

**Get on  
course**

**Southport College  
Courses for Adults**

**2020-21**



# Get on course

# at Southport College!

Whatever the last few months have thrown at you, there are plenty of reasons to get on course with us this September.



# Ensuring you're on course

Our bright modern campus, in the heart of Southport offers excellent facilities and experienced, supportive tutors and is a really friendly place to learn.

The safety and well being of all our students is crucial to us, so rest assured that every measure necessary has been put in place to ensure you will have a safe space for success.

Whether you are looking to train for a completely new career, gain extra qualifications or just to learn something new for fun, we've got a course for you, and this year we've also added over 25 brand new on line courses too.

**These are completely free, cover a wide range of subjects and can all be studied from the comfort of your own home!**

**So browse through the guide and discover what's on offer at Southport College this Autumn. Who knows where it might lead!**

## Introductory courses

We offer introductory courses in many subject areas for just £10.

Why not enrol on one of these and discover new skills and abilities.

## Need qualifications?

If you are looking to re-train and become more qualified we offer a wide range of courses from Level 1 to Level 3 designed to qualify you in your chosen subject.

## Looking to go to University?

Our Access to Higher Education courses give you the entry requirements to start a degree course.

If you're ready to start in higher education the University Centre Southport offers degree courses from Level 4 to Post Graduate. You can find more information on the University Centre Southport on pages 22-23.

## Apply online now!

Once we have received your application, availability will be checked and a place reserved. Places on courses are allocated on a first come first served basis.

If your course requires an interview or initial assessment, someone will soon be in touch. When allocated your place, you will receive a link to enrol online.

**Once enrolled, you will be issued with induction information. We look forward to welcoming you.**

# New for 2020

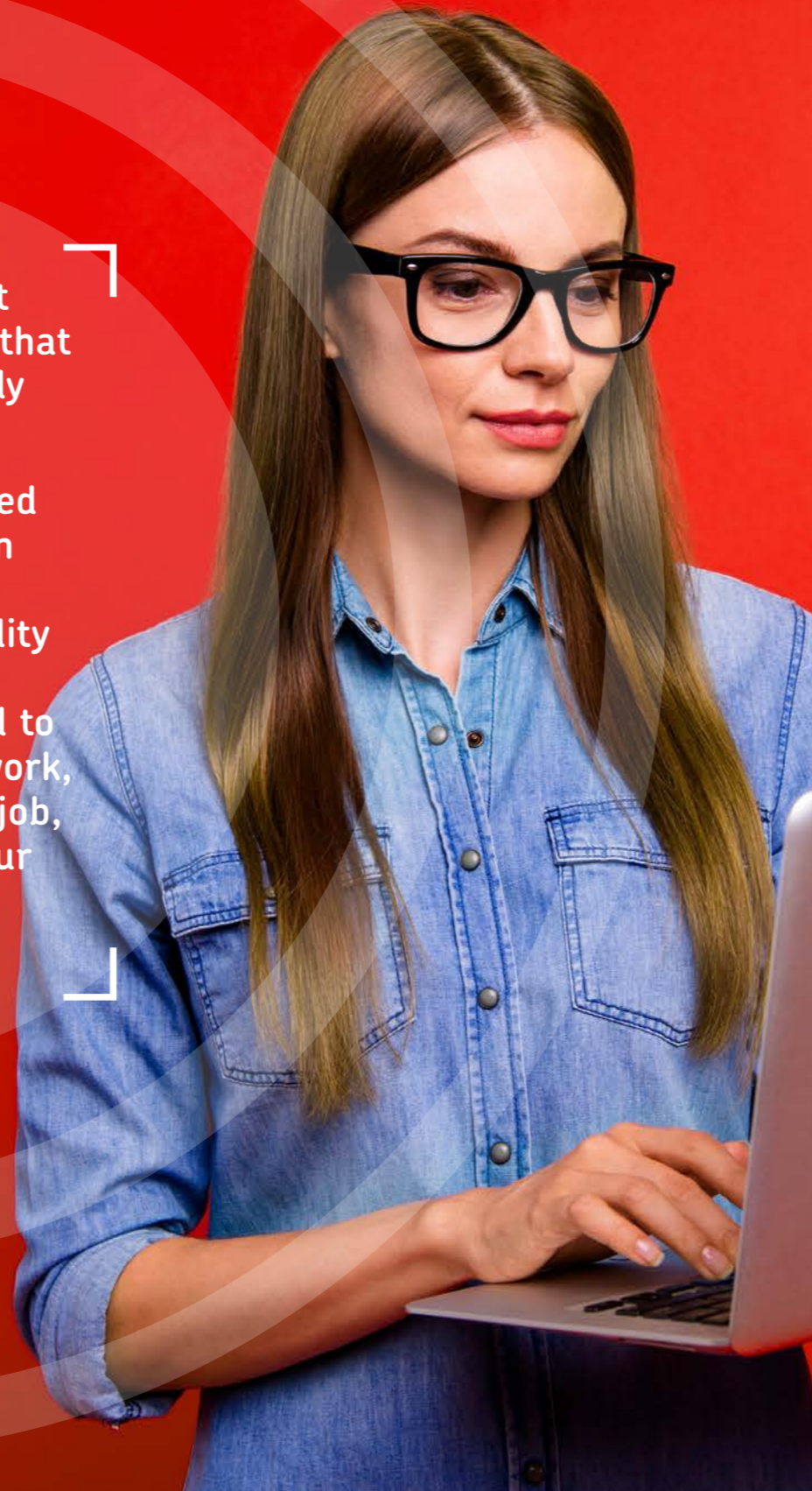


## Free online courses

We have launched a vast range of online courses that you can complete entirely from home, for FREE!

Gain nationally recognised qualifications, working in your own time, helping improve your employability and career prospects. The courses can be used to help you get back into work, develop in your current job, or even progress onto our full and part-time study programmes.

For the full list of courses on offer visit:  
[www.southport.ac.uk/free-online-courses](http://www.southport.ac.uk/free-online-courses)



There are so many courses on offer, allowing you to study for a specialist qualification, in a wide range of industries such as:

- 📍 **Business**
- 📍 **Education**
- 📍 **Health and Social Care**
- 📍 **Hospitality**
- 📍 **Retail**

### How does it work?

Once enrolled, you will receive a login to the online assessment portal, giving you access to all the information you need to study. You will produce a portfolio of assessments, which we will assess and feedback, all within the portal.

Upon successful completion you will receive a certificate of your nationally recognised qualification.

### Is it for me?

The courses are open to everyone and just require access to the internet. We recommend that you have access to a computer or laptop to complete the assessments.

### Is it free?

Terms and conditions apply. The courses are free, based on successful completion. A charge of £100 will be made for non-completion or withdrawal from the course where submission of work has been made.

### How to apply

Complete our online application form and a member of our team will be in touch to organise a short course discussion to make sure it's right for you. We will answer all your questions and explain the terms and conditions.

