



Lauder College

Dunfermline

Part of The Lauder Group



DISCOVER LEARNING ENJOY SUCCESS

GUIDE TO PART-TIME AND FULL-TIME VOCATIONAL COURSES STARTING JANUARY 2005



LEARN FOR SUCCESS

We're approaching another new year. What have you achieved in your career? Are your career plans on track? Do you want more? You know you have potential – so what's stopping you? Talk to us – we'll help you get started now..

Perhaps you want to improve your career prospects but need to improve specific skills or gain professional qualifications. You want a better job – a new career perhaps, but don't know what qualifications you need.....we know you'll have many different reasons for wanting to learn more.

To get you started we've produced this guide to part-time and full-time courses starting from January 2005.

SEE SOMETHING THAT INTERESTS YOU? Great!

NOW CALL OUR CUSTOMER SERVICES TEAM TO GET THINGS MOVING.

Call **01383 845010** or email us at **customerservices@lauder.ac.uk**



WANT TO APPLY? It couldn't be easier!

You can either enquire on-line at **www.lauder.ac.uk**. Or call us on **01383 845010** to get a paper copy. Then simply fill it in and return to our Admissions Service. Please quote the course reference number (that's the small number beside the course name eg PDACCT1). Once we have received this we can arrange for you to come and discuss your choice in more depth with one of our lecturing team. In this way we can ensure that we tailor the right programme to meet your exact learning needs and lifestyle requirements.

To get an application form today:

t: 01383 845010

e: customerservices@lauder.ac.uk

Apply online: www.lauder.ac.uk

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Hot off the press! Our **2005/2006 prospectus** – **GET YOUR COPY NOW**...find out about part-time and full-time courses starting August/September 2005...**DISCOVER LEARNING - ENJOY SUCCESS.**

▶ **DEGREE OPPORTUNITIES AT LAUDER**

There isn't a university in West Fife but Lauder College now fills that gap by providing a "university portal" or "gateway" here in Dunfermline.

- We are a **convenient - easily accessible** location; great option for commuters to/from Fife
- We **offer degrees accredited** by Heriot Watt University (BA in Management) and Napier University (BSC Network Computing). We have more planned for the future.
- We're a **gateway to over 300 degree courses** as our HNC and HND qualifications are equivalent to the first and second year of a degree
- We have **guaranteed places on specific degree courses** at Napier University, Heriot-Watt University, Queen Margaret University College and St Andrews University.

▶ **LEARNER SUPPORT**

Lauder College is committed to helping you make the most out of your learning experience. Our Student Development team is a dedicated service set to ensure that support is available to all learners who choose to study at Lauder. This includes help and advice for those with individual needs such as mobility difficulties, hearing or visual impairment, dyslexia and health problems. Additionally, we can offer support to students who may experience difficulties with some aspects of their course. This can be as simple as advice on ways to improve study techniques.

▶ **FINANCING YOUR STUDIES**

We understand that financial worries are a concern for most people considering furthering their education. However there are many different funding support packages available to help learners manage their time at college. To find out more about how you could benefit please contact our Customer Services team for information about the various financial options available and what you may be entitled to receive.

We also run FUNDING WORKSHOPS to advise and guide new students on the range of funding support available. Call Customer Services to book a place on 01383 845010 or email customerservices@lauder.ac.uk.



Find out about our learning opportunities

▶ **INFORMATION EVENT:**

Thursday 6th January 2005 4.00 - 8.00pm at the **blcc**

If you're unsure about what you want to learn why not come along to our information event on Thursday 6th January between 4.00 pm and 8.00 pm at the Business Learning and Conference Centre (blcc), on the College's Halbeath Campus.

Lecturers from all areas of the College will be on hand to answer your questions and to give guidance on the best level and study method for you. Staff can also advise on the many ways of financing your studies and guide you with any funding issues you have. Even apply while you're at the event!

LEARN FOR FUN

HOW ARE YOU GOING TO PASS THE TIME THIS WINTER?
CALL NOW FOR OUR LEISURE GUIDE.



FITTING LEARNING INTO YOUR BUSY LIFE

Don't worry about how you're going to combine coming to college, studying and living your life. You're not alone – all our students face this concern but manage to work around their many commitments. And our various study options have helped to make learning easier.

Learning methods available including on-line learning, distance learning and part-time options. We are confident that studying at Lauder can be fitted into even the busiest lifestyles.

To help you find out how to study your chosen course throughout the guide you'll see the following grid.

1	2	3	4	5
PART-TIME DAY RELEASE At set times during the day each week.	PART-TIME EVENINGS A few hours learning on campus each week.	PART-TIME SATURDAY A few hours learning on campus each week.	PART-TIME OPEN LEARNING Some pre-booked on campus learning.	PART-TIME DISTANCE LEARNING Learn in your own time without attending any of our locations.

