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HARLOW  
COLLEGE

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# Adult & Part-time Course Guide

UPSkill, RETRAIN  
AND FUTURE PROOF  
YOUR CAREER

<<<

Courses starting February 2025 - September 2025  
[www.harlow-college.ac.uk/adults](http://www.harlow-college.ac.uk/adults)

□

# WELCOME FROM OUR PRINCIPAL

## **OPEN EVENTS**

Come along to our Open Events to find out more about our Adult & Part-time courses. Visit our website to find out more about our upcoming Open Events:

[www.harlow-college.ac.uk](http://www.harlow-college.ac.uk)



Thank you for considering Harlow College.

At Harlow College, we offer a whole range of courses for adults, with the opportunity to learn online, take classes in College, or a mixture of the two, all designed to help you with your personal or professional development.

We are Ofsted graded Good as a College and have excellent teachers who can help you develop your skills. We also have great links with industry and access to a wide range of professional resources.

Some of our courses are completely free - for example, those on offer through the Government designed Free Courses for Jobs. For others, help may be available towards the cost of your College course, as well as maintenance, with either a 19+ Advanced Learner Loan or a loan or grant from Student Finance England. If you are under 19 at the start of your course, some of these courses will be free.

We value all our learners at Harlow College and welcome applications from all ages and experience. So, whether you are 19 and taking your first steps in further education, or 66 and looking to retrain, we look forward to hearing from you.

**Karen Spencer,**  
**Principal, Harlow College**

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# PAYING FOR YOUR COURSE

The College offers a range of **FREE** courses designed to help you with your professional or personal development. There are several options of financial help available for the majority of our adult and part-time courses, ranging from 19+ Advanced Learner Loans to our College bursary scheme and financial advice and guidance is always available from our Admissions team.

## **e-Learning Courses:**

Our Level 2 e-learning courses are free if you are aged 19 or over on 1st September 2024, you live in England and meet the residency eligibility criteria. For more information contact our Admissions team.

## **English & Maths:**

English & Maths courses could be free if you don't already have a C/4 grade or equivalent.

## **Level 2 & Level 3 Courses:**

If you are unemployed and looking for work, or earning a gross annual income of £25,000 or less you could be eligible to complete a Level 2 or selected Level 3 accredited course without charge.

If you are 19-23 some Level 2 and Level 3 courses may be free of charge if you do not already have a full Level 2 or 3 qualification.

# DON'T LET MONEY GET IN THE WAY OF YOUR GOALS

## **Free Courses for Jobs Government Scheme:**

The new Free Courses for Jobs government Scheme means that adults without a full Level 3 qualification like a diploma or A Levels could undertake an accredited course that's fully funded by the UK government. If you earn below £25,000 or are unemployed and looking for work, you will also be able to access these qualifications for free.

## **19+ Advanced Learner Loans:**

Advanced Learner Loans are available for courses at Level 3 to 5 and are only paid back once you start earning £27,295 a year (before tax and other deductions).

## **Harlow College 19+ Bursary:**

Support with travel costs, childcare and course materials including essential course, uniform and equipment costs could be available whilst you study if you have either a household annual income (incl means-tested benefits) of less than £30,000.

## **Speak to an Admissions Adviser:**

If you have any questions our Admissions Advisers are on hand to offer financial advice and guidance. Please email: [admissions@harlow-college.ac.uk](mailto:admissions@harlow-college.ac.uk) or call 01279 868100.



# ACCESS TO HIGHER EDUCATION

An Access to Higher Education course is a 1 year pre-university course that prepares adults for study at university. This course is ideal if you have been out of education for a while, are planning a career change or are looking to upskill in your current job. A typical Access course is 2-3 days a week, 9.30am-3pm and are taken by students of all ages and backgrounds.

Most Access to Higher Education students pay for their course with a 19+ Advanced Learner Loan. Any outstanding Advanced Learner Loan balances you owe for an Access to HE course will be 'written off' once you complete a higher education course. This means you do not have to repay it.

It's really easy to apply for an Advanced Learner Loan. Simply contact our friendly Admissions team who will explain everything you need to know and get you started.

## Advanced Learner Loan

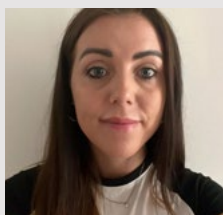
Find out more about Advanced Learner Loans [here](#).



# Access to Higher Education

£ Financial support may be available

Study Mode	Course Name	Duration	Start	Reduced fee (with an Advanced Learner Loan)	
£ On campus	Access to Medicine	1 year	Sept 2025	£3384	<a href="#">Find out more</a>
£ On campus	Access to Health Professions	1 year	Sept 2025	£3384	<a href="#">Find out more</a>
£ On campus	Access to Psychology and Counselling	1 year	Sept 2025	£3384	<a href="#">Find out more</a>



**"I felt empowered, like I can do anything!"**

After completing her Access to Higher Education course Amy is now off to University to study Nursing.

