

It's amazing...
what you can achieve



Fantastic facilities at Bournville College available to everyone...

1 Longbridge Lane, Longbridge, Birmingham B31 2AJ | Sat Nav Ref: B31 2TW



URBAN Flavours
CONTEMPORARY RESTAURANT
AT BOURNVILLE COLLEGE

LUNCHTIME AND EVENING SERVICE AVAILABLE*

Lunchtime service: Mon– Fri
Evening service: Wed – Thurs

Calendar of themed events, special promotions and quiz nights available.

10% OFF
YOUR FIRST VISIT

This voucher needs to be redeemed by 31st March 2012.

*Term time only

Call. 0121 477 1558 Email. urbanflavours@bournville.ac.uk
Web. bournville.ac.uk/urban-flavours



URBAN Fitness
EXCITING BRAND NEW GYM AND SPORTS HALL
AT BOURNVILLE COLLEGE

FREE TRIAL
UNTIL 31st JANUARY 2012
TO JOIN, ONLY £19.95* PER MONTH, NO FIXED CONTRACT

*Discounted rates available to students of Bournville College

Call. 0121 477 1441 Email. urbanfitness@bournville.ac.uk
Web. bournville.ac.uk/urban-fitness



URBAN Serenity
PROFESSIONAL BEAUTY SALON

10% OFF
YOUR FIRST TREATMENT

This voucher needs to be redeemed by 31st March 2012. All treatments need to be pre-booked and some may require a skin test 24 hours in advance.

Call. 0121 477 1444 Email. urbanserenitysalon@bournville.ac.uk
Web. bournville.ac.uk/urban-serenity



URBAN Elegance
PROFESSIONAL HAIRDRESSING SALON

10% OFF
YOUR FIRST TREATMENT

This voucher needs to be redeemed by 31st March 2012. All treatments need to be pre-booked and some may require a skin test 48 hours in advance.

Call. 0121 477 1555 Email. urbanelegancesalon@bournville.ac.uk
Web. bournville.ac.uk/urban-elegance

Welcome to our Winter and Spring 2012 Course Guide

It's the New Year and the best time to pick up a new skill. Why not do it at Bournville College's new campus in Longbridge?

We have a great range of courses to choose from, whatever your aspiration or ability. Over the years, we have helped thousands of adults learn new skills, get a job, change career, achieve professional qualifications or just develop a hobby.

With fantastic new facilities and resources, Bournville College offers an inspiring learning environment. Our friendly tutors and support staff will guide you through your learning journey every step of the way.

What to do next?

Have a look through this guide to see if there's something that interests you. Then check its enrolment symbol to determine if you can enrol direct or whether you need to attend an interview or assessment prior to your enrolment.

For further information about individual courses, visit bournville.ac.uk. Please do not hesitate to contact us on **0121 477 1300** or info@bournville.ac.uk if you need any advice or further information.



Free courses

If you are unemployed, you may be eligible for a **FREE*** course to help you get back on track.

Why not consider acquiring new skills with one of our courses, such as:

- AAT Accounting
- NCFE Award in Mentoring
- Award/Certificate in Introduction to Health, Social Care and Children's and Young People's Workforce
- Return to Learning
- Word Processing... and many more!

Make a fresh start in 2012 with Bournville College!

*Eligibility criteria and terms & conditions apply. Applicable to courses listed on pages 4 and 5 in Bournville College's Winter & Spring 2012 Adult Course Guide (excludes courses marked with #).

Paying for your study

Payment of all fees (tuition and/or awarding body costs) is due in full at enrolment and is not refundable unless the course is cancelled by the College. If the learner withdraws before the course starts, there will be a £10 refund charge.

Learners may pay fees in instalments where the total exceeds £100 and the course lasts in excess of 15 weeks. For this option an administration charge will apply.

Visit bournville.ac.uk/adults/enrol-2012 for further information regarding payment of fees.

You may be eligible for reduced fees depending upon your age, residency in England and any benefits you may be receiving. For further information regarding fee concessions, contact the Student Finance Team on **0121 477 1302**.

