

NewVic adult course guide





Welcome

I am delighted that you are thinking of joining one of our part-time adult courses. NewVIc is continuously developing its varied course offer to meet the changing needs of people in Newham.

We have two centres in Stratford and one in Plaistow. All three have excellent facilities and are easy to reach. We offer a wide range of courses including accounting, childcare, electrical and ESOL. These courses are designed to help you develop your skills and to prepare you for new job opportunities.

All of our courses are accredited by awarding or professional bodies, such as the Association of Accounting Technicians and the Institute of Leadership and Management, so you can be certain that the courses are in touch with the latest business needs and practices.

We look forward to welcoming you to NewVIc.

Eddie Playfair.

Eddie Playfair
Principal



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Enrolling

When do I enrol?

For courses held at Plaistow centre:

▼ Enrolment for September 2009 courses

Daytime: 17 – 20 August 2009, 10 am – 3 pm

Evening: every Monday and Wednesday from 7 – 16 September 2009, 5.30 pm – 7.30 pm

▼ Term dates (September 2009 courses)

21 September 2009 – 16 December 2009

▼ Enrolment for January 2010 courses

Daytime: 16 – 30 November 2009, 10 am – 4 pm

Evening: Monday 16 and Wednesday 18 November 2009, 5.30 pm – 7.30 pm

▼ Term dates (January 2010 courses)

11 January 2010 – 31 March 2010

▼ Enrolment for April 2010 courses

Daytime: 15 – 31 March 2010, 10 am – 4 pm

Evening: Monday 15 and Wednesday 17 March 2010, 5.30 pm – 7.30 pm

▼ Term dates (April 2010 courses)

19 April 2010 – 7 July 2010

For courses held at Stratford centre:

▼ Enrolment for September 2009 courses

Daytime: 17 August – 11 September 2009, 10 am – 3 pm

Evening: every Tuesday and Thursday from 27 August until 10 September 2009, 5.30 pm – 7.30 pm

▼ Term dates (September 2009 courses)

7 September 2009 – 8 February 2010 (18-week and ESOL classes)

14 September 2009 – 7 December 2009 (12-week classes)

▼ Enrolment for January 2010 courses

Daytime: 16 November – 11 December 2009, 10 am – 3 pm

Evening: every Tuesday and Thursday from 17 November – 10 December 2009, 5.30 pm – 7.30 pm

▼ Term dates (January 2010 courses)

4 January 2010 – 29 March 2010 (12-week courses)

▼ Enrolment for February 2010 courses (ESOL only)

Daytime: 11 January – 12 February 2010, 10 am – 3 pm

Evening: every Tuesday and Thursday from 12 January – 11 February 2010, 5.30 pm – 7.30 pm

▼ Term dates (February 2010 ESOL courses)

22 February 2010 – 5 July 2010

▼ Enrolment for April 2010 courses

Daytime: 8 March – 9 April 2010, 10 am – 3 pm

Evening: every Tuesday and Thursday from 16 March – 1 April 2010, 5.30 pm – 7.30 pm

▼ Term dates (April 2010 courses)

19 April 2010 – 5 July 2010



Enrolling

How do I enrol?

Simply pop along to the centre your course will run at during the relevant dates shown on the previous pages. Places are offered on a first come first served basis. For some of our courses you will be required to sit a short assessment of your literacy and numeracy. This is so that we can ensure you are enrolled on the correct course and level. This assessment helps us to give you the support you need during your studies.

Further information about enrolment dates and times is available by calling 020 7473 4110.

What do I need to bring with me?

Bring along your course fee as detailed in this course guide. Payment can be made in cash, by credit card or cheque (made payable to Newham Sixth Form College).

If you have been a resident of the United Kingdom for less than three years you must bring along your passport or Immigration and Nationality Directorate (IND) documentation. There may be some additional course-specific costs such as text books. Please ask at enrolment for more details.