For each course you will find a grid shaded to indicate the various ways it can be delivered. For example the grid below illustrates a course that can be studied part-time day release or part-time by distance learning. ▶

1	2	3	4	5

WHAT DOES EACH LEARNING METHOD MEAN?

- PART-TIME DAY RELEASE** - Delivered on campus for a few hours at set times during the day each week. These courses may also be run over two sessions, one of which is during the day and the other in the evening.
- PART-TIME EVENINGS** - The traditional way to study part-time; these courses require on campus attendance at set times each week during the evening.
- PART-TIME SATURDAY** - Delivered on campus at set times on Saturdays.
- PART-TIME OPEN LEARNING** - If you want to learn in your own time with some tutor support through our learner bases then open learning may be the ideal way to study. You may attend college for a mix of lecturers, tutorials or workshops or book into a learner base at a time to suit you.
- PART-TIME DISTANCE LEARNING** - Learn in your own time without attending any of our locations. Your tutors will arrange for you to access course materials and continue to support you in our virtual learning environment as you study at a distance.

Unless otherwise stated all courses will be delivered via our Halbeath campus.



Q. INTERESTED IN FULL-TIME STUDY?

Full-time courses starting January 2005

Access Course Access to Digital Media FNEDM1

HNC Administration and Information Technology FCAITJ1

HNC Business FCBUSJ1

NQ Intermediate 1 Business FHBSI2J1

NC Introduction to Childcare and Playwork FNINCPJ1

NQ Intermediate 1/2 Computing and Information Technology FHCIN2J1

HNC Computing FCCOMJ1

NQ Intermediate 1 Computing Studies FHCIN1J1

HNC Mechatronics FCHNMJ1

NQ Intermediate 1/2 Introduction to Care FHHSCJ1



NQ UNITS Introduction to Hospitality FN1H0J1

NQ Tourism FNTOURJ1

SVQ2 Catering FSFPCJ1

HNC Hospitality Operations with Front Office Procedures FCHOFOJ1

HNC Hospitality Operations FCHOPJ1

HNC Professional Cookery FCPRCOOJ4

NC Engineering Multi Skills FSEMC21

Access Course Women into Engineering FNWEN1

1

PART-TIME DAY RELEASE

At set times during the day each week.

2

PART-TIME EVENINGS

A few hours learning on campus each week.

3

PART-TIME SATURDAY

A few hours learning on campus each week.

4

PART-TIME OPEN LEARNING

Some pre-booked on campus learning.

5

PART-TIME DISTANCE LEARNING

Learn in your own time without attending any of our locations.

ANDREW CARNEGIE BUSINESS SCHOOL

THE ANDREW CARNEGIE BUSINESS SCHOOL IS OUR NEW, DEDICATED BUSINESS SCHOOL FOR DEVELOPING PERSONAL SKILLS, BUSINESS KNOWLEDGE AND LEADERSHIP CAPABILITIES.



The Andrew Carnegie Business School offers busy professionals access to high quality business courses of their choice, accredited by leading institutions, delivered to stringent quality standards and offered in a first class environment.

With its main base in the Business Learning and Conference Centre (BLCC), the Andrew Carnegie Business School gives learners the opportunity to develop in a corporate learning environment, excellently equipped and furnished to meet the high expectations of today's business executive.

We offer:

- > A portfolio of advanced level courses in Business and Management
- > Courses accredited by Professional Institutes such as the Chartered Institute of Personnel and Development, Association of Accounting Technicians and the chartered management institute
- > Degree courses in partnership with Heriot Watt University and Napier University
- > Direct access to the MBA (year three).

Benefits:

- > Cost effective learning opportunities
- > Flexible study packages accommodating work commitments and individual lifestyles
- > New, exciting and innovative learning options such as learning on-line and using our new virtual learning environment
- > Superb, highly sought after learning facilities and resources – break-out rooms, ICT learning aids, restaurant, relaxation areas
- > Convenient, easily accessible location – just off the M90 (exit 3) with ample private parking.



Andrew Carnegie

BUSINESS SCHOOL

Part of The Lauder Group

"I set a goal that commanded my thoughts, liberated my energy, and inspired my hopes"

Andrew Carnegie

AAT **BOOK-KEEPING CERTIFICATE** ENBKC1
Start date: 20-Jan-05
Day: Thu
Time: 6.30pm - 8.30pm
 Includes four workshops and an assessment.

