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**Adult  
Courses**



Lancaster &  
Morecambe  
College

Celebrating 200 Years of Learning

# Adult Courses

Lancaster & Morecambe College

## NEW COURSES

Business Start Up Support • IOSH Courses  
People Practice CIPD • Cyber Security





# How To Apply

## STEP 1

Apply on our website [lmc.ac.uk](http://lmc.ac.uk) You'll need to create an account.

## STEP 2

Choose your appointment time for an interview, which may be over the phone or in person.

## STEP 3

After your interview, you can accept or decline your offer via your account.

***If you need any assistance at your interview, contact our Learning Support Team 01524 521571 or see the [Learning Support](#) section on our website.***



*Don't have access to technology?*

Pop into The Hex and our team can help with your application



# Welcome

At LMC, we are committed to supporting you to gain the skills needed to achieve in your career. We understand the demands of life today and the challenges that can bring, and we are here to support you with all aspects of learning whether you're looking to upskill in your career, progress to Higher Education, or simply try a new hobby.

You will find a friendly and supportive environment to help you achieve your goal. As we offer one day classes, online learning, evening workshops and professional qualifications, there is no better place to start than LMC.

**Becky Davenport**, *Adult & Community Manager*

## Why studying at LMC might be easier than you think



### It's Affordable

- Many of our courses are FREE to adults
- Student Loans available for some Level 3 courses
- Financial support with childcare, travel and equipment costs

### Employment and Higher Education Focused

- Our tutors are industry specialist who keep their skills up to date
- Industry standard resources
- We work with over 750 employers
- Support with your UCAS application and interview



### Supportive

- Additional Learning Support available to support with assignment writing and class work
- Small classes and 1-1 support available with some provision
- Convenient timetabling to fit around your life and other commitments

### Highly Rated

- Award winning careers advice
- Specialists in Adult Education for 200 years
- Rated Ofsted GOOD



### Successful

- Preparing people for new career opportunities
- 92% of adult learners who start a course complete it
- 91% of Distance Learners achieve their qualification

**1569**  
**Adult learners**  
**on courses**  
**in 2023**



## Digital Inclusion and Support for the West End Community



With funding support from West End Morecambe (WEM), Lancaster & Morecambe College (LMC) has launched a new Digital Inclusion project in the West End, offering advice, support and training for local residents to help them develop essential digital skills.

Through a series of drop-in workshops and 1-1 sessions, adults will be able to build confidence and develop key skills in a supportive environment, allowing them to progress onto recognised qualifications.

John Goodrich, who previously managed the Morecambe Learning Centre, will be offering a range of workshops and classes at The Link on West Street, which opened in summer 2024 and is a collaborative venture between Lancaster & Morecambe College, Lancaster District CVS, Morecambe Bay Poverty Truth and Stanleys Community Centre.

Charlotte Rawes, LMC's Vice Principal Progress & Performance, was pleased that the College was able to provide this much-needed support to local residents.

*"This project will enable Lancaster & Morecambe College to have a visible presence in the West End of Morecambe, providing support, advice & guidance to the wider community. Digital Inclusion is essential for everyday life and this will help remove barriers for residents who are unable to access this support outside of their local area. It will also help individuals to develop confidence, knowledge and build key skills, supporting them to progress into employment or further training, or to simply communicate more effectively with family and friends."*

Funding for the Digital Inclusion project coincided with plans for the opening of The Link on West Street, a collaboration which was borne out of the second round of the Morecambe Bay Poverty Truth Commission.

The idea was for the different agencies to work together out of one centre, offering a range of support, advice and

learning opportunities to residents of the West End, and this came to fruition last year when The Link opened its doors for the first time. Guests and visitors were able to drop-in to visit the centre, enjoy a cuppa and a cake, and chat with the team behind the partnership.

So, who are the partners and how will the local community benefit from this new venture?

**Lancaster District CVS** work to improve communities by bringing people together and supporting voluntary, community, faith, and social enterprise sector organisations. They will use the space to meet with individuals and businesses across the local community.

[hello@lancastercvs.org.uk](mailto:hello@lancastercvs.org.uk)

**Lancaster & Morecambe College** will be offering 1-1 support to adults who want to develop their knowledge and skills; there will be informal drop-in sessions available, alongside funded Digital and IT qualifications. As part of the College's new Positive Prospects project, they will also work with young people who are risk of NEET (not in education, employment or training) to support them to re-engage with learning and build confidence.

[thelink@lmc.ac.uk](mailto:thelink@lmc.ac.uk)

**Morecambe Bay Poverty Truth Commission's (MBPTC)** main focus at The Link will be tackling digital exclusion. MBPTC is a member of National Databank and will be able to issue free sim cards to the most in need in our community. The Link will offer free Wi-Fi to anyone visiting the centre and MBPTC will use it as a headquarters for community commissioner recruitment and engagement.

[info@morecambebaypovertytruthcommission.org.uk](mailto:info@morecambebaypovertytruthcommission.org.uk)

**Stanleys Community Centre** will use The Link as additional space to host meetings and small group work, including Youth Social Prescribing, Youth Focus Groups and Coaching and Support Services.

[stanleyscommunitycentre.info@gmail.com](mailto:stanleyscommunitycentre.info@gmail.com)  
**07775874413**

LMC's Head of Engagement, Victoria Carter, was excited to welcome visitors to the opening of The Link.

*"It was wonderful to see so many people interested in what we are doing as a partnership. Nick Smith, who owns the row of shops on West Street (now known as The Verandah) is a passionate advocate of instilling pride in place and is keen to support the local community. This felt like a perfect analogy for what we were trying to do."*

*"The funding we received through WEM will enable us to support the whole West End community to access digital resources and learning in a dedicated space."*

# New Developments on Campus

We are constantly improving our campus to create a safe and modern learning environment for the whole College community. During summer 2024, we had a number of renovations take place with the development of new learning spaces in C block and two new teaching labs.



## Beccy Wheildon

**Course taken:** Access to HE Diploma

**Profession:** Pursuing a career in nursing

Beccy left school with her heart set on working in finance but later decided she wanted to change her career path and become a nurse in her late 30s. Originally, this didn't seem possible to Beccy as she didn't have the qualifications needed.

*I left school knowing I wanted to go into finance, and worked for Skipton Building Society where I progressed to becoming the branch manager. At aged 36, I had an idea of becoming a nurse, but put it aside thinking it wasn't possible. After talking to people, I realised it was achievable by doing the Access course at College.*

Living between Lancaster and Kendal gave Beccy options for studying the Access to HE course. The Access course at LMC allows you to progress onto a degree course in a field related to the course topics including: nursing, teaching, social work and sciences.

*I came to an open day at LMC, everyone was really friendly and I was impressed with the professionalism of the College and Laura, the tutor. She was amazing!*

The Access course provides you with the skills and knowledge you will need to progress further to university. Beccy says that she has enjoyed returning to learning and is looking forward to progressing to university after the Access course, and says,

*The best bits about the course have been the learning, specifically the Human Physiology has been really interesting.*

*I was out of education for 24 years and it was just so daunting the idea of studying again. The course is challenging but manageable if you commit to it. Don't be scared to give it a go, you won't regret it!*

# Free Courses For Jobs

Adults aged 19+ can access a FREE Level 3 course with support available from the Government, helping you gain skills that employers value, improve your job prospects and earn a good wage whatever your stage in life.

## Eligibility

- You are over the age of 19 and earning under £25,000
- You are over the age of 19 and unemployed
- You are aged 19 - 23 and earning over £25,000 and don't already hold a full Level 3 qualification

**See courses throughout the guide listed as Free Courses for Jobs**

Please note: this criteria is only applicable to courses for the current academic year starting on or before 31/7/2024 to 31/8/2025

**[lmc.ac.uk/courses/free-courses-jobs](https://lmc.ac.uk/courses/free-courses-jobs)**

Apply today [lmc.ac.uk](https://lmc.ac.uk) • [hello@lmc.ac.uk](mailto:hello@lmc.ac.uk) • 0800 306 306

# Course Funding & Finance

## Many of our learners study for FREE!

Don't be put off by the cost of studying, many of our learners study for free. Eligibility depends on your individual circumstances and the course you have chosen to study.

You may also be able to access the Learner Support Fund for financial support for some of the additional costs when studying, whether that is travel costs, equipment or uniform for your course or childcare costs.

You may also be eligible for FREE study if you are unemployed and receive an eligible benefit and you are taking the course to help you find employment. You may be eligible for a subsidised rate of £25 per course if you are employed and in receipt of certain benefits – look for courses marked with ♦ throughout this course guide.

### Can I study for free?

If you are studying a legal entitlement course such as English, Maths or Essential Digital Skills - Entry Level, Level 1, or Level 2, or are unemployed, or earn less than £25,000 gross salary, then the answer is YES! When you enrol, you will need to provide evidence of your salary or benefits.

If you have achieved the qualification to be studied previously, or have an existing qualification at a higher level, then fees will apply.

### What if I need to take out a loan?

Advanced Learner Loans are also available for eligible courses and available to anyone over the age of 19, regardless of individual circumstances, studying Level 3 or Level 4 courses. The loan will fully cover your fees and will only need to be repaid when you earn over a certain threshold and subject to the payment plan assigned. More information is provided on application for the Advanced Learner Loan.

