

Guernsey College of Further Education Prospectus

EDITION 2



2019/20



**Guernsey
College**
of further
education



I am delighted to welcome you to the Guernsey College of Further Education's prospectus for 2019/2020.

We have listened to our stakeholders who have told us that you want a good selection of courses at different levels. Whether you are looking to learn a new skill, start out on your career journey, retrain or develop your professional expertise there is something for everyone.

You are never too old to learn something new, and if the thought of returning to a learning environment is a little daunting, we have a range of starting levels and our team will support you along the way.

We are always really impressed with the results our students achieve with many of our adult students being inspired to continue their studies. I am extremely proud of their achievements and also of our wonderful teaching and support teams.

Please do get in touch if you have any questions or even ideas about our courses, we would love to hear from you. We are learning every day, and we know that education has a very 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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Locations

CTZ - Coutanchez Campus

DEL - Delancey Campus

LOC - Les Ozouets Campus

PRCPA - Princess Royal Centre for Performing Arts

GRM - Guernsey Grammar School & 6th Form Centre

Contacts

General enquiries

enrolment@gcfe.net Tel: (01481) 737500

For full-time, part-time and higher education courses, please contact:

Management/IT/Quality & Development/Education & Training

Fiona Girard: fionag@gcfe.net

Construction/Engineering

Fiona Fish: fionaf@gcfe.net

Hospitality & Catering/Hair & Beauty/Sport & Public Services/Creative & Digital Arts/Performing Arts

Gillian McCartney: gillianm@gcfe.net

Health & Social Care/Early Years

Julie Jones: juliej@gcfe.net

ESOL/English & Maths/Access

Lindsey Hutchins: lindseyh@gcfe.net

Adult & Community Learning

Jane Walden: janew@gcfe.net

Apprenticeships

apprenticeships@gcfe.net

Please visit our website for further information
www.guernseycollege.ac.gg

NB: During the College's summer break (5 July to 30 August) please direct all course enquiries to enrolment@gcfe.net or 737500

Terms

Term 1

9 Sept - 25 Oct 2019

28 Oct - 1 Nov 2019 half term

4 Nov - 20 Dec 2019

Term 2

6 Jan - 14 Feb 2020

17 Feb - 21 Feb 2020 half term

24 Feb - 3 Apr 2020

Term 3

20 Apr - 26 June 2020

25 - 27 May College is closed

Finance

Finances often prohibit people from enrolling onto courses. Please contact the Student Finance service to find out if you are eligible for a grant towards tuitions fees - email studentfinance@gov.gg or tel 706560.

To apply

Please complete the application form at the back of this brochure and email it to us at enrolment@gcfe.net. (please note we cannot accept payment until your place has been confirmed). If you need further information, please get in touch with one of our team who will be able to confirm any entry requirements. You can apply for courses online by selecting your chosen course and clicking on the 'apply' button for it. You will then be contacted regarding your application. We will not require payment for courses until we are sure the course will run based on our minimum course numbers.



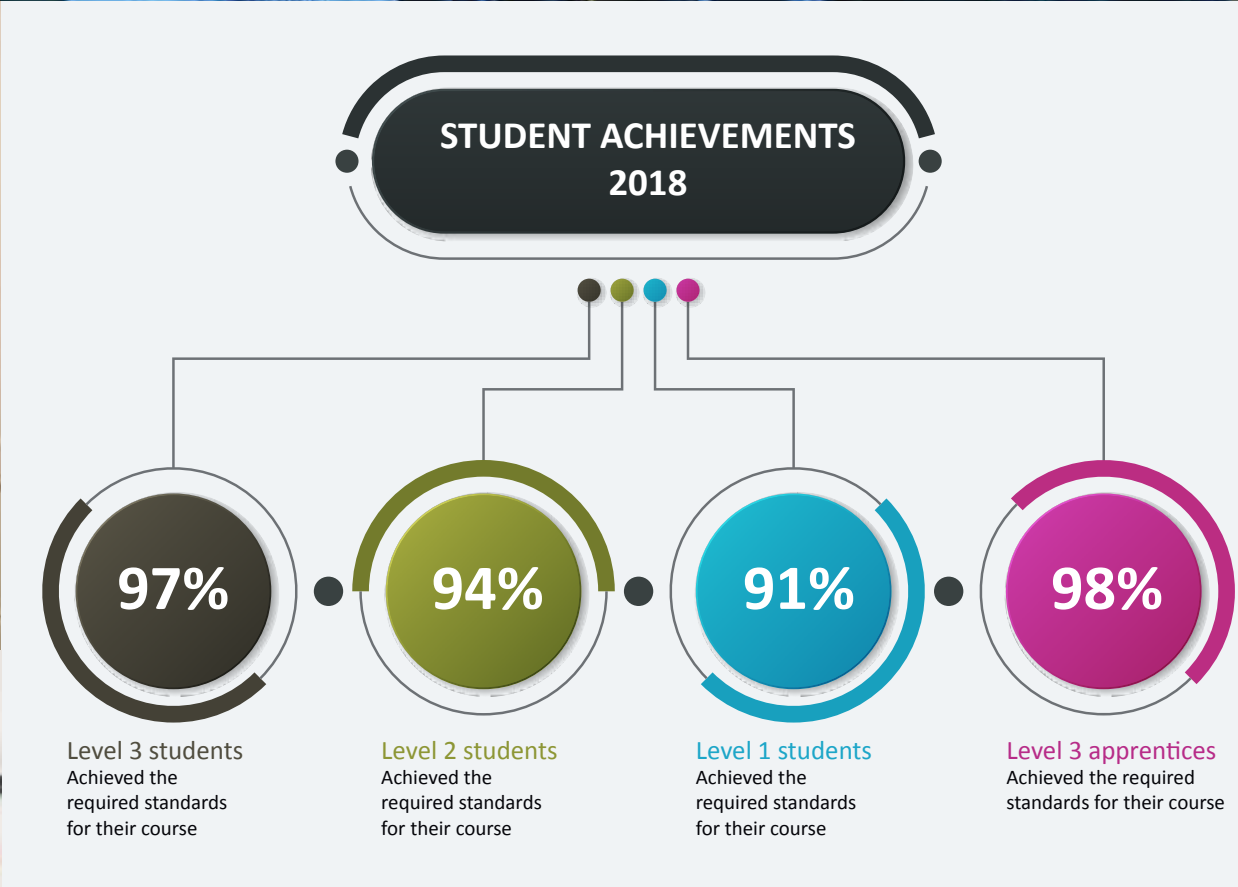
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@GuernseyCollege



Guernsey College of Further Education



94% of you said...

you have enjoyed the first few weeks of College this year



94% of you said...
your tutor discussed your targets with you



87% of you achieved those targets when reviewed at the end of the course

87% of you said...
your course met your expectations



We developed our strategy to ensure clarity for learners when choosing a course

Introduction

Choosing to study full time at Guernsey College of Further Education will widen your horizons and give you vocationally recognised qualifications preparing you for employment, an apprenticeship, further study or progression into higher education.

Alongside your chosen course, you will also study for English and maths (if you haven't already achieved your grade C/4), develop your employability skills and participate in a range of personal development and enrichment activities.

Our lecturers are dual qualified, not only are they qualified lecturers they are also qualified in their vocational subject. This means your lecturers are industry experts giving you first hand and current insights into your chosen field and are able to provide relevant advice and guidance on your future career and goals.

We pride ourselves on having excellent links with both local and national industry employers. By engaging with industry sectors our curriculum can be designed to meet specific employer needs. Students can also benefit from visits to employers, expert guest speakers, working on live briefs, projects and securing relevant work experience and placements.

You will be working in an environment that has up-to-date, industry standard equipment and resources. For example our Sport students are able to train in a newly refurbished gym and our Catering students prepare food in an exceptionally well equipped kitchen.

Learners are supported with technology with access to wifi, chromebooks, Google classroom, learning apps, GoPros, iPads etc. We use an app called GCFCConnect which is a secure platform for posting information and for messaging which helps to keep all students fully informed about life at College.

“

I personally have really enjoyed my time at College. The workload is not too strenuous allowing us students to have other interests or part time jobs outside of college. The two opportunities that we get to have work experience whilst undertaking our course gives us the opportunity to build our CVs and our experience in the working world. Finally the job opportunities and various talks which we have had from guest speakers have helped us plan for our futures and take the next step.

”

TOM

Learner Support Services

Learner Support Services work hard to help you achieve. If you are a student who requires additional support with your studies, we will help you by identifying your needs and providing the support to keep you on track. This might include: working with a Learning Support Assistant (LSA) in class, support for dyslexia, and exam access arrangements to assist with any exams that you may have as part of your studies.

Our Progress Coaches work with students across all areas of the College to break down barriers to their learning. This can be done through one-to-one support, or group sessions, and involves setting goals and providing support when needed, to create positive relationships and develop social and life skills. They also work with the students' tutors, their family/carers, and outside agencies if needed.

As part of their induction into College, all students are screened using our Lucid Exact Assessment tool. This provides learners and tutors with an understanding of individual ways of working, which help inform our teaching and learning, as well as providing evidence for Exam Access Arrangements (EAA). Further EAA assessments can be carried out by our specialist assessors to build the portfolio of evidence required to meet the Joint Council for Qualifications (JCQ) criteria to enable learners to receive support in exams and controlled assessments.

Learner Voice

You will get several opportunities throughout the academic year to feedback to us on your time at College. You may be interested in becoming a student rep to represent your fellow students' views on college and course matters at regular student council meetings. There are also opportunities for students to become College Ambassadors or Student Governors.

College Life

You can join the College's newly refurbished gym at our Les Ozouets campus for a £10 monthly fee. You will be fully inducted in how to use the equipment safely and you can use the gym at any time the College is open.

The Visions Hair & Beauty Salon is also based at Les Ozouets campus and is run by our Hair & Beauty students. The salon offers a wide range of treatments and products at much reduced prices - book yourself in for a treat.

Equality & Diversity

We welcome and celebrate the diversity of our student population. We value and recognise differences in race, gender, sexual orientation, disability, religion or belief, and age. We actively oppose discrimination and work continuously to improve access to our courses. Our aim is to provide a learning environment that is inclusive, and we are committed to removing conditions that put anyone at a disadvantage.

The College welcomes applications onto its full-time programmes from mature students.

Please contact Lorraine Mahy, Admissions Officer on lmahy@gcfe.net or 01481 737500 for further information.



