

**Adult
Advice &
Enrolment Days**

**Wednesday 17 July &
Tuesday 13 August**

10am-4pm

On campus,
in The Hex



Lancaster &
Morecambe
College

Celebrating 200 Years of Learning



Scan here for
**Adult
Courses**

Adult Courses

Lancaster & Morecambe College

NEW COURSES

**Psychology • Travel & Tourism
Barbering • Cyber Security**



How To Apply

STEP 1

Apply on our website 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 specialists 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

LMC News

LMC learner wins Lancashire Apprentice of the Year Award



Earlier this year, the third annual Lancashire Apprenticeship Awards took place at The Great Hall, Lancaster University. The event was attended by employers and employees from across the Lancashire region to celebrate the region's apprentices and the businesses they are working with.

The Third Lancashire Apprenticeship Awards celebrate and recognise the hardworking individuals and organisations involved in apprenticeships and how they shape our future.

Caitlain Woods was shortlisted as a finalist alongside apprentices from other local businesses. After a tense evening of announcements in other categories, Caitlain was the overall winner in the Advanced Apprenticeship category.

Caitlain is enrolled on a Business Administration Level 3 Apprenticeship with Lancaster & Morecambe College and is employed as an Apprentice Administrative Assistant at Lancaster University. Caitlain's manager said,

She is a rising star and consistently executes her tasks with effectiveness and efficiency. Since starting her role, she has implemented various improvements to streamline processes and we can't wait to see what she accomplishes in the future.

Adult Advice & Enrolment Days

Wednesday 17 July & Tuesday 13 August
10am-4pm

We are open all throughout the summer -
just call into The Hex and our staff will be happy to help



Beccy Whieldon

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!

LMC invests in state of the art sustainable technologies

The Lancashire Colleges (TLC) has recently been awarded £4.5m Local Skills Improvement Funding (LSIF) by the Department of Education. The additional funding will allow colleges from across Lancashire to build new training facilities, providing their learners with the opportunity to work with the very latest technology and develop the skills required within their chosen sector. The Locals Skills Improvement Fund was announced by the Department for Education as part of a £200 million funding boost to support local areas to offer more high-quality training opportunities to meet local skills needs, including Higher Technical Qualifications. This is part of a Government drive to level up the country, get more people into good jobs close to home, plug skills gaps and grow the economy.



Lancaster & Morecambe College will receive funding as part of two main projects; Skills for Sustainability and Farm to Fork. The Skills for Sustainability project focuses on the development of cutting-edge teaching and training opportunities relating to net-zero carbon technologies within the Construction, Energy and Transport sectors. The funding will allow LMC to develop a range of sustainable training modules, including retrofit and decarbonisation, and the creation of an innovative new construction and engineering teaching space.

The Farm to Fork project will enhance LMC's current Bay School of Hospitality provision by providing funding for the installation of an industry-standard, low carbon kitchen and the development of a Level 5 sustainability qualification for teachers and educators.

Charlotte Rawes, LMC's Vice Principal Progress and Performance was pleased that the funding bid had been successful.

I am delighted that LMC will receive this additional funding as part of The Lancashire Colleges' allocation. As a collaborative network, we provide education and training to almost 100,000 learners each year across Lancashire, and the LSIF funding will enhance the fantastic work we are already doing around embedding sustainability across our whole curriculum.

New Developments for September

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



Please follow all health & safety guidance whilst on campus during the building works

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

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 GCSE's 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 GCSE's 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 • 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 into 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 online learning in your own home

Distance Learning courses at Lancaster & Morecambe College are **FREE*** and allow you to fit your learning around other commitments such as work and/or home life. Decide your own pace of study whilst gaining a qualification and developing new skills.

Courses vary in duration, and subject areas include:

**Business • Health & Safety • Childcare
Health & Social Care**

Some of our most popular courses include:

- **Mental Health Awareness** Level 1
- **Information, Advice and Guidance** Level 2
- **Understanding Autism** Level 2

Look for the: **Distance Learning** in each section in this guide.

lmc.ac.uk/courses/distance

*These courses are free up to Level 3. Level 3 courses may be available as part of the Free Courses for Jobs scheme. Alternatively, you may be eligible for an Advanced Learner Loan to cover the cost.

The Link in our Community



The Link at West Street is our new community hub in the West End of Morecambe. We are working in partnership with Lancaster District CVS, Morecambe Poverty Truth Commission and Stanleys Community Centre, and the new venture will offer a range of information, advice and support to residents and businesses within the West End.

As part of the West End of Morecambe (WEM) Digital Inclusion project, we will be offering FREE drop-in sessions and Digital IT qualifications, alongside general educational support and advice.

Tanya Roberts

Courses taken: Distance Learning, GCSE Maths, GCSE Biology

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 decided to study GCSE Biology and GCSE Maths at College to help her to become a midwife.

The courses have provided Tanya with the knowledge she needs to continue her studies, as she is hoping to progress onto the Access to HE Diploma, which will then allow her 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 along side 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

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 starting Wednesday 11 September.

