

UPSKILL

ADULT COURSES SPRING/SUMMER 2025



STOKE
ON TRENT
COLLEGE



stokecollege.ac.uk

 **Ofsted** Good
Provider

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Accessibility Statement

If you would like support to access this document, other formats are available. Please contact the Learning Support Team:

T: 01782 603563

E: lsteam@stokecoll.ac.uk

Every effort has been made to ensure that the information contained within this prospectus was correct at the time of going to press. Variations may occur during the year. Please visit our website www.stokecollege.ac.uk for the latest details.

Equality and Diversity Statement

Equality at Stoke on Trent College means supporting everyone to fulfil their potential.

Diversity at Stoke on Trent College means respecting the fact that everyone is unique and celebrating the benefits this brings. Stoke on Trent College provides an environment that is welcoming and inclusive. It is a place where everyone is treated fairly and with dignity and respect, where bullying and harassment will not be tolerated and where everyone will have the opportunity to fulfil their potential.



WELCOME

WHATEVER YOUR REASON FOR RETURNING TO LEARNING, THERE HAS NEVER BEEN A BETTER TIME TO TAKE ADVANTAGE OF ALL STOKE ON TRENT COLLEGE HAS TO OFFER.

As an Ofsted 'Good' provider, over 6,000 adults choose Stoke on Trent College as their first choice for learning each year. Whether you want to upskill, learn something new, improve your wellbeing, or enhance your career and open up new opportunities - our range of courses can offer something which is right for you and your lifestyle.

Many of our students travel from across Staffordshire to access our diverse range of courses and our online offer. We believe that helping people of all ages to grow and flourish through good education is crucial to building prosperous futures.

We offer an extensive range of Distance Learning courses, which for many people, are a great way to study at a convenient time and place which is right for you. Stoke-on-Trent is a city with bold ambitions and we continue to work with key organisations such as Stoke-on-Trent City Council and Staffordshire Chambers of Commerce to help improve the lives of local residents, as

well as supporting the wider economy. To enable growth, the City and County will need people with new skills to meet the demands of employers - which is where we can help. We are proud to be part of this journey and are here to provide the skills and qualifications you need to be part of the success story too.

When you join us, it's a positive change for your future, a step up in your earning potential and a transition to the career you want.

Join us and say hello to future ready skills!

Lisa Capper MBE
Principal and CEO



I am delighted to welcome you to our ambitious, inclusive, and creative college. As an adult learner, we understand that study needs to work for you. At Stoke on Trent College, we have developed a range of courses designed to fit around busy lives, with part-time, flexible, and distance learning programmes available.

We offer a wide variety of courses taught by our outstanding teaching teams in sector-leading facilities. Whether you're looking to brush up on your English and maths skills, upskill to support your next steps at work, or tap into your creative side with our pottery and arts programmes, I am sure we have something to suit you.

If you are currently unemployed, we also have a wide range of funded programmes specifically designed to help you return to the workplace. Please take a look at our Skills for Employment section for further details.

I look forward to welcoming you to our learner community in the very near future.

Elliot White
Director of Lifelong Learning and Skills

WHY CHOOSE US

WE ARE LOCATED ON TWO CAMPUSES IN THE HEART OF THE CITY, AND OFFER A RANGE OF ONLINE AND FACE-TO-FACE COURSES THROUGHOUT THE YEAR, ALL DESIGNED TO WORK AROUND YOUR EXISTING COMMITMENTS.

We continue to invest in the future of our students, the College and the wider City of Stoke-on-Trent - we've invested over £38.3 million so far in industry standard facilities with a further £19.7 million in new developments currently underway, providing you with innovative and inspiring spaces in which to learn. Our experienced and friendly staff team are here to help throughout your time with us, from initial advice and guidance, to expert teaching, health and wellbeing support, we are here to see you succeed.



FREE COURSES

In a range of subjects.

PROUDLY RATED 'GOOD'

by Ofsted.

FLEXIBLE LEARNING OPPORTUNITIES

Including Distance Learning and courses which are 'school timetable friendly', along with short courses and courses available in the evening.

CONVENIENT LOCATIONS

Both campuses are easy to get to by car or public transport, with FREE parking available.

SUPPORT SERVICES

We are here every step of the way to ensure you succeed. From help choosing the right course for you along with advice on fees and funding, through to support with your career choices and tailored support for any learning difficulty or disability you may have.

PROFESSIONAL COURSES

With national accreditation from ACS, AAT and more, giving you access to industry-standard qualifications to boost your career.

SPECIALIST FACILITIES

We continue to invest in new and refurbished buildings across both campuses, providing industry-standard facilities in which to learn, from our training restaurant and kitchens through to our hair academy, fitness suite, engineering workshops, Nu-build eco houses and much more.

UNIVERSITY-LEVEL COURSES

Selected courses are delivered in partnership with the University of Staffordshire.

EXPERT TEACHING

From tutors with real industry experience. Our tutors are passionate subject and industry experts who will help you to develop the skills you need to succeed in your chosen career.

EMPLOYER RELATIONSHIPS

We work closely with employers and partner organisations to ensure that the courses we offer provide the skills which are in demand locally - putting our learners in a fantastic position to take advantage of new opportunities.

ENGLISH COURSES FOR SPEAKERS OF OTHER LANGUAGES

We deliver an extensive range of ESOL courses from Entry Level through to Level 2. These courses give non-native English speakers the confidence to speak, read, write and listen in English and may be available FREE, subject to criteria.

APPRENTICESHIPS

As the biggest provider of Apprenticeship training in Stoke-on-Trent, we work with key employers to deliver a range of Apprenticeships, from Level 2 to Level 5 in a variety of industry sectors.

SKILLS HUBS AND SPECIALIST ACADEMIES

Our four Skills Hubs give our learners unique access to innovative facilities and support the development of key skills needed for employment in industry. These include Construction and Green Technologies, Digital and Creative, Engineering and STEM and Health and Social Care. In addition, our range of Specialist Academies are available in key growth areas, uniquely placing the College at the forefront of skills development in the area.



FREE COURSES FOR ADULTS

WHETHER YOU WANT TO LEARN NEW SKILLS, IMPROVE YOUR WELLBEING, CHANGE OR ENHANCE YOUR CAREER, OR DISCOVER A NEW HOBBY, OUR RANGE OF COURSES IS FOR YOU.

