

Your next episode starts with us

COURSES FOR ADULT LEARNERS

September 2020

**Conditional
Offer 100%
Guaranteed**

on **ALL** part-time
Courses available
at BMet this
September



BMet

Inspiring futures, realising dreams.

Start the next episode in your life with us

We have a wide range of adult part-time
courses available – **apply now!**

How it works

1

SELECT YOUR COURSE ONLINE

Choose from 70+ different part-time course
options with us online

2

CREATE YOUR ACCOUNT

Set-up your account in under five minutes.

3

RECEIVE YOUR OFFER

**Enrol online from 03 August –
conditional offers guaranteed**

visit bmet.ac.uk/adult-part-time



**UPSKILL
YOUR
LIFE!**

A blurred photograph of a city street at sunset, with silhouettes of people and buildings in the background, creating a warm, golden glow.

BMet CAREER ADVANCE



We've launched a new Career Advance Academy!

This academy is set to offer career ready services to those whose employment has been impacted because of Covid-19.

We have designed Career Advance to boost the skills of job seekers across the city as well as offering upskilling and retraining opportunities for everyone.

Our offer to you

Career Advance is a one stop-shop for career advancement.

We can offer **FREE help and career advice and guidance** over the phone and have a variety of online courses that you can start today – we are confident that we can help you advance your career.

**Call us Monday-Friday between 9am to 5pm
and we are sure to be able to help.**

Call us on: 0121 362 1174.

**Visit our career advance pages on the website to find out more
bmet.ac.uk/our-courses/courses-for-19/career-advance/part-time**

Why us?

BMet is a trio of colleges – James Watt College, Matthew Boulton College and Sutton Coldfield College

At our colleges you'll benefit from our partnerships with world leading employers and our links with top universities. Our state-of-the-art facilities, passionate staff, exceptional academic and careers advice, and financial support will help ensure that you realise your dreams.

With courses on offer at our colleges across Birmingham you can be sure there's a college on your doorstep where you will find first-class learning opportunities.

We also offer Access to Higher Education and university level study as well as a host of school leaver courses including A levels – something for everyone! Studying with us can be a real family affair!

PART-TIME LEARNING

Whether you are looking to boost your employability, change your career direction, update your skills or simply learn something new, at BMet we have a part-time course for you!

We realise that adult learners have many demands on their time, and for this reason, we offer flexible part-time and short courses, to suit your needs.

FREE COURSES FOR ADULTS

If you earn less than £25,000 per year and are aged 19 or over, you can study for **FREE*** on some of our courses.

For courses where there is a fee we offer flexible payment plans and a raft of financial support to help remove any barriers to returning to education.

We can also offer advanced learner loans on some courses and you don't have to start paying back until you earn £25k per year. There is support available to ensure you can study at BMet.

*Terms and conditions apply. Entry requirements apply for certain courses. Funding for free courses only applies to ESFA funded adult courses, excluding full cost courses and courses eligible for loans.

More on our colleges and part-time options

JWC



James Watt College

James Watt College is a centre of excellence for technical training and education.

The college offers a range of adult part-time courses over a vast number of professions including: Bricklaying, Carpentry and Joinery, Construction, Electrical, Engineering, Rail, Plumbing, Counselling, Customer Services in a Healthcare setting and more!

Plus - James Watt College is proud of its sister site the Erdington Sills Centre. This site is a specialist construction site that offers a range of courses. It is a truly impressive site that upskills students and gets them ready for a career in the construction trades.

COURSES WE OFFER at James Watt College

Here are just a handful of the courses we offer...



James Watt College has a range of excellent facilities including:

Construction workshop

Health care suite for learning the skills you will need in the workplace

Media suite and a fully equipped professional quality TV studio

A Costa Coffee and a large canteen serving healthy food including takeaway options



Matthew Boulton College has a range of excellent facilities including:

A well-equipped learning resource centre

Specialist workshops and laboratories

A Starbucks and a large canteen serving healthy food including takeaway options

Matthew Boulton College

Matthew Boulton College is located in the heart of Birmingham's Learning Quarter in the city centre. This outstanding building won accolades when first built and still looks impressive more than a decade later.

The college offers part-time courses over a vast number of professions including: Accounting, Early Years, Education, Business, Dental, Graphic Design, Pharmacy, Law, Health and Social Care and Horticulture.

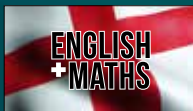
Amongst its many features are specialist workshops, labs, healthcare clinics,

study centres and our cutting-edge fashion and graphic design studios.

