



BRENTWOOD  
OPEN LEARNING COLLEGE



# Brentwood Open Learning College **Prospectus** 2012



*Skills beyond boundaries*



# CONTENTS

WELCOME	1
MISSION STATEMENT	2
WHY STUDY AT BOLC?	3
FAQ	4
AWARDING BODIES	5
COURSES	6
DIPLOMA IN FASHION DESIGN	7
DIPLOMA IN INTERIOR DESIGN	8
DIPLOMA IN DIET & NUTRITION ADVISOR	9
DIPLOMA IN BEAUTY THERAPY	10
DIPLOMA IN EVENT MANAGEMENT	11
DIPLOMA IN BUSINESS AND ADMINISTRATION	12

# Welcome to Brentwood Open Learning College



We have developed a wealth of professional study programmes designed to help you achieve your goals and unlock your true potential



# Mission Statement

“Our mission is to provide accessible and quality education to all. We aim to provide professional and vocational qualifications, enabling students to develop knowledge, skills and work ethics resulting in entry level employment or career advancement.”

The College fulfils this mission by offering UK’s recognised qualifications. BOLC courses provide you with the skills to enhance career prospects and to boost your self-confidence. We pride ourselves not only on offering excellent courses but also on the support given to our students while they engage in BOLC’s courses. Each student is assigned a personal expert tutor on enrolling, to guide and encourage them throughout their studies with the College. The College has a team of Student Advisors and we actively encourage our students to contact us if they have any queries or difficulties in understanding an assignment or part of a course. This ensures that although you study at home, we are 100% with you throughout your course



# Why Study at BOLC?

- Recognised qualification
- More Flexibility
- Dedicated One to One Tutor Support
- Easy to Understand Course Materials
- An Affordable Way to Study
- Career changing
- Quality Assurance
- Everything You Need is Included
- You learn in your own time, at your own pace
- You learn with Employment and other commitments
- Study Options



# FAQ

## **What are the advantages of Distance Learning?**

Distance learning has several benefits in which the classroom learning lacks. Distance learning is more cost effective and flexible. With Distance Learning there is no need to attend a classroom environment so there is no waste of time or other resources in transport, commuting to specific location for each class.

## **Can I Study if I live outside UK?**

Yes, wherever you are in the world you can join our learning community. You get the same level of access to your tutor that any BOLC student enjoy

## **What qualification will I receive on completing the course?**

On successful completion of your course you'll receive a recognised qualification

from the awarding body of your course (e.g. NCFE or ASDAN). Each course page specifies exactly what qualification you'll receive at the end of the course.

## **Can I pay the fee in Instalments?**

Yes. We allow you to spread your fee over a period of one or two years.

## **How are the assignments submitted?**

Assignments can be submitted by post, email or online

## **Can I take more than one course at a time?**

Yes, you can.



# Awarding Bodies



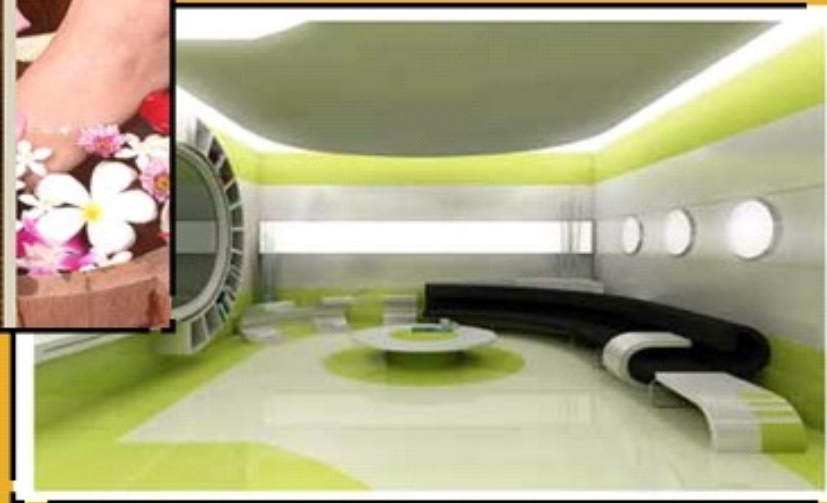
**NCFE** is recognised as an awarding body by the qualification regulators ('regulators') for England, Wales and Northern Ireland. The regulators are the Office of the Qualifications and Examinations Regulator (Ofqual) in England, the Department for Children, Education, Lifelong Learning and Skills (DCELLS) in Wales and the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland. Accreditation by NCFE is a mark of quality. It means that a learning programme being offered has been scrutinised and approved by an independent panel of experienced educational professionals and the learners successfully completing NCFE accredited programmes receive a recognised certificate.