Access



The Access Department has been specifically designed for our Special Educational Needs (SEN) learners in order to develop their skills and prepare them for future independence, employment and progression onto our vocational provision.

Our ASDAN Entry Level programmes focus on employability skills as well as personal and social development, whilst our BTEC Step Up Vocational Studies Award is a one-year programme designed to develop the skills required for learners to progress into work or onto our Level 1 provision.

These programmes have specifically tailored work experience opportunities, English and maths sessions and tutorials with supportive and experienced tutors, all designed to meet the needs of each individual and support them on their personal progression pathway.

Beauty



On our beauty courses you will receive the highest level of specialist training to prepare you for entry into the beauty sector.

Level 2 City & Guilds NVQ Beauty Therapy. Units covered will be:

- Lash and brows
- Makeup
- Waxing
- Facial
- Manicure and pedicure
- Anatomy and physiology
- Reception duties
- Health and safety

Level 3 City & Guilds NVQ Beauty Therapy. Units covered will be:

- Body massage
- Electrolysis
- Face and body electric
- Indian head massage
- Intimate waxing or lash extensions

The College has two commercially equipped salons, which are open to the public, giving learners vocationally relevant work experience throughout their course. The course is a competency based qualification and learners will need to demonstrate they are competent and this will be assessed during practical observations. Theory and knowledge will be assessed by online exams and oral and written questioning. Learners will develop an online evidence portfolio of their work.

Business



Our courses in business are designed to provide students with an excellent range of employability skills to enable them to be work ready either after college or university and valued by employers on the island.

Units such as starting a small business, team development and events planning have been specifically selected to ensure that learners become proficient in working within teams, independent problem solving and analysis, verbal communication with audiences at all levels, organisation and project planning.

There is also a high degree of employer engagement within this programme including industry guest speakers, event sponsors and work experience opportunities. Human Resources and Personal Finance Units have also been included in the programme to meet local employer needs.

Childcare & Early Years



These full-time courses are aimed at those who would like careers working with children.

The Level 2 qualification has a diverse and creative curriculum that offers students a variety of classroom based learning and a mixture of community projects and guest speakers from across the industry to support their knowledge of childcare and development from birth to five years. The course also allows students direct access to industry with a weekly placement day in a variety of childcare settings, and access to modern changes in practice and excellent role models from setting providers. The successful completion of this course allows you to progress onto the Level 3 Diploma in Childcare & Education or work as a nursery assistant in the industry.

Upon achievement of the Technical Level 3 Diploma in Childcare and Education (Early Years Educator) it is intended that you will be able to access higher education or enter the workforce as early years educators. Types of work settings include day nurseries, pre-schools and crèches. For students with some years of pre-school experience, work as a learning support assistant is possible.

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College has given me the opportunity to learn without the strict structure of mainstream education. At College you hold the key to your future, and can take your education down your own path.

AMY

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Construction & Engineering



The full-time Pre-Apprenticeship course in Construction & Engineering is a new one-year course and is designed to get you ready to be employed as an apprentice. The course gives you vocationally related qualifications in both construction and engineering. You will also study English and maths which are essential skills and are highly demanded by local employers. You will also have the opportunity to gain valuable work experience in the Construction and Engineering sectors.

You will study a number of units during the year, examples of which are:

- Being organised
- Working with others

Example Engineering units

- Using a welding process to join materials
- Carrying out routine service tasks on a motor vehicle
- Manufacturing an engineered product using hand tools

Example Construction units

- Building a simple wall
- Making carpentry joints
- Fixing a water pipe

Creative & Digital Arts



The creative industries are among the fastest growing employment sectors in Guernsey. Our Creative & Digital Arts department is leading the way in imagination, innovation and enterprise. Students are offered the opportunity to develop their skills in a very wide range of creative disciplines such as drawing, painting, sculpture, 3D animation, photography and graphic design. We are proud to be working with a specialist arts awarding organisation – University Arts London. UAL designs and awards creative qualifications which empower and inspire students to reach their full potential. The course equips students with the practical skills and theory needed to confidently enter the creative world through either university or employment.

Learners will also develop skills essential to the modern workplace:

- Resourcefulness
- Interpersonal and social skills
- Creative problem-solving
- Teamwork
- The ability to work independently
- Decision-making
- Oral and written communication and visual presentation
- Self-motivation and self-management
- IT, particularly using creative software

Engineering



The College offers a range of courses covering different disciplines of engineering, welding and fabrication, and offers the following full-time programmes.

Our Level 2 full-time Diploma has been designed for those students who have narrowly missed out on achieving the required GCSE grades to take our BTEC Level 3 Extended Diploma in Engineering. This programme will give you an extra qualification to stand alongside your GCSEs and the opportunity to achieve the required minimum GCSE C/4 grades in both maths and English. It has also been designed for those students who are aiming to apply for an apprenticeship by seeking employment within the engineering or construction industries.

Our Level 3 Extended Diploma in Engineering is equivalent to three A Levels. If you have achieved good GCSE results especially in maths, science and English (grade C/4 or above) and have an interest in engineering, design and technology, then this course is for you. With this qualification you can head to university where there are a wide range of engineering degree courses. This Extended Diploma is a work-related qualification at advanced level. You will spend time on engineering assignments and learn how engineering products are designed and manufactured.

Health & Social Care



If you are interested in working in health care or social care, qualifications are essential and our courses will give you a great start. We have two courses on offer for full-time students.

BTEC Level 2 Extended Certificate in Health & Social Care is aimed at students who would like to work in any area of health, social care or early years including nursing, carer work, social work, youth work. Units include:

- Health & Social Care values
- Effective communication
- Social influences on and promoting health and wellbeing
- The impact of nutrition on health and wellbeing
- Equality and diversity
- Human body systems and care of disorders
- Creative and therapeutic activities

BTEC Level 3 Extended Diploma will help you to become occupationally ready to take up employment in the sector at the appropriate level, or to higher education. Units include:

- Developing effective communication
- Equality, diversity and rights
- Health, safety and security
- Development through the life stages
- Anatomy and physiology
- Personal and professional development
- Psychological perspectives

The Level 3 course is a route to an on-island nursing degree.

IT & Computing



Information Technology is a key part of everyday life and can offer those interested in this area varied and exciting career opportunities. The IT & Computing team offers you a number of qualifications to help you succeed in your chosen career.

The Level 2 qualification is a one-year course with a new syllabus to reflect the developments in this fast paced industry. This is equivalent to four GCSEs.

The Level 3 qualification is aimed at students wishing to develop a broad range of IT and computing skills that can lead to employment or to further study on a degree programme.

All students have the opportunity to showcase their IT projects at the College's annual Tech Day which is attended by local employers and IT professionals.

Office Administration



In only one year you'll learn everything you need to know about the work you'll do in an office, giving yourself a big head start.

OCR's administration qualification is designed to give you the knowledge, skills and understanding of administration activities you need to progress into employment or higher levels of study.

The course is aimed at school leavers as well as A' Level students wishing to upskill for employment. It is designed with experience and transferable skills in mind, working to enhance your employability and equip you with a fantastic CV, suitable for a wide range of careers or further study.

We focus on what employers are asking for, making your course incredibly valuable in today's employment market. After doing the one-year administration course, the majority of students are in full time employment (in their chosen field) and with many employers now contacting us directly, we are set to continue this trend.

“

College has helped me more easily rationalise my thoughts through effective assignment writing and practical applications of skills.

ELLIOT

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Performing Arts



If you are serious about becoming the very best performer you can be, our courses are an ideal preparation for your future success. In 2018, 75% of our students progressed to higher education at either drama school or university. Our courses aim to provide you with a training in Performing Arts that will develop your skills and understanding while giving you the opportunity to perform in a range of engaging projects. You will be based at the Princess Royal Centre for Performing Arts, meaning that you will be working in a specialist theatre environment, equipped with the specialist spaces and resources to ensure you get the best training possible. In addition, all lecturers have professional industry experience. This means that the teaching, guidance and advice you receive truly reflects the standards and expectations of professional theatre. The UAL Level 3 course covers dance and movement, acting and performance, voice and singing, and professional preparation. Students participate in all areas of the course and there are also numerous opportunities to explore an area of special interest such as directing, writing or being an actor-musician.

Learners will also develop skills essential to the modern workplace:

- Resourcefulness and resilience
- Interpersonal and social skills
- Creative problem-solving
- Teamwork
- The ability to work independently/Self-motivation
- Decision-making
- Oral and written communication and visual presentation

Public Services



If you would like a career in one of the public services, such as Police, Fire & Rescue, Armed Services etc, then this course is for you. The Public Service course is a three-year course that offers certification after each academic year offering students a flexible approach to progression. The course is built around four key areas:

- Skill acquisition and personal development
- Adventurous activity and expedition involvement
- Volunteering
- Personal fitness

These four areas are embedded throughout the course and allow young people to become reflective, independent participants who leave the course with self-awareness and an ability to access and apply the knowledge they have gathered.

Each year learners will take part in a minimum of two off island trips including an expedition and a 'Look at Life' programme led by the Armed Forces. Learners will take part in fundraising activities throughout the year to support the cost of these activities. Learners will also be provided with the opportunity to complete both Silver and Gold Duke of Edinburgh Awards.

Sport



Our courses are designed for those who want to pursue a career within sport or personal fitness.

Our Level 2 Sport & Leisure course is one-year full-time and will encourage personal development in sport through a range of practical and theoretical activities. The course will give you a wide understanding and appreciation of anatomy and physiology, health related fitness, various sports and the application of techniques and tactics alongside a selection of specialist topics that will require research based enquiry followed by practical application of your knowledge and understanding. In the summer term you will complete an NVQ in Fitness Instructing.

The BTEC Level 3 Sport Business is a two-year full-time course designed to allow you to develop wide-ranging knowledge, understanding and skills required for direct progression into existing sport businesses or to further study at a wide range of universities and international scholarships. The course covers various topics ranging from anatomy and physiology, fitness training for health and wellbeing, professional development, and application of fitness testing. This course will provide a diverse insight into a variety of vocations and provide opportunities across the community to deliver coaching sessions within schools, fitness sessions within gym environments, officiating and coaching at sporting events across the island and much more. You will complete four placements across two years to enable you to experience the variety of work available in the industry and focus on to which you want to progress.