Following the discussion you will be invited to complete an enrolment form to commit to the course and then you are ready to go.

### How long do they take to complete?

We recommend that you aim to spend a few hours per week, over a 12 week period. The courses can be completed during your own time, at your own preferred pace.



### Lydia Haram Awareness of Mental Health Problems

Studying this course really opened my eyes to some key issues surrounding mental health. Becoming aware of causes has allowed me to better understand and empathise with the young people that I work with on a daily basis. It has helped me to become even better at my job, enriched my work experience and helped me to support young people during difficult times.



### Gary Dicker, Team Leadership

Having been in my job for several years, I'd gained lots of experience, but wanted to improve my prospects of climbing the career ladder. The natural progression would be into managerial roles and this course is brilliant for teaching you some very important principles and things to consider. The course fitted in easily around my job, taking only a few hours a week as and when I chose.



## Get on course

### Peter Campbell

#### Diploma in Counselling

“I’d had various jobs before but they never felt secure. I wanted to have a career but I also wanted to give something back so returning to education felt like the next logical step.”

“My tutor was incredible and inspirational; I wouldn’t have completed the training without her. Completing the courses at Southport College has given me the career I wanted and a positive path to follow.

I’ve since gone onto study a degree in Counselling Psychology at Salford University and I plan on expanding my private practice by continuing to research and learn different therapies.”



# Counselling

Southport College has one of the most well-established Counselling departments in the North West. Our tutors are industry experienced and have helped hundreds of students to gain counselling qualifications.

### Counselling Concepts (Level 2)

For those seeking an introduction to the main features of the therapeutic models of counselling the Counselling Concepts course is an ideal basic training.

### Certificate in Counselling Skills (Level 3)

This course gives you further knowledge and training of counselling skills and interventions that are applied universally within the counselling and therapeutic field. We also offer a fast track option for this course.

### Diploma in Counselling (Level 4)

The Diploma in Counselling is designed to specially train students as qualified professional counsellors. Your existing repertoire of counselling skills and interventions, developed on the Level 3 course, will be further developed with emphasis being given to each skill according to the particular theoretical persuasion (i.e. Person Centred).

More information available at:

[www.southport.ac.uk/adultlearners/subjects-and-courses/counselling](http://www.southport.ac.uk/adultlearners/subjects-and-courses/counselling)

### How to apply

You can directly enrol on the Counselling Concepts course through our website. Visit [www.southport.ac.uk/adultlearners/subjects-and-courses/counselling](http://www.southport.ac.uk/adultlearners/subjects-and-courses/counselling) to find your course, go through the application process and you will be able to pay for your course at the end.

For help with enrolling online, please contact our Guidance Team on 01704 392704

Counselling Skills Level 3 and the Diploma in Counselling courses require an informal interview with the course tutor to check the course is suitable for you. Apply online through our website [www.southport.ac.uk/adultlearners/apply](http://www.southport.ac.uk/adultlearners/apply) and we will contact you with an interview day/time.

### Advanced Learner Loan (AL)

Counselling Skills Level 3 and Diploma in Counselling Level 4 courses can be paid for using an Advanced Learner Loan, for more information see page 16

### How long do they take to complete?

We recommend that you aim to spend a few hours per week, over a 12 week period. The courses can be completed during your own time, at your own preferred pace.



# ESOL English for Speakers of Other Languages

On the courses, we provide you with the essential skills to use in everyday situations. We use a range of modern and effective teaching methods including role-play scenarios, such as at the bank, the Job Centre or the Post Office and we also use interactive technology to help increase your vocabulary and improve your grammar.

If you're not sure which ESOL course is best for you, why not try our six-week short course available for just £10, which gives you a taster of the full course.

We offer ESOL classes from Levels 1-3. Courses start in both September and January, so you can progress through each level as your ability and confidence builds.

**Buy one ESOL course and get your second course FREE!**

Pay for your first ESOL course and then your second course will be free when studied in the same academic year.

ESOL courses enhance your English speaking, listening, reading and writing skills.

After completing them, you can progress onto many of our courses in the college, allowing you to upskill, learn something new, or re-train for a completely new career.

**Get on course**



## June Daryll Picar

June is passionate about computers and wanted to study more about them but first he needed to complete an ESOL course. His ESOL tutors made sure that he gained the necessary skills and qualifications to progress onto and successfully complete a Level 3 Extended Diploma in Computing and IT.

"I studied ESOL to gain more experience and they helped me to have courage and motivated me to improve my English. The way they teach is understandable and it makes you learn easily."

# Courses for Adults

Get on course at Southport College

Course Title	Loan Student or Adult Learner	Level	Start Date	Day	Course times			Fees		
					Start	End	Wks	Materials Extra Costs	Course	Exam
<b>Accounting</b> Interview Required on all Accounting Courses										
Introduction to Accounting Software £		1	12-Nov-20	Thu	18.00	21.00	6	£40	£150	£35
Introduction to Accounting Software £		1	13-Oct-20	Tue	9.30	15.00	3	£40	£150	£35
Introduction to Accounting Software £		1	1-Dec-20	Tue	9.30	15.00	3	£40	£150	£35
Introduction to Accounting Software £		1	12-Jan-21	Tue	19.00	21.00	8	£48	£150	£35
Introduction to Accounting Software £		1	2-Feb-21	Tue	9.30	15.00	3	£48	£150	£35
Introduction to Accounting Software £		1	23-Mar-21	Tue	9.30	15.00	3	£48	£150	£35
Introduction to Accounting Software £		1	15-Apr-21	Thu	19.00	21.00	8	£48	£150	£35
Introduction to Accounting Software £		1	17-May-21	Tue	9.30	15.00	3	£48	£150	£35
Association of Accounting Technicians (Bookkeeping) £		1	22-Sep-20	Tue	9.30	15.00	3	£40	FREE	£35
Association of Accounting Technicians (Bookkeeping) £		1	1-Oct-20	Thu	18.00	21.00	6	£40	FREE	£35
Association of Accounting Technicians (Bookkeeping) £		1	10-Nov-20	Tue	9.30	15.00	3	£40	FREE	£35
Association of Accounting Technicians (Bookkeeping) £		1	12-Jan-21	Tue	9.30	15.00	3	£48	FREE	£35
Association of Accounting Technicians (Bookkeeping) £		1	14-Jan-21	Thu	19.00	21.00	8	£48	FREE	£35
Association of Accounting Technicians (Bookkeeping) £		1	2-Mar-21	Tue	9.30	15.00	3	£48	FREE	£35
Association of Accounting Technicians (Bookkeeping) £		1	27-Apr-21	Tue	9.30	15.00	3	£48	FREE	£35
Association of Accounting Technicians Level 1 Progression £		2	8-Oct-20	Thu	9.00	17.30	29	£40	£665	£220
Association of Accounting Technician £		2	2-Sep-20	Tue/Wed	18.00	21.30	34	£40	£665	£220
Accounting Technicians Diploma	AL	4	1-Sep-20	Tue	14.00	21.30	47	£40	£2,573	£280
Association of Accounting Technicians £	AL	3	2-Sep-20	Wed/Thu	18.00	21.30	34	£40	£2,573	£245
Association of Accounting Technicians £	AL	3	3-Sep-20	Thu	9.30	16.00	43	£40	£2,573	£245
<b>Art &amp; Design</b> *Introductory Courses										
Art & Design for Beginners		*Intro	29-Sep-20	Tue	18.00	20.00	4		£10	-
Art & Design for Beginners		*Intro	1-Oct-20	Thu	18.00	20.00	4		£10	-
Introduction to CAD (Computer Aided Design)		*Intro	30-Sep-20	Wed	17.30	20.30	10		£10	-
Introduction to CAD (Computer Aided Design)		*Intro	13-Jan-21	Wed	17.30	20.30	12		£10	-
Life Drawing for Beginners		1	28-Oct-20	Wed	18.00	21.00	20		FREE	£42
Photoshop for Beginners		1	29-Oct-20	Thu	18.00	21.00	20		FREE	£42
Art and Craft		1	28-Oct-20	Wed	18.00	21.00	20		FREE	£42
<b>Beauty</b> *Introductory Courses										
Introduction to Nail Techniques		*Intro	2-Nov-20	Mon	9.00	12.00	5		£10	-
Introduction to Nail Techniques		*Intro	11-Jan-21	Mon	9.00	12.00	5		£10	-
Level 1 Award in Nail Art Application £ Interview Required		1	22-Feb-21	Mon	9.00	12.00	10	£22	FREE	£20
Fashion and Photographic Make-Up £ Interview Required		1	15-Sep-20	Tue	18.00	21.00	10	£15	£75	£20
<b>Biology</b>										
GCSE Biology		2	8-Sep-20	Tue	16.00	19.00	34		£385	£37
<b>Business / Administration/Travel and Tourism</b> *Introductory Courses										
Medical Secretary / Administration		*Intro	30-Sep-20	Wed	19.00	21.00	4		£10	-
Medical Secretary / Administration		*Intro	13-Jan-21	Wed	19.00	21.00	6		£10	-

