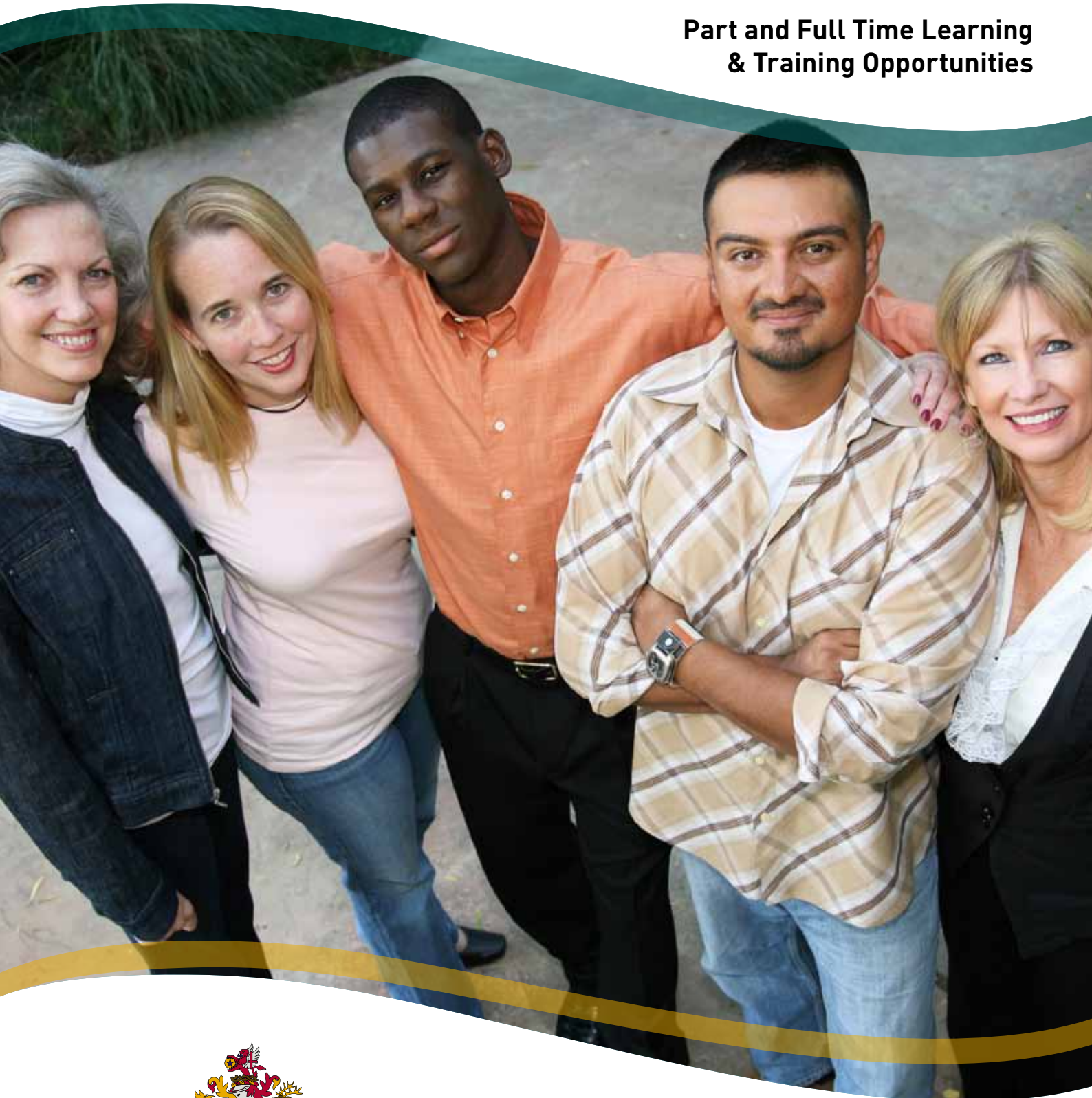


London Borough of Hillingdon Hillingdon Adult Education

Courses 2010/11

**Part and Full Time Learning
& Training Opportunities**



HILLINGDON
LONDON



Greater London
National Training Awards 2007



INVESTOR IN PEOPLE

Funded by

**Skills
Funding
Agency**

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Welcome



Welcome to a wealth of opportunity in adult learning. We are pleased to be offering another packed brochure of adult learning courses and activities, providing a wide range of choice, throughout the Borough, within friendly and supportive adult environments.

In partnership with Hillingdon Libraries we are pleased to announce that in addition to our current courses, in line with customer demand, we are extending our range of 'Apple' computer course and many libraries have iMac computers available for you to practice your newly developed skills.

In Hillingdon we are committed to offering **affordable** adult learning, encouraging a culture of success which enables everyone to achieve their personal goals. In order to achieve this, we have continued to invest resources to maintain fee levels below the national average and endorse a range of concessions.

Our aim, in partnership with the Skills Funding Agency, is to give you an opportunity to undertake a high quality course of study, be it for your own personal learning interest, to gain new skills or qualifications, or to enhance your employment opportunities.

I wish everyone well with their chosen course of study.

Councillor Henry Higgins

Cabinet Member for Culture, Sport & Leisure

Please note due to the full rollout of Hillingdon Adult Education's accommodation strategy to upgrade all adult learning centres, the location of courses described in this brochure may need to change.

If the location of your course needs to be changed you will be advised on enrolment.

Where locations are changed the Service will, wherever possible, ensure that the nearest available centre to the one advertised will be used.

Facilities, Centres and Locations

Car Parks

Hillingdon Adult Education has limited or no parking at most sites. Learners are therefore responsible for their own parking arrangements.

Wheelchair Access

All our centres are accessible to people in wheelchairs.

Centre Opening Times

Centres are open from 9am – 5pm daily and during the evenings inline with courses running. Outside of these hours answer machines will take messages and we will return your call.

Brookfield Adult Learning Centre (ALC)

Park Road
Uxbridge UB8 1NP
Tel: 01895 254 766
Fax: 01895 273 182
brookfield@hillingdongrid.net

The Harefield Academy (Evenings Only)

(Enrol at Ruislip Manor Library and Community Resource Centre)
Northwood Way
Harefield
Middlesex UB9 6ET
Tel: 01895 671975
ruislipmanor@hillingdongrid.net

Harlington ALC

Harlington Community School
Pinkwell Lane
Hayes UB3 1PB
Tel: 020 8569 1613
Fax: 020 8573 0468
harlington@hillingdongrid.net

Longmead ALC

Laurel Lane
West Drayton UB7 7TX
Tel: 01895 671 962
longmead@hillingdongrid.net

North Hillingdon ALC (Evening)

86 Long Lane
Ickenham UB10 8SX
Tel: 01895 254 766 (Brookfield)
northhillingdon@hillingdongrid.org

Rosedale ALC

(Enrol at Harlington ALC)
Rosedale College
Wood End Green Road
Hayes UB3 2SE
Tel: 020 8569 1613
rosedale@hillingdongrid.net

Ruislip ALC

Ruislip High School
Sidmouth Drive
Ruislip HA4 0BY
Tel: 01895 464 077
ruislip@hillingdongrid.net

Stockley ALC

(Enrol at Harlington ALC)
Park View Road
Yiewsley
West Drayton UB8 3GA
Tel: 020 8569 1613
stockleypark@hillingdongrid.net

Ruislip Manor Library and Community Resource Centre

Linden Avenue
Ruislip Manor HA4 8TW
Tel: 01895 671 975
ruislipmanor@hillingdongrid.net

Below is a table showing the Enrolment Centre for locations other than our main Adult Learning Centres.

| Location | Enrolment centre |
|------------------------|-------------------|
| Brunel University | Stockley ALC |
| Earleywood | Stockley ALC |
| HOAC | Stockley ALC |
| Northwood High School | Stockley ALC |
| Ruislip Bayhurst Woods | Stockley ALC |
| Ruislip Various | Ruislip ALC |
| TBA | Brookfield ALC |
| Vyners School | Brookfield ALC |
| Windmill Studio | Ruislip Manor ALC |

Postal Applications

Please post to the appropriate enrolment centre.

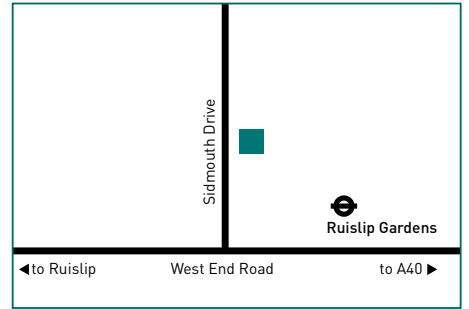
The Harefield Academy

Served by 331/U9 buses



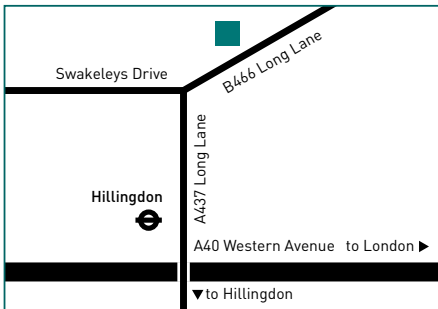
Ruislip ALC

Served by E7 bus & Ruislip Gardens Tube Station



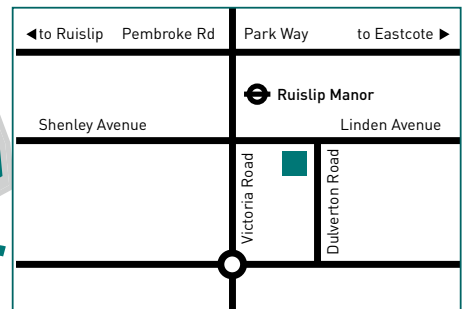
North Hillingdon ALC

Served by U2 bus & Hillingdon Tube Station



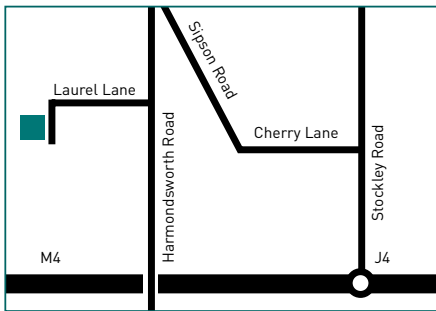
Ruislip Manor Library & Community Resource Centre

Served by 114/398/H13 buses & Ruislip Manor Tube Station



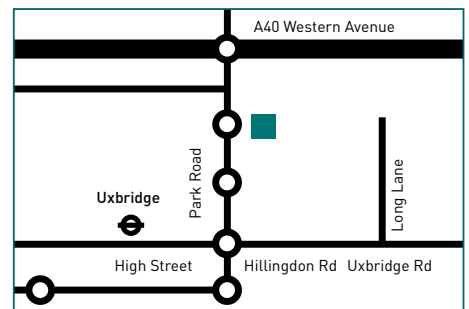
Longmead ALC

Served by U3 bus & West Drayton Train Station



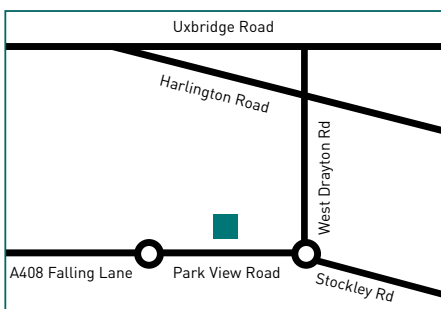
Brookfield ALC

Served by U1/2 buses & Uxbridge Tube Station



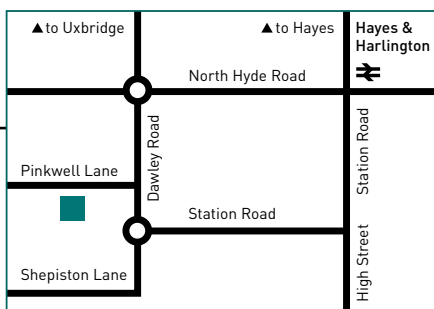
Stockley ALC

Served by U2/U5 buses & West Drayton Train Station



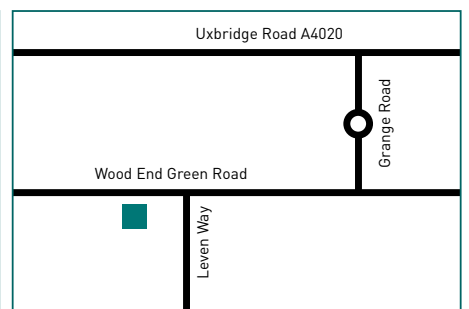
Harlington ALC

Served by U4 bus & Hayes/Harlington Train Station



Rosedale ALC

Served by 427/H98 & U7 buses



Finding a course that suits you

Finding a course that suits you

This brochure is divided into sections where associated subjects are grouped together e.g. art, pottery, ceramics and textiles are grouped under Creative Skills. Please see Index on page 50 for full list of subjects.

If you know which course you want to take, you can enrol by post, telephone, fax or in person (see page 48), 'How to Enrol'. Please note that you can request to enrol through our website. You do not need to wait to enrol, enrolment starts as soon as the brochure is published. If you delay, you may find the course you want is full.

If, however, you would like to know more before you enrol, you can contact or visit one of our main Centres to discuss the courses, or we can send you a Course Information Sheet. To obtain copies, please contact your local Centre, quoting the course number. All course information is available on the web site.

If you would like to discuss a course with a member of staff before you decide to enrol, please telephone or visit our main Centres to make an appointment with a member of the curriculum team.

Details are correct at time of printing but maybe subject to change. Courses are subject to a minimum number of enrolments.

Additional Learning Support

There are a variety of ways that we at Hillingdon Adult Education can assist you with your learning goals. This could help with:

- Costs
- A helper to support you in class
- Learning materials that suit your needs for example handouts on tape
- Someone to interpret, read or sign for you
- Adaptive equipment for example Screen Reader software when using the PC
- Help with the Skills for Life in Language, Literacy and Numeracy
- Information and advice about current and future learning with us.

When you complete your enrolment form you will be asked if you have any disability or are aware of any additional learning needs you may have. As a supportive process you may then receive a letter from us, offering the opportunity to discuss any additional help we may be able to give you. Also, if at any time during your course you or your tutor identifies other ways in which we can support you with your learning, we ask that you contact us to discuss how we can help you.

Who can help?

If you require financial support and already receive a income based (means-tested) benefit, you should ask at any of our Centres about the Learner Support Fund. You will be given an application form and Support Staff will be happy to help you complete this.

If you require help with Language, Literacy or Numeracy, please contact the Skills for Life team on 020 8569 1614.

If you require any other information and advice about Hillingdon Adult Education courses or services, please enquire at any of our Centres.

Term Dates

Autumn Term 2010

Accredited and long courses

Mon 13 September 2010 to Sat 11 December

Others

Mon 20 September 2010 to Sat 11 December

Half-term: 25 – 29 October 2010 inclusive

Spring Term 2011

Mon 10 January 2011 to Sat 9 April 2011

Half-term: 21 – 25 February 2011 inclusive

Summer Term 2011

Tue 3 May 2011 to Saturday 23 July 2011

Half-term: 30 May – 2 June 2011 inclusive

Course Levels

All courses have been mapped to National Standards.

All Skills for Life courses follow the new National Curriculum and all other courses are based on the following:

| National Curriculum | Skills for Life | Key Skills | NVQs |
|------------------------------------|-----------------|------------|---------|
| Postgraduate | | Level 5 | Level 5 |
| Graduate | | Level 4 | Level 4 |
| A Levels | | Level 3 | Level 3 |
| GCSE A*-C / 'O' level/ CSE grade 1 | Level 2 | Level 2 | Level 2 |
| GCSE D - G | Level 1 | Level 1 | Level 1 |
| NC Level 3 | Entry 3 | | Entry |
| NC Level 2 | Entry 2 | | |
| NC Level 1 | Entry 1 | | |

Level Mixed – Multi-level (Mixed Ability)
Foundation Learning (FL) – Below level 2

All courses with a * require an interview before enrolment. You will be informed of this by a member of staff when you contact us to enrol.

Access to Higher Education

Have you ever wanted to get a university degree but felt it was for 'other' people?

Are you interested in teaching as a career? Would you like to teach adults or would you rather work in Early Years provision? Perhaps you've always wanted to work in the Health sector but haven't known where to start?

If you don't have many formal qualifications but

are keen to work hard to become a Teaching professional, an Early Years professional or a Health professional, this could be the course for you. We'll help you to broaden your qualification base, including English, Maths and IT at Level 2, and provide the information and support you need to progress to the university course that's right for you.

Come along and meet us to find out more. Just join us on one of our Open Days or contact us on 01895 676690.

From September 2010 Hillingdon Adult Education will be offering full vocational level 2 courses in a range of subjects.

If you currently do not hold 5 A-C GCSEs or equivalent and want to gain a vocational qualification leading to employment, please contact us for an informal interview on 01895 676690.

Courses described as ALDD are specifically designed for Adults with Learning Difficulties and/or Disabilities.

Information, Advice and Guidance

For further information come to one of our advice and guidance open days or if you unable to attend please telephone the relevant centre where one of our staff will be happy to help you.

For Skills for Life and ESOL enquiries please phone 020 8569 1614 for an appointment

Information sheets are available from centres for all courses listed, and are available on the web site. **If you require information in any other form please ask at a main centre.**

Drop in advice, guidance and enrolment open days

Specialist staff will be available to talk through with you the range of options

| Day | Date | Location | Times |
|----------|----------------|---------------|-------------|
| Saturday | 3rd July | Brookfield | 10:00-14:00 |
| Tuesday | 6th July | Ruislip Manor | 14:00-20:00 |
| Thursday | 8th July | Rosedale | 14:00-20:00 |
| Saturday | 10th July | Brookfield | 10:00-12:00 |
| Saturday | 4th September | Brookfield | 10:00-14:00 |
| Tuesday | 7th September | Ruislip Manor | 14:00-20:00 |
| Thursday | 9th September | Rosedale | 14:00-20:00 |
| Saturday | 11th September | Brookfield | 10:00-12:00 |

Adults with Learning Difficulties and Disabilities will be holding open days as follows:

| Day | Date | Location | Times |
|-----------|----------|------------|-------------|
| Monday | 5th July | Longmead | 10:00-15:00 |
| Tuesday | 6th July | Longmead | 10.00-15:00 |
| Wednesday | 7th July | Brookfield | 10:00-15:00 |

Are you looking for a new career or have you recently been made redundant and wish to return to employment?

We have a range of courses and opportunities which will meet your individual needs.

Please come and talk to us on our Open Days.

New for 2010!

Just left school? No qualifications?

Ready to return to work?

Like a change in your career?

To meet demand we have introduced a range of new full time courses aimed at 16-24 year olds and others who wish to either kickstart their career or have a change of career direction!

Are you looking for a vocation in Photography/Art or Textiles? Our Personalised Foundation Learning Programme could be the road that takes you there.

Learners are able to access a level 1 vocational course in a number of subjects such as Photography, Art and Textiles.

The aim is to improve skills of learners working at a level 1 and below through development of high quality credit based qualifications within a credit framework. Foundation learning will support your journey through a vocational pathway and a mix of functional skills and personal and social development, leading to full level 2 qualifications and underpinning skills for employment. To begin your journey or for further information telephone 01895 464079.

Support Whilst You Learn

If you are aged 16-24 contributions towards childcare costs and travel may be available. You may also be eligible for Educational Maintenance Allowance (EMA) on a weekly basis. In addition you might be eligible for an Adult Learning Grant (ALG).

For further information contact your local centre or come and talk to staff at one of our Open events.

Do you want a career in Floristry? Start with our Foundation Certificate in Land based Studies.

This course is an entry route for those who would like to progress onto NPCT Diploma in Floristry, but require additional skills development before doing so. The course lasts between 1 and 2 years depending on your own abilities.

Candidates will work towards the City and Guilds level 1 Certificate in Land Based Studies.

Learners who choose the Floristry option will complete basic work in floristry for two days a week. These days will involve a large amount of practical work, with some portfolio building.

A further day will be spent improving the skills required to study at a higher level, including literacy, numeracy, working with others, improving own learning and study skills.

Entry Requirements

Good standard of Basic Education

Career Opportunities

The course primarily aims to prepare learners to progress on to a full level 2 Diploma in Floristry. Alternatively, students could choose to progress to further full Level 2 courses.

Floristry Level 2 National Diploma in Floristry

This qualification is recognised in the industry and is an excellent pathway for beginning your own floristry business and working from home.

Work placement is encouraged as it complements studies and may be made available to our learners.

Childcare Foundation Award in Caring for children (CFACC)

The CFACC is an excellent way to kick-start your career in child care, as it teaches you the basics in looking after children.

You will also have the opportunity to undertake additional qualifications to improve your personal and social development and literacy skills.

These qualifications will give you options to pursue your career and further study!



