



London Borough
of Hounslow

Adult and Community Education Prospectus 2011/2012

Courses for all at a venue near you





Welcome to Adult and Community Education in Hounslow

Welcome to Hounslow Adult & Community Education's 2011/2012 Prospectus.

This year we have made another change to the Prospectus in response to our learner feedback – this year we have all the information about our Service and the courses we are offering, but we are producing separate course listings for each term. This is so that we can make sure that the Prospectus is as up-to-date as possible, and we will reduce waste, so this should help us to be more efficient and be kind to the environment at the same time.

Along with all public sector services we have had to cope this year with cuts to our funding, but you will see we are continuing to offer a wide range of courses that will help you to enhance skills for work, gain qualifications or learn something for interest, fun and leisure. We have not raised our course fees this year as we really want to keep learning for adults in Hounslow affordable and accessible to everyone. However, there is a big change in how the government is funding qualification courses, and for 2011/2012 only those in receipt of JSA or ESA (WRAG) will get full fee remission. This does mean that if you are receiving other income based benefits you will now have to pay course tuition fees. We don't want this to stop you learning so this year we are prioritising learner support funds to help all those affected by this change. Please ask our staff when you come to enrol about how you can apply for this extra help – we want you to be able to study for your qualification and make progress, so please ask for help if you need it!

So make this the year you learn something new, our friendly and experienced staff are here to help you with information and guidance. Just call or email the enquiry line, the department contact or come along to one of the Open Days/Evenings.



Liz Meagher

Head of Lifelong Learning

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Open days/open evenings - information & enrolment events

Come along to one of our open days or open evenings to enrol on a course, or, if you want more information our curriculum teams will be there to help you.

19th July 2011

2.00 pm – 8.00 pm

Hounslow Manor Adult Education Centre

20th July 2011

2.00 pm – 8.00 pm

Meadowbank Adult Education Centre

6th September 2011

2.00 pm – 8.00 pm

Hounslow Manor Adult Education Centre

7th September 2011

2.00 pm – 8.00 pm

Meadowbank Adult Education Centre

13th December 2011

2.00 pm – 8.00 pm

Hounslow Manor Adult Education Centre

Term Dates 2011/2012*

Please check the start dates and number of weeks shown by each course carefully as we have extended the length of some of our qualification courses. Courses take place within the dates as shown below.

Autumn Term

Monday 5th September to

Saturday 22nd October 2011

Half Term – Autumn

Monday 24th October –

Saturday 29th October

Monday 31st October 2011 to

Saturday 17th December 2011

Spring Term

Wednesday 4th January 2012 to

Saturday 11th February 2012

Half Term – Spring

Monday 13th February –

Saturday 18th February

Monday 20th February 2012 to

Saturday 31st March 2012

Summer Term

Monday 16th April 2012 to

Saturday 2nd June 2012

Half Term – Summer

Monday 4th June – Saturday 9th June

Monday 11th June 2012 to

Saturday 21st July 2012

* Term dates may differ according to course, please check your receipt for start and end date

020 8583 6000

Enquiries and enrolment

Department contacts

Access to Higher Education & GCSEs

For Access – access@hounslow.gov.uk

Tel: **020 8583 6073/6091**

For GCSEs – skills@hounslow.gov.uk

Tel: **020 8583 6057**

Beauty, Hair & Complementary Therapies

beauty@hounslow.gov.uk

Tel: **020 8583 6024/6039**

Business & Computing

businesscomputing@hounslow.gov.uk

Tel: **020 8583 6035/6073**

English, Maths & ESOL

skills@hounslow.gov.uk

Tel: **020 8583 6057/6103/6001**

Food, Travel & Tourism

foodtravel@hounslow.gov.uk

Tel: **020 8583 6063/6073**

Health & Social Care

health&socialcare@hounslow.gov.uk

Tel: **020 8583 6039/6011**

Independent Living & Leisure for Adults with Learning Difficulties and/or Disabilities

idd@hounslow.gov.uk

Tel: **020 8583 6037**

Languages

languages@hounslow.gov.uk

Tel: **020 8583 6044/6073**

Performing Arts & Fitness

performingarts@hounslow.gov.uk

Tel: **020 8583 6063/6073**

Professional and Personal Development

prodev@hounslow.gov.uk

Tel: **020 8583 6039**

Visual Arts

art@hounslow.gov.uk

Tel: **020 8583 6073/6091**

Keeping Active

keepingactive@hounslow.gov.uk

Tel: **020 8583 6063**

General Enquiries

courses@hounslow.gov.uk

Tel: **020 8583 6000**

Learner Feedback

learnerviews@hounslow.gov.uk

How to enrol

Choose your course

Use the contents page and full index at the back of this guide to help you find the subject you are interested in. There is a brief overview of courses in this guide, and you can get a full Course Information Sheet from our website at www.hounslow.gov.uk/adulteducation, or by telephoning our main enquiry line **020 8583 6000**. For further guidance our Customer Service staff will be happy to help you with:

- Information about courses
- Accessing additional learning support
- Refer you to the appropriate member of our staff for specific course advice
- Provide information about specialist agencies who offer careers guidance

Sometimes it is hard to know what steps to take to move on in work and life. Next Step offers a free service to all adults in England. Their careers advisors are qualified to give individual advice to help you make the right choices about learning and work. If you would like to book an appointment to see an advisor please call our enquiry line **020 8583 6000**.

How do I know which Level of course to choose?

This Prospectus is a guide to all courses planned for 2011/2012. If you want to do a qualification course, you will get more detailed information about levels and programmes at your pre-course assessment, but the table

below gives a brief overview of what the levels mean:

Entry and Level 1	These courses are for complete beginners, aimed at learners who want to improve their basic skills and get started on a vocational qualification route.
Level 2	These courses are suitable for those either seeking to enter a profession or for those already working either in paid work or voluntary work. A reasonable level of English and maths is needed to undertake a Level 2 course. Level 2 is equivalent to GCSE A-C grade level.
Level 3	Our Level 3 courses are for people either wanting to go on to Higher Education, or who want to get a recognised qualification and progress in the workplace. Level 3 is equivalent to GCE 'A' level.

Enrol on a course

You can enrol on a course using the following methods:

- 📞 **By phone**
020 8583 6000 and pay the full fee with your debit or credit card. You will be asked to sign a Learning Agreement at your first lesson.

By post

Complete an application form and send it to one of our main centres, enclosing a cheque made payable to London Borough of Hounslow. Enrolment forms are available from our centres, on request by post, email or by telephone or you can download a copy from our website at www.hounslow.gov.uk/adulteducation.

If you are eligible for a concessionary rate, enclose a copy of your current (within 3 months) benefit proof.

In person

Visit either one of our centres listed at the back of this Prospectus on page 75 (check opening times). If you are claiming concessionary rate, bring current (within 3 months) receipt of benefit proof with you.

Please note your place on a course is only confirmed when you pay your fee and receive a receipt. Some courses are very popular and fill up quickly so please ensure you enrol as early as possible.

Course fees explained

All courses are subsidised through government funding for EU learners only. Non-EU learners who have not resided in the EU for the past three years, or who have not been married to an EU citizen for the past year, must pay double the course fee.

Qualification Course Fees:

If you are in receipt of either Job Seekers Allowance or Employment Support Allowance (WRAG) and wish to study on one of our

approved qualification courses this would be **COMPLETELY FREE**. You will need to provide supporting evidence to qualify.

For all other learners the following fees apply:

Qualification course fees include examination and assessment fees where applicable.

For learners studying for approved qualifications the government will either fully fund or part fund the learner's tuition fees.

Therefore, there are two fees listed:

Fee A is the fee for part funded learners and represents the subsidised tuition fee + exam and resource charge.

Fee B is the concessionary fee for fully funded learners and represents free tuition with just the exam and resource charge.

How do I qualify for a concessionary fee (Fee B) on qualification courses?

You may be eligible for concessionary Fee B if you are studying for a Foundation Level qualification or do not have a Level 2 qualification or studying for your First Level 2 or First Level 3 qualification see below for explanation.

Foundation Level and Level 2 Qualification Entitlements

You may be entitled to free tuition if you do not already have a qualification at or above the level you wish to enrol on.

First Level 3 Qualification Entitlement

You may be entitled to free tuition if you are 19 – 24 years without a Level 3. For 25 years +

you may be entitled to free tuition if you do not have a Level 2 qualification, but are able to go straight to Level 3.

You will be required to sign a Prior Achievement Declaration Form to receive the fee remission.

For further details about this entitlement and whether it applies to you please contact our enquiry line **020 8583 6000**.

Learners in receipt of other income based benefits are no longer entitled to full fee remission. However we may be able to provide some support for those who are experiencing financial hardship, particularly as a result of the recent government funding changes. Please ask for an Discretionary Learner Support Funds application form at enrolment.

Non Qualification Course Fees:

There are two fees, Fee A and Fee B, Fee B is the concessionary fee.

Please note: These courses are for 19+ only

How do I qualify for a concessionary fee (Fee B) on non qualification courses?

You are eligible for concessionary Fee B if you are in receipt of any of the following income related benefits listed below:

- Council Tax Benefit
- Housing Benefit
- Working Tax Credit (and household income less than £15,276)
- Income Support
- Pension Credit
- Disabled Person's Tax Credit
- Unwaged dependant of any of the above

Concessions are not available on courses which are self-financing or are already offered at a discounted rate.

Free Courses

Free courses are available for:

- Family Learning
- Literacy and Numeracy
- 16-18 year olds on qualification courses
- Approved qualification courses for JSA or ESA (WRAG) claimants.

Taster Sessions

If you wish to try out a class before enrolling, you can attend a class for one session for only £10. This amount will be deducted from the course fee if you then enrol on the course. Tasters are subject to availability and do not guarantee you a place on the course after the taster session.

Refunds

Refunds of course fees are only given if:

- The class is closed by the Service and there is no suitable alternative.
- The learner is unable to attend for medical reasons and has an appropriate medical certificate.

Resource, examination and assessment fees are not refundable. In exceptional circumstances, Credit Vouchers can be issued for future courses and are valid for 6 months from the date of issue. Please note the service is unable to make refunds for absence due to changes in work commitments or in personal or financial circumstances or any other reason for not attending the course.

Feedback

We are always seeking to improve our service and we welcome your views. If there is any aspect of our service you would like to comment on please email **learnerviews@hounslow.gov.uk**. You can also use one of our Learner Feedback forms available at any of our centres.

Equality

Hounslow Adult & Community Education is committed to promoting equality of access and welcomes all people regardless of their age, gender, race, marital status, sexual orientation, mental health status, language, cultural, social or religious background, sensory or intellectual ability. You can get a copy of our Equality and Diversity Policy from our website at **www.hounslow.gov.uk/adulteducation**

Data Protection

Client records are confidential and are kept securely in accordance with the Data Protection Act.

Changes to Advertised Courses

Hounslow Adult & Community Education reserves the right to make changes to advertised courses, and to cancel or close courses early if necessary.

Community Development

We are committed to working together in partnership with local community and voluntary groups to help increase local participation in learning and volunteering.

Partners and agencies that Hounslow Adult and Community Education are currently working with: Hounslow Homes to deliver tenant training, West London Mental Health Trust, Job Centre Plus, MIND, TASHA Foundation, Sure Start, Centre for Armenian Information and Advice, West London RETI and Anti Tribalism Movement, Hounslow Action for Youth, Children's Centres, West London Probation, Hounslow Leaving Care Team, Hounslow Drugs and Alcohol Rehabilitation Team.

If you are a local community or voluntary group who wish to explore training and learning opportunities for your specific group please contact us on **020 8583 6014** and see how we can help bring learning to you.

Or alternatively you may be interested in becoming a Learning Champion.

Community Learning Champions are people who become active in their community by promoting the value of learning to others – friends, relatives, neighbours, workmates or people they meet at the school gates, at the local shops or in groups or clubs



"The courses have given me confidence. I wish I had had the opportunity when I was 15; my life might have been very different. I have become a volunteer at the Southville Children's Centre and am now planning to do the Community Learning Champion course".

Classified

EMPLOYMENT / HELP WANTED

The Daily Times — Sunday, June 28, 2009

Jobs

EMPLOYMENT / HELP WANTED

EMPLOYMENT



Resumes
Experience

For further guidance and advice please call our general enquiry line 020 8583 6000

Roasted lastin...

Looking for a job? Want to change your job? Want to improve your skills?

