

# Part-Time Adult Learning

2011 - 2012



*'Delivering high quality learning for all at the heart of the community'*

**Different Formats Available In:**

Electronically - Email	48 hours notice
Electronically - CD	1 weeks notice
Cassette	2 weeks notice
Someone to sign/read	By arrangement

# Dear Reader

Welcome to the 2011/12 Thurrock Adult Community College brochure Edition 1. This brochure should tell you all you need to know about Thurrock Council's Adult Community Education Service and we hope that you will want to join one of our courses.

We offer a huge variety of courses for beginners and those who want to improve their existing skills or job prospects. Our learners tell us they join to gain a qualification, to learn new skills, for a challenge, to prove they can, for fun, to meet new people, or all of these things!

We particularly welcome new learners, and will take the time and care to ensure that you are on the right course for your needs. We know that some learners need extra support, either financial or practical so please let us know how we can help. Our team are experienced, qualified, friendly and supportive. We are well known for our warm welcome.

Last year we ran over 300 courses with around 3000 people joining in. Whether new to learning or one of our existing loyal learners you will be very welcome – give learning a go, what have you got to lose?

*Sharon Walsh, Principal*

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**Monday to Friday**  
10.00am – 5.00pm

**TH/127/LL**

If you have any questions call

Telefononi nëse keni ndonjë pyetje (Albanian)  
Skakel gerus met enige vrae (Afrikaans)  
يا من ليه اية اسئلة اتصل بقرام (Arabic)  
কলমে বাই কলমে কল করুন অথবা সরাসরি কল করুন (Bangali)  
倘若您有任何疑問，請撥打電話 (Cantonese)  
اگر سوالی دارید لطفاً زنگ بزنید (Dari)  
اگر سوالی دارید از طریق تلفن یا ما تماس بگیرید (Farsi)  
यदि आपका कुछ पूछना हो तो कॉल करे (Hindi)  
I nwee ajuju obula kpoo na igwe eji ekwuokwu (Igbo)  
ئەگەر هەر پرسەبارێکت هەموو تەبابە پەیوەندییمان بێوە بکە (Kurdish)  
که تاسی پوښتنې لری نو لطفاً زنگ ووهی (Pashto)  
Jeśli masz jakies pytania zadzwoń (Polish)  
ਜੇ ਤੁਹਾਡੇ ਕੋਈ ਸਵਾਲ ਹਨ ਤਾਂ ਕਾਲ ਕਰੋ (Punjabi)  
Dacă mai aveți întrebări vă rugăm să contactați (Romanian)  
Si tienen alguna duda, llámenos (Spanish)  
যদি আপ কয় এন সোধ কয় প্রশ্নের সম্বন্ধে জানতে চান তাহলে (Tagrinya)  
اگر آپ کو کچھ پوچھنا ہو تو کال کریں (Urdu)  
Nếu quý vị có bất kỳ câu hỏi nào, xin hãy gọi (Vietnamese)  
'Bi o ba ni ibere kankan pe wa lori ero ibanisoro' (Yoruba)

**For Large Print or Braille phone**  
**01375 652472**



# How to Enrol

Enrolling at Thurrock Adult Community is easy, there are four different ways to enrol, in person, by phone, by post or by fax.

However, If you are not sure which course is best for you, or would like more information about what we offer, please call us on 01375 372476.

If you have chosen to enrol onto a course which has an 'E' symbol next to the description, you can proceed with enrolment straight away.

E

However, if you have chosen a course with an 'A' symbol next to the description, you will need to speak to an adviser. This session is a chance to talk about your course options and check that the level is right for you.

A

To book a session, please call 01375 372476.

If you are an existing learner and have the relevant progression certificate please proceed to enrolment.

## How to Enrol

### In Person:

You can enrol in person at Grays Adult Education Centre, the address and opening times are listed on page 39. Complete the Enrolment Form on page 19 - 22 and take along with the necessary payment and proof of benefit (if applicable, valid for 6 months).

Grays Adult Education Centre will not be open to personal callers on Mondays and Fridays from 1st August to 2nd September inclusive. Student Services will close at 2.00 pm during peak enrolment. Term time hours will resume from Monday 5th September 2011.

### By Phone:

You can enrol onto your course by phone if your course has an 'E' symbol next to the description.

Once you have chosen your course, please have your course information and debit/credit card details ready and call Grays Adult Education Centre on 01375 372476.

Lines are open Monday to Friday, opening times are listed on page 39.

We cannot accept telephone enrolments for those on a benefit as documentary evidence is required.

### By Post & Fax:

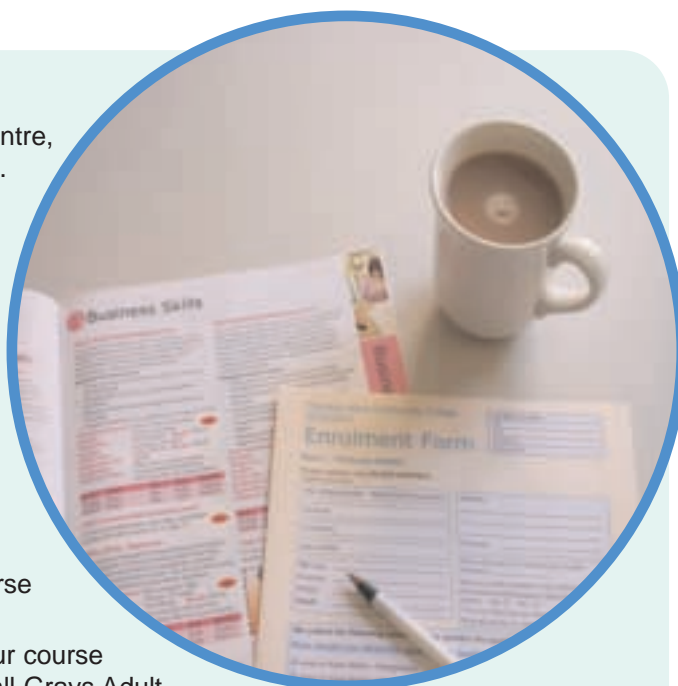
You can enrol by post or fax, complete the Enrolment Form and P4 Postal/Telephone Payment Details form on pages 19 - 22, and either fax to 01375 394104 or post along with the necessary payment and proof of benefit (if applicable) to:

Enrolment Unit, Thurrock Adult Community College, FREEPOST ANG1538, Grays, RM17 6BR.

For postal enrolments, please remember to enclose your cheque, made payable to Thurrock Council or complete the P4 Postal/Telephone Payment Details form.

N.B. Please note postal enrolments must be received two weeks before the start of the course. Don't forget to include your registration and qualification fee.

**Please note to decrease the risk of fraud we will no longer be sending credit card receipts out in the post and will dispose of any credit/debit card details given.**



# Learner Support

As part of our ongoing commitment to providing an equal service for all, the College will make all reasonable adjustments to ensure that nobody (learners, staff and visitors) attending the college is discriminated against or put to any disadvantage.

If you are a learner and have a disability, learning difficulty, or long term health condition, please let us know about it before the start of your course, ideally at enrolment or before. We can then take the necessary steps towards helping you gain the most from your course(s).

We can provide support for people with a range of disabilities, learning difficulties such as Dyslexia and long term health conditions in addition to visual or hearing impairments, restricted mobility, diabetes, ME, epilepsy or mental health problems.

We will also work with carers who require special considerations.

Any information you give us will be treated as confidential and will only be passed to others with your written consent.

**You can contact our Learner Support team in the following ways:**

**Telephone:** 01375 372476 Grays AEC

**Textphone:** 01375 399384 Grays AEC

**Freephone:** 0800 783 7733 for information and advice

**Email:** s.maney@tacc.ac.uk

For more information please ask for a copy of our 'Support for Success' leaflet and/or the College Disability Statement.

## The types of support we can offer:

- Dyslexia Screening and on course support
- In-class support workers
- Study skills support
- Hearing loop systems for hearing impaired
- Visual aids for visually impaired
- Other aids for those with reduced mobility
- Computer software and accessories to aid accessibility on IT courses and other courses using computers



“Becoming a volunteer has helped build my own confidence and I'm now working towards a new career in teaching, in which the college has helped immensely” - David Matthews

“I've been a volunteer for five years and each year is very different. Volunteering has built my confidence more than I thought it could and I feel like I'm doing something for the community” - Sandra Hoskins

“I think it's a fantastic experience - I've learnt a lot myself in supporting others!” - Faith Handerek

# Learner Facilities

## Coffee Bar Facilities

### Grays Adult Education Centre

A wide range of refreshments are available including teas, coffees, cold drinks, rolls, salads, jacket potatoes and lots more.

#### Opening Hours\*

	Daytime	Evening
<b>Monday</b>	9.30 - 2.30 pm	7.00 - 9.30 pm
<b>Tuesday</b>	9.30 - 2.30 pm	7.00 - 9.30 pm
<b>Wednesday</b>	9.30 - 2.30 pm	7.15 - 9.00 pm
<b>Thursday</b>	9.30 - 2.30 pm	7.00 - 9.30 pm
<b>Friday</b>	9.30 - 1.00 pm	Closed

\*Subject to change



## Grays Cyber Cafe

The Cyber Cafe is open to everyone studying with us, the facilities are unsupported so learners must be able to switch on and shut down the computer, use a mouse and have IT/Internet experience.

Cyber Cafe has the following facilities:

- High speed internet access with email facilities
- Adjustable height tables
- Air conditioning
- Printing at a moderate cost via reception\*



Opening times are on display outside the Cyber Cafe.

## Quiet Study Facilities:

Looking for a quiet place to study?

Every session, morning, afternoon or evening, a quiet study room has been timetabled for your use. Please check the large course timetable board near Student Services to identify the room or ask at reception.

# Community College Childcare

Community College Childcare provides carefully planned activities to provide learning through play, education and care in a bright warm environment where your child's developmental and social needs are met.



## When is the Crèche open?

Community College Childcare provides crèche facilities for learners' children of ages 2 - 5 years, from September 2011 the crèche will be open from:

Monday – Friday: 9.00 am – 3.30 pm

## Facilities for Learners

You can leave your child(ren) in the Crèche at the times you are attending courses at the Grays Adult Education Centre.

## How do I Register my Child(ren)?

Visit the Crèche during term time (appointment is not usually necessary). Speak to the Childcare Supervisor and complete a Registration Form. A registration fee of £12.50 is required for each child registered.

## From September 2011, the Crèche fees are:

Registration fee, £12.50 per child.

Age of Child	Per Session
2 – 3 years	£15.00 per 3 hour session*
3 – 5 years	£13.75 per 3 hour session*

\* subject to review

## Example of Crèche Fees

If you enrol onto a British Sign Language Level 1 30 weeks x 2 hours with a child aged 4 year.

Crèche fees would be: 30 sessions at £13.75 per session = £412.50. Plus £12.50 registration fee  
£12.50 + £412.50 = £425.00

## Help with Childcare Costs

If you are attending a Learner Responsive funded course you may be entitled to receive funding from the childcare support funds please refer to our Learner Support Funds leaflet.

## Community College Pre-School

We aim to provide high quality care and education in a safe, stimulating environment for children primarily below statutory school age. Community College Childcare uses the Early Years Foundation Stage to provide a range of play activities which help children to make progress in each of the areas of learning and development.

For full details on opening times, pre-school fees and availability please contact the Community College Pre-School on 01375 383311.



# Skills for Life, Work and You

## What are Skills for Life?

They are skills, like Maths and English, that we use all the time at work and in daily life.



Your Key to Success

Skills for Life courses are held in small, friendly groups and will improve your job prospects.

You will be able to work at your own pace, get extra support if needed and agree your own learning plan.

## How will I know which course is best for me?

Come along to the College and have a chat with one of our friendly advisers. You will do a skills check so that we can help you to find the best course to suit your needs. This is not a test, so no need to worry if you find reading, writing and working with numbers difficult. Classes are available throughout the year. Call Student Services on freephone 0800 783 7733 to book an appointment.

## Registration Fees:

Skills for Life course learners will pay the £12.50 registration fee to cover admin costs.

## What do the different levels mean?

### Developing Everyday English Skills Entry 2 / 3

These courses are designed to help you build on the reading, writing, speaking and listening skills you already have. Your confidence will increase as you work towards an Entry Level qualification.

### Developing Everyday Maths Skills Entry 2 / 3

These courses are designed to help you build on the number skills you already have. Your confidence will increase as you work towards an Entry Level qualification.

### Prepare for the National Test Literacy or Numeracy Level 1 / 2 Roll on, Roll off courses

A flexible way to gain a recognised qualification  
Level 1 is equivalent to GCSE grades D-G  
Level 2 is equivalent to GCSE grade A\*-C

All our classes are designed to suit your needs.

## National Literacy and Numeracy Qualifications

### Q: What are the National Tests?

A: Literacy looks at comprehension, reading and understanding English.

Numeracy looks at many aspects of Maths useful in everyday life.

### Q: How will I know which level to take?

A: Helpful and approachable staff are on hand to do a screening test first to see which level best suits your needs. The practice tests will provide you with a clear measure of your current level.

## Example of our Mini Skills Check

Q1 If a bottle of wine costs £3.49, how much is this to the nearest pound?

- A £4.00                      B £34.00  
C £3.50                      D £3.00

Q2 Which is the correct spelling

- A Febuary                      B February  
C Februery                      D Febuery

Q3 25% is the same as

- A 1/8 an eighth              B 1/4 a quarter  
C 3/4 three quaters        D 1/2 a half

Q4 The jackpot is a lottery is £200403.00

- A Two hundred and forty three  
B Twenty thousand forty hundred and three  
C Two hundred thousand four hundred and three  
D Two million four hundred and three

Q5 What is the correct spelling of the word that should go in the blank space

Citizenship is about \_\_\_\_\_ being involved in their community

- A people                      B poeple  
C peeple                      D peopel

Q6 Add the missing full stop

Ali bought the wrong colour paint for his wife she wanted green.

# Skills for Life, Work and You

## Literacy

### Developing Everyday English Skills - Entry 2/3

Do you sometimes lack confidence with your reading, writing, spelling and punctuation? This course will help you to build up these skills and give you the opportunity to gain a City & Guilds entry level qualification.

**Entry Requirements:** Skills check and informal interview.

**Duration:** 2 hours x 30 weeks **A**

**Tuition Fees:** Free

**Progression:** Prepare for the National Test Literacy Level 1

### Prepare for the National Test Literacy - Level 1/2

A flexible way to gain a recognised qualification. Are you aware that you can achieve a nationally recognised level 1 or level 2 qualification in literacy? Depending on your starting level it may be possible to take the test in just a few short weeks. If you have gaps in your learning or simply need to build your confidence, you can attend the full course.

