



ABERDEEN COLLEGE®

 **flexible** learning

09/10

study guide



What is flexible learning?

Aberdeen College provides Flexible Learning courses and training to a global market. Over 120 nationally recognised, vocational and academic courses are available.

Courses are offered in five key areas. These are:

- **Business Studies and IT – Marketing, Human Resources, Administration, Computing, Accounting**
- **Communications and Mathematics**
- **Engineering, Safety and Quality Assurance – Health and Safety, Transportation**
- **Scientific and Social Studies – History, Chemistry, Psychology**
- **Service Industries Operation – Catering, Airlines, Sales.**

Here are some of the questions students ask about Flexible Learning:

Why choose Flexible Learning?

It allows you to study at home or in your office, according to your own timetable. You do not have any classes to attend.

What tutor support can I expect?

When you enrol for a Flexible Learning course you will be allocated a personal tutor who will support and guide you through your chosen course.

What facilities and services can I use as a Flexible Learning student?

Whilst enrolled on a Flexible Learning course you can use the College libraries and IT Centre.

What can I expect from my Flexible Learning course?

The courses have been written in an informative and interactive style with activities throughout. Each course comes with a study pack that may be accompanied by video, CD-ROM, disk, textbook, etc.

When can I start my studies?

You can start you studies at most times during the year. Although, it is recommended that you commence a GCSE qualification during the summer. This will allow you at least a year of study before you sit external examinations that will take place the following summer.

Can I complete an entire qualification by Flexible Learning at Aberdeen College?

Most of the course can be completed through flexible learning. However, to obtain a full Higher National Certificate (HNC) or Higher National Diploma (HND) you may need to complete some of the units by part-time study at the College.

Do I need to purchase any additional resources?

The Flexible Learning Study Packs have been developed to fully support your studies. You will find that many of the packs do list additional resources. These are recommended resources that will help to further support your knowledge of the subject. You have to pay for these if you choose to have them.

How much time do I need to devote to my Flexible Learning studies?

This depends on the course that you are studying towards. We do recommend 40 hours study per SQA module/or unit. A GCSE can take up to 160 hours of study. When you receive your study materials there will be an indication of the number of hours that you should spend studying.

How long does it take to process my application and to start my Flexible Learning course?

Once we have received your application it can take approx. one month to process your documentation, order your study material and select your personal tutor.

How good are your Flexible Learning materials?

We use materials prepared by the College as well as by the most respected names in Flexible/Distance Learning publishing: AT Foulks Lynch, Cleveland Flexible Learning Colleges Exchange Group, National Extension College and Holmes Training Services, Study House and Cable Education.

Can I get recognition for my previous achievement, skills and knowledge?

This is known as Accreditation of Prior Learning (APL). Your past learning and practical achievements can be given credit if you provide sufficient evidence to show that you can meet the standards of the qualification you would be gaining.

If you would like further information about the APL process, please contact:

APL Co-ordinator
Aberdeen College
T 01224 612601

Apply by post

You can apply using the application form enclosed. This can be posted FREEPOST to:

The Admissions Office
Aberdeen College
Freepost AB580
Gallowgate Centre
Gallowgate
Aberdeen
AB25 1ZQ





Apply in person

Drop in to The Admissions Office (situated in the Information & Booking Centre), Aberdeen College, Gallowgate Centre, Gallowgate, Aberdeen.

OPENING HOURS

Mon - Thurs 10am - 6pm
Fri 10am - 5pm
Sat 9am - 1pm

Apply online

Check out our websites for course details and to apply online: www.abcol.ac.uk/flexible

Please note:

Aberdeen College reserves the rights NOT to run courses where the numbers are considered insufficient or resources are unavailable.

For further information on open learning courses or if you require details before applying, please contact:

Flexible Learning
T 01224 612330
F 01224 612001
E flexiblelearning@abcol.ac.uk

Alternatively, complete the course leaflet request form and send to the Flexible Learning FREEPOST address:

Flexible Learning
Aberdeen College
Freepost AB580
Gallowgate Centre
Gallowgate
Aberdeen
AB25 1ZQ

Guidance

The Learner Services Team provides a service for all potential students of the College who wish to discuss courses or methods of study which are appropriate to their needs. For this service please contact:

Learner Services
Aberdeen College
Gallowgate Centre
Gallowgate
Aberdeen
AB25 1BN

T 01224 612284
F 01224 612001
E guidance@abcol.ac.uk
W www.abcol.ac.uk/learner-services

www.abcol.ac.uk/flexible

Course Leaflet Request Form

I would like to know more about the Flexible Learning courses on offer.

