



# Courses and Training Guide

January to July 2012

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*Whilst every care has been taken to ensure that all of the information contained in this publication is accurate at the time of printing. Leicester College is continually evaluating its service to meet the needs of its learners. As a consequence, courses, fees, timings, resources and facilities may be subject to change without prior notice. It is advisable to check your chosen course information prior to enrolment.*

This publication is also available in accessible formats eg, large print, Braille and audio. In addition, the College can help with the translation and understanding of the information contained in this publication upon request. Please call our Customer Service Centre on 0116 224 2240.

# There has never been a better time to realise your ambitions.

With the jobs market becoming ever more competitive, earning the right qualifications with a leading college could give you a head start on your rivals. Or, you may simply want to study for your own personal enrichment. Either way, Leicester College offers a wide range of exciting training and courses for you to choose from.

Our part-time courses offer flexible learning, with a mixture of evening, weekend and daytime programmes to suit you.

We provide excellent standards of teaching and full support throughout the duration of your course, all delivered at state-of-the-art facilities in the heart of Leicester.

Whatever you want from the College, you can be safe in the knowledge that we have a reputation for excellence both locally and nationally, with an Ofsted rating of good overall and outstanding in a number of areas.

With a range of courses and training to suit your lifestyle, it's never too late to study.

**"I would recommend anyone looking to learn new skills to go to Leicester College; it has really helped me."**

*Joanne Reeves – Successful Learner,  
Re-engagement*

**“The course has given me more confidence to work with chefs.”**

*Jhouie Cruz – Successful Learner,  
Hospitality*

## How to enrol

The first step to enrolling on one of our courses is to telephone Leicester College for more details on 0116 224 2240 or email [info@leicestercollege.ac.uk](mailto:info@leicestercollege.ac.uk).

For some of our courses you will be able to enrol immediately over the telephone or by post, for others you may need to attend an interview. Further details on how to enrol are listed against each course within this guide.

You can also visit the Information Centres at our three campuses for more details or to enrol. We are open five days per week, Monday to Thursday 8.15am to 6.30pm and Friday 8.15am to 5pm (please note, these timings are subject to change). For our campus addresses please see page 39.

Please note that all courses are part-time unless stated otherwise.

Please see page 5 for information on course fees.

# Enrolment and Fees

Enrolling on any of the courses in this guide, couldn't be easier. Each course will list how to enrol.

## Fees

### What fees will I have to pay?

You will be required to pay the fees quoted in this guide when you enrol. You may be eligible for fee remissions. Please see the information under Fee Remissions to the right.

### How do I pay?

By cash, cheque, credit or debit card. You must pay when you enrol so please ensure you have access to one of these payment methods.

### Can I pay in instalments?

If your course fees are over £150 you can pay in 3 equal instalments. The first instalment must be paid when you enrol. The subsequent instalments may be paid by direct debit or post dated cheques.

# Fee Remissions

**For any course marked "\*" if you are aged 16 to 18 on 31 August 2011 you will not be charged tuition and exam fees. You may also qualify for remission of the tuition fee if you are a UK/EU learner aged 19 and over and you are unemployed and in receipt of a state benefit. Evidence of benefits is required. Other fees may apply.**

If you are aged 19 and over on 31 August 2011 and do not qualify for a fee remission you will be charged an annual fee of £600 for any full time course listed within this guide and for any part-time course you will be charged the listed fee.

Depending on the course you enrol on, there may be additional materials costs which you will still need to pay. However if you are experiencing financial hardship with these costs, please call us on 0116 224 2240 as there may be additional support that Leicester College can provide. All requests are considered on an individual basis.

Also if you are a UK/EU learner aged 19 and over who is working and in receipt of a state benefit there may be support that we at Leicester College can offer you with your tuition fees. Please call us on 0116 224 2240. **Overseas/International Learners or Asylum Seekers/Refugees** Please call +44 (0) 116 224 4111 to discuss fees and costs.

# Courses at our Abbey Park Campus

## Flexible Full-time

Code	Level	Start Date	Day	Time	Duration	Fees
<b>Flexible Start Programme – Full-time course</b>						
These courses will develop your knowledge and skills to help you progress into either Further Education, an Apprenticeship or in to work. <b>An interview is required.</b>						
B0467	2	9 January 2012	Monday	9am to 5pm	22 weeks	£*
B0468	3	9 January 2012	Monday	9am to 5pm	22 weeks	£*

## Business

<b>Diploma in Administration (Business Professionals) – Full time course</b>						
This course is suitable for you if you wish to develop knowledge, understanding and skills of a range of key administrative functions and activities. <b>An interview is required.</b>						
B0393	2	16 January 2012	Mon, Tue, Thur, Fri	9am to 5pm	22 weeks	£*

## Caring Professions


<b>Certificate in Counselling</b>						
This course is for you if you who want to learn counselling skills to help others, either in a voluntary or an employed situation and want to find out more about this field. <b>An interview is required.</b>						
A9767	2	18 January 2012	Wednesday	6pm to 9pm	25 weeks	£697
<b>Supporting Parents/Carers and Volunteers in Early Years Settings</b>						
The course will provide opportunities to discuss issues such as understanding and managing challenging behaviour, developing positive interactions through play and communication with children and young people. <b>An interview is required.</b>						
A9384	1	4 January 2012	Wednesday	5.30pm to 9pm	22 weeks	£340*

## Engineering

<b>Basic Machining Skills</b>						
This will outline the Health and Safety in a machine shop environment and reading and interpreting engineering drawings, giving you basic machining skills operating lathes. <b>Enrol by post or telephone.</b>						
B0462	Entry	8 February 2012	Wednesday	6pm to 9pm	6 weeks	£75*

\*Fee remissions available. See page 5.

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**“The flexibility of the course has meant I can gain experience while at work”**

*Vince Mulholland – Successful Learner,  
Engineering*

# Courses at our Abbey Park Campus

## Engineering continued

Code	Level	Start Date	Day	Time	Duration	Fees
<b>Basic Welding Skills</b>						
This will outline the Health and Safety in a fabrication and welding environment and reading and interpreting engineering drawings, giving you basic welding techniques for different types of welding. <b>Enrol by post or telephone.</b>						
B0463	Entry	8 February 2012	Wednesday	6pm to 9pm	6 weeks	£75*
<b>Basic Motor Vehicle Maintenance</b>						
This will outline the Health and Safety when working on motor vehicles and outline the requirements for basic motor vehicle maintenance. It will give you basic skills to carry out routine maintenance tasks and simple fault rectification. <b>Enrol by post or telephone.</b>						
B0464	Entry	4 February 2012	Saturday	9am to 12pm	6 weeks	£140*

## Performing Arts and Music

<b>Performing Arts – Full-time course</b>						
This course is designed to offer you a broad overview of Performing Arts and to improve your skills in performing, literacy and numeracy. <b>An interview is required.</b>						
B0470	2	16 January 2012	Monday to Friday	9am to 5pm	21 weeks	£*

<b>Computer Music Production</b>						
You will be shown techniques to help your own computer music production on whatever platform you use. Suitable for beginners through to intermediate users of computer music systems. <b>Enrol by post or telephone.</b>						
B0306	1	29 February 2012	Wednesday	6pm to 8pm	5 weeks	£85
B0307	1	13 June 2012	Wednesday	6pm to 8pm	5 weeks	£85

<b>Abelton 101 Certificate</b>						
The course will offer you a full introduction to the principles and practices of Abelton Live and working with Abelton accredited instructors. <b>Enrol by post or telephone.</b>						
B0300	1	1 March 2012	Thursday	6pm to 8pm	5 weeks	£100
B0301	1	14 June 2012	Thursday	6pm to 8pm	5 weeks	£100

\*Fee remissions available. See page 5.

