

Construction

Brickwork **NEW**

This course is designed to give you an introduction to brickwork and to develop construction trowel trade skills.

You will cover:

- Health and safety
- Use of trowels and tools
- Single skin and double skin walling
- Cavity walling
- Arches, fireplaces and plinth work.

You will gain units towards VRQ Levels 1 and 2 accredited qualifications.

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

DAY	TBC
DATE	w/c 29/09/08
TIME	0900-1630
WEEKS	30
FEE	£495
DISCOUNTED FEE	£200
CODE	21243 D18KA

Garden Architecture DIY **NEW**

This is a short course designed to give you the confidence to undertake those small bricklaying projects in the garden. You will be able to develop the practical skills as well as gaining knowledge of foundations and concrete. Whether it is a wall, pond, flower boxes or ornamental border come along and let us help you to get those jobs done.

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

DAY	Saturday
DATE	w/c 29/09/08
TIME	0900-1500
WEEKS	6
FEE	£300
DISCOUNTED FEE	N/A
CODE	21245 D08KA

Counselling

BTEC Award in Communication and Self-Development in a Counselling Skills Context - Level 1 **NEW**

This course consists of two units offering education and training for those working with people, who maybe use communication and listening skills, eg care assistants, advice and guidance support workers.

- Unit 1 Self-Awareness and Development Needs within a Counselling Skills Context

- Unit 2 Introduction to Listening and Communication Skills in a Counselling Skills Context.

A discussion with the course tutor is required prior to starting the course to ensure the candidate is in a suitable work role or undertaking a voluntary placement.

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

DAY	Wednesday	Wednesday
DATE	24/09/08	04/02/09
TIME	1830-2100	1830-2100
WEEKS	15	15
FEE	£195	£195
DISCOUNTED FEE	£92	£92
CODE	23745 E08MA	23745 E08MB

NCFE Counselling Skills - Level 2

This is an ideal qualification if you are already working in an environment where interpersonal skills are required or if you wish to enter a career in counselling.

You need the Level 1 qualification or 30 hours of counselling experience. You will study: Applying counselling skills, Counselling skills in context and Developing your own learning.

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

DAY	Wednesday
DATE	02/10/08
TIME	1730-2100
WEEKS	10
FEE	£195
DISCOUNTED FEE	£92
CODE	23741 E08MA

NCFE Certificate in Counselling Skills - Level 3

This is an ideal qualification if you wish to enhance your role as, for example, a Nurse or Social Worker or if you wish to make a career change to become a professional counsellor.

You need a Level 2 counselling qualification or considerable counselling experience of working one-to-one to take this course. You will study: Acquire, develop and practice counselling skills, Understand professional issues and Self-development. Your postal application leads to a pre-course interview.

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

DAY	Wednesday
DATE	14/01/09
TIME	1730-2100
WEEKS	20
FEE	£295
DISCOUNTED FEE	£88
CODE	23742 E08MA

Engineering (Electrical)

City & Guilds 2330 Electrical Installation - Certificate in Electrotechnical Technology - Level 2

If you are a learner or apprenticeship candidate already working or wishing to work in the electrical industry, this is an ideal course for you. You will gain the essential underpinning knowledge required for the electrical installations of buildings and structures. You will carry out practical activities designed to enhance "off the job training"; these are then assessed internally to show your attainment in this area. You will

require preferably four GCSEs and you will need to discuss your requirements with the course tutor before enrolling on the course. When you successfully complete this course, you may progress directly to the Level 3 Certificate in Electrotechnical Technology. You may take this course either over two years or for one year on the fast-track option. You will be required to discuss the details of the course with the course tutor.

DAY	Mon & Wed	Tuesday
DATE	29/09/08	13/01/09
TIME	1800-2100	1800-2100
WEEKS	20	20
FEE	£575	£575
DISCOUNTED FEE	N/A	N/A
CODE	21141 E18KA	21141 E18KA

City & Guilds 2330 Electrical Installation - Certificate in Electrotechnical Technology - Level 3

This is an advanced course, which is ideal for you if you are a learner or apprenticeship candidate already working in the electrical industry. You will gain installation knowledge of buildings and structures, plus an understanding and working knowledge of the Wiring Regulations and aspects of inspection and

testing. Practical activities are designed to recognise both the importance of your ability to work safely and efficiently and the principles and process applicable to the inspection, testing and commissioning of electrical installations.

DAY	Monday	Tues & Fri
DATE	29/09/08	13/01/09
TIME	1800-2100	1800-2100
WEEKS	20	20
FEE	£575	£575
DISCOUNTED FEE	N/A	N/A
CODE	21143 E18KA	21143 E18KA

City & Guilds 2381 Wiring Regulations (IEE 17th Edition) - Level 3

You will gain a good working knowledge of wiring regulations and may currently be employed in installing or maintaining electrical installations or as a supervisor or safety officer. You will become familiar with the layout, content and use of the Regulations. You will need to discuss your requirements with the course tutor before enrolling on the course.

