



north west
regional college
Derry-Londonderry • Limavady • Strabane

ADVENTURE HAPPY
STUDENTS' UNION
TREATED LIKE AN ADULT

COMMUNITY FRIENDSHIP
CLUBS & SOCIETIES

JOB PROSPECTS INTERNATIONAL

DIVERSITY SUPPORT SKILLS

THIS IS VIBE AMBITION
WARM WELCOME

YOUR CREATIVE
SUCCESS FUN
GIGS & EVENTS
WORK PLACEMENT

CRAIC DISCOVER
VALUED FUTURE

LINKS WITH INDUSTRY

CONFIDENCE AWARD-WINNING STAFF
STATE-OF-THE-ART FACILITIES DREAM COLLABORATE

SOCIAL DYNAMIC GRADUATION

MASTERCLASSES ACHIEVE TRAVEL MEMORIES

SHORT PART-TIME

COURSE GUIDE

2022



COMMUNITY EDUCATION

LEARNING ON YOUR DOORSTEP

Our vibrant Community Outreach offer is delivered in partnership with a range of learning venues across the North West region, and made available to local learners wishing to try something new, re-connect with friends, or re-skill/up-skill.

These courses enable individuals and small groups to undertake short courses in areas including Essential Skills, GCSEs, Return to Study, and Hobby and Special Interest & more.

For more, visit
www.nwrc.ac.uk/community

NWRC is monitoring the challenges posed by the COVID-19 pandemic to ensure that the health and safety of our students and staff is maintained in line with the relevant government guidance.

The College may have to implement amendments or reasonable adjustments, such as alterations to course delivery and timetables (inc. distance or IT based learning); Temporary delays to course delivery; Temporary closure of the College. You will be informed should we have to make any such changes, and the College will also provide guidance on relevant student services to support your learning, finances, or future career.

For more information visit www.nwrc.ac.uk/coronavirus

Strand Road Campus (Derry-Londonderry) Tel: (028) 7127 6000

Ref	Course Title	Start Date	Day / Time	No. of Weeks	Full Fee	Reduced Fee	Notes
Art & Design							
D017	OCN NI Level 2 Unit in Practical Ceramic Skills	01/02/2022	Tue 18:00 – 21:00	10	£82	£64	M.FEE (£20)
Business, Administration, & Professional Programmes							
D027	City & Guilds Level 2 Award in Book-keeping and Accounts (Manual)	13/01/2022	Thurs 17:30 – 20:00	12	£83	£65	SR
D034	IAB Level 2 Award in Payroll (Computerised) for Business using Sage Payroll Software	09/02/2022	Wed 18:00 – 21:00	17	£184	£135	SR
D038	City & Guilds Level 2 Award in Computerised Accounts using Sage Accounts Software	08/02/2022	Tue 17:30 – 20:00	12	£83	£65	SR
A003	City & Guilds Level 1 / Level 2 Award in Computerised Accounts using Sage Accounts Software	09/02/2022	Wed 13:00 – 17:00	15	£164	£107	-
D043	City & Guilds Level 2 Intermediate Certificate in Word Processing Techniques	25/01/2022	Tue 18:00 – 21:00	12	£94	£66	SR
Care & Health							
D062	CACHE Level 2 Introduction to Autism	02/02/2022	Wed 18:00 – 21:00	4	£48	£48	-
D064	OCN NI Level 2 Award in the Principles of Cognitive Behavioural Therapy	01/02/2022	Tue 18:00 – 21:00	5	£64	£64	-
D070	CPCAB Level 2 Award Introduction to Counselling Skills	31/01/2022	Mon 09:30 – 12:30	12	£114	£86	-
D072	SafeCert Level 3 Certificate in Emergency First Aid (inc. Defibrillation)	22/02/2022	Tue 18:30 – 21:00	4	£40	£40	-
D073	OCN NI Level 3 Unit in Managing a Small Business For Holistic/Health Related Therapists	08/02/2022	Tue 18:30 – 21:30	10	£142	£124	SR
D077	CPCAB Level 2 Award in Understanding Substance Misuse (USM-L2)	01/02/2022	Tue 18:00 – 20:00	15	£104	£86	-
D079	Phlebotomy (Obtain Blood Samples)	18/02/2022	Fri 10:00 – 15:00	2	£31	£31	-
D081	Nourishing Wellbeing	01/02/2022	Tue 18:00 – 20:00	6	£38	£38	-
Early Years, Children & Young People							
D104	OCN NI Level 3 Award in Working with Children and Young People with Special Needs	02/02/2022	Wed 19:00 – 21:00	15	£82	£64	-
D106	Pearson BTEC Level 3 Award in Paediatric First Aid	03/03/2022	Thu 19:00 – 21:00	10	£62	£60	-
D108	OCN NI Level 2 Award in Food and Nutrition for Children and Young People with Autism	06/05/2022	Fri 10:00 – 12:00	6	£60	£60	-

