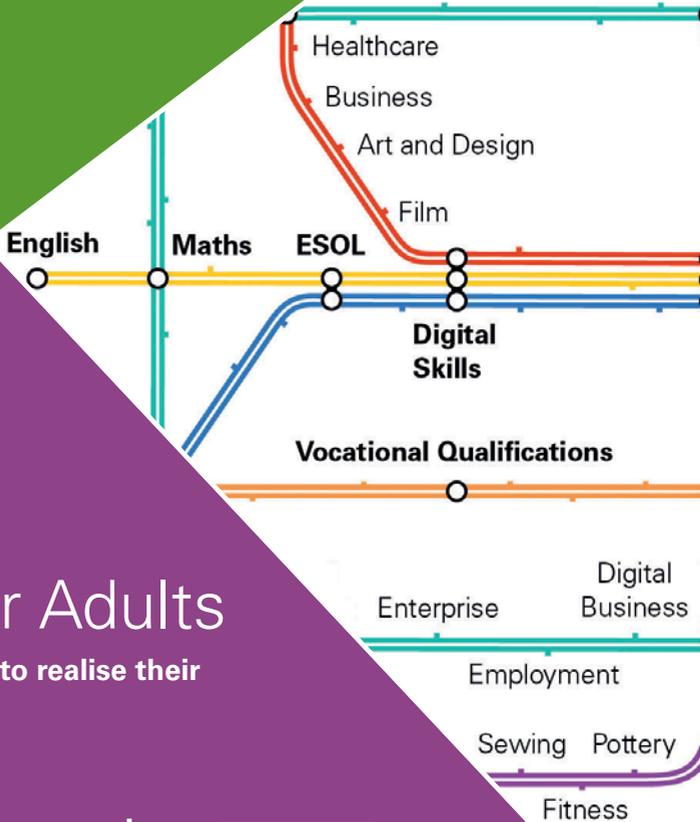




LEARNHOUNSLOW



Courses for Adults

Empowering residents to realise their full potential

2022/2023

coursesearch.hounslow.gov.uk



London Borough of Hounslow



view our courses online



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Welcome to LEARN HOUNSLOW



As the Cabinet Member for Education, Youth and Children's Services, I am delighted to welcome you to this year's **LEARN HOUNSLOW** Course Guide, which gives you an introduction to the types of courses Learn Hounslow offers, how to enrol and where to find our learning centres.

The service continues to offer an extensive range of courses for adults to choose from, whether you want to develop your personal skills, get physically and mentally fitter, or gain a qualification essential for work. We want to ensure that your learning is enjoyable, successful and helps to transform your life.

Alongside the courses, all learners have access to information, advice and guidance on education, skills and employment from our Work Hounslow colleagues. We can offer impartial advice to help you choose the right course or provide information on appropriate next steps including career development and employment opportunities.

I hope you enjoy looking through the subjects on offer and find an area which inspires you.

Councillor Lily Bath
Cabinet Member for Children,
Learning and Employment



About Us

LEARN HOUNSLOW is a provider of Adult and Community Education and is part of London Borough of Hounslow council. The teaching and learning we provide is funded by the Greater London Authority's Adult Education Budget (AEB). We are an Ofsted good provider, and the information, advice and guidance we offer is Matrix accredited.

We offer a wide range of courses. There are short informal courses to get you into something or support your wellbeing. You can study for qualifications so you can build skills to get into work or an apprenticeship opportunity, or progress at work and advance your career. We also have courses to enhance your employability, your own business, your personal development and to support your children's education.

Learn Hounslow is always looking to increase its work with voluntary and community groups and other partners, to ensure that learning opportunities reach those most in need and provide new opportunities to our residents who have not thought about returning to learning before.



New for 2022/2023

Find out what is new for this academic year.

Designed & Made in Hounslow

These courses are designed to support you to grow as an artist and entrepreneur. You will gain handicraft and essential skills for promoting your designs commercially. You can sell your work at the Designed & Made in Hounslow Markets. Take this opportunity to learn new skills and expand your creative visions - beginners are welcome!

Business, Employment and Employability

Whether you are looking to get into work or to get your own business going, we have courses to support you to build employability skills or entrepreneurship. Develop your awareness and knowledge of digital business communication, e-commerce, social media and marketing as well as the personal styles and behaviours you need in 2022 to get that job.

Advanced Qualifications - Level 3

Take your learning to the next level as part of your professional career with our new Level 3 offer; our offer can help your career in Early years, Business or working with those with Special Educational needs or disabilities. The offer includes courses in AAT Bookkeeping Advanced Certificate, CACHE/NCFE Early Years Workforce Diploma and Understanding Autism. These courses are free for those who wish to study at this level for the first time.

Free Courses - Your Entitlements

Learning towards certain specific qualifications is free for everyone who doesn't yet have them. Make sure you don't miss out on your entitlement for these essentials which you can learn with us: Functional Skills and GCSE English and Maths, Essential Digital Skills Qualifications and National Skills Fund offer (see Advanced Qualifications – Level 3).

Digital Skills and Technology Qualifications

Get the digital skills and knowledge you need for everyday life, study, work and a career in technology. Start with the new free Essential Digital Skills Qualifications, or for those who can already do the basics, gain advanced office skills or see what's involved in Cybersecurity and Programming through our practitioner qualifications pathway.