If you have answered yes to any of the above then why not take the first step towards that job or promotion. We have courses which will help you to gain a nationally recognised vocational qualification. We can also provide support for English, maths and IT skills which are so important for employment. These courses will help give you the advantage in the job market and help widen your career options. For more information please call our general enquiry line **020 8583 6000**. Courses include:

- Childcare
- Health & Social Care
- Hairdressing
- Beauty Therapy
- Finance
- Computing
- Business
- Photography

Back to Work – Employment Skills for Job Seekers – C&G Certificate in Employability and Personal Development

This is a highly flexible FREE course for active job seekers in receipt of JSA or ESA (WRAG). The course runs over 3 hours a day, 3 days a week with new learners able to join throughout the course. You will study for units of the C&G Certificate, to develop your employment skills and get a qualification, units include: Career Planning, Making Applications, ICT and Working in a Team.

Why not try one of our Work Clubs which will help with job application forms, CV writing, internet job search, interview techniques, and information on latest job vacancies. These are drop in sessions and for further information on venues and times please call our general enquiry number **020 8583 6000** and one of our customer care team will be happy to help you.

Sometimes it is hard to know what steps to take to move on in work and life. Next Step offers a free service to all adults in England. Their careers advisors are qualified to give individual advice to help you make the right choices about learning and work. If you would like to book an appointment to see an advisor please call our enquiry line **020 8583 6000**.

Are you unemployed and in receipt of JSA or ESA (WRAG)?

Join our
FREE BACK TO WORK COURSE



Access to Higher Education

For further guidance and advice on Access to Higher Education contact access@hounslow.gov.uk
or telephone 020 8583 6073/6091.

Access to Higher Education: Combined Studies

This course is specifically for people aged 19 and over who are looking to progress to University / Higher Education. The course offers you an opportunity to gain a Level 3 qualification which will allow you to fulfil the requirements of UCAS and Higher Education entry and progress to further study. The course covers a wide variety of subjects such as humanities, social sciences and psychology, allowing applicants to apply for a range of degree courses. The course also helps you develop your English, maths, and ICT skills and includes support in applying to university.

A commitment of 16 hours attendance per week over approximately four days or two evenings and all day Saturday will be expected. You will need to be self motivated and be able to study at home.

**For Maths and English GCSE's
see page 36**

Entry requirements

There are no formal entry requirements, but applicants are required to complete an application form, attend an interview and complete a written assessment.

Call **020 8583 6000** or email **access@hounslow.gov.uk** for an application form or to ask further questions.



Beauty, Hair and Complementary Therapies

For further guidance and advice contact beauty@hounslow.gov.uk
or telephone 020 8583 6024/6059.

Qualification Courses

We offer a range of qualifications and non qualification courses in Beauty, Hair and Complementary therapies

If you are interested in the hair and beauty industry the courses below will enable you to make use of skills, knowledge and understanding to carry out structured tasks and activities in relation to the hair and beauty industry. There are opportunities for you to progress in your chosen field. You will get the chance to learn from tutors who have extensive experience in the industry and train in a realistic working environment with lots of opportunities to practise on colleagues and members of the general public.

First Steps

If you are unsure whether a career in either hair or beauty is for you then why not try one of our First Step courses. These courses will allow you the opportunity to meet with the course tutor to discuss any concerns or questions you may have. You will be given a complete introduction on what type of skills you will learn on the vocational programmes and how you will learn. You will also be given the opportunity to actually learn a new skill there and then as a taster to see if this is for you. If you decide that you are interested in progressing onto a qualification, you will be asked to complete the relevant assessment to ensure that you are signposted to the correct level of course for you. The first step programmes have been designed to run straight into the main qualification. For further details of the cost

and how to enrol onto these two week courses please call **020 8583 6000**.

Introduction to the Hair and Beauty Sector – VTCT L3 Award

If you are interested in the hair and beauty industry and want to discover more then why not enrol on this course as a starting point. You will be introduced to the hair and beauty industry and shown new skills in how to present a professional image in a salon, how to care for hands, and how to shampoo and condition hair correctly. Opportunities to progress in January onto the Certificate in An Introduction to the Hair and Beauty Sector are available by adding further additional units or alternatively you can progress on to the Level 1 qualification course.

Introduction to the Hair and Beauty Sector – VTCT E3 Certificate

You will complete both mandatory units and optional units in how to present a professional image in a salon. Learn the correct way to shampoo & condition hair, basic make up application and skin care. Progression opportunities are offered to the Level 1 Hair and Beauty Therapy Diploma; your course tutor will discuss and advise you on your next step.

Hairdressing and Beauty Therapy – VTCT L1 Diploma

The VTCT Level 1 NVQ Diploma in Hairdressing and Beauty Therapy (QCF) is a qualification based on National Occupational Standards for Hairdressing and Barbering and Beauty Therapy.

A woman with dark hair tied back with a black and white checkered headband is smiling warmly. She is wearing a black long-sleeved top with a silver button and a necklace. She is focused on performing a manicure on a client's hand, using a small tool. The background shows a salon setting with shelves holding various items.

“

the facilities and resources allowed me to develop my practical skills to the highest level and achieve the best hands-on training in a real salon”

Learners will develop the necessary knowledge and skills through assisting in the workplace or work environment. Throughout the VTCT Level 1 Diploma in Hairdressing and Beauty Therapy learners will be supervised by technical staff and assessed on their occupational competence in a professional salon environment. This qualification is most suited for learners who want a career in hairdressing or beauty therapy. Progression opportunities are available for you to pursue your chosen field in either hair or beauty at Level 2 which will enable you to seek employment.

Beauty Therapy General – VTCT L2 Diploma

The VTCT Level 2 NVQ Diploma in Beauty Therapy General (QCF) is a qualification based on National Occupational Standards for Beauty Therapy. This qualification will develop the basic knowledge, skills and competencies that learners need to work at a junior level in a beauty salon and is the minimum standard required to work effectively. This qualification enables candidates to provide treatments for relaxation and improving the condition of the skin and nails. The qualification is most suited to learners who wish to embark on a career as a beauty therapist. Pre course requirements recommend a Level 1 qualification in a related subject and a good standard of written English.

Beauty Specialist – ITEC L2 Diploma

The main aim of the ITEC Level 2 Diploma for Beauty Specialists is to enable learners

to gain the necessary practical and theoretical skills in order to provide Beauty Therapy treatments. You will also be provided with the opportunity to focus on the development of the major functional skills and the wider functional skills in a beauty therapy context, such as communicating with clients, working with others and problem solving. Pre course requirements recommend Level 1 subject related qualification, 5 GCSEs grade A-C, and a good standard of written English, however exceptions may be made for adult returners with experience of the workplace.

Hairdressing – VTCT L2 Diploma

The Level 2 NVQ Diploma in Hairdressing (QCF) provides learners with the necessary knowledge and skills to work as a hairdresser. Candidates will learn how to shampoo, blow dry, set, cut, colour and perm hair, advise and consult with clients, promote retail sales and communicate with colleagues. Pre course requirements recommend: Level 1 subject related qualification, 5 GCSEs grade A-C, and good a standard of written English. Progression would be into employment or onto a Level 3 related qualification, your course tutor will advise on your next step.

Ear Piercing – ITEC L2 Certificate

The main aim of the ITEC Level 2 Certificate in Ear Piercing is to enable learners to gain the necessary practical and theoretical skills in order to provide Ear Piercing Treatments.

Pre course requirements: Level 1 qualification in a related subject and a good standard of written English, however exceptions may be made for adult returners with experience of the workplace.

Eyelash Perming – ITEC L2 Certificate

The main aim of the ITEC Level 2 Certificate in Eyelash Perming is to enable learners to gain the necessary practical and theoretical skills in order to provide Eyelash Perming treatments.

Pre course requirements: Level 1 qualification in a related subject and a good standard of written English, however exceptions may be made for adult returners with experience of the workplace.

Threading – ITEC L2 Certificate

The main aim of the ITEC Level 2 Certificate in Threading is to enable learners to gain the necessary practical and theoretical skills in order to provide Threading treatments.

Pre course requirements: Level 1 qualification in a related subject and a good standard of written English, however exceptions may be made for adult returners with experience of the workplace.

Massage Techniques – ITEC L3 Diploma

The main aim of the ITEC Level 3 Diploma in Massage Techniques is to enable candidates to gain the practical and theoretical skills necessary to provide treatments for the purposes of relaxation and stress release.

It is recommended that learners should have

achieved a level of education equivalent to 5 GCSEs at grades A*-C prior to commencing the ITEC Level 3 Diploma in Massage Techniques, however exceptions may be made for adult returners with experience of the workplace.

Reflexology Techniques – ITEC L3 Diploma

The main aim of the ITEC Level 3 Diploma in Reflexology Techniques is to enable candidates to gain the practical and theoretical skills necessary to provide reflexology treatments for the purposes of relaxation and stress release.

It is recommended that learners should have achieved a level of education equivalent to 5 GCSEs at grades A*-C prior to commencing the ITEC Level 3 Diploma in Reflexology Techniques, however exceptions may be made for adult returners with experience of the workplace.

For more information

For more information and guidance about any of the courses please contact a member of the beauty team on **020 8583 6024** or email **beauty@hounslow.gov.uk** and they will be happy to answer your questions.

If you wish to book an assessment please call either Hounslow Manor **020 8583 6070** or Meadowbank **020 8583 6050** after checking dates below. If you are unable to make any of the dates please call and we can arrange a mutually convenient time for your assessment.

Date	Day	Venue	Time
5th July	Tuesday	Hounslow Manor	5.30pm – 8:00pm
18th July	Monday	Meadowbank	3.00pm – 8:00pm

Non Qualification Courses

Skincare & Facials

During this 2 week course you will learn how to identify the different skin types and how to apply the appropriate cleansing, toning and moisturising routines. On completion of this course the tutor will advise you on other courses available.

Make Up Basics and Make Up Special Occasions

Learn what make up products are best suited to your skin type and how to apply them for a professional finish. These 2 week courses are designed to give you an insight to the beauty Industry and in the application and use of make up products. Your tutor will advise you on the next step you can take if this has sparked an interest for you.

Photographic Make Up Workshop

Do you always dislike your photographs? Why not come along and learn how the professionals use make up to help enhance people's best attributes in photographs. You will learn to understand which products are best suited to the flash and those which do not bring out the best of our features in front of the lens.

Hand Massage & Basic Manicure

Ever wondered how to get the look of a professional manicure? This is an ideal opportunity for you to learn how to apply basic massage techniques to those hard working hands. Your tutor will show you how to use basic equipment for manicure correctly and effectively. Use these new found skills on your friends and family and of course, yourself! Talk to your tutor about the next steps available to you, perhaps another short course or one of our many qualification courses.

Foot Massage & Basic Pedicure

Tired feet will feel so much better after this 2 week introduction to foot massage and basic pedicure. You will learn some basic massage movements and how to carry them out safely and effectively. Your tutor will introduce you to the basic tools used in pedicure treatments and teach you how to use them correctly to gain maximum benefit. Your tutor will be able to advise you on the next steps you can take, either one of our many qualifications or perhaps another short course.

Nail Art

Get creative with our 4 week introduction course to Nail Art, come along and learn how to apply basic nail art techniques to show off and enhance your nails. This skill will compliment any progression course in Manicure and Pedicure should you wish to follow that route. Or it can just be a great way of treating your friends, family and yourself. Ask your tutor for more details on what next step courses are available for you.

Indian Bridal Total Beginners

Come and take a glimpse at the techniques used for Indian Bridal including make up, henna, sari dressing and hair styling. If this 5 week course has given you a taste for this most colourful of occasions, then why not try the Indian Bridal Advanced class. If you have any questions on what to do next to develop your skills, please speak to your tutor.

Indian Bridal Advanced

This 10 week course will enable you to put into practice any prior learning you have and create your own image for an Indian Bride. Have fun with sari dressing, making your own cones, applying henna designs, styling the bride's hair and make up techniques. Not sure where to go after you have completed this course? Don't worry, your tutor will be able to give you information, advice and guidance on learning opportunities available.

Mendhi Basics Workshop

Your tutor will help you to understand the origins of this ancient and meaningful art. Watch and learn as your tutor demonstrates how to make cones, the correct mixing of henna, creating designs and transferring those designs on to the skin. This 3 week introduction course is followed by the Mendhi Advanced Workshop.

Mendhi Advanced Workshop

Practise any skills you have previously learnt by making your own cones, mixing henna yourself, putting your ideas for patterns onto paper and finally realising the beauty when you transfer the designs onto the skin. This course runs for 5 weeks and your tutor will be able to give you guidance on other short courses that are available to you or you may wish to discuss going on to a qualification course.

Neck and Back Massage

This 4 week course will introduce you to the relaxing world of basic massage techniques for necks and backs. Your tutor will guide you through the basic massage movements; show you how to apply them effectively and explain the benefits they can bring to our bodies. If massage has appealed to your learning nature, then please ask your tutor for advice on the next steps.