Adults with Learning Difficulties and/or Disabilities

Hillingdon Adult Education is proud of the range and quality of the courses it provides for learners with learning difficulties and/or disabilities and we are pleased to announce some new and exciting opportunities, which have been developed in addition to our established programme, in response to learners' expressed needs. These include:

- Increased opportunities within the ASDAN Workright Programmes, which aim to support and develop key employment skills for the workplace.
- The continuance of our full time (15 hours per week) Foundation Learning Curriculum operating over 3 full days, which includes a vocational qualification, covering classroom based activity and a day work placement within our WISE project, personal and social development opportunities connected to your chosen vocational pathway and classes in the functional skills of literacy, numeracy and ICT.
- The option of a Year 2 on the Foundation Learning Curriculum for those learners who, having completed Year 1 need some additional support and development before seeking supported employment.
- A 1 day Extended Work Support Programme for learners who have completed the Foundation Learning Programme and are now in supported employment.
- A Preparatory Programme for learners who need to develop the skills and confidence required to progress onto our full time provision.
- Informal adult learning in creative skills which will run day and evening 10 weeks per term, targeted at those learners who are looking for enrichment activities, in a 'club' style environment.

| Course title | Code | Level | Location | Day | Start date | Length | Time | A £ | B £ | C £ |
|--|---------|-------|------------|----------|------------|--------|-------------|-----|-----|-----|
| Preparation for Independence and Work | | | | | | | | | | |
| FLC/WISE Year 1 | BB824DQ | FL | Brookfield | Tu/We/Th | 14 Sep 10 | 30 | 09:30-15:30 | 476 | 381 | 115 |
| FLC/WISE Year 1 | BB825DQ | FL | Brookfield | We/Th/Fr | 15 Sep 10 | 30 | 09:30-15:30 | 476 | 381 | 115 |
| FLC/WISE Year 2 | BB826DQ | FL | Brookfield | Tu/Th/Fr | 14 Sep 10 | 30 | 09:30-15:30 | 406 | 321 | 45 |
| WISE extended support | BB104DQ | FL | Brookfield | Mon | 13 Sep 10 | 30 | 09:30-15:30 | 348 | 270 | 45 |
| Preparation for FLC/WISE | BB823DQ | PreEn | Brookfield | Mo/We | 13 Sep 10 | 30 | 10:00-12:00 | 232 | 168 | 45 |
| Workright | LL101DQ | Entry | Longmead | Mon | 13 Sep 10 | 30 | 10:00-12:00 | 45 | 45 | 45 |
| Workright | LL102DQ | Entry | Longmead | Mon | 13 Sep 10 | 30 | 13:00-15:00 | 45 | 45 | 45 |
| Workright | LL202DQ | Entry | Longmead | Tue | 14 Sep 10 | 30 | 10:00-12:00 | 45 | 45 | 45 |
| Workawareness | LL201DQ | PreEn | Longmead | Tue | 14 Sep 10 | 30 | 13:00-15:00 | 45 | 45 | 45 |
| Workawareness | LL301DQ | PreEn | Longmead | Wed | 15 Sep 10 | 30 | 10:00-12:00 | 45 | 45 | 45 |
| Creative Skills | | | | | | | | | | |
| Practical Crafts | BB102DQ | Entry | Brookfield | Mon | 13 Sep 10 | 30 | 13:00-15:00 | 180 | 137 | 55 |
| Practical workshop - sew your own | BB202DQ | Entry | Brookfield | Tue | 14 Sep 10 | 30 | 13:00-15:00 | 185 | 142 | 60 |
| Creative Arts | BB101DQ | L1 | Brookfield | Mon | 13 Sep 10 | 30 | 10:00-12:00 | 200 | 157 | 75 |
| Digital Photography | BB201DQ | L1 | Brookfield | Tue | 14 Sep 10 | 30 | 09:30-12:30 | 304 | 240 | 107 |
| Informal creative opportunities | BB301E | Mixed | Brookfield | Wed | 22 Sep 10 | 10 | 19:00-21:00 | 49 | 49 | n/a |
| Informal creative opportunities | BB501D | Mixed | Brookfield | Fri | 17 Sep 10 | 10 | 13:00-15:00 | 49 | 49 | n/a |
| Towards Independence | | | | | | | | | | |
| Citizenship | BB302DQ | Entry | Brookfield | Wed | 15 Sep 10 | 30 | 10:00-12:00 | 45 | 45 | 45 |
| Citizenship | RR501DQ | Entry | Ruislip | Fri | 17 Sep 10 | 30 | 10:00-12:00 | 45 | 45 | 45 |
| Current Affairs | BB203DQ | Entry | Brookfield | Tue | 14 Sep 10 | 30 | 13:00-15:00 | 45 | 45 | 45 |
| Environment | RR201DQ | Entry | Ruislip | Tue | 14 Sep 10 | 30 | 10:00-12:00 | 45 | 45 | 45 |
| Environment - going green | BB303DQ | Entry | Brookfield | Wed | 15 Sep 10 | 30 | 10:00-12:00 | 45 | 45 | 45 |
| Everyday Living - IT | SS101DQ | Entry | Stockley | Mon | 13 Sep 10 | 30 | 10:00-12:00 | 45 | 45 | 45 |
| Everyday Living - IT | SS501DQ | Entry | Stockley | Fri | 17 Sep 10 | 30 | 10:00-12:00 | 45 | 45 | 45 |
| Getting to know a group | BB204DQ | Entry | Brookfield | Tue | 14 Sep 10 | 30 | 13:00-15:00 | 45 | 45 | 45 |
| Making Pictures | BB502DQ | Entry | Brookfield | Fri | 17 Sep 10 | 30 | 13:00-15:00 | 65 | 65 | 65 |
| Making Pictures | RR301DQ | Entry | Ruislip | Wed | 15 Sep 10 | 30 | 10:00-12:00 | 65 | 65 | 65 |
| Making Pictures | RR302DQ | Entry | Ruislip | Wed | 15 Sep 10 | 30 | 13:00-15:00 | 65 | 65 | 65 |
| Meal Preparation and Cooking | RD101DQ | Entry | Rosedale | Mon | 13 Sep 10 | 30 | 10:00-13:00 | 60 | 60 | 60 |
| Meal Preparation and Cooking | RD201DQ | Entry | Rosedale | Tue | 14 Sep 10 | 30 | 10:00-13:00 | 60 | 60 | 60 |
| Meal Preparation and Cooking | RD301DQ | Entry | Rosedale | Wed | 15 Sep 10 | 30 | 10:00-13:00 | 60 | 60 | 60 |
| Money | BB103DQ | Entry | Brookfield | Mon | 13 Sep 10 | 30 | 13:00-15:00 | 45 | 45 | 45 |
| Money | RR401DQ | Entry | Ruislip | Thu | 16 Sep 10 | 30 | 10:00-12:00 | 45 | 45 | 45 |
| Money | RR402DQ | Entry | Ruislip | Thu | 16 Sep 10 | 30 | 13:00-15:00 | 45 | 45 | 45 |
| Performing Arts | LL401DQ | Entry | Longmead | Thu | 16 Sep 10 | 30 | 13:00-15:00 | 45 | 45 | 45 |
| Personal Safety | RD202DQ | Entry | Rosedale | Tue | 14 Sep 10 | 30 | 13:30-15:30 | 45 | 45 | 45 |
| Photography | BB304DQ | Entry | Brookfield | Wed | 15 Sep 10 | 30 | 10:00-12:00 | 45 | 45 | 45 |
| Photography | BB305DQ | Entry | Brookfield | Wed | 15 Sep 10 | 30 | 13:00-15:00 | 45 | 45 | 45 |
| Pottery and ceramics | HH201DQ | Entry | Harlington | Tue | 14 Sep 10 | 30 | 10:00-12:00 | 55 | 55 | 55 |
| Pottery and ceramics | HH202DQ | Entry | Harlington | Tue | 14 Sep 10 | 30 | 13:00-15:00 | 55 | 55 | 55 |
| Practical Workshop - Needlecraft | RR303DQ | Entry | Ruislip | Wed | 15 Sep 10 | 30 | 13:00-15:00 | 55 | 55 | 55 |
| Recognising and using everyday signs | BB503DQ | Entry | Brookfield | Fri | 17 Sep 10 | 30 | 10:00-12:00 | 45 | 45 | 45 |
| Sound, Rhythm and Music | LL302DQ | Entry | Longmead | Wed | 15 Sep 10 | 30 | 13:00-15:00 | 45 | 45 | 45 |

| Course title | Code | Level | Location | Day | Start date | Length | Time | A £ | B £ | C £ |
|--------------------|---------|-------|------------|-----|------------|--------|-------------|-----|-----|-----|
| Using a computer | BB105DQ | Entry | Brookfield | Mon | 13 Sep 10 | 30 | 13:00-15:00 | 45 | 45 | 45 |
| Using a computer | BB504DQ | Entry | Brookfield | Fri | 17 Sep 10 | 30 | 10:00-12:00 | 45 | 45 | 45 |
| Using a computer | BB505DQ | Entry | Brookfield | Fri | 17 Sep 10 | 30 | 13:00-15:00 | 45 | 45 | 45 |
| Using Leisure Time | BB205EQ | Entry | Brookfield | Tue | 14 Sep 10 | 30 | 19:30-21:30 | 45 | 45 | 45 |
| Using Leisure Time | LL303DQ | Entry | Longmead | Wed | 15 Sep 10 | 30 | 10:00-12:00 | 45 | 45 | 45 |

All opportunities listed on page 10 and contained within the course listings are suitable for adult learners of any age, however, we feel that our Foundation Learning Curriculum is particularly relevant for learners aged 16-25, who are leaving school and wish to pursue a college vocational course.

Learners are able to access extra learning support and use adaptive equipment to suit their individual needs and help them to achieve their learning goals.

Adults with learning difficulties and/or disabilities may also like to join our thriving advocacy group, the ALDD Forum, which meets regularly to discuss issues related to their experiences within Adult Education

If you would like more information about our courses, Foundation Learning Curriculum, additional learning support or any other queries, please contact Jane Pendrey or Lesley Rackstraw on 01895 671969.

Work In Supported Employment (W.I.S.E.)



WISE is an innovative, community based project run by Hillingdon Adult Education enabling adults with learning difficulties/disabilities to access work-based learning and work placements. Employment is a vital part of promoting social inclusion and the benefits are much more than just financial as it helps to build self-esteem and independence. It aims to improve the quality of life not only for the people with learning difficulties/disabilities but also their parents/carers, employers and their workforce.

We realise that entering the workplace is a challenging prospect for learners and their parents/carers. We are pleased to be able to act as a springboard and offer this programme to support learners and their families during this challenge.

Referrals are invited to the project from various sources, which may include: learners, parents/carers, personal tutors, social/care workers, charitable organizations and other agencies.





Children and Health

Early years /Childcare Courses and Information

- Are you working with children and would like to gain a qualification?
- Are you unsure which level course you need to take?
- Do you need to have a recognised qualification to meet the National Day Care Standards?
- Would you like to find out more about working with children as a career?
- Are you a parent and would like to know if any of the courses would be suitable for you?

Our childcare courses offer a range of opportunities for those already working with children and those who would like to have a career working with children. We also offer courses suitable for parents/carers to help them support their children's learning and development.

We offer times for advice and guidance, so if you are unsure or need advice try and make one of the sessions. Please see page 15 more information.

New Courses in Complementary Therapies

We have a range of new courses on offer in the area of Complementary Therapies.

Counselling Courses

For the range of courses available, please see page 15 for further information.

Childcare courses and Qualifications

Please note that those Childcare and Education courses marked **£** are part sponsored by the Hillingdon Childcare and Early Years Service.

For Early Years' courses and qualifications you may be eligible for funding of a percentage of your course fees. To qualify for sponsorship you must be working in a childcare setting in Hillingdon and living within the Borough. The setting must belong to the private or voluntary sector. You must also sit a diagnostic assessment, organised as part of an informal interview session to ensure that we place you on the right level of course

In some circumstances discretionary funding may be available if you are working in but residing out of borough or living within the borough and also volunteering in a childcare in Hillingdon.

Please note: if you are working or volunteering in a school/nursery unit, you will need to find an alternative source of funding.

All childcare qualification courses also require additional hours to be carried out when either volunteering or working in an appropriate setting. These hours vary for each course; Hillingdon Adult Education will be able to advise you.

To apply for sponsorship you will need to contact the Hillingdon Adult Education administration team on 01895 676690 to register your interest, request an application form and to confirm your eligibility for any course sponsorship.

Childminding

To access funding for the Introduction to Child minding courses (ICP) you are required to attend 2 Early Years information sessions; 1 session prior to the ICP course and 1 further business management session after the ICP course has been completed. You can then apply for your Ofsted registration number.

From September 2008 all childminders must complete a Paediatric First Aid course before they can actively child mind, which is now an integral part of our Introduction to Childminding course. Details of alternative available courses can also be obtained from the Learning & Development team on 01895 277561.

All other registered providers will need to pay the fees as stated in the brochure

Childcare & Education

Early Years

| | | | | | | | | | | |
|---|----------|----|------------|--------|-----------|----|-------------|------|------|-----|
| £ Award in Caring* | BB805DQG | FL | Brookfield | Tu/We | 14 Sep 10 | 30 | 09:30-15:00 | 1118 | 938 | 142 |
| £ Getting Started in a Pre-School Practice | RR305EQ | L1 | Ruislip | Wed | 15 Sep 10 | 10 | 19:00-21:15 | 91 | 77 | 63 |
| £ Getting Started in a Pre-School Practice | RR306EQ | L1 | Ruislip | Wed | 12 Jan 11 | 10 | 19:00-21:15 | 91 | 77 | 63 |
| £ Getting Started in a Pre-School Practice | RR307EQ | L1 | Ruislip | Wed | 11 May 11 | 10 | 19:00-21:15 | 91 | 77 | 63 |
| £ Certificate in Pre-School Practice* | RR202DQ | L2 | Ruislip | Tue | 14 Sep 10 | 24 | 09:30-15:00 | 383 | 312 | 128 |
| £ Certificate in Pre-School Practice* | RR403DQ | L2 | Ruislip | Thu | 16 Sep 10 | 24 | 09:30-15:00 | 383 | 312 | 128 |
| £ Diploma in Home-Based Childcare* | RR405EQ | L3 | Ruislip | Thu | 16 Sep 10 | 30 | 18:45-21:30 | 329 | 276 | n/a |
| £ Diploma in Pre-School Practice* | RR101DQ | L3 | Ruislip | Mon | 13 Sep 10 | 30 | 09:30-15:00 | 443 | 365 | 130 |
| £ Diploma in Pre-School Practice* | RR304DQ | L3 | Ruislip | Wed | 15 Sep 10 | 30 | 09:30-15:00 | 443 | 365 | 130 |
| Childminding Practice incl Paediatric 1st Aid | RD302E | L3 | Rosedale | Wed | 20 Oct 10 | 11 | 19:00-21:00 | 140 | 130 | n/a |
| Childminding Practice incl Paediatric 1st Aid | RD303E | L3 | Rosedale | Wed | 09 Feb 11 | 11 | 19:00-21:00 | 140 | 130 | n/a |
| Childminding Practice incl Paediatric 1st Aid | RD304E | L3 | Rosedale | Wed | 04 May 11 | 11 | 19:00-21:00 | 140 | 130 | n/a |
| Childminding Practice incl Paediatric 1st Aid | RR212E | L3 | Ruislip | Tue | 21 Sep 10 | 11 | 19:00-21:00 | 140 | 130 | n/a |
| Childminding Practice incl Paediatric 1st Aid | RR204E | L3 | Ruislip | Tue | 18 Jan 11 | 11 | 19:00-21:00 | 140 | 130 | n/a |
| Childminding Practice incl Paediatric 1st Aid | RR205E | L3 | Ruislip | Tue | 03 May 11 | 11 | 19:00-21:00 | 140 | 130 | n/a |
| £ Higher Professional Diploma in Early Years* | RR801EQG | L4 | Ruislip | Tue/Th | 14 Sep 10 | 60 | 18:30-21:30 | 1234 | 1044 | 166 |

Playwork

| | | | | | | | | | | |
|-----------------------------|---------|----|---------|-----|-----------|----|-------------|-----|-----|-----|
| £ Diploma in Playwork (L2)* | RR206DQ | L2 | Ruislip | Tue | 14 Sep 10 | 25 | 10:00-14:00 | 289 | 236 | n/a |
| £ Award in Playwork* | RR411EQ | L3 | Ruislip | Thu | 16 Sep 10 | 15 | 18:45-21:30 | 135 | 109 | n/a |

| Course title | Code | Level | Location | Day | Start date | Length | Time | A £ | B £ | C £ |
|--|---------|-------|---------------|-------------|------------|--------|-------------|------|-----|-----|
| £ Diploma in Playwork (L3)* | RR406EQ | L3 | Ruislip | Thu | 16 Sep 10 | 30 | 18:45-21:30 | 350 | 297 | n/a |
| Schools | | | | | | | | | | |
| Helping in the classroom* | RR103DQ | L1 | Ruislip | Mon | 13 Sep 10 | 10 | 09:30-12:00 | 84 | 67 | 44 |
| Helping in the classroom* | RR104DQ | L1 | Ruislip | Mon | 13 Sep 10 | 10 | 12:30-15:00 | 84 | 67 | 44 |
| Helping in the classroom* | RR105DQ | L1 | Ruislip | Mon | 10 Jan 11 | 10 | 09:30-12:00 | 84 | 67 | 44 |
| Helping in the classroom* | RR106DQ | L1 | Ruislip | Mon | 10 Jan 11 | 10 | 12:30-15:00 | 84 | 67 | 44 |
| Helping in the classroom* | RR107DQ | L1 | Ruislip | Mon | 09 May 11 | 10 | 09:30-12:00 | 84 | 67 | 44 |
| Helping in the classroom* | RR108DQ | L1 | Ruislip | Mon | 09 May 11 | 10 | 12:30-15:00 | 84 | 67 | 44 |
| Certificate in STL (Teaching Assistants) * | RR126DQ | L2 | Ruislip | Mon | 13 Sep 10 | 24 | 16:30-21:00 | 323 | 256 | n/a |
| Certificate in STL (Teaching Assistants) * | RR127DQ | L2 | Ruislip | Mon | 10 Jan 11 | 24 | 09:30-15:00 | 358 | 287 | n/a |
| Certificate in STL (Teaching Assistants) * | RR207DQ | L2 | Ruislip | Tue | 14-Sep-10 | 24 | 09:30-15:00 | 358 | 287 | n/a |
| Certificate in STL (Teaching Assistants) * | RR407DQ | L3 | Ruislip | Thu | 16-Sep-10 | 24 | 09:30-15:00 | 358 | 287 | n/a |
| Certificate in STL (Teaching Assistants) * | RR308DQ | L3 | Ruislip | Wed | 12 Jan 11 | 24 | 09:30-15:00 | 358 | 287 | n/a |
| Complementary Studies | | | | | | | | | | |
| Diploma in Complementary Therapies (L2)* | BB806DQ | L2 | Brookfield | Mon/ Wed | 13 Sep 10 | 30 | 09:30-15:00 | 776 | 664 | 174 |
| Diploma in Aromatherapy Techniques* | BB206EQ | L3 | Brookfield | Tue | 14 Sep 10 | 30 | 18:00-21:15 | 358 | 294 | n/a |
| Diploma in Complementary Therapies (L3)* | BB807DQ | L3 | Brookfield | Tue/ Thu | 14 Sep 10 | 30 | 09:30-17:00 | 1029 | 889 | 195 |
| Diploma in Massage Techniques* | BB106EQ | L3 | Brookfield | Mon | 13 Sep 10 | 30 | 18:00-21:15 | 358 | 294 | n/a |
| Diploma in Reflexology Techniques* | BB306EQ | L3 | Brookfield | Wed | 15 Sep 10 | 30 | 18:00-21:15 | 358 | 294 | n/a |
| Indian Head Massage | BB601D | Mixed | Brookfield | Sat | 25 Sep 10 | 1 day | 09:30-15:00 | 25 | 25 | n/a |
| Indian Head Massage | BB602D | Mixed | Brookfield | Sat | 15 Jan 11 | 1 day | 09:30-15:00 | 25 | 25 | n/a |
| Indian Head Massage | BB603D | Mixed | Brookfield | Sat | 07 May 11 | 1 day | 09:30-15:00 | 25 | 25 | n/a |
| Introduction to Complementary Therapies | BB506D | Mixed | Brookfield | Fri | 05 Nov 10 | 4 | 10:00-14:00 | 44 | 34 | n/a |
| Introduction to Complementary Therapies | BB507D | Mixed | Brookfield | Fri | 25 Feb 11 | 4 | 10:00-14:00 | 44 | 34 | n/a |
| Introduction to Complementary Therapies | BB508D | Mixed | Brookfield | Fri | 03 Jun 11 | 4 | 10:00-14:00 | 44 | 34 | n/a |
| Introduction to Reiki | BB820DG | Mixed | Brookfield | Fri/Sat | 24 Sep 10 | 2 days | 09:30-16:00 | 66 | 53 | n/a |
| Introduction to Reiki | BB821DG | Mixed | Brookfield | Fri/Sat | 14 Jan 11 | 2 days | 09:30-16:00 | 66 | 53 | n/a |
| Introduction to Reiki | BB822DG | Mixed | Brookfield | Fri/Sat | 06 May 11 | 2 days | 09:30-16:00 | 66 | 53 | n/a |
| Counselling | | | | | | | | | | |
| Award in Introduction to Counselling Skills* | RM201EQ | L2 | Ruislip Manor | Tue | 14 Sep 10 | 10 | 18:30-21:45 | 156 | 135 | n/a |
| Award in Introduction to Counselling Skills* | RM202EQ | L2 | Ruislip Manor | Tue | 11 Jan 11 | 10 | 18:30-21:45 | 156 | 135 | n/a |
| Award in Introduction to Counselling Skills* | RM203EQ | L2 | Ruislip Manor | Tue | 03 May 11 | 10 | 18:30-21:45 | 156 | 135 | n/a |
| Certificate in Counselling Skills (L2)* | RM401EQ | L2 | Ruislip Manor | Thu | 16 Sep 10 | 30 | 18:15-21:30 | 451 | 387 | n/a |
| Certificate in Counselling Studies (L3)* | RM101EQ | L3 | Ruislip Manor | Mon | 13 Sep 10 | 30 | 18:15-21:30 | 451 | 387 | n/a |

All courses with a * require an interview before enrolment. You will be informed of this by a member of staff when you contact us to enrol.



Creative Skills, Sport and Leisure

With many Creative and Sport and Leisure courses to choose from we are bound to have something that suits you.