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# Courses at our Abbey Park Campus

## Performing Arts and Music continued

Code	Level	Start Date	Day	Time	Duration	Fees
<b>Recording Engineer</b>						
Learn about the signal path of a recording studio from sound source to finished mix in this practical, hands on course. You'll look at mics, positions in a practical setting and learn about sound shaping tools such as EQ and compression. <b>Enrol by post or telephone.</b>						
B0303	1	1 March 2012	Thursday	6pm to 8pm	5 weeks	£85
B0304	1	14 June 2012	Thursday	6pm to 8pm	5 weeks	£85
<b>Advanced Abelson</b>						
This course is offered for those with existing experience of Abelson Live. The Advanced course will show you practical applications and enhance your understanding of its performance techniques. <b>Enrol by post or telephone.</b>						
B0308	2	19 January 2012	Thursday	6pm to 8.30pm	4 weeks	£120
B0309	2	26 April 2012	Thursday	6pm to 8.30pm	4 weeks	£120

## Retail – Retail Skills Centre

<b>BTEC Diploma in Retail Knowledge – Full-time course</b>						
This course is designed to equip you with the knowledge and skills required to work in a very competitive, fast moving and exciting industry. You will need four GCSEs at grade D or above, or a Level 1 vocational qualification plus GCSE English at grade D or above. You will also need to be IT literate. <b>An interview is required.</b>						
B0390	2	16 January 2012	Monday	All week	22 weeks	£*
<b>BTEC Diploma in Retail Knowledge – Full-time course</b>						
This course is ideal for those who are looking to progress to further or higher education, or wish to gain knowledge and skills prior to pursuing a career within the retail sector. You will need five GCSEs at grade C or above, including English. You will also need to be IT literate. <b>An interview is required.</b>						
B0391	3	16 January 2012	Monday	All week	22 weeks	£*

\*Fee remissions available. See page 5.

For more information and to enrol on a course, call 0116 224 2240 or email [info@leicestercollege.ac.uk](mailto:info@leicestercollege.ac.uk)

# Courses at our Abbey Park Campus

## Teacher Education

Code	Level	Start Date	Day	Time	Duration	Fees
<b>Award in Preparing to Support Learning</b>						
This course is for anyone who works, or wants to work, as a learning support practitioner. The course is for you if you are currently working in the Lifelong Learning Sector. <b>Enrol by post or telephone.</b>						
A9965	2	21 February 2012	Tuesday	3.30pm to 5pm	16 weeks	£200*
<b>City &amp; Guilds 7303 Preparing to Teach in the Lifelong Learning Sector (PTLLS)</b>						
The course is an introduction to teaching in the Lifelong Learning Sector and is suitable for both those who are currently teaching and those intending to teach in the sector. <b>An interview is required.</b>						
A6088	3	21 February 2012	Tuesday	5.45pm to 9pm	15 weeks	£300*
A7073	3	24 February 2012	Friday	9am to 12.15pm	15 weeks	£300*
<b>City &amp; Guilds 7304 Certificate in Teaching in the Lifelong Learning Sector (CTLTS)</b>						
The course builds on the learning from the PTLLS course and is suitable for teachers and assessors in the Lifelong Learning Sector who wish to increase their skills and knowledge of teaching and learning. <b>An interview is required.</b>						
A5813	3	12 January 2012	Thursday	9am to 1.30pm	21 weeks	£550*
<b>City &amp; Guilds 7305 Diploma in Teaching in the Lifelong Learning Sector (DTLLS)</b>						
The course is experiential in approach and integrates theory with practice. Course members have opportunities to learn from each other through group work and discussion. Four observations per year will be undertaken to support development. <b>An interview is required.</b>						
A6443	5	2 February 2012	Thursday	3pm to 9pm	19 weeks	£900*
<b>NCFE Certificate in Equality and Diversity</b>						
This course is for anyone looking for an introduction to the issues around stereotyping, prejudice and discrimination. It addresses good practice in equality and explores the rights and responsibilities that apply to everyone. <b>Enrol by post or telephone.</b>						
A7775	2	Dates and times vary, please call for details			8 weeks	£460*
<b>Award in Understanding Principles and Practice of Assessment</b>						
This is a knowledge-only award if you are starting your journey as an Assessor, or if you need to know about assessment practice but you are not currently practicing. <b>An interview is required.</b>						
A9430	3	Dates, times and duration of course vary, please call for details				£220*

\*Fee remissions available. See page 5.

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**“Without the great support from my tutors at Leicester College, I wouldn’t be where I am today.”**

*Rehana Sidat – Successful Learner,  
Teacher Education*

# Courses at our Freeman's Park Campus

## Business

Code	Level	Start Date	Day	Time	Duration	Fees
<b>ILM Award in Team Leading</b> This course is specially designed to give practicing or aspiring team leaders a solid foundation in their formal development as a leader. <b>An interview is required.</b>						
A6694	2	11 January 2012	Wednesday	4pm to 7pm	11 weeks	£420
<b>ILM Award in First Line Management</b> This course has been specially designed to give practicing or aspiring first line managers a solid foundation in their formal development as a manager. <b>An interview is required.</b>						
A6937	3	11 January 2012	Wednesday	4pm to 7pm	7 weeks	£620
<b>ILM Award in Leadership</b> This course is a short, single-unit, qualification exploring leadership roles and theories, self-leadership, emotional intelligence, winning and maintaining commitment, setting and communicating direction. <b>An interview is required.</b>						
A6574	5	11 January 2012	Wednesday	4pm to 7pm	5 weeks	£765

# Courses at our Freeman's Park Campus

## Beauty Therapies

Code	Level	Start Date	Day	Time	Duration	Fees
<b>Award in Nail Technology</b>						
This course is for you if you wish to gain knowledge and experience in applying and maintaining nail enhancements. <b>An interview is required.</b>						
A9738	2	13 December 2011	Tuesday	6pm to 9pm	15 weeks	£550
A9742	2	14 January 2012	Saturday	9am to 4pm	8 weeks	£550
<b>Advanced Epilation</b>						
This is an intensive course for qualified and competent electrolysis practitioners, to enable them to develop higher level skills and treat a range of conditions which may present in the salon. <b>An interview is required.</b>						
A9753	3	10 January 2012	Tuesday	6pm to 9pm	4 weeks	£140
<b>Award in Eyelash and Brow Treatments</b>						
This course is aimed at you if you wish to gain skills and knowledge of eyelash and brow treatments. <b>Enrol by post or telephone.</b>						
A9751	2	14 January 2012	Saturday	9am to 4pm	6 weeks	£418
<b>Award in Microdermabrasion</b>						
Microdermabrasion is becoming one of the UK's most sought after treatments. This system uses both the traditional crystal and more advanced diamond tipped techniques of Microdermabrasion. <b>An interview is required.</b>						
A9729	3	18 January 2012	Wednesday	6pm to 9pm	13 weeks	£485
<b>Award in Massage using Pre Blended oils</b>						
This course is for you if you have an interest in body massage and wish to expand your massage skills or if you wish to start a career as a masseuse. <b>An interview is required.</b>						
A9748	3	18 January 2012	Wednesday	6pm to 9pm	21 weeks	£650