Vocational Studies



Our new Vocational Studies Programme - Progress 2 - has been designed with a curriculum to enthuse and inspire learners building the necessary skills to enable progression to further learning or employment. The units of study are project based and responsive to the learners' career aspirations. Learners will work within the community building employability skills such as communication, team work and resilience.

This course is suitable for those who may have found the traditional school environment challenging. Learners may not have achieved suitable GCSEs to enter College at Level 2 or 3. There will be additional pastoral support in place along with the guidance of progress coaches where necessary.

Units of Study:

- Developing a personal progression plan
- Communicating with customers
- Keeping active and healthy
- Being organised
- Contributing to your community
- Developing digital information using IT
- Working with others
- Researching a topic
- Two subject specific units

“

When I started the course I felt confident and tried so many new activities that I wouldn't have had the courage to tackle before.

TOM

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TIN WHISTLE

Innovation Programmes

Supporting and developing your employees' influence through actor training principles

ABOUT OUR COURSES

Each of the Tin Whistle innovation programme courses is designed to support and develop your employees' influence in the workplace and, in turn, your organisation's impact in the wider marketplace.

Our team of professional actors and trainers uses drama school training principles to engage and stimulate corporate clients in a supportive yet challenging environment.

Courses can be delivered in half or full-day workshops.

Each of our courses provide participants with the opportunity to:

- ✓ Work in small, focused groups
- ✓ Learn by doing
- ✓ Work with pace, energy and intensity
- ✓ Take risks in order to raise self-awareness
- ✓ Acquire and implement a toolkit of techniques
- ✓ Have fun whilst developing work sector skills
- ✓ Build resilience
- ✓ Re-focus and align teams

COURSE DETAILS

SPEAK UP

This course seeks to explore and embed acting techniques to free the voice and body, build confidence and maximise communication skills for presentations, meetings and general professional inter-communication.

We will give you the tools to enable you to:

- ✓ Command the space
- ✓ Manage nerves
- ✓ Communicate with a confident physical presence
- ✓ Use your voice to influence
- ✓ Have a lasting and powerful impact on your audience

IN THEIR SHOES

This course explores communication and trust within a team in a practical and supportive atmosphere.

We will give you the tools to enable you to:

- ✓ Develop empathy
- ✓ Improve communication
- ✓ Explore personal boundaries
- ✓ Build trust
- ✓ Cultivate strong teams

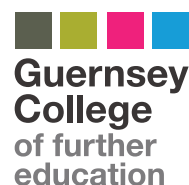
THE POWER OF YES

This course seeks to utilise improvisation techniques to generate trust and positive communication so that creative and innovative ideas and solutions can be deployed.

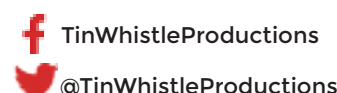
We will give you the tools to enable you to:

- ✓ Engage in creative problem-solving
- ✓ Communicate positively and energetically
- ✓ Generate innovative ideas
- ✓ Let go of fear and take risks
- ✓ Build dynamic and confident teams
- ✓ Feel valued and value others

Tin Whistle Productions is based at
The Princess Royal Centre for Performing Arts
In partnership with



Follow us on:



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@TinWhistleProductions

Want to know more? We would be more than happy to talk to you about your training requirements. Please contact Vanessa Mee on tinwhistleproductions@gmail.com or on 07781 141544.

Introduction

The College offers a range of courses to support professional development in areas such as HR, leadership & management, IT and a range of sector specific qualifications, which are detailed in this prospectus. If you are interested in a subject that is not included here, please get in touch with us as we may be able to help.

Our courses represent an opportunity to gain new skills, knowledge and qualifications to support your career development or even to embark on a new career!

Please note that additional fees for examinations and for any additional learning support may be applicable and this will be discussed with you on enrolment.

Bespoke training

In addition, the College is able to work with organisations to provide bespoke training packages in order to meet specific business needs.

For example, the College has worked closely with a large employer over the past few years to provide a number of training initiatives for their staff. Programmes have included Management & Leadership for supervisors and middle managers, Preparing to Progress, Customer Service and soft skills. These programmes have been developed with the employer to embed a rich seam of the organisation's culture and values as required by the client which result in a bespoke programme delivering a consistent message to all managers across the organisation.

For more information on how the College can help your organisation please contact Jane Fears, Faculty Director on janef@gcfe.net or 01481 749940

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I am very glad I took the time out of a busy job to attend this course and focus on how to be a better manager for my team. I now feel I would have the confidence to deal with lots of different managerial issues that may crop up during my working life. The teaching quality was excellent and I felt the course was very good value for money.

JENNY

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Child Care & Early Years

NCFE/CACHE Level 1 Award in an Introduction to Early Years Setting HY06E1 This is a part-time course specifically designed as a taster course if you are interested in a career in Childcare & Early Years. It is a required qualification if you would like to become a childminder.	Duration Starts Location Fee	Online plus 3 tutorials Flexible DEL £380
NCFE/CACHE Level 3 Diploma in Early Years Workforce HY11E1 This course is ideal for mature students who are working or intending to work with children from birth to school age. It is expected that you already work in settings or services whose main purpose is children’s care, learning and development and you may have a Level 2 childcare qualification. This qualification prepares you to become an early years educator, enabling you to work with children from birth to five years and gain knowledge of children aged five to seven years old. Examples include: Childminders, Practitioners in nurseries, Practitioners in nursery schools, Pre-school workers, Practitioners in reception classes in primary schools, Assistants in children’s centres, Special educational needs practitioners.	Duration Time Starts Location Fee	2 years Tues 6.00 - 9.00pm Sept 2019 LOC £1,390 per year
GCFE Babysitting course HY14E5 This course will give you important information about babysitting and your role as a babysitter. The course will cover: accident prevention and fire safety when babysitting, caring for young children in a babysitting environment, respecting and valuing children.	Duration Time Starts Location Fee	2 weeks 6 hours over 2 evenings On demand PAC £35
CACHE Level 3 Award in Supporting Teaching & Learning in Schools HY13E1 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. The course includes four mandatory units: Communication, Schools as Organisations, Child Development and Safeguarding the Child and Young Adult. All units must be completed to a Level 3 standard in the agreed timescale and they will also be required to attend a variety of bespoke training sessions.	Duration Time Starts Location Fee	33 weeks Thurs 9.00am - 12.00pm Sept 2019 PAC £1,000
NCFE/CACHE Level 2 Certificate in Supporting Teaching & Learning in Schools HY20E1 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.	Duration Time Starts Location Fee	36 weeks TBC TBC LOC £1,500
NCFE/CACHE Level 3 Certificate in Supporting Teaching & Learning in Schools HY20E2 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 in the UK.	Duration Starts Location Fee	Online plus tutorials Flexible LOC £1,260
HNC/HND Higher National Certificate/Diploma in Early Childhood Education and Care HY16E2 The BTEC Higher National Certificate/Diploma (HNC/HND) in Early Childhood Education and Care is aimed at students wanting to continue their education through applied learning. The courses will provide a wide-ranging study of the early education and care sector and are designed for students who wish to pursue or advance their career in early education and care practice or related fields. In addition to the knowledge, understanding and skills that underpin the study of the early education and care sector, the HNC/HND will give students experience of the breadth and depth of the sector that will prepare them for employment, progression within employment or further study.	Duration Time Starts Location Fee	3 years TBC 24 Sept 2019 LOC £3,350 per year

Construction

CIOB Level 4 Certificate - Diploma in Site Management Year 1 BE06E2 The course provides training in site management for those who want to be, or might already be employed in a managerial position. Year two students progress to Level 4 Diploma.	Duration Time Starts Location Fee	1 year Mon 1.00 - 6.00pm 9 Sept 2019 LOC £2,200 per year
Washing Machine Installation CN32E1 This course is open to anyone wanting to offer the service of connecting white goods, eg dishwashers and washing machines, to existing connections.	Duration Starts Location Fee	Half day On demand Off site £160
NICEIC - 18th Edition Full Course CN32E3 Suitable for those working in the electro-technical industry, this course will give those looking to achieve the latest edition of the BS7671 (including those who completed their 17th Edition training prior to 3rd Amendment 2015) in-depth knowledge of the key areas of the 18th Edition Wiring Regulations.	Duration Time Starts Location Fee	3 days TBC TBC CTZ £650
City & Guilds Level 2 Award in the Principles of Safe Handling and Application of Pesticides (PA1) CN40E1OCT This course is for anyone who works or wants to work in commercial pesticide application. It meets the legal requirements of the Control of Poisonous Substances (Guernsey) Regulations 2014 and permits you to work unsupervised in the industry. It confirms occupational competence and is specified by the Chemical Regulations Directorate (CRD) as the recognised Licence to Practise for the industry. To achieve this certificate, you will show your knowledge of the Code of Practice for using plant protection products. You will also have the opportunity to demonstrate your practical skills using a particular pesticide application, equipment or technique. You must hold both the PA1 and PA6 to spray commercial pesticides.	Duration Time Starts Location Fee	1 day TBC 16 Sept 2019 Off site £155
City & Guilds Level 2 Award in the Safe Application of Pesticides Using Hand Held Equipment (PA6) CN40E2OCT1 Once the PA1 component has been achieved, students may progress to the PA6 component. Please note that both the PA1 and PA6 must be successfully completed in order to receive this award. Candidates will learn to prepare a hand-held pesticide applicator, calibrate it and operate to ensure correct application without risk to themselves, other people or the environment.	Duration Time Starts Location Fee	1 day TBC 2 Oct 2019 Off site £195
City & Guilds NPTC Level 2 Awards in Chainsaw Maintenance & Cross-cutting Timber using a Chainsaw CN32E2 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.	Duration Time Starts Location Fee	3 days TBC On demand Off site £750
CIOB Level 3 Diploma in Site Supervisory Studies BE06E1 This course provides training in site supervision for those who are already, or who would like to be employed in a supervisory role.	Duration Time Starts Location Fee	1 year Mon 1.00 - 6.00pm 9 Sept 2019 LOC £2,200 per year

