



north west
regional college
Derry-Londonderry • Limavady • Strabane



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FROM HERE TO CAREER

Short Part-Time Course Guide **2025**





**Accredited
courses**
employers are
looking for

REFRESH YOUR CAREER

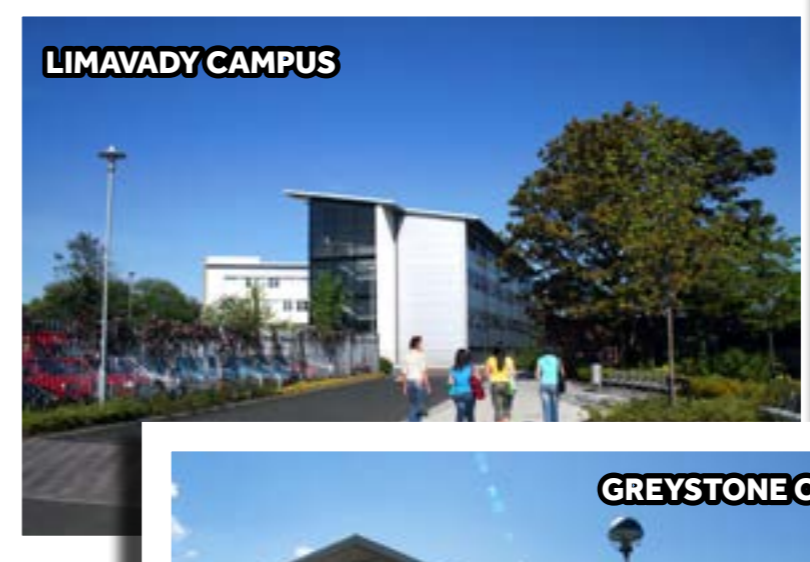
Improve your Job Prospects with
our Professional and Technical
Qualifications.



SPRINGTOWN CAMPUS



STRAND RD CAMPUS



LIMAVADY CAMPUS



STRABANE CAMPUS



GREYSTONE CAMPUS



REF	COURSE TITLE	START DATE	DAY / TIME	NO. OF WEEKS	FULL FEE	REDUCED FEE	NOTES / SYMBOL
ART AND DESIGN							
D018	OCN NI Level 2 Unit in Practical Ceramic Skills <i>*Additional £20 Material Fee required</i>	04/02/2025	Tue 6:00pm-9:00pm	10 Weeks	82	64	M.Fee
BUSINESS, ADMINISTRATION AND PROFESSIONAL PROGRAMMES							
D033	IAB Level 2 Award in Payroll (Computerised) for Business using Sage Payroll Software <i>*An annual IAB membership fee of £50.00 must be paid by the learner in addition to the course fee.</i>	05/02/2025	Wed 6:00pm-9:00pm	17 Weeks	197	148	SR
D046	Word Processing Software	18/02/2025	Tue 6:00pm-9:00pm	12 Weeks	98	70	SR
CARE AND HEALTH							
D057	OCN NI Level 3 Unit Neuro-Linguistic Programming (NLP)	05/02/2025	Wed 6:15pm-9:00pm	15 Weeks	136	100	
D059	CACHE Level 2 Introduction to Autism	05/02/2025	Wed 6:00pm-9:00pm	4 Weeks	50	50	
D060	OCN NI Level 2 Award in Awareness of End of Life Care	06/03/2025	Thur 6:00pm-8:30pm	4 Weeks	60	60	
D062	OCN NI Level 2 Award in the Principles of Cognitive Behavioural Therapy	08/04/2025	Tue 6:00pm-9:00pm	5 Weeks	64	64	
D068	CPCAB Level 2 Award Introduction to Counselling Skills <i>*applicants must apply for one course only</i>	07/02/2025	Fri 9:30am-12:30pm	12 Weeks	121	93	
D070	SafeCert Level 3 Certificate in Emergency First Aid (Inc. Defibrillation)	18/02/2025	Tue 6:30pm-9:00pm	4 Weeks	42	42	
D073	OCN NI Level 3 Award in Introduction to Holistic Health and Complementary Approaches	24/01/2025	Fri 9:30am-12:15pm	5 Weeks	60	60	
D074	OCN NI Level 3 Award in Introduction to Holistic Health and Complementary Approaches Entry	04/03/2025	Tue 6:15pm-9:00pm	5 Weeks	60	60	
D078	Phlebotomy (Obtain Blood Samples)	28/02/2025	Fri 10:00am-3:00pm	2 Weeks	30	30	
D079	Phlebotomy (Obtain Blood Samples)	14/02/2025	Fri 10:00am-3:00pm	2 Weeks	30	30	

*Examination/registration fees are subject to change.