# Courses at our Freeman's Park Campus

## Beauty Therapies continued

Code	Level	Start Date	Day	Time	Duration	Fees
<b>Award in Scalp Massage</b>						
By completing this course you will gain the necessary knowledge and skills to provide scalp massage treatments. <b>Enrol by post or telephone.</b>						
A9744	2	21 February 2012	Tuesday	6pm to 9pm	11 weeks	£393
<b>Award in Makeup</b>						
This course is for you if you have an interest in make-up and will give you the basic skills in skin care and the practical and theory skills to be able to carry out in day, evening and special occasion make-up. <b>An interview is required.</b>						
A9756	2	3 March 2012	Saturday	9am to 4pm	7 weeks	£500
<b>Award in Nail Art</b>						
This course is for you if you are interested in Beauty Therapy and nail techniques. It would be an excellent course for Nail technicians working in the industry who want to extend their skills to cover nail art work. <b>Enrol by post or telephone.</b>						
A9734	2	1 May 2012	Tuesday	6pm to 9pm	8 weeks	£300
A9755	2	17 March 2012	Saturday	9am to 4pm	4 weeks	£300
<b>Award in Air Brush Makeup</b>						
This course is for you if you have some basic make-up or skin care skills and wish to gain further skills in airbrush make-up techniques. <b>An interview is required.</b>						
A9730	3	19 April 2012	Thursday	6pm to 9pm	9 weeks	£325
A9732	3	5 May 2012	Saturday	9am to 4pm	5 weeks	£350
<b>Award in Waxing Techniques</b>						
This course is for you if you wishes to gain skills and knowledge in removing hair using waxing techniques. <b>Enrol by post or telephone.</b>						
A9736	2	28 April 2012	Saturday	9am to 4pm	10 weeks	£670

# Courses at our Freeman's Park Campus

## Construction

Code	Level	Start Date	Day	Time	Duration	Fees
<b>BTEC Diploma in Construction – Full-time course</b> This course is for you if you want to start a career as a Building Technician but have not achieved the required qualifications. <b>An interview is required.</b>						
B0475	2	23 January 2012	All week	8.30am to 4.30pm	24 weeks	£*

## Continuing Studies

<b>Learning for Living</b> This course provides adults with learning difficulties and disabilities the chance to work in vocational areas of their choice. You will be able to develop your skills for employment. <b>An interview is required.</b>						
A6664	Pre-entry	9 January 2012	Mon, Tue, Thur	Various	10 weeks	£25*

## Floristry

<b>Sympathy Designs</b> This course is for you if you are interested in gaining an insight into making arrangements suitable for sympathy and funeral designs. You will gain an awareness of the variety of shapes, designs and tributes suitable for sympathy tributes. <b>Enrol by post or telephone.</b>						
A9731	2	10 January 2012	Tuesday	6pm to 9pm	5 weeks	£316

<b>Spring Flower Arranging</b> The course is suitable for you if you wish to make flower arrangements using flowers and foliage available in the Spring to create a seasonal design for your own home. <b>Enrol by post or telephone.</b>						
A3980	2	22 February 2012	Wednesday	6pm to 9pm	5 weeks	£316

<b>Wedding Flowers</b> You will gain an insight into wedding flower designs, styles and construction methods. <b>Enrol by post or telephone.</b>						
A0980	2	17 April 2012	Tuesday	6pm to 9pm	8 weeks	£407

\*Fee remissions available. See page 5.

For more information and to enrol on a course, call 0116 224 2240 or email [info@leicestercollege.ac.uk](mailto:info@leicestercollege.ac.uk) 15

# Courses at our Freeman's Park Campus

## Hairdressing

Code	Level	Start Date	Day	Time	Duration	Fees
<b>Certificate in Hair and Beauty – Full-time course</b> The course comprises a Level 2 certificate in both Hairdressing and Beauty Therapy. Commitment to study is essential and you must be prepared to carry out treatments and have the treatments practiced on you. <b>An interview is required.</b>						
B0465	2	16 January 2012	All week	9am to 5pm	20 weeks	£*
<b>Advanced Long Hair Techniques</b> The course is for you if you would like to learn the skills to be able to create advanced long hairstyling techniques. <b>An interview is required.</b>						
A8645	3	14 January 2012	Saturday	9am to 4pm	4 weeks	£400
<b>Award in Bridal Hair</b> The course is for you if you would like to learn the skills to be able to create bridal hair styles and how to attach ornamentation securely. <b>Enrol by post or telephone.</b>						
B0245	3	20 February 2012	Monday	6pm to 9pm	12 weeks	£418

\*Fee remissions available. See page 5.



**“Styling hair is a really great skill to learn. It’s a really good course to study.”**

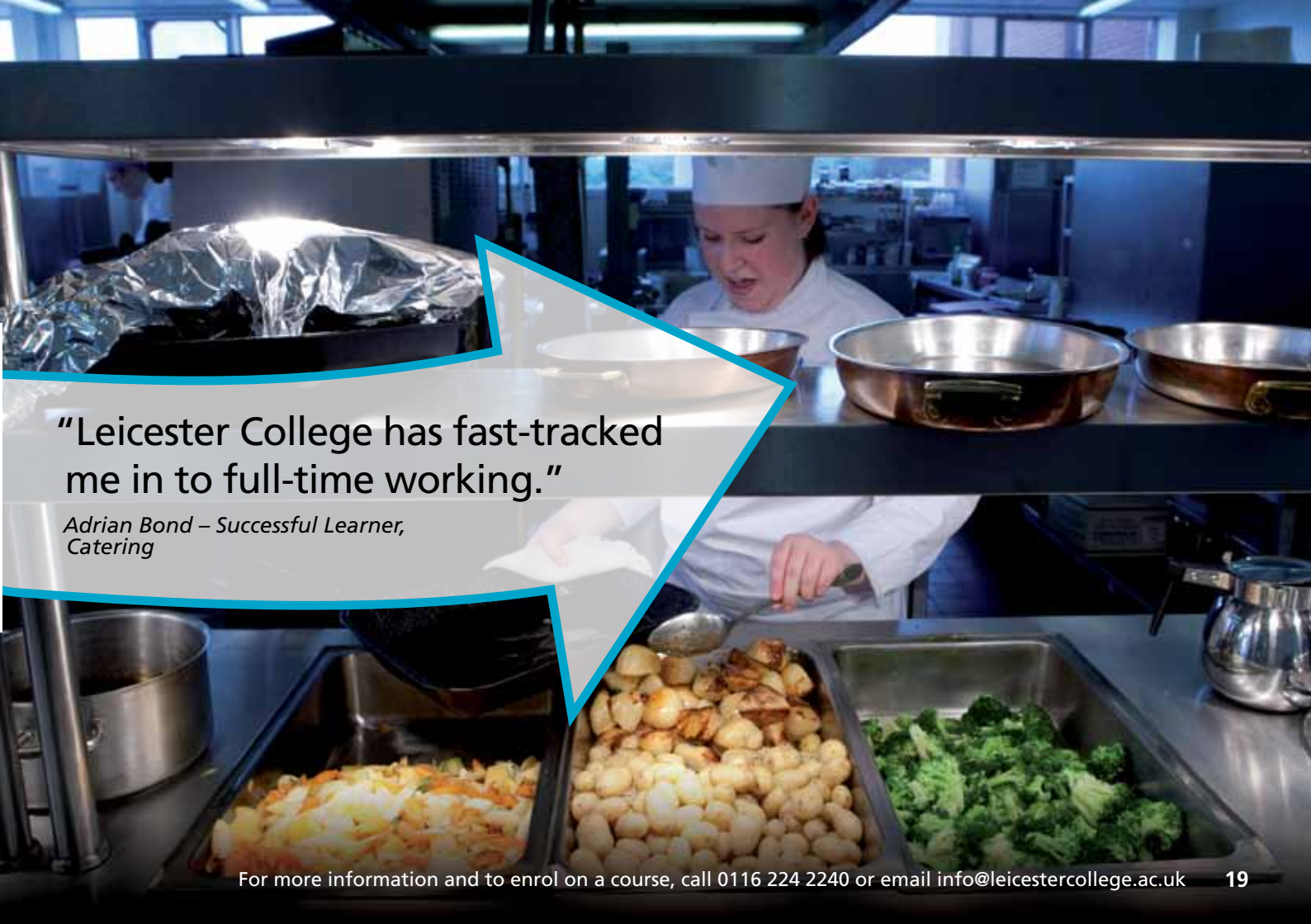
*Daniel Probert – Successful Learner,  
Hairdressing*