Hair & Beauty

VTCT Level 3 Certificate in Electrical Epilation HB03E22 Learn the skills involved in assessing, preparing for and carrying out electrical needle epilation treatments to remove hair, using alternating current and blend techniques and maintaining effective health, safety and hygiene procedures throughout. A Level 2 or hair removal qualification is desirable but not essential.	Duration 36 weeks Time TBC Start TBC Location LOC Fee £1,300
VTCT Level 2 in Nail & Makeup Specialist HB03E23 This qualification has been designed to appeal to candidates wishing to return to work and/or upskill within the Beauty industry. The course has been designed to fit within normal school hours and is delivered via a combination of practical workshops, client sessions and blended classroom/online learning methods.	Duration 36 weeks Time TBC Starts 9 Sept 2019 Location LOC Fee £2,500
City & Guilds Level 2 in Makeup Application HB03E26 Students who have an interest in the Makeup industry can gain a professional level 2 makeup qualification. Students will learn through both theory and practical techniques the application of day, evening and special occasion makeup.	Duration 14 weeks Time TBC Starts Sept 2019 Location LOC Fee £500
VTCT Level 2 Certificate in Nail Technology HB03E4 This course will develop your practical skills in 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.	Duration 36 weeks Time TBC Starts Sept 2019 Location LOC Fee £1,300
VTCT Level 2 Award in Nail Enhancements HB03E7 Students who already have manicure skills can learn nail enhancement techniques in nail tip application, acrylic, fibreglass, silk and UV overlays.	Duration 12 weeks Time TBC Starts Jan 2020 Location LOC Fee £470
VTCT Level 2 Award in Nail Art HB03E3 Students who have an interest in the nail industry can learn techniques to produce exquisite and intricate nail designs.	Duration 12 weeks Time TBC Starts March 2020 Location LOC Fee £365
City & Guilds Level 3 Certificate in Body Massage HB03E5 Learn the skills required to apply the different massage techniques to all areas of the body to offer a relaxing or stimulating treatment for your clients.	Duration 36 weeks Time TBC Starts 9 Sept 2019 Location LOC Fee £1,300
Hand Massage HB03E2 This course is aimed at those working in health care services and education services (although not exclusively). It will give attendees the confidence and skills to carry out a touch therapy massage. The course includes basic anatomy and physiology of the related area as well as massage knowledge.	Duration 2 weeks Time Day TBC 4.00 - 6.00pm Starts On demand Location LOC Fee £60

Health & Social Care

City & Guilds Level 2 Award in Independent Advocacy HY09E1 The qualification is for those who are interested in acquiring an independent advocacy role. This course will cover communication, equality and inclusion within independent advocacy. The course aims to provide learners with an understanding of what Independent Advocacy is and the principles which underpin good practice.	Duration 6 weeks Time Fri 9.00am - 12.00pm Starts 8 Nov 2019 Location LOC Fee £350
CACHE Level 3 Diploma in Principles & Practice of Dental Nursing HY26E1 If you are employed for a minimum of 16 hours per week as a dental nurse, you could be eligible for this qualification recently introduced at the College which encompasses the underpinning ethics, professionalism, teamwork and communication required to work as a dental nurse.	Duration 2 years Time Tues 6.00 - 9.00pm Starts 8 Jan 2021 Location LOC Fee £1,250 per year

Hospitality & Catering

RSPH Level 1 Award in Food Hygiene Awareness HC13E1 The Food Hygiene courses cover the essentials of food hygiene in a simple and interesting way, and has been specifically designed for personnel undertaking firstline duties in preparing, serving or retailing food. Trainees are not expected to have any previous knowledge or qualification in the subject, but must complete all units of the course and the examination in order to qualify for either the Award in Basic Food Hygiene Awareness or for written confirmation of attendance.	Duration Half day Time TBC Starts On demand Location CTZ Fee £60
RSPH Level 2 Award in Food Safety in Catering HC13E2 Following on from the RSPH Level 1 Award in Food Hygiene Awareness, this course will enable students to gain further knowledge and understanding of the importance of food hygiene, associated food hazards, good hygiene practice and controls based on awareness of food safety management systems.	Duration Half day Time TBC Starts On demand Location CTZ Fee £60

Information Technology

CIW Web Foundations Associate IT07E1 This course will give you a unique understanding of internet business, data networking and web site design. You will also learn about internet connection methods, Internet protocols, the Domain Name System (DNS), cloud computing and mobile devices, develop web sites, and study the functions, features and technologies associated with internet services, such as cloud computing and Bring Your Own Device (BYOD). No prior experience is necessary.	Duration Flexible Starts On demand Location Online Fee £250
CIW Web Design Specialist IT07E2 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.	Duration Flexible Starts On demand Location Online Fee £350
CIW Advanced HTML & CSS3 Specialist IT07E3 The CIW Advanced HTML5 and CSS3 Specialist 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. You will also use CSS3 to position and format content, and to create effects such as transformations, transitions and animation. Some knowledge of basic HTML5 and CSS3 is required.	Duration Flexible Starts On demand Location Online Fee £350
Oracle Java SE 8 Programmer Associate IT07E4 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.	Duration Flexible Starts On demand Location Online Fee £300
Oracle Java SE 8 Programmer Professional IT07E5 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.	Duration Flexible Starts On demand Location Online Fee £350

A+ Comprehensive 901/902 with Lab IT07E7 CompTIA is a globally recognised industry standard for establishing an IT career. CompTIA A+ covers expanded content on growing an IT support role including expanded baseline security topics. The certification provides a different approach to define competency in operational procedures including basic disaster prevention, recovery, scripting basics and a greater dependency on networking and device connectivity.	Duration Flexible Starts On demand Location Online Fee £485
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Information Technology cont...

CompTIA Network+ with Lab IT07E8 CompTIA A+ certification is a widely-trusted, globally acknowledged, vendor-neutral credential. The course covers PC hardware and peripherals, mobile device hardware, networking and troubleshooting hardware and network connectivity issues.	Duration Starts Location Fee	Flexible On demand Online £315
CCNA Routing and Switching 200-125 Bundle with Simulator IT07E9 This course validates your knowledge in using advanced IP addressing and routing in executing scalable and extremely secure Cisco routers that are connected to LANs, WANs, and IPv6. The course covers the configuration of extremely secure routing solutions to support branch offices and mobile workers.	Duration Starts Location Fee	Flexible On demand Online £700
MCSA: Server Infrastructure Certification Courses & Lab IT07E10 The course focuses on the identity functionality in Windows Server 2016. It covers the installation and configuration of Active Directory Domain Services (AD DS), in addition to Group Policy implementation for non-Nano Server environments. It also covers functionality such as Active Directory Certificate Services (AD CS), Active Directory Federation Services (AD FS), and Web Application proxy implementations.	Duration Starts Location Fee	Flexible On demand Online £700
MOS:Microsoft Office 2016 Complete IT07E11 This course provides skill and expertise to create and manage documents; format text, paragraphs, and sections; create tables and lists; create and manage references; insert and format graphic elements; create and manage worksheets and workbooks; manage data cells and ranges; create tables; perform operations with formulas and functions; create charts and objects; create and manage presentations; insert and format text, shapes, and images; and much more.	Duration Starts Location Fee	Flexible On demand Online £725
MOS: Microsoft Excel 2013 Bundle (Core & Expert) IT07E12 Gain hands-on expertise in the Microsoft Excel, the complete course and labs contain a good balance between the basics that every Excel user needs to know and more complex topics that will appeal to power users.	Duration Starts Location Fee	Flexible On demand Online £455

Management

CMI Level 3 Certificate in First Line Management 3 MG04E3 This qualification is aimed at practising or aspiring managers who supervise or manage a team. The units studied provide the learner with a broad knowledge of effective management skills while focusing on the specific management areas appropriate to their own workplace.	Duration Time Starts Location Fee	12 weeks Thurs 9.00am - 4.30pm Jan2020 LOC £850
CMI Level 5 Diploma in Management & Leadership MG05E1 Following on from the Level 3 qualification, this provides training in the key skills and competencies needed to become an effective middle manager.	Duration Time Starts Location Fee	1 year Thurs 9.00am - 4.30pm Oct 2019 LOC £1,900
CMI Level 5 Award in Coaching Skills MG07E1 This qualification is designed to develop management coaching and mentoring skills, with focus on how to identify the links between coaching, mentoring and the achievement of business goals.	Duration Time Starts Location Fee	Approximately 3 days TBC Jan 2020 LOC TBC
CMI Level 5 Award in Equality, Diversity & Inclusion MG07E2 This qualification is aimed at practising or aspiring managers and leaders. It is aimed at enabling practising or aspiring managers to understand the business case for equality, diversity and inclusion and the role of managers in creating inclusive cultures in the workplace.	Duration Time Starts Location Fee	Approximately 3 days TBC Jan 2020 LOC TBC

Management cont...

CIPD Level 3 Certificate in Human Resources Practice BS04E119 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.	Duration Time Starts Location Fee	34 weeks Wed 4.00 - 8.00pm 25 Sept 2019 LOC £1,850
CIPD Level 5 Intermediate Certificate in Human Resources Management BS04E5 A platform to further develop HR, leadership, development and specialist knowledge giving a broad perspective of the organisational issues facing HR professionals.	Duration Time Starts Location Fee	1 year Tues 9.00am - 4.00pm 26 Nov 2019 LOC £3,600
VTCT Level 3 Certificate in Retail Management & Leadership RE02E1 This course is suitable for those already working in a supervisory retail role or looking to develop their skills further as part of their professional development in preparation for a management role. This qualification allows candidates to learn, develop and practise the skills required for employment and/or career progression in retail management.	Duration Time Starts Location Fee	36 weeks TBC 9 Sept 2019 LOC £1,255

Office Administration

Level 1 Bookkeeping BS10E1 An introduction to the skills and underpinning knowledge of financial recordkeeping. On successful completion of the course, you can progress to level 2. The course fee includes tuition, IAB student membership, exam fee and one exam re-sit fee. A study text issued by IAB supports this course of study which you may wish to purchase to assist your learning - available at https://www.iab.org.uk/level-1-bookkeeping-rgf-study-text . Your tutor will provide some study notes.	Duration Time Starts Location Fee	6 weeks Wed 6.00 - 8.30pm 2 Oct 2019 LOC £380
Introduction to Speed Writing BA03E4 The course will cover the basics of speedwriting – silent letters, use of vowels, prefixes, suffixes and special outlines. It will include some dictation and a speed of 50/60 words per minutes could be achievable by the end of the course.	Duration Time Starts Location Fee	6 weeks Tues 6.00 - 7.30pm 1 Oct 2019 LOC £80

