

Course guide

For adults with learning difficulties and disabilities
September 2022 to July 2023



SUPPORTED BY
MAYOR OF LONDON



HILLINGDON
LONDON

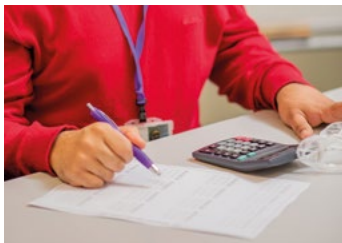
www.hillingdon.gov.uk

All about our courses

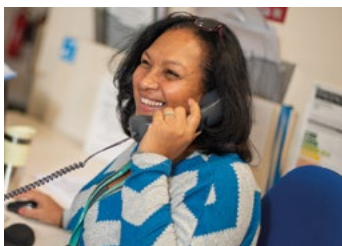


Welcome to our course guide for adults over the age of 19 with learning difficulties and/or disabilities.

All our classes are part-time and will help you to build new skills and become more independent.



All courses will help you improve your English, maths and digital skills but don't worry, we will help you build your skills gradually.



Please follow the steps on page 4 to book your place on a course.

New learners must attend an interview before enrolling.

Please telephone a centre to make an appointment.

Case study: Meet Kalwinder

Kalwinder has been studying with us since 2005 and has completed a number of courses including Maths, Bits and PCs and some arts and crafts.

He said: "This year I did the Digital Skills for Work, Getting Ready for Work, Using Social Media Safely and Make your Crafts to Sell courses.



"I like making cards online and the Make Your Crafts to Sell course has helped me improve my skills. We made cards, candles, candleholders, bath bombs, jewellery and key rings. We sold some of the things we made at tabletop sales.


"I have found Digital Skills for Work and Getting Ready for Work courses really useful. I learned how to be safe at work and I got to practice going to an interview which prepares me for the future.

"I am good at IT so I have also been volunteering as a classroom assistant in Bits and PCs on Friday afternoons where I help other students.

"Studying here helps you to improve your life and you will learn a lot."

Booking your place on a course

We want you to learn a range of skills so we have organised our courses into different types.

- Please choose one from each box on page 5.
- Find the 'Course Request Form' on  moodle.hae-acl.ac.uk
- Put your name and contact details on the form.
- List your preferred courses on the form, favourites first.
- Press 'submit'

Ask your parents/carers for help.

We will contact you and confirm which courses you can enrol on and help you enrol on your courses.

We will do our best to place you in your preferred course but remember to choose something different if you studied with us last year.

All courses are termly. You can choose to enrol on different courses through the year or enrol for all three terms of any course.



Course choices

In our courses, you will work according to your ability and achieve as much as you are able.

Please choose your preferences from our four course groups. You may choose a maximum of one course from each section:

Get Creative

- Celebration Ceramics
- Confidence Through Drama
- Getting Lost in the Garden
- Sew It's About Cultural Celebration
- Upcycle Art Sculpture

Stay Healthy

- Cooking from Scratch
- Cook This, Not That (healthy meals)
- Creative Wellbeing
- Dance and Fitness
- Fit and Well
- Healthy Eating - Introduction
- High Tea Baking
- Upbeat Music

Learn Something New

- Digital skills like:
 - Bits and PCs
 - Discover the Digital World
 - Using Social Media Safely
- Everyday English
- Gardening Basics
- Living Independently
- Take Away Maths
- Understanding Adulthood
- Weather or not it's Science

Preparing for Work and the Future

You will need to have an interview before enrolling on these courses:

- Digital Skills for Work
- Household Skills
- I Can Prep, I Can Cook
- Make your Crafts to Sell
- Preparing for Employment
- Pre-Vocational Studies
- Sow and Grow

More information about the courses is shown on the following pages but you will find detailed information about each course on our website, including dates, times, costs and course outcomes.



Get creative

These courses will help you develop and maintain your motor skills and build confidence in a fun and interactive way.

Depending on the course, you will work as a team to create individual and joint projects using sustainable resources.

You will also develop your communication skills, enjoy social interactions with your classmates and improve social wellbeing.

You can choose one of these courses:

- Celebration Ceramics
- Confidence Through Drama
- Getting Lost in the Garden
- Sew It's About Cultural Celebration
- Upcycle Art Sculpture



Stay healthy

These courses help you to build skills and habits to stay well and keep healthy.

