

2023/24

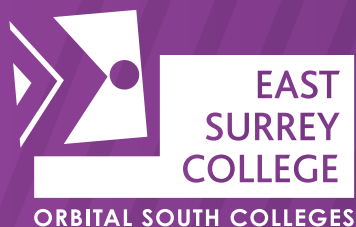
Adult Learning

Professional & Part-time Course Guide

Professional development >>

Skills for life and wellbeing >>

FREE COURSES for job seekers >>



*Learn something
new today!*



www.esc.ac.uk

www.johnruskin.ac.uk

Welcome

Discover our range of Part-time courses for adults looking for personal or professional development

PROFESSIONAL QUALIFICATIONS

Work based qualifications are designed to support your own continued professional development and will allow you to develop additional skills for career progression.

SKILLS FOR WELLBEING

Gain a work based qualification to support your own continued professional development. These courses are designed to support those in work looking to develop additional skills for career progression.

BACK TO WORK COURSES

Gain the skills you need to improve your employability and increase your confidence. Courses include:

- ▶ FREE English and Maths courses
- ▶ ESOL courses
- ▶ Digital/Computing Skills

Find out more and apply online at esc.ac.uk or johnruskin.ac.uk



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How we can support your learning

For advice about support, alternative viewing formats, loop systems or minicom, contact Client Services – East Surrey College: 01737 788444 or John Ruskin College: 020 8651 1131.

The Colleges have wheelchair access and if you require reasonable adjustments or support in class, please contact the ALS team to discuss what is available.

If you have a learning difficulty/disability or an EHCP and require extra support with your learning please contact the ALS team.

The College provides a confidential self-referral counselling service for students – for more information visit the Wellbeing Hub or speak to Client Services or the Safeguarding team.

Our disability statement and equal opportunities statement can be viewed at www.esc.ac.uk or www.johnruskin.ac.uk.

CAREERS ADVICE & GUIDANCE

Our Careers team offer support with career planning and preparing for key steps towards employment and work readiness. Helping you with:

- ▶ EXPLORING CAREER PATHWAYS
- ▶ IMPROVING YOUR JOB SEARCH
- ▶ IDENTIFYING YOUR TRANSFERABLE SKILLS
- ▶ CVS & JOB APPLICATIONS
- ▶ MANAGING CAREER CHANGE

Contact our Careers team at: careershub@osc.ac.uk



Our facilities

We continue to invest in our facilities to provide modern vibrant work spaces. Students also have access to IT facilities, Cafes and sports facilities.

LEARNING RESOURCE CENTRE (LRC)

The Learning Resource Centres at both Colleges are open to all our students with access to:

- ▶ BOOKS & MAGAZINES
- ▶ E-RESOURCES & E-BOOKS
- ▶ COMPUTERS FOR COLLEGE WORK
- ▶ PRINTING, SCANNING & PHOTOCOPYING
- ▶ STUDY DESKS
- ▶ STATIONERY SHOP

5 REASONS TO CHOOSE OSC

1 MODERN FACILITIES & RESOURCES

Including Hair & Beauty Salon, free Gym, Cafe & Shop*



2 WIDE RANGE OF SUBJECTS

3 EXCELLENT STUDENT SUPPORT



4 GREAT FOR WELLBEING & MEETING NEW PEOPLE



5 GREAT LOCATIONS in the heart of Redhill and South Croydon



*ESC Only



www.esc.ac.uk/wellbeing-hub
www.johnruskin.ac.uk/about-jrc/wellbeing-hub



www.esc.ac.uk/about-careers-hub
www.johnruskin.ac.uk/careers-hub/about-careers-hub

How to Apply

When you find a course that you would like to try, enrolling is easy and there's lots of ways to book:



ONLINE

Leisure courses: it's easy to BOOK and pay online for all leisure and non-qualification courses.

Qualification courses: when you APPLY online for a Part-time qualification marked **Q** a member of our Client Services team will contact you to arrange an interview to progress your application.



BY TELEPHONE

Call East Surrey College **01737 788444** or John Ruskin College **020 8651 1131** and a member of our Client Services team will assist you. They can also give you additional course information, advice and guidance.

Phone lines are open: Monday to Friday during Client Services opening hours.



IN PERSON

Come into College and speak to our Client Services team during opening hours, or visit our **LATE ENROLMENT EVENT** on **Saturday 2 September 10:00 – 13:00** to apply or complete your enrolment.

What will you need to enrol?

- ▶ Details of the course(s) you are interested in
- ▶ Payment for your course
- ▶ Proof of benefits/payslips if applicable
- ▶ Proof of residency (Non UK citizens)

CLIENT SERVICES OPENING HOURS

TERM TIME:

Mon: 08:30 – 16:00
Tues – Thurs: 08:30 – 18:30
Fri: 08:30 – 16:00

OUTSIDE TERM TIME:

Mon – Fri: 09:00 – 17:00

Bank Holidays – CLOSED

TERM DATES



AUTUMN TERM 2023

4 Sept – 14 Dec
HALF TERM: 23 – 27 Oct

SPRING TERM 2024

3 Jan – 27 Mar
HALF TERM: 12 – 16 Feb

SUMMER TERM 2024

15 April – 24 June
HALF TERM: 27 – 31 May

BOOK ONLINE

For Late Enrolment & Open Events to save time on the day!

Open Events

Open Events take place throughout the year and are an excellent opportunity for you and your family to look around the College, talk to tutors and find out about our courses and the support services we offer.

EAST SURREY COLLEGE

Tuesday 19 September 2023 17:00 – 20:00
Thursday 12 October 2023 17:00 – 20:00
Saturday 18 November 2023 10:00 – 13:00
Tuesday 27 February 2024 17:00 – 19:30
Thursday 27 June 2024 17:00 – 19:30

JOHN RUSKIN COLLEGE

Saturday 7 October 2023 10:00 – 13:00
Thursday 9 November 2023 16:30 – 19:30
Wednesday 21 February 2024 16:30 – 19:30
Thursday 20 June 2024 16:30 – 19:30

IMPORTANT INFORMATION: Your enrolment will only be finalised once payment and a completed, signed enrolment form have been received. Original or certified copies of all relevant documentation will be needed for enrolment onto a course where payment is discounted due to being in receipt of a means-tested benefit. See page 5 for details of the College's refund and cancellation policy.



Free Courses

Are you currently unemployed and looking for work? You might qualify for free tuition. Plus, we have a range of FREE courses designed to develop your skills and help you gain new qualifications. Free courses include:

- » Health & Social Care
- » Construction
- » ICT
- » Retrofit

MULTIPLY – Numeracy courses for adults

Job seekers can gain confidence with problem solving and numbers through our government funded Multiply courses. These can also be developed as a bespoke programme for businesses looking to upskill current staff. Talk to our Employability Hub Team to find out more: employabilityhub@esc.ac.uk or employabilityhub@johnruskin.ac.uk.

SWAP – Sector-Based Work Academy Programmes

If you are a job seeker or an employer, we can support you.

JOB SEEKERS – We work with multiple employers in industries such as Health & Social Care, Digital, Customer Service and Construction, to support you into the workplace. With over 40 wide and varied roles plus a guaranteed job interview, we really work hard to get you back into the workplace. Why not talk to our Careers Team for free advice on 01737 772611 or email careershub@osc.ac.uk

EMPLOYERS – We have a track record in successfully designing tailored programmes for employers to support current talent pipeline and upskill their staff. Talk to our Employability Hub Team to find out more: employabilityhub@esc.ac.uk or employabilityhub@johnruskin.ac.uk.

