



Bromley Adult Education College Summer Programme 2012

bringing learning alive





THE LONDON BOROUGH
www.bromley.gov.uk

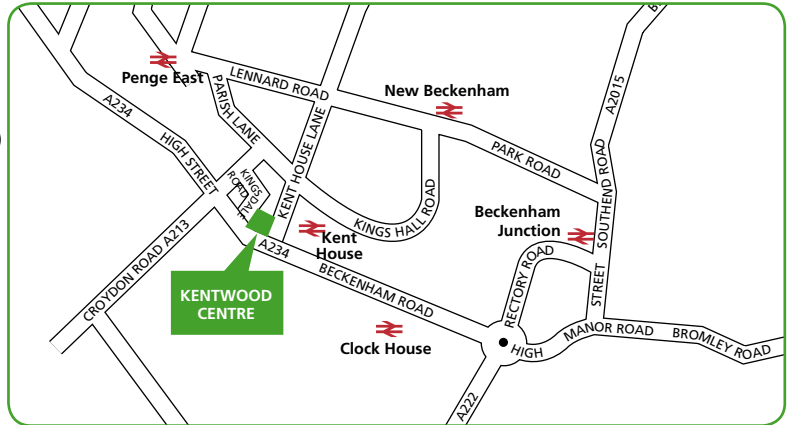
Where to find us

Kentwood Centre **K**

Kingsdale Road, Penge SE20 7PR
 ©020 8659 7976 Fax: 020 8676 5549
 Office open term time only 9.00-15.30 (Tuesday, Wednesday and Thursday)
 9.00-13.15 (Monday and Friday)
 19.00-20.30 (Monday - Thursday)

Public Transport



-  Kent House and Clockhouse
Tramlink Beckenham Road
-  Beckenham Road: 194, 227 & 358
nearby - 75, 176, 197

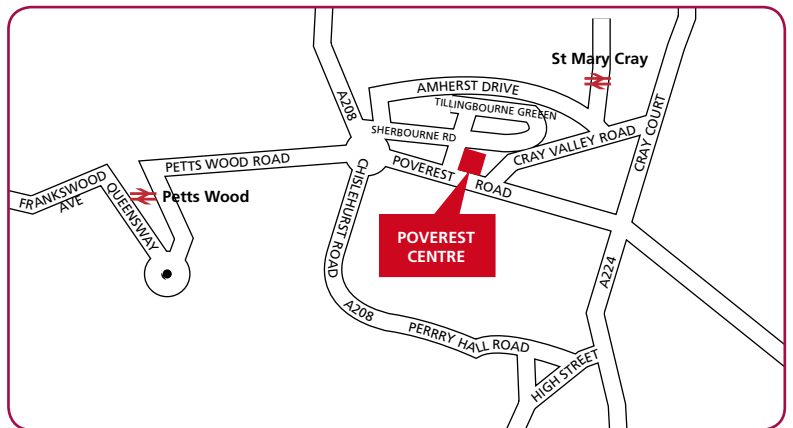


Poverest Centre **P**

Poverest Road, Orpington, BR5 2DQ
 ©01689 822886 Fax: 01689 827641
 Office open term time only 9.00-16.00 (Monday and Tuesday)
 9.00-16.30 (Wednesday and Thursday)
 9.00-15.30 (Friday)

Public Transport

-  Petts Wood and St. Mary Cray
-  Poverest Road: R2 and R3.
nearby - 273, 61, R1, 51 & B14





Widmore Centre **W**

Nightingale Lane, Bromley BR1 2SQ
 ©020 8460 0020 Fax: 020 8466 7299
 www.baec.ac.uk
 e-mail: enquiries@baec.ac.uk
 The College's Administration Centre is open throughout the year.
 You can enrol here by post, telephone, fax or in person during opening hours.

Term time: 09.00-17.00 & 19.00-21.00 (Monday to Thursday)
 09.00-15.00 (Friday)
 Out of term: 10.00-15.00 (Monday to Thursday)
 10.00-14.00 (Friday)

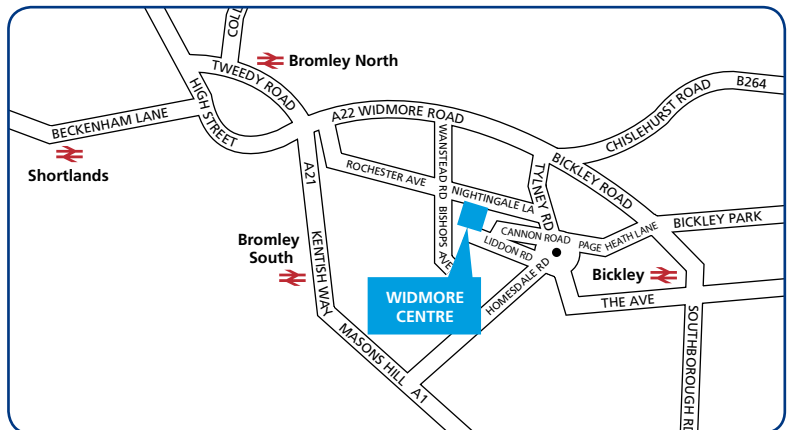
Public Transport

-  Bromley South, Bromley North and Bickley
-  Kentish Way: 119, 126, 138, 146, 162, 208, 261, 320, 336, 352, 358, 367, 402 & 726. Widmore Road: 162, 269



Car Parking at the Widmore Centre







There is a one-way system with the entry via Liddon Road and the exit onto Nightingale Lane. There are road barriers to enforce this. Some parking spaces are reserved for disabled drivers. Please note, a space cannot be guaranteed.



Car Parking at Bromley Adult Education College Centres

Although our three main centres have car parking spaces, please note we are unable to guarantee everyone a place. Demand for spaces fluctuates and is impossible to predict. The Widmore, Kentwood and Poverest Centres have designated parking spaces for the disabled.

Car parks are locked as soon as the premises have been vacated.

- Key to symbols**
-  Railway stations
 -  Bus routes
 -  Car parking
 -  Partial wheelchair access
 -  Refreshments
 -  Nursery facilities



How to enrol

You can enrol on many Bromley Adult Education courses online, paying by either credit or debit card. You can access this service by visiting www.baec.ac.uk. Here you can see all of the courses we have on offer, check availability, book onto and pay for courses. Enrolment is quick and easy, and if you do not need to discuss the courses that you want to do, it is a great way to enrol. Of course, if you would prefer to talk to someone, the enrolment team is still here to help, but we hope that this way of enrolling will be useful to both existing and new students.

Existing students will be able to log straight into the webenrol service using their learner number and their password. If you need to find out your password, telephone 020 8460 0020 or email us at enquiries@baec.ac.uk and we will be able to issue your password. You will then be able to change this to your own password the first time that you access the service.

If you have not previously enrolled with the College, then you can create a new learner identity simply on screen before selecting and paying for your courses. If you would like to talk to a member of the enrolment team about webenrol or any other issue, please give us a call on 020 8460 0020.

■ Webenrol

www.baec.ac.uk

■ Telephone Enrolments

020 8460 0020

FULL payment to be made by credit/debit card. Please have your card available when you telephone.

■ Enrolment in person

Bring completed enrolment form and fee (cash, credit/debit card, cheque or postal order), made payable to London Borough of Bromley, The Widmore Centre, Nightingale Lane, Bromley BR1 2SQ or The Kentwood and Poverest Centres during term time. Please note if you are paying by instalments you must enrol in person. Enrolment forms are available from all main College centres, Bromley Libraries or by downloading from www.baec.ac.uk These can then be used for:

■ Fax Enrolments

020 8466 7299

Fax your completed enrolment form including credit/debit card details (including issue number/ 3 digit security number as applicable).

■ Postal Enrolments

Payment can be made by credit/debit card, cheque (made payable to London Borough of Bromley).

Send completed enrolment form to:

Bromley Adult Education College, Widmore Centre,
Nightingale Lane, Bromley BR1 2SQ

Additional costs

Materials for most practical subjects, such as flowers in floristry, fabric in clothesmaking, are not included in the course fee unless indicated. Please read the course description carefully. More details are available in course summary forms.

We recommend that you do not purchase materials / ingredients prior to the start of the course until you have received official notification from the College to do so. This will not be sent until viability has been established and will eliminate any unnecessary expenditure.

Additional expenses

No liability can be accepted for expenses incurred in, or in connection with, attending a class which has been cancelled or altered at short notice. Every effort will be made to inform students in advance of any cancellation or alteration to a course.

Transfers

Enrolments cannot be transferred between students. Transfers between courses will normally incur an administration charge of £10.

The majority of our courses benefit from funding from the Skills Funding Agency (SFA) or the Young People's Learning Agency (YPLA) and the European Social Fund (ESF). The SFA /YPLA/ESF require the College to provide evidence of student identity and eligibility.

For a student to be eligible for SFA funding, they must have a legal right to be resident in the UK / EEA for a period of time prior to the start of the course. For further guidance on eligibility please refer to the BAEC eligibility leaflet available at all centres and on the BAEC website. We have listed the most common scenarios but if you cannot identify your own situation, we will be happy to discuss this with you.

The College will require you to provide your passport, birth certificate or home office papers to prove your eligibility. You will also be required to complete and sign an individual learner record to confirm eligibility.

Anyone who, if required, fails to provide proof of their eligibility, will be charged tuition fees at the rate of £8 per hour plus any other costs. Anyone who is not eligible for SFA funding will also be required to pay tuition fees at the rate of £8 per hour plus any other costs.

Privacy Statement 2011/2012

How We Use Your Personal Information

The Data Protection Act protects all the information we hold about you and anyone in receipt of your information is under a legal obligation to keep it confidential. We take appropriate measures to ensure that personal data is held securely and is only kept for as long as is necessary for the purpose for which it is used.

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Young People's Learning Agency for England ("the YPLA") to meet legal duties under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education and training.

Further information about use of and access to your personal data, and details of partner organisations are available at:

<http://skillsfundingagency.bis.gov.uk/privacy.htm>

<http://www.ypla.gov.uk/privacy.htm> and

<http://www.learningrecordservice.org.uk/documentlibrary/documents/Code+of+Practice+for+Sharing+of+Personal+Information.htm>

What to pay

2011/2012 Course fees

Non Accredited Courses

The College has a policy of applying a 20% concessionary fee (ie you pay 80% of the tuition fee) to adult students who are on a means tested benefit, irrespective of their age. These benefits are:

- Job Seekers Allowance
- Working Tax Credit (household income under £15,500)*
- Housing/Council Tax Benefit (means tested only)*
- Income Support*
- Pension Credit (Guarantee credit only)*
- Dependent of benefit recipient*
- Employment and support allowance (income related* or WRAG only)

If you are in receipt of one of these benefits, you will need to bring current evidence of this (less than 3 months old) together with your passport, birth certificate or home office papers, to the College **each time you enrol**.