Look for courses marked with ★ in this course guide

### What if I need to pay for the course?

If the course is available for online enrolment, you can pay online as part of the enrolment process. You can also pay by cash or card in the Hex or by phoning our Finance team on 01524 521205.

### Will I be entitled to any financial help while studying at College?

You may be entitled to financial support while you are studying, through the College's Learner Support Fund. Help is available with transport, uniform and kit costs and childcare. It is easy to apply via our Pay My Student digital portal.

### What about Level 3 courses or above?

Our Level 3 courses will be free if you are studying one of the courses in the box and meet the criteria below:

- Aged 19+ earning under £25,000 gross salary regardless of prior attainment
- When you enrol, you will need to provide evidence of your salary

- **Gas Engineering**  
Level 3 CGLI Diploma
- **Understanding Mental Health**  
Level 3 NCFE Certificate
- **Understanding Autism**  
Level 3 NCFE Certificate
- **Understanding Principles of Dementia Care**  
Level 3 NCFE
- **AAT Accounting**  
Level 3 Diploma
- **IT User Skills**  
Level 3 BCS Certificate
- **CMI Principles of Management & Leadership**  
Level 3 Diploma
- **Hospitality & Supervision**  
Level 3 CGLI NVQ Diploma
- **Early Years Workforce**  
Level 3 NCFE Diploma
- **Early Residential Childcare**  
Level 3 TQUK Diploma
- **Adult Care**  
Level 3 NCFE Diploma
- **Assessing Vocational Achievement**  
Level 3 CGLI

If you are studying for a Level 3 that is not in the list/is not available on the Legal Entitlement list, or you do not meet the eligibility criteria, you will be required to take out an Advanced Learner Loan.

**Contact our Student Money team for more information: [studentmoney@lmc.ac.uk](mailto:studentmoney@lmc.ac.uk)**



# Support at LMC

We pride ourselves at LMC on the support we provide to each of our students to enable them to achieve. All students can apply for support to help them access our courses.

If there is anything that could get in the way of your learning and participation at College, please speak to your tutor or one of the support team prior to starting on your course. The team will work with you to develop your skills, confidence, motivation, independence and expertise in learning.

## Support may include:

- Advice and referrals to a range of other specialist services
- Support with your wellbeing
- Assistive technology
- Mobility support
- Exam arrangements
- Help with coursework/homework
- Laptop loans
- Extra support in as well as out of class
- Access to support online to fit in around you



We realise that every student is different and do what we can to make College accessible and inclusive to all.

**To find out more contact**  
**learningsupport@lmc.ac.uk**  
**01524 521245**



**Or complete our online contact form**

## Meet our staff

Having left school without achieving any of my GCSEs and being informed that I had severe dyslexia, I decided to apply to study various Adult Education courses at college whilst working a number of part-time jobs. At that time, I didn't really have a career path in mind, but knew that if I gained my GCSEs this would be a good starting point.

College was very different to school, studying alongside other adults suited my style of learning. The tutors were more aware of my learning needs and were very supportive. I also utilised the learning support that was offered to me by attending group workshops and 1:1 sessions, where I was provided with tips and guidance on how to improve my work.

After successfully gaining my GCSEs, I progressed onto a Level 3 qualification, and from that point on there was no stopping me. I eventually decided to go into teaching as I wanted to help others with learning difficulties to have the opportunity to achieve.

### Joscelyn, Head of Learning Support

Apply today [lmc.ac.uk](http://lmc.ac.uk) • [hello@lmc.ac.uk](mailto:hello@lmc.ac.uk) • 0800 306 306



### Bernie Foy

**Courses taken:** GCSE English & Maths, Access to HE Diploma

**Profession:** Pursuing a career in nursing

Bernie decided to return to education at age 40 to pursue his dream career in nursing. After taking advice from the Careers team at LMC, he began studying GCSE English & maths alongside the Access to HE Diploma.

*Due to my age, I never thought I would be able to do GCSEs again. My tutors were absolutely amazing, they were so patient and gave me the help and encouragement I needed to believe in myself.*

At LMC, we have dedicated learning support and pastoral teams to help your College experience be the best it can be as Bernie explains,

*I suffer with anxiety so the learning support team has been a great help, allowing me to sit in a quieter room with only a few students during my exams. In a large hall like back at school, I would have felt too overwhelmed.*

Achieving his English GCSE and studying the Access to HE course has further supported Bernie on his journey into his nursing career.

*Studying for GCSE English has refined my communication skills, which will benefit me as an adult nurse. Strong communication skills are the bedrock of effective patient advocacy and will enable me to comprehend and address the unique needs of individuals in my care. The Access to HE course has provided me with a theoretical foundation to complement my practical experiences, laying a groundwork for my transition into undergraduate study.*

When asked what advice he would give to students thinking of returning to education at a later age, Bernie said:

*Believe in yourself no matter what your background or age, the College is amazing at helping everyone.*



# Distance Learning

## FREE, ON-LINE LEARNING IN YOUR OWN HOME



With our Distance Learning courses, you can choose to study a range of subjects and gain qualifications from the comfort of your own home.

We understand that it can be difficult for adults to attend class-based courses when they are juggling family life and work commitments, but this shouldn't stop them from being able to learn new skills and gain crucial qualifications.

Our Distance Learning courses allow adults to study at their own pace and develop new skills and knowledge. Whether you are looking to gain a qualification to enhance your employment prospects, or you just enjoy exploring new subjects, our team will be on hand to support you throughout the course and help you to achieve.

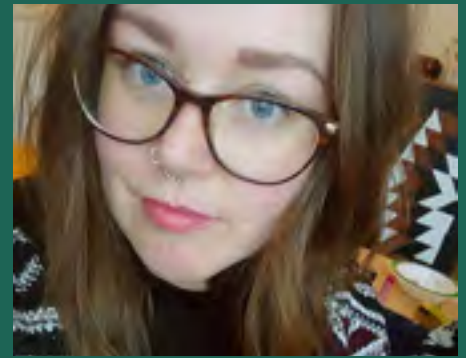
Courses vary in duration and subject areas, and we are constantly reviewing our provision in response to local labour market information and demand from learners and employers.

### Our most popular courses include:

- **Awareness of Mental Health Level 1 and Level 2**
- **Understanding Autism Level 2**
- **Self-harm and Suicide Awareness and Prevention Level 2**
- **Principles of Team Leading Level 2**
- **Information, Advice & Guidance Level 2**

Our Level 1 and Level 2 Distance Learning courses are **FREE** for adults (19+) and we have a range of **Level 3** courses that are available as part of the **Free Courses for Jobs** scheme.

Alternatively, you may be eligible for an Advanced Learner Loan to cover the cost of a Level 3 course. See page 6 for more information on funding.



### Tanya Roberts

**Courses taken:** Distance Learning, GCSE Maths, GCSE Biology, Access To HE

**Profession:** Pursuing a career in midwifery

Tanya was initially introduced to learning at LMC through our Distance Learning courses. These are free online courses allowing you to fit your learning around other commitments such as your work and home life.

*Choosing to study at LMC was the best choice for me, especially as a single mum. I am aiming to study midwifery, and I would not be able to do that without completing the distance learning courses first.*

Tanya then completed GCSEs in Maths & Biology, before enrolling onto the Access to HE course in September 2024.

The courses have provided Tanya with the knowledge she needs to continue her studies, and she then plans to apply to study midwifery at University.

*I love that I have gained all this knowledge as I know it is going to help me with my future career. I have met some wonderful people along the way at LMC, from staff to my fellow students.*

As well as gaining the technical knowledge required to pass the exams, Tanya has also gained soft skills such as time management and communication.

*Time management has always been something I struggled with and through these courses I have been able to improve this skill. I have also learnt how to effectively work within a group and adapt to a busy environment.*

*My advice to anyone thinking of studying any of the Distance Learning courses or GCSE courses, would be to definitely give it a try! No matter what your situation, the staff at College are always there to help.*





# Maths/English & Digital Skills

**Don't have your Maths, English or Digital qualifications?  
Don't let that hold you back...**

We offer FREE Maths, English and Digital workshops on the main College campus, at The Link at West Street and out in the community at venues such as Morecambe Library, Brew Me Sunshine in Morecambe and Cornerstones in Lancaster. Join our workshops to achieve new skills in order for you to be able to progress in work, life or to university. The classes are timetabled to fit around family and work commitments. Functional workshops are also available where we offer Functional Maths and Functional English from Entry 1 – Level 2.

The Essential Digital Skills course is intended to support the development of digital skills required for everyday life, work and further study and includes internet safety/cyber security. It provides a nationally recognised digital skills qualification and is a step towards further study. We offer Essential Digital Skills at Entry 3 and Level 1 alongside Level 2 Digital and IT Skills Award, which give you the opportunity to develop your Word and Excel skills.

Get in touch with one of our tutors to discuss the range of courses we offer.

**01524 521285 • [lmc.ac.uk/part-time](http://lmc.ac.uk/part-time)**

## ESOL English for Speakers of Other Languages

Do you need to develop your reading, writing, speaking and listening skills?

We offer ESOL classes at the main LMC campus and in the community during the daytime and evening. Depending on your financial situation, these courses may be FREE. Courses are designed to help you develop your confidence and understanding with the English language, and help you progress in work and everyday life.

