

ADULT COURSE GUIDE 2019



**MANY
PEOPLE PAY
NO COURSE
FEES***

(see page 2)

**FREE
ESOL
COURSES**

WELCOME

NEW CITY COLLEGE IS EAST LONDON'S LARGEST COLLEGE, WITH CAMPUSES IN HACKNEY, TOWER HAMLETS, REDBRIDGE AND EPPING

Our college group structure makes sure that our shared communities continue to have access to the largest choice of courses and training that will best prepare them for accessing the increasing career opportunities in this fast, developing part of London. We offer a range of exciting and challenging courses from pre-entry to postgraduate level, to suit all interests. If you're looking to retrain and get back into work, get a qualification to get a great job or progress to university, or are simply looking to gain a new skill, we invite you to come along and see why you should study with us.

Many people will pay no course fees, and some courses are discounted, and if you do need to fund your tuition fee you may be able to do this through an Advanced Learner Loan, or you can discuss a payment plan with us. Please see pages 39 - 41 for funding options.

Our adult students really enjoy their time with us; they study hard and get the support they need to succeed. Whether you're planning to study with us for the first time, or you're returning to progress in your studies, we look forward to seeing you soon and helping you achieve in your life and your career.

This information is correct to the best of our knowledge at time of printing. The college may make changes to its course offering so please check details with us when you enrol. The college reserves the right to cancel a course if insufficient student numbers enrol on that course or for any other reasons outside of the control of the college. *Please bring proof of benefits or income if you are eligible for a reduction on fees.

Contact us via email
info@ncclondon.ac.uk or call 020 8502 8778

Hackney
Falkirk Street
London
N1 6HQ
020 7613 9123

Tower Hamlets
112 Poplar High Street
London
E14 0AF
020 7510 7777

Tower Hamlets (Arbour Square campus)
Arbour Square
London
E1 0PT
020 7510 7510

Redbridge
Chadwell Heath Lane
Chadwell Heath
RM6 4XT
020 8548 7402

Redbridge Campus (ILFORD)
2 Balfour Road
Ilford
IG1 4HP
020 8477 0200

Epping Forest
Borders Lane
Loughton
IG10 3SA
020 8508 8311

CHOOSING THE RIGHT LEVEL

Employers and educational institutions such as universities measure your qualifications in levels. Identifying your level will highlight the range of routes available to you and what type of qualification you will achieve. If you do not have any formal qualifications, you will take an assessment to match you to the appropriate course and level. Here is a helpful explanation.

E1 E2 E3 ENTRY LEVELS | 1, 2 and 3

Entry level courses are for beginners and are designed to assist you in gaining basic knowledge and skills.

1 LEVEL 1 | FOUNDATION

Foundation level courses are designed to allow you to gain basic knowledge of jobs, business and industry and are the first steps to gaining a vocational qualification, with a strong practical element.

2 LEVEL 2 | INTERMEDIATE

Intermediate level courses include a diverse range of work activities and allow you to take more responsibility for your own studies. Certificates and diplomas are available at Level 2.

3 LEVEL 3 | ADVANCED

Advanced level courses prepare you for employment and higher education. The range of activities you complete will be more difficult and help you develop skills such as critical thinking, evaluation and specialist subject knowledge.

4 5 LEVEL 4 and 5+ | HIGHER EDUCATION

Level 4 qualifications are equivalent to the first year of a degree. They are specialist professional qualifications that enable you to move into leadership and management in your chosen career, with a strong specialist element.

CONTENTS

- 7** ACCESS TO HIGHER EDUCATION
- 8** HIGHER EDUCATION
- 9** ADMINISTRATION:
LEGAL SECRETARIAL
- 10** ACCOUNTING
- 11** COMPUTING & ICT
- 13** CONSTRUCTION
- 15** COUNSELLING
- 16** EARLY YEARS
- 18** ENGLISH LANGUAGE FOR SPEAKERS
OF OTHER LANGUAGES (ESOL)
- 20** IELTS ENGLISH CLASSES
- 21** ENGLISH
- 22** MATHS
- 23** FASHION
- 23** GRAPHIC DESIGN
- 24** HAIR AND BEAUTY THERAPY
- 27** HEALTH AND SOCIAL CARE
- 28** HOSPITALITY AND CATERING
- 30** SCIENCE
- 31** SEND: COURSES FOR ADULTS WITH
SPECIAL EDUCATIONAL NEEDS
AND DISABILITIES
- 32** SPORTS AND FITNESS
- 33** TEACHING
AND TEACHING ASSISTANTS
- 34** APPRENTICESHIPS
- 36** DISTANCE LEARNING
- 38** EMPLOYABILITY
- 39** FEES AND FINANCIAL SUPPORT
- 42** FUN, RECREATIONAL AND SKILLS
COURSES

OUR CAMPUSES



Hackney campus



Epping campus



Redbridge campus



Tower Hamlets campus

Our spacious campuses provide a secure and friendly environment to study. All campuses offer a cafe lounge and multiple food outlets so there's plenty of opportunities to refuel and relax between studies. Your college membership also covers access to our well-equipped learning resources centres and study skills centres, our sports centre and gyms (Hackney, Redbridge and Epping campuses) .

SUPPORT FOR YOU

Our students have access to the very best facilities and support services. We have professional expert support staff who can help with learning support needs and who can give impartial advice on a vast range of issues. Our award-winning mental health support team help hundreds of students into education each year. And of course, our tutors and lecturers are experts in their field and will give you all the support you need to succeed.

NURSERY FACILITIES

Students can access our nurseries at two of our campuses (Hackney and Arbour Square). We make sure that your child's day is spent learning and exploring safely while you study. A place on a course does not mean you have a nursery place for your child so please apply for a place for your child as soon as you can. Our nursery fees depend on the hours that you study and what your income is. If you are in receipt of low income or benefits, you may be eligible for our Learner Support Fund subsidy support. To find out more call 020 7613 9070.

FEES AND CONCESSIONS CATEGORIES EXPLAINED

In this guide you will see different category symbols next to specific courses. These are explained below to help you understand what you may or may not need to pay for your course. If in doubt, please ask our advisers at time of enrolment.

ATL2

This applies to you if you:

- Don't have a level 2 qualification or
- Are studying towards one or
- Are aged 19-23, or 24+, and are unemployed or earning less than £16,009.50 a year or £19,890, if living in a Greater London Area postcode.
- You pay £30 college membership fee.

FL2

This applies to you if:

- You don't have a full Level 2 qualification or
- Are aged 24+, and unemployed or earning less than £16,009.50 a year or £19,890, if living in a Greater London Area postcode.
- You pay £30 college membership fee

FL3

This applies if:

- You are aged under 24 years and don't have a Level 3 qualification
- If you do not meet the above, you will need to pay the published course fee. (You could pay the course with an Advanced Learner Loan – check with our advisers at enrolment).
- You pay £30 college membership fee.

FCC

You will need to pay the published fee.

(If the course is loanable you could pay with an Advanced Learner Loan – check with our advisers at enrolment).

HE

You may be able to pay for your course with a higher education loan from the Student Loan Company – check with our advisers at enrolment).

D

Discounted courses. You may not have to pay for your course, but this depends on your individual circumstances, so please speak to our advisers at enrolment.

- English and maths courses up to Level 2 are free.
- You will pay the £30 college membership fee.
- **ESOL courses are free. You will pay the £30 college membership fee.**

Please note, that we will need evidence to confirm your personal status at time of enrolment so please bring proof of income and benefits dated within the last three months.

