

SUTTON CENTRE

HIGH QUALITY EDUCATION AND TRAINING FOR THE WHOLE COMMUNITY

Adult Course Guide



From January

2012

Visit our website www.suttoncentre.co.uk

Foreword

Hello and welcome to our Spring/Summer Adult Education Course Guide. As the darker nights slowly start to fade, now is the time to think about what you would like to learn and how we can support you in this.



I love Adult Education with a passion. It is fantastic to see on a daily basis how it changes lives and I am lucky enough to be able to share learners' journeys with them.

I was recently enchanted by a learner who, having never baked before, enrolled on our baking course and within a week was producing wonderful scones to share with her family and friends. I was inspired by the learner who wanted to give her children a 'better life', so enrolled on our Childcare course last year and is now earning money in this area of work, having achieved her qualification. And I will never forget the learner who attended a Skills for Independent Living course aged 64 and has now learnt to make a cup of tea independently. Learning follows many different forms and paths but if you allow it, it can enhance your life forever.

Whatever your reasons to learn, you will receive a warm welcome from us. We will support you in your learning as much as possible and look forward to observing and sharing your successes.

If ever you see me at our College please do say 'hello'. It is always a pleasure to meet learners and to hear your views about our current curriculum, as well as your thoughts for future programmes.

Kind Wishes

Liz Barrett
Acting Head of Adult Education

Sutton Centre Schools Concert

Join us for an evening of music and song

21 March 2012 • 6.30-9.00pm

URC Church, High Pavement, Sutton-in-Ashfield (adjacent to Sutton Centre)

Sutton Centre school children, along with local primary school children, Brownies, Cubs, Guides, Scouts, church choirs and local bands will be performing a variety of popular songs

**Tickets £2.50 available from the
Adult Education Office
Telephone 01623 441310**

Welcome to the New Year and our Course Guide for January 2012. The start of a new year is often when we think about opportunities for developing our knowledge and skills in a particular area, whether for employment or enjoyment. In this booklet you will find many ideas for courses for you, whatever your circumstances or reasons for learning.



We enjoy high success rates on our courses and the breadth of what we do makes us the largest and most successful Community College in the country. Last year over 3200 adults helped fulfil one of their personal learning goals by joining one of our courses – join them in 2012 to become one of thousands of Sutton Centre adult learners who have progressed through learning with us.

Simon Martin
College Principal



To follow us on Facebook visit our website and follow the link.



Have you checked if you can get your course free?

Student Identification

All students are required to bring an approved form of identification to the first session of their course when they complete the enrolment form. This may be a passport, driver's licence, ID card or other national ID, National Insurance card, benefits documentation, exam certificate or a bank/credit/debit card.

Student Numbers

All courses must have sufficient numbers to run and may be discontinued at any time if regular attendance by students falls too low. The course details shown may be subject to change, so please check this on registration.

Induction

The adult education provision offered by the College is for the purpose of education and learning rather than leisure or recreation. This means that all courses, tutors and students must follow the processes that are appropriate for a publicly-funded learning activity. For all courses this includes, for example, full induction, initial assessment and documented monitoring of learning progress by both tutor and student through Individual Learning Plans. It also means that you must attend the first session of the course where full enrolment and induction takes place.

Your place on the course cannot be guaranteed unless you attend the first session.

Information, Advice and Guidance Sessions

Futures Careers Advisers are now available on site offering FREE information and advice. All advisers are professionally trained to NVQ Level 4 in Advice and Guidance and are offering one-to-one appointments or workshops tailored to your specific needs. For more information or to book an appointment contact Future Careers Service on 01623 727470 or ask at the Adult Education Office. For information, advice and guidance related to Sutton Centre courses please telephone Linda Hill on 01623 405527.

Course Wish List!

It is important that you share your views and thoughts with us about what types of courses you would like to see us offer in the future. There are several ways to do this. You can suggest a course you would like us to consider running on your end-of-course evaluation form. You can also write your thoughts down on paper and hand it in to the Adult Education Office or, alternatively, you can email your thoughts to us at adult.office@sc-adulted.co.uk or ring on 01623 441310 or 442173. Our programmes are learner-led and we welcome all suggestions.

2012 Term Breaks

13-17 February	Half-term
02-13 April	Easter
07 May	May Day
04-08 June	Half-term

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How to Pay

Courses Identified by § (SFA-funded courses)

Learners must be 16 or over on 31 August 2011 to attend these courses.

We offer a special payment system called PAYL (Pay As You Learn). This means you can spread the cost of your course fees, instead of paying the whole amount at the outset of the course.

You decide which method of payment you prefer, either payment in a lump sum or PAYL (minimum weekly payments apply, please see Course Timetables).

Whatever you decide, the full tuition fee amount as shown must be paid. This amount (together with any outstanding exam or other fees) must be paid to the College before any certification for the course is released. The College will have two tuition fee reconciliation dates – one at the end of the Autumn Term and one at the end of the Spring Term – by which time the cumulative instalment amount must have been paid in order for you to remain on the course.

Tuition Fee Remission Categories:

You could qualify for remitted tuition fees if you are:

- ❖ Aged 16-18
- ❖ Studying your first full Level 2 qualification*
- ❖ Aged 19-24 and studying your first full Level 3 qualification*
- ❖ Taking a Skills for Life Literacy or Numeracy course

- ❖ In receipt of Job Seeker's Allowance (JSA)
- ❖ In receipt of Employment Support Allowance (ESA) and are in the Work Related Activity Group
- ❖ Following an Entry or Level 1 aim where your prior attainment level is Level 1 or below and a step up from basic skills is necessary in order to progress to a full Level 2+ course.

If you are in receipt of another benefit, not listed above, you may qualify for fee remission if you are actively seeking work and the course you undertake will directly assist in improving your ability to obtain a job. These benefits include:

- ❖ Council Tax
- ❖ Housing Benefit
- ❖ NASS Support for Asylum Seekers
- ❖ Disability Living Allowance
- ❖ Incapacity Benefit
- ❖ Unwaged dependants of people on the above benefits.

* *You are advised to check whether both your chosen course and your circumstances qualify you for fee remission. Only tuition fees are remitted, assessment/registration/examination fees still will be payable.*

If you are eligible for fee remission then you must provide appropriate evidence when registering or enrolling. This should be in the form of a letter from the Benefits Agency or by Declaration of Level of Learning. You will be required to pay tuition fees until such time as you prove to the College that you are eligible for fee remission and

any fees paid until that point will not be refunded.

The examination/assessment fees shown in the Course Timetables are set by the awarding bodies and may be subject to change by them for 2011/12.

In addition to the accreditation/examination/assessment or registration fees detailed in the timetable, there is a £5.00 administration fee for each award. This fee is payable by ALL learners regardless of tuition fee remission.

For some courses you may need to buy specialist equipment or materials and you will need to pay for these even if your course fees are remitted. You may be eligible for Learner Support Funds in the case of financial hardship in order to assist with the cost of course materials, books, assessment costs, child care, travel and so on. Please ask at the Adult Education Office for an application form.

Courses Identified by A (ACLS funded courses)

Learners must be 19 years or older on 31 August 2011 to attend these courses.

The tuition fees for these courses are payable each time you attend. The fees will be collected during the lesson.**

Tuition Fee Remission Categories:

You could qualify for remitted tuition fees if you are in receipt of one of the following benefits:

- ❖ Income Based Job Seeker's Allowance (not contribution based)



Have you checked
if you can get your
course free?

- ❖ Employment Support Allowance (ESA)
- ❖ Housing or Council Tax Benefit (not single person discount)
- ❖ Income Support
- ❖ Incapacity Benefit
- ❖ Working Tax Credit
- ❖ Pension Credit Guarantee
- ❖ If you are an unwaged dependent of someone in receipt of one of the above benefits.

If you are eligible for fee remission then you must provide appropriate evidence when registering or enrolling. This should be in the form of a letter from Job Centre Plus, current letter from the District Council, current letter from HMRC or the Pensions Service. You will be required to pay tuition fees until such time as you prove to the College that you are eligible for fee remission and fees paid until that point will not be refunded.

In addition to the accreditation fees detailed in the timetable, there is a £5.00 administration fee for each award if the course has an externally accredited certificate. This fee is payable by ALL learners regardless of tuition fee remission.

For some courses you may need to buy specialist equipment or materials and you will need to pay for these even if your course fees are remitted.

**** Please note that all workshop and short course fees must be paid IN FULL at least two full weeks before the course is due to start. A workshop or short course is defined as being any course less than nine hours and having a**

maximum of four sessions. Workshop and short course fees will not be refunded unless the course is cancelled, closed or changed by the College.

FEATURED LEARNER

Aimee Burrows **The Zen of Singing**



My name is Aimee Burrows and I am currently attending a class called 'The Zen of Singing'. I find the class to be 'complete fun', relaxing and a boost to my confidence. My fellow class members have all become friends together, which makes for a fantastic atmosphere.

I joined the class to learn to sing and build my confidence and I feel both have improved.

Previous courses I have completed are Preparation to Teach in the Life Long Sector (PTTLS), Patchwork, Jewellery Making and Book-Keeping.

As well as being a learner, I also teach adults with learning disabilities here at Sutton Centre and completed the PTTLS course to enhance my teaching skills. I found this course to be really informative and it has helped to improve my teaching enormously.

The courses I have attended have developed me both personally and professionally, so I really can see the benefits of completing them.

Refreshment Bar

Located in the Main Reception here at Sutton Centre Community College is our Refreshment Bar. This is open 5.15-8.15pm Monday to Thursday. You can purchase hot and cold drinks, homemade baking and a range of snacks. It is also open Monday to Friday 10-10.30am for learners who are on site during the day. The Refreshment Bar is a social enterprise initiative between Adult Education and the School. Profit from the Refreshment Bar is used to recognise and reward achievement by the school's students; for example, in the form of achievement vouchers.

The Refreshment Bar is a fantastic place to socialise with other learners, meet new people and make new friends.



Business and Management Courses

Business and Management

ILM Award in Management Level 5

This course aims to give practising or potential managers the foundation for their formal development in this role. The qualification does this by developing basic middle management skills and assisting participants in gaining the basic knowledge required at this level. You will be asked to attend an informal interview for this course.

Computer and ICT Courses

ICT FOR ME

Word Processing Workshops

These consist of Word Processing qualifications at Levels 1 and 2. You may take any of the levels in the workshops sessions, learning in a relaxed and friendly atmosphere at your own pace.

Level 1 Text Processing

Text Production
Audio
Mailmerge

Word Processing
Legal Text Production

Level 2 Text Processing

Text Production
Audio
Mailmerge
Medical Word Processing

Word Processing
Business Presentation
Document Presentation

PCDL Computer-Based Courses

Computing for Beginners

Thursday morning

Tutor – Kay Brown

This course meets all the needs of the absolute beginner. If you have just acquired a new PC or need to gain the knowledge to use it in your daily life, this is the course for you. From learning to use the mouse and keyboard, to being able to type up your own letters and save them, to eventually producing a wonderful poster including pictures. It aims to improve your confidence and can enhance your job prospects, or it may just give you a taste for learning!

Computing – Next Steps

Monday afternoon

Tutor – Paul Clarke

This course is to help you to develop your skills in using the computer. This offers a variety of learning opportunities, including expanding your confidence in the use of the internet, creating email accounts, and sending emails with attachments! Basic down-loading of digital photographs, including editing of the images, will also be looked at. Create your own greeting/birthday cards and calendars.

Computing – Learn More

Tuesday morning, Wednesday afternoon

Tutor – Kay Brown

This course is designed to help learners gain an insight into using the Internet and email on the World Wide Web. It offers the opportunity to learn how to use the Internet effectively. You will learn how to create a web-based email address in which to contact friends and family worldwide! You will learn how to

add attachments such as pictures or documents and how to reply and forward emails to others. Also learn how to create a table in 'Word'.

Computing – Extra Steps

Friday morning

Tutor – Kay Brown

This course is designed to help learners gain an insight into creating and designing their own documents. Using Word Templates learn how to design your own brochures, leaflets or a personalised calendar. We will be working with a range of text styles, columns and Wordart, inserting your favourite pictures.

Creative Cards with Microsoft Publisher®

Monday morning

Tutor – Kay Brown

This course is designed to help learners create cards using Microsoft Publisher. By using the step-by-step card wizard in this wonderful software package, you will create colourful cards using pictures/clipart and incorporating verses. Just imagine giving out your own printed personalised Christmas or Birthday cards.

Desktop Publishing – Tell Me About It

Thursday morning

Tutor – James McInerney

This course offers opportunities to explore ways in which groups communicate with their members and with other organisations. It will focus on different kinds of written communications and their appropriate use. It will look at ways of integrating visual images into written texts and consider how groups and individuals might market and promote themselves. It will be a stimulating journey of discovery. Join the journey and discover your creativity.

Digital Photography for Beginners

Monday morning

Tutor – Roy McCready

This course is designed to familiarise yourself with your digital camera, its functions and what it is capable of. You will learn the basics about exposure, aperture, shutter speed and compositional techniques that will enhance your photography practice. Weekly assignments will give you the opportunity to develop these skills and build a portfolio of images. You will also have the opportunity to download images onto the computer and edit your photographs ready for printing, presenting and sharing online.

Digital Photography – Next Steps

Monday afternoon

Tutor – Roy McCready

This course is ideal for learners with some prior knowledge of digital camera features and functions. You will be introduced to advanced compositional skills and how to analyse not only your own, but other photographers images for technical and artistic content. Working within several of the main genres of photography, learners will carry out assignments based on landscape, cityscape, creating a natural light studio, still life, portraits and photographing people with the aim of completing a digital portfolio of your own work.

Event Photography for Beginners

Friday morning

Tutor – Chelsea Broadley

A mix of practical photography, editing and putting together a show reel. Learn to improve your photography skills so you can capture the key moments of an event, such as family weddings,

birthdays and holidays. Learn key editing skills and basic image editing to help you to create images without having to hire a professional.

Event Photography – Next Steps

Friday afternoon

Tutor – Chelsea Broadley

This course will look into the running of events and working as a professional photographer. We will cover the technical side of photography as well as the business side. This course is aimed at learners who feel confident with their camera and would like to develop their techniques and knowledge. This course is a mix of practical photography, Photoshop skills and business development.

