

This guide and other course information is available in alternative formats and large print, upon request.

Equal Opportunities For All

Selby College is committed to giving learners access to the services and facilities we offer. We oppose all forms of discrimination and strive to ensure all members of our community are treated equally and fairly.

Disclaimer

Selby College will take all reasonable steps to provide the educational services and range of courses as described in this 2012 Part Time Guide and in other related documents. However, it does not guarantee the provision of such services. The provision of courses is dependent on there being sufficient demand to make their operation viable for the college to run.

At the time of publication (Dec 2011) all course titles and information were correct. Updates to this Part Time Guide will be made to the online version available at www.selby.ac.uk

Safeguarding Policy

Selby College recognises its moral and statutory responsibility to safeguard and promote the welfare of students. We work to provide a safe and welcoming environment where students are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure our students receive effective support, protection and justice. Selby College expects Governors, staff and volunteers working on behalf of the college to share this commitment.

No Smoking Policy

Please note: the Selby College campus in its entirety is a designated no smoking site.

Part Time Course Enrolment

For information on how to enrol on one of these Part Time courses, please call Student Services Tel 01757 211040.



for **Fun...** for **Life...**
for **Work...**

Part-Time Courses

January - August 2012



New Campus Opened 8 June 2011



Welcome

Welcome to the new Selby College Part-Time Guide for courses starting in January – August 2012.

This guide provides information for all courses starting in January 2012 for adult learners wanting to learn a new skill, change career path or simply take up a new interest.

Selby College has the widest choice of courses of any college in the area, with subjects ranging from Accountancy to Web Design.

Levels range from Entry Level right through to Degree programmes and are available on a part time and short course basis at either our main campus or the 1811 building in the Town Centre at New Lane.

Part Time Course Enrolment

For information on how to enrol on any of these Selby College Part Time courses, please call Student Services Tel 01757 211040.

Please remember to bring...

When enrolling please make sure you bring with you full payment and proof of benefits, (if appropriate) otherwise you will not be able to enrol and secure your place on the course.



Course Enquiries

If you are unsure about which course to take, advice and support are always available.

Student Services can tell you much more about what the courses involve, and can enrol you on your chosen course(s). They can also arrange for a guidance appointment for you if you need further advice. Please call Tel: 01757 211040 to make an appointment.

Impartial Information, Advice & Guidance (IAG)

The Student Services team will give you advice about which type of course is most appropriate to you. Accredited with the Matrix Standard, the national quality mark for organisations providing IAG, you can be sure that the advice you receive will be friendly, personalised, unbiased, informed and professional – helping you to make the right choice.

Study Your HE Locally

and Save Thousands!

With the cost of Higher Education rising to £9,000 you might be put off studying. That's where Selby College can help with our full time fees averaging just £5,000.

 selby college
Higher Education

We offer a range of Degree level courses that are significantly less expensive, including:-

- Business
- Cert Ed/ PGCE
- Computing
- Early Childhood Studies
- Engineering
- Learning Support
- Sports Coaching

To find out more contact Selby College Student Services, Tel 01757 211040 or visit our website www.selby.ac.uk

Remember

Many courses are very popular and fill up quickly, so do not wait until the day of your first class to enrol as you may be disappointed.

Support for Learning Difficulties and Disabilities

The college welcomes all students for whom it can provide an appropriate course and level of support and has staff experts who can help with any physical or learning difficulty you may have. To help Selby College provide the best support for you, please tell us as soon as possible if you have any learning difficulty or disability.

As the college is a new build campus most areas are fully accessible and include wide corridors, drop off and parking bays, fire refuge areas, disabled toilets and lifts.

Fees, Concessions and How to Pay

Fees stated are an inclusive fee which include: tuition, examination and registration costs.

Course Specific Charges

For some courses, you may be required to pay for course materials, additional individual fees to Examination Awarding Body organisations or to pay for trips etc. You will be advised of these when you enrol.

Where courses are for more than one year, the course fee quoted is for the first year of the course only*. *Terms and Conditions apply.

Course fees are payable on enrolment by cash, cheque, MasterCard/Visa, American Express or Maestro.

We accept payment by instalments where the total cost of the course is more than £150. This will require an initial payment of 30% payable on enrolment followed by the remainder by 3 equal instalments.

If your employer is paying for the course, we will require a signed letter of confirmation from your employer at the time of enrolment. Contact the College for further information about concessions Tel: 01757 211040.

College Facilities on Your Doorstep

What else can Selby College offer?

With our brand new £35m campus, Selby College is one of the most up-to-date colleges in the country.

