

01747 856010  
www.yeovil.ac.uk  
info@yeovil.ac.uk

Yeovil  
College

# NORTH DORSET SKILLS CENTRE PROSPECTUS



2011/12

# WELCOME TO NORTH DORSET SKILLS CENTRE

I am delighted to welcome you to the North Dorset Skills Centre (NDSC) prospectus for 2011/12.

NDSC supports a wide range of students, from school leavers taking their first steps towards their chosen career, to adults looking to increase their knowledge and qualifications. NDSC has something for everyone, as you will find out as you read this prospectus.

NDSC has been providing the North Dorset community with a range of full and part-time courses for many years from its dedicated campus in Shaftesbury. Although we have recently expanded, the Centre continues to provide a friendly, welcoming environment in which to study. Being part of Yeovil College, our students benefit from both the nearby support and facilities of NDSC and the advantages of being part of a wider network of education providers - the best of both worlds some might say!

The friendly atmosphere also means that success rates in the Centre are very high. For example, we have recently celebrated a 100% pass rate in Electrical Installation and Fire and Security courses, while 14 - 16 students on PEO Engineering courses achieved a 90% pass rate and those studying Salon Services achieved an 86% pass rate.

Some of our courses are unique in the area. For example, NDSC is the only place in the South West of England offering Fire and Security Apprentice Schemes.

We also run a range of 14-16 courses in partnership with the North Dorset 14-19 Partnership. For further information, please visit [www.yeovil.ac.uk](http://www.yeovil.ac.uk)

If you require any information, advice or simply want someone to talk to about your options, please do not hesitate to call us on 01747 856010.

We wish you the best of luck and look forward to seeing you in the future.

**Neil Sambrook, Head of North Dorset Skills Centre**

For further information, please contact the College on 01935 423921 or visit [www.yeovil.ac.uk](http://www.yeovil.ac.uk). All information correct at time of print.

# FREQUENTLY ASKED QUESTIONS

## Where is the North Dorset Skills Centre (NDSC)?

NDSC is on Wincombe Lane in Shaftesbury, within walking distance of the town centre. It is on the main bus routes from Gillingham, Blandford, Sturminster Newton, Wincanton, Bower Chalke and Motcombe. Should you need to drive to the Centre, there is ample free parking available.



## Who does NDSC work with?

NDSC works with a range of local and community organisations. Like Yeovil College, we pride ourselves on the positive working relationships we create and how this benefits our students.

Recently, we have worked with organisations including Shaftesbury School, Gillingham School, Sturminster Newton High School, the Gryphon School, Blandford School, Yewstock School, Connexions, the National Apprenticeship Service, the British Red Cross and Sports Relief. We also enjoy excellent working relationships with local employers such as Wessex Group and Partnership, Franklin and Ball, Hair Shop, Simply Hair and with those further afield, such as CIA Fire & Security in Cirencester. Transition to Work students have also recently started working with the local council on a community allotment project.

## Who studies at NDSC?

NDSC students often come from local schools including Shaftesbury, Gillingham, Blandford, Sturminster Newton High School, the Gryphon and Yewstock School. The centre also attracts students from the surrounding areas, from Salisbury to Bournemouth and Poole, Dorchester and Weymouth. The age range of students varies from school students studying vocational day courses to mature students undertaking professional qualifications or improving their Maths and English skills.

## Does NDSC have open days?

Yes. Come and see us between 4 pm and 7 pm on **Tuesday 19 October 2010**, **Wednesday 26 January 2011** and **Thursday 26 May 2011**.

# Part-time Courses



## **PART-TIME COURSES**

This section lists the Part-time courses offered at the North Dorset Skills Centre. For more information on prices, start dates etc, please contact the Yeovil College Customer Liaison and Enrolment Team on 01935 423921.

