Vocational Studies

Courses starting from September 2025

Many of our courses are available for FREE! Please check with a member of our Business Support Team to see if you are eligible.

School Support

These qualifications are for learners who are thinking of working in a school setting including: young people, mature learners, learners with special educational needs or where English is an additional language. You will develop an understanding of the teaching and learning environment in a school setting. Minimum entry requirement is Level 1 English

NCFE CACHE Level 1 Award in Preparing to Work in Schools

Code	Instance	Length	Start	End	Day	Time	Fee
V313-BL1A1-001	25-01	12 Weeks	19/09/2025	19/12/2025	Friday	09:30-11:30	£268.36 + £54.50 (registration)
V313-BL1A1-001	25-02	12 Weeks	09/01/2026	27/03/2026	Friday	09:30-11:30	£268.36 + £54.50 (registration)

NCFE CACHE LEVEL 2 Award in Support Work in Schools and Colleges

Code	Instance	Length	Start	End	Day	Time	Fee
V313-BL2A1-001	25-01	24 Weeks	15/09/2025	16/03/2026	Monday	12:30-14:30	£268.38 + £78.00 (registration)
V313-BL2A1-001	25-02	24 Weeks	14/01/2026	15/07/2026	Wednesday	12:30-14:30	£268.38 + £78.00 (registration

These qualifications cover both knowledge and practical skills needed to work in teaching support roles. A placement is required, in an appropriate setting, to ensure that you can develop the practical skills for this qualification. The placement of 6 hours per week will run alongside the college sessions. You will be visited in the workplace by an assessor who will judge your competency over the practical criteria. Minimum entry requirement is Level 2 English and Level 1 maths.

NCFE CACHE Level 2 Certificate in Supporting Teaching and Learning

Code	Instance	Length	Start	End	Day	Time	Fee
V313-BL2A1-002	25-01	35 Week	15/09/2025	29/06/2026	Monday	09:30-11:30	£754.56 + £112.50 (registration)

NCFE CACHE Level 3 Certificate in Supporting Teaching and Learning*

Code	Instance	Length	Start	End	Day	Time	Fee
V313-BL3A1-001	25-01	30	04/11/2025	14/07/2026	Tuesday	16:00-18:00	£1589.87 + £131.50 (registration)

**London residents may get this course funded under GLA flexibilities for Free Courses for Jobs (FCFJ). Non-London residents will not be funded for this course and will need to utilise Advanced Learner Loan for this course, even if they are in receipt of benefits or working and earning under the threshold*

Childcare

These qualifications are for learners who want to develop the basic skills needed to care for a baby or young child (from birth to 5 years 11 months). It is aimed at a range of students, including young people needing to develop life skills as well as those who are thinking of working in childcare.

NCFE CACHE Entry 3 Award in Caring for a Child/Children

Code	Instance	Length	Start	End	Day	Time	Fee
V301-BE3A1-001	25-01	12 Weeks	18/09/2025	12/11/2025	Thursday	12:30-14:30	£268.38 + £55.50 (registration)
V301-BE3A1-001	25-02	12 Weeks	26/02/2026	21/05/2026	Thursday	12:30-14:30	£268.38 + £55.50 (registration)

NCFE CACHE Level 1 Certificate in Caring for a Child/Children

Code	Instance	Length	Start	End	Day	Time	Fee
V301-BL1A1-002	25-01	36 Weeks	16/09/2025	07/07/2026	Tuesday	09:30-11:30	

NCFE CACHE ENTRY 3 Certificate in Caring for a Child/Children

Code	Instance	Length	Start	End	Day	Time	Fee
V301-BE3A1-002	25-01	24	08/01/2026	16/07/2026	Thursday	09:30-11:30	£431.86 +£79.00 (registration)

NCFE CACHE LEVEL 2 Certificate in Introducing Caring for Children and Young People

Code	Instance	Length	Start	End	Day	Time	Fee
V301-BL2A1-003	25-01	30 Weeks	17/09/2025	20/05/2026	Wednesday	12:30-14:30	£431.86 + £85.50 (registration)

Financial Services

Learn bookkeeping and accounting practices to support your own business or enter the financial services workforce. We offer industry-recognised qualifications to enable you to work in one of many roles within the financial industry You will develop practical accountancy skills in manual bookkeeping tasks and an understanding of the associated documents and the role of a bookkeeper.

AAT Level 1 Award in Bookkeeping

Code	Instance	Length	Start	End	Day	Time	Fee
V515-BL1A2-001	25-01	12 Weeks	18/09/2025	18/12/2025	Thursday	19:00-21:00	£239.63 + £8400 (exam fee)

AAT Level 2 Certificate in Accounting and Bookkeeping

Code	Instance	Length	Start	End	Day	Time	Fee
V515-BL2A2-001	25-01	34	16/09/2025	14/07/2026	Tuesday	19:00-21:00	TBC

AAT Level 3 Diploma in Accounting

Code	Instance	Length	Start	End	Day	Time	Fee
V515-BL3A2-002	25-01	34	25/09/2025	17/07/2026	Thursday	18:00-21:00	£1443.46 =£487.00 (exam fee)

Business and Retail

These qualifications are intended to provide learners with a broad introduction to the business and administration and/or retail sector(s), equipping learners with underpinning knowledge and skills specific to the sector(s) alongside a range of transferable employability skills as well as developing English and maths skills.

