

# Full and part-time Adult Learning Courses

September 2021 to August 2022

## *More than learning*

- Increase independence
- Relax and unwind
- Improve wellbeing
- Gain qualifications
- Build confidence
- Change career
- Meet new people



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**MAYOR OF LONDON**



**HILLINGDON**  
LONDON

[www.hillingdon.gov.uk/adultlearning](http://www.hillingdon.gov.uk/adultlearning)

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# Welcome

In Hillingdon, we are committed to ensuring that people of all ages have access to high-quality learning opportunities. Our courses can help you to develop new skills, try out a new hobby, gain a qualification, advance your career, find a new job, build your confidence and support your wellbeing.

You don't need to have a qualification or have vast experience for many of our courses. Whatever your level, there is something for everyone – we have courses catering for beginners, intermediate and advanced level. You can contact our friendly adult learning team for information, advice and guidance to help you take the next step.

Adult learning courses for 2021/22 include more than 70 nationally recognised qualifications from a variety of subjects including English and maths, childcare, horticulture and floristry, health and social care and digital skills to name a few. For older learners, there are also creative, IT and fitness courses available.

With the easing of COVID-19 restrictions, we are looking forward to welcoming students back to the classroom and will continue to offer certain classes online to fit in with your work/family commitments.

As well as our adult learning centres, we also run classes in community groups, schools and children's centres, offering courses that allow you to meet new people and learn with adults of similar ages and abilities in a friendly and safe environment.

Many people have reaped the benefits of learning with us, and it's fantastic to hear testimonies from students of how our courses have helped them. There are case studies within this brochure which may also inspire you to also learn something new.

I wish you all the best for this new academic year and I hope you enjoy your studies with us.

**Cllr Susan O'Brien**  
**Cabinet Member for Families, Education and Wellbeing**



# Everything you need to know about learning with us

## What we do

We provide courses for adults aged 19 and over who wish to learn a new skill, improve their English, maths or digital skills, or make a career change. We also offer courses that help adults cope with mental and physical health issues and offer a wide range of subjects at various levels – entry (E), mixed (M) and levels one to three. Our friendly classes take place in our centres and in community settings across the borough.

## COVID-19 update

In response to COVID-19, we have increased the number of classes that are delivered online and many of our classes are taught using a mixture of classroom-based and online learning. Please don't worry if you are not confident about learning online. You will be guided through every stage and given targeted support from our team to ensure that you have the necessary skills to fully participate in your class.

When your class is in one of our centres, please help to keep yourself, other students and our staff safe by:

- using the hand sanitiser provided and washing your hands regularly, including when you arrive and leave the centre
- keeping a safe distance from other people
- wearing a face covering (unless you are exempt)
- following our guidance, which follows government guidelines, which can be found in our centres, on our online platform, Moodle, and on our website [www.hillingdon.gov.uk/adult-courses](http://www.hillingdon.gov.uk/adult-courses).

## Education and Careers Hub

We offer free, impartial and practical education and careers information and advice to anyone aged 19 and over.

We have trained advisors who can talk through various options with you free of charge, whether that involves studying on a course with us, another provider or doing something completely different.

Most learners prefer to have a conversation, which can take place over the telephone or in person by appointment. We also offer regular, free one-to-one interviews with advisors from the National Careers Service.

Visit [www.nationalcareers.service.gov.uk](http://www.nationalcareers.service.gov.uk) or contact one of our centres to make an appointment.

## Choosing the right course

Working towards a goal helps to keep us motivated and on track to succeed.

Our friendly and experienced team is here to help all students identify and achieve their individual goals. We do this in a number of ways:



## Before you start a course

- You can find lots of information on our website. Browse the subject areas we offer and download the course information sheet for specific information about each course.
- Book an appointment for an initial assessment if you'd like to take a qualification course (see 'Enrolling on a course' below).
- Use the 'Enquiries' option to ask a question and one of our team will contact you with an answer.
- Access information about fees and, in some cases, learning loans. This information is available online or by phoning one of our centres.

## During your course

- Tutorials
- Individual learning plans
- Feedback and support from subject specialists
- Free access to our open learning study support sessions
- Access to online learning resources
- Events, trips and opportunities to display your work
- Opportunities to become a class representative and join the Learner Council.

## At the end of your course

- Progression events into your next step
- Opportunities to join our alumni network of volunteers
- Learner feedback through surveys
- Follow-up phone calls after your course has finished.

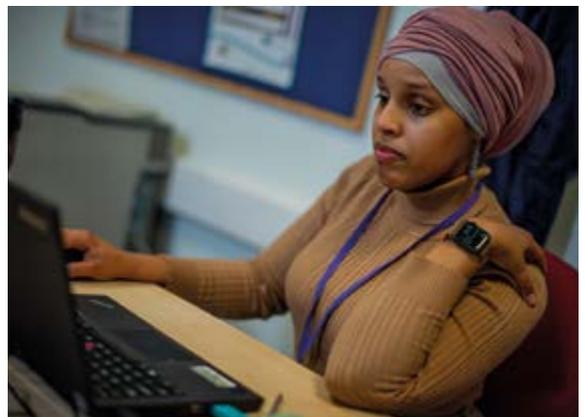
## Enrolling on a course

We have adapted our enrolment sessions to ensure the safety of learners and staff. Please read the information below carefully and follow the instructions.

### Enrolling on courses that DO NOT lead to a qualification

Please enrol online for these courses at  [www.hillingdon.gov.uk/adult-courses](http://www.hillingdon.gov.uk/adult-courses).

If you have any questions, please use the 'Enquiries' option on the website and the appropriate team member will reply as quickly as possible.



### Enrolling on courses that lead to a qualification

For courses with a recognised qualification, you must complete an online initial assessment so that we can identify your 'best fit' class. Our friendly team will guide you through these assessments but they can take around two hours, so please allow plenty of time.

If you are unable to do an initial assessment online, we will make an appointment for you to do one in a centre.

Please visit  [www.hillingdon.gov.uk/adult-courses](http://www.hillingdon.gov.uk/adult-courses) and click on 'book an initial assessment' or contact your nearest centre to make an appointment (see page 14).

Where a course includes an initial assessment, this is indicated with the symbol **IA**.

## After your initial assessment

Following your assessment, a subject specialist will contact you to discuss your results and provide you with personalised advice and guidance before you enrol in your course(s). This may take place over the telephone or in person.

At the time of publication, social distancing measures are still in place. Since it is likely that this will continue for some time, we regret that we will be unable to see you without an appointment.



## Term dates

### Autumn term

Term starts	Monday 20 September 2021
October half-term	Monday 25 to Friday 29 October 2021
Term ends	Friday 17 December 2021

### Spring term

Term starts	Monday 10 January 2022
February half-term	Monday 14 to Friday 18 February 2022
Term ends	Friday 1 April 2022

### Summer term

Term starts	Tuesday 19 April 2022
May half-term	Monday 30 May to Friday 3 June 2022
Term ends	Friday 15 July 2022

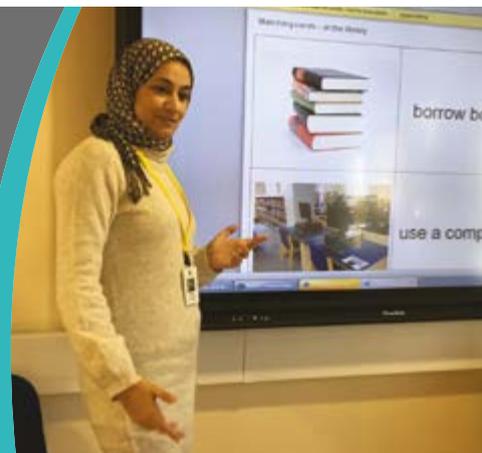
Please confirm the start and end date of your course on enrolment or with your tutor, as these may vary on occasion. Please see your course information sheet for more details. All courses are subject to demand.

Please note that attendance is compulsory for exams, mocks and other tests. Dates will be given by your teacher in advance and non-attendance may harm your ability to pass your qualification. We reserve the right to refuse entry to further qualifications due to previous non-attendance.

## Volunteer with us

If you want to give something back to your local community or need some work experience to help you return to employment, why not volunteer with us? Roles include classroom assistants, learning group leaders and events/communication helpers.

To find out more and apply, please call ☎ 01895 556248 or visit our careers and information hub at [moodle.hgfl.org.uk](https://moodle.hgfl.org.uk).



# How we support you

## Support with learning

There are many ways we can support you with your learning, and these include:

- developing your English, maths, digital and employment skills
- offering individual support in class and free access to our e-learning resource (Moodle)
- carrying out one-to-one assessments to identify the most effective support where additional learning needs are disclosed, such as having someone to interpret, read or sign for you; and adapted learning materials and equipment, such as computer screen reading software
- helping with study skills, such as essay writing, portfolio building or presentations
- joining our computer 'Loan and Learn' scheme
- providing information and advice throughout your course about how to achieve your career goals
- putting you in touch with other agencies for specialised support when necessary.

For more information, contact any of our centres – see page 14 for details.

## Financial support

If you are studying for a qualification and already receive an income-based (means-tested) benefit, you may be able to receive financial support through the Learner Support Fund. Please ask at any of our centres for an application form, which our staff will be happy to help you complete.

If you don't have computer equipment at home, we can support you through our 'Loan and Learn' scheme and through IT access in our centres. Digital Champions are also on hand to support you with using this equipment. Please ask reception staff or your tutor for more information.

## Staying safe

We are committed to ensuring that all our learners feel safe, equal and respected when studying with us, and we ask that you play your part by showing respect to other users at all times.

We will issue you with a badge when you enrol that identifies you as a learner and we ask that you wear it whenever you are in our classes or centres.

Hillingdon Adult and Community Learning (HACL) supports the Prevent Programme, which is the government's counter-terrorism strategy that aims to stop people being drawn into, or supporting, terrorism. All our staff who work with young people or vulnerable adults have a duty to respond and immediately report any signs of harm, abuse or extremism that are recognised or disclosed.

We ask all learners and users of the service to take an active role in helping us fulfil this duty, so if you recognise anything that you consider a risk to your or anybody else's safety, you are strongly encouraged to report it as soon as possible.

## Supporting your emotional health and wellbeing

We want all our students to feel confident in their learning and to achieve their goals. Most adults study while running a home, raising a family, working and often caring for relatives. While juggling other demands, it's little wonder that we can sometimes find our emotional wellbeing suffering under the weight of everyday pressures. Helping you to combat this strain is important to us, so we will ask you about your emotional health and wellbeing throughout the course so that we can provide as much support as possible to help you thrive while you learn and achieve your aims.

# Regulations

## 1. Admission

Applications for admission to classes must be made on the official enrolment form. Before enrolling, learners must ensure that they have any necessary examination qualification(s) or experience required for the course and that they have the necessary skill, ability and knowledge appropriate for the particular level of the chosen course(s). Any learner who is in doubt of their eligibility should speak to a member of the curriculum staff before enrolling.

## 2. Changes to class arrangements

Hillingdon Council ('the council') reserves the right to change the location, tutor, syllabus, day and time of any class and may cancel classes where the enrolment numbers or attendance is considered to be too low. Refunds are payable in accordance with the Refunds policy (see page 11).

## 3. Concessionary fees

Relevant documentary proof of entitlement (see page 10), in line with the funding policy, must be available for inspection at enrolment.

## 4. Damage to equipment and premises

The cost to repair or replace centre property damaged by learners shall, on demand, be paid to the council by the learner(s) responsible for such damage.

## 5. Examination, accreditation and registration fees

These are included in the course fee unless advised otherwise. Some courses require additional materials. Details are on the course information sheets, which are available online and at our adult learning centres.

## 6. Exclusion

Learners will be expected to behave in a responsible manner and these expectations will be made clear at induction and are also stated in the Learner Handbook. Any inappropriate behaviour towards staff or learners, or that is detrimental to any learner's learning, will not be tolerated and will be addressed immediately. If the council deems the behaviour to be at a sufficient level to warrant exclusion, this route will be followed with no refund of fees.

## 7. Payment of fees

All fees are payable in advance. Cheques should be made payable to 'London Borough of Hillingdon'. Please see page 11 for information on refunds.

## 8. Attendance

We expect all learners to attend classes regularly and inform us in advance if they are unable to attend. We reserve the right to withdraw learners who fail to attend for two weeks without notifying us, and reserve the right to refuse to re-enrol learners with a poor attendance record.

## 9. Loss of or damage to personal property

All property, including clothing, that is brought to or left by learners on centre premises or within centre grounds is at the sole risk of the learner/owner. The council accepts no responsibility for the safekeeping of, loss of or damage to such property. Bicycles, motorcycles and other vehicles brought on to centre premises by learners are subject to the regulations relating to property and shall only be parked in the designated spaces where these are provided.

## 10. Purchase of stationery and other materials

Learners must provide the necessary materials required for the course. They are advised, however, not to purchase materials or books until the class is certain to run, they have

completed their enrolment and have discussed their proposed purchase(s) with the class tutor at the first class meeting.

**11. Extra-curricular activities**

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

**12. Transfers**

If a learner cannot continue with their course due to a change in circumstances, it is sometimes possible to transfer the remainder of their fee to another course within the same academic year. This is subject to places being available and agreement from the Quality Manager. If a learner should later leave the course, then the Refunds policy will apply (see page 11). The council reserves the right to refuse a transfer request.

**13. Car parking**

HACL venues have limited or no parking available. Learners are, therefore, responsible for their own travel or parking arrangements.

# Sign up for our e-newsletters

E-newsletters are sent to 60,000+ residents who are registered to use our online services and who have opted in to receive information about council services and events.

Sign up now at  [www.hillingdon.gov.uk/news](http://www.hillingdon.gov.uk/news).

## Already signed up?

If you receive our e-newsletters, you can update your preferences or unsubscribe at any time by logging in to your Hillingdon online account – go to ‘update your details’, select ‘change your mailing preferences’ and select/deselect the relevant boxes.



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[www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)

# The cost of your course

Hillingdon Council, the Greater London Authority (GLA) and the Education and Skills Funding Agency (ESFA) fund HACL to deliver a wide range of learning opportunities for everyone who is entitled to public funding.

## Course fees explained

Fees vary depending on the length and type of course and are listed in the tables under the band columns (B1, B2, B3 and B4), which are explained below. Where a band fee is listed as N/A within a table, we are unable to offer a concessionary rate for that group for that particular course and a fee will apply. Unless otherwise stated, exam and registration fees are included in the prices shown.

Band	Who qualifies
B1	London resident (not in receipt of eligible benefit)
B2	London resident in receipt of eligible benefit or aged 65+
B3	<p>London resident and out-of-London resident (enrolling on a qualification course), who is unemployed and in receipt of:</p> <ul style="list-style-type: none"><li>• Job Seeker's Allowance</li><li>• Employment and Support Allowance – Work Related Activity Group (ESAWRAG)</li><li>• any state benefit and is actively looking for work</li><li>• Level 2, Level 3 entitlement (see points 2, 3 and 4 below).</li></ul> <p>London resident and earning the London Living Wage or less. This only applies to courses up to Level 2 that have a B3 fee rate. If you think this applies to you, please bring your recent wage slips (within the last three months) or job contract (stating your wages) when you enrol.</p> <p>Out-of-London resident and earning less than the National Living Wage. This only applies to courses up to Level 2 that have a B3 fee rate. If you think this applies to you, please bring your recent wage slips (within the last three months) or job contract (stating your wages) when you enrol.</p> <p>A selection of Level 3 courses are available for those aged 24 years and over. Eligibility criteria applies and is based on personal circumstances.</p>
B4	Out-of-London resident

We ask each learner for eligibility evidence on enrolment to ensure fees stay as low as possible.

Non-European Economic Area (EEA) residents should contact the centre to be advised about course fees based on their individual circumstances.

### Please remember

1. English, maths (for learners who do not hold a GCSE Grade 4 or above) and Essential Digital Skills qualification courses are free.
2. Entry Level and Level 1 courses are free for 19 to 23-year-olds who do not hold a first full Level 2 course.
3. First full Level 2 courses may be free for 19 to 23-year-olds who do not hold five Grade 4 to 9 GCSEs or equivalent full Level 2 qualification.
4. First full Level 3 course may be free for 19 to 23-year-olds.
5. Learners aged under 19 years old on 1 August 2021 will not be eligible for courses with HACL.

## Help paying for your learning

### Paying in instalments

Where a course lasts for at least four months, fees are higher than £100 and it is not sponsored by a third party, payment can be made in four instalments. This needs to be arranged at the time of enrolment, where the learner will need to pay 50 per cent of the course fee.

The remaining 50 per cent will be collected through three monthly direct debits, which will be set up at the point of enrolment and paid on the 24th day of the month following the start of the course.

### Learning loans

Where indicated in the course tables (within floristry, childcare, health and care, counselling and community interpreting) there are no concessionary rates. However, there are a small number of courses that the government will fully fund for those aged 24 years and over. Eligibility criteria applies and is based on personal circumstances.

If you do not fall into the category above, a learning loan from the Student Loans Company may be available to learners who are:

- aged between 19 and 23 and have already achieved a Level 3 qualification in that subject; or
- aged over 24 and wish to study a qualification at Level 3 or above that does not meet the eligibility criteria to be fully funded.

The loan is not means-tested and anyone can apply. However, the minimum loan that can be taken out is £300. This loan starts to be repayable once earned income exceeds £27,295 per year.

**Please remember:** you do not have to apply for a loan; you can pay the fees in full, independently.

For more information about paying for your course, call Brookfield Adult Learning Centre on  01895 556455.

### Refunds policy

A 14-day cooling off period applies to all of our courses. This means that if you wish to cancel a course, you must submit your request in writing to the Student Services Manager within 14 days of enrolling.

The cooling off period begins on the day learners enrol on the system. If the course hasn't started, the learner will have the right to cancel the course and obtain a full refund.

Where a course starts within the 14-day cooling off period, the refund will be given on a pro-rata basis based on the number of sessions attended.

Once the cooling off period has expired, HACL has no obligation to make any refund to learners who wish to cancel.

### Course cancellations by the service

1. If the course is cancelled by HACL before the start date, a full refund will be given.
2. If a course is closed within two weeks of the course start date, a full refund will be given unless transfer to another course is agreed.

### Requests for refunds

1. HACL is unable to give refunds to learners who are absent due to changes in work commitments, personal or financial circumstances or any other reasons for not being able to attend the course. Any outstanding direct debits will remain payable by the learner.
2. If a student fails to follow HACL's policies, including those relating to health and safety, attendance and behaviour, the learner will be withdrawn from the course and no refund will be given. Any fees outstanding in these circumstances remain payable by the learner.

3. If a learner becomes ill during the period of a course, they may apply for a refund if the condition prevents them from continuing. Medical evidence will be required in the form of a doctor's note or equivalent. The learner may apply for a credit note that will permit them to re-enrol at a later date (credit notes are valid for one year). The refund or credit note will be calculated on a pro-rata basis from the date of the last class attended.

**Please remember:** where a refund is made, this will be for the tuition fee (on a pro-rata basis). Admin fees, exam fees and materials costs are not refundable.

**HACL reserves the right to refuse a refund to any learner who has a current debt with the service.**

**If the learner has paid by debit or credit card, refunds will be made to that card. If the learner has paid by cash or cheque, the refund will be in the form of a cheque issued by the council.**

## Eligibility and evidence

We are required to check eligibility and collect evidence as conditions of our funding because courses are subsidised by the Greater London Authority (GLA) and the Education and Skills Funding Agency (ESFA). Some courses are subsidised by the European Social Fund (ESF). Categories of eligible learners and evidence required are outlined below.

