



**LEEDS CITY
COLLEGE**

Professional Courses

Adult Courses Guide

2025



Open events

Open events take place throughout the year at all of our main campuses. These events are a great opportunity for you to meet us, find out more about our courses and the ways in which we can support you.

In addition to our programme of open events, our outreach team are at our community centres – Deacon House, Enfield Centre, Mabgate and Eastgate – where our staff will be happy to discuss courses that are available to start throughout the year.

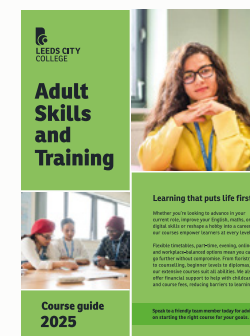
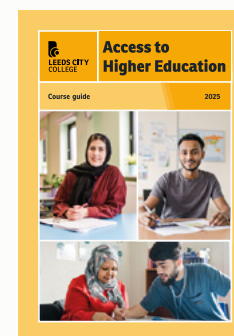
For further details and to book onto an open event, please visit: leedscitycollege.ac.uk/events



Our other prospectuses

Browse through our other Adult prospectuses and find out how you can develop your skills, increase your employment prospects or improve your academic skills.

Scan the QR codes below to have a look at our online prospectuses.



Scan to view



Looking for Higher Education? University Centre Leeds offers a wide range of degrees, taught in a supportive and encouraging environment.



Scan to view



Welcome

At Leeds City College, we understand the need for skills that meet today's workplace demands. That's why we offer a range of adult learner courses to help you refresh your skills and take your knowledge further.

We don't believe one-size-fits-all applies to education, so you will find a wide range of programmes to suit all levels and abilities. Whether you are looking to upskill, reskill or try something new, we've removed as many barriers as possible to help you succeed. Gain the qualifications you need to go further in your current role; improve your English, maths and digital skills; or turn your hobby into a rewarding career – it's all possible with us.

As well as providing opportunities to gain plenty of new skills, we also strive to support learners outside of the classroom – with flexible timetables, childcare support, academic advice and funding guidance.

Take the next step, and prove to yourself and others that it's never too late to learn.



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Why study with us?

From the moment you enrol with us, you will be welcomed into a friendly, supportive community where we encourage you to pursue your passion and be the very best you can be. Our adult learning programmes were rated '**Outstanding**' by Ofsted inspectors in May 2022. They said, "Adults make rapid progress in developing their subject knowledge, they grow in confidence and develop skills that help them prepare for their next steps in education and employment."

We offer a wide range of flexible study options in facilities across Leeds – from our Mabgate, Park Lane, Printworks and Quarry Hill campuses, to Deacon House in Seacroft, Enfield Centre in Harehills, Rothwell Centre, Joseph Priestley Centre Beeston and University Centre Leeds. These are predominantly adult-based centres, so you will be studying alongside fellow adult learners – giving you the perfect opportunity to widen your social circle. We also offer online courses with teaching taking place on Google Meet.

Regardless of whether you study a professional, vocational or Access to HE course, you will enjoy a host of progression opportunities to take you to the next level. This could be an apprenticeship, further qualifications, a university degree or even employment.

We are also committed to making your studies as easy as possible, which is why financial support is available to help with childcare and travel costs (subject to eligibility).

How to apply

Applying for a course at Leeds City College is simple:

1

Find your course in this guide or by visiting leedscitycollege.ac.uk/adult



2

Attend an open event to find out more about your course, meet tutors and confirm it's the right choice. For more details visit leedscitycollege.ac.uk/openevent



3

Submit the online application form found at leedscitycollege.ac.uk/adult and we'll be in touch with the next steps. Alternatively, you can apply in person at the campus that is offering your course.



Our courses

Access

Looking to go to university? Our Access to HE courses get you there in one year.

Professional

Whether you are training for a specialist role in accounting, HR, management or procurement, our professional courses are what you need to succeed.

Adult courses and skills

Our adult courses are ideal if you are looking to change career, refresh your industry skills or develop your English, maths, digital or IT skills.

Leisure courses

Try something new, or pursue your favourite pastime with our leisure courses. Make new friends, improve your mental wellbeing or simply discover a new hobby.

English for Speakers of Other Languages (ESOL)

Is English your second language? Improve your written and spoken skills with an English for Speakers of Other Languages (ESOL) course. Leeds City College is one of the UK's largest ESOL providers, with courses running throughout the year at multiple locations – including Deacon House and Joseph Priestley Centre, Beeston.

Level 3 Free Courses for Jobs

If you don't hold a full Level 3 qualification* (equivalent to 2 A Levels), you can now study certain Level 3 courses for free – thanks to the Government's Free Courses for Jobs programme. If you are earning below £25,000 or are unemployed, you may also qualify. To find out if you are eligible contact us today.

GCSEs, Apprenticeships and A Levels

You can also study academic courses and qualifications as an adult student.

GCSEs act as a fantastic foundation for further study, or to help you get into work.

Apprenticeships: Apprenticeships are an ideal way to develop skills for a career change, or to help you progress within your current role – allowing you to learn and earn as you work.

A Levels: A Levels further your knowledge of your chosen subjects, in a supportive, classroom-based learning environment.

Higher Education

You can study at degree level at University Centre Leeds – where smaller classes and greater support enable you to truly excel. We offer foundation degree programmes, bachelor's degrees and top-up programmes.

You can search for specific courses by using the contents pages at the front of this guide or on our website leedscitycollege.ac.uk/adult

*West Yorkshire residents only; residents of other non-devolved areas who do not hold a full Level 3 qualification, do not earn below £25,000 and are not unemployed, must be aged 19-23 on 31st August 2025.

Our STEM Courses

STEM stands for Science, Technology, Engineering and Maths – academic disciplines rapidly changing our careers and world. With technological and scientific discoveries being made all the time, this is an exciting world to work in – and vacancies and skills shortages create great job opportunities for all.

Demand for people working in STEM is high and is set to increase even more over the coming years. Having STEM skills not only makes you very employable, it also helps you identify problems, think creatively and analyse information more effectively. We call this set of skills the STEM7:

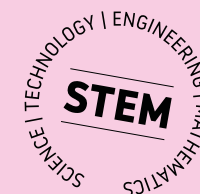
1. Creative thinking
2. Problem-solving
3. Communication
4. Collaborative working
5. Intellectual curiosity
6. Flexibility
7. Data-driven decision-making



At Leeds City College, we offer a range of courses in the field of STEM – including a number of IT and digital qualifications. You can also build on your English and communication skills – which are vital for numerous industries – and on completion, you could go straight into employment or to university to further strengthen your skills.

