



ADULT PART-TIME COURSES

2020

GROW
YOUR *skills*
& YOUR GARDEN

WITH OUR RHS COURSES

**RUSTLE UP
A FEAST
WITH OUR**

cooking classes

even more
**JUNIOR
COURSES
ADDED**

120+
**PART-TIME
COURSES
FOR YOU
TO UNZIP!**

Hello!

Welcome to Craven College Adult Part-time courses for January – July 2020

Our Part-time team have put together a spectacular range of courses with old favourites making a return as well as many new ones to extend your expertise or to inspire you to try something new. The range of Counselling and Mental Health Awareness courses have been expanded to meet demand as well as courses to get you started as a business with social media, including making videos.

There are more options for those with a love of all things horticulture, starting with a new one day workshop entitled 'Winter Garden'.

The most progressive and exciting new edition has to be the Junior language courses in Spanish and Italian – what a lifelong gift to give (and it could help you along the way!).

Don't forget – if you have any ideas for courses you would like to see in our next prospectus – we'd love to hear from you.

Happy learning!

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ART & DESIGN - GET CREATIVE

DRAWING & PAINTING

CODE	START	DAY & TIME	DURATION	VENUE	FEES
FINE ART - DRAWING, PRINTING & EXPERIMENTAL PROCESSES 🎨					
UFPNAA06	25.02.20	Tue 09:30-12:00	10 weeks	AC	£188
FIGURE DRAWING 🎨 FULL					
UFPNAA04	26.02.20	Wed 15:00-17:00	5 weeks	AC	£75
PRINTMAKING - INTRODUCTION 🎨					
UFPNAA03	26.02.20	Wed 18:00-20:00	5 weeks	AC	£93

PHOTOGRAPHY

CODE	START	DAY & TIME	DURATION	VENUE	FEES
PHOTOSHOP - DIGITAL PHOTOGRAPHY 📷					
UXPKFA08	05.02.20	Wed 18:00-21:00	8 weeks	AC	£80
PHOTOGRAPHY - DIGITAL LANDSCAPES USING PHOTOSHOP 📷					
UFPNAA11	29.04.20	Wed 18:00-20:30	4 weeks	AC	£75

METAL WORK

CODE	START	DAY & TIME	DURATION	VENUE	FEES
METAL WORK - JUNIOR ⭐ 🎨					
UFPNAA13	08.02.20	Sat 10:00-15:00	1 day	AC	£45
METAL WORK - MAKE A COPPER ROSE 🎨					
UFPNAA07	04.03.20	Wed 18:15-21:15	4 weeks	AC	£99
SILVERSMITHING - MAKE A PENDANT 🎨					
UFPKAA02	25.04.20	Sat 10:00-16:00	1 day	AC	£49
SILVERSMITHING - MAKE A SILVER RING 🎨					
UFPKAA01	13.06.20	Sat 10:00-16:00	1 day	AC	£50

SEWING

CODE	START	DAY & TIME	DURATION	VENUE	FEES
SEWING - BATHROOM BOUTIQUE - SEW YOUR OWN 🧵					
UXPKAA04	18.01.20	Sat 10:00-16:00	1 day	AC	£49
SEWING WORKSHOP - DRESSMAKING SKILLS 🧵 FULL					
UXPKFA10	22.01.20	Wed 18:00-21:00	10 weeks	AC	£120
SEWING - FABRIC BAG FOR LIFE 🧵					
UXPKAA05	08.02.20	Sat 10:00-16:00	1 day	AC	£49
CREATIVE TEXTILES FOR MOTHER'S DAY 🧵					
UXPKAA08	14.03.20	Sat 10:00-16:00	1 day	AC	£49
CREATE YOUR OWN BUNTING - JUNIOR ⭐ 🧵					
UFPNAA14	25.04.20	Sat 10:00-15:00	1 day	AC	£36
CLOTHING ALTERATION - MAKE DO & MENDS 🧵					
UXPKAA07	16.05.20	Sat 10:00-16:00	1 day	AC	£49

STAINED GLASS

CODE	START	DAY & TIME	DURATION	VENUE	FEES
STAINED GLASS BEGINNERS & IMPROVERS 🎨					
UXPKFA01	04.02.20	Tue 13:30-16:30	8 weeks	AM	FULL
UXPKFA04	04.02.20	Tue 18:00-21:00	8 weeks	AM	£115
UXPKFA05	28.04.20	Tue 13:30-16:30	8 weeks	AM	£115
UXPKFA06	28.04.20	Tue 18:00-21:00	8 weeks	AM	£115
STAINED GLASS - BEGINNERS 🎨					
UFPNFA02	14.03.20	Sat 09:30-16:00	1 day	AM	£57

COOKERY - RUSTLE UP A FEAST

all ingredients are locally sourced and are included in the course fee.