* **F.FEE:** Full tuition fee **R.FEE:** Reduced tuition fee **E.FEE:** Exam / Registration Fee **M.FEE:** Material Fee Required
NOTES: IW: Interview required IS: Information Session required SR: Special Entry Requirements (see website for details) AC: Access NI check required

To claim reduced tuition fees, you MUST provide the relevant evidence at the time of your enrolment – please see page 12 for details

Ref	Course Title	Start Date	Day / Time	No. of Weeks	Full Fee	Reduced Fee	Notes
Early Years, Children & Young People							
D109	OCN NI Level 2 Award in Food and Nutrition for Children and Young People with Autism	26/04/2022	Tue 19:00 – 21:00	6	£60	£60	-
D112	OCN NI Level 2 Award in Managing Challenging Behaviour in Children and Young People	04/05/2022	Wed 19:00 – 21:00	6	£60	£60	-
D113	OCN NI Level 2 Award in Outdoor Play Learning for Early Years Practitioners	03/05/2022	Tue 19:00 – 21:00	6	£60	£60	-
D114	OCN NI Level 2 Award in Outdoor Play Learning for Early Years Practitioners	06/05/2022	Fri 10:00 – 12:00	6	£60	£60	-
D117	OCN NI Level 3 Award in Connecting the Importance of Infant Mental Health to Lifelong Development	03/02/2022	Thu 19:00 – 21:00	15	£78	£60	-
D120	OCN NI Level 3 Award in Reducing Anxiety and Using a Mindfulness Approach with Children and Young People	01/02/2022	Tue 19:00 – 21:00	6	£60	£60	-
D121	OCN NI Level 3 Award in Reducing Anxiety and Using a Mindfulness Approach with Children and Young People	04/02/2022	Fri 10:00 – 12:00	6	£60	£60	-
D124	OCN NI Level 2 Award - An Introduction to Mindfulness and Reducing Anxiety in Children	02/02/2022	Wed 19:00 – 21:00	6	£60	£60	-
D126	Prince's Trust Level 1 Certificate In Employment, Teamwork and Community Skills (QCF)	17/01/2022	Mon 09:00 – 17:00	12	Free	Free	IW
D127	Prince's Trust Level 1 Certificate In Employment, Teamwork and Community Skills (QCF)	25/04/2022	Mon 09:00 – 17:00	12	Free	Free	IW



