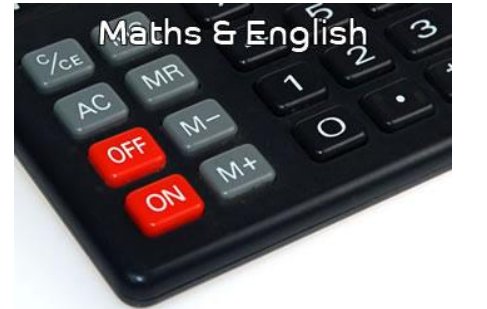
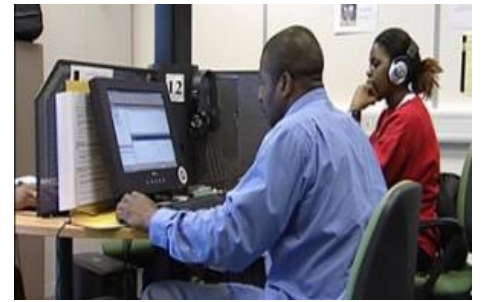
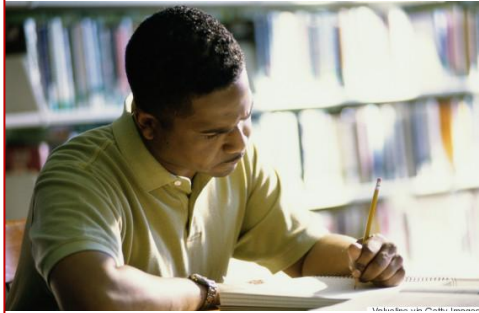


Haringey Adult Learning Service

Course Listing for the Summer Term April to July 2017



To enrol onto HALS Courses, book an initial assessment at HALS Reception, 2nd Floor, Wood Green Library, High Road N22.

Alternatively you contact us on 020 8489 2596/2523.

Please remember to bring supporting evidence;

- Aged 19 and over and resident in the UK/EEA (European Economic Area) or dependents continuously for three years, not solely for the purpose of education). Refugees and asylum seekers are considered as Home learners.
- Proof of identity e.g. Passport or photo card driving licence.
- Proof of address e.g. council tax or utility bill.
- Proof you are in receipt of benefits e.g. Letter from Jobcentre Plus dated within the last 3 months.
- The courses with a prefix *ASB are FREE to people who are unemployed and in receipt of benefits.
- Refer to ESOL Programme course fees on page 8

Summer Term 2017

Main enrolments: Tuesday 18 to Saturday 22 April 2017

Advice and Enrolment Sessions

Tue	18	April	10am – 7:00pm
Wed	19	April	10am - 5:00pm
Thu	20	April	10am - 7:00pm
Fri	21	April	10am - 5:00pm
Sat	22	April	10am - 1:00pm

To enrol onto a course you need to book an initial assessment. Please contact HALS Reception on **0208 489 2596/2523**.

Please note: Telephone enrolments only between 4.00pm–7.00pm for the following courses; Parent and Wellbeing Toolkit and MS Office Skills Workshops.

Each subject assessment takes approximately 45 minutes therefore if you are taking two assessments and completing the writing sample this could take 2 hours.

English for Speakers of Other Languages (ESOL)	ESOL Assessment	Writing Sample
ESOL	✓	✓

Course	English Assessment	Maths Assessment	ICT Assessment	Writing Sample	Other Assessments
English	✓	Optional	Optional	✓	
Maths	✓	✓	Optional	✓	
Computer (ICT)	✓	Optional (Except Level 1 and 2)	✓	✓	✓ (Word and excel task)
Bookkeeping	✓	✓	✓	✓	
Computerised Account	✓	✓	✓	✓	
Payroll	✓	✓	✓	✓	
Counselling	✓	Optional	Optional	✓	Interview with course tutor

Bookkeeping and Computerised Accounts

Level 1 Award in Book-Keeping

Venue: Wood Green Library, 2nd Floor

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
03 May - 19 Jul 2017	Wednesday	17:00-21:00	11 Weeks	£225 / Free	ASB16/5922