1	2	3	4	5

ILM **INTRODUCTORY CERTIFICATE IN FIRST LINE MANAGEMENT** PNNBICF1
Start date: 24-Feb-05
Day: Thu
Time: 6.00pm - 9.00pm

1	2	3	4	5

AAT **BOOK-KEEPING CERTIFICATE** PNBKC1
Start date: w/c 26-Jan-05
Day: Wed
Time: 9.30am - 11.30am
 Includes four workshops and an assessment.

1	2	3	4	5

cmi **DIPLOMA IN MANAGEMENT** PPMANF1
Start date: 04-Feb-05
Day: Fri
Time: 1.00pm - 5.30pm
 Attendance once a fortnight.

1	2	3	4	5

ILM **CERTIFICATE IN FIRST-LINE MANAGEMENT** PNNEBSF1
Start date: 18-Feb-05
Day: Fri
Time: 1.00pm - 6.00pm

1	2	3	4	5

HNC **WASTES MANAGEMENT** PCWMJ1
Start date: 27-Jan-05
Day: Thu
Time: 1.30pm - 8.30pm

1	2	3	4	5

Find out more at
w: www.lauder.ac.uk or
t: 01383 559067

The Andrew Carnegie Business School,
 Halbeath, Dunfermline, Fife, Scotland, KY11 8DY.



1	2	3	4	5
PART-TIME DAY RELEASE	PART-TIME EVENINGS	PART-TIME SATURDAY	PART-TIME OPEN LEARNING	PART-TIME DISTANCE LEARNING
At set times during the day each week.	A few hours learning on campus each week.	A few hours learning on campus each week.	Some pre-booked on campus learning.	Learn in your own time without attending any of our locations.

Q. HOW DO I PICK A WINNING TEAM

Interested in Business and Management?

HNC/D
UNITS

ACCOUNTING PAACT11

Start date: 10-Jan-05

Day: Mon

Time: 6.00pm

1	2	3	4	5

HNC

BUSINESS PCBUSJ1

Start date: 10-Jan-05

Day: Mon

Time: 6.00pm

1	2	3	4	5

HND

ADMINISTRATION & INFORMATION

MANAGEMENT PAAIMI1

Start date: 10-Jan-05

Day: Mon

Time: 6.00pm

1	2	3	4	5

NQ
UNIT

BUSINESS PNBNQ11

Start date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment

1	2	3	4	5

HNC

ADMINISTRATION AND INFORMATION

TECHNOLOGY PCAITJ1

Start date: 10-Jan-05

Day: Mon

Time: 6.00pm

1	2	3	4	5

PDA
CERTIFICATE

LEARNING CENTRE OPERATIONS OALCOP1

Start date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment

1	2	3	4	5

HN
UNITS
SAGE

BUSINESS ADMINISTRATION OABUA1

Start date: 10-Jan-05

Day: Mon

Time: Times to be agreed at appointment

1	2	3	4	5

PDA
CERTIFICATE

ONLINE LEARNING OAOLPD1

Start date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment

1	2	3	4	5

HNC/D
UNITS

BUSINESS ADMINISTRATION OABMUD1

Start date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment

1	2	3	4	5

HN
UNITS

BUSINESS AND MANAGEMENT OABMUD1

Start date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment

1	2	3	4	5

Q. WHEN SHOULD I MOVE ON TO SOLIDS?

Interested in Childcare and Education?

HN
UNITS

CHILDCARE OAECE1

Start date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment

1	2	3	4	5

NATIONAL
UNITS

CHILDCARE AND EDUCATION PNECE1

Start date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment

1	2	3	4	5

NATIONAL
UNITS

CHILDCARE ONECE1

Start date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment

1	2	3	4	5

CARE SUITE

A multi-purpose centre of excellence, making a difference to people with an interest in caring for children, the elderly and adults with learning disabilities.

For more information see our website www.lauder.ac.uk.



1 PART-TIME DAY RELEASE At set times during the day each week.	2 PART-TIME EVENINGS A few hours learning on campus each week.	3 PART-TIME SATURDAY A few hours learning on campus each week.	4 PART-TIME OPEN LEARNING Some pre-booked on campus learning.	5 PART-TIME DISTANCE LEARNING Learn in your own time without attending any of our locations.
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Q. HOW DO I STOP CRASHING?

Interested in Computing and Information Technology?