Indian Head Massage

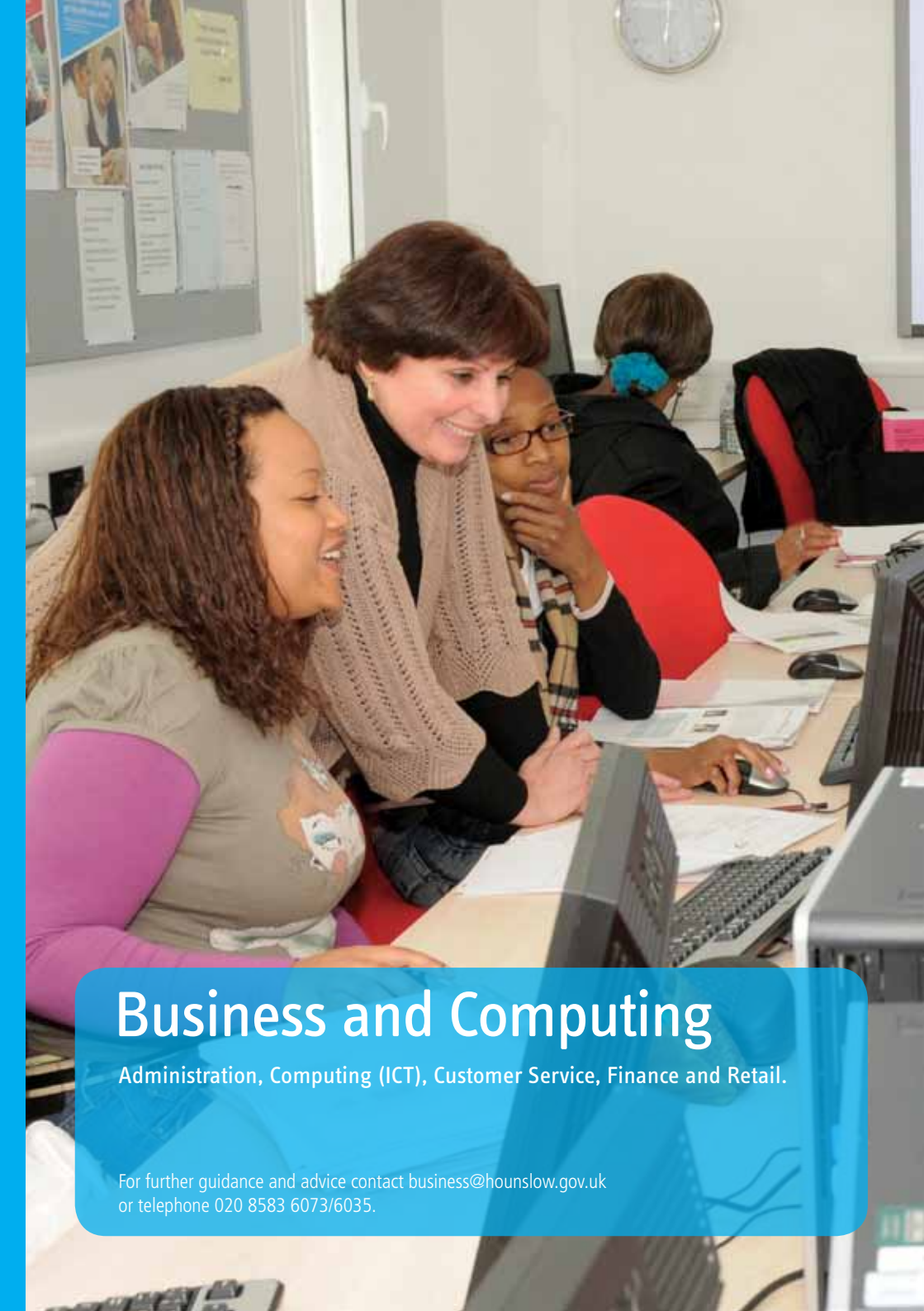
During this 4 week course you will be introduced to the ancient art of head massage. Your tutor will help you understand the benefits of the basic massage movements, how to apply them safely and effectively and also how to select the correct massage mediums. Your tutor will be able to give you advice and guidance on what to do following completion of this course.

Cutting Children's Hair

Save yourself some money and time by learning how to cut your children's hair at home. You will be shown the basic skills in handling scissors safely and shown how to apply basic cutting techniques on your children's hair. At the end of this 4 week course your tutor can advise you on the next step if you have decided hairdressing is your future.

Putting Hair Up

Making a statement with your hair? Let us take you on a 4 week journey to the world of French plaits and chignons. You will be shown the basic skills and tricks needed to create dressed hair for either yourself or friends. Hairdressing is a very big and exciting industry and if you feel you want to become part of it, ask your tutor about other courses you could enrol on to further your interests.



Business and Computing

Administration, Computing (ICT), Customer Service, Finance and Retail.

For further guidance and advice contact business@hounslow.gov.uk
or telephone 020 8583 6073/6035.

We offer a broad range of qualification and non-qualification courses in business and computing at all levels from complete beginners to Level 2. Our qualification courses will give you the opportunity to develop a range of skills that are essential in today's workplace. Our non-qualification courses are generally short courses that are designed to be informative, useful and fun.

Qualification Courses

Computing

First Steps in Computing (ICT)

Are you a complete beginner? Never used a computer before? Do not feel confident, but know you want to learn the ICT skills you need for work or to improve your career prospects? If you've answered 'yes' to any of the above then this is the ideal starting point for you. This short first step course will introduce you to the basics of using a computer. You will then be ready to move on to either Computing for Complete Beginners at Entry 2 or Start IT.

Computing for Complete Beginners - C&G Functional Skills E2

This course introduces you to the basics, and covers using the mouse and keyboard, searching the Internet, sending an email, and creating a basic document using Word. Progression: Start IT.

Computing for Complete Beginners with ESOL - C&G E2/E3 ICT and English

This is a longer course and combines the Entry 2 Functional ICT qualification with Functional English. It is suitable for learners who want to learn ICT but need help with their English language skills. You have the opportunity on this course to achieve two qualifications over 28 weeks. Progression: Start IT

Start IT – C&G ITQ E3 Award/Certificate

These Award and Certificate courses are suitable for beginners with reasonable English (good Entry 3 or L1). You do not need any previous experience with computers, but if you've never used a computer at all before it is recommended that you do the First Steps course or Computing for Beginners first. On the Award and Certificate courses you will learn how to use ICT for work, including word processing and spreadsheets. On the certificate course you will learn how to use additional office applications to gain the full qualification. Progression: Using IT Level 1 Award/Certificate.

Using IT – C&G ITQ Level 1 Award/Certificate

The Level 1 Award and Certificate courses are for confident beginners with a good level of English or those with some computer skills and knowledge, or those progressing from the Entry Level Award/Certificate courses. On the L1 Award and Certificate Courses you will build on your knowledge and skills to be able to complete more complex and tasks and produce documents at acceptable work standards. Progression: Using IT – ITQ L2.

Using IT – C&G ITQ Level 2 Certificate

The Level 2 Certificate course provides the opportunity to acquire higher level IT skills in office applications. This will enable you to do your job more effectively and productively, and will give you a recognised Level 2 qualification for better job prospects. This course is a direct progression from the Level 1 qualification in Using IT.

Online Basics – C&G E3 Award – Summer Term Only

This is a course suitable for beginners who need to use a range of internet tools. The course includes how to search for and use information, how to send and receive emails to communicate information with others.

Finance

Book Keeping – C&G Level 1 Award

On this course you will learn the principles of double-entry book keeping and how this system is used in business. The course covers: how to complete financial transactions; deal with invoices and credit notes; recording of cash transactions in books of original entry; preparing bank reconciliation and how to operate a cash system.

Book Keeping – IAB Level 2 Certificate

This course builds upon previous knowledge of book keeping and accounting procedures and enables learners to gain a qualification at L2 of the National Standards. It will provide learners with the skills for processing a range of day

to day financial routines and financial transactions using double-entry book keeping.

Payroll – IAB Level 1 Award

This course is an introduction to payroll record keeping and processing and will give you the skills needed to record financial payroll transactions in a semi-manual environment. It is suitable for those who are new to payroll or those who may wish to understand the PAYE system for their own interest or as part of a business start up.

Sage Computerised Accounts – C&G Level 1 Award

On this course, you will learn how to use Sage software to create accounts, process accounting transactions and keep accounting records on the computer. It is recommended that you have either a Book Keeping Level 1 qualification or a reasonable knowledge of double-entry book keeping before doing this course.

Computerised Accounts – IAB Level 2 Certificate

The course builds upon previous understanding of financial record keeping using Sage accounting software within a double-entry accounting system. It is suitable for those progressing from L1 Sage, or those who already have good book keeping and ICT skills and who wish to gain a qualification at Level 2. The course will include entry of business transactions and routine basic book keeping tasks, including posting to ledgers and the preparation and use of journals.

Business

First Steps in Administration

Do you want to work in administration but have never worked in an office role before? Are you not sure what administration is, or if you could do it? If so, then this introductory session will give you all the information you need, and provide expert advice about which qualification course to do first. Come along and find out if this is for you.

Administration – C&G Level 1 Award in Office Procedures

This course is suitable for complete beginners to administration work, but a reasonable level of English is necessary for the written work. On this course you will learn how to carry out general office work, including communications, knowledge of office systems and the use of office equipment. To achieve the Award learners will be assessed through a short externally set test.

Administration – C&G Level 2 Certificate in Principles of Business & Administration

This Level 2 administration course is designed for those wishing to work, or already working in an administrative support role. On this course you will be able to develop the knowledge and skills to carry out both routine and more complex administrative tasks, such as managing information and supporting events, as well as gaining an understanding of innovation and managing change in the business environment.

Business English – L1/L2

Do you have a reasonable level of English but do not always feel confident writing business documents? Not always sure if you are using the correct grammar or spelling? Then this Business English course is just what you're looking for. You will be able to improve your written work, grammar, punctuation and spelling while learning how to write and set out everyday business documents, such as letters, reports, minutes of meetings and work emails. Please note this is not a computer course but will help you improve your written business English. You will be able to gain a Literacy National Test qualification.

Retail

First Steps in Retail

Do you want to work in retail but have never worked in a shop or other type of retail outlet before? Are you not sure what might be expected of you, or if you could do it? If so, then this introductory session will give you all the information you need, and provide expert advice about which qualification course to do first. Come along and find out if this is for you.

Retail Knowledge – C&G Level 1 Award

This is an introduction to the skills and knowledge needed to work in a retail environment. The course introduces you to different aspects of the retail role: customer service; handling stock and safe working in the retail workplace. The course forms a basis for further study in Retail at Level 1.

Retail Knowledge – C&G Level 1 Certificate

This course is suitable for confident beginners or those progressing from the Level 1 Award and will give you a good basic knowledge and understanding of the retail sector. You will learn about the importance of good communication and how to create a good relationship with customers. The course introduces the selling process and the purpose of product information; stock control systems and procedures, and customer payment systems. You can study for the Certificate over 30 weeks or complete the Award first and progress to the Certificate course in the second term.

Customer Service

Customer Service – C&G Level 1 Award

This course introduces you to the principles of customer service. You will learn how to deliver good customer service, use different communication methods, follow organisational procedures and deal with queries, problems and complaints.

How to enrol

To enrol on one of these we will need to know what qualifications, skills or experience you already have, this is so that we can ensure you are on the right course for your current skill level. If you want to enrol by post we will send you an application form, or you can download

Are you unemployed and in receipt of JSA or ESA (WRAG)?

Join our FREE BACK TO WORK COURSE

EMPLOYMENT SKILLS FOR JOB SEEKERS
– C&G Certificate in Employability and
Personal Development

This is a highly flexible FREE course for active job seekers in receipt of JSA or ESA (WRAG). The course runs over 3 hours a day, 3 days a week with new learners able to join every fortnight. You will study for units of the C&G Certificate, to develop your employment skills and get a qualification units include: Career Planning, Making Applications, ICT and Working in a Team.

this from our website and either post or email to the address shown. If you are enrolling by telephone a member of our enrolment team will take you through some basic pre-enrolment questions over the phone. If you would like more advice and guidance, or if we feel a full assessment is required, we will invite you to one of our Information and Advice sessions

listed below. To book an appointment please telephone the Centre where the assessment will be held:

Date	Time	Location
July 2011		
Friday 15 July	9.30 am – 1.00 pm	Hounslow Manor
Monday 18 July	9.30 am – 2.00 pm	Hounslow Manor
Wednesday 20 July	9.30 am – 1.00 pm	Meadowbank
September 2011		
Monday 5 September	10.00 am – 5.00 pm	Hounslow Manor
Friday 9 September	9.30 am – 3.00 pm	Hounslow Manor

To book an appointment contact:

Hounslow Manor: **020 8583 6070**

Meadowbank: **020 8583 6050**

Or come along to one of the Open Days/Open Evenings – listed at the front of this Prospectus.

