There's a place for you

Adult Apprenticeships

Find out how to apply or learn more about becoming an apprentice.

- Study and meet new people
- Enhance your career
- Learn a new skill this year

Inside:

Back to work and community courses
A Levels, BTECs and degrees
Part-time options for adults
Retrain for a new career

For more information about studying at your local college visit: nottinghamcollege.ac.uk
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### Please note

Although every effort is made to ensure the accuracy of this publication, it is intended for guidance only. The College reserves the right to withdraw or change classes or fees as necessary.

For further information please refer to our website.

If you require information from this Guide in an alternative format, for example large print, please contact our Customer Operations Team.

[nottinghamcollege.ac.uk](http://nottinghamcollege.ac.uk) | 0115 9 100 100
Retrain or upskill with one of our new online courses available now.

Online and distance learning from the home or workplace is available to adults aged 19 and over through Nottingham College. A comprehensive range of tutor led, accredited and CPD courses are now available to book, enrol and pay for via our website www.nottinghamcollege.ac.uk/learnonline. We have a range of paid for courses designed to offer retraining and upskilling opportunities but we also have an additional range of funded courses too - subject to you meeting eligibility criteria which is available on our website. We’ve introduced a range of courses to suit all levels of professional competence.

Accredited qualifications now available online in:
- Customer Service
- Business Administration
- Teaching
- IT and Digital
- Health, Safety and Wellbeing
- Equality and Diversity

Professional accredited training in:
- Leadership and Management
- Data Protection
- First Aid
- Safeguarding
- Wellbeing
- Accountancy and Book-keeping
  and much more ...

Health care specialist training
Explore our bespoke online training packages for those in or entering the health and social care sector, including:
- Dementia care
- End of life care
- Handling medicine
- Childhood illness and mental health
- Working with people with learning disabilities
- Nutrition

Our health care sector accredited courses are designed for those working within the sector and looking to upskill or diversity. Equally our courses offer an excellent pathway into a sector that offers rewarding lifelong career opportunities.

FIND OUT MORE: www.nottinghamcollege.ac.uk/learnonline
Welcome

At Nottingham College, everyone is welcome! No matter what your age or level of qualifications, our huge range of courses will ensure you’ll be spoilt for choice!

Whether you’re returning to education after a break, want to progress your career with a higher-level qualification, or are looking to learn a new skill, you’ve come to the right place. If you have teenage children and you’re helping them look at their post-16 options, we’ve got everything from apprenticeships and A Levels, to career-related vocational courses and GCSE resits.

We’re also proud to be part of the Nottingham community, so we offer back to work courses for people currently out of work, part-time qualifications for adults, plus hobby and basic skills courses at community venues across the city.

Deciding to enrol on a course could be that first step towards getting a university-level qualification, securing that dream job, changing career completely, or simply discovering a new interest.

Get the facts

Young people
Many employers view 17 to 18-year-old college leavers as better prepared for work than school leavers of the same age*.

Adults
It’s a fact that people aged 25-64 with a Level 3 qualification equivalent to two A Levels are much more likely to be in work**. For that reason, we call courses at Level 3 and above professional-level qualifications, and you’ll find a huge range available at Nottingham College.

It’s not all about professional-level qualifications though. People who undertake training have reported improved communication and team-working skills (which are key requirements for many employers), as well as increased confidence levels.

We have great links with business, and in fact much of our course content is designed alongside employers, to ensure we’re giving you skills that will help in your chosen career.

This Guide will give you a flavour of the different types of courses available. When you find something you’re interested in you can give us a call for more details, or visit our website for comprehensive information about programmes, fees, funding, and student support.

On the following pages, you’ll also hear from some of our students about their experience of studying with us - who better to give you an insight into life at Nottingham College?

You can apply for most of our courses online, and you’ll find full details about how to apply for each course on our website at nottinghamcollege.ac.uk or by giving us a call on 0115 9 100 100.

*Source - Association of Colleges Key Facts publication 17/18

**Source - 2011 Census, Qualifications and Labour Market Participation in England and Wales
Are you a parent?

If you are a parent, guardian or carer of a child who is looking at their post-16 study options, we can help. Nottingham College offers a vast range of post-16 qualifications for school leavers: from A Levels, through to vocational qualifications that can lead onto careers in everything from nursing to computing, from catering to sport, and from beauty therapy to construction. In fact we offer the largest range of vocational training options of any education provider in Nottingham.