We have a range of courses that may be available **FREE**, depending on your personal circumstances.



FREE DISTANCE LEARNING COURSES

We offer over 50 flexible distance learning courses that you can study from the comfort of your own home at a time and place to suit your lifestyle. From business start-up to cyber security, mental health and climate change plus much more.

See the full list on page 14.

FREE ENGLISH AND MATHS COURSES

If you don't already have GCSE grade 4/C in these subjects then your course will be FREE. Whether you need to start at entry level or re-take your GCSEs we can help.

See page 27 for details.

FREE ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) COURSES

If English isn't your first language, these courses can help you with everyday life in the UK. They may be available FREE, subject to eligibility criteria.

See page 27 for details.

FREE MULTIPLY NUMERACY COURSES

Multiply is a new government-funded programme to help adults improve their numeracy skills. If you're aged 19 and over you can access free numeracy courses through Multiply to build your confidence with numbers and gain a qualification.

See page 9 for more information.

FREE SKILLS FOR EMPLOYMENT COURSES

These courses are specifically designed to help unemployed adults get back into work in a range of industries - from business admin to adult social care and much more. Delivered in conjunction with a range of local employers, you could be back into work in no time and, whilst you are retraining, you will not lose your benefits.

See page 28 for more information.

FREE COURSES FOR LEARNERS AGED 19-23

If you are aged 19-23* and are studying selected Level 2 or Level 3 qualifications then your course will be FREE, subject to prior qualifications, or earning below £25,000 annual gross salary (whether unemployed, employed or self-employed).

FREE COURSES FOR UNEMPLOYED ADULTS/LOW INCOME FAMILIES

If you earn below £25,000 annual gross salary (whether unemployed, employed or self-employed) then selected courses are completely free.

FREE PRINCE'S TRUST PROGRAMME

If you are aged 16-25 and are looking for work, the FREE Prince's Trust Team Programme can help to develop the skills you need to progress.

See page 9 for more information.

SUPPORT WITH FEES

If you've found the perfect course but you aren't eligible for free tuition, we can still help you with course costs through our interest-free payment plans, learner loans and financial support packages.

Don't let the cost of returning to education hold you back.

See page 34 for more information.

FREE APPRENTICESHIPS

Apprenticeships are available at any age and are a great way to restart your career, change your career or progress in your current career. Your salary, and your training costs are covered by your employer meaning an Apprenticeship is a great way to develop new skills at no cost to you.

See page 12 for more information.

*On 31st August 2024

For more advice contact the Admissions Team on: **01782 603634** or email **admissions@stokecoll.ac.uk**

Or visit the live chat facility on the website: **www.stokecollege.ac.uk**.

FREE LEVEL 3 COURSES

We offer a range of Level 3 courses which are FREE to adults who earn below £25,000 annual gross salary (whether unemployed, employed, or self-employed).

In addition, adults aged 19-23 with annual gross salary over £25,000 who don't already have a Level 3 qualification can access a range of FREE Level 3 courses.

For more information please see page 32.

DISTANCE LEARNING

- Counselling Skills
- Cyber Security Practices
- Principles of End of Life Care
- Principles of Special Educational Needs
- Understanding Autism
- Understanding Mental Health
- Understanding the Care and Management of Diabetes
- Understanding the Principles of Dementia Care

For more information please see page 14.

CHILDCARE, HEALTH & SOCIAL CARE

- Working in the Early Year Sector (Early Years Educator) Level 3 Diploma (NCFE)

See page 20 for details.



You will find these courses listed throughout the prospectus marked with this symbol.

FREE NUMERACY COURSES FOR ADULTS

Do you want to help your child with their homework, learn how to eat healthily on a budget or shop for best buys?

Join in today!

FREE sessions now available in your community

- Learn how to manage your money
- Eat healthily on a budget
- Strengthen workplace skills
- Access better job opportunities
- Support your child's education
- Gain a qualification

If you are aged 19 plus, you can take advantage of **FREE** numeracy courses in partnership with Multiply whether you are employed or unemployed. Courses are available from beginner through to more advanced levels, such as GCSE - so wherever you are starting we will have the right course for you.

FOR MORE INFORMATION

Email: admissions@stokecoll.ac.uk

Tel: 01782 603634



Funded by
UK Government

AGED 16-25 AND LOOKING FOR WORK?

Every year the FREE Stoke on Trent College Prince's Trust Team programme helps people find their way in life.

The programme's aim is simple - it helps you to enhance your job prospects, build confidence and develop skills such as leadership, teamwork and communication to help you into work or progress to further study and training.

You will also have the opportunity to gain qualifications which will look impressive on your CV.

When you team up with us we promise that we will keep you busy for 12 weeks.

Key Facts:

- FREE travel
- FREE breakfast (selected locations)
- FREE residential
- Work experience
- Improved job prospects
- Meet new people
- Fantastic range of activities
- Develop skills and build confidence
- Benefits not affected

New teams start throughout the year in a range of locations.



TO FIND OUT MORE

Please call us on **01782 603791**

or email pttstaffs@stokecoll.ac.uk

and we will find the right location and start date for you.



PREFERRED FUTURES PROGRAMME

YOUR FUTURE, OUR FOCUS

GAIN THE SKILLS YOU NEED TO PROGRESS ONTO AN APPRENTICESHIP, EMPLOYMENT OR FURTHER STUDY.

The programme runs for 16 weeks with content tailored to your individual needs.

It includes:

- Work preparation training
- English and maths support
- Meaningful work experience

OUR PARTNERS



**Health and Care
People Team**



**Staffordshire and
Stoke-on-Trent**
Integrated Care System



WILL I GET PAID?

You will receive a FREE bus pass, £20 weekly bursary* for 9 weeks of the programme, FREE breakfast and tailored job search support.

WHAT OCCUPATIONS ARE AVAILABLE?

- Youth Work
- Health & Social Care
- Childcare
- Business Admin
- I.T.
- Customer Service
- Warehouse & Logistics
- ...and much more!

IS THIS PROGRAMME RIGHT FOR ME?

The programme is suitable for anyone, providing you:

- Are not currently in a job or employment for more than 16 hours per week
- Are seeking full-time employment, an Apprenticeship or further training
- Are aged 16-24

WHAT QUALIFICATIONS MIGHT I GAIN?