DAY	Tuesday	Saturday	Tuesday	Tuesday	Saturday
DATE	30/09/08	17/01/09	30/09/08	23/09/08	17/01/09
TIME	1800-2100	1800-2100	1800-2100	1800-2100	1800-2100
WEEKS	20	20	20	20	20
FEE	£575	£575	£575	£575	£575
DISCOUNTED FEE	£368	£368	£368	£368	£368
CODE	21140 E08KA	21140 D08KA	21140 E08KB	21140 E08KC	21140 D08KC

All the courses on this page take place at the Kingsland Skills Institute Campus, Houghton Regis.

Engineering (Electrical)

City & Guilds 2392-10 Level 2 · City & Guilds 2392-20 - Level 3 Inspection, Testing and Certification of Electrical Installation



As a practicing electrician or maintenance engineer, you will learn and develop inspection, testing and certification techniques. The course consists of 30 hours' theory, followed by assessments. The latter consists of an external examination and a practical test conducted by the tutor after the exam. To take the Level 3 course, you will need the City & Guilds 2381 Wiring Regulations (IEE 17th Edition). (One extra session will be arranged to carry out the practical assessment)

DAY	Thursday	Saturday	Thursday	Tuesday	Saturday
DATE	02/10/08	17/01/09	02/10/08	30/09/08	17/01/09
TIME	1800-2100	1800-2100	1800-2100	1800-2100	1800-2100
WEEKS	20	20	20	20	20
FEE	£575	£575	£575	£575	£575
DISCOUNTED FEE	N/A	N/A	N/A	N/A	N/A
CODE	21140 E08KA	21140 E08KA	21140 E08KB	21140 E08KC	21140 E08KC

City & Guilds 2377 PAT Testing (Portable Appliance Testing) - Level 3



The Electricity at Work Regulations Act (1989) requires anyone responsible for inspecting, testing and certifying Portable Electrical Apparatus (Normal Domestic and Light Industrial) to be trained to a competent level. This course is designed for students who have a basic knowledge of electricity. It is suitable for managers, supervisors and staff who need to understand and implement safe working practices when dealing with electrical appliances and anyone who works in an environment that requires testing of electrical equipment to prove electrical safety.

The course will cover the following:

- Overview of Electricity at Work of required electrical theory
- Classes of Equipment
- Types of Inspection and Test
- Apparatus covered by this course
- Inspection procedures and equipment
- Testing of apparatus with approved Portable Appliance Testers (PAT)
- Documentation required by Electricity at Work Act
- Certification Test. You will also need to purchase the following text book: Code of Practice for In-Service Inspection and Testing of Electrical Equipment.

DAY	Tuesday	Wednesday	Thursday
DATE	30/09/08	01/10/08	02/10/08
TIME	1800-2100	1800-2100	1800-2100
WEEKS	30	30	30
FEE	£295	£295	£295
DISCOUNTED FEE	£145	£145	£145
CODE	21146 E08KA	21146 E08KB	21146 E08KC

Please note: Students must enrol at least one week prior to the start of this course to enable college staff to register them with the awarding body. Failure to do so, will mean that students are unable to sit the final exam.

City and Guilds 2393 Part P Building Regulations



NEW

Part P

The government introduced legislation to control the connection of electrical equipment to an existing power supply by trades persons (builders) under the Part 'P' of the Building Regulations.

This course qualifies you to undertake electrical installations in accordance to these regulations.

DAY	Tuesday	Tuesday
DATE	30/09/08	13/01/09
TIME	1800-2100	1800-2100
WEEKS	20	20
FEE	£575	£575
DISCOUNTED FEE	N/A	N/A
CODE	21167 E18KA	21167 E18KB

All the courses on this page take place at the Kingsland Skills Institute Campus, Houghton Regis.

Engineering (Mechanical/Electrical)

NVQ Performing Engineering Operations (PEO) - Level 1



You will gain basic engineering skills in a choice of disciplines, including electrical installation, welding and hand skills. Successful completion of this course will lead you to entry on a Level 2 qualification. You do not need any formal qualifications to take this

course. Other days of attendance are available, subject to demand. You will need to discuss your requirements with the course tutor before enrolling on the course.

DAY	Monday
DATE	29/09/08
TIME	0900-1800
WEEKS	30
FEE	£685
DISCOUNTED FEE	£250
CODE	21148 D18MA

NVQ Performing Engineering Operations (PEO) - Level 2



You will benefit from a quality environment in which to complete the six units of engineering competences that make up the NVQ course in basic engineering. You will need four GCSE passes or PEO Level 1 to take the course. You will also need to discuss your requirements with the course tutor before enrolling on the course.

Please note: the fee shown is per annum.

