

part-time prospectus 2011/2012

career-focused courses • staff training • adult learning



we are number 1

Our student success rates for 09/10 make us the top general further education college in England*

*09/10 National LR Success Rates





Welcome to Highbury College

Thank you for your interest in Highbury College Portsmouth.

Take a part-time course at Highbury and you can update your skills, gain new ones or even change your career.

If you are a business wanting to train your staff or take on an apprentice you can achieve that too.

At Highbury you can study a wide range of subjects, from business and computing to hair and beauty, engineering or construction. Course times are flexible and many courses take place at venues in and around Portsmouth, making learning more convenient for you.

At Highbury you can benefit from:

- Flexible learning that fits in with your work commitments and lifestyle
- World-class, 21st century facilities
- City-centre location and 50 community venues, providing easy access to your part-time courses

Venues

Highbury has many locations across Portsmouth which include:

- **Highbury Campus**
Tudor Crescent, Portsmouth, PO6 2SA
- **Highbury Northharbour Centre**
Harbourgate, Southampton Road, Portsmouth, PO6 4BQ
- **Highbury City of Portsmouth Centre**
Winston Churchill Avenue, Portsmouth, PO1 2DH
- **Highbury Arundel Centre**
41 Arundel Street, Portsmouth, PO1 1SA
- **Highbury Apex Centre**
Bishopstoke Road, Leigh Park, Portsmouth, PO9 5BN

We also offer courses at more than 50 community venues in and around Portsmouth.

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Key



Courses that can be enrolled on by telephone

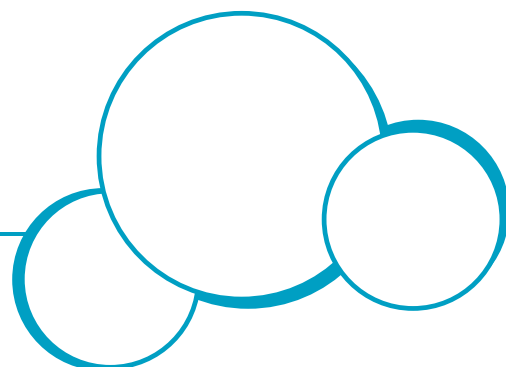


Courses may be eligible for a fee remission

HC	Highbury Campus
HCPC	Highbury City of Portsmouth Centre
HNC	Highbury Northharbour Centre
HAC	Highbury Arundel Centre
HMTC	Highbury Marine Training Centre

You may need to quote the appropriate course code when enrolling by phone eg **151NNVCEZZ**

All details contained in this brochure are correct at the time of printing. The College reserves the right to alter or cancel course provision without prior notice.



Apprenticeships

Highbury College Portsmouth is one of the largest providers of apprenticeship training in Hampshire and the South East.

Apprenticeships are a great way of combining on-the-job training and assessment with a technical, college-based programme.

While working, apprentices attend College one day or evening a week, or block release and work towards competence and knowledge-based qualifications at Level 2, 3 or 4. Apprentices also study two or more essential workplace skills and complete Employment Responsibilities & Rights training.



How much does it cost?

Funding is available to cover fees for students aged 16-18 (for apprentices aged over 19 there is an employer contribution).

STOP PRESS! We will pay your wages and find you an employer

A great opportunity has arisen for anyone who would like to complete an apprenticeship in IT. For a limited time only, we will pay your wages of £97 per week (conditions apply) while you learn on the job! We will also find an employer for you.

This offer is available for Level 2 Intermediate, or Level 3 Advanced IT User apprenticeships, or Level 4 higher apprenticeships for IT & Telecoms Professionals.

Please note that this offer is limited to 20 places and is subject to applicants being successful in the interview and selection process.

Apprenticeships are available in many areas including:

- Accountancy
- Active Leisure
- Animal Care
- Barbering
- Beauty Therapy
- Bench Joinery
- Brickwork
- Building Services Engineering
- Business Administration
- Child Care
- Cleaning & Support
- Contact Centres
- Creative (Cultural & Heritage)
- Customer Service
- Dental Nursing
- Electrical Installation
- Electrical Engineering
- Engineering Construction
- Facilities Management
- Financial Services
- Floristry
- Gas
- Groundwork
- Hairdressing
- Health & Social Care
- Hospitality & Catering
- IT Users
- IT & Telecoms
- Management
- Marine Engineering
- Mechanical Engineering
- Motor Vehicle Fitting
- Motor Vehicle Repair
- Painting & Decorating
- Plastering
- Plumbing
- Retail
- Site Carpentry
- Support Teaching
- Surveying
- Team Leading
- Wall & Floor Tiling



For more information

For more information about apprenticeships please:

visit
www.highbury.ac.uk

call
(023) 9238 3131 (option 2)

email
employers@highbury.ac.uk

Theatre & Dance

Develop your creative side with our youth theatre, dance and film groups.

Highbury College Youth Theatre Group

For ages 12-17

Monday evening 6pm-8pm for 10 weeks starting 19/9/11, at HC

Cost: £50

Course Code: 157EZCYT

Youth Film & TV Acting Class

For ages 12-17

Tuesday evening 5.30pm-7pm for 10 weeks starting 20/9/11, at HC

Cost: £50

Course Code: 157EZCTV

Highbury College Youth Dance Group

For ages 12-17

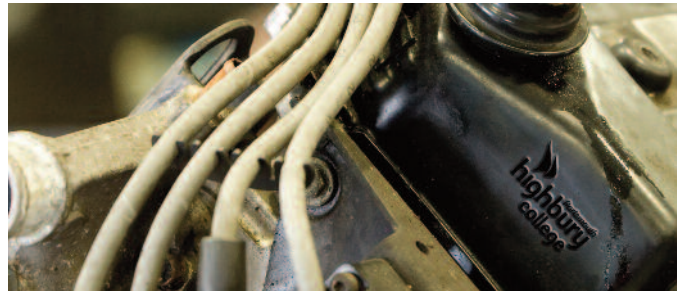
Thursday evening 6pm-8pm for 10 weeks starting 22/9/11, at HC

Cost: £50

Course Code: 157EZCYD

Automotive

At Highbury you have access to one of the leading providers of automotive training in the South East. The College has Automotive Technician Accreditation (ATA) status and delivers Institute of the Motor Industry (IMI) qualifications, which serve as a national benchmark of competence, ensuring that your training meets all relevant industry standards. All automotive courses can be delivered on a bespoke basis at times and dates to suit employers (including Saturdays), provided there are sufficient student numbers.



Apprenticeships available in this area - see page 4

Institution of MECHANICAL ENGINEERS

IMIAl Technical Award Level 1

Wednesday 6.30-9pm for 1 year starting 14/09/11, at HC

A nationally recognised qualification for anyone who wishes to improve their knowledge and basic motor vehicle skills in order to find work in the motor industry.

Cost: £400

Course Code: 140EZCTA

IMIAl Technical Certificate Level 2

Tuesday 6.30-9pm for 1 year starting 13/09/11, at HC

This career-focused qualification provides the essential knowledge you need to work in an automotive workshop.

Cost: £400

Course Code: 140EZATC

IMIAl NVQ Light Vehicle Technician Level 2

Monday 9am-5pm for 1 year starting 12/09/11, at HC

The qualification demonstrates the holder's competence to carry out the role of vehicle technician to a national standard. Must be working in the industry.

Cost: £650

Course Code: 140PN2MR

IMIAl NVQ Light Vehicle Technician Level 2

Tuesday 6.30pm-9pm for 1 year starting 13/09/11, at HC

This career-focused NVQ is ideal for anyone who has experience of the motor trade, but is unable to get day release from work. Must be working in the industry.

Cost: £450

Course Code: 140EN2MR

IMIAl NVQ Light Vehicle Technician Level 3

Thursday 9am-5pm for 1 year starting 15/09/11, at HC

This qualification is for anyone who already has experience of the motor trade to a Level 2 standard or equivalent and needs to progress to a higher level. Must be working in the industry.

Cost: £650

Course Code: 140PN3MR

IMIAl NVQ Light Vehicle Technician Level 3

Thursday 6.30-9pm for 1 year starting 15/09/11, at HC

The course covers mechanical repairs, with a strong emphasis on diagnostics and electrics. Must be working in the industry.

Cost: £450

Course Code: 140EN3MR

IMIAl NVQ Motorcycle Technician Level 2

Day and times tbc, at HC

This course is for you if you have already gained employment and knowledge and wish to achieve a qualification that demonstrates competence in the workplace.

Cost: £650

Course Code: 140PN2MC

IMIAl Master Technicians Diploma Level 4

Thursday 6.30-9pm for 1 year starting 06/10/11, at HC

Develop your ability to determine solutions to a variety of unpredictable problems, studying both the theory and practical aspects. You should already be competent at Level 3.

Cost: £725

Course Code: 140EZDMT

Short Courses

IMIAl Automotive Technician Accreditation - Light Vehicle

1 day, at HC

The accreditation consists of six practical assessment units including braking systems, engine electrical systems and vehicle safety. Must be working in the industry.

Cost: £255

Course Code: 140ZZCIM

IMIAl Automotive Technician Accreditation - Motorcycles

1 day, at HC

At the end of this one-day assessment you will achieve a Motorcycle Service Technician Accreditation Level 2 award.

Cost: £255

Course Code: 140ZZCIM

IMIAl Automotive Air Conditioning & Climate Control Level 3

1 week as a block, or single days over 5 weeks, at HC

This qualification (approved by Defra) has been essential for MAC technicians since July 2010 in order to meet EU regulations.

Cost: £450

Course Code: 140ZZCRH

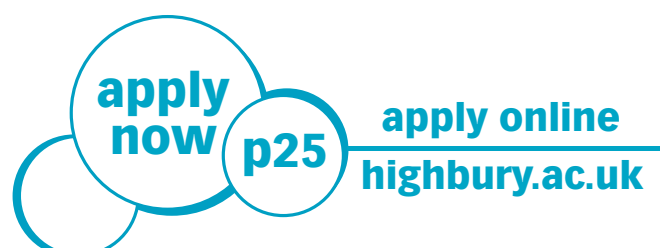
IMIAl Automotive Refrigerant Handling Level 3

1 day 9am-8pm, at HC

This course will provide experienced MAC technicians with a qualification (approved by Defra), which meets EU legislation (EC842-2006) for F Gas handling (current minimum requirement).

Cost: £160

Course Code: 140ZZCAC



Business

At Highbury we stay one step ahead of your business needs with a wide range of flexibly delivered courses. Our training meets the demands of the sector and ranges from short courses in negotiation skills and customer service through to work-based apprenticeships and NVQs. In addition, we are one of the leading training providers of accountancy, bookkeeping and payroll qualifications (such as AAT courses).

Apprenticeships available in this area - see page 4



Edexcel BTEC HNC Diploma in Business Level 4

Wednesdays 6-9pm for 1 year starting 14/9/11, at HC

The HNC Diploma in Business is recognised by a number of professional bodies including the Association of Chartered Certified Accountants, the Chartered Institute of Management and the Chartered Institute of Marketing.

