



Part-Time
Qualification Courses
at Greenwich
Community
College

2011 - 2012



Greenwich
Community
College

“ A message from the Principal

Our vision is to be “An engine of learning that drives the local economy by transforming lives” and help you achieve your goals, whether you are aiming to progress into Higher Education, find employment or gain the life and work skills you need to succeed in life. Our dedicated and highly qualified team of teaching and support staff are committed to ensuring that you realise your potential and ultimately succeed. We will help you along your learning journey, providing the support and resources you need in a safe and welcoming environment.

You will also be joining a college that has a vibrant Student Union and is committed to maximising the opportunities created by the 2012 Olympic and Paralympic Games.

I look forward to welcoming you to Greenwich Community College and sharing in your future success.

”

Gary Chin, Principal



Our Vision

An engine of learning that drives the local economy by transforming lives.

Equal Opportunities

The College is fully committed to providing a programme of equality and opportunity where all staff and students will be welcome.

The information and course details within this prospectus are correct to time of going to press and the college reserves the right to close or change classes.

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Why Choose GCC?

96% of learners feel safe at GCC.

94% of learners say that studying at GCC will improve their job prospects.

92% of learners would recommend GCC.

Source: 2011 Spring Survey

How do I choose a course?

This prospectus will tell you about part time qualification courses available at Greenwich Community College. To find out more information about our courses:

- > Visit www.gcc.ac.uk
- > Visit our Guidance and Admissions Centre at 95 Plumstead Road, London, SE18 7DQ which is open at the following times;
 - Monday, Tuesday and Thursday ~ 9:30am - 4:00pm
 - Wednesday (term time only) ~ 9:30am - 6:00pm
 - Friday ~ 9:30am - 12:00pm
- > Contact our Information Officer on 020 8488 4892

How do I apply for a course?

Apply before 29 July 2011 to guarantee a fast track enrolment.

If you miss the above date then please come along to our enrolment dates below:

Enrolment Dates

Thursday 1st Sept 2011

9:30am - 7:00pm at the Plumstead Centre

Friday 2nd Sept 2011

9:30am - 4:00pm at the Plumstead Centre

Monday 5th Sept 2011

12:00am - 7:00pm at the Plumstead Centre

*Please visit www.gcc.ac.uk for further information or call 020 8488 4800.
There is a separate schedule for ESOL and Literacy where enrolment is by appointment only.*

What do I need when I enrol onto a qualification course?

Please bring with you:

- > Current Passport or proof of 3 years EU residency
- > Means of payment (cash/cheque/credit card)
- > Proof of any means tested benefits you, or your parent/guardian may be receiving (JSA Books are not accepted. It must be a letter of confirmation from DHSS)
- > Documents detailing your status as a refugee/asylum seeker if applicable
- > If applicable, a letter from employers stating that they are to be invoiced for your registration and course fees
- > Registration fee of £45

Business & Accounting

AAT Certificate In Accounting L2

Progression is to AAT Level 3 or to employment. This qualification can be attached to an apprenticeship programme.

I1085011PL

START DATE:	13 SEP 11
WEEKLY HOURS:	6
COURSE WEEKS:	23
CENTRE:	PLUMSTEAD
DAY:	TUE
SESSION TIME:	09:00-16:45

I1085111PL

START DATE:	13 SEP 11
WEEKLY HOURS:	6
COURSE WEEKS:	23
CENTRE:	PLUMSTEAD
DAY:	TUE/THU
SESSION TIME:	18:30-21:30

AAT Certificate In Accounting L3

Progression is to AAT Level 4 or to a degree course at university or to employment.

I1085511PL

START DATE:	15 SEP 11
WEEKLY HOURS:	6
COURSE WEEKS:	34
CENTRE:	PLUMSTEAD
DAY:	THU
SESSION TIME:	09:00-16:45

I1085611PL

START DATE:	12 SEP 11
WEEKLY HOURS:	6
COURSE WEEKS:	34
CENTRE:	PLUMSTEAD
DAY:	MON/WED
SESSION TIME:	18:30-21:30

AAT Certificate In Accounting L4

Progression is to employment or university (with exemption) or to further professional qualifications such as ACCA, ICAEW, CIPFA AND CIMA.

I1085711PL

START DATE:	14 SEP 11
WEEKLY HOURS:	6
COURSE WEEKS:	34
CENTRE:	PLUMSTEAD
DAY:	WED
SESSION TIME:	09:00-17:00

I1085811PL

START DATE:	12 SEP 10
WEEKLY HOURS:	6
COURSE WEEKS:	34
CENTRE:	PLUMSTEAD
DAY:	MON/WED
SESSION TIME:	18:30-21:30

For more information about fees please see page 12

Full Cost Courses

Sage Computerised Accounting L1 & 2

These FULL COST courses are for people who would like to learn Sage Line 50 Accounting. The Level 1 programme will introduce you to Sage. You will learn how to input the following data: customer & supplier information, processing of invoices and credit notes, bank/cash receipts and payments as well as being introduced to nominal coding. The Level 2 course is for people who have previously passed the Level 1 Award in Computerised Accounting, and would like to further their knowledge of Sage. You will input financial data and produce relevant reports to support this information.

