

## Art and Design - Foundation Degrees part-time

### Foundation Degree (FdA) Contemporary Fine Art Practice

This course aims to focus students' attention toward Contemporary Fine Art practice within the context of a rapidly developing multi-cultural society, in which the traditional notions of artistic production are being continually challenged by new and exciting conceptual alternatives. Whilst traditional artistic practice has depended upon notions of the subject, increasingly, new artistic contexts have more regard for the interplay between technology, contexts for viewing/audience participation, media and the use of public relations as a creative tool. This course will enable you to study a wide variety of artistic contexts in which considerations of place or space significantly contribute to the overall effect of a piece of art. You will develop an approach to your own artistic practice through a lecture and seminar series which will cover

contemporary debates relating to aspects such as:

- Installation and multi-media
- Historical and contextual studies
- Traditional materials and new technologies
- Public arts funding and sponsorship
- Setting up as a freelance artist.

On successful completion of this course, you may progress as a freelance practitioner or on to a BA (Hons) top-up year. To take this course, applicants will require either a National Diploma in Art and Design, a Diploma in Foundation Studies or Access to Art and Design.

**Mature students and students with no formal qualifications but with a suitable portfolio of work, will also be considered.**

This course will be studied **part-time over three years**. Exact days of the week and times of classes can be negotiated with the tutor at interview prior to starting the course. The course runs over two 15-week semesters per annum. If you would like further information about this course, which may also be studied on a full-time basis, please request the relevant Higher Education Course Leaflet.

DAY	w/c
DATE	29/09/08
TIME	-
WEEKS	30
FEE	£836
DISCOUNTED FEE	N/A
CODE	20943 D18MA

Please note: the fee shown is per annum.

## Art and Design - Foundation Degrees

### Foundation Degree (FdA) Graphic Design and Advertising

This new programme prepares young creatives to work as graphic designers, conceptual art directors and copywriters for work in the graphic design and advertising industries. Year one establishes the ethos of the course through a common core studies programme and through learning essential techniques and skills. Some of the specialist modules include:

- Introduction to graphic design
- Design process
- Computing for graphic designers
- Creative typography
- Advertising
- Professional practice for designers
- Critical design study
- Digital imaging
- Visual communication
- Photography.

Following this, students are encouraged to develop their own pathway in subsequent years by gaining an understanding of the culture of graphic design and advertising. Throughout the programme, project briefs will be integrated with live and competition briefs.

The culmination of the course is an independently developed practical project through which students can showcase their work and creative practice to potential employers. On successful completion of the course, students may progress to the BA (Hons) Graphic Design for Print and New Media Degree programme at Dunstable College. Students can also go into design-related employment such as advertising agencies, design consultancies, publishing houses, publicity/promotions departments and television or set up their own design business or become freelance graphic designers/illustrators.

To take this course, applicants will need either a National Diploma in Graphic Design or General Art and Design, a Diploma in Foundation Studies in Art & Design, an Access qualification or relevant A Levels.

**Mature students with no formal qualifications but who have an appropriate background, interest or industrial experience will also be considered.**

This course will be studied **part-time over three years**. Exact days of the week and times of classes can be negotiated with the tutor at interview prior to starting the course. The course runs over two 15-week semesters per annum. If you would like further information about this course, which may also be studied on a full-time basis, please request the relevant Higher Education Course Leaflet. Please note: the fee shown is per annum.

DAY	w/c
DATE	29/09/08
TIME	-
WEEKS	30
FEE	£836
DISCOUNTED FEE	N/A
CODE	20940 D18MA

All the courses on this page take place at Main Campus, Kingsway, Dunstable.