### **Skills for Life – Maths & English Courses for Adults**

The Skills for Life programme is for adults who want to improve their skills in literacy, language or numeracy. The numeracy and literacy courses are not like 'school'. You will be in a class with a small group of students who all have the want and desire to learn and will build on skills in English and Maths as well as working with computers. You will work towards a recognised qualification and improve your self-confidence at work and in the home. This may lead you on to another course at Yeovil College or it may help you gain more recognition at work. You will be placed on a course that is suitable for your starting level and you will be able to discuss your aims and ambitions with a fully qualified tutor. The classes offer a mature and friendly environment and a mixture of different abilities. They prove very popular with those who regularly attend.

## **CONSTRUCTION COURSES**

### **City & Guilds 17TH EDITION REGULATIONS**

This course is for those with the 16th Edition who need to update to the 17th Edition qualification or have just completed an Apprenticeship and need the course for registration. It is aimed at Electricians working in the field of installation or maintenance and allied trades and will give a working knowledge of Electrical Principles for the 17th Edition Wiring regulations. The course can be a one day update course if you are recently qualified or a 10 week evening course. The qualification is a requirement for JIB Electrician status or registration with a competent person scheme such as the NICEIC or NAPIT.

## **City & Guilds FUNDAMENTAL INSPECTION & TESTING 2392 (Level 2)**

This scheme has been developed to enable those with limited testing experience to prepare for the more advanced City & Guilds 2391 qualification. The primary focus is on single phase installations. Assessment is via a short practical exam and an online multiple choice test.

## **City & Guilds INSPECTION & TESTING 2391 (Level 3)**

This scheme has been developed in association with the National Inspection Council for Electrical Installation Contracting (NICEIC) and is required by JIB graded Electricians who wish to progress to Approved Electrician status. The content focuses on the IEE Guidance Note 3 and BS7671 and is assessed via practical tests and a written, closed book exam.

## **BPEC WATER REGULATIONS**

The Water Regulations course is a one-day revision and assessment course, covering the knowledge required for the Water Regulations Certificate. This course is suitable for Plumbers and those working in installations within the Plumbing Industry.

## **DOMESTIC UNVENTED HOT WATER ERS**

The Domestic Unvented Hot Water Systems course is a short assessment course, suitable for Plumbers working in the industry. It is a course designed to enable learners to have an awareness of building regulations G and all associated controls for Unvented Hot Water Storage. The certification will enable the learner to complete benchmark certificates on approved appliances within the industry. The course is 15 hours offered over two full days or five evenings.

## **City & Guilds ENERGY EFFICIENCY CERTIFICATE**

The Energy Efficiency course is a short training course and covers awareness of energy efficient controls within hot water heating systems and also compliance with Building Regulations Part L1. The course is suitable for Plumbers working within the industry or those who have industrial experience. The course is offered over one day or three evenings.

## **HAIRDRESSING COURSES**

### **City and Guilds Level 2 (NVQ) Diploma in HAIRDRESSING**

This qualification requires you to demonstrate skills and knowledge that are required in the workplace. Assessments will be required to attest to occupational competence and provide an indicator of your readiness to seek employment in the Hairdressing Industry.



# Full-time Courses



# FOUNDATION LEARNING - TRANSITION TO WORK (ENTRY LEVEL 1)

**Didn't get the results you wanted? Don't have the qualifications to join the course of your choice? Got Ds or below at GCSE? Need to brush up your skills before employment or an Apprenticeship?**

## **WE CAN HELP YOU!**

The Transition to Work programme is for young people who need to develop their social, basic and life skills before progressing on to work, a Level 1 or 2 course or an Apprenticeship. The programme focuses on improving your skills. These may include Functional Skills in Maths, English and ICT, Personal and Social Development and Employability Skills.

You will also have the opportunity to participate in a range of enrichment activities and access appropriate vocational modules from the broad College curriculum. These may include Introduction to Care, Construction Skills, Horticulture or Hairdressing.

You will work at your own pace and be at NDSC for up to four days a week. This means you may be able to fit part-time work around your studies too. Most students enrol in September, but there are additional opportunities to join during the year. Call the Faculty of Preparation for Life and Work on 01935 845353 or NDSC on 01747 856010 for more information.

