

Hospitality and Catering

BII (NCPLH) National Certificate for Personal Licence Holders Level 2

HA5030	Monthly	Daytime	Contact the College for information on fees
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Master Baking and Fine Dining Courses

HA9004	07/03/12	Cooking Tonight Curry	£45
HA9005	21/03/12	Cooking Tonight Desserts	£45

NVQ in Professional Cookery Diploma Level 1/2

DR5011	Monthly	Daytime	Contact the College for information on fees
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Award in Door Supervision Level 2

4 - Day Course	£150.00 plus £84.00 BII registration and certification	Please contact the College for more details
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How to find us

Major Bus Routes

151 Wallington/Worcester Park,
157 Crystal Palace/Morden,
127 Purley/Tooting

Motorway Access

Exit junction 7 of M25 onto A23
or junction 8 of M25 onto A217.

Tram

Via Mitcham Junction tram link

Carshalton Train Station

Regular train service from Balham,
Cheam, Clapham Junction, Dorking,
Epsom, Ewell, Horsham, London Bridge,
Sutton and Victoria.



Open Events 2012

You are welcome to visit the College on one of the listed dates to find out more about any of our courses and services available. There will be an opportunity to talk to tutors, students, view our facilities and enrol on Part-Time courses.

February
Wednesday 8 February at 4.30pm to 7.30pm
During Apprenticeship Week

May
Wednesday 16 May at 4.30pm to 7.30pm
During Adult Learners' Week

Disclaimer

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

carshalton college part-time courses



2012



To enrol or find out more, please contact us:

Carshalton College, Nightingale Road, Carshalton, Surrey SM5 2EJ
t: 020 8544 4501 w: www.carshalton.ac.uk e: cs@carshalton.ac.uk
Twitter: @CarshaltonAC Facebook: /CarshaltonCollege

Funded by
Skills Funding Agency



Visit our website to look through our courses and find out the latest news and events coming up.

NIGHTINGALES
NIGHTINGALE 2

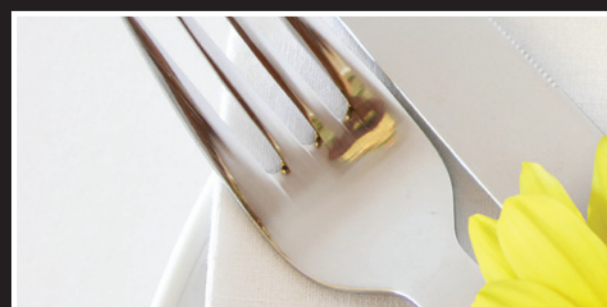
Carshalton College's Training Restaurant

Great food and service
at great prices

Open to the public, staff and students for
Lunches on Monday, Tuesday, Wednesday
& Friday from 12.15pm and Dinners on
Thursdays from 7.00pm. To reserve your table
or request a menu telephone:

020 8544 4433

Alternatively reserve a table online at:
www.carshalton.ac.uk



renaissance
HAIR AND BEAUTY



Carshalton College's Hair & Beauty Salons

A wide variety of treatments are available including:
cut and blow dry, colour, perms, manicures,
pedicures, facials, massage and waxing.

Beauty Salon

Open Monday to Saturday
Call 020 8544 4419 (term time only)

Booking is essential for most treatments
although some appointments are still available
at short notice.

Hairdressing Salon

Open Monday to Friday
Call 020 8544 4450 (term time only)



Professional Management Courses at Carshalton College

Level 1

- Basic Accounting
- Book-Keeping
- Computerised Accounts

Level 2

- AAT Certificate in Accounting
- Basic Accounting
- Basic Costing
- Book-Keeping
- Computerised Accounts
- Work/Effectively/Accounting & Finance

Level 3

- AAT Diploma in Accounting ABC
- AAT Single Unit
- Accounting Preparation
- Cash Management
- Costs and Revenue
- Indirect Tax
- Professional Ethics in ACC/Finance
- Spreadsheets Software

Level 4

- AAT Diploma in Accounting
- AAT Single Unit
- Budgeting
- CIPD Certificate
- Financial Performance
- Financial Statements
- Internal Control/Accounting Systems
- Personal Tax
- Salon Management Level 4 VRQ

Level 5

- Institute of Leadership and Management (ILM) Level 5 Diploma in Leadership and Management
- Institute of Leadership and Management (ILM) Higher Apprenticeship in Leadership and Management

Flexible start dates, please contact our
Customer Services Team on 020 8544 4501

Introduction

At Carshalton College we have a great reputation for Full-Time courses and Apprenticeships, but we also offer a range of **Part-Time courses** designed to fit around your lifestyle and needs. Our flexible Part-Time and work based courses run during the day, evening and weekends. Whether you are thinking about taking up a new hobby, developing your skills or gaining a necessary qualification for your career, we probably have a course for you.

