

COURSE GUIDE

January – July 2022



City College
Peterborough

Working together, learning together

01733 761361

www.citycollegepeterborough.ac.uk

135+
Courses
for work,
for leisure,
for you.

www.citycollegepeterborough.ac.uk

A message from the Principal

What strange and unusual times we have been through in the past 20 months and during this time we have seen and met some ordinary people doing some amazing things.

As a college, we have stepped up to do what we can to support Peterborough and its wonderful people, continuing to work with our communities and local businesses.

Over the last year or so, learning has been online during the lockdowns, delivering classroom courses when possible. We have all learnt new skills in navigating this new digital world. However, I am pleased to say that we are now fully open, and it's been amazing to see people back in the college building (both learners and staff).

With the pandemic far from over, the safety of our students and staff is paramount and we work hard to ensure that everyone has a safe experience at the college. We have retained our Covid-safety measures at Brook Street, including one-way systems, face coverings in communal areas and strongly advised for adult students and tutors in the classroom.

I would like to take this opportunity to give my thanks to the team here at the college for all they have done over the past year. I am sure many of you, like me, will have taken time to reflect on this new world that we are all in and what we can do differently - and

if this includes some type of learning - at City College Peterborough, we are here to help.

With our huge range of work-related qualifications and leisure interest courses, we hope you'll find something to interest you. There's never been a better time to learn, whether it's to enhance your professional skills or simply for personal development to improve your wellbeing and enrich your life by learning new things with others.

If you can't find what you're looking for, please contact me via email: principal@citycollegepeterborough.ac.uk and let me know what you would like us to consider offering for the future.

Whether you'll be learning online or attending the College for the spring term, we hope you enjoy your chosen course or courses with us and thank you so much for your loyalty and continued support.

Dr Pat Carrington, MBE
Executive Principal/Assistant Director
Skills, Employment and Libraries,
Peterborough and Cambridgeshire



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



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 2021/22 courses.

Reception opening hours

8.30am – 5pm 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.



Picture courtesy of artist Josie Kelly (Instagram@josiemkelly)



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Term Dates 2022

SPRING TERM 2022

Term starts Monday 10 January 2022

Half-term Monday 14 February –
Friday 18 February 2022

Term ends Friday 1 April 2022

SUMMER TERM 2022

Term starts Tuesday 19 April 2022

May Day Monday 2 May 2022

Half-term Monday 30 May – Friday 3 June 2022

Term ends Friday 15 July 2022

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
- NCFE Level 2 Certificate in Retail Operations
- NCFE Level 2 Certificate in Cleaning Principles



FREE 1-2-1 Career Advice and Guidance

Have you just finished college or university and are unsure of your next move?
Have you been made redundant or are you returning to work from time out?
Or perhaps you might be unhappy in your current job and ready for a change, but not sure what to do next.

Then why not arrange an appointment with one of our experienced careers' advisers?

It's easy to book your FREE appointment, head over to

www.citycollegepeterborough.ac.uk, call **01733 761361**

or email your query to our information line at: **admin@citycollegepeterborough.ac.uk**.



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 emailing:
elarning@citycollegepeterborough.ac.uk

Saturday Courses

5th February 2022

Course Title	Tutor	Time	Fees	Course code
Mindfulness and Meditation	Bianca D'Agostino	10:00–12:00	£18	09110809
Handmade Polymer Clay Jewellery	Gina Barshan	10:00–13:00	£47	09110806
A Taste of Spanish (open for families)	Maritza Grundy	10:00–12:00	£15	09110846
Location Photography: Architecture	Richard Houghton	09:30–13:30	£30	09110804
HABC – Level 3 Award in Emergency First Aid at Work	Valerie Snowden	09:00–17:00	£80	12360134

26th March 2022

Course Title	Tutor	Time	Fees	Course code
First Steps into Counselling	TBA	09:30–16:00	£55	12360136
Introduction to Astronomy	Dean Watson	09:30–12:30	£35	09110840
Location Photography: Wildlife	Richard Houghton	09:30–13:30	£30	09110839
Mindfulness and Meditation	Bianca D'Agostino	10:00–12:00	£18	09110851

