Discover a new interest or hobby, develop your skills to move on at work, or start training for a brand new career – however you’re looking to spend your time, turn it into time well spent with part time study at Petroc.

Please note that you must enrol on courses before the course start date. All recreational courses require a minimum of ten learners in order to run. To enrol on recreational courses, visit www.petroc.ac.uk/adults or contact the recreational team on 01271 852357/852356.

To enrol on certificated courses, please contact the Guidance Centre on 01271 338125.

Due to Government changes, certificated course titles, fees and content may be subject to change. If you have any queries, please just get in touch. All details correct at time of going to press (March 2015). E&OE. Petroc reserves the right to make changes, including the addition, withdrawal or restriction of qualifications as may be deemed necessary.

There are 20 courses in this guide which can gain you a qualification and are absolutely free. However, if you do not complete the course within the agreed timescale, without a valid reason, there will be a charge of £100.
STAINED GLASS WORKSHOP COPPER FOIL
Pilton Community College
16/5/2015 1 day
09:00 to 16:30 Saturday
Fee £28
RECN1618/1/C
01271 852356
Learn the art of copper foiling stained glass (known as the Tiffany method), includes lead soldering to create a small stained glass light catcher to take home. Suitable for most people who have the desire but not the confidence to cut glass. Please bring lunch and a drink. Note: Pregnant and nursing mothers are advised not to attend this course due to the use of lead.

LIFE DRAWING
Brannams Campus
14/04/2015 10 weeks
19:00 to 21:00 Tuesday
Fee £79 Fee Supplements £20
Total Fee £99
RECN1291/1/C
01271 852356
Explore this fascinating activity which is at the root of many great artworks. Learn and develop your skills of drawing the human body with ease.

BUSINESS, IT & MANAGEMENT
CERTIFICATE IN LEAN ORGANISATION MANAGEMENT TECHNIQUES
Brannams Campus
18/04/2015 10 weeks
10.00 to 12:00 Saturday
Fee £79
RECN1692/1/C
01271 852356
10 weeks flexible start
FREE*
PDMN0108/12/A L2
01271 852356
This qualification is ideal if you are working in areas where improvements to quality, processes and costs have been identified. It may also be suitable to provide knowledge and a new skill set that will be attractive to employers.

INTRODUCTION TO DIGITAL PHOTOGRAPHY (CAMERA ONLY)
North Devon Campus
15/04/2015 6 weeks
19:00 to 21:00 Wednesday
Fee £42
RECN1399/1/C
01271 852356

CERTIFICATE IN BUSINESS & ADMINISTRATION KNOWLEDGE LEVEL 2
Brannams Campus
14/04/2015 10 weeks
19:00 to 21:00 Tuesday
Fee £79 Fee Supplements £20
Total Fee £99
RECN1291/1/C
01271 852356
Explore this fascinating activity which is at the root of many great artworks. Learn and develop your skills of drawing the human body with ease.

CERTIFICATE IN PRINCIPLES OF CUSTOMER SERVICE LEVEL 3
Brannams Campus
18/04/2015 10 weeks
10.00 to 12:00 Saturday
Fee £79
RECN1692/1/C
01271 852356
10 weeks flexible start
FREE*
PDMN0115/12/A L2
01271 852356
Delivering excellent customer service is very important in every business. This nationally accredited qualification will be a valuable addition to your skill set.

CERTIFICATE IN TEAM LEADING KNOWLEDGE LEVEL 2
Brannams Campus
15/04/2015 6 weeks
19:00 to 21:00 Wednesday
Fee £79 Fee Supplements £20
Total Fee £99
RECN1291/1/C
01271 852356
10 weeks flexible start
FREE*
PDMN0124/12/A L2
01271 852356
This qualification aims to develop your knowledge and understanding across a range of administrative concepts and practices. It enables you to develop essential knowledge of how to carry out everyday and more complex administrative tasks such as managing information, events, projects and contributing to innovation and change.

CERTIFICATE IN PRINCIPLES OF BUSINESS & ADMINISTRATION LEVEL 3
Brannams Campus
16/5/2015 1 day
09:00 to 16:30 Saturday
Fee £28
RECN1618/1/C
01271 852356
16 weeks flexible start
FREE*
PDMN0124/12/A L2
01271 852356
The qualification aims to develop your knowledge and understanding across a range of administrative concepts and practices. It enables you to develop essential knowledge of how to carry out everyday and more complex administrative tasks such as managing information, events, projects and contributing to innovation and change.

CERTIFICATE IN TEAM LEADING KNOWLEDGE LEVEL 3
Brannams Campus
18/04/2015 10 weeks
10.00 to 12:00 Saturday
Fee £79
RECN1692/1/C
01271 852356
16 weeks flexible start
FREE*
PDMN0124/12/A L2
01271 852356
This qualification aims to develop your knowledge and understanding across a range of administrative concepts and practices. It enables you to develop essential knowledge of how to carry out everyday and more complex administrative tasks such as managing information, events, projects and contributing to innovation and change.

*There is no cost for this qualification. However, if you do not complete the course within the agreed timescale, without a valid reason, there will be a charge of £100.
NQV CERTIFICATE IN ADVICE & GUIDANCE

Level 3
Flexible start at various locations.
Fee: £655 Exam Fee: £115
Total Fee: £770

PDNN0074/12/A NR
01271 852353

This qualification is for those working in all advice and guidance settings.

CONSTRUCTION

ASBESTOS AWARENESS TRAINING

(BOHS) LEVEL 1

North Devon Campus
1½ day flexible start.
Fee: £65 Exam Fee: £45
Total Fee: £110

CNNAO065/1/A NR
01271 852358

This course is designed as a BOHS approved course, identifying and understanding of the risks from Asbestos Containing Materials (ACMs) in buildings and how these can be minimised. There are flexible start dates available.

