



NEW COURSES STARTING FROM SEPTEMBER 2026

# ADULT COURSE GUIDE FOR EMPLOYERS

Professional, short and online  
courses for adults

FOR ALL  
YOUR  
TRAINING  
NEEDS

# Welcome

We offer practical support to help you recruit, train and develop your workforce.

We work with employers to provide straightforward, flexible workforce solutions. Whether you're looking to fill vacancies, upskill your team or address specific training needs, we can support you with programmes that are designed around your business.

We can work with you to fill your vacancies through:

- Targeted Employment Programmes (TEPs)
- Pre-employment training tailored to your organisation

Candidates are prepared before they reach you, with training tailored to your roles so they have the skills and understanding needed from day one.

We also offer a wide range of training to strengthen capability across your organisation and support staff development, including:

- English, Maths and Digital Functional Skills qualifications
- Qualifications in English for Speakers of Other Languages (ESOL)
- Management and Leadership qualifications
- Continuous Professional Development (CPD) and short courses
- A wide range of qualifications from Entry Level through to Level 5

 **0800 781 3020**

 **employers@kirkleescollege.ac.uk**

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# Business & Professional courses



| Course                                                                     | Level | Centre/<br>Online | Start Date                    | Course<br>Duration        | Fee    | Funding<br>Available           |
|----------------------------------------------------------------------------|-------|-------------------|-------------------------------|---------------------------|--------|--------------------------------|
| Introduction to Bookkeeping                                                | N/A   |                   | 14 September                  | 4 weeks                   | £85    | YES                            |
| Business Administration (Employability)                                    | 1     |                   | 24 September                  | 9 weeks                   | £400   | YES                            |
| Principles of Business Administration                                      | 2     |                   | Flexible dates from September | Self-led study (10 weeks) | £465   | YES                            |
| Certificate in Business and Administration                                 | 2     |                   | 1 October                     | 14 weeks                  | £550   | YES                            |
| Certificate in AAT                                                         | 2     |                   | Flexible dates from September | 1 year                    | £1,040 | YES                            |
| Law and Legal Work                                                         | 2     |                   | 17 September                  | 33 weeks                  | £375   | YES                            |
| Certificate in Lean Organisation Management Techniques                     | 2     |                   | November                      | 11 weeks                  | £400   | YES                            |
| Certificate in Principles of Team Leading                                  | 2     |                   | Flexible dates from September | 10 weeks                  | £340   | YES                            |
| Certificate in Principles of Customer Service                              | 2     |                   | Flexible dates from September | 10 weeks                  | £540   | YES                            |
| Diploma in Accounting                                                      | 3     |                   | Flexible dates from September | 10 months                 | £2,573 | YES                            |
| Coaching and Mentoring Certificate                                         | 3     |                   | Flexible dates from September | 1 year                    | £765   | YES                            |
| Coaching and Mentoring Award                                               | 3     |                   | Flexible dates from September | 15 weeks                  | £360   | YES                            |
| Coaching and Mentoring Diploma                                             | 3     |                   | September                     | Self-led study (1 year)   | £1,214 | YES                            |
| Diploma in Professional Accounting                                         | 4     |                   | Flexible dates from September | 15-18 months              | £2,573 | YES                            |
| Higher National Certificate in Leadership and Management for England (HNC) | 4     |                   | September                     | 1 year                    | £6,950 | YES<br>Student Finance England |
| Higher National Diploma in Leadership and Management for England (HND)     | 5     |                   | September                     | 1 year                    | £6,950 | YES<br>Student Finance England |

# Computing courses



| Course                                                      | Level   | Centre/<br>Online | Start Date              | Course<br>Duration               | Fee                | Funding<br>Available |
|-------------------------------------------------------------|---------|-------------------|-------------------------|----------------------------------|--------------------|----------------------|
| Microsoft Office Specialist – Excel                         | N/A     |                   | Flexible                | Self led study (approx 10 weeks) | £75                | YES                  |
| Microsoft Office Specialist – PowerPoint                    | N/A     |                   | Flexible                | Self led study (approx 10 weeks) | £75                | YES                  |
| Microsoft Office Specialist – Word                          | N/A     |                   | Flexible                | Self led study (approx 10 weeks) | £75                | YES                  |
| Essential Digital Skills for Work                           | E3 - L1 |                   | Starts W/C 14 September | 15 weeks                         | *                  | YES                  |
| Certificate in Computing and Digital Skills (Employability) | 1       |                   | 24 September            | 9 weeks                          | £400               | YES                  |
| Preperation for Digital and Functional Skills               | 1       |                   | 2 November              | 5 weeks                          | £30                | YES                  |
| Award in Cyber Security                                     | 1       |                   | September               | 5 weeks                          | £144               | NO                   |
| Extended Certificate in Computing and Digital               | 2       |                   | 1 October               | 14 weeks                         | £720               | YES                  |
| CISCO IT Essentials                                         | 3       |                   | Flexible                | Self led study (approx 20 weeks) | £456               | YES                  |
| Diploma in Software Development                             | 3       |                   | 15 September            | 1 year                           | £135 plus exam fee | YES                  |
| HNC Digital Technologies for England                        | 4       |                   | September               | 1 year                           | £6,950             | YES                  |

