

South Staffordshire College



# Spring into **Summer**

**Try something new or #BoostYourCareer this summer term!**

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[southstaffs.ac.uk](http://southstaffs.ac.uk)





# Career boosting courses for adults

Get ready to Spring into Summer with a career boosting course this summer term with us!

Are you looking to improve your career prospects, start your own business, or get back into work? Studying a part time adult course at South Staffordshire College will help you to succeed.

We have tons of career boosting courses available to study in small class sizes at your local college with our friendly tutors following covid safety procedures, and a range of courses you can study from the comfort of your home. Take a look at the full list below.

Accounts & business	Tamworth	Lichfield	Rodbaston	Cannock
Access award in accounting software		•		
Access award in bookkeeping		•		
Accounting level 3 (NSF)	•			•
Back to work business admin level 2	•			
Principles of management & leadership	•			
Promoting your business through social media	•			
Skills for business administration level 2		•		
Skills for starting your own business	•			•

Digital	Tamworth	Lichfield	Rodbaston	Cannock
Certificate in IT user skills level 3 (NSF)	•			
Cisco CCNA introduction to networks				•
Cisco CCNA switching routing & wireless essentials				•
Coding bootcamp	•			
Cyber security & digital forensics		•		
Entry to using/securing basic computing & software applications	•			
Essential digital skills	•			•
Essential media production skills for digital content	•			
Introduction to internet technology	•			
Introduction to music production skills bandlab	•			
Introduction to social media & analytics	•			
Web design for beginners	•			•

Early years, Health & social care	Tamworth	Lichfield	Rodbaston	Cannock
Alcohol awareness	•			•
Award in an introduction to early years settings level 1	•			•
Award in helping skills level 2	•			
Award in parenting				•
Award in working with children level 1				•
Certificate in counselling skills level 2				•
Certificate in supporting teaching and learning level 2				•
Education & training award level 3		•		
Preparing to work in schools level 1				•
Substance misuse	•			•
Understanding autism (NSF)	•			•
Understanding mental health (NSF)	•			•



## Ways to pay!

### Unemployed/ Claiming benefits

If you apply for a level 2 course or below and receive eligible benefits, you may qualify for a FREE course.

### Earning less than £16,009 per year?

Are you employed and earning less than £16,009 p/y? Your course may be FREE.

### Aged 19 - 23?

Your course is FREE if you are enrolling for your first level 1 or 2 qualification and are aged 19-23.

### Advanced learner loan

If you are aged 19+, you could take advantage of an advanced learner loan to cover the cost of your course. You will start repaying only once you start earning over £25,000 per year.

Courses may be FREE to people receiving Jobseeker's Allowance (JSA), Employment and Support Allowance (ESA) or Universal Credit (including housing benefit, income support and working tax credits).

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## Where can you study...

### Lichfield College

Are you looking for somewhere to express your creativity? At Lichfield College we will support you to turn your creative talent into your career.

### Tamworth & Torc Colleges

With fantastic learning and commercial facilities Tamworth and Torc offers you the opportunity to train in a range of exciting subject areas.

### Rodbaston College

Take advantage of the beautiful countryside at Rodbaston. With acres of farmland and an onsite Zoo, Rodbaston is a fantastic setting to study in.

### Cannock College

You will train using our specialist industry standard and commercial onsite facilities. Cannock College is the place to #BoostYourCareer in many areas.

### Offsite

Some courses are run from local community centres or available for you to study online from the comfort of your own home.