Please send me a course leaflet on the following subject(s):

(Please tick appropriate box or boxes)

NB Course listings change throughout the year, please check our website for up-to-date information:

www.abcol.ac.uk/flexible

- Accounting**
- ACCA (F1) Accountant in Business
 - ACCA (F2) Management Accountant
 - ACCA (F3) Financial Accounting
 - GCE Accounting (AS Level)
 - Business Accounting (HN Unit)
 - Financial Reporting and Analysis (HN Unit)
 - IAB Certificate in Book Keeping Level 1
 - IAB Certificate in Book Keeping Level 2
 - IAB Certificate in Computerised Book Keeping Level 2
 - IAB Certificate in Computerised Payroll Level 2
 - IAB Certificate in Manual Payroll Level 1
 - IAB Certificate in Manual Payroll Level 2
 - IAB Diploma in Computerised Book Keeping Level 3
 - IAB Diploma in Small Business Financial Management
 - Management Accounting for Decision Making
 - Quickbooks 2004
 - Recording Financial Information (HN Unit)
 - Recording Financial Transactions (HN Unit)
 - SAP R/3 4.6 Cost Center Accounting
 - Using Financial Accounting Software: Sage Line 50
- Business Management**
- Business Management Certificate
 - Managing a Small Business (HN Unit)
 - Office Management (HN Unit)
 - Statistics for Business (HN Unit)
- Business Management: Administration**
- Office Administration (HN Unit)
 - Executive Office Skills Certificate
- Business Management: Marketing**
- Business Marketing Certificate
 - Consumer Behaviour and the Marketing Process (HN Unit)
 - International Marketing: An Introduction (HN Unit)
 - Internet Marketing
 - Introduction to Marketing (HN Unit)
- Business Management: Professional Development**
- Behavioural Skills For Business (HN Unit)
 - Business Culture and Strategy (HN Unit)
 - Business Planning Certificate
 - Business Skills Development
 - Conflict Management Certificate
 - Developing Entrepreneurial Skills (HN Unit)
 - Entrepreneurship (HN Unit)
 - Management Skills Development
 - Preparing and Presenting a Business Plan (HN Unit)
 - Presentation Skills (HN Unit)
 - Project Management
 - Sales Executive Certificate
 - Stress Management
- Care Studies**
- *Certificate in Basic Handling
 - Certificate in Dementia Awareness
 - Certificate in Drugs Awareness
 - Certificate In Infection Control
 - *Certificate in People Handling
 - *Certificate in People Handling (Refresher)
 - Certificate in Palliative Care
 - Certificate in Provision of Activities in a Care Setting
 - HIV, Hepatitis B and Hepatitis C Infections
 - Psychology for Social Care Practice
- Computing Studies/Information Technology: Desktop Computing**
- Business Information Management (HN Unit)
 - European Computer Driving Licence (No Assessment)
 - European Computer Driving Licence for MS Office 2003 (BCS)
 - European Computer Driving Licence for MS Office 2007 (BCS)
 - IC3 - Internet and Computing Core Certification: Integrated Course
 - IC3 - Internet and Computing Core Certification: Computing Fundamentals
 - IC3 - Internet and Computing Core Certification: Key Applications
 - IC3 - Internet and Computing Core Certification: Living Online
 - Office Technologies (HN Unit)
- Computing Studies/Information Technology: Desktop Computing**
- Advanced ECDL: Databases Using Microsoft Access 2003
 - Advanced ECDL: Spreadsheets Using Microsoft Excel 2003
 - Advanced ECDL: Word Processing Using Microsoft Word 2003
 - Advanced ECDL: Word Processing Using Microsoft Powerpoint 2003
 - IT in Business - Advanced Databases (HN Unit)
 - IT in Business - Advanced Spreadsheets (HN Unit)
 - IT in Business - Databases (HN Unit)
 - IT in Business - Spreadsheets (HN Unit)
 - IT in Business - Word Processing and Presentation Applications (HN Unit)
 - Microsoft Office Specialist (MOS) Access 2003
 - Microsoft Office Specialist (MOS) Excel 2003
 - Microsoft Office Specialist (MOS) Excel 2003 Expert
 - Microsoft Office Specialist (MOS) Outlook 2003
 - Microsoft Office Specialist (MOS) PowerPoint 2003
 - Microsoft Office Specialist (MOS) Word 2003
 - Microsoft Office Specialist (MOS) Word 2003 Expert
 - Windows Vista & Microsoft Office 2007
- Computing/Information Technology: Microsoft Technical**
- Microsoft Certified Desktop Support Technician (MCDST)
 - Microsoft Certified IT Professional (MCITP) Database Administrator
 - Microsoft Certified IT Professional (MCITP) Database Developer
 - Microsoft Certified IT Professional (MCITP) Enterprise Support Technician
 - Microsoft Certified Systems Administrator (MCSA) Messaging on Windows Server 2003
 - Microsoft Certified Systems Administrator (MCSA) Security on Windows Server 2003
 - Microsoft Certified Systems Administrator (MCSA) on Windows Server 2003
 - Microsoft Certified Systems Engineer (MCSE) Security on Windows Server 2003
 - Microsoft Certified Systems Engineer (MCSE) on Windows Server 2003
 - CompTIA Network+
 - CompTIA Security+
 - CompTIA Server+
 - Object Oriented Programming Using C++
 - Oracle 10G Administration
 - SQL
 - SQL SERVER 2005 MCTS 70-431
 - Understanding TCP/IP (Transmission Control Protocol/Internet Protocol)
- Computing/Information Technology: Operating Systems**
- Linux Red Hat Technician
 - UNIX Systems
- Computing/Information Technology: PC Maintenance & Repair**
- CompTIA A+
- Computing/Information Technology: Web Page Design and Multimedia**
- AJAX: Asynchronous Javascript and XML
 - Certificate in Web Design
 - Certificate in Web Design & Graphics
 - CIW: Web Security
 - Digital Cre8or
 - Java & Javascript Programming
 - Macromedia Flash MX 2004 (Intermediate)
 - Microsoft Visual Studio.Net Programming
 - Photoshop CS
 - Sun Certificate (Java & Solaris)
- Counselling**
- Counselling Theory
 - Developing Counselling Skills
 - Introduction to Counselling Skills
- Creative Writing**
- Creative Writing
 - Diploma in Fiction Writing
 - Literature 1
- Customer Care**
- Certificate in Airline and Airport Customer Care
 - Creating a Culture of Customer Care
 - Customer Care (HN Unit)
 - Customer Relations Certificate
 - Customer Service on The Telephone

