

Coleg Menai Part-Time Prospectus

2011-2012 Directory

www.menai.ac.uk

DEVELOPING CAREERS. ENHANCING ENTERPRISE. TRAINING FOR INDUSTRY.



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Contact Us

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Welcome

No matter whether you are planning a change of career, developing the skills you have or returning to the work place after a career break Coleg Menai can offer a range of part-time courses designed to fulfil your needs.

The college offers professional courses for business, a wide range of vocational courses that can be studied in the workplace and courses that help develop your skills in industry.

This booklet lists part time courses available for 2011/12.

Further details for all courses can be found by visiting the college website www.menai.ac.uk/courses.aspx

You can also get this information by phoning the Coleg Menai Course Advice Line on 01248 383 333

About Coleg Menai

Coleg Menai is based on a number of campuses in Gwynedd and on the Isle of Anglesey. The principal Bangor site has two main centres, Ffriddoedd and Friars, which house a wide range of activities, including Business, Catering, Engineering, Hair and Beauty, Leisure and Performance. We have specialist facilities sites at Parc Menai for Art and Design and at the main Llangefni site for Construction, Energy, Computing, Media, Health, Food Technology and Automotive Engineering. There are Lifelong Learning Centres at Caernarfon and Holyhead.

All Equal

Coleg Menai is committed to ensuring equality for all students irrespective of age, disability, ethnic origin, gender, race, religion and sexual orientation. We aim to meet the needs of all our clients wherever possible. If you have any particular difficulty, please let us know by phoning 01248 370 125 or by e-mailing learner.services@menai.ac.uk, and we will do our best to help and support you.

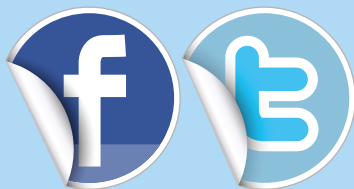


Friars



Llangefni





COLEG MENAI

www.facebook.com/ColegMenai

On the **Coleg Menai Facebook** page you'll find photos, news, links, events and updates.

Why not become a fan?

facebook®

COLEG MENAI

tweets too!!

Be the first to find out about any college news or events, follow **ColegMenai** on twitter.com

Why not follow us?

www.twitter.com/ColegMenai

twitter

How can part-time study work for you?

Part time study comes in varied shapes and sizes. If there is nothing that seems to fit you or your organisation, then please talk to us. We'll do whatever we can to design and deliver provision that meets your needs.

Moving higher?

We work in partnership with a range of Universities to provide high quality vocational higher education in North Wales, including degrees and Higher National Certificates and Diplomas. These courses can open doors to career progression and professional qualifications.

What about other courses?

Coleg Menai also provide a wide range of full time courses in academic and vocational areas – please contact us for details. There are also Lifelong Learning courses that can be studied in the day and evening, and, increasingly in your own time, through flexible learning.

Learner Support - Here for you!

Learner Support Services at Coleg Menai are there to ensure that you can gain the maximum benefit from your time at college. The Faculty provides learning resources like libraries and IT centres with staff on hand to help you get the best out of every available source of information. You can exploit rapidly changing technologies to bring greater flexibility to your learning - you can learn wherever and whenever you can!

The services offered by Learner Support include:

- » Transport
- » Financial help and advice
- » Support with skills
- » Guidance about careers
- » Counselling
- » Information and learning resources
- » Support for additional learning needs
- » Advice about Higher Education

Learning Support

If you have any individual needs because of any disability, then the college will help by providing the support you need. If you feel your opportunities for study will be restricted by a learning difficulty such as dyslexia or a physical disability, then get in touch with us on **01248 370 125** or e-mail learning.support@menai.ac.uk so that we can discuss your support needs.



Supporting Public and Private sector employers

Linc Menai is a new service supporting all employer engagement activities, providing a one stop shop for businesses with specific emphasis on Short Courses, Apprenticeship programmes and the two product development centres – Food Technology Centre and the Innovation Centre (CAM).

We pride ourselves on a high quality learning experience with a strong bilingual atmosphere in first class facilities. We have expertise to develop bespoke training and we are also working in partnership with other training organisations to ensure we can offer you a comprehensive training package that meets all your needs. The training offered includes accredited and non-accredited programmes designed to up-skill your employees and have a positive impact on your business. The benefits for you include improved leadership, team working and better skilled and motivated staff.



Essential skills

All students at Coleg Menai are helped to develop essential skills. These are the basic literacy, numeracy and IT skills as well as working with others, improving your own learning and problem solving.

Library & Learning Resources

The Library and Learning Resource Centres provide excellent study facilities and access to a wide range of information resources. There is a library and drop-in IT workshop at the Bangor, Llangefni and Parc Menai sites, and access to resources for those studying at other college sites is also offered. All of the open access areas contain the latest software and hardware and they're open throughout the college day. The friendly staff at the open access centres will be able to provide you with support, advice and guidance on the effective use of IT. Visit www.menai.ac.uk/read or e-mail library@menai.ac.uk for further details about what's on offer.

Course Fees & Additional Costs

All applicants should ensure that they understand their fee liability prior to enrolment.

Coleg Menai's course fees policy is available to download at www.menai.ac.uk/howtoapply.aspx. To find out how the policy applies to individual circumstances contact Learner Services on 01248 370 125 extension 3255/3521 or e-mail learner.services@menai.ac.uk

The course fees shown in the prospectus are to cover tuition, assessment and registration costs for the academic year 2011/12. For a programme of study of more than one year a further course fee will be due for each of the following years, course fees are revised annually. Additional costs where shown are to cover resources and any equipment that is required.



