

DAY AND EVENING CLASSES - SPRING 2010

THURSO

POSTAL BOOKING FORMS MUST BE RETURNED BY

11th JANUARY

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CONTINUOUS PERSONAL & PROFESSIONAL DEVELOPMENT/	

CONTINUOUS PERSONAL AND PROFESSIONAL DEVELOPMENT

BUSINESS, Cluster Awards/HNCs/HNDs

BUSINESS & MANAGEMENT, BA

CHILD AND YOUTH STUDIES, BA

CHILDHOOD PRACTICE, PDA

COMPUTER AIDED DRAUGHTING & DESIGN, PDA

COMPUTER AIDED DRAUGHTING & DESIGN, HNC

COMPUTING/ COMPUTER NETWORKING, HNCs

ENGINEERING SYSTEMS, HNC/HND

HEALTH STUDIES, BA

MECHANICAL/ELECTRICAL ENGINEERING, BSc Degrees

SOCIAL CARE, Higher National Certificate – Option Units - **NEW**

PLEASE READ THE FOLLOWING NOTES ON HOW TO ENROL

Please complete the postal booking form enclosed with this brochure and return to us before the 11th January 2010. Forms are treated on a first come first served basis. Payment or fee waiver evidence must be received with the booking form.

Under certain circumstances you may not have to pay for your course – please read **pages 31 and 32** for fee waiver details, or see below for details on Individual Learning Accounts.

If you qualify for a fee waiver you **MUST** provide a copy of the evidence required along with the postal booking form.

The fee waiver only applies to the course fee but not to any materials to be used during the course.

Details may be subject to change and classes will be run only subject to viable numbers.

HELP WITH COURSE FEES

Individual Learning Accounts

ILA Scotland is a Scottish Government scheme that can help to pay for the cost of your learning. The amount of funding you receive and the courses you can use your funding for depends on how much you earn. There are two different accounts available ILA200 and ILA500.

ILA 200

Do you want to earn something new, earn more money, get a better job or do something you really enjoy?

If so, then an ILA200 Account may help. If you are over 16 and earn less than £22,000 per year you may qualify for a grant of £200 from ILA Scotland. A large number of our courses have been approved, so you can use your fund to pay for several short courses or one single one throughout the year.

ILA 500

Do you want to get an HNC, HND or Professional Qualification but have family commitments or in employment?

If so, then a part-time study course may be the answer. With an ILA500 learner account from ILAScotland, this can be put towards your part-time higher education course fees - HNC/HND or Degree courses as long as you meet the study requirements.

Your ILA Account must be in place and you must have received your letter with your ID before you can be accepted on the course. As this may take several weeks it is therefore advisable to apply early.

Remember that in relation to both ILA benefits, the money you receive is not a loan, so you don't have to pay it back!

Contact ILA Scotland on 0808 100 1090 or visit the website www.ilascotland.org.uk

TUESDAY EVENING CLASSES

USING A COMPUTER IN BUSINESS National Qualification Unit

This unit is designed as a basic level course and is an ideal follow on to computing for beginners. Students will learn how to use common business programmes such as word processing, spreadsheets and databases. You will learn how to input, edit, save and print documents from these programmes and to identify equipment used in a computer system and demonstrate good working practices.

Time: 6.45– 9.15 pm

Cost: £67.00

This is a 16 week unit and will start on 2nd February 2010

WELDING

This class allows for the completion of **one** of the following SQA units. Practical instruction is available in electric arc welding and includes:

Manual Metal Arc Basic Welding Practice (MMA)
Metal Arc Gas Shielded Basic Welding Practice (TIG)
Metal Arc Gas Shielded (MIG)
Gas welding and brazing is also available

Please specify on your application form which unit you would prefer to do.

Places are limited on each unit and we operate on a first come first served basis.

You will need safety shoes and a boiler suit (must be flame-retardant) for this course

Time: 6.00-9.00 pm

Cost: £64.00 plus COST OF MATERIALS £30.00

Total cost £94.00

This is a 13 week and will start on 23rd February 2010.

