

Part-time

Course Directory

2011/12



...to enrol call 01935 423921

The Learning Centre



Our spacious open plan Learning Centre is divided into two floors. Each floor is designed to support different learner needs and contain a wide range of books, journals and DVDs to support your learning.

The Centre is well equipped with over 90 open access computers and laptops for independent study. The computers have a fast Internet connection and direct access to a comprehensive selection of online subscriptions.

Our centre is staffed by Learning Resource Advisors who can help in finding resources and accessing the computers. The close integration with the teaching staff ensures we provide learners with a comprehensive selection of books, e-books, e-journals and modern, up-to-date learning resources.

Opening Hours - Term Time

Monday - Thursday 08:30 – 19:30
Friday 08:30 – 17:00
Saturday 09:00 – 13:00

Holidays

Monday-Friday 09:00 – 17:00
(Half Term and Easter)
Restricted opening in the Summer
Holidays

We are closed Christmas holidays and occasional staff development days.



The Children's Centre

The Children's Centre is open to all the local community as well as staff and students at Yeovil College. Our aim is to provide the children in our care with a happy and secure environment, which stimulates and encourages their natural development. We aim at independent decision making by the children, supported by our team of qualified staff, but the emphasis is on fun, within the context of a structured day.

All meals are freshly cooked and there is a garden and outdoor play area for the children. The Children's Centre Manager would be delighted to show parents around.

Opening hours are **Monday to Friday, 07:30 - 18:00.**

Call **01935 845471** for further details.

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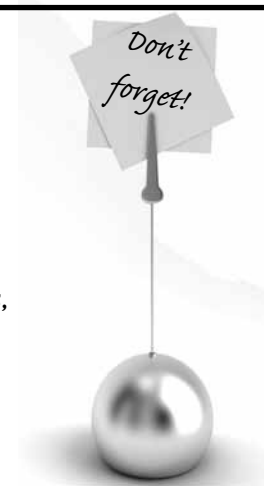
Coming Soon ...

Employer & Professional Course Prospectus 2011/12

Featuring courses such as:

CIM, AAT, Teaching & Training, Children & Young People's Workforce, Professional Cookery, Composites, part-time higher education courses, and many more.

Visit our website **www.yeovil.ac.uk** for updates



Call our Customer Liaison & Enrolment Team on 01935 423921 to enrol

Arts, Design & Media

Art Evening Class

F9ART80E

This is a beginner's course looking at the skills and techniques needed to develop creative skills in a relaxed and sociable environment. This workshop based course provides learners with a wide range of creative activities including drawing, painting, printmaking, pottery and sculpture. Taking a traditional approach to teaching art and design, this course aims to provide learners with a greater understanding of how to develop creative work and achieve satisfying results. There is an additional charge of £10 for materials.

Start Date	End Date	Day	Time	Session	Fee	Next Step
28/09/11	16/11/11	Wed	18:00 - 20:00	11/12A	£130.00	Enrol now
18/01/12	07/03/12	Wed	18:00 - 20:00	11/12B	£130.00	Enrol now
18/04/12	30/05/12	Wed	18:00 - 20:00	11/12C	£130.00	Enrol now

How to get started with Jewellery Making

F9SJM80E

Make your own jewellery gifts for family and friends. Learn the basic techniques for earrings, simple bracelets and necklaces. Create and design an item developing your skills. Create a vintage piece of jewellery and learn how to present your items with creative gift wrapping skills.

Start Date	End Date	Day	Time	Session	Fee	Next Step
02/11/11	16/11/11	Wed	18:00 - 20:00	11/12A	£70.00	Enrol Now



Basic Photography

F9BPB80E

This is a beginner's course looking at the skills and techniques needed to develop creative and basic technical skills in a relaxed and sociable environment. The programme will look at the basic techniques required to take photographic images in both traditional black & white and digital. Designed to give you the necessary information and help needed to become confident with your digital camera or film camera. Aspects covered include technical and compositional know-how and skills. There is an additional charge of £10 for materials.

Start Date	End Date	Day	Time	Session	Fee	Next Step
28/09/11	16/11/11	Wed	18:00 - 20:00	11/12A	£130.00	Enrol Now
18/01/12	07/03/12	Wed	18:00 - 20:00	11/12B	£130.00	Enrol Now
18/04/12	30/05/12	Wed	18:00 - 20:00	11/12C	£130.00	Enrol Now

Wood Workshop

F9WDW80E

What would you like to make? Come and learn the skills to make anything and everything in wood. Suitable for beginners and experienced alike.

Start Date	End Date	Day	Time	Session	Fee	Next Step
28/09/11	16/11/11	Wed	18:00 - 20:00	11/12A	£130.00	Enrol Now
18/01/12	07/03/12	Wed	18:00 - 20:00	11/12B	£130.00	Enrol Now
18/04/12	30/05/12	Wed	18:00 - 20:00	11/12C	£130.00	Enrol Now

An Introduction to Photoshop

F9IPS80E

This basic Photoshop course will enable learners to scan and import images, use commands for editing and exporting files. Develop techniques for producing artwork, retouch, crop and compose digital photographs, and cut-out images from backgrounds. Some basic IT skills would be an advantage.

Start Date	End Date	Day	Time	Session	Fee	Next Step
05/10/11	09/11/11	Wed	18:00 - 20:00	11/12A	£110.00	Enrol Now

BTEC Foundation Diploma in Art & Design

This two-year, part-time course is designed for those wanting a route into a higher education (Foundation degree or degree) course through part-time study, perhaps as a change of career or a more flexible study route. You must have a keen interest in Art and Design, with or without previous qualifications and be age 18 years at the beginning of the course. A wide range of learners from different educational backgrounds and experience of Art and Design undertake the course. You may have completed your AS or A levels or an equivalent Art and Design course such as a BTEC National Certificate / Diploma or you may be returning to education whilst working.

The course will introduce you to Fine Art, including Life Drawing, Painting, Sculpture, Printmaking & Illustration, 3D Design, Visual Communication, Photography both digital and traditional, Fashion and Textiles, and the History of Art & Design.

Year 1							B3ART81R
Start Date	End Date	Day	Time	Session	Fee	Next Step	
29/09/11	01/06/12	Thur & Fri	09:00 - 14:30	11/12A	£950.00	Interview	

Year 2							B3ART82R
Start Date	End Date	Day	Time	Session	Fee	Next Step	
27/09/11	01/07/12	Tue & Wed	09:00 - 14:30	11/12A	£850.00	Interview	

How to make a wedding DVD

F9CWD80S

Have you ever wanted to learn the basic techniques of planning, filming and editing a Wedding DVD? Then this is the course for you. Using hi tech cameras and Apple Mac computers, you will work in teams to create a short practice video to the sound track of your choice. Features include permissions for filming, making the most of a single camera, composition and basic editing skills. You will produce a DVD to keep a record of your work and show your initial skills in the art of making a wedding video.

