

Discover a place Where you matter !



North Highland College
University of the
Highlands and Islands

Evening Class Brochure 2012



Phone 01847 889 250 Email info@northhighland.ac.uk Web www.northhighland.ac.uk

At North Highland College we have a variety of classrooms which are available to hire at competitive rates. Classrooms have Video Conferencing facilities, whiteboards and overhead projectors.

Our new Engineering Technology and Energy Centre has lovely bright classrooms fully equipped with modern video conferencing and state-of-the-art multimedia teaching aids. On the ground floor, an Atrium area, accommodating approximately 150 people can be used for conferences, exhibitions etc. This area also contains student recreational areas, staff work spaces, changing rooms and kitchen facilities.

If you would like more information on availability and prices please call us on 01847 889208 or email on nhcroombookings@thurso.uhi.ac.uk

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Please read the following notes on how to enrol.

Please complete the postal booking form in the centre pages of this brochure and return to us before the 23 January 2012.

- Forms are processed on a first come first served basis.
- Payment **MUST** be received with the booking form.

Please check the North Highland College's fee waiver policy on page 22 and individual course details for funding options. If the course you wish to attend is no longer eligible for fee waiver, you can, in a large number of cases, apply for ILA funding.

Details may be subject to change and classes will be run only subject to viable numbers

INDIVIDUAL LEARNING ACCOUNTS

Individual Learning Accounts (ILAs) are available to help you pay for your course, but it is necessary to apply to ILA Scotland for one. If you are over 16 and earn less than £22,000 per year you should qualify for a grant from ILA Scotland.

A large number of our courses have been approved including HNCs, HNDs and Degree courses. Please check page 5 for courses which qualify for ILA funding at this College.

Your ILA Account **must** be in place and you **must** have received your letter confirming our ILA account number and forwarded this information to us **before** you can be accepted on the course. This may take several weeks; it is therefore advisable to apply early.

Contact ILA Scotland on 0808 100 1090 or visit the website www.ilascotland.org.uk

If you would like help applying for an ILA account please phone us on 01847 889250.

Please see page 5 for a list of course which qualify for ILA funding.

ILA Funding

The following courses should qualify for ILA funding:

- Art day time courses
- Introduction to Guitar
- Welding
- First Aid
- Psychology Int 2
- Working with Wood
- IC3
- European Computer Driving Licence
- Advanced European Computer Driving Licence
- Basic Financial Recording
- PDA in Accounting/Bookeeping
- Creative Writing
- Microsoft Office Specialist Certification
- HNC Unit in Computer Aided Draughting and Design



<http://www.ilascotland.org.uk>

All HNC/HND and Degree courses should be eligible for ILA 500.
and qualify for fee waiver where a student is eligible.

www.northhighland.ac.uk

Tel: 01847 889000

Wednesday Evening Classes



HN Unit in Creative writing

This class will be run by local author George Gunn. This course is open to everyone with an interest in writing. **This course will also be offered in Wick on a Thursday evening.**



17 weeks **Thurso class starts on Wednesday 8th February**
Wick class starts on Thursday 8th March
Time 7.00 – 9.00 pm **Cost £86**
(+ £34 for accommodation in Wick)

ILA is available for this course and this course qualifies for a fee waiver where the student is eligible.



Emergency First Aid at Work

On this course you will learn the basics of emergency first aid, you will learn how to deal with emergency situations such as burns, cuts, and how to resuscitate casualties.

You will receive a Health and Safety Executive approved college certificate for this course. North Highland College is an HSE approved first aid training provider



4 weeks **Thu 9th February 2012** **Time: 7.00 – 9.00m** **£115**

ILA is available for this course. There is no fee waiver available for this course.



Child and Baby First Aid

You will learn to deal with a variety of emergency situations which may arise when caring for young children, such as epilepsy, choking, wounds etc. You will receive a college certificate for this course.



4 weeks **TBA** **Time: 7.00-9.00pm** **£115**

ILA is available for this course. There is no fee waiver available for this course.

Come Dine with Me



This is a 6 week course where you will learn some new cookery techniques and recipes from Chef Kevin Dalgleish. The recipes are designed for dinner party cooking. The class is mostly Chef demonstrating, with some hands on cooking, and a lot of tasting!!

