

HARLOW  
COLLEGE

# Adult & Part-time Courses

UPSkill, RETRAIN  
AND FUTURE PROOF  
YOUR CAREER

Courses starting September - December 2022  
[www.harlow-college.ac.uk/adults](http://www.harlow-college.ac.uk/adults)



# WELCOME

UPSKILL, RETRAIN  
AND FUTURE PROOF  
YOUR CAREER



Thank you for considering Harlow College. We know the last year has made many people think about their careers – whether it be learning a new skill, taking a more advanced course or learning for leisure and interest.

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 National Skills Fund. 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**

# 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 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 2022 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 £18,525.00 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 (£18,525.00) or are unemployed, from April you will also be able to access these qualifications for free.

### **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).

## **UK Community Renewal Fund**

### **Government Scheme**

#### **(For Residents of Harlow):**

If you are 19+ and a resident of Harlow you may be eligible for a training voucher of up to £1000 towards the cost of a selected Level 3 (or higher) training course. This Government scheme is only available until December 2022.


These selected courses can be identified with **TV** (Training Voucher) in this guide.

### **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 Harlow College 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.



# Claim your free training voucher of up to £1000.

Live in Harlow?

Aged 19+?

Employed or unemployed, if you would like to upskill or retrain you are eligible to claim a training voucher from Harlow College to contribute towards the cost of a Level 3 course or higher.

The project, which is unique to Harlow residents, will provide adults with access to good quality information, advice and guidance as well as financial support.

Harlow College are committed to helping the Harlow community to bounce back and level up following Covid-19.

To find out more about how to claim your training voucher go to: [www.harlow-college.ac.uk/trainingvoucher](http://www.harlow-college.ac.uk/trainingvoucher) or call: 01279 868100

**CLAIM VOUCHER**

Courses indicated with a **(TV)** in this guide are available with your free training voucher. Your training voucher provides you with a £1000 contribution towards the cost of the course.





**How online learning during the pandemic gave Paula a different outlook on life.**

Read more about Paula who is now on her 7th e-Learning course with Harlow College!

[Read more](#)

**OUR COURSES**

[WWW.HARLOW-COLLEGE.AC.UK/ADULTS](http://WWW.HARLOW-COLLEGE.AC.UK/ADULTS)







## Accounting & Bookkeeping


£ Financial support may be available


Study Mode	Course Name	Duration	Start	Full Fee
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On campus & Online	AAT Level 1 Bookkeeping	Coming soon		
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 On campus & Online	AAT Level 2 Accounting	10 months	14 Sept	£1153	<a href="#">Find out more</a>
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 On campus & Online	AAT Level 2 Bookkeeping	24 weeks	17 Jan	£553	<a href="#">Find out more</a>
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 On campus & Online	AAT Level 3 Accounting	10 months	22 Sept	£2573 (TV)	<a href="#">Find out more</a>
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 On campus & Online	AAT Level 4 Accounting	18 months	20 Sept	£3029	<a href="#">Find out more</a>
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Fees includes tuition, AAT membership fees and one assessment fee per unit.

## Automotive

£ Financial support may be available

Study Mode	Course Name	Duration	Start	Full Fee
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 On campus	Level 2 Electric/Hybrid Vehicle Routine Maintenance	3 weeks	14 Sept	£600 (TV)	<a href="#">Find out more</a>
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 On campus	Level 2 Light Vehicle Maintenance and Repair	72 weeks	Sept	£2085	<a href="#">Find out more</a>
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## Business & Retail

£ Financial support may be available

Study Mode	Course Name	Duration	Start	Full Fee
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Online	Level 2 Business & Administration	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
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Online	Level 2 Creating a Business Start-Up	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
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Online	Level 2 Customer Service	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
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\*Subject to eligibility

(TV) Use a Training Voucher to contribute towards the cost of this course



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

[Read more](#)