All this and amazing shopping is right on the doorstep. The college is just a short stroll away from Grand Central, New Street and the Bullring.

COURSES WE OFFER at Matthew Boulton College

Here are just a handful of the courses we offer...



More on our colleges and part-time options



Sutton Coldfield College

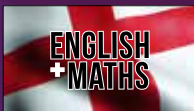
Sutton Coldfield College is nestled among the many green spaces of north Birmingham. Situated on the Lichfield Road the college is a short walk from the train station and town centre with its shops, cafes and restaurants.

The college offers a range of adult part-time courses over a vast number of professions including: Accounting, Business, Digital, Education, Health & Social Care, HR, Law and Sport & Fitness.

There are also Access to Higher Education and university level study as well as a host of school leaver courses including A levels – something for everyone! Studying with us can be a real family affair!

COURSES WE OFFER at Sutton Coldfield College

Here are just a handful of the courses we offer...



Sutton Coldfield College has a range of excellent facilities including:

A well-equipped learning resource centre

A Starbucks and a large canteen serving healthy food including takeaway options

Sports centre of excellence

Free parking

Ways we can make returning to education easy



Learning Support

If you need support with learning, you can access the Metro Centre at each college for individualised support with English, maths, dyslexia and study skills. Where appropriate, assessments can be arranged for examinations.



Careers

Specialist careers staff can help you to make informed career decisions, improve your employability and prepare you for applying to university, for the world of work or for a promotion.



Funding

We can help you work out what your education is going to cost and how you're going to fund it, including giving you advice on any financial help.



Welfare

We offer information and support on a range of topics – with a confidential counselling service available for those who need it.



Transport

Depending on your circumstances, we may be able to help with the costs of getting you to and from college.



Childcare

Depending on your circumstances, we may be able to help with the cost of childcare when you are at college.

Enrol online from the 03 August 2020 at bmet.ac.uk

University calling

If you're considering studying for a university-level qualification, we have higher level courses available in:



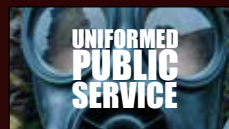
No barriers to university with our access to higher education courses

Are you interested in studying for a university-level course but haven't got the required qualifications? All is not lost, as our Access to Higher Education (HE) courses could be ideal for you.

Access to Higher Education courses develop study skills, build confidence and allow you to experience different subject areas within your chosen field – to prepare you for study at university.

If you haven't yet secured the qualifications required for a degree-level course, are aged 19 and over, have a Level 2 qualification (5 GCSEs grade A-C or a BTEC Level 2 course) and have some previous experience in your chosen pathway, then an Access to HE course is the ideal starting point.

Access to HE courses available in



Visit bmet.ac.uk/university

Courses for Job Seekers



Free courses for the unemployed

We offer an exciting selection of short courses supported by local job centres, which lead to accredited qualifications. We teach skills that are valuable to local employers and help you back into work.

Our specialist adult education centre, part of Matthew Boulton College, in Birmingham City Centre offers a friendly, calm and welcoming environment to study in, gain confidence and meet new people.

We run our 'Job Club' twice weekly, offering lots of opportunities to support you to find work.

Your course is free if you are aged 19 years and over (before 31 August) and receive Universal Credit (UC), Job Seekers' Allowance (JSA) or Employment & Support Allowance (ESA).

Visit bmet.ac.uk/jobseekers for more information.

Jobskills

JobSkills at BMet have launched **five brand new, FREE digital courses**, all leading to accredited L1 qualifications in:

- Customer Service
- Cleaning
- Healthy Living
- Managing Personal Finance
- Preparing for Work

Regular
course
start
dates!

Courses

James Watt College courses

COURSE TITLE	STARTS
CONSTRUCTION	
Electrical Installations Diploma Level 3 (Buildings & Structures)	7 Sept 20
Electrical Installation Diploma Level 2	7 Sept 20
Plumbing Diploma Level 2	7 Sept 20
Metal Inert Gas Welding Award Level 1	Various
Manual Metal Arc Welding Award Level 1	Various
Tungsten Inert Gas Welding Award Level 1	Various
Welding Award Level 2	Various
EARLY YEARS	
Supporting Teaching & Learning in Schools Certificate Level 2	7 Sept 200
ENGINEERING	
Engineering & Technology Access to Higher Education	7 Sept 20
Rail Engineering Certificate Level 2	Various
Rail Engineering Diploma Level 2	Various
Rail Engineering Diploma Level 3	Various
ENGLISH & MATHS	
Functional Skills English (Entry – Level 2)	7 Sept 20
ESOL (Entry – Level 2)	7 Sept 20
Functional Skills Maths (Entry – Level 2)	7 Sept 20
GCSE English	7 Sept 20
GCSE Maths	7 Sept 20
HEALTH & SOCIAL CARE	
Awareness of Mental Health Problems Certificate Level 2	7 Sept 20