6 weeks **Wed** **Time: 7.00 - 9.00pm** **£75.00**

There is no fee waiver available for this course

www.northhighland.ac.uk

Tel: 01847 889000

Wednesday Evening Classes



Intermediate 2 in Psychology

This course is an introduction to the fascinating subject of Psychology. For this unit you will be studying the unit 'The individual in the Social Context'. Which includes studying the following topic areas: personality and non-verbal communication

On completion of this unit you can go on to study two further units, then sit an assessment to obtain an Intermediate 2 group award in Psychology, this can then lead on to further Higher studies.



17 weeks **Wed 8th February 2012** **Time: 6.30-8.30pm** **£72**

ILA is available for this course. There is no fee waiver available for this course.

Stained Glass

This is an extremely enjoyable class, you will start by making a small project such as a window hanging to learn the basic skills as well as a small project of your own choosing, perhaps a door or window panel or mirror surround.



10 weeks **Wed 8th February 2012** **Time: 7.00 - 9.00pm** **£52**

Cost of materials will be extra ranging in price depending on the size of the piece you make – starting with a small piece at £10.

There is no fee waiver available for this course

Introduction to Italian

On this course you will learn the basics of this wonderful language from our native Italian tutor. If you are planning a visit to Italy this class will be ideal as you will learn the basics to help you to communicate with the locals.



10 weeks **Wed 8th February 2012** **Time: 7.00 - 9.00pm** **£52**

There is no fee waiver available for this course

Wednesday Evening Classes



Introduction to Guitar

In this class you will learn the basics of guitar from local musician John Newton. The class will suit beginners and those who have done the basic course before. This is an SQA certificated course and should qualify for ILA.



17 weeks

Wed 8th February 2012

Time: 7.00 - 9.00pm £72

You will need your own guitar for this course.

ILA is available for this course. There is no fee waiver available for this course.

Digital Photography

This is a non vocational course which will show you some of the basic skills involved in manipulating digital images. You will learn how to make basic enhancements to digital images, including resizing, cropping and rotating. You will also learn some of the theory behind digital images and get a taste of some of the more advanced tools to make significant changes to your pictures, including adding various effects.



10 weeks

Wed 14th March 2012

Time: 6.00 – 8.00 pm

£52

Basic PC skills are advised for this course.

There is no fee waiver available for this course



Microsoft Office Specialist Certification

Microsoft Office Specialist Certification is the only Microsoft Office Certification recognised by businesses and is the standard for workforce competency. Courses are available in the following software applications: Word; Excel; Powerpoint and Access. Flexible study options are available with drop in workshops and tests will be carried out in our Thurso campus. For further information please contact Fiona Macintosh, Business Section.

Time TBA

Cost £135 per subject

ILA funding should be available for this course. There is no fee waiver for this course

Wednesday Evening Classes

Basic Financial Recording



On this course you will learn the basics of financial record keeping covering the cash book, recording of data, completing VAT returns and the preparation of wages.

This course is ideal for anyone new to accounts and will qualify you to go on to a more advanced course next term.



8 weeks

Wed 8th February 2012 Time: 7.00 - 9.00pm

£40

ILA is available for this course. There is no fee waiver available for this course.

Computer and Online Basics Course

(Certificated through the British Computer Society)

This British Computer Society (BCS) approved course is designed for those who have little or no experience of computing and working online. The course material includes a professionally designed and bound workbook - the workbook is designed to be clear and easy to follow. The course will take you from the basics of how to start up a computer and use a mouse, learning about the desktop, taskbar and icons, to how to create documents, using the worldwide web and working with emails.

This is an introductory level course and an excellent starting point to introduce you to the world of computing.

Approved by the BCS, which is the Chartered Institute for IT, you will receive a BCS certificate on completion of the course. There is no exam involved in the course – you need only to attend the classes and successfully complete the workbook to gain the BCS certificate.

8 weeks Wednesday 8th February 2012 Time 7 – 9 pm £55



There is no fee waiver available for this course.

Wednesday Evening Classes

European Computer Driving Licence



This is designed as a flexible learning course but students are expected to come into class each week and study via learning discs with tutor support. Students are also required to study at home. Students can use the computers in the Learning Resource Centre at the College to study if they do not have access to a computer at home. (Tests are undertaken on set dates and must be undertaken in the classroom).

