

## 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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### AMSPAR Intermediate Diploma in Medical Reception

AMSPAR is the Association of Medical Secretaries, Practice Managers, Administrators and Receptionists. This course is a nationally recognised qualification for medical receptionists which enables students to work in general practice, hospitals or clinics

70288 / NSEEA	Newtownards	AMSPAR Intermediate Diploma in Medical Reception	Thursday	11/02/2010	26/06/2010	18:30	21:30	£122.00	£92.00	£77.00	£68.00
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### HAB L1 NVQ Customer Service

70573 / NSEEA	Newtownards	HAB L1 NVQ Customer Service	Tuesday	10/02/2010	13/03/2010	09:00	12:00	£57.00	£49.00	£45.00	£42.60
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### OCR L2 NVQ Customer Service

This OCR/NVQ2 Customer Service course is aimed at those who deal with the general public/customers.

70240 / NSD1A	Newtownards	OCR L2 NVQ Customer Service	Thursday	10/09/2009	12/06/2010	09:00	16:00	£287.00	£189.00	£140.00	£110.60
70240 / NSD1B	Newtownards	OCR L2 NVQ Customer Service	Friday	11/09/2009	19/06/2010	09:00	16:00	£287.00	£189.00	£140.00	£110.60

### OCR L3 NVQ Business & Administration

This Level 3 course is equivalent to 3 A Levels and prepares you for the BA Hons Degree in Business and Employment.

70245 / NSD1A	Newtownards	OCR L3 NVQ Business & Administration	Wednesday	09/09/2009	19/06/2010	09:00	15:00	£284.00	£186.00	£137.00	£107.60
70245 / NSD1B	Newtownards	OCR L3 NVQ Business & Administration	Friday	11/09/2009	12/06/2010	09:00	15:00	£284.00	£186.00	£137.00	£107.60

### 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 / NSDAA	Newtownards	OCR Text Processing	Monday	07/09/2009	26/06/2010	09:00	11:00	£106.00	£60.00	£37.00	£23.20
70246 / NSEEA	Newtownards	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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### Train for Employment

This course aims to provide experience in the work place and to help students achieve a minimum of three NVQ Level 2 units in Administration.

70262 / NSD1A	Newtownards	Train for Employment	Friday	11/09/2009	12/06/2010	09:30	15:30	£236.00	£118.00	£59.00	£23.60
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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 Antiques & Collectables

Almost everyone has hidden treasures in their home and shows like 'Flog It' and 'Antiques Roadshow' have helped to revive the interest. This popular course covers what to look for and how to buy and sell and includes Auction and Shop visits.

70183 / NSD1A	Newtownards	NOCN Antiques & Collectables	Friday	11/09/2009	15/05/2010	09:30	12:00	£110.00	£68.00	£47.00	£34.40
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### NOCN Dressmaking And Tailoring

This leisure class covers all aspects of dressmaking and tailoring - both traditional and speed tailoring.

71402 / NSD1B	Newtownards	NOCN Dressmaking And Tailoring	Thursday	10/09/2009	15/05/2010	09:30	12:00	£105.00	£63.00	£42.00	£29.40
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### NOCN Painting For Pleasure

This course is taught in a relaxed atmosphere and the class will cover the study of form, tone, pattern, colour and texture in drawing and painting through using a variety of media such as water colour, acrylic, oil, pencil and charcoal.

70204 / NSE1A	Newtownards	NOCN Painting For Pleasure	Wednesday	09/09/2009	22/05/2010	19:00	21:30	£110.00	£68.00	£47.00	£34.40
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### NOCN Patchwork Quilting & Creative Textiles

This course covers all aspects of the popular craft of patchwork and quilting from traditional methods to more innovative techniques such as fabric colouring using silk paints, transfer dyes and procion dyes.

70186 / NSD1A	Newtownards	NOCN Patchwork, Quilting & Creative Textiles	Wednesday	09/09/2009	22/05/2010	09:30	12:00	£110.00	£68.00	£47.00	£34.40
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## Bio Sciences

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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### **EDEXCEL L2 NVQ In Pharmacy Services**

This course is designed to meet the needs of those employed as dispensing assistants in the retail pharmaceutical sector and the health service.

0845 6007555	Newtownards	EDEXCEL L2 NVQ In Pharmacy Services	Tuesday	08/09/2009	12/06/2010	09:30	12:30	£329.00	£204.00	£141.50	£104.00
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## Business And Management

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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### **IAB Level 2 Certificate Computerised Payroll**

A Payroll Certificate validated by the International Association of Book-keepers

70138 / NSEAA	Newtownards	IAB Level 2 Certificate Computerised Payroll	Tuesday	08/09/2009	30/01/2010	18:00	21:00	£83.00	£57.00	£44.00	£36.20
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## Early Years

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 L2 NVQ Children's Care Learning & Development

This course is for those wishing to work with children in an early years setting.