Additional Learning Support

We have specialist staff who can help identify, co-ordinate and monitor additional support needs for students with disabilities. If you feel that you may need support when you come to college, email us on additionalssupport@bournville.ac.uk

Additional Learning Support is normally available (where applicable) at no extra cost, however, if you are applying for courses marked '# No Concessions', because of funding restrictions you may need to meet the cost of any additional learning support provided. We recommend that you contact the Assessment & Support Manager on **0121 477 1755** prior to application to discuss your individual circumstances.

OUR ENROLMENT DATES ARE AS FOLLOWS...

Tuesday 3rd January – Thursday 5th January, 9.30am – 8pm
Monday 9th January – Thursday 12th January, 9.30am – 7pm
Fridays 6th & 13th January, 9.30am – 4pm



Courses

Access to Higher Education & Employment

COURSE TITLE	DAY	TIME	HOURS/WEEK	WEEKS	START DATE	TUITION FEE	AWARD COST	ENROL	CODE
Access to Higher Education - Combined Studies	M-F	10am	15	34	23 Jan 12	£350	£110		AC040
Access to Higher Education - Health Studies	M-F	10am	15	34	23 Jan 12	£350	£110		AC001
Return to Learning - Level 2	M-F	10am	13	18	06 Feb 12	£160	£75		AC016
Gateway to Learning - Level 1	M-F	10am	13	18	06 Feb 12	£160	£60		AC044

Accounting

COURSE TITLE	DAY	TIME	HOURS/WEEK	WEEKS	START DATE	TUITION FEE	AWARD COST	ENROL	CODE
AAT Access to Accounting - Level 1	M	6pm	2	12	16 Jan 12	£100	£110		MP100
AAT Certificate in Accounting - Level 2	Tu & W	6pm	6	23	03 Jan 12	£450	£160		MP002

Arts & Creative

COURSE TITLE	DAY	TIME	HOURS/WEEK	WEEKS	START DATE	TUITION FEE	AWARD COST	ENROL	CODE
Sewing - Making a Garment # NEW!	Tu	6.30pm	6	10	10 Jan 12	£155	n/a		SF149
Photography (Digital & Studio) #	Tu	6.30pm	6	10	10 Jan 12	£155	n/a		SF140

Beauty Therapy

COURSE TITLE	DAY	TIME	HOURS/WEEK	WEEKS	START DATE	TUITION FEE	AWARD COST	ENROL	CODE
Application of Individual Permanent Eye Lashes #	TBC	TBC	5	1	TBC	£120	n/a		VT148
Manual and Spray Tan Application #	TBC	TBC	6	1	TBC	£120	n/a		VT154

Business Administration, IT & Office Skills

COURSE TITLE	DAY	TIME	HOURS/WEEK	WEEKS	START DATE	TUITION FEE	AWARD COST	ENROL	CODE
Word Processing Workshop - Levels 1, 2 & 3	Tu	6pm	2	19	03 Jan 12	£200	£35		MP025
Medical Terminology - Level 2 #	Tu	6pm	3	30	07 Feb 12	£390	£115		MP073

Catering

COURSE TITLE	DAY	TIME	HOURS/WEEK	WEEKS	START DATE	TUITION FEE	AWARD COST	ENROL	CODE
Explore the World of Cooking #	Sat	9.30am	2.5	10	07 Jan 12	£175	n/a		VT157
Saturday Cooking Club #	Sat	9.30am	2.5	10	07 Jan 12	£120	n/a		VT156

Childcare & Early Years

COURSE TITLE	DAY	TIME	HOURS/WEEK	WEEKS	START DATE	TUITION FEE	AWARD COST	ENROL	CODE
Award in Introduction to Health, Social Care and Children's and Young People's Settings - Level 1 NEW!	W	9.30am	5	15	11 Jan 12	£200	£50		HS099
Certificate in Introduction to Health, Social Care and Children's and Young People's Settings - Level 1 NEW!	Th/Fri	9.30am	5	18	12 Jan 12	£400	£65		HS100

Construction

COURSE TITLE	DAY	TIME	HOURS/WEEK	WEEKS	START DATE	TUITION FEE	AWARD COST	ENROL	CODE
Introduction to Brickwork #	Sat	9am	3	10	14 Jan 12	£300	n/a		VT159
Introduction to Plumbing #	Sat	9am	3	10	14 Jan 12	£300	n/a		VT160
Introduction to Painting and Decorating #	Sat	9am	3	10	14 Jan 12	£300	n/a		VT161