The programme includes an individual tutor, full assessment of your individual needs, a personalised programme based on those needs, the development of foundation skills (English, Maths and ICT) and much more. For more details, visit [www.yeovil.ac.uk](http://www.yeovil.ac.uk).

## **Progression**

If you successfully complete this programme, you will gain a nationally recognised qualification. Students who achieve Level 1 or above through this programme can progress to other Level 1 or Level 2 courses across the College curriculum.

## CONSTRUCTION COURSES

### **City & Guilds Introductory Certificate (Level 1)**

#### **BASIC CONSTRUCTION SKILLS**

This qualification is designed to provide basic training in Construction Skills for those seeking employment in the Construction Industry. It is suitable for students who have no previous experience or knowledge of the construction craft skills and enjoy practical activities.

### **PEO Certificate (Level 2) ELECTRICAL INSTALLATION**

The course covers a wide range of Electrical areas including Engineering, Health and Safety, Electrical Principles, Electrical Science, Installation, Inspection and Testing and Fault Diagnosis. The course is approximately 50% practical work and 50% theory.

### **City & Guilds Diploma (Level 2) PLUMBING STUDIES**

This course is designed to give you the practical skills and knowledge to work in the Plumbing Industry. The majority of your learning will take place in our well-equipped, practical workshop, with specialist topics covered in our dedicated Plumbing classroom. You will cover topics including; pipe joining and installation, installation of hot and cold water supply, health and safety in the workplace, drainage and sanitation.

## HAIRDRESSING & BEAUTY THERAPY COURSES

### **VCTC Diploma (Level 2) BEAUTY THERAPY**

This course is ideal for those preparing for a career in the Beauty Industry. You will develop a comprehensive range of practical skills and study theory topics including health, safety and security of the salon environment, skin conditions and reception duties. You will also benefit from the specific training offered by Environ, OPI and Jane Iredale, the products used within our training salon, where you will undertake part of your training.

## **NVQ Diploma (Level 2) HAIR**

This two year qualification requires you to demonstrate the skills and knowledge required in the workplace, particularly customer service skills. Assessments will be required to show occupational competence and provide an indicator of your readiness to seek employment in the Hairdressing Industry. This course is suitable for those with some experience, an NVQ 1 qualification or those who have completed a 14-16 practical programme at the NDSC and achieved with good grades.

## **HEALTH & SOCIAL CARE COURSES**

### **Foundation Diploma (Level 1) SOCIETY, HEALTH & DEVELOPMENT**

This course combines hands-on learning and theory so that you can gain a broad understanding and experience of the principles of Society, Health and Development. The course is made up of a number of components: Principal Learning, Additional and Specialist Learning, Functional Skills, Personal Learning and Thinking Skills, ten days work experience and an extended project. Principle Learning covers topics such as: Communication, Meeting Needs, Exploring the Sectors and Health, Well-being and Lifestyle. Your additional learning will cover a Childcare unit and Personal and Social Development. Functional Skills will include Maths, English and IT Level 1.

## **UNIFORMED PUBLIC SERVICES COURSES**

### **BTEC Diploma (Level 2) UNIFORMED PUBLIC SERVICES**

This course aims to provide a specific insight into the Uniformed Public Services. It involves practical activities and an opportunity to develop personal and vocational skills relevant to the sector. There are visits, guest speakers and a residential to supplement the learning experience. Functional Skills will be offered alongside this course, as well as a First Aid qualification, the Duke of Edinburgh Award Scheme (Bronze, Silver or Gold) and the Level 1 Certificate in Personal Development for the Outdoor Industry.

# Apprenticeships



### **Advanced Apprenticeship (Level 3) ELECTRICAL INSTALLATION**

This course will give you the skills and experience within the workplace to commence a career as a qualified Electrician. You will study electrical units in Health and Safety, make preparations to install electrical wiring systems, wiring enclosures and equipment; install and connect electrical wiring systems using safe and improved methods; inspect, test and commission electrical installation and learn to diagnose and correct faults and problems. The course is split into practical and theory-based elements and requires assessment while working on site as well as assignment work at NDSC.

