

**NEW**

courses:

Introduction to  
Fire Safety Awareness

Introduction to the  
Hair & Beauty  
Sector



Lancaster &  
Morecambe  
College

Celebrating 200 Years of Learning

# Adult Guide

to LMC

**FREE**

funded courses  
through UKSPF



Funded by  
UK Government

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**LEVELLING  
UP**



Apply online  
**lmc.ac.uk**  
or click here

**Apply** ✓

# How to apply

**STEP 1** Apply on our website [lmc.ac.uk](https://lmc.ac.uk)  
You'll need to create an account.

**STEP 2** Choose your appointment time  
for an interview, which may be  
over the phone or in person.

**STEP 3** After your interview, you  
can accept or decline  
your offer via your  
account.

If you need any assistance at your  
interview, contact our Learning  
Support Team 01524 521571  
or see the **Learning Support**  
section on our website.





# LMC & You

As the Adult and Community Manager, my focus is to engage with the local community to ensure LMC offers a range of courses and opportunities accessible to everyone, whether it be career focused, further professional development, starting the journey to Higher Education or simply enjoying our non-vocational community courses.

Details of these courses and more can be found in this course guide and on our website [lmc.ac.uk/part-time](https://lmc.ac.uk/part-time)

## FREE Maths workshops

Do you have a dislike of numbers? Are you a parent who dreads being asked to help with maths homework? Do you struggle to make sense of the figures on your payslip? Do you want to be able to work the discount in a shop out? Does understanding your mortgage interest payments seem like an impossible task? Multiply can help! We're offering FREE sessions to help you build confidence with numbers, save money on household bills or improve your potential at work.

Find out more information on website

[lmc.ac.uk/multiply](https://lmc.ac.uk/multiply)

**Becky Davenport**, *Adult & Community Manager*



Find us on social @LMCollege



# FREE Courses for Jobs

Adults aged 19+ can access a **FREE Level 3 course** with support available from the Government, helping you gain skills that employers value, improve your job prospects and earn a good wage whatever your stage in life.

## Eligibility

- You're over 19 and do not already have a Level 3 qualification or higher
- You have not already been funded for a course using Free Courses for Jobs offer, except for 1 short course via the offer. If you don't meet the eligibility criteria for the offer, all courses are available to be funded via the Advanced Learner Loan.
- You have a Level 3 qualification, and you earn below the annual National Living Wage currently £20,319
- You have a Level 3 qualification, you're unemployed and in receipt of benefits

## Courses include:

- **Early Years Educator** NCFE Level 3
- **Lead Adult Care Worker** Level 3
- **Residential Childcare** Level 3
- **Hospitality Supervision** level 3
- **Professional Cookery** NCFE Level 3
- **Warehousing & Storage** Level 3
- **Gas Engineering** Level 3 and many more

Look for the: **Free Courses for Jobs** marked with a  in each section in this guide.

[lmc.ac.uk/courses/a-z](https://lmc.ac.uk/courses/a-z)

# Distance Learning

## Free online learning in your own home

Distance Learning courses at Lancaster & Morecambe College (LMC) are **FREE\*** and allow you to fit your learning around other commitments such as work and/or home life. Decide your own pace of study whilst gaining a qualification from anywhere in the world.

Courses vary in duration, and subject areas include:

**Business • Health & Safety  
Childcare • Health & Social Care**

## Some of our most popular courses include:

- **Mental Health Awareness** Level 1
- **Information, Advice and Guidance** Level 2
- **Understanding Autism** Level 2

Look for the: **Distance Learning** in each section in this guide.

**[lmc.ac.uk/courses/distance](https://lmc.ac.uk/courses/distance)**

*\*These courses are free up to Level 3. Level 3 courses may be available as part of the Free Courses for Jobs scheme. Alternatively, you may be eligible for an Advanced Learner Loan to cover the cost.*

# We're Here To Help



We know that returning to education can sometimes feel daunting for adult learners, but we have a range of support and information available to help all of our students. Our friendly **Student Engagement team**, based inside **The Hex**, can offer financial and funding advice, course information, careers guidance and support with applications and enrolments. We also have a wide range of resources, including books, periodicals, e-books and laptops available for students to borrow or use on campus. You don't need to book an appointment, you can just pop into The Hex for an informal chat with one of the team.

