



West Nottinghamshire College  
Adult Learning and Skills

MANY  
COURSES ARE  
**FREE\***

# ADULT EDUCATION COURSE GUIDE 2024



**FREE\*** construction skills courses

**FREE\*** English, maths and IT courses

**FREE\*** ESOL courses

**FREE\*** online courses

**FREE\*** part-time or evening courses

**FREE\*** rail engineering training

**FREE\*** security training

[wnc.ac.uk/adults](https://wnc.ac.uk/adults)

\*subject to eligibility



# IT'S NEVER TOO LATE!

Whether you're aiming to boost your career with a recognised qualification or delve into a new hobby, our wide range of adult courses cater to all.

Enjoy flexibility with our **online courses**. For professional growth or CV enhancement, explore our **professional training courses**. If your university dreams lack the required qualifications, our **Access to HE courses** bridge the gap. What's more, depending on your circumstances, many of our courses are **FREE\*** or low-cost. It's never too late — apply today!

## WHY CHOOSE US?

### AFFORDABLE

- Most courses are **FREE\*** or low-cost
- Monthly bursaries and financial support for childcare\*
- **FREE\*** or discounted bus travel for full-time learners with the West Notts College Travel Pass ([wnc.ac.uk/travel-pass](http://wnc.ac.uk/travel-pass)).

### SUPPORTIVE

- Flexible timetables to fit around busy lifestyles

- Small class sizes
- High level of one-to-one support.

### EMPLOYMENT-FOCUSED

- Industry experienced tutors with up-to-date knowledge
- Ongoing multi-million pound investments in facilities
- Courses created in partnership with local employers to meet their specific needs.

## HOW TO APPLY

You can apply for most full-time and online courses through our website. Just visit **wnc.ac.uk**, search for your course, and click the green 'Apply now' or 'Sign-up' button to complete the online application form.

For our part-time or short courses, call us at **01623 413602** for more information.

# COURSES AVAILABLE

**WHAT ARE THE COLOURED SQUARES?** This is a key to identify the funding available. View the 'Help with finances' section to find out more. ↓