- AIM eLearning Certificate in Employability Skills
- Functional Skills or Stepping Stones Maths and English
- Level 1 Certificate in Introduction to Youth Work Practice

TO FIND OUT MORE

CONTACT THE TEAM ON:

Tel: **01782 603754**

Email: **preferredfutures@stokecoll.ac.uk**

*Subject to criteria



I am really happy that I have met new people and made new friends because moving to England I had to start a whole new life. I really appreciated being able to actually experience the job (at Lloyds Pharmacy) before committing to it and make sure it was what I wanted to do.

Akousa
Learner



Preferred
FUTURES

LOOKING FOR AN APPRENTICESHIP?

STOKE ON TRENT COLLEGE IS THE BIGGEST APPRENTICESHIP TRAINING PROVIDER IN STOKE-ON-TRENT.

Whether you are already in work and want to gain qualifications relevant to your role, want to get back into work, or change career, an Apprenticeship can give you the experience and the knowledge, skills and behaviours you need to succeed.

What you need:

- **An Employer**
- **Level 2 Apprenticeship** - GCSE or equivalent in maths or English at grade 3 or above
- **Level 3 Apprenticeship or above** - GCSE or equivalent in maths or English at grade 4 or above

(These requirements are subject to change and may also differ to meet the needs of the employer. Don't worry if you don't have the required grades - we can work with you to find a suitable route to your Apprenticeship).

**SKILLS
FOR LIFE**
APPRENTICESHIPS



BUSINESS & ADMINISTRATION

Level 2	Accounts or Finance Assistant
Level 2	Customer Service Practitioner
Level 3	Customer Service Specialist
Level 3	Business Administrator

LEADERSHIP & MANAGEMENT

Level 3	Team Leader / Supervisor
Level 5	Operations / Departmental Manager

EDUCATION & COACHING

Level 3	Learning & Development Practitioner
Level 5	Learning & Skills Teacher
Level 5	Coaching Professional

CONSTRUCTION & BUILDING SERVICES

Level 2	Roofer
Level 2	Carpentry & Joinery
Level 2	Wood Product Manufacturing Operative
Level 2	Painter & Decorator
Level 2	Property Maintenance Operative
Level 2	Bricklayer
Level 3	Craft Bricklayer
Level 3	Craft Carpentry & Joinery
Level 3	Gas Engineering Operative
Level 3	Plumbing & Domestic Heating Technician
Level 3	Low Carbon Heating Technician
Level 3	Installation Electrician / Maintenance Electrician
Level 4	Construction Design & Build Technician
Level 4	Construction Site Supervisor

DIGITAL

Level 3	Information Communication Technician
Level 3	Cyber Security Technician
Level 3	Multi Channel Marketer

ENGINEERING & MOTOR VEHICLE

Level 2	Engineering Operative
Level 2	Lean Manufacturing Operative
Level 3	Maintenance & Operations Engineering Technician
Level 3	Machining Technician
Level 3	Plate Welder
Level 3	Motor Vehicle Service & Maintenance Technician (Light)
Level 3	Heavy Vehicle Service & Maintenance Technician
Level 4	Lead Engineering Maintenance Technician
Level 4	Improvement Practitioner

TRANSPORT & LOGISTICS

Level 2	Supply Chain Warehouse Operative
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HEALTH, CARE & EARLY YEARS

Level 2	Pharmacy Services Assistant
Level 3	Pharmacy Technician
Level 3	Early Years Educator
Level 4	Lead Practitioner in Adult Care

SERVICE INDUSTRIES

Level 2	Hairdressing Professional
Level 2	Barbering Professional
Level 2	Production Chef

Apprenticeship availability is subject to change.

Some of our Apprenticeships can be started throughout the year, with others available for a September start. Please visit our website www.stokecollege.ac.uk/apprenticeships for more information. Our excellent links with employers means that new Apprenticeship vacancies are added regularly.

For the latest list of Apprenticeships visit:
www.stokecoll.ac.uk/apprenticeships

For our latest Apprenticeship vacancies visit:
www.stokecoll.ac.uk/apprenticeship-vacancies-2

Or to find out more contact the team on: **01782 603603**
Email: business@stokecoll.ac.uk

FLEXIBLE & DISTANCE LEARNING

OVER 1,000 ADULTS CHOOSE A DISTANCE LEARNING COURSE WITH US EACH YEAR, WITH OVER 96% SUCCESSFULLY ACHIEVING THEIR QUALIFICATION.

If you want a nationally recognised qualification but don't have the time to regularly attend college, our range of Distance Learning courses are for you!

With our Distance Learning offer, you can fit your learning around your work and home life commitments, setting your own pace of study.

With each course you will be assigned a tutor to support you through the qualification. Learning is either via a paper based workbook or online.

AT STOKE ON TRENT COLLEGE WE OFFER:

- **FREE Level 2 courses***
- **Level 3 courses**
- **Courses offered in partnership with e-Careers**

For more information and to apply visit
www.stokecollege.ac.uk/distancelearning

*You should be aged 19 or over on 31st August 2024. Some parts of England have their own local funding arrangements so we'll need to check if you are eligible to study with us if you live in Greater London, Greater Manchester, Liverpool City Region, West of England, West Midlands, Tees Valley, Cambridgeshire or Peterborough, Newcastle upon Tyne, North Tyneside, Sheffield City Region, Northumberland or South and West Yorkshire.

Denise came to the College looking to acquire some qualifications in Health & Social Care after working in the arts sector for 21 years, successfully completing 3 Distance Learning qualifications.

“

I really enjoyed all the online courses I've done with the College. I'm certain all the qualifications I've gained has helped me land a new job at Harplands Hospital working on the dementia ward!”