## Learning Support

Our experienced **Learning Support team** will work with you to agree where and how reasonable adjustments can be made to help you succeed in your studies.

For more information: [lmc.ac.uk/support](https://lmc.ac.uk/support)

## Safeguarding

Our **Pastoral Mentors** work closely with the curriculum teams to ensure all of our learners are able to access advice across a wide range of health, welfare and safeguarding issues.

## Equality, Diversity & Inclusion

This is embedded across everything we do, to ensure that all members of the College community have an equal opportunity to maximise their potential and are equally valued and treated with respect.



# Financial Support

We want to ensure all learners are aware of our **Student Money team**, who are here to help identify and access any financial support you may be entitled to whilst you are studying at College. They can advise you on all financial matters including; the **Learner Support Fund (LSF)** and may also be able to help you with travel expenses, course costs such as uniform, educational visits and equipment, childcare fees and lunches. Just call into The Hex to speak with them or email [studentmoney@lmc.ac.uk](mailto:studentmoney@lmc.ac.uk)

- Learner Support Fund
- Childcare
- Travel Costs
- Breakfasts & Lunches
- Advanced Learner Loans

Visit: [lmc.ac.uk/support](https://lmc.ac.uk/support)



# Multiply

## FREE Skills Sessions for Adults

### What is Multiply?

Multiply is a national programme that offers access to free courses intended to help you become more confident with numbers. If you need help in managing your bills, budgeting or you want to improve your potential at work, then a **Multiply course** could be for you.

### What courses do we offer?

#### **GCSE Support • Friday 9.30-12pm, Lancaster & Morecambe College (LMC)**

This course is aimed at adults studying GCSE or thinking about doing so in the future.

#### **Cooking for a Family on a Budget • Monday 9.30-12pm, LMC**

This course will boost your confidence in the kitchen, and help you to cook and prepare a two course meal for your family, whilst learning about portions, sizing up and cost control.

#### **Try Before You Buy Functional Skills • Tuesday 4-5.30pm, LMC**

This course offers you a chance to see what Functional Skills are all about before committing to a class.

#### **Other courses available:**

Help for Homework • Money in Your Pocket • Maths Made Easy • Digital Maths Games Session • Digital Safety • Adult Classes

### Interested...

For further information [multiply@lmc.ac.uk](mailto:multiply@lmc.ac.uk) • [lmc.ac.uk/multiply](http://lmc.ac.uk/multiply)

# Maths & English

No matter which course you take at LMC, our aim is to help you progress into your chosen career and the majority of employers now look for a minimum GCSE grade 4/C or Functional Skills L2 in Maths & English. At LMC, we offer two levels in each subject; **GCSE** and **Functional Skills**.

## Maths

**Functional Skills Maths** classes teach learners to the standard required to achieve up to a Functional Skills Level 2. Functional Skills Maths qualifications are very different to Maths GCSE exams, as they focus more on Maths skills for the workplace.

**GCSE 4/5 Maths** teaches learners to the standard required to achieve a GCSE grade 4 or 5 on the Foundation Paper. All learners will sit the GCSE exams in May/June. Learners with a GCSE grade 3 will be placed in these classes.

## English

**Functional Skills English** classes teach learners to the standard required to achieve up to a Functional Skills Level 2. Functional Skills English qualifications are very different to English Language GCSE exams, as they focus more on English skills for the workplace.

**GCSE English** classes teach learners to the standard required to achieve a GCSE grade 4 or 5, and the exam papers allow all grades up to Grade 9 to be achieved. All learners will sit the GCSE exams in May/June. Learners with a GCSE grade 3 will be placed in these classes.

For more information: [lmc.ac.uk/courses/maths-english](https://lmc.ac.uk/courses/maths-english)

## Is English your second language?

If you are looking to develop your skills in reading, writing, grammar, punctuation, speaking and listening, then our ESOL course is for you.

