



**City College  
Peterborough**

*Working together, learning together*

# **COURSE GUIDE 2022/23**



**Find the perfect course for you.**

**[citycollegepeterborough.ac.uk](http://citycollegepeterborough.ac.uk)**

# Welcome to City College Peterborough and our Course Guide

I want to start by writing a little about **Henry Morris** (1889–1961). In this centenary year, he was the Chief Education Officer in Cambridgeshire for over 30 years from 1922. In 1924 he wrote the now famous Memorandum which led to the founding of the Village Colleges. The movement seeded a change towards “community education” in many parts of Britain and abroad. This change was based on the belief that education should be a lifelong process. He called it “raising the school-leaving age to 90”. He was an outstanding man and one of the greatest figures in education of the twentieth century.

We have carried on the tradition of community learning, lifelong learning and much, much more and it is in Henry’s honour that we dedicate this course guide to his achievements, imagination and vision to adult education.

Now is a really good time to come and talk to us at City College Peterborough.

You may want to learn a new skill that helps you get promoted at work; or you may wish to learn something to keep your mind active; perhaps to help with your wellbeing or do you want to learn a new craft, one that you do for you, your family or maybe start up a business. You could even learn how to support your children with their school work.

We offer a range of inclusive courses in a friendly environment at different venues, times, and dates, so please come in and talk to one of our customer experience advisors who will point you in the right direction.

I look forward to seeing you at one of our sites and if you can’t find what you are looking for, please do let us know.

**Tanya Meadows**  
**Head of Service/Principal**  
**Brook Street**



## How to enrol

You can enrol in person at our Main Office at City College Peterborough, Brook Street, Peterborough PE1 1TU.

 **Online:** The quickest and easiest way to enrol is online on our website at [www.citycollegepeterboroughenrol.co.uk](http://www.citycollegepeterboroughenrol.co.uk)

 **In person:** Some of our adult courses require the completion of an application form and possibly even an interview or an assessment. By phone Call (01733) 761361 using a credit/debit card.

 **By phone:** Call us on 01733 761361 to find out more or to book your place(s) on our 2022/23 courses.

**Reception opening hours**  
**8.30am – 6pm Monday – Friday**

 **Unique learner number**  
Once you have enrolled onto the course(s) of your choice through the College, you will be issued separately with your own Unique Learner Number. This number is issued by a Government organisation, Learner Records Service (LRS), to help you monitor and manage your participation and achievement data via their website [www.miap.gov.uk](http://www.miap.gov.uk).

## Term Dates 2022/23

### AUTUMN TERM 2022

Term starts	Monday 5 September
Half-term	Monday 24 October – Friday 28 October
Term ends	Friday 16 December

### SPRING TERM 2023

Term starts	Monday 09 January
Half-term	Monday 13 February – Friday 17 February
Term ends	Friday 31 March

### SUMMER TERM 2023

Term starts	Monday 17 April
May Day	Monday 01 May
Half-term	Monday 29 May – Friday 2 June
Term ends	Friday 14 July

**COVID SAFE**  
We operate a Covid-Safe environment to keep you and our staff safe.



Picture courtesy of artist Josie Kelly (Instagram@josiemkelly)

# Leisure Learning

Learning is for life and should be for pleasure. Our Leisure Learning courses offer opportunities to develop an existing hobby, start a new hobby and meet like-minded people in the community.

Join a Leisure Learning course with us and enjoy a relaxed learning environment! Our tutors are people who have a passion for their subject and wish to share this with other residents.

Can't find what you are looking for? Contact the college and let us know. We are always looking for new course ideas and can also let you know if it is something that we are looking to run in the near future.



Find the perfect course for you

# Arts & Crafts

Are you an aspiring artist or want to learn a traditional skill? Explore your creative side with our wide range of arts and crafts courses.

## Drawing & Painting

### Tony Nero – Art

Tony originally trained as a graphic designer working in the music industry producing record sleeves and printed materials for over 20 years. Almost half of this time he spent managing his own graphic studio. Tony's work is very diverse in subject matter, and he works in a variety of mediums such as pencils, charcoal, pastels, oils and watercolour. The majority of his art is self-taught, but he also undertook some formal fine arts training at the London Guildhall University.



### Julie Reid – Art

Julie is an established fine artist with a strong focus on drawing and collage. She works in her garden studio from drawings she makes from her observations of the natural world whilst walking in woodlands and the landscape both locally, in France and north eastern Spain.



Course Title	Tutor	Day	Start date	Time	No of sessions	Fees*	Course code
Painting for Pleasure	Tony Nero	Mon	19/09/2022	09:30–12:00	12	£270	09110905
	Tony Nero	Mon	19/09/2022	13:00–15:30	12	£270	09110906
	Tony Nero	Mon	09/01/2023	09:30–12:00	11	£248	09110908
	Tony Nero	Mon	09/01/2023	13:00–15:30	11	£248	09110909
	Tony Nero	Mon	17/04/2023	09:30–12:00	12	£270	09110912
	Tony Nero	Mon	17/04/2023	13:00–15:30	12	£270	09110913
Oil Painting Techniques	Tony Nero	Fri	23/09/2022	09:15–11:45	12	£270	09110910
	Tony Nero	Fri	13/01/2023	09:15–11:45	11	£248	09110910
	Tony Nero	Fri	21/04/2023	09:15–11:45	12	£270	09110911

\*Concessions may apply. See page 34 for details.



Course Title	Tutor	Day	Start date	Time	No of sessions	Fees*	Course code
Drawing & Painting Techniques	Julie Reid	Wed	28/09/2022	13:00–15:30	10	£225	09110918
	Julie Reid	Wed	11/01/2023	13:00–15:30	10	£225	09110919
	Julie Reid	Wed	26/04/2023	13:00–15:30	10	£225	09110920



## Share your passion with others

Do you, or someone you know, have a passion for a subject that you think would be of interest to others? Whether you have teaching qualifications or not, just contact us and we will be happy to work with you to share your skills.

Call 01733 761361 or email [admin@citycollegepeterborough.ac.uk](mailto:admin@citycollegepeterborough.ac.uk) for an application form or to register your interest.