Performing Arts

BTEC Level 1/2 First Award in Performing Arts (Dance) PA03E1 On this one year part-time course you will learn to dance in two different styles and will practise and develop your technique in both, with the chance to begin to develop your own choreography and work on set pieces. You will take part in both solo and group pieces.	Duration Time Starts Location Fee	1 year Mon & Wed 4.00 - 6.00pm 16 Sept 2019 PAC £800
BTEC Level 3 Certificate in Performing Arts (Dance) PA03E2 This is a one/two year course in Contemporary Dance and is ideally suited to students who have an existing background in dance and who are interested in a career in choreography, dance teaching and dance performance. You can complete the course in one year attending two evenings a week, or over two years attending one evening a week.	Duration Time Starts Location Fee	1 or 2 years Mon & Wed 4.00 - 6.00pm 16 Sept 2019 PAC £800 (1-year option) £400 per year (2-year option)
BTEC Level 3 Subsidiary Diploma in Music PA04E1 This two-year part-time course is run in collaboration with the School of Popular Music (SOPM) and is suitable for all instrumentalists or vocalists who have some proficiency and a passion to develop as a performer. The main emphasis is on performing both as a soloist and as part of an ensemble, and there are units focusing on creating your own music using music software, and written units exploring popular music, the music industry and other topics.	Duration Time Starts Location Fee	2 years Tues 6.00 -8.00pm & Thurs 7.00 - 9.00pm 17 Sept 2019 PAC £800 per year

Quality & Development

City & Guilds Level 3 Award in Education & Training TT01E3 For those who wish to start teaching or training adults or post-16 learners. Develops teacher training skills, providing students with a practical teaching toolkit. This is an initial teacher training qualification. Progression opportunities are available. Entry Requirements - an initial English assessment will be required to determine suitability for the course.	Duration 15 weeks Time TBC Starts Sept 2019 Location CTZ Fee £585
City & Guilds Level 4 Certificate in Education & Training TT01E4 Suitable for pre-service and in-service trainers and teachers and holders of the Level 3 Award in Education & Training. This course is designed for those individuals who wish to teach or train adults or the post-16 students.	Duration 32 weeks Time Fri 1.00 - 4.15pm Starts 27 Sept 2019 Location CTZ Fee £1,415
City & Guilds Level 5 Diploma in Education & Training TT01E5 Suitable for in-service trainers and teachers and holders of Level 3 Award in Education & Training. This course is designed for those individuals who wish to teach in the post-16 sector and develop their teacher or training skills.	Duration 2 years Time TBC Starts Sept 2020 Location LOC Fee £3,050 per year
City & Guilds TAQA Level 3 Certificate Assessor Training TT02E3 Intended for those who assess occupational competence in the work environment and vocational skills, knowledge and understanding in other training environments, such as classroom or workshop.	Duration Approx 3 to 9 months Time TBC Starts Sept 2019 Location CTZ Fee £655
City & Guilds TAQA Level 4 Quality Assurance Training TT02E4 For practitioners who conduct internal quality assurance (IQA) of the assessment process within an organisation. Develops knowledge and skills in IQA principles and practice.	Duration Approx 3 to 12 months Time TBC Starts Sept 2019 Location CTZ Fee £765

Sport & Public Services

Level 2 in Fitness Instructing SP02E101 This qualification includes the required elements to work effectively and competently as a fitness instructor in a gym based exercise setting, developing the knowledge and skills to plan/instruct gym based exercises and personal training programmes.	Duration Up to 36 weeks Time TBC Starts Sept 2019 Location LOC/Online Fee £700 (includes e-learning materials)
Level 3 Diploma in Sports Massage Therapy SP11E1 This is a technical level qualification aimed at developing the knowledge, understanding and technical skills needed for a career as a Sports Massage Therapist, either employed or self-employed. Students who complete this qualification will be able to gain employment and obtain insurance to work in this industry.	Duration 36 weeks Time TBC Starts TBC Location LOC Fee £1,500
Level 3 Exercise Referral SP12E1 The Level 3 Diploma in Exercise Referral is a technical level qualification which provides delegates with the knowledge, understanding and skills to work as an Exercise Referral Instructor, planning and delivering safe and effective programmes for patients with a number of medical conditions. Delegates must have one of the following qualifications: Level 2 Certificate in Fitness Instructing or Level 3 Certificate in Personal Training. This course is delivered as a combination of online and practical assessment.	Duration 36 weeks Time TBC Starts Jan 2020 Location LOC/Online Fee £1,900
Level 3 Personal Training SP09E1 This qualification includes the required elements to work efficiently and competently as a personal trainer in a gym based exercise setting, developing the knowledge and skills to plan/instruct gym based exercises and personal training programmes.	Duration Up to 36 weeks Starts Sept 2019 Location LOC/Online Fee £1,900

Introduction

One of the College's strategic aims is to improve access to higher education on island, both on a full-time and part-time basis.

Finances often prohibit young people from going away to university and the College is keen to develop full-time opportunities in key vocational areas that will support the Guernsey economy as well as fulfill the aspirations of our students. Potential students should contact the Student Finance service to find out if they are eligible for a grant towards tuition fees - email studentfinance@gov.gg or tel 706560.

Our HND in Art & Design is our first full-time HE programme, it has run for the past two years with our first cohort of students graduating in summer 2019. This course was designed working closely with local employers to identify essential skills required to be successful in a creative industry, with work placements and live briefs being core elements of the two-year programme.

We also offer a number of part-time higher education courses across a growing range of subjects.

Other higher education full-time course developments are being reviewed, and we hope to be able to offer more choices for young people in the near future.

Contact Lorraine Barker, Faculty Director, our HE lead on lorraineb@gcfe.net or 737500 for further details.

“

I didn't want to go off island, so this course has meant I can carry on studying and live at home.

It's easier financially.

Opportunities to work with real clients and further our learning in a supported but in an independent educational environment.

Creative industries need more locally trained people.

MERRIE

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Construction

CIOB Level 4 Certificate/Diploma in Site Management Year 1 <small>BE06E2</small> The course provides training in site management for those who want to be, or might already be employed in a managerial position. Year two students progress to Level 4 Diploma.	Duration 1 year Time Mon 1.00 - 6.00pm Starts 9 Sept 2019 Location LOC Fee £2,200 per year
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HNC in Construction The Level 4 BTEC Higher National Certificate in Construction offers students a broad introduction to the professional and technical side of the construction industry. You will study eight units over the duration of the course from individual projects, building technology and practical units such as surveying, CAD and BIM. Successful completion will allow progression to one of the available construction degrees.	Duration 2 years Time Day release Starts Sept 2019 Location LOC Fee TBC
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BSc in Construction Management with London South Bank University This degree course provides you with the breadth of technical and managerial expertise in construction, and up-to-date knowledge in legislation and regulations. The course prepares you to face exciting and demanding challenges as a leader of a multi-disciplinary project team, and offers the opportunity to use modern equipment within a well-resourced environment.	Duration 2 years Time Day release Starts Sept 2020 Location LOC Fee TBC
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BSc in Architectural Technology with London South Bank University Architectural technology fuses the creative art of architecture with the scientific and technological aspects needed to make it a reality. On this BSc (Hons) Architectural Technology degree course you'll have the opportunity to learn and work with students from other disciplines, and to develop team working skills as well as those required to work as a practitioner.	Duration 2 years Time Day release Starts Sept 2020 Location LOC Fee TBC
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Childcare & Early Years

HNC/HND Higher National Certificate/Diploma in Early Childhood Education and Care <small>HY16E2</small> The BTEC Higher National Certificate/Diploma (HNC/HND) in Early Childhood Education and Care is aimed at students wanting to continue their education through applied learning. The course will provide a wide-ranging study of the early education and care sector and is designed for students who wish to pursue or advance their career in early education and care practice or related fields. In addition to the knowledge, understanding and skills that underpin the study of the early education and care sector, the HNC/HND will give students experience of the breadth and depth of the sector that will prepare them for employment, progression within employment or further study.	Duration 3 years Time TBC Starts 24 Sept 2019 Location LOC Fee £3,350 per year
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Creative & Digital Arts

Higher National Diploma in Art & Design <small>AD10HE1</small> This course has been designed to appeal to those undergraduates seeking to access careers within the creative sector on island. The programme has been developed by working closely with local employers to identify essential skills required to be successful in a creative industry with work placements and 'live briefs' being core elements of the two-year full-time programme.	Duration 2 years Time Full time Starts 9 Sept 2019 Location DEL Fee £6,950 per year
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Education & Training

City & Guilds Level 4 Certificate in Education & Training <small>TT01E4</small> Suitable for pre-service and in-service trainers and teachers and holders of the Level 3 Award in Education & Training. This course is designed for those individuals who wish to teach in the post-16 sector and develop their teacher or training skills.	Duration 32 weeks Time Fri 1.15 - 4.00pm Starts 27 Sept 2019 Location CTZ Fee £1,415
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City & Guilds Level 5 Diploma in Education & Training <small>TT01E5</small> Suitable for in-service trainers and teachers and holders of Level 3 Award in Education & Training. This course is designed for those individuals who wish to teach in the post-16 sector and develop their teacher or training skills.	Duration 2 years Time TBC Starts Sept 2020 Location LOC Fee £3,050 per year
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Management

CMI Level 5 Diploma in Management & Leadership <small>MG05E1</small> This qualification is designed for middle managersas well as those aspiring to senior management who want to develop key skills and competencies to become more effective leaders.	Duration 1 year Time Thurs 9.00am - 4.30pm Starts Oct 2019 Location LOC Fee £1,900
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CIPD Level 5 Intermediate Certificate in Human Resources Management <small>BS04E5</small> A platform to further develop HR, leadership, development and specialist knowledge giving a broad perspective of the organisational issues facing HR professionals.	Duration 1 year Time Tues 9.00am - 4.00pm Starts 26 Nov 2019 Location LOC Fee £3,600
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CMI Level 5 Award in Coaching Skills <small>MG07E1</small> This qualification is designed to develop management coaching and mentoring skills, with focus on how to identify the links between coaching, mentoring and the achievement of business goals.	Duration Approximately 3 days Time TBC Starts Jan 2020 Location LOC Fee TBC
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CMI Level 5 Award in Equality, Diversity & Inclusion <small>MG07E2</small> This qualification is aimed at practising or aspiring managers and leaders. It is aimed at enabling practising or aspiring managers to understand the business case for equality, diversity and inclusion and the role of managers in creating inclusive cultures in the workplace.	Duration Approximately 3 days Time TBC Starts Jan 2020 Location LOC Fee TBC
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Quality & Development

City & Guilds TAQA Level 4 Quality Assurance Training <small>TT02E4</small> For practitioners who conduct internal quality assurance (IQA) of the assessment process within an organisation. Develops knowledge and skills in IQA principles and practice.	Duration Approx 3 to 12 months Time TBC Starts Sept 2019 Location CTZ Fee £765
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Introduction

As the local and international job markets evolve, English and maths are becoming increasingly vital. The English and maths team at the college has a proud history of working with learners returning to education in order to improve their skills and qualifications. Each year, we work with over a hundred learners in our evening classes as they look to gain qualifications that will enable them to access further education, training and jobs or to revisit incomplete education from school.