21st May 2022

Course Title	Tutor	Time	Fees	Course code
Handmade Polymer Clay Jewellery	Gina Barshan	10:00–13:00	£47	9110842
First Steps into Counselling	TBA	09:30–16:00	£56	12360137
Mindfulness and Meditation	Bianca D'Agostino	10:00–12:00	£18	09110849
Location Photography: Landscape	Richard Houghton	09:30–13:30	£30	09110844

2nd July 2022

Course Title	Tutor	Time	Fees	Course code
A Taste of Spanish (open for families)	Maritza Grundy	10:00–12:00	£15	09110847
Flash Photography	Richard Houghton	09:30–13:30	£30	09110845
Mindfulness and Meditation	Bianca D'Agostino	10:00–12:00	£18	09110850
HABC – Level 3 Award in Emergency First Aid at Work	Valerie Snowden	09:00–17:00	£80	12360135



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 recruitment@citycollegepeterborough.ac.uk for an application form or to register your interest.

Arts & Crafts

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	10/01/2022	09:30–12:00	11	£248	09110776
	Tony Nero	Mon	10/01/2022	13:00–15:30	11	£248	09110777
	Tony Nero	Mon	25/04/2022	09:30–12:00	10	£225	09110811
	Tony Nero	Mon	25/04/2022	13:00–15:30	10	£225	09110812
Just Drawing	Julie Reid	Wed	12/01/2022	09:30–12:00	10	£225	09110789
	Julie Reid	Wed	27/04/2022	09:30–12:00	10	£225	09110827
Drawing and Painting Techniques	Julie Reid	Wed	12/01/2022	13:00–15:30	10	£225	09110790
	Julie Reid	Wed	27/04/2022	13:00–15:30	10	£225	09110828
Oil Painting Techniques	Tony Nero	Fri	14/01/2022	09:15–11:45	11	£248	09110800
	Tony Nero	Fri	22/04/2022	09:15–11:45	12	£270	09110838

*Concessions may apply. See page 30 for details.



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.

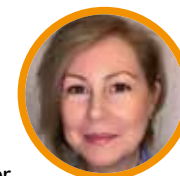


Course Title	Tutor	Day	Start date	Time	No of sessions	Fees*	Course code
Get to Know Your Sewing Machine	Susan Burgess	Wed	12/01/2022	18:30–20:30	3	£45	09110795
Dressmaking for Beginners	Susan Burgess	Wed	02/02/2022	18:30–20:30	8	£128	09110796

Jewellery Making

Gina Barshan – Jewellery Making

Gina has a passion for everything that is handmade and homemade including knitting, crocheting, cooking and gardening, but her greatest pleasure is to make polymer clay jewellery. She started working with polymer clay in 2012, making jewellery for herself, family and friends. During the lockdown a friend suggested that she should share her work with more people so she decided to take her skill to another level and started to sell her work online. Gina is very excited about enjoying the opportunity to share her passion with other craft lovers through her courses at the college.



Course Title	Tutor	Day	Start date	Time	No of sessions	Fees*	Course code
Handmade Polymer Clay Jewellery	Gina Barshan	Sat	05/02/2022	10:00–13:00	1	£47	09110806
	Gina Barshan	Sat	21/05/2022	10:00–13:00	1	£47	09110842

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	Mark Judd-Cooper	Tue	11/01/2022	09:30–12:00	11	£248	09110779
	Mark Judd-Cooper	Tue	11/01/2022	13:00–15:30	11	£248	09110780
	Mark Judd-Cooper	Tue	19/04/2022	09:30–12:00	12	£270	09110823
	Mark Judd-Cooper	Tue	19/04/2022	13:00–15:30	12	£270	09110824

