



**NOTTINGHAM  
COLLEGE**

# **COURSES FOR ADULTS IN THE COMMUNITY**

**Autumn/Winter 2021**

# Welcome to Nottingham College

Study and meet new people, enhance your career or learn a new skill at Nottingham College.

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!

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

This brochure provides a list of our part-time courses on offer and some of their locations. To get full course details and find out which course could be the right one for you, visit: [www.nottinghamcollege.ac.uk](http://www.nottinghamcollege.ac.uk)

Nottingham College works closely with Job Centre Plus and Nottingham City Council to support those unemployed back into work. We run regular courses throughout the year, that your work coach will be able to provide information on and then refer you onto your chosen course. We offer bespoke training for those wishing to apply for civil service vacancies, short courses for support with competency based interviews and applications as well as regular courses that are focused on supporting you back into work. We also offer a range of one day employability workshops that are run throughout the year and these are advertised on the college website.

## Important information: how to enrol

Our main enrolment launch for Community courses starts Monday 23 August 2021.

Most courses now require the completion of an online application form prior to enrolment. This is indicated in the course information on our website. To complete the application form, please use the Apply Now button on the website course page that you would like to enrol on. This will take you to our online application portal, where you will register an account.

To help you, we have created two instructional videos taking you through the application process. You can find them, along with other useful information, on our website at [nottm.co/ApplyGuideCG21](http://nottm.co/ApplyGuideCG21)

## New for 21/22 Community students!

### Online Employability Skills course

At Nottingham College, we are committed to helping all our students, including Community students, to progress onto further study or into paid/voluntary employment.

So, we can now offer an online Employability Skills course to all adults. The course aims to improve your employment prospects and provides guidance about progression and next steps.

This online course has been created for you by Community tutors. You will find a wealth of information all together in one convenient course.

You can enrol on this course any time from 23 August 2021. Please note, it should be completed by 22 July 2022 at the latest. You can of course complete it earlier, as you work through this self-study online course at your own pace.

You can find out more about the course content and enrol on our website at [nottm.co/employability-courseCG1](http://nottm.co/employability-courseCG1)

### Independent Careers Guidance

We are working with Futures Careers to provide our Community students with independent guidance to help plan their next steps.

A member of the Futures team will visit Community classes by arrangement with tutors. Futures will talk about general support and advice, and then follow up with one-to-one guidance if requested.

Alternatively, you can contact Futures directly, by calling 0800 085 8520 to arrange a one-to-one appointment.

## Fee Remission

### Fee remission is available in the following circumstances:

- You are unemployed and in receipt of any of the listed benefits (see list below), or
- You are employed and earning less than £345 a month (individual) or £552 a month (household) and in receipt of any of the benefits listed below, or
- You are on a low income, earning less than £17,354 as an individual

Or, if you are earning between £17,355 - £30,000 annual NET salary you can apply for student finance support online through your application portal. You will need to upload your last 2 months wage slips as evidence of low income.

If claiming fee remission as you are in receipt of benefits, you will be asked to upload evidence (dated within the last 3 months) to your student portal or present it on campus to enrolment staff. Without evidence, you will not be enrolled on the course.

We will accept the following evidence:

- Benefit evidence for unemployed. You must provide a letter dated within 3 months from the Jobcentre/Benefits Agency confirming your benefit.

We do not need to keep a copy of this letter.

- Income evidence for employed. You must provide your last 2 months wage slips or a letter confirming your income from your employer.

We need to keep a copy of this letter for audit purposes, so please bring a photocopy with you when you enrol or upload this evidence to your student account.

### Unemployment benefits

- Income based Jobseeker's Allowance
- Employment Support Allowance

### Other Benefits (where working must also see evidence of low wage)

- Universal Credit
- Income Support
- Housing Benefit
- Council Tax Benefit (not the Single Person Discount)
- Pension Guarantee Credit
- Disability Living Allowance/Personal Independence Payment
- If you are a joint claimant of one of the above benefits
- Asylum seekers on means tested benefits (in receipt of an ARC/ASPEN Card/ AZURE)

### Acceptable forms of personal ID:

- Passport
- National Identity card
- Residence Permit Card (EU pre-settled/settled status letter or link)
- Home Office letter
- Birth certificate
- Driving Licence
- National Insurance card/letter
- Exam certificates
- Adoption certificate
- Benefit letter

All students should provide one form of ID (upload to student account or present on campus) and complete their National Insurance Number.