Before you start a session

You will need to attend an assessment session first to make sure we place you in the right group for your level. These assessment sessions are at College - **Lancaster & Morecambe College, Morecambe Road, Lancaster LA1 2TY**. Assessments are **Wednesday 10am-12pm in The Hex**, every week in term time.

Please bring with you evidence of your Residency Status.

*For example: ARC card • Passport • VISA • Residency Permit • Home Office documents*

If you are working or have benefits, please bring with you evidence of your income.

*For example: Pay slip • Universal Credit statement*

**Find out more by contacting [ESOLGroup@lmc.ac.uk](mailto:ESOLGroup@lmc.ac.uk)**

Apply today [lmc.ac.uk](http://lmc.ac.uk) • [hello@lmc.ac.uk](mailto:hello@lmc.ac.uk) • 0800 306 306

# Apprenticeships

Apprenticeships are the perfect opportunity for those who want to broaden their industry knowledge, skills and behaviours while earning a salary and building professional connections. They are available to anyone over 16 and offer fantastic opportunities for upskilling to adults already within an industry, or who wish to retrain in a different sector.



## Nahim Rashid

**Courses taken:** Team Leading Level 3 Apprenticeship

**Profession:** Senior Housing Officer at Calico Homes

Nahim had worked in the care sector for more than 5 years before he started his Team Leading Level 3 Apprenticeship. Initially, as an adult learner, he was hesitant as to how an apprenticeship would impact on his working life, but he is glad he completed the course as he has been able to develop in his role and gain a greater understanding of being a manager and a leader.

*I chose an Apprenticeship to learn and develop, both personally and professionally. I am really glad that I did as it has helped me to progress on my career path.*

As an apprentice, Nahim attended College twice a month and also had 1-1 meetings with his assessor. He also took part in both English & Maths Functional Skills classes alongside his Apprenticeship, to ensure that he was up to date with the qualifications he needed to pass the end point assessment of his Apprenticeship.

*The Apprenticeship enabled me to continue working whilst I was learning and I was able to put into practice my learning in "real time".*

Nahim said he gained lots of skills whilst undertaking his Apprenticeship, including time management techniques, more confidence and belief in himself that he didn't have after stepping back into education after 20 years.

*I would recommend an Apprenticeship 100%, as it allows you to gain a qualification, but, more importantly, it allows you to gain knowledge that can be applied within your role and your sector.*

The next steps for Nahim is to look at a Management & Leadership (Level 5) CMI qualification, to further advance his skill set and then go into self-employment within the care sector, specifically focusing on supported housing.

### MYTH 1: Apprenticeships are only for school leavers

**REALITY:** Apprenticeships are open to individuals of all ages. Whether you are 16 or 60, there are no age restrictions when it comes to pursuing an apprenticeship. The opportunities that apprenticeships offer are available to anyone willing to invest in their personal and professional development, regardless of their age.

### MYTH 2: Apprenticeships are for people who aren't academic

**REALITY:** This is not true. Apprenticeships are an alternative route into employment and those choosing this route are ambitious and keen to earn while they learn. Many simply prefer the hands-on experience that an apprenticeship can bring.

### MYTH 3: I won't be able to afford it/I won't be paid

**REALITY:** Apprentices are paid, and often more than you might think! These are genuine jobs with accompanying skills development programmes. They give people the chance to bring home a salary while they learn and build a platform for their career.

### MYTH 4: Apprenticeships are only available in certain sectors

**REALITY:** The days when apprenticeships were available only in certain industries like construction and manufacturing are long gone. They're now available in a huge range of sectors, like finance, hospitality, education, business and management.

### MYTH 5: An apprenticeship will limit my future career prospects

**REALITY:** Apprenticeships can take you right to the top of an organisation. Employers increasingly value apprenticeships as a viable career route. It means applicants have real experience of the workplace and, at the end, often a qualification too. Most employers look at someone's experience and their qualifications - an apprenticeship delivers both.

### MYTH 6: If I do an apprenticeship, I'll get stuck in one job

**REALITY:** Apprenticeships are available in a variety of industries and equip you with the transferable skills that employers from many different sectors will value. Some apprenticeships offer the opportunity to work in different parts of a business too, which allows you to experience various roles and find what you enjoy doing. An apprenticeship is a foot in the door and can open up many exciting new career paths.

### MYTH 8: I'll be making tea all the time

**REALITY:** Apprenticeships provide valuable work experience and training in a real job environment. While there may be occasional tasks like making tea for colleagues, apprentices are integral team members with real responsibilities. Employers invest in apprentices by providing them with meaningful work that contributes to the organisation, helping them develop essential skills and knowledge for future career growth.



# What the different levels mean

With so many different qualifications, it can be hard to know what they mean and where they might lead to next. To help you understand, we've created a summary of what the levels mean highlighting academic, vocational and work-based routes to Higher Education.



# Did you know...



We are proud to be our community's provider of

## Technical Professional Creative Education

We focus on providing young people and adults with the skills and knowledge they need to progress into employment or further study



The College curriculum is designed to meet the needs of the district and is supported by employers to meet the **skills, knowledge and behavioural requirements for their future workforce**

All areas of the curriculum have **employer links** and **employer advisory groups** take place to ensure our provision fully meets employer need

We have established links with universities to provide pathways for adults wishing to progress onto Higher Education



Lancaster and Morecambe district supports almost

## 5,000 businesses



## 88% are micro businesses

employing fewer than  
10 people

The largest employment sectors include;



**Health, Social Work & Care,**  
and **Education**  
representing **32%** of the  
employment within the district



**Construction, Manufacturing**  
and **Technical**  
sectors support **28%** of  
the district workforce



# Courses



**Leadership, Management & Business** 14

**Finance** 16

**Construction & Engineering** 17

**Health & Safety** 18

**Travel, Tourism & Hospitality** 19

**Digital, Cyber & IT** 20

**English, Maths & ESOL** 21

**Early Years & Education** 22

**Sport, Science, Health & Social Care** 23

**Art & Design** 26

**Taxi Driving** 26

**Sustainability** 26



**Daniel Stainer**

**Courses taken:** CMI Leadership & Management Level 5 and Operational Department Manager Level 5 Apprenticeship

**Profession:** Regional Director, Westmorland Homecare

Daniel came to LMC in 2022 to study on our Leadership & Management course as well as undertaking an Operational Department Manager Level 5 Apprenticeship, in order to strengthen his skills and increase his career prospects.

*I chose to study at LMC due to its lovely reputation, the fact it is easily accessible and also the wide range of courses offered for continuous professional development. My apprenticeship was amazing, I enjoyed working with such a lovely group and the amazing teaching and mentoring from our outstanding tutor - Gill!*

Since achieving qualifications in both courses, Daniel has been promoted to a Regional Director in the company! Both courses provide you with the knowledge, skills and behaviours you will need to lead and manage in a variety of settings.

During his apprenticeship, Daniel feels he developed his skills in six key areas: leadership & management, operational skills, finance, communication, problem-solving and strategic plan. He oversees all aspects of the branch including HR, marketing, finance, recruitment and training. His role, has enabled the branch to flourish.

*I have been promoted to Regional Director for Westmorland Homecare, the only care provider in the UK with all its services awarded Outstanding by the Care Quality Commission. I shall be overseeing five domiciliary care branches, hundreds of staff/clients and the opening of more Westmorland Homecare branches around the North West.*

## Leadership, Management & Business

### Emotional Intelligence in the Workplace

UKSPF

**20/02/2025** **Thu, 10am-3pm**  
**Main Site 1 day Funded**

This course will provide an overview of the four components of the Emotional Intelligence model; Emotional Self Awareness, Self-Management, Social Awareness and Social Skills and will explore how each component relates to activities in the workplace.

### Appraisal Skills

UKSPF

**29/01/2025** **Wed, 10am-3pm**  
**Main Site 1 day Funded**

This practical course will enable managers of teams to prepare and deliver an effective appraisal interview and provide the skills of giving and receiving feedback, including how to handle difficult conversations.

### People Practice CIPD

Level 3 Foundation Certificate

**15/01/2025** **Wed, 5pm-9pm**  
**Main Site 34 weeks £1200**

This course is suitable for those embarking on a career in Human Resources, or for those already in a support role and looking to progress. This pragmatic course covers a variety of HR topics including the legal aspects of HR management, analysing and using HR information, resourcing talent, recruitment, and learning development tools and techniques for motivation.

### CMI Leadership & Management Training Level 5

Unit 504 Managing Performance UKSPF

**08/01/2025** **Wed, 1pm-4.30pm**  
**Main Site 1 day £240**

This unit evaluates the reasons for managing performance and useful approaches.

### Internal Quality Assurance C&G Level 4 Certificate

**Employer Premises £811 ★**

This course is suitable for those working in an educational or training role, and designed for people who wish to internally quality assure assessment decisions in the work place.

### Employee Relations - Handling Grievances & Disciplinary

UKSPF

**27/02/2025** **Thu, 10am-3pm**  
**Main Site 1 day Funded**

This course will explain the disciplinary process and potential legal pitfalls and work through a number of case studies to provide confidence in handling disciplinary situations in the workplace.