**Entry Requirements:** Skills check and informal interview.

**Duration:** 2 hours x 30 weeks **A**

**Tuition Fees:** Free

**Progression:** Prepare for the National Test Literacy Level 2/GCSE English

### New Directions - First Steps

Open to anyone wishing to increase their self confidence and discover their own potential. It will give you the tools to identify the right route to a new career, further training or education.

Topics covered will include:

- Stress management
- Writing a CV
- Communication Skills
- Assertiveness & confidence building
- Skills analysis
- Interview techniques

**Entry Requirements:** Skills check and informal interview.

**Duration:** 2.5 hours x 10 weeks **A**

**Tuition Fees:** Free

**Progression:** Literacy/Numeracy Entry - Level 2

### Functional Skills 16-18 Year Olds

Are you looking to develop your English, maths and ICT? Are you interested in building your communication, group and team work? Do you want to gain a nationally recognised qualification? This fun, interactive course will help you to build the skills you will need to operate confidently and progress in life, education and work.

**Entry Requirements:** Skills check and informal interview.

**Duration:** 5 hours x 10 weeks **A**

**Tuition Fees:** Free

**Progression:** Advice will be provided to support learners wishing to progress to vocational courses/further study

## Numeracy

### Developing Everyday Numeracy Skills - Entry 2/3

Do you sometimes lack confidence with your number skills? This course will help you to build up these skills and give you the opportunity to gain a City & Guilds entry level qualification.

**Entry Requirements:** Skills check and informal interview.

**Duration:** 2 hours x 30 weeks **A**

**Tuition Fees:** Free

**Progression:** Prepare for the National Test Numeracy Level 1

### Prepare for the National Test Numeracy - Level 1/2

A flexible way to gain a recognised qualification. Are you aware that you can achieve a nationally recognised level 1 or level 2 qualification in numeracy? Depending on your starting level it may be possible to take the test in just a few short weeks. If you have gaps in your learning or simply need to build your confidence, you can attend the full course.

**Entry Requirements:** Skills check and informal interview.

**Duration:** 2 hours x 30 weeks **A**

**Tuition Fees:** Free

**Progression:** Prepare for the National Test Numeracy Level 2 / GCSE Maths

### Improve your job prospects & get back in charge of your future



If you have been made redundant and would like help to get back into work, gain a promotion or change your career, contact Thurrock Adult Community College.

We'll help you gain the essential skills needed in the workplace to help you find work or to improve your employability skills.

We can also help you with:

- Completing job application forms
- Writing a CV & learning job search skills
- Preparing for and interview techniques
- Boosting your confidence



Call now on 01375 372476 and speak to Joanne to book.

# Skills for Life, Work and You

## ESOL - English for Speakers of Other Languages

Each ESOL course will teach you the language needed for everyday life and work in the UK. You will also study speaking, listening, reading and writing skills in topics such as health and safety, life at work, finding a job, shopping, travel, education and training.

All learners will be expected to gain a City & Guilds qualification in ESOL, costing £23.30, this is payable at time of enrolment.

Courses are available on various days and times throughout the week. A skills check and an informal interview are required to make sure you are placed correctly.

Call Student Services on Freephone 0800 783 7733 to book an appointment.

### What do the different levels mean?

#### ESOL Beginners Entry 1 / 2

You will study the language needed for everyday life and work in the UK. You will work towards an Entry Level qualification in ESOL. In order to develop these early skills, you will be expected to attend **two** sessions per week.

#### ESOL Developers Entry 3

You will develop and expand your speaking and listening skills and will work towards an Entry Level qualification in ESOL. In order to develop these skills, you will be expected to attend three hours per week.

#### ESOL Improvers Level 1 / 2

You will study the language you need to progress in life and work in the UK. You will work towards a Level 1 or 2 qualification in ESOL.

#### ESOL Prepare for the National Test Literacy or Numeracy Level 1 / 2

#### Roll on, Roll off courses

A flexible way to gain a recognised qualification  
 Level 1 is equivalent to GCSE grades D-G  
 Level 2 is equivalent to GCSE grade A\*-C

All our classes are designed to suit your needs.

## ESOL / Literacy

### ESOL Beginners - Entry 1/2

Do you sometimes lack confidence with speaking English? This course will help you to build up these skills and give you the opportunity to gain a City & Guilds entry level qualification.

**Entry Requirements:** Skills check and informal interview.  
**Duration:** 4 hours x 30 weeks  
**Tuition Fees:** Full: £396.00\* JSA: Free **A**  
**Progression:** ESOL Developers Entry 3 plus "pick'n'mix" courses

### ESOL Developers - Entry 3

Do you wish to expand your speaking and listening skills? This course will help you to develop your confidence when speaking English at work or in the community. You will have an opportunity to gain a City and Guilds entry level qualification.

**Entry Requirements:** Skills check and informal interview.  
**Duration:** 3 hours x 15 weeks  
**Tuition Fees:** Full: £148.50\* JSA: Free **A**  
**Progression:** ESOL Improvers Level 1 / 2 plus "pick'n'mix" courses

### ESOL Improvers - Level 1 / 2

Do you need to gain higher level language skills? This course will provide an opportunity to study the language you need to help you to progress in life and work. You will have an opportunity to gain a City and Guilds qualification.

**Entry Requirements:** Skills check and informal interview.  
**Duration:** 3 hours x 15 weeks  
**Tuition Fees:** £148.50\* JSA: Free **A**  
**Progression:** ESOL Prepare for the National Tests plus "pick'n'mix" courses

### ESOL Prepare for the National Test Literacy - Level 1 / 2

A flexible way to gain a recognised qualification. Are you aware that you can achieve a nationally recognised level 1 or level 2 qualification in literacy? Depending on your starting level it may be possible to take the test in just a few short weeks. If you have gaps in your learning or simply need to build your confidence, you can attend the full course.

**Entry Requirements:** Skills check and informal interview.  
**Duration:** 2 hours x 30 weeks  
**Tuition Fees:** Free **A**  
**Progression:** ESOL Prepare for the National Test Literacy Level 2

Skills for Life courses which are listed on pages 6 - 9 are not the only courses we offer. Our Skills for Life team will work with your business or local community group to design and deliver a bespoke course. Please call 01375 372476 to speak to Joanne.

# Skills for Life, Work and You

## ESOL / Numeracy

### Everyday Maths for ESOL - Entry 2 / 3

Would you like to develop your number skills? This course is for those who have language needs who wish to pick up on any missing number skills. You will work at your own pace in small groups and benefit from individual planning.

**Entry Requirements:** Skills check and informal interview.  
**Duration:** 2 hours x 30 weeks **A**  
**Tuition Fees:** Free  
**Progression:** Entry 3 or Prepare for the National Test Level 1



### ESOL Prepare for the National Test Numeracy - Level 1 / 2

A flexible way to gain a recognised qualification. Are you aware that you can achieve a nationally recognised level 1 or level 2 qualification in numeracy? Depending on your starting level it may be possible to take the test in just a few short weeks. If you have gaps in your learning or simply need to build your confidence, you can attend the full course.

**Entry Requirements:** Skills check and informal interview.  
**Duration:** 2 hours x 30 weeks **A**  
**Tuition Fees:** Free  
**Progression:** Prepare for the National Test Numeracy Level 2



## ESOL / Pick 'n' Mix

These 5 week courses are designed to help you develop a range of skills to compliment your Speaking & Listening. You can enrol for as many modules as you wish depending on your individual needs.

The topics include:

Grammar for Beginners	Grammar for Improvers
Spelling	Planning and Proof Reading
Preparing for Work	Introduction to ICT
ESOL at Work (shift workers)	Building a Writing Portfolio
Introduction to Aspects of Citizenship	

Please contact Joanne on Freephone 0800 783 7733 for more information. **A**

**Entry Requirements:** Skills check and informal interview.  
**Duration:** 2 hours x 5 weeks  
**Tuition Fees:** Full: £33.00 Benefit: £18.00  
**Progression:** ESOL Speaking & Listening courses

### Getting Ready For Work Project - Thurrock Success Story

Thurrock Adult Community College through funding from Thurrock Council and the East of England Development Agency is celebrating the success of a project unique to the borough.

The college has provided an exciting and innovative programme direct to 60 unemployed adults.

Participants have enjoyed a packed agenda of intensive motivational training and a 12-week programme of employability and basic skills training.

By working in partnership with NHS South West Essex, students were also able to benefit from healthy lifestyle opportunities such as the Vitality Project. Francesca Reynell, the project co-ordinator said: "The college recognised there was a real need to break down the psychological barriers by providing a programme that would develop essential employability skills through education."

Successes of the project have so far included many gaining full or part-time work, new qualifications up to a Level 2, and going on to further study.

Participants have improved their confidence and self-esteem. Among their comments are:

"I really enjoyed being in this programme. It's helped me to find out what it is I really want to do and be," Celine aged 31.

"This course has been excellent. It helped to build up my confidence and I am positive I will find a job soon as I have learnt many skills during this training," Maryanne aged 32.

If you are interested in boosting your confidence for the workplace, contact Joanne on 01375 372476.



# Adults Living with Disabilities

## Enrolling on a Course

Please help us to help you

Choose a course you think you would like to join.



Contact the college  
 Phone 01375 372476  
 Fax: 01375 394104  
 Email: info@tacc.ac.uk



Ask to talk to the tutor of the class OR to a member of staff from learner support (or both if you prefer)



An appointment will be made for you. We can then make sure that your choice of course best meets your needs OR advise you of another course that might be more suitable.



This way you can be sure that you are on the right course, right from the start!

Thurrock Adult Community College  
 Equality, Diversity and Inclusion

We would like to hear from any learners, staff or visitors who have any interests or issues related to Equality and/or access within the College; or if you have any suggestions that might help us to improve things for you in the college.

If you wish to receive further details on how you can either become more involved or just want to talk about any concerns you have, you can contact Sylvia Maney on 01375 372476

## Independent Living

We know that some people like to learn in smaller groups, so we have classes to meet your needs and help you with skills that make everyday life easier.

### Building Life Skills for Independent Living - Entry 1

Do you want to build your confidence and learn new skills to help you to become more independent? This course is designed to help you to develop a range of personal and interpersonal skills in addition to maths and English and provide an opportunity for you to gain a recognised qualification.

**Entry Requirements:** Skills check and informal interview A

**Duration:** 2 hours x 30 weeks

**Tuition Fees:** Full: £198.00\* JSA: Free

**Qualification Fee:** £16.25

**Total Course Fee:** Full: £214.25

**Qualification:** NOCN Entry Credits

**Progression:** Building Life Skills for Independent Living Entry 2 award/certificate

Code	Venue	Day	Time	Starting
G1A04	Grays	Mon	10:00	12/09/11
G2L06	Grays	Tues	13:00	13/09/11

### Building Life Skills for Independent Living - Entry 2

Do you want to build your confidence and learn new skills to help you to become more independent? This course is designed to help you to develop a range of personal and interpersonal skills in addition to maths and English and provide an opportunity for you to gain a recognised qualification.

**Entry Requirements:** Skills check and informal interview A

**Duration:** 2 hours x 30 weeks

**Tuition Fees:** Full: £198.00\* JSA: Free

**Qualification Fee:** £16.25

**Total Course Fee:** Full: £214.25

**Qualification:** NOCN Entry Credits

**Progression:** Literacy / Numeracy classes

Code	Venue	Day	Time	Starting
G3L02	Grays	Wed	13:00	14/09/11
G4A03	Grays	Thurs	09:30	15/09/11

# Adults Living with Disabilities

## Be Creative, Learn New Skills

### Communication Through Art

This is a small friendly group with special emphasis on group communication. Enjoy learning about different types of paints and how they can be used to paint your favourite subject.

**Entry Requirements:** Informal Interview **A**  
**Duration:** 2 hours x 30 weeks  
**Tuition Fees:** Full: £198.00\* Benefit: £108.00  
**Progression:** Art or craft courses

Code	Venue	Day	Time	Starting
G3A11	Grays	Wed	10:00	28/09/11

### Communication Through Crafts

A mixed craft course in which learners will be shown how to make individual craft items that they can take home.

**Entry Requirements:** Informal Interview **A**  
**Duration:** 2 hours x 30 weeks  
**Tuition Fees:** Full: £198.00\* Benefit: £108.00  
**Progression:** Art or craft courses

Code	Venue	Day	Time	Starting
G5A08	Grays	Fri	10:00	30/09/11



### Badminton and Short Tennis

This course will help you with your co-ordination skills as well as keeping you fit and you can have fun at the same time.

**Entry Requirements:** Carer needs to accompany  
**Duration:** 1.5 hours x 30 weeks  
**Tuition Fees:** Full: £148.50\* Benefit: £81.00  
**Progression:** Continuation of course to progress further **A**

Code	Venue	Day	Time	Starting
G1A06	Grays	Mon	10:00	26/09/11

### Gardening for Pleasure

In this accredited course, you will learn how to choose your plants, care for them and look after the equipment you need when gardening.

**Entry Requirements:** Informal Interview **A**  
**Duration:** 2 hours x 10 weeks  
**Tuition Fees:** Full: £66.00 JSA: Free  
**Qualification Fee:** £16.25  
**Total Course Fee:** Full: £82.25  
**Qualification:** NOCN Entry Credits  
**Progression:** Other accredited courses at other colleges

Code	Venue	Day	Time	Starting
G1A17	Grays	Mon	10:00	26/09/11

## Supported Enrolment Wednesday 13th July

10 am - 12 pm and 1 pm - 3 pm

As part of its ongoing commitment to improving access for its learners, Thurrock Adult Community College will be holding a separate enrolment day for people who want to enrol onto courses specifically for adults who have learning disabilities/difficulties, such as those shown on page 10-11.

If you are interested in these courses and have already been assessed for entry onto particular courses by a member of our Student Support team, you will be able to enrol providing you bring proof of your assessment. You can also enrol during college opening times after this date.

If you have not been assessed please contact Sylvia Maney on 01375 372476



# Family Learning

## Family Learning

Family Learning is a GREAT opportunity for mums, dads and/or carers to find out more about how their children learn. It will help build confidence when helping children learn.

### Keeping up with the Children's Literacy and Numeracy

'Keeping up with the Children' courses are especially designed to help parents and carers explore the approaches schools use, in key stages 1 and 2, when teaching these subjects. There are opportunities to discover informative, fun and practical ideas to encourage your children at home and get the most out of learning together. If you are interested in finding out more about how your children learn, these short 6 week courses are just what you need!