BAKING & COOKING

CODE	START	DAY & TIME	DURATION	VENUE	FEES
COOKERY - VEGAN 🍴					
UFPNKH07	18.01.20	Sat 10:00-15:00	1 day	HS	£49
COOKING - YORKSHIRE RECIPES 🍴					
UFPNKH03	06.02.20	Thu 18:00-21:00	4 weeks	HS	£99
BREAD MAKING - JUNIOR ⭐ 🍴					
UFPNKH05	08.02.20	Sat 10:00-14:30	1 day	HS	£45
COOKERY - GLUTEN FREE 🍴					
UFPNKH08	14.03.20	Sat 10:00-15:00	1 day	HS	£49
COOKERY - DAIRY FREE 🍴					
UFPNKH09	25.04.20	Sat 10:00-15:00	1 day	HS	£49

CODE	START	DAY & TIME	DURATION	VENUE	FEES
COOKERY - RUSTIC ITALIAN 🍴					
UFPNKH10	16.05.20	Sat 10:00-15:00	1 day	HS	£49



BUSINESS & COMPUTING - BE THE NEXT INFLUENCER

BUSINESS & MANAGEMENT

CODE	START	DAY & TIME	DURATION	VENUE	FEES
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HOW TO START SELLING ONLINE

TYRO	14.01.20	Tue 09:00-17:00	1 day	AM	£110
TYRO	21.04.20	Tue 09:00-17:00	1 day	AM	£110

MAKING VIDEOS AND CREATING DIGITAL CONTENT FOR SOCIAL MEDIA TO GET YOU NOTICED

TYRO	30.01.20	Thu 09:00-17:00	1 day	AM	£110
TYRO	19.03.20	Thu 09:00-17:00	1 day	AM	£110
TYRO	02.06.20	Tue 09:00-17:00	1 day	AM	£110

TAKING YOUR ONLINE SALES TO THE NEXT LEVEL

TYRO	11.02.20	Tue 09:00-17:00	1 day	AM	£110
TYRO	05.05.20	Tue 09:00-17:00	1 day	AM	£110

USING SOCIAL MEDIA EFFECTIVELY

TYRO	13.02.20	Thu 09:00-17:00	1 day	AM	£110
TYRO	31.03.20	Tue 09:00-17:00	1 day	AM	£110
TYRO	18.06.20	Thu 09:00-17:00	1 day	AM	£110

SEARCH ENGINE OPTIMISATION (SEO) - GETTING STARTED

TYRO	18.02.20	Tue 09:00-17:00	1 day	AM	£110
TYRO	07.04.20	Tue 09:00-17:00	1 day	AM	£110
TYRO	25.06.20	Thu 09:00-17:00	1 day	AM	£110



For courses coded as **TYRO** and **Distance Learning** call Tyro Training on 01756 797 266 for further information.

COMPUTING

CODE	START	DAY & TIME	DURATION	VENUE	FEES
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EXCEL STARTER ●

TYRO	01.04.20	Wed 09:00-17:00	2 weeks	AM	£145
TYRO	13.05.20	Wed 09:00-17:00	2 weeks	AM	£145
TYRO	17.06.20	Wed 09:00-17:00	2 weeks	AM	£145

EXCEL IMPROVER ●

TYRO	07.01.20	Tue 09:00-17:00	2 weeks	AM	£145
TYRO	22.04.20	Wed 09:00-17:00	2 weeks	AM	£145
TYRO	03.06.20	Wed 09:00-17:00	2 weeks	AM	£145

EXCEL ADVANCED ●

TYRO	06.02.20	Thu 09:00-17:00	2 weeks	AM	£145
TYRO	11.06.20	Thu 09:00-17:00	2 weeks	AM	£145

ACCOUNTING

CODE	START	DAY & TIME	DURATION	VENUE	FEES
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ACCOUNTING - INTRODUCTION ●

UXPKHB01	14.01.20	Tue 17:30-21:00	5 weeks	HS	£70
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COMPUTERISED ACCOUNTING FOR BUSINESS LEVEL 1 AWARD