ASBESTOS REMOVAL

(BOHS)

North Devon Campus
1 day flexible start.
Fee: £195 Exam Fee: £45
Total Fee: £240

CNNA0179/1/A NR
01271 852358

Essential training for anyone who will be disturbing, removing or performing tasks with non-licensable Asbestos Containing Materials (ACMs). There are flexible start dates available.

LADDER ACCESS & WORKING AT HEIGHTS

North Devon Campus
1 day flexible start.
Fee: £105
Total Fee: £115

CNNA0049/1/A NR
01271 852358

This course is designed for anyone using ladders and access equipment, to ensure they are correctly trained and informed on current legislation. There are flexible start dates available.

SAFETY IN THE USE OF ABRASIVE WHEELS

North Devon Campus
1½ day flexible start.
Fee: £65
CNNA0180/1/A NR
01271 852358

This course is designed for anyone using all types of abrasive wheels including cutting and grinding discs. There are flexible start dates available.

EMPLOYABILITY

PRINCE’S TRUST

North Devon Campus
Start dates: 04/04/2015
Monday-Friday, 09.30-16.30
12 weeks

PDMF0020/PDMF0023
01271 852368

Teamwork, residential, community projects and work experience to help you gain the skills you need to find employment.

HAIR, BEAUTY & COMPLEMENTARY THERAPIES

ADDITIONAL SKILLS TOP UP (ALL LEVELS)

Flexible start:
1 day.
Fee: £180
LFNN0046/12/A NR
01271 852364

This is bespoke training built around your specific training needs. Training can be one day or half-day sessions.

ANATOMY & PHYSIOLOGY

Flexible start.
Fee: £103.80 Exam Fee: £135
Total Fee: £238.80

LFNN0012/12/A NR
01271 852364

An understanding of anatomy and physiology is essential as the basis of all practical training courses in beauty and holistic therapy. The course covers all the anatomy and physiology required for the Level 2 and Level 3 National Occupational Standards (NOS) for beauty, nails and holistic therapy treatments.

AROMATHERAPY (GUILD)

1 year.
Fee: £710
LFNN0021/12/A NR
Enrol online

This course will provide a sound insight into Aromatherapy as a healing art. It develops theoretical knowledge of oils, their extraction and the potential for healing, as well as the biology and chemistry of essential oils, and their safe application based on the latest research.

AROMATHERAPY (VCTC)

LEVEL 3
Varied

Fees: £2882 (24+)
LFNN0007/12/A NR
Enrol online

This course will provide a sound insight into Aromatherapy as a healing art. It develops theoretical knowledge of oils, their extraction and their potential for healing, as well as the biology and chemistry of essential oils, and their safe application based on the latest research.

ENROL ONLINE

Enrol online.

24+ Loans

Continue "Blended Learning "Certificated "Distance Learning "E Learning "Industry Training "24+ Loans
EYELASH EXTENSIONS
Flexible start
Fee £205 Exam Fee £29
Total Fee £234
LFNN0032/12/A NR
Enrol online
These extensions are a move away from the traditional strip lashes that everyone has painstakingly tried to apply at one time or another. Instead, these are individual lashes which are added to the client’s own natural lash for a truly fabulous effect.

BODIES MASSAGE
Flexible start
Fee £260 Exam Fee £34
Total Fee £294
LFNN0027/12/A NR
Enrol online
The art of aromatherapy involves the use of essential oils to help improve both the physical and emotional wellness of a client, by treating the whole person.

EYELASH EXTENSIONS
Flexible start
Fee £205 Exam Fee £29
Total Fee £234
LFNN0032/12/A NR
Enrol online
These extensions are a move away from the traditional strip lashes that everyone has painstakingly tried to apply at one time or another. Instead, these are individual lashes which are added to the client’s own natural lash for a truly fabulous effect.

BUILDING A SUCCESSFUL THERAPY BUSINESS
1 year
Fee £220
LFNN0023/12/A NR
Enrol online
This course is aimed at therapists who are hoping to develop a successful therapy business. It considers the core principles that underpin a successful business including: legal requirements; business structures; assessing business opportunities; business planning; and; marketing and public relations.

FOOT REFLEXOLOGY
Flexible start
Fee £235 Exam Fee £59
Total Fee £294
LFNN0023/12/A NR
Enrol online
Reflexology is the application of finger/thumb pressure to reflex points on the feet. It helps to release blocked energy and built up toxins and helps the body back to a state of balance. This course covers all aspects of the treatment and professional reflexology practice.

GEL NAILS LEVEL 3
Up to 1 year from date of enrolment
Fee £150 Exam Fee £24
Total Fee £174
LFNN0040/12/A NR
Enrol online
This course is aimed at therapists who want to deepen their knowledge of anatomy and physiology to underpin their professional therapy practice.

FACIALS
Flexible start
Fee £260 Exam Fee £34
Total Fee £294
LFNN0027/12/A NR
Enrol online
Performing a facial treatment is an opportunity for you to give your client a relaxing and enjoyable treatment designed to improve and rejuvenate their skin.

HEALTHY EATING & WELL-BEING LEVEL 3
Flexible start
Fee £150 Exam Fee £31
Total Fee £181
LFNN0042/12/A NR
Enrol online
This is a VTCT qualification that will develop your knowledge and understanding of the role and sources of nutrients required for a balanced diet to maintain good health. Furthermore, you will learn how to provide general information on healthy eating.

EAR CANDLING LEVEL 3
Flexible start
Tuition Fee £90 Exam Fee £19
Total Fee £109
LFNN0035/12/A NR
Enrol online
Clients who discover the benefits of an ear candling treatment will continue to keep coming back, bringing you a core of loyal, returning customers.