Course Title	Loan Student or Adult Learner	Level	Start Date	Day	Course times			Fees		
					Start	End	Wks	Materials Extra Costs	Course	Exam
<b>Child Psychology</b> *Introductory Courses										
Introduction to Child Psychology		*Intro	30-Sep-20	Wed	18.00	20.00	4		£10	-
Introduction to Child Psychology		*Intro	28-Oct-20	Wed	18.00	20.00	6		£10	-
Introduction To Child Psychology		*Intro	13-Jan-21	Wed	18.00	20.00	6		£10	-
Introduction To Child Psychology		*Intro	21-Apr-21	Wed	18.00	20.00	6		£10	-
<b>Computing, IT &amp; Photography</b> *Introductory Courses										
ICT Digital Pictures		*Intro	28-Oct-20	Wed	19.00	21.00	6		£10	-
ICT Digital Pictures		*Intro	21-Apr-21	Wed	19.00	21.00	6		£10	-
Introduction to IT (Microsoft packages)		*Intro	29-Sep-20	Tue	19.00	21.00	4		£10	-
Introduction to IT (Microsoft packages)		*Intro	27-Oct-20	Tue	19.00	21.00	6		£10	-
Photography Mixed abilities		*Intro	30-Sep-20	Wed	18.00	20.00	4		£10	-
Photography Mixed abilities		*Intro	28-Oct-20	Wed	18.00	20.00	6		£10	-
Photography Mixed abilities		*Intro	13-Jan-21	Wed	18.00	20.00	6		£10	-
Photography Mixed abilities		*Intro	21-Apr-21	Wed	18.00	20.00	6		£10	-
Using the Internet (Over 50s)		*Intro	1-Oct-20	Thu	19.00	21.00	4		£10	-
Using the Internet (Over 50s)		*Intro	29-Oct-20	Thu	19.00	21.00	6		£10	-
Photography		1	27-Oct-20	Tue	18.00	21.00	20		FREE	£25
IT (Intermediate) £		1	12-Jan-21	Tues	18.30	21.00	18		£225	£48
PC Maintenance		1	9-Sep-20	Wed	19.00	21.00	30		FREE	£77
<b>Cookery &amp; Food</b>										
Home Cooking Skills		1	1-Oct-20	Thu	9.30	14.00	12		FREE	£25
Home Cooking Skills		1	14-Jan-21	Thu	9.30	14.00	12		FREE	£25
Food Safety £		2	7-Feb-21	Thu	9.00	17.00	1		£36	£21
Food Safety £		2	4-Apr-21	Thu	9.00	17.00	1		£36	£21
<b>Counselling</b>										
Counselling Concepts		2	1-Sep-20	Tue	18.00	21.00	10		£75	£33
Counselling Concepts		2	2-Sep-20	Wed	9.30	12.30	10		£75	£33
Counselling Concepts		2	12-Jan-21	Tue	18.00	21.00	10		£75	£33
Counselling skills £ Interview Required	AL	3	2-Sep-20	Wed	9.30	13.00	34		£811	£60
Counselling skills £ Interview Required	AL	3	3-Sep-20	Thu	18.00	21.30	34		£811	£60
Counselling skills (Fast Track) Interview Required	AL	3	5-Jan-21	Tues	17.00	21.30	19		£811	£60
Counselling skills (Fast Track) £ Interview Required	AL	3	8-Jan-21	Fri	9.30	15.30	19		£811	£60
Diploma in Counselling Yr 1	AL	4	1-Sep-20	Tue	17.00	21.30	34		£2,882	£160
Diploma in Counselling Yr 1	AL	4	3-Sep-20	Thu	10.00	14.30	34		£2,882	£160
<b>Creative Writing</b> *Introductory Courses										
Creative Writing		*Intro	30-Sep-20	Wed	18.00	20.00	4		£10	-
Creative Writing		*Intro	28-Oct-20	Wed	18.00	20.00	6		£10	-
Creative Writing		*Intro	13-Jan-21	Wed	18.00	20.00	6		£10	-
Creative Writing		*Intro	21-Apr-21	Wed	18.00	20.00	6		£10	-