HNC/D UNITS **COMPUTING** OACMP1
Start date: w/c 10-Jan-05
Day and Time: Day and time to be agreed at appointment

1	2	3	4	5

NQ UNITS **COMPUTING** PNICMP1
Start date: w/c 10-Jan-05
Day and Time: Day and time to be agreed at appointment

1	2	3	4	5

DIPLOMA **IT PRACTITIONERS (SOFTWARE DEVELOPMENT)** PSCSD1
Start date: w/c 10-Jan-05
Day and Time: Day and time to be agreed at appointment

1	2	3	4	5

DIPLOMA **DIPLOMA FOR IT PRACTITIONERS (SYSTEM SUPPORT)** PSPSS1
Start date: w/c 10-Jan-05
Day and Time: Day and time to be agreed at appointment

1	2	3	4	5

BSc Napier University **NETWORK COMPUTING** EBCOMF1
Contact Customer Services for details.

1	2	3	4	5

Professional Qualification **NETWORKING ADVANCED CERTIFICATE (WINDOWS 2000)** PANCW21
Contact Customer Services for details.

1	2	3	4	5

Professional Qualification **BECOMING WEBWISE** ONBWBW1
Start date: w/c 10-Jan-05
Day and Time: Day and times to be agreed at appointment

1	2	3	4	5

NATIONAL UNITS **CORE IT - Range of IT programmes from beginner to advance level.** ONEIT1
Start date: w/c 10-Jan-05
Day and Time: Day and time to be agreed at appointment.

1	2	3	4	5

Professional Qualification **DESKTOP PUBLISHING INTRODUCTION** ONMDI1
Start date: w/c 10-Jan-05
Day and Time: Day and time to be agreed at appointment.

1	2	3	4	5

ECDL **ADVANCED ACCESS** ONEAAC1
Start date: w/c 10-Jan-05
Day and Time: Day and time to be agreed at appointment.

1	2	3	4	5

ECDL **ADVANCED EXCEL** ONEAEX1
Start date: w/c 10-Jan-05
Day and Time: Day and time to be agreed at appointment

1	2	3	4	5

ECDL **ADVANCED POWERPOINT** ONEAPP1
Start date: w/c 10-Jan-05
Day and Time: Day and Time to agreed at appointment

1	2	3	4	5

ECDL **ADVANCED WORD** ONEAWD1
Start date: w/c 10-Jan-05
Day and Time: Day and time to be agreed at appointment.

1	2	3	4	5

ECDL **NOVICE LEARNER** ONECDLB1
Start date: w/c 10-Jan-05
Day and Time: Day and time to be agreed at appointment.

1	2	3	4	5

ECDL **PROFICIENT LEARNER** ONECDLA1
Start date: w/c 10-Jan-05
Day and Time: Day and time to be agreed at appointment

1	2	3	4	5

HN UNITS **INFORMATION TECHNOLOGY FOR HOME USERS** ONITHU1
Start date: w/c 10-Jan-05
Day and Time: Day and time to be agreed at appointment

1	2	3	4	5

HN UNITS **IT APPLICATION** OAITA1
Start date: w/c 10-Jan-05
Day and Time: Day and time to be agreed at appointment.

1	2	3	4	5

Q. HOW DO I STOP CRASHING?

Computing and Information Technology CONTINUED...

Professional Qualification **MICROSOFT ACCESS INTRODUCTION** ONMA11

Start date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment.

1	2	3	4	5

Professional Qualification **MICROSOFT EXCEL ADVANCED** ONMEA1

Start date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment.

1	2	3	4	5

Professional Qualification **MICROSOFT EXCEL INTRODUCTION** ONME11

Start date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment.

1	2	3	4	5

Professional Qualification **MICROSOFT OUTLOOK INTRODUCTION** ONMO11

Start date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment.

1	2	3	4	5

Professional Qualification **MICROSOFT POWERPOINT INTRODUCTION** ONMPI1

Start date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment.

1	2	3	4	5

Professional Qualification **MICROSOFT WORD ADVANCED** ONMWA1

Start date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment.

1	2	3	4	5

Professional Qualification **MICROSOFT WORD INTRODUCTION** ONMW11

Start date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment.

1	2	3	4	5

NQ HIGHER **PC PASSPORT** ONPCP1

Start date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment.

1	2	3	4	5

Individual Units **PC PASSPORT** ONPCPU1

Start date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment.

1	2	3	4	5

NQ Intermediate 1 **PC PASSPORT** ONPCP1

Start date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment.

1	2	3	4	5

NQ Intermediate 2 **PC PASSPORT NQ INTERMEDIATE 2** ONPCP2

Start date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment.

1	2	3	4	5

NQ Intermediate 1 **PRE EUROPEAN COMPUTER DRIVING LICENSE** ONPECDL1

Start date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment.

1	2	3	4	5

NQ Intermediate 1 **WEBWISE** ONWBWS1

Start date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment.

1	2	3	4	5



ADVANTECH

Our £million state-of-the-art computing and mechatronic learning centre for advancing technology learning. AdvanTech caters for the fast rising demands of the computing and electronic manufacturing industries.

