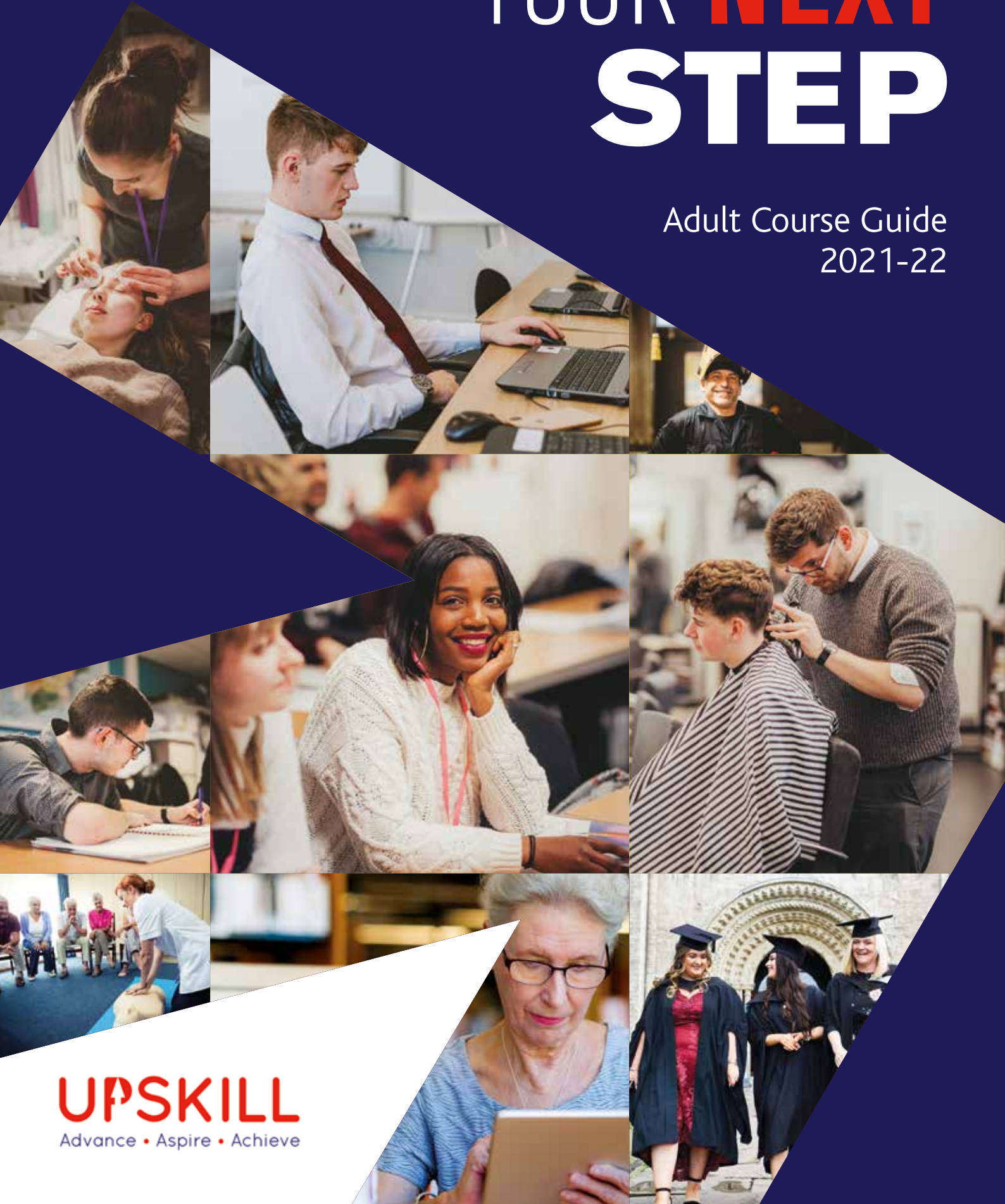


YOUR **NEXT** **STEP**

Adult Course Guide
2021-22



USEFUL CONTACTS

Student Services

If you are unsure about which course to take, our Student Services team is always available for impartial Information, Advice & Guidance (IAG). Student Services can tell you much more about what courses involve and can also arrange a guidance appointment for you if you need further advice.