# Courses for Adults

Get on course at Southport College

Course Title	Loan Student or Adult Learner	Level	Start Date	Day	Course times			Fees		
					Start	End	Wks	Materials Extra Costs	Course	Exam
<b>English &amp; Maths</b> Initial Assessment Required										
English for Adults		1	7-Sep-20	Mon	13.00	16.00	16			
English for Adults		2	8-Sep-20	Tue	9.00	12.00	16			
English for Adults		2	10-Sep-20	Thu	13.00	16.00	16			
English for Adults		2	10-Sep-20	Thu	18.00	21.00	16			
Maths for Adults		1	7-Sep-20	Mon	9.00	12.00	16			
Maths for Adults		1	9-Sep-20	Wed	18.00	21.00	16			
Maths for Adults		1	10-Sep-20	Thu	9.00	12.00	16			
Maths for Adults		2	10-Sep-20	Thu	13.00	16.00	16			
GCSE Maths		2	8-Sep-20	Tue	13.00	15.30	34			
GCSE Maths		2	8-Sep-20	Tue	9.30	12.00	34			
GCSE Maths		2	8-Sep-20	Tue	18.00	20.30	34			
GCSE Maths		2	9-Sep-20	Wed	18.00	20.30	34			
GCSE Maths		2	10-Sep-20	Thu	14.00	16.30	34			
GCSE Maths		2	11-Sep-20	Fri	9.30	12.00	34			
GCSE Maths (Higher Tier)		2	9-Sep-20	Wed	13.00	15.00	34			
GCSE English		2	9-Sep-20	Wed	18.00	20.30	34			
GCSE English		2	9-Sep-20	Wed	9.30	12.00	34			
GCSE English		2	9-Sep-20	Wed	13.00	15.30	34			
GCSE English		2	8-Sep-20	Tue	18.00	20.30	34			
GCSE English		2	10-Sep-20	Thu	13.00	15.30	34			
FREE but fees are applicable if grade C or above is already held										
<b>ESOL</b> Initial Assessment Required *Introductory Courses										
ESOL for non-English Speakers		*Intro	29-Sep-20	Tue	18.00	20.00	4	-	£10	
ESOL for non-English Speakers		*Intro	30-Sep-20	Wed	18.00	20.00	4	-	£10	
ESOL for non-English Speakers		*Intro	27-Oct-20	Tue	18.00	20.00	6	-	£10	
ESOL for non-English Speakers		*Intro	28-Oct-20	Wed	18.00	20.00	6	-	£10	
ESOL for non-English Speakers		*Intro	12-Jan-21	Tue	18.00	20.00	6	-	£10	
ESOL for non-English Speakers		*Intro	14-Jan-21	Thu	18.00	20.00	6	-	£10	
ESOL for non-English Speakers		*Intro	20-Apr-21	Tue	18.00	20.00	6	-	£10	
ESOL for non-English Speakers		*Intro	22-Apr-21	Thu	18.00	20.00	6	-	£10	
ESOL for non-English Speakers (Pre-entry level)		*Intro	29-Sep-20	Tue & Wed	18.00	21.00	10	-	£10	
ESOL for non-English Speakers (Pre-entry level)		*Intro	12-Jan-21	Tue & Wed	18.00	21.00	10	-	£10	
ESOL Entry One (Reading) £		E1	10-Sep-20	Thu	18.00	21.00	15	-	£225	
ESOL Entry One (Speaking and Listening) £		E1	10-Sep-20	Thu	18.00	21.00	15	-	£225	
ESOL Entry One (Writing) £		E1	10-Sep-20	Thu	18.00	21.00	15	-	£225	
ESOL Entry Two (Reading) £		E2	8-Sep-20	Tue	18.00	21.00	15	-	£225	
ESOL Entry Two (Speaking and Listening) £		E2	8-Sep-20	Tue	18.00	21.00	15	-	£225	
ESOL Entry Two (Writing) £		E2	8-Sep-20	Tue	18.00	21.00	15	-	£225	
ESOL Entry Three (Reading) £		E3	9-Sep-20	Wed	18.00	21.00	15	-	£225	
ESOL Entry Three (Speaking and Listening) £		E3	9-Sep-20	Wed	18.00	21.00	15	-	£300	
ESOL Entry Three (Writing) £		E3	10-Sep-20	Thu	18.00	21.00	15	-	£225	

Course Title	Loan Student or Adult Learner	Level	Start Date	Day	Course times			Fees		
					Start	End	Wks	Materials Extra Costs	Course	Exam
<b>Motor Vehicle</b> Interview Required on all Motor Vehicle Courses										
Award in Motor Vehicle Studies		1	15-Sep-20	Tue	17.30	21.00	30		FREE	£46
Award in Motor Vehicle Studies £		2	16-Sep-20	Wed	17.30	21.00	28		£225	£42
<b>Spanish</b> *Introductory Courses										
Spanish for Beginners		*Intro	29-Sep-20	Tue	18.30	20.30	4		£10	-
Practical Spanish £		1	3-Nov-20	Tue	18.30	21.00	26		£388	£37
<b>Sport</b>										
Introduction to Sports Coaching		*Intro	1-Oct-20	Thu	18.00	20.00	6		£10	£20
<b>Teaching Assistants &amp; Early Years Practitioner</b> *Introductory Courses										
Introduction to being a Teaching Assistant		*Intro	1-Oct-20	Thu	18.00	20.00	4		£10	£10
Introduction to being a Teaching Assistant		*Intro	29-Oct-20	Thu	18.00	20.00	6		£10	£10
Introduction To Being a Teaching Assistant		*Intro	14-Jan-21	Thu	18.00	20.00	6		£10	£10
Introduction To Being a Teaching Assistant		*Intro	22-Apr-21	Thu	18.00	20.00	6		£10	£10
Preparing to Support in Schools		1	17-Sep-20	Thu	9.30	14.30	8		FREE	£48
Teaching Assistants £ Interview Required		2	6-Sep-20	Mon/Tue	9.30	14.30	32		£665	£96
Teaching Assistants £	AL	3	7-Sep-20	Tue/Thu	16.30	20.00	32		£1,417	£115
Teaching Assistants	AL	4	8-Sep-20	Wed	16.30	20.00	32		£811	£82
Early Years £	AL	3	8-Sep-20	Tue	17.00	20.00	18 months		£2882	£130
<b>Access to HE and Pre Access</b> Interview Required for all Access and Pre Access Courses										
Pre-Access to HE - including GCSE Biology		2								
Pre-Access to HE - including GCSE English		2								
Pre-Access to HE - including GCSE maths		2							Call-for-details	
Pre-Access to HE - Certificate in Psychology		2								
Access to HE Diploma - Science	AL	3	1-Sep-20	3 days	9.00	15.30	33		£3,384	£160
Access to HE Diploma Business, Business Management & Social Science	AL	3	1-Sep-20	3 days	9.00	15.30	33		£3,022	£160
Access to HE Diploma - Education & Management	AL	3	1-Sep-20	3 days	9.00	15.30	33		£3,384	£160
Access to HE Diploma - Health	AL	3	1-Sep-20	3 days	9.00	15.30	33		£3,384	£160
Access to HE Diploma - Social Sciences	AL	3	1-Sep-20	3 days	9.00	15.30	33		£3,022	£160
Access to HE Diploma - Midwifery	AL	3	1-Sep-20	3 days	9.00	15.30	33		£3,384	£160
<b>Higher Education Courses</b>										
Foundation Degree in Working with Children & Families	SL	5	14-Sep-20	2 days	9.00	17.00	30		£6,165	
BA (Hons) Working with Children and Families	SL	6	14-Sep-20	2 days	9.00	17.00	30		£6,165	
Foundation Degree in Health & Social Care	SL	5	14-Sep-20	2 days	9.00	17.00	30		£6,165	
BSC Hons Health & Social Care (Top Up)	SL	6	14-Sep-20	2 days	9.00	17.00	30		£6,165	
Foundation Degree in Criminology & Social Sciences	SL	5	14-Sep-20	2 days	9.00	17.00	30		£6,165	
BA Hons Criminology (Top Up)	SL	6	14-Sep-20	2 days	9.00	17.00	30		£6,165	
PGCE	SL	6	14-Sep-20	Varies. Please enquire			30		£3,075	
Certificate in Education	SL	5	14-Sep-20	Varies. Please enquire			30		£3,075	



