



# COURSES FOR ADULT LEARNERS 2017

Matthew Boulton College, Sutton Coldfield College  
James Watt College, Stourbridge College  
and Kidderminster Academy



**BMet**  
Inspiring futures, realising dreams.



Disclaimer – This guide contains information believed to be correct at the time of printing. It is possible that information may change for various reasons, including alterations to policies. The guide does not and will not form any part of any contract or relationship between BMet and any present or future learners, nor does it purport to. BMet reserves the right to withdraw any course listed in this guide at any time.

APPLY NOW [bmet.ac.uk](http://bmet.ac.uk) 0845 155 0101^ [ask@bmet.ac.uk](mailto:ask@bmet.ac.uk)

^ Calls to this number cost 2p per minute plus your network provider's access charge

# HERE AT BMet WE HAVE SOMETHING FOR YOU

Whether you're looking to start an exciting career, get a promotion at work or even start your own business, we offer a wide range of full and part-time courses which can help you realise your dream.

Thousands of people like you choose to study at one of our colleges across the region. If you are looking to return to education, there's never been a better reason to enrol on a course right here at BMet. Our courses can help you change direction, achieve your ambition and even change your life.

Our full and part-time students all have access to our excellent facilities including well equipped learning resource centres and state-of-the-art studios and workshops. What's more, you'll have access to our supportive and knowledgeable staff that are here to help you succeed.

Our colleges can be found across Birmingham, the Black Country and Kidderminster, so you can study at a local campus that suits you, with times and days that can fit around your commitments.

## In Birmingham

- Matthew Boulton College
- Sutton Coldfield College
- James Watt College
- The Birmingham Botanical Gardens Study Centre\*
- Erdington Skills Centre

## In Stourbridge and Brierley Hill

- Stourbridge College
- Kidderminster Academy

We look forward to seeing you.

\*enrolment takes place at Matthew Boulton College

## START RIGHT HERE

**t: 0845 155 0101<sup>^</sup> w: [bmet.ac.uk](http://bmet.ac.uk) e: [ask@bmet.ac.uk](mailto:ask@bmet.ac.uk)  
ENROLMENT 24 APRIL 2017 - 29 APRIL 2017**

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# LOTS OF SUPPORT

We recognise that returning to education can be a bit daunting but we have a fantastic team of staff here to help ease you back into college life. As well as finding the right course for you, they can advise you on the different types of funding available to help cover the cost of any fees.

Our colleges are well known for their friendly and supportive environments. We have dedicated tutors to help you achieve your learning goals. We also have an experienced team of advisers who can provide additional support along with advice and guidance on a whole range of issues, free of charge.

The important thing is that you make the most of your time with us and if we can help with that in any way, we will.

## WAYS WE CAN HELP

### **Learning Support**

If you need help with learning, we can assess your needs and provide you with an initial assessment, which we will follow up with an individual action plan. The team can provide help with assignments, offer support during examinations and provide specialist expertise for those with dyslexia, including access to specialist equipment such as laptops or specific software.

### **Careers**

Specialist careers staff can help you to make informed career decisions, improve your employability and prepare you for applying to university, for the world of work or for a promotion.

### **Funding**

We can help you work out what your education is going to cost and how you're going to fund it, including giving you advice on any financial help.

### **Welfare**

We offer information and support on a range of topics, with a confidential counselling service available for those who need it.

### **Transport**

Depending on your circumstances, we may be able to help with the costs of getting to and from college.

### **Childcare**

Depending on your circumstances, we may be able to help with the cost of childcare when you are at college.

Ask our student services team for more information when you enrol.

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**ENROLMENT 24 APRIL 2017 - 29 APRIL 2017**

## Students aged 19+ College Bursary Fund

We know that coming back to study after a gap can be daunting and we want to support you every step of the way. If you are over 19 with a household income of £21,000 or less a year or if you are in receipt of means tested benefits we want to help. We know that transport can be expensive so, if you are travelling to college for 3 days or more a week, we give you a travel award each term and if that's not enough we may also be able to pay your course fees and give you up to 50% off your equipment costs.

This financial package is so good it won't be around forever. There is a cap on the amount of people we can fund, so come and speak to our Student Services team when you enrol.

For courses at Level 3 and above, applicants aged 19 or older on the first day of the course may be able to apply for an Advanced Learner Loan to pay for course fees.

Visit [bmet.ac.uk](http://bmet.ac.uk) to find out more about financial support for students aged 19+

## Advanced Learner Loan Bursary

Available for students studying Level 3 and above further education courses in receipt of a loan for course fees.

If your income is £21,000 or less we can help with travel, childcare and equipment for your course. Speak to our Student Services team for further details.



# JOBSKILLS – GETTING BACK TO WORK

BMet offers short courses for people who are looking to get back into work.

We support adult learners aged 19 years and above who are receiving either Job Seekers' Allowance (JSA), Employment & Support Allowance (ESA), Universal Credit (UC) or Income Support.

We have a range of courses available all year round focused on the local job market. You can achieve a recognised qualification and learn new job skills.

Our courses are approved by DWP and your Job Centre may be able to support you with travel costs. Studying these courses will not affect your benefits.

Our specialist Adult Learning Centre is located across the road from the Matthew Boulton College in Birmingham. It offers a friendly, calm and welcoming environment in which to study, gain confidence and meet new people.

**We offer the following courses at regular intervals throughout the year:**

- Business Administration
- Bricklaying
- Carpentry
- Childcare
- Cleaning & Facilities
- Construction
- Customer Service & Employability Skills
- Electrical Skills
- ESOL
- First Aid
- Food Safety
- Health & Safety at Work
- Health & Social Care
- Horticulture
- IT Skills for Job Search
- Manufacturing & Engineering
- Painting & Decorating
- Plastering
- Plumbing
- Retail

## **START RIGHT HERE** (Regular start dates)

**Call us to book onto an assessment for a course or speak to your DWP Work Coach.**

**For more information and to apply online, visit [www.bmet.ac.uk/jobseekers](http://www.bmet.ac.uk/jobseekers)**

**t: 0121 362 1174 e: [jobskills@bmet.ac.uk](mailto:jobskills@bmet.ac.uk)**



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REAL QUALIFICATIONS.  
APPRENTICESHIP  
FUTURES**

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Hundreds of live vacancies**

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Contact us to find out more

w: [bmet.ac.uk/apprenticeships](https://bmet.ac.uk/apprenticeships)

e: [training@bmet.ac.uk](mailto:training@bmet.ac.uk)

t: 0845 155 0101<sup>^</sup>

<sup>^</sup> Calls to this number cost 2p per minute plus your network provider's access charge



# ENROLMENT INFORMATION

The course fee in the brochure is the amount payable at enrolment. However, on some courses there may be an additional fee to cover materials or examination fees and you will be advised of these at enrolment. You can pay your course fees by cash, cheque, debit or credit card.

All cheques should be made payable to Birmingham Metropolitan College. If your employer is paying your fees you should bring a purchase order from them stating this fact when you come to enrol.

## You will need to bring the following documents with you to enrolment:

- Benefit/Household Income documents if you are applying for financial support
- Payment/bank details if you will be making a payment or paying by instalments
- Purchase order confirmation if your employer is paying for fees.

We don't need to see any general ID documentation at enrolment, however if you have not lived in the UK for the last three years we will need to see supporting documentation confirming you are eligible for funding.

If you are an asylum seeker, refugee or have a Study Visa or any other Visa type covering your time in the UK please bring this documentation with you to enrolment.

## How to pay by instalments

You can pay by instalments if your course fee is above £150.00 and your course is longer than 12 weeks. This includes any remaining balance due following part sponsorship by an employer.

### Two Part Payment Plan\*\* (Payments by Direct Debit)

If your course fees were £150.00 for a course running for 12 weeks then your instalments would be:

Payment at Enrolment in January	£75.00
1 March	£75.00
<hr/>	
	<b>£150.00</b>

### Five Part Payment Plan\*\* (Payments by Direct Debit)

If your course fees were £180.00 for a course running for 34 weeks then your instalments would be:

Payment at Enrolment in January	£36.00
1 March	£36.00
1 April	£36.00
1 May	£36.00
1 June	£36.00
<hr/>	
	<b>£180.00</b>

If paying in instalments you must pay by Direct Debit. You can do this by completing and signing a Direct Debit mandate and an Instalment Agreement.

The first instalment must be paid at enrolment (by cash, credit card or cheque) and the remaining instalments will then be taken from your bank account on the indicated dates.

### Studying while claiming benefits

A number of our courses offer discounts for those unemployed and on active benefits. If you are claiming discounted fees, you must enrol in person and bring evidence of your eligibility. Administration fees do not apply to students claiming benefits.