Accredited with the Matrix Standard, the national quality mark for organisations providing Information, Advice & Guidance, you can be sure that the advice you receive will be friendly, personalised, unbiased, informed and professional – helping you to make the right course choice.

Call us on: **01757 211040** or email **info@selby.ac.uk** to make an appointment.

Adult Learning Hub

Call us on **01757 211097** or email **adultlearning@selby.ac.uk** for more information on our courses for adults.



Higher Education

Call us on **01757 211114** or email **highereducation@selby.ac.uk** for more information on our degree-level courses.

Support for Learning Difficulties & 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 a learning difficulty or disability. As the College is a modern campus, most parts are fully accessible and include wide corridors, drop-off areas and parking bays, fire refuge zones, disabled toilets and lifts.



DATE FOR YOUR DIARY

Adult Learning and Higher Education Course Enrolment Evening
Thursday 9th September

Please contact us on **01757 211040** to discuss course choices and enrolment.



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“All of my tutors have been patient, kind, welcoming and non-judgmental throughout my courses. I received support and encouragement throughout from my tutors and fellow students. The College has a great Adult Learning Hub, where you can learn at your own pace to gain a qualification.”

Karina, Adult Learner

ADULT LEARNING HUB



Our Adult Learning Hub offers bespoke support for Adult Learners across a wide range of courses. The Adult Learning Hub provides group 'workshop' sessions, space to work quietly or the opportunity to access 1-to-1 support from a tutor. Whatever you need we are here to help and we will structure your learning and provide coaching to suit your needs.

Our Functional Skills courses in English and Maths ensure everybody has the opportunity to attain a Level qualification in these areas in order to open the door to greater choice in the jobs market. You'll work at your own pace using a skills-based IT system which allows you to work in your own time at home, as well as in college where you can also receive coaching or take part in group workshop sessions on areas you feel less confident in.

We live in an increasingly digital age and our Essential Digital Skills Qualification (EDSQ) is a free course available at two levels which offers learners the chance to develop a range of digital skills for work and for life including:

- Working with digital devices
- Solving basic technical issues
- Safely carrying out online transactions
- The safe viewing and sharing of digital content
- Creating, editing and storing digital media

The Adult Hub at Selby College is here for you whatever you want to achieve; we offer a warm and welcoming space with highly qualified and friendly tutors to work by your side every step of your learning journey.

OPPORTUNITY ESCALATOR

Found yourself at a career crossroads, confused or unsure about the direction to take?

Our Opportunity Escalator programme uses an individually structured approach, considering your skills, interests and abilities and matching these to the perfect pathway for you.

The course is flexible so can be completed in your own time and is modular, giving you the opportunity to follow some or all of the content within a pathway, from 30 hours of learning to 130.

The programme has four main pathways each with a different progression outcome:

PATHWAY	AIMED AT...
Career Developer	Individuals looking to secure a job role, change career or progress to the next level of employment
Potential Leader/Supervisor	Individuals aspiring to take on more responsibility in the workplace
Self-Starter	Individuals hoping to start their own business
Community Leader	Individuals interested in supporting community action activities

Each pathway is delivered via a set of interactive and reflective online materials, with the opportunity to attend a number of 1-to-1 sessions to support with ideas and the development of content. A mentor will be assigned to track your progress and support you throughout the programme.

Although there are no formal entry qualifications, learners must be at least 19 years of age.

COURSES FOR ADULTS

Selby College has dozens of part-time courses for you to choose from. Whether you're looking for a way to improve your career prospects, refresh existing skills, learn a new subject or pursue a new hobby, we're sure to have something to interest you.

Our courses include First Aid, English and Maths from entry-level up to Level 2, Digital Skills and a range of vocational qualifications, to name but a few! The Adult Learning Hub is a designated area of the College where you can complete work towards your studies and get advice and support whenever you need.