### Recruitment Skills

UKSPF

**06/03/2025** **Thu, 10am-3pm**  
**Main Site 1 day Funded**

Making the wrong choice when recruiting new employees can, at minimum, cause frustration and, at worst, have disastrous consequences for an organisation. This course is designed to prepare you to deliver interviews that really get behind the candidate's responses, to identify their true skills set and likely behaviours in the workplace.

### Communication Skills

UKSPF

**13/02/2025** **Thu, 10am-3pm**  
**Main Site 1 day Funded**

This course explores what elements prevent teams from communicating effectively and delivering results, using the 5 'Dysfunctions of a Team' model and providing practical solutions to improve the communication.



## Supporting and Engaging a Multi-generational Workforce

UKSPF

**20/01/2025** **Mon, 10am-3pm**  
**Main Site** **1 day** **Funded**

The aim of this workshop is to demystify the cultural norms of each generation. Identifying why each generation behave in certain ways and explore the circumstances that have created that behaviour i.e. the world events, economic conditions, trends, and cultural norms of each era. With greater understanding of what drives behaviour, the workshop will then explore practical ways in which to engage with each generation and encourage multi-generational collaboration.

## Time Management

UKSPF

**23/01/2025** **Thu 10am-4pm**  
**Main Site** **1 day** **Funded**

Do you spend your working day being busy from the minute you arrive at work until the time you leave but achieve very little? You will learn an array of tools and techniques to help you work smarter not harder and control events rather than be controlled by them.

## Growth Mindset

UKSPF

**16/01/2025** **Thu, 10am-4pm**  
**Main Site** **1 day** **Funded**

Leaders who believe their talents can be developed – through learning, practice, and hard work – have a growth mindset. Those with a growth mindset continuously learn throughout their careers to stay current with the best practices and trends in their industry. They adapt to the changing dynamics of the contemporary workplace, identify opportunities for personal growth, and, most importantly, apply their new knowledge and skills to support the development of their team.

## Information, Advice and Guidance

Distance Learning  
 TQUK Level 2 Certificate

**Online** **25 weeks** **FREE**

This course aims to provide an in-depth understanding of the key areas associated with providing effective information, advice and guidance (IAG) to support customers, clients and colleagues. Effective IAG includes signposting, referrals, record keeping, confidentiality and communication/listening techniques.

## Encouraging Gen Z to Thrive in the Workplace

UKSPF

**06/02/2025** **Thu, 10am-3pm**  
**17/03/2025** **Mon, 10am-3pm**  
**Main Site** **1 day** **Funded**

This workshop has two distinct aims to first understand what has influenced young people in the UK and their attitude to work and secondly, and more importantly, to highlight and discuss what practical actions can you introduce that will help and encourage them to thrive at work.

## Business Start Up Support

UKSPF

**15/01/2025** **Wed, 1pm-3pm**  
**12/02/2025** **Wed, 1pm-3pm**  
**Main Site** **1 day** **Funded**

Are you a budding entrepreneur or do you have a business start-up idea, but not sure of the next step? We are offering, with the support of the UK Shared Prosperity Fund, a number of short 1-day courses to support business start-ups and entrepreneurs.

## Assessing Vocational Achievement

Free Courses for Jobs  
 C&G Level 3 Certificate

**Roll on**  
**Employer Premises** **£811** ★

This qualification is designed for those who currently work, or wish to work, in the field of Assessment. This is designed to support the assessment and quality assurance of all Apprenticeships, Vocational Qualifications, Awards, Certificates and Diplomas.

## Lean Organisation Management Techniques

Distance Learning  
 TQUK Level 2 Certificate

**Online** **25 weeks** **FREE**

This course covers the skills and knowledge needed to use lean organisation and business improvement techniques in business and to work effectively in a team.

## Improving Employee Engagement in the Workplace

UKSPF

**12/03/2025** **Wed, 10am-3pm**  
**Main Site** **1 day** **Funded**

Research carried out by Gallup over a 50-year period has identified the real benefits of ensuring your employees are engaged. These include, 23% increase in profitability, 18% reduction in labour turnover and 10% increase in customer loyalty. The objectives of this course are to provide the tools to understand and measure employee engagement and then explore the drivers of employee engagement and how to introduce and/or improve their impact within your organisation.

## LinkedIn for Business

UKSPF

**10/01/2025** **Fri, 10am-4pm**  
**Main Site** **1 day** **Funded**

This course is designed to take you from beginner to pro on LinkedIn. Step by step you are guided to design, optimise and create an engaging LinkedIn Company Page and Profile that will attract commercial opportunities plus followers and engage your audience.

## Using Facebook MetaSuite to Manage your Social Media Impact

UKSPF

**24/01/2025** **Fri, 10am-4pm**  
**Main Site** **1 day** **Funded**

Harness the power of Facebook's MetaSuite in this insightful workshop. Discover how to utilise its suite of tools to enhance your business's online presence and engagement.



You may be eligible to study for FREE – look for courses marked with  
 ◆ You may also be able to apply for an Adult Learner Loan – look for courses marked with ★ See page 6 for further details



## UKSPF Funded Training Courses

The UK Shared Prosperity Fund (UKSPF) is part of a Government project. LMC is offering funded courses in line with local skills demand to businesses, entrepreneurs, volunteers and our community. Our offer promotes awareness of sustainable practices and supports businesses with decarbonisation plans.

Through collaboration with local employers, Lancaster City Council, DWP and our community groups, we have designed a suite of training courses to support with skills development. Our courses are designed to support businesses with the emerging priorities within their sector around skills shortages and staff development. With the support of the UKSPF, we can offer much needed courses and qualifications, which can lead into progression opportunities such as apprenticeships or qualifications funded through the Adult Education budget.

Since the start of the project, we have delivered over 100 training courses. Our provision ranges from short one day courses, six week programmes to 30-week qualifications.

*The session was brilliant in every aspect. It was well paced with the ideas communicated clearly and concisely. It involved activities and interactive lectures, which contributed immensely to my knowledge and raising awareness regarding organisational culture and climate of a business, alongside the various roles we take on and the psychology behind them. I rate the session 5\*.*

For further information  
[ukspf@lmc.ac.uk](mailto:ukspf@lmc.ac.uk)  
[lmc.ac.uk/employers/training-opportunities](https://lmc.ac.uk/employers/training-opportunities)

## Leadership, Management & Business

### Principles of Business Administration

Distance Learning  
 TQUK Level 2 Certificate

**Online 25 weeks FREE**

This course will give you the underpinning knowledge that is required to ensure you can successfully work in a range of different environments in a business administration role. You will develop essential knowledge of how to carry out administrative tasks, such as how to manage information and to support events.

### Principles of Team Leading

Distance Learning  
 TQUK Level 2 Certificate

**Online 25 weeks FREE**

This course is aimed at those who wish to gain further skills to develop their careers and progress in the workplace. It is suitable for anyone who is new to a team leading role, or those who are hoping to become a team leader as they advance in their careers.

## Finance

### Introduction to Bookkeeping Part 1

UKSPF

**07/02/2025 Fri, 9.30am-12.30pm**  
**Main Site 1 day Funded**

The course consists of the following units and more:

- The accounting process and flow of information from book of prime entry like sales day book/purchase day book/cash book, to ledgers, to financial statements (profit & loss and balance sheet)
- Why we need these financial statements - classification of elements: assets, liabilities, income, expense, capital - double effect
- Essential accounting documents

### Introduction to Bookkeeping Part 3

UKSPF

**21/02/2025 Fri, 9.30am-12.30pm**  
**Main Site 1 day Funded**

- This course consists of the following:
- How to ACCURATELY enter all transactions in an accounting software
  - How to carry out some basic accounting reconciliation (bank reconciliation)

### Introduction to Bookkeeping Part 2

UKSPF

**14/02/2025 Fri, 9.30am-12.30pm**  
**Main Site 1 day Funded**

The course consists of the following units:

- The tax implications and filing obligations for the most common business structures and how to ensure your business is tax efficient
- Allowable and disallowable expenses
- How to use your bookkeeping records to make decisions about your business

### Professional Diploma in Accounting

Level 4

**24/04/2025 Thu, 9am-4pm**  
**Main Site £2,573**

This course is ideal for anyone interested in pursuing a career in accountancy and finance, offering technical training. The purpose of this course is to increase the skills developed on the Accounting (AAT) Level 3 Advanced Diploma. This can maximise opportunities in new or current employment.



## Upskilling for the trade

Experienced trade professionals can learn new skills to enhance your workforce including:

**Joinery • Brickwork  
Plastering • Plumbing**

**12 weeks • one morning per week**  
Please see website for further details

# Construction & Engineering

## TIG Welding

C&G Level 1 Introduction to Welding

**14/01/2025** **Tue, 6pm-9pm**  
**Main Site 14 weeks £640** ◆

C&G Level 2 Award Welding

**14/01/2025** **Tue, 6pm-9pm**  
**Main Site 14 weeks £640** ◆

TIG Welding focuses on the TIG welding process using high frequency TIG torch and manually fed filler wire to produce a range of joints in the vertical position, to be inspected via destructive testing.

## Gas Engineering

Free Courses for Jobs

CGLI Level 3 Diploma

Roll on

**Main Site 33 weeks £5183** ★

This course is designed to teach you the knowledge, skills and behaviours required for a career in the gas industry. Suitable for those with previous experience in plumbing, the course will further develop industry skills in order to pursue a career in gas, or to upskill an existing workforce.