\*This course is free if you do not already hold a Level 1 in Digital Skills or have been assessed at Level 1 or below.

Delivery of course:

CENTRE KEY  
See page 22



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COURSE

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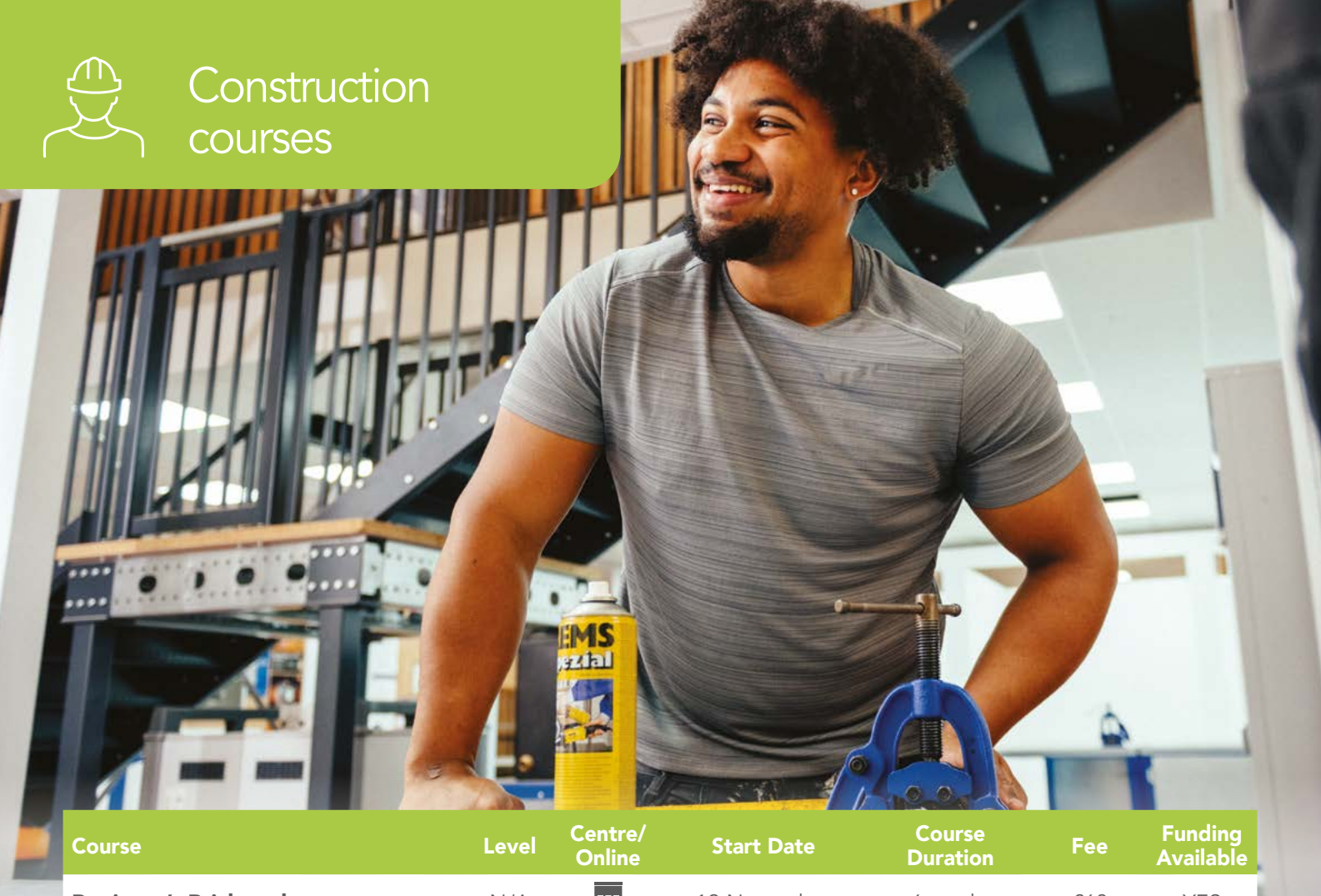
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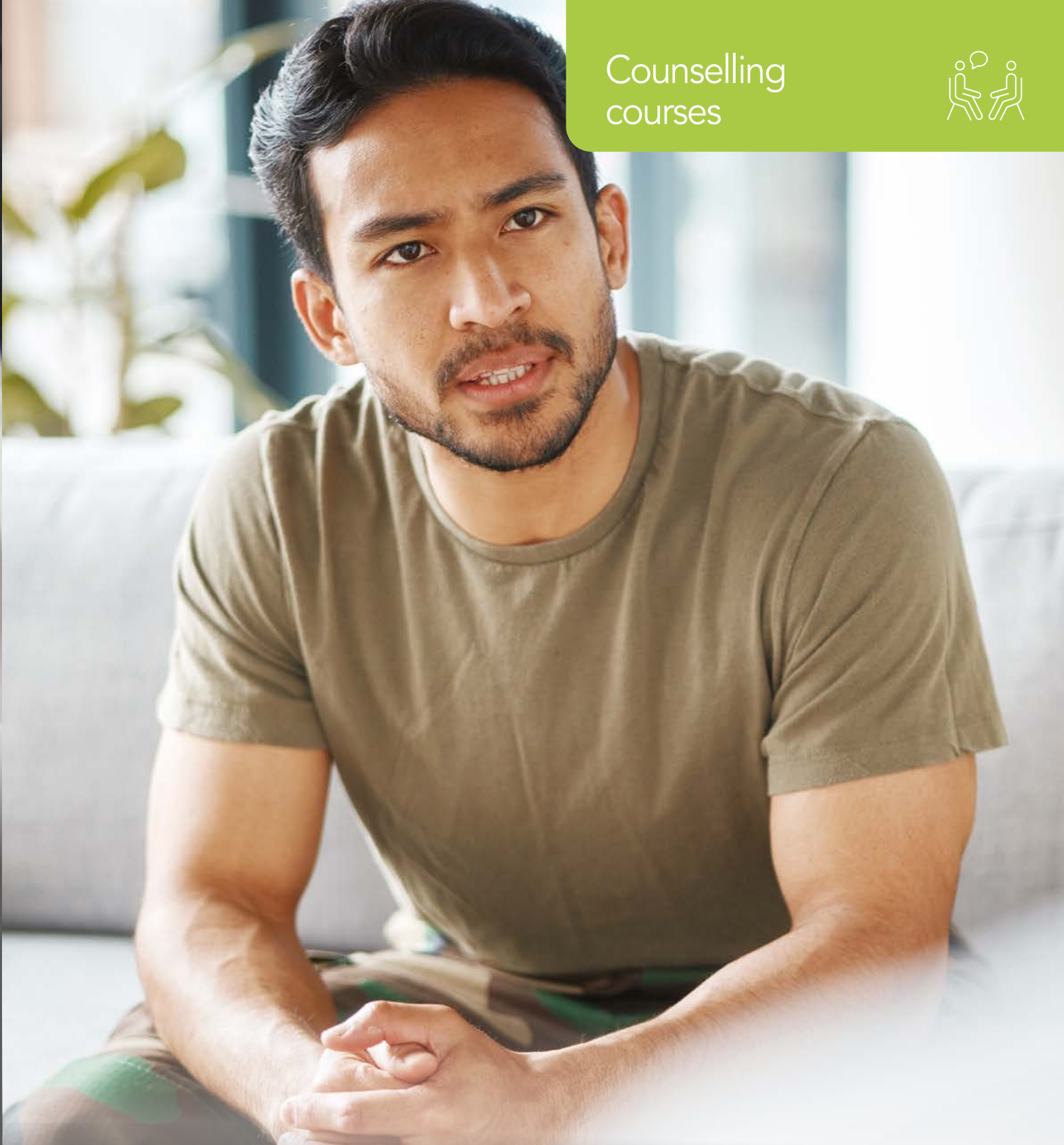