Course	Level	Duration	Day	Commence	Start – Finish	Cost
Business						
AAT Accounting	2	36 wks	Tue*	Sep-21	18.00 – 21.00	£1,200
AAT Accounting	3	36 wks	Thu*	Sep-21	18.00 – 21.00	£2,573
Opportunity Escalator	n/a	30-130 hrs	Flexible	Flexible	Flexible	Free*
Construction						
Award in Introduction to the Construction Environment	1	34 wks	TBC	Sep-21	18.00 – 21.00	Free*
Level 3 Plumbing	3	1 yr	TBC	Sep-21	TBC – TBC	Free*
Level 3 Electrical Installations	3	1 yr	TBC	Sep-21	TBC – TBC	Free*
Digital Technologies						
Essential Digital Skills	E/1	50 hrs	Flexible	Flexible	Flexible	Free*
Developing Digital Skills for the Workplace	2	120 hrs	Flexible	Flexible	Flexible	Free*
Engineering						
Welding (City & Guilds)	1, 2	25 wks	Tue/Wed/Thu	Sep-21	18.00 – 21.00	£890
Welding Coding Tests (BS4872, ASME IX, BS EN 9606)	n/a	TBC	TBC	TBC	9.15 – 16.30	Various
Hairdressing & Beauty Therapy						
NVQ Level 2 Diploma in Barbering	2	1 yr	Tue	Sep-21	18.00 – 21.00	£1,250
VTCT Diploma in Salon Management	4	1 yr	TBC	Sep-21	9.15 – 17.00	£3,345†
Health & Childcare						
Introduction to Health, Social Care and Children's and Young People's Settings	1	200 hrs	Flexible	Flexible	Flexible	Free*
Health & Safety						
Emergency First Aid	3	1 day	Fri	01-Oct-21	9.15 – 16.30	£50
Emergency First Aid	3	1 day	Fri	26-Nov-21	9.15 – 16.30	£50
Emergency First Aid	3	1 day	Fri	28-Jan-22	9.15 – 16.30	£50
Emergency First Aid	3	1 day	Fri	25-Mar-22	9.15 – 16.30	£50
Emergency First Aid	3	1 day	Fri	27-May-22	9.15 – 16.30	£50
Emergency First Aid	3	1 day	Fri	01-Jul-22	9.15 – 16.30	£50
First Aid at Work	3	3 days	Wed-Fri	13-15 Oct-21	9.15 – 16.30	£140
First Aid at Work	3	3 days	Wed-Fri	16-18 Mar-22	9.15 – 16.30	£140
Paediatric First Aid	3	2 days	Thu-Fri	9-10 Dec-21	9.15 – 16.30	£100
Paediatric First Aid	3	2 days	Wed-Thu	15-16 June-22	9.15 – 16.30	£100
English & Maths						
GCSE Mathematics (Resit)	2	32 wks	TBC	Sep-21	18.00 – 21.00	Free*
GCSE English Language (Resit)	2	32 wks	TBC	Sep-21	18.00 – 21.00	Free*
Adult English (Functional Skills)	E/1, 2	6 mths	Flexible	Flexible	Flexible	Free*
Adult Maths (Functional Skills)	E/1, 2	6 mths	Flexible	Flexible	Flexible	Free*
Intro to Communication Skills for Speakers of Other Languages	E	12 wks	TBC	Sep-21	18.30 – 21.00	£100
English for Speakers of Other Languages (ESOL)	E/1, 2	22 wks	TBC	Jan-22	18.30 – 21.00	£200
Sport						
L3 Diploma in Sports Massage	3	34 wks	Wed	Sep-21	18.00 – 21.00	£2,225†
Teacher Training						
Certificate in Supporting Teaching & Learning	2	20 wks	Thu	Sep-21	9.30 – 15.00	£350
Certificate in Supporting Teaching & Learning	3	80 wks	Thu	Apr-22	18.00 – 21.00	£1,417†

* Subject to eligibility – please contact us for further details

† If you are aged 19 or over, an Advanced Learner Loan may be available.

DISTANCE LEARNING

Our Distance Learning courses are available to anyone over the age of 19, and all courses are free of charge as long as they are completed within your given deadline and completed digitally*.