Level 1 Award in Computerised Accounting for Business

Venue: Wood Green Library, 2nd Floor

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
27 Apr - 20 July 2017	Thursday	17:00-21:00	12 Weeks	£225 / Free	ASB16/5925

Computers

Using a Computer for Complete Beginners

Venue: Wood Green Library, 2nd Floor

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
15 Jun - 13 Jul 2017	Thursday	09:30-12:30	5 Weeks	£50 / £15	IT16/6282

Internet Basics

Venue: Wood Green Library, 2nd Floor

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
15 Jun - 13 Jul 2017	Thursday	18:00-21:00	5 weeks	£50/£15	IT16/6283

Smart phone and Tablet Basics

Venue: Wood Green Library, 2nd Floor

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
27 Apr - 25 May 2017	Thursday	18:00-21:00	5 weeks	£50/£25	IT16/6290

Introducing Word

Venue: Wood Green Library, 2nd Floor

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
27 Apr - 25 May 2017	Thursday	09:30 -12:30	5 weeks	£50/£15	IT15/6281

ICT Entry 2

Venue: Wood Green Library, 2nd Floor

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
28 Apr - 21 Jul 2017	Friday	09:30-13:00	12 Weeks	£178 / Free	ASB16/6284

ICT Entry 3

Venue: Wood Green Library, 2nd Floor

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
25 Apr - 20 Jul 2017	Tue& Thu	13:00-15:30	12 Weeks	£178 / Free	ASB16/6280

Level 1 ITQ (MS Office)

Venue: Wood Green Library, 2nd Floor

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
24 Apr – 17 Jul 2017	Mon & Wed	09:30-14:00	11 Weeks	£389/Free	ASB16/6287

Level 2 ITQ (MS Office)

Venue: Wood Green Library, 2nd Floor

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
25 Apr – 18 Jul 2017	Tue & Thu	09:30-14:00	12 Weeks	£438/Free	ASB16/6285

MS Office Skills - Word, Mailmerge & Labels

Venue: Wood Green Library

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
22 May 2017	Monday	18:00-21:00	1 day	£10.00 / 5.00	IT16/6328

MS Office Skills – Excel Formulae and Functions

Venue: Wood Green Library

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
19 June 2017	Monday	18:00-21:00	1 day	£ 10.00/ £5.00	IT16/6329

MS Office Skills in Excel: Creating a Spreadsheet

Venue: Wood Green Library

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
05 June 2017	Monday	18:00-21:00	1 day	£10.00 /£ 5.00	IT16/6330

MS Office Skills – Power Point - Preparing Slide Shows

Venue: Wood Green Library

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
10 July 2017	Monday	18:00-21:00	1 day	£10.00 / £5.00	IT16/6331

MS Office Skills – MS Office Skills – Power Point, Developing a Presentation

Venue: Wood Green Library

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
03 July 2017	Monday	18:00-21:00	1 day	£10.00 / £5.00	IT16/6332

MS Office Skills – Excel charts and graphs (Intermediate)

Venue: Wood Green Library

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
26 June 2017	Monday	18:00-21:00	1 day	£10.00 / £5.00	IT16/6333

Functional Skills – English

English Functional Skills - Entry 2

Venue: Wood Green Library

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
25 Apr – 20 Jul 2017	Tue & Thu	13:00-15:30	12 Weeks	Free	FS16/6276

English Functional Skills - Entry 3

Venue: Wood Green Library

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
25 Apr – 20 Jul 2017	Tue & Thu	10:00-12:30	12 Weeks	Free	FS16/6277
25 Apr – 20 Jul 2017	Tue & Thu	13:00-15:30	12 Weeks	Free	FS16/6266

English Functional Skills – Level 1

Venue: Wood Green Library

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
25 Apr – 20 Jul 2017	Tue & Thu	18:00-20:30	12 Weeks	Free	FS16/6275
24 Apr – 19 Jul 2017	Mon & Wed	13:00-15:30	12 Weeks	Free	FS16/6279