Learn in both Languages

For all courses (with the exception of courses offered by the Business and Management Programme Area) applicants who qualify for a concession will pay a minimum 50% of the course fee.

The concession does not apply to additional costs. To qualify for a concession an applicant must upon enrolment present evidence of being in receipt of one (or more) of the following benefits:

- » Job Seekers Allowance
- » Income Support
- » Working Tax Credit
- » A Health Based Benefit such as Disabled Person's Tax Credit

Applicants officially recognised as asylum seekers may also be eligible for a concession. Possible sources of financial help include:


- » Assembly Learning Grants
- » Higher Education Student Loans
- » Learner Assistance Fund

Please enquire at Learner Services for further details.

Have you ever thought about what being bilingual means to you?

Many jobs in Wales now require the ability to communicate effectively in **Welsh** and **English**. Being bilingual can be a huge advantage in your work and personal life allowing you to:

- > Create career opportunities
- > Enhance your social life
- > Make the most of a cultural experience
- > Keep up with friends and family
- > Take up a new challenge

Coleg Menai offers you the opportunity to use Welsh whilst studying in over **50% of part-time courses**. Look for the  next to the course details to find out if your chosen course is delivered bilingually.

"Employers in Gwynedd emphasise the importance of using Welsh in the work place. It's a skill which is a great asset when you are job hunting"

Sian Lloyd Roberts,
Skills and Employment Manager,
Cyngor Gwynedd Council



Geraint Parry Apprentice of the Year 2011

Sponsored Learners

If your employer or another agency is sponsoring you, you should supply a purchase order from them indicating their willingness to pay any fees due. You should produce this purchase order at the interview, or if you are a late applicant, at enrolment, otherwise you will be invoiced personally for the course fee. All fees are quoted on an annual basis.

Fees & Additional Costs for all non EEA Applicants

If you are a non-EEA student, contact the International Office on +44 (0)1248 383 310 or +44 (0)1248 370 125 or international@menai.ac.uk for information on funding before you enrol. The level of fee may vary from the price listed in the prospectus.

How to apply for a course

You should complete an application form and send it in to the address on the form. Students must be at least 16 years of age on the 1st September of their year of entry.

You do not need to send any fees at this point. In most cases, an interview is necessary – this is particularly important where the course is offered at several levels and it is important that you join at the stage that is most relevant to your needs. In other cases, you may be given credit for experience and qualifications, so it is important that this is established. If you have any query regarding applying for a course, please e-mail admissions@menai.ac.uk

If you have any disability, learning needs or medical condition, then we will do our best to cater for your particular requirements. Please complete the appropriate section on your application form.

If you are a non-EEA applicant, contact the International Office on +44 (0)1248 383 310 or +44 (0)1248 370 125 or international@menai.ac.uk for specialist advice on the best course and level for you. An application form can also be found on the college website www.menai.ac.uk/international under 'How to apply'.

Health & Safety

The college believes in providing all students with a safe and healthy environment in which to study. There are general guidelines, some firm rules and a few strict regulations (these apply to machinery, electrical equipment, etc). In the end it is your safety that is most important.

Construction Craft

LEVEL 2 NVQ DIPLOMA IN WOOD OCCUPATIONS (CONSTRUCTION) – BENCH JOINERY (WORK BASED)

LEVEL 2 DIPLOMA IN BENCH JOINERY (COLLEGE BASED)



Duration: 1 day a week for 2 years (1 year if candidate previously completed a pathway scheme)

Location: Llangefni

Cost: £543

This course is for those people who are employed in the Wood Occupations trade and wish to gain a qualification in the industry.

LEVEL 2 NVQ DIPLOMA IN WOOD OCCUPATIONS (CONSTRUCTION) – SITE CARPENTRY (WORK BASED)

LEVEL 2 DIPLOMA IN SITE CARPENTRY (COLLEGE BASED)



Duration: 1 day a week for 2 years (1 year if candidate previously completed a pathway scheme)

Location: Llangefni

Cost: £543

This course is for those people who are employed in the Wood Occupations trade and wish to gain a qualification in the industry.



LEVEL 3 NVQ DIPLOMA IN WOOD OCCUPATIONS (CONSTRUCTION) – BENCH JOINERY (WORK BASED)

LEVEL 3 DIPLOMA IN BENCH JOINERY (COLLEGE BASED)



Duration: 1 day a week for 18 months

Location: Llangefni

Cost: £543

This course is for those people who are employed in the Wood Occupations trade and wish to gain a qualification in the industry.

LEVEL 3 NVQ DIPLOMA IN WOOD OCCUPATIONS (CONSTRUCTION) – SITE CARPENTRY (WORK BASED)

LEVEL 3 DIPLOMA IN SITE CARPENTRY (COLLEGE BASED)



Duration: 1 day a week for 18 months

Location: Llangefni

Cost: £543

This course is for those people who are employed in the Wood Occupations trade and wish to gain a qualification in the industry.

STONEMASONRY DIPLOMA NVQ LEVEL 2

Duration: Flexible

Location: Llangefni

Cost: £198

This course is for those people who are employed in the Stonemasonry trade and wish to gain a qualification in the industry.



STONEMASONRY DIPLOMA NVQ LEVEL 3

Duration: Flexible

Location: Llangefni

Cost: £198

This course is for those people who wish to pursue a career in the Stonemasonry trade and achieve a high level of skill and knowledge to gain recognition in this industry.