Counselling & Mentoring

COURSE TITLE	DAY	TIME	HOURS/WEEK	WEEKS	START DATE	TUITION FEE	AWARD COST	ENROL	CODE
NCFE Award in Mentoring - Level 1	Tu	6pm	3	15	21 Feb 12	£110	£50		AC043
Introduction to Cognitive Behaviour Therapy #	M	9.30 am	3	10	16 Jan 12	£220	n/a		HS063

Key

= Enrol = Call 0121 477 1300 = Interview / Assessment # No concessions

English for Speakers of Other Languages (ESOL)

COURSE TITLE	DAY	TIME	HOURS/WEEK	WEEKS	START DATE	TUITION FEE	AWARD COST	ENROL	CODE
ESOL Skills for Life (Entry Level to Level 2)	M-F	10am or 2pm	15	18	03 Jan 12	£140	£40		LA011
ESOL Summer School NEW!	M-F	10am	15	4	11 Jun 12	TBC	TBC		LA020

Foreign Languages

COURSE TITLE	DAY	TIME	HOURS/WEEK	WEEKS	START DATE	TUITION FEE	AWARD COST	ENROL	CODE
Spanish Post Beginners #	Tu	6.30pm	2	10	10 Jan 12	£135	n/a		LA007
French Beginners #	M	6.30pm	1.5	10	09 Jan 12	£110	n/a		LA008
French Post-Beginners #	Tu	6.30pm	1.5	10	10 Jan 12	£110	n/a		LA008
French Intermediate #	W	6.30pm	1.5	10	11 Jan 12	£110	n/a		LA008
Arabic Beginners #	Th	6.30pm	1.5	10	12 Jan 12	£110	n/a		LA019

Literacy & Numeracy

COURSE TITLE	DAY	TIME	HOURS/WEEK	WEEKS	START DATE	TUITION FEE	AWARD COST	ENROL	CODE
Skills for Life - Literacy	M-F	am/pm	4	22	03 Jan 12	FREE	FREE		ES001
Skills for Life - Literacy	M-Th	6.30pm	2	36	03 Jan 12	FREE	FREE		ES001
Skills for Life - Numeracy	M-F	am/pm	4	22	03 Jan 12	FREE	FREE		ES001
Skills for Life - Numeracy	M-Th	6.30pm	2	36	03 Jan 12	FREE	FREE		ES001
Flexible Learning - Literacy/Numeracy	M-Sat	variable	n/a	n/a	Flexible	FREE	FREE		ES002

Hairdressing

COURSE TITLE	DAY	TIME	HOURS/WEEK	WEEKS	START DATE	TUITION FEE	AWARD COST	ENROL	CODE
NVQ Diploma in Barbering	2 Days	Variable	7	36	04 Jan 12	£400*	£105		VT045

* This course could be half price for students with an appropriate Level 3 qualification in hairdressing. Call 0121 477 1300 for further details.

Motor Vehicle

COURSE TITLE	DAY	TIME	HOURS/WEEK	WEEKS	START DATE	TUITION FEE	AWARD COST	ENROL	CODE
Get to Know Your Car - Find Faults & Fix for Free #	Th	6.30pm	2.5	6	12 Jan 12	£120	n/a		SF130

Management & Professional

COURSE TITLE	DAY	TIME	HOURS/WEEK	WEEKS	START DATE	TUITION FEE	AWARD COST	ENROL	CODE	
CIM Introductory Certificate in Marketing - Level 3 #	Th	6pm	3	20	19 Jan 12	£390	+		MP013	
CIM Professional Certificate in Marketing - Level 4 #	W	6pm	3	44	18 Jan 12	£700	+		MP011	
CIM Professional Diploma in Marketing - Level 6 #	Tu	6pm	3	44	17 Apr 12	£950	+		MP060	
ICM Credit Management, Trade, Export and Consumer Unit - Level 3 #	Tu	6pm	3	15	24 Jan 12	£420	+		MP001	
CIPS Securing Supply Unit - Level 3 #	M	6pm	3	10	20 Feb 12	£310	+		MP085	
CIPS Purchasing Contexts Unit - Level 4 #	W	6pm	3	12	22 Feb 12	£360	+		MP037	
CIPS Level 5 #					Call 0121 477 1300 for details			+		MP065
CMJ Diploma in Public Service Leadership and Management - Level 6 # Th/Fr	9am	2 days a month	36	13 Jan 12	£1,665	£165			PS002	