We are here to help your child discover what lies ahead after school. Our dedicated team of careers advisers offer one to one sessions to understand the ambitions and aspirations of young people, and our sessions are free and available to anyone looking for guidance on what to do next. Our schedule of open days are a way way to discover what college life is like, and what opportunities our college can offer.

We also offer a series of course tasters in which a student can immerse themselves in a particular course to gain a greater understanding of what it involves and what might come after they’ve completed a qualification.

Vocational learning is not simply about gaining a qualification. We coach and prepare our students are employment or further study. We offer work placements in most of our subject areas to enable students to make useful contacts and develop the kind of skills employers are looking for. We also ensure that continued study towards recognized maths and English qualifications is part of their timetable, if indeed students have struggled to achieve their desired grades, first time round.

Our open day dates are advertised on our website so if you are a parent who would like to know more about your child’s options, please take a look at the dates available and book a place. We’d love to meet you!

Browse through this Guide to see the vast range of courses available at Nottingham College and at community venues across Nottingham.
What we can offer

Initial advice and guidance
If you know where you’d like to go in your education journey, but not how to get there, we’re here to help.
Or if you aren’t sure what you want to do, we can explain some options for you. If you need advice about fees and financial support, just ask!

Choice!
We really do have a massive range of courses to choose from. Adults with or without formal qualifications will find options to suit them, from beginners right through to degrees. Every year we also help hundreds of young school leavers (who come to us with or without the school-leaving qualifications they were aiming for) to reach their potential.

Focus Feature
I never thought I’d go back to education, and because I’d been out of it for so long I wasn’t sure how well I’d perform.

“The College was great because it gave me the chance to start on a Level 4 course and then top up to a Level 5.

“This staged approach to returning to learning really helped my confidence, and now I’ve been accepted at university to do the final year of a BSC (Hons) in Computing.”

Colin - Higher National Diploma (HND) Computing

Back to Work and Community courses for adults.

Full-time course for adults including:
• Vocational courses
• University level study
• A Levels
• Access to HE (one year courses for adults who wish to progress onto university but who do not have the required UCAS entry points)

Apprenticeships.

English for Speakers of Other Languages (ESOL) courses.

Part-time study at university level, plus options to study part-time for GCSEs, professional qualifications and part-time hobby courses

Employers - Did you know?
You can access funding to train existing staff through an apprenticeship?
Who we can help

Whatever your situation, visit nottinghamcollege.ac.uk or give us a call on 0115 9 100 100 to find a course or training option to suit.

- Know someone leaving school this year?
- Left school a while ago but want to get a degree without starting from scratch?
- Interested in an apprenticeship?
- Small employer, wondering about apprenticeships?
- Got a teenager who is doing A Levels and thinking about university?
- Need to improve your GCSE grades?
- Has someone in your care been home-schooled?
- Want to train your staff, confused about budget/logistics?
- Son or daughter doing GCSEs?
- Large employer, navigating the Apprenticeship Levy or looking for bespoke training?
- Have a child at school but looking for an alternative provision to complement learning?
- Want to get a qualification but earn a wage at the same time?
- No qualifications but keen to learn?
- Want to learn a trade?
- Already building a career but want to do some training?
- Need to learn English?

Did you know we have options for home-educated students and those still at school?

Our Pre-16 and Schools team offer a range of course options for home-educated students and school pupils in years 9-12, from traditional vocational courses to GCSE programmes. This could be for a group of students or individuals needing a fresh start, or a course to go alongside pupils’ studies that adds a work-related dimension.

For more information about how to access these options for a family member, parents and carers can contact the Pre-16 and Schools team on:

T: 0115 884 2278
E: pre-16@nottinghamcollege.ac.uk

International students

We welcome International students onto many of our FE and HE courses! Full-time applications for International students must be made through our International Office. Please visit our website or contact us for more information or to apply:

T: +44 (0)115 838 7527/7132/7632
E: international@nottinghamcollege.ac.uk

If you would like to order any of our Guides, order at nottinghamcollege.ac.uk or by calling 0115 9 100 100.
If you’re looking for a part-time course that covers skills you can add to your CV, enriches your social life, furthers an interest, or just keeps your hand in with learning, then read on!

Our community-based courses are available to everyone and for some, will be fully-funded through ‘Community Learning (CL). Our Community Learning courses are best suited to adults aged 19 and over. We have a range of short taster programmes designed to introduce you to a subject area so that you can pursue study at a higher level. We also provide dedicated support to those looking to use our courses as a springboard into employment or into a new industry. Our courses always offer the chance to join a friendly and supportive class with like-minded people and a supportive tutor.