## Art and Design - Foundation Degrees

### Foundation Degree (FdA) Creative and Editorial Photography

Photography, both analogue and digital, plays a major role in visual communications today. Whether it is for print-based, new media, specialised or particular market-orientated magazines or for internet-based applications, good photography has a currency worldwide as the prime means of communication. Photography also has a strong recognition as a creative medium with a significant role in fine art practice. This course aims to engage students in contemporary photographic practice where there is an integration of approaches to image-making, ideas related to

photography, photographic image processing and the visual world at large. Through work-related studies, students will gain insights into professional and business practice in the field of either creative or editorial photography. On successful completion of the course, students may progress to a relevant BA (Hons) Degree top-up programme or into related employment. To take this course, applicants will need either a National Diploma in Photography, a Diploma in Foundation Studies in Art & Design, an Access qualification or relevant A Levels.

**However, students with no formal qualifications but who have an appropriate background, interest or industrial experience will also be considered.**

This course will be studied **part-time over three years**. Exact days of the week and times of classes can be negotiated with the tutor at interview prior to starting the course. The course runs over two 15-week semesters per annum. If you would like further information about this course, which may also be studied on a full-time basis, please request the relevant Higher Education Course Leaflet.

DAY	w/c
DATE	29/09/08
TIME	-
WEEKS	30
FEE	£836
DISCOUNTED FEE	N/A
CODE	20941 D18MA

Please note: the fee shown is per annum.

### Foundation Degree (FdA) Fashion and Surface Pattern Design

Fashion design and its closely allied discipline, surface pattern design, are significant entrepreneurial activities within the creative industries, which, in turn, have become major contributors to the British economy. The fashion and clothing industry is diverse, with clothing sometimes being designed and made for a limited, but highly sophisticated clientele, in design studios of no more than ten people. Alternatively, designers can become members of large teams involved in production runs for various high street retailers, department stores and supermarket outlets such as Next, George and Top Shop. The textile industry,

making woven, knitted and printed fabrics is similarly diverse, ranging from specialist and small production runs to mass-produced fabrics for fashion and furnishings.

The foundation degree programme supports two pathways, offering students the opportunity to develop skills and knowledge in designing and making, related to fashion and clothing, and to the constructing and printing of textiles related to the clothing industry. On successful completion of this course, students may progress to a relevant BA (Hons) Degree top-up programme or into related employment. To take this

course, applicants will require either a National Diploma in an Art & Design pathway, a Diploma in Foundation Studies in Art & Design, an Access qualification or relevant A Levels.

**However, students with no formal qualifications but who have an appropriate background, interest or industrial experience will also be considered.**

This course will be studied **part-time over three years**. Exact days of the week and times of classes can be negotiated with the tutor at interview prior to starting the course. The course runs over two 15-week semesters per annum. If you would like further information about this

DAY	w/c
DATE	29/09/08
TIME	-
WEEKS	30
FEE	£836
DISCOUNTED FEE	N/A
CODE	20942 D18MA

course, which may also be studied on a full-time basis, please request the relevant Higher Education Course Leaflet.

The courses above take place at Main Campus, Kingsway, Dunstable.

## Beauty Therapy

Courses in Beauty, Hairdressing, Health and Massage will be run at the Kingsland Skills Institute Campus, Parkside Drive in Houghton Regis. For the first attendance you need only bring a pen and paper. Most courses now require an external exam. Throughout the year, we will run short professional courses in Beauty, Hairdressing, Health & Massage.

### VTCT Diploma Beauty Specialist Techniques (fast track) - Level 2

You will cover cosmetic make-up, manicure and pedicure, waxing depilation and facials, lash treatments and skin tanning. It is ideal if you wish to enter employment in the field of beauty therapy. You do not need any formal qualifications or prior experience to take the course, but you will need to attend an interview and need to be over the

age of 19 as the course is aimed at mature students. You will need to purchase a professional kit and uniform. Further details and order forms will be given to you at the first class. VTCT registration fee £15.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

**This course is also available at the Learning Warehouse, Leighton Buzzard. See pages 77-82.**

DAY	Monday	Saturday
DATE	29/09/08	04/10/08
TIME	0930-1700	0930-1700
WEEKS	30	30
FEE	£450	£450
DISCOUNTED FEE	£175	£175
CODE	26155 D18KA	26155 D18KB

**VTCT Diploma Beauty Specialist Techniques (Fast Track) - Level 3**



This is an ideal course if you wish to progress further from the Level 2 Beauty Specialist Techniques. You will study body massage, facial electrical treatments, body electrical treatments, figure analysis and anatomy and physiology.