You will study three different modules on the first course and four on the second

The modules you will study are as follows:

ECDL Essentials – Level 1

- Concepts of Information and Communication Technology
- Using the Computer and Managing files
- Web Browsing and Communication

ECDL Award – Level 2

- Word Processing
- Spreadsheets
- Databases
- Presentation



A maximum of one year is allocated to complete each of these courses, however you could complete them both within one year if required.

Cost of course – Essentials - Level 1 £85.00
Award – Level 2 £120.00

If you would like more information on this course please call us on 01847 889250 or come along to our open night



ILA is available for this course. There is no fee waiver available for this course.

www.northhighland.ac.uk

Tel: 01847 889000

Wednesday Evening Classes



Advanced European Computer Driving Licence

You can choose to study one of four different subjects at advanced level ECDL – (see below). Each course is taught independently with a separate certificate being awarded for each subject studied and passed. You must have passed ECDL or have equivalent skills in using the chosen application package to undertake this course.

You will study by flexible/open learning at workshops either by day or evening. You are required to attend college to sit a one hour exam at the end of the course. The cost of this is included in the course price; however a charge is made for any required resits.

Word Processing using Microsoft Word XP

Learn to use sophisticated formatting and layout presentations, including for example, forms, templates, table of contents, working with columns and features such as macros and advanced mail merge operations.

Presentations using Microsoft Powerpoint XP

Learn to produce more advanced presentations that include multimedia effects, drawing tools, advanced formatting and layout techniques.

Databases using Microsoft Access

Learn to organise, extract, view and report data using advanced data management skills including linking, importing and exporting data.

Spreadsheets using Microsoft Excel XP

Learn to use filtering and data handling facilities, advanced use of charts, linking multiple worksheets, work with a wide range of advanced functions, pivot tables and macros.



Time 6.00 - 7.15 pm
Cost: £150 per subject

If you are interested in the any of the above please complete the enclosed application form or call us on 01847 889250 for more information.

ILA is available for this course. There is no fee waiver available for this course.

www.northhighland.ac.uk

Tel: 01847 889000

Wednesday Evening Classes



Higher National Unit in Computer Aided Design

This HN Unit will give “hands-on” experience of AutoCAD 2012 software. It is ideal for those with an interest in 2D design and draughting providing basic knowledge and understanding of the discipline and software.

This Unit is part of the PDA/HNC CADD framework and can be used as credit towards the award.



17 weeks

Wed 8th February 2012

Time: Twilight

£86

Time of course to be confirmed but may be a twilight class.

ILA is available for this course. This course qualifies for fee waivers where the student is eligible.



WELDING

This class allows for completion of ONE of the following SQA Units:
Practical instruction is available in electric arc welding and includes:

Manual Metal Arc Basic Welding Practice
Tungsten Inert Gas Welding Skills
Metal Inert Gas Welding Skills

PLEASE SPECIFY ON YOUR APPLICATION FORM WHICH UNIT YOU WOULD PREFER TO DO – PLACES ON EACH UNIT ARE LIMITED AND ARE ON A FIRST COME FIRST SERVED BASIS.

YOU WILL NEED SAFETY SHOES AND A FLAME RETARDANT BOILER SUIT FOR THIS COURSE

Time: 6.00 – 9.00 pm

This is a 12 week course and will start on 8th February 2012

Cost of course £72.00 plus £30 materials – total cost £102.00

ILA is available for this course. There is no fee waiver available for this course

Thursday Evening Classes

Crochet

This is a beginner's class in crochet where you will learn the basics of how to crochet. You will learn the basic stitches and build up to making some pieces to adorn your home or even yourself. Crochet is growing in popularity as it is easy to learn. You can build up your skills to making wonderful lacy cardigans. If you have wool and crochet hooks already please bring them along, but you will get advice on what to buy on the first night.

 **6 weeks Thursday 1st March 2012 Time: 7.00-9.00pm £32**

There is no fee waiver available for this course



Gem Stone Jewellery Making

In this class you will learn about different types of jewellery and make jewellery using semi precious gems such as agate, quartz and amethyst with silver plated findings. You can choose to make a variety of styles including earrings, bracelets and necklaces, brooches etc. This class is a basic Intermediate II Unit where you will receive an SQA certificate on successful completion of the course.

You will get a pack of gem stones and findings on the first night of class, this will cost £25 which must be paid to the tutor on the first night.

 **17 weeks Thursday 9th February 2012 Time 5.45-7.45 pm £72.00**

ILA is available for this course. There is no fee waiver available for this course



Working with Wood

This is a 16 week SQA certificated course where you will first make a set piece to learn the basics of woodwork. You should then be able to go on and make something more ambitious of your own choosing using your new found skills.