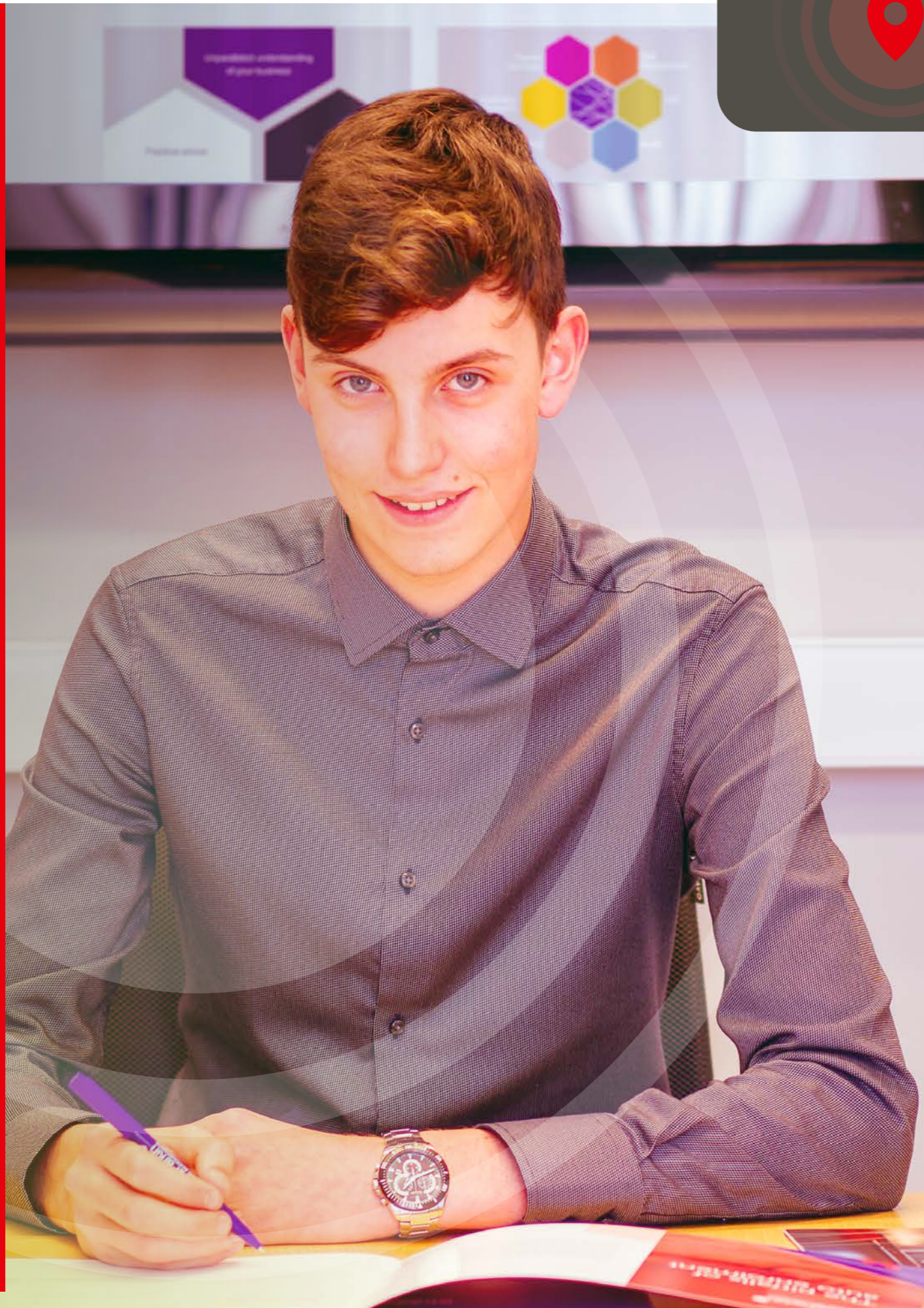


## Get on course

### Lewis Jones, AAT Level 4 Diploma

Studying AAT at Southport College put Lewis on the path to becoming a qualified accountant.

“The college has been fantastic in terms of my education and well-being; they have helped me in every way possible. All the tutors have an amazing amount of knowledge and their hands-on experience of running and managing businesses has been really useful, giving me a better idea of what to expect in the future and more insight into the sector. Having studied the AAT Level 4 qualification with Southport College I am now well on the way to becoming a Chartered Accountant.”



# Accounting

Whatever your business, accurate accounts are essential. The Association of Accounting Technicians (AAT) courses give you the skills to carry out financial and administrative duties and can start you on a journey towards a career in accountancy.

### Bookkeeping Level 1

If you're new to bookkeeping this course will introduce the role of a bookkeeper as you learn simple techniques.

### Introduction to Accounting Software Level 1

The Level 1 Award in Accounting Software is the perfect starting point if you want to carry out basic finance and administrative duties using accounting software packages.

### AAT Level 2

Within the Level 2 course you will be introduced to more accounting tools and techniques and will study accounts preparation and costs and revenues.

### AAT Level 3

You will take your skills to the next level studying a number of topics including indirect tax, professional ethics in accounting and finance and spreadsheet software.

### AAT Level 4

At Level 4 you will study four compulsory units; financial statements, budgeting, financial performance and internal control and accounting systems. You will also study two optional units from the following four options; personal tax, business tax, external auditing and credit management and control.

More Information available at: [www.southport.ac.uk/adultlearners/subjects-and-courses/accountancy-and-bookkeeping](http://www.southport.ac.uk/adultlearners/subjects-and-courses/accountancy-and-bookkeeping)

### How to apply

All of these courses require a short informal interview with the course tutor to check the course is suitable for you. Apply online through our website [www.southport.ac.uk/adultlearners/apply](http://www.southport.ac.uk/adultlearners/apply) and we will contact you with an interview day/time.

### Fee Remission (£) and Advanced Learner Loans (AL)

Fee remission is available for AAT Level 1 and Level 2, visit page 25 to check your eligibility. AAT Level 3 and Level 4 courses can be paid for using an Advanced Learner Loan, for more information see page 25.