# Courses at our Freeman's Park Campus

## Health and Safety

Code	Level	Start Date	Day	Time	Duration	Fees
<b>Institution of Occupational Health and Safety (IOSH) – Managing Safety</b>						
Working safely is for people at any level, in any sector, needing a grounding in the essentials of health and safety. Everyone at work should have an understanding of why they must “work safely” – and this course offers exactly that. <b>An interview is required.</b>						
A5212	3	5 December 2011	Monday	9am to 5pm	1 week	£380
A5210	3	20 February 2012	Monday	9am to 5pm	1 week	£380
A5211	3	11 June 2012	Monday	9am to 5pm	1 week	£380
<b>Award in Food Safety in Catering</b>						
Content includes an introduction to food safety, the law, food safety hazards, temperature control, food handlers, food storage, cleaning, premises and equipment. <b>Enrol by post or telephone.</b>						
A6769	2	5 March 2012	Monday	9am to 5pm	1 day	£60
A6770	2	21 May 2012	Monday	9am to 5pm	1 day	£60
<b>Health and Safety in Catering and Hospitality</b>						
This course provides an understanding of health and safety law. It covers common hazards, risks and control measures. It is suitable for people in employment who wish to update their knowledge of health and safety. <b>Enrol by post or telephone.</b>						
B0330	2	30 January 2012	Monday and Tuesday	10am to 5pm	2 days	£70*
B0331	2	16 April 2012	Monday and Tuesday	10am to 5pm	2 days	£70*
B0332	2	11 June 2012	Monday and Tuesday	10am to 5pm	2 days	£70*
<b>Award in Food Safety in Catering</b>						
This course is suitable for you if you are working as a food handler or a food business operator and require up to date knowledge of the importance of food safety procedures, food hazards and legal responsibilities. <b>Enrol by post or telephone.</b>						
B0333	2	12 January 2012	Thursday	9am to 2pm	2 days	£40*
B0334	2	19 April 2012	Thursday	9am to 2pm	2 days	£40*
B0335	2	21 June 2012	Thursday	9am to 2pm	2 days	£40*

\*Fee remissions available. See page 5.



"Leicester College has fast-tracked me in to full-time working."

*Adrian Bond – Successful Learner,  
Catering*

# Courses at our Freeman's Park Campus

## Hospitality

Code	Level	Start Date	Day	Time	Duration	Fees
<b>BTEC WorkSkills (Hospitality) – Full time course</b>						
This course will develop the knowledge, understanding and skills needed to enter employment in catering. Development of Functional Skills in English, maths and ICT are embedded into the course. <b>An interview is required.</b>						
A6952	1	9 January 2012	Monday to Friday	9am to 5pm	21 weeks	£*
<b>Healthy Eating</b>						
This course is suitable if you wish to develop skills and knowledge about cooking healthy dishes. <b>Enrol by post or telephone.</b>						
B0312	Entry	24 January 2012	Tuesday	6pm to 9pm	6 weeks	£185
<b>Corporate Cookery Events – team building</b>						
The course is a team building day with a difference. Develop team building skills within a kitchen environment. It fosters a great opportunity to learn about each other and develop dynamic team spirit. <b>Enrol by post or telephone.</b>						
B0326	1	9 January 2012	Monday	9am to 4pm	1 day	£65
<b>Food and Beverage Service Skills</b>						
This course is for you if you want to work front of house within a hospitality environment. It will deliver the skills required to ensure a thorough understanding of the role and expectations that any future employer will expect. <b>Enrol by post or telephone.</b>						
B0337	2	9 January 2012	Monday	9am to 4pm	Flexible	£263*
<b>Wine Tasting</b>						
This courses is for you if you have a serious interest in wine and wish to broaden your knowledge in a structured way. It will include product knowledge and practical wine tasting activities. <b>Enrol by post or telephone.</b>						
B0314	1	20 February 2012	Monday	6pm to 8pm	6 weeks	£141
<b>Award in Barista Skills</b>						
The course develops skills in how to prepare and serve a full range of coffee based drinks, along with milk foaming techniques and product knowledge. <b>Enrol by post or telephone.</b>						
B0328	2	28 January 2012	Saturday	9am to 3pm	4 weeks	£102*
B0329	2	1 May 2012	Tuesday	4.30pm to 9pm	4 weeks	£102*

\*Fee remissions available. See page 5.

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# Courses at our Freeman's Park Campus

## Hospitality continued

Code	Level	Start Date	Day	Time	Duration	Fees
<b>Cooking for Celiacs</b>						
This is a specialist course suitable for you if you want to develop the culinary skills for a Celiac diet. <b>Enrol by post or telephone.</b>						
B0317	1	23 February 2012	Thursday	6pm to 9pm	6 weeks	£185
<b>Cooking Healthy Food on a Budget</b>						
This course is suitable for you if you wish to develop skills and knowledge about cooking healthy dishes on a limited budget. <b>Enrol by post or telephone.</b>						
A9375	1	25 February 2012	Saturday	9am to 12pm	6 weeks	£194
A9376	1	5 May 2012	Saturday	9am to 12pm	6 weeks	£194
<b>Informal Cake Decoration</b>						
This course is for you if you would like to have a go at basic cake making and decorative ideas for celebration occasions. <b>Enrol by post or telephone.</b>						
B0311	1	25 February 2012	Saturday	9.30am to 12.30pm	6 weeks	£185
<b>Bread Making</b>						
The course will enable you to develop practical bread making skills that can be used with a domestic kitchen environment. Aimed at developing skills and techniques that will enable you to cook a wide range of breads. <b>Enrol by post or telephone.</b>						
B0315	1	25 February 2012	Saturday	9.30am to 12.30pm	6 weeks	£173
<b>Dinner Party Planning</b>						
This course develops ideas and practical skills in planning and cooking for that special occasion. The course will take place in a professional kitchen environment and will be taught by a qualified chef. <b>Enrol by post or telephone.</b>						
B0313	1	16 April 2012	Monday	6pm to 8.30pm	6 weeks	£148
<b>Cooking with Kids</b>						
Learn and cook together. It is an opportunity to learn and develop cookery skills along with your children. Learn and have fun together creating dishes that can be cooked at home. <b>Enrol by post or telephone.</b>						
B0319	1	19 April 2012	Thursday	6pm to 9pm	6 weeks	£185

\*Fee remissions available. See page 5.

