



north west
regional college
Derry-Londonderry • Limavady • Strabane

This is
Your
Future

Short Part-Time

Course Guide

2021

Accredited
courses
employers are
looking for

Improve your Job Prospects
with our Professional and
Technical Qualifications.

Refresh
Your
Career



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							
D016	OCN NI Level 2 Unit in Practical Ceramic Skills	13/04/2021	Tue 18:00-21:00	10	£82	£64	
Business, Administration, & Professional Programmes							
D039	City and Guilds Intermediate Certificate in Word Processing Techniques	02/03/2021	Tue 18:00-21:00	12	£90	£62	SR
Care & Health							
D053	CACHE Level 2 Introduction to Autism	14/04/2021	Wed 18:00-21:00	4	£48	£48	
D063	SafeCert Level 3 in Emergency First Aid (Including Defibrillation)	13/04/2021	Tue 18:30-21:00	4	£40	£40	
Early Years, Children & Young People							
D094	OCN Level 2 Award in Food and Nutrition for Children and Young People with Autism	13/04/2021	Tue 19:00-21:00	6	£60	£60	
D095	OCN Level 2 Award in Food and Nutrition for Children and Young People with Autism	16/04/2021	Fri 10:00-12:00	6	£60	£60	
D098	OCN Level 2 Award in Managing Challenging Behaviour in Children and Young People	14/04/2021	Wed 19:00-21:00	6	£60	£60	
D099	OCN Level 2 Award in Outdoor Play Learning for Early Years Practitioners	13/04/2021	Tue 19:00-21:00	6	£60	£60	
D100	OCN Level 2 Award in Outdoor Play Learning for Early Years Practitioners	16/04/2021	Fri 10:00-12:00	6	£60	£60	
D113	Prince's Trust Level 1 Certificate In Employment, Teamwork and Community Skills (QCF)	01/02/2021	Mon 09:00-17:00	12	Free	Free	IW
Hospitality & Tourism							
D190	Level 3 Award in Food Allergen Management in Catering	21/04/2021	Wed 18:30-21:00	4	£51	£51	



* **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 8 for details

⚠ You are required to pay both the relevant tuition fee (full or reduced) AND exam fee together at time of enrolment

*Examination/registration fees are subject to change

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

Ref	Course Title	Start Date	Day / Time	No. of Weeks	Full Fee	Reduced Fee	Notes
Sport & Leisure							
D228	YMCA Level 3 Diploma in Exercise Referral	11/02/2021	Thu 10:30-17:30	15	£217	£97	SR
D230	YMCA Level 3 Personal Trainer	16/02/2021	Tue, Thu 18:00-21:00	15	£217	£82	SR
D233	YMCA Level 2 Certificate Fitness Instructor	08/02/2021	Mon, Wed 13:30-16:30	15	£207	£80	
D234	YMCA Level 2 Certificate Fitness Instructor	13/04/2021	Tue, Wed 18:00-21:00	15	£207	£80	
D235	YMCA Level 2 Award in Circuit Training	13/04/2021	Tue, Wed 18:00-21:00	3	£57	£47	
D236	YMCA Level 2 Award in Studio Resistance	15/06/2021	Tue, Wed 18:00-21:00	3	£52	£47	SR



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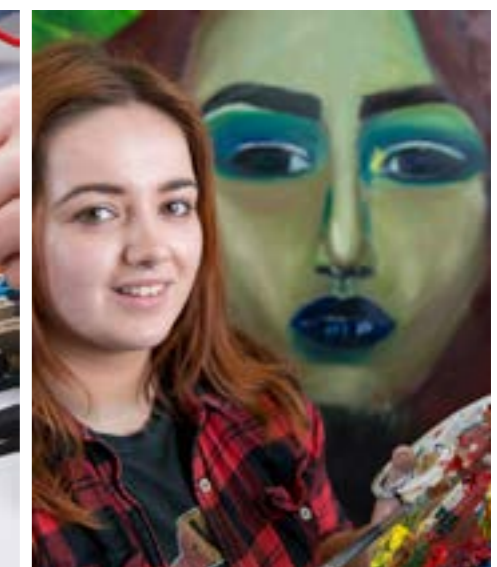
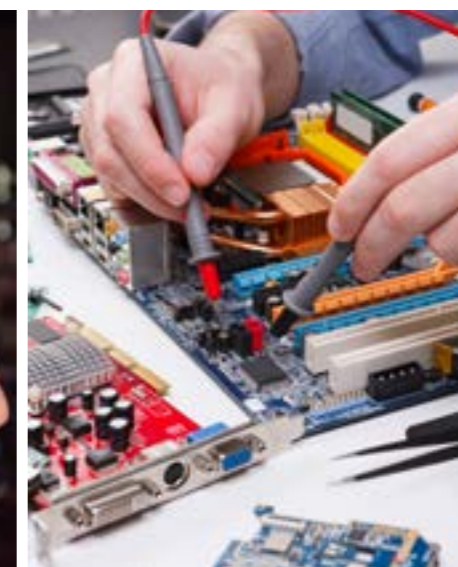