Sage Computerised Accounting L1

N0500071PL

START DATE:	07 JAN 12
WEEKLY HOURS:	5
COURSE WEEKS:	6
CENTRE:	PLUMSTEAD
DAY:	SAT
SESSION TIME:	09:00-16:00

Sage Computerised Accounting L2

N050008LPL

START DATE:	25 FEB 12
WEEKLY HOURS:	5
COURSE WEEKS:	6
CENTRE:	PLUMSTEAD
DAY:	SAT
SESSION TIME:	09:00-16:00

Project/ Programme Management

The following are all online distance learning courses:

PRINCE2

PRINCE2 is a process-based approach for project management in the UK and is practiced worldwide.

- Prince2 Foundation £499 (includes exam fee)
- Prince2 Practitioner £659 (includes exam fee)
- Prince2 Foundation & Practitioner £1000.00 (includes exam fees & manual)

Managing Successful Programmes (MSP)

MSP is made up of a specific set of projects identified by an organisation that together will deliver some defined objective, or set of objectives, for the organisation. The objectives, or goals, of the programme are typically at a strategic level so that the organisation can achieve benefits and improvements in its business operation.

- MSP £550 (includes exam fee)

Association for Project Management (APM)

APM has developed a structured project management qualification path that takes students through all aspects of project management and is based on the APM Body of Knowledge.

- APM - Introductory Certificate in Project Management (APMIC) £499.00 (includes exam fee)

The IT Infrastructure Library® (ITIL)

ITIL is a best practice framework that has been drawn from both the public and private sectors internationally. It describes how IT resources should be organised to deliver business value, documenting the processes, functions and roles of IT Service Management (ITSM).

- ITIL V3 Foundation (ITILV3) £550.00 (includes exam fee)
- ITIL Foundation V2-V3 Bridging (ITILV2-V3B) £550.00 (includes exam fee)

Banking & Finance

Aimed at Junior, middle & senior managers, project managers, sales executives, new graduates and other professionals and executives who need to develop their understanding of finance.

- Finance for Non-Financial Managers £499.00 (includes exam fee)

For further information please contact the Business Unit on 020 8853 7025 or email business@gcc.ac.uk

English & Humanities

English GCSE (eve)

GCS05811PL

START DATE:	19 SEP 11
WEEKLY HOURS:	2.5
COURSE WEEKS:	32
CENTRE:	PLUMSTEAD
DAY:	MON
SESSION TIME:	18:30-21:00

GCS06411PL

START DATE:	20 SEP 11
WEEKLY HOURS:	2.5
COURSE WEEKS:	32
CENTRE:	PLUMSTEAD
DAY:	TUE
SESSION TIME:	18:30-21:30

GCS06011PL

START DATE:	21 SEP 11
WEEKLY HOURS:	2.5
COURSE WEEKS:	32
CENTRE:	PLUMSTEAD
DAY:	WED
SESSION TIME:	17:30-20:00

GCS06511PL

START DATE:	22 SEP 11
WEEKLY HOURS:	2.5
COURSE WEEKS:	32
CENTRE:	PLUMSTEAD
DAY:	THU
SESSION TIME:	18:30-21:00

Psychology AS

ASS06211PL

START DATE:	22 SEP 11
WEEKLY HOURS:	3
COURSE WEEKS:	33
CENTRE:	PLUMSTEAD
DAY:	WED
SESSION TIME:	18:30-21:30

For more information about fees please see page 12

ESOL

English for Speakers of Other Languages

Who are these courses for?

For people who speak a first language other than English who wish to improve their listening, speaking, reading, writing and grammar skills. They are also suitable for those seeking to become British citizens.

What level are the courses?

There are a wide range of classes for complete beginners up to Level 2 (GCSE Equivalent).

How much will it cost?

ESOL courses, with the exception of IELTS, will cost £2.50 per hour. If you are in receipt of benefits please discuss this at enrolment as we can offer a cheaper fee. You will also need to pay a registration and examination fee.

Where are the courses?

Courses are held in our Plumstead Centre. We also offer classes in community locations.

When are the courses?

There are classes every day of the week, including Saturdays, morning, afternoon or evening.

What qualifications can I gain?

You will have a chance to take a range of nationally recognised qualifications such as:

- > ESOL Skills for Life
- > Adult Basic Skills Numeracy Certificates
- > Awards in various vocational subjects

What can I study with ESOL?

You can study a range of free optional courses designed for ESOL students:

- > Numeracy
- > ICT (Functional Skills)
- > Vocational options at Entry 3 and Level 1, including Accounting, Childcare, Health and Social Care, and Sustainability

How can I start?

Please complete a College application form. If you would like help with this please visit the Plumstead centre.

Health & Social Care

Access to Nursing (eve)

There will also be a Full Cost option of this course in order to broaden the scope of recruitment to meet needs.

H1028711PL

START DATE:	20 SEP 11
WEEKLY HOURS:	9.75 HOURS
	UNTIL
	EASTER THEN
	8.5 HOURS
COURSE WEEKS:	34
CENTRE:	PLUMSTEAD
DAY:	TUE/WED/ THU
SESSION TIME:	18:00-21:30

Access to Nursing Twilight Sept (Grp 8)

H1029011PL

START DATE:	13 SEP 11
WEEKLY HOURS:	11
COURSE WEEKS:	34
CENTRE:	PLUMSTEAD
DAY:	TUE/WED/ THU
SESSION TIME:	16:30-20:30

Access to Nursing (Grp 6)

H1076811PL

START DATE:	18 JAN 12
WEEKLY HOURS:	11
COURSE WEEKS:	34
CENTRE:	PLUMSTEAD
DAY:	TUE/WED/ THU
SESSION TIME:	16:00-20:00

City & Guilds L2 Certificate in Children & Young People's Work Force

To complete this course you will attend college 1 day per week and need to do 2 days in placement, a maximum of 12 hours per week. The college will find your placement.