COMPUTER AIDED DESIGN Higher National Certificate

This HN Unit will give “hands-on” experience of AutoCAD 2008 software. It is ideal for those with an interest in 2D design and draughting providing basic knowledge and understanding of the Discipline and software.

This Unit is part of the PDA/HNC CADD framework and can be used as credit towards the award.

Time: TBA (possibly twilight)

Cost: £86.00

This is a 16 week course and will start on 2nd February 2010

TUESDAY EVENING CLASSES – Cont'd

BEYOND THE BASICS IN COMPUTING

This is a follow on course to the Computing for Beginners, for those of you who enjoyed that, or those who have more than the basics in computing. You will learn in more detail about the software application packages on your computer.

Time: 7.00-9.00 pm

Cost: £49.00

This is a 10 week course and will start on 2nd February 2010.

MICROSOFT OFFICE 2007 SOFTWARE IT Core Skills (Intermediate 1) Certificate

TIME: TBA

Cost £67.00

Microsoft Office 2007 software is the newest version of Microsoft Office Applications. Office 2007 helps create and share professional looking content by combining a comprehensive set of writing tools with the easy-to-use Microsoft Office Fluent user interface.

The college will be delivering the IT Core Skills (int1) unit using the new Microsoft Office 2007 software. We are using the IT unit as a vehicle for teaching students how to operate the applications in the office 2007 environment and as a means of allowing students to update their knowledge from office XP to the new Microsoft Office 2007 – so at the same time as learning or upgrading your applications knowledge you can achieve a nationally recognised qualification.

In addition to learning how to use the software as part of your classroom attendance, while you are registered on this course as a college student, you can access this new software via a virtual environment (provided you have internet access).

This is a 10 week course and will start on 9th February 2010

TUESDAY EVENING CLASSES – Cont'd

MICROSOFT CERTIFIED DESKTOP SUPPORT TECHNICIAN (MCDST)

TIME: 6.00 – 9.00 pm

COST: £520.00

The MCDST qualification is made up of two units:

- Supporting users and troubleshooting a Microsoft Windows XP operating system
- Supporting users and troubleshooting applications on a Microsoft Windows XP operating system.

Earning a Microsoft certification acknowledges your expertise in working with Microsoft products and technologies. The IT industry, your employer, clients and peers will recognise your MCDST credentials as a symbol of the skills and knowledge you have gained. Microsoft certification demonstrates that you can successfully support Microsoft business solutions for your organisation or client. Candidates who earn the MCDST certification receive a Welcome kit that contains a wallet card, certificate and MCDST logo that enable them to identify their MCDST status to colleagues or clients.

You will also become a Microsoft Certified Professional (MCP) and be able to use the MCP member site, where you can access technical and product information, discounts on products and services, the MCP Magazine online and receive invitations to Microsoft conferences, technical training sessions and special events.

This is not a course for computer beginners. Students should already be familiar with using a Windows operating system and have a basic understanding of installation and configuration of an operating system, including familiarity of operating system components e.g. the control panel.

Students will be expected to complete work out with class time.

If you would like more information on this course, contact us on 01847 889250.

WEDNESDAY EVENING CLASSES

DIGITAL PHOTOGRAPHY

In this practical and fun class you will learn the basics of photography, you will look at composition, depth and use of light, colour and motion.

You will also learn the basics of getting your photos onto the computer and simple enhancement techniques.

When the weather permits, practical outdoor sessions will be used to enhance your skills.

Time: 4.30 - 6.30 pm

Cost: £49.00

This is a 10 week course and will start on 3rd March 2010.

WEDNESDAY EVENING CLASSES – Cont'd

INVESTIGATING BEHAVIOUR SQA Psychology NQ Unit

Due to popular demand we are offering another 16 week Psychology Unit aimed at students seeking an introduction to psychology. This course of study may provide progression to Intermediate 2 Psychology, Higher Psychology and/or other training and employment.

Students studying this Unit will be required to undertake a short 30 minute closed-book assessment.

