

# Adult & Part-time Course Guide

UPSkill, RETRAIN  
AND FUTURE PROOF  
YOUR CAREER

Courses starting September 2024 - February 2025  
[www.harlow-college.ac.uk/adults](http://www.harlow-college.ac.uk/adults)

# WELCOME FROM OUR PRINCIPAL

## 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**

# CONTENTS

<b>GO</b>	6	Paying for your course
<b>GO</b>	8	Access to Higher Education
<b>GO</b>	10	Higher Education
<b>GO</b>	11	AAT Accounting & Bookkeeping
<b>GO</b>	13	Automotive
<b>GO</b>	15	Beauty Therapy
<b>GO</b>	15	Building Services
<b>GO</b>	15	Business & Retail
<b>GO</b>	17	Construction
<b>GO</b>	17	Creative Arts
<b>GO</b>	19	Early Years, Education & Teaching
<b>GO</b>	23	English, Maths, ESOL & Essential Digital Skills
<b>GO</b>	25	Health, Social Care & Wellbeing
<b>GO</b>	27	Social Media Marketing
<b>GO</b>	27	SIA Security & Door Supervision
<b>GO</b>	27	Travel & Tourism



# 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 Level 2 e-learning courses are free if you are aged 19 or over on 1st September 2024, you live in England and meet the residency eligibility criteria. For more information contact our Admissions team.

## **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 looking for work, or earning a gross annual income of £25,000 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 by the UK government. If you earn below £25,000 or are unemployed and looking for work, 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 £30,000.

## **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](mailto: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.

## Advanced Learner Loan

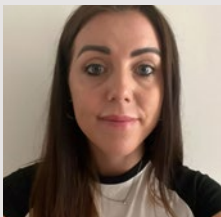
Find out more about Advanced Learner Loans [here](#).



# Access to Higher Education

£ Financial support may be available

Study Mode	Course Name	Duration	Start	Reduced fee (with an Advanced Learner Loan)	
£ On campus	Access to Medicine	1 year	Sept 2025	£3384	<a href="#">Find out more</a>
£ On campus	Access to Health Professions	1 year	Sept 2025	£3384	<a href="#">Find out more</a>
£ On campus	Access to Criminal Justice and Policing	1 year	Sept 2025	£3384	<a href="#">Find out more</a>
£ On campus	Access to Construction and the Built Environment	1 year	Sept 2025	£3384	<a href="#">Find out more</a>
£ On campus	Access to Psychology and Counselling	1 year	Sept 2025	£3384	<a href="#">Find out more</a>
£ On campus	Access to Education and Childhood Studies	1 year	Sept 2025	£3384	<a href="#">Find out more</a>



**"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](#)

# HIGHER EDUCATION

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.

Our Higher Education courses are flexible, allowing you to fit your study around personal commitments or a part-time job.

We offer Higher Education courses at Levels 4 and 5. These include Higher National Certificates (HNCs), Higher National Diplomas (HNDs), Professional Diplomas and NCTJ Journalism qualifications. These qualifications are designed to give you the skills to put your knowledge to practical use.

HNCs and HNDs are highly valued by employers and can also count towards membership of professional bodies and other employer organisations.

If you plan to study Higher Education at Harlow College, you may not have to pay for tuition fees upfront. 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.



**HARLOW  
COLLEGE**

**HIGHER  
EDUCATION  
DIGITAL GUIDE  
2025-26**

[View guide online](#)



HAWK COLLEGE  
Automotive  
Technology

SKY

SAFETY  
GLOVES  
100% COTTON  
12 OZ

# Accounting & Bookkeeping


Study Mode	Course Name	Duration	Start	Full Fee	
£ On campus & Online	AAT Level 2 Bookkeeping	24 weeks	14 Jan	£553	<a href="#">Find out more</a>

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	16 Jan	£99	<a href="#">Find out more</a>
£ On campus	Level 2 Electric & Hybrid Vehicle Routine Maintenance	10 weeks	16 Jan	£349	<a href="#">Find out more</a>
£ On campus	Level 3/4 Electric & Hybrid Vehicle Diagnosis, Testing & Repair	12 weeks	3 Oct	£699	<a href="#">Find out more</a>
£ On campus	Level 2 Light Vehicle Maintenance & Repair	72 weeks	1 Oct	£2085	<a href="#">Find out more</a>



\*Subject to eligibility  Financial support may be available.  
In some cases these course could be free!



"The Level 5 Leadership and Management course fitted perfectly around my job. It's given me the tools and knowledge I need to be an effective manager."