H1078911PL

START DATE:	20 SEP 11
WEEKLY HOURS:	4.5

To find out more information about the range of different Skills for Life (ESOL, Numeracy, Literacy) classes we offer email info@gcc.ac.uk or call 020 8488 4892.

COURSE WEEKS:	34
CENTRE:	PLUMSTEAD
DAY:	TUE
SESSION TIME:	09:30-15:00

H1079911PL

START DATE:	23 SEP 11
WEEKLY HOURS:	4.5
COURSE WEEKS:	34
CENTRE:	PLUMSTEAD
DAY:	FRI
SESSION TIME:	09:30-15:00

H1079011PL

START DATE:	WEEK BEGINNING 19 SEP 11
WEEKLY HOURS:	4.5
COURSE WEEKS:	34
CENTRE:	PLUMSTEAD
DAY:	TBA
SESSION TIME:	09:30-15:00

For more information about similar courses please contact Daryl O'Sullivan on 020 8355 1094

City & Guilds Diploma in Children & Young People's Work Force (eve) L3

To complete this course you need to working full time in the childcare sector. You will need a letter from your employer to confirm this and that they will support you while you are completing the course.

H107911PL

START DATE:	22 SEP 11
WEEKLY HOURS:	3.5
COURSE WEEKS:	34
CENTRE:	PLUMSTEAD
DAY:	THU
SESSION TIME:	18:00-21:30

City & Guilds Diploma Health & Social Care L2

To complete this course you need to be either employed or have 6 months voluntary experience in the care sector. You will need a letter from your employer to confirm this and that they will support you while you are completing the course

H107921PL

START DATE:	20 SEP 11
WEEKLY HOURS:	4.5
COURSE WEEKS:	34
CENTRE:	PLUMSTEAD
DAY:	TUE
SESSION TIME:	09:30-15:00

H1084211PL

START DATE:	WEEK BEGINNING 19 SEP 11
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WEEKLY HOURS:	4.5
COURSE WEEKS:	33
CENTRE:	PLUMSTEAD
DAY:	TBA
SESSION TIME:	09:30-15:00

City & Guilds Diploma Health & Social Care L3

To complete this course you need to working full time in the care sector. You will need a letter from your employer to confirm this and that they will support you while you are completing the course.

H1084311PL

START DATE:	22 SEP 11
WEEKLY HOURS:	3.5
COURSE WEEKS:	34
CENTRE:	PLUMSTEAD
DAY:	THU
SESSION TIME:	18:00-21:30

City & Guilds Diploma in Leadership for HSC & Children & Young People's Service L5

To complete this course you need to be working as a manager or a deputy manager in either a care or a childcare setting.

H1084411PL

START DATE:	22 SEP 11
WEEKLY HOURS:	3.5
COURSE WEEKS:	34
CENTRE:	PLUMSTEAD
DAY:	THU
SESSION TIME:	18:00 - 21:30

Counselling Full Cost Courses

We offer a range of counselling courses that enhance core communication skills and also prepare interested students for the Level 4 Diploma in Therapeutic Counselling. We also offer bespoke & flexible courses upon request.

Award in Introduction to Counselling Skills L2

N040100LPL

START DATE:	22 SEP 11
WEEKLY HOURS:	3

COURSE WEEKS:	10
CENTRE:	PLUMSTEAD
DAY:	THU
SESSION TIME:	10:00-13:15

N040101LPL

START DATE:	20 SEP 11
WEEKLY HOURS:	3
COURSE WEEKS:	10
CENTRE:	PLUMSTEAD
DAY:	TUE
SESSION TIME:	18:00-21:15

N040103LPL

START DATE:	1 MAR 12
WEEKLY HOURS:	3
COURSE WEEKS:	10
CENTRE:	PLUMSTEAD
DAY:	THU
SESSION TIME:	10:00-13:15

Certificate in Counselling Skills CPCAB L2

N040104LPL

START DATE:	21 SEP 11
WEEKLY HOURS:	5
COURSE WEEKS:	18
CENTRE:	PLUMSTEAD
DAY:	WED & SAT
SESSION TIME:	17:30-21:30

N040105LPL

START DATE:	3 JAN 12
WEEKLY HOURS:	3.5
COURSE WEEKS:	22
CENTRE:	PLUMSTEAD
DAY:	TUE & SAT
SESSION TIME:	17:30-21:30

Certificate in Counselling Studies CPCAB L3

N040106LPL

START DATE:	22 SEP 11
WEEKLY HOURS:	3
COURSE WEEKS:	30
CENTRE:	PLUMSTEAD
DAY:	THU
SESSION TIME:	18:00 - 21:15

N040107LPL

START DATE:	22 FEB 12
WEEKLY HOURS:	3
COURSE WEEKS:	17
CENTRE:	PLUMSTEAD

DAY:	WED & SAT
SESSION TIME:	17:30 - 21:30

Food Safety Full Cost Courses

These courses are run once a month at our Plumstead Centre and tailored to the request of employers.