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Ref	Course Title	Start Date	Day / Time	No. of Weeks	Full Fee	Reduced Fee	Notes
Hairdressing and Beauty Therapy							
D183	VTCT Level 2 Award in Makeup and Brows	09/02/2022	Wed 17:30 – 21:30	17	£227	£162	SR M.FEE (£60)
D185	City & Guilds Level 3 Award in Indian Head Massage <i>Note: An additional fee of £13 may apply for an accompanying Health and Safety course</i>	08/02/2022	Tue 17:30 – 21:30	15	£141	£84	SR M.FEE (£30)
D194	VTCT Level 2 Award in UV Gel Polish and Nail Art	09/02/2022	Wed 17:30 – 21:30	17	£221	£156	M.FEE (£60)
A020	VTCT L3 Award in Electric Filing for Artificial Nails	07/02/2022	Mon 13:30 – 17:00	10	£98	£72	-
A021	VTCT L3 Award in Electric Filing for Artificial Nails	09/02/2022	Wed 17:30 – 21:00	10	£98	£72	-
Hospitality & Tourism							
D204	Highfield Level 3 Award in Food Allergen Management in Catering	20/04/2022	Wed 18:30 – 21:00	4	£52	£52	SR
D205	Highfield Level 3 Award in Supervising Food Safety and Hygiene (Catering)	03/02/2022	Thu 18:30 – 21:30	8	£66	£58	SR
D207	City & Guilds Level 2 Award in Food Safety in Catering	22/02/2022	Tue 18:30 – 21:00	4	£46	£46	-
D208	Highfield Level 2 Award in Food Allergen Awareness and Control in Catering	02/02/2022	Wed 19:00 – 21:00	3	£42	£42	-
D211	OCN NI Level 1 Award in Chocolate Skills	01/02/2022	Tue 17:30 - 21:30	10	£98	£64	M.FEE (£150)
D250	OCN NI Level 2 Award in Tour Guiding	10/02/2022	Thu 18:30 - 21:30	8	£70	£60	-



To claim reduced tuition fees, you MUST provide the relevant evidence at the time of your enrolment – please see page 12 for details

Strand Road Campus (Derry-Londonderry) Tel: (028) 7127 6000

Ref	Course Title	Start Date	Day / Time	No. of Weeks	Full Fee	Reduced Fee	Notes
Languages, Hobby & Special Interest							
D079	Phlebotomy (Obtain Blood Samples)	18/02/2022	Fri 10:00 - 15:00	2	£31	£31	-
D081	Nourishing Wellbeing	01/02/2022	Tue 18:00 – 20:00	6	£38	£38	-
A022	OCN NI Level 4 Certificate in Teaching English to Speakers of Other Languages	02/02/2022	Wed 18:30 – 21:30	15	£213	£213	-
A023	Module 101 Introduction to British Sign Language	13/01/2022	Thu 19:00 – 21:00	10	£58	£58	-
Music, Multimedia and Photography							
D232	OCN NI Level 2 Unit in Digital Photography Skills	03/02/2022	Thu 19:00 - 21:00	15	£82	£64	-
D235	OCN NI Level 2 Unit in Using Imaging Software Tools (Photoshop)	03/02/2022	Thu 17:00 - 19:00	15	£82	£64	-
Sport & Leisure							
D240	YMCA Level 3 Diploma in Personal Training (Practitioner)	15/02/2022	Tue & Thu 18:00 – 21:00	15	£201	£103	-
D242	YMCA Level 3 Diploma in Exercise Referral	17/02/2022	Thu 10:30 - 17:30	15	£201	£115	SR
D244	YMCA Level 2 Certificate in Gym Instructing	14/02/2022	Tue & Thu 13:30 – 16:30	15	£181	£95	-
D246	YMCA Level 2 Certificate in Gym Instructing	15/02/2022	Tue & Wed 18:00 – 21:00	15	£181	£95	-
D247	YMCA Level 2 Award in Group Exercise Instructing - Circuit Training	25/01/2022	Tue & Wed 18:00 – 21:00	3	£47	£47	SR
D248	YMCA Level 2 Award in Group Exercise Instructing - Studio Resistance Training	14/06/2022	Tue & Wed 18:00 – 21:00	3	£47	£47	SR