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

Apply today lmc.ac.uk • hello@lmc.ac.uk • 0800 306 306

Apprenticeships



Daniel Thackray

Courses taken: Operational Department Manager Level 5 Apprenticeship and Lead Adult Care Worker Level 3 Apprenticeship

Years studied: 2019-2023

Profession: Assistant Manager in Retirement Home

Since finishing his Level 3 Apprenticeship in 2020, Daniel has chosen to undertake the Operational Department Manager Level 5 Apprenticeship in his workplace. Having completed this three year Apprenticeship and achieving a distinction, he explained,

I chose to study at LMC because the College was local to me and I'd heard how supportive the tutors were. I was confident that by choosing LMC I would be able to access support and assistance if I needed it.

Previously in 2019, Daniel decided to enrol onto the Lead Adult Care Worker Level 3 Apprenticeship as he knew this would provide him with the necessary skills, knowledge and behaviours to progress in his career. Daniel was already in full time employment so taking on an Apprenticeship allowed him to fit his learning around existing work commitments.

Daniel particularly enjoyed the flexibility that his course provided as he was able to tailor his studies towards his current role, as well as future career goals:

I liked that I was able to pick optional units that were specific to my job role and further progression.

Daniel felt confident throughout both of his Apprenticeships that he was offered the tools he needed to succeed in the industry, as his tutors had previously worked within the sector and taught him many key skills including communication, confidence and competence.

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 7: I need experience to get an apprenticeship

REALITY: Experience can help but having the right attitude and a willingness to learn is the most important thing we are looking for in the apprentices we take on. For many of our people, an apprenticeship provides the first opportunity to gain experience and develop workplace skills, and once you start on your apprenticeship, your experience will quickly grow.

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.

| | | | |
|----------|-----------------------------------------|------------------------------------------|----------------------------------|
| 5 | Foundation Degree FdA or FdSc | HND Higher National Diploma | Higher Apprenticeship |
|----------|-----------------------------------------|------------------------------------------|----------------------------------|

| | | | |
|----------|-----------------------------------------|----------------------------------------------|----------------------------------|
| 4 | Foundation Degree FdA or FdSc | HNC Higher National Certificate | Higher Apprenticeship |
|----------|-----------------------------------------|----------------------------------------------|----------------------------------|

| | | | |
|----------|-------------------------------|-----------------------------------------------|------------------------------------|
| 3 | A Levels Grades A-E | T Levels & Level 3 Certificate | Advanced Apprenticeship |
|----------|-------------------------------|-----------------------------------------------|------------------------------------|

| | | | |
|----------|---------------------------|------------------------|----------------------------------------|
| 2 | GCSE Grades 4-9 | Level 2 Diploma | Intermediate Apprenticeship |
|----------|---------------------------|------------------------|----------------------------------------|

| | | | |
|----------|---------------------------|----------------------------|--|
| 1 | GCSE Grades 1-3 | Level 1 Certificate | |
|----------|---------------------------|----------------------------|--|

| | | | |
|---------------------------|------------------------------------------------------------------------------------------------------------------------|--|--|
| Entry 1,2 and 3 | These are foundation level studies which provide Basic Skills/Skills For Life and a pathway to a Level 1 qualification | | |
|---------------------------|------------------------------------------------------------------------------------------------------------------------|--|--|

Academic

Applied/work

Vocational



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

The College links closely with **universities** to provide career pathways for learners wishing to progress to university



Lancaster and Morecambe district supports almost

5,000 businesses



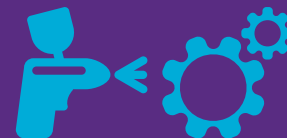
88% are micro businesses

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

Travel, Tourism & Hospitality 17

Construction & Engineering 19

Hairdressing & Beauty Therapy 20

English, Maths & ESOL 21

Health & Safety 22

Animal Studies 23

Sustainability 23

Early Years & Education 24

Sport, Science, Health & Social Care 25

Digital, Cyber & IT 29

Art & Design 30

Taxi Driving 30



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

Application of Leadership & Management Theories

UKSPF

01/08/2024

Thu, 10am-4pm

26/09/2024

Thu, 10am-4pm

Main Site 1 day

Funded

This course will cover past and current theories to help you navigate the complex landscape of leadership and management. The course will support you to build your knowledge and understanding and offer you an opportunity to learn more about the key theories used in business. The aim is to enhance your confidence and understanding of the characteristics and behaviours you can adopt when applying theory to practice.

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.

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.

Leading Internal Quality Assurance

C&G Level 4 Certificate

02/09/2024

Employer Premises

£811

This qualification is designed for those who currently work, or wish to work, in the field of Assessment and Internal Quality Assurance (IQA). The content studied is designed to support the assessment and quality assurance of all Apprenticeships, Vocational Qualifications, Awards, Certificates and Diplomas.

Assessing Vocational Achievement

Free Courses for Jobs

C&G Level 3 Certificate

02/09/2024

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 Diploma.

Train To Gain

20/08/2024

Tue-Wed, 10am-4pm

01/10/2024

Tue-Wed, 10am-4pm

Main Site

2 days

Funded

See website for further details.