CIEH Award in Food Safety in Catering L2

N040109LPL

START DATE:	19 SEP 11
WEEKLY HOURS:	7
COURSE WEEKS:	1
CENTRE:	PLUMSTEAD
DAY:	MON
SESSION TIME:	9:00-17:00

N040110LPL

START DATE:	24 OCT 11
WEEKLY HOURS:	7
COURSE WEEKS:	1
CENTRE:	PLUMSTEAD
DAY:	MON
SESSION TIME:	9:00-17:00

N040111LPL

START DATE:	21 NOV 11
WEEKLY HOURS:	7
COURSE WEEKS:	1
CENTRE:	PLUMSTEAD
DAY:	MON
SESSION TIME:	09:00-17:00

N040112LPL

START DATE:	19 DEC 11
WEEKLY HOURS:	7
COURSE WEEKS:	1
CENTRE:	PLUMSTEAD
DAY:	MON
SESSION TIME:	09:00-17:00

For course costs and further information, please contact the Business Unit on 020 8853 7025 or email business@gcc.ac.uk

Maths, Science & Technology

Maths GCSE (eve)

GCS10711PL

START DATE:	19 SEP 11
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WEEKLY HOURS:	3
COURSE WEEKS:	32
CENTRE:	PLUMSTEAD
DAY:	MON
SESSION TIME:	18:30-21:30

GCS10511PL

START DATE:	20 SEP 11
WEEKLY HOURS:	3
COURSE WEEKS:	32
CENTRE:	PLUMSTEAD
DAY:	TUE
SESSION TIME:	18:30-21:30

GCS10811PL

START DATE:	21 SEP 11
WEEKLY HOURS:	3
COURSE WEEKS:	32
CENTRE:	PLUMSTEAD
DAY:	WED
SESSION TIME:	18:30-21:30

GCS10611PL

START DATE:	22 SEP 11
WEEKLY HOURS:	3
COURSE WEEKS:	32
CENTRE:	PLUMSTEAD
DAY:	THU
SESSION TIME:	18:30-21:30

Maths GCSE (home study)

GCS0801100

START DATE:	TBA
WEEKLY HOURS:	2
COURSE WEEKS:	33
CENTRE:	OFFSITE
DAY:	VARIOUS
SESSION TIME:	VARIOUS

Science (core) GCSE

GCT10611PL

START DATE:	12 SEP 11
WEEKLY HOURS:	2.5
COURSE WEEKS:	30
CENTRE:	PLUMSTEAD
DAY:	MON
SESSION TIME:	18:30 - 21:00

GCT10511PL

START DATE:	13 SEP 11
WEEKLY HOURS:	2.5
COURSE WEEKS:	30
CENTRE:	PLUMSTEAD
DAY:	TUE
SESSION TIME:	18:30 - 21:00

Electrical Installation L3

The information for the following courses is subject to change. Confirmation from the Awarding Body concerning course hours has not been received at the time of going to press.

For further information please contact Errol Hurst or Stephen Laidlow on 020 8355 3919.

T1024611PL

START DATE:	21 SEP 11
WEEKLY HOURS:	6.5
COURSE WEEKS:	34
CENTRE:	PLUMSTEAD
DAY:	WED (TBC)
SESSION TIME:	09:00 - 17:30

T1024711PL

START DATE:	22 SEP 11
WEEKLY HOURS:	6.5
COURSE WEEKS:	34
CENTRE:	PLUMSTEAD
DAY:	THU (TBC)
SESSION TIME:	09:00-17:30

Electrical Installation (eve) L3

T1003011PL

START DATE:	19 SEP 11
WEEKLY HOURS:	6
COURSE WEEKS:	34
CENTRE:	PLUMSTEAD
DAY:	MON & WED (TBC)
SESSION TIME:	18:30 - 21:30

T1035711PL

START DATE:	21 SEP 11
WEEKLY HOURS:	6
COURSE WEEKS:	34
CENTRE:	PLUMSTEAD
DAY:	TUE & WED (TBC)
SESSION TIME:	18:30 - 21:30

Gambling Operations L2

Several courses run throughout the year. Please contact the London Gaming College (CAFC) on 020 8853 7025 for further information.

START DATE:	VARIOUS
WEEKLY HOURS:	15
COURSE WEEKS:	12
CENTRE:	CAFC

DAY:	VARIOUS
SESSION TIME:	VARIOUS

CENTRE:	PLUMSTEAD
DAY:	TBA
SESSION TIME:	9:00 - 16:00

Full Cost Courses

17th Edition Wiring Regulation (City & Guilds 2392)

This 30 hour course (run over 10 evenings) is for qualified electricians and associated trades, e.g. electrical technicians, electricians, lift engineers, maintenance electrician, and domestic installers. It covers all stages of installation from planning to testing .

START DATE:	VARIOUS
WEEKLY HOURS:	3
COURSE WEEKS:	10
CENTRE:	PLUMSTEAD
DAY:	TBA
SESSION TIME:	18:00-21:00

17th Edition Wiring Regulation

This 7 hour course is an update of the latest wiring regulations for electrical contractors, qualified electricians and associated trades, e.g. electrical technicians, electricians, lift engineers, maintenance electrician, and domestic installers. It covers all stages of installation from planning to testing

START DATE:	VARIOUS
WEEKLY HOURS:	7
COURSE WEEKS:	1
CENTRE:	PLUMSTEAD
DAY:	TBA
SESSION TIME:	09:00-17:00 (EXAM 1 HOUR)

Inspection and Testing Program - City & Guilds 2391 & 2392

This program will prepare candidates for the initial verification of electrical installation work. Combined with specially designed training it will progress students to monitoring, installing and/or maintaining electrical installations, plant and equipment or who are "duty holders" for the inspection, testing and certification process. Students must pass an initial assessment in order to enrol on this course.

