

Haringey Adult Learning Service

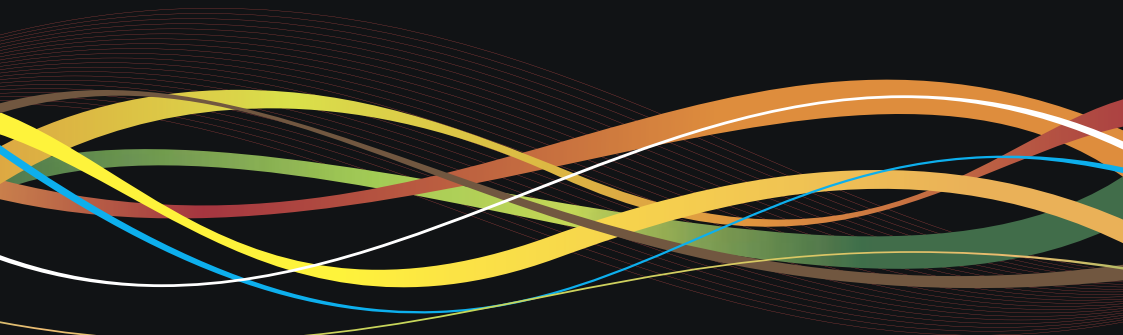
course guide

August 2011 to July 2012

Day, evening and weekend courses

Enrolments available throughout the year

Learn with Haringey



www.haringey.gov.uk



Welcome

Welcome to Haringey Adult Learning Service.

Thank you for taking the time to look through our course guide. I hope you will find something to suit you from the wide range of opportunities we have available.

The benefits of learning with us

We work from high quality well equipped locally accessible centres. You can choose from a wide range of courses to meet your learning needs during the day, evenings and the weekends. We offer our learners a friendly and supportive environment with assistance from our experienced tutors and advisers.

Improve your skills for work by gaining nationally recognised qualifications in Computing, Finance, Counselling, English and

Maths. Alternatively you can choose from our exciting range of personal development and well-being courses which include Creative Art, Health and Well Being and Languages, Digital Photography and many more.

If you're not sure what you want to learn or not sure what level to start contact our Information, Advice and Guidance section on 020 8489 2596 for impartial and confidential advice on all your learning and employment opportunities.



**Robert Bennett
Head of Service**



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**Crèche
available in
Wood Green
Library for
some courses!**

Advice + Enrolment Sessions

Come along to our enrolment and advice sessions as listed. You can:

- Talk with a course adviser and discuss your learning needs
- Enrol and pay for your course

For most courses you will need to come and enrol in person and speak to a tutor or an advisor at an advertised session to ensure that the course you are enrolling on is right for you.

For other courses you can enrol by telephone on 020 8489 2596. Look for the  symbol.

■ MAIN ADVICE AND ENROLMENT SESSIONS

Autumn Term 2011

You can receive advice and enrol on a course at a date and time advertised.

| | | | | | | | |
|-----|----|-----|---------------|-----|----|-----|---------------|
| Mon | 05 | Sep | 10am - 7.00pm | Mon | 12 | Sep | 10am - 7.00pm |
| Tue | 06 | Sep | 10am - 7.00pm | Tue | 13 | Sep | 10am - 7.00pm |
| Wed | 07 | Sep | 10am - 7.00pm | Wed | 14 | Sep | 10am - 7.00pm |
| Thu | 08 | Sep | 10am - 7.00pm | Thu | 15 | Sep | 10am - 7.00pm |
| Sat | 10 | Sep | 10am - 3.00pm | Sat | 17 | Sep | 10am - 3.00pm |

■ SUBJECT SPECIFIC ENROLMENT SESSIONS

Counselling courses

Counselling course advice and information is available on Wednesdays between 16.30 - 18.00. Book an appointment on 020 8489 2500 or in person at HALS reception, 2nd Floor, Wood Green library.

Book-Keeping and Computerised Accounts

Thu 08 Sep 18:30 - 19:30
Sat 10 Sep 10:30 - 12:30
Tue 13 Sep 18:30 - 19:30
Thu 15 Sep 18:30 - 19:30
Sat 17 Sep 10:30 - 12:30

Languages

Thu 08 Sep 18:00 - 19:30
Sat 10 Sep 11:00 - 13:00
Tue 13 Sep 18:00 - 19:30
Thu 15 Sep 18:00 - 19:30
Sat 17 Sep 11:00 - 13:00

Information, Communication and Technology (ICT)

Term Time enrolment advice is available on the following days and times, you are welcome to pop in or call our number for more information and talk to a tutor during these times.

Mon 13:00 - 15:30
Tue 13:00 - 15:30
Fri 09:30 - 12:00

Spring Term 2012

Wed 04 Jan 10am - 7.00pm
Thu 05 Jan 10am - 7.00pm
Sat 07 Jan 10am - 3.00pm

Mon 09 Jan 10am - 7.00pm
Tue 10 Jan 10am - 7.00pm
Wed 11 Jan 10am - 7.00pm
Thu 12 Jan 10am - 7.00pm
Sat 14 Jan 10am - 3.00pm

■ SUBJECT SPECIFIC ENROLMENT SESSIONS

Counselling courses

Counselling course advice and information is available on Wednesdays between 16.30 -18.00. Book an appointment on 020 8489 2500 or in person at HALS reception, 2nd Floor, Wood Green library

Book-Keeping and Computerised Accounts

Thu 05 Jan 18:30 - 19:30
Sat 07 Jan 10:30 - 12:30
Tue 10 Jan 18:30 - 19:30
Thu 12 Jan 18:30 - 19:30

Languages

Thu 05 Jan 18:00 - 19:30
Sat 07 Jan 11:00 - 13:00
Tue 10 Jan 18:00 - 19:30
Thu 12 Jan 18:00 - 19:30
Sat 14 Jan 11:00 - 13:00

Information, Communication and Technology (ICT)

Term Time enrolment advice is available on the following days and times, you are welcome to pop in or call our number for more information and talk to a tutor during these times.

Mon 13:00 - 15:30
Tue 13:00 - 15:30
Fri 09:30 - 12:00

Summer Term 2012

| | | | |
|------------|---------------|------------|---------------|
| Mon 16 Apr | 10am - 7.00pm | Mon 23 Apr | 10am - 7.00pm |
| Tue 17 Apr | 10am - 7.00pm | Tue 24 Apr | 10am - 7.00pm |
| Wed 18 Apr | 10am - 7.00pm | Wed 25 Apr | 10am - 7.00pm |
| Thu 19 Apr | 10am - 7.00pm | Thu 26 Apr | 10am - 7.00pm |
| Sat 21 Apr | 10am - 3.00pm | Sat 28 Apr | 10am - 3.00pm |

■ SUBJECT SPECIFIC ENROLMENT SESSIONS

Counselling courses

Counselling course advice and information is available on Wednesdays between 16.30 -18.00. Book an appointment on 020 8489 2500 or in person at HALS reception, 2nd Floor, Wood Green library

Book-Keeping and Computerised Accounts

| | |
|------------|---------------|
| Thu 19 Apr | 18:30 - 19:30 |
| Sat 21 Apr | 10:30 - 12:30 |
| Tue 24 Apr | 18:30 - 19:30 |
| Thu 26 Apr | 18:30 - 19:30 |
| Sat 28 Apr | 10:30 - 12:30 |

Languages

| | |
|------------|---------------|
| Thu 19 Apr | 18:00 - 19:30 |
| Sat 21 Apr | 11:00 - 13:00 |
| Tue 24 Apr | 18:00 - 19:30 |
| Thu 26 Apr | 18:00 - 19:30 |
| Sat 28 Apr | 11:00 - 13:00 |

Information, Communication and Technology (ICT)

Term Time enrolment advice is available on the following days and times, you are welcome to pop in or call our number for more information and talk to a tutor during these times.

| | |
|-----|---------------|
| Mon | 09:30 - 12:00 |
| Tue | 09:30 - 12:00 |
| Fri | 13:00 - 15:30 |

■ HOW TO ENROL

You can pay by cash, cheque (with cheque guarantee card), postal order or credit/debit card. Please remember that places are allocated on a first come first served basis and we cannot guarantee your place on the course of your choice unless you have a confirmed receipt.

You will need to bring with you:

- **Proof of identity and address – for example a passport, or a photo card driving licence.**
- **Proof that you are receiving benefits (e.g. recent letter from Jobcentre Plus) or State Pension if you are paying a concessionary fee.**

Refugees and asylum seekers and their dependents will also need to provide evidence of status in the UK, for example passport (with stamp), Home Office letter, proof of financial assistance such as subsistence payments or other National Asylum Support Service (NASS) support.

International learners will need to provide proof of identification, for example passport or photo card driving licence.

All fee-paying courses are also open to non-Haringey residents.

A 10% discount rate is also available – you will need to provide the following:

- Haringey Library members: proof of membership
- Haringey registered carers: proof of registration

■ ABOUT FEES

Fees and discounts

- **Standard fee** for Home Learners (people ordinarily resident in the UK/EEA (European Economic Area), or their dependents, who have been resident in the UK or EEA continuously for three years, not solely for the purposes of education). Refugees and asylum seekers are considered as Home Learners.
- **Overseas/international fee** for people from abroad who do not meet the criteria for being a Home Learner. These learners will be charged twice the standard fee.
- **Concessionary fee** for adults who are Home Learners in receipt of an income-based benefit or a Senior Citizen in receipt of a State Pension.
- **Examination and registration fees** are not included in the course fees (except Book-Keeping Accounts Levels 1&2, Computerised Accounts: Sage

Line 50 levels 1 & 2 and CPCAB Introduction to Counselling). They are charged separately and are non-refundable once you have been registered with the awarding body.

- **Transfers** – if you transfer to another course a £5 admin charge will be made. If the course you are applying for costs more than the course you first enrolled on you will be required to pay the balance before you start the course.
- **Crèche Fees** Our crèche is open at Wood Green Library to support a number of courses. Places must be booked at enrolment. A standard charge of £2 per session is made, 50p per session to those on benefits. A further reduction is available to families with more

than one child. (Learners who have Refugee/Asylum Seeker status will not have to pay)

Changes to advertised programme

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

Refunds

A refund will be given if, a course is cancelled or where changes made to the original schedule are unacceptable to you. Fees are not refunded in any other circumstances. No cash refunds are possible. Refunds will be paid through Haringey Council Finance Department (this can take up to 21 days).



business + work skills



Business + Work Skills

Develop a career in finance, small business or enhance your administrative skills through courses in the business programme. Enrolment on Level 1 and 2 courses is by assessment interview. This will ensure you are enrolled on the correct course. See pages 4-7 for advice and enrolment sessions on business courses. Exam fees are included in the course fees and are not refundable.

Book-Keeping & Accounts Level 1

This course prepares you to sit the City and Guilds Book-Keeping and Accounts Level 1 examination.

| | | |
|--------------------------------------|--------------------|--------------------|
| Wood Green Learning Centre | Std £140.00 | Conc £84.00 |
| Thu 18:30-21:00 29 Sep - 15 Dec 2011 | 12 Weeks | BM11/3368 |
| Wood Green Learning Centre | Std £140.00 | Conc £84.00 |
| Tue 18:30-21:00 17 Jan - 03 Apr 2012 | 12 Weeks | BM11/3369 |
| Wood Green Learning Centre | Std £140.00 | Conc £84.00 |
| Thu 18:30-21:00 03 May - 19 Jul 2012 | 12 Weeks | BM11/3370 |

Book-Keeping & Accounts Level 2

This course prepares you to sit the City and Guilds Book-keeping and Accounts Level 2 examination.

| | | |
|--------------------------------------|--------------------|--------------------|
| Wood Green Learning Centre | Std £140.00 | Conc £86.00 |
| Tue 18:30-21:00 20 Sep - 06 Dec 2011 | 12 Weeks | BM11/3371 |
| Wood Green Learning Centre | Std £142.00 | Conc £86.00 |
| Thu 18:30-21:00 19 Jan - 05 Apr 2012 | 12 Weeks | BM11/3372 |
| Wood Green Learning Centre | Std £142.00 | Conc £86.00 |
| Tue 18:30-21:00 01 May - 17 Jul 2012 | 12 Weeks | BM11/3373 |

Computerised Accounts Level 1

This course prepares you to sit the City and Guilds Computerised Accounts Level 1 examination.

| | | |
|--------------------------------------|--------------------|--------------------|
| Wood Green Learning Centre | Std £140.00 | Conc £84.00 |
| Sat 09:30-12:00 24 Sep - 10 Dec 2011 | 12 Weeks | BM11/3376 |
| Wood Green Learning Centre | Std £140.00 | Conc £84.00 |
| Thu 09:30-12:00 29 Sep - 15 Dec 2011 | 12 Weeks | BM11/3374 |
| Wood Green Learning Centre | Std £140.00 | Conc £84.00 |
| Thu 13:00-15:30 29 Sep - 15 Dec 2011 | 12 Weeks | BM11/3375 |

| | | |
|--------------------------------------|--------------------|--------------------|
| Wood Green Learning Centre | Std £140.00 | Conc £84.00 |
| Wed 18:15-20:45 18 Jan - 04 Apr 2012 | 12 Weeks | BM11/3424 |
| Wood Green Learning Centre | Std £140.00 | Conc £84.00 |
| Thu 09:30-12:00 19 Jan - 05 Apr 2012 | 12 Weeks | BM11/3425 |
| Wood Green Learning Centre | Std £140.00 | Conc £84.00 |
| Thu 13:00-15:30 19 Jan - 05 Apr 2012 | 12 Weeks | BM11/3426 |
| Wood Green Learning Centre | Std £140.00 | Conc £84.00 |
| Wed 18:15-20:45 02 May - 18 Jul 2012 | 12 Weeks | BM11/3427 |
| Wood Green Learning Centre | Std £140.00 | Conc £84.00 |
| Thu 09:30-12:00 03 May - 19 Jul 2012 | 12 Weeks | BM11/3428 |
| Wood Green Learning Centre | Std £140.00 | Conc £84.00 |
| Thu 13:00-15:30 03 May - 19 Jul 2012 | 12 Weeks | BM11/3429 |

Computerised Accounts Level 2

This course prepares you for the City and Guilds Computerised Accounts Level 2 examination.

| | | |
|--------------------------------------|--------------------|--------------------|
| Wood Green Learning Centre | Std £142.00 | Conc £86.00 |
| Wed 18:15-20:45 28 Sep - 14 Dec 2011 | 12 Weeks | BM11/3377 |
| Wood Green Learning Centre | Std £142.00 | Conc £86.00 |
| Sat 09:30-12:00 14 Jan - 31 Mar 2012 | 12 Weeks | BM11/3422 |
| Wood Green Learning Centre | Std £142.00 | Conc £86.00 |
| Thu 18:15-20:45 03 May - 19 Jul 2012 | 12 Weeks | BM11/3423 |

Computerised Payroll – Sage Line 50

This course provides an introduction to the fundamental principles of standard computerised payroll using Sage Payroll.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £57.00 | Conc £29.00 |
| Thu 18:15-20:45 22 Sep - 27 Oct 2011 | 6 Weeks | BM11/3378 |
| Wood Green Learning Centre | Std £57.00 | Conc £29.00 |
| Thu 18:15-20:45 03 Nov - 08 Dec 2011 | 6 Weeks | BM11/3379 |
| Wood Green Learning Centre | Std £57.00 | Conc £29.00 |
| Thu 18:15-20:45 19 Jan - 23 Feb 2012 | 6 Weeks | BM11/3430 |
| Wood Green Learning Centre | Std £57.00 | Conc £29.00 |
| Thu 18:15-20:45 01 Mar - 05 Apr 2012 | 6 Weeks | BM11/3431 |
| Wood Green Learning Centre | Std £57.00 | Conc £29.00 |
| Sat 09:30-12:00 05 May - 09 Jun 2012 | 6 Weeks | BM11/3432 |
| Wood Green Learning Centre | Std £57.00 | Conc £29.00 |
| Sat 09:30-12:00 09 Jun - 14 Jul 2012 | 6 Weeks | BM11/3433 |

