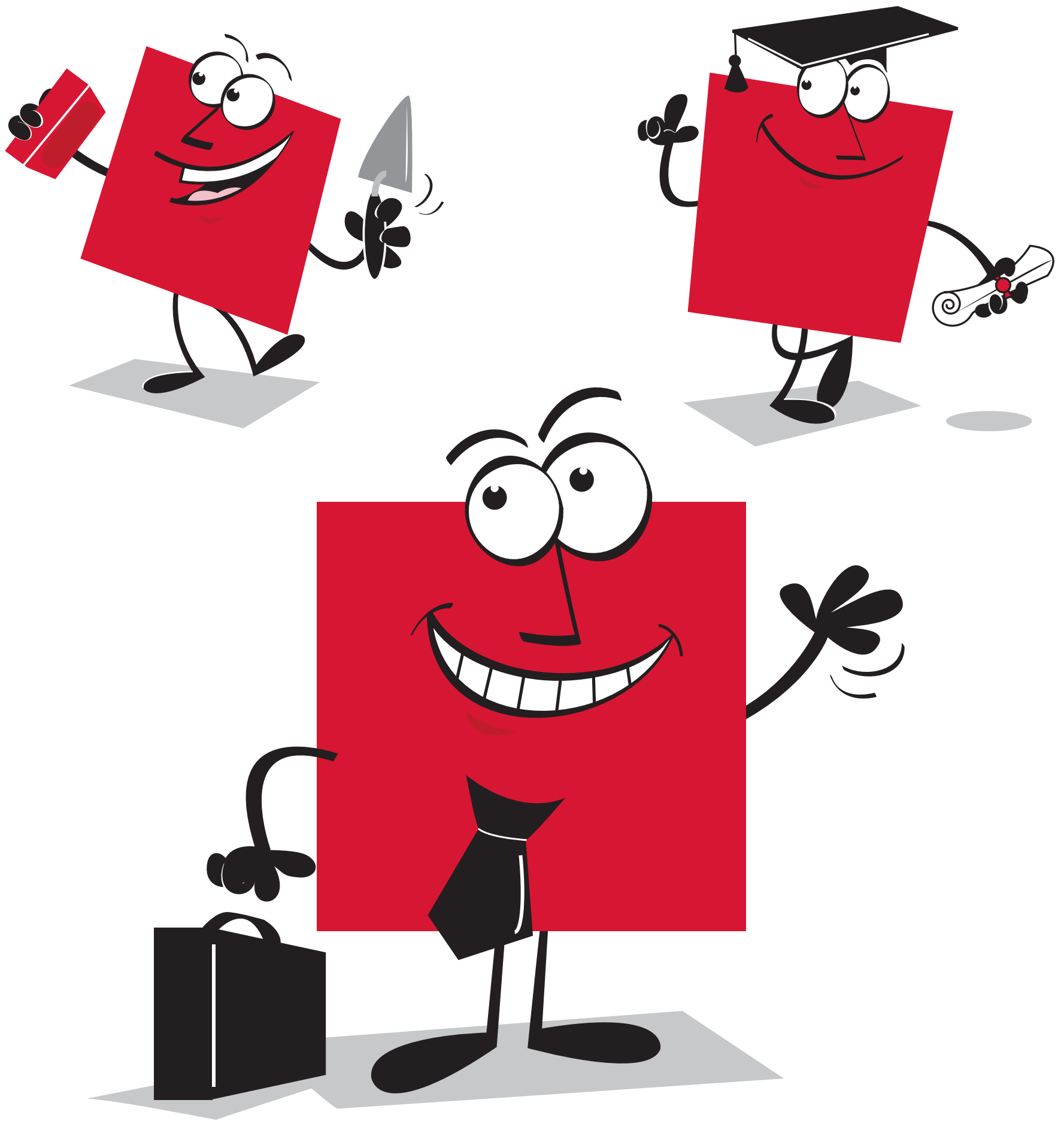


IMPROVE

YOUR SKILLS
YOUR PROSPECTS
YOURSELF



Turn over to find out more...

East Berkshire College provides high quality, professional training to the communities of Berkshire and West London. Last year we helped over 600 businesses and 12,000 people achieve their goals through retraining, developing skills and raising qualifications. Whether you want to improve yourself or advance your career, we can help.

Did you know:

- Courses start throughout the year, with many starting in the New Year.
- Many of our courses are funded or even free.
- You will learn from industry-experienced staff in high quality facilities.
- We offer part-time, full-time and work-based training.
- Courses run on weekends, evenings and weekdays.
- Courses range from introductory right through to degree level.
- We provide confidential, impartial advice on your training needs.
- We can advise on financial support, such as for childcare, travel or course materials.
- We offer a free career consultancy including guidance on your CV, interview techniques and how to advance your career.