1	2	3	4	5
PART-TIME DAY RELEASE	PART-TIME EVENINGS	PART-TIME SATURDAY	PART-TIME OPEN LEARNING	PART-TIME DISTANCE LEARNING
At set times during the day each week.	A few hours learning on campus each week.	A few hours learning on campus each week.	Some pre-booked on campus learning.	Learn in your own time without attending any of our locations.

Q. WHAT COLOUR COMPLEMENTS BLUE?

Interested in Creative Arts and Digital Media?

HN
UNITS

JEWELLERY PNJNU1

Start date: 13-Jan-05

Day: Thur

Time: 10.00am

1	2	3	4	5
■	■	■	■	■

HN
UNITS

JEWELLERY PAJHU1

Start date: 13-Jan-05

Day: Thur

Time: 10.00am

1	2	3	4	5
■	■	■	■	■

NQ
UNITS

FRONT PAGE WEB DESIGN PNIAD1

Start date: w/c 13-Jan-05

Day and Time: Days and times to suit individual needs. Contact Customer Services for details.

1	2	3	4	5
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PROTECT YOUR PC PNCRS1

Start date: w/c 10-Jan-05

Day and Time: Days and times to suit individual needs. Contact Customer Services for details.

1	2	3	4	5
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SAFER SURFER PNCRS1

Start date: w/c 10-Jan-05

Day and Time: Days and times to suit individual needs. Contact Customer Services for details.

1	2	3	4	5
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UPGRADE TO BROADBAND PNCRS1

Start date: w/c 10-Jan-05

Day and Time: Days and times to suit individual needs. Contact Customer Services for details.

1	2	3	4	5
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MAKE YOUR OWN CDs AND DVDs PNCRS1

Start date: w/c 10-Jan-05

Day and Time: Days and times to suit individual needs. Contact Customer Services for details.

1	2	3	4	5
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MEDIA SPACE

Our inspirational £1.5 million state of the art learning environment for creative arts, digital media and drama; meeting the exciting developments in the demand for e-skills, design and media skills.

Q. WILL MY JOINTS WITHSTAND THE PRESSURE?

Interested in Engineering and Technology?

- | | | | | | | | | | | | | | | | | | | | | | | | |
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 Time: 6.00pm</p> <table border="1" style="width: 100px; text-align: center; border-collapse: collapse;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td style="background-color: #f0f0f0;"></td><td style="background-color: #f0f0f0;"></td><td></td><td style="background-color: #f0f0f0;"></td><td></td></tr> </table> | 1 | 2 | 3 | 4 | 5 | | | | | |
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| <p>HN UNITS</p> | <p>ELECTRICAL/ELECTRONIC OAEEC1
 Start date: w/c 10-Jan-05
 Day and Time: Contact Customer Services for details</p> <table border="1" style="width: 100px; text-align: center; border-collapse: collapse;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td style="background-color: #f0f0f0;"></td><td></td><td></td><td style="background-color: #f0f0f0;"></td><td style="background-color: #f0f0f0;"></td></tr> </table> | 1 | 2 | 3 | 4 | 5 | | | | | | <p>HN UNITS</p> | <p>MECHANICAL ENGINEERING PAIENG1
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| <p>HN UNITS</p> | <p>MECHATRONIC OAMTC1
 Start date: w/c 10-Jan-05
 Day and Time: Contact Customer Services for details</p> <table border="1" style="width: 100px; text-align: center; border-collapse: collapse;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td></td><td></td><td></td><td style="background-color: #f0f0f0;"></td><td></td></tr> </table> | 1 | 2 | 3 | 4 | 5 | | | | | | <p>HN UNITS</p> | <p>FABRICATION AND WELDING PA1FW1
 Start date: w/c 10-Jan-05
 Day and Time: Day and time to be agreed at appointment</p> <table border="1" style="width: 100px; text-align: center; border-collapse: collapse;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td style="background-color: #f0f0f0;"></td><td></td><td></td><td></td><td style="background-color: #f0f0f0;"></td></tr> </table> | 1 | 2 | 3 | 4 | 5 | | | | | |
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| 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| <p>HN UNITS</p> | <p>AUTOCAD OACAD1
 Start date: 10-Jan-05
 Day: Mon
 Time: 6.00pm</p> <table border="1" style="width: 100px; text-align: center; border-collapse: collapse;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td style="background-color: #f0f0f0;"></td><td style="background-color: #f0f0f0;"></td><td></td><td style="background-color: #f0f0f0;"></td><td></td></tr> </table> | 1 | 2 | 3 | 4 | 5 | | | | | | <p>NQ UNITS</p> | <p>FABRICATION AND WELDING PNFVW1
 Start date: w/c 10-Jan-05
 Day and Time: Day and time to be agreed at appointment</p> <table border="1" style="width: 100px; text-align: center; border-collapse: collapse;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td style="background-color: #f0f0f0;"></td><td></td><td></td><td style="background-color: #f0f0f0;"></td><td></td></tr> </table> | 1 | 2 | 3 | 4 | 5 | | | | | |
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BABCOCK LAUDER TECHNOLOGY

Our exciting campus and business support facility for engineering, motor vehicle engineering and technology based training in the Rosyth Business Park.