Start Date	End Date	Day	Time	Session	Fee	Next Step
04/02/12	04/02/12	Sat	09:00 - 16:00	11/12A	£60.00	Enrol Now

Introduction to Computerised Desk Top Design

F9CDT80S

Have you ever wanted to learn the IT skills to produce information pamphlets, invitations for weddings and birthdays or posters and flyers? Then this basic Desk Top Design course, focusing on the use of Adobe Photoshop, will help you to understand how to layout design, import images, use typography, and understand the use of colour. Some basic IT skills would be an advantage.

Start Date	End Date	Day	Time	Session	Fee	Next Step
03/02/12	03/02/12	Fri	09:00 - 16:00	11/12A	£60.00	Enrol Now

Create Linocut Christmas Cards

F9LCC80E

Have you ever wanted to learn how to make your own personalised Christmas cards? If you have artistic talents and want to extend your skills, lino cutting is the perfect craft to produce beautiful hand made cards. You'll learn the process of lino cutting and the relevant health and safety in a relaxed studio based environment. The images will be created onto paper and you'll learn colour reduction processes to get the perfect outcome.

Start Date	End Date	Day	Time	Session	Fee	Next Step
16/11/11	23/11/11	Wed	18:00 - 20:00	11/12A	£70.00	Enrol Now

How to Make a Podcast

F9CPC80S

Would you like to create an audio podcast for your website but don't know where to start? Then this is the course for you. You will learn microphone technique, editing and mixing skills as well as the important software techniques required in making an audio Podcast. You will work in groups and use state of the art Apple Mac computers to create your Podcast, ready to be uploaded to your website. The only thing you need to bring is your imagination!

Start Date	End Date	Day	Time	Session	Fee	Next Step
11/02/12	11/02/12	Sat	09:00 - 16:00	11/12A	£60.00	Enrol Now

How to Make an Animation

F9CAN80S

Take your first steps in animation with this short stop motion animation course. You will learn how to create and film a short animated sequence using hi tech cameras and edit your film using state of the art Apple Mac computers. You will create a mastered DVD to keep a treasured record of your first steps in animation.

Start Date	End Date	Day	Time	Session	Fee	Next Step
12/11/11	12/11/11	Sat	09:00 - 16:00	11/12A	£60.00	Enrol Now

Call our Customer Liaison & Enrolment Team on 01935 423921 to enrol

Create Your First Music Video

F9CMV80S

Have you ever wanted to learn the basic techniques of planning, filming and editing a music video? Then this is the course for you. Using hi tech cameras and Apple Mac computers, you will work in teams to create a short music video to the soundtrack of your choice. Use the blue screen for visual effects or create a subtle intriguing narrative, the choice is yours. You will produce a DVD to keep a record of your work and show your initial skills in the art of making a music video.

Start Date	End Date	Day	Time	Session	Fee	Next Step
05/11/11	05/11/11	Sat	09:00 - 16:00	11/12A	£60.00	Enrol Now

How to Make an Audition DVD

F9DVD80S

Are you an aspiring actor, musician or performer? Would you like to create a DVD that reflects your skills? Then this is the course for you. You will record a short performance using hi-tech cameras and learn the basic skills of editing on state of the art Apple Mac computers. You could use the blue screen for visual effects or use an improvised set. You will produce a DVD to keep a record of your work and use for that all inspiring audition.

Start Date	End Date	Day	Time	Session	Fee	Next Step
22/10/11	22/10/11	Sat	09:00 - 16:00	11/12A	£60.00	Enrol Now

Part-time Information & Enrolment Event

Tuesday 6 September 2011

4:00pm - 7:00pm

For part-time day, evening and university level courses.

Come and speak to our staff and enrol on a part-time course starting from September 2011

Call 01935 423921 for further information



Business

Book Keeping for Small Businesses Stage 1

F1BK50E

This course will teach you the basics of manual book-keeping for small businesses. You will learn how accounts are produced and what they mean, including VAT, profit and loss and taxation for the self employed.

Start Date	End Date	Day	Time	Session	Fee	Next Step
14/09/11	23/11/11	Wed	18:30 - 20:30	11/12A	£175.00	Enrol Now
18/01/12	28/03/12	Wed	18:30 - 20:30	11/12B	£175.00	Enrol Now

Book Keeping for Small Businesses Stage 2

F2BK50E

This course will develop your understanding of accounts for small businesses. You will look at topics such as balance sheets, cash flow forecasting, PAYE and business planning. Course costs include materials.

Start Date	End Date	Day	Time	Session	Fee	Next Step
25/04/12	27/06/12	Wed	18:30 - 20:30	11/12A	£190.00	Enrol Now

SAGE Computerised Accounting

F9SAG50S

This course provides a thorough grounding in the use of SAGE; the leading computerised accounting package. It covers setting up a system, entering data into ledger accounts, producing management reports, stock control and VAT accounting.

Start Date	End Date	Day	Time	Session	Fee	Next Step
27/09/11	06/12/11	Tues	18:30 - 20:30	11/12A	£185.00	Enrol Now
28/02/12	15/05/12	Tues	18:30 - 20:30	11/12B	£185.00	Enrol Now

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Starting Your Own Business - Module 1 Creating the Business Plan

F9SSB50S

The aim of this one day course is to prepare a business plan that will be the foundation of your business success. This will be achieved by comparing a large established company with a start up one, and the transition needed for the budding entrepreneur, who is looking to set up his/her own business so that it has a competitive edge.

Course modules include:

- Introduction to Management & Leadership
- The Business Plan Development
- The Presentation of the Business Plan

On completion of this day, delegates will be able to :

- Develop a business plan for a micro start-up business
- Present a business plan

Start Date	End Date	Day	Time	Session	Fee	Next Step
04/11/11	04/11/11	Fri	09:30 - 16:30	11/12A	£60.00	Enrol Now



You may also be interested in other Modules in this series including:

Starting Your Own Business Module 2 Financing the Start Up Cost = £60

The aim of this one day course is to consider financial management techniques that underpin the successful operation of a small, but growing business. At the end of the day each delegate will be given the opportunity to demonstrate effective communication skills to persuade potential investors to become partners in the expansion of the business.

Course modules include:

- Introduction to “Financial Management”
- The Development of Budgets and Controls Systems
- Investment in Business Growth

Starting Your Own Business Module 3 Creating a Unique Selling Point Cost = £60

The aim of this one day course is to prepare a promotional campaign for a start up/ growing small business. At the end of the day each delegate will be given the opportunity to present the outline of a promotional campaign which emphasises the business’ unique selling point.

Course modules include:

- Introduction to “Marketing Management”
- The Development of Marketing Plans and Promotional Campaigns
- Presenting an Effective Promotional Campaign

Starting Your Own Business Module 4 Introduction to Business Law Cost £60

The aim of this one day course is to prepare for a meeting with a local law firm who will be the company’s advisors for business start-up and growth. At the end of the day each delegate will be given the opportunity to present the outline of the legal status of the business and present a draft report in line with the legal framework for a registered business.