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| Course                                        | Level | Centre/<br>Online                                                                   | Start Date           | Course<br>Duration  | Fee  | Funding<br>Available |
|-----------------------------------------------|-------|-------------------------------------------------------------------------------------|----------------------|---------------------|------|----------------------|
| Beginner's Brickwork                          | N/A   |   | 12 November          | 6 weeks             | £60  | YES                  |
| Beginner's Joinery                            | N/A   |  | 12 November          | 6 weeks             | £60  | YES                  |
| Beginner's Plastering                         | N/A   |  | 12 November          | 6 weeks             | £60  | YES                  |
| Beginner's Electrical                         | N/A   |  | 12 November          | 6 weeks             | £60  | YES                  |
| Beginner's Plumbing                           | N/A   |  | 12 November          | 6 weeks             | £60  | YES                  |
| Beginner's Tiling                             | N/A   |  | 12 November          | 6 weeks             | £60  | YES                  |
| Beginner's Painting and Decorating            | N/A   |  | 12 November          | 6 weeks             | £60  | YES                  |
| Beginner's Furniture Upcycling                | N/A   |  | 12 November          | 6 weeks             | £60  | YES                  |
| Beginner's Garden Renovation                  | N/A   |  | 12 November          | 6 weeks             | £60  | YES                  |
| Beginner's Home Renovation                    | N/A   |  | 12 November          | 6 weeks             | £60  | YES                  |
| Fire Door Installation Awareness              | N/A   |  | Email info for dates | 2 days<br>plus exam | £306 | YES                  |
| Bricklaying Entry Level (Part Time)           | N/A   |  | Flexible             | 72 hours            | £306 | YES                  |
| Plastering Entry Level (Part Time)            | N/A   |  | Flexible             | 72 hours            | £306 | YES                  |
| Carpentry and Joinery Entry Level (Part Time) | N/A   |  | Flexible             | 72 hours            | £306 | YES                  |

Please note, all courses due to start in November will be made available to enrol on in October.  
Please visit our website, or email [info@kirkleescollege.ac.uk](mailto:info@kirkleescollege.ac.uk) to be added to the wait list.



| Course      | Level | Centre/<br>Online                                                                                                                                                              | Start Date | Course<br>Duration | Fee  | Funding<br>Available |
|-------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------|------|----------------------|
| Counselling | 2     | <br> | September  | 1 year             | £360 | YES                  |
| Counselling | 3     | <br> | September  | 1 year             | £811 | YES                  |

Delivery of course:

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| Course                                          | Level | Centre/<br>Online | Start Date   | Course<br>Duration | Fee | Funding<br>Available |
|-------------------------------------------------|-------|-------------------|--------------|--------------------|-----|----------------------|
| Introduction to Creative Digital Media          | N/A   |                   | 15 September | 8 weeks            | £25 | YES                  |
| Creative Digital Media for Beginners            | N/A   |                   | 29 September | 8 weeks            | £85 | YES                  |
| Introduction to Digital Photography and Editing | N/A   |                   | 15 September | 2 weeks            | £25 | YES                  |
| Digital Photography and Editing for Beginners   | N/A   |                   | 29 September | 8 weeks            | £85 | YES                  |

Delivery of course:

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| Course                                   | Level | Centre/<br>Online | Start Date       | Course<br>Duration | Fee    | Funding<br>Available |
|------------------------------------------|-------|-------------------|------------------|--------------------|--------|----------------------|
| Certificate in Childcare                 | 1     |                   | 18 September     | 17 weeks           | £594   | YES                  |
|                                          |       |                   | W/C 15 September |                    |        |                      |
| Supporting Teaching and Learning         | 2     |                   | September        | 1 year             | £790   | YES                  |
|                                          |       |                   | 30 September     |                    | £798   |                      |
| Early Years Practitioner                 | 2     |                   | September        | 1 year             | £1,220 | YES                  |
| Understanding Autism                     | 2     |                   | 21 September     | 13 weeks           | £533   | YES                  |
| Supporting Teaching and Learning Diploma | 3     |                   | September        | 1 year             | £2,225 | YES                  |
|                                          |       |                   | 1 October        |                    | £2,059 |                      |
| Higher Level Teaching Assistant          | 4     |                   | September        | 31 weeks           | £1,044 | YES                  |