 **14 weeks Thursday 9th February 2012 Time: 7.00 – 9.00 pm £72**

Costs of materials will be extra.

ILA is available for this course. There is no fee waiver available for this course.

www.northhighland.ac.uk

Tel: 01847 889000

Thursday Evening Classes

Build your first Web Site

This beginner's course will introduce you to the principles of good website design and will teach you the basics of website creation using web editing software. In addition you will learn the basics of image setting, sourcing domain names and web hosting.



4 weeks

Thu 9th February 2012

Time: 5.45-7.45pm

£30

There is no fee waiver available for this course



IC³

IC³ – The Internet and Computing Core Certification program is an ideal platform to begin learning about computer hardware, software, networks and the Internet. Successful achievement will provide a gateway to advancement in education, employment, other certification and home computing skills, providing proof of IT literacy. Students are assessed through an online exam in controlled classroom conditions.

Modules include:-

Computing Fundamentals:

Covering computer hardware, software and using an operating system

Key Applications:

Covering common programs, word processing and spreadsheet functions.

Living Online:

Covering networks and the Internet, Electronic mail and Using the Internet

Time: TBA

Cost: **£160**

If you are interested in joining, or for more information, either visit our website www.northhighland.ac.uk or phone us on 01847 889250.

ART DAY TIME CLASS



Art – Wick Day Time Classes

We are offering a day time art class in semester 2 where you will learn portrait painting and drawing. Whether you are a regular or a beginner to our art classes you will learn a lot about art while enjoying the relaxed atmosphere of the classes.



17 weeks

Monday 20th February 2012

£72

ILA is available for this course. There is no fee waiver available for this course.

www.northhighland.ac.uk

Tel: 01847 889000

Higher National and Degree Courses

The following pages have details of various Higher National and Degree courses which are available to study in a flexible way to suit people who are working or have other commitments which prevent them from studying full time. If you are unsure of anything on these pages please call us for more information. Higher Education courses will still qualify for a Fee Waiver – and ILA funding.

HNCs and HNDs cost £86 per single credit unit. The cost of Degree courses varies please call us on 01847 889229.



Higher National Certificate in Business Studies

- HNC Computing
- HNC/D Business
- HNC Accounting
- HNC/D Administration and Information Technology

The above courses are being offered, subject to demand in a variety of delivery modes, some by twilight, some by evening and some by open learning study.

Each HNC is made up of a number of different credits and at least 12 credits have to be passed to achieve an HNC qualification and 30 for an HND. You may like to study individual credits which are of interest to you.

Please come along to our open evening to find out more detailed information or call for more information on 01847 889250.



Business & Management, BA

This qualification is offered to students with a suitable HND qualification on a part-time/evening basis and will build up to a full degree over two/three years.

Please come along to our open evening to find out more about this course or call us on 01847 889250.

www.northhighland.ac.uk

Tel: 01847 88900

Higher National and Degree Courses

PDA Financial Accounting



This SQA certified award consists of three Higher National Units and will be delivered over a one year academic session. Units to be studied are:

- Using Financial Accounting Software (SAGE)
- Recording Financial Information
- Preparing Final Accounts (double credit)



1 year

Wed or Thurs

Time: Evening/Twilight

£344



PDA Book Keeping

This SQA certified course consists of three Higher National Units and will be delivered over a one year academic session. Units to be studied are:

- Using Financial Accounting Software (SAGE)
- Recording Financial Transactions
- Payroll



1 year

Wed or Thurs

Time: Evening/Twilight

£258

The above courses will be run as evening or twilight on Wednesdays or Thursdays.

If you would like more information on any of these courses please call us on 01847 889250 or contact a member of the Business Management Team on 01847 889401.

www.northhighland.ac.uk

Tel: 01847 88900

Higher National and Degree Courses



PDA in Computer Aided Draughting and Design

Industry CADD users

The course is considered to be especially relevant to those candidates who already have a qualification or are working in a related industry, e.g., Engineering, Architectural Construction, Interior Design or Product Design. These candidates may have the desire to possess a formal qualification in CADD.

Novice CADD users

The PDA in CADD focuses on the basic building blocks of CADD application moving towards more sophisticated CADD skills as the candidate progresses through the course. The PDA is considered to be a very good entry point for those wishing to pursue a career as a CADD technician in a variety of industries.

