

## 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.

City and Guilds Computerised Accounts - Level 2



Course Description

The aim of the award is to test a candidate's ability in the preparation and operation of computerised accounts software/packages, and to test the candidate's ability to interpret and verify information from source documents.

The course is aimed at learners seeking certification of a broad experience in using computerised accounts software and to widen her/his competence. It is also aimed at those who want to enter employment in a computerised accounts environment.

In addition to the skills developed at Level 1 of the course the candidates will also:

- Enter initial capital, cash, cheque

- and other bank transactions
- Correct errors by means of credit notes or journal adjustments
- Enter tax reference codes and/or percentages such as VAT
- Produce a trial balance
- Produce an aged debtors schedule
- Produce a supplier and customer account history.

Entry requirements

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

Examination

There is a two 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	15/01/09
TIME	1830-2115
WEEKS	12
FEE	£165
DISCOUNTED FEE	£62
CODE	22157 E08MA

Association of Accounting Technicians (AAT) – Foundation NVQ Level 2 in Accounting



Course Requirements

This qualification is suitable for people who are working, or wish to work, in an accounts environment. It is offered on a part-time day and evening basis and is an ideal starting point for someone wanting to return to the workplace in an accounting capacity or for someone in accounts who has not studied for a while.

The course consists of seven units:

- Recording income and receipts
- Making and recording payments
- Preparing ledger balances and initial trial balance
- Supplying information for management control
- Working with computers \*
- Achieving personal effectiveness
- Contributing to the maintenance of a healthy, safe and productive work environment. \*\*

\*The working with computers unit is common to Foundation and Intermediate and needs only be

completed once. \*\* The contributing to the maintenance of a healthy, safe and productive work environment unit is common to all three levels and needs only be complete once.

Any further information about the course?

All candidates must register as a student with AAT which is separate from enrolling as a student with Dunstable College. Exam fees are also paid directly to AAT.

Fees will be discussed at interview.

Assessment

Assessments are carried out through a combination of skills test and more formal exams. The skills tests are assessments of your ability to carry out practical activities and to operate effectively in the workplace, and may include evidence of skills gathered:

- In your workplace
- Carrying out voluntary activities

such as acting as treasurer for a local club.

Entry requirements

- Interview
- As assessments are generally conducted in English, you should be confident of completing assessments in this language
- Reasonable numeracy skills.

DAY	TBA
DATE	w/c 29/09/08
TIME	1400-2100
WEEKS	30
FEE	£645
DISCOUNTED FEE	N/A
CODE	22173 D18MA

Association of Accounting Technicians (AAT) – Intermediate NVQ Level 3 in Accounting



Course Requirements

This well-respected course aims to provide students with a widely recognised qualification at NVQ Level 3. It is accepted by employers as grounds for employment and career advancement, for those who are capable of taking on roles of responsibility in a variety of organisations. The course is aimed at students wishing to go through to the final stage and qualify for membership of the AAT. Students need not necessarily be employed in an accounts position, but there is a requirement to produce a portfolio of evidence of practical competence so relevant employment is an advantage.

The course consists of the following units:

- Financial accounts covering double entry book-keeping
- Preparation of final accounts for various business types
- Final accounts from incomplete records
- Cost accounts covering materials
- Labour
- Overheads
- Decision-making

- Working with computers \*
- Preparing reports and returns covering preparation of VAT returns
- Data presentation techniques including tables, graphs, charts and performance indicators
- The contributing to the maintenance of a healthy, safe and productive work environment \*\*

\*The working with computers unit is common to Foundation and Intermediate and needs only be completed once.

\*\* The contributing to the maintenance of a healthy, safe and productive work environment unit is common to all three levels and needs only be complete once.

Any further information about the course?

All candidates must register as a student with AAT which is separate from enrolling as a student with Dunstable College. Exam fees are also paid directly to AAT.

NVQ in Business and Administration - Level 2



Course Description

This course will provide you with an up-to-date qualification that is in line with industry needs and present an opportunity for individuals to progress within their present and future roles.

Designed for those people who:

- Are involved in Administration as their primary work activity
- Are seeking a career in Administration and wish to take their first steps towards professional qualifications
- Wish to receive recognition for their Administration experience.

To achieve the full certificate in Business and Administration you must complete five units including two mandatory units of:

- Carry out your responsibilities at work
- Work within your business environment.