- | | | | | |
|--|---|---|-------------------------------------|--|
| 1 | 2 | 3 | 4 | 5 |
| PART-TIME DAY RELEASE | PART-TIME EVENINGS | PART-TIME SATURDAY | PART-TIME OPEN LEARNING | PART-TIME DISTANCE LEARNING |
| At set times during the day each week. | A few hours learning on campus each week. | A few hours learning on campus each week. | Some pre-booked on campus learning. | Learn in your own time without attending any of our locations. |

Q. WHEN SHOULD I APPLY SOME PRESSURE?

Interested in Health and Social Care?

COSCA UNIT 1 **COUNSELLING SKILLS** ENCOUSJ1

Start date: 13-Jan-04

Day: Thur

Time: 6.00pm

1	2	3	4	5
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HN UNITS

1	2	3	4	5
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COSCA UNIT 2 **COUNSELLING SKILLS** ENCOUSJ2

Start date: 11-Jan-05

Day: Tues

Time: 6.00pm

1	2	3	4	5
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NQ UNITS

1	2	3	4	5
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COSCA UNIT 3 **COUNSELLING SKILLS** ENCOUSJ3

Start date: 10-Jan-04

Day: Mon

Time: 6.00pm

1	2	3	4	5
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NATIONAL UNIT

1	2	3	4	5
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HN UNIT **FIRST AID AT WORK INCLUDING FIRST AID** PAFAWJ1

Start date: 27-Jan-05

Day: Thurs

Time: 6.00pm

1	2	3	4	5
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HNC

1	2	3	4	5
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HN UNIT

1	2	3	4	5
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q. CAN I BAKE AT THIS HEAT?

Interested in Hospitality and Tourism?

NQ Intermediate 2 **CREATIVE CAKE PRODUCTION** PNCCP1

Start date: 02-Dec-04

Day: Thur

Time: 9.00am - 12.15pm

1	2	3	4	5
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HN UNITS **TOURISM** PAITOU1

Start date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment

1	2	3	4	5
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HN UNITS **HOSPITALITY** PAICAT1

Start date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment

1	2	3	4	5
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NQ UNITS **TOURISM** PNITOU1

Start date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment

1	2	3	4	5
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NQ UNITS **HOSPITALITY** PNICAT1

Start date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment

1	2	3	4	5
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q. SHOULD I BOW OR SHAKE?

Interested in Humanities?

HN
UNITS

COMMUNICATION OACOM1

Start Date: w/c 10-Jan-05

Day and Time: Day and times to be agreed at appointment.

1	2	3	4	5

NQ
UNITS

COMMUNICATION ONCOM1

Units offered at a variety of levels: Intermediate 1/2 and Higher. Can be studied on their own, or as part of a programme of study.

Start Date: w/c 10-Jan-05

Day and Time: Day and times to be agreed at appointment.

1	2	3	4	5

NQ
UNITS

MATHEMATICS AND NUMERACY ONCSM1

These units vary across numeracy, pure statistics and business and are offered at NQ Intermediate 1/2 and Higher.

Start Date: w/c 10-Jan-05

Day and Time: Day and times to be agreed at appointment.

1	2	3	4	5

NQ
UNITS

CREATIVE WRITING ONCWT1

Explore the techniques involved in creative writing and enhance your confidence and competence in writing.

Start Date: w/c 10-Jan-05

Day and Time: Day and times to be agreed at appointment.

1	2	3	4	5

NQ
UNITS

ENGLISH AND COMMUNICATIONS SUPPORT ONECS1

Start Date: w/c 10-Jan-05

Day and Time: Day and times to be agreed at appointment.

1	2	3	4	5

NQ
HIGHER

ENGLISH OHENGH1

Start Date: w/c 10-Jan-05

Day and Time: Day and times to be agreed at appointment.

1	2	3	4	5

HN
UNITS

FRENCH OAFREU1

Start Date: w/c 10-Jan-05

Day and Time: Day and times to be agreed at appointment.