## MIG Welding

C&G Level 1 Introduction to Welding

**14/01/2025** **Tue, 6pm-9pm**  
**Main Site 14 weeks £640** ◆

C&G Level 2 Award Welding

**14/01/2025** **Tue, 6pm-9pm**  
**Main Site 14 weeks £640** ◆

MIG Welding focuses on using a semi-automatic torch and spool fed wire to produce a range of joints in the flat position, to be visually inspected.

## Principles of Warehousing

Distance Learning  
TQUK Level 2 Certificate

**Online 20 weeks FREE**

This course is for those who want to gain an understanding and knowledge of health and safety processes, in a warehousing environment including manual handling, checking of stock, order processing, and the packing and storage of goods for dispatch.

## MMA Welding

C&G Level 1 Introduction to Welding

**14/01/2025** **Tue, 6pm-9pm**  
**Main Site 14 weeks £640** ◆

MMA Welding focuses on using flux coated rods to produce a range of joints in the flat position, to be visually inspected. Covering the basics of setting up, maintaining your equipment to tacking, welding various joint configurations and positions, you will develop skills, knowledge and confidence to tackle basic fabrication requirements whether at home or in the workplace.

## Introduction to Construction Environment (Plastering)

Level 1 Award

**07/01/2025** **Tue, 5pm-9pm**  
**25/03/2025** **Tue, 5pm-9pm**  
**Main Site 10 weeks £509** ◆

This course offers a practical introduction to plastering skills. You will learn how to skim a room, board a ceiling, patch holes and cracks, and learn different plastering techniques.

## Introduction to Construction Environment (DIY Skills)

Level 1 Award

**16/01/2025** **Thu, 9.30am-3pm**  
**Main Site 8 weeks £251** ◆

This course offers an opportunity to try your hand at home improvements such as Joinery, Plumbing, and Plastering, whilst gaining an essential DIY skills qualification.

**Coming soon** see website for further details

**Air & Ground Source Heat Pump Installation training**

## Initial Verification & Periodic Inspection & Testing of Electrical Installations

Level 3 Award

**COMING SOON**  
**Please see website for further details**  
**Main Site 1 week £950**

This 5-day course is suitable for experienced electricians looking to improve skills and understanding of Initial Verification & Periodic Inspection & Testing of Electrical Installations. The course covers inspecting and testing of new, existing single, and three-phase installation in line with the requirements of BS 7671, as well as the correct completion of certification and reporting.

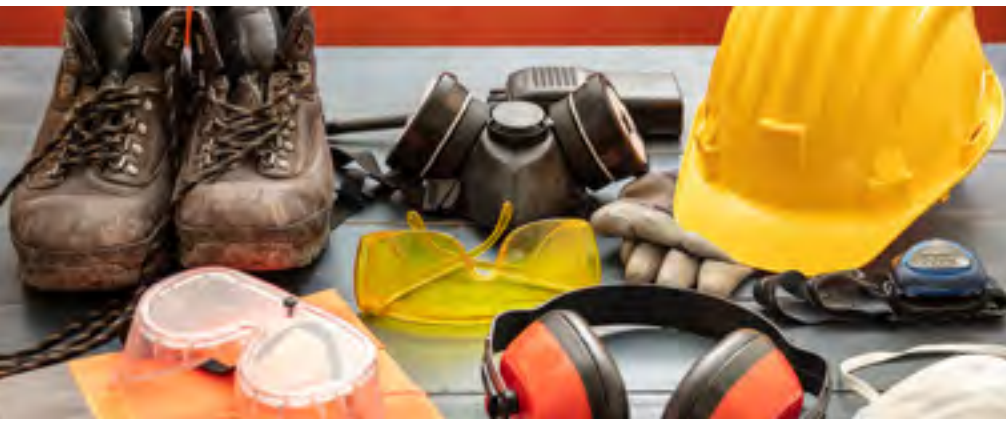
## 18th Edition Wiring Regulations

**COMING SOON**  
**Please see website for further details**  
**Main Site 3 days £400**

This 18th Edition 3-day course covers the New Regulations, which became mandatory in January 2019. The course is aimed at Electrical Engineers, who are looking to update existing qualifications, as well as those wanting to join a Government approved Part P scheme provider.

You may be eligible to study for FREE – look for courses marked with ◆ You may also be able to apply for an Adult Learner Loan – look for courses marked with ★ See page 6 for further details





# Health & Safety

## IOSH Managing Safely

27/01/2025 Mon-Wed, 9am-4.30pm  
Main Site 3 days £350

This course is an introduction to the fundamentals of health and safety management in the workplace. It is aimed at all employees in any organisation, but particularly team leaders, supervisors and managers. This course will provide the knowledge, skills and confidence to contribute towards an organisation's health and safety agenda.

**The Salon**  
Hairdressing & Beauty Therapy

Offering a variety of facial and body treatments and a range of hairdressing services, The Salon is open to students and public, and provides a real work environment for our students.

All enquiries **01524 521229** or **lmc.ac.uk**

Open Wednesdays and Thursdays during term time

**01524 521224**  
or **lmc.ac.uk**

**THE BAY**  
RESTAURANT & LMC

## IOSH Accredited Centre

Lancaster & Morecambe College is pleased to announce that it is an IOSH accredited centre and can offer the following courses, please see our website for dates and further details:



### IOSH Working Safely

Short entry level course covering the essentials of health and safety in the workplace. It is aimed at all employees in all types of organisations.

The course is divided into 4 modules

- Introducing working safely
- Identifying common hazards
- Defining hazards and risk
- Improving safety performance

### IOSH Leading Safely

The IOSH Leading Safely course covers everything you need to know to boost productivity, increase profits, enhance corporate reputation and strengthen your brand by improving your organisation's safety and health practices. This course is aimed at anyone in a senior management or leadership role.

**The course covers:**

- Safety and health and what it means for different leadership roles
- The responsibilities and behaviours of a leader
- What effective safety and health leadership looks like
- How to get things right
- How leaders can make improvements
- The benefits of effective safety and health leadership

### IOSH Safety for Executives and Directors

This course provides a complete understanding of the moral, legal and business case for proactive safety, health and risk management, strategic safety and health management, and its integration into business management systems and procedures. This course is intended for senior staff with operational or strategic accountability for an organisation.

**The course covers:**

- The moral, legal and financial case
- PLAN – Planning for Health and Safety
- DO – Implementing Health and Safety
- CHECK – Monitoring Health and Safety Performance
- ACT – Improving Health and Safety Performance



# Travel, Tourism & Hospitality

## Allergen Awareness

Highfield Level 2 Award UKSPF

**07/01/2025** Tue, 9.30am-4.30pm  
**11/03/2025** Tue, 9.30am-4.30pm  
**Main Site 1 day Funded**

The Quallsafe Food Allergen Awareness (Level 2 RQF) qualification enables you to attain knowledge of food allergens and food intolerances alongside the importance of good practice so that safe food is produced and sold. This regulated and nationally recognised qualification has been specifically designed for people who are working in, or preparing to work in, a food handling, food retail or food manufacturing role.

## Introduction to Culinary Skills

CGLI Level 1 Certificate

**14/01/2025** Tue, 1pm-3.30pm  
**Main Site 20 weeks £164 ♦**

This course offers a practical cookery experience to develop your skills in an industry-standard kitchen. You'll be given an introduction into kitchen equipment, as well as preparing and cooking food using basic methods such as; baking, stewing, braising, roasting, grilling, boiling, poaching, steaming, deep and shallow frying.

## Hospitality Supervision

Free Courses for Jobs  
 NVQ Level 3 Diploma

**Employer Premises £2583 ★**

As a Hospitality Supervisor, you will typically work under pressure in delivering fantastic customer service, and motivating a team is essential to your role. You will study towards a Level 3 Diploma in Hospitality Supervision in your place of work.

## Food Safety in Catering

Highfield Level 2 Award UKSPF

**20/02/2025** Thu, 9.30am-4pm  
**19/03/2025** Wed, 9.30am-4pm  
**Main Site 1 day Funded**  
**23/01/2025** Thu, 9.30am-4pm  
**Galloway Centre 1 day Funded**

This course has been designed to address the food safety needs of the catering and hospitality sector according to the National Occupational Standards. It is a requirement that all food handlers are trained in basic food hygiene and this intensive course has been designed to cover all the necessary topics as specified in the syllabus.

## General Patisserie & Confectionery

CGLI Level 2 Certificate

**07/01/2025** Tue, 5.30pm-9pm  
**10/01/2025** Fri, 9.30am-1pm  
**Main Site 1 day £191.50 ♦**

This course is designed for those looking to become professional pastry chefs or for those already in employment who are seeking to progress in their careers, or simply for those individuals who enjoy this area of cookery as a hobby.

## Principles of Customer Service

Distance Learning  
 TQUK Level 2 Certificate

**Online 25 weeks FREE**

This course will give you the underpinning knowledge that is required to ensure you can successfully work in a range of different environments in a customer service role. You will develop essential knowledge of how to carry out customer service related tasks, such as how to manage information and support events.