**Duration:** 2 hours x 6 weeks

**Course Fees:** Free

E



### Literacy

Code	Venue	Day	Time	Starting
FLLNK04	Grays	Mon	12:45	31/10/11

### Numeracy

Code	Venue	Day	Time	Starting
FLLNK10	Grays	Tues	12:45	01/11/11

### Positive Parents

A fun and interesting introduction to child behaviour and parenting skills. The sessions will introduce you to topics such as challenging behaviour, learning through play, and safety in the home. You will also explore the many aspects of child development and have opportunities for progression onto other Family Learning courses, Psychology, Childcare etc.

**Entry Requirements:** An interest in learning positive parenting skills

**Duration:** 2 hours x 15 weeks

**Course Fees:** Free

**Qualification:** NOCN

A

Code	Venue	Day	Time	Starting
FLLTP05	Grays	Wed	10:00	28/09/11
FLLTP06	Grays	Wed	10:00	22/02/12

### Working in Partnership with Local Schools

- Are you a parent or carer of children attending school in Thurrock?
- Do you want to find out how your children learn and discover some helpful ideas whilst working with them in their own learning environment?

Then look out for invitations to fun and informative Literacy & Numeracy workshops and courses in your children's school.

### Prepare for the National Test - Literacy & Numeracy

A **flexible** way to gain a recognised qualification.

Are you a parent or carer? When helping your children with their homework do you sometimes feel that your own literacy and numeracy skills could do with being updated?

Are you aware that you can achieve a level 1 and level 2 qualification in Literacy and Numeracy that's nationally recognised? Depending on your starting level you may be able to take the test **after only 6 weeks**. However, if you have gaps in learning or simply need to build your confidence you can attend more sessions.

Please note: Learners will be required to complete an initial assessment as a minimum level of literacy or numeracy is required for these courses.

**Entry Requirements:** Informal Interview

**Duration:** 2 hours x 6 weeks (minimum)

**Tuition Fees:** Free

**Qualification:** National Test, Edexcel/City & Guilds

Free!

A

### Literacy

Code	Venue	Day	Time	Starting
FLLNP02	Grays	Tues	09:30	17/01/12

### Numeracy

Code	Venue	Day	Time	Starting
FLLNP03	Grays	Tues	12:30	17/01/12

### Q: What are the National Tests?

**A:** The Literacy National Test looks at comprehension, reading and understanding English. The Numeracy National Test looks at many aspects of Maths useful in everyday life.

### Q: How will I know which level to take?

**A:** Helpful and approachable staff are on hand to do a screening test first to see which level best suits your needs. The practice tests will provide you with a clear measure of your current level.



3 week short courses for parents/carers who may have a particular interest in these topics or have children that may need a bit of extra support or help in these areas.

## Introduction to Story Sacks

Story Sacks are an excellent way of bringing children's books to life and can help children to gain a love of books and reading. This fun and informative short course guides you through the many aspects of creating a Story Sack, as well as developing the skills needed to get the most out of using one with a child.

**Duration:** 2 hours x 3 weeks **E**  
**Course Fees:** Free

Code	Venue	Day	Time	Starting
FLLTX08	Grays	Mon	10:00	03/10/11



### Intro to Story Sacks Course

You said...

*'Had a great time with the children at school'*

*'Everything was great and very friendly'*

## Helping Children Understand Money

As we are now in an age of credit cards, it is difficult sometimes to encourage children to realise the value of money. Help them understand saving up for things they would like and budgeting.

**Duration:** 2 hours x 3 weeks **E**  
**Course Fees:** Free

Code	Venue	Day	Time	Starting
FLLTF01	Grays	Mon	10:00	31/10/11

## Is your Child Being Bullied or Being a Bully? Ways to Help

In this short 3 week course, explore what bullying is and why children bully.

Gain some useful advice, take part in information based activities for parents and children and find out where to go to for support.

**Duration:** 2 hours x 3 weeks **E**  
**Course Fees:** Free

Code	Venue	Day	Time	Starting
FLLTB01	Grays	Mon	10:00	21/11/11

## My Family Learning Journey

My family learning journey started when my ten year old daughter brought home a leaflet from school advertising a Games workshop. As it had been a long time since I had used my math's skills and I kept getting stuck with helping my daughter with her homework, I thought it would be something useful for me to do to help her. I found the course very useful and great for the children too. The children and the parents worked together and we made some math's tools that would to help them with their learning.

I then chose to do a 'Keeping up with the Children's Literacy' course, this was great as I could do it at the school, it was a very comfortable atmosphere from the start. I found the course really useful as most weeks I was able to put what I had learnt into helping my daughter with her homework. My daughter found it helpful too, making useful things to help her with her Literacy. This made me feel useful to her, as mum I could now help rather than say 'sorry, I don't know'. I enjoyed the Literacy course so much I enrolled onto 'Keeping up with the Children's Numeracy', I had no idea how much the schools teaching methods had changed from when I was at school. The Keeping up with the Children courses explain how the schools teach our children.

The course opened my eyes to how much I didn't know when it came to Numeracy, so once I finished the 6 week course I then enrolled onto 'Prepare for the National Tests Numeracy' course. This course is great, it's more in-depth and the way it's taught is a practical way rather than from text books and worksheets. I am now doing my level 1 in Numeracy and when I pass I will go onto my level 2 as it will help my daughter when she goes onto Senior School.

Sara Woods

# Family Learning



# FAMILY ACTIVITY DAYS

**£12.50 per family\***

Family Learning Activity Days offer the opportunity for parents, carers and children to get involved in learning activities together. There is always a wide choice of topics so there is something for the whole family to explore in a relaxed and informal atmosphere!

The message from families who attended the College's Family Activity Days last year is loud and clear!

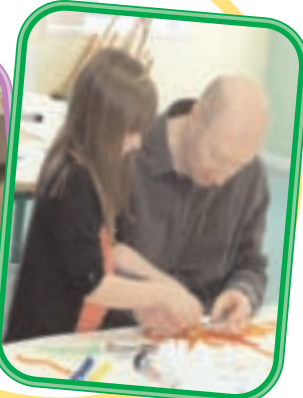
## WE WANT MORE!

Quotes from families who attended Family Activity Days last year...

We had lots of fun and it was great to spend quality time with my son whilst the little one was in the crèche.



My children's confidence grew as they approached tutors towards the end of each session independently



Activities are suitable for families with children aged 5-12. Some crèche spaces are available. Book early to avoid disappointment

### Family Activity Days

Enrol today and watch the whole family discover that they have something new to learn and to share!

Activity days run 9.45 am - 2.30 pm, so all that fun for only £12.50 per family\*. Call 01375 372476 to get booked on.

E

#### Craft Family Activity Day

Code	Venue	Day	Time	Starting
FLLT01	Grays AEC	Sat	09:45	15/10/11

#### Christmas Family Activity Day

Code	Venue	Day	Time	Starting
FLLT02	Grays AEC	Sat	09:45	10/12/11

#### Drama Family Activity Day

Code	Venue	Day	Time	Starting
FLLT03	Grays AEC	Wed	09:45	04/04/12

#### Planet Earth Family Activity Day

Code	Venue	Day	Time	Starting
FLLT04	Grays AEC	Sat	09:45	16/06/12

#### Please Note

\*Families that receive an Income Based benefit are entitled to a reduced fee of £6.25.

At the time of enrolment, please bring the relevant evidence dated within the last six months.

Full list of accepted benefits are on page 20.

For **any** Family Learning course the 'adult' must be 19+ and resident for 3 years if not from an EU country; additional fees will apply if a non resident.

# Teaching

## Being an LSA - First Steps

This is a taster for those wanting to become an LSA in a primary school. Find out what schools want from an LSA, what courses are available and how to plan your route. Also, have an introduction to the literacy and numeracy curriculum.

**Entry Requirements:** Level 1 English E  
**Duration:** 2.5 hours x 3 weeks  
**Tuition Fees:** Full: £24.75 Benefit: £13.50  
**Progression:**

Code	Venue	Day	Time	Starting
G4L05	Grays	Thurs	12:30	03/11/11
G4L11	Grays	Thurs	12:30	01/03/12

## Intensive - Preparing to Teach in the Lifelong Learning Sector 7303 (PTLLS)

This intensive course provides an opportunity for learners who wish to apply for a CTLLS or DTLLS qualification course in September 2012-13.

**Entry Requirements:** Level 2 English A  
**Duration:** 5 hours x 7 weeks  
**Tuition Fees:** Full: £242.25 JSA: Free  
**Qualification Fee:** £57.75  
**Total Course Fee:** £300.00  
**Qualification:** City & Guilds Level 3

Code	Venue	Day	Time	Starting
G5D02	Grays	Fri	09:30	18/05/12

## Preparing to Teach in the Lifelong Learning Sector 7303 (PTLLS)

This course is for those who wish to train or teach in the Lifelong Learning sector. It is a qualification that will equip a wide range of trainers, facilitators and teachers to support adult learners. Assessment is portfolio based and learners will work towards the planning and delivery of a micro-teach session.

**Entry Requirements:** Level 2 English A  
**Duration:** 3 hours x 14 weeks  
**Tuition Fees:** Full: £242.25\* JSA: Free  
**Qualification Fee:** £57.75  
**Total Course Fee:** £300.00  
**Qualification:** City & Guilds Level 3

Code	Venue	Day	Time	Starting
G3Z02	Grays	Wed	18:30	28/09/11
G3Z03	Grays	Wed	18:30	29/02/12

### Course Discounts

# 10% off

tuition fees, see page 22 for details

# QUALIFICATIONS

What level am I?

	Equivalent to
Level 1	GCSE Grades D - G CSE Grades 2 - 5
Level 2	GCSE Grades A* - C GCE O Levels A - C CSE Grade 1 NVQ Level 2
Level 3	GCE AS and A2 NVQ level 3



NOCN/C&G/OCR/BCS/NCFE	GCSE	NVQ etc
Entry	Foundation	Foundation
Level 1	GCSE D - G	Level 1
Level 2	GCSE A* - C	Level 2
Level 3	GCSE AS and A2	Level 3

# Information Technology

## What do the levels mean?

### Entry 1

These courses are designed for the absolute beginners with little or no experience on a PC.

### Level 1

These courses are designed for those with a basic understanding of how to operate a PC, i.e. mouse/keyboard control, how to print and save.

### Level 2

These courses are designed for those with a good working knowledge of the PC and its packages.

### Level 3

This course is designed for those with an excellent working knowledge of the PC and its packages. Ideal for those working in a demanding environment.

## Entry Level

### Computers Getting Started - First Steps

This beginners course is designed so that learners will be able to operate a computer and be able to use a mouse and also understand the keyboard. Several programmes will be used and learners will save and print their files. Build Up tasks will be given to the learner with handouts to reinforce knowledge. All learners will proceed through the work at their own pace and build up their abilities/skills at a comfortable speed.

**Entry Requirements:** None A  
**Duration:** 2 hours x 15 weeks  
**Tuition Fees:** Full: £99.00\* **Benefit:** £54.00  
**Progression:** CLAIT

Code	Venue	Day	Time	Starting
G4L06	Grays	Thurs	12:30	03/11/11

### CLAIT - First Steps

This course will give you an insight into the full CLAIT Qualification requirements enabling you to discover if this course is for you.

**Entry Requirements:** Basic computer skills A  
**Duration:** 3 hours x 4 weeks  
**Tuition Fees:** Full: £39.60 **Benefit:** £21.60  
**Progression:** CLAIT

Code	Venue	Day	Time	Starting
G1A07	Grays	Mon	09:30	26/09/11

## Level 1

### Bring your Photos to Life with Photoshop - First Steps

This course will make learners familiar with digital terminology and software. The course will look at selections, layers, cloning, colour correction and restoring images using Photoshop Software.

**Entry Requirements:** Basic computer skills A  
**Duration:** 2 hours x 10 weeks  
**Tuition Fees:** Full: £66.00 **Benefit:** £36.00

Code	Venue	Day	Time	Starting
G1T01	Grays	Mon	15:15	26/09/11

### Desktop Publishing with Publisher

Students will learn how to use Microsoft Publisher 2007 to produce a range of basic DTP materials. Students will learn how to enter or import text and graphics, apply colour to type and fills to backgrounds.

**Entry Requirements:** Basic computer skills A  
**Duration:** 2 hours x 5 weeks  
**Tuition Fees:** Full: £33.00 **Benefit:** £18.00

Code	Venue	Day	Time	Starting
G4A08	Grays	Thurs	10:00	12/01/12

### Designing with WORD 2007 - Higher Steps

The course is designed to further the skills achieved in Designing with Word 2007 and to explore more complex desktop publishing features in order to create materials for a fictional company or create ones for your own existing business. These skills will be equally useful for home and office use.

**Entry Requirements:** Computer skills at Level 1 A  
**Duration:** 2 hours x 6 weeks  
**Tuition Fees:** Full: £39.60 **Benefit:** £21.60

Code	Venue	Day	Time	Starting
G2Z05	Grays	Tues	19:30	01/11/11
G2Z12	Grays	Tues	19:30	21/02/12

### WORD 2007 for the Workplace

This course is designed to increase confidence in the use of text processing including Mail Merge for those either already employed or looking for work as an administrator.

**Entry Requirements:** Basic computer skills A  
**Duration:** 2 hours x 4 weeks  
**Tuition Fees:** Full: £26.40 **Benefit:** £14.40

Code	Venue	Day	Time	Starting
G5A01	Grays	Fri	10:00	30/09/11

### EXCEL 2007 for the Workplace

This course is designed to increase confidence in the use of Spreadsheets for those either already employed or looking for work as an administrator.

**Entry Requirements:** Basic computer skills A  
**Duration:** 2 hours x 5 weeks  
**Tuition Fees:** Full: £33.00 **Benefit:** £18.00

Code	Venue	Day	Time	Starting
G4Z08	Grays	Thurs	19:30	03/11/11

### CLAIT

OCR Level 1 Certificate for IT Users (New CLAIT - International) is a qualification designed to recognise the skills, knowledge and understanding of IT users in employment, education or training. This course will equip learners with the basic range of transferable skills necessary for the modern workplace incorporating Word Processing, Spreadsheets and Databases, and for progression to IT User skills at Level 2 and Level 3.

**Mandatory unit:** File management and e-document production (Word Processing)

**Optional Units:**

- Creating Spreadsheets & Graphs
- Database manipulation

**Entry Requirements:** Informal interview/assessment A  
**Duration:** 3 hours x 20 weeks  
**Tuition Fees:** Full: £198.00\* **JSA:** Free  
**Qualification Fee:** £43.75  
**Total Course Fee:** £241.75  
**Additional Costs:** Course USB Stick with course manuals, £5.00

**Qualification:** OCR Level 1 Certificate for IT Users

Code	Venue	Day	Time	Starting
G1A01	Grays	Mon	09:30	31/10/11

# Information Technology

## ECDL - First Steps

This course will give you an insight into the full Level 2 qualification requirements enabling you to discover if this course is for you.