Creative Enterprise Qualifications

Get ready to take advantage of the amazing opportunities for employment or business that London has to offer in the creative industries. Take your hobby or creative talents to the next level through gaining qualifications in Photography, Film-making, Pottery or Textiles.

All About Green:

With environmental concerns being increasingly important, we have courses for upcycled sewing projects in our Designed & Made in Hounslow Programme, as well as wider family learning courses with sustainability themes. You can also formalise your knowledge with our new level 1 qualification in Environmental Sustainability.

Initial Assessments

Some courses require an initial assessment. The initial assessments allow us to identify if the course is right for you and understand any extra support you may need.

If you wish to complete one of the following course types, you will need to book and attend an Initial Assessment:

- » Qualifications
- » ESOL (English for Speakers of Other Languages)
- » English and Maths
- » Digital Skills

We run Initial Assessments for the new academic year in July, September and throughout the year.



Methods of Learning

Learning with us usually involves coming into one of our centres and learning in a group with a tutor. All our courses will enable you to develop digital knowledge and skills along side the course subject. This starts from using a learner email account and completing the London Learner Survey. Your tutor will make sure you have the digital skills and technology you need to achieve your learning.

We use the following delivery methods of learning:



Face-to-face at one of our centres across the borough.



Blended (Combination of virtual classroom and face-to-face).



Online virtual classroom.

To find out the method of learning for your chosen course, speak with a member of staff.

Learning Environment

Meadowbank Adult & Community Education centre is one of our main centres based in Cranford. We aim to provide a safe and welcoming learning environment to support your learning. Take a look at some of the facilities available at our Meadowbank location.



The Lounge



Large Hall



IT room



Pottery studio



Kitchen

We offer excellent facilities at Meadowbank, such as a Lounge to meet, relax and learn independently, a Large Hall for learning which needs space, exhibitions and events, and fully equipped Pottery and Art Studios, Kitchen, and IT classrooms.

Your Learning Journey

Before you enrol...

See the course listings on pages 14-24. For further information on the course, contact us by phone, email or visit us at our Meadowbank and Kingsley centres; or go to the course search website (coursesearch.hounslow.gov.uk) for more details.

Before you start a course...

- » Initial Assessment (for Vocational, Qualification and Skills for life and work courses such as ESOL)
- » One to One interview (if appropriate)

During your course...

- » Your learning will be planned and tracked with an Individual Learning Plan (ILP)
- » Tutor feedback and support

At the end of your course...

- » Progress onto another course
- » Provide earner feedback through surveys
- » Exhibit or sell your work, or be ready to start your own business
- » Contact our Work Hounslow team who can support you into employment or an apprenticeship
- » Many of our learners tell us they also feel more confident, less isolated and are physically and mentally fitter

We want to ensure we can identify and help you achieve your goals. Every learner has different needs and we will provide support as necessary.

How to get in touch?

Phone 020 8583 6000

Email courses@hounslow.gov.uk

Website coursesearch.hounslow.gov.uk

For further information and enrolments, we are open

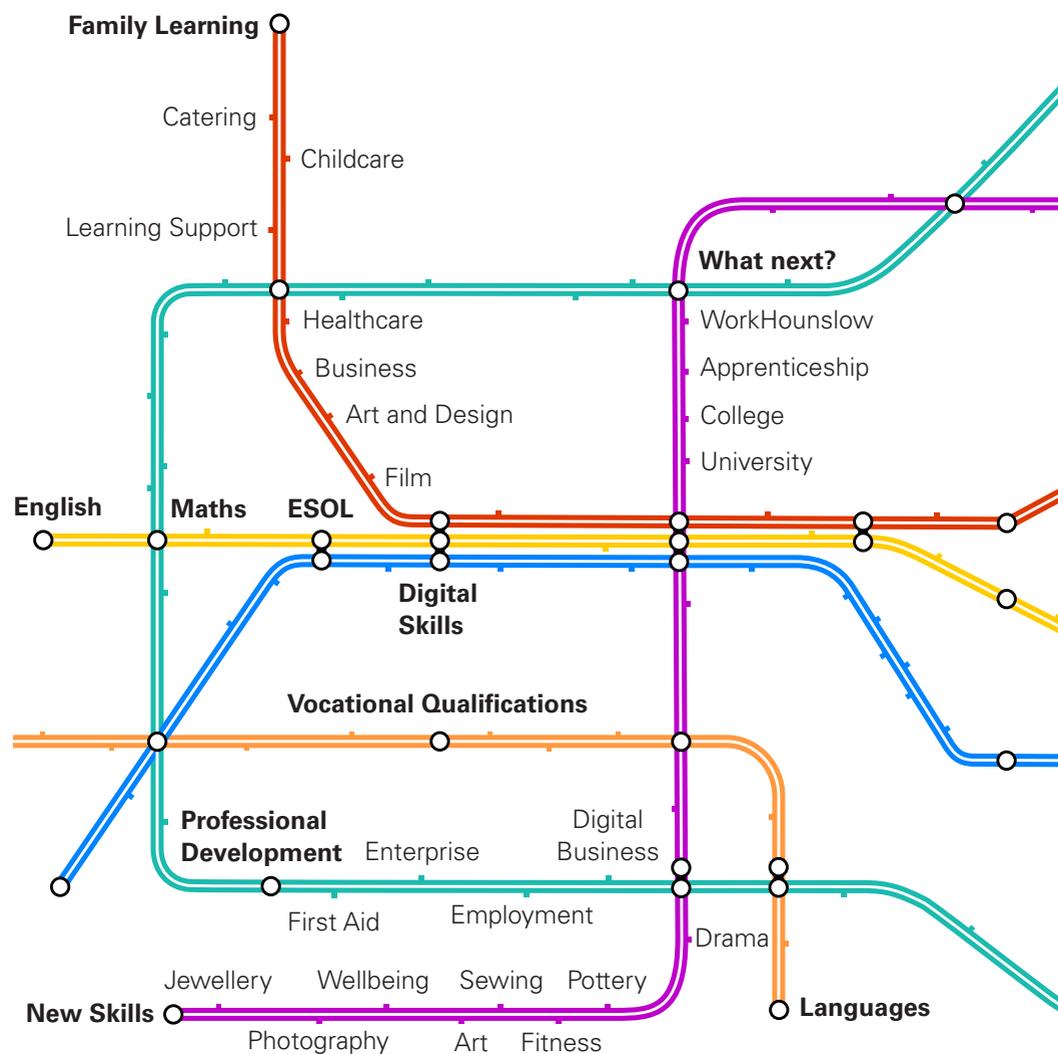
Mon - Wed (09:00 - 20:00)