Springtown Campus (Springtown Road, Derry-Londonderry) Tel: (028) 7127 6222

Ref	Course Title	Start Date	Day / Time	No. of Weeks	Full Fee	Reduced Fee	Notes
Engineering							
D125	EAL Level 3 Award in the Requirements for Electrical Installations - 18th Edition BS7671:2018 (Full Course)	02/03/2021	Tue & Wed 18:00-21:00	12	£403	£403	

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

Early Years, Children & Young People							
L022	OCN Level 2 Award in Food and Nutrition for Children and Young People with Autism	15/04/2021	Thu 19:00-21:00	6	£60	£60	
L024	OCN Level 2 Award in Outdoor Play Learning for Early Years Practitioners	15/04/2021	Thu 19:00-21:00	6	£60	£60	
L033	Prince's Trust Level 1 Certificate In Employment, Teamwork and Community Skills (QCF)	19/04/2021	Mon 09:00-17:00	12	Free	Free	IW
Hairdressing & Beauty Therapy							
L067	City and Guilds Level 3 Award in Nail Art <i>Material fees of £30 also required</i>	06/05/2021	Thu 17:30-21:30	6	£81	£72	M.FEE:
Hospitality & Tourism							
L077	Highfield Level 2 Award in Food Allergen Awareness and Control in Catering	22/04/2021	Thu 19:00-21:00	3	£40	£40	



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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

To claim reduced tuition fees, you MUST provide the relevant evidence at the time of your enrolment – please see page 8 for details

Ref	Course Title	Start Date	Day / Time	No. of Weeks	Full Fee	Reduced Fee	Notes
Care & Health							
S006	OCN Level 2 Award in the Principles of Cognitive Behavioural Therapy	01/02/2021	Mon 18:00-21:00	5	£64	£64	
S011	SafeCert Level 3 in Emergency First Aid (Including Defibrillation)	06/05/2021	Thu 18:30-21:00	4	£40	£40	
Early Years, Children & Young People							
S016	OCN Level 2 Award in Food and Nutrition for Children and Young People with Autism	12/04/2021	Mon 19:00-21:00	6	£60	£60	
S018	OCN Level 2 Award in Outdoor Play Learning for Early Years Practitioners	12/04/2021	Mon 19:00-21:00	6	£60	£60	
Hairdressing & Beauty Therapy							
S036	City and Guilds Level 3 Award in Permanent Lash Extensions <i>Material fees of £150 also required</i>	14/04/2021	Wed 13:00-17:00	11	£114	£72	M.FEE SR
S041	City and Guilds Level 3 Award in Electric Filing for Artificial Nails <i>Material fees of £150 also required</i>	12/04/2021	Mon 13:00-16:00	10	£90	£72	M.FEE
S043	City and Guilds Level 3 Award in Nail Art <i>Material fees of £30 also required</i>	11/05/2021	Tue 17:30-21:30	6	£81	£72	M.FEE
S047	City and Guilds Level 3 Award in Bridal Hair <i>Material fees of £60 also required</i>	13/04/2021	Tue 18:00-21:00	12	£100	£72	M.FEE SR



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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

To claim reduced tuition fees, you MUST provide the relevant evidence at the time of your enrolment – please see page 8 for details



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://www.facebook.com/nwrc)

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 	<p>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.</p>
<ul style="list-style-type: none"> • Aged 60 Years and over (and in receipt of one of the benefits opposite) 	<p>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.</p>
<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) 	<p>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.</p>

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 	<p>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.</p>
<ul style="list-style-type: none"> • Old Age (Non-Contributory) Pension 	<p>Republic of Ireland students must be in receipt of a means tested benefit.</p> <p>Letter (within the last three months) from Pensions Office and appropriate fee.</p>

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 01/07/2020 and in Full-time • Further/Higher education 	<p>Current Student Card or Letter from School/College and appropriate fee.</p>
<ul style="list-style-type: none"> • Under 19 on 01/07/20 	<p>Birth Certificate or Passport and appropriate fee.</p>

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 2021). 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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