Studying a STEM course will allow you to progress to a range of jobs in:

- | | |
|---------------------------|------------------------------------|
| ■ Actuarial Science | ■ Laboratories |
| ■ Artificial Intelligence | ■ Medical Science |
| ■ Computer Programming | ■ Motor Vehicle |
| ■ Conservation | ■ Petroleum |
| ■ Data Security | ■ Psychology |
| ■ Engineering | ■ Renewable Energy and Environment |
| ■ Games Development | ■ Software Development |
| ■ Health | |



Course fees and funding

Fees for part-time and 19+ courses do vary, and several courses are available to study for free. For long courses and those over £100, you can pay via an instalment plan to help spread the cost.

For more information and eligibility, please visit leedscitycollege.ac.uk/adult/support or call **0113 386 1997**.

Funding

For learners under 19 the college will not charge any fees where we receive funding from the Department for Education.

For learners aged 19+ many of our courses may be free if any of the following apply:

- You are under 25 and have an Education Health and Care Plan from your local authority
- You are wanting to join basic skills English and maths courses (not ESOL)
- You are wanting to join GCSE English or maths courses and you don't already have a GCSE grade 4 (previous grade C) in that subject, or have been assessed at below grade 4

- You are wanting to join a computing class (EDSQ)
- You are under 24 and you don't already have a qualification at Level 3 or higher
- You are 24 or older and you don't already have a Full Level 2 qualification or higher (West Yorkshire only)
- You are unemployed and in receipt of benefits
- You are working and your annual wage is less than £25,000 gross per year

It depends on the level of the course and your circumstances as to whether you can take the course for free; please ask for further information and what evidence

you may need to provide.

In some circumstances, even if you don't meet the criteria, you may be able to get some financial assistance through our Learner Support Funds and Student Life team.

Adults and young people are entitled to free English, maths and digital skills tuition if they do not already have a GCSE grade 4 (previous grade C) or Level 2 qualification in that subject, or their assessment results are at a low level.

Adults under 24 studying for their first full Level 2 or Level 3 qualification may be eligible for free tuition, subject to status and depending on the course.

Community Learning (CL) Course Fees

Concessionary rates are available if you are in receipt of certain benefits and studying a course funded through Leeds City Council. Please contact us for more information or visit leedscitycollege.ac.uk

Level 3 Free Courses for Jobs

As part of their Free Courses for Jobs programme, the Government has made 400 Level 3 qualifications available to study for free. This means that if you don't already hold a Level 3 qualification (such as an A Level or equivalent), you could gain valuable new skills – regardless of your age, location and background.

For more information on Level 3 courses available for 19+ learners, please visit leedscitycollege.ac.uk/adult



Level 3+ courses for 19+ learners

You may be eligible for free tuition if you are aged 19–23, and don't have an existing Level 3 qualification but plan to study a Level 3 course – including CACHE or BTEC courses, A Levels and professional qualifications. This is dependent on the qualifications you previously achieved and the qualification you choose to study. Please get in touch for more information or visit leedscitycollege.ac.uk

Full fees are payable, regardless of personal circumstances, if you are over 19 and have an existing Level 3 qualification – or if you are over 24 and haven't previously studied at Level 3.

Where fees are due, an Advanced Learner Loan can help cover part or all of your course fees and provide financial support while you study.

You can apply for an Advanced Learner Loan if you are:

- Aged 19 or over
- A UK resident
- Accepted on to an eligible course at Level 3

The minimum you can borrow is £300 and the maximum depends on the fees for your course. Once your offer has been confirmed and you have received our learning and funding information letter, you can register and apply for a loan online. You need to have an approved Advanced Learner Loan in place before you enrol. If you don't, you will need to discuss your options with us at enrolment.

You do not need to pay your loan back until:

- You have finished your course
- You earn more than £25,000 per annum

Loan repayment is at a low rate and on a 30-year term, making it more manageable for you. Plus, if you get a loan to cover tuition fees for an Access to HE course and go on to study a degree, your loan will be written off. Bursaries may be available. For further details, get in touch with our team or go to leedscitycollege.ac.uk

Instalment plan

If you choose not to take out an approved Advanced Learner Loan, or the qualification is not eligible for other public funding, you may be able to pay using an instalment plan. The minimum course fee eligible for instalments is £100.

You will pay 25% of your course fees at enrolment and the remainder will be spread between one and six months, depending on your requirements and the length of your chosen course. All fees must be paid in full one month before the end of the course. Full details of the college's fees policy are available at our website – leedscitycollege.ac.uk

Financial support

Don't let money worries hold you back; we can help you overcome financial barriers and succeed on your chosen course.

You may be eligible for help with travel, meals and childcare costs. We can also help you with course-related costs such as specific equipment, protective clothing, specialist books and educational visits.

For details of the application process and eligibility criteria for 19+ Discretionary Learner Support (DLS) and an Advanced Learner Loan bursary – including help with childcare costs – please read the student support document at leedscitycollege.ac.uk/financial-and-welfare-support-for-19-students





Our support services

We want everyone to have a rich educational journey with us, and are committed to supporting you at every stage of your course.

Learning resource centre

We have a range of print and electronic learning resources to support you with your studies, and may be able to provide equipment to help with online learning too. More information can be found at our website leedscitycollege.ac.uk or by getting in touch with our friendly team.

Additional learning support

Please let us know if you have any additional needs so we can help you access learning. We have specialist support for those with disabilities such as dyslexia, and will sensitively assess your needs to create an appropriate support package for you.

Childcare

We work in partnership with Ofsted-registered childcare providers to help student parents with childcare costs and places. For more information, please contact us or visit leedscitycollege.ac.uk

Counselling and wellbeing

Whether you are worried about your welfare or would like additional support with your mental health,

we are here for you. Your tutor is your first point of contact for anything that's causing you stress or if you are feeling unwell, and can direct you to appropriate guidance and support.

Discretionary Learner Support

For adults in hardship, additional financial support may be available, subject to eligibility. Please get in touch for full details.