Career Development

Business

Finance & Accounting

- Accounting - AAT
- Bookkeeping - AAT
- Computerised Accounting (Sage)
- Financial Control
- Financial Planning - IFS
- Personal Financial Planning - IFS

Leadership & Management

- Building Working Relationships
- Conducting a Management Project
- Controlling Resources
- Developing Individuals and Teams
- First Line Management - CMI
- Information Based Decision Making
- Improving Team Performance
- Leadership & Management - CMI
- Managing & Communicating Information
- Managing Recruitment & Selection
- Meeting Stakeholder & Quality Needs
- Performance Management
- Personal Development as a Manager & Leader
- Personal Development as a Team Leader
- Providing Customer Service
- Recruitment & Selection
- Resource Management
- Resource Planning
- Team Communications
- Team Development
- Team Leading - CMI
- Team Performance

Marketing

- Marketing - CIM
- Marketing Planning
- Understanding Customer Relationships
- What is Marketing?

Work Skills

- Career Development
- Effectiveness at Work
- Skills for Starting a Business
- Strategies to Improve Interview Skills
- Work Skills

Business Full or Half Day Workshops

- Appraisal Skills
- Assertiveness Skills
- Beginner's Guide to Marketing
- Beginner's Guide to Sage Accounts
- Building Business Relationships
- Consultative Selling Techniques
- Customer Care
- Dealing With Difficult People
- Developing Effective Marketing Strategies
- Finance for Non-Financial Managers
- Time Management

Computing & IT

- A+ Technicians
- AutoCAD 2D & 3D
- CCNA
- CompTIA Network+ Certification
- Computer Literacy & Information Technology (CLAIT)
- Computing
- Dreamweaver
- European Computer Driving Licence (ECDL)
- Flash & Fireworks
- ITQ
- PC Technician

Interior Design

- Interior Design
- Interior Design & Styling - British Display Society

Self Development

Learning English

ESOL (English for Speakers of Other Languages)

- ESOL CLAIT (Computer Literacy & Information Technology)
- ESOL START IT
- Numeracy for ESOL

EFL (English as a Foreign Language)

- EFL - IELTS (International English Language Testing System)

Trades

Brickwork

- Bricklaying
- Trowel Occupations

Carpentry & Joinery

- Bench Joinery
- Carpentry & Joinery
- Fitted Interiors
- Wood Occupations

Construction

- Basic Construction Skills
- Construction - National Award/Foundation Degree
- Floor & Wall Tiling
- Interior Systems - Dry Lining
- Maintenance Operations
- Plastering
- Renewable Energy
- Services Foundation Degree

Electrical & Electronic

- 17th Edition
- Domestic Electrical Installers (Part P)
- Electrotechnical Services
- Fundamental Inspection, Testing & Verification

Construction Health & Safety

- CSCS
- NEBOSH

Hair & Beauty

- Hairdressing
- Intuitive Massage & Energy Awareness
- Nail Technology - ITEC

Motor Vehicle

- Business Improvement Techniques
- Electrical Electronic Servicing
- Laundry Operations
- Performing Engineering Operations
- Transport Engineering & Maintenance
- Vehicle Electronically Controlled System
- Vehicle Maintenance & Repair

Painting & Decorating

- Painting & Decorating

Plumbing

- Bathroom & Kitchen Fitted Interiors
- Energy Efficiency for Domestic Heating
- Combustion Performance Analysis of Domestic Appliances
- Heating & Ventilation

Care

- Children's Care, Learning & Development
- Counselling
- ESOL - Teaching Support Assistants
- Health & Social Care
- Initial Advice & Guidance
- Play Work
- Pre-School Practice - CACHE
- Support Services
- Supporting Vulnerable People
- Teaching & Learning in Schools

Teacher Training

- Preparing to Teach in the Lifelong Learning Sector
- How to Teach - Structured Maths/Dyslexic Learners
- Teaching & Learning in Schools
- Teaching in the Lifelong Learning Sector

Computing & IT

- Computers for Beginners, Improvers & Further Improvers

DIY

- Home Carpentry
- Plastering

Arts & Crafts

- Contemporary Flower Arranging
- Digital Photography
- Painting & Drawing
- Pottery

Beauty Therapy

- Aromatherapy & Massage
- Reflexology

Languages

- Arabic
- British Sign Language
- Creative Writing
- French
- German
- Italian
- Japanese
- Mandarin
- Polish
- Portuguese
- Russian
- Spanish
- Intensive One Day Courses