0845 6007555	Newtownards	C&G L2 NVQ Children's Care Learning & Development	Wednesday	09/09/2009	19/06/2010	17:30	21:30	£554.00	£476.00	£437.00	£413.60
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### C&G L3 NVQ Children's Care Learning & Development

This course is suitable for you if you want to pursue a career in Early Years education. The course is the equivalent of 3 A Levels and therefore if you achieve the Diploma you will be able to progress to university.

0845 6007555	Newtownards	C&G L3 NVQ Children's Care Learning & Development	Tuesday	08/09/2009	12/06/2010	09:00	15:30	£624.00	£526.00	£477.00	£447.60
0845 6007555	Newtownards	C&G L3 NVQ Children's Care Learning & Development - 1 Year Fast Track	Wednesday	09/09/2009	19/06/2010	16:00	21:30	£624.00	£526.00	£477.00	£447.60

### C&G L4 NVQ Children's Care Learning & Development

this qualification is aimed at centre managers, senior practitioners, child minding co-ordinators or pre-school advisors.

0845 6007555	Newtownards	C&G L4 NVQ Children's Care Learning & Development - Year 1	Thursday	10/09/2009	12/06/2010	17:00	21:30	£819.00	£701.00	£642.00	£606.60
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### EDEXCEL BTEC HNC Advanced Practice In Work With Children & Families

This Higher Level course is ideal for those working with children aged 0 - 8 years, wishing to gain a third level qualification.

0845 6007555	Newtownards	EDEXCEL BTEC HNC Advanced Practice In Work With Children & Families - Year 1	Tuesday	08/09/2009	12/06/2010	15:30	21:30	£417.00	£292.00	£229.50	£192.00
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### EDEXCEL Level 2 BTEC Award In Signing With Babies And Young Children (QCF)

The aim of this qualification is to help learners understand how signed communication can support the development of babies and young children.

71315 / NSEEA	Newtownards	EDEXCEL Level 2 BTEC Award In Signing With Babies And Young Children (QCF)	Thursday	11/02/2010	26/06/2010	18:00	21:30	£120.00	£86.00	£69.00	£58.80
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## Electrical Installation

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 2391 Electrical Installation Inspection & Testing

A qualification for competent electricians who are applying for an approved JIB electrician's card. Theory will be covered during the first 15 weeks prior to practical training and assessment which will take place in small groups.

70026 / NSEAA	Newtownards	C&G 2391 Electrical Installation Inspection & Testing	Wednesday	09/09/2009	19/06/2010	18:30	21:30	£161.00	£111.00	£86.00	£71.00
70026 / NSEAB	Newtownards	C&G 2391 Electrical Installation Inspection & Testing	Tuesday	08/09/2009	12/06/2010	18:30	21:30	£161.00	£111.00	£86.00	£71.00
70026 / NSRAA	Newtownards	C&G 2391 Electrical Installation Inspection & Testing (Resit)	Wednesday	09/09/2009	13/02/2010	18:30	21:30	£121.00			

### C&G Level 2 Certificate In Fundamental Inspection Testing & Initial Verification

This course is designed to provide a recognized progression route to the C&G Level 3 Certificate in Inspection, Testing & Initial Verification (2390-20) and will suit those with little or no practical experience of Inspection and testing.

71125 / NSEAA	Newtownards	C&G Level 2 Certificate In Fundamental Inspection Testing & Initial Verification	Tuesday	08/09/2009	30/01/2010	18:00	21:00	£90.00	£64.00	£51.00	£43.20
71125 / NSEEA	Newtownards	C&G Level 2 Certificate In Fundamental Inspection Testing & Initial Verification	Tuesday	02/02/2010	26/06/2010	18:00	21:00	£90.00	£64.00	£51.00	£43.20

### C&G Level 3 Certificate In The Requirements For Electrical Installations (16 To 17th Edition Update BS7671 July 2008)

This course is designed to update the knowledge base of those working within the Electrotechnical Industry to meet the new requirements of the IEE. Wiring Regulations 2008.

71123 / NSDAA	Newtownards	C&G Level 3 Certificate In The Requirements For Electrical Installations (16 To 17th Edition Update BS7671 July 2008)	Friday	23/10/2009	24/10/2009	08:30	17:00	£231.00	£133.00	£84.00	£54.60
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### C&G Level 3 Certificate In The Requirements For Electrical Installations (BS 7671 July 2008)

This qualification is aimed primarily at practicing electricians with relevant experience and other allied professionals such as surveyors and consultants and any other trades needing to enhance their understanding of the wiring regulations.

