

PRIESTLEY
◆◆◆ COLLEGE ◆◆◆

ADULT COURSES

Spring 2010 Programme



ENROLLING NOW!
Courses start January 2010

For further advice on any of our Adult Courses,
or to enrol, please telephone

01925 624455

www.priestley.ac.uk

Loushers Lane | Warrington | WA4 6RD

GUIDE TO ADULT PART-TIME COURSES

   Spring 2010

Welcome to our January 2010 course guide. Here you will find courses which lead to formal qualifications (which may help to improve your job prospects or lead you onto further education), and non accredited courses (to learn new skills or explore a new hobby, career or interest).

HOW TO ENROL

You can enrol for DAY or EVENING courses as follows:

- **BY PHONE** – telephone Adult Learner Services on 624455. You can enrol over the phone onto FREE courses and onto any of the fee paying courses if you have a credit or debit card. If you are claiming a course discount, we can register your interest in the course but you must bring proof of remission into Priestley College (Monday to Friday 9.30am – 4.00pm) or along to one of our enrolment sessions.
- **IN PERSON** – at Adult Reception in main College anytime between 9.30am– 4.00pm, Monday to Friday.
- **AT A LOCAL CENTRE.** You can also enrol by popping along to one of our enrolment roadshows:-

St Margaret's Community Centre, Lindley Avenue, Latchford, Monday; 11th January 12.30 –1.30pm.

Nora Street Community House, Howley, Wednesday; 13th January 10.00 – 11.00am.

DISABILITY STATEMENT

Priestley College is committed to ensuring that disabled people, including those with learning difficulties, are treated fairly. If you are a disabled person, please ensure that we know what you need, so that we can make all reasonable adjustments to help you succeed.

Promoting Equality of Opportunity for all.

FEE REMISSION AND REFUNDS

- If you are in receipt of certain means tested benefits, then you are likely to be entitled to take many of our courses FREE OF CHARGE. (You will need to provide current evidence of benefit at enrolment).

These courses are marked with **B** in the course list.

- Residents who live in the following postcode areas will qualify for a full fee remission on specified courses.

These courses are marked with **R** in the course list.

WA1 2**; WA1 3**

WA2 0**; WA2 7**; WA2 9**

WA3 6**

WA4 1**; WA4 3**

WA5 0**; WA5 1**; WA5 5**

* denotes a letter.

EVENING COURSES AT PRIEST

There is no fee remission or refunds on courses marked as FCR in the course list.

If the tuition costs for a course are £100 or more, you can pay in two installments: 50% at time of enrolment and 50% via a post dated cheque.

Tuition fees on courses that result in a qualification are FREE to students aged 16-18 on 31st August 2009. (You will be required to pay exam registration fees).

TERMS AND CONDITIONS

- All proofs of entitlements must be current at time of enrolment.
- Courses may be cancelled if insufficient numbers are recruited and a full refund will be given in this instance.
- Course closures are usually notified by phone before the first class – please check your phone messages.
- To receive a full refund should you wish to cancel your enrolment, you must do so in writing within 7 days of the start of the course.
- Priestley College reserves the right to withdraw or amend courses, venues, fees and details included in this prospectus.

Literacy, Language, ESOL and Numeracy

Certificate in Adult Numeracy - Level 1 and 2	Mon	7.00-9.00	18 Jan	FREE
			Interview needed	
Certificate in Adult Literacy - Level 1 and 2	Tues	7.00-9.00	19 Jan	FREE
			Interview needed	
Beginners Spanish	Mon	7.00-9.00	18 Jan 12wks	£75 (R;B)
Confident Spanish	Tues	7.00-9.00	19 Jan 12wks	£85 (FCR)

Art, Crafts and Personal Well Being

More Watercolour Painting	Mon	7.15-9.15	18 Jan 12wks	£85 (FCR)
Painting for Pleasure -Mixed Media	Tues	7.15-9.15	19 Jan 12wks	£75 (R;B)
Iyengar Yoga - no previous experience needed	Tues	7.15-8.45	19 Jan 12wks	£54 (R;B)
Digital Film Making	Mon	7.00-9.00	18 Jan 12wks	£75 (R;B)
Intermediate Photoshop	Tues	7.15-9.15	19 Jan 12wks	£75 (R;B)

First Steps Courses

First Steps into Office Computer Skills	Tues	7.00-9.00	19 Jan 10wks	FREE
First Steps into Working with Children	Mon	7.00-9.00	18 Jan 6wks	FREE
First Steps into a Career in the Aviation Industry	Tues	7.00-9.00	19 Jan 12wks	FREE

LEY COLLEGE ENROLLING NOW

TO ENROL phone **Adult Learner Services**
on **01925 624455**

SOME COURSES EXPLAINED

FIRST STEPS COURSES:

These courses are Free for all and are designed to give you an insight into some of the essential skills and information you need if you are considering working in the particular area.

SKILLS FOR LIFE COURSES:

Starting Points

Starting points courses are all FREE and are designed for anyone who would like to improve their literacy skills alongside their basic computer skills.

Moving On with Literacy and IT

These courses also combine literacy and IT but with a slightly greater emphasis on literacy than Starting Points and entailing a higher level of computer skills so you should already be able to use a mouse and the keyboard if you want to be successful on this course.

Improve your Maths / English

A friendly way to improve your basic English and Maths skills that perhaps you missed out on at school. You will be in small supportive mixed level classes, working on a programme designed especially for you and your own pace.