### Course Prices

As our course prices are related to Government funding, there may be changes to costs and eligibility. You will be told the most recent course price during enrolment, but please be aware that any price amendments are out of our control.

Where the duration of the course exceeds one year, only the first year fee is shown.

### Refunds

No refund will be given on short courses of 12 weeks' duration or less.

Refunds of course and tuition fees will only be given in the following circumstances:

- When the college cancels a course
- When the learner withdraws from a course within the first three weeks of the start date (although an administration fee will be charged). Please refer to our refund policy for further details.

All other requests for fee refunds will be at the discretion of the Course Director/Head of Faculty and can only be considered in exceptional circumstances.

We reserve the right to cancel any course that does not meet minimum student numbers.

\*\*T&Cs apply.

College fee policy is available at [www.bmet.ac.uk](http://www.bmet.ac.uk)

### You can enrol on the following days, times and locations:

Enrolment Times		Main Sites				Satellite Sites	
Date	Time	Matthew Boulton College	Sutton Coldfield College	James Watt College	Stourbridge College	Erdington Skills Centre	Kidderminster Academy
Mon 09 Jan	17:00 – 19:30	✓	✓	✓		✓	
<b>Tue 10 Jan</b>	<b>17:00 – 19:30</b>		✓		✓		
Thu 12 Jan	17:00 – 19:30	✓		✓		✓	
<b>Sat 14 Jan OPEN EVENT</b>	<b>10:00 – 13:00</b>	✓	✓	✓	✓	✓	✓
Tue 17 Jan	17:00 – 19:30	✓		✓			
Thu 19 Jan	17:00 – 19:30	✓	✓	✓	✓	✓	

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# A GOOD DEGREE FOR LESS

Think you've missed out? You don't need to go to university to get a degree! If you have a career in mind that is likely to require university-level study then we're here to help.

We offer smaller class sizes, lower fees and bigger futures, with degree courses accredited by leading universities including Aston University, Birmingham City University, Staffordshire University, University of Wolverhampton and the University of Worcester.

We've a wide range of undergraduate and graduate programmes from BSc (Hons) and Higher National Diplomas (HNDs) to Higher National Certificates (HNCs) and Foundation Degrees, many of which can be studied full or part-time.

## ACCESS TO HIGHER EDUCATION

**Access to Higher Education courses develop study skills, build confidence and allow you to experience different subject areas within your chosen field to prepare you for study at university.**

If you haven't yet secured the qualifications required for a degree level course, are aged 19 and over, have a Level 2 qualification (5 GCSEs grade A – C or a BTEC Level 2 course) and have some previous experience in your chosen pathway then an Access to HE course is the ideal starting point.

We offer Access to Higher Education in:

- **Business**
- **Education Pathways**
- **Engineering & Technology**
- **Health & Social Care**
- **Information Technology**
- **Science**
- **Social Science**
- **Sport**



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**e: [ask@bmet.ac.uk](mailto:ask@bmet.ac.uk)**

**APPLY NOW**

**RESERVE A PLACE FOR SEPTEMBER**

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# COURSES IN BIRMINGHAM AND THE BLACK COUNTRY

## **Matthew Boulton College**

### **Jennens Road, Birmingham City Centre**

Just two minutes from Moor Street station and the Bullring, Matthew Boulton College is an impressive eight storey building in the heart of Birmingham's Learning Quarter. A short stroll away is the new Eastside development with Millennium Point and Digbeth's many quirky shops and cafes.

As well as easy access to Birmingham's many eateries, Matthew Boulton also hosts two food and drink venues: the Glasshouse, a canteen serving a wide range of healthy food at great prices alongside a Costa coffee shop. Students enjoy spending time in the communal areas with a coffee and admiring the great views of Birmingham.

In terms of facilities, Matthew Boulton is second to none. From a podiatry clinic to a graphic design studio, from a dentistry suite to Samsung's digital technology lab, the facilities provide a first class learning environment. And the range of courses is just as wide as the range of facilities.

## **JobSkills at BMet**

The centre is located opposite Matthew Boulton College in Birmingham on Jennens Road. This centre is a hive of activity specialising in helping unemployed people get back into the workforce. From first qualifications in retail and customer service to warehousing, JobSkills at BMet has it all when it comes to entry level vocational courses.

## **James Watt College**

### **Aldridge Road, Great Barr**

Sitting on the Aldridge Road, right on the 997 bus route through north Birmingham, James Watt College is an imposing building. Spread over two main buildings and four floors, the college features a fully-equipped, professional quality TV studio, beauty salon, gym, media suite and construction workshop.

In addition to its impressive facilities, it is a centre of excellence for work-based training. The gas and electrical engineering workshops are the envy of many commercial operations and the expertise of the teaching staff means students emerge from the courses with the skills, experience and knowledge to go to work the next day. The college is also home to the Samsung Digital Appliance Academy; this incorporates the latest white goods technology and the digital connected home.

A new Environmental and Sustainable Centre house allows students to learn how to install, maintain and service a wide range of new green technologies. The new centre includes the following technologies: solar thermal, solar photovoltaic, ground and air source heat pumps, combined heat and power and brand new technologies not currently available in the UK.

While studying it's important to keep your energy levels up, so our Costa coffee shop and large canteen has plenty of healthy and tasty choices. There is also a well-equipped learning resource centre, where students can take advantage of free periods to catch up on coursework or revise.

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## **Erdington Skills Centre**

### **Edwards Road, Erdington**

Our exciting £4 million redevelopment of the Skills Centre, of which £1.33 million is grant funded by the Skills Funding Agency, means brand new, purpose built classrooms and workshops. There is a wide range of work based and entry level courses for local people to develop their skills and improve their employment prospects.

The Erdington Skills Centre currently offers a range of Entry and Level 1 Construction as well as Foundation Learning and ESOL courses for local schools groups, people who are not in education, employment or training (NEETs) and for unemployed adults who are aged 19 or over.

## **Sutton Coldfield College**

### **Lichfield Road, Sutton Coldfield**

Nestled among the many green spaces of Sutton Coldfield, our college on Lichfield Road has a collegiate feel, similar to many of the top universities. The multi-million pound site is an elegant blend of the new and the old featuring a state-of-the-art learning resource centre, sports hall and laboratory facilities.

But that's not all. Where BMet leads, others follow and that has certainly been the case with the IBM Smarter Planet Collaboratory. Using cloud technology, students can access learning and resources from anywhere in the world so geography is no longer a barrier to learning. The Collaboratory is the first to be built by a UK college and includes a conference room in which users can deliver and record a presentation.

The Costa coffee shop, with integrated large touch screen computers, is the perfect hangout space to take in everything you've learnt and enjoy college life with your friends.

## **Birmingham Botanical Gardens**

### **Westbourne Road, Birmingham B15 3TR**

Courses in horticulture & conservation are run at Birmingham Botanical Gardens

Set in the beautiful surroundings of the gardens, you will find our study centre. It is small but perfectly formed to give you a real sense of what it's like working in the great outdoors. Working alongside experts you



Matthew Boulton College



James Watt College



Erdington Skills Centre



Birmingham Botanical Gardens



Sutton Coldfield College

will be out and about whatever the weather. We are the only college in the city offering qualifications in conservation, countryside, environmental studies, horticulture and floristry.

- Courses accredited by the Royal Horticulture Society (RHS) and Grade 1 assessment from external verifiers from the RHS.
- Study in unique surroundings with 15 acres of landscaped gardens planted with roses, alpiners, perennials, rare trees and shrubs.
- For amateur gardening enthusiasts, we offer a range of short courses from 4-6 hours, usually on a Saturday. We also have part-time courses accredited by the Royal Horticulture Society.
- Full-time training courses are available for all ages, including horticulture, gardening and conservation, and Apprenticeships in arboriculture and horticulture.

### **Stourbridge College** **Hagley Road, Stourbridge**

Stourbridge College is in walking distance of Stourbridge town centre, the new Stourbridge bus interchange and main railway station, Stourbridge Junction.

£6.5 million has been invested in new facilities – including creating a brand new Centre of Excellence for Early Years, Health & Social Care. The purpose-built facilities include state-of-the-art clinical and practice rooms, a simulation health ward, an independent living-area and a creative play area. In September 2016 we open the doors to our newly refurbished £1.5 million Construction Centre. This will provide state-of-the-art learning facilities in the fields of carpentry and joinery, plumbing, gas and electrical installation and the Built Environment, which includes construction management and surveying.

The redevelopment also includes new, innovative teaching and learning classrooms, a brand new Engineering facility, a specially designed IT suite of classrooms and a refurbished refectory complete with outside deck.