You will then need to select another three units from a choice of 24 which include various IT units, managing diary systems, organising business travel, health and safety, operating credit control, operating office equipment, managing customer relations and organising and supporting meetings.

Any further information about this course?

This NVQ would be appropriate for learners who wish to progress to the Level 3 in Business and Administration.

National Vocational Qualifications are competence based and differ considerably from the more traditional types of examination.

Assessment

Assessment is undertaken in the work environment. Each unit can be achieved individually; a full qualification is awarded when all units have been achieved. There are no examinations; they allow the individual to work and achieve at their own pace.

Entry Requirements:

- Interview
- As assessments are generally conducted in English you should be confident of completing assessments in this language
- Reasonable numeracy skills.

DAY	TBA
DATE	w/c 29/09/08
TIME	1400-2100
WEEKS	30
FEE	£645
DISCOUNTED FEE	N/A
CODE	22174 D18MA

DAY	Tuesday
DATE	30/09/08
TIME	0900-1245
WEEKS	30
FEE	£460
DISCOUNTED FEE	£100
CODE	22146 D18MA

### NVQ in Business and Administration - Level 3



**Course Description**

This qualification follows on from Level 2 and is suitable for you if your job involves many complex tasks requiring initiative and personal responsibility.

This course will provide you with an up-to-date qualification that is in line with industry needs and present an opportunity for individuals to progress within their present and future roles.

Designed for those people who:

- Are involved in Administration as their primary work activity
- Wish to receive recognition for their Administration experience.

To achieve the full certificate in Business and Administration you must complete six units including the two mandatory units of:

- Carry out your responsibilities at work
- Work within your business environment.

You will then need to select another four units from a choice of 30 which include various IT units, supervising an office facility, managing diary systems, organising business travel, health and safety, procure products and services, manage payroll function, complete year-end procedures, run projects, organise and coordinate events, provide leadership of your team and plan and implement innovation and change.

**Any further information about the course?**

National Vocational Qualifications are competence based and differ considerably from the more traditional types of examination.

**Assessment**

Assessment is undertaken in the work environment. Each unit can be achieved individually; full qualification is awarded when all units have been achieved. There are no examinations; they allow the individual to work and achieve at their own pace.

**Entry Requirements:**

- Interview
- As assessments are generally conducted in English you should be confident of completing assessments in this language
- Reasonable numeracy skills.

DAY	Tuesday
DATE	30/09/08
TIME	0900-1245
WEEKS	30
FEE	£460
DISCOUNTED FEE	£100
CODE	22147 D18MA

Please note: the fee shown is per annum.

### C&G 1008 NVQ in Retail Skills - Level 2



**Course Description**

The Level 2 NVQ in Retail Skills is suitable for those working in Retail as Sales Advisors, Customer Sales Advisors, Product Experts or similar roles.

The course should be completed within 2 years of registration and consists of 1 mandatory unit:

Unit 201 Work effectively in your retail team

Plus five optional units from units such as:

Unit 202 Help customers choose products in a retail environment

Unit 205 Demonstrate products to customers in a retail environment

Unit 207 Receive goods and materials into storage in a retail environment.

Progression from this qualification could be made to:

- C&G Level 3 NVQ in Retail Skills
- C&G Level 3 Certificate in Retail
- C&G Level 3 NVQ in Distribution, Warehousing & Storage Operations.

**Examination**

The competences are assessed in the workplace and knowledge looked for in performance. The candidate will need to keep a portfolio of evidence to demonstrate competence.

**Entry requirements**

This NVQ is not approved for those who are under 16 years of age. There are no formal entry requirements for candidates undertaking this qualification; however, candidates need to be working in a retail environment and have the potential to gain all the necessary evidence from the workplace.

Good numeracy and literacy skills are also required.

DAY	TBA
DATE	w/c 29/09/08
TIME	0945-1200
WEEKS	30
FEE	£460
DISCOUNTED FEE	£100
CODE	22169 D18MA

Please note: the fee shown is per annum.

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

### C&G 1008 NVQ in Retail Skills - Level 3



**Course Description**

The Level 3 NVQ has been designed for department, section and team leaders, specialist sales advisors and owners/managers. With this in mind the NVQ offers 3 pathways for the candidate:

- Sales Professional
- Management
- Visual Merchandising.