Family History Beginners Toolkit

Tuesday morning

Tutor – Tina Sherwood

An introductory guide for any adult of any age wishing to begin research into their family background. Learners will discover information and ideas about how and where to make a start on this fascinating personal journey. *For beginners only.*

Family History Workshop

Tuesday afternoon

Tutor – Tina Sherwood

The question is: Who do you think YOU are? Why not come along and find out more about your past. Discover a huge range of easy access FREE internet resources and learn how to use them. Find out how your ancestors were involved in shaping their communities and how that has led to the person you are now. Learn about creative methods of recording and displaying the knowledge gained during the course.

Internet Shopping/Ebay, Paypal

Monday morning

Tutor – Kay Brown

This course will help learners use the Internet to shop; clothes shopping, books, gifts and food shopping, the list is endless! You will learn how to use the Internet effectively and securely! If you want to learn how to shop on the Internet this is the course for you.

Introduction to Animation

Wednesday morning

Tutor – James McInerney

We are surrounded by animated messages which we take for granted. Learners on this course will develop ideas and turn them into animated sequences. They will engage in the research and planning of their final productions. They will familiarise themselves with some of the software that is available and modify their production plans appropriately. There will be group discussions and demonstrations but much of the time will be spent on individual practical production. Move aside Wallace and Gromit!

Photography OCN Level 1

Thursday evening

Tutor – James McInerney

Learn how to present your work, culminating in building a portfolio of images. You will complete the following: connect a digital camera to a computer and download photographs; load a photograph file; re-size and re-position an image on a page; crop; remove redeye and scratches from a photograph; print images and organise saved photographs into appropriate folders. This course is ideal for the absolute beginner or anyone with previous experience wishing to refresh their skills.

Photography OCN Level 2 – Landscape and Cityscape

Monday evening

Tutor – Roy McCready

This is an ideal progression route for learners who have completed OCN Level 1 or anyone who has a keen interest in landscape and outdoors photography. You will be taught in-depth photographic skills that will extend your camera knowledge and understanding for more advanced photographic work. Learners will create a portfolio that will reflect their own personal interests and interpretations of land/cityscape and begin to understand how to analyse and assess their own photographs for creative and artistic content.

Photographing the Human Form

Tuesday morning

Tutor – James McInerney

Learners are encouraged to explore notions of portraiture. The work of recognised portrait photographers will be analysed. Composition and camera angles will be discussed and employed in the production of images. The use of light and shade to create texture will be considered. Learners will think about how settings and props impact upon their end products. Projects will be set to photograph the human form as a whole and in its component parts.

Photoshop First Steps

Wednesday evening

Tutor – Chelsea Broadley

This course is aimed at those who are new to the Photoshop software package and wish to gain an understanding of how to enhance their images. You will learn the basic tools and techniques of how to crop, re-size, scan and re-touch damaged images,

colour correction and preparing photographs for printing. Through a series of tutorials you will learn at your own pace and apply the techniques covered to a selection of your own images.

Photoshop Next Steps

Tuesday evening

Tutor – Roy McCready

'Next Steps' is aimed at those with a keen interest in how to enhance digital photographs and have a basic understanding of the Photoshop palate. Through a wide range of tutorials based on the 'digital darkroom' learners will replicate the techniques of dodging and burning, colour processes, converting to black and white, toning and creating montage that will help them get the best possible results from their photographs. This course will prove that taking a photograph is only the beginning.

Photoshop Advanced Steps

Wednesday evening

Tutor – Roy McCready

This advanced course in photographic digital image editing will allow you to take your photography and Photoshop skills to a new level. Using the latest version of Photoshop students will learn the techniques of how to photograph and process RAW

format files, create stunning HDR images and prepare their work for exhibition and display. These techniques will not only extend and enhance your editing skills, they are also designed to give your photographs a unique, professional feel and look.

Photostory 3

Monday morning

Tutor – Kay Brown

This course is designed to help learners use a software programme that can be downloaded onto your own computer. You can create your own slideshows using your digital photos or images off the Internet, touch-up, crop or rotate pictures, add stunning special effects, soundtracks and your own voice narration to your photo stories. Personalise them with titles and captions. This is a fun course that you can share with your family and friends whether it is to show your holiday snaps or a special occasion.

Powerpoint First Steps

Wednesday morning

Tutor – Kay Brown

This course is designed to help learners gain an insight into using different software applications on their computer and how to use and create from them. You may want to create your own PowerPoint slide show. This step-by-step course will take you through how to insert slides, format text, insert pictures/clipart and then how to run your slide show. It also includes how to save and print out all your slides.

Print Journalism

Thursday afternoon

Tutor – James McInerney

We are surrounded by stories. Some are significant, some are not. This course offers an opportunity to

Bespoke Training

We provide tailor-made, in-house training for most subjects.

Courses can lead to accreditation.

For up to date information on these courses and events please contact Melody Harrogate on 01623 405569.

take those stories and have a closer look at what they are saying, who writes them and who reads them. Whether fact or fiction, stories are made up of the six Ws. This course will investigate ground-breaking news stories which learners will then rewrite in their own styles. Look out News International!

Skype and Facebook

Monday morning
Tutor – Kay Brown

A course looking at how to use Skype and Facebook safely. Facebook is a great way to meet friends and keep up on what they are doing. You can also find new friends just by browsing profiles. Skype is for doing things together, whenever you're apart. Skype's text, voice and video make it simple to share experiences with the people who matter to you, wherever they are. Come and find out more.

Language Courses

French – German – Italian – Polish – Spanish – Turkish

In an increasingly cosmopolitan world, learning a second language is an enriching cultural experience much needed on a social level, for holidays and weekends abroad. In a work environment, language skills will enhance your CV and employability. It also stretches the mind and studies have shown that it keeps the brain active – good news for older people.

Children are also starting to learn languages at school at a very early age now, so parents should be prepared to help them.

Courses up to three levels on our accredited programme:

- ❖ ABC assessments
- ❖ Taster courses
- ❖ Basic Holiday Language
- ❖ A distinction between easy and harder languages with different lengths of courses
- ❖ Discover Country and Culture as part of the programme
- ❖ Languages for Industry (custom made courses on request)

For fees and exact dates, times and locations please consult the Course Timetables pages.

ABC Single and Double Award Certificates

Short, accessible and flexible assessment-based courses. All the ABC courses have been kept short (Part A and Part B) and you have the possibility of joining a course at various times during the year and 'skipping' levels if your ability and commitment to the work allow it.

Skills: Speaking – Listening – Reading – Writing

All these skills will be assessed on any courses leading to a Double Award Certificate. Either Speaking/Listening or Reading/Writing will be assessed for each Single Award but all four skills will always be practiced during each session.

For more information please consult the separate language description leaflets available from the Adult Education Office.

Absolute Beginners – Taster Courses – Basic Holiday Language

No previous knowledge required whatsoever. Learn a language in an informal, relaxed atmosphere.

Grammar drills are a thing of the past as the emphasis is on Speaking and Listening to give learners the absolutely essential, basic survival words and phrases needed to get along in a variety of holiday situations, eg. at the restaurant, shopping, travelling by public transport and organising a hotel room. Learners will also gain enough knowledge to give personal information about themselves in order to make new friends in the target language country.

Beginners ABC Entry 3

For students who have completed a Taster Course or have a similar knowledge – approximately 30 hours of study time. This course is designed to build more holiday language and useful conversation phrases.

Lower Intermediate ABC Level 1

For students who have completed ABC Entry 3 at this College or elsewhere, or for students who already have some knowledge of the language – approximately 40 hours of study time. You will move from the typical holiday topics towards holding a simple conversation where you will start building up your own sentences.

Higher Intermediate ABC Level 2

For students who have completed ABC Level 1 at this College or elsewhere, or who have equivalent prior learning – approximately 75 hours of study time. More involved conversation using different timeframes (past, present, future, conditional, etc.) and being able to express problems are all covered.

Note: It is not necessary to have completed Part A in order to join Part B but you need to demonstrate prior learning at this level.

Industry

We provide tailor-made in-house training for most languages. Courses can lead to accreditation. Please contact us.

PCDL – Personal, Community and Development Learning Courses

Important Information

For fees and exact dates, times and locations of courses please consult the Course Timetables pages.

All learners attending a PCDL course are required to complete an Individual Learning Plan (ILP) on a weekly basis. This provides you and your tutor with a record of your learning and can assist in embedding your learning at a deeper level. If you require help in filling in your ILP then please mention this to your tutor and please remember to bring a pen to each class.

There may be an additional cost for resources required on your course. For an extended course description please contact the Adult Education Office for a copy.

NOCN (National Open College Network) courses offer learners the opportunity to gain accreditation in a particular subject area. Portfolio work (evidence of learning) is completed and complements the practical work achieved in class. Portfolio work will then go through an internal and external verification procedure. An

attendance rate of 80% is required for accreditation purposes. There will be an additional fee for paying learners of £18.00 for the OCN certification. ***Fee-remitted learners who withdraw from the course after the third week will be billed for the £18.00 certification fee which the College will have incurred.***

There is a £5 administration fee for each learner taking an NOCN course.

For ALL OCN courses, please bring an A4 folder, dividers and plastic wallets to the first session.

WORKSHOPS: The College will be putting on four-hour workshop programmes – an excellent way of trying out a new subject area and learning a new skill. All workshops will be taught in a fun and enjoyable atmosphere. Cost will be £10 per session (unless you are a fee remitted learner). For more information on our workshop programmes, please contact the Adult Education Office on 01623 441310 or visit the adult education website at <http://www.suttoncentre.co.uk/adulted/>

Beauty Techniques

Your tutor will give you a list of resources in Week One of your course.

Basic Make Up

**Monday afternoon
Tutor – Linda Smith**

Come and learn the art of applying everyday make-up. We practice on each other in pairs and groups to see how we can improve our home regime.

Lots of tips from a qualified make-up artist and advice on products for getting great results. We are rarely taught the correct way so if you are not sure then this is the course for you. We will cover foundation testing for individuals and brow stencilling amongst other things. See Facebook: beauty by Linda for pictures.

Basic Nail Art

**Tuesday morning
Tutor – Linda Smith**

This course is a really nice and relaxing course if you have great attention to detail, quite steady hands and enjoy doing intricate patterns. We cover dotting, flicking, foils, gems and also the new style nail wraps and CND Minx wraps that are on trend at the moment. This course will save you money that you would have spent getting them done professionally. See Facebook: beauty by Linda for pictures.

Children's Face Painting, Nail Art and Glitter Tattoos, Beginners

**Monday morning
Tutor – Linda Smith**

Learn some new skills to entertain your children. We will be doing basic face painting on each other. We will also learn basic nail art designs with glitter and children's characters, etc. Then to finish we will apply the glitter tattoos which can be used safely on faces or bodies. This is a fun course designed for Mums and Dads to be able to amuse their families and friends. See Facebook: beauty by Linda for pictures.

Creative Make-up

**Thursday afternoon
Tutor – Linda Smith**

This is a really fun course where we start with a few basics, then go on to creative make-up using a variety



Have you checked if you can get your course free?

of materials and props. We add false eyelashes and do glittery eyes as well as use cake decorations on lips and face. Get to see the latest lip tattoos that the celebrities are wearing and much more. You will need to be quite experimental and creative so we get lots of interesting ideas. See Facebook: Beauty by Linda for pictures.

Henna Body Painting

Wednesday evening

Tutor – Debbie Douce

Learn the secrets of the beautiful and ancient art form and the background of henna. Master the skill of applying henna. You can make your design as simple or intricate as you desire – let your imagination run wild!

Manicure and Pedicure

Tuesday afternoon

Tutor – Linda Smith

We pair up and work in groups performing manicures and pedicures on each other. We go through filing the nails in three strokes, removing cuticles, exfoliating hands and feet and touch on different types of polish including the new gel polish (CND shellac). You will then be able to practice on friends and family. See Facebook: Beauty by Linda for pictures.

Spray Tanning

Monday evening, Friday morning

Tutor – Linda Smith

This is a really lively course where we will be using the Sienna spray tan system used by the 'Strictly Come Dancing' stars. (Not for the shy, although you can wear a one-piece bathing suit). It is a very good professional tan which smells great and gives a lovely even colour. We will go through consultations and

setting up the equipment. The comprehensive spraying routine designed by the manufacturer is unique, with easy to follow pictures. See Facebook: Beauty by Linda for pictures.

Waxing, Introduction to

Wednesday evening

Tutor – Linda Smith

You will need to purchase a student wax kit for this course. We will cover facial and eyebrow waxing, underarm, bikini, arm and leg waxing, including feet and toes. We will practice on others in the group and as you get more confident, be able to bring friends and family in as models. We will go through consultations and pre and post-treatment products.

Complementary Therapies

Your tutor will give you a resource list during Week One of your course. Please bring a towel and pillow to your class.

Aromatherapy and Reflexology Level 2

Thursday morning

Tutor – Elaine Brooker

This course is for those wishing to learn more about both reflexology and aromatherapy and take their learning to the next level. This course is a suitable progression route for anyone who has some prior knowledge of these subjects. You will find out more and discover the benefits that can be gained from practicing reflexology and aromatherapy.

FEATURED LEARNER



Diane Stubbs

Nail Extensions/Nail Art

Hi my name is Diane Stubbs. I have been attending courses at Sutton Centre Community College for a few terms now. The classes I attended last year included Nail Extensions, Manicure and Pedicure and Nail Art.

This term I am attending Waxing, Spray Tanning and Creative Make – Up. I would like to use the skills I am learning to further my career in the beauty industry.

I find all the courses to be very informative, friendly and welcoming. My confidence has improved and I have made lots of new friends. After being at home for 11 years raising my family I feel that coming to College has really boosted my confidence and I want to continue to learn new skills. So many of the courses can enhance your career, or even start a new one.

In addition I have applied for the local 'Dragons Den', so watch this space!!

