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HARLOW  
COLLEGE

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# Adult & Part-time Course Guide

UPSILL, RETRAIN  
AND FUTURE PROOF  
YOUR CAREER



Courses starting September 2023 - February 2024  
[www.harlow-college.ac.uk/adults](http://www.harlow-college.ac.uk/adults)

◻

# WELCOME

## OPEN EVENTS

Come along to our Open Events to find out more about our Adult & Part-time courses. Click a date to book:





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 re-train, we look forward to hearing from you.

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

# CONTENTS

<b>GO</b>	6	Paying for your course
<b>GO</b>	8	Access to Higher Education
<b>GO</b>	11	AAT Bookkeeping
<b>GO</b>	11	Automotive
<b>GO</b>	11	Beauty Therapy
<b>GO</b>	13	Building Services
<b>GO</b>	15	Business & Retail
<b>GO</b>	17	Construction
<b>GO</b>	17	Creative Arts
<b>GO</b>	19	Early Years, Education & Teaching
<b>GO</b>	23	Employability Courses
<b>GO</b>	23	English, Maths & Digital Skills
<b>GO</b>	25	Health, Social Care & Wellbeing
<b>GO</b>	27	Sports
<b>GO</b>	27	SIA Security & Door Supervision
<b>GO</b>	27	Warehousing & Storage





# 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 e-Learning courses are free if you are aged 19 or over on 1st September 2023 and you either live in England or are a British Citizen.

## **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 in receipt of an eligible benefit or earning a gross annual income of £20,319.00 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 from the National Skills Fund. If you earn below the National Living Wage (annually £20,319.00) or are unemployed, 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 £27,000. You may want to enquire about our 19+ Bursary.

## **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 an 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.

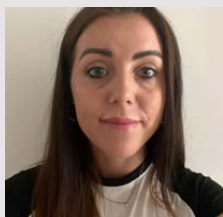




## Access to Higher Education

£ Financial support may be available

Study Mode	Course Name	Duration	Start	Full Fee	
£ On campus	Access to Psychology & Counselling	1 year	Sept 2024	£3384	<a href="#">Find out more</a>
£ On campus	Access to Medicine	1 year	Sept 2024	£3384	<a href="#">Find out more</a>
£ On campus	Access to Nursing, Midwifery & Health Studies	1 year	Sept 2024	£3384	<a href="#">Find out more</a>
£ On campus	Access to Construction & Built Environment (Subject to validation)	1 year	Sept 2024	£3384	<a href="#">Find out more</a>
£ On campus	Access to Criminal Justice & Policing Studies (Subject to validation)	1 year	Sept 2024	£3384	<a href="#">Find out more</a>
£ On campus	Access to Childhood Studies (Subject to validation)	1 year	Sept 2024	£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](#)



BEAUTY  
THERAPY



## The SALON

Luxury treatments at  
affordable prices

FIND OUT MORE

HAIRDRESSING



## Accounting & Bookkeeping

Study Mode	Course Name	Duration	Start	Full Fee	
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£ On campus & Online	AAT Level 2 Bookkeeping <b>FREE</b>	24 weeks	16 Jan	£553	<a href="#">Find out more</a>
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Fees includes tuition, AAT membership fees and one assessment fee per unit.

## Automotive

Study Mode	Course Name	Duration	Start	Full Fee	
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£ On campus	Level 1 Electric & Hybrid Vehicle Awareness	1 day	Variable	£46	<a href="#">Find out more</a>
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£ On campus	Level 2 Electric & Hybrid Vehicle Routine Maintenance	10 weeks	6 Dec & 28 Feb	£349	<a href="#">Find out more</a>
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£ On campus	Level 3/4 Electric & Hybrid Vehicle Diagnosis, Testing & Repair	16 weeks	1 Feb	£699	<a href="#">Find out more</a>
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## Beauty Therapy

Study Mode	Course Name	Duration	Start	Full Fee	
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£ On campus	Level 1 Basic Nail Treatments <b>FREE</b>	5-6 weeks	9 Jan	£250	<a href="#">Find out more</a>
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£ On campus	Level 2 LED Gel Nails	6 weeks	27 Feb		<a href="#">Find out more</a>
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\*Subject to eligibility  Financial support may be available

**FREE** This course is free with a Training Voucher.  
Go to: [harlow-college.ac.uk/trainingvoucher](http://harlow-college.ac.uk/trainingvoucher)



Mukhtaar is poised to climb the career ladder with help from our £1000 free Training Voucher.