71170 / NSEAA	Newtownards	C&G Level 3 Certificate In The Requirements For Electrical Installations (BS 7671 July 2008)	Thursday	10/09/2009	30/01/2010	18:00	21:00	£71.00	£53.00	£44.00	£38.60
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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
71170 / NSEEA	Newtownards	C&G Level 3 Certificate In The Requirements For Electrical Installations (BS 7671 July 2008)	Thursday	04/02/2010	19/06/2010	18:00	21:00	£71.00	£53.00	£44.00	£38.60
71170 / NSEEB	Newtownards	C&G Level 3 Certificate In The Requirements For Electrical Installations (BS 7671 July 2008)	Wednesday	03/02/2010	19/06/2010	18:00	21:00	£71.00	£53.00	£44.00	£38.60

### NET Achievement Measurement 2 (AM2)

Knowledge of AM2 assessment procedures for electricians completing NVQ Level 3

70177 / NSEAA	Newtownards	NET Achievement Measurement 2 (AM2)	Monday	07/09/2009	30/01/2010	19:00	21:30	£65.00	£43.00	£32.00	£25.40
70177 / NSEAB	Newtownards	NET Achievement Measurement 2 (AM2)	Thursday	10/09/2009	30/01/2010	19:00	21:30	£65.00	£43.00	£32.00	£25.40

## 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 Skills For Life**

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 colorful and relevant resources

0845 6007555	Newtownards	C&G Certificate In ESOL Skills For Life	Thursday	10/09/2009	12/06/2010	17:00	21:00	£18.00	£18.00	£18.00	£18.00
0845 6007555	Newtownards	C&G Certificate In ESOL Skills For Life	Thursday	10/09/2009	12/06/2010	17:00	21:00	£18.00	£18.00	£18.00	£18.00

## 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 / NSD1A	Newtownards	C&G Certificate in Adult Literacy	Thursday	10/09/2009	12/06/2010	09:00	11:00	£0.00	£0.00	£0.00	£0.00
70029 / NSE1A	Newtownards	C&G Certificate in Adult Literacy	Monday	07/09/2009	26/06/2010	19:00	21:00	£0.00	£0.00	£0.00	£0.00

### C&G Certificate In Adult Numeracy

This course will help you to understand, use and calculate figures in the areas of maths which you are likely to come across in your daily lives.

70030 / NSD1A	Newtownards	C&G Certificate In Adult Numeracy	Friday	11/09/2009	05/06/2010	09:00	11:00	£0.00	£0.00	£0.00	£0.00
70030 / NSE1A	Newtownards	C&G Certificate in Adult Numeracy	Tuesday	08/09/2009	12/06/2010	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 Mathematics

This is a one year GCSE Maths course based on AQA Modular Mathematics

70545 / NDS1A	Newtownards	AQA GCSE Mathematics - Foundation Tier	Thursday	10/09/2009	12/06/2010	10:00	12:30	£124.00	£76.00	£52.00	£37.60
70545 / NSE1A	Newtownards	AQA GCSE Mathematics - Foundation Tier	Wednesday	09/09/2009	19/06/2010	19:00	21:30	£124.00	£76.00	£52.00	£37.60

### 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 / NSD1A	Newtownards	CCEA GCSE English	Wednesday	09/09/2009	19/06/2010	11:15	13:45	£124.00	£76.00	£52.00	£37.60
70066 / NSE1A	Newtownards	CCEA GCSE English	Wednesday	09/09/2009	19/06/2010	19:00	21:30	£124.00	£76.00	£52.00	£37.60

## 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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### AMSPAR Intermediate Diploma in Medical Reception

AMSPAR is the Association of Medical Secretaries, Practice Managers, Administrators and Receptionists. This course is a nationally recognised qualification for medical receptionists which enables students to work in general practice, hospitals or clinics

0845 6007555	Newtownards	AMSPAR Intermediate Diploma in Medical Reception	Tuesday	08/09/2009	12/06/2010	18:30	21:30	£310.00	£232.00	£193.00	£169.60
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### AMSPAR Level 2 Award In Medical Terminology For Non-Clinical Professionals

This qualification will function as an introductory qualification for non clinical staff in the health care sector. It will provide them with an understanding of medical terminology.

71312 / NSEEA	Newtownards	AMSPAR Level 2 Award In Medical Terminology For Non-Clinical Professionals	Thursday	08/10/2009	27/02/2010	18:30	21:30	£109.00	£75.00	£58.00	£47.80
71312 / NSEEA	Newtownards	AMSPAR Level 2 Award In Medical Terminology For Non-Clinical Professionals	Monday	08/02/2010	29/05/2010	17:30	21:30	£97.00	£69.00	£55.00	£46.60

### C&G L2 NVQ Health & Social Care

This programme incorporates development of knowledge and practice in a health & care environment

0845 6007555	Newtownards	C&G L2 NVQ Health & Social Care	Thursday	10/09/2009	12/06/2010	09:00	14:00	£594.00	£496.00	£447.00	£417.60
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### C&G L2 NVQ In Advice And Guidance Support