CAMPUS KEY

📍 Epping Forest Forest

📍 Hackney

📍 Redbridge

📍 Tower Hamlets

ACCESS TO HIGHER EDUCATION

Access to Higher Education courses are a perfect alternative to A Levels and BTEC Diplomas for students aged over 19. They require intensive study for 34 weeks and attendance at college three days a week, with further independent study at home. These courses are designed to prepare you for university degrees. To join an Access course you will need to demonstrate that you have Level 2 English and maths skills. You can fund an Access course by taking out an Advanced Learner Loan. If you take out a loan for an Access course, then complete a loan-funded higher education course, your Access loan will be written off.

ACCESS TO HE DIPLOMA: BUSINESS							
CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
 Redbridge: Chadwell Heath	09/09/19	01/07/20	Wed Thur Fri	09:00 - 17:15 09:00 - 15:00 09:00 - 17:00	FL3	Y	£3,022
 Tower Hamlets	09/09/19	01/07/20	Mon,Tue,Wed	09:30 - 17:00	FL3	Y	£3,022

ACCESS TO HE DIPLOMA: HEALTH PROFESSIONS							
CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
 Hackney	09/09/19	03/07/20	Mon,Wed,Fri or Tue,Wed,Fri	09:30 - 15:30	FL3	Y	£3,384
 Redbridge: Chadwell Heath	09/09/19	03/07/20	Mon,Wed,Fri	09:00 - 15:00	FL3	Y	£3,380
 Tower Hamlets	10/09/19	03/07/20	Tue,Wed,Fri	09:30 - 15:30	FL3	Y	£3,384

ALT2: Aspiring to Level 2 **FL2:** Full Level 2 **FL3:** Full Level 3 **D:** Discounted **FCC:** Full cost course **HE:** Higher Education.

Please bring proof of benefits or income if you are eligible for a reduction on fees.

ACCESS TO HIGHER EDUCATION DIPLOMA: POLICING AND CRIMINOLOGY

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Tower Hamlets	09/09/19	03/07/20	Tue, Wed, Thur	09:30 - 15:30	FL3	Y	£3,384

ACCESS TO HIGHER EDUCATION DIPLOMA: SCIENCE

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Redbridge: Chadwell Heath	09/09/19	02/07/20	Mon, Wed Thur	09:00 - 15:00	FL3	Y	£3,384
📍 Tower Hamlets	10/09/19	12/06/20	Tues Wed Thurs Fri	9.00 - 15.00 9.00 - 15.00 9.30 - 16.00 9.30 - 15.00	FL3	Y	£3,384

HIGHER EDUCATION

**HIGHER NATIONAL CERTIFICATE: APPLIED BIOLOGY**

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Redbridge: Chadwell Heath	23/09/19	12/06/20	Mon, Tue	09:00 - 17:00	HE	HE	£5,000

HIGHER NATIONAL CERTIFICATE: HOSPITALITY MANAGEMENT

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Redbridge: Chadwell Heath	23/09/19	12/06/20	Tue Wed Thur	10:00 - 12:00 09:00 - 15:00 09:00 - 21:30	HE	HE	£5,000

HIGHER NATIONAL DIPLOMA: GRAPHIC DESIGN

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Redbridge: Chadwell Heath	23/09/19	12/06/20	Mon Thur, Fri	13:00 - 16:30 09:00 - 16:30	HE	HE	£5,750

DIPLOMA IN EDUCATION AND TRAINING

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	26/09/19	11/12/20	Thur	13:00 - 16:30 09:00 - 16:30	HE	HE	£4,250

FOUNDATION DEGREE IN EARLY YEARS (IN PARTNERSHIP WITH THE UNIVERSITY OF HERTFORDSHIRE)

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Epping Forest	17/09/19	24/06/20	Mon, Thur, Fri	09:00 - 17:00	HE	HE	£6000 per year

FOUNDATION DEGREE IN EARLY CHILDHOOD STUDIES (IN PARTNERSHIP WITH LONDON METROPOLITAN UNIVERSITY)

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	16/09/19	30/06/20	Mon, Tue	09:00 - 18:30 16:30 - 21:00	HE	HE	£6000 per year

ADMINISTRATION: LEGAL SECRETARIAL

CERTIFICATE FOR LEGAL SECRETARIES

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Epping Forest	18/09/19	01/07/20	Wed	18.00 - 21.00	FCC	Y	£1,265.00

ALT2: Aspiring to Level 2 **FL2:** Full Level 2 **FL3:** Full Level 3 **D:** Discounted **FCC:** Full cost course **HE:** Higher Education.

Please bring proof of benefits or income if you are eligible for a reduction on fees.

ACCOUNTING

ACCOUNTING AWARD							
CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	09/09/19	02/12/19	Fri	09.00 - 15.00	ALT2	n/a	£400.00
📍 Redbridge: Chadwell Heath	09/09/19	02/12/19	Fri	09.00 - 15.00	ALT2	n/a	£400.00
📍 Redbridge: Chadwell Heath	09/09/19	02/12/19	Mon	09.00 - 15.00	ALT2	n/a	£400.00
📍 Tower Hamlets	09/09/19	02/12/19	Mon	10.00 - 16.30	ALT2	n/a	£400.00

AWARD IN BOOKKEEPING							
CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	09/12/19	23/03/20	Fri	09.00 - 15.00	ALT2	n/a	£370.00
📍 Redbridge: Chadwell Heath	09/12/19	23/03/20	Mon	10.00 - 16.00	ALT2	n/a	£370.00
📍 Redbridge: Ilford	09/12/19	23/03/20	Mon	09.00 - 15.00	ALT2	n/a	£370.00
📍 Tower Hamlets	09/12/19	23/03/20	Mon	10.00-16.00	ALT2	n/a	£370.00

FOUNDATION CERTIFICATE IN ACCOUNTING							
CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	09/09/19	01/07/20	Tues, Wed	09.00 - 13.00	FL2	n/a	£1,008.00
📍 Epping Forest	09/09/19	05/07/20	Tues, Wed	17:30 - 21:00	FL2	n/a	£1,008.00
📍 Redbridge: Chadwell Heath	16/09/19	28/06/20	Tue	09.30 - 16.00	FL2	n/a	£1,008.00
📍 Tower Hamlets	12/09/19	02/07/20	Thur	10.00-16.00	FL2	n/a	£1,008.00

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ACCOUNTING ADVANCED DIPLOMA

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	09/09/19	30/06/20	Mon	09.00-17:15	FL3	Y	£2,573
📍 Redbridge: Chadwell Heath	09/09/19	03/07/20	Thur Fri	09.30-16.30 09.30-15.30	FL3	Y	£2,573
📍 Tower Hamlets	10/09/19	02/07/20	Thur,Fri	18.00-21.00	FL3	Y	£2,573
📍 Epping Forest	17/09/19	29/07/20	Tue,Wed	17.30-21.00	FL3	Y	£2,573

AAT ACCOUNTING LEVEL 4

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Epping Forest	23/09/19	29/06/21	Thur	09.00-17:00	FCC	n/a	£2,573

*For AAT courses, you will need to pay a registration fee to AAT.

COMPUTING & ICT

FUNCTIONAL SKILLS ICT

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	26/11/19	11/03/20	Tue	10:00-16:00	ALT2	n/a	£170

WORD PROCESSING (FOR BEGINNERS)

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Tower Hamlets	09/09/19	22/11/19	Thur	11:00-12:00	ALT2	n/a	£105

ALT2: Aspiring to Level 2 **FL2:** Full Level 2 **FL3:** Full Level 3 **D:** Discounted **FCC:** Full cost course **HE:** Higher Education.