Small Business Start Up

Learn about the key stages to consider when setting up a small business. Develop your awareness and confidence in turning your ideas and hobbies into a viable business venture.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £94.00 | Conc £47.00 |
| Tue 18:30-21:00 04 Oct - 06 Dec 2011 | 10 Weeks | BM11/3434 |
| Wood Green Learning Centre | Std £94.00 | Conc £47.00 |
| Tue 18:30-21:00 24 Jan - 27 Mar 2012 | 10 Weeks | BM11/3435 |
| Wood Green Learning Centre | Std £94.00 | Conc £47.00 |
| Tue 18:30-21:00 15 May - 17 Jul 2012 | 10 Weeks | BM11/3436 |

business + work skills



■ EMPLOYABILITY SKILLS WORKSHOP

Assertiveness and Effective Communication

Learn how to communicate effectively and get your message across in a confident manner

| | | | |
|-----------------------------------|-------------|-------|-------------------|
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 | 11 Oct 2011 | 1 day | IAG11/3511 |
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 | 06 Dec 2011 | 1 day | IAG11/3512 |
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 | 28 Feb 2012 | 1 day | IAG11/3513 |
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 | 08 May 2012 | 1 day | IAG11/3514 |

Completing Applications Forms

Maximise the effectiveness of your application to increase your chances of getting an interview

| | | | |
|-----------------------------------|---------------|-------|-------------------|
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 | 04 Oct 2011 | 1 day | IAG11/3494 |
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 | 29 Nov 2011 | 1 day | IAG11/3495 |
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 | - 21 Feb 2012 | 1 day | IAG11/3496 |
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 | 24 Apr 2012 | 1 day | IAG11/3497 |
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 | 26 Jun 2012 | 1 day | IAG11/3498 |

Effective Job Searching Strategies

Know your skills and abilities to help you look for the right job

| | | | |
|-----------------------------------|-------------|-------|-------------------|
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 | 20 Sep 2011 | 1 day | IAG11/3489 |
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 | 15 Nov 2011 | 1 day | IAG11/3490 |
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 | 24 Jan 2012 | 1 day | IAG11/3491 |
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 | 27 Mar 2012 | 1 day | IAG11/3492 |
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 | 12 Jun 2012 | 1 day | IAG11/3493 |

Getting Ready For Job Interviews

Prepare for interviews by practicing the skills you need

| | | | |
|-----------------------------------|----------------------|--------|------------|
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 | 18 Oct - 18 Oct 2011 | 1 day | IAG11/3499 |
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 | 13 Dec - 13 Dec 2011 | 1 day | IAG11/3500 |
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 | 06 Mar - 06 Mar 2012 | 1 Week | IAG11/3501 |
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 | 15 May - 15 May 2012 | 1 day | IAG11/3503 |
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 | 10 Jul - 10 Jul 2012 | 1 day | IAG11/3507 |

Self Motivational Techniques

Gain the skills of self management, drive strength, and make positive changes

| | | | |
|---------------------------------------|-------------|-------|------------|
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 | 13 Sep 2011 | 1 day | IAG11/3526 |
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 | 08 Nov 2011 | 1 day | IAG11/3528 |
| Wood Green Learning Centre Std | | | Free |
| Tue 09:30-12:30 | 17 Jan 2012 | 1 day | IAG11/3529 |
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 | 20 Mar 2012 | 1 day | IAG11/3530 |
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 | 29 May 2012 | 1 day | IAG11/3532 |

Speaking in Public with Confidence

The art of speaking and presenting clearly and effectively

| | | | |
|-----------------------------------|-------------|-------|------------|
| Wood Green Learning Centre | | | Free |
| Tue 10:00-16:00 | 01 Nov 2011 | 1 day | IAG11/3520 |
| Wood Green Learning Centre | | | Free |
| Tue 10:00-16:00 | 10 Jan 2012 | 1 day | IAG11/3521 |
| Wood Green Learning Centre | | | Free |
| Tue 10:00-16:00 | 13 Mar 2012 | 1 day | IAG11/3522 |
| Wood Green Learning Centre | | | Free |
| Tue 10:00-16:00 | 22 May 2012 | 1 day | IAG11/3523 |
| Wood Green Learning Centre | | | Free |
| Tue 10:00-16:00 | 17 Jul 2012 | 1 day | IAG11/3525 |

Writing a Curriculum Vitae (CV)



Create a new CV or update your old one. Session will cover personal profiles and transferable skills.

| | | | |
|-----------------------------------|-------|-------------------|-------------|
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 27 Sep 2011 | 1 day | IAG11/3484 | |
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 22 Nov 2011 | 1 day | IAG11/3485 | |
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 0 07 Feb 2012 1 | 1 day | IAG11/3486 | |
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 17 Apr 2012 | 1 day | IAG11/3487 | |
| Wood Green Learning Centre | | | Free |
| Tue 09:30-12:30 19 Jun 2012 | 1 day | IAG11/3488 | |



Creative Courses - Art and Crafts

HALS has developed a range of creative courses to suit complete beginners and those who have experience and want to further their practice in drawing and painting. Courses are structured around practical workshops with group discussions and self-assessment to help you reflect on and develop your techniques. **You will be expected to bring your own materials to these courses.**

Origami Jewellery

Explore the art of paper folding and create exquisite paper accessories such as earrings, necklaces, bracelets or brooches.

Wood Green Learning Centre **Std £59.00** **Conc £30.00**
 Mon 10:00-13:00 08 Aug - 22 Aug 2011 3 Weeks **AC11/3567**

Introduction to Simple Print Techniques

Create simple but effective prints for artwork using lino-cut, styrofoam and mono-print. Have a go at making your own printing blocks using well-known materials. You will need to provide disposable gloves and an overall for working with printing inks and solvents.

Wood Green Learning Centre **Std £62.00** **Conc £30.00**
 Tue 10:30-13:00 02 Aug - 30 Aug 2011 5 Weeks **AC11/3482**

Art Sketchbook Walks

Develop drawing and colour skills for quick observation of sights in and around central London. You will need to supply your own sketchbook or journal, pencils and paints for this course.

Hornsey Library **Std £104.00** **Conc £52.00**
 Wed 10:30-16:30 10 Aug - 07 Sep 2011 5 Weeks **AC11/3480**

Painting Techniques using Watercolours

Learn to exploit the distinctive characteristics of watercolour paints to create interesting compositions from observation and imagination.

Wood Green Learning Centre **Std £62.00** **Conc £30.00**
 Thu 10:30-13:00 04 Aug - 01 Sep 2011 5 Weeks **AC11/3483**

Portrait and Life Drawing for Beginners

For those who are new to observational figure drawing. Beginning with drawing concepts in charcoal and pencil, you will use easily accessible methods, including structure, likeness and mark-making to represent people and their characteristics.

| | | |
|--------------------------------------|-------------------|--------------------|
| Hornsey Library | Std £78.00 | Conc £40.00 |
| Fri 09:30-13:00 12 Aug - 09 Sep 2011 | 5 Weeks | AC11/3481 |

Drawing and Painting Techniques using Watercolours

This course covers materials, techniques and approaches to drawing and painting with watercolour paints and pencils. Exploit the distinctive characteristics of watercolour paints to create interesting compositions from observation and imagination.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £99.00 | Conc £50.00 |
| Tue 14:00-16:30 04 Oct - 13 Dec 2011 | 10 Weeks | AC11/3451 |
| Wood Green Learning Centre | Std £99.00 | Conc £50.00 |
| Tue 14:00-16:30 17 Jan - 27 Mar 2012 | 10 Weeks | AC11/3452 |
| Wood Green Learning Centre | Std £99.00 | Conc £50.00 |
| Tue 14:00-16:30 08 May - 17 Jul 2012 | 10 Weeks | AC11/3453 |

Introduction to Drawing Techniques

Explore traditional and non-traditional methods of drawing from observation and imagination.

| | | |
|--------------------------------------|-------------------|--------------------|
| St Ann's Hall | Std £65.00 | Conc £33.00 |
| Fri 13:30-15:30 30 Sep - 09 Dec 2011 | 10 Weeks | AC11/3568 |
| St Ann's Hall | Std £65.00 | Conc £33.00 |
| Fri 13:30-15:30 20 Jan - 30 Mar 2012 | 10 Weeks | AC11/3569 |
| St Ann's Hall | Std £65.00 | Conc £33.00 |
| Fri 13:30-15:30 11 May - 20 Jul 2012 | 10 Weeks | AC11/3570 |

Introduction to Drawing and Painting

Gain an understanding of the creative journey from drawing to painting. Develop a personal response, exploring traditional and non-traditional methods of drawing from observation and imagination and ways of representing sound in a visual way.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £99.00 | Conc £50.00 |
| Wed 18:15-20:45 05 Oct - 14 Dec 2011 | 10 Weeks | AC11/3398 |
| Wood Green Learning Centre | Std £99.00 | Conc £50.00 |
| Wed 18:15-20:45 18 Jan - 28 Mar 2012 | 10 Weeks | AC11/3400 |
| Wood Green Learning Centre | Std £99.00 | Conc £50.00 |
| Wed 18:15-20:45 09 May - 18 Jul 2012 | 10 Weeks | AC11/3402 |

Drawing and Painting Techniques using Mixed Media

This course introduces and develops a comprehensive range of techniques and approaches using watercolours, pastels, ink, gouache and acrylics. Explore effects working on individual projects from figurative to abstract.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £99.00 | Conc £50.00 |
| Mon 18:15-20:45 03 Oct - 12 Dec 2011 | 10 Weeks | AC11/3571 |
| Wood Green Learning Centre | Std £99.00 | Conc £50.00 |
| Mon 18:15-20:45 16 Jan - 26 Mar 2012 | 10 Weeks | AC11/3572 |
| Wood Green Learning Centre | Std £99.00 | Conc £50.00 |
| Mon 18:15-20:45 07 May - 16 Jul 2012 | 10 Weeks | AC11/3573 |

Introduction to Abstract Painting

Explore different approaches and techniques to making an abstract painting. Using music as a font of inspiration to help relaxation and enable the imaginative process, you will learn how an abstract image can evolve from both observation and/or imagination.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £99.00 | Conc £50.00 |
| Mon 14:00-16:30 03 Oct - 12 Dec 2011 | 10 Weeks | AC11/3576 |
| Wood Green Learning Centre | Std £99.00 | Conc £50.00 |
| Mon 14:00-16:30 16 Jan - 26 Mar 2012 | 10 Weeks | AC11/3575 |

Zen Brushwork

Suitable for those interested in oriental calligraphy and ink painting. Express energy and movement using paper, ink and brushes exploring various subjects taking inspiration from nature. Promotes wellbeing working on the relationship between the body and mind.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £99.00 | Conc £50.00 |
| Mon 14:00-16:30 07 May - 16 Jul 2012 | 10 Weeks | AC11/3574 |

Art is Good for You

Art helps you to think and feel openly. Explore techniques and approaches using colour, mark-making and texture to release creative expression and promote wellbeing.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £99.00 | Conc £50.00 |
| Thu 10:00-12:30 06 Oct - 15 Dec 2011 | 10 Weeks | AC11/3446 |
| Wood Green Learning Centre | Std £99.00 | Conc £50.00 |
| Thu 10:00-12:30 19 Jan - 29 Mar 2012 | 10 Weeks | AC11/3449 |
| Wood Green Learning Centre | Std £99.00 | Conc £50.00 |
| Thu 10:00-12:30 10 May - 19 Jul 2012 | 10 Weeks | AC11/3450 |

Anatomical Drawing Workshop

Study the relationship between the skeleton and the major muscle groups, and create convincing and expressive figure drawings. Develop the skills and confidence needed to tackle a range of drawing problems, including handling volume, tone and structure as well as drawing from memory.

| | | |
|--------------------------------------|-------------------|--------------------|
| Greig City Academy | Std £85.00 | Conc £43.00 |
| Tue 18:15-20:45 27 Sep - 22 Nov 2011 | 8 Weeks | AC11/3479 |

Portrait and Life Drawing Workshop

Suitable for those interested in learning techniques for observational drawing and painting. Beginning with drawing concepts in charcoal and pencil, you will explore line, form and structure. Painting approaches are introduced using a limited colour range.

| | | |
|--------------------------------------|--------------------|--------------------|
| Hornsey Library | Std £123.00 | Conc £62.00 |
| Fri 09:30-12:30 30 Sep - 09 Dec 2011 | 10 Weeks | AC11/3441 |

| | | |
|--------------------------------------|--------------------|--------------------|
| Hornsey Library | Std £123.00 | Conc £62.00 |
| Fri 09:30-12:30 20 Jan - 30 Mar 2012 | 10 Weeks | AC11/3444 |

| | | |
|--------------------------------------|--------------------|--------------------|
| Hornsey Library | Std £123.00 | Conc £62.00 |
| Fri 09:30-12:30 11 May - 20 Jul 2012 | 10 Weeks | AC11/3445 |



Languages



Languages

We offer courses in French, Italian and Spanish at beginners' and improvers' levels. This year German and Italian is offered at beginners' level only. Enrolments on all courses except for beginners 1 is by advice interviews. See pages 4-7 for advice sessions on language courses.

Route of progression



■ BEGINNERS 1

Beginners 1 is for absolute beginners with no previous knowledge of the language. The course will enable you to 'get by' speaking the target language in everyday situations.

French Beginners (Part 1)

| | | |
|--------------------------------------|-------------------|--------------------|
| Greig City Academy | Std £75.00 | Conc £37.00 |
| Tue 18:45-20:45 20 Sep - 29 Nov 2011 | 10 Weeks | ML11/3320 |
| Wood Green Learning Centre | Std £75.00 | Conc £37.00 |
| Sat 10:30-12:30 24 Sep - 03 Dec 2011 | 10 Weeks | ML11/3455 |
| Greig City Academy | Std £75.00 | Conc £37.00 |
| Thu 18:45-20:45 19 Jan - 29 Mar 2012 | 10 Weeks | ML11/3457 |
| Greig City Academy | Std £75.00 | Conc £37.00 |
| Thu 18:45-20:45 03 May - 12 Jul 2012 | 10 Weeks | ML11/3321 |

Italian Beginners (Part 1)

| | | |
|--------------------------------------|-------------------|--------------------|
| Greig City Academy | Std £75.00 | Conc £37.00 |
| Thu 18:45-20:45 22 Sep - 01 Dec 2011 | 10 Weeks | ML11/3341 |

Spanish Beginners (Part 1)

| | | |
|--------------------------------------|-------------------|--------------------|
| Greig City Academy | Std £75.00 | Conc £37.00 |
| Tue 18:45-20:45 20 Sep - 29 Nov 2011 | 10 Weeks | ML11/3332 |
| Wood Green Learning Centre | Std £75.00 | Conc £37.00 |
| Sat 10:30-12:30 24 Sep - 03 Dec 2011 | 10 Weeks | ML11/3333 |
| Wood Green Learning Centre | Std £75.00 | Conc £37.00 |
| Wed 18:45-20:45 18 Jan - 28 Mar 2012 | 10 Weeks | ML11/3470 |
| Wood Green Learning Centre | Std £75.00 | Conc £37.00 |
| Sat 10:30-12:30 05 May - 14 Jul 2012 | 10 Weeks | ML11/3471 |

German Beginners (Part 1)

Mon 18:45-20:45 19 Sep - 28 Nov 2011 10 Weeks **ML11/3329**
Wood Green Learning Centre Std **£75.00** Conc **£37.00**

■ BEGINNERS 2

Beginners 2 is for learners with some basic knowledge and those who want to 'restart'. You will consolidate previous knowledge and develop skills mainly through speaking and listening activities.