Springtown Campus (Springtown Road, Derry-Londonderry) Tel: (028) 7127 6222

Ref	Course Title	Start Date	Day / Time	No. of Weeks	Full Fee	Reduced Fee	Notes
Engineering							
D138	EAL Level 3 Award in the Requirements for Electrical Installations - 18th Edition BS7671:2018 - Full Course	08/02/2022	Tue 18:00 – 21:00	12	£402	£402	-
D159	City & Guilds Level 1 Award in Introductory Manual Metal Arc (MMA) Welding (QCF)	08/02/2022	Tue 18:00 – 21:00	16	£172	£126	IS

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Limavady Campus (Main Street, Limavady) Tel: (028) 7127 8700

Ref	Course Title	Start Date	Day / Time	No. of Weeks	Full Fee	Reduced Fee	Notes
Art & Design							
L008	OCN NI Level 2 Unit in Producing and Presenting Items of Jewellery (Glass)	01/02/2022	Tue 19:00 – 21:00	15	£80	£62	M.FEE (£20)
Business, Administration, & Professional Programmes							
A001	City & Guilds Level 2 Award in Computerised Accounts using Sage Accounts Software	27/01/2022	Thurs 17:30 – 20:00	12	£83	£65	SR
Care & Health							
L013	City & Guilds Level 2 Award in Awareness of End of Life Care	04/02/2022	Fri 10:00 – 12:00	5	£78	£78	-
L015	CPCAB Level 2 Award Introduction to Counselling Skills	01/02/2022	Tue 09:30 – 12:30	12	£114	£86	-
Early Years, Children & Young People							
L022	OCN NI Level 3 Award in Working with Children and Young People with Special Needs	01/02/2022	Tue 19:00 – 21:00	15	£82	£64	-
L025	OCN NI Level 2 Award in Food and Nutrition for Children and Young People with Autism	25/04/2022	Thu 19:00 – 21:00	6	£60	£60	-
L027	OCN NI Level 2 Award in Outdoor Play Learning for Early Years Practitioners	28/04/2022	Thu 19:00 – 21:00	6	£60	£60	-
L029	OCN NI Level 3 Award in Connecting the Importance of Infant Mental Health to Lifelong Development	02/02/2022	Wed 19:00 – 21:00	15	£78	£60	-
L032	OCN NI Level 3 Award in Reducing Anxiety and Using a Mindfulness Approach with Children and Young People	03/02/2022	Thu 19:00 – 21:00	6	£60	£60	-
L035	Prince's Trust Level 1 Certificate In Employment, Teamwork and Community Skills (QCF)	17/01/2022	Mon 09:00 – 17:00	12	Free	Free	IW
L036	Prince's Trust Level 1 Certificate In Employment, Teamwork and Community Skills (QCF)	25/04/2022	Mon 09:00 – 17:00	12	Free	Free	IW



To claim reduced tuition fees, you MUST provide the relevant evidence at the time of your enrolment – please see page 12 for details

Limavady Campus (Main Street, Limavady)

Tel: (028) 7127 8700

Ref	Course Title	Start Date	Day / Time	No. of Weeks	Full Fee	Reduced Fee	Notes
Hairdressing & Beauty Therapy							
L068	City & Guilds Level 3 Award in Bridal Hair <i>Note: An additional fee of £13 may apply for an accompanying Health and Safety course</i>	07/02/2022	Mon 09:30 – 12:30	12	£103	£75	SR M.FEE (£60)
L070	City & Guilds Level 3 Award in Hair Extensions <i>Note: An additional fee of £13 may apply for an accompanying Health and Safety course</i>	31/01/2022	Mon 17:30 – 21:30	17	£154	£89	SR M.FEE (£100)
Hospitality & Tourism							
L075	OCN NI Level 2 Award in Food Photography <i>An examination / registration fee will be applicable, in addition to the stated tuition fees, however is unavailable at the time of publication of this course. Please contact the Curriculum Manager for updated information.</i>	01/02/2022	Tue 19:00 – 21:30	12	£82	£64	-
L076	City & Guilds Level 2 Award in Food Safety in Catering	02/02/2022	Wed 18:30 – 21:00	4	£46	£46	-
L077	Highfield Level 2 Award in Food Allergen Awareness and Control in Catering	21/04/2022	Thu 19:00 – 21:00	3	£42	£42	-
Music, Multimedia and Photography							
L075	OCN NI Level 2 Award in Food Photography <i>An examination / registration fee will be applicable, in addition to the stated tuition fees, however is unavailable at the time of publication of this course. Please contact the Curriculum Manager for updated information.</i>	01/02/2022	Tue 19:00 – 21:30	12	£82	£64	-