OUR COURSES

WWW.HARLOW-COLLEGE.AC.UK/ADULTS



## Cont. Business & Retail

£ Financial support may be available

Study Mode	Course Name	Duration	to	Full Fee	
Online	Level 2 Customer Service for Hospitality	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
Online	Level 2 Lean Organisation Management Techniques	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
Online	Level 2 Retail Operations	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 Workplace Violence and Harassment	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
On campus	Level 3 Access to Higher Education - Business Management (Pre-university course)	1 year	Sept	£3384	<a href="#">Find out more</a>
Online	Level 3 Coaching & Mentoring	24 weeks	19 Jan	£650 (TV)	<a href="#">Find out more</a>
Online	Level 3 CMI Leadership & Management	8 weeks to 1 year	4 Oct	From £250 (TV)	<a href="#">Find out more</a>
Online & On campus	Level 5 CMI Leadership & Management	20 weeks	5 Oct	£1895	<a href="#">Find out more</a>

## Computing

£ Financial support may be available

Study Mode	Course Name	Duration	Start	Full Fee	
Online	Level 2 Data Protection & Data Security	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>

\*Subject to eligibility

(TV) Use a Training Voucher to contribute towards the cost of this course



## Construction

£ Financial support may be available

Study Mode	Course Name	Duration	Start	Full Fee	
On campus	Brickwork EWPA (Experienced Worker Practical Assessment)	Flexible	Any time	£850	<a href="#">Find out more</a>
On campus	Carpentry EWPA (Experienced Worker Practical Assessment)	Flexible	Any time	£850	<a href="#">Find out more</a>

## Creative Arts

£ Financial support may be available

Study Mode	Course Name	Duration	Start	Full Fee	
On campus	Introduction to Ceramics	3 weeks	3 Nov 19 Jan	£30	<a href="#">Find out more</a>
On campus	Introduction to Printmaking	3 weeks	3 Nov	£30	<a href="#">Find out more</a>
On campus	Introduction to Textiles	3 weeks	19 Jan	£30	<a href="#">Find out more</a>

## Early Years, Education & Teaching

£ Financial support may be available

Study Mode	Course Name	Duration	Start	Full Fee	
Online	Level 2 Behaviour That Challenges	8-12 wks	Any time	Free*	<a href="#">Find out more</a>
On campus	Level 2 Early Years	1 year	Sept	£994	<a href="#">Find out more</a>
Online	Level 2 Equality & Diversity	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
Online	Level 2 Information, Advice or Guidance	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
Online	Level 2 Safeguarding & Prevent	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>

\*Subject to eligibility

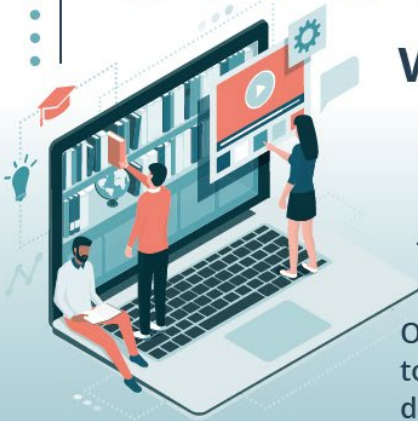
(TV) Use a Training Voucher to contribute towards the cost of this course

LEARN A NEW SKILL AND GAIN A NATIONALLY

RECOGNISED QUALIFICATION WITH OUR **FREE\***

# E-LEARNING OPPORTUNITIES

with **HARLOW COLLEGE**



**30+ COURSES INCLUDING:**

**BUSINESS**

**CUSTOMER SERVICE**

**EDUCATION & LEARNING**

**HEALTH & WELL-BEING**

**RETAIL OPERATIONS**

**SOCIAL CARE**

[www.harlow-college.ac.uk/elearning](http://www.harlow-college.ac.uk/elearning)  
01279 868100

