

Adult Education Courses

Access to Adult Education 2011/12

Local Lifelong Learning

Your **FREE** guide to 100s of full and part-time courses
across the Wakefield district

Celoživotní vzdělávání ve středisku nedaleko od vás

Lifelong Learning w centrum blisko Ciebie

فیربوونیک بو دریژہی ژیان له بنکھیهکی نزیکی خوت

یادگیری برای همه عمر در مرکزی در نزدیکی شما

آپ کے لریب ہی سو کورسین عمر بھر کے لئے تعلیم

**COURSES MAY
BE FREE
PLEASE ASK!**

www.wakefield.gov.uk

wakefieldcouncil
working for you



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Welcome to our course guide 2011/12

Welcome to Adult and Community Learning in the Wakefield District. Our courses and programmes offer a wide choice of curriculum for local people. Courses and qualifications are delivered in community centres, schools, children's centres and on employer premises.

You can find out what is available in three ways: this brochure, our website or by contacting one of the centres to discuss your needs with a member of the centre support team.

There are many ways we can support you to access learning including financial help in some circumstances. Please contact your local centre

for more details.

Cost should not be a barrier to participation: if you need help, please ask for it.

We hope you find your learning with us enjoyable and successful. Help us to improve our provision by giving us feedback. You can do this in several ways - through your centre, through the learner survey in your centre or on-line or through focus groups along with other learners. Your views really do matter to us.

Stephen Crofts
Service Manager Adult & Community Learning

Equal Opportunities

We are committed to ensuring that all members of the community have equal access to our programmes and an equal chance to succeed within them.

We believe that qualities such as sex, race, age, disability, sexual orientation, social status, or previous educational experience should not affect people's capacity to benefit from adult education.

We take active steps through a range of centres and other partners to involve learners from under-represented groups. We also seek to support access to our provision through, for example, our charging policy, some crèche provision and through improving access for disabled people.

GCSE Assessment Days

Anyone considering a GCSE English or Maths course for 2011-12 you must attend an assessment session.

Manygates

GCSE Assessment - MATHS

Tuesday 6 September - 6pm - 9pm

Wednesday 7 September - 6pm - 9pm

Thursday 8 September - 9.15am - 12.15pm

Five Towns

GCSE Assessment - MATHS

Tuesday 6 September - 9am - 12pm

Minsthorpe

GCSE Assessment - MATHS

Thursday 8 September - 9.15am - 12.15pm

Manygates

GCSE Assessment - ENGLISH

Tuesday 6 September - 6pm - 9pm

Thursday 8 September - 9.15am - 12.15pm

Five Towns

GCSE Assessment - ENGLISH

Tuesday 6 September - 1pm - 4pm

Course information events



The following centres will be open on the dates shown between 2.30pm to 7.30pm for you to call in and find out more about the courses offered and meet the tutors.

Date	Where	Address
6 September 2011	ST LUKES CHURCH HALL	Carlton Road, South Elmsall, Pontefract WF9 2QQ
7 September 2011	FIVE TOWNS RESOURCE & TECHNOLOGY CENTRE	Welbeck Street, Castleford WF10 1DP
8 September 2011	MANYGATES ADULT EDUCATION CENTRE	Manygates Lane, Sandal, Wakefield WF2 7DQ

Preparation for Life and Work

Visit: www.wakefield.gov.uk/adulteducation
 email: ACES@wakefield.gov.uk

FREE English and Maths skills for life classes (excluding GCSE for over 24's) to help you improve your personal and employability skills.

For Course details and dates of interview and initial assessment sessions please telephone your local centre or contact Tammy Marley on **01924 303358**.

Skills for Life Assessment Sessions in Literacy, Numeracy and ESOL

Centre Information - Week commencing 1 September 2011

Monday	Tuesday	Wednesday	Thursday	Friday
			1 September	2 September
			Literacy / Numeracy ST GEORGE'S 9.00am-12.00pm	Literacy / Numeracy ST MARY'S 9.00am-4.00pm
5 September	6 September	7 September	8 September	9 September
ESOL MANYGATES 9.30am-3.30pm	Literacy / Numeracy KINSLEY 9.00am-12.00pm	ESOL AGBRIGG 9.00am-12.00pm	ESOL MANYGATES 9.30am-3.30pm	ESOL ST MARY'S 9.00am-3.00pm
Literacy / Numeracy AIREDALE 9.00am-12.00pm	Literacy / Numeracy MANYGATES 9.00am-4.00pm	Literacy / Numeracy FIVE TOWNS 9.00am-4.00pm	Literacy / Numeracy CHESNEYS 9.00am-3.00pm	Literacy / Numeracy FIVE TOWNS 9.00am-12.00pm
ESOL ST GEORGE'S 10.00am-1.00pm	ESOL AGBRIGG 6.00pm-9.00pm	Literacy / Numeracy ST SWITHUN'S 9.00am-12.00pm	Literacy / Numeracy MANYGATES 9.30am-3.30pm	Literacy / Numeracy ST SWITHUN'S 12.00pm-3.00pm
	Literacy / Numeracy HAVERCROFT 1.00pm-4.00pm	ESOL MANYGATES 9.30am-3.30pm	Literacy / Numeracy SOUTH ELMSALL 9.30am-3.00pm	ESOL ST SWITHUN'S 9.30am-3.30pm
		Literacy / Numeracy SOUTH KIRKBY 9.30am-3.00pm		
		ESOL SOUTH KIRKBY 9.30am-3.00pm		

How to join a class

How to enrol

For up to date details of courses on offer from the Adult and Community Learning Centres in the Wakefield District, you can visit our website at www.wakefield.gov.uk/adulteducation

- 1 Decide on the course you are interested in, see the course listings in this brochure. If an "I" or an "A" appears in the assessment column you will need to arrange to attend for an interview or an assessment at your chosen Centre.
- 2 Contact your chosen centre for a course information leaflet or look online.
- 3 Complete an enrolment form - available via your chosen centre.
- 4 Return the completed and signed enrolment form to your chosen centre in person or by post together with the correct fee for the course if applicable or evidence of eligible benefits (see opposite.)
- 5 You can pay by cash, cheque or visa.

Preference will be given to local Wakefield district residents when a course is oversubscribed.

Not all courses are available for 16-18 year olds. Please check with your centre at enrolment.

GOOD NEWS

NVQ Level 3 Business & Administration

Amanda Gibbons - *new job*

Amanda Gibbons of South West Yorkshire Mental Health Trust (SWYMHT) successfully completed her NVQ Level 3 in Business and Administration in September 2010. Completing this qualification gave Amanda the final 'push' to apply for a new job working as a Personal Assistant to the Professor of Child Health at Leeds General Infirmary. Amanda has taken up her new post and is hoping this will provide her with some exciting new opportunities and challenges to develop her own skills and abilities.

Well done Amanda



Fees

- Are listed under the entry for each course
- Usually includes 1 exam attempt
- Exam fee plus £10 admin fee will be charged for each re-sit
- Specific courses have additional fee or registration charges. Please check with your chosen centre or course information leaflet.
- Unemployed learners on state benefits wanting to enter employment
- 16 - 18 year old learners studying a vocational course
- Those people who are on Job Seekers Allowance (JSA) or Employment Support Allowance (ESA) in the Work Related Activity Group

Art and Craft Courses

Some Art and Craft courses make an additional small charge for basic resources used in class. Please refer to the relevant course information leaflet for additional charges or ask your chosen centre.

Fee remission - Free courses

Course fees are not charged (full fee remission) in 2011/12 for:

- Learners of all ages studying for their first full Level 2 qualification
- 19-24 year olds studying for their first full Level 3 qualification
- Level 3 "jumpers" of all ages (those taking a full Level 3 without having a full Level 2 qualifications)
- Learners without a full Level 2 studying an Entry or Level 1 qualification (excluding ESOL)
- Learners studying literacy and numeracy qualifications, excluding GCSEs
- 19-24 years studying Maths or English GCSE

- Learners who are over 60, studying a non vocational course (marked NV in course title) and in receipt of a means tested benefit listed below:

- Income Support
- Council Tax benefit
- Housing benefit or local housing allowance
- Pension Guarantee Credit
- Working Tax Credit
- An unwaged dependent of one of those listed above

Please bring in your official benefits documents when you enrol. If you posted photocopies earlier we need to see the originals before the start of your course.

You may be eligible for fee remission or help with course fees and other costs of learning.

There is a learner support fund which may cover some or all of the costs related to your course if you have a proven low income. Ask your centre for details and an application form

English for Speakers of Other Languages (ESOL) - Fee Charges

For all ESOL learners, the following charges will apply:

- Learners who enrol for a full year course in the autumn term (3 terms) = £195
- Learners who enrol for a course in the spring term (2 terms) = £130
- Learners who enrol for a course in the summer term (1 term) = £65

Additional Learning Support

Wakefield Adult and Community Education Service (ACES) is committed to supporting all learners to succeed in their chosen course and additional learning support is available for all learners on qualification based courses - please speak to the course tutor or centre organiser to arrange. If you are attending a creative or leisure course please note the service is no longer able to provide specialist support but continues the commitment to offer general support with a member of non-teaching staff or volunteer, when possible.

ACES Support for employers

Wakefield Adult and Community Education Service (ACES) is able to offer employers a range of opportunities designed to help them through the recruitment and training process.

We offer:

- Learners looking for work experience placements with employers
- Learners and potential apprentices looking for employment and can help match your vacancies
- Specific pre-employment training for our learners or your applicants so you know people are ready for interview
- Health and Safety checks by our Institute of Safety and Health (IOSH) trained staff so you know your premises are likely to be appropriate for our learners
- Organisation Training Needs Analysis so you know your best training options
- **FREE** support for employees who are at risk of redundancy
- **FREE** Information Advice and Guidance (IAG) service for employees
- **FREE literacy and numeracy courses**

We have previously and are currently using Wakefield's Adult Education training for our workforce NVQ training. We are very happy with the progress that is being made, the assessors assist in any way possible and are always to hand if needed. We shall look forward to using the service again when needed in the future. **EMPLOYER QUOTE**

Training for your employees

Workplace learning

Vocational Qualifications

- Business Administration Levels 1, 2 & 3
- Customer Service Levels 1,2 & 3
- ILM Team Leading Level 2, ILM Management Level 3 Diploma
- Health and Social Care Level 2 and Level 3 Diplomas
- Waste Management NVQ Levels 1 and 2
- Children and Young People's Workforce Level 2 Certificate and Level 3 Diploma
- Teaching Assistants - Supporting Teaching and Learning in Schools Levels 2 and 3

Apprenticeship Qualifications

We can offer integrated Apprenticeship qualifications at Intermediate Level 2 in:

- Business Admin
- Childcare
- Customer Service
- Fitness Instructing
- Health & Social Care...and others.

Workplace Essential Skills

- Maths and English Qualifications

Teaching and Assessing Qualifications for the Workplace

- Preparing to Teach in the Lifelong Learning Sector City & Guilds 7303
- Certificate in Teaching in the Lifelong Learning Sector City & Guilds 7304
- Assessor and Internal Verifier's Awards

Computer Courses for the Workplace

- Introduction to Computers
- Word, Excel and Access Level 2 Intermediate

Company Training and Staff Development Advice

- Information Advice and Guidance (IAG) for individuals

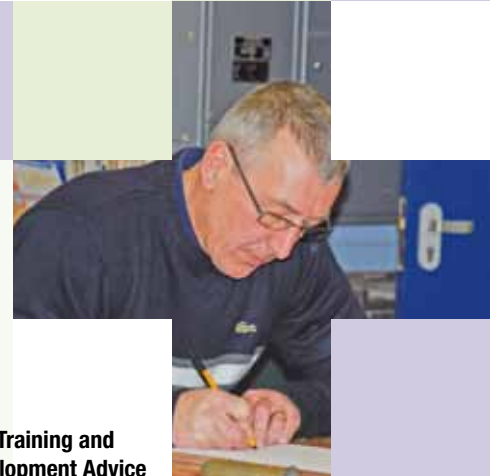
We also offer a wide range of accredited courses in Health and Safety for the Workplace

For funding advice and further information contact:

Denis Jones
Business Support Adviser
Manygates Education Centre
Manygates Lane
Wakefield WF2 7DQ

Tel: 01924 303301 / 07833 611398

Email: denisjones@wakefield.gov.uk



We have placed a lot of staff on various training courses and found them very informative. All staff at the Resource Centre are helpful and deal with any problems we may have.

EMPLOYER QUOTE



Sign up now for an adult education course at a centre near you!

Centre contact information

Centre Name	Centre Address	Centre Co-Ordinator	Tel number	E Mail Address
Agbrigg & Belle Vue Community Centre	Montague Street, Agbrigg Wakefield WF1 5BB	Linda Misselbrook	01924 303302	manygates@wakefield.gov.uk
The Airedale Centre	The Square, Airedale, Castleford WF10 3JJ	Jane Carter	01977 724040	Airedalelibrary2@wakefield.gov.uk
Chesneys Centre	Regent Street, Featherstone, Pontefract WF7 5EW	Mandy McLoughlin	01977 723484	chesneys@wakefield.gov.uk
Crofton High School	High Street, Crofton Wakefield WF4 1NF	Pat Shepherd	01924 303940	Pat.shepherd@croftonhigh.wakefield.sch.uk
Eastmoor Community Project Ltd St Swithun's Community Centre	Arncliffe Road, Eastmoor Wakefield WF1 4RW	Christine Bann	01924 361212	info@stswithuncentre.org.uk
Five Towns Resource & Technology Centre	Welbeck Street, Castleford WF10 1DP	Sue Watton	01977 723940	fivetowns@wakefield.gov.uk
The Freeston Business & Enterprise College	Favell Avenue, Normanton WF6 1HZ	Lorraine Walters	01924 302565	lwalters@freestonbec.com
Havercroft & Ryhill Community Learning Centre	Mulberry Place, Ryhill Wakefield WF4 2BD	Faith Heptinstall	01226 727824 Text 07501 492079	info@havercroftcentre.com You can now find us on Facebook! www.havercroftcentre.com
Hemsworth Arts & Community College	Station Road, Hemsworth Wakefield WF9 4HW	Joanne Hopes	01977 624246	adulthood@hemsworth.wakefield.sch.uk
Horbury School A Specialist Language College	Wakefield Road, Horbury Wakefield WF4 5HE	Linda Etherington	07850 518013	adulthood@horbury.wakefield.sch.uk
Kettlethorpe High School Community Learning Centre	Standbridge Lane, Sandal Wakefield WF2 7EL	Eddie McLafferty	01924 229071	info@khscl.co.uk
Kinsley & Fitzwilliam Community Resource Centre	Wakefield Road, Kinsley Pontefract WF9 5BP	Michelle Rayner	01977610931	mrayner@kinsley-fitzwilliam.org.uk You can now find us on Facebook!
Manygates Adult Education Centre	Manygates Lane, Sandal Wakefield WF2 7DQ	Andrea Benson	01924 303302	manygates@wakefield.gov.uk
Minsthorpe Community College	Minsthorpe Lane, South Elmsall Pontefract WF9 2UJ	Carol Bostock	01977 609228	adulthood@minsthorpe.wakefield.sch.uk
Manygates Village Centres	Various venues throughout the district	Linda Misselbrook	01924 303302	manygates@wakefield.gov.uk
Ossett School & Sixth Form College	Storr's Hill Road, Ossett Wakefield WF5 0DG	Maxine Smith	01924 232850	msmith@ossett.wakefield.sch.uk
St George's Community Centre	Broadway, Lupset Wakefield WF2 8AA	Lesley Wagstaff	01924 369631	Wayne.kelly@stgeorgeslupset.org.uk
St Mary's Community Centre	The Circle, Chequerfield Pontefract WF8 2AY	Julie Carritt	01977 705341	juliecarritt@yahoo.co.uk
South East Venues	Various venues throughout the district	Mandy McLoughlin	01977 723484	chesneys@wakefield.gov.uk

GOOD NEWS

First Steps - IT Course, Next Steps A new job for Hayley Townend

Hayley enrolled on the First Steps in IT course at Airedale Library and Learning Centre in September.