Distance Learning					£350
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COMPUTERISED ACCOUNTING FOR BUSINESS LEVEL 2 CERTIFICATE

Distance Learning					£425
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COMPUTERISED ACCOUNTING FOR BUSINESS LEVEL 3 CERTIFICATE

Distance Learning					£495
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CONSTRUCTION

JOINERY

CODE	START	DAY & TIME	DURATION	VENUE	FEES
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JOINERY - WORKSHOP ●

UXPKAJ08	05.02.20	Wed 18:00-21:00	8 weeks	AC	£115
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JOINERY - INTRODUCTION ●

UXPKAJ04	29.04.20	Wed 18:00-21:00	8 weeks	AC	£115
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PAINTING & DECORATING

CODE	START	DAY & TIME	DURATION	VENUE	FEES
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PAINTING & DECORATING - INTRODUCTION ●

UXPKAJ11	26.02.20	Wed 18:00-21:00	5 weeks	AC	£72
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PAINTING & DECORATING WORKSHOP ●

UXPKAJ12	22.04.20	Wed 18:00-21:00	5 weeks	AC	£72
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PLASTERING

CODE	START	DAY & TIME	DURATION	VENUE	FEES
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PLASTERING - CREATIVE PLASTERWORK ●

UFPNAJ02	08.02.20	Sat 09:30-13:30	1 day	AC	£40
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PLASTERING - INTRODUCTION ●

UXPKAJ06	26.02.20	Wed 18:00-21:00	5 weeks	AC	£72
UXPKAJ07	03.06.20	Wed 18:00-21:00	4 weeks	AC	£58

PLASTERING WORKSHOP ●

UXPKAJ10	22.04.20	Wed 18:00-21:00	5 weeks	AC	£72
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HORTICULTURE - GROWING YOUR PASSION

LAND-BASED

CODE	START	DAY & TIME	DURATION	VENUE	FEES
DRY STONE WALLING - INTRODUCTION 🛠️					
UFPNFL22	13.06.20	Sat 09:30-15:30	1 day	AM	£43
TRACTOR DRIVING - JUNIOR ⭐ 🛠️					
UFPNFN23	16.05.20	Sat 09:30-15:30	1 day	AM	£58
ATV SIT ASTRIDE ALL TERRAIN VEHICLE HANDLING LEVEL 2 AWARD					
TYRO	06.05.20	Wed 08:30-17:00	2 days	AM	£250
BRUSHCUTTER & TRIMMER SAFE USE OF BRUSH-CUTTERS & TRIMMERS LEVEL 2 AWARD					
TYRO	06.03.20	Fri 08:30-17:00	1 day	AM	£225



For courses coded as **TYRO**, call Tyro Training on 01756 797 266 for further information and how to enrol.

FLOWER ARRANGING

CODE	START	DAY & TIME	DURATION	VENUE	FEES
FLOWER ARRANGING FOR THE WINTER MONTHS 🌸					
UFPNAL08	21.01.20	Tue 13:00-15:00	4 weeks	AC	£95
FLOWER ARRANGING - SPRING 🌸					
UFPNAL05	04.03.20	Wed 19:00-21:00	4 weeks	AC	£95
FLOWER ARRANGING - WEDDINGS & SUMMER PARTIES 🌸					
UFPNAL07	29.04.20	Wed 19:00-21:00	4 weeks	AC	£95

RHS - DISTANCE LEARNING

CODE	START	DAY & TIME	DURATION	VENUE	FEES
RHS - THE PRINCIPLES OF HORTICULTURE LEVEL 2 CERTIFICATE					
UFDNTL01	Distance Learning				£525
RHS - PRINCIPLES OF PLANT GROWTH, PROPAGATION & DEVELOPMENT LEVEL 2 CERTIFICATE					
UFDNTL06	Distance Learning				£295
RHS - PRINCIPLES OF GARDEN PLANNING, ESTABLISHMENT & MAINTENANCE LEVEL 2 CERTIFICATE					
UFDNTL07	Distance Learning				£295
RHS - PLANT CLASSIFICATION, STRUCTURE & FUNCTION AND PLANT NUTRITION & THE ROOT ENVIRONMENT LEVEL 2 - UNITS 1 & 2					
UFDNTL02	Distance Learning				£175
RHS - MAINTAINING PLANT HEALTH & UNDERSTANDING PLANT PROPAGATION LEVEL 2 - UNITS 3 & 4					
UFDNTL03	Distance Learning				£175
RHS - GARDEN FEATURES, PLANT SELECTION & PLANNING AND THE CHOICE, ESTABLISHMENT & MAINTENANCE OF GARDEN PLANTS & LAWN LEVEL 2 - UNITS 5 & 6					
UFDNTL04	Distance Learning				£175
RHS - THE PRODUCTION OF OUTDOOR VEGETABLES & FRUIT AND PROTECTED ENVIRONMENTS IN PLANT CULTIVATION LEVEL 2 - UNITS 7 & 8					
UFDNTL05	Distance Learning				£175