### Eligible learners

In order to study on an ESFA/GLA subsidised course, you must be one of the following:

- a citizen of a country within the European Economic Area (EEA) or other countries determined within the EEA, including those with bilateral agreements such as Switzerland or have a right to abode in the UK; and have been ordinarily resident for the previous three years on the first day of learning.
- an individual, living in London with the following status:
  - refugee
  - discretionary/exceptional/indefinite leave to enter or remain
  - humanitarian protection
  - leave outside the rules
  - husband, wife, civil partner or child of one of the above.
- an asylum seeker who is resident in London and has lived in the UK for six months or longer while your claim is being considered or who is receiving local authority support under Section 23C or 23CA of the Children's Act 1989 or the Care Act 2014
- a refused asylum seeker who has made an appeal and waited six months without receiving a decision or who receives support under Section 4 of the Immigration and Asylum Act 1999 or is receiving local authority support for themselves under Section 23C or Section 23CA of the Children's Act 1989.

If you have been in the EEA for less than three years and have been given a visa as the family member\* of a person who has been in the EEA for three years or more, you are eligible to study on an ESFA/GLA subsidised course if either of the following apply:

- your family member is an EU citizen
- you are an EU citizen and your family member is an EEA citizen.

Other categories of learners, including children of Turkish workers and members of the armed forces, may be eligible to study on an ESFA/GLA subsidised course.

## Evidence required for enrolment

1. **Proof of ID** We need to see proof of your identity. Please bring one of the following documents: passport, national identity card, driving licence (UK or EU citizens only), Biometric Residence Permit.
2. **Proof of address** Please bring a bank statement, utility bill, letter from a housing association, your landlord or a government department.
3. **Proof of benefit** If you are seeking a fee remission due to unemployment, we need to see proof of benefit.
4. **Proof of earnings** If you are in employment and seeking a fee remission you must either:
  - live in London and be earning the London Living Wage (LLW) or less
  - live out of London and your annual salary is less than the national living wage, please bring a recent wage slip (within three months of the start date of the course) or a current contract that states your wages.
5. **Proof of settlement status (or application certificate)** for EU nationals residing in the UK

Please note that this information comes from the ESFA/GLA and is accurate at the time of printing.

For more information about eligibility and evidence, please call  01895 556455.

\*husband, wife, civil partner, child, grandchild, dependent parent or dependent grandparent



**MyHealth is a patient education and empowerment programme running free and educational workshops, teaching patients with long-term conditions how to manage their health and take back control.**

MyHealth currently runs workshops on:

- Diabetes type 2
- Pre-Diabetes
- Paediatric Asthma

Book your free workshop - it's the perfect opportunity to ask a medical professional the questions you don't get time for in a normal appointment.

All workshops are currently running online through Zoom. To book, contact the team on [hillccg.myhealth@nhs.net](mailto:hillccg.myhealth@nhs.net) or to find out more visit the MyHealth website [www.myhealthhillington.nhs.uk](http://www.myhealthhillington.nhs.uk)



# Locations

## Brookfield Adult Learning Centre

1

Park Road,  
Uxbridge, UB8 1NP

@ brookfield@hae-acl.ac.uk

☎ 01895 556455

**Nearest bus:** U1/U2

**Nearest tube:** Uxbridge

## Harlington Adult Learning Centre

2

Harlington Community School,  
Pinkwell Lane, Hayes, UB3 1PB

@ harlington@hae-acl.ac.uk

☎ 01895 556252

**Nearest bus:** U4

**Nearest train:** Hayes and Harlington

## Rosedale Adult Learning Centre

3

Rosedale College, Wood End Green Road,  
Hayes, UB3 2SE

**Enrol at Harlington Adult Learning Centre:**

@ harlington@hae-acl.ac.uk

☎ 01895 556252

**Nearest bus:** 427/H98

## Ruislip Manor Adult Learning Centre

4

Linden Avenue,  
Ruislip Manor, HA4 8TW

@ ruislipmanor@hae-acl.ac.uk

☎ 01895 277347

**Nearest bus:** 114/398/H13

**Nearest tube:** Ruislip Manor

## Rural Activities Garden Centre (RAGC)

5

West Drayton Road,  
Hillingdon, UB8 3JZ

**Enrol at Harlington Adult Learning Centre:**

@ harlington@hae-acl.ac.uk

☎ 01895 556252

**Nearest bus:** U4/A10

## South Ruislip Adult Learning Centre

6

Victoria Road,  
Ruislip, HA4 0JE

@ southruislip@hae-acl.ac.uk

☎ 01895 556248

**Nearest bus:** 114/282

**Nearest train/tube:** South Ruislip



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Enrol online at [www.hillingdon.gov.uk/adult-courses](http://www.hillingdon.gov.uk/adult-courses)

# Why do you want to learn?

Are you looking to develop your skills and knowledge for work or to support your family? Do you want to improve your career prospects? Or do you want to learn a new hobby or craft to help you relax in your spare time?

**Courses for work and life** are designed to help you achieve your employment and career goals. Many adults want to learn to improve their working lives and earning potential, so our courses are designed to give you the necessary skills needed to access further studies and/or employment opportunities, or set up your own business. Courses for work and life are listed in **blue**.

**Courses for personal development** are an excellent way of de-stressing from life and making new friends, while gaining a new skill or hobby. Whether you want to learn a new language, improve your fitness, develop your talent or explore your creative potential, we have something for you. Personal development courses are listed in **purple**.

**Independent living courses** for adults with learning difficulties and disabilities can be found in our Course Guide for Adults with Learning Difficulties and Disabilities.

Visit  [www.hillingdon.gov.uk/adult-courses](http://www.hillingdon.gov.uk/adult-courses) for more information.

**Learning in the community** - our community-based programmes provide unique opportunities for residents who might not otherwise think about joining a course to take part in learning that is designed with them in mind. This targeted approach has proved to be highly successful and adults on these courses tell us they love taking part. They gain new skills, meet like-minded people and increase their confidence – and most go on to further learning.

Working together, we can:

- draw on our respective strengths
- deliver flexible and improved programmes, which are better aligned with local needs
- strengthen the support we offer for tailor-made provision.

We are always looking to expand our partnership work with local employers, community groups and organisations. If you'd like to discuss bespoke courses for your employees or service users, or feel you could benefit from one of our outreach courses, please call us on  01895 556252.

## Careers and Education Hub

Whatever your education or career goal, we will help you to get on the right track.

Our experienced team can help you to:

- set up your own business
- learn new skills such as accounting and bookkeeping
- write a CV, apply for jobs and prepare for an interview
- and much, much more!

Get in touch for more information.





## Childcare and support work in schools

**Are you interested in a career in childcare? Are you passionate about nurturing children, supporting their learning and providing play opportunities which promote exploration and development?**

Childcare practitioners are nurturing, caring and have a genuine interest in each child's wellbeing and development, supporting them to flourish and grow.

Through our courses, you can gain the necessary skills, knowledge and experience to become a qualified early years or childcare professional in a range of settings, such as:

- schools
- children's centres
- after-school clubs
- nurseries
- home-based settings
- holiday clubs.
- playgroups
- crèche activity leaders

If you hold a recognised Level 2 qualification, why not further your skills with one of our professional development courses? These include:

- Mental Health Awareness Level 1 Award
- Safeguarding in a Learning Environment Level 1 Award
- Supporting Individuals with Learning Disabilities Level 2 Certificate
- Understanding Autism Level 2 Certificate
- Understanding Adverse Childhood Experiences Level 2 Certificate
- Understanding Behaviour that Challenges Level 2 Certificate
- Mentoring Level 1 Award.

All our courses have an element of 'blended learning' and this means that part or all of your learning could be online using your own computer or laptop. You will need to have reasonable digital skills and the course information sheet will give you more details. If you feel like you could benefit from some training, why not take a look at our digital skills courses?

## Meet Aliya

Aliya was 33 years old when her husband passed away after a long illness with brain cancer. She was alone in the UK with two young children, without any friends, family or qualifications to work in the country. She came to an open day at HACL and decided to study Support Work in Schools Level 2.

A few weeks into the course, she was diagnosed with breast cancer. Aliya not only fought against cancer, but also worked hard in the courses and is currently undertaking her Supporting Teaching and Learning Level 3 Certificate with us after securing a job in a school.

Aliya feels that the guidance, encouragement and moral support she received at HACL made her believe in herself and has helped her to achieve her goals.

She said: "My learning journey at HACL has helped me to become an independent and confident person. In the past, I was laid-back and content being a housewife. Today, I have my own identity and people see me as an individual, not as a helpless widow in need of support. It feels amazing to see how proud my parents are of my achievements and the positive impact my studies have had on my children."

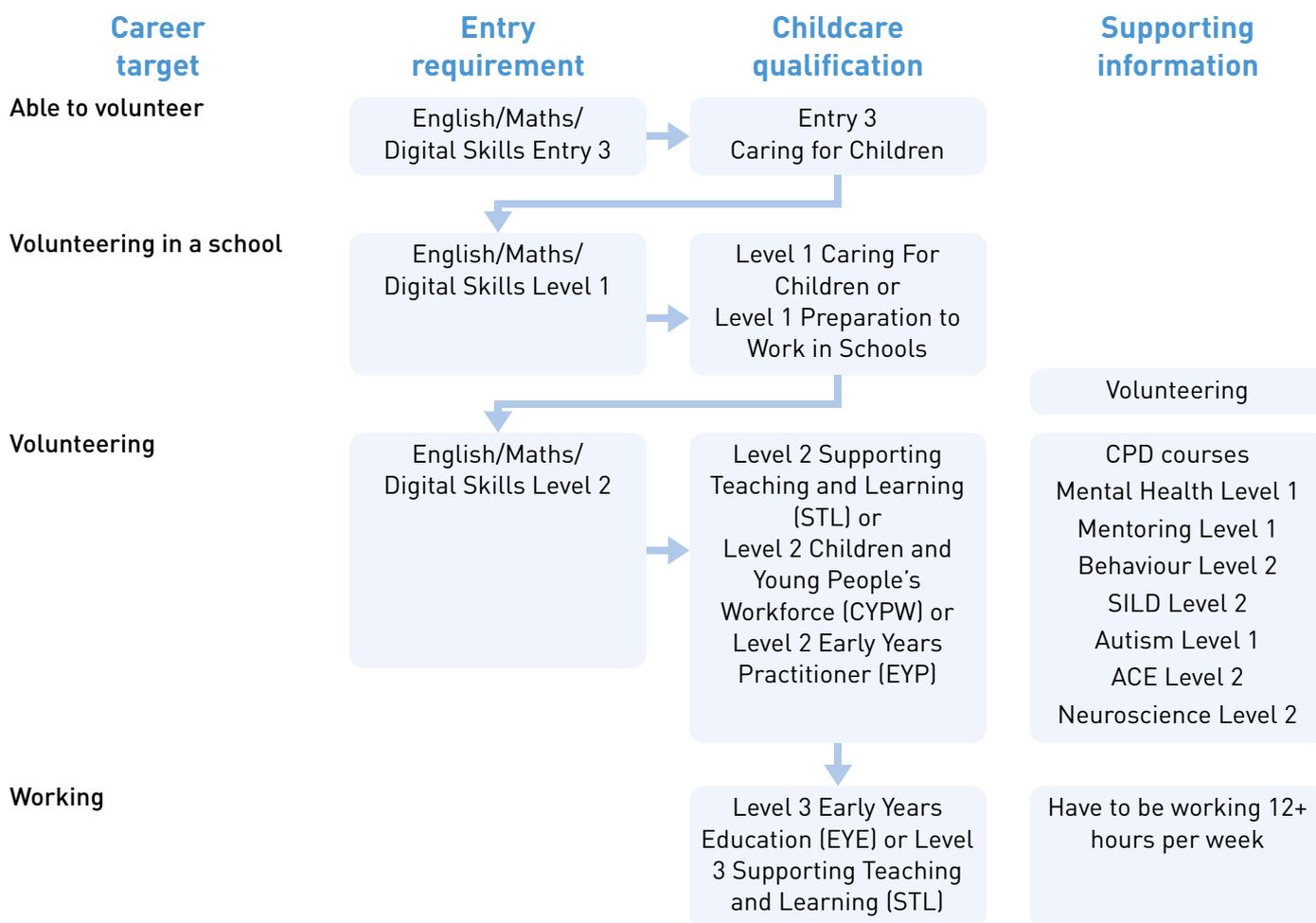


## Find the right Childcare or Teaching Assistant course for you

Childcare professionals need good English, maths and digital skills to meet industry standards.

We routinely assess every learner's English, maths and digital skills at each level and provide free classes where necessary.

Learners who do not need additional support may be fast-tracked on to the next level course at the manager's discretion.



## Early years, children and young people

### Caring for Children Entry 3 Award (plus Occupational Studies Entry 3 and English) IA

Code	Level	Location	Day(s)	Time	Start date	Weeks	B1	B2	B3	B4
CHB1034	E3	Brookfield	Mon	9.30am to 3pm	13 Sep 21	19	£315.31	£234.46	£0.00	£435.47
CHH1009	E3	Harlington	Thu	9.30am to 3pm	16 Sep 21	19	£315.31	£234.46	£0.00	£435.47
CHB1035	E3	Brookfield	Mon	9.30am to 3pm	21 Feb 22	19	£315.31	£234.46	£0.00	£435.47
CHH1010	E3	Harlington	Thu	9.30am to 3pm	24 Feb 22	19	£315.31	£234.46	£0.00	£435.47

### Caring for Children Level 1 Award (plus Employability Entry 3 and English) IA

CHB1036	1	Brookfield	Tue	9.30am to 3pm	14 Sep 21	19	£325.31	£244.46	£0.00	£445.47
CHB1037	1	Brookfield	Tue	9.30am to 3pm	22 Feb 22	19	£325.31	£244.46	£0.00	£445.47

### Children and Young People's Workforce Level 2 Certificate IA

CHS1024	2	Brookfield	Sat	9.30am to 12.30pm	11 Sep 21	38	£523.61	£361.92	£0.00	£763.94
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### Early Years Practitioner Level 2 Diploma (plus employability) IA

CHB1047	2	Brookfield	Thu	9.30am to 3pm	16 Sep 21	36	£778.34	£523.03	£0.00	£1,157.80
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### Early Years Educator Level 3 Diploma IA

A loan of £2,882.00 may be available for this course – call Brookfield Adult Learning Centre on ☎ 01895 556455 to find out more.

CHB1090	3	Brookfield	Fri	9.30am to 3pm	24 Sep 21	48	N/A	N/A	£0.00	N/A
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### Preparing to work in Home-based Childcare (Childminding) IA

CHB1070	3	Brookfield	Tue	6.30pm to 9.30pm	21 Sep 21	18	£239.50	£162.91	£0.00	£353.34
CHB1071	3	Brookfield	Tue	6.30pm to 9.30pm	22 Feb 22	18	£239.50	£162.91	£0.00	£353.34

### Safeguarding in a Learning Environment Level 1 Award IA

CHO1012	1	Brookfield*	Tue	9.30am to 12.30pm	12 Oct 21	12	£165.67	£114.61	£0.00	£241.56
CHO1017	1	Brookfield*	Tue	9.30am to 1pm	3 May 22	10	£165.67	£114.61	£0.00	£241.56

### Introduction to Neuroscience in Early Years Level 2 Award IA

CHO1013	2	Brookfield*	Fri	9.30am to 2.30pm	17 Sep 21	19	£366.96	£245.69	£0.00	£547.21
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## Supporting teaching and learning in schools

### Preparing to Work in Schools Level 1 Award (plus Employability Entry 3 and English) IA

CHB1038	1	Brookfield	Tue	9.30am to 3pm	14 Sep 21	19	£325.31	£244.46	£0.00	£445.47
CHH1013	1	Harlington	Wed	9.30am to 3pm	15 Sep 21	19	£325.31	£244.46	£0.00	£445.47
CHB1039	1	Brookfield	Tue	9.30am to 3pm	22 Feb 22	19	£325.31	£244.46	£0.00	£445.47
CHH1014	1	Harlington	Wed	9.30am to 3pm	23 Feb 22	19	£325.31	£244.46	£0.00	£445.47

### Support Work in Schools and Colleges Level 2 Award IA

CHB1089	2	Brookfield	Fri	9.30am to 2.30pm	25 Feb 22	19	£409.46	£288.69	£0.00	£590.21
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### Supporting Teaching and Learning Level 2 Certificate (plus Employability Level 1) IA

CHB1042	2	Brookfield*	Tue	6pm to 9.30pm	14 Sep 21	36	£683.67	£479.42	£0.00	£987.24
CHB1041	2	Brookfield*	Wed	9.30am to 1.30pm	15 Sep 21	36	£683.67	£479.42	£0.00	£987.24
CHH1015	2	Harlington*	Fri	9.30am to 1.30pm	17 Sep 21	36	£683.67	£479.42	£0.00	£987.24
CHB1058	2	Brookfield*	Mon	9.30am to 1.30pm	28 Feb 22	36	£683.67	£479.42	£0.00	£987.24

### Supporting Teaching and Learning Level 3 Certificate IA

A loan of £1,417.00 may be available for this course – call Brookfield Adult Learning Centre on ☎ 01895 556455 to find out more.

CHS1023	3	South Ruislip	Tue	6pm to 9.30pm	14 Sep 21	38	N/A	N/A	£0.00	N/A
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## Personal development

### Award in Mentoring Level 1 Award IA

PDB1010	1	Brookfield	Thu	9.30am to 12.30pm	21 Apr 22	12	£164.67	£113.61	£0.00	£240.56
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\*To include some blended learning.

### Understanding Behaviour that Challenges Level 2 Certificate IA

Code	Level	Location	Day(s)	Time	Start date	Weeks	B1	B2	B3	B4
PDB1002	2	Brookfield	Wed	9.30am to 12.30pm	15 Sep 21	19	£320.31	£239.46	£0.00	£440.47
PDB1003	2	Brookfield	Wed	9.30am to 12.30pm	12 Feb 22	19	£320.31	£239.46	£0.00	£440.47

### Supporting Individuals with Learning Disabilities Level 2 Certificate IA

PDB1000	2	Brookfield	Wed	1pm to 4pm	22 Sep 21	24	£354.33	£252.21	£0.00	£506.12
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### Understanding Autism Level 2 Certificate IA

PD01001	2	Brookfield*	Wed	9.30am to 2.30pm	15 Sep 21	25	£501.21	£341.64	£0.00	£738.38
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### Understanding Adverse Childhood Experiences Level 2 Certificate IA

PD01002	2	Brookfield*	Wed	9.30am to 2pm	6 Oct 21	25	£475.19	£333.35	£0.00	£686.00
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\*To include some blended learning.

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## Digital skills, Information Technology and bookkeeping

Technology continues to shape the way we live, work and learn. With exciting new opportunities emerging as technology evolves, digital and IT skills have become some of the most important skills needed in society today.

Our digital and IT provision offers a range of courses that will give you the skills, confidence and knowledge you need, whether you want to digitally manage your everyday life, enhance your CV or embark on a new career in a growing industry.

### Digital skills and IT

New for this year:

- Online Learning Essentials.

If you haven't studied online before, our short Online Learning Essentials course will give you the skills and confidence to learn online and access your course all from the comfort of your own home. Other courses include:

- NCFE Level 2 Certificate in Data Analysis
- NCFE Level 2 Certificate in the Principles of Cyber Security.

Jobs in technology-related fields now make up nine per cent of the national workforce, with cyber security being an area of continued growth. Our new qualifications will help you take your first steps into the sector and help you to develop the skills and knowledge that employers are looking for.