The purpose of this qualification to equip those engaged in customer support or admin functions in an advice and/or guidance organisation but who might be aiming to become practitioners in this area

0845 6007555	Newtownards	C&G L2 NVQ In Advice And Guidance Support	Tuesday	08/09/2009	12/06/2010	18:00	21:30	£294.00	£196.00	£147.00	£117.60
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### C&G L3 NVQ Health & Social Care

This programme incorporates the development of advanced knowledge and practice in a care setting

0845 6007555	Newtownards	C&G L3 NVQ Health & Social Care	Tuesday	08/09/2009	12/06/2010	13:00	18:30	£554.00	£476.00	£437.00	£413.60
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### C&G L3 NVQ In Advice And Guidance

The purpose of the qualification is to equip those engaged as practitioners within the advice and guidance sector with the required skills and knowledge to work as competent practitioners.

0845 6007555	Newtownards	C&G L3 NVQ In Advice And Guidance	Tuesday/Thursday	09/02/2010	26/06/2010	17:00	21:30	£259.00	£191.00	£157.00	£136.60
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### C&G L4 NVQ Health & Social Care

This programme incorporates recording and reporting systems, health & safety and developing practice

0845 6007555	Newtownards	C&G L4 NVQ Health & Social Care - Year 1	Thursday	10/09/2009	12/06/2010	15:30	21:30	£819.00	£701.00	£642.00	£606.60
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### C&G L4 NVQ Registered Managers (Adults)

This programme incorporates managing a service, teams and individuals and resources

0845 6007555	Newtownards	C&G L4 NVQ Registered Managers (Adults) - Year 1	Thursday	10/09/2009	12/06/2010	15:30	21:30	£819.00	£701.00	£642.00	£606.60
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### CPCAB Level 2 Certificate Introduction To Counselling Skills

A 30 hour stand alone 'taster' course that will introduce students to listening and helping skills, which can be used in everyday life. It is also for those who wish to test their suitability for a more in depth training.

0845 6007555	Newtownards	CPCAB Level 2 Certificate Introduction To Counselling Skills	Thursday	10/09/2009	22/11/2009	18:00	21:30	£100.00	£82.00	£73.00	£67.60
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### CPCAB Level 4 Diploma In Therapeutic Counselling

A nationally recognised qualification, the CPCAB 2-year part-time programme (210 hours per annum) prepares you to work as a capable counselling practitioner within agency settings.

0845 6007555	Newtownards	CPCAB Level 4 Diploma In Therapeutic Counselling	Thursday	10/09/2009	12/06/2010	18:00	21:30	£610.00	£485.00	£422.50	£385.00
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### EDEXCEL BTEC Award Infection Control

The BTEC level 2 Award in Infection Control is designed to meet the needs of industry, address the issues facing staff in care facilities and is relevant for all staff.

70381 / NSEEA	Newtownards	EDEXCEL BTEC Award Infection Control	Monday/Thursday	07/09/2009	23/01/2010	18:00	21:30	£112.00	£82.00	£67.00	£58.00
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### EDEXCEL BTEC HNC Health & Social Care

This programme incorporates learning and development, abuse, counselling and health and safety.

0845 6007555	Newtownards	EDEXCEL BTEC HNC Health & Social Care	Tuesday	08/09/2009	12/06/2010	15:00	21:30	£417.00	£292.00	£229.50	£192.00
0845 6007555	Newtownards	EDEXCEL BTEC HNC Health & Social Care - Year 2	Tuesday	08/09/2009	12/06/2010	15:00	21:30	£250.00	£125.00	£62.50	£25.00

### EDEXCEL Level 2 BTEC Award In Dementia Care

The qualification will be relevant for all workers in the health and social care and health work force who are working with people with dementia.

71311 / NSEAA	Newtownards	EDEXCEL Level 2 BTEC Award In Dementia Care	Tuesday	06/10/2009	19/12/2009	18:30	21:30	£96.00	£74.00	£63.00	£56.40
71311 / NSEEA	Newtownards	EDEXCEL Level 2 BTEC Award In Dementia Care	Tuesday	02/03/2010	22/05/2010	18:00	21:30	£96.00	£74.00	£63.00	£56.40

### EDEXCEL Level 2 BTEC Award In Paediatric First Aid

The aim of this qualification is to provide an opportunity for learners to achieve an accredited qualification that meets the criteria of Surestart for first aid qualifications for those working with children in a looked after environment

71203 / NSEEA	Newtownards	EDEXCEL Level 2 BTEC Award In Paediatric First Aid	Thursday	04/02/2010	27/03/2010	18:30	21:30	£76.00	£64.00	£58.00	£54.40
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### St John Ambulance Certificate

This is a ten-week public first aid course

70258 / NSEAA	Newtownards	St John Ambulance Certificate	Monday	07/09/2009	21/11/2009	19:30	21:30	£34.00	£22.00	£16.00	£12.40
70258 / NSEEA	Newtownards	St John Ambulance Certificate	Monday	18/01/2010	03/04/2010	19:30	21:30	£34.00	£22.00	£16.00	£12.40

## Horticulture

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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### BTEC Professional Award Plants In The Landscape

A course for the keen gardener or those working in the horticulture industry (garden centres, landscapers) who want to increase their knowledge of plants and how to grow and use them successfully.