Accredited/Examination Courses

If you are enrolling on courses that are shown by the **Q1 symbol**

If you are in receipt of an active Job Seekers benefit, (JSA or ESA (WRAG)), you may be entitled to enrol free of all fees, providing you take the examination at BAEC. If you are in receipt of one of the benefits identified with an * above under Non Accredited Courses, you may be entitled to enrol free of tuition fees provided you take the examination at BAEC. You will however, be required to pay the examination fee and any additional costs.

If you are enrolling on courses that are shown by the **Q2 symbol**

We are unable to offer any FREE places on these courses. However the 20% concessionary fee may apply if you are in receipt of any of the benefits listed above under the heading Non Accredited Courses.

In all cases, you will need to bring current evidence of your entitlement at the time of enrolment (less than 3 months old) together with your passport, birth certificate or home office papers, to the College **each time you enrol**.

Please note some courses do not attract any Government funding from the Skills Funding Agency (SFA), or concessions are not allowed. These courses are indicated by the **NC** (No Concessions) symbol. No concessionary fees are available on NC courses.

16, 17, or 18 year olds enrolling on Non Accredited Courses

Young people who are 16, 17 or 18 years old on 31 August 2011 may enrol on our non accredited courses on payment of the full course fee.

Young people who are 14 or 15 years old on 31 August 2011 (that is they are in Year 10 or 11 in school) may, in exceptional circumstances, be allowed to enrol on non accredited courses providing a supervising adult also enrolls on the course, with payment of the full course fee in both cases.

16, 17, or 18 year olds enrolling on Accredited/ Examination Courses

Unfortunately not all our accredited courses are fully funded. Young people who are 16, 17 or 18 years old on 31 August 2011 and are eligible for YPLA funding may enrol on courses that are publically funded which are shown by the **Q1** symbol, free of tuition fees and examination fees. Other accredited/examination courses which are identified with the **Q2** symbol will require payment of the full course fee.

You will need to bring evidence of age in the form of birth certificate or passport to the College **each time you enrol**.

Please note we are an ADULT Education College and cannot accept young people who are under the age of 16 on 31 August 2011 on our accredited courses.

Refunds Policy

Cooling off period

If you enrol on a course and pay for it, you are entitled to seven working days during which you may cancel your course enrolment. If you do reconsider your enrolment during this time, you will receive a refund of the money paid for the course(s). If, however, the course starts within the seven day cooling off period, your payment for the course indicates that you wish to undertake the course. Therefore, your right to cancel is lost if you choose to withdraw unless this is due to a course being proved to have been mis-sold by the College or to service failure.

Your cancellation

For cancellations after the seven day cooling off period. If you cancel your enrolment after the seven day cooling off period, you will not be entitled to a refund unless this is due to service failure.

Request for refunds relating to service failure

Should you request a refund based on a complaint about the quality of service provided by the College, your complaint will be dealt with from the time that your complaint is received by the College Customer Care Team. Please ensure that any complaints are made as soon as possible, in order that we can work together to ensure an appropriate way forward. Your complaint may be either in writing or by telephone to the Customer Care Team. The date of receipt of your claim will be the date from which your complaint is considered to have started. If we substantiate your claim, you will receive a proportional refund of the fees paid. If we do not substantiate your claim, you will not be entitled to a refund. Should you wish to challenge the outcome of such a decision, the appeal process is detailed in the Customer Care Policy.

We regret that we are unable to offer refunds under any other circumstances.

Please note there is usually a minimum £10 administration charge per course for changes to course enrolments.

Re-Scheduled Classes

The College may occasionally have to re-schedule a class due to unforeseen circumstances. Arrangements will be made to suit the majority of the class and availability of the tutor and suitable accommodation. We regret that if the new arrangement is not convenient to an individual student no refund for the missed session will be due.

In circumstances where classes are cancelled for reasons outside the control of the College (e.g. very bad weather conditions) then every attempt will be made to make up any lost sessions. However, where this is not possible refunds will not be payable but students will be credited to the value of the lost sessions.

Request for refunds relating to medical problems and general absence.

The College is unable to make refunds for absence due to medical conditions, changes to work commitments or other reasons for not being able to attend the course as a part or a whole.

Our cancellation

If the College cancels your course and we are unable to provide a suitable alternative, you will be entitled to a full refund of your fees.

Contact details

Should you have any queries regarding the refunds policy, these should be addressed to the Principal

Complaints

Copies of the College Customer Care Policy are available from the website, on request from the College receptions or by writing to: Bromley Adult Education College, Widmore Centre, Nightingale Lane, Bromley BR1 2SQ.

Information

English as a Foreign Language EFL

at
 Bromley Adult Education College
 Kentwood Centre, Kingsdale Road, Penge SE20 7PR

This Cambridge examination centre will help you to prepare for Cambridge EFL examinations, including Preliminary English Test, First Certificate and Advanced. Examination sessions take place in June and December. For more information about course dates, times, course and examination fees, and to book an interview, please telephone 020 8659 7976 (outside term time 020 8460 0020).

Childcare

Ofsted registered childcare on site while you attend your course.

Visits welcome.

For further details, please telephone:
 Carol at Poverest 01689 885542
 Debbie at Kentwood 020 8676 5538
 Diane at Widmore 020 8461 8693
 For more information www.baec.ac.uk



Exhibition dates for 2012



Kentwood

As part of the Penge Festival

Thursday 17 May - Saturday 19 May 2012
 Opening times as per college opening hours
 Saturday opening time 09.30-13.00

Widmore

Monday 21 May - Saturday 26 May 2012
 Opening times as per college opening hours
 Saturday opening time 09.30-12.30

Bromley Central Library

Wednesday 30 May - Wednesday 13 June 2012
 Opening times as per library opening hours



Information



twitter

Keep up to date with all the latest news on Twitter –
www.twitter.com/bromleyadulsted



Find us on Facebook at
www.facebook.com/bromleyadulstededucation

New for Summer 2012! Courses in Office 2010

Get to grips with the latest versions of Word, Excel and PowerPoint on our short, intensive training courses. These are suitable for those with limited experience in these programmes as well as for those who wish to update their skills. See page 12 and 13 for details.



Touch Typing

Increase your employability by gaining a touch typing qualification. This is a vital skill in today's job market and will improve your efficiency when working on the computer. The course includes online e-learning that you can do at any computer with internet access. Passing a simple test will result in a Level 1 Award in Touch Typing.

Course ref: 213647
Saturdays for 10 weeks, at the Widmore Centre from 21/4/12
9.30 - 11.30am
£128

Getting it right

We try to ensure the total accuracy of the programme, but sometimes we get it wrong. Although we aim to deliver the programme as advertised, changes might have to be made.

Intranet

The College has an intranet for staff and students at <http://intranet.baec.ac.uk> and you can access it using your Learner Reference Number which is printed in the top right hand corner of your receipt or ask your tutor as the number is also printed in the class register.



GET BACK ON YOUR BIKE

The Road Safety Unit's Cycling Team at London Borough of Bromley is running a 1 day course designed for those who want to improve their confidence on a bike.

The course covers all the essential points of journey preparation, road craft and maintenance.

Mainly classroom based, with a short practical off-road session, this course will help you get back on your bike.

Venue: Bromley Adult Education College, The Widmore Centre, Nightingale Lane, Bromley, BR1 2SQ

Dates: Saturday 28th April 2012 or Saturday 23rd June 2012

Time: 9.30am until 4.00pm

Participants will need to bring their own bike and wear casual, comfortable clothing, suitable for cycling. A cycle helmet is recommended but not compulsory.

For further information please contact Bromley Adult Education College, on: **020 8460 0020** or enquiries@baec.ac.uk

Wheelchair access

If you require wheelchair access to any of the centres, please mention this when enrolling, so we can make any necessary arrangements.

Learning Opportunities for the Unemployed

Are you unemployed and actively seeking work? These courses are specifically designed with you in mind.

Level 1 Award in Computing

This course will develop skills that are needed to search for a job online, use the internet safely and effectively, send and receive emails, attach a CV to the messages and type letters/CVs in Word.

Level 1 Award in Retail Knowledge

Are you interested in working in the retail sector? This course will give you an understanding of the business of retail; customer service in a retail environment; health and safety in a retail environment and team working.

Level 1 Award in Skills for Business

Are you interested in working in any business or office environment? This course covers customer care in business, an understanding of different enterprises, health and safety, telephone techniques, welcoming and directing visitors and general office skills.

Level 1 Award in Preparing to work in Adult Social Care

Are you interested in working in a social care role with adults. This course will give you an understanding of the values and principles of working in adult social care, an awareness of the skills and attitudes needed and the roles and responsibilities of working in this area.

Introduction to the Hospitality Industry (Entry 3 or Level 1)

Are you interested in a career in the hospitality industry? This course covers an introduction to working in this sector, customer service and health and safety.

ESOL (English for Speakers of Other Languages) for Work

Do you need to develop your language skills in order to be job ready? This course is tailored to the task of job seeking, and gives help with writing an effective CV, job searching skills, interviewing techniques, letter writing and grammar. Where appropriate you will take the City and Guilds Speaking and Listening qualification at an appropriate level.

Introduction to the Hair and Beauty Sector

This unit earns three credits from the ITEC Level 1 Award in an Introduction to the Hair and Beauty Sector (QCF) Ref 5006762X.

Nail Art Appreciation

This unit earns three credits from the ITEC Level 1 Award in an Introduction to the Hair and Beauty Sector (QCF) Ref 5006762X.

Developing Punctuation and Grammar Skills

Learn how to use grammar and punctuation to improve your writing and aid understanding. This course provides 3 credits towards the Level 1 Certificate in Progression (NOCN).

Managing your Personal Finance

Learn how to manage your personal finances and plan for the future. This course will help you to understand bank statements and payslips. It will also help you understand benefits and financial support that is available. It provides 2 credits towards the Level 1 Certificate in Personal and Social Education (AQA).

Basic Writing Skills

Do you need to develop your writing skills in order to be job ready? This course will help with writing a CV and letters of application. Where appropriate you will take the City and Guilds Adult Literacy qualification.

Online Basics

Are you a complete beginner to computing? This course will develop skills and build confidence to search for a job online and use the internet safely.

For more information and to book an interview contact Pat on 020 8461 8684 or patricia.johnson@baec.ac.uk

What's new at
Bromley Adult Education College?

