a technician's ability to describe the features and functions of networking components and to install, configure and troubleshoot basic networking hardware, protocols and services. Although not a prerequisite, it is recommended that Network+ candidates have at least 9 months of experience in network support or administration or adequate academic training, along with an A+ certification.

The demand for skilled network support professionals continues to grow, and Network+ is a valuable credential to help start or enhance a networking career. In fact, many IT certifications integrate Network+ into their curricula. Microsoft added Network+ into their Microsoft Certified Systems Administrator (MCSA) program, and other corporations such as Novell, Cisco, HP, Lotus and 3Com also recognize Network+ as part of their certification tracks. This course is intended for network support professionals looking to broaden their understanding of networking technologies - both hardware and software. The course provides preparation for CompTIA exam Network+ (N10 004).

This course provides a general networking grounding to prepare for other certifications in the Microsoft, Novell and Cisco arena. To benefit fully from this course, students should ideally have attended (or have the equivalent knowledge) of CompTIA's A+ Certification.

Commencing:	Various
Duration:	Visit the following:
	http://www.nands.com/online.aspx
Location:	Home/Work
Room:	N/A
Tutor:	E-learning / Online classroom
Contact:	Sue Green
Tel:	737500
Email:	susang@gcfe.net
Course code:	IT30
Cost:	£545
Exam cost:	£169



www.nands.com/online.aspx

IT: Support Professional

CompTIA Security+

Day: E-learning / Online classroom

Security+ validates knowledge of communication security, infrastructure security, cryptography, operational security, and general security concepts. It is an international, vendor-neutral certification that is taught at colleges, universities and commercial training centres around the world. Although not a prerequisite, it is recommended that Security+ candidates have at least 2 years' on-the-job networking experience, with an emphasis on security. The Network+ certification is also recommended.

As human error is the number one cause for a network security breach, Security+ is recognized by the technology community as a valuable credential that proves competency with information security. Major corporations such as Sun, IBM/Tivoli Software Group, Symantec, Motorola, Hitachi Electronics Services and Verisign value the Security+ certification and recommend or require it of their IT employees. This course is intended for IT professionals looking to broaden their understanding of security issues - hardware, software, social and environmental. The course provides preparation for CompTIA exam Security+ (SY0-201). This course provides a general security grounding to prepare for other certifications in the Microsoft, Novell, Checkpoint and Cisco arena.

To benefit fully from this course, students should ideally have two years experience with networking or the equivalent knowledge.

Commencing:	Various
Duration:	Visit the following:
	http://www.nands.com/online.aspx
Location:	Home/Work
Room:	N/A
Tutor:	E-learning / Online classroom
Contact:	Sue Green
Tel:	737500
Email:	susang@gcfe.net
Course code:	IT32
Cost:	£655
Exam cost:	£191



www.nands.com/online.aspx

IT: Support Professional

CompTIA Linux+

Day: E-learning / Online classroom

Linux+ is a vendor-neutral certification, generic across distributions, that validates the knowledge of individuals with a minimum of 6 to 12 months of practical Linux experience. Professionals holding the Linux+ credential can explain fundamental management of Linux systems from the command line, demonstrate knowledge of user administration, understand file permissions, software configurations, and management of Linux-based clients, server systems and security.

Because of the growing popularity of enterprise-ready platforms such as Linux, both employers and professionals realize the importance of skill validation. The industry recognizes that a Linux+ certification is a good indicator of foundational proficiency in everyday management of Linux-based clients and basic management of server systems.

Commencing:	Various
Duration:	Visit the following:
	http://www.nands.com/online.aspx
Location:	Home/Work
Room:	N/A
Tutor:	E-learning / Online classroom
Contact:	Sue Green
Tel:	737500
Email:	susang@gcfe.net
Course code:	IT31
Cost:	TBA
Exam cost:	TBA

Microsoft MCP (Microsoft Certified Professional)

Day: E-learning / Online classroom

The Microsoft Certified Professional (MCP) credential is for professionals who have the skills to successfully implement a Microsoft product or technology as part of a business solution in an organization. Hands-on experience with a product is necessary to successfully achieve certification.