Course modules include:

- Introduction to “Company Law”
- The Development of Company Reports
- Presenting an Draft Company Report

If you would like further information about the above Modules please contact Tom Jordan on 01935 423921



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Computing

Starting Computing

T0UIT10N

This course replaces the very successful Computers from Scratch. This course is designed for those who wish to start using a computer. The course will gently take you right from the basics such as switching on a computer to the use of basic packages and the Internet. Learners gain real confidence in using computers from this course.

Start Date	End Date	Day	Time	Session	Fee	Next Step
21/09/11	18/01/12	Wed	13:30 - 15:30	11/12A	£130.00	Enrol Now
01/03/12	21/06/12	Thur	09:30 - 11:30	11/12B	£130.00	Enrol Now

Award in IT User Skills (ITQ)

T1AIT10N

This course replaces the well established CLAIT programme. A good introductory course to build a firm foundation in your IT skills. You should have a good basic knowledge of IT including Word . The flexible delivery allows you to study at your own pace. This course has a flexible enrolment time frame. Learners are entitled to a maximum of 70 hours over the duration of their course.

Start Date	End Date	Day	Time	Session	Fee	Next Step
12/09/11	22/06/12		Flexible	11/12A	£218.00	Enrol Now

Certificate in IT User Skills (ITQ)

T2CIT10N

This is the new qualification to replace ECDL. Many aspects of Microsoft office are covered in this comprehensive IT User course. Flexible delivery means that each learner will be able to progress at their own pace and take the module tests when they are ready. This course has a flexible enrolment time frame. Learners are entitled to a maximum of 130 hours over the duration of their course.

Start Date	End Date	Day	Time	Session	Fee	Next Step
12/09/11	22/06/12		Flexible	11/12A	£428.00	Enrol Now

How to do it - Web Design

F9WDS10S

Are you interested in web design? This course offers the very first steps in designing your own web site. It will enable you to understand the basic aspects of web design and show you how to start using software as a building block to your own web site.

Start Date	End Date	Day	Time	Session	Fee	Next Step
12/11/11	19/11/11	Sat	09:00 - 12:00	11/12A	£60.00	Enrol Now

How to do it - Virus checking / Computer checking

F9VCS10S

Are you worried about your computer? Do you want to know how to virus check and clean up your computer? This basic course will enable you to understand the treat of leaving your computer unprotected. The nature of software to protect your computer. How to install software as well as how to keep your computer free of viruses and safe to use.

Start Date	End Date	Day	Time	Session	Fee	Next Step
12/11/11	19/11/11	Sat	09:00 - 12:00	11/12A	£60.00	Enrol Now

How to do it - Installing Hardware

F9IHW10S

Do you want to know how to add more RAM or change your graphics card? This is a very basic and introductory course to installing hardware. You will use the computing lab to see how to install basic hardware in a safe manner.

Start Date	End Date	Day	Time	Session	Fee	Next Step
10/03/12	17/03/12	Sat	09:00 - 12:00	11/12A	£60.00	Enrol Now



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Engineering & Construction

Abrasive Wheel Training

F9AWU40S

This course will give individuals the necessary understanding and practical experience to safely use and change abrasive wheels as required under The Power and Use of Work Equipment Regulations 1998 (POWER). The course covers the necessary H&S regulations, and gives all participants hands on practical experience of portable abrasive wheel tools, bench grinders and surface grinders.

Start Date	End Date	Day	Time	Session	Fee	Next Step
11/10/11	11/10/11	Tues	08:30 - 16:00	11/12A	£120.00	Enrol Now
24/02/12	24/02/12	Fri	08:30 - 16:00	11/12B	£120.00	Enrol Now

Plumbing Basics

F9BPM30N

This is a short course that will introduce you to plumbing and the basic skills needed to complete straight forward tasks around the home. It will cover the use of essential tools, the fixing of common problems (burst pipes, leaking taps), to installing straight forward additions to your water system (outside taps, washing machines).

Start Date	End Date	Day	Time	Session	Fee	Next Step
08/10/11	15/10/11	Sat	09:00 - 13:00	11/12A	£75.00	Enrol Now

Carpentry Basics

F9BCP30N

This is a short course that will introduce you to carpentry and the basic skills needed to complete straight forward tasks around the home or for the start of a bespoke project you may have in mind. It will cover the use of essential tools and look at different joints, cuts and fixing methods, whilst working on practical exercises such as door hanging, constructing stud walls and roof cutting.

Start Date	End Date	Day	Time	Session	Fee	Next Step
08/10/11	15/10/11	Sat	09:00 - 13:00	11/12A	£75.00	Enrol Now

City & Guilds Level 2 Certificate in Basic Plumbing Studies

F3CPM31E

This two-year course is a City & Guilds 6129 Certificate in Plumbing Studies, Level 2. This is an opportunity for you to gain the basic knowledge in plumbing, bathroom installation, hot and cold water systems, lead work and working with copper low carbon pipe work. This qualification works alongside or supports the NVQ Level 2. Both qualifications are needed to work within the industry but does not cover CORGI Installation. You must attend both evenings. Fees are payable each year.

Start Date	End Date	Day	Time	Session	Fee	Next Step
12/09/11	27/06/12	Mon & Wed	18:00 - 21:00	11/12A	£1300.00	Interview

The Construction Skills Centre

The Construction Skills Centre is able to offer weekend and evening short courses in specific aspects of Carpentry, Plumbing, Electrical Installation, Brickwork and Construction Maintenance.

Courses are also available in Sustainable Construction Techniques and Renewable Energy Technologies.

Please refer to the Yeovil College website www.yeovil.ac.uk or email richard.wyithe@yeovil.ac.uk for more details.

The Construction Skills Centre
Lufton Way, Houndstone Business Park
Yeovil Somerset BA22 8PT



GCSEs and AS/A Levels

AS Level Chemistry - Distance Learning D3CHE10D

This course is the first year of the full A level programme. Learners taking this course should have a good science background at GCSE or an equivalent qualification. Learners will have full access to the Moodle course materials to support their own study and be recommended the supporting OCR textbook. Practical assessments are an examination requirement of this course.

Start Date	End Date	Day	Time	Session	Fee	Next Step
05/09/11	29/05/12	Distance Learning		11/12A	£400.00	Interview

A2 Level Chemistry - Distance Learning A3CHE12D

This course is the second year of the full A level programme. Learners taking this course will already have achieved an AS in Chemistry. Learners will have full access to the Moodle course materials to support their study and be recommended the supporting OCR textbook. Practical assessments are an examination requirement of this course.

Start Date	End Date	Day	Time	Session	Fee	Next Step
05/09/11	29/06/12	Distance Learning		11/12A	£400.00	Interview

GCSE English S2ENG90E

The structure of the course and method of teaching are intended to develop the confidence of those returning to education. Both one hour written terminal examinations test your ability to read carefully and to convey your thoughts clearly in analytical and practical writing. The course will also involve the study of some famous English literature texts.