Whether you want to act, take photographs, make your own clothes, dance, get fit, relax, design floral displays, create ceramic pieces, make a violin, design jewellery, paint or draw, we have the right course for you!

Whether you wish to acquire new skills for your own personal growth or develop new career opportunities, we can help you! Our courses are designed for all levels of experience, knowledge and abilities. The Creative Skills curriculum offers courses for complete beginners up to Level 3 City & Guilds, full Level 2 qualifications, short courses and one day workshops in many creative subjects.

We also offer you the opportunity to improve your fitness within a relaxed/ fun learning environment through courses such as Tai Chi, Yoga, and Salsa Fitness. Or enjoy our leisure curriculum through Bridge playing and Cookery.

We give our learners the freedom to express themselves and be creative with new and exciting courses, so we constantly revise our programmes.

We have well equipped learning environments and studios for Ceramics, Photography, Art, Woodwork and Dance. Many of our tutors are practising artists or professionals with industry experience. They will be supportive, encouraging and help you be successful in your studies.

Our learners get regular opportunities to exhibit their work, across the Borough in our learning centres, to participate in a major exhibition during Adult Learners' Week and to take part in performances in local theatres. They also get the chance to enter annual competitions with great prizes in many subjects.



| Course title | Code | Level | Location | Day | Start date | Length | Time | A £ | B £ | C £ |
|---|---------|-------|------------|-----|------------|--------|-------------|-----|-----|-----|
| Art | | | | | | | | | | |
| Art C&G L1 Certificate | BB410DQ | FL | Brookfield | Thu | 16 Sep 10 | 30 | 10:00-14:00 | 387 | 316 | 132 |
| Creative Art | RR219E | Mixed | Ruislip | Tue | 14 Sep 10 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Creative Art | RR213E | Mixed | Ruislip | Tue | 11 Jan 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Creative Art | RR214E | Mixed | Ruislip | Tue | 03 May 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Drawing and Painting | | | | | | | | | | |
| Painting and Drawing for Beginners | BB325E | Entry | Brookfield | Wed | 15 Sep 10 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Painting and Drawing for Beginners | BB326E | Entry | Brookfield | Wed | 12 Jan 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Painting and Drawing for Beginners | BB327E | Entry | Brookfield | Wed | 04 May 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Drawing and Painting | BB111E | L1 | Brookfield | Mon | 13 Sep 10 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Drawing and Painting | BB112E | L1 | Brookfield | Mon | 10 Jan 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Drawing and Painting | BB123E | L1 | Brookfield | Mon | 09 May 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Drawing and Painting | RR502D | L1 | Ruislip | Fri | 17 Sep 10 | 10 | 09:45-11:45 | 63 | 49 | n/a |
| Drawing and Painting | RR503D | L1 | Ruislip | Fri | 14 Jan 11 | 10 | 09:45-11:45 | 63 | 49 | n/a |
| Drawing and Painting | RR504D | L1 | Ruislip | Fri | 06 May 11 | 10 | 09:45-11:45 | 63 | 49 | n/a |
| Life Drawing | | | | | | | | | | |
| Life Drawing | RR415E | Mixed | Ruislip | Thu | 16 Sep 10 | 10 | 19:30-21:30 | 83 | 69 | n/a |
| Life Drawing | RR413E | Mixed | Ruislip | Thu | 13 Jan 11 | 10 | 19:30-21:30 | 83 | 69 | n/a |
| Life Drawing | RR412E | Mixed | Ruislip | Thu | 05 May 11 | 10 | 19:30-21:30 | 83 | 69 | n/a |
| Oils, Watercolours & Pastels | | | | | | | | | | |
| Watercolour Intermediate | RR505D | L1 | Ruislip | Fri | 17 Sep 10 | 10 | 13:00-15:00 | 63 | 49 | n/a |
| Watercolour Intermediate | RR506D | L1 | Ruislip | Fri | 14 Jan 11 | 10 | 13:00-15:00 | 63 | 49 | n/a |
| Watercolour Intermediate | RR507D | L1 | Ruislip | Fri | 06 May 11 | 10 | 13:00-15:00 | 63 | 49 | n/a |
| Inspired by Nature | BB328D | Mixed | Brookfield | Wed | 15 Sep 10 | 10 | 09:45-11:45 | 63 | 49 | n/a |
| Inspired by Nature | BB329D | Mixed | Brookfield | Wed | 15 Sep 10 | 10 | 13:00-15:00 | 63 | 49 | n/a |
| Inspired by Nature | BB330D | Mixed | Brookfield | Wed | 12 Jan 11 | 10 | 09:45-11:45 | 63 | 49 | n/a |
| Inspired by Nature | BB331D | Mixed | Brookfield | Wed | 12 Jan 11 | 10 | 13:00-15:00 | 63 | 49 | n/a |
| Inspired by Nature | BB332D | Mixed | Brookfield | Wed | 04 May 11 | 10 | 09:45-11:45 | 63 | 49 | n/a |
| Inspired by Nature | BB333D | Mixed | Brookfield | Wed | 04 May 11 | 10 | 13:00-15:00 | 63 | 49 | n/a |
| Mixed Media 1 Day Workshop | BB660D | Mixed | Brookfield | Sat | 15 Jan 11 | 1 day | 10:00-16:00 | 28 | 28 | n/a |
| Oils and Acrylics 1 Day Workshop | BB649D | Mixed | Brookfield | Sat | 07 May 11 | 1 day | 10:00-16:00 | 28 | 28 | n/a |
| Watercolour 1 Day Workshop | BB650D | Mixed | Brookfield | Sat | 18 Sep 10 | 1 day | 10:00-16:00 | 28 | 28 | n/a |
| Crafts | | | | | | | | | | |
| Craft | | | | | | | | | | |
| Calligraphy | RR112D | L1 | Ruislip | Mon | 13 Sep 10 | 10 | 10:00-12:00 | 64 | 50 | n/a |
| Calligraphy | RR113D | L1 | Ruislip | Mon | 10 Jan 11 | 10 | 10:00-12:00 | 64 | 50 | n/a |
| Calligraphy | RR114D | L1 | Ruislip | Mon | 09 May 11 | 10 | 10:00-12:00 | 64 | 50 | n/a |
| Calligraphy | RR115D | Mixed | Ruislip | Mon | 13 Sep 10 | 10 | 13:00-15:00 | 64 | 50 | n/a |
| Calligraphy | RR116D | Mixed | Ruislip | Mon | 10 Jan 11 | 10 | 13:00-15:00 | 64 | 50 | n/a |
| Calligraphy | RR117D | Mixed | Ruislip | Mon | 09 May 11 | 10 | 13:00-15:00 | 64 | 50 | n/a |
| Jewellery | | | | | | | | | | |
| Introduction to Jewellery | HH615D | Entry | Harlington | Sat | 09 Oct 10 | 1 day | 10:00-15:30 | 30 | 30 | n/a |
| Introduction to Jewellery | HH616D | Entry | Harlington | Sat | 12 Feb 11 | 1 day | 10:00-15:30 | 30 | 30 | n/a |
| Introduction to Jewellery | HH617D | Entry | Harlington | Sat | 21 May 11 | 1 day | 10:00-15:30 | 30 | 30 | n/a |
| Jewellery Workshop | HH402E | Mixed | Harlington | Thu | 16 Sep 10 | 10 | 19:30-21:30 | 68 | 54 | n/a |
| Jewellery Workshop | HH403E | Mixed | Harlington | Thu | 13 Jan 11 | 10 | 19:30-21:30 | 68 | 54 | n/a |
| Jewellery Workshop | HH404E | Mixed | Harlington | Thu | 05 May 11 | 10 | 19:30-21:30 | 68 | 54 | n/a |

Flowers and Gardens

Floristry

| | | | | | | | | | | |
|--------------------------------------|---------|--------------|---------------|--------------|-----------|-------|-------------|------|------|-----|
| Beginners Floristry* | BB125DQ | Entry/ L1 | Brookfield | Mon | 13 Sep 10 | 30 | 09:30-15:30 | 698 | 586 | 96 |
| Beginners Floristry | RM112E | L1 | Ruislip Manor | Mon | 13 Sep 10 | 10 | 18:30-20:30 | 73 | 59 | n/a |
| Beginners Floristry | RM113E | L1 | Ruislip Manor | Mon | 10 Jan 11 | 10 | 18:30-20:30 | 73 | 59 | n/a |
| Beginners Floristry | RM114E | L1 | Ruislip Manor | Mon | 09 May 11 | 10 | 18:30-20:30 | 73 | 59 | n/a |
| Contemporary Award | BB231EG | L2 | Brookfield | Tue | 11 Jan 11 | 10 | 18:30-21:30 | 178 | 144 | n/a |
| Funeral designs for Florists | BB411DG | L2 | Brookfield | Thu | 18 Nov 10 | 1 day | 09:30-16:00 | 53 | 46 | n/a |
| Hand tied Bouquets Award | BB232EG | L2 | Brookfield | Tue | 05 Apr 11 | 10 | 18:30-21:30 | 178 | 144 | n/a |
| National Diploma in Floristry* | BB816DQ | L2 | Brookfield | Tue/ Wed | 14 Sep 10 | 43 | 09:30-15:15 | 1049 | 902 | 154 |
| National Diploma in Floristry* | HH803DQ | L2 | Harlington | Tu/We/ Th | 07 Sep 10 | 36 | 10:00-15:00 | 1115 | 960 | 154 |
| National Diploma in Floristry* | HH804EQ | L2 | Harlington | Tue/ Wed | 07 Sep 10 | 72 | 18:15-21:30 | 1104 | 950 | 154 |
| National Diploma in Floristry* | RM804DQ | L2 | Ruislip Manor | We/Th/ Fi | 12 Jan 11 | 32 | 09:30-15:00 | 1104 | 950 | 154 |
| Spring/Summer weddings for florists | BB412DG | L2 | Brookfield | Thu | 10 Mar 11 | 1 day | 09:30-16:00 | 53 | 46 | n/a |
| National Diploma in Floristry L 3* | RM212DQ | L3 | Ruislip Manor | Tue | 14 Sep 10 | 66 | 08:30-17:30 | 1263 | 1091 | 157 |
| Balloons and flowers | BB124EG | Mixed | Brookfield | Mon | 28 Feb 11 | 6 | 19:00-21:00 | 68 | 55 | n/a |
| Easy Christmas table designs | BB661DG | Mixed | Brookfield | Sat | 04 Dec 10 | 1 day | 09:30-15:30 | 33 | 27 | n/a |
| Introduction to Balloons and flowers | BB651D | Mixed | Brookfield | Sat | 16 Oct 10 | 1 day | 10:00-15:00 | 27 | 27 | n/a |
| Prepare for Valentines | BB652DG | Mixed | Brookfield | Sat | 29 Jan 11 | 1 day | 09:30-15:30 | 33 | 27 | n/a |
| Summer wedding work | BB653DG | Mixed | Brookfield | Sat | 21 May 11 | 1 day | 09:30-15:30 | 33 | 27 | n/a |

Gardening

| | | | | | | | | | | |
|---------------------|---------|----|---------|-----|-----------|----|-------------|----|----|-----|
| Garden for Everyone | RR118EG | L1 | Ruislip | Mon | 13 Sep 10 | 10 | 18:45-20:45 | 90 | 67 | n/a |
| Garden for Everyone | RR119EG | L1 | Ruislip | Mon | 09 May 11 | 10 | 18:45-20:45 | 90 | 67 | n/a |

Performing Arts

Dance

| | | | | | | | | | | |
|--------------------------------------|--------|-------|-----------------|-----|-----------|----|-------------|----|----|-----|
| Flamenco Dance Technique (beginners) | RM121E | Entry | Windmill Studio | Mon | 13 Sep 10 | 10 | 17:45-18:45 | 65 | 61 | n/a |
| Modern Jive for Beginners | RR120E | Entry | Ruislip | Mon | 10 Jan 11 | 10 | 20:15-21:30 | 71 | 62 | n/a |
| Modern Jive for Beginners | RR121E | Entry | Ruislip | Mon | 09 May 11 | 10 | 20:15-21:30 | 71 | 62 | n/a |
| Strictly Salsa for Beginners | RR125E | Entry | Ruislip | Mon | 13 Sep 10 | 10 | 20:15-21:30 | 71 | 62 | n/a |
| Flamenco Dance | RM115E | L1 | Windmill Studio | Mon | 13 Sep 10 | 10 | 18:45-20:15 | 77 | 67 | n/a |
| Flamenco Dance | RM116E | L1 | Windmill Studio | Mon | 10 Jan 11 | 10 | 18:45-20:15 | 77 | 67 | n/a |
| Flamenco Dance | RM117E | L1 | Windmill Studio | Mon | 09 May 11 | 10 | 18:45-20:15 | 77 | 67 | n/a |
| Flamenco Dance | RM118E | L2 | Windmill Studio | Mon | 13 Sep 10 | 10 | 20:15-21:45 | 77 | 67 | n/a |
| Flamenco Dance | RM119E | L2 | Windmill Studio | Mon | 10 Jan 11 | 10 | 20:15-21:45 | 77 | 67 | n/a |
| Flamenco Dance | RM120E | L2 | Windmill Studio | Mon | 09 May 11 | 10 | 20:15-21:45 | 77 | 67 | n/a |
| Egyptian Dance | RR129E | Mixed | Ruislip | Mon | 13 Sep 10 | 8 | 19:00-20:30 | 70 | 61 | n/a |
| Egyptian Dance | RR130E | Mixed | Ruislip | Mon | 17 Jan 11 | 8 | 19:00-20:30 | 70 | 61 | n/a |
| Egyptian Dance | RR131E | Mixed | Ruislip | Mon | 09 May 11 | 8 | 19:00-20:30 | 70 | 61 | n/a |
| Flamenco Dance Technique | RM122E | Mixed | Windmill Studio | Mon | 10 Jan 11 | 10 | 17:45-18:45 | 65 | 61 | n/a |
| Flamenco Dance Technique | RM123E | Mixed | Windmill Studio | Mon | 09 May 11 | 10 | 17:45-18:45 | 65 | 61 | n/a |
| Modern Jive for Improvers | RR122E | Mixed | Ruislip | Mon | 13 Sep 10 | 10 | 19:00-20:15 | 71 | 62 | n/a |
| Modern Jive for Improvers | RR123E | Mixed | Ruislip | Mon | 10 Jan 11 | 10 | 19:00-20:15 | 71 | 62 | n/a |
| Modern Jive for Improvers | RR124E | Mixed | Ruislip | Mon | 09 May 11 | 10 | 19:00-20:15 | 71 | 62 | n/a |

Music

| | | | | | | | | | | |
|-----------------|---------|-------|----------|-----|-----------|----|-------------|----|----|-----|
| Acoustic Guitar | LL203EG | Mixed | Longmead | Tue | 14 Sep 10 | 10 | 19:00-21:00 | 87 | 64 | n/a |
|-----------------|---------|-------|----------|-----|-----------|----|-------------|----|----|-----|

| Course title | Code | Level | Location | Day | Start date | Length | Time | A £ | B £ | C £ |
|-------------------------------|---------|-------|---------------|-----|------------|--------|-------------|-----|-----|-----|
| Acoustic Guitar | LL204EG | Mixed | Longmead | Tue | 11 Jan 11 | 10 | 19:00-21:00 | 87 | 64 | n/a |
| Acoustic Guitar | LL205EG | Mixed | Longmead | Tue | 03 May 11 | 10 | 19:00-21:00 | 87 | 64 | n/a |
| Electric Guitar | LL417EG | Mixed | Longmead | Thu | 16 Sep 10 | 10 | 19:00-21:00 | 87 | 64 | n/a |
| Electric Guitar | LL418EG | Mixed | Longmead | Thu | 13 Jan 11 | 10 | 19:00-21:00 | 87 | 64 | n/a |
| Electric Guitar | LL419EG | Mixed | Longmead | Thu | 05 May 11 | 10 | 19:00-21:00 | 87 | 64 | n/a |
| Singing for Fun | RM213D | Mixed | Ruislip Manor | Tue | 14 Sep 10 | 10 | 13:00-15:00 | 64 | 50 | n/a |
| Singing for Fun | RM214D | Mixed | Ruislip Manor | Tue | 11 Jan 11 | 10 | 13:00-15:00 | 64 | 50 | n/a |
| Singing for Fun | RM215D | Mixed | Ruislip Manor | Tue | 03 May 11 | 10 | 13:00-15:00 | 64 | 50 | n/a |
| Singing for Fun Evening Class | RR215E | Mixed | Ruislip | Tue | 14 Sep 10 | 10 | 19:00-21:00 | 64 | 50 | n/a |
| Singing for Fun Evening Class | RR216E | Mixed | Ruislip | Tue | 11 Jan 11 | 10 | 19:00-21:00 | 64 | 50 | n/a |
| Singing for Fun Evening Class | RR217E | Mixed | Ruislip | Tue | 03 May 11 | 10 | 19:00-21:00 | 64 | 50 | n/a |

Photography

| | | | | | | | | | | |
|---|---------|-------|------------|-----|-----------|-------|-------------|-----|-----|-----|
| Digital Image Manipulation with Photoshop | BB654D | Entry | Brookfield | Sat | 09 Oct 10 | 2 | 10:30-15:30 | 39 | 35 | n/a |
| Digital Photography for Beginners | BB414E | Entry | Brookfield | Thu | 13 Jan 11 | 10 | 19:30-21:30 | 68 | 54 | n/a |
| Digital Photography for Beginners | HH309E | Entry | Harlington | Wed | 15 Sep 10 | 10 | 19:30-21:30 | 68 | 54 | n/a |
| Introduction to Digital Photography | BB662D | Entry | Brookfield | Sat | 20 Nov 10 | 1 day | 10:00-15:30 | 30 | 30 | n/a |
| Introduction to Digital Photography | BB655D | Entry | Brookfield | Sat | 04 Jun 11 | 1 day | 10:00-15:30 | 30 | 30 | n/a |
| Introduction to Digital Photography | HH619D | Entry | Harlington | Sat | 12 Mar 11 | 1 day | 10:00-15:30 | 30 | 30 | n/a |
| Certificate in Photography L1-7512-01 | BB233DQ | L1 | Brookfield | Tue | 14 Sep 10 | 30 | 13:00-17:00 | 383 | 312 | 128 |
| Digital Image Manipulation with Photoshop | HH618D | L1 | Harlington | Sat | 05 Feb 11 | 2 | 10:30-15:30 | 39 | 35 | n/a |
| Digital Photography Advanced | HH308E | L1 | Harlington | Wed | 04 May 11 | 10 | 19:30-21:30 | 68 | 54 | n/a |
| Digital Photography intermediate | BB418E | L1 | Brookfield | Thu | 05 May 11 | 10 | 19:30-21:30 | 68 | 54 | n/a |
| Digital Photography intermediate | HH310E | L1 | Harlington | Wed | 12 Jan 11 | 10 | 19:30-21:30 | 68 | 54 | n/a |
| Certificate in Photo Image Capture L2-7512-92 | BB120EQ | L2 | Brookfield | Mon | 13 Sep 10 | 30 | 18:30-21:30 | 325 | 261 | n/a |
| Black and White Photography | BB413EG | Mixed | Brookfield | Thu | 16 Sep 10 | 30 | 19:30-21:30 | 271 | 203 | n/a |
| Digital Photography for Older People | BB415D | Mixed | Brookfield | Thu | 16 Sep 10 | 10 | 10:00-12:00 | 68 | 54 | n/a |
| Digital Photography for Older People | BB416D | Mixed | Brookfield | Thu | 13 Jan 11 | 10 | 10:00-12:00 | 68 | 54 | n/a |
| Digital Photography for Older People | BB417D | Mixed | Brookfield | Thu | 05 May 11 | 10 | 10:00-12:00 | 68 | 54 | n/a |

Pottery and Ceramics

| | | | | | | | | | | |
|-------------------------|--------|-------|------------|-----|-----------|-------|-------------|----|----|-----|
| Introduction to Pottery | HH620D | Entry | Harlington | Sat | 16 Oct 10 | 1 day | 10:00-15:30 | 30 | 30 | n/a |
| Introduction to Pottery | HH621D | Entry | Harlington | Sat | 05 Mar 11 | 1 day | 10:00-15:30 | 30 | 30 | n/a |
| Introduction to Pottery | HH622D | Entry | Harlington | Sat | 28 May 11 | 1 day | 10:00-15:30 | 30 | 30 | n/a |
| Exploring Ceramics | HH208E | Mixed | Harlington | Tue | 14 Sep 10 | 10 | 19:30-21:30 | 73 | 59 | n/a |
| Exploring Ceramics | HH209E | Mixed | Harlington | Tue | 11 Jan 11 | 10 | 19:30-21:30 | 73 | 59 | n/a |
| Exploring Ceramics | HH210E | Mixed | Harlington | Tue | 03 May 11 | 10 | 19:30-21:30 | 73 | 59 | n/a |

