



north west
regional college

Derry-Londonderry • Limavady • Strabane



FROM HERE TO CAREER

Short Part-Time Courses
2023-24



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							
D018	OCN NI Level 2 Unit in Practical Ceramic Skills <i>(Material Fee) £20</i>	31/01/23	Tue 18:00-21:00	10	£80	£62	M.FEE (£20)
Business, Administration, & Professional Programmes							
D039	City & Guilds Level 2 Award in Computerised Accounts using Sage Accounts Software	14/02/23	Tue 17:30-20:00	14	£83	£65	SR
D041	IAB Level 2 Award in Payroll (Computerised) for Business using Sage Payroll Software	15/02/23	Wed 18:00-21:00	17	£184	£135	SR
D046	City & Guilds Level 2 Intermediate Certificate in Word Processing Techniques	31/01/23	Tue 18:00-21:00	12	£95	£67	SR
Care and Health							
D063	CACHE Level 2 Introduction to Autism	01/02/23	Wed 18:00-21:00	4	£46	£46	SR
D066	OCN NI Level 2 Award in the Principles of Cognitive Behavioural Therapy	31/01/23	Tue 18:00-21:00	5	£62	£62	
D072	CPCAB Level 2 Award Introduction to Counselling Skills	30/01/23	Mon 13:00-16:00	12	£116	£88	
D074	SafeCert Level 3 Certificate in Emergency First Aid (Inc. Defibrillation)	21/02/23	Tue 18:30-21:00	4	£40	£40	
D075	OCN NI Level 3 Unit in Managing a Small Business For Holistic/Health Related Therapists	07/02/23	Tue 18:30-21:30	10	£140	£122	SR
D079	CPCAB Level 2 Award in Understanding Substance Misuse (USM-L2)	31/01/23	Tue 18:00-20:00	15	£106	£88	
D081	Phlebotomy (Obtain Blood Samples)	17/02/23	Fri 10:00-15:00	2	£30	£30	
Early Years, Children and Young People							
D104	OCN NI Level 3 Award in Working with Children and Young People with Special Needs	01/02/23	Wed 19:00-21:00	15	£80	£62	
D106	Pearson BTEC Level 3 Award in Paediatric First Aid	17/01/23	Tue 19:00-21:00	10	£64	£62	
D107	OCN NI Level 2 Award in Food and Nutrition for Children and Young People with Autism	14/02/23	Tue 19:00-21:00	6	£58	£58	
D109	OCN NI Level 2 Award in Managing Challenging Behaviour in Children and Young People	19/04/23	Wed 19:00-21:00	6	£58	£58	
D110	OCN NI Level 2 Award in Outdoor Play Learning for Early Years Practitioners	18/04/23	Tue 19:00-21:00	6	£58	£58	
D112	OCN NI Level 3 Award in Connecting the Importance of Infant Mental Health to Lifelong Development	01/02/23	Wed 19:00-21:00	15	£76	£58	
D113	OCN NI Level 2 Award in Understanding Infant Mental Health and its Impact on Development in Children	18/01/23	Wed 19:00-21:00	6	£58	£58	

* **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

*Examination/registration fees are subject to change

To claim reduced tuition fees, you MUST provide the relevant evidence at the time of your enrolment – please see page 18 for details