This course is designed to help in all aspects of life and work.

Classes are available during the day and evening at various venues within the Lancaster and Morecambe area.

[ESOLGroup@lmc.ac.uk](mailto:ESOLGroup@lmc.ac.uk)





# Business

## CMI Leadership & Management

CMI Level 3 Award UKSPF

06/03/2024	Wed, 10am-3pm	Main Site	3 weeks	290
08/05/2024	Wed, 10am-3pm	Main Site	3 weeks	290

## CMI Management & Leadership

CMI Level 5 Award UKSPF

23/04/2024	Tue, 9am-12pm	Main Site	3 weeks	240
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## Business Distance Learning Courses

### Principles of Business Administration

<b>Distance Learning</b> TQUK Level 2 Certificate	25 weeks	FREE
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### Principles of Customer Service

<b>Distance Learning</b> TQUK Level 2 Certificate	25 weeks	FREE
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### Principles of Team Leading

<b>Distance Learning</b> TQUK Level 2 Certificate	25 weeks	FREE
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### Information, Advice & Guidance

<b>Distance Learning</b> TQUK Level 2 Certificate	25 weeks	FREE
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### Lean Organisation Management Techniques

<b>Distance Learning</b> TQUK Level 2 Certificate	25 weeks	FREE
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◆ May be eligible for fee waiver   ■ Free Courses for Jobs   ★ Full Level 2 or 3

# Access & Teaching

**Supporting Teaching & Learning** NCFE Level 2 Certificate  
Roll on Employer based 400

# Construction & Engineering

**Domestic, Commercial and Industrial Electric Vehicle Charging Equipment BPEC** Level 3 Award UKSPF

08/04/2024 Mon & Tues, 9am-5pm Main Site 1 week 100

## Distance Learning Construction Courses

**Principles of Warehousing**

Distance Learning TQUK Level 2 Certificate 20 weeks FREE

## Construction Courses For Jobs

**Gas Engineering**

Free Courses for Jobs Level 3 33 weeks FREE ■

**Warehousing & Storage**

Free Courses for Jobs Level 3 FREE ■

# IT & Computing

**Excel Advanced**

20/04/2024 Sat, 9am-16:00 Main Site 1 week 100

# Art & Design

**Introduction to Basic Drawing** NCCFE Level 1 Award

17/04/2024 Wed, 6pm-9pm Main Site 10 weeks 180 ◆

To apply for a course visit [lmc.ac.uk/part-time](https://lmc.ac.uk/part-time)

Find us on social @LMCollege





# Health & Safety

## Emergency First Aid At Work QNUK

18/04/2024	Thu, 9am-4pm	Main Site	1 week	125
05/06/2024	Wed, 9am-4pm	Main Site	1 week	125

## IOSH Managing Safely

08/05/2024	Wed-Fri, 9am-4.30pm	Main Site	3 week	350
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## Personal Licence Holders BIIAB Level2 Award

17/04/2024	Wed, 9am-4pm	Main Site	1 week	125
26/06/2024	Wed, 9am-4pm	Main Site	1 week	125

## Food Safety Level 2 Award Highfield UKSPF

21/03/2024	Thu, 9am - 4pm	Main Site	1 week	FREE
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## Introduction to Fire Safety Awareness (Fire Marshall) UKSPF

06/03/2024	Wed, 9am to 12pm	Main Site	1 week	FREE
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## Mental Health First Aid Training UKSPF

14/03/2024	Thu, 9am to 4pm	Main Site	1 week	FREE
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## Distance Learning Health & Safety Courses Cleaning Knowledge & Skills ◀

<b>Distance Learning</b>	TQUK Level 2 Certificate		25 weeks	FREE
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◆ May be eligible for fee waiver   ■ Free Courses for Jobs   ★ Full Level 2 or 3

# Hair & Beauty

## Introduction to the Hair & Beauty Sector

C&G Level 1 Certificate

11/03/2024	Mon, 9.30am-12.30pm	Main Site	12 weeks	163	◆
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## Head Massage