French Beginners (Part 2)

Wood Green Learning Centre Std **£75.00** Conc **£37.00**

Mon 18:45-20:45 19 Sep - 28 Nov 2011 10 Weeks **ML11/3322**

Greig City Academy Std **£75.00** Conc **£37.00**

Tue 18:45-20:45 17 Jan - 27 Mar 2012 10 Weeks **ML11/3323**

Wood Green Learning Centre Std **£75.00** Conc **£37.00**

Sat 10:30-12:30 21 Jan - 31 Mar 2012 10 Weeks **ML11/3461**

Greig City Academy Std **£75.00** Conc **£37.00**

Thu 18:45-20:4 03 May - 12 Jul 2012 10 Weeks **ML11/3463**

Spanish Beginners (Part 2)

Greig City Academy Std **£75.00** Conc **£37.00**

Thu 18:45-20:45 22 Sep - 01 Dec 2011 10 Weeks **ML11/3334**

Greig City Academy Std **£75.00** Conc **£37.00**

Tue 18:45-20:45 17 Jan - 27 Mar 2012 10 Weeks **ML11/3335**

Wood Green Learning Centre Std **£75.00** Conc **£37.00**

Sat 10:30-12:30 21 Jan - 31 Mar 2012 10 Weeks **ML11/3336**

Wood Green Learning Centre Std **£75.00** Conc **£37.00**

Wed 18:45-20:45 02 May - 11 Jul 2012 10 Weeks **ML11/3472**

German Beginners (Part 2)

Wood Green Learning Centre Std **£75.00** Conc **£37.00**

Mon 18:45-20:45 16 Jan - 26 Mar 2012 10 Weeks **ML11/3330**

Italian Beginners (Part 2)

Greig City Academy Std **£75.00** Conc **£37.00**

Thu 18:45-20:45 19 Jan - 29 Mar 2012 10 Weeks **ML11/3342**

■ BEGINNERS 3

Beginners 3 is for learners who can converse at a fairly basic level, but wish to widen their vocabulary and grammar to speak more fluently.

French Beginners (Part 3)

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £75.00 | Conc £37.00 |
| Wed 10:30-12:30 05 Oct - 14 Dec 2011 | 10 Weeks | ML11/3466 |
| Wood Green Learning Centre | Std £75.00 | Conc £37.00 |
| Mon 18:45-20:45 16 Jan - 26 Mar 2012 | 10 Weeks | ML11/3324 |
| Greig City Academy | Std £75.00 | Conc £37.00 |
| Tue 18:45-20:45 01 May - 10 Jul 2012 | 10 Weeks | ML11/3325 |
| Wood Green Learning Centre | Std £75.00 | Conc £37.00 |
| Sat 10:30-12:30 05 May - 14 Jul 2012 | 10 Weeks | ML11/3467 |

Spanish Beginners (Part 3)

| | | |
|--------------------------------------|-------------------|--------------------|
| Greig City Academy | Std £75.00 | Conc £37.00 |
| Thu 18:45-20:45 22 Sep - 01 Dec 2011 | 10 Weeks | ML11/3473 |
| Greig City Academy | Std £75.00 | Conc £37.00 |
| Thu 18:45-20:45 19 Jan - 29 Mar 2012 | 10 Weeks | ML11/3337 |
| Greig City Academy | Std £75.00 | Conc £37.00 |
| Tue 18:45-20:45 01 May - 10 Jul 2012 | 10 Weeks | ML11/3338 |
| Wood Green Learning Centre | Std £75.00 | Conc £37.00 |
| Sat 10:30-12:30 05 May - 14 Jul 2012 | 10 Weeks | ML11/3339 |

German Beginners (Part 3)

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £75.00 | Conc £37.00 |
| Mon 18:45-20:45 14 May - 23 Jul 2012 | 10 Weeks | ML11/3331 |

Italian Beginners (Part 3)

| | | |
|--------------------------------------|-------------------|--------------------|
| Greig City Academy | Std £75.00 | Conc £37.00 |
| Thu 18:45-20:45 03 May - 12 Jul 2012 | 10 Weeks | ML11/3343 |

■ IMPROVERS 1

Improvers 1 is for those who have a reasonable knowledge of the language. You will build confidence and begin to converse more freely.

Spanish Improvers (Part 1)

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £75.00 | Conc £37.00 |
| Fri 10:30-12:30 23 Sep - 02 Dec 2011 | 10 Weeks | ML11/3474 |
| Greig City Academy | Std £75.00 | Conc £37.00 |
| Thu 18:45-20:45 19 Jan - 29 Mar 2012 | 10 Weeks | ML11/3475 |
| Greig City Academy | Std £75.00 | Conc £37.00 |
| Thu 18:45-20:45 03 May - 12 Jul 2012 | 10 Weeks | ML11/3340 |

French Improvers (Part 1)

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £75.00 | Conc £37.00 |
| Wed 10:30-12:30 18 Jan - 28 Mar 2012 | 10 Weeks | ML11/3468 |
| Wood Green Learning Centre | Std £75.00 | Conc £37.00 |
| Mon 18:45-20:45 14 May - 23 Jul 2012 | 10 Weeks | ML11/3326 |

■ IMPROVERS 2

Improvers 2 is for those who have a good working knowledge of the language who wish to improve accuracy and the ability to express themselves on a range of topics.

French Improvers (Part 2)

| | | |
|--------------------------------------|-------------------|--------------------|
| Greig City Academy | Std £75.00 | Conc £37.00 |
| Thu 18:45-20:45 22 Sep - 01 Dec 2011 | 10 Weeks | ML11/3327 |
| Wood Green Learning Centre | Std £75.00 | Conc £37.00 |
| Wed 10:30-12:30 09 May - 18 Jul 2012 | 10 Weeks | ML11/3469 |

Spanish Improvers (Part 2)

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £75.00 | Conc £37.00 |
| Fri 10:30-12:30 20 Jan - 30 Mar 2012 | 10 Weeks | ML11/3476 |
| Greig City Academy | Std £75.00 | Conc £37.00 |
| Thu 18:45-20:45 03 May - 12 Jul 2012 | 10 Weeks | ML11/3477 |

■ IMPROVERS 3

Improvers 3 is for those who have a good working knowledge of the language who wish to improve accuracy and the ability to express themselves on a range of topics..

Spanish Improvers (Part 3)

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £75.00 | Conc £37.00 |
| Fri 10:30-12:30 04 May - 13 Jul 2012 | 10 Weeks | ML11/3478 |

French Improvers (Part 3)

| | | |
|--------------------------------------|-------------------|--------------------|
| Greig City Academy | Std £75.00 | Conc £37.00 |
| Thu 18:45-20:45 19 Jan - 29 Mar 2012 | 10 Weeks | ML11/3328 |

■ CONVERSATION

Conversation is for fluent speakers. You will have the opportunity to discuss a wide range of current issues in a helpful and supportive environment.

Spanish Conversation

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £75.00 | Conc £37.00 |
| Mon 18:45-20:45 26 Sep - 05 Dec 2011 | 10 Weeks | ML11/3314 |

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £75.00 | Conc £37.00 |
| Mon 18:45-20:45 16 Jan - 26 Mar 2012 | 10 Weeks | ML11/3315 |

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £75.00 | Conc £37.00 |
| Mon 18:45-20:45 14 May - 23 Jul 2012 | 10 Weeks | ML11/3316 |

French Conversation

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £75.00 | Conc £37.00 |
| Wed 18:45-20:45 21 Sep - 30 Nov 2011 | 10 Weeks | ML11/3317 |

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £75.00 | Conc £37.00 |
| Wed 18:45-20:45 18 Jan - 28 Mar 2012 | 10 Weeks | ML11/3318 |

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £75.00 | Conc £37.00 |
| Wed 18:45-20:45 02 May - 11 Jul 2012 | 10 Weeks | ML11/3319 |

different Strokes

*Support for Stroke Survivors
of 18 and over*

LONDON NORTH GROUP

**Different Strokes London
North Group www.dsln.co.uk**

What we do: We provide services, on a self-organised, voluntary basis, which help enhance mobility, boost confidence and reduce the sense of isolation experienced by stroke survivors. Our aim is to help stroke survivors of working age optimise their recovery, take control of their lives and regain as much independence as possible, including returning to work.

HALS is working with Different Strokes to support the following group activities provided by our experienced, professional tutors:

Chi Kung Mon 9.45-10.45 at Wood Green Library. Weekly class to reduce stress, build stamina, improve cardiovascular and circulatory functions.

Exercise Classes Tue and Thurs 14.00-15.00 at White Hart Lane Community Sports Centre. Twice weekly class to improve cardio-vascular function and strength.

Massage Wed 10.00-12.30 at Wood Green Library. Weekly therapy to improve mobility and repair soft tissue.

Visiting Speakers Mon every 3 months 11.00-12.00 at Wood Green Library.

For other activities see our website: www.dsln.co.uk

**For more information please contact John Murray, Coordinator, Different Strokes North London Group, on londonnorth@differentstrokes.co.uk
Or Tel: 020 8340 4359**

different strokes

Well being

A range of courses designed to explore health and well-being through a variety of subjects and perspectives. These courses are ideal for personal and professional development, whether it is for improving physical flexibility and relaxation, or confidence in dealing with difficult situations.

If you work with people in healthcare, welfare and education services then you strengthen your skills and job prospects with accredited courses in counselling from CPCAB (Counselling and Psychotherapy Central Awarding Body).

Level 2 Certificate in Counselling Skills (CPCAB)

Develop initial counselling techniques for use in voluntary or employed work situations. Enrolment is by assessment interview. Please note that this course includes some Saturday workshops and you will be expected to attend.

Wood Green Learning Centre **Std £464.00** **Conc £232.00**
 Thu 18:00-21:00 22 Sep - 29 Mar 2012 24 Weeks **HC11/3359**

Level 2 Award in Introduction to Counselling Skills (CPCAB)

Learn to use initial counselling techniques for use in voluntary or employed work situations. Enrolment is by assessment interview.

Wood Green Learning Centre **Std £152.00** **Conc £76.00**
 Tue 18:00-21:00 04 Oct - 13 Dec 2011 10 Weeks **HC11/3360**

Wood Green Learning Centre **Std £152.00** **Conc £76.00**
 Thu 10:00-13:00 06 Oct - 15 Dec 2011 10 Weeks **HC11/3361**

Wood Green Learning Centre **Std £152.00** **Conc £76.00**
 Tue 18:00-21:00 17 Jan - 27 Mar 2012 10 Weeks **HC11/3362**

Wood Green Learning Centre **Std £152.00** **Conc £76.00**
 Tue 18:00-21:00 08 May - 17 Jul 2012 10 Weeks **HC11/3363**

■ EXERCISE COURSES AT HALS

Please be aware that there are no changing facilities or lockers. We recommend that you wear loose clothing and minimal jewellery. You will be asked to complete a Health Screening form at the beginning of your first class.

Gentle Hatha Yoga

Gentle and relaxed movements that focus on improving mobility, flexibility and strength. Breathing and relaxation techniques help increase confidence and wellbeing in a supportive environment.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £67.00 | Conc £34.00 |
| Fri 10:00-11:30 23 Sep - 16 Dec 2011 | 12 Weeks | HC11/3350 |
| Wood Green Learning Centre | Std £67.00 | Conc £34.00 |
| Fri 11:45-13:15 23 Sep - 16 Dec 2011 | 12 Weeks | HC11/3351 |
| Wood Green Learning Centre | Std £64.00 | Conc £32.00 |
| Fri 10:00-11:30 13 Jan - 30 Mar 2012 | 11 Weeks | HC11/3352 |
| Wood Green Learning Centre | Std £64.00 | Conc £32.00 |
| Fri 11:45-13:15 13 Jan - 30 Mar 2012 | 11 Weeks | HC11/3353 |
| Wood Green Learning Centre | Std £67.00 | Conc £34.00 |
| Fri 10:00-11:30 27 Apr - 20 Jul 2012 | 12 Weeks | HC11/3354 |
| Wood Green Learning Centre | Std £67.00 | Conc £34.00 |
| Fri 11:45-13:15 27 Apr - 20 Jul 2012 | 12 Weeks | HC11/3355 |

Hatha Yoga: General

Controlled Yoga movements are covered in this moderately strenuous class. Yoga can aid relaxation and help build strength and flexibility.

| | | |
|--------------------------------------|-------------------|--------------------|
| Greig City Academy | Std £67.00 | Conc £34.00 |
| Tue 19:00-20:30 20 Sep - 13 Dec 2011 | 12 Weeks | HC11/3344 |
| Wood Green Learning Centre | Std £67.00 | Conc £34.00 |
| Wed 18:30-20:00 21 Sep - 14 Dec 2011 | 12 Weeks | HC11/3345 |
| Greig City Academy | Std £64.00 | Conc £32.00 |
| Tue 19:00-20:30 10 Jan - 27 Mar 2012 | 11 Weeks | HC11/3346 |
| Wood Green Learning Centre | Std £64.00 | Conc £32.00 |
| Wed 18:30-20:00 11 Jan - 28 Mar 2012 | 11 Weeks | HC11/3347 |
| Greig City Academy | Std £67.00 | Conc £34.00 |
| Tue 19:00-20:30 24 Apr - 17 Jul 2012 | 12 Weeks | HC11/3348 |
| Wood Green Learning Centre | Std £67.00 | Conc £34.00 |
| Wed 18:30-20:00 25 Apr - 18 Jul 2012 | 12 Weeks | HC11/3349 |

Hatha Yoga: Intermediate



Suitable for people who have attended at least two terms of the general/beginners class at HALS or have been practicing Yoga for at least a year. This class uses postures and sequences suitable for people who have a good level of fitness and ability.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £67.00 | Conc £34.00 |
| Thu 18:30-20:00 22 Sep - 15 Dec 2011 | 12 Weeks | HC11/3356 |
| Wood Green Learning Centre | Std £64.00 | Conc £32.00 |
| Thu 18:30-20:00 12 Jan - 29 Mar 2012 | 11 Weeks | HC11/3357 |
| Wood Green Learning Centre | Std £67.00 | Conc £34.00 |
| Thu 18:30-20:00 26 Apr - 19 Jul 2012 | 12 Weeks | HC11/3358 |

Pilates



An introduction to Pilates. Suitable for all levels of fitness, Pilates exercises can help improve flexibility, strength, breathing and posture.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £67.00 | Conc £34.00 |
| Tue 18:45-20:15 20 Sep - 13 Dec 2011 | 12 Weeks | HC11/3364 |
| Wood Green Learning Centre | Std £64.00 | Conc £32.00 |
| Tue 18:45-20:15 10 Jan - 27 Mar 2012 | 11 Weeks | HC11/3365 |
| Wood Green Learning Centre | Std £67.00 | Conc £34.00 |
| Tue 18:45-20:15 24 Apr - 17 Jul 2012 | 12 Weeks | HC11/3366 |

Legs, Bums and Tums (LBT)



A toning and conditioning class that will give you a full body workout including cardio and muscular fitness. A great starting point to develop strength and confidence, so good for beginners.

| | | |
|--------------------------------------|-------------------|--------------------|
| St Ann's Hall | Std £40.00 | Conc £20.00 |
| Fri 10:30-11:30 07 Oct - 16 Dec 2011 | 10 Weeks | HC11/3389 |
| St Ann's Hall | Std £40.00 | Conc £20.00 |
| Fri 10:30-11:30 20 Jan - 30 Mar 2012 | 10 Weeks | HC11/3390 |
| St Ann's Hall | Std £40.00 | Conc £20.00 |
| Fri 10:30-11:30 11 May - 20 Jul 2012 | 10 Weeks | HC11/3391 |

Tai Chi

Tai Chi can help improve your balance and flexibility through gentle movements. Alongside the moving postures you will use warm up exercises and relaxation techniques to help relieve stress.

| | | |
|--------------------------------------|-------------------|--------------------|
| Hornsey Library | Std £40.00 | Conc £20.00 |
| Sat 10:00-11:00 08 Oct - 17 Dec 2011 | 10 Weeks | HC11/3380 |
| Hornsey Library | Std £40.00 | Conc £20.00 |
| Sat 10:00-11:00 21 Jan - 31 Mar 2012 | 10 Weeks | HC11/3381 |
| Hornsey Library | Std £40.00 | Conc £20.00 |
| Sat 10:00-11:00 12 May - 21 Jul 2012 | 10 Weeks | HC11/3382 |

Chi Kung for Health

Chi Kung exercises are used for developing peace of mind, health and increasing energy levels. The Chi Kung postures have most benefit when performed standing but they can be done seated and lying down when needed and variations will be taught to meet individual needs.