VIEW COURSES ONLINE AT:
www.esc.ac.uk/part-time/employability-hub
www.johnruskin.ac.uk/employability-hub



jobcentreplus



Art, Crafts & Floristry



Reigate School of Art offers a great range of Arts and Crafts courses for all abilities including Calligraphy, Printmaking, Drawing, Painting, Floristry, Jewellery Making, Photography, Fashion and Textiles and more!

Our courses are an ideal way to learn a new skill or hobby. You really will enjoy making the most of your creative flair!

COURSE	CODE	DAY	START DATE	TIME	WEEKS	STANDARD FEE	FULL FEE	
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CALLIGRAPHY

Calligraphy For Beginners	AADP1X12EXA	Tue	19 Sep	10:00 - 13:00	10	£310	-	E
	AADP2X65XA	Tue	09 Jan	10:00 - 13:00	10	£310	-	E
	AADP3X90XA	Tue	16 Apr	10:00 - 13:00	8	£250	-	E
Heraldic Art Calligraphy & Illumination	AADP1XCFXA	Fri	22 Sep	10:00 - 16:00	10	£535	-	E
	AADP2X45XA	Fri	12 Jan	10:00 - 16:00	10	£535	-	E
	AADP3X50XA	Fri	19 Apr	10:00 - 16:00	8	£430	-	E

CHRISTMAS CRAFTING

Christmas Door Wreath Making	AADP1X152XA	Thurs	07 Dec	10:00 - 13:00	1	£40	-	E
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“Very fun... learnt about technique and the different styles.”

CALLIGRAPHY STUDENT

STANDARD FEE – this fee applies if you’re aged 19+ on 31 Aug 2023 unless you’re eligible for financial support depending on circumstances. (see pages 32-33)

FULL FEE – this fee applies if you’re aged 19+ on 31 Aug 2023 and do not meet the ESFA (Education & Skills Funding Agency) residency criteria. Full Fee also applies if there is no Government funding for the course. You may need to pay additional fees based on the course eg assessment fees. (see pages 32-33)

▲ ADVANCED LEARNER LOAN – If you are aged 19+ you may be able to apply for a loan from the Government to help pay for the cost of studying a Level 3, 4, 5 or 6 course. Our advisers can help you to apply. (see page 5)

Q QUALIFICATION – this is a qualification course and an interview will be required.

E This course runs at **East Surrey College** **J** This course runs at **John Ruskin College**



“I have really enjoyed the painting course and the range of tasks the tutor set us. My understanding of how to mix and use colour has improved.”

DRAWING & PAINTING STUDENT

COURSE	CODE	DAY	START DATE	TIME	WEEKS	STANDARD FEE	FULL FEE	
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DRAWING & PAINTING

Botanical & Natural History – Drawing & Watercolour Painting	AADP1XD0XA	Thurs	21 Sep	11:00 - 16:00	10	£410	-	E
	AADP3X51XA	Thurs	11 Jan	11:00 - 16:00	10	£410	-	E
	AADP2X13EA	Thurs	18 Apr	11:00 - 16:00	8	£330	-	E
Drawing & Painting	AADP3X12BA	Tue	19 Sep	19:00 - 21:00	10	£210	-	E
	AADP2X11BA	Tue	09 Jan	19:00 - 21:00	10	£210	-	E
	AADE3X6AXA	Tue	16 Apr	19:00 - 21:00	8	£170	-	E
Figure Drawing	AADP1X144XA	Wed	01 Nov	13:00 - 15:00	5	£110	-	E
	AADP1X13AXA	Wed	21 Feb	13:00 - 15:00	5	£110	-	E
	AADE2X23XA	Wed	22 May	13:00 - 15:00	4	£90	-	E
Portrait Drawing & Painting	AADP1X18EA	Wed	20 Sep	10:00 - 12:00	5	£110	-	E
	AADP2X11EA	Wed	10 Jan	10:00 - 12:00	5	£110	-	E
	AADP3X11EA	Wed	17 Apr	10:00 - 12:00	5	£110	-	E
Watercolour Painting	AADP1X1BAA	Tue	19 Sep	14:00 - 16:00	10	£210	-	E
	AADP2X16AA	Tue	09 Jan	14:00 - 16:00	10	£210	-	E
	AADP2X17AA	Tue	16 Apr	14:00 - 16:00	8	£170	-	E

Prices and times correct at time of printing but may be subject to change.

COURSE	CODE	DAY	START DATE	TIME	WEEKS	STANDARD FEE	FULL FEE	
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FASHION & TEXTILES

How to use your Sewing Machine	AADE2X2FXA	Tue	19 Sep	10:00 - 14:00	2	£90	-	E
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FLORISTRY

Christmas Door Wreath Making	AADP1X152XA	Thurs	07 Dec	10:00 - 13:00	1	£40	-	E
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Introduction to a Career in Floristry	AADE1X5EXA	Tue	19 Sep	19:00 - 21:00	10	£210	-	E
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	AADE2X45XA	Tue	09 Jan	19:00 - 21:00	10	£210	-	E
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	AADE3X35XA	Tue	16 Apr	19:00 - 21:00	8	£170	-	E
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* Floristry Level 1 Award 	AAD0000086	Tue	19 Sep	10:00 - 14:00	12	£357	£585	E
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* Floristry Level 2 Certificate 	AAD0000008	Tue	09 Jan	10:00 - 14:30	20	£578	£941	E
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Floristry For All Occasions Autumn	AADP3XA5XA	Thurs	21 Sep	12:15 - 14:15	10	£210	-	E
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Floristry For All Occasions Spring	AADP3X58XA	Thurs	11 Jan	12:15 - 14:15	10	£210	-	E
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Floristry For All Occasions Summer	AADP3XA0XA	Thurs	18 Apr	12:15 - 14:15	8	£170	-	E
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* There will be trips on some Fridays



New for 2023
**FAMILY LEARNING
ARTS & CRAFTS**
Find out more at:
www.esc.ac.uk

“Floristry is fun and very rewarding! Your imagination in a pot of colour.”

FLORISTRY STUDENT

STANDARD FEE – this fee applies if you’re aged 19+ on 31 Aug 2023 unless you’re eligible for financial support depending on circumstances. (see pages 32-33)

FULL FEE – this fee applies if you’re aged 19+ on 31 Aug 2023 and do not meet the ESFA (Education & Skills Funding Agency) residency criteria. Full Fee also applies if there is no Government funding for the course. You may need to pay additional fees based on the course eg assessment fees. (see pages 32-33)

▲ ADVANCED LEARNER LOAN – If you are aged 19+ you may be able to apply for a loan from the Government to help pay for the cost of studying a Level 3, 4, 5 or 6 course. Our advisers can help you to apply. (see page 5)

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COURSE	CODE	DAY	START DATE	TIME	WEEKS	STANDARD FEE	FULL FEE	
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JEWELLERY

Jewellery – Beginners & Intermediate	AADE1X49XA	Thurs	21 Sep	19:00 - 21:00	10	£210	-	E
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	AADE1X48XA	Thurs	11 Jan	19:00 - 21:00	10	£210	-	E
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	AADE2X2AXA	Thurs	18 Apr	19:00 - 21:00	8	£170	-	E
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PHOTOGRAPHY

Photography Workshop – Analogue & Digital	AADP3X76XA	Thurs	21 Sep	18:30 - 20:30	10	£210	-	E
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	AADE1X3FXA	Thurs	11 Jan	18:30 - 20:30	10	£210	-	E
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	AADE1X40XA	Thurs	18 Apr	18:30 - 20:30	8	£170	-	E
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Photography Workshop – Creative Processes	AAD0000077	Tue	19 Sep	18:30 - 20:30	10	£210	-	E
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	AAD0000076	Tue	09 Jan	18:30 - 20:30	10	£210	-	E
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	AAD0000078	Tue	16 Apr	18:30 - 20:30	8	£170	-	E
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PRINTMAKING