Time: 6.45 - 9.15 pm

Cost: £67.00

This is a 16 week course and will start on 3rd February 2010.

BASIC COMPUTING

This is a basic computer course and will teach you about the different types of software applications which work on computers such as word processing,

Databases and spreadsheets and also about how to manage your files. You will also learn how to carry out simple care and maintenance of your computer.

This course is designed to give you a taster of what computers and the internet are all about and to give you the confidence if you want to go on and learn in more detail about the areas of interest to you.

Time: 7.00 - 9.00 pm

Cost: £49.00

This is a 10 week course and will start on 10th February 2010.

STAINED GLASS

This is an extremely popular and enjoyable class, you will start by making a small project such as a window hanging to learn the basic skills and then you should have time to make a project of your own choosing, perhaps a door or window panel or mirror surround. The cost of materials will be extra starting at approximately £10 for a small project.

Materials will be extra

Time: 6.45 - 9.15 pm

Cost: £67.00

This is a 16 week course and will start on 3rd February 2010

WEDNESDAY EVENING CLASSES – Cont'd

EUROPEAN COMPUTER DRIVING LICENCE

ECDL is a Europe wide qualification, which enables people to demonstrate their Competence in computer skills. The syllabus is designed to cover the key areas of Computing including its practical applications and their use in the workplace and society in general.

The qualification records the skills demonstrated in each of seven computer related module tests.

The modules are:

- Concepts of Information and Communication Technology
- Using the Computer and Managing Files
- Word Processing
- Spreadsheets
- Using Database
- Presentation
- Web Browsing and Communication

There are now 2 different ECDL courses available which allows us to offer the basic ECDL course over 2 years, with a separate certificate being available for each year and the full ECDL certificate being obtained after successful completion of all 7 modules. Modules 1, 2 and 7 will be delivered in the first year (ECDL essentials certificate) and modules 3, 4, 5 and 6 will be delivered in the second year (ECDL extra certificate) - both certificates are required to gain the full ECDL certification.

ECDL is open to anyone and can be studied at your own pace - you will study in College and at home using our flexible study packs. We do, however have set dates on which tests must be sat. You are welcome to use our computers in our Learning Resource Centre for extra study if you do not have access to a computer at home.

Time: 4.00 - 6.00 pm

Cost: £80 for Level 1 - ECDL Essentials
£110 - Level 2 ECDL Extra

The courses are available on a roll-on, roll-off basis, with places becoming available throughout the academic session. If you would like to register your interest in joining, or for more information, contact us on 01847 889250, or email info@northhighland.ac.uk

WEDNESDAY EVENING CLASSES – Cont'd

ADVANCED EUROPEAN COMPUTER DRIVING LICENCE

Time: 6.00 - 7.00 pm

Cost: £115 per subject

You can choose to study one of four different subjects at advanced level ECDL – word processing, spreadsheets, database and presentations (see below). Each course is taught independently with a separate certificate being awarded for each subject studied and passed. You must have passed ECDL or have equivalent skills in using the chosen application package to do this course.

You will study by flexible/open learning at study workshops either by day or evening. However, you must attend college to sit a one hour exam at the end of the course. The cost of this is included in the course price, however a charge is made for any required resits.

Word Processing using Microsoft Word XP

Learn to use sophisticated formatting and layout presentations, including for example, forms, templates, table of contents, working with columns and features such as macros and advanced mail merge operations.

Presentations using Microsoft Powerpoint XP

Learn to produce more advanced presentations that include multimedia effects, drawing tools, advanced formatting and layout techniques.

Databases using Microsoft Access

Learn to organise, extract, view and report data using advanced data management skills including linking, importing and exporting data.

Spreadsheets using Microsoft Excel XP

Learn to use filtering and data handling facilities, advanced use of charts, linking multiple worksheets, work with a wide range of advanced functions, pivot tables and macros.

This course will start on 3rd February

If you are interested in any of the above, please complete the enclosed application form or call us on 01847 889250 for more information.