START DATE:	VARIOUS
WEEKLY HOURS:	6
COURSE WEEKS:	10

National General Certificate in Occupational Health and Safety (NEBOSH)

Many larger organisations choose the NEBOSH National General Certificate as a key part of their supervisors' or management development programme. This course covers the main legal requirements for health and safety in the UK, identification and control of workplace hazards, and the practical application of this knowledge.

START DATE:	VARIOUS
WEEKLY HOURS:	6
COURSE WEEKS:	12
CENTRE:	PLUMSTEAD
DAY:	TBA
SESSION TIME:	09:30-16:30

PAT Testing Course - City & Guilds 2377-11 & 2377-12

Portable Appliance Testing is an important part of any health & safety policy as all businesses have a duty to prevent any harm coming to their employees and customers. This 2 day course is designed for those managing and carrying out inspections of portable electrical equipment within the workplace.

START DATE:	VARIOUS
WEEKLY HOURS:	14
COURSE WEEKS:	1
CENTRE:	PLUMSTEAD
DAY:	TBA
SESSION TIME:	09:00-17:00

Cisco: CCNA Programme

From networking basics and routers configuration to Network management, the CCNA Programme will provide the skills and knowledge to manage and operate on servers and network systems efficiently on an associate, intermediate or expert level.

START DATE:	VARIOUS
WEEKLY HOURS:	3
COURSE WEEKS:	12
CENTRE:	PLUMSTEAD
DAY:	TBA
SESSION TIME:	VARIABLE

CCTV Operations (Public Space Surveillance)

The Award is designed for people who want to work as a CCTV operator undertaking surveillance of public spaces and consists of three mandatory units. The qualification may provide progression into employment, as successful learners will secure a guaranteed interview with the main Olympics security contractor.

START DATE:	VARIOUS
WEEKLY HOURS:	8
COURSE WEEKS:	4
CENTRE:	CAFC
DAY:	TBA
SESSION TIME:	09:00-17:00

For course costs and further information, please contact the Business Unit on 020 8853 7025 or email business@gcc.ac.uk

Teacher Education

CELTA

The Cambridge Certificate in English Language Teaching to Adults is a course intended for those who want to teach English to Speakers of Other Languages (ESOL) in the UK or overseas. It is designed for those with little or no teaching experience and contains both theory and practical training. Teachers with existing experience usually find they gain a great deal from the course in terms of their own development. CELTA enables you to teach in the private sector or in Further Education, and acts as a pre-requisite qualification for those wishing to study DTLLS ESOL.

START DATE:	06 SEP 11
WEEKLY HOURS:	7
COURSE WEEKS:	20
CENTRE:	PLUMSTEAD
DAY:	TUE & THU
SESSION TIME:	TUE 18:00-21:00 THU 17:30-21:30

START DATE:	03 OCT 11
WEEKLY HOURS:	14
COURSE WEEKS:	10
CENTRE:	PLUMSTEAD
DAY:	MON & WED
SESSION TIME:	09:30-17:30

W1176811PL

START DATE:	09 JAN 12
WEEKLY HOURS:	14
COURSE WEEKS:	10
CENTRE:	PLUMSTEAD
DAY:	MON & WED
SESSION TIME:	09:30-17:30

W1176911PL

START DATE:	21 FEB 12
WEEKLY HOURS:	7
COURSE WEEKS:	17
CENTRE:	PLUMSTEAD
DAY:	TUE & THU
SESSION TIME:	TUE 18:00-21:00 THU 17:30-21:30

W1177011PL

START DATE:	26 MAR 12
WEEKLY HOURS:	14
COURSE WEEKS:	10
CENTRE:	PLUMSTEAD
DAY:	MON & WED
SESSION TIME:	09:30-17:30

CELTA - July Intensive

W1176211PL

START DATE:	02 JUL 12
WEEKLY HOURS:	35
COURSE WEEKS:	4
CENTRE:	PLUMSTEAD
DAY:	MON & FRI
SESSION TIME:	09:30-17:30

For more information please contact
John Shephard on 020 8355 3923 or
email johns@gcc.ac.uk.

Foundation Degree in Supported Learning & Teaching

Developed by the University of Greenwich in conjunction with Greenwich Community College, designed to help those working as Teaching Assistants to enhance their knowledge of educational systems and practice and improve their skills in the classroom. The course aims to foster a knowledge of academic theory, which can be linked to practice in the workplace. Those who obtain the Foundation Degree are guaranteed a place at the University of Greenwich for a final year course to enable them to obtain an Honours Degree in either Education Studies or Childhood Studies. With a BA in Education studies, Teaching Assistants can then apply for a PGCE course and obtain Qualified Teacher Status in Primary Education

I1091211PL

START DATE:	13 SEP 11
WEEKLY HOURS:	4.5
COURSE WEEKS:	72
CENTRE:	PLUMSTEAD
DAY:	TUE
SESSION TIME:	16:00 - 18:15 18:45 - 21:00

Full Cost Courses

PTLLS - Preparing to Teach in the Lifelong Learning Sector.

This full cost course is designed to prepare you for a career as a lecturer teaching adults. It includes experience of different aspects of teaching, from the perspective of the student and teacher. You will deliver teaching sessions to your peers and be asked to reflect on your learning experiences in the classroom. You will receive guided learning in teaching theory and practice. In addition to the main PTLLS course, we run a specialised version for those wanting to teach ESOL.