To take this course you will need to have the VTCT Level 2 Beauty Specialist Certificate or equivalent. VTCT registration fee £15.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

DAY	Monday
DATE	29/09/08
TIME	0930-1700
WEEKS	30
FEE	£475
DISCOUNTED FEE	£200
CODE	26145 D18KA

**VTCT Certificate Cosmetic Make-up and Beauty Consultancy - Level 2**



You will cover the practical and theoretical application of make-up, including eye treatments eg: eyelash tinting, eyebrow shaping, application of false lashes and eyelash perming. You do not need any formal qualifications or prior experience to take the course. You will need to purchase a professional kit and uniform.

VTCT registration fee £15. This module forms part of the Beauty Specialist Diploma.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

**This course is also available at the Learning Warehouse, Leighton Buzzard. See pages 77-82.**

DAY	Thursday	Thursday
DATE	02/10/08	12/03/09
TIME	1800-2130	1800-2130
WEEKS	15	15
FEE	£195	£195
DISCOUNTED FEE	£90	£90
CODE	26156 E08KA	26156 E08KB

Further details and order forms will be given to you at the first class.

**VTCT Certificate Facial Massage and Skin Care - Level 2**



You will cover facial massage techniques, masks, skin care and relevant employment standards. You do not need any formal qualifications or prior experience to take the course.

Further details and order forms will be given to you at the first class.

VTCT registration fee £15. This module forms part of the Beauty Specialist Diploma.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

**This course is also available at the Learning Warehouse, Leighton Buzzard. See pages 77-82.**

DAY	Thursday	Tuesday
DATE	02/10/08	24/02/09
TIME	1800-2130	1800-2130
WEEKS	15	15
FEE	£195	£195
DISCOUNTED FEE	£90	£90
CODE	26140 E08KA	26140 E08KB

You will need to purchase a professional kit and uniform.

**VTCT Certificate Nail Treatments - Manicure and Pedicure - Level 2**



This course provides the practical and theoretical knowledge of manicures and pedicures, to enable you to apply techniques effectively and safely. No formal qualifications are required or prior experience needed for entry onto this course.

Further details and order forms will be given to you at the first class. VTCT registration fee £15.

This module forms part of the Beauty Specialist Diploma.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

**This course is also available at the Learning Warehouse, Leighton Buzzard. See pages 77-82.**

DAY	Wednesday	Tuesday
DATE	01/10/08	24/02/09
TIME	1830-2200	1800-2130
WEEKS	15	15
FEE	£195	£195
DISCOUNTED FEE	£90	£90
CODE	26141 E08KA	26141 E08KB

You will need to purchase a professional kit and uniform.

**VTCT Certificate Nail Treatments - Nail Art - Level 2**



You will cover a variety of decorative techniques for natural or nail extensions on this professional course. You will need the VTCT Certificate in Manicure and Pedicure or equivalent to take the course.

Further details and order forms will be given to you at the first class.

VTCT registration fee £15.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

**This course is also available at the Learning Warehouse, Leighton Buzzard. See pages 77-82.**

DAY	Monday	Monday
DATE	29/09/08	12/01/09
TIME	1830-2200	1800-2130
WEEKS	10	10
FEE	£150	£150
DISCOUNTED FEE	£60	£60
CODE	26142 E08KA	26142 E08KB

You will need to purchase a professional kit and uniform.

**VTCT Certificate Nail Treatments - Nail Technology - Level 2**



If you have a recognised qualification in manicure and pedicure, this course will let you advance your skills in nail extensions and repairs. You will also cover the health and safety requirements of using chemicals. To take the course, you will need the VTCT Certificate in Manicure and Pedicure or equivalent.

You will need to purchase a professional kit and uniform. Further details and order forms will be given to you at the first class.