We will also be holding Information, Advice, Assessment & Enrolment Sessions on Wednesdays at Hounslow Manor (**020 8583 6070**) throughout the school holidays on the following dates: 3, 17, 24 and 31 August.

If you cannot make any of the above dates please email

business&computing@hounslow.gov.uk or telephone **020 8583 6073/6035/6046** to arrange a separate appointment.

Non Qualification Courses

Keep Your Children Safe on the Internet - A Guide for Parents

The internet is a wonderful resource for children, but at the same time, it can pose challenges to your children's safety and privacy. This course will help you to be aware of what children may see and browse on the Internet, who they meet virtually, and what they share online. The course will introduce you to the tools and techniques that they may use.

Understanding the Online World

This course is designed for beginners or for web users who are at a bit of a loss as to what the fuss is all about. You may have tried online, found little of relevance but now feel isolated or outside of what is an everyday part of today's society. After completion, participants should feel confident about the various components of the internet and be informed about choosing which basic services or products will be useful to them.

Family History on the Internet - Beginners

This course is suitable for people wishing to search for family who originate from Britain. Search census and other records for long lost relatives and build a picture of your ancestors using a range of online records.

Email - Set Up an Email Account & Get Started

Not sure how to get an email account or how to use it effectively. Learn how to set up your own email account, and how you can use it for a variety of purposes, such as keeping in touch with family and friends.

Downloading Made Easy

Not very confident about how to download material, e.g. pictures, podcasts, videos, music from the internet? Do you sometimes lose a file you downloaded from the internet? This course will show you how to download safely and how to organise your files so that you can locate them easily.

Internet & Email Clinic - Tips and Techniques for Trouble Shooting

Do you use the internet and/or email but feel a bit out of your depth when you have a problem or an error message appears? Do you not use some of the features, buttons or menus available because you don't know what they are for or how to use them? This course which covers common problems and clearly explains the facilities available will help you to use your email and the internet better.

Social Networking - All about Twitter, Facebook, Blogging, Wiki and more

This course introduces you to social networking and explains what it's all about. You will learn how to access social networking sites, such as Facebook, Wiki, Moblogging, Twitter, YouTube, and help you make sense of the technology and jargon used.

Social Networking - One Day workshop

This one day workshop gives a brief overview and introduction to the most popular social networking sites. The workshop is more suitable for confident IT users or those who would just like a quick introduction.

Creating an Effective Blog

Learn more about Blogging either for pleasure or business. This course will give a complete tool kit on how to go about setting up, developing and promoting a successful Blog for yourself or your company.

Buying and Selling on the Internet

Learn how to trade on the internet using popular websites such as Amazon and ebay. Learn how to get started, how to set up your own account, the buying and selling process, payment methods, feedback, online safety and security, fraud and dealing with complaints. Find out how to locate bargains to purchase or bid for, and how to clear your garage or attic of unwanted items, hopefully making some money along the way.

Market Your Business on the Web - Search Engine Optimisation

This course is designed for people who manage a website and would like to increase its exposure, including, web developers, agency staff and SME owners. It covers the following topics: the search engine market place, how search engines work, what search engine optimisation is and how it can affect an organisation.

Start Your Own Business

This short course gives you the opportunity to get advice and guidance from an expert on how to start up, market and run a small business, or to learn useful skills to improve your performance and build your business potential.

Create Newsletters and Leaflets Using Publisher

Publisher is a popular software application for quickly producing simple and effective information and marketing materials. Learn how to produce newsletters, leaflets and promotional material to communicate your message.

Make Your Own Cards Using Publisher

Can't find that special card with the right image and message to send? Would you like to create something individual and original? Learn how to produce your own simple cards for special occasions using Publisher.

Create a Photo Slideshow Using Picasa

Learn how to use Picasa to manage and present your images either online or just on your own computer.

Photoshop

Learn to use the industry standard image editing software to enhance, repair and manipulate your digital/print photographs or artwork. The beginners course introduces you to the basics of image editing and design, including image resizing, resolution, colour correction, using the toolbox, creating basic designs and basic work with layers, The Next

steps course includes editing complex shapes, working with and combining layers, and image retouching. The Extended course enables you to develop your own project work.

Photoshop Workshops

Spring and Summer Terms Only

We offer a range of short specific workshops relating to various aspects of digital photography and Photoshop. These are practical workshops and run at various times throughout the year. The workshops are aimed at those learners who have already used Photoshop. Workshops will be on specific topics for example 'Working with masks and layers'; 'Repairing treasured photographs' and 'Advanced Colour Correction'.

Webpage Design with Dreamweaver

Learn how to create web pages and websites using this industry standard software. When you have completed the Beginners course you can progress to the Next Steps courses to learn more about adding media such as flash into a website.

Website Design and Construction for Business – Summer Term Only

This course is for competent computer and Dreamweaver users who have undertaken previous study of Dreamweaver such as, for example, the Next Steps course and who wish to understand how to create and manage commercial websites.

Digital Photography and Image Editing

Learn how to use your digital camera equipment and IT editing programmes effectively and efficiently to produce high quality pictures. These courses are suitable for those with a competent level of IT skills as the course is a split 50/50, digital camera and software packages.

Courses designed for older learners, see our [Keeping Active](#) section on page 52





English, Maths and English for Speakers of Other Languages

For further guidance and advice contact skills@hounslow.gov.uk
or telephone 020 8583 6057/6103/6001.

Do you want to improve your maths and English?
With Hounslow Adult and Community Education you can:

- Study in the morning, afternoon or evening
- Study at a range of locations across the borough
- Work at your own pace
- Receive a nationally recognised qualification

All you have to do is come to one of our assessment days (listed below) or make an appointment so that we can see which level of class will suit you best. To arrange an appointment please call **020 8583 6000**.

ESOL (English for Speakers of Other Languages)

If English is not your first language, you will study on one of our English for Speakers of Other Languages (ESOL) courses. These courses are about improving your speaking, listening, reading and writing, grammar, spelling and pronunciation skills to help you to get ready for the world of work or help you to achieve the next step in your career. All courses teach aspects of living in the UK which mean that your qualification may be suitable for the Government's English requirements for British Citizenship.

If English is not your first language, and you are interested in a career in Hairdressing, Beauty Therapy or Childcare, you can study on one of our job related programmes which can help you progress onto other higher level courses.

ESOL and Maths

This course is about improving your language and number skills. It will help you to understand the vocabulary you need for the subject. You will also work towards a getting a nationally recognized certificate in adult numeracy at either Level 1 or Level 2.

Further Information

ESOL Assessment Days

12th July 2011	9:30am – 3:00pm	Hounslow Manor School
13th July 2011	1:00pm – 7:00pm	Hounslow Manor School
14th July 2011	9:30am – 3:00pm	Hounslow Manor School
19th July 2011	1:00pm – 7:00pm	Hounslow Manor School
20th July 2011	9:30am – 12:30pm	Hounslow Manor School
20th July 2011	1:00pm – 7:00pm	Meadowbank
6th September 2011	2:00pm – 7:00pm	Hounslow Manor School
7th September 2011	2:00pm – 7:00pm	Meadowbank
8th September 2011	9:30am – 3:00pm	Hounslow Manor School

ESOL for Employment – year courses

Course Level	Cost
Entry Level 1	
4 hours per week	£160
3 hours per week	£130
Entry Level 2	£160
Entry Level 3	£160
Level 1	
4 hours per week	£180
3 hours per week	£155
Level 2	
4 hours per week	£190
3 hours per week	£155
English Pathway to Childcare (E2)	£160
English Pathway to Hair and Beauty (E2)	£160

ESOL – modules

Course Level	Cost
Entry Level 1	
4 hours per week	£235
3 hours per week	£185
Entry Level 2	
4 hours per week	£235
3 hours per week	£185
Entry Level 3	
4 hours per week	£235
3 hours per week	£185
Level 1	£220
Level 2	£220

English

Back to Basics with English

Do you want help with improving your English skills? Is your English holding you back from getting on at work or from getting a job? These courses are designed to help you gain confidence in English and help you to focus on the basics of spelling, punctuation and just a little bit of grammar.

Get to Grips with English

Review the English skills you know you have on this Level 1 or Level 2 English course! It has been designed to help you brush-up on your existing English skills and will help you gain the confidence you need to improve. The course is taught using a variety of different methods and your tutor will give you the support and guidance to help you improve on your specific learning needs for example spelling, punctuation or structuring text. These courses are offered over a year, 15 or 10 weeks.

Spelling and Punctuation Workshop

This short course will help you to brush up on your spelling and punctuation and you'll also have the opportunity to get a nationally recognised qualification.

Maths

Get to Grips with Maths

Get confident in working with numbers in your everyday life. Our friendly and supportive tutors will work closely with you to develop your understanding and increase your confidence in this subject. You will cover topics such as percentages, ratio, shape, measurement and long multiplication and division. The courses are offered over a year, 15 or 10 weeks.

All maths and English courses (excluding ESOL & GCSE's) are free.

Further Information

The Literacy and Numeracy assessment days will be at Hounslow Manor Adult Education Centre on:

19 July 2011	1:00pm – 7:00pm
20 July 2011	1:00pm – 6:00pm
6 September 2011	2.00pm – 7.00pm
13 September 2011	10.00am – 4.00pm
14 September 2011	1.00pm – 7.00pm

GCSE English (Language and Literature) for 16-18 & Adult Learners

Entry Requirements

A grade D achieved during the previous academic year or a L1 pass at Initial Assessment

Length of Course

Intensive 3-hour course for 30 weeks

Course content

The course follows the AQA English Syllabus which focuses on classical and contemporary texts as well as poetry and a range of non-fiction texts. You will also demonstrate speaking and listening skills and creative writing through controlled assessment tasks. Attention is paid to aspects of grammar, spelling, essay structure and format.

GCSE Maths for 16-18 & Adult Learners

Entry Requirements

A grade D achieved during the previous academic year or a L1 pass at Initial Assessment

Length of Course

Intensive 3-hour course for 30 weeks

Course content

The course is modular and follows the AQA Mathematics (Foundation) Syllabus, which will focus on number, algebra, geometry and data handling.

Further Information

You will need to come to the Civic Centre, Lampton Rd for an interview and/or assessment on:

7th September 2011 4.30pm – 8pm (English)

8th September 2011 4.30pm – 8pm (Maths)

For all GCSE assessments, you will need to bring evidence of your current grades with you.



Family Learning

For further guidance and advice contact skills@hounslow.gov.uk
or telephone 020 8583 6083/6001.

Family Learning is about doing fun activities with your children, gaining confidence in supporting your child's learning and helping your child to achieve. Enjoy learning, gain new skills for yourself and find out about opportunities for your own learning.

Mums, dads, grandparents and carers are all welcome to participate and there are courses for adults and toddlers, adults and children and adults and teenagers:

Courses include:

Keep Healthy

- Fun-filled Snacks
- Family Fun Sports
- Bollywood Dance
- Yoga Fun

Stay Safe

- First Aid Heroes
- Stay Safe, Be Cool on the Internet

Appreciate your Environment

- Gardening
- Heritage Crafts at Osterley (in partnership with the National Trust)
- Go-Eco

Computers

- ICT for beginners
- Web Design
- Internet Fun

Languages

- Fun with French
- Family Arabic

Be Creative

- Festive art and crafts
- Pottery
- Creative textiles
- Fashion accessories
- Painting
- Printing
- Mosaics
- Funky jewellery
- Sculpture
- Problem solving and construction

Feel Good

- Manicure and nail art
- Hairdressing
- Facials and makeup
- Skincare and facials

All Family Learning courses are free (subject to eligibility)

Family Learning courses and taster workshops are offered at our main Adult Education centres, local community centres, libraries, schools, children's centres and other venues.

Courses which take place in schools are usually for the families whose children attend that school.

Because we want to make our Family Learning accessible to all, we have courses in the daytime, after school, at weekends and during holidays.

Family Language Literacy and Numeracy

We also offer family language literacy and numeracy. If you are interested in developing your skills, speak to your child's primary school who will be happy to help.

What are the benefits?

Your child will:

- Get fun out of learning
- Enjoy learning and bonding with you
- Learn about sharing and team work
- Gain confidence and develop concentration
- Do better at school or nursery

You will:

- Enjoy learning with your child
- Learn about how your child learns and develops
- Be able to support your child's learning
- Get ideas for activities at home
- Meet other parents and carers
- Develop your own skills
- Find out about other courses for yourself

Enrolment Policy for Family Learning Courses

1. Enrolment begins one month before the courses start.
2. Families may enrol on a maximum of three different courses in one academic year. This allows other families to have their chance to join courses.
3. Families may only enrol for courses within their child's school or a school or centre in their local area. This is because it is important to be on time for the sessions.
4. If you cannot attend the first session of the course you will need to phone the centre to let them know, otherwise your place will be given to another family on the waiting list.
5. There are minimum ages for all Family Learning courses. This means that you may not bring children below that age to the sessions.