For more information and to enrol on a course, call 0116 224 2240 or email [info@leicestercollege.ac.uk](mailto:info@leicestercollege.ac.uk) 21

# Courses at our Freeman's Park Campus

## Hospitality continued

Code	Level	Start Date	Day	Time	Duration	Fees
<b>Can't Cook, Won't Cook</b>						
The course will enable you to develop preparation and cookery skills to cook dishes for every day living. It will develop your confidence and portfolio of dishes. <b>Enrol by post or telephone.</b>						
B0320	1	21 April 2012	Saturday	9.30am to 1.30pm	2 days	£80
<b>Vegetarian Cookery</b>						
This course will enable you to develop preparation and cookery skills suitable for vegetarian dishes. It will develop your confidence with using different ingredients and your portfolio of dishes. <b>Enrol by post or telephone.</b>						
B0324	1	24 April 2012	Tuesday	6pm to 9pm	6 weeks	£185
<b>Rainy Day Family Baking</b>						
This course is for you if you would like to develop basic baking techniques. You will go on to develop lots of delicious recipes and have fun trying new ideas together. The course is an opportunity to learn and cook with your children. <b>Enrol by post or telephone.</b>						
B0321	1	5 May 2012	Saturday	9.30am to 1pm	2 days	£70
<b>Cooking Fresh Family Dishes</b>						
This is an opportunity to develop professional culinary skills to cook fresh family dishes. It will develop your confidence, portfolio of dishes and add more imagination to every day family meals. <b>Enrol by post or telephone.</b>						
B0322	1	19 May 2012	Saturday	9.30am to 1pm	2 days	£70
<b>Dessert Cookery for Special Occasions</b>						
This course will enable you to develop preparation and cookery skills to produce desserts for special occasions and dinner parties. It will develop your confidence and portfolio of dishes. <b>Enrol by post or telephone.</b>						
B0325	1	31 May 2012	Thursday	6pm to 9pm	6 weeks	£185
<b>Credit Crunch Cookery</b>						
The course is about cooking from scratch with simple fresh produce. From delicious homemade pack lunches to using alternative ingredients to bulk up delicious dishes. <b>Enrol by post or telephone.</b>						
B0323	1	2 June 2012	Saturday	9.30am to 1pm	2 days	£70

# Courses at our Freeman's Park Campus

## Hospitality continued

Code	Level	Start Date	Day	Time	Duration	Fees
<b>Setting Tables for all Occasions</b>						
The course is designed to enable you to create table settings for all occasions. This will include Religious Celebrations, Birthdays, special lunch and dinner parties. <b>Enrol by post or telephone.</b>						
B0318	1	11 June 2012	Monday	6pm to 9pm	3 weeks	£62

## Launch Pad

<b>Entry Level Skills Towards Progression</b>						
Launch Pad programmes are designed for learners who are not sure of their career direction but need to prepare for employment, an Apprenticeship or a College course either full or part-time. <b>An interview is required.</b>						
A9509	Entry	9 January 2012	All week, Monday to Friday		6 to 36 weeks	£*

<b>Entry to Employment</b>						
Launch Pad programmes are designed for learners who are not sure of their career direction but need to prepare for employment, an Apprenticeship or a College course either full or part-time. <b>An interview is required.</b>						
B0142	1	9 January 2012	All week, Monday to Friday		6 to 36 weeks	£*

## Sport and Fitness

<b>FA Award in Football Coaching</b>						
This course is designed to give you with an introduction to the practical and theoretical aspects of coaching football. <b>An interview is required.</b>						
A9813	1	9 January 2012	All week	9am to 5pm	4 weeks	£185*

<b>Award in Coaching Basketball</b>						
This course is designed to give you an introduction to the practical and theoretical aspects of coaching basketball. <b>An interview is required.</b>						
B0223	1	14 January 2012	Saturday and Sunday	9am to 5pm	2 weeks	£129*

\*Fee remissions available. See page 5.

For more information and to enrol on a course, call 0116 224 2240 or email [info@leicestercollege.ac.uk](mailto:info@leicestercollege.ac.uk) 23

# Courses at our Freeman's Park Campus

## Sport and Fitness continued

Code	Level	Start Date	Day	Time	Duration	Fees
<b>Award in Netball Coaching</b> This course is designed to provide you with an introduction to the practical and theoretical aspects of coaching netball. <b>An interview is required.</b>						
B0224	1	21 January 2012	Saturday and Sunday	9am to 5pm	2 days	£250*
<b>Award in Coaching Rugby League</b> This course is designed to provide you with an introduction to the practical and theoretical aspects of coaching rugby league. <b>An interview is required.</b>						
B0225	1	4 February 2012	Saturday and Sunday	9am to 5pm	2 days	£233*
<b>Award in Coaching Volleyball</b> This course is designed to provide you with an introduction to the practical and theoretical aspects of coaching volleyball. <b>An interview is required.</b>						
B0226	1	11 February 2012	Saturday and Sunday	9am to 5pm	2 days	£186*
<b>CYQ Award in Circuit Training</b> This course provides you with both the theoretical knowledge and practical skills to design and deliver safe and effective circuit training sessions. <b>An interview is required.</b>						
B0228	2	17 January 2012	Tuesday and Thursday	5.30pm to 8.30pm	4 weeks	£395
<b>CYQ Award Step Exercise to Music</b> This course provides you with both the theoretical knowledge and practical skills to design and deliver safe and effective exercise to music sessions. <b>An interview is required.</b>						
B0227	2	21 February 2012	Tuesday and Thursday	5.30pm to 8.30pm	4 weeks	£220

\*Fee remissions available. See page 5.



**"The course has helped me to be more confident. I can keep improving and progress with my employer."**

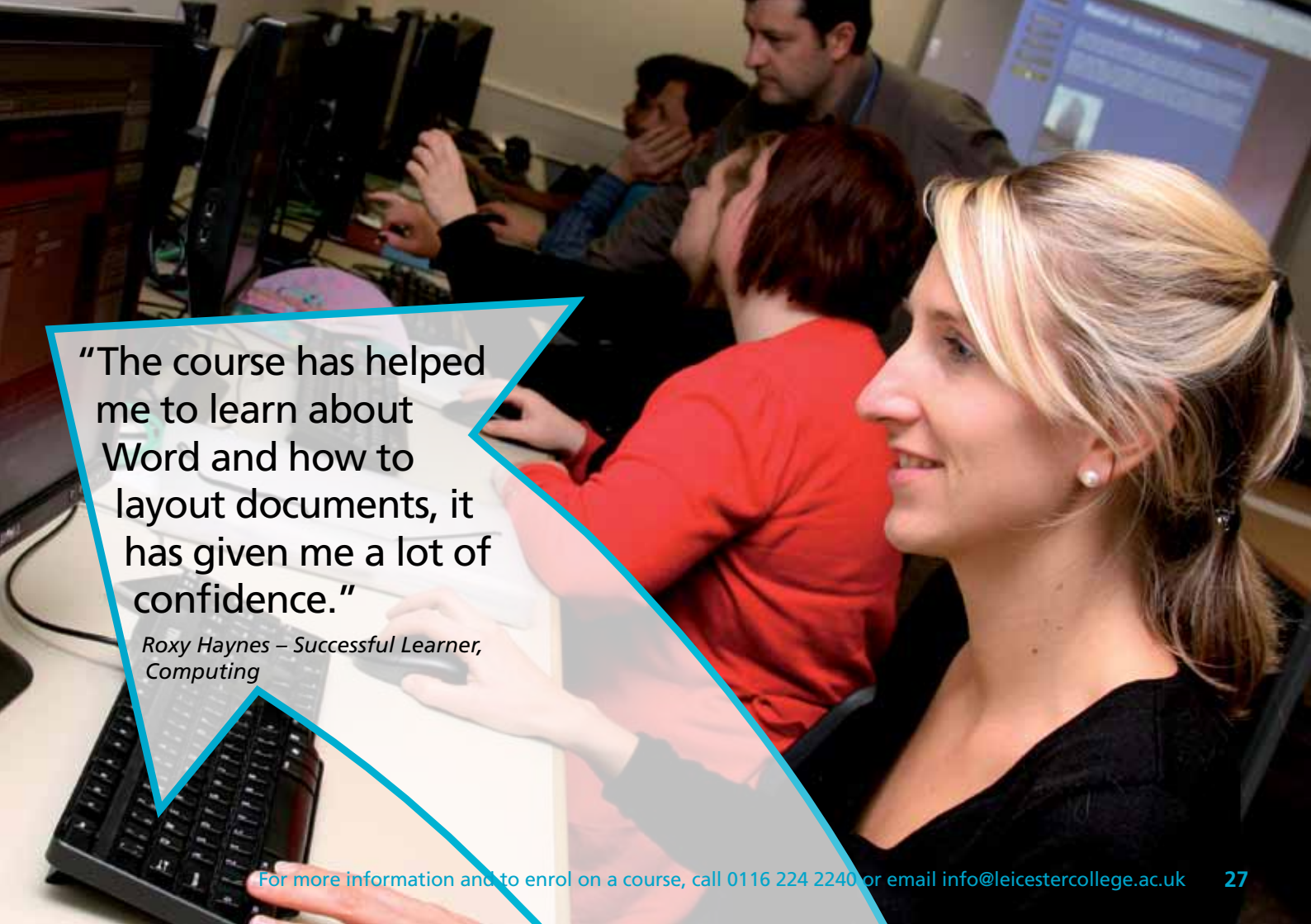
*Hayley Murray – Successful Learner,  
Sport*

