

Adult & Part-time Course Guide

UPSkill, RETRAIN
AND FUTURE PROOF
YOUR CAREER

Courses starting February 2024 - September 2024
www.harlow-college.ac.uk/adults

WELCOME

OPEN EVENTS

Come along to our Open Events to find out more about our Adult & Part-time courses. Click a date to book:





Thank you for considering Harlow College.

At Harlow College, we offer a whole range of courses for adults, with the opportunity to learn online, take classes in College, or a mixture of the two, all designed to help you with your personal or professional development.

We are Ofsted graded Good as a College and have excellent teachers who can help you develop your skills. We also have great links with industry and access to a wide range of professional resources.

Some of our courses are completely free - for example, those on offer through the Government designed Free Courses for Jobs. For others, help may be available towards the cost of your College course, as well as maintenance, with either a 19+ Advanced Learner Loan or a loan or grant from Student Finance England. If you are under 19 at the start of your course, some of these courses will be free.

We value all our learners at Harlow College and welcome applications from all ages and experience. So, whether you are 19 and taking your first steps in further education, or 66 and looking to retrain, we look forward to hearing from you.

Karen Spencer,
Principal, Harlow College

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PAYING FOR YOUR COURSE

The College offers a range of FREE courses designed to help you with your professional or personal development. There are several options of financial help available for the majority of our adult and part-time courses, ranging from 19+ Advanced Learner Loans to our College bursary scheme and financial advice and guidance is always available from our Admissions team.

e-Learning Courses:

Our e-Learning courses are free if you are aged 19 or over on 1st September 2023 and you either live in England or are a British Citizen.

English & Maths:

English & Maths courses could be free if you don't already have a C/4 grade or equivalent.

Level 2 & Level 3 Courses:

If you are unemployed and in receipt of an eligible benefit or earning a gross annual income of £20,319.00 or less you could be eligible to complete a Level 2 or selected Level 3 accredited course without charge.

If you are 19-23 some Level 2 and Level 3 courses may be free of charge if you do not already have a full Level 2 or 3 qualification.

DON'T LET MONEY GET IN THE WAY OF YOUR GOALS

Free Courses for Jobs

Government Scheme:

The new Free Courses for Jobs Government Scheme means that adults without a full Level 3 qualification like a diploma or A Levels could undertake an accredited course that's fully funded from the National Skills Fund. If you earn below the National Living Wage (annually £20,319.00) or are unemployed, you will also be able to access these qualifications for free.

19+ Advanced Learner Loans:

Advanced Learner Loans are available for courses at Level 3 to 5 and are only paid back once you start earning £27,295 a year (before tax and other deductions).

Harlow College 19+ Bursary:

Support with travel costs, childcare and course materials including essential course, uniform and equipment costs could be available whilst you study if you have either a household annual income (incl means-tested benefits) of less than £27,000. You may want to enquire about our 19+ Bursary.

Speak to an Admissions Adviser:

If you have any questions our Admissions Advisers are on hand to offer financial advice and guidance. Please email: admissions@harlow-college.ac.uk or call 01279 868100.



ACCESS TO HIGHER EDUCATION

An Access to Higher Education course is a 1 year pre-university course that prepares adults for study at university. This course is ideal if you have been out of education for a while, are planning a career change or are looking to upskill in your current job. A typical Access course is 2-3 days a week, 9.30am-3pm and are taken by students of all ages and backgrounds.

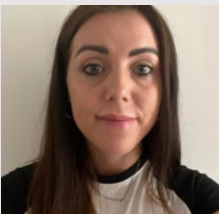
Most Access to Higher Education students pay for their course with a 19+ Advanced Learner Loan. Any outstanding Advanced Learner Loan balances you owe for an Access to HE course will be 'written off' once you complete a higher education course. This means you do not have to repay it.

It's really easy to apply for an Advanced Learner Loan. Simply contact our friendly Admissions team who will explain everything you need to know and get you started.

Access to Higher Education

£ Financial support may be available

Study Mode	Course Name	Duration	Start	Full Fee	
On campus	Access to Medicine	1 year	Sept 2024	£3384	Find out more
On campus	Access to Nursing, Midwifery & Health Studies	1 year	Sept 2024	£3384	Find out more



"I felt empowered, like I can do anything!"

After completing her Access to Higher Education course Amy is now off to University to study Nursing.