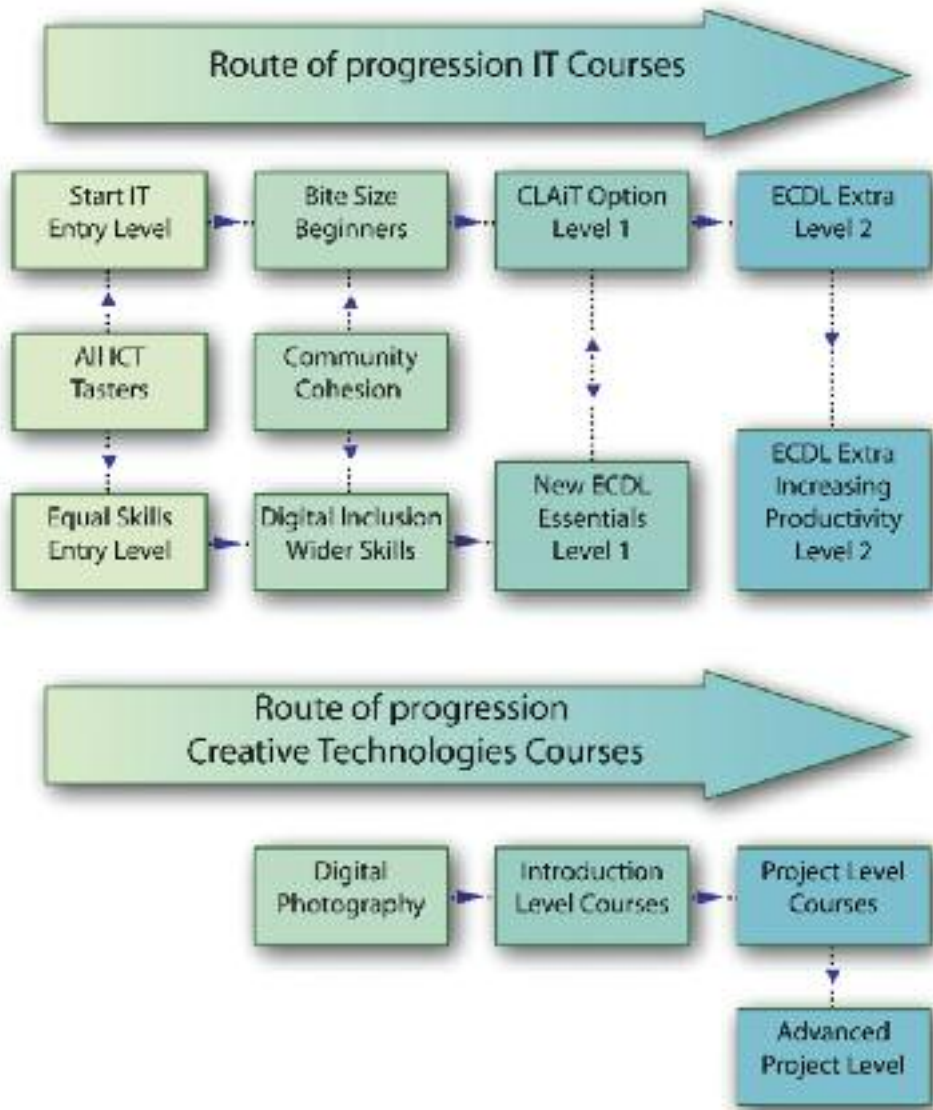
| | | |
|--------------------------------------|-------------------|--------------------|
| Hornsey Library | Std £40.00 | Conc £20.00 |
| Sat 11:30-12:30 08 Oct - 17 Dec 2011 | 10 Weeks | HC11/3383 |
| Hornsey Library | Std £40.00 | Conc £20.00 |
| Sat 11:30-12:30 21 Jan - 31 Mar 2012 | 10 Weeks | HC11/3384 |
| Hornsey Library | Std £40.00 | Conc £20.00 |
| Sat 11:30-12:30 12 May - 21 Jul 2012 | 10 Weeks | HC11/3385 |

Start Singing - General

Singing for the love of it. Vocal group for all those who want to experience the enjoyment and fun of singing with others. No matter whether you're an experienced singer or are finding your vocal chord feet. Come and learn a skill for life!

| | | |
|--------------------------------------|-------------------|--------------------|
| Greig City Academy | Std £75.00 | Conc £37.00 |
| Thu 18:45-20:45 22 Sep - 01 Dec 2011 | 10 Weeks | HC11/3386 |
| Greig City Academy | Std £75.00 | Conc £37.00 |
| Thu 18:45-20:45 19 Jan - 29 Mar 2012 | 10 Weeks | HC11/3387 |
| Greig City Academy | Std £75.00 | Conc £37.00 |
| Thu 18:45-20:45 03 May - 12 Jul 2012 | 10 Weeks | HC11/3388 |

computing & creative technologies



Computer Courses - Workshops

ICT - Advice Session

Drop in or call 020 8489 2596 for personal advice on ICT courses during advertised time at Wood Green Learning Service.

Autumn Term Advice Sessions

Mon 13:00-15:30 19 Sep -12 Dec 2011

Tue 13:00-15:30 20 Sep - 13 Dec 2011

Fri 09:30-12:00 23 Sep - 16 Dec 2011

Spring Term Advice Sessions

Mon 13:00-15:30 16 Jan - 26 Mar 2012

Tue 13:00-15:30 17 Jan - 27 Mar 2012

Tue 09:30-12:00 17 Jan - 27 Mar 2012

Summer Term Advice Sessions

Mon 09:30-12:00 30 Apr - 23 Jul 2012

Tue 09:30-12:00 01 May - 24 Jul 2012

Thu 13:00-15:30 03 May - 26 Jul 2012

computer courses - workshops

Computer Courses - Workshops

Word - Taster

This one day taster is designed for people with basic computer skills.

| | | |
|-----------------------------------|------------------|------------------|
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Tue 13:00-15:30 20 Sep 2011 | 1 Day | IT11/3403 |
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Mon 18:30-21:00 10 Oct 2011 | 1 Day | IT11/3399 |
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Fri 09:30-12:00 20 Jan 2012 | 1 Day | IT11/3404 |
| St Ann's Library | Std £5.00 | Conc Free |
| Thu 09:30-12:00 26 Jan 2012 | 1 Day | IT11/3401 |
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Mon 13:00-15:30 14 May 2012 | 1 Day | IT11/3405 |

Google - Taster

Learn how to use Google to search for information on the internet in this fun taster for the Start IT Internet course.

| | | |
|-----------------------------------|------------------|------------------|
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Thu 13:00-15:30 22 Sep 2011 | 1 Day | IT11/3415 |
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Mon 13:00-15:30 27 Feb 2012 | 1 Day | IT11/3416 |
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Mon 13:00-15:30 30 Apr 2012 | 1 Day | IT11/3417 |

Digital Photography - Taster

Learn to take better photos with this fun workshop. It is essential to bring your own digital camera.

| | | |
|-----------------------------------|------------------|------------------|
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Fri 09:30-12:00 23 Sep 2011 | 1 Day | IT11/3407 |
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Mon 09:30-12:00 31 Oct 2011 | 1 Day | IT11/3406 |
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Mon 13:00-15:30 20 Feb 2012 | 1 Day | IT11/3408 |
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Fri 09:30-12:00 04 May 2012 | 1 Day | IT11/3722 |

Excel - Taster

Learn how to set up a table, add data and sort it using Microsoft Excel.

| | | |
|-----------------------------------|------------------|------------------|
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Tue 13:00-15:30 27 Sep 2011 | 1 Day | IT11/3395 |
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Mon 18:30-21:00 03 Oct 2011 | 1 Day | IT11/3396 |
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Fri 09:30-12:00 27 Jan 2012 | 1 Day | IT11/3397 |

File Management - Taster

Learn how to save and move files from a computer to a memory stick in this fun taster.

| | | |
|--------------------------------------|------------------|------------------|
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Mon 13:00-15:30 19 Sep 2011 | 1 Day | IT11/3688 |
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Thu 13:00-15:30 29 Sep - 29 Sep 2011 | 1 Day | IT11/3410 |
| St Ann's Library | Std £5.00 | Conc Free |
| Thu 09:30-12:00 19 Jan 2012 | 1 Day | IT11/3411 |
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Fri 09:30-12:00 11 May 2012 | 1 Day | IT11/3409 |

PowerPoint - Taster

This one day taster is designed for people with basic computer skills.

| | | |
|-----------------------------------|------------------|------------------|
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Tue 13:00-15:30 04 Oct 2011 | 1 Day | IT11/3392 |
| St Ann's Library | Std £5.00 | Conc Free |
| Thu 13:00-15:30 26 Jan 2012 | 1 Day | IT11/3394 |

Email Attachment - Taster

Learn how to attach a file to an email successfully in this taster for the Start IT E-mail course.

| | | |
|-----------------------------------|------------------|------------------|
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Wed 13:00-15:30 21 Sep 2011 | 1 Day | IT11/3689 |
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Thu 13:00-15:30 06 Oct 2011 | 1 Day | IT11/3413 |
| St Ann's Library | Std £5.00 | Conc Free |
| Thu 13:00-15:30 19 Jan 2012 | 1 Day | IT11/3412 |
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Fri 09:30-12:00 18 May 2012 | 1 Day | IT11/3414 |

Find a Holiday Online - Taster

Use the internet to find a holiday bargain in this fun and informative taster.

| | | |
|-----------------------------------|------------------|------------------|
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Thu 09:30-12:00 22 Sep 2011 | 1 Day | IT11/3691 |
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Wed 09:30-12:00 02 May 2012 | 1 Day | IT11/3420 |

Internet Forum - Taster

Keep up-to-date with the latest news and information with our online forum taster.

| | | |
|-----------------------------------|------------------|------------------|
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Fri 09:30-12:00 04 May 2012 | 1 Day | IT11/3421 |

Online Shopping - Taster

Find out how to place orders with online shops, and what to watch out for.

| | | |
|-----------------------------------|------------------|------------------|
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Tue 09:30-12:00 20 Sep 2011 | 1 Day | IT11/3690 |
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Wed 09:30-12:00 09 May 2012 | 1 Day | IT11/3419 |

Online Office - Taster

Learn how to use access free online office software in this informative taster.

| | | |
|-----------------------------------|------------------|------------------|
| Wood Green Learning Centre | Std £5.00 | Conc Free |
| Wed 09:30-12:00 16 May 2012 | 1 Day | IT11/3418 |

Computer Courses - Start IT



computer courses - start IT

Computer and Online Basics

Using the British Computer Society - official work skills pack to gain the Entry level computer skills qualification; you will learn how to use a Mouse and Keyboard, identify parts of the computer, manage computer files as well as the basics of internet and email functionality.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £70.00 | Conc £35.00 |
| Wed 13:00-15:30 28 Sep - 07 Dec 2011 | 10 Weeks | IT11/3557 |
| Wood Green Learning Centre | Std £70.00 | Conc £35.00 |
| Thu 09:30-12:00 19 Jan - 29 Mar 2012 | 10 Weeks | IT11/3556 |
| Wood Green Learning Centre | Std £70.00 | Conc £35.00 |
| Mon 18:30-21:00 30 Apr - 16 Jul 2012 | 10 Weeks | IT11/3555 |

START IT Number 1 - Mouse and Keyboard

Learn how to hold the mouse correctly and type text and numbers using a standard computer keyboard. Sign up for all 5 Start IT courses in a term and receive a further 20% discount off the course fees.

| | | |
|---|-------------------|------------------|
| Wood Green Learning Centre | Std £15.00 | Conc Free |
| Mon, Wed 13:00-15:30 26 Sep - 05 Oct 2011 | 2 Weeks | IT11/3559 |
| Wood Green Learning Centre | Std £15.00 | Conc Free |
| Mon, Wed 09:30-12:00 26 Sep - 05 Oct 2011 | 2 Weeks | IT11/3565 |
| Wood Green Learning Centre | Std £15.00 | Conc Free |
| Tue, Thu 09:30-12:00 27 Sep - 06 Oct 2011 | 2 Weeks | IT11/3558 |
| Wood Green Learning Centre | Std £15.00 | Conc Free |
| Mon, Wed 09:30-12:00 16 Jan - 25 Jan 2012 | 2 Weeks | IT11/3561 |
| Wood Green Learning Centre | Std £15.00 | Conc Free |
| Mon, Wed 13:00-15:30 16 Jan - 25 Jan 2012 | 2 Weeks | IT11/3620 |
| Wood Green Learning Centre | Std £15.00 | Conc Free |
| Tue, Fri 09:30-12:00 17 Jan - 27 Jan 2012 | 2 Weeks | IT11/3560 |
| Wood Green Learning Centre | Std £15.00 | Conc Free |
| Mon, Wed 13:00-15:30 30 Apr - 14 May 2012 | 3 Weeks | IT11/3563 |
| Wood Green Learning Centre | Std £15.00 | Conc Free |
| Tue, Thu 09:30-12:00 08 May - 17 May 2012 | 2 Weeks | IT11/3564 |
| Wood Green Learning Centre | Std £15.00 | Conc Free |
| Wed, Fri 09:30-12:00 09 May - 18 May 2012 | 2 Weeks | IT11/3562 |

START IT Number 2 - Using a Computer

Learn how to use Windows to create, move and save files correctly.

| | | |
|-----------------------------------|----------------------|--------------------|
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Mon, Wed 13:00-15:30 | 10 Oct - 19 Oct 2011 | 2 Weeks IT11/3606 |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Mon, Wed 09:30-12:00 | 10 Oct - 19 Oct 2011 | 2 Weeks IT11/3609 |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Tu,e Thu 09:30-12:00 | 11 Oct - 20 Oct 2011 | 2 Weeks IT11/3608 |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Mon, Wed 13:00-15:30 | 30 Jan - 08 Feb 2012 | 2 Weeks IT11/3621 |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Mon, Wed 09:30-12:00 | 30 Jan - 08 Feb 2012 | 2 Weeks IT11/3603 |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Tue, Fri 09:30-12:00 | 31 Jan - 10 Feb 2012 | 2 Weeks IT11/3605 |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Mon, Wed 13:00-15:30 | 21 May - 30 May 2012 | 2 Weeks IT11/3600 |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Tue, Thu 09:30-12:00 | 22 May - 31 May 2012 | 2 Weeks IT11/3566 |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Wed, Fri 09:30-12:00 | 23 May - 01 Jun 2012 | 2 Weeks IT11/3601 |

START IT Number 3 - Internet

This course will introduce you to using the internet to search for information on a range of topics and interests such as travel, news and entertainment.

| | | |
|-----------------------------------|----------------------|--------------------|
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Mon, Wed 09:30-12:00 | 31 Oct - 09 Nov 2011 | 2 Weeks IT11/3618 |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Mon, Wed 13:00-15:30 | 31 Oct - 09 Nov 2011 | 2 Weeks IT11/3616 |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Tue, Thu 09:30-12:00 | 01 Nov - 10 Nov 2011 | 2 Weeks IT11/3617 |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Mon, Wed 09:30-12:00 | 20 Feb - 29 Feb 2012 | 2 Weeks IT11/3614 |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Mon, Wed 13:00-15:30 | 20 Feb - 29 Feb 2012 | 2 Weeks IT11/3619 |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Tue, Fri 09:30-12:30 | 21 Feb - 02 Mar 2012 | 2 Weeks IT11/3615 |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Mon, Wed 13:00-15:30 | 11 Jun - 20 Jun 2012 | 2 Weeks IT11/3612 |

| | | |
|---|-------------------|--------------------|
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Tue, Thu 09:30-12:00 12 Jun - 21 Jun 2012 2 Weeks IT11/3611 | | |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Wed, Fri 09:30-12:00 13 Jun - 22 Jun 2012 2 Weeks IT11/3613 | | |