Denise - Distance Learning Student



FREE LEVEL 2 DISTANCE LEARNING COURSES

COURSE TITLE	CODE	LEVEL
Awareness of Mental Health Problems	DL4006A1A	2
Cleaning Principles	DL4023G1A	2
Common Health Conditions	DL4017A1A	2
Counselling Skills	DL4049A1A	2
Creating a Business Start-Up	DL4041N1A	2
Customer Service for Health and Social Care Settings	DL4029A1A	2
Digital Promotion for Business	DL4074A1A	2
Equality and Diversity	DL4020A1A	2
Falls Prevention Awareness	DL4032A1A	2
Improving Personal Exercise, Health and Nutrition	DL4048H1A	2
Information, Advice or Guidance	DL4014A1A	2
Introducing Caring for Children and Young People	DL4034A1A	2
Introduction to Neuroscience in Early Years	DL4072A1A	2
Lean Organisation Management Techniques	DL4046D1A	2
Preparing to Work in Adult Social Care	DL4022A1A	2
Principles of Business Administration (VRQ)	DL4010O1A	2
Principles of Care Planning	DL4025A1A	2
Principles of Customer Service (VRQ)	DL4009O1A	2
Principles of Cyber Security	DL4054F1A	2
Principles of Dementia Care	DL4008A1A	2
Principles of End of Life Care	DL4019A1A	2
Principles of Team Leading	DL4011O1A	2
Principles of the Prevention and Control of Infection	DL4005A1A	2

COURSE TITLE	CODE	LEVEL
Principles of Warehousing and Storage	DL4062A1A	2
Principles of Working with Individuals with Learning Disabilities	DL4021A1A	2
Self-Harm and Suicide Awareness and Prevention	DL4076A1A	2
Understanding Adverse Childhood Experiences	DL4050A1A	2
Understanding Autism	DL4024A1A	2
Understanding Behaviour that Challenges	DL4030A1A	2
Understanding Business Improvement Techniques	DL4047O1A	2
Understanding Cancer Support	DL4051A1A	2
Understanding Children and Young People's Mental Health	DL4035A1A	2
Understanding Climate Change and Environmental Awareness	DL4052O1A	2
Understanding Common Childhood Illnesses	DL4037A1A	2
Understanding Data Protection and Data Security	DL4038O1A	2
Understanding Dignity and Safeguarding in Adult Health and Social Care	DL4018A1A	2
Understanding Domestic Abuse	DL4061A1A	2
Understanding Excellence in Customer Service for Hospitality	DL4036G1A	2
Understanding Mental Health First Aid and Mental Health Advocacy in the Workplace	DL4045A1A	2
Understanding Mental Health in the Early Years	DL4063A1A	2
Understanding Nutrition and Health	DL4015A1A	2
Understanding Personal Care Needs	DL4044A1A	2
Understanding Retail Operations	DL4040G1A	2
Understanding Safeguarding and Prevent	DL4033M1A	2
Understanding Specific Learning Difficulties	DL4031M1A	2
Understanding Technology Enabled Care	DL4043A1A	2
Understanding Tenant Support in Social Housing	DL4042A1A	2
Understanding the Care and Management of Diabetes	DL4016A1A	2
Understanding the Safe Handling of Medication	DL4012A1A	2
Understanding Workplace Violence and Harassment	DL4039O1A	2
Working with People with Mental Health Needs	DL4007A1A	2

LEVEL 3 DISTANCE LEARNING COURSES

If you earn below £25,000 annual gross salary (whether unemployed, employed, or self-employed) then our Level 3 Distance Learning courses are completely free.

If you earn £25,000 or more then an Advanced Learner Loan may be available.

Please see page 32 for further details.

COURSE TITLE	CODE	LEVEL	
Counselling Skills	DL4067A1A	3	 
Cyber Security Practices	DL4075I1A	3	 
Principles of End of Life Care	DL4057A1A	3	 
Principles of Special Educational Needs	DL4066A1A	3	 
Understanding Autism	DL4055A1A	3	 
Understanding Mental Health	DL4056A1A	3	 
Understanding the Care and Management of Diabetes	DL4058A1A	3	 
Understanding the Principles of Dementia Care	DL4059A1A	3	 

E-CAREERS

We work in partnership with e-Careers to provide a range of e-Learning courses in subjects such as Asbestos Awareness, IT, Project Management and many more. Courses start from just £50.



For more information on these courses please visit:
elearning.stokecoll.ac.uk

KEY

COURSE TIME

 DAY  EVENING

COURSE LOCATION

 BURSLEM CAMPUS  CAULDON CAMPUS

FEE NOTES

 FREE COURSE  FREE COURSES FOR JOBS  ADVANCED LEARNER LOAN

PART TIME COURSES

OUR PART TIME DAY AND EVENING ADULT COURSES ARE DESIGNED TO FIT AROUND YOUR LIFESTYLE TO GIVE YOU THE OPPORTUNITY TO DEVELOP YOUR SKILLS AND BOOST YOUR CONFIDENCE.

So, whether you want to learn new skills, improve your wellbeing, change or enhance your career, or discover a new hobby, our range of courses is for you.

Additional courses will be added throughout the year.

For more information on our courses you can visit our website at www.stokecollege.ac.uk.

For help choosing the right course for you, or for any queries you may have contact our Admissions Team:

Visit the live chat facility on our website at: www.stokecollege.ac.uk or

Tel: 01782 603634

Email: admissions@stokecoll.ac.uk



DON'T LET THE COST OF STUDYING PUT YOU OFF

YOU COULD STUDY FOR FREE

Many of our courses have FREE tuition and many others may be FREE depending on your personal circumstances.

For more information please see page 32.

ADVANCED LEARNER LOAN

Available for selected Level 3 to Level 6 courses, the Advanced Learner Loan can pay your tuition fees upfront and you won't pay anything back until you are earning over £25,000 per year.

See page 34 for more information.

FINANCIAL SUPPORT

We have a range of financial support packages available for learners as well as payment plans to help you spread the cost of your course.

For more information visit pages 34.

“

I didn't expect it to be as difficult as it was, and there is a lot of work included but it's really rewarding. It's different being an adult learner than being a younger one, but the teaching staff here are amazing. You are engaged in everything; they help you when you struggle and they've really supported me and it's shown in my grades.

I want to go and do an Access course in Humanities and then I'm going to university to do my degree. I'm looking to take up a career in creative writing.