Teachers, Lecturers and Trainers

Computer Aided Draughting and Design is used in many industries, which mean that there is a requirement for well-trained, competent and qualified CAD users. The practitioners involved in the teaching of training of potential/existing industry CAD users should be highly skilled and knowledgeable in the use of CAD. These practitioners are required to continually maintain/update their skills to reflect the advances of the CAD software. Achieving the PDA award will complement existing qualifications of all teachers, lecturers and trainers involved in the delivery of CAD in the classroom.

Progression Route

An important aim of the award is to enable candidates to progress to further academic and/or professional qualifications. The PDA is designed as a subset of the HNC award and all credits completed in this PDA are included in the HNC CADD framework. Candidates could progress to the HNC requiring only six further credits from the mandatory units of the HNC framework.

Course Content & Organisation

The course is studied on a Flexible Learning basis, with some evening sessions available in Thurso. The focus is on CADD application, moving towards more sophisticated CADD skills. Industry standard latest release software is used, e.g. AutoCAD, Inventor and REVIT Architectural. It has been designed as a subset of the HNC award and all credits count towards the HNC CADD.

Please call us on 01847 889250 for more information on this course

www.northhighland.ac.uk

Tel: 01847 889000

Higher National and Degree Courses



HNC in Computer Aided Draughting and Design

The aim of the HNC Computer Aided Draughting and Design Group Award is to provide candidates with the opportunity to develop a high level of practical CADD skills matching the needs of industries currently using CADD technology.

Candidates will also develop knowledge and understanding of the design process and the stages of design where CADD can help in the achievement of a desirable design solution. The course will provide Candidates with the opportunity to research CADD to gain an understanding of the industries in which CADD technology is being utilised e.g. Engineering or Architectural design; Product design; Furniture design; Interior design; Landscape design; Sign design; Jewellery design or civil/structural design.

Industry standard latest release software i.e. AutoCAD, Inventor and REVIT Architectural, is used. The course is available on a full-time basis, or by part-time study with some twilight/evening sessions.

Please call us on 01847 889250 for more information on this course



HNC/D in Engineering Systems

The HNC/D Engineering Systems are new multi-disciplinary awards which have been developed by SQA under its new HN design principles. The main purpose is to produce a flexible qualification based on a theme which could be regarded as common to all areas of engineering; hence the theme of Engineering Systems.

The award comprises a core set of units which focus strongly on an engineering systems approach, the equal emphasis being given to mechanical and electrical engineering. In addition, there is also an optional section where students can select the “traditional” Mechanical/Electrical Engineering disciplines to meet their local employment needs.

The courses are available on a full time basis, but also on a part-time basis with some twilight/evening sessions, in Thurso.

Higher National and Degree Courses



Bachelor of Science

Mechanical or Electrical & Electronic Engineering

After completing your HND you could move on to these courses – various modules can be studied and they will be dependent on demand. Modules can also be taken as stand alone if required to suit your own professional development requirements. Note that access to our degree programmes may be available for those with alternative qualifications through undertaking “bridging units”.

BSc courses are in the process of being accredited by institute of Engineering and Technology Engineers (IET) as meeting the academic standards of Incorporated Engineer (IENG).

The courses are available on a full time basis, but also on a part-time basis with some twilight/evening sessions, in Thurso.

Please call us on 01847 889250 for more information on these courses

www.northhighland.ac.uk

Tel: 01847 889000

Higher National and Degree Courses



Higher National Certificate - Social Care

STARTING IN JANUARY we will be offering a choice of option units that allow you to select an area of study in which you are particularly interested and/or is related to your job/role. You will study in a variety of different ways, for example by online study or open learning.

The units which will be available will be:

- Understanding Dementia
- Supporting Children & Families
- Mental Health Issues in a Care Setting
- Understanding Spiritual Wellbeing
- Understanding and Supporting Behaviour
- Working in Partnership with Adults who have learning difficulties

These units count for CPD purposes for SSSC registration and are suitable for students already working within a social care setting.

For more information please contact Admissions office on 01847 889250 or Sophie Dunnett, Assistant Director – Learning and Teaching, Care and Creative Arts.

Applications must be submitted by Monday 16th January

Fee Waiver Policy 2011-2012

Documentary evidence must be produced to obtain fee waivers.

