

AAT Level 2 Certificate

course summary

1 half day a week Part Time Course

start date(s)

August

start details

Monthly

qualification level

Certificate

prerequisites

3 GCSEs (grade D or above), including English and Maths; or an appropriate GNVQ Foundation or an Admin/Accounts area and provide a letter from your employer confirming their support for your attendance on the course. You will be asked to take literacy and numeracy assessments.

course description

Course Content: Introductory accounting; Accounting work skills

study type

Part time evening

estimated course duration

1 half day a week

price (subject to change)

£360 (Home) £1420 (International)

timetable

Monday evenings 6pm to 9pm or Fridays 10am to 1pm.

language

Courses are taught in English

Accounting: AAT Foundation: NVQ Level 2

course summary

Flexible Part Time Course

start date(s)

August

start details

Monthly

qualification level

Certificate

prerequisites

3 GCSEs (grade D or above), including English and Maths; or an appropriate GNVQ Foundation or NVQ Level 1. You will need to take literacy and numeracy assessments.

course description

This course provides introductory training and education in Accounts-related areas.

Course Content: Recording income & receipts; Making & recording payments; Preparing ledger balances & an initial trial balance; Supplying information for management control; Working with computers; Contributing to the maintenance of a healthy, safe & productive working environment; Achieving personal effectiveness.

study type

Part time day

estimated course duration

1 day a week or 1 evening a week (18 weeks)

price (subject to change)

£780 (Home) £3310 (International)

timetable

Monday evenings 6pm to 9pm or Fridays 10am to 1pm.

language

Courses are taught in English

Accounting: AAT Intermediate: NVQ Level 3

course summary

1 day a week Part Time course

start date(s)

August

start details

Monthly

qualification level

Certificate

prerequisites

AAT Foundation, NVQ Level 2 or A Level Accounting. You will be asked to take an assessment of your book-keeping skills.

course description

This course provides specialist training in financial and management accounting while developing and improving skills in IT as applied to accounting problems.

Course Content: Maintaining financial records & preparing accounts; Recording & evaluating costs & revenues; Preparing reports & returns; Working with computers; Health & Safety.

study type

Part time day

estimated course duration

1 day a week (18 weeks)

price (subject to change)

£780 (Home) £3310 (International)

timetable

Thursdays 10am to 1pm or 6pm to 9pm.

Payroll Administration (SAGE)

course summary

1 day a week Part Time

start date(s)

August

start details

Monthly

qualification level

Certificate

prerequisites

4 GCSEs passes or equivalent. Some manual book-keeping knowledge is desirable. Computer keyboarding experience. You may be asked to take literacy and numeracy assessments.

course description

This course is for students who want to acquire skills in manual and computerised payroll (SAGE).

Course Content: Payroll Function; Statutory Forms; Calculation of gross pay; Processing payroll; Benefits & limitations of a computerised system.

study type

Part time day

estimated course duration

1 day a week

price (subject to change)

£140 (Home) £540 (International)

You may get funding for course fees and living costs whilst on this course. Why not look at our [paying for learning](#) section to find out about financial help?

timetable

Mondays 12pm to 3pm.

language

Courses are taught in English

ADMINISTRATION

Introduction to Business Administration

course summary

1 year Part Time course

start date(s)

July

start details

Monthly

qualification level

OCR Level 2 Certificate

prerequisites

No formal entry qualifications. You may be asked to take literacy and numeracy assessments.

course description

The course is for people not currently working in an administrative environment who wish to gain an insight into the sector.

Course Content: Features of business administration; Skills training of business administration; Introduction to the business administration sector.

study type

Part time day

estimated course duration

18 weeks

price (subject to change)

£270

timetable

Mondays 9am to 11am or Tuesdays 6pm to 9pm.

language

Courses are taught in English

Business Administration: OCR NVQ Level 2

course summary

1 year Part Time Course

start date(s)

July

start details

Monthly

qualification level

OCR NVQ Level 2

prerequisites

You may be asked to take literacy and numeracy assessments. If you wish to apply for the evening course you must be in suitable administrative employment.

course description

This course prepares students to undertake administrative and office-related tasks effectively.