START IT Number 4 - Find Your Way on the Computer

Learn how to change setting correctly on your computer, use and save work in folders as well as portable storage devices. This course is now part of the START IT Programme.

| | | |
|---|-------------------|--------------------|
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Mon, Wed 13:00-15:30 14 Nov - 23 Nov 2011 2 Weeks IT11/3637 | | |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Mon, Wed 09:30-12:00 14 Nov - 23 Nov 2011 2 Weeks IT11/3639 | | |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Tue, Thu 09:30-12:00 15 Nov - 24 Nov 2011 2 Weeks IT11/3638 | | |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Mon, Wed 09:30-12:00 05 Mar - 14 Mar 2012 2 Weeks IT11/3635 | | |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Mon, Wed 13:00-15:30 05 Mar - 14 Mar 2012 2 Weeks IT11/3632 | | |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Tue, Fri 09:30-12:00 06 Mar - 16 Mar 2012 2 Weeks IT11/3636 | | |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Mon, Wed 13:00-15:30 25 Jun - 04 Jul 2012 2 Weeks IT11/3633 | | |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Tue, Thu 09:30-12:00 26 Jun - 05 Jul 2012 2 Weeks IT11/3631 | | |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Wed, Fri 09:30-12:00 27 Jun - 06 Jul 2012 2 Weeks IT11/3634 | | |

START IT Number 5 - E-Mail

This course will introduce you to web based Email, create an account for yourself, learn how to write and respond to emails as well as attach pictures and files.

| | | |
|---|-------------------|--------------------|
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Mon, Wed 13:00-15:30 28 Nov - 07 Dec 2011 2 Weeks IT11/3628 | | |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Mon, Wed 09:30-12:00 28 Nov - 07 Dec 2011 2 Weeks IT11/3630 | | |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Tue, Thu 09:30-12:00 29 Nov - 08 Dec 2011 2 Weeks IT11/3629 | | |

computer courses - start IT

| | | |
|---|-------------------|--------------------|
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Mon, Wed 09:30-12:00 19 Mar - 28 Mar 2012 2 Weeks | IT11/3626 | |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Mon, Wed 13:00-15:30 19 Mar - 28 Mar 2012 2 Weeks | IT11/3622 | |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Tue, Fri 09:30-12:30 20 Mar - 30 Mar 2012 2 Weeks | IT11/3627 | |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Mon, Wed 13:00-15:30 09 Jul - 18 Jul 2012 2 Weeks | IT11/3624 | |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Tue, Thu 09:30-12:30 10 Jul - 19 Jul 2012 2 Weeks | IT11/3623 | |
| Wood Green Learning Centre | Std £30.00 | Conc £15.00 |
| Wed, Fri 09:30-12:00 11 Jul - 20 Jul 2012 2 Weeks | IT11/3625 | |



Computer Courses - Microsoft Applications for Beginners

CLAiT Exam Fees are not included in the cost of the course.

Internal Candidate Exam Fees £10 / £5 Cons

External Candidate Exam Fee £20

Bite size: Introducing Word

Start using Microsoft Word to create a range of basic documents in preparation for the Level 1 CLAiT qualification. Learn how to format text, check spelling and grammar, as well as insert clip art. Learners should have completed the Start IT or Equal Skills programme before starting these courses.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £40.00 | Conc £20.00 |
| Wed 09:30-12:00 14 Sep - 05 Oct 2011 | 4 Weeks | IT11/3549 |
| Wood Green Learning Centre | Std £40.00 | Conc £20.00 |
| Tue 18:30-21:00 10 Jan - 31 Jan 2012 | 4 Weeks | IT11/3547 |
| Wood Green Learning Centre | Std £40.00 | Conc £20.00 |
| Fri 09:30-12:00 13 Jan - 03 Feb 2012 | 4 Weeks | IT11/3548 |
| Wood Green Learning Centre | Std £40.00 | Conc £20.00 |
| Mon 18:30-21:00 30 Apr - 28 May 2012 | 4 Weeks | IT11/3546 |
| St Ann's Library | Std £40.00 | Conc £20.00 |
| Thu 13:00-15:30 10 May - 31 May 2012 | 4 Weeks | IT11/3545 |

Bite size: Introducing Excel

Learn the basics of Microsoft. EXCEL, ready to start the Level 1 qualification from CLAiT. You will learn the basics of the work sheet, formula and accurate data entry. Learners should have completed the START IT or Equal Skills programme before starting these courses.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £40.00 | Conc £20.00 |
| Thu 13:00-15:30 15 Sep - 06 Oct 2011 | 4 Weeks | IT11/3537 |
| St Ann's Library | Std £40.00 | Conc £20.00 |
| Wed 13:00-15:30 11 Jan - 01 Feb 2012 | 4 Weeks | IT11/3535 |
| Wood Green Learning Centre | Std £40.00 | Conc £20.00 |
| Tue 13:00-15:30 08 May - 29 May 2012 | 4 Weeks | IT11/3533 |

computer courses - microsoft

Bite size: Introducing PowerPoint

Start using Microsoft PowerPoint to create a basic presentation in preparation for the Level 1 CLAiT qualification. You will learn how to insert text and pictures, add animations and run a slide show. Learners should have completed the START IT or Equal Skills Programme before starting this course.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £40.00 | Conc £20.00 |
| Mon 13:00-15:30 26 Sep - 17 Oct 2011 | 4 Weeks | IT11/3519 |
| Wood Green Learning Centre | Std £40.00 | Conc £20.00 |
| Thu 13:00-15:30 19 Jan - 09 Feb 2012 | 4 Weeks | IT11/3518 |
| St Ann's Library | Std £40.00 | Conc £20.00 |
| Thu 09:30-12:00 10 May - 31 May 2012 | 4 Weeks | IT11/3517 |

Introducing Word (CLAiT Option)

Continuing from the Bite Size course you will follow the CLAiT Word syllabus with the option to take the CLAiT Level 1 exam at the end. You will learn how to create word documents accurately as well as applying formatting changes, use data to create mail merged documents and manage files.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Wed 09:30-12:00 12 Oct - 07 Dec 2011 | 8 Weeks | IT11/3554 |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Tue 18:30-21:00 07 Feb - 27 Mar 2012 | 8 Weeks | IT11/3552 |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Fri 09:30-12:00 10 Feb - 30 Mar 2012 | 8 Weeks | IT11/3553 |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Mon 18:30-21:00 11 Jun - 23 Jul 2012 | 7 Weeks | IT11/3551 |
| St Ann's Library | Std £60.00 | Conc £30.00 |
| Thu 13:00-15:30 14 Jun - 26 Jul 2012 | 7 Weeks | IT11/3550 |

Introducing Excel (CLAiT Option)

Continuing from the Bite Size course you will follow the CLAiT Excel syllabus with the option to take the CLAiT Level 1 exam at the end. You will learn how to create spreadsheets accurately as well as applying formatting changes, use data to create formulas, functions and charts.

| | | |
|--------------------------------------|-------------------|--------------------|
| St Ann's Library | Std £60.00 | Conc £30.00 |
| Thu 13:00-15:30 13 Oct - 08 Dec 2011 | 8 Weeks | IT11/3542 |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Wed 13:00-15:30 08 Feb - 28 Mar 2012 | 8 Weeks | IT11/3541 |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Tue 13:00-15:30 12 Jun - 24 Jul 2012 | 7 Weeks | IT11/3539 |

Introducing Powerpoint (CLAiT Option)

Continuing from the Bite Size course you will follow the CLAiT PowerPoint syllabus with the option to take the CLAiT Level 1 exam at the end. You will learn how to create slide shows, alter text, insert pictures and graphics as well as create animations for the presentations.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £50.00 | Conc £25.00 |
| Mon 13:00-15:30 31 Oct - 05 Dec 2011 | 6 Weeks | IT11/3531 |
| Wood Green Learning Centre | Std £50.00 | Conc £25.00 |
| Thu 13:00-15:30 23 Feb - 29 Mar 2012 | 6 Weeks | IT11/3527 |
| St Ann's Library | Std £50.00 | Conc £25.00 |
| Thu 09:30-12:00 14 Jun - 12 Jul 2012 | 5 Weeks | IT11/3524 |

Computer Courses - ECDL Modules

ECDL registration costs are not included in the course fees. This one of fee will register you with the BCS (British Computer Society) and is valid for 3 years.

New ECDL Essentials Registration £25 / £12.50 Conc

ECDL Extra Registration £40 / £20 Conc

Internal Candidate Exam Fees £10 / £5 Cons

External Candidate Exam Fee £20

New ECDL Essentials

The New ECDL Essential course consists of three exams, leading to the level 1 qualification. IT user fundamentals, Using Email and the Internet, and Security for IT users. Experience of using a computer is essential; electronic registration and exam fees are charged separately.

| | | |
|---|--------------------|--------------------|
| Wood Green Learning Centre | Std £100.00 | Conc £50.00 |
| Tue, Thu 3:00-15:3 11 Oct - 08 Dec 2011 | 8 Weeks | IT11/3510 |
| St Ann's Library | Std £100.00 | Conc £50.00 |
| Thu, 09:30-15:30 02 Feb - 29 Mar 2012 | 8 Weeks | IT11/3515 |
| Wood Green Learning Centre | Std £100.00 | Conc £50.00 |
| Wed, Fri 09:30-12:00 23 May - 20 Jul 2012 | 8 Weeks | IT11/3516 |

ECDL Extra – PowerPoint, Word and Spreadsheets

Sign up for all 3 ECDL Modules in a term and receive a further 20% discount off the course fees. Complete all 3 modules in Powerpoint, Word and Excel in 1 term. You will cover the unit specifications within the class, this course will require you to complete additional study in your own time.

| | | |
|---|-------------------|--------------------|
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Tue, Thu 18:30-21:00 20 Sep - 06 Oct 2011 | 3 Weeks | IT11/3312 P |
| Wood Green Learning Centre | Std £70.00 | Conc £35.00 |
| Tue, Thu 18:30-21:00 11 Oct - 03 Nov 2011 | 4 Weeks | IT11/3313 W |
| Wood Green Learning Centre | Std £70.00 | Conc £35.00 |
| Tue, Thu 18:30-21:00 15 Nov - 08 Dec 2011 | 4 Weeks | IT11/3668 S |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Mon, Wed 18:30-21:00 16 Jan - 01 Feb 2012 | 3 Weeks | IT11/3672 P |

| | | |
|---|-------------------|--------------------|
| Wood Green Learning Centre | Std £70.00 | Conc £35.00 |
| Mon, Wed 18:30-21:00 06 Feb - 29 Feb 2012 4 Weeks | IT11/3673 | W |
| Wood Green Learning Centre | Std £70.00 | Conc £35.00 |
| Mon, Wed 18:30-21:00 05 Mar - 28 Mar 2012 4 Weeks | IT11/3674 | S |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Mon, Wed 13:00-15:30 14 May - 30 May 2012 3 Weeks | IT11/3669 | P |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Mon, Wed 13:00-15:30 04 Jun - 27 Jun 2012 4 Weeks | IT11/3670 | W |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Mon, Wed 13:00-15:30 02 Jul - 25 Jul 2012 4 Weeks | IT11/3671 | S |

ECDL Extra Increasing Productivity

The ECDL Extra Increasing Productivity module is designed for people to gain a full level 2 qualification. You will practise skills gained from the Word Processing, Spreadsheet and Presentation modules combined. This course is only suitable for people who have completed the above 3 modules.

| | | |
|--|-------------------|--------------------|
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Mon 18:30-21:00 10 Oct - 05 Dec 2011 8 Weeks | IT11/3666 | |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Tue 18:30-21:00 15 May - 10 Jul 2012 8 Weeks | IT11/3667 | |



Creative Courses - Media and Digital technologies

Create Your Own Ring Tones & More

Learn how to transfer and edit music files on your computer, create play lists and burn CDs, Using audio editing software you will be able to create ring tones for your mobile phone. Good file management skills and a range of your own music CDs are essential for his course.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Wed 13:00-15:30 09 Nov - 07 Dec 2011 | 5 Weeks | IT11/3684 |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Wed 13:00-15:30 29 Feb - 28 Mar 2012 | 5 Weeks | IT11/3685 |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Wed 13:00-15:30 20 Jun - 18 Jul 2012 | 5 Weeks | IT11/3686 |

Introducing:- Digital Photography

Get more out of your Digital Camera in this beginners course. Learn how to take better photos by standing and holding your camera correctly, frame pictures professionally by applying the rule of 3, and enhance them with Photoshop. Good basic computer skills are essential for his course.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Thu 13:00-15:30 06 Oct - 03 Nov 2011 | 5 Weeks | IT11/3650 |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Thu 13:00-15:30 26 Jan - 23 Feb 2012 | 5 Weeks | IT11/3646 |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Thu 13:00-15:30 17 May - 14 Jun 2012 | 5 Weeks | IT11/3645 |

Photoshop for Digital Photography

Learn to use Adobe Photoshop to correct and enhance your photos using a range of professional tools including Levels and Filters. A perfect progression route from the Introducing Digital Photography course. Good file management skills and a memory stick are essential for this course.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Thu 13:00-15:30 10 Nov - 08 Dec 2011 | 5 Weeks | IT11/3649 |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Thu 13:00-15:30 01 Mar - 29 Mar 2012 | 5 Weeks | IT11/3648 |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Thu 13:00-15:30 21 Jun - 19 Jul 2012 | 5 Weeks | IT11/3647 |

Creative Digital Photography and Photoshop

Take Digital Photography further and gain more experience taking photos and using Photoshop to enhance the pictures you have taken, your own Digital Camera and a memory stick are essential for this course. You will also need to demonstrate good file management skills.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Mon 09:30-12:00 07 Nov - 05 Dec 2011 | 5 Weeks | IT11/3442 |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Tue 13:00-15:30 28 Feb - 27 Mar 2012 | 5 Weeks | IT11/3440 |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Fri 09:30-12:00 11 May - 15 Jun 2012 | 5 Weeks | IT11/3443 |

Introducing - Adobe Photoshop Part 1

Learn how to use Adobe Photoshop's brushes to paint a picture, the lasso tools to cut out parts of a photo, apply filter effects and add text to create a range of multi layered images using photos and textural elements. An active email account and memory stick is essential for this course.

| | | |
|--------------------------------------|-------------------|--------------------|
| Greig City Academy | Std £60.00 | Conc £30.00 |
| Thu 18:15-20:45 06 Oct - 03 Nov 2011 | 5 Weeks | IT11/3640 |
| Greig City Academy | Std £60.00 | Conc £30.00 |
| Thu 18:15-20:45 26 Jan - 23 Feb 2012 | 5 Weeks | IT11/3657 |
| Greig City Academy | Std £60.00 | Conc £30.00 |
| Tue 18:15-20:45 17 May - 14 Jun 2012 | 5 Weeks | IT11/3642 |

Introducing - Adobe Photoshop Part 2

Part 2 will allow you to continue to learn how to use Adobe Photoshop's image correction tools including clone stamp to remove spots and scratches, dodge and burn to enhance mood and levels and gradient effects. An active email account and memory stick is essential for this course.