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| Course                                                       | Level | Centre/<br>Online                                                                   | Start        | Duration  | Fee                   | Funding<br>Available           |
|--------------------------------------------------------------|-------|-------------------------------------------------------------------------------------|--------------|-----------|-----------------------|--------------------------------|
| 2D Computer Aided Design (CAD)                               | 2     |  | 3 November   | 10 weeks  | £295                  | YES                            |
| Engineering and Manufacturing                                | 3     |  | September    | 10 months | £3,345                | YES                            |
| HNC in Manufacturing Engineering for England HTQ (Part Time) | 4     |  | 17 September | 2 years   | £8,000 over two years | YES<br>Student Finance England |
| HNC in Manufacturing Engineering for England HTQ (Full Time) | 4     |  | 17 September | 1 year    | £8,000                | YES<br>Student Finance England |
| HNC in Space Technologies for England HTQ (Part Time)        | 4     |  | 17 September | 2 years   | £8,000 over two years | YES<br>Student Finance England |
| HND in Manufacturing Engineering for England HTQ (Part Time) | 5     |  | 15 September | 2 years   | £8,000 over two years | YES<br>Student Finance England |

Delivery of course:

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To find out more about how we can make our courses fit your business needs, get in touch with the team



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| Course                                                                  |
|-------------------------------------------------------------------------|
| ESOL (English For Speakers of Other Languages) (Part Time)              |
| Award in Volunteering to Support English Language Teaching and Learning |

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Hair & Beauty  
courses



| Course                            | Level | Centre/<br>Online | Start        | Duration | Fee    | Funding<br>Available |
|-----------------------------------|-------|-------------------|--------------|----------|--------|----------------------|
| Introduction to Hot Stone Therapy | 2     |                   | 15 September | 8 weeks  | £55    | YES                  |
| Salon Management                  | 4     |                   | 16 September | 1 year   | £3,345 | YES                  |
| Advanced Beauty Therapy           | 4     |                   | 16 September | 1 year   | £5,421 | YES                  |

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Health & Social  
Care courses



| Course                                                                          | Level | Centre/<br>Online | Start            | Duration | Fee  | Funding<br>Available |
|---------------------------------------------------------------------------------|-------|-------------------|------------------|----------|------|----------------------|
| Introduction to Health and Social Care and Children and Young People's Settings | 1     |                   | 21 September     | 16 weeks | £635 | YES                  |
| Certificate in Health and Social Care                                           | 2     |                   | W/C 15 September | 15 weeks | £540 | YES                  |
| Certificate in Awareness of Mental Health Issues                                | 2     |                   | 21 September     | 16 weeks | £750 | YES                  |

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## Motor Vehicle courses



| Course                                                                                       | Level | Centre/<br>Online | Start                                                         | Duration | Fee                   | Funding<br>Available |
|----------------------------------------------------------------------------------------------|-------|-------------------|---------------------------------------------------------------|----------|-----------------------|----------------------|
| <b>Award in Electric / Hybrid Vehicle Awareness</b>                                          | 1     |                   | Various dates running throughout the year starting in October | 1 day    | £60                   | YES                  |
| <b>Award in Hydrogen Awareness</b>                                                           | 1     |                   | Various dates running throughout the year starting in October | 1 day    | £60                   | YES                  |
| <b>Award in Electric / Hybrid Vehicle Management for Emergency and Recovery Personnel</b>    | 2     |                   | Various dates running throughout the year starting in October | 2 days   | £420                  | YES                  |
| <b>Technical Specialist Award in Electric/ Hybrid Vehicle Routine Maintenance Activities</b> | 2     |                   | Various dates running throughout the year starting in October | 2 days   | £45                   | YES                  |
| <b>Award in Electric/Hybrid Vehicle System Repair and Replacement</b>                        | 3     |                   | Various dates running throughout the year starting in October | 3 days   | £326.40               | YES                  |
| <b>Award in the Diagnosis, Testing and Repair of Electric/Hybrid Vehicles and Components</b> | 4     |                   | Various dates running throughout the year starting in October | 3 days   | £650                  | YES                  |
| <b>Certificate in Advanced Vehicle Diagnostics and Management Competence</b>                 | 4     | Work based        | Dates decided by employer                                     | 1 year   | £1,645                | YES                  |
| <b>Diploma in Vehicle Maintenance and Repair Principles (VRQ)</b>                            | 4     |                   | 14 September                                                  | 2 years  | £6,672 for both years | YES                  |