	YEAR 1 OF 2	YEAR 2 OF 2
DAY	Monday	Tuesday
DATE	29/09/08	TBA
TIME	0900-1800	0900-1800
WEEKS	30	30
FEE	£685	£635
DISCOUNTED FEE	£250	£200
CODE	21149 D18MA	TBA

BTEC National Certificate Engineering - Level 3



This is a comprehensive mechanical engineering course for technicians with design, production or supervisory responsibilities. You will require four GCSEs at Grade C or above (including maths), or equivalent qualifications and experience if you are a mature student. Evening attendance can be arranged, subject to demand. You will need to discuss your requirements with the course tutor before enrolling on the course.

Please note: the fee shown is per annum.

	YEAR 1 OF 2	YEAR 2 OF 2
DAY	Tuesday	Monday
DATE	30/09/08	TBA
TIME	0900-1800	0900-1800
WEEKS	30	30
FEE	£685	£635
DISCOUNTED FEE	£250	£200
CODE	21150 D18MA	TBA

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

Engineering (Mechanical/Electrical)

City & Guilds 2800 Certificate in Engineering

If you are either following an NVQ Training Programme or wish to gain progression in maintenance, production engineering and/or welding, this course is for you. You will study a core of general engineering units plus optional units, covering a range of electro/mechanical skills in maintenance, production engineering and welding.

	YEAR 1 OF 2	YEAR 2 OF 2
DAY	Wednesday	Thursday
DATE	01/10/08	TBA
TIME	0900-1800	0900-1800
WEEKS	30	30
FEE	£685	£635
DISCOUNTED FEE	£250	£200
CODE	21152 D18MA	TBA

First Aid

First Aid at Work FULL Certificate - 4 Day course

Train to be a first aider in the workplace and gain a recognised qualification that is valid for three years (after which a refresher course must be taken).

You will cover all aspects of first aid and the responsibilities and duties of a first aider as laid down by the Health and Safety Executive.

No formal qualifications are required. Six weeks notice is required prior to the start of the course. You need to be aged 19 or over. Special group rates on application.

	Friday	Thursday	Friday	Thursday
DAY	Friday	Thursday	Friday	Thursday
DATE	TBA	TBA	TBA	TBA
TIME	0900-1600	0900-1600	0900-1600	0900-1600
WEEKS	4	4	4	4
FEE	£200	£200	£200	£200
DISCOUNTED FEE	£50	£50	£50	£50
CODE	23840 D08KA	23840 D08KB	23840 E08KC	23840 E08KD

Appointed Person in First Aid in the work place - 1 Day course **NEW**

An appointed person is an individual who is appointed by a company to take charge in the event of an emergency happening in the work place.

The Health & Safety Executive encourages all such individuals to attend a basic First Aid course.

DAY	TBA
DATE	TBA
TIME	TBA
WEEKS	TBA
FEE	£50
DISCOUNTED FEE	N/A
CODE	23840 D08KE

First Aid

FAQ Certificate in Basic First Aid - Level 2 **NEW**

This Level 2 Certificate in Basic First Aid is a vocationally related qualification that provides candidates with an opportunity to study and be assessed in both practical and theoretical aspects of everyday emergency first aid.

- Unit 1 Provide Emergency First Aid to Adults
- Unit 2 Recognition and First Aid treatment of common illness and injuries.

	Tuesday	Tuesday	Tuesday
DAY	Tuesday	Tuesday	Tuesday
DATE	06/10/08	13/01/09	14/05/09
TIME	1830-2130	1830-2130	1830-2130
WEEKS	5	5	5
FEE	£90	£90	£90
DISCOUNTED FEE	N/A	N/A	N/A
CODE	23846 E08MA	23846 E08MB	23846 E08MC

Refresher First Aid course - 2 day course **NEW**

A person who holds A Full certificate in First Aid must take the refresher course every three years and prior to the expiry date of the current certificate. Failure to do so will make their Full Certificate invalid.

Six weeks notice is required before the start of the course.

DAY	TBA
DATE	TBA
TIME	-
WEEKS	-
FEE	£90
DISCOUNTED FEE	N/A
CODE	23840 D08KF

Floristry

Short Courses

Floristry Fun

Flowers for the festive season

Little or no experience is required to complete this course, which will include an advent design, door wreath, table display and Christmas gift. All materials and flowers are provided on this fun for all course.

DAY	Monday
DATE	24/11/08
TIME	1900-2100
WEEKS	4
FEE	£88
DISCOUNTED FEE	N/A
CODE	20447 E08MA

Make your own wedding flowers

This course includes all the materials and flowers required to make designs for a wedding. This will include simple buttonholes and corsage, a tied wedding bouquet, a table display and a thank you gift. No prior experience is required on this new and exciting course.

DAY	Monday
DATE	01/06/09
TIME	1900-2100
WEEKS	4
FEE	£88
DISCOUNTED FEE	N/A
CODE	20447 E08MB

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