Printmaking Workshop	AADP1X11XA	Tue	31 Oct	13:00 - 16:00	5	£160	-	E
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	AADP1X100X	Tue	20 Feb	13:00 - 16:00	5	£160	-	E
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Collography Printing Taster Day	AAD0000075	Tue	27 Feb	13:00 - 16:00	1	£40	-	E
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Lino Printing Taster Day	AAD0000074	Tue	17 Oct	13:00 - 16:00	1	£40	-	E
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Mono Printing Taster Day	AAD0000071	Tue	19 Sep	13:00 - 16:00	1	£40	-	E
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Silk Screen Printing Taster Day	AAD0000072	Tue	3 Oct	13:00 - 16:00	1	£40	-	E
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Silk Screen Printing Taster Day	AAD0000073	Tue	12 Mar	13:00 - 16:00	1	£40	-	E
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“I’ve enjoyed forging new techniques experimenting with colour and abstract prints.”

PRINTMAKING STUDENT

Business & Finance



Our wide range of business courses will equip you with the skills and knowledge to feel confident in the workplace and even to start your own business. Our AAT courses are accredited accounting courses, which will enable you to work in the accounting industry.

COURSE	CODE	DAY	START DATE	TIME	WEEKS	STANDARD FEE	FULL FEE	
ACCOUNTING								
AAT Bookkeeping Level 2 Foundation Certificate 	BBM0000064	Thurs	02 Nov	18:00 - 21:00	14	£823	£1,560	
AAT Bookkeeping Level 3 	BBM0000107	Tue	10 Oct	17:30 - 21:00	21	£633 ▲	£1,265	
AAT Accounting Level 2 Foundation Certificate 	BBM0000065	Tue	19 Sep	18:00 - 21:00	34	£1,270	£2,460	
AAT Accounting Level 3 Advanced Diploma 	BBM0000000	Tue	12 Sep	17:30 - 21:00	32	£2,573 ▲	£5,455	
AAT Professional Accounting Level 4 Diploma 	P1147A	Tue	05 Sep	17:30 - 21:00	50	£2,573 ▲	£5,146	
AAT Internal Accounting Systems and Controls Level 4 Module 	BBM0000133	Tue	05 Sep	17:30 - 21:00	7	£410	-	
AAT Drafting and Interpreting Financial Statements Level 4 	BBM0000125	Tue	31 Oct	17:30 - 21:00	12	£640	-	
AAT Credit & Debt Management Level 4 Module 	BBM0000124	Tue	06 Feb	17:30 - 21:00	7	£410	-	
AAT Personal Tax Level 4 Module 	BBM0000130	Tue	16 Apr	17:30 - 21:00	9	£510	-	

You may be eligible for FREE Tuition! See page 32-33 for details.




STANDARD FEE – this fee applies if you're aged 19+ on 31 Aug 2023 unless you're eligible for financial support depending on circumstances. (see pages 32-33)

FULL FEE – this fee applies if you're aged 19+ on 31 Aug 2023 and do not meet the ESFA (Education & Skills Funding Agency) residency criteria. Full Fee also applies if there is no Government funding for the course. You may need to pay additional fees based on the course eg assessment fees. (see pages 32-33)

▲ ADVANCED LEARNER LOAN – If you are aged 19+ you may be able to apply for a loan from the Government to help pay for the cost of studying a Level 3, 4, 5 or 6 course. Our advisers can help you to apply. (see page 5)

Q QUALIFICATION – this is a qualification course and an interview will be required.

E This course runs at **East Surrey College** **J** This course runs at **John Ruskin College**





COURSE	CODE	DAY	START DATE	TIME	WEEKS	STANDARD FEE	FULL FEE	
BUSINESS & MARKETING								
Marketing for Small Businesses	BBMP2113XA	Thurs	07 Mar	10:00 - 15:30	1	£45	-	
	BBMP11MKXB	Thurs	20 Jun	10:00 - 15:30	1	£45	-	
Setting up and Marketing Your Own Business	BBME2X22XA	Thurs	01 Feb	18:00 - 20:00	1	£45	-	

Prices and times correct at time of printing but may be subject to change.



Cover the cost of your course with an Advanced Learner Loan

If you are aged 19+ you may be able to apply for an Advanced Learner Loan from the Government to help with the cost of your course.

-  **FINANCIAL HELP FOR THOSE STUDYING LEVEL 3, 4, 5 OR 6 COURSES**
-  **NO INCOME OR CREDIT CHECKS**
-  **REPAYMENTS DON'T START UNTIL AFTER THE END OF YOUR COURSE**
-  **NO REPAYMENTS UNTIL YOU EARN MORE THAN £27,295**

Courses in this guide which may qualify for an Advanced Learner Loan are marked with ▲

See page 9 for more information, visit: www.gov.uk/advanced-learner-loan or contact our Client Services team on 01737 788444.

LOOKING TO START AN APPRENTICESHIP?

Find out about our Apprenticeship programmes from Level 2 to Higher and Degree Levels on page 11 or visit www.esc.ac.uk/apprenticeships



Cabin Crew

Are you looking to start a career in Cabin Crew? These one day workshops will give you fantastic foundation to boost your chances in this competitive career sector.



COURSE	CODE	DAY	START DATE	TIME	WEEKS	STANDARD FEE	FULL FEE	
Cabin Crew – Starting Your Career	BHB0000022	Tue	23 Jan	18:00 - 20:00	1	£20	-	E
Cabin Crew – Interview & Selection, Tips for Success	BHB0000098	Tue	30 Jan	18:00 - 20:00	1	£20	-	E

CAREERS INTRODUCTIONS



Careers Advice and Guidance

Our Careers team offer support with career planning and preparing for key steps towards employment and work readiness. Helping you with:


-  Exploring career pathways
-  CVs & job applications
-  Improving your job search
-  Managing career change plus more
-  Identifying your transferable skills



For lots of useful resources visit:
www.esc.ac.uk/about-careers-hub



Contact the Careers Team at: careershub@osc.ac.uk or call: 01737 788444






SCAN ME





Computing & Digital Skills

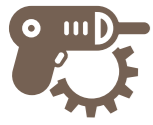
Our accredited courses offer you the chance to upskill your computer and digital skills. All the qualifications have been created with the workplace in mind and cover a wide range of subjects. If you are a beginner or more advanced, you will find a course to fit your current skill level and support you for where you want to go.