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CONSTRUCTION & RENEWABLES							
D088	OCN NI Level 3 Award in BIM - Revit	04/02/2025	Tue 6:00pm-9:00pm	15 Weeks	112	70	
D091	Energy Efficiency Measures for Older and Traditional Buildings	04/02/2025	Tue 6:00pm-9:00pm	7 Weeks	74	70	
EARLY YEARS, CHILDREN AND YOUNG PEOPLE							
D099	OCN NI Level 3 Award in Working with Children and Young People with Special Needs	05/02/2025	Wed 7:00pm-9:00pm	15 Weeks	82	64	
D102	OCN NI Level 2 Award in Managing Challenging Behaviour in Children and Young People	30/04/2025	Wed 7:00pm-9:00pm	6 Weeks	60	60	
D103	OCN NI Level 2 Award in Outdoor Play Learning for Early Years Practitioners	29/04/2025	Tue 7:00pm-9:00pm	6 Weeks	60	60	
D105	OCN NI Level 2 Award in Understanding Infant Mental Health and its Impact on Development in Children	05/02/2025	Wed 7:00pm-9:00pm	6 Weeks	60	60	
D107	OCN NI Level 3 Award in Reducing Anxiety and Using a Mindfulness Approach with Children and Young People	04/02/2025	Tue 7:00pm-9:00pm	6 Weeks	60	60	
D110	Princes Trust Level 1 Certificate In Employment, Teamwork and Community Skills (QCF)	06/01/2025	Mon 9:00am-5:00pm	12 Weeks	FREE	FREE	IW



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HAIRDRESSING AND BEAUTY THERAPY							
D140	City & Guilds Level 2 Award in Makeup and Brows <i>*Additional £60 Material Fee required</i>	12/02/2025	Wed 5:30pm-9:30pm	17 Weeks	176	111	M.Fee
D143	City & Guilds Level 3 Award in Indian Head Massage <i>*Additional £30 Material Fee required</i>	04/02/2025	Tue 5:30pm-9:30pm	14 Weeks	143	89	M.Fee
D151	VTCT Level 2 Award in UV Gel Polish and Nail Art <i>*Additional £60 Material Fee required</i>	05/02/2025	Wed 5:30pm-9:30pm	17 Weeks	217	152	M.Fee
D153	City & Guilds Level 2 Award in Waxing <i>*Additional £60 Material Fee required</i>	10/02/2025	Mon 9:00am-1:00pm	17 Weeks	161	96	M.Fee
D154	City & Guilds Level 3 Award in Facial Electrical Therapy <i>*Additional £30 Material Fee required</i>	03/02/2025	Mon 1:00pm-5:00pm	17 Weeks	162	97	SRM.Fee
D156	City & Guilds Level 2 Award in Facial Skincare <i>*Additional £30 Material Fee required</i>	20/02/2025	Thur 5:30pm-9:30pm	17 Weeks	161	96	M.Fee
D158	City & Guilds Level 3 Award in Cutting Womens Hair <i>*Additional £100 Material Fee required</i>	12/02/2025	Wed 5:30pm-9:30pm	17 Weeks	164	99	SR M.Fee
D162	City & Guilds Level 3 Award in Hair Extensions <i>*Additional £100 Material Fee required</i>	12/02/2025	Wed 5:30pm-9:30pm	17 Weeks	164	99	SR M.Fee
HOSPITALITY AND TOURISM							
D165	Highfield Level 4 Award in Managing Food Safety in Catering	04/02/2025	Tue 6:00pm-9:00pm	15 Weeks	302	152	SR
D170	Highfield Level 3 Award in HACCP for Caterers	05/02/2025	Wed 6:00pm-8:30pm	6 Weeks	56	56	SR
D171	Highfield Level 3 Award in Supervising Food Safety and Hygiene in Catering. (Intermediate)	05/02/2025	Wed 6:30pm-9:30pm	8 Weeks	73	65	SR
D172	Highfield Level 2 Award in HACCP for Catering	04/02/2025	Tue 6:00pm-9:30pm	2 Weeks	41	41	
D174	City & Guilds Level 2 Award In Food Safety In Catering	18/02/2025	Tue 6:30pm-9:00pm	4 Weeks	50	50	
D175	Highfield Level 2 Award in Food Allergen Awareness and Control in Catering	29/01/2025	Wed 7:00pm-9:00pm	3 Weeks	43	43	
D177	OCN NI Level 1 Award in Chocolate Skills <i>*Additional £150 Material Fee required</i>	28/01/2025	Tue 5:30pm-9:30pm	10 Weeks	98	64	M.Fee