Ref	Course Title	Start Date	Day / Time	No. of Weeks	Full Fee	Reduced Fee	Notes
Early Years, Children and Young People (cont.)							
D115	OCN NI Level 3 Award in Reducing Anxiety and Using a Mindfulness Approach with Children and Young People	17/01/23	Tue 19:00-21:00	6	£58	£58	
D118	Princes Trust Level 1 Certificate In Employment, Teamwork and Community Skills (QCF)	16/01/23	Mon 09:00-17:00	12	FREE	FREE	IW
D119	Princes Trust Level 1 Certificate In Employment, Teamwork and Community Skills (QCF)	24/04/23	Mon 09:00-17:00	12	FREE	FREE	IW
Hairdressing and Beauty Therapy							
D158	City & Guilds Level 2 Award in Makeup and Brows <i>(Material Fee) £60</i>	08/02/23	Wed 17:30-21:30	17	£165	£100	M.FEE £60; SR
D161	City & Guilds Level 3 Award in Indian Head Massage <i>(Material Fee) £30</i>	07/02/23	Tue 17:30-21:30	12	£123	£77	M.FEE £30; SR
D167	VTCT Level 3 Award in Electric Filing for Artificial Nails <i>(Material Fee) £150;</i>	06/02/23	Mon 13:30-17:00	10	£120	£94	M.FEE £150; SR
D168		07/02/23	Tue 13:30-17:00	10	£120	£94	M.FEE £150; SR
D171	City & Guilds Level 2 Award in Manicure and Pedicure <i>(Material Fee) £60</i>	06/02/23	Mon 09:00-13:00	17	£165	£100	M.FEE £60; SR
D176	VTCT Level 2 Award in UV Gel Polish and Nail Art <i>(Material Fee) £60</i>	08/02/23	Wed 17:30-21:30	17	£234	£169	M.FEE £60
D177	City & Guilds Level 3 Award in Facial Electrical Therapy <i>(Material Fee) £30</i>	06/02/23	Mon 13:00-17:00	17	£155	£90	M.FEE £30; SR
D178	City & Guilds Level 2 Award in Facial Skincare <i>(Material Fee) £30</i>	07/02/23	Tue 17:30-21:30	17	£153	£88	M.FEE £30; SR
D182	City & Guilds Level 3 Award in Hair Extensions <i>(Material Fee) £100</i>	01/02/23	Wed 17:30-21:30	17	£155	£90	M.FEE £100; SR



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Ref	Course Title	Start Date	Day / Time	No. of Weeks	Full Fee	Reduced Fee	Notes
Hospitality & Tourism							
D186	Highfield Level 4 Award in Managing Food Safety in Catering	07/02/23	Tue 18:00-21:00	3	£125	£83	SR
D191	Highfield Level 3 Award in Food Allergen Management in Catering	19/04/23	Wed 18:30-21:00	4	£56	£56	SR
D192	Highfield Level 3 Award in HACCP for Caterers	02/03/23	Thu 18:00-20:30	6	£58	£58	SR
D193	Highfield Level 3 Award in Supervising Food Safety and Hygiene in Catering (Intermediate)	02/02/23	Thu 18:30-21:30	8	£71	£63	SR
D194	Highfield Level 2 Award in HACCP for Catering	02/02/23	Thu 18:00-21:30	2	£44	£44	
D196	City & Guilds Level 2 Award in Food Safety in Catering	21/02/23	Tue 18:30-21:00	4	£46	£46	
D197	Highfield Level 2 Award in Food Allergen Awareness and Control in Catering	01/02/23	Wed 19:00-21:00	3	£43	£43	
D200	OCN NI Level 1 Award in Chocolate Skills <i>(Material Fee) £150</i>	31/01/23	Tue 17:30-21:30	10	£96	£62	M.FEE £150
D269	OCN NI Level 2 Award in Tour Guiding	09/02/23	Thu 18:30-21:30	8	£66	£58	
Languages, Hobby and Special Interest							
A011	Spanish Beginners	10/01/23	Tue 19:00-21:00	8	£50	£50	
A012	OCN NI L4 Cert Teaching English to Speakers of other Languages	01/02/23	Wed 18:30-21:30	15	£213	£126	SR
D081	Phlebotomy (Obtain Blood Samples)	17/02/23	Fri 10:00-15:00	2	£30	£30	
Music, Multimedia & Photography							
D218	OCN NI Level 2 Unit in Digital Photography Skills	01/02/23	Wed 19:00-21:00	15	£80	£62	
D221	OCN NI Level 2 Unit in Using Imaging Software Tools (Photoshop)	01/02/23	Wed 17:00-19:00	15	£80	£62	
A001	Introduction to Traditional Irish Music	11/01/23	Wed 19:00-21:00	16	£50	£30	
A002	OCN NI Level 1 Award in Creative Arts and Digital Technologies (Multitrack recording)	08/02/23	Wed 17:00-21:00	17	TBC	TBC	
Renewable Technologies							
A003	OCN NI L3 Award in 3D Modelling for Architecture – Revit <i>Note: If you are in employment, you may be able to claim skills focus funding to cover the fees for this course. Please contact sinead.milligan@nwrc.ac.uk for details</i>	31/01/23	Tue 18:00-21:00	15	£110	£68	