Concessionary fees

Please see the table opposite to ascertain whether you are entitled to a concessionary fee and if so the evidence you will need to bring along to enrolment.

| Income-based benefit/status | Evidence required at enrolment |
|--|--|
| Income support | A letter or book informing you of your entitlement to the benefit or other proof that you are receiving the benefit |
| Job seeker's allowance | A letter proving that you are receiving job seeker's allowance |
| Housing or council tax benefit | A letter informing you of your entitlement to housing or council tax benefit |
| Receiving a low income and in receipt of working tax credit | TC602 form which is the tax credit award notice sent to you (contact tax credit office if you have lost your original) |
| Aged 16 or over but under 19 on 31/08/09 | Evidence of your date of birth |
| Those in receipt of pension credits | Letter informing you of entitlement to pension credit |
| An unwaged dependant of someone claiming any of the income-based benefits listed above | Proof of the benefit, as listed above. This should show your name and that of the person receiving the benefit |



Facilities and support

Learning Resources Centres

Both our Plaistow and Stratford centres have a Learning Resources Centre (LRC), which provide students with access to computers with the internet, a range of printed resources, photocopying and printing facilities and the latest newspapers and magazines. There is a staff member available to provide ICT support and help you access online and printed resources.

Support for students with disabilities or learning difficulties

The college is committed to inclusive education. If you have a physical, sensory or learning disability it might be helpful to chat in confidence to college staff so that additional learning support can be arranged.

Sports facilities

The college runs a range of sports activities and clubs at the Plaistow centre. Clubs include badminton, basketball, cricket, kickboxing, football and tennis. Facilities include a multi-gym, large sports hall, dance studios and tennis courts.

Financial assistance

If you are on a low income you may be eligible for financial help through the college learner support fund. This fund can help you with college-related costs such as childcare, travel and equipment. To find out if you are eligible for the learner support fund please ask our recruitment advisers or make an appointment to see the student finance adviser by calling 020 7540 0649.

Careers guidance

Our specialist careers advisers are available to offer information, advice and guidance on your career and studies. They will provide information on your options, help you decide and plan your next step and give you practical support with writing your CV, searching for jobs and making applications. For more information please contact the NewVlc careers office on 020 7540 0622.

Parking

There is a car park allocated for students at the Plaistow centre. The entrance can be found just opposite the fire station. Parking for students attending the Stratford centre or Stratford Circus is in the main pay and display multi-storey car park or on adjoining roads, subject to restrictions.

Students' union

The college boasts a lively and active students' union. You can join the union and become a member of the National Union of Students (NUS). There is a joining fee of £10 and you will also need a passport size photo. You will then receive an NUS card which will entitle you to discounts at a wide range of high street shops, restaurants, cinemas, attractions and much more, both in the UK and abroad.



Accounting

We offer three levels of AAT-accredited accounting courses. The different levels offered enable you to progress from a basic knowledge of accounting to technician level. The AAT is the UK's largest awarding body of skills-based qualifications in accounting, which means that you will learn by performing practical work-related tasks. You will also develop transferable skills in areas such as IT, communications and health and safety.

AAT foundation (level 2)

- ▼ **Qualification** AAT foundation (level 2) ▼ **Duration** 32 weeks
- ▼ **Evenings** Monday and Wednesday 6 pm – 8.30 pm
- ▼ **Location** Plaistow centre ▼ **Start date** September
- ▼ **Fees** £850*

This course is for students who have a basic knowledge or experience of accounting. The units cover recording income, preparing ledger balances and supplying information for management control.

AAT intermediate (level 3)

- ▼ **Qualification** AAT intermediate (level 3) ▼ **Duration** 32 weeks
- ▼ **Evenings** Monday and Wednesday 6 pm – 8.30 pm
- ▼ **Location** Plaistow centre ▼ **Start date** September
- ▼ **Fees** £850*

This course is for students who currently work in accounting and have completed the AAT foundation course. You will study the differentiation of various costs, rules of VAT and the construction of a range of account balances.

AAT technician (level 4)

- ▼ **Qualification** AAT technician (level 4) ▼ **Duration** 32 weeks
- ▼ **Evenings** Monday and Wednesday 6 pm – 9 pm
- ▼ **Location** Plaistow centre ▼ **Start date** September
- ▼ **Fees** £950*

This course is for students who have completed the AAT intermediate course and currently work in accounting. You will study managing systems and people, implementing auditing procedures and drafting financial statements.

* Includes £10 registration fee and books. All students will also be required to pay the AAT registration fee (£101) which is paid directly to AAT. There will also be a charge for each examination taken.