### **Kidderminster Academy** **Weavers Wharf, Kidderminster**

Kidderminster Academy is a skills and entrepreneurial centre, set in the heart of the town with easy transport links around the Midlands. It was created from an industrial building nicknamed the Piano Building because of its shape and has won an award for innovative conversion. It's not like any other college you've been in: bare brick, glass walls and large scale installations all go together to make it a truly inspirational space.



# COURSES

## KEY TO SITES

MATTHEW BOULTON COLLEGE ■ MB  
BOTANICAL GARDENS ■ BBG

SUTTON COLDFIELD COLLEGE ■ SC  
JAMES WATT COLLEGE ■ JW  
ERDINGTON SKILLS CENTRE ■ ESC

STOURBRIDGE COLLEGE ■ ST  
KIDDERMINSTER ACADEMY ■ KA

Course listings that are currently unavailable are marked To Be Confirmed (TBC).

COURSE TITLE	START DATE W/C	END DATE W/E	SITE	FEES € Tuition	DAY AND TIME
<b>MATTHEW BOULTON COLLEGE</b>					
<b>ART &amp; DESIGN</b>					
Graphic Design Certificate Level 2	30-Jan-17	18-Jun-17	MB	350	Tue 17:30-20:00
<b>BUSINESS &amp; PROFESSIONAL</b>					
AAT Book-keeping Award Level 1	16-Jan-17	28-Apr-17	MB	95	Mon 18:00 - 21:00
AAT Foundation Certificate in Accounting Level 2	23-Jan-17	21-Jan-18	MB	595	Mon 13:15-16:30
AAT Advanced Diploma in Accounting Level 3 (Fast Track)	23-Jan-17	25-Jun-17	MB	2573	Mon 09:15-16:30; Tue 09:15-16:30; Wed 09:15-12:30
AAT Diploma in Accounting Level 3	23-Jan-17	16-Jan-18	MB	2573	Mon 09:15 - 16:30
Business Administration Certificate Level 1	09-Jan-17	12-Feb-17	MB	632.5	Wed 09:30-15:30; Thu 09:30-15:30; Fri 09:30-15:30
Business Administration Certificate Level 1	06-Feb-17	19-Mar-17	MB	632.5	Wed 09:30-15:30; Thu 09:30-15:30; Fri 09:30-15:30
Business Administration Certificate Level 1	20-Mar-17	30-Apr-17	MB	632.5	Wed 09:30-15:30; Thu 09:30-15:30; Fri 09:30-15:30
Business Administration Certificate Level 1	01-May-17	11-Jun-17	MB	632.5	Wed 09:30-15:30; Thu 09:30-15:30; Fri 09:30-15:30
Computerised Accounts Award Level 2	09-Jan-17	26-Mar-17	MB	125	Mon 18:00-21:00
Computerised Accounts Award Level 3	17-Apr-17	09-Jul-17	MB	195	Mon 18:00-21:00
ILM Leadership & Team Skills Award Level 2	23-Jan-17	12-Mar-17	MB	90	Mon 18:00-20:30
<b>DENTAL &amp; PODIATRY</b>					
Dental Radiography Certificate Level 4	09-Jan-17	30-Apr-17	MB	800	TBC
<b>ENGLISH &amp; MATHS</b>					
ESOL Entry Level-Level 2	02-Jan-17	05-Mar-17	MB	375*	Various
ESOL Entry Level-Level 2	06-Mar-17	18-Jun-17	MB	375*	Various
Foundation Maths GCSE	23-Jan-17	11-Jun-17	MB	FREE***	Thu 05:45-21:00
Foundation Maths GCSE	23-Jan-17	11-Jun-17	MB	FREE***	Thu 17:30-21:00
Foundation Maths GCSE	23-Jan-17	11-Jun-17	MB	FREE***	Fri 09:30-15:30
Functional Skills English Entry level 3 - Level 2	30-Jan-17	02-Jul-17	MB	FREE	Wed 09:30-15:30
Functional Skills Maths Entry Level 3 - Level 2	30-Jan-17	02-Jul-17	MB	FREE	Thur 09:30-15:30
Functional Skills for Second Language Speakers Entry level 1 - Level 1	30-Jan-17	02-Jul-17	MB	FREE	Tue 09:30-15:30
Functional Skills for Second Language Speakers Entry level 1 - Level 1	30-Jan-17	02-Jul-17	MB	FREE	Wed 09:30-15:30
<b>HEALTH &amp; SOCIAL CARE</b>					
Health & Social Care Award Level 1	16-Jan-17	29-Jan-17	MB	225	Mon 09:30-12:30; Tue 09:30-15:30
Health & Social Care Award Level 1	06-Feb-17	19-Mar-17	MB	225	Mon 09:30-15:30; Tue 09:30-15:30
Health & Social Care Award Level 1	20-Mar-17	31-Mar-17	MB	225	Mon 09:30-15:30; Tue 09:30-15:30
Health & Social Care Award Level 1	15-May-17	28-May-17	MB	225	Mon 09:30-15:30; Tue 09:30-15:30
Health & Social Care Award Level 1	12-Jun-17	25-Jun-17	MB	225	Mon 09:30-15:30; Tue 09:30-15:30

On many of our courses you will be required to pay for course resources or an additional registration or examination fee. This is NOT included in the fees shown, you will be advised of this at enrolment. \*Course fees dependent on level of study. Free for those in receipt of JSA / ESA. \*\*Fees quoted are for year one of the course only. \*\*\* Fees apply if you have previously obtained a Grade C or above in this subject.

COURSE TITLE	START DATE W/C	END DATE W/E	SITE	FEES £ Tuition	DAY AND TIME
Health & Social Care Award Level 1	10-Jul-17	23-Jul-17	MB	225	Mon 09:30-15:30; Tue 09:30-15:30
<b>SCIENCE &amp; MEDICAL</b>					
GCSE Biology (Fast Track)	16-Jan-17	18-Jun-17	MB	362	TBC 17:30 - 21:00
Pharmaceutical Sciences Certificate Level 2	06-Feb-17	25-Jun-17	MB	632.5	Mon 10:45-16:30
Pharmaceutical Sciences Certificate Level 2	06-Feb-17	25-Jun-17	MB	632.5	Fri 10:45-16:30

**BIRMINGHAM BOTANICAL GARDENS****HORTICULTURE & CONSERVATION**

Practical Horticulture Certificate Level 1	09-Jan-17	19-Feb-17	BBG	362	Mon 09:30-15:30; Wed 09:30-15:00; Fri 09:30-15:30
Practical Horticulture Certificate Level 1	27-Feb-17	09-Apr-17	BBG	362	Mon 09:30-15:30; Wed 09:30-15:00; Fri 09:30-15:30
Practical Horticulture Certificate Level 1	24-Apr-17	18-Jun-17	BBG	362	Mon 09:30-15:30; Wed 09:30-15:00; Fri 09:30-15:30
Practical Horticulture Certificate Level 1	05-Jun-17	16-Jul-17	BBG	362	Mon 09:30-15:30; Wed 09:30-15:00; Fri 09:30-15:30
Practical Horticulture Certificate Level 1	24-Jul-17	06-Aug-17	BBG	362	Mon 09:30-15:30; Wed 09:30-15:00; Fri 09:30-15:30
Practical Horticulture Skills Certificate Level 2	09-Jan-17	02-Jul-17	BBG	362	Thu 09:30-16:00
RHS Principles of Garden Planning Certificate Level 2	13-Feb-17	02-Jul-17	BBG	362	Fri 09:30-16:00
RHS Principles of Garden Planning, Construction and Planting Certificate Level 3	30-Jan-17	02-Jul-17	BBG	490	Tue 09:30-16:00

**SUTTON COLDFIELD COLLEGE****BUSINESS & PROFESSIONAL**

AAT Book-Keeping Award Level 1	16-Jan-17	30-Apr-17	SC	95	Mon 18:00-21:00
AAT Award in Computerised Accounting (using Sage) Level 1	30-Jan-17	30-Apr-17	SC	85	Thu 18:00 -21:00
AAT Advanced Diploma in Accounting Level 3	23-Jan-17	19-Jan-18	SC	2573	Tue 9:15-16:30
AAT Level 2 Foundation Certificate in Accounting	23-Jan-17	19-Jan-18	SC	595	Thu 09:15-12:30
Access to Business	30-Jan-17	21-Jan-18	SC	3022	TBC
CILEX Legal Secretaries Certificate Level 2	16-Jan-17	17-Dec-17	SC	633	Tues-Thu 17:30 – 20:30
CILEX Legal Secretaries Certificate Level 3	16-Jan-17	17-Dec-17	SC	1265	Tues-Thu 17:30 – 20:30
ILM Level 5 Making a Financial Case Unit	20-Feb-17	02-Apr-17	SC	150	Distance Learning
ILM Level 5 Coaching and Mentoring Unit	17-Jul-17	06-Aug-17	SC	150	Distance Learning
ILM Level 5 Developing Critical Thinking Unit	24-Apr-17	04-Jun-17	SC	150	Distance Learning
ILM Level 5 Leading Innovation and Change Unit	05-Jun-17	16-Jul-17	SC	150	Distance Learning
ILM Level 5 Managing Improvement Unit	09-Jan-17	19-Feb-17	SC	150	Distance Learning