At the first session Hayley said she was joining the class to try and catch up with her daughter who uses the PC at home for her school work. Hayley said she had no idea of how to use it herself before she came to the class and felt that she didn't want to be left behind in the 21st century. After a couple of sessions Hayley soon picked up the basic mouse and keyboard skills and her confidence grew. In fact due to her increased confidence Hayley decided to use her new skills to apply for a job as a Centre Assistant at the Five Towns Centre through the Future Job Fund. Although she was nervous about going for the interview and thought the other candidates may have more IT skills than her she was successful in the interview and got the job - which was fantastic news.

Since then Hayley has enrolled on the Next Steps in IT course and her Word Processing skills are really developing. Hayley really enjoys her classes and at one session said she wished the class was all day as she loves using the PC so much. Fortunately her new employers are enabling Hayley to continue with her studies so she can complete her IT qualification and improve her IT and work skills.

Well done Hayley,

Tutor Gilly Asbery is really proud of her learner's achievements.

**COURSES MAY BE
FREE
PLEASE ASK!**

Village Centre Venues

For all courses at these venues contact Manygates Adult Education Centre

Ashtree Childrens Centre, Smawthorne Henry Moore Primary School, Ashton Road, Castleford

Balne Lane Centre, Balne Lane, Wakefield

Common Road School, South Kirkby, Pontefract

Lawefield Lane School, Lawefield Lane, Wakefield

Michaelmas Childrens Centre, Flanshaw Lane, Wakefield

Ossett Community Centre, Prospect Road, Ossett,

Pinmoor Childrens Centre, Eastmoor Road, Wakefield

Sandal Magna School, Belle Vue Road, Wakefield

St Marys School, Charles Street, Wakefield

West Bretton Village Institute, Bretton Lane, West Bretton

South East Venues

For all courses at these venues contact Chesneys Centre

All Saints Community Centre, Barnsley Road, South Kirkby, Pontefract

Burntwood Community Centre (former Burntwood School), Church Top, South Kirkby, Pontefract WF9 3QS

East Hardwick Hall, East Hardwick, Pontefract

St Lukes Church & Community Centre, Carlton Road, South Elmsall, Pontefract

Wakefield South East Training and Enterprise Centre, South Kirkby Business Park, Hemsworth Road, South Kirkby



**ENROLMENT
FORM
PAGES 32 & 33**

Learning Changes Lives!

10* further 10 week classes start in the Spring and/or Summer term.
Some courses need Interviews (I) or Assessments (A) please
contact your chosen Centre for details. NV = Non Vocational Course

Anatomy and Physiology

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment	Course fee required
MINSTHORPE	Anatomy, Physiology & Pathology VTCT Diploma L3	MNR11107	12/09/11	20	Mon	9.30am	12.30pm	A	£250
KINSLEY	Anatomy, Physiology & Pathology VTCT Diploma L3	KFR11416	15/09/11	20	Thurs	1.00pm	4.00pm	A	£250

Aromatherapy/Reflexology/Complementary Therapies

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment	Course fee required
CHESNEYS	Aromatherapy Introduction (NV)	CHH11208	03/01/12	6	Tues	1.00pm	3.00pm		£34
FIVE TOWNS	Aromatherapy Introduction (NV)	FTH11303	18/04/12	6	Wed	9.30am	11.30am		£34
HAVERCROFT	Aromatherapy Introduction (NV)	HVH11303	04/01/12	6	Wed	9.30am	11.30am		£34
MANYGATES	Aromatherapy Introduction (NV)	MAH11303	14/09/11	6	Wed	9.30am	11.30am		£34
MINSTHORPE	Complementary Therapies VTCT L3 (1 of 2)	MNR11306	14/09/11	38	Wed	9.00am	4.00pm	A	£450
MINSTHORPE	Complementary Therapies VTCT L3 (2 of 2)	MNR11306	14/09/11	38	Thurs	6.00pm	9.00pm	A	
KINSLEY	Complementary Therapies VTCT L3 (1 of 2)	KFR11401	13/09/11	38	Tues	9.00am	4.00pm	A	£450
KINSLEY	Complementary Therapies VTCT L3 (2 of 2)	KFR11401	15/09/11	38	Thurs	6.00pm	9.00pm	A	
KINSLEY	Provide Stone Therapy Treatments	KFR11410	15/09/11	15	Thurs	6.00pm	9.00pm		£104
CHESNEYS	Reflexology Introduction (NV)	CHH11209	21/02/12	6	Tues	1.00pm	3.00pm		£34
FIVE TOWNS	Reflexology Introduction (NV)	FTH11304	13/06/12	6	Wed	9.30am	11.30am		£34
HAVERCROFT	Reflexology Introduction (NV)	HVH11304	22/02/12	6	Wed	9.30am	11.30am		£34
MANYGATES	Reflexology Introduction (NV)	MAH11304	02/11/11	6	Wed	9.30am	11.30am		£34



make online easy

Manygates Education Centre: 01924 303302

Five Towns Resource Centre: 01977 723940

are Go Online Centres

Ring your chosen centre for information on how you can get started with computers and online learning using 'Go on'. You can learn computer basics, how to access public services and job searching. There are weekly sessions at each centre and you can attend as many times as you like.

We make getting online easy

Arts, Crafts and Textiles

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment	Course fee required
MANYGATES	Art - Advanced (NV)	MAC11232	20/09/11	10*	Tues	10.00am	12.00pm		£80
MANYGATES	Art History - Advanced 20th Century Art & Politics (NV)	MAC11429	05/01/12	5	Thurs	7.00pm	9.00pm		£40
MANYGATES	Art History - Advanced But is it Art? (NV)	MAC11337	22/02/12	5	Wed	7.00pm	9.00pm		£40
FIVE TOWNS	Art History Intro to 20th Century Art (NV)	FTC11310	21/09/11	5	Wed	1.15pm	3.15pm		£28
MANYGATES	Art History Intro to 20th Century Art (NV)	MAC11327	21/09/11	5	Wed	9.30am	11.30am		£28
MANYGATES	Art History Intro to British Art since 1980 (NV)	MAC11430	22/09/11	5	Thurs	7.00pm	9.00pm		£28
MANYGATES	Art History - Intro to Public Art (NV)	MAC11501	04/11/11	5	Fri	10.00am	12.00pm		£28
MANYGATES	Calligraphy - All levels (NV)	MAC11424	22/09/11	10*	Thurs	1.00pm	3.00pm		£57
KINSLEY	Clothes Creation - All Levels (NV)	KFC11414	22/09/11	10	Thurs	7.00pm	9.00pm		£57
AGBRIGG	Clothes Creation - All Levels (NV)	MVC11308	21/09/11	10*	Wed	1.00pm	3.00pm		£57
KINSLEY	Creative Cards & Paper Crafts All Levels (NV)	KFC11404	22/09/11	10*	Thurs	1.00pm	3.00pm		£57
ST SWITHUN'S	Creative Cards & Paper Crafts	EMC11302	21/09/11	10*	Wed	9.30am	11.30am		£57
ALL SAINTS	Creative Cards & Paper Crafts All Levels - (NV)	SEC11413	19/04/12	10	Thurs	9.30am	11.30am		£57
AIREDALE	Creative Cards & Paper Crafts for Xmas (NV)	ADC11306	21/09/11	10	Wed	1.00pm	3.00pm		£57
MANYGATES	Creative Cards & Paper Crafts for Xmas (NV)	MAC11418	22/09/11	10	Thurs	9.30am	11.30am		£57
MANYGATES	Creative Cards & Paper Crafts for Xmas (NV)	MAC11240	20/09/11	10	Tues	7.00pm	9.00pm		£57
ST LUKES	Creative Cards & Paper Crafts for Xmas (NV)	SEC11213	20/09/11	10	Tues	1.00pm	3.00pm		£57
HAVERCROFT	Creative Textiles - All Levels (NV)	HVC11405	22/09/11	10	Thurs	9.45am	11.45am		£57
MANYGATES	Creative Textiles - All Levels (NV)	MAC11234	20/09/11	10	Tues	1.00pm	3.00pm		£57
HAVERCROFT	Creative Textiles Dyeing & Batik All Levels (NV)	HVC11406	19/04/12	10	Thurs	9.45am	11.45am		£57
MANYGATES	Creative Textiles Dyeing & Batik All Levels (NV)	MAC11235	17/04/12	10	Tues	1.00pm	3.00pm		£57
HAVERCROFT	Creative Textiles Felting City & Guilds	HVC11404	05/01/12	10	Thurs	9.45am	11.45am		£57
MANYGATES	Creative Textiles Felting City & Guilds	MAC11233	03/01/12	10	Tues	1.00pm	3.00pm		£57
HAVERCROFT	Drawing - Beginners (NV)	HVC11412	22/09/11	10	Thurs	1.00pm	3.00pm		£57
KINSLEY	Drawing - Beginners (NV)	KFC11402	22/09/11	10	Thurs	9.45am	11.45am		£57
ALL SAINTS	Drawing - Beginners (NV)	SEC11406	05/01/12	10	Thurs	10.00am	12.00pm		£57
FIVE TOWNS	Drawing - Beginners (NV)	FTC11219	20/09/11	10	Tues	1.00pm	3.00pm		£57
MANYGATES	Drawing - Beginners (NV)	MAC11334	18/04/12	10	Wed	1.15pm	3.15pm		£57
MANYGATES	Drawing & Painting - All Levels (NV)	MAC11432	22/09/11	10*	Thurs	7.00pm	9.00pm		£57
FREESTON	Drawing & Painting - All Levels (NV)	NRC11206	20/09/11	10	Tues	7.00pm	9.00pm		£57
HORBURY	Drawing & Painting - All Levels (NV)	HBC11204	17/04/12	10	Tues	7.00pm	9.00pm		£57
KETTLETHORPE	Drawing & Painting - All Levels (NV)	KHC11211	03/01/12	10	Tues	7.00pm	9.00pm		£57
CHESNEYS	Drawing & Painting - All Levels (NV)	CHC11307	21/09/11	10	Wed	1.15pm	3.15pm		£57

Arts, Crafts and Textiles (cont)

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment required	Course fee
MANYGATES	Drawing & Painting - All Levels (NV)	MAC11328	21/09/11	10*	Wed	9.45am	11.45am		£57
MANYGATES	Drawing & Painting - All Levels (NV)	MAC11335	21/09/11	10	Wed	1.15pm	3.15pm		£57
MANYGATES	Drawing & Painting - All Levels (NV)	MAC11339	21/09/11	10*	Wed	7.00pm	9.00pm		£57
CHESNEYS	Drawing & Painting - City & Guilds	CHC11306	04/01/12	10	Wed	1.15pm	3.15pm		£57
MANYGATES	Drawing & Painting - City & Guilds	MAC11333	04/01/12	10	Wed	1.15pm	3.15pm		£57
HAVERCROFT	Drawing & Painting - Improvers (NV)	HVC11305	21/09/11	10	Wed	9.45am	11.45am		£57
MANYGATES	Drawing & Watercolour Painting All Levels (NV)	MAC11504	23/09/11	10*	Fri	10.00am	12.00pm		£57
AGBRIGG	Drawing & Watercolour Painting All Levels (NV)	MVC11105	19/09/11	10*	Mon	1.00pm	3.00pm		£57
MANYGATES	Drawing & Watercolour Painting All Levels (NV)	MAC11116	19/09/11	10*	Mon	10.00am	12.00pm		£57
AIREDALE	Drawing & Watercolour Painting All Levels (NV)	ADC11203	20/09/11	10*	Tues	9.30am	11.30am		£57
ST GEORGE'S	Embroidery & Beaded Treasures All Levels (NV)	SGC11502	06/01/12	10	Frid	10.00am	12.00pm		£57
MANYGATES	Embroidery & Beaded Treasures All Levels (NV)	MAC11117	19/09/11	10	Mon	1.00pm	3.00pm		£57
ST SWITHUN'S	Embroidery & Beaded Treasures All Levels (NV)	EMC11105	09/01/12	10	Mon	1.00pm	3.00pm		£57
MANYGATES	Embroidery, Lace & Beaded Treasures All Levels (NV)	MAC11340	04/01/12	10	Wed	7.00pm	9.00pm		£57
OSSETT	Embroidery, Lace & Beaded Treasures All Levels (NV)	OSC11310	21/09/11	10	Wed	7.00pm	9.00pm		£57
MANYGATES	Fused Glass Festive Workshop (NV)	MAC11605	03/12/11	2	Sat	9.30am	12.00pm		£14
MANYGATES	Fused Glass Workshop (NV)	MAC11606	10/09/11	2	Sat	9.30am	12.00pm		£14
MANYGATES	Lacemaking - All Levels (NV)	MAC11505	23/09/11	10	Fri	10.00am	12.00pm		£57
FIVE TOWNS	Mosaic - All Levels (NV)	FTC11106	19/09/11	10	Mon	1.30pm	4.00pm		£70
MANYGATES	Mosaic - All Levels (NV)	MAC11227	20/09/11	10	Tues	10.00am	12.30pm		£70
ST SWITHUN'S	Mosaic - All Levels (NV)	EMC11204	03/01/12	10	Tues	10.00am	12.30pm		£70
OSSETT	Mosaics - All Levels (NV)	OSC11307	18/04/12	10	Wed	7.00pm	9.00pm		£57
FIVE TOWNS	Mosaics For the Garden - Introduction All Levels followed by FTC11213 (NV)	FTC11502	18/05/12	1	Fri	10.00am	12.00pm		£9
MANYGATES	Mosaics For the Garden - Introduction All Levels followed by MAC11228 (NV)	MAC11502	11/05/12	1	Fri	10.00am	12.00pm		£9
FIVE TOWNS	Mosaics For the Garden All Levels continuation of the introduction course runs on 2 consecutive days (NV)	FTC11213	22/05/12	2	Tues	10.00am	3.30pm		£28
MANYGATES	Mosaics For the Garden All Levels continuation of the introduction course runs on 2 consecutive days (NV)	MAC11228	15/05/12	2	Tues	10.00am	3.30pm		£28
MANYGATES	Pottery - Advanced (NV)	MAC11332	21/09/11	10*	Wed	1.00pm	3.00pm		£80
MANYGATES	Pottery - All Levels (NV)	MAC11242	20/09/11	10*	Tues	7.00pm	9.00pm		£57
MANYGATES	Pottery - All Levels (NV)	MAC11329	21/09/11	10*	Wed	10.00am	12.00pm		£57
MANYGATES	Pottery - All Levels (NV)	MAC11336	21/09/11	10	Wed	5.00pm	7.00pm		£57
VILLAGE CENTRE	Sewing (Pinmoor) - All Levels (NV)	MVC11403	22/09/11	10	Thurs	1.00pm	3.00pm		£57
MANYGATES	Stained Glass Copper Foil All Levels (NV)	MAC11433	22/09/11	10	Thurs	7.00pm	9.00pm		£57



