

Administration/ Secretarial

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
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OCR Text Processing

This is a recognised typing qualification, formerly known as RSA Wordprocessing. There are 3 levels available: Stage 1 (Beginners), Stage 2 (Intermediate) and Stage 3 (Advanced). All levels are taught in each class.

70246 / BHE1C	Ballynahinch	OCR Text Processing	Monday	07/09/2009	26/06/2010	19:00	21:00	£106.00	£60.00	£37.00	£23.20
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Office Skills

This class offers the opportunity to complete a number of computer/admin qualifications such as Word/Text Processing, Medical/Legal Word Processing, Audio Transcription, Document Presentation & CLAIT. Ideal for those who wish to return to work.

70593 / BHD1A	Ballynahinch	Office Skills	Monday	07/09/2009	26/06/2010	09:15	13:15	£184.00	£92.00	£46.00	£18.40
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Art & Design

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
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NOCN Soft Furnishings

This course is suitable for beginners or the more experienced. You will be instructed in a variety of techniques using hand and machine stitches and students have the opportunity to create stylish home furnishings

70618 / BHE1C	Ballynahinch	NOCN Soft Furnishings	Monday	07/09/2009	22/05/2010	19:00	21:30	£110.00	£68.00	£47.00	£34.40
70618 / BHE1D	Ballynahinch	NOCN Soft Furnishings	Tuesday	08/09/2009	22/05/2010	19:00	21:30	£110.00	£68.00	£47.00	£34.40

Carpentry & Joinery

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
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CSkills Awards L3 NVQ Carpentry & Joinery

Students will develop the skills and knowledge to pursue a career at supervisory level within the industry. Units include: erect & dismantle access platforms, maintain working conditions & operational activities.

Entry Requirements: All students are required to have employment within the industry in order to gather work based evidence.

70213 / BHD1A	Ballynahinch	CSkills Awards L3 NVQ Carpentry & Joinery	Monday	07/09/2009	26/06/2010	09:00	17:00	£261.00	£163.00	£114.00	£84.60
70213 / BHEAA	Ballynahinch	Cskills Awards L3 NVQ Carpentry & Joinery	Monday	07/09/2009	23/01/2010	18:30	21:30	£158.00	£128.00	£113.00	£104.00

Woodwork Introduction

A practical woodworking class in which students can work on their own choice of project. Students with a variety of experience from novice to expert are welcome.

70249 / BHDAA	Ballynahinch	Woodwork Introduction	Friday	11/09/2009	30/01/2010	11:15	14:15	£84.00	£50.00	£33.00	£22.80
70249 / BHDAB	Ballynahinch	Woodwork Introduction	Friday	05/02/2010	19/06/2010	11:15	14:15	£84.00	£50.00	£33.00	£22.80
70249 / BHEAA	Ballynahinch	Woodwork Introduction	Wednesday	09/09/2009	30/01/2010	18:30	21:30	£84.00	£50.00	£33.00	£22.80
70249 / BHEEA	Ballynahinch	Woodwork Introduction	Wednesday	03/02/2010	19/06/2010	18:30	21:30	£84.00	£50.00	£33.00	£22.80

Construction Studies

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
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Enhanced Construction Skills

This course is particularly aimed at unemployed construction operatives. It offers you an opportunity to improve your skills in health and safety, literacy, first aid and employability/careers, whilst gaining a qualification.

71405 / BHDAA	Ballynahinch	Enhanced Construction Skills	Wednesday/Thursday	09/09/2009	05/12/2009	09:00	17:00	£168.00	£84.00	£42.00	£16.80
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ESOL

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
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C&G Certificate In ESOL International (Reading Writing And Listening)

Students will learn to communicate in English, from basic greetings at beginner level, to sophisticated and fluent language at advanced level. Classes are taught in a friendly environment using colourful and relevant resources

0845 6007555	Ballynahinch	C&G Certificate In ESOL International (Reading Writing And Listening)	Monday	07/09/2009	26/06/2010	17:30	21:30	£25.00	£25.00	£25.00	£25.00
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Essential Skills

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
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C&G Certificate In Adult Literacy

This course will help you improve your reading, writing and spelling skills. There are 5 levels, so whether you want to start from scratch at Entry Level, or get a GCSE equivalent qualification at Level 2, this class will accommodate you.

70029 / BHD1A	Ballynahinch	C&G Certificate In Adult Literacy	Friday	04/09/2009	26/06/2010	11:00	12:45	£0.00	£0.00	£0.00	£0.00
70029 / BHE1C	Ballynahinch	C&G Certificate in Adult Literacy	Tuesday	08/09/2009	19/06/2010	19:00	21:00	£0.00	£0.00	£0.00	£0.00

GCSE

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
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AQA GCSE In Mathematics B (Modular)

This course is suitable if you have recently completed AQA modular GCSE Mathematics.