Whether you’re returning to education after a break, want to progress your career with a higher level qualification, or are looking to learn a new skill - we have a course for you!
Locations

At Nottingham College, our part-time community courses are offered at a variety of venues throughout Nottingham, with some at our main campus sites (see page 31 for details). Many have a choice of start dates and times, giving you the flexibility to fit study around your other commitments.

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<th>Venue</th>
<th>Address</th>
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<td>Bestwood Estate Community Centre</td>
<td>Gainsford Crescent, Nottingham NG5 5HT</td>
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<td>Middle Street Resource Centre</td>
<td>74 Middle Street, Beeston, Nottingham NG9 2AR</td>
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<td>Queen’s Walk Community Centre</td>
<td>Queens Walk, The Meadows, Nottingham NG2 2DF</td>
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<tr>
<td>Riverside Building</td>
<td>Main Street, Bulwell, Nottingham NG6 8QJ</td>
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<tr>
<td>Snapewood Community Centre</td>
<td>Snapewood Road, Bulwell, Nottingham NG6 7GH</td>
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<tr>
<td>Southglade Access Centre</td>
<td>Southglade Park, Southglade Road, Bestwood, Nottingham NG5 5GU</td>
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<tr>
<td>St George’s Centre</td>
<td>91 Victoria Road, Netherfield, Nottingham NG4 2NN</td>
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<td>St Mary’s Church</td>
<td>Church Street, Eastwood, Nottingham NG16 3BS</td>
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<tr>
<td>Textile Workshop</td>
<td>581A Mansfield Road, Nottingham NG5 2JN</td>
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Our courses

We offer a range of courses to suit all interests and levels of study. Courses include:

- Counselling
- Bookkeeping
- Art and textiles
- Beauty Therapy
- Baking
- Creative writing
- Welding
- Photography
- Travel
- Teaching
- Health and wellbeing
- Languages (including Spanish and French)

To view and apply for any of our community courses visit our website:

www.nottinghamcollege.ac.uk/life-at-college/adult-learners/part-time-adult-learning

All courses are listed in our course search. You will need to apply online to study on one of our community courses.

What else do I need to know?

Material costs are not included, so please be prepared to buy your own course materials if applicable.

You can only enrol on a maximum of two Community Learning courses during an academic year. If you are not eligible for any fee reductions, you can still enrol but the full cost tuition fee of £3.25 per hour will apply.

Further details about funding for courses will be available to you once you have submitted your online application.
Part-time courses for adults

Choosing a part-time course is not just about gaining a qualification; it can also give a real boost to your job prospects. As well as increasing your skills and knowledge in a chosen career, it shows an employer that you are taking steps to develop yourself!

At Nottingham College, part-time courses are offered at venues throughout Nottingham, and many have a choice of start dates and times, giving you the flexibility to fit study around your other commitments.

We offer hundreds of courses, including professional qualifications, work-related courses to introduce you to a career area, plus leisure courses which will also teach you new skills. If you’re looking to get back into work or train for a new job, a part-time course can make your CV stand out from the crowd.

Browse our part-time courses by location (see location key on next page).
The table below is designed as a guide to some of the part-time courses we offer. Please see our website for full course listings and details of community venues near you.

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<th>Location Key</th>
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<th>Venue/Campuses</th>
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Helping you back into work

These specially designed courses help you to improve your employability, update your skills and increase your confidence. The courses are aimed at people who want to upskill or refresh qualifications and are FREE to people on a means-tested benefit or low income.

Courses are designed to address the following common issues for jobseekers:

- Improving your confidence.
- Developing team working skills.
- Improving job application skills, CV and letter writing.
- Identifying what employers are looking for on an application form.
- How to fill in the ‘skills and experience’ box to get the most out of your application.
- How to plan for an interview.
- Techniques for overcoming interview nerves.

We’ll help you practise interview techniques in a mock interview and give you useful feedback for future job applications.

Our Pre-Employment courses are aimed at getting you into work and giving you the best chance to get ahead. You could also progress to an apprenticeship or work experience, and we can put you in touch with other College teams that have great working relationships with employers.

We offer bespoke courses such as: Applying for the Civil Service, Competency Applications, and Interview Techniques. Other courses such as Business Administration, Contact Centre, Customer Service, Warehousing, Retail, and Health and Social Care are also available.

Improve your English and maths

Our dedicated classes will help you to work in a focused manner and all students take nationally recognised qualifications, improving their confidence and boosting their CVs. Sessions are 2.5 hours per week over 20 weeks.