COURSE TITLE	STARTS
Counselling Skills NCFE CACHE Certificate Level 2	7 Sept 20
Counselling Skills Diploma Level 3	7 Sept 20
Health & Social Care Access to Higher Education	7 Sept 20
Health & Social Care Certificate Level 2	7 Sept 20
Introduction to Health and Social Care Certificate Level 1	Various
Understanding Mental Health Certificate Level 3	7 Sept 20

Erdington Skills Centre courses

COURSE TITLE	STARTS
CONSTRUCTION	
Basic Construction Skills	7 Sept 20
Bricklaying Diploma Level 1	7 Sept 20
Carpentry Diploma Level 2	7 Sept 20
Carpentry and Joinery Diploma Level 1	7 Sept 20
DIGITAL	
Digital Skills Certificate Level 1	7 Sept 20
ENGLISH & MATHS	
Functional Skills English (Entry – Level 2)	7 Sept 20
ESOL (Entry – Level 2)	7 Sept 20
Functional Skills Maths (Entry – Level 2)	7 Sept 20

Matthew Boulton College courses

COURSE TITLE	STARTS
BUSINESS & PROFESSIONAL	
AAT Certificate in Accounting Level 2 Part-Time	14 Sept 20
AAT Diploma in Accounting Level 3 Part-Time	14 Sept 20
AAT Diploma in Accounting Level 4	14 Sept 20
Certificate in Business Administration Level 1	Various
CIPD Foundation Certificate in Human Resource Practice Level 3	14 Sept 20
CIPD Human Resource Management Intermediate Certificate Level 5	14 Sept 20
Business Access to Higher Education	14 Sept 20
Law & Criminology Access to Higher Education	14 Sept 20
COMPUTER & ICT	
Beginners Certificate in IT Skills for Employment Level 1	Various
Computing Access to Higher Education	7 Sept 20
IT User Skills Certificate Level 1	14 Sept 20
CREATIVE	
FEED Graphic Design Certificate Level 2	18 Jan 21
EARLY YEARS & EDUCATION	
Early Years Practitioner NCFE CACHE Diploma Level 2	7 Sept 20
Introduction to Early Years Settings Award Level 1	21 Sept 20
Specialist Support for Teaching & Learning in Schools Diploma Level 3	7 Sept 20
Supporting Teaching & Learning in Schools Award/Certificate Level 3	7 Sept 20
Supporting Teaching & Learning in Schools Certificate Level 2	7 Sept 20
Education Professions Access to Higher Education	7 Sept 20

COURSE TITLE	STARTS
HEALTH & SOCIAL CARE	
Health & Social Care Access to Higher Education	7 Sept 20
Social Science Access to Higher Education	7 Sept 20
MEDICAL & SCIENCE	
Dental Technology Level 3 Part-Time	7 Sept 20
Dental Nursing Diploma Level 3	7 Sept 20
Pharmacy Service Skills Certificate Level 2 & 3	7 Sept 20
Dental Radiography Certificate Level 4	7 Sept 20
Science Access to Higher Education	7 Sept 20
ENGLISH & MATHS	
ESOL (Entry – Level 2)	7 Sept 20
Functional Skills English (Entry-Level 2)	7 Sept 20
Functional Skills Maths (Entry-Level 2)	7 Sept 20
GCSE English Language	7 Sept 20
GCSE Maths	7 Sept 20

Birmingham Botanical Gardens courses

COURSE TITLE	START DATE
HORTICULTURE, CONSERVATION & FLORISTRY	
Creative Craft Floristry Certificate Level 3	31 Aug 20
Floristry Creative Crafts Award Level 1	9 Sept 20
Floristry Creative Crafts Certificate Level 2	8 Sept 20
Practical Horticulture Skills Certificate Level 2	7 Sept 20
RHS Practical Horticulture Certificate Level 2	7 Sept 20
RHS Principles of Garden Planning Certificate Level 2	7 Sept 20
RHS Principles of Plant Growth Certificate Level 2	7 Sept 20