INDIAN HEAD MASSAGE
Flexible start
Fee £205 Exam Fee £29
Total Fee £234
LFNN0028/12/A NR
Enrol online
This course covers the technique for upper back, shoulder, upper arm, neck, scalp and face massage. It also includes the theory behind Indian Head Massage such as the history of the treatment, principles of ayurveda, marma points and chakras.

GEL NAILS LEVEL 2
Flexible start
Fee £144
LFNN0047/12/A
Enrol online
This course is suitable for those who have a manicure qualification or who can show that they have relevant skills. It will increase the range of treatments that they can offer their clients, friends and family.

FACIALS
Flexible start
Fee £260 Exam Fee £34
Total Fee £294
LFNN0027/12/A NR
Enrol online
Performing a facial treatment is an opportunity for you to give your client a relaxing and enjoyable treatment designed to improve and rejuvenate their skin.

HEALTH & SAFETY FOR THERAPISTS
Flexible start
Fee £27.80 Exam Fee £19
Total Fee £46.80
LFNN0035/12/A NR
Enrol online
Health & safety is an essential part of any business. It protects the business owners, staff and customers, and is something that everyone should be aware of.

GEL NAILS LEVEL 3
Flexible start
Fee £220
LFNN0023/12/A NR
Enrol online
This course is aimed at students and therapists who want to deepen their knowledge of anatomy and physiology to underpin their professional therapy practice.

FACIALS
Flexible start
Fee £260 Exam Fee £34
Total Fee £294
LFNN0027/12/A NR
Enrol online
Performing a facial treatment is an opportunity for you to give your client a relaxing and enjoyable treatment designed to improve and rejuvenate their skin.

HEALTH & SAFETY FOR THERAPISTS
Flexible start
Tuition Fee £90 Exam Fee £19
Total Fee £109
LFNN0035/12/A NR
Enrol online
Health & safety is an essential part of any business. It protects the business owners, staff and customers, and is something that everyone should be aware of.

GEL NAILS LEVEL 2
Flexible start
Fee £144
LFNN0047/12/A
Enrol online
This course is suitable for those who have a manicure qualification or who can show that they have relevant skills. It will increase the range of treatments that they can offer their clients, friends and family.

FACIALS
Flexible start
Fee £260 Exam Fee £34
Total Fee £294
LFNN0027/12/A NR
Enrol online
Performing a facial treatment is an opportunity for you to give your client a relaxing and enjoyable treatment designed to improve and rejuvenate their skin.

HEALTH & SAFETY FOR THERAPISTS
Flexible start
Fee £27.80 Exam Fee £19
Total Fee £46.80
LFNN0035/12/A NR
Enrol online
Health & safety is an essential part of any business. It protects the business owners, staff and customers, and is something that everyone should be aware of.

FACIALS
Flexible start
Fee £260 Exam Fee £34
Total Fee £294
LFNN0027/12/A NR
Enrol online
Performing a facial treatment is an opportunity for you to give your client a relaxing and enjoyable treatment designed to improve and rejuvenate their skin.

HEALTH & SAFETY FOR THERAPISTS
Flexible start
Fee £27.80 Exam Fee £19
Total Fee £46.80
LFNN0035/12/A NR
Enrol online
Health & safety is an essential part of any business. It protects the business owners, staff and customers, and is something that everyone should be aware of.
LASH & BROW TREATMENTS
Flexible start
Fee £90 Exam Fee £24
Total Fee £114
LFNN0033/12/A NR
Enrol online

It is often said that the eyes are the windows to the soul, and it is for this reason that women have paid close attention to how they are presented for centuries. Well-defined eyes show them off to their full potential whilst also balancing the face.

MAKE-UP
Flexible start
Fee £205 Exam Fee £29
Total Fee £234
LFNN0016/12/A NR
Enrol online

Make-up application is one beauty treatment which most women, and some men, do for themselves every day. However, when a special occasion arises, or if they simply want to pamper themselves, they can visit their beauty therapist for a professional application.

MANICURE
Flexible start
Fee £205 Exam Fee £29
Total Fee £234
LFNN0016/12/A NR
Enrol online

Manicures can be found on nearly every treatment menu and are often the bread and butter of many businesses. The manicure offers the therapist or technician a whole range of options to suit nearly every client.

MARKETING YOUR OWN BUSINESS
Approximately 10 hours of study
Fee £46.51 Exam Fee £29
Total Fee £75.51
LFNN0014/12/A NR
Enrol online

This course is for students who already have a business in the beauty, complementary and sports therapies industry and want to increase their profits. It invites you to examine how that business is performing and suggests how improvements can be made. It explores different methods of promoting businesses and their effectiveness.

PEDICURE
Flexible start
Fee £209.80 Exam Fee £29
Total Fee £238.80
LFNN0017/12/A NR
Enrol online

Pedicures are a fantastic way to get new clients into the salon. It is a treatment that is often given as a treat, or is booked to make tired toes look respectable. Once a client has been made to look and feel better, they are much more inclined to repeat the process.

PRINCIPLES OF SUCCESSFUL THERAPY PRACTICE
1 year
Fee £220
LFNN0025/12/A NR
Enrol online

This course examines the historical factors and principles that underpin therapies. It invites students to investigate legal obligations, code of ethics, regulation and registration and integration with health care providers, and, helps to prepare them to set up and run success therapy businesses.