For more information, please visit leedscitycollege.ac.uk/adult/support



Access to Higher Education

Get to university in one year with an Access to HE course.

Access to HE courses are perfect if you want to study for a degree but don't yet have the relevant qualifications. Unlike traditional A Levels which normally take two years, you will be ready for higher education in just one academic year. Take the first step to your future career today.

Benefits of an Access to Higher Education course:

- Get to university without traditional qualifications
- If you follow your course with a degree, you won't have to repay your loan
- Achieve an industry-recognised qualification

At Leeds City College, we offer a number of Access to HE Diploma Level 3 programmes across:

- | | | | |
|--------------------------|------------------------------|---------------|-----------------------------|
| ■ Art | ■ Engineering | ■ Sciences | ■ Social Science |
| ■ Business | ■ Games | ■ Law | |
| ■ Computing | ■ Health Science Professions | ■ Medicine | ■ Sport & Physical Activity |
| ■ Creative Industries | | ■ Photography | |
| ■ Education and Teaching | ■ Humanities and Social | ■ Policing | ■ Travel, Food and Drink |
| | | ■ Psychology | |
| | | ■ Science | |

We also offer Access to Health Science Professions at Level 2, as well as Fast-Track Science GCSE (Combined and Access Foundation GCSE courses for those without these qualifications).

For more information, please visit:
leedscitycollege.ac.uk/access



Study a wide range of subjects including:

- Animal Behaviour and Management
- Business
- Creative Arts
- Digital and Games
- Engineering
- Health
- Law
- Performing & Production Arts
- Science
- Sports
- Teaching
- Travel and Tourism

DEGREES & HIGHER EDUCATION COURSES



Visit ucleeds.ac.uk for all our available courses

Adult skills and training

Whether you're looking to upskill, reskill or try something new, we have a wide range of programmes to suit all levels and abilities.

We have removed as many barriers as possible to help you with your learning journey. From financial support to help with childcare, we are here to help you succeed.

Gain the qualifications you need to go further in your current role; improve your English, maths or digital skills; or turn your hobby into a rewarding career: it's all possible with us.

We have flexible timetables, face to face, online and smaller classes and with our advice and support you can start your course with confidence. Speak to a member of our friendly team today and start learning.

For more information, please visit:
leedscitycollege.ac.uk/adult



Digital skills

Did you know 36% of adults still lack the digital skills required by employers?* By studying a digital course with us you will be getting ahead in the online world and boosting your career prospects at the same time.

Gaining a digital skills qualification opens a whole world of possibilities – maybe you are looking to go further in your current role or completely branch out into a new industry? Whatever your aspirations, learn how to make computing work for you.

Benefits of a digital skills course:

- Improved confidence
- Develop your understanding of computers, tablets and other digital devices
- Learn how to stay safe on the internet
- Progress to a higher level qualification

For more information, search
'Digital skills' at leedscitycollege.ac.uk

English and maths

Create new opportunities for your future with GCSE qualifications in English and maths. Leeds City College offers a broad range of online and in-person GCSE and Functional Skills qualifications – and they can be studied alongside another full-time course or around your job.

Whether you want to achieve your GCSEs for the first time, improve your grades, progress in your role, change career or get to university, studying GCSEs at Leeds City College paves the way to success.

Benefits include:

- Flexible courses taught by dedicated tutors
- Online and face-to-face options available at a range of locations
- Evening and day courses to suit your personal timetable
- Progression support to help you achieve your aspirations
- Study at your own pace, alongside other adult learners





Careers advisor courses

Become a careers advisor and help people make strategic decisions about their future.

From Career Coach to Career Consultant and Careers Coordinator, a careers advisor comes under a range of job titles. By studying one of our relevant courses, you will work to become a career development practitioner working in the public, private, voluntary or community sector.

Learn how to:

- Listen to clients' initial ideas and understand their qualifications, skills, educational background, circumstances and goals
- Help clients identify and consider the choices available to them
- Outline possible courses of action
- Assist clients in achieving their goals – whether through training, employment, education or a combination of all three
- Support clients to see how they can overcome any barriers preventing them from moving forwards

While many careers advisors are graduates with a recognised postgraduate qualification, you can still gain an equivalent qualification through work-based training. It's never too late to try something new, so begin your new role as a careers advisor with Leeds City College.

For more information, call **0113 386 1997** or email **contact@leedscitycollege.ac.uk**

Teaching assistant careers

Interested in becoming a teaching assistant? Our outstanding teaching assistant department delivers a range of courses that help you become fully qualified to work in this field.

The part time courses for adults are offered online with teaching on Google Meet, or in-person at a number of college centres including Deacon House, Eastgate and Joseph Priestley, Beeston. You will become a trusted guide and feel a sense of achievement watching pupils grasp ideas using the tips you have given them. We also offer teaching assistant courses for those who wish to support adult learners in a college or training setting.

Helping young people thrive academically and personally is an extremely rewarding experience. As a teaching assistant, you will work with the class teacher to ensure children reach their full potential in the classroom. This may involve delivering interventions, assisting the teacher with lessons and helping with the smooth running of day to day activities.