[Read more](#)

# HIGHER EDUCATION

At Harlow College, we offer a whole range of courses for adults, with the opportunity to learn online, take classes in College, or a mixture of the two, all designed to help you with your personal or professional development.

Our Higher Education courses are flexible, allowing you to fit your study around personal commitments or a part-time job.

We offer Higher Education courses at Levels 4 and 5. These include Higher National Certificates (HNCs), Higher National Diplomas (HNDs), Professional Diplomas and NCTJ Journalism qualifications. These qualifications are designed to give you the skills to put your knowledge to practical use.

HNCs and HNDs are highly valued by employers and can also count towards membership of professional bodies and other employer organisations.

If you plan to study Higher Education at Harlow College, you may not have to pay for tuition fees upfront. Help may be available towards the cost of your college course as well as maintenance with either a 19+ Advanced Learner Loan or a loan or grant from Student Finance England.

The background of the entire image is a photograph of a young woman with dark hair, smiling and looking towards the camera. She is wearing a blue hoodie and a lanyard with a badge that says "HIGHER EDUCATION". In the background, there is a blurred image of a laptop and some papers. Overlaid on the image is a large blue circle with a dark blue center. Inside the circle, the text "HARLOW COLLEGE" is at the top, and "HIGHER EDUCATION DIGITAL GUIDE 2025-26" is in the center. At the bottom, there is a blue button with the text "View guide online".

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**HIGHER  
EDUCATION  
DIGITAL GUIDE  
2025-26**

[View guide online](#)




## Accounting & Bookkeeping

Study Mode	Course Name	Duration	Start	Full Fee	
£ On campus & Online	AAT Level 1 Bookkeeping	12 weeks	10 Sept	£311	<a href="#">Find out more</a>
£ On campus & Online	AAT Level 2 Accounting	10 months	9 Sept	£1216	<a href="#">Find out more</a>
£ On campus & Online	AAT Level 3 Accounting	10 months	17 Sept	£3076	<a href="#">Find out more</a>
£ On campus & Online	AAT Level 3 Bookkeeping	4 months	4 Sept	£1491	<a href="#">Find out more</a>

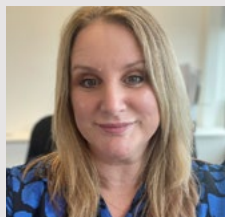
Fees includes tuition, AAT membership fees and one assessment fee per unit.

## Building Services

Study Mode	Course Name	Duration	Start	Full Fee	
£ On campus & Online	Level 3 Technical Occupational Entry in Electrical Installations	18 months	20 Sept	£3345	<a href="#">Find out more</a>

\*Subject to eligibility  Financial support may be available.  
In some cases these course could be free!





"The Level 5 Leadership and Management course fitted perfectly around my job. It's given me the tools and knowledge I need to be an effective manager."

[Read more](#)





# Beauty Therapy, Hairdressing & Barbering

Study Mode	Course Name	Duration	Start	Full Fee	
£ On campus	Level 1 Basic Nail Treatments	6 weeks	Sept	£216	<a href="#">Find out more</a>
£ On campus	Level 2 Beauty Therapy	1 year	8 Sept	£1287	<a href="#">Find out more</a>
£ On campus	Level 3 Beauty Therapy	1 year	8 Sept	£2583	<a href="#">Find out more</a>
£ On campus	Level 2 Hairdressing	1 year	8 Sept	£1287	<a href="#">Find out more</a>
£ On campus	Level 3 Hair Services	1 year	8 Sept	£2583	<a href="#">Find out more</a>
£ On campus	Level 2 Barbering	1 year	9 Sept	£411	<a href="#">Find out more</a>



\*Subject to eligibility £ Financial support may be available.  
In some cases these course could be free!



Kat's ambition is to be a manager. Read how studying a Level 3 CMI Leadership and Management course is going to help her achieve her goal.

[Read more](#)



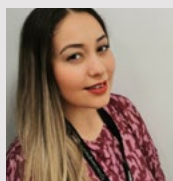
# Business & Retail

Study Mode	Course Name	Duration	Start	Full Fee	
£ On campus & Online	Level 3 CMI Leadership and Management	1 year	6 Oct & 14 Oct	£724	<a href="#">Find out more</a>
£ On campus & Online	Level 5 CMI Leadership and Management	1 year	8 Oct	£724	<a href="#">Find out more</a>
£ On campus	Preparing to Work in Customer Service (Bright Futures Training Centre)	4 days	28 Apr	Free*	<a href="#">Find out more</a>
£ Online	Level 2 Team Leading	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
£ Online	Level 2 Understanding Climate Change and Environmental Awareness	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
£ Online	Level 2 Mental Health First Aid & Mental Health Advocacy in the Workplace	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>



\*Subject to eligibility £ Financial support may be available.  
In some cases these course could be free!