[Read more](#)



## Beauty Therapy, Hairdressing & Barbering

Study Mode	Course Name	Duration	Start	Full Fee	
------------	-------------	----------	-------	----------	--

£ On campus	Level 1 Basic Nail Treatments	6 weeks	25 Feb	£250	<a href="#">Find out more</a>
-------------	-------------------------------	---------	--------	------	-------------------------------

£ On campus	Level 2 LED Gel Nails	5-6 weeks	14 Jan	£50	<a href="#">Find out more</a>
-------------	-----------------------	-----------	--------	-----	-------------------------------

## 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	3 Dec 14 Jan 4 Feb	£585	<a href="#">Find out more</a>
-------------	--	---------	--------------------------	------	-------------------------------

£ On campus	18th Edition Wiring Regulations	4 days	13 Jan	£650	<a href="#">Find out more</a>
-------------	---------------------------------	--------	--------	------	-------------------------------

## Business & Retail


Study Mode	Course Name	Duration	Start	Full Fee	
------------	-------------	----------	-------	----------	--

£ On campus & Online	Level 3 CMI Leadership and Management	8 weeks - 1 year	13 Jan	£1800	<a href="#">Find out more</a>
----------------------	---------------------------------------	------------------	--------	-------	-------------------------------

£ On campus & Online	Level 5 CMI Leadership and Management	36 weeks	15 Jan	£2000	<a href="#">Find out more</a>
----------------------	---------------------------------------	----------	--------	-------	-------------------------------

£ On campus	Level 3 Coaching & Mentoring	24 weeks	7 Nov	£650	<a href="#">Find out more</a>
-------------	------------------------------	----------	-------	------	-------------------------------

£ Online	Level 2 Team Leading	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
----------	----------------------	------------	----------	-------	-------------------------------

\*Subject to eligibility  Financial support may be available. In some cases these course could be free!



Kat's ambition is to be a manager. Read how studying a Level 3 CMI Leadership and Management course is going to help her achieve her goal.

[Read more](#)





## Cont. Business & Retail

Study Mode	Course Name	Duration	Start	Full Fee
------------	-------------	----------	-------	----------

£ 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](#)

## Construction

Study Mode	Course Name	Duration	Start	Full Fee
------------	-------------	----------	-------	----------

£ On campus	CSCS Construction (Bright Futures Training Centre)	10 days	2 Oct & 11 Nov	
-------------	--	---------	----------------	--

[Find out more](#)

## Creative Arts


Study Mode	Course Name	Duration	Start	Full Fee
------------	-------------	----------	-------	----------

On campus	Introduction to Photography	3 weeks	7 Nov	£15
-----------	-----------------------------	---------	-------	-----

[Find out more](#)

On campus	Introduction to Print making	3 weeks	7 Nov	£30
-----------	------------------------------	---------	-------	-----

[Find out more](#)

\*Subject to eligibility  Financial support may be available. In some cases these course could be free!




## 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](#)

# Early Years, Education & Teaching

Study Mode	Course Name	Duration	Start	Full Fee	
£ Online	Level 2 Behaviour That Challenges	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
£ On campus	Level 2 Early Years Practitioner	1 year	Feb	£994	<a href="#">Find out more</a>
£ On campus	Level 3 Working in the Early Years Sector (Early Years Educator)	18 months	Feb	£2882	<a href="#">Find out more</a>
£ Online	Level 2 Understanding Autism	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
£ Online	Level 3 Certificate in Understanding Autism	18-20 weeks	Any time	£811	<a href="#">Find out more</a>
£ On campus	Level 2 Supporting Teaching & Learning in Schools	1 year	Feb	£633	<a href="#">Find out more</a>
£ On campus	Level 3 Supporting Teaching & Learning in Schools	18 months	Feb	£2225	<a href="#">Find out more</a>
£ Online & On campus	Level 3 Teacher Training: Education & Training	15 weeks	4 Mar	£450	<a href="#">Find out more</a>
Online & On campus	Level 4 Teacher Training: Education & Training	30 weeks	4 Mar	£950	<a href="#">Find out more</a>
Online & On campus	Level 5 Teacher Training: Education & Training	51 weeks	10 Jan	£3660	<a href="#">Find out more</a>

\*Subject to eligibility  Financial support may be available. In some cases these course could be free!



**HARLOW  
COLLEGE**

# Free online short courses for adults.


Learn at your own pace,  
anywhere, anytime.