Thurs - Fri (09:00 - 16:30)

and Sat (09:00 - 12:00)

Learning Pathways

All our courses are designed to offer learning pathways....



Learning Pathways

Our courses are designed so you can find your starting point and then take learning forward to build your skills and knowledge through a series of courses until you outgrow us.

For example, you might start with a taster or well-being course as a beginner and then build your skills towards a qualification, advancing through the levels as you go.

Our staff can provide you with the information, advice and guidance about learning that you need at each stage.

Our course offer is organised alphabetically, under subject area headings on pages 14-24.

Case Study

Naomi completed a **'Sweets & Treats'** course with us, this course was part of our Designed and Made in Hounslow programme. This programme supports learners into creative careers and entrepreneurship. Naomi developed the essential skills & knowledge to create, package, label and price her own handmade products. At the end of the course, she was given the opportunity to sell her own handmade items at a pop-up market in Hounslow House and Meadowbank.

In addition to the items made on the Sweets & Treats course, Naomi also sold handmade children accessories made outside of class. Naomi wanted to gain the experience and confidence in her own work as she is also completing a **'Start and Manage a Business in Fashion'** course with us. Naomi is looking forward to starting her own creative business now.



Course Offer 2022/23

Q Courses with this symbol are qualification courses for which Initial Assessments (IA) are required. Please call us to find out when the IA for your Qualification Course will take place.

Course title Starts in:

Accounts and Bookkeeping

Bookkeeping Level 1 Access Award (AAT) Q	Sep, Feb
Bookkeeping Level 2 Certificate (AAT) Q	Sep, Feb
Bookkeeping Level 3 Advanced Certificate (AAT) Q	Sep

Beauty

Makeup Artist - Complete Beginners	Sep, Jan, Apr
Makeup -Beginners Plus	Jan
Makeup-Intermediate	Sep, Jan, Apr
Makeup-Intermediate Plus	Jan
Makeup -Advanced Skills	Sep, Jan, Apr
Makeup - Special Occasions	Nov
Makeup-Creative Eye Techniques	Nov, Jan, Jun
Makeup - Party Looks	Nov, Mar
Makeup-Asian Bridal Looks	Oct, Apr
Makeup-Skincare	Nov, Mar, Apr

Business Administration

Introduction to Business Administration	Sep, Feb
Mastering Business Administration (Communication)	Nov, Apr
Vocational Studies with Business Administration Entry 3 Award (Pearson) Q	Sep, Feb
Business Administration Vocational Studies Level 1 Award (Pearson) Q	Sep, Feb
Customer Service Principles Level 1 Award (Pearson) Q	Sep, Feb
Information, Advice or Guidance Level 2 Certificate (CACHE) Q	Sep

Business and Employment

Into Work: CV writing	Nov, Feb, Apr
Into Work: Cover letter writing	Nov, Mar, May

Course title Starts in:

Business and Employment (continued)

Into Work: Interview skills	Dec, Mar, May
Digital Promotion for Business Level 2 Award (NCFE) Q	Sept
Digital Promotion for Business Level 2 Certificate (NCFE) Q	Jan
Develop a Personal/Events /Forum Website on Google Sites (No coding skills required)	Sep, Feb
Turn your Business Idea into a Business Plan	Sept, Feb
Develop an E-com Website on Shopify (No coding skills required)	Oct
Develop a Business Website on Wix (No coding skills required)	Oct, Apr
How to Start & Manage a Business in Fashion	Oct, Feb
Grow your Business through Online Advertising	Nov, Jun
Graphic Design for Social Media	Nov, Apr
Catering Business Crash Course	Jan, May
Learn to Sell: How to Photograph your Products using your Smartphone	Nov, Feb, May
Start & Manage a Microbusiness from Home	Jan, Apr