Information, advice, guidance & support

If you need help or advice on any of the following, just drop in to the Student Support Centre or call **020 8544 4540**.

- taking the next step forward
- funding, grants, benefits and childcare
- education and training opportunities
- learning new skills
- looking for employment and exploring new opportunities
- CVs, application forms and interview preparation
- building confidence and self-esteem
- applying to university
- discounts for travel

This service has Matrix Accreditation, meeting their standard for effective delivery of information, advice, guidance and support on learning and work.

Next Step

The Next Step IAG Service is now available at Carshalton College to provide comprehensive Information Advice and Guidance (IAG) to students and the general public who are aged 19 years and above. Two full-time advisors from the London Learning Consortium are based in the careers office at the College to provide advice on how to improve skills, job prospects and future development.

Equality and diversity

At Carshalton College we treat each other fairly with respect and dignity regardless of age, disability, race, nationality, sexual orientation, gender, marital status, pregnancy, gender reassignment, religion or beliefs and social economic status. We strive to create an environment where everyone is supported to realise their goals and aspirations. Therefore, we promote equality and celebrate diversity and will not tolerate discrimination, which is not only wrong but harmful and can be illegal.

Access to College and learning

The College will make any reasonable adjustments that are needed to ensure access to the site, facilities and learning for all students. The College will endeavour to provide equipment and learning support to meet the individual needs of all learners, once their needs are identified, assessed and their place on a course confirmed.

College facilities

- Elmwood Nursery: on-site nursery. For information contact the Nursery Manager on **020 8544 4583**
- Nightingales: training restaurant open to the public for coffee mornings, lunches and fine dining
- Pulse Health & Fitness Centre: leisure facilities open to students and the public
- Renaissance: hair and beauty salons open to the public for training purposes
- Courses Diner: sit down and enjoy a cooked meal or grab a sandwich
- The Learning Centre: library and computer facilities
- Individual Prayer and Contemplation Room

Accessibility

A version of the prospectus can be provided on audio cassette, CD-ROM, larger print or Braille on request.

Disabled access

All facilities in the College are fully accessible to persons with disabilities.

Skills Accounts

The Customer Services Team also provides information on using a Skills Account to help make a start when looking to learn a new skill. This Account provides the support and service you need in order to make informed choices about your learning and working life. Access a range of services on career advice, funding and matching skills to job roles. Please contact Customer Services for more information.

How do I get a Skills Account?

Open a Skills Account: direct.gov.uk/skillsaccounts

Your application

You can write, email, telephone or call in to the College either on your own or with a parent, friend or guardian. Information about the College and its courses can be provided, on request, in a number of different formats.

* Prices are correct at time of printing and are subject to change.

Customer Services

Please contact our Customer Services team on **020 8544 4501** if you have any questions during term time and holiday periods.

Term time:

Monday to Thursday 8.30am – 6.30pm
Friday 8.30am – 3.30pm

Non-term time:

Monday to Thursday 8.30am – 5.00pm
Friday 8.30am – 3.30pm

Call **020 8544 4444** or visit **www.carshalton.ac.uk**

Apprenticeships

AAT Apprenticeship in Accountancy Level 2
AAT Advanced Apprenticeship in Accountancy Level 3
AAT Higher Level Apprenticeship in Accounting Level 4
Apprenticeship in Business & Administration Level 2
Advanced Apprenticeship in Business and Administration Level 3
Apprenticeship in Carpentry Level 2
Apprenticeship in Professional Cookery Level 2
Advanced Apprenticeship in Professional Cookery Level 3
Apprenticeship in Front of House Reception Level 2 (Catering)
Apprenticeship in Front of House Reception Level 3 (Catering)
Apprenticeship Certificate for the Children's and Young People's Workforce (CYPW) Level 2
Advanced Apprenticeship Diploma for the Children's and Young People's Workforce (CYPW) Level 3
Advanced Apprenticeship Diploma in Specialist Support for Teaching and Learning in Schools Level 3
Apprenticeship in Electrical Installation Level 2
Advanced Apprenticeship Installing and Commissioning Electrotechnical Systems Level 3
Apprenticeship in Hairdressing Level 2
Advanced Apprenticeship in Hairdressing Level 3
Apprenticeship Diploma in Health and Social Care (Adult) Level 2
Advanced Apprenticeship Diploma in Health and Social Care (Adult) Level 3
Advanced Apprenticeship Diploma in Health & Social Care for Children's & Young People's Workforce (CYPW) Level 3
IMI Apprenticeship in Motor Vehicle Maintenance & Repair Level 2
IMI Advanced Apprenticeship in Motor Vehicle Maintenance & Repair Level 2
Apprenticeship in Plumbing Level 2
Institute of Leadership and Management (ILM) Higher Apprenticeship in Leadership and Management

Please contact the Business Services Team on **020 8544 4501** for more details on Apprenticeships.