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DATABASE SOFTWARE INTRODUCTION

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Tower Hamlets	09/09/19	20/01/20	Tue	09:30-15:00	ALT2	n/a	£75

PROJECT MANAGEMENT SOFTWARE INTRODUCTION

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Tower Hamlets	09/09/19	14/02/20	Tue	09:30-15:00	ALT2	n/a	£75

WEBSITE SOFTWARE INTRODUCTION

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Tower Hamlets	09/09/19	13/12/19	Tue	09:30-15:00	ALT2	n/a	£75

IT USER

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Tower Hamlets	25/11/19	03/07/20	Wed	12:30-15:00	ALT2	n/a	£255

WORD PROCESSING (INTERMEDIATE)

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Tower Hamlets	09/09/19	22/11/19	Mon, Wed	09.30-12.30 09.30-12.30	D	n/a	£130

IT USER SKILLS (ITQ CERTIFICATE)

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Tower Hamlets	09/09/19	26/06/20	Wed	11:00-12:30	D	n/a	£362

IT USERS DIPLOMA

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	12/09/19	26/06/20	Wed	10:00-15:00	D	n/a	£1,064

EUROPEAN COMPUTER DRIVING LICENSE EXTRA

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Tower Hamlets	12/09/19	26/06/20	Mon,Wed	09:30-12:30	D	n/a	£422

CONSTRUCTION

CARPENTRY AND JOINERY DIPLOMA

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	09/09/19	26/06/20	Thur	09:00 - 19:00	ATL2	n/a	£1,099

MULTI SKILLS: PLUMBING

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Tower Hamlets	09/09/19	03/07/20	Tue, Thur	18:00 - 21:00	ATL2	n/a	£452

BRICKLAYING DIPLOMA

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	09/09/19	26/06/20	Tue, Wed	09:00 - 17:00	FL2	n/a	£1,407

PLUMBING STUDIES DIPLOMA

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Epping Forest	09/09/19	01/07/20	Tue - Wed	18:00 - 21:00	FL2	n/a	£1,452
📍 Hackney	09/09/19	02/07/20	Mon, Wed, Fri	09:00 - 17:00	FL2	n/a	£1,452

ALT2: Aspiring to Level 2 **FL2:** Full Level 2 **FL3:** Full Level 3 **D:** Discounted **FCC:** Full cost course **HE:** Higher Education.
Please bring proof of benefits or income if you are eligible for a reduction on fees

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ELECTRICAL INSTALLATIONS (BUILDINGS AND STRUCTURES) DIPLOMA

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	09/09/19	03/07/20	Tue, Thur	18:00 - 21:00	FCC	n/a	£1,838
📍 Hackney	09/09/19	03/07/20	Mon Tue	09:00 - 17:00 09:00 - 15:00	FCC	n/a	£1,452

MOTOR VEHICLE DIPLOMA LEVEL 2

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	09/09/19	02/07/20	Mon, Tue	09:00 - 15:30 13:30 - 17:00	FL2	n/a	£2,175

MOTOR VEHICLE DIPLOMA LEVEL 3

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	09/09/19	03/07/20	Thur Fri	09:00 - 12:30 09:00 - 15:00	FL3	Y	£5,421

ELECTRICAL INSTALLATIONS (BUILDINGS AND STRUCTURES) DIPLOMA


CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Epping Forest	09/09/19	01/07/20	Tue - Wed	18:00 - 21:00	FL3	Y	£3,345
📍 Hackney	09/09/19	03/07/20	Tue, Thur	18:00 - 21:00	FL3	Y	£3,515

ELECTRICAL: 18TH EDITION IET WIRING REGULATIONS


CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Epping Forest	10/09/19	19/11/19	Tue	18:00 - 21:00	FCC	n/a	£354

COUNSELLING


COUNSELLING SKILLS CERTIFICATE

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
 Epping Forest	11/09/19	20/05/20	Tues	17.30-21.00	D	n/a	£537

COUNSELLING STUDIES CERTIFICATE

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
 Epping Forest	11/09/19	01/06/20	Wed	17.30-21.00	FCC	Y	£976

COUNSELLING CPCAB (YEAR 1)

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
 Epping Forest	12/09/19	07/12/21	Tues	17.30-21.00	FCC	Y	£2665 per year

ALT2: Aspiring to Level 2 **FL2:** Full Level 2 **FL3:** Full Level 3 **D:** Discounted **FCC:** Full cost course **HE:** Higher Education.

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EARLY YEARS

CARING FOR CHILDREN LEVEL 1 DIPLOMA							
CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	09/09/19	02/07/20	Tue,Thur	09:30 - 15:00	ATL2	n/a	£1,109
📍 Redbridge: Chadwell Heath	09/09/19	03/07/20	Tue, Fri	09:30 - 15:00	ATL2	n/a	£1,109
📍 Redbridge: Ilford	09/09/19	03/07/20	Thur,Fri	09:30 - 15:00	ATL2	n/a	£1,109
📍 Tower Hamlets	09/09/19	02/07/20	Tue,Thur Wed	09:30 - 12:00 09:00-15:00	ATL2	n/a	£1,109

EARLY YEARS PRACTITIONER DIPLOMA							
CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	09/09/19	03/07/20	Thur Fri	12:30 - 14:30 09:30 - 14:00	D	n/a	£743
📍 Redbridge: Chadwell Heath	09/09/19	03/07/20	Thur	09:30 - 15:30	D	n/a	£743
📍 Tower Hamlets	09/09/19	01/07/20	Mon	09:00 - 16:00	D	n/a	£743

EARLY YEARS WORKFORCE DIPLOMA (EARLY YEARS EDUCATOR)							
CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	10/09/19	02/07/20	Tue,Thur	16:30 - 21:00	FCC	Y	£2,882
📍 Tower Hamlets	09/09/19	29/06/20	Tue	09:00 - 15:30	FCC	Y	£2,882

FOUNDATION DEGREE EARLY YEARS IN PARTNERSHIP WITH UNIVERSITY OF HERTFORDSHIRE

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Epping Forest	15/09/19	24/06/21	Tues	09.00-17.00	HE	HE	£6000 per year

FOUNDATION DEGREE IN EARLY CHILDHOOD STUDIES IN PARTNERSHIP WITH LONDON METROPOLITAN UNIVERSITY

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	16/09/19	30/06/21	Mon Tue	09:00 - 18:30 16:30 - 21:00	HE	HE	£6000 per year



ENGLISH LANGUAGE FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

If English is not your main language, you can study English for Speakers of Other Languages (ESOL) at all of our campuses, and also in a range of community centres and schools in Tower Hamlets.

We run highly successful programmes with a range of modes of attendance (a term, a semester or a year). Most of our daytime courses range from five to 12.5 hours per week depending on students' availability and needs. We also offer students the opportunity to take courses in health, and social care, childcare, hair and beauty, fashion, digital skills and catering at different campuses, with ESOL or English support.

You will meet fellow students from around the world and have the opportunity to take part in college events, projects, trips and celebrations. You will also benefit from our well stocked learning resource centres and other learning facilities.

ESOL classes are available during the day Monday-Friday at Tower Hamlets, Hackney, Ilford and Epping Forest campuses.

CAMPUS	DAYS
TOWER HAMLETS/HACKNEY	Monday to Friday
REDBRIDGE: ILFORD	Monday & Wednesday
EPPING FOREST	Tuesday & Wednesday

**ESOL
COURSES
ARE FREE**



IELTS ENGLISH CLASSES

These English language courses are suitable for students who plan to take the IELTS Academic English language test and will help you to improve your reading, writing and speaking of English in order to get a good grade in the test.



Our IELTS specialist teachers will help you to improve skills such as:

- Speaking for fluency and accuracy
- Essay and report writing
- Vocabulary on a wide range of subjects
- Understanding academic texts and newspaper articles


You will take mock tests and develop techniques and strategies to build your confidence in preparation for the test.

Your teacher will give you detailed feedback on your language development and you will receive a college certificate when you complete the course successfully.