Food, Travel and Tourism

For further guidance and advice contact foodtravel@hounslow.gov.uk
or telephone 020 8583 6063/6073.

We offer a variety of courses in sugar craft, cookery, food hygiene and travel, most of these courses are suitable for all levels of experience and skills.

Qualification Courses

Sugarcraft and Cake Decoration

Cake Decoration – NCFE L1 Award

This year long Level 1 course is suitable for all those who wish to take an introductory course or for learners who want to recap the basic skills in cake decoration. The course includes working with specialist materials, basic cake design and decorating techniques. The course provides a basis for progression to the Level 2 Certificate.

Cake Decoration - NCFE L2 Certificate

If you have already completed a Level 1 award or have experience of decorating cakes and wish to develop and extend your skills in Cake Decoration then this course is for you. The course includes using Royal Icing, Sugar Paste and Marzipan modelling for cake decoration. You will produce a portfolio of work that includes working drawings and photographs to support the practical work.

Food Hygiene

Food Safety in Catering – CIEH L2

These one day courses are for anyone working in the hospitality and catering environment or where food is prepared, cooked and served, such as cafes, pubs, restaurants, contract catering, fast food outlets, child and health care settings.

Travel & Tourism

Award in Travel – NCFE L1 Award

This qualification aims to provide candidates with an understanding of the basic principles of the travel industry, and allow them to explore the various avenues of work within the industry prior to making a career choice.

Travel – NCFE L2 Certificate

For those looking to make a career in the travel industry. Units include Worldwide Travel and Tourism Destinations, Travel Planning, Principles of Customer Service, Travel and Tourism Support Services.

Entry to these courses are by assessment and informal interview. Please call **020 8583 6063** to arrange a convenient time for an appointment or for further information.

Non qualification courses

Sugar Craft

These short 10 week courses are aimed at learners of all levels from beginners to the more experienced learner. Each term there is an overall theme to the classes, Fantasy Flowers, Celebration cake decoration and Children's cake decorations. The focus of the courses is modelling and learners will be shown how to work in various mediums and practical techniques.

Cookery

A list of ingredients will be sent to you for the first week of your course. Your tutor will then inform you, on a weekly basis, of the ingredients you will need to bring in for the various recipes.

Traditional British Dishes

Pies, puddings, roasts and desserts - Just like grandma used to make but brought up to date for the modern cook.

Mediterranean Cuisine

Cook a variety of Mediterranean dishes using traditional ingredients and techniques. You will discover the proven health benefits.

Christmas Festive Nibbles Made Easy

Prepare and serve a variety of Christmas and festive treats for all your family and friends.

Indian Cookery

Learn how to produce popular Indian dishes using authentic techniques and spices without fear or fuss.

Pasta Perfection

Perfect your pasta and cook a variety of authentic Italian sauces.

Caribbean Cookery

Learn to cook dishes from Jamaica, Cuba and other Caribbean islands with traditional spices for that tropical flavour.

Cooking with a Wok

An introduction to stir fries and far eastern cuisine – please bring your own wok.

Regional Italian Cookery

A range of Italian dishes using traditional ingredients and time-honoured methods.

Fish and Seafood Made Easy

Tips on the how, when and where to buy fish and seafood. Introduction to preparation methods and cooking ideas for nutritional dishes.

Middle Eastern Cuisine

An introduction to cooking with eastern spices and traditional ingredients. Discovering a fusion of flavours, and much more.

Summer Dishes

Ideas either for picnics, barbeques and summer meals - 'al fresco' or 'in doors' to make the most of the summer weather!

Budget Cooking for Beginners

Nutritious meals without breaking the bank! Learn how to shop on a tight budget and cook tasty meals to a high standard. Ideal for students about to leave home.





Health and Social Care

Health and Social Care, Childcare, Education and Training

For further guidance and advice contact health&socialcare@hounslow.gov.uk
or telephone 020 8583 6011/6059.

We offer a wide range of courses for people wishing to work with, or planning to work with children, young people or in the health and social care sector.

Working with children, young people or in the health and social care sector is a profession for people who want to make a real difference. If you feel you have commitment, enthusiasm and lots of energy to develop new and existing skills working with children, young people or in the health and social care sector this could be the career for you.

Entry on to the courses listed below is by initial assessment; this will allow us to design a suitable learning programme to assist you in achieving your overall goals and ambitions.

Qualification Courses

Health & Social Care

Health and Social Care – BTEC E3 Award

This is an excellent starting point for anyone who has an interest in caring for children, young people or adults. This foundation learning course will give you plenty of opportunity to explore different areas of Health and Social Care, so that you can make a clear decision about which direction you would like to take in your future career path.

New course

Introduction to Health and Social Care and Children and Young People's Settings with English – Cache L1 Certificate

This is for people who wish to take the next steps to learning within the health and social care sector. The course provides a basic introduction to knowledge, understanding and skills for a variety of roles. On completion of this course learners will be able to choose a variety of career paths.

New course

Preparing to Work in Adult Social Care – Cache L2 Certificate

This qualification is for learners interested in or preparing to working in adult social care in England. This qualification does not require a work placement. On completion of this qualification learners will be able to progress on to the Diploma course.

Initial Assessment is not required if you have proof of a Childcare or Health and Social Care Qualification at Level 1 and English and Maths at Level 1, you will need to produce evidence of your prior learning at enrolment.

New course

Health and Social Care (Adults) for England (Available April 2012) – Cache L2 Diploma

This qualification is for learners who are working or volunteering or who have a practical placement in the care sector, as you will need to be able to show competence in both knowledge and skills. This qualification has three pathways: Generic Health and Social Care, Dementia and Learning Disabilities. You will be assigned a qualified assessor

who will observe you within your work setting or placement. On completion of this qualification learners will be able to progress on to a Diploma course at Level 3

Childcare

Caring for Children – Cache E3 Certificate

This qualification will help learners develop skills in caring for a child/children and includes children's play, healthy lifestyles and routines for young children. This course is ideal for parents and carers wishing to commence a career in childcare. On completion of this course learners can progress on to the Caring for Children Certificate Level 1.

Caring for Children – Cache L1 Certificate

A course for people new to childcare or wishing to develop the skills needed to progress on to a higher level course. This course includes maths and English additional support sessions linked to childcare.

An ideal course for people new to childcare or wishing to develop the skills needed to progress on to higher level courses. Topics covered within this course are child development, healthy eating, and healthy living, supporting play, self- development and progression. We recommend you go into a childcare placement towards the end of your course, for example a day nursery, play group

or childminding facility. This will allow you to put new skills into practice. On successful completion of this course you can progress onto the Level 2.

New course

Introduction to an Early Years Setting – Cache L1 Award

This is an exciting new course designed for anyone who is interested in working in an early years setting and is particularly suitable for parents and volunteers wishing to participate in provisions in early year's settings. Course topics include the value of play and an introduction into community development in early year's settings. Learners do not need to be working, but it is recommended that they should be volunteering in an early years setting. On successful completion of this award you can progress onto the Level 2.

Children and Young People's Workforce – Cache L2 Certificate

This qualification replaces all existing Level 2 childcare qualifications and consists of both mandatory and optional units covering a wide range of topics.

All learners will need to be working, volunteering or on a practical placement as they need to show competence in both knowledge and skills. All learners will be assigned a qualified assessor who will observe you in your work setting or placement. Your assigned assessor will guide and support your

achievement through this qualification. On successful completion of this course you can progress to the Level 3 Diploma.

Children and Young People's Workforce – Cache L3 Diploma

This qualification replaces all existing Level 3 childcare qualifications.

The Diploma consists of both mandatory units and optional occupational units. Optional pathways are: Early Learning and Childcare, Children and Young people's social care and Learning and Development Support Services pathway. All learners will be assigned a qualified assessor who will observe you in your work setting. Your assigned assessor will guide and support your achievement of this qualification.

You will need: to be working in face-to-face roles with children, young people and families, either supervising or working unsupervised. You should be in employment for a minimum of 3 days per week and have a relevant Level 2 qualification or a minimum of 2 years' experience working with children, 3 GCSEs at Grades A-C or equivalent, including English and Maths. On successful completion of this course you can progress onto a Foundation Degree, your course assessor will advise.

Teaching Assistant

Supporting Teaching and Learning in Schools – Cache L2 Certificate

This course is designed for people who work in or wish to work in a support role such as classroom assistants, learning support assistants and special needs assistants. Learners will develop new and existing skills to promote an effective learning environment for children. Learners will need to be working or volunteering in a school environment, as they need to show competence in both knowledge and skills. All learners will be assigned a qualified assessor who will observe you in your work setting or placement. Your assigned assessor will guide and support your achievement through this qualification. On successful completion of this course you can progress onto the Supporting Teaching and Learning in Schools Level 3 Certificate (Cache)

Supporting Teaching and Learning in Schools – Cache L3 Certificate

The course is for people who have achieved a Level 2 qualification and are currently working in a school setting. Learners will develop knowledge, understanding and skills in planning and supporting teaching and learning in schools.

This qualification consists of both mandatory and optional units covering a wide range of topics. All learners will be assigned a qualified assessor who will observe you in your work setting or placement. Your assigned assessor

will guide and support your achievement through this qualification. On successful completion of this course you may be able to progress onto a Foundation Degree, your assessor will advise.

For more information and guidance about any of these courses, please contact: health&socialcare@hounslow.gov.uk or a member of the team on 020 8583 6011/6059.

Non Qualification Courses

No assessment necessary

Creative Workshops

A range of workshops to inspire people interested in providing a stimulating and creative environment for children. The workshops will be run over various times, dates and venues during each term. All workshops are open to anyone interested in developing their knowledge and skills in the area of child development, whether you currently working in a child centred environment or are a parent/carer interested in developing ideas for fun activities with children, such as 'Encouraging Communication (0-5 years)', 'Messy Play (0-5 years)', 'Supporting Art and Displays' and 'Promoting Positive Behaviour'.

"My childcare course gave me an opportunity to do a work placement.

I work as a volunteer at Bedfont Playgroup twice a week which helps me to put my new skills into practice.

I would like to go on to do a level 3 childcare course and to find a job in childcare".



Developing Awareness of Children with Specific Needs (DASN)

A course covering the effects specific needs have on the child and family and the types of specific needs, terminology, links to behaviour and more able children. Completion of the course is through assignments and tutor reports. This course is designed for people working or interested in working with children with specific needs. Assessment required.



Independent Living and Learning

For adults with learning difficulties and/or disabilities

For further guidance and advice contact skills@hounslow.gov.uk or telephone 020 8583 6037.

Do you want to work at your own pace, make new friends and have fun learning? With Hounslow Adult and Community Education, you can do just that!

Qualification Courses

On our qualification courses, you will be able to work towards the Diploma in Personal Progress and Life Skills at Entry Level 1. These qualifications will help you to build your confidence, learn how to do more things for yourself and you'll also work on improving your English and maths skills. All you need to do to join this course is come to an initial assessment where a qualified tutor will assess your needs and plan a programme specially created for you.

Non Qualification Courses

Gentle Exercise and Movement to Music

As we all know, exercise is really important for us to feel better about ourselves. If you want to get back into your exercise routine, or if you want to try something new, fun and beneficial, now is a good time to get started!

Gentle Yoga

Learn about how you can improve your general well-being by using breathing and relaxation techniques, gentle stretching exercises, posture and flexibility workouts. You'll also learn about how the important parts of your body work in relation to your yoga workout.

Dramarama!

Can you see yourself up on stage? Or perhaps you prefer to work behind the scenes? This very popular course will introduce you to role-play, mime, dance and basic acting techniques. You will also increase your confidence and co-ordination and work as a team to create and perform an end of year show!

Rhythm, Moves and Music

Find out how you can use music to express your feelings on this fun and practical course. You'll learn how to move to music, play a percussion instrument and work with others in the group to make music magic! You'll also work, with your tutor and group, on presenting an end of year performance.

Computing: Hands On

Learn how to develop your computer skills on this practical course. You'll learn how to use different equipment, software tools and computer programmes on your own. It will help you to have access to a computer outside the classroom to practice your skills.

Back to Basics English & ICT for Learners with Learning Difficulties

Do you want help with improving your English? Is it holding you back from getting a job? These basic courses are designed to help you gain confidence in English and help you to focus on the basics of spelling, punctuation and just a little bit of grammar. You'll also have the opportunity to work on developing your ICT skills and work towards getting a qualification at Entry Level 1.

ESOL for Learners with Learning Difficulties

If English is not your first language, we can help you to improve your speaking, listening, reading, writing and pronunciation skills by a supportive, friendly and experienced tutor.

Exploring Drawing and Painting

Explore a range of methods to improve your drawing and painting skills with this creative and practical course. You'll work towards building a portfolio of designs and paintings as well as working towards creating bold and vibrant pieces of collage.