VTCT registration fee £15.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

**This course is also available at the Learning Warehouse, Leighton Buzzard. See pages 77-82.**

DAY	Monday	Wednesday
DATE	29/09/08	25/02/09
TIME	1800-2130	1830-2200
WEEKS	15	15
FEE	£195	£195
DISCOUNTED FEE	£90	£90
CODE	26143 E08KA	26143 E08KB

**VTCT Diploma Anatomy and Physiology - Level 3**



You will gain theoretical knowledge and understanding of Anatomy and Physiology, to enable you to progress onto further studies eg: Body Massage, Reflexology and Health and Fitness. You do not need any formal qualifications or prior experience to take the course.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

VTCT registration fee £15.

DAY	Wednesday	Wednesday
DATE	01/10/08	25/02/09
TIME	1800-2130	1800-2130
WEEKS	15	15
FEE	£195	£195
DISCOUNTED FEE	£90	£90
CODE	26144 E08KA	26144 E08KB

**VTCT Certificate Waxing (Depilation) - Level 2**



You will learn the application of both hot and warm wax, covering the practical and theoretical knowledge of waxing depilation. You do not need any formal qualifications or prior experience to take the course. You will need to purchase a professional kit and uniform.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

**This course is also available at the Learning Warehouse, Leighton Buzzard. See pages 77-82.**

Further details and order forms will be given to you at the first class. VTCT registration fee £15. This module forms part of the Beauty Specialist Diploma.

DAY	Thursday	Tuesday
DATE	02/10/08	24/02/09
TIME	1800-2130	1800-2130
WEEKS	15	15
FEE	£195	£195
DISCOUNTED FEE	£90	£90
CODE	26157 E08KA	26157 E08KB

**Electrolysis**



This course involves the practical and theoretical knowledge required for the removal of unwanted hairs by the process of epilation. You will study the skin structure, hair structure, Health & Safety along with the relevant legislation. You must have a Level 2 Beauty qualification.

You will be required to purchase a College uniform and a kit.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

DAY	Wednesday	Wednesday
DATE	01/10/08	25/02/09
TIME	1800-2130	1800-2130
WEEKS	15	15
FEE	£195	£195
DISCOUNTED FEE	N/A	N/A
CODE	26161 E08KA	26161 E08KB

**VTCT Certificate in Threading - Level 2**



**NEW**

Depilatory threading is the art of removing hair from the eyebrows, face, arms and legs by using a cotton thread, a technique which has been practised in the East for hundreds of years.

VTCT registration fee £15.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

**This course is also available at the Learning Warehouse, Leighton Buzzard. See pages 77-82.**

A mandatory Health and Safety module is included in this unit.

DAY	Tuesday	Tuesday
DATE	30/09/08	24/02/09
TIME	1800-2130	1800-2130
WEEKS	4	4
FEE	£88	£88
DISCOUNTED FEE	N/A	N/A
CODE	26173 E08KA	26173 E08KB

**VTCT Certificate in Sugaring Depilation - Level 2**



**NEW**

This course involves the theoretical and practical knowledge required. Sugaring is the temporary removal of superfluous hair. The effect is obtained by the application of hard and soft sugar paste, a technique which is popular in the Middle East and North Africa.

VTCT registration fee £15.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

**This course is also available at the Learning Warehouse, Leighton Buzzard. See pages 77-82.**

A mandatory Health and Safety module is included in this unit.

DAY	Wednesday	Wednesday
DATE	03/10/08	25/02/09
TIME	1800-2130	1800-2130
WEEKS	15	15
FEE	£195	£195
DISCOUNTED FEE	N/A	N/A
CODE	26174 E08KA	26174 E08KB

**VTCT Diploma Indian Head Massage - Level 3**



You will learn the practical and theoretical aspects of Indian Head Massage. The course covers massage techniques, client care and the anatomy and physiology of the head, neck, shoulders, face and arms. You will need the VTCT Level 3 Diploma Anatomy and Physiology or equivalent to take this course.