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NVQ TROWEL OCCUPATIONS – BRICKLAYING LEVEL 2 (WORK BASED)

LEVEL 2 DIPLOMA IN BRICKLAYING (COLLEGE BASED)



Duration: 1 day a week for 2 years (1 year if candidate previously completed a pathway scheme)

Location: Llangefni

Cost: £543

This course is for those people who are employed in the Brickwork trade and wishes to gain a qualification in the industry.

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BRICKLAYING LEVEL 3 (WORK BASED)

LEVEL 3 DIPLOMA IN BRICKLAYING (COLLEGE BASED)



Duration: 1 day a week for 18 months

Location: Llangefni

Cost: £543

This course is for those people who wish to pursue a career in the Brickwork trade and achieve a high level of skill and knowledge to gain recognition in this industry.

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NVQ: DIPLOMA LEVEL 2 PLASTERING (WORK BASED)

LEVEL 2 DIPLOMA IN PLASTERING (COLLEGE BASED)



Duration: 1 day a week for 2 years (1 year if candidate previously completed a pathway scheme)

Location: Llangefni

Cost: £543

This course is for those people who are employed in the Plastering trade and wish to gain a qualification in the industry.

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NVQ DIPLOMA LEVEL 3 PLASTERING (WORK BASED)

LEVEL 3 DIPLOMA IN PLASTERING (COLLEGE BASED)



Duration: 1 day a week for 18 months

Location: Llangefni

Cost: £543

This course is for those people who wish to pursue a career in the Plastering trade and achieve a high level of skill and knowledge to gain recognition in this industry.

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Building Services

6189 NVQ DIPLOMA IN PLUMBING AND HEATING LEVEL 2 OR LEVEL 3



Duration: 1 day a week for 2 years per level

Location: Bangor

Cost: £543

The NVQ Diploma in Plumbing and Domestic Heating is a qualification that will help learners progress as a plumber or heating engineer in residential properties. It doesn't matter if they are already in a job or wanting to work in the industry, this qualification will be just what they need.

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LEVEL 3 NVQ DIPLOMA IN INSTALLING ELECTROTECHNICAL SYSTEMS AND EQUIPMENT (BUILDINGS, STRUCTURES AND THE ENVIRONMENT) (2357-13/91)

Duration: 1 day a week for 4 years

Location: Bangor

Cost: £444

The 2357 award has been developed in order to allow Electrotechnical apprentices an opportunity to complete their full framework skills and qualifications by combining underpinning theoretical aspects, with actual work based evidence through on the job tuition and assessment.

All candidates must be employed within the Electrotechnical Industry having successfully applied and been accepted on to a Modern Apprenticeship through the Coleg Menai Training Unit or another approved training provider

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CERTIFICATE FOR THE CODE OF PRACTICE FOR IN-SERVICE INSPECTION AND TESTING OF ELECTRICAL EQUIPMENT (PORTABLE APPLIANCE TESTING)

Duration: 2 days, conducted over 2 weeks plus examination day

Location: Bangor

Cost: £150

The Health & Safety at Work Act 1974 puts an onus of care to ensure the safety of all persons using work premises. The PAT testing course will enable individuals to be able to correctly attest the safety of portable equipment.

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C&G LEVEL 3 CERTIFICATE IN THE CERTIFICATION OF ELECTRICAL INSTALLATIONS (INSPECTION, TESTING AND CERTIFICATION OF ELECTRICAL INSTALLATIONS) (2391-10)

Duration: 1 day a week for 10 weeks

Location: Bangor

Cost: £360

A Certificate in Inspection, Testing and Verification of Electrical Installations helps you develop the knowledge and practical experience to professionally inspect and test electrical installations. The qualification shows your customers that you are a competent tester, and are up to date with national requirements for the industry (BS7671).

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DIPLOMA IN REQUIREMENTS FOR ELECTRICAL INSTALLATIONS (17TH EDITION WIRING REGULATION)

Duration: 1 Saturday a week for 3 weeks plus exam

Location: Bangor

Cost: £285

BS 7671 (The IEE Wiring Regulations) are the national standard to which all domestic and industrial wiring must conform and are produced by the Institution of Engineering and Technology (The IET). This intensive 3 day course is intended to ensure that individuals are conversant with the current standards.

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Automotive Engineering

CITY AND GUILDS 2800 LEVEL 2 CERTIFICATE IN ENGINEERING – WELDING



Duration: 1 day a week for 36 weeks

Location: Llangefni

Cost: £328

This course is for students who wish to start a career in the welding/fabrication industry and are looking to gain subject knowledge and practical experience in the discipline you will also follow this course if you've been offered a Foundation Modern Apprenticeship in Welding/Fabrication.

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CITY AND GUILDS 2800 LEVEL 3 DIPLOMA IN ENGINEERING – WELDING



Duration: 1 day a week for 2 years

Location: Llangefni

Cost: £444

If you have knowledge and experience of working in the welding/fabrication industry and are looking to gain more responsibility within your workplace and at the same time enhance formal qualifications then this is the course for you. You will also follow this course if you are progressing from a Level 2 Engineering qualification or have been offered a Welding/Fabrication apprenticeship.

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CITY AND GUILDS LIGHT VEHICLE MAINTENANCE AND REPAIR LEVEL 2



Duration: 1 day a week for 2 years

Location: Llangefni

Cost: £428

This course covers the main aspects of light vehicle service and repair and provides a recognised Level 2 technical certificate suitable as part of an apprenticeship. Suitable for individuals who are seeking a qualification in vehicle maintenance and repair which will enhance their employment prospects in the vehicle repair industry.