English Functional Skills – Level 2

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
26 Apr – 21 Jul 2017	Wed & Fri	10:00-12:30	12 Weeks	Free	FS16/6278
25 Apr – 20 Jul 2017	Tue & Thu	09:30-12:00	12 Weeks	Free	FS16/6268

Functional Skills – Maths

Maths Functional Skills - Entry 3

Venue: Wood Green Library

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
02 May – 20 Jul 2017	Tue & Thu	09:30-12:00	12 Weeks	Free	FS16/6271

Maths Functional Skills – Level 1

Venue: Wood Green Library

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
02 May – 20 Jul 2017	Tue & Thu	13:00-15:30	12 Weeks	Free	FS16/6270
24 Apr - 19 Jul 2017	Mon & Wed	13:00-15:30	12 Weeks	Free	FS16/6273

Maths Functional Skills – Level 2

Venue: Wood Green Library

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
25 Apr – 20 Jul 2017	Tue & Thu	18:00-20:30	12 Weeks	Free	FS16/6269
24 Apr - 19 Jul 2017	Mon & Wed	18:00-20:30	12 Weeks	Free	FS16/6272

Well being

Level 2 Award in Introduction to Counselling Skills (CPCAB)

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
03 May – 28 June 2017	Wednesday	9.30 - 13:00	8 weeks	(Std) £75 plus £35 exam fee (Conc.) Free plus £35 exam fee	ASB16/6288
02 May – 27 June 2017	Tuesday	17:30 – 21:00	8 Weeks	(Std) £75 plus £35 exam fee (Conc.) Free plus £35 exam fee	ASB16/6288

Wellbeing Toolkit: Mindfulness

Venue: Wood Green Library

You can enrol by telephone on 020 8489 2596

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
04 May 2017	Thursday	13:00- 16:00	1 day	£6.00 / £3.00	HC16/6305

Wellbeing Toolkit: How to deal with your anxiety and fears

Venue: Wood Green Library

You can enrol by telephone on 020 8489 2596

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
11 May 2017	Thursday	13:00- 16:00	1 day	£6.00 / £3.00	HC16/6304

Wellbeing Toolkit: Coping with daily pressures

Venue: Wood Green Library

You can enrol by telephone on 020 8489 2596

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
18 May 2017	Thursday	13:00- 16:00	1 day	£6.00 / £3.00	HC16/6302

Wellbeing Toolkit: Managing your anger

Venue: Wood Green Library

You can enrol by telephone on 020 8489 2596

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
25 May 2017	Thursday	13:00- 16:00	1 day	£6.00 / £3.00	HC16/6306

Wellbeing Toolkit: Building self esteem and self confidence

Venue: Wood Green Library

You can enrol by telephone on 020 8489 2596

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
08 June 2017	Thursday	13:00- 16:00	1 day	£6.00 / £3.00	HC16/6307

Wellbeing Toolkit: Assertiveness

Venue: Wood Green Library

You can enrol by telephone on 020 8489 2596

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
15 June 2017	Thursday	13:00- 16:00	1 day	£6.00 / £3.00	HC16/6308

Wellbeing Toolkit: How to coach yourself

Venue: Wood Green Library

You can enrol by telephone on 020 8489 2596

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
22 Jun – 06 Jul 2017	Thursday	13:00- 16:00	3 weeks	£18.00 / £9.00	HC16/6303

Skills for Life: ESOL (English for Speaker of Other Languages)

Preparation for Work

Basic Budgeting for ESOL

Venue: Wood Green Library

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
12 May 2017	Friday	10:00-12:00	1 day	Free	SL16/6298

Money Management Workshop

Venue: Wood Green Library

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
10 May 2017	Wednesday	10:00-12:00	1 day	Free	SL16/6299
17 May 2017	Wednesday	10:00-12:00	1 day	Free	SL16/6300
14 June 2017	Wednesday	10:00-12:00	1 day	Free	SL16/6301