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	Tues	11/01/2022	09:30–12:00	11	£248	09110783
	Susannah Yorke	Tues	11/01/2022	12:30–15:00	11	£248	09110784
	Susannah Yorke	Tues	11/01/2022	15:30–18:00	11	£248	09110785
	Susannah Yorke	Tues	19/04/2022	09:30–12:00	12	£270	09110818
	Susannah Yorke	Tues	19/04/2022	12:30–15:00	12	£270	09110819
	Susannah Yorke	Tues	19/04/2022	15:30–18:00	12	£270	09110820
Upholstery for Beginners	Susannah Yorke	Tues	11/01/2022	18:30–20:30	11	£198	09110786
	Susannah Yorke	Tues	19/04/2022	18:30–20:30	12	£216	09110821



Astronomy

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
Stargazing Live	Dean Watson	Thu	27/01/2022	18:30–21:30	1	£35	09110766
Introduction to Astronomy	Dean Watson	Sat	26/03/2022	09:30–12:30	1	£35	09110840





Computers & ICT

Chris Lane – Computers & ICT

Chris has run his own graphic design company, Artinfusion, based in Thorney for many years. Prior to that he worked as a designer in a number of agencies and Blue Chip companies before setting up his own business. He also teaches IT and graphic design to apprentices and adults of all ages through a range of programmes at the College. Chris set up a successful online shop – www.peterboroughgiftshop.com – in 2020 to help local artists and makers sell their work on the worldwide web and also creates and sells his own work through a range of online channels.



Course Title	Tutor	Day	Start date	Time	No of sessions	Fees*	Course code
IT User Skills for All	Chris Lane	Tues	11/01/2022	10:00–12:00	6	£96	09110854
Create Your Own Website	Chris Lane	Tues	19/04/2022	10:00–12:00	6	£96	09110855

*Concessions may apply.
See page 30 for details.



Cookery



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 Cookery for Fun	Ravi Pathak	Tue	11/01/2022	19:00–21:00	5	£90	09110782
Vegan Indian Cookery	Ravi Pathak	Tue	19/04/2022	19:00–21:00	5	£90	09110817

Counselling

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.

Course Title	Tutor	Day	Start date	Time	No of sessions	Fees	Course code
First Steps into Counselling	TBA	Sat	26/03/2022	09:30–16:00	1	£55	12360136
	TBA	Sat	21/05/2022	09:30–16:00	1	£55	12360137

Employability







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.



These courses are delivered in a range of ways.

Online  **Blended**  **Classroom** 

Course Title	Tutor	Day	Start date	Time	No of sessions	Fees	Course code
NCFE Level 2 Certificate in Awareness of Mental Health Problems	Liz Munton	Wed	12/01/2022	10:00–14:00	10	FREE	14132235 
City & Guilds Level 1 Certificate in Business Administration	TBA	Tue	18/01/2022	09:30–14:30	6	FREE	14132242 
City and Guilds Level 2 Award in Support Work in Schools	Elizabeth Harper	Tue	22/02/2022	09:30–12:00	8	FREE	14132229 
City & Guilds Level 1 Award in Customer Service	TBA	Tue	22/02/2022	09:30–14:30	6	FREE	14132245 
NCFE Level 2 Certificate in the Principles of Dementia Care	Liz Munton	Wed	02/03/2022	10:00–14:00	8	FREE	14132236 
NCFE Level 2 Certificate in Understanding Dignity & Safeguarding in Adult Health & Social Care	Liz Munton	Thur	24/03/2022	10:00–14:00	5	FREE	14132237 

Course Title	Tutor	Day	Start date	Time	No of sessions	Fees	Course code
City & Guilds Level 1 Certificate in Business Administration	TBA	Tue	19/04/2022	09:30–14:30	6	FREE	14132243 
NCFE Level 2 Certificate in the Principles of the Prevention and Control of Infection in H&SC	Liz Munton	Wed	27/04/2022	10:00–14:00	8	FREE	14132238 
City & Guilds Level 1 Award in Customer Service	TBA	Tue	10/05/2022	09:30–14:30	6	FREE	14132246 
NCFE Level 2 Certificate in Customer Service for Health & Social Care Settings	Liz Munton	Wed/Thur	25/05/2022	10:00–14:00	8	FREE	14132239 
NCFE Level 2 Certificate in Understanding End of Life Care	Liz Munton	Wed	22/06/2022	10:00–14:00	6	FREE	14132240 

Places are strictly limited and enrolment is subject to availability and eligibility.