Cost: £549 + £148 registration

Course Code: 240PHCBF

Edexcel BTEC HND Diploma in Business Level 5

Mondays 6-9pm for 1 year starting 12/9/11, at HC

This course builds on the HNC Diploma in Business, bringing you up to HND Diploma level. It is suitable for anyone who wishes to gain higher-level professional qualifications or move on to complete a degree level qualification in business.

Cost: £549 + £45 registration

Course Code: 240PHDBS

Association of Accounting Technicians (AAT) Access Level

Monday 6- 8pm or 11am-1pm for 20 weeks starting 26/09/11, at HC

This course is for anyone wanting to start a career in bookkeeping.

Cost: £200 + AAT registration

Course Code: 240EN1AT

Association of Accounting Technicians (AAT) Certificate Level 2

Tuesday 10am-5pm or 2-9pm or Tuesday and Thursday 6-9pm for 1 year starting 6/09/11, at HC

This course is for anyone wanting to start a career in accounting.

Cost: £349 + AAT registration

Course Code: 240EN2AT

Association of Accounting Technicians (AAT) Diploma Level 3

Wednesday 10-5pm or 2-9pm or Monday and Wednesday 6-9pm for 1 year starting 7/09/11, at HC

This course is for anyone wanting to further develop a career in accounting, having already completed a Level 2 qualification in this area.

Cost: £760 + AAT registration

Course Code: 240EN3AT

Association of Accounting Technicians (AAT) Diploma Level 4

Thursday 10-5pm or 2-9pm or Tuesday and Thursday 6-9pm for 1 year starting 8/09/11, at HC

This course is for anyone wanting to further develop a career in accounting, having already completed a Level 3 qualification in this area.

Cost: £780 + AAT registration

Course Code: 240EN4AT

Award/Certificate in Effective Team Member Skills Level 2 (QCF)

Certificate in Effective Team Member Skills Level 3 (QCF)

Tuesday or Wednesday, 6 hours for 1 yr starting Sept 2011, at HC

These two courses are accredited by the Institute of Leadership & Management (ILM). Candidates must be in a position to meet the assessment demands, which are work-based and of a reflective nature, and should use their workplace as the basis for their assignments. Candidates who are not currently employed could use their work in a voluntary organisation or work in an organisation with which they are familiar to complete assignments.

Cost: dependent on unit selection + ILM registration

Course Code: 240PN2TM / 240PN3TM

Award/Certificate/Diploma in Management Level 5 (QCF)

Thursday 2-7.30pm for 1 year starting Sept 2011, at HC

This ILM course will assist in the improvement of your own management performance and expertise.

Cost: dependent on unit selection + ILM registration

Course Code: 240PN5MG

Foundation Certificate in Human Resource Practice (formerly CPP)

Tuesday or Thursday 1-5pm or 5-9pm for 1 year starting Sept 2011, at HC

This course provides a firm foundation in all areas of HR. The Certificate is suitable for anyone who is aspiring to, or embarking on, a career in HR.

Cost: £795 + £165 registration

Course Code: 240EZCPP / 240PZCPP

Foundation Diploma in Human Resource Practice - Top Up

Wednesdays 4-7pm for 15 weeks starting Sept 2011, at HC

Holders of the Certificate in Personnel Practice can top up this qualification to a Foundation Diploma in HR Practice. Study 3 additional units from CIPD's new foundation level units to achieve a full Level 3 foundation qualification in HR Practice.

Course Code: 240CZDPP1A

C&G Computerised Accounts Level 1

Monday 12noon-2.30pm or 6.30pm- 9pm for 10 weeks starting Sept 2011, at HC

Develop an understanding of the SAGE accounting system.

Cost: £195 + £23 registration

Course Code: 240PSAGE / 240ESAGE

C&G Computerised Accounts Level 2

Monday 12noon-2.30pm or 6.30pm-9pm

for 10 weeks starting Sept 2011 or Jan 2012, at HC

This Level 2 qualification gives you further understanding of the concepts involved in using the latest version of SAGE.

Cost: £195 + £25 registration Course Code: 240PSAGE / 240ESAGE

International Association of Bookkeepers (IAB) Diploma in Computerised Accounts Level 3

Monday 12noon-3pm or 6-9pm

for 10 weeks starting 3/10/11, at HC

Includes financial year and programme data, set-up loans, pass entries, reversals and more.

Cost: £275 + £44 registration Course Code: 240PZDBK / 240EZDBK

International Association of Bookkeepers (IAB) Computerised Payroll

Friday 12noon-2pm for 13 weeks starting 7/10/11, at HC

Topics include setting up company details, payment types, deduction types, pension schemes, new employee records.

Cost: £395 + £39 registration Course Code: 240PSAGE

Edexcel BTEC Award in Law & Legal Work

Monday 6-9pm for 1 year starting 3/10/11, at HC

Cost: £350 + £52 registration Course Code: 240PZALL

Certificate in Mortgage Advice & Practice Paper 1

Tuesday 6-9pm for 12 weeks starting 4/10/11, at HC

A certificate for mortgage advisers, awarded by the Institute of Financial Services.

Cost: £270 + registration Course Code: 240EZMAP

Certificate in Mortgage Advice & Practice Papers 2 & 3 (CeMAP)

Wednesday 6-9pm for 24 weeks starting Sept 2011, at HC

A certificate for mortgage advisers, awarded by the Institute of Financial Services.

Cost: £270 + registration Course Code: 240EZMAP

Setting Up a Small Business

Monday 6-9pm for 10 weeks starting Sept 2011, at HC

This course will enable you to set up and run a small business with more confidence, either as a limited company or sole trader.

Cost: £160 Course Code: 240ESUPB

Work-based Training

An alternative to classroom-based study providing the opportunity to learn from home or work.

NVQ Diploma Business Administration Level 2

Flexible day and time, 9 months, within the workplace

Develop your office skills, from correspondence and teamwork, to meeting deadlines.

Cost: £355 + £127 registration Course Code: 240ON2EW

NVQ Diploma Business Administration Level 3

Flexible day and time, 12 months, within the workplace

A work-based, Level 3 qualification to develop your office skills.

Cost: £399 + £144 registration Course Code: 240ON3EW

NVQ Diploma Business Administration Level 4

Flexible day and time, 12 months, within the workplace

A work-based, Level 4 qualification to develop your office skills.

Cost: £399 + £159 registration Course Code: 240ON4EW

NVQ Certificate Customer Service Level 2

Flexible day and time, 6 months, within the workplace

Focuses on meeting the customer's needs, prioritising, developing interpersonal skills and building customer relations.

Cost: £355 + £88 registration Course Code: 240ON2CS

NVQ Diploma Customer Service Level 3

Flexible day and time, 9 months, within the workplace.

Cost: £399 + £124 registration Course Code: 240ON3CS

NVQ Diploma Customer Service Level 4

Flexible day and time, 12 months, within the workplace.

Cost: £355 + £156 registration Course Code: 240ON4CS

NVQ Certificate in Management Level 3

Flexible day and time, 9 months, within the workplace

Focuses on how to manage people and resources, achieving targets, and developing interpersonal skills.

Cost: £355 + £97 registration Course Code: 240ON3MS

NVQ Diploma Management Level 5

Flexible day and time, 12 months, within the workplace

Cost: £797 + £127 registration Course Code: 240ON5MS

NVQ Diploma Management Level 7

Flexible day and time, 12 months, within the workplace

Cost: £797 + £133 registration Course Code: 240ON7MS

NVQ Certificate Team Leading Level 2

Flexible day and time, 6 months, within the workplace

This work-based qualification focuses on leading teams effectively.

Cost: £355 + £82 registration Course Code: 240ON2TL

Certificate in Assessing Vocational Achievement Level 3

Flexible day and time, 9 months, within the workplace

Covers aspects of planning and assessing NVQ courses. Allows candidates to assess both in industry and education.

Cost: £599 + £108 registration Course Code: 240PZCA1

Award in the Understanding & Internal Quality Assurance of Assessment Processes & Practice Level 4

Flexible day and time, 9 months, within the workplace

An inclusive, nationally recognised award allowing the candidate to internally verify NVQ courses in both industry and education.

Cost: £399 + £32 registration Course Code: 240PZCVR

NVQ Level 2 Certificate in Retail

Flexible day and time, approx. 6 months, within the workplace

Cost: £355 + £83 registration/exam

NVQ Level 2 Certificate in Sales

Flexible day and time, approx. 6 months, within the workplace

Cost: £355 + £50 registration

NVQ Level 2 Certificate in Contact Centre Skills



Flexible day and time, approx. 6 months, within the workplace

Cost: £355 + £50 registration

Work-based Short Courses

Retail Awareness

Flexible day and start time, 1 day course, within the workplace

Cost: £39

Course Code: 240ZCARA

Time Management

Flexible day and start time, 1 day course, within the workplace

Cost: £39

Course Code: 240ZCATM

Train the Trainer

Flexible day and start time, 1 day course, within the workplace

Cost: £39

Course Code: 240ZCATT

Introduction to Management

Flexible day and start time, 1 day course, within the workplace

Cost: £39

Course Code: 240ZCAIM

Presentation Skills

Flexible day and start time, 1 day course, within the workplace

Cost: £39

Course Code: 240ZCAPS

Self-Development & Motivation Skills

Flexible day and start time, 1 day course, within the workplace

Cost: £39

Course Code: 240ZCASD

Shorthand Introduction

Flexible day and start time, 1 day course, within the workplace

Cost: £39

Course Code: 240ZCASH

Short Courses

Coaching for Results

Dates on request, 2 days, at HC

Develop your team-leading and motivational skills. This course is suitable for those already in leadership, team leading or mentoring position or those aspiring to this level.

Cost: £200

Course Code: 240CCACR1A

Customer Excellence

Dates on request, 1 day, at HC

Deliver more to your customers and increase customer loyalty and new business through referrals. This course is ideal for anyone in a business development of sales orientated role.

Cost: £145

Course Code: 240CCACE1A

Dealing Effectively with Staffing Issues

Dates on request, 1 day, at HC

Learn to identify staff problems early and deal with them effectively; includes employment law, contracts and the disciplinary process. This course is ideal for anyone with some level of responsibility for managing or dealing with staff.

Cost: £145

Course Code: 240CCASI1A

Effective Minute Taking

Various dates available on enquiry, 3 hours, at HC

Practical tips for keeping professional and accurate records of meetings.

Cost: £60

Course Code: 240PZEMT

Employment Law

Dates on request, half day, at HC

Understand recent and planned developments in employment law and their impact. This course is for anyone who owns a business or works within an HR department.

Cost: £50

Course Code: 240CCAEL1A

Excelling at Selling

Dates on request, 1 day, at HC

Think you know how to sell? This course helps you to identify your organisation's USP and really connect with potential customers.

Cost: £145

Course Code: 240CCAEE1A

Hot Results from Cold Calling

Dates on request, half day, at HC

Establish rapport in an instant and learn the 'magic' words and phrases that deliver consistently good results.