Catering and Hospitality

Vocational Studies with Catering Entry 3 Award (Pearson) Q	Sept, Feb
Catering Vocational Studies Level 1 Award (Pearson) Q	Sept, Feb
Hospitality Vocational Studies Level 1 Award (Pearson) Q	Sept, Feb
Cake Modelling-Complete Beginners	Oct, Jan, Apr
Cake Modelling- Beginners Plus	Jan
Cake Modelling- Intermediate	Apr
Cake Toppers-Beginners	Oct, Jan, Apr
Creative Craft (Cake Decoration) Level 1 Award (NCFE) Q	Nov, Mar
Homemade Baking and Decorating	Oct, Jan, Apr
Homemade Baking and Decorating-Beginners Plus	Jan
Homemade Baking and Decorating-Intermediate	Apr

Course Offer 2022/23

Course title	Starts in:	Course title	Starts in:
Childcare and Early Years		Digital Skills	
Vocational Studies with Childcare Entry 3 Award (Pearson) Q	Sep, Feb	Basic Digital Skills for Beginners	Sep, Oct, Nov, Jan, Feb, Apr Jun
Caring for Children Level 1 Award (CACHE) Q	Sep	Basic Digital Skills for Beginners/ESOL	Oct, Nov, Mar
Caring for Children Level 1 Certificate (CACHE) Q	Feb	Digital Skills Builder	Jan, Apr
Early Years Practitioner Level 2 Diploma (CACHE) Q	Sep	Digital Skills Builder/ESOL	Jan, Apr
Early Years Workforce Level 3 Diploma (CACHE) Q	Sep	MS Office Basics	Sep, Jan, Feb, Apr, Jun
Creative Writing and Drama		MS Office Intermediate	Sep, Nov, Jan, Feb, Apr
Creative Writing-Complete Beginners	Oct, Jan, Apr	MS Office Excel - Basics	Oct, Feb
Creative Writing-Intermediate	Oct, Jan, Apr	Spreadsheets and Word Processing - Level 2 Award (Gateway) Q	Sep, Jan, Apr
Creative Writing-Masterclass	Oct, Jan, Apr	Cybersecurity Level 1 Award (Gateway) Q	Sep, Jan, Apr
Performance Skills Level 2 Certificate (NCFE) Q	Oct	Cybersecurity Level 2 Award (Gateway) Q	Jan, Apr
Drama & Film Studies	Oct, Jan, Apr	Introduction to Computer Programming Level 1 Award (Gateway) Q	Nov
Creative Writing Poetry	Nov, April	Computer Programming Level 2 Award (Gateway) Q	Mar
Creative Writing Short Stories	Sep, Jun	Essential Digital Skills Entry 3 (Gateway) Q	Sep, Nov, Jan, Feb, Apr
Acting for Beginners	Oct, Jan, Apr	Essential Digital Skills Level 1 (Gateway) Q	Sep, Jan, Feb, Apr
Film Studies for Beginners	Oct, Jan, Apr	Essential Digital Skills Entry 3/ESOL (Gateway) Q	Oct, Feb
Film Studies for Beginners Plus	Jan	Essential Digital Skills Level 1/ESOL (Gateway) Q	Feb
Designed & Made in Hounslow: Make to sell		Introduction to Computer Networking	Feb
Photography	Oct, Feb, Apr	Computer Networking Level 2 Award (Gateway) Q	Apr
Seasonal Crafts	Oct, Feb, Apr	Website Design Level 1 Award (Gateway) Q	Jan
Pottery	Oct, Feb, Apr	Website Design and Development Level 2 Award (Gateway) Q	Apr
Papercraft	Oct, Feb, Apr	Mobile App Development Level 2 Award (Gateway) Q	Apr
Up-cycled Sewing Projects	Oct, Feb, Apr		
Textiles	Oct, Feb, Apr		
Baking	Oct, Feb, Apr		
Jewellery	Oct, Feb, Apr		

Course Offer 2022/23

Course title	Starts in:	Course title	Starts in:
Drawing and Painting		English, Maths and ESOL	
Drawing & Painting for Wellbeing	Sep, Jan, April	GCSE English Language (AQA) Q	Sep
Creative Craft Level 1 Award (NCFE) Q	Nov, Mar	GCSE Maths (AQA) Q	Sep
Expressive Painting - Art for Wellbeing	Oct, May	English Functional Skills and Stepping Stones (Pearson and Ascentis) Q	Sep, Feb
Observational Drawing for Beginners	Oct, Jan, Apr	Maths Functional Skills and Stepping Stones (Pearson and Ascentis) Q	Sep, Feb
Observational Drawing - Intermediate	Jan, April	ESOL (Pre-Entry and Entry Levels) (Ascentis) Q	Sep, Feb
Observational Drawing - Advanced	Sep, April	Family Learning (Courses for Parents/Carers)	
Oil Painting Taster Course	Oct, Dec	Keeping Up with Children's KS1- English & Maths Wider Curriculum	Nov, Feb, May
Oil Painting for Beginners	Nov, Jan	Keeping up with Children's Maths KS2	Nov, Feb, May
Oil Painting - Intermediate	Jan, April	Building Security	Nov, Feb, May
Oil Painting Projects	May	In Their Shoes - Understanding Children's Mental Health	Nov, Feb, May
Watercolour Free Flow	Nov, May	Keeping Your Children Safe Online	Nov, Feb, May
Watercolour Painting Projects	January	Early Years - The Sounds of English	Nov, Jan, May
Mixed Media Painting Projects	Oct, Jan	Early years - Playing with Numbers	Nov, Jan, May
Drawing Advanced - Towards Exhibiting your Work	Jan	Floristry	
Painting Advanced - Towards Exhibiting your Work	Oct, April	Seasonal Flower Arrangements	Nov, Feb
Observation to Abstraction - Journeys in Drawing & Paints	Feb	Creative Craft (Floristry) Level 1 Award (NCFE) Q	Sept
Observation to Abstraction - Creative Projects	April	Creative Craft (Floristry) Level 2 Certificate (NCFE) Q	Jan
Composition in Colour & Form	Oct	Graphic Design	
En Plein Air - Painting in the Park	May, June	Graphic Design Level 1 Award (NCFE) Q	Feb
En Plein Air - Next Steps	May, June	Course title	
Employability Courses		Starts in:	
Into Work: CV Writing	Nov, Feb, May	Green Economy	
Into Work: Cover Letter Writing	Nov, Feb, May	Environmental Sustainability Level 1 Award (Ascentis) Q	Nov, May
Into Work: Interview Skills	Nov, Feb, May		