1	2	3	4	5

NQ
UNITS

LANGUAGES: FRENCH, GERMAN, ITALIAN AND SPANISH ONIFRE11

Units offered at a variety of levels: Intermediate 1/2 and Higher. These units help you develop your skills in listening, speaking, reading and writing in French, German, Italian and Spanish from beginners level onwards. Three units plus the external exam are required to complete the whole programme.

Start Date: w/c 10-Jan-05

Day and Time: Day and times to be agreed at appointment.

1	2	3	4	5

NQ
UNITS

GERMAN OAGERU1

Start Date: w/c 10-Jan-05

Day and Time: Day and times to be agreed at appointment.

1	2	3	4	5

NATIONAL
UNITS

HUMANITIES PNAHUM1

Start Date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment

1	2	3	4	5

HN
UNITS

ITALIAN OAITAU1

Start Date: w/c 10-Jan-05

Day and Time: Day and times to be agreed at appointment.

1	2	3	4	5

NATIONAL
UNITS

MATHEMATICS SUPPORT ONMATS1

Start Date: w/c 10-Jan-05

Day and Time: Day and times to be agreed at appointment.

1	2	3	4	5

NQ
UNITS

SOCIAL SCIENCE ONESS1

Start Date: w/c 10-Jan-05

Day and Time: Day and times to be agreed at appointment.

1	2	3	4	5

1	2	3	4	5
PART-TIME DAY RELEASE	PART-TIME EVENINGS	PART-TIME SATURDAY	PART-TIME OPEN LEARNING	PART-TIME DISTANCE LEARNING
At set times during the day each week.	A few hours learning on campus each week.	A few hours learning on campus each week.	Some pre-booked on campus learning.	Learn in your own time without attending any of our locations.

q. WILL I GET A GOOD REACTION?

Interested in Science?

NQ
Intermediate
2

BIOLOGY OHBIOL21

Start Date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment

1	2	3	4	5

NQ
Intermediate
2

CHEMISTRY OHCHE21

Start Date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment

1	2	3	4	5

NQ
HIGHER
UNITS

CHEMISTRY OHCHEM11

Start Date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment

1	2	3	4	5

NQ
HIGHER
UNITS

HUMAN BIOLOGY OHBIOLU1

Start Date: w/c 10-Jan-05

Day and Time: Day and time to be agreed at appointment

1	2	3	4	5



SCIENCE LABORATORY and ICT Learning Centre

Our brand new, modern, practical learning environment for chemistry, physics, microbiology and biological sciences.

Q. DO I HAVE TO COME TO COLLEGE?

Interested in Community Learning?

ACCESS ONLINE ONACO1

1	2	3	4	5

NQ UNITS

CREATIVE TECHNOLOGY ONCTCB1

1	2	3	4	5

BECOMING WEBWISE AND INTERNET BASIC ONBWBCB1

1	2	3	4	5

ECDL

NOVICE LEARNER ONCBECD1

1	2	3	4	5

BUSINESS MATHS ONLINE ONBMO1

1	2	3	4	5

ECDL

PROFICIENT ONCECDP1

1	2	3	4	5

COMMUNICATIONS & LITERACY plus subject based online ONLTCP1

1	2	3	4	5

Professional Qualification

EXCEL ONLINE ONEXO1

1	2	3	4	5

COMMUNICATIONS & LITERACY ONLTCB1

1	2	3	4	5

REHIS

ELEMENTARY FOOD HYGIENE PNFHEF1

1	2	3	4	5

NQ UNITS

COMMUNICATION ONCMCB1

1	2	3	4	5

INFORMATION TECHNOLOGY CHALLENGE ONITCH1

1	2	3	4	5

COMPUTING CONCEPTS ONLINE ONCCO1

1	2	3	4	5

NQ UNITS

INFORMATION TECHNOLOGY ONITCB1

1	2	3	4	5

NQ UNITS

COMPUTING ONPCB1

1	2	3	4	5

HN UNITS

INFORMATION TECHNOLOGY OAITCB1

1	2	3	4	5

More Community Learning opportunities over the page...

1	2	3	4	5
PART-TIME DAY RELEASE	PART-TIME EVENINGS	PART-TIME SATURDAY	PART-TIME OPEN LEARNING	PART-TIME DISTANCE LEARNING
At set times during the day each week.	A few hours learning on campus each week.	A few hours learning on campus each week.	Some pre-booked on campus learning.	Learn in your own time without attending any of our locations.

Q. DO I HAVE TO COME TO COLLEGE?

Community Learning opportunities CONTINUED...