Textiles

Sewing

| | | | | | | | | | | |
|----------------------------|---------|-------|------------|--------------|-----------|----|-------------|------|-----|-----|
| Fashion C&G L1 Certificate | BB419DQ | FL | Brookfield | Thu | 16 Sep 10 | 30 | 10:00-14:00 | 387 | 316 | 132 |
| Fashion C&G Certificate | BB230EQ | L2 | Brookfield | Tue | 14 Sep 10 | 30 | 18:45-21:45 | 352 | 281 | n/a |
| Fashion C&G L2 Diploma | BB817DQ | L2 | Brookfield | Mo/Tu/ We | 13 Sep 10 | 30 | 09:30-15:00 | 1114 | 967 | 222 |
| Fashion Workshop | BB119E | Mixed | Brookfield | Mon | 13 Sep 10 | 10 | 19:00-21:30 | 75 | 58 | n/a |
| Fashion Workshop | BB121E | Mixed | Brookfield | Mon | 10 Jan 11 | 10 | 19:00-21:30 | 75 | 58 | n/a |
| Fashion Workshop | BB122E | Mixed | Brookfield | Mon | 09 May 11 | 10 | 19:00-21:30 | 75 | 58 | n/a |
| Fashion Workshop | BB336E | Mixed | Brookfield | Wed | 15 Sep 10 | 10 | 19:00-21:30 | 75 | 58 | n/a |
| Fashion Workshop | BB337E | Mixed | Brookfield | Wed | 12 Jan 11 | 10 | 19:00-21:30 | 75 | 58 | n/a |
| Fashion Workshop | BB338E | Mixed | Brookfield | Wed | 04 May 11 | 10 | 19:00-21:30 | 75 | 58 | n/a |

| Course title | Code | Level | Location | Day | Start date | Length | Time | A £ | B £ | C £ |
|----------------------------------|--------|-------|---------------|-----|------------|--------|-------------|-----|-----|-----|
| Fashion Workshop | BB515D | Mixed | Brookfield | Fri | 17 Sep 10 | 10 | 09:30-12:00 | 75 | 58 | n/a |
| Fashion Workshop | BB516D | Mixed | Brookfield | Fri | 14 Jan 11 | 10 | 09:30-12:00 | 75 | 58 | n/a |
| Fashion Workshop | BB517D | Mixed | Brookfield | Fri | 06 May 11 | 10 | 09:30-12:00 | 75 | 58 | n/a |
| Millinery | BB656D | Mixed | Brookfield | Sat | 05 Mar 11 | 4 | 10:00-15:30 | 68 | 54 | n/a |
| Millinery 1 Day Workshop | BB657D | Mixed | Brookfield | Sat | 05 Feb 11 | 1 day | 10:00-16:00 | 27 | 27 | n/a |
| Using a Sewing Machine | BB658D | Mixed | Brookfield | Sat | 25 Sep 10 | 1 day | 10:00-16:00 | 27 | 27 | n/a |
| Using a Sewing Machine | BB659D | Mixed | Brookfield | Sat | 11 Jun 11 | 1 day | 10:00-16:00 | 27 | 27 | n/a |
| Soft Furnishings | | | | | | | | | | |
| Making Blinds | BB420E | Mixed | Brookfield | Thu | 13 Jan 11 | 10 | 19:00-21:30 | 75 | 58 | n/a |
| Making Curtains | BB421E | Mixed | Brookfield | Thu | 16 Sep 10 | 10 | 19:00-21:30 | 75 | 58 | n/a |
| Making Curtains | BB422E | Mixed | Brookfield | Thu | 05 May 11 | 10 | 19:00-21:30 | 75 | 58 | n/a |
| Woodcraft/Woodwork | | | | | | | | | | |
| Violin Making | | | | | | | | | | |
| Violin Making | BX201E | Mixed | TBA | Tue | 14 Sep 10 | 30 | 19:00-21:30 | 221 | 168 | n/a |
| French Polishing | | | | | | | | | | |
| French Polishing | RM216E | Mixed | Ruislip Manor | Tue | 14 Sep 10 | 10 | 19:30-21:30 | 68 | 54 | n/a |
| French Polishing | RM217E | Mixed | Ruislip Manor | Tue | 11 Jan 11 | 10 | 19:30-21:30 | 68 | 54 | n/a |
| French Polishing | RM218E | Mixed | Ruislip Manor | Tue | 03 May 11 | 10 | 19:30-21:30 | 68 | 54 | n/a |
| Sport & Leisure | | | | | | | | | | |
| Bridge | | | | | | | | | | |
| Beginners Bridge | RR218E | Entry | Ruislip | Tue | 05 Oct 10 | 25 | 19:30-21:30 | 137 | 101 | n/a |
| Bridge for Improvers | RR414E | L1 | Ruislip | Thu | 07 Oct 10 | 25 | 19:30-21:30 | 137 | 101 | n/a |
| Fitness | | | | | | | | | | |
| Salsa Fit (beginners) | RM410D | Entry | Ruislip Manor | Thu | 16 Sep 10 | 10 | 11:45-13:15 | 52 | 42 | n/a |
| Dance Exercise for the over 60's | RM504D | Mixed | Ruislip Manor | Fri | 17 Sep 10 | 10 | 10:00-11:30 | 52 | 42 | n/a |
| Dance Exercise for the over 60's | RM505D | Mixed | Ruislip Manor | Fri | 14 Jan 11 | 10 | 10:00-11:30 | 52 | 42 | n/a |
| Dance Exercise for the over 60's | RM506D | Mixed | Ruislip Manor | Fri | 13 May 11 | 10 | 10:00-11:30 | 52 | 42 | n/a |
| Jive Fitness | RM408D | Mixed | Ruislip Manor | Thu | 13 Jan 11 | 10 | 11:45-13:15 | 52 | 42 | n/a |
| Jive Fitness | RM409D | Mixed | Ruislip Manor | Thu | 05 May 11 | 10 | 11:45-13:15 | 52 | 42 | n/a |
| Salsa Fitness | RM411D | Mixed | Ruislip Manor | Thu | 16 Sep 10 | 10 | 10:00-11:30 | 52 | 42 | n/a |
| Salsa Fitness | RM412D | Mixed | Ruislip Manor | Thu | 13 Jan 11 | 10 | 10:00-11:30 | 52 | 42 | n/a |
| Salsa Fitness | RM413D | Mixed | Ruislip Manor | Thu | 05 May 11 | 10 | 10:00-11:30 | 52 | 42 | n/a |
| Tai Chi Chuan | BB339E | Mixed | Brookfield | Wed | 15 Sep 10 | 30 | 19:30-21:30 | 161 | 118 | n/a |
| Yoga | | | | | | | | | | |
| Hatha Yoga | BB127E | L2 | Brookfield | Mon | 13 Sep 10 | 30 | 19:30-21:00 | 124 | 93 | n/a |
| Next steps in Hatha Yoga | RM219D | L2 | Ruislip Manor | Tue | 14 Sep 10 | 30 | 09:45-11:45 | 161 | 118 | n/a |
| Cookery | | | | | | | | | | |
| Food Carving | BB423E | Entry | Brookfield | Thu | 16 Sep 10 | 6 | 19:00-21:00 | 45 | 36 | n/a |
| Food Carving | BB424E | Entry | Brookfield | Thu | 20 Jan 11 | 6 | 19:00-21:00 | 45 | 36 | n/a |
| Food Carving | BB425E | Entry | Brookfield | Thu | 05 May 11 | 6 | 19:00-21:00 | 45 | 36 | n/a |
| Introduction to Thai Cooking | HH312E | Entry | Harlington | Wed | 15 Sep 10 | 8 | 19:00-21:30 | 64 | 50 | n/a |
| Introduction to Thai Cooking | HH313E | Entry | Harlington | Wed | 19 Jan 11 | 8 | 19:00-21:30 | 84 | 70 | n/a |
| Introduction to Thai Cooking | HH314E | Entry | Harlington | Wed | 04 May 11 | 8 | 19:00-21:30 | 84 | 70 | n/a |
| Oriental Cooking | HH211E | Mixed | Harlington | Tue | 14 Sep 10 | 10 | 19:00-21:30 | 76 | 59 | n/a |
| Oriental Cooking | HH212E | Mixed | Harlington | Tue | 18 Jan 11 | 10 | 19:00-21:30 | 96 | 79 | n/a |
| Oriental Cooking | HH213E | Mixed | Harlington | Tue | 03 May 11 | 10 | 19:00-21:30 | 96 | 79 | n/a |

Bobbin Lace Club

All levels of experience will be welcome to our Club. We find the atmosphere very relaxing and enjoyable, a good way to make friends and become inspired. The Club meets at the Ruislip Manor Library and Resource Centre. Please call 01895 671975 for further information.

Creative Embroidery Club

Are you interested in learning to embroider or to improve your present embroidery skills? Our club meets on Fridays (term time) 2pm – 4pm at Ruislip Manor Library. Come and join us – you'll be assured of a warm welcome.

Ring 0790 996976 or 0208 429 3907 for further information

Pottery/Ceramic Courses

We have a very well equipped Ceramic studio at our Harlington ALC, with two kilns large enough to create big garden sculptures. We offer 1 day introduction courses and an evening 10 weeks course each term.

Please see the Creative Skills section in this brochure for times and dates. For a course information sheet please visit our website under Creative Skills curriculum or call 020 8569 1613.

Ceramic Fusion Club

The club is open to anyone who has experience in Ceramics and wish to meet others sharing the same interest.



Harlington ALC, Hayes
10:00-12:00 or 13:00-15:00

For more information please email joanne@mackin.co.uk or phone 01895 464079.

New Digital Image Manipulation Courses using Photoshop over two Saturdays

Learn creative techniques for improving, retouching or repairing your photographs and create new images.

Please see the Creative Skills section in this brochure for dates and venues. For a course information sheet please visit our website under Creative Skills curriculum or call 01895 464079.



Ever considered making your own musical instrument?

Our Violin Making course offers a unique opportunity for anyone interested in woodwork for making a violin, viola or cello.

Please see the Creative Skills section in this brochure for dates and venue. For a course information sheet please visit our website under Creative Skills curriculum or call 01895 464079.

Wine and Camera Clubs

The Wine Club meets weekly to discuss and taste wines from the ever expanding world of wine. For further details please speak to the Secretary on 01895 639043.

The Camera Club meets monthly. For further details please phone 01895 850924 or 07968 246816.



Languages, Literature and Culture

National Framework for Modern Foreign Language courses

Our Modern Foreign Language courses are mapped to the national framework, The Languages Ladder.

We have given some initial information about levels overleaf but to ensure that you are working at the most appropriate level to develop your language skills, come along to one of our Open Days, where you can meet a tutor who will suggest the best class for you.

Communication

We are continuing to offer our popular British Sign Language courses. The units run consecutively each term and combine to enable you to achieve the newly-updated Level 1 qualification by the end of the academic year.

- BSL Level 1 – Unit 1 starts September 2010
- BSL Level 2 – Unit 2 starts September 2010 and January 2011
- BSL Level 3 – Unit 3 starts January 2011 and May 2011

English & Communications

English as a Foreign Language

| | | | | | | | | | | |
|-------------------------------|--------|----|------------|---------|-----------|----|-------------|-----|-----|-----|
| English as a Foreign Language | BB808D | L2 | Brookfield | Tue/Fri | 21 Sep 10 | 15 | 13:00-15:00 | 162 | 119 | n/a |
| English as a Foreign Language | BB809D | L2 | Brookfield | Tue/Fri | 01 Mar 11 | 15 | 13:00-15:00 | 162 | 119 | n/a |
| IELTS | BB810E | L3 | Brookfield | Mon/Th | 20 Sep 10 | 15 | 18:00-20:00 | 282 | 239 | n/a |
| IELTS | BB811E | L3 | Brookfield | Mon/Th | 28 Feb 11 | 15 | 18:00-20:00 | 282 | 239 | n/a |

Sign Language

| | | | | | | | | | | |
|----------------------|---------|----|------------|-----|-----------|----|-------------|----|----|-----|
| BSL Level 1 - Unit 1 | BB107EA | L1 | Brookfield | Mon | 13 Sep 10 | 10 | 19:00-21:00 | 82 | 68 | n/a |
| BSL Level 1 - Unit 1 | RR310EA | L1 | Ruislip | Wed | 15 Sep 10 | 10 | 19:00-21:00 | 82 | 68 | n/a |
| BSL Level 1 - Unit 2 | BB107EB | L1 | Brookfield | Mon | 10 Jan 11 | 11 | 19:00-21:00 | 98 | 82 | n/a |
| BSL Level 1 - Unit 2 | BB207EA | L1 | Brookfield | Tue | 14 Sep 10 | 11 | 19:00-21:00 | 98 | 82 | n/a |

Guidance about Levels

The programme has four levels of courses on offer (although not all levels are available in every language). The levels are Breakthrough, Preliminary, Intermediate and Advanced and they allow us to match course content to a national framework called "The Languages Ladder". Conversation and Cultural Awareness classes are available in some languages for speakers approaching fluency and focus on developing speaking and listening skills at a more advanced level.

The statements below give information about the course at each level. Read the descriptions to identify the likely level that you think might be for you. Remember, these tell you about some of the things that you will be able to do when you have finished the course NOT what you need to be able to do before joining.

We will be holding Open Evenings across the borough in September. Please telephone Centres for more information and to enrol.

Breakthrough

By the end of this level you will be able to:

- Ask and answer simple questions and talk about my interests
- Understand the main points from a short spoken passage
- Understand the main points from a short written text
- Write one or two short sentences and complete a simple form

Preliminary

By the end of this level you will be able to:

- Give a short prepared talk on a topic of your choice and answer simple questions about it
- Understand the main points and some detail from a short spoken passage

- Understand the main points and some detail from a short written text
- Write short texts on a range of familiar topics

Intermediate

By the end of this level you will be able to:

- Tell a story or relate the plot of a book or film and give your opinions about it
- Understand spoken language that contain some unfamiliar words and phrases
- Understand texts that contain some unfamiliar words and phrases
- Write texts e.g. letters, conveying simple opinions and points of view

Advanced

By the end of this level you will be able to:

- Argue a point of view
- Understand the main points of authentic conversations/spoken passages in a range of different contexts
- Understand authentic written texts of moderate length and complexity in a range of different contexts
- Write coherent texts in an appropriate register e.g. a formal letter/an account of a visit

Conversation and Culture

If you can do all of the above and would like to refine your higher level speaking and listening skills and improve your understanding about the culture behind your language of choice these informal courses may be right for you.

More detailed course information sheets can be obtained from main centres and on our website.

| Course title | Code | Level | Location | Day | Start date | Length | Time | A £ | B £ | C £ |
|--|----------|-------|---------------|-----|------------|--------|-------------|-----|-----|-----|
| BSL Level 1 - Unit 2 | RR310EB | L1 | Ruislip | Wed | 12 Jan 11 | 11 | 19:00-21:00 | 98 | 82 | n/a |
| BSL Level 1 - Unit 3 | BB107EC | L1 | Brookfield | Mon | 09 May 11 | 11 | 19:00-21:00 | 98 | 82 | n/a |
| BSL Level 1 - Unit 3 | BB207EB | L1 | Brookfield | Tue | 11 Jan 11 | 11 | 19:00-21:00 | 98 | 82 | n/a |
| BSL Level 1 - Unit 3 | RR310EC | L1 | Ruislip | Wed | 04 May 11 | 11 | 19:00-21:00 | 98 | 82 | n/a |
| Languages | | | | | | | | | | |
| Arabic | | | | | | | | | | |
| Arabic Breakthrough - Module A | BB208EGA | Brk | Brookfield | Tue | 14 Sep 10 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Arabic Breakthrough - Module B | BB208EGB | Brk | Brookfield | Tue | 11 Jan 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Arabic Breakthrough - Module C | BB208EGC | Brk | Brookfield | Tue | 03 May 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Arabic Preliminary - Module A | BB108EGA | Prel | Brookfield | Mon | 13 Sep 10 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Arabic Preliminary - Module B | BB108EGB | Prel | Brookfield | Mon | 10 Jan 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Arabic Preliminary - Module C | BB108EGC | Prel | Brookfield | Mon | 09 May 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| French - Day | | | | | | | | | | |
| French Advanced - Module A | RR109DA | Adv | Ruislip | Mon | 13 Sep 10 | 10 | 13:00-15:00 | 63 | 49 | n/a |
| French Advanced - Module B | RR109DB | Adv | Ruislip | Mon | 10 Jan 11 | 10 | 13:00-15:00 | 63 | 49 | n/a |
| French Advanced - Module C | RR109DC | Adv | Ruislip | Mon | 09 May 11 | 10 | 13:00-15:00 | 63 | 49 | n/a |
| French Breakthrough - Module A | BB401DA | Brk | Brookfield | Thu | 16 Sep 10 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| French Breakthrough - Module B | BB401DB | Brk | Brookfield | Thu | 13 Jan 11 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| French Breakthrough - Module C | BB401DC | Brk | Brookfield | Thu | 05 May 11 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| French Conversation & Culture - Module A | RM102DA | Con | Ruislip Manor | Mon | 13 Sep 10 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| French Conversation & Culture - Module A | RM301DA | Con | Ruislip Manor | Wed | 15 Sep 10 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| French Conversation & Culture - Module B | RM102DB | Con | Ruislip Manor | Mon | 10 Jan 11 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| French Conversation & Culture - Module B | RM301DB | Con | Ruislip Manor | Wed | 12 Jan 11 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| French Conversation & Culture - Module C | RM102DC | Con | Ruislip Manor | Mon | 09 May 11 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| French Conversation & Culture - Module C | RM301DC | Con | Ruislip Manor | Wed | 04 May 11 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| French Intermediate - Module A | RR208DA | Int | Ruislip | Tue | 14 Sep 10 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| French Intermediate - Module B | RR208DB | Int | Ruislip | Tue | 11 Jan 11 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| French Intermediate - Module C | RR208DC | Int | Ruislip | Tue | 03 May 11 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| French Preliminary - Module A | BB307DA | Prel | Brookfield | Wed | 15 Sep 10 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| French Preliminary - Module B | BB307DB | Prel | Brookfield | Wed | 12 Jan 11 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| French Preliminary - Module C | BB307DC | Prel | Brookfield | Wed | 04 May 11 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| French - Evening | | | | | | | | | | |
| French Breakthrough - Module A | RR110EA | Brk | Ruislip | Mon | 13 Sep 10 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| French Breakthrough - Module B | RR110EB | Brk | Ruislip | Mon | 10 Jan 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| French Breakthrough - Module C | RR110EC | Brk | Ruislip | Mon | 09 May 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| French Preliminary - Module A | RM302EA | Prel | Ruislip Manor | Wed | 15 Sep 10 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| French Preliminary - Module B | RM302EB | Prel | Ruislip Manor | Wed | 12 Jan 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| French Preliminary - Module C | RM302EC | Prel | Ruislip Manor | Wed | 04 May 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| German - Day | | | | | | | | | | |
| German Breakthrough - Module A | SS201DA | Brk | Stockley | Tue | 14 Sep 10 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| German Breakthrough - Module B | SS201DB | Brk | Stockley | Tue | 11 Jan 11 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| German Breakthrough - Module C | SS201DC | Brk | Stockley | Tue | 03 May 11 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| German Intermediate - Module A | BB308DA | Int | Brookfield | Wed | 15 Sep 10 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| German Intermediate - Module B | BB308DB | Int | Brookfield | Wed | 12 Jan 11 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| German Intermediate - Module C | BB308DC | Int | Brookfield | Wed | 04 May 11 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| German - Evening | | | | | | | | | | |
| German Advanced - Module A | RR209EA | Adv | Ruislip | Tue | 14 Sep 10 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| German Advanced - Module B | RR209EB | Adv | Ruislip | Tue | 11 Jan 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |

Enrolment and Learning Agreement Form 2010/11

Filling in this application form does not automatically guarantee a place on a course

Examination, Accreditation and Registration Fees

These are now included in the course fee unless advised otherwise. Some courses require additional materials. Details are on the Course Information Sheets.

Payment of Fees

All fees are payable in advance. Cheques should be made payable to "London Borough of Hillingdon".

If you are paying by credit card, you will be asked to pay a 3% surcharge.

Refunds Policy

Please see page 49 for information on refunds.

Out of Borough fees

If you live outside of the borough you will be asked to pay additional fees per course as follows:

| | |
|--------------------------------------|--------|
| Courses less than 20 hours duration | £5.00 |
| Courses of 20 hours duration or more | £10.00 |



HILLINGDON
LONDON

Personal details (Please use BLOCK CAPITALS) Please ensure all the boxes are complete

| |
|---|
| Mr/Mrs/Miss/Ms/Other (delete as applicable) |
| First name (as recorded on official documents) |
| Preferred name |
| Family Name |

| |
|-----------------------------------|
| Gender M/F (delete as applicable) |
| Date of birth |
| Age on 31/08/09 |

Address

| | |
|--|-----------|
| Address | |
| Town | |
| County | Post Code |
| Do you live in supported accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| How long have you lived at this address? If less than 3 years please tick Yes <input type="checkbox"/> | |

Contact details

| |
|----------|
| Tel Home |
| Tel Work |
| E-mail |
| Mobile |

Emergency Contact details

| |
|---------------------|
| First Name |
| Family Name |
| Telephone |
| Relationship to you |

Support with your learning

| |
|--|
| Do you have any disabilities, learning difficulty or medical condition which may affect your ability to learn? |
| Disability Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Learning difficulty Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Are you a wheelchair user? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If you answer yes to any of these questions, a member of staff may contact you for further information. |

Information to assess your fee status

| |
|--|
| Have you lived in an EU country (inc UK) for 3 years or more? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If no , where did you live before coming to the EU? |
| Are you married to an EU resident? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Nationality (as on passport) |
| If you have lived outside of the UK at any time since 1st Sept 2007, please state country |

You may receive a reduction in fees if you are claiming any of the following (Please tick if any apply):

| | | |
|---|--|---|
| <input type="checkbox"/> job seekers allowance | <input type="checkbox"/> working tax credit | <input type="checkbox"/> income support |
| <input type="checkbox"/> pensions credit | <input type="checkbox"/> disabled persons tax credit | <input type="checkbox"/> housing/council tax benefit* |
| <input type="checkbox"/> unwaged dependant of benefits recipient | <input type="checkbox"/> Employee of LBH | |
| <input type="checkbox"/> employment and support allowance (income based) | | |
| To qualify for the reduction, you must bring evidence of your benefit when enrolling and be claiming the benefit for whole duration of the course. <i>*Not Single occupancy reduction</i> | | |

Learners claiming a reduced fee **must** provide documentary evidence of entitlement at the time of enrolment. Enrolment can either be in person at a main centre or by telephone ensuring documentary evidence is received by the Service within 36 hours of enrolment. Enrolment will not be completed (ie a place will not be allocated) until satisfactory receipt of the documentation.