### **Apprenticeship/Advanced Apprenticeship (Level 2/3) ELECTRONIC SECURITY & EMERGENCY SYSTEMS**

This course allows you to develop the necessary skills and experience to become a recognised fire or security installer, specialising in one of the following fields; Security Systems, Access Control, Closed Circuit Television, Fire and Emergency Lighting. The attendance is on a block release basis, supporting employers from all over the South West to send their students to study.

### **Apprenticeship (Level 2) PLUMBING**

This course gives you the skills and experience within the workplace to begin a career in Plumbing. It covers the installation of plumbing systems, how to maintain them and how to decommission systems in a safe and secure manner. Assessments will take place both at NDSC and in the workplace.

### **Apprenticeship/Advanced Apprenticeship (Level 2/3) HAIRDRESSING**

On this course you will develop the necessary skills and experience to work in the Hairdressing Industry as a stylist. While at NDSC, you will be based in one of our hair salons, which are open to the general public, giving you the opportunity to develop and enhance your practical skills in a realistic working environment and practise your creativity and art under the supervision of highly experienced and qualified teaching staff. Both courses promote teamwork, good personal conduct and professionalism.

# Your Campus



# FACILITIES

## Headstart Hair Salon

NDSC is a modern site catering for 14-16 year olds, full-time students, Apprenticeships and adults. One of the College's hair salons, Headstart, is at the NDSC, as well as a separate beauty salon. If you are a trainee hairdresser or beauty therapist, you will gain experience of a working salon here. Clients include students, staff and members of the public. For more information and a price list, please call 01747 856010. The hairdressing and beauty salons are always looking for models, so if you would like to get involved, please contact NDSC directly to arrange an appointment.

## Construction Workshops

A dedicated Plumbing workshop capable of delivering programmes from short courses to Level 3 Advanced Apprentice schemes and an Electrical Installation workshop allows for flexibility in delivery at the centre and cater for every age range, from year 10 school students to professionals.

## IT Facilities

The North Dorset Skills Centre also has an IT suite with an interactive whiteboard and four fully-equipped classrooms for more traditional style lessons. There is also a common area for relaxing between classes. All the classrooms are equipped with computer facilities and we have invested in the latest in interactive whiteboard technology.

# STAFF

The NDSC is a warm and friendly environment which offers you an excellent level of teaching and support. Our teaching staff have high levels of industry and teaching experience and work hard to maintain up-to-date subject knowledge to ensure you get the best possible tuition. The Centre has a dedicated Learning Support Team and its own Learning Link Tutor, who is specially trained to support those students who may have additional learning needs. See pages 17 to 19 for more information on the student support we offer.

# Student Support



## **THE LEARNER SUPPORT TEAM**

The Learner Support Team offer support, advice and guidance on a wide range of academic, social and emotional issues. If you feel you need support from any of the following specialist staff, you are encouraged to contact us.

### **The Learning Link**

All students have different learning needs. Learning Link staff (specialist tutors and Learning Support Practitioners) are there to offer students, who have specific learning difficulties and/or disabilities such as Dyslexia, ADHD, Asperger's, mental ill-health or physical difficulties, a wide range of academic support. They aim to help you reach your full potential on your chosen course. Our highly skilled staff will be able to discuss and agree with you the appropriate support which meets your individual needs.

### **Student Support Adviser**

Mental health difficulties are quite common. Many things can impact on mental health and wellbeing. They can affect anyone and their ability to cope. Confidential support from this Adviser is available to all students on an appointment basis.

### **Student Health Adviser**

The Student Health Adviser works with and for students on all aspects of health, providing a service which has been awarded Gold Status under the Respect Initiative by Somerset Primary Care Trust. NDSC also has fully trained staff and frequent visits by professionals willing to offer help and advice.

### **The College Chaplaincy Adviser**

The College Chaplaincy Adviser supports all faiths and is supported by volunteers from various churches and faith communities. The Adviser regularly visits the Centre and is another source of confidential advice and for the student.