Microsoft Certified Professional (MCP) candidates are required to pass one current Microsoft certification exam that provides a valid and reliable measure of technical proficiency and expertise.

MCP exams are developed with the input of professionals in the industry and reflect how Microsoft products are used in organizations throughout the world. The exams are administered by Pearson VUE and Prometric, independent testing organizations with locations worldwide.

Commencing:	Various
Duration:	
Location:	Home/Work
Room:	N/A
Tutor:	E-learning / Online classroom
Contact:	Sue Green
Tel:	737500
Email:	susang@gcfe.net
Course code:	IT33
Cost:	£720
Exam cost:	£99 per exam

IT: Support Professional

Microsoft MCTS

(Microsoft Certified Technology Specialist) using Windows 7

Day: E-learning / Online classroom

This course is intended for administrators and network professionals responsible for the installation, deployment and maintenance of Microsoft Windows 7. By the end of this course candidates should be able to install and configure Windows 7 on new machines, upgrade and migrate user-related data and settings from earlier versions of Windows, as well as configure disks, printers, networking and security features on a Windows 7 system. This course prepares students for Microsoft exam 70-680 Configuring Microsoft Windows 7.

Course Prerequisites

Candidates should have experience in installing PC hardware and, in order to gain the most from this course, students must have gained the certifications shown in the adjacent diagram or have CompTIA A+ and Network+ knowledge.

Commencing:	Various
Duration:	
Location:	Home/Work
Room:	N/A
Tutor:	E-learning / Online classroom
Contact:	Sue Green
Tel:	737500
Email:	susang@gcfe.net
Course code:	IT37
Cost:	£715
Exam cost:	£99 per exam



IT: Support Professional

Microsoft MCSA

(Microsoft Certified Systems Administrator)

Day: E-learning / Online classroom

Together with the core exams, the elective exams provide a valid and reliable measure of technical proficiency and expertise to successfully manage and maintain the typically complex computing environment of medium-to-large-sized companies. MCSA candidates should have 6 to 12 months of experience administering client and network operating systems.

Using N+5 courses, the student can gain a Microsoft Certified Systems Administrator certification using CompTIA's A+ and Network+, or Security+ certifications.

Commencing:	Various
Duration:	
Location:	Home/Work
Room:	N/A
Tutor:	E-learning / Online classroom
Contact:	Sue Green
Tel:	737500
Email:	susang@gcfe.net
Course code:	TBA
Cost:	£3,000
Exam cost:	£99 per exam

MCSA using CompTIA A+ and Network+ as electives

Microsoft Certified Systems Administrator (MCSA) candidates on the Windows Server 2003 track are required to satisfy the following requirements:

Core exams (three exams required)

- Two networking system exams (70-290, 70 291)
- One client operating system exam (70-270)

Elective exams

- CompTIA A+ (220-701 and 220-702) and Network+ (N10-004); or
- CompTIA Security+ (SY0-201)

IT: Support Professional

Microsoft MCSE (Microsoft Certified Systems Engineer)

Day: E-learning / Online classroom

Together with the core exams, the elective exams provide a valid and reliable measure of technical proficiency and expertise in solution design and implementation. MCSE candidates should also have one year of experience implementing and administering network operating systems and desktop operating systems.

The following diagram shows how a student can achieve a Microsoft Certified Systems Engineer certification using CompTIA's A+ and Network+ certifications as elective exams.

The top row (within the darkest grey bar) shows which N+S courses the student needs to complete. The second row show which exams those courses prepare the student for, and the bottom row shows the certifications that those exams lead to.