71392 / NSD1A	Newtownards	BTEC Professional Award Plants In The Landscape	Tuesday	08/09/2009	12/06/2010	10:00	13:00	£136.00	£78.00	£49.00	£31.60
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### BTEC Professional Qualification Computer Aided Garden Design

This course will enable you, as a qualified garden designer, or if you are in the process of studying garden design, to create accurate, professional computer-aided design drawings of your concept, presentation and construction plans.

71391 / NSE1A	Newtownards	BTEC Professional Qualification Computer Aided Garden Design	Wednesday	09/09/2009	12/06/2010	18:30	21:30	£136.00	£78.00	£49.00	£31.60
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### C&G Growing Vegetables & Salads

Students will learn the practical techniques of how to grow vegetables using organic methods. Students will sow, grow and harvest a variety of vegetables in a small, organically managed, garden within the college.

70083 / NSDEB	Newtownards	C&G Growing Vegetables & Salads	Friday	27/02/2010	29/05/2010	10:00	13:00	£61.00	£41.00	£31.00	£25.00
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### C&G Level 2 Certificate In Gardening

A nationally recognised certificate designed to improve knowledge and introduce practical gardening skills. The course consists of 5 modules: Beds and Borders; Trees, Shrubs and Hedges; Plant Propagation; Weeds, Pests and Diseases; Organic Gardening.

70084 / NSE1A	Newtownards	C&G Level 2 Certificate In Gardening - Year 1	Thursday	10/09/2009	12/06/2010	19:00	21:30	£155.00	£105.00	£80.00	£65.00
70084 / NSD2A	Newtownards	C&G Level 2 Certificate In Gardening - Year 2	Wednesday	09/09/2009	19/06/2010	13:00	15:30	£100.00	£50.00	£25.00	£10.00

### C&G Organic Gardening

An introduction to the principles and practices of Organic Gardening. Students will have the opportunity to carry out practical gardening tasks e.g. soil testing, soil improvement, compost making, weed identification and control.

Entry Requirements: This course can be followed by the C&G Growing Vegetables and Salads which commences in February.

70085 / NSDAA	Newtownards	C&G Organic Gardening	Monday	07/09/2009	05/12/2009	10:00	13:00	£109.00	£89.00	£79.00	£73.00
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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
70085 / NSDAB	Newtownards	C&G Organic Gardening	Friday	11/09/2009	05/12/2009	10:00	13:00	£109.00	£89.00	£79.00	£73.00

### EDEXCEL BTEC HNC Garden Design

Northern Ireland's only HNC in Garden Design course includes: Hard and Soft Landscaping, Garden History, Business, Drawing Office Technique and Practice and Surveying. Previous students have won Gold medals for their garden designs at the Kings Hall Garde

0845 6007555	Newtownards	EDEXCEL BTEC HNC Garden Design - Year 1	Tuesday	08/09/2009	12/06/2010	14:00	21:00	£417.00	£292.00	£229.50	£192.00
0845 6007555	Newtownards	EDEXCEL BTEC HNC Garden Design - Year 1	Tuesday	08/09/2009	12/06/2010	14:00	21:00	£417.00	£292.00	£229.50	£192.00
70104 / NSE2A	Newtownards	EDEXCEL BTEC HNC Garden Design - Year 2	Tuesday	08/09/2009	12/06/2010	18:30	21:00	£250.00	£125.00	£62.50	£25.00
70104 / NSE2A	Newtownards	EDEXCEL BTEC HNC Garden Design - Year 2	Tuesday	08/09/2009	12/06/2010	18:30	21:00	£250.00	£125.00	£62.50	£25.00
70104 / NSE3A	Newtownards	EDEXCEL BTEC HNC Garden Design - Year 3	Monday	07/09/2009	26/06/2010	13:00	18:00	£250.00	£125.00	£62.50	£25.00
70104 / NSE3A	Newtownards	EDEXCEL BTEC HNC Garden Design - Year 3	Monday	07/09/2009	26/06/2010	13:00	18:00	£250.00	£125.00	£62.50	£25.00

### NOCN Floral Design

A variety of arrangements will be created, and you will be encouraged to show individuality and creativity in your displays.