WEDNESDAY EVENING CLASSES – Cont'd

CISCO CERTIFIED NETWORKING ASSOCIATE (Cisco CCNA)

TIME: 6.00 – 9.00 pm

COST: £280 per part

Part 1 – Networking for Home and Small Business

Part 2 – Working at a small to Medium Business or ISP

Part 3 – Introducing Routing & switching in the Enterprise

Part 4 – Designing and Supporting Computer Networks

This course is designed to combine the theory and practice of designing, developing and implementing networks and to prepare students for a recognised professional qualification that certifies the level of skills achieved. Whilst Cisco equipment is used to practice and reinforce certain concepts, students gain

broad-based knowledge of the operation of networks, the differences between various types of networking products, security issues and other general topics.

There are two routes which students can follow, Discovery or Exploration, both preparing you for the Pearson Vue administered CCNA exam.

Students who enrol in CCNA Discovery are not expected to have any previous technical skills or knowledge, aside from basic PC skills. It offers a hands on approach to learning and uses interactive tools and easy-to-follow labs to help students learn the general theory needed to build networks.

CCNA Exploration offers in-depth theory, challenging labs and a detailed overview of protocol operations. It is designed for students with advanced problem-solving and analytical skills or for working professionals who would like to advance their careers or gain certification.

Students require basic computer literacy, a general knowledge of the internet and an interest in gaining skills in networking. The course is delivered online, with some College attendance required to complete the practical elements.

Students will be expected to complete work outwith class time.

If you are interested in this course please complete the application form or call Admissions for more information on 01847 889250, email info@northhighland.ac.uk.

THURSDAY EVENING CLASSES

HEALTH SECTOR: An Introduction

Do you have an interest in health or social care, are you thinking of a career along these lines or do you already work and would like to gain some qualifications in care? This unit will introduce you to the health sector and explore its diversity. You will learn all about the services provided by the Health Sector and gain an insight into these areas of employment.

You will participate in practical activities which will help to develop knowledge and understanding of health sector environments. This unit also focuses on the employability skills and attitudes identified as those most valued by employers.

This course is an SQA Intermediate 1 Unit and from it you may wish to go on and study in more detail

Time: 7-9 pm

Cost: £67.00

This is a 16 week course and will start on 4th February 2010.

WORKING WITH WOOD

This is a 16 week SQA certified course where you will first make one of four set pieces to learn the basics of woodwork. You should then be able to go on and make something more ambitious of your own choice using your new found skills.

Time: 6.45-9.15 pm

Cost: £67.00

Cost of materials is extra

This is a 16 week course and will start on 4th February 2010

SILVER JEWELLERY MAKING

In this class you will make stunning pieces of silver jewellery, you will learn the various basic techniques by making silver rings and then you will progress on to make earrings and pendants as your talent grows.

Time: 7.00 – 9.00 pm

Cost: £49.00

Cost of Materials is £40.00 and must be paid to tutor on the first evening of the class.

This is a 10 week course and will start on 4th February 2010

THURSDAY EVENING CLASSES – Cont'd

ART DRAWING TECHNIQUES

To be able to paint well, learning to draw first will greatly enhance your skills. Although this is a structured art class where you have to learn drawing techniques, the class is still run in an informal and friendly way. You will also do some pen and ink work as well as drawing.

On passing this course you will be awarded an SQA certificate.

Students will need to provide their own materials for this course – advice will be given on the first evening.

Time: 6.45 – 9.15 pm

Cost: £67.00

This is a 16 week course and will start on 4th February 2010.

ENJOY YOUR PC

This non vocational course will show you how to have some fun with your PC. You will learn things like how to make cards, posters and invitations, send electronic greetings cards, create address labels, scan photographs to email to friends and family and how to download and print photos received. This course is very much geared to the needs of the students and course content may vary depending on the student needs.

Basic PC skills are required for this course.

Time: 7.00 - 9.00 pm

Cost: £49.00

This is a 10 week course and will start on 4th February 2010.