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Mechanical & Building Engineering

EAL LEVEL 1 AND 2 NVQ DIPLOMA IN PERFORMING ENGINEERING OPERATIONS



Duration: 1 day a week for 1 year

Location: Bangor

Cost: £328

This course is suitable for candidates who are currently employed within the engineering industry but would like to improve their level of competence in basic manufacturing processes. The qualification is largely practically based with a requirement to complete a portfolio of work for all activities undertaken.

CERTIFICATE IN ENGINEERING LEVEL 1, 2 AND 3 (C&G2800)

Duration: Level 1&2 - 1 day a week for 1 year,

Level 3 - 1 day a week for 2 years

Location: Bangor

Cost: Level 1&2 - £428, Level 3 - £328

This course is suitable for those wishing to pursue a career in manufacturing engineering. It is also recognised as a Technical Certificate for the Engineering Modern Apprenticeship Framework. Candidates who have a good background in engineering manufacture/maintenance will be considered.

CITY AND GUILDS HEAVY VEHICLE MAINTENANCE AND REPAIR LEVEL 2



Duration: 1 day a week for 2 years

Location: Llangefni

Cost: £428

This course covers the main aspects of heavy vehicle service and repair and provides a recognised Level 2 technical certificate suitable as part of an apprenticeship. Suitable for individuals who are seeking a qualification in vehicle maintenance and repair which will enhance their employment prospects in the vehicle repair industry.

CITY AND GUILDS LIGHT/HEAVY VEHICLE MAINTENANCE AND REPAIR LEVEL 3



Duration: 1 day a week for 36 weeks

Location: Llangefni

Cost: £428

This is the course for you if you have a lot of knowledge and experience in the automotive industry and are looking to gain more responsibility within your workplace and at the same time enhance formal qualifications. The course is also suitable for individuals who are progressing from a Level 2 qualification or apprenticeship.

BTEC LEVEL 3 CERTIFICATE IN CONSTRUCTION (BRIDGE TO HNC CONSTRUCTION)

Duration: 1 day a week for 1 year

Location: Bangor

Cost: £444

This course is suitable for those currently employed within Construction Crafts but wish to be construction Technicians or Managers through the completion of a HNC qualification relevant to the Construction Industry. The course will give a full Level 3 qualification and ensure that candidates are prepared for development to a Level 4 qualification.

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BTEC LEVEL 3 DIPLOMA IN ELECTRICAL AND ELECTRONIC ENGINEERING

Duration: 1 day a week for 2 years

Location: Bangor

Cost: £328

This course is suitable for those currently employed within the Engineering Industry. This course is used as part of an engineering apprenticeship framework and will give the pre requisites to joining a HNC qualification in engineering.

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BTEC LEVEL 3 DIPLOMA IN MECHANICAL ENGINEERING

Duration: 1 day a week for 2 years

Location: Bangor

Cost: £328

This course is suitable for those currently employed within the Engineering Industry. This course is used as part of an engineering apprenticeship framework and will give the pre requisites to joining a HNC qualification in engineering.

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BTEC LEVEL 3 DIPLOMA IN OPERATIONS AND MAINTENANCE ENGINEERING

Duration: 1 day a week for 2 years

Location: Bangor

Cost: £328

This course is suitable for those currently employed within the Engineering Industry. This course is used as part of an engineering apprenticeship framework and will give the pre requisites to joining a HNC qualification in engineering. Work within this qualification will be particularly suited to candidates wishing to learn more about Industrial Instrumentation and Control.

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HNC BUILDING STUDIES

AWARDED BY GLYNDŴR UNIVERSITY

Duration: 1 day a week for 2 years

Location: Bangor

Cost: £818

This course is for those who want to develop their career in the Construction Industry by gaining a nationally recognised higher education qualification. This level qualification is identified by many employers as a requirement for employees wishing to move into managerial roles.

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HNC CIVIL ENGINEERING

AWARDED BY GLYNDŴR UNIVERSITY

Duration: 1 day a week for 2 years

Location: Bangor

Cost: £818

This course is for those who want to develop their career in the Civil Engineering and Construction Industry by gaining a nationally recognised Higher Education qualification. This level qualification is identified by many employers as a requirement for employees wishing to move into managerial roles.

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HNC MECHANICAL TECHNOLOGY

HND MECHANICAL TECHNOLOGY (TOP UP)

AWARDED BY GLYNDŴR UNIVERSITY

Duration: HNC - 1 day week for 2 years
HND - 1 day a week for 1 year

Location: Bangor

Cost: £818

A Higher National Diploma in Mechanical Technology aims at developing both the academic and practical skills of students who intend working in engineering. The course develops theoretical, analytical and problem solving skills. The course has a high content of design using computer aided engineering.

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HNC ELECTRICAL TECHNOLOGY

HND ELECTRICAL TECHNOLOGY (TOP UP)

AWARDED BY GLYNDŴR UNIVERSITY

Duration: HNC - 1 day week for 2 years
HND - 1 day a week for 1 year

Location: Bangor

Cost: £818

A Higher National Diploma in Electrical Technology aims at developing both the academic and practical skills of students who intend working in engineering. The course develops theoretical, analytical and problem solving skills. The course has a high content of design using computer aided engineering.