Arts, Crafts and Textiles (cont)

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment required	Course fee
FREESTON	Stained Glass Copper Foil All Levels (NV)	NRC11207	20/09/11	10	Tues	7.00pm	9.00pm		£57
OSSETT	Stained Glass Copper Foil All Levels (NV)	OSC11305	21/09/11	10	Wed	7.00pm	9.00pm		£57
MANYGATES	Stained Glass Copper Foil Beginners (NV)	MAC11420	22/09/11	10	Thurs	10.00am	12.30pm		£70
MANYGATES	Stained Glass Copper Foil City & Guilds	MAC11419	05/01/12	10	Thurs	10.00am	12.30pm		£70
MANYGATES	Stained Glass Copper Foil City & Guilds	MAC11426	05/01/12	10	Thurs	1.30pm	4.00pm		£70
MANYGATES	Stained Glass Copper Foil Improvers (NV)	MAC11428	22/09/11	10	Thurs	1.30pm	4.00pm		£70
MANYGATES	Stained Glass Copper Foil Workshop (NV)	MAC11421	08/09/11	1	Thurs	10.00am	3.30pm		£14
MANYGATES	Stained Glass Copper Foil Workshop (NV)	MAC11422	15/09/11	1	Thurs	10.00am	3.30pm		£14
MANYGATES	Stained Glass Leaded Panel Workshop runs on 2 consecutive days (NV)	MAC11229	06/09/11	2	Tues	10.00am	3.30pm		£28
MANYGATES	Stained Glass Leaded Panel Workshop runs on 2 consecutive days (NV)	MAC11230	13/09/11	2	Tues	10.00am	3.30pm		£28
MANYGATES	Stained Glass Leading - All Levels (NV)	MAC11423	19/04/12	10	Thurs	10.00am	12.30pm		£70
MANYGATES	Stained Glass Leading - All Levels (NV)	MAC11434	05/01/12	10	Thurs	7.00pm	9.00pm		£57
OSSETT	Stained Glass Leading - All Levels (NV)	OSC11306	04/01/12	10	Wed	7.00pm	9.00pm		£57
MANYGATES	Stained Glass Techniques All Levels (NV)	MAC11435	19/04/12	10	Thurs	7.00pm	9.00pm		£57
MANYGATES	Stained Glass Xmas Decorations Workshop (NV)	MAC11503	09/12/11	1	Fri	10.00am	3.30pm		£14
MANYGATES	Life Drawing - Advanced (NV)	MAC11417	22/09/11	10*	Thurs	9.30am	12.30pm		£120
MANYGATES	Interior Textiles - All levels (NV)	MAC11425	22/09/11	10*	Thurs	1.15pm	3.15pm		£57
MANYGATES	Interior Textiles - All levels (NV)	MAC11436	22/09/11	10*	Thurs	7.00pm	9.00pm		£57
OSSETT	Interior Textiles - All levels (NV)	OSC11309	21/09/11	10*	Wed	7.00pm	9.00pm		£57
MANYGATES	Jewellery Fused Glass Advanced (NV)	MAC11427	19/04/12	10	Thurs	1.30pm	4.00pm		£80
MANYGATES	Jewellery Fused Glass Beginners (NV)	MAC11238	20/09/11	10	Tues	1.30pm	4.00pm		£70
FIVE TOWNS	Jewellery Fused Glass Beginners (NV)	FTC11312	21/09/11	10	Wed	1.30pm	4.00pm		£70
MANYGATES	Jewellery Fused Glass - City & Guilds	MAC11237	03/01/12	10	Tues	1.30pm	4.00pm		£70
FIVE TOWNS	Jewellery Fused Glass - City & Guilds	FTC11311	04/01/12	10	Wed	1.30pm	4.00pm		£70
AIREDALE	Watercolour Illustrations Workshop (NV)	ADC11205	12/06/12	1	Tues	10.00am	3.30pm		£14
MANYGATES	Watercolour Illustrations Workshop (NV)	MAC11231	01/05/12	1	Tues	10.00am	3.30pm		£14
MANYGATES	Furniture Restoration (NV)	MAC11236	20/09/11	10*	Tues	1.00pm	3.00pm		£57
MANYGATES	Furniture Restoration (NV)	MAC11338	21/09/11	10*	Wed	7.00pm	9.00pm		£57
HAVERCROFT	Portraiture - All Levels (NV)	HVC11306	04/01/12	10	Wed	9.45am	11.45am		£57
MANYGATES	Portraiture - All Levels (NV)	MAC11330	18/04/12	10	Wed	10.00am	12.00pm		£57
MANYGATES	Watercolour Illustrations All Levels (NV)	MAC11118	19/09/11	10	Mon	5.00pm	7.00pm		£57

Floristry

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment	Course fee required
ST LUKES	Floristry - All Levels (NV)	SEC11214	03/01/12	10	Tues	1.00pm	3.00pm		£57
KINSLEY	Floristry - All Levels (NV)	KFC11308	21/09/11	10	Wed	7.00pm	9.00pm		£57
MANYGATES	Floristry - All Levels (NV)	MAC11341	04/01/12	10	Wed	7.00pm	9.00pm		£57
ST GEORGE'S	Floristry - All Levels (NV)	SGC11308	04/01/12	10	Wed	10.00am	12.00pm		£57
ST MARY'S	Floristry - All Levels (NV)	CQC11305	21/09/11	10	Wed	10.00am	12.00pm		£57
HORBURY	Floristry for Special Occasions All levels (NV)	HBC11205	17/04/12	5	Tue	7.00pm	9.00pm		£28
MANYGATES	Floristry for Special Occasions All levels (NV)	MAC11342	18/04/12	5	Wed	7.00pm	9.00pm		£28
HEMSWORTH	Flower Arranging - All Levels (NV)	HEC11206	20/09/11	10	Tues	4.00pm	6.00pm		£57
KETTLETHORPE	Flower Arranging - All Levels (NV)	KHC11212	20/09/11	10*	Tues	7.00pm	9.00pm		£57
MANYGATES	Flower Arranging - All Levels (NV)	MAC11331	21/09/11	10	Wed	1.00pm	3.00pm		£57
HORBURY	Flower Arranging for the Festive Season (NV)	HBC11113	05/12/11	2	Mon	7.00pm	9.00pm		£11
MANYGATES	Flower Arranging for the Festive Season (NV)	MAC11607	10/12/11	2	Sat	10.00am	12.00pm		£11
HAVERCROFT	Flower Arranging for the Festive Season (NV)	HVC11401	08/12/11	2	Thurs	1.15pm	3.15pm		£11
ALL SAINTS	Flower Arranging for the Festive Season (NV)	SEC11407	08/12/11	2	Thurs	10.00am	12.00pm		£11
MANYGATES	Flower Arranging for the Festive Season (NV)	MAC11343	07/12/11	2	Wed	7.00pm	9.00pm		£11

Music and Creative Writing

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment	Course fee required
HORBURY	Guitar - Beginners (NV)	HBC11112	19/09/11	10	Mon	7.00pm	8.30pm		£42
MANYGATES	Guitar - Beginners (NV)	MAC11241	20/09/11	10	Tues	7.00pm	8.30pm		£42
HEMSWORTH	Guitar - Beginners (NV)	HEC11211	03/01/12	10	Tues	7.00pm	8.30pm		£42
ST LUKES	Sound and Music Technology C&G Award	SEC11212	13/09/11	12	Tues	9.30am	12.30pm		£104
AGBRIGG	Creative Writing - All Levels (NV)	MVC11404	22/09/11	10	Thurs	1.00pm	3.00pm		£57
MANYGATES	Creative Writing - All Levels (NV)	MAC11344	22/09/11	10*	Wed	7.00pm	9.00pm		£57

Enrol online

visit www.wakefield.gov.uk/adulteducation



GOOD NEWS

Minsthorpe Community College - Adult Education

Learner Barbara Schofield - new career

Barbara began her new career by attending an introductory beauty class run by our beauty tutor, Juliana Gilmartin.

Attending this taster course gave Barbara an incentive to learn more. Using the support of her tutor, Juliana, and the staff at Minsthorpe Community College, Barbara enrolled and successfully completed the Level 2 NVQ in Beauty Therapy. She has progressed even further and is studying the Level 3 NVQ in Beauty Therapy (Massage). Barbara now travels out and about in her local community delivering 'Pamper Days'

Well done Barbara



Beauty

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment required	Course fee
ST GEORGE'S	Beauty Therapy Introduction (NV)	SGR11314	04/01/12	10	Wed	1.00pm	3.00pm		£57
AIREDALE	Beauty Therapy Introduction (NV)	ADR11308	04/01/12	10	Wed	6.30pm	8.30pm		£57
ST MARY'S	Beauty Therapy Introduction (NV)	CQR11205	04/01/12	10	Tues	1.00pm	3.00pm		£57
MINSTHORPE	Beauty Therapy C&G NVQ 2	MNR11402	15/09/11	38	Thurs	9.00am	4.00pm	A	£360
KINSLEY	Beauty Therapy C&G NVQ 2	KFR11301	14/09/11	38	Wed	9.00am	4.00pm	A	£360
KINSLEY	Beauty Therapy C&G NVQ 3 (1 of 2) Electrical Route	KFR11101	12/09/11	38	Mon	9.00am	4.00pm	A	£450
KINSLEY	Beauty Therapy C&G NVQ 3 (2 of 2) Electrical Route	KFR11101	14/09/11	38	Wed	6.00pm	9.00pm	A	
MINSTHORPE	Beauty Therapy C&G NVQ 3 (1 of 2) Massage Route	MNR11204	13/09/11	38	Tues	9.00am	4.00pm	A	£450
MINSTHORPE	Beauty Therapy C&G NVQ 3 (2 of 2) Massage Route	MNR11204	14/09/11	38	Wed	6.00pm	9.00pm	A	
KINSLEY	Certificate in Waxing Techniques	KFR11406	02/02/12	20	Thurs	6.00pm	9.00pm		£158
KINSLEY	Contact Dermatitis Prevention	KFR11411	19/01/12	2	Thurs	6.00pm	9.00pm		£40

Business Administration and Accounting

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment required	Course fee
MANYGATES	Accounting - small business (NV)	MAA11608	22/10/11	1	Sat	10.00am	12.00pm		£6
FIVE TOWNS	Accounting - small business (NV)	FTA11214	11/10/11	1	Tues	12.30pm	2.30pm		£6
FIVE TOWNS	Accounting - small business (NV)	FTA11221	01/11/11	5	Tues	12.30pm	2.30pm		£28
MINSTHORPE	Accounting - small business (NV)	MNA11209	11/10/11	1	Tues	3.30pm	5.30pm		£6
MINSTHORPE	Accounting - small business (NV)	MNA11210	01/11/11	5	Tues	3.30pm	5.30pm		£28
ST GEORGE'S	Admin OCR L1 Award	SGA11107	12/09/11	15	Mon	1.00pm	3.30pm		£104
BURNWOOD	Admin OCR L1 Award	SEA11413	23/02/12	15	Thurs	9.30am	12.00pm		£104
AGBRIGG	Admin OCR L1 Award	MVA11311	22/02/12	15	Wed	9.30am	12.00pm		£104
AIREDALE	Admin OCR L1 Award	ADA11307	14/09/11	15	Wed	1.00pm	3.30pm		£104
KINSLEY	Admin OCR L1 Award	KFA11303	14/09/11	15	Wed	9.30am	12.00pm		£104
ST MARY'S	Admin OCR L1 Award	CQA11311	22/02/12	15	Wed	1.00pm	3.30pm		£104



Cake Decorating

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment required	Course fee
HAVERCROFT	Cake Decorating Sugar Craft All Levels (NV)	HVR11501	23/09/11	10*	Fri	10.00am	12.00pm		£57
AIREDALE	Cake Decorating Sugar Craft All Levels (NV)	ADR11401	22/09/11	10*	Thurs	9.45am	11.45am		£57
ST MARY'S	Cake Decorating Sugar Craft All Levels (NV)	CQR11406	22/09/11	10*	Thurs	1.15pm	3.15pm		£57
CHESNEYS	Cake Decorating Sugar Craft All Levels (NV)	CHR11215	20/09/11	10*	Tues	7.00pm	9.00pm		£57
KINSLEY	Cake Decorating Sugar Craft Models Workshop (NV)	KFR11403	08/12/11	1	Thurs	10.00am	3.30pm		£14