71230 / BHE1A	Ballynahinch	AQA GCSE In Mathematics B (Modular)	Monday	07/09/2009	26/06/2010	19:00	21:30	£124.00	£76.00	£52.00	£37.60
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CCEA GCSE English

GCSE English has been identified by Government and Employers as being necessary to increased performance in education, training and industry and to raise the skills level of the whole workforce.

70066 / BHE1A	Ballynahinch	CCEA GCSE English	Wednesday	09/09/2009	19/06/2010	19:00	21:30	£124.00	£76.00	£52.00	£37.60
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Health And Care

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
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St John Ambulance Certificate

This is a ten-week public first aid course

70258 / BHEAB	Ballynahinch	St John Ambulance Certificate	Tuesday	08/09/2009	21/11/2009	19:00	21:00	£34.00	£22.00	£16.00	£12.40
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Hospitality & Catering

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
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WSET Level 4 Diploma In Wines & Spirits

The WSET® Diploma is a Level 4 qualification for candidates who already hold the WSET® Advanced (Higher) Certificate and is open to individuals working in the wine trade / hospitality industry as well as serious wine amateurs.

0845 6007555	Ballynahinch	WSET Level 4 Diploma In Wines & Spirits	Tuesday	08/09/2009	27/03/2010	10:00	16:00	£2,144.00			
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ICT

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
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BCS Advanced ECDL - Databases

Progression from ECDL, covering advanced features of Database

71010 / BHEEA	Ballynahinch	BCS Advanced ECDL - Databases	Tuesday	02/02/2010	26/06/2010	18:30	21:30	£61.00	£47.00	£40.00	£35.80
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BCS Advanced ECDL - Presentation

Progression from ECDL, covering advanced features of Powerpoint. ECDL Advanced is taught using Microsoft Office. There will be sessions available using both Office 2003 and Office 2007.

70014 / BHEAA	Ballynahinch	BCS Advanced ECDL - Presentation	Tuesday	08/09/2009	30/01/2010	18:30	21:30	£61.00	£47.00	£40.00	£35.80
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European Computer Driving Licence (ECDL)

ECDL consists of 7 units: Basic Concepts of IT; File Management; Word Processing; Spreadsheets; Databases; Presentation and Information & Communication. This course is taught using Microsoft Office.

Entry Requirements: CLAIT or equivalent.

70124 / BHD1A	Ballynahinch	European Computer Driving Licence (ECDL)	Thursday	10/09/2009	12/06/2010	09:15	12:15	£215.00	£147.00	£113.00	£92.60
70124 / BHE1B	Ballynahinch	European Computer Driving Licence (ECDL)	Monday	07/09/2009	26/06/2010	18:30	21:30	£215.00	£147.00	£113.00	£92.60

NOCN Introduction To Internet & Email

An introduction to Internet and Email for students with no prior experience. Students will learn practical skills on how to access the Internet, use search engines and order on-line as well as how to send and receive emails.

Entry Requirements: OCN Introduction to the PC

70224 / BHEEA	Ballynahinch	NOCN Introduction To Internet & Email	Wednesday	03/02/2010	26/06/2010	17:15	19:15	£65.00	£43.00	£32.00	£25.40
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NOCN Introduction To The PC

An introduction to the Personal Computer (PC) for students with no prior computer experience. Students will learn how to use the computer and produce simple word processing documents.

Entry Requirements: No Previous Knowledge required.

70225 / BHEAA	Ballynahinch	NOCN Introduction To The PC	Wednesday	09/09/2009	30/01/2010	17:15	19:15	£65.00	£43.00	£32.00	£25.40
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OCR Level 1 Certificate For IT Users (New CLAIT)

Students will complete 3 units: File Management & e-Document Production (creating files and folders, using wordprocessing software); Creating Spreadsheets and Graphs: On-line Communication (using the Internet and e-mail)

70236 / BHDAA	Ballynahinch	OCR Level 1 Certificate For IT Users (New CLAIT)	Wednesday	09/09/2009	30/01/2010	09:30	13:30	£105.00	£59.00	£36.00	£22.20
70236 / BHE1A	Ballynahinch	OCR Level 1 Certificate For IT Users (New CLAIT)	Wednesday	09/09/2009	19/06/2010	19:00	21:00	£105.00	£59.00	£36.00	£22.20

Languages

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
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Holiday French

A leisure course which enables holiday-makers to deal with day-to-day situations at a basic level.

Students will be required to purchase a language pack at approx £15

70132 / BHEAA	Ballynahinch	Holiday French	Tuesday	08/09/2009	23/01/2010	19:00	21:00	£84.00			
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Painting & Decorating

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
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CSkills Awards L3 NVQ In Decorative Finishing & Industrial Painting Occupations

At the end of this course you should have reached a standard to achieve a NVQ Level 3 Certificate in Painting and Decorating.