You can choose one of these courses:

Choose these courses if you would like to learn how to prepare healthy meals and snacks to keep yourself well:

- Cooking from Scratch
- Cook This, Not That (healthy meals)
- Healthy Eating - Introduction
- High Tea Baking

Choose these courses if you would like to get active and maintain a healthy physical and mental lifestyle.

- Creative Wellbeing
- Dance and Fitness
- Fit and Well
- Upbeat Music



Learn something new

These courses help you to develop your skills and knowledge for everyday life so you can live more independently.

Choose these courses if you would like to continue to improve your English, Maths and Digital skills. These skills will allow you to become more independent and will prepare you for other courses you will do in future.

- Bits and PCs
- Discover the Digital World
- Everyday English
- Take Away Maths
- Using Social Media Safely

Choose one of these courses if you would like to learn more about the world around you. Depending on the course you choose, you can prepare for life as an adult and you can practice skills to improve wellbeing through practical experiments, horticulture and working with others.

- Gardening Basics
- Living Independently
- Understanding Adulthood
- Weather or not it's Science



Preparing for work and the future

In these courses you will develop the skills you need for voluntary work or to get a paid job.

These courses have entry requirements and you will need to have an interview before you can enrol.

Choose these courses if you would like to develop your skills for work, such as team working, planning, decision making and problem solving. These courses will help you prepare for a qualification in future.

- I Can Prep, I Can Cook
- Household Skills
- Make your Crafts to Sell
- Sow and Grow



Choose these courses if you would like to prepare for paid or voluntary employment and work towards a qualification.

- Digital Skills for Work
- Preparing for Employment
- Pre-Vocational Studies

Our courses

We want you to learn new skills, so please choose a course that you have not done in the last two years. Most courses are termly and we will help you to enrol when your course ends.





Monday morning courses

| | Venue | Page |
|--|--------------|------|
|  Cooking from Scratch | Civic Centre | 7 |
|  Digital Skills for Work | Civic Centre | 9 |
|  Getting Lost in the Garden | RAGC | 6 |

Monday afternoon courses

| | | |
|---|--------------|---|
|  Preparing for Employment | Civic Centre | 9 |
|  Weather or Not it's Science | Civic Centre | 8 |




Tuesday morning courses

| | | |
|--|---------------|---|
|  Fit and Well | South Ruislip | 7 |
|  Living Independently - Beginners | South Ruislip | 8 |
|  Pre-Vocational Studies (Entry 1 Award) | Civic Centre | 9 |
|  Upcycle Art Sculpture - Introduction | Civic Centre | 6 |




Tuesday afternoon courses

| | | |
|---|---------------|---|
|  I Can Prep, I Can Cook | Civic Centre | 9 |
|  Using Social Media Safely | South Ruislip | 8 |

Wednesday morning courses

| | | |
|---|---------------|---|
|  Everyday English | Harlington | 8 |
|  High Tea Baking | Civic Centre | 7 |
|  Sew it's about Cultural Celebration | South Ruislip | 6 |

Wednesday afternoon courses

| | | |
|---|---------------|---|
|  Celebration Ceramics | Harlington | 6 |
|  Take Away Maths | Harlington | 8 |
|  Understanding Adulthood | South Ruislip | 8 |

Thursday morning courses

| | | |
|----------------------------|---------------|---|
| ■ Confidence through Drama | South Ruislip | 6 |
| ■ Household Skills | South Ruislip | 9 |

Thursday afternoon courses

| | | |
|----------------------------|---------------|---|
| ■ Bits and PCs | South Ruislip | 8 |
| ■ Cook This, Not That | Civic Centre | 7 |
| ■ Dance and Fitness | South Ruislip | 7 |
| ■ Make your Crafts to Sell | Harlington | 9 |

Friday morning courses

| | | |
|------------------------------|--------------|---|
| ■ Discover the Digital World | Civic Centre | 8 |
| ■ Gardening Basics | RAGC | 8 |
| ■ Healthy Eating | Civic Centre | 7 |

Friday afternoon courses

| | | |
|---|--------------|-----|
| ■ Creative Wellbeing | Civic Centre | 7 |
| ■ Sow and Grow (Introduction to Horticulture) | RAGC | 8/9 |
| ■ Upbeat Music | Harlington | 7 |

For venues, see page 14. This information was correct at time of print.

Class rules



You should attend every class. It is important that you phone the centre where your course is held if you are sick.