## Alessandro Possamai

**Teaches: Hospitality & Catering**

**Worked at LMC since: 2021**

Alessandro, or Alex as he is known as, is a tutor in the Hospitality & Catering department at LMC.

Alex joined LMC in December 2021, after teaching at a college in Manchester, following extensive industry-experience running his own businesses for 11 years including an outside catering company, and a coffee house with a deli. Alex also enjoyed lecturing in various colleges as a guest speaker, as well as teaching barista skills for front of house qualifications.

Alex has worked across the UK including Scotland, the Lake District and the Ribble Valley as well as abroad in the French Alps. He praises the Hospitality & Catering industry for the variety of work locations and environments available to him, stating,

*This industry is so broad with workplaces including hotels, casinos and cruise ships to nursing homes, prisons and hospitals – and that's not including the 5-star luxury resorts and Michelin Star restaurants.*

When explaining his favourite part of his role, Alex said,

*I like how every day is different because we attract such a wide range of learners including year 10/11s from local high schools, 16-18 years old full time students and part time adults. It's nice to see people from all different backgrounds and cultures sharing a common passion for cooking.*

Alex is currently teaching on the part time courses and enjoys refining the pastry skills with his adult groups.

*This industry demands dedication, hard work and a willingness to work long hours but the rewards can be so fantastic! Every day is different and the industry opens so many doors across the world – this industry also has some of the highest paying jobs in the UK.*

You may be eligible to study for FREE – look for courses marked with ♦  
 You may also be able to apply for an Adult Learner Loan – look for courses marked with ★ See page 6 for further details





## Digital, Cyber & IT

### Cyber Security

Level 1 Award Gateway

**14/01/2025** **Tue, 5.30pm-8.30pm**  
**Main Site 10 weeks £90** ◆

On this course, you will learn about cybercrime and the risks and effects it has on individuals and organisations. You will understand routine protective methods used to maintain cybersecurity including the principles of vulnerability and penetration testing and user access control.

### Cyber Security

Level 2

**09/01/2025** **Thu, 9.30am-12.30pm**  
**Main Site 12 weeks £101** ◆

On successful completion, you will understand security protection and risk management issues, measures to protect IT systems and data from current, evolving threats, and be able to implement measures to protect IT systems and data. You will also look at current legal and ethical requirements, including ethical hacking, IT security policies and procedures.

### IT Users Skills (ITQ)

Free Courses for Jobs  
 BCS Level 3 Certificate

**Roll on**  
**Main Site 34 weeks £1417** ★

This course is suitable for those who use IT in their job currently, or plan to pursue a career requiring IT skills. Units can be taken at a variety of levels, allowing you to apply knowledge, understanding and skills to a level recognised by employers, thus proving competency in your job role.

### Excel Beginners

**05/02/2025** **Wed, 9.30am-4pm**  
**19/02/2025** **Wed, 9.30am-4pm**  
**Main Site 1 day Funded**

This workshop is designed for clients who are new to spreadsheets but are involved in using them in the workplace. Microsoft Excel is a very powerful spreadsheet application designed to save you time and make easy work of calculating, displaying and sharing data.

### Excel Intermediate

**13/02/2025** **Thu, 9.30am-4pm**  
**25/02/2025** **Tue, 9.30am-4pm**  
**Main Site 1 day Funded**

This one-day training course aims to give basic users of Microsoft Excel knowledge of commands and functions, which will make them more proficient in spreadsheet and development. How to apply these tools to solving their own business problems and good spreadsheet practice will also be covered.

### Excel Advanced

**13/03/2025** **Thu, 9.30am-4pm**  
**Main Site 1 day Funded**

This workshop is aimed at members of the workplace with a clear working knowledge of Microsoft Excel who are involved in using spreadsheets each day and would like to introduce advanced techniques to automate everyday tasks. Microsoft Excel is a very powerful spreadsheet application designed to save you time and make easy work of calculating, displaying and sharing data.

### Essential Digital Skills

Entry Level 3

**Various 10-13 weeks FREE**

This course is suitable for those who are new to IT. If you can use a phone, but struggle to use a PC and want to improve your skills in 'home use' eg. online shopping, online safety, Microsoft Word, email and attachments, then this course may be for you.

### Essential Digital & IT Skills

Level 1

**Various 10-13 weeks FREE**

This course is suitable for those who have some confidence and use of IT as part of their employment. If you need to improve your knowledge of Microsoft Word, Excel and building basic spreadsheets, then this course may be for you.

### Digital & IT Skills

Level 2

**Various 17 weeks £245** ◆

This course is suitable for those who are confident with IT. Develop your skills in Microsoft Word including Mail Merge, Macros, Table of Contents, and Excel including complex formulae and functions, SUMIF, Pivot tables, Macros, Conditional formatting.

## Looking to develop your IT skills?

Many of our computing and IT courses are FREE to study regardless of age, experience or personal circumstances. All applicants will complete a diagnostic assessment so that we can advise a suitable level of study.

**For more information, contact [thelink@lmc.ac.uk](mailto:thelink@lmc.ac.uk) • 01524 521385 • [lmc.ac.uk/part-time/computing](http://lmc.ac.uk/part-time/computing)**

You may be eligible to study for FREE – look for courses marked with ◆

You may also be able to apply for an Adult Learner Loan – look for courses marked with ★ See page 6 for further details





## English, Maths & ESOL

### Maths & English Functional Skills

Level 1

**Main Site    30 weeks    FREE**

The course is suitable for those who are looking to further their Maths and/or English skills in work or study and need a Level 1 qualification, but do not wish to follow the one-year GCSE programme.

### Maths & English Functional Skills

Level 2

**Main Site    20 weeks    FREE**

The course is suitable for those who are looking to further their Maths and/or English skills in work or study and need a Level 2 qualification, but do not wish to follow the one-year GCSE programme.

## ESOL

### English for Speakers of Other Languages

Is English your second language? Do you need to develop your reading, writing, speaking and listening skills?

Our English Classes for Speakers of Other Languages provide a good opportunity to improve your reading, writing, speaking and listening skills. The classes are organised by level, and from the assessment session, the team will establish which is the best class for you, taking into account your other commitments.

You will be able to attend two classes a week, either here at College or in one of our many community venues. The classes may be free depending on your financial situation.

**Find out more by contacting [ESOLGroup@lmc.ac.uk](mailto:ESOLGroup@lmc.ac.uk)**

*See page 9 for additional information*

### Alison Kaberry

**Teaches: Functional Skills**

**Worked at LMC since: 2005**

Alison, an LMC Alumni herself, now works closely with apprentices who are studying Level 1 or Level 2 Functional Skills English or Maths. These courses are designed to equip you with the basics of English and Maths, how to use them practically in your personal and work life and support you in obtaining a nationally recognised qualification.

*Leave behind any negative experiences of English or Maths - we will work with you to identify your needs and your availability and support you in ways that suit your learning styles to achieve.*



## Multiply

### Award winning FREE Skills Sessions

The Multiply Project is a Government funded project to engage adults aged 19 plus in improving their maths skills to access employment and/or education; to progress at work; support children with homework and improve general money management skills. The aim is also to enable adults to access college provision within their own community leading to them engaging in further learning.

Since September 2022, we have engaged with over 1000 participants. We have been working with local organisations such as Lancaster & District CVS; Lancashire Women; local Primary Schools; Marsh Community Centre; East Meets West; Global Link; Lancaster Men's Hub; the Children & Family Wellbeing Service.

Some of the courses the project has enabled us to offer are: 1-1 tutoring or small groups for people studying towards formal Maths qualifications; Cooking on a Budget sessions; Managing your Household Budget; Upskilling for Teaching Assistants; one day Excel courses. The project continues until March 2025.

*I found the course super empowering. I feel so much more confident to teach maths both at schools and at home*

**[multiply@lmc.ac.uk](mailto:multiply@lmc.ac.uk)**  
**[lmc.ac.uk/multiply](http://lmc.ac.uk/multiply)**





## Early Years & Education

### Early Years Practitioner

NCFE Level 2 Diploma

**Employer Premises**

**£400** ◆

This role can be found in a range of private and public settings to deliver the Early Years Foundation Stage (EYFS) requirements set by Government for the learning, development and care of children from birth to five in both indoor and outdoor environments. You must be employed in a childcare role in order to complete this qualification.

### Understanding Autism

Distance Learning

TQUK Level 2 Certificate

**Online**

**25 weeks**

**FREE**

This course aims to develop an understanding of autism and the principles of supporting individuals with autism – covering the person-centred approach and influence of positive communication methods, as well as how to support positive behaviour and how individuals with autism can be supported to live healthy, fulfilled lives.

### Supporting Teaching & Learning

NCFE Level 2 Certificate

**Employer Premises**

**£408.50** ★

This course is designed to provide learners with an understanding of the knowledge and skills needed when working directly with children and young people in school or college environments. It covers a wide range of areas including children and young people's development, supporting children and young people's positive behaviour and communication and professional relationships.

You may be eligible to study for **FREE**  
– look for courses marked with ◆  
You may also be able to apply for an  
Adult Learner Loan – look for courses  
marked with ★  
See page 6 for further details

### Early Years Workforce (Early Years Educator)

Free Courses for Jobs

NCFE Level 3 Diploma

**Employer Premises**

**£2882** ★

This course is designed to help you develop the skills, knowledge and behaviours required to be a successful Early Years Educator. This course is designed to take one year to complete and will require you to be working for at least 30 hours a week in a suitable setting such as a nursery, children's centre or pre-school.