Start Date	End Date	Day	Time	Session	Fee	Next Step
13/09/11	22/05/12	Tues	18:00 - 20:00	11/12A	£252.00	Enrol Now

AS Level English Language & Literature - Distance Learning D3ELL90D

This course combines the study of a range of literature - including non-fiction - with an introduction to some of the linguistic principles which guide and underpin writing and speech in our society.

Start Date	End Date	Day	Time	Session	Fee	Next Step
12/09/11	29/06/12	Distance Learning		11/12A	£380.00	Interview

A2 Level English Language & Literature - Distance Learning A3ELL90D

This course combines the study of a range of literature - including non-fiction- with an introduction to some of the linguistic principles which guide and underpin writing and speech in our society.

Start Date	End Date	Day	Time	Session	Fee	Next Step
12/09/11	29/06/12	Distance Learning		11/12A	£380.00	Interview

GCSE Human Physiology & Health S2HUM10E

This course will help you develop an understanding of the biological nature of mankind. Basic aspects of organ systems, health and disease and the impact of humans on the environment are covered. It includes practical assessment required by the exam board. There is an additional materials charge of £10 payable after enrolment.

Start Date	End Date	Day	Time	Session	Fee	Next Step
13/09/11	29/05/12	Tues	18:30 - 20:30	11/12A	£315.00	Enrol Now

GCSE Maths (Modular)

This course prepares you for Modular GCSE Mathematics at Foundation or Higher Level, covering topics in Algebra, Number, Shape, Space and Measures and Handling Data. In lecture sessions you will be taught the techniques needed and work through examples with support and monitoring.

Daytime S2MAT10N

Start Date	End Date	Day	Time	Session	Fee	Next Step
14/09/11	30/05/12	Wed	13:15 - 15:15	11/12A	£255.00	Enrol Now

Evening S2MAT10E

Start Date	End Date	Day	Time	Session	Fee	Next Step
14/09/11	30/05/12	Wed	18:30 - 20:30	11/12A	£255.00	Enrol Now

AS Level Psychology**D3PSY90E**

Psychology is the scientific study of behaviour and experience. In other words, it is concerned with what people do and how people think and feel. The course covers theories and research regarding various aspects of behaviour.

Start Date	End Date	Day	Time	Session	Fee	Next Step
13/09/11	29/06/12	Tues	18:30 - 21:00	11/12A	£400.00	Enrol Now

AS Level Psychology - Distance Learning**D3PSY90D**

Psychology is the scientific study of behaviour and experience. In other words, it is concerned with what people do and how people think and feel. The course covers theories and research regarding various aspects of behaviour.

Start Date	End Date	Day	Time	Session	Fee	Next Step
12/09/11	29/06/12	Distance Learning		11/12A	£380.00	Enrol Now

A2 Level Psychology - Distance Learning**A3PSY92D**

Why did you do it? What were you thinking? How did you feel? These are the kinds of issues Psychology addresses from a scientific standpoint. It is usually defined as the science of behaviour and mental processes. Only open to those who have completed or are currently doing AS Psychology.

Start Date	End Date	Day	Time	Session	Fee	Next Step
12/09/11	29/06/12	Distance Learning		11/12A	£380.00	Enrol Now

AS Level Sociology - Distance Learning**D3SOC90D**

This course examines research on the family and education with a particular emphasis on current social issues. There is also a module on research methods.

Start Date	End Date	Day	Time	Session	Fee	Next Step
12/09/11	29/06/12	Distance Learning		11/12A	£380.00	Enrol Now

A2 Level Sociology - Distance Learning**A3SOC92D**

This course examines sociological approaches to Religion, Crime & Deviance and theory. There are two 1.5 hour papers to assess each module. The Crime & Deviance paper is synoptic and requires links to be made with other parts of the course.

Start Date	End Date	Day	Time	Session	Fee	Next Step
12/09/11	29/06/12	Distance Learning		11/12A	£380.00	Enrol Now

Hair & Beauty

Hair & Beauty Modules

This exciting new programme has been devised to provide an opportunity for all age groups. Have you ever wished you knew to apply make up, dress your hair, look after your skin, apply nail polish correctly? This is the course for you! Are you a parent struggling to deal with your child's hair on a daily basis, want to help them with hair and make up for those key events?

You can enrol on individual modules or multiples.

One evening (2 hours) per week for two weeks. Modules available at the Hair Salon at Yeovil College and *Head Start at the North Dorset Skills Centre, Shaftesbury.

Module 1 - Quick & Easy Hair Styles**F91SH60S**

A basic introduction to creating simple hair styles at home. This course will prove useful for parents struggling on a daily basis with hair styles for their children or themselves or, for the single person wanting to make the most of their appearance through effective hairstyles. * This course will run at the North Dorset Skills Centre, Shaftesbury.

Start Date	End Date	Day	Time	Session	Fee	Next Step
15/09/11	22/11/11	Thurs	18:00 - 20:00	11/12A	£45.00	Enrol Now
*14/09/11	21/09/11	Wed	18:00 - 20:00	11/12B	£45.00	Enrol Now



Call our Customer Liaison & Enrolment Team on 01935 423921 to enrol

Module 2 - Dressing Hair**F92DH60S**

This is a basic introduction to putting hair up and adding decoration to enhance the hairstyles for special occasions.

* This course will run at the North Dorset Skills Centre, Shaftesbury.

Start Date	End Date	Day	Time	Session	Fee	Next Step
29/09/11	06/10/11	Thurs	18:00 - 20:00	11/12A	£45.00	Enrol Now
*28/09/11	05/10/11	Wed	18:00 - 20:00	11/12B	£45.00	Enrol Now

Module 3 - Blow Drying / Using Tongs & Straighteners**F93BD60S**

Introduction to the use of blow-drying technique using tongs, straighteners and wands to enhance hairstyles. * This course will run at the North Dorset Skills Centre, Shaftesbury.

Start Date	End Date	Day	Time	Session	Fee	Next Step
13/10/11	20/10/11	Thurs	18:00 - 20:00	11/12A	£45.00	Enrol Now
*12/10/11	19/10/11	Wed	18:00 - 20:00	11/12B	£45.00	Enrol Now

Module 4 - Skin Care**F94SC60S**

This module covers basic facial and hand skin care.

* This course will run at the North Dorset Skills Centre, Shaftesbury.

Start Date	End Date	Day	Time	Session	Fee	Next Step
03/11/11	10/11/11	Thurs	18:00 - 20:00	11/12A	£50.00	Enrol Now
*02/11/11	09/11/11	Wed	18:00 - 20:00	11/12B	£50.00	Enrol Now

Module 5 - Manicure and the Art of Nails**F95AN60S**

An introduction to basic manicure and nail art for the novice.

* This course will run at the North Dorset Skills Centre, Shaftesbury.