Sutton Coldfield College courses

COURSE TITLE	STARTS
BUSINESS & PROFESSIONAL	
AAT Certificate in Accounting Level 2 (Part-Time)	7 Sept 20
AAT Diploma in Accounting Level 3 (Part-Time)	14 Sept 20
AAT Diploma in Accounting Level 4	7 Sept 20
Business Admin Award Level 1	4 Nov 20
Business Admin Certificate Level 1 (Part-time)	7 Sept 20
CIPD Human Resource Management Intermediate Certificate Level 5	14 Sept 20
Step into Book Keeping	7 Sept 20
Step Into Business	7 Sept 20
Step into Computerised Accounts	7 Sept 20
Business Access to Higher Education	7 Sept 20
Law & Criminology Access to Higher Education	7 Sept 20
COMPUTER & ICT	
Access to Higher Education Computing	7 Sept 20
Microsoft Blended Learning Level 2 Introductory	7 Sept 20
DIGITAL	
C&G Award in Business Processes Level 3	21 Sept 20
Award in Coding and Logic Level 3	26 Oct 20
Award in Cloud Services Level 3	23 Nov 20
Award in Mobile and Operating Systems Level 3	18 Jan 21
Microsoft MTA Network Fundamentals	15 Feb 21
Programming - Semester 1 Level 4	14 Sept 20
Networking L&T Level 4	14 Sept 20
Professional Practice - Semester 1 Level 4	14 Sept 20
Database Design & Development - Semester 1 Level 4	14 Sept 20
Security - Semester 2 Level 4	22 Feb 21
Managing a Successful Computing Project (Pearson-Set) - L&T Level 4	14 Sept 20

COURSE TITLE	STARTS
Computer Systems Architecture - Semester 2 Level 4	22 Feb 21
Website Design & Development - L&T	14 Sept 20
EARLY YEARS & EDUCATION	
Award Level 3 TAQA (302) Assessing Competence in Work Environment	7 Sept 20
Award Level 3 TAQA (303) Assessing Vocational Related Achievement	7 Sept 20
Award Level 3 TAQA (301) Understanding Principles & Practices of Assessment	7 Sept 20
Supporting Teaching & Learning in Schools Certificate Level 2	7 Sept 20
Supporting Teaching and Learning Certificate Level 3	7 Sept 20
ENGLISH & MATHS	
ESOL (Entry - Level 2)	31 Aug 20
Functional Skills English (Entry - Level 2)	31 Aug 20
Functional Skills Maths (Entry - Level 2)	31 Aug 20
GCSE English Language	7 Sept 20
GCSE Maths	7 Sept 20
HEALTH & SOCIAL CARE	
Health & Social Care Access to Higher Education	7 Sept 20
LIFE SKILLS	
Vocational Science	7 Sept 20
SCIENCE	
GCSE Biology	11 Jan 21
Science Access to Higher Education	7 Sept 20
SPORT	
Gym Instructors & Personal Training Diploma Level 3	3 Oct 20
Instructing Exercise & Fitness Diploma Level 2	7 Sept 20
Sports Massage Level 3	14 Sept 20
Sport Access to Higher Education	7 Sept 20

Distance learning courses

COURSE TITLE	START DATE
Awareness of Mental Health Problems	Various
Business and Administration NCFE Certificate Level 2	Various
Care and Management of Diabetes	Various
Common Health Conditions	Various
Customer Service for Health & Social Care Settings	Various
Equality and Diversity	Various
Falls Prevention Awareness	Various
Information Advice and Guidance Certificate NCFE CACHE Level 2	Various
Principles of Care Planning	Various
Principles of Customer Service	Various
Principles of Dementia	Various
Principles of End of Life Care	Various
Principles of the Prevention and Control of Infection in Health Care Settings	Various
Principles of Team Leading	Various
Principles of Working with Individuals with Learning Disabilities	Various
Understanding Autism	Various
Understanding Children and Young Peoples Mental Health	Various
Understanding Common Childhood Illnesses	Various
Understanding Dignity and Safeguarding in Adult Health and Social Care	Various
Understanding Nutrition and Health	Various
Understanding Safeguarding and Prevent	Various
Understanding the Safe Handling of Medication in Health & Social Care	Various

Visit **bmet.ac.uk** to find out more on our courses running this September

Fees and finance

We want to make sure that education is available to everyone. If you join us on a full or part-time course – we have a range of support packages aimed to take the stress out of study.