This opportunity is **FREE** for any learner under the age of 22!

Our English and maths evening classes offer the opportunity to achieve either GCSE or Functional Skills Level 1 or 2 qualifications in an adult learning environment with experienced lecturers. We recognise that, for many, taking that first step through our doors is the most challenging and that historic relationships with English and maths may not have been positive but our learner centred and supportive sessions bring a fresh approach to learning enabling learners to develop skills and gain accreditation.

If you are looking to develop your English and maths skills in order to gain promotion, access higher education qualifications, start a new career or support friends or family through their own education, then our English and maths courses are here to help you!

“

The environment is friendly and I feel very comfortable here

Friendly, helpful. Enjoyable learning

Jenifer is very approachable and adaptable with her teaching skills making it enjoyable and easier to learn

DAVID

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ESOL (English for speakers of other languages)

ESOL SD21E5T1

Aimed at those students who do not have English as their first language. Courses are available at a number of levels and range from beginners to advanced, subject to demand. Students will need to be assessed before attending classes.

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.

Duration	10 weeks
Time	TBC
Starts	TBC
Location	LOC
Fee	£155

Skills Development

Functional Skills English SD03F1

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.

Duration	36 weeks
Time	Wed, 6.30 - 8.30pm
Starts	11 Sept 2019
Location	LOC
Fee	£270

IGCSE English SD11E2

This course is aimed at anyone wishing to gain a GCSE or improve on their previous grade. Students will develop the ability to communicate clearly, accurately and effectively in both reading and writing.

Duration	33 weeks
Time	Wed, 6.30 - 8.30pm
Starts	11 Sept 2019
Location	LOC
Fee	£270

Functional Skills Maths SD12E3

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.

Duration	36 weeks
Time	Wed, 6.30 - 8.30pm
Starts	11 Sept 2019
Location	LOC
Fee	£270

IGCSE in Maths SD12E2

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

Duration	33 weeks
Time	Thurs, 6.30 - 8.30pm
Starts	12 Sept 2019
Location	LOC
Fee	£270

The Sovereign Silver Surfers' course

Sovereign Silver Surfers - Beginners

Ref: ADE_CoCo524
Starts: 23rd September 2019
Duration: 8 weeks
When: Mondays, 1.30pm-3.00pm
Location: LOC
Max No: 10 places
Tutor: Katie Smith

Sovereign Silver Surfers - Intermediate

Ref: ADE_CoCo527
Starts: 25th November 2019
Duration: 8 weeks
When: Mondays, 1.30pm-3.00pm
Location: LOC
Max No: 10 places
Tutor: Katie Smith



Free to over 65s

Introduction



The Guernsey Apprenticeship allows you to earn a wage at the same time as gaining qualifications relating to your chosen career. The programme encompasses many subject areas and has made a significant contribution to Guernsey's economic success for many years.

An apprenticeship offers an alternative to full-time post-16 education as well as being available for students of all ages. It allows apprentices to earn whilst they learn, developing skills and knowledge at the same time as gaining formal qualifications in their chosen vocation.

Thousands of islanders have successfully trained through the programme which has been in existence for 70 years and with an annual enrolment of over 70 new apprentices and with over 500 registered employers, it is recognised as a key factor in providing training opportunities for new employees to become highly skilled professionals.

As a result of extensive consultation with local employers over the last two years, exciting developments are happening to apprenticeships across the Bailiwick, including the launch of three new programmes in Care, Early Years and Retail Management which will start in September 2019, with new programmes being developed for future release.

Apprentices need to be employed by a registered employer in order to start on the programme. Most of our apprenticeship courses are delivered on a day release basis for 'off-the-job' training. Your 'on-the-job' training will be provided by your employer.

2019 is particularly special for us as we celebrate 70 years of Guernsey's apprenticeships, and this year we will be holding a number of celebratory events around the island to mark this fabulous achievement.

“

I was earning money and getting qualifications at the same time.

It was a great way of combining practical experience with study and for anyone who would prefer to stay on the island, it's the perfect solution.

JAMES

”

SOVEREIGN™

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sovereigngroup.com

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Reference No: 2005108

HOW CAN WE HELP YOU?

Retirement can be for a long period of time and the decisions you make now will affect you, and your family, for the rest of your lives.

Sovereign is a market leader in the provision of local and international pensions. Sovereign has an approved, low cost retirement annuity trust scheme for Guernsey residents, that also allows those who are Guernsey resident but have lived and worked in the UK to transfer their UK pension savings to the island.

To find out more about our services and what we can offer you, please contact Sean Gillease on 01481 742229 or visit sovereigngroup.com.

Adult Care



Available to employees currently working in care roles within the adult care industry.
 Course duration: 18 months
 Qualifications included: Level 2 Technical Certificate in Adult Care
 Next course start date: September 2019

Catering & Hospitality



Available to employees currently working in the catering industry. Using modern techniques and processes, you will have a creative flair and be looking to work in a vibrant and dynamic industry.
 Course duration: Up to 3 years
 Qualifications included: Level 2 Diploma in Professional Cookery; Level 3 Diploma in Professional Cookery; Level 2 Award in Food Safety and Hygiene; In-house First Aid and Fire Safety
 Next course start date: September 2019

Construction & The Built Environment



Available to employees currently working in the Construction and the Built Environment sector.
 Course duration: Up to 3 years
 Qualifications included: Level 3 Certificate in Construction and the Built Environment; Level 4 HNC in Construction
 Next course start date: September 2019

Early Years



Available to employees currently working in a supervised role within the early years and childcare industry.
 Course duration: 18 months
 Qualifications included: Level 2 Certificate for the Children and Young People's Workforce
 Next course start date: September 2019

Electrotechnical Technology



Available to employees currently working in the electrical contracting or supply industry or those whose work involves electrical installation, maintenance or modification of existing installations.
 Course duration: Up to 5 years
 Qualifications included: Level 3 Diploma in Electrotechnical Technology; Level 3 18th Edition Certificate; Level 3 Inspection and Testing Certificate
 Next course start date: September 2019

Engineering

Mechanical Manufacturing, Welding, Fabrication & Welding



Available to employees currently working as engineer operatives, technicians, fabricators and welders. There is the opportunity to gain a dual qualification in the fourth year which will help you to become more versatile in the trade and meet the needs of industry in Guernsey.
 Course duration: Up to 4 years
 Qualifications included: Level 3 Diploma in Engineering - Welding; Level 3 Diploma in Engineering - Fabrication and Welding or Level 3 Diploma in Engineering - Mechanical Manufacturing;
 Level 3 Diploma in Engineering - Welding
 Next course start date: September 2019

Hairdressing



Available to employees currently working in the hairdressing industry. Working closely with your employer and at the modern, purpose built, Visions Hair & Beauty Salon at College, you will be taught the latest techniques in colouring, cutting and styling and have the opportunity to attend workshops run by top industry professionals.
 Course duration: Up to 3 years
 Qualifications included: Level 2 Diploma in Hairdressing; Level 3 Diploma in Hairdressing
 Next course start date: September 2019

Horticulture



Available to employees currently working in horticulture, landscaping, production horticulture, sports turf or park and gardens. The course is for those of you starting out and wishing to gain a good basic understanding of horticulture or those who already have some knowledge of the industry.
 Course duration: TBC
 Qualifications included: Level 1 Diploma in Practical Horticulture; Level 2 Diploma in Practical Horticulture
 Next course start date: September 2019

Motor Vehicle



This course is available to employees currently working as technicians in garages and dealerships within the motor industry.
Course duration: Up to 4 years
Qualifications included: Level 2 Diploma in Light Vehicle Maintenance and Repair; IMI Level 3 Diploma in Light Vehicle Maintenance and Repair
Next course start date: September 2019

Painting & Decorating



This course is available to employees currently working in the painting, decorating or construction industries.
Course duration: TBC
Qualifications included: Level 1 Diploma in Painting & Decorating; Level 2 Diploma in Painting & Decorating
Next course start date: September 2019

Plumbing Studies



This course is available to employees currently working as plumbers in the construction industry and associated trades.
Course duration: Up to 4 years
Qualifications included: Level 2 Diploma in Plumbing Studies; Level 3 Diploma in Plumbing Studies
Next course start date: September 2019

Retail Management



This course is aimed at those wishing to pursue a career within Retail Management.
Course duration: Up to 2 years
Qualifications included: Level 2 Certificate in Retail Knowledge and Level 3 Certificate in Management & Leadership
Next course start date: September 2019

Site Carpentry & Bench Joinery



This course is available to employees currently working in carpentry and joinery roles within the building and construction industry and associated trades.
 Course duration: Up to 4 years
 Qualifications included: Level 2 Diploma in Bench Joinery; Level 2 Diploma in Site Carpentry; Level 3 Diploma in Site Carpentry; Level 3 Diploma in Bench Joinery (Year 4) or CIOB Level 3 Diploma in Construction Site Supervisory Studies (Year 4)
 Next course start date: September 2019

Trowel Trades



This course is available to employees currently working as blocklayers, plasterers and stone masons roles within the building and construction industry and associated trades.
 Course duration: Up to 4 years
 Qualifications included: Level 2 Diploma in Bricklaying; Level 3 Diploma in Bricklaying
 Next course start date: September 2019

Introduction

We hope that you find the College prospectus 2019/2020 of interest and we would like to welcome you onto one or more of our courses.

We accept enrolments from people aged 16 and upwards. Our students come from all walks of life and professions, and their reasons for coming to our courses 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 experience of adult education courses is both enjoyable and enriching.