**ENGLISH & MATHS**

ESOL Entry Level-Level 2	02-Jan-17	05-Mar-17	SC	375*	Various
ESOL Entry Level-Level 2	09-Jan-17	10-Mar-17	SC	375*	Various
Functional Skills English Entry Level 1-Level 2	06-Feb-17	18-Jun-17	SC	FREE	Various
ESOL Entry Level-Level 2	13-Mar-17	23-Jun-17	SC	375*	Various
GCSE English (Fast Track)	09-Jan-17	08-Jun-17	SC	FREE***	Thur 17:45 - 21:00

**FOUNDATION LEARNING (SKILLS FOR LIFE)**

Prince's Trust	16-Jan-16	09-Apr-16	SC	FREE	Mon-Fri 09:00-16:00
Prince's Trust	08-May-16	30-Jul-17	SC	FREE	Mon-Fri 09:00-16:00

**SCIENCE & MEDICAL**

GCSE Biology (Fast-Track)	16-Jan-17	18-Jun-17	SC	362	Tue 17:30-21:00
GCSE Biology (Fast-Track)	16-Jan-17	18-Jun-17	SC	362	Thu 17:30-21:00

**TEACHING & TEACHING SUPPORT**

Supporting Teaching & Learning in Schools Certificate Level 2	09-Jan-17	25-Jun-17	SC	632.5	TBC
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**TRAVEL & TOURISM**

NCFE Introduction to Cabin Crew Certificate Level 2	27-Feb-17	02-Jul-17	SC	445	Mon 9:00 – 5:00 & Tue 9:30 -12:30
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**JAMES WATT COLLEGE****BUSINESS & PROFESSIONAL**

AAT Level 2 Foundation Certificate in Accounting	23-Jan-17	19-Jan-18	JW	595	Thu 06:00-21:00
Customer Service Knowledge Certificate Level 2	30-Jan-17	06-Aug-17	JW	FREE	Distance Learning
Customer Service Knowledge Certificate Level 2	27-Feb-17	03-Sep-16	JW	FREE	Distance Learning
Customer Service Knowledge Certificate Level 2	27-Mar-17	01-Oct-16	JW	FREE	Distance Learning
Customer Service Knowledge Certificate Level 2	26-Jun-17	31-Dec-17	JW	FREE	Distance Learning
Customer Service Knowledge Certificate Level 2	26-Dec-16	02-Jul-17	JW	FREE	Distance Learning
Team Leading Knowledge Certificate Level 2	30-Jan-17	06-Aug-17	JW	FREE	Distance Learning
Team Leading Knowledge Certificate Level 2	27-Feb-17	03-Sep-16	JW	FREE	Distance Learning
Team Leading Knowledge Certificate Level 2	27-Mar-17	01-Oct-16	JW	FREE	Distance Learning
Team Leading Knowledge Certificate Level 2	01-May-17	05-Nov-17	JW	FREE	Distance Learning
Team Leading Knowledge Certificate Level 2	29-May-17	03-Dec-17	JW	FREE	Distance Learning
Team Leading Knowledge Certificate Level 2	26-Jun-17	31-Dec-17	JW	FREE	Distance Learning
Team Leading Knowledge Certificate Level 2	26-Dec-16	02-Jul-17	JW	FREE	Distance Learning

**CONSTRUCTION & SUSTAINABLE TECHNOLOGIES**

ACS Gas Assessment-Core Domestic Gas Safety	02-Jan-17	05-Feb-17	JW	TBC	Various
ACS Gas Assessment-Core Domestic Gas Safety	30-Jan-17	05-Mar-17	JW	TBC	Various
ACS Gas Assessment-Core Domestic Gas Safety	06-Mar-17	02-Apr-17	JW	TBC	Various
ACS Gas Assessment-Core Domestic Gas Safety	03-Apr-17	30-Apr-17	JW	TBC	Various
ACS Gas Assessment-Core Domestic Gas Safety	01-May-17	04-Jun-17	JW	TBC	Various
ACS Gas Assessment-Core Domestic Gas Safety	05-Jun-17	02-Jul-17	JW	TBC	Various
ACS Gas Assessment-Core Domestic Gas Safety	03-Jul-17	06-Aug-17	JW	TBC	Various
Assessment of Occupational Competence (AM2)	02-Jan-17	05-Feb-17	JW	714	Various
Assessment of Occupational Competence (AM2)	30-Jan-17	05-Mar-17	JW	714	Various
Assessment of Occupational Competence (AM2)	27-Feb-17	02-Apr-17	JW	714	Various
Assessment of Occupational Competence (AM2)	27-Mar-17	30-Apr-17	JW	714	Various
Assessment of Occupational Competence (AM2)	01-May-17	04-Jun-17	JW	714	Various
Assessment of Occupational Competence (AM2)	29-May-17	02-Jul-17	JW	714	Various
Assessment of Occupational Competence (AM2)	26-Jun-17	06-Aug-17	JW	714	Various
Assessment of Occupational Competence (AM2)	31-Jul-17	03-Sep-17	JW	714	Various
Gas Foundation	06-Feb-17	17-Dec-17	JW	2605	Mon TBA
Initial Verification & Certification of Electrical Installations Award Level 3 C&G 2394	02-Jan-17	04-Apr-17	JW	465	Thu 18:00-21:00
Periodic Inspection and testing of electrical installation 2395	10-Apr-17	16-Jul-17	JW	465	Thu 18:00 - 21:00
Installation & Maintenance of Heat Pump Systems Award Level 3	23-Jan-17	29-Jan-17	JW	550	TBC
Installation & Maintenance of Heat Pump Systems Award Level 3	05-Jun-17	11-Jun-17	JW	550	TBC
Installation & Maintenance of Solar Thermal Hot Water Systems Award Level 3	16-Jan-17	22-Jan-17	JW	550	TBC
Installation & Maintenance of Solar Thermal Hot Water Systems Award Level 3	03-Jul-17	09-Jul-17	JW	550	TBC
Periodic Inspection and testing of electrical installation (2395)	10-Apr-17	16-Jul-17	JW	465	Thu 18:00-21:00
Requirements for Electrical Installations (17th Edition Wiring Regulations)	02-Jan-17	02-Apr-17	JW	450	Thu 18:00-21:00
Requirements for Electrical Installations (17th Edition Wiring Regulations)	10-Apr-17	16-Jul-17	JW	450	Thu 18:00-21:00
Unvented Hot Water Systems	19-Jun-17	25-Jun-17	JW	145	TBC
Water Regulations Training & Assessment	19-Jun-17	25-Jun-17	JW	145	TBC

**ENGINEERING**

CAD Computer Aided Design (7589) Award Level 2	23-Jan-17	16-Jul-17	JW	525	Tue 18:00 – 21:00
Manual Metal Arc Welding Award Level 1	02-Jan-17	09-Apr-17	JW	312	Choice of Mon,Tue or Thu 18:00-21:00; Fri 14:00-17:00; Sat 09:00-12:00
Manual Metal Arc Welding Award Level 1	10-Apr-17	09-Jul-17	JW	312	Choice of Mon,Tue or Thu 18:00-21:00; Fri 14:00-17:00; Sat 09:00-12:00
Metal Inert Gas Welding Award Level 1	02-Jan-17	26-Mar-17	JW	312	Choice of Mon,Tue or Thu 18:00-21:00; Fri 14:00-17:00; Sat 09:00-12:00
Metal Inert Gas Welding Award Level 1	10-Apr-17	09-Jul-17	JW	312	Choice of Mon,Tue or Thu 18:00-21:00; Fri 14:00-17:00; Sat 09:00-12:00
Oxy-Acetylene Welding Award Level 1	02-Jan-17	09-Apr-17	JW	312	Choice of Mon,Tue or Thu 18:00-21:00; Fri 14:00-17:00; Sat 09:00-12:00
Oxy-Acetylene Welding Award Level 1	10-Apr-17	09-Jul-17	JW	312	Choice of Mon,Tue or Thu 18:00-21:00; Fri 14:00-17:00; Sat 09:00-12:00
Preparation For Working in the Engineering Manufacturing Industry Certificate Level 1/2	03-Apr-17	12-May-17	JW	362	TBC
Preparation For Working in the Engineering Manufacturing Industry Certificate Level 1/2	20-Feb-17	31-Mar-17	JW	362	TBC
Preparation For Working in the Engineering Manufacturing Industry Certificate Level 1/2	09-Jan-17	17-Feb-17	JW	362	TBC
Preparation For Working in the Engineering Manufacturing Industry Certificate Level 1/2	26-Jun-17	31-Jul-17	JW	362	TBC
Preparation For Working in the Engineering Manufacturing Industry Certificate Level 1/2	15-May-17	23-Jun-17	JW	362	TBC
Tungsten Inert Gas Welding Award Level 1	02-Jan-17	26-Mar-17	JW	312	Choice of Mon,Tue or Thu 18:00-21:00; Fri 14:00-17:00; Sat 09:00-12:00
Tungsten Inert Gas Welding Award Level 1	10-Apr-17	09-Jul-17	JW	312	Choice of Mon,Tue or Thu 18:00-21:00; Fri 14:00-17:00; Sat 09:00-12:00
Welding Award Level 2	02-Jan-17	28-May-17	JW	468	Choice of Mon,Tue or Thu 18:00-21:00; Fri 14:00-17:00; Sat 09:00-12:00
Welding Award Level 2	06-Feb-17	02-Jul-17	JW	468	Choice of Mon,Tue or Thu 18:00-21:00; Fri 14:00-17:00; Sat 09:00-12:00

