

# PART TIME COURSES PROSPECTUS 2017/18



## Welcome



### WELCOME to our new format prospectus for 2017-2018.

Whether you are looking to enhance your career, learn or refine a new skill, develop and improve your technical professional expertise, or start your higher education journey, we can help. We have the largest choice for all adult learning in the Bailiwick and would be delighted if you choose to study at Guernsey College of Further Education.

This year we have been listening to all our stakeholders and you have told us that you want a good variety of choice at different levels; in response we have developed over 100 different part time courses across a range of subjects and specialisms. You are never too old to learn something new, and whilst for some it may seem daunting to come back to learning, we have a range of starting points and support, to help you along the way. We are really impressed with the results our students achieved last year, with many of our adult students being inspired to continue onto the next level. I am very proud of the teaching and support team who I know will work really hard to welcome you into one of our three campuses and will be carefully planning your learning to inspire and engage you at every lesson.

We are learning every day, and education can have a positive impact on people's lives; we are dedicated and committed to making this happen for you and I look forward to welcoming you into the College and hearing about your success.

**Louise Misselke, Principal**

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### CONTACT DETAILS

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#### Hospitality & Catering/Hair & Beauty/

#### Retail/Creative & Digital Arts

Gillian McCartney: gillianm@gcfe.net

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Julie Jones: juliej@gcfe.net

#### English & Maths

Lindsey Hutchins: lindseyh@gcfe.net

#### Teaching & Learning

Katie Blampied: katieb@gcfe.net

#### All other courses

enrolment@gcfe.net



### APPLYING FOR A COURSE

Please come to our Enrolment Event on Thursday 31 August from 4.30 - 8.00pm at Les Ozouets Campus when we will be able to take your application (please note we cannot accept payment until your place has been confirmed). Full details of all courses in this brochure can be found on the college website [www.guernseycollege.ac.gg](http://www.guernseycollege.ac.gg). If you need further information, please get in touch with one of our team (details opposite) who will be able to confirm any entry requirements. You can apply for courses online by selecting your chosen course and completing an 'enquiry' for it. You will then be contacted regarding your application. There is an application form at the back of this prospectus, should you prefer to apply in this way. **We will not require payment for courses until we are sure the course will run based on the minimum number of applications required for each course.**

### CAMPUS OPEN EVENINGS

Delancey - Tuesday 21 November  
Coutanchez - Wednesday 22 November  
Les Ozouets - Thursday 23 November

### LOCATIONS KEY

CTZ - Coutanchez Campus GRM - Grammar School  
DEL - Delancey Campus LOC - Les Ozouets Campus  
LBS - Les Beaucamps School

We would like to welcome you to our Open Evening Events where you can receive information, advice and guidance about our courses from our vocational experts.

### TERM DATES/HOLIDAYS

11 Sept - 19 Dec	No classes will be held during the following inclusive half term dates: 23-27 October 2017, 19-23 February 2018, 28 May-1 June 2018, nor on Bank Holidays.
04 Jan - 28 March	
12 April - 29 June	

### GRANTS

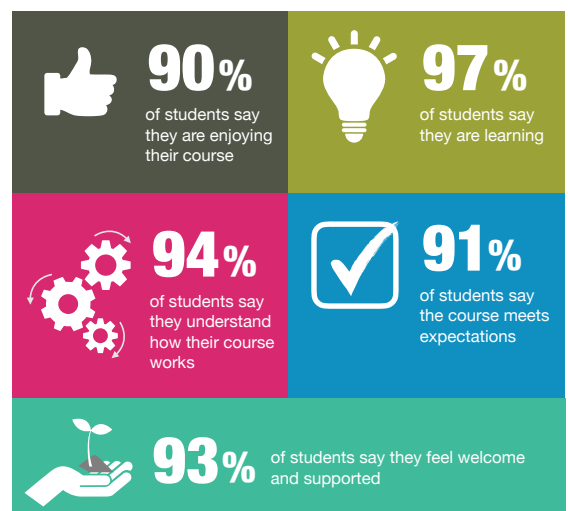
Should you be unable to meet the cost of the course, it may be possible to obtain a grant towards the tuition fees. Please contact Student Finance on (01481) 706560 or [studentfinance@gov.gg](mailto:studentfinance@gov.gg)

**Can't find the course you are looking for?** We're here to help. Please get in touch with Katie Blampied [katieb@gcfe.net](mailto:katieb@gcfe.net)

**Employers:** If you require bespoke training for your team we can offer courses to meet the specific needs of your business at times convenient to you. Please contact Katie Blampied [katieb@gcfe.net](mailto:katieb@gcfe.net)

## Learner Voice

### What our students tell us





### CIPD Level 3 in Human Resources

A foundation level qualification providing practical skills in HR and development for those starting out in their HR career or wishing to move to the next level with a recognised qualification.

<b>Ref</b>	BS04E116	<b>Starts</b>	Jan 2018
<b>Sessions/duration</b>	1 year Tuesday 4 - 8pm	<b>Location</b>	LOC
<b>Fee</b>	£1,850		

### CIPD Level 5 Diploma in HR Practice

A platform to further develop HR, leadership and development, and specialist knowledge giving a broad perspective of the organisational issues facing HR professionals.

<b>Ref</b>	BS04E117	<b>Starts</b>	Sept 2017
<b>Sessions/duration</b>	1 year Tuesday 9 - 4.30pm	<b>Location</b>	LOC
<b>Fee</b>	£3,600		

### VTCT Level 2 Award in Features of Preparing to Set Up a New Business

Through this flexible qualification you will gain an understanding of the type of challenges and risks that you may face when starting a new business.

<b>Ref</b>	BS12E1	<b>Starts</b>	Jan 2018
<b>Sessions/duration</b>	20 weeks Wednesday 6 - 8.30pm	<b>Location</b>	LOC
<b>Fee</b>	£915		

### Level 1 Bookkeeping

An introduction to the skills and underpinning knowledge of financial record keeping.

<b>Ref</b>	BS10E1	<b>Starts</b>	Jan 2018
<b>Sessions/duration</b>	6 weeks Wednesday 6 - 8.30pm	<b>Location</b>	LOC
<b>Fee</b>	£380		

### Level 2 Bookkeeping

This qualification gives candidates the necessary underpinning knowledge in carrying out a range of day-to-day bookkeeping routines and activities.

<b>Ref</b>	BS10E2	<b>Starts</b>	March 2018
<b>Sessions/duration</b>	10 weeks Wednesday 6 - 8.30pm	<b>Location</b>	LOC
<b>Fee</b>	£560		

### CMI Level 3 Certificate in 'First Line' Management

This course provides a broad knowledge of effective management skills while focusing on the specific management areas appropriate to the learner and their own workplace.

<b>Ref</b>	MG04E616	<b>Starts</b>	Jan 2018
<b>Sessions/duration</b>	1 term Thursday 9 - 4.30pm	<b>Location</b>	LOC
<b>Fee</b>	£850		

### CMI Level 5 Diploma in Management and Leadership

Following on from the Level 3 qualification, this provides training in the key skills and competencies needed to become an effective middle manager.

<b>Ref</b>	MG05E1	<b>Starts</b>	Sept 2017
<b>Sessions/duration</b>	1 year Thursday 9 - 4.30pm	<b>Location</b>	LOC
<b>Fee</b>	£1,900		

### Shorthand for Beginners

Our shorthand course is for anyone who would like to learn this valuable skill and develop their career prospects. Suitable for beginners and those who would like to learn shorthand quickly and effectively.

<b>Ref</b>	BA093E1	<b>Starts</b>	Jan 2018
<b>Sessions/duration</b>	20 weeks Tuesday 6 - 7.30pm	<b>Location</b>	LOC
<b>Fee</b>	£550		

### Mandarin Language & Culture for Beginners

An introduction to Mandarin language and culture.

<b>Ref</b>	ADE_LaMa320	<b>Starts</b>	3 Oct 2017
<b>Sessions/duration</b>	10 weeks Tuesday 6.30 - 8pm	<b>Location</b>	LOC
<b>Fee</b>	£120		

### Mandarin Language & Culture Part Two

For students who have a knowledge of Mandarin or those who have attended the beginners' course.