Adult education courses offer benefits far beyond short-term returns on investment. In addition to learning opportunities, adult classes also provide people with opportunities for social interaction, networking, collaboration and sharing, all of which help the health of the economy and of society in general.

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.

For further information, please contact Jane Walden, Programme Manager, on janewgcfe.net or tel 01481 737500.

“

The course broadened my knowledge of the complete world of VHF radio and its use. As a result, I now feel much safer when out at sea.

The tutor unveiled the mysteries of diesel engines. As a result, my diesel engine maintenance costs should be much reduced.

ANDREW

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Hospitality & Catering

Breadmaking for Beginners ADE_FoBr400 Learn how to make bread from scratch. This is one of the ways to relieve all the stress in your life and save a little money at the same time. Four sessions designed for you to learn how to make your daily bread with a little extra something for those naughty doughnut moments! Students should provide their own ingredients.	Duration 4 weeks Time Mon 6.00 - 9.00pm Starts 23 Sept 2019 Location CTZ Fee £100
Preparing for Christmas HC10E2 If you love entertaining at Christmas but hate the hassle, this is the perfect class for you! We'll teach you how to make some traditional and simple dishes that look stunning without ever breaking a sweat in the kitchen. Entertain your family and guests with some delicious starters then serve them your own juicy, boned and rolled turkey. Produce delicious stuffings and sauce accompaniments. Make a family Christmas pudding, mincemeat for those mouth-watering pies with delicious pastry. Prepare Christmas ice-cream made with Guernsey products.	Duration 6 weeks Time Mon 6.00 - 8.00pm Starts 4 Nov 2019 Location CTZ Fee £100
Cook your way to a healthier lifestyle HC10E3JAN (Jan start) & HC10E3FEB (Feb start) This is the time of year when we all need to be cutting back on our food and loosening our belts - literally! Our course on healthier eating is designed to make you feel and look better and to encourage a new lifestyle for all the family creating delicious and nutritious dishes. Dishes focus on fewer carbohydrates but incorporating more complex carbohydrates encouraging weight loss and a new way of eating. Learn how to use more vegetables, lentils, pulses and quinoa in your diet. Students should provide their own ingredients.	Duration 6 weeks Time Mon 6.00 - 8.00pm Starts 6 Jan & 24 Feb 2020 Location CTZ Fee £100
Cook and cruise around the Mediterranean HC10E4 Do you fancy yourself near a beach on the Costa del sol, tucking into a delicious bowl of paella? Or coasting on a yacht off the coast of Italy eating your own handmade pasta dishes, or savouring your own Galaktobourekos after dinner in Greece? Well this is the cooking cruise for you! Dishes from Italy, Spain, Greece, Turkey and Portugal, all waiting for you to discover. Students should provide their own ingredients.	Duration 4 weeks Time TBC Starts TBC Location CTZ Fee £125
Something fishy going on HC10E7APR (April start) & HC10E7JUN (June start) Love eating fish but find that your cooking skills are lacking? Well then you are in luck – our Something Fishy course is for you. This fun and hands-on fish class provides a fantastic selection of skills and recipes for learning about filleting, cooking and presenting fish and seafood. Students should provide their own ingredients.	Duration 4 weeks Time Wed 6.00 - 8.00pm Starts 22 Apr & 3 June 2020 Location CTZ Fee £100

Horticulture

City and Guilds Level 1 Award in Practical Horticultural Skills HS04E1 Open to all who interested in gardening and those working in horticulture. This is a three-unit course delivered over one term. There is a choice of units that may be selected from the following options: Pruning, Plant Propagation, Plant Identification, Safe Machinery Use, Care of Planted Area, Soil Preparation. Tutor - Emma Cleal	Duration 10 weeks Time Mon 1.30 - 4.30pm Starts Autumn, spring and summer terms Location LOC Fee £370
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Information Technology

Sovereign Silver Surfers - Beginners ADE_CoCo524 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. This course is sponsored by Sovereign and is therefore offered free of charge to those over 65 years of age.	Duration 8 weeks Time Mon 1.30 - 3.00pm Starts 23 Sept 2019 Location LOC Fee Free
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Information Technology cont...

Sovereign Silver Surfers - Intermediate ADE_CoCo527 A follow-on course to build on the skills learned in the beginners' course. This course is sponsored by Sovereign and is therefore offered free of charge to those over 65 years of age.	Duration 8 weeks Time Mon 1.30 - 3.00pm Starts 25 Nov 2019 Location LOC Fee Free
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Jewellery Making

Silversmithing and Jewellery Making - Beginners ADE_ArRe365 For beginners and those with experience of the craft. Students will be involved in making individual pieces using traditional materials and techniques. Materials may be purchased from the tutor. The price of materials may vary according to the time of purchase and weight.	Duration 8 weeks Time Tues 6.00 - 8.45pm Starts 1 Oct 2019 Location TBC Fee £140
Silversmithing and Jewellery Making - Intermediate ADE_ArRe365Jan For beginners and those with experience of the craft. Students will be involved in making individual pieces using traditional materials and techniques. Materials may be purchased from the tutor. The price of materials may vary according to the time of purchase and weight.	Duration 8 weeks Time Tues 6.00 - 8.45pm Starts 14 Jan 2020 Location TBC Fee £140

Languages

French for Beginners ADE_LaFr311 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 978-1444168419 (student to buy). Tutor Juliana Chapellier	Duration 16 weeks Time Tues 6.30 - 8.00pm Starts 1 Oct 2019 Location LOC Fee £140
French Post-beginners ADE_LaFr314 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 ISBN 978-1444 168419 (student to buy). Tutor Julianna Chapellier	Duration 16 weeks Time Wed 6.30 - 8.00pm Starts 2 Oct 2019 Location LOC Fee £140
French - Intermediate ADE_LaFr312 For people who already have the basics of the language. The aim is to broaden vocabulary and strengthen grammar. The course book is 'Façon de Parler 2' ISBN 978-1444181227. Tutor Julianna Chapellier	Duration 16 weeks Time Thurs 6.30 - 8.00pm Starts 3 Oct 2019 Location LOC Fee £140
Intermediate French Conversation ADE_DaFr553 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 TBC	Duration 16 weeks Time Tues 9.30 - 11.30am Starts 1 Oct 2019 Location LOC Fee £140
Spanish for Beginners ADE_LaSp315 This course is aimed at beginners or those with little experience of the language. The course textbook is 'Sueños World Spanish 1'. New Edition. ISBN 978-0-563-47246-9 Approx £14.99 and Suenos World Spanish 1 Activity Book ISBN 0-563-47247-2	Duration 16 weeks Time Mon 6.30 - 8.00pm Starts 30 Sept 2019 Location GRM Fee £140
Spanish - Elementary ADE_LaSp326 For those with some knowledge of the language or who have completed the beginners' course and wish to further develop their spoken and written language skills and comprehension. The course textbook is 'Sueños World Spanish 1' New Edition ISBN 978-0-563-47246-9	Duration 16 weeks Time Tues 6.30 - 8.00pm Starts 1 Oct 2019 Location GRM Fee £140

Languages cont...

Advanced Spanish ADE_LaSp327 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. The course book is ‘Gente’ New Edition ISBN 978-84-8443-205-0	Duration 16 weeks Time Thurs 6.30 - 8.00pm Starts 3 Oct 2019 Location GRM Fee £140
Mandarin Language & Culture for Beginners ADE_LaMa320 (Oct start) & ADE_LaMa320JAN (Jan start) An introduction to the Mandarin language and Chinese culture.	Duration 10 weeks Time Tues 6.30 - 8.00pm Starts 1 Oct 2019 & 14 Jan 2020 Location LOC Fee £120
Mandarin Language & Culture: Part 2 ADE_LaMa321Oct (Oct start) & ADE_LaMa321 (Jan start) For those who have a knowledge of Mandarin or those who have attended the beginners’ course.	Duration 10 weeks Time Tues 6.30 - 8.00pm Starts 1 Oct 2019 & 14 Jan 2020 Location LOC Fee £120
Mandarin (certificated qualification HSK) ADE_LaMa325 HSK is an international standardised exam which tests and rates Chinese language proficiency. It assesses Chinese non-native abilities in using the Chinese language in their daily, academic and professional lives.	Duration 10 weeks Time TBC Starts On demand Location LOC Fee £150
Preparing to Visit Japan ADE_LaJa_001 Learn Basic Japanese conversation skills and about traditional and about modern Japanese culture. Find out about Japanese food, religion, philosophy and the four seasons lifestyle and receive and introduction to Japanese books. At the end of the course, students will prepare a presentation about Japan using the knowledge they have gained from the course and via their own personal research.	Duration 10 weeks Time Thurs 6.30 - 8.00pm Starts 3 Oct 2019 Location LOC Fee £90
BSL101 - Introduction to British Sign Language (BSL) ADE_SpSi470 These courses will be useful for anyone wishing to learn the basics of sign language in order to communicate with deaf persons. There are additional fees for examinations and examination workshops not included in the course fee.	Duration 10 weeks Time Mon 7.00 - 9.00pm Starts 30 Sept 2019 Location GRM Fee £90
BSL102 - Conversational BSL ADE_SpSi471 These courses will be useful for anyone wishing to learn the basics of sign language in order to communicate with deaf persons. There are additional fees for examinations and examination workshops not included in the course fee.	Duration 10 weeks Time Mon 7.00 - 9.00pm Starts 13 Jan 2020 Location GRM Fee £90
BSL103 - BSL at School, College or Work ADE_SpSi472 These courses will be useful for anyone wishing to learn the basics of sign language in order to communicate with deaf persons. There are additional fees for examinations and examination workshops not included in the course fee.	Duration 10 weeks Time Tues 7.00 - 9.00pm Starts 21 Apr 2020 Location GRM Fee £90

Maritime

Day Skipper ADE_MaDa415 (Tues course) & ADE_MaDa414 (Thurs course) An RYA course covering all the basic navigation and seamanship required to be able to skipper a vessel from port to port or between the islands. There is no prior knowledge required to start and the subject matter is assessed and examined on a continual basis leading to the issue of the RYA Day Skipper Shore-based Certificate.	Duration 25 weeks Time Tues or Thurs 7 - 9.00pm Starts 1 or 3 Oct 2019 Location LOC Fee £290
Diesel Engines ADE_MaDi424 (Nov start), ADE_MaDi425 (Feb start) & ADE_MaDi426A (March start) The course deals with mainly small diesels but also covers the principles of larger diesel engines. This is a ‘hands-on’ basic skills session and suitable for anyone wishing to learn more 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	Duration 1 day Time Sat 9.00am - 5.00pm Starts 9 Nov 2019, 1 Feb & 21 Mar 2020 Location CTZ Fee £120

Maritime cont...