Cost: £75

Course Code: 240ZCAHR

Leading People through Change

Dates on request, 1 day, at HC

This course will cover understanding the change process and how change impacts people.

Cost: £145

Course Code: 240CCACH1A

Performance Management

Dates on request, 1 day, at HC

Techniques to manage staff productivity and address poor performance. For anyone involved in performance management, including directors, managers, team leaders and HR professionals.

Cost: £145

Course Code: 240CCAPM1A

Project Management

Dates on request, 2 day, at HC

Learn about the project management process including: planning, budgets, key deliverables, critical path analysis, documentation, roles and responsibilities and risk analysis.

Cost: £200

Course Code: 240CCAPJ1A

The Bottom Line: Business Efficiency & Improvement

Dates on request, 1 day, at HC

Improve cost and productivity efficiencies within your organisation.

Cost: £100

Course Code: 240ZCABE

Train the Trainer

Dates on request, 3 days, at HC

Suitable for trainers, coaches, HR personnel and training managers.

Cost: £250

Course Code: 240ZCABE



Training for Employers (Community College)

Highbury's Community College offers a range of flexible courses and sessions to help you upskill your staff. Options include sessions in computing and IT, teambuilding and healthy living.

IT Skills Audit

If you think it is necessary, we can arrange to come to your place of business and carry out a full IT skills audit to determine what ICT training may be required.

Cost: on request

ITQ for Doing Business Online

This bespoke Community College qualification has been developed by e-skills. The ITQ for Doing Business Online features the Google suite of tools and enables you to:

- Build your own website and publish it online
- Use the Internet and email with all the right security protection
- Drive traffic to your website
- Make sure your site gets the most out of search engines
- Explore possibilities for e-commerce

Cost: £350 inclusive of registration

Staff Fun Day

Includes craft and cookery sessions to build team relations and boost staff morale.

Cost: half day £40 per person; full day £60 per person

Adopting a Healthy Lifestyle

Help your staff to lead a healthier lifestyle and adopt a good work/life balance - includes help dealing with stress.

Cost: half day £40 per person; full day £60 per person

IT for Business

Available on request, half day/full day

Training can be delivered in Microsoft Office 2003, 2007 or 2010. A College Certificate will be awarded.

The following courses are available:

- Setting up a Spreadsheet
- Formulas and Formatting a Spreadsheet
- Advanced Excel
- Creating a Basic Presentation
- Dynamic Presentations using PowerPoint
- Setting up an MS Word Document
- Making the Best of your MS Word Document
- Creating and Using Reports in MS Word
- Creating Fliers Using Publisher
- Getting the Best out of Photoshop
- Using MS Outlook Effectively

Cost: £40 per person for a half day and £60 per person for a full day.

Disability Awareness

This session helps to raise awareness of disability and how to ensure all disabled staff requirements are met.

Cost: half day £40 per person; full day £60 per person

Computing & IT

Whether you intend to work in the fast-paced world of information technology or want a short introduction to web design, Highbury can deliver. Highbury is a Cisco Networking Academy, a Microsoft Regional IT Academy and a CompTIA Associated Institution. Academy status means that students have access to the latest facilities and course materials, and benefit from highly successful commercial training.



Apprenticeships available in this area - see page 4

BTEC HNC Diploma in Computing and Systems Development Level 4

1 day per week starting September 2011, at HC

The HNC in Computing and Systems Development is recognised by a number of professional bodies including the British Computer Society. It provides a thorough grounding in the key concepts and practical skills required by employers and allows direct progression to employment or to further study at degree level.

Cost: £920 + £156 registration

Cisco Certified Network Associate (CCNA) Semester 1

Wednesday & Thursday 5.30-9pm

for 8 weeks starting Sept 2011, at HC

Cost: £440

Course Code: 260EZMCO

Cisco Certified Network Associate (CCNA) Semester 2

Wednesday & Thursday 5.30-9pm

for 8 weeks starting Nov 2011, at HC

Cost: £440

Course Code: 260EZMCO

Cisco Certified Network Associate (CCNA) Semester 3

Wednesday & Thursday 5.30-9pm

for 8 weeks starting Jan 2012, at HC

Cost: £440

Course Code: 260EZMCO

Cisco Certified Network Associate (CCNA) Semester 4

Wednesday & Thursday 5.30-9pm

for 8 weeks starting Mar 2012, at HC

Cost: £440

Course Code: 260EZMCO

PC Hardware & Software - IT Essentials I

Monday & Tuesday evenings 6-8pm

for 16 weeks starting Sept 2011, at HC

Cost: £500

Course Code: 260ECGAP

PC Hardware & Software - IT Essentials I

Monday & Tuesday 6-8pm

for 16 weeks starting Jan 2012, at HC

Cost: £500

Course Code: 260ECGAP

Web Design Level 2

Tuesday 6-9pm for 16 weeks starting Sept 2011, at HC

Cost: £400

Course Code: 260EOCII

Web Design Level 3

Tuesday 6-9pm for 16 weeks starting Jan 2012, at HC

Cost: £400

Course Code: 260EOCII

IT for the Visually Impaired

Highbury's IT computer courses for the visually impaired include training in Zoom, Supernova and Jaws. These programmes enable the computer to zoom in on the text to make it up to 32 times larger than normal. Jaws has a speech facility so visually impaired students can listen to what is on the screen.

We offer flexible teaching in a specially equipped classroom at Highbury City of Portsmouth Centre. Courses are available throughout the year.

Introduction to Shortcut Keys on a Computer (Taster)

3-hour course

Cost: FREE

Hotkeys for the Visually Impaired

6-hour course

College certificate on successful completion of this course.

Cost: £30

Speech Software for the Visually Impaired

10-hour course

College certificate on successful completion of this course.

Cost: £50

Magnification Software for the Visually Impaired

6-hour course

College certificate on successful completion of this course.

Cost: £30

Construction & Building Services



Highbury College is one of the leading providers of construction training in the country. Awards include: CITB Approved Assessment Centre and UniBond Centre of Excellence. The College has also achieved the prestigious Training Quality Standard (TQS) Part B in this sector and is one of the few colleges in the region to achieve this statement of quality. A huge range of courses are available from short course to boost your skills and qualifications to foundation degrees and apprenticeships. We also offer a comprehensive range of NVQs as well courses in the latest renewable technologies.



Apprenticeships available in this area - see page 4

Certificate in Computer Aided Design (2D) Level 2

Thursday 7pm-9pm for 1 year starting (tbc), at HNC

Acquire a working knowledge of CAD (Computer Aided Design) or improve your existing competency in the system.

Cost: £652

Course Code: 110ECGCD

Certificate in Computer Aided Design (2D) Level 3

Thursday 7pm-9pm for 1 year starting (tbc), at HNC

Develop your skills using a recognised CAD package.

Cost: £652

Course Code: 110ECGCD

Foundation Degree (FdSc) Construction Management

Day tbc 12noon-7pm for 3 years starting Sept 2011, at HC

Validated by the University of Westminster.

Students are required to make two visits per academic year to the University of Westminster. Direct entry to Year 3 possible with HNC or equivalent in suitable subject together with satisfactory experience.

Cost: on request

Course Code: 110PDGCM

Foundation Degree (FdSc) Construction & Surveying

Day tbc 12noon-7pm for 3 years starting Sept 2011, at HC

Validated by the University of Westminster.

Students are required to make two visits per academic year to the University of Westminster. Direct entry to Year 3 possible with HNC or equivalent in suitable subject together with satisfactory experience.

Cost: on request

Course Code: 110PDGCS

Certificate in Site Management (CIOB)

Tuesday 4pm-9pm for 1 year starting Sept 2011, at HNC

This is a nationally recognised qualification for anyone with at least two years' experience in the construction industry.

The qualification will enable you to stay up to date with new techniques and current legislation.

Cost: £499 + registration

Course Code: 110PZCSM

Diploma in Site Management (CIOB)



Tuesday 4pm-9pm for 1 year starting Sept 2011, at HNC

This qualification is for anyone employed in the construction industry as a tradesman or foreman who would like to progress into the role of site manager or supervisor.

Cost: £499 + registration

Course Code: 110PZDSM

DIY Bricklaying

Monday 6pm-9pm for 10 weeks starting Sept 2011, at HNC

This course is designed for anyone wishing to have a very basic introduction to brickwork. Please note this course does not lead to a formal qualification.

Cost: £240

Course Code: 161CZCBW1X

Bricklaying Diploma Level 3

Days tbc 9am-6pm for 1 year (36 weeks), at HNC

Students must already have a Level 2 qualification in a relevant construction area before joining the course. This course is designed as a progression route for those already in the brickwork industry.

Cost: £599 + £68 registration

NVQ Bricklaying Portfolio Building Level 2/Level 3

Dates and times tbc, at HNC

National Vocational Qualifications (NVQs) are designed for students actively working within the brickwork industry who are able to provide a portfolio of evidence which meets the NVQ criteria. The student would be expected to bring portfolio evidence to meetings with their personal tutor (up to 4 meetings) to show progress and progression. The personal tutor would also make site visits to obtain evidence.

Cost: £499 + registration

Course Code: 161PN2BW / 161CN2BW1X

Carpentry & Joinery Diploma Level 2



Dates tbc 9am-6pm for 1 year (36 weeks), at HNC

If you would like to be employed as a trainee carpenter this is the course for you. You do not have to be working in the industry to join this course although it would be preferred. Students who successfully complete year 1 can progress to a second year of study.

Cost: £1,100 (for two years)

Course Code: 160PZDPD

Carpentry & Joinery Diploma Level 3

Dates tbc 9am-6pm for 1 year (36 weeks), at HNC

Students must already have a Level 2 qualification in a relevant construction area before joining the course. This course is designed as a progression route for those already in the carpentry industry.

Cost: £599 + £68 registration

Course Code: 160PACCJ / 160FN3CJ1D

Bench Joinery Diploma Level 2



Dates tbc 9am-6pm for 2 years, at HNC

If you would like to be employed as a trainee carpenter with bench joinery skills then this is the course for you. You do not have to be working in the industry to join this course although it would be preferred. Students who successfully complete year 1 can progress to a second year of study.

Cost: £1,100 (for two years)

Course Code: 160PN2BJ

NVQ Carpentry & Joinery Portfolio Building Level 2/Level 3

Dates tbc, at HNC

The National Vocational Qualifications (NVQs) are designed for students actively working within the plastering industry who are able to provide a portfolio of evidence that meets the NVQ criteria. Students are expected to bring portfolio evidence to meetings with their personal tutor (up to 4 meetings) to show progress and progression. The personal tutor would also make site visits to obtain evidence.

Cost: £499 + registration

Plastering Diploma Level 1



Dates tbc 9am-6pm for 1 year (36 weeks), at HNC

If you would like to be employed as a trainee plasterer this is the course for you. You do not have to be working in the industry to join this course although it would be preferred.