## Get on course

### Rachael Howard Myersons Chartered Accountants

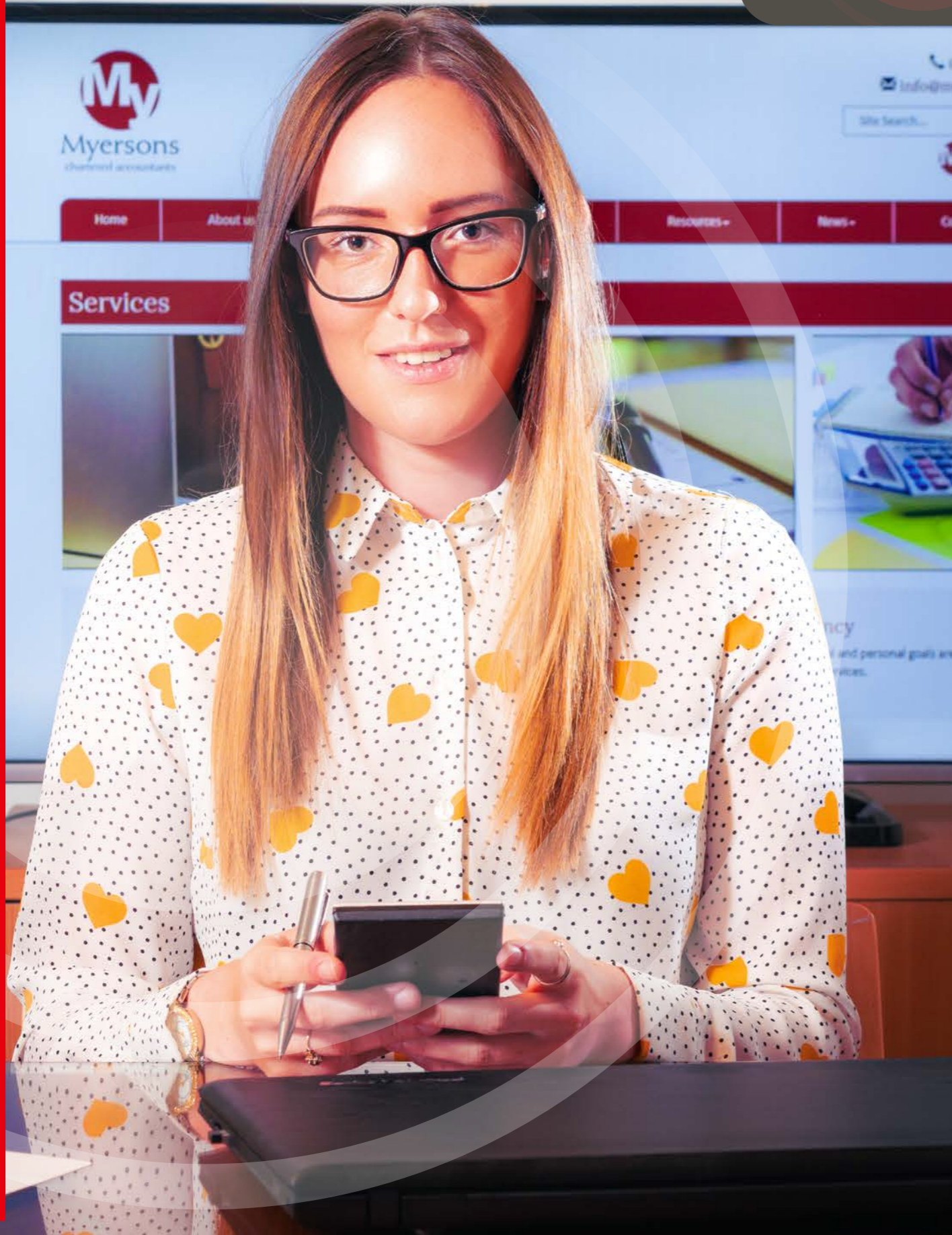
“Rachael joined us as an apprentice in August 2015. Through the combination of in-house training at Myersons and studying her AAT at Southport college she has developed in a positive and structured way building her knowledge base in both theory and practice. This makes her a much more valuable colleague. Her impact on the practice since then has been significant both to the business and its customers and she continues to develop and learn new skills.”

Rachael said: “Having the opportunity to do an apprenticeship has allowed me to gain experience using the knowledge I have learnt at college to carry out my work role at Myersons and have a great well-paid career.

The academic years were split up into modules which kept me focused and I also made great friends people in the same situation as me.

The tutors really go above and beyond to ensure that you get the best out of your study time and be as successful as possible.

Overall my time at Southport College has been successful and enjoyable.”



# Apprenticeships

**The tried and tested way for businesses to develop their employees and for individuals to gain qualifications and experience whilst earning a salary.**

If you are an employer looking to take on your first trainee or to develop your existing workforce, whatever size your business is, we can help you with our wide range of Apprenticeships.

If you are looking to start an Apprenticeship but need an employer, email us your CV and join our talent pool.

If you are already employed and are keen to progress, speak to your employer about starting an Apprenticeship with us.

For more information on our Apprenticeships visit:  
[www.southport.ac.uk](http://www.southport.ac.uk)  
email: [employer@southport.ac.uk](mailto:employer@southport.ac.uk)  
or call our Guidance Team on 01704 392704

We offer more than 30 Apprenticeship routes from Level 2 to Level 5 in sectors including:

- 📍 Accounting
- 📍 Assistant Practitioner
- 📍 Bricklaying
- 📍 Business Administration
- 📍 Catering
- 📍 Childcare
- 📍 Customer Service
- 📍 Electrical
- 📍 Engineering
- 📍 Hairdressing
- 📍 Health & Social Care
- 📍 Hospitality
- 📍 Information Technology
- 📍 Leadership & Management
- 📍 Motor Vehicle
- 📍 Painting & Decorating
- 📍 Plumbing & Heating
- 📍 Project Management
- 📍 Teaching & Learning
- 📍 Team Leading