Course details - Please complete your course information before you enrol and check they do not clash

| Course title | Day | Time | Start date | Course code | Fees |
|--------------|-----|------|------------|-------------|------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Background Information – Ethnic origin. It would be helpful for the future provision of courses if you would kindly complete this section: (please tick the box)

| | |
|---|--|
| <input type="checkbox"/> White – British | <input type="checkbox"/> Asian or Asian British – Bangladeshi |
| <input type="checkbox"/> White – Irish | <input type="checkbox"/> Asian or Asian British – Indian |
| <input type="checkbox"/> White – any other White background | <input type="checkbox"/> Asian or Asian British – Pakistani |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Asian or Asian British – any other Asian background |
| <input type="checkbox"/> Mixed – White and Asian | <input type="checkbox"/> Black or Black British – African |
| <input type="checkbox"/> Mixed – White and Black African | <input type="checkbox"/> Black or Black British – Caribbean |
| <input type="checkbox"/> Mixed – White and Black Caribbean | <input type="checkbox"/> Black or Black British – any other Black background |
| <input type="checkbox"/> Mixed – any other Mixed Background | <input type="checkbox"/> any other |

Your learning history

| | |
|--|-------------------------------------|
| Have you previously enrolled on our courses? Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, what year and where? |
| Are you currently in full-time education? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| When were you last involved in any kind of formal structured learning? | |
| <input type="checkbox"/> Less than 2 years <input type="checkbox"/> 2-5 years <input type="checkbox"/> 6-10 years <input type="checkbox"/> More than 10 years <input type="checkbox"/> Unknown | |

Unique Learner Number (ULN)

All learners accessing publicly funded learning opportunities must now have a ULN. Once you have enrolled on the course(s) of your choice, you will be issued with your own ULN. This number is issued by Learner Registration Services (LRS) part of the Government organisation. Managing Information Across Partner (MIAP) in order to help you monitor and map your achievements across different providers via their website www.miap.gov.uk

If you do not already have a ULN we will, on completion of this enrolment, be obliged to obtain your ULN without further permission. You may opt-out of sharing your participation and achievement data with authorised organisations which are described on the MIAP website.

| | |
|---|---------------------------------------|
| Do you have a unique learning number (ULN)? Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, please supply your ULN |
| Do you agree to share your ULN participation and achievement data? Yes <input type="checkbox"/> No <input type="checkbox"/> | |

Previous Qualification Please indicate which statement best describes your achievements in education to date - see page 7 for descriptions: (please tick the box)

| |
|---|
| <input type="checkbox"/> Entry Level (Certificate in Adult Literacy, Numeracy, ESOL) |
| <input type="checkbox"/> Other qualifications below level 1 |
| <input type="checkbox"/> Level 1 (GCSE/O Levels Grades D-G or below 5 Grades A-C, CSE below 5 Grade 1 or more qualifications than Entry level but less than Full Level 2) |
| <input type="checkbox"/> Full Level 2 (GCSE/O Levels (5 or more Grades A-C), CSE Grade 1 (5 or more), 1 A level or 2/3 AS levels) |
| <input type="checkbox"/> Full Level 3 (2 or more A-Levels, 4 or more AS Levels or Diploma) |
| <input type="checkbox"/> Level 4 (First Degree or Teaching Qualification (including PGCE)) |
| <input type="checkbox"/> Level 5 (Higher Degree, Post Graduate) |
| <input type="checkbox"/> Other qualification level not known |
| <input type="checkbox"/> Not known |
| <input type="checkbox"/> No qualifications |

Please tick one box which best describes your situation:

- employed full-time
 employed part-time
 self-employed/small business
 unemployed (seeking work)
 retired
 asylum seeker
 refugee
 other (please specify)

Where did you find out about this course? Please tick one box.

- Local paper
 Learning venue
 Brochure
 Web site
 Current learner
 Library
 Friend/Relative
 Bus Stop Advertising
 Leaflets/Postcards
 Hillingdon Council Advertising
 Other (please specify)

Payment details

| | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Cheque (<i>Payable to London Borough of Hillingdon</i>) | <input type="checkbox"/> Cash | <input type="checkbox"/> Debit Card |
| <input type="checkbox"/> Invoice (<i>Only if paid by LEA employer</i>) | <input type="checkbox"/> Credit Card (<i>3% surcharge</i>) | <input type="checkbox"/> Instalments |
| Card Details <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Maestro | Card Number | |
| Valid from _____ To _____ | Amount | Issue Number |
| Address of Card holder (<i>if different from address</i>) | Name of Card holder | |
| | Signature of Card holder | |
| | Date | |

LEARNING AGREEMENT AND DECLARATION**Learning Programme**

- I confirm I have received suitable information and advice and accept all fee policies, including course viability for my learning programme.
- I am satisfied that I fully understand the requirements of the programme and agree to be bound by the conditions of entry which are available on request.
- I agree to comply with the policies, procedures and regulations as set down by the London Borough of Hillingdon.

Please read how we use your personal information below and ensure you have ticked relevant boxes before signing.

| | |
|--------------------|------|
| Learners Signature | Date |
| Staff Signature | Date |

How We Use Your Personal Information

The personal information you provide is passed to the Chief Executive of Skills Funding and, where required, the Young People's Learning Agency for England ("the YPLA") to enable those organisations to fulfil their statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009. Both organisations are registered as data controllers with the UK Information Commissioner's Office.

The Skills Funding Agency funds adult further education and skills training, including apprenticeships, in England. The YPLA is responsible for arranging the provision of funding for the education and training of young people in England. The Skills Funding Agency processes learner data on behalf of the YPLA.

The information you provide may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education or training. Other organisations include the Department for Education, the Department for Business, Innovation and Skills, Local Authorities, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Skills Funding Agency, the YPLA, or partners of those organisations.

The Skills Funding Agency also administers the learner registration service (LRS) which uses your learner information to create and maintain a unique learner number (ULN).

Further information about use of and access to your information is available at: Skills Funding Agency: <http://skillsfundingagency.bis.gov.uk/foi.htm>
 YPLA: <http://www.ypla.gov.uk/foi.htm>

At no time will your personal information be passed to organisations for marketing or sales purposes.

The YPLA, the Chief Executive of Skills Funding and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you.

- Tick this box if you do not wish to be contacted in respect of surveys and research by mail or phone.
 Tick this box if you do not wish to be contacted about courses or learning opportunities by post.

Details are correct at time of printing but maybe subject to change. Courses are subject to a minimum number of enrolments.

Filling in this application form does not automatically guarantee a place on a course

| Course title | Code | Level | Location | Day | Start date | Length | Time | A £ | B £ | C £ |
|---|----------|-------|------------|-----|------------|--------|-------------|-----|-----|-----|
| German Advanced - Module C | RR209EC | Adv | Ruislip | Tue | 03 May 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| German Breakthrough - Module A | LL409EA | Brk | Longmead | Thu | 16 Sep 10 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| German Breakthrough - Module B | LL409EB | Brk | Longmead | Thu | 13 Jan 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| German Breakthrough - Module C | LL409EC | Brk | Longmead | Thu | 05 May 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| German Preliminary - Module A | BB110EA | Prel | Brookfield | Mon | 13 Sep 10 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| German Preliminary - Module B | BB110EB | Prel | Brookfield | Mon | 10 Jan 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| German Preliminary - Module C | BB110EC | Prel | Brookfield | Mon | 09 May 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Greek | | | | | | | | | | |
| Greek Breakthrough - Module A | BB309EGA | Brk | Brookfield | Wed | 15 Sep 10 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Greek Breakthrough - Module B | BB309EGB | Brk | Brookfield | Wed | 12 Jan 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Greek Breakthrough - Module C | BB309EGC | Brk | Brookfield | Wed | 04 May 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Greek Intermediate - Module A | BB209EGA | Int | Brookfield | Tue | 14 Sep 10 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Greek Intermediate - Module B | BB209EGB | Int | Brookfield | Tue | 11 Jan 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Greek Intermediate - Module C | BB209EGC | Int | Brookfield | Tue | 03 May 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Greek Preliminary - Module A | BB214EGA | Prel | Brookfield | Tue | 14 Sep 10 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Greek Preliminary - Module B | BB214EGB | Prel | Brookfield | Tue | 11 Jan 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Greek Preliminary - Module C | BB214EGC | Prel | Brookfield | Tue | 03 May 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Hindi | | | | | | | | | | |
| Hindi Breakthrough - Module A | BB210EGA | Brk | Brookfield | Tue | 14 Sep 10 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Hindi Breakthrough - Module B | BB210EGB | Brk | Brookfield | Tue | 11 Jan 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Hindi Breakthrough - Module C | BB210EGC | Brk | Brookfield | Tue | 03 May 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Italian - Day | | | | | | | | | | |
| Italian Breakthrough - Module A | RR210DA | Brk | Ruislip | Tue | 14 Sep 10 | 10 | 13:00-15:00 | 63 | 49 | n/a |
| Italian Breakthrough - Module B | RR210DB | Brk | Ruislip | Tue | 11 Jan 11 | 10 | 13:00-15:00 | 63 | 49 | n/a |
| Italian Breakthrough - Module C | RR210DC | Brk | Ruislip | Tue | 03 May 11 | 10 | 13:00-15:00 | 63 | 49 | n/a |
| Italian - Evening | | | | | | | | | | |
| Italian Breakthrough - Module A | LL408DA | Brk | Longmead | Thu | 16 Sep 10 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Italian Breakthrough - Module B | LL408DB | Brk | Longmead | Thu | 13 Jan 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Italian Breakthrough - Module C | LL408DC | Brk | Longmead | Thu | 05 May 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Italian Intermediate - Module A | BB402EA | Int | Brookfield | Thu | 16 Sep 10 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Italian Intermediate - Module B | BB402EB | Int | Brookfield | Thu | 13 Jan 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Italian Intermediate - Module C | BB402EC | Int | Brookfield | Thu | 05 May 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Italian Preliminary - Module A | BB211EA | Prel | Brookfield | Tue | 14 Sep 10 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Italian Preliminary - Module B | BB211EB | Prel | Brookfield | Tue | 11 Jan 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Italian Preliminary - Module C | BB211EC | Prel | Brookfield | Tue | 03 May 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Japanese | | | | | | | | | | |
| Japanese Breakthrough - Module A | RR408EGA | Brk | Ruislip | Thu | 23 Sep 10 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Japanese Breakthrough - Module B | RR408EGB | Brk | Ruislip | Thu | 13 Jan 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Japanese Breakthrough - Module C | RR408EGC | Brk | Ruislip | Thu | 05 May 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Japanese Preliminary - Module A | BB212EGA | Prel | Brookfield | Tue | 21 Sep 10 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Japanese Preliminary - Module B | BB212EGB | Prel | Brookfield | Tue | 11 Jan 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Japanese Preliminary - Module C | BB212EGC | Prel | Brookfield | Tue | 03 May 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Polish | | | | | | | | | | |
| Polish Advanced - Module A | BB213EGA | Adv | Brookfield | Tue | 14 Sep 10 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Polish Advanced - Module B | BB213EGB | Adv | Brookfield | Tue | 11 Jan 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Polish Advanced - Module C | BB213EGC | Adv | Brookfield | Tue | 03 May 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Polish Breakthrough - Module A | BB126EGA | Brk | Brookfield | Mon | 13 Sep 10 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Polish Breakthrough - Module B | BB126EGB | Brk | Brookfield | Mon | 10 Jan 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Polish Breakthrough - Module C | BB126EGC | Brk | Brookfield | Mon | 09 May 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |

| Course title | Code | Level | Location | Day | Start date | Length | Time | A £ | B £ | C £ |
|---|----------|-------|---------------|-----|------------|--------|-------------|-----|-----|-----|
| Polish Intermediate - Module A | BB234EGA | Int | Brookfield | Tue | 14 Sep 10 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Polish Intermediate - Module B | BB234EGB | Int | Brookfield | Tue | 11 Jan 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Polish Intermediate - Module C | BB234EGC | Int | Brookfield | Tue | 03 May 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Portuguese | | | | | | | | | | |
| Portuguese Breakthrough - Module A | BB403EGA | Brk | Brookfield | Thu | 16 Sep 10 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Portuguese Breakthrough - Module B | BB403EGB | Brk | Brookfield | Thu | 13 Jan 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Portuguese Breakthrough - Module C | BB403EGC | Brk | Brookfield | Thu | 05 May 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Punjabi | | | | | | | | | | |
| Punjabi Breakthrough - Module A | BB310EGA | Brk | Brookfield | Wed | 15 Sep 10 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Punjabi Breakthrough - Module B | BB310EGB | Brk | Brookfield | Wed | 12 Jan 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Punjabi Breakthrough - Module C | BB310EGC | Brk | Brookfield | Wed | 04 May 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Spanish - Day | | | | | | | | | | |
| Spanish Preliminary - Module A | BB312DA | Prel | Brookfield | Wed | 15 Sep 10 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| Spanish Preliminary - Module B | BB312DB | Prel | Brookfield | Wed | 12 Jan 11 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| Spanish Preliminary - Module C | BB312DC | Prel | Brookfield | Wed | 04 May 11 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| Spanish Advanced - Module A | BB109DA | Adv | Brookfield | Mon | 13 Sep 10 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| Spanish Advanced - Module B | BB109DB | Adv | Brookfield | Mon | 10 Jan 11 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| Spanish Advanced - Module C | BB109DC | Adv | Brookfield | Mon | 09 May 11 | 10 | 10:00-12:00 | 63 | 49 | n/a |
| Spanish Breakthrough - Module A | BB404DA | Brk | Brookfield | Thu | 16 Sep 10 | 10 | 13:00-15:00 | 63 | 49 | n/a |
| Spanish Breakthrough - Module B | BB404DB | Brk | Brookfield | Thu | 13 Jan 11 | 10 | 13:00-15:00 | 63 | 49 | n/a |
| Spanish Breakthrough - Module C | BB404DC | Brk | Brookfield | Thu | 05 May 11 | 10 | 13:00-15:00 | 63 | 49 | n/a |
| Spanish Intermediate - Module A | BB311DA | Int | Brookfield | Wed | 15 Sep 10 | 10 | 13:00-15:00 | 63 | 49 | n/a |
| Spanish Intermediate - Module B | BB311DB | Int | Brookfield | Wed | 12 Jan 11 | 10 | 13:00-15:00 | 63 | 49 | n/a |
| Spanish Intermediate - Module C | BB311DC | Int | Brookfield | Wed | 04 May 11 | 10 | 13:00-15:00 | 63 | 49 | n/a |
| Spanish - Evening | | | | | | | | | | |
| Spanish Intermediate - Module A | RM303EA | Int | Ruislip Manor | Wed | 15 Sep 10 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Intermediate - Module B | RM303EB | Int | Ruislip Manor | Wed | 12 Jan 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Intermediate - Module C | RM303EC | Int | Ruislip Manor | Wed | 04 May 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Advanced - Module A | RR111EA | Adv | Ruislip | Mon | 13 Sep 10 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Advanced - Module A | RM103EA | Adv | Ruislip Manor | Mon | 13 Sep 10 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Advanced - Module A | SS403EA | Adv | Stockley | Thu | 16 Sep 10 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Advanced - Module B | RR111EB | Adv | Ruislip | Mon | 10 Jan 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Advanced - Module B | RM103EB | Adv | Ruislip Manor | Mon | 10 Jan 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Advanced - Module B | SS403EB | Adv | Stockley | Thu | 13 Jan 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Advanced - Module C | RR111EC | Adv | Ruislip | Mon | 09 May 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Advanced - Module C | RM103EC | Adv | Ruislip Manor | Mon | 09 May 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Advanced - Module C | SS403EC | Adv | Stockley | Thu | 05 May 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Breakthrough - Module A | BB215EA | Brk | Brookfield | Tue | 14 Sep 10 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Breakthrough - Module A | BB405EA | Brk | Brookfield | Thu | 16 Sep 10 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Breakthrough - Module A | RR311EA | Brk | Ruislip | Wed | 15 Sep 10 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Breakthrough - Module B | BB215EB | Brk | Brookfield | Tue | 11 Jan 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Breakthrough - Module B | BB405EB | Brk | Brookfield | Thu | 13 Jan 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Breakthrough - Module B | RR311EB | Brk | Ruislip | Wed | 12 Jan 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Breakthrough - Module C | BB215EC | Brk | Brookfield | Tue | 03 May 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Breakthrough - Module C | BB405EC | Brk | Brookfield | Thu | 05 May 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Breakthrough - Module C | RR311EC | Brk | Ruislip | Wed | 04 May 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Conversation & Culture - Module A | BB113EA | Con | Brookfield | Mon | 13 Sep 10 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Conversation & Culture - Module A | RR409EA | Con | Ruislip | Thu | 16 Sep 10 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Conversation & Culture - Module B | BB113EB | Con | Brookfield | Mon | 10 Jan 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Conversation & Culture - Module B | RR409EB | Con | Ruislip | Thu | 13 Jan 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |

| Course title | Code | Level | Location | Day | Start date | Length | Time | A £ | B £ | C £ |
|---|----------|-------|---------------|-----|------------|--------|-------------|-----|-----|-----|
| Spanish Conversation & Culture - Module C | BB113EC | Con | Brookfield | Mon | 09 May 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Conversation & Culture - Module C | RR409EC | Con | Ruislip | Thu | 05 May 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Intermediate - Module A | RR211EA | Int | Ruislip | Tue | 14 Sep 10 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Intermediate - Module B | RR211EB | Int | Ruislip | Tue | 11 Jan 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Intermediate - Module C | RR211EC | Int | Ruislip | Tue | 03 May 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Preliminary - Module A | BB313EA | Prel | Brookfield | Wed | 15 Sep 10 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Preliminary - Module A | RM204EA | Prel | Ruislip Manor | Tue | 14 Sep 10 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Preliminary - Module B | BB313EB | Prel | Brookfield | Wed | 12 Jan 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Preliminary - Module B | RM204EB | Prel | Ruislip Manor | Tue | 11 Jan 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Preliminary - Module C | BB313EC | Prel | Brookfield | Wed | 04 May 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Spanish Preliminary - Module C | RM204EC | Prel | Ruislip Manor | Tue | 03 May 11 | 10 | 19:30-21:30 | 63 | 49 | n/a |
| Urdu | | | | | | | | | | |
| Urdu Breakthrough - Module A | BB216EGA | Brk | Brookfield | Tue | 14 Sep 10 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Urdu Breakthrough - Module B | BB216EGB | Brk | Brookfield | Tue | 11 Jan 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |
| Urdu Breakthrough - Module C | BB216EGC | Brk | Brookfield | Tue | 03 May 11 | 10 | 19:30-21:00 | 73 | 56 | n/a |

Small Group Tuition

To maximise opportunities for language learning, Hillingdon Adult Education is running language courses for small groups of six learners or more. Learners who enrol on these courses will pay the Small Group (6-9 learners) fee initially. Should there be more than 9 learners enrolled, the fee will be adjusted.

Fees for most language classes are based on a minimum of 10 learners per class. Should there be fewer than 10 learners enrolled, the course will be offered at the Small Group fee subject to the agreement of individual learners.

Any changes in fees arising from the size of the group will be explained at the beginning of the course.

Foreign Language Clubs

We host many Language Clubs which enable residents to extend and practise their language skills in a friendly and supportive environment. The Clubs cater for all levels and draw from their language, literature and culture.

The Clubs will meet monthly. For more information contact the Clubs direct:

| | |
|---------|---------------------------------|
| French | 01895 253472 |
| German | 020 8429 1921 |
| Italian | hillingdonitalianclub@gmail.com |
| Spanish | 01753 654706 |

Language for Business

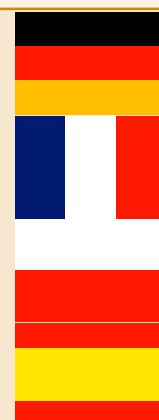
Do you want to keep your Business competitive?.....

In conjunction with Haydon School we are pleased to be offering language courses for business users to improve their day to day communication skills in the following languages.

French, German, Spanish and Polish

These courses are tailored specifically for business use.

For further details please contact our Languages team 01895 676690





Wider Family Learning

What is Family Learning?

The courses are designed for adults and children to participate in together (Maximum of 2 children per adult).

You can develop a variety of skills and enjoy new experiences together as a family. All family members are welcome including grandparents, aunts, uncles, stepfamilies, foster families and, of course, parents.

Enrolment Policy for Wider Family Learning

Families may only enrol on a maximum of 3 courses. This allows others to have the opportunity to experience these courses. However, we are happy to place your name on a waiting list and, if spaces are available, you may be able to attend more than 3.