Start Date	End Date	Day	Time	Session	Fee	Next Step
17/11/11	24/11/11	Thurs	18:00 - 20:00	11/12A	£50.00	Enrol Now
*16/11/11	23/11/11	Wed	18:00 - 20:00	11/12B	£50.00	Enrol Now

Module 6 - Make Up (Making the Most of Yourself)**F96MU60S**

This is a basic introduction to the correct application of facial make up. Enhance your features by correct application of make up. Make the most of yourself and build self confidence in applying make up.

* This course will run at the North Dorset Skills Centre, Shaftesbury.

Start Date	End Date	Day	Time	Session	Fee	Next Step
01/12/11	08/12/11	Thurs	18:00 - 20:00	11/12A	£50.00	Enrol Now
*30/11/11	07/12/11	Wed	18:00 - 20:00	11/12B	£50.00	Enrol Now

**Basic Massage****F9BMS70S**

Introduction to basic massage techniques. Successful completion of this course could lead to a course in Indian Head Massage or Holistic Massage.

* This course will run at the North Dorset Skills Centre, Shaftesbury.

Start Date	End Date	Day	Time	Session	Fee	Next Step
26/09/11	03/10/11	Mon	18:00 - 21:00	11/12A	£70.00	Enrol Now
*28/09/11	05/10/11	Wed	18:00 - 20:00	11/12B	£70.00	Enrol Now

Health & Care

Certificate for Working in the Health Care Sector

T2WHS71N

This qualification is ideal for learners who are already working in the health care sector (including cleaners, maintenance staff, administrators, catering staff, doctors, porters, health care assistants and nursing staff), who wish to support their professional development. The course is also suitable for those who are considering a career in the health care sector. This qualification aims to give learners the opportunity to investigate a work role in the health sector and provides the underpinning knowledge needed to work effectively. There is a three hour induction and a study workbook. You will also be allocated a tutor for 1:1 guidance.

Start Date	End Date	Day	Time	Session	Fee	Next Step
10/10/11	29/06/12		Flexible	11/12A	£536.00	Interview

Mental Health Awareness Level 1

T1AMH70B

This qualification is designed for a wide range of learners who wish to raise their understanding of mental health. It is particularly relevant for those working in a variety of settings within the public, private, voluntary and community sector.

Start Date	End Date	Day	Time	Session	Fee	Next Step
14/10/11	29/06/12	Fri	09:30 - 12:30	11/12A	£105.00	Enrol Now

Alcohol Awareness Level 1 Award

T1AAA70N

This qualification provides an introduction to some of the issues surrounding alcohol use. Raising awareness of these issues will help give people the basic knowledge needed to support their lifestyle and wellbeing and promote healthy choices.

Start Date	End Date	Day	Time	Session	Fee	Next Step
11/11/11	29/06/12	Fri	09:30 - 12:30	11/12A	£107.00	Enrol Now

Level 2 Award in Support Work in Schools

F2ASW70B

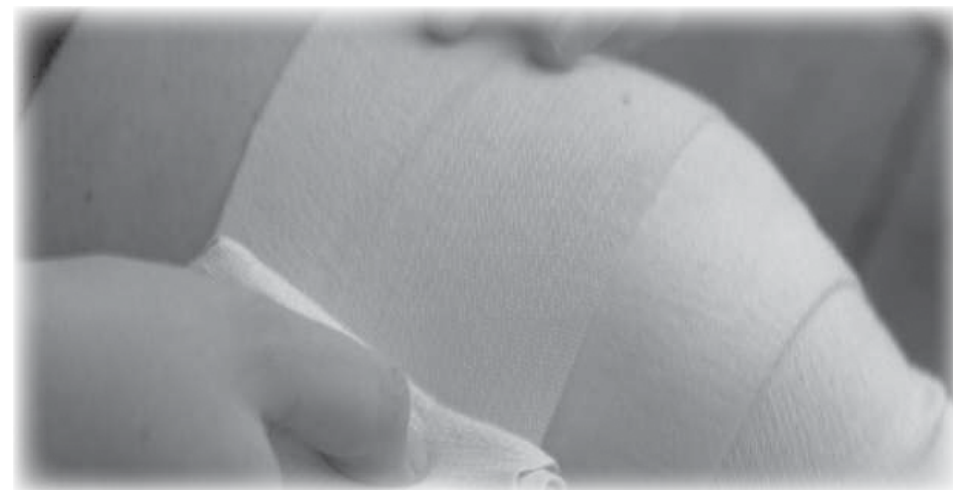
This course is for people who are volunteering or working in a support role in a primary or secondary school, eg teaching assistant, lunchtime supervisor, clerical assistant, library assistant, technician, IT support, caretaker, cleaner, catering staff. This is a knowledge based qualification suitable for all support staff roles in schools. It seeks to develop the knowledge and understanding that all those working in a school setting will need and covers areas such as safeguarding, communication and understanding the school context. As it is a knowledge based qualification, it can be taken by learners not yet employed in a school, as well as providing initial training or induction for those who are new in post. This qualification is an excellent way to gain confidence and pride in your abilities in your support role. It helps develop practical skills in preparation for work and you can progress to a Level 2 Certificate in Supporting Teaching and Learning in Schools. You will also be given the opportunity to improve your basic skills in literacy and numeracy. There is a three hour induction and a study workbook. You will also be allocated a tutor for 1:1 guidance.

Start Date	End Date	Day	Time	Session	Fee	Next Step
30/09/11	29/06/12		Flexible	11/12A	£383.00	Interview

First Aid (Appointed Person)

F9FAP70N

These one day programmes will allow the candidate to be recognised as a 'named first aider' within the workplace. There are various start dates throughout the year. Please call Bob Hammett on 01935 423921 for details.



Call our Customer Liaison & Enrolment Team on 01935 423921 to enrol

This is an introduction to the Forest School ethos and working in the outdoors safely. You will cover history and background to Forest School, why it is so good for children, risk and challenge and risk assessment, how this supports learning in the Early Years Foundation Stage (EYFS) and in Key Stage One curriculum (KS1), schemes. Parents will gain ideas of how to play with their children and encourage risk and challenge in the outdoor environment. They may also like to volunteer in their local forest school and this will be a good introduction. Practical skills will include fire, risk assessment and small tool work.

Start Date	End Date	Day	Time	Session	Fee	Next Step
07/10/11	07/10/11	Fri	10:00 - 13:00	11/12A	£35.00	Enrol Now
20/01/12	20/01/12	Fri	10:00 - 13:00	11/12B	£35.00	Enrol Now
25/05/12	25/05/12	Fri	10:00 - 13:00	11/12C	£35.00	Enrol Now



Hospitality & Cooking

Beginners Cake Decorating

F9BCD60E

This course is designed for those who wish to master the basic skills of flat icing, using sugar paste and royal icing. You are required to wear appropriate clothing. This course provides the foundation for both the Intermediate and Advanced courses.

Start Date	End Date	Day	Time	Session	Fee	Next Step
13/09/11	22/11/11	Tues	19:00 - 21:00	11/12A	£160.00	Enrol Now

Intermediate Cake Decorating

F9ICD60E

This course is intended for those who have mastered the basics and wish to broaden their skills with various techniques and methods of decorating cakes. You are required to wear appropriate clothing.