There is no need to formally attend college; these courses can be completed online at home at a time that suits you. You will be provided with a supportive tutor who will mentor you throughout the course, providing feedback and guidance where necessary.

Course	Level	Weeks
Business Support		
Equality and Diversity	2	8-12
Information, Advice and Guidance	2	8-12
Lean Organisation Management Techniques	2	8-12
Principles of Business and Administration	2	12-16
Principles of Customer Service	2	16-20
Principles of Team Leading	2	16-20
Children and Young People		
Awareness of Bullying in Children and Young People	2	8-12
Children and Young People's Mental Health	2	12-16
Understanding Behaviour that Challenges in Children	2	8-12
Understanding Safeguarding, Prevent and British Values	2	8-12

Course	Level	Weeks
Health and Wellbeing		
Awareness of Mental Health Problems	2	12-16
Understanding Nutrition and Health	2	8-12
Understanding Behaviour that Challenges	2	12-16
Counselling Skills	2	8-12
Health and Social Care		
Principles of Dementia Care	2	8-12
Principles of End of Life Care	2	8-12
Principles of Working with Individuals with Learning Disabilities	2	12-16
Safe Handling of Medication in Health and Social Care	2	8-12
Understanding Autism	2	12-16
Principles of Infection Control in a Healthcare setting	2	8-12
Understanding the Care and Management of Diabetes	2	8-12



*£25 fee should you wish to complete the course paper-based.

HIGHER EDUCATION

Our Higher Education (HE) courses mean you can study for a degree right here on your doorstep. We cover a variety of different subjects and at a range of levels from Foundation Degrees to full BA/BSc (Hons) degrees, Higher National Certificates/Diplomas and teaching qualifications. These qualifications are awarded by The University of Hull, The University of Huddersfield and Pearson.

You will be studying in a friendly and supportive environment where staff give you the time and support you need to help you progress.

The group sizes for higher education are small enough to allow you time with your lecturers and easy access to our comprehensive study facilities.

We provide opportunities at any stage of your life, bringing these opportunities to you in ways that fit around your life and other commitments. If you don't yet feel ready for a full

degree programme, our Access courses are ideal for those who do not have the necessary qualifications to enter onto a degree and/or those who have been out of education for some time.

As a Selby College HE student you will be invited to a graduation ceremony at Selby Abbey on completion of your studies. Tuition fee loans are available to cover HE course costs for most students, see page 10 for further details.

Course	Level	Duration	Day	Commence	Start – Finish	Cost
Art & Design						
HND Art & Design	4,5	2 yrs	Mon & Tues	Sep-21	9.15 – 16.30	£7,320
Business						
Higher National Certificate in Business	4	18 mths	Weds	Jan-22	TBC* – TBC	£4,904
BA (Hons) Leadership & Management (Top-Up)	6	1 yr/2 yrs*	Tues & Thurs	Sep-21	TBC – TBC	£7,200 FT / £3,660 PT
Digital Technologies						
Higher National Certificate in Computing	4	1 yr/2 yrs*	Thurs & Fri	Sep-21	9.15 – 16.30	£7,320 FT / £3,660 PT
Higher National Diploma in Computing	5	1 yr/2 yrs*	Thurs & Fri	Sep-21	9.15 – 16.30	£7,320 FT / £3,660 PT
BSc (Hons) Applied Computing (Top-Up)	6	1 yr/2 yrs*	Weds & Fri	Sep-21	9.15 – 16.30	£7,320 FT / £3,660 PT
Engineering						
Higher National Certificate/Diploma in General Engineering	4, 5	3 yrs	TBC	Sep-21	9.00 – 19.00	£7,568**
Health & Childcare						
Foundation Degree (FDED) in Early Childhood Studies	4,5	2/3yrs*	Tues & Weds	Sep-21	15.00 – 18.00	£7,320 FT / £4,880 PT
BA (Hons) Early Childhood Education and Care (Top-up)	6	1/2yrs*	Wed	Sep-21	16.00 – 19.00	£7,320 FT / £3,600 PT
Higher National Certificate/Diploma in Healthcare Practice for England (Public Health and Health Promotion) [RQF]	4,5	2/4 yrs*	TBC	Sep-21	TBC – TBC	£7,320 FT / £3,660 PT
Access to Higher Education: Diploma in Health Science Professions	3	1 yr	TBC	Sep-21	TBC – TBC	£3,384 †
Applied Science						
Access Diploma in Criminal Justice	3	1 yr	TBC	Sep-21	TBC – TBC	£3,022 †
BA (Hons) Criminology & Social Justice	6	3/5 yrs*	Mon & Weds	Sep-21	13.30 – 16.30	£7320 FT/ £4392 PT
Sport						
BSc (Hons) Sports Coaching & Exercise Science	6	3/5 yrs*	Weds & Fri	Sep-21	9.15 – 16.30	£7320 FT / £4392 PT
Teacher Training						
In-service Certificate in Education/PGCE for Lifelong Learning	5/6/7	2 yrs	Weds	Sep-21	18.00 – 21.00	£3,660 FT
Foundation Degree (FdEd) in Learning Support	4, 5	2/3 yrs*	Weds & Thurs	Sep-21	18.00 – 21.00	£7,320 PT