Childcare - Children and Young Peoples Workforce

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment required	Course fee
MANYGATES	Childcare - Introduction to Certificate CYPW L 2	MAH11102	12/09/11	4	Mon	9.00am	12.00pm		£33
MANYGATES	Childcare - Certificate CYPW L2	MAH11102	03/10/11	34	Mon	9.30am	12.00pm	A	£360
FIVE TOWNS	Childcare - Introduction to Certificate CYPW L2	FTH11219	13/09/11	4	Tues	9.00am	12.00pm		£33
FIVE TOWNS	Childcare - Certificate CYPW L2	FTH11209	11/10/11	34	Tues	9.00am	12.00pm	A	£360
MANYGATES	Childcare - Introduction to Certificate CYPW L2	MAH11201	06/03/12	4	Tues	9.00am	12.00pm		£33
MANYGATES	Childcare - Certificate CYPW L2	MAH11201	17/04/12	34	Tues	9.00am	12.00pm	A	£360
HAVERCROFT	Childcare - Introduction to Certificate CYPW L2	HVH11207	13/09/11	4	Tues	9.00am	12.00pm		£33
HAVERCROFT	Childcare - Certificate CYPW L2	HVH11207	11/10/11	34	Tues	9.00am	12.00pm	A	£360
FIVE TOWNS	Childcare - Introduction to Diploma CYPW L3	FTH11305	21/09/11	4	Wed	9.00am	12.00pm		£33
FIVE TOWNS	Childcare - Diploma CYPW L3	FTH11305	12/10/11	34	Wed	9.00am	12.00pm	A	£450
ST LUKES	Childcare - Introduction to Certificate CYPW L2	SEH11401	15/09/11	4	Thurs	12.30pm	3.30pm		£33
ST LUKES	Childcare - Certificate CYPW L2	SEH11401	13/10/11	34	Thurs	12.30pm	3.30pm	A	£360
AGBRIGG	Childcare - Caring for Children E3/L1	MVH11101	19/09/11	17	Mon	9.00am	12.00pm	A	£158
AGBRIGG	First Steps to Childcare	MVH11107	12/09/11	3	Mon	9.00am	12.00pm		£22
HEMSWORTH	First Steps to Childcare	HEH11407	15/09/11	3	Thurs	9.00am	12.00pm		£22
HEMSWORTH	Childcare - Caring for Children L1	HEH11405	29/09/11	17	Thurs	9.00am	12.00pm	A	£158
HEMSWORTH	First Steps to Childcare	HEH11408	01/03/12	3	Thurs	9.00am	12.00pm		£22
HEMSWORTH	Childcare - Caring for Children L1	HEH11406	22/03/12	17	Thurs	9.00am	12.00pm	A	£158
HAVERCROFT	First Steps to Childcare	HVH11208	06/09/11	3	Tues	1.00pm	4.00pm		£22
HAVERCROFT	Childcare - Caring for Children L1	HVH11203	27/09/11	17	Tues	1.00pm	4.00pm	A	£158
HAVERCROFT	First Steps to Childcare	HVH11209	21/02/12	3	Tues	1.00pm	4.00pm		£22
HAVERCROFT	Childcare - Caring for Children L1	HVH11204	13/03/12	17	Tues	1.00pm	4.00pm	A	£158
ST LUKES	First Steps to Childcare	SEH11202	13/09/11	3	Tues	9.00am	12.00pm		£22

Childcare - Children and Young Peoples Workforce (cont)

name	title	code	date	weeks	time	time	assessment required	fee	
ST LUKES	Childcare - Caring for Children L1	SEH11201	04/10/11	17	Tues	9.00am	12.00pm	A	£158
ST LUKES	First Steps to Childcare	SEH11215	06/03/12	3	Tues	9.00am	12.00pm		£22
ST LUKES	Childcare - Caring for Children L1	SEH11205	27/03/12	17	Tues	9.00am	12.00pm	A	£158
AIREDALE	First Steps to Childcare	ADH11310	14/09/11	3	Wed	9.00am	12.00pm		£22
AIREDALE	Childcare - Caring for Children L1	ADH11301	05/10/11	17	Wed	9.00am	12.00pm	A	£158
AIREDALE	First Steps to Childcare	ADH11313	07/03/12	3	Wed	9.00am	12.00pm		£22
AIREDALE	Childcare - Caring for Children L1	ADH11302	28/03/12	17	Wed	9.00am	12.00pm	A	£158
ST MARY'S	First Steps to Childcare	CQH11307	04/01/12	3	Wed	1.00pm	4.00pm		£22
ST MARY'S	Childcare - Caring for Children L1	CQH11306	25/01/12	17	Wed	1.00pm	4.00pm	A	£158

Computers and ICT

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment required	Course fee
FIVE TOWNS	Buying & Selling on the Internet (NV)	FTT11103	26/09/11	2	Mon	9.30am	12.00pm		£14
HAVERCROFT	Buying & Selling on the Internet (NV)	HVT11101	14/11/11	2	Mon	1.00pm	3.30pm		£14
MANYGATES	Buying & Selling on the Internet (NV)	MAT11111	23/01/12	2	Mon	1.00pm	3.30pm		£14
ST GEORGE'S	Buying & Selling on the Internet (NV)	SGT11101	05/03/12	2	Mon	9.30am	12.00pm		£14
ST MARY'S	Buying & Selling on the Internet (NV)	CQT11102	30/04/12	2	Mon	1.00pm	3.30pm		£14
CHESNEYS	Buying & Selling on the Internet (NV)	CHT11212	15/11/11	2	Tues	6.30pm	9.00pm		£14
HEMSWORTH	Buying & Selling on the Internet (NV)	HET11203	15/11/11	2	Tues	9.30am	12.00pm		£14
KETTLETHORPE	Buying & Selling on the Internet (NV)	KHT11207	27/09/11	2	Tues	6.30pm	9.00pm		£14
KINSLEY	Buying & Selling on the Internet (NV)	KFT11207	01/05/12	2	Tues	6.30pm	9.00pm		£14
MINSTHORPE	Buying & Selling on the Internet (NV)	MNT11201	17/01/12	2	Tues	6.30pm	9.00pm		£14
AIREDALE	Buying & Selling on the Internet (NV)	ADT11312	07/03/12	2	Wed	6.30pm	9.00pm		£14
OSSETT	Computer Animation (NV)	OSC11308	21/09/11	5	Wed	7.00pm	9.00pm		£28
ST MARY'S	Cyberbullying (NV)	CQT11103	21/05/12	2	Mon	1.00pm	3.30pm		£14
FIVE TOWNS	Cyberbullying (NV)	FTT11104	10/10/11	2	Mon	9.30am	12.00pm		£14
HAVERCROFT	Cyberbullying (NV)	HVT11102	28/11/11	2	Mon	1.00pm	3.30pm		£14
ST GEORGE'S	Cyberbullying (NV)	SGT11102	19/03/12	2	Mon	9.30am	12.00pm		£14
CHESNEYS	Cyberbullying (NV)	CHT11213	29/11/11	2	Tues	6.30pm	9.00pm		£14
HEMSWORTH	Cyberbullying (NV)	HET11204	29/11/11	2	Tues	9.30am	12.00pm		£14
KETTLETHORPE	Cyberbullying (NV)	KHT11208	11/10/11	2	Tues	6.30pm	9.00pm		£14
KINSLEY	Cyberbullying (NV)	KFT11208	15/05/12	2	Tues	6.30pm	9.00pm		£14
MINSTHORPE	Cyberbullying (NV)	MNT11202	31/01/12	2	Tues	6.30pm	9.00pm		£14
AIREDALE	Cyberbullying (NV)	ADT11311	21/03/12	2	Wed	6.30pm	9.00pm		£14
MANYGATES	ECDL Advanced Databases	MAT11406	05/01/12	18	Thurs	9.30am	12.00pm		£104
MANYGATES	ECDL Advanced Presentations	MAT11407	15/09/11	13	Thurs	9.00am	12.00pm		£104
AIREDALE	Introduction to IT (NV)	ADS11102	12/09/11	4	Mon	9.30am	12.00pm		£22
AIREDALE	Introduction to IT (NV)	ADS11104	20/02/12	4	Mon	9.30am	12.00pm		£22
HORBURY	Introduction to IT (NV)	HBS11104	12/09/11	4	Mon	6.30pm	9.00pm		£22
HORBURY	Introduction to IT (NV)	HBS11105	20/02/12	4	Mon	6.30pm	9.00pm		£22
MINSTHORPE	Introduction to IT (NV)	MNS11102	12/09/11	5	Mon	3.00pm	5.00pm		£22

Computers and ICT (cont)

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment required	Course fee
CHESNEYS	Introduction to IT (NV)	CHS11203	13/09/11	4	Tues	9.30am	12.00pm		£22
CHESNEYS	Introduction to IT (NV)	CHS11204	21/02/12	4	Tues	9.30am	12.00pm		£22
FREESTON	Introduction to IT (NV)	NRS11204	13/09/11	4	Tues	6.30pm	9.00pm		£22
FREESTON	Introduction to IT (NV)	NRS11205	21/02/12	4	Tues	6.30pm	9.00pm		£22
HEMSWORTH	Introduction to IT (NV)	HES11207	13/09/11	4	Tues	6.30pm	9.00pm		£22
HEMSWORTH	Introduction to IT (NV)	HES11209	21/02/12	4	Tues	6.30pm	9.00pm		£22
KETTLETHORPE	Introduction to IT (NV)	KHS11203	13/09/11	4	Tues	6.30pm	9.00pm		£22
KETTLETHORPE	Introduction to IT (NV)	KHS11205	21/02/12	4	Tues	6.30pm	9.00pm		£22
KINSLEY	Introduction to IT (NV)	KFS11204	13/09/11	4	Tues	9.30am	12.00pm		£22
KINSLEY	Introduction to IT (NV)	KFS11205	21/02/12	4	Tues	9.30am	12.00pm		£22
BURNTWOOD	Introduction to IT (NV)	SES11210	13/09/11	4	Tues	1.00pm	3.30pm		£22
BURNTWOOD	Introduction to IT (NV)	SES11211	21/02/12	4	Tues	1.00pm	3.30pm		£22
ST GEORGE'S	Introduction to IT (NV)	SGS11202	13/09/11	4	Tues	1.00pm	3.30pm		£22
ST GEORGE'S	Introduction to IT (NV)	SGS11204	21/02/12	4	Tues	1.00pm	3.30pm		£22
HEMSWORTH	Introduction to IT (NV)	HES11212	13/09/11	4	Tues	1.00pm	3.30pm		£22
HEMSWORTH	Introduction to IT (NV)	HES11213	21/02/12	4	Tues	1.00pm	3.30pm		£22
AGBRIGG	Introduction to IT (NV)	MVS11303	14/09/11	4	Wed	1.00pm	3.30pm		£22
AGBRIGG	Introduction to IT (NV)	MVS11304	22/02/12	4	Wed	1.00pm	3.30pm		£22
HAVERCROFT	Introduction to IT (NV)	HVS11309	14/09/11	4	Wed	1.00pm	3.30pm		£22
HAVERCROFT	Introduction to IT (NV)	HVS11310	22/02/12	4	Wed	1.00pm	3.30pm		£22
MANYGATES	Introduction to IT (NV)	MAS11320	14/09/11	4	Wed	9.30am	12.00pm		£22
MANYGATES	Introduction to IT (NV)	MAS11321	22/02/12	4	Wed	9.30am	12.00pm		£22
ST GEORGE'S	Introduction to IT (NV)	SGS11304	14/09/11	4	Wed	1.00pm	3.30pm		£22
ST GEORGE'S	Introduction to IT (NV)	SGS11306	22/02/12	4	Wed	1.00pm	3.30pm		£22
FIVE TOWNS	Introduction to IT (NV)	FTS11414	05/01/12	4	Thurs	9.30am	12.00pm		£22
KETTLETHORPE	Introduction to IT (NV)	KHS11403	15/09/11	4	Thurs	6.30pm	9.00pm		£22
KETTLETHORPE	Introduction to IT (NV)	KHS11404	23/02/12	4	Thurs	6.30pm	9.00pm		£22
MANYGATES	Introduction to IT (NV)	MAS11410	15/09/11	4	Thurs	1.00pm	3.30pm		£22
MANYGATES	Introduction to IT (NV)	MAS11411	23/02/12	4	Thurs	1.00pm	3.30pm		£22
BURNTWOOD	Introduction to IT (NV)	SES11404	15/09/11	4	Thurs	9.30am	12.00pm		£22
ST MARY'S	Introduction to IT (NV)	CQS11404	15/09/11	4	Thurs	1.00pm	3.30pm		£22
ST MARY'S	Introduction to IT (NV)	CQS11405	23/02/12	4	Thurs	1.00pm	3.30pm		£22
ST SWITHUN'S	Introduction to IT (NV)	EMS11403	22/02/12	4	Thurs	1.00pm	3.30pm		£22
ST SWITHUN'S	Introduction to IT (NV)	EMS11404	14/09/11	4	Thurs	1.00pm	3.30pm		£22
FIVE TOWNS	Introduction to Photoshop (NV)	FTT11101	20/02/12	3	Mon	9.00am	12.00pm		£25
MANYGATES	Introduction to Photoshop (NV)	MAT11113	12/09/11	3	Mon	1.00pm	4.00pm		£25
KINSLEY	Introduction to Photoshop (NV)	KFT11412	03/11/11	3	Thurs	6.00pm	9.00pm		£25
MANYGATES	Introduction to Photoshop (NV)	MAT11412	15/09/11	3	Thurs	6.00pm	9.00pm		£25
ST GEORGE'S	Introduction to Photoshop (NV)	SGT11404	15/09/11	3	Thurs	1.00pm	4.00pm		£25
CHESNEYS	ICT Systems Support C&G L2 Certificate	CHT11207	13/09/11	32	Tues	1.00pm	4.00pm		£196
KINSLEY	ITQ OCR L1 (Clait)	KFT11105	12/09/11	24	Mon	1.00pm	4.00pm		£158
HAVERCROFT	ITQ OCR L1 (Clait)	HVT11403	15/09/11	24	Thurs	9.00am	12.00pm		£158
ST SWITHUN'S	ITQ OCR L1 (Clait)	EMT11406	15/09/11	24	Thurs	1.00pm	4.00pm		£158

Computers and ICT (cont)