On all Skills for Life courses you will be supported in working towards a Certificate In Adult Literacy or Numeracy at a level appropriate for you. These courses are NOT suitable for anyone having an English / Maths qualification above GCSE level or already having a level 2 Certificate In Adult Literacy / Numeracy.

COURSES NOT LEADING TO A CERTIFICATE

Even though many of our courses do not lead to a qualification, we are confident that they will be a meaningful learning experience for you which will enable you to find new interests and broaden your knowledge. You will each have a Course Learning Plan which you can add to, in negotiation with your tutor to ensure that the course is the right one for you and you will be asked to evaluate what you have learned each week so that the tutor can make sure you are ready to move on to the next topic.

Further advice about the course content and possible entry requirements can be obtained from Adult Learner Services on 01925 624455.



DAYTIME COURSES



FREE COURSES AVAILABLE

All community courses are FREE to anyone on means tested benefit. First Steps courses are also FREE for all. Other courses may be free if you are in receipt of a means tested benefit or living in the **postcode areas listed overleaf. Please do not contact the centres directly. To enrol phone Adult Learner Services on 01925 624455**

You will need to bring proof of residence or benefit with you to enrolment e.g. utility bill, bank statement or driving licence etc.

(R) Course FREE if you are a resident in listed postcode areas.

(B) Course FREE if you are on a means tested benefit.

The Woodland's Children's Centre, Admirals Road, Birchwood

Improve Your Maths	Mon	1.00-3.00	11 Jan Roll on/Roll off	FREE
Improve Your English	Wed	9.30-11.30	13 Jan Roll on/ Roll off	FREE

Brookacre Primary School/ The Orchards Children's Centre, Padgate

Improve Your English	Thurs	1.00-3.00	14 Jan Roll on/ Roll off	FREE
Improve Your Maths	Fri	9.30-11.30	15 Jan Roll on/ Roll off	FREE

Dallam Primary School, Boulting Avenue, Dallam

Improve Your English	Wed	9.30-11.30	13 Jan Roll on/ Roll off	FREE
Improve Your Maths	Thurs	9.30-11.30	14 Jan Roll on/ Roll off	FREE

Evelyn Street Primary School, off Liverpool Road, Sankey Bridges

Starting Points - Internet and Email	Tues	1.00-3.00	19 Jan 10wks	FREE
Improve Your Maths	Wed	9.30-11.30	13 Jan Roll on/ Roll off	FREE
First Steps into Working in an Office and Office Admin	Mon	9.30-11.30	18 Jan 6wks	FREE

Longshaw Street Community Centre, Longshaw Street, Bewsey

First Steps into Working with Children	Tues	1.00-3.00	19 Jan 6wks	FREE
Improve Your Maths	Wed	9.30-11.30	13 Jan Roll on/ Roll off	FREE
Really Useful English	Fri	9.30-11.30	15 Jan 12wks	FREE

Nora Street Community House, Howley

First Steps into Working in an Office and Office Admin	Mon	9.30-11.30	18 Jan 6wks	FREE
Local Life Community Leaflet (IT based)	Mon	1.00-3.00	18 Jan 10wks	FREE
Improve Your Maths	Wed	12.45-2.45	13 Jan Roll on/ Roll off	FREE
First Steps into Computing	Wed	1.00-3.00	13 Jan 10wks	FREE
Really Useful English	Thurs	9.30-11.30	14 Jan 12wks	FREE

Sankey Bridges Community Centre, Liverpool Rd, Sankey Bridges

Improve Your English	Wed	1.00-3.00	13 Jan up to 35wks	FREE
Local Life Community Leaflet (IT based)	Fri	1.00-3.00	22 Jan 9wks	FREE

St John's Church Hall, Wilderspool Causeway, Warrington

Starting Points - Computers for the Terrified	Wed	9.30-11.30	20 Jan 10wks	FREE
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St Margaret's Community Centre, Lindley Avenue, Latchford

First Steps in Marketing (leaflets and posters suitable for local clubs, groups, small businesses)	Mon	9.30-11.30	18 Jan 10wks	FREE
First Steps into Working with Children	Mon	1.00-3.00	18 Jan 6wks	FREE
Fast Track ITQ/CLAIT	Tues	12.30-3.00	19 Jan 20wks	£190 (B)
Improve Your Maths	Tues	9.30-11.30	12 Jan up to 35wks	FREE
Improve Your English	Tues	12.45-2.45	12 Jan up to 35wks	FREE
First Steps into Self Employment	Wed	9.30-11.30	20 Jan 12wks	FREE
Local Life Community Leaflet (IT based)	Wed	1.00-3.00	20 Jan 9wks	FREE
Starting Points - Internet and Email	Thurs	9.30-11.30	21 Jan 9wks	FREE
Moving on with English and IT	Thurs	12.45-2.45	21 Jan 10wks	FREE
First Steps into Office Computer Skills	Fri	9.30-11.30	22 Jan 6wks	FREE

Wash Lane School Rooms, Wash Lane, Latchford

ESOL Literacy Certificate in Speaking & Listening E2-E3 (interview needed)	Wed & Thurs	9.30-12.00	3 Feb 16wks	£230 (B)
Digital Cameras and Your Computer	Thurs	1.00-3.00	21 Jan 10wks	£60 (R;B)

If you require any further information or advice about any of these courses, the costs or how to enrol, please phone Adult Learner Services on 01925 624455

Information correct at time of print. The College reserves the right to make changes to the programme if needed.