We also offer separate classes for beginners, depending on demand, where the focus will be on building confidence and working towards achievable goals.
ESOL - English for Speakers of Other Languages

If English is not your first language, an ESOL course can help you improve your English skills in listening and speaking, reading and writing. You could also study IT and employability skills to help you find a job.

An ESOL course can also help you be more confident in your everyday life, for example speaking to the doctor, reading household bills or communicating at work.

People often start with an ESOL course, and then when they have progressed to a higher ESOL level they can progress to a part-time or full-time vocational (career-related) course. Alternatively, you could go on to complete an apprenticeship, meaning you could earn a wage while you learn.

How to apply:
Please contact our partner BEGIN [Basic Educational Guidance in Nottingham] to find out about which course is best for you and to apply:
BEGIN
Tel: 0115 978 0942  |  Email: enquiries@begin.org.uk

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We spoke to two people who have benefitted from one of our bespoke courses, which aimed to help them apply for positions in the public sector.

**Cleo**
Cleo secured a job on a graduate programme and is working towards becoming a tax specialist.

"The course helped me get a job, and I still find myself referring back to the competency writing techniques learnt on the course. "I would recommend this course to people if they’re interested in applying for a job with a strong competency based application process.”

**John**
John secured a job in the Civil Service after completing a course at Nottingham College.

"Had I not done the course, I wouldn’t have had the in-depth understanding of how the competences process worked. "I couldn’t have hoped for a better place to have returned to work, and I’m now very optimistic about the remainder of my working future.”

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Access to Higher Education

If you’re aged 19+ and would like to study towards a degree or university-level qualification, but you don’t have the usual A Level or BTEC qualifications to get you there, an Access to Higher Education and Employment course could be just what you’re looking for.

Access courses are one-year programmes that are specifically designed to fast track you to higher education.

Our Access students come from all walks of life, but they have one thing in common - they’re all people like you, looking to focus on their studies in order to reach their goals.

We offer a range of Access courses, from social sciences to teaching, and from science to art and design or nursing and midwifery, to name just a few. The courses lead to an even wider choice of degree-level study.

Whichever route you choose, your tutor will support you throughout your studies and you can take advantage of everything the College has to offer.

You’ll benefit from well-equipped libraries and industry-standard equipment.

What’s more, our staff will be on hand throughout the year to offer impartial advice on applying to university, and to support you towards taking the next steps in your learning journey.

You may be entitled to an Advanced Learner Loan to cover the cost of your Access course fees - even better, if you study an Access course then complete a Student Finance England-funded higher education course, you won’t need to repay the loan.

To find out if you’re eligible and to learn more about the funding options available to you, visit page 26.

79% of Access to HE students are accepted by higher education providers in their local area, demonstrating great progression to uni-level courses locally!

Did you know?

Focus Feature

Forty-seven year old Adejoke, or Ade as she’s known by her friends, is a hard-working single mum of five. She’s gone through a number of personal tragedies, including losing children to stillbirth and having five children who suffered with a medical condition that required a lot of care.

But Ade says the life experiences and challenges she has faced are what makes her so determined and passionate about becoming a nurse.

Life experience is the best teacher. I’m naturally a very inquisitive person. I like to research and find out the causes for things.

“My Lecturer was so supportive and encouraging, and after studying genetic engineering as part of the course, I realised I could really make a difference in this area, and that’s why I’m so determined to become a nurse.”

Ade has now progressed to study adult nursing at university.

She said: “I don’t believe there is anything out there that you can’t achieve. You just need to focus and go for it. If you’re determined and work hard you will achieve it.”

Adejoke - Access to Nursing & Midwifery
Check out our Full-time courses

Considering a Further Education (FE) course?
We have hundreds of full-time programmes across a wide range of study areas. Whether you are an adult returning to study after a break, or you have a loved one who is considering their options for when they’ve completed their GCSEs, our full-time further education courses put people on track for a career that’s right for them. Full-time study doesn’t always mean five full days a week, and our students often balance study with other commitments, such as family life or part-time work.

Choose from:

- A Levels
- Access to Higher Education
- Animal Science
- Apprenticeships - earn while you learn
- Art, Design, Fashion and Textiles
- Business and Accounts
- Computing and Office Technologies
- Construction
- Early Years and Education
- English for Speakers of Other Languages (ESOL)
- Engineering and Technology
- Entry Level courses/ Career Pathways
- GCSEs
- Hair and Beauty
- Health and Social Care
- Hospitality and Catering
- Media and Photography
- Motor Vehicle
- Music and Performance
- Public Services
- Science
- Sport
- Supported Learning/ Students with Learning Difficulties and/or Disabilities
- Travel, Tourism and Aviation

APPLY NOW  nottinghamcollege.ac.uk
Degrees on your doorstep

University-level courses local to you!