Course Offer 2022/23

Course title	Starts in:	Course title	Starts in:
Health and Social Care		Languages	
Vocational Studies with Health & Social Care Entry 3 Award (Pearson) Q	Sep, Feb	Spanish- Complete Beginners (A1)	Oct, Jan, May
Health & Social Care Vocational Studies Level 1 Award (Pearson) Q	Feb	Conversation for Holidays (Beginners)	Oct
Nutrition and Health Level 1 Award (CACHE) Q	Oct	Conversation for Improvers (A2-B1)	Oct
Health, Fitness and Wellbeing		Spanish - Elementary (A1 & A2)	Oct
Cooking School - Confidence in the Kitchen	Nov, Jun	Spanish- Beginners Plus (A1)	Jan, May
Cooking School - Microbiome & a Healthy Lifestyle	Jan	Conversation for Holidays (Beginners Plus)	Jan, May
Cooking School - Eat Well for Better Health	Sep, Mar	Conversation for Improvers Plus (A2-B1)	Jan, May
Cooking School - Understanding Food Labels	Feb, Apr	Spanish - Elementary plus (A2-B1)	Jan, May
Yoga for Wellbeing	Sep, Oct, Feb, Apr	Spanish - Intermediate (B1 & B2)	May
Yoga & Body Balance	Mar, Jun	Arabic (Modern Standard) - Complete Beginners (A1)	Oct, Jan, May
Yoga & Mindfulness	Sep, Jan, April	Arabic (Modern Standard) - Conversation for Holidays (Beginners)	Oct
Yoga Next Steps	Jan, Apr	Arabic (Modern Standard) - Conversation for Improvers (A2-B1)	Oct
Meditation - Guided Practice	Oct, Jan	Arabic (Modern Standard) - Elementary (A1 & A2)	Oct
Meditation - Towards a Self-Guided Practice	Jan, May	Arabic (Modern Standard) - Beginners Plus (A1)	Jan, May
Tai Chi - Gentle, Mindful	Oct, Feb, Apr	Arabic (Modern Standard) - Conversation for Holidays (Beginners Plus)	Jan, May
Tai Chi for Beginners	Oct, Jan, Apr	Arabic (Modern Standard) - Conversation for improvers plus (A2-B1)	Jan, May
Meditation Outdoors - Forest Bathing	May	Arabic (Modern Standard) - Elementary plus (A2-B1)	Jan, May
Tai Chi for Beginners Plus	Oct, Jan, Apr	Arabic (Modern Standard) - Intermediate (B1 & B2)	May
Jewellery Making		Personal Development	
Jewellery Making - Taster Course	Oct	Positivity & Resilience - Changing Mindsets	Nov, May
Jewellery Making - Beginners	Jan	Positivity & Resilience - Blaze Your Own Trail	Jan, Jun
Jewellery Making - Intermediate	Apr	Confidence Building & Assertiveness - Back to Work & Education	Oct, Mar
Jewellery Making - Beadwork	Nov, Feb		