The course should be completed within 2 years of registration and consists of one mandatory unit:

Unit 201 Work effectively in your retail team

Plus five optional units from units such as:

Unit 202 Help customers choose products in a retail environment

Unit 205 Demonstrate products to customers in a retail environment

Unit 207 Receive goods and materials into storage in a retail environment.

**Examination**

The competences are assessed in the workplace and knowledge looked for in performance. The candidate will need to keep a portfolio of evidence to demonstrate competence.

**Entry requirements**

This NVQ is not approved for those who are under 16 years of age. There are no formal entry requirements for candidates undertaking this qualification; however, candidates need to be working in a retail

environment and have the potential to gain all the necessary evidence from the workplace.

Good numeracy and literacy skills are also required.

DAY	TBA
DATE	w/c 29/09/08
TIME	0945-1200
WEEKS	30
FEE	£460
DISCOUNTED FEE	£100
CODE	22170 D18MA

Please note: the fee shown is per annum.

### NVQ in Customer Service - Level 2



**NEW**

This qualification has been developed for candidates who already have the knowledge and skills equivalent to a Level 1 Customer Service qualification, gained either through previous learning or employment or both, and now wish to:

- Acquire knowledge and understanding relevant to a customer service role
- Progress a career, and need the knowledge and understanding to support that career
- Enter customer service roles in which they will carry out a range of tasks under supervision
- Progress towards an NVQ, such as the EDI Customer Service NVQ Level 2 or Level 3
- Gain a Customer Service Apprenticeship.

**Any further information about the course?**

This qualification is appropriate for those who wish to gain underpinning knowledge and understanding through off-the-job learning in all occupational areas in which customer service is provided.

The course is appropriate for learners who wish to progress to the NVQ Level 3 in Customer Service Award.

**Assessment**

There are no formal examinations and assessment is undertaken in the work environment by the candidate producing a portfolio of evidence. Each unit can be achieved individually and the full qualification is awarded when all units have been achieved.

**Entry requirements:**

- Interview
- As assessments are generally conducted in English you should be confident of completing assessments in this language
- Reasonable numeracy skills.

DAY	Tuesday
DATE	30/09/08
TIME	0900-1245
WEEKS	30
FEE	£460
DISCOUNTED FEE	£100
CODE	22158 E18MA

Please note: the fee shown is per annum.

### NVQ in Customer Service - Level 3



**NEW**

The NVQ Level 3 Award in Customer Service is designed for customer service professionals. The qualification builds on the NVQ Level 2 syllabus and deals with more complex issues and practices.

**Any further information about the course?**

The qualification is appropriate for those who wish to gain underpinning knowledge and understanding through off-the-job learning in all occupational areas in which customer service is provided.

**Assessment**

There are no formal examinations and assessment is undertaken in the work environment by the candidate producing a portfolio of evidence. Each unit can be achieved individually and the full qualification is awarded when all units have been achieved.

**Entry requirements:**

- Level 2 NVQ or equivalent in Customer Service or related subject

- Interview
- Good command of written and spoken English
- Good numeracy skills.

DAY	Tuesday
DATE	30/09/08
TIME	0900-1245
WEEKS	30
FEE	£460
DISCOUNTED FEE	£100
CODE	22159 E18MA

Please note: the fee shown is per annum.

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

**BTEC Award Introducing Team Leading - Level 2**



This 30-hour Level 2 management qualification has been designed for people who in their job role have a responsibility for team leading or are potential team leaders. The course consists of three units:

- Becoming an Effective Team Leader
- Leading a Team
- Leading the Work of Your Team.

Progression from this qualification could be made to:

- BTEC Award Introducing Management Level 3
- ILM Certificate in First Line Management.

**Examination**

Each unit is assessed separately and candidates must pass all three units to achieve the award. The assessment methods include

assignments, case studies, projects and time-constrained assessments.

**Entry requirements**

There are no formal entry requirements for candidates undertaking this qualification; however, candidates need to have a responsibility for team leading or are potential team leaders. They will also need to have a good command of written and spoken English.

DAY	Tuesday
DATE	30/09/08
TIME	1830-2115
WEEKS	12
FEE	£195
DISCOUNTED FEE	£92
CODE	22154 E08MA

**BTEC Award Introducing Management - Level 3**



This 30-hour Level 3 management qualification has been designed for people who in their job role have a responsibility for first line management. The course consists of three units:

- Developing as a Manager
- Leadership in Management
- Meeting the Requirements of a Manager.