**ASDAN** is a charitable social enterprise with awarding body status, providing courses to more than 6,000 schools, colleges, training providers and youth centres. ASDAN's Award programmes and Qualifications offer flexible ways to accredit personal and social education, skills development and enrichment activities, mainly for the 11-25 age group. ASDAN is approved as an Awarding Organisation for qualifications within the National Qualifications Framework (NQF), and the Qualifications and Credit Framework (QCF), regulated by Ofqual. ASDAN is also approved by the regional regulators: DCELLS (Wales) and CCEA (Northern Ireland). The Scottish Qualifications Authority (SQA) also recognises the value of ASDAN programmes in developing and providing evidence for the Scottish "Core skills" (particularly Working with Others), and a number of qualifications are listed in the Scottish Credit Qualifications Framework (SCQF).





**BRENTWOOD**  
OPEN LEARNING COLLEGE



COURSES

# Diploma In Fashion Design

## Course Introduction

On this course you will learn the art of designing, fabric selection, garment construction, fabric handling techniques, applying knowledge of fabric, coordinating colour and texture, monitoring quality and fit, and fashion sketching, marketing techniques and retail fashion production. Relevant practical exercises and projects are introduced throughout the course aimed at applying the theory and skills learnt. This course prepares you for the real world of the design professional: we teach you how to start and run your own fashion design business profitably.

## Course Benefits:

- Fully Recognised Qualification
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities

Fashion designers work in the forecasting, design, manufacturing, promotion, media, styling, fashion buying, merchandising, fashion editing and endless other sectors of the clothing industry that predict, design, produce and distribute the clothing that we wear.

## This course covers the following Modules:

- Fashion Design - A Brief History
- Principles of Fashion
- Fashion Forecasting
- The Process and Structure of the Fashion Industry
- Development of Design
- Principles of Design
- Dress Designing Essentials
- Colour and Dress Designing
- Choosing the Right Material
- Fashion Sketching
- Working With Patterns
- Sewing Basics
- Surface Decorations
- Costing a Garment
- Running Fashion Design Business

## Is this course recognised?

Yes, this course gives you a fully recognised qualification from NCFE, which is UK's top Awarding body (Examination Board). On successful completion of this course you get level 3 Award Certificate from NCFE and an additional Diploma from BOLC



## Length of the Course:

1 Year

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

1. NCFE Level 3 Award
2. BOLC Diploma in Fashion Design

**Fee:** £640 (Can be paid in monthly instalments.)

# Diploma In Interior Design

## Course Introduction

Our Interior Design Course gives understanding of the fundamental principles and elements of design theory, the effects of light and colour on interior spaces, solving spatial problems, understanding concepts like orientation, zoning and furniture arrangements, using graphic and verbal skills to present projects that accommodate a variety of human factors.

## Course Benefits:

- Fully Recognised Qualification
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## This course covers the following Modules:

- An Introduction to the Interior Design Profession
- A Brief History of the Interior Design
- A Sense of Style
- Design Principles
- Space
- Lighting
- Colour
- Pattern and Texture
- Walls and Ceilings
- Floors
- Furniture

- Soft Furnishings
- Soft Furnishings (continued)
- The Finishing Touches
- Living Rooms
- Kitchens
- Connecting Spaces
- Bedrooms
- Children's Rooms
- Bathrooms
- Workrooms
- Adding an Extra Room
- The Client- Designer Relationship
- Planning Essentials
- Stages of a Project
- Starting Up Interior Design Business

## Career opportunities

After completing the course you may find employment with interior design companies, architectural practices, property developers, retail chains, shop-fitting companies, hotels, furniture manufacturers, departmental stores, exhibition companies, decorating practices, commercial and finance houses anywhere around the world.

## Is this course recognised?

Yes, this course gives you a fully recognised qualification from NCFE, which is UK's top Awarding body (Examination Board). On successful completion of this course you get level 3 Award Certificate from NCFE and an additional Diploma from BOLC



## Length of the Course:

1 Year

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

1. NCFE Level 3 Award
2. BOLC Diploma in Interior Design

**Fee:** £640 (Can be paid in monthly instalments).

# Diploma In Diet & Nutrition Advisor

## Course Introduction

Diet & Nutrition Advisor course concentrates on the development of a diet that can improve physical performance. The course will give necessary skills required when advising people on their nutritional needs. The course also covers nutrients, digestive system, detoxification, food allergies and intolerances, diets for various populations, weight loss and control and other related topics. .

## Course Benefits:

- Fully Recognised Qualification
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career Opportunities

Nutritional Therapists can work with:

- food manufacturers
- food retail chains
- research companies
- the media
- Community health organisations

With experience, and possibly more qualification you could progress into management and policy development.

## This course covers the following Modules:

- An Overview of Nutrition
- Basics of Nutrition
- Basics of Nutrition (continued)
- Digestion and Detoxification
- Eating Disorders
- Balancing the Diet
- Nutrition and the Immune System
- Diet and Disease
- Women's Health
- Nutrition Requirement for Different People
- Weight Control
- Weight loss
- Anti-ageing formulas
- The Role of a Nutritionist

## Is this course recognised?

Yes, this course gives you a fully recognised qualification from NCFE, which is UK's top Awarding body (Examination Board). On successful completion of this course you get level 2 Award Certificate from NCFE and an additional Diploma from BOLC



## Length of the Course:

1 Year

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

1. NCFE Level 2 Award
2. BOLC Diploma in Diet & Nutrition Advice

**Fee:** £640 (Can be paid in monthly instalments).

# Diploma In Beauty Therapy

## Course Introduction

If the idea of working in a salon inspires you or you want to start your own Salon as a qualified beautician, whatever is your goal, this course is ideal for you. On this course you will learn all that is needed to work in Beauty industry.

