

# part-time

**Course Prospectus 2011/12**  
including Higher Education  
and Short Business Courses

 /AWCollege

**Digby Styles**  
Level 2 , Horticulture Student

**& Abingdon  
Witney  
College**

# part-time

Whatever your interest, whatever your age, whether you want to learn something new, improve your job prospects or simply enjoy your leisure time, Abingdon & Witney College has a course for you.



## Welcome to our part-time course prospectus for 2011/12

Whatever your reasons for wanting to learn, we have the skills to make you feel welcome, enjoy your time with us and, best of all, leave better qualified for work, higher education or just life itself.

Excellent teaching and innovative learning facilities make our College a vibrant and exciting place to study, so I hope you will be able to find the information that you are looking for in this course guide.

Please contact the College for any further advice, specific details or guidance and support, and feel free to forward any comments to us. We look forward to welcoming you to the College.

Teresa Kelly, Principal



## Contact

**Abingdon Campus**

01235 555 585

Wootton Road  
Abingdon  
OX14 1GG

**Witney Campus**

01993 703 464

Holloway Road  
Witney  
OX28 6NE



### QR Code

A QR Code is a bar code that can be scanned using your camera phone and a QR Code Reader. In many parts of the world the scanning of a QR Code has become the door to the mobile Internet.

**190**  
courses

We have over 190 courses on offer in the following areas

### Part-time Courses

Access to Higher Education	4
Accounting & Book-keeping	4
Animal Care	8
AS/A2 Levels & GCSEs	8
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Counselling	14
Creative Arts & Graphic Design	14 & 21-22
Engineering	22
Equine Studies	23
Floristry and Flower Arranging	24
Foundation Learning	24
Health & Care	25
Home Improvement	26
Horticulture and Ecology	26
Information & Office Technology	27
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### Short Business Courses

Apprenticeships, Electrical, Health & Safety	
Hospitality, Information Technology	34 - 35

# Things we are proud of



## Student Services

Help is at hand during your studies at Abingdon & Witney College, through a broad range of support services which are designed to help you succeed in your chosen course. The services provided extend from careers advice and counselling, to financial support. In addition the Learner Support Adviser is able to organise extra help for students with physical, mental health or medical conditions or learning difficulties and disabilities. For more information contact Reception on 01235 555 585 or 01993 703 464.



## The Link / Library / E-learning

The Link is an exciting new area of the college which encompasses the Library, Student Services and more. It is a warm and welcoming place where you can get help with your studies and you will always find someone in The Link who can help you with anything that may be worrying you. Staff in The Link are on hand to help you whether you have just a quick question or if you would like some one-to-one advice on your studies. In The Link you will find a wide range of resources, from foundation to degree level, that can help you with your studies. Resources include computers, net books, laptops, newspapers, magazines, DVDs and books that you can borrow. The Link is there to help and support you with all aspects of your learning. Students use staff in The Link on a daily basis to help with using technology, proofreading coursework, researching topics, personal career development, university applications, financial advice, and support with personal issues. Please feel free to pop in and look around The Link when you visit the college. Staff there will always welcome you and help with any questions you may have.

## Learning Mentors

We have staff on all campuses to help you with learning. Mentors can help with workload planning, assignments, IT skills and/or simple advice about organising your workload. Just call into the Link areas to make an appointment.

## Refreshments

Each campus offers a variety of food and drink at different times during the day. Vegetarian options are available.

## Equality and Diversity

The College aims to provide an environment of equal learning opportunities for all irrespective of age, disability, ethnic origin, gender, marital or parental status, social class, race, religion and sexuality. Therefore, a positive inclusive atmosphere is created where issues of discrimination, racism and stereotyping can be discussed openly. The College makes a commitment to challenge and prevent discrimination, to respect diversity and difference, and to promote equality. For more information about the relevant policies, procedures and action plans please contact Student Services on 01993 208027.

## Welcoming Students Whose First Language is not English

The College is diverse and cosmopolitan with many students from different backgrounds and parts of the world. The College regularly hosts students and staff who speak over 50 different first languages. If your first language is not English, and you want to study here, you will be made welcome and it may be possible to find someone on site who speaks your language to help you through the admission process. If necessary, your ability to speak English will be discussed with you and assessed to ensure that you are following a course from which you can benefit. Should you need support with your English we will seek to provide it to make your time with us a success.



**MacIntyre**

Providing support...your way

## Welcoming Students with Disabilities and Learning Difficulties

We will include students with disabilities or learning difficulties into the life of Abingdon & Witney College and seek to offer opportunities for success in all courses at all levels. Abingdon & Witney College is proud to be a Lead Provider for Action for Inclusion in Oxfordshire and is particularly supportive of students with some specific conditions. For example, at Witney we have staff and facilities designed for students with profound, multiple and complex disabilities. At both campuses we have resources and staff trained to work with students of all ages with Autistic Spectrum Conditions (including Aspergers). Through a partnership with MacIntyre, there is a specialist provision for students on the autistic spectrum, accommodated in the grounds of Abingdon Campus. Students at MacIntyre Abingdon Partnership (MAP) College follow a broad-based, individual curriculum, accredited through learning foundation qualifications. For more information please contact Anne-Marie Dawe on 01235 216355 or 01235 555585. If you have a learning, mental health or physical difficulty and would like to enrol on any course offered by the college, please contact our Learner Support Adviser on 01235 216440.

## Safeguarding

Abingdon & Witney College is committed to safeguarding and promoting the welfare of all our students. The wearing of ID badges is compulsory while on campus.



## Term dates

### Autumn

Monday 5th September – Friday 16th December 2011

### Spring

Wednesday 4th January - Friday 30th March 2012

### Summer

Monday 16th April - Friday 6th July 2012



## Access to Higher Education

### Access to HE Health Care

FL 3

During this course you will study Human Biology, Psychological and Sociological Aspects of Health Care and Chemistry. You will also study use of IT, skills needed for effective study and English & Maths (if you don't already have GCSE/O Level equivalent) and transferable skills. You will be given tutorial guidance to support your university application. You must be over 19, have few formal qualifications but want to go on to study a health care degree at Higher Education. You will need to pass a literacy and numeracy assessment at interview. This course is offered full or part-time with students going on to study a range of health care related degrees.

### Access to HE Health Care Full Time

FL 3

**Campus:** Witney **Duration:** 1 Year **Fee**  
**Code:** CFWC101P **Day of Week:** VARIOUS **£1,225**  
**Start Date:** 12/09/2011 **Times:** 09:15 - 15:00

### Access to HE Health Care Part Time

FL 3

**Campus:** Witney **Duration:** 2 Years **Fee**  
**Code:** CPWC302P **Day of Week:** VARIOUS **£835**  
**Start Date:** 15/09/2011 **Times:** 09:30 - 15:00  
PER YEAR

### Access to HE (Combined Studies)

FL 3

From September to October you will study three introductory modules in Environmental, Contemporary and Cultural Studies. In early November you will study two specialist subjects and continue with these until the end of the course. These two subjects are chosen from: Psychology; Sociology; English Literature and Biology. You will also study: Information Technology; English and Maths (if you don't already have GCSE grade C, O-Level or equivalent), and Skills needed for effective study and Transferable skills. Throughout the course you will be given tutorial guidance to support you in making your university application and in coping with the demands of the Access programme. You must be 19 or over, have few formal qualifications but want to go on to study in Higher Education. An interview is required. Students go on to study a wide range of subjects at University including Nursing, Business, Psychology, Teaching and Science. An interview is required.

### Access to HE General Full Time

FL 3

**Campus:** Abingdon **Duration:** 1 Year **Fee**  
**Code:** VFAC101P **Day of Week:** MON-FRI **£1,225**  
**Start Date:** 05/09/2011 **Times:** TBC

### Access to HE (Combined Studies) Part Time

FL 3

**Campus:** Abingdon **Duration:** 2 Years **Fee**  
**Code:** VPAC380P **Day of Week:** MON-FRI **£1015**  
**Start Date:** 05/09/2011 **Times:** 09:30 - 17:00  
PER YEAR

## Accounting and Book-Keeping

### AAT Level 1 Award in Accounting

NEW FOR 11

Are you interested in a career in accounting but know nothing about the subject? Or do you need help with building confidence or speak English as a second language? If so, then this course is for you. AAT Access is a new level 1 accounting qualification designed to help less experienced adults and young students (16 - 19) gain the skills and confidence needed to build a career in business or accountancy. AAT Access offers progression onto a full level 2 accounting qualification with the AAT. Gaining such a qualification will demonstrate to potential employers that you have the practical skills and business knowledge necessary to work in a financial environment. It will also provide you with a professionally recognised and highly respected accounting qualification. The qualification is made up of four skills and knowledge units: Mathematics for accounting, Accounting in a professional environment, Essential accounting procedures and Creating business documents. Course fees include text books and exams but do not include AAT membership fees which are payable direct to the AAT. Students who have not studied at level 2 before and enrol subsequently on one of our level 2 AAT programmes will not be required to pay the tuition fee - i.e. you will only need to pay for materials and a computer based exam fee (approx £35). This course is an intensive one week course designed to feed into one of our flexible level 2 AAT courses and is available on our Abingdon campus.

**Campus:** Abingdon **Duration:** 1 Week **Fee**  
**Code:** BPAH101P **Day of Week:** ALL **£176**  
**Start Date:** 22/08/2011 **Times:** 09:30 - 17:00

### AAT Level 2 Certificate in Accounting

FL 2

The Association of Accounting Technicians qualification provides an opportunity for those seeking to enter accounting, and those working in accounting to gain knowledge, practical experience and certification. You will learn: Basic Accounting 1 and 2, Basic Costing, Computerised Accounting and working effectively in accounting and finance. This will include - preparing and recording financial documentation, maintaining and reconciling the cash book, maintaining petty cash records, processing business transactions and extracting a trial balance, maintaining the journal and control accounts, providing basic cost and revenue information, computerised accounting, working effectively in accounting and finance. Double entry book-keeping will be taught both manually and using SAGE computerised accounts. Assessment takes place throughout the course by E- assessments marked by the AAT, as well as a practical demonstration/assignment. On successful completion of this course students can progress to the AAT Level 3 Diploma in Accounting. Course fees include textbooks and exams but do not include AAT membership fees which are payable direct to AAT. Students must be aged 16 years or over and have good literacy and numeracy skills and the will to succeed. Students under 19 or those who do not have a full level 2 qualification will not have to pay the full fee. The Adult Learning Grant or help from the Learner Support Fund may also be available.

**Campus:** Abingdon **Duration:** 1 Year **Fee**  
**Code:** BPAG311P **Day of Week:** **£982**  
**Start Date:** 05/09/2011 **MON & TUE**  
**Times:** 18:00 - 21:15

**Campus:** Abingdon **Duration:** 1 Year **Fee**  
**Code:** BPAG312P **Day of Week:** **£982**  
**Start Date:** 06/09/2011 **TUE**  
**Times:** 09:15 - 15:00

**Campus:** Witney **Duration:** 1 Year **Fee**  
**Code:** BPWG355P **Day of Week:** **£982**  
**Start Date:** 05/09/2011 **MON**  
**Times:** 09:15 - 15:00

**Campus:** Witney **Duration:** 1 Year **Fee**  
**Code:** BPWG356P **Day of Week:** **£982**  
**Start Date:** 05/09/2011 **MON & TUE**  
**Times:** 18:00 - 21:15



**AAT Level 2 Certificate in Accounting – Fast Track FL 2**

This full-time course enables you to gain the knowledge, skills and qualifications required for a career in Accountancy. This course covers: Preparing and Recording Financial Documentation, Maintaining and Reconciling the Cash Book, Maintaining Petty Cash Records, Processing Business Transactions and Extracting a Trial Balance, Maintaining the Journal and Control Accounts, Providing Basic Cost and Revenue Information, Computerised Accounting, Working Effectively in Accounting and Finance. Assessment takes place throughout the course by e-assessments set by the AAT. You must be at least 16 years of age and have four GCSE grades at grade C or above, including English and Maths. Mature students who do not have the required GCSEs are also welcome, provided they have good literacy and numeracy skills. All applicants will be interviewed. There will be expenses for materials. Students who are aged 19 or over will also need to pay tuition fees unless this is their first level 2 qualification.

**Campus:** Abingdon  
**Code:** BFAG101P  
**Start Date:** 05/09/2011  
**Duration:** 13 Weeks  
**Day of Week:** MON & THU & FRI  
**Times:** 09:15 – 14:45  
 Fee  
**£632**

**Campus:** Witney  
**Code:** BFWG104P  
**Start Date:** 05/09/2011  
**Duration:** 13 Weeks  
**Day of Week:** MON & TUES & FRI  
**Times:** 09:15 – 14:45  
 Fee  
**£632**

**AAT Level 3 Diploma in Accounting FL 3**

This course covers: Preparing final accounts for partnerships and sole traders, Cash management, Providing cost and revenue information, Preparing and completing VAT returns, Spreadsheets, and Professional ethics in accounting finance. Requirements for direct entry at this level are: AAT Level 2 or manual double-entry book-keeping skills and relevant work experience. Course fees include textbooks and exams but do not include AAT membership fees which are payable direct to AAT. Students should possess either AAT Level 2 Certificate in Accounting or have sound double entry knowledge. Students without AAT Level 2 must check their suitability with the tutor prior to enrolment. The Association of Accounting Technicians qualification provides an opportunity for those seeking to enter accounting, and those working in accounting to gain knowledge, practical experience and certification. On successful completion of this course students can progress to the AAT Level 4 Diploma in Accounting. Assessment takes place throughout the course by E-assessments, set and marked by the AAT and a practical demonstration/assignment. On successful completion of the course a Level 3 Diploma in Accounting will be awarded by the AAT.

**Campus:** Abingdon  
**Code:** BPAG313P  
**Start Date:** 06/09/2011  
**Duration:** 1 Year  
**Day of Week:** TUE  
**Times:** 09:15 - 16:30  
 Fee  
**£1,175**

**Campus:** Abingdon  
**Code:** BPAG314P  
**Start Date:** 06/09/2011  
**Duration:** 1 Year  
**Day of Week:** TUE & THU  
**Times:** 18:00 - 21:15  
 Fee  
**£1,175**

**Campus:** Witney  
**Code:** BPWG301P  
**Start Date:** 06/09/2011  
**Duration:** 1 Year  
**Day of Week:** TUE & THU  
**Times:** 18:00 - 21:15  
 Fee  
**£1,175**

**Campus:** Witney  
**Code:** BPWG357P  
**Start Date:** 08/09/2011  
**Duration:** 1 Year  
**Day of Week:** THU  
**Times:** 09:15 - 16:30  
 Fee  
**£1,175**



## Other Abingdon & Witney Courses Around Oxfordshire

Abingdon & Witney College collaborates with other training organisations to provide specialist courses in Oxfordshire and beyond. Please contact the following partners if you would like to know more about their courses and/or receive a copy of their prospectuses.

### NFWI (NATIONAL FEDERATION OF WOMEN'S INSTITUTES)

NFWI Unit, Denman College, Marcham, Abingdon, OX13 6NW

**T: 01865 391788**

Contact: Elaine Smith on ext: 281

The NFWI based at Denman College near Abingdon organises an extensive programme of arts, crafts and leisure courses.

### OFVM FILM OXFORD

54 Catherine Street, Oxford, OX4 3HH

**T: 01865 792731**

Contact: Richard Duriez

A community-based organisation that has an excellent reputation throughout the region for the specialist film and video production courses it runs. TV script writing courses are also available.

### OXFORDSHIRE FOOTBALL ASSOCIATION

Unit 3, Witan Way, Avenue 2, Station Lane, Witney, OX28 4FH

**T: 01993 894403**

Contact: Lisa Brooks

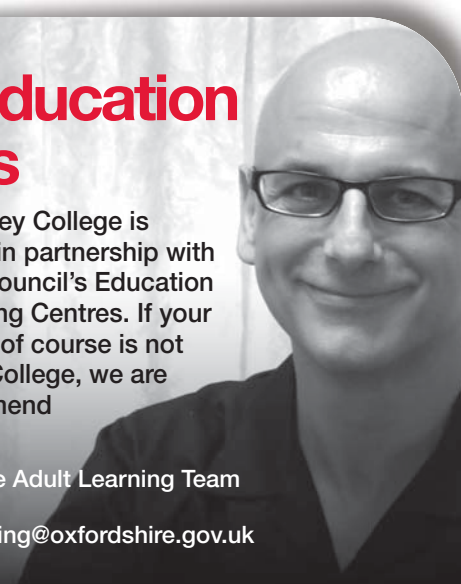
The Oxfordshire FA is responsible for football coaching throughout the county and has teamed up with Abingdon & Witney College to provide UEFA standard coaching courses. [www.oxfordshirefa.com](http://www.oxfordshirefa.com)



## Adult Education Centres

Abingdon & Witney College is pleased to work in partnership with Oxford County Council's Education and Adult Learning Centres. If your preferred choice of course is not available at the College, we are happy to recommend a local centre.

Please contact the Adult Learning Team  
 T: 0845 3510646  
 or visit [adult.learning@oxfordshire.gov.uk](mailto:adult.learning@oxfordshire.gov.uk)





## AAT Level 3 Diploma in Accounting

### - Fast Track

FL 3

This is a 3-day-a-week, 2 term course, starting in January. Units covered are: preparing final accounts for partnerships and sole traders, cash management, providing cost and revenue information, preparing and completing VAT returns, spreadsheets, and professional ethics in accounting finance. Requirements for direct entry at this level: AAT Level 2 or knowledge of manual double-entry book-keeping and relevant work experience. An interview is required for all applicants. Students under 19 or those who do not have a full Level 2 qualification will not have to pay full fees.

**Campus:** Abingdon **Duration:** 22 weeks **Fee**  
**Code:** BFAG102P **Day of Week:** **£975**  
**Start Date:** 05/01/2012 **MON & THU & FRI**  
**Times:** 09:15 – 15:00

**Campus:** Witney **Duration:** 22 weeks **Fee**  
**Code:** BFWG105P **Day of Week:** **£975**  
**Start Date:** 06/02/2012 **MON & TUE & FRI**  
**Times:** 09:15 – 15:00

## AAT Level 4 Diploma in Accounting

This high level accounting course completes the internationally recognised AAT Qualification. It covers all the Level 4 mandatory units - Financial Performance, Financial Statements, Budgeting, and Internal Control and Accounting Systems. The following optional units are offered: Personal Taxation, and Credit Management and Control. Assessment takes place throughout the year by computer based tests and projects set by the AAT. This is an advanced level course for students who have previously taken AAT Level 3. Homework will be set every week and the amount of time needed will vary depending on the students ability, previous knowledge and speed of working. On average between 3 to 5 hours should be allowed for this. On successful completion of the course a Level 4 Diploma in Accounting will be awarded by the AAT and students with appropriate work experience will be able to become members of the AAT. Exceptional students who do not possess the level 3 but feel that their previous accounting experience will enable them to study at level 4, may join the course but an interview must be requested prior to enrolment. Course fees include textbooks and exams but do not include AAT membership fees which are payable direct to AAT. The Association of Accounting Technicians qualification provides an opportunity for those working in accounting to gain knowledge, practical experience and certification. On successful completion of the course students can progress to ACCA or apply to University. A Level 4 Diploma in Accounting will be awarded by the AAT.

**Campus:** Abingdon **Duration:** 1 Year **Fee**  
BPAG316P 05/09/2011 **MON & THU** 18:00 - 21:15 **£1,212**  
BPAG315P 08/09/2011 **THU** 09:15 - 16:30  
**Campus:** Witney **Duration:** 1 Year  
BPWG360P 06/09/2011 **TUE & THU** 18:00 - 21:15  
BPWG359P 09/09/2011 **FRI** 09:15 - 16:30

## AAT Level 4 Diploma in Accounting - Fast Track

This is an advanced level full-time course enabling students to gain the knowledge, skills and qualifications required for a career in Accountancy. On successful completion of the course an Accounting Diploma will be awarded by the AAT. This can be used to gain accelerated progression to chartered accounting qualifications or exemption from the first year of many accounting degrees. Units studied: Financial Performance, Financial Statements, Budgeting, Internal Control and Accounting Systems, Personal Taxation, Credit Management and Control, and IT User Skills. Students will be assessed by computer based tests and projects set by the AAT.

**Campus:** Abingdon **Duration:** 1 year **Fee**  
**Code:** BFAG103P **Day of Week:** **£1,322**  
**Start Date:** 05/09/2011 **MON & TUE & THU**  
**Times:** 09:15 – 14:45

## C&G Book-Keeping Award Level 1

Looking to begin a career in book-keeping? The aim of this 10 week course is to provide an introduction to book-keeping practices and the processing of the source documents that underpin accurate record keeping. In the context of a simple sole trader business, you will learn how to: Complete, check and process documents such as invoices and credit notes, Record cash and credit transactions in books of original entry, Complete ledger postings and Prepare a trial balance and Bank reconciliation statement. No previous qualifications are needed. Successful candidates at level 1 would be qualified for employment in a junior role in an accounts office and may like to consider progressing to level 2 and then the AAT Level 3 Diploma in Accounting. You will take the City & Guilds Level 1 examination which lasts 1.5 hours (plus 5 minutes reading time) at the end of the course. Exam fees are included.