Bach Flower Remedies and Hopi Ear Candling

Tuesday morning

Tutor – Elaine Brooker

This course is for those wishing to learn about these two popular complementary therapies. The original Bach Flower Therapy was developed over 60 years ago and today enjoys a worldwide reputation. You will

learn how to use Bach Flower Remedies in daily life, to help deal more constructively with negative behaviour patterns, restore emotional balance and connect with your own true nature. Hopi Ear Candling is a pleasant and non-invasive treatment of the ears which is a wonderfully relaxing and beneficial treatment. The course will cover everything you need in order for you to work safely and competently.

Colour Therapy

Tuesday afternoon

Tutor – Elaine Brooker

Colour affects every aspect of our lives. In this course you will learn how to harness the power of colour therapy to bring about positive change in your life and enhance personal health and wellbeing. Topics include: healing with colour, how to find your soul colours, how to conduct a colour reading using colour cards, colour diets, and much, much more. This course will be of interest to anyone who is interested in holistic therapies and would like to learn more about colour so that they can apply this knowledge in their daily life.



Crystals – How to Work with

Wednesday evening

Tutor – Tracy Bradley

Learn about crystals and how they work with our bodies and energies. Learn how to work with crystals to balance the Chakras and to incorporate them into healing and your daily life. Come along and learn in a relaxing environment with like-minded people. No prior subject knowledge is required.

Crystals – Advanced Working with

Tuesday evening

Tutor – Elaine Brooker

For centuries people have been fascinated with the healing power of crystals, so why not learn how you can integrate them into your everyday life in a safe and empowering way. This course is suitable for anyone who has some prior knowledge, or attended a previous course(s) and wishes to expand their knowledge further. It will give you the opportunity to develop a greater insight and understanding into the properties of many different crystals and learn new techniques for working with them.

Energy Therapies

Thursday evening

Tutor – Elaine Brooker

All things in this world are made of energy vibrating at a certain rate. In this course you will learn about a range of different therapies which involve the use of energy and vibration to bring balance and a state of well-being to body systems. You will learn how to use sound, colour and light, crystals and aroma, for healing the mind, body and spirit. This course will be of interest to anyone who would like to learn how to use energy therapies in their own life.

Reiki: Level 1

Tuesday afternoon

Tutor – Kay Brown

The name 'Reiki' derives from a two-part Japanese character which translates roughly as 'Universal Life Force'. Reiki is a gentle but powerful way to support and enhance the life-force energy. It is a useful aid to healing both physical and emotional problems. It is suitable for any age group and state of health. This course will share with you the philosophy of Reiki, and the basic principles in a supportive and empowering environment.

Reiki Level 2

Tuesday afternoon

Tutor – Kay Brown

The name Reiki derives from a two-part Japanese character which translates roughly as 'Universal Life Force'. The intention of this course is to give learners an understanding of Reiki 2, to be attuned at Level 2 in Reiki and to learn how to give a Reiki healing. Learners will cover who not to use Reiki on, who to give cautions to, possible healing reactions, and learn the Reiki 2 symbols and how to use them, and the history of Reiki.

Reiki Level 3

Thursday evening

Tutor – Kay Brown

The intention of this course is to give learners a deeper understanding of what Reiki is and their own abilities. Learners will work towards being attuned at Level 3, master status and learn how to attune others. Revisiting Reiki 1 & 2 and how to live the Reiki principles, give attunements, and learn two new symbols and how to use them, research Reiki,

understand auras and chakras, considering different areas to adopt as specialities and knowing different types of Reiki.

Reiki Advanced

Thursday evening
Tutor – Kay Brown

As an established learner you will already have a basic understanding of how to work with Reiki and the philosophy and understanding behind it. To attend this course you will have previously been attuned to Dr Mikao Usui Level 2 and be using Reiki on a regular basis on yourself, friends and family. This course will look at building upon your existing knowledge and practice of Reiki, strengthening, deepening and embedding your learning using techniques and tools to enhance healing sessions.

Construction

Learners are asked to wear old clothes or to bring an apron/overalls along to class due to the nature of the course being undertaken. In Bricklaying and Plastering courses learners must wear safety boots or shoes.

Bricklaying for Beginners

Monday evening
Tutor – Ray Jones

This course will work with basic bricklaying tools and techniques. You will learn about different types of bricks, gain an understanding of different bricklaying patterns and an awareness of what mortar to use for a particular project. You will work with different bricklaying methods and gain a practical

understanding of how to tackle small bricklaying DIY jobs at home.

Bricklaying Improvers

Thursday evening
Tutor – Mark Payne

This course will provide you with further Bricklaying knowledge and skills so that you are able to carry out your own brickwork and masonry projects at home. You will cover basic tool skills and bricklaying which will allow you to build garden walls, raised planters, BBQs and single skin walls. This course will be taught by a fully qualified bricklayer in a friendly and supportive environment. There is also the potential to do an OCN accredited course.

Bricklaying – New Challenges

Tuesday evening
Tutor – Mark Payne

Do you have a level of bricklaying skill and are now ready to tackle more advanced projects? This course will deliver bespoke learning in that you will share with your tutor and the rest of the class the project(s) that you would like to tackle and you will then collectively be taught the bricklaying skills to achieve this. There is also the potential to do an OCN accredited course.

Decorating (Step by Step)

Monday evening
Tutor – Keith Barrett

Learn how to decorate the 'easy' way. Save time, save energy and save money on this friendly and popular course by learning basic decorating skills and techniques which you can use in your home environment.

Painting and Decorating

Thursday evening
Tutor – Keith Barrett

Whether you want to start your own business or simply do it yourself, this course has everything you need to learn, from choosing the 'right' colours to hanging wallpaper the professional way.

Plastering for Beginners

Monday afternoon, Tuesday evening
Tutor – Wesley Douce

This course is designed to teach you plastering skills and techniques at a beginner's level. You will learn how to skim walls and ceilings to a professional, smooth finish, plaster to a tight angle, and make invisible repairs to small areas.

Plastering for Improvers

Monday evening, Thursday evening
Tutor – Wesley Douce

This short course entails different aspects of plastering techniques and application. For example; applying and fixing plaster board, applying plaster to plasterboard (skimming), over skimming and how to apply backing plaster to a bricked surface, etc. This course is designed so learners/improvers feel confident enough to try plastering on their own or at family and friends' homes. If DIY is not your thing but you wish it was, try our Plastering course, it could save you money and give you a new-found skill.

Tiling – Floor

Tuesday evening
Tutor – David Smith

This course will teach the basic skills required to tile a floor. You will learn how to measure a room and set it

out ready for tiling, how to cut tiles, how to grout, as well as a whole range of other essential skills to help you achieve a professional tiled finish in your home

Tiling – Wall

Tuesday evening

Tutor – David Smith

This course will teach the basic skills required to tile small domestic areas such as the bathroom and kitchen walls. You will learn how to measure an area for tiles, how to professionally cut tiles, how to grout and a whole range of other essential skills to help you achieve a professional tiled finish in your home.

Wallpapering

Wednesday evening

Tutor – Keith Barrett

This course will teach you how to work with wallpapering materials and tools to give your decorating a professional finish. You will learn what preparation you need to do before wallpapering as well as learning different tips and techniques which will help you when decorating in your home environment.

Woodwork Skills for Beginners

Tuesday evening

Tutor – Richard Palfreman

This course is designed to teach you basic carpentry skills. It is aimed at the complete beginner who will learn the necessary skills to create a small box. Your tutor will discuss with you in Week One any additional charges for resources used during this course, or provide you with a resource list to purchase your own.

Creative Arts

Your tutor will give you a resource list on a weekly basis.

Painting and Drawing for Beginners

Monday afternoon

Tutor – James Mills

This course is designed for people who would like to learn the basics of painting and drawing. Learners will be encouraged to work from various sources, ranging from still-life and 3D objects to photographs etc. It is very important for learners to understand that developing image-making skills can take time and patience. It is not expected that any learner should achieve specific standards during this course as it is important that all learners develop at their own pace. Learners are encouraged to share their ideas and developments constructively and support each other throughout. This course will not be suitable for an experienced artist. If you wish to attend then it is important that you bring with you the minimum of a sketchbook and basic drawing materials.

Painting and Drawing, Introduction

Tuesday afternoon

Tutor – James Mills

This course is designed to follow on from a beginner's course which finished in the summer of 2011. Learners will be encouraged to work from various sources ranging from still-life, three-dimensional objects to photographs, etc. Learners are encouraged to share their ideas and developments constructively and support each other throughout. This course will not be suitable for a complete novice or very experienced artist. You will need a sketchbook and basic drawing materials.

FEATURED LEARNER



Simon Hall

Skills for Independent Living

Hi my name is Simon. I have been attending classes on the Skills for Independent Living programme for a couple of terms. So far I have attended Woodwork, Painting and Decorating, OCN Personal Care, Computer Skills, Bricklaying, Community Safety and Textile Craft.

Coming to College has really boosted my confidence and helped me to be independent. I have also found that I am happier when making decisions and trying new things.

At Sutton Centre Community College I feel really at ease and safe, the environment is friendly and the staff are helpful. It really is a place where people of all abilities are valued and welcomed

From here I would like to continue attending my Woodwork class.

Painting Portraits with Pastel

Monday morning

Tutor – Sylvia Maddocks

This course is for anyone who has ever wanted to paint a portrait but never thought they could. We will work together and reproduce a human face that is soft, warm and realistic, while learning how to paint

mouths, noses and eyes without using line work, which could detract from the finished product. To do this course you will need an interest in painting portraits, a willingness to learn and a degree of patience. Also needed is a drawing board, pastels, masking tape and veloured paper, all of which are available from a variety of local outlets.

Watercolour Painting for the Impatient

Monday afternoon
Tutor – Sylvia Maddocks

Are you in a hurry to learn to paint? This could be just what you are looking for. We will learn how to paint fast washes and quick buildings, super fast trees and use lots of tricks to paint simple pictures. You will need a good sense of humour, a big paintbrush and some paint. An apron or cover of some sort would help to keep you clean as we will be very free with the paint.

First Aid

For fees and exact dates, times and locations of these courses please consult the Course Timetables pages.

Basic Life Support for Adults

Monday evening, Thursday evening
Tutor – Kevin Rowland

This course gives an insight into important First Aid skills which are invaluable when accidents happen around the home and when you are out and about. Ideally suited to anybody who would like to confidently support adults in an emergency situation.

Basic Life Support for Babies and Children

Monday evening, Thursday evening
Tutor – Kevin Rowland

This one session course focusses on emergency situations involving babies and children. Who should attend? Nominated workplace first aiders such as teachers, nannies, childcare workers, au pairs, babysitters or anyone looking after babies and children (all Mums, Dads and Grandparents qualify too!)

Paediatric First Aid

Monday evening
Tutor – Kevin Rowland

This course is delivered over six weeks at three hours per session and focusses on emergency situations that are faced by professionals such as teachers, child carers, au pairs, playgroup/nursery staff and anyone else looking after babies and young children.



Food and Food Safety

Your tutor will give you a resource list on a weekly basis for any cookery course.

Food Safety in Catering Level 2

Monday evening, Saturday morning
Tutor – Martyn Needham

Anyone working in a catering, manufacturing or retail setting where food is handled should have this qualification. It is also of benefit and interest to other individuals who want to learn more about safe food handling in the home.

Party Cakes and Gateaux

Wednesday evening
Tutor – Sylvia Maddocks

Want party cakes that are perfectly matched to the occasion without the bakers shop price? Then this is the course for you. We will make a gateau that can be tailored to your taste, like rum and chocolate or raspberries and cream, party cakes that can be adapted to suit any occasion – an engagement or hen night, or maybe a Valentine's surprise. All we need is your imagination and we can turn almost any idea into a cake. The best part of this course is that you can share your cakes with everyone but keep all the praise for yourself. No specialist equipment is needed but a willingness to learn would be an advantage.

Recipes From Around the World – Beginners Cookery

Wednesday evening
Tutor – Jimmy Rutter

Have you ever wanted to experiment with recipe dishes from different countries? This course will teach

you basic cookery skills whilst exploring recipe dishes from Thailand, Greece, France, Mexico and many more countries. An inspiring course, with tasty results! There will be an additional cost on a weekly basis for the ingredients used. Your tutor will discuss this with you in Week One.

Savoury Bakes

Thursday evening

Tutor – Sylvia Maddocks

Learn how to make a variety of savoury items quickly and easily. We will make things like quiches, savoury plaits, scotch eggs, pizza, pasties and slices, all with a difference. These will not only be a healthy option but will be tasty and cheap to produce. The finished food will be ideal for packed lunches, picnics or for a balanced meal when served with vegetables or salads, so there is no waste of food, time or money. No baking skills are needed but an interest in learning how to eat more healthily and have fun would be helpful.

Sugar Craft Flowers

Monday evening

Tutor – Samantha Evans

You will need to be willing to learn a new fun and creative skill. By the end of the course you will be confident enough to produce a collection of beautiful seasonal flowers, using dusting and colouring techniques to develop realistic looking flowers to enhance any special celebration cake.

Sushi

Monday evening

Tutor – Debbie Douce

Want to make a Sushi just like you get at a restaurant? Learn to make great tasting, authentic sushi at home for your friends and family. Step-by-

step practical instructions with handouts you can take home to try, it's fun and versatile for anyone at any level. Come learn and try this exciting food.

Home and Crafts

Your tutor will provide you with a resource list during Week One and subsequent weeks.

Biblical Quilt Blocks

Friday morning

Tutor – Sylvia Maddocks

This is traditional patchwork and is made from old patterns that have been handed down for centuries. The making of these was thought to be therapeutic during troubled times, comforting when going through sad times, healing when grieving or despairing and a source of joy when our hearts are glad. Bible studies can be based on the themes represented by the blocks that have wonderful names, such as Joseph's Coat, Solomon's Star, Carpenter's Wheel, and Garden of Eden. Some basic sewing skill is useful but not necessary as we will learn as we go, but you will need an interest in sewing and a basic sewing kit.

Crochet – Further Steps

Thursday afternoon

Tutor – Sylvia Maddocks

This course is intended for learners who already have some basic skills in crochet. We will be taking these skills further and learn how to do Broomstick and Tunisian crochet. You might wish to design your own item and work with several colours, or just want to understand what all those symbols mean on printed patterns. If you are keen to advance your knowledge then this is the course for you. You will need to have a Tunisian crochet hook, a jumbo knitting needle and oddments of yarn in colours of your own choice.