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 9 for further details

Leadership, Management & Business

The Basics of Mailchimp

UKSPF

22/07/2024 (via Zoom) Mon-Tue, 10am-4pm

06/09/2024

Fri, 10am-4pm

Main Site 1 day

Funded

Unlock the potential of email marketing with this foundational MailChimp workshop. Learn how to craft engaging campaigns, manage subscriber lists, and analyse campaign performance.

Communication & Influence

UKSPF

11/07/2024

Thu 10am-4pm

12/09/2024

Thu 10am-4pm

Main Site 1 day

Funded

To truly motivate others to accomplish great things, you'll need to be able to share your ideas persuasively and ensure your messages are received as intended. Effective communication is at the root of the ability of a leader to engage, align, inspire, and move people to act.

Emotional Intelligence in the Workplace

UKSPF

11/09/2024

Wed, 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.

Equality & Diversity

Distance Learning

TQUK Level 2 Certificate

Online 18 weeks FREE

This course aims to introduce the concepts of equality and diversity in a variety of environments including society, the community and the workplace. It will also highlight how stereotyping and labelling affect individuals and outline the effects of prejudice and discrimination.

“Learners feel that the learning programmes help them to achieve their full potential”
Ofsted

Social Media - an Overview of the Platforms

UKSPF

10/07/2024

Wed-Thu, 10am-4pm

04/09/2024

Fri, 10am-4pm

Main Site 1 or 2 days

Funded

Navigate the world of social media with confidence after this comprehensive workshop. We'll delve into the key platforms, exploring who uses them and how to decide which ones merit your time and energy.

Communication Skills

UKSPF

25/09/2024

Wed, 10am-3pm

Main Site 1 day

Funded

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

Growth Mindset

UKSPF

18/07/2024

Thu 10am-4pm

17/09/2024

Tue 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.

How to Content Plan for Your Business

UKSPF

09/07/2024 (via Zoom)

Tue 6pm-9pm

01/08/2024

Thu 10am-1pm

Main Site 1 day

Funded

This workshop will guide you through devising a strategic content plan tailored to your business goals. Learn how to create, schedule, and manage compelling content that resonates with your audience.

Time Management

UKSPF

13/08/2024

Tue 10am-4pm

26/09/2024

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.

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 supporting events.

People Practice CIPD

Level 3 Foundation Certificate

02/10/2024

Wed, 5pm-9pm

Main Site 30 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 in their career. 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.

Leadership & Management courses starting in September

Chartered Management Institute (CMI) Level 3 & Level 5 Awards

Please see website for further details



Finance

Accounting

AAT Level 2 Certificate

11/09/2024

Main Site

34 weeks

Wed, 9am-4pm

£995 ◆

This course is ideal for anyone wishing to study accountancy, and profiles elementary business and personal skills transferable to any sector. The purpose of this course is to offer the foundation accounting knowledge needed to progress to employment or further study in accountancy and finance.

Accounting

AAT Level 3 Diploma

11/09/2024

Main Site

34 weeks

Wed, 9am-4pm

£2573 ★

This course is ideal for anyone wishing to study accountancy and finance alongside a range of complementary business and personal skills. The purpose of this qualification is to ensure that students are well prepared to progress into a career in business, finance or professional accountancy, or into Further Education.

Bookkeeping

AAT Level 2 Certificate

11/09/2024

Main Site

34 weeks

Wed, 9am-4pm

£580 ◆

This course is ideal for anyone wishing to study accountancy and finance alongside a range of complementary business and personal skills transferable to any sector. The purpose of this course is to offer the foundation accounting knowledge needed to progress to employment or further study in accountancy and finance. On this course, there are four units, all assessed individually throughout the year: Introduction to Bookkeeping, Principles of Bookkeeping Controls, Principles of Costing, The Business Environment.

Adult Advice & Enrolment Days

Wednesday 17 July &
Tuesday 13 August
10am-4pm

We are open all throughout
the summer -
just call into The Hex and our
staff will be happy to help

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**



Alemayehu Fikade

**Courses taken: ESOL,
Functional Skills Maths & English,
AAT Accounting Level 3**

After relocating to Morecambe in 2022, Alemayehu joined Lancaster & Morecambe College through Global Link and enrolled onto AAT Accounting Level 3, ESOL and Functional Skills Maths & English.

The AAT Accounting Level 3 course is designed to ensure students are prepared to progress onto a career in the business world or even onto Further Education and studies.

LMC emerged as the perfect fit for my academic journey as they offer a program that seamlessly transitioned from my functional skills studies into an AAT Accounting qualification. The knowledge I gain from studying this course is very valuable as it allows me to build a strong foundation of knowledge as well as handling my practical skills.

Studying these courses allowed Alemayehu to build a strong skill set, which he can carry into his future career.

I gain proficiency in accounting principles, bookkeeping practices and financial analysis methods. With functional skills, I am improving my communication and critical thinking, which are valuable skills to have.

Alemayehu is close to finishing his courses, which is a great accomplishment for him. When asked what he would say to someone thinking of doing these courses, he said,

I would first say identify the areas you are interested in to ensure the course is the right option for you. Explore all your options and then apply. The staff at College will assist you with anything you need allowing a seamless process.