You will be expected to commit to completing the programme. Online learning courses are supported by tutor workshops, and dates will be advised on the initial assessment sessions.

Take a look at our range of FREE Online Level 1 and 2 qualification courses on pages 4 and 5.



New Start
For a brighter future

- Unemployed?
- Career progression?
- Redundant?
- Careers advice?
- Furloughed?
- Low general wellbeing?

Improve your job prospects and general wellbeing on our range of courses and support activities.

Everyone needs a helping hand at some time in their life.

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.

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.



Valerie Snowdon – First Aid, Food Safety and Health & Safety

Valerie has been teaching Food Safety, First Aid and Health & Safety courses for many years, and has been working for City College Peterborough since 2007.



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	26/01/2022	09:00–17:00	1	£80	12360127
	Valerie Snowdon	Sat	05/02/2022	09:00–17:00	1	£80	12360134
	Susan Burgess	Wed	23/03/2022	09:00–17:00	1	£80	12360128
	Susan Burgess	Wed	18/05/2022	09:00–17:00	1	£80	12360129
	Valerie Snowdon	Sat	02/07/2022	09:00–17:00	1	£80	12360135
	Susan Burgess	Wed	13/07/2022	09:00–17:00	1	£80	12360130
HABC - Level 3 Award in Paediatric First Aid (RQF)	Susan Burgess	Thur	21/04/2022	09:00–17:00	2	£105	12360132

Food Safety

Our HABC Level 2 Award in Food Safety in Catering is suitable for individuals working in a catering, manufacturing or retail setting or involved in handling food as part of their job function.

Course Title	Tutor	Day	Start date	Time	No of sessions	Fees*	Course code
HABC - Level 2 Award in Food Safety in Catering	Valerie Snowdon	Mon	24/01/2022	09:00–17:00	1	£80	01142108
	Valerie Snowdon	Mon	21/03/2022	09:00–17:00	1	£80	01142109
	Valerie Snowdon	Mon	09/05/2022	09:00–17:00	1	£80	01142111
	Valerie Snowdon	Mon	27/06/2022	09:00–17:00	1	£80	01142112

Health & Safety

All employers are required to have procedures and systems in place to ensure a healthy and safe working environment for all employees and people who may be affected by their business activities.

Our HABC health and safety qualification course is designed to satisfy this legal requirement.

Course Title	Tutor	Day	Start date	Time	No of sessions	Fees	Course code
HABC - Level 2 Award in Health & Safety within the Workplace	Valerie Snowdon	Fri	11/02/2022	09:00–17:00	1	£80	01142110
	Valerie Snowdon	Fri	27/05/2022	09:00–17:00	1	£80	01142113



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 to find out more about these courses.

History

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
Between Weimar and Potsdam: German History 1871–1945	Colin Hurst	Fri	14/01/2022	10:00–12:00	5	£75	09110738
The Georgian Age II	Don Chiswell	Mon	10/01/2022	10:00–12:00	5	£75	09110773
Five Castles III	Don Chiswell	Mon	21/02/2022	10:00–12:00	5	£75	09110774
The Transport Revolution	Don Chiswell	Mon	25/04/2022	10:00–12:00	4	£60	09110813
The Story of the Longbow	Don Chiswell	Mon	06/06/2022	10:00–12:00	5	£75	09110814
Dear Old Blighty: Society and Culture in Britain 1914–1920	Colin Hurst	Fri	22/04/2022	10:00–12:00	5	£75	09110837

*Concessions may apply. See page 29 for details.