# PART-TIME COURSES

Course Title	C Code	Q Code	Day	Start Date	Finish Date	Start Time	End Time	Cost	Location
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## ARTS, CRAFTS & TEXTILES

Art with Upcycled Materials for Beginners	C036918	Q036917	Mon	13/09/2021	18/10/2021	10:00	15:00	£135.00	The Training Centre
Art with Upcycled Materials for Improvers	C033188	Q033189	Mon	01/11/2021	06/12/2021	10:00	15:00	£135.00	The Training Centre
Bag Making	C033787	Q033788	Thu	25/11/2021	23/12/2021	10:00	15:30	£112.50	The Textile Workshop
Christmas Scene using Mixed Media	C037078	Q037079	Wed	24/11/2021	22/12/2021	10:00	15:30	£112.50	The Textile Workshop
Dressmaking for Beginners	C033372	Q033371	Thu	09/09/2021	07/10/2021	10:00	15:30	£112.50	The Textile Workshop
Learn to Sew	C037044	Q037045	Wed	08/09/2021	06/10/2021	10:00	15:30	£112.50	The Textile Workshop
Lino Printing for Beginners	C037193	Q037194	Tue	14/09/2021	19/10/2021	18:00	20:30	£67.50	Adams Building
Lino Printing for Beginners	C037196	Q037197	Tue	02/11/2021	07/12/2021	18:00	20:30	£67.50	Adams Building
Sewing for Beginners	C024385	Q022994	Fri	10/09/2021	19/11/2021	10:00	12:00	£90.00	Queens Walk Community Centre
Sewing for Beginners	C027759	Q024181	Fri	10/09/2021	19/11/2021	13:00	15:00	£90.00	Queens Walk Community Centre
Sewing for Improvers	C033392	Q033391	Wed	24/11/2021	02/02/2022	13:00	15:00	£90.00	Queens Walk Community Centre
Sewing for Improvers	C019123	Q019124	Thu	25/11/2021	03/02/2022	13:00	15:00	£90.00	Queens Walk Community Centre
Sewing for Improvers	C027772	Q022534	Fri	26/11/2021	11/02/2022	10:00	12:00	£90.00	Queens Walk Community Centre
Sewing for Improvers	C027782	Q025655	Fri	26/11/2021	11/02/2022	13:00	15:00	£90.00	Queens Walk Community Centre
Sewing Machine and Hand Sewing Skills	C037069	Q037070	Wed	13/10/2021	17/11/2021	10:00	15:30	£112.50	The Textile Workshop
Sewing Skills for Beginners	C027765	Q027768	Wed	08/09/2021	17/11/2021	13:00	15:00	£90.00	Queens Walk Community Centre
Sewing Skills for Beginners	C030591	Q030592	Thu	09/09/2021	18/11/2021	13:00	15:00	£90.00	Queens Walk Community Centre
Sewing Skills for Improvers	C033392	Q033391	Wed	24/11/2021	02/02/2022	13:00	15:00	£90.00	Queens Walk Community Centre
Stained Glass - Introduction	C000745	Q003310	Fri	17/09/2021	12/11/2021	09:30	12:30	£108.00	Bestwood Estate Community Centre
Techniques for Stitch	C033378	Q033377	Thu	14/10/2021	18/11/2021	10:00	15:30	£112.50	The Textile Workshop

Course Title	C Code	Q Code	Day	Start Date	Finish Date	Start Time	End Time	Cost	Location
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## BEAUTY THERAPY AND HAIRDRESSING

Eyelash Extensions and Perming for Beginners	C036448	Q036449	Wed	22/09/2021	08/12/2021	10:00	12:30	£112.50	Asian Women's Project
Hairdressing for Beginners	C033527	Q033528	Thu	23/09/2021	09/12/2021	10:00	12:30	£112.50	Asian Women's Project
Nail Extensions for Beginners	C036993	Q036994	Tue	21/09/2021	07/12/2021	10:00	12:30	£112.50	Asian Women's Project

Course Title	C Code	Q Code	Day	Start Date	Finish Date	Start Time	End Time	Cost	Location
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## CAKE DECORATION