Local Pilotage ADE_MaPi419 (Oct start) & ADE_MaPi420 (March start) 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. Whether experienced or new to the island boating scene, this eight week evening course is full of useful and interesting information. Tutor John Webster	Duration 10 weeks Time Wed 7.00 - 9.00pm Starts 2 Oct 2019 & 4 Mar 2020 Location LOC Fee £145
RYA Essential Navigation & Safety Course ADE_MaRY411 The RYA Essential Navigation and Safety 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	Duration 8 weeks Time Tues 7.00 - 9.00pm Starts 1 Oct 2019 Location LOC Fee £115
VHF/DSC Radio ADE_MaVH421 (Oct start), ADE_MaVH422 (Jan start) & ADE_MaVH423 (March start) This one-day Saturday course leads to the Short Range Certificate (SRC) which includes the latest digital requirements within the new Global Maritime Distress & Safety System (GMDSS) requirements. This qualification is an essential safety feature for all who go to sea with a VHF radio - including transportable sets - and together with a Ship’s Licence, it is a legal requirement. Fee includes all RYA charges for workbook, examination and certificate. A passport photo should be provided on the day. Tutor John Frankland	Duration 1 day Time Sat 9.00am - 5.00pm Starts 12 Oct 2019, 18 Jan & 14 Mar 2020 Location LOC Fee £120
RYA Yacht Master ADE_MaYa417 This 30-week course assumes a prior knowledge of at least equivalent to Day Skipper. The aim is to cover all the theory required to be able to skipper a yacht or power vessel on coastal and offshore passages in an efficient and safe manner. A thorough study of chartwork and electronic navigation, tidal heights, meteorology and the Collision Regulations (IRPCS) is assessed and examined. Tutor TBC	Duration 30 weeks Time Thurs 7.00 - 9.00pm Starts 3 Oct 2019 Location LOC Fee £350

Music

Ukulele for All ADE_MuUk342 Learn to use the ukulele to have fun with family and friends. Create your own music and accompaniment to enhance any occasion. No experience required.	Duration 16 weeks Time Tues 7.30 - 9.00pm Starts 1 Oct 2019 Location CTZ Fee £160
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Painting & Photography

Watercolours for Beginners PART 1 ADE_ArWa352 An introduction to the medium of watercolours, taking students through the basic concepts of colour mixing and application using the genres of still life, landscape and portraiture. Materials can be provided. Students are most welcome to bring their own equipment.	Duration 16 weeks Time Wed 7.00 - 9.00pm Starts 2 Oct 2019 Location LBS Fee £220
Digital SLR Photography (daytime) ADE_DaDi551; (evening) ADE_GeDi492 (Oct start) & ADE_GeDi494 (Jan start) 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.	Duration 8 weeks Time Thurs 2.00 - 4.00pm or Wed 7.00 - 9.00pm Starts 16 Jan 2020 (daytime course) 2 Oct 2019 & 16 Jan 2020 (evening course) Location LOC Fee £140

Sewing & Furniture

Soft Furnishings ADE_ArHo359 (Oct start) & ADE_ArHo359Jan (Jan start) 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	Duration 8 weeks Time Mon 9.30 - 11.30am Starts 30 Sept 2019 & 13 Jan 2020 Location LOC Fee £105
Furniture Restoration and Conservation PART 1 & PART 2 ADE_ArRe368 (Oct course) & ADE_ArRe368Jan (Jan course) Primarily concerned with wooden furniture, however, the programme may include some basic upholstery and recovering of furniture. Tuition can include French Polishing, repair etc. Any work will be carried out entirely at the owner's risk. Pieces for repair or restoration should be brought on the first night. Some basic woodwork skills are essential. Tutor Charles Jolly	Duration 8 weeks Time Tues 6.00 - 9.00pm Starts 1 Oct 2019 & 13 Jan 2020 Location CTZ Fee £180
And Sew On ADE_ArSw356 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.	Duration 8 weeks Time Mon 5.45 - 7.45pm Starts 30 Sep 2019 Location GRM Fee £110
Here We Sew Again! ADE_ArSw357 A follow-on course from 'And Sew On' for those who either wish to develop their skills further or who would like to take on more advanced projects. Students can use this course as a workshop bringing their own choice of projects along or they can follow set projects prepared by the tutor e.g. picnic blanket, tote bag, Roman blinds, etc. Tutor Cath Stuart	Duration 8 weeks Time Mon 5.45 - 7.45pm Starts 13 Jan 2020 Location GRM Fee £110
Sewing and Alterations PART 1 (Oct) ADE_ArSw360 PART 2 (Jan) ADE_ArSw361 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	Duration 8 weeks Time Wed 7 - 9.00pm Starts 2 Oct 2019 & 15 Jan 2020 Location GRM Fee £110
Patchwork ADE_ArSW362 An introduction to various techniques of patchwork. Students will require their own sewing machine, scissors, thread and fabrics (some fabrics will be provided). Tutor: Eleanor De Kooker	Duration 6 weeks Time Thurs 7 - 9.00pm Starts 3 Oct 2019 Location GRM Fee £80

Welding

Introduction to Welding ADE_ArRe367 This is an introductory course to the four main welding processes: oxy-acetylene, manual metal arc, MIG and TIG welding. This is a course for DIY enthusiasts or those who would like to use welding for artistic applications. Please note this is not an industrial welding programme. Tutor John Semenowicz	Duration 10 weeks Time Thurs 7.00 - 9.00pm Starts 3 Oct 2019 Location CTZ Fee £160
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Date.....
Transaction no.
Name on cheque/card ..
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Cheque no.

APPLICATION FORM

Surname..... First Name

Mr/Mrs/Miss/Ms/Other (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.

Course(s) you wish to apply for:		
Course Code	Course Name	Course Fee
	Total fees*	

PLEASE NOTE WE DO NOT REQUIRE PAYMENT AT THIS STAGE. We will confirm your place once minimum numbers have been reached and we will then request payment. Fees are non-refundable unless the course is cancelled by Guernsey College of Further Education. Please refer to our Course Refund Policy at www.guernseycollege.ac.gg/wp/policies. **Please note that additional fees for examinations and for any learning support may be applicable and will be discussed with you on enrolment.*

Who will be paying the fees?

☐ Self ☐ Employer ☐ Other (please state)

Please tick your chosen payment method:

☐ Cheque (*payable to States of Guernsey*)

☐ Debit/credit card**

**Please note if you choose to pay by card, you will be contacted for your details at a later date once we are able to confirm that your chosen course is running.

Current employer (complete ONLY if your employer 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 would like your information to be used for marketing purposes by Guernsey College of Further Education please tick ☐

Name

Position

Please invoice the company £.....

Signature

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

Country of birth

Emergency contact details

Name..... Tel. no.

Learning support and wellbeing

We want to make sure that you succeed right from the start. Please let us know if you consider yourself to have a disability or a learning difficulty. We ask for this information so that we can offer support and so we can plan any adjustments well in advance. *Please note that additional fees for any learning support may be applicable and will be discussed with you on enrolment.*

Please tick which applies to you:

- ☐ I do not have a learning difficulty and/or disability
- ☐ I have a learning difficulty and/or disability (please tick everything that you think applies to you below)

- | | |
|--|---|
| <input type="checkbox"/> Visual impairment | <input type="checkbox"/> Asperger’s Syndrome |
| <input type="checkbox"/> Mobility impairment | <input type="checkbox"/> Dyscalculia |
| <input type="checkbox"/> Other physical impairment | <input type="checkbox"/> Autism Spectrum Disorder |
| <input type="checkbox"/> Other medical condition (eg. diabetes/epilepsy) | <input type="checkbox"/> Hearing impairment |
| <input type="checkbox"/> Emotional / behavioural difficulties | <input type="checkbox"/> Moderate learning difficulty |
| <input type="checkbox"/> Temporary impairment after illness/accident | <input type="checkbox"/> Severe learning difficulty |
| <input type="checkbox"/> Mental health difficulty | <input type="checkbox"/> Wheelchair user |
| <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Allergies |
| <input type="checkbox"/> Profound and complex learning disability | <input type="checkbox"/> Other..... |

Ethnicity

This information will be treated with the strictest of confidence and is used to ensure that our provision is meeting the needs of the community. Please tick the box which applies to you:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> White – British | <input type="checkbox"/> Mixed – White & Black Caribbean | <input type="checkbox"/> Asian – Indian | <input type="checkbox"/> Black - African |
| <input type="checkbox"/> White – Irish | <input type="checkbox"/> Mixed – White & Black African | <input type="checkbox"/> Asian – Pakistani | <input type="checkbox"/> Black - Caribbean |
| <input type="checkbox"/> White – Gypsy or Irish Traveller | <input type="checkbox"/> Mixed – White & Asian | <input type="checkbox"/> Asian – Bangladeshi | <input type="checkbox"/> Black - Other |
| <input type="checkbox"/> White - Other | <input type="checkbox"/> Mixed – Other | <input type="checkbox"/> Asian – Chinese | |
| | | <input type="checkbox"/> Asian – Other | <input type="checkbox"/> Other |

Data Protection/Privacy Statement: The Guernsey College of Further Education processes the personal data that you provide, via this application form, in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017. Further information in relation to how your personal data is processed can be found by viewing the full Fair Processing Notice at www.guernseycollege.ac.gg/wp/policies.

Course Refund Policy: Please ensure that you have read and understood our Course Refund Policy which gives important information about payments, cancellations and refunds. This can be found at www.guernseycollege.ac.gg/wp/policies

I certify that the details of this application are current and correct to the best of my knowledge and that I have read and understood the Course Refund Policy.

Applicant’s signature..... Date

Return to: Applications, PO Box 578, St Peter Port, Guernsey, GY1 6LG Tel 737500. Email: enrolment@gcfe.net.
Guernsey College of Further Education, Route des Coutanchez, St Peter Port, Guernsey, GY1 2TT



Guernsey College of Further Education

Chairman Julian Winser

Principal Louise Misselke RGN, BSc, MSc, Cert Ed.

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GuernseyCollege



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Guernsey College of Further Education