Cost: £599 + £68 registration

Course Code: 163PZDPS/163FN1PS1A

Plastering Diploma Level 2



Dates tbc 9am-6pm for 1 year (36 weeks), at HNC

This course is designed for students who have a Level 1 Diploma in Plastering (or equivalent construction qualification at Level 1) who wish progress further with their plastering knowledge and qualifications. Although not necessary, it would be preferable if students were working in the industry.

Cost: £599 + £68 registration

Course Code: 163PZDPS/163FN2PS1A

Plastering Diploma Level 3

Dates tbc 9am-6pm for 1 year (36 weeks), at HNC

This course is suitable for students who have a Level 2 qualification in Plastering (or equivalent construction qualification) and wish to progress with their knowledge and qualifications. At Level 3 students can also decide if they wish to follow the Solid or Fibrous plastering route.

Cost: £599 + registration

Course Code: 163PACPL

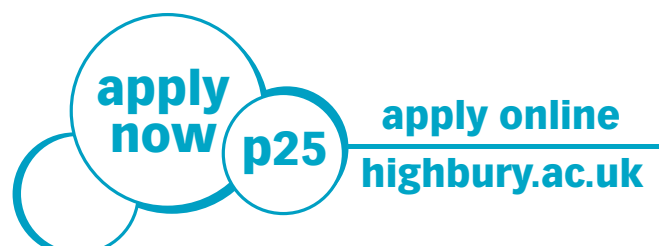
NVQ 2 Plastering / NVQ3 Plastering (Solid or Fibrous) / NVQ3 Heritage Plastering: Portfolio Building

Dates tbc, at HNC

The National Vocational Qualifications (NVQs) are designed for students actively working within the plastering industry who are able to provide a portfolio of evidence that meets the NVQ criteria. Students are expected to bring portfolio evidence to meetings with their personal tutor (up to 4 meetings) to show progression. The personal tutor would also make site visits to obtain evidence.

Cost: £499 + registration

Course Codes: 163PN2PL (NVQ2)
163PN3PL (NVQ3)
163PN3HG (Heritage)





Highbury Planet: Centre for Sustainability

The following courses will enable businesses and employers to develop their low-carbon knowledge and skills and take full advantage of the opportunities offered by the developing 'green economy'.

Unvented Hot Water BPEC

1 day 9am-5pm, date flexible, at HNC

Specialist training for those who install or service unvented systems and installations. Suitable for qualified plumbers and allied trades.

Cost: £230

Course Code: 170ZZCHW

Water Regulations BPEC

1 day 9am-5pm, date flexible, at HNC

Specialist training for those who inspect or carry out any water installation. Suitable for qualified plumbers and allied trades.

Cost: £230

Course Code: 170ZZCWR

Disinfection of Water Systems BPEC

1 day 9am-5pm, date flexible, at HNC

Meeting the needs of landlords for disinfection and recommendations to rectify problems.

Cost: £230

Course Code: 170ZZCDW

Risk Assessment of L8 (Legionella)

1 day 9am-5pm, date flexible, at HNC

For premises managers, responsible persons for public buildings. This course will enable you to carry out the mandatory risk assessment to comply with health and safety legislation.

Cost: £230

Course Code: 170ZZCLG

Certificate in Energy Efficiency C&G6084

1 day 9am-5pm, date flexible, at HNC

For plumbers and allied trades and those who need to develop their skills to make building and systems efficient.

Cost: £180 + registration

Course Code: 171PCGEE

Environmental Technologies

An exciting new suite of qualifications for anyone interested in learning about the latest environmental technologies. Our new qualifications are from C&G (2399) and are aligned to the Microgeneration Certification Scheme (MCS).

Working Principles

Pre course study and 2 days of study at the College.

This is a compulsory element required for all engineers wishing to qualify for any of the specific qualifications in the suite.

Cost: on request

Solar Thermal

Preparing materials and 3 days study, dates flexible, at HNC

This course will enable you to design, install, test, commission and handover to your customer and maintain solar thermal panels. Before you qualify to install solar thermal systems you must also hold qualifications in water regulations, energy efficiency and unvented hot water installation (see above).

Cost: on request

Rainwater Harvesting and Water Re-use

Preparing materials and 3 days study, dates flexible, at HNC

Develop the skills and knowledge required to design, install, test, commission and handover to your customer and maintain systems for the capture & re-use of water. Before you qualify to install these systems you must also hold qualifications in water regulations (see above).

Cost: on request

Solar PV

Preparing materials and 3 days study, dates flexible, at HNC

Learn everything you need from design through to installation, testing, commissioning, handover and maintenance.

Cost: on request

Heat Pumps

Preparing materials and 3 days study, dates flexible, at HNC

Develop the skills and knowledge required to design, install, test, commission, handover to your customer and maintain heat pumps (air to air, air to water and water to water). Before you qualify to install heat pumps you must also hold qualifications in water regulations and energy efficiency (see above).

Cost: on request

Environmental Technologies for Professional Architects, Quantity Surveyors, Site Managers, Building Control etc

Preparation and 2 days study, dates flexible, at HNC

Recognise the design and installations features of installations, understand their purpose and ask the relevant questions required to make informed decisions.

Cost: on request

Environmental Technologies – at a glance

	Your experience	Working Principles	Water Regs	Energy Efficiency	Unvented Hot Water
Solar PV	Electrical NVQ or equivalent	✓			
Solar Thermal	Building service engineer NVQ	✓	✓	✓	✓
Heat Pumps	Level 3 or equivalent in plumbing, gas or heating & ventilation oil	✓	✓	✓	
Rainwater Harvesting		✓			
Environmental Technologies for Professionals	Architect, Quantity Surveyor, Site Manager, Building Control, etc				

Gas Safe Registration Training

NVQ Domestic Natural Gas Installation & Maintenance Level 2 C&G 601202

Day flexible, 1 year, start date flexible, at HNC

Suitable for those that hold C&G6132 Level 2 Certificate and are employed in the gas industry working under the supervision of a Gas Safe registered engineer. Course duration dependent on individual circumstances.

Cost: £1,620.50 + £142 registration + £154 extras**

Course Code: 171PN2GS

Certificate in Domestic Gas Level 2 C&G 6132

12x1 week block for 1 year, flexible start date, at HNC

Technical Certificate linked to NVQ. Separate enrolment required for NVQ. Entry through aptitude test and interview, C&G6022 Copper Pipework skills embedded.

Cost: £559 + £96 registration

Course Code: 171PN2GS

NVQ Domestic Natural Gas Installation & Maintenance Level 3 C&G 601203

Course duration dependent on individual circumstances

Suitable for those that hold the C&G6132 Level 3 Certificate and are employed in the gas industry working under the supervision of a Gas Safe registered engineer.

Cost: £1,620.50 + £149 registration

Course Code: 171PN3GS

Certificate in Domestic Gas Level 3 C&G 6132

A programme of study over two years that includes 10 x 1 week blocks of learning and a comprehensive system for on-site assessment. Suited to those employed in the gas industry working under the supervision of a CORGI registered engineer.

Cost: on request**

Course Code: 171PN3GS

Gas Safe Register - Domestic Gas Safety Domestic Core & Domestic Appliances* CITB

For prices please call (023) 9221 2408 or email gas@highbury.ac.uk.

Course Code: 172ZCAAC

Gas Safe Register - LPG Gas Safety* CITB

For prices please call (023) 9221 2408 or email gas@highbury.ac.uk.

Course Code: 172ZCAAC

Gas Safe Register - Commercial Gas Safety Core & Appliance* CITB

For prices please call (023) 9221 2408 or email gas@highbury.ac.uk.

Course Code: 172ZCAAC

Gas Safe Register - Commercial Catering Gas Safety Core & Appliances* CITB

For prices please call (023) 9221 2408 or email gas@highbury.ac.uk.

Course Code: 172ZCAAC

* Training and assessment or assessment only. Various dates and times throughout the year. Please call for details

** For those students who work beyond a 20-mile radius of the College there will be an additional charge for travel costs

Electrical

Courses can be delivered at times and dates to suit employers (including Saturdays), provided there are sufficient student numbers.

C&G 2330 Certificate in Electrotechnical Technology Level 3

Various dates 9am-5pm for 1 year, at HNC

Cost: £tbc

Course Code: 180PN3ET

C&G 2377 Portable Appliance Testing

Mon 9am-5pm, 1 day for 2 weeks, exam in 3rd week, at HNC

Cost: £238

Course Code: 180PCGAT

C&G 2392 Fundamental Inspection & Testing

Thursday 6pm-9pm, 1 evening for 12 weeks, at HNC

Cost: £420

Course Code: 180ECGFT

C&G 2391 Inspection & Testing

Tuesday 6pm-9pm, 1 evening for 12 weeks, at HNC

Cost: £415

Course Code: 180ECGIT

C&G 2382-10 17th Edition IEE Regs Amendment 1

Monday & Wednesday 6pm-9pm for 10 weeks, at HNC

Cost: £411

Course Code: 180ECGRG

C&G 2382-10 17th Edition IEE Regs Amendment 1

Thursday 9am-5pm 1 day for 5 weeks, at HNC

Cost: £411

Course Code: 180PCGRG

C&G 2382-20 17th Edition IEE Regs Amendment 1

Monday, 1 day course, at HNC

Update - must have passed 16th Edition after June 2001.

Cost: £200

Course Code: 180PCGRG

C&G 2382-20 17th Edition IEE Regs Amendment 1

Monday 6pm-9pm for 2 evenings, at HNC

Update - must have passed 16th Edition after June 2001.

Cost: £200

Course Code: 180PCGRG

C&G 2356 Installing Electrotechnical Systems (Building & Structures)

Rolling programme (Electronic portfolio), drop in, at HNC

Cost: £tbc

Course Code: 180PCGES

C&G 2399 Photovoltaic Installation

Day (tbc), 1 year starting Sept 2011, at HNC

Cost: £681

C&G 2399 Photovoltaic Maintenance

Day (tbc) 9am-5pm 1 wk or single day over 5 wks, at HNC

Cost: £259

Domestic Installers Part 'P'

Monday 9am-5pm for 10 weeks, at HNC

Cost: £852

Course Code: 180PDEAL

Domestic Installers Part 'P'

Monday 6-9pm 1 evening for 20 weeks, at HNC

Cost: £852

Course Code: 180EDEAL

Domestic Installers Part 'P' Unit 1

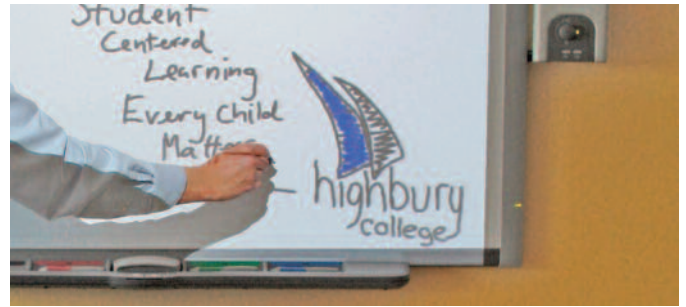
Various days 9am-5pm for 1 day, at HNC

Cost: £258

Course Code: 180PDEAL

Education

Highbury College provides flexible, challenging and supportive teacher education and training for staff in schools. All courses and training responds to the changing needs and requirements of employers within the Lifelong Learning Sector and reflects the national skills agenda. Options range from an intensive PTLLS course to an Apprenticeship in Supporting Teaching & Learning in Schools at Level 2 and Level 3 (see page 4).