Cooking with Confidence

Join this fun class and learn how to cook using healthy ingredients, gain knowledge of vitamins and how to incorporate your recommended 5-a-day fruit and vegetables into your cooking. Explore the variety of easy cooking methods and enjoy eating the food you have prepared!

Keeping Active

For further guidance and advice contact keepingactive@hounslow.gov.uk
or telephone 020 8583 6063.



Do you have some spare time during the day and wish to do more? Come along to one of these courses to meet new people, develop new and existing skills, keep healthy and active.

These courses have discounted fees and are held at various venues across the borough.



Internet & Email - Introduction at a gentle pace

This short introductory course will show you how to access the internet and set up an email account, so you can send and receive emails to family and friends. Don't worry if you haven't used a computer before or are a bit nervous of the technology! This is a very informal and relaxed class where you can work at your own pace.

Using the Internet - shopping, banking, paying bills and more

The internet is now a key part of our everyday life with more and more organisations and businesses requiring us to find information or pay for things 'on-line'. On this course we will explore together some of the websites you may need to access, eg your local Council, the

NHS, government departments, banks. We can also look at some major supermarket sites for on-line shopping. If you are new to the internet or want to know more and how to keep safe when on the internet then, this is the course for you.

Using Skype - keep in touch with family and friends

Have your friends and family asked you to get in touch using Skype? Not sure what it is, or how to start? Learn to use this widely used software and find out what equipment you may need.

Creative Computing - digital photographs, collages and cards - Gentle Pace

Do you have a treasured photograph that needs repair? Do you have digital images that

you would like to use to create a collage or a greetings card? Learn to crop, enhance, repair and manipulate your digital/prints or old photographs.

Arts and Crafts for Leisure

Do you like drawing, painting, creative crafts? These courses give you the opportunity to either try something new or get back to some of those hobbies you used to love but never had time for. Fun and relaxed classes for all skills and abilities.

Knitting Circle – All Levels

Do you enjoy knitting or would like to learn in a fun relaxed way? For those who are new to the subject the course includes: how to cast on and off, basic knitting stitches and how to follow a pattern. For those with more experience you can learn how to improve or why not try knitting with alternative materials.

Exercise for Leisure

These courses aim to help preserve mobility and ensure healthy muscle tone with emphasis on promoting good posture, balance, co-ordination and general wellbeing. Exercise to music in a social atmosphere.

Yoga Gentle Pace

Specially designed yoga course for those new to yoga, or with limited mobility. Gentle pace with time to relax and enjoy.

Pilates for Leisure

Specialised exercise courses to strengthen the core muscles, leading to improvements in posture and balance. This is effective for

keeping a healthy back, strengthening the abdominal and pelvic muscles. Mixed ability courses - exercises offered at a range of levels with adaptations and alternatives given to suit all levels of fitness and mobility

Tai Chi for Leisure

These courses, offered at beginner and improver levels, will follow a gentle pace and have been designed to improve mobility and flexibility. A great way to stay fit and active!

Walks from West London

Walk at a steady but relaxed pace for about four miles, through parks, countryside and cityscapes.

French – Keeping your mind active

This course will introduce you to the language and culture of the French speaking countries and will provide you with the basic language to communicate in common everyday situations such as greetings, describe yourself and family and food.



Languages

For further guidance and advice contact languages@hounslow.gov.uk
or telephone 020 8583 6044/6073.

We offer courses in ten languages: Arabic, British Sign Language, Chinese Mandarin, French, German, Italian, Japanese, Polish, Portuguese and Spanish.

Qualification Courses

Qualification courses are offered in Spanish and British Sign Language. The ABC qualifications are portfolio based courses which allow you to demonstrate how you have developed your knowledge and skills of the language over the duration of the course. Please use the course outlines below as guidance to which level would be appropriate for you.

Spanish – ABC L1 Certificate

If you have completed an Improvers course in Spanish and wish to continue to develop your language communication skills, learn more about the culture and gain a qualification the Level 1 Certificate provides an ideal progression route.

Spanish – GCSE

This qualification course provides you with the opportunity to develop the ability to express yourself by using vocabulary and grammar focusing on everyday topics. Your learning is built upon previous study of the core skills of listening, reading, speaking and writing in the language. You will need to have studied Spanish before and have completed a Level 1 or equivalent to fully benefit from the course.

British Sign Language – ABC E2 Award

The Entry Level 2 Awards is ideal if you have just started to learn British Sign Language and also wish to gain a qualification. The course introduces the basic vocabulary, rules of signing and cultural awareness. It is advisable if you are a complete beginner to undertake a 'Beginners – Get Started' course first so

that you can develop your confidence and familiarise yourself with the basic structure of the language.

British Sign Language – ABC E3 Award

The Entry Level 3 award is suitable for those who have completed the Entry Level 2 or 20 hours previous study in British Sign Language. The course enables you to continue to develop your knowledge and skills to communicate using Sign Language in familiar situations and extend your cultural awareness.

British Sign Language – ABC L1 Award

If you have completed a full year Beginners course or an ABC E3 course and wish to continue to develop your communication skills and learn more about the culture, the Certificate Level 1 provides an ideal progression opportunity to further study at this stage.

Non Qualification Courses

If you are interested in learning a language for your own development and are unsure of which level of course to study you can use the guide below to help you select the right level of course.

Which level should I study? Beginners

Start to learn a foreign language. These courses are suitable for complete beginners. The courses provide you with the basic language to communicate in common everyday

situations and are a good starting point should you decide to undertake the Next Steps course in the foreign language or Entry 2 British Sign Language qualification.

Next Steps

These courses are for learners who have completed a Beginners Get started course or have some experience of the language. You will consolidate and expand your knowledge of the language you have studied to communicate in some everyday situations. You will continue to learn about the culture and customs of the country during the course.

Improvers

The Improvers courses provide opportunities to continue to develop your grammar and vocabulary knowledge and skills in the target language to communicate in a wider range of everyday situations. The Improvers level is for those who have completed the Next Steps courses or have recently completed studies in the language and wish to become more proficient in its use. Once you have completed the Improvers course you can progress to the Intermediate level.

Intermediate

This level of course is suitable for those who have completed the Improvers or an Entry 2 or 3 qualification course in the language. The course provides opportunities to become more proficient in the use of the language, so that you can sustain a conversation and express your opinion on a diverse range of everyday topics.

Language and Culture

These courses provide the opportunity to join others in an informal conversational group that discusses historical and contemporary topics. Although there is an emphasis on the communication skills in the language, you will also expand and practice your knowledge of grammatical structures.

You must have a good command of the language to benefit from this level of course.

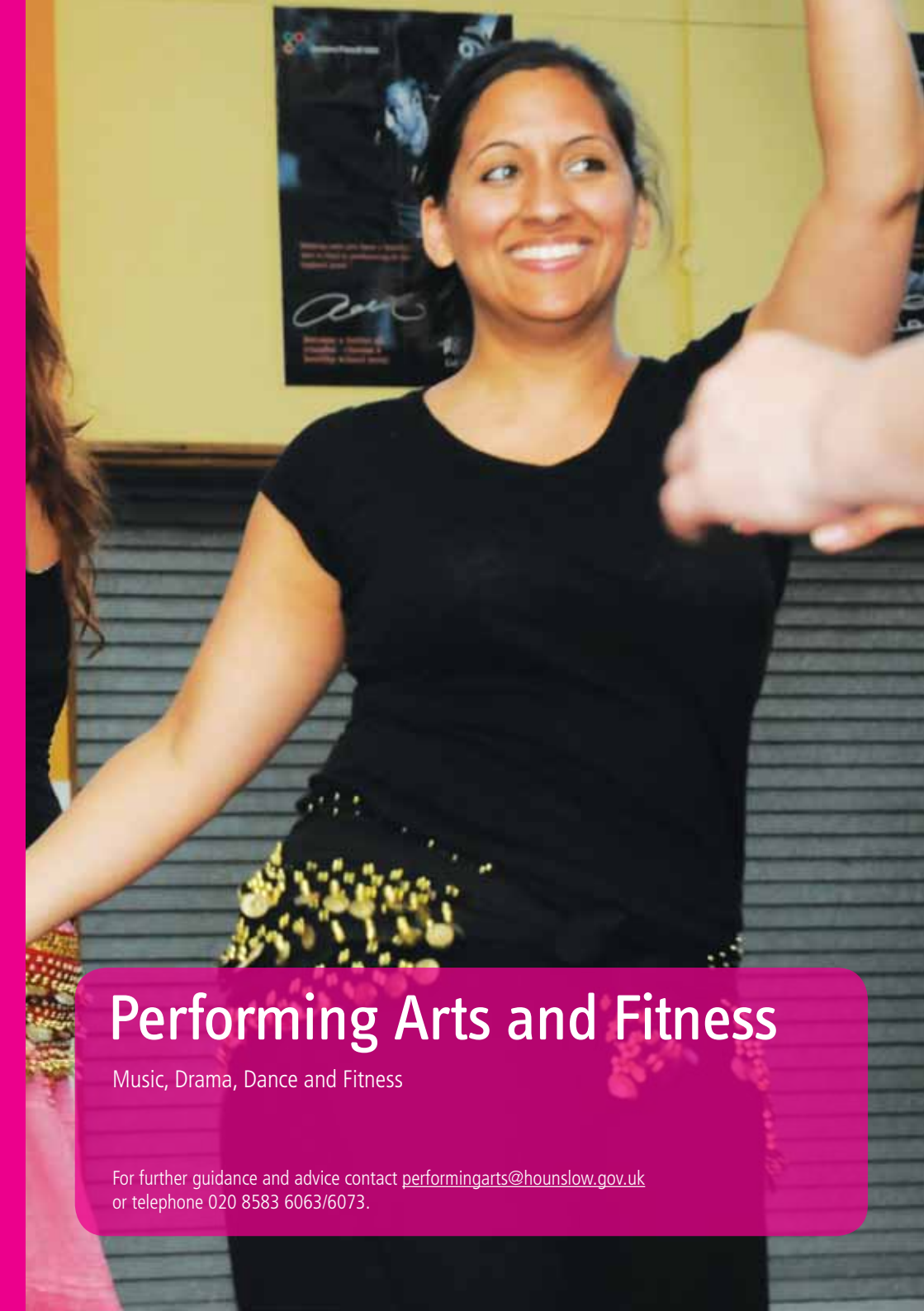
Work and Travel

If you are planning to travel or work abroad or work with foreign companies, these short courses will provide you with the basic vocabulary and cultural information to help you get by in the country you are visiting.

For further information please contact **020 8583 6044** or email **languages@hounslow.gov.uk**

Lip Reading

We run a successful and friendly lip reading group for all abilities. If you are interested in joining or for further details please contact 020 8583 6073/6044 or email languages@hounslow.gov.uk



Performing Arts and Fitness

Music, Drama, Dance and Fitness

For further guidance and advice contact performingarts@hounslow.gov.uk
or telephone 020 8583 6063/6073.

We have a variety of music, dance and fitness courses in venues across the borough, to suit all abilities and interests. You will be taught in a group setting and provided with material for home practice and may have opportunities to perform.

Music

Acoustic Guitar

A variety of classes to suit all abilities from the total beginner to the more experienced.

Courses will help you to develop all the basic skills and confidence you need, including essential techniques and theory. You will need to bring your own guitar.

Electric Guitar & Bass Workshop

General level for those with some experience of electric guitar who want to improve their technique, broaden their knowledge and play in a variety of styles.

Keyboard and Piano

A variety of courses to suit all abilities from the beginner to the more experienced player. The beginner's class will introduce the basic chords and notation. You will learn to play pieces from the outset. For those who have more experience you will have the opportunity to increase knowledge of chords and repertoire and performance skills.

Baroque Chamber Workshop

For those wishing to rehearse and perform their chosen Baroque instrument and vocal music, especially 17th & 18th century German and English Repertoire, both in ensembles and solo items.

Singing for Pleasure

A group singing class, with the emphasis on enjoying singing rather than solo performance. Learn and improve your vocal skills in a social atmosphere.

Singing Techniques

These courses cover voice production and related skills. Learning songs, harmony singing and some music theory. Progress is monitored by singing solo, but in a supportive atmosphere.

Gospel Choir

If you like Gospel music and love to sing come and join this lively, social choir for a totally uplifting experience whilst learning how your voice can be a joy for yourself and to others.

Dance

Bollywood Dance

A fusion of eastern and western dance techniques and styles inspired by modern Indian films. This energetic dance form will increase your confidence as you become more graceful and expressive whilst improving your general fitness.

Oriental Belly Dancing

Offered at beginner and intermediate levels, you will learn the movements of modern Turkish and Egyptian Belly Dance. These highly social courses are great for mobility and fitness, with an opportunity to perform at local events if you wish.