19+ Advanced Learning Loans

Did you know that if you are 19 or over and applying to study at Level 3 or above, you could be eligible for a student loan?

Student loans have traditionally only been available to students studying at degree level, but in September 2013 the government launched a new loan scheme to help people like you access the financial support you might need to study for your qualification. What's more, you do not have to start paying back your loan until you have left the course and are earning over £26,575 a year.

And if you receive a loan to study for an Access to HE course, and then move on to do a HE course, the amount outstanding on your loan for your Access course will be written off once you complete your HE qualification. Research shows that people with a Level 3 qualification or above, earn more than those who are not similarly qualified. Repayments will be made at 9% of annual earnings over £26,575. This means that if you earn £28,800 a year, you will only have to pay back £16 a month. If your earnings drop below £26,575, payments will stop. For further information visit www.gov.uk/repaying-your-student-loan/what-you-pay.

How do you qualify?

To qualify you must be:
Aged 19 or over on the first day of your course (there's no upper age-limit).

Living in the UK on the first day of your course and have lived in the UK, the Channel Islands or the Isle of Man for three years immediately before this or be a UK national or have 'settled status' (this means there are no restrictions on how long you can stay).

For further details see www.gov.uk/advanced-learner-loan/eligibility

Enrolling on an eligible course at Level 3 and above which includes: Access to HE Diplomas, other Diplomas and Certificates.

How do you apply for a loan?

You can apply online to Student Finance England using the online application form or you can download the forms and apply by post. Before you can apply, you will need to have a Learning and Funding Information Letter from the college. This will be emailed to you when you complete your enrolment details online.

If you intend to pay for your course through an advanced learner loan, you will need to have made an application prior to or during enrolment.

If you need any help applying for a loan, our team is here to help.

Earn less than £18,138 per annum?

If so, you may be eligible for full funding – yes that's right you may be able to study for free!

If you earn between £17,550 and £25,000 per annum, you may also be eligible for funding. Ask for details when you enrol. Please bring with you proof of your household income with you.

Subject to confirmation and only applies to residents living in the West Midlands Combined Authority Area

Enrolment (online enrolment from 03 August 2020)

Due to the covid-19 pandemic we will be enrolling a little bit differently to previous years.

Traditionally people come into college to enrol but this year we will be doing as much as we can online and by telephone and individuals will only be invited in by strict appointment. We will also ensure that all social distancing measures are in place to protect anyone coming into college.

Once you have completed your application we will contact you to confirm the enrolment process.

Course Fees

The course fee is the amount payable at enrolment. However, on some courses, there may be an additional fee to cover materials or examination fees and you will be advised of these at enrolment. You can pay your course fees by bank transfer, debit or credit card or cheque. For some courses, you can also pay by instalments.

All cheques should be made payable to Birmingham Metropolitan College. If your employer is paying your fees, you must provide a purchase order from them stating this fact when you complete enrolment.

All fees are payable at the point of enrolment. If you are unable to provide payment or evidence of benefits or employer sponsorship, we will not be able to complete your enrolment.

ID Documentation

We need to see identification evidence at enrolment. Acceptable evidence is shown below:

- > Passport
- > Photo Driving Licence
- > Identity Card or other form of National Identification
- > National Insurance Card
- > Bank/Debit/Credit Card

Learners enrolling on Higher Education courses, will need to provide evidence from the list below:

- > Passport
- > Photo Driving Licence
- > Identity Card or other form of National Identification
- > Birth Certificate (this has to be an original certificate)
- > Marriage Certificate (this has to be an original certificate)

*Everyone enrolling needs to have the following documents:

- > Benefit/Household Income documents – if you are applying for financial support
- > Payment/bank details – if you will be making a payment or paying by instalments

***If you are an asylum seeker, refugee or have a Study Visa or any other Visa type covering your time in the UK, you will also need to bring this documentation with you to enrolment.**



Birmingham Botanical Gardens

Westbourne Road, Edgbaston, Birmingham B15 3TR

Centre of Sporting Excellence

Brintons Field, Zortech Avenue, Kidderminster DY11 7DY

Erdington Skills Centre

Edwards Road, Erdington, Birmingham B24 9EW

James Watt College

Aldridge Road, Great Barr B44 8NE

Matthew Boulton College

Jennens Road B4 7PS

Sutton Coldfield College

Lichfield Road B74 2NW

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