Apprenticeships available in this area - see page 4

Certificate of Education Year 1 (equivalent to PTLLS/CTLLS)

Starts October, either Tuesday 9am-1pm or Thursday 5pm-9pm for 1 year, at HC

Interview and assessment required. For trainee teachers who have PTLLS, the start date will be November.

Cost: £675

Course Code: 249ECGF3

Certificate of Education Year 2 (equivalent to DTLLS)

Starts October, either Tuesday 5pm-9pm or Thursday 9am-1pm for 1 year, at HC

Interview and assessment required.

Cost: £600

Course Code: 249ECGF3

Edexcel PTLLS – Preparing to Teach in Lifelong Learning Sector

Wednesday evenings for 12 weeks with start dates in Sept 2011, Jan and Apr 2012, at HC

Interview and assessment required.

Cost: £202 + £73 registration

Course Code: 249ENALL

Edexcel PTLLS – Preparing to Teach in Lifelong Learning Sector (Intensive)

Mon-Fri 9am-4pm, various dates throughout the year, at HC

Interview and assessment required, which will also include induction and enrolment if successful.

Cost: £202 + £73 registration

Course Code: 249PNALL

Training for Staff in Schools

Highbury's Community College has many years of experience training people who want to work in schools. We also train people already working in schools but would like to develop their skills or gain a qualification.

Training is highly flexible and can be delivered at one of the College's Flexi Centres or at your school. A range of qualifications and sessions are available from a half-day class on getting the most from Smartboards to apprenticeships and an OCR Diploma in Specialist Support for Teaching and Learning.

For more information please call (023) 9232 8677, email info@highbury.ac.uk or apply online.

OCR Certificate in Supporting Teaching & Learning in Schools Levels 2 and 3

These qualifications are designed to reflect the work of candidates who provide direct support for teaching and learning in any type of school - primary, secondary, special or pupil referral units.

Cost: £400 (Level 2); £500 (Level 3)

Course Code: 275PZCSS

OCR Diploma in Specialist Support for Teaching & Learning in Schools Level 3

This qualification incorporates the units from the Level 3 Certificate in Supporting Teaching and Learning in Schools and requires candidates to supplement these with credits achieved from a range of specialist units.

Cost: £500

(£150 if already completed Certificate in Supporting Teaching & Learning)

Course Code: 240PZCSS

Short Courses

Child Protection Awareness

This session introduces school staff to issues around child protection awareness and includes training in how to recognise the early warning signs of possible problems or abuse, the reporting of abuse and the legal framework. Offered as a half- or full-day session.

Cost: half day £40 per person; full day £60 per person

Creating Interactive Materials for the Classroom

Learn how to create a range of exciting interactive materials that can be used in the classroom to enhance learning. Offered as a half- or full-day session.

Cost: half day £40 per person; full day £60 per person

Domestic Abuse Awareness

This session helps to raise awareness of the realities and effects of domestic abuse and gives information on how to develop the skills and confidence to respond to it. Offered as a half or full-day session.

Cost: half day £40 per person; full day £60 per person

Using a Smartboard

This fun session helps teachers to get the most from electronic Smartboards, and covers the basic functions as well as tips and tricks to enhance learning within the classroom. Offered as half or full-day session.

Cost: half day £40 per person; full day £60 per person

Using ICT in the Classroom

Improve the skills of staff using a computer with this section on how best to use ICT to enhance teaching and learning. Offered as a half- or full-day session.

Cost: half day £40 per person; full day £60 per person

Engineering, including Marine Engineering

Highbury College can help you train your staff and provide them with engineering qualifications that are recognised and respected throughout the industry. Options range from first-step courses at Level 1 to apprenticeships, work-based NVQs and part-time Higher National Certificates (HNCs). Courses can be delivered on a bespoke basis at times and dates to suit employers (including Saturdays), provided there are sufficient student numbers.



Apprenticeships available in this area - see page 4



Edexcel BTEC Extended Certificate in Engineering (Electronics) Level 2

Monday 9am-5pm for 1 year starting 05/09/11, at HC

Introduction to electronic engineering that enables progression to a BTEC National programme.

Cost: £725 + £88 registration Course Code: 120PFCEE

Edexcel BTEC Diploma in Electrical & Electronic Engineering Level 3

Wednesday 9am-8.30pm for 2 years starting 07/09/11, at HC

This work-related course will give you nationally recognised skills to advance your career prospects.

Cost: £1,790 + £267 registration (total cost) Course Code: 120PNCEL

Edexcel BTEC Diploma in Engineering Level 3

Tuesday 9am-8pm for 2 years starting 06/09/11, at HC

This work-related course is mechanically biased and will give you nationally recognised skills to advance your career prospects.

Cost: £1,790 + £267 registration (total cost) Course Code: 120PNCEC

Edexcel BTEC Electrical/Electronic Engineering Higher National Certificate

Monday 9am-9pm for 2 years starting 05/09/11, at HC

This course will give you a nationally recognised qualification that will enhance your career or lead to a university degree programme.

Cost: £635 per year + £179 registration Course Code: 120PHCEE

Edexcel BTEC Mechanical Manufacture Engineering Higher National Certificate

Thursday (times tbc) for 2 years starting 06/10/11, at HC

The entry point to engineering, combining science and technology.

Cost: £635 per year + £179 registration Course Code: 130PHCMM

EAL NVQ Performing Engineering Operations Level 2 (Mechanical)

Wednesday 9am-5pm for 1 year starting 14/09/11, at HNC

Develop your career in mechanical engineering.

Cost: £630 Course Code: 130PPEO2

C&G 4353 Computer Aided Draughting (CAD) using AutoCAD 2D & 3D Level 2

Thursday 6.30-8.30pm for 1 year starting 15/09/11, at HC

Learn professional computer aided draughtsmanship.

Cost: £660 Course Code: 130ECG53

Marine Engineering

EAL NVQ Performing Engineering Operations (Marine) Level 2

Wednesday 9am-5pm for 1 year starting 14/09/11, at HMTTC

Start a career in the marine engineering industry.

Cost: £630 Course Code: 136PPEM2

C&G 2451-02 Certificate in Boat Construction Maintenance & Support Level 2

Day (tbc) 9am-5pm for 1 year starting (week commencing) 12/09/11, at HMTTC

Aimed at apprentices and those looking for career progression within the industry.

Cost: £630 Course Code: 136PCGM2

C&G 2451-02 Certificate in Boat Construction Maintenance & Support (Engines and Propulsion Systems) Level 2

Day (tbc) 9am-5pm for 1 year starting (week commencing) 12/09/11, at HMTTC

Aimed at apprentices and those looking for career progression within the industry.

Cost: £630 Course Code: 136PCGEP

C&G 2451-03 Certificate in Boat Production Maintenance & Support Level 3

Day (tbc) 9am-5pm for 2 years starting (week commencing) 12/09/11, at HMTTC

Aimed at apprentices and those looking for career progression within the industry.

Cost: £630 Course Code: 136PCGM3

Yacht Maintenance

Seven-day course starting (tbc), at HMTTC

Gain knowledge of how to maintain a vessel or update your skills.

Cost: £120 per day Course Code: 136PCAYA



GCSE, AS & A Level

Highbury College offers part-time GCSEs, AS and A Levels in the following subjects, at times to suit your needs.

Tuition fees are £275 + exam/registration fee. For the second and third GCSE subjects fees are £100 plus exam and registration fee for each subject. For English and Maths, the syllabuses and materials are tailored to the needs of mature students, including those returning to study after a number of years. Acceptance on these courses is subject to initial and diagnostic assessments, including a laboratory test for GCSE Biology.



GCSE Biology

Course Code: 332EGSHB

GCSE English

Course Code: 332EGSEN/332PGSEN

GCSE Maths

Course Code: 332EGSMA/332PGSMA

AS and A Level English

Course Code: 156PASAL/156PA2AL

AS and A Level Maths

Course Code: 156PASAL/156PA2AL

AS and A Level Photography

Course Code: 156PASAL/156PA2AL

Hair & Beauty

Update your skills or launch a new career with Highbury's specialist Hair and Beauty training courses. Options include apprenticeships, as well as part-time courses and short courses.

Our new range of Salon Skills training provides you with professional one- and half-day training courses including minx nails, spray tanning and spa treatments.



Apprenticeships available in this area - see page 4

Certificate in Hairdressing Services Level 2

Thursday 5.30-9pm plus monthly Saturday workshops for 30 weeks starting 15/9/11, at HC

Cost: £695 + £42 registration

Course Code: 376EN2HR

Certificate in Creative Hair Design Level 3

Tuesday 5.30-9pm plus monthly Saturday workshops for 30 weeks starting 13/9/11, at HC

Cost: £555 + £42 registration

Course Code: 376PN3HR

Certificate in African Caribbean Hairdressing Level 2

Wednesday 6-8.30pm for 16 weeks starting 14/9/11, at HC

Cost: £225 + £42 registration

Course Code: 376EN2CH

Level 2 Certificate in Fitness Instruction

Monday 6-9pm for 10 weeks plus some Saturday workshops, at HC

Cost: £395 + £63 registration

Course Code: 371EZCFT

Certificate in Cosmetic Make up & Beauty Consultant Level 2

Thursday 6-8.30pm

for 20 weeks starting 15/9/11, at HC

Cost: £359 + £42 registration

Course Code: 375EZCCB

Certificate in Beauty Specialist Techniques Level 2

Wednesday 6-9pm plus monthly Saturday workshops for 30 weeks starting 14/9/11, at HC

Cost: £445 + £79 registration

Course Code: 375EN2BT

Certificate in Nail Treatments (manicure/pedicure) Level 2

Wednesday 6-8.30pm

for 16 weeks starting 14/9/11, at HC

Cost: £309 + £49 registration

Course Code: 375EZCNT

Short Courses – Salon Skills

Upon completion of your chosen Salon Skills course you will be awarded a Highbury College Certificate, which will entitle you to membership and insurance with the Guild of Beauty Therapists.

