

2021/22	Essential skills Community Education Courses [leading to a qualification] (Contact majella.quinn@nrc.ac.uk)	Course Duration	Full Fee	Concessionary Fee	Examination Fee
<b>OCR</b>	Entry Level Award in Using ICT (complete 3 of any 4 units - Basic IT Skills / Sourcing Information / Emails / Charts)	3hrs x 12wks = 36hrs	FREE	FREE	FREE
<b>C&amp;G</b>	Entry Level Award for IT Users - Word-processing / IT User Fundamentals / Using Emails / Using Internet	3hrs x 12wks = 36hrs	FREE	FREE	FREE
	Entry Level 1, 2, 3 Certificate in Essential Skills - Literacy or Numeracy	3hrs x 18wks = 54hrs	FREE	FREE	FREE
	Level 1 & 2 Certificate in Essential Skills - Communication or Application of Number	3hrs x 18wks = 54hrs	FREE	FREE	FREE
	Level 1 & 2 Certificate in Essential Skills - Information & Communication Technology (ICT)	3hrs x 18wks = 54hrs	FREE	FREE	FREE
	ESOL Skills for Life - Entry Level 1, 2, 3	3hrs x 20wks = 60hrs	£30.00	£30.00	£70.00
	ESOL Skills for Life - Level 1 & 2	3hrs x 20wks = 60hrs	£30.00	£30.00	£70.00
<b>OCR</b>	ITQ Level 1 Award in IT User Skills (completion of 3 of the 11 units listed)	3hrs x 18wks = 54hrs	£87.00	£44.00	£50.00
	Improving Productivity / Word-processing Software / Spreadsheets Software / Database Software	3hrs x 6wks = 18hrs	£34.00	£30.00	£31.00
	Desktop Publishing Software / Presentation Software / Imaging Software / Using Internet	3hrs x 6wks = 18hrs	£34.00	£30.00	£31.00
	Using Email / IT User Fundamentals	3hrs x 5wks = 15hrs	£30.00	£30.00	£31.00
	IT Security for Users	3hrs x 4wks = 12hrs	£30.00	£30.00	£31.00
<b>2021/22</b>	<b>Community Education Accredited Courses (Contact donna.mccullough@nrc.ac.uk)</b>				
<b>RSPH</b>	Level 2 Award in Identifying & Controlling Food Allergy Risks	2.5hrs x 4wks = 10hrs	£25.00	£25.00	£22.00
	Level 2 Award in Food Safety & Hygiene	2.5hrs x 4wks = 10hrs	£25.00	£25.00	£22.00
	Level 2 Award in Nutrition for Health	2.5hrs x 4wks = 10hrs	£25.00	£25.00	£22.00
<b>Qualsafe</b>	Level 3 Award in Emergency Paediatric First Aid (RQF)	2.5hrs x 4wks = 10hrs	£25.00	£25.00	£12.00
	Level 3 Award in Emergency First Aid at Work (RQF)	2.5hrs x 4wks = 10hrs	£25.00	£25.00	£12.00
<b>SLQ</b>	Level 2 qualification Community Sports Leadership (Minimum age 13) Fees and hours tbc.	2hrs x 12 wks = 24hrs	£40	no concession	£36.50
<b>Pearson</b>	Level 2 Art & Design Skills (Upholstery & Soft Furnishings)	4 hrs x 33 wks = 132hrs	£316		£104
<b>SIGNATURE</b>	Level 1 Award in British Sign Language (3 Units)	3hrs x 20wks = 60hrs	£96.00	£48.00	£92.00
	Introduction to BSL	3hrs x 7wks = 21hrs	£34.00	£30.00	£25.00
	Conversational BSL	3hrs x 7wks = 21hrs	£34.00	£30.00	£40.00
	BSL at School, College or Work	3hrs x 7wks = 21hrs	£34.00	£30.00	£40.00
<b>CPCAB</b>	Level 2 Award in Effective Listening Skills	3hrs x 5wks = 15hrs	£30.00	£30.00	£60.00
	Level 2 Award in Introduction to Counselling Skills	3hrs x 10wks = 30hrs	£48.00	£30.00	£60.00
<p>In order to achieve the full OCN qualification learners must complete a total of 6 credits. Units can be taken from any group. - Learners are not required to complete the full qualification and can work to achieve individual units. <b>Exam fee covers 6 credits.</b></p> <p>The qualifications allow learners to sample basic skills in a range of vocational areas. Learners also can enhance their core skills in areas such as career preparation, presentation skills, teamwork and health and safety. Progression Opportunities The OCN NI Level 1 qualifications in Vocational Skills enable progression to OCN NI Level 2 Award, Certificate and Diploma in Vocational Skills. They also take learners a step towards gaining valuable skills for employment.</p>					
<b>OCN Level 1 Award in Vocational Skills</b>		<b>Course Duration</b>	<b>Full Fee</b>	<b>Credits</b>	<b>Exam Fee</b>
<b>Hair &amp; Beauty</b>					
Hair Styling Skills		10wk x 2.5hrs	£78.00	3	£38.00
Hair Care: Shampoo and conditioning		10wk x 2.5hrs	£78.00	3	£38.00
Make-up Application Skills		10wk x 2.5hrs	£78.00	3	£38.00