<b>Ref</b>	ADE_LaMa321	<b>Starts</b>	16 Jan 2018
<b>Sessions/duration</b>	10 weeks Tuesday 6.30 - 8pm	<b>Location</b>	LOC
<b>Fee</b>	£120		

### Mandarin Language & Culture for Business

An introduction to Mandarin language and culture specifically for those who are seeking to forge and develop business relationships with Chinese companies.

**These courses can be tailored to individual and/or company needs and scheduling can be flexible around the working day**

### Mandarin - Certified HSK Qualification

HSK is an international standardised exam that tests and rates Chinese language proficiency. It assesses Chinese non-native abilities in using the Chinese language in their daily, academic and professional lives.

<b>Ref</b>	ADE_LaMa325	<b>Starts</b>	Sept 2017
<b>Sessions/duration</b>	10 weeks Tuesday 6.30 - 8pm	<b>Location</b>	LOC
<b>Fee</b>	£150		

### Italian for Beginners

This course introduces the fundamental elements of the Italian language within a cultural context. Emphasis is on the development of listening, speaking, reading and writing skills. Upon completion, students will comprehend and respond to spoken and written Italian. Tutor Antonio Alves

<b>Ref</b>	ADE_LaIt301	<b>Starts</b>	5 Oct 2017
<b>Sessions/duration</b>	16 weeks Thursday 6 - 7.30pm	<b>Location</b>	LOC
<b>Fee</b>	£140		

### Spanish for Beginners

This course is aimed at beginners or those with little experience of the language. Course textbook: Sueños World Spanish 1 New Edition. ISBN 978-0-563-47246-9 and Sueños World Spanish 1 Activity Book ISBN 0-563-47247-2 - student to buy. Tutor Leo Paucar

<b>Ref</b>	ADE_LaSp315	<b>Starts</b>	2 Oct 2017
<b>Sessions/duration</b>	16 weeks Monday 6.30 - 8pm	<b>Location</b>	LOC
<b>Fee</b>	£140		

### Elementary Spanish

For those with some knowledge of the language or have completed the beginners' course and wish to further develop their spoken and written language skills and comprehension. Course textbook: Sueños World Spanish 1 New Edition. ISBN 978-0-563-47246-90 - student to buy. Tutor Leo Paucar

<b>Ref</b>	ADE_LaSp326	<b>Starts</b>	3 Oct 2017
<b>Sessions/duration</b>	16 weeks Tuesday 6.30 - 8pm	<b>Location</b>	LOC
<b>Fee</b>	£140		

### Advanced Spanish

This course is for students who are already able to make themselves understood in a holiday situation and now wish to expand their knowledge to be able to hold a general conversation whilst still doing some revision of grammar. Course textbook Gente New Edition ISBN 978-84-8443-205-0 - student to buy. Tutor Leo Paucar

<b>Ref</b>	ADE_LaSp327	<b>Starts</b>	5 Oct 2017
<b>Sessions/duration</b>	16 weeks Thursday 6.30 - 8pm	<b>Location</b>	LOC
<b>Fee</b>	£140		

### French for Complete Beginners

This introductory class is for those students with a very little knowledge or experience of French. The course will focus on the key skills of listening and speaking. The textbook used will be: *Façon de Parler 1* ISBN 978-2278076550 - student to buy. Tutor Juliana Chapellier

<b>Ref</b>	ADE_LaFr311	<b>Starts</b>	4 Oct 2017
<b>Sessions/ duration</b>	16 weeks Wednesday 7 - 8.30pm	<b>Location</b>	LOC
<b>Fee</b>	£140		

### French for Post-beginners

For post beginners who want to build on their skills, or have attended the beginners' course, and this is intended as a follow-on from that course. The sessions will cover more basic grammar, more sentence building. The textbook used will be *Mobile Livre L'Élève A1* - student to buy. Tutor Pauline Fath

<b>Ref</b>	ADE_LaFr313	<b>Starts</b>	3 Oct 2017
<b>Sessions/ duration</b>	16 weeks Tuesday 7 - 8.30pm	<b>Location</b>	LOC
<b>Fee</b>	£140		

### Elementary French

This course is for those who have undertaken a beginners' course and want to build upon their skills. Sessions will cover grammar including past and future tenses as well as conversation and listening skills. The textbook used will be: *Façon de Parler 2* - student to buy. Tutor Juliana Chapellier

<b>Ref</b>	ADE_LaFr314	<b>Starts</b>	2 Oct 2017
<b>Sessions/ duration</b>	16 weeks Monday 7 - 8.30pm	<b>Location</b>	LOC
<b>Fee</b>	£140		

### French Advanced Conversation

This course is for students who are already able to make themselves understood in a holiday situation, and now wish to expand their knowledge to be able to hold a general conversation whilst still doing some revision of grammar. Tutor Ghislaine Bougourd

<b>Ref</b>	ADE_LaFr553	<b>Starts</b>	3 Oct 2017
<b>Sessions/ duration</b>	16 weeks Tuesday 9.30 - 11.30am	<b>Location</b>	LOC
<b>Fee</b>	£140		

### English for Speakers of Other Languages (ESOL)

Our classes are for students who do not have English as their first language and who would like to study or continue their studies in the English language. Courses are available at a number of levels and range from beginners to advanced, subject to demand. You will need to be assessed before attending classes. We will be holding an assessment evening on Tuesday 12 September from 6 – 8.00pm at our Coutanchez Campus. There is no need to book - just come along, undertake a short assessment and talk to one of our tutors. You will then be offered a place on a suitable course.

We also liaise with the British Council to run the IELTS B1 English exam, along with the Life in the UK test, both of which are required for Citizenship. Please note we cannot give advice on which test you should take - applicants need to establish this beforehand with the Border Agency.

<b>Ref</b>	SD21E	<b>Starts</b>	Sept 2017
<b>Sessions/ duration</b>	10 weeks Various evenings	<b>Location</b>	CTZ
<b>Fee</b>	£155		



### British Sign Language BSL (BSL 101, 102 & 103)

These courses will be useful for anyone wishing to learn the basics of sign language in order to communicate with people who are deaf or have hearing impairments. BSL courses are of a modular format. The Level 1 Award comprises three units: BSL101 - Introduction to BSL; BSL102 - Conversational BSL; BSL103 - BSL at school, college or work. Assessment will be held in each unit as required and on completion and assessment of the three modules, successful students will receive the Signature Level 1 Award in British Sign Language. A handbook will be available on the first evening of the course (approx. £8.00). Workshop days may be arranged which will involve the payment of an additional fee. There is an assessment fee payable to Signature. Tutor Anne Diamond

<b>Ref</b>	ADE_SpSi470 ADE_SpSi471 ADE_SpSi472	<b>Starts</b>	2 Oct 2017 (BSL 101) 15 Jan 2018 (BSL 102) 24 April 2018 (BSL 103)
<b>Sessions/ duration</b>	9 weeks per module Monday (BSL 101 & BSL 102) Tuesday (BSL 103) 7 - 9pm	<b>Location</b>	LOC
		<b>Fee</b>	£80 plus £9 for materials

## IT & Digital Skills

### CIW Web Foundations Associate

An online course. You will gain a unique understanding of internet business, data networking and web site design. You will learn about internet connection methods, protocols, the domain name system (DNS), cloud computing, mobile devices and web development.

<b>Ref</b>	IT07E1	<b>Starts</b>	On demand
<b>Sessions/ duration</b>	12 weeks Two hours per week	<b>Location</b>	Online
		<b>Fee</b>	£440

### CIW Web Design Specialist

This course will help you to develop the skills necessary to specialise in web site design, including web site development essentials, web design elements, advanced web technologies. No previous courses or certifications are required.

<b>Ref</b>	IT07E2	<b>Starts</b>	On demand
<b>Sessions/ duration</b>	17 weeks Two hours per week	<b>Location</b>	Online
		<b>Fee</b>	£620

### CIW Advanced HTML5 and CSS3 Specialist

This course tests essential HTML5, cascading style sheets (CSS3) and JavaScript knowledge. You will create web pages using the HTML5 structure elements, embed video and audio, and develop cross-browser user-input forms. Some knowledge of basic HTML5 and CSS3 is required.

<b>Ref</b>	IT07E3	<b>Starts</b>	On demand
<b>Sessions/ duration</b>	14 weeks Two hours per week	<b>Location</b>	Online
		<b>Fee</b>	£510

### Oracle Java SE 8 Programmer Associate

This course introduces object-orientated programming using Java. You will learn the basics of Java languages including creating classes and objects, overview of inheritance and polymorphism. No prior experience in programming is required.