Please note a deposit of £20 per family unit is required, which is refundable upon 75% attendance of the course. Should you wish to cancel your enrolment you are required to give 48 hours notice in order to receive a full refund. Some WFL courses incur resource costs: see the course information sheet for further details on individual course costs.

| Course title | Code | Level | Location | Day | Start date | Length | Time | A £ | B £ | C £ |
|---------------------------------|--------|--------------|---------------------------|--------|------------|--------|-------------|------|------|-----|
| Active Learning | | | | | | | | | | |
| Paddle Your own Kayak/Canoe | SX604D | Entry/ L1 | HOAC | Sat | 11 Sep 10 | 3 | 14:00-17:20 | Free | Free | n/a |
| Paddle Your own Kayak/Canoe | SX701D | Entry/ L1 | HOAC | Sun | 13 Mar 11 | 3 | 14:00-17:20 | Free | Free | n/a |
| Paddle Your own Kayak/Canoe | SX702D | Entry/ L1 | HOAC | Sun | 12 Jun 11 | 3 | 14:00-17:20 | Free | Free | n/a |
| Paddle Your own Kayak/Canoe | SX605D | L1/2 | HOAC | Sat | 11 Sep 10 | 3 | 10:15-13:35 | Free | Free | n/a |
| Paddle Your own Kayak/Canoe | SX703D | L1/2 | HOAC | Sun | 13 Mar 11 | 3 | 10:15-13:35 | Free | Free | n/a |
| Paddle Your own Kayak/Canoe | SX704D | L1/2 | HOAC | Sun | 12 Jun 11 | 3 | 10:15-13:35 | Free | Free | n/a |
| Bushcraft and Wilderness Living | SX801D | Mixed | Earleywood | Sat/Su | 02 Oct 10 | 2 days | 10:00-15:30 | Free | Free | n/a |
| Bushcraft and Wilderness Living | SX802D | Mixed | Earleywood | Sat/Su | 05 Mar 11 | 2 days | 10:00-15:30 | Free | Free | n/a |
| Bushcraft and Wilderness Living | SX803D | Mixed | Earleywood | Sat/Su | 21 May 11 | 2 days | 10:00-15:30 | Free | Free | n/a |
| Go Walk About | SX601D | Mixed | Ruislip Bayhurst Woods | Sat | 09 Oct 10 | 2 | 10:00-15:30 | Free | Free | n/a |
| Go Walk About | SX602D | Mixed | Ruislip Bayhurst Woods | Sat | 12 Mar 11 | 2 | 10:00-15:30 | Free | Free | n/a |
| Go Walk About | SX603D | Mixed | Ruislip Bayhurst Woods | Sat | 30 Apr 11 | 2 | 10:00-15:30 | Free | Free | n/a |
| Rockfrog Rock Climbing | SX710D | Mixed | Brunel University | Sun | 07 Nov 10 | 4 | 10:00-12:30 | Free | Free | n/a |
| Rockfrog Rock Climbing | SX705D | Mixed | Brunel University | Sun | 07 Nov 10 | 4 | 13:00-15:30 | Free | Free | n/a |
| Rockfrog Rock Climbing | SX706D | Mixed | Brunel University | Sun | 23 Jan 11 | 4 | 10:00-12:30 | Free | Free | n/a |
| Rockfrog Rock Climbing | SX707D | Mixed | Brunel University | Sun | 23 Jan 11 | 4 | 13:00-15:30 | Free | Free | n/a |
| Rockfrog Rock Climbing | SX708D | Mixed | Brunel University | Sun | 08 May 11 | 4 | 10:00-12:30 | Free | Free | n/a |
| Rockfrog Rock Climbing | SX709D | Mixed | Brunel University | Sun | 08 May 11 | 4 | 13:00-15:30 | Free | Free | n/a |
| Self Defence | BB608D | Mixed | Brookfield | Sat | 06 Nov 10 | 5 | 10:00-12:00 | Free | Free | n/a |
| Taste for Adventure Activities | RX601D | Mixed | Ruislip - various | Sat | 06 Nov 10 | 4 | 10:30-13:00 | Free | Free | n/a |
| Taste for Adventure Activities | RX602D | Mixed | Ruislip - various | Sat | 29 Jan 11 | 4 | 10:30-13:00 | Free | Free | n/a |
| Taste for Adventure Activities | RX603D | Mixed | Ruislip - various | Sat | 11 Jun 11 | 4 | 10:30-13:00 | Free | Free | n/a |
| Young Life Savers | BB609D | Mixed | Brookfield | Sat | 22 Jan 11 | 4 | 13:00-15:30 | Free | Free | n/a |
| Young Life Savers | BB610D | Mixed | Brookfield | Sat | 07 May 11 | 4 | 13:00-15:30 | Free | Free | n/a |

Arts and Crafts

| | | | | | | | | | | |
|--|--------|-------|----------------------|-----|-----------|---|-------------|------|------|-----|
| Art Club | BB611D | Mixed | Brookfield | Sat | 06 Nov 10 | 4 | 13:00-15:30 | Free | Free | n/a |
| Art Club | BB612D | Mixed | Brookfield | Sat | 05 Mar 11 | 4 | 13:00-15:30 | Free | Free | n/a |
| Art Club | BB613D | Mixed | Brookfield | Sat | 07 May 11 | 4 | 13:00-15:30 | Free | Free | n/a |
| Calligraphy Skills | BB614D | Mixed | Brookfield | Sat | 06 Nov 10 | 2 | 10:00-15:30 | Free | Free | n/a |
| Calligraphy Skills | BB615D | Mixed | Brookfield | Sat | 19 Mar 11 | 2 | 10:00-15:30 | Free | Free | n/a |
| Christmas Cards, Wrapping and Decorations | BB616D | Mixed | Brookfield | Sat | 27 Nov 10 | 2 | 10:00-15:30 | Free | Free | n/a |
| Christmas Crafts | RF401D | Mixed | Harefield Academy | Thu | 11 Nov 10 | 5 | 16:00-18:00 | Free | Free | n/a |
| Creative Arts and Crafts | BB617D | Mixed | Brookfield | Sat | 18 Sep 10 | 2 | 10:00-15:30 | Free | Free | n/a |

Minimum Ages for Family Learning Courses

All the Active Learning courses are suitable for children age 8+. Several courses are suitable for children age 7+, and some courses suitable for pre-school age children. Please check the minimum age on the course information sheet.

For more information regarding rock climbing or kayak/canoe courses please visit www.rockfrogs.co.uk or telephone 01344 622918

| Course title | Code | Level | Location | Day | Start date | Length | Time | A £ | B £ | C £ |
|------------------------------------|--------|-------|-------------------|-------------|------------|--------|-------------|------|------|-----|
| Creative Arts and Crafts | RF402D | Mixed | Harefield Academy | Thu | 03 Mar 11 | 5 | 16:00-18:00 | Free | Free | n/a |
| Creative Arts and Crafts | RM803D | Mixed | Ruislip Manor | Wed/ Thu | 27 Oct 10 | 2 days | 10:00-15:30 | Free | Free | n/a |
| Easter Activities | BB812D | Mixed | Brookfield | Mon/ Tue | 11 Apr 11 | 2 days | 10:00-15:30 | Free | Free | n/a |
| Easter Activities | RF801D | Mixed | Harefield Academy | Wed/ Thu | 24 Nov 10 | 2 days | 10:00-15:30 | Free | Free | n/a |
| Family Portraits | BB618D | Mixed | Brookfield | Sat | 05 Mar 11 | 4 | 10:00-12:30 | Free | Free | n/a |
| Fathers Day Cards and Gifts | BB619D | Mixed | Brookfield | Sat | 11 Jun 11 | 2 | 10:00-15:30 | Free | Free | n/a |
| Halloween Activities | BB813D | Mixed | Brookfield | Mon/ Tue | 25 Oct 10 | 2 days | 10:00-15:30 | Free | Free | n/a |
| Junior Art Club | BB620D | Mixed | Brookfield | Sat | 02 Oct 10 | 4 | 10:00-12:30 | Free | Free | n/a |
| Junior Art Club | BB621D | Mixed | Brookfield | Sat | 15 Jan 11 | 4 | 10:00-12:30 | Free | Free | n/a |
| Junior Art Club | BB622D | Mixed | Brookfield | Sat | 30 Apr 11 | 4 | 10:00-12:30 | Free | Free | n/a |
| Make Your Own Modern art | BB623D | Mixed | Brookfield | Sat | 06 Nov 10 | 4 | 10:00-12:30 | Free | Free | n/a |
| Make Your Own Modern art | BB624D | Mixed | Brookfield | Sat | 07 May 11 | 4 | 10:00-12:30 | Free | Free | n/a |
| Mothers Day Cards and Gifts | BB625D | Mixed | Brookfield | Sat | 26 Mar 11 | 2 | 10:00-15:30 | Free | Free | n/a |
| Playing Together | LL402D | Mixed | Longmead | Thu | 04 Nov 10 | 5 | 09:30-11:30 | Free | Free | n/a |
| Playing Together | LL403D | Mixed | Longmead | Thu | 03 Mar 11 | 5 | 09:30-11:30 | Free | Free | n/a |
| Playing Together | LL404D | Mixed | Longmead | Thu | 09 Jun 11 | 5 | 09:30-11:30 | Free | Free | n/a |
| Potty Pottery | HH205D | Mixed | Harlington | Tue | 21 Sep 10 | 4 | 15:45-18:15 | Free | Free | n/a |
| Potty Pottery | HH206D | Mixed | Harlington | Tue | 25 Jan 11 | 4 | 15:45-18:15 | Free | Free | n/a |
| Potty Pottery | HH207D | Mixed | Harlington | Tue | 07 Jun 11 | 4 | 15:45-18:15 | Free | Free | n/a |
| Story Sacks | LL405D | Mixed | Longmead | Thu | 23 Sep 10 | 5 | 09:30-11:30 | Free | Free | n/a |
| Story Sacks | LL406D | Mixed | Longmead | Thu | 20 Jan 11 | 5 | 09:30-11:30 | Free | Free | n/a |
| Story Sacks | LL407D | Mixed | Longmead | Thu | 28 Apr 11 | 5 | 09:30-11:30 | Free | Free | n/a |
| Computers and ICT | | | | | | | | | | |
| IT for Beginners | RF404D | E3 | Harefield Academy | Thu | 23 Sep 10 | 5 | 16:00-18:00 | Free | Free | n/a |
| Create Your Own Book | BB626D | Mixed | Brookfield | Sat | 06 Nov 10 | 5 | 10:00-12:00 | Free | Free | n/a |
| Create Your Own Book | HH606D | Mixed | Harlington | Sat | 30 Apr 11 | 5 | 10:00-12:00 | Free | Free | n/a |
| Design and Fun with IT | HH607D | Mixed | Harlington | Sat | 18 Sep 10 | 5 | 13:00-15:00 | Free | Free | n/a |
| Emails and the Internet | BB627D | Mixed | Brookfield | Sat | 15 Jan 11 | 5 | 13:00-15:00 | Free | Free | n/a |
| Emails and the Internet | BB628D | Mixed | Brookfield | Sat | 11 Jun 11 | 5 | 13:00-15:00 | Free | Free | n/a |
| First Steps in IT | BB629D | Mixed | Brookfield | Sat | 18 Sep 10 | 5 | 10:00-12:00 | Free | Free | n/a |
| First Steps in IT | BB630D | Mixed | Brookfield | Sat | 11 Jun 11 | 5 | 10:00-12:00 | Free | Free | n/a |
| First Steps in IT | RF403D | Mixed | Harefield Academy | Thu | 13 Jan 11 | 5 | 16:00-18:00 | Free | Free | n/a |
| First Steps in IT | HH608D | Mixed | Harlington | Sat | 15 Jan 11 | 5 | 10:00-12:00 | Free | Free | n/a |
| Get Creative with IT | BB814D | Mixed | Brookfield | Wed/ Thu | 27 Oct 10 | 2 days | 09:30-15:00 | Free | Free | n/a |
| Intro to IT and Powerpoint | BB815D | Mixed | Brookfield | Wed/ Thu | 13 Apr 11 | 2 days | 09:30-15:00 | Free | Free | n/a |
| Make a start with Word Art | RM802D | Mixed | Ruislip Manor | Tue/ Wed | 22 Feb 11 | 2 days | 09:30-15:00 | Free | Free | n/a |
| Cookery | | | | | | | | | | |
| Come Dine with Us | HH304D | Mixed | Harlington | Wed | 29 Sep 10 | 4 | 15:45-18:15 | Free | Free | n/a |
| Come Dine with Us | HH305D | Mixed | Harlington | Wed | 02 Mar 11 | 4 | 15:45-18:15 | Free | Free | n/a |
| Come Dine with Us | HH306D | Mixed | Harlington | Wed | 08 Jun 11 | 4 | 15:45-18:15 | Free | Free | n/a |
| Cookery | HH609D | Mixed | Harlington | Sat | 04 Dec 10 | 2 | 09:30-15:00 | Free | Free | n/a |

| Course title | Code | Level | Location | Day | Start date | Length | Time | A £ | B £ | C £ |
|----------------------------|--------|-------|------------|-----|------------|--------|-------------|------|------|-----|
| Cookery | HH610D | Mixed | Harlington | Sat | 05 Mar 11 | 2 | 09:30-15:00 | Free | Free | n/a |
| Cookery | HH611D | Mixed | Harlington | Sat | 25 Jun 11 | 2 | 09:30-15:00 | Free | Free | n/a |
| Healthy Eating on a Budget | HH612D | Mixed | Harlington | Sat | 18 Sep 10 | 2 | 09:30-15:00 | Free | Free | n/a |
| Healthy Eating on a Budget | HH613D | Mixed | Harlington | Sat | 22 Jan 11 | 2 | 09:30-15:00 | Free | Free | n/a |
| Healthy Eating on a Budget | HH614D | Mixed | Harlington | Sat | 07 May 11 | 2 | 09:30-15:00 | Free | Free | n/a |

Flowers and Floristry

| | | | | | | | | | | |
|-----------------------|--------|-------|------------|-----|-----------|---|-------------|------|------|-----|
| Fabulous Flowers | BB631D | Mixed | Brookfield | Sat | 12 Feb 11 | 2 | 10:00-15:30 | Free | Free | n/a |
| Fun Flowers | BB632D | Mixed | Brookfield | Sat | 09 Oct 10 | 2 | 10:00-15:30 | Free | Free | n/a |
| Fun Flowers | BB633D | Mixed | Brookfield | Sat | 25 Jun 11 | 2 | 10:00-15:30 | Free | Free | n/a |
| Grow Your Own Veggies | RR312D | Mixed | Ruislip | Wed | 27 Apr 11 | 5 | 16:00-18:00 | Free | Free | n/a |
| Grow Your Own Veggies | RR410D | Mixed | Ruislip | Thu | 09 Jun 11 | 5 | 16:00-18:00 | Free | Free | n/a |

Languages

| | | | | | | | | | | |
|------------------------------|--------|-------|---------------|-----|-----------|----|-------------|------|------|-----|
| British Sign Language Unit 1 | BB634D | L1 | Brookfield | Sat | 18 Sep 10 | 10 | 13:30-15:30 | Free | Free | n/a |
| British Sign Language Unit 1 | BB635D | L1 | Brookfield | Sat | 15 Jan 11 | 10 | 13:30-15:30 | Free | Free | n/a |
| French | BB323D | Mixed | Brookfield | Wed | 02 Mar 11 | 5 | 16:00-18:00 | Free | Free | n/a |
| French | RM111D | Mixed | Ruislip Manor | Mon | 06 Jun 11 | 5 | 16:00-18:00 | Free | Free | n/a |
| French | RM207D | Mixed | Ruislip Manor | Tue | 02 Nov 10 | 5 | 16:00-18:00 | Free | Free | n/a |
| Parlez Vous Francais | BB636D | Mixed | Brookfield | Sat | 06 Nov 10 | 5 | 13:00-15:00 | Free | Free | n/a |
| Parlez Vous Francais | BB637D | Mixed | Brookfield | Sat | 05 Mar 11 | 5 | 10:00-12:00 | Free | Free | n/a |
| Parlez Vous Francais | BB638D | Mixed | Brookfield | Sat | 11 Jun 11 | 5 | 13:00-15:00 | Free | Free | n/a |
| Spanish Por Favour | BB639D | Mixed | Brookfield | Sat | 18 Sep 10 | 5 | 10:00-12:00 | Free | Free | n/a |
| Spanish Por Favour | BB640D | Mixed | Brookfield | Sat | 15 Jan 11 | 5 | 13:00-15:00 | Free | Free | n/a |
| Spanish Por Favour | BB641D | Mixed | Brookfield | Sat | 30 Apr 11 | 5 | 10:00-12:00 | Free | Free | n/a |

Performing Arts

Dance

| | | | | | | | | | | |
|---------------|--------|-------|------------|-----|-----------|---|-------------|------|------|-----|
| Dance Variety | BB642D | Mixed | Brookfield | Sat | 25 Sep 10 | 5 | 10:00-12:00 | Free | Free | n/a |
| Dance Variety | BB643D | Mixed | Brookfield | Sat | 22 Jan 11 | 5 | 10:00-12:00 | Free | Free | n/a |
| Let's Salsa! | BB644D | Mixed | Brookfield | Sat | 06 Nov 10 | 5 | 10:00-12:00 | Free | Free | n/a |
| Let's Salsa! | BB645D | Mixed | Brookfield | Sat | 05 Mar 11 | 5 | 10:00-12:00 | Free | Free | n/a |

Music

| | | | | | | | | | | |
|-----------------|--------|-------|---------------|-----|-----------|---|-------------|------|------|-----|
| Singing For Fun | RM208D | Mixed | Ruislip Manor | Tue | 21 Sep 10 | 5 | 16:00-18:00 | Free | Free | n/a |
| Singing For Fun | RM209D | Mixed | Ruislip Manor | Tue | 18 Jan 11 | 5 | 16:00-18:00 | Free | Free | n/a |
| Singing For Fun | RM210D | Mixed | Ruislip Manor | Tue | 03 May 11 | 5 | 16:00-18:00 | Free | Free | n/a |

Sewing and Knitting

| | | | | | | | | | | |
|---------------------|--------|-------|---------------|-----|-----------|---|-------------|------|------|-----|
| Creative Embroidery | BB646D | Mixed | Brookfield | Sat | 26 Mar 11 | 2 | 09:30-15:00 | Free | Free | n/a |
| Get Knitting | RM211D | Mixed | Ruislip Manor | Tue | 01 Mar 11 | 5 | 16:00-18:00 | Free | Free | n/a |
| Make a Tote Bag | BB647D | Mixed | Brookfield | Sat | 11 Jun 11 | 2 | 09:30-15:00 | Free | Free | n/a |

Other Wider Family Learning courses take place as part of the Extended Schools Programme. See your local Primary School for details.

Introducing new and exciting programmes for 'Apple Mac' users or those who wish to use 'Apple Macs'.

The London Borough of Hillingdon is proud to introduce courses which will support people to use Apple Mac applications. This introductory programme consists of

iMacs Foundation will cover topics such as

- Explaining the differences between Windows and Apple software
- Exploring and learning to navigate the Operating System
- Exploring Software options and their applications

iMacs Intermediate will give a deeper look at the range and application of pre installed software which comes with iMac

- iPhoto '09
- iMovie '09
- GarageBand '09
- iWeb '09
- iDVD

Please note, if you do not already own a Mac and wish to practise your newly acquired skills, many libraries in Hillingdon now have iMacs installed for residents use.

| iMac Applications | | | | | | | | | | |
|-------------------|--------|----|------------|-----|-----------|----|-------------|----|----|-----|
| iMovie | BB226D | L1 | Brookfield | Tue | 21 Sep 10 | 10 | 16:00-18:00 | 68 | 54 | n/a |
| iDVD | BB225D | L2 | Brookfield | Tue | 18 Jan 11 | 5 | 16:00-18:00 | 45 | 41 | n/a |
| iDVD | BB512D | L2 | Brookfield | Fri | 05 Nov 10 | 5 | 09:30-11:30 | 44 | 40 | n/a |
| iMac GarageBand | BB116E | L2 | Brookfield | Mon | 27 Sep 10 | 10 | 19:00-21:00 | 68 | 54 | n/a |
| iMac GarageBand | BB606D | L2 | Brookfield | Sat | 18 Sep 10 | 10 | 10:00-12:00 | 68 | 54 | n/a |
| iMac GarageBand | BB607D | L2 | Brookfield | Sat | 15 Jan 11 | 10 | 10:00-12:00 | 68 | 54 | n/a |
| iMovie | BB513D | L2 | Brookfield | Fri | 14 Jan 11 | 10 | 09:30-11:30 | 68 | 54 | n/a |
| iPhoto | BB227D | L2 | Brookfield | Tue | 01 Mar 11 | 5 | 16:00-18:00 | 44 | 40 | n/a |
| iPhoto | BB514D | L2 | Brookfield | Fri | 24 Sep 10 | 5 | 09:30-11:30 | 44 | 40 | n/a |
| iMac Foundation | | | | | | | | | | |
| iMac Foundation | BB117D | L1 | Brookfield | Mon | 13 Sep 10 | 10 | 16:00-18:00 | 68 | 54 | n/a |
| iMac Foundation | BB228E | L1 | Brookfield | Tue | 16 Nov 10 | 10 | 19:00-21:00 | 68 | 54 | n/a |
| iMac Intermediate | | | | | | | | | | |
| iMac Intermediate | BB118D | L1 | Brookfield | Mon | 17 Jan 11 | 10 | 16:00-18:00 | 68 | 54 | n/a |
| iMac Intermediate | BB229E | L2 | Brookfield | Tue | 01 Mar 11 | 10 | 19:00-21:00 | 68 | 54 | n/a |

Coming Soon – Exciting new courses, see bespoke advertising.



ICT and Business

ICT

If you are learning for personal achievement, fun or professional development, we have an ICT class to suit you. All of our courses are tutor led so you will always have someone to support you during your learning with us.

New Way Forward for ICT Courses

We are pleased to be able to offer our ICT Classes under a different format for this year. Many of our learners want to be able to learn ICT skills for fun and personal development but do not want to take an exam. This year all courses are offered as non exam. Full supporting syllabus will be covered for various exam boards but as a learner you will be able to chose after each module if you want to take an exam or not, which you can then book separately on one of our many testing days. For further information visit the website www.hae-acl.ac.uk or contact the Brookfield centre.

ICT Accreditation

We offer testing only across accrediting bodies. You may have done a course with us and want to take an exam or have existing ICT skills but no qualifications and wish to validate your skills either for employment or for personal development, by taking an exam.