*Classroom Based Courses

Early Education and Childcare

- Certificate in Playwork
- Children and Young People with Additional Support Needs
- Diploma in Child Day Care
- Strategies and Initiatives to Support Childrens Health and Wellbeing

English Language (Speakers of Other Languages)

- *TOEIC Business English Language Course
- *English for You

Environment

- Certificate in Sustainable Development Level 1
- Certificate in Sustainable Development Level 2

First Aid

- *First Aid Appointed Person
- *HSE First Aid at Work Certificate

Health & Safety

- Certificate in Exercise Studies: Health for Life
- Certificate in Healthy Eating and Food Hygiene
- Certificate in Occupational Health and Safety
- Diploma in Human Physiology and Health
- General Certificate in Occupational Safety and Health: NEBOSH
- Managing Safely in the World of Work: IOSH
- Managing Safely in the World of Work: IOSH (Blended)
- Practical Food Safety in Catering
- Practical Supervision of Food Safety in Catering
- Safer Moving and Handling
- Working Safely: IOSH

GCSE and AS Level Courses

- GCE Accounting (AS Level)
- GCE Psychology (AS Level)
- GCSE Business Studies
- GCSE English Language
- GCSE English Literature
- GCSE History
- GCSE Human Physiology and Health
- GCSE Law
- GCSE Mathematics (Foundation Level)
- GCSE Mathematics (Higher Level)
- GCSE Psychology

Horticulture

- RHS Certificate Horticulture

Hospitality: Licencing & Security

- *BIIAB Scottish Certificate for Personal Licence Holders
- *BIIAB Scottish Certificate for Licensed Premises Staff
- *BIIAB Unit 1 Roles and Responsibilities for Door Supervisors
- *BIIAB Unit 2 Conflict Management for Door Supervisors

Human Resource Management

- Certificate in Personnel Skills

- Certificate in Human Resource Management
- Human Resource Management Practice (HN Unit)
- Introduction to Managing the Human Resource (HN Unit)

Journalism

- Freelance Journalism Diploma

Mathematics

- Mathematics (Supplementary Studies Level 3)

Personal Development

- Certificate in Employment Skills
- Certificate in Personal Money Management

Psychology

- Advanced Diploma in Psychology
- Basic Applications of Behavioural Science
- Diploma in Child Psychology
- Diploma in Psychology
- Diploma in Workplace Psychology
- Psychology A: History and Development of Psychology (HN Unit)

Quality Assurance (CQI Certificate)

- CQI Certificate Unit C1: Quality: Customers, Clients and Markets
- CQI Certificate Unit C2: Quality: Principles of Data Analysis
- CQI Certificate Unit C3: Quality: Models, Standards and Laws
- CQI Diploma Module D1: Principles of Quality and Data Analysis
- CQI Diploma Module D2 Quality Management
- CQI Diploma Module D3 Tools and Techniques
- CQI Diploma Module D4 Communication and Project Management
- CQI Diploma Module D5 Quality Project
- CQI Diploma Module D6 Quality and Environmental Management

Retail Management

- Internet: Introducing E Commerce (HN Unit)