Childcare

This new addition to NewVlc's adult offer is ideal if you want to learn about working with children under the age of five.

CACHE level 1 award in getting started in a pre-school setting

▼ **Qualification** CACHE level 1 award in getting started in a pre-school setting ▼ **Duration** 12 weeks ▼ **Daytime** Tuesday 9.30 am – 12 pm ▼ **Location** Stratford centre ▼ **Start dates** September, January and April ▼ **Fees** £75* / £25* concessions

On the course you will gain the basic knowledge needed to participate in the provision made by pre-school settings. At the end of the course, you will have developed an awareness of the range of skills and techniques needed to work with children under five in a pre-school setting.

* Please note that all students are required to pay a £26 CACHE registration fee





Computing and IT

NewVlc's experienced IT teachers offer two computing and IT courses to help you at home and work. They will teach you the basics of IT to build your confidence in using common software packages.

Award for IT users

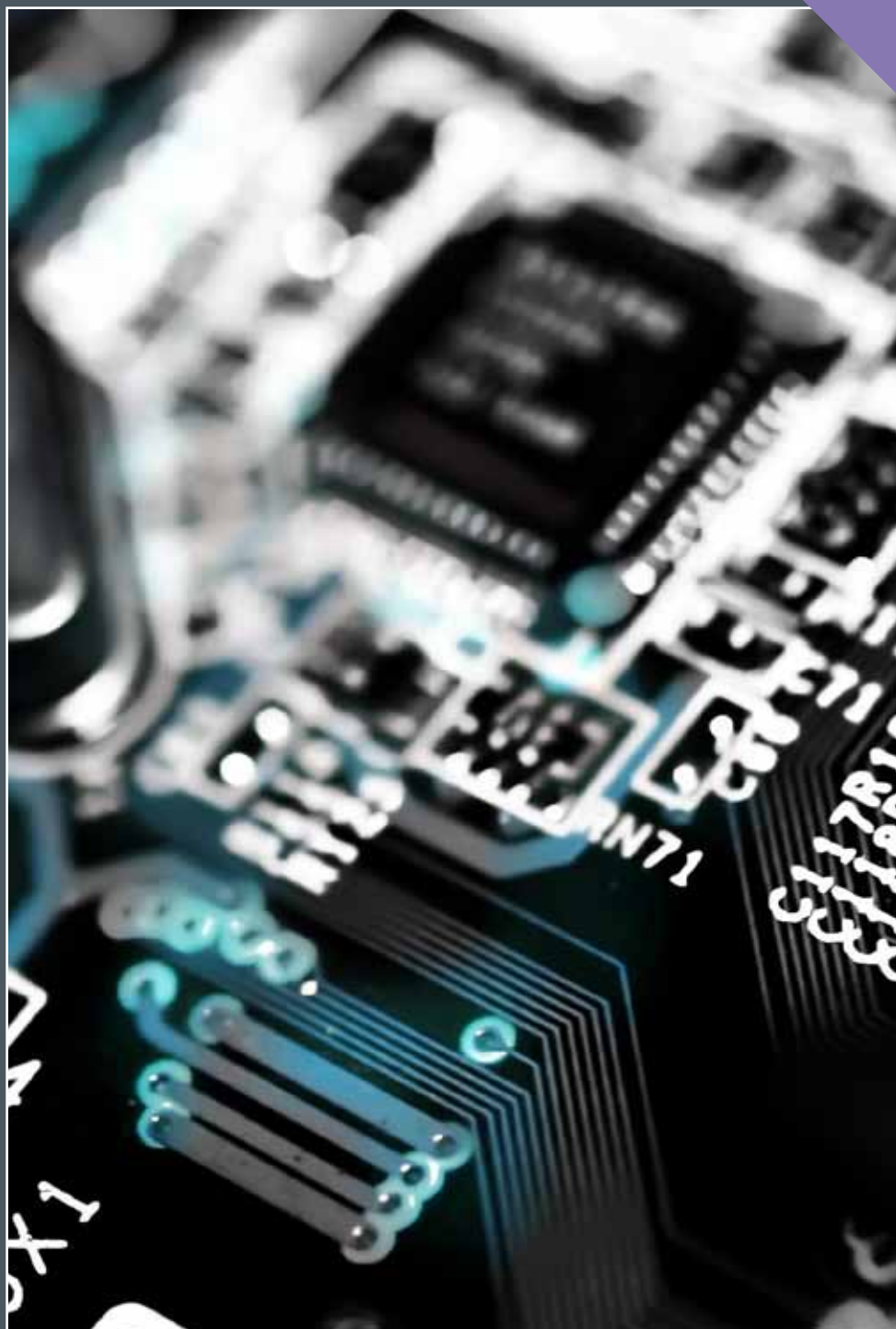
▼ **Qualification** City and Guilds entry level award for IT users at entry 3 ▼ **Duration** To be confirmed ▼ **Daytime** Thursday 9.30 am – 1 pm ▼ **Location** Stratford centre ▼ **Start dates** September, January and April ▼ **Fees** £110 / £35 concessions

