



north west  
regional college  
Derry-Londonderry • Limavady • Strabane

# BOOST YOUR CAREER



GUIDE TO SHORT PART-TIME COURSES STARTING FROM JANUARY 2018

Ref	Course Title	Day / Time	Start Date	No. of Weeks	F.Fee*	R.Fee*	E.Fee*	Notes
<b>ACCESS</b>								
D011	OCN Level 2 Award in Further Study Skills Pre-Access Course	Wed 09:30-12:00	07/02/2018	15	£60.00	£25.00	-	-
<b>ARTS &amp; CRAFTS</b>								
D032	OCN Level 2 Pottery	Tue 19:00-21:00	06/02/2018	15	£50.00	£25.00	£25.00	-
<b>BUSINESS, ADMINISTRATION &amp; PROFESSIONAL PROGRAMMES</b>								
A01	ILM Level 3 Award in Leadership and Management	Mon 09:30 - 12:30	05/02/2018	14	£70.00	£25.00	£83.00	-
A02	City and Guilds Level 1 & Level 2 Computerised Accounts using Sage Accounts	Wed 13:00 - 17:00	07/02/2018	15	£90.00	£25.00	£58.00	-
D038	Advanced Certificate in Word Processing Techniques	Tue 19:00-21:00	13/02/2018	17	£55.00	£25.00	£37.00	SR
D045	City & Guilds 8989 Computerised Accounts	Wed 13:00-17:00	14/02/2018	15	£90.00	£25.00	£58.00	SR
<b>CARE &amp; HEALTH</b>								
D126	Mindfulness	Thu 18:30-20:30	01/02/2018	6	£40.00	£40.00	-	-
D120	Introduction to Cognitive Behaviour Therapy	Tue 18:00 - 21:00	06/02/2018	8	£50.00	£50.00	-	-
A03	Psychoneuroimmunology in Complementary Medicine	Tue 18:00 - 21:00	06/02/2018	10	£50.00	£25.00	-	-
D099	City & Guilds Level 2 Introduction to Autism	Wed 18:00-21:00	07/02/2018	4	£25.00	£25.00	£20.00	-
D074	BTEC Level 3 Award in Dementia Awareness	Thu 18:00-21:00	08/02/2018	16	£80.00	£25.00	£51.30	-
A04	Level 5 Diploma in Psychotherapeutic Counselling (PC-L5)	Thu 17:00 - 21:00	08/02/2018	30	£425.00	£85.00	£315.00	-
D108	Emergency First Aid (Inc. Defibrillation)	Tue 18:30-21:00	27/02/2018	4	£25.00	£25.00	-	-
D103	CPCAB Level 2 Award In Understanding Substance Misuse	Thu 18:30-20:30	01/03/2018	15	£50.00	£25.00	£52.00	-
D082	City & Guilds Level 3 Support Individuals With Autistic Spectrum Conditions	Thu 18:00-21:00	15/03/2018	7	£35.00	£25.00	£20.00	-
<b>CONSTRUCTION &amp; BUILT ENVIRONMENT</b>								
D138	City & Guilds Level 3 BIM Project Implementation 6073-303	Wed 18:30-20:30	07/03/2018	10	£35.00	£25.00	£30.00	-
<b>EARLY YEARS, CHILDREN &amp; YOUNG PEOPLE</b>								
D180	City & Guilds Level 3 Award Transition to Playwork from Early Years	Fri 09:30-13:00	12/01/2018	15	£80.00	£25.00	£55.00	-
D077	BTEC Level 3 Award in Paediatric First Aid	Wed 19:00-21:00	07/02/2018	10	£35.00	£25.00	£27.00	-
D183	Level 3 Award Working With Children with Special Needs	Tue 19:00-21:00	13/02/2018	15	£50.00	£25.00	£30.00	-
<b>ESSENTIAL SKILLS (INCLUDING TEFL)</b>								
D186	Teaching English as a Foreign Language (TEFL)	Wed 18:30-21:30	24/01/2018	15	£145.00	£145.00	£35.00	-
<b>HAIRDRESSING &amp; BEAUTY THERAPY</b>								
D196	Level 3 Award Permanent Lash Extensions	Mon 13:30-16:30	05/02/2018	15	£75.00	£25.00	£55	-
A05	Indian Head Massage <i>£30 uniform required. If you do not hold a Health &amp; Safety certificate it is an additional £32 to the examinations fee</i>	Tue 18:30 - 21:30	06/02/2018	12	£80.00	£25.00	£40.00	-
D211	City & Guilds Level 2 Award Make-Up And Brows <i>If you do not hold a Level 2 unit in Health &amp; Safety, this must be completed along with the make-up and brows - Additional fee of £32. Uniform also required, approx. £30. NB - Exam Fee must be paid with Enrolment Fee</i>	Wed 17:30-21:30	14/02/2018	17	£105.00	£25.00	£68.00	-