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Ref	Course Title	Start Date	Day / Time	No. of Weeks	Full Fee	Reduced Fee	Notes
Sport & Fitness							
D224	YMCA Level 3 Diploma in Exercise Referral	09/02/23	Thu 12:00-19:30	17	£247	£133	SR
D226	YMCA Level 3 Diploma in Personal Training (Practitioner)	07/02/23	Tue & Thu 17:30-21:00	17	£247	£133	SR
D228	YMCA Level 2 Certificate in Gym Instructing	06/02/23	Mon & Wed 13:30-16:30	16	£191	£98	
D230		07/02/23	Tue & Wed 18:00-21:00	16	£191	£98	
D231	YMCA Level 2 Award in Group Exercise Instructing (Circuit Training)	17/01/23	Tue & Wed 17:30-21:00	3	£51	£47	SR
D232	YMCA Level 2 Award in Group Exercise Instructing (Studio Resistance Training)	13/06/23	Tue & Wed 17:30-21:00	3	£51	£47	SR



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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
Trades and Crafts							
D255	City & Guilds Level 1 Award in Introductory Manual Metal Arc (MMA) Welding (QCF)	16/01/23	Tue 18:00-21:00	16	£177	£131	
A004	ADAS Calibration Technician - ACC230-21 L3 Institute of the Motor Industry / IMI Accrediation	TBC	09:00-17:00	14	Funded by Skills Focus	Funded by Skills Focus	SR



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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) <i>(Material Fee) £20</i>	31/01/23	Tue 19:00-21:00	15	£80	£62	M.FEE £20
A005	OCN NI Level 2 Unit in Painting Methods and Appropriation	07/02/23	Tue 19:00-21:00	15	£80	£62	
Care and Health							
L016	City & Guilds Level 2 Award in Awareness of End of Life Care <i>Online E-learning with tutor support</i>	03/02/23	Fri 10:00-12:00	5	£79	£79	SR
L019	CPCAB Level 2 Award Introduction to Counselling Skills	31/01/23	Tue 09:30-12:30	12	£116	£88	
Early Years, Children and Young People							
L027	OCN NI Level 3 Award in Working with Children and Young People with Special Needs	07/02/23	Tue 19:00-21:00	15	£80	£62	
L031	OCN NI Level 3 Award in Connecting the Importance of Infant Mental Health to Lifelong Development	01/02/23	Wed 19:00-21:00	15	£76	£58	
L032	OCN NI Level 3 Award in Reducing Anxiety and Using a Mindfulness Approach with Children and Young People	20/04/23	Thu 19:00-21:00	6	£58	£58	
L034	Princes Trust Level 1 Certificate In Employment, Teamwork and Community Skills (QCF)	16/01/23	Mon 09:00-17:00	12	FREE	FREE	IW
L035	Princes Trust Level 1 Certificate In Employment, Teamwork and Community Skills (QCF)	24/04/23	Mon 09:00-17:00	12	FREE	FREE	IW
Hairdressing and Beauty Therapy							
L058	City & Guilds Level 3 Award in Hair Extensions <i>(Material Fee) £100</i>	30/01/23	Mon 17:30-21:30	17	£155	£90	M.FEE £100; SR
A006	Level 3 Award in Indian Head Massage	06/02/23	Mon 17:30-21:30	12	£138	£88	
Hospitality & Tourism							
L064	OCN NI Level 2 Award in Food Photography	30/01/23	Mon 19:00-21:30	12	£80	£62	
L066	City & Guilds Level 2 Award in Food Safety in Catering	01/02/23	Wed 18:30-21:00	4	£46	£46	
L067	Highfield Level 2 Award in Food Allergen Awareness and Control in Catering	20/04/23	Thu 19:00-21:00	3	£43	£43	
Music, Multimedia & Photography							
L064	OCN NI Level 2 Award in Food Photography	30/01/23	Mon 19:00-21:30	12	£80	£62	