# Courses at our St Margaret's Campus

## Computing

Code	Level	Start Date	Day	Time	Duration	Fees
<b>BTEC Level 3 Subsidiary Diploma – Full time course</b>						
The course covers six IT subjects as well as continuing the study of maths and English. (Equivalent of one A Level). <b>An interview is required.</b>						
B0441	3	9 January 2012	Monday to Friday	All week	22 weeks	£*
<b>Family History</b>						
This course is a good start if you wish to trace your family history. It will look at what is available to help you to search for this information both in written form and electronic. <b>Enrol by post or telephone.</b>						
B0440	1	10 January 2012	Tuesday	6pm to 8pm	10 weeks	£99
<b>Web Design using HTML 5</b>						
Most applications will in the future run in a web browser on your mobile phone, tablet or Desktop PC. This course will develop your awareness and understanding of design, construction and management of effective web pages using HTML 5. <b>An interview is required.</b>						
B0442	2	10 January 2012	Tuesday	6pm to 8pm	15 weeks	£230
<b>A+ Technicians Certificate</b>						
This course offers a formal qualification that is internationally recognised. It is primarily aimed at junior technicians with at least six months experience of working within an IT Support environment. <b>An interview is required.</b>						
A4796	2	7 February 2012	Tuesday	6pm to 8.30pm	18 weeks	£590
<b>Web Design using Dreamweaver (CS4)</b>						
This course is for you if you are new to web page authoring or to Dreamweaver CS4 and you wish to explore the basic features of the software. A familiarity with using a PC is necessary – Windows, folders and file management etc. <b>An interview is required.</b>						
A4792	2	21 February 2012	Tuesday	6.15pm to 8.45pm	12 weeks	£230

\*Fee remissions available. See page 5.



"The course has helped me to learn about Word and how to layout documents, it has given me a lot of confidence."

*Roxy Haynes – Successful Learner,  
Computing*

# Courses at our St Margaret's Campus

## Computing continued

Code	Level	Start Date	Day	Time	Duration	Fees
<b>PC Maintenance</b>						
This course aims to give you the confidence to open up a computer and add or replace parts, to troubleshoot basic problems and to install and configure an operating system. <b>An interview is required.</b>						
A4793	2	21 February 2012	Tuesday	6pm to 8.30pm	12 weeks	£265
A4794	2	23 February 2012	Thursday	6pm to 8.30pm	12 weeks	£265
<b>VB.Net – Intermediate Level</b>						
An exploration of the more advanced features of the VB.Net programming environment using VB.Net 2010. Some previous programming experience using the VB.net programming environment is essential. Experience of manipulating databases is preferred. <b>An interview is required.</b>						
A7409	2	21 February 2012	Tuesday	6pm to 8pm	12 weeks	£190
<b>ECDL Extra</b>						
This course covers word processing, spreadsheets, presentations and improving productivity using IT (applying your software skills to a range of business-related tasks). <b>An interview is required.</b>						
A8618	2	23 February 2012	Thursday	6.15pm to 8.45pm	18 weeks	£200*
<b>CISCO Discovery Semester 2</b>						
This course is for those who have already completed CISCO Discovery Semester 1 and are working, or wish to work, in a small-to-medium sized business or ISP – planning, installing and configuring networking devices. <b>An interview is required.</b>						
A6933	3	22 February 2012	Wednesday	6pm to 9pm	17 weeks	£530
<b>CISCO Discovery Semester 4</b>						
For those who have already completed the previous three Cisco Discovery Semesters, this course is about designing and supporting computer networks using CISCO equipment. This semester and semester 3 cover the material to prepare for the ICND2 on-line exam. <b>An interview is required.</b>						
A7411	3	23 February 2012	Thursday	6pm to 9pm	17 weeks	£530

\*Fee remissions available. See page 5.

# Courses at our St Margaret's Campus

## Fashion and Footwear

Code	Level	Start Date	Day	Time	Duration	Fees
<b>Pattern Cutting and Garment Construction</b>						
Develop skills in pattern cutting and pattern manipulation. Learn about shrinkage of woven fabrics and how to apply shrinkage allowances to patterns. Use stretch and woven fabrics. Learn about garment construction. <b>Enrol by post or telephone.</b>						
A8075	Entry	17 January 2012	Tuesday	6pm to 9pm	20 weeks	£600
<b>Illustrator for Fashion</b>						
This course is designed to equip you with the basic core skills the program demands. No prior experience is required, although a basic understanding of computer operations is assumed. <b>Enrol by post or telephone.</b>						
A8072	Entry	24 January 2012	Tuesday	9am to 5pm	1 day	£166
<b>Introduction to Footwear</b>						
This course has been specifically designed to provide professionals already working within the fashion and/or footwear sectors training in understanding the fundamental principals used in the main areas of shoe production. <b>Enrol by post or telephone.</b>						
A8073	3	24 January 2012	Tuesday	9am to 5pm	1 week	£350

## Photography

<b>Digital Photography</b>						
If you have an interest in digital photography, and you would like to know more about your digital camera this course is for you. White balance, resolution, pixels, aperture, shutter speeds. If you are confused by these terms this is the right course for you. <b>Enrol by post or telephone.</b>						
A1111	1	16 January 2012	Monday	6pm to 9pm	9 weeks	£300
A5917	1	26 March 2012	Monday	6pm to 9pm	9 weeks	£300
<b>Studio Photography</b>						
Lighting, lighting ratios, exposure, light meters and all other photography elements associated with studio photography. <b>Enrol by post or telephone.</b>						
A1128	1	19 January 2012	Thursday	6pm to 9pm	9 weeks	£300
A8642	1	7 February 2012	Tuesday	6pm to 9pm	9 weeks	£300
<b>Traditional Photography</b>						
This course covers a range of photographic skills. Ideally you will need access to a 35mm SLR film camera. It will cover all technical aspects of using, processing and printing black and white film. <b>Enrol by post or telephone.</b>						
A0306	1	1 May 2012	Tuesday	6pm to 9pm	9 weeks	£300

For more information and to enrol on a course, call 0116 224 2240 or email [info@leicestercollege.ac.uk](mailto:info@leicestercollege.ac.uk)