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HNC BRIDGING COURSE

– BTEC NATIONAL CERTIFICATE IN ENGINEERING

Duration: 1 day week for 1 year

Location: Bangor

Cost: £818

This course provides a preparation for Higher National Certificate or a Higher National Diploma course for students who have industrial experience and wish to embark on an academic qualification. It is intended to provide the mathematical, theoretical and IT background necessary for the Higher National qualification.

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Cleaning & Support Services

CLEANING AND SUPPORT SERVICES NVQ LEVEL 1, 2 AND 3



Duration: 18 months

Location: In the work place

Cost: £99

Assessment is by the completion of a portfolio of evidence to demonstrate your competence. You will receive the support of your own personal external assessor.

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Hospitality & Catering

FRONT OFFICE (CITY AND GUILDS) NVQ LEVEL 2

Duration: 18 months
Location: In the work place
Cost: £99

If you currently work in the Hospitality Industry in a front office operational role and wish to further develop your career by gaining a qualification that reflects your commitment to providing a quality service, this work based programme is designed to suit you.

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PROFESSIONAL COOKERY (PREPARATION AND COOKING) CITY AND GUILDS NVQ LEVEL 2



Duration: 18 months
Location: In the work place
Cost: £99

The work based programme is for anyone who is currently employed in the Catering and Hospitality Industry who would like to build on their existing cooking skills and gain a nationally recognised qualification.

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PROFESSIONAL COOKERY (PATISSERIE AND CONFECTIONERY) CITY AND GUILDS NVQ LEVEL 3



Duration: 18 months
Location: In the work place
Cost: £99

The programme is for you if you are currently employed in the hospitality industry and wish to develop advanced skills in pastry, bread and confectionery.

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PROFESSIONAL COOKERY (PREPARATION AND COOKING) CITY AND GUILDS NVQ LEVEL 3



Duration: Flexible
Location: In the work place
Cost: £99

This programme is for you if you are currently employed in the hospitality industry and wish to develop advanced culinary skills. You will aspire to develop your career through gaining qualifications that reflect the higher level skills and experiences you will gain.

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DRINKS SERVICE (CITY AND GUILDS) NVQ LEVEL 2

Duration: 18 months
Location: In the work place
Cost: £99

If you are currently employed and wish to gain a qualification in Bar Service then this work based programme will suit you.

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WSET – FOUNDATION CERTIFICATE IN WINES – LEVEL 1

Duration: 1 day

Location: Bangor

Cost: £148 (includes morning coffee, light lunch and afternoon tea)

This course gives front line staff in the service of wine an introduction to the main styles of wines available. The course aims to provide the basic product knowledge and skills in the service of wines.

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NATIONAL CERTIFICATE FOR PERSONAL LICENCE HOLDERS (BIIAB) LEVEL 2

Duration: 1 day

Location: Workplace

Cost: £148 (includes morning coffee, light lunch and afternoon tea)

This course is for people who are, or seek to become personal licence holders. It covers licensing law as defined by the Licensing Act 2003 and is a requirement for the grant of a personal licence.

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WORLDHOST™



Duration: 1 day

Location: Bangor or the workplace

Cost: Please contact the centre 01248 383 325

WorldHost™ has been adapted by People 1st for the UK market, with the support of leading employers and training providers, and includes additional learning modules on serving customers with disabilities, service across cultures and the ambassador workshop, particularly designed for volunteers assisting visitors to our country. This day course can be undertaken at college or out tutors are available to deliver the course out in your work place to suit your staff.

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HAB SELLING

Duration: 1 day

Location: Bangor

Cost: £65

All front line employees have a sales responsibility. This qualification introduces the basic concepts of selling and business development across a range of hospitality job roles and stresses how everyone can make a contribution to the bottom line.

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AWARD IN BARISTA SKILLS, CITY AND GUILDS LEVEL 2

Duration: 20 hours

Location: Bangor

Cost: £195

The Award in Barista Skills is for people who work as or want to work as a Barista within any environment, such as restaurants, cafés and hotels. You don't need any experience. You may already be working in the hospitality industry, but it's not a requirement to take this qualification. We recommend that you have access to an espresso machine and grinder in order to practise making drinks in your own time.

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Hairdressing & Beauty Therapy

LEVEL 2 CERTIFICATE IN BEAUTY SPECIALIST TECHNIQUES (QCF)

Duration: 3 hours per week for one year

Location: Bangor

Cost: £214 per section or £444 for all 3 sections.

The VTCT Level 2 Certificate in Beauty Specialist Techniques (QCF) is a specialist vocationally related qualification. Learners will develop the necessary knowledge, understanding, and skills to provide facial skincare, eyelash and brow treatments and apply makeup. Learners will also develop the knowledge and skills required to carry out client consultation and comply with health and safety requirements in the salon.

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LEVEL 2 CERTIFICATE IN NAIL TECHNOLOGY (QCF)

Duration: 4 hours per week for one year

Location: Bangor

Cost: £328 plus fee for personal kit.

This qualification will develop the basic knowledge, skills and competencies that learners need to work as a manicurist or pedicurist in a beauty salon and is the minimum standard required to work effectively. This qualification enables candidates to provide treatments for relaxation and improving the condition and appearance of the skin and nails on the hands and feet. The qualification is most suited to learners who wish to embark on a career as a nail technician.

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Information Technology

CISCO CERTIFIED NETWORK ASSOCIATION

Duration: 4 hours a week for 2 years

Location: Llangefnï

Cost: £527

The first step in a CISCO career certification path. You will learn how to install CISCO switches and routers in multi protocol networks using local and wide area networks (LAN and WAN's).