COURSE	CODE	DAY	START DATE	TIME	WEEKS	STANDARD FEE	FULL FEE	
DIGITAL SKILLS								
Digital Skills for The Care Sector	BHB0000097	Tue & Thurs	16 Jan	18:00 - 20:00	3	£102	-	E
Emerging Digital Technologies 	BBM0000126	Tue	16 Apr	16:00 - 20:00	8	£128	-	E
Essential Digital Skills Entry Level 3 	CRMP2E10XA	Mon	30 Oct	15:00 - 17:00	10	FREE	£300	J
	BBM0000066	Wed	17 Jan	15:00 - 17:00	10	FREE	£300	E
	BBM0000067	Wed	17 Apr	15:00 - 17:00	10	FREE	£300	E
Essential Digital Skills Level 1 	BBM0000069	Wed	17 Jan	15:00 - 17:00	10	FREE	£300	E
	CRM0000097	Wed	17 Jan	15:00 - 17:00	10	FREE	£300	J
	BBM0000068	Wed	17 Apr	15:00 - 17:00	10	FREE	£300	E
Learn to Code (visual basic, C++, C#, Python)	BBM0000132	Tue	07 Nov	tbc	4	£68	-	E
Learn to Create Relational Databases With MS Access	BBM0000131	Thurs	02 Nov	tbc	2	£56	-	E
Understand and Set Up Computer Networks Using 'Packet Tracer'	BBM0000129	Tue	09 Jan	tbc	4	£68	-	E
Visual Data Analysis with Python Using Pandas	BBM0000128	Tue	20 Feb	tbc	4	£68	-	E
Want to Learn Basic Cyber Security Techniques?	BBM0000127	Thurs	07 Mar	tbc	4	£68	-	E

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 **ADVANCED LEARNER LOAN** – If you are aged 19+ you may be able to apply for a loan from the Government to help pay for the cost of studying a Level 3, 4, 5 or 6 course. Our advisers can help you to apply. (see page 5)
 **QUALIFICATION** – this is a qualification course and an interview will be required.
 This course runs at **East Surrey College**  This course runs at **John Ruskin College**



Construction & Engineering



The built environment is ever changing with a vast amount of career opportunities. Engineering skills continue to be in high demand with people re-skilling to fill the gaps.

Our courses are delivered in state-of-the-art facilities, offering you the best opportunities to learn industry standard practices.

COURSE	CODE	DAY	START DATE	TIME	WEEKS	STANDARD FEE	FULL FEE	
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CONSTRUCTION

Retrofit Coordination & Risk Management Level 5 Diploma	TCO0000026	Mon	23 Oct		10	£601	-	
	TCO0000027	Mon	31 Jul		10	£601	-	

ELECTRICAL

Requirements For Electrical Installations (18th Edition amendment 2) Level 3 Award	TCO0000035	tbc	FLEX	tbc	3	£280	-	
Electrical Installation Level 2 Diploma	TCOE121DXA	Mon	04 Sep	18:00 - 21:00	36	£1,673	£3,746	



Discover **GREEN SKILLS** training opportunities at www.esc.ac.uk/green-skills

ELECTRIC/HYBRID VEHICLE qualifications

NEW FOR 2023/24 – we will be offering Level 1 – 3 qualifications at East Surrey College in our well equipped workshops over 2-4 days. For more information please contact Client Services on 01737 788444.

Prices and times correct at time of printing but may be subject to change.

COURSE	CODE	DAY	START DATE	TIME	WEEKS	STANDARD FEE	FULL FEE	
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ENGINEERING

Advanced Manufacturing Engineering (Mechanical) BTEC Level 3 Diploma	EENP2357XA	Thurs & Fri*	07 Sep	17:30 - 20:30 09:15 - 16:30	68	£5,421	£6,071	
Advanced Manufacturing Engineering (Electronic) BTEC Level 3 Diploma	EENP2357XA	Wed & Thurs*	06 Sep	09:15 - 16:30 17:30 - 20:30	68	£5,421	£6,071	
Electrical & Electronic Engineering BTEC Higher National Certificate (Year 1)	P0009A	Mon	19 Sep	tbc	33	£3,082	-	
Railway Engineering Level 2	P311A	Mon	30 Oct	09:00-17:00	6	£1,626	-	
	P311B	Tue	08 Jan	09:00-17:00	6	£1,626	-	
	P311C	Tue	07 May	09:00-17:00	6	£1,626	-	
	P311D	Tue	04 Jul	09:00-17:00	6	£1,626	-	
Welding Introduction	EENE2X11XA	Tue	05 Mar	18:00 - 21:00	1	£26	-	
Welding Skills Level 1	EENE1X1AXA	Tue	12 Mar	tbc	10	£255	-	

**Days and times may vary in Year 2*

Tailored Training Solutions for Employers

Our Employer Services team provide dedicated support for flexible training programmes customised to your business needs and budget. This includes Work Based Training, Apprenticeships, Traineeships, Work Experience, Statutory Compliance Training as well as tailored courses.

// CUSTOMISED TRAINING SOLUTIONS // **VALUE FOR MONEY**
// QUALITY TRAINING LOCAL TO YOU // **INDUSTRY RECOGNISED QUALIFICATIONS**

For more information call 01737 788316 or email: employerservices@esc.ac.uk

STANDARD FEE – this fee applies if you're aged 19+ on 31 Aug 2023 unless you're eligible for financial support depending on circumstances. (see pages 32-33)

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▲ ADVANCED LEARNER LOAN – If you are aged 19+ you may be able to apply for a loan from the Government to help pay for the cost of studying a Level 3, 4, 5 or 6 course. Our advisers can help you to apply. (see page 5)

Q QUALIFICATION – this is a qualification course and an interview will be required.

E This course runs at **East Surrey College** **J** This course runs at **John Ruskin College**

Cooking

Want to cook but lacking confidence? Our cooking courses will teach you to cook healthy, nutritious, affordable meals from around the world. You can showcase your newly found skills to friends and family and impress them with your cooking!



COURSE	CODE	DAY	START DATE	TIME	WEEKS	STANDARD FEE	FULL FEE	
GLOBAL COOKING								
Asian Cooking	LSKE2X16XA	Thurs	11 Jan	19:00 - 21:00	5	£110	-	E
Cooking Around the World	AADE3X66XA	Thurs	02 Nov	19:00 - 21:00	5	£110	-	E
	LSKE2X55XA	Thurs	22 Feb	19:00 - 21:00	5	£110	-	E
	LSKE1X68XA	Thurs	18 Apr	19:00 - 21:00	5	£110	-	E
Indian Takeaway	LSKE3X12XA	Thurs	21 Sep	19:00 - 21:00	5	£110	-	E

Learn your way with the WEA

We offer courses across a huge range of subjects including health and wellbeing, arts and crafts, fitness and personal development and skills for work.

Our partnership with East Surrey College means we can deliver adult education right in the heart of your community, just like we've been doing for 120 years!

Whether you're looking to learn face to face in a local venue, or from the comfort of your own home online, there's a WEA course for you.



Book online by visiting:

thewea.info/surrey
or call 0300 303 3464

The WEA is a charity registered in England and Wales (no. 1112775) and in Scotland (no. SC039239).

Health & Care

The care sector is both rewarding and challenging. The industry covers a wide range of areas where you can grow your career, developing your skills with our part-time courses. Our qualifications combine practical and work-based learning with industry experienced tutors. No matter your experience, we provide you with nationally recognised qualifications to further your career.



COURSE	CODE	DAY	START DATE	TIME	WEEKS	STANDARD FEE	FULL FEE	
COUNSELLING								
Counselling Level 2	BHB0000020	Tue	12 Sep	18:00 - 21:00	10	£407	£541	E
	BHB0000005	Tue	27 Feb	17:30 - 21:00	10	£407	£541	E
Counselling Level 3 Certificate	BHB0000003	Tue	12 Sep	18:00 - 21:00	34	£1,268 ▲	£1,375	E
	BHB0000011	Thurs	11 Jan	09:15 - 16:15	19	£1,268 ▲	£1,375	E
Therapeutic Counselling Level 4 Diploma (Year 1 of 2)	P2002	Fri	15 Sep	09:15 - 16:15	34	£3,170 ▲	£3,551	E

HEALTH CARE

Digital Skills for the Care Sector	BHB0000097	Tue & Thurs	16 Jan	18:00 - 20:00	3	£102	-	E
Understanding Dignity & Safeguarding In Adult Health & Social Care Level 2 Certificate	BHB0000099	Tue & Thur	05 Mar	18:00 - 20:00	3	£102	-	E
Understanding Personal Care Needs Level 2 Certificate	BHB0000126	Tue & Thur	30 May	18:00 - 20:00	3	£102	-	E

You may be eligible for FREE Tuition! See page 32-33 for details.