<b>Ref</b>	IT07E4	<b>Starts</b>	On demand
<b>Sessions/ duration</b>	10 weeks Two hours per week	<b>Location</b>	Online
		<b>Fee</b>	£365

### Oracle Java SE 8 Programmer Professional

This course covers the core language features and Application Programming Interfaces (API) and you will learn how to create high-performing multi-threaded applications. Basic knowledge of a programming language is required.

<b>Ref</b>	IT07E5	<b>Starts</b>	On demand
<b>Sessions/duration</b>	17 weeks Two hours per week	<b>Location</b>	Online
		<b>Fee</b>	£620

### Android Apps Programming

This course is designed to get you started in Android app development and includes different development concepts. No prior experience in programming is required.

<b>Ref</b>	IT07E6	<b>Starts</b>	On demand
<b>Sessions/duration</b>	10 weeks Two hours per week	<b>Location</b>	Online
		<b>Fee</b>	£365

### Computers for Senior Citizens Part 1

Aimed at complete beginners who would like to gain confidence in using a computer. Topics include: getting started, an introduction to the internet, using e-mail, Word and other basic packages. Students will use college computers and will practise new skills in a safe and supportive environment. You will gain confidence in using your own devices at home.

<b>Ref</b>	ADECoCo524 ADECoCo 526	<b>Starts</b>	2 Oct 2017 15 Jan 2018
<b>Sessions/duration</b>	8 weeks Monday 9.30 - 10.45am	<b>Location</b>	CTZ
		<b>Fee</b>	£80

### Computers for Senior Citizens Part 2

Aimed at complete beginners who would like to gain confidence in using a computer. Topics include: getting started, an introduction to the internet, using e-mail, Word and other basic packages. Students will use college computers and will practise new skills in a safe and supportive environment. You will gain confidence in using your own devices at home.

<b>Ref</b>	ADE_CoCo529 ADE_CoCo527	<b>Starts</b>	2 Oct 2017 15 Jan 2018
<b>Sessions/duration</b>	8 weeks Monday 11 - 12.15pm	<b>Location</b>	CTZ
		<b>Fee</b>	£80

### Making the Most of Your Mac Stage 1

The sessions are not for whiz kids but for those who feel they know very little and want to get more out of their Apple computer. Sessions will cover areas such as using built-in applications, storing and sorting files and using peripherals such as printers, scanners and cameras. Tutor Victor Lane

<b>Ref</b>	ADE_CoMa522	<b>Starts</b>	2 Oct 2017
<b>Sessions/duration</b>	5 weeks Monday 7 - 9pm	<b>Location</b>	LBS
		<b>Fee</b>	£80

### Making the Most of Your Mac Stage 2

Attendees to build on their knowledge and experience of their Mac and its standard software. The focus will be on typical tasks and activities that Mac users undertake. At the end of the sessions attendees should be able to achieve what they want with their Mac more quickly and efficiently. Tutor - Victor Lane

<b>Ref</b>	ADE_CoMa521	<b>Starts</b>	15 Jan 2018
<b>Sessions/duration</b>	5 weeks Monday 7 - 9pm	<b>Location</b>	LBS
		<b>Fee</b>	£80

### HNC in IT & Computing

An opportunity to complete a higher education qualification on island in the IT & Computing sector.

<b>Ref</b>	IT08E1	<b>Starts</b>	Oct 2017
<b>Sessions/duration</b>	1 year Full time	<b>Location</b>	CTZ
		<b>Fee</b>	£6,950





## CIOB Level 3 Diploma in Site Supervisory Studies

The course provides training in site supervision for those who are already, or who would like to be, employed in a supervisory role.

<b>Ref</b>	BE06E1	<b>Starts</b>	Sept 2017
<b>Sessions/duration</b>	1 year Monday 1 - 6pm	<b>Location</b>	LOC
<b>Fee</b>	£1,185		

## CIOB Level 4 Certificate & Diploma in Site Management

The course provides training in site management for those who are already, or who would like to be, employed in a managerial position.

<b>Ref</b>	BE06E2	<b>Starts</b>	Sept 2017
<b>Sessions/duration</b>	2 years Monday 1 - 6pm	<b>Location</b>	LOC
<b>Fee</b>	£2,070		

## City & Guilds Level 2 Principles of Safe Handling & Application of Pesticides (PA1)

The award in the Safe Use of Pesticides is for anyone who works in or wants to work in commercial pesticide application.

<b>Ref</b>	CN40E1OCT	<b>Starts</b>	Flexible
<b>Sessions/duration</b>	1 day	<b>Location</b>	Off-site
<b>Fee</b>	£350		

## City & Guilds Award in the Safe Application of Pesticides using Pedestrian Hand Held Equipment (QCF) (PA6)

Completion of the PA1 and PA6 confirms occupational competence and is the Recognised Licence to practice in the industry. Both PA1 and PA6 must be successfully completed to obtain a licence.

<b>Ref</b>	CN40E2OCT1	<b>Starts</b>	Flexible
<b>Sessions/duration</b>	1 day	<b>Location</b>	Off-site
<b>Fee</b>	£350		

## City & Guilds NPTC Level 2 Awards in Chainsaw Maintenance & Cross-cutting Timber using a Chainsaw

This qualification is about the maintenance of a chainsaw and sharpening of a cutting system used in aerial and groundwork; cross-cutting trees using a chainsaw at ground level in construction, and up-to-date knowledge in legislation and regulations.

<b>Ref</b>	CN32E2	<b>Starts</b>	On demand
<b>Sessions/duration</b>	3 days	<b>Location</b>	Various
<b>Fee</b>	£750		

## City & Guilds Level 3 NVQ Certificate in Occupational Health & Safety

Suitable for those who are responsible for, or looking to start a career in, health and safety - relevant for any industry.

<b>Ref</b>	CN32E3	<b>Starts</b>	Flexible
<b>Sessions/duration</b>	1 year Portfolio based	<b>Location</b>	CTZ
<b>Fee</b>	£1,400		

## 3D Modelling SketchUp

An introduction to creating 3D models using Trimble SketchUp.

<b>Ref</b>	BE07E1	<b>Starts</b>	Sept 2017
<b>Sessions/duration</b>	4 weeks Wednesday evening	<b>Location</b>	LOC
<b>Fee</b>	£220		

## 3D Advanced SketchUp

This course is designed to develop your 3D models skills using Trimble SketchUp.

<b>Ref</b>	BE06E2	<b>Starts</b>	Sept 2017
<b>Sessions/duration</b>	4 weeks Wednesday evening	<b>Location</b>	LOC
<b>Fee</b>	£220		

## Construction & Engineering cont...

### Introduction to 3D Design and 3D Printing

For those seeking a practical introduction to additive manufacturing using 3D printers, making use of the college Engineering Department's 3D printers. A basic working knowledge of 3D CAD using packages such as SketchUp, Inventor, Solidworks or Rhino would be advantageous.

<b>Ref</b>	BE07E3	<b>Starts</b>	Flexible
<b>Sessions/ duration</b>	8 weeks 2.5 hours per week	<b>Location</b>	CTZ
		<b>Fee</b>	£365

### Washing Machine Installation Training

Open to anyone wanting to offer the service of connecting white goods, ie dishwashers and washing machines, to existing plumbing connections.

<b>Ref</b>	CN32E1	<b>Starts</b>	On demand
<b>Sessions/ duration</b>	Half-day course	<b>Location</b>	CTZ
		<b>Fee</b>	£160



### LOVE TO SING?

The Glee Singers is a mixed voice choir with varying musical ability. Our talented young conductor, Lydia Pugh teaches us a diverse repertoire including musicals, popular songs and classics. Whilst an ability to read music is not essential, you may be asked to sing to our conductor to determine your vocal range. We meet on Mondays at St Sampson's School 7.15 - 9.15pm. Our main concert is a charity fund raising event at St James in December.

If you are interested in joining please contact the Vice Chair of the Gleees – Sara Gould on 251171 or email [sara.gould@sure.com](mailto:sara.gould@sure.com). For more information visit [guernseygleesingers.org](http://guernseygleesingers.org) or our facebook page.

## Hospitality & Catering

### RSPH Level 1 Award in Food Hygiene Awareness

This qualification will give you knowledge and understanding of the importance of food hygiene, associated food hazards, good hygiene practice and controls based upon an awareness of food safety management systems. Essential for anyone handling food as part of their job.