**Entry Requirements:** Basic computer skills

**Duration:** 3 hours x 3 weeks

**Tuition Fees:** Full: £29.70 Benefit: £16.20

Code	Venue	Day	Time	Starting
G3A05	Grays	Wed	09:30	28/09/11
G3A19	Grays	Wed	09:30	04/07/12
G4Z04	Grays	Thurs	18:45	15/09/11
G4Z11	Grays	Thurs	18:45	05/07/12

## Dreamweaver - First Steps

Learners will create web pages containing text, graphics, links and email links. Tables will be used along with interactive images and formatting.

A small website will be produced.

**Entry Requirements:** Informal Interview/Assessment

**Duration:** 2 hours x 10 weeks

**Tuition Fees:** Full: £66.00 Benefit: £36.00

**Progression:** Dreamweaver Level 2

Code	Venue	Day	Time	Starting
G1L05	Grays	Mon	13:00	26/09/11
G1Z09	Grays	Mon	19:30	07/11/11

## Design a Web Page Using WORD 2007

Learn to use Microsoft Word to create a website. Create pages, links, format text, colour backgrounds and insert graphics. Learners will learn the basics that will enable them to create a website of their own. This course does not cover putting a website on line.

**Entry Requirements:** A working knowledge of the internet and how to use a computer.

**Duration:** 5 hours x 1 week

**Tuition Fees:** Full: £16.50 Benefit: £9.00

Code	Venue	Day	Time	Starting
G2D02	Grays	Tues	10:00	01/11/11

## Using a Smartboard - First Steps

This course is designed to help you make the most of your interactive Smartboard. You will develop skills to strengthen your teaching or training experience and deliver a more effective, useful educational experience for your audience. Interactive boards have the power to stimulate the mind and are a powerful teaching tool for students or employees alike. This course is also suitable for trainers in the community or businesses.

**Entry Requirements:** Basic computer skills

**Duration:** 3 hours x 2 weeks

**Tuition Fees:** Full: £19.80 Benefit: £10.80

Code	Venue	Day	Time	Starting
G3L05	Grays	Wed	12:30	30/11/11

## Create Interactive Resources for the Classroom or your Business - First Steps

This course is designed to help individuals to create interactive teaching/learning aids using a range of programmes such as Word processing, Excel and PowerPoint. You will also be introduced to the use of an Audience Response System to collate and track progress and achievements via professional looking printouts. It is aimed at trainers, teachers, volunteers and parents wanting to enhance the learning experience whether it is in an educational, business setting or at home for the kids.

**Entry Requirements:** Completed the 'First Steps to Using a Smartboard' course or a good working knowledge of a Smartboard

**Duration:** 3 hours x 5 weeks

**Tuition Fees:** Full: £49.50 Benefit: £27.00

Code	Venue	Day	Time	Starting
G3L06	Grays	Wed	12:30	11/01/12

## Get the Most from your Scanner

This course will show you how to use a flatbed scanner. You will be able to scan photos, paper documents, books, magazines etc. Instead of creating another piece of paper like a copy machine, you will be able to create an image in memory. Once you have acquired a digital image you can show it on the screen, or write a file and email it, or print it, or manipulate it.

**Entry Requirements:** Basic computer skills

**Duration:** 5 hours x 1 week

**Tuition Fees:** Full: £16.50 Benefit: £9.00

Code	Venue	Day	Time	Starting
G2D01	Grays	Tues	10:00	18/10/11

## Up to Date Technology for the Over 50s

This course will get you up to date with your children or grandchildren by using social networking sites, getting the most from your mobile phone and how to use Skype.

**Entry Requirements:** Basic computer skills

**Duration:** 2 hours x 10 weeks

**Tuition Fees:** Full: £66.00 Benefit: £36.00

Code	Venue	Day	Time	Starting
G5A04	Grays	Fri	10:00	13/01/12

## Festive Gifts Using ICT

This course will help you get ready for Christmas. You will be able to make a calendar using your own photographs, create an address database to assist you in producing mailing labels for your Christmas cards. You will also be given the opportunity to create your own personalised Christmas cards and tags.

**Entry Requirements:** Basic computer skills

**Duration:** 2 hours x 4 weeks

**Tuition Fees:** Full: £26.40 Benefit: £14.40

Code	Venue	Day	Time	Starting
G2A08	Grays	Tues	10:00	08/11/11

## Level 2

### ECDL - European Computer Driving Licence

The European Computer Driving Licence is a widely recognised qualification of computer competence and ability.

ECDL consists of 7 modules:

- IT user Fundamentals
- Using Email and the Internet
- Security for IT Users
- Improving Productivity
- Word Processing
- Spreadsheets
- Presentation

If this is your first full Level 2 your tuition fees could be free.

**Entry Requirements:** Informal Interview/Assessment

**Duration:** 3 hours x 30 weeks

**Tuition Fees:** Full: £297.00\* JSA: Free

**Qualification Fee:** £90.00

**Total Course Fee:** £387.00

**Additional Costs:** Course USB Stick with course manuals, £5.00

**Qualification:** European Computer Driving Licence, BCS Level 1 and 2 ITQ Certificates.

Code	Venue	Day	Time	Starting
G4Z07	Grays	Thurs	18:45	06/10/11

# Information Technology

## ECDL - Intensive

Course description as above.  
This course would suit those who would like to achieve the ECDL certificate in 15 weeks.

F2

**Duration:** 6 hours x 15 weeks  
**Tuition Fees:** Full: £297.00\* JSA: Free  
**Qualification Fee:** £90.00  
**Total Course Fee:** £387.00  
**Additional Costs:** Course USB Stick with course manuals, £5.00

A

**Qualification:** European Computer Driving Licence, BCS Level 1 and 2 ITQ Certificates.

Code	Venue	Day	Time	Starting
G3A08	Grays	Wed	09:30	02/11/11

## Database Unit Level 2

This unit is part of the BCS flexible ITQ framework and will enable you to gain an individual recognised certificate. This will be required for learners contemplating progression onto Level 3.

A

**Entry Requirements:** Informal Interview/Assessment  
**Duration:** 2 hours x 7 weeks  
**Tuition Fees:** Full: £46.20 Benefit: £25.20  
**Qualification Fee:** £25.00  
**Total Course Fee:** £71.20 Benefit: £50.20  
**Additional Costs:** Course USB Stick with course manuals, £5.00

**Qualification:** BCS ITQ Level 2 Database Unit Certificate

Code	Venue	Day	Time	Starting
G3L12	Grays	Wed	12:30	18/04/12

## BCS ITQ Level 2 Certificate (ECDL Extra)

ECDL Extra builds on the learners' initial experience and basic knowledge and improves their understanding of computer applications including word-processing, spreadsheets and presentation software. If this is your first full Level 2 your tuition fees could be free.

F2

**Entry Requirements:** Informal Interview/Assessment  
**Duration:** 6 hours x 10 weeks  
**Tuition Fees:** Full: £198.00\* JSA: Free  
**Qualification Fee:** £90.00  
**Total Course Fee:** £288.00  
**Additional Costs:** Course USB Stick with course manuals, £5.00

A

**Qualification:** Level 2 ITQ Certificate

Code	Venue	Day	Time	Starting
G3D01	Grays	Wed	09:30	18/04/12

## Prepare for ECDL Advanced

This course will give you an insight into the full Level 3 qualification requirements enabling you to discover if this course is for you.

A

**Entry Requirements:** Informal Interview/Assessment  
**Duration:** 3 hours x 2 sessions x 2 weeks\*  
**Duration:** 2 hours x 2 sessions x 3 weeks  
**Tuition Fees:** Full: £39.60 Benefit: £21.60

Code	Venue	Day	Time	Starting
G1Z04*	Grays	Mon & Tues	18:45	12/09/11
G3L03	Grays	Wed & Thurs	12:30	13/06/12

## Bring your Photos to Life with Photoshop - Intermediate

This course builds on the knowledge gained in the First Steps course and learners will have the opportunity to take and enhance their own pictures.

**Entry Requirements:** Informal interview/assessment

**Duration:** 2 hours x 10 weeks  
**Tuition Fees:** Full: £66.00 Benefit: £36.00

A

Code	Venue	Day	Time	Starting
G1T02	Grays	Mon	15:15	09/01/12

## Dreamweaver - Level 2

Further to the skills learned in the level 1 course, this course will further cover, pop-up menus, layers, cascading style sheets. The correct use of terminology will also be covered.

A multi page web site will also be produced.

A

**Entry Requirements:** Informal Interview/Assessment

**Duration:** 2 hours x 15 weeks  
**Tuition Fees:** Full: £99.00\* Benefit: £54.00  
**Additional Costs:** Flash memory stick

Code	Venue	Day	Time	Starting
G1L06	Grays	Mon	13:00	09/01/12
G1Z10	Grays	Mon	19:30	20/02/12

## Create Interactive Resources Using the Web

This is a progression course from 'Create Interactive Resources for the classroom' and is designed to develop skills further using a range of free software such as 'Hot Potatoes' or 'Question Tools'. You will create a variety of interactive quizzes to add variety and fun to your lessons. Finally you will be given guidance around existing internet sites and repository to help you build your own library and explore new technologies.

**Entry Requirements:** Computer skills at Level 2 or assessment

A

**Duration:** 3 hours x 6 weeks  
**Tuition Fees:** Full: £59.40 Benefit: £32.40

Code	Venue	Day	Time	Starting
G3L09	Grays	Wed	12:30	22/02/12

## Full Level 2 and Full Level 3 Courses

You may be entitled to a free course (tuition fees only) if this is your first Full Level 2 or first Full Level 3 course.

These courses are indicated in the brochure by the following symbols:

F2

F3

Please see page 35 for more details

## Level 3

### BCS ITQ Level 3 Certificate in Using ICT (ECDL Advanced)

The aim of the qualification is to recognise the application of a range of IT user skills and knowledge in the workplace, meeting employer workforce demands. This course covers the following packages: Word Processing, Spreadsheets, Databases, Presentations and Improving Productivity Using IT.

Should the learner complete all 4 advanced modules they can apply for an additional 'ECDL Expert' certificate.

If this is your first full Level 3 your tuition fees could be free.

F3

**Entry Requirements:** Informal Interview/Assessment  
**Duration:** 3 hours x 2 nights x 30 weeks  
**Tuition Fees:** Full: £594.00\* JSA: Free  
**Qualification Fee:** £120.00  
**Total Course Fee:** £714.00  
**Additional Costs:** Course USB Stick with course manuals, £5.00

A

**Qualification:** Level 3 ITQ Certificate

Code	Venue	Day	Time	Starting
G1Z06	Grays	Mon & Tues	18:45	26/09/11 27/09/11

# Enrolment Form

**For Office Use Only**

ISR: \_\_\_\_\_

ULN: \_\_\_\_\_

Authorisation No: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Processed By: \_\_\_\_\_

## Part 1 Personal Details

Please complete using **BLOCK CAPITALS**

\*Circle all that are appropriate

Title: Mr/Mrs/Miss/Ms\* Male/Female/Transgender\*

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Tel: Day: \_\_\_\_\_

Evening: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

How long have you lived at your current address? \_\_\_\_\_

Have you been resident in the UK/European Economic Area/European Union for the last 3 years? Yes  No\*

\*This may affect your fee. Please ask for information.

Normal country of residence: \_\_\_\_\_

**We collect the following information to monitor the quality of our service.**

**Choose one option that best describes your ethnic group or background?**

*(please tick box)*

- White - English / Welsh / Scottish / Northern Irish / British
- White - Irish
- White - Gypsy or Irish Traveller
- White - Any Other White Background
- Mixed / Multiple Ethnic Group - White and Black Caribbean
- Mixed / Multiple Ethnic Group - White and Black African
- Mixed / Multiple Ethnic Group - White and Asian
- Mixed / Multiple Ethnic Group - Any Other Mixed / Multiple Ethnic Background
- Asian / Asian British - Indian
- Asian or Asian British - Pakistani
- Asian or Asian British - Bangladeshi
- Asian or Asian British - Chinese
- Asian or Asian British - Any Other Asian Background
- Black / African / Caribbean / Black British - African
- Black / African / Caribbean / Black British - Caribbean
- Black / African / Caribbean / Black British - Any Other Black / African / Caribbean Background
- Other Ethnic Group - Arab
- Other Ethnic Group - Any Other Ethnic Group
- Not Provided

## Part 2 Course Details

Code	Course Title	Fee	Start	Info and Advice
N/A	Learner Registration Fee <i>payable per learner, not per course</i>	£12.50	N/A	N/A
	Qualification Fee <i>Applicable where listed</i>			
	Credit Card Charge	£1.50		
<b>Amount Payable</b>				

### Part 3a Fee Concession - Learner Responsive Funded Courses

If you receive Job Seekers' Allowance and you provide acceptable evidence, you are entitled to the concessionary fee on Learner Responsive Funded courses.

**Proof of benefit must be provided at the time of enrolment and dated within the last six months.**

**Acceptable evidence would be notifications or recent letter from your benefit office**

If you receive Job Seekers' Allowance or have been referred to learning by Job Centre Plus and have enrolled onto a Learner Responsive Funded course, we require your National Insurance number. This allows the HM Revenue and Customs to identify learners eligible for national insurance credits and to match data with the Department for Work and Pensions to assess the impact of training programmes on unemployed learners.

National Insurance Number

### Part 3b Fee Concessions - Adult Safeguarded Learning Funded Courses

If you receive one of the benefits listed below (or you are an unwaged dependant of someone who does) and you provide acceptable evidence, you are entitled to the concessionary fee on ASL Funded courses only. You must be 19+ to enrol onto Adult Safeguarded Learning courses.

**Proof of benefit must be provided at the time of enrolment and dated within the last six months.**

Please tick the benefit you are claiming.

#### Benefit

- Job Seekers' Allowance
- Council Tax Benefit
- Housing Benefit
- Income Support
- Working Tax Credit  
(Single Person limit £12,971, Joint Income limit £17,729) *Correct at time of going to print*
- Pension Credit
- Employment & Support Allowance
- Asylum Seekers Benefit
- Unwaged dependant of person in receipt of one of the above income based benefits

#### Acceptable Evidence

- Notifications or recent letter from your benefit office
- Council Tax bill or recent notification
- Rent card (front cover) or recent notification form
- Notifications or recent letter from your benefit office
- Award Notice of benefits
- Award Notice of benefit
- Notifications or recent letter from your benefit office
- Application Registration Card (ARC)

## Can we offer you any support? Please tick below

We can provide support for people with a range of disabilities, learning difficulties such as Dyslexia and long term health conditions in addition to visual or hearing impairments, restricted mobility, diabetes, ME, epilepsy or mental health problems.