Acrylic Nails	1 day 9am-4pm, at HC	Cost: £127.50	Course Code: 375ZZCAN
Advanced Waxing Techniques	1 day 10am-3pm, at HC	Cost: £85	Course Code: 375ZZCAW
Bridal Hair & Makeup	1 day 10am-4pm, at HC	Cost: £150	Course Code: 375ZZCBM
Brow & Eye Enhancements	1 day 10am-2pm, at HC	Cost: £72	Course Code: 375ZZCBE
Eyelash Extensions	1 day 9.30am-4pm at HC	Cost: £140	Course Code: 375ZZCEE
Hair Up	1 day 10am-3pm, at HC	Cost: £99	Course Code: 375ZZCHU
Hot Stones	1 day 9.30am-3.30pm, at HC Massage qualification required.	Cost: £105	Course Code: 375ZZCHS

Indian Head Massage	1 day 10am-4pm, at HC	Cost: £110	Course Code: 375ZZCHM
Men's Barbering	1 day 10am-4pm, at HC	Cost: £150	Course Code: 375ZZCMB
Microdermabrasion	1 day 10am-3pm, at HC	Cost: £95	Course Code: 375ZZCMD
Minx Nails	1 day 10am-2pm, at HC	Cost: £65	Course Code: 375ZZCMN
Nail Art	1 day 10am-2pm, at HC	Cost: £60	Course Code: 375ZZCNA
Spray Tanning	1 day 10am-3pm, or HC	Cost: £95	Course Code: 375ZZCST
Spa Manicure	1 day 10am-4pm, at HC	Cost: £85	Course Code: 375ZZCSM
Spa Pedicure	1 day 10am-4pm, at HC	Cost: £85	Course Code: 375ZZCSP

Hospitality & Catering

All our Hospitality & Catering courses are run from Highbury City of Portsmouth Centre (HCPC), where you can gain hands-on experience in state-of-the-art kitchens and a fully-operational training restaurant.

Highbury College offers the following short courses for employers.

Level 2 Award in Food Safety	Various dates, 9am-4pm, 1 day, at HCPC	Cost: £70 + £13 registration	Course Code: 203ZZBFH
BII Award for Personal Licence Holders Level 2	Various dates, 8.45am-3.30pm for 1 day, at HCPC Includes self-study material.	Cost: £98 + £40 registration	Course Code: 203CZCPA2



Apprenticeships available in this area - see page 4

NVQ Food Preparation & Cooking Level 2	1 day/evening per week 4-9pm, at HCPC Includes theory and practical classes.	Cost: £445 + £76 registration	Course Code: 203PN2FP
NVQ Food Preparation & Cooking Level 3	1 day/evening per week 4-9pm, at HCPC Includes theory and practical classes.	Cost: £545 + £87 registration	Course Code: 203PN3FP

Health, Care & Early Years

Highbury College is a leading training provider for NVQ Care, apprenticeships and related care training. All our Health & Care qualifications meet national standards for best practice within this sector. We provide high-quality training that is tailored to suit your needs and requirements. Options include part-time courses, short courses, apprenticeships, and distance and work-based learning.



Apprenticeships available in this area - see page 4

Certificate in Children & Young People Workforce Level 2

Monday 6-8pm for 35 weeks starting Sept 2011, at HCPC

Cost: £549 + £82 registration Course Code: 342FN2EY1F

Certificate in Children & Young People Workforce Level 2

Wednesday 9am-11am for 35 weeks starting Sept.2011, at HCPC

Cost: £549 + £82 registration Course Code: 342FN2EY1G

Children & Young People Workforce Level 3

Monday 6-9pm for 35 weeks starting Sept 2011, at HCPC

Cost: £649+ £117 registration Course Code: 342FN3EY1C

Children & Young People Workforce Level 3

Tuesday 6-9pm for 35 weeks starting Sept 2011, at HCPC

Cost: £649 + £117 registration Course Code: 342FN3EY1D

Children & Young People Workforce Level 3

Thursday 9am-12noon for 35 weeks starting Sept 2011, at HCPC

Cost: £649 + £117 registration Course Code: 342FN3EY1G

Diploma in Dental Nursing Level 3

Monday 6-8.30pm for 2 years starting Sept 2011, at HCPC

Cost: £1,302 + £198 registration Course Code: 341FN3DN1A

Diploma in Health & Social Care Level 2

Monday 6-8pm for 35 weeks starting Sept 2011, at HCPC

Cost: £549 + £95 registration Course Code: 340FN2CA1A

Diploma in Health & Social Care Level 3

Monday 6-8.30pm for 35 weeks starting Sept 2011, at HCPC

Cost: £649 + £112 registration Course Code: 340FN3CA1A

Diploma in Health & Social Care Level 4

Monday 9am-12noon for 35 weeks starting Sept 2011, at HCPC

Cost: £1,399 registration Course Code: 340AN4CR1A

Diploma in Health & Social Care Level 4, Children and Young People

Monday 9am-12noon for 35 weeks starting Sept 2011, at HCPC

Cost: £1,399 + registration Course Code: 340AN4YP1B

Distance Learning

NCFE Safe Handling of Medicines Level 2

Flexible day & time, approx. 4mths, within the workplace

Cost: £450 + £44 registration + £58 extras Course Code: 711CICSM1A

Diploma Health & Social Care Level 2

Flexible day and time, 6 months, within the workplace

Cost: £355 + £92 registration Course Code: 711CN2CA1A

Certificate Cleaning & Support Services Level 2

Flexible day and time, 6 months, within the workplace

Cost: £355 + £45 registration Course Code: 711CN2CL1C

Diploma Health & Social Care Level 3

Flexible day and time, 9 months, within the workplace

Cost: £355 + £112 registration Course Code: 711CN3CA1A

NCFE Equality & Diversity Level 2

Flexible day & time, approx. 4 mths, within the workplace

Cost: £450 + £48 registration + £58 extras Course Code: 711CZEQD1A

Work-based Short Courses

An Insight into Dementia

Flexible day and start time, 1 day course, within the workplace

Cost: £39 Course Code: 711CCAID1A

Challenging Behaviour

Flexible day and start time, 1 day course, within the workplace

Cost: £39 Course Code: 711CCACB1A

Equality, Diversity and Inclusion

Flexible day and start time, 1 day course, within the workplace

Cost: £39 Course Code: 711ZCAED1A

Safeguarding (Minimum of 10 students required)

Flexible day and start time, 1 day course, within the workplace

Cost: £39 Course Code: 711CCASG1A

Learning Disabilities Personalisation

Flexible day and start time, 1 day course, within the workplace

Cost: £39 Course Code: 711CCALD1A

Mental Health Awareness

Flexible day and start time, 1 day course, within the workplace

Cost: £39 Course Code: 711CCAMH1A

Palliative Care Overview

Flexible day and start time, 2 day course, within the workplace

Cost: £39 Course Code: 711CCAPC1A

For details of other training that can be delivered on employers' premises email employers@highbury.ac.uk or call (023) 9238 3131 (option 2).

Health & Safety

Highbury College understands the importance of health and safety management and its benefits, which is why we have developed a first-class advisory and training service to ensure best practice in the workplace. We are one of the leading providers of NEBOSH and IOSH accredited courses, manual handling, safer people handling, and core health and safety training courses, covering a wide range of topics within the areas of risk assessment and the management of occupational safety.



NEBOSH Diploma in Health & Safety

Friday 9am-4pm for 1 year starting January 2012, at HC
Must be working in Health & Safety.

Cost: £2,200 + £315 registration Course Code: 115PZD04

NEBOSH Fire Safety

Various start dates, 9am-4pm for 6 days, at HC
Must have NEBOSH Certificate or Diploma.

Cost: £750 + £63 registration + £30 extras Course Code: 115CZCFS1X

NEBOSH General Certificate

Thursday 9am-4pm
for 13 weeks starting September 2011, at HC
Must have Level 2 Health & Safety.

Cost: £1,365 + £105 registration + £40 extras Course Code: 115PZCOH

NEBOSH General Certificate

Thursday 9am-4pm
for 13 weeks starting February 2012, at HC
Must have Level 2 Health & Safety.

Cost: £1,365 + £105 registration + £40 extras Course Code: 115PZCOH

NEBOSH Environmental Diploma

Dates on request, 9am-4pm for 20 weeks, at HC
Must have Level 3 Health & Safety or above.

Cost: £1,480 + £126 registration Course Code: 115CZDEV1A

IOSH Managing Safely

Dates on request, 9am-4pm for 5 days, at HC

Cost: £700 + £25 exam fee + £56 extras Course Code: 115CZCECOX

C&G Door Supervisors

Dates on request, 9am-4pm for 5 days, at HC

Cost: £328 + £55 registration Course Code: 115ZZCDS

C&G Security Guards

Dates on request, 9am-4pm for 5 days, at HC

Cost: £375 + £47 registration Course Code: 115ZZCSG

HSE First Aid at Work (3 day)

Various dates, 9am-4pm for 3 days, at HC

Cost: £165 + £35 extras Course Code: 115CZCFC1X

HSE Emergency First Aid

Various dates, 9am-4pm for 1 day, at HC

Cost: £59 + £20 extras Course Code: 15CZCAPOX

First Aid Re-Cert (2 day)

Various dates, 9am-4pm for 2 days, at HC

Cost: £99 + £28 extras Course Code: 115CZCFFROX

Annual First Aid Update (3 hours)

Various dates, 9am-4pm for 3 days, at HC

Cost: £59 + £10 extras Course Code: 115ZZCFA

Paediatric First Aid

Various dates, 9am-4pm for 2 days, at HC

Cost: £99 + £20 extras Course Code: 115CZCPA1X

CIEH Health & Safety in the Workplace Level 2

Various dates, 9am-4pm for 1 day, at HC

Cost: £99 + £9 exam fee + £17 extras Course Code: 115CZCHE1X

Short Courses

Asbestos Awareness

Various dates, half day at College or workplace

Cost: £45 + £10 extras Course Code: 115CZCAA1A

Asbestos Awareness for Managers

Various dates, half day at College or workplace

Cost: £45 + £10 extras Course Code: 115CZCAM1A

Asbestos Management Private Premises

Various dates, half day at College or workplace

Cost: £45 + £10 extras Course Code: 115CZCPP1A

Automated External Defibrillation

Various dates, half day at College or workplace

Cost: £45 + £10 extras Course Code: 115CZCAE1A

CDM Regulations for Clients

Various dates, 1 day at College or workplace

Cost: £90 + £10 extras Course Code: 115CZCCL1A

CDM Regulations for Contractors and Principal Contractors

Various dates, 1 day at College or workplace

Cost: £90 + £10 extras Course Code: 115CZCCP1A

Dealing with Difficult Situations

Various dates, half day at HC

Cost: £45 + £10 extras Course Code: 115CZCDS1A

Developing Site Waste Management Plans

Various dates, 1 day at College or workplace

Cost: £90 + £10 extras

Course Code: 115CZCMP1A

Health & Safety for Senior Managers

Various dates, half day at College or workplace

Cost: £45 + £10 extras

Course Code: 115CZCDS2A

Introduction to Construction Design Management (CDM) Regulations

Various dates, half day at College or workplace

Cost: £45 + £10 extras

Course Code: 115CZCGD1A

Introduction to Environmental Management Systems

Various dates, 1 day at College or workplace

Cost: £90 + £10 extras

Course Code: 115CZCEM1A

Introduction to Health & Safety Management Systems

Various dates, 1 day at College or workplace

Cost: £90 + £10 extras

Course Code: 115CZCMS1A

Introduction to Site Waste Management Plans

Various dates, 1 day at College or workplace

Cost: £90 + £10 extras

Course Code: 115CZCSW1A

Legionella Awareness

Various dates, half day at College or workplace

Cost: £45 + £10 extras

Course Code: 115CZCLA1A

Life Support

Various dates, half day at HC

Cost: £45 + £10 course extras

Course Code: 115CZCLS1A

Manual Handling (3 hours)