We are able to offer the following as testing only OCR CLAIT/ITQ exams levels 1 and 2, ECDL at Levels 1, 2 and 3.

Basic IT are entry level classes guiding you from the basics of turning on a computer to becoming familiar with computer software and hardware.

A Foundation course helps you to consolidate, build on your skills and become positive in your ability to use them to undertake a range of different tasks independently.

Our Intermediate qualification courses will give you the opportunity of developing highly prized ICT skills, so you can be confident in their use and be able to apply those skills effectively within your place of work.

Advanced courses are more demanding and you will begin to identify how you can best utilise your range of skills across applications.

Business

Bookkeeping & Accounts

| | | | | | | | | | | |
|--------------|--------|----|------------|-----|-----------|----|-------------|----|----|-----|
| Sage Level 1 | BB604D | L1 | Brookfield | Sat | 11 Sep 10 | 10 | 10:00-12:00 | 68 | 54 | n/a |
| Sage Level 2 | BB605D | L2 | Brookfield | Sat | 15 Jan 11 | 10 | 10:00-12:00 | 68 | 54 | n/a |

Computing

Advanced IT Skills

| | | | | | | | | | | |
|-------------------------------|--------|----|------------|-----|-----------|----|-------------|-----|----|-----|
| Advanced Skills in Database | BB314E | L3 | Brookfield | Wed | 02 Mar 11 | 14 | 19:00-21:30 | 104 | 80 | n/a |
| Advanced Skills in Excel | BB315E | L3 | Brookfield | Wed | 06 Oct 10 | 14 | 19:00-21:30 | 104 | 80 | n/a |
| Advanced Skills in PowerPoint | BB114D | L3 | Brookfield | Mon | 28 Mar 11 | 12 | 09:30-12:30 | 107 | 81 | n/a |
| Advanced Skills in PowerPoint | BB663D | L3 | Brookfield | Sat | 18 Sep 10 | 12 | 09:30-12:30 | 107 | 81 | n/a |
| Advanced Skills in Word | BB115D | L3 | Brookfield | Mon | 01 Nov 10 | 12 | 09:30-12:30 | 107 | 81 | n/a |
| Advanced Skills in Word | BB664D | L3 | Brookfield | Sat | 15 Jan 11 | 12 | 09:30-12:30 | 107 | 81 | n/a |

Application

| | | | | | | | | | | |
|--------------------|--------|----|------------|-----|-----------|---|-------------|----|----|-----|
| Desktop Publishing | BB406D | L2 | Brookfield | Thu | 16 Sep 10 | 6 | 09:30-12:00 | 56 | 46 | n/a |
|--------------------|--------|----|------------|-----|-----------|---|-------------|----|----|-----|

Basic IT Skills

| | | | | | | | | | | |
|------------------|--------|--------|---------------|-----|-----------|----|-------------|----|----|-----|
| Basic IT Skills | BB217D | Ent/L1 | Brookfield | Tue | 14 Sep 10 | 2 | 09:30-12:30 | 40 | 40 | n/a |
| Basic IT Skills | BB316D | Ent/L1 | Brookfield | Wed | 03 Nov 10 | 3 | 12:30-14:30 | 40 | 40 | n/a |
| Basic IT Skills | BB407E | Ent/L1 | Brookfield | Thu | 04 Nov 10 | 2 | 18:30-21:30 | 40 | 40 | n/a |
| Basic IT Skills | HH101D | Ent/L1 | Harlington | Mon | 01 Nov 10 | 3 | 10:00-12:00 | 40 | 40 | n/a |
| Basic IT Skills | HH601D | Ent/L1 | Harlington | Sat | 11 Sep 10 | 3 | 10:00-12:00 | 40 | 40 | n/a |
| Basic IT Skills | RM104D | Ent/L1 | Ruislip Manor | Mon | 13 Sep 10 | 3 | 10:00-12:00 | 40 | 40 | n/a |
| Basic IT Skills | RM105E | Ent/L1 | Ruislip Manor | Mon | 13 Sep 10 | 3 | 19:00-21:00 | 40 | 40 | n/a |
| Basic IT Skills | RM205D | Ent/L1 | Ruislip Manor | Tue | 14 Sep 10 | 3 | 13:00-15:00 | 40 | 40 | n/a |
| Basic IT Skills | RM304D | Ent/L1 | Ruislip Manor | Wed | 13 Oct 10 | 2 | 09:30-12:30 | 40 | 40 | n/a |
| Basic IT Skills | RM501D | Ent/L1 | Ruislip Manor | Fri | 17 Sep 10 | 3 | 13:30-15:30 | 40 | 40 | n/a |
| Basic IT Skills | SS202E | Ent/L1 | Stockley | Tue | 05 Oct 10 | 3 | 19:30-21:30 | 40 | 40 | n/a |
| Basic IT Skills | SS404D | Ent/L1 | Stockley | Thu | 07 Oct 10 | 2 | 10:00-13:00 | 40 | 40 | n/a |
| Internet & Email | BB218D | L1 | Brookfield | Tue | 28 Sep 10 | 4 | 09:30-11:30 | 40 | 40 | n/a |
| Internet & Email | BB408E | L1 | Brookfield | Thu | 18 Nov 10 | 4 | 19:00-21:00 | 40 | 40 | n/a |
| Internet & Email | HH203D | L1 | Harlington | Tue | 28 Sep 10 | 4 | 10:00-12:00 | 40 | 40 | n/a |
| Internet & Email | SS301D | L1 | Stockley | Wed | 15 Sep 10 | 4 | 09:30-11:30 | 40 | 40 | n/a |
| IT Online | BB317D | L1 | Brookfield | Wed | 15 Sep 10 | 10 | 09:30-11:30 | 68 | 54 | n/a |
| IT Online | BB409E | L1 | Brookfield | Thu | 13 Jan 11 | 10 | 19:00-21:00 | 68 | 54 | n/a |
| IT Online | HH204D | L1 | Harlington | Tue | 02 Nov 10 | 10 | 10:00-12:00 | 68 | 54 | n/a |
| IT Online | RM106E | L1 | Ruislip Manor | Mon | 04 Oct 10 | 10 | 19:00-21:00 | 68 | 54 | n/a |
| IT Online | RM305D | L1 | Ruislip Manor | Wed | 19 Jan 11 | 10 | 10:00-12:00 | 68 | 54 | n/a |

Foundation IT Skills

| | | | | | | | | | | |
|---|--------|----|---------------|-----|-----------|---|-------------|----|----|-----|
| Foundation Skills in Desktop Publishing | RM502D | L1 | Ruislip Manor | Fri | 14 Jan 11 | 6 | 13:30-16:00 | 56 | 46 | n/a |
| Foundation Skills in Excel | BB318D | L1 | Brookfield | Wed | 12 Jan 11 | 3 | 12:30-14:30 | 40 | 40 | n/a |
| Foundation Skills in IT | BB220D | L1 | Brookfield | Tue | 02 Nov 10 | 6 | 09:30-12:30 | 63 | 51 | n/a |
| Foundation Skills in IT | BB219D | L1 | Brookfield | Tue | 02 Nov 10 | 6 | 09:30-12:30 | 63 | 51 | n/a |
| Foundation Skills in IT | HH102D | L1 | Harlington | Mon | 22 Nov 10 | 9 | 10:00-12:00 | 63 | 51 | n/a |
| Foundation Skills in IT | HH602D | L1 | Harlington | Sat | 02 Oct 10 | 9 | 10:00-12:00 | 63 | 51 | n/a |
| Foundation Skills in IT | RM107D | L1 | Ruislip Manor | Mon | 04 Oct 10 | 6 | 09:30-12:30 | 63 | 51 | n/a |
| Foundation Skills in IT | RM206D | L1 | Ruislip Manor | Tue | 05 Oct 10 | 9 | 13:00-15:00 | 63 | 51 | n/a |
| Foundation Skills in IT | RM306D | L1 | Ruislip Manor | Wed | 03 Nov 10 | 7 | 10:00-12:30 | 63 | 51 | n/a |
| Foundation Skills in IT | RM503D | L1 | Ruislip Manor | Fri | 08 Oct 10 | 9 | 13:30-15:30 | 63 | 51 | n/a |
| Foundation Skills in IT | SS203E | L1 | Stockley | Tue | 02 Nov 10 | 7 | 19:00-21:30 | 63 | 51 | n/a |
| Foundation Skills in IT | SS405D | L1 | Stockley | Thu | 04 Nov 10 | 6 | 10:00-13:00 | 63 | 51 | n/a |

| Course title | Code | Level | Location | Day | Start date | Length | Time | A £ | B £ | C £ |
|---|--------|-------|---------------|-----|------------|--------|-------------|-----|-----|-----|
| Foundation Skills in PowerPoint | BB324D | L1 | Brookfield | Wed | 02 Feb 11 | 3 | 12:30-14:30 | 40 | 40 | n/a |
| Foundation Skills in Word | BB319D | L1 | Brookfield | Wed | 24 Nov 10 | 3 | 12:30-14:30 | 40 | 40 | n/a |
| Graphics & Design | | | | | | | | | | |
| Photoshop Foundation | BB221D | L1 | Brookfield | Tue | 28 Sep 10 | 10 | 16:30-18:30 | 68 | 54 | n/a |
| Photoshop Intermediate | BB222D | L1/2 | Brookfield | Tue | 11 Jan 11 | 10 | 16:30-18:30 | 68 | 54 | n/a |
| Photoshop Plus | BB223D | L2 | Brookfield | Tue | 10 May 11 | 10 | 16:30-18:30 | 68 | 54 | n/a |
| Intermediate IT Skills | | | | | | | | | | |
| Intermediate Skills in Excel | HH103D | L2 | Harlington | Mon | 20 Jun 11 | 5 | 09:30-12:30 | 56 | 46 | n/a |
| Intermediate Skills in Access | RM402E | L2 | Ruislip Manor | Thu | 05 May 11 | 6 | 19:00-21:30 | 56 | 46 | n/a |
| Intermediate Skills in Desktop Publishing | RM403E | L2 | Ruislip Manor | Thu | 13 Jan 11 | 6 | 19:00-21:30 | 56 | 46 | n/a |
| Intermediate Skills in Excel | BB320D | L2 | Brookfield | Wed | 27 Apr 11 | 5 | 11:30-14:30 | 56 | 46 | n/a |
| Intermediate Skills in Excel | HH301E | L2 | Harlington | Wed | 03 Nov 10 | 6 | 19:00-21:30 | 56 | 46 | n/a |
| Intermediate Skills in Excel | HH603D | L2 | Harlington | Sat | 30 Apr 11 | 6 | 10:00-12:30 | 56 | 46 | n/a |
| Intermediate Skills in Excel | RM108D | L2 | Ruislip Manor | Mon | 09 May 11 | 5 | 09:30-12:30 | 56 | 46 | n/a |
| Intermediate Skills in Excel | RM404E | L2 | Ruislip Manor | Thu | 03 Mar 11 | 6 | 19:00-21:30 | 56 | 46 | n/a |
| Intermediate Skills in Excel | SS406D | L2 | Stockley | Thu | 03 Mar 11 | 5 | 10:00-13:00 | 56 | 46 | n/a |
| Intermediate Skills in IT | BB224D | L2 | Brookfield | Tue | 11 Jan 11 | 18 | 09:30-12:00 | 128 | 97 | n/a |
| Intermediate Skills in IT | RM405D | L2 | Ruislip Manor | Thu | 23 Sep 10 | 18 | 13:00-15:30 | 128 | 97 | n/a |
| Intermediate Skills in IT | BX101E | L2 | Vyners School | Mon | 20 Sep 10 | 18 | 19:00-21:30 | 128 | 97 | n/a |
| Intermediate Skills in PowerPoint | BB321D | L2 | Brookfield | Wed | 08 Jun 11 | 5 | 11:30-14:30 | 56 | 46 | n/a |
| Intermediate Skills in PowerPoint | HH104D | L2 | Harlington | Mon | 09 May 11 | 5 | 09:30-12:30 | 56 | 46 | n/a |
| Intermediate Skills in PowerPoint | HH302E | L2 | Harlington | Wed | 12 Jan 11 | 6 | 19:00-21:30 | 56 | 46 | n/a |
| Intermediate Skills in PowerPoint | HH604D | L2 | Harlington | Sat | 15 Jan 11 | 6 | 10:00-12:30 | 56 | 46 | n/a |
| Intermediate Skills in PowerPoint | RM109D | L2 | Ruislip Manor | Mon | 17 Jan 11 | 5 | 09:30-12:30 | 56 | 46 | n/a |
| Intermediate Skills in PowerPoint | RM406E | L2 | Ruislip Manor | Thu | 04 Nov 10 | 6 | 19:00-21:30 | 56 | 46 | n/a |
| Intermediate Skills in PowerPoint | SS407D | L2 | Stockley | Thu | 28 Apr 11 | 5 | 10:00-13:00 | 56 | 46 | n/a |
| Intermediate Skills in Word | BB322D | L2 | Brookfield | Wed | 02 Mar 11 | 5 | 11:30-14:30 | 56 | 46 | n/a |
| Intermediate Skills in Word | HH105D | L2 | Harlington | Mon | 28 Feb 11 | 5 | 09:30-12:30 | 56 | 46 | n/a |
| Intermediate Skills in Word | HH303E | L2 | Harlington | Wed | 15 Sep 10 | 6 | 19:00-21:30 | 56 | 46 | n/a |
| Intermediate Skills in Word | HH605D | L2 | Harlington | Sat | 05 Mar 11 | 6 | 10:00-12:30 | 56 | 46 | n/a |
| Intermediate Skills in Word | RM110D | L2 | Ruislip Manor | Mon | 28 Feb 11 | 5 | 09:30-12:30 | 56 | 46 | n/a |
| Intermediate Skills in Word | RM407E | L2 | Ruislip Manor | Thu | 16 Sep 10 | 6 | 19:00-21:30 | 56 | 46 | n/a |
| Intermediate Skills in Word | SS408D | L2 | Stockley | Thu | 13 Jan 11 | 5 | 10:00-13:00 | 56 | 46 | n/a |
| Computing with Apple | | | | | | | | | | |
| iMac Applications | | | | | | | | | | |
| iMovie | BB226D | L1 | Brookfield | Tue | 21 Sep 10 | 10 | 16:00-18:00 | 68 | 54 | n/a |
| iDVD | BB225D | L2 | Brookfield | Tue | 18 Jan 11 | 5 | 16:00-18:00 | 44 | 40 | n/a |
| iDVD | BB512D | L2 | Brookfield | Fri | 05 Nov 10 | 5 | 09:30-11:30 | 44 | 40 | n/a |
| iMac GarageBand | BB116E | L2 | Brookfield | Mon | 27 Sep 10 | 10 | 19:00-21:00 | 68 | 54 | n/a |
| iMac GarageBand | BB606D | L2 | Brookfield | Sat | 18 Sep 10 | 10 | 10:00-12:00 | 68 | 54 | n/a |
| iMac GarageBand | BB607D | L2 | Brookfield | Sat | 15 Jan 11 | 10 | 10:00-12:00 | 68 | 54 | n/a |
| iMovie | BB513D | L2 | Brookfield | Fri | 14 Jan 11 | 10 | 09:30-11:30 | 68 | 54 | n/a |
| iPhoto | BB227D | L2 | Brookfield | Tue | 01 Mar 11 | 5 | 16:00-18:00 | 44 | 40 | n/a |
| iPhoto | BB514D | L2 | Brookfield | Fri | 24 Sep 10 | 5 | 09:30-11:30 | 44 | 40 | n/a |
| iMac Foundation | | | | | | | | | | |
| iMac Foundation | BB117D | L1 | Brookfield | Mon | 13 Sep 10 | 10 | 16:00-18:00 | 68 | 54 | n/a |
| iMac Foundation | BB228E | L1 | Brookfield | Tue | 16 Nov 10 | 10 | 19:00-21:00 | 68 | 54 | n/a |
| iMac Intermediate | | | | | | | | | | |
| iMac Intermediate | BB118D | L1 | Brookfield | Mon | 17 Jan 11 | 10 | 16:00-18:00 | 68 | 54 | n/a |
| iMac Intermediate | BB229E | L2 | Brookfield | Tue | 01 Mar 11 | 10 | 19:00-21:00 | 68 | 54 | n/a |

Basic IT Skills

If you are new to computers or want to be able to use applications such as Word Processing and Spreadsheets, you will need to demonstrate that you can use a mouse effectively, know your way around the keyboard and understand about saving your work. If you have no previous experience of using a computer you will have to complete a Basic IT or similar course to develop these skills. We then have a range of possible courses you can progress to such as Internet and Email. iMac Foundation or Foundation Skills in IT

Foundation Skills in IT

This course is designed for those who have limited ICT skills and who want to improve and develop their skills in using Microsoft Office applications such as Word, Excel and PowerPoint, additionally you will gain an understanding of basic Internet and Email. This is a level 1 course and on successful completion you could progress to an Intermediate Skills in IT Course or Intermediate Skills modules.

Intermediate Skills in IT

This course is designed for those people who already have a basic understanding and ability to use the Microsoft Office applications such as Word, Excel and PowerPoint and who wish to consolidate their skills so that you can be confident in their use and be able to apply those skills effectively at home or in the workplace. These are level 2 courses and on successful completion you could progress to an Advanced Skills in IT Course or Advanced Skills modules.

Advanced Skills in IT

These courses and modules are more demanding and are designed to develop your skills so that you are able to work independently with a high level of ICT competence. Skills gained through a greater in depth knowledge of MS office applications will enable you to utilise your skills effectively to solve ICT and Administration problems in the workplace and organise effectively at home. Four modules will be available Excel for Spreadsheets, Word Processing. PowerPoint for Presentations and Database using Access.

iMac Foundation

This course is designed for those who are new to using an Apple style computer such as the iMac and who want to improve and develop their skills, flexibly across different systems. iMacs can be used for a wide range of applications, both for entertainment as well as professionally. This introductory course will explore the differences between the Apple operating system and Windows, differences in navigation and provide a basic introduction to iMac applications. On successful completion of this course you can progress on to iMac Intermediate.

iMac Intermediate

The iMac Intermediate course will provide you with the opportunity to gain a more expansive and in depth of the software, looking at iDVD, iMovie, iPhoto, iWeb and GarageBand. These will enable you to gain a greater understanding and provide you with the skills to be able to explore these in greater depth. On successful completion of this course, should you wish you will be able to progress on to the iMac modules to expand your skills further, gain a full understanding of the applications and undertake some personal projects.



Skills for Life

Literacy and Numeracy courses

Could you boost your confidence by brushing up your reading, writing, spelling or grammar?

Could you improve your prospects if you felt more able to work things out using maths?

These are Skills for Life and you can develop your skills by joining our courses in Literacy or Numeracy.

All the classes are free to eligible learners but there is a minimum attendance of 80%.

The courses are run throughout the borough during the day, at family friendly times, or in the evening.

Which course is right for me?

If you are a new learner, then you will need to attend a 2-hour appointment so that we can meet you and identify the best class for you. This will include:

- a level-finder exercise,
- a chance to talk about your literacy or numeracy needs
- starting your learning plan.

When your level has been agreed, you will be offered a place on a course that best suits your needs.

Our courses cover all levels from very basic up to GCSE level.

Find out more by booking onto a level-finder today by calling 020 8569 1614.

Qualifications

Most of our courses lead to qualifications.

- At Entry Level you will work towards gaining a certificate.
- At Level 1 and Level 2 there is an on-line test.

Shorter Courses

Improve your employment chances and brush up your skills while getting a qualification. There is an opportunity to take the National Test in Literacy or Numeracy at Level 1 while taking these courses. These courses need Entry 3 level skills so you may need to join a class to build your skills.

Everyday Maths

“Better maths means more money” according to the latest research. You could join a course that tackles everyday problems like household budgeting and measuring for new furniture, curtains or carpets.

Return to work

Do you want to return to work or change your job and need to brush up on how to write your personal statement, CV and a job application letter? This course will help you prepare for the job application process.

Enhance your interview skills

Develop your presentation skills and improve your interview technique to get that job!

Improve your writing skills

Whether it's for an application form or in your existing job, good writing skills have never been more important. This course will help if you have to write assignments or essays.

GCSE English or Maths

Courses will be running day and evening from Sept – June. Please ring 020 8569 1613/4 for information.

Please note: GCSE English and Maths are not free.

Family Literacy, Language and Numeracy (FLLN)

We run short courses that help parents to support their children's development in language, reading, writing and maths as well as building parents' skills.

Some are for parents and children and others are for parents/carers only.

These free courses are held in schools or children centres and you can go on to other Skills for Life courses when you have completed them.

If you want to find out if there is a course in your child's school please ring 020 8569 1613/4.

Important Information

ESOL courses from September 2010

If you want to join an ESOL course you must phone Harlington ALC 020 8569 1613 to find out how to apply.

ESOL Courses are very popular so you may have to go on a placement list.

How much does it cost?

Concessionary fees are available if you (or your spouse) are on any of the following benefits:

- Jobseekers Allowance (JSA)
- Council Tax Benefit
- Housing Benefit
- Income support
- Working Tax Credit (and earning less than £15,276)
- Pension Credits (Guarantee Credit only)
- Employment & Support Allowance (ESA) - Income related

Or if you are the unwaged dependant of any of the above, or if you are a Community Offender, or if you are 16-18

You will need to bring the documents that show which benefits you get.

If you are employed, please contact Harlington Centre who can tell you how much the classes cost.

If you are not on benefits and you don't work, or if you earn less than £15,276 a year, we may be able to help you with the fees.

Please bring any documents you can to show this: e.g. Payslips, P60s, other tax forms

If you want to apply for benefits:

- Go to your local Jobcentre Plus Office

To apply for a National Insurance number phone 0845 600 0643 or go to your local Jobcentre Plus Office.