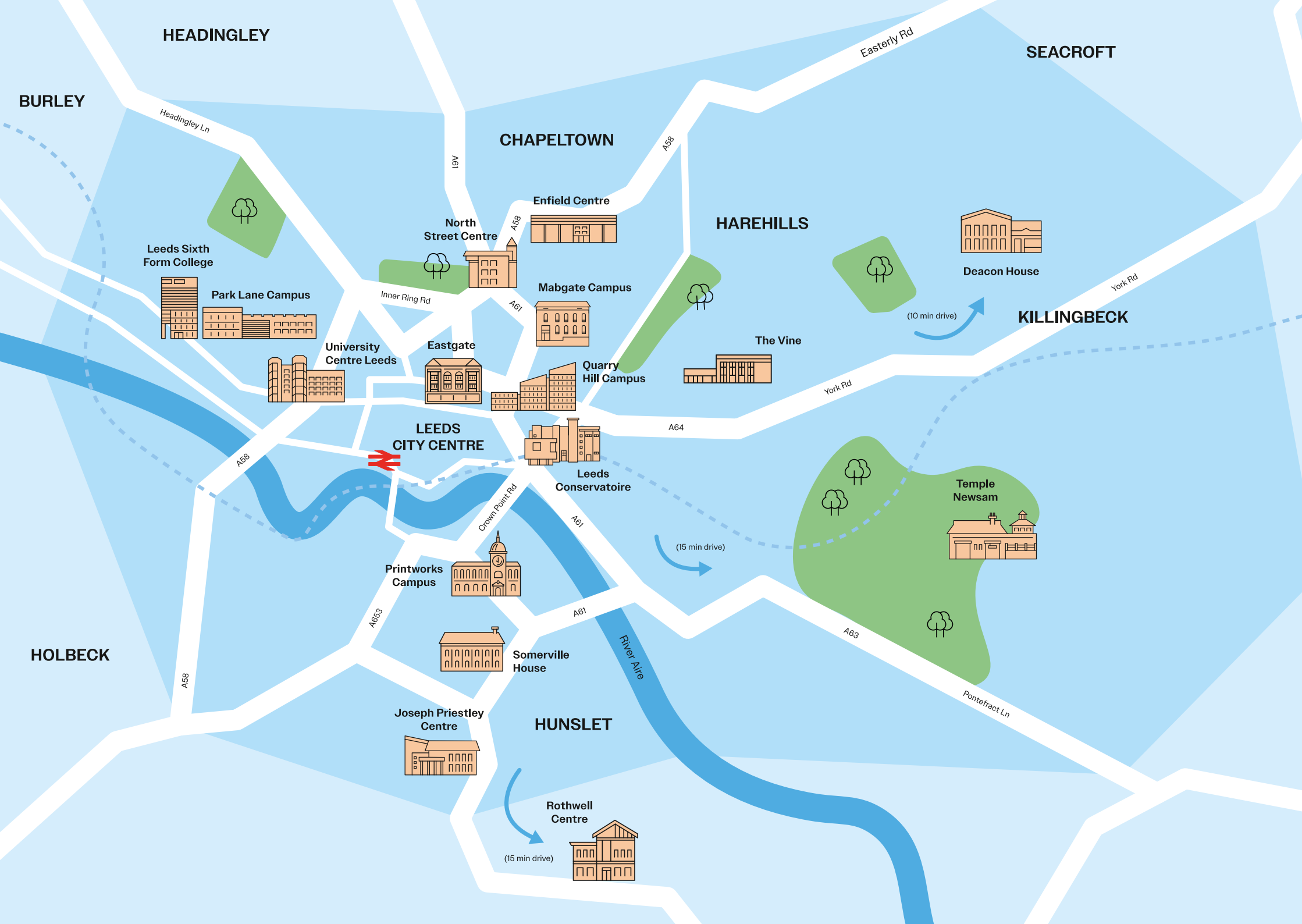


This could be the first time you provide instruction and assistance to a group of children, so you will work to express yourself clearly, and develop your communication and organisation skills. You will also learn how to effectively demonstrate authority and foster positive interactions between pupils. You will require work experience in a school or college and we can discuss this further at interview stage.

Ready to start your journey? Get in touch to apply.

Call: **0113 386 1997**

Email: **contact@leedscitycollege.ac.uk**



HEADINGLEY

BURLEY

SEACROFT

CHAPELTOWN

HAREHILLS

KILLINGBECK

Enfield Centre

North Street Centre

Leeds Sixth Form College

Park Lane Campus

University Centre Leeds

Eastgate

Mabgate Campus

Quarry Hill Campus

The Vine

Deacon House

(10 min drive)

LEEDS CITY CENTRE

Leeds Conservatoire

(15 min drive)

Temple Newsam

Printworks Campus

Somerville House

Joseph Priestley Centre

HUNSLET

Rothwell Centre

(15 min drive)

HOLBECK

Easterly Rd

York Rd

York Rd

River Aire

A63

Pontefract Ln

A61

A64

Crown Point Rd

A653

A58

Headingley Ln

A61

A58

Our Professional Courses

- Accounting
- Assessor Qualifications
- Human Resources
- IQA and Coaching and Mentoring Qualifications
- IT and Networking
- Law
- Management and Leadership

To see all our courses, please visit:
leedscitycollege.ac.uk/professional



Accounting

Make it count with a professional qualification in accounting, business and management. Whether you are working in finance, wish to advance your accounting career or dream of becoming a business manager, our wide range of courses cater to every goal.

Many of our programmes are accredited by leading bodies such as the Association of Accounting Technicians (AAT) and the Chartered Management Institute (CMI). By studying a course under these professional bodies, you will boost your career prospects and ensure you stand out to employers.

Potential careers

- Accountant
- Accounting Technician
- Bookkeeper
- Business Development Manager
- Credit Controller
- Finance Officer
- Finance Manager/Director
- Payroll Manager
- Project Manager
- Wages Clerk

Search the course name on our website for more information

Average annual salary

£35,100*

Finance jobs in the
Leeds City Region
are expected
to grow by

2%

by 2026

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Certificate in Accounting

AAT Level 2

Duration: 1 year

Location: Printworks

Study: Part-time

Course Code: 77397-01

This Level 2 Certificate in Accounting will give you a good foundation in the knowledge required for employment or further study in accountancy and finance. Alongside teaching transferable business and personal skills, this qualification offers a broad focus across several subject areas to enhance your employability in the accountancy sector. This course is also beneficial for those entering the workplace for the first time, as well as those who are changing careers, or looking to up-skill before entering or re-entering a business environment.

Diploma in Professional Accounting

AAT Level 4

Duration: 18 months

Location: Printworks

Study: Part-time

Course Code: 77395-01

This course is perfect for those already working in finance, who would like to expand their accounting skills, want to achieve full AAT membership and/or chartered accountant status, or would like to start their own business through the AAT licensed members scheme. You will enhance the skills developed in the Level 3 Diploma in Accounting, covering high-level accounting and finance topping, exploring specialist areas such as tax, auditing, credit and debit management, and cash and financial management. Other key areas covered on this Level 4 course include technology, ethics, sustainability and communication.

Diploma in Accounting

AAT Level 3

Duration: 1 year

Location: Printworks

Study: Part-time

Course Code: 77394-01

Covering a range of essential accounting tasks, this Level 3 Diploma in Accounting will teach you how to maintain cost accounting records and how to prepare reports and returns. This course offers a progression route for students who have achieved the Level 2 Certificate in Accounting, as well as being suitable for those studying a related subject who want to develop accountancy skills. Those already working in finance and who want to attain formal recognition of their skills may also choose this course.