[Read more](#)



Accounting & Bookkeeping

Study Mode	Course Name	Duration	Start	Full Fee	
£ On campus & Online	AAT Level 1 Bookkeeping FREE	12 weeks	10 Sept	£282	Find out more
£ On campus & Online	AAT Level 2 Accounting FREE	10 months	11 Sept	£1054	Find out more
£ On campus & Online	AAT Level 3 Accounting	10 months	18 Sept	£2642	Find out more
£ On campus & Online	AAT Level 4 Accounting	18 months	17 Sept	£3064	Find out more

Fees includes tuition, AAT membership fees and one assessment fee per unit.

Automotive

Study Mode	Course Name	Duration	Start	Full Fee	
£ On campus	Level 1 Electric & Hybrid Vehicle Awareness	1 day	Variable	£99	Find out more
£ On campus	Level 2 Electric & Hybrid Vehicle Routine Maintenance	10 weeks	5 Jun	£349	Find out more
£ On campus	Level 3/4 Electric & Hybrid Vehicle Diagnosis, Testing & Repair	12 weeks	3 Oct	£699	Find out more
£ On campus	Level 2 Light Vehicle Maintenance & Repair	72 weeks	1 Oct	£2085	Find out more

*Subject to eligibility  Financial support may be available

FREE This course is free with a Training Voucher.
Go to: harlow-college.ac.uk/trainingvoucher



BEAUTY
THERAPY



The SALON

Luxury treatments at
affordable prices

FIND OUT MORE

HAIRDRESSING



Beauty Therapy, Hairdressing & Barbering

Study Mode	Course Name	Duration	Start	Full Fee	
£ On campus	Level 1 Basic Nail Treatments FREE	5-6 weeks	Sept	£250	Find out more
£ On campus	Level 2 Beauty Therapy FREE	1 year	Sept	£1287	Find out more
£ On campus	Level 3 Beauty Therapy	1 year	Sept	£2583	Find out more
£ On campus	Level 4 Salon Management	1 year	Sept	£3345	Find out more
£ On campus	Level 2 Women's Hairdressing FREE	1 year	Sept	£1287	Find out more
£ On campus	Level 2 Barbering	1 year	Sept	£993.50	Find out more



*Subject to eligibility

£ Financial support may be available

FREE

This course is free with a Training Voucher. Go to: harlow-college.ac.uk/trainingvoucher



"From the minute I started my online course I was hooked"

"I have enjoyed the course so much that, once I'd completed it, I started a second one - I wish I had done it sooner"

[Read more](#)



Building Services

Study Mode	Course Name	Duration	Start	Full Fee	
£ On campus	Level 3 Installation and Maintenance of Heat Pump Systems (Non-refrigerant Circuits)	3 weeks	1 Jul	£585	Find out more
£ On campus	Level 2 Electrical Installations FREE	36 weeks	17 Sept	£1285	Find out more
£ On campus	Level 3 Electrical Installations	18 months	18 Sept	£3345	Find out more

Business & Retail

Study Mode	Course Name	Duration	Start	Full Fee	
£ On campus & Online	Level 3 CMI Leadership and Management	8 weeks - 1 year	8 Oct	from £250	Find out more
£ On campus & Online	Level 5 CMI Leadership and Management	10 weeks - 1 year	16 Oct	from £350	Find out more
£ Online	Level 2 Team Leading	8-12 weeks	Any time	Free*	Find out more
£ Online	Level 2 Understanding Climate Change and Environmental Awareness	8-12 weeks	Any time	Free*	Find out more
£ Online	Level 2 Mental Health First Aid & Mental Health Advocacy in the Workplace	8-12 weeks	Any time	Free*	Find out more

*Subject to eligibility **£** Financial support may be available

FREE This course is free with a Training Voucher. Go to: harlow-college.ac.uk/trainingvoucher



How Arzum unlocked her potential with a Teacher Training programme.

"The Teacher Training programme allowed me to be the best teacher I could be!"

