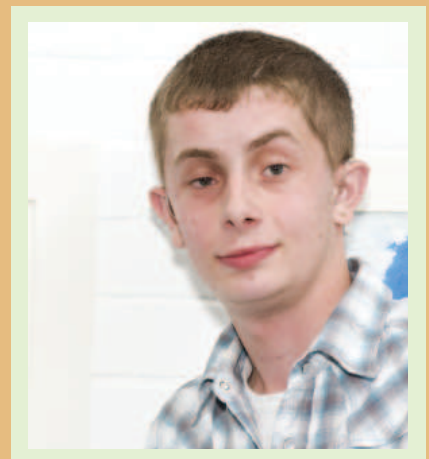
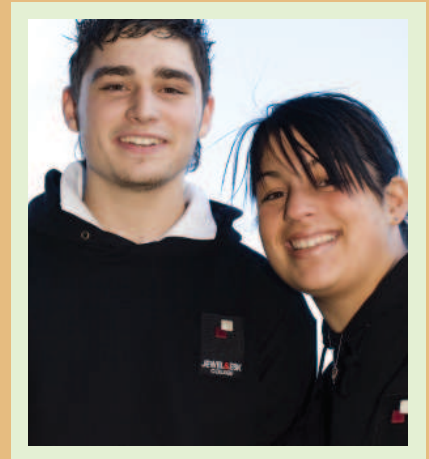




# Edinburgh's Colleges

## Recession-busting Special Course Guide 2010/11

*'Working together for your future'*



# Welcome

Welcome to our recession busting course guide.

All 3 Edinburgh Colleges have brought together special courses which will help young people affected by the recession. They cover a range of interests, from engineering to care, hospitality to sport, administration to computing and lots in between.

These courses give you key employability and work skills, with most leading on either to further study in your chosen field or directly into the employment market. Deciding to apply for one of these courses could be the first step towards your future. Don't wait – apply today.

# How to apply

Once you have completed your application, please send it direct to the college who is running your chosen course. The contacts at each college for the return of the completed application forms are:

■ **Jewel & Esk College**

Ashley Butler, Quality & Qualifications Administration Assistant,  
Jewel & Esk College, Edinburgh Campus, 24 Milton Road East, Edinburgh, EH15 2PP  
abutler@jec.ac.uk

■ **Stevenson College Edinburgh**

Sharon Pearson, Clerical Assistant, Student Advice Centre,  
Stevenson College, Bankhead Avenue, Edinburgh, EH11 4DE  
spears@stevenson.ac.uk

■ **Edinburgh's Telford College**

John Watt, Administration Support Assistant,  
Edinburgh's Telford College, 350 West Granton Road, Edinburgh, EH5 1QE  
John.Watt@ed-coll.ac.uk

If you need help with your application or advice on any aspect of these courses, please contact Skills Development Scotland, your local Job Centre Plus or one of the college contacts above.

## Student funding

Students may be eligible for some financial support, for example bursary, Educational Maintenance Allowance (EMA), travel, essential course expenses, childcare and/or discretionary/hardship funding. These funds are all means tested and cash-limited so students should make contact with the relevant college for advice and support in getting the appropriate funding:

Jewel & Esk College	-	Student Services 0131 344 7163 studentservices@jec.ac.uk
Stevenson College Edinburgh	-	Learner Services 0131 535 4700 info@stevenson.ac.uk
Edinburgh's Telford College	-	Guidance and Student Services 0131 559 4869 studentfunding@ed-coll.ac.uk

# Skills Development Scotland

At Skills Development Scotland, it's our job to support you as you make decisions about learning and your career. Whether you're making choices at school, furthering your education, managing your career or facing employment challenges, we have the expertise to help you make well-informed decisions.

As well as offering free face-to-face advice we can support you through our website and telephone helpline. Skills Development Scotland can help you source training courses, search for jobs, give you information on Modern Apprenticeships and other training programmes that may suit you. We work closely with individuals of all ages, as well as employers and learning providers, and even offer funding to ensure that everyone has the chance to benefit from building new skills.