[www.harlow-college.ac.uk/elearning](http://www.harlow-college.ac.uk/elearning)

**Apply now**

## (cont.) Early Years, Education & Teaching

Study Mode	Course Name	Duration	Start	Full Fee	
Online & On campus	TAQA Level 3 Award in Assessing Vocationally Related Achievement	4 weeks	15 Nov	£565	<a href="#">Find out more</a>
Online & On campus	TAQA Level 3 Award in Assessing Competence in the Work Environment	4 weeks	15 Nov	£565	<a href="#">Find out more</a>
Online & On campus	TAQA Level 3 Award in Understanding the Principles and Practices of Assessment	6 months	15 Nov	£390	<a href="#">Find out more</a>
Online & On campus	TAQA Level 3 Certificate In Assessing Vocational Achievement	4 weeks	15 Nov	£850	<a href="#">Find out more</a>
On campus	TAQA Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice	4 weeks	17 Jan & 4 Apr	£720	<a href="#">Find out more</a>
On campus	TAQA Level 4 Award in Understanding Internal Quality Assurance of Assessment Processes and Practice	4 weeks	17 Jan & 4 Apr	£390	<a href="#">Find out more</a>
On campus	TAQA Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	4 weeks	17 Jan & 4 Apr	£960	<a href="#">Find out more</a>

\*Subject to eligibility  Financial support may be available. In some cases these course could be free!



**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 & Digital Skills

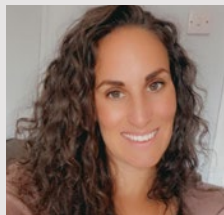
Study Mode	Course Name	Duration	Start	Full Fee	
------------	-------------	----------	-------	----------	--

£ On campus	Functional Skills English	14 weeks	w/c 3 Feb	Free*	<a href="#">Find out more</a>
-------------	---------------------------	----------	-----------	-------	-------------------------------

£ On campus	Functional Skills Maths	12-14 weeks	w/c 3 Feb	Free*	<a href="#">Find out more</a>
-------------	-------------------------	-------------	-----------	-------	-------------------------------

On and off campus	ESOL (English as a Second or Other Language)	Flexible	w/c 6 Jan	from £150	<a href="#">Find out more</a>
-------------------	--	----------	-----------	-----------	-------------------------------

£ On campus	Essential Digital Skills	10 days	Variable	Free*	<a href="#">Find out more</a>
-------------	--------------------------	---------	----------	-------	-------------------------------



Corrin achieved a Grade 5 in Maths and is progressing onto a Bookkeeping course with Harlow College

[Read more](#)



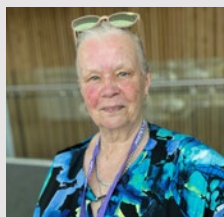
\*Subject to eligibility **£** Financial support may be available. In some cases these course could be free!





# Health, Social Care & Wellbeing


Study Mode	Course Name	Duration	Start	Full Fee	
 On campus	Level 1 Mental Health Awareness	4 weeks	7 Jan	£65	<a href="#">Find out more</a>
 On campus	Level 2 Counselling	16 weeks	3 Feb	£360	<a href="#">Find out more</a>
 Online	Level 2 Children & Young People's Mental Health	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
 Online	Level 3 Certificate in Understanding Principles of Dementia Care	18-20 weeks	Any time	£811	<a href="#">Find out more</a>
 Online	Level 2 Mental Health First Aid & Mental Health Advocacy in the Workplace	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
 Online	Level 2 Nutrition & Health	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>
 Online	Level 2 Understanding Climate Change and Environmental Awareness	8-12 weeks	Any time	Free*	<a href="#">Find out more</a>



## "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. In some cases these course could be free!



## Journalism & Social Media

Study Mode	Course Name	Duration	Start	Full Fee
£ On campus	Level 2 Social Media Marketing	6 weeks	Oct	£150

[Find out more](#)

## Security & Door Supervision


Study Mode	Course Name	Duration	Start	Full Fee
£ On campus	SIA Security (Bright Futures Training Centre)	21 days	8 Oct	

[Find out more](#)

## Travel & Tourism

Study Mode	Course Name	Duration	Start	Full Fee
£ On campus	Level 2 Cabin Crew	18 weeks	9 Jan	£750

[Find out more](#)

\*Subject to eligibility  Financial support may be available.  
In some cases these course could be free!



# 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](http://www.harlow-college.ac.uk/brightfutures)  
[brightfutures@harlow-college.ac.uk](mailto: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**

[www.stanstedairportacademy.com](http://www.stanstedairportacademy.com)  
[Employment.Academy@stanstedairport.com](mailto: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](http://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 arrange this with you.



## 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

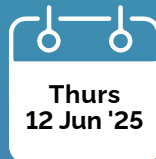
You can also email our Admissions team:  
[admissions@harlow-college.ac.uk](mailto:admissions@harlow-college.ac.uk)

# HARLOW COLLEGE

01279 868100  
[www.harlow-college.ac.uk](http://www.harlow-college.ac.uk)

Harlow College  
Velizy Avenue  
Harlow  
CM20 3LH

## OPEN EVENTS



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