NEW COURSES



for Summer 2012



Clothes/Dressmaking
Pattern cutting – darts manipulation (313505)

Beauty

- Image, Style and Confidence (213621)
- Gel Nail Workshop (213576)

Business

- Promote and Grow your Business (213416)

Musical Activities

- Music Theory for Beginners (213327)



Cake Decorating and Sugarcraft

- Snow White and the Seven Dwarfs in Sugar (213412)
- Embroidery in Sugar (213410)

Cookery

- World Classic Cookery (313409)

Dance

- Zumba! (213337)
- Ballet (213338)



History

- Royal Scandals – Mary Queen of Scots and the murder of Lord Darnley (513502)
- Royal Scandals – Marie Antoinette and the diamond necklace (513503)
- Royal Scandals – Caroline of Brunswick and the Italian Lover (513501)

Interior Design

- First Steps to NOCN Level 2 Certificate in Interior Design Skills (213524)



Massage

- First Steps to Massage (213500)



ICT

- YouTube, Flickr and Skype (213531)

London

- London Statues (613604)
- London Cemeteries (613581)
- London – Walk Local (613603)
- London – That's Entertainment! (613602)
- Military London (613580)
- A Summer of Sport (613579)
- Jubilee London (613571)
- Around Camden and Chalk Farm (613570)
- Dickens' Magic Lantern (613570)
- Covent Garden (613569)



Drawing and Painting

- Flowers in Pastel (313597)
- Animals in Paintings – A three day course and workshop (213551)

Photography

- First Steps to NCFE Level 2 Certificate in Photography (213533)



Writing

- Have Fun writing Fiction (313493)
- Writing Critique Workshop (213489)



Are you thinking about a **NEW DIRECTION** or a **CAREER CHANGE** in life?

Are you not sure whether you want to commit to a longer qualification course straight away? Why not enrol on one of the following short courses offered in BAEC's summer programme?

We are offering the following courses in counselling, photography, interior design and ITEC related subjects which will lead to qualification courses starting in September 2012. These practical courses are designed to give you a taste of the subject and allow you to make an informed choice about your future. Further information is available on our website www.baec.ac.uk or by telephoning the Widmore Centre 020 8460 0020.

| | |
|---------------|---|
| 213562 | First Steps to Beauty |
| 213564 | ITEC Level 1 Award in An Introduction to the Hair and Beauty Sector (a short accredited course) |
| 213576 | Gel Nail Workshop |
| 213431 | First Steps in Counselling |
| 213432 | First Steps in Counselling |
| 213524 | First Steps to NOCN Level 2 Certificate in Interior design Skills |
| 213500 | First Steps to Massage |
| 213533 | First Steps to NCFE Level 2 Certificate in Photography |

MODERN LANGUAGES

Bromley Adult Education College offers an extensive range of accredited and non-accredited courses at different levels in a clear progression route. The choice of learning routes suits different learning needs and lifestyles. Our tutors, most of whom are native speakers, have experience of various levels and ability and focus on language appropriate to situations you might encounter in your target country.

There is a wide choice of courses at in Arabic, Chinese (Mandarin), English, French, German, Greek, Italian, Japanese, Polish, Portuguese, Spanish and Turkish.

This summer, try a new language in one of our taster courses or build up existing skills in one of our many consolidation courses!

KEY**Levels**

| | |
|-----------|---|
| e1 | EFL Entry levels 1/2/3 |
| al | All levels |
| b | Beginner |
| pb | Post beginner |
| bi | Beginner and Intermediate |
| i | Intermediate |
| im | Improvers |
| ad | Advanced |
| ia | Intermediate and Advanced |
| 1 | Language levels 1/2/3 |
| l1 | Levels 1,2... |
| pa | Pre advanced |
| m | Mixed ability |
| Q1 | Qualification course (fully funded) |
| Q2 | Qualification course (non fully funded) |
| NC | No concessions |

Centres

| | |
|----------|---------------------|
| P | Poverest |
| W | Widmore |
| K | Kentwood |
| O | Meet out |
| B | Bickley School Hall |

FULL Courses

At the time of this programme going to print some of the courses will already be full. If you are interested in joining a course which is already full, please contact the College and your name will be added to the waiting list. If sufficient demand is identified, we will endeavour to put on additional courses where possible.

Archery

| | | | | | | |
|---------|------------|-----------------|-------|------|----------|-----------|
| Archery | | | | | | l1 |
| 213420 | 19/04/2012 | Thu 18:45-19:45 | 11wks | £51 | W | |
| 213421 | 21/04/2012 | Sat 09:30-10:30 | 11wks | £51 | W | |
| Archery | | | | | | l2 |
| 213422 | 19/04/2012 | Thu 19:45-21:45 | 11wks | £103 | W | |
| 213423 | 21/04/2012 | Sat 10:35-12:35 | 11wks | £103 | W | |

Art Appreciation

Life As We See It - how do artists represent the world through their eyes?

| | | | | | | |
|----------|------------|-----------------|------|-----|----------|-----------|
| Part III | | | | | | al |
| 213417 | 17/04/2012 | Tue 09:45-11:45 | 7wks | £62 | W | |

Appreciating the Art of the Renaissance;
Late Renaissance and Mannerism

| | | | | | |
|--------|------------|-----------------|-------|-----|----------|
| 213419 | 19/04/2012 | Thu 09:45-11:45 | 10wks | £88 | W |
|--------|------------|-----------------|-------|-----|----------|

French Art in the mid-nineteenth Century:
Realism school, Courbet, Corot, Daumier

| | | | | | |
|--------|------------|-----------------|------|-----|----------|
| 213418 | 21/04/2012 | Sat 10:00-12:00 | 4wks | £35 | W |
|--------|------------|-----------------|------|-----|----------|

Astronomy

| | | | | | | |
|---|------------|-----------------|------|-----|----------|----------|
| From the Babylonians to the International Space Station | | | | | | b |
| 313649 | 18/04/2012 | Wed 19:30-21:30 | 6wks | £53 | K | |

Summer Sky Night and Day

| | | | | | |
|--------|------------|-----------------|------|-----|----------|
| 213388 | 30/05/2012 | Wed 19:30-21:30 | 5wks | £44 | K |
|--------|------------|-----------------|------|-----|----------|

Badminton

| | | | | | | |
|-----------|------------|-----------------|-------|-----|----------|----------|
| Badminton | | | | | | b |
| 213426 | 16/04/2012 | Mon 13:15-14:15 | 12wks | £53 | W | |

| | | | | | | |
|--|------------|-----------------|-------|-----|----------|-----------|
| Badminton for Beginners and Intermediate | | | | | | bi |
| 213427 | 16/04/2012 | Mon 19:30-21:30 | 10wks | £88 | W | |
| 213428 | 18/04/2012 | Wed 19:30-21:30 | 11wks | £97 | W | |

| | | | | | | |
|--------------------------|------------|-----------------|-------|-----|----------|----------|
| Badminton - Intermediate | | | | | | i |
| 213574 | 16/04/2012 | Mon 12:00-13:00 | 12wks | £53 | W | |

| | | | | | | |
|----------------------|------------|-----------------|------|-----|----------|-----------|
| Badminton - Advanced | | | | | | ad |
| 213572 | 11/06/2012 | Mon 10:00-11:30 | 6wks | £40 | W | |

Beauty

| | | | | | | |
|-----------------------------|------------|-----------------|------|-----|----------|----------|
| Image, Style and Confidence | | | | | | b |
| 213621 | 16/04/2012 | Mon 19:30-21:30 | 5wks | £55 | W | |

| | | | | | | |
|-----------------------|------------|-----------------|-------|-----|----------|----------|
| First Steps to Beauty | | | | | | b |
| 213562 | 17/04/2012 | Tue 19:30-21:30 | 10wks | £93 | W | |

| | | | | | |
|---|------------|-----------------|-------|------|----------|
| ITEC Level 1 Award in An Introduction to the Hair and Beauty Sector | Q1 | b | | | |
| 213564 | 20/04/2012 | Fri 09:30-15:00 | 10wks | £176 | W |

| | | | | | | |
|-------------------|------------|-----------------|------|-----|----------|----------|
| Gel Nail Workshop | | | | | | b |
| 213576 | 21/04/2012 | Sat 09:30-12:00 | 3wks | £74 | W | |

Book-keeping and Accounting

| | | | | | |
|--|------------|------------------|-------|------|----------|
| Level 1 Award in Bookkeeping (computerised-Sage) (OCR 05525) | Q1 | b | | | |
| 213111 | 20/04/2012 | Fri 09:30- 12:00 | 11wks | £160 | W |

Botanical Illustration

| | | | | | | |
|------------------------|------------|-----------------|------|-----|----------|-----------|
| Botanical Illustration | | | | | | al |
| 313334 | 16/04/2012 | Mon 10:00-12:00 | 9wks | £79 | K | |

Business

| | | | | | | |
|-------------------|------------|-----------------|------|------|----------|----------|
| Business Start-up | | | | | | b |
| 213521 | 18/04/2012 | Wed 19:00-21:30 | 5wks | £100 | W | |
| 213522 | 17/05/2012 | Thu 19:00-21:30 | 5wks | £100 | W | |

| | | | | | | |
|--------------------------------|------------|-----------------|------|------|----------|-----------|
| Promote and Grow your Business | | | | | | im |
| 213416 | 23/05/2012 | Wed 19:00-21:30 | 6wks | £120 | W | |

Cake Decorating and Sugarcraft

| | | | | | | |
|--|------------|-----------------|-------|-----|----------|----------|
| Snow White and the Seven Dwarfs in sugar | | | | | | b |
| 213412 | 17/04/2012 | Tue 19:30-21:30 | 11wks | £97 | W | |

| | | | | | | |
|-------------------------------|------------|-----------------|-------|-----|----------|----------|
| Cake Decorating for Beginners | | | | | | b |
| 313429 | 18/04/2012 | Wed 10:00-12:00 | 11wks | £97 | K | |
| 213430 | 20/04/2012 | Fri 10:00-12:00 | 11wks | £97 | W | |

| | | | | | | |
|----------------------|------------|-----------------|-------|-----|----------|----------|
| Summer Sugar Flowers | | | | | | b |
| 313414 | 19/04/2012 | Thu 19:30-21:30 | 11wks | £97 | K | |

| | | | | | | |
|---------------------|------------|-----------------|------|-----|----------|----------|
| Embroidery in Sugar | | | | | | b |
| 213410 | 30/06/2012 | Sat 09:30-12:30 | 2wks | £26 | W | |

Clothes/Dressmaking

| | | | | | | |
|-------------------------------------|------------|-----------------|------|-----|----------|-----------|
| Pattern Cutting- Darts Manipulation | | | | | | al |
| 313505 | 16/04/2012 | Mon 10:00-12:00 | 6wks | £55 | K | |

| | | | | | | |
|-----------------------------|------------|-----------------|------|-----|----------|-----------|
| Cutting and Making Trousers | | | | | | al |
| 313365 | 17/04/2012 | Tue 10:00-12:00 | 9wks | £80 | K | |

Cookery

Fish Suppers

| | | | | | |
|--------|------------|-----------------|------|-----|--------|
| 313216 | 16/04/2012 | Mon 19:15-21:15 | 5wks | £51 | (al) K |
|--------|------------|-----------------|------|-----|--------|

Learn to Bake

| | | | | | |
|--------|------------|-----------------|------|-----|-------|
| 313217 | 17/04/2012 | Tue 19:15-21:15 | 7wks | £69 | (b) K |
|--------|------------|-----------------|------|-----|-------|

| | | | | | |
|--------|------------|-----------------|------|-----|---|
| 313387 | 12/06/2012 | Tue 10:00-12:00 | 4wks | £41 | K |
|--------|------------|-----------------|------|-----|---|