Progression may include the Level 4 Diploma in Professional Accounting.

Introduction to Business and Finance

AAT Level 1

Duration: 12 weeks

Location: Printworks

Study: Full-time

Course Code: 77319-01

Introducing the core skills required to broaden your understanding of the role of a bookkeeper, you will learn basic single-entry bookkeeping skills, as well as how to record financial transactions, reporting and account set-ups. You will also use accounting software packages, gaining experience of the techniques and principles used in real-life business environments to give you a broader understanding of the business environment and how to better prepare for entering the business sector.

This AAT Level 1 qualification incorporates the Access Award in Business Skills and the Access Award in Bookkeeping.



Certificate in Bookkeeping

AAT Level 2

Duration: 15 weeks

Location: Printworks

Study: Part-time

Course Code: 76627-01

Get started on your career as a Clerical Assistant, Trainee Bookkeeper or Accounts Administrator, with this foundation certificate. It will teach you how to operate a manual double-entry bookkeeping system, enabling you to progress to more advanced manual and computerised activities. You will develop your understanding of various accounting records, covering complex foundation-level bookkeeping procedures whilst consolidating your knowledge of double-entry bookkeeping.

This AAT Level 2 qualification will give you the confidence to perform well in the workplace, preparing you for greater success and responsibility.

Certificate in Bookkeeping

Level 3

Duration: 15 weeks

Location: University Centre Leeds

Study: Part-time

Course Code: 77339-01

Designed for experienced bookkeepers, this Level 3 qualification will build on your existing foundation level knowledge. You will cover areas such as double-entry bookkeeping and financial statements, as well as how to prepare and submit returns to the relevant tax authority – a skill which will be especially useful in situations concerning routine transactions. You will also learn how to manage records for non-current assets in preparation for producing final accounts for unincorporated organisations.

Assessor Qualifications

Learn what it takes to become a great assessor, whether you are assessing in the workplace or for vocational achievements. Take advantage of learning in your own workplace, online or Deacon House.

Many areas of the further education and training sector – such as vocational qualifications and apprenticeships – require on-the-job and in-place training observations, similar to a practical driving test. This means there's a growing demand for trained staff to take on the role of assessor – and this could be your opportunity to grow in confidence and add more strings to your bow.

Our exciting new qualifications cover all the essential principles and practices of training assessment and quality assurance, including assessing competence and achievement.

Potential careers

- Business Manager
- Regulatory Professional
- Project Manager
- Quality Assurance Technician

Search the course name on our website for more information

Average annual salary

£42,100*

Quality assurance jobs in the Leeds City Region are expected to grow by

1.3%

by 2026

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Assessing Competence in the Work Environment Award Level 3

Duration: 6-12 months

Location: Online and
Deacon House

Study: Part-time

Start date: Various
throughout the year

This qualification is perfect if you assess occupational competence in a work environment. Through our learner-centred approach, you will broaden your understanding of the principles and practice of assessment as it applies in the workplace.

You will complete units one and two of the Assessing Vocational Achievement Certificate Level 3, and by the end of the qualification you will have developed the skills required to assess a range of learners in a working environment.

Progression may include the Internal Quality Assurance of Assessment Processes and Practice IQA Award Level 4.

Assessing Vocational Achievement Certificate City and Guilds | Level 3

Duration: 6-12 months

Location: Online

Study: Part-time

Start date: Various
throughout the year

Course Code: 78200-57

An ideal qualification for those with ambitions towards or already working in assessment and internal quality assurance, this Level 3 course will teach you the principles and practices of assessment, assessing occupational competence in a work environment and assessing vocational skills.

You will attend workshops to develop your knowledge and will then have access to individual tutorials to plan and evidence your competence in assessing.

Progression includes the Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice.

Assessing Vocational Achievement Certificate Level 3

Duration: 6-12 months

Location: Online and
Deacon House

Study: Part-time

Start date: Various
throughout the year

This qualification is for those who assess occupational competence both within the workplace and outside of it, such as classrooms, training rooms and other environments.

You will complete all three units of the assessor award, covering the principles and practices of assessment, assessing occupational competence in a work environment and assessing vocational skills.

Progression may include the Internal Quality Assurance of Assessment Processes and Practice IQA Award Level 4.

Education and Training Award Level 3

Duration: 12 weeks

Location: University Centre Leeds

Study: Part-time

Start date: September

This qualification is for those who assess occupational competence both within the workplace and outside of it, such as classrooms, training rooms and other environments.

You will complete all three units of the assessor award, covering the principles and practices of assessment, assessing occupational competence in a work environment and assessing vocational skills.

Progression may include the Internal Quality Assurance of Assessment Processes and Practice IQA Award Level 4.

English for Literacy and Language Teaching Award Level 3

Duration: 15 weeks

Location: University Centre Leeds
and online distance learning

Study: Part-time

Start date: Various
throughout the year

This course covers the Level 3 entry requirements for the Level 5 subject-specific English literacy and ESOL teaching education programme. It includes 45 contact hours where a variety of online teaching, learning and assessment strategies will be used. Non-contact hours include reading and research activities.

Progression may include the Post-16 Education and Training (English: Literacy and ESOL) Certificate in Education Level 5. Additionally, this award complements general teacher training courses, such as the Education and Training Level 3. It is also appropriate for teachers of other subjects to improve their English knowledge and skills.

Leading the Internal Quality Assurance of Assessment Processes and Practices

IQA Certificate | Level 4

Duration: 3-6 months

Location: In your workplace

Study: Part-time

Start date: Various
throughout the year

This unit is aimed at those managing a team of assessors and/or internal quality assurers. It is designed to help you plan, allocate and monitor work in your own area of responsibility, while making any necessary changes to original work plans. You will be allocated an assessor to support you on a one-to-one basis throughout the duration of your course. Please note, you will only complete unit 3 (Plan, Allocate and Monitor Work in Own Area of Responsibility) from the quality assurance units. Progression may include relevant employment.