* Full-Time/Part-Time durations

† You may be entitled to the Advanced Learner Loan to cover the cost of this course

**Total cost for 18 month HNC or HND course

APPRENTICESHIPS

Would you like to earn money and achieve a qualification? Did you know that there isn't an upper age limit on Apprenticeships?

Apprenticeships give you the flexibility and opportunity to learn real job skills in a wide range of careers and achieve a qualification at the same time. You can do all of this whilst earning a wage for the job you are learning to do.

Our wide range of Apprenticeships cover various occupations in numerous different industries, there really is something to suit everyone! Selby College is in the top 10% of Further Education Colleges nationally for its Apprenticeship provision, ranking in 4th place out of 173 Colleges for its overall Apprenticeship achievement*.

*National Achievement Rate Tables 2019

Course	Level	Months
Business		
Business Administrator	3	21
Digital Marketer	3	21
Accounts/Finance Assistant	2	15
Assistant Accountant	3	15
Customer Service Practitioner	2	15
Customer Service Specialist	3	18
Lean Manufacturing Operative	2	15
Improvement Technician	3	15
Team Leader/Supervisor	3	15
Operations/Departmental Manager	5	27
Childcare & Health Studies		
Early Years Practitioner	2	15
Early Years Educator	3	21
Children, Young People & Families Practitioner	4	21
Adult Care Worker	2	15
Lead Adult Care Worker	3	15
Leader in Adult Care	5	21
Construction		
Bricklayer	2	39
Carpentry and Joinery	2	27
Advanced Carpentry and Joinery	3	24
Plumbing and Domestic Heating Technician	3	51
Installation Electrician/ Maintenance Electrician	3	51
Property Maintenance Operative	2	15

Course	Level	Months
Digital Technologies		
Infrastructure Technician	3	15
Education		
Teaching Assistant	3	21
Learning and Skills Teacher	5	27
Engineering		
Engineering Technician	3	48
Maintenance & Operations - Engineering Technician	3	36
Engineering Design and Draughtsperson	3	36
Food and Drink Process Operator	2	21
Food and Drink Advanced Process Operator	3	39
Food and Drink Maintenance Engineer	3	48
Hair & Beauty		
Hair Professional	2	24
Advanced & Creative Hair Professional	3	18
Beauty Therapist	2	18
Hospitality & Catering		
Commis Chef	2	21
Chef De Partie	3	21
Production Chef	2	15
Hospitality Team Member	2	15
Hospitality Supervisor	3	15
Hospitality Manager	4	21





COURSES FOR EMPLOYERS

Contact the team today to find out how we can support you.
Tel: 01757 211097 or email scbs@selby.ac.uk

Our friendly and supportive Business Services team support employers and their employees with:

- Assessment of training needs
- Development of training programmes
- Understanding government support for the recruitment of apprentices and trainees
- Delivery of workplace and workforce training
- Providing candidates to support business activity including:
 - Apprentices
 - Traineeship placements
 - Work placements

We also offer a bespoke service if the course you're looking for is not listed.