### **Connexions**

NDSC has an excellent working relationship with the local Connexions careers service who are on hand to offer impartial advice and guidance to support career choices and help students to make the right choice based on their situation. Connexions regularly visit the Centre and will gladly meet with you should you require their services.

## **Safeguarding Officer**

The Centre's designated Safeguarding Officer is available to discuss any aspect of safety or welfare and offer support and is in turn supported by a larger team based at Yeovil College's Mudford Road campus.

## **Your Personal Tutor**

You will have a Personal Tutor at NDSC, usually one of the lecturers who teaches you. You will meet your tutor at least once a week with your tutor group and have regular one-to-one meetings. Your tutor will help you to settle in, keep a close eye on your progress and attendance and be the first person to turn to should any problem arise affecting your study.

## **SUPPORT SERVICES & FACILITIES**

At Yeovil College, we aim to positively support you throughout your time with us so you have the opportunity to succeed. We currently have a range of services in place for students with specific needs and disabilities, but if you would like to discuss a particular issue in confidence or have any worries about how the College will support you, please contact our Learner Support Team on 01935 845354 or NDSC on 01747 856010. We encourage you to tell us about your needs as early as possible so we can ensure that any additional equipment or staff are in place by the time you start your course.

### **Deaf/Hearing Impaired Students**

Support available for deaf or hearing impaired students includes note takers, British Sign Language interpreters and Fire Evacuation beepers.

### **Visually Impaired Students**

Visually impaired students can have access to specialised IT software, such as Microsoft programmes to enlarge print, Text Help Read and Write, DSpeech and screen readers.

## **Students with Mobility Issues**

Most areas of NDSC and Yeovil College have wheelchair access. A written guide is available on request. Personal support from a Learning Support Practitioner can also be put in place and a Personal Evacuation and Exit Plan (PEEP) will be undertaken.

## **Exam Access Arrangements**

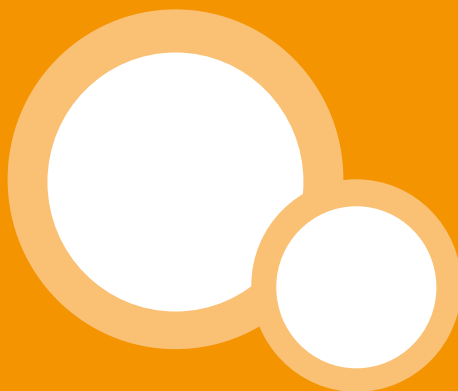
Individual assessments are carried out for students requiring additional time, a scribe, reader etc.

## **STUDENTS WITH SPECIFIC LEARNING DIFFICULTIES**

Support is available from the Learning Link Team for students with specific learning difficulties or disabilities such as dyslexia, dyspraxia, Asperger's Syndrome, physical and/or sensory difficulties, medical conditions, mental ill-health etc. Support available includes specialist Learning Link tutors, who offer one-to-one or small group support, Learning Support Practitioners can help in-class with note-taking etc, specialist IT software and equipment loans.

Support can be given in a range of areas including basic literacy and numeracy skills, communication skills, confidence building, planning and structuring work, time management/organisation, research methods and revision techniques and examination skills

For more information, please contact the Learner Support Team on 01935 845354.



## FINANCIAL SUPPORT & INFORMATION

Our Student Services Team can answer any queries you may have about financial support for students. The following information highlights some key sources of support, but for information specific to your circumstances, please contact Student Services directly on 01935 423921.

### **Tuition Fees**

Students who are 19 or over on the 1 September in the first academic year of their course do not automatically receive free tuition. If you are in receipt of a qualifying, means-tested benefit or tax credits you may be eligible for fee remission. You may also receive fee remission if you are studying for your first full Level 2 qualification or, if you are under 25, your first full Level 3 course.