Course Content: Office skills & administration; Health & Safety; Word processing; Electronic communications; Working effectively with others; Functional skills - English, Maths, ICT

study type

Part time day

estimated course duration

18 weeks(1 day a week)

price (subject to change)

£230 (Home) £1000 (International)

timetable

Thursdays 2pm to 5pm.

language

Courses are taught in English

BUILDING & CONSTRUCTION

Bricklaying: CITB Trowel Occupations Foundation Construction Award/Intermediate Construction Award/ NVQ Level 2

course summary

18 Weeks Full time Course

start date(s)

September

start details

Termly

qualification level

CITB

prerequisites

For the Foundation Ward no formal entry qualifications. For the Intermediate Award you should have completed the Foundation Award. For the NVQ Level 2 you should be in employment in the trade and have completed an Intermediate in the trade and have completed an Intermediate Award or have experience as a bricklayer.

course description

The course provides an introduction to the skills required to practice as a bricklayer.

Course Content: Building solid walls & piers; Building cavity walls, chimneys, flues & arches; Drainage systems; Basic scaffolding; Setting out a rectangular building; Health & Safety on site; Functional skills - English, Maths, IT.

study type

Full time

estimated course duration

18 weeks

price (subject to change)

£920 (Home) £3860 (International)

timetable

Tuesdays 9am to 12pm.

Dhamalie Community Services (CIC) (*a subsidiary of U.A.A.F.*),
Tower Bridge Business Complex, 100 Clements Road,
London, SE16 4DG, Tel: 020 7394 8866 Fax: 020 7394 4447

CHILDCARE & EDUCATION

Introduction to Child Care: CACHE Entry Level Certificate

course summary

1 year Part Time course

start date(s)

September

start details

Termly

qualification level

CACHE

prerequisites

Some basic communication skills. You will be expected to bring your National Record of Achievement to your interview.

course description

This course is for those who wish to work with children in a caring environment but need to improve their basic skills first. It helps students to learn how to be a good parent and to care for young children at home.

Course Content: Preganancy & the responsible parent; Caring for babies & young children; Playing & learning in the home; Functional skills - English, Maths, ICT; Personal development; Visits to a range of child care settings.

study type

Part time day

estimated course duration

1 year

price (subject to change)

£780 (Home) £3310 (International)

You may get funding for course fees and living costs whilst on this course. Why not look at our [paying for learning](#) section to find out about financial help?

timetable

Tuesdays 12pm to 3pm

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Caring for Young Children: CACHE Foundation Award

course summary

1 day a week Part Time Course

start date(s)

September

start details

Termly

qualification level

CACHE

prerequisites

No formal entry qualifications but you will be asked to take literacy and numeracy assessments.

course description

The course provides a basic introduction to Child Care & Education and enables students to develop their basic skills and professional awareness.

Course Content: Personal development; Human growth & development; Food & Nutrition; Health & Safety; Care of children; Play & practical activities; Functional skills - English, Maths, ICT.

study type

Part time day

estimated course duration

1 day a week

price (subject to change)

£780 (Home) £3310 (International)

timetable

Tuesday 3pm to 5pm.

COMPUTING

ECDL: BCS Part 1 - Using the computer

course summary

Flexible Course

start date(s)

September

start details

Subject To Demand

qualification level

British Computer Society

prerequisites

No formal qualifications required.

course description

The course is designed for students who wish to develop their knowledge of IT applications and who want to gain a qualification recognised throughout Europe.

Course Content: Hardware & Software theory; Using the computer & managing files; Communicating information - email, internet; Introduction to word processing.

study type

Customised

estimated course duration

18 weeks

price (subject to change)

£150 (Home) £540 (International)

ECDL: BCS Part 2 Certificate

course summary

Flexible Course

start date(s)

September

start details

Subject To Demand

qualification level

British Computer Society

prerequisites

A full Office Applications Certificate. Progression on to this course may depend on tutor recommendations.

course description

The course is designed for students who wish to further develop their knowledge and use of computer applications.

Course Content: Hardware & software theory; Word processing; Spreadsheets (Excel); Database (Access); Presentation skills (Microsoft Power-point).

study type

Customised

estimated course duration

18 weeks

price (subject to change)

£140 (Home) £540 (International)

ESOL Entry Level 1

Course summary

15 hours per week

start date(s)

Monthly

Prerequisites

No formal entry qualifications

Course description

The course aims to improve the English language fluency of beginner level ESOL students.