Dress Making – An Introduction to

Tuesday afternoon

Tutor – Catra Pegg

This course will teach you the basics of using a sewing machine and shows you different ways to seam and hem garments. You will be shown how to achieve various decorative techniques, such as pleating, frilling and gathering, as well as practical techniques such as button-holing and inserting zips.

Dress Making – Next Steps

Monday afternoon

Tutor – Catra Pegg

This course is suitable for people who know how to put basic garments together but are looking to learn new techniques to create flawless clothing and achieve the perfect finish. We will look at inserting sleeve heads, collars and cuffs amongst other tailored finishes and use different stitch techniques to create the garments.

Floristry

Tuesday morning

Tutor – Rebecca Newell

This is a practical course learning the skills of floristry. Come along and meet like-minded people who enjoy flowers and learn with guidance how to arrange flowers in a creative way. Each week you will make and create your own design with flowers that you will be proud to give to family and friends, whilst learning a new skill! You will discover plant and flower names and their uses within flower arranging. If you enjoy nature and gardening then this is the course for you. Course materials are not included. Scissors and a note book are required for the first lesson.

Flowers for Spring – Modern Trends

Thursday morning

Tutor – Jill Bewick

Learners will be able to create a 'trendy' design each week, taking inspiration from new techniques and ideas from current trends around the world. Designs created will feature spring flowers and foliage as they become available during February and March. The learners will use contemporary accessories to enhance their designs, whilst increasing their knowledge of plant names and how to use plant material with fashionable detail and techniques.

Flower Arranging Skills for Spring – Beginners/Intermediate

Thursday afternoon

Tutor – Jill Bewick

Do you love flowers? Have you access to garden plant material? Would you like to learn new skills and decorate your house with beautiful flower designs, or make gifts for friends or for seasonal occasions? Flower arranging need not be expensive, as this course will show you how to create a design each week using beautiful spring flowers and garden foliage. Designs created will be suitable for Valentine's Day, Mothering Sunday and Easter.

Jewellery for Beginners

Thursday evening

Tutor – Emma Gladwin

This class is perfect for beginners and those who would like to brush up on the skills they already have. Each week you will be able to make a new piece of jewellery whilst looking at different styles and techniques. Whether you like classic and sophisticated or fun and funky there will be something

for everyone. Materials list available prior to the first session.

Jewellery – Wire Work

Monday evening

Tutor – Emma Gladwin

Discover the basic techniques of wire work, learn how to bend, wrap, foil and twist wire to make the most amazing jewellery. Suitable for beginners and those with more knowledge.

Learn How to be a Fashion Designer

Friday afternoon

Tutor – Catra Pegg

Have you ever fancied yourself as a fashion designer? Learn how to predict trends and design a clothing range from an expert fashion designer taught at the London College of Fashion and with 20 years experience in the field. You will learn how to draw your own templates and collect trend research which you will use to create designs. A great taster course for anyone considering studying fashion full-time (such as the BTEC qualification) or working in the fashion industry. You will put together a portfolio of work (needed if you are planning to attend an interview for a BTEC qualification course in fashion).

Pattern Cutting – An Introduction to

Tuesday evening

Tutor – Catra Pegg

This course will teach you how to make pattern blocks to fit yourself perfectly and take patterns off existing garments. Learn how to make unique garments in a style that flatters your figure and your personality.

Pattern Cutting – Next Steps

Thursday evening

Tutor – Catra Pegg

A follow-on from the Pattern Cutting for Beginner's course which will allow you to use the blocks you have made to create styles from them. You will also look at tracing and draping patterns in more depth and learn how to grade your patterns to different sizes.

Soap and Bath Time Treats, Make Your Own

Wednesday evening

Tutor – Emma Gladwin

If you're like me and love the High Street stores that sell all these wonderfully smelling treats, like coconut soap with the bits in, or sweet smelling violet body moisturizer, this class is for you. Over the coming weeks you will be able to make your own soaps, bath bombs, scented bath salts, bath oils & much more. They also make wonderful gifts at a fraction of the price of the shop-bought ones.

Stained Glass Patchwork

Tuesday afternoon

Tutor – Sylvia Maddocks

Stained glass patchwork is an exceptionally easy technique which makes it perfect for beginners, but also an interesting technique for those of you with any sewing experience. It is a very forgiving method and you can make quite large mistakes and still get away with them. This really is an attention grabber with bold lines and stylised designs reflecting the beauty and creativity of true stained glass. There is no seaming or piecing involved and it is a very quick way of putting together even larger items, from wall hangings to quilts. You will need to have a basic sewing kit of

thread, needles, scissors and some binding and wadding. The fabric choice will depend on your design and pocket; this will be decided at the first session and can be anything from cotton to silk.

Stitch and Flip Patchwork

Tuesday evening

Tutor – Sylvia Maddocks

Stitch and flip is an easy method of patchwork that can be done just as easily by hand or machine. Many sewers like to do this by hand whilst watching television or carry it in their bag to do while travelling or waiting for an appointment. There are no special skills needed and if you can thread a needle then you can do this wonderful form of patchwork. The patterns are almost unlimited and very easily transferred to a piece of foundation that can be paper, interfacing or scrap fabric. This form of patchwork is one of the earliest and easiest to do, whilst growing so fast it's almost unbelievable. No skills are needed to do this, just an interest to learn, fabric scraps and a basic sewing kit of needle, thread and scissors.

Movement, Fitness and Dance

Please note for all fitness courses: do not eat two hours before the session, bring a drink and wear loose-fitting, comfortable clothing. For Yoga and Pilates-style classes a mat is also required. If you have a medical condition please consult your GP before commencing the course.

Chi Ball

Thursday morning

Tutor – Eve Edwards

A 'Mind Body' exercise programme that conditions the body, brings focus to the mind and revives the spirit. The Chi Ball Method™ is a unique blend of traditional Chinese medicine, colour, aromatherapy and the disciplines of Tai Chi – Qigong, Dance, Yoga, Pilates, Feldenkreis and Meditation.

Latin In-Line Dancing

Wednesday afternoon

Tutor – Amy Heald

Want to learn to dance like the stars on 'Strictly Come Dancing?' This course is aimed at those who would like to learn the exotic Latin dances; Rumba, Cha Cha Cha, Samba, Jive and Paso Doble without the need for a partner. Each week you will build up your knowledge of the five Latin dances with the tuition of a fully qualified International Dance Teachers' Association tutor. The exciting Latin American music will create a great atmosphere for those wanting to get fit and have fun as we learn new routines in lines, without the need for a partner. Everyone is welcome and remember: *we do not stop dancing because we get old, we get old because we stop dancing!*

Pilates for Beginners

Tuesday afternoon

Tutor – Nicola Swithenbank

A calm and controlled session. Time to think about yourself. Educate your core muscles to help stabilise your body. Achieve more strength, greater flexibility and improve your balance.

Pilates Next Steps

Monday afternoon

Tutor – Nicola Swithenbank

Following on from 'Pilates For Beginners', this class explores Pilates in a deeper and more intense way. It is suitable for learners who have gained some initial knowledge of this fascinating and rewarding discipline.

Qi Gong Movement

Thursday afternoon

Tutor – Eve Edwards

Tai Chi Qi Gong is the ancient practice of slow moving, gentle exercise and breathing techniques which aim to develop and maintain mental, physical and emotional health. Enrol and enjoy this refreshing mind-body workout.

Tai Chi Beginners

Wednesday evening, Friday afternoon

Tutor – Ken Mead

Unravel the mysteries of the ancient Chinese art of Tai Chi. This absolute beginner course is open to all who want to learn how to understand life and themselves a little better. Tai Chi is an art form which has to be practiced and a commitment has to be made if you want to gain a better understanding.

Tai Chi Improvers

Wednesday evening

Tutor – Ken Mead

This improver level is for those learners who have a little knowledge of Tai Chi and are ready to take this knowledge to the next level.

Continues on page 23



Have you checked
if you can get your
course free?



Community Café with soft play area

Built on the old All Saint's Church Hall site, on the corner of Huthwaite's Common Road and Blackwell Road, the All Saints Centre offers a very broad range of facilities including a large hall, meeting & conference rooms, all of which make excellent venues for Adult Education classes. There is also parking for up to 30 cars.

For information contact

**David Mills on 01623 440993 or email:
davem@allsaintshuthwaite.co.uk**

**The Centre also has its own website:
www.allsaintshuthwaite.co.uk**

Volunteers also run a very successful Baby and Toddler Group which runs from 9.30-11.30am on Thursdays during term time.

The centre also provides a base for Sure Start who operate their Children's Centre providing nursery places together with a range of child/family related services and activities. Health visitors and the community midwife are also based at the All Saint's Centre.



One of the air-conditioned seminar rooms

Added to this the Centre has a Community Café with soft play area for children under five. Staffed by volunteers, we serve affordable, healthy meals, snacks and refreshments. The Café opens from 9.00am-1.30pm on Mondays, Wednesdays and Fridays during term time and was recently awarded a 5★. We hold 60s Lunch Clubs and a weekly Baby Café that runs alongside the Health Visitors' Baby Clinic on Thursday afternoons.

Ashfield District Council has some great community venues in which courses are delivered. By using community venues we bring courses to the heart of the community which may help you to save money on transport costs as well as travel time.

Sutton Centre Community College

A Specialist Business & Enterprise
and Arts College

Leisure Facilities Include:

Sutton Centre Community College (indoor)

2 x Sports Halls (12 badminton courts)

3 x Squash Courts, Multi-Purpose Activity Area, Fitness Suite & Theatre

Opening times: Monday-Thursday (5-9pm)

If you would like to hire the indoor facilities Friday, Saturday or Sunday please get in touch as all enquiries will be considered.

Garden Lane Pleasure Ground (outdoor)

Full Size 3G Synthetic Football Pitch (also booked in thirds) &

3 Grass Football Pitches (changing facilities also available for matches)

Opening times:

Monday-Friday (3.45-5.45pm), Pay & Play (6-9pm), Private Hire

Saturday & Sunday (10-6pm), Private Hire and Pay & Play (bookings dependent).

Garden Lane 3G – Pay & Play

Pay & Play will continue to be available for the whole community at the Garden Lane Pleasure Ground. Pay & Play are sessions the College makes available where people can access the pitch for just £1 per person to play with friends and family.

Pay and Play times are Monday – Friday 3.45-5.45pm, Saturday and Sunday all day from 10am. (Please note: private bookings take precedence over Pay & Play).

Floodlighting is provided if required (at extra cost).

Bookings/Enquiries and Price List

If you are a club, group or individual wishing to hire the facilities for training or social sessions please get in contact.

Please call to check availability and book your activity. Bookings can be made up to 7 days in advance and block booking requests will be considered.

The facilities price list is available to view at www.suttoncentre.notts.sch.uk and select 'Leisure Centre' then 'Price List'.

Tel: 01623 405513 Email: chris.metcalfe@suttoncentre.notts.sch.uk

For the first time since 1973 when the School/College opened, a school uniform has been introduced. We are all immensely proud of how smart the school children appear.

The purple jumper makes 'our' children easily identifiable within the community, as well as promoting a sense of 'belonging' to one of the foremost community colleges in the country.

Sutton Centre has a school mentoring system in place where selected children are given added responsibilities.

Some of our school mentors have helped out in Adult Education this term. They have done this voluntarily and done so in a very professional way. Our thanks to them.



Have you checked
if you can get your
course free?

Junior Coaching

The Community College run coaching activities for children aged 5-16 yrs, teaching participants new skills or complementing ones learned through the school curriculum.

This will enhance health, fitness and also social skills. The activities will be co-ordinated in partnership with the School Sports Department to create a seamless link into continued participation after school and then into potential club sport.

All the coaching sessions will be led by professional coaches who have undergone all required checks.

Details are given opposite of sessions that are currently running within Sutton Centre. Please follow the instructions on the respective leaflets on how to enrol.

Squash Coaching coming soon – Wednesdays

Website Development

We're currently updating the Leisure website where you will be able to find more details on Sutton Centre's Leisure Facilities.

Club Information is one of these developments. This information is to assist club awareness and knowledge of active community groups. They are happy for you to contact them for further information and how you can join their club.

Please keep checking the website for further developments. If you currently use our facility and would like to upload your club details, please send some details via email to chris.metcalf@suttoncentre.notts.sch.uk.



Sutton Centre Community College Adult Education department will be supporting the 'Notts Loves Learning' week in February 2012. We are planning a range of different learning activities for Friday 10 February 2012. Please check our website for details.

MONDAYS
5-11 yrs: 4.30-5.30pm
12-16yrs: 5.30-6.30pm
*Sessions paid for in BLOCKS (£2 per week)

Badminton Coaching
Limited places available. Advance Booking Recommended.
Teaching blocks vary in the number of weeks. Sessions coach will vary.

Coached by a Level 2 Badminton England Coach with more than 10 years experience.

Fun sessions to learn one of the most popular racket sports.

Children will learn new SKILLS, make FRIENDS and also be ACTIVE!!!

Parents must remain on site for all children under the age of 8 years.

BADMINTON ENGLAND
Play It. Love It. Live It.

Sutton Centre Community College
High Pavement, Sutton In Ashfield, Notts. ■■■■■
Tel: 01623 405513 | Email: chris.metcalf@suttoncentre.notts.sch.uk

A Specialist Business & Enterprise and Arts College
www.suttoncentre.co.uk/leisurecentre

TESCO
The FA TESCO SKILLS

Your local Skills Centre

Mondays
Sutton Centre
NG17 1EE
Boys and Girls of All Abilities
4-5pm: 5-7 Year Olds
5-6pm: 8-11 Year Olds

The Skills programme aims to help boys and girls develop better agility, balance and coordination, making them a better at ALL sports!
Fun activities will help improve children's ability to work as part of a team, solve problems and make decisions, whilst building confidence towards physical activity.
It will make them better footballers too!
The FA Skills Centres will be delivered by qualified coaches from The FA that have completed qualifications in understanding exactly what makes a young person in the 5-11 age group a better player.
Parents, teachers and local football clubs can help children progress by supporting them through The FA Skills Challenges and assist them by testing them on their progress - go to the 'Grown Ups' section of the website to find out how.