VTCT Level 2 Award

19/04/2024	Fri, 9.30am-12.30pm	Main Site	8 weeks	65.50	◆
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# Sustainability

## Environmental Responsibility in the Workplace

Level 1 Award UKSPF

25/04/2024	Thu, 9am-4pm	Main Site	1 week	20
15/07/2024	Thu, 9am-4pm	Main Site	1 week	20

## Managing Business Responses to Environmental Challenges Level 2 Award UKSPF

07/03/2024	Thu & Fri, 9am-16:00	Main Site	2 week	41
13/05/2024	Thu & Fri, 9am-16:00	Main Site	2 week	41

## Environmental Certification for Your Business UKSPF

12/04/2024	Fri, 9am – 12pm	Main Site	1 week	FREE
08/07/2024	Fri, 9am – 12pm	Main Site	1 week	FREE

## Carbon Reduction Plans and Net Zero: A Practical Guide for Your Business UKSPF

12/04/2024	Fri, 1pm – 4pm	Main Site	1 week	FREE
08/07/2024	Fri, 1pm – 4pm	Main Site	1 week	FREE

Offering a variety of facial and body treatments and a range of hairdressing services The Salon is open to students and public, and provides a real work environment for our students.

All enquiries **01524 521229** or **lmc.ac.uk**

The  
**Salon**  
Hairdressing & Beauty Therapy

To apply for a course visit [lmc.ac.uk/part-time](https://lmc.ac.uk/part-time)

Find us on social @LMCollege





# Taxi Driving

## Introduction to the Role of the Taxi and Private Hire Driver UKSPF

27/03/2024	Wed & Thu	Main Site	1 week	100	◆
30/04/2024	Tue & Wed	Main Site	1 week	100	◆
26/06/2024	Wed & Thu	Main Site	1 week	100	◆
26/07/2024	Fri	Main Site	1 week	100	◆

# Hospitality & Catering

## Hospitality & Catering Courses For Jobs

### Hospitality Supervision & Leadership

**Free Courses for Jobs** Level 3 NVQ Diploma FREE ■

### Professional Cookery

**Free Courses for Jobs** Level 3 FREE ■

## The Bay Restaurant

Open for lunch service Wednesdays and Thursdays during term time

**01524 521224** or **lmc.ac.uk**



◆ May be eligible for fee waiver ■ Free Courses for Jobs ★ Full Level 2 or 3

# Health Care

## Substance Misuse Awareness Progression Award

Level 2 Award Gateway

13/03/2024

Wed, 5.30pm-8.30pm

Main Site

12 week

100

## **Distance Learning Health Care Courses**

### Awareness of Mental Health Problems

**Distance Learning** TQUK Level 2 Certificate 25 weeks FREE

### Cleaning Knowledge & Skills

**Distance Learning** TQUK Level 2 Certificate 25 weeks FREE

### Common Health Conditions

**Distance Learning** TQUK Level 2 Certificate 25 weeks FREE

### End of Life Care

**Distance Learning** TQUK Level 2 Certificate 25 weeks FREE

### Mental Health Awareness

**Distance Learning** TQUK Level 1 Award 12 weeks FREE

### Preparing to Work in Adult Social Care

**Distance Learning** TQUK Level 2 Certificate 25 weeks FREE

### Principles of Dementia Care

**Distance Learning** TQUK Level 2 Certificate 25 weeks FREE

### Prevention & Control of Infection

**Distance Learning** TQUK Level 2 Certificate 25 weeks FREE

### Principles of Care Planning

**Distance Learning** TQUK Level 2 Certificate 25 weeks FREE

### Working with Individuals with Learning Disabilities

**Distance Learning** TQUK Level 2 Certificate 25 weeks FREE

To apply for a course visit [lmc.ac.uk/part-time](https://lmc.ac.uk/part-time)

