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HARLOW  
COLLEGE

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# Adult & Part-time Courses

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UPSILL, RETRAIN  
AND FUTURE PROOF  
YOUR CAREER

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Courses starting January - April 2023  
[www.harlow-college.ac.uk/adults](http://www.harlow-college.ac.uk/adults)

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# 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 2022 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).

## **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.





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 2 Bookkeeping	24 weeks	17 Jan	£550	<a href="#">Find out more</a>
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£ On campus & Online	AAT Level 4 Accounting	18 months	17 Jan	£3055	<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	19 Apr	£130	<a href="#">Find out more</a>
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£ On campus	Level 3 Electric/Hybrid Vehicle System Repair & Replacement	4 weeks	19 Apr	£195	<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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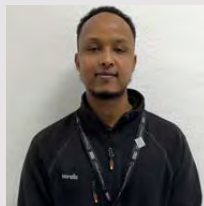
Online	Level 2 Creating a Business Start-Up	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
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Online	Level 2 Customer Service	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
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Online	Level 2 Retail Operations	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
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Online	Level 2 Team Leading	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
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\*Subject to eligibility



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





## Cont. Business & Retail

£ Financial support may be available

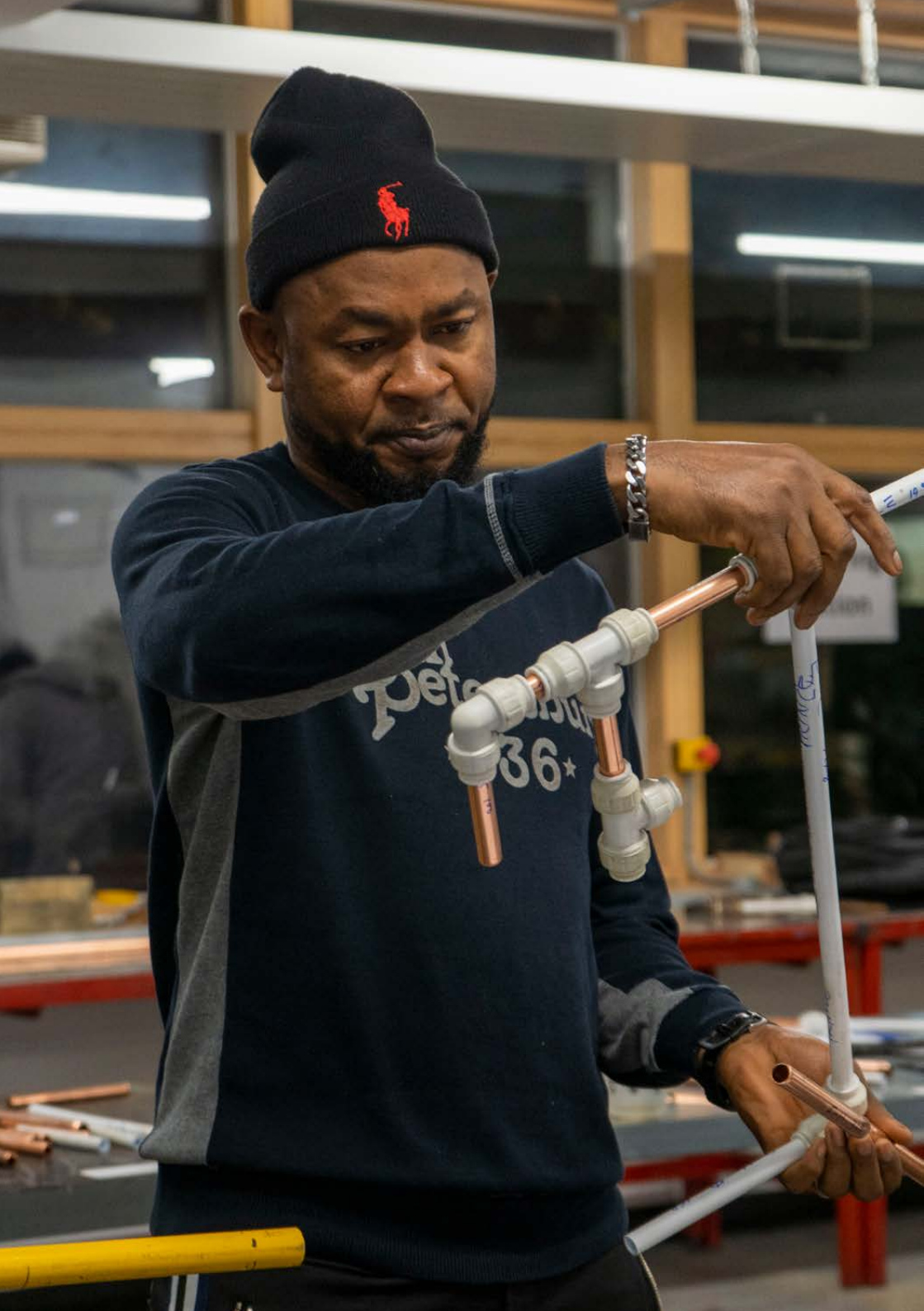
Study Mode	Course Name	Duration	Start	Full Fee	
On campus	Level 2 Understanding Climate Change and Environmental Awareness	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
On campus	Customer Service (Bright Futures Training Centre)	10 days	16 Jan	To find out more: Call 01279 868173	