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Accountancy

AAT LEVEL 1

Duration: 12 weeks

Location: Bangor

Cost: £115 inclusive of learning materials and exam fees. Excludes AAT registration fee (approx £54).

This course is designed to help less experienced students gain skills and confidence to build a career in finance or accountancy. It can be used as an introduction to Level 2. It is designed to give students the skills and confidence to build a career in business or accountancy. In particular, students who are new to accounting, lack confidence, have English as a second language or who need more support in grasping accounting concepts and methods would benefit from this innovative course.

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AAT LEVEL 2-4

Duration: 1 day per week for 1 year
(hours per week vary depending on level studied)

Location: Bangor

Cost: £664 per level including exam fee. Excludes AAT registration fees and learning materials.

This is a part-time course leading to a popular accounting qualification. Entry is in September and January and learners will study a range of appropriate financial and management accounting techniques along with appropriate communication and numeracy skills. Candidates studying AAT Level 4 follow a range of mandatory and optional units covering Financial and Management Accounting techniques. Each unit will be assessed by a computer-based examination.

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Management

ILM AWARD L3



Duration: 10 weeks

Location: Bangor

Cost: £313

The course aims to build the confidence of practising or potential first line managers, supervisors and team leaders. It is designed to give practising or aspiring first line managers a solid foundation in their formal development as a manager.

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ILM CERTIFICATE L3



Duration: 1 year

Location: Bangor

Cost: £818

The programme is for those first line managers and team leaders who wish to extend and further develop their management skills. The course provides a comprehensive understanding of the principles and practice of management, which with the development of analytical skills and flexible attitudes, will equip participants to undertake the full spectrum of line management responsibilities.

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ILM AWARD/CERTIFICATE L5



Duration: Flexible

Location: Bangor

Cost: £818

This course is specially designed to give aspiring or practising middle managers a solid foundation in their formal development.

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Marketing

CIM INTRODUCTION



Duration: 10 weeks

Location: Bangor

Cost: £251 (Excludes CIM Membership & assessment fees)

This is an open professional qualification which provides practical knowledge of essential marketing skills. You will learn how customers behave and also the principles of marketing such as the marketing mix. The introductory certificate provides a good grounding in marketing theory for progression onto the full Professional Certificate at Level 4.

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CIM PROFESSIONAL CERTIFICATE



Duration: 1 year

Location: Bangor

Cost: £624 (Excludes CIM Membership & assessment fees)

This course is for you if you want to further your professional development as a marketer. It offers the opportunity to learn and to build on a wide range of practical marketing skills. The qualifications of the Chartered Institute of Marketing are increasingly specified as requirements for jobs in this field.

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CIM PROFESSIONAL DIPLOMA



Duration: 1 year

Location: Bangor

Cost: £624 (Excludes CIM Membership & assessment fees)

This course provides advanced knowledge and skills relating to marketing planning and develops the marketing professional in a range of key areas. The CIM's Professional Diploma is increasingly specified as the benchmark for more senior marketing roles.

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Business

HNC IN BUSINESS



Duration: 2 years

Location: Bangor

Cost: £818

The course is geared to vocational needs in the modern business environment, including both large and small-scale organisations. It is appropriate for those who wish to develop a career in business in the private or public sectors. Many of the students on the course attend on a day-release basis from current employment. The course is also suitable for anyone wishing to establish a firm basis for returning to employment. The range of contents is rewarding for those involved in the running of small businesses.

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Administration

ICT IN THE WORKPLACE

Duration: 17 weeks

Location: Bangor

Cost: Free

The course is for you if you have some experience of using a computer, but want to gain the specific computer competences that employers value with an emphasis on skills for the working office environment. This is a full time, 3 days a week intensive course aimed at those wishing to develop their computer skills for work in an office environment.

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ADVANCED DIPLOMA/CERTIFICATE/ AWARD IN TEXT PROCESSING



Duration: One evening a week

Location: Bangor

Cost: Award £77/Certificate £99/Diploma £118

Participants acquire the most up-to-date OCR qualifications in advanced office skills. The course is suitable for those using ICT to a high level in an office environment on a regular basis. Applicants should have a high level of keyboarding and ICT skills. Assessment is by an external examination in each module.

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OCR LEVEL 2 NVQ CERTIFICATE/ DIPLOMA IN BUSINESS & ADMINISTRATION



Duration: Flexible

Location: Bangor

Cost: Certificate £99/Diploma £198

This Level 2 qualification is work-based and intended for individuals whose current role involves carrying out a broad range of administrative activities, requiring a limited amount of supervision. Learners plan a programme of development and assessment with their assessor and compile a portfolio of evidence to prove that they are competent and knowledgeable in their work role.

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OCR LEVEL 3 CERTIFICATE/ DIPLOMA IN BUSINESS AND ADMINISTRATION



Duration: Flexible

Location: Bangor

Cost: Certificate £99/Diploma £198

This Level 3 qualification is work-based and intended for individuals whose current role involves carrying out administrative duties with a considerable amount of responsibility and autonomy. Learners plan a programme of development and assessment with their assessor and compile a portfolio of evidence to prove that they are competent and knowledgeable in their work role.

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OCR LEVEL 4 CERTIFICATE/ DIPLOMA IN BUSINESS AND ADMINISTRATION



Duration: Flexible

Location: Bangor

Cost: Certificate £99/Diploma £198

This Level 4 Certificate is designed to reflect the work of administration staff across a wide range of industries and types of organisations and is for those who are working with autonomy and personal responsibility. It is aimed at candidates who are developing, implementing and monitoring administrative services within their organisation.