Greystone Campus (Greystone Road, Limavady)

Tel: (028) 7127 8750

Ref	Course Title	Start Date	Day / Time	No. of Weeks	Full Fee	Reduced Fee	Notes
Engineering							
L041	EAL Level 3 Award in the Requirements for Electrical Installations - 18th Edition BS7671:2018 - Full Course	01/02/2022	Tue & Wed 18:00 – 21:30	6	£402	£402	-



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NOTES: IW: Interview required IS: Information Session required SR: Special Entry Requirements (see website for details) AC: Access NI check required

Strabane Campus (Derry Road, Strabane) Tel: (028) 7127 8844

Ref	Course Title	Start Date	Day / Time	No. of Weeks	Full Fee	Reduced Fee	Notes
Care & Health							
S007	OCN NI Level 2 Award in the Principles of Cognitive Behavioural Therapy	31/01/2022	Mon 18:00 – 21:00	5	£64	£64	-
S012	SafeCert Level 3 Certificate in Emergency First Aid (inc. Defibrillation)	05/05/2022	Thu 18:30 – 21:00	4	£40	£40	-
Early Years, Children & Young People							
S016	Pearson BTEC Level 3 Award in Paediatric First Aid	09/03/2022	Wed 19:00 – 21:00	10	£62	£60	-
S017	OCN NI Level 2 Award in Food and Nutrition for Children and Young People with Autism	28/04/2022	Thu 19:00 – 21:00	6	£60	£60	-
S019	OCN NI Level 2 Award in Outdoor Play Learning for Early Years Practitioners	09/05/2022	Mon 19:00 – 21:00	6	£60	£60	-
S021	OCN NI Level 3 Award in Connecting the Importance of Infant Mental Health to Lifelong Development	01/02/2022	Tue 19:00 – 21:00	15	£78	£60	-
S024	OCN NI Level 3 Award in Reducing Anxiety and Using a Mindfulness Approach with Children and Young People	31/01/2022	Mon 19:00 – 21:00	6	£60	£60	-
Hairdressing & Beauty Therapy							
S036	City & Guilds Level 3 Award in Permanent Lash Extensions <i>Note: An additional fee of £13 may apply for an accompanying Health and Safety course</i>	07/02/2022	Mon 13:00 – 16:00	15	£130	£88	SR M.FEE (£150)
S038	City & Guilds Level 3 Award in Indian Head Massage <i>Note: An additional fee of £13 may apply for an accompanying Health and Safety course</i>	14/03/2022	Mon 17:30 – 21:30	12	£135	£89	SR M.FEE (£30)
S041	City & Guilds Level 3 Award in Electric Filing for Artificial Nails <i>Note: An additional fee of £13 may apply for an accompanying Health and Safety course</i>	09/02/2022	Wed 13:00 – 16:00	10	£106	£88	M.FEE (£150)
S046	City & Guilds Level 3 Award in Bridal Hair <i>Note: An additional fee of £13 may apply for an accompanying Health and Safety course</i>	01/02/2022	Tue 18:00 – 21:00	12	£103	£75	SR M.FEE (£60)
S048	City & Guilds Level 3 Award in Hair Extensions <i>Note: An additional fee of £13 may apply for an accompanying Health and Safety course</i>	01/02/2022	Tue 17:30 – 21:30	17	£154	£89	SR M.FEE (£100)