ESOL

English for Employment			
SD9017	Sept 2012	Evening	£229.50
SD5072	Sept 2012	Daytime	£229.50

On successful completion learners will gain a City & Guilds Speaking & Listening qualification

Accounting, Book-Keeping & Computerised Accounts

AAT Level 2 Certificate in Accounting			
DB9020	Flexible start dates, please call for details	Daytime or Evening	£750 plus exam fees £165
AAT Level 3 Diploma in Accounting			
DB5010	Flexible start dates, please call for details	Daytime or Evening	£900 plus exam fees £252
AAT Level 4 Diploma in Accounting			
DB5014	Flexible start dates, please call for details	Daytime or Evening	£1,200 plus exam fees £228
Book-Keeping and Accounts Level 1			
DB5047	Flexible start dates, please call for details	Evening	£189 including exam fees
DB5048			
Book-Keeping and Accounts Level 2			
DB5049	Flexible start dates, please call for details	Evening	£189 including exam fees
Computerised Accounts Level 1			
DB5025	13/03/12	Evening	£168 including exam fees
Computerised Accounts Level 2			
DB5036	26/03/12	Evening	£168 including exam fees

Employability Workskills: To Develop Your Skills Ready for Employment

BTEC Award Workskills (Entry) Community			
SE5009	Please call for date details	Daytime	£229.50

Supported Learners

Workskills (Adults)			
SA5018	Please call for date details	Daytime	£311

Hair

VTCT Hairdressing VRQ Level 2			
HC9010	Sept 2012-July 2013	2 Evenings per week Mon and Tue 6.00pm – 9.30pm	Tuition fee TBC Salon Kit £150 Material/Trips £25 Exam Fee £75

Beauty

Certificate in Make-Up Level 2			
HD9032	Feb 2012 18-Week Course	Evening	Exam £39 Kit/Uniform £160 Tuition £400
Nail Technology Certificate Level 3			
HD9030	Feb 2012	Evening	Exam £39 Kit/Uniform £229 Tuition £400
Beauty Therapy Level 2			
HD9020	Flexible start dates please call for details	Saturdays	Exam £80 Kit/Uniform £200 Tuition £900

Health, Childcare & Education

Education			
Preparing to Teach in the Lifelong Learning Sector Level 3			
CH5030	Jan 2012 - April 2012	Daytime	£320
Diploma to Teach in the Lifelong Learning Sector			
CH5001	Sept 2012 - Sept 2013	Daytime	£650

Childcare and Early Years

First Aid for Child Carers Level 1			
DA5008	January 2012 May 2012	Daytime	£82*
CACHE Level 3 Diploma for the Children's and Young People's Workforce (CYPW)			
CA3204	Flexible start dates please call for details	Evening	£1,500*
CACHE Level 2 Certificate for the Children's and Young People's Workforce (CYPW)			
CA3201	Flexible start dates please call for details	Evening	£1,200*
CACHE Level 3 Diploma in Specialist Support for Teaching and Learning in Schools			
CA3208	Flexible start dates please call for details	Evening	£1,500*
CACHE Level 2 Certificate in Supporting for Teaching and Learning in Schools			
DN9071	Flexible start dates please call for details	Evening	£1,200*
Health and Social Care Level 3 Children's and Young People's Workforce (CYPW)			
CD3213	Flexible start dates please call for details	Daytime	£1,500*

**Reductions available for groups*

Health & Social Care

Level 2 Diploma (Adult) in Health and Social Care			
	Feb 2012	Daytime	£1,200*
Level 3 Diploma (Adult) in Health and Social Care			
	Flexible start dates please call for details	Daytime	£1,500*
Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services			
DC5074	Flexible start dates please call for details	Daytime	Contact the College for information on fees
Assessing and Assuring the Quality of Assessment			
CA3214	Flexible start dates please call for details	Daytime	£650

**Reductions available for groups*

IT

Cisco CCNA 1			
TE9011	Flexible start dates	Evening	£300
Cisco CCNA 2			
TE9012	Flexible start dates	Evening	£300
Cisco CCNA 3			
TE9013	Flexible start dates	Evening	£300
Cisco CCNA 4			
TE9014	Flexible start dates	Evening	£300
PC Maintenance & Installation IT Essentials			
TE9015	Feb 2012	Evening	£290
TE9021			

Building Services Engineering and Low Carbon Skills

at the Power Assessment and Training Centre

The Power Assessment and Training Centre, a successful partnership between Kingston and Carshalton Colleges, provides a range of electrical, gas & plumbing, construction, digital installation, renewable energy and energy efficiency courses for industry professionals.