You will need to purchase a professional kit and uniform. Further details and order forms will be given to you at the first class.

VTCT registration fee £15.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

DAY	Tuesday	Tuesday
DATE	30/09/08	24/02/09
TIME	1800-2130	1800-2130
WEEKS	15	15
FEE	£195	£195
DISCOUNTED FEE	£90	£90
CODE	26146 E08KA	26146 E08KB

**VTCT Certificate Swedish Body Massage - Level 3**



You will learn the theoretical and practical aspects of Swedish massage to enable you to apply the techniques effectively and safely. When you successfully complete the course, you can progress onto Aromatherapy, Body Massage and Sports Massage courses. You will need the VTCT Level 3 Diploma Anatomy and Physiology or equivalent to take the course.

You will need to purchase a professional kit and uniform. Further details and order forms will be given to you at the first class.

VTCT registration fee £15.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

DAY	Wednesday	Wednesday
DATE	01/10/08	25/02/09
TIME	1800-2130	1800-2130
WEEKS	15	15
FEE	£195	£195
DISCOUNTED FEE	£90	£90
CODE	26147 E08KA	26147 E08KB

**VTCT Certificate Aromatherapy Massage - Level 3**



You will gain practical knowledge of aromatherapy, covering a range of topics including the history of aromatherapy and the background theory and its practical uses. A wide range of oils will be used. To take the course you will need the VTCT Level 3 Diploma Anatomy and Physiology and the Swedish Body Massage Certificate, or equivalent.

You will need to purchase a professional kit and uniform. Further details and order forms will be given to you at the first class.

VTCT registration fee £15.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

DAY	Wednesday	Wednesday
DATE	01/10/08	25/02/09
TIME	1800-2130	1800-2130
WEEKS	15	15
FEE	£195	£195
DISCOUNTED FEE	£90	£90
CODE	26148 E08KA	26148 E08KB

**VTCT Certificate Reflexology Techniques - Level 3**



You will gain theoretical and practical knowledge of reflexology. This is a specific holistic treatment used on hands and feet. To take the course you need the VTCT Level 3 Diploma Anatomy and Physiology or equivalent.

Further details and order forms will be given to you at the first class.

VTCT registration fee £15.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

You will need to purchase a professional kit and uniform.

DAY	Thursday	Thursday
DATE	02/10/08	26/02/09
TIME	1800-2130	1800-2130
WEEKS	15	15
FEE	£195	£195
DISCOUNTED FEE	£90	£90
CODE	26149 E08KA	26149 E08KB

**Introduction in Stone Therapy**



**NEW**

An introductory course for Hot Stone Therapy will be run over 4 weeks 3.5 hrs week. This will provide students with a college certificate and a choice to eventually train further for the VTCT Diploma.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

DAY	Saturday
DATE	04/10/08
TIME	0930-1230
WEEKS	4
FEE	£88
DISCOUNTED FEE	N/A
CODE	26166 D08KA

**VTCT Diploma in Stone Therapy - Level 3**



**NEW**

This course provides the theoretical and practical knowledge required for this unit. Stone therapy is a technique for using specific types of stone at different temperatures, in contact with the skin in order to increase the effects of massage treatment for the face and body. Stone therapy is an energy therapy and is concerned with creating balance within the body. An holistic background is essential for this unit. A mandatory Health and Safety module is included in this unit. VTCT registration fee £15.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

DAY	Thursday
DATE	02/10/08
TIME	0930-1230
WEEKS	30
FEE	£250
DISCOUNTED FEE	N/A
CODE	26165 D18KA

## Beauty Therapy / Holistic Therapies

### VTCT Certificate in Mendhi and Henna Skin Decoration - Level 2 **NEW**

This course involves the theoretical and practical knowledge required for this specialist unit. The techniques of Mendhi and Henna skin decoration is used for Arabic, Muslim and Indian weddings; religious festivals and other celebratory events. A Mandatory Health and Safety module is included in this unit.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

**This course is also available at the Learning Warehouse, Leighton Buzzard. See pages 77-82.**

VTCT registration fee £15.