This course is ideal if you want to learn how to use IT more effectively in your work, personal life or leisure time.

CLAiT certificate – computer literacy and information technology

▼ **Qualification** OCR CLAiT certificate ▼ **Duration** 18 weeks ▼ **Evening** Monday 6 pm – 8.30 pm ▼ **Location** Plaistow centre ▼ **Start dates** September and February ▼ **Fees** £130 / £35 concessions

This course is ideal if you are keen to learn the basics of IT. You will have the opportunity to tailor the course to suit your needs. Units can be studied individually or as a complete qualification.





Electrical

NewVlc's popular electrical courses enable students to learn about everything from practical wiring in the home to the testing of electrical installations.

Inspection and testing of electrical equipment (Portable Appliance Testing - PAT)

▼ **Qualification** City and Guilds 2377 code of practice for in-service inspection and testing of electrical equipment
▼ **Duration** 7 weeks ▼ **Evening** Wednesday 6 pm – 8.30 pm
▼ **Location** Plaistow centre ▼ **Start dates** September, January and April ▼ **Fees** £150 (no concessions)

On this course you will learn how to inspect and test portable and handheld equipment and tools and certify them for safe working.

Electrical installation: practical wiring

▼ **Qualification** College certificate ▼ **Duration** 10 – 12 weeks
▼ **Evening** Monday 6 pm – 8.30 pm ▼ **Location** Plaistow centre
▼ **Start dates** September, January and April
▼ **Fees** £275 (no concessions)

This introductory course will help you learn how to carry out the wiring of domestic installations. Topics include colour coding of wiring systems and maintaining circuits in the home.

Inspection, testing and certification of electrical installations

- ▼ **Qualification** City and Guilds 2391-10 inspection, testing and certification of electrical installations – NVQ level 3
- ▼ **Duration** 10 – 12 weeks ▼ **Evening** Monday 6 pm – 8.30 pm
- ▼ **Location** Plaistow centre ▼ **Start dates** September and April ▼ **Fees** £350 (no concessions)

On this course you will learn the procedure for inspection, testing and certification according to BS7671:2008. This is the legal minimum requirement for testing electrical installations. To take this course you need to have completed the City and Guilds 2382-10 17th edition IEE wiring regulations or the 2382-20 17th edition upgrade course, and have work-based electrical experience.

17th edition IEE wiring regulations

- ▼ **Qualification** City and Guilds 2382-10 17th edition IEE wiring regulations BS7671:2008 NVQ level 3
- ▼ **Duration** 10 – 12 weeks ▼ **Evening** Wednesday 6 pm – 8.30 pm
- ▼ **Location** Plaistow centre ▼ **Start dates** September, January and April ▼ **Fees** £250 (no concessions)

This course is the legal minimum requirement (BS7671:2008 regulations) for electrical installation professionals. Topics include selection of equipment, special installations and definitions of key terms.

17th edition IEE wiring regulations UPDATE

- ▼ **Qualification** City and Guilds 2382-20 17th edition IEE wiring regulations BS7671:2008 (update) NVQ level 3
- ▼ **Duration** 3 weeks ▼ **Evening** Wednesday 6 pm – 8.30 pm
- ▼ **Location** Plaistow centre ▼ **Start dates** September, January and April ▼ **Fees** £125 (no concessions)

If you already hold the City and Guilds 2381 16th edition wiring regulations BS7671:2004 then this fast track course is for you.