**WAREHOUSING & STORAGE**

# Cont. Early Years, Education & Teaching

 Financial support may be available

Study Mode	Course Name	Duration	Start	Full Fee	
Online	Level 2 Specific Learning Difficulties	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
 On campus	Level 2 Supporting Teaching & Learning in Schools	1 year	Sept	£633	<a href="#">Find out more</a>
 On campus	Level 3 Supporting Teaching & Learning in Schools	18 months	Sept	£2225	<a href="#">Find out more</a>
 Online	Level 3 Supporting Teaching and Learning (online)	18-20 weeks	Any time	£1417 (TV)	<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 (TV)	<a href="#">Find out more</a>
 On campus	Level 3 Access to Higher Education - Education, Teaching & Childhood Studies (Pre-university course)	1 year	Sept	£3384	<a href="#">Find out more</a>
 On campus	Level 3 Teacher Training: Education & Training	15 weeks	27 Sept	£450 (TV)	<a href="#">Find out more</a>
On campus	Level 4 Teacher Training: Education & Training	30 weeks	29 Sept	£950	<a href="#">Find out more</a>
On campus	Level 5 Teacher Training: Education & Training	55 weeks	4 Jan	£2440	<a href="#">Find out more</a>



## 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](#)

\*Subject to eligibility

(TV) Use a Training Voucher to contribute towards the cost of this course





## Cont. Early Years, Education & Teaching

£ Financial support may be available

Study Mode	Course Name	Duration	Start	Full Fee	
On campus	Level 3 Understanding the Principles and Practices of Assessment	4 weeks	11 Nov	£390	<a href="#">Find out more</a>
On campus	Level 3 Assessing Competence in the Work Environment	4 weeks	11 Nov	£565	<a href="#">Find out more</a>
On campus	Level 3 Assessing Vocationally Related Achievement	4 weeks	11 Nov	£565	<a href="#">Find out more</a>
Online	Level 3 Assessing Vocational Achievement	4 weeks	11 Nov	£850	<a href="#">Find out more</a>
Online	Level 4 Understanding Internal Quality Assurance of Assessment Processes and Practice	4 weeks	13 Jan	£390	<a href="#">Find out more</a>
Online	Level 4 Internal Quality Assurance of Assessment Processes and Practice	4 weeks	13 Jan	£720	<a href="#">Find out more</a>
On campus	Level 4 Leading the Internal Quality Assurance of Assessment Processes and Practice	4 weeks	13 Jan	£960	<a href="#">Find out more</a>