| | | |
|--------------------------------------|-------------------|--------------------|
| Greig City Academy | Std £60.00 | Conc £30.00 |
| Thu 18:15-20:45 10 Nov - 08 Dec 2011 | 5 Weeks | IT11/3641 |
| Greig City Academy | Std £60.00 | Conc £30.00 |
| Thu 18:15-20:45 01 Mar - 29 Mar 2012 | 5 Weeks | IT11/3644 |
| Greig City Academy | Std £60.00 | Conc £30.00 |
| Thu 18:15-20:45 21 Jun - 19 Jul 2012 | 5 Weeks | IT11/3643 |

Graphic Design using Adobe Illustrator - Part 1

Learn about Graphic Design using Adobe Illustrator. Create graphics using shapes, pathfinder tools and text. Gain confidence in using colour creatively as well as different features like the pen and brush tools. Learners require an informal interview with the course tutor prior to enrolment.

| | | |
|--------------------------------------|-------------------|--------------------|
| Greig City Academy | Std £60.00 | Conc £30.00 |
| Tue 18:15-20:45 11 Oct - 08 Nov 2011 | 5 Weeks | IT11/3651 |
| Greig City Academy | Std £60.00 | Conc £30.00 |
| Tue 18:15-20:45 24 Jan - 21 Feb 2012 | 5 Weeks | IT11/3653 |
| Greig City Academy | Std £60.00 | Conc £30.00 |
| Tue 18:15-20:45 15 May - 12 Jun 2012 | 5 Weeks | IT11/3652 |

Graphic Design using Adobe Illustrator - Part 2

This course follows on from the first Graphic Design using Adobe Illustrator Course. You will Learn to use more advanced features of Illustrator, discuss how Graphic Designs can influence mood. Creating a full colour Illustration using your own theme for the final project.

| | | |
|--------------------------------------|-------------------|--------------------|
| Greig City Academy | Std £60.00 | Conc £30.00 |
| Tue 18:15-20:45 15 Nov - 13 Dec 2011 | 5 Weeks | IT11/3656 |
| Greig City Academy | Std £60.00 | Conc £30.00 |
| Tue 18:15-20:45 28 Feb - 27 Mar 2012 | 5 Weeks | IT11/3655 |
| Greig City Academy | Std £60.00 | Conc £30.00 |
| Tue 18:15-20:45 19 Jun - 17 Jul 2012 | 5 Weeks | IT11/3654 |

Create Your Own Website - Part 1

Use Dreamweaver to create a website. Learn to layout pages using tables, add pictures and hyperlinks to create a simple interactive website. Learners require an informal interview with the course tutor prior to enrolment. Good file management skills and a memory stick are essential for this course.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Sat 10:00-12:30 24 Sep - 22 Oct 2011 | 5 Weeks | IT11/3659 |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Sat 10:00-12:30 21 Jan - 18 Feb 2012 | 5 Weeks | IT11/3660 |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Sat 10:00-12:30 05 May - 02 Jun 2012 | 5 Weeks | IT11/3658 |

Create Your Own Website - Part 2

Continuing from part 1 you will learn how to embed audio and video media, add Flash text to a website and prepare it to be uploaded to a web server, you will also learn about domain hosting for your site. Learners should have completed part 1 or can demonstrate knowledge to that level.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Sat 10:00-12:30 05 Nov - 03 Dec 2011 | 5 Weeks | IT11/3661 |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Sat 10:00-12:30 25 Feb - 24 Mar 2012 | 5 Weeks | IT11/3662 |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Sat 10:00-12:30 16 Jun - 14 Jul 2012 | 5 Weeks | IT11/3687 |

Create Your Own Website – Part 3

Take web design further and build new functions into your own website, learn how to add online forms, CSS and Div Tags to your websites. This course requires you to have an informal interview with the ICT Coordinator or Course Tutor prior to enrolment.

| | | |
|--|-------------------|--------------------|
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Thu 18:30 – 21:00 22 Sep – 20 Oct 2011 | 5 Weeks | IT11/3716 |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Thu 18:30 – 21:00 26 Jan – 23 Feb 2012 | 5 Weeks | IT11/3717 |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Thu 18:30 – 21:00 03 May – 31 May 2012 | 5 Weeks | IT11/3721 |

Create Your Own Website – Part 4

Add the final polish to your own website, learn how to maintain and update your site on remote servers. This course requires you to have an informal interview with the ICT Coordinator or Course Tutor prior to enrolment.

| | | |
|--|-------------------|--------------------|
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Thu 18:30 – 21:00 03 Nov – 01 Dec 2011 | 5 Weeks | IT11/3718 |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Thu 18:30 – 21:00 01 Mar – 29 Mar 2012 | 5 Weeks | IT11/3719 |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Thu 18:30 – 21:00 14 Jun – 12 Jul 2012 | 5 Weeks | IT11/3720 |

Community Cohesion - ICT

Google Sites

Learn how to create your own websites using Google Sites standard templates. Generate simple effective web sites, have the ability to embed online tools and upload files to share information. You will also create a simple Google account allowing you access to other online features.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £11.00 | Conc £11.00 |
| Fri 09:30-12:00 07 Oct - 07 Oct 2011 | 1 Day | IT11/3508 |
| Wood Green Learning Centre | Std £11.00 | Conc £11.00 |
| Fri 09:30-12:00 03 Feb - 03 Feb 2012 | 1 Day | IT11/3509 |
| Wood Green Learning Centre | Std £11.00 | Conc £11.00 |
| Tue 18:30-21:00 08 May - 08 May 2012 | 1 Day | IT11/3506 |

Survey Monkey

Survey Monkey is a free online tool that allows you to gather survey data and view results easily. You can generate any number of surveys using Survey Monkey. You will learn how to set up a survey using the online tools as well as gather results; view your results and analyse them.

| | | |
|-----------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £11.00 | Conc £11.00 |
| Fri 09:30-12:00 14 Oct 2011 | 1 Day | IT11/3505 |
| Wood Green Learning Centre | Std £11.00 | Conc £11.00 |
| Fri 09:30-12:00 10 Feb 2012 | 1 Day | IT11/3504 |
| Wood Green Learning Centre | Std £11.00 | Conc £11.00 |
| Tue 18:30-21:00 01 May 2012 | 1 Day | IT11/3502 |

Creating an online presence

Learn how to create an online blog and update this with new entries, adding photos to enhance the page; you will also learn how to create a twitter account. Update friends with the friend finder tools as well as how to post updates about activities that you are doing.

| | | |
|-----------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £11.00 | Conc £11.00 |
| Fri 09:30-12:00 30 Sep 2011 | 1 Day | IT11/3464 |
| Wood Green Learning Centre | Std £11.00 | Conc £11.00 |
| Fri 09:30-12:00 24 Feb 2012 | 1 Day | IT11/3465 |

Digital Inclusion & Wider Skills

digital inclusion & wider skills

Create Your Own On-line Shop

Learn how to start your own online shop. Using standard templates you will be shown how to upload pictures and write descriptions for products, as well as how to manage an online shop for yourself. Very good file management skills and a memory stick are essential for this course.

| | | |
|---|-------------------|--------------------|
| Wood Green Learning Centre | Std £40.00 | Conc £20.00 |
| Tue, Fri 09:30-12:00 18 Oct - 04 Nov 2011 | 2 Weeks | IT11/3454 |
| Wood Green Learning Centre | Std £40.00 | Conc £20.00 |
| Mon 13:00-15:30 16 Jan - 06 Feb 2012 | 4 Weeks | IT11/3448 |
| Wood Green Learning Centre | Std £40.00 | Conc £20.00 |
| Mon 13:00-15:30 25 Jun - 16 Jul 2012 | 4 Weeks | IT11/3447 |

E-Communication

Learn how to stay in touch with your family from around the world, including SKYPE and Messenger, understand how to set up a web cam and record video to be uploaded to you tube. Knowledge of file management and a valid email address are essential for this course.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £50.00 | Conc £25.00 |
| Mon 09:30-12:00 19 Sep - 17 Oct 2011 | 5 Weeks | IT11/3459 |
| Wood Green Learning Centre | Std £50.00 | Conc £25.00 |
| Tue 13:00-15:30 17 Jan - 21 Feb 2012 | 5 Weeks | IT11/3458 |
| Wood Green Learning Centre | Std £50.00 | Conc £25.00 |
| Mon 13:00-15:30 21 May - 18 Jun 2012 | 5 Weeks | IT11/3456 |

Get On-line

Create Facebook Blogger and Twitter site profiles, upload photographs and learn about parental controls on your computer making web surfing safer for children. Knowledge of file management a valid email address and a memory stick are essential for this course.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £40.00 | Conc £20.00 |
| Tue 09:30-12:00 20 Sep - 11 Oct 2011 | 4 Weeks | IT11/3460 |
| Wood Green Learning Centre | Std £40.00 | Conc £20.00 |
| Mon 13:00-15:30 05 Mar - 26 Mar 2012 | 4 Weeks | IT11/3462 |

digital inclusion & wider skills

New PC maintenance

This course will enable you to identify and have a basic understanding of the internal components of a PC; manage the Windows XP tools and enable your PC to perform efficiently. Basic tips for home PC maintenance and trouble shooting, Swap computer memory, install a second Hard Drive.

| | | |
|--------------------------------------|-------------------|--------------------|
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Fri 09:30-12:00 11 Nov - 09 Dec 2011 | 5 Weeks | IT11/3665 |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Fri 09:30-12:00 02 Mar - 30 Mar 2012 | 5 Weeks | IT11/3663 |
| Wood Green Learning Centre | Std £60.00 | Conc £30.00 |
| Fri 09:30-12:00 22 Jun - 20 Jul 2012 | 5 Weeks | IT11/3664 |





digital inclusion & wider skills

family learning

What is HALS Family Learning?

It is free learning specifically for parents and carers taking place in schools and children's centres. Some crèche places may be available for parents with preschool children.

As mums, dads, granddads, grandmas, aunts, uncles and carers, you are your child's most important teachers. School teachers have told us that children whose parents support them at home with their homework do particularly well at school. Do you feel confident in taking on this most important role? You may have left school with no qualifications, have forgotten skills learnt at school or would simply like to refresh your knowledge.

Perhaps you have realised that schools now teach children in very different ways from when you were at school. Family Learning will introduce you to the school curriculum so that you can support your child without confusing him or her with different methods you may know.

Maybe you hated maths at school? But did you also know that maths is everywhere, when you get up and get the children ready for school, tell the time, go shopping, cook a meal or plan a trip? Everyday you and your children are using maths without realising it! Maths for children is all about playing 'odd or even' games, spotting number patterns, naming shapes in the park, 'counting on', 'halving', 'doubling' and 'sharing'.

How about spelling, grammar and reading aloud? Are you worried if your child asks you about verbs, adjectives or how to spell a word? English is all about making beautiful pictures out of letters, creating stories, dressing up and acting out different roles with home-made puppets. The stories come to life in front of your child's very eyes! There are plenty of everyday activities and games we can show you to make it 'fun' for you and your children to learn.

Computers, computers! Are you afraid of them? We'll show you mouse and keyboard skills and everything else you need to become independent learners. We will guide you to safe internet sites that will help you and your

What our learners have said:

“I enjoyed being with my daughter on the course – she really liked playing with the maths games.”

“I enjoyed creating pictures and clip art. I also enjoyed looking at the internet and learning to touch type.”

“I understand a bit more about what my children are doing in school.”

“I think offering qualifications as part of the course is a really good idea. It opens up all sorts of possibilities...”

“It helps when you have a good tutor who is very patient.”

“It has made me be more confident in using a computer.”

For an ‘extra exciting’ learning experience with science and **plants** contact **The Palm House** on **Wolves Lane** on **020 8888 5306**.

child learn in your own time, at home or on the free computers available in your library.

If English is not your first language, don't worry; we can help you develop your skills on Family Language courses which will help you support your child. If you don't have a qualification in English or maths, you may get one with us at the same time as helping your child! We'll even help you decide what to do next or what career or job you might want to have in the future.

Find out about a free class near you by calling HALS Family Learning on **020 8489 4772**. We may even be able to run a course at your child's school. Ask the school to contact us at: **hals@haringey.gov.uk**

skills for life

■ ENGLISH

Our FREE English courses offer help with reading, writing, spelling and communication skills. All courses offer opportunities to take nationally recognised qualifications. Learners pay a one off £10 administration fee regardless of number of enrolments in academic year and £10 exam fee per term.

Improve Your English – Lower Intermediate E2

This course will help you to develop reading and writing and speaking and listening skills up to Entry 2, including the use of spelling, punctuation, sentences and paragraphs. Progression: English Intermediate Entry 3. Accreditation: Edexcel Certificate in Adult Literacy Entry 2.

Wood Green Library

FREE

Autumn Term

| | | | |
|----------------------|--------------------------|----------|------------------|
| 20 Sep - 15 Dec 2011 | Tue, Thu 13.00 -15.30 | 12 weeks | SL11/3534 |
|----------------------|--------------------------|----------|------------------|

Spring Term

| | | | |
|----------------------|--------------------------|----------|------------------|
| 17 Jan - 29 Mar 2012 | Tue, Thu 13.00 -15.30 | 10 weeks | SL11/3582 |
|----------------------|--------------------------|----------|------------------|

Summer Term

| | | | |
|-----------------------|--------------------------|----------|------------------|
| 01 May - 19 July 2012 | Tue, Thu 13.00 -15.30 | 11 weeks | SL11/3593 |
|-----------------------|--------------------------|----------|------------------|

Improve Your English – Intermediate Entry 3

This course will help you to develop reading, writing, speaking and listening skills up to Entry 3, including the use of spelling, punctuation, sentences and paragraphs. Progression: English Upper Intermediate Level 1. Accreditation: Edexcel Certificate in Adult Literacy Entry 3.

Wood Green Library

FREE

Autumn Term

| | | | |
|----------------------|-------------------------|----------|------------------|
| 19 Sep - 14 Dec 2011 | Mon, Wed 09.30-12.00 | 12 weeks | SL11/3536 |
|----------------------|-------------------------|----------|------------------|

| | | | |
|----------------------|-------------------------|----------|------------------|
| 20 Sep - 15 Dec 2011 | Tue, Thu 09.30-12.00 | 12 weeks | SL11/3538 |
|----------------------|-------------------------|----------|------------------|

| | | | |
|-----------------------|-------------------------|----------|------------------|
| 20 Sep - 15 Decr 2011 | Tue, Thu 18.00-20.30 | 12 weeks | SL11/3540 |
|-----------------------|-------------------------|----------|------------------|

Spring Term

| | | | |
|----------------------|-------------------------|----------|------------------|
| 16 Jan - 28 Mar 2012 | Mon, Wed 09.30-12.00 | 10 weeks | SL11/3583 |
| 17 Jan - 29 Mar 2012 | Tue, Thu 09.30-12.00 | 10 weeks | SL11/3584 |
| 17 Jan - 29 Mar 2012 | Tue, Thu 18.00-20.30 | 10 weeks | SL11/3585 |

Summer Term

| | | | |
|----------------------|-------------------------|----------|------------------|
| 02 May- 25 July 2012 | Mon, Wed 09.30-12.00 | 11 weeks | SL11/3594 |
| 01 May- 19 July 2012 | Tue, Thu 09.30-12.00 | 11 weeks | SL11/3595 |
| 01 May- 19 July 2012 | Tue, Thu 18.00-20.30 | 11 weeks | SL11/3596 |

Improve Your English – Upper Intermediate Level 1

This course will help you to develop reading, writing, speaking and listening skills up to Level 1, including the use of spelling, punctuation, sentence and paragraph construction, various types of reading comprehension, writing for specific purposes (e.g. letters, reports) and verbal presentation skills. Progression: English Advanced (Level 2), HALS mainstream courses, further education courses or employment. Accreditation: City & Guilds Certificate in Adult Literacy Level 1.