Two weeks absence could mean you lose your place on the course. Don't book holidays in term time.



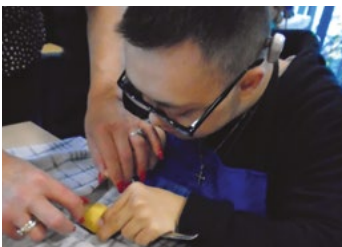
Please come on time; we don't want you to miss anything.



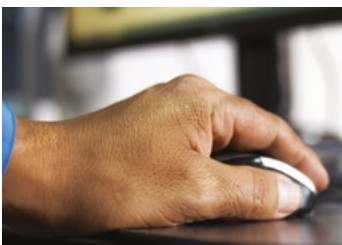
On your first day, we will take your photograph and give you a badge with your name on it. Please wear it whenever you come to our centres, so we can see it's you. If you have a support worker with you, they should also wear their badge.



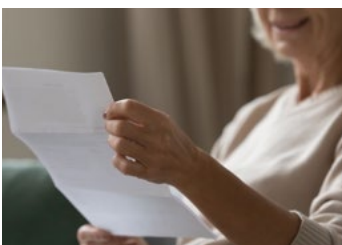
Be polite and considerate, and respect everyone in class.



Take part in the activities your teacher gives you to the best of your ability. As we get to know you, we will provide support where you need it.



We will continue to use online learning this year so please ask your parent and carers to help you practise using Moodle at home.



Support workers are expected to follow our *Guidelines for Parents, Carers and Support Workers*. Please request a copy.



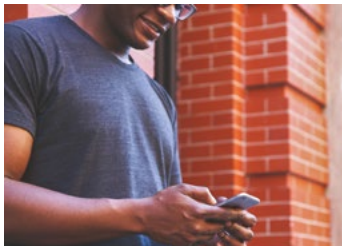
The Service will not tolerate any form of bullying or harassment. Behaviour that is inappropriate or unprofessional towards staff or learners, or that is detrimental to learning will not be tolerated and will be addressed immediately. If the council deems the behaviour warrants exclusion, this will take place with no refund of fees.

Staying safe

Here are some tips to keep yourself safe.



Be kind to people and expect them to be nice to you. If they are being mean or bullying you, walk away and ask someone for help.



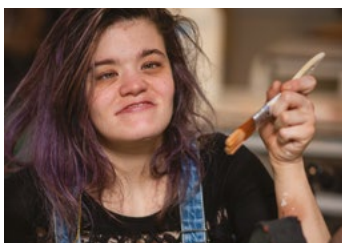
Don't talk to strangers in person or online, for example on Facebook. If someone is mean to you – even on social media, stop talking to them and tell someone you trust.



Take good care of your money. No one should take your money from you or ask you to spend it on them.



Take good care of your phone and don't tell strangers where you live or give your keys to anyone.



We want you to enjoy your time here and feel safe. If you don't feel safe for any reason, please tell us.

Term dates

Autumn term

| | |
|-------------------|---------------------------------------|
| Term starts | Monday 19 September 2022 |
| October half term | Monday 24 to Saturday 29 October 2022 |
| Term ends | Saturday 17 December 2022 |

Spring term

| | |
|--------------------|--|
| Term starts | Monday 9 January 2023 |
| February half term | Monday 13 to Saturday 18 February 2023 |
| Term ends | Saturday 1 April 2023 |

Summer term

| | |
|---------------|---------------------------------------|
| Term starts | Monday 17 April 2023 |
| May half term | Monday 29 May to Saturday 3 June 2023 |
| Term ends | Saturday 15 July 2023 |

Your course might end before the published term end dates, please check with your teacher.

Locations

Learn Hillingdon - Civic Centre

High Street,
Uxbridge, UB8 1UW
civiccentre@hae-acl.ac.uk
01895 556455

Rural Activities Garden Centre (RAGC)

West Drayton Road,
Hillingdon, UB8 3JZ
harlington@hae-acl.ac.uk
01895 556252

Learn Hillingdon - Harlington

Harlington Community School,
Pinkwell Lane,
Hayes, UB3 1PB
harlington@hae-acl.ac.uk
01895 556252

Learn Hillingdon - South Ruislip

Victoria Road,
Ruislip, HA4 0JE
southruislip@hae-acl.ac.uk
01895 556248