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E This course runs at **East Surrey College** J This course runs at **John Ruskin College**

English, Maths & ESOL

We use English and Maths in our everyday lives. Many people want to improve their skills in these areas to support career growth or simply to support their children with their homework. Whatever your motivation, our courses are designed to improve reading, writing and numeracy skills.

Our wide range of courses are free, with qualifications at different levels to suit you, plus they start throughout the year; all taught by highly skilled tutors.

COURSE	CODE	DAY	START DATE	TIME	WEEKS	STANDARD FEE	FULL FEE	
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ENGLISH FIRST STEPS

* First Steps Into English	METP2110FE	tbc	17 Apr	tbc	8	FREE	-	
	FCT0000029	tbc	18 Apr	tbc	9	FREE	-	

ENGLISH FUNCTIONAL SKILLS

* Functional Skills English	P1141	Wed	13 Sep	09:30 - 11:30	18	FREE	-	
	P1149	Wed	13 Sep	09:30 - 11:30	14	FREE	-	

ENGLISH GCSE

Preparing to Take GCSE English	METP2114GE	tbc	14 Feb	tbc	14	FREE	-	
* GCSE English	METE1212XA	Tue	12 Sep	18:00 - 20:00	33	FREE	-	
	FCT0000049	Fri	15 Sep	11:40 - 13:40	33	FREE	-	
	FCTE121PXA	Tue	12 Sep	18:00 - 20:00	33	FREE	-	
	METE1211XA	Thurs	14 Sep	18:00 - 20:00	33	FREE	-	
	METP1221XA	Mon or Fri	11 Sep	09:30 - 11:30	33	FREE	-	

* In the 1st week you will be required to complete an online assessment, and bring proof of your English qualifications.

STANDARD FEE – this fee applies if you're aged 19+ on 31 Aug 2023 unless you're eligible for financial support depending on circumstances. (see pages 32-33)

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COURSE	CODE	DAY	START DATE	TIME	WEEKS	STANDARD FEE	FULL FEE	
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MATHS FUNCTIONAL SKILLS

* Functional Skills Maths	P1143	Fri	15 Sep	09:30 - 11:30	18	FREE	-	
	P1150	Fri	15 Sep	09:30 - 11:30	14	FREE	-	

MATHS GCSE

* GCSE Maths	MET0000023	Tue	12 Sep	18:00 - 20:00	32	FREE	-	
	FCTE121SXA	Tue	12 Sep	18:00 - 20:00	33	FREE	-	
	FCT0000048	Wed	13 Sep	09:30 - 11:30	33	FREE	-	
	MET0000022	Thurs or Fri	14 Sep	09:30 - 11:30	33	FREE	-	
	METE1217XA	Thurs	14 Sep	18:00 - 20:00	33	FREE	-	

MULTIPLY

Multiply: Core Numeracy	MET0000064	<i>Please contact Client Services</i>			15	FREE	-	
Multiply: Maths for Parents and Carers	MET0000063	<i>Please contact Client Services</i>			17	FREE	-	
	FCT0000153	<i>Please contact Client Services</i>			16	FREE	-	
Multiply: Maths with ESOL	MET0000058	<i>Please contact Client Services</i>			18	FREE	-	
	FCT0000148	<i>Please contact Client Services</i>			17	FREE	-	
First Steps Into Maths	FCT0000030	Wed	17 Apr	tbc	9	FREE	-	
	METP2110FM	Fri	19 Apr	tbc	8	FREE	-	
Preparing to Take GCSE Maths	METP2113GM	Thurs	01 Feb	tbc	14	FREE	-	

* In the 1st week you will be required to complete an online assessment, and bring proof of your Maths qualifications.

Boost your maths skills with a FREE Multiply Numeracy course to build your confidence in using numbers at work or in everyday life.





Do you need to improve your English Language skills?



ESOL – English for Speakers of Other Languages

These courses are designed to support people who do not speak English as their first language. Following an initial assessment, you will develop reading, writing and listening skills to help you work or study in the UK, or apply to become a British Citizen.

What each course covers:

PRE-ENTRY – ENTRY LEVEL 3

1. Reading
2. Writing
3. Speaking and Listening

All adult ESOL courses work towards Ascentis awards

COURSE	CODE	DAY	START DATE	TIME	WEEKS	STANDARD FEE	FULL FEE	
ESOL								
ESOL Pre-Entry Q	P1136	Tue & Thurs	11 Sep	15:00 - 17:00	34	£785	-	E
	P1136	Fri	11 Sep	09:30 - 11:30 or 12:30 - 14:30	34	£785	-	E
ESOL Entry Level 1 Q	P1120	Mon	11 Sep	09:30 - 12:00	34	£785	-	E
	P3012	Tue	12 Sep	tbc	34	£785	-	J
ESOL Entry Level 2 Q	P112E	Tue & Wed	12 Sep	09:30 - 12:00	34	£785	-	E
	P112F	Tue	12 Sep	18:00 - 20:30	34	£785	-	E
ESOL Entry Level 3 Q	P1130	Tue & Fri	12 Sep	09:30 - 12:00	34	£785	-	E
	P1131	Tue	12 Sep	18:00 - 20:30	34	£785	-	E

You may be eligible for FREE Tuition! See page 32-33 for details.

ESOL Summer School

This six-week course is an excellent opportunity for people who are new to the country to gain a short introduction to studying English and to develop basic communication skills needed to carry out everyday tasks.

What the course covers:

- ▶ Speaking and writing
- ▶ Social skills
- ▶ Shopping online and in-person
- ▶ Visiting the doctor
- ▶ Filling in forms
- ▶ Culture and life in the UK
- ▶ Computer skills
- ▶ Careers advice and guidance



COURSE	CODE	DAY	START DATE	TIME	WEEKS	STANDARD FEE	FULL FEE	
ESOL cont'd								
ESOL Level 1 Q	P1134	Mon & Thurs	11 Sep	09:30 - 12:00	34	£785	-	E
	P1146	Tue & Thurs	12 Sep	18:00 - 20:30	34	£785	-	E
ESOL Level 2 Q	P1135	Tue & Fri	12 Sep	13:30 - 15:00	34	£785	-	E
ESOL Entry Level Q	P3007	Tue	12 Sep	18:00 - 20:00	34	£785	-	J
ESOL Summer School	MET0000018	Mon	03 Jul	tbc	4	FREE	-	E

Prices and times correct at time of printing but may be subject to change.



FREE Gym Membership!

You can enjoy FREE access to our fully equipped gyms (after completing an induction) for the duration of your course. Opening times vary each term which you can find on the Activity Programme at: www.esc.ac.uk/Enrichment or www.johnruskin.ac.uk/Enrichment.

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Hair & Beauty



This industry is continually growing with new developments happening all the time. It provides flexible working and allows people to be creative.

Our part-time courses are taught by industry experienced tutors, using industry standard products and tools.