### How Arzum unlocked her potential with a Teacher Training programme.

"The Teacher Training programme allowed me to be the best teacher I could be!"


[Read more](#)

## Construction

Study Mode	Course Name	Duration	Start	Full Fee	
£ On campus	CSCS Preparing to Work in Construction (Bright Futures Training Centre)	10 days	15 Aug 11 Sept	Free*	<a href="#">Find out more</a>

## Early Years, Education & Teaching

Study Mode	Course Name	Duration	Start	Full Fee	
£ Online	Level 2 Behaviour That Challenges	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
£ On campus	Level 2 Early Years Practitioner	1 year	Oct	£994	<a href="#">Find out more</a>
£ On campus	Level 3 Working in the Early Years Sector (Early Years Educator)	18 months	Oct	£4670	<a href="#">Find out more</a>
£ Online	Level 2 Understanding Autism	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
£ Online	Level 3 Certificate in Understanding Autism	18-20 weeks	Any time	£811	<a href="#">Find out more</a>
£ On campus	Level 2 Supporting Teaching & Learning in Schools	1 year	Oct	£633	<a href="#">Find out more</a>
£ On campus	Level 3 Supporting Teaching & Learning in Schools	18 months	Oct	£1417	<a href="#">Find out more</a>

\*Subject to eligibility  Financial support may be available.  
In some cases these course could be free!



**HARLOW  
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# Free online short courses for adults.

Learn at your own pace,  
anywhere, anytime.

[www.harlow-college.ac.uk/elearning](http://www.harlow-college.ac.uk/elearning)

**Apply now**

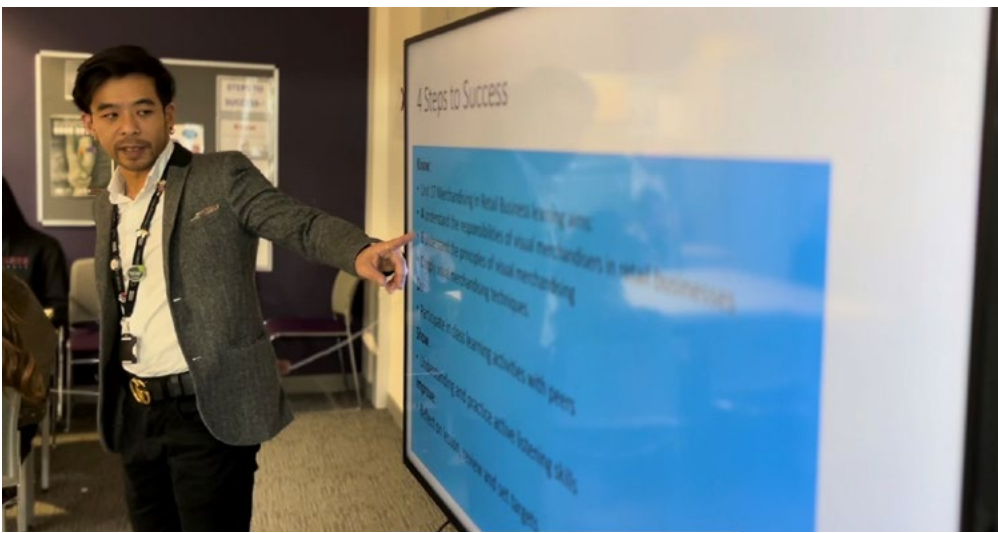



# (cont.) Early Years, Education & Teaching

Study Mode	Course Name	Duration	Start	Full Fee	
Online & On campus	Level 3 Teacher Training: Education & Training	15 weeks	23 Sept	£450	<a href="#">Find out more</a>
Online & On campus	Level 4 Teacher Training: Education & Training	30 weeks	25 Sept	£950	<a href="#">Find out more</a>
On campus	Preparing to Work in Schools (Bright Futures Training Centre)	10 days	8 Sept	Free*	<a href="#">Find out more</a>

# Employability

Study Mode	Course Name	Duration	Start	Full Fee	
On campus	Preparation for Employment (Bright Futures Training Centre)	5 days	15 Aug	Free*	<a href="#">Find out more</a>



\*Subject to eligibility  Financial support may be available.  
In some cases these course could be free!



Jade achieved a Grade 5 in Maths with Harlow College and is now off to Anglia Ruskin University to persue her dream career as a Midwife.