After this course, I will join the employment market and find the best job for me. I hope to continue my studies throughout my career too.



Travel, Tourism & Hospitality

Travel & Tourism

NCFE Level 2 Certificate

27/09/2024 **Fri, 9am-4pm**
Main Site **30 weeks** **£453.50** ◆

The course is designed for adults looking to embark on a rewarding career in the industry. Learn about the significance of sustainable tourism practices that support and uplift local communities, as well as delve into the unique charm of the UK's coastal regions. From picturesque seaside towns to hidden coastal treasures, you'll gain insights into promoting and preserving these stunning destinations, ensuring they remain attractive to tourists for generations to come.

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.

Allergen Awareness

Highfield Level 2 Award UKSPF

02/09/2024 **Mon, 9.30am-4pm**
11/11/2024 **Mon, 9.30am-4pm**
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.

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.

Personal Licence Holders

BIIAB Level 2 Award UKSPF

22/08/2024 **Thu, 9am-4pm**
17/10/2024 **Thu, 9am-4pm**
04/12/2024 **Wed, 9am-4pm**
Main Site **1 day** **£125**

LMC are formally authorised by the British Institute of Inn keeping to provide training in the BIIAB Level 2 Award for Personal Licence Holders and qualifying examination. Under the Licensing Act 2003, anyone authorising the retail sale of alcohol will have to hold a personal licence.

Customer Service Skills

UKSPF

18/09/2024 **Wed, 10am-3pm**
Main Site **1 day** **Funded**

Customers are key to the success of any business and it is essential to know how to deliver a great customer experience that meets and exceeds the expectations of all customers. The aim of this course is to equip you with an understanding of the parameters in which good customer service is delivered. It focuses on the end to end customer journey and encourages you to reflect on the customer service experience through the customer's eyes.

Food Safety

Highfield Level 2 Award UKSPF

07/08/2024 **Wed, 9.30am-4pm**
11/09/2024 **Wed, 9.30am-4pm**
08/10/2024 **Tue, 9.30am-4pm**
19/11/2024 **Tue, 9.30am-4pm**
Main Site **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.

“Learners feel very well supported by their tutors and appreciate the flexibility that allows them to balance their learning with family life.”

Ofsted

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 9 for further details



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.

Travel, Tourism & Hospitality

Introduction to Culinary Skills

CGLI Level 1 Certificate

11/09/2024 **Wed, 5.30pm-8.30pm**
Main Site **17 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.

Culinary Skills

CGLI Level 2 Certificate

05/02/2025 **Wed, 5.30pm-8.30pm**
Main Site **14 weeks** **£147** ◆

This course has been designed to help you build on your existing culinary skills whilst developing your techniques and experience to work as a chef. This course is the perfect route for anyone who has successfully completed the Level 1 Certificate in Culinary Skills or anyone who is currently working in industry as a chef.

Patisserie & Confectionery

CGLI Level 2 Certificate

10/01/2025 **Fri, 9.30am-1pm**
Main Site **25 weeks** **£218** ◆

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.

Construction & Engineering

Initial Verification & Periodic Inspection & Testing of Electrical Installations

Level 3 Award

29/07/2024 **Mon-Fri, 8.30am-4.30pm**
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

12/07/2024 **Fri, 8.30am-4.30pm**
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.

Courses coming soon Working at Height

Please see website for further details



Construction & Engineering

TIG Welding

C&G Level 1 Introduction to Welding

10/09/2024 Tue, 6pm-9pm
14/01/2025 Tue, 6pm-9pm
Main Site 14 weeks **£640** ◆

C&G Level 2 Award Welding

10/09/2024 Tue, 6pm-9pm
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.

Introduction to Construction Environment (DIY Skills)

Level 1 Award

17/09/2024 Tue, 5pm-9pm
07/01/2025 Tue, 5pm-9pm
25/03/2025 Tue, 5pm-9pm
Main Site 10 weeks **£509** ◆

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.

MIG Welding

C&G Level 1 Introduction to Welding

10/09/2024 Tue, 6pm-9pm
14/01/2025 Tue, 6pm-9pm
Main Site 14 weeks **£640** ◆

C&G Level 2 Award Welding

10/09/2024 Tue, 6pm-9pm
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.

MMA Welding

C&G Level 1 Introduction to Welding

10/09/2024 Tue, 6pm-9pm
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.

Plastering

NVQ Level 2 Diploma

13/09/2024 Fri, 9am-4pm
Main Site 17 weeks **£624** ◆

This course is a great way to develop your skills in plastering. You will learn how to skim a room, board a ceiling, patch holes and cracks, and learn different plastering techniques.

Gas Engineering

Free Courses for Jobs

CGLI Level 3 Diploma

11/09/2024 Wed, 9am-4pm
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.

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.



Duane Dibb

Teaches: Plastering

Worked at LMC since: 2018

Duane has been teaching Plastering at LMC for over five years after 30 years working within the trade. He got into teaching through his love of plastering and a desire to share his experience with the next generation.

I saw teaching as a great opportunity to share and pass on my plastering skills and knowledge. It's rewarding to see the students turn it into a career.