## Dressmaking

### Sue Burgess – Dressmaking/Crafts

Sue has taught for many years and has been sewing from the age of 5 years old. She started making clothes for her dolls before she started school, where Sue developed her skills and interest in dressmaking, soft furnishing and crafting.



Course Title	Tutor	Day	Start date	Time	No of sessions	Fees*	Course code
Dressmaking for Beginners	Susan Burgess	Tue	20/09/2022	10:00–12:00	10	£160	09110868
	Susan Burgess	Tue	17/01/2023	18:30–20:30	10	£160	09110871
	Susan Burgess	Tue	02/05/2023	10:00–12:00	10	£160	09110950
Dressmaking for Intermediates	Susan Burgess	Tue	20/09/2022	18:30–20:30	10	£160	09110866
	Susan Burgess	Tue	17/01/2023	10:00–12:00	10	£160	09110949
	Susan Burgess	Tue	02/05/2023	18:30–20:30	10	£160	09110952
Get to Know Your Sewing Machine	Susan Burgess	Fri	16/09/2022	09:30–11:30	3	£48	09110867
	Susan Burgess	Fri	20/01/2023	09:30–11:30	3	£48	09110869
	Susan Burgess	Fri	09/06/2023	09:30–11:30	3	£48	09110951

\*Concessions may apply. See page 34 for details.



## Pottery

### Mark Judd-Cooper – Pottery

Mark has a BA (Hons) in Ceramics from the West Surrey College of Art & Design. He enjoys creating sculptural vessels which are inspired by the natural world and his experiences within it. He uses a variety of processes within his work. Mark runs his pottery business – Greensleeves Pottery – from his studio and is also a member of Anglian Potters. Mark enjoys sharing his skills and his passion for creating items out of clay with through his popular pottery courses at the college.



Course Title	Tutor	Day	Start date	Time	No of sessions	Fees*	Course code
Pottery and Sculpture Design Class	Mark Judd-Cooper	Tue	13/09/2022	09:30–12:00	12	£270	09110897
	Mark Judd-Cooper	Tue	10/01/2023	09:30–12:00	11	£248	09110899
	Mark Judd-Cooper	Tue	18/04/2023	09:30–12:00	12	£270	09110901
Pottery and Sculpture Design Workshops	Mark Judd-Cooper	Tue	13/09/2022	13:00–15:30	12	£270	09110898
	Mark Judd-Cooper	Tue	10/01/2023	13:00–15:30	11	£248	09110900
	Mark Judd-Cooper	Tue	18/04/2023	13:00–15:30	12	£270	09110902



## Upholstery

### Susannah Yorke – Upholstery

Susannah is passionate about restoring furniture using both modern and traditional upholstery techniques. She enjoys watching her students develop their skills and love of the craft. Susannah brings 10 years' experience working in the interiors industry and runs her own upholstery business.



Course Title	Tutor	Day	Start date	Time	No of sessions	Fees*	Course code
Upholstery for All	Susannah Yorke	Tue	20/09/2022	09:30–12:00	12	£270	09110938
	Susannah Yorke	Tue	20/09/2022	12:30–15:00	12	£270	09110940
	Susannah Yorke	Tue	20/09/2022	15:30–18:00	12	£270	09110939
	Susannah Yorke	Tue	20/09/2022	18:30–20:30	12	£216	09110941
	Susannah Yorke	Tue	10/01/2023	09:30–12:00	11	£248	09110942
	Susannah Yorke	Tue	10/01/2023	12:30–15:00	11	£248	09110943
	Susannah Yorke	Tue	10/01/2023	15:30–18:00	11	£248	09110944
	Susannah Yorke	Tue	10/01/2023	18:30–20:30	11	£198	09110956
	Susannah Yorke	Tue	18/04/2023	09:30–12:00	12	£270	09110945
	Susannah Yorke	Tue	18/04/2023	12:30–15:00	12	£270	09110946
	Susannah Yorke	Tue	18/04/2023	15:30–18:00	12	£270	09110947
	Susannah Yorke	Tue	18/04/2023	18:30–20:30	12	£216	09110948

\*Concessions may apply. See page 34 for details.

# Astronomy

Astronomy is one of the oldest natural sciences. The word Astronomy literally means the science that studies the laws of the stars, celestial objects in the night sky. During our Astronomy courses you will learn about the night-time sky's landscape and how to identify stars, constellations and planets visible to the human eye and with the aid of a telescope.

**Dean Watson – Astronomy** Dean has been an astronomer for pretty much all of his life since about the age of five when his dad gave him newspaper clippings from the Moon landings. He wishes he still had them and yet, in a sense, he doesn't as they were one of the formative parts of his makeup and the memories have stayed with him in a way that paper never could. He grew up in the era of spaceflight and Star Wars, of Tomorrow's World on the TV on a Thursday and Doctor Who on Saturday nights. Having worked in marketing for the past 20 years he thought that now is the time to start his own platform, for not just his astronomical imaging, but other experiences that might be worth sharing.



Course Title	Tutor	Day	Start date	Time	No of sessions	Fees*	Course code
Practical Introduction to Astronomy	Dean Watson	Mon	12/09/2022	18:30–20:30	6	£90	09110967
	Dean Watson	Tue	21/02/2023	18:30–20:30	6	£90	09110968
	Dean Watson	Mon	05/06/2023	18:30–20:30	6	£90	09110969
A History of Spaceflight from Origins to Now	Dean Watson	Tue	08/11/2022	18:30–20:30	6	£90	09110970

# Cookery

Are you fed up making the same dishes week in week out? Would you like to learn to create a range of new dishes to impress your family and friends? Then join one of our cookery courses and learn how to make a range of dishes from scratch with the help and support of our experts.



## Ravi Pathak – Indian Cookery

Ravi teaches our very popular Indian cookery courses, which range from the very basics of cooking Indian food through to more complicated techniques alongside knowledge of spices and why and where to use them. He has lived in Peterborough for more than 50 years with a passion for cooking being a big part of family life. Ravi has been teaching Indian cooking for over 15 years and has been fortunate enough to have inherited his passion for and knowledge of food from his mother and aunts, who have many years' experience in chapatti and curry making.