**ENGLISH & MATHS**

Functional Skills for Second Language Speakers Entry Level 1	06-Feb-17	02-Jul-17	JW	FREE	Wed 09:30-15:30
ESOL Entry Level-Level 2	02-Jan-17	05-Mar-17	JW	375*	Various
ESOL Entry Level-Level 2	06-Mar-17	18-Jun-17	JW	375*	Various
Functional Skills-English Entry Level 3 – Level 2	06-Feb-17	02-Jul-17	JW	FREE	Various
Functional Skills-English Level 2	06-Feb-17	02-Jul-17	JW	FREE	Wed 09:30-15:30
Functional Skills-Maths Entry Level 3 – Level 2	06-Feb-17	02-Jul-17	JW	FREE	Various
Functional Skills-Maths Level 2	06-Feb-17	02-Jul-17	JW	FREE	Wed 13:00-15:30; Thu 09:30-12:15
Functional Skills for Second Language Speakers Entry Level 2	06-Feb-17	02-Jul-17	JW	FREE	Wed 09:30-15:30
Functional Skills for Second Language Speakers Entry Level 3	06-Feb-17	02-Jul-17	JW	FREE	Wed 09:30-15:30
Functional Skills for Second Language Speakers Level 1	06-Feb-17	02-Jul-17	JW	FREE	Mon 09:30-15:30
Functional Skills for Second Language Speakers Level 2	06-Feb-17	02-Jul-17	JW	FREE	Mon 09:30-15:30

**FOUNDATION LEARNING (SKILLS FOR LIFE)**

ESOL Speaking and Listening Entry Level 1	09-Jan-17	10-Mar-17	JW	TBC	Various
Prince's Trust	24-Apr-16	09-Jul-17	JW	FREE	Mon-Fri 09:00-16:00

**HAIR, BEAUTY & COMPLEMENTARY THERAPIES**

Barbering Certificate Level 2	23-Jan-17	18-Jun-17	JW	632.5	Tue 18:00-20:00
Barbering Skills	30-Jan-17	19-Mar-17	JW	110	Tue 18:00-20:00
Beauty Therapy Services Certificate Level 2	16-Jan-17	02-Jul-17	JW	632.5	Tue 17:00-21:15
Make-up Techniques	30-Jan-17	19-Mar-17	JW	110	Thu 18:00-20:00
Nail Care	27-Feb-17	16-Jul-17	JW	450	Tue 17:00-21:15

COURSE TITLE	START DATE W/C	END DATE W/E	SITE	FEES £ Tuition	DAY AND TIME
Technical Barbering Skills	30-Jan-17	19-Mar-17	JW	110	Thu 18:00-20:00
Women's Hairdressing Certificate Level 2	16-Jan-17	02-Jul-17	JW	632.5	Tue 17:00-21:15
<b>HEALTH &amp; SOCIAL CARE</b>					
Common Health Conditions Certificate Level 2	30-Jan-17	06-Aug-17	JW	FREE	Distance Learning
Common Health Conditions Certificate Level 2	27-Feb-17	03-Sep-16	JW	FREE	Distance Learning
Common Health Conditions Certificate Level 2	27-Mar-17	01-Oct-16	JW	FREE	Distance Learning
Common Health Conditions Certificate Level 2	01-May-17	05-Nov-17	JW	FREE	Distance Learning
Common Health Conditions Certificate Level 2	29-May-17	03-Dec-17	JW	FREE	Distance Learning
Common Health Conditions Certificate Level 2	26-Jun-17	31-Dec-17	JW	FREE	Distance Learning
Common Health Conditions Certificate Level 2	26-Dec-16	02-Jul-17	JW	FREE	Distance Learning
Equality and Diversity Certificate Level 2	30-Jan-17	30-Apr-17	JW	FREE	Distance Learning
Equality and Diversity Certificate Level 2	27-Feb-17	04-Jun-17	JW	FREE	Distance Learning
Equality and Diversity Certificate Level 2	27-Mar-17	02-Jul-17	JW	FREE	Distance Learning
Equality and Diversity Certificate Level 2	01-May-17	06-Aug-17	JW	FREE	Distance Learning
Equality and Diversity Certificate Level 2	29-May-17	03-Sep-17	JW	FREE	Distance Learning
Equality and Diversity Certificate Level 2	26-Jun-17	01-Oct-16	JW	FREE	Distance Learning
Equality and Diversity Certificate Level 2	26-Dec-16	02-Apr-17	JW	FREE	Distance Learning
Health & Social Care (Adults) Diploma Level 2	20-Feb-17	06-Aug-17	JW	993.5	TBC
Health & Social Care Award Level 1	09-Jan-17	22-Jan-17	JW	225	Thu 09:30-15:30; Fri 09:30-15:30
Health & Social Care Award Level 1	06-Mar-17	19-Mar-17	JW	225	Thu 09:30-15:30; Fri 09:30-15:30
Health & Social Care Award Level 1	01-May-17	14-May-17	JW	225	Thu 09:30-15:30; Fri 09:30-15:30
Mental Health Awareness Certificate Level 2	30-Jan-17	06-Aug-17	JW	FREE	Distance Learning
Mental Health Awareness Certificate Level 2	27-Feb-17	03-Sep-16	JW	FREE	Distance Learning
Mental Health Awareness Certificate Level 2	27-Mar-17	01-Oct-16	JW	FREE	Distance Learning
Mental Health Awareness Certificate Level 2	01-May-17	05-Nov-17	JW	FREE	Distance Learning
Mental Health Awareness Certificate Level 2	29-May-17	03-Dec-17	JW	FREE	Distance Learning
Mental Health Awareness Certificate Level 2	26-Jun-17	31-Dec-17	JW	FREE	Distance Learning
Mental Health Awareness Certificate Level 2	26-Dec-16	02-Jul-17	JW	FREE	Distance Learning
Nutrition and Health Certificate Level 2	30-Jan-17	06-Aug-17	JW	FREE	Distance Learning
Nutrition and Health Certificate Level 2	27-Feb-17	03-Sep-16	JW	FREE	Distance Learning
Nutrition and Health Certificate Level 2	27-Mar-17	01-Oct-16	JW	FREE	Distance Learning
Nutrition and Health Certificate Level 2	01-May-17	05-Nov-17	JW	FREE	Distance Learning
Nutrition and Health Certificate Level 2	29-May-17	03-Dec-17	JW	FREE	Distance Learning
Nutrition and Health Certificate Level 2	26-Jun-17	31-Dec-17	JW	FREE	Distance Learning
Nutrition and Health Certificate Level 2	26-Dec-16	02-Jul-17	JW	FREE	Distance Learning
Principles of Care Planning Certificate Level 2	30-Jan-17	06-Aug-17	JW	FREE	Distance Learning
Principles of Care Planning Certificate Level 2	27-Feb-17	03-Sep-17	JW	FREE	Distance Learning
Principles of Care Planning Certificate Level 2	27-Mar-17	01-Oct-17	JW	FREE	Distance Learning
Principles of Care Planning Certificate Level 2	01-May-17	05-Nov-17	JW	FREE	Distance Learning
Principles of Care Planning Certificate Level 2	29-May-17	03-Dec-17	JW	FREE	Distance Learning
Principles of Care Planning Certificate Level 2	26-Jun-17	31-Dec-17	JW	FREE	Distance Learning
Principles of Care Planning Certificate Level 2	26-Dec-16	02-Jul-17	JW	FREE	Distance Learning
Principles of Dementia Care Certificate Level 2	30-Jan-17	06-Aug-17	JW	FREE	Distance Learning
Principles of Dementia Care Certificate Level 2	27-Feb-17	03-Sep-16	JW	FREE	Distance Learning
Principles of Dementia Care Certificate Level 2	27-Mar-17	01-Oct-16	JW	FREE	Distance Learning
Principles of Dementia Care Certificate Level 2	01-May-17	05-Nov-17	JW	FREE	Distance Learning
Principles of Dementia Care Certificate Level 2	29-May-17	03-Dec-17	JW	FREE	Distance Learning
Principles of Dementia Care Certificate Level 2	26-Jun-17	31-Dec-17	JW	FREE	Distance Learning
Principles of Dementia Care Certificate Level 2	26-Dec-16	02-Jul-17	JW	FREE	Distance Learning