### Understanding Autism

Free Courses for Jobs

NCFE Level 3 Certificate

**Online**

**25 weeks**

**FREE**

This qualification will increase your knowledge and understanding of autism, and could support progression on to further qualifications and into relevant employment in the health and social care or education sectors.

### Supporting Teaching & Learning

NCFE Level 3 Diploma

**Employer Premises**

**£2225** ★

This course will provide you with an understanding of the knowledge and skills needed when working directly with children and young people in school or college environments. It covers a wide range of areas including children and young people's development, supporting children and young people's positive behaviour and communication. You must be employed in a childcare role in order to complete this qualification.

### Residential Childcare

Various funding pathways available including

Free Courses for Jobs TQUK Level 3 Diploma **Employer Premises £2882** ★

This course is designed to help you develop the skills, knowledge and behaviours in the Residential Childcare industry. The aim of the course is to support you in taking your first steps into this specialist world, and build upon the skills already developed with employers.

### Understanding Behaviour that Challenges

Distance Learning

TQUK Level 2 Certificate

**Online**

**25 weeks**

**FREE**

This course aims to explore possible causes that could explain why people behave as they do, helping you to develop your understanding and deal with these situations in an appropriate way.

### Understanding Children and Young People's Mental Health

Distance Learning

TQUK Level 2 Certificate

**Online**

**25 weeks**

**FREE**

This course will increase your knowledge and awareness of children and young people's mental health, and could support progression on to further qualifications and into relevant employment in the health and social care or education sectors.

### Leadership & Management for Residential Childcare

BTEC Level 5 Diploma

**Employer Premises**

**£2500** ★

This Level 5 course focuses on industry-relevant learning, practical experiences, expert guidance and all in a supportive environment. Topics covered include a dive into the world of residential childcare with a curriculum tailored to real-world scenarios, from child development to safeguarding, it's all covered.



## Sport, Science, Health & Social Care

### Health & Social Care Professional

Ascentis Level 2 Certificate

**28/02/2025** **Fri, 9.15am-12.15pm**  
**Main Site 12 weeks £127** ◆

This course will enable adults to return to study and increase their career prospects, or to progress onto a Level 3 course.

### Introduction to Principles of Criminology

Ascentis Level 2 Certificate

**26/02/2025** **Wed, 5.30pm-8.30pm**  
**Main Site 10 weeks £118** ◆

Criminology will provide you with critical thinking, analytical and communication skills, which are attractive to employers both inside and outside the criminal justice sector. The course would be suitable for anybody currently working in the fields of criminal justice and the legal sector, social work and probation, or anyone wishing to enter these fields.

### Adult Care

NCFE Level 2 Diploma

**Employer Premises £250** ◆

Adult care workers are frontline staff who work in a care role to make a positive difference to someone's life when they are faced with physical, practical, social, emotional or intellectual challenges. This course is suitable for adult care workers wanting to upskill to enable people to live a more independent and fulfilling life. You must be employed in a care role in order to complete this qualification.

### Understanding Principles of Dementia Care

Free Courses for Jobs

NCFE Level 3 Certificate

**Online 25 weeks FREE**

This course will help you to gain a good knowledge and understanding of how to support individuals with dementia, whether this be within your job role or your personal life.

### Health & Social Care Professional

Ascentis Level 2 Extended Certificate

**28/02/2025** **Fri, 9.15am-12.15pm**  
**Main Site 12 weeks £173** ◆

This course will enable adults to return to study and increase their career prospects, or to progress onto a Level 3 course.

### Introduction to Sports Coaching

Level 1 Award

**08/01/2025** **Wed, 6pm-8pm**  
**Main Site 10 weeks £70.50** ◆

This course is aimed at aspiring football coaches or current volunteers within local football clubs. It will offer you the opportunity to develop your coaching practices, consider and improve your session planning, consider best practice and become more reflective on your coaching journey. The course will be delivered by a current UEFA licensed coach and UKSCA accredited Strength and Conditioning coach with professional football experience.

### Lead Adult Care

Free Courses for Jobs

NCFE Level 3 Diploma

**Employer Premises £2882** ★

Lead Adult Care Worker Level 3 is the perfect qualification for anyone looking to practise care in any social care setting. Lead adult care workers are frontline staff who help adults with care and support needs to achieve their personal goals and live as independently and safely as possible, enabling them to have control and choice in their lives.

### Psychology

Ascentis Level 2 Certificate

**25/02/2025** **Tue, 5.30pm-8.30pm**  
**Main Site 10 weeks £120** ◆

This course is designed to provide learners with an effective experience in developing study skills and the initial stages of learning about the discipline in terms of the concepts, theories and perspectives that characterise psychology. The Certificate is intended to offer progression to higher-level study in psychology and also to a range of other social sciences, humanities and care courses.

### Substance Misuse Awareness Progression Award

Gateway Level 2 Award

**10/01/2025** **Fri, 9.30pm-12.30pm**  
**Main Site 10 weeks £108** ◆

During this course you will develop a knowledge of substance misuse and the people it affects. The course is delivered at College for half a day a week and takes a bio, psycho, social approach, in a friendly environment. Overall, this qualification is suitable for any individual hoping to kickstart their learning and progress in their own self development, and will compliment any base understanding of substance misuse from working in the wellbeing or social care sector.

### Principles of Dementia Care

Distance Learning

TQUK Level 2 Certificate

**Online 25 weeks FREE**

The qualification aims to assist you to develop your knowledge and understanding of the principles of caring for those with dementia. It covers areas such as person-centred care, the influence of positive communication methods, issues relating to the use of medication for those with dementia and the importance of providing appropriate activities.





## Sport, Science, Health & Social Care

### Mental Health Awareness

Distance Learning  
TQUK Level 1 Award

**Online**      **12 weeks**      **FREE**

This course aims to increase your knowledge and understanding of mental health, as well as develop the skills that will enable you to progress your career.

### Understanding Mental Health

Free Courses for Jobs  
NCFE Level 3 Certificate

**Online**      **25 weeks**      **£811** ★

This course is designed for those with a good understanding of mental health, who may have already completed a Level 2 qualification in mental health or who are working in mental health services. The course will help you gain an in-depth knowledge of all aspects of mental health.

### Mental Health Champion

**21/01/2025**      **Tue, 9.30am-4.30pm**  
**Main Site**      **1 day**      **Funded**

This course is an internationally recognised awareness and skills training course, which teaches people how to spot the signs and symptoms of mental ill-health and provide initial help. The course will not teach you to be a therapist, but you will learn to listen, reassure and respond, even in a crisis.

### Self Harm and Suicide Awareness and Prevention

Distance Learning  
TQUK Level 2 Certificate

**Online**      **25 weeks**      **FREE**

This qualification is aimed at anyone seeking to improve their understanding and awareness of suicide and self-harm.

### Understanding Mental Health

Distance Learning  
NCFE Level 2 Certificate

**Online**      **25 weeks**      **FREE**

This course is designed for those with a good understanding of mental health, or who are working in mental health services. The course will help you gain an in-depth knowledge of all aspects of mental health.

### Awareness of Mental Health Problems (RQF)

Distance Learning  
TQUK Level 2 Certificate

**Online**      **25 weeks**      **FREE**

This course aims to raise your awareness of mental health and a range of mental health problems. You will gain an understanding of prevalent mental health problems and how you can work with or interact with individuals with them.

### Common Health Conditions

Distance Learning  
TQUK Level 2 Certificate

**Online**      **25 weeks**      **FREE**

This course is designed for those looking to start work in, or already working in, health and social care, who would like an understanding of common health conditions and their effects on individuals.

**New**  
**Distance Learning**  
**courses coming**  
**soon!**

See website for  
further details



### Danny Stackhouse

**Courses Taken:** GCSE Maths, Health & Social Care Level 2 and Access to HE

**Profession:** Adult Nursing Student at University of Cumbria

Danny left high school and started an Electrical Installation Level 2 course here at LMC. Quickly realising this wasn't the route for him, he started working in a local care home. Here he found a passion for care and nursing and decided that was the career route for him, so set off on his path to progress onto university. Danny didn't have his Maths GCSE, which is a strict requirement for any university course in the nursing field, so he came back to LMC part time to complete that.

Once he had passed his Maths GCSE, he spoke to the tutors at College about how best to achieve his dreams of becoming a nurse, and mapped out his path to ensure he gained a place at university. This started with Health & Social Care Level 2 in 2021, so that he could progress onto the Access to HE course in 2022. The Access to HE Diploma is specifically designed for people aged 19 and over who want to progress onto university.

*I learnt so much on the Access course, especially in subjects that I had never come across before such as Psychology and Social Issues in health care.*

Danny was able to continue working while studying and found he could apply what he learnt at College into his daily responsibilities.