COURSE	CODE	DAY	START DATE	TIME	WEEKS	STANDARD FEE	FULL FEE	
HAIR & BEAUTY								
Barbering Level 2 Certificate	BHBE1219XA	Thurs	14 Sep	18:00 - 21:00	34	£471	£941	
Beauty Specialist Techniques Level 2 Certificate	BHBP1218XA	Tue & Thurs	12 Sep	18:00 - 21:00	34	£921	£1,842	
Eyelash Extensions	BHBP2X25XA	Tue	21 Nov	09:30 - 16:30	1	£100	-	
Womens Hairdressing Level 2 Certificate	BHBP1215XA	Tue & Thurs	12 Sep	18:00 - 21:00	34	£921	£1,842	



NEW courses added throughout the year at: WWW.ESC.AC.UK



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Full-time courses for adults

We welcome people of all ages to study on full-time courses across all curriculum areas. Fixed weekly timetables enables childcare or work to be scheduled around your classes.

- ▶ **ACCESS TO HE COURSES** – gain valuable skills to prepare for study at degree level (see page 34)
- ▶ **UNIVERSITY LEVEL COURSES** – qualifications to develop your career (see page 34)
- ▶ **WORRIED ABOUT THE COST OF STUDYING FULL-TIME?** – you may be eligible for FREE tuition or reduced fees (see page 32-33)



VIEW OUR COURSES:
www.esc.ac.uk
OR CALL
01737 788444

Art, Design & Media // Applied Science // Aviation, Travel & Tourism // Business, Accounting & IT // Construction // Early Years & Childcare // Engineering // ESOL // Hair & Beauty // Health & Social Care // Motor Vehicle // Public Services // Sport //

Escape Salon & Spa

— Hair, Beauty & Spa —



Offering an extensive range of hair, beauty and spa treatments at affordable prices, our fully operational training salon is open to the public, staff and students.

50%* STUDENT DISCOUNT
*Discount not available on Spa Treatments

Hair Services

- Ladies Hair Cutting & Styling from £3 – £9
- Men's Hair Cutting & Beard Trim – FREE
- Perming from £11
- Colouring Techniques from £6 – £26
- Highlighting Techniques from £6 – £36

Beauty & Spa Services

- Body Treatments from £4 – £19
- Facial Treatments from £6 – £15
- Eye Treatments from £3.50
- Make-Up from £6
- Manicure & Pedicure from £3 – £8
- Massage from £9 – £19
- Spa Treatments – POA
- Waxing from £3.50 – £9

BOOK YOUR APPOINTMENT TODAY!

escape@esc.ac.uk
01737 788350





Languages

Looking to brush up on your language skills? Feel more confident while communicating abroad and learn more about cultures with our range of languages and courses. We have courses to suit all abilities from beginner to advanced level.



COURSE	CODE	DAY	START DATE	TIME	WEEKS	STANDARD FEE	FULL FEE	
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FRENCH BEGINNERS

French Beginners Module 1	AADP1X13DXA	Tue	19 Sep	19:00 - 20:30	10	£155	-	E
French Beginners Module 2	LSKE2X82XA	Tue	09 Jan	19:00 - 20:30	10	£155	-	E
French Beginners Module 3	LSKP3X10MA	Tue	16 Apr	19:00 - 20:30	8	£125	-	E

FRENCH INTERMEDIATE

French Intermediate Module 1	LSKP2X27EA	Tue	19 Sep	19:00 - 20:30	10	£155	-	E
French Intermediate Module 2	AADE2X43XA	Tue	09 Jan	19:00 - 20:30	10	£155	-	E
French Intermediate Module 3	AADE3X30XA	Tue	16 Apr	19:00 - 20:30	8	£125	-	E

Which Level is right for you?



BEGINNERS

For those with little or no previous knowledge of the language.

1

Introduction to basic skills. Learn to talk about yourself and your family, where you live and the use of numbers, dates and times.

INTERMEDIATE

For those with reasonable knowledge of the language and who wish to improve their accuracy.

2

Chat with locals about holidays, arrange to meet people, shopping for food, family matters, travelling, using past and future tenses.

ADVANCED

For those with a degree of fluency and understand conversation spoken at normal speed.

3

Complex vocabulary related to news items, cultural events and colloquial language to support your use of the language.



COURSE	CODE	DAY	START DATE	TIME	WEEKS	STANDARD FEE	FULL FEE	
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ITALIAN BEGINNERS

Italian Beginners Module 1	LSKE1X79XA	Tue	19 Sep	18:45 - 20:15	10	£155	-	E
Italian Beginners Module 2	AADE2X69XA	Tue	09 Jan	18:45 - 20:15	10	£155	-	E
Italian Beginners Module 3	LSKE2X74XA	Tue	16 Apr	18:45 - 20:15	8	£125	-	E

ITALIAN LOWER INTERMEDIATE

Italian Lower Intermediate Module 1	LSKE2X10TA	Tue	19 Sep	17:00 - 18:30	10	£155	-	E
Italian Lower Intermediate Module 2	LSKE3X5DXA	Tue	09 Jan	17:00 - 18:30	10	£155	-	E
Italian Lower Intermediate Module 3	LSKE1X12TA	Tue	16 Apr	17:00 - 18:30	8	£125	-	E

ITALIAN UPPER INTERMEDIATE

Italian Upper Intermediate Module 1	AADE1X84XA	Thurs	21 Sep	18:00 - 19:30	10	£155	-	E
Italian Upper Intermediate Module 2	AADE1X86XA	Thurs	11 Jan	18:00 - 19:30	10	£155	-	E
Italian Upper Intermediate Module 3	AADE9X1AXA	Thurs	18 Jan	18:00 - 19:30	8	£125	-	E

ITALIAN ADVANCED

Italian Advanced Module 1	AADE1X84XA	Thurs	21 Sep	19:00 - 20:30	10	£155	-	E
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“I can speak more fluently and have a better understanding of the language.”

ITALIAN STUDENT

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“Very enjoyable, no pressure and a great teacher. The class is at ease and we are making progress.”

SPANISH STUDENT



COURSE	CODE	DAY	START DATE	TIME	WEEKS	STANDARD FEE	FULL FEE	📍
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SPANISH BEGINNERS

Spanish Beginners Module 1	AAD1X79XA	Thurs	21 Sep	19:00 - 20:30	10	£155	-	E
Spanish Beginners Module 2	AAD2X66XA	Thurs	11 Jan	19:00 - 20:30	10	£155	-	E
Spanish Beginners Module 3	LSKE2X7FXA	Thurs	18 Apr	19:00 - 20:30	8	£125	-	E

SPANISH INTERMEDIATE

Spanish Intermediate Module 1	AADP1X1DBA	Thurs	21 Sep	19:00 - 20:30	10	£155	-	E
Spanish Intermediate Module 2	AAD2X5FXA	Thurs	11 Jan	19:00 - 20:30	10	£155	-	E
Spanish Intermediate Module 3	AAD3X11AA	Thurs	18 Apr	19:00 - 20:30	8	£125	-	E

SPANISH ADVANCED

Spanish Advanced Module 1	AADP1X14XA	Thurs	21 Sep	19:00 - 20:30	10	£155	-	E
Spanish Advanced Module 2	AADP2X14XA	Thurs	11 Jan	19:00 - 20:30	10	£155	-	E
Spanish Advanced Module 3	AAD3X2FXA	Thurs	18 Apr	19:00 - 20:30	8	£125	-	E

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Lifeskills & Wellbeing

Our Life Skills and Wellbeing courses have been created to support you in different areas of your life. From pot planting to arts courses, we have something to take you away from your every day and learn skills that may not normally come to mind!