71412 / NSEAA	Newtownards	NOCN Floral Design	Tuesday	08/09/2009	22/05/2010	19:00	21:30	£121.00	£71.00	£46.00	£31.00
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### NOCN Gardening

An introduction to the basics of Gardening. Course delivery is by a combination of lectures, practical work and garden visits. Students will look at the basics of gardening including: plant selection; propagation; soil cultivation; pests and diseases.

70193 / NSDAA	Newtownards	NOCN Gardening	Wednesday	09/09/2009	30/01/2010	10:00	12:00	£65.00	£43.00	£32.00	£25.40
70193 / NSDEA	Newtownards	NOCN Gardening	Wednesday	03/02/2010	19/06/2010	10:00	12:00	£65.00	£43.00	£32.00	£25.40
70193 / NSEAA	Newtownards	NOCN Gardening	Monday	07/09/2009	30/01/2010	19:00	21:00	£65.00	£43.00	£32.00	£25.40
70193 / NSEAB	Newtownards	NOCN Gardening	Monday	01/02/2010	26/06/2010	19:00	21:00	£65.00	£43.00	£32.00	£25.40

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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## RHS Level 2 Certificate Horticulture

This course includes: growing flowers, vegetables and fruit; soils and soil fertility; plant propagation; plant diseases & pests; glass house crops; lawns; botany; trees & shrubs.

Entry Requirements: C&G Certificate in Gardening (beneficial but not essential)

70494 / NSE1B	Newtownards	RHS Level 2 Certificate Horticulture		07/09/2009	12/06/2010	18:30	21:30	£152.00	£94.00	£65.00	£47.60
70494 / NSE1A	Newtownards	RHS Level 2 Certificate Horticulture - Year 1	Tuesday	08/09/2009	12/06/2010	18:30	21:30	£152.00	£94.00	£65.00	£47.60
70494 / NSD1A	Newtownards	RHS Level 2 Certificate Horticulture - Year 1	Thursday	10/09/2009	12/06/2010	10:00	13:00	£152.00	£94.00	£65.00	£47.60
70494 / NSD2A	Newtownards	RHS Level 2 Certificate Horticulture - Year 2	Thursday	10/09/2009	12/06/2010	10:00	13:00	£116.00	£58.00	£29.00	£11.60

## 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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### C&G L2 NVQ Professional Cookery

This course aims to provide realistic training in food preparation for the industry at a basic level.

70311 / NSD1A	Newtownards	C&G L2 NVQ Professional Cookery	Monday	07/09/2009	19/06/2010	09:00	17:30	£279.00	£181.00	£132.00	£102.60
70311 / NSD2A	Newtownards	C&G L2 NVQ Professional Cookery - Year 2	Monday	07/09/2009	03/07/2010	09:00	17:30	£196.00	£98.00	£49.00	£19.60

### WSET Level 1 Foundation Certificate In Wines

This course provides a basic introduction to wines and wine/food matching and is valuable for front line staff in the licensed and hospitality sectors.

Candidates must be over 18 years old.

70631 / NSEAA	Newtownards	WSET Level 1 Foundation Certificate In Wines	Wednesday	09/09/2009	21/11/2009	19:00	21:30	£101.00	£64.50	£46.25	£35.30
70631 / NSEAA	Newtownards	WSET Level 1 Foundation Certificate In Wines	Wednesday	09/09/2009	21/11/2009	19:00	21:30	£101.00	£64.50	£46.25	£35.30

## 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 / NSEEA	Newtownards	BCS Advanced ECDL - Databases	Wednesday	03/02/2010	19/06/2010	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 / NSEAA	Newtownards	BCS Advanced ECDL - Presentation	Wednesday	09/09/2009	30/01/2010	18:30	21:30	£61.00	£47.00	£40.00	£35.80
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### BCS Advanced ECDL - Spreadsheets

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

70016 / NSEEA	Newtownards	BCS Advanced ECDL - Spreadsheets	Thursday	04/02/2010	19/06/2010	18:30	21:30	£61.00	£47.00	£40.00	£35.80
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### BCS Advanced ECDL - Wordprocessing

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

70983 / NSEAA	Newtownards	BCS Advanced ECDL - Wordprocessing	Thursday	10/09/2009	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 / NSE1B	Newtownards	European Computer Driving Licence (ECDL - Microsoft Office 2007)	Tuesday	08/09/2009	12/06/2010	18:30	21:30	£215.00	£147.00	£113.00	£92.60
0845 6007555	Newtownards	European Computer Driving Licence (ECDL)	Monday	07/09/2009	26/06/2010	18:30	21:30	£215.00	£147.00	£113.00	£92.60