+ Award costs for these courses are payable direct to the awarding body

Teaching & Training

COURSE TITLE	DAY	TIME	HOURS/WEEK	WEEKS	START DATE	TUITION FEE	AWARD COST	ENROL	CODE
PTLLS (Preparing to Teach in the Lifelong Learning Sector) - one week intensive course # NEW!					Call 0121 477 1300 for details				MP102
PTLLS (Preparing to Teach in the Lifelong Learning Sector) - Level 3	M	5.30pm	3	10	09 Jan 12	£185	£20		MP041
PTLLS (Preparing to Teach in the Lifelong Learning Sector) - Level 3	Th	1.30pm	3	10	12 Jan 12	£185	£20		MP041
PTLLS (Preparing to Teach in the Lifelong Learning Sector) - Level 3	Sat	9.30am	3	10	14 Jan 12	£185	£20		MP041
CTLLS (Certificate in Teaching in the Lifelong Learning Sector)	W	2pm	3	18	11 Jan 12	£400	£110		MP054
DTLLS Year 1 (Diploma in Teaching in the Lifelong Learning Sector) #	Tu	4.30pm	4	30	17 Jan 12	£655	n/a		HE018
Supporting Functional English in Vocational Curriculum # NEW!	F	9am		1 day a month over 5 months	03 Feb 12	£450	n/a		ES003
Supporting Functional Maths in Vocational Curriculum # NEW!	F	9am		1 day a month over 5 months	03 Feb 12	£450	n/a		ES004
Train the Trainer #					Call 0121 477 1300 for details				MP063
Award in Preparing to Support Learning # NEW!					Call 0121 477 1300 for details				MP103

Training in the workplace

APPRENTICES

Are you 16-24 years old? Looking for a job? Want to earn while you learn? If the answer is yes, then an Apprenticeship is for you. Apprenticeships allow you to develop your skills in the workplace at the same time as learning the theory of the trade at our brand new state-of-the-art college - and all this while earning a wage!

We are always looking for enthusiastic candidates for the many roles we advertise across a wide variety of sectors. To find out more, contact one of our dedicated Business Development Managers and kick start your new year with a new career!

EMPLOYERS

Are you looking to grow your business? Would you like to recruit your workforce of tomorrow from a pool of talented and enthusiastic young apprentices? Apprenticeships can be a cost-effective way of growing your workforce and ensuring your staff have the skills that you want, right from the outset. To learn more about how Apprenticeships can benefit your business, contact one of our Business Development Managers today or our Apprenticeship Programmes Manager:

Jennifer Johnson - **Talk. 07984 072935 or 0121 477 1413**
Write. jennifer.johnson@bournville.ac.uk

CONTACTS

Public Sector, Engineering, IT, Catering & Hospitality

Who. Mark Farrant
Talk. 07912 248905
Write. mark.farrant@bournville.ac.uk

Health & Social Care, Childcare, Hairdressing and Beauty Therapy

Who. Jessica Lewis
Talk. 07702 369023
Write. jessica.lewis@bournville.ac.uk

Business & Professional Services, Construction, Motor Vehicle

Who. Sharon Jhal
Talk. 07739 990587
Write. sharon.jhal@bournville.ac.uk

APPRENTICESHIPS

Business Administration (Certificate) - Level 2
 Business Administration (Diploma) - Level 3
 Catering & Hospitality - Levels 2 & 3
 Children & Young People's Workforce - Levels 2 & 3
 Cleaning & Environmental Services - Level 2
 Customer Service (Certificate) - Level 2
 Customer Service (Diploma) - Level 3
 Environmental Conservation - Level 2
 Facilities Management - Level 3
 Hairdressing - Levels 2 & 3
 Health - Levels 2 & 3
 Health & Social Care - Levels 2 & 3
 Housing - Level 3
 IMI Motor Vehicle Maintenance & Repair (Light Vehicle) - Level 2
 IT Users - Levels 2 & 3
 Management - Level 3
 Medical Secretaries AMSPAR - Level 3
 Painting & Decorating - Level 2
 Plumbing - Levels 2 & 3
 Rail Transport Engineering - Level 2
 Supporting Teaching & Learning in Schools (STALIS) - Levels 2 & 3
 Team Leading - Level 2

