



South
Staffordshire
College



#BoostYourCareer

PART-TIME COURSE GUIDE FOR ADULTS

2023 – 2024

Career boosting courses for adults

Get ready to boost your career with a part-time course 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 as well as a range of courses you can study from the comfort of your home.

Our courses have been designed to meet skills shortages in Staffordshire and the West Midlands, so not only will you be supported to achieve the right qualifications, but we'll help you to develop skills that employers in your local area really want. Take a look at the full list below.

Accounts & Business	Tamworth & Torc College	Lichfield College	Rodbaston College	Cannock College
Bookkeeping		●		●
Business skills		●		●
Customer service	●			
Principles of management & leadership	●			
Promoting your business through social media	●			

Digital	Online	Tamworth & Torc College	Lichfield College	Rodbaston College	Cannock College
Adobe After Effects	●				
Adobe Indesign	●				
Adobe Photoshop	●				
Adobe Premier Pro	●				
Develop: Coding	●				
Develop: Cyber	●				
Diploma in web app development level 5	●				
Essential digital skills		●			●
Microsoft Office specialist Excel	●				
Microsoft Office specialist Outlook	●				
Microsoft Office specialist PowerPoint	●				
Microsoft Office specialist Word	●				

Early years, health & social care	Tamworth & Torc College	Lichfield College	Rodbaston College	Cannock College
Certificate in counselling skills level 2	●			
Certificate in supporting teaching & learning level 2	●			●
Certificate in supporting teaching & learning level 3	●			●
Counselling				●
Diploma in supporting teaching & learning level 3	●			●
Education & training award level 3		●		
Preparing to work in schools level 1				●
Prevention & control of infection	●			●
Supporting individuals with disabilities	●			●
Understanding mental health (FCFJ)	●			●
Understanding safeguarding in education	●			●

Free courses for jobs (FCFJ)

If you are aged 19+ you could access a course for free, as part of the support available from the government to help you gain the skills you need to get the job you want, whatever your stage of life.

The free courses include level 3 qualifications, and the government pays the course fees. For more information visit: southstaffs.ac.uk/free-courses-for-jobs/



Ways to pay!

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.

Your course may be FREE if you are:

Unemployed/claiming benefits

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

Claiming Jobseeker's allowance

People receiving Jobseeker's Allowance (JSA), Employment and Support Allowance (ESA) or Universal Credit (including housing benefit, income support and working tax credits) may be eligible for a FREE course.

Aged 19 – 23

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

Earning less than £20,319 per year

If you are employed and earning less than £20,319 p/a, your course may be FREE.

0300 456 2424

southstaffs.ac.uk

enquiries@southstaffs.ac.uk

English & maths	Online	Tamworth & Torc College	Lichfield College	Rodbaston College	Cannock College
ESOL skills for life		●	●	●	●
English functional skills	●	●	●		●
GCSE English & maths	●	●	●		●
Maths functional skills	●	●	●		●

Landbased & animals	Tamworth & Torc College	Lichfield College	Rodbaston College	Cannock College
Certificate in dog walking level 2			●	
Certificate in pet sitting level 2			●	
Dog grooming			●	
Floristry			●	
Funeral/wedding flower workshops			●	

Services	Tamworth & Torc College	Lichfield College	Rodbaston College	Cannock College
Award in eyelash & brow treatments	●			
Award in facial massage & skin care	●			
Breadmaking & baking techniques	●			
Certificate in fitness training level 2	●			
Gel polish techniques	●			
Manicure treatments	●			
Nail technology award level 2	●			
Pedicure treatments	●			
Waxing level 2 award	●			

Trades	Tamworth & Torc College	Lichfield College	Rodbaston College	Cannock College
18th edition regulations	●			●
Autocad essentials introductory autocad for beginners	●			●
Automotive refrigerant handling 1 day	●		●	
Award in electrical installation inspection, testing, certification and reporting	●			●
Construction skills level 1				●
Design & verification of electrical systems	●			●
Electrical fault finding & diagnostic techniques	●			●
Electric & hybrid vehicle training level 2 (2 day)	●		●	
Electric & hybrid vehicle training level 3 (3 day)	●		●	
Electric & hybrid vehicle training aware (1 day)	●		●	
Introduction to additive manufacturing				●
Introduction to hydraulics & pneumatics	●			●
First certificate in engineering technology	●			●
Preparing & using CNC milling machines & CAD basics	●			●
Programmable logic controller level 3	●			●
Subsidiary diploma in engineering technologies (FCFJ)	●			●



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 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.

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/adult-learners

FREE* Distance learning courses

Level 2 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 help you succeed.

We offer free* distance learning courses in:

- Adult health & social care
- Business and employability
- Early years and childcare
- Health & wellbeing
- Mental health, learning difficulties and support

To view the full list of courses please visit southstaffs.ac.uk/distance-learning or book on to a free* course please email: 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 work life. Don't delay sign up today!

FOR MORE INFORMATION VISIT:

[southstaffs.ac.uk/
adult-learners](https://southstaffs.ac.uk/adult-learners)

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 Lichfield, Rodbaston, Tamworth and Cannock College, as well as some being held at a community venue near you. They start at a variety of times offering you a flexible timetable to return to 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, retail, customer service, mentoring and many more, we can support you to gain new skills for fun or to open up new employment opportunities. In addition, our selection of level 1 and level 2 accredited qualifications will support you to improve your career prospects or progress on to a higher level part-time or full-time course.

Whatever your ambitions, we have something for you.