**Campus:** Abingdon **Duration:** 10 Weeks **Fee**  
BPAG301P 06/09/2011 **TUE** 18:00 - 21:15 **£176**  
BPAG302P 07/09/2011 **WED** 09:15 - 12:30  
BPAG325P 10/01/2012 **TUE** 18:00 - 21:15  
BPAG303P 11/01/2012 **WED** 09:15 - 12:30  
BPAG304P 17/04/2012 **TUE** 18:00 - 21:15  
BPAG329P 18/04/2012 **WED** 09:15 - 12:30  
**Campus:** Witney **Duration:** 10 Weeks

Code TBC 09/09/2011 **FRI** 09:15 - 12:30  
BPWG379P 12/09/2011 **MON** 18:00 - 21:15  
BPWG374P 09/01/2012 **MON** 18:00 - 21:15  
BPWG375P 16/04/2012 **MON** 18:00 - 21:15

## C&G Book-Keeping Award Level 2

The aim of this 10 week course is to further develop the introductory book-keeping practices and processes studied at level 1. Areas covered include preparing ledger and control accounts, correcting errors, understanding capital and revenue expenditure, depreciation, end of year adjustments and trial balance. Fees include materials and exam. Students enrolling for this course need to already have a good knowledge of double-entry book-keeping. Successful candidates at level 2 may wish to progress to AAT Level 3 Diploma in Accounting. You will take the City & Guilds Level 2 examination which lasts 2 hours (plus 5 minutes reading time) at the end of the course. Exam fees are included.

**Campus:** Abingdon **Duration:** 10 Weeks **Fee**  
BSAH369P 07/09/2011 **WED** 13:00 - 16:15 **£245**  
BSAH368P 08/09/2011 **THU** 18:00 - 21:15  
BSAH370P 11/01/2012 **WED** 13:00 - 16:15  
BSAG351P 12/01/2012 **THU** 18:00 - 21:15  
BSAH371P 18/04/2012 **WED** 13:00 - 16:15  
BSAG364P 19/04/2012 **THU** 18:00 - 21:15

**Campus:** Witney **Duration:** 10 Weeks  
BSWH372P 08/09/2011 **THU** 18:00 - 21:15  
BSWG352P 05/01/2012 **THU** 18:00 - 21:15  
BSWH374P 09/01/2012 **MON** 09:15 - 12:30  
BSWH373P 19/04/2012 **THU** 18:00 - 21:15

### Computerised Accounts Sage Level 1

This level 1 qualification is aimed at a learner seeking a first qualification in the practical use of computerised accounts. Candidates should have an adequate familiarity with a computer keyboard and knowledge of basic book-keeping terminology would be an advantage. It is designed for anyone wishing to learn how to use the SAGE accounting package or to gain a first qualification in practical computerised accounting. Students will learn how to create new accounts in the purchase, sales and nominal ledgers, how to post invoices, credit notes, payments and receipts to the ledgers and produce various management reports including a trial balance and activity reports. No formal qualifications are needed but familiarity with a computer keyboard and basic numeracy skills are required. Knowledge of basic book-keeping would be an advantage. Fees include materials and exam entry for City & Guilds level 1. Level 1 is assessed by one exam of one hour in duration.

<b>Campus:</b> Abingdon	<b>Duration:</b> 10 Weeks	Fee
<b>Code:</b> BPAG347P	<b>Day of Week:</b> MON	<b>£176</b>
<b>Start Date:</b> 26/09/2011	<b>Times:</b> 18:00 - 21:15	

<b>Campus:</b> Abingdon	<b>Duration:</b> 10 Weeks	Fee
<b>Code:</b> BPAG320P	<b>Day of Week:</b> WED	<b>£176</b>
<b>Start Date:</b> 11/01/2012	<b>Times:</b> 09:15 - 12:30	

<b>Campus:</b> Witney	<b>Duration:</b> 10 Weeks	Fee
<b>Code:</b> BPWG380P	<b>Day of Week:</b> WED	<b>£176</b>
<b>Start Date:</b> 11/01/2012	<b>Times:</b> 09:15 - 12:30	

<b>Campus:</b> Witney	<b>Duration:</b> 10 Weeks	Fee
<b>Code:</b> BPWH110P	<b>Day of Week:</b> TUE	<b>£176</b>
<b>Start Date:</b> 21/02/2012	<b>Times:</b> 18:00 - 21:15	

### Computerised Accounts Sage Level 2

This course is open to candidates seeking to extend their skills in this field, perhaps following on from Book-keeping and Sage Accounts Level 1. The aim of the qualification is to enable learners to carry out everyday operational aspects of computerised accounts. These will include processing accounting transactions, producing customer and supplier documentation and producing reports such as aged creditor analysis and sales day book summaries for management purposes, processing a wages journal and dealing with discounts. Sage Computerised Accounts Level 1 and a knowledge of basic book-keeping would be an advantage. This qualification is assessed by a two hour question paper, which will be externally marked.

<b>Campus:</b> Abingdon	<b>Duration:</b> 10 Weeks	Fee
<b>Code:</b> BSAG347P	<b>Day of Week:</b> MON	<b>£245</b>
<b>Start Date:</b> 16/01/2012	<b>Times:</b> 18:00 - 21:15	

<b>Campus:</b> Abingdon	<b>Duration:</b> 10 Weeks	Fee
<b>Code:</b> BSAG348P	<b>Day of Week:</b> WED	<b>£245</b>
<b>Start Date:</b> 18/04/2012	<b>Times:</b> 09:15 - 12:30	

<b>Campus:</b> Abingdon	<b>Duration:</b> 10 Weeks	Fee
<b>Code:</b> BSAH377P	<b>Day of Week:</b> TUE	<b>£245</b>
<b>Start Date:</b> 21/02/2012	<b>Times:</b> 18:00 - 21:15	

<b>Campus:</b> Witney	<b>Duration:</b> 10 Weeks	Fee
<b>Code:</b> BSWG349P	<b>Day of Week:</b> MON	<b>£245</b>
<b>Start Date:</b> 16/04/2012	<b>Times:</b> 18:00 - 21:15	



## Engineering the Future

Our vision is to provide a framework of expertise which releases knowledge, experience and facilities to redefine the future of advanced engineering.

Oxeta is an exciting collaboration that brings together ideas and disciplines beyond traditional science, engineering and technology. Access to a unique network of specialists enables Oxeta to support a wide range of technical training at all levels. In some cases funding support may be available – if what you are looking for is not in our portfolio please ask.

Our short course programme offers high quality, high impact flexibly delivered training. We offer the following;

Business Improvement Courses; Lean Six Sigma (Yellow Belt), Root Cause Analysis, Principles of Value Analysis & Engineering.

Machinery Directive Courses; CE Marking for Machinery & Acquisition and Safe use of Machinery (PUWER).

Technical Training Courses in; Programmable Logic Controller, FMEA, Cryogenics, Innovation Skills, Metrology, Introduction to Composites.

#### Contact us at:

Oxeta  
 Contact: Taryn Kimber  
 Science and Technology Facilities Council  
 Rutherford Appleton Laboratory  
 Harwell Oxford, Didcot, Oxfordshire, OX11 0QX  
 Tel: +44 (0)1235 445533



## The Progression Programme (Part-Time)

Are you about to leave school or have you left school recently?

Would you like to develop your employment, literacy and numeracy skills in order to open up your options? Are you unsure what you want to do yet? Would you like help to get on to a programme that you have not met the entry qualifications for? If **yes**, this programme is for you.

The progression programme can be enrolled on to for 1, 2 or all 3 terms with start dates available in September, January and/or April. Depending on when you start or whether you stay for 1, 2 or 3 terms, you will also have the opportunity to try some vocational areas. This should help you decide what you would like to specialise in at a later date if you are unsure.

Please contact Dolores Driscoll if you are interested in finding out more on 01235 216323. Alternatively if you wish to apply for this programme please use the enrolment form in the centre of the course directory.



### Computerised Accounts Sage Level 3

Computerised Accounts Level 3 is for skilled and experienced users with a solid understanding of manual book-keeping and accounting principles, as well as some working knowledge of computerised accounts, who are looking for a qualification that reflects their knowledge and ability. On this course students will learn how to deal with month end procedures including stock, prepayments, accruals, depreciation, bad debt, addition and disposal of a fixed asset, contra entries and recurring entries. Level 3 is assessed by one exam of 2.5 hour in duration. The aim of the examination is to test the candidate's ability in the setting up and operation of a computerised accounts software package, involving the interpretation and processing of both routine and non-routine transactions, together with the production of the profit and loss account and balance sheet.

**Campus:** Witney **Duration:** 10 Weeks **Fee**  
**Code:** BSWG350P **Day of Week:** MON **£275**  
**Start Date:** 16/04/2012 **Times:** 18:00 - 21:15

## Animal Care

**OXFORD BROOKES UNIVERSITY** Associate College Partnership

### Foundation Degree in Animal Behaviour / Welfare

Are you interested in a career with animals? Or are you currently working in the animal care industry? If you wish to develop your career potential in animal behaviour and welfare, then this course is for you. Modules will include practical units, scientific knowledge and skills, grounding in business principles and will also focus on the legal and ethical issues related to working with animals. Work placements are an essential part of the course where students will apply theoretical knowledge gained in the classroom to the practical care of animals. For an application and information pack please contact the HE Administrator on 01235 555585 or email enquiry@abingdon-witney.ac.uk. Full-time bursaries are available, visit www.brookes.ac.uk/acp for more information.

**Campus:** Witney **Duration:** 2 Years  
**Code:** EHWE103P **Code:** National fee rise for 2012 / 13 please call us for more details.

### Dog Grooming Assistants

#### Level 2 Certificate **FL 2 NEW FOR 11**

This level 2 course is an excellent introduction to the art of dog grooming. You will be shown and be able to practice how to prepare and groom a dog, how to safely control and restrain dogs, bathe and clean a variety of dogs, dry and prepare coats for styling and carry out basic trimming. You will work with a variety of coat types. There is assignment work and an on-line test towards the end of the course.

**Campus:** Common Leys **Duration:** 1 Year **Fee**  
**Code:** EPSH201P **Day of Week:** WED **£760**  
**Start Date:** 05/10/2011 **Times:** 13:00 - 16:30

### Dog Training (Novice) **NEW FOR 11**

Do you struggle to get your dog to walk to heel or sit when asked? This 6 week course will concentrate on basic dog obedience covering walking your dog to heel on and off the lead, sit, lie down and stay commands and recall. Dogs must be fully vaccinated and a minimum of 6 months old. The course takes place out doors in a fenced area and numbers will be restricted to a maximum of 12 students.

**Campus:** Common Leys **Duration:** 6 Weeks **Fee**  
**Code:** ESSH215P **Day of Week:** SAT **£125**  
**Start Date:** 17/09/2011 **Times:** 09:30 - 11:30

### Introduction to Dog Agility

**NEW FOR 11**

Come along with your dog to these introductory classes and have fun together teaching him/her to weave, go through the tunnel, over jumps and over the see-saw. A great fitness workout for you too! Dogs must be fully vaccinated and at least 18 months of age. The course takes place on Saturdays for 6 weeks and is held outdoors in a fenced off area at Common Leys Farm Campus.

**Campus:** Common Leys **Duration:** 6 Weeks **Fee**  
**Code:** ESSH216P **Day of Week:** SAT **£150**  
**Start Date:** 17/09/2011 **Times:** 12:00 - 14:00

### Understanding your Dog

**NEW FOR 11**

Is your dog a trifle troublesome? Come and learn about why some dogs behave as they do and discuss potential resolutions. This classroom based course will cover how to read your dogs body language, reasons behind dogs becoming nervous or aggressive, how to deal with common bad habits such as chewing and examine the reasons behind some of the common problems dogs display.

**Campus:** Witney **Duration:** 3 Weeks **Fee**  
**Code:** ESWH211P **Day of Week:** TUE **£50**  
**Start Date:** 04/10/2011 **Times:** 19:00 - 21:00

**Campus:** Abingdon **Duration:** 3 Weeks **Fee**  
**Code:** ESAH212P **Day of Week:** THU **£50**  
**Start Date:** 01/03/2012 **Times:** 19:00 - 21:00

### First Aid for Pets

A basic first aid course aimed at pet owners or people employed in the pet industry. The emphasis will be on small domestic pets such as rodents, rabbits, guinea pigs, dogs and cats.

**Campus:** Common Leys **Duration:** 1 Day **Fee**  
**Code:** ESSH306P **Day of Week:** SAT **£75**  
**Start Date:** 19/11/2011 **Times:** 09:30 - 15:00

## AS/A2 Levels and GCSEs

### AS Human Biology

Want to develop a greater understanding of the human body? Cover aspects of biochemistry, cell biology, physiology, disease and immunity. Of particular interest to those interested in nursing and health related occupations. You will need to have a GCSE in Science and will have a telephone interview.

**Campus:** Abingdon **Duration:** 1 Year **Fee**  
**Code:** VPAC301P **Day of Week:** MON **£375**  
**Start Date:** 05/09/2011 **Times:** 18:30 - 21:00

### A2 Human Biology

If you have completed or are completing AS Human Biology (OCR specification A), take the next step and cover aspects of genetics, ecology, human physiology and development.

**Campus:** Abingdon **Duration:** 1 Year **Fee**  
**Code:** VPAC302P **Day of Week:** THU **£375**  
**Start Date:** 08/09/2011 **Times:** 18:30 - 21:00

### AS Psychology

Psychology is the scientific study of mind and behaviour. In this one-year AS course you will study topics within five major areas of psychology: social, developmental, cognitive, physiological and abnormal. You will also be introduced to the methods used by psychologists to carry out research. You should already have GCSE Maths and English before starting this course. A telephone interview will be required.

**Campus:** Abingdon **Duration:** 1 Year **Fee**  
**Code:** VPAC304P **Day of Week:** MON **£375**  
**Start Date:** 05/09/2011 **Times:** 18:30 - 21:00

**Campus:** Witney **Duration:** 1 Year **Fee**  
**Code:** VPWC347P **Day of Week:** TUE **£375**  
**Start Date:** 06/09/2011 **Times:** 18:30 - 21:00

**A2 Psychology**

A2 Psychology builds on the topics covered at AS Level and consists of two externally examined units and one internally assessed research project. Subjects include psychopathology (e.g. depression and schizophrenia; theories of personality development and explanations of aggression). You should already have completed AS psychology before starting this course.

**Campus:** Abingdon **Duration:** 1 Year **Fee**  
**Code:** VPAC305P **Day of Week:** THU **£375**  
**Start Date:** 08/09/2011 **Times:** 18:30 - 21:00

**GCSE English**

While working on improving accuracy in spelling and punctuation, GCSE English develops your ability to read with insight. You will study and respond to a Shakespeare play, a novel and a selection of poetry. A wide range of speaking and listening activities will also be undertaken. You will complete coursework based assessments and an exam in the summer.

**Campus:** Abingdon **Duration:** 32 Weeks **Fee**  
**Code:** RPAF329P **Day of Week:** TUE **£365**  
**Start Date:** 06/09/2011 **Times:** 18:30 - 21:00

**Campus:** Witney **Duration:** 32 Weeks **Fee**  
**Code:** RPWF338P **Day of Week:** THU **£365**  
**Start Date:** 08/09/2011 **Times:** 18:30 - 21:00

**GCSE French**

Do you need a modern languages GCSE to complete your English Baccalaureate? Or are you interested in gaining a formal qualification in a modern language? This course is designed for anyone aged 16 and over, who already has good knowledge of the basics of the language.

**Campus:** Abingdon **Duration:** 29 Weeks **Fee**  
**Code:** LPAG611P **Day of Week:** TUE **£262**  
**Start Date:** 13/09/2011 **Times:** 18:30 - 20:30

**GCSE Maths**

This course is particularly relevant to mature students who wish to increase their skills and gain this qualification. It is aimed at helping students to achieve a C grade though with additional independent work it is possible to gain the higher grades. As well as class time you should expect to put in 2 hours a week independent study or more if you want the higher grades. Many students taking this qualification need it for entry to university or teacher training or other career progression. Completion of an initial assessment is required before starting on the course.

**Campus:** Witney **Duration:** 1 Year **Fee**  
**Code:** VPWC378P **Day of Week:** MON **£365**  
**Start Date:** 12/09/2011 **Times:** 18:30 - 21:00

**Campus:** Abingdon **Duration:** 1 Year **Fee**  
**Code:** VPAC345P **Day of Week:** TUE **£365**  
**Start Date:** 13/09/2011 **Times:** 18:30 - 21:00

**Campus:** Abingdon **Duration:** 17 Weeks **Fee**  
**Code:** VPAE302P **Day of Week:** TUE & THU **£365**  
**Start Date:** 17/01/2012 **Times:** 18:30 - 21:00

**Would you like to teach at Abingdon & Witney College?**

Abingdon & Witney College is always keen to hear from people in the area who feel they have an ability and interest in teaching.

So if you have a hobby or a specialist skill that you would like to pass on to others then please get in touch with the College's HR department on 01235 216288. Alternatively please send a summary of your CV by email to [hr@abingdon-witney.ac.uk](mailto:hr@abingdon-witney.ac.uk). We look forward to hearing from from you.

**Personal Development Planning and Study Skills**

Improve your skills and opportunities – FREE - at Abingdon & Witney College.

Would you like to improve your skills, qualifications or opportunities in life through the benefits of higher education? If so, then please answer the following questions . . .

- Are you 18 years or older?
- Are you currently unemployed or facing redundancy?
- Would you like to gain some skills that will help you review your career options?
- Would you like to go on a short course that would improve your qualifications and gain a certificate from Oxford Brookes University?
- Would you consider a higher education course?

**If you have answered yes to the questions above then this new course could be for you! The details are:**

**Length of course:** 8 weeks (including one reading week). 4 hours per week in classroom.  
**Times:** 10.00am to 2.00pm  
**Course Location:** Abingdon, Witney and Milton Park Campuses.

Level 4 course work, 15 credits.  
 For further information telephone 01235 555585 or email [enquiry@abingdon-witney.ac.uk](mailto:enquiry@abingdon-witney.ac.uk)



### GCSE Science

Want to gain a science qualification at level 2? You will develop an understanding of how science works through the study of major concepts. The content will provide a sound basis for progression to A-Level Science. Completion of an initial assessment is required before starting on the course.

**Campus:** Abingdon **Duration:** 1 Year **Fee**  
**Code:** VPAD302P **Day of Week:** THU **£365**  
**Start Date:** 15/09/2011 **Times:** 18:30 - 21:00

### GCSE Shortened Science

Shortened GCSE Science course for people wanting to take the exam in May/June 2012 and want to achieve a grade C. As with the September start GCSE science you will need to put in considerable extra independent study to achieve the higher grades. The course will run for 2 evenings a week and it is essential that you can commit to two evenings a week before you start the course. Completion of an initial assessment is required before starting on the course.

**Campus:** Abingdon **Duration:** 17 Weeks **Fee**  
**Code:** VPAF301P **Day of Week:** **£365**  
**Start Date:** 17/01/2012 TUE & THU  
**Times:** 18:30 - 21:00

### GCSE Spanish

Do you need a modern languages GCSE to complete your English Baccalaureate? Or are you interested in gaining a formal qualification in a modern language? This course is designed for anyone aged 16 and over, who already has good knowledge of the basics of the language.

**Campus:** Abingdon **Duration:** 29 Weeks **Fee**  
**Code:** LPAG617P **Day of Week:** TUE **£262**  
**Start Date:** 13/09/2011 **Times:** 18:30 - 20:30

## Business and Management

OXFORD  
**BROOKES** Associate College  
 UNIVERSITY Partnership

### Foundation Degree in Business, Management & Communications

Do you want to develop a career in the areas of Business, Management and Communications? Do you enjoy work-based and placement learning where academic knowledge and understanding will be reinforced by the development of vocational skills? Then this Foundation Degree could be for you. It consists of three strands. The Business strand will introduce you to the scope and functions of business and will gradually develop your understanding of the internal and external environment in which businesses operate. The Management strand introduces basic management concepts and theories integrating organisational behaviour aspects with management and decision making. The Communications strand will introduce the interaction and communication between staff and internal and external customers. Communication methods are explored in recognition that these are key skills that you will need to enter into or progress within the workplace. In the first year you will be introduced to areas such as criticality and academic writing, in addition to developing a portfolio to support your professional development. In the second year you will be focusing on research skills and developing your skills of enquiry and preparing you for your final year Business Project. Year 1 modules: Fundamentals of Business - Management of Concepts - Customer Communications - Personal Development (double module) - Business and the Environment - Accounting for Business - Information for Business Year 2 modules: Research Skills - Strategic Management - External Communications - Business Project (double module) - Managing Work Performance - Management of Financial Systems for Business - Developing Management Capabilities. Students taking the three year route will follow a modified pathway through the programme.

There will be the opportunity for students to progress to a further year on the BA (Hons) in Business and Management at Oxford Brookes University or at Swindon College. Alternatively students will be well placed to advance their career in a business organisation. Full-time bursaries are available, visit [www.brookes.ac.uk/acp](http://www.brookes.ac.uk/acp) for more information.

**Campus:** Abingdon **Duration:** 2 Years  
**Code:** BHAF302P **Day of Week:** THU  
**Start Date:** 15/09/2011 **Times:** 18:30 - 21:00  
 National fee rise for 2012 / 13 please call us for more details.