Cake Decoration for Beginners	C034493	Q034494	Mon	20/09/2021	06/12/2021	10:00	12:30	£112.50	Bakersfield Community Centre
Cake Decoration for Beginners	C034898	Q034900	Wed	22/09/2021	08/12/2021	10:00	12:30	£112.50	Bakersfield Community Centre
Cake Decoration for Improvers	C037131	Q037132	Tue	21/09/2021	07/12/2021	10:00	12:30	£112.50	Bakersfield Community Centre



# PART-TIME COURSES

Course Title	C Code	Q Code	Day	Start Date	Finish Date	Start Time	End Time	Cost	Location
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## COMPUTING

Computers for Beginners	C003641	Q003873	Mon	13/09/2021	15/11/2021	09:30	12:00	£101.25	Adams Building
Computers for Beginners	C011782	Q003874	Tue	14/09/2021	16/11/2021	18:00	20:30	£101.25	Adams Building
Computers for Beginners	C036969	Q036970	Mon	20/09/2021	06/12/2021	09:30	12:00	£112.50	Foxhall Business Centre
Computers for Beginners	C036971	Q036972	Mon	20/09/2021	06/12/2021	13:00	15:30	£112.50	Foxhall Business Centre
Computers for Beginners	C036985	Q036986	Tue	21/09/2021	07/12/2021	09:30	12:00	£112.50	Foxhall Business Centre
Computers for Beginners	C036987	Q036988	Tue	21/09/2021	07/12/2021	13:00	15:30	£112.50	Foxhall Business Centre
Computers for Beginners	C037023	Q037024	Thu	23/09/2021	09/12/2021	09:30	12:00	£112.50	Foxhall Business Centre
Computers for Beginners	C037025	Q037026	Thu	23/09/2021	09/12/2021	13:00	15:30	£112.50	Foxhall Business Centre
Computers for Improvers	C037209	Q037210	Mon	22/11/2021	07/02/2022	09:30	12:00	£101.25	Adams Building
Computers for Improvers	C037212	Q037213	Tue	23/11/2021	08/02/2022	18:00	20:30	£101.25	Adams Building
Computers for Improvers	C037215	Q037216	Thu	02/12/2021	10/02/2022	12:30	15:00	£101.25	Adams Building
Introduction to Microsoft Office	C003628	Q003860	Wed	15/09/2021	08/12/2021	10:00	12:00	£99.00	Adams Building
Introduction to Microsoft Office	C027943	Q027944	Tue	23/11/2021	08/02/2022	12:30	15:00	£101.25	Adams Building
IT for Beginners	C026637	Q026638	Mon	16/08/2021	08/11/2021	10:00	12:00	£99.00	Southglade Access Centre
IT for Beginners	C036904	Q036905	Tue	17/08/2021	02/11/2021	13:00	15:00	£99.00	Southglade Access Centre
IT for Beginners	C036908	Q036910	Thu	19/08/2021	04/11/2021	10:00	12:00	£99.00	Snapewood Community Centre
IT for Beginners	C034913	Q030025	Fri	20/08/2021	05/11/2021	13:00	15:00	£99.00	Southglade Access Centre
IT for Improvers	C030454	Q030455	Tue	09/11/2021	25/01/2022	13:00	15:00	£99.00	Southglade Access Centre
IT for Improvers	C024747	Q024748	Thu	11/11/2021	27/01/2022	10:00	12:00	£99.00	Snapewood Community Centre
IT for Improvers	C024699	Q024700	Fri	12/11/2021	04/02/2022	13:00	15:00	£99.00	Southglade Access Centre
IT for Improvers	C034643	Q034644	Mon	15/11/2021	07/02/2022	10:00	12:00	£99.00	Southglade Access Centre
Microsoft Units: Excel	C030532	Q032657	Mon	13/09/2021	15/11/2021	12:30	15:00	£101.25	Adams Building
Microsoft Units: Excel	C030537	Q030538	Mon	22/11/2021	07/02/2022	12:30	15:00	£101.25	Adams Building
Microsoft Units: Word and Powerpoint	C030871	Q030872	Mon	13/09/2021	15/11/2021	12:30	15:00	£101.25	Adams Building
Microsoft Units: Word and Powerpoint	C033575	Q033576	Mon	22/11/2021	07/02/2022	12:30	15:00	£101.25	Adams Building