<b>Ref</b>	HC13E1	<b>Starts</b>	Sept 2017
<b>Sessions/duration</b>	Half-day course monthly	<b>Location</b>	CTZ
<b>Fee</b>	£60		

### RSPH Level 2 Award in Food Safety in Catering

Gain further knowledge and understanding of the importance of food hygiene, associated food hazards, good hygiene practice and controls based on an awareness of food safety management systems.

<b>Ref</b>	HC13E2	<b>Starts</b>	Sept 2017
<b>Sessions/duration</b>	Half-day course monthly	<b>Location</b>	CTZ
<b>Fee</b>	£60		

### City & Guilds Level 4 Diploma in Hospitality Management

This qualification will prepare you to progress further in your managerial role by developing your management skills and knowledge. It is aimed at those already working within the hospitality, leisure, travel or tourism sectors in a management capacity.

<b>Ref</b>	HC20HE1	<b>Starts</b>	Sept 2017
<b>Sessions/duration</b>	1 year one evening per week	<b>Location</b>	CTZ
<b>Fee</b>	£1,900		

### Breadmaking for Beginners

Take away the stress of everyday life and relax with a basic bread baking course. Students will make bread rolls, olive bread, soda bread and pizza. All ingredients will be supplied. Tutor Julie Hyde

<b>Ref</b>	ADE_FoBr400	<b>Starts</b>	11 Nov 2017
<b>Sessions/duration</b>	1 day Saturday 10am - 4pm	<b>Location</b>	CTZ
<b>Fee</b>	£80		

### Cake Decorating for Beginners

A modern approach to basic cake decorating. The sessions are a practical approach to icing and decorating (a cake is supplied). Learn some helpful hints and tips. Tutor - Rachel Torode

<b>Ref</b>	ADE_FoCa393	<b>Starts</b>	18 Jan 2018
<b>Sessions/duration</b>	8 weeks Thursday 7 - 9pm	<b>Location</b>	CTZ
<b>Fee</b>	£230		



## Creative & Digital Arts

### HND in Art & Design

An opportunity to complete a higher education qualification on island in the creative sector.

<b>Ref</b>	AD10HE1	<b>Starts</b>	Oct 2017
<b>Sessions/duration</b>	2 years Full time	<b>Location</b>	DEL
<b>Fee</b>	£6,950 per year		

## Hair & Beauty

### VTCT Level 2 Certificate in Nail Technology

This course will develop your practical skills in providing nail technology. It is ideal for learners seeking a career as an employed and/or self-employed nail technician. Sessions will involve a mixture of theory and practical work.

<b>Ref</b>	HB03E4
<b>Sessions/ duration</b>	1 year Wednesday 5.30 - 8.30pm

<b>Starts</b>	Sept 2017
<b>Location</b>	LOC
<b>Fee</b>	£1,300

### VTCT Level 2 Award in Nail Enhancements

Students who already have manicure skills can learn nail enhancement techniques such as UV gel, acrylic and fibreglass/silk.

<b>Ref</b>	HB03E7	<b>Starts</b>	Jan 2018
<b>Sessions/ duration</b>	1 term Wednesday 5.30 - 8.30pm	<b>Location</b>	LOC
<b>Fee</b>	£470		

### VTCT Level 2 Award in Nail Art

Students who already have manicure skills can learn techniques to produce exquisite and beautiful nail art.

<b>Ref</b>	HB03E3	<b>Starts</b>	April 2018
<b>Sessions/ duration</b>	1 term Wednesday 5.30 - 8.30pm	<b>Location</b>	LOC
<b>Fee</b>	£365		

### VTCT Level 3 Diploma in Beauty Therapy Treatments

For holders of Level 2 Certificate in Beauty Therapy. Either attend full time or undertake individual units such as massage.

<b>Ref</b>	HB01F2	<b>Starts</b>	Sept 2017
<b>Sessions/ duration</b>	1 year Attend full time or access elements	<b>Location</b>	LOC
<b>Fee</b>	£2,850		

### NVQ Level 3 Diploma in Hairdressing

For holders of NVQ Level 2 Diploma in Hairdressing working in the industry (salon placement essential). Individual units can be undertaken for Continual Professional Development.

<b>Ref</b>	HB02A4	<b>Starts</b>	Sept 2017
<b>Sessions/ duration</b>	1 year Monday afternoon/evening	<b>Location</b>	LOC
<b>Fee</b>	£2,000		

### VTCT Level 4 Diploma in Salon Management

This vocationally related qualification will prepare you to progress into a management role by developing your management skills and knowledge. It is aimed at those already working within the sector and entry is gained by previous attainment of a hair or beauty qualification at Level 3.

<b>Ref</b>	HB10HE1	<b>Starts</b>	Jan 2018
<b>Sessions/ duration</b>	1 year 3 hours one evening per week	<b>Location</b>	LOC
<b>Fee</b>	£1,495		

### VTCT Level 3 Certificate in Swedish Massage

This course will teach you a range of massage techniques based on the principles of Swedish massage. Qualification is optional.

<b>Ref</b>	HB03E5	<b>Starts</b>	Sept 2017
<b>Sessions/ duration</b>	1 year Tuesday 5.30 - 8.30pm	<b>Location</b>	LOC
<b>Fee</b>	£1,000		

## Retail

### VTCT Level 2 Certificate in Retail Skills

Suitable for new or recent recruits to the retail sector. Course content includes customer service; handling customer complaints; storage of goods; stock control; payment processing; cashing up; display design and merchandising; health and safety. The course is delivered on a rolling enrolment basis.

<b>Ref</b>	RE01E2	<b>Starts</b>	Sept 2017
<b>Sessions/ duration</b>	36 weeks Monday 1 - 3pm	<b>Location</b>	LOC
<b>Fee</b>	£1,255		

### VTCT Level 3 Certificate in Management and Leadership

Suitable for those working in retail seeking career progression. Course content includes key principles of management and leadership, coaching skills, supporting organisational change initiatives and recruiting, selecting & appraising staff.

<b>Ref</b>	RE02E1	<b>Starts</b>	Sept 2017
<b>Sessions/ duration</b>	36 weeks Tuesday 9.30 - 11.30am	<b>Location</b>	LOC
<b>Fee</b>	£1,255		



## Photography

### Digital SLR Photography

A beginners' course aimed at those who have a digital SLR camera. Participants will need to bring their own SLR digital camera to each session. Topics covered will include operating the camera in manual mode, optimising the camera settings, exposure, apertures, shutter speeds, downloading images, and improving photographic techniques. Tutor Nick Despres

<b>Ref</b>	ADE_GeDi492 ADE_GeDi494	<b>Starts</b>	4 Oct 2017 17 Jan 2018
<b>Sessions/ duration</b>	8 weeks Wednesday 7 - 9pm	<b>Location</b>	CTZ
<b>Fee</b>	£140		

### Digital SLR Photography

A beginners' course aimed at those who have a digital SLR camera. Participants will need to bring their own SLR digital camera to each session. Topics covered will include operating the camera in manual mode, optimising the camera settings, exposure, apertures, shutter speeds, downloading images, and improving photographic techniques. Tutor Nick Despres

<b>Ref</b>	ADE_DaDi551	<b>Starts</b>	18 Jan 2018
<b>Sessions/ duration</b>	8 weeks Thursday 2 - 4pm	<b>Location</b>	CTZ
<b>Fee</b>	£140		



### Photoshop for Photographers

A beginners' course taught on Macs aimed at people with an interest in digital photography seeking to get the best out of their images using photoshop. It will include making basic adjustments, fixing common problems, creating black and white images and panoramas, as well as some photoshop special effects. Tutor Miles Root

<b>Ref</b>	ADE_CoPh530	<b>Starts</b>	2 Oct 2017
<b>Sessions/ duration</b>	7 weeks Monday 7 - 9pm	<b>Location</b>	DEL
<b>Fee</b>	£132		

### Jewellery & Silversmithing for Beginners

For beginners or those with little experience of the craft. Basic projects and techniques will be undertaken, allowing individual designs as far as possible. Individual pieces will be made from metal using hand tools and machinery in the craft workshop. Materials may be purchased from the course tutor. Tutor Tony Yabsley