We have dedicated state-of-the-art training and assessment facilities in both Carshalton and Kingston locations. All our courses are

tailored to the needs of adult learners with scheduling at regular and convenient times to suit the requirements of your business. Our fully accredited, industry recognised qualifications are delivered by specialist trainers and assessors with over 40 years' experience.

The centre runs Part-Time courses during the day and in the evening regularly throughout the year. For more information or to book your place on a course please contact us.

Call **0845 408 4024** or visit www.powertrainingcentre.co.uk

Electrical

Introduction to PAT Testing	£175
City & Guilds 2382-12 17th Edition Full Course Level 3	£455
City & Guilds 2382-12 17th Edition Full Course Level 3 (Online)	£455
City & Guilds Certificate in Electrotechnical Technology Level 2 2330	£1,850
Level 3 2330-07	£2,150
City & Guilds Fundamental Inspection & Test 2392-10 Level 3	£550
City & Guilds Periodic Inspection & Testing Level 3 2391-10	£695
EAL Domestic Installer Level 2 (Part P Full Scope)	£1,128
Electrical Installation Package (Including: Part P, City & Guilds 2382-10 and City & Guilds 2392-10)	£1,990
City & Guilds 2357 Level 3 (Theory Units Only)	£1,850
City & Guilds 2356 NVQ Electrical Installation Level 3	£ 1,200

Gas & Plumbing

Assessment – Single Element	£180
Assessment – 2 Elements	£280
Assessment – Multi Elements (x6)	£780
Assessment – Unvented Domestic Hot Water Storage Assessment	£125
CCN1 1 Day Training (incl CPA1)	£125
CCN1 2 Day Training (incl CPA1)	£200
CCN1 3 Day Refresher	£275
CCN1 5 Day Training	£390
Unvented Hot Water	£230
Assessment CCN1 Core Gas Safety (ACS)	£395
Assessment CCN1 Core Gas Safety (ACS) Reassessment	£475
Assessment Multi Elements (x3)	£390
ACS Gas Assessments Referral	£75
Guild of Gas Fitters Certification Course	£1,415
Control of Legionella	£230
Water Regulations (Thames Water approved plumber scheme)	£245
City & Guilds VRQ 6129 Technical Certificate in Plumbing Studies Level 2	£3,600
Gas & Plumbing Package; Guild of Gas Fitters Certification, NVQ in Plumbing and Unvented Hot Water	£2,500

Construction

CSCS Training & Assessment	£125
IOSH Working Safely	£175
Safe Working at Heights (WAH)	£175
Introduction to Fundamental Traditional Residential Building	£450

Digital Installation and Technology

EAL Electrical and Electronic Servicing NVQ Level 2 (Signal Reception)	£895
City & Guilds 2218 Certificate in Digital TV Aerial Installation	£525

Renewable Energy

Domestic Solar Thermal Hot Water System	£350
Air to Air Source Heat Pumps with Fgas	£350
Air to Water Heat Pumps	£165
City & Guilds 2399-01 Fundamental working principles of renewable energy technologies	£250
City & Guilds 2399-11 Installation of Solar PV Systems	£850
City & Guilds 2399-12 Maintenance of Solar PV Systems	£350
City & Guilds 2399-21 Installation of Solar Thermal Hot Water	£850
City & Guilds 2399-22 Maintenance of Solar Thermal Hot Water	£350
City & Guilds 2399-31 Installation of Heat Pump Systems	£850
City & Guilds 2399-32 Maintenance of Heat Pump Systems	£350
City & Guilds 2399-41 Installation of Water Harvesting Systems	£850
City & Guilds 2399-42 Maintenance of Water Harvesting Systems	£350

Energy Efficiency

Certificate in Domestic Energy Assessment	£1,200
NVQ Certificate in Loft Insulation	£750
NVQ Certificate in Cavity Wall Insulation	£750
NVQ Certificate in External Wall Insulation	£750

Electrical Courses at Carshalton College

Foundation Degree in Electrotechnology Level 4/5	EA5041	£1,100
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Motor Vehicle

IMI Accredited Automotive Refrigerant Handling Level 3			
EB5092	Contact the College for information on fees		

Multimedia

Introduction to 3D Computer Animation			
AB5008	Flexible start dates please call for details	Saturday Daytime	£150
Introduction to 3D Modelling for Games			
AB5009	Flexible start dates please call for details	Saturday Daytime	£150
Introduction to Digital Photography and Photoshop			
AB9001	Flexible start dates please call for details	Evening	£65

Music Technology

Introduction to Cubase and Reason			
AC9001	Jan 2012	Evening	£95
Advanced Techniques using Cubase and Reason			
AC9002	March 2012	Evening	£95