

Summer Programme



Bromley Adult Education College

Courses for Adults

Starting from **29 April 2019**

For full course details go to: **www.baec.ac.uk**
or enquire at one of the centres

Kentwood Centre 020 8659 7976

Poverest Centre 01689 822886

Email: enquiries@baec.ac.uk

Bringing Learning Alive

Course details subject to change

Revised: 11/03/19

Bromley Adult Education College – Summer Programme 2019

New courses are planned all year, please check the **Our Courses** pages on www.baec.ac.uk

Contents

Term Dates	3
Community Outreach Learning	4
English, Maths and GCSE Courses	5
English for Speakers of Other Languages (ESOL)	6
Learners with Learning Difficulties or Disabilities	7
Book-keeping and Accounting	8
Botanical Illustration	8
Clothes/Dressmaking	8
Computing	9
Drawing and Painting (life)	9
Floristry and Flower Arranging	10
Guitar	10
Interior Design	10
Italian	11
Meditation	11
Photography	11
Pilates	12
Psychology	12
Sign Language	13
Spanish	13
Wellbeing	13
Yoga	14
2018/2019 Course Fees	15
Where to Find Us	16

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Term Dates

Term Dates for Summer Term 2019

Term	Dates
Spring 2019	Monday 07 January - Friday 15 February 2019
	Half-term 18 - 22 February 2019
	Monday 25 February - Friday 05 April 2019
	Easter Break
Summer 2019	Monday 29 April - Friday 24 May 2019 (Bank Holiday Monday 06 May)
	Half-term 27 May - 31 May 2019
	Monday 03 June - Friday 28 June 2019

Term Dates for 2019-2020

	Dates
Autumn 2019	Monday 16 September –Friday 18 October 2019
	Half-term 21 October – 25 October 2019
	Monday 28 October –Friday 13 December 2019
	Christmas Break
Spring 2020	Monday 06 January –Friday 14 February 2020
	Half-term 17 - 21 February 2020
	Monday 24 February – Friday 03 April 2020
	Easter Break
Summer 2020	Monday 27 April – Friday 22 May 2020 (Bank Holiday Monday 04 May)
	Half-term 25 May – 29 May 2020
	Monday 01 June –Friday 26 June 2020

Community Outreach Learning

Our Community Outreach Learning programmes aim to secure the best possible outcomes for vulnerable and disadvantaged adults in the community.

Courses are held in Children and Family Centres, community venues and our main centres. Classes are tailored to each group's requirements and interest.

Subjects range from literacy, numeracy and preparation to employment; to arts and crafts, computing, cookery, confidence building, exercise, mindfulness, parenting and family learning, courses for older learners and for learners with disabilities or learning difficulties.

To find out more about our Community Outreach Learning opportunities please email:

Agnes Jeary at: agnesj@baec.ac.uk



[Learner's work from Family English, Maths and Language Storysacks course, Autumn 2017](#)

English, Maths and GCSE Courses

These courses start in September 2019

Do you lack the English and/or maths skills you need to work, study or support your children?
Did you miss out on a qualification at school?

We offer classes from Entry Level to Level 2 and GCSE.

Entry Level: you will study towards a City & Guilds Award in English/maths skills and/or Edexcel Functional Skills.

Level 1: you will study towards a Gateway Writing Award in English or NOCN Award in Mathematics and/or Edexcel Functional Skill qualification.

Level 2: you will study towards an Edexcel Functional Skill qualification.

GCSE: in both English and maths you will work towards grades 9-4.

All classes are **FREE** subject to eligibility, regardless of benefit status.

You will need to have an initial assessment to determine your current level of English/maths to ensure you are placed in the correct class.

**Have an initial assessment in May 2019
to secure your place on a course starting in
September 2019**

To make an appointment for an interview/assessment please contact:

Pat Johnson on Tel: **020 8676 5545**

OR

Email: patricia.johnson@baec.ac.uk

English/maths interviews are available from **13th May 2019**

GCSE interviews are available from **20th May 2019**

English for Speakers of Other Languages (ESOL)

These courses start in September 2019

Do you want to improve your English language skills?

Would you like to develop your speaking, listening, reading and writing skills to find work, help your children with their homework, or go on to further study in the UK?