BEAUTY THERAPY

The SALON

Luxury treatments at affordable prices

FIND OUT MORE

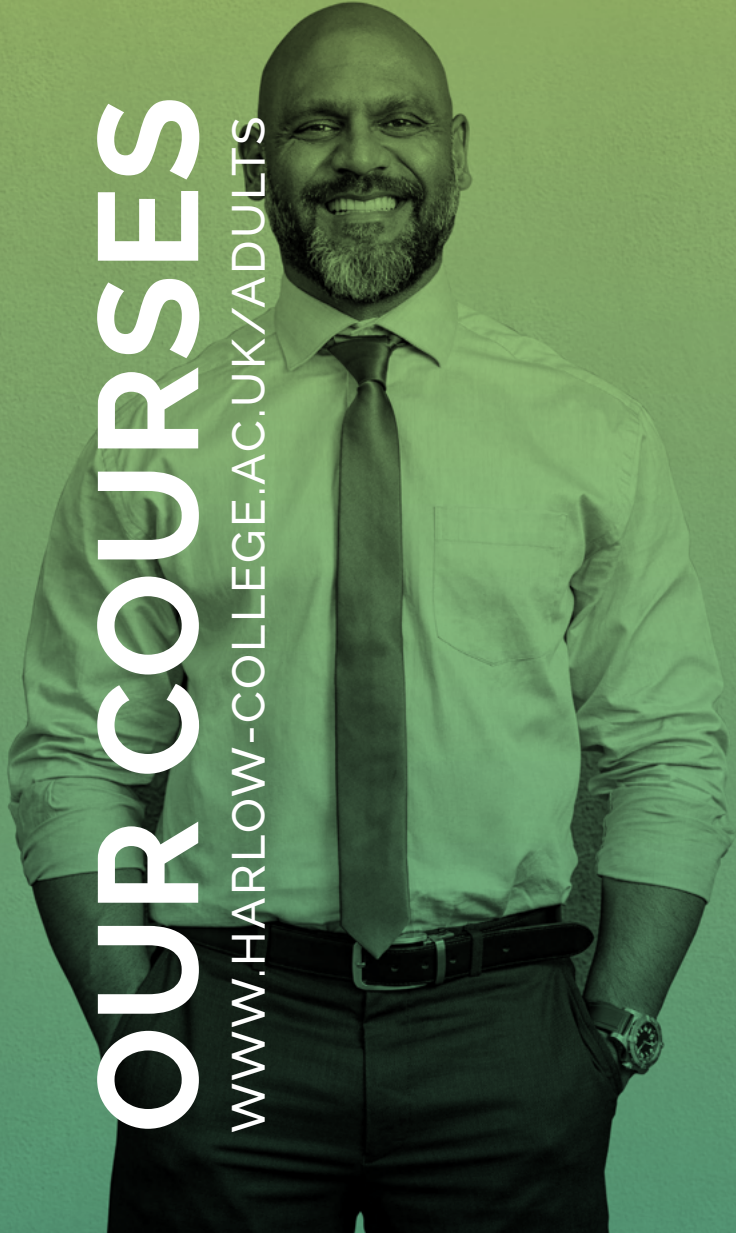
HAIRDRESSING

\*Subject to eligibility

(TV) Use a Training Voucher to contribute towards the cost of this course

# OUR COURSES

[WWW.HARLOW-COLLEGE.AC.UK/ADULTS](http://WWW.HARLOW-COLLEGE.AC.UK/ADULTS)



## Employability

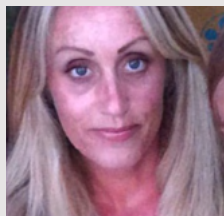
£ Financial support may be available

Study Mode	Course Name	Duration	Start	Full Fee	
Online	Level 1 Employability Skills	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
Online	Level 2 Digital Skills for Work	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
Online	Level 2 Digital Skills for Working in Care	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
Online	Level 2 Digital Skills for Working in Logistics	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
Online	Level 2 Digital Skills for Working in Engineering	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
Online	Level 2 Digital Skills for Working in Business	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>

## English & Maths

£ Financial support may be available

Study Mode	Course Name	Duration	Start	Full Fee	
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>



How Lee knew the time was right to re-enter education at 45 years of age and study an English course.

[Read more](#)

\*Subject to eligibility

(TV) Use a Training Voucher to contribute towards the cost of this course



## Hairdressing & Beauty

£ Financial support may be available

Study Mode	Course Name	Duration	Start	Full Fee	
£ On campus	Level 2 Beauty Therapy	1 year	Sept	£633	<a href="#">Find out more</a>
£ On campus	Level 2 Women's Hairdressing	1 year	Sept	£1287	<a href="#">Find out more</a>
£ On campus	Level 3 Beauty Therapy	1 year	Sept	£3345 (TV)	<a href="#">Find out more</a>
£ On campus	Level 3 Hair Services	1 year	Sept	£2583 (TV)	<a href="#">Find out more</a>
£ On campus	Level 4 Salon Management	1 year	Sept	£3345	<a href="#">Find out more</a>