IELTS ACADEMIC PREPARATION

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
 Tower Hamlets: Poplar	09/09/19	16/12/19	Mon	09:15 - 15:15	D	n/a	--
 Tower Hamlets: Poplar	10/09/19	19/12/19	Tue, Thur	18:30 - 21:00	D	n/a	--

IELTS ACADEMIC SKILLS DEVELOPMENT

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
 Tower Hamlets: Poplar	12/09/19	09/01/20	Thur, Fri	9:15 - 11:45	D	n/a	--

*The Cambridge IELTS exam fee and course books are not included in the course. Course book price £25

**ESOL
COURSES
ARE FREE**

ENGLISH

We offer courses throughout the week (daytime and evening options) at all of our campuses. All classes are three hours per week. You will have an assessment to help you find the best course for you.

BRUSH-UP ENGLISH COURSES

These classes are for students who want to improve their literacy. You will develop your reading, writing, speaking and listening skills. These courses are for 18 weeks, at a level and pace that is right for you. You need to be committed to your studies, attend all of your lessons and complete homework. At the end of each of the 18 week courses you will gain an Award in English or a Functional Skills qualification at Entry Level to Level 1; which will enable you to progress towards GCSE level courses.

GCSE ENGLISH

We will help you to analyse and evaluate challenging texts from the 19th, 20th and 21st centuries. You will also learn to write a range of texts such as articles, letters and engaging creative narratives. GCSE English is an intensive one year course that needs your commitment. You will be expected to attend every class, and complete homework and independent study. GCSE is right for you if you are aiming to progress into further and higher education or employment.

Our aim is to help you to achieve at least grade 4 or 5. To be accepted onto the course, you will need to have a good level of English in reading, writing, speaking and listening. For some students, Brush-Up courses will be the right qualification. We also offer English courses at our Redbridge (Ilford) campus during the day Monday to Friday, and on Monday and Wednesday evenings. Pick up a copy of our Redbridge course guide for further information.

English courses are very popular. To secure a place, adults aged 19+ on GCSE courses will need to pay a deposit of £50. This will be refunded at the end of the course if your attendance has been over 85% and if you attend your GCSE exams. You will also need to pay a one-off annual college membership fee of £30.

DAYTIME COURSES	Monday to Friday	Various times throughout the day between 9.30am and 2.30pm
EVENING COURSES	Tuesday and Thursday	5.45pm–9.00pm

MATHS

We offer courses throughout the week (daytime and evening options) at all of our campuses. All classes are three hours per week. You will have an assessment to help you find the best course for you.

BRUSH-UP MATHS

These classes are for students who want to improve their numeracy skills. The purpose of this qualification is to develop your understanding and skills in:

- Representing – selecting the mathematics and information to model a situation.
- Analysing – processing and using mathematics.
- Interpreting – interpreting and communicating the results of the analysis.

On this one year course, you will study at a level that is right for you, from Entry Level to Level 1. You need to be committed to your studies, attend all of your lessons and complete homework. At the end of the year, you will take an exam and gain a Functional Skills qualification. Brush-Up courses can give you a strong foundation in maths that you need to progress onto GCSE level courses and employment.

GCSE MATHS

On this intensive one year course, you will study for three separate exams, a non-calculator paper and two calculator papers. All exams will take place during the summer term. There is no coursework for this qualification. Due to the intensive nature of the course and the high level content covering all the foundation and higher tier grade topics such as trigonometry, solving linear equations, inequalities and simultaneous equations, students should allow a minimum of three hours per week for individual study outside of lessons.

The course is suitable for people who:

- Can regularly attend lessons
- Can get to the lessons on time
- Can commit to working outside of lesson time
- Can commit to come to class for three hours per week.

Maths courses are very popular. To secure a place, adults aged 19+ on GCSE courses will need to pay a deposit of £50. This will be refunded at the end of the course if your attendance has been over 85% and if you attend your GCSE exams. You will also need to pay a one-off annual college membership fee of £30.

DAYTIME COURSES

Monday to Friday

Various times throughout the day
between 9.30am and 2.30pm

EVENING COURSES

Tuesday and Thursday

5.45pm–9.00pm

FASHION

FASHION DESIGN CERTIFICATE

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	09/09/19	01/07/20	Thur	09:00 - 13:00	ATL2	n/a	£415

FASHION DIPLOMA

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	09/09/19	02/07/20	Tue,Wed	09:00 - 14:00	FL2	n/a	£1,372

GRAPHIC DESIGN

HIGHER NATIONAL DIPLOMA: GRAPHIC DESIGN

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Redbridge: Chadwell Heath	23/09/19	11/06/21	Mon Thur,Fri	13:00 - 16:30 09:00 - 16:30	HE	HE	£5,750

**MANY
PEOPLE PAY
NO COURSE
FEES***

ALT2: Aspiring to Level 2 **FL2:** Full Level 2 **FL3:** Full Level 3 **D:** Discounted **FCC:** Full cost course **HE:** Higher Education.

Please bring proof of benefits or income if you are eligible for a reduction on fees

HAIR AND BEAUTY THERAPY

BEAUTY THERAPY

INTRODUCTION TO THE HAIR AND BEAUTY SECTOR CERTIFICATE WITH ESOL							
CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
Redbridge: Chadwell Heath	09/09/19	07/02/20	Mon, Tue	09:30 - 14:30	ATL2	n/a	£432

BEAUTY THERAPY DIPLOMA (NVQ LEVEL 2)							
CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
Redbridge: Chadwell Heath	09/09/19	03/07/20	Mon Tue Wed Fri	09:30 - 12:00 09:30 - 12:30 09:30 - 15:00 09:30 - 12:30	FL2	n/a	£1,392

BEAUTY THERAPY DIPLOMA (NVQ LEVEL 3)							
CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
Redbridge: Chadwell Heath	09/09/19	25/06/20	Mon, Tue Wed, Fri	09:30 - 15:00	FL3	Y	£3,345

THEATRICAL, SPECIAL EFFECTS, HAIR AND MEDIA MAKE-UP DIPLOMA							
CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
Redbridge: Chadwell Heath	09/09/19	24/06/20	Mon, Tue, Wed	09:30 - 15:00	FL3	Y	£3,345

HAIRDRESSING

HAIRDRESSING DIPLOMA (NVQ LEVEL 2)							
CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Redbridge: Chadwell Heath	09/09/19	26/06/20	Tue, Thur	09:30 - 14:00	FL2	n/a	£1,392

BARBERING TECHNICAL CERTIFICATE							
CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Epping Forest	09/09/19	05/02/20	Tue	18:00 - 21:00	D	n/a	£457

HAIRDRESSING DIPLOMA (NVQ LEVEL 3)							
CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Redbridge: Chadwell Heath	09/09/19	25/06/20	Wed, Thur	09:30 - 14:00	FCC	Y	£3,345

ALT2: Aspiring to Level 2 **FL2:** Full Level 2 **FL3:** Full Level 3 **D:** Discounted **FCC:** Full cost course **HE:** Higher Education.
 Please bring proof of benefits or income if you are eligible for a reduction on fees

**MANY
 PEOPLE PAY
 NO COURSE
 FEES***

Achieve your hospitality qualifications and get the opportunity for paid work

SIVEN

PROFESSIONAL COOKERY DIPLOMA
TO AWARD WINNING FULL-TIME
CHEF AT OKN1, HOXTON OUR
NEW COMMERCIAL RESTAURANT.