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 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 / NSDEA	Newtownards	NOCN Introduction To Internet & Email	Friday	05/02/2010	19/06/2010	13:30	15:30	£65.00	£43.00	£32.00	£25.40
70224 / NSEEA	Newtownards	NOCN Introduction To Internet & Email	Wednesday	03/02/2010	19/06/2010	19:00	21:00	£65.00	£43.00	£32.00	£25.40
70224 / NSEEB	Newtownards	NOCN Introduction To Internet & Email	Thursday	04/02/2010	19/06/2010	19:00	21:00	£65.00	£43.00	£32.00	£25.40

### **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 / NSDAA	Newtownards	NOCN Introduction To The PC	Friday	11/09/2009	30/01/2010	13:30	15:30	£65.00	£43.00	£32.00	£25.40
70225 / NSDAB	Newtownards	NOCN Introduction To The PC	Tuesday	08/09/2009	30/01/2010	13:30	15:30	£65.00	£43.00	£32.00	£25.40
70225 / NSEAA	Newtownards	NOCN Introduction To The PC	Wednesday	09/09/2009	30/01/2010	19:00	21:00	£65.00	£43.00	£32.00	£25.40
70225 / NSEAB	Newtownards	NOCN Introduction To The PC	Thursday	10/09/2009	30/01/2010	19:00	21:00	£65.00	£43.00	£32.00	£25.40

### **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 / NSD1A	Newtownards	OCR Level 1 Certificate For IT Users (New CLAIT)	Thursday	10/09/2009	12/06/2010	09:00	11:00	£105.00	£59.00	£36.00	£22.20
70236 / NSD1B	Newtownards	OCR Level 1 Certificate For IT Users (New CLAIT)	Monday	07/09/2009	26/06/2010	09:00	15:00	£237.00	£125.00	£69.00	£35.40
70236 / NSE1A	Newtownards	OCR Level 1 Certificate For IT Users (New CLAIT)	Thursday	10/09/2009	12/06/2010	19:00	21:00	£105.00	£59.00	£36.00	£22.20

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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### Return To Work - ICT

This programme will provide you with a number of industry-recognised qualifications, enabling you to enter the IT and software industries.

71304 / NSDEA	Newtownards	Return To Work - ICT	Thursday/Friday	11/02/2010	29/05/2010	09:00	17:00	£0.00	£0.00	£0.00	£0.00
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## 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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### **NOCN Spanish 1 (Level 1 Award)**

This is an excellent course for beginners who wish to acquire a basic knowledge of the language. This course offers progression to NOCN Level 1 (Year 2).

Extra materials required include: course book at approximately £13, and CDs which are optional at approximately £30.

70230 / NSE1A	Newtownards	NOCN Spanish 1 (Level 1 Award)	Monday	07/09/2009	12/06/2010	19:00	21:00	£114.00	£70.00	£48.00	£34.80
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### **NOCN Spanish 2 (Level 1 Cert)**

This is an excellent course if you wish to extend your basic language skills. The course offers progression to NOCN Level 2 (Year 1).

Extra materials required include: course book at approximately £13, and CDs which are optional at approximately £30.

70231 / NSE1A	Newtownards	NOCN Spanish 2 (Level 1 Cert)	Wednesday	09/09/2009	12/06/2010	19:00	21:00	£114.00	£70.00	£48.00	£34.80
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## Motor Vehicle

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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### Car Maintenance

This course will improve your understanding of the workings of your car.

70060 / NSD1A	Newtownards	Car Maintenance	Friday	11/09/2009	12/06/2010	10:00	12:00	£168.00			
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### Car Restoration

On this course, you will learn how to restore older vehicles to their former glory.

70061 / NSE1A	Newtownards	Car Restoration	Monday	07/09/2009	26/06/2010	19:30	21:30	£168.00			
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### EDEXCEL BTEC National Award In Vehicle Technology

70979 / NSD1A	Newtownards	EDEXCEL BTEC National Award In Vehicle Technology	Monday/Tuesday	07/09/2009	12/06/2010	09:00	15:00	£200.00	£154.00	£131.00	£117.20
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### Motor Cycle Maintenance

This practical course will provide you with an opportunity to improve your understanding of the maintenance requirements of motorcycles and scooters.

71399 / NSE1A	Newtownards	Motor Cycle Maintenance	Wednesday	09/09/2009	19/06/2010	19:00	21:00	£172.00	£86.00	£43.00	£17.20
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## 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 / NSEAA	Newtownards	Basic Boiler Maintenance (Oil)	Monday	29/03/2010	02/07/2010	19:00	21:00	£48.00			
70011 / NSEAB	Newtownards	Basic Boiler Maintenance (Oil)	Monday	07/09/2009	21/11/2009	19:00	21:00	£48.00			
70011 / NSEEA	Newtownards	Basic Boiler Maintenance (Oil)	Monday	11/01/2010	27/03/2010	19:00	21:00	£48.00			