DAY	Monday	Monday
DATE	29/09/08	23/02/09
TIME	1800-2130	1800-2130
WEEKS	15	15
FEE	£195	£195
DISCOUNTED FEE	N/A	N/A
CODE	26167 E08KA	26167 E08KB

### Reiki Introductory Course **NEW**

This introductory course provides access to understanding what is involved in the principles of Reiki for students who would eventually like to further their knowledge in this subject.

VTCT registration fee £15.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

A college certificate will be awarded.

DAY	Saturday	Saturday
DATE	04/10/08	28/02/09
TIME	0930-1300	0930-1300
WEEKS	4	4
FEE	£88	£88
DISCOUNTED FEE	N/A	N/A
CODE	26169 D08KA	26169 D08KB

### VTCT Diploma for Reiki Practitioners - Level 3 **NEW**

This course involves the theoretical and practical knowledge required for this specialist diploma. As with many other Holistic Therapies categorised as 'healing', Reiki has arisen from a non-scientific base.

of Reiki Therapy. It is assumed that candidates for this training have already attained first degree in Reiki Treatments.

VTCT registration fee £15.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

Critical aspects of the qualifications are to provide a regularised format to credit training for a practitioner

DAY	Tuesday	Tuesday
DATE	30/09/08	24/02/09
TIME	1800-2130	1800-2130
WEEKS	17	17
FEE	£295	£295
DISCOUNTED FEE	N/A	N/A
CODE	26168 E08KA	26168 E08KB

(not QCA accredited)

### VTCT Certificate Thermal Auricular Therapy (Ear Candling) - Level 2 **NEW**

The certificate formalises the traditional techniques of using ear candles therapeutically. The certificate includes techniques to be used with candles, massaging the head and face to provide the effects of ear candling and how to advise the client on homecare. In addition the effects of the process are included and sufficient anatomy and physiology to be able to explain these effects.

VTCT registration fee £15.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

**This course is also available at the Learning Warehouse, Leighton Buzzard. See pages 77-82.**

A mandatory Health and Safety module is included in this unit.

DAY	Thursday	Thursday
DATE	02/10/08	26/02/09
TIME	1800-2130	1800-2130
WEEKS	4	4
FEE	£88	£88
DISCOUNTED FEE	N/A	N/A
CODE	26170 E08KA	26170 E08KB

(not QCA accredited)

## Beauty Therapy / Holistic Therapies

### Introduction to Crystal Therapies **NEW**

This introductory course provides access to understanding what is involved in the principles of Crystal Therapies for students wishing to eventually further their knowledge in this subject.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

DAY	Saturday
DATE	15/11/08
TIME	0930-1300
WEEKS	4
FEE	£88
DISCOUNTED FEE	N/A
CODE	26172 E08KA

### VTCT Diploma in Crystal Therapies - Level 3 **NEW**

The diploma includes interpersonal skills, consultation and the use of crystals with other therapies in a Holistic Treatment programme. All types of crystal are covered to provide a comprehensive framework as a basis for lifelong study of this therapy.

A holistic background is essential for this unit. A mandatory Health and Safety module is included in this unit.

VTCT registration fee £15.

DAY	Monday
DATE	29/09/08
TIME	1800-2130
WEEKS	30
FEE	£88
DISCOUNTED FEE	N/A
CODE	26171 E18KA

(not QCA accredited)

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

## Beauty Therapy / Hairdressing

### NVQ Hairdressing - Levels 1 & 2

This is a two-year part-time course that leads to a qualification in hairdressing. All applicants will be invited to attend an interview. To complete the course, you must attend college two evenings and one Saturday per week. You will cover Shampooing, Conditioning, Health & Safety, Cutting, Colouring, Perming, Setting and Completion Techniques. You do not need any formal qualifications, but all students must have a keen interest in hairdressing. You will need to purchase a professional kit and uniform - further details will be given to you at interview.