### Institute of Leadership & Management – Level 3

This course is designed for both managers and team leaders who are newly promoted or to those who are aiming for a managerial position in the near future. This qualification is highly regarded and has become something of an 'industry standard' for supervisory management. The course is lively and links all aspects of Management theory to the students' workplace. The course is assessed by using a combination of assignments and a work based project. The course has been run for many years and has been commended by the ILM. This course attracts students from a wide range of organisations, including many who have not studied for a number of years and some who have higher level qualifications in other subjects. No previous qualifications are required for this course but candidates will be required to have reasonable literacy and numeracy skills. Students may find it useful to discuss the course by phone or email with the course leader before enrolling. The ILM qualification is nationally recognised and many employers require ILM membership from their supervisors. The course consists of ten modules. Covering subjects such as: Understanding Change, Planning Change, Time Management, Stress Management, Leadership, Motivation Planning work, Organisations in context, Culture and Ethics, Problem solving, Influencing others. The modules will be assessed by assignments and a change management report. Students will be required to spend some time completing assignments and their project outside College. This will vary according to individual needs, and coursework deadlines.

**Campus:** Abingdon **Duration:** 30 Weeks **Fee**  
**Code:** BPAA502P **Day of Week:** THU **£1,395**  
**Start Date:** 22/09/2011 **Times:** 17:30 - 21:00

### Institute of Leadership & Management – Level 4

This Level 4 Award gives managers the foundation for their formal development in this role. The qualification does this by exploring the middle managers role, and to develop the skills needed in such a role and also to prepare candidates for the more rigorous demands of study at higher levels. This qualification provides a valuable bridge from Level 3 to a Level 5 Certificate or Diploma – thus making it particularly attractive to organisations seeking an incremental ladder of development.

**Campus:** Abingdon **Duration:** 12 Weeks **Fee**  
**Code:** BSAG322P **Day of Week:** TUE **£595**  
**Start Date:** 13/09/2011 **Times:** 17:00 - 20:30

### Institute of Leadership & Management – Level 5

The Level 5 Certificate in Management aims to give practising or potential managers the foundation for their formal development in this role. The qualification does this by developing basic middle management skills and assisting participants in gaining the knowledge required at this level. It explores management from a more strategic perspective. Level 5 equates to 2nd year degree level. It gives the candidates an opportunity to gain a higher level management qualification. The course is lively and links all aspects of Management theory to the students' workplace. The course is assessed by using assignments. This new course will be attractive to students from a wide range of organisations. This qualification builds on the ILM Level 4 Award in Management, and broadens the skills and knowledge in a flexible and practical way. The course will provide you with an overview of the various aspects of supervision and management and enable you to take the skills and knowledge you will learn in the classroom and apply

them directly in the workplace. The ILM qualification is nationally recognised and many employers require ILM membership from their supervisors. The course consists of the following compulsory units: Understanding the Management Role, Developing the Reflective Manager, Managing Improvement, Making a Financial Case. The modules will be assessed by assignments. There are no examinations. Students will be required to spend some time completing assignments and their project outside College. This will vary according to individual needs, and coursework deadlines.

<b>Campus:</b> Abingdon	<b>Duration:</b> 20 Weeks	Fee
<b>Code:</b> BSAG323P	<b>Day of Week:</b> TUE	<b>£1,985</b>
<b>Start Date:</b> 10/01/2012	<b>Times:</b> 14:00 - 21:00	

### Diploma in Human Resource Practice

The DHRP is a level 3 course licensed by the CIPD and provides those successful students with the knowledge requirement necessary for Associate Membership of the CIPD. There are 8 modules covering all aspects of HR in a business context. These include Recruitment, Training, Change Management, HR data, Employment Law and Performance Management. Assessment takes place throughout the course, each module will have an assignment which could include writing a report, carrying out a presentation, working on a case study or some form of role play, either individually or in groups. The course consists of 185 taught hours. Students should allow themselves the same amount of time to study outside of the course. This may vary depending upon the ability of the student, previous knowledge and speed of working. Homework will be set weekly. No previous experience is required but some experience working in an HR or customer service position will be helpful. Having successfully completed the course and gained the necessary knowledge needed students may apply for Associate membership by demonstrating evidence of putting their learning into practice, allowing them to become Associate Members of the CIPD (Assoc CIPD.)

<b>Campus:</b> Abingdon	<b>Duration:</b> 1 year	Fee
<b>Code:</b> BSAG324P	<b>Day of Week:</b> WED	<b>£1,785</b>
<b>Start Date:</b> 07/09/2011	<b>Times:</b> 13:00 - 18:00	

### Chartered Institute of Purchasing and Supply (CIPS)

The Chartered Institute of Purchasing and Supply, (CIPS), is an international education and qualification body representing purchasing and supply chain professionals. It exists to promote and develop high standards of professional skill, ability and integrity among all those engaged in purchasing and supply chain management. CIPS qualified staff are vital for the modern organisation keen to control costs and increase margins in these difficult economic times. There are 5 units at each level. Courses cover subjects such as, negotiation, contract law, storage and distribution and supplier relations. Abingdon & Witney College is a 'Highly Commended' CIPS course provider with results consistently above the national average. Students (subject to meeting the above criteria and interview with Course Leader) would normally start at level 4. These qualifications are the industry standard both in the UK and abroad. All Lecturers on our CIPS programme are fully qualified with both professional and teaching qualifications. The Supply Chain Management in Practice unit (case study unit) is an integrative unit and should be tackled at the end of the unit. Completion of this level allows the use of the MCIPS letters. You need to have completed the CIPS Advanced Diploma (Level 5) to enrol to the Level 6 course. This unit will also include a "study afternoon" at a time close to the exam.

### Chartered Institute of Purchasing and Supply CIPS – Level 4

If you are 18 or over with at least 2 A levels or equivalent level 3 qualification, or over 21 years of age with at least 2 years in a business environment, this course is for you. There are 5 units with Purchasing Contexts normally being taken as the final integrative unit.

#### CIPS - Effective Negotiating in Purchasing & Supply

<b>Campus:</b> Abingdon	<b>Duration:</b> 10 Weeks	Fee
<b>Code:</b> BSAG353P	<b>Day of Week:</b> TUE	<b>£395</b>
<b>Start Date:</b> 06/09/2011	<b>Times:</b> 18:00 - 21:00	

#### CIPS - Developing Contracts in Purchasing & Supply

<b>Campus:</b> Abingdon	<b>Duration:</b> 10 Weeks	Fee
<b>Code:</b> BSAG354P	<b>Day of Week:</b> TUE	<b>£395</b>
<b>Start Date:</b> 06/09/2011	<b>Times:</b> 14:00 - 17:00	

#### CIPS - Measuring Purchasing Performance

<b>Campus:</b> Abingdon	<b>Duration:</b> 10 Weeks	Fee
<b>Code:</b> BSAG355P	<b>Day of Week:</b> TUE	<b>£395</b>
<b>Start Date:</b> 29/11/2011	<b>Times:</b> 18:00 - 21:00	

#### CIPS - FD Purchase & Supply Chain Relations

<b>Campus:</b> Abingdon	<b>Duration:</b> 10 Weeks	Fee
<b>Code:</b> BSAG362P	<b>Day of Week:</b> TUE	<b>£395</b>
<b>Start Date:</b> 29/11/2011	<b>Times:</b> 14:00 - 17:00	

#### CIPS - Purchasing Contexts

<b>Campus:</b> Abingdon	<b>Duration:</b> 10 Weeks	Fee
<b>Code:</b> BSAG361P	<b>Day of Week:</b> TUE	<b>£395</b>
<b>Start Date:</b> 06/03/2012	<b>Times:</b> 14:00 - 17:00	

### Chartered Institute of Purchasing and Supply CIPS – Level 5

Have you successfully achieved the CIPS Foundation Diploma? Try the Advanced Diploma. The course consists of 5 units.

#### CIPS - Management in Purchasing Function

<b>Campus:</b> Abingdon	<b>Duration:</b> 10 Weeks	Fee
<b>Code:</b> BSAG358P	<b>Day of Week:</b> MON	<b>£495</b>
<b>Start Date:</b> 05/09/2011	<b>Times:</b> 18:00 - 21:00	

#### CIPS - Risk Management & Supply Chain Vulnerability

<b>Campus:</b> Abingdon	<b>Duration:</b> 10 Weeks	Fee
<b>Code:</b> BSAG360P	<b>Day of Week:</b> MON	<b>£495</b>
<b>Start Date:</b> 05/09/2011	<b>Times:</b> 14:00 - 17:00	

#### CIPS - Marketing for Purchasers

<b>Campus:</b> Abingdon	<b>Duration:</b> 10 Weeks	Fee
<b>Code:</b> BSAG357P	<b>Day of Week:</b> MON	<b>£495</b>
<b>Start Date:</b> 28/11/2011	<b>Times:</b> 18:00 - 21:00	

#### CIPS - Storage & Distribution

<b>Campus:</b> Abingdon	<b>Duration:</b> 10 Weeks	Fee
<b>Code:</b> BSAG359P	<b>Day of Week:</b> MON	<b>£495</b>
<b>Start Date:</b> 28/11/2011	<b>Times:</b> 14:00 - 17:00	

#### CIPS - Improving Supply Chain Performance

<b>Campus:</b> Abingdon	<b>Duration:</b> 8 Weeks	Fee
<b>Code:</b> BSAG356P	<b>Day of Week:</b> MON	<b>£495</b>
<b>Start Date:</b> 05/03/2012	<b>Times:</b> 17:15 - 21:00	



## Chartered Institute of Purchasing and Supply CIPS – Level 6

The Level 6 Graduate Diploma in Purchasing and Supply consists of three compulsory units. One of these, Supply Chain Management in Practice, is an integrative unit which is designed to draw together the knowledge and understanding achieved in the other four units and to demonstrate how these units combine and integrate in a working environment. The integrative supply chain unit should be taken after the compulsory units have been completed. Additionally you must choose two optional units from a choice of five – Legal Aspects in Purchasing and Supply, Advanced Project Management, Finance for Purchasers, Strategic Public Sector Programme Management and Public Sector Stakeholders and Governance. Completion of this level allows the use of the MCIPS letters.

### CIPS - Leading and Influencing

<b>Campus:</b> Abingdon	<b>Duration:</b> 10 Weeks	Fee
<b>Code:</b> BSAH363P	<b>Day of Week:</b> THU	<b>£595</b>
<b>Start Date:</b> 08/09/2011	<b>Times:</b> 18:00 - 21:00	

### CIPS - Project Management

<b>Campus:</b> Abingdon	<b>Duration:</b> 10 Weeks	Fee
<b>Code:</b> BSAH364P	<b>Day of Week:</b> THU	<b>£595</b>
<b>Start Date:</b> 08/09/2011	<b>Times:</b> 14:00 - 17:00	

### CIPS - Strategic Supply Chain Management

<b>Campus:</b> Abingdon	<b>Duration:</b> 10 Weeks	Fee
<b>Code:</b> BSAH365P	<b>Day of Week:</b> THU	<b>£595</b>
<b>Start Date:</b> 01/12/2011	<b>Times:</b> 14:00 - 17:00	

### CIPS - Legal Aspects in Purchasing and Supply

<b>Campus:</b> Abingdon	<b>Duration:</b> 10 Weeks	Fee
<b>Code:</b> TBC	<b>Day of Week:</b> THU	<b>£595</b>
<b>Start Date:</b> 01/12/2011	<b>Times:</b> 18:00 - 21:00	

### CIPS - Supply Chain Management in Practice

<b>Campus:</b> Abingdon	<b>Duration:</b> 8 Weeks	Fee
<b>Code:</b> BSAH366P	<b>Day of Week:</b> THU	<b>£595</b>
<b>Start Date:</b> 08/03/2012	<b>Times:</b> 17:15 - 21:00	

## Complementary Health, Beauty Therapy and Hairdressing

### VTCT Qualifications

Students who have previously registered on a VTCT course (including a VTCT NVQ qualification) and wish to complete an additional VTCT qualification are required to present their registration card when enrolling. Presentation of the card will result in a reduction of the £16 registration fee. Failure to produce the card or proof of registration will result in a duplication of the fee payment. Please ask for information sheets for all our courses to receive additional information with reference to equipment and uniform requirements.

### Level 2 Apprenticeship in Hairdressing Yr 1

**NEW FOR 11**

To enrol on this course you need will need 2 GCSE's grade C or above or and NVQ Level 1 qualification in Hairdressing or Beauty Therapy. You must also gain employment with a hairdressing salon before commencing the apprenticeship. An apprenticeship at Abingdon & Witney College is an excellent way of gaining a recognised qualification and workplace experience. You will attend college on a Monday and your work placement the remainder of the week. On the course you will learn the theory and practical skills for health and safety, teamwork, consultation and communication techniques, blow drying, setting and dressing hair, colouring and

highlighting, cutting and reception skills. In addition you will also study hairdressing science, business studies and Function Skills in English and Maths. An interview is required for this course.

**Campus:** Witney  
**Code:** HMWH100P  
**Start Date:** 03/10/2011

**Duration:** 2 Years  
**Day of Week:** MON  
**Times:** 09:00 - 17:00

### Diploma in Complementary Therapies Level 3 FL 3

Do you have an interest in Holistic Therapies and have the ability to get on well with people of all ages? Would you like to work in health farms/hydros/spas, hotel and leisure complexes, holistic therapy salons/clinics, cruise liners or have your own mobile practice/business? This course is designed for mature students and you must be over 18 years of age. Your main areas of study will be Body Massage, Reflexology, Aromatherapy, Anatomy and Physiology, Business Practises and Health and Safety. An interview is required. Throughout the year you may also be provided with the option of attending specialised lectures in your subject area.

**Campus:** Abingdon  
**Code:** HFAC103P  
**Start Date:** 05/09/2011

**Duration:** 1 Year  
**Day of Week:** MON & THU  
**Times:** 09:15 - 17:30  
Fee  
**£1,452**

### Diploma in Clinical Aromatherapy NEW FOR 11

To enrol on this course you must hold a recognised Body Massage qualification. This inspiring and motivating course is ideal for those who wish to develop an in depth knowledge of Aromatherapy. Topics covered include: historical and philosophical perspectives, Aromatherapy in clinical practice, practical Aromatherapy skills, science and safety, essential oil production and quality and methods of application and blending. Fifty essential oils are covered in depth. Upon successful completion of this qualification which also incorporates professional practice management and self development you will have the confidence and knowledge to set up in clinical aromatherapy practice. Successful completion of this Diploma will enable you to gain membership of the International Federation of Professional Aromatherapists (IFPA.) An interview is required. Students will be required to purchase a professional uniform, textbook and essential oil kit, details of which will be provided at interview.

**Campus:** Abingdon  
**Code:** HSAH101P  
**Start Date:** 23/09/2011

**Duration:** 28 Weeks  
**Day of Week:** FRI  
**Times:** 09:00 - 16:45  
Fee  
**£1,700**

### VTCT Certificate in Indian Head Massage - Level 3

To enrol on this course you must hold a recognised Body Massage qualification. This 3 day intensive course has been specifically designed to develop your practical skills in the art of Indian Head Massage. A one hour written assessment test will be taken on an additional date. Interview required.

**Campus:** Abingdon  
**Code:** HPAG102P  
**Start Date:** 20/04/2012

**Duration:** 5 Weeks  
**Day of Week:** FRI  
**Times:** 09:30 - 16:00  
Fee  
**£135**

### Introduction to Massage

An introductory course for those wishing to learn the basic practical techniques of massage.

**Campus:** Abingdon  
**Code:** HSAH303P  
**Start Date:** 22/09/2011

**Duration:** 4 Weeks  
**Day of Week:** THU  
**Times:** 18:00 - 20:30  
Fee  
**£95**

**Campus:** Abingdon  
**Code:** HSAH304P  
**Start Date:** 08/03/2012

**Duration:** 4 Weeks  
**Day of Week:** THU  
**Times:** 18:00 - 20:30  
Fee  
**£95**

**Advanced Massage Techniques** **NEW FOR 11**

To enrol on this course you must hold a recognised Body Massage qualification. This course will help to further develop your knowledge of Massage techniques. Topics covered will include postural assessment, deep tissue techniques, stretching and neuromuscular techniques. A professional uniform is required to be worn.

**Campus:** Abingdon **Duration:** 2 Weeks **Fee**  
**Code:** HSAH102P **Day of Week:** FRI **£145**  
**Start Date:** 04/11/2011 **Times:** 09:30 - 16:00

**Hot Stone Massage**

To enrol on the course you must be 18 years old and hold a recognised body massage qualification. On this 2 day course you will learn how to perform a full body massage using hot stones. On the second day advanced techniques will be demonstrated e.g. cold stones, trigger points and chakra stones. A professional uniform is required to be worn.

**Campus:** Abingdon **Duration:** 2 Weeks **Fee**  
**Code:** HSAG375P **Day of Week:** FRI **£70**  
**Start Date:** 23/03/2012 **Times:** 09:30 - 15:00

**Acrylic and Fibreglass**

**Nail Enhancements**

**NEW FOR 11**

This course will enable you to gain the practical skills and knowledge required to perform Acrylic and Fibreglass nail enhancements. You will also study the underpinning theory knowledge including all Health and Safety requirements to practice nail treatments safely. An interview is required prior to enrolling. You will be required to wear a professional salon uniform and purchase two professional nail kits details of which will be discussed at interview.

**Campus:** Abingdon **Duration:** 4 Weeks **Fee**  
**Code:** HSAH100P **Day of Week:** FRI **£235**  
**Start Date:** 04/11/2011 **Times:** 09:30 - 15:30

**Level 2 Certificate in Nail Technology**

This qualification will enable you to gain the practical skills and knowledge required to perform manicures, nail art and nail extensions. Students will need to purchase a uniform, textbook and various professional nail kits. An interview is required where details of these costs will be discussed.

**Campus:** Abingdon **Duration:** 14 Weeks **Fee**  
**Code:** HPAH110P **Day of Week:** WED **£382**  
**Start Date:** 05/10/2011 **Times:** 09:30 - 15:30

**Campus:** Abingdon **Duration:** 26 Weeks **Fee**  
**Code:** HPAH111P **Day of Week:** TUE **£382**  
**Start Date:** 13/09/2011 **Times:** 18:00 - 21:00

**NVQ Cert in Beauty Therapy Level 1 (Adult)**

A course designed, for students over 18 years old, to enable you to develop your knowledge and understanding of the underpinning theory of Beauty Therapy. The units you study will enable you to develop your skills in Health and Safety, Professional Practice, Assisting with Facial Skin Care Treatments and Assisting with Nail Services. An interview is required for this course.

**Campus:** Abingdon **Duration:** 14 Weeks **Fee**  
**Code:** HPAG101P **Day of Week:** FRI **£437**  
**Start Date:** 04/11/2011 **Times:** 09:30 - 15:30

**NVQ2 Beauty Therapy Level 2 (Adult)** **FL 2**

On this year long course you will attend college one day a week to study the theory and practice of facial, make up, manicure, pedicure, waxing and eye treatments, undertaking practical client work in 'The Studio', the college's therapy salons, as well as practising the treatments in your own time. There will also be assignment work and tests to complete throughout the year as you

study the underpinning knowledge of the course, such as anatomy and physiology and business practice. Students must be 18 years old and provide evidence of an educational background equivalent to GCSE C grades. At interview details will be provided regarding purchasing a uniform, textbook and equipment.

**Campus:** Abingdon **Duration:** 1 Year **Fee**  
**Code:** HPAC358P **Day of Week:** TUE **£1,064**  
**Start Date:** 06/09/2011 **Times:** 09:15 - 16:45

**VTCT Beauty Therapy NVQ Level 3 (Adult)** **FL 3**

To enrol on this course you must hold a level 2 qualification in Beauty Therapy and be over 18 years of age. Topics studied include: Body Massage, Indian Head Massage, Massage with pre-blended aromatherapy oils, Stone Therapy and Facial Electrical Treatments. An interview is required in order to provide further information regarding additional costs.

**Campus:** Abingdon **Duration:** 1 Year **Fee**  
**Code:** HFAC101P **Day of Week:** **£1,263**  
**Start Date:** 05/09/2011 **MON & WED**  
**Times:** 09:15 - 16:30 FEE APPLIES TO 19+ STUDENTS ONLY

**Thermal Auricular Therapy Ear Candling**

During this one day workshop you will learn how to perform thermal auricular therapy (ear candle). You will have the chance to practice the treatment as well as experience it yourself. You will also learn about the theory and history of thermal auricular therapy within the course. An interview is required prior to enrolment. You should be over 18 years of age and hold a full body massage or beauty therapist (level 2) qualification.

**Campus:** Abingdon **Duration:** 1 Day **Fee**  
**Code:** HSAG377P **Day of Week:** FRI **£42**  
**Start Date:** 01/06/2012 **Times:** 09:30 - 16:00

**VTCT Level 3 Diploma in Reflexology** **FL 3**

To enrol on this course you must hold a recognised Body Massage qualification. This course will provide you with the underpinning knowledge and skills required to successfully perform a Reflexology treatment and gain a recognised qualification which will also enable you to gain membership of the Association of Reflexologists (AoR.) Students will be required to purchase a professional uniform and textbook, details of which will be provided at interview.

**Campus:** Abingdon **Duration:** 22 Weeks **Fee**  
**Code:** HPAH112P **Day of Week:** THU **£372**  
**Start Date:** 29/09/2011 **Times:** 18:00 - 21:00

**VTCT Level 3 Certificate in Fashion & Photographic Make-Up** **NEW FOR 11**

On this course you will learn how to design and apply fashion and photographic make-up, including current fashion trends, historical/period effects and special occasion make up. Various face and body make up application techniques will also be covered. You will need to purchase the following: a digital camera, a professional make up kit, uniform and text book. In addition to the hours in college you will also be expected to attend a variety of evening events to complete your portfolios and assessments. An educational background equivalent to 3 GCSE grade C or above preferably in English, History and Art. A Level 2 qualification in a related subject will also be considered. An interview is required. Students aged 16-18 as at the 1st September 2011 must use this course code:

**Campus:** Abingdon **Duration:** 20 Weeks  
**Code:** HPAH113P **Day of Week:** THU  
**Start Date:** 06/10/2011 **Times:** 09:30 - 15:30

Students aged 19 or over, as at the 1st September 2011, must use this course code:

**Campus:** Abingdon **Duration:** 20 Weeks **Fee**  
**Code:** HSAH103P **Day of Week:** THU **£762**  
**Start Date:** 06/10/2011 **Times:** 09:30 - 15:30



## Counselling

### Certificate in Counselling Skills

Open to anyone wanting to improve their listening skills and ability to empathise with others. This course offers the chance to extend personal awareness and development. An interview is required.