COURSE TITLE	DURATION	DAY/TIME	VENUE	COST
<b>BOOKKEEPING AND ACCOUNTING</b>				
<a href="#">AAT Applied Management Accounting</a> - Level 4	14 weeks	Mon   9.30am-3.30pm Mon, Tues   6-9pm	Derby Road Campus	£780
<a href="#">AAT Award in Bookkeeping</a> - Level 1	6 weeks	Thurs   9.30am-4.30pm	Derby Road Campus	£450
<a href="#">AAT Business Environment Synoptic</a> - Level 2	10 weeks	Various	Blended Learning	£451.50
<a href="#">AAT Business Awareness</a> - Level 3	6 weeks	Various	Blended Learning	£549.50
<a href="#">AAT Business Skills</a> - Level 1	6 weeks	Tues   9.30am-4.30pm	Derby Road Campus	£450
<a href="#">AAT Certificate in Accounting</a> - Level 2	1 year	Wed   9.30am-3.15pm Tues   5.30-8.30pm	Blended Learning	£1,250 ■
<a href="#">AAT Certificate in Bookkeeping</a> - Level 2	20 weeks	Various	Derby Road Campus	£724
<a href="#">AAT Certificate in Bookkeeping</a> - Level 3	17 weeks	Various	Derby Road Campus	£1,260
<a href="#">AAT Credit and Debt Management</a> - Level 4	6 weeks	Mon   9.30am-3.30pm Mon, Tues   6-9pm	Derby Road Campus	£486.50
<a href="#">AAT Diploma in Accounting</a> - Level 3	1 year	Various	Blended Learning	£2,573 ■ ■
<a href="#">AAT Drafting and Interpreting Financial Statements</a> - Level 4	10 weeks	Mon   9.30am-3.30pm Mon, Tues   6-9pm	Derby Road Campus	£633.50
<a href="#">AAT Financial Accounting - Preparing Financial Statements</a> - Level 3	10 weeks	Various	Blended Learning	£960.50
<a href="#">AAT Internal Accounting Systems and Controls</a> - Level 4	5 weeks	Mon   9.30am-3.30pm	Derby Road Campus	£486.50
<a href="#">AAT Introduction to Bookkeeping</a> - Level 2	9 weeks	Wed   9.30am-3.15pm	Blended Learning	£375.50
<a href="#">AAT Management Accounting Techniques</a> - Level 3	12 weeks	Wed   9.30am-3.15pm	Blended Learning	£806.50
<a href="#">AAT Principles of Costing</a> - Level 2	8 weeks	Wed   9.30am-3.15pm Tues   5.30-8.30pm	Blended Learning	£332.50
<a href="#">AAT Personal Tax</a> - Level 4	8 weeks	Mon, Tues   6-9pm	Derby Road Campus	£486.50
<a href="#">AAT Principles of Bookkeeping Controls</a> - Level 2	8 weeks	Wed   9.30am-3.15pm Tues   5.30-8.30pm	Blended Learning	£332.50
<a href="#">AAT Professional Diploma in Accounting</a> - Level 4	2 years	Mon   9.30am-3.30pm Mon, Tues   6-9pm	Derby Road Campus	£2,573 ■
<a href="#">AAT Tax Processes for Business</a> - Level 3	7 weeks	Various	Blended Learning	£498.50
<a href="#">Budgeting for Small Business</a>	1 day	Various	Derby Road Campus	£50
<a href="#">Introduction to Accounting</a>	1 day	Various	Derby Road Campus	£50
<a href="#">Managing Cashflow</a>	1 day	Various	Derby Road Campus	£50
<a href="#">Understanding Financial Documents</a>	1 day	Various	Derby Road Campus	£50
<b>BUSINESS</b>				
<a href="#">Access to HE Diploma (Business)</a> - Level 3	12-18 months	Contact us	Online	FREE* to £3,022 ■ ■
<a href="#">Certificate in Digital Marketing</a> - Level 2	190 hours	Flexible	Online	FREE* ■
<a href="#">Certificate in Equality and Diversity</a> - Level 2	180 hours	Flexible	Online	FREE* ■
<a href="#">Certificate in Information, Advice and Guidance</a> - Level 2	150 hours	Flexible	Online	FREE* ■
<a href="#">Certificate in Lean Organisation Management Techniques</a> - Level 2	150 hours	Flexible	Online	FREE* ■
<a href="#">Certificate in Principles of Customer Service</a> - Level 2	200 hours	Flexible	Online	FREE* ■
<a href="#">Certificate in Principles of Team Leading</a> - Level 2	190 hours	Flexible	Online	FREE* ■
<a href="#">Want 2 Work in Business</a>	20 hours	Flexible	Online	FREE* ■
<a href="#">Want 2 Work in Health and Safety</a>	20 hours	Flexible	Online	FREE* ■
<b>CONSTRUCTION</b>				
<a href="#">Introduction to Bricklaying</a> - Entry Level	4 weeks	Mon, Tues   5-8pm	Kirkby Road Campus	FREE* or £75 ■
<a href="#">Introduction to Carpentry and Joinery</a> - Entry Level	4 weeks	Mon, Tues   5-8pm	Construction Centre	FREE* or £75 ■

The information in this guide is correct at the time of printing – please check the college website **wnc.ac.uk**, for the latest information or call **01623 413602**.

\* Subject to eligibility.