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MEDIA, MULTIMEDIA & JOURNALISM							
D197	OCN NI Level 2 Unit in Digital Photography Skills	05/02/2025	Wed 6:30pm-8:30pm	15 Weeks	82	64	
MUSIC & PERFORMING ARTS							
D193	OCN NI Level 1 Award in Creative Arts and Digital Technologies (Introduction to audio recording)	05/02/2025	Wed 6:00pm-9:00pm	13 Weeks	96	64	SR
SPORT AND FITNESS							
D205	Level 3 Diploma in Personal Training <i>*Additional £42.50 Material Fee required</i>	04/02/2025	Tue 5:30pm-9:15pm Thur 5:30pm-9:15pm	16 Weeks	290	169	M.Fee
D208	Level 2 Certificate in Gym Instructing <i>*Additional £28.90 Material Fee required</i>	04/02/2025	Tue 12:45pm-4:30pm Thur 12:45pm-4:30pm	16 Weeks	279	158	M.Fee
D209	Level 2 Certificate in Gym Instructing <i>*Additional £28.90 Material Fee required</i>	04/02/2025	Tue 5:30pm-9:15pm Thur 5:30pm-9:15pm	16 Weeks	279	158	M.Fee
TRAVEL & TOURISM							
D228	OCN NI Level 2 Award in Tour Guiding	18/02/2025	Tue 6:30pm-9:30pm	8 Weeks	68	60	



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SPRINGTOWN CAMPUS

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

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TRADES & CRAFTS							
D213	IMI Level 2 Award in Routine Maintenance Activities on Electrically Propelled Vehicles	10/01/2025	Thur 6:00pm-9:00pm	7 Weeks	146	87	SR IS
D215	IMI Level 3 Award in Electric / Hybrid Vehicle System Repair and Replacement	10/01/2025	Thur 6:00pm-9:00pm	12 Weeks	261	261	
D222	City & Guilds Level 1 Award in Introductory Manual Metal Arc (MMA) Welding (QCF)	27/02/2025	Mon 6:00pm-9:00pm	14 Weeks	183	146	
A016	FIBKA Introduction to Beekeeping (Preliminary Course) *Additional £40 Material Fee required	06/03/2025	Thur 7:00pm-9:00pm	6 Weeks	170	170	SR