[Read more](#)

# Building Services

Study Mode	Course Name	Duration	Start	Full Fee	
£ On campus	Level 3 Installation and Maintenance of Heat Pump Systems (Non-refrigerant Circuits)	3 weeks	30 Jan	£585	<a href="#">Find out more</a>
£ On campus	Level 2 Plumbing <b>FREE</b>	18-24 months	28 Nov	£1285	<a href="#">Find out more</a>
£ On campus	Level 3 Electrical Installations <b>FREE</b>	18 months	10 Jan	£3345	<a href="#">Find out more</a>



\*Subject to eligibility

£ Financial support may be available

**FREE**

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**"From the minute I started my online course I was hooked"**

"I have enjoyed the course so much that, once I'd completed it, I started a second one - I wish I had done it sooner"

[Read more](#)



## Business & Retail

Study Mode	Course Name	Duration	Start	Full Fee	
£ On campus	Level 3 Coaching & Mentoring <b>FREE</b>	24 weeks	18 Jan	£650	<a href="#">Find out more</a>
£ On campus	Level 3 CMI Leadership and Management <b>FREE</b>	8 weeks - 1 year	19 Mar	from £250	<a href="#">Find out more</a>
£ On campus	Level 5 CMI Leadership and Management	10 weeks - 1 year	20 Mar	from £350	<a href="#">Find out more</a>
Online	Level 2 Business & Administration	8-12 weeks	Any time	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>



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](#)

\*Subject to eligibility  Financial support may be available

**FREE** This course is free with a Training Voucher.  
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## Construction

Study Mode	Course Name	Duration	Start	Full Fee
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On campus	CSCS Construction (Bright Futures Training Centre)	10 days	10 Jan	
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[Find out more](#)

## Creative Arts

Study Mode	Course Name	Duration	Start	Full Fee
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On campus	Introduction to Ceramics	3 weeks	2 Nov 23 Jan	£30
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[Find out more](#)

On campus	Introduction to Photography	3 weeks	2 Nov	£15
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[Find out more](#)

On campus	Introduction to Printmaking	3 weeks	2 Nov	£30
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[Find out more](#)

On campus	Introduction to Textiles	3 weeks	25 Jan	£30
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[Find out more](#)



\*Subject to eligibility  Financial support may be available

**FREE**

This course is free with a Training Voucher.  
Go to: [harlow-college.ac.uk/trainingvoucher](http://harlow-college.ac.uk/trainingvoucher)



## 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](#)





# 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 <b>FREE</b>	1 year	13 Feb	£994	<a href="#">Find out more</a>
£ On campus	Level 3 Early Years Workforce <b>FREE</b>	18 months	14 Feb	£2882	<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 <b>FREE</b>	1 year	11 Mar	£633	<a href="#">Find out more</a>
£ On campus	Level 3 Supporting Teaching & Learning in Schools	18 months	15 Mar	£2225	<a href="#">Find out more</a>
Online & On Campus	Level 3 Teacher Training: Education & Training	15 weeks	27 Feb	£450	<a href="#">Find out more</a>
£ Online & On Campus	Level 4 Teacher Training: Education & Training	30 weeks	29 Feb	£950	<a href="#">Find out more</a>
Online & On campus	Level 5 Teacher Training: Education & Training	51 weeks	10 Jan	£2440	<a href="#">Find out more</a>
On campus	TAQA Level 3 Award in Assessing Vocationally Related Achievement	4 weeks	17 Nov	£565	<a href="#">Find out more</a>

\*Subject to eligibility



Financial support may be available

**FREE**

This course is free with a Training Voucher.