COURSE TITLE	DURATION	DAY/TIME	VENUE	COST
<a href="#">Introduction to Electrical Installation</a> - Entry Level	4 weeks	Mon, Tues   5-8pm	Construction Centre	FREE* or £75 ■
<a href="#">Introduction to Plastering</a> - Entry Level	4 weeks	Mon, Tues   5-8pm	The Old Brewery (NG18 1AH)	FREE* or £75 ■
<a href="#">Introduction to Plumbing</a> - Entry Level	4 weeks	Mon, Tues   5-8pm	Construction Centre	FREE* or £75 ■
<a href="#">Women in Construction (Free)</a> - Level 1	12 weeks	Thurs, Fri   9am-4pm	The Old Brewery (NG18 1AH)	FREE* ■
<b>DIGITAL AND IT SKILLS</b>				
<a href="#">Demystifying Digital: IT for the Terrified</a>	4 weeks	Fri   9.30-11.30am	Four Seasons Shopping Centre	FREE* ■
<a href="#">Essential Digital Skills</a> - Entry Level to Level 1	15 weeks	Mon   9.30-11.30am	Four Seasons Shopping Centre	FREE* ■
<a href="#">First Steps in Digital</a>	Flexible	Various	Four Seasons Shopping Centre	FREE* ■
<a href="#">Introduction to Digital Skills</a>	11 weeks	Mon   2-4pm	Four Seasons Shopping Centre	FREE* ■
<a href="#">Introduction to Interactive Data Visualisation (Power BI)</a>	8 weeks	Wed   10am-12pm	Online	FREE* to £150 ■
<a href="#">Microsoft Excel</a> (Foundation, Intermediate or Advanced)	8 weeks	Various	Online	FREE* to £64 ■
<b>EDUCATION AND EARLY YEARS</b>				
<a href="#">Access to HE Diploma (Teacher Training)</a> - Level 3	12-18 months	Contact us	Online	FREE* or £3,384 ■ ■
<a href="#">Award in Education and Training (PTLLS)</a> - Level 3	12 weeks	Tues   5.30-8.30pm	Derby Road Campus	£425
<a href="#">Certificate in Awareness of Bullying in Children and Young People</a> - Level 2	140 hours	Flexible	Online	FREE* ■
<a href="#">Certificate in Special Educational Needs and Disability</a> - Level 2	140 hours	Flexible	Online	FREE* ■
<a href="#">Certificate in Understanding Autism</a> - Level 2	150 hours	Flexible	Online	FREE* ■
<a href="#">Certificate in Understanding Distressed Behaviour in Children</a> - Level 2	138 hours	Flexible	Online	FREE* ■
<a href="#">Diploma for the Early Years Workforce (Early Years Educator)</a> - Level 3	18 months	Various	Derby Road Campus	FREE* or £2,882 ■
<a href="#">Diploma in Supporting Teaching and Learning (Teaching Assistant)</a> - Level 3	1 year	Various	Derby Road Campus	FREE* or £2,225 ■
<a href="#">Principles in Childcare and Education (PCE)</a>	11 weeks	Wed   6-8pm	Derby Road Campus	£60 ■
<a href="#">Want 2 Work in Child Protection and Safeguarding</a>	20 hours	Flexible	Online	FREE* ■
<a href="#">Want 2 Work in Education</a>	20 hours	Flexible	Online	FREE* ■
<a href="#">Want 2 Work in Learning Support</a>	20 hours	Flexible	Online	FREE* ■
<b>ENGINEERING</b>				
<a href="#">Rail Engineering (Skills Bootcamp)</a>	7 weeks	Contact us	Engineering Campus	FREE* ■
<b>ENGLISH AND MATHS</b>				
<a href="#">Functional Skills English</a>	4-6 months	Flexible	Derby Road Campus, Four Seasons Shopping Centre or Online	FREE* ■
<a href="#">Functional Skills Maths</a>	4-6 months	Flexible	Derby Road Campus, Four Seasons Shopping Centre or Online	FREE* ■
<a href="#">GCSE English</a> - Level 2	1 year	Starts September 2025	Derby Road Campus	FREE* or £812 ■
<a href="#">GCSE Maths</a> - Level 2	1 year	Starts September 2025	Derby Road Campus	FREE* or £846 ■
<b>ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)</b>				
Various courses available. We will do a quick assessment to find your current level and suggest the best course for you. Visit <a href="http://wnc.ac.uk/esol">wnc.ac.uk/esol</a>	6-12 weeks	Contact us	Delivered in Mansfield, Nottingham, and Shirebrook. Call <b>01623 413602</b> to book an assessment.	FREE*
<b>FIRST AID</b>				
<a href="#">Mental Health First Aid</a> - Level 2	2 days	Contact us	Four Seasons Shopping Centre	FREE* to £126 ■
<a href="#">Mental Health First Aid</a> - Level 2	5 weeks	Wed or Thurs   6-7pm	Online	FREE* to £126 ■
<a href="#">QA Award in Emergency First Aid at Work (RQF)</a> - Level 3	1 day	9am-5pm	Derby Road Campus	£90
<a href="#">QA Award in First Aid at Work (RQF)</a> - Level 3	3 days	9am-5pm	Derby Road Campus	£205
<a href="#">QA Award in First Aid at Work Requalification Course (RQF)</a> - Level 3	2 days	9am-5pm	Derby Road Campus	£169
<a href="#">QA Award in Paediatric First Aid (RQF)</a> - Level 3	2 days	9am-5pm	Derby Road Campus	£169
<b>GREEN SKILLS</b>				
Online courses developed to meet the industry standards required to support the transition to net zero. They'll give you the professional edge in the sector which is valued by employers. Visit <a href="http://wnc.ac.uk/green-skills">wnc.ac.uk/green-skills</a>	20 hours	Flexible	Online	FREE* ■
<b>HAIR AND BEAUTY</b>				
<a href="#">Body Massage (Fast Track)</a> - Level 3	15 weeks	Tues   5.30-8.30pm	Derby Road Campus	£941
<a href="#">Complementary Therapies</a> - Level 2	22 weeks	Wed   9.30am-4pm	Blended Learning	FREE
<a href="#">Hairdressing</a> - Level 3	1 year	Fri   9.15am-4.30pm	Derby Road Campus	FREE* or £3,345
<a href="#">Introduction to the Hair and Beauty sector</a> - Level 1	14 weeks	Mon   9.30am-4pm	Derby Road Campus or Double Impact	FREE* ■
<a href="#">IPL (Laser and Intense Pulsed Laser)</a> - Level 4	15 weeks	Mon   time TBC	Derby Road Campus	£1,645
<a href="#">Nail Services</a> - Level 2	22 weeks	Wed, Thurs   5.30-8.30pm	Derby Road Campus	FREE* or £993.50 ■
<a href="#">Nail Technology</a> - Level 2	15 weeks	Thurs   5.30-8.30pm	Derby Road Campus	£390*
<a href="#">Reflexology</a> - Level 3	26 weeks	Thurs   10am-6pm	Derby Road Campus	£2,225 ■
<b>HEALTHCARE AND HEALTH SCIENCES</b>				
<a href="#">Access to HE Diploma (Healthcare Professions)</a> - Level 3	1-2 years	Contact us	Derby Road Campus	FREE* or £3,384 ■ ■
<a href="#">Access to HE Diploma (Medicine)</a> - Level 3	1-2 years	Contact us	Derby Road Campus	FREE* or £3,384
<a href="#">Access to HE Diploma (Social Science)</a> - Level 3	1-2 years	Contact us	Derby Road Campus	FREE* or £3,022 ■ ■
<a href="#">Access to HE Diploma (Social Work)</a> - Level 3	1-2 years	Contact us	Derby Road Campus	FREE* or £3,022 ■ ■
<a href="#">Certificate in Awareness of Mental Health Problems</a> - Level 2	160 hours	Flexible	Online	FREE* ■
<a href="#">Certificate in Falls Prevention Awareness</a> - Level 2	135 hours	Flexible	Online	FREE* ■
<a href="#">Certificate in Preparing to Work in Adult Social Care</a> - Level 2	120 hours	Flexible	Online	FREE* ■
<a href="#">Certificate in Principles of End of Life Care</a> - Level 2	145 hours	Flexible	Online	FREE* ■
<a href="#">Certificate in the Principles of Dementia Care</a> - Level 2	150 hours	Flexible	Online	FREE* ■
<a href="#">Certificate in Understanding Behaviour that Challenges</a> - Level 2	133 hours	Flexible	Online	FREE* ■
<a href="#">Certificate in Understanding Dignity and Safeguarding in Adult Health and Social Care</a> - Level 2	160 hours	Flexible	Online	FREE* ■
<a href="#">Certificate in Understanding Specific Learning Difficulties</a> - Level 2	135 hours	Flexible	Online	FREE* ■
<a href="#">Introduction to Working in Adult Social Care</a>	3 weeks	Contact us	Derby Road Campus	FREE* ■
<a href="#">The Care Certificate</a> - Level 2	7 hours	Flexible	Online	FREE* ■
<a href="#">Want 2 Work in Adult Social Care</a>	20 hours	Flexible	Online	FREE* ■