Mathematics for Numeracy Teaching Award Level 3

Duration: 15 weeks

Location: University Centre Leeds
and online distance learning

Study: Part-time

Start date: Various
throughout the year

This course covers the Level 3 entry requirements for the Level 5 subject-specific numeracy teacher education programmes.

You will study two of the following three units:

- Using Mathematics – Academic Subjects
- Using Mathematics – Professional and Vocational Contexts
- Using Mathematics – Public and Personal Life

This award complements general teacher training courses, such as the Education and Training Award Level 3. It is also ideal if you teach subjects other than maths but wish to improve your knowledge and skills in this area.

Progression may include the Post-16 Education and Training (Mathematics) Certificate in Education Level 5.

Internal Quality Assurance of Assessment Processes and Practices Award Level 4

IQA and Coaching and Mentoring Qualifications

Duration: 6-12 months

Location: Online and
Deacon House

Study: Part-time

Start date: Various
throughout the year

Course Code: 78201-26

If you want to work as an Internal Quality Assurer or add to your skills with our coaching and mentoring qualifications, then take advantage of our new suite of qualifications.

The Internal Quality Assurance qualification is for people working or looking to work in assessment or internal quality assurance. This qualification is open to people carrying out assessments and quality assurance in most learning environments including further education, adult continuing learning, employers and third sector.

Our exciting new qualifications cover all the essential principles and practices of training

assessment and quality assurance, including assessing competence and achievement. You can also learn how to support individuals through coaching and mentoring.

You will study in a stimulating work environment, and gain in-depth knowledge of various assessment methods, such as:

- Observations
- Witness testimony
- Interview and discussion
- Oral and written questioning
- Assignments and projects
- Case studies

You will also be shown how to ensure your assessment is carried out fairly and consistently to meet the awarding body requirements.

This qualification is ideal if you quality assure assessors and assessment in vocational subjects internally, but don't manage the centre or other internal quality assurers.

There will be one workshop at the start of the course, after which you will be assigned an assessor to support you throughout your studies. You will complete units one and two of the Level 4 certificate, ensuring you are qualified to carry out internal monitoring and verification of assessors.

Perfect for teachers and assessors working in the vocational assessment sector, this Level 4 course is aimed at those who already understand assessment through their work as a vocational assessor. Meeting the recognised standard for IQA and forming part of the Learning and Development suite of qualifications, you will learn the principles and practices of internal quality assurance and how to plan and carry out internal monitoring activities of your own. You will attend three monthly workshops and have access to individual tutorials in order to plan for IQA and gather evidence of competence.

Progression may include the Leading the Internal Quality Assurance of Assessment Processes and Practices IQA Certificate Level 4.

For more information: leedscitycollege.ac.uk/assessor-qualification



Human Resources

You might be new to the world of human resources or an expert in employee engagement. Wherever you are in your career, it's never too late to learn – so propel your career forward with a professional course in human resources. This is a fast-growing, dynamic sector with many opportunities for growth and skills development.

Our courses run for between 30 and 38 weeks, and you will study at University Centre Leeds, which boasts modern classrooms and collaborative learning spaces.

Potential careers

- Human Resources Administrator
- Human Resources Manager/Director
- Industrial Relation Officer

Search the course name on our website for more information

Average annual salary

£32,700*

Human Resources
jobs in the Leeds
City Region are
expected to grow by

1.7%

by 2026

People Practice (CIPD Foundation Certificate | Level 3) 50

People Management (CIPD Associate Diploma | Level 5) 50



People Practice

CIPD Foundation Certificate | Level 3

Duration: 1 year

Location: University Centre Leeds

Study: Part-time

Course Code: 77341-01

If you don't have a formal qualification but aspire to be a professional member of the Chartered Institute of Personnel and Development (CIPD), this course is for you. You will take your first steps towards a rewarding career in human resource (HR) by studying topics such as resourcing talent and supporting good practice in performance and reward management. Alongside associate membership of the CIPD, you will also be recognised for your competence as a HR practitioner.

People Management

CIPD Associate Diploma | Level 5

Duration: 1 year

Location: University Centre Leeds

Study: Part-time

Course Code: 77342-01

Perfect for those already working in human resources or learning and development and who want to take their career to the next level with a recognised professional qualification. This Level 5 Diploma will build on your existing HR skills and experience, helping you to achieve your aspirations of becoming a member of the Chartered Institute of Personnel and Development (CIPD). You will study a range of topics critical to human resource management and development and learn about employee engagement and reward management. You will also study business issues in a human resource context, as well as modern developments in employment relations.



IT and Networking

With the world becoming increasingly more digital, the demand for those in the IT sector is high. Ensure you get noticed by industry employers – and advance up the career ladder – with a professional course in IT and networking.

We are proud to offer Cisco's CCNA 7.0 course curriculum, as well as VMware and introductory programmes. By studying these qualifications, you will boost your career prospects and stand out to industry employers.

Potential Careers

- Cybersecurity Officer
- IT Data Analyst
- IT Specialist Manager
- Network Engineer
- Programmer
- Software Developer
- Software System Designer
- Telecommunications Engineer
- Web Designer

Search the course name on our website for more information

Average annual salary

£40,000*

IT and networking
jobs in the Leeds
City Region are
expected to grow by

1.3%

by 2026

CCNA 1 Introduction to Networks V7.0 (Cisco Certificate Element) 54

CCNA 2 Switching, Routing and Wireless Essentials V7.0
(Cisco Certificate Element) 54

CCNA 3 Enterprise Networking, Security and Automation V7.0
(Cisco Certificate Element) 55

CCNA Cybersecurity Operations (Cisco Certificate) 55

IT Essentials Cisco Introduction 57

VMware vSphere: Install, Configure, Manage
(VMware vSphere | Version 6.7)..... 57



CCNA 1 Introduction to Networks V7.0

Cisco Certificate Element

Duration: 14 weeks

Location: Printworks Campus

Study: Part-time

Start date: Various
throughout the year

The Cisco Networking Academy® CCNA® 7.0 curriculum is for those who are seeking associate-level jobs in the ICT industry or wanting to develop specialised ICT skills.

The CCNA 7.0 curriculum provides comprehensive coverage of networking topics including: IP routing and switching fundamentals, network security and services, and network programmability and automation, while providing learners extensive opportunities for hands-on practical experience and career skills development. This is the first of three courses preparing for the CCNA Certification Exam (200-301).