LIMAVADY CAMPUS

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

REF	COURSE TITLE	START DATE	DAY / TIME	NO. OF WEEKS	FULL FEE	REDUCED FEE	NOTES / SYMBOL
CARE AND HEALTH							
L014	City & Guilds Level 2 Award in Awareness of End of Life Care (Online E-learning with tutor support)	31/01/2025	Fri 10:00am-2:00pm	5 Weeks	30	30	
L016	CPCAB Level 2 Award Introduction to Counselling Skills <i>*applicants must apply for one course only</i>	30/01/2025	Thu 9:30am-12:30pm	12 Weeks	121	93	
EARLY YEARS, CHILDREN AND YOUNG PEOPLE							
L025	OCN NI Level 3 Award in Working with Children and Young People with Special Needs	04/02/2025	Tue 7:00pm-9:00pm	15 Weeks	82	64	
L029	OCN NI Level 3 Award in Connecting the Importance of Infant Mental Health to Lifelong Development	05/02/2025	Wed 7:00pm-9:00pm	15 Weeks	78	60	
HAIRDRESSING AND BEAUTY THERAPY							
L050	City & Guilds Level 3 Award in Hair Extensions <i>*Additional £100 Material Fee required</i>	27/01/2025	Mon 5:30pm-9:30pm	17 Weeks	164	99	SR M.Fee
HOSPITALITY AND TOURISM							
L055	City & Guilds Level 2 Award in Food Safety in Catering	27/01/2025	Mon 6:30pm-9:00pm	4 Weeks	50	50	
L056	Highfield Level 2 Award in Food Allergen Awareness and Control in Catering	12/05/2025	Mon 7:00pm-9:00pm	3 Weeks	43	43	
A013	NCFE Level 2 Certificate in Introduction to Cabin Crew <i>*Additional £15 Material Fee required</i>	03/02/2025	Mon 10:00am-4:00pm Thur 10:00am-2:30pm	17 Weeks	328	181	SR M.Fee
A014	RYA Diesel Engine Maintenance	11/02/2025	Tue 5:00pm-9:00pm	2 Weeks	120	120	
A015		04/03/2025	Tue 5:00pm-9:00pm	2 Weeks	120	120	

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CARE AND HEALTH							
S008	SafeCert Level 3 Certificate in Emergency First Aid (Inc. Defibrillation)	01/05/2025	Thu 6:30pm- 9:00pm	4 Weeks	42	42	
EARLY YEARS, CHILDREN AND YOUNG PEOPLE							
S011	OCN NI Level 2 Award in Managing Challenging Behaviour in Children and Young People	28/04/2025	Mon 7:00pm-9:00pm	6 Weeks	60	60	
S013	OCN NI Level 3 Award in Reducing Anxiety and Using a Mindfulness Approach with Children and Young People	03/02/2025	Mon 7:00pm-9:00pm	6 Weeks	60	60	
HAIRDRESSING AND BEAUTY THERAPY							
S020	City & Guilds Level 3 Award in Hot Stone Therapy <i>*Additional £30 Material Fee required</i>	05/02/2025	Wed 5:30pm-9:30pm	17 Weeks	161	96	M.Fee
S025	City & Guilds Level 2 Award in Waxing <i>*Additional £60 Material Fee required</i>	05/02/2025	Wed 5:30pm-9:30pm	17 Weeks	161	96	M.Fee
S028	City & Guilds Level 3 Award in Cutting Womens Hair <i>*Additional £100 Material Fee required</i>	11/02/2025	Tue 5:30pm-9:30pm	17 Weeks	164	99	M.Fee
S032	City & Guilds Level 3 Award in Hair Extensions <i>*Additional £100 Material Fee required</i>	11/02/2025	Tue 5:30pm-9:30pm	17 Weeks	164	99	SR M.Fee
HOSPITALITY AND TOURISM							
S033	City and Guilds Level 2 Food Safety	05/02/2025	Wed 7:00pm-9:30am	5 Weeks	50	50	
LANGUAGES & SPECIAL INTEREST							
S036	Flower Arranging	03/02/2025	Mon 6:30pm-9:00pm	8 Weeks	63	63	

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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 college's 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 Practice 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 Practice 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 publishing (December 23). 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.



**REFRESH
YOUR CAREER**



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, Strabane, Springtown and Greystone 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)

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

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

Evidence required - Enrolling by post or in person

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.

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.

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

- 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

Evidence required - Enrolling by post or in person

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

- Student over 19 by 01/07/2025 and in Full-time
- Further/Higher education
- Under 19 on 01/07/25

Evidence required - Enrolling by post or in person

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

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.**



north west
regional college
Derry-Londonderry • Limavady • Strabane



 **028 7127 6000**

 **info@nwrc.ac.uk**

 **nwrc.ac.uk**

All information and course content in this guide is correct at time of publishing, December 2024. For the latest updates please visit our website.



search nwrc.ac.uk/parttime 



**in Northern Ireland
for Teaching**

(NSS, 2024)