Various dates, half day, at HC

Cost: £45 + £10 extras

Course Code: 115ZZCHA



Risk Assessment

Various dates, 9am-4pm for a half day, at HC

Cost: £45 + £10 extras

Course Code: 115CZCRK0X

Occupational Health & Safety Professional Updates - College Certificate

Manual Handling (3 hours)

Various dates, half day, at HC

Cost: £45 + £10 extras

Course Code: 115ZZCHA

Life Support

Various dates, half day, at HC

Cost: £45 + £10 extras

Course Code: 115CZCLS1A

Automated External Defibrillation

Various dates, half day, at College or workplace

Cost: £45 + £10 extras

Course Code: 115CZCAE1A

Risk Assessment

Various dates, half day, at HC

Cost: £45 + £10 extras

Course Code: 115CZCRK0X

Dealing with Difficult Situations

Various dates, half day, at HC

Cost: £45 + £10 extras

Course Code: 115CZCDS1A

Asbestos Awareness

Various dates, half day, at College or workplace

Cost: £45 + £10 extras

Course Code: 115CZCAA1A

Asbestos Awareness for Managers

Various dates, half day, at College or workplace

Cost: £45 + £10 extras

Course Code: 115CZCAM1A

Asbestos Management private premises

Various dates, half day, at College or workplace

Cost: £45 + £10 extras

Course Code: 115CZCPP1A

Introduction to Construction Design Management (CDM) Regulations

Various dates, half day, at College or workplace

Cost: £45 + £10 extras

Course Code: 115CZCCD1A

CDM Regulations for Contractors and Principal Contractors

Various dates, 1 day, at College or workplace

Cost: £90 + £10 extras

Course Code: 115CZCCP1A

CDM Regulations for Clients

Various dates, 1 day, at College or workplace

Cost: £90 + £10 extras

Course Code: 115CZCCL1A

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Various dates, 1 day, at College or workplace

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Course Code: 115CZCEM1A

Developing Site Waste Management Plans

Various dates, 1 day, at College or workplace

Cost: £90 + £10 extras

Course Code: 115CZCMP1A

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Course Code: 115CZCMS1A

Legionella Awareness

Various dates, half day, at College or workplace

Cost: £45 + £10 extras

Course Code: 115CZCLA1A



Learning in the Community

Highbury's community courses and training can help you learn something new, take up a new hobby or improve your chances of finding work. Community courses are available for groups and individuals, and take place at more than 50 community venues in and around Portsmouth, as well as Highbury College Centres.

For more information about any of our community courses call (023) 9232 8677, email info@highbury.ac.uk or apply online.



Taster Courses

Highbury Taster sessions let you try out a wide range of activities, including computing, digital photography and interview skills. Other Tasters include family learning, volunteering and using the Internet. We even offer Taster sessions in Japanese braiding and embroidery. Taster sessions are fun and informal. They consist of a single, three-hour session and are open to adults of all ages, abilities and backgrounds. **All our Taster sessions are FREE.**

Computer Tasters

- Advice on Buying a Computer
- Computing for Absolute Beginners
- Create a Greetings Card using a Computer
- Fun with a Computer
- Getting Started with your Printer and Scanner
- Housekeeping your Computer
- How to Set up and Use an Email Account
- Introduction to PowerPoint
- Introduction to Publisher
- Introduction to Shortcut Keys on a Computer
- Introduction to Spreadsheets
- Introduction to the Internet
- Introduction to Windows
- Introduction to Word Processing
- Looking after your Computer
- Research the History of Portsmouth using the Internet
- Researching your Family Tree
- Understanding Computer Jargon

Digital Cameras & Photography Tasters

- Advice on Buying a Digital Camera
- Creative Effects with your Photographs
- How to Organise your Photo Collection on your Computer
- How to Share Photos with Family and Friends Online
- Improving your Digital Photographs
- Photo Portraits
- Photo Restorations
- Understanding your Digital Camera

Preparation for Life & Work Tasters

- Interview Skills
- Job Application Preparation
- Job Search Skills
- Create a CV

Community & Volunteering Tasters

- Creating a Community Magazine
- Introduction to Volunteering
- Planning an Event

Personal & Creative Development Tasters

- Creating a Collage
- Embroidery
- Iris Folding
- Japanese Braiding
- Parchment
- Simple Patchwork
- Quilling
- Tai Chi
- Tea Bag Folding
- Cooking for One
- Cooking on a Budget
- Spirelli and Embroidery Cards

Family Learning Tasters

(available for school children and an adult)

- Family Fun on a Computer
- Further Family Computing
- Family Fun with Cooking
- Family Creative Crafts
- Family Photographs
- Family Fun at Christmas

Can't find the right Taster for you?

If there is a specific Taster session that you or your community group would like us to deliver that does not appear in the list above please contact us and we will try our hardest to accommodate you and your group.

Literacy and Numeracy Qualifications

Our literacy and numeracy courses let you try a wide range of activities including computing, digital photography and interview skills. At the same time, you will improve your literacy and numeracy and gain a recognised qualification.

Classes are fun and informal and consist of 3-hour sessions over seven weeks. They are open to adults of all ages, abilities and backgrounds. **All our literacy and numeracy courses are FREE.**

Literacy and Numeracy Courses

- Literacy through Computing
- Numeracy through Computing
- Literacy through Creative Crafts
- Numeracy through Creative Crafts
- Literacy through Digital Photography
- Numeracy through Digital Photography
- Literacy through Cooking
- Numeracy through Cooking
- Literacy through Employability
- Numeracy through Personal Money Management
- Literacy through Creative Writing

First Steps Learning

First steps sessions are a great way to return to learning if you have not done any studying since leaving school. They will help raise your confidence levels and develop your skills so that you can progress to further learning.

All first step courses last for nine hours and are FREE.

First Step Courses

- First Steps to Being an Entrepreneur
- First Steps to Business Administration
- First Steps to Computing
- First Steps to Cooking
- First Steps to Creating a Community Newsletter
- First Steps to Creative Craft
- First Steps to Creative Writing
- First Steps to Digital Photography
- First Steps to Employability Skills
- First Steps to Growing your own Produce
- First Steps to Personal Money Management
- First Steps to using MS Excel
- First Steps to using MS PowerPoint
- First Steps to using MS Publisher
- First Steps to using MS Word Processing
- First Steps to using Photoshop Elements
- First Steps to using the Internet & Email
- First Steps to Volunteering

NOCN Award in Volunteering Level 1

10-week course

This course is offered to people who would like to volunteer or who are currently volunteering and want to gain an accredited qualification.

Cost: £200

Digital Cameras and Photography

Our digital photography classes are open to everyone and are available in College and out in the community.

First Steps to Digital Photography

2 hours a week for 5 weeks

Learn how to make photographs look better using a PC.

Cost: FREE

Make Money from your Camera

3 hours a week for 2 weeks

Discover how your camera can earn you an income.

Cost: £30

Introduction to Digital Photography Level 1

3 hours a week for 7 weeks

Get the most from your camera and learn to take better pictures with this hands-on course.

Cost: £110

Getting to know your DSLR Camera Level 1

3 hours a week for 5 weeks

Covers the many benefits of digital SLR cameras and shows you how to use them to take stunning pictures.

Cost: £78.75

DSLR Camera Level 2

3 hours a week for 5 weeks

This course covers more advanced use of a digital SLR cameras.

Cost: £100

Photoshop Elements Levels 1-4

3 hours a week for 5 weeks

A programme of courses that gradually increase in difficulty to improve your Photoshop Elements skills, no matter what experience you have.

Cost: £78.75

Online Courses

The following courses can all be studied online. You do not have to attend College at all if you do not wish to. Online courses let you fit your learning around busy schedules and study in the comfort of your own home or workplace, or at one of the College's IT Flexi Centres. See also Computing & IT page 9.

Researching the History of Portsmouth and the Surrounding Area

3-hour course

This is a fun introduction to local history.

Cost: £10

An Introduction to Researching your Family Tree

10-hour course

Learn how to research your family tree using the Internet.

Cost: £35

From Advert to Interview - Job Skills Level 1

15-hour course

This course covers job search skills, creating a CV, completing application forms and a range of hints and tips to prepare for job interviews.

Cost: FREE

Looking after your Computer Level 1

10-hour course

This online course teaches you how look after your computer and what to do when you need to carry out basic troubleshooting tasks.

Cost: £35

Microsoft Picture Manager Level 1

10-hour course

This online course leads you through the process of managing your photos using Microsoft Picture Manager.

Cost: £35

NOCN ITQ Certificate / Diploma in IT User Skills Level 2

To achieve this qualification, you must achieve 16 credits (for a Certificate) or 37 credits (for a Diploma) chosen from a selection of modules. This course must be completed in full.

Cost: £275 (Certificate) or £350 (Diploma)

Flexible Learning and IT Flexi Centres

Flexible learning enables you to study at your own pace and at a time that suits you. Many courses are available free of charge. Courses can be studied at our IT Flexi Centres.

Highbury College has two IT Flexi Centres, one at Highbury Campus, the other at Highbury City of Portsmouth Centre. Both are open all year round. As a UK Online Centre, we aim to provide everyone with access to computers near to where they live, as well as help and advice on using them.

You can enrol at any time onto a wide variety of courses, including IT courses, Microsoft Office courses and web design courses.

Free Courses for the Unemployed

If you are in receipt of Job Seekers Allowance (JSA) or Employment & Support Allowance (ESA) you are entitled to FREE training. To access this training you need to be referred to the College by your Job Centre Plus Adviser or through one of the College's IT Flexi Centres. Training is available in IT, employability skills, basic skills, retail, customer service, health and safety, security guards, food hygiene, care, construction and much more. Further details are available on request from the IT Flexi Centres - call (023) 9238 3131.

Flexible Literacy and Numeracy Qualifications

Highbury College's literacy and numeracy courses let you try out a wide range of computing and employability activities, and enable you to improve your literacy and numeracy skills and gain a recognised qualification at the same time.

These courses are open to adults of all ages, abilities and backgrounds. **Best of all, these courses are FREE.**

- Literacy through Computing
- Numeracy through Computing

The above named qualifications consist of a literacy or numeracy qualification which runs alongside a number of basic computing activities. On successful completion you will receive an accredited certificate for literacy / numeracy plus a College Certificate for the computing modules you successfully complete.

For each literacy and numeracy qualification you can choose up to three courses from the list below:

- Introduction to Databases
- Introduction to Desktop Publishing
- Introduction to Emailing
- Introduction to Graphs & Charts
- Introduction to PowerPoint
- Introduction to Spreadsheets
- Introduction to the Internet
- Introduction to Word Processing

Flexible NOCN Entry Level Courses

You will gain a recognised qualification for each module you successfully achieve.