When asked what the best bits of his course were, Danny said,

*The Access to HE course helped me develop my skillset, particularly in time keeping, communication, team work and problem solving; all useful skills which I will carry with me into my degree course at university.*

When asked what advice he would give to someone who was thinking about taking the Access course, Danny said,

*100% do it! The staff are so supportive and you meet people with common career interests too.*

## Principles of End of Life Care

Distance Learning  
TQUK Level 2 Certificate

**Online 25 weeks FREE**

This course is designed for a wide range of students who wish to gain an understanding of End of Life Care, including care planning, the support needed to manage pain and comfort, how dementia impacts on end of life care and the loss and grief process.

## Understanding the Safe Handling of Medicines in a Health Care Setting

Distance Learning TQUK Level 2 Certificate

**Online 25 weeks FREE**

This qualification aims to help you develop a general understanding of different types of medication and their use, as well as knowledge of the procedures for obtaining, storing, administering and disposing of medication.

## Principles of Working with Individuals with Learning Disabilities

Distance Learning  
TQUK Level 2 Certificate

**Online 25 weeks FREE**

This course aims to give you the knowledge and understanding to work with individuals with learning disabilities or difficulties. You will explore the principles of safeguarding and positive risk taking and gain awareness of the autistic spectrum.

## Principles of Care Planning

Distance Learning  
TQUK Level 2 Certificate

**Online 25 weeks FREE**

This course aims to develop your knowledge and understanding of the principles and processes of person-centred thinking, planning and review, as well as how to work with individuals to carry out activities specified in their care or support plan, including person-centred assessment, planning, implementation and review.

## Understanding Care & Management of Diabetes

Distance Learning  
TQUK Level 2 Certificate

**Online 25 weeks FREE**

This course will provide you with an understanding of the different types of diabetes and how they can occur, as well as increasing your knowledge on diabetes diagnosis and initial care. You will develop an awareness of how Type 2 diabetes can be delayed with lifestyle changes and will learn about on-going care and treatment of diabetes to control blood sugar levels.

## Understanding Nutrition & Health

Distance Learning  
TQUK Level 2 Certificate

**Online 25 weeks FREE**

This course provides you with a range of underpinning knowledge in areas such as healthy eating, nutritional needs, weight management, eating disorders and food safety in the home environment, and supports the Government drive to empower individuals to make healthy choices.

## Higher Development Award (HDA)

The HDA aims to equip support workers with the skills, techniques, tools, and knowledge to improve their personal confidence and capability, unlock leadership skills, enhance functional and digital skills, and improve the experiences and outcomes of patients, service users and families. Working with NHS England, the new, relevant and applicable qualifications will boost the adult care sector under the Higher Development Award umbrella including Levels 1, 2 and 3. These qualifications are well recognised within the NHS and beyond as they are part of City & Guilds, the foremost provider of management qualifications in the UK.

### Personal Progression

Higher Development Award  
Level 1 Award

**Various dates Fri, 9.30am-3pm  
Main Site 6 weeks £26 ◆**

You will learn the skills to be work ready in the UK through group exercises and worksheets, to build a portfolio of evidence to gain a qualification.

### Team Leading

Higher Development Award  
CMI Level 2 Certificate

**24/02/2025 Mon, 9am-4pm  
28/04/2025 Mon, 9am-4pm  
Main Site 6 weeks £224 ◆**

Leadership and management skills have a major impact on the development, productivity, and performance of organisations of all sizes and in all sectors. This is a starting point for your journey to becoming the manager and leader you want to be.

### Principles of Management & Leadership

Higher Development Award  
CMI Level 3 Diploma  
Free Courses for Jobs

**24/01/2025 Fri, 9am-4pm  
Main Site 9 weeks £1668 ★**

This Level 3 Team Leading course is tailored for emerging or accidental team leaders seeking to enhance their leadership abilities and understanding. It serves as an excellent opportunity to continue developing your knowledge, skills and behaviours around leadership and management.

You may be eligible to study for FREE – look for courses marked with ◆ You may also be able to apply for an Adult Learner Loan – look for courses marked with ★ See page 6 for further details



## Art & Design

### Creative Crafts using Print Making

NCFE Level 1 Award

05/03/2025

Main Site 12 weeks

Wed, 6pm-9pm

£115 ♦

This course will allow you to develop skills in printmaking by developing a portfolio of work that demonstrates your practical and technical skills. You will learn how to use equipment and techniques safely, as well as research practitioners working in the field.

### Intermediate Drawing

23/04/2025

Main Site 5 weeks

Wed, 6pm-9pm

£90

This course is one evening a week for five weeks. There is no qualification but learners will develop their own technique and build a portfolio of work. You will provide your own art material.

### Photography

NCFE Level 1 Award

05/03/2025

Main Site 12 weeks

Wed, 6pm-9pm

£96 ♦

On this course, you will learn and understand the technical abilities of your camera and creatively explore photography in different workshops. You will develop a digital portfolio of work including examples of your work in light photography, film editing, green screen, and darkroom photography.

### Animal Portraiture Drawing

26/02/2025

Main Site 6 weeks

Wed, 6pm-9pm

£108

This is an introductory course in the fundamental skills of drawing animals, aimed at beginners who would like to build up their confidence in this specific focus of drawing. On this course, you will explore basic skills such as tone, form, texture, composition and perspective.

## Taxi Driving

### Introduction to the Role of the Taxi and Private Hire Driver

UKSPF

30/01/2025

Thu & Fri, 9.30am-5.30pm

26/02/2025

Wed & Thu, 9.30am-5.30pm

26/03/2025

Wed & Thu, 9.30am-5.30pm

29/04/2025

Tue & Wed, 9.30am-5.30pm

21/05/2025

Wed & Thu, 9.30am-5.30pm

24/06/2025

Tue & Wed, 9.30am-5.30pm

30/07/2025

Wed & Thu, 9.30am-5.30pm

24/09/2025

Wed & Thu, 9.30am-5.30pm

29/10/2025

Wed & Thu, 9.30am-5.30pm

26/11/2025

Wed & Thu, 9.30am-5.30pm

Main Site

2 days

FREE

This course is designed to support and enhance the knowledge of existing or prospective drivers who wish to develop or start a career in transporting passengers. Candidates will be introduced to the importance of delivering good customer service and the importance of good communications and positive working relationships.

## Sustainability

### Environmental Responsibility in the Workplace

Level 1 Award - UKSPF

28/01/2025

Main Site 1 day

Tue, 9am-4pm

Funded

This course will be of interest to a wide range of businesses looking to gain knowledge of sustainable practices. On this course, you will learn about the environmental impacts generated by business and how to respond to them.

### Managing Business Responses to Environmental Challenges

Level 2 Award - UKSPF

03/02/2025

Main Site 2 days

Mon & Tue, 9am-4pm

Funded

On this course, you will learn about the challenges and benefits to business on taking account of the environmental impact in today's climate.

### Environmental Certification for Your Business

UKSPF

17/01/2025

Main Site 1 day

Fri, 9am-12pm

Funded

This course allow you to understand more about sustainability and help your business to reduce your use of energy, resources and production of waste to improve your environmental performance.

### Carbon Reduction Plans and Net Zero: A Practical Guide for Your Business

UKSPF

17/01/2025

Fri, 1pm-4pm

Main Site

1 day

Funded

This course allow you to understand more about sustainability and help your business to save money through understanding your usage of energy, water, waste disposal and how your raw materials are sourced.

You may be eligible to study for FREE – look for courses marked with ♦  
You may also be able to apply for an Adult Learner Loan – look for courses marked with ★  
See page 6 for further details



# Frequently Asked Questions...

## How many days will I be in College?

Most of our part time courses are one evening a week, or one half day a week. The Access courses are classed as full time courses and are over three days a week but your tutor will share the timetable with you at interview.

## What support can I get from College if I'm struggling?

We have a wealth of support at College including our Pastoral Mentors, Safeguarding Manager, Additional Learning Support, Student Money team as well as extra support from your tutor themselves.

## What happens if I don't have access to a computer at home?

The College has laptops that we can lend you for the period of time you are on the course. You also have free access to the computers in The Hex.

## What happens if I miss a class because my child is sick?

Don't worry! If you are going to miss a session, please let your tutor know as soon as is possible. You will then be able to catch up; your tutor may send you work via email or MS Teams or share it with you the following week.

## How much does it cost?

Many of our adult courses will be FREE or at a reduced cost depending on your financial situation. Further information about course costs can be found on page 6. We also have a Student Money team who can be contacted on 01524 521469 if you want to ask a specific question.

## What other qualifications do I need?

For many of our part time courses, you do not need to have any qualifications before you start learning with us. If you are not sure, please contact us to have a chat. All learners will complete an assessment in the first few weeks of the course to make sure the level of the course is right for you.

## What are the class sizes?

The average adult class is 10-12 for our part time classes but may be higher on very popular courses.

**Any further questions, please get in touch!**  
**01524 521385**



Lancaster &  
Morecambe  
College

Celebrating 200 Years of Learning



Find out more about College  
at one of our **Open Events:**

- **Apprenticeship Open Evening**  
Tuesday 11 February • 4.30pm - 7pm
- **LMC Open Evening**  
Wednesday 30 April • 4.30pm - 7pm
- **LMC Community Open Day**  
Saturday 28 June • 11am - 3pm
- **Summer Open Day**  
Thursday 21 August • 9am - 4pm

**hello@lmc.ac.uk • 0800 306 306 • lmc.ac.uk**

*Call into The Hex and our staff will be happy to help*