Course Title	C Code	Q Code	Day	Start Date	Finish Date	Start Time	End Time	Cost	Location
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## CREATIVE WRITING

Creative Writing for Beginners	C037080	Q037081	Wed	29/09/2021	01/12/2021	18:15	20:30	£81.00	Online Learning
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Course Title	C Code	Q Code	Day	Start Date	Finish Date	Start Time	End Time	Cost	Location
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## EMPLOYABILITY

Universal Credit for Beginners	C036902	Q036903	Mon	16/08/2021	08/11/2021	13:00	15:00	£99.00	Southglade Access Centre
Universal Credit for Improvers	C032474	Q032475	Mon	15/11/2021	07/02/2022	13:00	15:00	£99.00	Southglade Access Centre
Work Club - Improvers	C033166	Q033167	Wed	10/11/2021	26/01/2022	10:00	12:00	£99.00	Southglade Access Centre
Work Club - Improvers	C025541	Q025542	Thu	11/11/2021	27/01/2022	13:00	15:00	£99.00	Snapewood Community Centre
Work Club - Improvers	C036949	Q036950	Fri	12/11/2021	04/02/2022	13:00	15:00	£99.00	Southglade Access Centre
Work Club - Introduction	C036906	Q036907	Wed	18/08/2021	03/11/2021	10:00	12:00	£99.00	Southglade Access Centre
Work Club - Introduction	C036911	Q036912	Thu	19/08/2021	04/11/2021	13:00	15:00	£99.00	Snapewood Community Centre
Work Club - Introduction	C036913	Q036914	Fri	20/08/2021	05/11/2021	13:00	15:00	£99.00	Southglade Access Centre

Course Title	C Code	Q Code	Day	Start Date	Finish Date	Start Time	End Time	Cost	Location
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## FOOD SAFETY

Food Safety in Catering (HABC Level 2)	C033224	Q003908	Mon	13/09/2021	13/09/2021	09:30	17:00	£60.00	Adams Building
Food Safety in Catering (HABC Level 2)	C033227	Q003918	Mon	11/10/2021	11/10/2021	09:30	17:00	£60.00	Adams Building
Food Safety in Catering (HABC Level 2)	C033226	Q003916	Mon	22/11/2021	22/11/2021	09:30	17:00	£60.00	Adams Building