Start Date	End Date	Day	Time	Session	Fee	Next Step
10/01/12	20/03/12	Tues	19:00 - 21:00	11/12A	£160.00	Enrol Now

Advanced Cake Decorating

F9ACD60E

This course is intended to follow on from both the Basic and Intermediate levels. There is freedom within the course to experiment and attempt various techniques which you have acquired previously. You are required to wear appropriate clothing.

Start Date	End Date	Day	Time	Session	Fee	Next Step
17/04/12	26/06/12	Tues	19:00 - 21:00	11/12A	£160.00	Enrol Now

Call our Customer Liaison & Enrolment Team on 01935 423921 to enrol

Indian Cuisine**F9CID60E**

A six hour Saturday workshop where you will be shown how to make the most popular dishes found in Indian restaurants. At the end of the workshop you will be able to take home a selection of dishes you have cooked for your own 'take away'. You will need to supply all the ingredients and dishes in which to take your food home.

A recipe booklet will be sent to you prior to the workshop.

Start Date	End Date	Day	Time	Session	Fee	Next Step
15/10/11	15/10/11	Sat	09:30 - 16:30	11/12A	£60.00	Enrol Now

Wine Tasting Workshop**F9WTA60E**

During this short six hour Saturday workshop you will be introduced to wine production, tasting wine with food, opening and serving wine and to compare wines from different countries by sampling. The correct techniques of tasting will be demonstrated together with the technical terms used in the wine trade.

Start Date	End Date	Day	Time	Session	Fee	Next Step
12/11/11	12/11/11	Sat	09:30 - 16:30	11/12A	£60.00	Enrol Now

Cooking for Christmas**F9PCD60N**

This six hour Saturday workshop will show you tips and tricks to having a stress free Christmas, giving you the chance to cook traditional and more unusual Christmas Fayre. You will need to supply your own ingredients and dishes to take the finish products home. A recipe booklet will be sent to you prior to the workshop.

Start Date	End Date	Day	Time	Session	Fee	Next Step
03/12/11	03/12/11	Sat	09:30 - 16:30	11/12A	£60.00	Enrol Now

Thai Cuisine**F9THA60S**

This short six hour Saturday workshop is open to cooks of all abilities who have an interest in Thai cookery. Get a chance to be shown how to cook some of the most popular Thai dishes such as tasty appetizers, Thai Green Curry, Tom Yum Gai and Phad Thai Noodles to name but a few. You will need to supply your own ingredients and dishes to take the finished products home. A recipe booklet will be sent to you prior to the workshop.

Start Date	End Date	Day	Time	Session	Fee	Next Step
24/03/12	24/03/12	Sat	09:30 - 16:30	11/12A	£60.00	Enrol Now

Middle Eastern Cuisine**F9MDE60S**

Ever wondered about the food of Morocco, Lebanon, Ancient Persia or Turkey? In this six hour Saturday workshop you will be shown how to create and cook the most famous dishes from the Middle East bringing into your homes the magical tastes of the Kasbah. You will need to supply the ingredients and dishes to take your food home. A recipe booklet will be sent to you prior to the workshop.

Start Date	End Date	Day	Time	Session	Fee	Next Step
24/03/12	24/03/12	Sat	09:30 - 16:30	11/12A	£60.00	Enrol Now

Cooking a Vegetarian Feast**F9VGC60S**

A six hour Saturday workshop in which you will be shown how to cook wonderful vegetarian dishes from around the world, tasty enough to convert even the most ardent carnivore. Emphasis will be placed on the use of local ingredients and best value menus. You will need to supply all ingredients and dishes in which to take food home. A recipe booklet will be sent to you prior to the workshop.

Start Date	End Date	Day	Time	Session	Fee	Next Step
12/05/12	12/05/12	Sat	09:30 - 16:30	11/12A	£60.00	Enrol Now

THE DA VINCI RESTAURANT

The Da Vinci Restaurant is located on the ground floor of the Kingston Building at the rear of the College Mall. It is a realistic training environment for learners on Hospitality and Catering courses, giving them practical experience of food & beverage service, culinary skills and customer service. The Da Vinci restaurant is open to learners, staff and members of the public. Opening times are between 12pm – 1pm. The Da Vinci Restaurant also organises 'themed' events and Christmas lunches.

For further details please call **01935 845341** or visit the website, www.yeovil.ac.uk/davinci_restaurant



Languages

Deaf Awareness

T1DFA90S

Do you work in the health or care sector? Do you work within the community? Are you facing hearing loss? This course will give you a sound understanding of issues facing the deaf community, and is ideal for anyone who has contact with deaf people in either a professional or a private capacity. This course includes deaf awareness for deaf and deaf/blind people.

Start Date	End Date	Day	Time	Session	Fee	Next Step
01/11/11	06/12/11	Tues	18:00 - 20:00	11/12A	£75.00	Enrol Now

How to say it: Holiday French

F9HFR10S

Have you ever wanted to make yourself understood in French? This is a very basic introductory course for those who want to communicate; how to order food, ask directions, book a hotel. If you are going abroad this year, then this is for you.

Start Date	End Date	Day	Time	Session	Fee	Next Step
17/05/12	31/05/12	Thurs	18:30 - 20:30	11/12A	£60.00	Enrol Now

Beginners French

T1FRE90E03

This course equips learners with the language necessary to deal with a range of situations they may encounter while travelling in French speaking countries. Listening, speaking, reading and writing skills are developed over a range of topics including; travel, accommodation, food and drink, shopping and services and emergencies.

Start Date	End Date	Day	Time	Session	Fee	Next Step
13/09/11	29/06/12	Thurs	18:30 - 20:30	11/12A	£226.00	Enrol Now

Intermediate French

T1FRE90E04

This course builds on your knowledge of practical and transactional French to extend your range of expression to more genuine conversational language. All four skills are developed to a greater level of complexity within the practical areas covered in the Beginners course with particular reference to use of tenses.

Start Date	End Date	Day	Time	Session	Fee	Next Step
14/09/11	29/06/12	Wed	18:30 - 20:30	11/12A	£252.00	Enrol Now

How to say it: Holiday Spanish

F9HSP90S

Have you ever wanted to make yourself understood in Spanish? This is a very basic introductory course for those who want to communicate; how to order food, ask directions, book a hotel. If you are abroad this year, then this is for you.

Start Date	End Date	Day	Time	Session	Fee	Next Step
16/05/12	30/05/12	Wed	18:30 - 20:30	11/12A	£60.00	Enrol Now

Beginners Spanish

T1SPA90E01

This course equips you with the language necessary to deal with a range of situations you may encounter while travelling in Spanish speaking countries. Listening, speaking, reading and writing skills are developed over a range of topics including; travel, accommodation, food and drink, shopping and services and emergencies.