Preparation for Life & Work Modules

- Career & Preparation
- Health & Safety Awareness
- Personal Budgeting and Money Management
- Skills for Employability

Cost: £55 per module

ICT & Digital Photography Modules

- Introduction to Database Software
- Introduction to Desktop Publishing Software
- Introduction to Presentation Software
- Introduction to Spreadsheet Software
- Introduction to Using Email
- Introduction to Using the Internet
- Introduction to Website Software
- Introduction to Word Processing Software

Cost: £55 per module

Flexible NOCN IT User (ITQ) Courses

The modules below are available for Levels 1, 2 and 3

NOCN IT User (ITQ) Courses Level 1, 2 & 3

- Audio Software
- Database Software
- Desktop Publishing Software
- Drawing and Planning Software
- Improving Productivity using IT
- IT Communication Fundamentals
- IT Software Fundamentals
- IT User Fundamentals
- Presentation Software
- Spreadsheet Software
- Using Collaborative Technologies
- Using Email
- Using the Internet
- Website Software
- Word Processing Software

Cost: £70 per module (Levels 1 and 2); £90 per module (Level 3)

NOCN ITQ Certificate / Diploma in IT User Skills Level 2

To achieve the ITQ Level 2 you must achieve 16 credits for a Certificate and 37 credits for a Diploma chosen from a selection of modules listed above. If you successfully complete the Certificate you will automatically achieve the Level 2 Award at no extra cost. Upon successful completion of the Level 2 Certificate you can enrol on the Diploma for a special price of £100. Please note that conditions apply to enrol on these qualifications.

Cost: £350 (Level 2 Certificate); £500 (Level 2 Diploma)

Apprenticeship Computing – IT Users Levels 2 and 3

A great opportunity has arisen for anyone who would like to complete an apprenticeship in IT. For a limited time only, we will pay your wages of £97 per week (conditions apply) while you learn on the job! We will also find an employer for you. This offer is available for Level 2 Intermediate, or Level 3 Advanced IT User apprenticeships, or Level 4 higher apprenticeships in IT & Telecoms Professionals. See page 4 for further details.



How to Enrol

In Person

Call in at one of our Centres:

Highbury College, Tudor Crescent, Cosham

**Highbury City of Portsmouth Centre,
Winston Churchill Avenue, Portsmouth**


**Highbury Northarbour Centre,
Southampton Road, Portsmouth**

By Post

Send the postal enrolment form (*right*) together with a cheque payable to Highbury College to our FREEPOST address:

**Highbury College, Portsmouth,
(Information Centre)
FREEPOST (PT 332),
Portsmouth,
PO6 2BR**

By Phone

For courses marked  please call (023) 9238 3131 and use your debit or credit card to make the full payment

Online

Visit www.highbury.ac.uk to apply online.

Fee Reductions for EU Students

To claim a fee reduction, please enrol in person, with proof of status. If you have any queries about your eligibility for a fee reduction please call (023) 9238 3131. EU students aged 16-18 are not required to pay tuition fees for government funded FE courses.

For eligible courses 

100% tuition fee remission for:

- Students of all ages studying their first full Level 2 funded qualification
- Students aged 19-24 studying their first full Level 3 funded qualification
- Students of all ages taking a full Level 3 funded qualification without first having gained a Level 2 qualification
- Students studying qualifications that are funded as Adult Skills for Life and functional skills in literacy and numeracy (excluding Skills for Life ESOL).
- Recipients of Jobseekers Allowance studying a funded qualification (including partners where a joint claim is made).
- Recipients of Employment Support Allowance (ESA), in the Work Related Activity Group studying a funded qualification.

Please note that entitlement to remission may vary and that examination fees may be payable.

Please phone (023) 9238 3131 for more details about fee reductions.

Study for Free

You may be entitled to study for free or at a reduced cost if you meet one of the following criteria:

- You have been referred to the College through your local Job Centre Plus office
- You have recently been made redundant or are under threat of redundancy
- You wish to study an essential skill – literacy or numeracy
- You are in receipt of an 'active' benefit such as Jobseekers Allowance
- You are an asylum seeker and have been here for six months or longer
- You wish to achieve your first full Level 2 or Level 3 qualification
- You are aged under 19 on 31 August 2011
- You are aged over 60 at the start of the course

Also, if you are able to study around 12 hours a week, you may be eligible for an Adult Learning Grant and receive up to £30* cash a week (*terms and conditions apply).

You could also get help with childcare, travel costs and course fees.

For more information about reduced cost or free courses email info@highbury.ac.uk, telephone (023) 9238 3131 or pop along to any of our Centres.

Job Seekers

Highbury College offers a range of courses for people who are looking for work or are under threat of redundancy.

You may be entitled to study for free or at a reduced cost if you have been referred to the College through your local Job Centre Plus office or have recently been made redundant or are under threat of redundancy. Please contact us to find out if you are eligible for free training.

All details contained in this brochure are correct at the time of printing. The College reserves the right to alter or cancel course provision without prior notice.

Enrolment Form

title name surname

address post code

home phone daytime number

contact number in event of emergency

date of birth age on 31st August 2011 gender Male Female

If you were in full-time education last year please specify which School or College:

Please indicate highest qualification you hold.

Nationality

Have you been a permanent resident in the European Union since 1st September 2007? Yes No

If no, please contact the College for further guidance with overseas fees

Do you have a disability, medical condition and/or a learning difficulty? Yes No

Please provide details

It is of benefit to you to inform the College of the circumstances, so we are able to meet your needs

Course title

Day Time Start

Course title

Day Time Start

Should I require further course information or further advice and guidance upon any aspect of the course I can contact the Highbury's Information Centre on (023) 9238 3131.

You will receive an induction at the start of your course and have full access to the College's learning sources.

Please declare whether you have any convictions or current proceedings against you. Yes No

Relevant proceedings or criminal convictions are only those against the person, whether of a violent or sexual nature or offences involving unlawfully supplying controlled drugs or substances. Failure to declare information may result in disciplinary action being taken. If yes, please seek supplementary information from College before completion.

1998 Data Protection Act

I agree to Highbury College, Portsmouth processing personal data contained on this form for reasons related to my studies or health and safety while I am a student.

Details concerning my physical or mental health, race and ethnic origin are considered to be sensitive data and may only be used for the following purposes:

Statistical returns to government agencies and in the case of medical information, to assess my personal requirements whilst studying at Highbury College.

Further consent must be obtained from me before the College can progress this data for any other purpose.

Signature Date

Please ensure that the appropriate payment is sent with this form.

Please indicate your ethnic origin

- | | | |
|---|---|--|
| <input type="checkbox"/> Asian or Asian British - Bangladeshi | <input type="checkbox"/> Black or Black British - other | <input type="checkbox"/> White - British |
| <input type="checkbox"/> Asian or Asian British - Indian | <input type="checkbox"/> Chinese | <input type="checkbox"/> White - Irish |
| <input type="checkbox"/> Asian or Asian British - Pakistani | <input type="checkbox"/> Mixed - White & Asian | <input type="checkbox"/> White - other |
| <input type="checkbox"/> Asian or Asian British - other | <input type="checkbox"/> Mixed - White & Black, Black African | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Black or Black British - African | <input type="checkbox"/> Mixed - White & Black, Caribbean | <input type="checkbox"/> Other background |
| <input type="checkbox"/> Black or Black British - Caribbean | <input type="checkbox"/> Mixed - other | |

eden

hair & beauty
for men & women



styling · perming · colouring
men's hair & grooming
facial treatments · manicure & pedicure
eye treatments · body treatments
massage & holistic treatments · hair removal

Indulge yourself and look and feel great. Eden, the College's hair and beauty salon, offers a wide range of hair and beauty treatments at affordable prices.

All treatments are carried out by students under the direct supervision of highly qualified staff.

appointments

Portsmouth (023) 9288 2860
Cosham (023) 9232 8965

eden is open during term-time
Monday-Friday 9.30am-9pm, Friday 9.30am-4.30pm
session times and treatments vary on day

www.highbury.ac.uk

Chimes

FINE DINING

Enjoy top-quality cuisine and service
without having to pay top-quality prices.

Reservations (023) 9272 8220

Highbury's Hospitality & Catering Department has received national and international recognition for its training courses. Many students go on to work within the world's top hotels and restaurants.

You can enjoy superb service and deliciously different dishes without having to pay top-restaurant prices.

Lunch

Monday - Friday 12noon (last orders 1.15pm)

Dinner

Tuesday - Thursday from 6pm (last orders 7.15pm)

Wine Tasting Specials

Themed Evenings

Highbury City of Portsmouth Centre
Winston Churchill Avenue, Portsmouth
Hants PO1 2DH
www.highbury.ac.uk



Facilities Hire

Highbury College's stunning facilities are available for hire in the evenings, at weekends and during the holidays.

Everyone is welcome to use the facilities, from local clubs and youth groups wanting a regular meeting space to businesses and organisations requiring a world-class venue for conferences or cultural events.

Facilities available for hire at Highbury include:

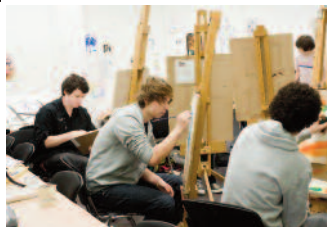


Performing arts theatre with cutting-edge sound and light technology and seating for up to 132 people.



Lecture theatre with tiered seating for up to 100 delegates, high-tech LCD projector and screen and a PA system.

Art and design studios with specially equipped areas for screen-printing, textiles, jewellery and 3D design.



Professional boardroom for up to 26 people with IT access and support, and the option for catering, refreshments and video conferencing upon request.



Recording studio and rehearsal room with a soundproofed live room and industry standard Pro Tools software.



Meeting rooms for up to 12 people, with IT equipment, flip charts and refreshments available upon request.

Kitchens for families and groups, with access for disabled users.



A range of classrooms, from general generic classrooms to specialised areas like automotive workshops and beauty salons.



Sports centre with facilities for a wide range of sports and keep-fit activities.

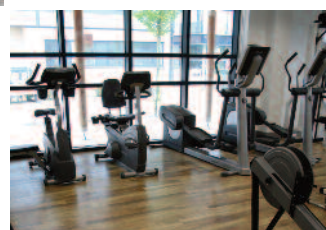


Car park with space for up to 319 vehicles, perfect for car boot and table top sales events.

En-suite delegate accommodation with wireless internet access, 24/7 security and a communal room and kitchen on each floor.



Fitness suite with the latest cardio vascular and resistance equipment. Dance studio with a mirrored wall, ballet bar and sprung wooden floor.



For more information about booking a venue, hiring procedures, costs and availability please phone (023) 9232 8677 or email community.services@highbury.ac.uk.



Highbury College, Portsmouth, Hants, PO6 2SA
tel (023) 9238 3131 email info@highbury.ac.uk
www.highbury.ac.uk



Highbury College publications are available in Braille, audio and large print.
To request a copy, call (023) 9238 3131 or email info@highbury.ac.uk specifying which publication and format you require. Delivery is within 10 days of request.

