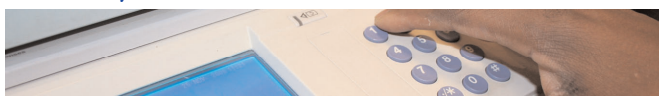


Business Administration Department

OCR

- Level 1 NVQ Award or Certificate in Business & Administration
- Level 2 NVQ Award, Certificate or Diploma in Business & Administration
- Level 3 NVQ Certificate or Diploma in Business & Administration
- Level 1, 2 & 3 in Customer Service *



Catering Department

C & G

- Award in Food Safety in Catering
- Entry Level 3 Certificate in Hospitality & Catering
- NVQ Level 1 Hospitality- Food Preparation & Cooking *
- NVQ Level 2 Professional Cookery *



Sport

Sportsleaders UK

- Level 2 Award in Community Sports Leadership
- Level 3 Award in Higher Sports Leadership

C & G

- NVQ Level 2 Diploma in Instructing Exercise & Fitness
- NVQ Level 3 Diploma in Personal training

Non Accredited

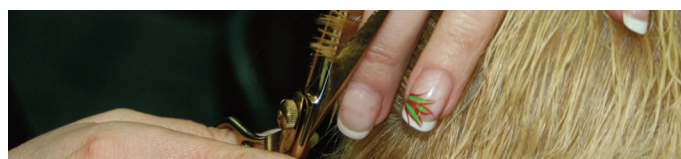
- Beginners Sport



Hairdressing

C & G

- Level 1 NVQ Certificate in Hairdressing
- Level 2 NVQ Diploma in Hairdressing



* Awaiting QCF and awarding body amendment to qualification

Functional Skills

NOCN

- Entry Level Award in Functional Skills- English
- Level 1 & 2 in Functional Skills- English
- Entry Level in Functional Skills - Maths
- Level 1 & 2 in Functional Skills - Maths

Cambridge University

- International English Testing (IELTS)



Employability

OCR

- Entry 3 Award or Certificate in Employability Skills & Personal Development
- Level 1 Award or Certificate in Employability Skills & Personal Development
- Level 2 Award or Certificate in Employability Skills & Personal Development



Information Technology

C & G

- Level 1 Certificate for IT users (New CLAiT)
- Level 1 Diploma for IT Users (CLAiT)
- Level 1 NVQ Award & Certificate in IT Skills (ITQ)
- Level 2 NVQ in IT Skills (ITQ) *
- Level 3 NVQ in IT Skills (ITQ) *

BCS

- Level 2 ECDL Extra
- Level 1 & 2 Award in touch typing (e-type)

NCFE

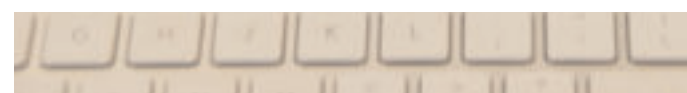
Level 1 Award in podcasting

Non Accredited

- Introduction to Computers
- Introduction to Computer Animation

NOCN

- Entry Level 3 Functional Skills IT
- Level 1 & 2 Functional Skills IT



Tel 0151 733 7255

ask for Guidance

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Short Courses

- Wine Appreciation
- Supporting Teaching and Learning in FE
- Local History

Fashion & Textiles

Sewing

C & G Creative Techniques- Level 1

- Machine Embroidery
- Sewing Machine Skills
- Casual Trousers
- Create a costume from found objects
- Structured Bag

Level 2

- Victorian Corset
- Collection of Machine Embroidered Textiles
- Innovative Machine Embroidery
- Create a costume for a named character

Level 3

- Experimental Collection of Machine Embroidery

Single Unit = Award

**4 Units (includes mandatory and optional) =
Certificate**

**15 Units (includes mandatory and optional) =
Diploma**

Non Accredited

- Print & embellish a t-shirt/ accessory (beginners)
- Make a hand printed bag (beginners)
- Soft furnishings 1 & 2
- Introduction to Sewing
- Introduction to making fancy dress costumes (beginners)
- Advanced Machine Embroidery -
Make an embroidered accessory
- Advanced Machine Embroidery -
Make an embroidered garment
- Childrenswear

Textiles

C & G Creative Techniques- Level 1

- Design
- Sampling- Design ideas
- Textile Decoration

Level 2

- Design
- Sampling- Exploring potential of ideas and materials
- Textile Decoration (Added Colour)
- Textile Decoration (Added Pattern)

Level 3

- Research for Design
- Sampling - Develop, refine & innovate ideas
- Advanced Textile Decoration

Single Unit = Award

4 Units (includes mandatory and optional) = Certificate

15 Units (includes mandatory and optional) = Diploma

ABC

- Certificate in Art, Design & Creative Studies Level 1 & 2

Non Accredited

- Make a hand printed bag (beginners)
- Print & embellish a t-shirt/ accessory
- Fun with felt (all abilities)
- Creative knitting
- Creative Study Skills for Design courses
- Introduction to Art & Design
- Experimental Textile Techniques (advanced)
- Fun with recycling



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