Course Offer 2022/23

Course title	Starts in:	Course title	Starts in:
Photography and Film Making		Sewing and Fashion Design (contd)	
Beginner photography	Feb, Jun	Sewing Machine Techniques Step 4 - Advanced	May
Videography for beginners	Feb	Sewing: Dressmaking Womenswear - Beginners	Oct, May
Social Media Video producing (for influencers)	Apr	Sewing: Dressmaking Womenswear - Intermediate	Jan
Photography Level 2 Certificate (NCFE) Q	Nov	Sewing: Dressmaking Womenswear - Advanced	April
Pottery, Ceramics and Sculpture		Knitting for Beginners	Sep, Feb
Pottery Complete Beginners-Taster Sessions	Oct, Jan, May	Knitting Next Steps	Jan, Apr
Pottery Wheel for Beginners	Oct, Jan, May	Knitting - A Pair of Socks	October
Pottery for Wellbeing	Oct, Jan, May	Creative Craft (Textiles) Level 1 Award (NCFE) Q	Sept
Pottery Hand Building- Intermediate	Oct, Jan, May	Creative Craft (Textiles) Level 2 Certificate (NCFE) Q	Jan
Pottery Wheel- Beginners Plus	Oct, Jan, May	Short CPD Courses	
Pottery Focus on Surface Decorative Techniques	Oct, Jan, May	Emergency First Aid (TQUK) Q	various dates
Pottery-Homeware Decorative Items	Sep, Jan, May	Paediatric First Aid (TQUK) Q	various dates
Creative Craft Level 1 Award (NCFE) Q	Sept	Food Hygiene Level 2 (RSPH) Q	various dates
Creative Craft Level 2 Certificate (NCFE) Q	Jan	Food Allergens Level 2 (RSPH) Q	various dates
Sewing and Fashion Design		Supporting Learning	
Community Quilt	Oct	Preparing to Work in Schools Level 1 Award (CACHE) Q	Sep, Feb
Dressmaking for Wellbeing	April	Support Work in Schools and Colleges Level 2 Award (CACHE) Q	Sep, Feb
Knit & Fit a Sweater - Body Positive Craft for Wellbeing	January	Supporting Teaching & Learning Level 2 Certificate (CACHE) Q	Sep, Feb
Weaving on the Loom - Introduction	Sep, Jan, Jun	Understanding Autism Level 2 Certificate (CACHE) Q	Sep, Feb
Weaving on the Loom - Beginners	Oct	Understanding Autism Level 3 Certificate (CACHE) Q	Sep
Weaving on the Loom - Intermediate	Jan	Understanding Adverse Childhood Experiences Level 2 Certificate (CACHE) Q	Sep, Feb
Weaving on the Loom - Advanced	May		
Sewing Machine Techniques Step 1 - Introduction	Sep, Jan, May		
Sewing Machine Techniques Step 2 - Beginners	Oct, Feb, Jun		
Sewing Machine Techniques Step 3 - Intermediate	Nov, Mar, Jun		

Course Offer 2022/23

Course title

Starts in:

Wider Family Learning (WFL) (Parents/Carers and their Children)

Stay Away, I am Doing Science! – The Greenhouse Effect (5+)	Oct, Dec, Feb, Apr, May/Jun
The Power of Engineering - Turn that Turbine (5+)	Oct, Dec, Feb, Apr, May/Jun
Recycled Crafts (5+)	Oct, Dec, Feb, Apr, May/Jun
The Goodness of Chocolate (5+)	Oct, Dec, Feb, Apr, May/Jun
Virtual Reality – Save our Planet (7+)	Oct, Dec, Feb, Apr, May/Jun
Little Artists (5+)	Oct, Dec, Feb, Apr, May/Jun
Clay Day (5+)	Oct, Dec, Feb, Apr, May/Jun
Family Yoga (7+)	Oct, Feb, Apr
Family Pottery – Sustainable Cookware (13+)	Oct, Feb, Apr
Family Fitness (5+)	Oct, Jun, Mar
Little Publishers (5+)	Oct, Mar, Jun
Healthy Sustainable Cooking #SmallChangeBigDifference (13+)	Nov, Mar, Jun
Environmental Photography (13+)	Mar, Jun

Eligibility to attend a course.

Participants must be eligible to attend a course. Please follow the eligibility criteria diagram on this page

Eligibility Criteria

You must be aged 19 or over by 31 August 2022, be a resident of London and one of the following...

UK Resident for the last 3 years

or

Have settled or pre settled status and resident of the EU for the last 3 years

or

With a specific status such as:

- » Asylum seeker who has been in UK for over 6 months
- » Refugee status
- » Ukrainian Family or Homes Schemes
- » Discretionary leave to enter or remain
- » Exceptional leave to enter or remain
- » Indefinite leave to enter or remain
- » Humanitarian protection
- » Afghan Locally Engaged Staff under the intimidation policy
- » The husband, wife, civil partner or child of any of the above



Call 020 8583 6000 for the full eligibility criteria

Fees, concessions and financial support

Some of our courses are automatically free, and some of our learners can learn on any course for free, depending on their employment and financial circumstances. Please see the information below and if you have any further questions, contact the team.

Forms of Payment

We accept debit/credit cards, we do not accept cheques for course fees.



Pay by Instalments

If courses cost more than £150 and you cannot pay the whole fee at enrolment you can pay the fee in monthly Direct Debit instalments, which will be agreed on an individual basis. You will need to pay 50% of the course fee at enrolment. Please ask for further details at enrolment and note that you are still liable for the course fee even if you withdraw from the course.



Unemployed Adults in Receipt of Means Tested Benefit

If you are unemployed, looking for work, and are in receipt of a means tested benefit, all the qualification courses in this prospectus are free. You will need to sign a self-declaration form stating that you are looking for a job and provide supporting evidence to qualify for a government fully funded course.



Learners on a Low Income

You do not have to pay any course fees if you meet both of the following criteria:

- » You are in paid employment
- » You earn less than £21,547.50 annual gross salary.

You will need to provide proof of income, for example, this could be a wage slip within 3 months of the course start date, or a current employment contract, which states gross monthly/annual wages.

Fee remission under this category is at the discretion of the Service and must be claimed before the start of the course. Refunds will not be given after the start of the course.