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HEALTH AND SOCIAL CARE

SKILLS FOR HEALTH & SOCIAL CARE DIPLOMA (ADULTS AND CHILDREN)

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	09/09/19	02/07/20	Mon, Wed	09:30 - 15:30 09:30 - 13:00	ATL2	n/a	£1,134
📍 Tower Hamlets: Poplar	09/09/19	02/07/20	Tues Wed Thurs	09:30 - 13:00 09:30 - 15:00 09:30 - 12:30	ATL2	n/a	£1,134

PREPARING TO WORK IN ADULT SOCIAL CARE CERTIFICATE

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	12/09/19	02/07/20	Thur	09:00 - 15:30	D	n/a	£427

ACCESS TO HIGHER EDUCATION DIPLOMA: HEALTH PROFESSIONS

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	09/09/19	03/07/20	Mon,Wed,Fri or Tue, Wed, Fri	09:30 - 15:30 09:30 - 15:30	FL3	Y	£3,384
📍 Redbridge: Chadwell Heath	09/09/19	03/07/20	Mon,Wed,Fri	09:00 - 15:00	FL3	Y	£3,384
📍 Tower Hamlets: Poplar	09/09/19	03/07/20	Tue, Wed, Fri	09:30 - 15:30	FL3	Y	£3,384

HOSPITALITY AND CATERING

BARISTA TRAINING

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	27/09/19	27/09/19	Fri	09:00 - 17:00	FCC	n/a	£50
📍 Redbridge: Chadwell Heath	07/10/19	07/10/19	Mon	09:00 - 17:00	FCC	n/a	£50

BARISTA SKILLS AWARD

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	20/09/19	20/09/19	Fri	09:00 - 17:00	D	n/a	£50

JUNIOR CHEF ACADEMY

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Redbridge: Chadwell Heath	05/10/19	30/11/19	Sat	09:30 - 12:30	FCC	n/a	£150

INTRODUCTION TO CULINARY SKILLS CERTIFICATE

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	09/09/19	03/07/20	Mon, Wed, Fri	09:00 - 17:00	ATL2	n/a	£723

FOOD PRODUCTION AND COOKING DIPLOMA (NVQ LEVEL 1)

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	09/09/19	01/07/20	Tue, Wed	09:00 - 17:00	D	n/a	£1,079

HOSPITALITY SERVICES DIPLOMA (NVQ LEVEL 2)

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	09/09/19	03/07/20	Tue Thur	09:00 - 12:00 09:00 - 14:30	D	n/a	£1,079

CULINARY SKILLS DIPLOMA

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Redbridge: Chadwell Heath	09/09/19	03/07/20	Mon, Tue	09:00-14.30	D	n/a	£1,074
📍 Hackney	05/09/19	03/07/20	Mon, Tue Thur	09:00-17:00	D	n/a	£1,074

EVENT MANAGEMENT FOOD AND BEVERAGE SERVICE SUPERVISION DIPLOMA

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Hackney	09/09/19	30/06/20	Thur Fri	09:00-17:00 09:00-12:15	FL3	Y	£2,583
📍 Redbridge: Chadwell Heath	09/09/19	03/07/20	Mon Thur	09:00-12.15 09:00-21.30	FL3	Y	£2,583

PROFESSIONAL COOKERY DIPLOMA

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Redbridge: Chadwell Heath	09/09/19	02/07/20	Mon, Thur	09:00 - 12.15 09:00-21.30	FCC	Y	£3,345

HIGHER NATIONAL CERTIFICATE: HOSPITALITY MANAGEMENT

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Redbridge: Chadwell Heath	23/09/19	12/06/20	Tue Wed Thur	10:00 - 12.00 09:00 - 15.00 09:00 - 21.30	HE	HE	£3,345

ALT2: Aspiring to Level 2 **FL2:** Full Level 2 **FL3:** Full Level 3 **D:** Discounted **FCC:** Full cost course **HE:** Higher Education.

Please bring proof of benefits or income if you are eligible for a reduction on fees

**MANY
PEOPLE PAY
NO COURSE
FEES***

SCIENCE

GCSE IN COMBINED SCIENCE: SYNERGY

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Redbridge: Chadwell Heath	09/09/19	05/06/20	Tue Thur	13:30 - 17:00 16:30 - 20:00	FL2	n/a	£437
📍 Tower Hamlets: Poplar	09/09/19	11/06/20	Tues	13.45-21.00	FL2	n/a	£437

ACCESS TO HIGHER EDUCATION DIPLOMA: SCIENCE

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Redbridge: Chadwell Heath	09/09/19	02/07/20	Mon, Wed, Thur	09:00 - 15:00	FL3	Y	£3,384
📍 Tower Hamlets: Poplar	09/09/19	12/06/20	Tues Wed Thurs Fri	9.00 - 15.00 9.00 - 15.00 9.30 - 16.00 9.30 - 15.00	FL3	Y	£3,384

HIGHER NATIONAL CERTIFICATE: APPLIED BIOLOGY

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
📍 Redbridge: Chadwell Heath	23/09/19	12/06/20	Mon, Tues	09.00 - 17.00	HE	HE	£5,000

ALT2: Aspiring to Level 2 **FL2:** Full Level 2 **FL3:** Full Level 3 **D:** Discounted **FCC:** Full cost course **HE:** Higher Education.

Please bring proof of benefits or income if you are eligible for a reduction on fees

**MANY
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NO COURSE
FEES***

SEND: COURSES FOR ADULTS WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

Aspirations is our programme for adults with special educational needs and/or disabilities at our Tower Hamlets campus. We offer a range of pathways and standalone subjects that you can choose from to create a course to help you to progress beyond college. Students' timetables will be tailored to meet their individual needs and all sessions are taught by experienced, specialist teachers. Learning mentors support classes and can offer support at break and lunch times to promote independence.

We use the Department for Education's Preparing for Adulthood curriculum to enable students of all levels to achieve personalised and meaningful outcomes including

opportunities to study English, maths and ICT up to Entry 3 in small, supported groups. You can also take an externally accredited qualification.

You can choose from a variety of subjects and pathways for up to two full days of education. We have single session lessons (either a morning or afternoon) in:
Cooking | Sports | ICT | Maths | Gardening | Art


Our pathways can be combined with the standalone modules. Pathways are between one to two full days and focus on five key areas:

EMPLOYABILITY PATHWAY	INDEPENDENT LIVING SKILLS	HEALTHY LIVING	CAFÉ 25 – CATERING PATHWAY	ENTERPRISE AND ART
Work experience	Working with time and money	Sport in the community	Cooking and serving food	Art
Job hunting skills	Looking after yourself and your home	Healthy eating and lifestyle	Shopping	Making a product
Preparation for work	Healthy eating		Meal planning	Customer service


Courses at our Hackney, Epping Forest and Redbridge campuses can be discussed individually. Please call to discuss.

SPORTS AND FITNESS


FITNESS INSTRUCTION (GYM) CERTIFICATE

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
 Epping Forest	10/09/19	02/06/20	Tue	18:00 - 21:00	D	n/a	£497

PERSONAL TRAINING CERTIFICATE

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
 Epping Forest	11/09/19	21/05/20	Wed	18:00 - 21:00	FCC	Y	£1,417

SPORT MESSAGE DIPLOMA



CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
 Epping Forest	17/09/19	04/02/20	Tue, Wed	18:00 - 21:00	FCC	Y	£994

ALT2: Aspiring to Level 2 **FL2:** Full Level 2 **FL3:** Full Level 3 **D:** Discounted **FCC:** Full cost course **HE:** Higher Education.
Please bring proof of benefits or income if you are eligible for a fee reduction.