Nail Art Application Skills	6wks x 2.5hrs	£62.00	2	£38.00
Health and Safety in the Salon Environment	6wks x 2.5hrs	£62.00	2	£38.00
Teamwork within a Salon Environment	3wks x 2.5hrs	£50.00	1	£38.00
Understanding Hand Care	10wk x 2.5hrs	£78.00	3	£38.00
Understanding Skin Care	10wk x 2.5hrs	£78.00	3	£38.00
<b>Health &amp; Social Care</b>				
Health and Social Care Awareness	10wk x 2.5hrs	£78.00	3	£38.00
Understanding Protection and Safeguarding in Health, Social Care and Early Years Settings	10wk x 2.5hrs	£78.00	3	£38.00
Child Development	10wk x 2.5hrs	£78.00	3	£38.00
Developing Language and Communication Skills in Children	10wk x 2.5hrs	£78.00	3	£38.00
Children's Social and Emotional Development	10wk x 2.5hrs	£78.00	3	£38.00
Children's Social, Emotional and Growth Development	10wk x 2.5hrs	£78.00	3	£38.00
Developing Parenting Skills	10wk x 2.5hrs	£78.00	3	£38.00
Listening to Children	10wk x 2.5hrs	£78.00	3	£38.00
The Role of Play for Early Learning	10wk x 2.5hrs	£78.00	3	£38.00
The Role of Play in a Child's Development	10wk x 2.5hrs	£78.00	3	£38.00
Understand How to Care for Your Child	10wk x 2.5hrs	£78.00	3	£38.00
Understand How to Care for Young Children	10wk x 2.5hrs	£78.00	3	£38.00
Understand How to Care for your Baby	10wk x 2.5hrs	£78.00	3	£38.00
Using Craft Activities with Children and Young People	10wk x 2.5hrs	£78.00	3	£38.00
<b>Health and Fitness</b>				
Exploring Outdoor Pursuits	10wk x 2.5hrs	£78.00	3	£38.00
Personal Fitness Programme Planning	10wk x 2.5hrs	£50.00	3	£38.00
<b>Motor Vehicle - Delivered on campus</b>				
Motor Vehicle Workshop Safety	10wk x 2.5hrs	£78.00	3	£38.00
Routine Motorcycle Maintenance	10wk x 2.5hrs	£78.00	3	£38.00
Routine Vehicle Maintenance	10wk x 2.5hrs	£78.00	3	£38.00
Routine Wheel and Tyre Maintenance	10wk x 2.5hrs	£78.00	3	£38.00
Vehicle Valeting	10wk x 2.5hrs	£78.00	3	£38.00
Routine Vehicle Braking Systems	10wk x 2.5hrs	£78.00	3	£38.00
<b>Catering and hospitality - Delivered either in campus or in centre dependent upon kitchen facilities</b>				
Cooking Skills for the Domestic Kitchen	10wk x 2.5hrs	£78.00	3	£38.00
Customer Service for the Hospitality Industry	10wk x 2.5hrs	£78.00	3	£38.00
Food Preparation and Cooking	10wk x 2.5hrs	£78.00	3	£38.00
Preparing Hot and Cold Sandwiches	6wks x 2.5hrs	£62.00	2	£38.00
Handling Food Safely	6wks x 2.5hrs	£62.00	2	£38.00
Prepare and Serve Drinks	10wk x 2.5hrs	£78.00	3	£38.00
Healthy Diet and Planning	3wks x 2.5hrs	£50.00	1	£38.00
Reception Duties in the Hospitality Industry	10wk x 2.5hrs	£78.00	3	£38.00
<b>Communication Technology and Office Skills</b>				
Mobile IT Devices	6wks x 2.5hrs	£62.00	2	£38.00
Using Spreadsheet Software	10wk x 2.5hrs	£78.00	3	£38.00
Using Word Processing Software	10wk x 2.5hrs	£78.00	3	£38.00
Developing Websites	10wk x 2.5hrs	£78.00	3	£38.00