N050018LPL

START DATE:	20 SEP 11
WEEKLY HOURS:	3.5
COURSE WEEKS:	10
CENTRE:	PLUMSTEAD
DAY:	TUE
SESSION TIME:	13:00 - 17:00

N050019LPL

START DATE:	15 NOV 11
WEEKLY HOURS:	5
COURSE WEEKS:	7
CENTRE:	PLUMSTEAD
DAY:	TBA
SESSION TIME:	19:00 - 21:30

N050020LPL

START DATE:	24 JAN 12
WEEKLY HOURS:	3.5
COURSE WEEKS:	10
CENTRE:	PLUMSTEAD
DAY:	TUE
SESSION TIME:	13:00 - 17:00

N050021LPL

START DATE:	20 MAR 12
WEEKLY HOURS:	5
COURSE WEEKS:	7
CENTRE:	PLUMSTEAD
DAY:	TBA
SESSION TIME:	19:00 - 21:30

CTLLS

The certificate to teach in Lifelong Learning Sector is a qualification for those teaching in the post compulsory-sector and would follow from the PTLLS programme. It is necessary to complete this certificate in order to progress onto the Diploma. Learners will need to have a minimum of 75 hours teaching over the duration of their course and A level 3 qualification in their subject specialism.

DTLLS - Diploma in Teaching in the Lifelong Learning Sector

The Diploma to Teach in the Lifelong Learning Sector is a qualification for lecturers in the full teaching role, and follows the CTLLS programme at level 4. Completion of this award can lead to QTLS a status (Qualified Teacher; Learning and Skills), the qualification necessary to teach in the post-compulsory learning and skills sector. The course comprises academic theory and practical training.

I1086011PL

START DATE:	TBA
WEEKLY HOURS:	4.5
COURSE WEEKS:	37
CENTRE:	PLUMSTEAD
DAY:	TBA
SESSION TIME:	TBA

Certificate in Vocational Achievement L3

This course, formerly the A1 Assessors Award, is for people who have an up to date working knowledge and practical experience in a vocational area, or have just completed a QCF (NVQ) award and it will allow for assessment of candidates in your area of expertise.

Award in internal Quality Assurance of Assessment Process & Practice L4

This course, formerly the V1 Verifier Award, is for people who have up to date working knowledge and practical experience in a vocational area and are qualified assessors. This award will allow you to quality assure vocational qualifications in your centre.

For course costs and further information, please contact the Business Unit on 020 8853 7025 or email business@gcc.ac.uk

Hospitality

The BIIAB Level 2 National Certificate for Personal Licence Holder - Full Cost

Thinking of opening an off licence or working in a pub or bar? This course ensures that candidates understand the law in relation to the roles and responsibilities of personal licence holders. Courses run throughout the year.

For course costs and further information, please contact the Business Unit on 020 8853 7025 or email business@gcc.ac.uk

Fashion

Full Cost Courses

City & Guilds Award in Fashion - Waspie Corset L2

This course will teach learners to construct a waspie corset using specialist techniques.

N050022LPL

START DATE:	20 SEP 11
WEEKLY HOURS:	3
COURSE WEEKS:	10
CENTRE:	PLUMSTEAD
DAY:	TUE
SESSION TIME:	18:30-21:30

City & Guilds Award in Fashion - Tailored Jacket L2

This course will teach learners to construct a tailored jacket using specialist techniques.

N050023LPL

START DATE:	03 JAN 12
WEEKLY HOURS:	3
COURSE WEEKS:	10
CENTRE:	PLUMSTEAD
DAY:	TUE
SESSION TIME:	18:30-21:30

City & Guilds Award in Nail Art L2

This course will teach learners various techniques and develop your skills in nail art.

N050023LPL

START DATE:	07 JAN 12
WEEKLY HOURS:	2
COURSE WEEKS:	12
CENTRE:	PLUMSTEAD
DAY:	SAT
SESSION TIME:	10:00-12:00

For course costs and further information, please contact the Business Unit on 020 8853 7025 or email business@gcc.ac.uk

Sports, Fitness, Leisure, Travel & Tourism

Part time courses

CYQ- NVQ2 Diploma in Instructing Exercise & Fitness L2

This qualification is for individuals who wish to become fitness instructors. Delivered and assessed in the workplace, it is designed so that individuals can gain the knowledge and competence needed in a work-based setting. The qualification may also appeal to employers who wish to up skill their work force so they are fully competent in the workplace.

CYQ Certificate in Personal Training L3

The aim of this qualification is to recognise the skills, knowledge and competence required for an individual to work unsupervised as a personal trainer. This includes being able to offer one-to-one training, baseline assessment, nutritional advice and progressive programming which is specific to the individual needs of a client.

Certificate in Sports Massage Therapy L3

The VTCT Level 3 Certificate in Sports Massage Therapy has been designed to provide learners with the requisite knowledge, understanding and skills to work in an unsupervised capacity as a sports massage practitioner, with non-pathological (non-injured) tissue.

Learners will develop their knowledge and understanding of the theory underpinning the practice of sports massage therapy, including functional anatomy and physiology, nutrition, classification of sports injuries and the stages of healing. It will also provide learners with the understanding, skills and techniques to plan prepare for and apply a range of sports massage methods to uninjured clients. Learners will also develop skills to evaluate massage strategies and methods to inform on future practice.