# Courses at our St Margaret's Campus

## Media and Print

Code	Level	Start Date	Day	Time	Duration	Fees
<b>Introduction to Photoshop</b> This course is for you if you have an interest in image manipulation. It is primarily designed for learning the skills associated with the print industry but it could be of use to digital photographers as well. <b>Enrol by post or telephone.</b>						
A2304	1	17 January 2012	Tuesday	6pm to 9pm	9 weeks	£300
<b>Bookbinding and Related Craft</b> If you wish to learn how to bind or repair new or old books, or if you are a book collector or bookbinder who needs to update your skills and knowledge, this course is for you. <b>Enrol by post or telephone.</b>						
A3821	1	17 January 2012	Tuesday	5.30pm to 8.30pm	9 weeks	£300
A3823	1	17 April 2012	Tuesday	5.30pm to 8.30pm	9 weeks	£300
<b>Digital Print Production</b> This course will give an in-depth insight into the science behind digital printing and how if used effectively, can dramatically increase companies efficiency and profit margins. <b>Enrol by post or telephone.</b>						
A7495	1	1 February 2012	Wednesday	9am to 5pm	1 day	£99
<b>Introducing Flash Design</b> If you feel fairly confident using Photoshop and Dreamweaver to create a web site but want to add that little extra then this course is for you. Explore basic Flash skills and techniques to enhance your web site. <b>Enrol by post or telephone.</b>						
A3790	1	18 April 2012	Wednesday	6pm to 9pm	9 weeks	£300

“The course is relevant to industry and the tutors have great experience and industry knowledge.”

Gavin Barker – Successful Learner, Media and Print

30 Ofsted January 2011 “A very good college with many outstanding features”

# Courses in your local community

## Beauty Therapies

Code	Level	Start Date	Day	Time	Duration	Fees
<b>Beauty Tips</b> This course will provide you with a range of tips and techniques on applying day, evening and special occasion make-up for your own personal use. You will also learn how to create a range of different hairstyles. <b>Enrol by post or telephone.</b>						
A9324	Entry	3 January 2012	Various depending on community venue		15 weeks	£90*
<b>Mehndi</b> Mehndi is a traditional form of body art and hand painting commonly used in Eastern cultures. It is commonly used at Indian weddings as a method of increasing the bride's beauty. By taking this course, you can learn how to do this. <b>Enrol by post or telephone.</b>						
A9327	Entry	3 January 2012	Various depending on community venue		15 weeks	£90*

## Cake Decorating

<b>Sugarcrafts</b> The course will teach you how to decorate cakes for family and friends. It will focus on the various basic skills used in cake decorating. Other units are available each of which focus on different aspects of cake decorating. <b>Enrol by post or telephone.</b>						
A9320	Entry	3 January 2012	Various depending on community venue		12 weeks	£103*
<b>Candy Bouquets</b> Create table arrangements made of sweets instead of flowers. Create an arrangement for a child's birthday party instead of party bags. A modern alternative to giving flowers. <b>Enrol by post or telephone.</b>						
B0379	Entry	4 January 2012	Various depending on community venue		12 weeks	£90*

## Computing

<b>Basic Computing</b> The aim of the course is to explain how to use a computer, explain some of the terminology connected with computers and develop some basic skills in using Microsoft Word, the internet and email. <b>Enrol by post or telephone.</b>						
A9323	Entry	3 January 2012	Various depending on community venue		12 weeks	£90*

\*Fee remissions available. See page 5.

For more information and to enrol on a course, call 0116 224 2240 or email [info@leicestercollege.ac.uk](mailto:info@leicestercollege.ac.uk)

# Courses in your local community

## Dressmaking, Embroidery and Soft Furnishings

Code	Level	Start Date	Day	Time	Duration	Fees
<b>Asian Dressmaking</b> Learn the basics of Asian dressmaking by taking measurements. Design your own patterns and learn how to use a sewing machine and sew the garment. Create your own styles for any Asian wear like Churidar, Salwar Kameez and Sari blouses. <b>Enrol by post or telephone.</b>						
A9322	Entry	3 January 2012	Various depending on community venue		12 weeks	£90*
<b>Dressmaking</b> Learn the basics of dressmaking by taking measurements. Design your own patterns or use shop bought patterns. Learn how to use a sewing machine and sew the garment. Create your own styles for blouses, skirts, trousers and jackets. <b>Enrol by post or telephone.</b>						
A9325	Entry	3 January 2012	Various depending on community venue		12 weeks	£90*
<b>Embroidery</b> Learn basic embroidery stitches which will enable you to create your own design. Learn how to put basic stitches together to form more detailed designs. <b>Enrol by post or telephone.</b>						
A9326	Entry	3 January 2012	Various depending on community venue		12 weeks	£90*
<b>Soft Furnishing</b> If you are a complete beginner with no experience, you will learn how to make curtains and cushions or other items for your home. You will be able to work on your own project at your own pace. <b>Enrol by post or telephone.</b>						
A9329	Entry	3 January 2012	Various depending on community venue		12 weeks	£90*
<b>Upholstery</b> If you are a complete beginner with no experience, you can learn how to re-upholstery a dining chair or other items for your home. You will be able to work on your own project at your own pace. <b>Enrol by post or telephone.</b>						
A9362	Entry	3 January 2012	Various depending on community venue		12 weeks	£90*

\*Fee remissions available. See page 5.

# Courses in your local community

## Employment Skills

Code	Level	Start Date	Day	Time	Duration	Fees
<b>Skills Booster</b>						
This course will give you the confidence and techniques that you may need to improve your chances of gaining employment or developing your career further. You can brush up your existing Literacy and Numeracy Skills and achieve Literacy and Numeracy qualifications. <b>An interview is required.</b>						
A9714	2	Various start dates, days, times and durations depending on learners needs				£0
<b>Gateway to Learning and Employment Skills</b>						
Take your first steps on the path to a brighter future with this course. It has been specially designed to help you increase your confidence, develop study skills and explore career opportunities. <b>An interview is required.</b>						
A7214	1	Various start dates, days, times and durations depending on learners needs				£0
<b>Being Successful at Interviews</b>						
This course provides tips and advice on how to produce a high class performance at interview and will include mock interview practice that will be assessed. <b>An interview is required.</b>						
B0433	Entry	Various start dates, days, times and durations depending on learners needs				£27*
<b>Creating a CV</b>						
This course will show you how to produce a CV which will stand out. As part of the course you will produce a really powerful CV and excellent covering letter in an electronic format. <b>An interview is required.</b>						
B0437	Entry	Various start dates, days, times and durations depending on learners needs				£27*
<b>Employability Skills</b>						
Learn how to create a powerful CV and fill out application forms. This course also provides tips and advice on how to produce a high class performance at interview, including interview practice that will be assessed. <b>An interview is required.</b>						
B0432	Entry	Various start dates, days, times and durations depending on learners needs				£90*

\*Fee remissions available. See page 5.

For more information and to enrol on a course, call 0116 224 2240 or email [info@leicestercollege.ac.uk](mailto:info@leicestercollege.ac.uk) 33

# Courses in your local community

## Floristry

Code	Level	Start Date	Day	Time	Duration	Fees
<b>Flower Arranging</b> Learn how to identify suitable flowers and foliage to make simple but eye catching arrangements. Suitable for both absolute beginners and those who have some flower arranging skills. <b>Enrol by post or telephone.</b>						
A9344	Entry	3 January 2012	Various depending on community venue		15 weeks	£90*

## Sign Language

<b>Sign Language</b> This course is aimed at beginners and you will learn how to use and understand basic British Sign Language so that you can communicate without words. <b>Enrol by post or telephone.</b>						
A9413	Entry	29 November 2011	Tuesday	Various	15 weeks	£90*

\*Fee remissions available. See page 5.