All our courses have an element of 'blended learning' and this means that part or all of your learning could be online using your own computer or laptop. You will need to have reasonable digital skills and the course information sheet will give you more details. If you feel like you could benefit from some training, why not take a look at our digital skills courses?

## Meet Alex

When Alex retired, he wanted to learn how to use a computer. He had been a mechanic for 50 years and with technology forming such an important part of modern life, Alex felt he would miss out if he didn't develop his digital skills.

He signed up for an Entry Level Digital Skills course for beginners and was excited to learn how to do everyday activities online such as home shopping and entering competitions. He felt the tutor was very supportive and catered to the different abilities of all the learners attending the course. The group had developed their digital skills to such an extent that, with the support of their tutor, they were able to attend their classes online during the lockdowns.

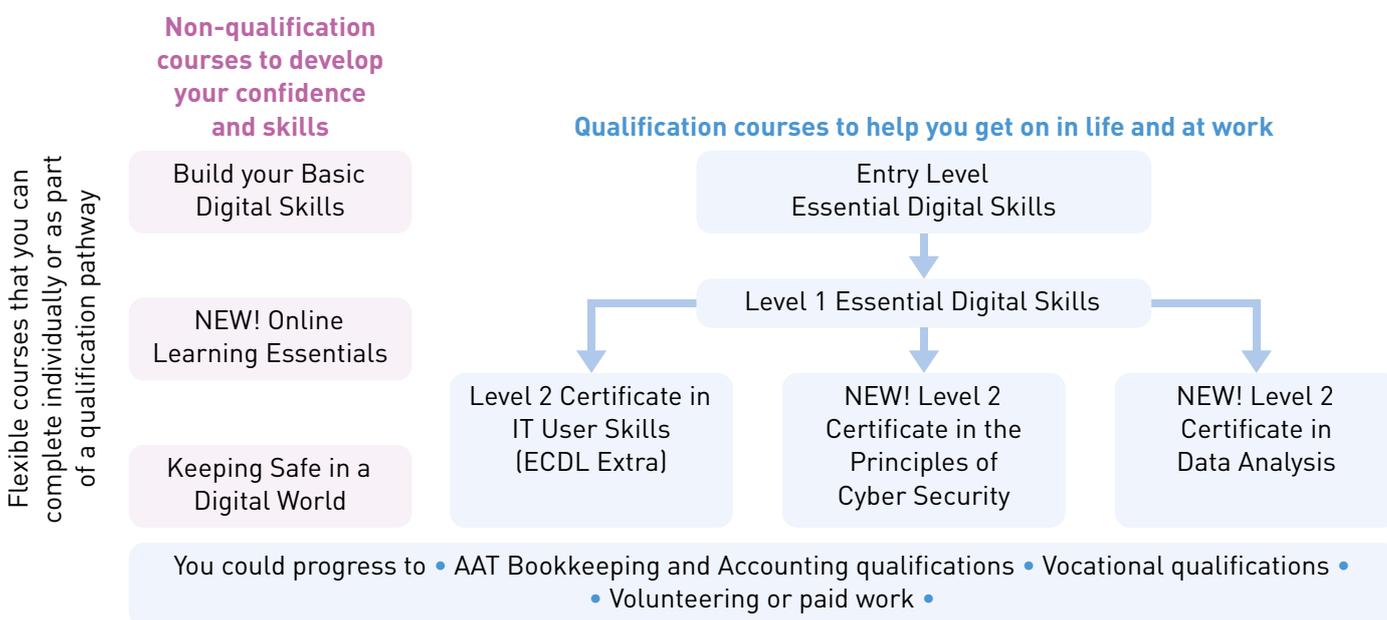
Alex said: "I have learnt computer skills, something which I never thought was possible! In the past, I relied on my children and grandchildren for anything involving computers or any activities needing to be done online.

He added: "The digital skills course is wonderful. It helps tremendously with your confidence in using computers and I am looking forward to progressing my skills. I had an excellent experience and you will enjoy it too."



## Find the right digital skills or IT course for you

Our digital skills and IT offer provides opportunities to develop your confidence in using technology for everyday life, learning and work. A digital skills assessment prior to enrolment will identify which of our courses is most appropriate for you.



## Online essentials

### Online Learning Essentials IA

Code	Level	Location	Day(s)	Time	Start date	Weeks	B1	B2	B3	B4
ITB1070	E	Brookfield	Wed	12.30pm to 3.30pm	6 Oct 21	3	£0.00	£0.00	£0.00	£0.00
ITH1023	E	Harlington	Fri	9am to midday	5 Nov 21	3	£0.00	£0.00	£0.00	£0.00
ITH1024	E	Harlington	Fri	9am to midday	28 Jan 22	3	£0.00	£0.00	£0.00	£0.00
ITB1071	E	Brookfield	Wed	12.30pm to 3.30pm	16 Mar 22	3	£0.00	£0.00	£0.00	£0.00

## Digital skills

### Build Your Basic Digital Skills IA

Code	Level	Location	Day(s)	Time	Start date	Weeks	B1	B2	B3	B4
ITB1056	E	Brookfield	Wed	9.30am to 11.30am	22 Sep 21	5	£0.00	£0.00	£0.00	£0.00
ITH1022	E	Harlington	Fri	12.30pm to 2.30pm	5 Nov 21	5	£0.00	£0.00	£0.00	£0.00
ITB1057	E	Brookfield	Wed	9.30am to 11.30am	23 Feb 22	5	£0.00	£0.00	£0.00	£0.00
ITH1010	E	Harlington	Fri	12.30pm to 2.30pm	25 Feb 22	5	£0.00	£0.00	£0.00	£0.00
ITB1058	E	Brookfield	Wed	9.30am to 11.30am	20 Apr 22	5	£0.00	£0.00	£0.00	£0.00
ITS1038	E	South Ruislip	Fri	12.30pm to 2.30pm	29 Apr 22	5	£0.00	£0.00	£0.00	£0.00
ITH1012	E	Harlington	Fri	12.30pm to 2.30pm	10 Jun 22	5	£0.00	£0.00	£0.00	£0.00

### Entry Level Essential Digital Skills IA

ITB1045	E	Brookfield	Mon	9.15am to midday	20 Sep 21	17	£0.00	£0.00	£0.00	£0.00
ITB1069	E	Brookfield	Mon	12.30pm to 3.15pm	20 Sep 21	17	£0.00	£0.00	£0.00	£0.00
ITB1063	E	Brookfield	Tue	6.15pm to 9pm	21 Sep 21	17	£0.00	£0.00	£0.00	£0.00
ITH1013	E	Harlington	Tue	9.15am to midday	22 Sep 21	17	£0.00	£0.00	£0.00	£0.00
ITB1060	E	Brookfield	Wed	12.15pm to 3pm	22 Sep 21	17	£0.00	£0.00	£0.00	£0.00
ITH1019	E	Harlington	Thu	12.15pm to 3pm	23 Sep 21	17	£0.00	£0.00	£0.00	£0.00
ITH1021	E	Harlington	Wed	12.15pm to 3pm	23 Feb 22	17	£0.00	£0.00	£0.00	£0.00

### Level 1 Essential Digital Skills IA

ITB1062	1	Brookfield	Mon	12.30pm to 3.15pm	20 Sep 21	17	£0.00	£0.00	£0.00	£0.00
ITB1067	1	Brookfield	Wed	6.15pm to 9pm	22 Sep 21	17	£0.00	£0.00	£0.00	£0.00
ITS1043	1	South Ruislip	Wed	12.45pm to 3.30pm	22 Sep 21	17	£0.00	£0.00	£0.00	£0.00
ITH1018	1	Harlington	Wed	12.15pm to 3pm	22 Sep 21	17	£0.00	£0.00	£0.00	£0.00
ITB1059	1	Brookfield	Mon	9am to midday	21 Feb 22	15	£0.00	£0.00	£0.00	£0.00
ITB1068	1	Brookfield	Tue	6.15pm to 9pm	22 Feb 22	17	£0.00	£0.00	£0.00	£0.00
ITB1061	1	Brookfield	Wed	12.15pm to 3pm	23 Feb 22	17	£0.00	£0.00	£0.00	£0.00
ITH1014	1	Harlington	Wed	9.15am to midday	23 Feb 22	17	£0.00	£0.00	£0.00	£0.00
ITH1020	1	Harlington	Thu	12.15pm to 3pm	24 Feb 22	17	£0.00	£0.00	£0.00	£0.00

## IT skills

### Level 2 Certificate in IT User Skills (ECDL Extra) IA

ITB1011	2	Brookfield	Mon	6.30pm to 9.30pm	27 Sep 21	20	£271.11	£186.01	£0.00	£397.60
ITB1012	2	Brookfield	Thu	6.30pm to 9.30pm	20 Jan 22	20	£271.11	£186.01	£0.00	£397.60

### Level 2 Certificate in Data Analysis IA

ITB1065	2	Brookfield	Fri	9.30am to 1pm	17 Sep 21	34	£375.16	£254.60	£0.00	£554.35
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### Level 2 Certificate in the Principles of Cyber Security IA

ITB1066	2	Brookfield	Thu	9am to 12.15pm	23 Sep 21	34	£423.76	£271.85	£0.00	£649.54
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## Bookkeeping and accounting

Whether you are self-employed, work for a small business or a larger organisation, bookkeeping and accounting are valuable skills. Our bookkeeping and accounting qualification courses are accredited by the Association of Accounting Technicians (AAT), who are well-recognised throughout the industry and by employers.

New for this year:

- Level 2 AAT Foundation Certificate in Accounting
- Start your own business: Creating a Business Start-up
- Start your own business: Introduction to Digital Promotion.

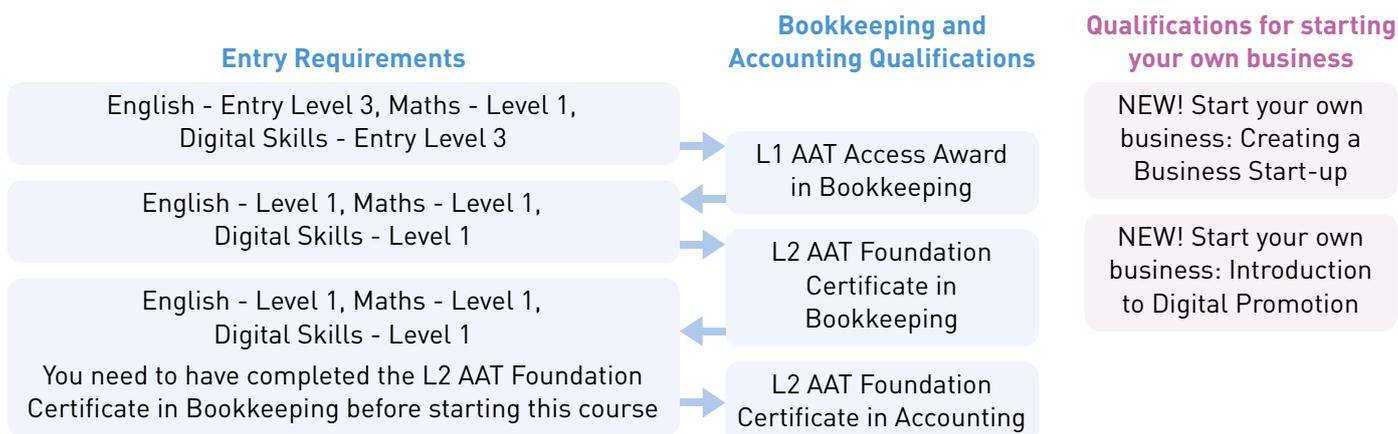
Have you ever considered turning your hobby or passion into a business? Then our Start your Own Business courses could be ideal for you. These courses will give you the opportunity to explore

what is involved in setting up a business and how you can use social media to promote your products or services.

All our courses have an element of 'blended learning' and this means that part or all of your learning could be online using your own computer or laptop. You will need to have reasonable digital skills and the course information sheet will give you more details. If you feel like you could benefit from some training, why not take a look at our digital skills courses?

## Find the right bookkeeping or accounting course for you

Roles in bookkeeping and accounting require good levels of English, maths and digital skills. Before enrolling on a bookkeeping or accounting course, we will assess your English, maths and digital skills and provide classes to help you develop the skills you need to progress and succeed.



## Accountancy and bookkeeping

### Level 1 Access Award in Bookkeeping IA

Code	Level	Location	Day(s)	Time	Start date	Weeks	B1	B2	B3	B4
ITB1038	1	Brookfield	Wed	6.30pm to 9pm	22 Sep 21	17	£311.08	£250.80	£0.00	£400.68
ITB1039	1	Brookfield	Wed	6.30pm to 9pm	23 Feb 22	17	£311.08	£250.80	£0.00	£400.68

### Level 2 Foundation Certificate in Bookkeeping IA

ITB1046	2	Brookfield	Wed	6.30pm to 9pm	22 Sep 21	34	£571.16	£450.60	£0.00	£750.35
ITB1054	2	Brookfield	Wed	6.30pm to 9pm	23 Feb 22	34	£571.16	£450.60	£0.00	£750.35

### Level 2 Foundation Certificate in Accounting IA

ITB1064	2	Brookfield	Mon	6.30pm to 9.30pm	27 Sep 21	42	£688.84	£510.12	£0.00	£954.46
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## Starting your own business

### Start Your Own Business: Creating a Business Start-up IA

ITB1072	1	Brookfield	Tue	9.30am to 3pm	14 Sep 21	18	£400.17	£272.52	£0.00	£589.90
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### Start Your Own Business: Introduction to Digital Promotion IA

ITB1073	1	Brookfield	Tue	9.30am to 3pm	22 Feb 22	9	£203.08	£139.26	£0.00	£297.95
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## English, maths and ESOL

**Take advantage of our blended English and maths skills courses to take your English, maths and digital skills to the next level. Our courses are designed to build up your confidence and our friendly classes are the perfect learning environment to gain new skills and qualifications to either find a good job or continue with your studies.**

You can choose between a range of daytime and evening courses that will help you to get the qualifications you need to achieve your personal and professional goals. We also offer shorter introductory courses which start throughout the year and enable you to get started with your learning quickly.

Our classes consist of classroom and online learning which will give you a blended learning experience and help you with the demands of today's world. You will therefore need to be able to access the internet via your phone, tablet or personal computer. To help you get started you will receive a full induction on how to access your online learning and we will provide additional support where necessary.

Before you enrol, we will give you a test to identify your current skills and make sure you join the most suitable class at the right level. Our tutors will be on hand to talk about which course is best for you. Call [01895 556252](tel:01895556252) or visit [www.hillingdon.gov.uk/adult-courses](http://www.hillingdon.gov.uk/adult-courses) to book an initial assessment and find out how we can support you.

### Important information about eligibility for ESOL courses

Many of our English for Speakers of Other Languages (ESOL) courses are funded by the ESFA/GLA and the council. Some courses are free; others may have a fee. Your residency status, employment status and income are the main elements that tell us whether you will need to pay a fee. We will discuss all of this with you when you come for your initial assessment.

There is an expectation that you will work towards national qualifications and take the exams at an appropriate time.

Call [01895 556252](tel:01895556252) or visit [www.hillingdon.gov.uk/adult-courses](http://www.hillingdon.gov.uk/adult-courses) to book a place on one of our regular advice and guidance sessions to find out more.

## Meet Triphonie

Triphonie's journey with HACL started when she arrived in the UK and joined the ESOL Level 1 course to improve her English. Her aim was to embark on a career in the health and social care sector. She did well in her ESOL and enrolled on to the Health and Social Care Level 2 Diploma course along with Functional Skills English Level 1 and Functional Skills Maths Entry 3. She said: "It was a hard time for me as I was also pregnant and I had to perform well in all subjects which I managed to do with support from my tutors."



The courses helped to improve Triphonie's reading, writing, maths and communication skills.

She is currently studying Functional Skills English and Maths Level 2 and is also working as a carer. During lockdown, Triphonie initially found online learning challenging but she soon gained the necessary digital skills and found it useful, as she can now manage her time well between her job, family and studies.

Triphonie would like to go on to higher education and said: "What has helped me to get all these achievements has been the ability to learn online, doing more practice after each lesson and the support, encouragement and advice from my excellent tutors."

She feels that HACL has had a positive impact on her work skills, knowledge and confidence, and she would recommend her friends and colleagues to study here too.

## Develop your skills for work

Are you thinking about working in or studying childcare, health and social care, community interpreting or other vocational areas?

If you have completed the full ESOL Entry 3 qualification, our Skills for Work courses could be perfect for you. The focus will be on developing your skills through classroom and online learning. This will give you the confidence and ability to achieve the Functional Skills qualifications, as well as the digital skills you will need to progress on to vocational study and work.

## Enrichment activities for 2021/22

You will also benefit from the opportunity to take part in a selection of organised activities throughout the year. These will allow you to share in celebration events such as Remembrance Day and International Women's Day, as well as attending workshops on wellbeing, careers advice and topics which affect our daily lives such as healthy eating.

## Careers and Education Hub

Whatever your education or career goal, we will help you to get on the right track.

Our experienced team can help you to:

- set up your own business
- learn new skills such as accounting and bookkeeping
- write a CV, apply for jobs and prepare for an interview
- and much, much more!

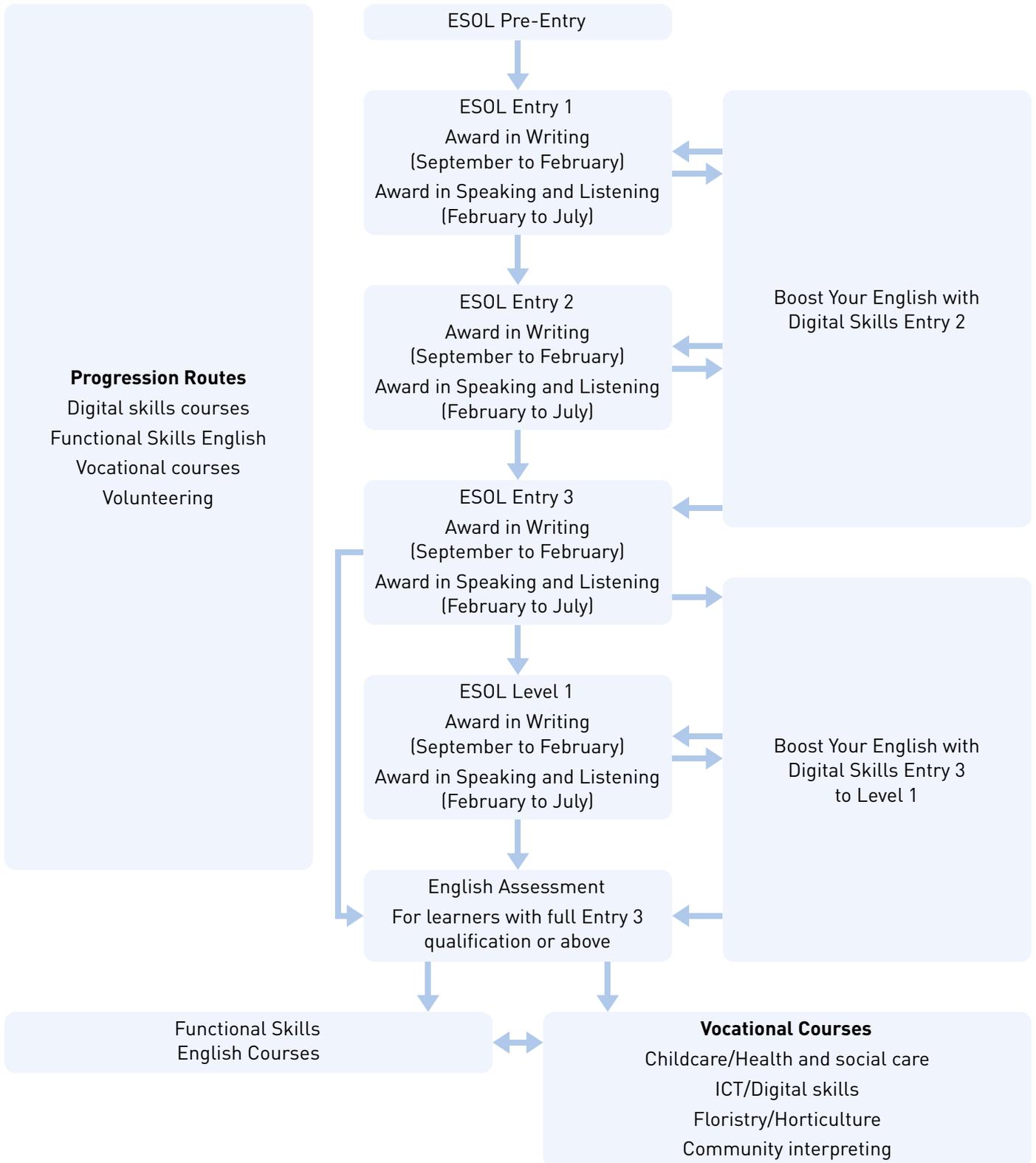
Get in touch for more information.