Note: Enrolment charges apply to each year.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

**This course is also available at the Learning Warehouse, Leighton Buzzard. See pages 77-82.**

DAY	YEAR 1 OF 2		YEAR 2 OF 2	
	Tues/Thurs	Saturday	Tues/Thurs	Saturday
DATE	30/09/08		TBA	
TIME	1830-2130	0930-1630	1830-2130	0930-1630
WEEKS	30		30	
FEE	£685		£685	
DISCOUNTED FEE	£200		£200	
CODE	26153 E18KA		TBA	

### NVQ Hairdressing - Level 3 **NEW**

This course is designed for those who are experienced hairdressers and want to further their career. This course encourages creative development and artistic skills in the field of hairdressing.

You will study a number of units to include:

- Develop and enhance creative hairdressing skills
- Style and dress long hair
- Provide colour correction services
- Colour hair using a variety of techniques
- Create a variety of looks using a combination of cutting techniques
- Provide hairdressing consultation services
- Indian head massage.

A portfolio of evidence will be built throughout the course, with continuous theory and practical assessment. Successful completion of this course will enable employment in a hairdressing salon, hairdressing management, and a career in teaching and training within the industry.

You will need NVQ Level 2 Hairdressing and commercial experience to take this course. Candidates will have an individual interview.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

**This course is also available at the Learning Warehouse, Leighton Buzzard. See pages 77-82.**

DAY	Monday	Wednesday
DATE	29/09/08	01/10/08
TIME	1830-2200	1830-2200
WEEKS	15	15
FEE	£685	£685
DISCOUNTED FEE	£200	£200
CODE	26154 E08KA	26154 E08KB

## Hairdressing

### VTCT Diploma in Long Hair Design - Level 3



This course offers an opportunity to hairdressers with prior experience to gain a qualification in long hair design. Classical, Bridal and Avant Garde styles will be produced along with a portfolio of evidence. Candidates must hold a Level 2 qualification.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

**This course is also available at the Learning Warehouse, Leighton Buzzard. See pages 77-82.**

VTCT registration is £15.00. All applicants will be interviewed.

DAY	Monday	Monday	Monday
DATE	29/09/08	12/01/09	27/04/09
TIME	1830-2130	1830-2130	1830-2130
WEEKS	10	10	10
FEE	£165	£165	£165
DISCOUNTED FEE	N/A	N/A	N/A
CODE	26162 E08KA	26162 E08KB	26162 E08KC

### VTCT Diploma in Hair Colouring - Level 3



This course allows hairdressers with a Level 2 qualification to gain a colour unit of achievement at the advanced Level 3. Candidates will be required to demonstrate both Colour and Colour Correction techniques.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

**This course is also available at the Learning Warehouse, Leighton Buzzard. See pages 77-82.**

VTCT registration is £15.00. All applicants will be interviewed.

DAY	Tuesday	Tuesday	Tuesday
DATE	30/09/08	13/01/09	28/04/09
TIME	1830-2130	1830-2130	1830-2130
WEEKS	10	10	10
FEE	£165	£165	£165
DISCOUNTED FEE	N/A	N/A	N/A
CODE	26163 E08KA	26163 E08KB	26163 E08KC

### VTCT Certificate in Men's Hair Styling - Level 3



Candidates must have a Level 2 qualification to be able to progress and gain this certificate in Men's Styling. You will be required to demonstrate Advanced Barbering/Cutting techniques.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

**This course is also available at the Learning Warehouse, Leighton Buzzard. See pages 77-82.**

VTCT Registration is £15.00. All applicants will be interviewed.

DAY	Wednesday	Wednesday	Wednesday
DATE	01/10/08	14/01/09	29/04/09
TIME	1830-2130	1830-2130	1830-2130
WEEKS	10	10	10
FEE	£165	£165	£165
DISCOUNTED FEE	N/A	N/A	N/A
CODE	26164 E08KA	26164 E08KB	26164 E08KC

### Children's Haircutting and Maintenance



This course will enable the participants to cut children's hair from the age of 2-14 via a range of basic cutting techniques.

professional, cut and style the hair. A college Certificate will be awarded.