Follow us to keep up-to-date with all the latest courses available in your area.



\*Subject to eligibility.

COURSE TITLE	DURATION	DAY/TIME	VENUE	COST
<b>HOSPITALITY AND CATERING</b>				
NVQ in Professional Cookery - Level 2	1 year	Mon   9.30am-4pm	Derby Road Campus	FREE* or £1,287 ■
Want 2 Work in Hospitality and Catering	20 hours	Flexible	Online	FREE* ■
<b>HUMANITIES</b>				
Access to HE Diploma (Humanities) - Level 3	12-18 months	Contact us	Online	FREE* or £3,022 ■ ■
<b>HUMAN RESOURCES</b>				
CIPD Associate Diploma in People Management - Level 5	1 year	Flexible	Derby Road Campus or Blended Learning	£1,995 ■
CIPD Foundation Certificate in People Practice - Level 3	1 year	Flexible	Derby Road Campus or Blended Learning	£1,395
Introduction to Human Resource Practices	1 day	9.15am-4.45pm	Derby Road Campus	FREE* or £25
<b>LAW</b>				
Access to HE Diploma (Law) - Level 3	1-2 years	Contact us	Derby Road Campus	TBC
<b>LEADERSHIP AND MANAGEMENT</b>				
APM Project Management Qualification (coming soon)	8 weeks	Contact us	Derby Road Campus	£995
CMI Award in Leadership and Management - Level 3 or Level 5	8 weeks	Flexible	Online	£499
CMI Certificate in Leadership and Management - Level 3 or Level 5	12 weeks	Flexible	Online	£655
CMI Diploma in Leadership and Management - Level 5	1 year	Flexible	Online	£1,595
CMI Diploma in Principles of Management and Leadership - Level 3	9-12 months	Flexible	Online	£1,595 ■ ■
<b>NURSING</b>				
Access to HE Diploma (Midwifery) - Level 3	12-18 months	Contact us	Online	FREE* to £3,384 ■ ■
Access to HE Diploma (Nursing) - Level 3	12-18 months	Contact us	Online	FREE* to £3,384 ■ ■
<b>RETAIL AND WAREHOUSING</b>				
Certificate in the Principles of Warehousing - Level 2	140 hours	Flexible	Online	FREE* ■
Certificate in Understanding Retail Operations - Level 2	180 hours	Flexible	Online	FREE* ■
Want 2 Work in Retail	20 hours	Flexible	Online	FREE* ■
<b>SCIENCE</b>				
Access to HE Diploma (Sciences) - Level 3	1-2 years	Contact us	Derby Road Campus	FREE* or £3,384 ■ ■
GCSE Biology - Level 2	1 year	Tues   5.30-8pm	Derby Road Campus	FREE* or £360 ■
<b>SECURITY TRAINING</b>				
Award for Door Supervisors in the Private Sector - Level 2	3 weeks	Contact us	Various venues across Derbyshire and Nottinghamshire	FREE*