<b>Ref</b>	ADE_ArRe365	<b>Starts</b>	2 Oct 2017
<b>Sessions/ duration</b>	8 weeks Monday 6 - 8.45pm	<b>Location</b>	LBS
<b>Fee</b>	£140		

### Jewellery & Silversmithing Intermediate

Designed for those who have experience of the craft. Students will be making individual pieces using traditional materials and techniques, using hand tools and some machinery in the craft workshop. Materials may be purchased via the course tutor. The price of certain materials may vary according to the time when they are purchased. Tutor Tony Yabsley

<b>Ref</b>	ADE_ArRe365Jan	<b>Starts</b>	16 Jan 2018
<b>Sessions/ duration</b>	8 weeks Tuesday 6 - 8.45pm	<b>Location</b>	LBS
<b>Fee</b>	£140		

### Fun with Painting & Drawing

Suitable for absolute beginners and those with more experience. Looking at still life, life and landscape drawing using charcoal, pencil, pastel, sanguine, graphite, pen and wash, acrylic and oil. Starting off with very basic drawing skills we will gradually develop core drawing and painting skills by looking at a broad variety of techniques. Tutor Frances Lemmon

<b>Ref</b>	ADE_DaPa545	<b>Starts</b>	3 Oct 2017
<b>Sessions/ duration</b>	8 weeks Tuesday 1.30 - 3.30pm	<b>Location</b>	LOC
<b>Fee</b>	£120 plus £15 for materials		

### Fun with Painting & Drawing

Suitable for absolute beginners and those with more experience. Looking at still life, life and landscape drawing using charcoal, pencil, pastel, sanguine, graphite, pen and wash, acrylic and oil. Starting off with very basic drawing skills we will gradually develop core drawing and painting skills by looking at a broad variety of techniques. Tutor Frances Lemmon

<b>Ref</b>	ADE_ArFu355 ADE_ArFu356	<b>Starts</b>	5 Oct 2017 18 Jan 2018
<b>Sessions/ duration</b>	8 weeks Thursday 7 - 9pm	<b>Location</b>	LOC
<b>Fee</b>	£120 plus £15 for materials		

### Multi Media Painting & Drawing Part 1

This course introduces students to various painting, drawing and some 3D media including charcoal, graphite, pastel, acrylic, watercolours, oils, clay, pen and ink. Please bring with you any materials that you have at home. Tutor Rob Sweeney

<b>Ref</b>	ADE_ArWa351	<b>Starts</b>	4 Oct 2017
<b>Sessions/ duration</b>	8 weeks Wednesday 7 - 9pm	<b>Location</b>	LBS
<b>Fee</b>	£110		

### Multi Media Painting & Drawing Part 2

This course introduces students to various painting, drawing and some 3D media including charcoal, graphite, pastel, acrylic, watercolours, oils, clay, pen and ink. Please bring with you any materials that you have at home. Tutor Rob Sweeney

<b>Ref</b>	ADE_ArWa351Jan	<b>Starts</b>	17 Jan 2018
<b>Sessions/ duration</b>	8 weeks Wednesday 7 - 9pm	<b>Location</b>	LBS
<b>Fee</b>	£110		

### Watercolour for Beginners Part 1

This course covers the basics of watercolour painting giving the student the confidence to tackle any subject matter. Tutor Rob Sweeney

<b>Ref</b>	ADE_ArWa352	<b>Starts</b>	2 Oct 2017
<b>Sessions/ duration</b>	8 weeks Monday 7 - 9pm	<b>Location</b>	LBS
<b>Fee</b>	£100 plus £10 for materials		

### Watercolour for Beginners Part 2

This course covers the basics of watercolour painting giving the student the confidence to tackle any subject matter. Tutor Rob Sweeney

<b>Ref</b>	ADE_ArWa353	<b>Starts</b>	15 Jan 2018
<b>Sessions/ duration</b>	8 weeks Monday 7 - 9pm	<b>Location</b>	LBS
<b>Fee</b>	£100 plus £10 for materials		

### Pottery

Students will learn hand-building skills producing lots of pieces in different types of clay leading onto making ceramics of your own choice. There will be an opportunity to use a pottery wheel. The course will also provide returners with the opportunity to create personal pieces using a variety of methods and clays, and experiment with glazes and glazing techniques. All materials and tools provided. Tutor Julie Embling

<b>Ref</b>	ADE_ArPo354	<b>Starts</b>	17 Jan 2018
<b>Sessions/ duration</b>	8 weeks Wednesday 7 - 9pm	<b>Location</b>	LBS
<b>Fee</b>	£125 plus £30 for clay		

### Ukulele for All

A course which introduces the ukulele, designed for people with no previous experience. Participants will need to provide themselves with a ukulele, a soft flat pick and music stand. Tutor Andrew Hyde

<b>Ref</b>	ADE_MuUK342	<b>Starts</b>	3 Oct 2017
<b>Sessions/ duration</b>	16 weeks Tuesday 7.30 - 9pm	<b>Location</b>	CTZ
<b>Fee</b>	£160 plus		

## And Sew On

For complete beginners. Students will begin with basic skills and projects allowing individual designs as far as possible. Includes simple sewing projects - basic cushions, aprons, bags, door stops, placemats and room tidies. Students will require their own sewing machine, scissors, thread and fabrics. Tutor Cath Stuart

<b>Ref</b>	ADE_ArSw356	<b>Starts</b>	2 Oct 2017
<b>Sessions/duration</b>	8 weeks Monday 6 - 8pm	<b>Location</b>	LOC
<b>Fee</b>	£110		

## Here We Sew Again

A follow-on course from 'And Sew On' for those who either wish to develop their skills further or take on more advanced projects. Students can use this course as a workshop for their own choice of projects or they can follow set projects prepared by the tutor e.g. picnic blanket, tote bag, Roman blinds. Tutor Cath Stuart

<b>Ref</b>	ADE_ArSw357	<b>Starts</b>	15 Jan 2018
<b>Sessions/duration</b>	8 weeks Monday 6 - 8pm	<b>Location</b>	LOC
<b>Fee</b>	£110		

## Sewing & Alterations Part 1

The course will enable students to alter clothes. It will include hems, zips, lift shoulders, cuffs, take in, and let out. Participants will need to bring a sewing machine, needles and scissors. You may also re-cycle fabrics to make lovely Christmas gifts. Tutor Eleanor De Kooker

<b>Ref</b>	ADE_ArSw360	<b>Starts</b>	4 Oct 2017
<b>Sessions/duration</b>	8 weeks Wednesday 7 - 9pm	<b>Location</b>	GRM
<b>Fee</b>	£110		

## Sewing & Alterations Part 2

The course will enable students to alter clothes. It will include hems, zips, lift shoulders, cuffs, take in, and let out. Participants will need to bring a sewing machine, needles and scissors. Tutor Eleanor De Kooker

<b>Ref</b>	ADE_ArSw361	<b>Starts</b>	17 Jan 2018
<b>Sessions/duration</b>	8 weeks Wednesday 7 - 9pm	<b>Location</b>	GRM
<b>Fee</b>	£110		

## Love the Sewing Bee, Got the Buzz Part 1

Learn the craft of basic dressmaking with step by step guidance. Bring your own project and work at your own pace. You may create an adult or children's garment or a fancy dress outfit. Suitable for beginners or those with some experience. Should you require any advice please contact stephv@suremail.gg. Tutor Stephanie Vidamour

<b>Ref</b>	ADE_ArSw364	<b>Starts</b>	3 Oct 2017
<b>Sessions/duration</b>	8 weeks Tuesday 7 - 9pm	<b>Location</b>	GRM
<b>Fee</b>	£110		

## Love the Sewing Bee, Got the Buzz Part 2

Learn the craft of basic dressmaking with step by step guidance. Bring your own project and work at your own pace. You may create an adult or children's garment or a fancy dress outfit. Suitable for beginners or those with some experience. Should you require any advice please contact stephv@suremail.gg. Tutor Stephanie Vidamour

<b>Ref</b>	ADE_ArSw364Jan	<b>Starts</b>	16 Jan 2018
<b>Sessions/duration</b>	8 weeks Tuesday 7 - 9pm	<b>Location</b>	GRM
<b>Fee</b>	£110		

## Textile Art - Embroidery & Design Part 1

Each week we will explore a different technique, using fabric, stitch or artist medium to create a series of textured samples. When complete, these samples can be incorporated into a book or wall-hanging. Tutor Jenny Mahy