[Read more](#)

Construction

Study Mode	Course Name	Duration	Start	Full Fee	
£ On campus	Level 1 Carpentry & Joinery FREE	1 year	Sept	£1285	Find out more
£ On campus	CSCS Construction (Bright Futures Training Centre)	10 days	2 Jul		Find out more

Early Years, Education & Teaching

Study Mode	Course Name	Duration	Start	Full Fee	
£ Online	Level 2 Behaviour That Challenges	8-12 weeks	Any time	Free*	Find out more
£ On campus	Level 2 Early Years Practitioner FREE	1 year	Oct	£994	Find out more
£ On campus	Level 3 Working in the Early Years Sector (Early Years Educator)	18 months	Sept	£2882	Find out more
£ Online	Level 2 Understanding Autism	8-12 weeks	Any time	Free*	Find out more
£ Online	Level 3 Certificate in Understanding Autism	18-20 weeks	Any time	£811	Find out more
£ On campus	Level 2 Supporting Teaching & Learning in Schools FREE	1 year	Oct	£633	Find out more
£ On campus	Level 3 Supporting Teaching & Learning in Schools	18 months	Oct	£2225	Find out more

*Subject to eligibility **£** Financial support may be available

FREE This course is free with a Training Voucher. Go to: harlow-college.ac.uk/trainingvoucher

A young woman with long blonde hair and glasses is sitting on a grey sofa. She is wearing a blue and white plaid shirt and dark overalls. She is looking down at a laptop on a glass coffee table in front of her. Her right hand is on the laptop trackpad, and her left hand is holding a pencil over a white notepad. The background shows a green cushion and a smartphone on the sofa.

**HARLOW
COLLEGE**

Free online short courses for adults.

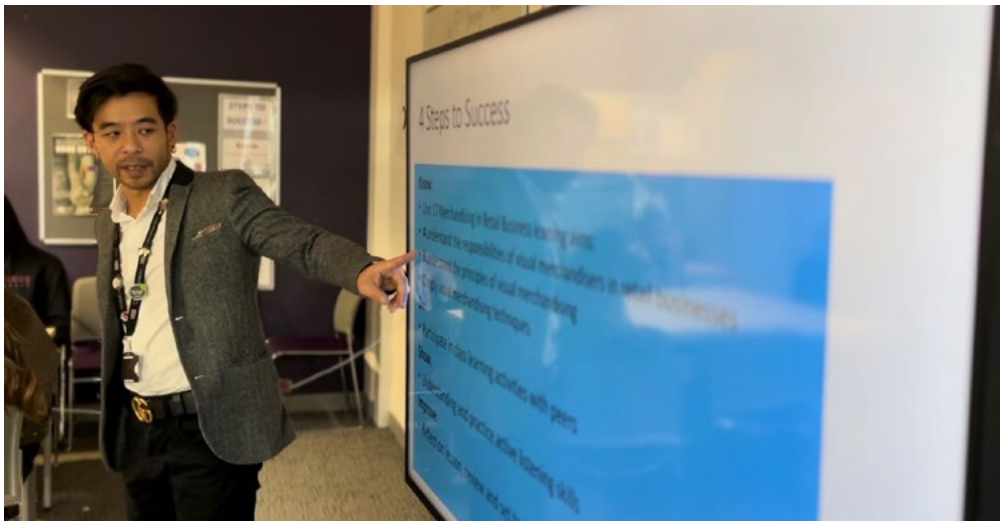
Learn at your own pace,
anywhere, anytime.

www.harlow-college.ac.uk/elearning

Apply now

(cont.) Early Years, Education & Teaching

Study Mode	Course Name	Duration	Start	Full Fee	
Online & On campus	Level 3 Teacher Training: Education & Training	15 weeks	24 Sept	£450	Find out more
On campus	TAQA Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice	4 weeks	19 Apr	£720	Find out more
On campus	TAQA Level 4 Award in Understanding Internal Quality Assurance of Assessment Processes and Practice	4 weeks	19 Apr	£390	Find out more
On campus	TAQA Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	4 weeks	19 Apr	£960	Find out more



*Subject to eligibility  Financial support may be available

FREE This course is free with a Training Voucher. Go to: harlow-college.ac.uk/trainingvoucher



Jade achieved a Grade 5 in Maths with Harlow College and is now off to Anglia Ruskin University to pursue her dream career as a Midwife.