**This course takes place at the Kingsland Skills Institute Campus, Houghton Regis.**

**This course is also available at the Learning Warehouse, Leighton Buzzard. See pages 77-82.**

#### Course Content

- Health and Safety
- Basic children hair cutting
- Head lice identification, treatment and prevention
- Hair maintenance.

On the final week students will be able to bring in one child and under the supervision of a practising

DAY	Wednesday
DATE	14/01/09
TIME	1800-2100
WEEKS	5
FEE	£67
DISCOUNTED FEE	N/A
CODE	26165 E08KA

## Business and Management

### Book-Keeping and Accounts - Level 1



#### Course Description

This is a short course aimed at people looking for a basic qualification in book-keeping and accounts. The course tests a candidate's ability, within the context of a simple sole trader business, to:

- Process documents involved in the accounting function using double-entry book-keeping
- Prepare statements as a preliminary to financial control
- Display information about the financial state of the business.

#### Examination

On completion of the programme candidates take a two hour Level 1 examination which consists of five practical tasks. The exam fee is included in the course fee.

#### Entry Requirements

There are no formal entry requirements but it is recommended that all candidates have:

- Good numeracy and literacy skills
- For non-native speakers of English: Intermediate Level English.

DAY	Tuesday	Tuesday
DATE	30/09/08	13/01/09
TIME	1830-2115	1830-2115
WEEKS	12	12
FEE	£165	£165
DISCOUNTED FEE	£62	£62
CODE	22144 E08MA	22144 E08MB

### Book-Keeping and Accounts - Level 2



#### Course Description

This is a follow-on course from Book-keeping and Accounts Level 1 and is aimed at people seeking to further develop skills in book-keeping and accounts. A candidate who is successful in this examination would be competent to fulfil a wide range of functions in an accounts office. The course tests a candidate's ability, within the context of a simple sole trader business, to undertake the following activities:

- Process a full range of financial transactions using double-entry book-keeping
- Prepare control statements
- Check and correct accounting records as necessary

- Display comprehensive financial information about the state of the business.

#### Examination

On completion of the programme candidates take a two hour Level 2 external examination. The exam fee is included in the course fee.

#### Entry Requirements

It is recommended that all candidates have:

- Either a Level 1 qualification in book-keeping or a basic knowledge of book-keeping
- Good numeracy and literacy skills
- For non-native speakers of English: Intermediate Level English.

DAY	Wednesday	Monday
DATE	01/10/08	12/01/09
TIME	1830-2115	1830-2115
WEEKS	12	12
FEE	£165	£165
DISCOUNTED FEE	£62	£62
CODE	22145 E08MA	22145 E08MB

### City and Guilds Computerised Accounts - Level 1



#### Course Description

The aim of the award is to test a candidate's ability in the operation of computerised accounts software/packages to routine accounting tasks.

The course is aimed at learners seeking a first qualification in the practical use of computerised accounts. Candidates must have an understanding of the terms used in basic book-keeping.

The course covers:

- Adding new accounts to purchase/sales ledgers
- Creating new accounts in the nominal ledger from given information
- Processing information in respect of the sales ledger
- Processing information in respect of the purchase ledger

- Calculating and reconciling all batch totals as required
- Printing out copies of ledgers, balances and accounts as required.

#### Entry requirements

It is recommended that candidates already hold a Level 1 qualification in book-keeping such as the C&G 8953 Level 1 qualification in Book-keeping and Accounts and have basic numeracy skills.

#### Examination

There is a one hour final examination set by the City and Guilds which takes the form of a case study where it is assumed the candidate is working in an accounts department using a computerised system.

DAY	Thursday
DATE	02/10/08
TIME	1830-2115
WEEKS	12
FEE	£165
DISCOUNTED FEE	£62
CODE	22156 E08MA

All the courses on this page take place at Main Campus, Kingsway, Dunstable.