## Find the right ESOL course for you

Our ESOL courses will help you to make practical use of these skills in your everyday life as well as improving your wellbeing. The courses are designed to improve your:

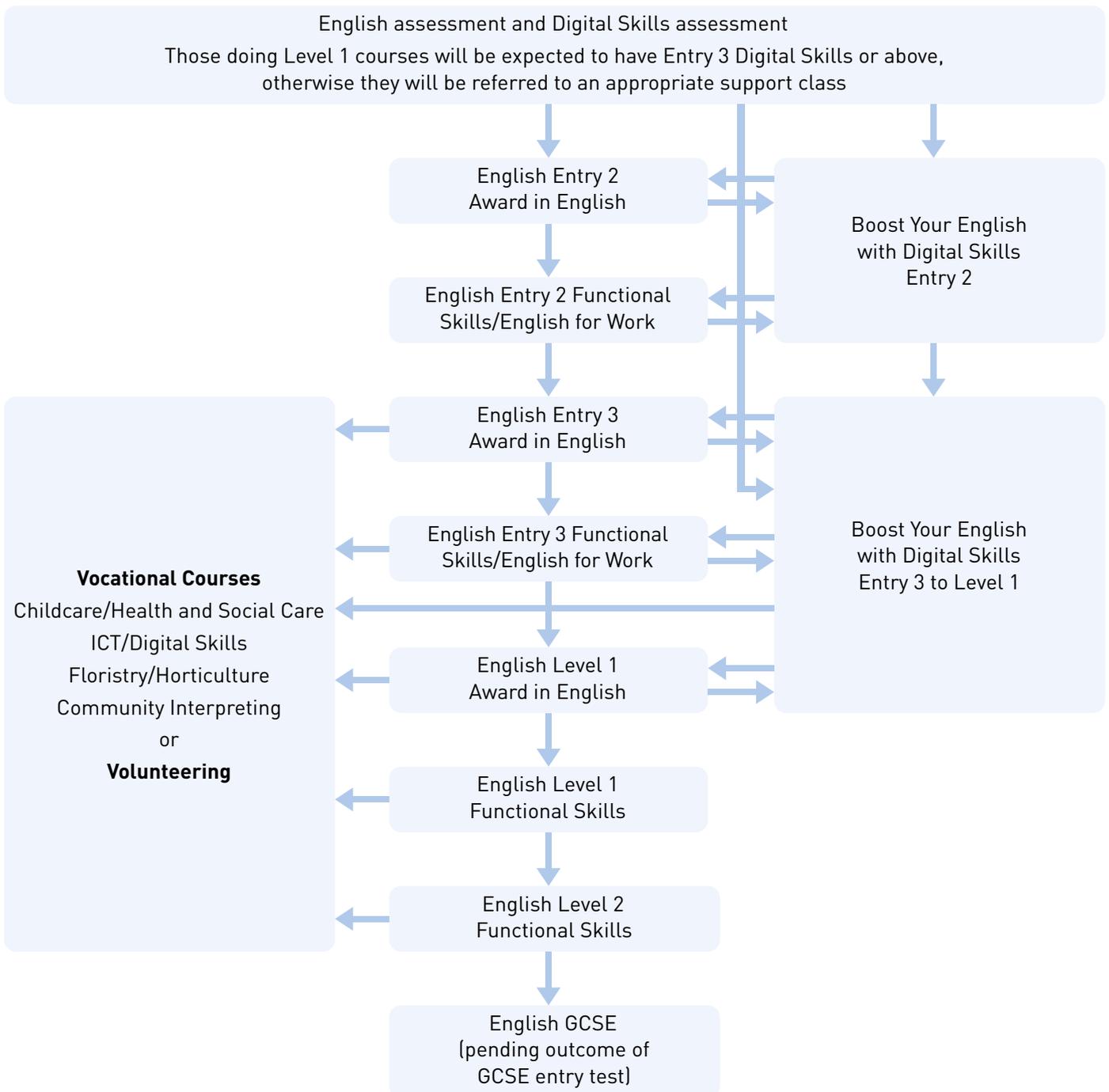
- speaking and listening skills
- reading and writing skills
- social and employability skills
- digital skills - all ESOL courses will include some online classes.



## Find the right English course for you

Our English courses are designed to help prepare you for all aspects of everyday life and work by developing your:

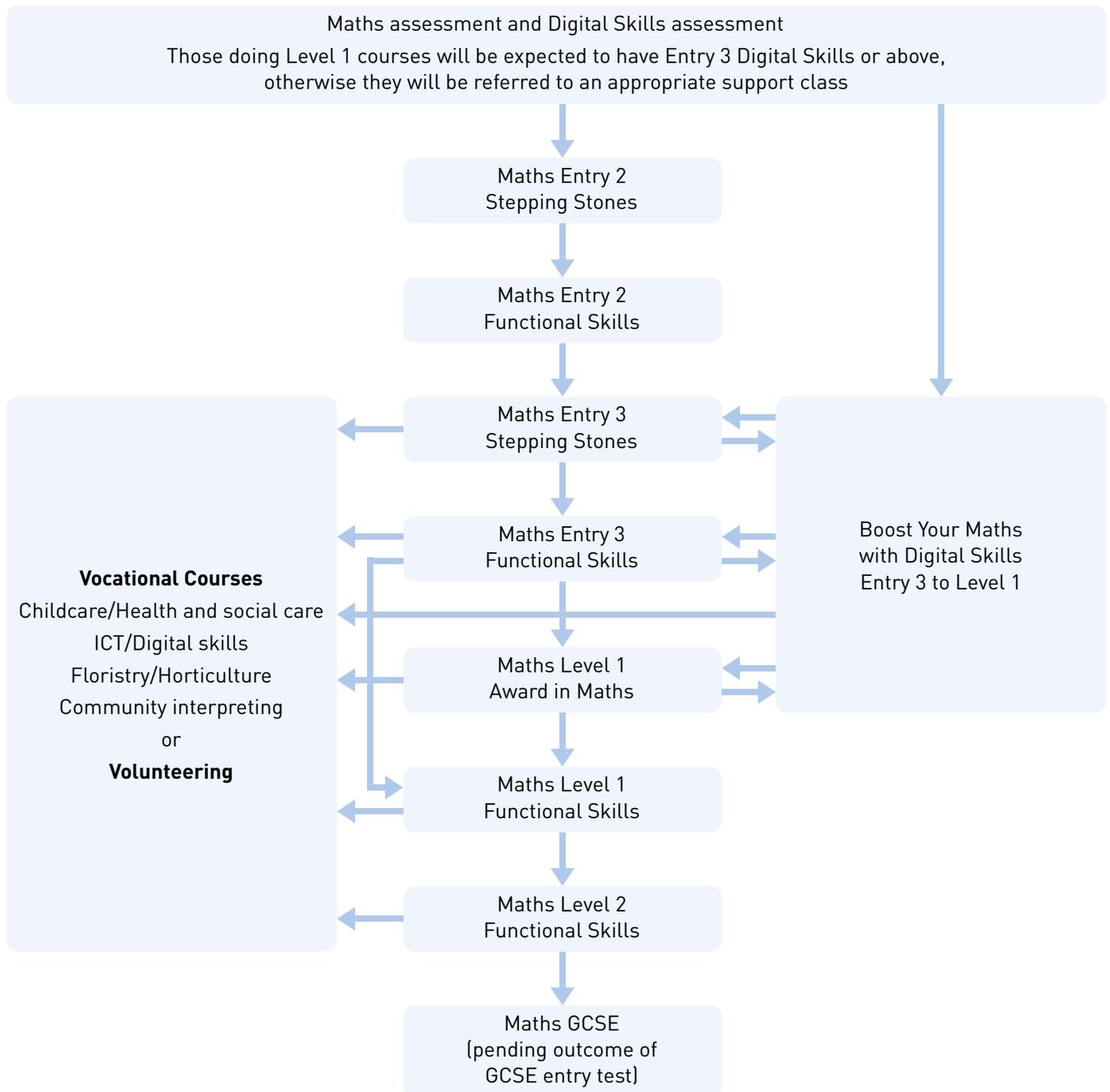
- reading and writing skills
- communication skills
- social and employability skills
- wellbeing
- digital skills - all courses will include some online classes.



## Find the right maths course for you

Our maths courses are designed to help prepare you for all aspects of everyday life and work by developing your:

- maths skills with and without a calculator
- social and employability skills
- wellbeing
- digital skills - all courses will include some online classes.





## Floristry and flower arranging

**Has the past year given you the motivation to explore a new career path or helped you to rediscover the benefits of fresh cut flowers? Our award-winning tutors will take you on a journey to help you understand your Rosa from your Dianthus, your Fatsia from your Aspidistra and how to create beautiful designs with them. The cut flower industry is worth £1.3 billion in the UK alone and is a versatile, vibrant industry. Flowers play an important role in all aspects of our lives and mark the most important occasions such as births, deaths and marriages.**

By joining a course you will gain the skills, knowledge and confidence you need to achieve a qualification. You will also keep up with the latest trends and be given the opportunity to take part in competitions, demonstrations and showcase your work.

This year, we are introducing some new courses and workshops including:

- Flower Arranging - Autumn, Spring, Summer Designs
- Getting Started with Floristry: Festive Designs
- Getting Started with Floristry: Wedding and Event Flowers
- Getting Started with Floristry: Handtied Bouquets
- Contemporary Design Workshop
- Eid and Diwali workshops.

Have you ever considered turning your creative skills into a business? Take a look at our 'Start your own business' courses on page 24.

All our courses have an element of 'blended learning' and this means that part or all of your learning could be online using your own computer or laptop. You will need to have reasonable digital skills and the course information sheet will give you more details. If you feel like you could benefit from some training, why not take a look at our digital skills courses?

## Meet Jane

Jane's interest in floristry developed when she joined the Award in Creative Craft (Floristry) course in September 2018. She then went on to complete the Level 2 Certificate and Level 2 Diploma in Floristry. She has also whetted her appetite in floristry with short courses and workshops.



She is currently studying for an Award in Education and Training and said: "I find the floristry courses that I've undertaken at HACL incredibly rewarding. I am learning new skills, gaining confidence and I am very well supported by all the staff. Additionally, it is also helping my wellbeing as I find floristry incredibly relaxing and it takes away lots of the stresses from my working week.

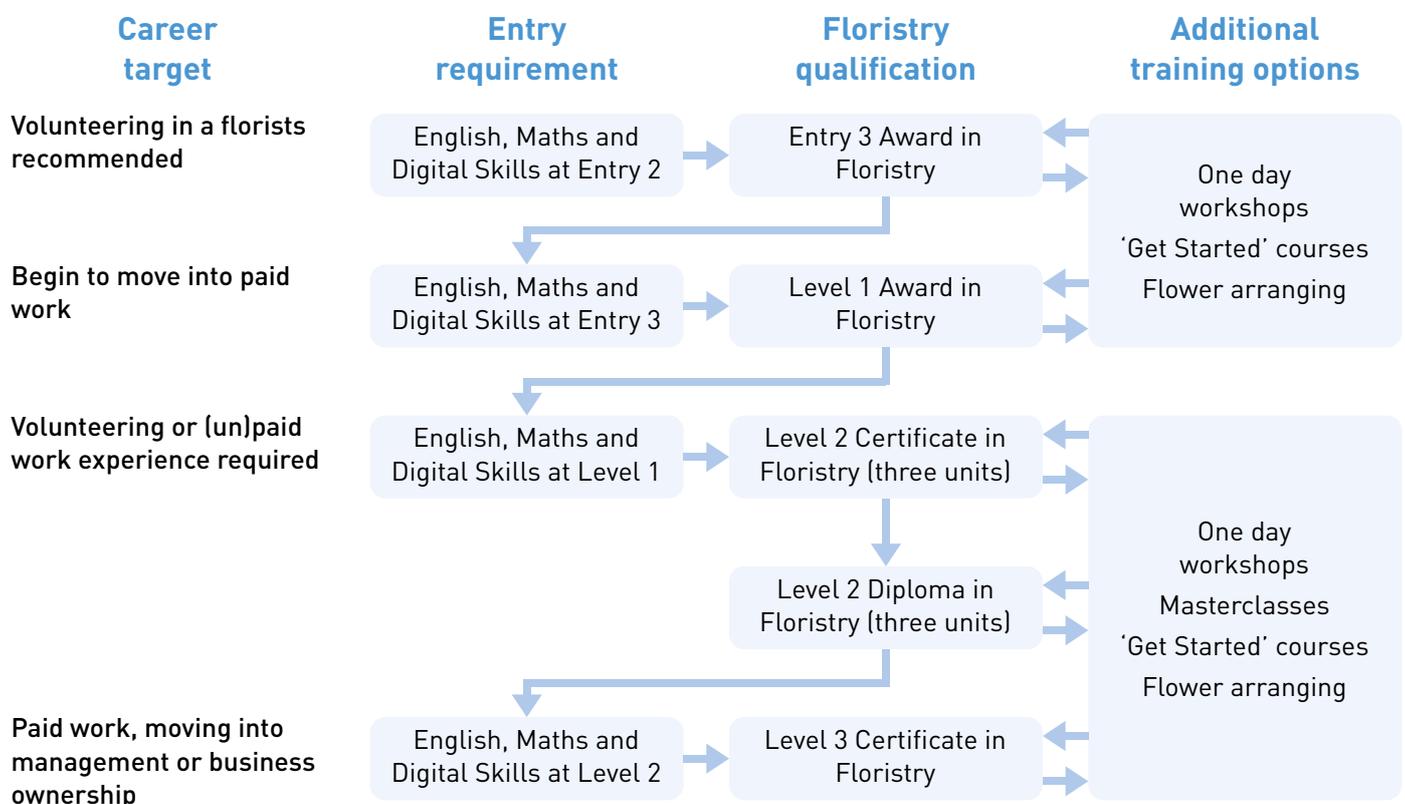
"I have a keen interest in teaching and I want to progress to teaching floristry at some stage. I feel that the courses I have undertaken and the support I have received will enable me to reach that goal."

## Find the right floristry course for you

Floristry professionals need good English, maths and digital skills to work with customers, take online orders and cost and price-up products on a daily basis.

We routinely assess every learner's English, maths and digital skills at each level of study and provide free classes to help you develop these skills where necessary so that you can progress through your floristry qualifications and become a practising professional.

If you do not need additional support in these areas, it is possible that you may be fast-tracked on to the next level course at the manager's discretion.



# Floristry

## Entry 3 Award in Floristry (and Occupational Studies) IA

Code	Level	Location	Day(s)	Time	Start date	Weeks	B1	B2	B3	B4
FLB1058	E	Brookfield	Thu	10am to 12.30pm	14 Oct 21	8	£128.04	£99.67	£0.00	£170.20
FLB1046	E	Brookfield	Thu	10am to 12.30pm	13 Jan 22	8	£128.04	£99.67	£0.00	£170.20
FLB1053	E	Brookfield	Thu	10am to 12.30pm	28 Apr 22	8	£128.04	£99.67	£0.00	£170.20

## Level 1 Award in Floristry (including Employability) IA

FLB1047	1	Brookfield	Tue	6pm to 9.30pm	5 Oct 21	22	£435.17	£307.52	£0.00	£624.90
FLS1020	1	South Ruislip	Wed	9.30am to 2.30pm	12 Jan 22	18	£435.17	£307.52	£0.00	£624.90

## Level 2 Certificate in Floristry (3 Units) IA

FLB1048	2	Brookfield	Tue	9.30am to 3pm	28 Sep 21	18	£481.17	£353.52	£0.00	£670.90
FLS1032	2	South Ruislip	Thu	6.30pm to 9.30pm	27 Jan 22	30	£435.17	£307.52	£0.00	£624.90

## Level 2 Diploma in Floristry (7 Units) IA

FLB1059	2	Brookfield	Tue	9.30am to 3pm	1 Mar 22	18	£496.79	£349.99	£0.00	£714.98
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## Level 3 Certificate in Floristry IA

A loan of £941.00 may be available for this course – call Brookfield Adult Learning Centre on [01895 556455](tel:01895556455) to find out more.