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Customer Service & Retail

OCR LEVEL 2 NVQ CERTIFICATE IN CUSTOMER SERVICE



Duration: Flexible

Location: Bangor

Cost: £99

This programme is work-based and is suitable if your role is customer oriented and wish to further develop your career by gaining the qualifications that reflect your commitment to providing good customer service. This is an excellent base for future development.

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OCR LEVEL 3 NVQ DIPLOMA IN CUSTOMER SERVICE



Duration: Flexible

Location: Bangor

Cost: £198

This programme is work-based and is suitable if your role is at supervisory/management level within your organisation. You will be able to show that your role involves monitoring the level of service provided, and also suggesting and implementing improvements to the level of service. You will aspire to develop your career through gaining qualifications that reflect the higher level of skills and experiences you will achieve.

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OCR LEVEL 2 CERTIFICATE/ DIPLOMA IN RETAIL SKILLS (QCF)



Duration: Flexible

Location: Bangor

Cost: Certificate £99/Diploma £99

This programme is work-based and is suitable if your role is within a retail environment and wish to further develop your career by gaining the qualifications that reflect your commitment to retail operations. This is an excellent base for future development.

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OCR LEVEL 3 CERTIFICATE/ DIPLOMA IN RETAIL SKILLS (QCF)



Duration: Flexible

Location: Bangor

Cost: Certificate £99/Diploma £198

This programme is work-based and is suitable if your role is at supervisory/management level within your organisation. You will be able to show that your role involves planning, organising, and being involved in the continuous improvement of all aspects of your retail operations. You will aspire to develop your career through gaining qualifications that reflect the higher level of skills and experiences you will achieve.

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Teacher Training & Assessment

PREPARING TO TEACH



Duration: 10 weeks

Location: Bangor

Cost: £273

Operated in association with University of Wales Newport, the course is intended to introduce people to the skills of planning, delivering, assessing and evaluating teaching and learning. It prepares you for the post 16 education field, including: Further, Adult, and Higher Education; Community Education or vocational training in the public and private sectors.

POST-GRADUATE CERTIFICATE OF EDUCATION (PGCE)



Duration: 2 years

Location: Bangor

Cost: £1680

This programme is designed for prospective and actual teachers, lecturers and trainers employed or wishing to be employed in the field of post-16 education and training. It is suitable for tutors and lecturers within Further and Higher Education, evening class and community education tutors, trainers in industry, youth workers, nurse tutors and staff from training agencies. This is a generic teaching education programme and does not focus on any specific or academic area.



LEVEL 3 AWARD/ CERTIFICATE IN ASSESSMENT



Duration: Flexible

Location: Bangor

Cost: £435

This programme replaces the Assessor Awards namely A1/A2 course and is suitable for learners or individuals who assess in the workplace environment or are assessing through knowledge.

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LEVEL 4 AWARD/ CERTIFICATE IN QUALITY ASSURANCE



Duration: Flexible

Location: Bangor

Cost: £535

This programme replaces the Internal Verifying course namely the V1/V2 and is suitable for those who want to further develop their Internal Quality Assurance qualifications.

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Independent Living Skills

BRIDGING COURSES



Duration: 1 day per week for 32 weeks

Location: Llangefni

Cost: Free

Bridging courses are designed to prepare people with learning disabilities for life and work. The course is designed to enable the learner to experience up to three different opportunities over the year. Opportunities include: Drama, Music, Cookery, Art, Sports, Exploring your Culture, House and Wellbeing and new subject areas included annually.

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A Levels

A-LEVEL - PART-TIME



***A number of A level courses are taught bilingually in Welsh and English. Contact the college for information.**

Duration: A Level 2 years – AS Level 1 year

Location: Bangor/Parc Menai

Cost: £214 (Cost per subject per year)

You can study a range of GCE A-Levels or AS Part-time in subjects such as:

Art, Biology, Business Studies, Chemistry, Drama, English Language and Literature, History, Law, ICT, Mathematics, Media Studies, Photography, Physical Education, Physics, Psychology, Religious Studies, Sociology, Welsh (First Language), World Development.

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Access to Higher Education

ACCESS TO COMBINED STUDIES

Duration: 2 evenings a week for 2 years

Location: Bangor

Cost: Free

The course is ideal if you would like to progress onto a degree in Sociology, Psychology, English and Law.

ACCESS TO HEALTH

Duration: 2 evenings a week for 2 years

Location: Bangor

Cost: Free

The course is ideal if you would like to progress onto a degree in Nursing, Midwifery, Physiotherapy or Paramedic Science

NEW DIRECTIONS

Duration: 2 days a week for 30 weeks

Location: Bangor

Cost: Free

This course allows mature students the chance to prepare to return to a range of college courses, including Access to HE.

ESOL-English for Speakers of other languages

Pricing: many courses are free if individuals meet eligibility criteria. Please contact the centre for information on **01248 383 347** or **esol@menai.ac.uk**

ELLIS – AN ONLINE LANGUAGE LEARNING SYSTEM FROM LEARNDIRECT

Duration: Flexible

Location: Bangor

Use computers to help you learn and improve your English. Learn at your own speed, record your voice, practise sounds, watch video clips of real-life situations, test yourself; Improve your speaking, listening and reading. This is a flexible timetable – you can drop in when it suits you.

INTERNATIONAL FOUNDATION PROGRAMME MODULE

Duration: 7 hours a week for 32 weeks

Location: Bangor

This intensive course develops the skills for academic English and IELTS. It is for people intending to go on to Further or Higher Education or for those wishing to gain the IELTS qualification for medical practice.