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COURSE TITLE	START DATE W/C	END DATE W/E	SITE	FEES £ Tuition	DAY AND TIME
Principles of the Prevention and Control of Infection Certificate Level 2	30-Jan-17	06-Aug-17	JW	FREE	Distance Learning
Principles of the Prevention and Control of Infection Certificate Level 2	27-Feb-17	03-Sep-16	JW	FREE	Distance Learning
Principles of the Prevention and Control of Infection Certificate Level 2	27-Mar-17	01-Oct-16	JW	FREE	Distance Learning
Principles of the Prevention and Control of Infection Certificate Level 2	01-May-17	05-Nov-17	JW	FREE	Distance Learning
Principles of the Prevention and Control of Infection Certificate Level 2	29-May-17	03-Dec-17	JW	FREE	Distance Learning
Principles of the Prevention and Control of Infection Certificate Level 2	26-Jun-17	31-Dec-17	JW	FREE	Distance Learning
Principles of the Prevention and Control of Infection Certificate Level 2	26-Dec-16	02-Jul-17	JW	FREE	Distance Learning
Principles of Working with Individuals with Learning Disabilities Certificate Level 2	30-Jan-17	06-Aug-17	JW	FREE	Distance Learning
Principles of Working with Individuals with Learning Disabilities Certificate Level 2	27-Feb-17	03-Sep-16	JW	FREE	Distance Learning
Principles of Working with Individuals with Learning Disabilities Certificate Level 2	27-Mar-17	01-Oct-16	JW	FREE	Distance Learning
Principles of Working with Individuals with Learning Disabilities Certificate Level 2	01-May-17	05-Nov-17	JW	FREE	Distance Learning
Principles of Working with Individuals with Learning Disabilities Certificate Level 2	29-May-17	03-Dec-17	JW	FREE	Distance Learning
Principles of Working with Individuals with Learning Disabilities Certificate Level 2	26-Jun-17	31-Dec-17	JW	FREE	Distance Learning
Principles of Working with Individuals with Learning Disabilities Certificate Level 2	26-Dec-16	02-Jul-17	JW	FREE	Distance Learning
Safe Handling of Medication Certificate Level 2	30-Jan-17	06-Aug-17	JW	FREE	Distance Learning
Safe Handling of Medication Certificate Level 2	27-Feb-17	03-Sep-16	JW	FREE	Distance Learning
Safe Handling of Medication Certificate Level 2	27-Mar-17	01-Oct-16	JW	FREE	Distance Learning
Safe Handling of Medication Certificate Level 2	01-May-17	05-Nov-17	JW	FREE	Distance Learning
Safe Handling of Medication Certificate Level 2	29-May-17	03-Dec-17	JW	FREE	Distance Learning
Safe Handling of Medication Certificate Level 2	26-Jun-17	31-Dec-17	JW	FREE	Distance Learning
Safe Handling of Medication Certificate Level 2	26-Dec-16	02-Jul-17	JW	FREE	Distance Learning
Understanding Autism Certificate Level 2	30-Jan-17	06-Aug-17	JW	FREE	Distance Learning
Understanding Autism Certificate Level 2	27-Feb-17	03-Sep-17	JW	FREE	Distance Learning
Understanding Autism Certificate Level 2	27-Mar-17	01-Oct-17	JW	FREE	Distance Learning
Understanding Autism Certificate Level 2	01-May-17	05-Nov-17	JW	FREE	Distance Learning
Understanding Autism Certificate Level 2	29-May-17	03-Dec-17	JW	FREE	Distance Learning
Understanding Autism Certificate Level 2	26-Jun-17	31-Dec-17	JW	FREE	Distance Learning
Understanding Autism Certificate Level 2	26-Dec-16	02-Jul-17	JW	FREE	Distance Learning
Understanding End of Life Care Certificate Level 2	30-Jan-17	06-Aug-17	JW	FREE	Distance Learning
Understanding End of Life Care Certificate Level 2	27-Feb-17	03-Sep-16	JW	FREE	Distance Learning
Understanding End of Life Care Certificate Level 2	27-Mar-17	01-Oct-16	JW	FREE	Distance Learning
Understanding End of Life Care Certificate Level 2	01-May-17	05-Nov-17	JW	FREE	Distance Learning
Understanding End of Life Care Certificate Level 2	29-May-17	03-Dec-17	JW	FREE	Distance Learning
Understanding End of Life Care Certificate Level 2	26-Jun-17	31-Dec-17	JW	FREE	Distance Learning
Understanding End of Life Care Certificate Level 2	26-Dec-16	02-Jul-17	JW	FREE	Distance Learning
Understanding the Care and Management of Diabetes Certificate Level 2	30-Jan-17	06-Aug-17	JW	FREE	Distance Learning
Understanding the Care and Management of Diabetes Certificate Level 2	27-Feb-17	03-Sep-16	JW	FREE	Distance Learning
Understanding the Care and Management of Diabetes Certificate Level 2	27-Mar-17	01-Oct-16	JW	FREE	Distance Learning

COURSE TITLE	START DATE W/C	END DATE W/E	SITE	FEES £ Tuition	DAY AND TIME
Understanding the Care and Management of Diabetes Certificate Level 2	01-May-17	05-Nov-17	JW	FREE	Distance Learning
Understanding the Care and Management of Diabetes Certificate Level 2	29-May-17	03-Dec-17	JW	FREE	Distance Learning
Understanding the Care and Management of Diabetes Certificate Level 2	26-Jun-17	31-Dec-17	JW	FREE	Distance Learning
Understanding the Care and Management of Diabetes Certificate Level 2	26-Dec-16	02-Jul-17	JW	FREE	Distance Learning
<b>MEDIA, MUSIC &amp; PERFORMANCE</b>					
Digital Broadcast (Youtubing)	30-Jan-17	12-Feb-17	JW	40	Wed 18.00-20.00
Digital Broadcast (Youtubing)	10-Apr-17	23-Apr-17	JW	40	Wed 18.00-20.00
Media Training & Public Speaking	30-Jan-17	12-Feb-17	JW	40	Mon 18.00-20.00
Media Training & Public Speaking	10-Apr-17	23-Apr-17	JW	40	Mon 18.00-20.00
Writing for Film & Television	30-Jan-17	12-Feb-17	JW	40	Tue 18.00-20.00
Writing for Film & Television	10-Apr-17	23-Apr-17	JW	40	Tue 18.00-20.00
<b>SPORT &amp; EXERCISE SCIENCES</b>					
Exercise Referral Diploma Level 3	13-Feb-17	09-Apr-17	JW	2080	Tue 09:00-16:00
Fitness Instructing Active IQ Certificate Level 2	06-Feb-17	16-Jul-17	JW	362	Mon 09:00-15:45
Personal Training Active IQ Certificate Level 3	06-Feb-17	16-Jul-17	JW	1417	Thu 09:00-16:00; Fri 09:00-16:00

## ERDINGTON SKILLS CENTRE

### CONSTRUCTION & SUSTAINABLE TECHNOLOGIES

Basic Construction Skills for Adults (Bricklaying)	06-Feb-17	30-Apr-17	ESC	362	Mon 08:30-15:30; Tue 08:30-15:30; Wed 08:30-11:45
Basic Construction Skills for Adults (Carpentry & Joinery)	06-Feb-17	30-Apr-17	ESC	362	Mon 08:30-15:30; Tue 08:30-15:30; Wed 08:30-11:45
Basic Construction Skills for Adults (Electrical)	06-Feb-17	30-Apr-17	ESC	362	Wed 12:30-15:30; Thu 08:30-15:30; Fri 08:30-15:30
Basic Construction Skills for Adults (Plastering)	06-Feb-17	30-Apr-17	ESC	362	Mon 08:30-15:30; Tue 08:30-15:30; Wed 08:30-11:45
Basic Construction Skills for Adults (Plumbing)	06-Feb-17	30-Apr-17	ESC	362	Mon 08:30-15:30; Tue 08:30-15:30; Wed 08:30-11:45
Basic Construction Skills for Adults (Electrical)	01-May-17	09-Jul-17	ESC	362	Wed 12:30-15:30; Thu 08:30-15:30; Fri 08:30-15:30
Basic Construction Skills for Adults (Painting & Decorating)	01-May-17	09-Jul-17	ESC	362	Tue 08:30-15:30; Wed 08:30-11:45; Mon 08:30-15:30
Basic Construction Skills for Adults (Plastering)	01-May-17	09-Jul-17	ESC	362	Tue 08:30-15:30; Wed 08:30-11:45; Mon 08:30-15:30
Basic Construction Skills for Adults (Plumbing)	01-May-17	09-Jul-17	ESC	362	Tue 08:30-15:30; Wed 08:30-11:45; Mon 08:30-15:30