Languages

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
Spanish – Beginners from Scratch	Maritza Grundy	Mon	10/01/2022	18:30–20:30	11	£165	09110778
	Maritza Grundy	Mon	25/04/2022	18:30–20:30	10	£150	09110815
Spanish – Beginners 2	Maritza Grundy	Tue	11/01/2022	18:30–20:30	11	£165	09110781
Spanish for Beginners	Maritza Grundy	Tue	19/04/2022	18:30–20:30	12	£180	09110822
Spanish – Improves the Next Stage 2	Maritza Grundy	Wed	12/01/2022	18:30–20:30	11	£165	09110791
Spanish – Improves the Next Stage	Maritza Grundy	Wed	27/04/2022	18:30–20:30	12	£180	09110829
A Taste of Spanish (open for all families)	Maritza Grundy	Sat	05/02/2022	10:00–12:00	1	£15	09110846
A Taste of Spanish (open for all families)	Maritza Grundy	Sat	02/07/2022	10:00–12:00	1	£15	09110847

*Concessions may apply. See page 30 for details.



Literature

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	Tim Wilson	Mon	10/01/2022	19:00–21:00	11	£165	09110775
	Tim Wilson	Mon	25/04/2022	19:00–21:00	10	£150	09110810
Creative Writing for All	Tim Wilson	Wed	12/01/2022	13:00–15:00	11	£165	09110794
	Tim Wilson	Wed	20/04/2022	13:00–15:00	12	£180	09110826
Literature for Pleasure	Tim Wilson	Fri	14/01/2022	10:00–12:00	11	£165	09110798
	Tim Wilson	Fri	22/04/2022	10:00–12:00	12	£180	09110835
Get Writing	Tim Wilson	Fri	14/01/2022	14:00–16:00	11	£165	09110799
	Tim Wilson	Fri	22/04/2022	14:00–16:00	12	£180	09110836

Music

Course Title	Tutor	Day	Start date	Time	No of sessions	Fees*	Course code
Classical Music for All	Tim Wilson	Tue	11/01/2022	10:00–12:00	11	£165	09110787
	Tim Wilson	Tue	19/04/2022	10:00–12:00	12	£180	09110816

*Concessions may apply. See page 30 for details.

Photography

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
Introduction to Photography	Richard Houghton	Wed	12/01/2022	10:00–12:00	5	£75	09110792
	Richard Houghton	Wed	20/04/2022	10:00–12:00	5	£75	09110830
Photography for Intermediates	Richard Houghton	Wed	12/01/2022	18:30–20:30	5	£75	09110793
	Richard Houghton	Wed	20/04/2022	18:30–20:30	5	£75	09110831
Photography for Advanced	Richard Houghton	Wed	23/02/2022	18:30–20:30	5	£75	09110797
	Richard Houghton	Wed	08/06/2022	18:30–20:30	5	£75	09110832
Location Photography: Architecture	Richard Houghton	Sat	05/02/2021	09:30–13:30	1	£30	09110804
Location Photography: Wildlife	Richard Houghton	Sat	26/03/2022	09:30–13:30	1	£30	09110839
Location Photography: Landscape	Richard Houghton	Sat	21/05/2022	09:30–13:30	1	£30	09110844
Flash Photography	Richard Houghton	Sat	02/07/2022	09:30–13:30	1	£30	09110845

*Concessions may apply. See page 30 for details.



Teacher Training

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.



Sue Lake – Trinity Cert TESOL

Sue joined City College in 2003 and following a successful teaching career in ESOL, was part of the team involved in setting up the Trinity Cert TESOL in 2012. She became Course Director the following year, presiding over a course which continues to flourish and adapt to ensure trainees are equipped with the skills required for both online and in-person teaching. She has also been involved in delivering teacher training courses both at the college and in the community, and works closely with the ESOL Department in the college to mentor and support its tutors. Outside the college, Sue works as an examiner and moderator.



Course Title	Tutor	Day	Start date	Time	No of sessions	Fees*	Course code
City & Guilds Level 2 Certificate in Supporting & Learning in Schools	Elizabeth Harper	Tue	22/02/2022	09:30–15:00	16	£724*	14132227
City & Guilds Level 3 Award in Education and Training	Paul Watkins	Fri	04/02/2022	09:30–12:30	16	£400	12360133
City & Guilds Level 5 Diploma in Education and Training	Paul Watkins	Tue	15/01/2022	18:00–21:00	54	£1,250	12360116

*Concessions may apply. See page 30 for details.