To enquire about an apprenticeship:

Talk. 0121 477 1400
Write. apprentice@bournville.ac.uk

HASSLE FREE RECRUITMENT SERVICE AND PRE-EMPLOYMENT TRAINING

We can improve your business' productivity by taking care of your organisation's staffing needs. This service includes pre-employment and selection through to 'on the job' staff development. Our service will guarantee:

- Close liaison with you and partner organisations
- Development and delivery of tailored and specific training programmes
- Providing your potential and existing workforce with the skills required to increase productivity
- Access to training opportunities and funding streams
- Access to a range of college services
- Informative, impartial consultancy service
- Contribution to the corporate social responsibility of your business

To discuss your organisation's needs:

Who. Integrated Employment and Skills Team
Talk. 0121 477 1500
Write. iesteam@bournville.ac.uk



Apprenticeships

Are you a **YOUNG PERSON** looking for an apprenticeship?
 Are you an **EMPLOYER** looking to fill apprenticeship vacancies?

Then come to our Apprenticeship Evening and find out how Bournville College can support you!

TUESDAY 7TH FEBRUARY - 6PM

Talk. 0121 477 1400 | **Write.** apprentice@bournville.ac.uk

Training in the workplace

SHORT COURSES AND WORKSHOPS

Investing in the skills of your people can benefit your business to make more money, save money or save time.

Successful employee training delivers improvements in employee performance which, in turn, creates a better performing business and an improved bottom line.

We are specialists in providing a wide range of professional and nationally recognised qualifications, workshops and bespoke courses across all business sectors and service industries. Training programmes are delivered by a dedicated and expert team of training professionals, equipped to deliver programmes to the highest standards.

They can be tailored to meet your business objectives; personal development plans can be written for individual members of staff to achieve their Continuing Professional Development (CPD), follow up activities and assessment programmes to continually improve your operation. We can deliver in-house or on campus.

We offer a free Organisational Needs Analysis working with you to assess what skills your organisation needs, identifying your employees' existing skills and experience, their capabilities and aspirations and providing training to improve their core competencies.

Our objective is to make a measurable difference to your staff performance and an improved experience for your customers and service users.



For further details...