Duane teaches Plastering Level 1 and Level 2, as well as the part time adult class. He teaches all aspects of plastering including dry walling, skimming, rendering, screeding, metal framework and moulding.

I provide students with the theory and knowledge behind all the practical elements to help them strengthen their skills, as plastering is more than just the practical side. I also cover health and safety as this is very important knowledge, which the students will need to progress further.

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 9 for further details



Lauren Quayle

Courses Taken: Hair Professional Level 2 Apprenticeship

Profession: Owner of The Locks Lounge Hairdressing Salon

Lauren first joined LMC over 10 years ago straight from school on the Hair & Beauty Introduction Level 1 course, before progressing onto the Level 2 full time course and then an Apprenticeship. She started her career as a Hair Stylist working in local salons to build up her skills and experiences.

Lauren has come full circle in her industry and achieved her dream of opening her own salon The Locks Lounge in Morecambe, and has just taken on her own Hairdressing Apprentice.

As I was a Hairdressing Apprentice at Lancaster & Morecambe College over 10 years ago, when I opened my own salon I really wanted to help a young person to learn the skills of the industry and pass on my knowledge.

Less than a month after opening The Locks Lounge, we spoke to Lauren to find out how an apprentice can benefit her business.

The benefit to the business is that an Apprentice's role is crucial to the business in helping the stylists preparing toners, doing shampoos and helping getting units ready.

Lauren worked with the Employer Engagement team at College and says that the whole process of taking on an Apprentice was easy to manage with the help of the Employer Advisor staff, as they help to guide you through the whole process.

It's really easy to take on an Apprentice, the staff at College have been great and have helped me through the whole process.

Starting your own business is never easy, but I feel that I have come along way since my time at College, and highly recommend opening your own salon, and hiring an Apprentice!

Hairdressing & Beauty Therapy

Hairdressing

C&G Level 2 Certificate

11/09/2024 **Wed, 5pm-9pm**
Main Site **33 weeks** **£370** ◆

This course focuses on the development of the underlying principles and practical skills required in the industry. You will gain a variety of skills such as shampooing, conditioning, colouring, dressing and styling hair. You will also learn basic cutting techniques.

Barbering

Level 2 Certificate

10/09/2024 **Tue, 5pm-8.30pm**
Main Site **32 weeks** **£332** ◆

This course focuses on the development of the underlying principles and practical skills required in the Barbering industry. You will gain a variety of skills such as consultation, shampooing and conditioning, styling men's hair and basic cutting techniques.

Beauty

Level 2 Diploma

10/09/2024 **Tue, 4.30pm-9pm**
Main Site **35 weeks** **£424** ◆

This course offers the opportunity to learn the skills necessary for employment in a Beauty Therapy profession. You will learn techniques that are in demand from employers in the Beauty Therapy industry.

Nail Technology

C&G Level 2 Diploma

11/09/2024 **Wed, 5pm-8.30pm**
Main Site **32 weeks** **£294** ◆

This course is designed to help you develop the basic skills and concepts associated with nail technology. You will learn various nail treatments such as fibreglass/wrap, U.V gel and the liquid and powder systems.

Hairdressing

C&G Level 3 Certificate

11/09/2024 **Wed, 4.30pm-9pm**
Main Site **33 weeks** **£1645** ★

This is an ideal course for those wishing to further their skills and knowledge in this vocation. The course is a mix of both theory and practical sessions which focus on advanced cutting, styling and colouring techniques.

Barbering

Level 3 Certificate

10/09/2024 **Tue, 5pm-8.30pm**
Main Site **32 weeks** **£1645** ★

This course is an ideal opportunity to develop your skills, following on from the Level 2 course. You will learn advanced skills in cutting men's hair and facial hair, massage services, health and safety and consultation techniques.

Beauty Therapy

Level 3 Certificate

11/09/2024 **Wed, 5pm-9pm**
Main Site **32 weeks** **£1645** ★

This course focuses on more advanced treatments which can include a variety of body massage techniques, advanced electrical facial treatments, and more holistic therapies such as stone therapy.

Laser & Intense Pulsed Light

VTCT Level 4 Certificate

16/09/2024 **Mon, 9.30am-3pm**
Main Site **12 weeks** **£1645** ★

This course will develop your skills and knowledge in laser and light treatments to reduce hair growth and application for rejuvenation of the skin. You will also develop your understanding of managing safe working environments and practices associated with these treatments, along with demonstrating client care and effective communication.



English, Maths & ESOL

English Language GCSE

Pearson (9-1 Syllabus)

11/09/2024 **Wed, 5.30pm-8.30pm**
Main Site **30 weeks** **FREE**

This course has been designed to help you explore communication, culture and creativity. You will read a variety of literary and non-fiction texts from across a range of genres and time periods, developing your independent and critical reading skills.

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 GCSE

AQA (9-1 Syllabus)

10/09/2024 **Tue, 5.30pm-8.30pm**
Main Site **30 weeks** **FREE**

On this course you'll improve your maths skills, and study towards either a Foundation (grades 1 – 5) or Higher (grades 4 – 9) GCSE qualification. This course is suitable for those wanting to improve their CV, gain access to university, enhance employment opportunities, to support children in their studies or for personal satisfaction.