Further information can be accessed at [www.skillsdevelopmentscotland.co.uk](http://www.skillsdevelopmentscotland.co.uk) or telephone 0845 8 502 502; typetalk 18001 0845 8 502 502; textphone 0141 889 8581 (calls charged at local rates) to speak to one of our staff.

## Jobcentre Plus

Jobcentre Plus offers a number of programmes and services to help jobseekers, unemployed people, those with disabilities and others who may need extra help in finding work. It has one of Britain's largest databases of job vacancies, which is updated constantly. The database also lets you search for training, career information, voluntary work and childcare providers across the UK. For more information please visit [www.direct.gov.uk](http://www.direct.gov.uk)

# Access courses

## **PRE WORK PREPARATION**

SCQF Level: 2/3

Location: Stevenson College Edinburgh Start date: Aug 2010 Duration: Full time for 36 wks

This programme is designed to develop literacy and numeracy skills alongside employability so that young people may progress to work experience placements and provision. Aimed at aged 16 - 18 school leavers who may have had additional support at school and are able to work in a group.

## **P4W (PLACEMENT ACTIVITY)**

SCQF Level: 1/2

Location: Stevenson College Edinburgh Start date: Aug 2010

Duration: Full time incl work placement

This course is for young people who have left school and who want to work, but lack the confidence and knowledge to get a job independently. You will study SQA Units Intermediate 1 and 2 in Communication and Numeracy, Intermediate 1 Care, Intermediate Working with Others and First Aid Certificate. Aimed at young people aged 16-18 years, able to self travel, may have had additional support at school.

# Administration courses

## **ACCESS TO ADMINISTRATION**

SCQF Level: 3/4

Location: Jewel & Esk College Start date: Jan 2011

Duration: 15 wks college + 3 wks placement

We will cover areas such as office skills, software packages including Microsoft Word and Excel, e-mail and an introduction to the internet, employability and work placement. You will study a number of SQA units and employability skills. Progression to NQ Admin and IT Skills for the Office is possible.

No formal qualifications necessary however you should be able to communicate well - all candidates will be interviewed. Suitable for unemployed/school leaver/Access to Industry.

## **FLEXIBLE OFFICE SKILLS (NQ UNITS & COLLEGE CERTIFICATE)**

SCQF Level: 4/5

Location: Stevenson College Edinburgh Start date: Aug 2010

Duration: Part time up to 16 hr per wk

This programme is for those who wish to work in an administrative environment or work from home and would like to learn new skills or update old ones. Flexible Office Skills allows a flexible method of attendance so you can attend part time. The course includes word processing/keyboarding, IT skills with internet, database, spreadsheets, presentation skills, email, fax, reception skills and filing. Assessments are carried out within the College.

No formal entry requirements. You should have an interest in this vocational area. This would be suitable for DWP Young People Guarantee, or school leavers / unemployed.

## **HNC ADMINISTRATION & INFORMATION TECHNOLOGY**

SCQF Level: 7

Location: Stevenson College Edinburgh Start date: Jan 2011 Duration: Full time for 18 wks

This HNC will allow you to develop a high level of IT and problem-solving skills in addition to gaining a good theoretical knowledge of the Administration and Information Technology field. Ideal for those who wish to pursue a career as Administrators, Office Supervisors / Managers or Personal Assistants. Successful completion also offers the opportunity to progress to an appropriate degree.

You will need 1 Higher, at Grade C or above plus 3 Standard Grades at Grade 3 or above (two of which should be Administration and English) or satisfactory completion of appropriate Intermediate 2 or Higher SQA Units. Applicants who do not meet this criteria but have relevant work experience will be considered.

# Business courses

## HNC ACCOUNTING

SCQF Level: 7

Location: Stevenson College Edinburgh Start date: Jan 2011 Duration: Full time for 18 wks

If you are seeking an advanced level qualification and a career in Accounting and Finance, but have no previous experience, this course could be ideal for you. You will need 2 Higher passes and 3 Standard Grades at Grade 3 or above including English or Mathematics or NQ Business Intermediate 2 or equivalent or SVQ 3 Accounting. Mature adults with relevant experience may also be considered; suitable for school leavers / unemployed.