## Request a Course Guide

- Guide to University Level Courses
- Employers' Guide to Training
- Full-time Course Guide
- Part-time Course Guide
- Guide to Apprenticeships

Please call **0116 224 2240** to request a copy of a course guide or visit [leicestercollege.ac.uk](http://leicestercollege.ac.uk) to download an electronic version.



# Hire our venue: Upper Brown Street



Few colleges can boast their own city centre arts venue, but Leicester College can. Officially opened in February 2011, Upper Brown Street is open to the public for live music, comedy and performing arts productions.

It is also a training venue for the College's own Performing Arts and Music learners, from performers to those involved in front of house and behind the scenes roles. Learners are also given the opportunity to work with industry professionals. The main auditorium has seating for 250 people, with professional, state-of-the-art lighting and sound technology equipment.

A brand new rehearsal space has been created on the first floor, which can also cater for more intimate gigs and performances.

Upper Brown Street is available to hire for corporate or domestic functions, seven days a week, subject to availability. For more details on our competitive prices and to discuss your requirements, please call 0116 224 4080.



## 20% off Hairdressing and Beauty Therapy Treatments

Freemen's Park Campus, Aylestone Road,  
Leicester LE2 7LW

For appointments, call 0116 224 2052

Offer expires  
31 July 2012



## 10% off at the Gallery

(Discount applies to food only. Not available for special functions and Christmas menus. Not valid in conjunction with any other offer).

Freemen's Park Campus, Aylestone Road,  
Leicester LE2 7LW

For reservations, call 0116 224 2062

Offer expires  
31 July 2012



## 20% off at Flower Trends

Freemen's Park Campus, Aylestone Road,  
Leicester LE2 7LW

For appointments, call 0116 224 2052

Offer expires  
31 July 2012



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Leicester LE2 7LW

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**31 July 2012**

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Freemen's Park Campus, Aylestone Road,  
Leicester LE2 7LW

For appointments, call 0116 224 2052



Offer expires  
**31 July 2012**

# Foundation Learning

- Do you want to try out a range of employment opportunities?
- Are you 16 to 19 and not sure what you want to do in life?

If you are not in education or employment or training, Foundation Learning can help you.

These courses are for 16 to 30 hours per week, over a timescale to suit you, where you can:

- develop skills to enter the world of work
- experience taster, foundation and NVQ1 courses
- try out different work experiences
- gain help with your maths and English
- develop job search skills.

For more information please  
call **0116 224 2240.**

# Skills Booster

Unemployed and looking for work?

We offer a range of short programmes designed to support your return to work.

Vocational Training options include:

- Business Administration
- Catering
- Childcare
- Construction
- Health and Social Care
- Retail.

You will receive advice and guidance before starting a course to make sure that it is appropriate for you and your career aspirations. Guidance will also be offered on the availability of jobs in your chosen area and assistance offered through the "Work Clubs" to improve your job seeking skills.

To find out if you are eligible or to arrange an initial appointment for this training visit [leicestercollege.ac.uk](http://leicestercollege.ac.uk) or call 0116 224 2240.

Other vocational areas are being developed in line with current job opportunities.

For more information and to enrol on a course, call 0116 224 2240 or email [info@leicestercollege.ac.uk](mailto:info@leicestercollege.ac.uk)

# Apprenticeships: Earn and train while you work

An Apprenticeships training scheme allows you to work, earn a wage and gain a work-based qualification all at the same time.

They are ideal for anyone aged 16 or over who is new to a job role or has been working in industry for some time and would like to improve their skills and gain a recognised qualification. At Leicester College you have two different ways to train as an apprentice:

- Direct employment – You find an employer and work for them directly while training.
- College employment – We find you an employer through our Apprenticeship Training Agency. We employ you and pay your wages and match you to a company.

**For more information call 0116 224 2240  
or email [info@leicestercollege.ac.uk](mailto:info@leicestercollege.ac.uk)**



# Open Days 2011/12

**Thursday 24 November 2011 1pm to 8pm**  
**Saturday 10 March 2012 11am to 2.30pm**

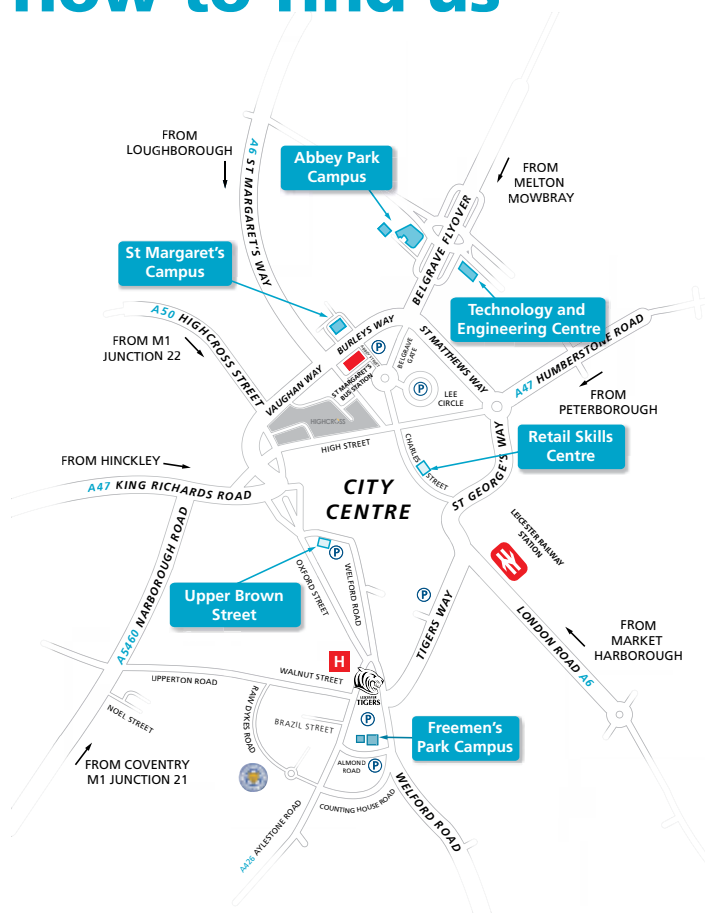
Come and visit the College to see for yourself what we have to offer, including:

- talks, displays and demonstrations
- join in workshops
- tour our departments and campuses
- advice and guidance on training.

**For more information  
please call 0116 224 2240 or  
visit [leicestercollege.ac.uk/openday](http://leicestercollege.ac.uk/openday)**



# How to find us



Abbey Park Campus  
Painter Street  
Leicester  
LE1 3WA

Freeman's Park Campus  
Aylestone Road  
Leicester  
LE2 7LW

St Margaret's Campus  
St John Street  
Leicester  
LE1 3WL

Retail Skills Centre  
Apex House  
2nd Floor  
74 – 76 Charles Street  
Leicester  
LE1 1FB



Become a fan on facebook  
[www.facebook.com/leicestercollege](http://www.facebook.com/leicestercollege)

Follow our tweets on twitter  
[www.twitter.com/leicestercoll](http://www.twitter.com/leicestercoll)

See us on YouTube  
[www.youtube.com/leicestercollegeweb](http://www.youtube.com/leicestercollegeweb)

Call 0116 224 2240, email [info@leicestercollege.ac.uk](mailto:info@leicestercollege.ac.uk)  
 or visit [leicestercollege.ac.uk](http://leicestercollege.ac.uk)

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**NEW START**  
**NEW NEW YOU**  
**COURSES NEW SKILLS**  
**NEW NEW**  
**TRAINING**  
**NEW**



When you have finished with this guide please recycle it.