World Classic Cookery

| | | | | | |
|--------|------------|-----------------|------|-----|-------|
| 313409 | 18/04/2012 | Wed 19:30-21:30 | 7wks | £69 | (b) K |
|--------|------------|-----------------|------|-----|-------|

Italian Cookery

| | | | | | |
|--------|------------|-----------------|------|-----|--------|
| 313394 | 19/04/2012 | Thu 19:15-21:15 | 6wks | £60 | (bi) K |
|--------|------------|-----------------|------|-----|--------|

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|--------|------------|-----------------|------|-----|---|
| 313218 | 20/04/2012 | Fri 10:00-12:00 | 7wks | £69 | K |
|--------|------------|-----------------|------|-----|---|

Simple Good Food

| | | | | | |
|--------|------------|-----------------|------|-----|-------|
| 313220 | 11/06/2012 | Mon 19:30-21:30 | 4wks | £41 | (b) K |
|--------|------------|-----------------|------|-----|-------|

Indian Cuisine

| | | | | | |
|--------|------------|-----------------|------|-----|--------|
| 313392 | 13/06/2012 | Wed 10:00-12:00 | 4wks | £41 | (bi) K |
|--------|------------|-----------------|------|-----|--------|

Thai Cookery

| | | | | | |
|--------|------------|-----------------|------|-----|--------|
| 313219 | 13/06/2012 | Wed 19:30-21:30 | 4wks | £41 | (bi) K |
|--------|------------|-----------------|------|-----|--------|

Counselling

First Steps in Counselling

| | | | | | |
|--------|------------|-----------------|------|-----|-------|
| 213431 | 12/06/2012 | Tue 19:00-21:30 | 4wks | £44 | (b) W |
|--------|------------|-----------------|------|-----|-------|

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|--------|------------|-----------------|------|-----|---|
| 213432 | 13/06/2012 | Wed 10:00-12:30 | 4wks | £44 | W |
|--------|------------|-----------------|------|-----|---|

Dance

Practice and Revision Dance Course

| | | | | | |
|--------|------------|-----------------|------|-----|--------|
| 213295 | 19/04/2012 | Thu 19:30-21:30 | 7wks | £62 | (im) W |
|--------|------------|-----------------|------|-----|--------|

Zumba for Beginners

| | | | | | |
|--------|------------|-----------------|-------|-----|-------|
| 213335 | 18/04/2012 | Wed 19:15-20:15 | 10wks | £44 | (b) W |
|--------|------------|-----------------|-------|-----|-------|

Zumba!

| | | | | | |
|--------|------------|-----------------|-------|-----|-------|
| 213665 | 18/04/2012 | Wed 20:30-21:30 | 10wks | £44 | (i) W |
|--------|------------|-----------------|-------|-----|-------|

Zumba!

| | | | | | |
|--------|------------|-----------------|-------|-----|--------|
| 213337 | 20/04/2012 | Fri 09:45-10:45 | 11wks | £49 | (al) W |
|--------|------------|-----------------|-------|-----|--------|

Ballet

| | | | | | |
|--------|------------|-----------------|------|-----|--------|
| 213338 | 20/04/2012 | Fri 11:00-12:00 | 6wks | £26 | (al) W |
|--------|------------|-----------------|------|-----|--------|

Do It Yourself

DIY: Painting and Decorating for the Home

| | | | | | |
|--------|------------|-----------------|-------|------|-------|
| 213460 | 19/04/2012 | Thu 19:00-21:00 | 11wks | £105 | (b) W |
|--------|------------|-----------------|-------|------|-------|

Drawing and Painting

Drawing for the Terrified!

| | | | | | |
|--------|------------|-----------------|------|-----|-------|
| 313549 | 12/06/2012 | Tue 10:00-12:30 | 4wks | £44 | (b) K |
|--------|------------|-----------------|------|-----|-------|

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|--------|------------|-----------------|------|-----|---|
| 513352 | 14/06/2012 | Thu 10:00-12:00 | 4wks | £37 | P |
|--------|------------|-----------------|------|-----|---|

General Drawing and Painting

| | | | | | |
|--------|------------|-----------------|------|-----|--------|
| 513353 | 11/06/2012 | Mon 10:00-12:00 | 4wks | £37 | (al) P |
|--------|------------|-----------------|------|-----|--------|

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|--------|------------|-----------------|------|-----|---|
| 513354 | 11/06/2012 | Mon 13:00-15:00 | 4wks | £37 | P |
|--------|------------|-----------------|------|-----|---|

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|--------|------------|-----------------|------|-----|---|
| 213355 | 13/06/2012 | Wed 19:30-21:30 | 4wks | £37 | W |
|--------|------------|-----------------|------|-----|---|

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|--------|------------|-----------------|------|-----|---|
| 213356 | 14/06/2012 | Thu 09:45-11:45 | 4wks | £37 | W |
|--------|------------|-----------------|------|-----|---|

Water-based Media

| | | | | | |
|--------|------------|-----------------|------|-----|--------|
| 313357 | 13/06/2012 | Wed 10:00-12:00 | 4wks | £37 | (al) K |
|--------|------------|-----------------|------|-----|--------|

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|--------|------------|-----------------|------|-----|---|
| 213536 | 15/06/2012 | Fri 09:45-11:45 | 4wks | £35 | W |
|--------|------------|-----------------|------|-----|---|

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|--------|------------|-----------------|------|-----|---|
| 513358 | 15/06/2012 | Fri 09:45-12:15 | 4wks | £47 | P |
|--------|------------|-----------------|------|-----|---|

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|--------|------------|-----------------|------|-----|---|
| 313359 | 15/06/2012 | Fri 10:00-12:00 | 4wks | £37 | K |
|--------|------------|-----------------|------|-----|---|

Flowers in Pastel

| | | | | | |
|--------|------------|-----------------|------|-----|--------|
| 313597 | 11/06/2012 | Mon 09:30-12:30 | 2wks | £28 | (al) K |
|--------|------------|-----------------|------|-----|--------|

Watercolour and Acrylics - Summer Flowers

| | | | | | |
|--------|------------|-----------------|------|-----|--------|
| 213540 | 11/06/2012 | Mon 09:45-11:45 | 4wks | £37 | (al) W |
|--------|------------|-----------------|------|-----|--------|

| | | | | | |
|--------|------------|-----------------|------|-----|---|
| 313364 | 13/06/2012 | Wed 10:00-12:00 | 4wks | £37 | K |
|--------|------------|-----------------|------|-----|---|

Painting in the Park

| | | | | | |
|--------|------------|-----------------|-----|-----|--------|
| 613222 | 11/06/2012 | Mon 10:00-15:00 | 1wk | £23 | (al) O |
|--------|------------|-----------------|-----|-----|--------|

A Taste of Oil Painting

| | | | | | |
|--------|------------|-----------------|------|-----|-------|
| 213539 | 14/06/2012 | Thu 09:30-12:30 | 4wks | £66 | (b) W |
|--------|------------|-----------------|------|-----|-------|

Animals in Paintings - A three day course and workshop

| | | | | | |
|--------|------------|-------------------------|-----|-----|--------|
| 213523 | 09/07/2012 | Mon Tue Wed 09:45-14:45 | 1wk | £70 | (al) W |
|--------|------------|-------------------------|-----|-----|--------|

Portrait from Life

| | | | | | |
|--------|------------|-----------------|------|-----|--------|
| 213551 | 12/06/2012 | Tue 09:45-12:15 | 4wks | £53 | (al) W |
|--------|------------|-----------------|------|-----|--------|

Drawing and Painting (life)

Summer in the Life Class

| | | | | | |
|--------|------------|-----------------|------|-----|--------|
| 213361 | 13/06/2012 | Wed 10:00-12:30 | 4wks | £55 | (al) W |
|--------|------------|-----------------|------|-----|--------|

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|--------|------------|-----------------|------|-----|---|
| 213362 | 13/06/2012 | Wed 13:00-15:30 | 4wks | £55 | W |
|--------|------------|-----------------|------|-----|---|

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|--------|------------|-----------------|------|-----|---|
| 213363 | 13/06/2012 | Wed 19:00-21:30 | 4wks | £55 | W |
|--------|------------|-----------------|------|-----|---|

Early Years

Childminder Preparation Course

| | | | | | |
|--------|------------|-----------------|------|-----|-------|
| 213433 | 16/04/2012 | Mon 19:00-21:30 | 6wks | £86 | (b) W |
|--------|------------|-----------------|------|-----|-------|

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|--------|------------|-----------------|------|-----|---|
| 213434 | 24/04/2012 | Tue 19:00-21:30 | 6wks | £86 | W |
|--------|------------|-----------------|------|-----|---|

Embroidery

Embroidery Workshop

| | | | | | |
|--------|------------|-----------------|-------|------|--------|
| 513326 | 17/04/2012 | Tue 10:00-12:00 | 10wks | £106 | (al) P |
|--------|------------|-----------------|-------|------|--------|

English as a Foreign Language

EFL Beginners English

| | | | | | |
|--------|------------|---------------------|-------|------|-------------|
| 313224 | 17/04/2012 | Tue Thu 10:00-12:00 | 10wks | £282 | (NC) (e1) K |
|--------|------------|---------------------|-------|------|-------------|

EFL First Certificate in English Preparation

| | | | | | |
|--------|------------|---------------------|------|------|------------|
| 313229 | 16/04/2012 | Mon Wed 10:00-12:00 | 7wks | £191 | (NC) (1) K |
|--------|------------|---------------------|------|------|------------|

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|--------|------------|---------------------|------|------|---|
| 313231 | 17/04/2012 | Tue Thu 19:30-21:30 | 7wks | £204 | K |
|--------|------------|---------------------|------|------|---|

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|--------|------------|---------------------|------|-----|---|
| 313230 | 14/06/2012 | Tue Thu 10:00-12:00 | 3wks | £75 | K |
|--------|------------|---------------------|------|-----|---|

EFL IELTS Preparation

| | | | | | |
|--------|------------|---------------------|-------|------|-------------|
| 313233 | 16/04/2012 | Mon Wed 19:30-21:30 | 10wks | £288 | (NC) (1+) K |
|--------|------------|---------------------|-------|------|-------------|

EFL Pre-Intermediate English

| | | | | | |
|--------|------------|---------------------|------|------|-------------|
| 313225 | 16/04/2012 | Mon Wed 10:00-12:00 | 7wks | £191 | (NC) (e2) K |
|--------|------------|---------------------|------|------|-------------|

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|--------|------------|---------------------|------|-----|---|
| 313226 | 11/06/2012 | Mon Wed 10:00-12:00 | 3wks | £88 | K |
|--------|------------|---------------------|------|-----|---|

EFL Certificate in Advanced English Preparation

| | | | | | |
|--------|------------|---------------------|------|------|------------|
| 313232 | 17/04/2012 | Tue Thu 10:00-12:00 | 8wks | £232 | (NC) (2) K |
|--------|------------|---------------------|------|------|------------|

EFL Preliminary English Test Preparation

| | | | | | |
|--------|------------|---------------------|------|------|-------------|
| 313227 | 17/04/2012 | Tue Fri 10:00-12:00 | 7wks | £204 | (NC) (e3) K |
|--------|------------|---------------------|------|------|-------------|

