

## Health and Social Care

### NVQ Health and Social Care - Levels 2 & 3 **NEW**

These courses are accessed through a variety of learning techniques including open learning materials, workshops and taught sessions. They are designed for those employed in the Care sector or presently involved in voluntary work, and provide candidates with underpinning knowledge, a portfolio of evidence, access to assessment and internal verification required for the award. Additional assessment costs will be payable if a College assessor is

required. An interview is required. Dates and times are by arrangement with the candidate.

Each level should be achieved within 12 months. Different start dates are available throughout the year.

	LEVEL 2	LEVEL 3
DAY	TBA	TBA
DATE	w/c 29/09/08	w/c 29/09/08
TIME	TBA	TBA
WEEKS	30	30
FEE	£460	£460
DISCOUNTED FEE	£200	£200
CODE	23244 D18MA	23244 D18MA

## Childcare

### NVQ Children's Care, Learning and Development - Levels 2 & 3 **NEW**

These courses are accessed through a variety of learning techniques including open learning materials, workshops and taught sessions. They are designed for those in childcare/education or presently involved in voluntary work and provide candidates with underpinning knowledge, a portfolio of evidence, access to assessment and internal verification required for the award. Additional assessment costs will be payable if a College assessor is

required. An interview is required. Dates and times are by arrangement with the candidate.

Each level should be achieved within 12 months. Different start dates are available throughout the year.

	LEVEL 2	LEVEL 3
DAY	TBA	TBA
DATE	w/c 29/09/08	w/c 29/09/08
TIME	TBA	TBA
WEEKS	30	30
FEE	£460	£460
DISCOUNTED FEE	£200	£200
CODE	23145 D18MA	23146 D18MA

### CACHE Certificate in Playwork - Level 2

The course consists of two units:

- Unit 1 Playwork Practice
- Unit 2 Health and Safety in a Playwork Setting.

You will cover:

- Children and play
- Roles and responsibilities of a play worker
- Conflict resolution
- Dealing with accidents and emergencies
- Healthy eating and personal hygiene
- Supervision of trips and outings.

You can progress on to the CACHE Diploma in Playwork. Applicants for this course should be aged at least 16 and be employed in playwork or they would need a minimum of 60 hours' playwork experience through a voluntary placement.

	LEVEL 2	LEVEL 3
DAY	Thursday	Thursday
DATE	02/10/08	26/02/09
TIME	1800-2130	1800-2130
WEEKS	15	15
FEE	£216	£216
DISCOUNTED FEE	£95	£95
CODE	23141 E08MA	23141 E08MB

For NVQs in Logistics see page 62. All the courses on this page take place at Main Campus, Kingsway, Dunstable.

## Childcare

### CACHE Certificate for Teaching Assistants - Stage 3

You will develop the skills you need to work as a teacher's assistant in a school. You will learn good practice and how to meet the needs of children in the school setting. If you successfully complete the course, you will gain a nationally recognised qualification for teaching assistants.

To enrol for the course, you will need to undertake a short interview and you will need to have arranged a placement. Support in finding the placement is available.

DAY	Tuesday
DATE	30/09/08
TIME	0930-1430
WEEKS	30
FEE	£525
DISCOUNTED FEE	£175
CODE	23143 D18MA

### CACHE Certificate in Pre-School Practice - Level 2 **NEW**

This Level 2 qualification provides qualified status for early years practitioners and is suitable for those working with pre-school children wishing to develop their knowledge and understanding.

DAY	Friday
DATE	03/10/08
TIME	0930-1430
WEEKS	30
FEE	£216
DISCOUNTED FEE	£95
CODE	23102 D18MA

### CACHE Diploma in Pre-School Practice - Level 3 **NEW**

#### Course Description

This Level 3 qualification is for you if you are working as a supervisor or in a senior position in a pre-school, playgroup or nursery. It is a nationally recognised and graded qualification.

The course runs over four terms.

DAY	Monday
DATE	12/01/09
TIME	0930-1430
WEEKS	4 terms
FEE	£495
DISCOUNTED FEE	£295
CODE	23103 D18MA

### CACHE Diploma in Home-Based Childcare - Level 3 **NEW**

#### Unit 1 Introducing Childcare Practice (home-based)

This Unit forms a stand-alone qualification for those seeking home-based child-carer approvals.

DAY	Monday
DATE	29/09/08
TIME	1900-2100
WEEKS	6
FEE	£125
DISCOUNTED FEE	N/A
CODE	23147 E18MA

### CACHE Diploma in Home-Based Childcare - Level 3 **NEW**

This five unit course follows on from Unit 1 and gives a full qualification to home-based childcare practitioners providing a service for families seeking home-based care for their children.