CREATIVE WRITING H N Unit

TIME: 6.45 – 9.15 pm

SPECIAL RATE £30.00

We are again offering this very popular class with well known local author Janis Mackay. This session you will be studying the Higher National Unit Creative Writing for Vocational Purposes

This is a 16 week course and will start on 11th February 2010.

THURSDAY EVENING CLASSES – Cont'd

BASIC FINANCIAL RECORDING

This basic level half-credit NQ Unit covers the analysed cash book, the headings and the recording of data, the completion of VAT returns and the preparation of wages.

This is ideal for anyone who is new to financial recording.

Time: 6.45 - 9.15 pm

Cost: £37.00

This is an 8 week course and will start on 11th February 2010.

ANIMAL CARE

This course will last for 10 weeks and will teach you all about basic animal care including first aid; grooming; basic nutrition, preventative health care. It will cover the care, anatomy and physiology of a wide variety of animals including mammals, fish birds and reptiles. This course would be useful if you are thinking of going into animal care as a career or if you just want to learn more about how to care for your pets.

The course is flexible and people attending the course will be able to identify areas of particular interest to themselves and develop their knowledge.

Time: 7.00-9.00 pm

Cost: £49.00

This is a 10 week course and will start on 4th February 2010

MICROSOFT OFFICE SPECIALIST CERTIFICATION

Microsoft Office Specialist certification is the only Microsoft Office certification recognised by business and recognised as the standard for workforce competency. Achievement of this certification will help advance your career by giving you a competitive edge, crucial for achieving and sustaining success and will provide employers with the proof that you have something exceptional to offer - fluency in the most commonly spoken language of the business community: Microsoft Office.

Courses available this semester are:

Microsoft Word 2003
Microsoft Powerpoint 2003

Time: COST OF COURSE

This course will start week beginning 4th February 2010.

THURSDAY EVENING CLASSES – Cont'd

IC³ By Flexible Study

TIME: TBA

COST: £110

IC³ is a globally recognised qualification endorsed by Microsoft and is a stepping stone to Microsoft Office Specialist courses.

This course will be run on a flexible basis, allowing students to drop in and get help and advice as required and/or do some practice exercises.

IC³ – The Internet and Computing Core Certification program is an ideal platform to begin learning about computer hardware, software, networks and the Internet. Successful achievement will provide a gateway to advancement in education, employment, other certification and home computing skills, providing proof of IT literacy. Modules include:

Computing Fundamentals: Covering computer hardware, software and using an operating system.

Key Applications: Covering common programs, word processing and spreadsheet functions.

Living Online: Covering networks and the Internet, Electronic mail and Using the Internet

The courses are available on a roll-on, roll-off basis, with places becoming available throughout the academic session. If you would like to register your interest in joining, or for more information, either visit our website www.northhighland.ac.uk, phone us on 01847 889250, or email info@northhighland.ac.uk

FRIDAY MORNING CLASS

COMPUTING FOR BEGINNERS

This is a basic computer course and will teach you about the different types of software applications which work on computers such as word processing, databases and spreadsheets and also about how to manage your files. You will also learn how to carry out simple care and maintenance of your computer.

This course is designed to give you a taster of what computers and the internet are all about and to give you the confidence if you want to go on and learn in more detail about the areas of interest to you.

Time:TBA (Friday morning)

Cost: £49.00

This is a 10 week course and will start on 5th February

CONTINUOUS PERSONAL & PROFESSIONAL DEVELOPMENT

We offer a variety of HNC/HND and Degree courses in Business, Mechanical/Electrical Engineering, Computing, CADD and Care which are detailed on the following pages.

It should be noted that these courses are offered mainly in Thurso, but please call us if you are interested: some units may be available by home study or flexible learning.

The full range of courses for CPPD is given in the brochure "Continuous Personal and Professional Development" available from Admissions, call 01847 889250 or email info@northhighland.ac.uk.

We also offer a wide variety of Open Learning courses. In this instance we use Open Learning in its widest sense: the courses may be studied by Home Study, Blended Learning, Online or by Flexible Learning.