Examples of specific training available include:

- First Aid
- Emergency First Aid
- English/Maths
- Digital Literacy
- Customer Service
- Equality and Diversity
- Food Safety (Online)
- Health & Safety (Online)
- Information, Advice or Guidance
- Mental Health
- Nutrition and Health
- Safeguarding
- Team Leading
- A range of Distance Learning programmes that will support employee development



FEES & FUNDING

Fees stated in this guide include tuition, examination and registration costs.

Course fees are payable on enrolment by cash, cheque, MasterCard/Visa or American Express. We accept payment by instalments where the total cost of the course is more than £500. This will require an initial payment of 30% payable on enrolment followed by the remainder by four equal instalments.

If your employer is paying for the course, we will require a signed letter or purchase order number from them as confirmation at the time of enrolment.

Course-Specific Charges

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

Advanced Learner Loans

If you are aged 19+ and studying for a Level 3 or higher level course, you can apply for an Advanced Learner Loan to help with the costs of your course.

There are no upfront fees to pay, your repayments don't start until the April after you complete or leave the course and your income is over a certain threshold.

For more information, call Student Services on **01757 211040** or email **info@selby.ac.uk**

Higher Education (HE) Student Loans

For Higher Education courses, tuition fee loans are available from the Student Loans Company for most students – see **www.slc.co.uk** or **www.gov.uk/student-finance** for more details about student finance options and to find out whether you would qualify for a loan.

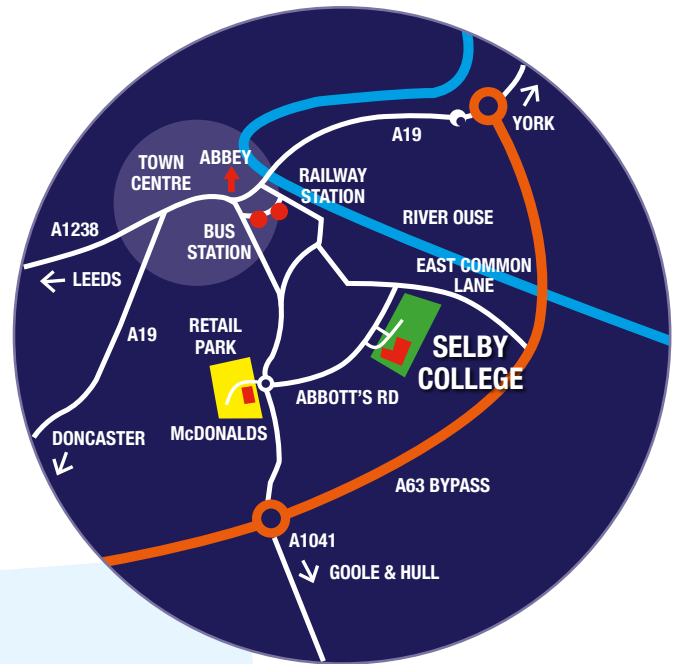
HOW TO FIND US

Getting to College by Car

Selby College is easily accessible by car from the local area and further afield. We have ample parking available for students at a minimal cost for the year.

Location	Distance	Duration
Goole	12 miles	22 mins
York	15 miles	28 mins
Castleford	17 miles	28 mins
Wakefield	25 miles	40 mins
Doncaster	29 miles	42 mins
Leeds	30 miles	43 mins
Hull	39 miles	52 mins

Source: RAC



Getting to College by Train

Selby has direct train links with many towns and cities around the country including York, Doncaster, Leeds and Hull. Selby train station is located roughly one mile away from the College, with a number of buses running between the station and the College.



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 2021/22 Adult Course 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 (July 2021) all course titles and information were correct. Updates to this Part-Time and Higher Education 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 organisation to share this commitment.

Abbot's Road, Selby, North Yorkshire YO8 8AT.

T: 01757 211000

E: info@selby.ac.uk

www.selby.ac.uk

And for School Leavers...

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