Whatever your age, embarking on a degree is a big decision. But did you know that choosing a university-level course can lead to increased earning potential, additional opportunities and a more rewarding career?

If you’re looking to take those steps into Higher Education (HE) and would like to learn locally, or know someone who is, have you considered Nottingham College?

Our class sizes are small and there’s plenty of one-to-one support as well from our friendly staff. Many of our university-level courses can be studied part-time and some in the evenings, and all are relevant to the world of work. In fact, employers help shape the curriculum, and we have staff with current industry experience; so you can be confident that our courses will prepare you for your future career.

Nottingham College is a supportive environment where you’ll be studying alongside like-minded people.

Don’t have typical qualifications? Our students come from a wide range of backgrounds, and in many cases we can consider mature students with relevant experience.

Laureen – BA Hons Business Studies

I would recommend the College 100% to anybody looking to study a higher education qualification.”

“I found that because the College is smaller than a university setting it offers much more one-to-one support if and when you need it.”

Come and visit us!

You can explore our facilities, meet our staff and get advice on finance and the application process at one of our open events. They are a great opportunity to find out more about us before you apply.

Our open events run throughout the year and you can find details at: nottm.co/open
Fees for our 2019 entry full-time HE courses are £8,250 per year. Contact us for part-time and 2020 entry fees.

We also offer BA (Hons) top-up courses.

Our higher education partners include Nottingham Trent University and Pearson Edexcel.

In 2017 we were awarded the highest level of judgement by the Quality Assurance Agency, highlighting the quality of student experience and academic standards in our higher education provision.

Did you know?

Before 2020 is out, we will be saying hello to our brand new City Hub campus in the heart of Nottingham city centre. The new £58m state-of-the-art building will be a fantastic addition to our college and the city as a whole and we’re excited to be opening our doors to thousands of our students who will be studying and/or using their new campus this academic year.

Our new campus will be home to a new community theatre, a brand new restaurant, a new hub for businesses, as well as fantastic teaching and learning facilities for hospitality and catering, business and computing, science and care, performing arts and media and much, much more.

We can’t wait to open our doors and for you to experience all that our new campus has to offer.

For more on the opening of our new City Hub make sure you subscribe to our social media channels.
Apprenticeships - not just for school leavers

Apprenticeships allow you to study for a nationally recognised qualification, get on-the-job training and earn money while you learn. They’re great for both school leavers and adults.

You will be employed by a local company in your chosen area of work and apprenticeships usually take between 12 and 24 months. Your assessor will visit you regularly to support you and you may also attend training sessions at College to boost your knowledge and skills. We offer different levels of apprenticeship, depending on your existing experience and qualifications. Did you know you can even study a degree-level apprenticeship while in your current job role?

What can I expect to get paid?

Even though you are completing a qualification, you’ll receive a wage while you train. The apprenticeship National Minimum Wage for all ages in their first year is £4.15 per hour. If you’re aged 19 or over you’ll be on the National Minimum Wage for your age range after 12 months. However, in both cases some companies may pay you more than this. If you’re already employed and are looking to upskill in your current role, your pay will remain the same.

The future

At the end of your apprenticeship, you’ll have a recognised qualification and valuable experience under your belt. On average, achieving a Level 2 or Level 3 apprenticeship boosts earnings by 11% and 16% respectively, so it’s a great career choice.*

*Source gov.uk publication: Key Facts about Apprenticeships

Where do I start?

You can browse our current apprenticeship vacancies online at nottm.co/apprenticeships. If you don’t see a vacancy in an area you’re interested in right now, or you’re employed and want to upskill through an apprenticeship but need more information, please get in touch with our friendly apprenticeship advisors, who will be able to help you. Just call 0115 945 7260 and we’ll be happy to help.

New apprenticeships are regularly added. Visit nottm.co/apprenticeships for the latest details.

People completing a higher apprenticeship could see increased earnings of an estimated £150,000 over their lifetime. *

*Source - ICM Research

Higher apprenticeships - Level 4 and 5

Higher apprenticeships are relatively new qualifications which allow you to study at higher levels and progress into higher skilled occupations. These are predominantly for people wishing to upskill in their current job roles.