Progression from this qualification could be made to:

- BTEC Certificate in Management Level 4.

**Examination**

Each unit is assessed separately and candidates must pass all three units to achieve the award. The assessment methods include assignments, case studies, projects and time-constrained assessments.

**Entry requirements**

There are no formal entry requirements for candidates undertaking this qualification; however, candidates need to have a responsibility for first line management. They will also need to have a good command of written and spoken English.

DAY	Monday
DATE	29/09/08
TIME	1830-2115
WEEKS	12
FEE	£195
DISCOUNTED FEE	£92
CODE	22155 E08MA

**ILM Certificate in Team Leading - Level 2**



**Course Description**

This qualification covers the full range of responsibilities of the team/group leader or member. It is designed to improve your performance within an organisation through a strong focus on your specific job role.

The programme, including induction and tutorials is 66 learning hours plus time for assessment. The full certificate consists of four 15-hour modules:

- Team Leading Skills
- Getting the Work Done
- Leading People in Teams
- Communication with People.

**Any further information about the course?**

Those who achieve this award are eligible to apply for the first level of Associate Membership (AMInstLM). The next progression stage is the ILM Certificate in First Line Management Level 3.

**Assessment**

There are 3 elements to assessment:

- Knowledge assessment of each unit based on short questions
- Short centre-assessed presentation
- Mini-Project.

**Entry requirements**

There are no formal entry requirements, but participants ideally should be working in teams or cells, though not necessarily in a leadership role, and have a background which will enable them to benefit from the programme. A good command of written and spoken English is also required.

DAY	TBA
DATE	w/c 29/09/08
TIME	1830-2130
WEEKS	24
FEE	£250
DISCOUNTED FEE	£110
CODE	22151 E18MA

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

**ILM Certificate in First Line Management - Level 3**



**Course Description**

This qualification is for people likely to become first line managers (team leaders or supervisors) or who are already in post but have had little or no formal training.

The programme, including induction and tutorials is 180 learning hours plus time for assessment. The full certificate consists of ten 15-hour modules:

- Managing-Self
- Management Skills and Competency
- Understanding Organisations
- Managing Change
- Managing Activities
- Managing Resources
- Developing People
- Managing People
- Communication
- Managing Information.

**Any further information about the course?**

Those who achieve this award are eligible to apply for ILM Associate Membership (AMInstLM).

**Assessment**

10 short work-based assignments (approximately 1 hour each).

**Entry requirements**

There are no formal entry requirements, but participants should be practising or potential first line managers with two years full-time (or three years part-time) work experience, and a background which will enable them to benefit from the programme. All potential candidates will require an interview before enrolling on the course.

DAY	TBA
DATE	w/c 29/09/08
TIME	1545-2130
WEEKS	30
FEE	£450
DISCOUNTED FEE	£200
CODE	22152 E18MA

**BTEC Professional Certificate in Management Studies - Level 5**



**Course Description**

The Professional Certificate in Management Studies (PCMS) is a Level 5 part-time qualification for learners wanting to confirm or extend their work experience if they are, or have been, employed in a management role. It is also a suitable qualification for those wishing to change career or move into a management position.

It comprises six units of 30 hours each. The two core units are:

- Personal Development
- Communication at Work.

The four specialist units are:

- Leadership
- Financial Awareness
- Managing Activities
- Recruitment for Selection.

Learners studying for the PCMS will be expected to develop the following skills during the programme of study:

- Knowledge and capabilities which underpin the professional area of management, informed by knowledge and practice, some of which are at the forefront of the discipline
- Ability as an effective practitioner to handle complex and unpredictable work situations
- Independence of approach to research and study and the generation of management evidence, using and selecting appropriate methodologies

- Application of the methods and techniques learned, to review, consolidate, extend and apply knowledge and understanding, and to initiate and carry out projects
- Critical evaluation of arguments, assumptions, abstract concepts and data to make judgements and to frame appropriate questions to achieve a solution
- Communication of information, ideas, problems and solutions to both specialist and non-specialist audiences
- Ability to innovate and work in a creative way
- Ability to respond to change
- Ability to multi-task.

**Assessment**

Assessment is through internally set assignments and learners must complete and pass all six units to achieve the full certificate.