Level 2 Entitlement

If you are aged 19-23 years old you may be entitled to free tuition if you do not already have a qualification at or above Level 2.

Contact the service for the most up-to-date information.

Course Entitlements

All English and maths qualification courses (including GCSE if you do not already have a grade A-C or grade 4 or higher), Essential Digital Skills Qualifications and Level 3 National Skills Fund courses are free for those who don't yet have them.



Refunds

Refund of full fees are only given if:

- » If a class is cancelled by the Service and there is no suitable alternative, all fees are refunded
- » The learner is unable to attend for medical reasons and has an appropriate medical certificate.

Administration, resource, examination and assessment fees are not refundable. In exceptional circumstances, Credit Vouchers can be issued for future courses and are valid for 6 months from the date of issue.

Please note the Service is unable to make refunds for absence due to changes in work commitments or in personal or financial circumstances or any other reason for not attending the course.

For further details about this entitlement and whether it applies to you please contact our enquiry line 020 8583 6000.

When do courses start?

The website is updated with the latest courses for each academic term.

We do add additional courses throughout the term or sometimes cancel courses due to enrolment numbers. For the most up to date course information, visit our website coursesearch.hounslow.gov.uk or contact us for more information.

How to enrol step by step

1

Select a course

Browse through the course listing on pages 14-24, or visit the course search website at coursesearch.hounslow.gov.uk. The course information sheets will be available to download for each course on our website or contact us if you would like to discuss further.



2

Enrolment

Once you have selected your course, make note of the course name, code and start date. We offer different methods of enrolment, the easiest method to enrol is over the phone.



3

You are a learner!

Once you have enrolled, your course enrolment will be confirmed by text. A Hounslow Adult and Community Education account will be created for you to manage your learning.

Please note your place on a course is only confirmed when your enrolment process is complete and a receipt is issued. Some courses are very popular and fill up quickly so please ensure you enrol as early as possible.



Methods of Enrolment

We offer different methods of enrolment if you wish to enrol onto a course.

By Phone

Call us on 020 8583 6000. Pay the full fee with your debit or credit card. You will be asked to sign a Learning Agreement at your first lesson.



By Post

Complete an enrolment form and send it to one of our main centres, enclosing a payment to London Borough of Hounslow. Enrolment forms are available from our centres or you can download a copy from our website at www.hace.ac.uk. If you are claiming concessionary rate, enclose a copy of your benefit proof.



In Person

You can visit either one of our main centres (Kingsley or Meadowbank), except during the school holidays when LEARNHOUNSLOW Meadowbank Centre will be the only centre open to the public. If you are on a low income or on a means tested benefit, you have to provide proof of receipt of benefit (within 3 months).



Reception opening times

Term-time: Mon - Wed 9am - 8pm, Thurs - Fri 09:00 - 16:30.

Sat 10:00 - 12:00. School holidays: Mon-Fri 09:00 - 17:00.



Support on our Courses

We can offer support to help participants start or continue their learning with us. To find out more, contact the team today.



Support with childcare

We have limited funds to help with the cost of childcare whilst you are studying for a qualification with LearnHounslow. Please ask at enrolment for further details.



Support with learning

We aim to make our courses accessible to everyone and help all our learners to achieve, whatever their current level of skills and ability.

If you think that you may need additional support to complete your course, please notify us at enrolment or discuss with your tutor once enrolled. Your request will be treated in confidence. A meeting will be arranged with the Learning Support Team to assess your learning needs.

If required, appropriate support (assistive technology, adaptive equipment, resources or learning support assistant) will be arranged to assist you according to your learning needs.



Support with fees

If you are experiencing financial hardship and are unable to meet all the costs of your course, please ask the staff at the main centre and they will be able to advise you about our Discretionary Learner Support Funding.



Support with online learning

We may be able to loan you a laptop and show you how to use it. We can also show you how to set up and use your own device for online learning.



Locations



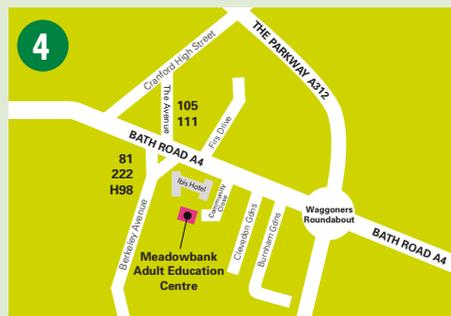
Beavers Lodge
Salisbury Road, Hounslow TW4 6BE



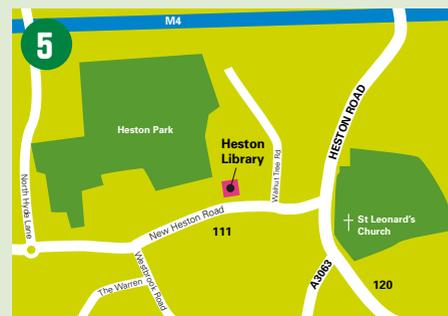
Feltham Library
The Centre, High Street Feltham
TW13 4GU