## BUSINESS (NQ UNITS AND COLLEGE CERTIFICATE)

SCQF Level: 4/5

Location: Stevenson College Edinburgh Start date: Aug 2010 Duration: Full time for 36wks

This course is designed to introduce you to a wide range of business subjects such as Accounting, Economics, Law, Marketing, Financial Services and related skills including Communication and Computing. You will need Standard Grades at General Level or above. Mature students with relevant experience will also be considered. You will need Standard Grades at General Level or above. Mature students with relevant experience will also be considered. Suitable for school leavers / unemployed.

# Care courses

## HNC HEALTH CARE

SCQF Level: 7

Location: Stevenson College Edinburgh Start date: Aug 2010

Duration: Full time for 36 wks incl work placement

This full time programme is designed for access to Allied Health programmes at University. You will need 5 Standard Grades at Level 3 or above, plus Intermediate 2 Biology and English plus at least one Higher. Students without formal entry qualifications need to demonstrate an ability to manage the academic demands of the course. Suitable for 17yrs + and unemployed.

## HNC SOCIAL CARE

SCQF Level: 7

Location: Stevenson College Edinburgh Start date: Aug 2010

Duration: Full time for 36 wks incl work placement

This full time course includes 4 Level 3 SVQ Units and will prepare you for a career in Social Care. You will need 2 Highers, NC group award or equivalent qualifications. You should have relevant experience (paid, voluntary or placement) in a social care setting. Mature students with relevant experience may be considered but should provide evidence of recent study.

## **INTRODUCTION TO CARE - NC**

SCQF Level: 4

Location: Stevenson College Edinburgh      Start date: Jan 2011

Duration: Full time for 18wks incl work placement

This course is ideal for those interested in working in the care sector. It will help you develop a wide range of practical skills at an introductory level. We prefer you to have English Standard grade 4. Suitable for school leavers / unemployed.

## **HEALTH CARE INTERMEDIATE 2**

SCQF Level: 5

Location: Jewel & Esk College      Start date: Sep 2010

Duration: Full time for 36 wks, incl work placement

This course covers areas such as Introduction to Employment in the Health Care Sector (clinical and non clinical), Anatomy & Physiology, Psychology & Sociology, Customer Service, employability and work placement. You will work towards Skills for Work: Health Sector Int 2. No formal qualifications necessary - all candidates will be interviewed. Aimed at school leavers / returning adults who have not been accepted for other care courses.

## **PREP FOR CARING**

SCQF Level: 5

Location: Edinburgh's Telford College      Start date: 30 Aug 2010

Duration: Full time for 36 wks, incl work placement

This course gives a comprehensive introduction to the social care sector and work placement. Progression to social care/child care. You don't need any formal qualifications but must have a successful interview. Suitable for the unemployed/school leaver.

# **Construction courses**

## **CITY & GUILDS CONSTRUCTION MULTI SKILLS LEVEL 1**

SCQF Level: 5

Location: Edinburgh's Telford College      Start date: 30 Aug 2010

Duration: Full time for 36 wks, 3 days college, 1 day placement

This course covers construction multi skill units ie painting, electrical awareness, plaster patching and other construction craft related units. You don't need any formal qualifications but must have a successful interview to join the course. Suitable for school leavers / unemployed.

# Creative industries courses

## **INTRODUCTION TO CREATIVE ARTS (INTERMEDIATE 1 & 2)**

SCQF Level: 5

Location: Stevenson College Edinburgh Start date: Aug 2010 Duration: Full time for 36 wks

School leavers / unemployed. This exciting programme is targeted at those who wish to develop existing skills in creative arts but are as yet undecided on a particular career path. 2 Standard Grades at Grade 4 or above. Mature students with a proven interest will also be considered.