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Exam / Registration Fee

M.FEE:

Material Fee Required

NOTES:

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IS: Information Session required

SR: Special Entry Requirements (see website for details)

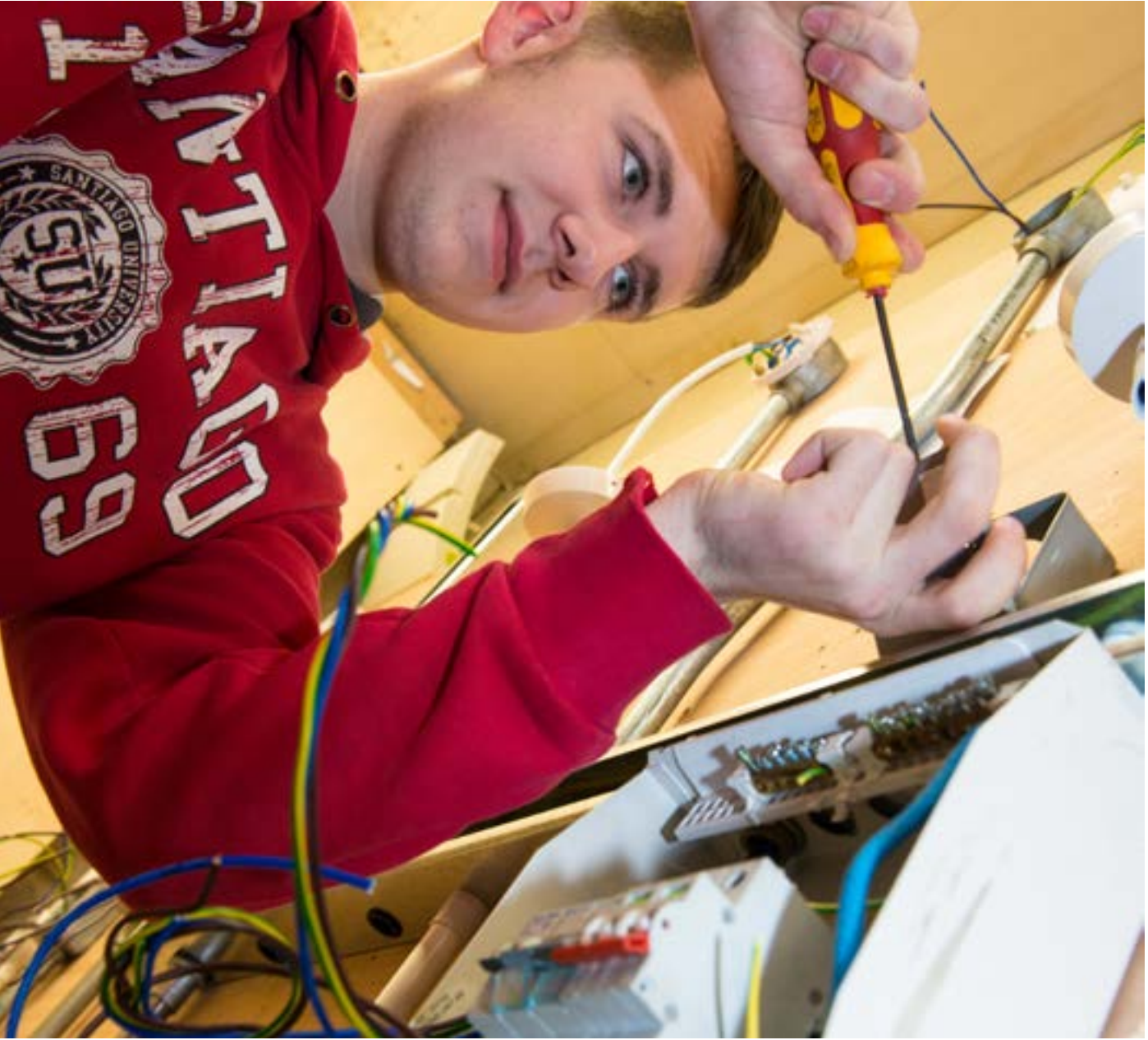
AC: Access NI check required

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Ref	Course Title	Start Date	Day / Time	No. of Weeks	Full Fee	Reduced Fee	Notes
Trades and Crafts							
L082	EAL Level 3 Award in the Requirements for Electrical Installations - 18th Edition BS7671:2018	31/01/23	Tue & Wed 18:00-21:30	5	£402	£402	



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Ref	Course Title	Start Date	Day / Time	No. of Weeks	Full Fee	Reduced Fee	Notes
Art & Design							
A007	Flower Arranging	06/02/23	Mon 18:30-21:00	8	£63	£63	
A008	Flower Arranging	07/02/23	Tue 18:30-21:00	8	£63	£63	
Business, Administration, & Professional Programmes							
S005	IAB Level 2 Award in Payroll (Computerised) for Business using Sage Payroll Software	07/02/23	Tue 14:00-17:00	17	£184	£135	SR
Care and Health							
S008	OCN NI Level 2 Award in the Principles of Cognitive Behavioural Therapy	30/01/23	Mon 18:00-21:00	5	£62	£62	
S013	SafeCert Level 3 Certificate in Emergency First Aid (Inc. Defibrillation)	04/05/23	Thu 18:30-21:00	4	£40	£40	
Early Years, Children and Young People							
S016	Pearson BTEC Level 3 Award in Paediatric First Aid	18/01/23	Wed 19:00-21:00	10	£64	£62	
S017	OCN NI Level 2 Award in Managing Challenging Behaviour in Children and Young People	17/04/23	Mon 19:00-21:00	6	£58	£58	
S019	OCN NI Level 3 Award in Reducing Anxiety and Using a Mindfulness Approach with Children and Young People	16/01/23	Mon 19:00-21:00	6	£58	£58	
Hairdressing and Beauty Therapy							
S028	City & Guilds Level 3 Award in Permanent Lash Extensions <i>(Material Fee) £150</i>	06/02/23	Mon 13:00-16:00	15	£118	£76	M.FEE £150; SR