Go to: [harlow-college.ac.uk/trainingvoucher](http://harlow-college.ac.uk/trainingvoucher)



**HARLOW  
COLLEGE**

# 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**

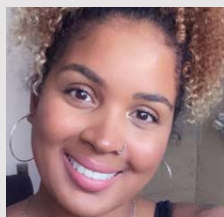
## (cont.) Early Years, Education & Teaching

Study Mode	Course Name	Duration	Start	Full Fee	
On campus	TAQA Level 3 Award in Assessing Competence in the Work Environment	4 weeks	17 Nov	£565	<a href="#">Find out more</a>
On campus	TAQA Level 3 Award in Understanding the Principles and Practices of Assessment	6 months	17 Nov	£390	<a href="#">Find out more</a>
On campus	TAQA Level 3 Certificate In Assessing Vocational Achievement	4 weeks	17 Nov	£850	<a href="#">Find out more</a>
On campus	TAQA Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice	4 weeks	12 Jan	£720	<a href="#">Find out more</a>
On campus	TAQA Level 4 Award in Understanding Internal Quality Assurance of Assessment Processes and Practice	4 weeks	12 Jan	£390	<a href="#">Find out more</a>
On campus	TAQA Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	4 weeks	12 Jan	£960	<a href="#">Find out more</a>

\*Subject to eligibility  Financial support may be available

**FREE**

This course is free with a Training Voucher.  
Go to: [harlow-college.ac.uk/trainingvoucher](https://harlow-college.ac.uk/trainingvoucher)



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](#)





# Employability Courses

Study Mode	Course Name	Duration	Start	
On campus	Supporting Older Workers into Work (50+)	11 days	12 Jan	Call 01279 868173 for more information

# English, Maths & Digital Skills

Study Mode	Course Name	Duration	Start	Full Fee	
On campus	Functional Skills English	14 weeks	from 18 Jan	Free*	<a href="#">Find out more</a>
On campus	Functional Skills Maths	12-14 weeks	from 18 Jan	Free*	<a href="#">Find out more</a>
On and off campus	ESOL (English as a Second or Other Language)	Flexible		from £150	<a href="#">Find out more</a>
On campus	Essential Digital Skills	12 weeks	Flexible	Free*	<a href="#">Find out more</a>



\*Subject to eligibility



Financial support may be available

**FREE**

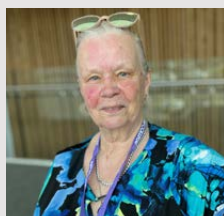
This course is free with a Training Voucher.  
Go to: [harlow-college.ac.uk/trainingvoucher](http://harlow-college.ac.uk/trainingvoucher)





# Health, Social Care & Wellbeing

Study Mode	Course Name	Duration	Start	Full Fee	
£ On campus	Level 2 Counselling <b>FREE</b>	12 weeks	16 Apr	£360	<a href="#">Find out more</a>
£ On campus	Level 3 Counselling <b>FREE</b>	32 weeks	18 Jan	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 <b>FREE</b>	18-20 weeks	Any time	£811	<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>



## "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](#)

\*Subject to eligibility



Financial support may be available

**FREE**

This course is free with a Training Voucher.  
Go to: [harlow-college.ac.uk/trainingvoucher](http://harlow-college.ac.uk/trainingvoucher)



## Sports

Study Mode	Course Name	Duration	Start	Full Fee
£ On campus	Level 2 Fitness Instructing <b>FREE</b>	22 weeks	TBC	£360

[Find out more](#)

## Security & Door Supervision

Study Mode	Course Name	Duration	Start	Full Fee
£ On campus	SIA Security (Bright Futures Training Centre)	20 days	15 Jan	

[Find out more](#)

## Warehousing & Storage

Study Mode	Course Name	Duration	Start	Full Fee
£ On campus	Warehousing & Storage (Bright Futures Training Centre)	10 days	30 Oct	

[Find out more](#)


\*Subject to eligibility **£** Financial support may be available

**FREE**

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Go to: [harlow-college.ac.uk/trainingvoucher](http://harlow-college.ac.uk/trainingvoucher)





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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COLLEGE**





## 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)



In partnership with

**HARLOW  
COLLEGE**

# 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



## 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)

Harlow College  
Velizy Avenue  
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CM20 3EZ

## OPEN EVENTS



All information printed in this guide is correct  
at time of publishing September 2023.  
Course fees are subject to change.