CCNA 3 Enterprise Networking, Security and Automation V7.0

Cisco Certificate Element

Duration: 14 weeks

Location: Printworks Campus

Study: Part-time

Start date: Various
throughout the year

The Cisco CCNA 7.0 curriculum provides comprehensive and integrated knowledge of IP routing and switching fundamentals, network security and services, and network programmability and automation. These courses also provide extensive opportunities for hands-on practical experience and career skills development.

This is the final course in the CCNA series, so you must have already completed CCNA 2 – Switching, Routing and Wireless Essentials V7.0.

Progression may include the CCNA exam (200–301) which is favoured by employers in the IT and networking industries.

CCNA 2 Switching, Routing and Wireless Essentials V7.0

Cisco Certificate Element

Duration: 3–6 months

Location: In your workplace

Study: Part-time

Start date: Various
throughout the year

This qualification is ideal if you are pursuing associate-level ICT jobs or specialised skills. This is the second of the three CCNA courses so you must have completed the CCNA 1 – Introduction to Networks V7.0 in order to study this course.

The course describes the architecture, components and operations of routers and switches in a small network. On completion, you will be able to configure and troubleshoot routers and switches, and resolve common issues with virtual LANS and inter-VLAN routing in both IPv4 and IPv6 networks.

Progression includes the CCNA 3 – Enterprise Networking, Security and Automation V7.0 course to prepare you for the CCNA exam (200–301).

CCNA Cybersecurity Operations

Cisco Certificate

Duration: 14 weeks

Location: Printworks Campus

Study: Part-time

Start date: Various
throughout the year

This course is ideal if you are preparing for an entry-level cybersecurity career, providing the skills required to protect systems from cyber threats, risks and vulnerabilities. You may have already undertaken Cisco CCNA training and would like to become a security professional who can effectively monitor, detect and respond to security incidents before they cause damage.

Progression may include the Understanding Cisco Cybersecurity Fundamentals 210–250 SECFND and Implementing Cisco Cybersecurity Operations 210–255 SECOPS certification exams. Following these, you could progress into relevant employment.



IT Essentials Cisco Introduction

Duration: 12 weeks

Location: Printworks Campus

Study: Part-time

Start date: Various throughout the year

If you are looking to develop your IT maintenance skills, then this is the course for you. It covers the skills required by entry-level jobs in IT and networking, providing a thorough introduction to PC hardware and software maintenance.

You will explore a variety of topics, such as building and maintaining PCs, operating systems, and networking and security, as well as printers, hardware and software troubleshooting, mobile devices and more. You will also explore operational procedures, professionalism and safety in IT.

This course offers perfect preparation for the CompTIA A+ 2019 Certification 220–1001 & 2202–1002 (Core Series), which is well-sought-after by many industry employers.

VMware vSphere: Install, Configure, Manager (Evening Class) VMware vSphere | Version 6.7

Duration: 12 weeks

Location: Printworks Campus

Study: Part-time

Start date: Various throughout the year

This course is for anyone wishing to become a VMware system administrator or system engineer. Prior experience of systems administration on Microsoft etc Windows or Linux operating systems would be an advantage.

This is a valuable qualification if you install, configure, manage and optimise VMware solutions and is mandatory if you are taking the VCP – Data Centre Virtualisation exam. It focuses on installing, configuring and managing VMware vSphere 6.7, which includes VMware ESXi and VMware vCenter Server 6.7.

Progression may include the VCA foundations certification exam, followed by the VCP-DCS certification exam favoured by employers.

Law

If you are looking for an alternative route to a career in law, then our professional courses are perfect. We offer both foundation and advanced stage CPQ qualifications – helping you broaden your legal knowledge, become familiar with handling client cases and explore various law units which are relevant to the day to day practice in law. Both courses are also accredited by the Chartered Institute of Legal Executives (CILEX), the CILEX qualification has full employer recognition.

Potential careers

- CILEX Paralegal
- CILEX Advanced Paralegal

Search the course name on our website for more information

Average annual salary

£26,100*

Law (legal associate) jobs in the Leeds City Region are expected to grow by

1.1%

by 2026

CILEX Qualification ([CPQ] Foundation Stage) 60

CILEX Qualification ([CPQ] Advanced Stage) 60



CILEX Qualification (CPQ) Foundation Stage

Duration: 12 months

Location: University Centre Leeds

Study: Part-time

Course Code: 77330-01

A new, competency-based qualification, this part-time course will equip you with the skills you need to become an accredited CILEX Paralegal. This professional qualification will provide you with a fundamental awareness of the law underpinning key practice areas, with assessments designed to test your skills in these areas, whilst allowing you the opportunity to apply your knowledge to some straightforward client scenarios.