Katy
Adult Learner



BUSINESS, MANAGEMENT & FINANCE

COURSE TITLE	CODE	TIME OF DAY	CAMPUS	LEVEL	START	END	FEE
AAT Level 1 Access Award in Bookkeeping	PL1444O1C	D	C	1	05/02/2025	30/04/2025	£250
AAT Level 2 Certificate in Bookkeeping	PL1206O1C	E	C	2	03/02/2025	23/06/2025	£420
AAT Level 2 Certificate in Bookkeeping	PL1206O1D	D	C	2	03/02/2025	23/06/2025	£420
HTQ in Leadership & Management - Level 5 Operations Manager	PH8038A1A	D E	C	5	28/01/2025	26/01/2027	£2,995 per year (2 year course)

▲ This HTQ is also available as a higher-level Apprenticeship. Please contact us for more information.
For more information on HTQs and Apprenticeships please visit www.instituteforapprenticeships.org



HTQs are Level 4 and 5 qualifications (such as HNDs/HNCs/ Foundation Degrees) that sit between A and T Levels and Degrees. They have been approved against occupational standards in their sector so that you can get a head start in your career or progress to further study.

CHILDCARE, HEALTH & SOCIAL CARE

COURSE TITLE	CODE	TIME OF DAY	CAMPUS	LEVEL	START	END	FEE
Early Years Practitioner Level 2 Diploma (NCFE)	PL1186A1B	D	C	2	06/01/2025	19/12/2025	£875
Health and Social Care Level 2 Certificate (NCFE)	PL6247A1B	D	C	2	06/01/2025	19/12/2025	£540
Introduction to Health, Social Care and Children and Young People's Settings Level 1 Certificate	PL6246A1B	E	C	1	06/01/2025	08/12/2025	£250
Introduction to Vocational Study (Childcare)	PL1881N1B	D	C	Entry	03/02/2025	23/06/2025	£540
Working in the Early Years Sector (Early Years Educator) Level 3 Diploma (NCFE)	PL1450A1B	E	C	3	06/01/2025	08/12/2025	£2,880



If you earn below £25,000 annual gross salary (whether unemployed, employed, or self-employed) then selected courses are completely free.

KEY

COURSE TIME

D DAY E EVENING

COURSE LOCATION

B BURSLEM CAMPUS C CAULDON CAMPUS

FEE NOTES

★ FREE COURSE



FREE COURSES FOR JOBS



ADVANCED LEARNER LOAN

“

I wasn't sure how going to college would pan out, but it's one of the best decisions I've made in my life. Coming here has given me a new career path, a new lease of life. The satisfaction I get from barbering is completely different to that of my previous football career. My tutors really helped me in terms of learning cutting and getting me into colours, and some of the things I hadn't considered could take my skills to a different level.

Joel
Adult Learner



COMMUNITY COURSES

COURSES AVAILABLE IN YOUR COMMUNITY

NEW COURSES RUNNING IN A CENTRE NEAR YOU!

We offer a range of opportunities for adults who live in Stoke-on-Trent and are aged over 19.

Our wide range of courses can help you gain new skills and re-connect with learning in a fun and relaxed environment.












New courses are added regularly and run at a range of locations and times to fit around your existing commitments.

**Visit the website for the latest courses:
www.stokecoll.ac.uk/community**



CONSTRUCTION & BUILDING SERVICES

CONSTRUCTION

COURSE TITLE	CODE	TIME OF DAY	CAMPUS	LEVEL	START	END	FEE
Block Paving and Slabbing - City & Guilds Award in Construction Skills	PL6040E1A			1	29/04/2025	22/05/2025	£270
Block Paving and Slabbing - City & Guilds Award in Construction Skills	PL6040E1B			1	03/06/2025	26/06/2025	£270
Bricklaying - City & Guilds Award in Construction Skills	PL6033E1A			1	25/02/2025	03/04/2025	£270
Plastering - City & Guilds Award in Construction Skills	PL6031E1A			1	07/01/2025	13/02/2025	£270
FdSc Construction Management (Design and Build Technician) and FdSc Construction Management (Site Supervisor) with HTQ Kitemark - in partnership with the University of Staffordshire	PH8037E1A	 		4	28/01/2025	26/01/2027	TBC - please call for details

If you earn below £25,000 annual gross salary (whether unemployed, employed, or self-employed) then selected courses are completely free.



HTQs are Level 4 and 5 qualifications (such as HNDs/HNCs/ Foundation Degrees) that sit between A and T Levels and Degrees. They have been approved against occupational standards in their sector so that you can get a head start in your career or progress to further study.

KEY

COURSE TIME

 DAY  EVENING

COURSE LOCATION

 BURSLEM CAMPUS  CAULDON CAMPUS

FEE NOTES

 FREE COURSE  ADVANCED LEARNER LOAN



FREE COURSES FOR JOBS

CONSTRUCTION & BUILDING SERVICES CONT'D

GAS

COURSE TITLE	CODE	TIME OF DAY	CAMPUS	LEVEL	START	END	FEE
ACS Gas Training (CCN1)	PC8701D1A	D	B	1	On Demand	On Demand	£250
ACS Gas Training (CKR1)	PC8703D1A	D	B	1	On Demand	On Demand	£250
ACS Gas Training (DAH1)	PC8706D1A	D	B	1	On Demand	On Demand	£250
ACS Gas Training (HTR1)	PC8704D1A	D	B	1	On Demand	On Demand	£250
ACS Gas Training (MET1)	PC8708D1A	D	B	1	On Demand	On Demand	£250
ACS Gas Training (WAT1)	PC8705D1A	D	B	1	On Demand	On Demand	£250
Award in Air Source Heat Pump Systems (BPEC)	PC8802D1A	D	B	3	On Demand	On Demand	£600
Boiler Fault Finding	PC8800D1A	D	B	3	On Demand	On Demand	£210
EUK Gas Certification Scheme (ACS) - 4 Day Special	PC8312D1A	D	B	1	On Demand	On Demand	£975
EUK Gas Certification Scheme (ACS) - CKR1	PC8306D1A	D	B	1	On Demand	On Demand	£220
EUK Gas Certification Scheme (ACS) - CMDDA1	PC8315D1A	D	B	1	On Demand	On Demand	£500
EUK Gas Certification Scheme (ACS) - DAH1	PC8311D1A	D	B	1	On Demand	On Demand	£220
EUK Gas Certification Scheme (ACS) - Electrical Safe Isolation	PC8315D1A	D	B	1	On Demand	On Demand	£220
EUK Gas Certification Scheme (ACS) - Gas Reassessment.	PC8301D1A	D	B	1	On Demand	On Demand	£1,000
EUK Gas Certification Scheme (ACS) - HTR1	PC8305D1A	D	B	1	On Demand	On Demand	£220
EUK Gas Certification Scheme (ACS) - MET1	PC8310D1A	D	B	1	On Demand	On Demand	£220
EUK Gas Certification Scheme (ACS) - Resits	PC8313D1A	D	B	1	On Demand	On Demand	£300
FGas	PC8801D1A	D	B	3	On Demand	On Demand	£1,000
LPG Gas Assessment (ACS)	PC4178E1A	D	B	Entry	On Demand	On Demand	£520

If you earn below £25,000 annual gross salary (whether unemployed, employed, or self-employed) then selected courses are completely free.