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

See page 9 for additional information

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 9 for further details

Multiply

FREE Skills Sessions for Adults

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

If you think you or your organisation would benefit from one of these courses, please get in touch with the Multiply team.

multiply@lmc.ac.uk
lmc.ac.uk/multiply





UKSPF Funded Training Courses

The UK Shared Prosperity Fund (UKSPF) is part of the Government Levelling Up project. Lancaster & Morecambe College is offering funded courses in line with local skills demand to local businesses, entrepreneurs, volunteers and our local community. Our offering also promotes awareness of sustainable practices and supports businesses with decarbonisation plans.

Through collaboration with local employers, local council, the job centre 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 introductory 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 and have engaged with over 475 delegates. Our offering 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 a full list of courses available:
lmc.ac.uk/employers/training-opportunities

For further information
ukspf@lmc.ac.uk



Health & Safety

Emergency First Aid at Work

UKSPF

06/08/2024

Tue, 9am-4pm

15/10/2024

Tue, 9am-4pm

03/12/2024

Tue, 9am-4pm

Main Site 1 day

Funded

This course covers all topics necessary to meet the Health and Safety Executive's requirements for Emergency First Aid at Work, which complies with the Health and Safety (First Aid) Regulations 1981.

Health & Safety Awareness

CITB Site Safety Plus Certificate

27/09/24

Fri, 8.30am-4.30pm

Main Site 1 day

£160

This Site Safety Plus course is a popular route for anyone looking to take their first step towards obtaining a CSCS Labourers (Green) Card. This one day course can be for those who have entered, or are about to enter, the construction and civil engineering industry. The course gives candidates an awareness of health and safety and how it affects their daily role.

Site Management Safety Training Scheme Refresher (SMSTS)

CITB Site Safety Plus Certificate

21/11/24

Thu & Fri, 8.30am-4.30pm

Main Site 2 days

£360

The Site Supervisor Safety Training Scheme – Refresher (SMSTS-R) course is for candidates who have previously passed the full Site Management Safety Training Scheme (SMSTS) course or subsequent refresher course and can provide proof of attendance.

IOSH Managing Safely

28/08/2024

Wed-Fri, 9am-4.30pm

Main Site 3 days

£350

Please see website for further details

Cleaning Knowledge and Skills

Distance Learning

TQUK Level 2 Certificate

Online

25 weeks

FREE

This course aims to develop your understanding of the principles of decontamination and improve your practical skills, such as cleaning and waste management. You will also expand your knowledge of health & safety and gain an insight into infection control and regulations, such as RIDDOR and COSHH.

Site Supervisor Safety Training Scheme (SSSTS)

CITB Site Safety Plus Certificate

03/10/24

Thu & Fri, 8.30am-4.30pm

Main Site

2 days

£320

The SMSTS course is one of the most highly respected qualifications for persons who are responsible for the management of construction activities such as construction, building maintenance or facilities management. Many employers insist that all their site managers hold the certificate.

Site Management Safety Training Scheme (SMSTS)

CITB Site Safety Plus Certificate

18/10/24

Thu & Fri, 8.30am-4.30pm

Main Site

5 days

£700

This is a two-day course and is intended for those who have, or are about to acquire, supervisory responsibilities. It provides supervisors with an understanding of health, safety, welfare and environmental issues, as well as their legal responsibilities relevant to their work activities. It will highlight the requirement to promote health and safety to supervise effectively.

You may be eligible to study for FREE – look for courses marked with ♦ See page 9 for further details



Animal Studies

Practical Animal Care Skills

Animal Care & Welfare Level 2 Certificate

18/09/2024 Wed, 5.30pm-8.30pm

Main Site 34 weeks £264 ◆

This course is aimed at adults looking to gain further knowledge and skills in small animal care and welfare, and covers a range of practical animal care skills including handling and restraint, health care, health and safety, feeding and watering, maintaining accommodation, exercise and moving animals.

Sustainability

Environmental Responsibility in the Workplace

Level 1 Award - UKSPF

15/07/2024 Mon, 9am-12pm

19/09/2024 Thu, 9am-4pm

Main Site 1 day 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.

Environmental Certification for Your Business

UKSPF

08/07/2024 Mon, 9am-12pm

11/11/2024 Mon, 9am-12pm

Main Site 1 day 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.

Managing Business Responses to Environmental Challenges

Level 2 Award - UKSPF

03/10/2024 Thu & Fri, 9am-4pm

Main Site 2 days 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.

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

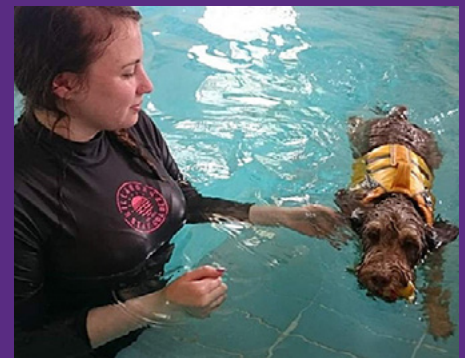
UKSPF

08/07/2024 Mon, 9am-12pm

11/11/2024 Mon, 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.