Event management

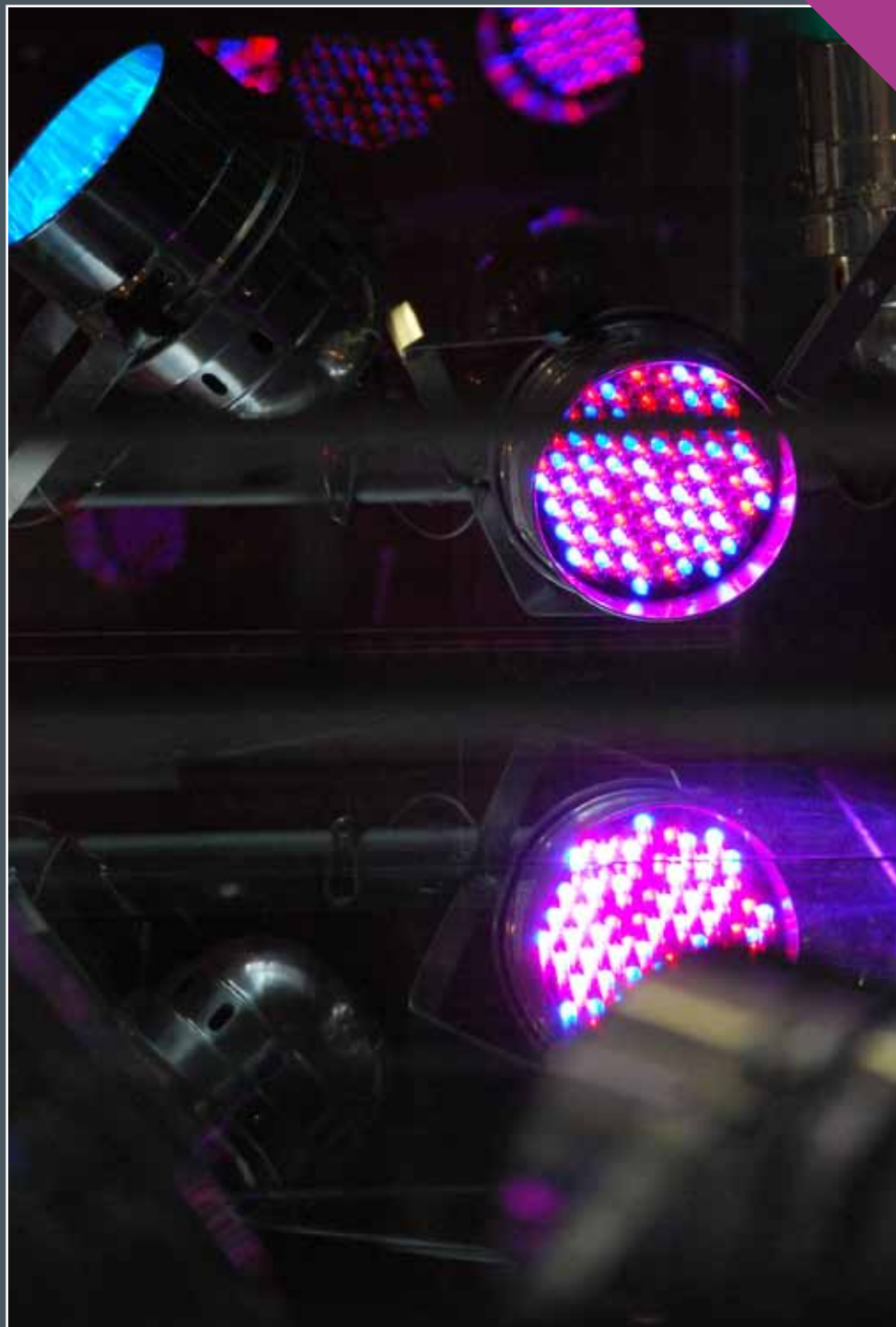
This course gives you the opportunity to gain excellent work experience in the field of event and production management by practising what you learn at NewVic's arts venue, Stratford Circus.

Event and production management

- ▼ **Duration** 11 weeks
- ▼ **Evening** Monday 6.30 pm - 8.30 pm
- ▼ **Location** Stratford Circus
- ▼ **Start dates** September and April
- ▼ **Fees** £40 / £10 concessions

This course explores the various team roles within the area of live events and production management that are needed to produce a performance or event effectively.