To claim reduced tuition fees, you MUST provide the relevant evidence at the time of your enrolment – please see page 12 for details

ONLINE

Ref	Course Title	Start Date	Day / Time	No. of Weeks	Full Fee	Reduced Fee	Notes
Computing & IT							
A016	Introduction to Cyber Security - OCN NI L2 Award in Cyber Security	12/01/2022	Wed 18:00 – 21:30	12	Free (ERAP Funded)	Free (ERAP Funded)	-
A017	OCN NI IT Applications L2 Website software (unit)	10/01/2022	Mon 09:00 – 11:00 Tue 09:00 – 10:40	11	Free (ERAP Funded)	Free (ERAP Funded)	-
A018	OCN NI IT Applications L3 Spreadsheet software (unit)	11/01/2022	Tue 18:00 – 21:00	12	Free (ERAP Funded)	Free (ERAP Funded)	-
A019	OCN NI IT Applications L3 Database software unit	12/01/2022	Wed 18:00 – 21:00	12	Free (ERAP Funded)	Free (ERAP Funded)	-



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.

Enrol in Person

You can enrol at any of our main College campuses at Strand Road, Limavady and Strabane during office hours, Monday to Thursday: 8:30am - 4:45pm and Friday: 9:00am - 3:45pm. Please check with reception for evening opening hours

Enrol by Post

Download and complete our Part-Time Enrolment & Monitoring form, available at nwrc.ac.uk/upgrade and return to the relevant Admissions Office below with the tuition fee (cheque or postal order) enclosed. Cheques (signed) / Postal Orders must be made payable to North West Regional College and crossed Account Payee only.

PLEASE NOTE: Currently we can only accept Sterling cheques. Please do not enclose cash.

Strand Road & Springtown
Admissions Office
North West Regional College
Strand Road
Derry-Londonderry
BT48 7AL

Limavady & Greystone
Admissions Office
North West Regional College
Main Street
Limavady
BT49 0EX

Strabane
Admissions Office
North West Regional College
Derry Road
Strabane
BT82 8DX

Enrol by Telephone

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:

(028) 7127 6000 nwrc.ac.uk [#mynwrc](https://twitter.com/mynwrc)

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M.FEE: Material Fee Required
AC: Access NI check required

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

- **Working Tax Credit**
Single income (working 16-29 hours) - £11,048
Single income (working 30 hours) - £12,980
Joint income (working 30 hours) - £17,787

A current TC602 form stating Working Tax Credit and total income shown (see footnote) and appropriate fee.

Please Note: a provisional TC602 form is not accepted as evidence for a concessionary (reduced) fee.

- **Aged 60 Years and over**
(and in receipt of one of the benefits opposite)

A current letter (**within the last three months**) stating that you are in receipt of Pension Credit or in receipt of relief under the new Rates Relief Scheme.

- Income Support (or dependent spouse/partner)
- **Income Based** Jobseekers Allowance (or dependent spouse/partner)
- **Income Based** Employment Support Allowance
- Universal Credit (The above Working Tax Credit income thresholds will apply to those in receipt of Universal Credit and who those working)

A current letter (**within the last three months**) from your Benefit Office stating that you are in receipt of benefit or have the necessary form completed (available for download from our website: www.nwrc.ac.uk/parttime) and authorised and enclose appropriate fee.

REPUBLIC OF IRELAND STUDENTS

People Entitled to Reduced Fees

Evidence required - Enrolling by post or in person

- Carer's Allowance
- One Parent Family Payment
- Widow's or Widower's (Non-Contributory Pension)
- Unemployment Assistance/Jobseekers Allowance
- Pre-Retirement Allowance (PRETA)
- Disability Allowance
- Supplementary Welfare Allowance
- Old Age (Non-Contributory) Pension

A current letter (**within the last three months**) 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: www.nwrc.ac.uk/parttime) and authorised, and enclose appropriate fee.