Even if you are not interested in enrolling on a course this year, you can still benefit from the superb range of facilities, located on your doorstep.

Aspire Health Spa, Hair and Beauty Salon

The Aspire Spa, Hair and Beauty Salons have everything you could need to pamper yourself. We offer a range of Spa and Holistic Therapy treatments, providing a steam room, sauna and Jacuzzi, as well as body massage and Indian head massage treatments.

To book your appointment or treatment Tel: 01757 211021

The Restaurant

The college's highly talked about Restaurant provides a unique dining experience for customers. Serving contemporary cuisine, prepared, cooked and presented and served by students to the highest standard, the Restaurant is proving to be the first choice for many local diners. We also have a fully licensed bar offering a range of alcoholic and soft drink beverages including a range of carefully selected wines at reasonable prices.

The Restaurant is available for use by the public for hire for business functions, family celebrations and special events. So next time you want to impress your friends, relatives or work colleagues, why not book a table at our fabulous new Restaurant.

Tel: 01757 211040 or email info@selby.ac.uk

You do not need to be a student to enjoy the excellent facilities on offer at one of England's top-performing colleges.



Part Time Course Enrolment

For information on how to enrol on any of these Selby College Part Time courses, please call Student Services Tel 01757 211040.



for **Fun...**

for **Work...**

for **Life...**

for **Everyone.**



Code	Course Title	Level	Venue	Weeks	Day	Date	Start	Finish	Cost
Accounting Courses									
CN206	Intro to Sage Accounts	1	S/Coll	6	Wed	7/3/12	6.00pm	9.00pm	£75
CN207	Sage Accounts	2	S/Coll	11	Thur	29/3/12	6.00pm	9.00pm	£130

First Aid and Health & Safety Courses									
PL301	Emergency First Aid at Work	N/A	S/Coll	1 day	Thur	19/1/12	9.15am	4.30pm	£65*
PL302	First Aid at Work	N/A	S/Coll	3	Thur	26/1/12	9.15am	4.30pm	£180*
PL303	First Aid at Work Refresher	N/A	S/Coll	2 days	Mon & Tue	27/2/12	9.15am	4.30pm	£140*
PD301	Paediatric First Aid	N/A	S/Coll	5	Wed	29/2/12	7.00pm	9.30pm	£100*
PL301	Emergency First Aid at Work	N/A	S/Coll	1 day	Wed	14/3/12	9.15am	4.30pm	£65*
PD301	Paediatric First Aid	N/A	S/Coll	5	Thur	3/5/12	7.00pm	9.30pm	£100*
PL303	First Aid at Work Refresher	N/A	S/Coll	2 days	Wed & Thur	23/5/12	9.15am	4.30pm	£140*
PL302	First Aid at Work	N/A	S/Coll	3 days	Tue, Wed & Thur	29/5/12	9.15am	4.30pm	£180*
PD301	Paediatric First Aid	N/A	S/Coll	5	Wed	27/6/12	7.00pm	9.30pm	£100*
PL301	Emergency First Aid at Work	N/A	S/Coll	1 day	Thur	28/6/12	9.15am	4.30pm	£65*
PL303	First Aid at Work Refresher	N/A	S/Coll	2 days	Wed & Thur	4/7/12	9.15am	4.30pm	£140*
PL305	NEBOSH General Certificate	3	S/Coll	13	Fri	16/3/12	9.15am	4.30pm	£1,200*

Language Courses									
XX103	Intro to Spanish	N/A	S/Coll	10	Wed	1/2/12	9.15am	10.45am	£75
XX104	Intro to French	N/A	S/Coll	8	Wed	9/5/12	9.15am	10.45am	£60

Literacy & Numeracy Courses									
HD301	Adult Literacy (English)	N/A	1811	8	Any	Any	Various	Various	Free
HD376	Adult Numeracy (Maths)	N/A	1811	8	Any	Any	Various	Various	Free

Teaching & Learning Support Courses									
GD317	Certificate in Learning Support (post 16)	3	S/Coll	30	Mon	23/1/12	5pm	9pm	£400
GB338	Award in Preparing to Teach in the Lifelong Learning Sector	4	S/Coll	10	Mon	30/1/12	6.00pm	9.00pm	£200
GD308	Certificate in Supporting Teaching and Learning in Schools	2	1811	TBC	Thur	2/2/12	9.15am	3.30pm	£300
XX101	Introduction to Teaching in FE	N/A	S/Coll	TBC	TBC	TBC	TBC	TBC	TBC