Gateway Entry 3 Award in Business and Retail

Code	Instance	Length	Start	End	Day	Time	Fee
V815-BE3A1-001	25-01	6 Weeks	18/09/2025	23/10/2025	Thursday	09:30-11:30	£159.75 =£32.50 (registration)

This qualification will lead to progression in either Entry 3 Certificate in Business and Retail or Level 1 Award in Business and Retail.

Counselling

This qualification is intended for candidates who want to Learn basic counselling skills (listening and responding skills) in helping role and find out more about counselling and improve professional and personal relationships. This qualification does not lead directly to an employed role.

CPCAB Level 2 Award in Introduction to Counselling Skills

Code	Instance	Length	Start	End	Day	Time	Fee

V101-BL2A1-002	25-01	6 Weeks	19/09/2025	24/10/2025	Friday	09:30-15:00	£89.46 + £61.00 (registration)

This qualification is designed to give learners the underpinning knowledge, skills and competencies to use counselling skills ethically and safely in a variety of contexts and roles. This qualification could lead to employment or increase employability for those whose role is to support others

CPCAB Level 2 Certificate in Counselling Studies

Code	Instance	Length	Start	End	Day	Time	Fee
V101-BL2A1-001	25-01	30 Weeks	18/09/2025	21/05/2026	Thursday	10:00-13:15	£431.86 +£182 (registration)
V101-BL2A2-001	25-01	30 Weeks	18/09/2025	21/05/2026	Thursday	18:00-21:00	£431.86 +£182 (registration)

This qualification is intended for candidates who have already acquired a recognised qualification in counselling skills and want to take the next step in training to become a counsellor. This qualification leads to employment and increases employability opportunities across a range of health, care and allied sectors

CPCAB Level 3 Certificate in Applied Counselling Studies

Code	Instance	Length	Start	End	Day	Time	Fee
V101-BL3A1-002	25-01	37 Weeks	19/09/2025	17/07/2026	Friday	10:00-13:15	TBC
V101-BL3A2-001	25-01	37 Weeks	04/11/2025	14/07/2026	Tuesday	18:00-21:00	TBC

NCFE CACHE Level 2 Certificate in Awareness of Mental Health Problems

Code	Instance	Length	Start	End	Day	Time	Fee
V101-BL2A1-003	25-01	28 Weeks	07/11/2025	10/07/2026	Friday	09:30-13:45	

Health and Social Care

Interested in working in adult Health and Social Care? Ready for a career change? Come along to our 6 week induction course taught by our professional Health and Social Care Tutors who will provide an insight into the roles and responsibilities of working within Adult Health and Social Care. The introduction can lead into progression onto the Level 1 Award in Preparing to Work in Adult Health and Social Care.

Introduction to Working in Adult Health and Social Care

Code	Instance	Length	Start	End	Day	Time	Fee
T201-BL0N1-001	25-01	6 Weeks	15/09/2025	20/10/2025	Monday	09:30-11:30	FREE

T201-BL0N1-001	25-02	6 Weeks	19/09/2025	24/10/2025	Friday	12:30-14:30	FREE

Level 1 Award in Preparing to Work in Adult Health and Social Care

Code	Instance	Length	Start	End	Day	Time	Fee
V201-BL1A1-001	25-01	10 Weeks	04/11/2025	20/01/2026	Tuesday	9:30-11:30	£178.92 + £29.00

Accredited Short Courses

By achieving this Highfield Level 2 Food Safety qualification, you will gain essential knowledge and skills to uphold cleanliness, hygiene and food safety standards. This course is delivered through online e-learning modules, packed with interactive activities. You can study at your own pace - whether that's all in one go or spread out over a few weeks - it's completely up to you!

To achieve the Level 2 Award in Food Safety qualification you must sit an exam which will be held at Brampton Road Campus. Range of exam dates will be available.

Highfield Level 2 Award in Food Safety for Catering – Online with Exam at Brampton Road

Code	Instance	Length	Start	End	Day	Time	Fee
V807-VL2A1-001	25-01	4 Weeks	03/10/2025	24/10/2025	Online	Online	£55.00
V807-VL2A1-001	25-02	4 Weeks	03/11/2025	24/11/2025	Online	Online	£55.00

First aid courses provide essential training in emergency response, equipping learners with the skills to manage injuries, illnesses, and life-threatening situations effectively.

Paediatric First Aid

Code	Instance	Length	Start	End	Day	Time	Fee
V401-BL0N1-005	25-01	2 days	08/10/2025	09/10/2025	Wed/Thur	9:30-16:00	£99.00

First Aid at Work

Code	Instance	Length	Start	End	Day	Time	Fee
V401-BL0N1-003	25-01	3 days	18/11/2025	20/11/2025	Tue/Wed/Thur	9:30-16:00	£250.00

First Aid at Work Requalification

Code	Instance	Length	Start	End	Day	Time	Fee
V401-BL0N1-004	25-01	2 days	19/11/2025	20/11/2025	Wed/Thur	9:30-16:00	£160.00

Emergency First Aid at Work

Code	Instance	Length	Start	End	Day	Time	Fee
V401-BL0N1-001	25-01	1 day	01/12/2025	01/12/2025	Monday	9:30-16:00	£99.00