For course costs and further information, please contact the Eltham Centre on 020 8921 3434

Full Cost Courses

Certificate in Aviation Operation on the Ground (Knowledge)

This Course provides an understanding of the airline industry and develops generic skills and knowledge of the duties required to be an Airport Passenger Service Agent. It includes an understanding of airport communication, terminology and relevant safety checks and how to handle the needs of airline passengers. This course is ideal for learners who would like to improve their career prospects, progress to further training or complete the programme as part of their own continuous professional development.

Certificate in the Introduction to Cabin Crew

This course prepares you for entry to airline industry training. It provides the basic background skills, knowledge and understanding required to work effectively as a member of cabin crew. It is ideal for those seeking employment or for those wishing to enhance their studies in travel and tourism. There is a guaranteed interview on successful completion of this course.

Award for Resort Representative L2

This qualification is ideal for learners who would like to:

- Develop their knowledge of the travel and tourism industry
- Improve their career prospects, or progress to further training
- Complete the programme as part of their own continuous professional development
- This course has a guaranteed interview scheme with Thomas Cook for all successful learners

Award In Door Supervision

Anyone wishing to be employed as a security guard has to be in possession of a licence issued to them by the Security Industry Authority (SIA). This nationally recognised qualification is the industry standard and enables a security guard to meet one of the requirements to apply for their licence to practice.

For course costs and further information, please contact the Business Unit on 020 8853 7025 or email business@gcc.ac.uk

Want a qualification but can't attend regular classes?

The e-Skills Centre at Greenwich Community College could have the right course for you...

If you're interested in gaining a qualification in Maths, English or Information Technology - to get a job or just manage the household bills - our e-skills training centre offers a wide variety of courses flexibly designed to fit your busy lifestyle.

Study with confidence knowing that we achieve some of the best success rates in London. Our attention to quality and professionalism has gained us nationally recognised awards and we are an approved centre for Learndirect, British Computer Society, City & Guilds, Edexcel and OCR qualifications.

Our friendly trainers help you choose the right training to suit you and assess your skills before you begin - so you'll feel confident that you're on course to succeed right from the start. You learn within an agreed time period - wherever you have Internet access: at home, in the workplace, or with the support of skilled staff in the centre.

We welcome enquiries about Life in the UK British Citizenship testing as well as the European Computer Driving Licence too.

Contact the e-Skills Centre at Greenwich Community College on 0208 488 4839 or email e-skillscentre@gcc.ac.uk

e-Skills Centre Opening Hours

During college term times:

Monday to Thursday ~ 9:00am – 8:00pm

Friday ~ 9:00am – 4:00pm

Outside term times:

Monday to Friday ~ 10:00am - 4:00pm

"Juggling part time work and the need to fit learning in with my child care needs is difficult, but when the staff explained how flexible the course could be I did not hesitate."

GCC Learner

e-Skills Centre

Skills for life - Literacy and Numeracy

Literacy and Numeracy

Do you want to brush up your reading, writing, speaking and maths?

Part time Skills for Life classes can help you to gain nationally recognised qualifications and

...improve your job prospects

...manage your finances better

...help your children with their homework

Who are these courses for?

Part-time Literacy and Numeracy courses are for adults who want to improve their English and Maths and gain a nationally recognised qualification.

> Perhaps you want to brush up your skills...

> Perhaps you achieved a low grade at GCSE or no result at all...

> Perhaps you are studying another course and want to gain an extra qualification...

Whatever your reasons you will be welcome and

students study in small friendly groups often with extra support.

What level are the courses?

From complete beginners up to Level 2 (GCSE Equivalent).

Where are the courses?

Courses are held in our Plumstead Centre. We also offer classes in community locations.

When are the courses?

Every day of the week, morning, afternoon or evening.

What qualifications can I gain?

You will have a chance to take a range of nationally recognised qualifications such as:

> Adult Basic Skills Literacy Certificate

> Adult Basic Skills Numeracy Certificate

Further Information

How much will my part-time qualification course cost?

The standard hourly rate for a qualification ESOL course is £2.50 per hour.

The standard hourly rate for other qualification courses is £3.25 per hour.

Concessions are available on our qualification courses for:

- > those receiving 'active' benefits – JSA or Employment Support Allowance will not be required to pay a tuition fee
- > those receiving certain other means-tested benefits (please see our website for a list of those benefits) will pay 50p an hour for their tuition.

All students will be required to pay £45 registration and any exam fees. For more information about fees visit www.gcc.ac.uk.

Discount for Early Payment of Fees

If you pay your fees in full by debit card before your course starts you will receive a discount of 10% of the tuition fee only. If you pay in advance by any other payment methods this discount will be 8%. Other payment methods we accept include cash/cheque/Visa Credit Card/MasterCard/UK Maestro/Delta/Electron/Solo. Please make cheques payable to Greenwich Community College.

Payment by Instalment

Alternatively, you may choose to pay your fees by instalments, spreading your costs over the duration of the course or the first seven months, whichever is the shorter - this does not apply to full-cost courses.

Refund of Fees

Fees cannot be refunded unless a course is closed. The College reserves the right to close or merge courses if sufficient numbers are not recruited.

Children and Young People Attending Classes/Workshops

Children under 19 are not normally accepted on to adult courses. Exceptions can be made for 16-18 year olds, not in full-time education or work. Please enquire for details.

Are There Any Other Costs?

- > If you enrol on a course which involves working with children or vulnerable adults, you will need to have a Criminal Records Bureau (CRB) check before you enrol. This will cost you **£44** and is arranged by the College.
- > Some courses include the cost of materials or books in the fees charged. Where this is the case it is shown in the course details. In all other courses learners should note that there may be additional costs which are not covered by the course fee.