Ref	Course Title	Day / Time	Start Date	No. of Weeks	F.Fee*	R.Fee*	E.Fee*	Notes
<b>HAIRDRESSING &amp; BEAUTY THERAPY (CONTINUED)</b>								
D217	City & Guilds Level 2 Award In Nail Art	Mon 17:30-21:30	14/05/2018	6	£40.00	£25.00	£37.00	-
<b>HOSPITALITY, CATERING AND TRAVEL &amp; TOURISM</b>								
D235	OCN Level 1 Award in Chocolate Skills <i>Exam fee includes a material fee of £120</i>	Tue 17:30-21:30	09/01/2018	10	£190.00	£40.00	£152.00	-
A06	Level 2 Award in Barista Skills	Mon 09:30 - 16:30	05/02/2018	3	£45.00	£25.00	£10.00	-
D294	OCN Level 2 Award in Volunteering Skills	Thu 18:45-20:45	08/02/2018	8	£30.00	£25.00	£26.00	-
D234	Level 2 Award In Food Safety In Catering	Tue 18:30-21:00	13/02/2018	4	£25.00	£25.00	£12.00	-
<b>MUSIC, MEDIA &amp; PHOTOGRAPHY</b>								
D029	OCN Level 2 Certificate in Photography	Thu 19:00-21:00	08/02/2018	15	£50.00	£25.00	£25.00	-
D259	NOCN Level 2 Photoshop	Thu 17:00-19:00	08/02/2018	15	£50.00	£25.00	£23.00	-
<b>SPORT &amp; LEISURE</b>								
D278	YMCA Level 3 Certificate in Personal Training	Tue, Thu 18:00-21:00	30/01/2018	15	£300.00	£60.00	£80.00	-
D287	YMCA Level 2 Certificate Fitness Instructor (DAY) (Semester 2)	Mon & Wed 13:30-16:30	05/02/2018	15	£135.00	£30.00	£70.00	-
A07	YMCA Level 3 Certificate in Personal Training	Wed & Thu 10:00 - 13:00	06/02/2018	15	£300.00	£60.00	£80.00	-
D285	YMCA Level 2 Award in Studio Resistance Training (Semester 2)	Wed 13:30-16:30	07/02/2018	7	£35.00	£25.00	-	-
D290	YMCA Level 1 Award Lifestyle Management (Semester 2)	Wed 13:30-16:30	07/02/2018	14	£70.00	£25.00	£20.00	-
D288	YMCA Level 2 Award in Circuit Training	Fri 09:00-13:00	09/02/2018	6	£40.00	£25.00	£30.00	-
D283	YMCA Level 2 Award in Nutrition for Healthy Living (Semester 2)	Wed 13:30-16:30	11/04/2018	7	£35.00	£25.00	-	-
<b>SPECIAL INTEREST &amp; HOBBY (NON-ACCREDITED)</b>								
D236	Sugarcraft Flowers & Cake Design <i>Cake Decorating equipment is required, approx £50-£100. Students must provide their own ingredients</i>	Tue 19:00-21:00	09/01/2018	8	£50.00	£50.00	-	-
D264	Guitar	Tue 19:00-21:00	30/01/2018	8	£80.00	£50.00	-	-
D219	Introduction To Self-Tanning	Mon 14:00-16:00	05/02/2018	8	£50.00	£50.00	-	-



## LIMAVADY CAMPUS (MAIN STREET, LIMAVADY)

TEL: (028) 7127 8700

Ref	Course Title	Day / Time	Start Date	No. of Weeks	F.Fee*	R.Fee*	E.Fee*	Notes
<b>BUSINESS, ADMINISTRATION &amp; PROFESSIONAL PROGRAMMES</b>								
L013	Advanced Certificate in Word Processing Techniques	Tue 18:00-21:00	20/02/2018	12	£60.00	£25.00	£37.00	SR
<b>CARE &amp; HEALTH</b>								
L026	CPCAB Level 2 Award Introduction to Counselling Studies	Thu 18:00-21:00	08/02/2018	12	£60.00	£25.00	£52.00	-
L022	City & Guilds Level 2 Award In End Of Life Care	Thu 18:00-20:30	08/02/2018	4	£25.00	£25.00	£39.00	-
<b>HAIRDRESSING &amp; BEAUTY THERAPY</b>								
A08	Auricular Therapy <i>(£30 uniform required. If you do not hold a Health &amp; Safety certificate it is an additional £32 to the examinations fee)</i>	Mon 09:30 - 12:30	05/02/2018	12	£60.00	£25.00	£40.00	-
A09	Indian Head Massage <i>(£30 uniform required. If you do not hold a Health &amp; Safety certificate it is an additional £32 to the examinations fee)</i>	Mon 13:30 - 16:30	05/02/2018	12	£80.00	£25.00	£40.00	-
A10	Level 2 Threading <i>(£30 uniform required. If you do not hold a Health &amp; Safety certificate it is an additional £32 to the examinations fee)</i>	Mon 09:30 - 12:30	05/02/2018	15	£80.00	£25.00	£40.00	-
L061	City & Guilds Level 2 Award In Nail Art	Thu 17:30-21:30	10/05/2018	6	£40.00	£25.00	£37.00	SR
<b>SPECIAL INTEREST &amp; HOBBY [NON-ACCREDITED]</b>								
L064	Sugarcraft Flowers & Cake Design <i>Cake decorating equipment is required, approx £50-£100. Students must provide their own ingredients</i>	Thu 19:00-21:00	11/01/2018	8	£50.00	£50.00	-	-
L012	Arts & Crafts	Tue 19:00-21:00	30/01/2018	8	£50.00	£50.00	-	-
D121	Introduction To Cognitive Behaviour Therapy	Wed 18:00-20:00	07/02/2018	8	£50.00	£50.00	-	-