PROFESSIONAL STANDARDS
Flexible start
Fee £39.80 Exam Fee £19
Total Fee £58.80
LFNN0001/12/A NR
Enrol online

Professional therapists are required to comply with all relevant legislation affecting their beauty, complementary and sports therapy businesses and must act professionally at all times towards clients and fellow practitioners. Professional therapists are responsible for the health and safety of their clients and themselves.
DIPLOMA IN REFLEXOLOGY LEVEL 3 (VTCT)

Flexible start
Tuition Fee £1,287 Exam Fee £100 Total Fee £1,387 (19-23) LFNN0066/12/A Enrol online

This professional course covers the study of practical reflexology.

LEVEL 3

Flexible start
Fee £278.80 Exam Fee £19 Total Fee £297.80 LFNN0013/12/A NR Enrol online

This course teaches you all you need to know about starting a new business in the beauty, complementary and sports therapy industry. It takes you through the steps needed to start your own business and teaches you how to resolve common issues that you may encounter along the way.

STARTING YOUR OWN BUSINESS

Flexible start
Fee £227.80 Exam Fee £19 Total Fee £246.80 LFNN0013/12/A NR 01271 852364

This course covers all of the information that will help you to perform a safe and professional waxing treatment. Waxing is an excellent addition to any treatment menu and provides repeat business as it is an essential maintenance option for many clients.

WAXING

Flexible start
Fee £216.80 Exam Fee £34 Total Fee £250.80 LFNN0018/12/A NR Enrol online

Flexible start
Fee £41.80 Exam Fee £29 Total Fee £44.80 LFNN0015/12/A NR Enrol online

Starting your own business course covers the study of practical reflexology.

REFFLEXOLOGY (GUILD) LEVEL 4

Flexible start
Tuition Fee £550 Exam Fee £58 Total Fee £568 LFNN0045/12/A Enrol online

This course is designed for learners who are interested in further developing their knowledge and understanding within adult social care. This comprehensive course covers a range of key areas of knowledge applicable to working in the sector.

CERTIFICATE IN COMMON HEALTH CONDITIONS

16 weeks, flexible start
FREE* PDMN0041/12/A 01271 852353

This qualification is designed to give those currently working or intending to work in adult health and social care an awareness of a range of common health conditions.

CERTIFICATE IN PREPARING TO WORK IN ADULT SOCIAL CARE LEVEL 3

16 weeks, flexible start
FREE* PDMN0049/12/A 01271 852353

This is the complete VTCT Reflexology course within the agreed timescale, without a valid reason, there will be a charge of £100.

*There is no cost for this qualification. However, if you do not complete the course within the agreed timescale, without a valid reason, there will be a charge of £100.

01271 852353
CERTIFICATE IN THE PRINCIPLES OF DEMENTIA CARE LEVEL 2
16 weeks, flexible start
FREE*
PDMN0042/12/A L2
01271 852353
Dementia is a highly topical subject, and a major social challenge. This nationally accredited qualification is designed to give you an excellent grounding in Dementia. Through three workbooks, the course covers issues including communication, medication and activities for people with dementia.

CERTIFICATE IN UNDERSTANDING DIGNITY & SAFEGUARDING IN ADULT HSC LEVEL 2
16 weeks, flexible start
FREE*
PDMN0013/12/A L2
01271 852353
This qualification will introduce you to the concept of duty of care in adult health and social care settings. You will explore dilemmas and public concerns associated with this sector, maintaining dignity and the principles of adult safeguarding and protection.

CERTIFICATE IN UNDERSTANDING END OF LIFE CARE LEVEL 2
16 weeks, flexible start
FREE*
PDMN0070/12/A
01271 852353
Whether you are studying this to support your career or because the subject is relevant to you personally, this course takes you through this difficult and emotive subject in a professional and supportive way.

CERTIFICATE IN UNDERSTANDING THE SAFE HANDLING OF MEDICINES LEVEL 2
16 weeks, flexible start
FREE*
PDMN0040/12/A
01271 852353
This nationally accredited qualification is valuable if you are considering a career in any part of health care or the caring professions. The four workbooks cover a wide range of information, best practice and legislation.

CERTIFICATE IN WORKING WITH INDIVIDUALS WITH LEARNING DISABILITIES LEVEL 2
16 weeks, flexible start
FREE*
PDMN0072/12/A L2
01271 852353
Working with people with learning difficulties can be very rewarding. This worthwhile and inspiring course covers a wide range of topics from supporting individuals to protection and positive risk-taking.

HOSPITALITY & CATERING

COOKING FOR PEOPLE WITH LEARNING DISABILITIES
Pilton Community College
14/04/2015 10 weeks
18:45 to 20:45 Tuesday
Fee £25
RECP1203/1/C
01271 852356
Recreational life skills for people with learning disabilities. You will learn about food preparation, kitchen safety, health and hygiene issues and nutrition, while creating simple dishes to take home.

LANGUAGES

SPANISH BEGINNERS STAGE 1
Pilton Community College
14/04/15 5 weeks
18:00 to 19:30 Tuesday
Fee £32
RECP1225/1/C
01271 852356
Learn basic Spanish phrases to enable you to communicate with more confidence. Useful for those that travel commercially or for pleasure. The tutor will encourage your Spanish conversational skills.

SPANISH BEGINNERS STAGE 3
North Devon Campus
16/04/2015 10 weeks
18:30 to 20:00 Thursday
Fee £64
RECN1488/1/C
01271 852356
Continue learning the basic Spanish phrases to enable you to communicate with more confidence. Useful for those that travel commercially or for pleasure. Lots of group practice in Spanish conversational skills.