**PASSIONATE ABOUT HORTICULTURE?
FANCY A CAREER CHANGE?**

**STUDY FROM YOUR OWN HOME WITH OUR
RHS DISTANCE LEARNING COURSES**

<https://part-time.craven-college.ac.uk/subject-area/distance-learning>

Craven college
RHS QUALIFICATIONS APPROVED CENTRE
Royal Horticultural Society

HAIR & BEAUTY - LOOK & FEEL GREAT

BEAUTY THERAPY & HAIRDRESSING

CODE	START	DAY & TIME	DURATION	VENUE	FEES
REFLEXOLOGY 🧘					
UFPNHH15	14.01.20	Tue 18:00-21:00	4 weeks	HS	£88
MAKE-UP - JUNIOR ★ 🧘					
UFPNHH07	18.01.20	Sat 10:00-13:00	½ day	HS	£26
PARTY MAKE-UP - JUNIOR ★ 🧘					
UFPNHH09	16.05.20	Sat 10:00-13:00	½ day	HS	£26
SPORTS NUTRITION 🏃 ●					
UXPKHH15	18.01.20	Sat 10:00-16:00	1 day	HS	£45
BODY MASSAGE 🧘 ●					
UXPKHH16	08.02.20	Sat 10:00-16:00	1 day	HS	£45
MAKE-UP - SPECIAL OCCASION 🧘 ●					
UXPKHH01	08.02.20	Sat 10:00-16:00	1 day	HS	£49
RELAXATION THERAPY 🧘 ●					
UXPKHH17	14.03.20	Sat 10:00-16:00	1 day	HS	£45
MANICURE SKILLS 🧘 ●					
UXPKHH02	25.04.20	Sat 10:00-16:00	1 day	HS	£49
MAKE-UP - CONTOURING 🧘					
UXPKHH03	16.05.20	Sat 10:00-12:30	½ day	HS	£24
MAKE-UP - LIP & EYE LINER 🧘					
UXPKHH04	16.05.20	Sat 13:00-15:30	½ day	HS	£24
HAIRDRESSING - JUNIOR ★ 🧘					
UFPNHH11	08.02.20	Sat 10:00-14:00	1 day	HS	£35

Academy
of hair and beauty therapy

LET US PAMPER YOU

Full salon service offering...

Hairstyling, Colouring, Perms, Nail
Treatments, Massages, Dermalogica
Skin Care, Waxing plus many more...

Treatments are performed by Craven College students

01756 793 057

academy@craven-college.ac.uk

ANIMAL - THE PAW-FECT COURSES

CODE	START	DAY & TIME	DURATION	VENUE	FEES
DOG GROOMING ASSISTANT LEVEL 2 CERTIFICATE 📄 FULL					
UXPPAG01	08.01.20	Wed 17:45-21:00	21 weeks	AC	£450 & £110 exam



ADDITIONAL COURSES COMING SOON!

Please contact us for more information - 01756 693 309

CODE	START	DAY & TIME	DURATION	VENUE	FEES
ANIMAL CARE - JUNIOR ★ 🧘					
UFPNAG03	14.03.20	Sat 10:00-15:00	1 day	AC	£40
ANIMAL HANDLING & CARE - JUNIOR ★ 🧘					
UFPNAG04	25.04.20	Sat 10:00-15:00	1 day	AC	£40



LANGUAGES - LEARN THE LINGO!