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment required	Course fee
FIVE TOWNS	ITQ OCR L1 (Clait)	FTT11207	03/01/12	24	Tues	9.00am	12.00pm		£158
MANYGATES	ITQ OCR L1 (Clait)	MAT11225	13/09/11	24	Tues	1.00pm	4.00pm		£158
ST MARY'S	ITQ OCR L1 (Clait)	CQT11202	13/09/11	24	Tues	1.00pm	4.00pm		£158
KETTLETHORPE	ITQ OCR L1 (Clait)	KHT11303	14/09/11	24	Wed	6.00pm	9.00pm		£158
OSSETT	ITQ OCR L1 (Clait)	OST11302	14/09/11	24	Wed	6.00pm	9.00pm		£158
ST GEORGE'S	ITQ OCR L1 (Clait)	SGT11303	14/09/11	24	Wed	9.00am	12.00pm		£158
MINSTHORPE	ITQ OCR L1 (Clait)	MNT11303	14/09/11	24	Wed	6.00pm	9.00pm		£158
CHESNEYS	ITQ OCR L1 (Clait)	CHT11401	15/09/11	24	Thurs	9.00am	12.00pm		£158
KINSLEY	ITQ BCS L1 (ECDL Essentials)	KFT11104	16/04/12	12	Mon	1.00pm	4.00pm		£104
CHESNEYS	ITQ BCS L1 (ECDL Essentials)	CHT11210	13/09/11	12	Tues	1.00pm	4.00pm		£104
KETTLETHORPE	ITQ BCS L1 (ECDL Essentials)	KHT11201	13/09/11	12	Tues	6.00pm	9.00pm		£104
MANYGATES	ITQ BCS L1 (ECDL Essentials)	MAT11222	13/09/11	12	Tues	9.00am	12.00pm		£104
MANYGATES	ITQ BCS L1 (ECDL Essentials)	MAT11224	17/04/12	12	Tues	1.00pm	4.00pm		£104
ST MARY'S	ITQ BCS L1 (ECDL Essentials)	CQT11201	17/04/12	12	Tues	1.00pm	4.00pm		£104
FIVE TOWNS	ITQ BCS L1 (ECDL Essentials)	FTT11308	14/09/11	12	Wed	1.00pm	4.00pm		£104
KETTLETHORPE	ITQ BCS L1 (ECDL Essentials)	KHT11302	18/04/12	12	Wed	6.00pm	9.00pm		£104
ST GEORGE'S	ITQ BCS L1 (ECDL Essentials)	SGT11302	18/04/12	12	Wed	9.00am	12.00pm		£104
ST MARY'S	ITQ BCS L1 (ECDL Essentials)	CQT11301	14/09/11	12	Wed	9.00am	12.00pm		£104
KINSLEY	ITQ BCS L1 (ECDL Essentials)	KFT11416	15/09/11	12	Thurs	1.00pm	4.00pm		£104
HAVERCROFT	ITQ BCS L1 (ECDL Essentials)	HVT11402	19/04/12	12	Thurs	9.00am	12.00pm		£104
ST SWITHUN'S	ITQ BCS L1 (ECDL Essentials)	EMT11405	19/04/12	12	Thurs	1.00pm	4.00pm		£104
KINSLEY	ITQ BCS L1 (ECDL Essentials)	KFT11416	15/09/11	12	Thurs	1.00pm	4.00pm		£104
CHESNEYS	ITQ BCS L2 (ECDL Extra)	CHT11211	13/12/11	26	Tues	1.00pm	4.00pm		£185
KETTLETHORPE	ITQ BCS L2 (ECDL Extra)	KHT11202	13/12/11	26	Tues	6.00pm	9.00pm		£185
MANYGATES	ITQ BCS L2 (ECDL Extra)	MAT11223	13/12/11	26	Tues	9.00am	12.00pm		£185
CHESNEYS	ITQ BCS L2 (ECDL Extra)	CHT11302	14/09/11	26	Wed	9.00am	12.00pm		£185
FIVE TOWNS	ITQ BCS L2 (ECDL Extra)	FTT11309	14/12/11	26	Wed	1.00pm	4.00pm		£185
ST MARY'S	ITQ BCS L2 (ECDL Extra)	CQT11302	14/12/11	26	Wed	9.00am	12.00pm		£185
ST MARY'S	ITQ BCS L2 (ECDL Extra)	CQT11310	14/09/11	26	Wed	1.00pm	4.00pm		£185
KINSLEY	ITQ BCS L2 (ECDL Extra)	KFT11417	15/12/11	26	Thurs	1.00pm	4.00pm		£185
ST SWITHUN'S	ITQ BCS L2 (ECDL Extra)	EMT11401	15/09/11	26	Thurs	9.00am	12.00pm		£185
AIREDALE	Next Steps In IT	ADT11101	10/10/11	14	Mon	9.30am	12.00pm		£68
AIREDALE	Next Steps In IT	ADT11103	19/03/12	14	Mon	9.30am	12.00pm		£68
HORBURY	Next Steps In IT	HBT11102	10/10/11	14	Mon	6.30pm	9.00pm		£68
HORBURY	Next Steps In IT	HBT11103	19/03/12	14	Mon	6.30pm	9.00pm		£68
MINSTHORPE	Next Steps in IT	MNT11101	17/10/11	18	Mon	3.00pm	5.00pm		£68
FIVE TOWNS	Next Steps in IT	FTT11413	02/02/12	14	Thurs	9.30am	12.00pm		£68
KETTLETHORPE	Next Steps in IT	KHT11401	13/10/11	14	Thurs	6.30pm	9.00pm		£68
MANYGATES	Next Steps in IT	MAT11408	13/10/11	14	Thurs	1.00pm	3.30pm		£68
MANYGATES	Next Steps in IT	MAT11409	22/03/12	14	Thurs	1.00pm	3.30pm		£68
BURNWOOD	Next Steps In IT	SET11403	13/10/11	14	Thurs	9.30am	12.00pm		£68
ST MARY'S	Next Steps in IT	CQT11402	13/10/11	14	Thurs	1.00pm	3.30pm		£68
ST MARY'S	Next Steps in IT	CQT11403	22/03/12	14	Thurs	1.00pm	3.30pm		£68
ST SWITHUN'S	Next Steps in IT	EMT11303	21/03/12	14	Weds	1.00pm	3.30pm		£68

Computers and ICT (cont)

name	title	code	date	weeks	time	time	assessment required	fee
ST SWITHUN'S	Next Steps In IT	EMT11402	13/10/11	14	Thurs	9.30am	12.00pm	£68
CHESNEYS	Next Steps in IT	CHT11201	11/10/11	14	Tues	9.30am	12.00pm	£68
CHESNEYS	Next Steps in IT	CHT11202	20/03/12	14	Tues	9.30am	12.00pm	£68
FIVE TOWNS	Next Steps In IT	FTT11208	13/09/11	14	Tues	9.30am	12.00pm	£68
FREESTON	Next Steps in IT	NRT11202	11/10/11	14	Tues	6.30pm	9.00pm	£68
FREESTON	Next Steps in IT	NRT11203	20/03/12	14	Tues	6.30pm	9.00pm	£68
HEMSWORTH	Next Steps In IT	HET11208	11/10/11	14	Tues	6.30pm	9.00pm	£68
HEMSWORTH	Next Steps In IT	HET11210	20/03/12	14	Tues	6.30pm	9.00pm	£68
KETTLETHORPE	Next Steps in IT	KHT11204	11/10/11	14	Tues	6.30pm	9.00pm	£68
KETTLETHORPE	Next Steps in IT	KHT11206	20/03/12	14	Tues	6.30pm	9.00pm	£68
KINSLEY	Next Steps In IT	KFT11202	11/10/11	14	Tues	9.30am	12.00pm	£68
KINSLEY	Next Steps In IT	KFT11203	20/03/12	14	Tues	9.30am	12.00pm	£68
BURNWOOD	Next Steps in IT	SET11208	11/10/11	14	Tues	1.00pm	3.30pm	£68
BURNWOOD	Next Steps in IT	SET11209	20/03/12	14	Tues	1.00pm	3.30pm	£68
ST GEORGE'S	Next Steps in IT	SGT11201	11/10/11	14	Tues	1.00pm	3.30pm	£68
ST GEORGE'S	Next Steps in IT	SGT11203	20/03/12	14	Tues	1.00pm	3.30pm	£68
AGBRIGG	Next Steps in IT	MVT11301	12/10/11	14	Wed	1.00pm	3.30pm	£68
AGBRIGG	Next Steps in IT	MVT11302	21/03/12	14	Wed	1.00pm	3.30pm	£68
HAVERCROFT	Next Steps in IT	HVT11307	12/10/11	14	Wed	1.00pm	3.30pm	£68
HAVERCROFT	Next Steps in IT	HVT11308	21/03/12	14	Wed	1.00pm	3.30pm	£68
MANYGATES	Next Steps in IT	MAT11318	12/10/11	14	Wed	9.30am	12.00pm	£68
MANYGATES	Next Steps in IT	MAT11319	21/03/12	14	Wed	9.30am	12.00pm	£68
ST GEORGE'S	Next Steps In IT	SGT11305	12/10/11	14	Wed	1.00pm	3.30pm	£68
ST GEORGE'S	Next Steps In IT	SGT11307	21/03/12	14	Wed	1.00pm	3.30pm	£68
HEMSWORTH	Next Steps in IT	HET11214	11/10/11	14	Tues	1.00pm	3.30pm	£68
HEMSWORTH	Next Steps in IT	HET11215	20/03/12	14	Tues	1.00pm	3.30pm	£68
FIVE TOWNS	Next Steps in Photoshop (NV)	FTT11102	12/03/12	3	Mon	9.00am	12.00pm	£25
MANYGATES	Next Steps in Photoshop (NV)	MAT11114	03/10/11	3	Mon	1.00pm	4.00pm	£25
KINSLEY	Next Steps in Photoshop (NV)	KFT11413	24/11/11	3	Thurs	6.00pm	9.00pm	£25
MANYGATES	Next Steps in Photoshop (NV)	MAT11413	06/10/11	3	Thurs	6.00pm	9.00pm	£25
ST GEORGE'S	Next Steps in Photoshop (NV)	SGT11405	06/10/11	3	Thurs	1.00pm	4.00pm	£25
CHESNEYS	PC Maintenance & Repair	CHT11101	12/09/11	10	Mon	1.00pm	3.00pm	£84
CHESNEYS	PC Maintenance & Repair	CHT11102	09/01/12	10	Mon	1.00pm	3.00pm	£84
FIVE TOWNS	Word 2010 Conversion (NV)	FTT11105	12/09/11	2	Mon	9.30am	12.00pm	£14
HAVERCROFT	Word 2010 Conversion (NV)	HVT11103	31/10/11	2	Mon	1.00pm	3.30pm	£14
MANYGATES	Word 2010 Conversion (NV)	MAT11112	09/01/12	2	Mon	1.00pm	3.30pm	£14
ST GEORGE'S	Word 2010 Conversion (NV)	SGT11103	20/02/12	2	Mon	9.30am	12.00pm	£14
ST MARY'S	Word 2010 Conversion (NV)	CQT11104	16/04/12	2	Mon	1.00pm	3.30pm	£14
CHESNEYS	Word 2010 Conversion (NV)	CHT11214	01/11/11	2	Tues	6.30pm	9.00pm	£14
HEMSWORTH	Word 2010 Conversion (NV)	HET11205	01/11/11	2	Tues	9.30am	12.00pm	£14
KETTLETHORPE	Word 2010 Conversion (NV)	KHT11209	13/09/11	2	Tues	6.30pm	9.00pm	£14
KINSLEY	Word 2010 Conversion (NV)	KFT11209	17/04/12	2	Tues	6.30pm	9.00pm	£14
MINSTHORPE	Word 2010 Conversion (NV)	MNT11203	03/01/12	2	Tues	6.30pm	9.00pm	£14



Dance and Fitness

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment required	Course fee
CHESNEYS	Ballroom Dancing Beginners (NV)	CHC11502	23/09/11	10	Fri	12.15pm	1.45pm		£42
HORBURY	Ballroom Dancing Beginners (NV)	HBC11114	19/09/11	10*	Mon	7.15pm	8.15pm		£28
CHESNEYS	Ballroom Dancing Intermediate (NV)	CHC11503	06/01/12	10	Fri	1.30pm	3.00pm		£42
CHESNEYS	Ballroom Dancing Intermediate (NV)	CHC11504	23/09/11	10	Fri	2.00pm	3.00pm		£28
HORBURY	Ballroom Dancing Intermediate (NV)	HBC11115	19/09/11	10*	Mon	8.15pm	9.15pm		£28
KINSLEY	Dance - Introduction (NV)	KFC11415	23/09/11	5	Fri	10.00am	11.00am		£14
MANYGATES	Dance - Introduction (NV)	MAC11239	20/09/11	5	Tues	2.00pm	3.00pm		£14
OSSETT	Dance - Learn a routine for the first dance at your wedding (NV)	OSC11311	21/09/11	5	Wed	7.45pm	8.45pm		£14
KETTLETHORPE	Dancercise - Latin Style (NV)	KHC11213	20/09/11	10*	Tues	8.00pm	9.00pm		£28
OSSETT	Dancercise - Latin Style (NV)	OSC11304	21/09/11	5	Wed	6.30pm	7.30pm		£14
VILLAGE CENTRE	Fitness Ossett Community Centre (NV)	MVK11104	19/09/11	10*	Mon	2.00pm	3.00pm		£28
HEMSWORTH	Fitness (NV)	HEK11404	22/09/11	5	Thurs	3.30pm	4.30pm		£14
HORBURY	Fitness (NV)	HBK11201	20/09/11	10*	Tues	6.15pm	7.15pm		£28
CHESNEYS	Fitness (NV)	CHK11205	20/09/11	10*	Tues	9.30am	10.30am		£28
ALL SAINT'S	Fitness (NV)	SEK11405	22/09/11	10	Thurs	7.00pm	8.00pm		£28
VILLAGE CENTRE	Fitness Balne Lane (NV)	MVK11103	19/09/11	10*	Mon	9.30am	10.30am		£28
VILLAGE CENTRE	Fitness West Bretton Institute (NV)	MVK11402	22/09/11	10*	Thurs	7.30pm	8.30pm		£28
MINSTHORPE	Fitness Common Road (NV)	MNK11106	19/09/11	10	Mon	2.15pm	3.15pm		£28
VILLAGE CENTRE	Fitness St Marys School (NV)	MVK11305	21/09/11	5	Wed	9.15am	10.15am		£14
KINSLEY	Fitness Beginners & Mature (NV)	KFK11103	19/09/11	10	Mon	11:15am	12.15pm		£28
AGBRIGG	Fitness Exercise for Older People (NV)	MVK11205	20/09/11	10*	Tues	11:15am	12.15pm		£28
VILLAGE CENTRE	Fitness Exercise to Music Lawefield Lane School (NV)	MVK11501	23/09/11	5	Fri	9.15am	10.15am		£14
VILLAGE CENTRE	Fitness exercise to music Pinmoor J+I School (NV)	MVK11502	23/09/11	5	Fri	9.30am	10:30		£14
MANYGATES	Fitness Exercise to Music (NV)	MAK11226	20/09/11	10*	Tues	6.15pm	7.15pm		£28
MINSTHORPE	Fitness Instructing C&G L2	MNK11211	13/09/11	36	Tues	1.30pm	4.30pm		£360
VILLAGE CENTRE	Fitness Keep fit Sandal Magna (NV)	MVK11306	21/09/11	5	Wed	9.30am	10.30am		£14
HAVERCROFT	Fitness training (NV)	HVK11311	21/09/11	5	Wed	11.00am	12.00pm		£14
OSSETT	Keep Fit (NV)	OSK11303	21/09/11	10	Wed	7.45pm	8.45pm		£28
HORBURY	Salsa (NV)	HBC11101	19/09/11	10*	Mon	6.15pm	7.15pm		£28
MANYGATES	Salsa (NV)	MAC11115	19/09/11	5	Mon	10.00am	11.00am		£14
KETTLETHORPE	Salsa (NV)	KHC11210	20/09/11	10*	Tues	6.45pm	7.45pm		£28
ST GEORGE'S	Salsa Dancercise (NV)	SGC11208	20/09/11	5	Tues	5.15pm	6.15pm		£14
MINSTHORPE	Sports Massage VTCT L3	MNK11212	13/09/11	37	Tues	6.00pm	9.00pm		£450
SOUTH EAST	Tai chi - Beginners East Hardwick (NV)	SEK11101	19/09/11	10	Mon	2.00pm	3.00pm		£28
MANYGATES	Tai chi - Beginners (NV)	MAK11322	21/09/11	10	Wed	10.00am	11.00am		£28
MANYGATES	Tai chi - Year 1 Chen Man Ching Short Form (NV)	MAK11323	04/01/12	10	Wed	10.00am	11.00am		£28
MANYGATES	Tai chi - Year 2 Short form (NV)	MAK11324	21/09/11	10*	Wed	11.00am	12.00pm		£28
MANYGATES	Tai chi - Year 3 Short Form (NV)	MAK11325	21/09/11	10*	Wed	12.45pm	1.45pm		£28
MANYGATES	Tai chi - Yang Long Form (NV)	MAK11326	21/09/11	5	Wed	1.45pm	2.45pm		£14
MANYGATES	Yoga (NV)	MAK11415	22/09/11	10*	Thurs	5.45pm	7.15pm		£42
HEMSWORTH	Yoga (NV)	HEK11403	22/09/11	5	Thurs	3.30pm	5.00pm		£21