English & maths	Tamworth	Lichfield	Rodbaston	Cannock
ESOL skills for life - reading	•	•		•
English functional skills	•	•		•
Maths functional skills	•	•		•
Landbased & animals	Tamworth	Lichfield	Rodbaston	Cannock
Certificate in dog walking level 2			•	
Certificate in pet sitting level 2			•	
Funeral flowers			•	
Wedding flower workshop			•	
Services	Tamworth	Lichfield	Rodbaston	Cannock
Certificate in aviation	•			
Nail technology award level 2	•			•
Themed face painting				•
Waxing level 2 award	•			
STEP-UP	Tamworth	Lichfield	Rodbaston	Cannock
STEP into adult health & social care	•	•		•
STEP into outdoors			•	
STEP into the office	•	•	•	•
STEP into work	•	•	•	•
Trades	Tamworth	Lichfield	Rodbaston	Cannock
18th edition regulations	•			•
Advanced diploma in electrical installation (NSF)	•			•
Autocad essentials introductory autocad for beginners	•			•
Award in advanced welding skills (NSF)				•
Award in electrical installation inspection, testing, certification and reporting	•			•
Construction skills level 1			•	
Design & verification of electrical systems	•			•
Design for construction	•			•
Electrical basics - an introduction for mechanical operatives	•			
Electrical fault finding & diagnostic techniques	•			•
Electric vehicle & hybrid awareness			•	
First certificate in engineering technology	•			•
MIG /TIG /MMA certificate in introductory welding skills	•			•
Plumbing level 2			•	
Preparing & using CNC milling machines	•			•
Preparing for supervisory work in the construction industry	•		•	
SSC-CSCS health and safety awareness course & operatives test				•
Subsidiary diploma in engineering technologies (NSF)	•			•
Women into construction	•		•	

## National Skills Fund (NSF)

Adults aged 19+ can access free level 3 qualifications to help gain valuable skills needed to improve job prospects through the National Skills Fund which is part of the Lifetime Skills Guarantee. The courses are open to all adults regardless of whether you are currently in work or have recently become unemployed. Take a look at the courses you can study with us as part of the National Skills Fund which are marked with (NSF) in the above tables.

# Online career boosting courses

A selection of our career boosting courses are also available for you to study online from the comfort of your home:

- Certificate in fitness training level 2
- Introduction to early years setting
- Introduction to software development
- Microsoft Office specialist MOS Excel
- Microsoft Office specialist MOS Outlook
- Microsoft Office specialist MOS PowerPoint
- Microsoft Office specialist MOS Word
- Microsoft technical associate courses
- Principles of management & leadership level 3
- Skills for starting your own business

To apply please visit [southstaffs.ac.uk/spring-into-summer](https://southstaffs.ac.uk/spring-into-summer)

## FREE\* Distance learning courses

Distance learning courses are FREE\* to adults aged 19+. Our qualifications will prepare you for work and help you gain new work related skills. Your assigned tutor will support you through the qualification and to help you succeed.

### We offer free\* distance learning courses in:

- Care
- Children and education
- Health and wellbeing
- Business and IT
- Customer focused

### CPD certified packages

We also offer distance learning, CPD certified packages which allow you to access short courses which are nationally recognised.

- ✓ Auto-enrolment with an immediate start
- ✓ Fully online
- ✓ Study from anywhere, at any time
- ✓ Perfect for an introduction to a subject or a subject refresher
- ✓ Great addition to your CV
- ✓ Receive an e-certificate upon completion
- ✓ Nationally recognised
- ✓ Official CPD certified course

To view the full list of courses please visit [southstaffs.ac.uk/distance-learning](https://southstaffs.ac.uk/distance-learning) or book on to a free\* course please email: [training@southstaffs.ac.uk](mailto:training@southstaffs.ac.uk)

\*Please note, learners who fail to complete their course within 12 weeks will be charged a fee of £125. Should you withdraw or not complete, you will be sent an invoice for this amount.



#### STUDY FROM HOME

at your own pace, at a time that suits you!



#### START ANY TIME

so you can get started as soon as you're enrolled!



#### BOOST YOUR CV

with a level 2 qualification

# FREE\* ENGLISH AND MATHS

### Need the qualification?

\*If you do not already hold a C/4 or above in English and maths you can study for FREE.