## Course Benefits:

- Fully Recognised Qualification
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career Opportunities

After completing this course you can run your own salon as a qualified beautician or you may find employment in beauty salons or spas. There are also opportunities to work in hotels, medical clinics, sports injuries clinics, fitness and health clubs. Make-up specialists may also find work in the areas of fashion, media and the performing arts. There are even opportunities to work overseas, in holiday resorts or on cruise ships.

## This course covers the following Modules:

- The Work Place Environment
- Related Anatomy and Physiology
- Consultation and Skin Analysis
- How to Improve and Maintain Facial Skin Conditions
- How to Improve Skin Conditions (Continued)
- Preparing Work Area and the Client for the Application of Make up
- Professional Make Up Procedures
- Manicure and Pedicure
- Hair Care
- Remove and Lighten Hair Using Temporary Methods

## Is this course recognised?

Yes, this course gives you a fully recognised qualification from NCFE, which is UK's top Awarding body (Examination Board). On successful completion of this course you get level 3 Award Certificate from NCFE and an additional Diploma from BOLC



## Length of the Course:

1 Year

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

1. NCFE Level 3 Award
2. BOLC Diploma in Beauty Therapy

**Fee:** £640 (Can be paid in monthly instalments.)

# Diploma In Event Management

## Course Introduction

The Event Management course is designed to equip you with art of planning in door and our door large and medium size functions and gatherings. I.e. press conferences, charity fundraising events, sports, other social and religious festivals, Birth Day parties, weddings etc. The course covers , strategic planning, budgeting, event promotional techniques , marketing, event operations, organisational skills, human resource management and all that is required to work as a professional in event planning industry.

## Course Benefits:

- Fully Recognised Qualification
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities

There are many career opportunities in the industry. You can join an event management company or a media house that specialises in event management activities or you can either start working in the capacity of a free-lancer or can set up your own events management business

## This course covers the following Modules:

- What is Event Planning
- Event Planning Process
- Types of Events
- Event Concept and Theming
- Preparing an Event Management Plan
- Event Budgeting
- The venue and Site Design
- Marketing and Events
- Human Resource Management
- Health & Safety Requirements
- Events Risk Assessment
- The Contingency Plan
- Catering Operations
- Customer Service and Communication
- Crowd Management
- Transport Management
- Waste Management & Noise Control
- Monitoring & Evaluation
- Staring Up & Running the Business

## Is this course recognised?

Yes, this course gives you a fully recognised qualification from NCFE, which is UK's top Awarding body (Examination Board). On successful completion of this course you get level 2 Award Certificate from NCFE and an additional Diploma from BOLC



## Length of the Course:

1 Year

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

1. NCFE Level 2 Certificate
2. BOLC Diploma in Event Management

**Fee:** £640 (Can be paid in monthly instalments).

# Diploma In Business & Administration

## Course Introduction

BOLC Business and Administration Diploma is for anyone who wish to do office work in the public, private or voluntary sectors. The programme provides a thorough grounding in functional issues involved in management, documentation production and administration services.

## Course Benefits:

- Fully Recognised Qualification
- Full Tutor Support
- Self Paced, No Fixed Schedules
- Available to Students Anywhere around the World
- Interest Free Fee Instalments

## Career opportunities

There is a business and admin element to every employment sector, including energy, engineering, charities, finance, manufacturing, tourism, health, entertainment, the law, leisure, education and local and national government. Working in business and admin, you would provide the support the organisation needs to run efficiently. Most of the jobs in this sector are office based.

## This course covers the following Modules:

- The Business Environment (Types of business and their ownership, economic environment, political, legal and social factors)
- Fundamentals of administrative management
- HR Management
- Performance management
- Managing finance
- Managing resources
- Effective marketing
- Business communication and report writing
- Business accounts
- Time, stress and crises management
- Assess, manage and monitor risks
- Build and maintain effective customer relations
- Team management
- Starting a small Business

## Is this course recognised?

Yes, this course gives you a fully recognised qualification from NCFE, which is UK's top Awarding body (Examination Board). On successful completion of this course you get level 2 Certificate from NCFE and an additional Diploma from BOLC



## Length of the Course:

1 Year

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

1. NCFE Level 2 Certificate
2. BOLC Diploma in Business and Administration

**Fee:** £640 (Can be paid in monthly instalments).



BRENTWOOD  
OPEN LEARNING COLLEGE

**Contact us**  
**Brentwood Open Learning College**  
**Cardiff House, Cardiff Road**  
**Barry, CF63 2AW**  
**Ph: 029 2002 2629**  
**Email: [info@bolc.co.uk](mailto:info@bolc.co.uk)**  
**[www.bolc.co.uk](http://www.bolc.co.uk)**