FLS1033	3	South Ruislip	Wed	9.30am to 3pm	6 Oct 21	30	N/A	N/A	N/A	N/A
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## Get Started with Floristry: Festive Designs

FLS1034	M	South Ruislip	Fri	9.30am to 12.30pm	19 Nov 21	5	£81.03	£59.75	N/A	£112.65
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## Get Started with Floristry: Weddings and Events

FLB1043	M	Brookfield	Sat	9.30am to 12.30pm	26 Feb 22	5	£81.03	£59.75	N/A	£112.65
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## Get Started with Floristry: Handtied Bouquets

FLB1052	M	Brookfield	Wed	9.30am to 12.30pm	27 Apr 22	5	£81.03	£59.75	N/A	£112.65
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# Flower arranging

## Autumn Designs

FLR1015	M	South Ruislip	Tue	10am to 12.30pm	5 Oct 21	10	£116.05	£80.59	N/A	£168.75
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## Spring Designs

FLR1016	M	South Ruislip	Tue	10am to 12.30pm	18 Jan 22	10	£116.05	£80.59	N/A	£168.75
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## Summer Designs

FLR1017	M	South Ruislip	Tue	10am to 12.30pm	3 May 22	10	£116.05	£80.59	N/A	£168.75
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## Autumn Contemporary Designs

FLS1006	M	South Ruislip	Fri	9.30am to 12.30pm	8 Oct 21	10	£135.06	£92.51	N/A	£198.30
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## Spring Contemporary Designs

FLS1008	M	South Ruislip	Fri	9.30am to 12.30pm	21 Jan 22	10	£135.06	£92.51	N/A	£198.30
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## Summer Contemporary Designs

FLS1009	M	South Ruislip	Fri	9.30am to 12.30pm	29 Apr 22	10	£135.06	£92.51	N/A	£198.30
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## Flower Arranging: Part 1 Exploring the History (Advanced)

FLR1018	M	Brookfield	Wed	10am to 12.30pm	29 Sep 21	10	£116.05	£80.59	N/A	£168.75
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## Flower Arranging: Part 2 Exploring the History (Advanced)

FLR1019	M	Brookfield	Wed	10am to 12.30pm	19 Jan 22	10	£116.05	£80.59	N/A	£168.75
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## Masterclass: Funeral Designs

FLB1020	M	Brookfield	Sat	9.30am to 3pm	5 Feb 22	1	£48.01	£40.92	N/A	£58.55
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## Masterclass: Function Designs

FLB1050	M	Brookfield	Sat	9.30am to 3pm	28 May 22	1	£48.01	£40.92	N/A	£58.55
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### Masterclass: Bridal Bouquets and Buttonholes

Code	Level	Location	Day(s)	Time	Start date	Weeks	B1	B2	B3	B4
FLB1015	M	Brookfield	Sat	9.30am to 3pm	18 Jun 22	1	£48.01	£40.92	N/A	£58.55

### Contemporary Design

FLS1031	M	South Ruislip	Fri	9.30am to 12.30pm	1 Oct 21	1	£39.81	£35.55	N/A	£46.13
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### Celebrate Diwali: Table Arrangement

FLB1062	M	Brookfield	Sat	9.30am to 12.30pm	16 Oct 21	1	£39.81	£35.55	N/A	£46.13
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### Celebrate Eid: Bouquet

FLB1061	M	Brookfield	Sat	9.30am to 12.30pm	30 Apr 22	1	£39.81	£35.55	N/A	£46.13
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### Create a Christmas Wreath

FLB1013	M	Brookfield	Wed	6pm to 9pm	24 Nov 21	1	£36.81	£32.55	N/A	£43.13
FLB1055	M	Brookfield	Sat	10am to 1pm	27 Nov 21	1	£36.81	£32.55	N/A	£43.13
FLB1012	M	Brookfield	Sat	10am to 1pm	4 Dec 21	1	£36.81	£32.55	N/A	£43.13

### Create a Christmas Table Decoration

FLB1040	M	Brookfield	Sat	10am to 1pm	11 Dec 21	1	£39.81	£35.55	N/A	£46.13
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## Gardening and horticulture

**Whether you are a keen gardener or budding horticulturist, there has never been a better time to get outdoors and explore the benefits of 'growing your own'. The industry is thriving, and a horticultural qualification can give you a route into a wide range of interesting careers.**

We offer courses which will equip you with the skills and knowledge you need to help get your garden in shape, gain a qualification or change career. By joining one of our courses, you could learn the skills needed to design and maintain a garden or allotment, increase your wellbeing or fulfil a lifelong gardening ambition.

This year, we are introducing some new courses and workshops including:

- Entry 3 Introduction to Horticulture Skills
- Level 1 City and Guilds Develop Skills in Horticulture
- Level 2 City and Guilds Practical Horticulture Skills
- Horticultural Therapy
- Get Started with Gardening
- Workshop: Edible Hanging Baskets.



Have you ever considered turning your creative skills into a business? Take a look at our 'Start your own business' courses on page 24.

All our courses have an element of 'blended learning' and this means that part or all of your learning could be online using your own computer or laptop. You will need to have reasonable digital skills and the course information sheet will give you more details. If you feel like you could benefit from some training, why not take a look at our digital skills courses?

## Meet Maureen

Following her retirement from a career in the health services, Maureen completed many courses in floristry at HACL. She thoroughly enjoyed these courses but decided to change direction and enrolled on a Gardening for Beginners course in September 2019. She found it fascinating to learn about the different types of plants and trees, the Latin names, propagating, digging, double digging and more. She decided to develop her gardening skills further and went on to complete Horticulture: Occupational Studies Level 1 and has now progressed to Level 2. She would like to build her gardening knowledge further and is keen to volunteer for gardening opportunities in her local area and across the borough.



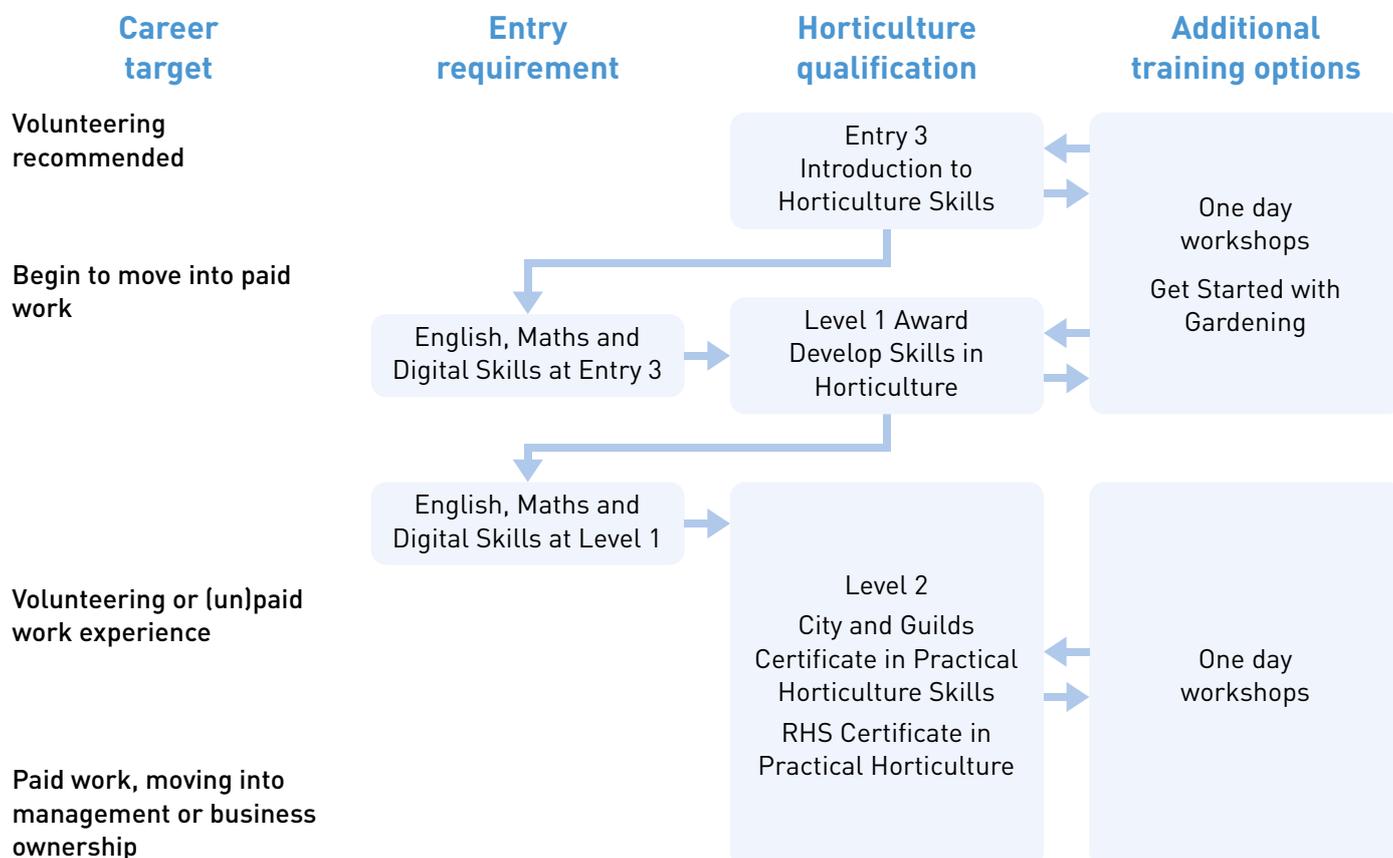
She said: “My learning at HACL has given me confidence. I now know what to do in my own garden, such as the right compost for different plants, the types of plant feed available and the difference between alkaline and acidic soils. I help my daughter-in-law and other family members with their gardening queries and I will definitely carry on learning here as long as I possibly can!”

## Find the right horticulture course for you

Horticulture professionals need good English, maths and digital skills to work with customers, take online orders and cost and price-up jobs/products on a daily basis.

We routinely assess every learner’s English, maths and digital skills at each level of study and provide free classes to help you develop these skills where necessary so that you can progress through your qualifications and become a practising professional.

If you do not need additional support in these areas, it is possible that you may be fast-tracked on to the next level course at the manager’s discretion.



## Horticulture

### Introduction to Horticulture Skills (Entry 3) IA

Code	Level	Location	Day(s)	Time	Start date	Weeks	B1	B2	B3	B4
HOX1081	E	RAGC	Thu	9am to 12.30pm	7 Oct 21	10	£169.07	£119.42	£0.00	£242.85
HOX1106	E	RAGC	Thu	9am to 12.30pm	20 Jan 22	10	£169.07	£119.42	£0.00	£242.85
HOX1107	E	RAGC	Thu	9am to 12.30pm	28 Apr 22	10	£169.07	£119.42	£0.00	£242.85

### Develop Skills in Horticulture (Level 1) IA

HOX1105	1	RAGC	Thu	1pm to 4pm	23 Sep 21	12	£172.67	£121.61	£0.00	£248.56
HOX1073	1	RAGC	Thu	1pm to 4pm	3 Feb 22	12	£172.67	£121.61	£0.00	£248.56

### Practical Horticulture Skills IA

HOX1110	2	RAGC	Wed	9.30am to 2.30pm	12 Jan 22	23	£452.41	£293.55	£0.00	£688.52
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### RHS Practical Horticulture IA

HOX1091	2	RAGC	Sat	9am to 1pm	2 Oct 21	32	£435.78	£299.62	£0.00	£638.16
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## Gardening

### Get Started with Gardening: Winter

HOX1046	M	RAGC	Tue	9.30am to 12.30pm	5 Oct 21	5	£74.03	£52.75	N/A	£105.65
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### Get Started with Gardening: Spring

HOX1047	M	RAGC	Tue	9.30am to 12.30pm	22 Feb 22	5	£74.03	£52.75	N/A	£105.65
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### Get Started with Gardening: Summer

HOX1048	M	RAGC	Tue	9.30am to 12.30pm	26 Apr 22	5	£74.03	£52.75	N/A	£105.65
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### Gardening Workshop: Willow Christmas Wreaths

HOX1094	M	Brookfield	Sat	10am to 1pm	27 Nov 21	1	£30.81	£26.55	N/A	£37.13
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### Gardening Workshop: Edible Hanging Baskets

HOX1093	M	Brookfield	Sat	10am to 1pm	12 Mar 22	1	£30.81	£26.55	N/A	£37.13
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### Gardening Workshop: Terrariums

HOX1095	M	Brookfield	Sat	10am to 1pm	25 Jun 22	1	£30.81	£26.55	N/A	£37.13
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## Health, care and counselling

**Do you want to care for others and make a difference to people's lives? If the answer is yes, now is the perfect time to start training for a lifelong and meaningful career. We have a range of courses and routes that can help you achieve this, including nationally recognised qualifications and professional development courses. A job in health or care is both flexible and rewarding and our part-time courses can fit around your work/family commitments.**

Practitioners are caring, compassionate and committed to providing high-quality care by promoting active participation, supporting independence and enabling the achievement of personal goals.

It takes truly selfless individuals to dedicate their career to supporting others. The impact that you can have on people's lives, helping them to keep their independence and encouraging them to progress and lead a fulfilling and purposeful life is extremely rewarding.

Our progression pathways enable you to make the choice whether you would like to work in a care or a medical care setting.

### Care settings

Care for people living with learning disabilities, physical disabilities or dementia.

These areas include working in private and residential homes, day centres, supported living accommodation, community mental health services and providing one-to-one and group counselling sessions.

### Health care settings

Health care for people needing:

- clinical/nursing care
- end-of-life care
- recovery from addiction
- rehabilitation from serious illness or an accident.

These areas include working in clinical settings such as the NHS, GP surgeries, private practices and community and outreach centres.

If you hold a recognised Level 2 qualification, why not further your skills with one of our professional development courses? These include:

- Mental Health Awareness Level 1 Award
- Supporting Individuals with Learning Disabilities Level 2 Certificate
- Understanding Autism Level 2 Certificate
- Understanding Behaviour that Challenges Level 2 Certificate
- Mentoring Level 1 Award.

All our courses now have some online learning to best reflect workplace practice.

They also have an element of 'blended learning' and this means that part or all of your learning could be online using your own computer or laptop. You will need to have reasonable digital skills and the course information sheet will give you more details. If you feel like you could benefit from some training, why not take a look at our digital skills courses?

## Meet Jay\*

Jay wanted to change career and because he was interested in supporting young people with their mental health he started to volunteer with Hillingdon MIND. To pursue his interest further, he enrolled on to the Understanding Behaviour that Challenges Level 2 Certificate at HACL. He has further developed his knowledge and skills undertaking courses in Children and Young People's Workforce Level 2 Certificate, Supporting Individuals with Learning Disabilities Level 2 Award and is currently studying for the Counselling Skills Certificate Level 2. He feels that these courses will help him to achieve his career goal.

He said: "Throughout my journey here, I have met lots of like-minded individuals. I have made some great friendships with my peers and the tutors. The journey was difficult at times, but with the help and support from the tutors and my peers I was able to meet tight deadlines and enjoyed the experience."

Jay is currently in the process of deciding on the job offers he has received. He has also decided to continue with his studies at HACL and would like to progress to the Counselling Level 3 Diploma to gain further professionally recognised qualifications.

\*Name has been changed for anonymity

## Volunteer with us

If you want to give something back to your local community or need some work experience to help you return to employment, why not volunteer with us? Roles include classroom assistants, learning group leaders and events/communication helpers.

To find out more and apply, please call ☎ 01895 556248 or visit our careers and information hub on

🌐 [moodle.hgfl.org.uk](http://moodle.hgfl.org.uk).

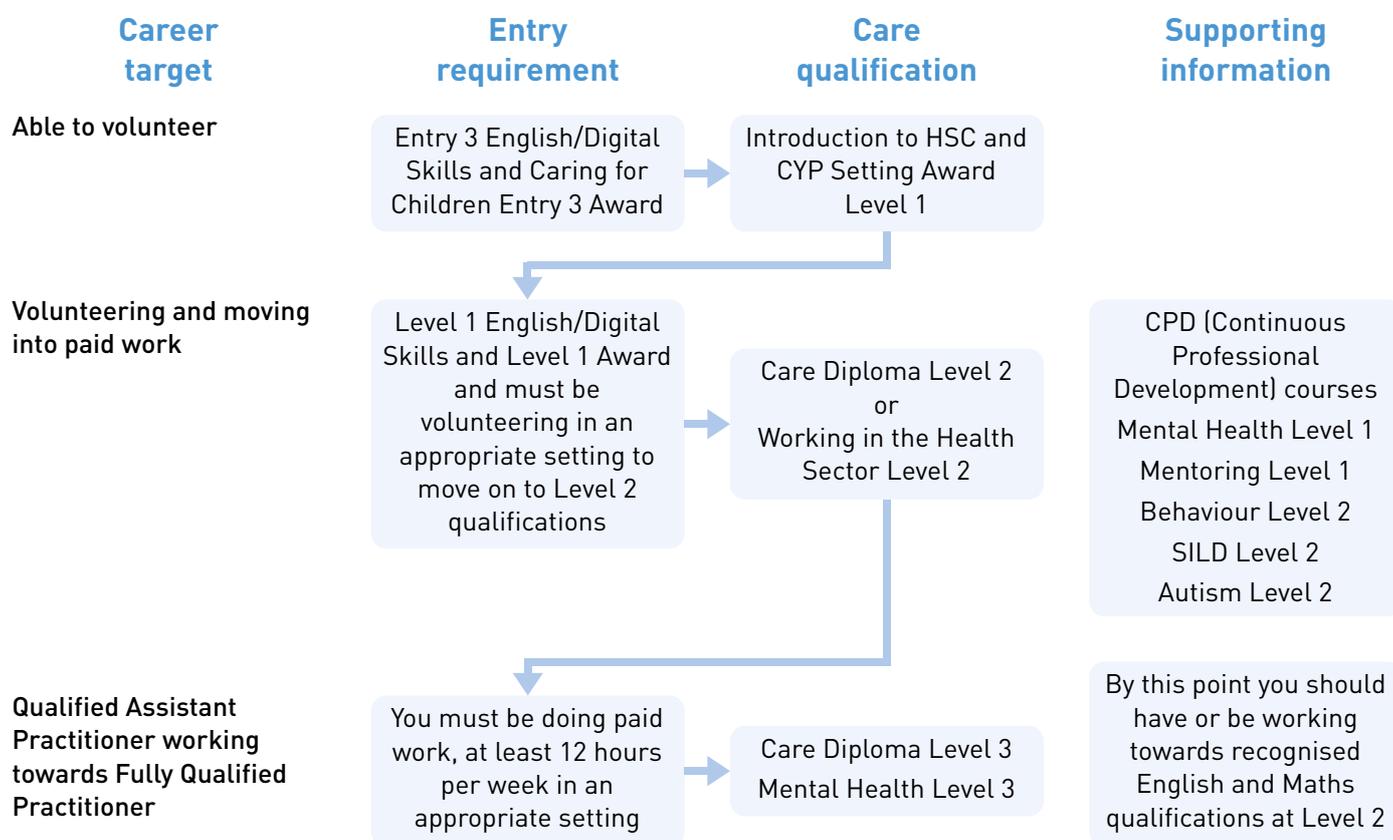


## Find the right health and social care course for you

Care professionals need good English, maths and digital skills to meet industry standards.

We routinely assess every learner's English, maths and digital skills at each level and provide free classes where necessary.

Learners who do not need additional support may be fast-tracked on to the next level course at the manager's discretion.



## Health and social care

### Health, Social Care and Children and Young People Level 1 Award (Employability Skills E3 plus English) IA

Code	Level	Location	Day(s)	Time	Start date	Weeks	B1	B2	B3	B4
HSH1009	1	Harlington	Tue	9.30am to 3pm	14 Sep 21	19	£453.18	£318.43	£0.00	£653.45
HSH1008	1	Harlington	Tue	9.30am to 3pm	22 Feb 22	19	£453.18	£318.43	£0.00	£653.45

### Understanding Working in the Health Sector Level 2 Certificate IA

HSB1025	2	Brookfield	Tue	9.30am to 2.30pm	21 Sep 21	26	£536.42	£370.47	£0.00	£783.07
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### Care Level 2 Diploma IA

HSB1028	2	Brookfield	Mon	9.30am to 2.30pm	13 Sep 21	38	£745.92	£503.38	£0.00	£1,106.41
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### Understanding Mental Health Level 3 Certificate IA

A loan of £811.00 may be available for this course – call Brookfield Adult Learning Centre on ☎ 01895 556455 to find out more.