<b>Ref</b>	ADE_DaEm542	<b>Starts</b>	4 Oct 2017
<b>Sessions/duration</b>	8 weeks Wednesday 2 - 4pm	<b>Location</b>	LOC
<b>Fee</b>	£105		

## Textile Art - Embroidery & Design Part 2

Each week we will explore a different technique, using fabric, stitch or artist medium to create a series of textured samples. When complete, these samples can be incorporated into a book or wall-hanging. Tutor Jenny Mahy

<b>Re</b>	ADE_DaEm542Jan	<b>Starts</b>	17 Jan 2018
<b>Sessions/duration</b>	8 weeks Wednesday 2 - 4pm	<b>Location</b>	LOC
<b>Fee</b>	£105		

## Fabric & Textiles cont...

### Soft Furnishings - Daytime

A workshop course concerned with the re-upholstery of small seats which can be taken to the class (no storage available) whether foam, stuffed hair or sprung, and the re-caning or re-seating of cane and rush chairs. Lampshades may also be re-covered in fabric. Tutor Jane Seymour

<b>Ref</b>	ADE_ArHo359 ADE_ArHo359Jan	<b>Starts</b>	2 Oct 2017 15 Jan 2018
<b>Sessions/ duration</b>	8 weeks Monday 9.30 - 11.30am	<b>Location</b>	LOC
<b>Fee</b>	£105		

### Soft Furnishings - Evening

A workshop course concerned with the re-upholstery of small seats which can be taken to the class (no storage available) whether foam, stuffed hair or sprung, and the re-caning or re-seating of cane and rush chairs. Lampshades may also be re-covered in fabric. Tutor Jane Seymour

<b>Ref</b>	ADE_ArHo540 ADE_ArHo540Jan	<b>Starts</b>	3 Oct 2017 16 Jan 2018
<b>Sessions/ duration</b>	8 weeks Tuesday 7 - 9pm	<b>Location</b>	LOC
<b>Fee</b>	£105		

### Furniture Restoration and Conservation Part 1

Primarily concerned with wooden furniture, however, the programme may include some basic upholstery and recovering of furniture. Tuition can include French polishing, repair etc. Pieces for repair or restoration should be brought on the first night. Some basic woodwork skills are essential. Tutor Charles Jolly

<b>Ref</b>	ADE_ArRe368	<b>Starts</b>	3 Oct 2017
<b>Sessions/ duration</b>	8 weeks Tuesday 6 - 9pm	<b>Location</b>	LBS
<b>Fee</b>	£180		

### Furniture Restoration and Conservation Part 2

Primarily concerned with wooden furniture, however, the programme may include some basic upholstery and recovering of furniture. Tuition can include French polishing, repair etc. Pieces for repair or restoration should be brought on the first night. Some basic woodwork skills are essential. Tutor - Charles Jolly

<b>Ref</b>	ADE_ArRe368Jan	<b>Starts</b>	16 Jan 2018
<b>Sessions/ duration</b>	8 weeks Tuesday 6 - 9pm	<b>Location</b>	LBS
<b>Fee</b>	£180		

## Floristry

### Flower Arranging

Enjoy learning the art of flower arranging in a relaxed and friendly class which is suitable for beginners and those with some experience. Both modern and traditional designs are covered. Two courses are run concurrently and each class meets fortnightly on alternate weeks in the autumn and spring terms.

<b>Ref</b>	ADE_DaFI547 ADE_DaFI548 ADE_DaFI549 ADE_DaFI550	<b>Starts</b>	5 Oct 2017 6 Oct 2017 12 Oct 2017 13 Oct 2017
<b>Sessions/ duration</b>	8 weeks Thursday or Friday 9.30 - 11.30am	<b>Location</b>	LOC
<b>Fee</b>	£100		

### Gardening for All

A course to tie in with the seasons for the new, occasional or fine weather gardener. A 'hands-on' course that includes garden maintenance, design, construction, vegetables and cut flowers, patios, containers and plant propagation. Visits to gardens may also be organised. Tutor Malcolm Cleal

<b>Ref</b>	ADE_SaGa503	<b>Starts</b>	3 March 2018
<b>Sessions/ duration</b>	8 weeks Saturday 9 - 11am	<b>Location</b>	Sausmarez Park Walled Garden
<b>Fee</b>	£100		

### Plant Propagation

Why buy plants when you can propagate your own? A six-week course suitable for the new or improving gardener who wishes to raise their own plants at minimal cost. Subjects include seed sowing, cutting, layering and division. Tutor Malcolm Cleal

<b>Ref</b>	ADE_SaPI506Apr	<b>Starts</b>	18 April 2018
<b>Sessions/ duration</b>	6 weeks Wednesday 6.30 - 8.30pm	<b>Location</b>	Propagation Unit, Burnt Lane
<b>Fee</b>	£100		



## Early Years

### Early Years Care and Education Foundation Degree (FdA)

Offered in collaboration with the University of Brighton. Applicants must be working within an early years/childcare setting (generally for at least two years) with 12+ hours of activity per week.

<b>Ref</b>	HY16E1	<b>Starts</b>	Sept 2017
<b>Sessions/ duration</b>	2.5 years Monday evening	<b>Location</b>	DEL
<b>Fee</b>	£7,530 (£2,510 per year or partial year)		

### Cache Level 3 Early Years Educator

For mature students holding a Level 2 Childcare qualification and who are working, or intend to work, with children and young people. It is expected that you will already work in a setting where children's care, learning and development are the main purpose.

<b>Ref</b>	HY11E1	<b>Starts</b>	Sept 2017
<b>Sessions/ duration</b>	2 years 1 evening per week	<b>Location</b>	DEL
<b>Fee</b>	£2,780		

### Cache Level 3 Part Time Award in Supporting Teaching & Learning in Schools

Aimed at those volunteering or working in a school for at least six hours per week and who have had more than two years' experience.

<b>Ref</b>	HY13E1	<b>Starts</b>	Sept 2017
<b>Sessions/ duration</b>	33 weeks Thursday morning	<b>Location</b>	DEL
<b>Fee</b>	£1,000		

### NCFE/Cache Level 1 Introduction to Early Years Settings

Designed for unqualified staff working in the early years sector or school leavers looking to enter this exciting career area working with children and young people aged 0 -19 years.

<b>Ref</b>	HY06E1	<b>Starts</b>	Jan 2018
<b>Sessions/ duration</b>	8 weeks Wednesday 2 - 4pm	<b>Location</b>	LOC
<b>Fee</b>	£380		



## Wellbeing

### Mental Wellbeing in Mind

A series of short workshops, run in conjunction with Guernsey Mind, with sessions covering our emotional wellbeing and mental health both at home and at work, and how our wellbeing is affected by what we eat. Plus sessions looking at different techniques and ideas to develop emotional resilience, personal growth, and relaxation. Week 1 – Course Introduction & Mental Health in the Workplace; Week 2 – Mental Health & Relationships; Week 3 – Mental Health and Nutrition; Week 4 - Decider Life Skills; Week 5 – Growth Mindset; Week 6 – Mindfulness.

<b>Ref</b>	ADE_SpMi001 ADE_SpMi002 ADE_SpMi003	<b>Starts</b>	4 Oct 2017 10 Jan 2018 18 April 2018
<b>Sessions/ duration</b>	6 weeks Wednesday 7 - 9pm	<b>Location</b>	LOC
<b>Fee</b>	£90		

## Early Years cont...

### Cache Level 3 Part Time Certificate in Supporting Teaching & Learning in Schools

This course is aimed at students who have just completed the Level 3 Award and wish to progress onto the Level 3 Certificate to give them a full licence to practise in a school as an LSA or TA.

<b>Ref</b>	HY20E2	<b>Starts</b>	Sept 2017
<b>Sessions/ duration</b>	18 weeks 1 evening per month	<b>Location</b>	DEL
<b>Fee</b>	£1,260		

### Babysitting

Important information about babysitting and your role as a babysitter.

<b>Ref</b>	HY20E4	<b>Starts</b>	Flexible
<b>Sessions/ duration</b>	Half-day Saturday morning	<b>Location</b>	DEL
<b>Fee</b>	£35*		

### Cache Level 2 Supported Teaching and Learning in Schools

This course is designed to give parents or people looking for a career as a Learning Support Assistant in a school the opportunity to volunteer in a school one day a week and gain the knowledge and skills required to practise at Level 2.