FRENCH

CODE	START	DAY & TIME	DURATION	VENUE	FEES
FRENCH - INTERMEDIATE STAGE 2 🗣️					
UFPNFF04	14.01.20	Tue 17:45-19:15	10 weeks	AM	£95
FRENCH - BEGINNERS & IMPROVERS 🗣️					
UFPNFF02	14.01.20	Tue 19:30-21:00	10 weeks	AM	£95
UFPNFF11	28.04.20	Tue 17:45-19:15	7 weeks	AM	£66

SPANISH

CODE	START	DAY & TIME	DURATION	VENUE	FEES
SPANISH - INTERMEDIATE STAGE 2 🗣️					
UFPNFF10	15.01.20	Wed 17:45-19:15	10 weeks	AC	£95
SPANISH - BEGINNERS & IMPROVERS 🗣️					
UFPNFF08	15.01.20	Wed 19:30-21:00	10 weeks	AC	£95
UFPNAF15	29.04.20	Wed 17:45-19:15	7 weeks	AC	£66
SPANISH - GETTING TO KNOW PEOPLE - JUNIOR ★ 🗣️					
UFPNAF16	13.06.20	Sat 10:00-12:00	½ day	AC	£10
SPANISH - BUYING FOOD & DRINK - JUNIOR ★ 🗣️					
UFPNAF17	13.06.20	Sat 12:30-14:30	½ day	AC	£10

ITALIAN

CODE	START	DAY & TIME	DURATION	VENUE	FEES
ITALIAN - BEGINNERS & IMPROVERS 🗣️					
UFPNFF06	29.01.20	Wed 19:00-21:00	10 weeks	AC	£115
UFPNAF11	22.04.20	Wed 19:00-21:00	8 weeks	AC	£95
ITALIAN - GETTING TO KNOW PEOPLE - JUNIOR ★ 🗣️					
UFPNAF12	25.04.20	Sat 10:00-12:00	½ day	AC	£10
ITALIAN - BUYING FOOD & DRINK - JUNIOR ★ 🗣️					
UFPNAF13	25.04.20	Sat 12:30-14:30	½ day	AC	£10

BEGINNERS & IMPROVERS - designed to teach you all the basics of the language and help you to become more confident using languages in everyday situations. Suitable for those with no and some language skills.

INTERMEDIATE STAGE 2 - a continuation from Stage 1 covering similar everyday situations to those on our beginners course, however we will add more depth of language and vocabulary to match your increasing abilities.

JUNIOR COURSES - FOR THOSE AGED 10-15

CODE	START	DAY & TIME	DURATION	VENUE	FEES
MAKE-UP - JUNIOR ★ 🗣️					
UFPNHH07	18.01.20	Sat 10:00-13:00	½ day	HS	£26
PARTY MAKE-UP - JUNIOR ★ 🗣️					
UFPNHH09	16.05.20	Sat 10:00-13:00	½ day	HS	£26
BREAD MAKING - JUNIOR ★ 🗣️					
UFPNHH05	08.02.20	Sat 10:00-14:30	½ day	HS	£45
HAIRDRESSING - JUNIOR ★ 🗣️					
UFPNHH11	08.02.20	Sat 10:00-14:00	½ day	HS	£35
METAL WORK - JUNIOR ★ 🗣️					
UFPNAA13	08.02.20	Sat 10:00-15:00	1 day	AC	£45
ANIMAL CARE - JUNIOR ★ 🗣️					
UFPNAG03	14.03.20	Sat 10:00-15:00	1 day	AC	£40

CODE	START	DAY & TIME	DURATION	VENUE	FEES
ITALIAN - GETTING TO KNOW PEOPLE - JUNIOR ★ 🗣️					
UFPNAF12	25.04.20	Sat 10:00-12:00	½ day	AC	£10
ITALIAN - BUYING FOOD & DRINK - JUNIOR ★ 🗣️					
UFPNAF13	25.04.20	Sat 12:30-14:30	½ day	AC	£10
MORE ANIMAL CARE - JUNIOR ★ 🗣️					
UFPNAG04	25.04.20	Sat 10:00-15:00	1 day	AC	£40
TRACTOR DRIVING - JUNIOR ★ 🗣️ (for students aged 13-15)					
UFPNFN23	16.05.20	Sat 09:30-15:30	1 day	AM	£58
SPANISH - GETTING TO KNOW PEOPLE - JUNIOR ★ 🗣️					
UFPNAF16	13.06.20	Sat 10:00-12:00	½ day	AC	£10
SPANISH - BUYING FOOD & DRINK - JUNIOR ★ 🗣️					
UFPNAF17	13.06.20	Sat 12:30-14:30	½ day	AC	£10