HSO1000	3	Brookfield*	Mon	6pm to 9.30pm	13 Sep 21	37	N/A	N/A	£0.00	N/A
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## Personal development

### Mental Health Awareness Level 1 Award IA

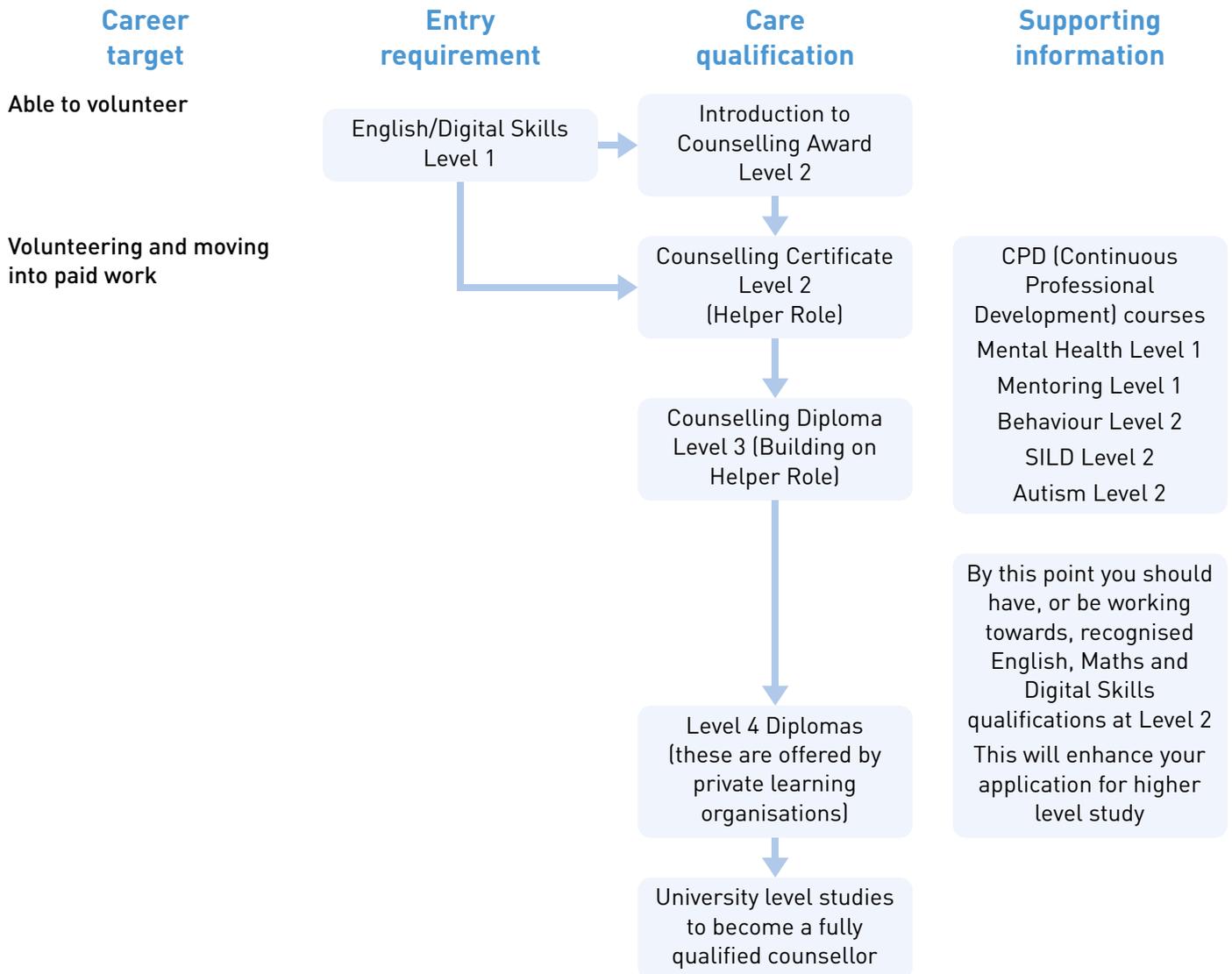
PDB1023	1	Brookfield	Thu	9.30am to 12.30pm	24 Feb 22	6	£121.83	£96.30	£0.00	£159.78
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\*To include some blended learning.

## Find the right counselling course for you

Counsellors utilise their life experience to empathise with their clients' needs, but must remain emotionally detached and professional at all times.

Occasionally, students can struggle with this if they have not fully emotionally healed from adversity in their own lives. Therefore we reserve the right to recommend a different vocational pathway for some applicants at any stage of their counselling route.



## Counselling

### Counselling Skills Introduction IA

Code	Level	Location	Day(s)	Time	Start date	Weeks	B1	B2	B3	B4
COB1010	1	Brookfield	Fri	9.30am to 12.30pm	22 Apr 22	10	£128.06	£85.51	£0.00	£191.30
COB1012	1	Brookfield	Sat	9.30am to 12.30pm	7 May 22	10	£128.06	£85.51	£0.00	£191.30

### Counselling Skills Certificate Level 2 IA

COB1005	2	Brookfield	Mon	6.30pm to 9.30pm	13 Sep 21	32	£615.78	£479.62	£0.00	£818.16
COB1009	2	Brookfield	Thu	6.30pm to 9.30pm	23 Sep 21	32	£615.78	£479.62	£0.00	£818.16

### Counselling Studies Certificate Level 3 IA

A loan of £811.00 may be available for this course – call Brookfield Adult Learning Centre on 01895 556455 to find out more.

COB1003	3	Brookfield	Tue	6.30pm to 9.30pm	14 Sep 21	34	N/A	N/A	£0.00	N/A
COB1002	3	Brookfield	Thu	6.30pm to 9.30pm	16 Sep 21	34	N/A	N/A	£0.00	N/A



## Art, media and leisure

**Learning a creative subject can be enormously rewarding, relaxing, exciting and inspiring. Our art, media and leisure courses can help you maintain your health and wellbeing, whilst exploring your potential and creative talent.**

We offer a wide range of creative courses in subjects including calligraphy, creative writing, drawing, painting, photography, sewing and knitting. Our specialist studios for art and textiles are well-equipped to encourage and stimulate your creativity.

Health and wellbeing have become a priority for many of us during the past year. Our dance exercise and yoga courses offer the perfect way to maintain your fitness within a supportive and friendly atmosphere.

New for this year:

- knitting
- 'Getting Started' courses in a range of subjects - including drawing, painting, calligraphy, makeup, photography, sewing, knitting, yoga and dance.

These short introductory and taster courses are perfect if you would like to try out something new.

Develop your sewing skills and gain a qualification with our brand new courses:

- Level 1 Sewing Machine Skills Award
- Level 2 Certificate in Fashion.

Take your first steps into the creative makeup sector with our introductory qualification:

- Entry 3 Occupational Studies - Hair and Beauty.

Have you ever considered turning your creative skills into a business? Take a look at our 'Start your own business' courses on page 24.

All our courses have an element of 'blended learning' and this means that part or all of your learning could be online using your own computer or laptop. You will need to have reasonable digital skills and the course information sheet will give you more details. If you feel like you could benefit from some training, why not take a look at our digital skills courses?

## Meet Adele

Adele is a full-time carer for her autistic son. She always had an interest in art so when she heard that HACL was starting a mixed media art course with a targeted outreach partner for parents/carers of autistic children in the community, she decided to enrol.



She really enjoyed her course and said it felt nice and took her mind off her worries. At the end of the course, she decided to enrol on to a mainstream Drawing and Painting course at HACL.

These art courses made a big difference to Adele's wellbeing. She felt the tutor was able to interact with everybody at different levels to ensure that students got the most out of the course. Adele continues to paint and work on projects. She has painted pictures for a coffee shop and a lot of her paintings have been scooped up by family members. She is hoping to reach the point where she can sell them to the public.

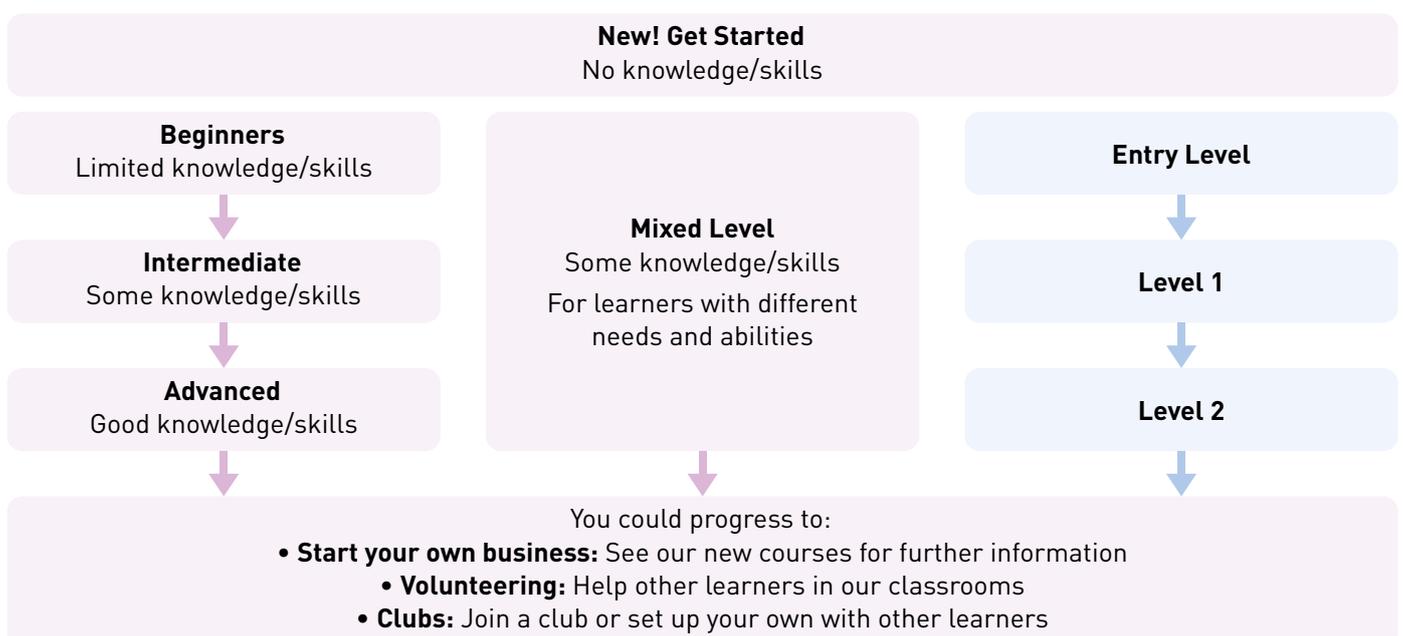
Studying art has had a big impact on Adele's life. She said: "The course came at a time when it was quite stressful dealing with my son's difficulties. It helped to take my mind off these difficulties and I looked forward to attending the class every Friday. It was great to meet new people and be part of the group. We made friends and kept in touch after the class too.

"Working on art projects was a good distraction and helped me to overcome my low moods. It also changed my outlook on life and the way I look at things. It gave me the confidence and motivation to do things differently."

## Find the right art, media and leisure course for you

### Non-qualification personal development courses

### NEW! Qualification courses in some creative subjects



## Art - daytime

### Get Started with Drawing: Basic Drawing and Sketching Techniques

Code	Level	Location	Day(s)	Time	Start date	Weeks	B1	B2	B3	B4
ARB1073	E	Brookfield	Tue	12.30pm to 3pm	21 Sep 21	5	£63.02	£45.29	N/A	£89.38

### Get Started with Drawing: Improve your Observational Skills

ARB1074	E	Brookfield	Tue	12.30pm to 3pm	11 Jan 22	5	£63.02	£45.29	N/A	£89.38
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### Get Started with Drawing: Sketching on Location

ARB1075	E	Brookfield	Tue	12.30pm to 3pm	26 Apr 22	5	£63.02	£45.29	N/A	£89.38
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### Drawing and Painting

ARS1002	M	South Ruislip	Fri	1pm to 3.30pm	1 Oct 21	9	£106.04	£74.13	N/A	£153.48
ARS1003	M	South Ruislip	Fri	1pm to 3.30pm	21 Jan 22	9	£106.04	£74.13	N/A	£153.48
ARS1004	M	South Ruislip	Fri	1pm to 3.30pm	22 Apr 22	9	£106.04	£74.13	N/A	£153.48

## Art - evening

### Get Started with Painting: Working with Watercolours

ARB1076	E	Brookfield	Mon	7pm to 9.30pm	1 Nov 21	5	£63.02	£45.29	N/A	£89.38
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### Get Started with Painting: Working with Acrylics

ARB1077	E	Brookfield	Mon	7pm to 9.30pm	28 Feb 22	5	£63.02	£45.29	N/A	£89.38
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### Get Started with Painting: Working with Oils

ARB1078	E	Brookfield	Mon	7pm to 9.30pm	6 Jun 22	5	£63.02	£45.29	N/A	£89.38
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### Drawing and Painting

ARS1017	M	South Ruislip	Wed	7pm to 9.30pm	29 Sep 21	9	£106.04	£74.13	N/A	£153.48
ARS1018	M	South Ruislip	Wed	7pm to 9.30pm	19 Jan 22	9	£106.04	£74.13	N/A	£153.48
ARS1019	M	South Ruislip	Wed	7pm to 9.30pm	20 Apr 22	9	£106.04	£74.13	N/A	£153.48

## Beauty

### Occupational Studies for the Workplace - Hair and Beauty IA

LEB1006	E3	Brookfield	Wed	9.30am to 3pm	6 Oct 21	30	£648.28	£435.53	£0.00	£964.50
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### Get Started with Skincare: Homemade Face and Body Care

LEB1007	E	Brookfield	Thu	6pm to 9pm	11 Nov 21	1	£25.81	£21.55	N/A	£32.13
LEB1008	E	Brookfield	Thu	6pm to 9pm	2 Mar 22	1	£25.81	£21.55	N/A	£32.13

### Get Started with Makeup: Day Makeup Essentials

LEB1009	E	Brookfield	Thu	6pm to 9pm	10 Feb 22	1	£25.81	£21.55	N/A	£32.13
LEB1010	E	Brookfield	Thu	6pm to 9pm	5 May 22	1	£25.81	£21.55	N/A	£32.13

### Get Started with Makeup: Special Occasions

LEB1011	E	Brookfield	Thu	6pm to 9pm	18 Nov 21	1	£25.81	£21.55	N/A	£32.13
LEB1012	E	Brookfield	Thu	6pm to 9pm	12 May 22	1	£25.81	£21.55	N/A	£32.13

## Crafts

### Get Started with Calligraphy: Taster

ARB1082	E	Brookfield	Sat	10am to 12.30pm	18 Sep 21	1	£24.00	£20.46	N/A	£29.28
ARB1083	E	Brookfield	Sat	10am to 12.30pm	12 Mar 22	1	£24.00	£20.46	N/A	£29.28
ARB1084	E	Brookfield	Sat	10am to 12.30pm	11 Jun 22	1	£24.00	£20.46	N/A	£29.28

### Calligraphy

ARR1000	M	Brookfield	Mon	10am to 12.30pm	27 Sep 21	9	£101.04	£69.13	N/A	£148.48
ARR1001	M	Brookfield	Mon	1pm to 3.30pm	27 Sep 21	9	£101.04	£69.13	N/A	£148.48
ARR1002	M	Brookfield	Mon	10am to 12.30pm	10 Jan 22	9	£101.04	£69.13	N/A	£148.48
ARR1003	M	Brookfield	Mon	1pm to 3.30pm	10 Jan 22	9	£101.04	£69.13	N/A	£148.48
ARR1004	M	Brookfield	Mon	10am to 12.30pm	25 Apr 22	9	£101.04	£69.13	N/A	£148.48
ARR1005	M	Brookfield	Mon	1pm to 3.30pm	25 Apr 22	9	£101.04	£69.13	N/A	£148.48

## Dance

### Get Started with Dance: Dance from Around the World

Code	Level	Location	Day(s)	Time	Start date	Weeks	B1	B2	B3	B4
LEB1000	E	South Ruislip	Tue	10am to 11.30am	2 Nov 21	5	£45.01	£34.38	N/A	£60.83
LEB1001	E	South Ruislip	Tue	10am to 11.30am	22 Feb 22	5	£45.01	£34.38	N/A	£60.83
LEB1002	E	South Ruislip	Tue	10am to 11.30am	7 Jun 22	5	£45.01	£34.38	N/A	£60.83

### Dance Exercise Beginners

LER1016	E	Brookfield	Fri	11am to 12.30pm	1 Oct 21	10	£79.03	£57.75	N/A	£110.65
LER1017	E	Brookfield	Fri	11am to 12.30pm	14 Jan 22	10	£79.03	£57.75	N/A	£110.65
LER1018	E	Brookfield	Fri	11am to 12.30pm	22 Apr 22	10	£79.03	£57.75	N/A	£110.65

### Dance Exercise Intermediate

LER1019	1	Brookfield	Fri	9.30am to 11am	1 Oct 21	10	£79.03	£57.75	N/A	£110.65
LER1020	1	Brookfield	Fri	9.30am to 11am	14 Jan 22	10	£79.03	£57.75	N/A	£110.65
LER1021	1	Brookfield	Fri	9.30am to 11am	22 Apr 22	10	£79.03	£57.75	N/A	£110.65

## Photography

### Get Started with Photography: Smartphone Photography

ARB1079	E	Brookfield	Tue	7pm to 9.30pm	2 Nov 21	5	£60.02	£42.29	N/A	£86.38
ARB1080	E	Brookfield	Tue	7pm to 9.30pm	22 Feb 22	5	£60.02	£42.29	N/A	£86.38
ARB1081	E	Brookfield	Tue	7pm to 9.30pm	7 Jun 22	5	£60.02	£42.29	N/A	£86.38

### Digital Photography Beginners

ARB1008	E	Brookfield	Mon	7pm to 9.30pm	27 Sep 21	9	£101.04	£69.13	N/A	£148.48
ARB1009	E	Brookfield	Wed	7pm to 9.30pm	12 Jan 21	9	£101.04	£69.13	N/A	£148.48

### Digital Photography Intermediate

ARB1010	1	Brookfield	Mon	7pm to 9.30pm	10 Jan 22	9	£101.04	£69.13	N/A	£148.48
ARB1011	1	Brookfield	Wed	7pm to 9.30pm	20 Apr 22	9	£101.04	£69.13	N/A	£148.48

### Digital Photography Advanced

ARB1007	2	Brookfield	Mon	7pm to 9.30pm	18 Apr 22	9	£101.04	£69.13	N/A	£148.48
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## Publishing

### Creative Writing

ARB1033	M	Brookfield	Wed	7pm to 9.30pm	29 Sep 21	9	£101.04	£69.13	N/A	£148.48
ARB1034	M	Brookfield	Wed	7pm to 9.30pm	19 Jan 21	9	£101.04	£69.13	N/A	£148.48
ARB1035	M	Brookfield	Wed	7pm to 9.30pm	20 Apr 22	9	£101.04	£69.13	N/A	£148.48

## Sewing and knitting

### Get Started with Knitting: Basic Stitches and Techniques and Create a Simple Project

ARH1020	E	Harlington	Tue	6.30pm to 8.30pm	16 Nov 21	3	£36.61	£28.01	N/A	£49.26
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### Get Started with Knitting: Knit a Sofa Pillow

ARH1021	E	Harlington	Tue	6.30pm to 8.30pm	1 Feb 22	6	£61.22	£44.20	N/A	£86.52
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### Get Started with Knitting: Read a Knitting Pattern and Make a Shawl

ARH1022	E	Harlington	Tue	6.30pm to 8.30pm	17 May 22	6	£61.22	£44.20	N/A	£86.52
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### Knitting Beginners

ARB1085	E	Brookfield	Tue	10am to midday	5 Oct 21	8	£75.63	£52.94	N/A	£109.36
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### Knitting Intermediate

ARB1086	1	Brookfield	Tue	10am to midday	18 Jan 22	8	£75.63	£52.94	N/A	£109.36
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### Knitting Advanced

ARB1087	2	Brookfield	Tue	10am to midday	3 May 22	8	£75.63	£52.94	N/A	£109.36
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### Get Started with Sewing: Make Do and Mend

Code	Level	Location	Day(s)	Time	Start date	Weeks	B1	B2	B3	B4
ARB1070	E	Brookfield	Sat	10am to 2.30pm	14 May 22	2	£33.01	£25.92	N/A	£43.55