Beth Addison

Teaches: Land Based & Animal Studies

Worked at LMC since: 2023

Beth recently joined the Animal Studies team as a lecturer specialising in Animal Behaviour and Animal Welfare on the Land-Based & Animal Studies courses. Having studied at LMC as a student herself, Beth is fully aware of the great opportunities available at the College.

Beth teaches across all levels of the courses and covers a wide variety of subjects such as: animal health, behaviour, wildlife and conservation, ecology, exotic animals, animal training, zoo animals and practical animal skills. On these courses, students work with over 150 animals in the workshops and outdoor area. In September 2024, a new in Animal Management T Level course is being introduced.

With the new T Level in Animal Management coming in the new academic year, I'm looking forward to teaching animal ethics and more science related subjects, which may include animal husbandry, animal biology, nutrition and biochemistry.

Beth also covers tutorial sessions which can include a wide range of topics such as social media safety and mental health workshops. She says that her favourite part of her role is the progression of students.

I enjoy seeing my students progress, whether that be in academic, practical or personal growth.

When asked what she would say to anyone who was thinking about studying a course at LMC, she said,

If you are interested in working with animals, this is a great course for you! You gain the knowledge and practical skills to work with animals, and also gain the employability skills to be able to work in teams and work within the industry. It's important to remember that jobs in the animal industry are not just about working with animals, you need to have the skills to deal with people too!

Courses coming soon - Air & Ground Source Heat Pump Understanding Domestic Retrofit - Level 2

Please see website for further details



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.

Residential Childcare

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.

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.

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.

Leadership & Management for Residential Childcare

BTEC Level 5 Diploma

Employer Premises

£2500 ★

Please see website 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 Year 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 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.

Adult Advice & Enrolment Days

Wednesday 17 July & Tuesday 13 August • 10am-4pm

We are open all throughout the summer - just call into The Hex and our staff will be happy to help



Sport, Science, Health & Social Care

Sports Coaching

Level 1 Award

08/01/2025

Wed, 6pm-8pm

Main Site 10 weeks

£70.50 ♦

This short course is aimed at aspiring football coaches or current volunteers within local football clubs. The course 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.

Biology

GCSE

12/09/2024

Thu, 9.30am-3pm

Main Site 31 weeks

£342 ♦

This course is aimed at students who might require a GCSE in Science for further study at universities and progression. It is also suitable for anyone with an interest in biology and the natural world.

Access to HE

Level 3

02/09/2024

Main Site

1 year

£3384

♦ or ★

The Access Diploma is specifically designed for people aged 19 years and over who want to progress onto university. Perhaps you've taken a break from education due to other commitments but have always wanted to gain the qualifications you missed at school, or maybe you've discovered that the career you want requires university level qualifications. Whatever your situation, the Access Diploma offers you the opportunity to gain a qualification that could open the doors to university for you.

Past students generally progress to universities including Cumbria, UCLan, Lancaster, Manchester, Leeds, York, Exeter, Newcastle or Sheffield. They study a variety of degrees, such as nursing, midwifery, occupational therapy, radiography, social work, youth and community work, teaching, history, sociology, law, psychology, biomedical sciences or sports therapy.

Introduction to Principles of Criminology

Ascentis Level 2 Certificate

11/09/2024

Wed, 6pm-8.30pm

Main Site 12 weeks

£120 ♦

08/01/2025

Wed, 6pm-8.30pm

Main Site 12 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.

Health & Social Care Professional

Ascentis Level 2 Certificate

23/09/2024

Mon, 9.15am-12.15pm

24/02/2025

Mon, 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.

Psychology

Ascentis Level 2 Certificate

08/10/2024

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.

Health & Social Care Professional

Ascentis Level 2 Extended Certificate

23/09/2024

Mon, 9.15am-12.15pm

24/02/2025

Mon, 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.

“Learners on adult programmes brim with enthusiasm about their learning.”

”

Ofsted

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 9 for further details



Sport, Science, Health & Social Care

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.

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.

Mental Health Awareness

UKSPF

09/07/2024 Tue, 12.30pm-5pm
10/09/2024 Tue, 12.30pm-5pm

Main Site 1 day Funded

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

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.

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.

Mental Health Champion

UKSPF

08/08/2024 Thu, 9am-4pm
12/09/2024 Thu, 9am-4pm

Online 1 day Funded

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.



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.

Adult Advice & Enrolment Days

Wednesday 17 July & Tuesday 13 August • 10am-4pm

We are open all throughout the summer
- just call into The Hex and our staff will be happy to help

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 Level 2 qualification in mental health or be working in mental health services. The course will help you gain an in-depth knowledge of all aspects of mental health.

Principles of End of Life Care

Distance Learning
TQUK Level 2 Certificate

01/08/2024

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 Dignity & Safeguarding in Adult Social Care

Distance Learning
TQUK Level 2 Certificate

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

The purpose of this qualification is to give those currently, working or intending to work in, adult health or social care an understanding of dignity and safeguarding and their relevance in health and social care, and how you can work to uphold these key principles.

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 9 for further details

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 be working in mental health services. The course will help you gain an in-depth knowledge of all aspects of mental health.