We offer ESOL classes for learners from other countries who are settled in the UK and would like to gain nationally recognised qualifications.

Classes are FREE for eligible students receiving certain benefits and who are looking for work, and those earning less than £19,890 annual gross salary.

This is a one year programme of study in 3 parts:

Term 1 – September-December 2019

Term 2 – January-March 2020

Term 3 – April-June 2020

For those paying for their course, fees are payable termly.

You will need to have an initial assessment to determine your current level of English to ensure you are placed in the correct class.

**Have an initial assessment in May 2019
to secure your place on a course starting in
September 2019**

To make an appointment for an interview/assessment please contact:

Pat Johnson on Tel: **020 8676 5545**

OR

Email: patricia.johnson@baec.ac.uk

Interviews are available from **7th May 2019**

On the interview day please ensure you bring in your passport or home office papers, plus any relevant benefit documentation.

Learners with Learning Difficulties or Disabilities

These courses start in September 2019

We offer a range of non-accredited courses to help you develop:

- Skills for independent living
- Skills for employment
- Skills to improve your confidence and communication
- English and maths skills

The majority of the classes are held at the Poverest Centre in Orpington, but some classes are also available at The Kentwood Centre in Penge.

Courses on offer include:

**Art and Craft, Cookery, Dance and Drama, Gardening, Film Studies
Basic Computing, Healthy Lifestyle, Photography, English, Maths
Speaking with Confidence, Animal Care, Music, Puppetry**

The majority of courses run for 34 weeks.

All learners wishing to join these classes will need to come in for an initial assessment.

**Have an initial assessment in May 2019
to secure your place on a course starting in
September 2019**

For further details and to book an assessment/interview, please contact:

Ruth Liddon on Tel: **01689 822886**

OR

Email: ruth@baec.ac.uk

Initial Assessments are available from **7th May 2019**

On the interview day please ensure you bring in your passport/birth certificate, plus any relevant education, health and care documentation.

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Book-keeping and Accounting

IAB Level 1 Award in Computerised Accounting for Business (RQF)

Gain a Level 1 qualification and acquire basic knowledge, understanding and skills of computerised bookkeeping to enhance your chances of employment in this field. You will learn the basics of keeping financial records and how to carry out a range of basic day-to-day computerised accounting routines and activities using Sage software. The course fee includes a time-limited version of Sage for home study. Please note there may be additional fees for resits. Upon successful completion of the assessments in class you will be awarded the Level 1 IAB Award. This course features a combination of theoretical knowledge and practical computerised bookkeeping and is suitable for beginners to bookkeeping. A pre-course interview is required. Please contact the College on 020 8659 7976 to arrange this. Please note you MUST have a PC at home in order to study between lessons.

322063	Veronica Hughes			Kentwood
01/05/2019	09:30-12:45 (10/7/19 – 9:30-16:00)	Wed	10 Wks	£284.00

Botanical Illustration

Botanical Illustration

Beginners, flower painters and botanists are all welcome. Something for everyone who loves plants, for those who want to acquire basic skills or improve their existing skills.

322057	Mayumi Hashi			Kentwood
29/04/2019	10:00-12:30	Mon	8 Wks	£102.00

Clothes/Dressmaking

Clothesmaking

Come and learn how to make clothes to fit yourself or others. Beginners welcome. Start with a simple garment and progress to more complicated pieces. You will need to supply your own materials.

322055	Nicholine Bailey			Kentwood
29/04/2019	09:45-12:15	Mon	8 Wks	£108.00
322056	Nicholine Bailey			Kentwood
29/04/2019	13:00-15:00	Mon	8 Wks	£87.00

Basic Sewing Skills

Come and learn basic sewing skills. Beginners welcome. This course will cover the basic techniques to give your work a professional finish. Learn how to apply a zip, construct pockets, work hems in a range of fabrics, seam finishing, gathering onto a cuff and fastenings. You will need basic sewing machine skills for this course. You will need to supply your own materials.