ITALIAN BEGINNERS STAGE 3
North Devon Campus
15/04/2015 10 weeks
17:30 to 19:00 Wednesday
Fee £64
RECN1380/1/C
01271 852356
Continuing with basic Italian phrases to enable you to communicate with more confidence. Useful for those that travel commercially or for pleasure. The native speaking tutor will encourage your Italian conversational skills.
CENWAT - DOMESTIC CENTRAL HEATING BOILERS & WATER HEATERS (INITIAL ASSESSMENT)
North Devon Campus
01/08/2015
2 days, flexible start
Fee £330 Exam Fee £45
Total Fee £375
CNNA0001/1/A NR
01271 852358
This is a two-day assessment and is a pre-requisite for all other gas assessments.

CENWAT - BOILERS & WATER HEATERS (RE-ASSESSMENT)
North Devon Campus
2 hours, flexible start
Fee £55 Exam Fee £45
Total Fee £100
CNNA0151/1/A NR
01271 852358
We provide training courses in the installation and maintenance of domestic gas fired appliances that are necessary for the ACS (Approved Certification Scheme) and available to candidates who hold a CCN1 Gas Safety certificate. There are flexible start dates available.

CCN1 - CORE NATURAL GAS SAFETY (ASSESSMENT)
North Devon Campus
01/08/2015
2 days, flexible start
Fee £330 Exam Fee £45
Total Fee £375
CNNA0001/1/A NR
01271 852358
This is a two-day assessment and is a pre-requisite for all other gas assessments.

C&G 2377 (PAT) PORTABLE APPLIANCE TESTING
North Devon Campus
3 days, flexible start
Tuition Fees £240 Exams Fees £40
Total Fee £280
CNNA0178/1/A NR
01271 852358
This course explains the requirements for the testing of portable electrical equipment.

C&G 2382-12 17TH EDITION WITH 1ST AMENDMENT LEVEL 3
North Devon Campus
4 days, flexible start
Fee £345 Exam Fee £40
Total Fee £385
CNNA0173/1/A NR
01271 852358
The IEE Wiring Regulations (BS7671) are the definitive standards for the electrical industry in respect of the safe use and operation of electrical equipment and systems. There are flexible start dates available.

GGFO2 CAT 2 GUILD OF GAS FITTING OPERATIVES
North Devon Campus
10 days training at Petroc and a minimum of 5 weeks work experience, flexible start
Fee £1033
CNNA0061/1/A NR
01271 852358
GGFO Cat 2 is designed for candidates who have a minimum of NVQ Level 2 Plumbing qualification, but no gas qualifications.

GGFO CAT 3 - GUILD OF GAS FITTING OPERATIVES
North Devon Campus
20 days training at Petroc and a minimum of 10 weeks work experience
Fee £1765 Exam Fee £45
Total Fee £1810
CNNA0008/1/A NR
01271 852358
GGFO Cat 3 is designed for candidates who have no gas or plumbing qualifications.

Cort1 - Commercial Overhead Radiant Heaters (Initial Assessment)
North Devon Campus
½ day, flexible start
Fee £99 Exam Fee £45
Total Fee £144
CNNA0062/1/A NR
01271 852358
To carry out commercial gas work, an installer must first hold the appropriate certificates of competence.

CPA1 - Combustion Performance Analysis (Initial Assessment)
North Devon Campus
½ day, flexible start
Fee £99 Exam Fee £45
Total Fee £144
CNNA0017/1/A NR
01271 852358
This course allows candidates to become Gas Safe Registered.

Cort1 - Commercial Overhead Radiant Heaters (Initial Assessment)
North Devon Campus
½ day, flexible start
Fee £99 Exam Fee £45
Total Fee £144
CNNA0062/1/A NR
01271 852358
To carry out commercial gas work, an installer must first hold the appropriate certificates of competence.

Cort2 - Gas Fires & Wall Heaters (Initial Assessment)
North Devon Campus
½ day, flexible start
Fee £99 Exam Fee £45
Total Fee £144
CNNA0006/1/A NR
01271 852358
This course allows candidates to become Gas Safe Registered.

HTRL2 - Closed Flue Gas Fires (Initial Assessment)
North Devon Campus
½ day, flexible start
Fee £99 Exam Fee £45
Total Fee £144
CNNA0007/1/A NR
01271 852358
This course allows candidates to become Gas Safe Registered.

HTRL1 - Gas Fires & Wall Heaters (Initial Assessment)
North Devon Campus
½ day, flexible start
Fee £99 Exam Fee £45
Total Fee £144
CNNA0006/1/A NR
01271 852358
This course allows candidates to become Gas Safe Registered.
LAU1 - GAS TUMBLE DRYERS (ASSESSMENT)  
North Devon Campus  
½ day, flexible start  
Fee £138 Exam Fee £54  
Total Fee £192  
01271 852358  
This course allows candidates to become Gas Safe Registered.

LEGIONNAIRES LEVEL 1  
North Devon Campus  
1 day, flexible start  
Fee £138 Exam Fee £41.30  
Total Fee £179.30  
01271 852358  
The course will help learners comply with their legal duties, including identifying and assessing sources of risk, preparing a scheme to prevent or control risk, implementing, managing and monitoring precautions and keeping records of control measures taken.

OFT 102 - VAPORISING APPLIANCES (INITIAL ASSESSMENT)  
North Devon Campus  
5 days, flexible start  
Fee £143 Exam Fee £54  
Total Fee £197  
01271 852358  
This course allows candidates to become OFTEC Registered.

OFT 105E OIL PIPE WORK, CONTROLS & APPLIANCES (INITIAL ASSESSMENT)  
North Devon Campus  
½ day, flexible start  
Fee £75 Exam Fee £54  
Total Fee £129  
01271 852358  
This course allows candidates to become OFTEC Registered.

OFTEC 50  
North Devon Campus  
5 days, flexible start  
Fee £520  
Total Fee £620  
01271 852358  
This training only course is designed for new entrants into the oil industry. On completion of the course the candidates may then undertake OFTEC assessments.

