

2022/23	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>2022/23</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	£30.00	£30.00	£22.00
	Level 2 Award in Food Safety & Hygiene	2.5hrs x 4wks = 10hrs	£30.00	£30.00	£22.00
	Level 2 Award in Nutrition for Health	2.5hrs x 4wks = 10hrs	£30.00	£30.00	£22.00
<b>SafeCert</b>	Level 3 Award in Emergency First Aid at Work (RQF)	2.5hrs x 4wks = 10hrs	£25.00	£25.00	£12.00
<b>SLQ</b>	Young Leader Award (Minimum Age 11)	3 hrs/3 days = 9hrs	£30		£15
	Women, Get Set Go Sports Awards (Minimum Age 14)	5hrs x 3 days = 15hrs	£38	no concession	£28
<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
	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>				
	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.				
	<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

OCN	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>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	
	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	
	<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	
	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	<b>Community Education Recreational Courses (Contact donna.mccullough@nrc.ac.uk)</b>				
		Non-vocational	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)			
		Art & Crafts				
	Holiday Spanish					
	Pyrography					
	Facial Skincare/Nailart					
	Flower arranging					
	Demonstration Cookery					
	Upholstery/Soft furnishings					
Student is expected to supply own materials/products/equipment required for these classes						
<b>PLEASE NOTE</b>						
* Facilitation of courses is subject to lecturer availability within a geographical area and a <u>minimum of 12 accredited learners/15 non-vocational learners enrolling</u>						
* 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 <u>PRIVATE</u> charitable sources. <i>Where community groups are in receipt of funding from a <u>PUBLIC</u> 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].</i>						