If you tick this box someone will contact you to discuss your support needs.

## Next Steps Registration

If you would like to keep track of your learning now and in the future, please tick the box to open a free Skills Account. This will be opened with the information provided on this form.

## Part 4 Payment

I wish to pay:  In a single payment  In instalments Amount being paid now: £ \_\_\_\_\_  
(N.B. instalments only available on courses marked with an \*)

I wish to pay by:  Cheque  Cash  Credit/Debit Card\* £1.50 credit card charge

Invoice my employer/sponsor

Please enclose a letter from your employer/sponsor confirming they will pay on invoice for the total/partial course fee.

(Cheque No) \_\_\_\_\_ Cheques are payable to Thurrock Council with your address and bankers card number on reverse.

*\*If paying by credit/debit card please complete the payment slip (P4) and return with your enrolment form, a charge of £1.50 per transaction will apply. The payment slip will be destroyed once payment has been processed.*

## P4 Postal/Telephone Payment Details

### Credit/Debit Card Details

Amount being paid now: £ \_\_\_\_\_ I wish to pay:  In a single payment  In instalments  
(N.B. instalments only available on courses marked with an \*)

Card Number:

Last 3 digits on the signature strip (back of card)

Start Date:     Expiry Date:     Issue No:

*If paying by credit card a charge of £1.50 per transaction will apply.*

Name on card: \_\_\_\_\_

Card holder's address including postcode: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Post Code: \_\_\_\_\_

Card authorisation signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once your payment has been processed this part of the form will be destroyed

## Privacy Notice 2011/2012

### How We Use Your Personal Information

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 or 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>

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

## Part 5 Your Declaration

I confirm that all the details I have given on these 4 pages are correct.

I have received enough information about the course(s) for which I am enrolling to make an informed choice and I am aware of the range of support that is available to help my learning.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Instalments, Refunds

**10%** off tuition fees for courses that are 16 weeks and over if you pay the full amount at the time of enrolment.

### Payments by Instalments

#### Courses 16 weeks and over

For courses 16 weeks and over you can pay in three instalments. The first instalment includes the registration fee, accreditation costs if applicable and 25% of the course fee, followed by a further instalment of 50% and later 25%.

Payment	Due
• 25% of course fee	Time of enrolment
• 50% of course fee	Week beg 17th Oct
• 25% of course fee	Week beg 30th Jan '12

#### Courses 11 -15 weeks in length

For courses 11 - 15 weeks long you can pay in two instalments. The first instalment includes the registration fee, accreditation costs if applicable and 50% of the course fee, followed by and further instalment of 50%.

Payment	Due
• 50% of course fee	Time of enrolment
• 50% of course fee	Week beg 17th Oct

For courses starting from January 2012 onwards, please speak to Student Services for instalment dates.

### Refunds and Transfers

It is not the policy of Thurrock Adult Community College to refund fees automatically when a change in circumstances prevents or discourages a learner from continuing with a particular class.

- If your course is withdrawn from the programme before it starts then we will offer a full refund or a transfer onto a similar course.
- If your course is withdrawn from the programme after it has started then we will offer a pro-rata refund or a transfer onto a similar course.
- If you cancel/transfer from your course before it starts you can transfer and pay any additional costs or arrange a refund minus a £10.00 cancellation charge. Please note that the first transfer will be free, thereafter charged at £10.00 each.
- If you cancel/transfer from your course on the first session you can transfer and pay any additional costs or arrange a refund minus a £10.00 cancellation charge. Please note that the first transfer will be free, thereafter charged at £10.00 each.

# Business Skills

## Book-Keeping - First Steps

This course will give you an insight into a course in Book-keeping enabling you to discover if the full length course is for you.

**Entry Requirements:** None A  
**Duration:** 2.5 hours x 2 weeks  
**Tuition Fees:** Full: £16.50 Benefit: £9.00  
**Progression:** Level 1 C&G in Book-Keeping

Code	Venue	Day	Time	Starting
G1A02	Grays	Mon	09:30	12/09/11
G1A13	Grays	Mon	09:30	02/07/12
G1Z24	Grays	Mon	19:00	12/09/12
G1Z27	Grays	Mon	19:00	02/07/12

## Computerised Accounts (SAGE) - First Steps

This course will give you an insight into a course in Computerised Book-keeping using Sage enabling you to discover if the full length course is for you.

**Entry Requirements:** None A  
**Duration:** 2.5 hours x 2 weeks  
**Tuition Fees:** Full: £16.50 Benefit: £9.00  
**Progression:** Level 1 C&G, Book-keeping or Computerised Accounts

Code	Venue	Day	Time	Starting
G4Z01	Grays	Thurs	19:00	15/09/11

## City & Guilds Book-Keeping Level 1

This course will provide you with an introduction to book-keeping practices and to process source documents that underpin accurate record keeping. Students will look at documentation, purchase and sales ledgers, bank reconciliations, petty cash, initial trial balance.

**Entry Requirements:** Level 1 maths or equivalent. A  
**Duration:** 2.5 hours x 15 weeks  
**Tuition Fees:** Full: £123.75\* JSA: Free  
**Qualification Fee:** £24.25  
**Total Course Fee:** £148.00  
**Qualification:** C&G Level 1 in Book-keeping  
**Additional Costs:** A course book will need to be purchased after the course starting

Code	Venue	Day	Time	Starting
G1A08	Grays	Mon	09:30	26/09/11
G1Z25	Grays	Mon	19:15	26/09/11

## Office Skills - Beginners

This course is designed for those thinking of returning to the workplace or wishing to brush up their office skills. The course incorporates file management, business letters, memoranda and minutes. You will also be covering mail merge, powerpoint presentations, email and interview techniques.

**Entry Requirements:** Basic computer skills A  
**Duration:** 2 hours x 10 weeks  
**Tuition Fees:** Full: £66.00 Benefit: £36.00  
**Additional Costs:** A course book will need to be purchased after the course starting

Code	Venue	Day	Time	Starting
G1A15	Grays	Mon	10:00	26/09/11

## C&G - Computerised Accounts (SAGE) Level 1

The aim of the qualification is to enable learners to operate computerised accounts software to carry out routine accounting tasks. These will include being able to create accounts, process accounting information in respect of the sales and purchase ledger, understanding how to use batch control sheets and being able to produce accounting reports such as trial balance, customer activity reports and supplier details reports.

**Entry Requirements:** An adequate understanding of basic bookkeeping and basic book-keeping terms. Basic computer skills A  
**Duration:** 2 hours x 15 weeks  
**Tuition Fees:** Full: £99.00\* JSA: Free  
**Qualification Fee:** £25.00  
**Total Course Fee:** £124.00  
**Qualification:** C&G Level 1  
**Additional Costs:** Various texts may be required

Code	Venue	Day	Time	Starting
G4Z26	Grays	Thurs	19:30	29/09/11

## City & Guilds Book-Keeping Level 2

This course will further develop your skills to enable you to adjust ledger accounts to take account of activities at the trial balance date which affect the production of an accurate trading, profit and loss account and balance sheet. Students will look at ledger accounting, control accounts, correction of errors, accounting for capital expenditure and depreciation, yearend adjustments and extended trial balance.

**Entry Requirements:** C&G Book-Keeping Level 1 A  
**Duration:** 2.5 hours x 15 weeks  
**Tuition Fees:** Full: £123.75\* JSA: Free  
**Qualification Fee:** £24.25  
**Total Course Fee:** £148.00  
**Qualification:** C&G Level 2 in Book-keeping  
**Additional Costs:** A course book will need to be purchased after the course starting

Code	Venue	Day	Time	Starting
G1A16	Grays	Mon	09:30	20/02/12
G1Z26	Grays	Mon	19:15	20/02/12

## C&G - Computerised Accounts (SAGE) Level 2

The aim of the qualification is to enable learners to carry out everyday operational aspects of computerised accounts. These include processing accounting transactions, producing customer and supplier documentation and producing reports such as aged creditor analysis and sales day book summaries for management purposes.

**Entry Requirements:** C&G Computerised Accounts L1 A  
**Duration:** 2 hours x 15 weeks  
**Tuition Fees:** Full: £99.00\* JSA: Free  
**Qualification Fee:** £25.00  
**Total Course Fee:** £124.00  
**Qualification:** C&G Level 2  
**Additional Costs:** Various texts may be required

Code	Venue	Day	Time	Starting
G4Z25	Grays	Thurs	19:30	22/03/12

# Languages

At the Thurrock Adult Community College, we offer a range of languages for the complete beginner to the more advanced learner in:

## French, Spanish and British Sign Language

New this year are the 'Introduction to' courses, these are 3 week courses aimed at those who have never learnt a language before but would like to try.

If you're new to the College and have studied a language before and wish to enrol onto a Level 2 or above course, please call 01375 372476 as an informal interview will be required.

### Absolute Beginner

#### Introduction to ...

This short course is for **complete** beginners and those who are not sure if a language course is for them. You will learn the basics required to greet people, order drinks and snacks and go shopping.

Beginners is a follow on course.

**Entry Requirements:** None

**Duration:** 2 hours x 3 weeks

**Tuition Fees:** Full: £19.80 Benefit: £10.80

#### French

Code	Venue	Day	Time	Starting
G3Z07	Grays	Wed	19:30	28/09/11

#### Spanish

Code	Venue	Day	Time	Starting
G2Z04	Grays	Tues	19:30	27/09/11
G3A09	Grays	Wed	10:00	11/01/12



### Level 1

#### Beginners...

For those who have completed the Introduction course or already have a little knowledge of the language. You will learn how to express yourself simply when talking about your family, eating out or travelling around.

**Entry Requirements:** None

**Duration:** 2 hours x 7 weeks

**Tuition Fees:** Full: £46.20 Benefit: £25.20

#### French

Code	Venue	Day	Time	Starting
G3Z22	Grays	Wed	19:30	19/10/11

#### Spanish

Code	Venue	Day	Time	Starting
G2Z21	Grays	Tues	19:30	18/10/11
G3A20	Grays	Wed	10:00	01/02/12

#### British Sign Language - Introduction

This is an introductory course for anyone who is thinking of enrolling onto the Level 1 accredited course. You will gain basic knowledge of BSL and a good foundation to prepare you for the rigour of the Signature accredited course.

**Entry Requirements:** An interest in learning sign language

**Duration:** 2 hours x 6 weeks

**Tuition Fees:** Full: £39.60 Benefit: £21.60

Code	Venue	Day	Time	Starting
G3Z15	Grays	Wed	19:30	22/02/12
G4L13	Grays	Thurs	12:45	26/04/12

#### British Sign Language (Level 1)

This accredited course will prepare you for the Signature certificate in British Sign Language at level 1

You will learn a wide range of vocabulary and basic grammatical principles as well as learning about the deaf culture and community.

**Entry Requirements:** An interest in learning sign language and willingness to learn and practise at home

**Duration:** 2 hours x 30 weeks

**Tuition Fees:** Full: £198.00\* JSA: Free

**Qualification Fee:** £73.00

**Total Course Fee:** £271.00

**Qualification:** Signature

Code	Venue	Day	Time	Starting
G1Z22	Grays	Mon	19:30	26/09/11
G2L12	Grays	Tues	12:15	27/09/11
G4Z06	Grays	Thurs	19:30	29/09/11

# Languages

## Level 2

This level is for learners who have studied the language for at least two years. As well as consolidating what has been studied previously, learners will be introduced to the past and future tenses.

**Duration:** 2 hours x 15 weeks **A**  
**Tuition Fees:** Full: £99.00\* Benefit: £54.00

### French Year 3

Code	Venue	Day	Time	Starting
G2Z19	Grays	Tues	19:30	27/09/11

### French Conversation

This class is for learners who have studied the language for at least four years and do not want any qualification.

**Entry Requirements:** Fours years experience **A**  
**Duration:** 2 hours x 25 weeks  
**Tuition Fees:** Full: £165.00\* Benefit: £90.00

Code	Venue	Day	Time	Starting
G2A15	Grays	Tues	10:00	27/09/11

### BSL Intermediate

For those who have passed the BSL level 1 qualification and need to prepare to take a level 2 course. This is also suitable for those who are already on a level 2 course and would like an opportunity for additional practice.

**Entry Requirements:** Level 1 Signature Certificate **A**  
**Duration:** 2 hours x 25 weeks  
**Tuition Fees:** Full: £165.00\* Benefit: £90.00

Code	Venue	Day	Time	Starting
G3Z08	Grays	Wed	19:30	28/09/11

### BSL Level 2

This Signature accredited course is for those who have completed the BSL Intermediate course. The tasks will resemble many of the real-life experiences of people who mix with the deaf in a family, social or work content.

If this is your first full Level 2 your tuition fees could be free. **F2**

**Entry Requirements:** Completed BSL Intermediate **A**  
**Duration:** 2 hours x 30 weeks  
**Tuition Fees:** Full: £198.00\* JSA: Free  
**Qualification Fee:** £122.00  
**Total Course Fee:** £320.00  
**Qualification:** Signature

Code	Venue	Day	Time	Starting
G2Z23	Grays	Tues	19:30	27/09/11

### Fun & Friendly Book Club - First Steps

**Entry Requirements:** An interest in reading **E**  
**Duration:** 2 hours fortnightly x 5 weeks  
**Tuition Fees:** Full: £33.00 Benefit: £18.00

Code	Venue	Day	Time	Starting
G4Z09	Grays	Thurs	19:15	23/02/12

## College Open Day

Saturday 10th September  
 11.00 am - 3.30 pm

College Tasters    Course Advice  
 Enrolments        and more...

Come along to Grays AEC, Richmond Rd  
 and find out more



<http://www.british-sign.co.uk>

# Humanities

## GCSE English

This is a one year intensive course covering novels, poetry, drama, newspapers, advertising, TV, film and radio but above all personal experience. This is a demanding course and learners should expect to carry out plenty of independent research and study. Assessment is by coursework and final exam.

**Entry Requirements:** Skills check and interview  
**Duration:** 3 hours x 28 weeks  
**Tuition Fees:** Full: £277.20\* JSA: Free  
**Qualification Fee:** £30.00  
**Total Course Fee:** £307.20  
**Qualification:** AQA



Code	Venue	Day	Time	Starting
G2Z22	Grays	Tues	18:45	13/09/11

## GCSE Mathematics

This is a one year intensive course which will prepare learners to enter for GCSE Maths at either intermediate or higher level. Learners will study 3 separate modules. This is a demanding course and learners should expect to carry out plenty of independent study. Assessment is by coursework and final exam.