**Campus:** Abingdon **Duration:** 20 Weeks **Fee**  
**Code:** CPAD302P **Day of Week:** MON **£TBC**  
**Start Date:** 26/09/2011 **Times:** 18:15 - 20:15

## Creative Arts and Multimedia

### Introduction to Foundation Art & Design

NEW FOR 11

This practical 2 day course will introduce you to the tutors, structure and content of the Foundation Art & Design course at Abingdon & Witney College. You will meet like-minded students and work on short, fast-paced projects that will push your ideas and confidence in using materials. You will have the opportunity to create work that is experimental, dynamic and edgy. You'll explore a range of specialist areas that the course offers, such as Photography, Visual Communication, Fashion, 3D Design and Fine Art. This course can lead on to the 1 day Portfolio Preparation course. If you book both courses you'll receive a £15 discount from the total!

**Campus:** Abingdon **Duration:** 2 days **Fee**  
**Code:** PSAH526P **Day of Week:** **£135**  
**Start Date:** 24/10/2011 **MON - TUE**  
**Times:** 10:00 - 16:00

### Portfolio Preparation Course (Foundation Art & Design)

NEW FOR 11

This one day course will demonstrate how to put together a portfolio for an application to a Foundation or Degree level course. You will need to bring along recent art work and be introduced to various presentation, selection, and ordering methods. In the afternoon you will take part in a portfolio review with specialist staff members. If you book this course in addition to the 'Introduction to Foundation' day you will receive £15 discount from the total!

**Campus:** Abingdon **Duration:** 1 Day **Fee**  
**Code:** PSAH527P **Day of Week:** WED **£65**  
**Start Date:** 26/10/2011 **Times:** 10:00 - 16:00

### Foundation Studies Art & Design Level 3/4

FL 3

Are you undecided about your area of specialism within Art and Design? This programme extends your visual awareness and develops your knowledge and understanding of contemporary art practice and theory. Part-time students work with students on the full-time programme. This full level 3 course includes written elements and usually has 2 optional overseas study trips each year and an opportunity to exhibit in public. An interview with a portfolio of work is required. If successful, you need to commit to 2 days per week for 2 years.

**Campus:** Abingdon **Duration:** 2 Years **Fee**  
**Code:** PPAA29P **Day of Week:** VARIOUS **£1,135**  
**Start Date:** 05/09/2011 **Times:** 09:15 - 04:30 PER YEAR

### Developing Creative Writing Skills

NEW FOR 11

This course is for anyone with an interest in writing short stories or developing their creativity. A love of literature and a desire to write is all that is required. This course is for those who enjoy writing. No formal entry requirements or previous experience is required and the course is open to all.

**Campus:** Witney **Duration:** 5 Weeks **Fee**  
**Code:** RSWH103P **Day of Week:** WED **£80**  
**Start Date:** 21/09/2011 **Times:** 09:15 - 11:15

## Fashion Illustration

NEW FOR 11

Learn to create dynamic and experimental fashion illustrations from a live clothed model. You will be involved in dressing and styling the model and creating poses. You will be expected to work quickly under instruction and will be introduced to fashion illustrators' work to develop your drawing style. A range of techniques and processes will be explored. Materials will be provided. This short course would be ideal for students wishing to develop their portfolio for a Fashion, Illustration or Foundation course application.

**Campus:** Abingdon **Duration:** 2 Weeks **Fee**  
**Code:** PSAH519P **Day of Week:** THU **£60**  
**Start Date:** 10/11/2011 **Times:** 18:00 - 20:30

**Campus:** Witney **Duration:** 2 Weeks **Fee**  
**Code:** TBC **Day of Week:** THU **£60**  
**Start Date:** 01/03/2012 **Times:** 18:00 - 20:30

### Introduction to Digital Photography - Beginners

This course is designed for absolute beginners and will provide the knowledge and skills to use your digital camera with more confidence. You will explore the basic functions of your camera and also discover how to make simple changes to some of the 'default settings' within the various menus. You can progress on to Digital Photography intermediate course, or Certificate in Photography Level 1. Please bring your own digital camera.

**Campus:** Abingdon **Duration:** 4 Weeks **Fee**  
**Code:** PSAH513P **Day of Week:** TUE **£95**  
**Start Date:** 20/09/2011 **Times:** 18:30 - 21:00

**Campus:** Abingdon **Duration:** 4 Weeks **Fee**  
**Code:** PSAH514P **Day of Week:** TUE **£95**  
**Start Date:** 21/02/2012 **Times:** 18:30 - 21:00

### Introduction to Digital Photography - Intermediate

A course designed for those who have attended the Beginners course or already have a basic working knowledge of digital cameras. This will provide you with extra knowledge and skills to use your digital camera more proficiently. In addition you will explore the basic functions of the computer and associated software e.g. Photoshop. Please bring your own digital camera. 6 A4 colour prints are included.

**Campus:** Abingdon **Duration:** 4 Weeks **Fee**  
**Code:** PSAG502P **Day of Week:** TUE **£95**  
**Start Date:** 24/04/2012 **Times:** 18:30 - 21:00

### Certificate in Photography Level 1

Do you wish to develop an understanding of basic photographic processes and learn how to use manual and digital equipment? This course includes: using camera controls, exploring and developing image production skills and producing and evaluating a range of photographic images. No prior knowledge of photography is required. Please bring your own camera (digital and/or manual) and buy photographic paper, film and prints where necessary. You can progress to the Award in Photography Level 2.

**Campus:** Abingdon **Duration:** 30 Weeks **Fee**  
**Code:** PPAB315P **Day of Week:** TUE **£350**  
**Start Date:** 22/09/2011 **Times:** 18:30 - 21:00

# How to enrol

Please read this section before completing the enrolment form.

You can enrol:

## In person

Staff at your local campus will be pleased to help you.

### Abingdon Campus Reception

Wootton Road, Abingdon OX14 1GG

### Witney Campus Reception

Holloway Road, Witney OX28 6NE

### Advanced Business Solutions

5g Milton Park, Abingdon OX14 4RY

## By post

The Hub Office  
Abingdon & Witney College  
FREEPOST (OF1653)  
Abingdon. OX14 1BR

or

The Hub Office  
Abingdon & Witney College  
FREEPOST (SCE 13942)  
Witney. OX28 6BR

If enrolling on a Short Business Course please return your form to:

The Short Course Co-ordinator  
Advanced Business Solutions  
Abingdon & Witney College  
FREEPOST (OF1653)  
5g Milton Park  
Abingdon. OX14 4RR

If you have any queries, please email [enquiry@abingdon-witney.ac.uk](mailto:enquiry@abingdon-witney.ac.uk) or telephone us on 01235 555585 or 01993 703464. Please be aware that our phone lines may get very busy during peak enrolment times.

If you are unsure about the type of course you wish to undertake and would like further advice and guidance on career options, please contact the Guidance Officer on 01235 216308.

## PART TIME COURSES

Part-time courses are identified by the second letter of the course code – P or S. Once you have chosen the course you wish to study, you will need to complete the enrolment form. Please do not wait until the last minute to enrol on the course of your choice as decisions are taken to cancel courses that are under-subscribed about a week before the course is due to commence. It is a requirement of our funding bodies that an enrolment form is completed for every student. By signing the enrolment form you are agreeing that the College can process your personal information. Without a signature we are unable to offer you a place on the course. All personal information is confidential and Abingdon & Witney College is registered under the Data Protection Act 1998. Please ensure that you use your legal name(s) and not nicknames on the enrolment form.

## HIGHER EDUCATION COURSES

Foundation Degree and HE Courses are highlighted by the second letter of the course code being an H or a J. Please contact the Hub on 01235 555585 or email [enquiry@abingdon-witney.ac.uk](mailto:enquiry@abingdon-witney.ac.uk) or check the Higher Education pages on the website [www.abingdon-witney.ac.uk](http://www.abingdon-witney.ac.uk) for how to apply. Please do not use the College enrolment form. All tuition fees for the HE courses are payable to the validating University at the time of enrolment. There is no fee remission but HE Student support is available – visit <http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/index.htm>. For some HE courses an additional materials fee is required (payable to Abingdon & Witney College). You will be advised by letter if this applies to you.

## FULL TIME COURSES AND APPRENTICESHIPS

Full time courses and Apprenticeships are highlighted by the second letter of the course code being an F or an M. Please complete the enrolment form and send it to us at the address on the reverse of the form. Do not send any payment with your form. On receipt of the form we will invite you for an interview to discuss your application and to check that the course is suited to your needs. Students enrolling on full-time courses may be required to attend an induction day near the end of June and also an enrolment day during the last week of August. You will be required to pay for your course during the enrolment day. A reduction in fees is available should you fall into the fee remission categories, however proof is required at enrolment.

Full details of induction and enrolment will be sent to you after you have been offered a place on the course. For enquiries regarding application, please contact the Hub on 01235 555585 or email [enquiry@abingdon-witney.ac.uk](mailto:enquiry@abingdon-witney.ac.uk)

## SHORT BUSINESS COURSES

Please use the enrolment form in the centre pages. For more information call our Employer Engagement Unit on 01235 861706 or email [abs@abingdon-witney.ac.uk](mailto:abs@abingdon-witney.ac.uk)

## PAYMENT

Please note that information about payment of fees is correct at time of going to press and is subject to change.

We want to make learning accessible to everyone. If you don't qualify for a concession, but have genuine difficulty in paying your course fees, you may be eligible for a Learner Support Fund. Please contact one of our qualified advisers on:

01235 216308 or 01235 216439 or email [advice@abingdon-witney.ac.uk](mailto:advice@abingdon-witney.ac.uk)

Payment should be made at the time of enrolment in one of the following ways:

### Cash

Only accepted if enrolling in person.

### Cheque

Made payable to Abingdon & Witney College.

### Debit or Credit card

### Employer to be invoiced

A confirmation letter from the employer must accompany the enrolment form.



### Instalments

Students paying their own fees can request to pay by instalments provided that:

- Fees between £50 - £149 are repaid in 2 equal instalments
- Fees between £150 - £999 are repaid in 3 equal instalments
- Fees £1,000+ are repaid in 5 equal instalments
- The first instalment is made on enrolment
- The final instalment is made prior to the completion of the course
- Student supplies his/her bank account details and signs a Direct Debit mandate.
- Student has no outstanding balance of fees from previous years
- Student has not defaulted on instalment/payment arrangements in previous years.

Instalment Plans are subject to the following terms and conditions:

- Students who withdraw from their programme remain liable for full course fees
- A £20 administration fee will be charged for instalment arrangements and will be added to the total fees
- Instalment plans are not available for overseas students, employers or students without a UK bank account.
- The first installment is payable at the time of enrolment and subsequent installments will be collected monthly as detailed in the installment plan. Where the College is unable to collect payment from the student's bank account the student may be asked to leave their programme of study but will remain liable for payment of any outstanding fees.

### FEES

All fees become payable on completion of an enrolment form either by the learner or their employer/sponsor. Fees that are advertised in this course guide are made up of a tuition fee + a materials fee (where appropriate) + an examination/board registration fee (where appropriate and will show as an exam fee on your receipt). Where an examination, registration or materials fee is not included in the original price, you may be required to pay such a fee during the course of your choice. Upon payment, you will receive a receipt that will show you the breakdown of fees that you have been charged. Please keep this in a safe place in case queries should arise.

Fees listed in this course guide do not apply to applicants without a permanent right to remain in the UK (except EFL courses). Fee information for these applicants will be provided on application.

A reduction in fees is available on courses where the second letter of the course code is either an F or a P. Reductions are available to people who fall into one or more of the following categories. Please note that you must provide evidence and YOU MUST ENROL IN PERSON if you wish to claim a reduction in fees.

- Work related Employment and Support Allowance
- Job Seekers Allowance
- Under 19 and over 16 on August 31st 2011
- Aged 19 and above without a FULL Level 2 qualification are entitled to enrol onto a FULL level 1 or Entry Level programme to help them progress to a full level 2 qualification, best suited to their needs, and pay only exam and material fees. Please note that this does not apply to ESOL qualifications.

- Aged 19 and above without a FULL Level 2 qualification are entitled to enrol onto a FULL level 2 programme, best suited to their needs, and pay only exam and material fees.

- Aged between 19 and 24 at the 31st August 2011 and without a FULL level 3 qualification are entitled to enrol onto a FULL Level 3 programme and pay only exam and materials fees.

Please note that the College will require your National Insurance Number where you are claiming a remission in fees based on Income related Employment and Support Allowance or Job Seekers Allowance. The Level 1, 2 and 3 Entitlements are not a guarantee of a place and are subject to availability. You will be asked to sign a declaration that you do not already hold a full Level 2 or 3 qualification. Please ask in The Hub if you are unsure if your current qualifications fall into either category.

Please note – all students aged 19 and over are required to pay materials and exam fees, even when tuition fees are waived. We do not normally enrol students under the age of 16 unless the course they are enrolling for is specifically targeted at people of a younger age. Students under the age of 16 who wish to enrol onto a mainstream course should contact the Hub to discuss their request.

Your place on the course will not be confirmed until payment is received.

### REFUNDS

If your course is cancelled due to low numbers, the College will aim to contact you at least 3 working days before the course is due to start. Refunds in full are automatically issued on cancelled courses. If you are unable to attend your course and wish to claim a refund, you must write to the Head of Finance. Refunds are normally only made for illness and applications for a refund on this basis must be accompanied by a doctor's certificate. Refunds for other special circumstances are at the discretion of the Head of Finance and a written application must be made.

If you require further information on any of these points, please contact the Hub Office at either the Abingdon Campus on 01235 555 585 or the Witney Campus on 01993 703 464 or email: [studentfinanceocf@abingdon-witney.ac.uk](mailto:studentfinanceocf@abingdon-witney.ac.uk)

Please note that if you withdraw from your course, your fee is still due, except in special circumstances as described above.

### SAFEGUARDING AND CRIMINAL CONVICTIONS

Abingdon & Witney College has a duty to ensure, so far as it is reasonably practicable, the health, safety and welfare at work of all its employees. It also has a duty to conduct its business in such a way as to ensure that students, visitors and contractors are not thereby exposed to risks to their health and safety. Abingdon & Witney College is fully committed to discharging this duty. The College is also committed to inclusion and widening participation. Where you may have disclosed information that may pose a risk to the health and safety of others you will be subject to a positive and balanced Individual Risk Assessment. Abingdon & Witney College comply with the principles of Every Child Matters, the Disability Discrimination Act 1995, Health & Safety at Work Act 1974, Data Protection Act 1998, Rehabilitation of Offenders Act 1974 and the Criminal Justice Act 2003. All College students will be issued an identification badge and be required to wear it at all times.

Abingdon & Witney College has taken every effort to ensure that this prospectus is as accurate as possible at the time of going to print. It is intended as a general guide to college courses and facilities, and forms no part of a contract. The College reserves the right to make changes or withdraw, without notice, any of the course facilities or support described.

# Enrolment Form and Learner Agreement

## August 2011 – July 2012

Person Code: \_\_\_\_\_

**HOW DO I COMPLETE THIS FORM?** Complete or amend sections of this form in BLOCK CAPITALS and sign where required. Any codes shown in brackets are for College use only.



### PERSONAL DETAILS

We cannot proceed with your enrolment unless ALL parts of this section are completed. (Block capitals). Please note that it will be the details you supply below that will appear on any certificates that you may receive on completion of your course. Name must be your legal name, please do not use nicknames. Please remember to sign the back of this form so we can process your information.

Firstname(s) <i>(m)</i>		Surname/Family name <i>(m)</i>	
Title <i>(m)</i>		Date of Birth <i>(m)</i>	
Current Address <i>(m)</i>			
Email			
Telephone Day		Telephone Eve	
Mobile Number			
Unique Candidate Identifier UCI where known		Unique Learner Number ULN where known	
(In case of Emergency) Next of Kin Name		(In case of Emergency) Next of Kin Phone	
Are you happy for the College to share information about your studies with your Next of Kin?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Vehicle Registration Number			
National Insurance Number. <i>Compulsory for Apprenticeships and those claiming Job Seekers or Employment Support Allowance</i>			

### COURSE DETAILS

### OFFICE USE ONLY

Course Code	Course Title	Start Date	End Date	No of weeks	Hours per week	Total No hours	Fee
							£
							£
							£
							£
							£

### PRIOR EDUCATION

What was the name of your last School/College that you attended? \_\_\_\_\_

Please tick your highest qualification level prior to starting this course. The qualifications listed are examples of qualifications at the level shown. *(m)*

<input type="checkbox"/>	No qualifications (99)	
<input type="checkbox"/>	Entry Level - Word Power/ Number Power at entry level (9)	Level 3 4+ AS Levels or equivalent (3)
<input type="checkbox"/>	Other qualifications below level 1 (7)	Level 4 First degree or equivalent (4)
<input type="checkbox"/>	Level 1 GCSE D – G or CSE below grade 1 or equivalent (1)	Level 5 Higher degree or equivalent (5)
<input type="checkbox"/>	Level 2 GCSE A – C or 2/3 AS Levels or equivalent (2)	Other qualification level not known (97)

### OFFICE USE ONLY – Entry qualifications checked and verified where required

Signed		Date:	
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## CONVICTIONS

Do you have any criminal convictions that the College should be aware of?  Yes  No

## NATIONALITY (m)

This information helps the college and the government to provide education and training for all groups in the community

What is your Nationality?  British (GB)  Other please state \_\_\_\_\_

Have you lived in the United Kingdom/EU for 3 or more consecutive years prior to this enrolment?

Yes  No If no, please state your country/ies of residence for the last 3 years \_\_\_\_\_

Please note that you may be asked to complete a questionnaire to ascertain your overseas status / ethnicity

### OFFICE USE ONLY

UK Passport seen		UK Passport Number		Non-UK Passport copied & attached	
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Please tick the relevant box:

- |   |  |
|---|--|
| <input type="checkbox"/> English/Welsh/Scottish/Northern Irish/British (31) | <input type="checkbox"/> Pakistani (40)                                    |
| <input type="checkbox"/> Irish (32)   | <input type="checkbox"/> Bangladeshi (41)                                  |
| <input type="checkbox"/> Gypsy or Irish Traveller (33)                      | <input type="checkbox"/> Chinese (42)                                      |
| <input type="checkbox"/> Any other White background (34)                    | <input type="checkbox"/> Any other Asian Background (43)                   |
| <input type="checkbox"/> White and Black Carribean (35)                     | <input type="checkbox"/> African (44)                                      |
| <input type="checkbox"/> White and Black African (36)                       | <input type="checkbox"/> Caribbean (45)                                    |
| <input type="checkbox"/> White and Asian (37)                               | <input type="checkbox"/> Any other Black/African/Caribbean background (46) |
| <input type="checkbox"/> Any other Mixed/multiple ethnic background (38)    | <input type="checkbox"/> Arab (47)   |
| <input type="checkbox"/> Indian (39)  | <input type="checkbox"/> Any other ethnic group (98)                       |

## HEALTH PROBLEMS AND LEARNING DISABILITIES (m)

If any of the following applies to you, please tick the relevant box/es.

- |   |   |
|---|---|
| <input type="checkbox"/> Hearing Impairment (2)   | <input type="checkbox"/> Profound/complex disabilities (9)                  |
| <input type="checkbox"/> Visual impairment (1)  | <input type="checkbox"/> Emotional/behavioural difficulties (6)             |
| <input type="checkbox"/> Disability affecting mobility/use a wheelchair (3)                 | <input type="checkbox"/> Mental Health difficulty (7)                       |
| <input type="checkbox"/> Other physical disability (4)                                      | <input type="checkbox"/> Temporary disability after illness or accident (8) |
| <input type="checkbox"/> Aspergers Syndrome (10)  | <input type="checkbox"/> Multiple disabilities (90)                         |
| <input type="checkbox"/> Other medical condition (e.g. asthma, epilepsy - please state) (5) |   |
| <input type="checkbox"/> Other disability (please state) (90)                               |   |

- |  |   |
|--|---|
| <input type="checkbox"/> Moderate learning difficulty (1)        | <input type="checkbox"/> Severe learning difficulty (2) |
| <input type="checkbox"/> Dyslexia (10)                           | <input type="checkbox"/> Dyscalculia (11)               |
| <input type="checkbox"/> Other specific learning difficulty (19) | <input type="checkbox"/> Autism Spectrum Disorder (20)  |
| <input type="checkbox"/> Multiple learning difficulties (90)     | <input type="checkbox"/> Other (97)                     |

Will you need additional support to help you study at College? i.e. dyslexia support,  Yes  No  
learning support assistant in class with you?

If yes, please specify \_\_\_\_\_

## WHY DO WE NEED SO MUCH INFORMATION? DATA PROTECTION ACT 1998 AND FAIR PROCESSING NOTICE

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Young People's Learning Agency for England ("the YPLA") to meet legal duties under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training.