Areas covered include stage management, front of house, ushers, marketing, distribution and box office. Students will work towards a final event linked to the Stratford Circus events calendar where they will have practical work experience and shadowing.





Hospitality and tourism

At the heart of the regeneration taking place in Newham is preparation for 2012. If you want to work towards a role in 2012 then a course in hospitality and tourism at NewVIc could be the first step.

Welcome to excellence qualifications

▼ **Duration** One day per unit ▼ **Daytime** Thursday (all day)
▼ **Location** Stratford centre ▼ **Start dates** Last Thursday
of each month ▼ **Fees** £85 per unit

Do you work or want to work in the service industries? Perhaps you fancy a career as a hotelier or just want a part-time or seasonal job in a restaurant? The Welcome to excellence qualifications will help you understand the importance of hospitality, leisure, travel and tourism within the local economy and how customer service plays a key part in raising standards in the industry.

The units you can study are:

- Welcome host – gain an overview of hospitality and tourism studies and discuss the importance of providing customer care. You will learn how to communicate effectively, how to provide helpful information and how to deal with difficult situations effectively.
- Welcome all – you will learn about welcoming customers with specific needs or disabilities. You will discover the benefits of providing an excellent service to customers with disabilities and learn about your responsibilities under the Disability Discrimination Act. You will have the chance to identify possible improvements to access and service.





Management

NewVlc offers two levels of Institute of Leadership and Management-accredited courses, enabling you to progress with us over the year.

Both courses focus on developing your skills in key management areas. They are particularly useful if you are new to team leading and management. You can study individual units or the whole qualification.

Institute of Leadership and Management award in team leading (level 2)

▼ **Qualification** ILM award in team leading (level 2)
▼ **Duration** 12 weeks ▼ **Evening** Wednesday 6 pm - 8 pm
▼ **Location** Stratford centre ▼ **Start dates** September and April ▼ **Fees** There is a one off £60 ILM registration fee + a fee of £85 per unit*

The following units are offered:

- Developing yourself as a team leader (mandatory unit for the full award)
- Dealing with change in the workplace
- Workplace communications

Institute of Leadership and Management award in first line management (level 3)

▼ **Qualification** ILM introductory certificate in first line management ▼ **Duration** 12 weeks ▼ **Evening** Wednesday 6 pm - 8 pm ▼ **Location** Stratford centre ▼ **Start date** January ▼ **Fees** There is a one off £60 ILM registration fee + a fee of £85 per unit*

The following units are offered:

- Solving problems and making decisions (mandatory unit for the full award)
- Achieving objectives through time management
- Organising and delegating

* If you register for the whole qualification at the beginning of the course you will be charged a fee of £229.50 (this excludes the ILM registration fee of £60).





Skills for life

NewVic's skills for life courses offer students a chance to build their confidence in key skills such as communication, numeracy, literacy and personal finance.

Brush up on your English

▼ **Qualification** OCR adult literacy qualification (entry 3, level 1 and level 2) ▼ **Duration** 12 weeks ▼ **Daytime** Tuesday and Thursday 9.30 am – 12 pm, Wednesday 9.30 am – 12.30 pm and Thursday 12.30 pm – 2.30 pm
▼ **Evening** Tuesday and Thursday 6 pm – 8.30 pm
▼ **Location** Stratford centre ▼ **Start dates** September, January and April ▼ **Fees** FREE

If grammar and spelling are not your strengths and you would like to work on your written English, you will find this course very helpful.

Brush up on your maths

▼ **Qualification** OCR adult numeracy (entry 3, level 1 and level 2) ▼ **Duration** 12 weeks ▼ **Daytime** Monday and Friday 9.30 am – 12 pm ▼ **Evening** Tuesday and Thursday 6 pm – 8.30 pm ▼ **Location** Stratford centre
▼ **Start dates** September, January and April ▼ **Fees** FREE

Gain confidence in dealing with numbers so you can use mental arithmetic at work, to calculate your monthly bills or to help your child with their maths homework. You will study fractions, decimals and percentages and will apply maths in practical situations.