**Entry Requirements:** Skills check and interview  
**Duration:** 3 hours x 28 weeks  
**Tuition Fees:** Full: £277.20\* JSA: Free  
**Qualification Fee:** £36.00  
**Total Course Fee:** £313.20  
**Qualification:** Edexcel



Code	Venue	Day	Time	Starting
G4Z23	Grays	Thurs	18:45	15/09/11



## Course Discounts

# 10% off

tuition fees for courses that are 16 weeks and over if you pay the full amount at time of enrolment.

## Introduction to Psychology Level 1

This is an ideal introductory course which provides learners with a broad overview of psychology. You will be introduced to a range of perspectives and theories that are relevant to daily life. You will also learn the basic principles of how to carry out research.

**Entry Requirements:** Level 1 English  
**Duration:** 2 hours x 10 weeks  
**Tuition Fees:** Full: £66.00 JSA: Free  
**Qualification Fee:** £32.50  
**Total Course Fee:** £98.50  
**Qualification:** OCN



Code	Venue	Day	Time	Starting
G3L04	Grays	Wed	12:30	28/09/11
G4Z24	Grays	Thurs	19:30	12/01/12

## Introduction to Mental Health - First Steps

The course aims to raise awareness of the issues surrounding mental health, dispel some of the myths and misconceptions frequently linked to mental health issues and develop awareness of the rights of those with mental health issues.

**Entry Requirements:** Level 1 English  
**Duration:** 2 hours x 10 weeks  
**Tuition Fees:** Full: £66.00 Benefit: £36.00



Code	Venue	Day	Time	Starting
G2Z03	Grays	Tues	19:30	27/09/11

## Understanding Mental Health - Level 2

Understand the term Mental Health and recognise methods for treating and controlling mental illness. Learn to recognise the techniques for dealing with aggression and the role of therapeutic communication skills within Mental Health. This course will also cover the roles and functions of agencies and individuals providing care services for the mentally ill.

**Entry Requirements:** Level 1 English  
**Duration:** 2 hours x 15 weeks  
**Tuition Fees:** Full: £99.00\* Benefit: £54.00  
**Qualification Fee:** £16.25  
**Total Course Fee:** Full: £115.25\* Benefit: £70.25  
**Qualification:** NOCN



Code	Venue	Day	Time	Starting
G2Z07	Grays	Tues	19:30	21/02/12



# Humanities

## Health and Social Care

### Childcare - First Steps

This introductory course will give you an insight into working with children.

**Entry Requirements:** Level 1 English E  
**Duration:** 2 hours x 3 weeks  
**Tuition Fees:** Full: £19.80 Benefit: £10.80  
**Progression:** Level 1 and 2 in Childcare

Code	Venue	Day	Time	Starting
G2L01	Grays	Tues	12:30	13/09/11
G2L08	Grays	Tues	12:30	03/07/12

### CACHE Level 1 Award in Caring for Children

This Level 1 qualification is designed to stimulate interest and encourage the learners' understanding of the skills and knowledge needed to care for young children.

**Entry Requirements:** Level 1 English and Initial Assessment  
**Duration:** 2.5 hours x 20 weeks A  
**Tuition Fees:** Full: £165.00\* JSA: Free  
**Qualification Fee:** £49.50  
**Total Course Fee:** £214.50  
**Qualification:** CACHE level 1 Award in Caring for Children

**Progression:** Level 2 Childcare courses

Code	Venue	Day	Time	Starting
G5A03	Grays	Fri	09:30	13/01/12

### Understanding Children's Social & Emotional Development - Level 1

This course will help you to understand key aspects of children's social and emotional development including behaviour patterns and self esteem.

**Entry Requirements:** Level 1 English and Initial Assessment  
**Duration:** 2.5 hours x 15 weeks A  
**Tuition Fees:** Full: £123.75\* JSA: Free  
**Qualification Fee:** £27.00  
**Total Course Fee:** £150.75  
**Qualification:** NOCN, Level 1 Award in Progression  
**Progression:** Level 2 Childcare courses

Code	Venue	Day	Time	Starting
G4L04	Grays	Thurs	12:30	23/02/12

### CACHE Level 2 Certificate for the Children and Young People's Workforce

This course is designed for those who wish to work in the children and Young People's Workforce and covers a diverse range of job roles. To complete the course learners will be required to either be working or volunteering in a practical placement as you will be asked to evidence competence in both knowledge and skills.

**Entry Requirements:** Level 1 English and Initial Assessment  
**Duration:** 8 hours x 30 weeks A  
**Tuition Fees:** Full: £792.00\* JSA: Free  
**Qualification Fee:** £84.50  
**Total Course Fee:** £876.50  
**Qualification:** CACHE Level 2 Cert for the Children and Young People's Workforce

**Progression:** Level 3 Childcare courses

Code	Venue	Day	Time	Starting
G3A06	Grays	Wed Thurs	09:30 - 3.00 09:30 - noon	28/09/11 29/09/11

### Counselling - First Steps

This course will give you an insight into a course in Counselling enabling you to discover if the full length course is for you.

**Entry Requirements:** Level 1 English E  
**Duration:** 3 hours x 2 weeks  
**Tuition Fees:** Full: £19.80 Benefit: £10.80  
**Progression:** Level 2 Counselling courses

Code	Venue	Day	Time	Starting
G2A03	Grays	Tues	09:30	13/09/11
G2A16	Grays	Tues	09:30	03/07/12

### Understanding Counselling Skills

This course introduces the practical skills of counselling. You will learn how to establish a therapeutic relationship, develop active listening skills, increase self-awareness and understand the importance of supervision.

**Entry Requirements:** Level 1 English and Initial Assessment  
**Duration:** 2 hours x 15 weeks  
**Tuition Fees:** Full: £99.00\* Benefit: £54.00  
**Qualification Fee:** £16.25  
**Total Course Fee:** Full: £115.25 Benefit: £70.25  
**Qualification:** NOCN A  
**Progression:** Counselling Level 3 courses

Code	Venue	Day	Time	Starting
G1Z08	Grays	Mon	19:00	20/02/12
G2A04	Grays	Tues	10:00	27/09/11

### Understanding Counselling Theories

This course introduces a range of theoretical approaches to counselling such as Humanistic, Psychodynamic and Cognitive Behavioural and how these influence counselling practice. In addition you will learn about ethics and choose one model of counselling that you will study at greater depth.

**Entry Requirements:** Level 1 English and Initial Assessment  
**Duration:** 2 hours x 15 weeks  
**Tuition Fees:** Full: £99.00\* Benefit: £54.00  
**Qualification Fee:** £16.25  
**Total Course Fee:** Full: £115.25 Benefit: £70.25  
**Qualification:** NOCN A  
**Progression:** Counselling Level 3 courses

Code	Venue	Day	Time	Starting
G1Z17	Grays	Mon	19:30	26/09/11
G2A12	Grays	Tues	10:00	21/02/12

# Looking Good, Feeling Good

## Exercise

### Badminton – Beginners

You will learn about basic forehands, backhands, serves and scoring systems. You will also be introduced to playing singles and double games.

**Entry Requirements:** No previous experience **A**  
**Duration:** 1.25 hours x 26 weeks  
**Tuition Fees:** Full: £107.25\* **Benefit:** £58.50  
**Additional Costs:** Cost of materials

Code	Venue	Day	Time	Starting
C1Z05	Chafford Hundred	Mon	20:45	26/09/11

### Badminton – Intermediate

For learners with at least one year playing experience who wish to improve their basic shots and progress to learning tactical play.

**Entry Requirements:** Some previous experience **A**  
 of badminton and rules of the game  
**Duration:** 1.5 hours x 26 weeks  
**Tuition Fees:** Full: £128.70\* **Benefit:** £70.20  
**Additional Costs:** Cost of materials

Code	Venue	Day	Time	Starting
C1Z04	Chafford Hundred	Mon	19:15	26/09/11

### Exercise for the Mature Mover

This course is aimed at the older learner and the exercises are adjusted accordingly. Each session begins with a warm up to prepare the body, followed by exercise and movement while standing or travelling around the room, finishing with exercises on a chair.

**Entry Requirements:** For the older learner **E**  
**Duration:** 1.25 hour x 26 weeks  
**Tuition Fees:** Full: £107.25\* **Benefit:** £58.50

Code	Venue	Day	Time	Starting
G2A10	Grays	Tues	10:30	11/10/11
G5A02	Grays	Fri	09:30	30/09/11

### Body Conditioning

Learners will know the correct procedure for warming up the body, and carry out exercises for strength/toning of muscles with use of resistance bands. The course includes floor work with use of floor mats for continual toning and finishing with stretching/cool down.

**Entry Requirements:** Anyone wishing to maintain a healthy lifestyle **E**  
**Duration:** 1.5 hours x 10 weeks  
**Tuition Fees:** Full: £49.50 **Benefit:** £27.00

Code	Venue	Day	Time	Starting
G2Z31	Grays	Tues	19:00	27/09/11

## Introduction to Working in Sport

This is a theory course but to enrol you will need to be taking part in a sporting activity outside of College. The theory will cover recognising the benefits of sport, understanding the rules of your chosen activity, understanding the importance of preparation prior to practical sport, recognising strengths and weaknesses and show an understanding of Health and Safety. You will also study a Unit to developing your personal skills.

**Entry Requirements:** Anyone wishing to maintain a healthy lifestyle **A**  
**Duration:** 2 hours x 15 weeks  
**Tuition Fees:** Full: £99.00\* **JSA:** Free  
**Qualification Fee:** £16.25  
**Total Course Fee:** £115.25  
**Progression:** Accredited courses at other local providers

Code	Venue	Day	Time	Starting
G4Z05	Grays	Thurs	19:30	29/09/11

## Hairdressing

### Hairdressing - First Steps

This course will teach you basic hairdressing techniques and can help you decide if hairdressing is a career for you.

**Entry Requirements:** An interest in hairdressing and gaining an accreditation. **E**  
**Duration:** 2 hours x 5 weeks  
**Tuition Fees:** Full: £33.00 **Benefit:** £18.00  
**Additional Costs:** Pintail comb and section clips  
**Progression:** Hairdressing C&G Level 1

Code	Venue	Day	Time	Starting
G1A20	Grays	Mon	10:00	14/05/12
G1Z19	Grays	Mon	19:00	14/05/12

### Introduction to the Hair & Beauty Sector - City & Guilds Level 1 (Hairdressing)

This accredited course provides a starting point for anyone thinking of a career in hairdressing.

You will learn a basic understanding of the hair & beauty sector with the main emphasis being on hairdressing. You will complete a portfolio of your work as part of the accreditation.

**Entry Requirements:** An interest in hairdressing and gaining an accreditation. **A**  
**Duration:** 2.5 hours x 24 weeks  
**Tuition Fees:** Full: £198.00\* **Benefit:** £108.00  
**Qualification Fee:** £41.25  
**Total Course Fee:** £239.25\* **Benefit:** £149.25  
**Additional Costs:** Hairdressing kit of £80 approx plus other materials.

**Progression:** Accredited courses at other local providers

Code	Venue	Day	Time	Starting
G3Z06	Grays	Wed	19:00	28/09/11
G4A05	Grays	Thurs	10:00	29/09/11

# Looking Good, Feeling Good

## Hairdressing - Colouring Application & Highlighting Techniques

This short NOCN accredited course will cover basic techniques for shampooing, colouring and highlighting hair.

**Entry Requirements:** None

**Duration:** 2 hours x 5 weeks

**Tuition Fees:** Full: £33.00 JSA: Free

**Accreditation Fees:** £16.25

**Total Course Fee:** £49.25

**Additional Costs:** Hairdressing head block

Code	Venue	Day	Time	Starting
G1A09	Grays	Mon	10:00	07/11/11
G2Z06	Grays	Tues	19:30	01/11/11

## Hairdressing - Basic Cutting Techniques

In this short NOCN accredited course you will learn basic hairdressing techniques such as shampooing, cutting a fringe, one length cut and layering.

**Entry Requirements:** None

**Duration:** 2 hours x 5 weeks

**Tuition Fees:** Full: £33.00 JSA: Free

**Accreditation Fees:** £16.25

**Total Course Fee:** £49.25

**Additional Costs:** Hairdressing head block and hairdressing scissors

Code	Venue	Day	Time	Starting
G1Z12	Grays	Mon	19:30	27/02/12
G3A16	Grays	Wed	10:00	18/04/12

## Hairdressing - Styling Techniques

This short NOCN accredited course will teach you basic techniques for styling women's hair: shampooing, blow drying, straightening, curling, french plaiting, putting hair up.

**Entry Requirements:** None

**Duration:** 2 hours x 5 weeks

**Tuition Fees:** Full: £33.00 JSA: Free

**Accreditation Fees:** £16.25

**Total Course Fee:** £49.25

**Additional Costs:** Hairdressing head block and pintail comb and section clips

Code	Venue	Day	Time	Starting
G2A11	Grays	Tues	10:00	10/01/12
G3Z10	Grays	Wed	19:30	11/01/12

## Beauty

### Beauty - Intro to Skincare Techniques

This course will teach you professional techniques for makeup, toning and cleansing, moisturising, creating and applying masks, facial massage as well as care of the equipment being used.

**Entry Requirements:** None

**Duration:** 2.5 hours x 10 weeks

**Tuition Fees:** Full: £82.50 Benefit: £45.00

**Additional Costs:** Beauty products and materials

Code	Venue	Day	Time	Starting
G1Z21	Grays	Mon	19:00	26/09/11

## Beauty - Nail Art & French Polish

This course will teach you how to create beautiful nails or help improve the look of weak and bitten nails.

**Entry Requirements:** None

**Duration:** 2.5 hours x 3 weeks

**Tuition Fees:** Full: £26.75 Benefit: £15.50

**Additional Costs:** Various polishes, false nails, transfers/gems, nail pens/ tweezers, base & top coat, approx £20

Code	Venue	Day	Time	Starting
G4A06	Grays	Thurs	09:30	13/10/11

## Cosmetic Make Over Workshop

Learn to create glamorous evening and great day make up and discover the art of make-up using your own products to make the best of your features and create different looks.