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Accessing the Internet	10wk x 2.5hrs	£78.00	3	£38.00
Developing Computer Skills	10wk x 2.5hrs	£78.00	3	£38.00
Computer Security and Privacy	3wks x 2.5hrs	£50.00	1	£38.00
Graphic Design Skills	10wk x 2.5hrs	£78.00	3	£38.00
Using Tablets and Mobile Devices	3wks x 2.5hrs	£62.00	1	£38.00
Telephone Skills	6wks x 2.5hrs	£62.00	2	£38.00
Office Administrator Skills	6wks x 2.5hrs	£62.00	2	£38.00
Capturing and Editing Video Sequences	6wks x 2.5hrs	£62.00	2	£38.00
Using Email	6wks x 2.5hrs	£62.00	2	£38.00
<b>Creative Arts &amp; Crafts.</b>				
Practical Knitting Skills	10wk x 2.5hrs	£78.00	3	£38.00
Practical Craft Skills	10wk x 2.5hrs	£78.00	3	£38.00
Practical Ceramic Skills	10wk x 2.5hrs	£78.00	3	£38.00
Floristry - ( Learner will be expected to supply own materials and equipment for this class)	18wks x 3hrs	£126.00	7	£38.00
<b>Introduction to Vocational Trades - Delivered in Campus</b>				
Working with Woodworking and Carpentry Tools	10wk x 2.5hrs	£78.00	3	£38.00
Plumbing: Measuring and Marking Out	10wk x 2.5hrs	£78.00	3	£38.00
Developing Carpentry Hand Skills	10wk x 2.5hrs	£78.00	3	£38.00
Introduction to Plumbing	10wk x 2.5hrs	£78.00	3	£38.00

2021/22	Community Education Recreational Courses (Contact donna.mccullough@nrc.ac.uk)			
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Non-vocational				
Art & Crafts				
Holiday Spanish				
Pyrography				
Facial Skincare/Nailart				
Flower arranging				
Demonstration Cookery				
Upholstery/Soft furnishings				

Recreational Courses are charged at £3.00 hourly rate (no concessions) and can be flexible in duration - for example:  
4 weeks x 2.5 hours = 10 hours (£30.00)  
5 weeks x 2 hours = 10 hours (£30.00)  
6 weeks x 2 hours = 12 hours (£36.00)  
6 weeks x 2.5 hours = 15 hours (£45.00)

Student is expected to supply own materials/products/equipment required for these classes

**PLEASE NOTE**

\* Facilitation of courses is subject to lecturer availability within a geographical area and a minimum of 12 accredited learners/15 non-vocational learners enrolling

\* Above fees ONLY apply where students pay their own fees, or where community groups subsidise course fees due to funding sourced from Trusts, Foundations or other PRIVATE charitable sources. *Where community groups are in receipt of funding from a PUBLIC body i.e., Big Lottery, DfC, Education Authorities, District Councils or EU funding, NRC is obliged to charge the full cost of delivering the course, [quotation upon request].*