Microsoft Certified Systems Engineer (MCSE) candidates on the Windows Server 2003 track are required to satisfy the following requirements:

Core exams (six exams required)

- Four networking system exams (70-290, 70-291, 70 293, 70-294)
- One client operating system exam (70-270)
- One design exam (70-297)

Elective exams (one exam required)

CompTIA Security+ (SY0-201)

Commencing:	Various
Duration:	
Location:	Home/Work
Room:	N/A
Tutor:	E-learning / Online classroom
Contact:	Sue Green
Tel:	737500
Email:	susang@gcfe.net
Course code:	IT35
Cost:	£3,000
Exam cost:	£99 per exam

IT: Support Professional

Cisco CCNA/CCENT

Day: E-learning / Online classroom

By qualifying as a Cisco Certified Network Associate (CCNA) you have a foundation of network knowledge consistent with the ability to install, configure and operate Cisco routers and switches implementing Local and Wide Area Networks of up to 100 nodes.

The CCNA qualification is a highly regarded credential for IT support staff and network administrators. There is now an entry-level certification - Cisco Certified Entry Network Technician (CCENT) - of the knowledge and skill to install, operate and troubleshoot a small enterprise branch network, including basic network security. The CCENT certification is the first step toward achieving CCNA, which covers medium size enterprise branch networks with more complex connections.

Commencing:	Various
Duration:	
Location:	Home/Work
Room:	N/A
Tutor:	E-learning / Online classroom
Contact:	Sue Green
Tel:	737500
Email:	susang@gcfe.net
Course code:	IT34 (CCNA) / IT36 (CCENT)
Cost:	£750 CCENT; or £1,000 CCNA/CCENT combined
Exam cost:	£99 per exam



Management Studies

Chartered Management Institute's Certificate in First Line Management (Level 3)

Day: Thursday 09:00 to 17:00

This Certificate from the Chartered Management Institute is a concise qualification delivered in six one-day sessions. It will give learners an introduction to the basic skills, knowledge and understanding required by today's first line manager. This course is run in conjunction with the Guernsey Training Agency.

Commencing:	Start dates in October 2011, January 2012 & May 2012
Duration:	6 weeks
Location:	Guernsey Training Agency
Room:	TBA
Tutor:	Alison McDonald Jane Le Poidevin Yvonne Tanner
Contact:	Jane Le Poidevin
Tel:	737920
Email:	janel@gcfe.net
Course code:	BFM063
Cost:	£695
Exam cost:	Included

Chartered Management Institute's Award/Certificate/Diploma in Leadership & Management (Level 5)

Day: TBA 9am to 5pm

The Level 5 qualifications in Management and Leadership are designed for practicing middle managers who wish to develop their core management skills and practices. This course is run in conjunction with the Guernsey Training Agency.

Commencing:	October 2011
Duration:	37 weeks
Location:	Guernsey Training Agency
Room:	TBA
Tutor:	Alison McDonald Jane Le Poidevin Yvonne Tanner
Contact:	Jane Le Poidevin
Tel:	737920
Email:	janel@gcfe.net
Course code:	BFM 070
Cost:	£1,950
Exam cost:	Included

Soft Skills Programme

Day: TBA TBA to TBA

The College offers a wide range of soft skills courses in conjunction with the Guernsey Training Agency. Courses on offer this year include: Performance Management, Building Successful Teams, Customer Care, Presenting Yourself Positively, Assertiveness Skills, Stress Management, Telephone Skills, Communication Skills, Confidence Building, Interview Skills.

Commencing:	Dates throughout the year
Duration:	TBA
Location:	Guernsey Training Agency
Room:	TBA
Tutor:	Alison McDonald
Contact:	Alison McDonald
Tel:	737920
Email:	alisonmcdonald@gcfe.net
Course code:	SS060
Cost:	£195 a day
Exam cost:	N/A

Office Administration

Pathways

Day: Daily Monday to Thursday
09:15 to 14:15

This course is aimed at those returning to work after a period of absence, or those wishing to change career, to learn the required to work in an office environment. Students will work towards an OCR Certificate in Administration at Level 1, OCR Certificate in Text Processing and ITQ Level 1 in Spreadsheets.