Further information about use of and access to your personal data, and details of partner organisations are available at: <http://skillsfundingagency.bis.gov.uk/privacy.htm>, <http://www.ypla.gov.uk/privacy.htm> and <http://www.learningrecordsservice.org.uk/privacy-copyright.htm>

At no time will your personal information be passed to organisations for marketing or sales purposes. The YPLA, the Chief Executive of the Skills Funding Agency and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you. Correct at time of going to press.

Tick this box if you do not wish to be contacted in respect of surveys and research by mail or phone  (2)

Tick this box if you do not wish to be contacted about courses or learning opportunities by post  (1)

Tick this box if you do not wish to be contacted by post  (1)

Tick this box if you do not wish to be contacted by telephone  (2)

Tick this box if you do not wish to be contacted by e-mail  (3)



## DECLARATION(m)

- I have completed this form correctly and to the best of my knowledge. I agree to Abingdon & Witney College processing personal data contained within this form and other data collected while I am a student.
- I agree to the processing of such data for any purposes connected with my studies, Health and Safety or any other legitimate reason.
- I have been given access to the information and/or guidance referred to below.
- I am aware of the fees payable for this course and understand that they are payable on enrolment.
- I accept that I will be liable for debt collection if I am late paying any fees due.
- I have read and understood the "How to Enrol" section of the prospectus (part time students), or the "How to Enrol" information sent to me prior to enrolment (full time students).
- I accept I am liable for any examination costs if I fail to turn up to an examination (unless medical evidence can be provided).
- I agree to abide by the College IT regulations (available on request).
- I authorise the College to contact me regarding my studies.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

This Student Learner Agreement tells you what you have the right to expect from Abingdon & Witney College. It is important to us that you feel that the following requirements have been met:

- ✓ You understand any qualification etc that your course of study can lead to.
- ✓ You are aware of the possibility of alternative courses to the one(s) you have chosen.
- ✓ You have had the chance to discover if you are likely to be able to cope with the course(s).
- ✓ You have an idea of the amount of work needed to complete the course(s) successfully.
- ✓ If your course offers any exemptions because of qualifications you already have, you know about these.
- ✓ You know about any educational, practical or financial support that may be available to you.

*If further information on any of these points is required, please talk to your tutor or a member of staff.*

Thank you for completing this form.

Please return it together with your payment to Abingdon & Witney College.

You will receive confirmation of your place on the course shortly.

You may post the form (no stamp required) to one of the following addresses:

The Hub (Abingdon Campus)  
Abingdon & Witney College  
FREEPOST (OF1653)  
Abingdon  
OX14 1BR

The Hub (Witney Campus)  
Abingdon & Witney College  
FREEPOST (SCE13942)  
Witney  
OX28 6BR

The Short Course Co-Ordinator  
Advanced Business Solutions  
FREEPOST (OF1653)  
5g Milton Park, Abingdon  
OX14 4RR

*(Please note that the freepost addresses are the equivalent of a 2<sup>nd</sup> class postal service)*

Thank you for enrolling with Abingdon & Witney College – we hope you enjoy your course.

*All information on this form is correct at time of going to press*

### OFFICE USE ONLY

Enrolling Tutor's Signature (for courses requiring an interview)		Date	
Admissions staff signature (form checked for Accuracy and data input)		Date	
Person Code			

### Award in Photography Level 2

Do you wish to develop your understanding of both digital and manual photographic processes. This course includes: exploring photographic equipment, techniques, materials and resources, developing and adapting photographic ideas creatively and producing and evaluating photographic images. Some prior knowledge of photography is required. You will be telephoned for an informal interview. Please bring your own DSLR camera and buy photographic paper, film and prints where necessary. Progression opportunities will be available in 2012.

**Campus:** Abingdon      **Duration:** 30 Weeks      Fee  
**Code:** TBC      **Day of Week:** TUE      **£350**  
**Start Date:** 20/09/2011      **Times:** 18:30 - 21:00

### Fashion Photography **NEW FOR 11**

An exciting and rare opportunity to work with fashion photographer Nicola Belson. This course will run over two alternate Saturdays. In the first session you will photograph a live model in a studio setting experimenting with lighting. In the second you will photograph on a location shoot, storyboard a look and work with a hair and make-up stylist. Some experience of photography would be beneficial but not essential. Bring your own digital SLR camera if you have one, let us know if you don't. Book early - places are limited.

**Campus:** Abingdon      **Duration:** 2 Weeks      Fee  
**Code:** PSAH515P      **Day of Week:** SAT      **£150**  
**Start Date:** 19/11/2011      **Times:** 10:00 - 16:00

This course is delivered over 4 consecutive evenings

**Campus:** Abingdon      **Duration:** 4 Weeks      Fee  
**Code:** PSAH518P      **Day of Week:** THU      **£150**  
**Start Date:** 05/11/2011      **Times:** 18:30 - 21:00

### Introduction to Photoshop

This introductory course is ideal if new to Adobe Photoshop, the ultimate image editing software for design and photography. Basic computer operating skills are required. This course maybe delivered using a Mac or PC computer. 6 A4 sized colour prints are included.

**Campus:** Abingdon      **Duration:** 4 Weeks      Fee  
**Code:** PSAH146P      **Day of Week:** MON      **£95**  
**Start Date:** 07/11/2011      **Times:** 18:30 - 21:00

**Campus:** Abingdon      **Duration:** 4 Weeks      Fee  
**Code:** PSAH147P      **Day of Week:** MON      **£95**  
**Start Date:** 05/03/2012      **Times:** 18:30 - 21:00

### Introduction to InDesign

InDesign is an industry standard software package used in design offices and publishing. This course is designed for beginners who have basic computer skills, and taught using Mac computers. 6 A4 colour prints are included.

**Campus:** Abingdon      **Duration:** 4 Weeks      Fee  
**Code:** PSAH321P      **Day of Week:** TUE      **£95**  
**Start Date:** 08/11/2011      **Times:** 18:30 - 21:00

**Campus:** Abingdon      **Duration:** 4 Weeks      Fee  
**Code:** PSAH322P      **Day of Week:** TUE      **£95**  
**Start Date:** 24/04/2012      **Times:** 18:30 - 21:00

**Campus:** Witney      **Duration:** 4 Weeks      Fee  
**Code:** PSWH324P      **Day of Week:** MON      **£95**  
**Start Date:** 16/04/2012      **Times:** 18:30 - 21:00



## Women into horticulture



**We offer:**  
**Part time, Full time,**  
**Apprenticeships and**  
**Work-based Train to Gain**



**OXFORD BROOKES UNIVERSITY** Associate College Partnership

## Foundation Degree Graduates Excel

Graduates of Foundation Degrees delivered at college in partnership with Oxford Brookes are outshining their colleagues who come to university through more traditional routes. In 2007, 71% of students who graduated via the Foundation Degree route achieved either a First or 2.1 compared with 54% for the University as a whole.

Visit [www.brookes.ac.uk/acp](http://www.brookes.ac.uk/acp) for more information about being a Brookes student at College.



**Introduction to Video Editing**

**NEW FOR 11**

Introduction to Video editing and using Premiere Pro. You will be producing movie trailers and basic effects.

**Campus:** Abingdon **Duration:** 6 Weeks **Fee**  
**Code:** RSAH104P **Day of Week:** TUE **£110**  
**Start Date:** 13/09/2011 **Times:** 18:30 - 20:30

**Campus:** Abingdon **Duration:** 6 Weeks **Fee**  
**Code:** RSAH102P **Day of Week:** THU **£110**  
**Start Date:** 05/01/2012 **Times:** 18:30 - 20:30

**Special Effects for Video Production**

**NEW FOR 11**

Introduction to Post Production Techniques, including colour grading, key framing and compositing. Intermediate computer skills preferred.

**Campus:** Abingdon **Duration:** 2 Weeks **Fee**  
**Code:** RSAH101P **Day of Week:** SAT **£85**  
**Start Date:** 12/11/2011 **Times:** 10:00 - 15:00

**Life Drawing**

Improve your drawing techniques by developing observational skills. A live model is used and tutoring is given on the use of different media to develop individual techniques. Suitable for all abilities.

**Campus:** Witney **Duration:** TBC **Fee**  
**Code:** PSWH126P **Day of Week:** TBC **£84**  
**Start Date:** TBC **Times:** TBC - TBC

**Multi Media Presentation Skills**

**NEW FOR 11**

This course will introduce the different Presentation techniques (video, power point) needed to carry out effective presentations. Learn how to use multi media presentations as a corporate communication tool. This course does not require any previous experience

**Campus:** Abingdon **Duration:** 7 Weeks **Fee**  
**Code:** RSAH105P **Day of Week:** TUE **£TBC**  
**Start Date:** 01/11/2011 **Times:** 18:30 - 20:30

**Berlin Biennale Residential**

**NEW FOR 11**

As an artist or designer you may wish to travel as an 'art tourist;' drawing in cafes, taking endless photos, visiting contemporary exhibitions, going to the un-trodden peripheries of a city to inspire your own work. This is not always possible with family or friends! We are offering a 4 day and 3 night trip to Berlin in April, during the opening of the 7th Berlin Biennale, organised and attended by experienced artist / teachers who will allow you both freedom and structure to respond to a city with like minded creatives. Estimated costs including entrance fees, 3\* accommodation with breakfast, travel, transfers and tuition are £500 per person. Please register your interest by 28th October 2011. Details will be confirmed and then a deposit of £200 will be due on 18th November 2011. The final balance for this exciting, bespoke long weekend trip, will be due on the 3rd February 2012. An informal pre trip get-together will be arranged in March.

**Campus:** Abingdon **Duration:** 4 Days, 3 Nights **Fee**  
**Code:** PSAH528P **Day of Week:** FRI - MON **£500**  
**Start Date:** 27/04/12 **Times:** N/A APPROX

**Stitch and Style**

**NEW FOR 11**

Recycle and update your wardrobe. Don't buy new, learn to alter, repair, customise and revamp! You will learn a range of construction techniques so you can replace buttons, add new collars and cuffs, add trimmings and insert zips. Bring along garments and materials you want to use or root through our box of stuff. We will explore hand and machine stitching. If you have your own sewing machine (already know how or want to learn to use it) then bring it along to the first session for portable appliance testing. This course can be offered at the next level subject to request.

**Campus:** Witney **Duration:** 5 Weeks **Fee**  
**Code:** PSWH516P **Day of Week:** MON **£115**  
**Start Date:** 19/09/2011 **Times:** 18:30 - 20:30

**Campus:** Witney **Duration:** 2 Weeks **Fee**  
**Code:** PSWH517P **Day of Week:** FRI **£115**  
**Start Date:** 04/11/2011 **Times:** 10:00 - 16:00

**Corsage Workshop**

**NEW FOR 11**

Make beautiful fabric corsages for a wedding, prom or everyday wear. Using material scraps, old buttons and jewels that you may have or we can provide to create exquisite one-offs for a fraction of the price they cost in shops.

**Campus:** Witney **Duration:** 1 Day **Fee**  
**Code:** PSWH520P **Day of Week:** SAT **£55**  
**Start Date:** 03/03/2012 **Times:** 10:00 - 16:00

**Campus:** Witney **Duration:** 2 Weeks **Fee**  
**Code:** PSWH521P **Day of Week:** THU **£55**  
**Start Date:** 17/05/2012 **Times:** 18:30 - 21:00

**Engineering**

**OXFORD BROOKES UNIVERSITY** Associate College Partnership

**Foundation Degree in Mechanical Engineering – Part or full time**

This Foundation Degree offers a wide range of learning experiences which cover a comprehensive range of technical modules. It provides specialist studies which are directly relevant to individual vocations and professions in which students are currently working or in which they intend to seek employment. Some of the modules you will study are: Study Skills, Basic Mathematics, Engineering Design, Business Management Techniques, Engineering Science, Mechanical Principles, Mathematics for Engineers, Work-based Module 1, Design for Manufacture, Project Management, Stress Analysis, Engineering Test and Measurement and Materials Engineering. Full-time bursaries are available, visit [www.brookes.ac.uk/acp](http://www.brookes.ac.uk/acp) for more information.

**Campus:** Abingdon **Duration:** 2 years  
**Code:** FHAG306P **Code:** FHAG308P  
**Duration:** 2 years **Duration:** 3 years

Part-time

National fee rise for 2012 / 13 please call us for more details.  
 National fee rise for 2012 / 13 please call us for more details.

## Foundation Degree in Electric/Electronic Engineering - Part or full time

The course offers a wide range of learning experiences which cover a comprehensive range of technical units. Some of the modules you will study are: Mathematics for Engineers, Engineering Design, Engineering Science, Work-based Project, Materials Engineering, Electronics, Electrical Power Systems (HV). Full-time burseries are available, visit [www.brookes.ac.uk/acp](http://www.brookes.ac.uk/acp) for more information.

**Campus:** Abingdon  
**Code:** FHAG303P  
**Duration:** 2/3 years

National fee rise for 2012 / 13 please call us for more details.

Part-time

**Campus:** Abingdon  
**Code:** FHAG307P  
**Duration:** 3 years

National fee rise for 2012 / 13 please call us for more details.

## Level 2 Extended Certificate in Engineering

This certificate provides a specialist work-related qualification. Students can progress to the Level 3 Diploma in Engineering. An interview is required.

**Campus:** Abingdon  
**Code:** FPAB331P  
**Start Date:** 12/09/2011

**Duration:** 1 Year  
**Day of Week:** MON  
**Times:** 09:00 - 17:00

Fee  
**£TBC**

## Level 3 Diploma in Mechanical / Production Engineering

Gain knowledge in engineering disciplines that will allow progression in your career. This course offers a range of learning experiences including practical and theoretical assignments, lectures, skills development and workshops. You will study a range of subjects including mechanical or electrical principals, mathematics, engineering business systems and engineering communications.

**Campus:** Abingdon  
**Code:** FPAE05P  
**Start Date:** 12/09/2011

**Duration:** 1 Year  
**Day of Week:** MON  
**Times:** 09:00 - 19:00

Fee  
**£TBC**

## Level 3 Diploma in Electronic / Electrical Engineering

**Campus:** Abingdon  
**Code:** FPAE10P  
**Start Date:** 12/09/2011

**Duration:** 1 Year  
**Day of Week:** MON  
**Times:** 09:00 - 19:00

Fee  
**£TBC**

## Car Maintenance

Students will learn the basics of car maintenance. Students will be awarded a college certificate on completion of the course.

**Campus:** Abingdon  
**Code:** FSAH103P  
**Start Date:** 17/01/2012

**Duration:** 10 weeks  
**Day of Week:** Tuesday  
**Times:** 18:30 - 20:30

Fee  
**£140**

## Introduction to CAD

A basic introduction to fundamental CAD techniques using the AutoCAD package to produce 2-Dimensional Drawings.

**Campus:** Abingdon  
**Code:** FSAG401P  
**Start Date:** 03/10/2011

**Duration:** 10 weeks  
**Day of Week:** Monday  
**Times:** 18:30 - 20:30

Fee  
**£140**

# Equine Studies

**OXFORD BROOKES UNIVERSITY** Associate College Partnership

## Foundation Degree in Equine Science & Management

Did you know the equine industry is worth in excess of £900 million annually in exports alone. There is a shortage of highly qualified professionals with the skills required to work efficiently and effectively with horses. To meet this need, this Foundation Degree has been developed, in partnership with Oxford Brookes University and local employers, to provide an accessible and flexible course which will enable you to apply theoretical knowledge to work within the equine industry. You will need to find a suitable work placement in order to complete assessment requirements. The course is composed of 16 modules each worth 15 CATs points. Full-time burseries are available, visit [www.brookes.ac.uk/acp](http://www.brookes.ac.uk/acp) for more information.

**Campus:** Witney  
**Code:** EHCW101P  
**Duration:** 2 Years

National fee rise for 2012 / 13 please call us for more details.

## Caring For Your Injured Horse

**NEW FOR 11**

Learn how to recognise and treat minor injuries, know when to call the vet and how to cope in an emergency.

**Campus:** Common Leys  
**Code:** ESSH210P  
**Start Date:** 15/10/2011

**Duration:** 1 Day  
**Day of Week:** SAT  
**Times:** 09:30 - 16:00

Fee  
**£80**

## Horse Care Level 1

**NEW FOR 11**

The course follows the syllabus for the British Horse Society stage 1 exam and will cover topics including feeding and watering, care of the stabled and field kept horse, tack and equipment, basic health care and shoeing. You can find more details of the syllabus on the British Horse Society website. As part of the course you will study the award in landbased studies (equine route) and achieve a recognised qualification. You could progress through the BHS stages exams at level 1, 2 and 3. Final Certificate is an Award in Landbased Studies (Equine route.)

**Campus:** Common Leys  
**Code:** EPSH214P  
**Start Date:** 27/09/2011

**Duration:** 10 Weeks  
**Day of Week:** TUE  
**Times:** 19:00 - 21:00

Fee  
**£160**

## Horse Health and Common Ailments Level 1

**NEW FOR 11**

This 6 week course will cover the common diseases and injuries that can affect horses and give students the knowledge to spot the signs of illness and injury early. You will also learn how to treat minor injuries, know when to call the vet and how best to nurse a sick horse back to full health. You will also discuss ways to prevent injury and disease occurring. Final certificate is Award in Land based Studies (Maintain the health of horses.)

**Campus:** Common Leys  
**Code:** EPSH213P  
**Start Date:** 21/02/2012

**Duration:** 6 Weeks  
**Day of Week:** TUE  
**Times:** 19:00 - 21:00

Fee  
**£103**



## Understanding Your Horse

NEW FOR 11

Learn how to interpret your horses body language and understand better how he behaves in certain situations. This short 3 week, classroom based course, will introduce you to the basics of equine psychology and give you more understanding of how the horse thinks and reacts in certain situations. You will then be able to use this knowledge to care for and ride your horse with a greater understanding of his needs.

**Campus:** Witney **Duration:** 3 Weeks **Fee**  
**Code:** ESWH205P **Day of Week:** TUE **£50**  
**Start Date:** 01/11/2011 **Times:** 19:00 - 21:00

**Campus:** Abingdon **Duration:** 3 Weeks **Fee**  
**Code:** ESAH206P **Day of Week:** TUE **£50**  
**Start Date:** 06/03/2012 **Times:** 19:00 - 21:00

## Floristry and Flower Arranging

### Introductory Diploma in Floristry

Do you have an interest in floristry or want to enter the floristry profession? If so why not join our level 1 diploma course and learn to produce some stunning floristry products. The cost of the course includes the flowers you will need each week.

**Campus:** Common Leys **Duration:** 1 Year **Fee**  
**Code:** EPSE311P **Day of Week:** TUE **£635**  
**Start Date:** 13/09/2011 **Times:** 18:30 - 21:30

### Floristry Workshop - Wedding Flowers

NEW FOR 11

This one day workshop is suitable for students who already have some floristry skills and wish to develop more advanced skills to produce a range of wedding flowers and arrangements. The cost of the flowers and associated materials is included in the cost of the course

**Campus:** Common Leys **Duration:** 1 Day **Fee**  
**Code:** ESSH208P **Day of Week:** SAT **£120**  
**Start Date:** 01/10/2011 **Times:** 09:30 - 16:00

### Advanced Wedding Flowers

This 2 day course can be used to build on skills you already hold and will follow on from the Wedding Flowers Workshop earlier in the month. You should already be an experienced florist. Designer buttonholes, corsages and body adornment, advanced handties, advanced bridal designs in addition to function decor will be covered. You will need to supply your own materials for this course and you will be sent a list of essential items to bring with you nearer the start of the course.

**Campus:** Common Leys **Duration:** 2 Days **Fee**  
**Code:** ESSH316P **Day of Week:** **£175**  
**Start Date:** 26/10/2011 WED & THU  
**Times:** 09:30 - 16:00

### Floristry Workshop - Funeral and Sympathy Flowers

NEW FOR 11

This one day workshop is suitable for students who already have some floristry skills and wish to develop more advanced skills to produce a range of funeral and sympathy flowers and arrangements. The cost of the flowers and associated materials is included in the cost of the course.

**Campus:** Common Leys **Duration:** 1 Day **Fee**  
**Code:** ESSH207P **Day of Week:** SAT **£120**  
**Start Date:** 05/11/2011 **Times:** 09:30 - 16:00

## Floristry Workshop - Flowers and Balloon Work for Special Occasions

NEW FOR 11

This one day workshop is suitable for students who already have some floristry skills and wish to develop more advanced skills to produce a range of arrangements incorporating balloon work for special events or occasions. The cost of the flowers and associated materials is included in the cost of the course.

**Campus:** Common Leys **Duration:** 1 Day **Fee**  
**Code:** ESSH209P **Day of Week:** SAT **£120**  
**Start Date:** 26/11/2011 **Times:** 09:30 - 16:00

### Flowers for all Occasions

This course is suitable for all abilities. Flower arranging techniques utilising contemporary and traditional designs. You will need to bring fresh flowers to each session.

**Campus:** Witney **Duration:** 4 Weeks **Fee**  
**Code:** PSWH522P **Day of Week:** TUE **£77**  
**Start Date:** 08/11/2011 **Times:** 19:00 - 21:00

**Campus:** Witney **Duration:** 4 Weeks **Fee**  
**Code:** PSWH523P **Day of Week:** TUE **£77**  
**Start Date:** 24/04/2012 **Times:** 19:00 - 21:00

## Foundation Learning

The Steps Programme gives students a gentle introduction to programmes of study before moving onto mainstream courses. Courses are offered at both Abingdon and Witney.