More information is given in our "Open Learning" brochure. To request a copy contact Admissions on 01847 889250, or email info@northhighland.ac.uk.

BUSINESS MANAGEMENT SECTION

Cluster Awards / HNCs / HNDs

COST: £86.00 per single credit unit

HNC/D Business

HNC/D Administration and Information Technology

HNC Accounting

IT HN Cluster Award and Business HN Cluster Award

The above courses are being offered, subject to demand, by twilight/evening study in Thurso and some on a flexible/open learning basis. Candidates must achieve a total of 12 credits for the full HNC award and 30 credits for the HND.

Some Units from these awards can also be studied as stand alone units on a flexi-study basis and do not have to be taken as part of a cluster award or full HNC or HND qualification. A selection of the units which can be studied (in addition to those named as part of the cluster awards) are:

Office Administration

Office Technologies

Office Management

Business Law: Introduction

Managing People and Organisations

Presentation Skills)

Project Management) classroom based

Research Skills)

Advanced Word Processing

Advanced Spreadsheets

Advanced Databases

Desk Top Publishing

BUSINESS & MANAGEMENT, Bachelor of Arts Degree

This qualification is offered to students with a suitable HND qualification on a part time/evening basis in Thurso, building up to a full degree over two - three years.

For more information on these courses please call Admissions on 01847 889250 or a member of our Business Management Team on 01847 889401.

COMPUTER AIDED DRAUGHTING AND DESIGN Professional Development Award (PDA)

Industry CADD users

The course is considered to be especially relevant to those candidates who already have a qualification or are working in a related industry, e.g., Engineering, Architectural Construction, Interior Design or Product Design. These candidates may have the desire to possess a formal qualification in CADD.

Novice CADD users

The PDA in CADD focuses on the basic building blocks of CADD application moving towards more sophisticated CADD skills as the candidate progresses through the course. The PDA is considered to be a very good entry point for those wishing to pursue a career as a CADD technician in a variety of industries.

Teachers, Lecturers and Trainers

Computer Aided Draughting and Design is used in many industries, which mean that there is a requirement for well-trained, competent and qualified CAD users. The practitioners involved in the teaching of training of potential/existing industry CAD users should be highly skilled and knowledgeable in the use of CAD. These practitioners are required to continually maintain/update their skills to reflect the advances of the CAD software. Achieving the PDA award will complement existing qualifications of all teachers, lecturers and trainers involved in the delivery of CAD in the classroom.

Progression Route

An important aim of the award is to enable candidates to progress to further academic and/or professional qualifications. The PDA is designed as a subset of the HNC award and all credits completed in this PDA are included in the HNC CADD framework. Candidates could progress to the HNC requiring only six further credits from the mandatory units of the HNC framework.

Course Content & Organisation

The course is studied on a Flexible Learning basis, with some evening sessions available in Thurso. The focus is on CADD application, moving towards more sophisticated CADD skills. Industry standard latest release software is used, e.g. AutoCAD, Inventor and REVIT Architectural. It has been designed as a subset of the HNC award and all credits count towards the HNC CADD.

COMPUTER AIDED DRAUGHTING AND DESIGN Higher National Certificate

The aim of the HNC Computer Aided Draughting and Design Group Award is to provide candidates with the opportunity to develop a high level of practical CADD skills matching the needs of industries currently using CADD technology.

Candidates will also develop knowledge and understanding of the design process and the stages of design where CADD can help in the achievement of a desirable design solution. The course will provide Candidates with the opportunity to research CADD to gain an understanding of the industries in which CADD technology is being utilised e.g. Engineering or Architectural design; Product design; Furniture design; Interior design; Landscape design; Sign design; Jewellery design or civil/structural design.

Industry standard latest release software is used, i.e. AutoCAD, Inventor and REVIT Architectural. The course is available on a full-time basis, or by part-time study with some twilight/evening sessions in Thurso.

Call Admissions on 01847 889250 for more information on these courses.