## 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>







## 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>
£ On campus	Level 2 Carpentry & Joinery	1 year	May	£1285	<a href="#">Find out more</a>
On campus	CSCS Construction (Bright Futures Training Centre)	10 days	11 Jan 22 Feb	To find out more: Call 01279 868173	

## Creative Arts

£ Financial support may be available

Study Mode	Course Name	Duration	Start	Full Fee	
On campus	Introduction to Ceramics	3 weeks	19 Jan	£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 weeks	Any time	Free*	<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 Safeguarding & Prevent	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
Online	Level 2 Specific Learning Difficulties	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>

A woman with long blonde hair and glasses is sitting on a light-colored sofa. She is wearing a blue and white plaid shirt and dark jeans. She is looking down at a laptop on her lap, with her right hand on the trackpad. In her left hand, she holds a yellow pencil over a white notepad. The background shows a green cushion and a smartphone on the sofa.

**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

 Financial support may be available

Study Mode	Course Name	Duration	Start	Full Fee	
On campus	Level 3 Supporting Teaching & Learning in Schools	18 months	Feb	£2225	<a href="#">Find out more</a>
Online	Level 3 Supporting Teaching and Learning (online)	18-20 weeks	Any time	£1417	<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	Preparing to Work in Schools (Bright Futures Training Centre)	10 days	30 Jan	To find out more: Call 01279 868173	
On campus	Level 3 Teacher Training: Education & Training	15 weeks	21 Feb	£450	<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>
 On campus	Level 3 Understanding the Principles and Practices of Assessment	4 weeks	24 Feb	£390	<a href="#">Find out more</a>
 On campus	Level 3 Assessing Competence in the Work Environment	4 weeks	24 Feb	£565	<a href="#">Find out more</a>
 On campus	Level 3 Assessing Vocationally Related Achievement	4 weeks	24 Feb	£565	<a href="#">Find out more</a>
 On campus	Level 3 Assessing Vocational Achievement	4 weeks	24 Feb	£850	<a href="#">Find out more</a>

\*Subject to eligibility



## Cont. Early Years, Education & Teaching

£ Financial support may be available

Study Mode	Course Name	Duration	Start	Full Fee	
On campus	Level 4 Understanding Internal Quality Assurance of Assessment Processes and Practice	4 weeks	13 Jan	£390	<a href="#">Find out more</a>
On campus	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>

## Employability Courses

£ Financial support may be available

Study Mode	Course Name	Duration	Start	Full Fee	
£ On campus	Overcoming Barriers to Work (Bright Futures Training Centre)	10 days	24 Jan	To find out more: Call 01279 868173	
£ On campus	Step into Work (Bright Futures Training Centre)	16 days	30 Jan	To find out more: Call 01279 868173	



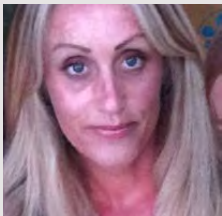
### How Arzum unlocked her potential with a Teacher Training programme.

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

[Read more](#)