**MANY
PEOPLE PAY
NO COURSE
FEES***

TEACHING AND TEACHING ASSISTANTS



SUPPORTING TEACHING AND LEARNING IN SCHOOLS CERTIFICATE

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
 Hackney	12/09/19	03/07/20	Thur	09.30 - 15.15	D	n/a	£753
 Tower Hamlets: Poplar	09/09/19	03/07/20	Wed	09:00 - 12:00	D	n/a	£753


SUPPORTING TEACHING AND LEARNING DIPLOMA

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
 Tower Hamlets: Poplar	11/09/19	11/06/20	Wed	09:00 - 16:00	FCC	Y	£2,225

EDUCATION AND TRAINING LEVEL 3 AWARD (TERM 1)

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
 Hackney	17/09/19	17/12/19	Tues	16.00-19.30	FCC	n/a	£752
 Redbridge: Chadwell Heath	09/09/19	11/12/19	Wed	17.00 - 20.00	FCC	n/a	£752

DIPLOMA IN EDUCATION AND TRAINING (LEVEL 5)

CAMPUS	START DATE	END DATE	DAY	TIME	CAT	LOAN	MAX FEE
 Hackney	23/09/19	11/12/20	Thur	16.30 - 21.00	HE	HE	£4,250

APPRENTICESHIPS

Employers all over the UK recognise and value apprenticeships as they show you've been trained in the skills they need. We deliver apprenticeship training at employers' premises or at one of our college campuses in Poplar, Hackney and Redbridge.

We offer a range of apprenticeships in:

- Bricklaying
- Business and accounting
- Carpentry
- Childcare
- Creative media
- Digital skills
- Electrical installation
- Health and social care
- Hospitality and catering
- IT
- Motor vehicle
- Mastic asphalt
- Painting and decorating
- Plumbing
- Team leadership
- Wall and floor tiling
- Commis chef
- Motor vehicle

APPLYING TO BECOME AN APPRENTICE

- You must have lived in the UK for the past three years
- Be legally allowed to work in the UK
- Be 16 or older
- Undertake an assessment/skills test to ascertain your suitability for the course

INTERESTED IN BECOMING AN APPRENTICE?

If you are working in any of the areas we have listed please get in touch with us and let us know the name of your employer. We can speak to them directly about supporting you to train as an apprentice.

If you are not working and would like to see apprenticeship vacancies locally and from employers who work with us, contact us directly or visit our website:
www.nclondon.ac.uk/apprenticeships

**For more information please contact the apprenticeship team at New City College:
020 7613 7557 / 9549**



DISTANCE LEARNING

We have a range of short distance learning courses which can be completed in as little as four to ten weeks. These are fully funded, meaning there is no cost to either the learner or the employer. These courses cover a number of key areas from equality & diversity, team leadership, customer service to mental health awareness.

Courses on offer include:

- Level 2 Certificate in Understanding Behaviour That Challenges
- Level 2 Certificate in Awareness of Mental Health Problems
- Level 2 Certificate in Equality and Diversity
- Level 2 Certificate in The Principles Of Customer Service
- Level 2 Certificate in Team Leading
- Level 2 Certificate in Principles Of Working With Individuals with Learning Disabilities
- Level 2 Certificate in Data Protection and Data Security
- Level 2 Certificate in Understanding Safeguarding and Prevent
- Level 2 Certificate in Counselling Skills

ELIGIBILITY

- Aged 19+
- Lived in the EU for three years

WHAT DOES THE TRAINING PROGRAMME OFFER?

- A nationally recognised Level 2 qualification in four to ten weeks
- Personal and professional development for staff designed to increase service standards
- Access to a professional trainer for the duration of the course
- An opportunity to study in your own time (following enrolment and induction session at our Hackney campus)

ASSESSMENTS

The assessments take place at our Hackney campus every Friday from 3-5pm or at employer's premises at a time convenient to you. At the assessment you will undertake a short English and maths test and then have an induction onto your chosen programme.

It normally takes four - ten weeks to complete the course at home. A specific tutor will be assigned to help you progress through the qualification.

For further information contact: info@nclondon.ac.uk, 020 7613 9123 www.nclondon.ac.uk/short-courses



EMPLOYABILITY

Whatever your background or capability, at New City College we have great support and a wide range of dedicated employability programmes available to help you get back into learning, develop the skills you will need for employment, and find a job that's right for you.

PROGRAMMES HELPING YOU TO DEVELOP YOUR EMPLOYABILITY SKILLS

- Level 2 Certificate in Housing Practice
- Employability Skills – All Levels
- Level 2 Award Door Supervision (SIA)
- Level 2 Award in Security Guarding
- Essential/Digital Skills – All Levels
- Level 2 Equality and Diversity
- Level 2 Introduction to Facilities Management
- Level 2 Award in Waste and Recycling
- Awards in Practical Cleaning Skills – All Levels
- Office Administration & IT – All Levels
- Level 1 Award in AAT Accounting qualifications
- Level 1 Award Introduction to Chef Skills & Hospitality

For further information please contact Sylvia Momoh on 0207 613 9583 or Tashfeea Zaman on 0207 613 9447.



FEES AND FINANCIAL SUPPORT

Many adult students are entitled to a reduced fee, which could mean **FREE** tuition. If you do need to pay a course fee, we can discuss paying in instalments, and for some higher level courses you may be able to take out a loan with the Student Loans Company. You may also be able to receive financial support while you study. (Note 16-18 year-olds pay no fee at all. Ask for our 16-18 guide or check our website).

WHAT DOES THE PUBLISHED FEE IN THIS GUIDE INCLUDE?

The course fees in this guide are the maximum fee that you may need to pay. In most cases it is a fee per year, unless noted as a two-year fee. However, many students don't pay the full fee.

MANY PEOPLE DON'T PAY A COURSE FEE

In most cases, this will apply to you if you are a home student. You will not pay course fees if you are:

- Studying English or maths up to or including Level 2 (GCSE level)
- Studying ESOL (New City College ESOL fee waiver)
- Studying up to and including Level 2, are unemployed, and claiming certain benefits, or earning less than £16,009.50 per year, or less than £19,890 if living in a Greater London Authority (GLA) postcode
- Studying your first full Level 2 course (FL2)
- Aged 19-23 and studying your first full Level 3 course (FL3)

Every student has different circumstances. We will confirm your fee reduction when you enrol.

FREE ESOL AT NEW CITY COLLEGE

ESOL STUDENTS: Even if you are not eligible for a fee reduction, New City College will waive your course fee for the 2019-20 academic year (for 'home students' only).

COLLEGE MEMBERSHIP FEE (£30)

The published fee does include a one-off annual £30 college membership fee which all New City College adult students

need to pay. The membership fee gives you access to our campus facilities. It is not refundable and there is no concession. (So, even if you don't pay for your course, you will need to pay £30.)

ASSESSMENT AT ENROLMENT

When you come along to enrol, we will talk to you about your circumstances which will assess the fee that you pay. We will need to see original documents to support this.

What evidence is needed to claim a reduced course fee?

If you are claiming a reduced fee on the basis of unemployment, you will need to show evidence that you receive one or more of the following:

- Jobseeker's Allowance
- Employment Support Allowance (Work Related)
- Universal Credit and receive less than £338 (individual) or £541 (household) in one of the following groups: work-related requirements, work preparation or work-focused interview.

Alternatively;

- You can claim on 'low wage' by showing evidence that you are earning less than £16,009.50 annual gross salary or £19,890 if living in a GLA postcode (pay slip or contract of employment). Documents must be dated within three months of your course start date.

ADVANCED LEARNER LOAN

If you wish to study a further education course at Level 3 or above, and are aged 19-23 and have already achieved a full Level 3 qualification, or aged 24+, you may choose to pay your fees with an Advanced Learner Loan (if this option is indicated in the course listing in this guide). You will need to meet certain eligibility criteria which are listed at www.gov.uk/advanced-learner-loan/eligibility.

To apply, you must get a Learning and Funding Information letter from us, which will contain all the information you need to apply online at www.gov.uk/advanced-learner-loan. You don't have to pay any of your loan back until you've completed your course, and started earning over £25,725 a year. See information about deposits below.

WRITTEN OFF!

If you take a loan for an Access to HE course, and then progress to a loan-eligible higher education course, the loan for your Access course will be written off when you complete your higher education course.