INFORMATION TECHNOLOGY SUBJECTS ONITSCB1

1	2	3	4	5

NQ
Intermediate
2

PC PASSPORT ONPCPC2

1	2	3	4	5

INTERNET AND INTERNET EXPLORER ONLINE
ONIEO1

1	2	3	4	5

NQ
HIGHER

PC PASSPORT ONPCPHC1

1	2	3	4	5

INTRODUCTION TO PCS ONLINE ONIPO1

1	2	3	4	5

Professional
Qualification

POWERPOINT ONLINE ONPPO1

1	2	3	4	5

OUTLOOK ONLINE ONOLO1

1	2	3	4	5

Professional
Qualification

TIME MANAGEMENT AND MOTIVATION ONLINE
ONTMMO1

1	2	3	4	5

NQ
Intermediate
1

PC PASSPORT ONPCPC1

1	2	3	4	5

Professional
Qualification

WORD ONLINE ONWDO1

1	2	3	4	5



You can access learning in your community rather than coming to the main college campuses.

Please contact your nearest centre for further details.

WHERE CAN YOU STUDY

Babcock Lauder Technology	01383 559140
Cowdenbeath Opportunity Centre	01383 559093
Lochgelly Centre	01592 418141
Parkgate Centre, Rosyth	01383 411865
Tryst Centre, Abbeyview	01383 312210
Valleyfield Community Centre	01383 880277
West Fife Enterprise, Torryburn	01383 881364

COMMUNITY LEARNING

Community learning is delivered in partnership with Fife Council.

1 PART-TIME DAY RELEASE At set times during the day each week.	2 PART-TIME EVENINGS A few hours learning on campus each week.	3 PART-TIME SATURDAY A few hours learning on campus each week.	4 PART-TIME OPEN LEARNING Some pre-booked on campus learning.	5 PART-TIME DISTANCE LEARNING Learn in your own time without attending any of our locations.
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INVESTING IN YOUR FUTURE

During the last five years we have invested over **£8 million** in developing our campus to ensure that we provide our students with innovative learning environments that are very much state of the art, encompassing modern educational concepts whilst delivering electronic support for learning.

THE BUSINESS LEARNING AND CONFERENCE CENTRE

£3m purpose built, business and conference centre. Offering quality training, business support and a well-equipped venue for seminars, conferences and off-site business.



CARE SUITE

A multi-purpose centre of excellence, making a difference to people with an interest in caring for children, the elderly and adults with learning disabilities.



MEDIA SPACE

Our inspirational £1.5million learning environment for creative arts, digital media and drama, meeting the exciting developments in the demand for e-skills, design and media skills.



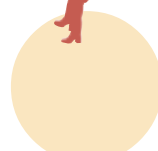
VIRTUAL LEARNING CENTRE

Making learning easier to access through our Internet-based access point, taking learners directly into Lauder services and resources.



SCIENCE LABORATORY AND ICT LEARNING CENTRE

Our brand new, modern, practical learning environment for chemistry, physics, microbiology and biological sciences.



ADVANTECH

Our £1million state-of-the-art Computing and Mechatronics learning centre for advancing technology learning. AdvanTech caters for the fast rising demands of the computing and electronic manufacturing industries.



BABCOCK LAUDER TECHNOLOGY

Providing a comprehensive range of high quality training services; from completely managed Modern Apprenticeships in the major engineering disciplines to the provision of work-based assessors and training advisors.



EQUALITY AND DIVERSITY

The Lauder Group takes its legal and moral responsibilities on Equal Opportunities issues seriously. It has an overall Access and Inclusion strategy with objectives to reach out to all learners including disadvantaged groups and a Diversity Forum, made up of cross-college members, including students, which seeks to ensure that no-one suffers from any form of unfair discrimination.

Policies have been drawn up to publicise its stance against such discrimination on gender, race, nationality, disability, sexuality, religion or faith, gender reassignment or any other grounds unrelated to their purpose in using the College. This means that students, staff and other users of its services must accept responsibility for adhering to its policies and any breaches are likely to mean a breach of discipline. Bullying and harassment on any grounds will not be tolerated.

College policies set out its commitment to attracting and supporting learners with disabilities and the services, facilities and resources available. It also details commitment to promoting access to learning from black and minority ethnic groups of people or other under-represented groups. All of these policies are published on the Student and Staff Intranet and any questions about the policies can be addressed to members of the Diversity Forum whose names are also published.

DISCLAIMER

We aim to ensure accuracy in all our published information. However circumstances out-with our control can lead to future changes. If this has been your experience, you have our sincere apologies. Lauder College cannot accept liability for any loss or damage arising in respect of any statement contained in this information. This information does not form part of a formal contract and we reserve the right to refuse admission.

LAUDER COLLEGE

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f: 01383 845001

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w: www.lauder.ac.uk