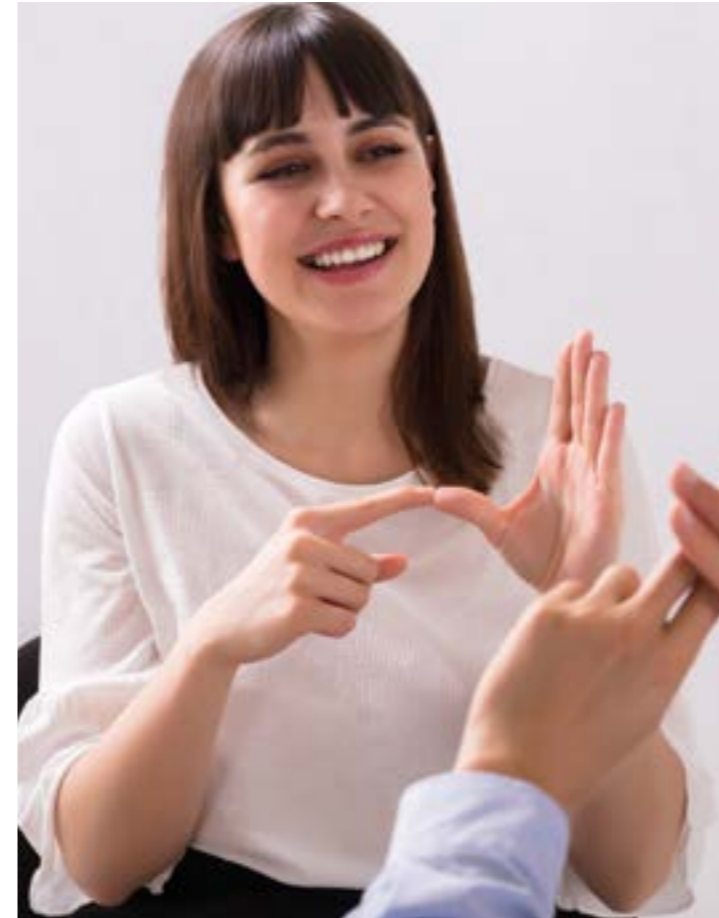


# PART-TIME COURSES

Course Title	C Code	Q Code	Day	Start Date	Finish Date	Start Time	End Time	Cost	Location
<b>LANGUAGES</b>									
Spanish for Beginners	C003649	Q003881	Tue	21/09/2021	23/11/2021	18:00	20:30	£101.25	Adams Building
Spanish for Improvers	C032399	Q032403	Thu	23/09/2021	25/11/2021	18:00	20:30	£101.25	Adams Building

Course Title	C Code	Q Code	Day	Start Date	Finish Date	Start Time	End Time	Cost	Location
<b>HEALTH AND WELLBEING</b>									
Confidence - Introduction	C036951	Q036952	Fri	10/12/2021	28/01/2022	09:30	12:30	£81.00	The Training Centre
Counselling for Beginners	C003647	Q003879	Tue	14/09/2021	19/10/2021	18:00	20:30	£67.50	Adams Building
Counselling for Beginners	C037129	Q037130	Wed	06/10/2021	24/11/2021	18:30	20:30	£63.00	St George's Centre
Counselling for Beginners	C003651	Q003883	Thu	04/11/2021	09/12/2021	18:00	20:30	£67.50	Adams Building
Counselling for Improvers	C024476	Q024477	Thu	16/09/2021	21/09/2021	18:00	20:30	£67.50	Adams Building
Counselling for Improvers	C028049	Q024478	Tue	02/11/2021	07/12/2021	18:00	20:30	£67.50	Adams Building
Life Skills and Wellbeing - Improvers	C028823	Q028824	Fri	22/10/2021	03/12/2021	09:30	12:30	£81.00	The Training Centre
Life Skills and Wellbeing - Introduction	C030018	Q030019	Fri	10/09/2021	15/10/2021	09:30	12:30	£81.00	The Training Centre
Pampering and Relaxation Techniques for Beginners	C036953	Q036954	Fri	10/12/2021	28/01/2022	12:30	15:30	£81.00	The Training Centre
Self Care and Relaxation for Beginners	C036915	Q036916	Fri	10/09/2021	15/10/2021	12:30	16:30	£81.00	The Training Centre
Self Care and Relaxation for Improvers	C034866	Q034867	Fri	22/10/2021	03/12/2021	12:30	15:30	£81.00	The Training Centre

Course Title	C Code	Q Code	Day	Start Date	Finish Date	Start Time	End Time	Cost	Location
<b>SIGN LANGUAGE</b>									
British Sign Language for Beginners	C003661	Q003893	Tue	14/09/2021	19/11/2021	18:00	20:15	£60.75	Adams Building
British Sign Language for Beginners	C037218	Q037219	Wed	03/11/2021	08/12/2021	18:00	20:15	£67.50	Online Learning





# LOCATIONS

Adams Building  
Nottingham City Centre



## COURSE LOCATIONS

Adams Building (Nottingham College)	The Lace Market, Nottingham NG1 1NG
Asian Women's Project (Women only venue)	Chapel House, 180 Noel Street, Nottingham NG7 6AS
Bakersfield Community Centre	Sneinton Dale, Nottingham NG3 7DN
Bestwood Estate Community Centre	Gainsford Crescent, Nottingham NG5 5HT
Foxhall Business Centre	Foxhall Lodge Foxhall Road, Nottingham NG7 6LH
Queen's Walk Community Centre	Queens Walk, The Meadows, Nottingham NG2 2DF
Snapewood Community Centre	Snapewood Road, Bulwell, Nottingham NG6 7GH
Southglade Access Centre	Southglade Park, Southglade Road, Bestwood, Nottingham NG5 5GU
St George's Centre	91 Victoria Road, Netherfield, Nottingham NG4 2NN
The Textile Workshop	581A Mansfield Road, Nottingham NG5 2JN
The Training Centre	Unit 2 Lillington Rd, Bulwell, Nottingham NG6 8HJ







[www.nottinghamcollege.ac.uk](http://www.nottinghamcollege.ac.uk)  
For more information please contact 0115 9 100 100