INTRODUCTION TO ACADEMIC ENGLISH

Duration: 7 hours a week for 30 weeks

Location: Bangor

This course gives an introduction to academic English language skills with some exam practice. You will need an elementary level of English for this course (Entry 2).



PART TIME ESOL: ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

Duration: 2-5 hours a week for 10-32 weeks
Location: Bangor, Holyhead, Caernarfon, Llangefni
 These courses will help you improve your speaking, listening, reading and writing. Classes are friendly and fun! All courses include 'citizenship'. You can join throughout the year.

IT FOR ESOL LEARNERS

Duration: 2-3 hours a week for 33 weeks
Location: Bangor
 The course is to help people whose first language is not English or Welsh. The tutor will help you with English language and computer skills.

CERTIFICATE IN ADULT LEARNER SUPPORT (ESOL)

Duration: 3 hours a week for 15 weeks
Location: Bangor
 This is the minimum qualification for anyone working or supporting ESOL (English for Speakers of Other Languages learners). The course is suitable for people working in front line services such as careers advisors, volunteer supporters and people who need an introduction to ESOL in Wales and the UK.

CERTIFICATE IN DELIVERING ADULT BASIC SKILLS (ESOL)

Duration: 3 hours a week for 22 weeks
Location: Bangor
 This is part of the ESOL Centre's suite of professional development programmes. The course is for new ESOL teachers and for teachers from other sectors. It is also a progression route from the Level 2 Certificate in Adult Learner Support together with experience. A suitable ESOL delivery placement is required.

LEVEL 5 CERTIFICATE IN TEACHING ESOL (TESOL)

Duration: 1 day a week for 30 weeks
Location: Bangor
 This is part of the ESOL Centre's suite of professional development programmes. It is a University of Wales, Newport, Higher Education qualification. For those with a PGCE or Cert Ed the course provides the full Level 5 TESOL award. For those without the PGCE/Cert Ed it will form the first year of the 2 year PGCE/Cert Ed. Participants need an ESOL teaching placement.

Places on the courses listed above may be funded through the Welsh Assembly Government's Adult Training Grant programme.

ECDL & Learndirect Courses

COMPUTERS FOR ABSOLUTE BEGINNERS

Duration: 15 weeks

Location: Bangor, Caernarfon, Holyhead

Cost: £57

This course is perfect if you've never used a computer before! It provides an overview and grounding of all the essential skills that you need to confidently use a computer. It is tutor led and provides the ideal environment to get up to speed in using computers.

DOING BUSINESS ONLINE

Duration: Up to 12 months

Location: Bangor, Caernarfon

Cost: £100

Designed for small businesses, this qualification is an integral part of Getting British Business Online (GBBO), a nationwide campaign to give small businesses the tools they need to do business online with their own free website hosted by Google. This course will give you the skills required to create/develop your website via weekly tutor led workshop sessions.

ECDL ESSENTIALS

Duration: Flexible

Location: Bangor, Llangefni, Caernarfon, Holyhead

Cost: £40

This course provides the essential skills required to effectively use a computer. This provides the first part of the ECDL qualification. It is delivered online with tutor supported workshop sessions.

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Over 2,800 registered users every year!

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Learndirect courses - Free!

Ideal to:

- › Gain confidence in IT
- › Develop your existing skills
- › Ideal preparation for further learning

E-Type - £50

Ideal to:

- › Increase efficiency and reduce costs
- › Touch type with all fingers
- › Type quickly and accurately

ECDL - only £100!

The ECDL is an international standard for computer users everywhere. We are one of the largest - and most successful - providers in Wales

- › ECDL Essentials - ITQ Level 1 Award
- › ECDL Extra - ITQ Level 2 Certificate

eCourses - £various

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Over 150 business focused eCourses, including:

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- › Financial Management
- › Communication Skills
- › Sales & Marketing
- › Customer Service

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ECDL EXTRA

Duration: Flexible

Location: Bangor, Llangefni, Caernarfon, Holyhead

Cost: £60

This course provides the essential skills required to effectively use a computer. This provides the second part of the ECDL qualification. It is delivered online with tutor supported workshop sessions.

Lifelong Learning

LEVEL 2 CERTIFICATE IN LEARNING SUPPORT (LITERACY, NUMERACY) CITY AND GUILDS 9297

Duration: 3 hours a week for 25 weeks

Location: Bangor and other community venues

Cost: £214

This course is suitable for anyone who wants to support clients with Basic Skills needs under the guidance of an experienced Basic Skills tutor.

LEVEL 3 CERTIFICATE IN DELIVERING BASIC SKILLS TO ADULTS - CITY AND GUILDS 9375

Duration: 3 hours a week for 30 weeks

Location: Bangor

Cost: £313

This is a Level 3 course aimed at: existing Basic Skills practitioners who wish to obtain a qualification in Delivering Basic Skills to Adults, new staff wishing to pursue a career in Basic Skills or those wishing to undertake continuing professional development. It is intended to improve knowledge and understanding of language, literacy and numeracy frameworks and to explore

strategies with which to apply that knowledge when delivering Basic Skills programmes to adult learners.

CYFLE ARALL/ANOTHER CHANCE



Duration: 2-9 hours a week for 12-34 weeks

Location: Bangor, Caernarfon, Llangefni, Holyhead and various community locations

Cost: Free

This course is for people who want to improve their confidence, improve their job opportunities or improve their chances of progressing on to other courses within the college.