Course Title	Tutor	Day	Start date	Time	No of sessions	Fees*	Course code
Indian Starters and Spices	Ravi Pathak	Tue	13/09/2022	18:45–20:45	5	£110	09110914
First Step of Indian Cookery	Ravi Pathak	Tue	01/11/2022	18:45–20:45	5	£110	09110915
Next Steps of Indian Cookery	Ravi Pathak	Tue	21/02/2023	18:45–20:45	5	£110	09110916
Vegan Indian Cookery	Ravi Pathak	Tue	18/04/2023	18:45–20:45	5	£110	09110917

For Ravi's courses the majority of ingredients are included. You may be asked to bring fresh meat or vegetables to the session.

\*Concessions may apply. See page 34 for details.

# English, Maths and ICT

Do you want to improve your English, Maths and ICT skills?



- Do you want to support your children/grandchildren with their schoolwork?
- Would you like to improve your job and career prospects?
- Do you want to improve your ability to complete forms, enhance your letter-writing skills and manage your finances?

Whatever your reason and whatever your needs, we can help. Our long, short and intensive courses, can equip you with basic practical skills required in everyday life, education and the workplace and you will work towards a nationally recognised-qualification ranging from Entry Level 1 through to GCSE. Why wait? To find out more about these FREE courses, please contact a member of our Customer Services team on (01733) 761361. Once your specific requirements have been assessed, you will be directed to the correct class where you will learn in a supportive, enjoyable and practical way.

## English for Speakers of Other Languages (ESOL)

We have many courses for English for Speakers of other Languages to help you with your communication skills for work and in your daily life. Most of our courses lead to qualifications recognised in the UK and all over the world. You will need to come in for an assessment to find out what level your English is before you are placed on one of our courses. To find out more about these courses, please contact a member of our Customer Services team on 01733 761361.



# History

Do you enjoy delving into the past to find out more about people, places and events that have influenced our society and culture today? Then join one of our popular history courses and explore the past and the impact it's had on our lives today.

**Colin Hurst – History** Colin has a lifelong interest in history and music, pursued alongside his day job, first as a bookseller and then as a parish priest. His current interest is in how we study history, and how our own perspectives can be very different from those of the past. He has a great enthusiasm for teaching adult learners: his own academic qualifications were gained as a mature student and he is often



involved in mentoring church ministry trainees.

**Don Chiswell – History** Don is a long-standing tutor at City College Peterborough and also delivers sessions and lectures on a wide range of eras to a wide audience. In answer to the question “What is your favourite period of history?” Don would most likely say “Just the last 3,250 years!” Don revels in demolishing popular historical myths and challenging his students to explore their own views on times gone by.

Course Title	Tutor	Day	Start date	Time	No of sessions	Fees*	Course code
Dear Old Blighty: Society and Culture in Britain 1914–1920	Colin Hurst	Fri	16/09/2022	10:00–12:00	5	£75	09110896
The Georgian Age	Donald Chiswell	Mon	19/09/2022	10:00–12:00	5	£75	09110873
The History of Peterborough	Donald Chiswell	Mon	07/11/2022	10:00–12:00	5	£75	09110874
Britain Between the Wars 1919–1939	Donald Chiswell	Mon	09/01/2023	10:00–12:00	5	£75	09110953
The Angevin Kings	Donald Chiswell	Mon	20/02/2023	10:00–12:00	5	£75	09110875
Between Wimar and Potsdam: German History 1871–1945I	Colin Hurst	Fri	24/02/2023	10:00–12:00	5	£75	09110895
Five Castles IV	Donald Chiswell	Mon	20/04/2023	10:00–12:00	5	£75	09110876
Queen Elizabeth's Sea Dogs	Donald Chiswell	Mon	05/06/2023	10:00–12:00	5	£75	09110877



# Languages

Do you want to learn a new language to help you communicate with the locals on your travels or to chat to people in their native tongue in your community? Would you like to learn more about the culture that influences the language too? Then join one of our popular language courses and start your journey today.

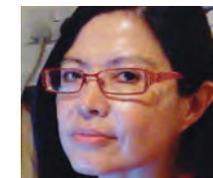
**Marianna Sasso – Italian** Marianna is a sociology graduate and Italian teacher. She is eager to share her knowledge about her language and culture with students. She started teaching Italian in Italy in a private school and now teaches here in the UK as a private tutor. She studied the Level 3 Award in Education and Training in Peterborough. She published a book in 2008 “Ischia fra sogni e bisogni. L’isola verde nel cinema e nell’immaginario”. (Ischia as seen through its dreams and needs).



Course Title	Tutor	Day	Start date	Time	No of sessions	Fees*	Course code
Italian for Beginners	Marianna Sasso	Wed	21/09/2022	18:30–20:30	10	£150	09110957
	Marianna Sasso	Mon	16/01/2023	18:30–20:30	10	£150	09110959
	Marianna Sasso	Wed	26/04/2023	18:30–20:30	10	£150	09110921
Italian for Intermediates	Marianna Sasso	Tue	19/09/2022	18:30–20:30	10	£150	09110966
	Marianna Sasso	Wed	18/01/2023	18:30–20:30	10	£150	09110958
	Marianna Sasso	Mon	24/04/2023	18:30–20:30	10	£150	09110960



**Maritza Grundy – Spanish** Maritza has been teaching languages for more than 25 years. In her native Peru, she taught English after gaining a Diploma from the University of Cambridge. After coming to England in 2005, Maritza gained various qualifications to enable her to teach Spanish. She has taught beginner, intermediate and advanced students in schools and academies and also prepares students for GCSE and for the DELE International exam.



Course Title	Tutor	Day	Start date	Time	No of sessions	Fees*	Course code
Introduction to Spanish	Maritza Grundy	Mon	19/09/2022	18:30–20:30	10	£150	09110954
	Maritza Grundy	Wed	18/01/2023	18:30–20:30	10	£150	09110955
	Maritza Grundy	Tue	25/04/2023	18:30–20:30	10	£150	09110885
Spanish for Beginners	Maritza Grundy	Tue	20/09/2022	18:30–20:30	10	£150	09110880
	Maritza Grundy	Mon	16/01/2023	18:30–20:30	10	£150	09110882
	Maritza Grundy	Wed	26/04/2023	18:30–20:30	10	£150	09110884
Spanish for Intermediates	Maritza Grundy	Wed	21/09/2022	18:30–20:30	10	£150	09110881
	Maritza Grundy	Tue	17/01/2023	18:30–20:30	10	£150	09110883
	Maritza Grundy	Mon	24/04/2023	18:30–20:30	10	£150	09110886

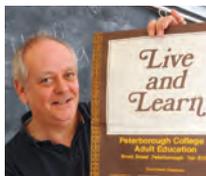
\*Concessions may apply. See page 34 for details.