Based on information from the Learning & Skills Council 2008 and an update from Skills Funding Agency 2010

Important Information

Eligibility for ESOL courses

Many of our courses are subsidised by the Skills Funding Agency (SFA) and local authority (LA) – you may have to pay some fees or the course may be free. There is information in our prospectus about which courses are free.

There is an expectation that you will work towards a national qualification in ESOL and take the exams at an appropriate time. Please note that there is a registration fee for the examinations that must be paid before beginning the course.

Please contact Harlington Adult Education for more details about costs and eligibility.

See table showing the main groups of people who may be eligible for SFA and LA funded courses. There are other groups not listed. If you are not sure, check with the college.

Notes

1. This includes anyone refused refugee status but who has been granted leave to stay by the Secretary of State, granted Humanitarian Protection or Discretionary Leave, or was granted exceptional leave to enter or remain by the UK Government, and who has remained ordinarily resident in the UK and Islands since so recognised, (or the spouse or civil partner or child of such a person.) Asylum Seekers who are still waiting for their application to be processed after 6 months, will be eligible for public funded courses provided the required criteria is met.

| Eligibility for SFA funded courses: | Examples of evidence |
|--|---|
| British Citizens | UK or Northern Ireland Passports Certification of Naturalisation Registration as a British Citizen |
| Settled in the UK for 3 years (or their spouse or civil partner who has been resident in the UK for 1 year) | Passports stamped to show they have Right of Abode in the UK or Indefinite Leave to enter or remain Home Office letter |
| Have refugee status from UK government (or their spouse or civil partner or child) See Note 1 | Home Office Document |
| EU National or EEA migrant worker who has been resident in the EEA for 3 years (or their spouse or civil partner or child) See Note 2 | EU Passport |

2. EEA here, covers the EU, Iceland, Liechtenstein, Switzerland and Norway. **The Skills Funding Agency subsidise this course and ask you to meet eligibility criteria before enrolling.** You will need to bring proof of identity (for example your passport, Home Office documents, and/or your IND card) and documents to prove residency in an EU country for the past three years (for example a utility bill or bank statement) when you book your initial assessment appointment.

ESOL Classes

ESOL Classes maybe held in the following Centres:

Brookfield, Uxbridge

Served by Uxbridge Station and U1/U2 Buses

Harlington

Served by Hayes and Harlington Station and U4 Bus

Longmead, West Drayton

Served by West Drayton Station and U3 Bus

Rosedale, Hayes

Served by 427, H98 & U7 Buses

Stockley, Yiewsley

Served by West Drayton Station U3/U5

And many community venues

Ruislip Manor Library and Community Resource Centre

Served by Ruislip Manor Station and 114, 398 & H13 Buses

Classes are held through the day, morning, afternoon and evening.

All ESOL levels from Pre Entry to Entry 3+ and National Levels 1 and 2 are taught.

Where needs are identified, topics such as health, job related will be included in your course.

To enrol on a course contact the ESOL Team on 020 8569 1614.

Welcome to English Language Classes

You can come to English Language classes at many places in the borough, both during the day and in the evening. We can help you prepare for citizenship, you can learn to use a computer, and you get a national qualification.

At Hillingdon Adult Education, we also have many other courses you can attend. We can help you with your English for these courses. For further information call 020 8569 1614.

ইংরেজী ভাষার ক্লাসে স্বাগতম

আপনি দিনের বেলা এবং বিকালে উভয় সময়েই বারার অনেক স্থানে ইংরেজী ভাষার ক্লাসে উপস্থিত হতে পারেন। আমরা আপনাকে সিটিজেনশিপের জন্য প্রস্তুত হতে সাহায্য করতে পারি, আপনি একটি কম্পিউটার ব্যবহার করতে পারেন এবং আপনি একটি জাতীয় মানের যোগ্যতা অর্জন করতে পারেন।

এছাড়াও হিলিংডন এডাল্ট এডুকেশনে আমরা অন্যান্য অনেক কোর্স পরিচালনা করি, যেগুলোতে আপনি অংশ গ্রহণ করতে পারেন। এসব কোর্সের জন্য ইংরেজীর ব্যাপারে আমরা আপনাকে সাহায্য করতে পারি।

আরো অধিক তথ্যের জন্য দয়া করে 0208 569 1614 নম্বরে ফোন করুন।

Ku soo dhawoow fasalada afka Engiriisiga

Meelo badan oo ku yaala dagmadan ayaad ka baran kartaa afka ngiriisiga, xiligaad doonto galin hore ama mid danbe. Waxaan kugu caawin donaa arimaha la xirira codsiga dhalashada wadankan, waxaad baran kartaa sida Kumbuyutarka loo isticmaalo, waxaad heli kartaa shahaado la aqoonsan yahay.

Qeybta Hillingdon ee waxbarashada dadka waaweyn waxaad kalooa dhigan kartaa taqasusyo kala duwan isla markaasna waxaa lagaa aawinayaa luuqada Ingiriisiga si lugugu dhib yareyo waxbarashada.

Haddii aad u bahantahay warbixin dheerad ah soo qaraac: 020 8569 1614

مرحباً بكم في فصول اللغة الإنجليزية

يمكنك المواظبة على فصول اللغة الإنجليزية في عدد من الأماكن في المنطقة، كلاً في أثناء النهار والمساء. بإمكاننا مساعدتك للتجهيز للمواطنة، وبإمكانك تعلم الكمبيوتر والحصول على مؤهل وطني.

في مركز هيلينغتون لتعليم البالغين لدينا العديد من الدورات المختلفة والتي بإمكانك حضورها. نستطيع مساعدتك لتحسين لغتك الإنجليزية من أجل هذه الدورات.

للمزيد من المعلومات اتصل بـ: 020 8569 1614

انگریزی زبان کی کلاسوں میں آپ کو خوش آمدید

آپ باروں میں کسی بھی جگہ پر، شام یا دن کے اوقات میں منتظر ہونے والی انگریزی زبان کی کلاسوں میں شریک ہو سکتے ہیں۔ اپنی شہریت (شہریت کی دستاویزات کی تیاری میں) ہم آپ کی مدد کر سکتے ہیں۔ آپ یہاں یہ بھی سیکھ سکتے ہیں کہ کمپیوٹر کس طرح استعمال کیا جاتا ہے اور اس کے علاوہ آپ کو فوری سطح پر تسلیم شدہ سند بھی حاصل ہو سکتی ہے۔

ہنگڈن اڈلٹ ایجوکیشن میں ہم آپ کو کئی ایسے نصابیات/کورسز پیش کرتے ہیں جن میں آپ شریک ہو سکتے ہیں۔ ان نصابوں کیلئے ہم آپ کی انگریزی زبان کو ترقی دینے میں آپ کی مدد کریں گے۔

مزید معلومات حاصل کرنے کیلئے 020 8569 1614 پر رابطہ کیجئے۔

歡迎報讀英語班

你可以在市政區許多地方報讀英語班，包括日間和晚間的班別。我們能夠幫助你成為一個公民所作的準備，你可以學習使用電腦，且可以取得全國認可的資格。

希靈頓成人教育所還設有許多其他課程讓你選擇修讀。至於這些課程所需要的英語程度，我們能夠幫助你的。

查詢請致電 020 8569 1614

अंग्रेजी भाषा सिखाने वाले कोर्सों में आपका स्वागत है

आप इस बोरो में बहुत स्थानों पर अंग्रेजी भाषा की क्लासों में दिन के समय और शाम के समय भी जा सकते हैं। हम नागरिकता प्राप्त करने में आपकी मदद कर सकते हैं, आप कम्प्यूटर का उपयोग करन सीख सकते हैं, और आप राष्ट्रीय स्तर की कोई शिक्षा योग्यता भी प्राप्त कर सकते हैं।

हिलिंगडन अडल्ट एजुकेशन में हम बहुत से अन्य कोर्स भी चलाते हैं, जिनमें आप जा सकते हैं। इन कोर्सों के लिए अंग्रेजी सीखने में भी हम आपकी मदद कर सकते हैं।

अधिक जानकारी लेने के लिए नम्बर 0208 569 1614 पर फ़ोन करें।

अंग्रेज भाषा क्लासों में आपका स्वागत है

तमने अरामां धरणी जग्यां अंग्रेज भाषा क्लासों में, दिवस अने सांजना बेमांथी ठोठ पल्ल सभये आवी शको छी। अमे तमने नागरिकता (सिटीजनशिप) माटेनी तयारी करवामां, कम्प्यूटरनो उपयोग करवामां शीखवामां मदद करी शकीं छी अने तमे राष्ट्रिय लायकात पल्ल मेणवी शको छी।

हिलिंगडन अडल्ट एजुकेशनमां अमारी पासै भीजा पल्ल धरणा अल्यसकमो छै, जेमां तमे डाजरी आपी शको छी। आ अल्यसकमो करवा माटे तमारा अंग्रेजमां अमे तमारी मदद करी शकीं छी अने।

वधारे माडिती माटे 020 8569 1614 उपर फोन करे।

अंगरेजी भाषा सिखाउने वालों का स्वागत है

उसीं इस बोरो में बहुत स्थानों पर अंगरेजी भाषा की क्लासों में दिन के समय और शाम के समय भी जा सकते हैं। हम नागरिकता प्राप्त करने में आपकी मदद कर सकते हैं, आप कम्प्यूटर का उपयोग करन सीख सकते हैं, और आप राष्ट्रीय स्तर की कोई शिक्षा योग्यता भी प्राप्त कर सकते हैं।

हिलिंगडन अडल्ट एजुकेशन में हम बहुत से अन्य कोर्स भी चलाते हैं, जिनमें आप जा सकते हैं। इन कोर्सों के लिए अंगरेजी सीखने में भी हम आपकी मदद कर सकते हैं।

वधारे जाहकारी लेने के लिए नम्बर 0208 569 1614 पर फ़ोन करें।



Teacher Training and Access to Higher Education

Teacher Training

We are committed to providing high-quality learning opportunities for new and experienced tutors throughout their continuing professional development.

We know that many applicants are studying in addition to their working lives so we schedule initial assessment sessions prior to every course. This helps us identify any support needs as early as possible and ensures that individuals are applying for the most appropriate learning programme.

Come along and meet us to find out more. Just contact us on 01895 676990 to register your name for next initial assessment session.

Access to Higher Education

Have you ever wanted to get a university degree but felt it was for 'other' people?

Are you interested in teaching as a career? Would you like to teach adults or would you rather work in Early Years provision? Perhaps you've always wanted to work in the Health sector but haven't known where to start?

If you don't have many formal qualifications but are keen to work hard to become a Teaching professional, an Early Years professional or a Health professional, this could be the course for you. We'll help you to broaden your qualification base, including English, Maths and IT at Level 2, and provide the information and support you need to progress to the university course that's right for you.

Come along and meet us to find out more. Just join us on one of our Open Days or contact us on 01895 676990.

Teacher Training

Teaching Stage 1

| | | | | | | | | | | |
|-------------------------|----------|----|------------|-----|-----------|----|-------------|-----|-----|-----|
| PTLLS Teacher Training* | BB648DQG | L4 | Brookfield | Sat | 25 Sep 10 | 11 | 09:30-13:30 | 250 | 250 | 100 |
| PTLLS Teacher Training* | HH307EQG | L4 | Harlington | Wed | 12 Jan 11 | 12 | 18:30-21:30 | 250 | 250 | 100 |

Bucks makes good progress in Hillingdon

Buckinghamshire New University has signed a progression agreement with the London Borough of Hillingdon Adult Education.

The agreement will provide many of Hillingdon's adult learners with a range of new opportunities to extend their learning and education at Bucks.

The University relocated its base for nursing students and applied healthcare research to Oxford Road, Uxbridge, from Chalfont St Peter in September.

It has been ranked number one for nursing out of nine universities working in partnership with NHS London.

Professor David Sines, Pro Vice Chancellor and Executive Dean: Society & Health, put pen to paper on the agreement with Tricia Collis, Head of Adult Education, and Debbie Hunn, Programme Manager for the Access course.

Ms Collis said students from centres and schools throughout the borough would have increased awareness of the opportunities for further study at the University.

She said: "It is fantastic to know that our learners can progress their careers and achieve high standards of qualifications at such a great university.

"We are very excited about providing such a strong pathway for people to move on in the next step of their careers."

The progression agreement was developed by and reached in partnership with Progress South Central, the Lifelong Learning Network for Bucks, Berkshire, Oxfordshire and Surrey.

Prof Sines said the agreement signified Bucks' commitment to working in close partnership with organisations and local authorities to offer people the best possible opportunities to extend their learning and employment opportunities.

He added: "I am delighted we have reached this agreement and very grateful to everyone who has helped it to come to fruition.

"We have a lot of plans to push forward further qualifications and enhance the already outstanding courses we offer.

"This agreement with the London Borough of Hillingdon Adult Education will help us further in achieving our goals and providing a first-class education."

**Bucks New University – Press Statement
April 2010**

Enrolling on your course

Hillingdon Adult Education funding of Courses

Hillingdon Adult Education (through contract by the local authority) is funded by the Skills Funding Agency (SFA) and the local authority (LA) to deliver learning opportunities. In accordance with funding regulations, learners are expected to pay tuition fees in line with SFA and LA assumed fee income, which is calculated as an hourly rate. Many courses are exempt from this charge i.e. Skills for Life, Family Learning and these are shown as free. Hillingdon Adult Education also gives a range of concessions.

In order for learners to benefit from SFA and LA funding (i.e. pay the course costs set out in this brochure) they must comply with all SFA and LA documentary evidence requirements (e.g. DOB, qualifications). Furthermore, during their chosen course of study, learners are expected to complete necessary paperwork e.g. individual learning plans, evaluations. Any learner refusing to comply with these requirements will be charged at the full cost recovery rate for their course.

Learners on accredited courses will be allocated an Unique Learner Number (ULN) which needs to be kept in safe keeping as this is a life long reference for recording all qualifications

Where provision is not eligible for funding by the SFA and LA, but continues to be available, learners can access learning at subsidised cost i.e. not subsidised by SFA and LA funding. These are signposted as part-subsidised costs.

Payment Details

Course fees vary depending on the length and type of course. Please note that exam and registration fees are included in the course fees unless otherwise stated in the Course Information Sheet.

Fees are listed with the course details under:

- A Full Fee
 - B London Borough of Hillingdon agreed concessions (over 60's, non income based (means-tested) benefits & courses listed n/a in fee C income based benefits)
 - C Registered unemployed, and those receiving an income based (means-tested) benefit regardless of age where applicable.
- Non EU course fees upon application

NB learners:

- 18 and under fees advised at the time of enrolment
- Enrolling on first full Level 2 who do not hold 5 A-C GCSEs or equivalent - tuition costs are free
- 18-24 enrolling on first full Level 3 (learners who already hold first full Level 2)– tuition costs are free
- Enrolling on first full Level 3 who do not hold first full Level 2 – tuition costs free
- Courses listed with n/a in fee C column are not available to learners under 19 years. All learners aged 19 years and over pay fee A or B.
- All courses that enrol to 10 learners or less will be subject to our course viability policy

To help you pay for your learning Paying in instalments

Where a course is of at least 3 months' duration, fees are higher than £200, and are not sponsored by a third party; these can be paid for by instalments, through arrangement at the time of enrolment.

The learner will need to pay 50% of the course fee at enrolment, the remaining 50% will be collected through a direct debit mandate which will be actioned at the point of enrolment. The first instalment will be due on the 24th day of the month following enrolment.

The full procedure is available on request.

Refunds Policy

Learners should bear in mind before they pay (or authorise credit/debit card payment) that fee payments are non-returnable.

Refunds will not be authorised except in the following circumstances:

1. The course is cancelled before start date or at the first session, in which case paid course fee will be refunded in full
2. The course commences but closes within 5 weeks of the start date, due to unforeseen circumstances:
 - a. Full refund of fees for courses leading to a qualification
 - b. Pro-rata (partial) refund for courses not leading to a qualification depending on the number of weeks attendedPlease Note: Refunds will only be payable to learners still attending the class when the decision to close is made
3. Learners requesting a refund due to health reasons, must apply in writing attaching a medical certificate, to the centre where the course is held. This needs to be within 30 days from the last session attended.

Please Note:

- Only the tuition fee element of the course will be refunded.
- Exam costs are non-refundable
- Refunds are calculated on a pro-rata basis from the date of the refund application
- An administrative fee of £10 will be charged for processing the refund
- Refunds are not given for courses lasting less than 5 weeks.
- Out of borough fees are non-refundable.

If a learner is entitled to a refund under the Policy, they may choose instead to take a credit note which can be used as payment towards any other Hillingdon Adult Education course starting within a 12 month period.

How to Enrol

You do not need to wait to enrol. You can book your place on a course as soon as the brochure is published.

You can enrol by post, fax, telephone or in person at one of our centres. You can pay by cheque (covered by a cheque guarantee card), postal order, cash or credit/debit card. Post dated cheques are not accepted.

By visiting our website, you can express an interest in your chosen course and a member of staff will contact you.

Please note if you are paying by cash, cheque or debit card, the cost of the course is as detailed in the guide. If you are paying by credit card, you will be asked to pay a 3% surcharge.

Enrolling by Post

Unless your course requires an interview, please complete the enrolment form and post it to the appropriate Centre, enclosing a cheque or postal order, or giving your credit/debit card details. Please enclose a stamped and addressed envelope if you wish us to send your receipt through the post.

Telephone Enrolment

Please have all your details ready including your credit card/debit card information (including security number) before telephoning. The Centre will complete the enrolment for you over the telephone.

Fax Enrolment

If you are paying by credit or debit card, you can fax the enrolment form to the appropriate Centre.

Online Request for Enrolment

Complete your details on the form provided on our website. The Centre will contact you for payment and to finalise the enrolment. Please note – we do not currently have the facility to enrol online. This is only a request facility.

Personal Enrolment

You can enrol by visiting one of our main Centres. Please telephone your Centre to check on opening hours, as these vary from Centre to Centre.

Before sending us your enrolment form, please make sure you have:

- Filled in all sections of your enrolment form
- Included appropriate information if you are claiming a reduction in fees (see page 48)
- Enclosed a signed cheque or postal order made payable to the London Borough of Hillingdon. Please write your course code number on the back, along with your cheque guarantee card number.

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Regulations

Regulations Applicable to all Learners enrolling and attending Hillingdon Adult Education provision

1. Admission

Application for admission to classes must be made on the official enrolment form. Learners must ensure that, before enrolling on a course, they have any necessary prior examination qualification or experience required for the course and that they have the necessary skill, ability and knowledge appropriate for the particular level of the chosen courses. Any Learner who is in doubt as to their eligibility should speak to a member of the curriculum staff.

2. Changes in Class Arrangements

The Local Authority reserves the right to change the location, the tutor, the syllabus, the day and time of any meeting of any class, and may cancel classes where the enrolment or attendance is considered to be inadequate. Refunds are payable in accordance with the refund policy.

3. Concessionary Fees

Relevant documentary proof of entitlement, in line with funding policy, must be available for inspection at enrolment. Where prior qualification certification cannot be evidenced, a qualification declaration will need to be signed in order for fee remission to be activated.

4. Damage to Equipment and Premises

The cost of the repair or the replacement of Centre property damaged by learners shall, on demand, be paid to the Local Authority by the learner(s) responsible for such damage.

5. Examination, Accreditation and Registration Fees

These are now included in the course fee unless advised otherwise. Some courses require additional materials. Details are on the Course Information Sheets.

6. Exclusion

Learners will be expected to behave in a responsible manner and these expectations will be made clear at induction and are contained in the Learner Handbook.

Any inappropriate behaviour both towards members of staff or which is detrimental to their own or fellow learners' learning will not be tolerated and will be addressed immediately. If this behaviour continues and in the opinion of the Local Authority it is deemed to be at a sufficient level to warrant exclusion, this route will be followed with no refund of fees.

7. Payment of Fees

All fees are payable in advance. Cheques should be made payable to "London Borough of Hillingdon".

8. Refunds Policy

Please see page 49 for information on refunds.

9. Loss of or Damage to Personal Property

All property (which includes clothing) brought to or left by learners on Centre premises or within Centre grounds shall remain throughout at the sole risk of the learner or other owner of the said property and the Local Authority accepts no responsibility whatsoever for the safe keeping of such property or for the loss of or damage to such property. Bicycles, motor cycles and other vehicles brought onto Centre premises by learners are to be subject to the regulations relating to property and shall only be parked in the designated spaces where these are provided.

10. Purchase of Stationery and Other Materials

Learners must provide the necessary materials required for the course. They should not, however, purchase materials or books, until the class is certain to run and they have completed their enrolment and have discussed their proposed purchase(s) with the class tutor at the first class meeting.

11. Extra Curriculum Activities

Where activities are run in addition to the main programme relevant charges to cover costs will be made.

12. Transfers

A learner wishing to transfer from one class to another must do so within three weeks of starting a course. The fee paid for the first course is then used against the new course, but no refund will be made in the event of a transfer. The Local Authority reserves the right to refuse a transfer request.

13. Young Persons

Adult Education courses are not available to young people under 16, except for Family Learning courses. Those over the age of 16 still attending school must obtain the written approval of the Head Teacher before they enrol.

14. Free Courses

Where courses are offered free, i.e. Wider Family Learning, you may be asked to pay a £20 deposit to secure your place, which will be refunded on attendance.

15. Car Parking

Hillingdon Adult Education has limited or no parking at most sites. Learners are therefore responsible for their own parking arrangements.

All information correct at time of print. Any additional changes including exam fees informed by Qualification Bodies will be advised at time of enrolment.

Contacting us

www.hae-acl.ac.uk

All enquiries for courses taking place in the North
of the Borough contact Brookfield ALC 01895 254766
in the South contact Harlington ALC 020 8561 1613



HILLINGDON
LONDON