They provide a combination of on and off-the job training and can really boost your career prospects. They give employers access to the most skilled and up-to-date employees, and allow you to gain critical first-hand experience in the field you want to excel in. It’s a great opportunity to earn while you learn at a higher level.

Higher apprenticeships are a great progression pathway after a Level 3 advanced apprenticeship, with the potential to then do Level 6 and 7 degree apprenticeships at a higher education provider. As these are competency based qualifications, you would ideally have previous experience of a sector in order to progress on to a higher or degree apprenticeship.

Pay rates and entry requirements vary for these higher-level apprenticeships - see our website for full details or call us on 0115 945 7260 for more information.
Focus Feature

Using an apprenticeship to progress

I got a part-time job at a restaurant while studying towards my Professional Chefs Diploma. I enjoyed working there so much that when I got the opportunity to do an apprenticeship I jumped at the chance.

"College was great and the techniques and theory I learnt was really useful, but for me, learning in a real working environment, in a professional kitchen with the experts, has pushed my development to another level.

"Thanks to my apprenticeship I’m now a Junior Sous Chef. "I run the kitchen three to four days a week with a couple of chefs under my wing. I’m loving my time here and I’m learning a great deal about the industry I’ve chosen."

Morgan - Catering apprentice

Choose from:

- Intermediate
- Advanced
- Higher

Automotive
- Auto Care
- Auto Electrician
- Automotive Parts Operations
- Automotive Customer Service
- Caravan and Motorhome Maintenance & Repair
- Classical Vehicle Restoration
- Vehicle Body/Paint
- Vehicle Collision
- Vehicle Fitting
- Vehicle Maintenance & Repair

Business, Administration & Law
- Accounting (Including AAT)
- Associate Project Manager
- Business Administration/Customer Service
- Coaching
- Digital Marketer
- Team Leading and Management

Construction, Planning and the Built Environment
- CIBE (Civil Engineering Technician)
- CIBE (Construction in Built Environment)
- CIBE (Construction Contracting Operations)
- Decorative Finishing (Painting and Decorating)
- Electrotechnical
- Plastering

Education & Training
- Supporting Teaching & Learning in Schools

Manufacturing Technologies
- Engineering
- Engineering Manufacture (Craft & Technician)
- Engineering Manufacture (Operator & Semi Skilled)
- Improving Operational Performance

Health, Public Services & Care
- Children & Young People’s Workforce
- Dental Nursing
- Health & Social Care
- Healthcare Support Worker
- Laboratory Technician
- Pharmacy Services

Hospitality & Catering
- Catering
- Hospitality

Information & Communication Technology
- Infrastructure Technician

Leisure, Travel & Tourism
- Activity Leadership
- Leisure Operations
- Sports Development

Retail & Commercial Enterprise
- Hairdressing
A Levels at our High Pavement Sixth Form

A unique experience

We are proud of our diverse student community, and that includes at our High Pavement Sixth Form, which specialises in A Levels.

We welcome adults who are looking to return to learning, alongside our cohort of young people who choose us as their A Level provider after their GCSEs.

High Pavement is a mature environment after all - we treat all our students like adults! Plus we’re right on the doorstep of Nottingham Trent University in the city centre, and our staff know exactly what it takes for you to succeed at A Level and beyond.

YOUR FUTURE

OVER 200 YEARS IN THE MAKING

More than 20 different subjects to choose from

1. The vast majority of students go on to university. These include highly competitive institutions such as Russell Group members. In 2017, over 90% went on to higher education, an apprenticeship or employment.

2. A different type of study - more independence, no uniform, and being on a first-name basis with your tutors, whether you’re 16 or 60!

3. Twice-yearly University and Careers Fair, with representatives from many major universities, local and national employers, and opportunities to take part in employment workshops and fun activities.

4. We have a great working relationship with our neighbours, Nottingham Trent University (NTU) - who give our students lots of crucial advice, hints and tips on applying to university.

5. A great location - at the heart of Nottingham’s student hub, and you’ll get opportunities to take part in enrichment activities and to socialise at any Nottingham College campus.

6. Purpose-built facilities, including state-of-the-art laboratories and a well-equipped Library.

We’ve got a modern, purpose-built campus, but did you know that our roots can be traced back to the original High Pavement School in 1788? We think it’s the perfect combination of academic history and forward thinking.

Find out more on our website, where you can also order our A Level Course Guide.
3 Benefits of learning a language

We offer part-time beginner and follow-on language courses, which get added to our website throughout the year. Examples of recent courses include French, Spanish and German.