COURSE	CODE	DAY	START DATE	TIME	WEEKS	STANDARD FEE	FULL FEE	📍
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WELLBEING

An Introduction to Sports Massage	BBM0000123	Thurs	02 Nov	16:00 - 18:00	3	£99	-	E
* Gym Instructing Active IQ Level 2 Certificate Q	CRM0000269	Tue	05 Sept	16:30 - 20:00	8	£599	-	J
Personal Training Active IQ level 3 Q	CRM0000205	Tue	05 Sept	16:30 - 20:00	10	£1399	-	J
Self Defence	BBM0000013	Thurs	14 Mar	18:00 - 21:00	1	£26	-	E

LIFESKILLS (SEN)

Art for Wellbeing (SEN)	LSK0000037	Wed	01 Nov	tbc	4	£100	-	E
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* More dates will be added – please check the website www.johnruskin.ac.uk



NEW courses added throughout the year at: www.esc.ac.uk



Prices and times correct at time of printing but may be subject to change.

Teaching & Early Years

Have you ever wanted a job where you can inspire and support? Teaching offers that and more. Use your skills to support others in their journey and grow and develop yourself while helping others.

Our accredited courses allow you to study part-time while working alongside other commitments.



COURSE	CODE	DAY	START DATE	TIME	WEEKS	STANDARD FEE	FULL FEE	
EARLY YEARS								
Children and Young People's Workforce (Early Years Educator) Level 3 Diploma (CACHE NCFE)	BHB0000083	Sat	06 Jan	09:00 - 12:00	54	£2,882 ▲	£3,228	
TEACHING & ASSESSING								
Assessing Vocational Achievement Level 3 Award	MET0000048	Tue	FLEX	tbc	10	£570	-	
* CAVA Assessor and AET Teaching Bundle Level 3	MET0000070	Tue	FLEX	tbc	15	£820	-	
* Education and Training (AET) Level 3 Award	METE1312XA	Thurs	21 Sep	17:30 - 20:30	10	£395	-	
	METE1315XA	Thurs	12 Jan	17:30 - 20:30	10	£395	-	
Education and Training (CET) Level 4 Certificate	METP1412XA	Thurs	21 Sep	17:30 - 20:30	22	£1,417 ▲	£1,652	
	METP1415XA	Thurs	12 Jan	17:30 - 20:30	22	£1,417 ▲	£1,652	
Education and Training (DET) Level 5 Diploma	MET0000050	Tue	19 Sep	17:30 - 20:30	34	£2,050	-	
Internal Quality Assurance of Assessment Processes and Practice (TAQA) Level 4 Award	METP1413XA	Tue	FLEX	tbc	15	£620 ▲	£1,292	

* These courses can be delivered offsite (for external organisations)

STANDARD FEE – this fee applies if you're aged 19+ on 31 Aug 2023 unless you're eligible for financial support depending on circumstances. (see pages 32-33)

FULL FEE – this fee applies if you're aged 19+ on 31 Aug 2023 and do not meet the ESFA (Education & Skills Funding Agency) residency criteria. Full Fee also applies if there is no Government funding for the course. You may need to pay additional fees based on the course eg assessment fees. (see pages 32-33)

▲ **ADVANCED LEARNER LOAN** – If you are aged 19+ you may be able to apply for a loan from the Government to help pay for the cost of studying a Level 3, 4, 5 or 6 course. Our advisers can help you to apply. (see page 5)

Q **QUALIFICATION** – this is a qualification course and an interview will be required.

E This course runs at **East Surrey College** J This course runs at **John Ruskin College**

General Information

Venue Hire

Our Colleges offer unique venues in the heart of our communities with well equipped, state-of-the-art facilities including meeting rooms, hall space, sports facilities, media production suites and much more! For venue hire enquiries, call 01737 788379 or email venuehire@esc.ac.uk.

Parking East Surrey College

Free parking is available to students during the day at the Gatton Point South car park via Claremont Road. Parking at the main GATTON POINT NORTH car park is available from 17:00 (Tues – Thurs) and all day Saturday. Disabled parking and electric car points are located in the main car park.

Parking John Ruskin College

Free parking is available and we provide dedicated disabled parking bays. Parking is subject to availability and may be suspended at any time.

The College does not accept liability for any accident or damage that occurs in the College car parks.

Children

We do not admit children under 16 to classes, except where a course is specifically provided for them.

Smoking Policy

Smoking (including electronic cigarettes and vapes) is restricted to designated outdoor smoking areas within the College grounds.

Course Cancellation

Courses quoted are based on a minimum number of students enrolled. If this number is not achieved it may be necessary to cancel the course before the first class and provide students with a full refund.

How we use your Personal Information

East Surrey College and John Ruskin College is committed to complying with GDPR as a data controller. We take your privacy seriously and will only use your personal information to administer your account and to provide the services you have requested from us. This information may also be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education or training. Full details can be found at www.esc.ac.uk/policies-and-procedures or www.johnruskin.ac.uk/policies-and-procedures.

Customer Satisfaction



Our Commitment

We are committed to providing high quality education and customer service at all times, so your comments are very important to us. If you are not satisfied with your course for any reason, we would ask that you discuss your concerns with your course tutor in the first instance.

In case of a query or issue encountered with an online application, or if you have a complaint about a course booked online, you can contact our Client Services team on 01737 788444 (ESC) or 020 8651 1131 (JRC). You can view our customer feedback process at www.esc.ac.uk/comments-and-feedback or www.johnruskin.ac.uk/comments-and-feedback.

If the problem is unresolved you may wish to submit your complaint online at: <https://ec.europa.eu/consumers/odr>.

Fees & Funding

As an adult student you may be eligible for financial support depending on your circumstances. You may be entitled to FREE or subsidised tuition fees, even if you are working.

Our Client Services advisors can help you access a range of funding to help with course fees, and for use towards equipment, travel or childcare. The amount of funding will vary depending on your household income and the course you want to study.

QUALIFICATION COURSE FEES

Free Maths & English courses

Courses will be FREE if you are 19+ and do not already have a grade 4/C (or above) in Maths or English GCSE.

Standard Fee

The Standard Fee will apply if you are aged 19+ on 31 August 2023 and meet the ESFA (Education & Skills Funding Agency) residency criteria, unless you're eligible for financial support.

For Level 2 courses (or below) the Government will co-fund your fees if you are aged 19+ on 31 August 2023 and meet the ESFA residency criteria. The fee you pay equates to approximately 50% or less of the Full Fee.

Full Fee

Full Fee will apply if you are aged 19+ on 31 August 2023 and you do not meet the ESFA residency criteria.

You may also need to pay additional fees based on the course eg assessment fees.

Full Fee also applies if there is no Government funding for this qualification.

Free Tuition for students aged 19+

FREE tuition may apply if you satisfy one (or more) of the criteria below:

- ▶ You are working and earn less than £20,319 (annual gross salary), or £23,302.50 if you are resident in the GLA* area.
- ▶ Aged 19-23, studying or working towards your first full Level 2 qualification.
- ▶ Aged 19-23, studying your first full Level 3 qualification.
- ▶ Aged 19+, you do not have a full Level 3 qualification and are completing a qualification on the Free Courses For Jobs list.

If you are in receipt of benefits

FREE tuition may apply if you are aged 19+ and satisfy one (or more) of the criteria below:

- ▶ In receipt of Job Seekers Allowance (JSA), including those with NI credits only.
- ▶ Receive Employment and Support Allowance (ESA).
- ▶ Receive Universal Credit (UC), and your take-home pay as recorded on your UC statement (disregarding UC payments and other benefits) is less than £617 a month (learner is sole adult in their benefit claim) or £988 a month (learner has a joint benefit claim with their partner).
- ▶ Receive any other recognised state benefit and your take-home pay (disregarding benefits) is less than £617 a month, or £988 if you have a joint claim with your partner. The course you enrol on must also be directly relevant to you progressing into more sustainable employment.