This policy sets out the College's policy with regard to the waiving of tuition fees. The policy incorporates that of the National Fee Waiver policy, which was updated in March 2011 by the Scottish Funding Council and should be read in conjunction with the SFC's policy.

For the purpose of determining fee exemptions the College's courses will normally be defined into the two categories listed. However in certain circumstances some students may receive exemption, either complete or partial, from fees at the discretion of the Principal.

FURTHER & HIGHER EDUCATION COURSES

1. FURTHER EDUCATION:

The following categories of students will have complete exemption from course fees:

- Further education students for whom SUMS can be claimed following full-time non-advanced courses; (eligible students are Scottish & EU students, ineligible students are English, Welsh & Northern Ireland)
- Further education students for whom SUMS can be claimed with learning difficulties and disabilities on courses classified in programme Group 18; State school pupils undertaking college activities that form part of their school-based curriculum.

2. HIGHER EDUCATION

In the case of Undergraduate Higher Education credit-bearing Part Time courses which are either less than 16 hours per week of classroom based learning or 21 hours per week in total made up of 16 hours or less of classroom based learning, and extra hours using structured learning packages supported by teaching staff, the following categories of students will have complete exemption from course fees. Postgraduate courses do not qualify.

The student or student's family are in receipt of -

- Income Support, or
- Working Tax Credit, or
- Pension Credit, or
- Income-based Job Seekers Allowance, or
- Housing Benefit or
- Income Related Employment and Support Allowance (ESA)

Or where the student is in receipt of -

- Severe Disablement Allowance, or
- Disability Living Allowance, or
- Incapacity Benefit or
- Carer's Allowance or
- Attendance Allowance or
- Contributory Employment & Support Allowance (ESA)

Fee Waiver Continued

Or where the student's family net income for 2010/11 was below the threshold for receiving income support.

- households with only one person: £8,282
- households consisting of a couple without children: £12,395
- households with dependent children: £18,977

The burden of proof is on the student to satisfy the college with evidence of their family's income. Where there has been a material reduction in income from the previous financial tax year, the taxable income of the student's family in the current financial tax year can be assessed.

Commercial Courses

The fee waiver policy on commercial courses operates at the discretion of the Senior Management Team. Commercial courses operate on a full cost recovery basis. Therefore a fee waiver will only be allowed in exceptional circumstances.

Note: *This policy only applies if students meet the eligibility as per the Fee Waiver Grant Policy 2011-12 issued by SFC please refer to for details.*

NORTH HIGHLAND COLLEGE
Ormlie Road
Thurso KW14 7EE

Tel: 01847 889250
www.northhighland.co.uk
email info@northhighland.ac.uk

Late Additions

Wednesday Evening

Come Dine with Me

This is a 6 week course where you will learn some new cookery techniques and recipes from Chef Kevin Dalgleish. The recipes are designed for dinner party cooking. The class is mostly Chef demonstrating, with some hands on cooking, and a lot of tasting!!



6 weeks

Wed 7th March

Time: 7.00 - 9.00pm £75.00

There is no fee waiver available for this course

17th Edition IEE Regulations (City & Guilds 2382-10)

This is a four and a half day course which is aimed at practising electricians with relevant experience and other allied professions such as surveyors, consultants and other trades needing to update and enhance their understanding of the IEE Wiring Regulations.

This course is also suitable for anyone wishing to demonstrate an understanding of IEE Wiring Regs (BS 7671)

Course Content

Scope, Object and Fundamental Principles Definitions
Assessment of General Characteristics
Protection for Safety
Selection and Erection of Equipment
Inspection and Testing
Special Installations or Locations
Use of Appendices

At the end of the course you will undertake a two-hour GOLLA on-line multiple choice examination consisting of 60 questions.

The course will run on 20, 21, 22 and 23 February 2012 and also includes an on-line assessment on the morning of 24 February.

Time: 9-4.30 pm each day – full attendance each day is necessary

Cost: £570 which includes refreshments (not lunch), course materials and examination fees. This course may be eligible for ILA funding – please visit www.ilascotland.org.uk for more information.

Please contact Admissions Office by Friday 27 January 2012 if you wish to take up this offer. As there are limited places on this course places will be offered on a first come first served basis. Please phone us on 01847 889250 or email on Amanda.Buttress@thurso.uhi.ac.uk.

This course will be run subject to viable numbers.

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