For a Booking Form or Further Information contact your local Skills Coach:
FA TESCO Skills Coach
07903505306
Sam.Pearce@thefa.com
Please book your place online

ALL SESSIONS JUST £2!!
"JOIN THE GREATEST FOOTBALL CLUB IN THE WORLD"
www.TheFA.com/Skills



Here at Community CentrePoint Ltd we are 100% dedicated to supporting and providing for the needs of the community of Kirkby-in-Ashfield and surrounding areas.

We believe passionately in the community and through all our services, activities and support we endeavour to provide a supportive and welcoming environment for all.

Whether you are in need of:

Adult Education Classes

Wheelchair Hire

Room Hire

Advice

Job Search Support

Community Minibus Hire

Support Groups

Toddler Groups

Plus much more!

WE CAN HELP YOU!

Community CentrePoint Ltd

Training session?

Business meeting? Children's party?

Need a venue?

Located in the heart of Kirkby-in-Ashfield, we can provide a fantastic location for many types of meetings and events.

We have a private car park at the rear of the building as well as being fantastically located for local transport links including the Robin Hood Line and only 10 minutes from the M1.

Rooms available for hire from as little as £5 per hour!



Community Minibus Hire

Fantastic 16-seater wheelchair-accessible minibus available to hire for charitable groups.

Fantastic rates and friendly drivers!

Meet the Staff

Valerie Smith

Centre Administrator



Marilyn Percival

Job Search Support

Suzanne Morton

Project Worker



Sarah Copeland-Davies

Church and Community Development Officer



Have you checked if you can get your course free?

Tai Chi Advanced

Monday evening
Tutor – Ken Mead

The advanced level is for those learners who have a good basic knowledge of Tai Chi and are ready to take their study to the next level.

Yoga

Wednesday evening
Tutor – Helen Tarry

A course suitable to those individuals who have no previous experience of the practice of Yoga. It will include instruction on the practice of several Yoga postures, breathing practices and relaxation techniques. You will also examine the History of Yoga, various yoga concepts and look briefly at the anatomy of the body in relation to Yoga practice. This course is excellent for individuals who wish to de-stress, gain more strength and flexibility, increase a greater sense of wellbeing and, most of all, relax.

Music and Performing Arts

Acting Skills

Wednesday evening
Tutor – Richard Ely

This course provides a friendly and comprehensive beginner's guide to acting. We'll be looking at what acting means, as well as the different styles, including improvisation (don't worry – it's not the same thing as stand-up comedy!), memory exercises and working with scripts, to give a sense of what acting is about.

Drum Kit for Beginners

Monday evening
Tutor – Nicky Butt

This course is aimed at complete beginners. It will take you through performance techniques, reading and basic music theory. You will be playing along to your favourite songs in no time. Please bring a set of drum sticks with you and ear plugs if you require them, as the drums can become rather loud!!

Guitar Playing, Improving

Monday evening
Tutor – James Mills

This course will offer learners the chance to build on basic guitar theory and practice. It is initially aimed at players who have had at least some experience of playing the guitar. However complete novices can be catered for as well.

It is very important that this course is designed and manipulated around all learners' needs to ensure that each learner interacts and progresses within each session. More advanced learners are always encouraged to share their knowledge and help support less able members of the group. If you wish to attend it is very important that you provide your own guitar. Any learners who wish to bring an electric guitar are advised to also bring an amplifier and compatible head phones. If you feel that you fit the bill then please come along and learn to play in a relaxed and comfortable environment.

Guitar Playing, Intermediate

Thursday evening
Tutor – James Mills

This course is designed to improve guitar players who can play the basics relatively comfortably but feel that

they are stuck in a rut and need that extra guidance to really develop further.

This class is designed as a new course which will hopefully open up the door to new learners and build a solid group for the future. Regarding theory and practice, we will look at developing an understanding of chords, scales, rhythm, guitar tab and much more. If you wish to attend it is very important that you provide your own guitar. Any learners who wish to bring an electric guitar should also bring an amplifier and compatible head phones. If you feel that you fit the bill then please come along and learn to play in a relaxed and comfortable environment.



Performing Arts and Theatre Craft

Tuesday evening
Tutor – Alan Bryan

This course will provide a holistic approach to 'Total Theatre' performances. It will encompass many varied and differing styles of theatre including (but not limited to): Street Theatre, Music, Mime, Comedy and Plays. You will learn how to act on the stage and how to participate in theatre production. At the end of this course you will engage in a Theatre Performance.

School of Rock

Wednesday evening
Tutors – James Mills/Nicky Butt

This course is designed to help musicians such as Singers, Guitarists, Bassists and Drummers to come together and enjoy playing music as part of a group.

The main aim is for learners to get together and play songs in a tutor-supported environment. Often people find it difficult or intimidating to play in front of others. This course offers step-by-step advice, guidance and support to overcome this problem. The resulting songs learned or written will be performed at an event at the end of the course as a celebration of all learners' efforts. The first session will be about organising groups, ideas and equipment so feel free to bring your instrument along – preferably in its' low key form (drummers could bring bongos, guitarists acoustics etc). Once we know what musicians we have on the course we can then organise equipment more effectively. Come along and learn and develop your skills in a relaxed and comfortable environment.

The Zen of Singing

Tuesday evening

Tutor – James Mills

This course is designed to help people learn more about how to develop and control their voice. The course will be looking at various forms of breathing exercises and techniques in order to gain natural control of breathing when singing. This course will also help you develop your understanding of pitch, tone and expression. A vocal warm up routine will be used, alongside a theoretical understanding of why this is important. This course is for anybody who would like to develop their singing or indeed try something new. If this sounds like you, please come along and learn to love singing in a supportive group.

Personal Development

Courses offered under this remit do not reflect the views held by the College. These are courses which allow your awareness to be raised in a subject you may wish to explore further. Where necessary, your tutor will provide a resource list during Week One of your course.

2012 and Beyond the New World

Monday evening

Tutor – Elaine Brooker

2012 marks the end of a 26,000 year astrological period as recognised by the Mayans, Incas, Aztecs, Maoris and most of the ancient cultures. December 2012 is reported to be the final end of the Experiment of Atlantis. In this course you will learn about the prophecies for 2012 and beyond! We will explore many topics including the Cosmic Knowledge of Thoth, Atlantis, Crystal Skulls, Cosmic Portals, the 12 Rays, the 12 Spiritual Chakras and Ascension. The course will be of interest to anyone on their own path of spiritual development or those curious about this special time in Earth's history. Individually and collectively there has never been such an opportunity for spiritual growth.

Angel Card Reading – For Personal Use

Tuesday afternoon

Tutor – Tracy Bradley

This course will cover the basics of Angel Card reading. You will work with different angel oracle cards to understand their meanings and learn how to interpret what they tell you. In addition, you will be connecting with your angels and asking them to work with you throughout this course.

Angelic Spiritual Awareness

Monday evening

Tutor – Elaine Brooker

People often seek angelic communication for guidance, protection, inspiration, for spiritual healing or emotional wellbeing. So whatever your reason, this course is for people starting out on a spiritual journey, learning about spiritual tools and techniques which can enhance your life. You will learn about angels, how to meditate, work with crystals, create and use angel cards, and learn how to make contact with your angels, all of which can promote your well-being and assist in your spiritual growth.

Astrology for Personal Use, Level 2

Monday evening

Tutor – Pam Fletcher

This course aims to further advance the skills learned at Level 1. More time will be spent looking closely at a variety of natal charts, including the students' own charts. Closely supported by the tutor, each learner will draw up a natal chart based on 'raw' data, further develop the skills of interpretation and continue to study his/her natal chart as a potential source for personal insight.

Auras – Colours and Their Meanings

Friday morning

Tutor – Tracy Bradley

This course will explore Auras, how to see them, feel them, experience them and how to work with them. You will develop an understanding and awareness of different aura colour meanings and interpretations as well as working with auras on a physical, mental and emotional level. Come along and meet like-minded people. No prior knowledge is required.

Counselling OCN

Wednesday afternoon, Wednesday evening
Tutor – Linda Chapman

This accredited course will explore what it is like to work in a counselling environment. You will work with different theories, learn basic counselling skills and enhance your communication and listening skills.

Divination – Seeing the Future

Wednesday afternoon
Tutor – Elaine Brooker

Since ancient times people have always been interested in knowing what the future may bring and many traditional methods in various cultures have been developed to achieve this. In this course you will explore different ways of foretelling the future including: Western, Chinese and Vedic astrology, using runes, the I Ching, palmistry and numerology.

Interview Technique

Monday evening
Tutor – Richard Ely

Everyone dreads interviews – the fact that so much rides on them, the fear of answering questions and the unknown... This course will look at ways in which you can face the interview calmly and give the best possible account of yourself. We'll be looking at exercises aimed at focussing the mind, addressing the interview panel and giving effective answers to difficult questions. By the end, you will have a more confident attitude toward the interview process.

Meditation for Beginners

Thursday afternoon
Tutor – Kay Brown

Meditation is a wonderful experience which can help body, mind and soul to feel restored, revived and

calm. It can be an enlightening experience with healing qualities. You will learn how to meditate, how to enhance your meditation environment, how to breathe correctly, how to use different mantras, how to meditate using crystals, what chakras are, know how to cleanse a crystal, as well as finding out about different basic meditation methods.

Meditation for Improvers

Wednesday evening
Tutor – Kay Brown

This meditation course is designed for learners who already have an understanding of basic meditation techniques and would like to explore this internal art further. Building upon simple meditation techniques this course will continue to work with breathing techniques, visualisations, guided meditations covering the seven major chakras and colours, and your interpretation of colours. Meditation is a wonderful tool to help promote well-being and reduce stress. If you wish to work more with meditation, then this course is for you.

Mysteries and Conspiracy Theories

Thursday afternoon
Tutor – Elaine Brooker

In this fascinating new course you will have the opportunity to explore some of the world's most famous mysteries and conspiracy theories including: Did Atlantis actually exist? Who built the Pyramids and the Sphinx? What causes the disappearances in the Bermuda Triangle? Are crop circles a hoax or a message? Is the US Government hiding the truth about Area 51 and Roswell? Who really killed JFK and Robert Kennedy? Did man actually walk on the moon?

Personal Growth and Development

Monday morning
Tutor – Elaine Brooker

Do you know what you really want in life? Are you at a crossroads and not sure which path to take? Do you want to make some changes but are not sure where to start? This course will help you discover your true potential and help to identify your future goals and life purpose. You will learn empowering tools to help you to increase your self-confidence, embrace change and see it in a positive light, set goals, and develop your self-awareness.

Presenting to the Public

Thursday evening
Tutor – Richard Ely

This course will look at practical ways to improve your effectiveness when addressing groups. We'll be looking at techniques for building confidence, focussing on posture and breathing, as well as examining ways in which we can make our speech more interesting and easier for others to listen to. The course will combine individual work with group exercises, including presentations and feedback sessions. The aim is to build your confidence and banish any pre-meeting nervousness!

Psychic and Spiritual Development

Wednesday morning
Tutor – Elaine Brooker

In this course you will have the opportunity to explore some of the different aspects of the spiritual realm including: connecting with your guardian angels, archangels and ascended masters, working with the elemental kingdom and nature spirits. You will be able to explore different ways of developing your sixth

sense in a safe and supportive environment and will learn about various topics, including using your intuition, working with ESP cards, angel cards and crystals.

Further Spiritual Development

Friday afternoon

Tutor – Kay Brown

This exciting course offers you the chance to enhance your spiritual development at a deeper level. Taught in a safe and friendly environment this course will explore different spiritual philosophies, practices and techniques on a weekly basis. These will provide spiritual 'tools' which will help you to formulate your own thoughts, feelings and experiences which can subsequently enhance your own spiritual development, all of which can enhance your life journey and assist in your spiritual growth.

The Law of Attraction – Manifesting Abundance

Wednesday evening

Tutor – Elaine Brooker

In this course you will learn about the Law of Attraction and how to harness this power to attract the things you desire, rather than the things you do not want! You will learn about placing cosmic orders, using affirmations, creative visualisation and manifestation. This course will provide you with lots of different tools to get started with creating the life of your dreams.

FEATURED LEARNER

Tina Thompson

The Magical Unicorns

My name is Tina and I am currently attending 'The Magical Unicorns' course.

It's so interesting, enjoyable, an excellent social experience and fantastic to meet like-minded people.

This course has really opened my eyes to the unicorn's strength and ability to deliver information to us. I have gained so much information about this subject and am now applying it to my personal development.

I used to enjoy writing poetry and this course has rekindled my passion to write. I have been able to use the meditation experience within the course and write wonderful poetry to express my visions.

I have found the tutor to be extremely knowledgeable and experienced in her field, I also felt very welcome and supported by the whole class.

Previously I have completed several massage courses at Sutton Centre Community College. I also enjoyed these courses and used the massage techniques on friends and family.

Next I would like to attend a progression course in looking at 'Magical Unicorns' in more depth.



The Power of the Mind

Monday afternoon

Tutor – Elaine Brooker

In this course you will have the opportunity to explore the fascinating power of the mind. You will learn about hypnosis, past life regression, Neuro-Linguistic Programming, how to interpret your dreams through dream analysis, psychology and creative visualisation. You will discover the incredible potential of the mind to heal and how it can be harnessed in a positive way to maintain good health and well-being.

The Power and Relevance of the Bible Today

Monday evening

Tutors – Edward and Rachel Issitt

This course will help you to understand more of the Christian faith by looking at the Bible and its relevance to the world today. We will explore Christianity, the supernatural and who Jesus was. The Trinity will be a teaching aim; the Power of Prayer will be discussed and through debate, group work and short documentaries, you will have many opportunities to discover more about Christianity.

Miscellaneous Courses

Basic Dog Training

Wednesday evening

Tutor – Darren Kenworthy

This class is ideal for the dog owner who wants to learn about basic obedience and training. It will focus on areas like lead and heel work, the 'sit' command and how to recall your dog. It will also provide lots of handy tips to use on a day-to-day

basis, to get the best out of your canine companion. This practical class will take place in a large, safe indoor activity area, in a supportive environment. The only essential equipment will be your dog's lead. All owners/handlers will be responsible for their own dogs at all times.

Beyond Reasonable Doubt?