Find us on social @LMCollege





## **Safe Handling of Medicines**

**Distance Learning** TQUK Level 2 Certificate 25 weeks FREE

## **Safeguarding & Dignity in Adult Social Care**

**Distance Learning** TQUK Level 2 Certificate 25 weeks FREE

## **Self-harm & Suicide Awareness Prevention**

**Distance Learning** TQUK Level 2 Certificate 25 weeks FREE

## **Understanding Care and Management of Diabetes**

**Distance Learning** TQUK Level 2 Certificate 25 weeks FREE

## **Understanding Nutrition & Health**

**Distance Learning** TQUK Level 2 Certificate 25 weeks FREE

## **Understanding Children & Young People's Mental Health**

**Distance Learning** TQUK Level 2 Certificate 25 weeks FREE

## **Health Care Courses For Jobs**

### **Adult Care** Level 3 NCFE Diploma

**Free Courses for Jobs** Employer premises 2882 ■

### **Understanding Mental Health**

**Free Courses for Jobs** NCFE Level 3 25 weeks FREE ■

◆ May be eligible for fee waiver ■ Free Courses for Jobs \* Full Level 2 or 3

## Understanding Autism

**Free Courses for Jobs** NCFE Level 3 25 weeks FREE ■

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## Understanding Principles of Dementia Care

**Free Courses for Jobs** NCFE Level 3 2 years FREE ■

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## End of Life Care

**Free Courses for Jobs** TQUK Level 3 Certificate 25 weeks FREE ■

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# Child Education

## Early Years Practitioner NCFE Level 2 Diploma

Roll on Employer based 400

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## Early Years Educator NCFE Level 3 Diploma

Roll on Employer based 2882

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## Distance Learning Child Education Courses

### Understanding Autism

**Distance Learning** TQUK Level 2 Certificate 25 weeks FREE

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### Equality & Diversity

**Distance Learning** TQUK Level 2 Certificate 18 weeks FREE

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### Understanding Behaviour That Challenges

**Distance Learning** TQUK Level 2 Certificate 25 weeks FREE

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## Child Education Courses For Jobs

### Early Years Educator

**Free Courses for Jobs** NCFE Level 3 16 months FREE ■

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### Residential Childcare

**Free Courses for Jobs** NCFE Level 3 2 years FREE ■

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To apply for a course visit [lmc.ac.uk/part-time](https://lmc.ac.uk/part-time)

Find us on social @LMCollege



# What next?

Click the **course title link** in this guide for the course that you're interested in and either:



## ENQUIRE ONLINE

A member of our team will be in contact with you within 5 working days to discuss the course suitability with you.

If this is the course for you, you will be provided with a link to enrol to the course.



## APPLY ONLINE

A member of our admissions team will be in contact with you within 5 working days to arrange a suitable interview date and time. Once interviewed and you have accepted a place on the course, you will be able to secure your place by enrolling online.



## ENROL ONLINE

To complete your enrolment, you will need your National Insurance number and a photograph or scanned image of any benefit evidence. Once your enrolment is complete, you will be contacted by our team with the relevant next steps.

# Can I study for free?

If you do not already have a GCSE Maths or English grade C/4 or higher you can study GCSEs for **FREE**

Adults aged 19+ can access a free Level 3 course with support available from the Government, helping you gain skills that employers value, improve your job prospects and earn a good wage whatever your stage in life – look for courses marked with ■, see page 4 for further details.

You **may** also be eligible for **FREE** study if you are unemployed and receive an eligible benefit and you are taking the course to help you find employment. You may be eligible for a subsidised rate of **£25 per course** if you are employed and in receipt of certain benefits shown below – look for courses marked with ◆.

Benefit	Employed?	Waived	Fee	Evidence
JSA	No	Full	Zero	In date letter/submit screen shot of account
ESA (WRAG)	No	Full	Zero	In date letter/submit screen shot of account
ESA Contribution Based	Yes	Partial	£25	In date letter/submit screen shot of account
Universal Credit	No	Full	Zero	In date letter/submit screen shot of account
	Yes	Full	Zero	(If earning under £20,319)
In receipt of another state benefit other than the above		Partial	£25	In date letter/submit screen shot of account

## Aged 16-18?

We have a wide range of full-time courses, apprenticeships available in our 2024/25 College Guide.