\*Subject to eligibility



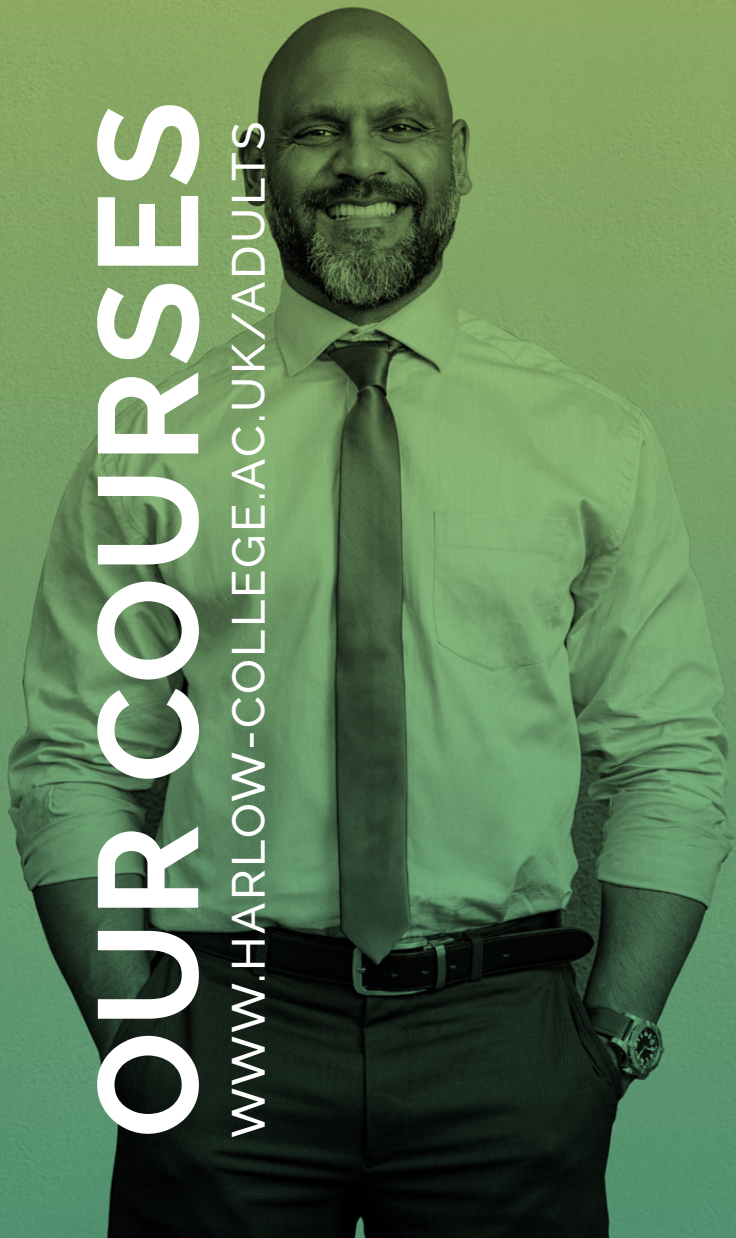


How Lee knew the time was right to re-enter education at 45 years of age and study an English course.

[Read more](#)

# OUR COURSES

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





# English, Maths & Digital Skills

**£** Financial support may be available

Study Mode	Course Name	Duration	Start	Full Fee	
On campus	Functional Skills English	14 weeks	from 9 Jan	Free*	<a href="#">Find out more</a>
On campus	Functional Skills Maths	13 weeks	from 9 Jan	Free*	<a href="#">Find out more</a>
<b>£</b> On and off campus	ESOL (English as a Second or Other Language)	Flexible	9 Jan	from £150**	<a href="#">Find out more</a>
On campus	Essential Digital Skills	12 weeks	Flexible	Free*	<a href="#">Find out more</a>
On campus	Managing your Money - Multiply in Essex	4 weeks	15 Mar 26 Apr	Free*	<a href="#">Find out more</a>
On campus	Numeracy Workshop - Mutiply in Essex	2 hours	Every Mon & Fri	Free*	<a href="#">Find out more</a>



\*Subject to eligibility    \*\*ESOL course, funding available if unemployed



## "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](#)



# Beauty Therapy

£ Financial support may be available

Study  
Mode

Course Name

Duration

Start

Full  
Fee

On campus

Level 1 Nail Treatments

5 weeks

28  
Feb

£250

[Find out more](#)

On campus

Level 2  
LED Gel Polish

5-6  
weeks

25  
Apr

£65

[Find out more](#)

**BEAUTY THERAPY**

**The SALON**  
Luxury treatments at affordable prices

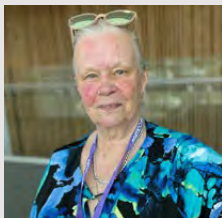
[FIND OUT MORE](#)

**HAIRDRESSING**



\*Subject to eligibility





**"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**

# OUR COURSES

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



## 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	17 Apr	£65	<a href="#">Find out more</a>
£ On campus	Level 2 Counselling	12 weeks	Apr 2023	£360	<a href="#">Find out more</a>
£ On campus	Level 3 Counselling	32 weeks	20 Apr	£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>
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>

## Leadership & Management



Financial support may be available

Study Mode	Course Name	Duration	Start	Full Fee	
£ On campus	Level 3 Coaching & Mentoring	24 weeks	27 Apr	£650	<a href="#">Find out more</a>
£ On campus	CMI Level 3 Leadership & Management	8 weeks - 1 year	25 Apr	from £250	<a href="#">Find out more</a>
Online	Level 2 Team Leading	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



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](#)






## Marketing & Social Media

 Financial support may be available

Study Mode	Course Name	Duration	Start	Full Fee	
On campus	Social Media Marketing	30 weeks	20 Apr	£150	<a href="#">Find out more</a>
On campus	Digital Media Skills for Business and Industry	8 weeks	19 Apr	£300	<a href="#">Find out more</a>

## Security & Door Supervision

 Financial support may be available


Study Mode	Course Name	Duration	Start	Full Fee	
On campus	SIA Security (Bright Futures Training Centre)	8-12 weeks	9 Jan 27 Feb	To find out more: Call 01279 868173	

## Sport

 Financial support may be available

Study Mode	Course Name	Duration	Start	Full Fee	
On campus	Level 2 Gym Instructing	11 weeks	25 Apr	£360	<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>
On campus	Warehousing & Storage (Bright Futures Training Centre)	10 days	9 Jan 20 Feb	To find out more: Call 01279 868173	

\*Subject to eligibility



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)

PART OF  
**HARLOW  
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 '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)

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CM20 3EZ

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