Thursday evening

Tutor – Angela Eskriett

A coloured fibre, dust, a cigarette butt, a dodgy-looking cheque and an irritatingly persistent fly... Upon such seemingly insignificant details, a person's future may be decided. Join us for a fun foray into the world of forensic science; learn how to process crime scenes, locate and preserve evidence, before analysing the clues the perpetrator left behind. Every contact leaves a trace. What will you discover? This new and exciting course is perfect for anyone with an interest in forensic science, whether new to or wishing to delve deeper into this fascinating field.

Gardening Skills – Practical Propagation

Monday afternoon, Monday evening

Tutor – David Harris

After wanting to know the name of a plant, the next most common question gardeners ask is 'How do I grow more of it?' This short informative, practical and fun course aims to develop everyone's propagation skills. No previous experience is necessary but you will need to complete a journal that demonstrates practice in a wide range of propagation methods. In addition to demonstration material you will be encouraged to share and swap seeds and plants whenever possible.

Murder (but Who-dun-it and Why?)

Tuesday evening

Tutors – Julie Dye and Lucy Glen

It's up to you to find out. A six week course in the basics of murder and criminology. Who commits murder and why? Are killers born bad, or is upbringing to blame? What motivates serial killers? How do the police investigate murder – Is it like on the TV? How do they apply profiling techniques to help them catch the 'perps'? Want to know? Then come along and find out!

The Magical Unicorns

Monday evening

Tutor – Tracy Bradley

The magical unicorns are now returning to guide us on our spiritual path. Raise your vibration to embrace the Unicorns' energy. Learn about Unicorns, how they help us and, using meditation skills, meet your Unicorn. A truly magical experience. No prior knowledge of the subject needed.



Skills for Independent Living (S4IL)

The Skills for Independent Living (S4IL) team are constantly exploring different ways to raise money to help enhance the quality of our learners lives.

On a very cold and wet day in June, S4IL staff embarked upon the 'Lyke Wake' walk!

This forty mile walk took 21 consecutive hours to complete. The North Yorkshire moors conditions were harsh and unrelenting.

I too joined the walk and can firmly testify that it was a gruelling and punishing quest.

All of us successfully survived and completed the walk and are in the process of planning to do it again! We raised the magnificent sum of just over £1200. Our heartfelt thanks to all who sponsored us, whom we appreciate greatly.

Skills for Life Courses – 'Bridging the Gap'

OCR National Tests (Level 1 and Level 2) English and Maths

We run small, friendly classes in English and Maths to support adults with a wide range of personal and professional goals.

Our 'Bridging the Gap' courses cater for adults whose ambition it is to promote better working prospects for themselves, those wishing to update their knowledge of English and Maths to

support children/grandchildren with homework and those simply wishing to update their own English and Maths skills.

We also support adults whose ambition might be to help children at school through our Childcare and Teaching Assistants courses, as well as those interested in the Centre's Working with People, Business and Management, Teacher Training and GCSE courses.

As some of Sutton Centre's vocational courses require a minimum entry standard we offer the following to support you through your chosen course:

English classes will include punctuation, grammar and spelling, comprehension, reading and writing skills.

Maths classes will include practical Maths, decimals, fractions, percentages, multiplication & division, ratio and area.

Before starting an English/Maths course you will be asked to complete an initial diagnostic assessment; this will assess your level and highlight areas for development.

All our classes work towards nationally recognised qualifications that are accredited by Oxford and Cambridge RSA Board.

Teacher Training and Teaching Support Courses

Teaching

There will be a short Skills Builder course for learners transferring from Level 3 to Level 4 on the PTLLS course.

6302 (New) – Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS)

For learners who work, or want to work as teachers/trainers in the Lifelong Learning Sector (LLS). It is mandatory for those wishing to enter teaching in the

FEATURED LEARNER

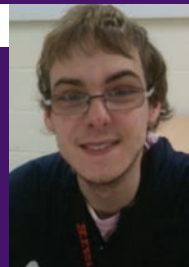
Jason Bates

Skills for Independent Living

Hi, my name is Jason. I currently attend courses on the Skills for Independent Living programme.

The courses that I have joined are Bricklaying, Painting & Decorating and Woodwork. I thoroughly enjoy all these courses and feel that they are giving me a good understanding of the Construction Industry. They have also improved my numeracy and problem solving skills. The courses have given me ideas and confidence that I can apply to my everyday life.

Next term I would like to continue courses similar to these to widen my knowledge and skill range even further.



regulated LLS in England. PTLLS is widely recognised as the standard for those beginning to teach in the non-regulated sector in England, as well as in other nations. It has a value of 12 credits. To achieve a full award at Level 3, 12 credits must be gained. To achieve a full award at Level 4, 9 of the 12 credits must be at Level 4.

You will be asked to attend an informal interview for this course

7305 (Level 4 & 5) Diploma in Teaching in the Lifelong Learning Sector (DTLLS) Year 1

This is offered to those learners who have completed the PTLLS and would like to continue to the DTLLS. This course comprises of Level 4 and Level 5 mandatory and optional units, but will be awarded at Level 5 on completion. It will have a total of 120 credits and will be completed over two years. The Diploma requires at least 150 hours of teaching practice. There will be a minimum of eight observations totalling a minimum of eight hours. You will be required to attend an informal interview for these courses.

Supporting Teaching and Learning

Introduction to Teaching Assistants

This course enables learners to progress to direct entry onto the CACHE Level 2 Certificate in Supporting Teaching & Learning in Schools during the following September. No school placement is required, as it is designed to allow learners to make personal decisions on whether supporting within the school environment is their chosen career choice. Tutor assessment is continual throughout the eight weeks and no portfolio of coursework has to be

submitted. Fully attending learners will be awarded a 'Certificate of Attendance' from the College upon completion.

Working with People Courses (including Childcare, Health & Social Care and Life Skills)

Childcare

NCFE Level 1 Working with Children

This qualification is an introduction to working with children in 'Early Years' settings such as play groups or school nursery classes. It is run over 14 weeks for three hours per week. A three hour placement with young children each week is essential. A reasonable level of literacy is required for this course.

Health and Social Care

NCFE Level 1 Award in Mental Health Awareness

This qualification is run over 8/12 weeks, 2/3 hours per week. Learners will develop their knowledge in relation to mental health and mental health issues. A reasonable level of literacy is essential.

OCN Level 1 and Level 2 Diet & Nutrition

This qualification is run over six weeks, two hours per week. Learners will develop their knowledge of the role of food in maintaining health and how to plan a healthy diet. A reasonable level of literacy is essential.

City & Guilds Level 1 Health and Social Care

This course is for 20 weeks at three hours per week. Learners will develop their knowledge of health and social care for children and adults and have an insight into the roles and responsibilities involved in a health and social care setting. A reasonable level of literacy is essential.

Life Skills

Level 2 Award in Security Guarding

This Level 2 course will open the door to employment in the private security industry. Interested in being a security guard in a shopping precinct or a building site? This could be the award for you.

Level 2 Award for Door Supervisors

This Level 2 Course is an essential requirement for candidates wishing to work in pubs, clubs and nightclubs.

The hours for both courses are designed to fit with the current rules for those in receipt of Job-Seekers Allowance. Courses are assessed both by the trainer and multiple choice exams. Courses require a good understanding of English – both written and spoken.

For either course people should telephone Linda Hill on 01623 405527 for more information and to book a place on an induction session.

Working With People

There will be an additional £5 per learner for a mandatory course handbook on the following CACHE courses.

CACHE Level 3 Certificate in Assessing Vocational Achievement

This qualification is intended for those who assess both occupational competence in the work environment and vocational skills, knowledge and understanding in environments other than the workplace. Learners are expected to attend three sessions, tutorials and work-based assessments by arrangement. Students must be qualified to a level higher than the level they will be assessing. Level 2 Literacy and Numeracy is a requirement for this course or be prepared to work towards.

CACHE Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice

This qualification is intended for those who maintain the quality of assessment from within an organisation or assessment centre. Learners will attend three sessions, tutorials and work-based assessments by arrangement. Students must be occupationally qualified in the relevant field they are quality assuring. Level 2 Literacy and Numeracy is a requirement for this course or be prepared to work towards.

CACHE Level 4 Award in Leading the Internal Quality Assurance of Assessment Processes and Practice

This qualification is intended for those who lead a team of internal quality assurance staff. Learners will attend three sessions, tutorials and work-based assessments by arrangement. Students must be occupationally qualified in the relevant field they are quality assuring and hold at least a quality assurance position. Level 2 Literacy and Numeracy is a requirement for this course or be prepared to work towards.

Makaton Workshop

Makaton is sign supported English and is a communication aid. Only the key words in a sentence are signed and we speak when we sign. Students will be introduced to basic Makaton signs and symbols and Core Vocabulary, such as basic animals, food and colours, as well as 'greetings' and finger spellings and counting 1 to 100.

Lip Readers Can Hear Better

If you are losing your hearing or wear a hearing aid, lip reading could help you. Come and see the shape and rhythm of speech, learn coping tactics and feel more confident. Other lip readers say "lip reading is a valuable part of coping with my hearing loss". Learn at your own pace and enjoy communicating in a group.

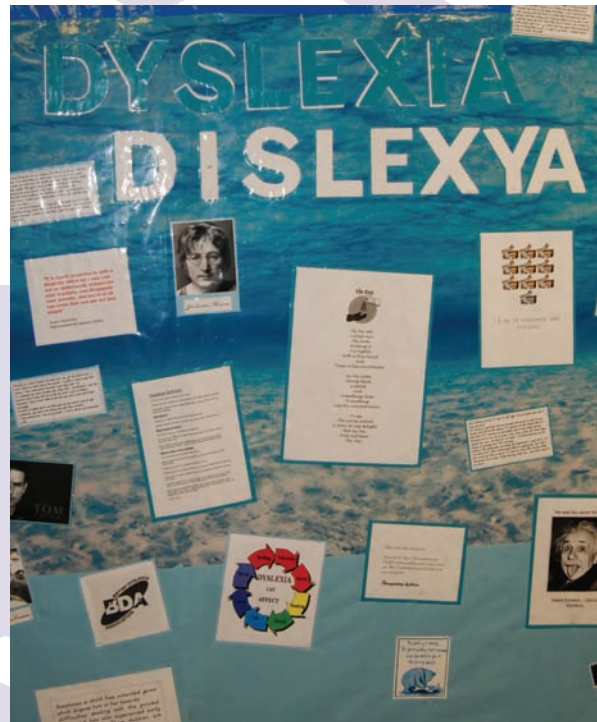
Workshops

Crafting for Kids

This workshop is for children's practitioners and/or interested parents who would like to learn crafting skills to do with children at work or home. Activities include marbling, clay modelling, jewellery making and much more. There will be a charge for materials used.

Jewellery Making

This workshop is for beginners who wish to learn to make stunning jewellery from their own designs. There will be a charge for any materials used.



Languages for the Early Years

This workshop is for children's practitioners and parents who are interested in supporting children's knowledge of the world through French and Spanish language activities. There will be a charge if any resources are requested for photocopying.

Makaton

This workshop is for those interested in developing their knowledge and practice of the Makaton signs and symbols. Activities will include signing the Makaton stages 1-8+, watching videos and DVDs, games, songs and rhymes, making signs and symbols, resources and other creative activities. Photocopies of the signs will be available at a cost of £2, additional photocopies of resources will be 5p per copy.

Sensory Gardening for Children

This workshop is for children's practitioners and/or parents who wish to develop gardening skills and knowledge to plan a sensory garden project with children. There will be a charge for any resources used.

Story Sacks

This workshop is for children's practitioners and parents who are interested in developing story sacks to support children's language, literacy and creative play. A wide range of resources are demonstrated and there is an opportunity to start a story sack resource. There will be a charge for the materials used.

Course Timetables

The following tables provide the day and time of courses, their start date, duration, fees and venue. The information is grouped to make it easier to find the details you need. **Examination/assessment fees are payable separately, prior to the examination being taken. The figures are based on the 2010/11 academic year and therefore will be subject to change. See page 4 for full fee details.**

If you require further assistance please contact the Adult Education Office on 01623 441310 or 442173.

Key: **PAYL** – Pay as You Learn (ie. pay weekly) § – SFA-funded Course
TBC – To Be Confirmed A – ACLS Course

Venue Abbreviations

APF: Ashfield Play Forum

ASCH: All Saints Centre, Huthwaite

CP: Centre Point

HC: Harwood Court

HLC: Huthwaite Leisure Centre

MH: Mill House

SACH: St Andrew's Church Hall

SC: Sutton Centre

TB: The Beeches

TP: The Poplars

TRP: Trinity Point

URC: United Reformed Church

Business	Course/Level		Day	Time	Start Date	No of Wks	Full Fee £	£ PAYL	Admin Fee £	Exam Fee £	Venue
	ILM Award in Management Level 5	§	Thu	6.00-9.00	02.02.12	15	135.00	9.00	5.00	121.00	SC
Computer and ICT	Computing for Beginners	A	Thu	9.30-11.30	02.02.12	8	40.00	5.00		n/a	ASCH
	Computing – Next Steps	A	Mon	1.00-3.00	30.01.12	8	40.00	5.00		n/a	SC
	Computing – Learn More	A	Tue	9.30-11.30	31.01.12	8	40.00	5.00		n/a	SC
	Computing – Learn More	A	Wed	1.00-3.00	01.02.12	8	40.00	5.00		n/a	ASCH
	Computing – Extra Steps	A	Fri	10.00-12.00	03.02.12	8	40.00	5.00		n/a	SC
	Creative Cards with Microsoft Publisher	A	Mon	10.00-12.00	16.04.12	3	15.00	5.00		n/a	SC
	Desktop Publishing – Tell Me About It	A	Thu	9.30-11.30	02.02.12	8	40.00	5.00		n/a	SC
	Digital Photography for Beginners	A	Mon	9.30-11.30	30.01.12	8	40.00	5.00		n/a	ASCH
	Digital Photography – Next Steps	A	Mon	1.00-3.00	30.01.12	8	40.00	5.00		n/a	SC
	Event Photography for Beginners	A	Fri	9.30-11.30	03.02.12	8	40.00	5.00		n/a	SC
	Event Photography – Next Steps	A	Fri	1.00-3.00	03.02.12	8	40.00	5.00		n/a	SC
	Family History Beginners Toolkit	A	Tue	9.30-11.30	31.01.12	8	40.00	5.00		n/a	SC
	Family History Workshop	A	Tue	1.00-3.00	31.01.12	8	40.00	5.00		n/a	SC
	Internet Shopping – Ebay/Paypal	A	Mon	10.00-12.00	23.01.12	3	15.00	5.00		n/a	SC
	Introduction to Animation	A	Wed	9.30-11.30	01.02.12	8	40.00	5.00		n/a	SC
Photography OCN Level 1	A	Thu	6.30-9.00	26.01.12	10	62.50	6.25	5.00		18.00	SC

PAYL: Pay As You Learn – spread your tuition cost over your course



Have you checked if you can get your course free?