Fitness

Pilates

Specialised exercise courses to strengthen the core muscles, leading to improvements in shape and posture. This is effective for keeping a healthy back by strengthening the abdominal muscles.

Offered at three levels - Beginners, suitable for those new to Pilates; Improvers, suitable for those who have previously attended a beginners course; All Levels, mixed ability courses - exercises offered at a range of levels with adaptations and alternatives given to suit all levels.

Yoga

Reduce stress and increase your strength and flexibility through a variety of postures, breathing awareness and relaxation techniques.

Offered at three levels – Beginners, suitable for those new to Yoga or with a limited range of movement; Improvers, for those with experience or as advised by the tutor. General level – mixed ability classes where adaptations and alternative exercises and poses are given.

Kundalini Yoga - General Level

A different form of yoga that consists of simple yogic techniques that can be enjoyed by everyone no matter what age or physical ability, includes breath, yoga postures and exercises, sound and meditation.

Tai Chi

Learn the principles and practice of this traditional form of mind and body exercise. Improve balance and co-ordination and achieve calmness and relaxation. These courses are suitable for all ages and abilities.

Alexander Technique

This short introductory course, will introduce you to the basics of the Alexander Technique. This course will help you gain a better understanding of your postural habits and how to improve them through development of attentive breathing, postural awareness and relaxation techniques. No assessment required

Courses designed for older learners, see Keeping Active Section on page 52





Professional and Personal Development

For further guidance and advice contact prodev@hounslow.gov.uk
or telephone 020 8583 6011/6059.

Teacher Training

PTTLS – Preparing to Teach in Lifelong Learning Sector

(City and Guilds 7303 Level 3)

The PTTLS course is a 30 hour theory and practical programme for those interested in teaching in the Post-Compulsory sector, 16+. It is not a course for those interested in teaching in the primary or secondary schools sector.

The City and Guilds 7303 is the 'threshold' to teach in the post-16 sector. It relates to the new Professional Standards for Teachers, Tutors and Trainers in the Lifelong Learning sector set out by Lifelong Learning UK.

The course introduces the basic principles of planning and delivery via a range of tasks covering both the theory and practical aspects of teaching and related legislation. All candidates need to be qualified to at least Level 3 or be able to demonstrate advanced specialist knowledge within the subject area they wish to teach.

This qualification allows all successful candidates to register with the Institute for Learning (IFL) which is now a government requirement for anyone who is looking to teach within the sector.

To register your interest and to arrange an interview please email julia.chaplin@hounslow.gov.uk or contact a member of the team on

020 8583 6011

First Aid Courses

First Aid - Paediatric for Childcarers

This course meets the criteria for first aid courses for early years and childcare settings as advised by the Government's Sure Start unit and is appropriate for an Appointed Person (HSE) working with children. Students will receive a Certificate of Attendance valid for 3 years.

First Aid at Work – HSE

This 8-week course will show you how to save a life with CPR and deal with accidents and sudden illness. The syllabus meets the requirements of the Health and Safety Executive (HSE) for designated "First Aiders". Successful students will receive a certificate of competence valid for 3-years.

Emergency First Aid at Work (previously called Appointed Person)

Appropriate for anyone nominated as an "Appointed Person" within their workplace. It will provide learners with a basic knowledge and skills that will enable them to deal promptly and safely with injuries and illnesses which happen at work.

Personal Development

Presenting in Social and Professional Situations

Designed for people who would like to build a variety of techniques enabling them to build confidence and rapport, reframe their thinking processes to enable them to succeed and overcome negative thought patterns and self doubt. This course will help you prepare physically, vocally and mentally for a variety of situations including presenting in public and how to remain calm and focused under pressure. No assessment required

Neuro-Linguistic Programming (NLP)

Understand how people organise their thinking, feelings, language and behaviour to produce the results they do. NLP is about understanding conscious and unconscious behavioural patterns.

Alexander Technique

See Fitness Section on page 60.

A close-up photograph of a bouquet of flowers. The central focus is a large, bright yellow lily with dark spots on its petals and a green bud. Surrounding it are various other flowers, including pink chrysanthemums and more yellow lilies, all set against a soft, blurred background. The lighting is bright and natural, highlighting the textures and colors of the blooms.

Visual Arts

Art, Crafts and Practical Skills, Photography, Creative Writing

For further guidance and advice contact art@hounslow.gov.uk
or telephone 020 8583 6073/6091.

We offer a range of exciting and enjoyable creative courses to suit all levels, abilities and interests. Whether you are a complete beginner wanting to try a new activity; want to develop your existing skills; gain a qualification that will support your career or open new career opportunities; we have something for you.

Qualification Courses

First Steps courses will allow you the opportunity to meet with the course tutor to discuss any concerns or questions you may have. You will be given a complete introduction on what type of skills you will learn on the vocational programmes and how you will learn. You will also be given the opportunity to actually learn a new skill there and then as a taster to see if this is for you. If you decide you are interested in progressing onto a qualification, you will be asked to complete the relevant assessment to ensure that you are signposted to the correct level of course for you. The first step programmes have been designed to run straight into the main qualification. For further details of the cost and how to enrol onto these two week courses please call **020 8583 6000**.

The Level 1 courses are designed to give you an insight into the subject and the basic skills needed to progress further. The Level 2 courses provide the opportunity to build upon your previous knowledge of the subject. To gain the Award or Certificate you need to complete a specific number of mandatory and optional units that make up the qualification.

We offer these flexible qualification courses in the following subjects:

Fashion

Fashion – C&G L1 Award

This is a course for beginners who have little or no knowledge of fashion design and garment making. On this course you will learn how to use a sewing machine, produce sample designs and learn basic construction techniques used to make simple garments.

Fashion – C&G L1 Certificate

This is an introductory course for complete beginners and covers how to use a sewing machine to make basic samples and 2 garments. This course is for those who wish to learn technical skills.

Fashion – C&G L2 Certificate

If you have already completed one or more Level 1 awards/certificate or have knowledge and skills in sewing and wish to develop your design and garment making skills further through practical activities that include the construction of 2 or 3 garments.

Floristry

Floristry – C&G L1 Certificate

This is an introductory level course for complete beginners that will provide a basis for progression to professional level courses. You will learn flower arranging techniques and skills and all about the use of different floristry materials.

Interior Design

Autumn Term – Livingroom/kitchen or Spring Term – Bathroom/bedroom – C&G L1 Award

Learn the basics of interior design, for example how to: assess a room; draw plans to scale; work confidently with colour; investigate and identify different interior design styles; select appropriate decorative materials; choose suitable lighting and complete a final interior design assignment.

Interior Design – C&G L2 Certificate

If you have already completed a Level 1 award you can develop your interior design knowledge and skills further, the course extends your knowledge and use of colour theory, technical drawing and awareness of texture and co-ordinates needed to create beautiful, functional designs for the home (e.g. loft space) or office.

Photography

Digital Photography – C&G L1 Award

This year long programme covers the basics in digital photography and image editing. Learners are required to have their own SLR digital camera.

If you do not have a digital camera and are unsure about which model to purchase please speak to the tutor at the start of the course.

Photography - NCFE L2 Certificate

This is a year long course that builds upon

previous study of photography. The course aims to extend your skills in photography to an advanced level extending your creative and intellectual abilities, for example communication, innovation and critical evaluation.

For more information and guidance or to arrange an interview about any of these courses please contact **020 8583 6091** or e-mail **art@hounslow.gov.uk**

Non Qualification Courses

Art

Drawing and Painting

You need no previous experience to learn how to draw and paint; to explore and apply the basic principles of drawing, line, form, shape, proportion and perspective. For the intermediate and advanced learner, our courses help you to improve your skills and develop your confidence in expressing your ideas through different media such as, water colour, oils and acrylics and developing your use of the artist's sketchbook. If you wish to study specific areas we offer courses that specialise in natural forms, landscape, oils and abstract painting.

Life Drawing

Life Drawing is considered to be the best way to develop your drawing skills. If you have little experience of drawing the human figure you can choose the beginners course, or more

experienced learners can join the Life Drawing workshop classes.

Islamic Pattern Design

Learn traditional painting and gilding techniques and develop skills in the geometric and floral designs that are used in Islamic Art. The course includes some historical study of this art form.

Art Appreciation

Art History 1890 – present day

These courses introduce you the art and culture of the later 19th and 20th Century. A broad range of styles and movements are covered including: Victorian narrative, the Pre-Raphaelites, Impressionism, Post-Impressionism, Cubism, Futurism, Abstract, Pop Art, and right to the present day.

Archaeology

Archaeology: Pre-historic – Medieval Britain

Do you have an interest in the history of Britain? Starting with Pre-historic and Roman Britain these courses will provide you with an overview of some of the recent interpretations of how the population lived and changed. There will be occasional visits to Museums during these courses.

Crafts and Practical Skills

Creative Writing

Have you a book, play, drama or film script idea that you wish to develop and publish?

Our structured Creative Writing courses and workshops can help you to develop your ideas and learn how to present them to potential clients.

Fashion and Dressmaking

Learn how to design, alter and make your own clothes. These courses provide the opportunity to learn how to use a sewing machine, general pattern cutting, making clothes and apply a range of dress making skills.

Asian Fashion

Learn to make simple Asian garments such as salwar kameez or long kameez in different styles using a range of materials.

Make Do and Mend - Fix and Fit Your Clothes

Learn how to alter your clothes to fit, how to extend the life of your clothes and make simple alterations with confidence.

Floristry

Do you want to create individual designs to decorate your home? Do you enjoy arranging flowers? Learn how to construct floral displays and arrangements. We offer courses for the beginner and for those who wish to develop their skills to higher levels. These skills can lead to a variety of work opportunities such as self-employment, retail, and display work.

French Polishing

Learn how to prepare and maintain furniture and wooden surfaces to a professional level using a variety of modern and traditional techniques.

Jewellery

These practical courses are suitable for all levels from the complete beginner, to those with more experience. Beginners' courses introduce you to jewellery making techniques focusing on simple items such as a ring or a bangle. More experienced learners can work on an individual project.

The Jewellery Workshop classes are for those who want to progress further and build on their design and jewellery making skills.

Knitting - All Levels

This course is suitable for all levels. For those who are new to the subject the course includes: how to cast on and off, basic knitting stitches, how to follow a pattern. For those with more experience you can learn how to improve, or why not try knitting with alternative materials and using new and exciting yarns.

Mosaic

Learn how to make beautiful mosaics, including design, assembly and grouting. Learn to develop your ideas to produce individual objects such as mirror frames, planters, splash backs and 3D objects. The course is suitable for beginners and those with some experience.

Pattern Cutting

This course will introduce you to the basic principles of pattern cutting. Gain an understanding of commercial patterns before learning how to make your own tailor made block. Some design and fashion theory will be covered.

Pottery

Our pottery courses are well resourced with their own dedicated kilns and wheels. The courses cater for a wide range of abilities and provide opportunities to explore a wide range of construction and surface decoration techniques that include hand-building, wheel throwing and the Japanese Raku. The course fee for these courses includes resources.

Stained Glass

This popular course is suitable for all levels and abilities. This is a practical course with learners creating their own designs using both traditional and non traditional methods.

Weaving

Learn how to weave using a variety of techniques and equipment including looms. The course caters for all levels of ability.

Wood Turning

Learn general woodwork skills using a range of comprehensive workshop machinery and hand tools to produce unique functional or decorative objects such as bowls, boxes and containers, and how to turn wood using wood lathes.



DIY

Home Improvements / Basic DIY

Learn the basics of various DIY jobs around your home. You will learn how you can carry out simple tasks to avoid expensive emergency repairs and undertake various home improvements, aiming for a professional style of finish.

Plumbing

This course is designed to show you the basics of plumbing in the home. It includes an introduction to basic health and safety, the plumber's toolbox, types of valves and pipework, plumbing in kitchens and replacement bathrooms.

Photography

Digital Photography

We offer a range of courses to suit different levels of knowledge and experience from the complete beginner to the more experienced photographer. If you are new to using a digital camera our course tutors can show you how

to use the controls effectively to take better pictures. Gain technical understanding and learn about composition, lighting and indoor/ outdoor work.

Digital Photography at Night

Night photography gives you the opportunity to create some dramatic images. This course shows you how use your camera and other technical equipment (tripods/ independent flash) to create good quality images that can amaze you and others. You will need to have a digital SLR and tripod for this course.