There are a small number of courses where all the fees have to be paid. These are known as 'full cost courses' and are clearly identified in the guide FCC

HIGHER EDUCATION STUDENTS

Students may be eligible to apply for government funding to cover the cost of a course. You will have to repay the loan when you earn over £25,725 per year. You can find out more about loans and grants by visiting the student loan company website <https://www.gov.uk/student-finance>. You will not need to pay a deposit or the college membership fee.

As a higher education student, you have a statutory right to cancel your contract with the college without giving any reason. The cancellation period under UK consumer law will expire 14 days from the day you enrol. Please see our Higher Education terms and conditions, and cancellation procedure on our website at www.ncclondon.ac.uk/higher-education.

DEPOSITS

Adult GCSE deposit: A deposit of £50 per GCSE is required at enrolment where the course is fully funded (the student pays no course fee). This will be refunded after the final exam or assessment has been taken if you have attended over 85% of the lessons, attended all exams/assessments and returned all books belonging to the college.

Advanced Learner Loan deposit: If you intend to pay for your Level 3+ course through an Advanced Learner Loan you must pay a £250 deposit to secure your place. The deposit will be refunded once the loan is approved and the Student Loans Company commences payments to the college (minus the £30 College membership fee).

INSTALMENTS

If your course is over £300 you may choose to pay by instalments. You will need to pay 25% of the fee at enrolment.

CHILDCARE SUPPORT

We have nurseries at two of our campuses (Hackney and Arbour Square/Tower Hamlets) and can support many of our students with financial support for childcare in our nurseries or with external childcare providers. Please ask to see a student adviser at enrolment. You will need to show your course offer letter, evidence of your child/ren's dates of birth and proof of income or benefits (within three months).

OTHER FINANCIAL SUPPORT FOR YOUR STUDIES

We have a limited Learner Support Fund which may help with the cost of childcare, course materials or other costs related to your study. You will need to meet certain eligibility and attendance requirements. You will receive an adult bursary form when you have completed your enrolment. Students experiencing extreme and unforeseen financial hardship may speak to a student adviser about other funds which may be available.

FEES AND CONCESSIONS CATEGORIES EXPLAINED

In this guide you will see different category symbols next to specific courses. These are explained below to help you understand what you may or may not need to pay for your course. If in doubt, please ask our advisers at time of enrolment.

ATL2

This applies to you if you:

- Don't have a level 2 qualification or
- Are studying towards one or
- Are aged 19-23, or 24+, and are unemployed or earning less than £16,009.50 A year or £19,890, if living in a greater london area postcode.
- You pay £30 college membership fee.

FL2

This applies to you if:

- You don't have a full level 2 qualification or
- Are aged 24+, and unemployed or earning less than £16,009.50 A year or £19,890, if living in a greater london area postcode.
- You pay £30 college membership fee

FL3

This applies if:

- You are aged under 24 years and don't have a Level 3 qualification
- If you do not meet the above, you will need to pay the published course fee. (You could pay the course with an Advanced Learner Loan – check with our advisers at enrolment).
- You pay £30 college membership fee.

FCC

You will need to pay the published fee.

(If the course is loanable you could pay with an Advanced Learner Loan – check with our advisers at enrolment).

HE

You may be able to pay for your course with a higher education loan from the Student Loan Company – check with our advisers at enrolment).

D

Discounted courses. You may not have to pay for your course, but this depends on your individual circumstances, so please speak to our advisers at enrolment.

- English and maths courses up to Level 2 are free.
- You will pay the £30 college membership fee.
- ESOL courses are free. **You will pay the £30 college membership fee.**

Please note, that we will need evidence to confirm your personal status at time of enrolment so please bring proof of income and benefits dated within the last three months.

'Home student' status

You are a home student if you:

- Have lived in the UK without any restrictions and have been ordinarily resident for at least three years before the start of your course.
- Are an EU national (passport holder) and have been ordinarily resident for three years in the EU.
- Are a recently arrived spouse of a home student (you must bring in your passport and your spouse's passport).
- Have been granted refugee status in the UK.
- Are an asylum seeker in receipt of support from the Asylum Support service, the Home Office or similar agencies.
- Have indefinite or exceptional leave to remain or enter the UK or have been granted humanitarian protection or discretionary leave in the UK.

International students

If you don't meet the eligibility for 'home student' status, or if you have a student or tourist visa, irrespective of your length of stay in the UK, you will need to pay 'international student' fees. Please ask us for further details and for the international fees for your chosen course.

Re-taking exams

You may be asked to meet the full cost of an exam if you are re-taking it at New City College.

Refund policy

Fees will not be refunded except in cases where the course is cancelled or withdrawn by the college, or if a student needs to withdraw from the course due to the college making changes to the time/day of the course which would mean that the student is no longer able to attend.

FUN, RECREATIONAL AND SKILLS COURSES FOR ADULTS



**NEW COURSES FROM
SEPTEMBER 2019**

FEES AND ENROLMENT

If you are looking to learn a new skill, or take up a new hobby, check out our fun, recreational and skills courses in this section. We have a range of one day, five week and ten week courses in a variety of subjects.

If you are a home student, unemployed and claiming active state benefit, you pay the discounted cost. All other students will need to pay the full cost shown. If you are paying the full cost, you can enrol at our Hackney or Epping campuses during our enrolment period. See back page of this guide for details of times and days.

If you are paying the full cost, and want to study at our Hackney campus, you can also enrol at certain times by telephone on 020 7613 9116, Monday to Thursday 10am-2pm.

Please call 020 8502 8778 for any enquiries about courses at Epping Forest campus.

Non-full cost payers (and full cost payers if they prefer) can enrol in person at our Hackney or Epping campuses. No additional registration fee is payable for the courses in this section.

Each class needs a minimum of ten people enrolled in order for it to run. If your course is cancelled or closed due to low numbers, you will receive a full refund, or you can transfer to another course during the same academic year.







If you do not attend or decide to withdraw from the course within one week of the course starting, no refund will be made. Courses start in September 2019, January and April 2020.

This information applies to courses in this section only. For information on fees and enrolment for all other courses, please see the relevant sections in the main guide.

ARTS AND CRAFTS						
NAME	START DATE	END DATE	PRICE	CAMPUS	DAY	TIME
DRAWING AND PAINTING	18/09/19	27/11/19	£138.00	📍 Hackney Campus	Wednesday	14:00-16:00
DRAWING AND PAINTING	19/09/19	28/11/19	£118.00	📍 Hackney Campus	Thursday	18:30-20:30
POTTERY CLUB	24/09/19	03/12/19	£160.00	📍 Epping Forest Campus	Tuesday	19:00-21:00
POTTERY/CERAMICS	17/09/19	03/12/19	£128.00	📍 Hackney Campus	Tuesday	15:00-17:00
POTTERY/CERAMICS	17/09/19	03/12/19	£133.00	📍 Hackney Campus	Tuesday	18:30-20:30
POTTERY/CERAMICS	19/09/19	28/11/19	£133.00	📍 Hackney Campus	Thursday	18:30-20.30
POTTERY/CERAMICS	17/09/19	03/12/19	£128.00	📍 Hackney Campus	Tuesday	12:00-14:00

CAKE MAKING						
NAME	START DATE	END DATE	PRICE	CAMPUS	DAY	TIME
CAKE MAKING	17/09/19	15/10/19	£75.00	📍 Hackney Campus	Tuesday	18:30-21:00
CAKE DECORATING BEGINNERS	19/09/19	28/11/20	£133.00	📍 Hackney Campus	Thursday	19:00-21:00
CAKE DECORATING SKILLS	24/09/19	09/06/20	£415.00	📍 Epping Forest Campus	Wednesday	19:00-21:00
CAKE DECORATING LEVEL 2	25/09/19	06/10/20	£415.00	📍 Epping Forest Campus	Tuesday	19:00-21:00
PASTRY MAKING	29/10/19	26/11/19	£75.00	📍 Hackney Campus	Tuesday	18:30-21:00