## **TV PRODUCTION (COLLEGE CERTIFICATE/NATIONAL PROGRESSION AWARD)**

SCQF Level: 4/5

Location: Stevenson College Edinburgh Start date: Jan 2011 Duration: Full time for 18 wks

This is a "hands on" course which is designed to provide a wide ranging introduction to the skills needed to work in the broadcasting industry. You will need 2 Standard Grades including English, at level 3 or above. Suitable for school leavers / unemployed.

# Employability / personal skills courses

## **THE MATCH (IN CONJUNCTION WITH EDINBURGH SPARTANS)**

SCQF Level: 2

Location: Edinburgh's Telford College Start date(s): 30 Aug 2010 / 29 Nov 2010 / 14 Mar 2011

Duration: 12wks - 1 day per wk

Introduction to skills for employment ie responsibility, expectation and workplace visits. You will work towards SQA Essential Skills units. You don't need any formal qualifications, but must have a successful interview.

# Engineering courses

## **PRE-APPRENTICESHIP COURSE - ELECTRICAL INSTALLATION**

SCQF Level: 5

Location: Stevenson College Edinburgh

Start date: Aug 2010 Duration: Full time for 18 wks

This course is designed for young people wishing to enter the electrical contracting industry but will also be of benefit if you are interested in construction or engineering. Applicants should be 16-18 years. Maths or Physics at Standard grade 3 or above would be advantageous.

## **VRQ VEHICLE MAINTENANCE LEVEL 1 (CITY & GUILDS)**

SCQF Level: 4

Location: Stevenson College Edinburgh

Start date: Aug 2010

Duration: Full time for 36 wks, incl 1 wk work placement

This course is for young people who would like to enter the automotive industry. Applicants should be 16-18 years and achieve at least 40 in the MV Aptitude test at interview. Suitable for 16 / 17 school leavers.

# Facilities courses

## **FACILITIES MAINTENANCE**

SCQF Level: 5

Location: Edinburgh's Telford College

Start date(s): 30 Aug 2010 / 6 December 2010 / 4 April 2011

Duration: 12 wks, 3 days training + 1 day work experience

This course covers 3 elements - construction multi skill units, employability units and a work placement. It is part award of City & Guilds Multi Skill Level 1. You don't need any formal qualifications, but must have a successful interview.

# General preparation for college courses

## **PREPARATION FOR COLLEGE SKILLS**

SCQF Level: 4

Location: Edinburgh's Telford College    Start date: 17 Jan 2010    Duration: 20 wks, 3 days per wk

This course offers an introduction to skills for employment i.e. responsibility, expectation and workplace visits. You will complete SQA Essential Skills units. You don't need any formal qualifications but must have a successful interview. Suitable for unemployed/school leaver.

## **WORK SKILLS (SQA ESSENTIAL SKILLS UNITS)**

SCQF Level: 4

Location: Edinburgh's Telford College    Start date(s): 30 Aug 2010 / 29 November 2010 / 14 March 2011

Duration: 24wks, 12 wks college and 12 wk workplacement

This course will develop confidence and employment related skills/essential skills. You don't need any formal qualifications but must have a successful interview. Suitable for unemployed/school leaver.

# Hospitality & tourism courses

## **FOOD PREPARATION**

SCQF Level: 4

Location: Edinburgh's Telford College Start date(s): 30 Aug 2010 / 29 November 2010 / 14 March 2011

Duration: 15 wks, 12 wks college and 3 wks work placement

This course covers cookery processes and food preparation techniques, as well as kitchen hygiene and team working skills. You will need to attend between 2-6pm. You don't need any formal qualifications, but must have a successful interview. Suitable for school leavers / unemployed.

## **ACCESS TO HOSPITALITY**

SCQF Level: 3/4

Location: Jewel & Esk College Start date: Jan 2011

Duration: 15 wks, 3 days training and 2 days work experience per week

This course covers areas such as an introduction to the hospitality industry, customer care, food hygiene, alcohol service, employability and work placement. You don't need any formal qualifications however you should be able to communicate well - all candidates will be interviewed. Suitable for the unemployed / school leaver. You will study towards REHIS Elementary Food Hygiene, Responsible Service of Alcohol and a number of SQA units.