Please contact us on **0800 306 306** or **01524 521385** for advice on the best course for you, or visit our website [lmc.ac.uk](http://lmc.ac.uk)

## Aged 19 or over?

If you are aged 19 and over, the Government **Advanced Learner Loan** scheme offers you the chance to study without any costs up front. The loans are non means tested and you would not make any repayments until April 2024, and then only if you are earning more than £27,295 per year – look for courses marked with **ALL**.

More information call us on **01524 521385**



## Working at Heights

Our Working at Heights Centre which is approved by both IPAF and PASMA, where we are able to offer IPAF MEWP Operator courses and PASMA scaffold towers for users and low-level access courses. These courses are available at a reduced rate through the UKSPF project funding.

- **Combined Low Level Access & Towers for Users** (PASMA) 1-day course
- **Towers for Users** (PASMA) 1-day course
- **Low Level Access** (PASMA) 1/2 -day course
- **3A Mobile Vertical Lift** (IPAF) 1-day course
- **3B Self-propelled Boom** (IPAF) 1-day course

**\* SPECIAL OFFER for both 3A & 3B courses booked together\***

Please send all enquires to [Employerengagement@lmc.ac.uk](mailto:Employerengagement@lmc.ac.uk) or **01524 521223**



Funded by  
UK Government





EMPLOYER  
**HUB**  
@LMC

The Employer Hub is situated in the heart of Lancaster & Morecambe, providing technical and professional education, alongside a range of conference facilities and resources, available to hire out as bespoke packages.

To support local SMEs and the self-employed, many of our training opportunities for employers are part-funded by the European Social Fund, under the UpSkilling Lancashire project. So, your business can access free training and support in developing your workforce.

We also offer a host of full-cost courses for learners to gain those professional qualifications required to progress in their careers.

Call **01524 521483** today  
[lmc.ac.uk/employers](http://lmc.ac.uk/employers)



Find us on social @LMCollege





# We also offer:

- Full Time Courses
- Apprenticeships & Internships
- T Level Courses
- Higher Education Courses
- Distance Learning Courses

[lmc.ac.uk/courses](https://lmc.ac.uk/courses)

0800 306 306 or 01524 521385

# Follow us for updates



Find out more

**0800 306 306 or 01524 521385**

**hello@lmc.ac.uk • lmc.ac.uk**

Lancaster & Morecambe College, Morecambe Road, Lancaster LA1 2TY

## Disclaimer

Lancaster & Morecambe College has published all information about the courses it intends to offer in good faith and warrants that classes will be delivered with reasonable care and skill. The College reserves the right to cancel any class and vary the time, location, direction and content of any class it provides and the associated fees.

Lancaster & Morecambe College hereby expressly excludes liability for any indirect or consequential loss arising from its actions and limits compensation to a maximum of a full refund of any fees paid or the offer of a class of equivalent value.

## Data Protection

The College will hold and use the information you have provided on your application or enquiry to inform you about studying at LMC. Your details will be retained until the autumn of your intended year of study or for two years if you are in year 10 at school. Your personal data will not be passed on to any third parties for marketing purposes. You can tell the College that you no longer wish to receive information from us by emailing us at [info@lmc.ac.uk](mailto:info@lmc.ac.uk) or calling us on 0800 306 306. To access the College's privacy notice about the use of students' personal data, please visit the College website: [lmc.ac.uk](http://lmc.ac.uk) and go to LMC Privacy Notice.

Find us on social @LMCollege





Lancaster &  
Morecambe  
College

Celebrating 200 Years of Learning

## Find out more about College at one of our **Open Events:**

- **Open Evening**  
Wednesday 20 March 2024 • 4.30pm-7pm
- **Open Evening**  
Wednesday 1 May 2024 • 4.30pm-7pm
- **Community Open Day & Tasters**  
Saturday 6 July 2024
- **Summer Open Day**  
Thursday 22 August 2024

Find out more

**0800 306 306 or 01524 521385**

**[hello@lmc.ac.uk](mailto:hello@lmc.ac.uk) • [lmc.ac.uk](http://lmc.ac.uk)**

Lancaster & Morecambe College, Morecambe Road, Lancaster LA1 2TY