CILEX Qualification (CPQ) Advanced Stage

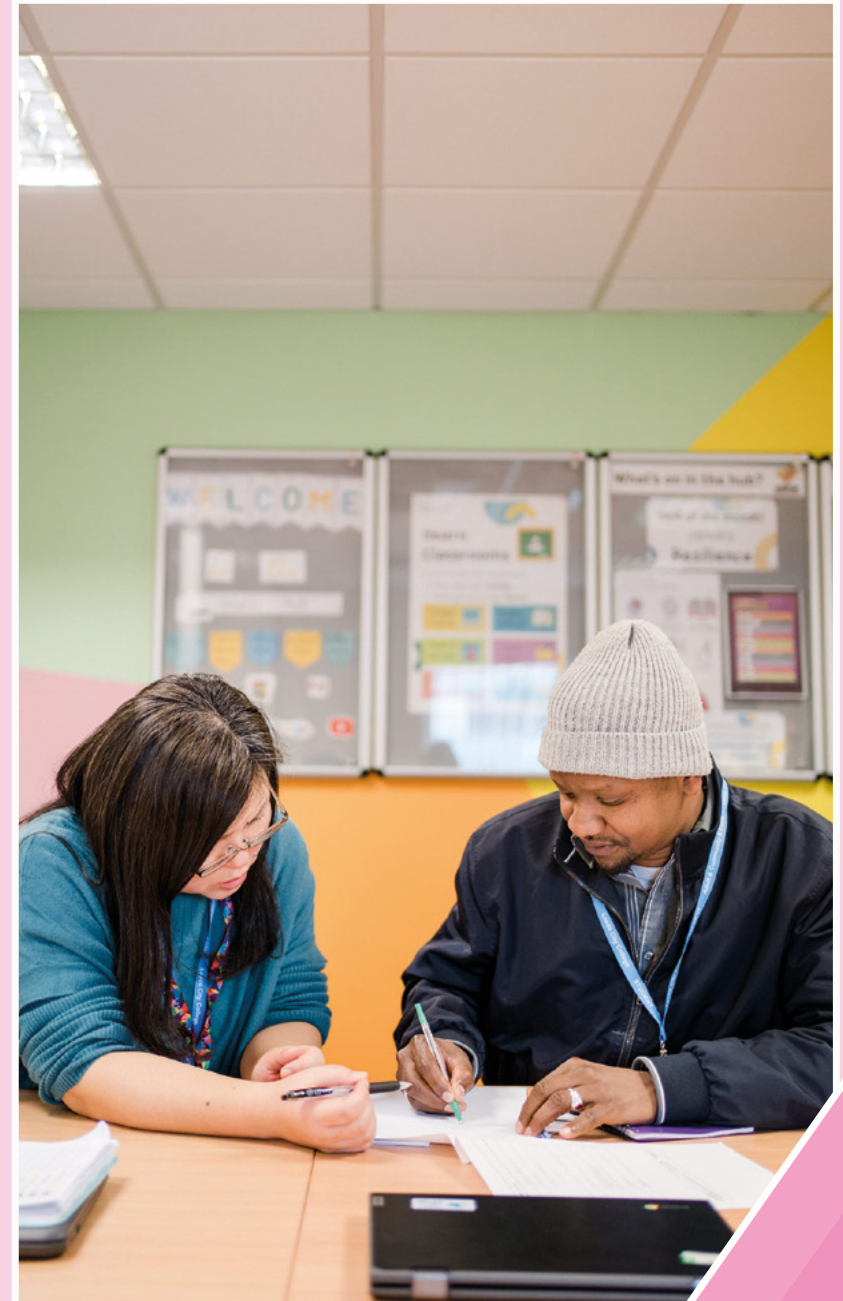
Duration: 24 months

Location: University Centre Leeds

Study: Part-time

Course Code: 77382-01

A new, competency-based qualification, this part-time course will equip you with the skills you need to become an accredited CILEX Advanced Paralegal, and supports you as you specialise in a specific area of law. Building on the knowledge gained at Foundation Stage, CPQ Advanced Stage includes the second Ethics and Professional Responsibility module, as well as a further period of professional experience.



Management and Leadership

Whether you are starting out in your career or are already in a management position, these qualifications can boost your skills. Explore principles and theories of leadership and discover how to become an effective manager. Topics can include recruiting, supporting and developing your team, managing projects, and business planning.

Potential Careers

- Team Leader
- Project Manager
- Strategic Manager
- Entrepreneur
- Business Consultant
- Human Resources Management

Search the course name on our website for more information

Average annual salary

£41,400*

Management and leadership jobs in the Leeds City Region are expected to grow by

1.6%

by 2026

Principles of Management and Leadership (CMI Diploma Level 3)	64
Management and Leadership (CMI Diploma Level 5)	64
Strategic Management and Leadership (CMI Diploma Level 7)	65



Principles of Management and Leadership

CMI Diploma | Level 3

Duration: 1 year

Location: University Centre Leeds

Study: Part-time

Course Code: 72982-01

A qualification that is perfect for ambitious team leaders, supervisors, shift managers, and first-line managers, this course will help you take your career to the next level. You will learn how to set and monitor goals and objectives by providing clear instruction and guidance. Day-to-day operational and project activities will also form a key part of your learning. Upon completion, you will be awarded Foundation Chartered Manager status.

Strategic Management and Leadership

CMI Diploma | Level 7

Duration: 32 weeks

Location: University Centre Leeds

Study: Part-time

Course Code: 41728-01

If you are a director or senior manager responsible for translating organisational strategy into effective performance, this Level 7 course will help you focus on developing your skills and implementing your strategy for the workplace. The benchmark qualification for full membership of the Chartered Management Institute (CMI), this Diploma in Strategic Management and Leadership will help you take another step towards Chartered Manager status.

Management and Leadership

CMI Diploma | Level 5

Duration: 1 year

Location: University Centre Leeds

Study: Part-time

Course Code: 74309-01

Are you a middle manager? Do you dream of becoming a senior manager with Chartered Management Institute (CMI) status? If so, this course is for you. Following on from the Management and Leadership CMI Award, it will help broaden your knowledge of middle management skills in preparation for your next career move. You will focus on the specific skills relevant to you and your workplace, ensuring the management style you develop reflects you, your team and your organisation.



Contact us

You can call in to our community centres – Deacon House, Enfield Centre, Mabgate and Eastgate – where our staff will be happy to discuss courses that are available to start throughout the year. Keep up to date with all the latest information on our Facebook page: facebook.com/LCCadultcommunity

Helpful Information

Maps, directions, travel information and contacts for all of our community centres can be found at leedscitycollege.ac.uk/contact

Our Campuses

Park Lane Campus

Park Lane,
Leeds LS3 1AA

Printworks Campus

Hunslet Road,
Leeds LS10 1JY

Quarry Hill Campus

Playhouse Square,
Leeds LS2 7BS

Mabgate Campus

74-76 Mabgate,
Leeds LS9 7EA

The Annexe

Bridge Street,
Leeds LS2 7QZ

University Centre Leeds

Park Lane,
Leeds LS3 1AA

Our Centres

Deacon House

Seacroft Avenue,
Leeds LS14 6JD

Enfield Centre

Enfield Terrace,
Leeds LS7 1RG

Joseph Priestley Centre,

Beeston
Burton Avenue,
Leeds LS11 5ER

Rothwell Centre

Marsh Street,
Leeds LS26 0AE

223 North Street

Sheepscar,
Leeds LS7 2AA



Course Enquires

Call: 0113 386 1997

or visit leedscitycollege.ac.uk/adult

*LMI data sourced from Lightcast and is accurate as of April 2024

Disclaimer: The information contained in this guide is accurate at the time of printing, but changes may take place. Some variation may occur as a result of circumstances beyond our control. Please see our website www.leedscitycollege.ac.uk for the most up-to-date information regarding our courses and support for students.

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