Psychology

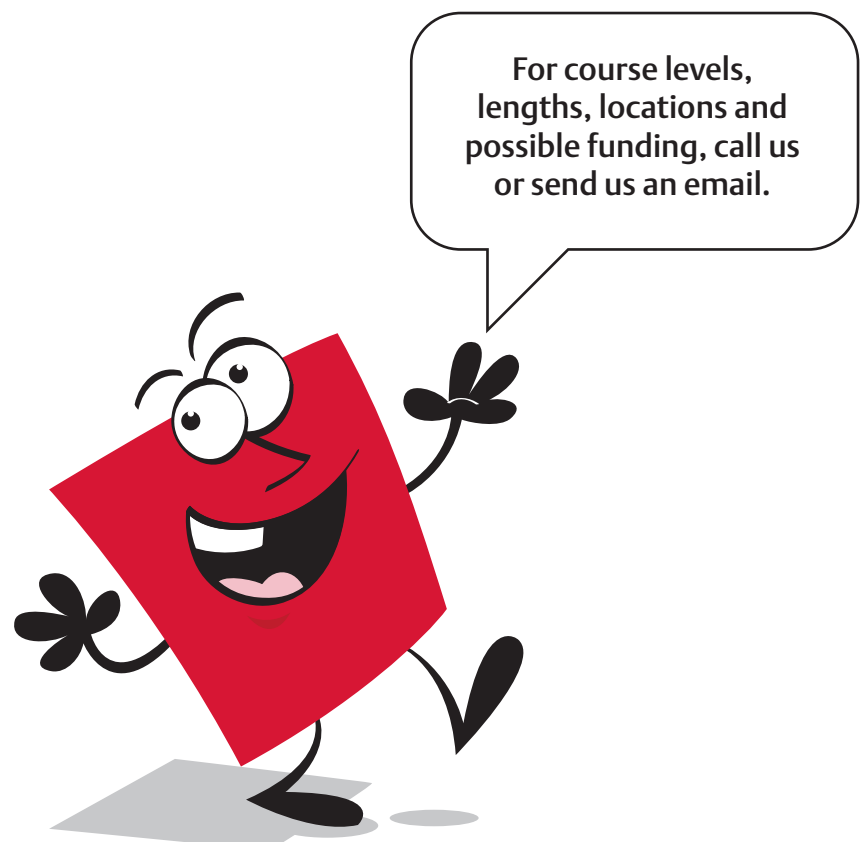
- Psychology for Everyday Living

Sport

- Badminton
- Volunteering for Sports Events (Olympics)
- Yoga

Food & Wine

- Creative Cookery
- European Cookery
- Wine Tasting



We Also Offer:

Business Development

Business Development Services are dedicated to helping organisations achieve better results through high quality training, guidance and consultancy. The service includes:

- Access to a wide range of funded and free training
- Confidential consultancy: including a full training needs analysis of your workforce
- Professional trainers and assessors with real business experience
- Specialist training facilities
- A full range of apprenticeships
- Bespoke flexible training programmes delivered to suit your business.

Call 0845 373 2503 or email employerenquiries@eastberks.ac.uk

Full-Time Courses 2010-11

If you are looking to start your career path, we have more than 100 full-time courses based at Langley and Windsor, which are free to many students. The areas of study are:

- A Levels
- Art & Design
- Beauty Therapy
- Business & Administration
- Computing & IT
- Construction
- Engineering
- English for Speakers of Other Languages (ESOL)
- Foundation Skills
- Hairdressing
- Health & Care
- Media
- Motor Vehicle
- Performing Arts
- Public Services
- Retail & Merchandising Display
- Science
- Sport
- Travel & Tourism.

Apply early, as many popular courses fill up quickly. Email info@eastberks.ac.uk or call 0845 373 2502 for our Full-time Prospectus 2010-11.

Higher Education

If you're looking to develop your career and gain experience, consider taking one of these part-time foundation degrees:

- Building Services Engineering
- Business & Management
- Construction
- Early Years
- Primary Education
- Working with Children & Young People.

Langley Campus

Station Road
Langley
Berkshire
SL3 8BY

Windsor Campus

St Leonards Road
Windsor
Berkshire
SL4 3AZ



East Berkshire College

Apprenticeships

Why have one?

Apprentices receive quality-assured, fully structured training and development. Apprenticeships are a powerful mechanism for recruiting, shaping and developing your workforce. Companies are reporting real business benefits, ranging from improved productivity to reduced recruitment costs.

Why do one?

Apprenticeships are a great way to learn while you earn. They combine training at the College with practical skills learnt doing full-time work. You gain on-the-job experience, get qualified in your chosen field and earn money – all at the same time. You can do apprenticeships in 15 different areas, from brickwork to hairdressing to sports.

Call 0845 373 2503 or email employerenquiries@eastberks.ac.uk

Open Evenings

Our Open Evenings are the ideal time to check out the College's facilities and talk to staff and students about what is on offer. All Open Evenings run from 4.00pm - 8.00pm, on the following dates:

Langley Campus
Tuesday 26 January 2010
Thursday 22 April 2010

Windsor Campus
Tuesday 2 February 2010
Thursday 29 April 2010

Part-time Enrolment Sessions

We have many part-time courses starting in January - come along to one of our enrolment sessions and sign up for a course for the New Year.

You will be able to talk to our staff who will answer any questions you may have, and they will be able to carry out an interview, if needed, before you enrol on your course.

Sessions will be held at the following times:

Langley Campus
Wednesday 6 January 2010
4.00pm - 7.00pm

Windsor Campus
Thursday 7 January 2010
4.00pm - 7.00pm

Friday 8 January 2010
1.00pm - 4.00pm

Saturday 9 January 2010
9.30am - 12.30pm

For more information call 0845 373 2502, or text EBC, then your message, to 88020.

If you don't see a course that could benefit you or your business, let us know. If there is enough demand we will do our best to run it.



Contact us

0845 373 2502

info@eastberks.ac.uk

text EBC, then your message, to 88020

www.eastberks.ac.uk