DAY	Monday
DATE	17/11/08
TIME	1900-2100
WEEKS	24
FEE	£195
DISCOUNTED FEE	N/A
CODE	23103 E18MA

### BTEC Specialist Short Courses - Variable Levels **NEW**

#### Courses specialising in:

- Dementia Care - Level 2
- Infection Prevention and Control - Level 2
- Healthy Eating Award - Level 1
- Nutrition Awareness - Level 2
- Working with Medication - Level 3

These specialist courses offer professional updating and development for individuals and organisations working in the Care sector. Fees and Levels are variable. Learning can take place in College or at your place of work.

Please ring CBT 01582 861607 to reserve a place on the next induction briefing for the course of your choice

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

### Foundation Degree in Early Years (FdA) (Specialising in Playwork)



This is a two-year programme which helps develop knowledge, understanding and skills for career advancement while working with young children. It is aimed at candidates who hold a Level 3 qualification and are working in an Early Years setting. It will enable you to meet the changing circumstances in employment practices and possibly gain promotion to a management role.

The course is composed of a number of modules covering areas such as:

Contributing to the protection of children from abuse, working with other professionals, developing, implementing and evaluating specific plans and activities to meet the specific needs of children, managing sessions with groups of children, working with parents to enhance their children's learning and development, providing information to support decision making, developing own resources, enabling children to participate confidently and effectively in activities.

Optional units will focus on playwork. To apply for this course you have to hold a Level 3 qualification in Early Years and Care and be in appropriate employment.

Assessment will be continuous but varied in format.

**This course takes place at Main Campus, Kingsway, Dunstable.**

DAY	Thursday
DATE	02/10/08
TIME	0930-1430
WEEKS	30
FEE	£1,255
DISCOUNTED FEE	N/A
CODE	23940 D18MA

Please note: the fee shown is per annum.

### Computing and IT (Saturday Club)

Please see the website for the full range of courses for the Saturday Club.

#### Introduction to Computing

This course will teach the learner how to use a computer and the wide range of applications that comes with the operating system. It also covers file management, basic maintenance and security.

DAY	Saturday	Saturday
DATE	04/10/08	17/01/09
TIME	1000-1500	1000-1500
WEEKS	1	1
FEE	£50	£50
DISCOUNTED FEE	N/A	N/A
CODE	21363 D08MA	21363 D08MB

#### Access Database

This course will teach the user how to create and use Microsoft Access. You will design and create databases for a range of applications.

DAY	Saturday	Saturday
DATE	11/10/08	31/01/09
TIME	1000-1500	1000-1500
WEEKS	1	1
FEE	£50	£50
DISCOUNTED FEE	N/A	N/A
CODE	21364 D08MA	21364 D08MB

#### Word Beginners

This course will teach the user how to use the Word processing package Word. It covers a wide range of features from page layout to mail merges.

DAY	Saturday	Saturday
DATE	18/10/08	07/03/09
TIME	1000-1500	1000-1500
WEEKS	1	1
FEE	£50	£50
DISCOUNTED FEE	N/A	N/A
CODE	21365 D08MA	21365 D08MB

#### Excel Beginners

This course will teach the user how to use the Spreadsheet package Excel. You will learn how use the tools to automate the calculations, create graphs and a wide range of functions.

DAY	Saturday	Saturday
DATE	22/11/08	28/03/09
TIME	1000-1500	1000-1500
WEEKS	1	1
FEE	£50	£50
DISCOUNTED FEE	N/A	N/A
CODE	21366 D08MA	21366 D08MB

The courses above take place at the Kingsland Skills Institute Campus, Houghton Regis.

### Web design Beginners

This course will teach the user how to design web sites and allow the user to publish their site on the Internet.

DAY	Saturday	Saturday
DATE	13/12/08	16/05/09
TIME	1000-1500	1000-1500
WEEKS	1	1
FEE	£50	£50
DISCOUNTED FEE	N/A	N/A
CODE	21367 D08MA	21367 D08MB

### Powerpoint for Beginners

This course will teach the user how to use the presentation package Powerpoint.

DAY	Saturday
DATE	13/06/09
TIME	1000-1500
WEEKS	1
FEE	£50
DISCOUNTED FEE	N/A
CODE	21368 D08MA

### Internet for beginners

This course will teach the user how to use the Internet, using search engines and the variety of options

DAY	Saturday
DATE	08/02/09
TIME	1000-1500
WEEKS	1
FEE	£50
DISCOUNTED FEE	N/A
CODE	21369 D08MA

### DTP

This course will teach the user how to use the Desk Top Publishing package Publisher. You will design a newsletter using the facilities of

DAY	Saturday
DATE	28/02/09
TIME	1000-1500
WEEKS	1
FEE	£50
DISCOUNTED FEE	N/A
CODE	21370 D08MA

The courses above take place at the Kingsland Skills Institute Campus, Houghton Regis.

### Computing and IT

#### ITQ

This course consists of a compendium of subjects which spans the area of computing. You will cover word processing, databases, spreadsheets, the internet and e-mail. The delivery of the course has been designed to

be as flexible as possible. You have an option of studying on a part-time day release basis or in the evening at the Kingsway Campus. If you prefer, you have the option of studying on a flexible delivery programme

through the College Learning Shops situated in the town centres of Dunstable and Leighton Buzzard.