### **Education Maintenance Allowance (EMA)**

EMA is a weekly payment for 16-18 year olds whose household income is below a means-tested level. It can provide up to £30 a week to support you while you study. For information regarding the 2011/2012 academic year, please visit [www.direct.gov.uk/EMA/](http://www.direct.gov.uk/EMA/)

### **Adult Learning Grant (ALG)**

The ALG is available to students who are 19 and over and studying their first full Level 2 or 3 qualification. Students are means tested individually unless they are living with a partner. Parental income is not assessed. For information regarding the 2011/2012 academic year, please visit [www.direct.gov.uk/ALG/](http://www.direct.gov.uk/ALG/).

### **Care to Learn**

The Care to Learn scheme provides financial support for childcare for young people up to the age of 20 while they are in education or training. For information regarding the 2011/2012 academic year please visit [www.direct.gov.uk/caretolearn/](http://www.direct.gov.uk/caretolearn/).

## **Discretionary Learner Support Funds**

The Discretionary Learner Support Funds can provide support for students who are experiencing financial difficulties with the costs associated with learning. Monies available from Discretionary Learner Support Funds are specifically designed to help with costs.

Students aged 16-18 can request help with books, equipment, course trips, exam fees for re-sits and accommodation. Students aged over 19 can also ask for support with transport, qualification costs and ESOL course fees. Support with childcare is available for over 20s. Funds are limited and are assessed on a first come, first served basis. For information regarding the 2011/2012 academic year, please visit [www.direct.gov.uk/moneytolearn](http://www.direct.gov.uk/moneytolearn).

## **British Army Bursary Fund**

The British Army has developed a scheme in partnership with colleges to help young adults prepare for a career in the Army. Students who are selected will receive a cash award during their studies and mentoring support from an Army Careers Adviser. The scheme is particularly targeted towards Level 2 and 3 vocational courses such as Public Services, Engineering, Construction, Catering, Sport and IT. However, the scheme covers all areas of study. For more information please visit [www.bursary.furthereducation.mod.uk](http://www.bursary.furthereducation.mod.uk) or call the College on 01935 423921.



# Index

Apprenticeships	12 - 13	Part-time Courses	4 - 7
Beauty	10	Partnerships	3
Construction	5 - 7, 10, 13	Plumbing	6, 7, 13
Dates	23	Skills for Life	5
Domestic Unvented Hot Water ERS	6	Society, Health & Development	11
Electrical	6, 13	Staff	15
Energy Efficiency Certificate	7	Student Support	16 - 21
Facilities	14 - 15	Transition to Work	9
Finance	20 - 21	Uniformed Public Services	11
Foundation Learning	9	Water Regulations	6
Frequently Asked Questions	3	Welcome	2
Full-time Courses	8 - 11		
Hairdressing	7, 11, 13		
Information Evenings	3, 23		
Inspection & Testing	6		
Location	3		

# **NORTH DORSET SKILLS CENTRE INFORMATION EVENINGS 2010/11**

**19 October 2010**

**26 January 2011**

**26 May 2011**

**4.00 pm to 7.00 pm**

## **NEWS/EVENTS**

**For more up-to-date information on NDSC  
and Yeovil College news and events, please visit [www.yeovil.ac.uk](http://www.yeovil.ac.uk)**

**All information is correct at time of print. Yeovil College and the North Dorset Skills Centre reserve the right to make changes to courses and fees if deemed necessary. For the most up-to-date information, please visit [www.yeovil.ac.uk](http://www.yeovil.ac.uk).**

**© Yeovil College**

**Thank-you to all of the students, staff and employers  
who contributed to this publication.**

**Concept and Planning: Yeovil College Marketing Department**

**Photographs by: Corbin O'Grady Photography, Len Copland  
and the staff and students of Yeovil College.**

# North Dorset Skills Centre

Rosewood House  
Wincombe Lane  
Shaftesbury  
Dorset  
SP7 8FG

**Tel: 01747 856010**

**Fax: 01935 429962**

**info@yeovil.ac.uk**  
**www.yeovil.ac.uk**



## **INFORMATION EVENINGS**

**19 October 2010**

**26 January 2011**

**26 May 2011**

**4.00 pm - 7.00 pm**

**If you would like this publication in large print or  
an alternative format, please call 01935 423921**