Support for Learners

We are very proud of the fact that all our entire Student Services directorate is accredited to the Matrix Standard, the government quality Standard for any organisation that supports individuals, enabling them to make informed choices about their future

We offer a range of services to learners including:

- > Careers guidance, HE & progression support, job search skills, financial support, information on fees, grants and bursaries.
- > A range of events and activities, student union & council activities, student conference and the student portal online.
- > Pastoral support, counselling, disability support and mental health support.
- > Prayer/meditation space and wudhu facilities and mentoring.

Safeguarding for the protection of Children and Vulnerable Adults

Protecting and promoting the welfare of vulnerable people at this College is a priority and we all share responsibility for ensuring this happens. The College has a team of staff with additional responsibilities as designated safeguarding officers.

Support for People with Disabilities or Learning Difficulties

The College is committed to providing effective, appropriate support for students with disabilities, learning difficulties, mental health and medical issues. In addition the College provides a range of support with literacy, numeracy and study skills which includes courses, modules and one to one support for those eligible. We have a range of specialist equipment and software to support your learning, including reading pens, laptops, a Braille, speech-to-text hardware and software, a tactile embosser. We can also provide advice on access to college centres and deal with any concerns and anxieties about attending classes.

Please contact the Head of Learning Support Nadia Khan on 020 8355 3926 to talk about any issues in confidence.

Help with funding your studies and childcare.

There are a number of ways to apply for financial support whilst at College. The Welfare Manager Karen Withers can guide you on a range of financial, welfare and benefit issues.

Call 020 8355 1091 for more details.

Students on courses leading to a qualification can apply to the Learner Support Fund for help with exam fees, books, travel, equipment and childcare. The College runs a limited space Nursery at our Plumstead centre (criteria apply).

Call 020 8355 1091 for more details.

Professional and Career Development Loan (PCDL)

This is a bank loan designed to help you pay for work-related learning. You don't have to start paying it back until one month after you stop training. To qualify for a Career Development Loan you must be 18 or over, ordinarily resident in England, Scotland or Wales with unlimited right to remain in the UK.

For more information about this or any other aspect of funding visit www.gcc.ac.uk or call 020 8355 1091.

Please send your application form to:

**Admissions,
Greenwich Community College,
95 Plumstead Road, London SE18 7DQ.**

Student Union & Council

The College works to ensure learners have a voice on decision-making bodies and influence how the College is run. Student governors are elected to the Corporation and representatives from the Student Union Executive sit on the Equality and Diversity Committee and Information Technology Action Group.

Learning Resources Service

It's a fact that by using the Learning Resources Service you are more likely to complete your course and gain a qualification. Our Learning Resources Centre at Plumstead provides a welcoming place to study and catch up on your learning. There's a Library Zone containing a lending library of over 50,000 books, DVDs and journals, while the Computer Zone has around 100 computers and is available on a drop-in basis. If you intend to study at our Eltham centre, we work together with the public library to ensure full access to learning resources.

LEO – Learning Online

LEO is your virtual e-library and learning area – all in one. There's a vast amount of online information including journals and databases. The student union has a lively site and there is also access to study support, syllabuses and course materials. You can also have online discussions with your tutors.

Contact the Plumstead Learning Resources Centre on 020 8488 4813 or email lib-help@gcc.ac.uk for more information.

Please send your Full Cost application form to:

**Business Unit, The Valley,
Floyd Road, SE7 8BL
Tel: 020 8853 7025
Email: business@gcc.ac.uk**

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Term dates for part time qualification courses

Autumn Term 2011 (13 week term)	12 September - 16 December 2011
Half-term holiday	24 October - 28 October 2011
Spring Term 2012 (13 week term)	03 January - 30 March 2012
Half-term holiday	13 February - 17 February 2012
Summer Term 2012 (10 week term)	19 April - 29 July 2012

Please note that some classes may start and end outside of these dates.

Centre Addresses

Plumstead Centre (Main Site)

95 Plumstead Road,
London SE18 7DQ
Tel: 020 8488 4800

Buses: 53, 96, 122, 177, 180, 244, 380, 386, 422, 472, 469
Train: Plumstead, Woolwich Arsenal or North Woolwich Station (via Woolwich Ferry or Foot Tunnel to some Bus connections), Jubilee Line goes to North Greenwich (then bus connection to Plumstead)
DLR: Woolwich Arsenal

Wheelchair access: Full
Nursery: On-site

Eltham Centre

2 Archery Road, SE9 1HA
Tel: 020 8921 3434

Buses: 124, 126, 132, 160, 162, 233, 286, 314, 321, B15, B16 & N21 all stop on Eltham High Street.
Train: Eltham Station

Wheelchair access: Full
Learners are required to pay a £5.00 returnable deposit for entry swipe card at Eltham Centre

London Gaming College (CAFC)

The Valley, Floyd Road, SE7 8BL
Tel: 020 8853 7023

Buses: 161, 177, 180, 472
Train: Charlton, Jubilee Line to North Greenwich or Woolwich Arsenal DLR (both will need short bus connection to Charlton Athletic).

Wheelchair access: Full

Business Unit

The Valley, Floyd Road, SE7 8BL
Tel: 020 8853 7025

Buses: 161, 177, 180, 472
Train: Charlton, Jubilee Line to North Greenwich or Woolwich Arsenal DLR (both will need short bus connection to Charlton Athletic).

Wheelchair access: Full