	Course/Level	Day	Time	Start Date	No of Wks	Full Fee £	£ PAYL	Admin Fee £	Exam Fee £	Venue	
Computer and ICT	Photography OCN Level 2 – Landscape and Cityscape	A	Mon	6.30-9.00	23.01.12	10	62.50	6.25	5.00	18.00	SC
	Photographing the Human Form	A	Tue	9.30-11.30	31.01.12	8	40.00	5.00		n/a	SC
	Photoshop First Steps	A	Wed	7.00-9.00	01.02.12	8	40.00	5.00		n/a	SC
	Photoshop Next Steps	A	Thu	7.00-9.00	02.02.12	8	40.00	5.00		n/a	SC
	Photoshop Advanced Steps	A	Wed	7.00-9.00	01.02.12	8	40.00	5.00		n/a	SC
	Photo Story 3	A	Mon	10.00-12.00	20.02.12	3	15.00	5.00		n/a	SC
	PowerPoint First Steps	A	Wed	9.30-11.30	01.02.12	8	40.00	5.00		n/a	ASCH
	Print Journalism	A	Thu	1.00-3.00	02.02.12	8	40.00	5.00		n/a	SC
	Skype and Facebook	A	Mon	10.00-12.00	12.03.12	3	15.00	5.00		n/a	SC
	Word Processing Workshops	§	Mon	6.00-9.00	09.01.12	18	162.00	9.00		L1 12.70, L2 14.70 per unit	SC
	Word Processing Workshops	§	Tue	6.00-9.00	10.01.12	18	162.00	9.00		L1 12.70, L2 14.70 per unit	SC
Languages • Languages • Languages	Taster Courses Complete Beginners										
	French Taster	A	Fri	9.30-12.00	20.04.12	6	37.50	6.25		n/a	SC
	Spanish Taster	A	Wed	6.30-9.00	18.04.12	6	37.50	6.25		n/a	SC
	Turkish Taster	A	Tue	6.30-9.00	17.04.12	6	37.50	6.25		n/a	SC
	Italian Taster	A	Thu	6.30-9.00	19.04.12	6	37.50	6.25		n/a	SC
	Polish Taster	A	Mon	6.30-9.00	16.04.12	6	37.50	6.25		n/a	SC
	Beginners Entry 3 Single Award Part B										
	French Entry 3 Part B	§	Thu	6.30-9.00	01.03.12	12	90.00	7.50	5.00	14.75	SC
	German Entry 3 Part B	§	Mon	6.30-9.00	27.02.12	12	90.00	7.50	5.00	n/a	SC
	Italian Entry 3 Part B	§	Tue	6.30-9.00	28.02.12	12	90.00	7.50	5.00	n/a	SC
	Spanish Entry 3 Part B	§	Mon	6.30-9.00	27.02.12	12	90.00	7.50	5.00	n/a	SC
	Lower Intermediate L1 Single Award Part B										
	French	§	Thu	6.30-9.00	02.02.12	15	112.50	7.50	5.00	17.00	SC
	German	§	Tue	6.30-9.00	31.01.12	15	112.50	7.50	5.00	17.00	SC
	Spanish	§	Tue	6.30-9.00	31.01.12	15	112.50	7.50	5.00	17.00	SC

	Course/Level	Day	Time	Start Date	No of Wks	Full Fee £	£ PAYL	Admin Fee £	Exam Fee £	Venue
Beauty • Beauty	Children's Face Painting, Nail Art and Glitter Tattoos	A	Mon	10.00-12.00	30.01.12	8	40.00	5.00	n/a	SC
	Henna	A	Wed	6.30-8.00	01.02.12	6	30.00	5.00	n/a	SC
	Make Up, Basic	A	Mon	1.00-3.00	30.01.12	8	40.00	5.00	n/a	SC
	Make Up, Creative	A	Thu	1.00-3.00	02.02.12	8	40.00	5.00	n/a	URC
	Manicure and Pedicure	A	Tue	1.00-3.00	31.01.12	8	40.00	5.00	n/a	TRP
	Nail Art, Basic	A	Tue	10.00-12.00	31.01.12	8	40.00	5.00	n/a	TRP
	Spray Tanning	A	Mon	6.30-8.30	30.01.12	8	40.00	5.00	n/a	SC
	Spray Tanning	A	Fri	10.00-12.00	03.02.12	8	40.00	5.00	n/a	SC
	Waxing, Introduction to	A	Wed	6.30-8.30	01.02.12	8	40.00	5.00	n/a	SC
Complementary Therapies	Aromatherapy and Reflexology	A	Thu	10.00-12.00	02.02.12	8	40.00	5.00	n/a	SC
	Bach Flower Remedies and Hopi Ear Candling	A	Tue	10.00-12.00	31.01.12	8	40.00	5.00	n/a	SC
	Colour Therapy	A	Tue	1.00-3.00	31.01.12	8	40.00	5.00	n/a	URC
	Crystals – How to Work With Them	A	Wed	6.30-8.30	01.02.12	8	40.00	5.00	n/a	MH
	Crystal Therapy, Advanced	A	Tue	6.30-8.30	31.01.12	8	40.00	5.00	n/a	SC
	Energy Therapies	A	Thu	1.00-3.00	02.02.12	8	40.00	5.00	n/a	SC
	Reiki Level 1	A	Tue	12.30-2.30	31.01.12	6	30.00	5.00	n/a	TB
	Reiki Level 2	A	Tue	12.30-2.30	20.03.12	6	30.00	5.00	n/a	TB
	Reiki Advanced	A	Thu	6.30-8.30	02.02.12	6	30.00	5.00	n/a	TB
Reiki Level 3	A	Thu	6.30-8.30	22.03.12	6	30.00	5.00	n/a	TP	
Construction	Bricklaying for Beginners	A	Mon	6.30-8.30	30.01.12	8	40.00	5.00	n/a	SC
	Bricklaying Improvers	A	Thu	7.00-9.00	02.02.12	8	40.00	5.00	n/a	SC
	Bricklaying – New Challenges	A	Tue	7.00-9.00	31.01.12	8	40.00	5.00	n/a	SC
	Decorating (Step-by-Step)	A	Mon	6.30-8.30	30.01.12	8	40.00	5.00	n/a	SC
	Painting and Decorating	A	Thu	6.30-8.30	02.02.12	8	40.00	5.00	n/a	SC
	Plastering for Beginners	A	Mon	4.00-6.00	30.01.12	8	40.00	5.00	n/a	SC
	Plastering for Beginners	A	Tue	6.30-9.00	31.01.12	8	50.00	6.25	n/a	SC
	Plastering for Improvers	A	Mon	6.30-9.00	30.01.12	8	50.00	6.25	n/a	SC

PAYL: Pay As You Learn – spread your tuition cost over your course

	Course/Level	Day	Time	Start Date	No of Wks	Full Fee £	£ PAYL	Admin Fee £	Exam Fee £	Venue
Construction	Plastering for Improvers	A	Thu	6.30-9.00	02.02.12	8	50.00	6.25	n/a	SC
	Tiling, Floor	A	Tue	7.00-9.00	31.01.12	5	25.00	5.00	n/a	SC
	Tiling, Wall	A	Tue	7.00-9.00	13.03.12	5	25.00	5.00	n/a	SC
	Wallpapering	A	Wed	6.30-8.30	01.02.12	8	40.00	5.00	n/a	SC
	Woodwork Skills for Beginners	A	Tue	6.00-8.00	31.01.12	8	40.00	5.00	n/a	SC
Creative Arts	Painting and Drawing, Introduction to	A	Tue	12.30-2.30	31.01.12	8	40.00	5.00	n/a	SC
	Painting and Drawing for Beginners	A	Mon	12.30-2.30	30.01.12	8	40.00	5.00	n/a	ASCH
	Painting Portraits with Pastels	A	Mon	10.00-12.00	30.01.12	8	40.00	5.00	n/a	URC
	Watercolour Painting for the Impatient	A	Mon	1.00-3.00	30.01.12	8	40.00	5.00	n/a	URC
First Aid	Basic Life Support Adults	A	Mon	5.00-9.00	20.02.12	1	10.00	n/a	n/a	SC
	Basic Life Support Adults	A	Thu	5.00-9.00	19.04.12	1	10.00	n/a	n/a	SC
	Basic Life Support Babies/Child	A	Thu	5.00-9.00	01.03.12	1	10.00	n/a	n/a	SC
	Basic Life Support Babies/Child	A	Mon	5.00-9.00	16.04.12	1	10.00	n/a	n/a	SC
	Paediatric First Aid	A	Mon	6.00-9.00	27.02.12	6	45.00	7.50	n/a	SC
Food and Cookery	Cookery From Around the World	A	Wed	6.30-9.00	01.02.12	8	50.00	6.25	n/a	SC
	Food Safety Level 2	A	Sat	9.00-2.00	25.02.12	2	22.50	n/a	17.00	APF
	Food Safety Level 2	A	Mon	6.30-8.30	05.03.12	4	22.50	n/a	17.00	SC
	Food Safety Level 2	A	Sat	9.00-2.00	21.04.12	2	22.50	n/a	17.00	APF
	Sugarcraft Flowers	A	Mon	6.30-8.30	30.01.12	8	40.00	5.00	n/a	SC
	Party Cakes and Gateaux	A	Wed	6.30-8.30	01.02.12	8	40.00	5.00	n/a	SC
	Savoury Bakes	A	Thu	6.30-8.30	02.02.12	8	40.00	5.00	n/a	SC
	Sushi	A	Mon	6.30-8.30	30.01.12	6	30.00	5.00	n/a	SC
Home & Crafts	Biblical Quilt Blocks	A	Fri	10.00-12.00	03.02.12	8	40.00	5.00	n/a	SC
	Crochet, Further Steps	A	Thu	1.00-3.00	02.02.12	8	40.00	5.00	n/a	SC
	Dress Making, an Introduction	A	Tue	12.30-2.30	31.01.12	8	40.00	5.00	n/a	SC
	Dress Making, Next Steps	A	Mon	1.00-3.00	30.01.12	8	40.00	5.00	n/a	SC
	Floristry	A	Tue	10.00-12.00	31.01.12	8	40.00	5.00	n/a	ASCH

	Course/Level	Day	Time	Start Date	No of Wks	Full Fee £	£ PAYL	Admin Fee £	Exam Fee £	Venue
Home & Crafts	Flower Arranging Skills for Spring, Beginners/Intermediate	A	Thu	1.00-3.00	02.02.12	8	40.00	5.00	n/a	SACH
	Flowers for Spring, Modern Trends	A	Thu	10.00-12.00	02.02.12	8	40.00	5.00	n/a	SACH
	Jewellery for Beginners	A	Thu	6.30-8.30	02.02.12	8	40.00	5.00	n/a	SC
	Jewellery – Wire Work	A	Mon	6.30-8.30	30.01.12	8	40.00	5.00	n/a	SC
	Learn how to be a Fashion Designer	A	Fri	12.30-2.30	03.02.12	8	40.00	5.00	n/a	SC
	Make Your Own Soap and Bathtime Treats	A	Tue	6.30-8.30	31.01.12	8	40.00	5.00	n/a	SC
	Pattern Cutting, An Introduction	A	Tue	6.30-8.30	31.01.12	8	40.00	5.00	n/a	SC
	Pattern Cutting, Next Steps	A	Thu	6.30-8.30	02.02.12	8	40.00	5.00	n/a	SC
	Stained Glass Patchwork	A	Tue	1.00-3.00	31.01.12	8	40.00	5.00	n/a	SC
	Stitch and Flip Patchwork	A	Tue	6.30-8.30	31.01.12	8	40.00	5.00	n/a	SC
Movement, Dance & Fitness	Chiball	A	Thu	10.45-12.15	23.02.12	8	30.00	3.75	n/a	HLC
	Latin In-line Dancing	A	Wed	1.00-2.30	22.02.12	8	30.00	3.75	n/a	APF
	Pilates Beginners	A	Tue	1.00-2.30	21.02.12	8	30.00	3.75	n/a	ASCH
	Pilates Next Steps	A	Mon	1.00-2.30	20.02.12	8	30.00	3.75	n/a	HLC
	Qi Gong Movement	A	Thu	1.00-2.30	23.02.12	8	30.00	3.75	n/a	HLC
	Tai Chi Beginners	A	Wed	7.30-8.30	22.02.12	8	20.00	2.50	n/a	SC
	Tai Chi Improvers	A	Wed	6.30-7.30	22.02.12	8	20.00	2.50	n/a	SC
	Tai Chi Beginners	A	Fri	1.00-3.00	24.02.12	8	40.00	5.00	n/a	APF
	Yoga	A	Wed	6.30-8.00	22.02.12	8	30.00	3.75	n/a	SC
	Tai Chi Advanced	A	Mon	7.00-9.00	20.02.12	8	40.00	5.00	n/a	SC
Music & Drama	Acting Skills	A	Wed	6.30-8.30	01.02.12	8	40.00	5.00	n/a	SC
	Drumkit for Beginners	A	Mon	6.30-8.30	30.01.12	8	40.00	5.00	n/a	SC
	Guitar Playing, Improving Initial	A	Mon	6.30-8.30	30.01.12	8	40.00	5.00	n/a	SC
	Guitar Playing, Intermediate	A	Thu	6.30-8.30	02.02.12	8	40.00	5.00	n/a	SC
	Performing Arts and Theatre Craft	A	Tue	6.30-8.30	31.01.12	8	40.00	5.00	n/a	SC
	Presenting to the Public	A	Thu	6.30-8.30	02.02.12	8	40.00	5.00	n/a	SC
	School of Rock	A	Wed	6.30-8.30	01.02.12	8	40.00	5.00	n/a	SC