**Duration:** 5 hours x 1 week

**Tuition Fees:** Full: £25.00

**Additional Costs:** Learners to bring own make-up

Code	Venue	Day	Time	Starting
G6D01	Grays	Sat	09:30	10/12/11

## Beauty - Eyelash Extensions

**Entry Requirements:** Skin test

**Duration:** 3 hours x 1 week

**Tuition Fees:** Full: £11.90 Benefit: £7.40

**Additional Costs:** Learners to bring own false eyelashes

Code	Venue	Day	Time	Starting
G2A13	Grays	Tues	09:30	21/02/12
G2Z10	Grays	Tues	18:45	06/12/11
G4A07	Grays	Thurs	09:30	17/11/11

## Beauty - Make Up for the Over 50s

**Duration:** 3.5 hours x 1 week

**Tuition Fees:** Full: £11.55 Benefit: £6.30

**Additional Costs:** Bring own make-up

Code	Venue	Day	Time	Starting
G1A12	Grays	Mon	10:00	25/06/12

## Beauty - Scalp Massage

**Duration:** 3 hours x 1 week

**Tuition Fees:** Full: £9.90 Benefit: £5.40

**Additional Costs:** None

Code	Venue	Day	Time	Starting
G1A10	Grays	Mon	09:30	23/01/12
G1Z07	Grays	Mon	18:45	23/01/12

## Beauty - Wedding Make-Up

**Duration:** 2 hours x 1 week

**Tuition Fees:** Full: £6.60 Benefit: £3.60

**Additional Costs:** Bring own make-up

Code	Venue	Day	Time	Starting
G2Z20	Grays	Tues	19:30	24/04/12

# Cookery

## Come Dine with Me

Seen the TV show? Now try your hand at preparing delicious meals you will be proud of.

**Duration:** 2.5 hours x 8 weeks **E**  
**Tuition Fees:** Full: £75.00 Benefit: £45.00  
**Additional Costs:** Cost of weekly ingredients

Code	Venue	Day	Time	Starting
GA1Z01	Gateway Academy	Mon	19:00	26/09/11

## Dishes From Around the World

Learn to cook authentic food using exotic flavours originating from the Mediterranean and other parts of the world.

**Duration:** 2.5 hours x 6 weeks **E**  
**Tuition Fees:** Full: £57.50 Benefit: £35.00  
**Additional Costs:** Cost of weekly ingredients

Code	Venue	Day	Time	Starting
GA1Z03	Gateway Academy	Mon	19:00	20/02/12

## A Taste of India

You will be shown how to cook a variety of Indian dishes including traditional curries, snacks and savouries as well as dessert. You will gain an understanding of blending spices for cooking and of the health benefits that spices provide.

**Duration:** 2 hours x 5 weeks **E**  
**Tuition Fees:** Full: £33.00 Benefit: £18.00  
**Additional Costs:** Cost of weekly ingredients

Code	Venue	Day	Time	Starting
GA2Z04	Gateway Academy	Tues	19:30	04/10/11
GA2Z02	Gateway Academy	Tues	19:30	21/02/12

## Indian Snacks

You will be shown how to cook a variety of Indian snacks and savouries. You will gain an understanding of blending spices for cooking and of the health benefits that spices provide.

**Duration:** 2 hours x 4 weeks **E**  
**Tuition Fees:** Full: £26.40 Benefit: £14.40  
**Additional Costs:** Cost of weekly ingredients

Code	Venue	Day	Time	Starting
GA2Z01	Gateway Academy	Tues	19:30	10/01/12

## Mediterranean Cooking

Learn to cook authentic, fresh food from several Mediterranean countries.

**Duration:** 2.5 hours x 5 weeks **E**  
**Tuition Fees:** Full: £49.25 Benefit: £30.50  
**Additional Costs:** Cost of weekly ingredients

Code	Venue	Day	Time	Starting
GA1Z02	Gateway Academy	Mon	19:00	09/01/12

## Cupcakes and Desserts

Learn how to make stunning cupcakes and delicious desserts.

**Duration:** 2.5 hours x 4 weeks **E**  
**Tuition Fees:** Full: £36.00 Benefit: £21.00  
**Additional Costs:** Cost of weekly ingredients

Code	Venue	Day	Time	Starting
GA1Z04	Gateway Academy	Mon	19:00	16/04/12



## Edible Festive Gifts

You will be shown how to make delicious, mouth-watering presents for your friends and family.

**Duration:** 3 hours x 1 week **E**  
**Tuition Fees:** Full: £17.00  
**Additional Costs:** Cost of ingredients

Code	Venue	Day	Time	Starting
G6A01	Grays	Sat	10:00	10/12/11

## College Open Day

Saturday 10th September  
 11.00 am - 3.30 pm

Come along to Grays AEC, Richmond Rd  
 and find out more about our courses.

# Floristry and Gardening

## Floristry - NOCN Level 1

In this accredited course for beginners you will learn a range of skills and techniques using fresh flowers and foliage and start developing the principle of design in floristry. A portfolio of work will be produced to support the accreditation.

**Entry Requirements:** Anyone with an interest in floral art wishing to gain an accreditation. **A**

**Duration:** 2 hours x 24 weeks

**Tuition Fees:** Full: £170.40\* JSA: £12.00

**Qualification Fee:** £27.00

**Total Course Fee:** Full: £197.40\* JSA: £39.00

**Additional Costs:** Approx £8 for weekly flowers

Code	Venue	Day	Time	Starting
G2L07	Grays	Tues	13:00	27/09/11

## Floristry - NOCN Level 2

This accredited course will develop the techniques acquired at level 1 and your own creativity. A portfolio of work will be produced to support the accreditation.

**Entry Requirements:** Floristry Level 1 **A**

**Duration:** 2 hours x 24 weeks

**Tuition Fees:** Full: £170.40\* JSA: £12.00

**Qualification Fee:** £32.00

**Total Course Fee:** Full: £202.40\* JSA: £44.00

**Additional Costs:** Approx £8 for weekly flowers

Code	Venue	Day	Time	Starting
G1L03	Grays	Mon	13:00	26/09/11

## Creative Floral Displays

This short enjoyable course is for anyone wishing to develop their creative talents in floral art. Beginners and those with previous knowledge are welcome. You will be shown how to create beautiful floral displays using seasonal flowers.

**Entry Requirements:** An interest in floral art. **E**

**Duration:** 2 hours x 6 weeks

**Tuition Fees:** Full: £42.60 Benefit: £24.60

**Additional Costs:** Approx £8 for weekly flowers

## Beginners/Improvers

Code	Venue	Day	Time	Starting
G2A05	Grays	Tues	10:00	27/09/11

## Intermediate/Advanced

**Duration:** 2 hours x 13 weeks **E**

**Tuition Fees:** Full: £92.30\* Benefit: £53.30

**Additional Costs:** Approx £8 - £10 for weekly flowers

Code	Venue	Day	Time	Starting
G2A09	Grays	Tues	10:00	15/11/11

## Grow your Own Fruits, Herbs & Vegetables

**Entry Requirements:** An interest in gardening. **E**

**Duration:** 2 hours x 5 weeks

**Tuition Fees:** Full: £33.00 Benefit: £18.00

**Additional Costs:** Costs of materials

Code	Venue	Day	Time	Starting
G2Z17	Grays	Tues	19:30	21/02/12
G2A17	Grays	Tues	10:00	21/02/12

The following courses have been designed so you can attend, watch the demonstration and using the flowers, foliage and oasis provided create your own display to take home. The cost of the materials used in class is included in the price of the course.

## Making a Christmas Wreath

**Duration:** 2 hours x 1 week **E**

**Course Fees:** Full: £19.80 Benefit: £16.80

Code	Venue	Day	Time	Starting
G2Z09	Grays	Tues	19:30	29/11/11

## Making a Christmas Table Centre

**Duration:** 1.5 hours x 1 week **E**

**Course Fees:** Full: £15.95 Benefit: £13.70

Code	Venue	Day	Time	Starting
G1Z23	Grays	Mon	19:30	05/12/11

## Flower Arranging for Mother's Day

**Duration:** 1.5 hours x 1 week **E**

**Course Fees:** Full: £26.95 Benefit: £24.70

Code	Venue	Day	Time	Starting
G2Z15	Grays	Tues	19:30	13/03/12

## Floral Table Decorations for a Wedding

**Duration:** 1.5 hours x 1 week **E**

**Course Fees:** Full: £26.95 Benefit: £24.70

Code	Venue	Day	Time	Starting
G1Z16	Grays	Mon	19:00	23/04/12

## Wedding Bouquet (Overarm Style)

**Duration:** 2 hours x 1 week **E**

**Course Fees:** Full: £23.10 Benefit: £20.10

Code	Venue	Day	Time	Starting
G1Z18	Grays	Mon	19:30	30/04/12

## Sympathy Flowers (Wreath)

**Duration:** 2 hours x 1 week **E**

**Tuition Fees:** Full: £23.10 Benefit: £20.10

Code	Venue	Day	Time	Starting
G2Z16	Grays	Tues	19:30	17/04/12

## Bridesmaid Posy and Button Hole

**Duration:** 1.5 hours x 1 week **E**

**Tuition Fees:** Full: £18.15 Benefit: £15.90

Code	Venue	Day	Time	Starting
G2Z25	Grays	Tues	19:30	22/05/12



# Textiles

## Sewing - Making Clothes for Beginners/ Improvers

During this course you will be able to make a simple garment using a commercial pattern. You will learn how to make simple pattern adjustments for individual figure types, how to achieve a good fit and a neatly finished garment.

**Entry Requirements:** Anyone interested in sewing **A**  
**Duration:** 2.5 hours x 10 weeks  
**Tuition Fees:** Full: £82.50 Benefit: £45.00  
**Additional Costs:** Cost of materials

Code	Venue	Day	Time	Starting
G1Z14	Grays	Mon	19:00	26/09/11

## Sewing - Making Clothes - Intermediate

This course is for anyone with some previous experience of sewing or who have attended the beginners' course. You will develop existing skills, learn new techniques and use more challenging patterns and fabric.

**Entry Requirements:** Previous experience or beginners course **A**  
**Duration:** 2.5 hours x 10 weeks  
**Tuition Fees:** Full: £82.50 Benefit: £45.00  
**Additional Costs:** Cost of materials

Code	Venue	Day	Time	Starting
G1Z15	Grays	Mon	19:00	09/01/12

## Pattern Cutting

Learn how to cut basic skirt and top patterns to fit you using blocks and personal measurements.

**Entry Requirements:** Basic sewing skills **A**  
**Duration:** 2 hours x 5 weeks  
**Tuition Fees:** Full: £33.00 Benefit: £18.00  
**Additional Costs:** Cost of materials

Code	Venue	Day	Time	Starting
G1Z13	Grays	Mon	19:00	16/04/12

## Crochet for the Absolute Beginner

This course is ideal for beginners. You will learn to cast on, make simple stitches and follow patterns.

**Entry Requirements:** Basic sewing skills **E**  
**Duration:** 2 hours x 5 weeks  
**Tuition Fees:** Full: £33.00 Benefit: £18.00  
**Additional Costs:** Cost of materials

Code	Venue	Day	Time	Starting
G1A21	Grays	Mon	10:00	31/10/11

## Sewing Alterations

Learn to take up a hem, adjust the size of a garment and replace a zip.

**Entry Requirements:** Basic sewing skills **A**  
**Duration:** 2 hours x 5 weeks  
**Tuition Fees:** Full: £33.00 Benefit: £18.00  
**Additional Costs:** Cost of materials

Code	Venue	Day	Time	Starting
G1Z20	Grays	Mon	19:00	11/06/12

## Lacemaking

This course will teach you the fine art of lacemaking following step-by-step instructions. You will be shown how to wind bobbins and set up a pillow for work. Initially you will learn basic stitches such as whole stitch, half stitch, spiders and fans. You will also be shown the process of footside and sewing in. Crochet and tatting will also be taught in this class. More experienced learners will be encouraged to develop their skills by trying different types of lace and planning their own projects.

**Entry Requirements:** An interest in lace making. **E**  
**Duration:** 2 hours x 25 weeks  
**Tuition Fees:** Full: £165.00\* Benefit: £90.00  
**Additional Costs:** Cost of materials

Code	Venue	Day	Time	Starting
G1L11	Grays	Mon	13:00	26/09/11

## Interior Design - Revamp a Room

Remodel your home with the help of a few simple tips. This fun, practical workshop style course will allow you to create ideas for using colour, pattern and texture to alter the look of a room. Space planning activities and lighting schemes will also be explored.

**Entry Requirements:** An interest in interior design **E**  
**Duration:** 2.5 hours x 5 weeks  
**Tuition Fees:** Full: £41.25 Benefit: £22.50  
**Additional Costs:** Cost of materials

Code	Venue	Day	Time	Starting
G3L07	Grays	Wed	12:15	11/01/12

## Interior Design - Design your Child's Bedroom on a Budget

Create a scheme that can adapt as your child develops and the latest trend changes. We will explore how to adapt themes, colours, storage and safety working within a budget. This is a fun, practical beginners course.

**Entry Requirements:** An interest in interior design **E**  
**Duration:** 2.5 hours x 5 weeks  
**Tuition Fees:** Full: £41.25 Benefit: £22.50  
**Additional Costs:** Cost of materials

Code	Venue	Day	Time	Starting
G3L11	Grays	Wed	12:15	29/02/12



## ART - Beginners

Our introductory courses are suitable for beginners and those with a little knowledge of art. No prior knowledge of drawing and painting is required.

## ART - Intermediate

You will have some prior basic knowledge of the fundamentals of colour mixing, perspective, composition and using different mediums.

## Art - Beginners

### Introduction to Drawing & Painting

For complete beginners and those who are not sure if drawing and painting is for them.

**Entry Requirements:** Anyone with an interest in various drawing and painting techniques.

**Duration:** 2 hours x 2 weeks

**Tuition Fees:** Full: £13.20 Benefit: £7.20

**Additional Costs:** Cost of materials **E**

Code	Venue	Day	Time	Starting
G2A06	Grays	Tues	10:00	27/09/11
G3Z11	Grays	Wed	19:30	11/01/12

### Painting and Drawing in Various Media

This is a follow course to the introduction to drawing and painting. You will be able to develop your skills and try your hand at using different media.

**Entry Requirements:** No previous experience needed.

**Duration:** 2 hours x 8 weeks

**Tuition Fees:** Full: £52.80 Benefit: £28.80

**Additional Costs:** Cost of materials **E**

Code	Venue	Day	Time	Starting
G2A07	Grays	Tues	10:00	11/10/11
G3Z14	Grays	Wed	19:30	25/01/12

### Modern Painting Workshop

This new and exciting course will give you the opportunity to explore non traditional ways of painting.

**Entry Requirements:** No previous experience needed.

**Duration:** 2 hours x 6 weeks

**Tuition Fees:** Full: £39.60 Benefit: £21.60

**Additional Costs:** Cost of materials **E**

Code	Venue	Day	Time	Starting
G3Z09	Grays	Wed	19:30	28/09/11

## Fun, Fine Art and the Figure

This new, fun course will provide an opportunity for learners to explore traditional and non traditional ways of painting.