<b>Ref</b>	HY20E1	<b>Starts</b>	Jan 2018
<b>Sessions/ duration</b>	1 year 1 evening per week	<b>Location</b>	DEL
<b>Fee</b>	£1,500		



## Health & Social Care

### Cache Level 3 Award in Health and Social Care

This course is designed for those who have substantial experience working in the health and social care sector and are interested in furthering their career and/or those interested in a progression route into higher education.

<b>Ref</b>	HY19E1	<b>Starts</b>	Sept 2017
<b>Sessions/ duration</b>	1 year Tuesday 6 - 9pm	<b>Location</b>	DEL
<b>Fee</b>	£1,250		

### Guernsey Choral and Orchestral Society Orchestra

The GCOS Orchestra comprises advanced and experienced players who meet just prior to a society concert. The orchestra accompanies the choir in large choral works as well as performing a variety of orchestral works at the concerts.

If you are interested in getting involved please email Alan Gough [alangough@cwgygy.net](mailto:alangough@cwgygy.net) or contact Chairman Robin Warlow on 250873 or by email: [robin.warlow@outlook.com](mailto:robin.warlow@outlook.com)



*\*This price is based on 20 students attending*

### iGCSE Mathematics

This qualification enables students to develop their knowledge and understanding of mathematical concepts and techniques.

<b>Ref</b>	SD12E2	<b>Starts</b>	Sept 2017
<b>Sessions/ duration</b>	33 weeks Thursday 6.30 - 8.30pm	<b>Location</b>	LOC
<b>Fee</b>	£270		

### iGCSE English

This qualification helps students develop the ability to communicate clearly, accurately and effectively in both speech and writing.

<b>Ref</b>	SD11E2	<b>Starts</b>	Sept 2017
<b>Sessions/ duration</b>	29 weeks Wednesday 6.30 - 8.30pm	<b>Location</b>	LOC
<b>Fee</b>	£270		

### Functional Skills Mathematics

This qualification is designed to develop the learner's ability to represent situations using mathematics. This programme is offered on a rolling enrolment basis. Various levels from Entry to Level 2. An initial assessment will establish which level will be appropriate for you.

<b>Ref</b>	SD12E	<b>Starts</b>	Sept 2017
<b>Sessions/ duration</b>	36 weeks Thursday 6.30 - 8.30pm	<b>Location</b>	LOC
<b>Fee</b>	£270		

### Functional Skills English

This qualification aims to ensure students have good communication skills in reading, writing, speaking and listening. This programme is offered on a rolling enrolment basis. Various levels from Entry to Level 2. An initial assessment will establish which level will be appropriate for you.

<b>Ref</b>	SD11E	<b>Starts</b>	Sept 2017
<b>Sessions/ duration</b>	33 weeks Wednesday 6.30 - 8.30pm	<b>Location</b>	LOC
<b>Fee</b>	£270		



### University of Brighton

#### The Certificate in Education

A formal qualification for those teaching (or planning to teach) in the lifelong learning sector. The course is taught in conjunction with the University of Brighton. Candidates will be expected to teach for at least 50 hours per year within post compulsory education or training or lifelong learning sector.

<b>Ref</b>	TT04E1	<b>Starts</b>	Jan 2018
<b>Sessions/ duration</b>	18 months 1 evening per week	<b>Location</b>	CTZ
<b>Fee</b>	£5,380		

## Teaching & Learning, Quality Assurance

### City & Guilds Level 3 Certificate in Assessing Vocational Achievement

For practitioners who assess the demonstration of knowledge and/or skills competence in a work environment.

<b>Ref</b>	TT03E4	<b>Starts</b>	Flexible
<b>Sessions/ duration</b>	Portfolio-based	<b>Location</b>	LOC
<b>Fee</b>	£655		

### City & Guilds Level 3 Award in Education & Training

This course replicates PTLLS (Preparing to Teach in the Lifelong Sector). It prepares learners for teaching in a wide range of contexts and does not require them to be teaching while studying.

<b>Ref</b>	TT01E1	<b>Starts</b>	Jan 2018
<b>Sessions/ duration</b>	12 weeks 1 evening/ Saturday	<b>Location</b>	LOC
<b>Fee</b>	£525		

### City & Guilds Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice

For practitioners who conduct internal quality assurance of the assessment process within an organisation.

<b>Ref</b>	TT03E3	<b>Starts</b>	Flexible
<b>Sessions/ duration</b>	Portfolio-based	<b>Location</b>	LOC
<b>Fee</b>	£765		

## Diesel Engines

This course deals with mainly small diesels but also covers the principles of larger engines. This is a 'hands-on' basic skills session and suitable for anyone wishing to learn about troubleshooting, repair and servicing of these units. No prior experience or knowledge is required and a RYA Completion Certificate is awarded on the day.  
Tutor John Frankland

<b>Ref</b>	ADE_MaDi424 ADE_MaDi425 ADE_MaDi426A	<b>Dates</b>	11 Nov 2017 3 Feb 2018 24 March 2018
<b>Sessions/ duration</b>	1-day Saturday 9am - 5pm	<b>Location</b>	CTZ
<b>Fee</b>	£120		

## RYA Essential Navigation & Safety

The course includes basic navigation, anchoring, weather, rules of the road, pilotage and much more. Ideal for newcomers to boating, sail or power, sea anglers, divers, rusty skippers and crew - in fact anyone using the water in a leisure craft.  
Tutor - John Webster

<b>Ref</b>	ADE_MaRY411 ADE_MaRY412	<b>Starts</b>	3 Oct 2017 17 April 2018
<b>Sessions/ duration</b>	8 weeks Tuesday 7 - 9pm	<b>Location</b>	LOC
<b>Fee</b>	£115		

## RYA Yacht Master

This course assumes a prior knowledge of at least equivalent to Day Skipper and covers theory required to skipper a yacht or power vessel on coastal and offshore passages safely and efficiently. A thorough study of chartwork and electronic navigation, tidal heights, meteorology and the Collision Regulations (IRPCS) is assessed and examined.  
Tutor - John Frankland

<b>Ref</b>	ADE_MaYa417	<b>Starts</b>	5 Oct 2017
<b>Sessions/ duration</b>	30 weeks Thursday 7 - 9pm	<b>Location</b>	LOC
<b>Fee</b>	£300 plus £50 for materials		

## VHF/DSC Radio

This course leads to the Short Range Certificate (including the latest digital requirements within the new Global Maritime Distress & Safety System requirements). This is an essential safety feature for all who go to sea with a VHF radio and together with a Ship's Licence, is a legal requirement.  
Tutor John Frankland

<b>Ref</b>	ADE_MaVH421 ADE_MaVH422 ADE_MaVH423	<b>Dates</b>	14 Oct 2017 20 Jan 2018 17 March 2018
<b>Sessions/ duration</b>	1-day Saturday 9am - 5pm	<b>Location</b>	LOC
<b>Fee</b>	£120		

## RYA Day Skipper

All navigation and seamanship required to skipper a vessel between ports and the islands. No prior knowledge is required. Subject matter is assessed and examined on a continual basis leading to the RYA Day Skipper Shore-based Certificate. Tutors - Howard Barnes, David Raines, David Raines

<b>Ref</b>	ADE_MaDa415 ADE_MaDa416 ADE_MaDa414	<b>Starts</b>	3 Oct 2017 4 Oct 2017 5 Oct 2017
<b>Sessions/ duration</b>	25 weeks Tues, Wed, or Thurs 7 - 9pm	<b>Location</b>	LOC
<b>Fee</b>	£240 plus £50 for materials		

## Local Pilotage

A closer look at all the standard passages and many lesser-known ones in and around the tricky waters of the islands. There is plenty of information about tides, transits and local marks including those around Herm, Sark and Guernsey's west coast. Suitable for experienced boat owners or those new to the island boating scene.  
Tutor - John Webster

<b>Ref</b>	ADE_MaPi419 ADE_MaPi420	<b>Starts</b>	27 Sept 2017 18 April 2018
<b>Sessions/ duration</b>	8 weeks Wednesday 7 - 9pm	<b>Location</b>	LOC
<b>Fee</b>	£115		





## APPLICATION FORM

First Name..... Surname .....

Mr/Mrs/Miss/Ms (please delete as appropriate) Email .....