Safeguarding - Basic Awareness for Volunteers

UKSPF

20/09/2024

Fri, 9am-12.30pm

Main Site **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.

Prevention and Control of Infection in Health Care Settings

Distance Learning
TQUK Level 2 Certificate

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

This course is designed those working or intending to work in health care settings, knowledge and understanding of infection prevention and control to support their role in the workplace.

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.

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 then 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.

Understanding the Safe Handling of Medicines in 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.

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.

“Learners say that they have fallen in love with learning, all over again.”

Ofsted



Sport, Science, Health & Social Care

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 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.

Preparing to Work in Adult Social Care

Distance Learning
TQUK Level 2 Certificate

Online 25 weeks FREE

This course is aimed at anyone wishing to work in adult social care. It aims to introduce the following subjects; communication; equality, diversity and inclusion; personal development; health and safety; safeguarding; duty of care and the person centred approach.

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.

Higher Development Award

Level 1
05/08/2024 Mon-Fri, 9am-4pm
09/09/2024 Mon-Fri, 9am-4pm
Main Site 1 week £75 ◆

This course offers you an opportunity to develop your own confidence, problem solving skills, team building, stress management and an introduction to peer support skills. You will also complete a Level 1 Award in Personal Resilience and Perseverance.

Team Leading

Higher Development Award Level 2
CMI Level 2 Certificate
23/09/2024 Mon, 9am-4pm
02/12/2024 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 Level 3
Free Courses for Jobs
CMI Level 3 Diploma
27/09/2024 Fri, 9am-4pm
24/01/2024 Fri, 9am-4pm
Main Site 9 weeks £1668 ★

See website for further details

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 9 for further details

Personal Resilience & Perseverance

Level 1 Award
05/08/2024 Mon-Fri, 9am-4pm
09/09/2024 Mon-Fri, 9am-4pm
Main Site 1 week £75 ◆

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.

Understanding an Inclusive Environment

Level 1 Award
23/09/2024 Mon, 9am-4pm
02/12/2024 Mon, 9am-4pm
28/04/2025 Mon, 9am-4pm
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.



Digital, Cyber & IT

Looking to develop your IT skills?

All 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 j.goodrich@lmc.ac.uk • 01524 521385 • lmc.ac.uk/part-time/computing

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.

What is Cyber Security?

In today's technology, both individuals and organisations can be affected by the pressure that cybercrime asserts on modern day living. Whether this be the fear of a Ransomware attack, or the hurt caused by cyberbullying, the implications to people and businesses can be far reaching.

Whether you are wanting to learn how to protect yourself and others at home, or wanting to take the first steps to protecting a business, these new short courses in Cyber Security could help you on your way to be more cyber aware.

Cyber Security

Level 1 Award Gateway

12/09/2024 Thu, 9.30am-12.30pm
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

12/09/2024 Thu, 9.30am-12.30pm
Main Site 10 weeks £84 ♦

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.

Excel Beginners

28/08/2024 Wed, 9.30am-4pm
Main Site 1 day Funded

See website for further details

Excel Intermediate

29/08/2024 Wed, 9.30am-4pm
04/09/2024 Wed, 9.30am-4pm
Main Site 1 day Funded

See website for further details

IT Users Skills (ITQ)

Free Courses for Jobs
BCS Level 3 Certificate

11/09/2024 Thu, 9.30am-12.30pm
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.

2D Computer Aided Design

CGLI Level 2 Award

10/09/2024 Tue, 6pm-9pm
Main Site 20 weeks £225 ♦

This course will equip you with the basic understanding and principles of 2D drawing environment, in terms of hardware, software and physical surroundings. It will explore the typical composition of a CAD system and health and safety matters that are associated with safe working practices.

Excel Advanced

10/07/2024 Wed, 9.30am-4pm
Main Site 1 day Funded

See website for further details





Art & Design

Introduction to Basic Drawing

11/09/2024 **Wed, 6pm-9pm**
Main Site **6 weeks** **£108**

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

Creative Crafts using Print Making

NCFE Level 1 Award
30/10/2024 **Wed, 6pm-9pm**
Main Site **12 weeks** **£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 **Wed, 6pm-9pm**
Main Site **5 weeks** **£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
29/10/2024 **Tue, 6pm-9pm**
Main Site **12 weeks** **£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 **Wed, 6pm-9pm**
Main Site **6 weeks** **£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.

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 9 for further details

Taxi Driving

Introduction to the Role of the Taxi and Private Hire Driver

UKSPF
25/09/2024 **Wed & Thu, 9.30am-5pm**
30/10/2024 **Wed & Thu, 9.30am-5pm**
26/11/2024 **Tue & Wed, 9.30am-5pm**
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.



Adult Advice & Enrolment Days

Wednesday 17 July & Tuesday 13 August • 10am-4pm

We are open all throughout the summer - just call into The Hex and our staff will be happy to help

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 a 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**

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

- **HE Fair & Open Evening**
Tuesday 15 October • 4.30pm - 7pm
- **Open Evening featuring T Levels**
Wednesday 4 December • 4.30pm - 7pm
- **Apprenticeship & Employer Event**
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