**Entry Requirements:** No previous experience needed.

**Duration:** 2 hours x 6 weeks

**Tuition Fees:** Full: £39.60 Benefit: £21.60

**Additional Costs:** Cost of materials **E**

Code	Venue	Day	Time	Starting
G3Z13	Grays	Wed	19:30	11/01/12

## Art - Intermediate

### Drawing & Watercolour Painting

This course is for anyone with previous experience. You will be able to practise using different media and develop ideas around your work. Further developing your skills and confidence.

**Entry Requirements:** Anyone with an interest in drawing and painting. **A**

**Duration:** 2 hours x 10 weeks

**Tuition Fees:** Full: £66.00 Benefit: £36.00

**Additional Costs:** Cost of materials

Code	Venue	Day	Time	Starting
G4Z13	Grays	Thurs	19:30	29/09/11

## Thurrock Art Society



The college is the base for the Thurrock Art Society which is a member of the Visual Arts sub committee of the Thurrock Arts Council and affiliated to the SAA (Society for All Artists).

The Society meets weekly on Friday evenings from 7.00 - 9.00pm during term time, with a yearly programme of events including coach trips to art shows as well as demonstrations and workshops given by professional artists.

Three exhibitions are also held annually at the Thameside complex in Grays.

New members are welcome although they may have to go onto the waiting list before joining.

Please contact the secretary, Sylvia Maney, on 07572 942350 or Email [thurrockartsociety@gmail.com](mailto:thurrockartsociety@gmail.com) for further details.



# Lifelong Learning

## geton2geton

“ The geton2geton bus has been awarded a ‘Certificate of Achievement’ in recognition of its commitment to learning ”



The Community Voluntary Sector and Thurrock Adult Community College are continuing their exciting joint venture – a project room on wheels.

The ‘geton2geton’ mobile learning bus is a high quality, well-equipped learning venue that can be used as a training room or classroom – at a location of YOUR choice.

The bus is linked to a satellite, so any programmes you want to run or download can be available at the push of a button. The 10 wireless computers have Windows Vista and Office 2007 installed.

“ The bus is always out in the community and will be in your neighbourhood soon. Call Corinne on 01375 372476 for details and hop on board ”

The geton2geton bus has visited the following venues:

- Freeman Court, Corringham
  - Beacon Centre, Chafford Hundred
- Seabrooke Rise, Grays
- Housing Complexes
- Children’s Centres
- Primary Schools
- Traveller’s Sites
- Orsett Show

The geton2geton bus and the NLDC project have been highly successful in bringing learning to the local community. It is now possible for people who are new to learning to attend courses in their local neighbourhood. Courses include:

- Literacy, Numeracy and ESOL skills
  - Basic Computer skills
  - Digital Photography
  - Desktop Publishing
- Languages, and much more.

### Mobile Training Room for Hire

*Looking for training facilities? Our bus can come to you!*  
 Call freephone 0800 783 7733 and ask for Corinne to discuss availability, hire charges, or next time you see the bus, hop aboard for more information!



# Learner Information

## Comments, Compliments and Complaints

We aim to put our learners at the heart of everything we do and therefore value and welcome your feedback. If you have received good service from us, please let us know. We actively invite your comments both positive and negative.

Complaints are an opportunity to improve our services and to put things right for you.

We would encourage you to try to resolve any complaint in the first instance by talking to the relevant person or member of staff. If you wish to take things further, please complete a 3Cs form which are held at main reception and around the College, or ask to speak to the Duty Manager.

## Learner Governor Representative

Learner Governors play an important role as members of the Governing Body, which is accountable for setting the aims and policies for the College, deciding how to spend the College's budget and helping to draw up the College's strategic plan. Term of office is four years but will end sooner if the person elected ceases to be a learner for more than six months.

If you are interested in becoming a learner governor representative and would like more information please contact Pam Denmark, Clerk to the Governors on 01375 372476.

## Opportunities for Volunteering

Do you want to help support learners to succeed in their studies? At Thurrock Adult Community College we welcome volunteers in a wide variety of courses in our centres across Thurrock.

In return for your time and skills we will offer a full induction and free training in supporting adult learners, plus your travelling expenses, as well as subsidised fees towards a course of your choice after you have been volunteering for a minimum of 6 months.

To find out more about the rewards of volunteering with us please contact Sylvia Maney on 01375 372476 or email [s.maney@tacc.ac.uk](mailto:s.maney@tacc.ac.uk).

## Learner Forum Groups

As part of its active consultation process the College is providing opportunities for learners to take part in Learner Forum Groups. These are informal 'drop in' sessions where learners can talk directly to the Duty Manager about any issues/concerns they may have. Learner Forum Group dates for the year are displayed around Grays AEC.

## Equality, Diversity & Inclusion

Thurrock Adult Community College aims to provide all learners, staff and visitors with the opportunity to fulfil their potential regardless of their age, race, ethnicity, culture, disability, religion, sexual orientation and gender. Members of the College (staff and learners) are expected to treat all individuals or groups of individuals with understanding, courtesy, respect and maintain a safe and friendly learning environment at all times.

## Open Voice Group

We welcome anyone from the local community with an interest in equality issues to come along and be part of our Open Voice Group. Please contact Sylvia Maney for further details.

## Your Rights and Responsibilities

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, volunteers, learners and visitors to share this commitment.

As a member of the College you have rights but with these also come responsibilities; please refer to the College/Learner agreement and the learner charter; details of these can be obtained from Student Services and the Learner Welcome booklet. Similarly, details of the College's Comments, Compliments and Complaints procedures are also available from Student Services.

## Eligibility

The College is required to check that learners are eligible to study and may undertake status checks. If you are not an EU resident you must have lived in this country for 3 years to access the subsidised fee rates. If you are a non-resident additional fees will apply.

## Using Your Local Library

Your local library can support you as a learner and enhance your studies by giving you access to three million books, DVDs, CDs and collections in audio, large print and many languages. More information on your library services can be found [www.thurrock.gov.uk/libraries](http://www.thurrock.gov.uk/libraries)

## 16-18 year olds in Full-Time Education

A learner who is enrolled in a school but who wishes to undertake a part-time learning aim outside school hours that is not connected with the learner's full-time programme at school, for example by enrolling on an evening class, will be eligible for funding provided he or she is over compulsory school age. The Young People's Learning Agency will not fund evening resit GCSE programmes at a further education provider for such learners.

The Young People's Learning Agency will not fund learners who are enrolled full time in a school and who wish to follow part of their programme at an FE provider during school hours. In such circumstances, whatever the age of the learner, this provision should be treated as link provision, and the school is expected to meet the costs of this provision.

All 16-18 year olds wishing to enrol into provision at TACC will need to complete an additional form for approval before their programme begins.

## 19+ on Adult Safeguarded Learning Courses

Learners must be 19 or over to be eligible for enrolment onto a course funded through the Adult Safeguarded Learning Funding stream.

## Full Level 2 and Full Level 3 Courses

You may be entitled to a free course (tuition fees only) if this is your first Full Level 2 or first Full Level 3 course.

These courses are indicated in the brochure by the following symbols:



To secure your place you will be required to pay a refundable deposit of £50.00 and are responsible for your own examination, registration and administration fees. If you believe you may be entitled to a Free Level 2 or Level 3 course, please complete the Level 2/3 Declaration form at the time of enrolment.

# Frequently Asked Questions

**This is where you can find the answers to a lot of those frequently asked questions.**

## Is the course suitable for me?

Please read through the course description, if your course has an 'A' symbol you will need to see an adviser before you enrol, please book an appointment with Student Services on 01375 372476. If your course has an 'E' symbol you can enrol straight away.

## Why do I have to pay a registration fee?

All learners pay a £12.50 registration fee to cover administrative costs, this is paid once for the year.

## Do I have to pay a credit card charge?

Yes, there is a £1.50 charge to use your credit card which is charged per transaction at the time of payment.

## What if my course does not recruit enough people?

- We wait as long as possible before we decide to cancel a class. At that time we will either merge classes, or offer a suitable alternative. If this is not possible and we have to close the course a full tuition fee refund will be made.
- Once a course is running, additional learners will be welcome if space and the nature of the course permits.
- Where demand exceeds places we will try to offer additional courses.

## I have changed my mind about the course I have enrolled for, what can I do?

Please see page 22 for full details on refunds and transfers.

## What if I decide later in the course I do not want to continue?

We are not able to give refunds if you change your mind or personal circumstances prevent you from continuing.

## What happens if the college closes my course after it has started?

You will receive a pro-rata refund of the tuition fees.

## I can't afford to pay the fees all at once – what can I do?

You may be able to pay by instalment, please see page 22 for full details on instalment plans.

## I receive an income-based benefit – how much do I pay?

If you have enrolled onto our ASL provision and you provide your original evidence you can enrol at the benefit rate. (See page 20 for benefit types).

## I want to sign up for a course but cannot afford the fee – can you help?

You may be eligible for Learner Support Funds. See Financial Support box below.

Please note that there are limited funds available.

## Qualification Fees

Learners will be asked to contribute towards the cost of qualifications and examinations. Please check course description for cost. The collection of fees may vary dependent on the course but generally you will be asked to pay at time of enrolment.

## Access/Car Parking

We make every effort to ensure our buildings are as accessible as possible. If you have any concerns about access please contact us.

We have free parking facilities for our learners at all our centres, however, parking is limited for people with disabilities on some of our sites. All vehicles are parked at your own risk.

## No Smoking Policy

As part of Thurrock Council, we operate a 'no smoking' policy on all Thurrock Adult Community College Centres and Thurrock Council sites including car parks. Smokers must smoke outside the premises gates.

## Personal Property

Thurrock Adult Community College accepts no responsibility for the damage or loss of property or clothing on any of its premises.

## Financial Support and how can we help

If you are in receipt of Job Seekers Allowance or on a low income, you could apply for additional financial help providing you are on a Learner Responsive funded course.

We have limited 'Learner Support Funds' to assist with:

- Tuition fees
- Exam fees
- Childcare/Crèche fees

If you require financial assistance please ask for form LSF from Student Services. If you would like more information about the Learner Support Fund then please ask reception for a leaflet.

The College currently does not receive additional funding to assist learners on courses which are funded by our Adult Safeguarded Learning Funding.



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*All details are correct at time of going to print and are subject to change.*

# THURROCK ADULT COMMUNITY COLLEGE

Richmond Road, Grays, Essex. RM17 6DN

Tel: 01375 372476 Fax: 01375 394104

Email: [info@tacc.ac.uk](mailto:info@tacc.ac.uk) Website: [www.thurrock.gov.uk/adultcollege/](http://www.thurrock.gov.uk/adultcollege/)

**Principal:** Sharon Walsh

**Vice Principal:** Shane Langthorne

**Financial & Administrative Manager:** Lyn James

## Grays Adult Education Centre

Office hours - term time only

Mon - Thurs 9.15 am - 4.00 pm

Mon - Thurs 7.00 pm - 8.30 pm

Fri 9.15 am - 2.00 pm

Grays Adult Education Centre will not be open to personal callers on Mondays and Fridays from 1st August to 2nd September inclusive.

Student Services will close at 2.00 pm during peak enrolment. Term time hours will resume from Monday 5th September 2011.

## Term Dates 2011-2012

### Term 1

College Open Day 10th September 2011

Qualification Courses begin 12th September 2011

All other Courses begin 26th September 2011

Half Term 24th to 28th Oct 2011

Term Ends 9th December 2011

### Term 2

Term begins 9th January 2012

Half Term 13th to 17th Feb 2012

Term Ends 30th March 2012

### Term 3

Terms begin 16th Apr 2012

May Day 7th May 2012

Adult Learners Week 12th - 18th May 2012

Bank Holiday 4th & 5th June 2012

Half Term 6th - 8th June 2012

Term Ends Various, from June '12

Many other community activities continue throughout the year.

## Classy act sees Simon Succeed

When Simon Putt became unemployed three years ago, he decided it was important he continued to learn in order to better his chances of finding new employment. Simon, now 44, decided to study here at the Thurrock Adult Community College starting with Level 1 literacy and numeracy.

"If you didn't enjoy or do too well at school, there's no reason why you can't really enjoy learning as an adult, it's totally different," he says.

"People understand where you are coming from and are full of encouragement, helping you to take that next step."

Simon went on to take Level 2 in both English and maths, basic computer skills which led to the level 2 ECDL (the European Computer Driving Licence). He has just completed the Preparing to Teach in the Lifelong Learning Sector level 3 qualification and is confidently waiting on the results.

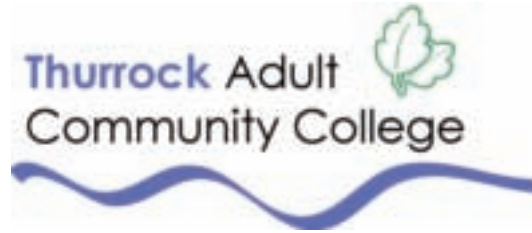
Simon also volunteers as a learning support worker alongside learners who are starting on the same journey he has undertaken. "I've been nominated for an award at the college and the fact I can now help out in classes and maybe soon take my own, is wonderful. I'm really chuffed that other people are acknowledging what I have done." He believes the combination of increased self-confidence, the learning from his day- and night-courses at Grays AEC as well as the various examination results have helped him back into employment. He is now working as a science technician for a local FE college.

"The only downside to that," he says, "is that I can only go to courses in the evenings now!"



## Help others by becoming a Volunteer

An alternative route to teaching to help build your confidence is volunteering, if you are interested in becoming a volunteer and the rewards it can give, please call Sylvia Maney on 01375 372476.



*'Delivering high quality learning for all at the heart of the community'*

Aveley

Belhus

Bulphan

Chadwell St Mary

Chafford Hundred

Corringham

East Tilbury

Fobbing

Grays

Horndon on the Hill

North Stifford

Orsett

Purfleet

South Ockendon

Stanford Le Hope

Tilbury

West Thurrock

West Tilbury

### Grays Adult Education Centre

Richmond Road, Grays, Essex RM17 6DN

### The Gateway Academy

Marshfoot Road, Grays, Essex RM16 4LU

**Free-phone:** 0800 783 7733

**Phone:** 01375 372476

**Fax:** 01375 394104

**Textphone:** 01375 399384

**Email:** [info@tacc.ac.uk](mailto:info@tacc.ac.uk)

**Web:** [www.thurrock.gov.uk/adultcollege/](http://www.thurrock.gov.uk/adultcollege/)



This brochure can be made available in alternative formats, please ask at Student Services