Start Date	End Date	Day	Time	Session	Fee	Next Step
14/09/11	29/06/12	Wed	18:30 - 20:30	11/12A	£226.00	Enrol Now

Intermediate Spanish

T1SPA90E02

This course builds on your knowledge of practical and transactional Spanish to extend your range of expression to more genuine conversational language. Listening, speaking, reading and writing skills are developed to a greater level of complexity within the practical areas covered in the Beginners course with particular reference to use of tenses.

Start Date	End Date	Day	Time	Session	Fee	Next Step
13/09/11	26/06/12	Tues	18:00 - 20:00	11/12A	£254.00	Enrol Now

Brush up your English and Maths Skills



- Help your children with their homework
- Improve your English and/or Maths
- Update your skills
- Gain a qualification to progress in work

Skills for Life courses are **FREE** and you can start at any time during the college year. Courses are designed around your personal needs.

Qualifications are from Entry Level to Level 2 (equivalent to GCSE)

Courses are held at Yeovil College and the North Dorset Skills Centre in Shaftesbury

Interested?

For confidential enquiries call the **Skills for Life Team** on **01935 845419** or email sfl@yeovil.ac.uk today!



Sport

Rugby Ready

F9RBR60S

Basic introduction to leading rugby activity sessions. It is mandatory that people wishing to enrol for the Level 1 in Rugby Coaching must complete this course first. There will be an additional Resource Fee of £18.50 payable after enrolment.

Start Date	End Date	Day	Time	Session	Fee	Next Step
27/10/11	27/10/11	Thurs	09:00 - 12:00	11/12A	£33.50	Enrol Now

Coaching Rugby Level 1 (1st 4 Sport)

F1RGB60S

You must hold the Rugby Ready qualification prior to enrolling on this course.

Start Date	End Date	Day	Time	Session	Fee	Next Step
01/06/12	03/06/12	Wed & Fri	09:00 - 17:00	11/12A	£114.50	Enrol Now

Coaching Football Level 1

T1CFC60S

This Level 1 Certificate is awarded by 1st 4 Sport Qualifications and has been developed with the Football Association and FA Learning. It is appropriate for those looking for an introduction to working with grass roots football teams, or parents of children in junior teams who want to get more involved. Learners on FE and HE courses may wish to use this qualification to supplement their sports courses or achieve accreditation for part of a unit on a sports-related course. The cost of this course will include the First Aid CPR and Child Protection unless you have a current certificate. The course will include 2 x 2½ hour support sessions with the tutor and one full day of assessments. Candidates must be over the aged of 16. Course Resource Fees are £65 and a £5 Certification fee is charged for the First Aid qualification

Start Date	End Date	Day	Time	Session	Fee	Next Step
24/10/11	25/10/11	Mon	09:00 - 17:00	11/12A	£202.50	Enrol Now
16/02/12	17/02/12	Thurs	09:00 - 17:00	11/12B	£202.50	Enrol Now

Call our Customer Liaison & Enrolment Team on 01935 423921 to enrol

Level 2 Award in Understanding Stewarding at Spectator Events

T2AUS60S

This is a NCFE Qualification designed to equip event volunteers with the skills required to work as a steward at large sporting events. Successful completion and certification of this course will help secure an interview for a stewarding position at the 2012 Olympics. If you are able to secure a job at the Olympics as a steward, paid work is available to people who have this qualification. Two evenings per week for five weeks.

Start Date	End Date	Day	Time	Session	Fee	Next Step
13/09/11	03/11/11	Tues & Thurs	18:00 - 21:00	11/12A	£87.50	Enrol Now

The Fitness Centre

In the Fitness Centre there is a wide range of equipment, weights and expertise available to all, including:

- A range of cardiovascular equipment giving your heart, lungs and muscles a first class workout.
- A range of modern resistance machines allowing the user to perform exercise safely and correctly.
- An extensive range of free weights for traditional and sports related exercises.
- Inclusive Fitness (IFI) equipment allowing full access of exercises to all able and disabled people.
- Qualified, knowledgeable and friendly instructors to help you with every aspect of your training.



Sports Clubs - Improve your team strength and endurance!

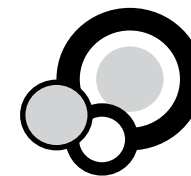
We offer the use of our gym to external clubs who are looking to develop strength and endurance in their teams. Corporate prices are available for these types of sessions at extremely competitive prices. So if you are looking for a personal gym where equipment is accessible to help provide that competitive edge for the season please contact the Fitness Centre Manager on **01935 845375** or email: gym@yeovil.ac.uk

For further information about our membership rates and opening times please visit our website www.yeovil.ac.uk/fitness_centre.htm



Preparation for Life and Work ...

where differences are celebrated



Adult Foundation Learning courses 2011/12

Maths & English classes through gardening, home skills, work skills or health and wellbeing

These courses will help you to develop your Maths and English through practical, fun activities. You will learn in a friendly and relaxed atmosphere and will have the chance to work towards personal goals while improving your English, Maths and practical skills.

Home Skills

This course is designed to help you to gain more independence in your daily life and will cover independent living skills such as shopping, cooking, washing and ironing.

Work Skills

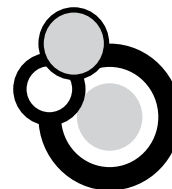
This course is designed to help you to gain skills needed for work. You will learn about being part of a team, following instructions, personal presentation and customer service.

Health and Wellbeing

During this course, you will learn about ways of staying healthy and fit. You will learn about healthy diets, exercise, relaxation and how to make the most of your leisure time.

Gardening

You will learn some basic gardening skills and also general work skills such as working as part of a team and following instructions.



These courses are 2 x 1.5 hour sessions and are FREE but a £20 materials charge will be payable. Fees may be waived depending on benefits

For further information please call Jackie, Lorraine or Tim on 01935 845555

Information Advice and Guidance

Yeovil College currently holds the National Matrix quality award for information, advice and guidance service to our learners.

If you are unsure of the right course level for you, or would like more information on any of our courses, please call our Customer Liaison and Enrolment team on 01935 423921.

Alternatively, you can visit our website; www.yeovil.ac.uk where full course details are available. You can use our on line course search facility to find the right course for you, download an enrolment form, or view an electronic version of the Part-time prospectus. You can also email our Customer Liaison and Enrolment team if you would like more information or advice on a course. Please send your enquiry to; info@yeovil.ac.uk

Enrolling on a course

You can enrol at any time of the year. It is important that you enrol before the course starts so that we can ensure there are sufficient resources for all learners. Whilst we make every effort to accommodate late applicants we cannot guarantee you a place on your chosen course.

You can enrol on most of the courses in person, by post or telephone. Please bring your National Insurance Number along with any evidence of payments by the state. (Please refer to page 35 for more details).

In Person

Our Customer Liaison & Enrolment Team, based in Reception, are able to take personal enrolments all year round, between Monday to Friday 08:30 - 16:45.