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|--------|------------|---------------------|------|-----|---|
| 313228 | 12/06/2012 | Tue Fri 10:00-12:00 | 3wks | £88 | K |
|--------|------------|---------------------|------|-----|---|



Etching/Printmaking

Etching for All

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213329 | 12/06/2012 | Tue 10:00-12:30 | 4wks | £47 | W |
| 213331 | 12/06/2012 | Tue 13:00-15:30 | 4wks | £47 | W |
| 213333 | 12/06/2012 | Tue 19:00-21:30 | 4wks | £47 | W |
| 213330 | 14/06/2012 | Thu 10:00-12:30 | 4wks | £47 | W |
| 213332 | 14/06/2012 | Thu 13:00-15:30 | 4wks | £47 | W |

Floral Art

Simple but Stylish

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213328 | 16/04/2012 | Mon 19:30-21:30 | 6wks | £56 | W |

Summer Floral Creations

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213341 | 20/04/2012 | Fri 10:00-12:00 | 7wks | £65 | W |

Food Safety

CIEH Level 2 Award in Food Safety in Catering

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|---------------------|-------|------|-------|
| 213440 | 08/05/2012 | Tue Wed 09:30-14:30 | 1wk | £63 | W |
| 213443 | 20/06/2012 | Wed Thu 09:30-14:30 | 1wk | £63 | W |

Gardening

Planting and Growing in Beds and Borders

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 313534 | 17/04/2012 | Tue 13:00-15:00 | 6wks | £53 | K |

Guitar

Beginning Jazz Guitar

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213575 | 18/04/2012 | Wed 19:30-21:30 | 11wks | £97 | W |

Guitar Level 1

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213251 | 17/04/2012 | Tue 19:30-21:30 | 7wks | £62 | W |

Guitar Level 2

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 313325 | 16/04/2012 | Mon 19:30-21:30 | 10wks | £97 | K |

Health and Safety

CIEH - Level 2 Award in Health & Safety in the Workplace

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213444 | 12/06/2012 | Tue 09:30-17:30 | 1wk | £55 | W |

History

Using the Internet for Family History

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213344 | 17/04/2012 | Tue 13:00-15:00 | 5wks | £44 | W |

Royal Scandals - Mary Queen of Scots and the Murder of Lord Darnley

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 513502 | 25/04/2012 | Wed 10:00-12:00 | 1wk | £9 | P |

Royal Scandals - Marie Antoinette and the Diamond Necklace

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 513503 | 09/05/2012 | Wed 10:00-12:00 | 1wk | £9 | P |

Royal Scandals - Caroline of Brunswick and the Italian Lover

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 513501 | 23/05/2012 | Wed 10:00-12:00 | 1wk | £9 | P |

ICT

Online Basics - internet and email

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 313441 | 30/05/2012 | Wed 13:00-16:00 | 5wks | £59 | K |
| 213408 | 02/06/2012 | Sat 09:30-12:30 | 4wks | £59 | W |

Advanced Internet and email

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|----------------|-------|------|-------|
| 313437 | 16/04/2012 | Mon 9:30-11:30 | 6wks | £67 | K |

etype - Level 1 Award in touch typing

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213647 | 21/04/2012 | Sat 09:30-11:30 | 10wks | £128 | W |

Level 1 Award in Computing

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 313438 | 18/04/2012 | Wed 09:30-12:30 | 10wks | £138 | K |

ECDL Essentials (ITQ QCF)

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 312158 | 19/04/2012 | Thu 09:30-12:15 | 11wks | £160 | K |

ECDL Extra - Intensive

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213239 | 17/04/2012 | Tue 09:30-14:45 | 11wks | £221 | W |

IT for Beginners Part I

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213242 | 17/04/2012 | Tue 19:00-21:30 | 5wks | £67 | W |

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213407 | 21/04/2012 | Sat 09:30-12:30 | 4wks | £67 | W |

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 313442 | 24/05/2012 | Thu 13:00-15:00 | 6wks | £67 | K |

Bring your own Laptop - IT for Beginners Part I

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 313526 | 17/04/2012 | Tue 10:00-12:30 | 5wks | £55 | K |

Getting to know Windows 7

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 313439 | 18/04/2012 | Wed 13:00-15:00 | 6wks | £67 | K |

PC Management using Windows 7

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213528 | 22/05/2012 | Tue 18:45-21:15 | 6wks | £84 | W |

File Management Masterclass

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213390 | 24/05/2012 | Thu 09:30-16:00 | 1wk | £49 | W |

Word 2007 in a day - introduction

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213312 | 19/04/2012 | Thu 09:30-16:00 | 1wk | £49 | W |

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213313 | 28/06/2012 | Thu 09:30-16:00 | 1wk | £49 | W |

Word 2007 in a day - intermediate

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213317 | 10/05/2012 | Thu 09:30-16:00 | 1wk | £49 | W |

Word 2007 in a day - advanced

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213319 | 31/05/2012 | Thu 09:30-16:00 | 1wk | £49 | W |

Excel 2007 in a day - introduction

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213314 | 26/04/2012 | Thu 09:30-16:00 | 1wk | £49 | W |

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 313445 | 19/05/2012 | Sat 09:30-16:00 | 1wk | £49 | K |

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213315 | 21/06/2012 | Thu 09:30-16:00 | 1wk | £49 | W |

Excel 2007 in a day - intermediate

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213318 | 17/05/2012 | Thu 09:30-16:00 | 1wk | £49 | W |

Excel 2007 in a day - advanced

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213320 | 14/06/2012 | Thu 09:30-16:00 | 1wk | £49 | W |

Excel 2007 in a day - functions and formulas

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213368 | 05/07/2012 | Thu 09:30-16:00 | 1wk | £49 | W |

Publisher 2007 in a day - beginners

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213391 | 28/04/2012 | Sat 09:30-16:00 | 1wk | £49 | W |

PowerPoint 2007 in a day - introduction

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213316 | 03/05/2012 | Thu 09:30-16:00 | 1wk | £49 | W |

Word 2010 - introduction

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213248 | 15/05/2012 | Tue 18:30-21:30 | 2wks | £49 | W |

Word 2010 - intermediate

| Course ID | Date | Time | Weeks | Cost | Level |
|-----------|------------|-----------------|-------|------|-------|
| 213249 | 26/06/2012 | Tue 18:30-21:30 | 2wks | £49 | W |

| | | | | | |
|--|------------|-----------------|-------|------|---|
| Excel 2010 - introduction | | | | | |
| 213244 | 01/05/2012 | Tue 18:30-21:30 | 2wks | £49 | W |
| 213532 | 23/06/2012 | Sat 09:30-16:00 | 1wk | £49 | W |
| Excel 2010 - intermediate | | | | | |
| 213245 | 12/06/2012 | Tue 18:30-21:30 | 2wks | £49 | W |
| PowerPoint 2010 - introduction | | | | | |
| 213246 | 17/04/2012 | Tue 18:30-21:30 | 2wks | £49 | W |
| PowerPoint 2010 - intermediate | | | | | |
| 213247 | 29/05/2012 | Tue 18:30-21:30 | 1wk | £25 | W |
| YouTube, Flickr and Skype | | | | | |
| 213531 | 11/06/2012 | Mon 19:00-21:30 | 4wks | £56 | W |
| Internet Safety | | | | | |
| 213529 | 23/06/2012 | Sat 09:30-16:00 | 1wk | £20 | W |
| Twitter and Facebook | | | | | |
| 213530 | 16/04/2012 | Mon 19:30-21:30 | 6wks | £67 | W |
| Digital Cameras and the Computer - introduction | | | | | |
| 513448 | 18/04/2012 | Wed 12:30-14:30 | 6wks | £67 | P |
| 513449 | 30/05/2012 | Wed 10:00-12:30 | 5wks | £67 | P |
| Digital Cameras and the Computer - intermediate | | | | | |
| 213236 | 16/04/2012 | Mon 12:15-14:45 | 5wks | £67 | W |
| 513450 | 30/05/2012 | Wed 12:45-15:15 | 5wks | £67 | P |
| Managing photographs with Google Picasa | | | | | |
| 213237 | 28/05/2012 | Mon 12:15-14:45 | 5wks | £67 | W |
| Using eBay | | | | | |
| 513446 | 18/04/2012 | Wed 10:00-12:00 | 6wks | £67 | P |
| InDesign for design and print | | | | | |
| 213389 | 19/04/2012 | Thu 19:30-21:30 | 11wks | £180 | W |
| Web Design with Dreamweaver Part I | | | | | |
| 213381 | 16/04/2012 | Mon 19:00-21:30 | 5wks | £97 | W |
| 213379 | 20/04/2012 | Fri 09:30-12:00 | 5wks | £97 | W |
| Web Design with Dreamweaver Part II | | | | | |
| 213395 | 28/05/2012 | Mon 19:00-21:30 | 5wks | £97 | W |
| Web Design Part III - Going Professional | | | | | |
| 213367 | 23/05/2012 | Wed 19:30-21:30 | 6wks | £97 | W |
| Photoshop - introduction | | | | | |
| 213366 | 18/04/2012 | Wed 19:00-21:30 | 5wks | £97 | W |
| Older and Bolder - Silver Surfing | | | | | |
| 213240 | 18/04/2012 | Wed 12:30-15:00 | 5wks | £67 | W |
| 513513 | 19/04/2012 | Thu 12:30-14:30 | 6wks | £67 | P |
| Older and Bolder - Terrified of IT Part I | | | | | |
| 513516 | 20/04/2012 | Fri 10:00-12:00 | 6wks | £67 | P |
| Older and Bolder - Terrified of IT - Part II | | | | | |
| 513518 | 01/06/2012 | Fri 10:00-12:30 | 5wks | £67 | P |
| Older and Bolder - Saving Money Online | | | | | |
| 513515 | 31/05/2012 | Thu 12:30-14:30 | 5wks | £56 | P |



Interior Design

| | | | | | |
|---|------------|-----------------|-------|-----|---|
| Interior Design: Creating Designs that Work (NC) (b) | | | | | |
| 213223 | 18/04/2012 | Wed 10:00-12:00 | 10wks | £93 | W |
| Domestic Interior Design - An Introduction (b) | | | | | |
| 213568 | 13/06/2012 | Wed 19:30-21:30 | 4wks | £35 | W |
| First Steps to NOCN Level 2 Certificate in Interior design Skills (al) | | | | | |
| 213524 | 13/06/2012 | Wed 13:00-15:00 | 4wks | £35 | W |