## **EVENTS & TOURISM**

SCQF Level: 4/5

Location: Jewel & Esk College Start date: Jan 2011

Duration: Full time for 18 wks, incl work placement

This course covers areas such as Tourism in the local area, customer care skills, organising events, employability skills and work experience. You can progress to NQ Administration or Business. You don't need any formal qualifications however you should be able to communicate well - all candidates will be interviewed. Suitable for all 16-24yr olds.

# IT courses

## **PREP FOR IT SUPPORT**

SCQF Level: 5

Location: Edinburgh's Telford College Start date(s): 30 Aug 2010 / 29 November 2010 / 14 March 2011

Duration: 15 wks, 12 wk college and 3 wk work placement

This course covers a range of practical skills required for IT technical support and work placement. You will study towards a number of SQA units. You don't need any formal qualifications but will need a successful interview. Suitable for the unemployed/school leaver.

## **TECHNICAL SUPPORT & NETWORKING**

SCQF Level: 4/5

Location: Jewel & Esk College Start date: Sep 2010

Duration: Full time for 18 wks, incl work placement

This course covers building networks and building and troubleshooting PCs, installing, configuring and using system and application software and appreciation of current technologies. It also includes work placement. You will complete a number of SQA units. Progression to Computing course at level 6. You don't need any formal qualifications - all candidates will be interviewed. Suitable for all 16-24yr olds.

## **DIGITAL TECHNOLOGY**

SCQF Level: 4/5

Location: Jewel & Esk College Start date: Sep 2010

Duration: Full time for 18 wks, incl work placement

A practical introduction to digital acquisition and editing with basic web design. Work related skills and work placement. You will complete a number of SQA units and could progress to higher level NQ course or HNCs in Television or Animation. You need no formal qualifications - all candidates will be interviewed. Suitable for all 16-24yr olds.

## **NC DIGITAL MEDIA ADVANCED**

SCQF Level: 5

Location: Stevenson College Edinburgh Start date: Aug 2010 Duration: Full time for 36wks

The aim of this course is to provide you with a broad-based understanding of the various areas of computing. Suitable for school leavers / unemployed. You will need Standard Grade passes in Computing and Maths general level.

# Retail courses

## **GETTING INTO RETAIL**

SCQF Level: 5

Location: Edinburgh's Telford College    Start date: 30 Aug 2010 (then every 6 weeks thereafter)

Duration: 6 wks, 4 wks training and 2 wks work experience

This course covers areas such as customer care, Intro to Scottish Cert for Personal Licence holders, employability and work placement. You don't need any formal qualifications, but must have a successful interview. Suitable for all 16-24yrs.

## **ACCESS TO RETAIL**

SCQF Level: 3/4

Location: Jewel & Esk College                      Start date: Jan 2011

Duration: 15wks, 3 days training & 1 day work experience

This course covers areas such as an Introduction to the retail industry, consumer rights, cash handling, customer care, employability and work placement. You don't need any formal qualifications however you should be able to communicate well - all candidates will be interviewed. Aimed at the unemployed / school leaver.

# Sport courses

## **INTRODUCTION TO OUTDOOR PURSUITS**

SCQF Level: 5

Location: Edinburgh's Telford College    Start date: 17 Jan 2011    Duration: Full time for 20 wks

This course covers hillwalking, water sports, skiing, orienteering and climbing. You will study towards a governing body awards at introductory level. You don't need any formal qualifications but must have a successful interview and an interest in outdoor pursuits. Suitable for DPG18/school leavers.

## **YOUTH COMMUNITY WORKER**

SCQF Level: 5

Location: Edinburgh's Telford College    Start date: 30 Aug 2010    Duration: Part time for 36 wks

This course covers development of planning, delivering and evaluating coaching sessions. You will study for a Community Sports Leader qualification. You don't need any formal qualifications but must have a successful interview and an interest in youth community work.