# Literature

Do you enjoy literature? Have you always dreamt about writing your own articles, books or other publications? Then join one of our creative writing courses and learn how to turn your aspirations into reality.

**Tim Wilson – Creative Writing and Music** Tim is Peterborough born and bred and educated at the University of East Anglia, where he achieved an MA in Creative Writing. He has been teaching at the college since 1999 so this will be his 22nd year! He is a professional author of 30 titles, so creative writing and literature have been his main teaching areas, but he's also branched out into the history of classical music, a great love of his. Tim says that City College Peterborough is almost unique in the country now in its range and quality of traditional adult provision and he is very proud to work here.



Course Title	Tutor	Day	Start date	Time	No of sessions	Fees*	Course code
Creative Writing Techniques	Timothy Wilson	Mon	19/09/2022	19:00–21:00	12	£180	09110923
	Timothy Wilson	Mon	09/01/2023	19:00–21:00	11	£165	09110928
	Timothy Wilson	Mon	17/04/2023	19:00–21:00	12	£180	09110937
Creative Writing For All	Timothy Wilson	Wed	21/09/2022	13:00–15:00	12	£180	09110925
	Timothy Wilson	Wed	11/01/2023	13:00–15:00	11	£165	09110930
	Timothy Wilson	Wed	19/04/2023	13:00–15:00	12	£180	09110934
Literature For Pleasure	Timothy Wilson	Fri	23/09/2022	10:00–12:00	12	£180	09110926
	Timothy Wilson	Fri	13/01/2023	10:00–12:00	11	£165	09110931
	Timothy Wilson	Fri	21/04/2023	10:00–12:00	12	£180	09110935



Course Title	Tutor	Day	Start date	Time	No of sessions	Fees*	Course code
Get Writing	Timothy Wilson	Fri	23/09/2022	14:00–16:00	12	£180	09110927
	Timothy Wilson	Fri	13/01/2023	14:00–16:00	11	£165	09110932
	Timothy Wilson	Fri	21/04/2023	14:00–16:00	12	£180	09110936

# Music

It's interesting how music can invoke memories, uplift our mood or help us relax and drift away to somewhere away from the everyday. Our range of music courses are designed to help you appreciate music, the composers and what influenced their creative style.



Course Title	Tutor	Day	Start date	Time	No of sessions	Fees*	Course code
Classical Music For All	Timothy Wilson	Tue	20/09/2022	10:00–12:00	12	£180	09110924
	Timothy Wilson	Tue	10/01/2023	10:00–12:00	11	£165	09110929
	Timothy Wilson	Tue	18/04/2023	10:00–12:00	12	£180	09110933

\*Concessions may apply. See page 34 for details.

# Photography

Would you like to learn how to turn a good photo into a great photo? Would you like to get the best out of your digital camera or other devices? Then join one of our popular photography courses and learn how to capture moments of your surroundings in a creative and practical way.

**Richard Houghton – Photography** Richard has enjoyed photography since the age of seven when he first picked up his Dad's Kodak 'Box Brownie'! Over the years he has developed and extended his photographic skills and runs his own commercial photography business. Richard is a member of the Society of Wedding and Portrait Photographers and The Society of International Nature and Wildlife Photographers. He was a former president of Peterborough Photographic Society and enjoys sharing his skills with others.



Course Title	Tutor	Day	Start date	Time	No of sessions	Fees*	Course code
Extending Your Photography Skills	Richard Houghton	Wed	14/09/2022	10:00–12:00	5	£75	09110888
	Richard Houghton	Wed	02/11/2022	10:00–12:00	5	£75	09110890
	Richard Houghton	Wed	11/01/2023	10:00–12:00	5	£75	09110892
	Richard Houghton	Wed	19/04/2023	18:30–20:30	5	£75	09110965
Introduction to Camera Controls and Capturing Great Images	Richard Houghton	Wed	14/09/2022	18:30–20:30	5	£75	09110887
	Richard Houghton	Wed	11/01/2023	18:30–20:30	5	£75	09110891
	Richard Houghton	Wed	19/04/2023	10:00–12:00	5	£75	09110964

Course Title	Tutor	Day	Start date	Time	No of sessions	Fees*	Course code
Photography For Advanced	Richard Houghton	Wed	22/02/2023	18:30–20:30	5	£75	09110963
	Richard Houghton	Wed	07/06/2023	18:30–20:30	5	£75	09110894
Nighttime Photography	Richard Houghton	Wed	02/11/2022	18:30–20:30	5	£75	09110889
Photographing the Peterborough Cathedral	Richard Houghton	Wed	22/02/2023	10:00–12:00	5	£75	09110962
Creative Photography Styles & Techniques	Richard Houghton	Wed	07/06/2023	18:30–20:30	5	£75	09110893



\*Concessions may apply. See page 34 for details.

# Community Learning

Now, more than ever, being with other people in a safe and secure environment learning new things that are rewarding and enjoyable is more important than ever.

We work with partners to deliver learning opportunities that are going to make a real difference in the community. We have delivered courses in **Basic English, Mindful Crafting, Basic IT Skills, Budget Cooking** and so much more.

Whether you want to learn with other adults to improve your own skills, get into employment or just lift your mood or learn together with other families to support your children's development, we have something to offer you. Head to our website, call us, email us or visit us to find out how we can support you and your community.

# Family Learning

We also deliver an extensive and inclusive Family Learning programme. From Family Sewing to Family Cooking on a Budget, we can find a course to suit you.

Join us this summer for **SUPERHERO TUESDAYS** and **WILDLIFE WEDNESDAYS**.