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## Sport courses



| Course                                                                                     | Level | Centre/<br>Online | Start                          | Duration                  | Fee  | Funding<br>Available |
|--------------------------------------------------------------------------------------------|-------|-------------------|--------------------------------|---------------------------|------|----------------------|
| <b>Certificate in Understanding Nutrition &amp; Health</b>                                 | 2     |                   | Flexible starts from September | 10 weeks (self led study) | £380 | YES                  |
| <b>Certificate in Improving Personal Exercise, Health &amp; Nutrition (Learning Curve)</b> | 2     |                   | Flexible starts from September | 8 weeks (self led study)  | £400 | YES                  |

## Teacher Education courses



| Course                                                               | Level | Centre/<br>Online | Start        | Duration | Fee    | Funding<br>Available |
|----------------------------------------------------------------------|-------|-------------------|--------------|----------|--------|----------------------|
| <b>Award in Education and Training</b>                               | 3     |                   | 28 September | 16 weeks | £624   | YES                  |
| <b>Certificate in Assessing Vocational Achievement</b>               | 3     |                   | 10 November  | 1 year   | £1,103 | YES                  |
| <b>Internal Quality Assurance of Assessment Process and Practice</b> | 4     |                   | 1 October    | 1 year   | £1,173 | YES                  |
| <b>Lead Internal Quality Assurance</b>                               | 4     |                   | 15 January   | 1 year   | £1,173 | YES                  |

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## English courses



Our English, Maths and ESOL courses are delivered flexibly and can be delivered on site, as well as at one of our centres.

To find out more about how we can make our courses fit your business needs, get in touch with the team

📞 0800 781 3020

✉️ [employers@kirkleescollege.ac.uk](mailto:employers@kirkleescollege.ac.uk)

### Course

**Prepare for English GCSE**

**Get Ready for Functional Skills English**

**Functional Skills English**

**Fast Track GCSE English**

**English / GCSE English**

**Get Ready for Entry Level English**

**Get Ready for L1/L2 English**

Delivery of course:

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## Maths courses



### Course

**Prepare for Maths GCSE**

**GCSE Maths**

**Get Ready for Functional Skills Maths**

**Functional Skills Maths**

**Fast Track Functional Skills Maths**

**Get Ready for Entry Level Maths**

**Get Ready for Level 1 Maths**

Delivery of course:

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# Funding & Eligibility

The Adult programme is funded through the devolved Adult Skills Fund for West Yorkshire. The Mayor of West Yorkshire and the West Yorkshire Combined Authority are investing £65 million a year to improve skills across West Yorkshire – particularly among those who need it most.

## Are your employees eligible for financial support?

If your employee is aged 19+, they may be entitled to fee remission on eligible courses through the Adult Skills Fund.

In particular, the following people may be entitled to fully funded access to training:

- Unemployed and seeking work
- Wanting to achieve Level 2 in maths or English for the first time
- Earning less than £26,800
- Wanting to achieve basic digital skills
- Wanting to achieve your first full Level 2 or Level 3 (GCSE or A-Level equivalent) qualification

If they meet the above criteria and want further information about funding their course, please contact the Course Information team.



## Advanced Learner Loans (19+)

An Advanced Learner Loan provides financial help for those studying eligible Level 3 - 6 courses. If your employee is aged over 19 and already has a Level 3 qualification or doesn't meet the eligibility criteria for fee remission, they can apply for an Advanced Learner Loan to fund their studies.