EDUCATION & WELLBEING

COUNSELLING & MENTAL HEALTH

CODE	START	DAY & TIME	DURATION	VENUE	FEES
COUNSELLING SKILLS LEVEL 3 DIPLOMA 📌 FULL					
ESPX0031	08.01.20	Wed 17:00-21:15	36 weeks	AC	£2,225
COUNSELLING - INTRODUCTION 📌					
UXPKHE11	23.01.20	Thu 18:00-21:00	4 weeks	HS	£48
UXPKHE13	23.04.20	Thu 18:00-21:00	4 weeks	HS	£48
UXPKFE15	30.06.20	Tue 18:00-21:00	4 weeks	AM	£48
MENTAL HEALTH AWARENESS AWARD (NCFE) 📌					
UXPPAC01	26.02.20	Wed 18:00-21:00	4 weeks	AC	£48 & £25 reg.
MENTAL HEALTH FIRST AID (ADULT MHFA ENGLAND) 📌					
UXPKFE07	11.05.20	Mon & Tue 09:00-17:00	2 days	AM	£80
UXPKFE09	13.07.20	Mon & Tue 09:00-17:00	2 days	AM	£80
MENTAL HEALTH AWARENESS 📌					
UXPKTE05	07.03.20	Sat 09:30-12:30	½ day	Skipton	£15
UXPKTE08	06.06.20	Sat 09:30-12:30	½ day	Skipton	£15
UNDERSTANDING STRESS - INTRODUCTION 📌					
UXPKHE12	27.02.20	Thu 18:00-21:00	4 weeks	HS	£48
UXPKHE14	04.06.20	Thu 18:00-21:00	4 weeks	HS	£48

EDUCATION & TRAINING

CODE	START	DAY & TIME	DURATION	VENUE	FEES
EDUCATION & TRAINING LEVEL 3					
ESpz0011	28.01.20	Tue 13:00-16:45	13 weeks	AC	£395
ADHD IN CHILDREN					
TYRO	31.01.20	Fri 09:00-17:00	1 day	AM	£110
TYRO	07.05.20	Thu 09:00-17:00	1 day	AM	£110
UNDERSTANDING AUTISM & WORKING WITH CHILDREN WITH LEARNING DIFFICULTIES/DISABILITIES					
TYRO	24.01.20	Fri 09:00-17:00	1 day	AM	£110
TYRO	21.05.20	Thu 09:00-17:00	1 day	AM	£110
HABC TRAIN THE TRAINER LEVEL 3 AWARD					
TYRO	27.01.20, 28.01.20 & 07.02.20	Mon, Tue & Fri 09:00-17:00	3 days	AM	£310
TYRO	27.04.20 28.04.20 & 07.05.20	Mon, Tue & Thu 09:00-17:00	3 days	AM	£310



FIRST AID

CODE	START TIME	DURATION	VENUE	FEES
EMERGENCY FIRST AID AT WORK				
TYRO	2 courses/month 09:30-17:00	1 day	AM	£85
FIRST AID AT WORK				
TYRO	1 course/month 09:30-17:00	3 days	AM	£195
FIRST AID AT WORK REQUALIFICATION				
TYRO	1 course/month 09:30-17:00	2 days	AM	£155
PAEDIATRIC FIRST AID				
TYRO	1 course/month 09:30-16:30	2 days	AM	£110
BASIC FIRST AID FOR PARENTS				
TYRO	14.01.20 Tue 17:30-20:30	3 hours	AM	£50
TYRO	21.04.20 Tue 17:30-20:30	3 hours	AM	£50
OUTDOOR FIRST AID				
TYRO	27.01.20 Mon & Tue 08:30-17:00	2 days	AM	£155
TYRO	23.03.20 Mon & Tue 08:30-17:00	2 days	AM	£155
TYRO	28.05.20 Thu & Fri 08:30-17:00	2 days	AM	£155



For courses coded as **TYRO**, call Tyro Training on 01756 797 266 for further information and how to enrol.



WANT TO IMPROVE YOUR MATHS AND ENGLISH?

Craven College offers part-time English and Maths courses

Please contact us to register your interest
parttime@craven-college.ac.uk 01756 693 309



STUDY IN YOUR OWN NEIGHBOURHOOD

WE DELIVER A RANGE OF COURSES WITHIN THE COMMUNITY IN KEIGHLEY

COURSES INCLUDE:

ENGLISH & MATHS FUNCTIONAL SKILLS

ICT

EMPLOYABILITY

SEWING

PERSONAL & SOCIAL DEVELOPMENT

HEALTH & SOCIAL CARE

WORKING WITH CHILDREN

BEAUTY

WE ARE CURRENTLY WORKING WITH COMMUNITY CENTRES AND SCHOOLS IN AND AROUND KEIGHLEY, AIMING TO PROVIDE COURSES TO DEVELOP EMPLOYABILITY SKILLS.