English is spoken by 1.75 billion people worldwide and the need for teachers of English language in the UK and internationally has never been greater.



The Trinity Certificate in TESOL courses are designed to provide you with an internationally recognised qualification that will give you the basic skills and knowledge you need to teach ESOL (English to Speakers of Other Languages) to adults.

We have 100% pass rates, flexibility to study online or combined online and classroom and experienced and dedicated Level 7 specialist tutors to deliver your training.

So, if you're over 21, speak and write English fluently and are educated to at least undergraduate degree level or equivalent, what are you waiting for? Call 01733 761361 to register your interest in this course.

Wellbeing

Bianca D'Agostino – Wellbeing

Bianca has had many years experience working with individuals to overcome stress and anxiety. As a qualified Transformational Solution Focused Hypnotherapist and Meditation Teacher, Bianca's work also includes working with individuals to overcome challenges, encouraging self belief and the importance of self love through her work, ensuring her students and clients embrace all that is present in their lives to allow them to move forward.



Course Title	Tutor	Day	Start date	Time	No of sessions	Fees*	Course code
Mindfulness and Meditation	Bianca D'Agostino	Sat	05/02/2022	10:00–12:00	1	£18	09110809
	Bianca D'Agostino	Sat	26/03/2022	10:00–12:00	1	£18	09110851
	Bianca D'Agostino	Sat	21/05/2022	10:00–12:00	1	£18	09110849
	Bianca D'Agostino	Sat	02/07/2022	10:00–12:00	1	£18	09110850



HEALTH & CARE SECTOR WORK ACADEMY

What could a career in health and care mean for you? We all recognize the crucial role played by health and care staff, never more so than now.

City College Peterborough's innovative Health and Care Work Academy (HCSWA) is designed to help people currently receiving benefits to develop and progress into a career in the Care industry.

These courses are designed for individuals aged 18 or over living in the Peterborough or Cambridgeshire areas in receipt of some form of benefit to qualify for the FREE Level 1 course. Level 2 Certificate courses are available to individuals on benefits already working in the care sector who want to enhance their skills and progress their career.



The programmes will support you with:

- **A FREE recognised City & Guilds qualification plus the Theory behind the Care certificate**
- **The support of a dedicated mentor working with you to plan your next step and providing employability coaching throughout the course and for up to 4 months after**
- **Financial support with travel, child or adult care**
- **Flexible options for you to choose from, including online or face to face courses at a range of different times throughout the day and evening**
- **New opportunities, including speaking to employers with current vacancies.**

To find out more, email libby@healthandcareacademy.co.uk or call 0800 310 1160.

Study Skills 16–19 (SEN 24)



City College
Peterborough
Working together, learning together

John Mansfield Campus

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:

- **Business and Enterprise**
- **Childcare**
- **Creative Industries**
- **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**
- **GAPP**
- **Step Up**
- **Skills for Independence programmes**

NEW FOR 2022
New enrichment opportunities including small animal care, sports, health, and wellbeing!



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

Residential Childcare Level 4

Management Levels 3 & 5

For more information, contact admin@citycollegepeterborough.ac.uk



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 2021 (or by 1 March 2022 if the start date is after December 2021).

For a three-term course:

- 50% of course fee at the time of enrolment.
- 35% by 1 November 2021
- 15% by 1 March 2022

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 2021. (or by 1 March 2022 if the start date is after December 2021).

For a three-term course:

- 45% of course fee at the time of enrolment.
- 35% by 1 November 2021
- 20% by 1 March 2022.

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 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.

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 Person 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 Loans 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



City College Peterborough

Working together, learning together

**City College Peterborough
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PE1 1TU**

**John Mansfield Campus
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Dogsthorpe
Peterborough
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