UNVENTED DOMESTIC HOT WATER  
North Devon Campus  
1 day, flexible start  
Fee £122 Exam Fee £25  
Total Fee £147  
01271 852358  
This one-day training and assessment course covers the installation, servicing and commissioning of unvented, open vented and safety devices.

WRAS - WATER REGULATIONS ADVISORY SCHEME  
North Devon Campus  
1 day, flexible start  
Fee £138 Exams Fees £31  
Total Fee £169  
01271 852358  
This course is for anyone who wants to improve their reading, writing and speaking skills for work, leisure or further education. You will work at your own pace in a friendly, supportive atmosphere and gain new skills and confidence.

SKILLS FOR LIFE AND WORK  
ENGLISH FOR ACADEMIC PURPOSES (ESOL)  
North Devon Campus  
Maximum one year  
Flexible start  
Exam Fee £23  
01271 852358  
Is English not your first language? Do you need to read and write in English? This course will help you develop the skills you need.

ESOL  
North Devon Campus  
Maximum one year  
Flexible start  
Tuition Fee £80 Exam Fee £28  
01271 852358  
On completion of the course the candidates may then undertake English for Academic Purposes.

PRE GCSE ENGLISH  
North Devon Campus  
Maximum one year  
Flexible start  
FREE  
01271 852358  
Do you need a GCSE but find maths scary and challenging? Do you struggle with numbers at work or in your daily life? We have classes to suit everyone. You will work at your own pace in a friendly, supportive atmosphere and gain new skills and confidence.

PRE GCSE MATHS  
North Devon Campus  
Maximum one year  
Flexible start  
FREE  
01271 852358  
Do you need a GCSE but find maths scary and challenging? Do you struggle with numbers at work or in your daily life? We have classes to suit everyone. You will work at your own pace in a friendly, supportive atmosphere and gain new skills and confidence.

OUTDOOR CLIMBING  
Various locations  
04/06/15 3 weeks  
18:00 – 21:00 Thursday  
01271 852358  
Spend time having fun, learning how to climb outdoors with an experienced instructor.

CORE CONDITIONING (BASED ON PILATES)  
Landkey Village Hall  
15/04/2015 10 weeks  
09:30 to 10:30 Wednesday  
01271 852358  
A low-intensity core training class that will help you reach your conditioning goals. Improve your posture, flexibility and mobility without having to leave the comfort of your mat.

DANCECISE  
Pilton Community College  
15/04/2015 10 weeks  
19:00 to 20:00 Wednesday  
01271 852358  
Exercise while learning a new style of dance and a short routine every week. A fun class suitable for all ages and abilities who just love to dance. No need for a partner. Wear lightweight trainers and layers. Bring a drink.
**PILATES EXERCISE**
Pilton Community College  
14/04/2015 10 weeks  
18:00 to 19:00 Tuesday  
Fee £42  
RECP1212/1/C  
01271 852356  
Develop your core muscles to help you reach your conditioning goals. Improve your posture, flexibility and mobility without having to leave the comfort of your mat.

**SPECIAL INTEREST**
CERTIFICATE IN EQUALITY & DIVERSITY LEVEL 2  
16 weeks  
FREE*  
PDMN0114/12/A L2  
01271 852353  
This qualification is designed to provide you with the information you need to help understand and promote equality and diversity in society, community and the workplace.

**TEEN TRAMPOLINING**
Pilton Community College  
15/04/2015 10 weeks  
19:30 to 21:00 Wednesday  
Fee £63  
RECP1317/1/C  
01271 852356  
A structured and fun class suitable for those who are between the ages of 13 and 16, with the opportunity to progress through the awards scheme with an experienced tutor.

**ADULT TRAMPOLINING**
Pilton Community College  
16/04/2015 10 weeks  
19:30 to 21:00 Thursday  
Fee £63  
RECP1401/1/C  
01271 852356  
This fun and friendly exercise class has been running for 16 years. It includes stretching and works on specific targeted areas of the body. Each week, feel your muscles becoming stronger as the tutor introduces additional moves encouraging you to extend your flexibility. Suitable for people looking for a more mature gentle class. Bring a drink of water and a mat.

**JUNIOR TRAMPOLINING**
Pilton Community College  
15/04/2015 10 weeks  
18.00 to 19:30 Wednesday  
Fee £63  
RECP1312/1/C  
01271 852356  
A structured and fun class suitable for those who are between the ages of 9 and 12. They will progress through the awards scheme with an experienced tutor and will learn about trampoline safety.

**FUNKY AEROBICS TO UPBEAT MUSIC**
Pilton Community College  
16/04/2015 10 weeks  
18:30 to 19:30 Thursday  
Fee £42  
RECP1407/1/C  
01271 852356  
An energising funky style aerobic routine to upbeat music. Improve your muscle tone and core stability in this fun and friendly class. Bring a bottle of water and an exercise mat, wear cross trainers and layered clothing.  

**YOGA FOR ALL**
Pilton Community College  
16/04/2015 10 weeks  
18:30 to 20:15 Monday  
Fee £48.50  
RECP1105/1/C  
01271 852356  
A structured, fun fitness class for those aged 16+. Please wear a long-sleeved top and full length bottoms and bring a bottle of water.

**YOGA - BEGINNERS**
Orchard Vale Community School  
15/04/2015 10 weeks  
18:30 to 19:30 Wednesday  
Fee £42.50  
RECP1319/1/C  
01271 852356  
This course will explore yoga postures dynamically and statically with emphasis on alignment and breathing leading to deeper relaxation. Bring a mat and a bottle of water. Wear loose comfortable layers.