KEY

COURSE TIME

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FEE NOTES

FREE COURSE



FREE COURSES FOR JOBS



ADVANCED LEARNER LOAN

CONSTRUCTION & BUILDING SERVICES CONT'D

PLUMBING

COURSE TITLE	CODE	TIME OF DAY	CAMPUS	LEVEL	START	END	FEE
LCL BPEC Award in Heat Pumps (BPEC)	PC1792E1A	D	B	3	On Demand	On Demand	£700
LCL Level 3 Award in Solar Domestic Hot Water Heating Systems	PC1079E1A	D	B	3	On Demand	On Demand	£700
Unvented Hot Water Storage Systems Training & Assessment	PC1080E1A	D	B	1	On Demand	On Demand	£250
Water Regulations Training & Assessment (BPEC)	PC1081E1A	D	B	1	On Demand	On Demand	£250

WOOD TRADES





COURSE TITLE	CODE	TIME OF DAY	CAMPUS	LEVEL	START	END	FEE
Carpentry and Joinery - City & Guilds Certificate in Construction Skills	PL6089E1B	E	B	1	07/01/2025	20/03/2025	£450
Carpentry and Joinery - City & Guilds Certificate in Construction Skills	PL6089E1C	E	B	1	25/03/2025	26/06/2025	£450

ENGINEERING



















COURSE TITLE	CODE	TIME OF DAY	CAMPUS	LEVEL	START	END	FEE
Award in Introductory Manual Metal-Arc (3268-10) City & Guilds	PL6045D1B	E	B	1	23/01/2025	25/03/2025	£180
Award in Introductory Manual Metal-Arc (3268-10) City & Guilds	PL6045D1C	E	B	1	03/04/2025	17/06/2025	£180
Award in Introductory Metal Inert Gas (MIG) (3268-13) City & Guilds	PL6046D1B	E	B	1	23/01/2025	25/03/2025	£180
Award in Introductory Metal Inert Gas (MIG) (3268-13) City & Guilds	PL6046D1C	E	B	1	03/04/2025	17/06/2025	£180
Award in Introductory Tungsten Inert Gas (TIG) (3268-12) City & Guilds	PL6047D1B	E	B	1	25/01/2025	27/03/2025	£180
Award in Introductory Tungsten Inert Gas (TIG) (3268-12) City & Guilds	PL6047D1C	E	B	1	03/04/2025	19/06/2025	£180

If you earn below £25,000 annual gross salary (whether unemployed, employed, or self-employed) then selected courses are completely free.

HAIR & BEAUTY THERAPY

COURSE TITLE	CODE	TIME OF DAY	CAMPUS	LEVEL	START	END	FEE
City & Guilds Entry Level 3 Certificate Introduction to the Beauty Sector	PL1462G1A			Entry	14/04/2025	23/06/2025	£360
City & Guilds Entry Level 3 Certificate Introduction to the Hair Sector	PL1597G1B			Entry	15/04/2025	24/06/2025	£360

HOSPITALITY & CATERING

COURSE TITLE	CODE	TIME OF DAY	CAMPUS	LEVEL	START	END	FEE
Advanced Cake Decoration - Masterclass Chocolate Work	PL6239G1C			2	04/03/2025	01/04/2025	£100
Advanced Cake Decoration - Masterclass Decorated Display Work	PL6239G1D			2	29/04/2025	10/06/2025	£100
Advanced Cake Decoration - Masterclass Sugar Work	PL6239G1B			2	07/01/2025	25/02/2025	£100
Basic Cup Cake Decoration	PL6237G1A			1	20/01/2025	24/02/2025	£90
Chocolate Work	PL6238G1A			1	03/03/2025	31/03/2025	£90
Intermediate Cake Decoration - Sugar Work	PL6236G1A			1	28/04/2025	09/06/2025	£90
Regional Indian Cookery (Central)	PL6278G1A			1	09/01/2025	13/02/2025	£110
Regional Indian Cookery (Southern)	PL6285G1A			1	01/05/2025	12/06/2025	£110
Regional Indian Cookery (Western)	PL6277G1A			1	27/02/2025	03/04/2025	£110

If you earn below £25,000 annual gross salary (whether unemployed, employed, or self-employed) then selected courses are completely free.

KEY

COURSE TIME

 DAY  EVENING

COURSE LOCATION

 BURSLEM CAMPUS  CAULDON CAMPUS

FEE NOTES

 FREE COURSE  ADVANCED LEARNER LOAN

 FREE COURSES FOR JOBS

INFORMATION TECHNOLOGY

COURSE TITLE	CODE	TIME OF DAY	CAMPUS	LEVEL	START	END	FEE	
Beginners Microsoft Excel	PL6130F1A	D	C	Entry	Please ask for the latest dates	Please ask for the latest dates	FREE	✳
Intermediate Microsoft Excel	PL6131F1B	D	C	1	Please ask for the latest dates	Please ask for the latest dates	FREE	✳
Advanced Microsoft Excel	PL6132F1A	D	C	2	Please ask for the latest dates	Please ask for the latest dates	FREE	✳

If you earn below £25,000 annual gross salary (whether unemployed, employed, or self-employed) then selected courses are completely free.