Sport & Fitness

- Certificate in Improving Personal Exercise and Nutrition

Transport

- Certificate of Professional Competence: International Passenger Transport
- Certificate of Professional Competence: International Road Haulage
- Certificate of Professional Competence: National Passenger Transport
- Certificate of Professional Competence: National Road Haulage
- Certificate in Logistics
- Introductory Certificate in Logistics

Travel & Tourism

- Certificate in Air Cabin Crew Operations
- Certificate in Airline & Airport Passenger Service Agents
- Certificate in Setting up a Tourism Business
- Certificate in Airline and Airport Customer Care

*Classroom Based Courses

Full Name (Mr/Mrs/Miss/Ms): *delete as appropriate* _____

Address: _____

Postcode: _____

Tel (Home): _____ Tel (Work): _____

Email: _____

Please return this form to Flexible Learning, Aberdeen College, Gallowgate Centre, Gallowgate, Aberdeen, Scotland AB25 1BN.

Tel 01224 612603 • Fax 01224 612001 • Email flexiblelearning@abcol.ac.uk • Web www.abcol.ac.uk/flexible

For general information on all College courses, please contact:

The Information & Booking Centre, Aberdeen College, Gallowgate Centre, Gallowgate, Aberdeen AB25 1BN.

Tel 01224 612330 • Fax 01224 612001 • Email enquiry@abcol.ac.uk • Web www.abcol.ac.uk

What about fees?



College Fees

All College course fees must be paid on booking unless your course is free (see below). Courses will NOT run where enrolment numbers are too low or where resources are not available.

(The prices quoted on individual course leaflets are subject to change at any time so please check current prices when booking on/or enquiring about the course.)

SQA, HNC & HND (and other advanced diplomas) Course Administration Fees

All students registering for the above courses must pay SQA Administration Fees. The course administration fee for:

HNC course	£102.25
HND course	£123.00

These fees are paid once only on each entry to each SQA advanced course. As an alternative, students pay a single unit (subject) administration fee of £12.75 on entry to each unit (NB. all SQA fees subject to change).

Your course may be free if:

1. You are in receipt of any of the following benefits:

- Asylum Seeker
- Attendance Allowance
- Carers Allowance
- Housing Benefit
- Incapacity Benefit
- Income Support
- Job Seeker's Allowance
- Severe Disability Allowance
- Disability Living Allowance
- Pension Credit
- Working Tax Credit.

What about examinations?

If you are studying for qualifications these are gained by way of:

1. Continuous assessment, or,
2. By means of examination or in some cases a combination of both.

Where do examinations take place?

Examinations are usually held in Aberdeen. When you have entered for your examination(s) you will be notified of the location, date and time.

What are my responsibilities for exams?

- You must make sure that you are entered for an examination. This is not done automatically.
- You must complete your examination form correctly and pay for the cost of the examination by the stated closing date.
- You are responsible for making sure that you attend the exams at the right time and in the right place.
- You must check the exam schedule to make sure you have no conflicts in scheduling (that is, that you do not have more than one exam scheduled at the same time).
- You must inform the Examinations Officer if you find you have a conflict in exam scheduling.

For further details about the examination process, or to request an examination entry form, please contact:

Willie Kelman
Examinations Officer
T 01224 612126
E w.kelman@abcol.ac.uk

If you require any special arrangements for examinations (e.g. require additional support) you should discuss your needs with:

Stephen Edgar
Head of Access and Inclusion
Learning Development Centre
T 01224 612142
E ldc@abcol.ac.uk
W www.abcol.ac.uk/learner-services/development-centre.cfm



This booklet is printed on Revive 75 Silk, a recycled paper containing 75% recovered fibre and is certified to the environment management system ISO 14001.

Key to Designation of Awards/Awarding Bodies

ACCA	Associate, Chartered Association of Certified Accountants	ILT	Institute of Logistics and Transport
ASET	Accredited Syndicate of Education and Training	Module	Assessed level of study normally lasting around 40 hrs
C & G	City and Guilds of London Institute	NC	National Certificate
Camb. Exams	Cambridge University Local Examinations Syndicate	NEBOSH	National Examination Board in Occupational Health & Safety
GCQI	Chartered Quality Institute	OCR	Oxford, Cambridge and RSA Examinations
Credit	Non-assessed unit of study	RHS	Royal Horticultural Society
GCE	General Certificate of Education, Advanced level	SCE 'H' Grade	Scottish Certificate of Education, Higher grade
GCSE	General Certificate of Secondary Education	SQA	Scottish Qualifications Authority
GSVQ	General Scottish Vocational Qualification	S/NVQ	Scottish/National Vocational Qualification
HNC/D	Higher National Certificate/Diploma	Unit	Assessed level of advanced study normally lasting around 40 hours
IAB	International Association of Book-Keepers		