## GREYSTONE CAMPUS (GREYSTONE ROAD, LIMAVADY)

TEL: (028) 7127 8750

<b>ENGINEERING</b>								
A11	Hobby CNC Woodworking	Thu 18:45-21:15	15/03/2018	12	£100.00	£100.00	£28.00	SR

## STRABANE CAMPUS (DERRY ROAD, STRABANE)

TEL: (028) 7127 8844

<b>CARE &amp; HEALTH</b>								
S019	CPCAB Level 2 Award Introduction to Counselling Studies	Tue 18:00-21:00	06/02/2018	12	£60.00	£25.00	£52.00	-
S021	Emergency First Aid (Inc. Defibrillation)	Thu 18:30-21:00	12/04/2018	4	£35.00	£35.00	-	-
<b>EARLY YEARS, CHILDREN &amp; YOUNG PEOPLE</b>								
D076	BTEC Level 3 Award in Paediatric First Aid	Tue 19:00-21:00	06/02/2018	10	£35.00	£25.00	£27.00	-
<b>HAIRDRESSING &amp; BEAUTY THERAPY</b>								
A12	Indian Head Massage <i>(£30 uniform required. If you do not hold a Health &amp; Safety certificate it is an additional £32 to the examinations fee)</i>	Mon 13:00-16:00	05/02/2018	12	£80.00	£25.00	£40.00	-
S042	City & Guilds Level 2 Award In Nail Art	Tue 17:30-21:30	08/05/2018	6	£40.00	£25.00	£37.00	-
<b>SPECIAL INTEREST &amp; HOBBY [NON-ACCREDITED]</b>								
S045	Flower Arranging	Thu 19:00-21:00	01/02/2018	8	£50.00	£50.00	-	-

# STUDENT ENROLMENT

Places in some courses are limited – we recommend you telephone **028 7127 6000** in advance to check if places are available in your chosen course. You can enrol now in any of the following ways:

## ENROL IN PERSON

You can enrol for a course in person by calling into any of our main campuses during office hours:

- Call into our Reception **Monday to Thursday [8:30am - 4:45pm] and Friday [9:00am - 3:45pm]**

***NOTE:** Please remember to take with you all necessary benefit evidence if claiming a reduced fee.  
See page 6 (overleaf) for more details.*

## ENROL BY POST

Download our Part-Time enrolment form at [www.nwrc.ac.uk/parttime](http://www.nwrc.ac.uk/parttime), and return it (payment for the full tuition or concessionary fee with appropriate benefit evidence - **cheques / postal orders made payable to North West Regional College**) to the relevant Admissions Office:

**Strand Road Campus**  
Admissions Office  
Strand Road  
Derry~Londonderry  
BT48 7AL

**Limavady Campus**  
Admissions Office  
Main Street  
Limavady  
BT48 7AL

**Strabane Campus**  
Admissions Office  
Derry Road  
Strabane  
BT82 8DX

## ENROL BY TELEPHONE *(when paying full fee only)*

You may enrol using your Credit / Debit Card by contacting us  
**Mon to Thu [8:30am - 4:45pm] and Fri [9:00am - 3:45pm] on 028 7127 6000**

**College Career Guidance:** 028 7127 6500 / 6541 [Strand Road & Strabane]  
028 7127 8784 [Limavady]



For more information give us a call or check out our website and social media platforms:

## CONCESSIONARY FEES (REDUCED)

Reduced tuition fees apply to the following groups of people. If you qualify for reduced fees, you **MUST** provide the necessary evidence below at the time of enrolment. You must have a copy of your benefit evidence (i.e. current letter) and date of birth with you when you are enrolling OR request an **AUTHORISATION FORM**, and complete it fully.