Dance and Fitness (cont)

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment required	Course fee
MANYGATES	Yoga (NV)	MAK11416	22/09/11	10*	Thurs	7.30pm	9.00pm		£42
ST SWITHUN'S	Yoga (NV)	EMK11205	20/09/11	10	Tues	10.45am	12.15pm		£42
KINSLEY	Yoga (NV)	KFK11304	21/09/11	10	Wed	10.00am	11.30am		£42
MANYGATES	Yoga (NV)	MAK11354	21/09/11	10	Wed	1.00pm	2.30pm		£42

Deaf Studies

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment required	Course fee
HEMSWORTH	British Sign Language ABC Entry	HEL11102	16/04/12	8	Mon	7.00pm	9.00pm		£60
ST GEORGE'S	British Sign Language ABC Entry	SGL11104	16/04/12	8	Mon	9.30am	11.30am		£60
MANYGATES	British Sign Language Improvers (NV)	MAL11439	22/09/11	10	Thurs	7.00pm	9.00pm		£57
ST SWITHUN'S	British Sign Language level 1	EML11202	04/10/11	32	Tues	9.30am	11.30am		£220
HAVERCROFT	British Sign Language level 1	HVL11407	06/10/11	32	Thurs	10.00am	12.00pm		£220
AIREDALE	British Sign Language level 1	ADL11304	05/10/11	32	Wed	10.00am	12.00pm		£220
CROFTON	British Sign Language level 1	CRL11301	05/10/11	32	Wed	7.00pm	9.00pm		£220
MANYGATES	British Sign Language level 1	MAL11442	06/10/11	32	Thurs	7.00pm	9.00pm		£220
MANYGATES	British Sign Language level 1	MAL11506	07/10/11	32	Fri	10.00am	12.00pm		£220
ST SWITHUN'S	Deaf Awareness (NV)	EML11203	13/09/11	3	Tues	9.30am	11.30am		£17
AIREDALE	Deaf Awareness (NV)	ADL11305	14/09/11	3	Wed	10.00am	12.00pm		£17
CROFTON	Deaf Awareness (NV)	CRL11302	14/09/11	3	Wed	7.00pm	9.00pm		£17
HAVERCROFT	Deaf Awareness (NV)	HVL11408	15/09/11	3	Thurs	10.00am	12.00pm		£17
MANYGATES	Deaf Awareness (NV)	MAL11443	15/09/11	3	Thurs	7.00pm	9.00pm		£17
MANYGATES	Deaf Awareness (NV)	MAL11507	16/09/11	3	Fri	10.00am	12.00pm		£17
MANYGATES	Lip Reading Mixed Ability (NV)	MAL11120	12/09/11	10*	Mon	6.30pm	8.30pm		£57

Enrol online

visit www.wakefield.gov.uk/adulteducation



Education and Training

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment required	Course fee
MINSTHORPE	Certificate in Supporting Teaching & Learning in Schools	MNE11304	Date tbc	36	Wed	5.30pm	8.30pm	A	£360
MANYGATES	Preparing to Teach in the Lifelong Learning Sector City & Guilds 7303		Date tbc	12				A	£196
MANYGATES	Certificate in Teaching in the Lifelong Learning Sector City & Guilds 7304		Date tbc	24				A	£450
MANYGATES	Youth Work Practice Level 2 Certificate		Date tbc	36				A	£360
MANYGATES	Working with Parents Level 2 Certificate		Date tbc	24				A	£360

English and Maths

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment required	Course fee
MANYGATES	Employment Skills Workshop	MAS11508	09/09/11	40	Fri	9.00am	12.00pm		No Fee
ST GEORGE'S	Employment Skills Workshop	SGS11106	05/09/11	40	Mon	1.00pm	4.00pm		No Fee
AIREDALE	Employment Skills Workshop	ADS11201	06/09/11	40	Tues	9.00am	12.00pm		No Fee
FIVE TOWNS	Employment Skills Workshop	FTS11301	07/09/11	40	Wed	9.00am	12.00pm		No Fee
KETTLETHORPE	Employment Skills Workshop	KHS11301	07/09/11	40	Wed	1.00pm	4.00pm		No Fee
ST MARY'S	Employability Life & Living	CQS11105	05/09/11	38	Mon	1.00pm	4.00pm		No Fee
HAVERCROFT	Employability Life & Living	HVS11410	08/09/11	38	Thurs	1.00pm	4.00pm		No Fee
ST LUKES	Employability Life & Living	SES11410	15/09/11	36	Thurs	11.00am	12.00pm		No Fee
ST LUKES	Employability Life & Living	SES11412	15/09/11	36	Thurs	3.00pm	4.00pm		No Fee
KINSLEY	Employability Life & Living	KFS11206	06/09/11	38	Tues	1.00pm	4.00pm		No Fee
ST SWITHUN'S	Employability Life & Living	EMS11201	06/09/11	38	Tues	9.00am	12.00pm		No Fee
CHESNEYS	Employability Life & Living	CHS11304	14/09/11	36	Wed	11.00am	12.00pm		No Fee
KINSLEY	Employability Life & Living	KFS11305	14/09/11	36	Wed	11.15am	12.15pm		No Fee
MANYGATES	GCSE English	MAL11437	08/09/11	32	Thurs	9.15am	12.15pm	A	£200
FIVE TOWNS	GCSE English	FTL11220	06/09/11	32	Tues	1.00pm	4.00pm	A	£200
MANYGATES	GCSE English	MAL11250	06/09/11	32	Tues	6.00pm	9.00pm	A	£200
MINSTHORPE	GCSE Maths	MNM11401	08/09/11	32	Thurs	9.15am	12.15pm	A	£200
MANYGATES	GCSE Maths	MAM11207	06/09/11	32	Tues	6.00pm	9.00pm	A	£200
MANYGATES	GCSE Maths	MAM11402	08/09/11	32	Thurs	9.15am	12.15pm	A	£200
MANYGATES	GCSE Maths	MAM11364	07/09/11	32	Wed	6.00pm	9.00pm	A	£200
FIVE TOWNS	GCSE Maths	FTM11215	06/09/11	32	Tues	12.30pm	3.30pm	A	£200
CHESNEYS	Literacy Improvers E2/E3	CHS11501	16/09/11	36	Fri	9.00am	12.00pm	A	No Fee
ST SWITHUN'S	Literacy Improvers E2/E3	EMS11407	15/09/11	36	Thurs	1.00pm	3.30pm	A	No Fee
FIVE TOWNS	Literacy Improvers E2/E3	FTS11218	13/09/11	36	Tues	1.00pm	3.30pm	A	No Fee
MANYGATES	Literacy Improvers E2/E3	MAS11357	14/09/11	36	Wed	9.30am	12.00pm	A	No Fee
MANYGATES	Literacy Beginners Pre/E1	MAS11454	15/09/11	36	Thurs	9.30am	12.00pm	A	No Fee
FIVE TOWNS	Literacy Beginners Pre/E1	FTS11302	14/09/11	36	Wed	9.15am	11.45am	A	No Fee
HAVERCROFT	Literacy level to be confirmed	HVS11105	15/09/11	36	Mon	9.15am	11.45am	A	No Fee
ST GEORGE'S	Literacy level to be confirmed	SGS11105	12/09/11	36	Mon	9.30am	12.00pm	A	No Fee
ST MARY'S	Literacy level to be confirmed	CQS11101	12/09/11	36	Mon	9.30am	12.00pm	A	No Fee



English and Maths

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment required	Course fee
SOUTH EAST	Literacy level to be confirmed St Lukes	SES11411	15/09/11	36	Thurs	1.00pm	3.00pm	A	No Fee
AIREDALE	Literacy level to be confirmed	ADS11202	13/09/11	36	Tues	9.30am	12.00pm	A	No Fee
KINSLEY	Literacy level to be confirmed	KFS11302	14/09/11	36	Wed	9.15am	11.15am	A	No Fee
CHESNEYS	Literacy Beginners Pre/E1 ALS	CHS11206	13/09/11	36	Tues	1.00pm	3.30pm	A	No Fee
CHESNEYS	Literacy Intermediate L1/2	CHS11403	15/09/11	36	Thurs	1.00pm	3.30pm	A	No Fee
FIVE TOWNS	Literacy Intermediate L1/2	FTS11307	14/09/11	36	Wed	1.00pm	3.30pm	A	No Fee
MANYGATES	Literacy Intermediate L1/2	MAS11359	14/09/11	36	Wed	1.00pm	3.30pm	A	No Fee
BURNWOOD	Literacy Intermediate L1/2	SES11302	14/09/11	36	Wed	1.00pm	3.30pm	A	No Fee
ST SWITHUN'S	Literacy Intermediate L1/2	EMS11301	14/09/11	36	Wed	9.15am	11.45am	A	No Fee
CHESNEYS	Literacy level to be confirmed	CHS11404	15/09/11	36	Thurs	6.00pm	8.30pm	A	No Fee
FIVE TOWNS	Literacy 16-18 year olds	FTS11415	15/09/11	36	Thurs	9.30am	12.00pm	A	No Fee
MANYGATES	Literacy 16-18 year olds	MAS11257	13/09/11	36	Tues	9.30am	12.00pm	A	No Fee
MANYGATES	Literacy Functional Skills	MAS11447	15/09/11	36	Thurs	9.15am	11.45am	A	No Fee
ALL SAINTS	Literacy Foundation Skills	SES11216	13/09/11	36	Tues	9.30am	12.00pm	A	No Fee
MANYGATES	Literacy Functional Skills	MAS11360	14/09/11	36	Wed	1.00pm	3.30pm	A	No Fee
FREESTON	Literacy L2 Fast Track	NRS11102	16/04/12	12	Mon	1.00pm	3.30pm	A	No Fee
HEMSWORTH	Literacy L2 Fast Track	HES11101	12/12/11	12	Mon	1.00pm	3.30pm	A	No Fee
MANYGATES	Literacy L2 Fast Track	MAS11130	12/09/11	12	Mon	1.00pm	3.30pm	A	No Fee
FIVE TOWNS	Numeracy Beginners Pre/E1	FTS11416	15/09/11	36	Thurs	9.30am	12.00pm	A	No Fee
MANYGATES	Numeracy Beginners Pre/E1	MAS11258	13/09/11	36	Tues	9.30am	12.00pm	A	No Fee
MANYGATES	Numeracy Functional Skills	MAS11259	13/09/11	36	Tues	1.30pm	4.00pm	A	No Fee
FREESTON	Numeracy Fast Track L2	NRS11309	04/01/12	12	Wed	12.30pm	3.00pm	A	No Fee
HEMSWORTH	Numeracy Fast Track L2	HES11301	18/04/11	12	Wed	1.00pm	3.30pm	A	No Fee
MANYGATES	Numeracy Fast Track L2	MAS11358	14/09/11	12	Wed	12.30pm	3.00pm	A	No Fee
MANYGATES	Numeracy Improvers E2/E3	MAS11452	15/09/11	36	Thurs	1.00pm	3.30pm	A	No Fee
FIVE TOWNS	Numeracy Improvers E2/E3	FTS11212	13/09/11	36	Tues	9.30am	12.00pm	A	No Fee
CHESNEYS	Numeracy Improvers E2/E3	CHS11305	14/09/11	36	Wed	1.00pm	3.30pm	A	No Fee
CHESNEYS	Numeracy Intermediate L1/2	CHS11301	14/09/11	36	Wed	9.00am	11.00am	A	No Fee
MANYGATES	Numeracy Intermediate L1/2	MAS11403	15/09/11	36	Thurs	1.00pm	3.30pm	A	No Fee
AIREDALE	Numeracy level to be confirmed	ADS11106	12/09/11	36	Mon	6.00pm	8.30pm	A	No Fee
MANYGATES	Numeracy level to be confirmed	MAS11453	15/09/11	36	Thurs	6.00pm	8.30pm	A	No Fee
ST LUKES	Numeracy level to be confirmed	SES11409	15/09/11	36	Thurs	9.00am	11.00am	A	No Fee
ST GEORGE'S	Numeracy level to be confirmed	SGS11406	15/09/11	36	Thurs	9.15am	11.45am	A	No Fee
HAVERCROFT	Numeracy level to be confirmed	HVS11205	13/09/11	36	Tues	1.00pm	3.30pm	A	No Fee
ST SWITHUN'S	Numeracy level to be confirmed	EMS11206	13/09/11	36	Tues	1.00pm	3.30pm	A	No Fee
AIREDALE	Numeracy level to be confirmed	ADS11303	14/09/11	36	Wed	9.30am	12.00pm	A	No Fee
KINSLEY	Numeracy level to be confirmed	KFS11306	14/09/11	36	Wedn	1.00pm	3.30pm	A	No Fee
ST MARY'S	Numeracy level to be confirmed	CQS11309	14/09/11	36	Wed	1.00pm	3.30pm	A	No Fee



ESOL (English for Speakers of Other Languages)

