



Day:	4 hours
Time:	10-2pm
Dates:	10th November
Numbers:	Minimum 8, Maximum 14
Course Level and Title:	n/a
Course Fee:	£75
Tutor:	Jayne Fenn

Who is the Course for?

Do I need any prior experience? No

Will I need an Interview? No

What could I do next? n/a

What are the aims of the course?

What topics will I cover?

- Recruiting
- Termination of Employment
- Statutes
- Relevant Case Law

What will the sessions consist of?

Hiring, Firing, Law I Need to Know and examples by way of Case Law. An essential course for anyone who is involved in recruitment for their business on any level. Ensure that you are compliant and ask our practicing lawyer any queries on your personnel issues.

How is the course assessed?

Practical Exam? No

Written Exam? No

Awarding Organisation: n/a

How can I prepare for the course?

Key Facts

Apprenticeship option? No

Key Qualification? No

**What Next?
Contact us**

Adult Learning, The College of Richard Collyer
Hurst Road, Horsham, RH12 2EJ
Phone: 01403 216597
Email: adulted@collyers.ac.uk

Short Course Information 2011-12

Thank you for applying for a course with Collyer's Adult Education. I am writing to confirm your place on the course, and to advise you of important information regarding term dates and your first night. Course start dates are detailed in the brochure, subject leaflet and on our website.

Term Dates and holidays

Autumn term – Courses start in the week commencing 13th September 2010.

Spring term - Courses start from Tuesday 4th January 2011 and Monday courses from the 10th January.

Summer term - Courses start on Wednesday 27th April 2011, Thursday 28th April and Tuesday 3rd May.

Autumn Term	Monday 5 th September – Thursday 15 th December 2010 <i>(Half Term Monday 24th October – Friday 27th October - no classes)</i>
Spring Term	Wednesday 4 th January – Thursday 29 th April 2012
Summer Term	Wednesday 16 th April – Thursday 28 th June 2011

Your first night

Please arrive **half an hour** before the start time and report to the Learning Resource Centre where we will introduce you to your tutor group, unless you are repeating last term's course. Please bring money for refreshments and a pen and paper (where appropriate).

Car Parking

In the evening you can park anywhere in the main car park. The entrance and exit barriers will be up and so you will not need a pass to exit the campus. We look forward to meeting you on your first night.

Refreshments

A refectory is open Monday to Thursday 7.00-9.00pm serving hot and cold drinks and biscuits

Long Course Information 2011-12

Thank you for applying for a course with Collyer's Adult Education. I am writing to confirm your place on the course, and to advise you of important information regarding term dates and your first night. Course start dates are detailed in the brochure, subject leaflet and on our website. Most 30 week courses end by early June 2011.

Term Dates and holidays

Autumn term – see overleaf for the first session date.

Spring term - Courses recommence on Tuesday 4th January 2012.

Summer term - Courses recommence on Wednesday 27th April 2012.

Autumn Term	Monday 5 th September – Thursday 15 th December 2010 <i>(Half Term Monday 24th October – Friday 27th October - no classes)</i>
Spring Term	Wednesday 4 th January – Thursday 29 th April 2012
Summer Term	Wednesday 16 th April – Thursday 28 th June 2011

Your first night

Please arrive **half an hour** before the start time and report to the Learning Resource Centre where we will introduce you to your tutor group. Your tutor will advise you on the first night of the text book to be used. We would therefore recommend that the text book is not purchased before the start of the course. Please bring a pen, paper, and money for refreshments.

Car Parking

In the evening you can park anywhere in the main car park. The entrance and exit barriers will be up and so you will not need a pass to exit the campus. We look forward to meeting you on your first night.

Refreshments

A refectory is open Monday to Thursday 7.00-9.00pm serving hot and cold drinks and biscuits.

CYQ Course Information 2011-12

I am pleased to confirm your place on the above course. The course does require 80% attendance. Details of the dates are overleaf.

Practical Assessment

Assessment consists of a written plan, 1 hour practical delivery of this plan and a written evaluation. You will be allocated a 2 hour slot on the following day on the last day of the course and will need to provide a client for that. For Circuits the assessment will last all day as you will be clients for the other candidates. There is a fee of £50 for additional practical exam re-sits if required and you may be required to bring clients for the assessment.

Pre-course work

Before the Anatomy and Physiology course starts it is worth getting a basic skeleton and muscle diagram and learning the key bones and muscles. www.anatomyarcade.com and Mel Cash's book "Pocket Atlas of the Moving Body" are useful.

Maps and Directions

These are enclosed. On the first day please report to the Sports Building at 9.20am. The room is on the first floor and is number C112. There is a car park for your use and the barrier will lift on approach if it is not already open. Any concerns please contact Mel Hargreaves on 07795558211.

Homework and Assessment

The course is fast paced and you should expect some home study. You should also have access to fitness classes and the gym so you can gain experience and look at other instructor's approaches to teaching.

****** For Circuits please be advised that between the first and second weekend March you will need to prepare your written plan and produce your station cards. ******

Refreshment Facilities

Tea and coffee will be available at break times and there is a refectory is open in the evenings, Monday to Thursday 7.00-9.00pm serving hot and cold drinks and biscuits. At weekends you will need to bring plenty to eat as the canteen is not open at weekends.

Clothing and Equipment

Please wear suitable attire for the gym even during the theory sessions as these will not be entirely desk based. You will be provided with any text books on the first day.

We look forward to meeting you on your first day.

Collyer's Adult Education