**YOGA - INTERMEDIATE**
Orchard Vale Community School  
15/04/2015 10 weeks  
19:30 to 21:00 Wednesday  
Fee £64  
RECP1320/1/C  
01271 852356  
This course will explore yoga postures dynamically and statically with emphasis on alignment and breathing leading to deep relaxation. It is best suited for those with previous experience. Bring a mat and a bottle of water.

**TAI CHI WITH QIGONG FOR ALL**
Pilton Community College  
14/04/2015 10 weeks  
19:15 to 20:45 Tuesday  
Fee £63  
RECP1213/1/C  
01271 852356  
Learn the ancient art of Tai Chi, whilst relaxing your mind and training your body. Qigong is a Chinese healing art encouraging gentle focused exercises and breathing techniques.

**WORKOUT TO MUSIC (LOW IMPACT WORKOUT)**
Newport Church Hall  
13/04/2015 10 weeks  
19:15 to 20:15 Thursday  
Fee £63  
RECP1417/1/C  
01271 852356  
A structured and fun class suitable for those aged 9 to 13 with an experienced tutor. They will progress through the awards scheme with an experienced tutor.

**YOGA FIT**
Pilton Community College  
15/04/2015 10 weeks  
18:30 to 19:45 Wednesday  
Fee £52.50  
RECP1318/1/C  
01271 852356  
Build strength without building bulk, improve flexibility and mobility, and promote relaxation in this dynamic yoga and pilates based class. Please bring a mat and a bottle of water.

**FUNKY AEROBICS TO UPBEAT MUSIC**
Pilton Community College  
16/04/2015 10 weeks  
18:30 to 19:30 Thursday  
Fee £42  
RECP1401/1/C  
01271 852356  
An energising funky style aerobic routine to upbeat music. Improve your muscle tone and core stability in this fun and friendly class. Bring a bottle of water and an exercise mat, wear cross trainers and layered clothing.

**BUILDING YOUR FACTORS**
Pilton Community College  
15/04/2015 10 weeks  
19:30 to 21:00 Wednesday  
Fee £63  
RECP1317/1/C  
01271 852356  
A structured and fun class suitable for those who are between the ages of 9 and 12. They will progress through the awards scheme with an experienced tutor and will learn about trampoline safety.

**YOGA - INTERMEDIATE**
Orchard Vale Community School  
15/04/2015 10 weeks  
19:30 to 21:00 Wednesday  
Fee £64  
RECP1320/1/C  
01271 852356  
This course will explore yoga postures dynamically and statically with emphasis on alignment and breathing leading to deep relaxation. It is best suited for those with previous experience. Bring a mat and a bottle of water.

**YOGA FIT**
Pilton Community College  
15/04/2015 10 weeks  
18:30 to 19:45 Wednesday  
Fee £52.50  
RECP1318/1/C  
01271 852356  
Build strength without building bulk, improve flexibility and mobility, and promote relaxation in this dynamic yoga and pilates based class. Please bring a mat and a bottle of water.

**YOGA FOR ALL**
Pilton Community College  
16/04/2015 10 weeks  
18:30 to 20:15 Monday  
Fee £48.50  
RECP1105/1/C  
01271 852356  
A structured, fun fitness class for those aged 16+. Please wear a long-sleeved top and full length bottoms and bring a bottle of water.

**YOGA - BEGINNERS**
Orchard Vale Community School  
15/04/2015 10 weeks  
18:30 to 19:30 Wednesday  
Fee £42.50  
RECP1319/1/C  
01271 852356  
This course will explore yoga postures dynamically and statically with emphasis on alignment and breathing leading to deeper relaxation. Bring a mat and a bottle of water. Wear loose comfortable layers.

**RECP1212/1/C**
Pilton Community College  
16/04/2015 10 weeks  
18:00 to 19:00 Tuesday  
Fee £42  
RECP1212/1/C  
01271 852356  
A structured and fun class suitable for those who are between the ages of 9 and 12. They will progress through the awards scheme with an experienced tutor and will learn about trampoline safety.

**GRAB YOUR FAB! WORKSHOP**
Pilton Community College  
16/5/2015 1 day  
10:00 to 16:00 Saturday  
Fee £25  
RECP1619/1/C  
01271 852356  
Kick start your discovery of potential opportunities! For anyone who is looking for personal discovery in a fun environment, hoping to gain new perspectives or considering a new path forward. Using life coaching techniques and creative exercises we will: Explore personal potential and possibilities, discover what you are capable of and connect to your inner essence. Please bring lunch, a drink and a few magazines (which will be used creatively!) that inspire you.

---

*There is no cost for this qualification. However, if you do not complete the course within the agreed timescale, without a valid reason, there will be a charge of £100.
HOW TO ENROL

RECREATIONAL COURSES

HOW AND WHEN CAN I ENROL?
Visit www.petroc.ac.uk and enter the course code in the search box. For short courses, you can enrol in any of our campuses or call the telephone number listed next to the course information in this guide. You can enrol on all of our courses from March 2015.

IMPORTANT INFORMATION - Please read before enrolling
Whilst every effort has been made to ensure that this course guide is correct at the time of going to press, due to circumstances beyond the college’s reasonable control, changes may occur to course content, prices, courses offered and/or the services and facilities provided. We would advise students to check these prior to enrolment.

CHANGES TO THE COLLEGE PROGRAMME
The college reserves the right to make changes including additions, withdrawal or restriction of courses as may be deemed necessary. Any such change may result in a difference to the fee indicated. In some cases where there are insufficient enrolments, you may be offered the chance to pay a higher fee for the course to continue.