70605 / BHD1A	Ballynahinch	CSkills Awards L3 NVQ Decorative Finishing & Industrial Painting Occupations	Thursday	10/09/2009	12/06/2010	09:00	16:30	£261.00	£163.00	£114.00	£84.60
70605 / BHEAA	Ballynahinch	CSkills Awards L3 NVQ In Decorative Finishing & Industrial Painting Occupations	Thursday	10/09/2009	23/01/2010	18:30	21:30	£158.00	£128.00	£113.00	£104.00

Painting DIY

This 17-week course will equip you with the necessary skills to carry out DIY painting tasks which the typical homeowner would encounter.

70475 / BHE1A	Ballynahinch	Painting DIY	Monday	07/09/2009	23/01/2010	18:30	21:30	£68.00	£34.00	£17.00	£6.80
70475 / BHEEA	Ballynahinch	Painting DIY	Monday	01/02/2010	03/07/2010	18:30	21:30	£68.00	£34.00	£17.00	£6.80

Plumbing

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
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Basic Boiler Maintenance (Oil)

This course equips with the skills and knowledge required for basic maintenance of oil boilers. Course includes servicing, complete installing, commissioning and fault-finding exercises on a range of oil boilers using the latest flue analysis equipment.

70011 / BHEEA	Ballynahinch	Basic Boiler Maintenance (Oil)	Monday	18/01/2010	03/04/2010	19:00	21:00	£48.00			
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C&G 6129 Level 2 Technical Certificate In Plumbing

You will gain experience in copper pipework and industrial steel pipework. The focus on oil and gas installations meets the requirements of CORGI and OFTEC and provides you with up-to-date expertise and the ability to diversify within the industry.

70028 / BHE1A	Ballynahinch	C&G 6129 Level 2 Technical Certificate In Plumbing	Tuesday/Thursday	08/09/2009	19/06/2010	18:00	21:30	£340.00	£242.00	£193.00	£163.60
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C&G L3 NVQ Mechanical Engineering Services (Plumbing)

This NVQ covers domestic plumbing practice as well as options on specialised areas: gas systems and oil systems.

70771 / BHD2A	Ballynahinch	C&G L3 NVQ Mechanical Engineering Services (Plumbing) - Year 2	Friday	11/09/2009	12/06/2010	09:00	12:00	£100.00	£50.00	£25.00	£10.00
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C&G Level 2 Certificate In Basic Plumbing Studies

This course is suitable if you are currently working in the plumbing industry and wish to gain a recognised qualification.

70323 / BHE1A	Ballynahinch	C&G Level 2 Certificate in Basic Plumbing Studies	Monday/Wednesday	07/09/2009	19/06/2010	17:00	21:00	£369.00	£271.00	£222.00	£192.60
70323 / BHD1A	Ballynahinch	C&G Level 2 Certificate In Basic Plumbing Studies - Year 1	Monday	07/09/2009	26/06/2010	09:00	16:30	£369.00	£271.00	£222.00	£192.60
70323 / BHD2A	Ballynahinch	C&G Level 2 Certificate in Basic Plumbing Studies - Year 2	Wednesday	09/09/2009	19/06/2010	09:00	16:30	£196.00	£98.00	£49.00	£19.60

DIY Plumbing (Bending Techniques And Pipework Jointing Methods)

This course covers domestic plumbing issues. You will gain understanding of how plumbing systems work. You can gain advice and assistance from an experienced plumber on any domestic plumbing issue, either theoretical or practical.

71331 / BHEAA	Ballynahinch	DIY Plumbing (Bending Techniques And Pipework Jointing Methods)	Tuesday	08/09/2009	23/01/2010	18:30	21:30	£128.00	£100.00	£86.00	£77.60
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Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
71331 / BHEEA	Ballynahinch	DIY Plumbing (Bending Techniques And Pipework Jointing Methods)	Tuesday	02/02/2010	19/06/2010	18:30	21:30	£128.00	£100.00	£86.00	£77.60

Wood Machining

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
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CSkills Awards L2 NVQ Wood Machining (Construction)

This course meets the needs of the building industry and provides apprentice joiners with the necessary formal qualifications for recognition as qualified site or bench joiners.

70358 / BHD1A	Ballynahinch	CITB/C&G L2 NVQ Wood Machining (Construction) - Year 1	Monday	07/09/2009	26/06/2010	09:00	16:30	£294.00	£196.00	£147.00	£117.60
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CSkills Awards L3 NVQ Wood Machining (Construction)

By the end of the course, trainees should have reached a standard to achieve a Level 3 NVQ Certificate in Wood-Machining.

70362 / BHD1A	Ballynahinch	CSkills Awards L3 NVQ Wood Machining (Construction) - Year 1	Thursday	10/09/2009	19/06/2010	09:00	17:00	£294.00	£196.00	£147.00	£117.60
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