### Get Started with Sewing: Make Your Own Cushion Cover

ARB1071	E	Brookfield	Sat	10am to 1pm	13 Nov 21	2	£36.61	£28.10	N/A	£49.26
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### Get Started with Sewing: Make Your Own Lined Curtains

ARB1072	E	Brookfield	Sat	10am to 1pm	15 Jan 22	5	£72.03	£50.75	N/A	£103.65
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### Sewing and Dressmaking Beginners

ARB1015	E	Brookfield	Thu	7pm to 9.30pm	30 Sep 21	10	£110.05	£74.59	N/A	£162.75
ARB1016	E	Brookfield	Thu	7pm to 9.30pm	20 Jan 22	10	£110.05	£74.59	N/A	£162.75
ARB1017	E	Brookfield	Thu	7pm to 9.30pm	21 Apr 22	10	£110.05	£74.59	N/A	£162.75

### Sewing and Dressmaking Intermediate

ARB1006	1	Brookfield	Tue	7pm to 9.30pm	28 Sep 21	10	£110.05	£74.59	N/A	£162.75
ARB1018	1	Brookfield	Tue	7pm to 9.30pm	18 Jan 22	10	£110.05	£74.59	N/A	£162.75
ARB1019	1	Brookfield	Tue	7pm to 9.30pm	26 Apr 22	10	£110.05	£74.59	N/A	£162.75

### Level 1 Sewing Machine Skills Award IA

ARB1088	1	Brookfield	Sat	10am to 3.30pm	18 Sep 21	6	£165.76	£123.21	£0.00	£229.00
ARB1089	1	Brookfield	Sat	10am to 3.30pm	26 Feb 22	6	£165.76	£123.21	£0.00	£229.00

### Level 2 Certificate in Fashion IA

ARB1090	2	Brookfield	Wed	6.30pm to 9.30pm	22 Sep 21	34	£464.80	£320.13	£0.00	£679.83
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### Get Started with Millinery: Create Your Own Fascinator or Headpiece

ARB1091	E	Brookfield	Sat	10am to 2.30pm	23 Apr 22	2	£43.81	£32.47	N/A	£60.68
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## Yoga

### Get Started with Yoga: Breathing, Body and Mind

LEB1003	E	Brookfield	Thu	7pm to 8.30pm	11 Nov 21	5	£42.01	£31.38	N/A	£57.83
LEB1004	E	Brookfield	Thu	7pm to 8.30pm	3 Mar 22	5	£42.01	£31.38	N/A	£57.83
LEB1005	E	Brookfield	Thu	7pm to 8.30pm	9 Jun 22	5	£42.01	£31.38	N/A	£57.83

### Hatha Yoga Beginners

LER1007	E	Brookfield	Wed	6.15pm to 7.45pm	29 Sep 21	10	£79.03	£57.75	N/A	£110.65
LER1008	E	Brookfield	Wed	6.15pm to 7.45pm	12 Jan 22	10	£79.03	£57.75	N/A	£110.65
LER1003	E	Brookfield	Wed	6.15pm to 7.45pm	20 Apr 22	10	£79.03	£57.75	N/A	£110.65

### Hatha Yoga Intermediate

LER1023	1	Brookfield	Wed	7.50pm to 9.20pm	12 Jan 22	10	£79.03	£57.75	N/A	£110.65
LER1024	1	Brookfield	Wed	7.50pm to 9.20pm	20 Apr 22	10	£79.03	£57.75	N/A	£110.65

## Careers and Education Hub

Whatever your education or career goal, we will help you to get on the right track.

Our experienced team can help you to:

- set up your own business
- learn new skills such as accounting and bookkeeping
- write a CV, apply for jobs and prepare for an interview
- and much, much more!

Get in touch for more information.





## Modern foreign languages, British Sign Language and Community Interpreting

### It's never too late to learn a new language, so why not start now?

Learning another language is extremely rewarding in many ways. Our friendly classes help you to:

- learn about new cultures
- improve your communication skills
- improve your first language
- develop your digital skills
- enhance your CV.

Our modern foreign language courses include Spanish, French, Italian and German, and run at different levels throughout the year. If you are a complete beginner, you will start on a Breakthrough course. If you already have some language knowledge, we will talk with you to identify the appropriate course to meet your needs and aims – see our language route map for more information.

British Sign Language (BSL) studies will help you break down communication barriers with marginalised groups, such as hearing impaired or deaf people.

Community Interpreting courses prepare you to work with people whose beginner English language skills create a barrier for them in everyday life. These courses lead to a qualification and will help your CV stand out from the crowd.

Our highly experienced and trained tutors will support you throughout your course to ensure you can achieve your aims.

If you are a beginner and have missed the September start, don't worry; our language courses start twice a year.

New for this year:

- Get Started with French: Food and Culture
- Get Started with Spanish: Food and Culture
- Get Started with Italian: Food and Culture
- Get Started with German: Food and Culture.

These short courses are ideal if you are thinking about learning a language and would like to discover the country's culture and customs. From here you can progress to our Breakthrough courses.

All our courses have an element of 'blended learning' and this means that part or all of your learning could be online using your own computer or laptop. You will need to have reasonable digital skills and the course information sheet will give you more details. If you feel like you could benefit from some training, why not take a look at our digital skills courses?

## Meet Hafida

Hafida's association with HACL started when she enrolled on the English Entry 3 course at Yeading Community Centre. After completing her course, Hafida was motivated to learn and enrolled on the English Functional Skills Level 1 course at Harlington Adult Learning Centre. Since then she has not looked back and progressed to complete the Functional Skills English and Maths Levels 1 and 2. As she had experience working with children at an after-school club, she went on to complete her Award in An Introduction to School Settings. She was planning to progress further and study to become a teaching assistant when she had an accident and injured her back. She realised that she would be unable to work with young children.

Despite her accident, Hafida decided to continue her learning journey and changed her path from childcare to interpreting. Last year, she joined the Introduction to Community Interpreting course at Yeading Community Centre. Following her induction, she enrolled on the Community Interpreting Level 3 course at Harlington Adult Learning Centre and was successful in gaining her interpreting qualification.

She said: "I did all of this while I was facing tremendous challenges in my personal life. The support extended by my tutor and service manager helped me to overcome these challenges and made me a strong and confident person."

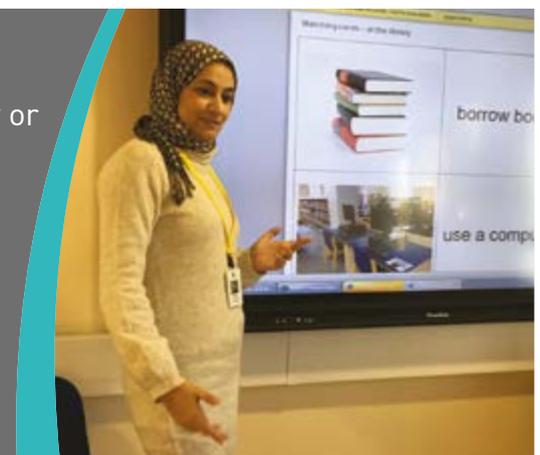
After attending the HACL careers fair, Hafida was motivated to apply for jobs. She was successful with her applications and is currently working as an interpreter with Language Shop. She has also enrolled on the volunteer programme with HACL as she strongly believes in giving something back to the community.

## Volunteer with us

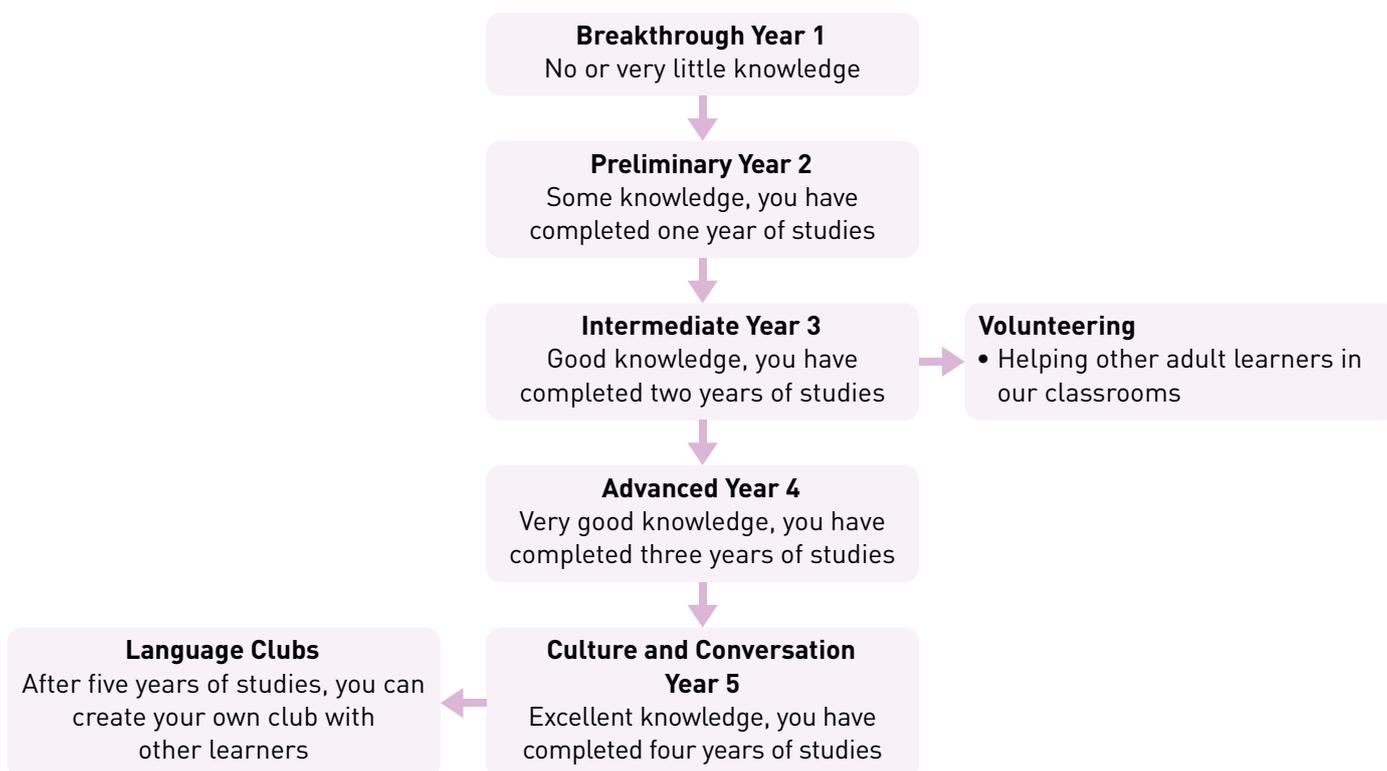
If you want to give something back to your local community or need some work experience to help you return to employment, why not volunteer with us? Roles include classroom assistants, learning group leaders and events/communication helpers.

To find out more and apply, please call ☎ 01895 556248 or visit our careers and information hub on

🌐 [moodle.hgfl.org.uk](http://moodle.hgfl.org.uk).



## Find the right Modern Language course for you



## French

### Get Started with French: Food and Culture

Code	Level	Location	Day(s)	Time	Start date	Weeks	B1	B2	B3	B4
LAB1062	E	Brookfield	Wed	7pm to 9pm	12 Jan 22	5	£51.02	£36.84	N/A	£72.10
LAB1063	E	Brookfield	Tue	7pm to 9pm	7 Jun 22	5	£51.02	£36.84	N/A	£72.10

### French Breakthrough - Stage 1

LAS1039	E	South Ruislip	Mon	7pm to 9pm	4 Oct 21	15	£123.06	£80.51	N/A	£186.30
LAB1029	E	Brookfield	Wed	7pm to 9pm	23 Feb 22	15	£123.06	£80.51	N/A	£186.30

### French Breakthrough - Stage 2

LAS1040	E	South Ruislip	Mon	7pm to 9pm	21 Feb 22	15	£123.06	£80.51	N/A	£186.30
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## German

### Get Started with German: Food and Culture

LAB1064	E	Brookfield	Thu	1pm to 3pm	4 Nov 21	5	£51.02	£36.84	N/A	£72.10
LAB1065	E	Brookfield	Thu	1pm to 3pm	9 Jun 22	5	£51.02	£36.84	N/A	£72.10

## Italian

### Get Started with Italian: Food and Culture

LAB1069	E	Brookfield	Thu	7pm to 9pm	4 Nov 21	5	£51.02	£36.84	N/A	£72.10
LAS1063	E	South Ruislip	Thu	7pm to 9pm	9 Jun 22	5	£51.02	£36.84	N/A	£72.10

## Spanish

### Get Started with Spanish: Food and Culture

LAB1066	E	Brookfield	Tue	1pm to 3pm	11 Jan 22	5	£51.02	£36.84	N/A	£72.10
LAB1067	E	Brookfield	Tue	1pm to 3pm	7 Jun 22	5	£51.02	£36.84	N/A	£72.10

### Spanish Breakthrough - Stage 1

LAS1054	E	South Ruislip	Wed	7pm to 9pm	6 Oct 21	15	£123.06	£80.51	N/A	£186.30
LAB1061	E	Brookfield	Tue	1pm to 3pm	22 Feb 22	15	£123.06	£80.51	N/A	£186.30

## Spanish Breakthrough - Stage 2

Code	Level	Location	Day(s)	Time	Start date	Weeks	B1	B2	B3	B4
LAS1055	E	South Ruislip	Tue	7pm to 9pm	23 Feb 22	15	£123.06	£80.51	N/A	£186.30

## Spanish Preliminary - Stage 1

LAS1042	1	South Ruislip	Thu	7pm to 9pm	7 Oct 21	15	£123.06	£80.51	N/A	£186.30
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## Spanish Preliminary - Stage 2

LAS1043	1	South Ruislip	Thu	7pm to 9pm	24 Feb 22	15	£123.06	£80.51	N/A	£186.30
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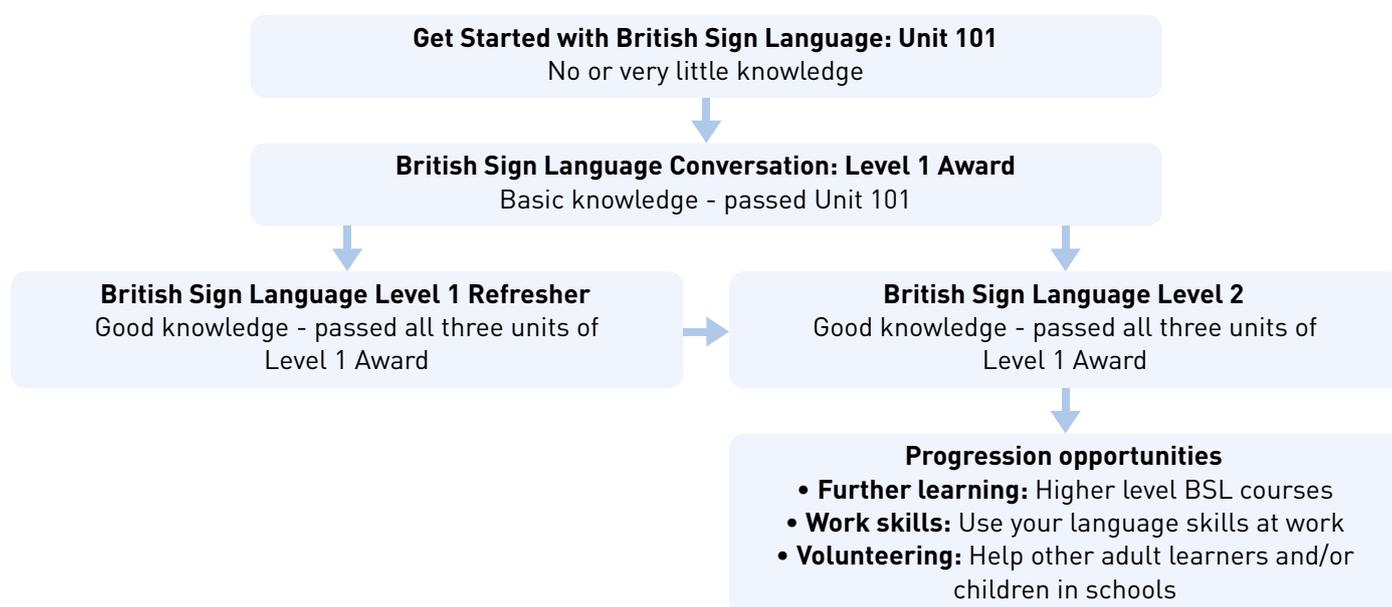
## Spanish Intermediate - Stage 1

LAS1036	2	South Ruislip	Mon	7pm to 9pm	4 Oct 21	15	£123.06	£80.51	N/A	£186.30
LAS1051	2	South Ruislip	Fri	1pm to 3pm	8 Oct 21	15	£123.06	£80.51	N/A	£186.30

## Spanish Intermediate - Stage 2

LAS1037	2	South Ruislip	Mon	7pm to 9pm	21 Feb 22	15	£123.06	£80.51	N/A	£186.30
LAS1052	2	South Ruislip	Fri	1pm to 3pm	25 Feb 22	15	£123.06	£80.51	N/A	£186.30

## Find the right British Sign Language (BSL) course for you



## British Sign Language

### Get Started with British Sign Language: Unit 101 IA

Code	Level	Location	Day(s)	Time	Start date	Weeks	B1	B2	B3	B4
LAB1034	1	Brookfield	Thu	7pm to 9.30pm	4 Nov 21	6	£89.03	£67.75	£0.00	£120.65
LAB1035	1	Brookfield	Tue	7pm to 9.30pm	11 Jan 22	6	£89.03	£67.75	£0.00	£120.65

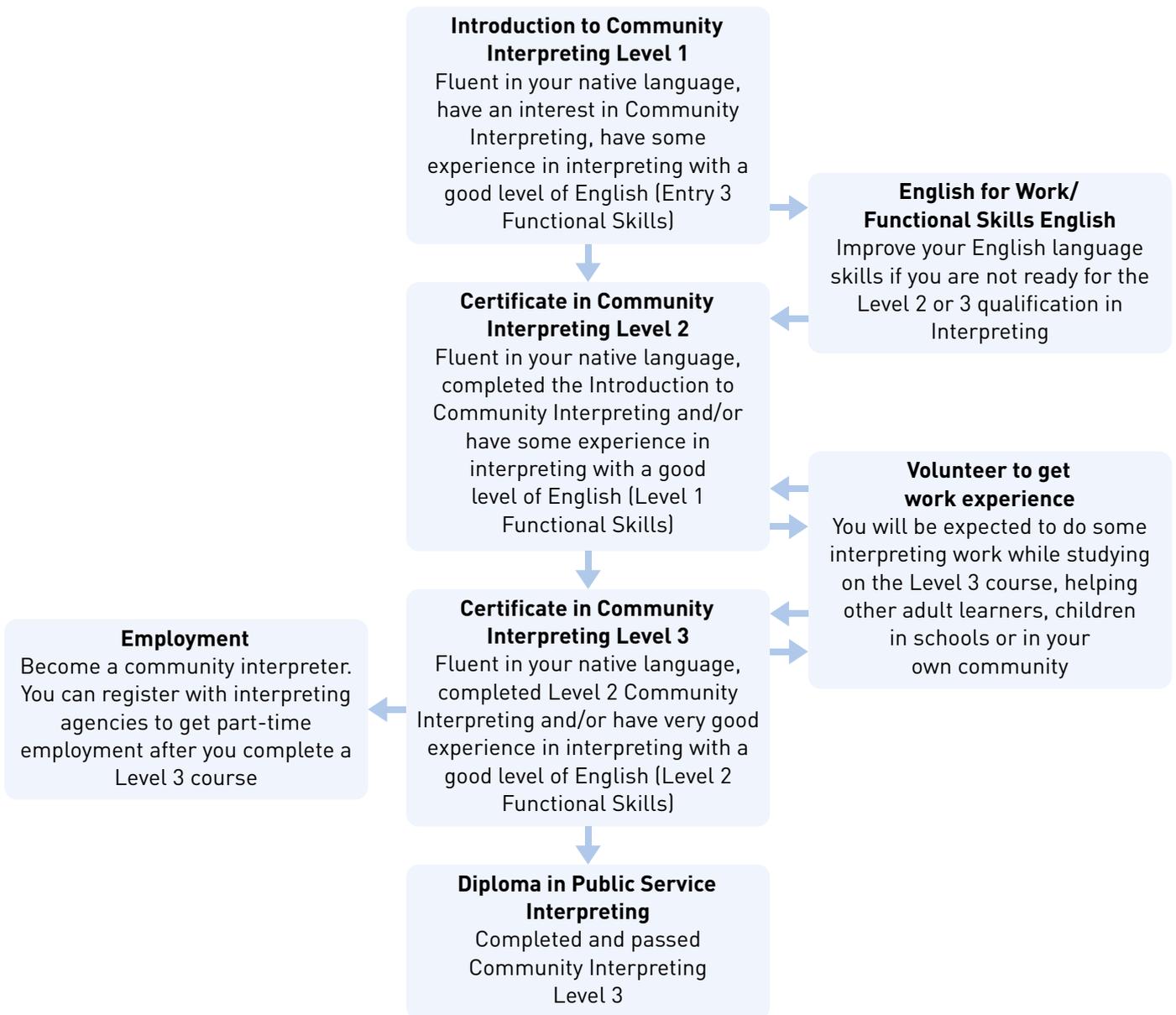
### British Sign Language Conversation - Level 1 Award IA