Jewellery

| | | | | | |
|---|------------|----------------------------|-------|------|---|
| Beaded Jewellery (al) | | | | | |
| 213553 | 16/04/2012 | Mon 19:00-21:00 | 10wks | £95 | W |
| Design and Make Jewellery for Beginners (b) | | | | | |
| 213267 | 17/04/2012 | Tue 19:30-21:30 | 11wks | £105 | W |
| Jewellery for Beginners and Intermediate (bi) | | | | | |
| 213554 | 20/04/2012 | Fri 10:00-12:00 | 11wks | £105 | W |
| 213563 | 15/06/2012 | Fri 12:30-14:30 | 4wks | £38 | W |
| Design and Make Jewellery (al) | | | | | |
| 213268 | 11/06/2012 | Mon 09:30-12:00 | 4wks | £48 | W |
| 213652 | 13/06/2012 | Wed 16:30-18:30 | 4wks | £38 | W |
| Colouring Anodised Aluminium (al) | | | | | |
| 213256 | 10/07/2012 | Tue Wed Thu 10:00-16:00 | 1wk | £120 | W |
| An Introduction to Silver Jewellery Making (b) | | | | | |
| 213654 | 13/06/2012 | Wed 19:30-21:00 | 4wks | £38 | W |

Lacemaking

| | | | | | |
|------------------------|------------|-----------------|-------|-----|---|
| Lacemaking (al) | | | | | |
| 313234 | 25/04/2012 | Wed 13:00-15:00 | 10wks | £88 | K |

Languages

Chinese

| | | | | | |
|---|------------|-----------------|-------|------|---|
| Chinese (Mandarin) Beyond the Basics (im) | | | | | |
| 213474 | 19/04/2012 | Thu 19:30-21:00 | 10wks | £108 | W |
| Chinese (Mandarin) Beginners consolidation (b) | | | | | |
| 213548 | 30/04/2012 | Mon 19:30-21:30 | 4wks | £35 | W |
| A Taste of Chinese Mandarin (b) | | | | | |
| 213541 | 11/06/2012 | Mon 19:30-21:30 | 4wks | £35 | W |

French

| | | | | | |
|--|------------|-----------------|-------|-----|---|
| French Beginners consolidation (b) | | | | | |
| 213509 | 18/04/2012 | Wed 19:30-21:30 | 10wks | £88 | W |
| 313542 | 10/05/2012 | Thu 10:00-12:00 | 7wks | £62 | K |
| French Next Steps consolidation (b) | | | | | |
| 313510 | 17/04/2012 | Tue 12:30-14:00 | 10wks | £88 | K |
| French Improvers consolidation (im) | | | | | |
| 213511 | 16/04/2012 | Mon 09:45-11:45 | 10wks | £88 | W |
| French Intermediate consolidation (i) | | | | | |
| 513469 | 16/04/2012 | Mon 09:45-11:45 | 10wks | £88 | P |
| 213471 | 18/04/2012 | Wed 19:30-21:30 | 10wks | £88 | W |
| 313470 | 19/04/2012 | Thu 19:30-21:30 | 10wks | £88 | K |

German

German Higher Intermediates consolidation (ia) (W)
 213512 19/04/2012 Thu 09:30-11:30 10wks £88

Greek

A Taste of Greek (b) (W)
 213543 19/04/2012 Thu 19:30-21:30 10wks £88

Italian

First Steps in Italian FULL (b) (W)
 213545 16/04/2012 Mon 19:30-21:30 10wks £88

Japanese

Japanese Beginners consolidation (b) (W)
 213508 19/04/2012 Thu 19:30-21:30 10wks £88

Portuguese

A Taste of Portuguese (b) (K)
 313544 13/06/2012 Wed 19:30-21:30 4wks £35

Spanish

Spanish Beginners consolidation (b) (P)
 513555 16/04/2012 Mon 09:30-11:30 10wks £88

313506 17/04/2012 Tue 19:30-21:30 10wks £88 (K)

Spanish Next Steps (Pb) (W)
 213591 16/04/2012 Mon 19:30-21:30 10wks £88

Spanish Improvers consolidation (im) (W)
 213514 19/04/2012 Thu 19:30-21:30 10wks £88

Spanish Easy Intermediate consolidation (i) (W)
 213473 16/04/2012 Mon 09:45-11:45 10wks £88

Turkish

A Taste of Turkish (b) (W)
 213547 13/06/2012 Wed 19:30-21:30 4wks £35

London

London Statues (al) (O)
 613604 17/04/2012 Tue 11:00-13:00 7wks £62

London Cemeteries (al) (O)
 613581 18/04/2012 Wed 11:00-13:00 8wks £71

London - Walk Local (al) (O)
 613603 18/04/2012 Wed 11:00-13:00 7wks £62

London - That's Entertainment! (al) (O)
 613602 19/04/2012 Thu 11:00-13:00 7wks £62

Military London (al) (O)
 613580 20/04/2012 Fri 11:00-13:00 5wks £44

A Summer of Sport (al) (O)
 613579 23/04/2012 Mon 11:00-13:00 3wks £26

Jubilee London (al) (O)
 613571 05/05/2012 Sat 11:00-13:00 3wks £26

Around Camden and Chalk Farm (al) (O)
 613578 24/05/2012 Thu 11:15-13:15 1wk £9

Dickens' Magic Lantern (al) (O)
 613570 09/06/2012 Sat 11:00-13:00 3wks £26

Covent Garden (al) (O)
 613569 21/06/2012 Thu 11:00-13:00 1wk £9

Magic and Conjuring

The Art of Conjuring and Magic (b) (W)
 213304 19/04/2012 Thu 19:30-21:30 11wks £97

Massage

First Steps to Massage (b) (W)
 213500 16/04/2012 Mon 19:30-21:30 10wks £88

Meditation

Meditation and Self Reflection (im) (W)
 213577 20/04/2012 Fri 09:45-11:45 5wks £44

Musical Activities

Music Theory for Beginners (b) (W)
 213327 18/04/2012 Wed 18:00-19:00 11wks £49

Navigation

RYA Essential Navigation and Seamanship (b) (W)
 213037 16/04/2012 Mon Wed 18:45-21:30 3wks £72

Patchwork and Quilting

Foundation Pieced Patchwork - Storm at Sea (al) (K)
 313504 18/04/2012 Wed 19:00-21:00 10wks £88

Foundation Pieced Patchwork Project (al) (K)
 313351 19/04/2012 Thu 10:00-12:00 10wks £88

Photography

SLR Photography (b) (K)
 313322 16/04/2012 Mon 19:30-21:30 10wks £88

313323 19/04/2012 Thu 12:30-14:30 11wks £97 (K)

First Steps to NCFE Level 2 Certificate in Photography (b) (W)
 213533 23/06/2012 Sat 10:00-12:00 3wks £35

Picture Framing

Picture Framing Course for Beginners (b) (W)
 213517 18/04/2012 Wed 19:30-21:30 7wks £65

Picture Framing-Making a Frame (al) (W)
 213519 12/05/2012 Sat 09:30-12:30 2wks £28

Picture Framing-Staining and Dyeing (al) (W)
 213520 13/06/2012 Wed 19:30-21:30 4wks £37



Pilates

Introduction to Pilates

| | | | | | |
|--------|------------|-----------------|-------|-----|-------|
| 513213 | 16/04/2012 | Mon 09:30-10:30 | 10wks | £47 | (b) P |
| 213370 | 16/04/2012 | Mon 19:30-20:30 | 10wks | £47 | (b) W |
| 513374 | 18/04/2012 | Wed 11:35-12:35 | 11wks | £51 | (b) P |
| 213371 | 18/04/2012 | Wed 13:00-14:00 | 11wks | £51 | (b) W |
| 213372 | 18/04/2012 | Wed 18:00-19:00 | 11wks | £51 | (b) W |
| 213373 | 19/04/2012 | Thu 19:25-20:25 | 11wks | £51 | (b) W |

Pilates - an introduction

| | | | | | |
|--------|------------|-----------------|-------|-----|-------|
| 213209 | 19/04/2012 | Thu 09:45-10:45 | 11wks | £51 | (b) W |
|--------|------------|-----------------|-------|-----|-------|

Pilates Stage 1

| | | | | | |
|--------|------------|-----------------|-------|-----|-------|
| 213210 | 19/04/2012 | Thu 13:00-14:00 | 11wks | £51 | (b) W |
|--------|------------|-----------------|-------|-----|-------|

Pilates - a follow-on class

| | | | | | |
|--------|------------|-----------------|-------|-----|--------|
| 513376 | 16/04/2012 | Mon 10:35-11:35 | 10wks | £47 | (im) P |
| 213377 | 16/04/2012 | Mon 18:25-19:25 | 10wks | £47 | (im) W |
| 213378 | 16/04/2012 | Mon 20:35-21:35 | 10wks | £47 | (im) W |
| 513380 | 18/04/2012 | Wed 10:30-11:30 | 11wks | £51 | (im) P |
| 213382 | 18/04/2012 | Wed 14:05-15:05 | 11wks | £51 | (im) W |
| 213383 | 18/04/2012 | Wed 15:10-16:10 | 11wks | £51 | (im) W |
| 213384 | 19/04/2012 | Thu 18:20-19:20 | 11wks | £51 | (im) W |
| 213385 | 19/04/2012 | Thu 20:30-21:30 | 11wks | £51 | (im) W |

Pilates Stage 2

| | | | | | |
|--------|------------|-----------------|-------|-----|--------|
| 213211 | 19/04/2012 | Thu 10:50-11:50 | 11wks | £51 | (im) W |
|--------|------------|-----------------|-------|-----|--------|

Pilates Stage 3

| | | | | | |
|--------|------------|-----------------|-------|-----|-------|
| 213212 | 19/04/2012 | Thu 14:05-15:05 | 11wks | £51 | (i) W |
|--------|------------|-----------------|-------|-----|-------|

Pottery

Passionate about Pottery!

| | | | | | |
|--------|------------|-----------------|------|-----|--------|
| 213293 | 17/04/2012 | Tue 19:15-21:15 | 7wks | £67 | (al) W |
|--------|------------|-----------------|------|-----|--------|

Enjoy a Taste of Pottery

| | | | | | |
|--------|------------|-----------------|-------|------|--------|
| 213288 | 18/04/2012 | Wed 09:45-11:45 | 11wks | £106 | (al) W |
|--------|------------|-----------------|-------|------|--------|

The Complete Potter

| | | | | | |
|--------|------------|-----------------|------|-----|--------|
| 213263 | 11/06/2012 | Mon 19:00-21:30 | 4wks | £48 | (al) W |
|--------|------------|-----------------|------|-----|--------|

Pots of Style

| | | | | | |
|--------|------------|-----------------|------|-----|--------|
| 213285 | 13/06/2012 | Wed 13:00-15:00 | 4wks | £37 | (al) W |
|--------|------------|-----------------|------|-----|--------|

Going Potty!

| | | | | | |
|--------|------------|-----------------|------|-----|--------|
| 213299 | 13/06/2012 | Wed 19:30-21:30 | 4wks | £40 | (al) W |
| 213298 | 15/06/2012 | Fri 10:00-12:00 | 4wks | £40 | (al) W |
| 213300 | 15/06/2012 | Fri 12:30-14:30 | 4wks | £40 | (al) W |