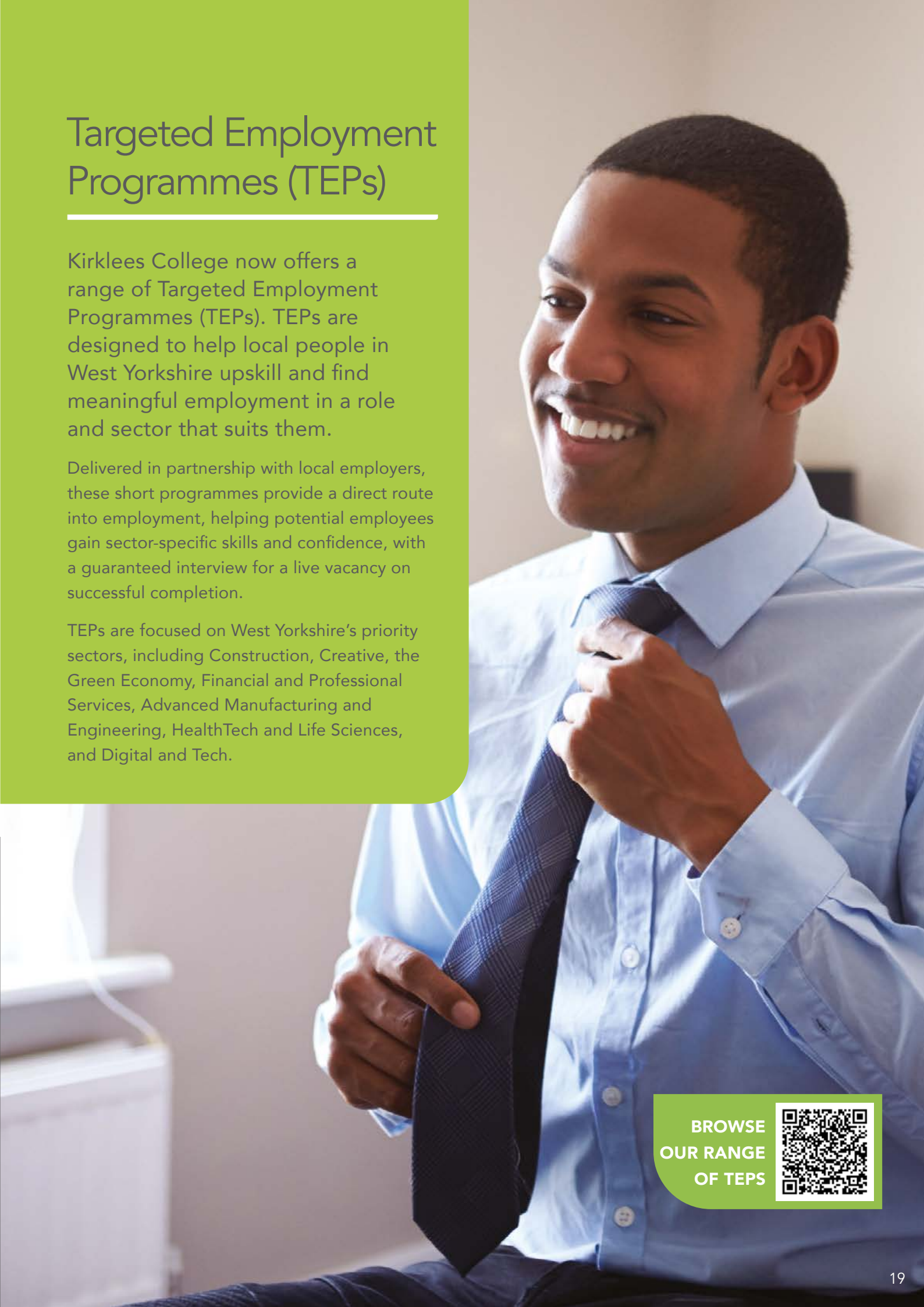
For more information and to find out if you are eligible, please email [customerservices@kirkleescollege.ac.uk](mailto:customerservices@kirkleescollege.ac.uk)

# Targeted Employment Programmes (TEPs)

Kirklees College now offers a range of Targeted Employment Programmes (TEPs). TEPs are designed to help local people in West Yorkshire upskill and find meaningful employment in a role and sector that suits them.

Delivered in partnership with local employers, these short programmes provide a direct route into employment, helping potential employees gain sector-specific skills and confidence, with a guaranteed interview for a live vacancy on successful completion.

TEPs are focused on West Yorkshire's priority sectors, including Construction, Creative, the Green Economy, Financial and Professional Services, Advanced Manufacturing and Engineering, HealthTech and Life Sciences, and Digital and Tech.



BROWSE  
OUR RANGE  
OF TEPs





## Apprenticeships available\*

### Business and Professional

- Accounts or Finance Assistant
- Administration Assistant
- Assistant Accountant
- Professional Accounting Technician
- Customer Service Practitioner
- Business Administrator
- HR Support
- Business Analyst

### Digital Development and Computing

- Information Communications Technician
- Multi-channel Marketer

### Construction

- Bricklayer
- Plumbing and Domestic Heating Technician
- Plasterer
- Architectural Joinery
- Site Carpentry
- Furniture Manufacturer - Modern Upholsterer
- Wood Machinist
- Installation and Maintenance Electrician
- Painting and Decorating
- Groundworker

### Education and Early Years

- Early Years Practitioner
- Early Years Educator

### Engineering

- Engineering Operative
- Engineering Fitter
- Machining Technician
- Mechatronics Maintenance Technician
- Engineering and Manufacturing Support Technician
- Engineering Manufacturing Technician
- Metal Fabricator