Mobile tel. .... Home tel. ....

Address .....

Postcode ..... Work tel. ....

Date of Birth ..... Are you in full time education? YES/NO

**Our part-time courses are available to students over the age of 16.**

Have you enrolled on a part-time course in the past year? YES/NO

### Course(s) you wish to apply for:

Ref number	Course Name	Course Fee
	<b>Total fees</b>	

**PLEASE NOTE WE DO NOT REQUIRE PAYMENT AT THIS STAGE.** We will confirm your place once minimum numbers have been reached and will request payment/confirm that payment has been taken at that stage. Fees are non-refundable unless the course is cancelled by Guernsey College of Further Education. Course places are non-transferable. Guernsey College of Further Education reserves the right to amend or cancel any courses.

### Who will be paying the fees?

☐ Self ☐ Employer ☐ Other (please state)

Cheques/postal orders should be made out to the States of Guernsey

**Credit/debit card details** If paying by card, please complete:

 ☐  ☐  ☐

No.

Valid from  Expires on

Issue no.  Security code

Total £..... I agree to my card being charged as above

Cardholder's name .....

Cardholder's signature..... Date.....

**Current employer** (complete ONLY if your employer/other is paying your fees)

Company name .....

Address .....

Postcode ..... Tel no. ....

Email .....

I am authorised to approve the payment of all fees associated with the course for the student and understand that my company remains liable for payment irrespective of the employee moving to another employer after enrolment.

If you/your company DO NOT want this information to be used for marketing purposes by Guernsey College of Further Education please tick ☐

Name .....

Position .....

Please invoice the company £.....

Signature .....



## Emergency contact details

Name..... Tel no. ....

**Ethnicity** - Do you consider yourself to be:

White ☐ Black ☐ Asian ☐ Mixed race ☐ Other (please specify) .....

This information will help us with our equal opportunities monitoring. NB ethnicity is not the same as 'nation of origin' but is normally defined in relation to a people or culture with which a person and their forbears most closely identify.

What is your first language?..... Nationality .....

Country of birth .....

## Learning support and wellbeing

GCFE is committed to supporting the requirements of people with additional learning needs, disabilities and/or health issues. Please help us to support you by completing the following section. Any disclosure you make will be used only to help us consider whether we are able to make adaptations to support you in your course. If you consider yourself as having a learning difficulty, disability and/or health issue please tick the relevant boxes below.

- ☐ Visual impairment
- ☐ Mobility impairment
- ☐ Other physical impairment
- ☐ Other medical condition (e.g. diabetes/epilepsy)
- ☐ Emotional/behavioural difficulties
- ☐ Temporary impairment after illness/accident
- ☐ Mental health difficulty
- ☐ Dyslexia
- ☐ Profound and complex learning disability

- ☐ Asperger's Syndrome
- ☐ Dysaculia
- ☐ Autism spectrum disorder
- ☐ Hearing impairment
- ☐ Moderate learning difficulty
- ☐ Severe learning difficulty
- ☐ Wheelchair user

Other .....

Data Protection Statement: The information you provide will be processed for the purpose of administration, careers guidance and statistical record. To ensure confidentiality and privacy all processes will be carried out under the provisions of Guernsey's data protection legislation. It may be necessary for staff to discuss sensitive personal information in order to support your educational time at Guernsey College of Further Education. If a sponsor is paying, attendance, progression and examination information will be released at the sponsor's request. Acceptable User Policy: Users of ICT facilities must accept this policy prior to accessing these.

**I certify that the details of this application are current and correct to the best of my knowledge**

Applicant's signature..... Date .....

If you do not wish this information to be used by Guernsey College of Further Education for marketing purposes please tick ☐

Return to: Applications, PO Box 578, St Peter Port, Guernsey, GY1 6LG  
Tel 737500. Email enrolment@gcfe.net.

By hand: Guernsey College of Further Education, Route du Coutanchez, St Peter Port, GY1 2TT



# STUDENT LOANS

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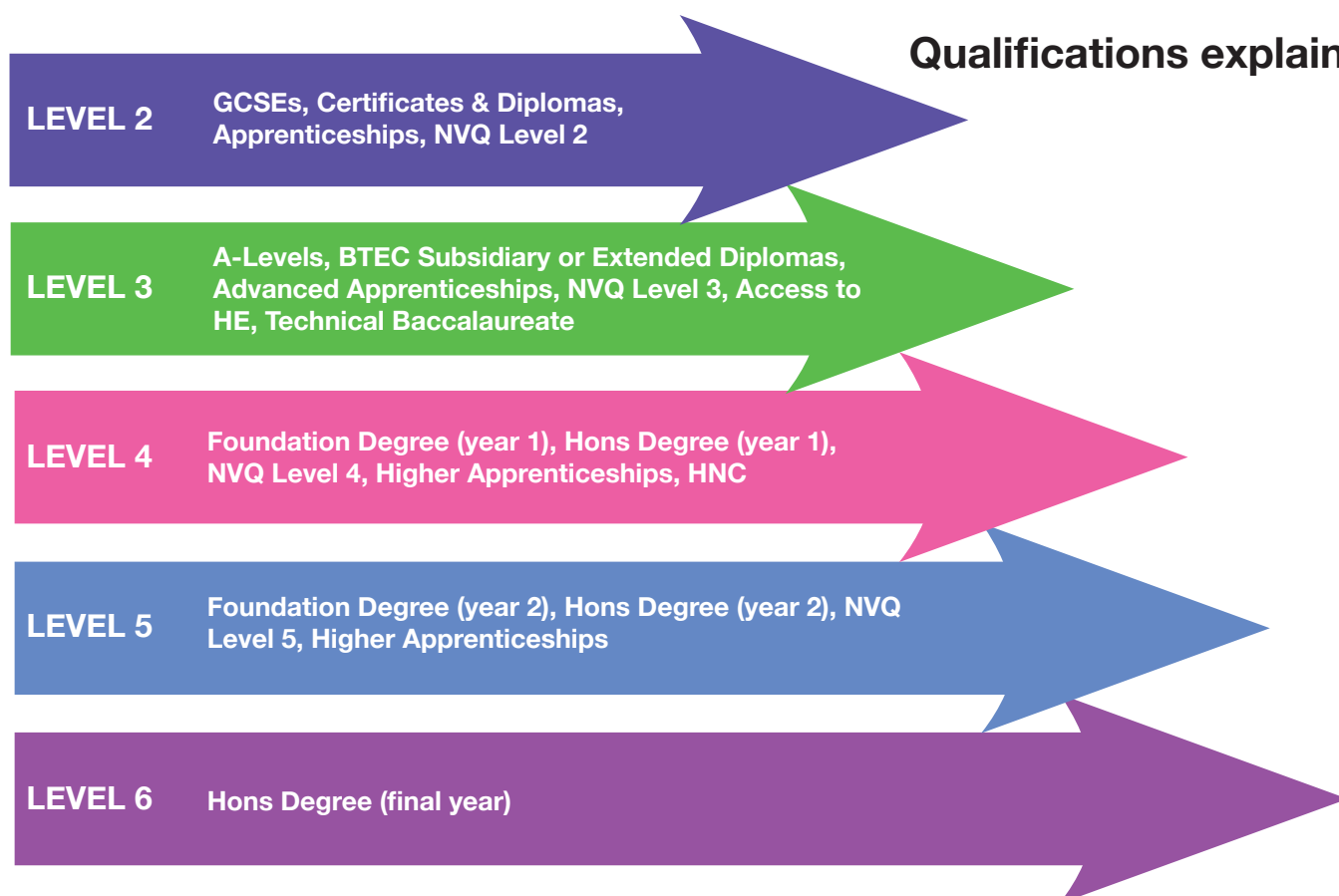


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Cherry Godfrey, No 1 Fountain Street, St Peter Port, Guernsey, GY1 4AQ

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## Qualifications explained



## Guernsey College of Further Education

**Chairman** Julian Winser

**Principal & CEO** Louise Misselke RGN, BSc, MSc, Cert Ed.

**Tel:** (01481) 737500

**Email:** college@gcfe.net

**Web:** www.guernseycollege.ac.gg

**Address:** Coutanchez Campus, Route du Coutanchez, St Peter Port GY1 2TT



GuernseyCollege



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Guernsey College of Further Education

*NB: Course information is correct at time of print. Courses offered may be subject to change.*