LAB1036	1	Brookfield	Thu	7pm to 9.30pm	13 Jan 22	16	£234.07	£177.34	£0.00	£318.40
LAB1037	1	Brookfield	Tue	7pm to 9.30pm	8 Mar 22	16	£234.07	£177.34	£0.00	£318.40

### British Sign Language - Level 2 Certificate IA

LAB1068	2	Brookfield	Wed	6pm to 9pm	22 Sep 21	33	£519.58	£379.17	£0.00	£728.29
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## Find the right Community Interpreting course for you



## Community Interpreting

### Introduction to Community Interpreting IA

Code	Level	Location	Day(s)	Time	Start date	Weeks	B1	B2	B3	B4
CIH1000	1	Harlington	Fri	10am to 2pm	5 Nov 21	6	£106.44	£72.40	N/A	£157.04

### Community Interpreting Level 2 IA

CIO1000	2	Brookfield*	Fri	10am to 2pm	1 Oct 21	15	£276.11	£191.01	£0.00	£402.60
CIO1001	2	Brookfield*	Fri	10am to 2pm	25 Feb 22	15	£276.11	£191.01	£0.00	£402.60

### Certificate in Community Interpreting - Level 3 IA

A loan of £724.00 may be available for this course – call Brookfield Adult Learning Centre on [01895 556455](tel:01895556455) to find out more.

CIH1001	3	Harlington	Wed	10am to 2pm	3 Nov 21	20	N/A	N/A	£0.00	N/A
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\*To include some blended learning.



## Courses in the community

**We offer a wide range of courses in community settings. Courses are negotiated with the groups concerned on an individual basis and are designed to help residents access learning that enhances their everyday lives and supports them to progress.**

The areas we offer include:

- bespoke community courses
- emotional health and wellbeing courses
- family learning courses.

### Bespoke community courses

We are proud to work with a number of community groups to make learning accessible to all, by offering bespoke courses in their local area. The courses give learners self-confidence and the opportunity to meet like-minded people and they will be offered either as online or classroom learning dependent on social distancing options in community venues.

The classes offered are wide-ranging and include art, textiles, English, maths, gardening, community interpreting and British Sign Language. Some learners have gone on to volunteer in similar groups or have joined further courses in centres to continue studying their favourite subjects.

If you would like to join a group in your local area or are interested in finding out more about how we can work with your community group, please call one of our centres and our community learning specialist will be in touch.



## Meet Christine

Christine is a full-time carer for her husband who has dementia. Through one of our partner organisations, Carers Trust Hillingdon, Christine joined an online Spanish for Beginners course set up for carers last September.

This was the first time we had offered an online outreach course to a partner organisation. Previously, courses for carers took place in our centres but this online course proved to be very beneficial. Christine commented that being able to attend online was very convenient as she didn't have to arrange for someone to care for her husband while she studied. The online classes also gave her the opportunity to gain 'virtual friends' which was greatly appreciated during the lockdowns when many carers felt particularly isolated.

Christine enjoyed the Spanish course so much that she enrolled on to the mainstream online Spanish Breakthrough Module B and then the Module C course. As she felt her digital skills could be improved, she enrolled on to Level 1 Essential Digital Skills. She feels this course has increased her IT knowledge significantly and she is now more confident in her digital skills, including Microsoft and Google. She also joined another online course for carers - Painting and Drawing for Relaxation. She added that the courses have been very good for her wellbeing and the HACL tutors have been terrific, supportive, and made the courses fun as well as easy to understand. Christine is a total believer in lifelong learning to help keep the brain active!



## Emotional health and wellbeing

Taking time out to care for yourself and look after your emotional health and wellbeing is an important step towards living a more balanced life. The easing of lockdown may be making you feel stressed or anxious, or the events of the past year may have knocked your confidence or reduced your pleasure in doing the things you used to find enjoyable. You may also be experiencing feelings of loneliness, low mood, stress, anxiety or have problems sleeping. Our range of free courses can help you get on the road to recovery.



Our programme has been designed to empower you to understand and tackle the issues with our 'Support' courses and workshops. We have also developed a range of 'Self-care' courses, to help you find the things you enjoy doing and provide you with self-care strategies and coping tools, to maintain good mental health moving forward.

Our courses are delivered in a safe and supportive environment, you can learn something new, meet new people, find ways to de-stress, increase self-esteem and there are many opportunities to receive further guidance on your journey to better mental health.

To book an appointment, email [@emotionalwellbeing@hae-acl.ac.uk](mailto:emotionalwellbeing@hae-acl.ac.uk) or call [01895 556248](tel:01895556248).

All our courses have an element of 'blended learning' and this means that part or all of your learning could be online using your own computer or laptop. You will need to have reasonable digital skills and the course information sheet will give you more details. If you feel like you could benefit from some training, why not take a look at our digital skills courses?

## Meet Michelle\*

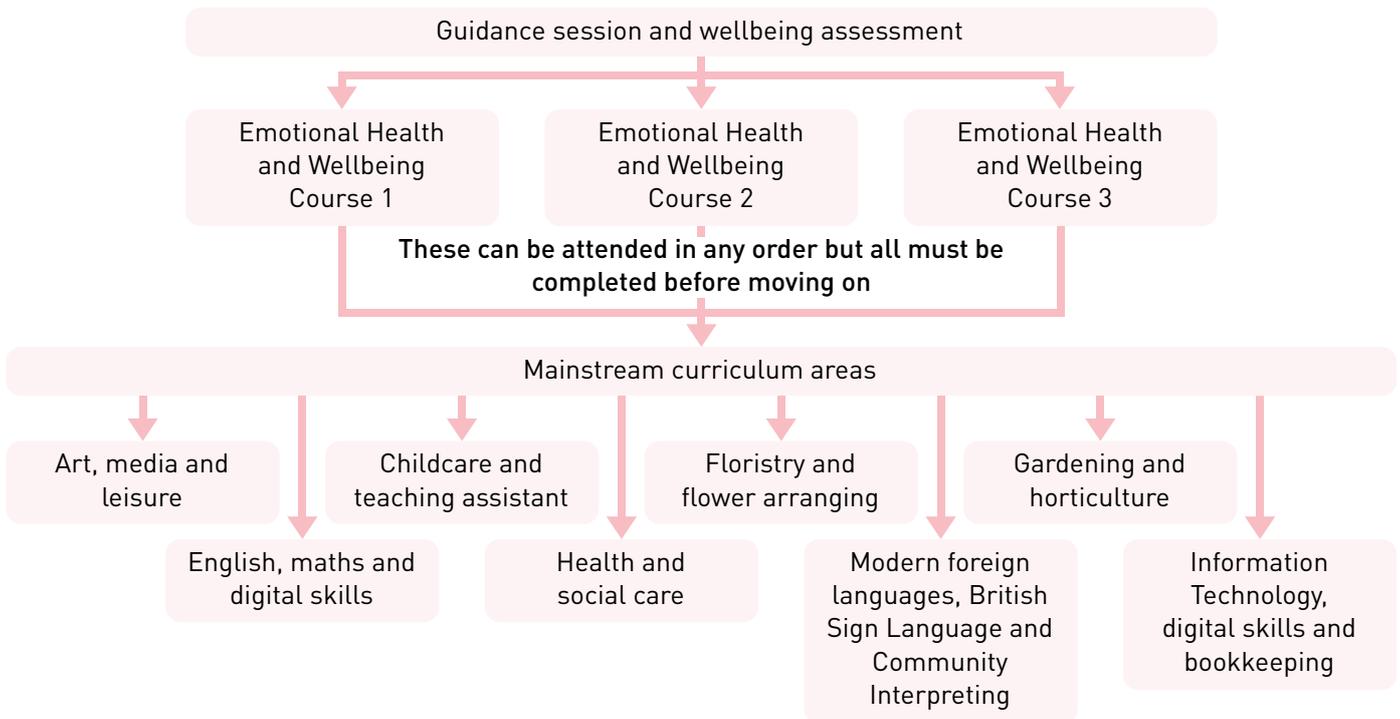
Michelle was enjoying independence in her early twenties when her life changed suddenly with her grandmother passing away. She was severely depressed, suffered a mental breakdown and was hospitalised.

Michelle joined HACL's emotional health and wellbeing programme and signed up for the art classes. Initially she was anxious about her class, but in a few weeks she felt more relaxed and comfortable within the group. She pushed herself out of her comfort zone and started to travel by public transport to her sessions. She feels happier now and has sustained better emotional health and wellbeing by continuing to use the skills she has learnt through the course to relax and de-stress.

She said: "My learning journey has impacted positively on my self-esteem and confidence, as I enjoyed the class much more than I thought I would. I would definitely recommend HACL to other new learners who live with anxiety and depression as they would be pleasantly surprised. Also new learners will not only cope with the short five weeks but will also enjoy it and it will totally benefit them for the future."

\*Name has been changed for anonymity

## Find the right emotional health and wellbeing course for you



## Careers and Education Hub

Whatever your education or career goal, we will help you to get on the right track.

Our experienced team can help you to:

- set up your own business
- learn new skills such as accounting and bookkeeping
- write a CV, apply for jobs and prepare for an interview
- and much, much more!

Get in touch for more information.



## Family learning

Our family learning courses are free, and are run by highly skilled tutors. They aim to support all members of your family in achieving their full potential through learning and progression.

We provide various types of family learning courses, which are held online, within schools, children's centres and community settings across the borough.

Adult family learning courses are an excellent way for parents, grandparents, carers and extended family members to experience the benefits of lifelong learning and to encourage their child(ren) to have a positive attitude towards education. Family learning can also be the first step towards developing your own skills and reaching your personal goals.



Family learning courses include:

- ESOL courses - helping parents and carers with English as a second language to develop their speaking and listening, reading and writing skills in order to support their families.
- Literacy and English courses - helping parents and carers to support their child's early learning and develop their own English skills.
- Numeracy and maths courses - providing parents and carers with the skills they need to support their child's education and improve their own maths skills.
- Digital skills and IT courses - supporting parents and carers to develop digital skills to support their child's education and for everyday life.
- Family health and wellbeing courses - helping parents and carers to look after the physical, emotional and wider wellbeing of the whole family.
- Employability courses - helping parents and carers to overcome barriers and prepare for further learning, volunteering or work.

After completing a family learning course, parents and carers can continue their learning by attending an initial assessment and progressing on to a course in one of our main centres.

We also provide wider family (multi-generational) learning courses and workshops in partnership with local organisations, community settings, schools and children's centres. By taking part in activities together, these courses aim to develop the skills and knowledge of adults and children in the same family. They are a practical and fun way to support children's learning and development, and to understand how parents and carers can support their child every day.

If you would like your child's school or children's centre to run one of the above courses or workshops, please let them know or contact the Family Learning Programme Area Leader by emailing [familylearning@hae-acl.ac.uk](mailto:familylearning@hae-acl.ac.uk) or calling [01895 556252](tel:01895556252). Please note some courses may be delivered online.

## Meet Olla

In the autumn term, Olla enrolled on an eight-week 'ESOL Speaking and Listening to Support your Family' course with HACL at Yiewsley Children's Centre. In the past, Olla had studied English as a Foreign Language elsewhere, which meant that she had a good knowledge of English grammar, but she lacked the confidence to speak in public or as part of a group.

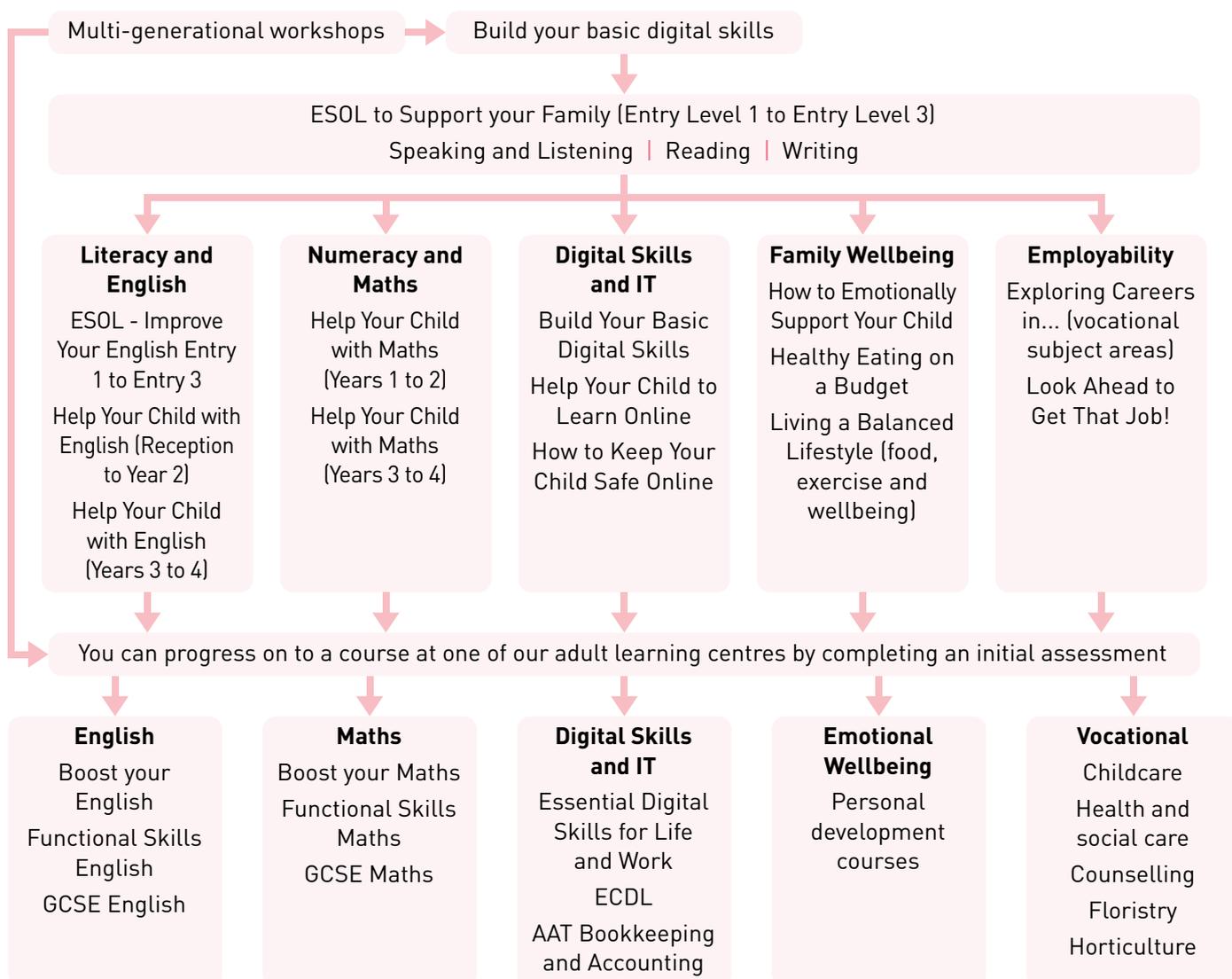


The course structure helped Olla practise her English skills in everyday situations and she took part in a mock job interview to improve her confidence. She also enhanced her knowledge and outlook through a range of enrichment activities, including a visit to the Houses of Parliament.

After finishing her course, Olla was successful in securing a job at M&S. She said: "This course was very useful to me, it helped me reach my goal as I always dreamed of working here in the UK and my dream has come true! All thanks to my tutor who helped me to improve my English and become a confident and independent woman."

## Find the right family learning course for you

To enrol on a family learning course, please attend an online briefing session to find out what courses are on offer. For details on when the next online briefing session takes place, please contact @familylearning@hae-acl.ac.uk. English and digital skills are important to your learning so if you need to develop these skills, we will support you with these first.



# How to enrol on a course

## Enrolling online

Please remember that you cannot enrol online for qualification courses - get in touch so that we can advise you further.

1. Visit  [www.hillingdon.gov.uk/adultlearning](http://www.hillingdon.gov.uk/adultlearning)
2. You will need to register and complete all sections of an enrolment form.
3. To secure your enrolment, checkout and pay for the items in your 'basket'.

## Enrolling in person

1. Complete all sections of an enrolment form (please ask for help if required).
2. Please bring with you the evidence required on page 13.
3. Your enrolment is only secure after payment. You can pay by card, cash or a cheque made payable to **London Borough of Hillingdon**.
4. If you are claiming a reduction of fees because you are in receipt of a means-tested benefit you will need to show the evidence again at the start of your course.

**Please remember we will be observing social distancing. You may have to queue so please allow plenty of time to enrol.**

## Enrolling by telephone

1. Centre staff will complete an enrolment form over the telephone.
2. To secure your enrolment, you will need to pay by debit or credit card.

## Enrolling by post

1. Complete all sections of the enrolment form.
2. Enclose a signed cheque made payable to **London Borough of Hillingdon**. Please write your name and course code on the back.
3. Post to the appropriate centre.

On the first day of your course, you will need to sign your enrolment form.  
Please also bring with you the evidence required.

## Please remember

- If you do not bring evidence to support your reduced fees, you will not be able to continue learning unless you pay the full fee instead.
- If you are no longer in receipt of benefit on the first day of your course, you will need to pay the higher fee.

**Learners on accredited courses will be allocated a Unique Learner Number – this needs to be kept safe, as this is a lifelong reference for recording your qualifications.**

**It will not be possible to run courses that do not reach a minimum number of enrolments. In that event, learners who have enrolled will be contacted before the start date and offered an alternative course or given a refund.**

*Our full Data Protection Privacy Notice, which covers information about the personal data we hold about you, how we will use it, your rights in relation to it and the safeguards that are in place to protect it, can be found online at  [www.hillingdon.gov.uk/adultlearning](http://www.hillingdon.gov.uk/adultlearning) or at one of our learning centres (see page 14 for contact details).*