Key to Course Levels

E - Entry Level programmes **1** - College Certificate, NVQ Level 1 **2** - GCSE's, City & Guilds National Certificate & Diploma, NVQ Level 2 **F2** - Level 2 courses that qualify as full Level 2 courses **3** - AS and A Level, BTEC National Diploma/Certificate, City & Guilds National Certificate, CACHE Certificate and Diploma, Access, NVQ Level 3 **F3** - Level 3 courses that qualify as Full Level 3 courses **4** - Higher National Certificate (HNC) NVQ Level 4 **5** - Foundation Degree (FdA, FdSc), Higher National Diploma (HND), Professional Diploma/Certificate, NVQ Level 5 **N/A** - Does not lead to a formal qualification **TBC** - To be confirmed, contact Student Services. Tel (01757) 211040 for details. **Flex** - Flexible Delivery (dates and times) **ICT** - Information Communication Technology **1811** - 1811 Centre, New Lane, Selby. Tel (01757) 700407 **RoRo** - Roll on, Roll off - Flexible start dates * - No reductions

Code	Course Title	Level	Venue	Weeks	Day	Date	Start	Finish	Cost
ICT /Computing Courses									
CB008	Interactive Internet	4/5	S/Coll	16	Wed	1/2/12	6.00pm	9.00pm	£300*
CB008	Web Design CSS	4/5	S/Coll	16	Wed	1/2/12	6.00pm	9.00pm	£300*
CB008	Introduction to Databases	4/5	S/Coll	16	Wed	1/2/12	1.30pm	4.30pm	£300*
CB008	Computer Networks in Practice	4/5	S/Coll	16	Thur	2/2/12	6.00pm	9.00pm	£300*
CB008	Information Management	4/5	S/Coll	16	Thur	2/2/12	6.00pm	9.00pm	£300*
CB008	Unix System Essentials	4/5	S/Coll	16	Thur	2/2/12	6.00pm	9.00pm	£300*
CB008	Computing Forensics and Security	4/5	S/Coll	16	Thur	2/2/12	1.30pm	4.30pm	£300*
CB008	Computer Network Design	4/5	S/Coll	16	Fri	3/2/12	9.15am	12.30pm	£300*
CB008	e-Commerce Planning	4/5	S/Coll	16	Fri	3/2/12	9.15am	12.30pm	£300*
CC438	Introduction to Internet & E-mail	N/A	1811	5	Fri	3/2/12	9.30am	12.30pm	£75
CC438	Introduction to Computers	N/A	1811	5	Fri	20/4/12	9.30am	12.30pm	£75
CC438	Introduction to Internet & E-mail	N/A	1811	5	Fri	15/6/12	9.30am	12.30pm	£75
CN302	Certificate in IT (European Computer Driving Licence)	2	1811	24	Any	Any	Various	Various	£250

Hospitality & Catering Courses									
NH312	CIEH Award in Food Safety	2	S/Coll	1 day	Mon	9/1/12	9.15am	4.30pm	£65*
NH312	CIEH Award in Food Safety	2	S/Coll	1 day	Mon	20/2/12	9.15am	4.30pm	£65*
NH312	CIEH Award in Food Safety	2	S/Coll	1 day	Mon	26/3/12	9.15am	4.30pm	£65*
NH312	CIEH Award in Food Safety	2	S/Coll	1 day	Mon	14/5/12	9.15am	4.30pm	£65*
NC299	BIAB National Certificate for Personal Licence Holders	2	S/Coll	1 day	Thur	17/5/12	9.15am	4.30pm	£165*
NH312	CIEH Award in Food Safety	2	S/Coll	1 day	Mon	25/6/12	9.15am	4.30pm	£65*
NH312	CIEH Award in Food Safety	2	S/Coll	1 day	Mon	13/8/12	9.15am	4.30pm	£65*

Distance Learning Courses									
BA318	Certificate in Customer Service Knowledge	2	N/A	16	Any	Any	Various	Various	£100
HE300	Certificate in Equality and Diversity	2	N/A	12	Any	Any	Various	Various	£75
PL341	Certificate in Understanding the Safe Handling of Medicines	2	N/A	16	Any	Any	Various	Various	£75
AF325	Certificate in Team Leading Knowledge	2	N/A	20	Any	Any	Various	Various	£100
PR304	Certificate in Preparing to Work in Adult Social Care	2	N/A	24	Any	Any	Various	Various	£100
AA306	Certificate in Principles of Business Administration	2	N/A	16	Any	Any	Various	Various	£100