322090	Carrie Trigg			Kentwood
09/07/2019	10:00-14:30	Tue, Wed & Thu	1 Wk	£76.00

The Kentwood Centre 020 8659 7976

8

The Poverest Centre 01689 822886

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Computing

Digital Drop In Workshop

Short courses in a variety of IT topics including twitter, CV and cover letter writing, Internet safety

321995	Louise Smith				Kentwood
30/04/2019	13:30-14:30	Tue	2 Wks		Free
321996	Louise Smith				Kentwood
04/06/2019	13:30-14:30	Tue	1 Wk		Free

IT Basics

A course for beginners, to learn the basics of using the internet and email, as well as learning how to manage your files on the computer

522096	Jill Collier				Poverest
29/04/2019	09:30-12:30	Mon	7 Wks		£71.00

ECDL Essentials (ITQ QCF)

Gain a Level 1 IT qualification with this ECDL Essentials course; you will need to pass tests in 3 modules. You will cover Security for IT Users, Online Basics, Computer Basics. This course is suitable for complete beginners to computing. You can progress to Level 2 ECDL Extra. Candidates are required to successfully complete a pre-course interview and assessment before enrolling on this course. Please call 020 8659 7976 to arrange this.

322094	Karen Beaumont				Kentwood
29/04/2019	09:30-12:30 (01/07/19 – 9:30-16:00)	Mon	8 Wks		£248.00

Drawing and Painting (life)

Drawing and Painting with a life model

Develop confidence in drawing and painting from Life (nude model) and develop observational skills and selection at own level within a supportive and learning studio environment.

322092	Mania Row				Kentwood
08/07/2019	Mon	09:45-14:45	1 Wk		£85.00
	Tue	10:30-15:30			
	Wed	09:45-14:45			

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Floristry and Flower Arranging

Wedding Flowers

Perfect for beginners, those who are interested in wedding flowers to make for yourself, or as a hobby. This course will help you learn all the skills required to design wedding flowers or just for fun. We will cover all areas of design including wired buttonholes, wedding bouquets, and table display. Flowers are not included and you will need to provide your materials at a weekly cost of approximately £15. A requirements list will be sent prior to the start of the course

321474	Victoria Hawkes				Kentwood
06/06/2019	10:30-12:30	Thu	4 Wks		£43.00

Guitar

Learn to Play the Guitar

An introduction to the wonderful world of guitar playing. Getting started is easier than you think and we learn some great songs along the way. You will need to bring a guitar.

322050	Peter Clifford				Kentwood
01/05/2019	19:30-21:30	Wed	8 Wks		£82.00

Guitar Level 3

Step up and improve your guitar playing. We will look at additional chord shapes, finger picking, combining melody with chords for solo guitar and more. This course is for those who have attended Level 1 and 2 courses, or for similarly experienced players with a knowledge of barre chords.

322049	Peter Clifford				Kentwood
30/04/2019	19:30-21:30	Tue	8 Wks		£82.00

Interior Design

Interior Design: Develop Essential Skills II

Build on design skills and develop a scheme to include soft furnishings and the principles and elements of window treatments. Develop colour strategies to create unity and harmony. Develop your confidence and learn how to make simple soft furnishings to enhance an overall scheme (all materials will be provided).

322091	Rosemary Love				Kentwood
02/05/2019	10:00-13:15	Thu	7 Wks		£123.00

Italian

Basic Italian - a week-long intensive course

Going to Italy on holiday? Would you like to gain, or refresh your knowledge and practise essential language before your trip? On this course you will be able to learn or revise simple structures and topics to improve your confidence in using Italian and add to your knowledge.

322093	Tutor to be advised			Kentwood
01/07/2019	09:30-12:30	Mon, Tue, Wed, Thur & Fri	1 Wk	£76.00

Meditation

Deep Relaxation, Meditation and Visualisation

Loosely based on the practices of Yoga Nidra (conscious sleep) this class offers the opportunity to develop ever deepening states of physical relaxation, meditation and various forms of visualisation in order to bring about mental, physical and spiritual health. Please note that there will be some gentle movement to start and then you will be lying down for the majority of the class. Please bring a pillow and blanket as it is vital that you are completely comfortable for these practices.

