

## Logistics

These NVQs enable those working in the warehousing and distribution sector to demonstrate their existing competences, broaden their industry knowledge and gain a greater understanding of the industry and the part they play in their companies' performance.

### City and Guilds 1003-02 NVQ - Level 2 Distribution, Warehousing and Storage Operations



**NEW**

The City & Guilds National Vocational Qualification in Distribution, Warehousing and Storage Operations is specifically designed for those working in the industry who want to be able to demonstrate their capability and the technological expertise to excel in their job. NVQs are nationally recognised qualifications which are assessed in the workplace; you gain an NVQ by doing your job and proving your abilities, rather than by taking exams or writing essays.

To complete the course, you must complete three mandatory units:

- Contribute to Keeping the Workplace Secure
- Work Effectively in Own Organisation
- Contribute to Maintaining a Safe and Healthy Workplace.

You will also need to complete five units from a selection covering Goods Receipt, Storage and Dispatch, Promoting Products to Customers,

Customer Services and Organisational Effectiveness.

There are no formal entry requirements to take this course; however, as you are assessed on the job, you will need to be working in a relevant industry.

DAY	Thursday
DATE	02/10/08
TIME	0900-1245
WEEKS	30
FEE	£450
DISCOUNTED FEE	N/A
CODE	23848 D18MA

### City and Guilds 1003-03 NVQ - Level 3 Distribution, Warehousing and Storage Operations



**NEW**

Level 3 is designed for supervisors, team leaders or those with a high level of technical skill.

Level 3's units differ from those at Level 2 by having a more supervisory focus. They reflect the job roles of those who will take them, highlighting the skills necessary for the management of sophisticated stock and storage distribution systems, as well as developing people and resource management skills. To complete the course, you

must complete two mandatory units:

- Contribute to a Safe and Healthy Working Environment
- Develop and Maintain Productive Working Relationships.

You will also need to complete six units from a selection covering Stock Management, Customer Services and Organisational Effectiveness. However, a maximum of two units must be completed from the Customer Services group.

DAY	Thursday
DATE	02/10/08
TIME	0900-1245
WEEKS	30
FEE	£450
DISCOUNTED FEE	N/A
CODE	23849 D18MA

## Pathways

### Pathways (For students with learning difficulties and/or disabilities)



Pathways (For students with learning difficulties and/or disabilities) The Pathways department offers a programme of exciting opportunities for students with learning difficulties and/or disabilities at all levels creatively put together to enable students to be challenged and achieve their full potential. Students are enrolled on individually tailored programmes and are supported to work towards a wide range of qualifications and to develop vocational and life skills.

Pathways has a great team of staff committed to supporting students throughout their College career.

For further details about part-time Pathways courses contact Wendy Cook on 01582 477776 ext 359.

DAY	1 day Per wk	2 days per wk	3 days per wk	4 days per wk
DATE	15/09/08	15/09/08	15/09/08	15/09/08
TIME	-	-	-	-
WEEKS	30	30	30	30
FEE	£295	£590	£885	£1,180
DISCOUNTED FEE	£30	£60	£90	£120
CODE	15040 D18MA	15040 D18MB	15040 D18MC	15040 D18MD

## Psychology

For A Level Psychology see page16.

### CROCNAC Introduction to Psychology



Find out more about psychology on this introductory taster course. You will cover different methods of investigation, various perspectives, including social and abnormal psychology, and an introduction to the work of some psychologists. No

formal qualifications are required, but a good command of written and spoken English is desirable.

DAY	Wednesday
DATE	01/10/08
TIME	1830-2100
WEEKS	12
FEE	£150
DISCOUNTED FEE	N/A
CODE	23743 E08MA

## Security

### City and Guilds 1900 National Certificate for Door Supervisors



**NEW**

#### Course Description

If you work as a door supervisor in England or Wales you need to hold a Licence to Practice from the SIA. In order to obtain this Licence you will need to hold a qualification approved by the SIA. This qualification, developed jointly with BIIAB and NCFE is approved by the SIA and will help you obtain your Licence.

The National Certificate for Door Supervisors qualification aims to give door staff the necessary skills and competencies they need to improve customer care and safety and keep abreast of changes within one of Britain's fastest growing sectors. This includes training door staff to identify potential risks for conflict and to evaluate situations, as well as how to

DAY	Monday	Saturday	Monday	Saturday	Monday	Saturday
DATE	22/09/08	27/09/08	04/01/09	19/01/09	20/04/09	25/04/09
TIME	1830-2115	1015-1300	1815-2130	1000-1315	1815-2130	1000-1315
WEEKS	12	12	10	10	10	10
FEE	£150	£150	£150	£150	£150	£150
DISCOUNTED FEE	£65	£65	£65	£65	£65	£65
CODE	22171 E08MA	22171 D08MA	22171 E08MB	22171 D08MB	22171 E08MC	22171 D08MC

defuse conflict using non-aggressive techniques.

The national Certificate for Door Supervisors consists of two units:

- Roles and Responsibilities of Door Supervisors
- Conflict Management for Door Supervisors.

#### Examination

Both units are assessed externally by a 1 hour multiple-choice examination paper.

#### Entry requirements

There are no formal entry requirements but it is recommended

that all candidates have:

- Good communication skills.

Both units are certificated separately. In addition there is an overarching certificate which is issued to candidates on successfully completing both units of assessment.

## Sign Language

### CACDP Certificate in British Sign Language - Level 1



Develop your communication skills using sign language and finger spelling. This course is ideal for both the hearing and hard of hearing who wish to develop communication with hearing impaired people. No formal qualifications are required or prior experience needed.

DAY	Tuesday
DATE	30/09/08
TIME	1900-2100
WEEKS	25
FEE	£215
DISCOUNTED FEE	£94
CODE	23242 E18MA

### CACDP Certificate in British Sign Language - Level 2



**NEW**

Develop your functional communication skills, building on what you learnt in Level 1. You will expand your vocabulary and become more fluent.

DAY	Monday
DATE	29/09/08
TIME	1900-2100
WEEKS	25
FEE	£215
DISCOUNTED FEE	£94
CODE	23243 E18MA

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

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