[Read more](#)



English, Maths, ESOL, Science & Digital Skills

Study Mode	Course Name	Duration	Start	Full Fee	
On campus	Functional Skills English	14 weeks	Sept	Free*	Find out more
On campus	Functional Skills Maths	12-14 weeks	Sept	Free*	Find out more
On campus	GCSE English	1 year	Sept	Free*	Find out more
On campus	GCSE Maths	1 year	Sept	Free*	Find out more
On and off campus	ESOL (English as a Second or Other Language)	Flexible		from £150	Find out more
On campus	Essential Digital Skills	10 days	Variable	Free*	Find out more



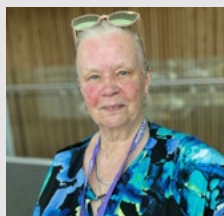
*Subject to eligibility  Financial support may be available

FREE This course is free with a Training Voucher. Go to: harlow-college.ac.uk/trainingvoucher



Health, Social Care & Wellbeing

Study Mode	Course Name	Duration	Start	Full Fee	
£ On campus	Level 2 Counselling FREE	16 weeks	17 Sept	£360	Find out more
£ On campus	Level 3 Counselling FREE	32 weeks	Sept	£1500	Find out more
£ Online	Level 2 Children & Young People's Mental Health	8-12 weeks	Any time	Free*	Find out more
£ Online	Level 3 Certificate in Understanding Principles of Dementia Care FREE	18-20 weeks	Any time	£811	Find out more
£ Online	Level 2 Mental Health First Aid & Mental Health Advocacy in the Workplace	8-12 weeks	Any time	Free*	Find out more
£ Online	Level 2 Nutrition & Health	8-12 weeks	Any time	Free*	Find out more
£ Online	Level 2 Understanding Climate Change and Environmental Awareness	8-12 weeks	Any time	Free*	Find out more



"I think of myself as a lifelong learner"

"I like to keep active and learn new things so when the opportunity came up to study a counselling course I thought, let's go for it!"

[Read more](#)

*Subject to eligibility

£ Financial support may be available

FREE This course is free with a Training Voucher. Go to: harlow-college.ac.uk/trainingvoucher



Journalism & Social Media

Study Mode	Course Name	Duration	Start	Full Fee
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£ On campus	Level 2 Social Media Marketing FREE	6 weeks	Oct	£150
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[Find out more](#)

Sports

Study Mode	Course Name	Duration	Start	Full Fee
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£ On campus	Level 2 Gym Instructing FREE	22 weeks	Sept	£360
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[Find out more](#)

Security & Door Supervision

Study Mode	Course Name	Duration	Start	Full Fee
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£ On campus	SIA Security (Bright Futures Training Centre)	20 days	4 Jun	
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[Find out more](#)

Travel & Tourism

Study Mode	Course Name	Duration	Start	Full Fee
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£ Online & on campus	Level 3 Travel & Tourism - Aviation Pathway	22 weeks	Sept	£360
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[Find out more](#)

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BRIGHT FUTURES

Bright Futures is Harlow College's Adult Training Centre based in Harlow Town Centre. Bright Futures delivers training courses to upskill, retrain and support adults on their employment journey across the South East and East of England.

[VIEW COURSES](#)

[FIND US ON
GOOGLE MAPS](#)

01279 868173

www.harlow-college.ac.uk/brightfutures
brightfutures@harlow-college.ac.uk

PART OF
**HARLOW
COLLEGE**



Stansted Airport Academy Employment & Skills

Stansted Airport Employment and Skills Academy are here to help develop the skills and confidence of those seeking a career at London Stansted Airport. Delivering courses in English and Maths, Essential Digital Skills, Aviation Operations and Hospitality in partnership with Harlow College.

01279 663321

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Employment.Academy@stanstedairport.com

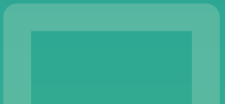


In partnership with

**HARLOW
COLLEGE**

HOW TO APPLY

UPSKILL, RETRAIN
AND FUTURE PROOF
YOUR CAREER





Online

Visit: www.harlow-college.ac.uk/adults to browse our courses.

Alternatively, you can simply click the 'find out more' button next to the course you'd like to apply for in this Course Guide.

Fill out an application form online.

Some of our courses require a pre-assessment. If this is the case, you will be asked to submit your contact details and we will be in touch to



Phone

Call 01279 868100 to speak to our friendly Admissions Team.

Our phone lines are open:
Monday to Thursday 8.45am-5pm
Fridays 8.45am-4.30pm

You can also email our Admissions team:
admissions@harlow-college.ac.uk

HARLOW COLLEGE

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OPEN EVENTS



All information printed in this guide is correct
at time of publishing February 2024.
Course fees are subject to change.