Please contact us for further information about our courses or if a course you are looking for isn't there, please let us know – we're always looking for new ideas. Call 01756 693 309

DO YOU KNOW OR ARE YOU INVOLVED

IN A COMMUNITY OR VOLUNTARY

GROUP THAT REQUIRES TRAINING?



Craven College can offer free or heavily subsidised bespoke training to individuals volunteering and/or involved in a community group.

For further information call 01756 693 309 or email: parttime@craven-college.ac.uk

HOW TO APPLY & ENROL

Enrolment forms are available in all College receptions or you can enrol online for some courses at: www.craven-college.ac.uk/part-time or call **01756 693 309**.

For Tyro Training courses please call **01756 797 266**.

ONLINE

Enrol and pay online: www.craven-college.ac.uk/part-time

Online enrolment only available on some courses. Please check the website for further information.

BY POST

Pick up an enrolment form from Craven College receptions or download from our website: www.craven-college.ac.uk/part-time and send your completed enrolment form and payment for your course along with any exam fees to:

Craven College Part-time, Auction Mart, Gargrave Road, Skipton, BD23 1UX

IN PERSON

 **Aireville Campus, Gargrave Road, Skipton, BD23 1US**

Term Time (Excluding Bank Holidays):

- Monday to Friday 09:00-16:00
- Wednesday evening 17:30-18:30

Out of Term Time:

- Monday to Friday 09:00-16:00

 **High Street Campus, High Street, Skipton, BD23 1JY**

Term Time (Excluding Bank Holidays):

- Monday to Thursday 09:00-16:00

Please Note: Please make sure you sign the enrolment form. Please do not send cash in the post. Unless otherwise specified all part-time courses are intended for individuals aged 19+. Due to funding restrictions, we may be unable to process enrolments for those aged 18 and under.

TERM DATES

FIND US...

(Part-time courses are term-time only)

SPRING TERM - (06.01.20 - 03.04.20)

College Opens: Mon 06 January 2020

Staff Training Day (College Closed):

Wed 05 February 2020

Half Term (College Closed):

Mon 17 February - Fri 21 February 2020

Easter Holidays (College Closed):

Mon 06 April - Fri 17 April 2020

SUMMER TERM - (20.04.20 - 26.06.20)

College Opens: Mon 20 April 2020

May Day (College Closed): Fri 08 May 2020

Half Term (College Closed):

Mon 25 May - Fri 29 May 2020

College Closes: Fri 26 June 2020

Venue abbreviations

AC	Aireville Campus - Gargrave Road, Skipton, BD23 1US
HS	High Street Campus - High Street, Skipton, BD23 1JY
AM	Auction Mart Campus - Gargrave Road, Skipton, BD23 1UX
EPS	Eastwood Primary School - Victoria Ave, Keighley, BD21 3JL
HC	Highfield Centre - Drewry Road, Keighley, BD21 2QG
RG	Roshni Ghar - Scott Street, Keighley, BD21 2JH
SC	Sangat Centre - Marlborough Street, Keighley, BD21 3HU
BCA	Bangladeshi Community Association - Kensington Street, Keighley, BD21 1PW

DON'T

STOP

NOW!

CONTINUE YOUR EDUCATION WITH CRAVEN COLLEGE - MANY COURSES FOR THOSE AGED 19+

01756 791 411 | www.craven-college.ac.uk

THE SMALL PRINT

PAYING FOR YOUR COURSE

- Cheques should be made payable to Craven College. Payments may be made by credit or debit card either in person, or by phone
- Please note, to pay by phone you must have sent your enrolment form to us beforehand, and have ticked the appropriate box, following which we will call you
- For most courses, you may enrol and pay online at: www.craven-college.ac.uk/part-time
- A monthly direct debit option is available for annual course fees of £330 or more, excluding examination, registration fees or other costs. In such cases 20% of the course fee, plus any other examination/registration/additional fees must be paid at enrolment, with the remaining balance spread over six equal payments for courses starting in September
- If you are claiming a concessionary fee, then you will need to provide the required evidence when enrolling
- Where fees are to be paid wholly or in part by an employer/sponsor, confirmation in writing must be produced at enrolment
- Where a course runs over 2 or more years you will be required to pay fees at the start of each academic year
- If a student who is currently on an HE or FE course would like to attend a Community Learning course they must pay the full fee
- Loans may be available from Student Finance England for Higher Education courses
- Adults aged 19+ can apply for the Advanced Learner Loan if studying for Certificates or Diplomas at Level 3 or above, please call Central Admissions on 01756 693 881