Commencing:	12 September 2011, 9 January 2012 & 17 April 2012
Duration:	10 weeks
Location:	Brock Road
Room:	G6
Tutor:	Anne Setters
Contact:	Anne Setters
Tel:	737920
Email:	annes@gcfe.net
Course code:	SS08A/B/C
Cost:	£500
Exam cost:	£42 registration and £20 per exam.
Number of exams will depend on student progress.	

administration

Shorthand for Beginners

Day: Monday 17:30 to 19:30

On this course beginners learn the basics of shorthand writing using the Teeline shorthand system. This system is loosely based on the letters of the alphabet, thereby making it an easy method to learn. It will appeal to those who need to write notes at speed for transcription later. Students come from all walks of life, but are mainly junior secretaries, trainee newspaper reporters and university students. Students should be able to develop speeds of 40-80 words per minute during their first year. Students will need a copy of Teeline Gold, the course book (ISBN 0-435-45353-8), plus a shorthand style notebook.

Shorthand Speed

Day: Monday 19:30 to 21:00

This course is aimed at those students who have learned the basics of a shorthand system and now wish to develop their individual style and overcome their speed plateau.

Commencing:	Monday 12 September 2011
Duration:	37 weeks
Location:	Brock Road
Room:	G12
Tutor:	Anne Setters
Contact:	Anne Setters
Tel:	737920
Email:	annes@gcfe.net
Course code:	SS13
Cost:	£250
Exam cost:	£20

Commencing:	Monday 12 September 2011
Duration:	37 weeks
Location:	Brock Road
Room:	G12
Tutor:	Anne Setters
Contact:	Anne Setters
Tel:	737920
Email:	annes@gcfe.net
Course code:	SS14
Cost:	£250
Exam cost:	£20

Performing Arts

BTEC Level 3 Certificate in Production Arts

(Stage Management)

Day: Wednesday 18:00 to 21:00

This course is ideally suited to students who are interested in working 'behind the scenes' in a professionally equipped theatre. Delivered through workshops and practical sessions, you will develop the skills to fulfil a range of technical roles and to apply what you have learned on productions. The course is suitable for any students already studying a level 3 programme (BTEC or A-level), or for mature students who would like to develop their practical skills.

This course is equivalent to 1 AS-level and is awarded the equivalent UCAS points. On completion, students may extend their course of study for a further year to achieve the BTEC level 3 Subsidiary Diploma in Production Arts (equivalent to 1 A-level).

Commencing:	Wednesday 14 September 2011
Duration:	1 academic year
Location:	Performing Arts Centre
Room:	TBA
Tutor:	Jonathan Snow
Contact:	Jonathan Snow
Tel:	749900
Email:	jonathans@gcfe.net
Course code:	TBA
Cost:	TBA
Exam cost:	TBA

BTEC Level 3 Certificate in Dance

Day: Every Monday and Thursday
16:00 to 18:00

This course is suitable for those who have an existing background in dance and who would like to pursue a career in choreography and/or Dance Performance, or who are wishing to study dance at a higher level. You will study choreography, technique (contemporary and street) and, as well as studying performance, you will have the opportunity to take part in your own dance performance.

This course is equivalent to 1 AS-level and is awarded the equivalent UCAS points.

Admission will be by interview and/or audition with the course tutor.

Commencing:	Monday 12 September 2011
Duration:	1 academic year
Location:	Performing Arts Centre
Room:	TBA
Tutor:	Jonathan Snow
Contact:	Jonathan Snow
Tel:	749900
Email:	jonathans@gcfe.net
Course code:	TBA
Cost:	TBA
Exam cost:	TBA

Sport

CYQ Level 2 Certificate in Fitness Instructing Gym-Based Exercise

Day: Monday 19:00 to 21:00

This qualification is aimed at those who wish to pursue a career in the health and fitness industry as a fitness instructor in the context of gym-based exercise.

Commencing:	Monday 1 November 2011
Duration:	18 weeks
Location:	Delancey
Room:	D1 and Fitness room
Tutor:	Jeff Stuart
Contact:	Jeff Stuart
Tel:	750200
Email:	jeffs@gcfe.net
Course code:	TBA
Cost:	£450
Exam cost:	TBA



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August 2011

Designed by HND Student Catherine Plevin