Hounslow House
7 Bath Road, Hounslow TW3 3EB



Meadowbank
Community Close, Hounslow TW5 9QX

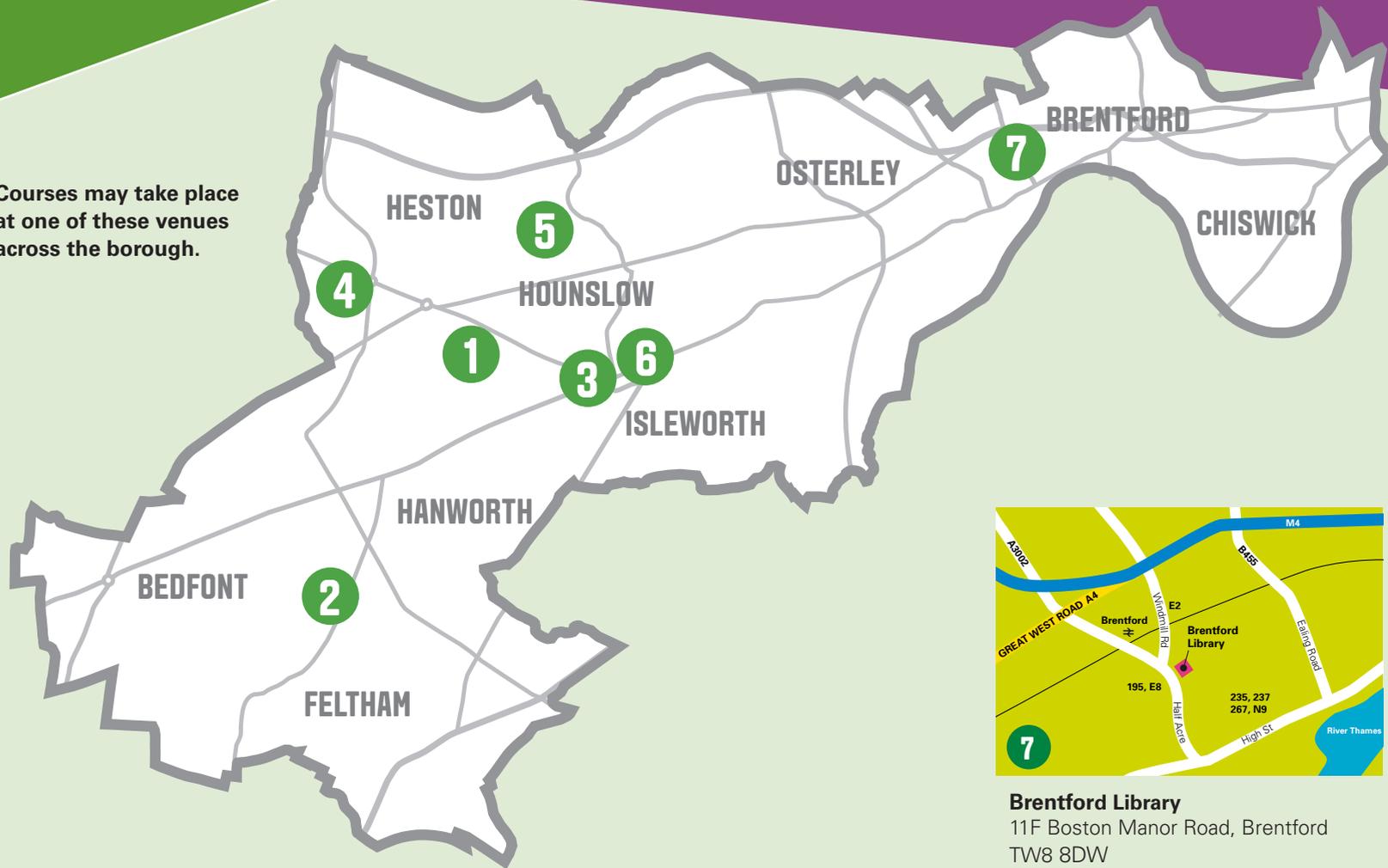


Heston Library
New Heston Road, Heston TW5 0LW



Kingsley
Cecil Road, Hounslow TW3 1NX

Courses may take place at one of these venues across the borough.



Brentford Library
11F Boston Manor Road, Brentford
TW8 8DW



LEARN HOUNSLOW work closely with the **WORK HOUNSLOW** service to support Hounslow residents to move forward with their chosen career pathway.

When you complete a course with us, inform your course Programme Lead if you are interested in receiving employment support from the **WORK HOUNSLOW** service.

Who is Work Hounslow?

WORK HOUNSLOW is the Skills and Employment Team for the London Borough of Hounslow. Their objective is to improve the skills and employment prospects of Hounslow residents and support residents into good quality work, paying at least the London Living Wage. They aim to improve the productivity of local small businesses as well as support residents with re-skilling and upskilling opportunities.

The service aims to help residents limit their dependency on means-tested benefits and support the creation of a more resilient local labour-force to stimulate the local economy.

WORK HOUNSLOW supports Hounslow residents who are unemployed, self-employed and running a business as a sole trader or micro business, as well as those who are in low-paid work and wishing to either re-skill or up-skill.

For more information on the Skills & Employment service visit www.workhounslow.co.uk or contact the team:

020 8583 6174
work@hounslow.gov.uk



Lifelong Learning

London Borough of Hounslow
Hounslow House
7 Bath Road
Hounslow
TW3 3EB

Telephone: 020 8583 6000

coursesearch.hounslow.gov.uk

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