### Step 5

This course can be studied on a part time basis and has two possible start dates which are January 6th and April 16th 2012. It may be possible to choose a flexible timetable which can be tailored to suit the individual needs of the student. An interview and attendance at an introductory day to determine suitability for the course is required. Progression could be to step 6 or another level 1 course. Qualifications studied will be NPTC Skills for Working Life (Entry level 3) at Award or Certificate and at least 1 functional skill.

**Campus:** Abingdon / Witney **Duration:** 12-35 Weeks  
**Code:** GFAC101P / GFAC102P **Day of Week:** TBC  
**Start Date:** 08/09/11 or 06/01/12 or 16/04/12 **Times:** TBC - TBC

### Step 6

This course can be studied on a part time basis. The course has two possible start dates which are January 6th and April 16th 2012. It may be possible to choose a flexible timetable which can be tailored to suit the individual needs of the student. An interview and attendance at an introductory day to determine suitability for the course is required. Progression can be to step 7, another level 1 course. Qualifications studied will include NOCN Progression (Level 1) Award, Certificate or Diploma and at least 1 functional skill.

**Campus:** Abingdon / Witney **Duration:** 12-35 Weeks  
**Code:** GFAC102P / GFAC101P **Day of Week:** TBC  
**Start Date:** 08/09/11 or 06/01/12 or 16/04/12 **Times:** TBC - TBC

## Step 7

This course is for you if you are almost certain as to what you might like to do but would like options to try other areas. The course has two possible start dates which are January 6th and April 16th. It may be possible to choose a flexible timetable which can be tailored to suit the individual needs of the student. An interview and attendance at an introductory day to determine suitability for the course is required. Progression can be to another level 1 course or level 2 course. Qualifications studied are BTEC Vocational Studies (Level 1), Award, Certificate or Diploma and at least 1 functional skill.

**Campus:** Abingdon / Witney  
**Code:** GFAC103P / GFAC103P  
**Start Date:** 08/09/11  
 or 06/01/12 or 16/04/12

**Duration:** 12-35 Weeks  
**Day of Week:** TBC  
**Times:** TBC - TBC

## Health and Care

**OXFORD BROOKES UNIVERSITY**  
 Associate College Partnership

### Foundation Degree in Early Years

The early years are rightly regarded as being the crucial time in a child's learning and this exciting course reflects the growing interest now taken by educationalists in this field. This degree brings together a number of academic disciplines including psychology, health care, educational studies and sociology. The Early Years Foundation Degree is endorsed by the sector and is designed for practitioners who are working in a variety of early years settings with families, pre-schools and in schools and nurseries. Employers have been directly involved in the design of the programme, which will build upon the practical work you are already undertaking in the workplace to provide clear links between practice and theory. The course is now available at both Abingdon and Witney Campuses. Full-time bursaries are available, visit [www.brookes.ac.uk/acp](http://www.brookes.ac.uk/acp) for more information.

**Campus:** Witney  
**Code:** CHWC305P  
**Duration:** 2 Years

National fee rise for 2012 / 13 please call us for more details.

**Campus:** Abingdon  
**Code:** CHAB305P  
**Duration:** 2 Years

National fee rise for 2012 / 13 please call us for more details.

### The Level 2 Certificate for the Children and Young People's Workforce

FL 2

The Level 2 Certificate for the Children and Young People's Workforce is for learners who wish to work in the Children and Young People's workforce or who are already working as an assistant. The Certificate will guide and assess development of knowledge and skills relating to Early Learning and Childcare workforces.

- covers the age range from birth to 19 years
- has a minimum credit value of 35 credits
- requires time to be spent in a practical experience in the real work environment

Funding may be available (details correct at the time of press). Interview required.

**Campus:** Abingdon  
**Code:** CPAC301P  
**Start Date:** 14/09/2011

**Duration:** 1 Year  
**Day of Week:** WED  
**Times:** 10:00 - 12:00

Fee **£1,030**

### Children and Young People's Workforce Diploma Level 3

FL 3

This course is designed for people working in face to face roles with children, young people and families - either supervising others or working unsupervised. This diploma consists of a variety of units which are assessed either by being observed in practice in the setting or are knowledge-based set written assignments. Evidence for each unit is gathered using a selection of different methods including being observed in practice by an allocated assessor, answering written questions and producing written evidence of practice and knowledge. Funding may be available (details correct at the time of press). Interview required.

**Campus:** Abingdon  
**Code:** CPAF303P  
**Start Date:** 16/09/2011

**Duration:** 1 Year  
**Day of Week:** FRI  
**Times:** 10:00 - 15:00

Fee **£1,038**

### Diploma - Pre-School Practice

FL 3

A level 3 course that covers the spectrum of theory and practice for the care and education of young children. You must have access to paid or voluntary work with children for a minimum of 150 hours over the year. This award is for those working or wishing to work with under-fives at a supervisory level in pre-schools or nurseries. Candidates will develop their pre-school skills and knowledge to the level required as a supervisor, as well as developing their own working practice. On successful completion of the assignments, candidates will achieve qualified status to work with under-fives in supervisory or management roles in pre-schools or nurseries and be able to progress to Level 4 CPD or Early Years Foundation Degree. FUNDING IS AVAILABLE (details correct at the time of press). Interview required.

**Campus:** Abingdon  
**Code:** CPAC21P  
**Start Date:** 09/09/2011

**Duration:** 1 Year  
**Day of Week:** FRI  
**Times:** 09:30 - 15:30

Fee **£892**

### Dental Nurses' National Certificate

At the end of this year-long course, students will be entered for the Dental Nurses' National Certificate.

#### Content

- Health and Safety in the workplace
- Emergencies in the dental surgery
- Legal and ethical issues in the provision of dental care
- Anatomical structures and systems relevant to dental treatment
- Oral disease and pathology
- Patient care and management
- Assessing patients' oral health needs and planning treatment
- Restorative dentistry
- Oral health promotion and preventative dentistry
- Oral surgery
- Orthodontic procedure
- Dental drugs, materials, instruments and equipment
- Anaesthesia and sedation in relation to dental procedures
- Observation in workplace

**Campus:** Abingdon  
**Code:** CSAH305P  
**Start Date:** 07/09/2011

**Duration:** 1 year  
**Day of Week:** WED  
**Times:** 13:00 - 16:00

Fee **£1,590**

### Oral Health Certificate

The Oral Health education course is designed for qualified dental nurses who want to progress their careers and personal interests, and take a more active role with patients, advising them of oral health prevention and maintenance. Creating exhibitions and displays to inform both large and small groups on oral health issues. It also provides an ideal basis for progression onto Dental Hygiene and Therapy degrees. There is a workshop every 6 weeks. Distance Learning Course.

**Campus:** Abingdon  
**Code:** CSAH501p  
**Start Date:** 06/09/2011

**Duration:** 21 Weeks  
**Day of Week:** TUE  
**Times:** 18:00 - 20:30

Fee **£750**



# Home Improvement

## Introduction to Basic Home Maintenance and Joinery

This course will give you a chance to learn how to tackle a range of home maintenance tasks. The course runs over twenty weeks and you will be working towards a BTEC Level 1 Award in Construction and the Built Environment. This consists of two units which are Developing Joinery skills and Basic Building Maintenance. As well as the formal qualification, you will be given opportunity to say what else you would like to cover, any aspects of home maintenance that you are unclear about. Within the Joinery unit you will be given the chance to make a wooden product, and have the opportunity to become more confident with the use of hand and power tools. In the maintenance unit we will cover basic plumbing, repairs to walls and some painting and decorating. The qualification is portfolio based and you will be required to do some written work at home as well as at the college. The sessions lead to achieving a qualification and you will be expected to attend regularly to enable you to achieve this.

**Campus:** Abingdon **Duration:** 19 Weeks **Fee**  
**Code:** GPAG101P **Day of Week:** THU **£218**  
**Start Date:** 06/10/2011 **Times:** 18:30 - 21:00

## Introduction to Home Improvement and Maintenance NEW FOR 11

A 20 week course for those who wish to gain basic knowledge in home maintenance and repair including skills such as plumbing, painting and decorating and carpentry and joinery. This course will give you the chance to develop skills in home maintenance and improvement. The course runs over 20 weeks and you will be working towards a BTEC Level 1 Award in Construction. You will complete two units which are Developing Building Maintenance Skills and Developing Home Improvement Skills. We will be able to cover a wide range of skills such as basic plumbing, painting and decorating, carpentry and joinery plus other skills for maintenance and repair of your home.

You will produce a portfolio of evidence of your progress and achievements. Completing the qualification is an essential part of the course and you will need to attend regularly to do this.

**Campus:** Avenue **Duration:** 20 Weeks **Fee**  
 One Witney **Day of Week:** TUE **£248**  
**Code:** MPOH101P **Times:** 18:30 - 21:00  
**Start Date:** 04/10/2011

## Introduction to Interior Design NEW FOR 11

Taught by a professional interior designer, this is a stimulating and practical course that introduces the practice of creating a design for an interior - whether for your own home or perhaps you are thinking about Interior Design as a career. Either way, the course will take you through the process of how to take a brief, analyse the requirements, create a visual interpretation and present the result. The visual image is then translated into a sample palette or mood board. We will also be taking a practical look at how paint can be used to create almost any 'look' or 'feel' and how you can personalise your work. We will show you ways to keep up and ahead of modern trends as well as an awareness of the 'classic look' in both a classic and modernistic way.

**Campus:** Avenue **Duration:** 10 Weeks **Fee**  
 One Witney **Day of Week:** TUE **£160**  
**Code:** MSOH102P **Times:** 19:00 - 21:00  
**Start Date:** 20/09/2011

# Horticulture and Ecology

## BSD Level 3 Countryside Management FL 3

This one year level 3 course provides a broad based approach to the knowledge and skills required to work in the countryside and environmental sector. It will incorporate both classroom work and practical skills development and include topics such as Woodland and Farm Habitat Management, Freshwater and Wetland Management, Greenwood Crafts, land use and environmental issues and an investigative project.

**Campus:** Common Leys **Duration:** 1 Year **Fee**  
**Code:** EPSH219P **Day of Week:** THU **£1,328**  
**Start Date:** 22/09/2011 **Times:** 09:30 - 16:30

## Level 2 Diploma in Horticulture FL 2

This course provides a broad introduction to all aspects of horticulture. It is considered to be an excellent professional qualification for those already working in the horticulture industry or for those seeking a change of career.

**Campus:** Common Leys **Duration:** 1 Year **Fee**  
**Code:** EPSE305P **Day of Week:** THU **£997**  
**Start Date:** 22/09/2011 **Times:** 09:15 - 16:30

## BSD Level 3 Horticulture FL 3

This is a one year part time course held on Fridays plus an additional 5 Saturdays. The course leads to opportunities to work in horticulture, landscaping and garden design. Students will achieve a well recognised qualification, giving them the skills to progress into employment or onto higher education. This is an excellent progression route from the Level 2 Diploma in Horticulture. You will learn about plant use, the designing and construction of gardens, plant propagation and the history and development of gardens through the ages. The course is assessed by a combination of practical assessments, short written tests and assignment work. You will need to be prepared to carry out study and assignment work in your own time in addition to the work at college. The minimum entry requirement is a full level 2 qualification - 5 GCSEs at grade C or above including English, Maths and Science or a merit grade in the level 2 Diploma in Horticulture. Mature students without these qualifications are welcome to apply and will undertake initial assessments in English and Maths as part of an interview process.

**Campus:** Common Leys **Duration:** 1 Year **Fee**  
**Code:** EPSH220P **Day of Week:** FRI **£1,328**  
**Start Date:** 23/09/2011 **Times:** 09:00 - 16:30

## RHS Certificate in Principles of Garden Planning FL 2 NEW FOR 11

This is an Exam based course accredited by the Royal Horticulture Society. This qualification provides the underpinning knowledge for a variety of horticulture practices. There are four core units which are each assessed by an exam in June. The core units include: understanding garden features, plant selection and planning; understanding the choice, establishment and maintenance of garden plants and lawns; understanding the production of outdoor vegetables and fruit; understanding protective environments and their use in plant cultivation. You can study further RHS certificates at level 2 and level 3.

**Campus:** Abingdon **Duration:** 1 Year **Fee**  
**Code:** EPAH101P **Day of Week:** TUE **£320**  
**Start Date:** 27/09/2011 **Times:** 19:00 - 21:30

## RHS Certificate Principles of Plant Growth

**FL 2 NEW FOR 11**

This is an exam based course accredited by the Royal Horticulture Society covering a range of underpinning horticultural practices. There are four core units: Plant Classification, structure and function; Plant nutrition and root environment; Maintaining Plant Health; understanding Plant Propagation. Each unit is assessed by an exam at the end of the course.

**Campus:** Abingdon **Duration:** 1 Year **Fee**  
**Code:** EPAH102P **Day of Week:** WED **£320**  
**Start Date:** 28/09/2011 **Times:** 13:30 - 16:00

## Introduction to Running a Smallholding

**NEW FOR 11**

Do you want to keep a few livestock and produce your own food? This weekend course is an ideal introduction to the knowledge and skills required to run a smallholding and will cover the essential topics of basic livestock handling and management, legal requirements and the operation of basic tools and equipment. You will work with our range of livestock which includes pigs, goats, cattle and a range of hens and ducks. There are limited places on this course to ensure all participants can be actively involved. Please remember to bring outdoor clothes and clean wellington or boots with a change of indoor shoes.

**Campus:** Common Leys **Duration:** 2 Days **Fee**  
**Code:** ESSH201P **Day of Week:** SAT & SUN **£160**  
**Start Date:** 22/10/2011 **Times:** 09:30 - 16:00

**Campus:** Common Leys **Duration:** 2 Days **Fee**  
**Code:** ESSH202P **Day of Week:** SAT & SUN **£160**  
**Start Date:** 19/05/2012 **Times:** 09:30 - 16:00

## Wildlife and Conservation Level 1

**NEW FOR 11**

This course is an excellent introduction to wildlife and conservation. It examines the interactions between different plants and animals and their dependence on each other. You will use the facilities at the Common Leys Farm campus and local area to explore a range of different habitats and discuss the common plants and animals found there. You will develop skills to improve habitats and discuss the importance of food chains to the environment.

**Campus:** Common Leys **Duration:** 6 Weeks **Fee**  
**Code:** EPSH218P **Day of Week:** TUE **£125**  
**Start Date:** 17/04/2012 **Times:** 18:30 - 21:30

## Improving Biodiversity

**NEW FOR 11**

Learn to identify native flora and fauna species, examine how they contribute to our world and learn how you can help restore their numbers. Play your part in helping the local environment.

**Campus:** Common Leys **Duration:** 3 Weeks **Fee**  
**Code:** ESSH217P **Day of Week:** TUE **£50**  
**Start Date:** 20/09/2011 **Times:** 19:00 - 21:00

# Information and Office Technology

**OXFORD BROOKES UNIVERSITY** Associate College Partnership

## Foundation Degree in Computing

Employed in IT and wishing to develop and gain recognition for your skills or wanting to change to a career in IT? Run in partnership with Oxford Brookes University (OBU), this course gives students the opportunity to access the full range of facilities both at the College

and at OBU. As the Foundation Degree is a higher level qualification, there is also the opportunity to progress to the final year of an honours degree at OBU. As the course is designed to support your occupational expertise, employers of part-time students may be willing to assist in the payment of the fees. Full-time students will need to ensure they can secure work experience which will enable them to demonstrate competence in the workplace. Full-time bursaries are available, visit [www.brookes.ac.uk/acp](http://www.brookes.ac.uk/acp) for more information.

### Full-time, 2 years

**Campus:** Abingdon **Duration:** 2 Years **Fee**  
**Code:** JHAD304P **Day of Week:** MON **£257**  
**Start Date:** 31/10/2011 **Times:** 18:30 - 20:30

### Part-time, 3 years

**Campus:** Abingdon **Duration:** 3 Years **Fee**  
**Code:** JHAD305P **Day of Week:** MON **£257**  
**Start Date:** 31/10/2011 **Times:** 18:30 - 20:30

## C&G Certificate in IT System Support PC Maintenance – Level 1

The Certificate in Systems Support PC Maintenance is a good introduction to building and maintaining PCs - installing operating systems and applications, identifying parts of a computer, troubleshooting and disposing of unwanted spare parts safely. There are two units, both of which must be completed to achieve the qualification. Unit 1 covers health and safety, computer system component basics, customer care fundamentals, diagnosis and security. Unit 2 covers assembling, dismantling, installing and maintaining a desktop computer system and environmental issues (such as disposal of used parts). Fee includes registration with City & Guilds.

**Campus:** Abingdon **Duration:** 24 Weeks **Fee**  
**Code:** JPAF303P **Day of Week:** MON **£257**  
**Start Date:** 31/10/2011 **Times:** 18:30 - 20:30

## CISCO CCNA Semester 1 - CoVE

The first of 4 semesters covering the full CISCO CCNA, this course is lab based providing hands-on experience working with the Cisco lab equipment. The CCNA curriculum covers the basics of computer networking, LAN technologies (including Ethernet, cabling, VLANs and switch configuration), WAN technologies (PPP, ISDN and Frame Relay), LAN and WAN design, TCP/IP operation, IP addressing and subnetting, IP routing, access lists, basic troubleshooting and network management as well as using Cisco's IOS operating system. This qualification is assessed via online CISCO-set tests and a practical assessment. You will need access to the Internet for home study. Interview required.

**Campus:** Abingdon **Duration:** 11 Weeks **Fee**  
**Code:** JSAB469P **Day of Week:** TUE **£450**  
**Start Date:** 10/01/2012 **Times:** 18:00 - 21:00

## CISCO CCNA Semester 2 - CoVE

Designed as a progression from Semester 1, you will cover the skills and understanding needed to configure, maintain and troubleshoot routers and routing protocols on networks. You will be assessed via online CISCO-set tests and practically. You will need access to the Internet for home study.

**Campus:** Abingdon **Duration:** 12 Weeks **Fee**  
**Code:** JSAB470P **Day of Week:** TUE **£450**  
**Start Date:** 15/09/2011 **Times:** 18:00 - 21:00

**Campus:** Abingdon **Duration:** 12 Weeks **Fee**  
**Code:** JSAB470P **Day of Week:** TUE **£450**  
**Start Date:** 17/04/2012 **Times:** 18:00 - 21:00



### CISCO CCNA Semester 3 - CoVe

Designed as a progression from Semester 2. Interview required.

**Campus:** Abingdon **Duration:** 12 Weeks **Fee**  
**Code:** JSAA539P **Day of Week:** THU **£450**  
**Start Date:** 05/01/2012 **Times:** 18:00 - 21:00

### CISCO CCNA Semester 4 - CoVe

Designed as progression from Semester 3, topics include: WAN technology, PPP, frame relay, ISDN Network troubleshooting and WAN theory and design. You will need access to the Internet for home study. Completion of the Semester will prepare you for the CCNA exam which can be taken independently at a testing centre. Interview required.

**Campus:** Abingdon **Duration:** 11 Weeks **Fee**  
**Code:** JSAA303P **Day of Week:** THU **£450**  
**Start Date:** 19/04/2012 **Times:** 18:00 - 21:00

### Copy / Speed Typing

Good keyboard skills are essential when using computers for speed and accuracy. This is a course for complete beginners working towards Oxford, Cambridge and Royal Society of Arts Entry level keyboarding at 15wpm. No prior knowledge necessary.

**Campus:** Abingdon **Duration:** 8 Weeks **Fee**  
**Code:** JPAC606P **Day of Week:** MON **£77**  
**Start Date:** 03/10/2011 **Times:** 18:30 - 20:30

**Campus:** Witney **Duration:** 8 Weeks **Fee**  
**Code:** JPWA509P **Day of Week:** MON **£77**  
**Start Date:** 03/10/2011 **Times:** 18:30 - 20:30

### ECDL IT Users Level 1/2

ECDL Essentials is a Level 1 qualification designed to give users a basic introduction to computing following onto Level 2 ECDL Extra (a full Level 2 qualification). Topics included are: IT User Fundamentals, word processing, spreadsheet and presentation software. Fee includes registration and certification with the British Computer Society. Ideally, students should have completed an introduction to computer course or have some basic IT skills. Please enquire if unsure.

**Campus:** Abingdon **Duration:** TBC **Fee**  
**Code:** JPAA534P **Day of Week:** THU **£410**  
**Start Date:** TBC **Times:** 18:30 - 21:00

**Campus:** Witney **Duration:** TBC **Fee**  
**Code:** JPWA519P **Day of Week:** TUE **£410**  
**Start Date:** TBC **Times:** 18:30 - 21:30

### Introduction to Microsoft Excel (Office 2007)

**NEW FOR 11**

An introduction to Microsoft Excel Office 2007 including creating a new spreadsheet and basic functions. Basic computer literacy required.

**Campus:** Abingdon **Duration:** 1 Day **Fee**  
**Code:** JSAH103P **Day of Week:** MON **£21**  
**Start Date:** 07/11/2011 **Times:** 18:00 - 21:15

**Campus:** Witney **Duration:** 1 Day **Fee**  
**Code:** JSWH102P **Day of Week:** TUE **£21**  
**Start Date:** 08/11/2011 **Times:** 18:00 - 21:15

### Introduction to Internet/Email

**NEW FOR 11**

An introduction to using the internet and email (Microsoft Office Outlook.) An introduction to the internet, searching online, sending emails. Basic computer literacy required.