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment required	Course fee
MANYGATES	ESOL Beginners Pre/E1	MAS11260	13/09/11	36	Tues	1.00pm	3.30pm	A	£195
AGBRIGG	ESOL Beginners Pre/E1	MVS11309	14/09/11	36	Wed	9.30am	12.00pm	A	£195
MANYGATES	ESOL Improvers E2/E3	MAS11448	15/09/11	36	Thurs	9.30am	12.00pm	A	£195
MANYGATES	ESOL Improvers E2/E3	MAS11451	15/09/11	36	Thurs	1.00pm	3.30pm	A	£195
ST MARY'S	ESOL Improvers E2/E3	CQS11401	15/09/11	36	Thurs	1.15pm	3.45pm	A	£195
AGBRIGG	ESOL Improvers E2/E3	MVS11310	14/09/11	36	Wed	1.00pm	3.30pm	A	£195
MANYGATES	ESOL Intermediate L1/2	MAS11449	15/09/11	36	Thurs	9.30am	12.00pm	A	£195
MANYGATES	ESOL Intermediate L1/2	MAS11450	15/09/11	36	Thurs	1.00pm	3.30pm	A	£195
AGBRIGG	ESOL Intermediate L1/2	MVS11208	13/09/11	36	Tues	6.00pm	8.30pm	A	£195
ST MARY'S	ESOL Intermediate L1/2	CQS11308	14/09/11	36	Wed	1.00pm	3.30pm	A	£195
MANYGATES	ESOL L2 Literacy	MAS11509	16/09/11	36	Fri	9.00am	12.00pm	A	£195
MANYGATES	ESOL level to be confirmed	MAS11131	12/09/11	36	Mon	6.00pm	8.30pm	A	£195
ST GEORGE'S	ESOL level to be confirmed	SGS11209	13/09/11	36	Tues	9.30am	12.00pm	A	£195
BURNWOOD	ESOL level to be confirmed	SES11301	14/09/11	36	Wed	9.30am	12.00pm	A	£195
VILLAGE CENTRE	ESOL level to be confirmed Ashtree Children's Centre	MVS11106	12/09/11	36	Mon	12.30pm	3.00pm	A	£195
VILLAGE CENTRE	ESOL level to be confirmed Michaelmas Childrens Centre	MVS11207	13/09/11	36	Tues	1.30pm	3.30pm	A	£195
VILLAGE CENTRE	ESOL level to be confirmed St Mary's School	MVS11206	13/09/11	36	Tues	9.15am	11.45am	A	£195
ST SWITHUN'S	ESOL level to be confirmed	EMS11501	16/09/11	36	Fri	9.30am	12.00pm	A	£195

Health and Social Care

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment required	Course fee
ST GEORGE'S	Counselling Skills ABC L2	SGH11501	16/09/11	10	Fri	1.00pm	4.00pm		£104
MANYGATES	Counselling Skills ABC L2	MAH11101	12/09/11	10	Mon	9.00am	12.00pm		£104
MANYGATES	Counselling Skills ABC L2	MAH11104	16/04/12	10	Mon	6.00pm	9.00pm		£104
HAVERCROFT	Counselling Skills ABC L2	HVH11411	15/09/11	10	Thurs	1.00pm	4.00pm		£104
ST SWITHUN'S	Counselling Skills ABC L2	EMH11407	05/01/12	10	Thurs	1.00pm	4.00pm		£104
FIVE TOWNS	Counselling Skills ABC L2	FTH11501	09/09/11	10	Fri	9.00am	12.00pm		£104
FREESTON	Counselling Skills ABC L3	NRH11201	13/09/11	36	Tues	6.00pm	9.00pm	I	£350
MANYGATES	Counselling - Taster (NV)	MAH11601	12/11/11	1	Sat	9.00am	12.00pm		£8
MANYGATES	Counselling - Taster (NV)	MAH11602	17/3/12	1	Sat	9.00am	12.00pm		£8
ST SWITHUN'S	Counselling - Taster (NV)	EMH11602	05/11/11	1	Sat	9.00am	12.00pm		£8
HAVERCROFT	First Steps to Health and Social Care	HVH11210	13/09/11	3	Tues	9.30am	12.30pm		£22
HAVERCROFT	Health & Social Care - Certificate L1	HVH11202	4/10/11	17	Tues	9.00am	12.00pm	A	£158
HAVERCROFT	Health & Social Care Introduction to Diploma L3 (NV)	HVH11301	07/09/11	4	Wed	9.00am	12.00pm		£34
HAVERCROFT	Health & Social Care - Diploma L2	HVH11301	05/10/11	34	Wed	9.00am	12.00pm	A	£360
MANYGATES	Health & Social Care Introduction to Diploma L2 (NV)	MAH11203	06/09/11	4	Tues	9.00am	12.00pm		£34
MANYGATES	Health & Social Care - Diploma L2	MAH11203	04/10/11	34	Tues	9.00am	12.00pm	A	£360

Health and Social Care (cont)

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment required	Course fee
MANYGATES	Health & Social Care Introduction to Diploma L3 (NV)	MAH11205	13/09/11	4	Tues	9.00am	12.00pm		£34
MANYGATES	Health & Social Care - Diploma L3	MAH11205	11/10/11	34	Tues	9.00am	12.00pm	A	£450
MANYGATES	Health & Social Care Introduction to Diploma L3 (NV)	MAH11301	14/09/11	4	Wed	9.00am	12.00pm		£34
MANYGATES	Health & Social Care - Diploma L3	MAH11301	12/10/11	34	Wed	9.00am	12.00pm	A	£450
ST SWITHUN'S	First Steps to Health & Social Care	EMH11103	12/09/11	3	Mon	9.00am	12.00pm		£22
ST SWITHUN'S	Health & Social Care - Certificate L1	EMH11102	19/09/11	17	Mon	9.00am	12.00pm	A	£158
MANYGATES	First Steps to Health & Social Care	MAH11308	14/9/11	3	Wed	9.00am	12.00pm		£22
MANYGATES	Health & Social Care - Certificate L1	MAH11307	5/10/11	17	Wed	9.00am	12.00pm	A	£158
BURNTWOOD	First Steps to Health & Social Care	SEH11203	13/09/11	3	Tues	9.00am	12.00pm		£22
BURNTWOOD	Health & Social Care - Certificate L1	SEH11204	4/10/11	17	Tues	9.00am	12.00pm	A	£158
MANYGATES	Health & Social Care Introduction to Diploma L2	MAH11305	07/03/12	4	Wed	9.00am	12.00pm		£34
MANYGATES	Health & Social Care - Diploma L2	MAH11305	18/04/12	34	Wed	9.00am	12.00pm	A	£360
CHESNEYS	Health & Social Care Taster L1 (NV)	CHH11303	14/09/11	1	Wed	9.00am	12.00pm		£8

History

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment required	Course fee
AIREDALE	Family History - Introduction (NV)	ADF11204	20/09/11	5	Tues	10.00am	12.00pm		£28
HAVERCROFT	Family History - Introduction (NV)	HVF11206	20/09/11	5	Tues	7.00pm	9.00pm		£28

Languages

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment required	Course fee
ALL SAINTS	French Beginners ABC Entry	SEL11408	15/09/11	10	Thurs	10.00am	12.00pm		£57
MANYGATES	French Intermediate (NV)	MAL11446	22/09/11	10	Thurs	7.00pm	9.00pm		£57
MANYGATES	German Beginners ABC Entry	MAL11124	19/09/11	10	Mon	7.00pm	9.00pm		£57
MANYGATES	German Advanced (NV)	MAL11243	20/09/11	10	Tues	10.00am	12.00pm		£80
MANYGATES	German Beginners ABC Entry	MAL11126	09/01/12	10	Mon	7.00pm	9.00pm		£57
MANYGATES	German Beginners ABC Entry	MAL11125	16/04/12	10	Mon	7.00pm	9.00pm		£57
HORBURY	German Stage 1 ABC L1 Speaking & Listening	HBL11203	20/09/11	30	Tues	7.00pm	9.00pm		£158
MANYGATES	Italian Beginners ABC Entry	MAL11254	20/09/11	10	Tues	7.00pm	9.00pm		£57
MANYGATES	Italian Beginners ABC Entry	MAL11255	17/04/12	10	Tues	7.00pm	9.00pm		£57
MANYGATES	Italian Advanced (NV)	MAL11128	19/09/11	10	Mon	7.00pm	9.00pm		£80
MANYGATES	Italian Beginners ABC Entry	MAL11256	03/01/12	10	Tues	7.00pm	9.00pm		£57
MANYGATES	Italian Stage 1 ABC L1 Speaking & Listening	MAL11445	22/09/11	30	Thurs	7.00pm	9.00pm		£158

Languages (cont)

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment required	Course fee
MANYGATES	Italian Stage 2 ABC L1 Reading & Writing	MAL11438	22/09/11	22	Thurs	1.00pm	3.00pm		£104
MANYGATES	Italian Intermediate (NV)	MAL11119	19/09/11	10	Mon	1.00pm	3.00pm		£57
CROFTON	Pocket French (NV)	CRL11303	18/04/12	5	Wed	7.00pm	9.00pm		£28
CROFTON	Pocket French (NV)	CRL11304	02/11/11	5	Wed	7.00pm	9.00pm		£28
MANYGATES	Pocket German (NV)	MAL11346	21/09/11	5	Wed	10.00am	12.00pm		£28
FIVE TOWNS	Pocket Italian (NV)	FTL11216	20/09/11	5	Tues	1.00pm	3.00pm		£28
FIVE TOWNS	Pocket Italian (NV)	FTL11217	24/04/12	5	Tues	1.00pm	3.00pm		£28
ST MARY'S	Pocket Spanish (NV)	CQL11203	20/09/11	5	Tues	9:30am	11.30am		£28
CROFTON	Pocket Spanish (NV)	CRL11305	21/09/11	5	Wed	7.00pm	9.00pm		£28
MANYGATES	Pocket Spanish (NV)	MAL11347	21/09/11	5	Wed	1.00pm	3.00pm		£28
CHESNEYS	Pocket Spanish (NV)	CHL11402	22/09/11	5	Thurs	10.00am	12.00pm		£28
HAVERCROFT	Pocket Spanish (NV)	HVL11409	22/09/11	5	Thurs	1.00pm	3.00pm		£28
KINSLEY	Pocket Spanish (NV)	KFL11405	22/09/11	5	Thurs	1.00pm	3.00pm		£28
FREESTON	Pocket Spanish (NV)	NRL11209	17/04/12	5	Tues	6.30pm	8.30pm		£28
ST LUKES	Pocket Spanish (NV)	SEL11215	17/04/12	5	Tues	1.00pm	3.00pm		£28
MANYGATES	Spanish Advanced (NV)	MAL11127	19/09/11	10	Mon	7.00pm	9.00pm		£80
HORBURY	Spanish Beginners ABC Entry	HBL11109	19/09/11	10	Mon	7.00pm	9.00pm		£57
HORBURY	Spanish Beginners ABC Entry	HBL11110	18/04/11	10	Mon	7.00pm	9.00pm		£57
HORBURY	Spanish Beginners ABC Entry	HBL11111	09/01/12	10	Mon	7.00pm	9.00pm		£57
MANYGATES	Spanish Beginners ABC Entry	MAL11247	20/09/11	10	Tues	1.00pm	3.00pm		£57
MANYGATES	Spanish Beginners ABC Entry	MAL11248	17/04/12	10	Tues	1.00pm	3.00pm		£57
MANYGATES	Spanish Beginners ABC Entry	MAL11249	03/01/12	10	Tues	1.00pm	3.00pm		£57
FREESTON	Spanish Beginners ABC Entry	NRL11304	21/09/11	10	Wed	6.30pm	8.30pm		£57
FREESTON	Spanish Beginners ABC Entry	NRL11306	04/01/12	10	Wed	6.30pm	8.30pm		£57
FREESTON	Spanish Beginners ABC Entry	NRL11305	18/04/11	10	Wed	6.30pm	8.30pm		£57
KETTLETHORPE	Spanish Beginners ABC Entry	KHL11310	21/09/11	10	Wed	7.00pm	9.00pm		£57
KETTLETHORPE	Spanish Beginners ABC Entry	KHL11312	04/01/12	10	Wed	7.00pm	9.00pm		£57
KETTLETHORPE	Spanish Beginners ABC Entry	KHL11311	18/04/12	10	Wed	7.00pm	9.00pm		£57
MANYGATES	Spanish Beginners ABC Entry	MAL11351	21/09/11	10	Wed	7.00pm	9.00pm		£57
MANYGATES	Spanish Beginners ABC Entry	MAL11353	04/01/12	10	Wed	7.00pm	9.00pm		£57
MANYGATES	Spanish Beginners ABC Entry	MAL11352	18/04/11	10	Wed	7.00pm	9.00pm		£57
KETTLETHORPE	Spanish Intermediate (NV)	KHL11306	21/09/11	10	Wed	7.00pm	9.00pm		£57
FREESTON	Spanish Stage 1 ABC L1 Speaking & Listening	NRL11212	20/09/11	30	Tues	6.30pm	8.30pm		£158
KETTLETHORPE	Spanish Stage 1 ABC L1 Speaking & Listening	KHL11305	21/09/11	30	Wed	7.00pm	9.00pm		£158
MANYGATES	Spanish Stage 1 ABC L1 Speaking & Listening	MAL11441	22/09/11	30	Thurs	7.00pm	9.00pm		£158
FREESTON	Spanish Stage 2 ABC L1 Reading & Writing	NRL11210	20/09/11	22	Tues	6.30pm	8.30pm		£104
KETTLETHORPE	Spanish Yr 3 Short course (NV)	KHL11405	22/09/11	10	Thurs	7.00pm	9.00pm		£57

Manicure, Pedicure and Nail Technology

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment required	Course fee
ST GEORGE'S	Nail Art Introduction (NV)	SGR11313	18/04/12	10	Wed	1.00pm	3.00pm		£57
ST GEORGE'S	Nail Art Introduction (NV)	SGR11312	14/09/11	10	Wed	1.00pm	3.00pm		£57
AIREDALE	Nail Art Introduction (NV)	ADR11309	14/09/11	10	Wed	6.30pm	8.30pm		£57
ST MARY'S	Nail Art Introduction (NV)	CQR11204	13/09/11	10	Tues	1.00pm	3.00pm		£57
KINSLEY	Nail Services C&G Diploma L3	KFR11201	13/09/11	38	Tues	9.00am	4.00pm	A	£450
MINSTHORPE	Nail Services C&G Diploma L2	MNR11108	12/09/11	38	Mon	1.00pm	4.00pm	A	£360
KINSLEY	Nail Technology VTCT L2	KFR11106	12/09/11	20	Mon	6.00pm	9.00pm	A	£250

Multi Skills (Plumbing, Construction and DIY)