For full information or to apply, visit: southstaffs.ac.uk/community-education

Leisure courses at Lichfield	Beginners	Intermediate	Advanced
Art for life referral	•	•	
Art history	•	•	
Basic English	•		
Basic Maths	•		
British sign language	•		
Creative writing	•		
Drawing & painting	•	•	
Dressmaking & sewing	•	•	
ESOL	•		
Flower arranging	•		
French	•	•	•
German	•	•	•
Introduction to counselling	•		
Introduction to oil and acrylic painting	•		
Introduction to sugarcraft	•		
Introduction to health & social care	•		
Introduction to travel & tourism	•		
Introduction to Ukrainian	•		
Italian	•	•	•
Level 1 British sign language	•		
Life drawing	•	•	
Photography	•	•	•
Portrait drawing	•		
Pottery & ceramics	•	•	•
Spanish	•	•	•
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
Introduction to dog grooming	•		

Leisure courses at Tamworth	Beginners	Intermediate	Advanced
Art for life referral	•	•	
Christmas cake workshop	•		
Dressmaking & sewing	•	•	
ESOL	•		
Introduction to access	•		
Introduction to British sign language	•		
Introduction to cake decorating	•		
Introduction to counselling	•		
Introduction to drawing & painting for relaxation	•		
Introduction to health & social care	•		
Introduction to travel & tourism	•		
Learning English	•		
Learning maths	•		
Spanish	•	•	•

Leisure courses at Cannock	Beginners	Intermediate	Advanced
Art for life referral	•	•	
Basic English	•		
Basic maths	•		
Creative writing	•		
Dressmaking & sewing	•		
ESOL	•		
Flower arranging	•		
Introduction to British sign language	•		
Introduction to counselling	•		
Introduction to health & social care	•		
Introduction to sugarcraft	•		
Introduction to teaching assistant	•		
Introduction to Ukrainian	•		
Italian	•	•	
Spanish	•	•	

Short Courses

Work related qualifications

We offer a variety of short courses, please check the website for more information.

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.

For more information please visit:

southstaffs.ac.uk
/adult-learners

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**

Back to Work courses

Get skilled for success! If you're ready to get back into work and want to progress, you can gain skills and qualifications at the same time! Our FREE Back to Work courses will prepare you for work, help you build your CV and gain new sector-based qualifications.

Getting back into work can be so much easier than you think. If you've been unemployed for some time, and looking to further your skills or experiences, our Back to Work courses are the ultimate start to boost your progress. These specially designed courses run every 5 weeks and will help you to get ready for work including new skills, qualifications, CV building, interview and application support.

As well your new qualifications, you'll have the opportunity to be seen by employers, and in some cases have the chance to access guaranteed interviews to help achieve your future goals. For full information or to apply, visit: southstaffs.ac.uk/adult-learners/back-to-work

Back to Work courses	Tamworth & Torc College	Lichfield College	Rodbaston College	Cannock College
Adult Health & Social Care level 1	•			•
Customer Service level 1	•			•
Digital level 1	•			•
Warehousing level 1	•			•



Regular start dates

Courses run every 5 weeks.



Achieve your success

Gain new skills and qualifications to improve your future goals.



Professional support

Help creating the perfect CV and completing new job applications.

Higher Education

Enhance your career prospects by studying a #UniDegreeAtSSC. 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 engineering or animal management, childcare, film and TV or games, 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



Smaller class sizes

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



Stay close to home

Save money on accommodation and travel by studying locally.



Our course fees are often

£2000 less than universities.

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, 2 digital skills centres and much more...

We take great pride in ensuring that through continual investment you will have access to the latest industry standard equipment. This means that your training will enable you to develop the essential skills needed to be successful in your chosen career.

Apprenticeships - All Ages

With an apprenticeship you're employed to do a real job, earning a wage, whilst studying for a formal qualification.

As an apprentice you'll spend your time divided between working at your employer and undertaking training at, or supported by, the college to develop the knowledge, skills and professional behaviours required for the job role. An impartial assessment, called an end-point assessment, will check that you have gained the knowledge, skills and behaviours needed for the workplace.

Apprenticeships aren't just for school leavers! If you are already working in a career area you love, you could become an apprentice with the support of your employer to help you upskill and secure qualifications needed to help take your career to the next level.

		Lichfield College	Tamworth College	Rodbaston College	Cannock College	Workplace learning
Business	Accounting	●	●			
	Business Administration					●
	Operational Management					●
	Team Leading/Supervisor					●
Engineering & Motor Vehicle	Electrical Installation/Maintenance		●		●	
	Engineering		●		●	
	Motor Vehicle		●	●		
	Powered Pedestrian Door Installer		●			
Construction & Trades	Bricklaying		●		●	
	Carpentry & Joinery		●		●	
	Gas Engineering Operative			●		
	Plumbing			●		
Landbased	Animal & Veterinary Care			●		
	Horticulture			●		
	Veterinary Nursing			●		
Retail & Commercial Enterprise	Barbering		●			
	Hairdressing		●			
	Hospitality & Catering		●			
Care & Leisure	Adult Care & Health Care Support Worker		●		●	
	Early Years		●		●	
	Teaching & Learning Assistants		●		●	
Digital & IT	Information Communication Tech		●		●	



All ages!

Apprenticeships are not just for school leavers. Anyone, any age can train as an apprentice in their chosen field!



Apprenticeships are at least 12 months, and some can be up to 4 years.



Apprenticeship Workplace Learning

You will be assessed on the job at work. The majority of your learning will be delivered in the workplace and is designed to be flexible.



You can complete your English and maths functional skills at college or online.



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

FREE

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



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.

To sign up now visit
southstaffs.ac.uk/apprenticeships