**Campus:** Abingdon **Duration:** 1 Day **Fee**  
**Code:** JSAH105P **Day of Week:** MON **£21**  
**Start Date:** 21/11/2011 **Times:** 18:00 - 21:15

**Campus:** Witney **Duration:** 1 Day **Fee**  
**Code:** JSWH104P **Day of Week:** TUE **£21**  
**Start Date:** 22/11/2011 **Times:** 18:00 - 21:15

### Introduction to Microsoft Powerpoint (Office 2007)

**NEW FOR 11**

An introduction to Microsoft Powerpoint Office 2007 including creating presentations, formatting, editing. Basic computer literacy required.

**Campus:** Abingdon **Duration:** 1 Day **Fee**  
**Code:** JSAH106P **Day of Week:** MON **£21**  
**Start Date:** 14/11/2011 **Times:** 18:00 - 21:15

**Campus:** Witney **Duration:** 1 Day **Fee**  
**Code:** JSWH107P **Day of Week:** TUE **£21**  
**Start Date:** 15/11/2011 **Times:** 18:00 - 21:15

### Introduction to Microsoft Word (Office 2007)

**NEW FOR 11**

An introduction to Microsoft Office Word 2007 including basic formatting and editing functions.

Basic computer literacy.

**Campus:** Abingdon **Duration:** 1 Day **Fee**  
**Code:** JSAH109P **Day of Week:** MON **£21**  
**Start Date:** 31/10/2011 **Times:** 18:00 - 21:15

**Campus:** Witney **Duration:** 1 Day **Fee**  
**Code:** JSWH108P **Day of Week:** TUE **£21**  
**Start Date:** 01/11/2011 **Times:** 18:00 - 21:15

### Introduction to Web Design

**NEW FOR 11**

An opportunity to understand web page design concepts and construct simple web pages. No formal entry requirements but must be computer literate.

**Campus:** Witney **Duration:** 10 Weeks **Fee**  
**Code:** JSWH101P **Day of Week:** TUE **£140**  
**Start Date:** 20/09/2011 **Times:** 18:30 - 20:30

### ITQ Skills Workshop

An opportunity to work at your own pace with the support of the tutor towards recognised IT qualifications in this workshop-style course: Oxford, Cambridge and ITQ Level 1 Award in IT User Skills (New CLAIT Level 1) which includes a core unit of file management/ word processing and a choice of 2 other units from spreadsheet, database, internet/email, Powerpoint. Course fee includes registration and/or exam fee.

**Campus:** Abingdon **Duration:** 16 Weeks **Fee**  
**Code:** JPAG103P **Day of Week:** TUE **£157**  
**Start Date:** 27/09/2011 **Times:** 18:30 - 20:30

**Campus:** Abingdon **Duration:** 16 Weeks **Fee**  
**Code:** JPAG104P **Day of Week:** TUE **£157**  
**Start Date:** 21/02/2012 **Times:** 18:30 - 20:30

**Campus:** Witney **Duration:** 16 Weeks **Fee**  
**Code:** JPWG202P **Day of Week:** TUE **£157**  
**Start Date:** 27/09/2011 **Times:** 18:30 - 20:30

**Campus:** Witney **Duration:** 16 Weeks **Fee**  
**Code:** JPWG203P **Day of Week:** TUE **£157**  
**Start Date:** 21/02/2012 **Times:** 18:30 - 20:30

**Campus:** Abingdon **Duration:** 12 Weeks **Fee**  
**Code:** LPAF362P **Day of Week:** THU **£112**  
**Start Date:** 02/02/2012 **Times:** 19:00 - 21:00

**Microsoft Office Skills Level 1**

An excellent course for those wishing to gain or update their keyboarding, word processing, spreadsheet and database skills, working towards recognised Oxford, Cambridge and Royal Society of Arts (OCR) single-subject qualifications. Exam fees are payable (depending on those taken) in addition to the tuition fee shown. Telephone interview required.

**Campus:** Witney **Duration:** 12 Weeks **Fee**  
**Code:** LPWF427P **Day of Week:** THU **£112**  
**Start Date:** 22/09/2011 **Times:** 19:00 - 21:00

**Campus:** Witney **Duration:** 12 Weeks **Fee**  
**Code:** LPWF434P **Day of Week:** THU **£112**  
**Start Date:** 02/02/2012 **Times:** 19:00 - 21:00

**Campus:** Abingdon **Duration:** 15 Weeks **Fee**  
**Code:** JPAD310P **Day of Week:** MON & WED **£90**  
**Start Date:** 03/10/2011 **Times:** 09:30 - 12:00

**Campus:** Abingdon **Duration:** 15 Weeks **Fee**  
**Code:** JPAD311P **Day of Week:** MON & WED **£90**  
**Start Date:** 27/02/2012 **Times:** 09:30 - 12:00

**Campus:** Witney **Duration:** 15 Weeks **Fee**  
**Code:** JPWT28P **Day of Week:** MON & WED **£90**  
**Start Date:** 03/10/2011 **Times:** 09:30 - 12:00

**Campus:** Witney **Duration:** 15 Weeks **Fee**  
**Code:** JPWA618P **Day of Week:** MON & WED **£90**  
**Start Date:** 27/02/2012 **Times:** 09:30 - 12:00

**French Post-Beginners**

Enrol on this course if you are able to greet someone and ask for and give personal details, order food and drink, and count up to 100. This course works towards an NVQ qualification.

**Campus:** Abingdon **Duration:** 12 Weeks **Fee**  
**Code:** LPAG619P **Day of Week:** WED **£112**  
**Start Date:** 21/09/2011 **Times:** 10:30 - 12:30

**Campus:** Abingdon **Duration:** 12 Weeks **Fee**  
**Code:** LPAF349P **Day of Week:** WED **£112**  
**Start Date:** 01/02/2012 **Times:** 10:30 - 12:30

**Campus:** Abingdon **Duration:** 12 Weeks **Fee**  
**Code:** LPAF372P **Day of Week:** THU **£112**  
**Start Date:** 02/02/2012 **Times:** 19:00 - 21:00

**Campus:** Witney **Duration:** 12 Weeks **Fee**  
**Code:** LPWF457P **Day of Week:** THU **£112**  
**Start Date:** 02/02/2012 **Times:** 19:00 - 21:00

**OCR Introduction to Computing Entry Level**

This course is a gentle introduction to enable students to gain a fundamental understanding of how to use the Internet to search for information as well as providing an introduction to word processing. Fee includes registration with OCR.

No prior knowledge is necessary.

**Campus:** Abingdon **Duration:** 10 Weeks **Fee**  
**Code:** JPAF304P **Day of Week:** MON **£86**  
**Start Date:** 03/10/2011 **Times:** 12:30 - 14:30

**Campus:** Abingdon **Duration:** 10 Weeks **Fee**  
**Code:** JPAF305P **Day of Week:** MON **£86**  
**Start Date:** 03/10/2011 **Times:** 18:30 - 20:30

**Campus:** Witney **Duration:** 10 Weeks **Fee**  
**Code:** JPWF308P **Day of Week:** TUE **£86**  
**Start Date:** 04/10/2011 **Times:** 12:30 - 14:30

**Campus:** Witney **Duration:** 10 Weeks **Fee**  
**Code:** JPWF309P **Day of Week:** TUE **£86**  
**Start Date:** 04/10/2011 **Times:** 18:30 - 20:30

**French Language Club**

**NEW FOR 11**

New for this year! The French Language Club offers you the chance to continue to develop your knowledge of the French language and culture in a relaxed and fun environment. Conversation, grammar workshops, debates, films, talks by native speakers and French food and wine tasting. No exams!

**Campus:** Abingdon **Duration:** 10 Weeks **Fee**  
**Code:** LSAH202P **Day of Week:** WED **£140**  
**Start Date:** 05/10/2011 **Times:** 10:30 - 12:30

**Campus:** Abingdon **Duration:** 10 Weeks **Fee**  
**Code:** LSAH204P **Day of Week:** THU **£140**  
**Start Date:** 06/10/2011 **Times:** 19:00 - 21:00

**Campus:** Abingdon **Duration:** 10 Weeks **Fee**  
**Code:** LSAH203P **Day of Week:** WED **£140**  
**Start Date:** 01/02/2012 **Times:** 10:30 - 12:30

**Campus:** Abingdon **Duration:** 10 Weeks **Fee**  
**Code:** LSAH205P **Day of Week:** THU **£140**  
**Start Date:** 02/02/2012 **Times:** 19:00 - 21:00

**Languages and Communication**

**French Beginners**

Enrol on this course if you have little or no knowledge of the language. This course works towards an NVQ qualification.

**Campus:** Abingdon **Duration:** 12 Weeks **Fee**  
**Code:** LPAF345P **Day of Week:** WED **£112**  
**Start Date:** 21/09/2011 **Times:** 10:30 - 12:30

**Campus:** Abingdon **Duration:** 12 Weeks **Fee**  
**Code:** LPAF354P **Day of Week:** THU **£112**  
**Start Date:** 22/09/2011 **Times:** 19:00 - 21:00

**Campus:** Abingdon **Duration:** 12 Weeks **Fee**  
**Code:** LPAF344P **Day of Week:** WED **£112**  
**Start Date:** 01/02/2012 **Times:** 10:30 - 12:30

**French for your Holidays**

**NEW FOR 11**

New for this year! This fun course will teach you how to get by in French on your holidays. What to say in hotels, restaurants, bars, shops and on the beach. Fun activities aimed at building your confidence in using and understanding some useful phrases. End of course French food and drink tasting. No exams!

**Campus:** Abingdon **Duration:** 4 Weeks **Fee**  
**Code:** LSAH214P **Day of Week:** THU **£60**  
**Start Date:** 14/06/2012 **Times:** 19:00 - 21:00



### German Beginners

Enrol on this course if you have little or no knowledge of the language. This course works towards an NVQ qualification.

**Campus:** Abingdon **Duration:** 12 Weeks **Fee**  
**Code:** LPAF386P **Day of Week:** TUE **£112**  
**Start Date:** 20/09/2011 **Times:** 19:00 – 21:00

**Campus:** Abingdon **Duration:** 12 Weeks **Fee**  
**Code:** LPAF404P **Day of Week:** TUE **£112**  
**Start Date:** 31/01/2012 **Times:** 19:00 – 21:00

**Campus:** Witney **Duration:** 12 Weeks **Fee**  
**Code:** LPWF436P **Day of Week:** THU **£112**  
**Start Date:** 22/09/2011 **Times:** 19:00 – 21:00

**Campus:** Witney **Duration:** 12 Weeks **Fee**  
**Code:** LPWF461P **Day of Week:** THU **£112**  
**Start Date:** 02/02/2012 **Times:** 19:00 – 21:00

### German Post-Beginners

Enrol on this course if you are able to greet someone and ask for and give personal details, order food and drink, and count up to 100. This course works towards an NVQ qualification.

**Campus:** Abingdon **Duration:** 12 Weeks **Fee**  
**Code:** LPAF365P **Day of Week:** TUE **£112**  
**Start Date:** 31/01/2012 **Times:** 19:00 – 21:00

**Campus:** Witney **Duration:** 12 Weeks **Fee**  
**Code:** LPWF449P **Day of Week:** THU **£112**  
**Start Date:** 02/02/2012 **Times:** 19:00 – 21:00

### German Language Club

**NEW FOR 11**

New for this year! The German Language Club offers you the chance to continue to develop your knowledge of the German language and culture in a relaxed and fun environment. Conversation, grammar workshops, debates, films, talks by native speakers and German food and wine tasting. No exams!

**Campus:** Abingdon **Duration:** 10 Weeks **Fee**  
**Code:** LSAH206P **Day of Week:** TUE **£140**  
**Start Date:** 04/10/2011 **Times:** 19:00 – 21:00

**Campus:** Abingdon **Duration:** 10 Weeks **Fee**  
**Code:** LSAH207P **Day of Week:** TUE **£140**  
**Start Date:** 31/01/2012 **Times:** 19:00 – 21:00

### Italian Beginners

Enrol on this course if you have little or no knowledge of the language. This course works towards an NVQ qualification.

**Campus:** Abingdon **Duration:** 12 Weeks **Fee**  
LPAF373P 21/09/2011 WED 10:30 - 12:30 **£112**  
LPAF357P 22/09/2011 THU 19:00 – 21:00  
LPAF377P 01/02/2012 WED 10:30 - 12:30  
LPAF367P 02/02/2012 THU 19:00 – 21:00

**Campus:** Witney **Duration:** 12 Weeks  
LPWF443P 20/09/2011 TUE 19:00 – 21:00  
LPWF441P 31/01/2012 TUE 19:00 – 21:00

### Italian Post-Beginners

Enrol on this course if you are able to greet someone and ask for and give personal details, order food and drink, and count up to 100. This course works towards an NVQ qualification.

**Campus:** Abingdon **Duration:** 12 Weeks **Fee**  
LPAG625P 21/09/2011 WED 10:30 - 12:30 **£112**  
LPAF405P 01/02/2012 WED 10:30 - 12:30  
LPAF366P 02/02/2012 THU 19:00 – 21:00

**Campus:** Witney **Duration:** 12 Weeks  
LPWF458P 31/01/2012 TUE 19:00 – 21:00

### Italian Language Club

**NEW FOR 11**

New for this year! The Italian Language Club offers you the chance to continue to develop your knowledge of the Italian language and culture in a relaxed and fun environment. Conversation, grammar workshops, debates, films, talks by native speakers, Italian food and drink tasting. No exams!

**Campus:** Abingdon **Duration:** 10 Weeks **Fee**  
**Code:** LSAH208P **Day of Week:** WED **£140**  
**Start Date:** 05/10/2011 **Times:** 10:30 - 12:30

**Campus:** Abingdon **Duration:** 10 Weeks **Fee**  
**Code:** LSAH210P **Day of Week:** THU **£140**  
**Start Date:** 06/10/2011 **Times:** 19:00 - 21:00

**Campus:** Abingdon **Duration:** 10 Weeks **Fee**  
**Code:** LSAH209P **Day of Week:** WED **£140**  
**Start Date:** 01/02/2012 **Times:** 10:30 - 12:30

**Campus:** Abingdon **Duration:** 10 Weeks **Fee**  
**Code:** LSAH211P **Day of Week:** THU **£140**  
**Start Date:** 02/02/2012 **Times:** 19:00 - 21:00

### Italian for your Holidays

**NEW FOR 11**

New for this year! This fun course will teach you how to get by in Italian on your holidays. What to say in hotels, restaurants, bars, shops and on the beach. Fun activities aimed at building your confidence in using and understanding some useful phrases. End of course Italian food and drink tasting. No exams!

**Campus:** Abingdon **Duration:** 4 Weeks **Fee**  
**Code:** LSAH215P **Day of Week:** THU **£60**  
**Start Date:** 14/06/2012 **Times:** 19:00 - 21:00

### Spanish Beginners

Enrol on this course if you have little or no knowledge of the language. This course works towards an NVQ qualification.

**Campus:** Abingdon **Duration:** 12 Weeks **Fee**  
**Code:** LPAF375P **Day of Week:** TUE **£112**  
**Start Date:** 20/09/2011 **Times:** 19:00 – 21:00

**Campus:** Abingdon **Duration:** 12 Weeks **Fee**  
**Code:** LPAF371P **Day of Week:** TUE **£112**  
**Start Date:** 31/01/2012 **Times:** 19:00 – 21:00

**Campus:** Witney **Duration:** 12 Weeks **Fee**  
**Code:** LPWF431P **Day of Week:** TUE **£112**  
**Start Date:** 20/09/2011 **Times:** 19:00 – 21:00

**Campus:** Witney **Duration:** 12 Weeks **Fee**  
**Code:** LPWF459P **Day of Week:** TUE **£112**  
**Start Date:** 31/01/2012 **Times:** 19:00 – 21:00

### Spanish Post-Beginners

Enrol on this course if you are able to greet someone and ask for and give personal details, order food and drink, and count up to 100. This course works towards an NVQ qualification.

**Campus:** Abingdon **Duration:** 12 Weeks **Fee**  
**Code:** LPAG628P **Day of Week:** TUE **£112**  
**Start Date:** 20/09/2011 **Times:** 19:00 – 21:00

**Campus:** Abingdon **Duration:** 12 Weeks **Fee**  
**Code:** LPAF346P **Day of Week:** TUE **£112**  
**Start Date:** 31/01/2012 **Times:** 19:00 – 21:00

**Campus:** Witney **Duration:** 12 Weeks **Fee**  
**Code:** LPWF432P **Day of Week:** TUE **£112**  
**Start Date:** 31/01/2012 **Times:** 19:00 – 21:00

### Spanish Language Club

**NEW FOR 11**

New for this year! The Spanish Language Club offers you the chance to continue to develop your knowledge of the Spanish language and culture in a relaxed and fun environment. Conversation, grammar workshops, debates, films, talks by native speakers, Spanish food and drink tasting. No exams!

**Campus:** Abingdon **Duration:** 10 Weeks **Fee**  
**Code:** LSAH212P **Day of Week:** TUE **£140**  
**Start Date:** 04/10/2011 **Times:** 19:00 - 21:00

**Campus:** Abingdon **Duration:** 10 Weeks **Fee**  
**Code:** LSAH201P **Day of Week:** TUE **£140**  
**Start Date:** 31/01/2012 **Times:** 19:00 - 21:00

### Spanish for your Holidays

**NEW FOR 11**

New for this year! This fun course will teach you how to get by in Spanish on your holidays. What to say in hotels, restaurants, bars, shops and on the beach. Fun activities aimed at building your confidence in using and understanding some useful phrases. End of course Spanish food and drink tasting. No exams!

**Campus:** Abingdon **Duration:** 4 Weeks **Fee**  
**Code:** LSAH213P **Day of Week:** TUE **£60**  
**Start Date:** 12/06/2012 **Times:** 19:00 - 21:00

### Signature Level 1 Award in British Sign Language

A qualification made up of 3 units: Introduction to BSL, Conversational BSL, and BSL at school, college or work. Course fee includes awarding body registration and homework DVD.

**Campus:** Abingdon **Duration:** 32 Weeks **Fee**  
**Code:** LPAG600P **Day of Week:** THU **£342**  
**Start Date:** 22/09/2011 **Times:** 19:00 - 21:00

**Campus:** Witney **Duration:** 32 Weeks **Fee**  
**Code:** LPWG601P **Day of Week:** TUE **£342**  
**Start Date:** 20/09/2011 **Times:** 19:00 - 21:00

### English for Speakers of Other Languages (ESOL)

There is a wide range of ESOL (with Citizenship) courses at all levels from Entry 1 (Elementary) to Level 2 (Advanced).

All ESOL students take the ESOL Skills for Life qualification. The course fees below apply only to Home students. Fees for Overseas students are available on request.

**Autumn Term:** 15/09/2011 – 16/12/2011 (12 weeks)

**Spring Term:** 4/01/2012 – 29/03/2012 (11 weeks)

**Summer Term:** 16/04/2012 – 6/07/2012 (11 weeks)

For more information, please email enquiry@abingdon-witney.ac.uk or call the ESOL Department on **01235 555585**.

General English (ESOL) – Full-time, 34 Weeks **Fee**  
**Campus:** Abingdon **Duration:** 15 hours per week **£1,164**

General English (ESOL) – Part-time  
**Campus:** Abingdon - Witney  
**Duration:** 3 hours per week (1 morning)

Fee  
**£122\***  
**£114\***  
**£114\***

General English (ESOL) – Part-time  
**Campus:** Abingdon - Witney  
**Duration:** 6 hours per week (2 mornings)

Fee  
**£226\***  
**£210\***  
**£210\***

General English (ESOL) – Part-time  
**Campus:** Abingdon  
**Duration:** 9 hours per week (3 mornings)

Fee  
**£330\***  
**£306\***  
**£306\***

General English (ESOL) – Part-time  
**Campus:** Abingdon - Witney  
**Duration:** 2 hours per week (1 evening)

Fee  
**£88\***  
**£82\***  
**£82\***

General English (ESOL) – Part-time  
**Campus:** Abingdon - Witney  
**Duration:** 4 hours per week (2 evenings)

Fee  
**£158\***  
**£146\***  
**£146\***

\* Where three prices are shown, the first refers to the Autumn term, the second to the Spring term, and the third to the Summer Term.

### English as a Foreign Language (EFL) courses

Please contact us for information about **Cambridge exam preparation courses** (First Certificate, Advanced, and Proficiency) and **IELTS preparation courses**.

Email enquiry@abingdon-witney.ac.uk or call the ESOL Department on **01235 555585**.

### ESOL Summer School

**Intensive General English courses** for 3 weeks in July at our Abingdon Campus.

Study 1, 2 or 3 weeks.

15 hours per week, Monday to Friday, 9:15 to 12:45.

Week 1: 9/07/2012 – 13/07/2012

Week 2: 16/07/2012 – 20/07/2012

Week 3: 23/07/2012 – 27/07/2012

For more information, please email enquiry@abingdon-witney.ac.uk or call the ESOL Department on **01235 555585**.



## Life Skills

For adult students with learning difficulties and/or disabilities.

### Life Skills

A life skills course that includes: shopping, cooking, travel, using money and the community.

**Campus:** Abingdon **Duration:** 1 Year **Fee**  
**Code:** YPAC306C **Day of Week:** MON **FREE**  
**Start Date:** 12/09/2011 **Times:** 09:30 - 15:30

**Campus:** Witney **Duration:** 1 Year **Fee**  
**Code:** YPWH107C **Day of Week:** MON **FREE**  
**Start Date:** 12/09/2011 **Times:** 09:30 - 15:30

### Life Skills - ICT

A practical ICT course that includes learning about Microsoft Office programmes, Photostory and basic film making.