MATHS & ENGLISH/ESOL

MATHS & ENGLISH

COURSE TITLE	CODE	TIME OF DAY	CAMPUS	LEVEL	START	END	FEE	
Functional Skills English	PLFSENN1E	Various	C	Entry 1, Entry 2, Entry 3, Level 1, Level 2	03/02/2025	27/06/2025	FREE	✳
Functional Skills Maths	PLFSMAA1D	Various	C	Entry 1, Entry 2, Entry 3, Level 1	03/02/2025	27/06/2025	FREE	✳

ESOL

COURSE TITLE	CODE	TIME OF DAY	CAMPUS	LEVEL	START	END	FEE
IT for English for Speakers of Other Languages (ESOL)	S1-ESOL-ICT	Various	C	Entry 1, Entry 2, Entry 3, Level 1, Level 2	27/01/2025	20/06/2025	£190

For all of our ESOL courses you must contact the Admissions Team for an appointment on 01782 603634.
ESOL courses may be FREE subject to eligibility criteria.

If you earn below £25,000 annual gross salary (whether unemployed, employed, or self-employed) then selected courses are completely free.

KEY

COURSE TIME

D DAY E EVENING

COURSE LOCATION

B BURSLEM CAMPUS C CAULDON CAMPUS

FEE NOTES

✳ FREE COURSE N FREE COURSES FOR JOBS A ADVANCED LEARNER LOAN

MEDIA, ART & DESIGN

COURSE TITLE	CODE	TIME OF DAY	CAMPUS	LEVEL	START	END	FEE
Ceramics - UAL Level 2 Award in Art & Design	PL601811A	E	C	2	13/01/2025	24/03/2025	£240
Digital Photography & Image Editing - UAL Level 2 Award in Art & Design	PL611611A	E	C	2	13/01/2025	24/03/2025	£240
Games Development (Amination and Game Engines) - UAL Level 2 Award in Art & Design	PL628211A	E	C	2	13/01/2025	24/03/2025	£240
Painting & Drawing Skills - UAL Level 2 Award in Art & Design	PL114111A	E	C	2	13/01/2025	24/03/2025	£240

If you earn below £25,000 annual gross salary (whether unemployed, employed, or self-employed) then selected courses are completely free.


SKILLS FOR EMPLOYMENT - COURSES FOR UNEMPLOYED ADULTS

jobcentreplus










COURSE TITLE	CODE	TIME OF DAY	CAMPUS	LEVEL	START	END	FEE
Business and Administration AIM Level 2 Certificate	PL1859X1A	D	C	Level 2	Various	Various	FREE
CV Writing	PL1418N1A	D	C	Entry Level	Various	Various	FREE
Digital Boost - ESOL	PL6102N1A	D	C	Entry Level	Various	Various	FREE
Dream Big (Subject Taster Course)	Z0003503	D	C B	Entry Level 1	Various	Various	FREE
eLearning Employability Skills	PL9043N1A	D	C	Level 1 & 2	Various	Various	FREE
Essential Digital Skills	PL6078F1A	D	C	Entry Level	Various	Various	FREE
Functional Skills English	PL4070X1A	D	C	Entry 1, 2, 3, Level 1 & 2	Various	Various	FREE
Functional Skills Maths	PL6055N1A	D	C	Entry 1, 2, 3, Level 1 & 2	Various	Various	FREE
IT User Fundamentals	PL4284X1A	D	C	Level 1	Various	Various	FREE
New Leaf (Employment Support)	PL4296X1A	D	C	Level 1	Various	Various	FREE
New to Learning - ESOL	PL6101N1A	D	C	Entry Level	Various	Various	FREE
Preferred Futures (Professional)	PL5175X1A	D	C	Entry 3 - Level 1	Various	Various	FREE
Skills for Emploment - ESOL	PL1712X1A	D	C	Pre-Entry, Entry 1, 2, 3	Various	Various	FREE

These courses are FREE for unemployed adults, aged 19 plus and living in Staffordshire. They are specifically designed to provide you with the skills to help get you back into work.

SPORT

COURSE TITLE	CODE	TIME OF DAY	CAMPUS	LEVEL	START	END	FEE
YMCA Level 2 Certificate in Gym Instructing	PL1456H1B		Port Vale FC	2	19/03/2025	18/06/2025	£400

TEACHING, TRAINING, EDUCATION & ASSESSMENT

COURSE TITLE	CODE	TIME OF DAY	CAMPUS	LEVEL	START	END	FEE
Award in Education & Training Level 3 (AET)	PC4189M1B			3	03/03/2025	19/05/2025	£550
Award in Preparing to Work in Schools Level 1	PL1353M1B			1	06/02/2025	24/06/2025	£140
Certificate in Supporting Teaching & Learning in Schools - NCFE	PL1367M1B			2	13/01/2025	19/12/2025	£675
Diploma in Supporting Teaching and Learning in Schools - NCFE	PL1829M1B			3	14/01/2025	16/12/2025	£2,225 



If you earn below £25,000 annual gross salary (whether unemployed, employed, or self-employed) then selected courses are completely free.

KEY

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 FREE COURSE  ADVANCED LEARNER LOAN



FREE COURSES FOR JOBS

HOW TO APPLY

FOLLOW THESE 5 SIMPLE STEPS TO START YOUR JOURNEY TO A BRIGHTER FUTURE.

STEP 1

Find the right course for you

More detail and the latest information on our courses can be found on our website at www.stokecollege.ac.uk.

STEP 2

Enquire or Apply

Online - For all of our courses you can enquire or apply online. Simply find the course you want and click on the 'enquire/apply' button.

In Person - You can also come along to our campuses where we will be happy to help you find the right course for you.

STEP 3

Check eligibility for FREE courses

If you need further advice on eligibility for FREE courses we will discuss this with you.

See page 32 for more information.

STEP 4

Course Discussion

For some of our courses you will need an informal discussion with one of our team to ensure the course is right for you. We will let you know if this applies to the course(s) you are interested in.

STEP 5

Enrolment

You will need to complete an enrolment form to guarantee you a place on your chosen course. You will need to bring a form of ID with you to complete your enrolment. Course fees are also payable at this stage (where applicable).