We will be hosting **FREE** family fun days throughout August – contact the college to enrol onto a course or to book a place.

Find the perfect course for you



City College Peterborough  
Working together, learning together  
Jean Hunt Building



City College Peterborough  
Working together, learning together  
John Mansfield Campus



## Study Skills 16-19 Special Education Needs (SEN 24)



City College Peterborough has a long-standing reputation of helping young adults to continue with their education and help them explore their future options within a strong infrastructure of support, work related activity and enrichment opportunities.



Our range of study skills programmes are designed to help them enhance their basic skills whilst providing a solid foundation within a qualification framework:



- Animal Care
- Business and Enterprise
- Childcare
- Creative Crafts
- Hairdressing
- Health & Social Care
- Hospitality & Catering
- Motor Vehicle Studies



Alternative pathways are a great way for young people to learn transferable skills and explore their next steps:



- Occupational Studies for the Workplace
- Step Up (Skills for Education and Further Learning)
- Skills for Independence Programmes
- Functional Skills English and Maths
- English for Speakers of Other Languages
- Work Skills Enrichment
- S.E.A. (Support Educate Autism)



# Level 2+ (accredited)

Our Level 2–5 part-time qualifications support you in developing your career further, gaining additional skills like becoming a first aider or even becoming a qualified Adult Learning teacher!

Whether you want to achieve a qualification to get into work or improve your career prospects, you'll find a wide range of courses to meet your needs, whether distance learning, college-based or a mix of the two. Our courses offer you the flexibility you need to fit learning around your family, work and social commitments.

With high learner achievement and a track record for quality, why wouldn't City College Peterborough be your first choice to keep on learning?



Find the perfect course for you

# Counselling

**19+** This course qualifies for a 19+ loan. See page 35 for information.

Do you enjoy helping people to overcome life's challenges?  
Would you like to progress your career in a counselling role?

Our counselling courses are designed to teach you a wide range of skills that you will use to make a real impact to others' lives. You will gain the knowledge and resources to make a real difference to those you support to improve their general and mental wellbeing and enhance their lives. The College offers a range of counselling courses for you to choose from. You will be asked to attend an interview before you enrol to ensure that the course you wish to join is suitable for you. Please contact a member of our Customer Service Team on 01733 761361 to arrange an appointment.

**Vikki Harris** –  
Counselling Vikki is the lead tutor for the Level 4 Diploma in Therapeutic Counselling. Vikki is a qualified practising counsellor and supervisor and uses her skills for group training on the course. In the past, Vikki has taught Introduction to Counselling, Level 2, Level 3 and Level 4, so recognises the enormous growth that can come about from the counselling trainees' journey. She is committed to supporting trainees to succeed in becoming practising counsellors, or using their skills in jobs that require a counselling element.



**Anna Augustynowicz -Clark** – Counselling  
Anna teaches the Level 4 Diploma in Therapeutic Counselling. She is an Integrative Psychotherapist and has taught Level 3 Counselling Skills and languages. She is a Clinical Psychologist and has worked supporting children and young adults as well as adults putting her skills to accompanying both students and clients on their journeys of gaining self-awareness and achieving personal growth. Anna is an avid reader and has wide interest in human experience from archaeology, linguistic and socio-cultural to biological aspects.



Course Title	Tutor	Day	Start date	Time	No of sessions	Fees*	Course code
CPCAB Level 2 Certificate in Counselling Skills	TBA	Wed	14/09/2022	09:30–12:30	30	£595	15151001
	TBA	Wed	14/09/2022	17:30–20:30	30	£595	15151002
CPCAB Level 3 Certificate in Counselling Studies	Anna Augustynowicz-Clark	Mon	12/09/2022	11:30–14:30	30	£811 <b>19+</b>	15151003
	Anna Augustynowicz-Clark	Mon	12/09/2022	17:30–20:30	30	£811 <b>19+</b>	15151004
CPCAB Level 4 Diploma in Therapeutic Counselling (yrl)	Vikki Harris	TUE	13/09/2022	09:15–15:30 (over 2 years + some Saturdays)	72	£4,670 <b>19+</b>	15151005
	Vikki Harris	TUE	13/09/2022	17:00–21:00 (over 2 years + some Saturdays)	72	£4,670 <b>19+</b>	15151006

# First Aid

All businesses, no matter how large or small they are, need to have First Aid provision for their employees. These courses are designed to meet the standards required in a business or childcare setting.



**Sue Burgess – First Aid** Sue has worked as a tutor at the College for over 10 years. She has a broad wealth of experience in different areas including Level 2 employability assessor, business administration and customer service together with her First Aid programmes. Sue has a varied background as a dental nurse working for a private practice in Harley Street and NHS practices. She also worked as an Independent End Point Assessor for City and Guilds and for Mencap caring for individuals with learning difficulties.



Course Title	Tutor	Day	Start date	Time	No of sessions	Fees*	Course code
HABC Level 3 Award in Emergency First Aid at Work	Susan Burgess	Wed	23/11/2022	09:00–17:00	1	£85	15150004
	Susan Burgess	Wed	05/03/2023	09:00–17:00	1	£85	15150005
	Susan Burgess	Wed	26/06/2023	09:00–17:00	1	£85	15150006

## Did you know you could train and gain the valuable skills you need to improve your job prospects for FREE?

If you don't yet have a Level 3 qualification, which is equivalent to qualifications such as A levels, or an advanced technical certificate or diploma, taking a free course as part of the Lifetime Skills Guarantee could boost your job prospects in a sector you'd like to work in or allow you to progress in your current sector. So, if you're 19 and over, live in England and do not have A levels or equivalent, you can now take your first full Level 3 qualification for free.

All the courses available through this offer have been identified to help ensure good job prospects, focussing on areas where employers need skills and leading to job opportunities that can help you earn a good wage or progress within your role.