### ENGLISH & MATHS

ESOL Entry Level - Level 2	03-Jan-17	03-Mar-17	ESC	375*	Various
ESOL Entry Level - Level 2	06-Mar-17	16-Jun-17	ESC	375*	Various

## STOURBRIDGE COLLEGE

### DIGITAL & CREATIVE

Basic Intro to Film Shoots	20-Feb-17	05-Mar-17	ST	40	TBC
Edit Home Videos (Introduction)	30-Jan-17	12-Feb-17	ST	40	TBC
Intro to Stop Motion Animation	06-Mar-17	12-Mar-17	ST	40	TBC
Intro to Video Editing (Beginners)	16-Jan-17	29-Jan-17	ST	40	TBC

### BUSINESS & PROFESSIONAL

AAT Certificate in Accounting Level 2 Part-Time	23-Jan-17	06-Aug-17	ST	595	Mon 18:00-21:00; Tue 18:00-21:00
ILM Leadership & Team Skills Award	23-Jan-17	05-Mar-17	ST	90	Thu 18:00-21:00

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COURSE TITLE	START DATE W/C	END DATE W/E	SITE	FEES £ Tuition	DAY AND TIME
Starting Your Own Business	23-Jan-17	19-Feb-17	ST	175	Tue 18:00-21:00
<b>HEALTH &amp; SOCIAL CARE</b>					
Preparing to Work in Adult Social Care Award Level 1	30-Jan-17	05-Mar-17	ST	150	TBC
Preparing to Work in Adult Social Care Award Level 1	27-Feb-17	02-Apr-17	ST	150	TBC
Preparing to Work in Adult Social Care Award Level 1	01-May-17	04-Jun-17	ST	150	TBC
Preparing to Work in Adult Social Care Award Level 1	29-May-17	02-Jul-17	ST	150	TBC
Preparing to Work in Adult Social Care Award Level 1	26-Dec-16	05-Feb-17	ST	150	TBC
<b>SCIENCE &amp; MEDICAL</b>					
Biology GCSE (Fast Track)	16-Jan-17	18-Jun-17	ST	362	Tue 17:30-21:00
Pharmaceutical Sciences Certificate Level 2	06-Feb-17	25-Jun-17	ST	800	Fri 09:00-14:45
<b>SPORT &amp; EXERCISE SCIENCE</b>					
NCFE Fitness Instructing Level 2	27-Feb-17	09-Apr-17	STC	400	Mon 18:00 - 21:00

**KIDDERMINSTER ACADEMY****HOSPITALITY & CATERING**

Bakery Essentials	30-Jan-17	12-Feb-17	KA	20	Wed 09:30-16:00
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# SKILLS FOR LIFE

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- Gain new confidence

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**t: 0845 155 0101<sup>^</sup>**  
**e: [ask@bmet.ac.uk](mailto:ask@bmet.ac.uk)**

<sup>^</sup> Calls to this number cost 2p per minute plus your network provider's access charge



# Additional Spring Courses\* Adult Learners 2017

Enrolling Monday 24 April – Thursday 27 April

**Matthew Boulton College, James Watt College, Erdington Skills Centre  
Sutton Coldfield College, Stourbridge College, Kidderminster Academy**

\*see 'Courses for Adult Learners 2017' brochure  
for previously advertised courses



**BMet**

Inspiring futures, realising dreams.

## KEY TO SITES

MATTHEW BOULTON COLLEGE ■ MB  
 BOTANICAL GARDENS ■ BBG  
 SUTTON COLDFIELD COLLEGE ■ SC

JAMES WATT COLLEGE ■ JW  
 ERDINGTON SKILLS CENTRE ■ ESC  
 STOURBRIDGE COLLEGE ■ ST

KIDDERMINSTER ACADEMY ■ KA  
 Course listings that are currently unavailable are marked To Be Confirmed (TBC).

## COURSE TITLE

START  
DATE W/CEND  
DATE W/E

SITE

FEES £  
Tuition

DAY AND TIME

## ART &amp; DESIGN

Photography Award Level 1

24-Apr-17

23-Jul-17

MB

150

TBC

## BUSINESS &amp; PROFESSIONAL

Accounting Skills to Run Your Business Award Level 1

26-Jun-17

02-Jul-17

MB

300

Mon-Fri 09:30-16:00

ILM How to Use Budgets to Improve Performance

01-May-17

01-May-17

MB

75

Distance Learning

## COMPUTER SCIENCE &amp; ICT

ECDL Learning to use Microsoft Office Effectively  
Certificate Level 2

10-Jul-17

06-Aug-17

MB

724

Fri 14:15-17:15

## ENGLISH &amp; MATHS

ESOL

12-Jun-17

30-Jul-17

MB

375\*

Mon 09:30-16:00; Wed 09:30-16:00

## FOUNDATION LEARNING (SKILLS FOR LIFE)

ESOL Speaking &amp; Listening

12-Jun-17

30-Jul-17

MB

150\*

Mon 09:30-16:00; Wed 09:30-16:00

## HORTICULTURE &amp; CONSERVATION

Practical Horticulture Certificate Level 1

12-Jun-17

23-Jul-17

BBG

362

Mon 09:30-15:30; Wed 09:30-15:00;  
Fri 09:30-15:30

## ART &amp; DESIGN

Life Drawing &amp; Painting

01-May-17

18-Jun-17

SC

85

TBC

## BUSINESS &amp; PROFESSIONAL

Computerised Accounting Award Level 1

26-Jun-17

02-Jul-17

SC

85

Mon 10:30-16:15; Tue 09:30-16:15;  
Wed 09:30-15:30; Thu 09:30-16:30;  
Fri 09:30-16:30

Accounting Skills to Run Your Business Award Level 1

26-Jun-17

02-Jul-17

SC

300

Mon-Fri 09:30-16:00

Business Administration Award Level 1

01-May-17

16-Jul-17

SC

300

Tue 17:30-20:30

ILM Leadership &amp; Management Award Level 5

08-May-17

06-Aug-17

SC

500

Distance Learning

ILM Leadership &amp; Management Certificate Level 5

08-May-17

06-Aug-17

SC

1,500

Distance Learning

ILM Coaching and Mentoring Unit Level 5

17-Jul-17

06-Aug-17

SC

150

Distance Learning

ILM Leading Innovation and Change ILM Unit Level 5

05-Jun-17

16-Jul-17

SC

150

Distance Learning

## CHILDCARE &amp; EARLY YEARS

Early Years Advanced Practitioner Certificate Level 4

01-May-17

06-Aug-17

SC

724

Fri 09:30-TBC

## COMPUTER SCIENCE &amp; ICT

ECDL Learning to use Microsoft Office Effectively  
Certificate Level 2

10-Jul-17

06-Aug-17

SC

724

TBC

## FOUNDATION LEARNING (SKILLS FOR LIFE)

Prince's Trust

08-May-17

30-Jul-17

SC

633

Mon - Fri 09.00-17.00

## HORTICULTURE &amp; CONSERVATION

Floristry Creative Crafts Award Level 1

24-Apr-17

02-Jul-17

SC

225

Fri 09:30-12:30

## BUSINESS &amp; PROFESSIONAL

Customer Service Knowledge Certificate Level 2

01-May-17

04-Jun-17

JW

362

Distance Learning

Customer Service Knowledge Certificate Level 2

29-May-17

06-Aug-17

JW

362

Distance Learning

## CHILDCARE &amp; EARLY YEARS

Intro Counselling Skills Award Level 2

01-May-17

09-Jul-17

JW

150

Fri 09:30-12:30

## ENGINEERING

Preparation for working in the Engineering  
Manufacturing Industry Certificate Level 1/2

