

**City & Guilds 7822 Floristry - Level 2** 

You will learn and develop basic floristry skills to create items for different occasions. You will work with a wide range of fresh, non-perishable, preserved and artificial materials to produce buttonholes, corsages, posies, presentation bouquets, basket arrangements and funeral

tributes. There is also a core unit for design that includes colour, line, texture and pattern. You do not need any formal qualifications or previous experience to take the course. Tutorials will need to be arranged at additional times to those stated on the right.

DAY	Monday	Monday
DATE	29/09/08	29/09/08
TIME	1300-1600	1800-2100
WEEKS	30	30
FEE	£325	£325
DISCOUNTED FEE	£118	£118
CODE	20445 D18MA	20445 E18MA

**City & Guilds 7822 Additional Florist Techniques - Level 2** 

You will build upon your basic floristry skills to develop both advanced practical and theoretical skills in floristry techniques, with cultural and historical influence. You will be encouraged to use fresh, non-perishable, preserved and artificial

materials. You will work on wired and foam wedding designs, headdresses, tributes for funerals and other functions. To take the course, you will need either the 7822 City & Guilds in Floristry or an equivalent qualification.

DAY	Tuesday	Thursday
DATE	30/09/08	01/10/08
TIME	1000-1300	1800-2100
WEEKS	30	30
FEE	£325	£325
DISCOUNTED FEE	£118	£118
CODE	20446 D18MA	20446 E18MA

**City & Guilds 7922 Certificate in Floristry - Level 3** 

You will develop your floristry knowledge and skills to a professional standard. The course comprises two units, one of which, Design for Craft, will develop your understanding of colour, pattern, form, line and texture in relation to the craft of floristry. The craft unit

will include a range of floristry items that can be worn/carried, are free-standing/hanging and are suitable for use as tribute and presentation items. You will also compile a portfolio of botanical/preparation/storage information on a variety of flower/foilage and plants.

	YEAR 1 OF 2	YEAR 2 OF 2
DAY	Thursday	Thursday
DATE	02/10/08	TBA
TIME	1800-2100	1800-2100
WEEKS	30	30
FEE	£325	£325
DISCOUNTED FEE	£118	£118
CODE	20447 E18MA	TBA

**CIEH Award in Food Safety in Catering - Level 1**  **NEW**

The new CIEH Level 1 awards in food safety are suitable for a variety of candidates, including new employees with minimal or no prior food safety knowledge, employees handling low-risk or wrapped food or those who work front of house, such as waiting or check-out staff, as well as back of house such as kitchen porters or warehouse staff.

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

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

DAY	Friday	Friday	Friday
DATE	03/10/08	14/11/08	23/01/09
TIME	0900-1630	0900-1630	0900-1630
WEEKS	1	1	1
FEE	£75	£75	£75
DISCOUNTED FEE	N/A	N/A	N/A
CODE	23847 D08MA	23847 D08MB	23847 D08MC

**CIEH Award in Food Safety in Catering - Level 2** 

Train in the basic principles of food hygiene and gain a recognised qualification. You will cover; food poisoning and its prevention, food-borne illnesses, food-handling practices, pest control, personal hygiene and food legislation. No formal qualifications are required.

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

DAY	Thursday	Thursday	Thursday
DATE	02/10/08	06/11/08	22/01/09
TIME	0900-1630	0900-1630	0900-1630
WEEKS	1	1	1
FEE	£75	£75	£75
DISCOUNTED FEE	N/A	N/A	N/A
CODE	23841 D08MA	23841 D08MB	23841 D08MC

GCSEs

**English Language** 

This course covers a wide range of skills: writing, reading, speaking and listening. In addition to communication skills students will have opportunities to work with others, analyse and solve problems and take charge of their own learning.

The content is as follows:

- A Shakespeare play
- Study of media texts
- Writing to argue/persuade/advise/analyse/review/comment/inform/explain/describe
- Modern poetry (Anthology)
- Different cultures (Anthology)
- Speaking and listening skills.

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

**Examination**

Course work carries 40% of the total; 20% for three assessments in speaking and listening and another 20% for three submissions in writing. There are two final examinations for 60% of the total mark.

**Entry requirements**

Attendance at an initial assessment and guidance interview is essential.

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

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

DAY	Tuesday	Thursday
DATE	30/09/08	02/10/08
TIME	1830-2115	1400-1630
WEEKS	30	30
FEE	£250	£250
DISCOUNTED FEE	£43	£43
CODE	22440 E18MA	22440 D18MA

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

## 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.

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

**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

## 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.

Progression from this qualification could be made to Advanced Level 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

**Examination**

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

## 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

**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 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 &amp; 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.**