Course content: The course offers a core of intensive English Language teaching for general communication purposes, as well as IT. Students receive tutorial support.

assessment method

Classroom & Tutor

awarding body

OCR

study type

15 hours a week

estimated course duration

24 weeks

price (subject to change)

on benefit £30 Fee payers £780 International £3310

timetable

Flexible

ESOL Entry Level 2

Course summary

15 hours per week

start date(s)

Monthly

Prerequisites

No formal entry qualifications

Course description

The course aims to improve the English language fluency of elementary level ESOL students.

Course content: The course offers a core of intensive English Language teaching for general communication purposes, as well as IT. Students receive tutorial support.

assessment method

Classroom & Tutor

awarding body

OCR

study type

15 hours a week

estimated course duration

24 weeks

price (subject to change)

on benefit £30 Fee payers £780 International £3310

timetable

Flexible

Health & Safety in the Workplace

course summary

1 day Part Time course

start details

Weekly

qualification level

Certificate

prerequisites

None

course description

The course enables students, to ensure that work activities are carried out safely, reducing the risk to themselves and others. It leads to a first level qualification recognised in all occupational areas.

Course Content: Workplace health, safety & welfare; Health & Safety law; Risk assessment; Accident prevention; Work equipment; Fire, hazardous substances, noise.

assessment method

Classroom & Tutor

awarding body

Chartered Institute of Environmental Health

study type

Part time day

estimated course duration

1 day

price (subject to change)

£50

timetable

Flexible

language

Courses are taught in English

Hygiene & Infection Control

course summary

1 day Part Time course

start date(s)

July

start details

Weekly

qualification level

Certificate

prerequisites

None

course description

This course is for employees who have already received the basic health and safety training, as well as carers and those who provide cleaning and support services in a broad range of contexts for example hospitals, care homes and patients' own homes.

Course Content: Hygiene hazards; Personal hygiene; Cleaning.

assessment method

Classroom & Tutor

awarding body

Chartered Institute of Environmental Health

study type

Part time day

estimated course duration

1 day

price (subject to change)

£50

timetable

Flexible

language

Courses are taught in English

Manual Handling

course summary

1 day Part Time course

start date(s)

July

start details

Weekly

qualification level

Certificate

prerequisites

None

course description

The course is appropriate for all employees, including both industrial and office workers, who handle materials, boxes, mail and packages.

Course Content: Process for manual handling in the workplace; Manual handling injuries & the activities that cause them; Manual handling assessment & control options; Responsibilities imposed by the manual handling operations regulations.

assessment method

Classroom & Tutor

awarding body

Chartered Institute of Environmental Health

study type

Part time day

estimated course duration

1 day

price (subject to change)

£50

timetable

Flexible

language

Courses are taught in English

CIS (Common Induction Standards)

Dhamalie Community Services (CIC) (*a subsidiary of U.A.A.F*),
Tower Bridge Business Complex, 100 Clements Road,
London, SE16 4DG, Tel: 020 7394 8866 Fax: 020 7394 4447

course summary

4 days a week (2 weeks)

start date(s)

July

start details

Weekly

qualification level

Skills For Care

prerequisites

GCSEs (grade E-G) in English and Maths. If you do not have these qualifications you will be asked to take literacy and numeracy assessments.

course description

This is a 2 week induction course enabling care workers to give high quality care and support, provide recognition for their work, and prepare them for entry onto NVQ health & social care. The contents include: Understanding principles of care; Understanding the organisation and role of the worker; Maintaining safety at work; Communicating effectively; Recognising and responding to abuse and neglect; Developing as a worker.

assessment method

Classroom

study type

Part time day

estimated course duration

2 weeks

price (subject to change)

£150

Health & Social Care NVQ Level 2

Dhamalie Community Services (CIC) (*a subsidiary of U.A.A.F*),
Tower Bridge Business Complex, 100 Clements Road,
London, SE16 4DG, Tel: 020 7394 8866 Fax: 020 7394 4447

course summary

6 months Part Time Course

start date(s)

Any time

start details

Monthly

qualification level

Certificate

prerequisites

You must be working in an appropriate care setting. A letter will be required from your manager that you have been working as a health care assistant, and that they support your attendance on the course. Evidence of a current or relevant CRB.

course description

The course provides the skills, knowledge and understanding needed to prepare for work in the health and social care sector or to progress to further qualifications.