[Read more](#)

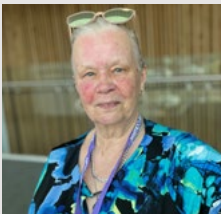


# English, Maths, ESOL & Digital Skills

Study Mode	Course Name	Duration	Start	Full Fee	
£ On campus	Functional Skills English	14 weeks	8 Sept	Free*	<a href="#">Find out more</a>
£ On campus	Functional Skills Maths	12-14 weeks	8 Sept	Free*	<a href="#">Find out more</a>
£ On campus	GCSE English	1 year	Sept	Free*	<a href="#">Find out more</a>
£ On campus	GCSE Maths	1 year	Sept	Free*	<a href="#">Find out more</a>
£ On and off campus	ESOL (English as a Second or Other Language)	Flexible	Sept	from £150	<a href="#">Find out more</a>
£ On campus	Essential Digital Skills (Bright Futures Training Centre)	10 days	18 Aug	Free*	<a href="#">Find out more</a>



\*Subject to eligibility £ Financial support may be available.  
In some cases these course could be free!




### **"I think of myself as a lifelong learner"**

"I like to keep active and learn new things so when the opportunity came up to study a counselling course I thought, let's go for it!"

[Read more](#)

# Health, Social Care & Wellbeing

Study Mode	Course Name	Duration	Start	Full Fee	
£ On campus	Level 2 Counselling	16 weeks	22 Sept	£360	<a href="#">Find out more</a>
£ On campus	Level 3 Counselling	36 weeks	22 Sept	£1500	<a href="#">Find out more</a>
£ Online	Level 2 Children & Young People's Mental Health	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
£ Online	Level 3 Certificate in Understanding Principles of Dementia Care	18-20 weeks	Any time	£811	<a href="#">Find out more</a>
£ On campus	Level 2 Gym Instructing	22 weeks	17 Sept	£360	<a href="#">Find out more</a>
£ Online	Level 2 Mental Health First Aid & Mental Health Advocacy in the Workplace	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
£ Online	Level 2 Nutrition & Health	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
£ Online	Level 2 Understanding Climate Change and Environmental Awareness	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>

\*Subject to eligibility  Financial support may be available.  
In some cases these course could be free!







## Security & Door Supervision

Study  
Mode

Course Name

Duration

Start

Full  
Fee



On campus

SIA Security  
(Bright Futures  
Training Centre)

21 days

15 Aug

Free\*

[Find out more](#)

## Travel & Tourism

Study  
Mode

Course Name

Duration

Start

Full  
Fee



On campus

Level 2 Cabin Crew  
(Location: Stansted  
Airport College)

18  
weeks

11  
Sept

£459

[Find out more](#)

\*Subject to eligibility



Financial support may be available.  
In some cases these course could be free!



# BRIGHT

## FUTURES

Bright Futures is Harlow College's Adult Training Centre based in Harlow Town Centre. Bright Futures delivers training courses to upskill, retrain and support adults on their employment journey across the South East and East of England.

[VIEW COURSES](#)

[FIND US ON  
GOOGLE MAPS](#)

01279 868173

[www.harlow-college.ac.uk/brightfutures](http://www.harlow-college.ac.uk/brightfutures)  
[brightfutures@harlow-college.ac.uk](mailto:brightfutures@harlow-college.ac.uk)

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## Stansted Airport Academy

Employment & Skills

Stansted Airport Employment and Skills Academy are here to help develop the skills and confidence of those seeking a career at London Stansted Airport. Delivering courses in English and Maths, Essential Digital Skills, Aviation Operations and Hospitality in partnership with Harlow College.

01279 663321

[www.stanstedairportacademy.com](http://www.stanstedairportacademy.com)  
[Employment.Academy@stanstedairport.com](mailto:Employment.Academy@stanstedairport.com)



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# HOW TO APPLY

UPSKILL, RETRAIN  
AND FUTURE PROOF  
YOUR CAREER



## Online

Visit: [www.harlow-college.ac.uk/adults](http://www.harlow-college.ac.uk/adults) to browse our courses.

Alternatively, you can simply click the 'find out more' button next to the course you'd like to apply for in this Course Guide.

Fill out an application form online.

Some of our courses require a pre-assessment. If this is the case, you will be asked to submit your contact details and we will be in touch to arrange this with you.



## Phone

Call 01279 868100 to speak to our friendly Admissions Team.

Our phone lines are open:  
Monday to Thursday 8.45am-5pm  
Fridays 8.45am-4.30pm

You can also email our Admissions team:  
[admissions@harlow-college.ac.uk](mailto:admissions@harlow-college.ac.uk)

# HARLOW COLLEGE

01279 868100

[www.harlow-college.ac.uk](http://www.harlow-college.ac.uk)

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All information printed in this guide is correct  
at time of publishing September 2024.  
Course fees are subject to change.