ESOL skills for life with citizenship

▼ **Qualification** University of Cambridge ESOL examinations
▼ **Duration** 18 weeks ▼ **Daytime for entry 1 and 2** Tuesday and Thursday 9.30 am – 1 pm ** ▼ **Daytime for entry 3** Monday and Wednesday 9.30 am – 1 pm ** ▼ **Evenings (all levels)** Tuesday and Thursday 6 pm – 8.30 pm ▼ **Location** Stratford centre ▼ **Start dates** September and February
▼ **Fees** £199* / concessions £45

* includes £50 examination fee

** plus additional ICT class on Friday 9.30 am - 1 pm

If English is not your first language, then this course will help you to improve your English communication skills. The course will also help you prepare your application for British citizenship and settlement in the UK.

ESOL is offered at five levels and we will assess you at enrolment to place you in the group that most suits your needs. You can then progress through the levels at your own pace.

Programme in personal finance planning

▼ **Qualification** Award, certificate and diploma in personal financial planning ▼ **Duration** One year ▼ **Evening** Monday 6 pm - 9 pm ▼ **Location** Plaistow centre ▼ **Start date** September ▼ **Fees** To be confirmed

This course will equip you with the key life skill of managing your finances. The programme starts with a core unit in personal financial planning. You will then move on to optional units in subjects like mortgages for consumers, personal borrowing, savings and investment. As you complete more optional units you progress from the award to the certificate to the diploma.



Skills for work

NewVic's skills for work courses are ideal if you want to get ahead at work. The courses help you gain confidence and develop skills such as working in a team, interview skills and customer service.

Business administration at entry 3

▼ **Qualification** Edexcel award in business administration at entry 3 ▼ **Duration** 12 weeks ▼ **Daytime** Monday and Wednesday 9.30 am – 12 pm ▼ **Evening** Tuesday and Thursday 6 pm – 8.30 pm ▼ **Location** Stratford centre ▼ **Start dates** September and April ▼ **Fees** £119 / £35 concessions

This course gives you an insight into business administration. You will learn about administrative tasks, using office equipment and creating business documents.

Business administration at level 1

▼ **Qualification** Edexcel certificate in business administration at level 1 ▼ **Duration** 18 weeks ▼ **Daytime** Monday and Wednesday 9.30 am – 12 pm ▼ **Evening** Tuesday and Thursday 6 pm – 8.30 pm ▼ **Location** Stratford centre ▼ **Start date** September and January ▼ **Fees** £139 / £45 concessions

This course will help improve your skills in office duties, creating business documents and dealing with ordered office goods.

Skills for work at entry 3

✦ **Qualification** Edexcel certificate in work skills entry 3
✦ **Duration** 18 weeks ✦ **Daytime** Tuesday and Thursday
9.30 am – 12 pm ✦ **Evening** Tuesday and Thursday 6 pm
– 8.30 pm ✦ **Location** Stratford centre ✦ **Start dates**
September and February ✦ **Fees** £139 / £45 concessions

Are you looking for work? This course will help you search for jobs and prepare you for interviews and will look at team working and responsibilities at work. It provides an excellent foundation for going on to study one of our level 1 skills for work programmes.

Skills for work at level 1

✦ **Qualification** Edexcel certificate in work skills level 1
✦ **Duration** 18 weeks ✦ **Daytime** Tuesday and Thursday
9.30 am – 12 pm ✦ **Evening** Tuesday and Thursday 6 pm
– 8.30 pm ✦ **Location** Stratford centre ✦ **Start dates**
September and February ✦ **Fees** £139 / £45 concessions

Do you want to improve your skills and increase your chances of promotion? This course will develop your leadership, self-management and customer relationship skills. It provides an excellent foundation for going on to study one of our level 1 skills for work programmes.

Customer service

✦ **Qualification** City and Guilds award in customer service level 1 ✦ **Duration** 12 weeks ✦ **Daytime** Thursday
9.30 am – 12 pm ✦ **Evening** Thursday 6 pm – 8.30 pm
✦ **Location** Stratford centre ✦ **Start dates** September,
January and April ✦ **Fees** £75 / £25 concessions

Customer service skills are important in every sector and industry. On this course you will learn about the needs of different types of customers, communication methods, body language and dealing with queries and complaints.



Short courses

The college offers a number of short courses to businesses who would like to train a group of their staff together.