Ceramics

| | | | | | |
|--------|------------|-----------------|-------|-----|-------|
| 213324 | 26/04/2012 | Thu 19:30-21:30 | 10wks | £96 | (i) W |
|--------|------------|-----------------|-------|-----|-------|



Psychology

Psychology, Personality and You

| | | | | | |
|--------|------------|-----------------|-------|------|--------|
| 213345 | 26/04/2012 | Thu 09:30-12:00 | 10wks | £110 | (al) W |
|--------|------------|-----------------|-------|------|--------|

Psychological Aspects of Relationships

| | | | | | |
|--------|------------|-----------------|-------|-----|--------|
| 213342 | 24/04/2012 | Tue 19:15-21:30 | 10wks | £99 | (al) W |
|--------|------------|-----------------|-------|-----|--------|

Positive Thinking - Coaching and Self Reflection

| | | | | | |
|--------|------------|-----------------|-------|-----|--------|
| 213499 | 16/04/2012 | Mon 19:30-21:30 | 10wks | £88 | (bi) W |
|--------|------------|-----------------|-------|-----|--------|

The Power of Positive Thinking

| | | | | | |
|--------|------------|-----------------|------|-----|-------|
| 213496 | 17/04/2012 | Tue 13:00-15:00 | 6wks | £53 | (b) W |
|--------|------------|-----------------|------|-----|-------|

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|--------|------------|-----------------|------|-----|-------|
| 213567 | 26/05/2012 | Sat 09:45-11:45 | 3wks | £26 | (b) W |
|--------|------------|-----------------|------|-----|-------|

Qi Gong

Qi Gong

| | | | | | |
|--------|------------|-----------------|-------|-----|--------|
| 213447 | 21/04/2012 | Sat 10:00-12:00 | 11wks | £97 | (al) W |
|--------|------------|-----------------|-------|-----|--------|

Radio

Marine VHF-DSC Radio Telephone Operators' Certificate Course

| | | | | | |
|--------|------------|---------------------|------|-----|-------|
| 213036 | 17/04/2012 | Tue Thu 19:00-21:30 | 2wks | £44 | (i) W |
|--------|------------|---------------------|------|-----|-------|

Sculpture

Clay Modelling from Life

| | | | | | |
|--------|------------|-----------------|------|-----|--------|
| 213252 | 12/06/2012 | Tue 10:00-12:30 | 4wks | £55 | (al) W |
|--------|------------|-----------------|------|-----|--------|

Sign Language

Introduction to British Sign Language Level 1

| | | | | | |
|--------|------------|-----------------|------|-----|-------|
| 213495 | 21/04/2012 | Sat 10:00-12:00 | 4wks | £35 | (b) W |
|--------|------------|-----------------|------|-----|-------|

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|--------|------------|-----------------|------|-----|-------|
| 313550 | 12/06/2012 | Tue 10:00-12:00 | 4wks | £35 | (b) K |
|--------|------------|-----------------|------|-----|-------|

Silversmithing

Designing and Making with Silver

| | | | | | |
|--------|------------|-----------------|-------|------|--------|
| 213259 | 19/04/2012 | Thu 15:30-18:00 | 11wks | £146 | (al) W |
|--------|------------|-----------------|-------|------|--------|

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|--------|------------|-----------------|-------|------|--------|
| 213260 | 19/04/2012 | Thu 19:00-21:00 | 11wks | £123 | (al) W |
|--------|------------|-----------------|-------|------|--------|

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|--------|------------|-----------------|------|-----|--------|
| 213261 | 14/06/2012 | Thu 09:45-12:15 | 4wks | £59 | (al) W |
|--------|------------|-----------------|------|-----|--------|

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|--------|------------|-----------------|------|-----|--------|
| 213262 | 14/06/2012 | Thu 12:45-15:15 | 4wks | £59 | (al) W |
|--------|------------|-----------------|------|-----|--------|



Stained Glass

Stained Glass

| | | | | | |
|--------|------------|-----------------|-------|------|----------|
| 213282 | 16/04/2012 | Mon 19:30-21:30 | 10wks | £93 | (bi) (W) |
| 213273 | 17/04/2012 | Tue 09:45-12:15 | 11wks | £128 | (W) |
| 213274 | 17/04/2012 | Tue 19:15-21:15 | 11wks | £103 | (W) |
| 213276 | 18/04/2012 | Wed 09:45-12:15 | 11wks | £128 | (W) |

Tai Chi Chuan

Tai Chi Chuan - Stage 1

| | | | | | |
|--------|------------|-----------------|-------|-----|---------|
| 213452 | 16/04/2012 | Mon 20:00-21:00 | 10wks | £44 | (b) (W) |
| 213453 | 19/04/2012 | Thu 13:00-14:00 | 11wks | £49 | (W) |

Teacher Training (Adults)

Preparing to Teach in the Lifelong Learning Sector

| | | | | | |
|--------|------------|---|-------|------|---------------|
| 213605 | 18/04/2012 | Wed 18:30-21:30 x11 Sat 09:30-16:00 x2 | 11wks | £297 | (Q1) (I4) (W) |
|--------|------------|---|-------|------|---------------|

Wood Carving

'Woodcarving for Beginners' and 'Masterclass for Experienced Woodcarvers'

| | | | | | |
|--------|------------|-----------------|-------|------|----------|
| 213347 | 18/04/2012 | Wed 13:30-15:30 | 11wks | £103 | (bi) (W) |
|--------|------------|-----------------|-------|------|----------|

Writing

Have Fun Writing Fiction

| | | | | | |
|--------|------------|-----------------|-------|-----|---------|
| 313493 | 18/04/2012 | Wed 19:30-21:30 | 10wks | £88 | (i) (K) |
|--------|------------|-----------------|-------|-----|---------|

Writing Critique Workshop

| | | | | | |
|--------|------------|-----------------|-------|-----|---------|
| 213489 | 19/04/2012 | Thu 19:30-21:30 | 10wks | £88 | (i) (W) |
|--------|------------|-----------------|-------|-----|---------|



Yoga classes at BAEC

We teach two forms of yoga at BAEC - The British School of Yoga and Iyengar Yoga. For further details about our classes and general medical information regarding suitability, please visit our website or telephone the Widmore Centre on 020 8460 0020.

Please note if you are **both pregnant and new to yoga**, none of our yoga classes are suitable.

Physically active courses

Prior to the start of any physically active course run by BAEC, we ask you to complete a 'Health Screening' form. For further information please see the 'Health Screening' box on our website or telephone any of our three main centres. www.baec.ac.uk

Yoga - British School of Yoga

Yoga - Continue to Build on the Basics

| | | | | | |
|--------|------------|-----------------|------|-----|----------|
| 213484 | 14/06/2012 | Thu 19:30-21:00 | 4wks | £26 | (im) (W) |
|--------|------------|-----------------|------|-----|----------|

Yoga - Iyengar

Beginners Yoga

| | | | | | |
|--------|------------|-----------------|-------|-----|---------|
| 313475 | 16/04/2012 | Mon 19:30-21:00 | 10wks | £66 | (b) (K) |
| 213476 | 18/04/2012 | Wed 18:30-20:00 | 11wks | £73 | (W) |
| 513477 | 19/04/2012 | Thu 09:45-11:15 | 11wks | £73 | (P) |
| 213478 | 20/04/2012 | Fri 11:15-12:45 | 11wks | £73 | (W) |

Gentle Yoga with meditation and relaxation

| | | | | | |
|--------|------------|-----------------|-------|-----|---------|
| 213479 | 17/04/2012 | Tue 19:30-21:00 | 11wks | £73 | (b) (W) |
|--------|------------|-----------------|-------|-----|---------|

Iyengar Yoga for All

| | | | | | |
|--------|------------|-----------------|-------|-----|----------|
| 213660 | 16/04/2012 | Mon 20:00-21:30 | 10wks | £66 | (al) (W) |
| 213486 | 12/06/2012 | Tue 09:30-11:00 | 4wks | £26 | (W) |
| 313490 | 13/06/2012 | Wed 20:00-21:30 | 4wks | £26 | (K) |

Iyengar Yoga Improvers

| | | | | | |
|--------|------------|-----------------|------|-----|----------|
| 213483 | 15/06/2012 | Fri 09:30-11:00 | 4wks | £26 | (im) (W) |
|--------|------------|-----------------|------|-----|----------|

Iyengar Yoga Intermediate

| | | | | | |
|--------|------------|-----------------|------|-----|---------|
| 213480 | 11/06/2012 | Mon 09:45-11:45 | 4wks | £35 | (i) (W) |
| 313481 | 12/06/2012 | Tue 19:30-21:30 | 4wks | £35 | (K) |
| 313482 | 14/06/2012 | Thu 10:00-12:00 | 4wks | £35 | (K) |

Yoga for the Over 50s

| | | | | | |
|--------|------------|-----------------|------|-----|----------|
| 313491 | 13/06/2012 | Wed 13:00-14:30 | 4wks | £26 | (al) (K) |
|--------|------------|-----------------|------|-----|----------|

Saturday Courses

21/04/2012 WIDMORE

Archery

| | | | | | |
|---------|-------------|-------|------|------|--|
| Archery | | | | | |
| 213421 | 09:30-10:30 | 11wks | £51 | (l1) | |
| 213423 | 10:35-12:35 | 11wks | £103 | (l2) | |

Art Appreciation

French Art in the mid-nineteenth Century: Realism school, Courbet, Corot, Daumier

| | | | | | |
|--------|-------------|------|-----|------|--|
| 213418 | 10:00-12:00 | 4wks | £35 | (al) | |
|--------|-------------|------|-----|------|--|

Beauty

| | | | | | |
|-------------------|-------------|------|-----|-----|--|
| Gel Nail Workshop | | | | | |
| 213576 | 09:30-12:00 | 3wks | £74 | (b) | |

ICT

| | | | | | |
|-------------------------|-------------|------|-----|-----|--|
| IT for Beginners Part I | | | | | |
| 213407 | 09:30-12:30 | 4wks | £67 | (b) | |

etype - Level 1 Award in touch typing

| | | | | | |
|--------|-------------|-------|------|-----|--|
| 213647 | 09:30-11:30 | 10wks | £128 | (b) | |
|--------|-------------|-------|------|-----|--|

Sign Language

| | | | | | |
|---|-------------|------|-----|-----|--|
| Introduction to British Sign Language Level 1 | | | | | |
| 213495 | 10:00-12:00 | 4wks | £35 | (b) | |

Qi Gong

| | | | | | |
|---------|-------------|-------|-----|------|--|
| Qi Gong | | | | | |
| 213447 | 10:00-12:00 | 11wks | £97 | (al) | |

28/04/2012 WIDMORE

Alternative Lifestyle

| | | | | | |
|----------------|-------------|-----|----|-----|--|
| Face Exercises | | | | | |
| 213461 | 11:15-12:45 | 1wk | £9 | (b) | |

Beauty

| | | | | | |
|--------------------------------------|-------------|-----|-----|-----|--|
| Image, Style and Confidence Workshop | | | | | |
| 213463 | 09:30-16:00 | 1wk | £46 | (b) | |