Introduction to Supporting Adult Learning

Venue: Wood Green Library

Start Date	Day of Course	Time	Duration	Fees (Std/Conc.)	Course Code
12 May – 14 Jul 2017	Friday	10:00-13:00	9 weeks	Free	SL16/6297

ESOL Fees for 2016/17

Accredited courses:

We offer English classes at our main sites from **Basic Beginners Pre-Entry level to Upper Intermediate level 1.**

1. Learners on active benefits such as Jobseeker's Allowance(JSA), Employment Support Allowance(ESA),Universal Credit, National Insurance Credits
 - Fee – NIL
 - Exam fee: NIL
 - Childcare: **£11 per child/per term (11 wks) – 50 p per session**
2. Learners on inactive benefits e.g. Income Support or Disability Living Allowance (DLA), Working Tax Credit, Council Tax, Housing Benefit and Asylum Seekers
 - Fees: **£151.25 for 55 hrs - (£2.75 per hour)**
 - Exam fee: **£ 15 (Writing)**
 - Childcare: **£11 per child/per term (11 wks) - £50per session**
3. Learners who are not in receipt of benefits
 - Fees: **£247.50 for 55 hrs - £4.50 per hour**
 - Exam fee: **£ 15 (Writing)**
 - Childcare: **£ 22 per child/per term (11 wks) - £1per session**

Non – accredited courses

1. Learners on active benefits such as Jobseeker’s Allowance(JSA), Employment Support Allowance(ESA), Universal Credit, National Insurance Credits and learners on inactive benefits e.g. Income Support or Disability Living Allowance (DLA), Working Tax Credit, Council Tax, Housing Benefit and Asylum Seekers

- Fees: **£82.50 for 55 hrs or £41.25 for 27.50 hrs - £1.50 per hour**
- Childcare: **£11 per child/per term (11 wks) – 50 p per session**

2. Learners who are not in receipt of benefits

- Fees: **£165 for 55 hrs or £ 82.50 for 27.50 hrs - £3.00 per hour**
- Childcare: **£ 22 per child/per term (11 wks) - £1per session**

April enrolment/assessment weeks: 18/04/17 – 27/04/17(2 weeks)

Half Term: 29/05/17 – 2/06/17.

Family Learning

FREE CLASSES

- Join a friendly class with mums, dads, grandparents and carers just like you!
- Make friends and become more confident in speaking English and using everyday maths
- Support your children to learn through play and throughout their education
- Help your children develop English and maths skills to help them succeed

Ask for details at HALS reception, pick up a leaflet or call HALS Family Learning on 020 8489 2500 /2596

HALS Family Learning is specifically for parents and carers and takes place in selected children’s centres and schools in Haringey. As mums, dads, granddads, grandmas, aunties, uncles and carers, you are your child’s most important teachers. If you come from another country you may not feel confident in English yet and do not understand the UK education system well. Family Learning will help you develop your speaking and listening skills and introduce you to what your child is learning so that you can support them with much more confidence. You will receive a HALS Certificate of Achievement when you attend and complete a Family Learning course.

Changes to the advertised programme

The course details listed in the prospectus are correct at the time of printing. HALS reserves the right to change details a required throughout the term. You will be advised of any changes to courses you are enrolled on.

Where to find us

① Wood Green Learning Centre

2nd Floor, Central Library,
Wood Green N22 6XD

Tel: 020 8489 2596/2523

🚇 29, 67, 121, 123, 141, 144, 184, 221,
230, W3, W4

🚶 Wood Green

🚶 Alexandra Park

🅑 Car parking is available after 18.00.

② Northumberland Park School Learning Centre

Trulock Road, N17 OPG

Tel: 020 8801 0091

🚇 144, 259, 279, 349, 318, 341, 476, W3

🚶 Seven Sisters

🚶 Northumberland Park

🅑 Car parking available.