## HELP WITH FINANCES

Don't let paying for a course hold you back from achieving your goals. Funding is available for UK residents (3+ years) on most of our courses. But there may be exceptions too, so always speak to us to see if your personal circumstances could make you eligible to study for **free** or have your fees lowered.

### Pay in instalments

If your course lasts over three months and costs over £175, you can pay the fees in four instalments. Relevant identification and valid bank account details are required.

### ■ FREE courses for jobs

As part of a government scheme, you could study an eligible Level 3 course for **FREE** to help you gain the skills you need to get the job you want.

Eligibility:

- Aged 19+ (on 31 August 2024)
- Earning below £25,000
- Aged 19-23 earning over £25,000 but studying your first Level 3 course
- Unemployed and in receipt of qualifying benefits
- Employed and in receipt of qualifying benefits but take-home pay (disregarding benefits) is less than £892 a month (sole adult) or £1,437 a month (joint benefit)
- Economically inactive (learners who are not working and in receipt of benefits).

### ■ FREE online courses

These **FREE** flexible introductory courses can support your development in industry-specific skills or general professional development.

Eligibility:

- Aged 19+ (on 31 August 2024), irrespective of employment status, but must live in eligible postcodes.

### ■ FREE or partially funded Level 2 and Level 3 qualifications

You may qualify for full or partial funding for eligible Level 2 and Level 3 courses. Since this depends on your individual circumstances, we advise reaching out to our friendly team on **0808 100 3626** for personalised guidance on the full range of options available to you.

### ■ FREE short courses (including English, Maths and Digital Skills)

Whether it's a desire to find a new hobby or a positive step towards employment, we offer daytime, evening and weekend courses that are low-cost or completely **FREE!**

Eligibility:

- Aged 19+ (on 31 August 2024) and living in eligible postcodes
- Earning below £25,000
- Unemployed and in receipt of qualifying benefits
- Employed and in receipt of qualifying benefits but take-home pay (disregarding benefits) is less than £892 a month (sole adult) or £1,437 a month (joint benefit)
- Economically inactive (learners who are not working and in receipt of benefits).

### ■ Advanced Learner Loan

If you aren't eligible for a free course or to have your fees lowered, don't worry, you can still study some Level 3 or higher courses with an Advanced Learner Loan.

There's nothing to pay upfront and you don't have to pay anything back until you're earning over £25,000 a year. Even then, you only pay back 9% of what you earn above this amount and after 30 years, your remaining loan is written off entirely.

What's more, if you apply for an Advanced Learner Loan to study an Access to HE course, any remaining loan will be written off once you complete a higher education course.

Eligibility:

- Aged 19+ at the start of the course
- Be studying an eligible course at Level 3 or higher
- Be a UK resident (meeting Student Finance England nationality or residency status).

Find out more, visit [gov.uk/advanced-learner-loan](https://www.gov.uk/advanced-learner-loan)

## GET IN TOUCH

Don't worry if you haven't studied in a while. With years of experience supporting adult learners, we're here to help you get back into the classroom.

01623 413602 [enquiries@wnc.ac.uk](mailto:enquiries@wnc.ac.uk)

## OPEN EVENTS

Gain personalised advice about our courses and the financial support available.

Thursday 5 December | 5 - 7pm

Wednesday 2 April | 5 - 7pm

Wednesday 16 July | 5 - 7pm

Book now | [wnc.ac.uk/events](https://www.wnc.ac.uk/events)