Food hygiene

The foundation certificate in food hygiene, issued by the Chartered Institute for Environmental Health (CIEH), covers all the basics of handling and storing food.

Health and safety

You will earn a health and safety at work certificate issued by CIEH.

First aid

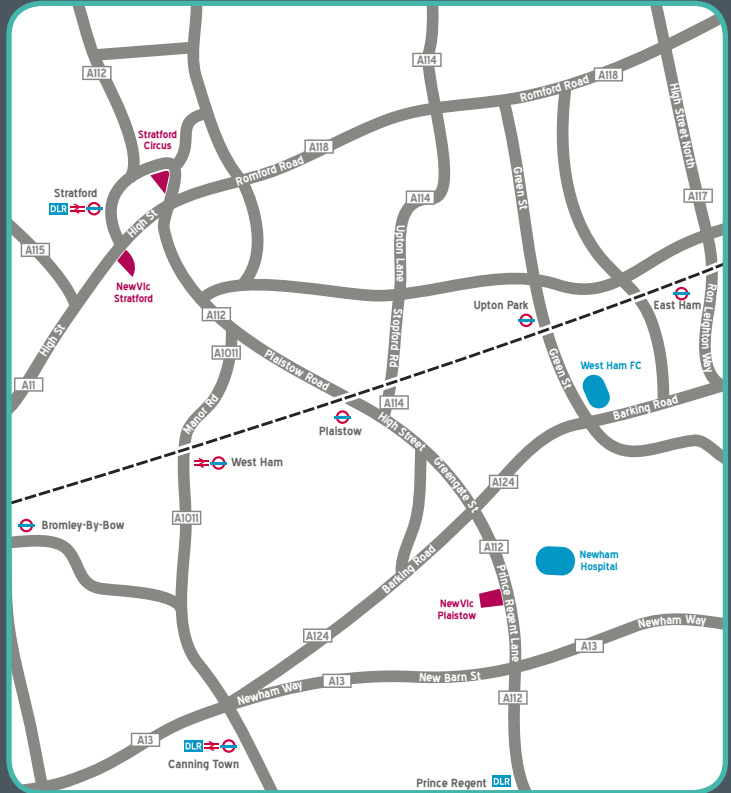
Learn basic first aid skills on our one-day appointed first aider course (recommended by the Health and Safety Executive). This course covers cardiopulmonary resuscitation (CPR), bleeding, immobilising and other basics to help you prepare for any emergency. The course is suitable for employees who are considered to be low risk or individuals simply interested in learning basic first aid.

The courses are run at Stratford centre. Please call Stratford centre on 020 7540 0680 to arrange dates and times to suit your needs.





Local area map



NewVic Plaistow centre

Prince Regent Lane, London E13 8SG
Tel no: 020 7473 4110 Fax no: 020 7511 9463

Local bus routes
Barking Road - 5, 15, 115, 147, 276, 330
Prince Regent Lane - 147, 262, 276, 300, 473

Tube stations

Plaistow - District and Hammersmith and City lines (15 mins walk)

Canning Town - Jubilee, DLR and North London lines (25 mins walk)

NewVlc Stratford centre

379/381 High Street, Stratford, London E15 4QZ

Tel no: 020 7540 0680 Fax no: 020 7540 0699

NewVlc Stratford Circus

Theatre Square, Stratford, London, E15 1BX

Box office tel no: 0844 357 2625

Local bus routes

Stratford bus station – 25, 86, 104, 158, 238, 241, 257, 262, 473, D8, S2

Tube station

Stratford: Central and Jubilee lines, DLR and National Rail services

If you would like this prospectus in a different format such as large print, translation or Braille, please contact us on 020 7473 4110 and we will provide the information in a way to suit your needs.

Disclaimer

This prospectus describes our courses, services and facilities. It was compiled in July 2009 and relates to the programmes we intend to offer in the year starting September 2009. Every care has been taken to ensure that the information contained is accurate at the time of printing, but the course programme is subject to continuing development and changing circumstances that may necessitate the cancellation of courses or alterations to the course content, or other related matters. The college reserves the right to make any such changes: with as much notice as possible. These rights shall be incorporated in any contract between the college and a student at or before enrolment safeguarding the college from any liability whatsoever in respect of any such changes.