## Health, Social Care & Wellbeing

£ Financial support may be available

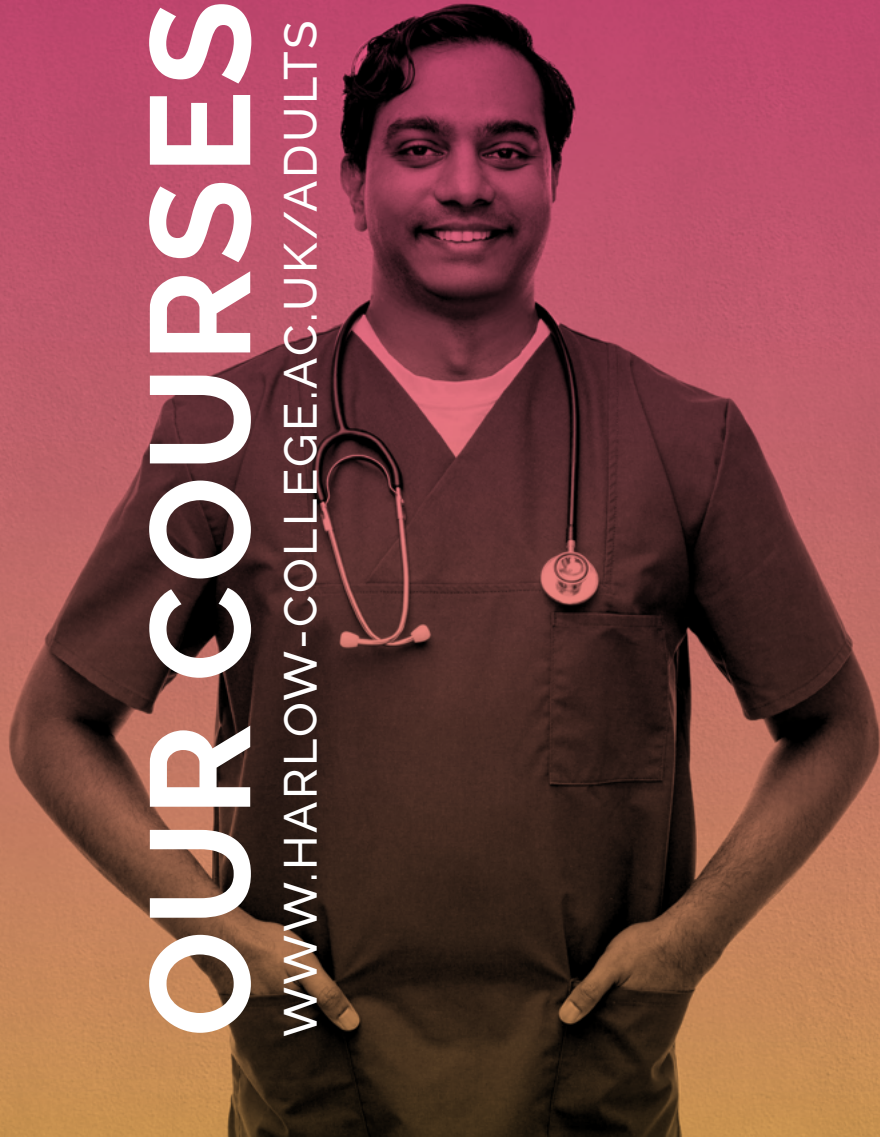
Study Mode	Course Name	Duration	Start	Full Fee	
£ On campus	Level 1 Mental Health Awareness	4 weeks	21 Sept	£65	<a href="#">Find out more</a>
£ On campus	Level 2 Counselling	12 weeks	6 Oct	£100	<a href="#">Find out more</a>
Online	Level 2 Mental Health Problems	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
Online	Level 2 Working with People with Mental Health Needs	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
Online	Level 2 Care & Management of Diabetes	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
Online	Level 2 Care Planning	8-12 weeks	Any time	Free*	<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>

\*Subject to eligibility

(TV) Use a Training Voucher to contribute towards the cost of this course

# OUR COURSES

[WWW.HARLOW-COLLEGE.AC.UK/ADULTS](http://WWW.HARLOW-COLLEGE.AC.UK/ADULTS)



## Cont. Health, Social Care & Wellbeing

Study Mode	Course Name	Duration	Start	Full Fee	
Online	Level 2 Common Childhood Illnesses	8-12 wks	Any time	Free*	<a href="#">Find out more</a>
Online	Level 2 Common Health Problems	8-12 wks	Any time	Free*	<a href="#">Find out more</a>
Online	Level 2 Customer Service for Health & Social Care Settings	8-12 wks	Any time	Free*	<a href="#">Find out more</a>
Online	Level 2 Dementia Care	8-12 wks	Any time	Free*	<a href="#">Find out more</a>
Online	Level 3 Certificate in Understanding Principles of Dementia Care	18-20 wks	Any time	£811 (TV)	<a href="#">Find out more</a>
Online	Level 2 Dignity & Safeguarding in Adult Health & Social Care	8-12 wks	Any time	Free*	<a href="#">Find out more</a>
Online	Level 2 End of Life Care	8-12 wks	Any time	Free*	<a href="#">Find out more</a>
Online	Level 2 Falls Prevention 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>
Online	Level 2 Nutrition & Health	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
Online	Level 2 Safe Handling of Medication in Health & Social Care	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
Online	Level 2 Working with Individuals with Learning Difficulties	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>