Cake Decorating and Sugarcraft

| | | | | | |
|----------------------------------|-------------|-----|-----|-----|--|
| A Pot of Spring Flowers in Sugar | | | | | |
| 213411 | 09:30-16:00 | 1wk | £38 | (b) | |

Calligraphy

| | | | | | |
|----------------------|-------------|-----|-----|-----|--|
| Japanese Calligraphy | | | | | |
| 213258 | 09:30-12:30 | 1wk | £21 | (b) | |

First Aid

| | | | | | |
|-------------------------------|-------------|-----|-----|----------|--|
| Emergency Life Support Course | | | | | |
| 213472 | 09:30-16:00 | 1wk | £47 | (Q2) (b) | |

Floral Art

| | | | | | |
|---|-------------|-----|-----|------|--|
| Start your Own Floristry Business Working from Home | | | | | |
| 213340 | 09:30-16:00 | 1wk | £38 | (al) | |

Jewellery

| | | | | | |
|--------------------------------|-------------|-----|-----|-----|--|
| An Introduction to Copper Clay | | | | | |
| 213348 | 09:30-16:00 | 1wk | £63 | (b) | |

Massage

| | | | | | |
|---------------------|-------------|-----|-----|-----|--|
| Indian Head Massage | | | | | |
| 213560 | 09:30-16:00 | 1wk | £38 | (b) | |

Pilates

| | | | | | |
|---------------------------|-------------|-----|-----|------|--|
| Pilates - a Taster Course | | | | | |
| 213456 | 13:00-16:00 | 1wk | £19 | (al) | |

Pottery

| | | | | | |
|-------------|-------------|-----|-----|------|--|
| Pots of Fun | | | | | |
| 213301 | 09:30-16:00 | 1wk | £41 | (al) | |

Soft Furnishing

| | | | | | |
|--|-------------|-----|-----|------|--|
| A taste of Curtains, Blinds and Cushions | | | | | |
| 213290 | 09:30-16:00 | 1wk | £38 | (al) | |

Stained Glass

| | | | | | |
|-----------------------------|-------------|-----|-----|-----|--|
| Stained Glass Lightcatchers | | | | | |
| 213277 | 09:30-16:00 | 1wk | £38 | (b) | |

05/05/2012 WIDMORE

Massage

| | | | | | |
|---|-------------|-----|-----|------|--|
| Mind and Body (Complimentary Therapies for Women) | | | | | |
| 213661 | 09:30-12:00 | 4wk | £47 | (al) | |

25/05/2012 MEET OUT

London

| | | | | | |
|----------------|-------------|------|-----|------|--|
| Jubilee London | | | | | |
| 613571 | 11:00-13:00 | 3wks | £26 | (al) | |

12/05/2012 WIDMORE

Picture Framing

| | | | | | |
|--------------------------------|-------------|------|-----|------|--|
| Picture Framing-Making a Frame | | | | | |
| 213519 | 09:30-12:30 | 2wks | £28 | (al) | |

19/05/2012 KENTWOOD See Exhibition box on page 5

Alternative Lifestyle

| | | | | | |
|--|-------------|-----|-----|-----|--|
| An Introduction to Alexander Technique | | | | | |
| 313457 | 09:30-12:30 | 1wk | £31 | (b) | |

Alternative Lifestyle

| | | | | | |
|-------------------|-------------|-----|-----|-----|--|
| Hopi Ear Candling | | | | | |
| 313558 | 09:30-16:00 | 1wk | £38 | (b) | |

Astronomy

| | | | | | |
|---------------------------------------|-------------|-----|-----|-----|--|
| The Life of a Star, from Dust to Dust | | | | | |
| 313648 | 10:00-12:00 | 1wk | £13 | (b) | |

Saturday Courses

Beauty

First steps to Nail Art

313467 09:30-16:00 1wk £38 (b)

Cake Decorating and Sugarcraft

Novelty Cupcakes

313527 09:30-16:00 1wk £38 (b)

Cookery

Baking Masterclass

313235 09:30-16:00 1wk £38 (b)

Crafts

Origami for Beginners

313651 10:00-12:00 1wk £13 (b)

Drawing and Painting

Painting Flowers with Watercolour and Gouache on Tinted Paper

313658 09:30-16:00 1wk £38 (al)

ICT

Excel 2007 in a day - introduction

313445 09:30-16:00 1wk £49 (i)

Reflexology

Reflexology for Beginners

313466 09:30-16:00 1wk £38 (b)

26/05/2012 WIDMORE

Psychology

The Power of Positive Thinking

213567 09:45-11:45 3wks £26 (b)

02/06/2012 WIDMORE

ICT

Online Basics - internet and email

213408 09:30-12:30 4wks £59 (b)

09/06/2012 MEET OUT

London

Dickens' Magic Lantern

613570 11:00-13:00 3wks £26 (al)

23/06/2012 WIDMORE

Alternative Lifestyle

An Introduction to Alexander Technique

213462 09:30-12:30 1wk £31 (b)

Beauty

Henna Tattoos

213468 09:30-16:00 1wk £38 (b)

Image, Style and Confidence Workshop

213464 09:30-16:00 1wk £46 (b)

Cake Decorating and Sugarcraft

Wedding Cupcakes

213413 09:30-16:00 1wk £38 (b)

Floral Art

Summer Wedding Flowers

213349 09:30-16:00 1wk £40 (al)

ICT

Excel 2010 - introduction

213532 09:30-16:00 1wk £49 (b)

Internet Safety

213529 09:30-16:00 1wk £20 (al)

Jewellery

An Introduction to Copper Clay

213346 09:30-16:00 1wk £63 (b)

Massage

Indian Head Massage

213559 09:30-16:00 1wk £32 (b)

Meditation

Learn to Meditate

213556 09:30-15:00 1wk £35 (b)

Photography

First Steps to NCFE Level 2 Certificate in Photography

213533 10:00-12:00 3wks £35 (Q1) (ia)

Pottery

Pots of Fun

213302 09:30-16:00 1wk £41 (al)

Psychology

Personal Memories, Personal Narratives

213343 09:30-16:00 1wk £38 (al)

Stained Glass

Stained Glass Lightcatchers

213280 09:30-16:00 1wk £38 (b)

30/06/2012 WIDMORE

Cake Decorating and Sugarcraft

Embroidery in Sugar

213410 09:30-12:30 2wks £26 (b)

Enrolment Form

Bromley Adult Education College

Nightingale Lane, Bromley BR1 2SQ

Telephone: 020 8460 0020

Fax: 020 8466 7299

Surname Mr/Mrs/Miss/Ms _____

Forenames _____

Address _____

Town _____

County _____

Postcode _____

Telephone Numbers: Day _____

Evening _____

Mobile _____

e-mail address _____

Date of Birth _____

Other Details – we require you to complete this section to process the enrolment.

Thank you

Please describe your ethnic origin by ticking the appropriate box.

White

- (31) English/Welsh/Scottish/
Northern Irish/British
- (32) Irish
- (33) Gypsy or Irish Traveller
- (34) Any other White background

Black / African / Caribbean / Black British

- (44) African
- (45) Caribbean
- (46) Any other Black/African/
Caribbean background

Mixed / multiple ethnic group

- (35) White and Black Caribbean
- (36) White and Black African
- (37) White and Asian
- (38) Any other Mixed/multiple
ethnic background

Other ethnic group

- (47) Arab
- (98) Any other ethnic group
- (99) Not provided

Asian / Asian British

- (39) Indian
- (40) Pakistani
- (41) Bangladeshi
- (42) Chinese
- (43) Any other Asian background

How did you find out about this course?

Disabilities and Learning Difficulties

The College is working to ensure that students receive the best service possible. With this in mind, could you tell us if you have any disability and we will try to take this into account when planning your course.

Yes/No *Please delete as appropriate.*

If Yes, would you please describe your disability by ticking the box or boxes below.

- Wheelchair user
- Disability affecting mobility
- Emotional/behavioural difficulties
- Visual impairment
- Temporary disability after illness or accident
- Multiple disabilities
- Other medical condition eg.epilepsy, asthma, diabetes
(Please provide details) _____
- Hearing impairment
- Other physical difficulty
- Profound/complex difficulties
- Mental health difficulty
- Aspergers Syndrome

If Yes, is there any additional support that you feel you require? If there is, please tell us about it in the space provided.

Do you feel that you have any learning difficulties that we might be able to give you assistance with?

Yes/No *Please delete as appropriate.*

If Yes, would you please describe your learning difficulty for us by ticking the box or boxes below?

- Moderate learning difficulty
- Dyscalculia
- Other specific learning difficulty
- Autism Spectrum disorder
- Severe learning difficulty
- Dyslexia
- Multiple learning difficulties
- Other (Please provide details)

If Yes, could you tell us what help we might be able to provide for you during your course?

DISCLOSURE:

In order to provide you with the best support possible, it may be necessary for the College to disclose this information to your tutor and/or other members of the College staff - do we have your agreement to this?

Yes/No *Please delete as appropriate.*

Course Details

| Course number | Course title | Fee Enclosed |
|---------------|--------------|--------------|
| | | £ |
| | | £ |
| | | £ |
| | | £ |
| | | £ |

Payment Details

Method of Payment

Cash Cheque Credit Card Debit Card

Please charge my Mastercard/Visa card/Switch card *(delete as appropriate)*

£ _____

Card Number: _____

Expiry Date: _____ Issue No: _____ Valid from: _____

Credit Card Holder's Name (as it appears on card):

3 Digit Security Number _____

Credit Card Holder's Address (if different from overleaf): _____

Signature: _____ Date: _____

Payment Details

I am claiming a reduced fee and attach documentary evidence of my entitlement*. I will notify the College of any change in my circumstances.

- Job Seekers' Allowance
- Working Tax Credit (household income under £15,500)
- Housing/Council Tax Benefit (means tested only)
- Aged 16-18 before 31.08.11 on qualifying courses **Q1** only
- Income Support
- Dependent of benefit recipient
- Pension credit (Guarantee credit only)
- Employment and Support Allowance (Income Related or WRAG only)

* (which is less than 3 months old) together with my passport, birth certificate or home office papers.

Privacy Statement 2011/2012

How We Use Your Personal Information

The Data Protection Act protects all the information we hold about you and anyone in receipt of your information is under a legal obligation to keep it confidential. We take appropriate measures to ensure that personal data is held securely and is only kept for as long as is necessary for the purpose for which it is used.

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Young People's Learning Agency for England ("the YPLA") to meet legal duties under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education and training.

Further information about use of and access to your personal data, and details of partner organisations are available at:

<http://skillsfundingagency.bis.gov.uk/privacy.htm>

<http://www.ypla.gov.uk/privacy.htm> and

<http://www.learningrecordsservice.org.uk/documentlibrary/documents/Code+of+Practice+for+Sharing+of+Personal+Information.htm>

Code+of+Practice+for+Sharing+of+Personal+Information.htm

Tick any of the following boxes if you do not wish to be contacted:

- About courses or learning opportunities
- For surveys and research
- By post
- By phone
- By email