CERTIFICATED COURSES

HOW AND WHEN CAN I ENROL?
To enrol, call the telephone number listed next to the course information in this guide or online. You can enrol on all of our certificated courses from March 2015.

IMPORTANT INFORMATION - Please read before enrolling
Whilst every effort has been made to ensure that this course guide is correct at the time of going to press, due to circumstances beyond the college’s reasonable control, changes may occur to course content, prices, courses offered and/or the services and facilities. Award and assessment requirements may change and we would advise students to check these prior to enrolment. The college cannot guarantee that completion dates and result notification for courses which require internal and external verification will always coincide with the end dates of courses listed.

YOU MAY BE ABLE TO STUDY YOUR CERTIFICATED COURSE FOR FREE
Fees charged for all courses are shown, but if you are paying your own fees (i.e. not by a third party such as an employer or training organisation), you could study your course without paying the tuition fee if you fit into one of the criteria below. Please note that exam fees and supplementary fees shown will not normally have to be paid (conditions apply). If you are struggling to pay your fees please contact the Guidance Centre for advice. Courses that carry no fee remission will be marked NR.

You do not have to pay the tuition fee, exam fee or fee supplement (conditions apply) if you are:

Studying for a vocational Entry Level or vocational Level 1 qualification and have not already attained a full Level 2 qualification and need this as an additional step in order to progress to a full Level 2 and are aged 19 to 23. Exclusions apply.

Studying for your first full Level 2 qualification (a full Level 2 qualification would be at least 60 credits), and are aged 19 to 23.

Studying for your first full Level 3 qualification (a full Level 3 qualification would be at least 120 credits), and are aged 19 to 23.

Studying for your first full Level 2 or 3 qualification and have left the British Armed Forces (in the past 10 years) after completing four or more years of service or have been medically discharged due to an injury in active service after completing basic training, and are aged 19+.

Studying your first Level 4 qualification (at Diploma level) without having attained a full Level 3 qualification and are aged 19 to 23.

Studying GCSE English or Maths and have not attained GCSE at grade C or above.

Studying an Adult Basic Skill (including Functional Skills in English or Maths), excluding English for Speakers of Other Languages (ESOL). You can study an ESOL course for free if you are in receipt of a benefit listed below.

If you are in receipt of a benefit listed below and the course level is up to and including Level 2, you can be 19+ to receive the remission. If the course is Level 3 or 4, remissions are available if you are aged 19-23 (conditions apply).

1. Job Seekers Allowance (JSA) (including the unemployed partner where the claim is joint).
2. Employment and Support Allowance (ESA) in the Work Related Activity Group (WRAG) (including the unemployed partner where the claim is joint).
3. Universal Credit (mandated) for those unemployed, including the unemployed partner where the claim is joint.
4. State benefits including Income Support, Housing(Council) Tax Benefit/ Support, Working Tax Credit with a household income of less than £16,190.
5. Support for Specific Learning Difficulties and/or Disabilities.
6. Support for Specific Learning Difficulties and/or Disabilities.
7. Student Support.
8. Employment and Support Allowance (ESA) in the Work Related Activity Group (WRAG) (including the unemployed partner where the claim is joint).
9. The college has a policy for course refunds, please ask for details at enrolment.

EXTRA HELP
Petroc welcomes you to take part in our learning opportunities. If you have a particular need please ensure that you discuss this with us before your enrolment. Please contact the Guidance Centre on 01271 338125, who will be pleased to assist you.

ACCESSIBILITY
Most areas are accessible for wheelchair users and we will endeavour to make reasonable adjustments, wherever possible.

HEARING IMPAIRMENT
Both fixed and portable loop systems are available to assist those who wear a hearing aid.

VISUAL IMPAIRMENT
Please let us know if you require written materials to be presented in other formats, including large print, electronically or in audio, and we will do our best to provide what you need.

LEARNING SUPPORT
If you need extra support to help you to gain your qualification, we may be able to help. There is a wide range of support services available, including support for specific learning difficulties and/or disabilities.

PERSONAL CARE SUPPORT
A friend, relative or carer may accompany you if required. Further details are available on request. For health and safety purposes, we will need to agree this together before you commence your learning with us.

STUDENT SUPPORT
We offer a variety of confidential support services which can be accessed either as a self referral drop-in or on a more formal and structured one-to-one basis to suit your needs.

Petroc is committed to equal opportunities for all. We believe that our commitment to diversity and inclusion helps nurture a positive learning environment. Every student should feel part of the college community and able to achieve their full potential, regardless of age, disability, gender, race, sexual orientation, belief/non-belief or transgender identity.

Supplementary fees include additional costs which will normally qualify for remission for those who qualify to study certificated provision for free, please enquire before enroling.

Students under 16 years old as at 31 August 2014 (a.e. compulsory school age) should be aware that additional charges and conditions apply - please ask for details.

Some of the fees shown are the amount per annum and the amount may increase in the second year.

REFUNDS
The college has a policy for course refunds, please ask for details at enrolment.

GOOD NEWS!
If you are planning to study at Level 3 or Level 4 or an Advanced or Higher Apprenticeship you may qualify for a 24+ Advanced Learning Loan. These loans help you to pay for fees charged by approved colleges and training organisations in England.

For more information, visit: nationalcareersservice.direct.gov.uk/advancedlearningloans

This publication can be made available in other formats or in languages other than English.

Please contact our Guidance Centre on 01271 338125.

All details correct at time of going to print. E & OE. Petroc reserves the right to make changes, including the addition, withdrawal or restriction of qualifications as may be deemed necessary.

Please Refer to www.petroc.ac.uk for up-to-date information. For a copy of any of our other publications, please ring 01271 338125.

Full Time Course Guide
Higher Education Course Guide
Apprenticeship Guide