\*Subject to eligibility

(TV) Use a Training Voucher to contribute towards the cost of this course



## 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**



## Cont. Health, Social Care & Wellbeing


Study Mode	Course Name	Duration	Start	Full Fee
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 On campus	Level 3 Access to Higher Education - Health Science Professions (Pre-university course)	1 year	Sept	£3384	<a href="#">Find out more</a>
 On campus	Level 3 Access to Higher Education - Health & Social Care (Pre-university course)	1 year	Sept	£3384	<a href="#">Find out more</a>
 On campus	Level 3 Access to Higher Education - Nursing, Midwifery, & Health Studies (Pre-university course)	1 year	Sept	£3384	<a href="#">Find out more</a>
 On campus	Level 3 Access to Higher Education - Psychology & Counselling (Pre-university course)	1 year	Sept	£3384	<a href="#">Find out more</a>

## Journalism

 Financial support may be available

Study Mode	Course Name	Duration	Start	Full Fee
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 On campus	NCTJ Journalism News & Magazine	1 year	Sept	£4170	<a href="#">Find out more</a>
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### "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

(TV) Use a Training Voucher to contribute towards the cost of this course



How Ian upskilled with Harlow College's e-Learning courses to support his volunteering roles with Princess Alexandra Hospital and St Clare Hospice.

[Read more](#)

# OUR COURSES

[WWW.HARLOW-COLLEGE.AC.UK/ADULTS](http://WWW.HARLOW-COLLEGE.AC.UK/ADULTS)



## Leadership & Management

£ Financial support may be available

Study Mode	Course Name	Duration	Start	Full Fee	
Online	Level 2 Team Leading	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
£ On campus	Level 3 Coaching and Mentoring	24 wks	19 Jan	£650 (TV)	<a href="#">Find out more</a>
£ On campus	Level 3 Leadership and Management	8 wks - 1 yr	4 Oct	from £250 (TV)	<a href="#">Find out more</a>
£ On campus	Level 5 Leadership and Management	20 wks	5 Oct	£1895	<a href="#">Find out more</a>

## Science

£ Financial support may be available

Study Mode	Course Name	Duration	Start	Full Fee	
On campus	GCSE Biology	30 weeks	Sept	£400	<a href="#">Find out more</a>
£ On campus	Level 3 Access to Higher Education: Medicine (Pre-university courses)	1 year	Sept	£3384	<a href="#">Find out more</a>

## Warehousing & Storage

£ Financial support may be available

Study Mode	Course Name	Duration	Start	Full Fee	
Online	Level 2 Warehousing & Storage	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>

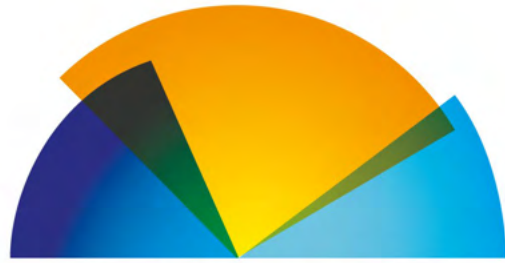


Kat's ambition is to be a manager. Read how studying a Level 3 CMI Leadership and Management course is going to help her achieve her goal.

[Read more](#)

\*Subject to eligibility

(TV) Use a Training Voucher to contribute towards the cost of this course



# 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  
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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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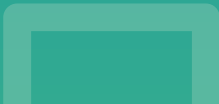


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DIGIAC 3000  
Experiment Platform

# 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 'Apply' 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)

Harlow College  
Velizy Avenue  
Harlow  
CM20 3EZ

All information printed in this guide is correct  
at time of publishing June 2022.  
Course fees are subject to change.