### Hair, Beauty and Barbering

- Beauty Therapist
- Barbering Professional
- Hair Dressing Professional

### Hospitality and Catering

- Commis Chef
- Food and Beverage Team Member
- Chef de Partie

### Motor Vehicle

- Autocare Technician
- Heavy Vehicle Service and Maintenance Technician
- Motor Vehicle Service and Maintenance Technician - Light Vehicle
- Plant Maintenance

### Process Manufacturing

- Supply Chain Warehouse Operative
- Supply Chain Practitioner
- Food and Drink Maintenance Engineer
- Food and Drink Process Operative

### Science

- Laboratory Technician

### Sport & Fitness

- Personal Trainer

### Teaching Education

- Teaching Assistant\*
- Learning and Skills Teacher\*

\* Correct at time of printing, subject to change.  
\*\*18+ only



## Costs

When a company takes on an apprentice, there are various costs and funding opportunities depending on whether the company is a levy payer or a non-levy payer.

Every company can utilise their levy and/or Government funding to upskill their existing workforce through Apprenticeships.

There are no National Insurance contributions for apprentices under 25.

### Levy Payers

**Levy Contribution:** Large employers with an annual payroll of over £3 million must pay the apprenticeship levy, which is 0.5% of their total payroll.

**Using the Levy:** The funds paid into the levy can be used to cover apprenticeship training costs for new apprentices and upskilling your current workforce. You will lose these funds if not used within 24 months.

**Cost to Employer:** Employers are responsible for paying the apprentice's wages.

**Incentives and Grants:** Employers receive a £1000 incentive payment for hiring apprentices aged 16-18, or those aged 19-24 who have been in care or have an Education, Health, and Care plan (EHCP). This payment is made around month 6 and then around month 15.

### Non-Levy Payers

**Co-Investment:** Smaller employers who do not pay the levy (those with an annual payroll under £3 million) for apprentices aged 16-24 the government covers 100% of the training costs, for apprentices aged 25+ employers pay only 5% of the training, with the government covering the remaining 95%.

**Cost to Employer:** Besides the 5% co-investment for apprentices aged 25+, employers are responsible for paying the apprentice's wages.

**Incentives and Grants:** Employers receive a £1000 incentive payment for hiring apprentices aged 16-18, or those aged 19-24 who have been in care or have an Education, Health, and Care plan.

There is a £2000 hiring payment for non-levy paying employers recruiting new apprentices aged 16 to 24 (for those starting an apprenticeship from 1 October 2026, providing they have started their job with their employer within the past 90 days. These payments can be combined.

The college received these funds in two instalments. The first half of the payment after 3 months from the apprenticeship start date, and the second payment after 12 months. Once received, we will pay this money to you within 30 days, meaning the employer usually gets their first payment within 5 months of the apprenticeship start date.

Employers are responsible for paying the apprentice wage.

# Kirklees College Centres



## BRUNEL CONSTRUCTION CENTRE

Old Fieldhouse Lane, Off Leeds Road,  
Huddersfield, HD2 1AG  
01484 437141



## ENGINEERING CENTRE

Turnbridge Road, Off St Andrew's Road,  
Huddersfield, HD1 6AG  
01484 437026



## HUDDERSFIELD CENTRE

Waterfront Quarter, Manchester Road,  
Huddersfield, HD1 3LD  
01484 437000



## PIONEER HIGHER SKILLS CENTRE

Halifax Road, Dewsbury, WF13 1BD  
01484 437000



## Open Days

We run Open Days at our Huddersfield and Dewsbury centres throughout the year. Open Days provide you with an opportunity to see what college life has to offer. You can find out more about our courses, chat to our tutors and take a tour of our industry-leading facilities.

For more information how to book your place, please visit our website. Doors are also open to everyone on the day.

All Huddersfield and Dewsbury centres:

**Saturday 17 October 2026**

**10.30am - 1pm** (last entry 12.30pm)

**Saturday 28 November 2026**

**10.30am - 1pm** (last entry 12.30pm)

**Saturday 6 February 2027**

**10.30am - 1pm** (last entry 12.30pm)

Huddersfield centres:

**Tuesday 29 June 2027**

**5pm - 7pm** (last entry 6.30pm)

Dewsbury centres:

**Wednesday 30 June 2027**

**5pm - 7pm** (last entry 6.30pm)



[kirkleescollege.ac.uk/open-days](https://kirkleescollege.ac.uk/open-days)





## EMPLOYERS

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CREATING OPPORTUNITIES  
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