Exam, Registration & Other Costs

- Fees vary depending on your chosen course. They are set out in the course listings along with additional costs, for example exam and registration fees and membership of professional bodies, as available at the time of going to print
- Exam fees and registration fees must be paid at enrolment

REFUND OF FEES

Minimum numbers are required before a course can run. In the event of a course recruiting insufficient numbers we will try to offer you alternatives or, failing that, will automatically refund any monies you have paid. Craven College reserves the right to merge or alter delivery of courses, subject to student numbers. If, as a result of this, the day or time of the course alters to the extent that you are no longer able to attend, we will refund an appropriate proportion of the course fee and any exam/registration fee paid. In all other cases fees will not be refunded, as per the Fee & Refunds Policy available on our website or on request. If you decide not to continue your studies for any reason, full fees are still payable as set out in our Fees and Refunds Policy. This includes fees payable by direct debit or fees which have been paid for you by your employer or sponsor.

FINANCIAL SUPPORT

Free Courses

You may not need to pay any fees if you enrol on the following courses and meet these age requirements:

- If you are 19+: Adult Basic Skills (English and Maths)

If you are 19 to 23 (inclusive) and enrolling on:

- Level 1
- Full Level 2 if not already holding a full Level 2
- Full Level 3 if not already holding a full Level 3

Please ask for details if you think you may qualify or to arrange an advice and guidance appointment on 01756 693 881.

For courses funded by the Education & Skills Funding Agency, you may not need to pay any fees if you come into any of these categories:

- Aged 19+ and studying up to Level 2, unemployed and on active benefits (Job Seekers Allowance (JSA), Employment and Support Allowance in a Work Related Activity Group (ESA)), in receipt of Universal Credit as unemployed and have been mandated to training, or wider benefits not listed above (Council Tax Benefit,

Housing Benefit, Income Support or Contribution Based ESA), you are seeking work and the course you are undertaking will support you in finding work. (All evidence must be dated within the last 3 months and must be presented at enrolment and evidence must be in the students name).

- Aged 19+ and studying up to Level 2 and earning less than £16,009.50 annual gross salary (based on the Social Mobility Commission's low pay threshold of £8,21 and on the assumption of a 37.5hr contract with paid statutory holiday entitlement)

Please Note: You will need proof of your benefit or status to claim remission from course fees dated within 3 months. If you are seeking work and on a wider benefit, you will need to complete a declaration confirming your status. You may still be required to pay membership of any professional bodies, plus any additional costs such as for textbooks, equipment and materials, but you may be able to receive support from our hardship fund to help with some of these costs.

Learning Loans (aged 19+)

- Students aged 19-23 and studying their first full Level 3 will not be required to pay course fees
- Anyone aged 19+ and living in the UK will be able to apply for an Advanced Learner Loan for studying Certificates or Diplomas at Level 3 or above
- Loans will not be means tested or subject to credit checks, and you don't pay anything back until you are earning £25,725 or more
- Plus, you don't pay anything back if your loan is for an Access to Higher Education course and you progress to and complete Higher Education study

Please contact Central Admissions on 01756 693 881 for more information or visit: www.gov.uk/advanced-learning-loans



Craven College
Aireville Campus
Gargrave Road, Skipton
North Yorkshire, BD23 1US

Tel: 01756 791 411

enquiries@craven-college.ac.uk
www.craven-college.ac.uk

TYRO TRAINING
TRAINING | CONSULTANCY | SUPPORT

Tyro Training
Auction Mart
Gargrave Road, Skipton
North Yorkshire, BD23 1UX

Tel: 01756 797 266

info@tyrotraining.co.uk
www.tyrotraining.co.uk



European Union

European
Social Fund



Education & Skills
Funding Agency

This activity is part-financed by the European Union through the European Social Fund (ESF).
ESF supports activities to extend employment opportunities and develop a skilled workforce.