### Flexible study!

You can study at college or online at home in your own time.

### Are you an employer?

Upskill your eligible workforce for FREE\*. This can form part of your CPD plan with no impact on your budget.



### It's not too late!

English and maths skills are vital to everyday home and worklife. Don't delay sign up today!

## FOR MORE INFORMATION VISIT:

[southstaffs.ac.uk/adults](https://southstaffs.ac.uk/adults)

# Community leisure courses

Do you want to improve your career prospects or learn a new skill for fun? We offer lots of part-time community leisure courses.

Courses are available at every college location with a variety of times offering you a flexible timetable to return or continue your learning. Our vocationally qualified teachers are highly skilled and will ensure your learning experience is enjoyable and valuable.

With courses in art and crafts, digital, languages, trades and many more as well as courses offering you the opportunity to progress on to either a part or full-time college course, we can support you to gain the qualifications to improve your career prospects.

For full information or to apply, visit: [southstaffs.ac.uk/community-education](https://southstaffs.ac.uk/community-education)

Leisure courses - Lichfield	Beginners	Intermediate	Advanced
Art for life referral	.	.	
Art history	.	.	
Award in food safety in catering	.	.	
Award in job search & employment & potential	.	.	
British sign language	.		
Business administration	.	.	
Computing	.		
Creative arts & crafts	.		
Creative writing	.		
Drawing & painting	.	.	
Dressmaking	.		
English	.		
ESOL	.	.	
Flower arranging	.	.	
French	.	.	.
German	.	.	.
Guitar	.	.	.
Italian	.	.	.
IT & digital skills	.		
IT level 1		.	
Introduction to retail	.		
Introduction to teaching (offsite in Burntwood)	.		
Introduction to quilt making	.		
Life drawing	.	.	
Maths	.		
Oil painting	.	.	
Photography	.		
Portraiture	.		
Pottery & sculpture	.	.	.
Preparation for work in adult social care	.		
Seasonal floristry workshops	.	.	
Soft furnishings & sewing	.	.	
Spanish	.	.	.
Spreadsheets with Excel	.		
Watercolour painting	.	.	



## Learn a new skill

Want to try something new? Check out our wide range of leisure courses on offer!



## Your course could be FREE

Speak to us about the eligibility criteria, your course could be FREE!



## FREE taster workshops

Want to give it a try before signing up? Join one of our upcoming FREE taster workshops.



## Regular start dates

Courses start regularly throughout the year, visit our website for the latest start dates!



## Flexible timetable

We offer daytime and evening classes to help you fit courses around your commitments.

Leisure courses at Rodbaston	Beginners	Intermediate	Advanced
Backyard poultry keeping	•		
Bee keeping	•		
Bricklaying	•		
Carpentry	•		
Dog grooming	•		
Floristry design (seasonal)	•		
Introduction to motor vehicle	•		
Mental health awareness	•		
Painting & decorating	•		
Plumbing	•		

Leisure courses at Tamworth	Beginners	Intermediate	Advanced
Art for life referral	•	•	
Award in internet safety	•	•	
Award in food safety in catering	•	•	
Award in job search & employment & potential	•	•	
Award in managing personal finances	•	•	
Award in skills for employment	•	•	
Basic car mechanics	•		
Creative writing	•		
Computing	•		
English	•		
Dressmaking/soft furnishing	•	•	
ESOL	•	•	
Excel spreadsheets	•		
Flower arranging	•		
French	•	•	
Indian cooking	•		
Indian head massage	•		
Introduction to baking	•		
Introduction to drawing	•	•	
Introduction to milling & turning	•		
Introduction to retail	•		
Introduction to working in customer service	•	•	
Italian	•	•	
IT level 1	•	•	
Maths	•		
Microsoft publisher	•		
Photography & Photoshop	•	•	•
Preparation for work in adult social care	•		
Reflexology	•		
Safeguarding in a learning environment	•		
Spanish	•	•	

## Short Courses

### Work related qualifications

We offer short courses in first aid and the safe use of equipment for landbased and arboriculture industries.