Some of our occupational qualifications include:

- Level 3 Diploma in Childcare and Education (Early Years Educator)
- Level 3 Diploma in Healthcare Support
- Level 3 Certificate in the Principles of End of Life Care
- Level 3 Certificate in Understanding the Care and Management of Diabetes
- Level 3 Certificate in Understanding Autism
- Level 3 Certificate in Understanding Mental Health
- Level 3 Certificate in Understanding the Principles of Dementia Care

If you are already working within a relevant role and would like to gain a Level 3 qualification to progress further, we can also offer the following vocational qualifications:

- Level 3 Diploma in Leadership and Management
- Level 3 Diploma for the Early Years Workforce (Early Years Educator)
- Level 3 Diploma for the Children and Young People's Workforce
- Level 3 Diploma in Adult Care
- Level 3 Certificate in Health and Social Care
- Level 3 Diploma in ICT Systems and Principles for IT Professionals
- Level 3 Certificate in Assessing Vocational Achievement

Please contact [admin@citycollegepeterborough.ac.uk](mailto:admin@citycollegepeterborough.ac.uk) to find out more about these courses.



# Teacher Training

Do you enjoy sharing your knowledge, skills and passion with others? Then take a look at our range of teacher training and support worker courses. Our programmes are designed to help people who wish to gain their first formal qualification in teaching and training or support working in schools, or progress their qualifications and gain a Level 5 Diploma in Education and Training or Trinity Certificate in Teaching English to Speakers of Other Languages to adults.

## Paul Watkins – Teacher Training

Paul has a wealth of experience in teaching ESOL, training teachers and managing adult provision in Further Education. He has been training novice teachers on the Trinity Certificate in TESOL since 2000. Over the last 14 years he has also taught general teacher training qualifications, including the Level 3 Award, the Level 4 Certificate and the Level 5 Diploma in Education and Training. His management experience has given him a wide understanding of different curriculum areas, and the challenges and opportunities these can offer to newly-qualified teachers.



## Elizabeth Harper – Teacher Training and Employability

Liz has lived in Peterborough most of her life and has always had a strong interest in education. She teaches Functional Skills English and Supporting Teaching and Learning in Schools, a course designed for people who are interested in working in schools, perhaps as a teaching assistant or midday supervisors.



**19+** This course qualifies for a 19+ loan. See page 35 for information.

Course Title	Tutor	Day	Start date	Time	No of sessions	Fees*	Course code
Level 2 Award in Support Work in Schools	Elizabeth Harper	Tue	05/09/2022	09:30–12:00	8	£672	15150022
	Elizabeth Harper	Tue	17/01/2023	09:30–12:00	8	£672	15150024
City & Guilds Level 2 Certificate in Supporting Teaching and Learning in Schools	Elizabeth Harper	Tue	06/09/2022	12:30–15:00	18	£724	15150023
	Elizabeth Harper	Tue	21/02/2023	12:30–15:00	18	£724	15150025
Level 3 Award in Education and Training	Paul Watkins	Fri	09/09/2022	09:30–12:00	12	£395	15150019
	Paul Watkins	Fri	21/04/2023	09:30–12:00	12	£395	15150020
Level 4 Certificate in Education and Training	Paul Watkins	Fri	09/09/2022	13:00–16:00	19	£995	15150021

# Apprenticeships

## A great way to get a qualification in your chosen career

Apprenticeships are the ideal way to progress your career prospects whilst studying for a recognised qualification. Apprenticeships aren't just for young people, they are suitable for adults of all ages and ideal for people starting or making a career change or wishing to progress their career to improve their promotion prospects.

Current Apprenticeship programmes include:

**Business Administration Level 3**

**Customer Service Levels 2 & 3**

**Early Years (Childcare) Levels 2 & 3**

**Teaching Assistant Level 3**

**Adult Care Levels 2 & 3**

**IT Solutions Technician Level 3**

**Information Communications Technician Level 3**

**Digital Marketing Level 3**

**School Business Professional Level 4**

**Human Resources Support Level 3**

**Recruitment Levels 2 & 3**

**Housing and Property Levels 2 & 3**

**Management Levels 3 & 5**

For more information, contact [admin@citycollegepeterborough.ac.uk](mailto:admin@citycollegepeterborough.ac.uk)



# Employability

The nature of employment, particularly with increasing automation, is constantly changing. At the same time, as we go through life and work for longer, our priorities and needs change. Gaining a qualification to support your job or career prospects is a great feeling. That is where we offer a range of qualifications to support your development.

Many courses are completely free of charge to make it easier to improve your skills or even retrain for a new career.



Find the perfect course for you



FREE healthcare courses in your local area

## Learn, qualify and get a job in as little as 4 weeks!



Gain a free qualification worth £2,000

Enrol today

(FREEPHONE) 0800 310 1160



You'll gain a free, City and Guilds Level 1 qualification



Receive mentoring & employability support to help you reach your next step



Opportunities to learn about many different progression routes



Courses can be taught online or face-to-face



We pay for childcare, travel and adult care to help you train with us



Courses can be completed in 11 days to 12 weeks

[www.healthandcareacademy.co.uk](http://www.healthandcareacademy.co.uk)

# Take your pick from our **FREE** online work-related **LEVEL 1 & 2 Qualification Courses**



If you are looking to work, or to improve your job prospects, in the childcare, business or adult social care sectors, then we can help with our range of FREE online work-related qualification courses. You can study towards as many qualifications as you wish.



## Business Skills

- NCFE Level 2 Certificate in Creating a Business Start-Up
- NCFE Level 2 Certificate in Team Leading
- NCFE Level 2 Certificate in the Principles of Customer Service
- NCFE Level 2 Certificate in the Principles of Business Administration
- NCFE Level 2 Certificate in Information Advice and Guidance
- NCFE Level 2 Certificate in Equality & Diversity
- NCFE Level 2 Certificate in Data Protection and Data Security
- NCFE Level 2 Certificate in Understanding Safeguarding & Prevent
- NCFE Level 2 Certificate in Understanding Workplace Violence and Harassment
- NCFE Level 2 Certificate in Understanding Mental Health First Aid & Mental Health Advocacy in the Workplace



## Child Care Sector

- NCFE Level 2 Certificate in Understanding Adverse Childhood Experiences
- NCFE Level 2 Certificate in Introducing Caring for Children and Young People
- NCFE Level 2 Certificate in Understanding Common Childhood Illnesses
- NCFE Level 2 Certificate in Understanding Children and Young People's Mental Health