322044	Theresa Borg			Kentwood
03/05/2019	09:45-11:45	Fri	8 Wks	£82.00

Photography

SLR Photography - Follow On

This course is aimed at those who are familiar with camera settings such as shutter speed, aperture and ISO and wish to learn how to use them to their full creative potential on a wide variety of subjects. Explore different photographic styles and techniques in order to express your creativity. On this course you will build and stretch your existing technical and creative skills in order to explore different ways of capturing subjects. Beginning with revision on topics such as freezing or blurring movement and depth of field, you will be guided through a series of workshops covering different subjects and styles in order to get the most out of your camera in any situation. You will also look at the work of great photographers in order to learn new creative ideas and stretch your technical abilities. The course will be a mixture of classroom-based lessons, location-based sessions, and possibly an exhibition visit.

321982	Pupak Navabpour			Kentwood
30/04/2019	19:30-21:30	Tue	8 Wks	£87.00

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Pilates

Taster - Intermediate Pilates

A short taster course, focusing on more advanced exercises to improve your posture, realign your body and strengthen your core stability with flowing, controlled Pilates movements. Suitable for improvers, mixed abilities catered for.

522079	Carole Smith				Poverest
29/04/2019	09:30-10:30	Mon	3 Wks		£18.00
522080	Carole Smith				Poverest
29/04/2019	10:45-11:45	Mon	3 Wks		£18.00

Taster - Pilates with Small Equipment

A taster session, focusing on exercises using small equipment (balls, resistance belts etc.) to improve your posture, realign your body and strengthen your core stability with flowing, controlled Pilates movements. Suitable for beginners and those with more experience.

522081	Carole Smith				Poverest
03/06/2019	09:30-10:30	Mon	1 Wk		£6.00
522083	Carole Smith				Poverest
03/06/2019	10:45-11:45	Mon	1 Wk		£6.00
522084	Carole Smith				Poverest
24/06/2019	09:30-10:30	Mon	1 Wk		£6.00
522082	Carole Smith				Poverest
24/06/2019	10:45-11:45	Mon	1 Wk		£6.00

Psychology

Psychology and Your Emotions

Emotions are a vital part of both our humanity and our relationships. Our expectations, interpretations, behaviour, self awareness/self esteem are all intimately connected to how our emotions are experienced. Infatuation, jealousy, shame, guilt, rejection and resentment, will be explored.

522088	Ed Ramsay				Poverest
13/05/2019	19:00-21:30	Mon	6 Wks		£77.00

The Psychology of Food and Eating

This course that will explore the myths around food, metabolism, fasting and calories etc. Weeks 2&3 look at one's personal story around food and eating and how this may affect weight, body image and self-esteem. We will also explore new theories around fasting and inflammatory food.

322087	Theresa Borg				Kentwood
03/06/2019	19:00-21:00	Mon	4 Wks		£41.00

The Kentwood Centre 020 8659 7976

12

The Poverest Centre 01689 822886

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Sign Language

Introduction to British Sign Language Level 1

If you have no previous experience of British Sign Language but are thinking about studying towards a BSL Level 1 qualification, this taster course will enable you to find out more about the classroom and the out-of-class requirements.

321333	John Archbold			Kentwood
29/04/2019	19:00-20:30	Mon	6 Wks	£46.00

Spanish

Basic Spanish- a week-long intensive course

Going to Spain on holiday? Would you like to gain, or refresh your knowledge and practise essential language before your trip? On this course you will be able to learn or revise simple structures and topics to improve your confidence in using Spanish and add to your knowledge.

322089	Bibi Holmes			Kentwood
01/07/2019	09:30-12:30	Mon, Tue, Wed, Thu & Fri	1 Wk	£76.00

Wellbeing

A Deeper Understanding of Depression, Anxiety and Stress

This course will look at new theories and research around depression, anxiety and stress and how (DAS) may be rooted in our early experiences. We will also look at how our resulting thoughts and thus worldview may then become excessively negative or fearful. We shall also explore how our biology is affected by our belief, which then affects our ability to handle DAS. We will learn a variety of coping tools and techniques and explore one's own personal stories of DAS.

321997	Theresa Borg			Kentwood
01/05/2019	09:45-11:45	Wed	8 Wks	£82.00

Be your Own Coach

A fun, informal course that will teach you a range of easy to understand strategies to identify the source issues or problems in your life. You will learn various CBT, NLP and other exercises to help you to overcome these problems for yourself. In this way you can indeed become your own coach!