### Benefit your business

Gain the essential qualifications you need to undertake the work required in your business area.

### Experienced & dedicated team

Our team work with hundreds of businesses like yours. Get in touch to discuss your individual needs!

### We can come to you!

We can deliver training at college or offsite at your premises to suit your business needs.

### In-house & accredited qualifications

We deliver specialist in-house training that is certified by us as well as accredited qualifications by recognised leading awarding bodies.

## Excellent facilities



Our 5 college locations are packed with state-of-the-art, industry standard facilities to support you with your studies. We have: construction workshops, an engineering hub, multi-trade centres, a hair & beauty salon, commercial kitchen and restaurant, art, music & dance studios, acres of countryside, an equestrian centre, an onsite zoo, an aquaculture centre and much more...

**For more information please visit:**

**[southstaffs.ac.uk/short-courses](https://southstaffs.ac.uk/short-courses)**

Leisure courses at Cannock	Beginners	Intermediate	Advanced
Art for life progression	•	•	
Art for life referral	•	•	
Award in food safety in catering	•	•	
Award in internet safety	•	•	
Award in job search & employment & potential	•	•	
Award in skills for employment	•	•	
British sign language	•		
Business administration	•	•	
Computing	•		
Creative writing	•		
Customer service	•	•	
Drawing & painting	•		
Dressmaking & sewing	•		
English	•		
ESOL	•	•	
Flower arranging	•		
French	•	•	
Guitar	•		
Introduction to CAD	•		
Introduction to milling & turning	•		
Introduction to retail	•		
Introduction to welding	•		
Introduction to working in customer service	•		
Italian	•	•	
IT level 1	•		
Maths	•		
Mental health awareness	•		
Photography	•	•	
Preparation for work in adult social care	•		
Retail skills	•	•	
Safeguarding in a learning environment	•		
Seasonal floristry workshops	•	•	
Spanish	•	•	

## Higher Education

**Benefit from studying locally, at affordable prices with excellent teaching and support from our team.**

Whatever you choose to study, you'll receive hands-on, practical training, delivered by expert staff with industry experience. From teamwork to leadership, you'll also gain the professional skills that local employers demand, so when you graduate you'll be prepared for a successful career.

Whether you're planning a career in cyber security or animal management, childcare, film and TV or the music industry, with a higher education course at South Staffordshire College, you don't just start your career, you create it. For more information visit: [southstaffs.ac.uk/higher-education](https://southstaffs.ac.uk/higher-education)



Our course fees are often  
**£2000 less**  
than universities.



**Smaller class sizes**  
There will be fewer students in your class compared to if you were at university.



**Stay close to home**  
You can also save money on accommodation and travel by studying locally.

## Apprenticeships



### Award winner!

Top college in the West Midlands for overall achievement 2020

### Award winner!

Best Further Education college for apprenticeship training in The School Leavers Awards 2020

### Apprenticeship workplace learning

Based offsite, you will be assessed on the job at work. Your learning will be delivered entirely in the workplace and is designed to be flexible.

### Various levels

Apprenticeships are available at various levels, so regardless of existing qualifications or experience, there will be an opportunity here for you.

### FREE training

Your training is paid for by the Government or your employer meaning zero cost to you!

### Working within a business

As an apprentice you'll work within a business alongside professionals to gain on-the-job practical training for at least 30 hours per week.

**Sign up now for an apprenticeship:**  
[southstaffs.ac.uk](https://southstaffs.ac.uk)

South Staffordshire College



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**Open Events!** Not sure what you want to study? Our open events are a great way for you to find out more about our courses and to speak with an industry expert tutor. For more information or to book your place at one of our upcoming open events visit our website: **[southstaffs.ac.uk/open-days](http://southstaffs.ac.uk/open-days)**