### UK STUDENTS

People Entitled to Reduced Fees	Evidence required - Enrolling by post or in person
<ul style="list-style-type: none"><li>• <b>Working Tax Credit</b> Single income (working 16-29 hours) - £11,048 Single income (working 30 hours) - £12,980 Joint income (working 30 hours) - £17,787</li></ul>	A current TC602 form stating Working Tax Credit and total income shown (see footnote) and appropriate fee. <b>Please Note: a provisional TC602 form is not accepted as evidence for a concessionary (reduced) fee.</b>
<ul style="list-style-type: none"><li>• <b>Aged 60 Years and over</b> (and in receipt of one of the benefits opposite)</li></ul>	A current letter ( <b>within the last three months</b> ) stating that you are in receipt of Pension Credit or in receipt of relief under the new Rates Relief Scheme.
<ul style="list-style-type: none"><li>• Income Support (or dependent spouse/partner)</li><li>• <b>Income Based</b> Jobseekers Allowance (or dependent spouse/partner)</li><li>• <b>Income Based</b> Employment Support Allowance</li><li>• Universal Credit (The above Working Tax Credit income thresholds will apply to those in receipt of Universal Credit and who those working)</li></ul>	A current letter ( <b>within the last three months</b> ) from your Benefit Office stating that you are in receipt of benefit or have the necessary form completed (available for download from our website: <a href="http://www.nwrc.ac.uk/parttime">www.nwrc.ac.uk/parttime</a> ) and authorised and enclose appropriate fee.

### REPUBLIC OF IRELAND STUDENTS

People Entitled to Reduced Fees	Evidence required - Enrolling by post or in person
<ul style="list-style-type: none"><li>• Carer's Allowance</li><li>• One Parent Family Payment</li><li>• Widow's or Widower's (Non-Contributory Pension)</li><li>• Unemployment Assistance/Jobseekers Allowance</li><li>• Pre-Retirement Allowance (PRETA)</li><li>• Disability Allowance</li><li>• Supplementary Welfare Allowance</li></ul>	A current letter ( <b>within the last three months</b> ) from the Department of Social & Family Affairs stating that you are in receipt of benefit or have the necessary form completed (available for download online: <a href="http://www.nwrc.ac.uk/parttime">www.nwrc.ac.uk/parttime</a> ) and authorised, and enclose appropriate fee.
<ul style="list-style-type: none"><li>• Old Age (Non-Contributory) Pension</li></ul>	<b>Republic of Ireland students must be in receipt of a means tested benefit.</b> Letter ( <b>within the last three months</b> ) from Pensions Office and appropriate fee.

### UK & REPUBLIC OF IRELAND STUDENTS

People Entitled to Reduced Fees	Evidence required - Enrolling by post or in person
<ul style="list-style-type: none"><li>• Student over 19 by 01/07/2017 and in Full-time Further/Higher education</li></ul>	Current Student Card or Letter from School/College and appropriate fee.
<ul style="list-style-type: none"><li>• Under 19 on 01/07/17</li></ul>	Birth Certificate or Passport and appropriate fee.

**EVIDENCE:** If you have lost or misplaced your **TC602 form**, to request a copy you should contact HM Revenue & Customs Helpline on 0845 300 3900 between the hours of 8am and 8pm, seven days a week. **Please Note: Only the above evidence can be accepted to avail of a reduced fee.**

**DISCLAIMER:** The information provided in this guide is correct at the time of going to press and the College shall not be bound by any errors or omissions, and cannot except liability in respect thereof. The College will use all reasonable endeavours to deliver in accordance with the descriptions set out in this Course Guide. However the College is dependent upon public funds which have to be managed in a way which is efficient. The College therefore reserves the right to make variations to the content or methods of delivery of its wider purpose. If the College discontinues any course, it will use reasonable endeavours to provide a suitable alternative.



# OPEN DAYS 2018

*Discover the North West Regional College experience for yourself at our annual Open Days, taking place across all of our main campuses.*

- Take a tour of our campuses and industry-standard course facilities
- Get involved in fun, interactive activities and workshops
- Attend subject-specific talks and chat with the tutors
- Explore our purpose-built theatres, laboratories, hair & beauty salons, skills workshops, sports facilities, restaurants, and Student Zones
- Find out about Student Finance: fees, loans, bursaries
- Get advice about potential career options
- Meet our current students

To find out more, visit [www.nwrc.ac.uk/opendays](http://www.nwrc.ac.uk/opendays)

***Missed Open Day? Book your tour today!***

We also offer personalised tours of our College. To register your interest email [marketing@nwrc.ac.uk](mailto:marketing@nwrc.ac.uk).



**OPEN**  
**DAYS 2018**  
6<sup>TH</sup>-8<sup>TH</sup> FEB



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regional college

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**ALTERNATIVE FORMATS OF THIS COURSE GUIDE ARE AVAILABLE ON REQUEST**