Wood Green Library

FREE

Autumn Term

| | | | |
|----------------------|-------------------------|----------|------------------|
| 19 Sep - 14 Dec 2011 | Mon, Wed 13.00-15.30 | 12 weeks | SL11/3543 |
|----------------------|-------------------------|----------|------------------|

Spring Term

| | | | |
|----------------------|-------------------------|----------|------------------|
| 16 Jan - 28 Mar 2012 | Mon, Wed 13.00-15.30 | 10 weeks | SL11/3586 |
|----------------------|-------------------------|----------|------------------|

Summer Term

| | | | |
|----------------------|-------------------------|----------|------------------|
| 02 May- 25 July 2012 | Mon, Wed 13.00-15.30 | 11 weeks | SL11/3597 |
|----------------------|-------------------------|----------|------------------|

Improve Your Writing Skills – Entry 3/Level 1

This course will help you to develop your writing skills through planning and drafting, including the use of syntax, register, layout, punctuation, spelling, proof-reading and self-correction. It will also offer you the opportunity to read and analyse samples of various genres in order to understand and be able to remodel purpose of text. Progression: English mainstream courses.

Wood Green Library

FREE

Autumn Term

| | | | |
|----------------------|-------------------------|----------|------------------|
| 20 Sep - 13 Dec 2011 | Tue, Thu 13.00-15.30 | 12 weeks | SL11/3544 |
|----------------------|-------------------------|----------|------------------|

Spring Term

| | | | |
|----------------------|--------------------|----------|------------------|
| 17 Jan - 27 Mar 2012 | Tue 13.00-15.30 | 10 weeks | SL11/3587 |
|----------------------|--------------------|----------|------------------|

Summer Term

| | | | |
|-----------------------|--------------------|----------|------------------|
| 01 May - 17 July 2012 | Tue 13.00-15.30 | 11 weeks | SL11/3598 |
|-----------------------|--------------------|----------|------------------|

■ MATHS

Our FREE Maths courses offer help with numbers and fractions, measuring shapes and space, data handling and statistical measuring. All courses offer opportunities to take nationally recognised qualifications. Learners pay a one off £10 administration fee regardless of number of enrolments in academic year and £10 exam fee per term.

Improve Your Maths – Beginners Entry 1/Entry 2

This course is for learners whose numeracy skills are at Entry 1 or Entry 2. Learners will develop their basic maths skills like understanding of whole numbers, fractions, decimals, using a calculator and everyday measurements and shapes. Progression: Maths Entry 2 or Entry 3. Accreditation: Edexcel Certificate in Adult Numeracy Entry 1 or Entry 2.

Wood Green Library

FREE

Autumn Term

| | | | |
|----------------------|-------------------------|----------|------------------|
| 19 Sep - 14 Dec 2011 | Mon, Wed 09.30-12.00 | 12 weeks | SL11/3578 |
|----------------------|-------------------------|----------|------------------|

| | | | |
|----------------------|-------------------------|----------|------------------|
| 20 Sep - 15 Dec 2011 | Tue, Thu 09.30-12.00 | 12 weeks | SL11/3577 |
|----------------------|-------------------------|----------|------------------|

Spring Term

16 Jan - 28 Mar 2012 Mon, Wed 10 weeks **SL11/3589**
09.30-12.00

17 Jan - 29 Mar 2012 Tue, Thu 10 weeks **SL11/3588**
09.30-12.00

Summer Term

02 May - 23 July 2012 Mon, Wed 11 weeks
SL11/ 3602
09.30-12.00

01 May - 19 July 2012 Tue, Thu 11 weeks **SL11/3599**
09.30-12.00

Improve Your Maths – Intermediate Entry 3

This course is for learners whose numeracy skills are at Entry 2. Learners will develop their understanding of whole numbers, fractions, decimals, percentages, using a calculator, everyday measurements and shapes, tables and charts. Progression: Maths Upper Intermediate Level 1. Accreditation: Edexcel Certificate in Adult Numeracy Entry 3.

Wood Green Library **FREE**

Autumn Term

20 Sep - 15 Dec 2011 Tue, Thu 12 weeks **SL11/3579**
13.00-15.30

Spring Term

17 Jan - 29 Mar 2012 Tue, Thu 10 weeks **SL11/3590**
13.00-15.30

16 Jan - 28 Mar 2012 Mon, Wed 10 weeks **SL11/3592**
17.30-20.30

Summer Term

01 May - 19 July 2012 Tue, Thu 11 weeks **SL11/3604**
13.00-15.30

02 May - 25 July 2012 Mon, Wed 11 weeks **SL11/3610**
17.30-20.30

Improve Your Maths – Upper Intermediate Level 1

This course is for learners whose numeracy skills are at Entry 3. Learners will develop their understanding of whole numbers, fractions, decimals, percentages, everyday measurements and shapes, tables and charts, data handling and probability. You will learn how to work out your bills, book your holidays and help your children with homework. Progression: Maths Advanced Level 2. Accreditation: City & Guilds Certificate in Adult Numeracy Level 1.

Wood Green Library

FREE

Autumn Term

| | | | |
|----------------------|-------------------------|----------|------------------|
| 19 Sep - 14 Dec 2011 | Mon, Wed 12.00-15.00 | 12 weeks | SL11/3580 |
| 19 Sep - 14 Dec 2011 | Mon, Wed 17.30-20.30 | 12 weeks | SL11/3581 |

Spring Term

| | | | |
|---------------------|-------------------------|----------|------------------|
| 16 Jan- 28 Mar 2012 | Mon, Wed 12.00-15.00 | 10 weeks | SL11/3591 |
|---------------------|-------------------------|----------|------------------|

Summer Term

| | | | |
|----------------------|-------------------------|----------|------------------|
| 02 May- 25 July 2012 | Mon, Wed 12.00-15.00 | 11 weeks | SL11/3607 |
|----------------------|-------------------------|----------|------------------|

Translations are available for ESOL pages at Wood Green Library, 2nd Floor Reception.

■ English for Speakers of Other Languages

ESOL courses are designed for people whose first language is not English. We offer courses at all levels. Each course is tailored to help you study at a level that is appropriate for you, and aim to:

- **Help you to cope better with everyday life in the UK.**
- **Develop your English skills to improve your employment prospects.**
- **Provide you with a qualification in English.**
- **Enable you to progress to an academic or vocational course.**

What do we offer?

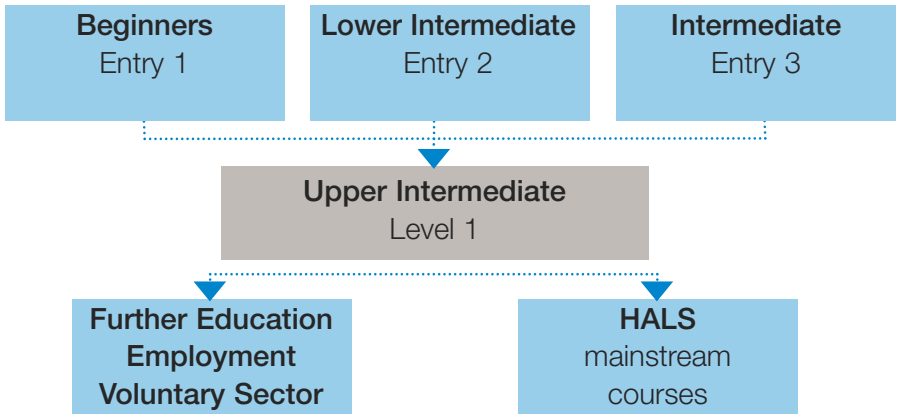
- English classes at our main sites from Beginners to Upper Intermediate.
- English classes at many community venues, schools and some Haringey Libraries.
- Class sizes of not more than 12 people.
- Morning, afternoon or evening classes.
- The opportunity to develop your speaking, listening, reading, writing, grammar, vocabulary, pronunciation, computing and study skills.
- Citizenship is embedded in most ESOL courses.
- Writing skills support classes for students at Entry levels to help them improve their writing and spelling.
- A Skills for Life qualification at the end of the course covering reading, writing, listening and speaking.

Progression

Each level is divided into three stages over the academic year, although students may join a class at the beginning of any term. Most students remain at a level for a year before progressing to the next. Once you have reached Level 1, there are opportunities to progress to HALS mainstream courses, further education or employment.



Entry levels



Where and when can I study?

Mornings

9.30-12.00 or 10.00-12.30:

- Wood Green Learning Centre
- Northumberland Park School
- Joint Association of Nissa Trust (JAN)
- Mitalee Centre

Afternoons

13.00-15.30:

- Wood Green Learning Centre
- Northumberland Park School
- Joint Association of Nissa Trust (JAN)
- Earlsmead Primary School

Evenings

18.00-20.30:

- Wood Green Learning Centre

Fees

Due to the new funding cuts ESOL courses are only free for learners who are on "active benefits" such as jobseeker's allowance (JSA) or employment support allowance (ESA).

Learners on support described as "non-active benefits" such as income support, housing benefit, etc must pay half the full cost of the course.

If you do not meet one of the above criteria, HALS ESOL courses will be charged at £1.85 per hour. Learners pay a one-off £10 administration fee regardless of the number of enrolments.

All learners must pay for exams (£10 per mode or £5 for learners in receipt of JSA or ESA). Please note that proof of benefits must be produced when enrolling.

Crèche Fees

We offer crèche facilities at Wood Green Library on Tuesdays and Thursdays. A standard charge of £2 per session is made, 50p per session to those on benefits. We also offer crèche facilities at Northumberland Park School, Earlsmead Primary School and Mitalee Centre. Students will be charged 50p per session in these venues. Places must be booked and paid at enrolment.

How do I start?

All students must take an initial assessment test before joining a class to enrol them on the most appropriate course.

ESOL enrolment days are held at Wood Green Learning Centre at various times throughout the year (see the latest HALS Course Guide for forthcoming dates and times). In addition, weekly assessment sessions take place at Wood Green Learning Centre. These are by appointment only.

When can I Enrol?

ESOL Enrolment days and weekly assessment sessions are held at Wood Green Learning Centre. Dates and times include:

Autumn Term:

| | |
|----------|---------------|
| 5/09/11 | 10:00 - 17:00 |
| 6/09/11 | 10:00 - 19:00 |
| 7/09/11 | 10:00 - 17:00 |
| 12/09/11 | 10:00 - 17:00 |
| 13/09/11 | 10:00 - 19:00 |
| 14/09/11 | 10:00 - 17:00 |

Spring term:

| | |
|----------|---------------|
| 3/01/12 | 10:00 - 17:00 |
| 4/01/12 | 10:00 - 19:00 |
| 5/01/12 | 10:00 - 17:00 |
| 9/01/12 | 10:00 - 17:00 |
| 10/01/12 | 10:00 - 19:00 |
| 11/01/12 | 10:00 - 17:00 |

Summer Term:

| | |
|----------|---------------|
| 16/04/12 | 10:00 - 17:00 |
| 17/04/12 | 10:00 - 19:00 |
| 18/04/12 | 10:00 - 17:00 |
| 23/04/12 | 10:00 - 17:00 |
| 24/04/12 | 10:00 - 17:00 |
| 25/04/12 | 10:00 - 19:00 |

Term Dates

Autumn Term:

19 Sep - 16 Dec 2011
Half Term: 24 - 28 Oct 2011

Spring Term:

16 Jan - 30 Mar 2012
Half Term: 13 - 17 Febr 2012

Summer Term:

1 May - 23 July 2012
Half Term: 4 - 8 June 2012

Find out more

To discuss your options, or to book a place on one of the enrolment days or weekly assessment sessions, please contact HALS Wood Green Learning Centre on
020 8489 2500

Pre-Apprenticeship Programme

Are you aged 16 to 18? Interested in having a career as a Computer Games Designer, Photographer, Bank Customer Advisor, Computer Operator, IT Trainer or a Retail Assistant?

Pre-apprenticeship Foundation Learning

is sometimes called Personalised Learning because it is about taking courses that are focused on what suits you best. HALS Foundation Learning programme prepares you for future destinations like further courses at a higher level, a supported job or maybe even independent living.

What will I receive on the programme?

You may be entitled to some financial support if you meet specific criteria.

How does it work?

Foundation Learning will enable you to choose what you want to study and how you want to study it and at what level which meets your individual needs. You can build your confidence by gaining credits towards qualifications from Entry level to Level 1. Foundation Learning also provides the move up to level 2 qualifications.

How do I know it is for me?

Young people who are suitable for programme:

- may have had difficulties learning in the past
- are not sure where to progress to in the future
- may just need help in basic skills or
- may need guidance on what career they should move into.

What's it like?

HALS Foundation Learning programme will combine learning pathways like Retail, Business and Customer Service with functional skills English, Maths and ICT. There will also be qualifications in Personal and Social Development that will include topics such as preparing for work and financial skills, independent living and citizenship.

Foundation learning will include some of the following qualifications:

- Award/Certificate in Personal and Social development at Entry 2, 3 and level 1
- Functional Skills (English, Maths and ICT) at Entry 2, 3 and level 1/2
- Vocational Award and certificate for pathways in Creative Media, Business, Retail and Customer Service.

What's in it for you?

You will benefit from Foundation Learning because you will be working towards a variety of qualifications that will meet your individual needs and provide clear progression routes to college, apprenticeships or employment.

What do learners say about the programme

Michelle said “ *This course has really helped me to take a step up to where I want to be in life and eventually get a good job. The teachers helped me to achieve the first step in my goal*”

Whitney said “*It has helped me to get the levels I need to go to college or to do an apprenticeship*”

What to do next

It's your move, it's your future. All you need is the determination to go for it – starting right now.

Contact HALS at

**HALS, Wood Green
Learning Centre, 2nd Floor,
Central Library, High Road,
Wood Green, London N22 6XD**

Telephone Tie Dove on
020 8489 2500/2596

Or email us at
tie.dove@haringey.gov.uk

Foundation Learning

Apprenticeship Programme

Are you thinking about offering training to a staff you already employ, or planning to recruit an apprentice? HALS can help move your business forward. We offer Apprenticeship framework qualifications in **Business & Administration, Customer Service, Team Leading, Diploma in Management and Information Technology at Level 2 and Advanced Apprenticeships at Level 3.**

Apprenticeship places are available to all staff who work 16 hours or more a week. Priority is given to applicants between the ages of 16-18 years old. However, applicants aged 19 and over can still access an apprenticeship qualification.

Apprenticeship training enables the employee to have the necessary skills to do their job effectively and feel confident and active within the organisation to meet objectives and be part of its success.

HALS has been delivering apprenticeships successfully over the last 10 years and is able to offer a flexible training programme to meet individual employers' needs. Any structured learning can take place during the day or evening with assessments carried out in the workplace. HALS has an excellent track record for full

achievement and has one of the highest success rates in North London with over 80% of our learners achieving the full framework qualification in 2010.

We have young people ready to enrol on an apprenticeship that need employers to offer them the opportunity of gaining employment to put their skills into practice. If you would like to interview one or more of our learners then please contact us for more information

What have our learners said?

"This has been a great opportunity for me. It's a great scheme for young people to get a recognised qualification, and get some valuable work experience at the same time" (Leo from AES Electrical)

What have our employers said?

"HALS have been possibly one of the Best training providers we have used" (Terry from Veolia Environmental Services)

"HALS were extremely efficient when we looked to gain an apprentice. It saved us a lot of time finding a suitable candidate and I am very pleased how it has worked out for us. I would definitely recommend their services and will use them in the future" (Paul O' Sullivan from AES Electrical)

Learn with Haringey

Apply for

Apprenticeships and

earn while you learn



Assessments are available for young people aged 16-18 years old
in the following vocational areas

**Business & Administration, Customer Service,
Team Leading, Diploma in Management** and **ICT** at levels 2 & 3

Join us at

**Haringey Adult Learning Service (HALS), Central Library
on the Second Floor, High Road , Wood Green N22 6XD
on the last Friday of each month at 10.00am.**

For more information call Sean McIvor on

020 8489 2596

email **sean.mcivor@haringey.gov.uk** or visit

www.apprenticeships.org.uk

learner support

Information, Advice & Guidance for adults

The HALS Information, Advice and Guidance Service is accredited by Matrix, the national quality standard for information, advice and guidance services.