COMPUTING, Higher National Certificate and COMPUTER NETWORKING, Higher National Certificate

The above courses are being offered by blended learning study (mixture of online/flexible and workshop based learning) in Thurso and Alness. To achieve a full HNC, candidates must achieve a total of 12 credits, including 6 mandatory units.

Units from these awards can be studied as stand-alone units to suit your requirements.

- Computer Operating Systems 1
- Information Technology: Applications Software 1
- Computer Architecture 1
- Computer Operating Systems 1
- Computer Hardware: Hardware Installation and Maintenance
- Multimedia: Developing Multimedia Applications
- Project Management 1
- Multimedia: Developing Multimedia Applications
- Working within a Project Team
- Networking Technology
- Routing Technology
- Supporting Users & Troubleshooting a Desktop Operating System
- Supporting Users & Troubleshooting Desktop Applications

ENGINEERING SYSTEMS Higher National Certificate/Diploma

The HNC/D Engineering Systems are multi-disciplinary awards which have been developed by SQA under its new HN design principles. The main purpose is to produce a flexible qualification based on a theme which could be regarded as common to all areas of engineering; hence the theme of Engineering Systems. The award comprises a core set of units which focus strongly on an engineering systems approach, the equal emphasis being given to mechanical and electrical engineering. In addition, there is also an optional section where students can select the “traditional” Mechanical/Electrical Engineering disciplines to meet their local employment needs.

Both awards are available on a full time basis, or part-time study with some twilight/evening sessions, in Thurso.

MECHANICAL or ELECTRICAL & ELECTRONIC ENGINEERING Bachelor of Science Degree Courses

After completing your HND you could move on to these courses – various modules can be studied and they will be dependent on demand. Modules can also be taken as stand alone if required to suit your own professional development requirements. Note that access to our degree programmes may be available for those with alternative qualifications through undertaking “bridging units”.

BSc courses in the process of being accredited by institute of Engineering and Technology Engineers (IET) as meeting the academic standards of Incorporated Engineer (IENG)

The course is available on a full time basis, or by part time study with twilight/evening sessions, in Thurso.

Call Admissions on 01847 889250 for more information on these courses.

CHILDHOOD PRACTICE Professional Development Award

TIME AND EVENING: TBA

COST: £86 per single credit unit

This course has been designed as a post-qualifying award for early education and childcare practitioners. The award will allow progression from HNC Early Education and Childcare or SVQ Level 3 or other equivalent qualification.

The award will satisfy the SSSC requirements for managers and lead practitioners and will also allow for articulation into further programmes of study.

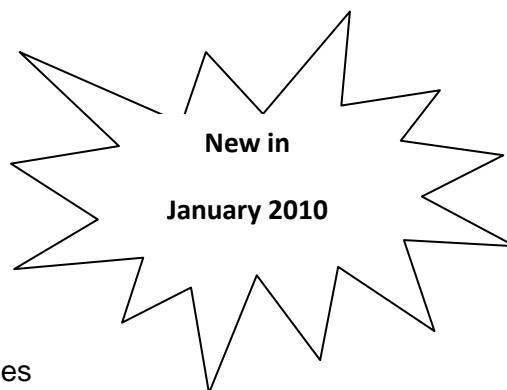
You can attend the College one evening per week for 18 months where you will be supported through online and video conferencing delivery. Students will study 8 different subjects which are made up of 64 credits. You will then have the opportunity to study for a further 6 months to complete 120 credits which will enable progress onto the BA Childhood Practice or other relevant degree programmes.

SOCIAL CARE Higher National Certificate OPTION UNITS

From January we will be offering a choice of option units that allow you to select an area of study in which you are particularly interested and/or is related to your job role. We can provide you with a choice of units by using subject specialists based at one of the 6 Academic Partner Colleges, who will deliver the unit either on-line or via open learning materials, supported by an on-line discussion board.