## Get on course

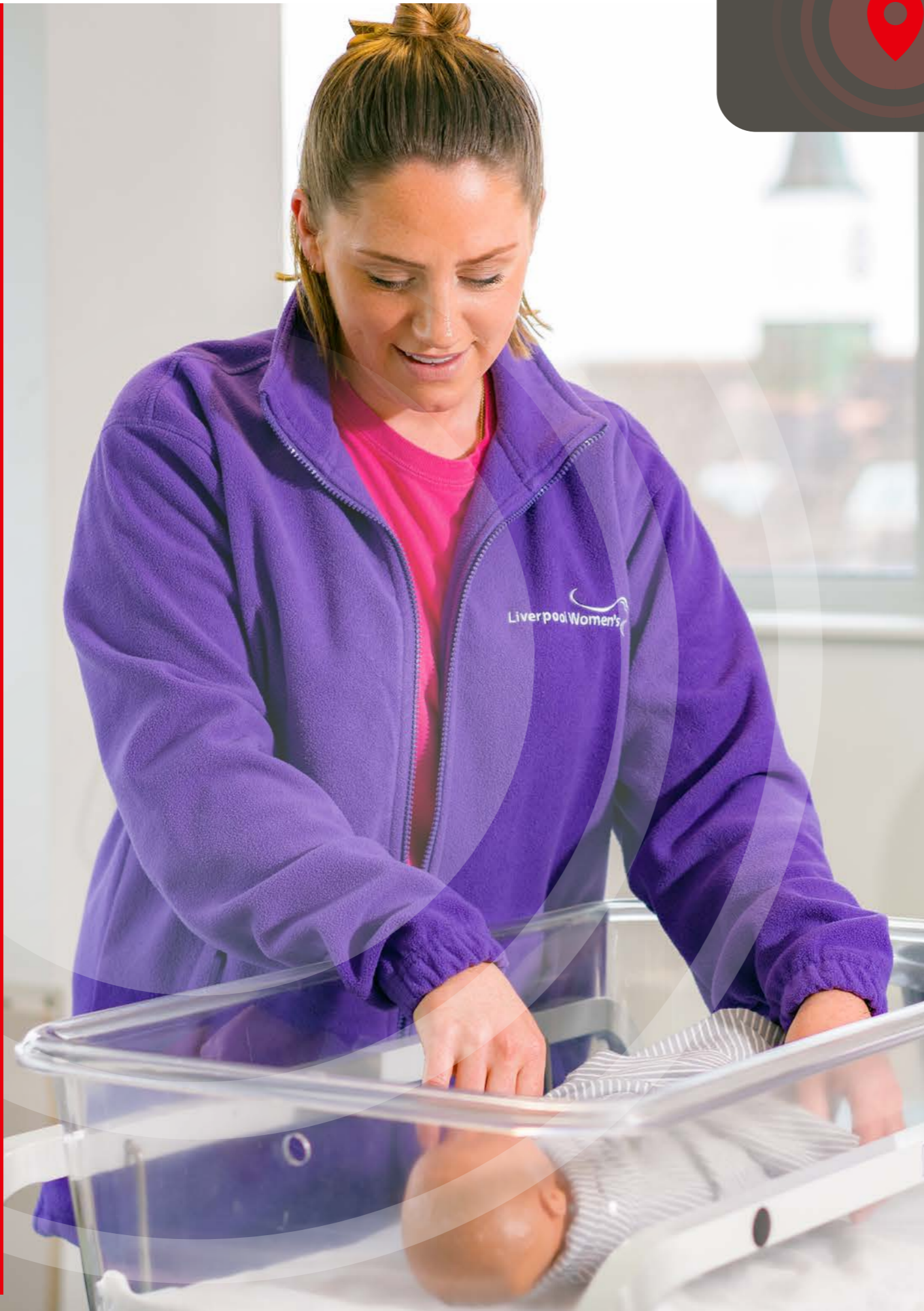
### Hannah Williamson

Access to Nursing & Midwifery Sept 2017 to June 2018

At the age of 29 Hannah plucked up the the courage and applied to Southport College. The Pre-Access course got her comfortable with being back in education allowing her to gain much needed GCSE's.

"The following year I enrolled on the Access course, coming closer to my dream of going to university. The support and guidance was exceptional - I could not have done it without my amazing tutors. The course content was highly relevant to a variety of healthcare areas and the teaching team were excellent.

I am now thoroughly enjoying studying Midwifery at University, I have recently handed in an assignment and it was graded a first. This has been made possible because of the foundations Southport College has given me and I cannot thank them enough."



# Access & Pre-Access

If you are keen to study for HND or Degree, but need more qualifications first, starting a Pre-Access or Access course with us in September 2020 could be the perfect solution.

### The Pre-Access programme

Ideal for those who for whatever reason have not previously achieved in education, the course provides the opportunity to undertake GCSE qualifications in a range of subjects including English, Maths, Biology and Psychology, as well as developing study skills for progression.

### Access to Higher Education

Designed to help those applicants who wish to study at degree level, but do not have the current level 3 qualifications required. The course combines subject specific knowledge with preparation for undergraduate level study.

### Southport College offers Access courses in:

#### Business

You will study a range of subjects including marketing, accounting, business planning, business management and business operations for entry on to Business Studies or other related degrees.

#### Computing

The course includes modules on computer systems architecture, networks and communication protocols, event-driven programming, database principles and design and web design and development for entry on to computing degree programmes.

#### Education

This course can lead to a Teacher Education degree or related degree. It introduces relevant academic and National Curriculum subjects and also includes modules such as education studies, psychology, research skills and English literature.

#### Health & Caring Professions

You will study a range of modules including health studies, health sciences (biology), psychology and personal development for entry on to nursing degree programmes or other health professions.

#### Nursing & Midwifery

This course allows progression on to nursing and midwifery degree programmes or other health related courses such as Physiotherapy or Public Health and you will study a number of subjects including human biology, health studies, psychology and research skills.

#### Science

This course can lead on to science related degrees and you will study a number of subjects including biology, chemistry and physics.

#### Social Science

You will explore sociology, psychology, criminology and personal development within the study of contemporary social issues and problems.

# Southport College University Centre

The Southport College University Centre, gives you the chance to study for a Higher Level qualification right on your doorstep.

## Why choose Southport College University Centre?

We offer smaller class sizes meaning our students benefit from more contact time with their tutors and our fees are substantially lower than traditional universities. Many of our courses offer compressed hours over just one or two days, so it's easy to combine with work. We have also recently undergone a refurbishment programme bringing our dedicated HE classrooms and study areas up to date.

Our tutors are industry practiced professionals bringing years of experience with them and live briefs and industry links with key local businesses give students the valuable chance to link theory to practice. Our prestigious awarding bodies include UCLan and the University of Cumbria, meaning you can achieve a full honours degree here in Southport.

## We offer a range of subjects, including:

### LEVEL 4

- Art and Design Foundation Studies
- HNC Engineering

### LEVEL 5

- HND Film and TV Production
- HND Games Design
- HND Graphic Design
- HND International Travel and Tourism Management
- HND Performing Arts
- HND Photography
- Foundation Degree Business Management
- Foundation Degree Working with Children and Families
- Foundation Degree Computing and IT
- Foundation Degree Criminology and Social Science
- Foundation Degree in Forensic Science
- Foundation Degree in Health and Social Care

### LEVEL 6

- BA (Hons) Business Management (NEW)
- BSc (Hons) Computing and IT
- BA (Hons) Criminology and Social Science
- BSc (Hons) Health and Social Care
- BA (Hons) Working with Children and Families

### LEVEL 6 AND 7

- Certificate in Education/PGCE

## Further details and entry requirements, please visit:

[www.southport.ac.uk/universitycentre/subjects-and-courses](http://www.southport.ac.uk/universitycentre/subjects-and-courses)



SOUTHPORT COLLEGE  
UNIVERSITY CENTRE



## Higher Education

### What qualifications do I need?

Each course has specific entry requirements. To find out what you need for entry on to a course visit [www.southport.ac.uk](http://www.southport.ac.uk).