### 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 / NSE1B	Newtownards	C&G 6129 Level 2 Technical Certificate In Plumbing	Tuesday/Thursday	08/09/2009	26/06/2010	18:00	21:30	£340.00	£242.00	£193.00	£163.60
70028 / NSD1A	Newtownards	C&G 6129 Level 2 Technical Certificate In Plumbing - Year 1	Monday/Tuesday	07/09/2009	12/06/2010	09:00	16:30	£340.00	£242.00	£193.00	£163.60
70028 / NSD2A	Newtownards	C&G 6129 Level 2 Technical Certificate In Plumbing - Year 2	Monday/Tuesday	07/09/2009	12/06/2010	09:00	16:30	£196.00	£98.00	£49.00	£19.60

### C&G 6129 Level 3 Technical Certificate In Plumbing

This course is the natural progression from the Level 2 Technical Certificate, providing more in-depth installation and testing features for the gas and oil heating systems.

70027 / NSD1A	Newtownards	C&G 6129 Level 3 Technical Certificate in Plumbing	Thursday	10/09/2009	12/06/2010	09:00	18:00	£361.00	£263.00	£214.00	£184.60
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### C&G L2 NVQ Mechanical Engineering Services - Plumbing

This qualification covers domestic plumbing practice. You will demonstrate your ability in the skills necessary for the sector and you will be accredited according to your individual skill levels and experience at Level 2.

70768 / NSD2A	Newtownards	C&G L2 NVQ Mechanical Engineering Services - Plumbing		07/09/2009	19/06/2010			£390.00	£195.00	£97.50	£39.00
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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
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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.

0845 6007555	Newtownards	C&G L3 NVQ Mechanical Engineering Services (Plumbing)	Thursday	10/09/2009	12/06/2010	09:00	17:00	£360.00	£262.00	£213.00	£183.60
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### 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 / NSEAA	Newtownards	DIY Plumbing (Bending Techniques And Pipework Jointing Methods)	Monday	07/09/2009	23/01/2010	18:30	21:30	£128.00	£100.00	£86.00	£77.60
71331 / NSEEA	Newtownards	DIY Plumbing (Bending Techniques And Pipework Jointing Methods)	Monday	01/02/2010	26/06/2010	18:30	21:30	£128.00	£100.00	£86.00	£77.60

### DIY Plumbing for Ladies

This course provides an introduction to plumbing for ladies, covering general household plumbing and heating maintenance issues.

70098 / NSEAB	Newtownards	DIY Plumbing for Ladies	Tuesday	08/09/2009	22/11/2009	19:00	21:00	£48.00			
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## Renewable Energies

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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### Introduction To Renewable Energy

This 8-week course is aimed at homeowners interested in fitting renewable energy systems to their homes. You will learn about how solar panels, biomass boilers, heat pumps and PV panels work and how they can be integrated into the home.

70638 / NSEEA	Newtownards	Introduction To Renewable Energy	Thursday	04/02/2010	17/04/2010	17:30	21:30	£80.00			
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## Training & Development

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 Level 3 Award In Assessing Candidates Using A Range Of Methods

This course will provide you with a recognised qualification if you are technically competent. On completion, this qualification will enable you to assess NVQ programmes of study.

70620 / NSEAA	Newtownards	OCR Level 3 Award In Assessing Candidates Using A Range Of Methods	Tuesday	08/09/2009	30/01/2010	18:30	21:30	£235.00	£145.00	£100.00	£73.00
70620 / NSEEA	Newtownards	OCR Level 3 Award In Assessing Candidates Using A Range Of Methods	Tuesday	02/02/2010	26/06/2010	18:30	21:30	£175.00	£115.00	£85.00	£67.00

### OCR Level 4 Award In Conducting Internal Quality Assurance Of The Assessment Process

This internal verifier's qualification is aimed at assessors who have a minimum 1 year's experience, and hold D32/D33 or A1 Unit.

0845 6007555	Newtownards	OCR Level 4 Award In Conducting Internal Quality Assurance Of The Assessment Process	Tuesday	08/09/2009	30/01/2010	18:30	21:30	£235.00	£145.00	£100.00	£73.00
0845 6007555	Newtownards	OCR Level 4 Award In Conducting Internal Quality Assurance Of The Assessment Process	Tuesday	02/02/2010	26/06/2010	18:30	21:30	£235.00	£145.00	£100.00	£73.00

## University Access

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
<b>Access Certificate In Foundation Studies</b>											
0845 6007555	Newtownards	Access Certificate In Foundation Studies - Year 1		01/09/2009	19/06/2010	09:00	15:00	£260.00	£162.00	£113.00	£83.60

### Access Certificate In Humanities

This programme prepares mature students to apply for entry to Higher Education courses.

0845 6007555	Newtownards	Access Certificate In Humanities - Year 2		31/08/2009	12/06/2010	09:00	17:00	£224.00	£112.00	£56.00	£22.40
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