Talk. 0121 477 1390

Write. conferencing@bournville.ac.uk

See. bournville.ac.uk /conference-facilities

Visit. 1 Longbridge Lane, Longbridge, Birmingham B31 2AJ

DATE	COURSE TITLE	DURATION	TIME
JANUARY			
11 th	Emergency First Aid at Work	1 day	10am - 4pm
18 th	Award in Food Safety	1 day	10am - 4pm
25 th	Introduction to Sign Language	1/2 day	9.30am - 12.30pm
25 th	Fire Awareness Training / Fire Marshall	1/2 day	1pm - 4pm
FEBRUARY			
1 st	Emotional Resilience	1 day	10am - 4pm
8 th	Minute Taking	1/2 day	9.30am - 12.30pm
8 th	Correspondence for Business	1/2 day	1pm - 4pm
13 th -17 th	PTLLS Level 3	4 days	9.30am - 4pm
15 th	Award in Food Safety	1 day	10am - 4pm
17 th	Performance Management	1 day	10am - 4pm
22 nd	Managing Challenging Behaviour	1 day	10am - 4pm
29 th	Health & Safety in the Workplace	1 day	10am - 4pm
MARCH			
7 th	Introduction to Counselling	1/2 day	9.30am - 12.30pm
7 th	Alcohol Awareness	1/2 day	1pm - 4pm
9 th	Applying for a Business Loan	1/2 day	1pm - 4pm
14 th	Emergency First Aid at Work	1 day	10am - 4pm
16 th	Goal Setting	1/2 day	9.30am - 12.30pm
16 th	Going Global	1/2 day	1pm - 4pm
21 st	Introduction to Photoshop	1/2 day	9.30am - 12.30pm
21 st	Digital Photography Workshop	1/2 day	1pm - 4pm
28 th	Introduction to Sign Language	1/2 day	9.30am - 12.30pm
APRIL			
2 nd -6 th	PTLLS Level 3	4 days	9.30am - 4pm
4 th	Goal Setting	1/2 day	9.30am - 12.30pm
4 th	Introduction to Leadership	1/2 day	1pm - 4pm
11 th	Award in Food Safety	1 day	10am - 4pm
18 th	UK Entry Test - Workshop	1/2 day	9.30am - 12.30pm
18 th	Introduction to the Retail Industry	1/2 day	1pm - 4pm
25 th	Team Building	1/2 day	9.30am - 12.30pm
MAY			
2 nd	Health & Safety in the Workplace	1 day	10am - 4pm
9 th	Managing Change	1/2 day	9.30am - 12.30pm
9 th	Assertiveness	1/2 day	1pm - 4pm
11 th	Introduction to Marketing	1/2 day	9.30am - 12.30pm
11 th	Advanced Marketing Techniques	1/2 day	1pm - 4pm
16 th	Emergency First Aid at Work	1 day	10am - 4pm
23 rd	Manual Handling	1 day	10am - 4pm
25 th	Introduction to Employment Law	1/2 day	9.30am - 12.30pm
25 th	Effective Appraisals	1/2 day	1pm - 4pm
30 th	Introduction to Sales	1/2 day	9.30am - 12.30pm
30 th	Advanced Sales Techniques	1/2 day	1pm - 4pm
JUNE			
4 th -7 th	PTLLS Level 3	4 days	9.30am - 4pm
6 th	Introduction to Sign Language	1/2 day	9.30am - 12.30pm
6 th	Equality & Diversity in the Workplace	1/2 day	1pm - 4pm
13 th	Award in Food Safety	1 day	10am - 4pm
20 th	Interviewing Techniques	1/2 day	9.30am - 12.30pm
20 th	Communication & Listening Skills	1/2 day	1pm - 4pm
27 th	Management Fundamentals for new and aspiring managers	1/2 day	9.30am - 12.30pm
27 th	"IN THEIR SHOES" - Be a leader worth following	1/2 day	1pm - 4pm

To discuss Short Courses and Workshops

Who. Rose Rees

Talk. 0121 477 1418 or 07703 044 843

Write. rose.rees@bournville.ac.uk

Host Families Wanted

for international students
at Bournville College



Can you provide...

- room only/full board accommodation?
- a UK cultural experience?
- a friendly face?

Benefits of becoming a host...

- diverse community
- cultural education
- extra income

*Bournville College,
inviting the world to you!*

Talk. 0121 477 1606 (Patrick Chan)

See. bournville.ac.uk/international/accommodation

Write. patrick.chan@bournville.ac.uk

Visit. 1 Longbridge Lane, Longbridge, Birmingham B31 2AJ

Leaving school
in the summer?



OPEN EVENING FOR SCHOOL LEAVERS
Wednesday 25th January | 5.30 – 8pm



Come and have a look
at our brand new campus...

It's amazing!

Talk. 0121 477 1300 | Write. info@bournville.ac.uk | See. bournville.ac.uk
Visit. 1 Longbridge Lane, Longbridge, Birmingham B31 2AJ | Sat nav ref. B31 2TW

When can I enrol at Bournville College?

Our enrolment dates are as follows...

Tuesday 3rd January – Thursday 5th January, 9.30am – 8pm

Monday 9th January – Thursday 12th January, 9.30am – 7pm

Fridays 6th & 13th January, 9.30am – 4pm

Talk. 0121 477 1300 | Write. info@bournville.ac.uk | See. bournville.ac.uk
Visit. 1 Longbridge Lane, Longbridge, Birmingham B31 2AJ | Sat Nav Ref. B31 2TW

Follow.



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