### Need qualifications?

If you don't have the right qualifications to go straight on to a degree level course our Access and Pre-Access courses can help you get qualified. Find out more on page 121.

### How to apply

All of these courses require a short informal interview with the course tutor to check the course is suitable for you. Apply online through UCAS [www.ucas.com/ucas-undergraduate-apply-and-track](http://www.ucas.com/ucas-undergraduate-apply-and-track) and we will contact you with an interview day/time.

### NEW for 2020

### BA (HONS) BUSINESS MANAGEMENT (TOP-UP)

### Fees and Finance

#### ART & DESIGN FOUNDATION STUDIES

##### LEVEL 4:

£5,421

##### BA/BSC (HONS):

£6,165 PER ANNUM

FOR 3 YEARS FULL-TIME.

##### HNC/HND AND FOUNDATION DEGREE:

£6,165 PER ANNUM

FOR 2 YEARS FULL-TIME

DAYS OF STUDY VARY.

Our course fees can be paid through the student loan system, an arrangement with your employer or in full directly to Southport College.

Visit: [www.gov.uk/apply-online-for-student-finance](http://www.gov.uk/apply-online-for-student-finance) for more information about Student Loans.

The Art & Design Foundation Studies Level 4 course can be funded using an Advanced Learner Loan. Visit: [www.gov.uk/advanced-learner-loan/overview](http://www.gov.uk/advanced-learner-loan/overview) for further details about Advanced Learner Loans (AL).

**FOR FURTHER DETAILS CALL OUR COURSE INFORMATION LINE ON**

**01704 392704.**

# Let's talk money

## Some of our courses are free or attract fee remission!

### Maths and English

If you've not already passed your maths and English our courses are FREE from Level 1 to GCSE when studied in the same academic year. Fees are applicable if a C grade or above is already held.

### Fee Remission

Some of our courses attract fee remission which means if you eligible you're exempt from paying course fees. To find out if you qualify take a look at the criteria on page 25.

### Short Courses

All of our short introductory courses are available for just **£10** each for all students.

### Buy one and get one free on ESOL courses

Pay for your first ESOL course and get your second one free.

### Advanced Learner Loan

There is a way to fund your studies with no up-front fees and nothing to repay until you're earning £26,575 a year. Getting an Advanced Learner Loan doesn't depend on your income and there are no credit checks.

## Loans for September start courses

**Advanced Learner Loans (AL) can be used on Level 3 and Level 4 September start courses such as:**

#### Access

For further details about Advanced Learner Loans (AL)

#### Art & Design Foundation Studies

Visit: [www.gov.uk/advanced/learner-loan/overview](http://www.gov.uk/advanced/learner-loan/overview)

#### Association of Accounting Technicians

#### Counselling

Fund your Higher Education course with a Student Loan (SL)

#### Electrical Installation

#### Gas Installation

#### Plumbing

#### Teaching Assistants

Course fees for our Higher Education can be paid through the student loan system, an arrangement with your employer or in full directly to Southport College.

For more information about Student Loans (SL) visit: [www.gov.uk/apply-online-for-student-finance](http://www.gov.uk/apply-online-for-student-finance)



# Are you eligible for free courses?

## The following individuals are exempt from paying course fees

The exemption applies to the course and exam fees and only includes those courses marked with a £ symbol.

Materials charges are still payable. You must bring proof of your entitlement when enrolling.

If you are...	Evidence Required
Aged 16, 17 or 18 Years Old	Birth Certificate, Passport, Driving Licence or Travel Pass
Aged 19 - 23 enrolling on an Entry Level or Level One Qualification if not qualified at Level 2	Self-Certification document to be signed at the point of enrolment
Aged 19 - 23 enrolling on a First Full Level 2 Qualification	Self-Certification document to be signed at the point of enrolment
Aged 19 - 23 enrolling on a first full L3 Qualification	Self-Certification document to be signed at the point of enrolment
Employed, but with an annual income of less than £18135.00 and on an eligible course.	A pay slip within 3 months of the learning start date, or a current employment contract which states gross monthly/annual wages.
Registered unemployed and in receipt of Income Based Job Seekers Allowance	Job Centre Plus Letter, displaying NI Number and Self Certification document to be signed at the point of enrolment
Registered unemployed and in receipt of Employment and Support Allowance (Work Related Activity Group only)	Current letter authorised by the Job Centre showing receipt of W.R.A.G. contributions and NI Number and Self Certification document to be signed at enrolment
In receipt of Carer's Allowance (20% discount on course fees only – not fee exempt)	Current Letter from Department of Work and Pensions
Registered unemployed and your partner is claiming Working Family Tax Credit	Current Letter from Department of Work and Pensions showing zero for student earnings and displaying NI number
Registered unemployed and in receipt of Income Support	Current Letter from Department of Work and Pensions displaying NI number

## Terms and conditions

- All proof of entitlement must be current at the time of enrolment.
- All students over 18 pay their exam fees in full at the time of enrolment unless eligible for fee remission.
- You have the right to cancel your enrolment and receive a full refund of any fees paid if we receive written notice up to seven working days from the day after that of your enrolment. However, if after commencement of the course you wish to withdraw and receive a refund this may only be granted on production of a medical certificate.
- A refund of fees will be given if a class is closed by Southport College.
- Students not wishing to sit an exam on an exam-assessed course will be charged a non-subsidised fee of £100 (in addition to course/material fees).
- You must enrol on a course prior to its commencement during an enrolment period. Southport College reserves the right to withdraw or amend courses, entry requirements, fees and details included in this publication.
- Courses are offered subject to viability of group size, minimum and maximum numbers, as defined by the College and acceptance onto a course is at the discretion of Southport College.
- Course closures are usually notified before, or at the time of the first class. Refund cheques will be forwarded as soon as possible upon the unfortunate closure of a course.
- All Southport College students are subject to the College's policies and procedures.
- Southport College operates a Safeguarding Children and Vulnerable Adults Policy.
- Other terms and conditions may apply.

### Disclosure and Barring Service (DBS) Checks

- Courses that include an element of working with children or vulnerable adults require students to undertake a Disclosure and Barring Service (DBS) check. The DBS check is compulsory and you will be required to pay the fee which is currently £44.00 per person.

### Kit and uniforms

- Some courses require the purchasing of an appropriate kit and uniform. You will be advised of the ordering process and prices prior to the start of the course.

### Material Fees/Additional Costs

- Some of our courses require an additional charge for materials or additional costs payable at the time of enrolment. These charges cover the cost of materials provided by the College for use as part of your course, or cover necessary administration fees enabling you to commence and complete the course.

### Important details

Information is correct at the time of going to press. Every effort is made to ensure accuracy. This publication supersedes any other publication or advertisement promoting these courses. Southport College reserves the right to amend course details and fees.

# Get on course

Southport College  
Morningson Road  
Southport PR9 0TT  
[www.southport.ac.uk](http://www.southport.ac.uk)