S031	City & Guilds Level 3 Award in Hot Stone Therapy <i>(Material Fee) £150</i>	11/01/23	Wed 17:30-21:30	20	£174	£97	M.FEE £150; SR
S036	City & Guilds Level 3 Award in Electric Filing for Artificial Nails <i>(Material Fee) £150</i>	06/02/23	Mon 17:00-21:30	7	£96	£76	M.FEE £150
S042	City & Guilds Level 3 Award in Hair Extensions <i>(Material Fee) £100</i>	31/01/23	Tue 17:30-21:30	17	£155	£90	M.FEE £100; SR
Music, Multimedia & Photography							
A009	OCN level 1 Award Creative Media Technologies (Theatre Live Sound)	09/02/23	Thurs 17:00-21:00	17	TBC	TBC	Strabane Alley Theatre
A010	OCN LEVEL 1 Award in Creative and Digital Technologies (Musical Theatre Performance)	09/02/23	Thurs 17:00-21:00	17	TBC	TBC	Strabane Alley Theatre

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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



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">• 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.
<ul style="list-style-type: none">• 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.
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• 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	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.
<ul style="list-style-type: none">• Old Age (Non-Contributory) Pension	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
<ul style="list-style-type: none">• Student over 19 by 01/07/2022 and in Full-time Further/Higher education	Current Student Card or Letter from School/College and appropriate fee.
<ul style="list-style-type: none">• Under 19 on 01/07/22	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.**

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.



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All information and course content in this guide is correct at time of publishing, December 2022. For the latest updates please visit our website.