It's now even easier to find the information you need online at: www.stokecollege.ac.uk

You can:

- Search for more information on our courses
- Enquire and apply online
- Use our Live Chat facility to answer any queries
- Match your career interests with our courses
- View our facilities with our interactive virtual tours
- Keep up-to-date on our latest news and events



OUR OPENING HOURS:

TERM TIME

Cauldon

Monday and Tuesday, 8.30am - 6pm
Wednesday and Thursday, 8.30am - 4.30pm
Friday, 8.30am - 4pm

Burslem

Monday and Wednesday, 8.30am - 4.30pm
Tuesday and Thursday, 8.30am - 6pm
Friday, 8.30am - 4pm

NON-TERM TIME

Cauldon and Burslem

Monday to Friday, 8am - 4pm

CONTACT OUR ADMISSIONS AND ADVICE TEAM TODAY:

Live chat: www.stokecollege.ac.uk

Email: admissions@stokecoll.ac.uk

Call: 01782 603634

For more information you can:

- Visit one of our Open Events - find the latest dates at: www.stokecollege.ac.uk/open-events
- Pop in to our Burslem or Cauldon Campus
- Visit our website
- For general enquiries call: 01782 208208

COURSE FEES AND PAYMENTS

FOR MANY OF OUR LEARNERS YOUR COURSE WILL BE FREE.

To see if this applies to you please see below, or for further advice contact our Admissions Team on **01782 603634** or email **admissions@stokecoll.ac.uk**

The UK Government offers funding options for many adults and adult learning courses, however residency criteria can apply. If you have not been ordinarily resident in the UK for 3 years or more, contact Admissions for more information.

DO I HAVE TO PAY?

Your course is **FREE** if you are:

- Studying a Level 2 Distance Learning course and live in England (subject to a postcode check)
- Studying English/Maths (if you don't have GCSE grade 4/C or above)
- Aged 19-23 and studying an eligible first full Level 2 or Level 3 qualification
- Aged 19+ and earn below £25,000 annual gross salary (whether unemployed, employed or self-employed) studying selected courses (regardless of prior qualifications).

If you believe you are entitled to **FREE** tuition, you will need to bring evidence with you when you enrol where appropriate, such as an entitlement letter or award notice.

POSTCODE CHECK

Some parts of England have their own local funding arrangements so we'll need to check if you are eligible to study with us if you live in Greater London, Greater Manchester, Liverpool City Region, West of England, West Midlands, Tees Valley, Cambridgeshire or Peterborough, Newcastle Upon Tyne, North Tyneside, Northumberland or South and West Yorkshire.



HOW TO PAY

If you are not eligible for free tuition, we can still help to make paying for your course as easy as possible.

There are four ways to pay:

01 PAY IN FULL AT THE START OF YOUR COURSE

We will accept payment of fees by cash or credit/debit card.

02 PAY WITH A LOAN

Advanced Learner Loans are available for selected Level 3 to Level 6 qualifications, or a HE Loan is available for Higher Education courses - **see page 34 for details.**

03 INTEREST-FREE PAYMENT PLAN

Payment is accepted in instalments for courses lasting at least one term (normally 12 weeks) and when the fees total £100 or more.

Level of fee payable	Number of instalments
£100 - £499	Four equal instalments
£500 or more	£100 deposit with up to eight equal instalments (subject to the duration of the course)

04 SPONSORED LEARNERS

Where payment of fees is made by an employer or sponsor, the College requires a letter on a company letterhead confirming that course fees will be paid upon invoice, payable within 21 days.



For our full payment terms and conditions and refunds policy, please visit our website

WWW.STOKECOLLEGE.AC.UK

For more information
call our Admissions Team on:
01782 603634
or email: admissions@stokecoll.ac.uk

LOANS & FINANCIAL SUPPORT

ADVANCED LEARNER LOANS

Available from Student Finance England

Loans are available to meet the tuition costs of selected Level 3 to Level 6 qualifications.

Loans are available to individuals who are:

- Aged 19 or over at the start of their course
- Resident in the UK (minimum 3 years)
- Have not previously had a loan to do the same level and type of qualification

Loans will not be means tested, be subject to credit checks or employment status. You won't have to pay anything back until you are earning over £25,000* per year and the loan will be written off after 40 years. If the loan is for an Access to Higher Education programme and you successfully go on to complete a Higher Education course, you won't have to pay back your Advanced Learner Loan.

*Correct at the time of print.

You should be aged 19 or over on 31st August 2024. Some parts of England have their own local funding arrangements so we'll need to check if you are eligible to study with us if you live in Greater London, Greater Manchester, Liverpool City Region, West of England, West Midlands, Tees Valley, Cambridgeshire or Peterborough, Newcastle upon Tyne, North Tyneside, Northumberland or South and West Yorkshire.

FINANCIAL SUPPORT – ADULT BURSARY

Available through Stoke on Trent College

The College has a range of financial support packages available for learners studying selected courses up to Level 3. If you have a combined household gross annual income of £32,000 or less you may be eligible for financial assistance towards the cost of your fees, travel, equipment, childcare and/or other expenses.

FINANCIAL SUPPORT FOR HIGHER EDUCATION COURSES

Available from Student Finance England

A government Tuition Fee Loan is available to cover your fees in full. The loan is paid directly to the College to cover your fees, and you only start to repay the loan when you are earning over £25,000* a year. The loan will be written off after 40 years.

Visit www.gov.uk/studentfinance for more information about Tuition Fee Loans and how to apply for one.

For details contact the Student Assistance Team on:
01782 603634
or email: studentassistance@stokecoll.ac.uk



COLLEGE FACILITIES OPEN TO OUR COMMUNITY & PARTNERS

DID YOU KNOW?

MANY OF OUR EXCELLENT FACILITIES ARE OPEN TO THE PUBLIC AS WELL AS TO OUR STUDENTS.

Whether you're looking for an exciting new place to eat, a friendly and supportive place to workout or somewhere to pamper yourself, take a look at what we have to offer...

all available at discounted rates.



WE OFFER:

- FINE DINING IN OUR COLLEGE RESTAURANT 'THE HAMMERSLEY'
- FULLY EQUIPPED GYM IN OUR SPORTS ACADEMY
- HAIR AND BEAUTY TREATMENTS IN OUR SALONS

For more information contact us on
01782 208208 or visit

www.stokecoll.ac.uk/open-to-the-community





BURSLEM CAMPUS

Moorland Road
Burslem
Stoke-on-Trent
ST6 1JJ

CAULDON CAMPUS

Stoke Road
Shelton
Stoke-on-Trent
ST4 2DG

Tel: **01782 208208**
Email: **info@stokecoll.ac.uk**

KEEP IN TOUCH

Sign up for our latest
news and information



Scan to access our
social media channels



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