322035	Theresa Borg			Kentwood
02/05/2019	09:45-11:45	Thu	8 Wks	£82.00

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The Power of Positive Thinking

Come and learn how to harness the power of positive thinking to enhance your life in all areas. We will look at law of attraction, NLP (neuro linguistic programming), release of sponsoring thoughts and blocks to achieving your intentions. Come with an open mind.

322036	Theresa Borg			Kentwood
02/05/2019	19:00-21:00	Thu	8 Wks	£82.00

Yoga

Hatha Yoga

Through Hatha Yoga you will work gently focusing on physical and mental strength building postures. Gentle form of yoga working through the breath and with emphasis on relaxation. Holistic yogic path which includes postures (asana), purification procedures (shatkriya), gestures (mudra), breathing (pranayama) and meditation. A recognized stress-reducing practice.

322026	Ebonee Ozkan			Kentwood
30/04/2019	19:30-21:00	Tue	8 Wks	£65.00

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2018/2019 Course Fees

Funding and Proof of Eligibility

The majority of our courses benefit from funding from the Education and Skills Funding Agency (ESFA), or the European Social Fund (ESF). The ESFA/ESF require the College to provide evidence of student identity and eligibility.

For a student to be eligible for ESFA funding, they must have a legal right to be resident in the United Kingdom/EU/EEA for a period of time prior to the start of the course. For further guidance on eligibility please refer to the Eligibility Leaflet. This is also available from all main centres. 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 course fees at the rate of £9.42 per hour plus any other costs. Anyone who is not eligible for such funding will also be required to pay tuition fees at the rate of £9.42 per hour plus any other costs.

Aged 19 or over

If you are in receipt of state benefits other than state pension and child benefit, you may be eligible for a reduction in fees for any course that is supported by ESFA funding. For non-accredited courses this will be a maximum of 20%. For approved qualification courses, the course may be free provided you can confirm that you are unemployed and actively seeking work. Also, if you are working but are on a low income, you may be eligible for a free course. Please ask for details.

If you are in receipt of one of these benefits, you may be asked to bring current evidence of this, together with your passport, birth certificate or home office papers, to the College each time you enrol. You will be asked to self-declare and sign a form to say you are in receipt of these benefits.

Please note, some courses do not attract any Government funding from the ESFA, and/or concessions are not available. See individual course information pages for details.

In addition, for students on low incomes such as means tested benefits who have difficulty in meeting the cost, we may be able to help you through the Learner Support Funds provided by the ESFA. However, this is a very limited amount of money. For more information telephone Helen Hart on 020 8659 7976 or email enquiries@baec.ac.uk

Paying by instalments

If your course is more than 16 weeks long, you may pay for your course in three instalments. Please ask for information at the time of enrolment.

Please note

Bromley Adult Education College cannot enrol you on another course while there is a balance of fees outstanding for any previous enrolment.

There may be further costs incurred after joining the course e.g. course materials, tools and equipment. Please read the course information page before enrolling.

Aged 16-18 years

Our courses are for learners aged 19 and over only. Please see [LSEC](#) for information on courses for 16-18 year olds.

Exam and Accreditation Fees

Examination, accreditation and administration costs are generally included in the course fee. Please check the details in each course description. All examination/accreditation and administration fees are non-refundable as they are passed on to external examining bodies.

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Where to Find Us

Kentwood Centre

Kingsdale Road, Penge, SE20 7PR
Tel: 020 8659 7976


Office open


9.00-16.00 (Monday to Thursday)

9.00-15.00 (Friday)

18.30-20.30 (Monday to Thursday
evenings **term time only**)

Public Transport

 Kent House and Clockhouse
Tramlink: Beckenham Road

 High Street, Penge: 194, 227 & 358; nearby - 75, 176, 197



Poverest Centre

Poverest Road, Orpington, BR5 2DQ
Tel: 01689 822886
Fax: 01689 827641


Office open term time only


9.00-16.00 (Monday to Thursday)

9.00-15.00 (Friday)

18.30-20.30 (Monday and Wednesday
evenings)

Public Transport

 Petts Wood and St. Mary Cray

 Poverest Road: 273
Nearby – 61 and R3