1. Travel and meet people
Visit other countries is a whole lot easier when you can speak another language. A few key phrases can take you a long way!

2. Build confidence
Boost your self-esteem by gaining a new skill. Learning a new language is a huge achievement! On our part-time courses, you’ll get to meet new people, make friends and improve your communication skills.

3. Impress employers
Having skills in a second language can give you a competitive edge, particularly in international companies where you could help bridge the gap between two countries.

Hear from some of our language learners

Nicola
Spanish for Beginners and Follow on Spanish

"The course was perfect for what I was looking for. We started with the basics, and moved at a good pace to more advanced Spanish, without it being too intense. Our tutor was patient and extremely knowledgeable.

"The course content was engaging, flexible and relevant and I thoroughly enjoyed both courses."

Rob
Spanish for Beginners

"The tutor’s relaxed but positive teaching style ensured we were a friendly, happy group. It helped me to learn a great deal about the Spanish language and people, which I believe will help me speak to locals when on holiday.

"It was a real pleasure to attend the course, so I would advise anyone thinking of taking up a part-time course at Nottingham College to give it a go. People should not let nervousness put them off, nor be concerned about their age."

For those of you who already have foreign language skills, we also offer A Levels in French and Spanish!

See our website for details.
CV and interview hints and tips

Our experts have put together some advice for if you’re creating or updating your CV, or have been offered a job interview and want to make a great impression.
Handy hints for job interviews

1 Find out about the company
It’s a good idea to research the company you have been offered an interview with. Have a good look through the website or company brochure as a minimum, and maybe look for recent news stories too. You’ll get to know what to expect, and you’ll feel more confident if asked about the company at interview.

2 Research the role
Re-read the job description and person specification (if there is one) and really think through how you could fulfil the role. Read through your application too, so you can remember what you said and can expand on it.

3 Be organised and arrive early
Plan your route in advance, and aim to arrive around 15-20 minutes early (unless the company has given you other instructions) so you aren’t rushing. If you’re really early, take a walk around the block first and then go in.

4 Go prepared
Take a copy of your CV (useful to refer to if you are early and sitting waiting), plus any exam certificates you have, and extra items they may have asked for (like ID). A small notepad and a pen can come in handy too.

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Four tips for a great CV

1 **Make it specific**
Always relate your CV to the job you’re applying for, by matching the job requirements to your skills and achievements.

2 **Make an impression**
Demonstrate your unique blend of skills and experience. Highlight examples of your abilities, such as a time where you worked in a team, used your initiative or managed a project. Don’t forget to mention any volunteer work.

3 **Keep it short**
Your CV should be clear and to the point. Employers may skim read to save time and won’t shuffle through lots of pages. Aim to keep it to two sides of A4 if you can. This will make it easier for potential employers to read.

4 **Check then check again**
Make sure your CV is clearly presented and includes headings and sections, e.g. work experience, qualifications, and relevant skills. This will make it easier for potential employers to get to the information they are most interested in quickly.
Fees and finance for adults on full-time courses
If you will be aged 19+ when you join a course, you may have to pay tuition fees, depending on the level of course, whether the qualification is partly funded by the government, and your specific age and situation.

If you do need to pay fees, they can be paid before you start, or by instalments over 4-6 months depending on the cost. Fees vary by course and level, so please contact us for more details. However, there may also be funding available to help cover the cost.

Advanced Learner Loans
If you are planning on studying a course at Level 3 or above (excluding higher education courses*) you may be eligible for help towards covering your tuition fees if you will be 19 or older when you start.

If you are aged 19-23 at the start of the course and are studying your first full Level 3 qualification, you may be eligible for fee remission, meaning you would not have to pay course fees**.

If you are aged 24 or over, or if you are aged 19-23 and have already achieved a Level 3 qualification, you may be able to apply for an Advanced Learner Loan to cover the cost of your tuition fees instead. There are no credit checks, and you don’t start making repayments until you’ve finished the course and are earning at least £25,000 per year.

You can find more details at nottm.co/finance or see all eligibility criteria by visiting gov.uk/advanced-learner-loan.

*Higher education (university-level) courses are subject to separate funding arrangements - for more details contact us.

**Eligibility criteria apply and you should check one of the above websites or contact us directly if you would like further guidance.