**Entry requirements**

The entry profile is likely to include one of the following:

- A BTEC National or Level 3 Short Course in a related subject (eg Business, Management, Administration, Customer Service)
- An Advanced/Advanced Subsidiary GCE profile which demonstrates strong performance in a relevant subject or an adequate performance in more than one GCSE subject. This profile is likely to be supported by GCSE grades at levels A\*-C

- An Access to Higher Education Certificate awarded by an approved Further Education institution
- Other related Level 3 or 4 qualifications
- Appropriate work experience.

DAY	Wednesday
DATE	08/10/08
TIME	TBA
WEEKS	30
FEE	£750
DISCOUNTED FEE	£250
CODE	22342 D18MA

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

**BTEC Advanced Professional Diploma in Management Studies - Level 7** 

**Course Description**

This qualification is aimed at broadening and deepening a learner's management skills and knowledge. It is particularly suitable for experienced managers or for those wishing to move into management as a change of career. The diploma is a 270-hour qualification comprising nine units of 30 hours each delivered as follows:

**Year 1**

- Unit 1 Advanced Professional Development - delivered across Years 1 & 2
- Unit 2 Managing Change in Organisations
- Unit 5 Managing Financial Principles and Techniques
- Unit 16 Managing Human Resources Policy
- Unit 17 Strategic Marketing Management.

**Year 2**

- Unit 1 Advanced Professional Development
- Unit 3 Management Research
- Unit 8 Leadership of your Organisation
- Unit 10 Management Research Methods
- Unit 14 Managing Finance for Strategic Managers.

During the programme of study learners will be expected to develop the following skills:

- Systematic understanding of knowledge and a critical awareness of current problems and new insights, much of which is at the forefront of the professional area of management
- Comprehensive understanding of management techniques and ability to apply
- Originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the area of management
- Critical evaluation of current research and advanced scholarship in the area of management
- The ability to develop and apply novel approaches in handling complex and unpredictable situations
- The ability to operate effectively in highly critical situations by dealing effectively with problems and employing a high level of skill, judgement and insight
- The ability to respond to change and initiate change
- The ability to deal with complex

	YEAR 1 OF 2	YEAR 2 OF 2
DAY	Thursday	Thursday
DATE	02/10/08	TBA
TIME	1600-2100	1600-2100
WEEKS	30	30
FEE	£900	£900
DISCOUNTED FEE	£300	£300
CODE	22148 E18MA	TBA

issues creatively yet systematically, make sound judgements and communicate their conclusions clearly to specialist and non-specialist audiences

- The demonstration of self-direction and originality in tackling and solving problems
- The ability to act autonomously in planning and implementing tasks.

**Assessment**

Assessment is through internally set assignments and learners must complete and pass all nine units to achieve the full diploma.

**Entry requirements**

For learners who have recently been

in education the entry profile is likely to include at least one of the following:

- A degree, or BTEC Higher National Diploma/Certificate in a Business/Management related subject
- A BTEC Level 5/6 short course in a related subject (Business or Management)
- Appropriate work experience.

Mature learners may present a more varied profile of achievement that is likely to include extensive work experience and/or achievement of a range of professional qualifications in their work sector.

**ILEX Professional Diploma in Law - Level 3** 

**Course Description**

ILEX students are normally employed in legal practice during their training programme, thereby allowing them to acquire at an early stage the practical skills and experience required by the profession. The ILEX Level 3 programme is studied part-time over two years and consists of the following seven units:

- Unit 1 Introduction to Law and Practice
- Unit 2 Contractual Obligations
- Unit 3 Property Transactions
- Unit 4 Family Welfare
- Unit 5 Tort and Civil Litigation
- Unit 6 Criminal Process
- Unit 7 Business Formation and Practice.

In Year 1 the ILEX registration and student membership fee is £115. In Year 2 the student membership fee is £81. Each examination case study costs £87 and the final examination costs £92. Course manuals are purchased from ILEX via the College and cost £20 per unit manual. (Prices correct May 2007, may be subject to change.)

**Assessment**

Dunstable College only offers the mixed assessment route. Unit 1 is assessed by completion of a portfolio. Units 2-7 are assessed by pre-seen case studies. The final examination is set and marked by ILEX.

**Entry requirements**

Applicants under 21 years must have at least four GCSEs or GCE O Levels, at Grade C or above, or the equivalent in approved subjects, including English Language or English Literature. At least two of the other subjects must be academic such as

Mathematics, History, Languages, Science subjects, etc.