Digital Photography: Lighting

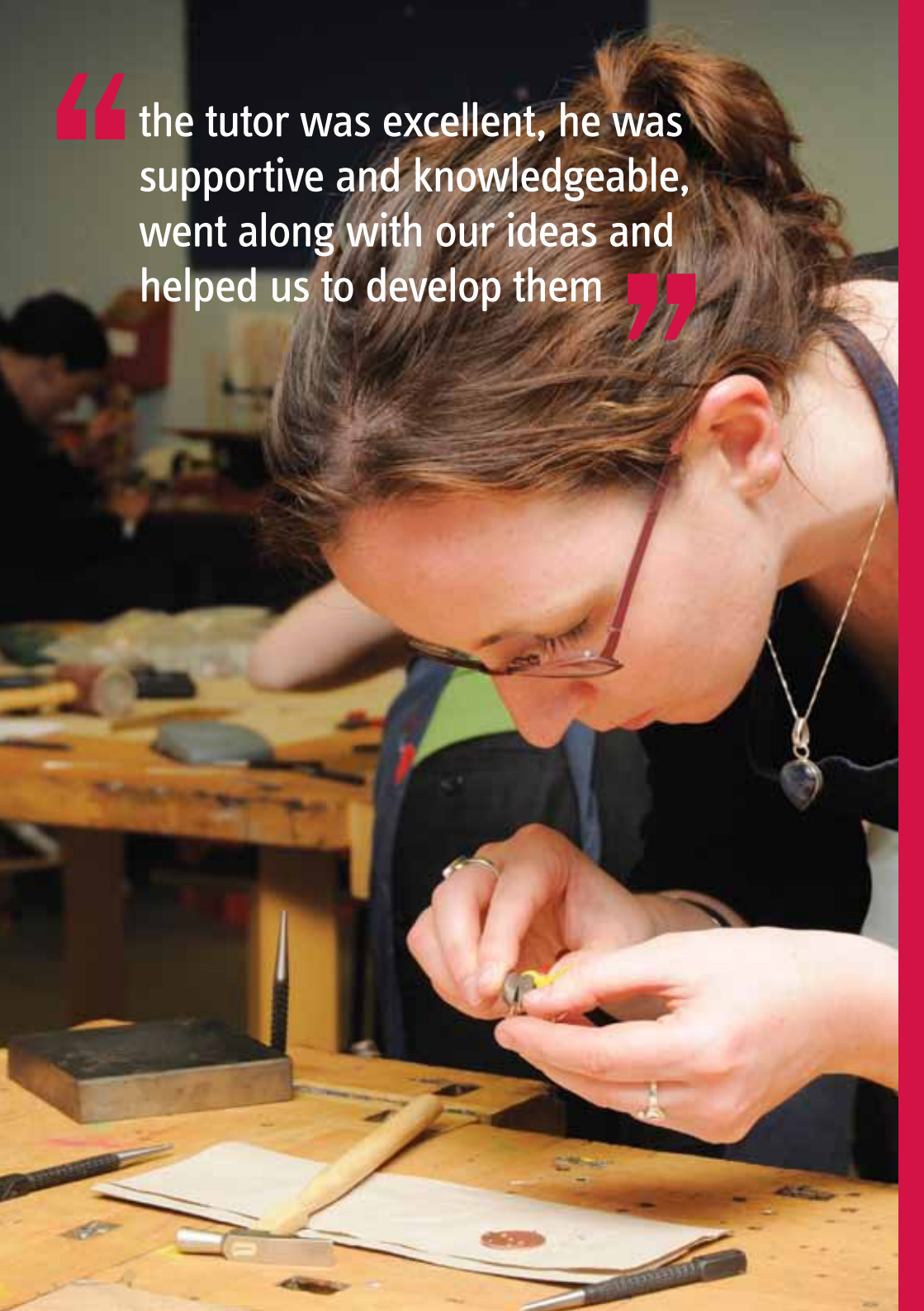
On this course you will learn how to use effective lighting techniques to produce more professional looking photographs

Photoshop, Digital Photography and Image Editing courses

Please see the Business and ICT section for further information on page 31.

For courses designed for older learners, see our Keeping Active Section on page 52

“ the tutor was excellent, he was supportive and knowledgeable, went along with our ideas and helped us to develop them ”



Support for Learners

How can I get information and advice about a course before I enrol?

Many of your questions can be answered by reading the full Course Information Sheet, available for every course advertised in this prospectus. You can get a Course Information Sheet from any of our centres or from our website www.hounslow.gov.uk/adulteducation.

If you would like more information and advice our specialist department staff would be pleased to talk to you, via email, telephone or at one of our Information and Enrolment Days (details at the front of this Prospectus). The email address and contact phone number for our curriculum teams are on page 6 and you can also find these details in the relevant section of this Prospectus.

What if I need help with childcare?

Subsidised childcare may be available at our Hounslow Manor crèche and in some of our outreach venues. However, funding and places are limited, please ask about availability when you enrol.

What if I need extra help with my learning?

We aim to make our courses accessible to everyone, and help all our learners to achieve. We can help learners on qualification courses who have learning difficulties or disabilities including:

- Hearing or vision impairment
- Learning difficulties and/or specific learning disabilities such as dyslexia
- Mobility difficulties e.g. wheelchair users, learners with limited hand movement etc.
- Medical conditions such as asthma or epilepsy
- Mental health difficulties
- Speech problems
- Reading, writing or maths needs
- Language needs because English is not the learner's first language

We can provide support inside or outside the classroom or both. A Learning Support Assistant (LSA) may work alongside you to build confidence, take notes, provide extra instruction and interpret, using sign language or possibly your first language.

Outside the class an LSA may help with assignments or building a portfolio.

If, before you enrol, you think you may need additional help to do your course, just ask one of our centre staff for an Additional Learning Support (ALS) form (a member of staff can help

you complete this if you need help, just ask). Your request will be treated confidentially and you will be invited to an assessment by one of our qualified staff. If you are on a course and think you need help, talk to your tutor who can arrange an assessment for you.

Do you have computers I can use out of class time?

Yes, you can use any of the computers in our own Centres out of class time, when courses are not running.

There will be information at Centres giving details of when the computer rooms are available. You can just come along, but to avoid disappointment, it is advisable to telephone the centre in advance to check computer availability and make a booking.

If you cannot find information about computer availability just ask one of our centre staff, or your course tutor.

Please note: unfortunately, we do not have access to computers in school rooms out of normal adult education course times.

Help with fees

Free Tuition on First Foundation Level Approved Qualification Courses (Entry/Level 1), First Level 2 and First Level 3

If you are applying to study for a first Foundation Level (entry – Level 1 excluding ESOL provision) or a first Level 2 or 3 qualification (for 25 years + you may be entitled to free tuition for Level 3 if you don't have a Level 2 qualification) you will be entitled to free tuition regardless of your employment or income status. Please ask for details at your nearest centre or call our enquiry line **020 8583 6000** where our staff will be happy to help you.

Free Tuition for JSA or ESA (WRAG) Claimants

If you are in receipt of either Job Seekers Allowance or Employment Support Allowance (WRAG) and wish to study for an approved qualification course your course will be COMPLETELY FREE.

If you wish to improve your Basic Skills (Literacy & Numeracy) these courses are completely free, to check if you qualify for one of these courses please ask for details at your nearest centre or call **020 8583 6000**.

Can you help if I cannot afford the fees?

If you are experiencing financial hardship and are unable to meet all the costs of your course, please ask the staff at the main centre and they will be able to advise you about our Discretionary Learner Support Funding, which is available for certain Qualification courses. For 2011/2012 we are prioritising these funds for learners who are studying on a vocational course who do not qualify for tuition fee remission (see above) and are in receipt of an income based benefit listed below (other than JSA and ESA) who will no longer be fully funded by the government.

- Working Tax Credit (household income less than £15,276)
- Council Tax Benefit
- Housing Benefit
- Disabled Person's Tax Credit
- Income Support

If you receive any of the above please talk to one of our staff who will be happy to advise how to apply for Discretionary Support Funds. You will be asked to supply proof of benefit and complete a simple application form.

Can I pay by instalments?

If courses cost more than £160 and you cannot pay the whole fee at enrolment you can pay the fee in monthly Direct Debit instalments, which will be agreed on an individual basis. Please ask at enrolment for further details. Please note that you are still liable for the course fees even if you withdraw from the course.

Adult Education Centres



Hounslow Manor Adult Education Centre

Cecil Road, Hounslow TW3 1NX

(no daytime parking)

Tel: 020 8583 6070

Buses: 81, 110, 111, 116, 117, 120, 203, 222, 235, 237, 281, 423, 635, H22, H28, H32, H37 and H98



Meadowbank Adult Education Centre

Community Close, Cranford TW5 9TL

Tel: 020 8583 6050

Buses: 81, 105, 111, 222 and H98

Outreach Venues

Beavers Lodge

Sailsbury Road, Hounslow TW4 6BE
Contact Centre: **Hounslow Manor**
Buses: 81, 203, 222, 237, 423, 482, H91, H98

Beavers Community Primary School

Arundel Road, Hounslow TW4 6HR
Contact Centre: **Hounslow Manor**
Buses: 81, 203, 222, 237, 423, 482, H91, H99

Bedfont Library

Staines Road, Feltham TW14 9PE
Contact Centre: **Hounslow Manor**
Buses: 110, 111, 285, 490, H25

Belvedere House

Highfields Estate, Lemon Grove,
Feltham TW13 4DJ
Contact Centre: **Hounslow Manor**
Buses: 117, 235, 635, 116

Brentford Children's Centre

North Road, Brentford, TW8 0BJ
Contact Centre: **Meadowbank**
Buses: 65, 267, 237

Brentford School for Girls

Boston Manor Road, Brentford TW8 0PG
Contact Centre: **Meadowbank**
Buses: 195, E8, E2

Bridgeline Community Centre

Summerwood Road, Isleworth TW7 7QB
Contact Centre: **Meadowbank**
Buses: 267, 481, H20

Chiswick Community School

Burlington Lane, Chiswick, W4 3UN
Contact Centre: **Meadowbank**
Buses: 190 & E3

Convent Way 4Ward

207-280 Convent Way, Southall UB2 5UH
Contact Centre: **Hounslow Manor**
Buses: 105, 195, 482, H28, H32

Crane Park Primary School

Norman Avenue, Feltham TW13 5LN
Contact Centre: **Hounslow Manor**
Buses: 116, 117, 235, 635

Cranford Community College

High Street, Cranford, TW5 9PD
Contact Centre: **Hounslow Manor**
Buses: 105, 111 & H28

Feltham Community College

Browells Lane, Feltham TW13 7EF
Contact Centre: **Hounslow Manor**
Buses: 285, 490

Fenton House

Biscoe Close, Heston TW5 0UX
Contact Centre: **Meadowbank**
Buses: 120, 111, H28

Hanworth Youth Centre

Hounslow Road, Hanworth,
Hounslow TW13 6QQ
Contact Centre: **Hounslow Manor**
Buses: 285, 490, 111, H25, 110

Heston

Heston Road, Heston TW5 0QR
Contact Centre: **Meadowbank**
Buses: 111, 120, H91

Hogarth Centre

Adult Education Centre,
9 Devonshire Street, Chiswick W4 2JR
Contact Centre: **Meadowbank**
Buses: 190, 440, 272, 237, E4

Hounslow Heath Community Centre

Edgar Road, Hounslow TW4 5QG
Contact Centre: **Hounslow Manor**
Buses: 111, 110

Mission Hall

Mission Hall, Mission Square,
Brentford TW8 0SD
Contact Centre: **Meadowbank**
Buses: 235, 195, E3

Oriel Community Centre

Chamberlain Walk, Hanworth TW13 6YG
Contact Centre: **Hounslow Manor**
Buses: 111, 285, 112

Quaker Hall

Quakers Lane, Isleworth TW7 5AZ
Contact Centre: **Meadowbank**
Buses: 235, 237, 267, 635, H28

Southville Centre

Southville Road, Bedfont TW14 8AP
Contact Centre: **Hounslow Manor**
Buses: 116, 941, H25

St Johns Centre

80 St Johns Road, Isleworth TW7 6RU
Contact Centre: **Meadowbank**
Buses: 117, H37

St Marys Church Hall

Osterley Road, Isleworth TW7 4PW
Contact Centre: **Meadowbank**
Buses: H28, H91

The Hub

Salisbury Road, Hounslow TW4 7NW
Contact Centre: **Hounslow Manor**
Buses: 81, 110, 116, 203, H32, H98

United Reformed Church

Hanworth Road, Hounslow TW3 1UF
Contact Centre: **Hounslow Manor**
Buses: 110, 111, H28

Wellington Day Centre

291 Staines Road TW4 5BA
Contact Centre: **Hounslow Manor**
Buses: 116, 117, 235, 635, 237

Adult & Community Education
Children's Services & Lifelong Learning
London Borough of Hounslow
Civic Centre, Lampton Road
Hounslow TW3 4DN
Telephone: 020 8583 6000

www.hounslow.gov.uk/adulteducation

Accessible formats and translations:

ترجمے کی مفت سہولت
भाषांतरनी भइत सेवा
अनुवाद की मुफ्त सेवा उरजमे दी भुइउ मेहा

020 8583 2299

Funded by

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