Extended hours are available term time Tuesday to Thursday 08:00 - 18:45

By Post

Please complete the Enrolment Form enclosed with your prospectus, or visit our website and download your copy and send to:

Customer Liaison & Enrolment Officers (CLEO)

**Yeovil College, Mudford Road,
Yeovil, Somerset BA21 4DR**

Cheques should be made payable to Yeovil College. PLEASE DO NOT SEND CASH. If you are paying by credit/debit card, please ensure you complete all the details on the Enrolment Form.

By Telephone

Please ring 01935 423921 if you are paying by credit/debit card.

How Do I Pay For My Course?

Fees

Fees are correct at the time of publication but may be subject to alteration. Fees are paid annually for multiple-year courses and those shown in this prospectus relate to the first year, unless otherwise stated.

Learners Paying in Full

Paying is the only way to ensure your place on the course, which needs to be done at the time of enrolment, by:

Debit/Credit Card

Cheques (made payable to Yeovil College)

Cash (do not post)

Learners Paying by Instalments

If you are having difficulties in paying for your course in one payment, we can offer an instalment plan to home learners whose tuition fees are over £250.00. At enrolment you will need to make an initial payment of 25% of the course fees, followed by three equal consecutive monthly payments by credit/debit card or cheque. Please note that if you miss an instalment payment you will be charged an additional £25.00 administration fee. If you miss two instalments you will be required to pay the entire outstanding balance of the fees, or withdraw from the course.

Fee Reduction

This year the Government has significantly reduced the funding and fee reduction for those in receipt of various benefits available on courses. Please check your eligibility for fee reduction with the Customer Liaison & Enrolment Team before enrolling.

Learners Receiving Benefits

Original evidence (not photocopies) must be provided that you are currently receiving Job Seekers Allowance (JSA) or Employment Support Allowance in the Work-related Activity Group (ESA). This applies to tuition fees only on:

- One full-time course, or
- Two part-time examination courses, and
- A maximum of 40 hours per term for non-examination courses

Learners Studying Degree Courses

The Fee Remission Policy may be different for degree courses. For further information please contact the University Centre Yeovil on **01935 845454**.

Low or Fewer Formal Qualifications

If you haven't already got a qualification similar to GCSEs or NVQ Level 2, then you may be eligible for a fee reduction or a free course. Please call our Customer Liaison & Enrolment Team for further details.

Learners 14 – 16

The College is primarily funded for education opportunities to those over the school leaving age. Therefore, courses in this prospectus are costed on the basis that the applicant will be over 16. For further information about course enrolment and fees for 14 – 16 year olds, please contact the Customer Liaison & Enrolment Team on **01935 423921**

Learners 16 – 18 (As at 1st September 2011).

Please contact the Customer Liaison & Enrolment Team regarding information on the possibility of fee reduction on vocational courses for learners in the above category.

Learners from Non-European Countries

Please note that certain courses may be charged at a different rate for learners from non-EU countries. If in doubt about your status please contact the Customer Liaison & Enrolment Team.

Sponsored Learners

When a learner has indicated that their employer will be liable for their fees the employer will be invoiced. Employer Declaration forms are available, if required, from the Customer Liaison & Enrolment Team. The learner will be made aware that they will become liable for their fees if payment is not forthcoming from their employer. If this situation arises the learner will be invoiced directly within seven days of enrolment.

Other Costs

Additional costs, e.g. materials, residential trips etc may need to be paid by all learners. Learners are responsible for the purchase of all books and stationery etc, required for the course and are advised not to make purchases until after the first meeting of the course.

If in doubt, contact the Customer Liaison & Enrolment Team on 01935 423921

Student Services Co-ordinator

The Student Services Co-ordinator can help with any financial enquiries you may have regarding the costs involved with your course. If you would like further details please call **01935 845452**.

Disclaimer

Yeovil College has made every effort to ensure that the details published in this course directory were correct at the time of going to press. Sometimes we will introduce new courses during the year. Please check on-line at www.yeovil.ac.uk for the most up-to-date information.

Yeovil College reserves the right to cancel any courses where, in its view, there is insufficient demand or where unforeseen circumstances make it impossible. Course details described in this directory may be changed after publication as a result of changes made by awarding bodies or funding councils.

Other Important Information

Course Cancellations & Refunds

Yeovil College operates a No Refund Policy on all course tuition fees once you have enrolled. Sometimes, if minimum numbers are not reached, the College may need to cancel a course. In this situation you will be offered a transfer to another date/time or a full refund.

Course Advice and Information

Advice and information is given by College staff in good faith. Information presented to potential learners is based upon facts available at the time, but may be subject to change. The College cannot be held responsible for misleading information supplied by others. Where qualifications are awarded by a professional body, learners are advised that it is their responsibility to read any guidelines produced by the professional body and to negotiate any exemptions directly if appropriate.

Apprenticeships

Please note: the tuition fees quoted in this prospectus are for learners who are not on an Apprenticeship which is funded by the Skills Funding Agency (SFA) ~ for further information on Apprenticeships, please contact Yeovil College Training on 01935 845392.

Our Customer Liaison & Enrolment Team should be notified if there is a change in a learner's name, address or phone number.

Learner's Charter

We will tell you exactly what you can expect from us when you are considering becoming a learner, when you enrol and while you are studying. Our Information leaflets, advertisements and publications will be written in plain language. The College prides itself on the good relationships between staff and learners; we want to go even further than this and assure you of the highest levels of courtesy and helpfulness at all times.

Compliments, Comments & Complaints

The College endeavours to make every learner's experience a positive one. Please feel free to complete a Compliments, Comments & Complaints leaflet, as we do value the comments of all our learners. If you have cause for concern, or wish to make a compliment, please contact the Quality Manager.

Equal Opportunities and You

Some learners may need additional support in order to pursue their course and the College seeks to provide this wherever possible. Learners must play an active role with staff in supporting equal opportunities by treating everybody with respect and reporting discriminatory behaviour. All full copy of the Equal Opportunities statement is available from the Marketing Department.

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Eat Right at Renaissance

Whatever you fancy, you'll find it at Renaissance. Every day there is a range of freshly made, mouth-watering main meals, sumptuous salads, delicious drinks, juicy fresh fruit and fruit salads, fine rolls, wraps and sandwiches, tasty treats like cakes and cookies and gourmet burgers.



Located on the ground floor of the Kingston Building, Renaissance is operated by Innovate Services, the most exciting caterer in the educational sector!

NEW FROM SEPTEMBER 2011 ...



Exciting Times Ahead!

Be the first to enjoy our new and improved facilities with the grand opening of 'The Mall' in September 2011, where brand new Hair & Beauty salons, Yeovil College's mouth-watering Da Vinci Restaurant and comfy café areas are all waiting for you.

The logo for Yeovil College, featuring the text 'Yeovil College' in a white sans-serif font. To the right of the text is a white graphic element consisting of two overlapping curved shapes that form a stylized 'Y' or a shield-like emblem.

Yeovil
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