Applicants aged 21 years or over can register as mature students without formal qualifications.

Enrolments can be on the basis of business, commercial, academic or other experience. Each application will be considered on its individual merits, but it must be endorsed by a current employer or other professional person.

	YEAR 1 OF 2	YEAR 2 OF 2
DAY	Tuesday	Tuesday
DATE	30/09/08	TBA
TIME	1530-2000	1530-2000
WEEKS	30	30
FEE	£525 +ILEX Fees	£525 +ILEX Fees
DISCOUNTED FEE	N/A	N/A
CODE	22340 D18MA	TBA

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

**ILEX Professional Higher Diploma in Law - Level 6** 

**Course Description**

This is a two-year part-time course suitable for candidates who have successfully completed ILEX Professional Diploma in Law Level 3. The examination papers are set and examined at a standard comparable to that required in university honours degree examinations. As such, candidates must demonstrate strong analytical and problem solving skills and construct sound coherent and relevant arguments supported by appropriate authority.

The course is structured into two distinct areas, Practice Papers and Law Papers. A candidate must pass an exam in one Practice Paper and three Law Papers. One of the Law Papers must be linked to the Practice Paper as specified by ILEX.

At present the College offers Civil Litigation as the Practice Paper and the Law of Contract, Criminal Law and the Law of Tort as the three substantive law papers. However,

subject to demand other options may be available (see below).

- Practice Paper Linked Law Papers
- Criminal Litigation Criminal Law + 2 others such as Law of Tort and Law of Contract
- Family Practice Family Law + 2 others such as Law of Contract and Law of Tort
- Conveyancing Land Law + 2 others such as Law of Tort and Law of Contract

For further details please contact the College.

**Any further information about the course?**

All candidates must register as a student with ILEX which is separate from enrolling as a student with Dunstable College. Exam fees are also paid directly to ILEX.

If not already a member the ILEX registration fee is £34. Student membership fee of £81 is paid annually. Each Level 6 Law and Practice Examination Paper costs £66 each. Course manuals are purchased from ILEX via the College and cost £20 per unit manual. (Prices correct May 2007, may be subject to change.)

**Assessment**

To successfully complete the ILEX Level 6 Professional Higher Diploma in Law candidates must pass:

- 1 Practice Paper (pass mark 50%)
- 3 Law Papers (pass mark 40%).

All externally set exams are of three hours duration.

**Entry requirements**

ILEX Professional Diploma in Law Level 3 or equivalent.

DAY	Monday
DATE	29/09/08
TIME	1530-2000
WEEKS	30
FEE	£550 +ILEX Fees
DISCOUNTED FEE	N/A
CODE	22341 D18MA

**Foundation Degrees**

**Foundation Degree (FdA) Advertising and Marketing Communications** 

**Course Description**

This new two-year programme, which has been specially devised in conjunction with staff at the University of Bedfordshire, is designed to meet the needs of employees locally who are responsible for many aspects of marketing communications in their places of work. In the SME context one person may have to perform a number of functions, in larger organisations an individual may have a more specialist job title. Both groups of people will benefit greatly from this course.

The course is composed of a number of business modules covering such key areas as finance and data analysis, but most of the modules have a marketing emphasis e.g. Marketing Research and Understanding the Customer. What makes this foundation degree unique, however, is the way that it integrates graphics and design modules, such that its graduates not only have an understanding of all aspects of advertising and marketing communications, they have developed the practical skills to

enable them to design brochures, posters and fliers to promote their businesses. This ambitious goal is achieved through the assessment of a significant proportion of work-based activity. Not only is it the intention that each student will be visited on a regular basis by their College tutor, a significant proportion of the assessed work will be based upon work that is generated directly within the individual's regular work schedule.

**Any further information about the course?**

Potential candidates should ask for a course leaflet which gives more information about the programme and also contains an application form. The return of a completed application form will trigger an informal interview with the programme manager. A wide range of teaching techniques will be employed and the assessment methods will be very innovative. Successful learners will be able to 'top up' to a full honours degree at the University of Bedfordshire.

DAY	Monday	Mon & Wed
DATE	29/09/08	29/09/08
TIME	1400-2100	1400-2100
WEEKS	30	30
FEE	£1,255	£1,255
DISCOUNTED FEE	N/A	N/A
CODE	22941 D18MA	22941 E18MA

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