17-Jul-17

30-Jul-17

JW

362

TBC

## FOUNDATION LEARNING (SKILLS FOR LIFE)

Prince's Trust

24-Jul-17

15-Oct-17

JW

632.5

Mon - Fri 09.00-17.00

COURSE TITLE	START DATE W/C	END DATE W/E	SITE	FEES £ Tuition	DAY AND TIME
<b>HAIR, BEAUTY &amp; COMPLEMENTARY THERAPIES</b>					
Intro to Beauty Therapy Level 2	01-May-17	18-Jun-17	JW	60	Mon 10:00-12:00
Intro to Hairdressing Level 2	01-May-17	18-Jun-17	JW	60	Mon 10:00-12:00
Intro to Massage Level 2	01-May-17	18-Jun-17	JW	60	Mon 16:30-18:30
Intro to Gel Polish Application Level 2	01-May-17	18-Jun-17	JW	60	Thu 12:30-14:30
<b>HEALTH &amp; SOCIAL CARE</b>					
Health & Social Care Award Level 1	01-May-17	14-May-17	JW	225	Thu 09:30-15:30; Fri 09:30-15:30
<b>SPORT &amp; EXERCISE SCIENCE</b>					
Fitness Instructing & Personal Training Diploma Level 3	08-May-17	25-Jun-17	JW	2882	Mon-Tue 09:00-17:00
Fitness Instructing & Personal Training Diploma Level 3	01-May-17	25-Jun-17	JW	2882	Sat-Sun 09:00-17:00
<b>BUSINESS &amp; PROFESSIONAL</b>					
Award in Computerised Accounts	26-Jun-17	02-Jul-17	ST	TBC	Mon-Fri 09:00-15:00
Accounting Skills to Run Your Business Award Level 1	26-Jun-17	02-Jul-17	ST	300	Mon-Fri 09:30-16:00
Finance - All You Need to Know to Run Your Own Business	26-Jun-17	02-Jul-17	ST	75	Fri 09:00-15:00
Accounting: The Basics Part 2	05-Jun-17	11-Jun-17	ST	75	Fri 09:00-15:00
Managing a Budget	26-Jun-17	02-Jul-17	ST	TBC	Mon-Fri 09:00-15:00
Accounting: The Basics	15-May-17	21-May-17	ST	75	Fri 09:00-15:00
<b>COMPUTER SCIENCE &amp; ICT</b>					
ECDL Learning to use Microsoft Office Effectively Certificate Level 2	10-Jul-17	06-Aug-17	ST	724	TBC
<b>HOSPITALITY &amp; CATERING</b>					
Intro to Beauty Therapy Level 2	01-May-17	18-Jun-17	KA	60	Thursday 10:00-12:00
Intro to Hairdressing Level 2	01-May-17	18-Jun-17	KA	60	Monday 10:00-12:00
Intro to Massage Level 2	01-May-17	18-Jun-17	KA	60	Monday 10:00-12:00
<b>HOSPITALITY &amp; CATERING</b>					
Intro Cooking for Health & Wellbeing Level 1	01-May-17	18-Jun-17	KA	60	Monday 10:30-12:30
Intro Patisserie & Baking Level 2	01-May-17	18-Jun-17	KA	60	Wednesday 10:30-12:30

On many of our courses you will be required to pay for course resources or an additional registration or examination fee. This is NOT included in the fees shown, you will be advised of this at enrolment. \*Course fees dependent on level of study. Free for those in receipt of JSA / ESA.

## Enrolment information

Date	Time	MB	SC	JW	ESC	ST	KA
Mon 24 April	17:00-19:00	■		■	■		
Tue 25 April	17:00-19:00 14:00-16:00 (KA)		■		■		■
Thu 27 April	17:00-19:00 14:00-16:00 (KA)	■		■		■	■
Sat 29 April	10:00-13:00	■		■			

# Fees and Financial Support

## Students aged 19+ College Bursary Fund

We know that coming back to study after a gap can be daunting and we want to support you every step of the way. If you are over 19 with a household income of £21,000 or less a year or if you are in receipt of means tested benefits we want to help. We know that transport can be expensive so, if you are travelling to college for 3 days or more a week, we give you a travel award each term and if that's not enough we may also be able to pay your course fees and give you up to 50% off your equipment costs.

This financial package is so good it won't be around forever. There is a cap on the amount of people we can fund, so come and speak to our Student Services team when you enrol.

For courses at Level 3 and above, applicants aged 19 or older on the first day of the course may be able to apply for an Advanced Learner Loan to pay for course fees.

Visit [bmet.ac.uk](http://bmet.ac.uk) to find out more about financial support for students aged 19+

## Advanced Learner Loan Bursary

Available for students studying Level 3 and above further education courses in receipt of a loan for course fees.

If your income is £21,000 or less we can help with travel, childcare and equipment for your course. Speak to our Student Services team for further details.

## Course Fees

The course fee in the brochure is the amount payable at enrolment. However, on some courses there may be an additional fee to cover materials or examination fees and you will be advised of these at enrolment. You can pay your course fees by cash, cheque, debit or credit card.

## How to pay by instalments

You can pay by instalments if your course fee is above £150.00 and your course is longer than 12 weeks. This includes any remaining balance due following part sponsorship by an employer.

### Two part payment plan\*\*

(Payments by Direct Debit)

If your course fees were £450.00 for a course running for 12 weeks then your instalments would be:

Payment at Enrolment in April	£225.00
1st June	£225.00
	<hr/>
	£450.00

### Three part payment plan\*\*

(Payments by Direct Debit)

If your course fees were £450.00 for a course running for 34 weeks then your instalments would be:

Payment at Enrolment in April	£150.00
1st June	£150.00
1st July	£150.00
	<hr/>
	£450.00

\*\* Terms and conditions apply.

Disclaimer – This guide contains information believed to be correct at the time of printing. It is possible that information may change for various reasons, including alterations to policies. The guide does not and will not form any part of any contract or relationship between BMet and any present or future learners, nor does it purport to. BMet reserves the right to withdraw any course listed in this guide at any time.

# FEES AND FINANCE

We want to make sure that education is available to everyone. If you join us on a full or part-time course we have a range of support packages aimed to take the stress out of study.

## 19+ Advanced Learning Loans

Did you know that if you are 19 or over and applying to study at Level 3 or above, you could be eligible for a student loan?

Student loans have traditionally only been available to students studying at degree level, but in September 2013 the government launched a new loan scheme to help people like you access the financial support you might need to study for your qualification. What's more you do not have to start paying back your loan until you have left the course and are earning over £21,000 a year.

And if you receive a loan to study for an Access to HE course, and then move on to do a HE course, the amount outstanding on your loan for your Access course will be written off once you complete your HE qualification. Research shows that people with a Level 3 qualification or above earn more than those who are not similarly qualified. Repayments will be made at 9% of annual earnings over £21,000. This means that if you earn £22,000 a year you will only have to pay back £7 a month. If you are earning £25,000 your repayments will be £30 a month. If your earnings drop below £21,000 payments will stop.

## How do you qualify?

To qualify you must be:

- Aged 19 or over on the first day of your course (there's no upper age-limit)
- Living in the UK on the first day of your course and have lived in the UK, the Channel Islands or the Isle of Man for three years immediately before this
- Enrolling on an eligible course at Level 3 and above which includes: Access to HE Diplomas, other Diplomas and Certificates.

## How do you apply for a loan?

You can apply online to Student Finance England using the online application form or you can download the forms and apply by post. Before you can apply you will need to have a Learning and Funding Information Letter from the College. This will be issued to you at enrolment.

Please note if your loan isn't approved when you enrol for your course, you will remain liable for payment of your full course fees to the college. Once your loan is approved you will no longer be liable for fee payment to the college.

If you need any help applying for this, our team is here to help.

 BMet College  @BMetC  BMetCollege

 Stourbridge College  @StourbridgeColl

### **Matthew Boulton College**

Jennens Road,  
Birmingham B4 7PS

### **Birmingham Botanical Gardens**

Westbourne Road,  
Birmingham B15 3TR

### **Sutton Coldfield College**

Lichfield Road,  
Sutton Coldfield B74 2NW

### **James Watt College**

Aldridge Road, Great Barr,  
Birmingham B44 8NE

### **Erdington Skills Centre**

Edwards Road, Erdington,  
Birmingham B24 9EW

### **Stourbridge College**

Hagley Road,  
Stourbridge DY8 1QU

### **Kidderminster Academy**

Piano Building, Weavers Wharf,  
Kidderminster DY10 1AA

[w.bmet.ac.uk](http://w.bmet.ac.uk) [e. ask@bmet.ac.uk](mailto:ask@bmet.ac.uk) [t. 0845 155 0101](tel:08451550101)<sup>^</sup>

<sup>^</sup> Calls to this number cost 2p per minute plus your network provider's access charge