Remember, it's always worth checking with our Client Services team to see what support you could be entitled to, as the rules and guidance can be complex and waivers are subject to change as per ESFA guidance.

*GLA (Greater London Authority) area is the area within the M25 – exact eligibility is based on postcode and subject to change, call Client Services on 01737 788444 or 020 8651 1131 to confirm.

ADVANCED LEARNER LOANS

If you are aged 19+ on 31 August 2023, an Advanced Learner Loan could help pay for the cost of studying a Level 3 course or above (if you do not qualify for FREE tuition). The minimum loan amount is £300 and is provided by the Government. Our advisors can help you to apply.

- ✓ FINANCIAL HELP FOR THOSE STUDYING LEVEL 3, 4, 5 OR 6 COURSES
- 📄 NO INCOME OR CREDIT CHECKS
- £ REPAYMENTS DON'T START UNTIL AFTER THE END OF YOUR COURSE
- 📅 NO REPAYMENTS UNTIL YOU EARN MORE THAN £524 A WEEK OR £2,274 A MONTH (before tax and other deductions)

Courses in this guide which may qualify for an Advanced Learner Loan are marked with ▲

FOR MORE INFORMATION VISIT: www.gov.uk/advanced-learner-loan or call Client Services on 01737 788444 or 020 8651 1131

LOAN BURSARY FUND
You may also be eligible for an Advanced Learner Loan Bursary for additional help with equipment, childcare and travel to College.

LEISURE COURSE FEES

Standard Fee

The Standard Fee will apply if you are aged 19+, unless you qualify for a concessionary fee.

If you are in receipt of benefits

FREE tuition will apply if you are aged 19+ on 31 August 2023, are taking a leisure course in the current academic year (note: you may be required to pay a small materials charge) and meet one of the following criteria:

- ▶ You are working and earn less than £20,319 (annual gross salary), or £23,302.50 if you are resident in the GLA* area.
- ▶ In receipt of Job Seekers Allowance (JSA), including those with NI credits only.

- ▶ Receive Employment and Support Allowance (ESA).
- ▶ Receive Universal Credit (UC), and your take-home pay as recorded on your UC statement (disregarding UC payments and other benefits) is less than £617 a month (learner is sole adult in their benefit claim) or £988 a month (learner has a joint benefit claim with their partner).
- ▶ Receive any other recognised means tested benefit, and your take-home pay (disregarding all benefit payments) is less than £617 a month (learner is sole adult in their benefit claim) or £988 a month (learner has a joint benefit claim with their partner) and wants to be employed or progress to more sustainable employment.

*GLA (Greater London Authority) area is the area within the M25 – exact eligibility is based on postcode and subject to change, call Client Services on 01737 788444 or 020 8651 1131 to confirm.

PAYMENTS, REFUNDS & CANCELLATIONS

Payments

To qualify for free tuition or a concessionary fee, suitable evidence must be supplied when you enrol. For those with learning difficulties or disabilities we will need to see a copy of your EHCP. For JSA, ESA, Universal Credit or other means-tested benefits, evidence must be supplied as an official letter (eg from a Government department), dated not more than 3 months prior to enrolment, as well as your National Insurance number. For those on a low income, evidence of your 3 most recent payslips must be provided. If you do not qualify for free tuition, payment must be made on the day when you enrol. Instalment plans are available for courses that cost £400 or more.

Refunds

You will not normally be entitled to a refund unless your course is cancelled by the College. If in exceptional circumstances a written request for a refund is agreed, an administration fee of £30 will be applied, please refer to the Refund Policy at www.esc.ac.uk/fees-and-funding. Orbital South Colleges will abide by the Terms and Conditions of the Consumer Contracts Regulations.

Cancellations

We may have to cancel sessions of courses in circumstances beyond our control, such as power failure, extreme weather or sudden staff sickness. The fee you pay is for the whole course, not a set number of weeks and hours. In the event of a cancelled session, we endeavour to ensure that any missed content is covered in the remaining available weeks.

HIGHER EDUCATION

Higher Education is an investment in your future. We offer a range of courses designed to equip you with the skills and experience that employers are looking for, to help you stand out from the crowd and progress in your career.

Access to Higher Education courses are also available for adults who may not have the right qualifications needed for applying to University.

WHY CHOOSE US?

- ▶ Excellent facilities
- ▶ Great transport links from London and across the South East
- ▶ Industry experienced tutors
- ▶ Lower fees than universities
- ▶ Small class sizes
- ▶ Flexible entry requirements

VIEW COURSES AND APPLY:
www.esc.ac.uk/higher-education

ACCESS TO HIGHER EDUCATION

East Surrey College offers a range of Access to Higher Education courses, widely recognised by UK Universities. These qualifications are designed for adults without a suitable Level 3 qualification and will prepare you for studying at Degree Level.

- ▶ ACCESS TO MEDICAL SCIENCE
- ▶ ACCESS TO NURSING & HEALTH RELATED PROFESSIONS
- ▶ ACCESS TO SOCIAL WORK
- ▶ SKILLS FOR WORKING IN HEALTH & SOCIAL CARE

VISIT: www.esc.ac.uk/full-time-courses/access-to-higher-education



EARN WHILE YOU LEARN

Do you want to gain a qualification while earning a wage? If so, an Apprenticeship could be right for you.

Orbital South Colleges offer Apprenticeship programmes from Level 2 up to Level 7 in a wide range of subjects to anyone aged 16 and over.

An Apprenticeship is an excellent way to access on-the-job training and gain a nationally recognised qualification, plus you can start at any time throughout the year.

Our Employer Services team work with many local and national employers and can help you search for an Apprenticeship vacancy.

For more information get in touch with our Employer Services team:

✉ employerservices@esc.ac.uk
 ☎ 01737 788316

We offer over 60 different Apprenticeship programmes in:

AVIATION

ACCOUNTING & BUSINESS

IT & DIGITAL

CONSTRUCTION

EDUCATION, CHILD & ADULT CARE

ENGINEERING

HAIRDRESSING



VISIT: www.esc.ac.uk/apprenticeships/search-current-vacancies



FIND US

EAST SURREY COLLEGE

Gatton Point
London Road
Redhill
Surrey RH1 2JX

WALKING // 20 minute walk from Redhill town centre.

CYCLING // Covered cycle racks on site.

BY TRAIN // Redhill has rail services to: Brighton, Crawley, East Croydon, Gatwick Airport, Horsham, Reigate, Three Bridges and Tonbridge.

BY BUS // 357, 405 & 430 stop outside College.

DRIVING // Easy access from the M25 and M23.

JOHN RUSKIN COLLEGE

Selsdon Park Road
South Croydon
CR2 8JJ

WALKING // 40 minute walk from Addington Central Parade or a 20 minute walk from Addington Road, Selsdon.

CYCLING // Covered cycle racks on site.

BY TRAM // Line 3 runs from central Croydon via Gravel Hill to New Addington – alight at Gravel Hill.

BY BUS // Buses 64 and 359 stop outside the College. Buses 130, 314, 353, 433 and 466 stop near the College.

DRIVING // Easy access from the A212, A232 and A2022. Free parking is available on nearby residential roads and onsite in the evening.

CONTACT US

Client Services: 01737 788444
clientservices@esc.ac.uk
Switchboard: 01737 772611

www.esc.ac.uk



Client Services: 020 8651 1131
clientservices@johnruskin.ac.uk

www.johnruskin.ac.uk



DISCLAIMER: Every effort has been made to ensure that the details included in this guide are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements or other details should circumstances dictate.