PAYL: Pay As You Learn – spread your tuition cost over your course

Music	Course/Level	Day	Time	Start Date	No of Wks	Full Fee £	£ PAYL	Admin Fee £	Exam Fee £	Venue	
	The Zen of Singing	A	Tue	6.30-8.30	31.01.12	8	40.00	5.00	n/a	SC	
Personal Development	2012 and Beyond	A	Mon	6.30-8.30	30.01.12	8	40.00	5.00	n/a	SC	
	Angel Card Reading – For Personal Use	A	Tue	1.00-3.00	31.01.12	8	40.00	5.00	n/a	MH	
	Angelic Spiritual Awareness	A	Mon	12.30-2.30	30.01.12	8	40.00	5.00	n/a	TB	
	Astrology OCN Level 2	A	Mon	6.30-8.30	30.01.12	12	60.00	5.00	18.00	SC	
	Auras – Colours and Their Meanings	A	Fri	10.00-12.00	03.02.12	8	40.00	5.00	n/a	MH	
	Counselling OCN	A	Wed	6.30-8.30	01.02.12	12	60.00	5.00	5.00	18.00	SC
	Counselling OCN	A	Wed	12.30-2.30	01.02.12	12	60.00	5.00	5.00	18.00	URC
	Divination – Seeing the Future	A	Wed	1.00-3.00	01.02.12	8	40.00	5.00	n/a	SC	
	Further Spiritual Development	A	Fri	12.30-2.30	03.02.12	8	40.00	5.00	n/a	TP	
	Interview Skills	A	Mon	6.30-8.30	30.01.12	8	40.00	5.00	n/a	SC	
	Meditation Improvers	A	Wed	6.30-8.30	01.02.12	8	40.00	5.00	n/a	TP	
	Meditation	A	Thu	12.30-2.30	02.02.12	8	40.00	5.00	n/a	HC	
	Mysteries and Conspiracy Theories	A	Thu	6.30-8.30	02.02.12	8	40.00	5.00	n/a	SC	
	Personal Growth and Development	A	Mon	10.00-12.00	30.01.12	8	40.00	5.00	n/a	TRP	
	Psychic and Spiritual Development	A	Wed	10.00-12.00	01.02.12	8	40.00	5.00	n/a	SC	
	The Law of Attraction	A	Wed	6.30-8.30	01.02.12	8	40.00	5.00	n/a	SC	
	The Power of the Mind	A	Mon	1.00-3.00	30.01.12	8	40.00	5.00	n/a	SC	
The Power and Relevance of the Bible Today	A	Mon	6.30-8.30	16.04.12	8	40.00	5.00	n/a	SC		
Miscellaneous	Basic Dog Training for Beginners	A	Wed	6.30-8.30	01.02.12	5	25.00	5.00	n/a	SC	
	Beyond Reasonable Doubt?	A	Thu	6.30-8.30	02.02.12	8	40.00	5.00	n/a	SC	
	Gardening Skills – Practical Propagation	A	Mon	6.30-8.30	30.01.12	8	40.00	5.00	n/a	SC	
	Gardening Skills – Practical Propagation	A	Mon	12.30-2.30	30.01.12	8	40.00	5.00	n/a	HC	
	Magical Unicorns	A	Mon	6.30-8.30	30.01.12	8	40.00	5.00	n/a	MH	
	Murder (but Who Dun-it and Why?)	A	Tue	6.30-8.30	31.01.12	6	30.00	5.00	n/a	SC	

Skills 4 Life	Course/Level	Day	Time	Start Date	No of Wks	Full Fee £	£ PAYL	Admin Fee £	Exam Fee £	Venue	
	English	§	Tue	9.30-11.30	10.01.12	15	FREE	n/a	5.00	n/a	SC
Maths	§	Tue	1.00-3.00	10.01.12	15	FREE	n/a	5.00	n/a	SC	
Maths	§	Wed	1.00-3.00	11.01.12	15	FREE	n/a	5.00	n/a	SC	
Maths	§	Fri	1.00-3.00	13.01.12	15	FREE	n/a	5.00	n/a	SC	
Teacher Training & Support	Introduction to Teaching Assistants	A	Mon	6.00-8.00	30.01.12	8	40.00	5.00	n/a	SC	
	Introduction to Teaching Assistants	A	Mon	6.00-8.00	16.04.12	8	40.00	5.00	n/a	SC	
	Introduction to Teaching Assistants	A	Thu	9.30-11.30	02.02.12	8	40.00	5.00	n/a	SC	
	Introduction to Teaching Assistants	A	Thu	12.30-2.30	19.04.12	8	40.00	5.00	n/a	SC	
	PTLLS 6302 New	§	Wed	6.00-9.00	01.02.12	25	225.00	9.00	5.00	n/a	SC
	PTLLS 6302 New	§	Tue	6.00-9.00	31.01.12	25	225.00	9.00	5.00	n/a	SC
	DTLLS YR 1 7305* (must have PTLLS)	§	Tue	1.00-4.00	21.02.12	25	225.00	9.00	5.00	212.40	SC
Working With People	Award in Door Supervision Level 2	A	Mon & Tue	9.30-5.00	30.01.12 & 31.01.12	4.5 days over two weeks			5.00	320.00	SC
			Mon	9.30-12.30	06.02.12						APF
			Wed & Thu	9.30-5.00	08.02.12 & 09.02.12						
	Award in Security Guarding Level 2	A	Mon & Tue	9.30-5.00	30.01.12 & 31.01.12	4 days over two weeks			5.00	280.00	SC
			Mon & Tue	9.30-5.00	06.02.12 & 07.02.12						
	CACHE L3 Certificate in Assessing Vocational Achievement	§	Wed	6.00-9.00	22.02.12	9	320.00	36.00	5.00	85.00	SC
	CACHE L4 Award in the Internal Quality Assurance of Assessment Processes and Practices	§	Mon	6.00-9.00	20.02.12	8	320.00	40.00	5.00	50.00	SC
	CACHE L4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices	§	Mon	6.00-9.00	20.02.12	8	320.00	40.00	5.00	85.00	SC
	City & Guilds L1 Certificate in Health and Social Care	§	Mon	9.30-12.30	30.01.12	20	180.00	9.00	5.00	65.00	SC
City & Guilds L1 Certificate in Health and Social Care	§	Mon	6.00-9.00	30.01.12	20	180.00	9.00	5.00	65.00	SC	
Lip Reading	A	Mon	6.00-8.00	20.02.12	8	40.00	5.00	5.00	n/a	SC	

Working With People	Course/Level	Day	Time	Start Date	No of Wks	Full Fee £	£ PAYL	Admin Fee £	Exam Fee £	Venue	
	NCFE L1 Working With Children	A	Mon	9.30-12.30	20.02.12	14	126.00	9.00	5.00	38.00	SC
	NCFE L1 Working With Children	A	Mon	6.00-9.00	20.02.12	14	126.00	9.00	5.00	38.00	SC
	NCFE L1 Award in Mental Health Awareness	§	Mon	12.45-2.45	20.02.12	12	72.00	6.00	5.00	21.00	SC
	NCFE L1 Award in Mental Health Awareness	§	Tue	6.00-9.00	21.02.12	8	72.00	9.00	5.00	21.00	SC
	NOCN L2 Diet and Nutrition	A	Mon	9.30-11.30	30.01.12	6	30.00	5.00	5.00	18.00	SC
	NOCN L2 Diet and Nutrition	A	Mon	9.30-11.30	19.03.12	6	30.00	5.00	5.00	18.00	SC
	NOCN L2 Diet and Nutrition	A	Thu	6.00-8.00	23.02.12	6	30.00	5.00	5.00	18.00	SC
NOCN L2 Diet and Nutrition	A	Thu	6.00-8.00	19.04.12	6	30.00	5.00	5.00	18.00	SC	
Workshops • Workshops	Crafting For Kids	A	Fri	10.30-2.30	09.03.12	1	10.00	n/a	n/a	n/a	SC
	Crafting For Kids	A	Mon	6.00-8.00	19.03.12	2	10.00	5.00	n/a	n/a	SC
	Crafting For Kids	A	Fri	10.30-2.30	23.03.12	2	10.00	5.00	n/a	n/a	SC
	Jewellery Making (£5 resource charge per workshop)	A	Fri	10.30-2.30	24.02.12	1	10.00	n/a	n/a	n/a	SC
	Jewellery Making (£5 resource charge per workshop)	A	Fri	10.30-2.30	03.02.12	1	10.00	n/a	n/a	n/a	SC
	Languages For Early Years	A	Mon	12.30-2.30	12.03.12	2	10.00	5.00	n/a	n/a	SC
	Languages For Early Years	A	Mon	6.00-8.00	12.03.12	2	10.00	5.00	n/a	n/a	SC
	Makaton Workshop (£2 resource charge per workshop)	A	Wed	6.00-8.00	01.02.12	2	10.00	5.00	n/a	n/a	SC
	Makaton Workshop (£2 resource charge per workshop)	A	Fri	10.00-12.00	03.02.12	2	10.00	5.00	n/a	n/a	SC
	Makaton Workshop (£2 resource charge per workshop)	A	Fri	10.00-12.00	24.02.12	2	10.00	5.00	n/a	n/a	SC
	Sensory Gardening For All	A	Mon	6.00-8.00	16.04.12	2	10.00	5.00	n/a	n/a	SC
	Sensory Gardening For All	A	Tue	6.00-8.00	07.02.12	2	10.00	5.00	n/a	n/a	SC
	Story Sacks	A	Mon	9.30-11.30	20.02.12	2	10.00	5.00	n/a	n/a	SC
	Story Sacks	A	Mon	6.00-8.00	19.03.12	2	10.00	5.00	n/a	n/a	SC

NOTES

Regulations

- 1 The right is reserved by the College to refuse, on educational or disciplinary grounds, to admit a student to any particular course, or to remove a student from a course.
- 2 Students are responsible for providing their own text books, writing materials, stationery, paints, brushes, timber, metal etc. Where the College supplies materials for purchase, these must be paid for at the time of purchase.
- 3 No smoking is allowed on the premises, including open outdoor spaces within the College boundaries or within 30 metres of the College site.
- 4 No responsibility is accepted for students' property. Any articles found should be handed to the group tutor or the Adult Education Office – losses should be similarly reported.
- 5 Vehicles must be parked in the places specified and parking is at the owner's risk. Vehicle owners are responsible for any parking fines or other sanctions arising from the College's parking regulations.
- 6 Students attending courses involving physical activities are advised to consult with their General Practitioner prior to registration.
- 7 Students must acquaint themselves with and be prepared to act upon the Emergency Fire Drill Regulations in consultation with their tutors and/or Head of Centre. Students must participate in the College's Health and Safety arrangements for themselves and other College users.

- 8 It is the responsibility of all students wishing to enter for any examination(s) to acquaint themselves with the preliminary entry procedures, detailed arrangements and special instructions which are published from time to time on the notice boards outside the Adult Education Office in Main Reception. The College staff will do their utmost to assist and advise but they can in no way be held responsible for incorrect, late or non-entries. Late entries will not be accepted and responsibility for correct entry rests with the individual student.
- 9 No class will be permitted to commence unless at the discretion of the College a sufficient number of students have been registered and enrolled. The College reserves the right to close the class if the number of students does not justify its continuance, or for any other reason.
- 10 The fees shown are a guide only and the fee payable would be that which applies on the date of the commencement of the course. The College reserves the right to increase fees at the beginning of any term. Up to date information regarding course fees is available from the Adult Education Office. Fees payable for externally accredited courses for registration, assessment, examination and accreditation are set by the awarding bodies and are subject to change as determined by them. Any student who has not fully paid their fees due for their course will have their certification withheld by the College until the fees due are fully paid.
- 11 This prospectus is issued without prejudice to the right of the College without further notice to make such modifications to the information contained herein as the College considers necessary.

Complaints Procedure

A copy of the complaints procedure to follow, should you wish to raise any concerns or issues about your learning experience at the College, may be obtained from the Adult Education Office.

Bullying & Harassment

The College does not accept any form of bullying, harassment or intimidation against any of its learners or staff. If you feel that you have experienced bullying, harassment or intimidation during your learning experience, please follow the complaints procedure above.

Policy Statements

Equality and Diversity: Nottinghamshire County Council is committed to providing equality and quality services to all the people it serves. To this end the Council aims to promote equality of access to the use of its services and facilities.

Further details of the Council's policy on equality and diversity may be obtained from the Adult Education Office at the College.

Inclusive Learning: Sutton Centre Community College is an inclusive learning establishment and is committed to making learning opportunities available to all students whatever their circumstances, ability or prior level of education and training.

Further details of the College's policy on equal opportunities may be obtained from the Adult Education Office at the College.

Adult Course Guide

HIGH QUALITY EDUCATION AND TRAINING FOR THE WHOLE COMMUNITY

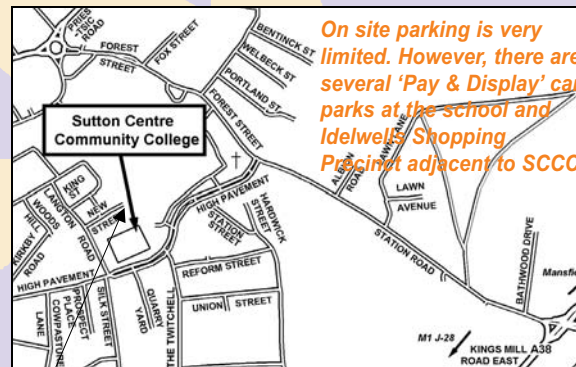


Registration From Monday 9 January 2012

**For further information contact:
Adult Education Office
Sutton Centre Community College
High Pavement
Sutton-in-Ashfield
Notts NG17 1EE**

Telephone: 01623 441310 or 442173

Website: www.suttoncentre.co.uk



These courses are provided in partnership with Nottinghamshire County Council.

Funded by
Skills Funding Agency

Visit our website www.suttoncentre.co.uk