Our current Matrix report states that *“The team are passionate about supporting individuals with their learning goals.....They are responsive and adapt to meet the varied needs of each client. They are a highly professional service and I cannot praise them enough”*. (Matrix Report November 2009).

Our Employment and Learning Advisers provide accessible, impartial and confidential careers information and advice to:

- Help adults at any stage in their lives, to make the right choices about skills, careers and qualifications.
- Support all learners on a HALS course to help them get the best out of their course and to plan what they want to do after their course.

Feedback from learners:

“Extremely useful in widening my sights to new directions for job seeking an careers. Clear information and guidance form the adviser.”

“I was grateful for the adviser to show me how to complete the application form for a job in a more effective way. I have had good guidance on how to update my CV and hope to formulate a better punchy CV.”

“I am very happy with the service and advice – I have been given hope and encouragement in my life and a brighter outlook for my future.”

See an Employment and Learning Adviser

Book an appointment

Appointments are available during the week and some Saturdays. Phone **020 8489 2596** or book in person at the HALS Reception on the 2nd Floor of Wood Green Library.

Use the evening Drop In Service on;

Thursday between **5.00pm and 7.00pm**

(Please note this service is available during term times. Please telephone to check availability for the evening drop in session).



Enrol on an Employability Skills Workshop

The following workshops are available to anyone wishing to enhance their employability skills. See the Business and Work Skills section of this Programme Guide for details.

- Assertiveness and Effective Communication
- Completing Application Forms
- Effective Job Searching Strategies
- Getting Ready for Job Interviews
- Self Motivation Techniques
- Speaking in Public with Confidence
- Writing a Curriculum Vitae

If you need a crèche

HALS offers childcare facilities at a number of venues during class times. All staff are appropriately qualified and CRB checked.

If you are attending a Family Learning course, there are limited free crèche places available. Please ask at enrolment for further details.

If you are on a work-based learning programme, funding will be available to help pay for a crèche place or a registered childminder.

learning difficulties & disabilities

Health Problems, Learning Difficulties or Disabilities

We are committed to supporting all learners. We will do our best to make any reasonable support arrangements for you to benefit from your learning with us.

If you have a health problem, learning difficulty or disability, and need help to study at HALS, we hope that you will tell us about your individual needs.

We would like to assess the level of your needs as early as possible. So we invite you to do this by contacting our Learner Support Adviser who will meet with you and your link worker (if you have one). You can talk to us at any stage of your programme. To speak to the Learner Support Adviser in confidence, please give your contact details to a member of the reception team.

If you would like a copy of this prospectus in large print or on disk please ask at reception. If you would like a copy on audio tape or in Braille please use the form at the back of the prospectus.

Support with your learning

If we are aware of your individual needs, your tutor will help you identify how the course contents, equipment and materials can be adapted. Tutors can also discuss the possibility of any allowance that can be made when working towards a qualification (please let us know as soon as possible in case we need to contact the awarding body).

We will deal with anything you tell us with sensitivity and in strictest confidence and nothing will be passed on to others without your consent. If we are unable to make suitable adjustments, we will do our best to put you in touch with another organisation that can.

where to find us

1. Wood Green

Learning Centre,

2nd Floor, Central Library,

Wood Green N22 6XD

Tel: 020 8489 2500

Fax: 020 8489 2551

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

⊖ Wood Green

⇒ Alexandra Park

Car parking is available at
after 18.00.

2. Hornsey Library,

Haringey Park, Crouch End
N8 9JA

Tel: 020 8489 1436

⊖ 41, 91, W7, W3

⊖ Turnpike Lane

⇒ Hornsey

Car parking available.

3. Greig City Academy,

High Street, Hornsey N8 7NU

Tel: 020 8609 0179

⊖ 144, W3 ⊖ Turnpike Lane

⇒ Hornsey

Car parking available.

4. 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.

5. St Ann's Library,

Cissbury Road, Tottenham
N15 5PU

Tel: 020 8489 8775

⊖ 67, 259, 279, 149

⊖ Seven Sisters

Car parking available.

6. Wolves Lane Centre,

Palm House, Wolves Lane,

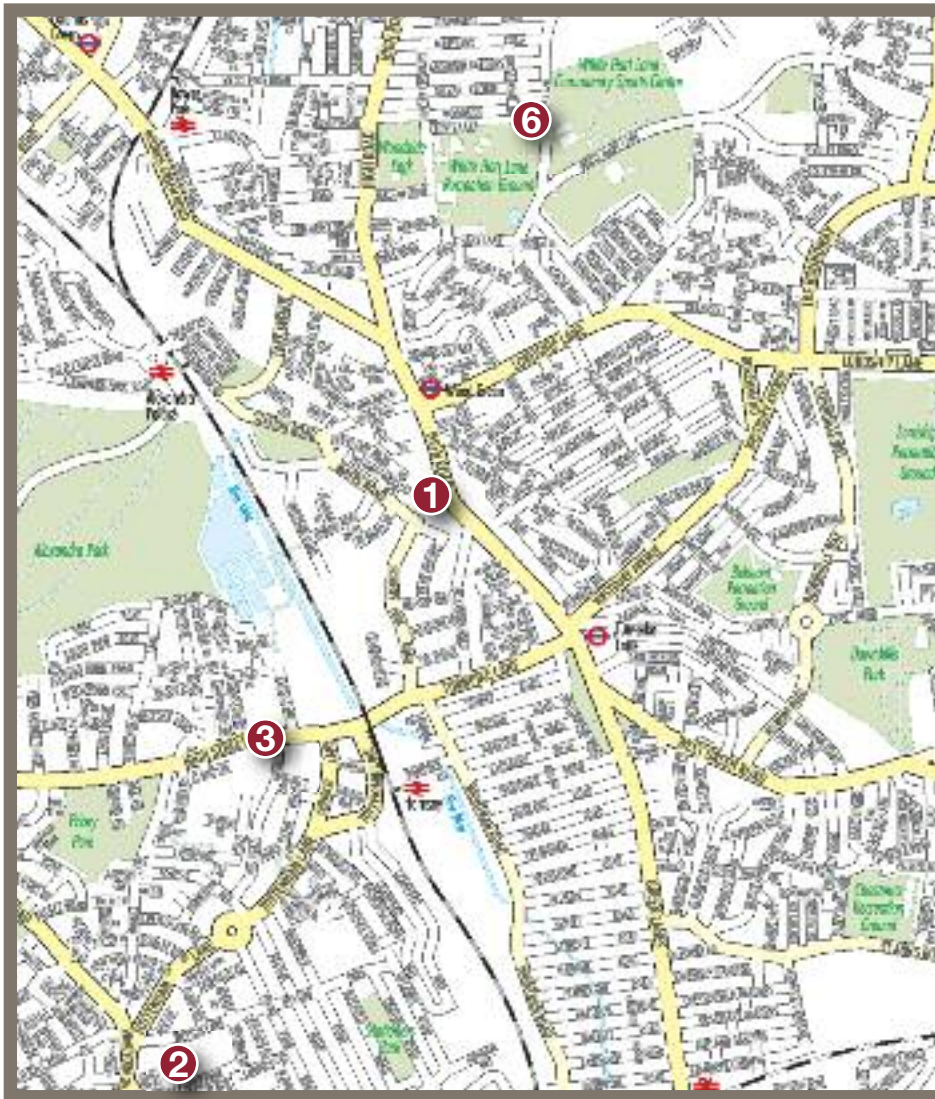
Wood Green N22 5JD

Tel: 020 8888 5306

⊖ W3

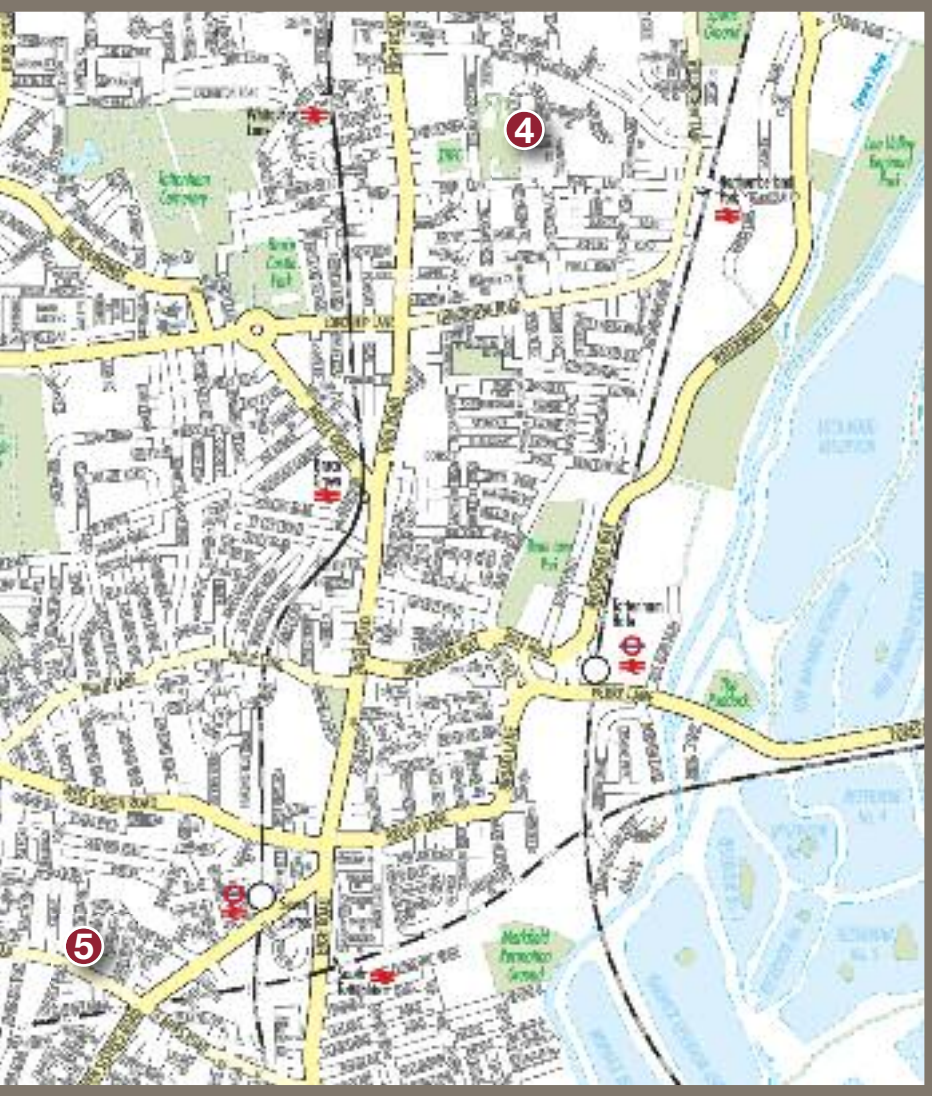
where to find us

where to find us



1. Wood Green Learning Centre
2. Hornsey Library
3. Greig City Academy
4. Northumberland Park School Learning Centre
5. St Ann's Library
6. Wolves Lane Centre

where to find us



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■ Other Venues

Alexandra Primary School,
Western Road N22 6UH

Coleraine Park Primary School,
Glendish Road, Tottenham
N17 9XT

Bruce Castle Museum, Lordship
Lane N17 8NU

Belmont Junior School, Rusper
Road N22 6RA

Ferry Lane Primary School, Ferry
Lane Estate, Tottenham N17 9PP

Highgate Library, Shepherds Hill,
Highgate N6 5QT

Lancasterian Primary School,
Kings Road, Tottenham N17 8NN

North Harringay Primary School,
Falkland Road N8 ONU

Noel Park Primary School,
Gladstone Avenue, Wood Green
N22 6LH

Park Lane Resource Centre,
177 Park Lane N17 0HJ

Risley Avenue Primary School, The
Roundway, Tottenham N17 7AB

St Mary's CE Infants School,
Church Lane, Hornsey N8 7BP

St Mary's CE Junior School,
Rectory Gardens Hornsey
N8 7QN

Stoncroft Childrens Centre,
100 Priory Road N8 7HR

South Grove Childrens Centre,
South Grove N15 5QE

Woodside Childrens Centre,
59 White Hart Lane, Wood Green
N22 5SJ

Woodlands Park Children's
Centre, Woodlands Park Road
N15 3SD

Albanian

Ky është programi i Shërbimit të Mësimit për të Rritur të Haringejit (HALS). Për të pasur një përkythes për t'ju dhënë më shumë informata, ju lutemi plotësoni këtë formular dhe kthejeni atë në adresën postare të mëposhtme Falas. Të gjitha kurset jepen në Anglisht.

French

Voici le programme du Service d'apprentissage pour les adultes de Haringey (xHALSx). Pour obtenir des informations supplémentaires à travers un interprète, veuillez compléter ce formulaire et le renvoyer à l'adresse au port payé ci-dessous. Tous les cours sont enseignés en anglais.

Kurdish

Ev nivîs bernameya Xizmeta Hînbûna Mezînan a Haringey (HALS) e. Heke hun dixwazin ku wergêrek bêtir agahiyê bide we, ji kerema xwe vê formê tije bikin û ji navnîşana Posta Bêpere ya jêrîn re bişînin. Hemû kurs bi zimanê Îngilîzî dersan didin.

Polish

Oto realizowany przez Haringey Program Kształcenia Dorosłych (Haringey Adult Learning Service - HALS). Jeśli chciałbyś skorzystać z pomocy tłumacza, aby uzyskać więcej informacji na temat tego programu, wypełnij załączony formularz i prześlij go na bezpłatny adres podany poniżej. Wszystkie zajęcia prowadzone są w języku angielskim.

Somali

Kani waa barnaamijkiil adeegga waxbarashada dadka waawayn ee Haringey (HALS). Si uu turjubaan kuu siiyo macluumaad dheeraad ah, fadlan buuxi foomkan oo ku soo celi cinwaanka boostiisu lacag la'aanta tahay ee hoose. Dhammaan koorsooyinka waxa lagu dhigaa luqada Ingiriisida.

Turkish

Bu belge Haringey Yetişkinler Öğrenim Servisi (HALS) programıdır. Bu konuda size daha ayrıntılı bilgi vermesi için tercüman isterseniz, lütfen bu formu doldurun ve aşağıdaki Freepost adresine geri gönderin. Kursların tümünde öğretim dili İngilizcedir.

This is the Haringey Adult Learning Service (HALS) guide for August 2011 - July 2012.

To have an interpreter give you more information please complete this form and return it to the Freepost address below. All courses are taught in English.

In large print On audio tape In Braille
 In another language, please state: _____

Name: _____ Tel: _____
Address: _____
_____ Email: _____

Please return to: Freepost RLXS-XZGT-UGRJ, Haringey Council, Translation and Interpretation Services, 8th Floor, River Park House, 225 High Road, London N22 8HQ

Haringey Council offers this translating and interpreting service to Haringey residents.
We can translate this document into one language per resident ONLY.



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Apprenticeships

Would you like to recruit an apprentice, but are not sure how?

Do you employ a staff that would be interested in an apprenticeship?

- Why not arrange for them to be trained as an apprentice with HALS.

Need help with finding a suitable apprentice?

- HALS can help find suitable candidates for you to interview and potentially employ.
- HALS can provide apprenticeships in Business and Administration, Customer service, Team Leading, Diploma in Management and Information Communication Technology. For details see page 66

Interested in customised training?

HALS offers a wide variety of training programmes specifically designed to meet the needs of businesses

- Our customised training programme includes short courses, individual modules and long term development programmes.
- Subjects range from ICT, Computerised Accounts, Office Skills, Personal Development, Counselling and Languages (e.g. French, German, Spanish and Turkish)

Learn with Haringey



For more information about apprenticeships call Sean McIvor on **020 8489 2596** email sean.mcivor@haringey.gov.uk or visit www.apprenticeships.org.uk