Republic of Ireland students must be in receipt of a means tested benefit.

Letter (**within the last three months**) from Pensions Office and appropriate fee.

UK & REPUBLIC OF IRELAND STUDENTS

People Entitled to Reduced Fees

Evidence required - Enrolling by post or in person

- Student over 19 by 01/07/2021 and in Full-time
- Further/Higher education
- Under 19 on 01/07/21

Current Student Card or Letter from School/College and appropriate fee.

Birth Certificate or Passport and appropriate fee.

SAFEGUARDING

Our staff are committed to providing a safe and supportive environment where students feel safe and receive effective pastoral and safeguarding care, guidance and support. We have a dedicated safeguarding team that promotes awareness of safeguarding issues and is always available to provide support to students, families and staff.

In line with statutory safeguarding guidance, the college has a designated safeguarding team. We offer a listening ear, support

and advice with issues such as abuse, bereavement, mental health issues, unplanned pregnancy, homelessness, relationship breakdown, gender change and or any concern a student may have during their time at college.

If you would like to arrange an appointment with our safeguarding team, please call 02871278709.

CRIMINAL CONVICTIONS

NWRC actively promotes equality of opportunity for all and welcomes enrolments from students with criminal convictions. However in order to manage any risk, you must tell us about any unspent convictions you have. You should do this by declaring on the colleges enrolment form. Certain courses require you to consider spent as well as unspent criminal convictions. In such instances, you must disclose all past offenses as it may impact on your career progression. By disclosing criminal convictions you will not automatically be excluded from the application / enrolment process. Students that disclose a criminal history will be required to complete a Basic or an Enhanced Access NI check. This will depend on the nature of the course you have

applied for. All students applying for a course that requires work placement in regulated activity will be required to complete an Enhanced Access NI check. The College is committed to processing Criminal Record Checks in accordance with the Access NI Code of Practise which is available on the Access NI website or alternatively a copy can be requested from Student Services at the College. The College will assess the risk that you may pose and determine whether it can be managed. You will be advised about the outcome of this process as quickly as possible. If you are convicted of a criminal offence after you have applied, you must contact the Safeguarding Team and tell them about this.

WORK PLACEMENT

All students going on work placement into regulated activity will be required to complete an Enhanced Access NI check. The College is committed to processing Criminal Record Checks in accordance with the Access NI Code of Practise which is

available on the Access NI website or alternatively a copy can be requested from Student Services at the College. For more information, please contact our Safeguarding Officer on 028 7127 8709.

DISCLAIMER

We make every reasonable effort to ensure that the information provided in this course guide is correct at the time of going to print (January 2022). The College shall not be bound by any errors or omissions, and cannot accept liability in respect thereof. Any subsequent changes will be published online. Please refer to www.nwrc.ac.uk for the latest information before you apply. The College will make every effort 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 assessment of courses, to discontinue courses or to merge or combine courses, if such action is reasonably considered to

be necessary in the context of its wider purpose. If the College discontinues any course, we will use reasonable endeavours to provide a suitable alternative. In the event of a pandemic, the College may have to implement restrictions in respect of your study or effect a temporary College closure. Please be assured, in such instances NWRC will follow government advice and will make appropriate reasonable adjustments to maintain the ongoing quality of teaching and support for all of our students. In line with the Consumer Rights Act 2015, you will be notified of any such changes, the reasons for the changes and any options available to you to avoid such changes having an adverse impact on your future career and financial prospects.

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.**

 @my_nwrc

 @mynwrc

 /mynwrc

 @nwrc_college

 @mynwrc

 search 'nwrc'



 @my_nwrc

 @mynwrc

 /mynwrc

 @nwrc_college

 @mynwrc

 search 'nwrc'

nwrc.ac.uk/part-time

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028 7127 6000

#ThisIsYourFuture