**Campus:** Abingdon **Duration:** 1 Year **Fee**  
**Code:** YPAC307C **Day of Week:** WED **FREE**  
**Start Date:** 14/09/2011 **Times:** 13:00 - 15:00

**Campus:** Witney **Duration:** 1 Year **Fee**  
**Code:** YPWH106C **Day of Week:** WED **FREE**  
**Start Date:** 14/09/2011 **Times:** 13:00 - 15:00

## Performance and Music

### Singing for Pleasure

The aim of the course is for people to develop their singing technique and learn how to sing as part of a group. The course is mainly for those who have had little or no choral experience and simply enjoy singing. Students are not required to read music, audition or sing solos. The music covered is a mixture of show tunes, folk, pop and classical songs. The course will finish with an informal end of term concert for family and friends. There are no entry requirements, but students should enjoy singing in various styles.

**Campus:** Abingdon **Duration:** 10 Weeks **Fee**  
**Code:** RSAG302P **Day of Week:** MON **£105**  
**Start Date:** 03/10/2011 **Times:** 18:00 - 19:30

**Campus:** Abingdon **Duration:** 10 Weeks **Fee**  
**Code:** RSAG303P **Day of Week:** MON **£105**  
**Start Date:** 16/01/2012 **Times:** 18:30 - 21:00

### Introduction to Guitar

This course is intended for people with little or no experience of playing the guitar. It will cover basic chords and techniques, and learners will cover a repertoire of songs in different styles.

**Campus:** Witney **Duration:** 10 Weeks **Fee**  
**Code:** FSWH101P **Day of Week:** MON **£105**  
**Start Date:** 17/01/2012 **Times:** 18:30 - 21:00

### Introductory Award in Music Technology

This offers the opportunity for students to create a studio recording and music using MIDI programs, Students will work in teams and will collaborate on the recording project.

**Campus:** Witney **Duration:** 24 Weeks **Fee**  
**Code:** FPWG302P **Day of Week:** MON **£194**  
**Start Date:** 09/01/2012 **Times:** 18:00 - 20:00

## Rural Skills

### Certificate in Dry Stone Walling – Level 1

Whether you wish to embark on a career as a dry stone waller or just wish to develop the skills to maintain or build your own walls, this is the course for you. You will learn to strip down and rebuild a section of dry stone wall and gain a nationally recognised qualification. This is a very hands-on practical course. Learners will need to wear steel toe capped boots, gloves and be prepared for a range of weather conditions.

**Campus:** Common Leys **Duration:** 10 Weeks **Fee**  
**Code:** EPSF311P **Day of Week:** SAT **£413**  
**Start Date:** 10/03/2012 **Times:** 09:30 - 16:00

### Garden Machinery Maintenance **NEW FOR 11**

Do you want to learn how to service and maintain your garden machinery? Bring your own mower or strimmer along to the course or use ours to learn how to service your machine and keep it in good working order.

**Campus:** Common Leys **Duration:** 1 Day **Fee**  
**Code:** ESSH203P **Day of Week:** TUE **£80**  
**Start Date:** 25/10/2011 **Times:** 09:30 - 16:00

**Campus:** Common Leys **Duration:** 1 Day **Fee**  
**Code:** ESSH204P **Day of Week:** SAT **£80**  
**Start Date:** 10/03/2012 **Times:** 09:30 - 16:00

### Tractor Driving and Operations **NEW FOR 11**

The course takes place over four Saturdays at Common Leys Farm campus. You will learn to carry out pre start checks, safely attach a trailer and learn to drive a tractor and trailer safely. One day will be spent learning routine tractor maintenance.

**Campus:** Common Leys **Duration:** 4 Weeks **Fee**  
**Code:** EPSH202P **Day of Week:** SAT **£180**  
**Start Date:** 24/09/2011 **Times:** 09:30 - 16:00

**Campus:** Common Leys **Duration:** 4 Weeks **Fee**  
**Code:** EPSH203P **Day of Week:** SAT **£180**  
**Start Date:** 16/06/2012 **Times:** 09:30 - 16:00

## Teacher and Assessor Training

OXFORD  
**BROOKES**  
 UNIVERSITY Associate College  
 Partnership

### Foundation Degree in Support for Learning

It is recognised that career structure and professional development and learning are essential elements in developing the work of the 200,000 support staff in schools. The Oxford Brookes Foundation Degree in Support for Learning is designed for teaching assistants who support in primary, secondary and further education settings. Modules will be delivered during regular sessions at College and in the workplace through tasks and projects linked to current work. Students will have access to facilities at College and at the University. Full-time bursaries are available, visit [www.brookes.ac.uk/acp](http://www.brookes.ac.uk/acp) for more information.

**Campus:** Abingdon **Duration:** 2 Years **Fee**  
**Code:** CHAG101P **Day of Week:** MON **£194**  
**Start Date:** 09/01/2012 **Times:** 18:00 - 20:00

### C&G Assessor Units TAQA

#### Training, Assessment and Quality Assurance (TAQA) Qualification for Assessors - City and Guilds - Level 3

The assessment and quality assurance qualification will form part of an integrated suite of TAQA qualifications for training and quality assurance practitioners. The qualification has been developed.

by LLUK and is recognised and approved by City and Guilds as a comprehensive approach to the delivery of training, assessment and quality assurance of the qualification in the UK, to be the highest quality.

The qualification is for people working in the industry or looking to enter into the assessment role of quality assurance. The units are designed as a flexible route into assessment and will give you and your organisation the opportunity to develop and improve your practitioner's skill as well as achieving a professional qualification for the role.

**Entry Requirements**

Applicants should be qualified to Level 3 (or equivalent certification level) in vocational qualification etc, with a minimum of 3-5 years' experience in your industry. Applicants must be able to work on their own initiative in order to collect and record evidence and must be able to work to a deadline.

**Course Duration**

2011/12 Start dates - January 2012.

17 weeks, 6 Wednesday sessions 14:00-16:30 (once a month) for input on the course content. For the remaining duration of the course you will need qualified Assessors and a Verifier to support and monitor your progress for the remainder of the course work. This course is intended to run for no longer than 6 months.

**Content**

The skills developed include:

- The Principles and Practices of Assessment
- Assessing Competence in the Work Environment
- Assessing Vocational Skills

There will be individual monitoring and 'one to one' support from an Internal Verifier. As a large part of the course involves collecting evidence and assessment of your candidates, you will need to be in a real working environment where this can be done. You will also need to allocate some time for organising and planning your course work and progression.

**Progression**

Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice.

**Additional Information**

Successful students will be awarded the City and Guilds Level 3 TAQA.

<b>Campus:</b> Abingdon	<b>Duration:</b> 17 Weeks	Fee
<b>Code:</b> CPAG208P	<b>Day of Week:</b> WED	<b>£TBC</b>
<b>Start Date:</b> 11/01/2012	<b>Times:</b> 14:00 - 16:00	

**Preparing to Teach in the Lifelong Learning Sector**

**FL 3**

This is an industry standard award for anyone teaching adults at any level. It is a mandatory requirement for those seeking Qualified Teacher Learning and Skills (QTLS) status. Previous teaching experience, whilst helpful, is not essential. However, you must have English/literacy skills at least at level 2 (GCSE grades A\* - C; Certificate in Adult Literacy Level 2.)

<b>Campus:</b> Abingdon	<b>Duration:</b> 1 Week	Fee
<b>Code:</b> CPAG308P	<b>Day of Week:</b> ALL	<b>£425</b>
<b>Start Date:</b> 15/08/2011	<b>Times:</b> 09:30 - 16:30	

<b>Campus:</b> Abingdon	<b>Duration:</b> 10 Weeks	Fee
<b>Code:</b> CPAG304P	<b>Day of Week:</b> MON	<b>£425</b>
<b>Start Date:</b> 26/09/2011	<b>Times:</b> 18:00 - 20:30	

<b>Campus:</b> Abingdon	<b>Duration:</b> 10 Weeks	Fee
<b>Code:</b> CPAG311P	<b>Day of Week:</b> TUE	<b>£425</b>
<b>Start Date:</b> 17/04/2012	<b>Times:</b> 09:30 - 12:30	

<b>Campus:</b> Witney	<b>Duration:</b> 10 Weeks	Fee
<b>Code:</b> CPWG312P	<b>Day of Week:</b> MON	<b>£425</b>
<b>Start Date:</b> 16/04/2012	<b>Times:</b> 13:30 - 16:30	



**Get Confident & Get On**

Brush up your skills in reading, writing and Maths for FREE with one of our courses. You can work at your own pace with a friendly and supportive tutor.

Improve your English and Maths for free. We have both evening and daytime classes.



**“Maths used to be gobbledegook to me before I took a free course.”**

Beryl



**“Get On busted the block I had about doing an English course.”**

Max



**Want to know more?**

Then contact us on:  
01235 555585 (Abingdon)  
01993 703464 (Witney)  
or email us at  
enquiry@abingdon-witney.ac.uk





# Milton Park

## Short Business Courses

### 17th Edition Wiring Regulations - Intensive

Aimed at delegates with a knowledge of the 16th Edition Wiring Regulations and working in the electrical field. This intensive course will give delegates an understanding of how the 17th Edition Wiring Regulations are intended to be applied in practice. Please note that the on-line exam will be taken on the last day of the course.

<b>Campus:</b> Milton Park	<b>Duration:</b> 3 Days	Fee
05/09/2011 MON - WED	09:00 - 17:00	<b>£440</b>
03/10/2011 MON - WED	09:00 - 17:00	
07/11/2011 MON - WED	09:00 - 17:00	
05/12/2011 MON - WED	09:00 - 17:00	
09/01/2012 MON - WED	09:00 - 17:00	
06/02/2012 MON - WED	09:00 - 17:00	

<b>Campus:</b> Abingdon	<b>Duration:</b> 3 Days
05/03/2012 MON - WED	09:00 - 17:00
16/04/2012 MON - WED	09:00 - 17:00
14/05/2012 MON - WED	09:00 - 17:00
11/06/2012 MON - WED	09:00 - 17:00
02/07/2012 MON - WED	09:00 - 17:00

### CIEH Health & Safety in the Workplace

Aimed at all those who need an understanding of Health & Safety. This course from the CIEH will provide delegates with a good understanding and knowledge of health and safety. This qualification is designed to ensure that all employees are aware of their own safety and the safety of customers, contractors and the public. It can be used in any public or private sector environment. Certificate awarded by the Chartered Institute of Environmental Health (CIEH).

<b>Campus:</b> Abingdon	<b>Duration:</b> 1 Day	Fee
<b>Start Date:</b> 22/09/2011	<b>Day of Week:</b> THU	<b>£130</b>
	<b>Times:</b> 09:30 - 16:30	

<b>Campus:</b> Abingdon	<b>Duration:</b> 1 Day	Fee
<b>Start Date:</b> 15/03/2012	<b>Day of Week:</b> THU	<b>£130</b>
	<b>Times:</b> 09:30 - 16:30	

<b>Campus:</b> Abingdon	<b>Duration:</b> 1 Day	Fee
<b>Start Date:</b> 14/06/2012	<b>Day of Week:</b> THU	<b>£130</b>
	<b>Times:</b> 09:30 - 16:30	

### CIEH - COSHH

This qualification is designed for those who use substances, hazardous to health, at work. It introduces candidates to substances, the risks and controls available, and outlines what to expect from a control of substances hazardous to health (COSHH) assessment. The qualification will prepare employees to contribute to the safer use of hazardous substances in their workplaces. Certificate awarded by the Chartered Institute of Environmental Health (CIEH). The qualification covers the following topics: Definition and types of substances hazardous to health in the workplace; Health effects of hazardous substances and their causes; COSHH assessments and control options; Responsibilities imposed by the Control of Substances Hazardous to Health Regulations 2002.

<b>Campus:</b> Abingdon	<b>Day of Week:</b> THU	Fee
<b>Start Date:</b> 16/02/2012	<b>Times:</b> 13:30 - 16:45	<b>£100</b>
<b>Duration:</b> 1 Day		

### CIEH Principles of Manual Handling

This qualification introduces candidates to the hazards and risks involved in manual handling and outlines what to expect from a manual handling assessment. It will enable employees to develop safer manual handling techniques in the workplace. Certificate awarded by the Chartered Institute of Environmental Health (CIEH)

The qualification covers the following topics: The process of manual handling in the workplace; Manual handling injuries and the activities which cause them; Manual handling assessment and control options; Responsibilities imposed by the Manual Handling Operations; Regulations.

<b>Campus:</b> Milton Park	<b>Duration:</b> 1 Day	Fee
<b>Start Date:</b> 23/02/2012	<b>Day of Week:</b> THU	<b>£100</b>
	<b>Times:</b> 13:30 - 16:45	

<b>Campus:</b> Milton Park	<b>Duration:</b> 1 Day	Fee
<b>Start Date:</b> 19/07/2012	<b>Day of Week:</b> THU	<b>£100</b>
	<b>Times:</b> 13:30 - 16:45	

### CIEH Award in Food Safety in Catering

Aimed at all those who handle food in catering and hospitality environments. This 1 day course provides delegates with a good understanding and knowledge of food safety as required by current legislation. Certificate awarded by the Chartered Institute of Environmental Health (CIEH).

<b>Campus:</b> Milton Park	<b>Duration:</b> 1 Day	Fee
14/09/2011 WED	09:00 - 17:00	<b>£100</b>
16/11/2011 WED	09:00 - 17:00	
25/01/2012 WED	09:00 - 17:00	
21/03/2012 WED	09:00 - 17:00	
23/05/2012 WED	09:00 - 17:00	
11/07/2012 WED	09:00 - 17:00	

### CSCS Health & Safety Test

CSCS Health & Safety cards are increasingly being demanded as proof of competence for work on construction sites in the UK. This is a 1 day course, classroom based to provide the underpinning health & safety knowledge in preparation for the touch screen multiple choice test at the end of the day. A successful outcome will enable you to apply for a CSCS card (£30 not included in course fee). You will need to supply a passport photo and National Insurance Number on the day.

<b>Campus:</b> Milton Park	<b>Duration:</b> 1Days	Fee
28/09/2011 WED	09:00 - 17:00	<b>£100</b> <small>Including test fee</small>
02/11/2011 WED	09:00 - 17:00	
18/01/2012 WED	09:00 - 17:00	
14/03/2012 WED	09:00 - 17:00	
18/07/2012 WED	09:00 - 17:00	

### Emergency First Aid

All organisations must have at least 1 appointed first-aider (dependent on size/type of business) and this one day course enables delegates to gain basic life-saving First Aid skills. College Attendance Certificate will be awarded. Content: • Current regulations • Roles and Responsibilities of an Appointed Person • Provision of First Aid Staff/ First Aid Equipment • Principles and Priorities of First Aid • Incident Assessment /Management • Unconscious casualty Assessment/Management • Cardio-pulmonary Resuscitation • Choking • Recognition and treatment of shock • Recognition and treatment of heart problems • Identification and Control of serious bleeding • Miscellaneous Medical Conditions.

<b>Campus:</b> Milton Park	<b>Duration:</b> 1 Day	Fee
11/10/2011 TUE	09:30 - 16:30	<b>£100</b>
17/01/2012 TUE	09:30 - 16:30	
08/05/2012 TUE	09:30 - 16:30	

### HSE First Aid at Work

Even low risk businesses should have at least one first-aider per 50 employees. This is an in-depth course in theory and practical knowledge leading to the First Aid at Work Certificate awarded by Abingdon & Witney College. Content: • Principles and priorities of first aid • Incident assessment/ management • Casualty assessment • Unconscious casualty management • Basic life support skills • Choking • Respiratory system and asphyxia • Wounds and bleeding • Control of external bleeding • Shock and

internal bleeding • Treatment of minor wounds • Recognition/immobilisation of skeletal injuries • Assessment and treatment of burns and scalds • Poisons, gases and fumes • Eye injuries/eye irrigation • Miscellaneous medical conditions • Provision of first aid staff/first aid equipment • Casualty handling techniques.

**Campus:** Milton Park **Day of Week:** MON - WED **Fee:** £265  
**Start Date:** 23/04/2012 **Times:** 09:30 - 16:30

**Microsoft Applications - Word 2007**

Intermediate Word 2007. Aimed at those who already have a basic understanding of word processing but need to know more. The course is 2 days over 2 consecutive weeks.

**Campus:** Milton Park **Duration:** 1 Day **Fee:** £150  
 19/09/2011 MON 09:00 - 17:00  
 14/11/2011 MON 09:00 - 17:00  
 30/01/2012 MON 09:00 - 17:00  
 14/05/2012 MON 09:00 - 17:00

**Microsoft Applications - Excel 2007**

Intermediate Excel 2007. Aimed at those who already have a basic understanding of spreadsheets but need to know more. The course is 2 days over 2 consecutive weeks.

**Campus:** Milton Park **Duration:** 1 Day **Fee:** £150  
 21/09/2011 WED 09:00 - 17:00  
 16/11/2011 WED 09:00 - 17:00  
 01/02/2012 WED 09:00 - 17:00  
 09/05/2012 WED 09:00 - 17:00

**Microsoft Applications - Access 2007**

Aimed at those who already have a basic understanding of spreadsheets but need to know more. The course is 2 days over 2 consecutive weeks.

**Campus:** Milton Park **Duration:** 1 Day **Fee:** £150  
 23/09/2011 FRI 09:00 - 17:00  
 18/11/2011 FRI 09:00 - 17:00  
 03/02/2012 FRI 09:00 - 17:00  
 11/05/2012 FRI 09:00 - 17:00

**NEBOSH**

Aimed at those who are responsible for the implementation of Health and Safety in their workplace, i.e. managers, supervisors and safety representatives. This is a 2 week course. The first week concentrates on the practical aspects of Health & Safety and the second focuses on the theory. The course will also include discussions on recently published/enacted health and safety directives. Comprehensive handout materials including up-to-date information and a basic reference manual will be provided. Content:  
 • Accident analysis • Accident prevention • Communication skills

• Electricity at work • Emergency procedures • Fire prevention/Action to be taken • Hazard identification • Hazardous substances (COSHH) • Health and safety law • Human behaviour • Manual handling/lifting appliances • Noise at work • Occupational health and hygiene • Plant and machinery • Risk Assessments • Scaffolding and access equipment • Training techniques • Workplace inspections/audit/ reports.

**Campus:** Milton Park **Day of Week:** MON-FRI **Fee:** £1,350  
**Start Date:** 21/11/2011 **Times:** 09:00 - 17:00  
**Duration:** 2 Weeks

**PA1/PA6**

Aimed at anyone who uses pesticides in the course of business or employment. The PA1 and PA6 courses will provide delegates with the skills to achieve the nationally recognised NPTC certificates of competence as required under Sector Scheme 18. Please note that the PA1 can only be awarded in conjunction with a pesticides application test. PA1 Content PA6 Content: • Safe Use of Pesticides, Environmental Factors and Legislation • Interpreting Product Labels and Literature • Personal Safety • Preparing Pesticides for Use • Storing Pesticides • Disposal of Surplus Unused Pesticides and Washing • Dealing with Contamination • Keeping Records • Environmental Factors • Prepare a hand held pesticide applicator for work and calibrate it • Carry out daily and routine maintenance • Carry out the correct procedure for cleaning clothing and equipment • Calibrating hand held equipment • Operating the equipment • Site work • Maintenance of applicator

**Campus:** Milton Park **Day of Week:** MON & TUE **Fee:** £TBC  
**Start Date:** 21/11/2011 **Times:** 09:00 - 17:00  
**Duration:** 2 Days

**PAT Testing**

Aimed at electricians working in the domestic field. This half day course covers everything you need to know in order to test electrical appliances and equipment safely. Content: • Current regulations • The need for safety in conducting tests • Classification of appliances and leads • Inspections and how to complete them • Labelling and recording.

**Campus:** Abingdon **Day of Week:** WED **Fee:** £70  
**Start Date:** 19/10/2011 **Times:** 13:30 - 16:45  
**Duration:** 1 Day

**Campus:** Abingdon **Day of Week:** WED **Fee:** £70  
**Start Date:** 22/02/2012 **Times:** 13:30 - 16:45  
**Duration:** 1 Day

**Campus:** Abingdon **Day of Week:** WED **Fee:** £70  
**Start Date:** 20/06/2012 **Times:** 13:30 - 16:45  
**Duration:** 1 Day



Research shows that apprentices earn on average £100K more through their lifetime than other employees.

**Abingdon & Witney College offer and support apprenticeships in the following industries:**

- Hairdressing
- Motor Vehicle
- Construction
- Customer Service
- Health and Social Care
- Business Administration
- Horticulture
- Engineering
- Accounting

For further information please contact our employer engagement unit, Advanced Business Solutions, on 01235 861706 or email [abs@abingdon-witney.ac.uk](mailto:abs@abingdon-witney.ac.uk) [www.abingdon-witney.ac.uk](http://www.abingdon-witney.ac.uk)



\* When filling out your enrolment form please use course title and ignore the course code box.



**Leah Wells**  
Art & Design Lecturer

**Abingdon  
& Witney  
College**

  
Action for  
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FAX 01235 553 168

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Witney, OX28 6NE

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FAX 01993 703 006

**Common Leys Farm**

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Witney, OX29 9UU

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**Milton Park**

5g Milton Park,  
Abingdon, OX14 4RR

**01235 861 706**  
FAX 01235 832 862

**Skills Centre**

Unit 23, Avenue One,  
Witney, OX28 4BU

**01993 703 464**  
FAX 01993 703006