Course Content: 4 mandatory and 2 optional units: These include: Practical caring skills; Preparing to give quality care; Hygiene & safety in care settings; Communicating with service users in care settings

assessment method

Workplace assessment.

awarding body

Edexcel Foundation

study type

Part time day

estimated course duration

6 months

price (subject to change)

£890 or £80 per unit (Home) £3310 (International)

You may get funding for course fees and living costs whilst on this course. Why not look at our [paying for learning](#) section to find out about financial help?

timetable

Wednesday 2pm to 5pm or Saturday 10am to 1pm.

language

Courses are taught in English

Health & Social Care NVQ Level 3

Dhamalie Community Services (CIC) (*a subsidiary of U.A.A.F*),
Tower Bridge Business Complex, 100 Clements Road,
London, SE16 4DG, Tel: 020 7394 8866 Fax: 020 7394 4447

course summary

6 months Part Time course

start date(s)

July

start details

Monthly

qualification level

Certificate

prerequisites

You must be working full-time as a key worker/supervisor. A letter will be required from your manager confirming that you are working as a key worker/supervisor.

course description

This course is for people already demonstrating the role and responsibilities of a key worker or supervisor in a Social Care setting.

Course Content: Working to quality practice in care settings; Working with service users in care; Behavioural awareness in care; Applied practical care; Contributing to the care planning process; Supervising health & safety; Working with clients to develop suitable therapeutic & developmental activities.

assessment method

Workplace assessment.

awarding body

Edexcel Foundation

study type

Part time day

estimated course duration

6 months

price (subject to change)

£960 (Home) £3310 (International)

Assessor Award A1

Dhamalie Community Services (CIC) (*a subsidiary of U.A.A.F.*),
Tower Bridge Business Complex, 100 Clements Road,
London, SE16 4DG, Tel: 020 7394 8866 Fax: 020 7394 4447

course summary

4 workshops Part Time course

start date(s)

August

start details

Termly

qualification level

City & Guilds

prerequisites

You must be in full-time care work as a manager, deputy manager or senior worker in a care or child care setting. A letter will be required from your manager/employer confirming that you have been working in one of these roles for at least one year, and that they support your attendance on the course. You will be asked to take literacy and numeracy assessments.

course description

This course is designed for experienced carers. The A1 unit is part of the Learning and Development Awards framework and provides training and support for the Assessor's award.

study type

Part time

estimated course duration

4 workshops

price (subject to change)

£540

You may get funding for course fees and living costs whilst on this course. Why not look at our [paying for learning](#) section to find out about financial help?

timetable

To be confirmed

language

Courses are taught in English

SECURITY

NOCN Level 2 Award in Door Supervision

course summary

4 workshops Part Time

start date(s)

August

start details

To Be Confirmed

qualification level

NOCN

prerequisites

Trainees must be 19 years or over. A Basic Skills Assessment is required before acceptance on this course. The assessment has been organised to improve chances of success.

course description

This training is for door supervisors to ensure that they have knowledge and understanding of their role and responsibilities in the security industry environment; possess appropriate communication skills; and have knowledge of conflict management.

study type

Part time day

estimated course duration

4 days

price (subject to change)

£150

You may get funding for course fees and living costs whilst on this course. Why not look at our [paying for learning](#) section to find out about financial help?

timetable

To be confirmed

language

Courses are taught in English

NOCN Level 2 Award in Security Guarding

course summary

4 days Part Time course

start date(s)

August

start details

To Be Confirmed

qualification level

NOCN

prerequisites

Trainees must be 19 years or over. A Basic Skills Assessment is required before acceptance on this course. The assessment has been organised to improve the chances of success.

course description

This qualification has been developed to meet the Core Competency Training and Qualification specification for Security Guarding set by the Security Industry Authority (SIA). During the training participants will acquire core competency skills that are prerequisite for anyone who wants to progress in manned guarding.

study type

Part time day

estimated course duration

4 days

price (subject to change)

£150