Advanced Learner Loan Bursary
If you successfully apply for an Advanced Learner Loan, you can apply to the Loan Bursary Fund. It supports additional specific costs associated with College that are not covered by the loan. You can apply to us directly and we will prioritise Additional Learning Support needs, travel, childcare and other hardship costs when making decisions about bursary support. Application forms are available from our receptions or by calling the Customer Operations team.

Money Matters

Full-time further education

16-18
Students who are aged 16 -18 when they join us on a full-time further education course do not need to pay a tuition fee*. There is also additional financial support available for some students, and you’ll find more details on our website or in our Full-Time Course Guide.

19+
We understand that adults returning to learning have a lot to consider, including the cost of study. The following information is for adults aged 19+.

Did you know?

- In the most recent census, people aged 25-64 with a Level 3 qualification (equivalent to two A Levels) were much more likely to be in work.*
- We call these courses at Level 3 and above professional-level qualifications because they really can impact on your professional working life.
- In fact, according to the census the employment rate for people with a Level 3 qualification was 83.5% compared to only 48.5% for those with no formal qualifications.

*Source: 2011 Census, Qualifications and Labour Market Participation in England and Wales.

*See website for full terms
Other financial support

19+ Discretionary Learner Support Fund
The 19+ Discretionary Learner Support Fund is available to students* aged 19+ on 31 August 2019 studying on eligible courses. Support will be based on individual need and related to the household or student’s income. Help is usually given in the form of targeted support towards the specific and actual costs involved in coming to College, such as:

- required course kit/equipment
- trips/visits
- travel to and from College (criteria apply)
- childcare

If funds allow, we may also provide college meals to eligible students after the first half term.

Care to Learn
Students under the age of 20 who have children may also be eligible for Care to Learn funding - please ask for an application pack or contact the government’s Student Bursary Support Service on 0800 121 8989.

If you are aged 20+ and need support with childcare costs while you are studying with us, we may be able to help towards the cost of Ofsted registered childcare, subject to you meeting eligibility criteria (as for 19+ Discretionary Learner Support Fund).

Access to Higher Education courses
If you choose an Access to HE course and then go on to complete a higher education qualification funded by Student Finance England, you will not have to pay back your Advanced Learner Loan.

* ‘students’ here is referring to ‘Home’ students for fee purposes. Contact our Customer Operations team for advice.

Contact our Customer Operations Team for help and advice.
0115 9 100 100
nottinghamcollege.ac.uk
Here for you - Student Support

We’re dedicated to meeting the education and training needs of the local community, and we know that our students are motivated by lots of different factors. Success on your course is of course down to your hard work and commitment, but our award-winning support staff* are there to help you every step of the way.

Below are just some of the wide range of support services you can access.

Libraries
We have libraries at our main campuses, with a wide range of resources to support you and for general interest. Staff are friendly, helpful and on hand to offer advice and support with finding suitable resources and using computers. Free Wi-Fi and laptops or tablets combine with our easy-to-search online resources to provide you with the perfect place to study. You’ll also find IT facilities at most of our community venues.

Learning Support
If you think you may have an additional learning need, do not worry. Whether you have a physical disability, mobility problems, hearing or sight impairment, autism, dyslexia or another need, our team of specialist support tutors can assess your needs and arrange support where needed.

For more information, or if you’d like to discuss your needs, please call our Customer Support Manager on 0115 884 2366.

Equality, Diversity and Inclusion
We are positively committed to creating an environment which is free from discrimination, where there is mutual respect and equality for all, and where differences are respected and celebrated. The organisation is proud of its diversity and values the way this enriches the life of the College and the experiences for all its community.

Our locations

Our campuses have all the resources and facilities that you will need to succeed in your course and beyond in your future career.

1. Maid Marian Way
   Nottingham, NG1 6AB

2. High Pavement Sixth Form
   Chaucer Street, Nottingham, NG1 5LP

3. Wheeler Gate
   14-16 Wheeler Gate, Nottingham, NG1 2NB

4. Adams/25 Stoney Street
   The Lace Market, Nottingham, NG1 1NG

5. Clarendon
   Pelham Avenue, Nottingham, NG6 1AL

6. London Road
   Nottingham, NG2 3AH

7. Ruddington
   Ruddington Fields Business Park, Nottingham, NG11 6JZ

8. Highfields
   Jesse Boot Avenue, Nottingham, NG7 2RU

9. Stapleford
   Church Street, Nottingham, NG9 8GA

10. Basford
    664 Nuthall Road, Basford, Nottingham, NG8 6AQ

Once Upon a Time
Day Nursery at Adams
available spaces for students with children