The units which will be available will be:

- Understanding Dementia
- Supporting Children & Families
- Mental Health Issues in a Care Setting
- Diet & Nutrition in Relation to Health
- Understanding Spiritual Wellbeing
- Stress Management
- Understanding Loss and the Process of Grief
- Understanding & Supporting Behaviour
- Working in Partnership with Adults who have learning difficulties
- Working with Problematic Substance Use



These units count for CPD purposes for SSSC registration.

For more information on either of these courses please contact Admissions on 01847 889250 or Sophie Dunnett, Section Leader Community Studies, on 01847 889565

CHILD AND YOUTH STUDIES Bachelor of Arts

This course takes a holistic approach to the subject, merging a range of disciplines (health, social work, education) to examine influences (social, psychological, environmental, legislative) upon children and young people from birth to maturity. It highlights subjects central to the Highlands and Islands throughout the course – particularly issues of rurality and isolation – but the course also provides a broad understanding of child and youth issues across Britain and Europe so is equally appropriate for working in urban or other areas.

All teaching on the course is delivered through a virtual learning environment so it can be accessed without regard to barriers of geography or time, domestic or other commitments although new entrants are required to undertake a compulsory two day induction course.

This course is studied online within a Virtual Learning Environment, with materials augmented by tutorials, seminars etc. You can study this course from home, or from a learning centre, college attendance is not required but access to a PC is essential.

HEALTH STUDIES Bachelor of Arts

This course will focus on contemporary health and community issues, and includes clinical modules at SCQF 9 which are designed for Continuing Professional Development for health care practitioners. The BA Health Studies enables students to select modules which develop knowledge of social policy and diversity issues as well as sociology, psychology and child development. Students opting for the BA Health Studies (rural Health) side of the course will look specifically at areas such as the importance of the role of health development initiatives from policy to operational levels in the health maintenance and development of rural populations. Graduates will be prepared for employment in a wide variety of roles and situation.

This course is studied online within a Virtual Learning Environment, with materials augmented by tutorials, seminars etc. You can study this course from home, or from a learning centre, college attendance is not required but access to a PC is essential.

For more information on either of these courses please contact Admissions on 01847 889250 or Sophie Dunnett, Section Leader Community Studies, on 01847 889565

INFORMATION ON FEE WAIVERS

Please read the following carefully as our fee waiver policy has changed.

Vocational and Non Vocational Courses

The following students are exempt from course fees:-

Students following a full time non-advanced course

Students who are studying either a part-time further education programme or a part-time programme of study that is credit bearing at Higher Education level up to and including a first degree if:-

The **student or student's family** are in receipt of :-

- Income Support, or
- Working Tax Credit, or
- Pension Credit, or
- Income based Job Seekers Allowance, or
- Housing Benefit

Or where the **Student** is in receipt of: -

- Severe Disablement Allowance, or
- Disability Living Allowance, or
- Incapacity Benefit
- Carer's Allowance
- Attendance Allowance
- Employment & Support Allowance

Or where the student's family taxable income for 2008/9 is equivalent to or lower than the threshold below e.g. households with only one person: £8,282. Households consisting of a couple without children: £12,395; households with dependent children £18,977 (the burden of proof is on the student to satisfy the college with evidence of their family's income). Where there has been a material reduction in income from the previous financial tax year, the taxable income of the student's family in the current financial tax year can be assessed.

Or where the student is a person, spouse or child of a person who is an asylum seeker living in Scotland (as defined in the Nationality, Immigration and Asylum Act 2002).

Or the student is in the care of a local authority and is living in a foster home or children's home, regardless of the age of the student.

Or where the student is under 18 years of age at the date they start a part-time vocational further education or higher education course and do not satisfy the National Fee Waiver and are unable to obtain ILA funding students may apply for a discretionary fee waiver except those where they are in attendance at the behest of, and at the expense of, an employer.

Please note the following:

Registered job seekers are no longer eligible for a Fee Waiver – a fee waiver is only available for Income Based Job Seekers allowance.

Over 60's no longer qualify for an automatic fee waiver – they must either satisfy the National Fee Waiver Policy or obtain ILA funding.

Many people are eligible to apply for ILA funding – see **page 2** for more details.