Courses are available on several days of the week with flexible start

times throughout the year. Please telephone for details. There is no charge associated with this course but there will be a £35 administration fee. For further details of our learning shops see page 83.

#### Home Wireless Networking

This course will focus on the installation, operation and troubleshooting of wireless home networks. This particular course covers an essential overview of available technologies, setting up and securing various networking devices with an emphasis on providing hands-on experience in the following areas:

- Planning, installation and configuration of wireless networks – creating a network that meets your needs e.g. safely sharing

- printers, internet access etc.
- Basic troubleshooting – keeping your new network running smoothly
- Relevant technologies including 802.11a, 802.11b and 802.11g
- Security essentials – keeping your network safe from hackers.

This course will enable students to set up and configure wireless networks. A basic knowledge of computers would be helpful but not essential to take this course.

**This course takes place at Main Campus, Kingsway, Dunstable.**

DAY	Tuesday	Tuesday	Tuesday
DATE	30/09/08	13/01/09	21/04/09
TIME	1800-2100	1800-2100	1800-2100
WEEKS	5	5	5
FEE	£100	£100	£100
DISCOUNTED FEE	N/A	N/A	N/A
CODE	21340 E08MA	21340 E08MB	21340 E08MC

### English Literature



This course allows students to respond to a wide range of texts from the literary traditions and contemporary writing.

The content is as follows:

- Prose: the study of substantial texts published before and after 1914
- Poetry: comparative study, featuring poems published before and after 1914
- Drama: the study of works published before and after 1914.

**Examination**

A portfolio of written and oral course work must be submitted and this course work constitutes 30% of the total mark; the final examination carries 70% of the total mark.

**Entry requirements**

Attendance at an initial assessment and guidance interview is essential.

DAY	Thursday	Friday
DATE	18/09/08	19/09/08
TIME	1300-1530	1830-2115
WEEKS	30	30
FEE	£250	£250
DISCOUNTED FEE	£43	£43
CODE	22443 D18MA	22443 E08MA

Progression from this qualification could be made to GCE Advanced Level English Language or Literature.

### Maths



This course is ideal for those wishing to either take Maths GCSE for the first time or to retake it for career progression. A minimum of Grade D at GCSE or equivalent is required to take the course.

DAY	Wednesday	Wednesday
DATE	01/10/08	01/10/08
TIME	1300-1530	1830-2115
WEEKS	30	30
FEE	£250	£250
DISCOUNTED FEE	£43	£43
CODE	21840 D18MA	21840 E18MA

### Law 3161



The following will be studied:

- The nature of law in society
- Legal institutions
- Modern sources of English law
- The prosecution process
- The Civil process
- Contract
- Criminal law
- Family law.

**Entry requirements**

A good standard of English is required.

DAY	Monday	Monday
DATE	29/09/08	29/09/08
TIME	1415-1700	1830-2115
WEEKS	30	30
FEE	£250	£250
DISCOUNTED FEE	£43	£43
CODE	22445 D18MA	22445 E18MA

Progression from this qualification could be made to Advanced Level Law.

**Examination**

There will be one final examination paper for 80% of the marks with the coursework component consisting of 2000-2500 words in length.

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

### NCFE Certificate in Understanding and Prevention of MRSA - Level 2



**NEW**

The Level 2 Certificate in Understanding and Prevention of MRSA is an ideal qualification for those working in the health care sector. It is useful for those who want to increase their knowledge and understanding of MRSA and how their work practices can contribute to controlling and preventing the spread of infection.

Students need to be at least 16 years

of age to take this course. The course covers:

- The evolution and transmission of MRSA and associated infections
- Developing an awareness of MRSA
- Preventing the spread of MRSA
- The life history and ecology of MRSA and other bacteria.

**This course takes place at Main Campus, Kingsway, Dunstable.**

DAY	Monday
DATE	29/09/08
TIME	1730-2130
WEEKS	30
FEE	£450
DISCOUNTED FEE	£175
CODE	23245 E18MA

### BTEC Specialist Short Courses - Variable Levels **NEW**

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- **Infection Prevention and Control - Level 2**
- **Healthy Eating Award - Level 1**
- **Nutrition Awareness - Level 2**
- **Working with Medication - Level 3**

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Please ring Chiltern Business Training on 01582 861607 to reserve a place on the next induction briefing for the course of your choice

### Health and Safety (NEBOSH)

#### NEBOSH National General Certificate Health & Safety

The legal health and safety requirements for the workplace are numerous and complex.

The NEBOSH National General Certificate course is ideal for Safety Training Officers, Line Managers, Union Safety Representatives and employees who have responsibilities for maintaining health and safety standards within their organisation.

**Price on Application. For further information, please call the Business Development Team telephone: 01582 861607.**

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