CATERING						
NAME	START DATE	END DATE	PRICE	CAMPUS	DAY	TIME
LEVEL 2 AWARD IN FOOD SAFETY IN CATERING	15/10/19	15/10/19	£80.00	📍 Hackney Campus	Tuesday	Enquire at time of enrolment

CLOTHESMAKING						
NAME	START DATE	END DATE	PRICE	CAMPUS	DAY	TIME
SEWING CLUB	17/09/19	26/11/19	£130.00	 Epping Forest Campus	Tuesday	19:00-21:00
AFRICAN CLOTHESMAKING	19/09/19	28/11/19	£138.00	 Hackney Campus	Thursday	18:30-21:00
CLOTHESMAKING BEGINNERS	17/09/19	03/12/19	£138.00	 Hackney Campus	Tuesday	10:00-12:30
CLOTHESMAKING INTERMEDIATE	18/09/19	27/11/19	£138.00	 Hackney Campus	Wednesday	13.30-16:00
CLOTHESMAKING BEGINNERS	17/09/19	03/12/19	£118.00	 Hackney Campus	Tuesday	19:00-21:00
CLOTHESMAKING MIXED	19/09/19	28/11/19	£118.00	 Hackney Campus	Thursday	19:00-21:00
CLOTHESMAKING BEGINNERS	16/09/19	25/11/19	£138.00	 Ilford Campus	Monday	12.30-15:00
PATTERN CUTTING	17/09/19	03/12/19	£118.00	 Hackney Campus	Tuesday	19:00-21:00
PATTERN CUTTING	17/09/19	03/12/19	£118.00	 Hackney Campus	Tuesday	10.30-12.30

DANCE						
NAME	START DATE	END DATE	PRICE	CAMPUS	DAY	TIME
EGYPTIAN DANCE	17/09/19	03/12/19	£88.00	 Hackney Campus	Tuesday	18:15-19.45

FITNESS						
NAME	START DATE	END DATE	PRICE	CAMPUS	DAY	TIME
YOGA FOR BEGINNERS	01/10/19	10/12/19	£65.00	 Epping Forest Campus	Tuesday	18:00-19:00

HOME MAINTENANCE						
NAME	START DATE	END DATE	PRICE	CAMPUS	DAY	TIME
HOME MAINTENANCE (PAINTING & DECORATING)	17/09/19	15/10/19	£78.00	📍 Hackney Campus	Tuesday	18:30-21:00
HOME MAINTENANCE (CARPENTRY & JOINERY)	19/09/19	15/10/19	£78.00	📍 Hackney Campus	Thursday	18:30-21:00

IT						
NAME	START DATE	END DATE	PRICE	CAMPUS	DAY	TIME
INTRODUCTION TO BASIC IT	17/09/19	03/12/19	£138.00	📍 Hackney Campus	Tuesday	18:00-20:00
INTRODUCTION TO WEB DESIGN	19/09/19	28/11/19	£138.00	📍 Hackney Campus	Thursday	18:30-21:00

LANGUAGE SKILLS						
NAME	START DATE	END DATE	PRICE	CAMPUS	DAY	TIME
FRENCH BEGINNERS	17/09/19	03/12/19	£150.00	📍 Hackney Campus	Tuesday	19:00-21:00
SPANISH BEGINNERS	17/09/19	03/12/19	£150.00	📍 Hackney Campus	Tuesday	19:00-21:00

MOTORING						
NAME	START DATE	END DATE	PRICE	CAMPUS	DAY	TIME
DRIVING THEORY SKILLS	19/09/19	31/10/19	£78.00	📍 Hackney Campus	Thursday	19:00-21:00
DRIVING THEORY SKILLS	07/11/19	28/11/19	£78.00	📍 Hackney Campus	Thursday	19:00-21:00
CAR MAINTENANCE GENERAL	19/09/19	28/11/19	£110.00	📍 Hackney Campus	Thursday	18:30-20:30
MOTORCYCLE MAINTENANCE INTERMEDIATE	17/09/19	03/12/19	£210.00	📍 Hackney Campus	Tuesday	18:30-21:00
MOTORCYCLE MAINTENANCE BEGINNERS	19/09/19	28/11/19	£210.00	📍 Hackney Campus	Thursday	18:30-21:00

HOW TO FIND US

Our campuses are easily accessible by public transport

Epping Forest campus

Borders Lane
Loughton
IG10 3SA
020 8508 8311

- 🚏 Bus: 66, 397
- 🚇 Tube: Debden, then 5 minute walk
- TFL Rail: Only 20 minutes from Stratford station

Hackney Campus

Falkirk St
London
N1 6HQ
020 7613 9000

- 🚏 Bus: 26, 35, 47, 48, 55, 67, 78, 149, 242, 243, 394
- 🚇 Tube: Old Street, Liverpool Street, 15 minute walk
- 🚆 London Overground: Hoxton, 3 minute walk

Redbridge: Chadwell Heath Campus

Chadwell Heath Lane
Chadwell Heath
RM6 4XT
020 8548 7402

- 🚏 Bus: EL3, 39, 66, 173, 296, 387
- 🚇 Tube: Newbury Park then 15 minute bus ride
- 🚆 TFL rail: Chadwell Heath or Goodmayes, then 15 minute bus ride

Redbridge: Ilford Campus

2 Balfour Road
Ilford
IG1 4HP
020 8477 0200

- 🚏 Bus: 86, 123, 128, 150, 179, 296, 364, 396, 462
- 🚇 Tube: Gants Hill
- 🚆 TFL Rail: Manor Park, Seven Kings

Tower Hamlets Campus

112 Poplar High Street
Polar
London
E14 0AF
020 7510 7510

- 🚏 Bus: D6, D7, 15, 108, 115, 277, 309
- 🚇 Tube: Canary Wharf, then 10 minute walk
- 🚆 DLR: Poplar

Tower Hamlets: Arbour Square Campus

Arbour Square
Limehouse
E1 OPT

- 🚏 Bus: 15, 115, 135
- 🚆 Overground: Shadwell, then 10 minute walk
- 🚆 DLR: Limehouse, then 10 minute walk

ENROLMENT

DATE	TIME	16-18	ATLEE A LEVEL ACADEMY	ADULT	ESOL	CAMPUS
WEDNESDAY 21 AUGUST	1-3pm	✗		✗	Invitation only	Tower Hamlets Hackney
THURSDAY 22 AUGUST	10am-6pm	✓	✓ Invitation only	✗	✗	All
FRIDAY 23 AUGUST	10am-4pm	✓	✓ Invitation only	✗	Invitation only; Tower Hamlets/Hackney	All
MONDAY 26 AUGUST	Bank Holiday	Bank Holiday	Bank Holiday	Bank Holiday	Bank Holiday	Closed
TUESDAY 27 AUGUST	10am-6pm	✓		✓	Invitation only	Tower Hamlets Hackney
WEDNESDAY 28 AUGUST	10am-4pm	✓		✓	✓	All
THURSDAY 29 AUGUST	10am-6pm	✓		✓	✓	All
FRIDAY 30 AUGUST	10am-4pm	✓		✓	✓	All
SATURDAY 31 AUGUST	10am-2pm	✓		✓	✓	All
MONDAY 2 SEPTEMBER	10am-4pm	✓		✓	✓	All
TUESDAY 3 SEPTEMBER	10am-6pm	✓		✓	✓	All
WEDNESDAY 4 SEPTEMBER	10am-4pm	✓		✓	✓	All
THURSDAY 5 SEPTEMBER	10am-6pm	✓		✓	✓	All
FRIDAY 6 SEPTEMBER	10am-4pm	✓		✓	✓	All