## Health and Care

- NCFE Level 2 Certificate in Understanding Domestic Abuse
- NCFE Level 1 Certificate in Preparing to Work in Adult Social Care
- NCFE Level 2 Certificate in Understanding Cancer Support
- NCFE Level 2 Certificate in Preparing to Work in Adult Social Care
- NCFE Level 2 Certificate in Understanding Dignity & Safeguarding in Adult Health & Social Care
- NCFE Level 2 Certificate in Understanding Autism
- NCFE Level 2 Certificate in Dementia Awareness
- NCFE Level 2 Certificate in Understanding the Care & Management of Diabetes
- NCFE Level 2 Certificate in Understanding the Safe Handling of Medication in Health & Social Care
- NCFE Level 2 Certificate in the Principles of Care Planning
- NCFE Level 2 Certificate in Mental Health Awareness
- NCFE Level 2 Certificate in Understanding End of Life Care
- NCFE Level 2 Certificate in Understanding Behaviour that Challenges
- NCFE Level 2 Certificate in Prevention and Control of Infection
- NCFE Level 2 Certificate in Falls Prevention Awareness
- NCFE Level 2 Certificate in Customer Service for Health Care Settings
- NCFE Level 2 Certificate in Understanding Nutrition and Health
- NCFE Level 2 Certificate in Common Health Conditions
- NCFE Level 2 Certificate in Understanding Technology Enabled Care
- NCFE Level 2 Certificate in Personal Care Needs
- NCFE Level 2 Certificate in Working with Individuals with Learning Disabilities
- NCFE Level 2 Certificate in Specific Learning Difficulties
- NCFE Level 2 Certificate in Understanding Working with People with Mental Health Needs

**Please register your interest by calling 01733 761361 or emailing: [elearning@citycollegepeterborough.ac.uk](mailto:elearning@citycollegepeterborough.ac.uk)**

# Employability

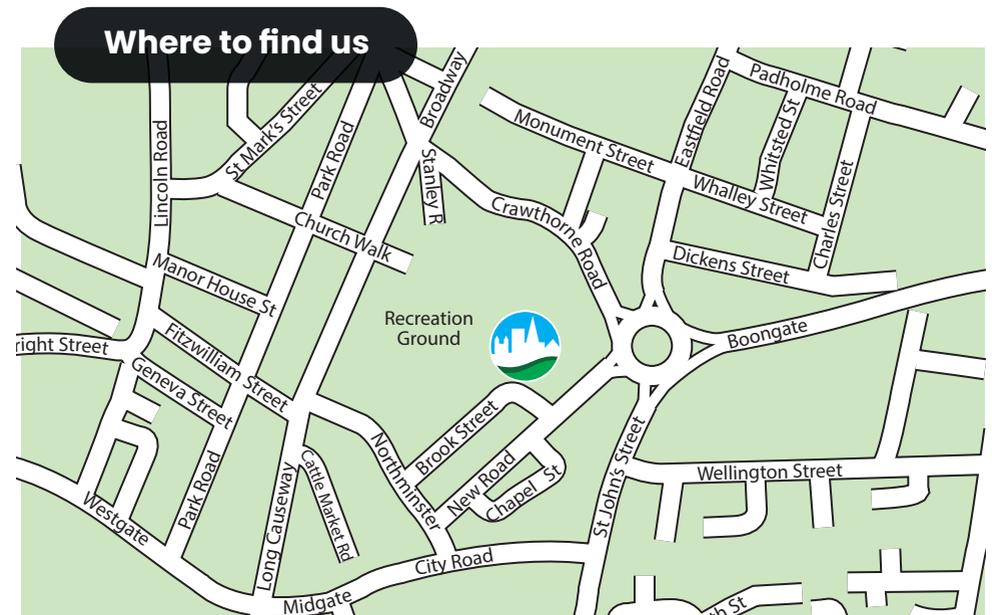
Whether you're an employer or employee, workplace training can provide you with the skills and motivation to support your growth and goals. You will find a range of courses to help you gain the skills they need at a time and place that suits them. We also offer a range of mandatory courses for the workplace including food safety, first aid and health & safety programmes.

**Liz Munton – Employability** Liz has been a tutor at City College Peterborough for a number of years, delivering health and social care courses for employability. Her background is nursing, having qualified in 1973. She has worked in various fields of the NHS and HSC throughout these years, from working on the wards at both Addenbrookes and Peterborough District Hospital to managing a domiciliary agency, then working with two different training providers in the assessing of learners who are working in HSC both in care homes or the community, supporting them in completing their NVQs and Apprenticeships.



Course Title	Tutor	Day	Start date	Time	No of sessions	Fees	Course code
NCFE Level 2 Certificate in Understanding Behaviour That Challenges	Liz Munton	Wed	10/08/2022	10:00–12:00	12	FREE	15150012
NCFE Level 2 Certificate in Understanding Personal Care Needs	Liz Munton	Wed	10/08/2022	12:00–14:00	3	FREE	15150011
NCFE Level 2 Certificate in Information, Advice and Guidance	Rob Doran	Mon	19/09/2022	09:30–11:30	10	FREE	15150007
	Rob Doran	Mon	16/01/2023	09:30–11:30	10	FREE	15150008
	Rob Doran	Mon	24/04/2023	09:30–11:30	10	FREE	15150009
Level 1 Certificate in Principles of Business Administration	Sarah Howe	Mon	31/10/2022	09:30–13:30	20	FREE	15150002
Level 1 Certificate in Caring for Children and Young People	TBA	Mon	31/10/2022	09:30–13:30	20	FREE	15150003
Level 1 Award in the Principles of Customer Service	Sarah Howe	Fri	04/11/2022	09:30–13:30	22	FREE	15150001

Course Title	Tutor	Day	Start date	Time	No of sessions	Fees	Course code
NCFE Level2 Certificate in Preparing to Work in Adult Social Care	Liz Munton	Wed & Thu	07/09/2022	10:00–14:00	12	FREE	15150010
NCFE Level 2 Certificate in Customer Service in Health and Social Care Settings	Liz Munton	Wed & Thu	09/11/2022	10:00–14:00	8	FREE	15150013
NCFE Level 2 Certificate in Prevention and Control of Infection	Liz Munton	Wed & Thu	11/01/2023	10:00–14:00	8	FREE	15150014
NCFE Level 2 Certificate in Awareness of Mental Health Problems	Liz Munton	Wed & Thu	22/02/2023	10:00–14:00	12	FREE	15150015
NCFE Level 2 Certificate in Understanding Safe Handling of Medication	Liz Munton	Wed & Thu	19/04/2023	10:00–14:00	6	FREE	15150016
NCFE Level 2 Certificate in the Principles of Dementia care	Liz Munton	Wed & Thu	17/05/2023	10:00–14:00	8	FREE	15150017
NCFE Level 2 Certificate in the Principles of End of Life Care	Liz Munton	Wed & Thu	21/06/2023	10:00–14:00	8	FREE	15150018



## IMPORTANT INFORMATION

### Fees & Payments

Payment of your chosen course(s) is as follows:

1. INDIVIDUAL COURSE FEE UP TO £150 (AFTER CONCESSION)
  - Full payment must be made at the time of enrolment.

2. INDIVIDUAL COURSE FEE £151-£499 (AFTER CONCESSION)
  - Full payment at the time of enrolment (mandatory for a one-term course). Or for a two-term course:
  - 50% of course fee at the time of enrolment.
  - 50% by 1 November 2022 (or by 1 March 2023 if the start date is after December 2022).

For a three-term course:

- 50% of course fee at the time of enrolment.
- 35% by 1 November 2022
- 15% by 1 March 2023

3. INDIVIDUAL COURSE FEE £500 AND ABOVE (AFTER CONCESSION)
  - Full payment must be made at the time of enrolment (mandatory for a one-term course)

Or for a two-term course:

- 50% of course fee at the time of enrolment.
- 50% by 1 November 2022. (or by 1 March 2023 if the start date is after December 2022).

For a three-term course:

- 45% of course fee at the time of enrolment.
- 35% by 1 November 2022
- 20% by 1 March 2023.

The service reserves the right to request full payment at the time of enrolments. N.B. If you are enrolling on more than one course at the same time (with the exception of Saturday courses) the collective cost of all courses, after concessions, will determine whether instalments are payable.

Please note that you are liable for the full course fee regardless of when you leave the course and irrespective of your payment method. It is important that you make the payment(s) by the date(s) stated to secure your place on the course and for you and fellow students to benefit from this facility. If you have difficulty paying larger amounts in one payment, please contact our Customer Service team on (01733) 761361 or in person at City College Peterborough in Brook Street. For some courses that result in a qualification, there may be an exam entry fee to pay. Please check at the time of enrolment.

On some practical courses, there may be a small charge for materials. You will be advised of this at enrolment.

### Concessionary Fees

A fee reduction may apply for learners who are:

- 1 over 60 years of age and unwaged (non-qualification courses only)
- 2 receiving Jobseeker's allowance (including the partner where the claim is joint)
- 3 receiving Employment Support Allowance (ESA) in the Work-Related Activity Group
- 4 receiving Universal Credit (unemployed) and mandated (required) to undertake skills training
- 5 receiving Pension Tax Credit (non-qualification courses only)
- 6 aged 19-23 and do not currently hold a Level 2 and studying for a qualification funded by the Education Skills Funding Agency.

### Refund Policy

Refunds will only be given on the following grounds:

- 1 The course is cancelled by the Service
- 2 The learner cancels their place not less than 14 days before the start date. The Policy does not apply to short courses of fewer than 2 sessions e.g. Saturday courses, where no refund will be given.
- 3 The learner withdraws from a course due to illness and can produce a doctor's certificate.

## IMPORTANT INFORMATION

### Equality & Diversity

We take equal opportunities and diversity very seriously here at City College Peterborough. We pride ourselves on offering equality of access and opportunity to all learners and employees regardless of ability, age, sexual orientation, marital status, disability, ethnic origin, race, gender, health, offender background or previous education.

If you would like to know more about City College Peterborough's Equal Opportunities Policy please get in touch with us to request a leaflet dedicated to the subject.

### Safeguarding and the Prevent Duty

The College has a statutory and moral duty to ensure that all learners and supported people are safeguarded and protected from all types of harm and abuse. The College has a Safeguarding Policy reviewed annually by the Governing Board. Julie Bennett, Vice Principal, oversees the College's Safeguarding duty. If you have any worries about your own or another person's welfare or safety or wish to report abuse, you can speak in confidence to one of the College's designated people for Safeguarding. Contact **(01733) 761361** and ask to speak to a Designated Person.

### Information, Advice & Guidance

If you feel you need any help in choosing a course, support during your studies or guidance on where to go next, our trained staff will be happy to help you. Simply get in touch with us today and we can either discuss things via a telephone conversation with you or we can arrange an in person meeting with you.

We can also offer one-to-one appointments for free information and

advice or guidance. If you are thinking of returning to work after a break, changing career direction or need an opportunity to discuss your learning or training needs in more detail then please get in touch with our IAG Advisor by calling **(01733) 761361** to arrange an appointment.

### Learning Support

We will make every effort to provide specific support or equipment to meet your needs. Below are some examples:

- Individual hearing loops (for learners who wear hearing aids)
- Arrangements for audio and visual equipment in the classroom
- Worksheets produced in large text
- Coloured overlays
- Adaptive technology for computer courses e.g. adapted mouse, keyboards, and specialist software
- A Learning Support Assistant, Volunteer or Signer to assist you
- Arrangements with exam boards for support and/or extra time.

Learning support can usually be arranged to meet the individual needs of learners prior to enrolment. If you would like to discuss learning support, please get in touch with our Customer Services Team on **(01733) 761361**.

### Advanced Learner Loan

19+

If you're over 19 years of age and have been living in England for at least three years, you may be eligible for an Advanced Learner Loan to enrol onto level 3 or 4 courses without having to pay a lump sum or a large upfront fee. For further information about the criteria and how to apply for a loan, check out the government's website:

[www.gov.uk/advanced-learner-loan](http://www.gov.uk/advanced-learner-loan)



**City College  
Peterborough**

*Working together, learning together*



**01733 761361**



**admin@citycollegepeterborough.ac.uk**



**citycollegepeterborough.ac.uk**



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