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment required	Course fee
MANYGATES	Abrasive Wheels (NV)	MAB11105	05/12/11	1	Mon	7.00pm	9.00pm		£6
MANYGATES	Abrasive Wheels (NV)	MAB11106	26/03/12	1	Mon	7.00pm	9.00pm		£6
MANYGATES	Bird boxes & bird feeders workshop (NV)	MAB11314	07/12/11	1	Wed	1.00pm	4.00pm		£8
MANYGATES	Bricklaying Taster progress to MAB11313	MAB11317	21/09/11	1	Wed	1.00pm	4.00pm		£8
MANYGATES	Bricklaying Introduction NOCN progress to MAB11316 & MAB11312	MAB11313	28/09/11	9	Wed	1.00pm	4.00pm		£76
MANYGATES	Bricklaying Taster progress to MAB11311	MAB11316	11/01/12	1	Wed	1.00pm	4.00pm		£8
MANYGATES	Bricklaying - Use of Tools & Equipment for Bricklaying NOCN progress to MAB11315 & MAB11311	MAB11312	18/01/12	9	Wed	1.00pm	4.00pm		£76
MANYGATES	Bricklaying Taster progress to MAB11312	MAB11315	18/04/12	1	Wed	1.00pm	4.00pm		£8
MANYGATES	Bricklaying - Constructing a Half Brick Wall Using Bricklaying Skills NOCN	MAB11311	25/04/12	9	Wed	1.00pm	4.00pm		£76
MANYGATES	Brickwork for Beginners	MAB11609	01/10/11	5	Sat	9.00am	12.30pm		£50
MANYGATES	Bricklaying Taster progress to MAB11603	MAB11604	14/01/12	1	Sat	9.00am	12.30pm		£10
MANYGATES	Bricklaying Introduction NOCN progress to MAB11315 & MAB11311	MAB11603	21/01/12	9	Sat	9.00am	12.30pm		£88
MANYGATES	CSCS Test Preparation for work on building sites	MAB11107	12/09/11	1	Mon	7.00pm	9.00pm		£6
MANYGATES	CSCS Test Preparation for work on building sites	MAB11208	06/12/11	1	Tues	10.00am	12.00pm		£6
MANYGATES	DIY (NV)	MAB11309	21/09/11	10	Wed	9.00am	12.00pm		£84
MANYGATES	DIY for Women. All welcome. (NV)	MAB11404	21/09/11	10	Thurs	7.00pm	9.00pm		£57
SE TRAINING	DIY for Women. All welcome. Wakefield South East Training & Enterprise Centre (NV)	SEB11206	20/09/11	10	Tues	9.30am	11.30am		£57
MANYGATES	Electrics Beginners Autumn (NV)	MAB11405	22/09/11	10	Thurs	7.00pm	9.00pm		£57
SE TRAINING	Electrics Beginners Spring Wakefield South East Training & Enterprise Centre (NV)	SEB11207	10/01/12	10	Tues	9.30am	11.30am		£57

Multi Skills (Plumbing, Construction and DIY) (cont)

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment required	Course fee
FIVE TOWNS	Electrics Beginners Summer (NV)	FTB11211	17/04/12	10	Tues	9.30am	11.30am		£57
MANYGATES	Manual Handling (NV)	MAB11108	12/12/11	1	Mon	7.00pm	9.00pm		£6
MANYGATES	Multi skills workshop (NV)	MAB11209	20/09/11	10*	Tues	9.30am	12.00pm		£70
MANYGATES	Multi skills workshop (NV)	MAB11216	20/09/11	10*	Tues	7.00pm	9.00pm		£57
MANYGATES	Plumbing Taster progress to MAB11211 (NV)	MAB11214	20/09/11	1	Tues	1.00pm	3.00pm		£6
MANYGATES	Plumbing Understanding Domestic Plumbing Systems NOCN Beginners progress to MAB11215	MAB11211	27/09/11	9	Tues	1.00pm	3.00pm		£51
MANYGATES	Plumbing Taster progress to MAB11212 (NV)	MAB11215	03/01/12	1	Tues	1.00pm	3.00pm		£6
MANYGATES	Plumbing - Valves, Taps & Cisterns in Domestic Plumbing NOCN progress to MAB11213	MAB11212	10/01/12	9	Tues	1.00pm	3.00pm		£51
MANYGATES	Plumbing Practical NOCN Beginners (NV)	MAB11213	17/04/12	10	Tues	1.00pm	3.00pm		£57
MANYGATES	Plumbing Taster progress to MAB11220 (NV)	MAB11218	20/09/11	1	Tues	7.00pm	9.00pm		£6
MANYGATES	Plumbing Understanding Domestic Plumbing Systems NOCN Beginners progress to MAB11219	MAB11220	27/09/11	9	Tues	7.00pm	9.00pm		£51
MANYGATES	Plumbing Taster progress to MAB11217 (NV)	MAB11219	03/01/12	1	Tues	7.00pm	9.00pm		£6
MANYGATES	Plumbing - Valves, Taps & Cisterns in Domestic Plumbing NOCN progress to MAB11221	MAB11217	10/01/12	9	Tues	7.00pm	9.00pm		£51
MANYGATES	Plumbing Practical NOCN Beginners (NV)	MAB11221	17/04/12	10	Tues	7.00pm	9.00pm		£57
FIVE TOWNS	Plumbing Taster progress to FTB11401 (NV)	FTB11410	22/09/11	1	Thurs	9.00am	3.30pm		£17
FIVE TOWNS	Plumbing - Understanding Domestic Plumbing Systems NOCN progress to FTB11404	FTB11401	29/09/11	3	Thurs	9.00am	3.30pm		£51
FIVE TOWNS	Plumbing - Valves, Taps & Cisterns in Domestic Plumbing NOCN progress to FTB11407	FTB11404	20/10/11	3	Thurs	9.00am	3.30pm		£51
FIVE TOWNS	Plumbing Practical NOCN Beginners (NV)	FTB11407	17/11/11	3	Thurs	9.00am	3.30pm		£51
FIVE TOWNS	Plumbing Taster progress to FTB11402 (NV)	FTB11411	12/01/12	1	Thurs	9.00am	3.30pm		£17
FIVE TOWNS	Plumbing - Understanding Domestic Plumbing Systems NOCN progress to FTB11405	FTB11402	19/01/12	3	Thurs	9.00am	3.30pm		£51
FIVE TOWNS	Plumbing - Valves, Taps & Cisterns in Domestic Plumbing NOCN progress to FTB11408	FTB11405	09/02/12	3	Thurs	9.00am	3.30pm		£51
FIVE TOWNS	Plumbing Practical NOCN Beginners (NV)	FTB11408	08/03/12	3	Thurs	9.00am	3.30pm		£51
FIVE TOWNS	Plumbing Taster progress to FTB11403 (NV)	FTB11412	19/04/12	1	Thurs	9.00am	3.30pm		£17

Multi Skills (Plumbing, Construction and DIY) (cont)

Centre name	Course title	Course code	Start date	No of weeks	Day	Start time	End time	Interview assessment required	Course fee
FIVE TOWNS	Plumbing - Understanding Domestic Plumbing Systems NOCN progress to FTB11406	FTB11403	26/04/12	3	Thurs	9.00am	3.30pm		£51
FIVE TOWNS	Plumbing - Valves, Taps & Cisterns in Domestic Plumbing NOCN progress to FTB11409	FTB11406	17/05/12	3	Thurs	9.00am	3.30pm		£51
FIVE TOWNS	Plumbing Practical NOCN Beginners (NV)	FTB11409	14/06/12	3	Thurs	9.00am	3.30pm		£51
MANYGATES	Welding Taster (NV)	MAB11210	13/12/11	1	Tues	9.30am	12.00pm		£8
MANYGATES	Welding Beginners (NV)	MAB11361	18/04/12	10	Wed	9.00am	12.00pm		£84
MANYGATES	Woodwork for Beginners (NV)	MAB11109	19/09/11	10	Mon	7.00pm	9.00pm		£57
MANYGATES	Woodwork for the Garden (NV)	MAB11110	09/01/12	10	Mon	7.00pm	9.00pm		£57
MANYGATES	Woodwork for the Garden (NV)	MAB11310	11/01/12	10	Wed	9.00am	12.00pm		£84

Employment Skills Workshop

Contact your local centre for details

FREE sessions for anyone who wants to improve their skills to gain employment or who wants a change of career. Come for just one week or as many as you like. These sessions are designed to support those seeking to improve their job search skills. Support is available on: Job search; application letter; CV writing; interview skills and body language.

Centre name	Course title	Start date	End date	Day	Start time	End time
ST MARY'S CENTRE	Employability Life & Living	05/09/11	23/07/12	Mon	1.00pm	4.00pm
ST SWITHUN'S	Employability Life & Living	06/09/11	10/07/12	Tues	9.00am	12.00pm
KINSLEY	Employability Life & Living	06/09/11	10/07/12	Tues	1.00pm	4.00pm
CHESNEYS	Employability Life & Living	14/09/11	04/07/12	Wed	11.00am	12.00pm
KINSLEY	Employability Life & Living	14/09/11	04/07/12	Wed	11.15am	12.15pm
ST LUKES	Employability Life & Living	15/09/11	05/07/12	Thurs	11.00am	12.00pm
HAVERCROFT AND RYHILL	Employability Life & Living	08/09/11	12/07/12	Thurs	1.00pm	4.00pm
ST LUKES	Employability Life & Living	15/09/11	05/07/12	Thurs	2.30pm	3.30pm
ST GEORGE'S	Employment Skills Workshop	05/09/11	23/07/12	Mon	1.00pm	4.00pm
AIREDALE CENTRE	Employment Skills Workshop	06/09/11	24/07/12	Tues	9.00am	12.00pm
FIVE TOWNS	Employment Skills Workshop	07/09/11	25/07/12	Wed	9.00am	12.00pm
MANYGATES	Employment Skills Workshop	09/09/11	28/07/12	Fri	9.00am	12.00pm
KETTLETHORPE	Employment Skills Workshop	07/09/11	25/07/12	Wed	1.00pm	4.00pm

Teacher and Assessor Training

If you're thinking about teaching as a career or moving into assessing or internally verifying NVQs at work, Wakefield Adult & Community Education Service can offer you a range of courses to help your professional development. Interviews will be arranged on receipt of completed applications. Contact Manygates Adult Education Centre on 01924 303302 for an application pack.

7303 Preparing to Teach in the Lifelong Learning Sector (PTLLS) & 7304 Certificate to teaching the Lifelong Learning Sector (CTLLS)

This is a first level course (7303 PTLLS) and is suitable for anyone who wants to move into teaching in the Lifelong Learning. The course is ideal for those who have appropriate qualifications in their own subject area but no teaching or training experience or for those who currently have limited teaching commitments and want to begin to work towards teaching qualifications. On completion of PTLLS learners will have gained 6 credits towards full Diploma in Teaching in the Lifelong Learning Sector. Once learners have completed PTLLS they can continue to complete 7304 CTLLS. CTLLS is a second level teaching qualification for candidates who need to build on and extend the skills and knowledge gained in the 7303 course, which supports candidates to progress to the full Diploma. For those teaching at least 30 hours over the duration of the course, this qualification enables candidates to meet the requirements for the Institute for Learning's Associate Teacher Status. In addition to completing a number of set assignments, candidates on this course will also have their teaching observed. CTLLS provides 24 credits towards full Diploma in Teaching in the Lifelong Learning Sector.

This "pick and mix" course supports the achievement of 7303 and/or 7404 qualification pathways. Interviews will be arranged on receipt of completed applications.

TAQA Training and Assessor qualification (previously A1)

We offer four workshops per course twice a year each academic year, starting in September and February. Candidates are expected to already have suitable learners to assess on accredited learning programmes they will then be supported in their evidence collection through individual tutorial and observation visits by the course tutor. For workplaces with significant number of candidates for this course in one location, we may be able to offer bespoke courses delivered on their premises. In addition to this we can offer a flexible delivery model for candidates who need to achieve this qualification within a short timescale.

Quality Assurance qualification (previously V1)

This is a flexible delivery model with dates/times available on application and interview. As candidates for this course will have greater assessing expertise and experience, the course is supported by workshops followed by individual tutorials & observations by the course tutor.

Working with Parents, City & Guilds 3598 Level 3 Award/Certificate

This new sector specific qualification is aimed at staff working within children and family services both in the public and voluntary & community sector, in particular staff working in children's centres and extended services. It aims to equip individuals working with parents with the essential skills and knowledge required to support parents in their parenting role and to help them to improve their understanding of their children's social, emotional, intellectual and physical needs and the context of family life. There are no formal entry requirements but candidates must have access to parents in a formal or informal setting and be able to demonstrate that they are able to work at this level.



GOOD NEWS

Two learners attending the Next Steps in IT at Ossett School have shown it is never too late to return to Adult Education to improve your learning

Karen Smith who attended Ossett School as a child had real reservations about returning to education as a mature learner. She said she was really frightened about returning to the school to do an IT Course but was determined to overcome her fears to improve her IT skills and also improve her job prospects. This determination has paid off and after successfully completing her First Steps in IT course she is now currently half way through completing her Next Steps in IT which will give her a recognised IT qualification when she completes the course in March.

With her newly found confidence in using the PC Karen has also successfully secured herself a part time position in a nursery school in Ossett as a Teaching Assistant.

Well done to Karen who has made excellent progress since September and the tutor Gilly Asbury is really proud of her achievements.

Ruby Davy who has attended the courses run at Ossett School since September is 84 years old and an inspiration to her tutor Gilly Asbury.

Ruby has a real interest in IT and her contributions to the sessions have made a real difference to the class. Ruby has bought herself the latest version of Office 2010 and is now using this at home outside of the classroom to practise her skills. Ruby uses email to keep in contact with her friends and family and also uses the Internet to purchase goods online. Each week Ruby's confidence is growing. When not 'surfing the net' Ruby attends Keep Fit sessions at Ossett Community Centre and also at St Swithuns.





Internet Café @ Kettlethorpe High School Community Learning Centre

Want free, superfast broadband up to 100Mb? Then visit the Internet Café at KHSCLC!

Free, open access to all adults:

Mon & Fri: 9.00am-4.00pm

Tues, Wed & Thurs: 9.00am-9.00pm*

Closed for lunch: 12.30pm-1.30pm

**term-time only*

Free Courses

KHS Community Learning Centre is a registered BBC Learning Partner Centre and offers the following courses free of charge:

BBC FirstClick - Using computers to get on the internet is easier than you think. Why not take your first click with the BBC?

Computer Tutor - New to computers? Amani explains how to use a mouse, keyboard and computer screen.

Webwise - Learn how to use the internet and get your Web questions answered.

Skillswise - If you need to improve your skills with words or numbers, try these interactive games and activities.

Free English course - Learn English free with Euro Talk Interactive, available in over 100 languages.

And many more ... Friendly, helpful staff at hand for any help you may need.

Get Back to Work

One-to-one back to work sessions, including:

- advice on how to use online job sites
- help with searching and finding jobs online
- completing online applications
- brush up CV and cover letters
- presentation creation tutorials using Power Point
- setup of email accounts for job alerts
- free scanning to pdf for CV's for email.

Printing and photocopy facilities also available.

Contact KHS CLC for more information on: 01924 229071, email: info@khsclc.co.uk, or find more information on our website at: www.khsclc.co.uk.

Follow us! On Facebook: www.khsclc.co.uk/facebook and on Twitter: www.khsclc.co.uk/twitter

GOOD NEWS

St Swithun's Centre Presentation Evening Literacy Class Reunion

Seven learners from last year's Literacy class at St Swithun's enjoyed a reunion on Monday 22nd November at the St Swithun's Presentation evening. It was the first time that they had all met since last June, as some have now progressed to other classes and courses.

The Presentation - an annual event at St Swithun's - was a much appreciated opportunity to catch up, and to meet each others' friends and family members who had come to support and enjoy the occasion.

Cllr. Olivia Rowley presented certificates to the many Wakefield Adult Education Service learners who were

able to attend, and congratulated them warmly on their varied achievements. She paid tribute to their hard work and commitment, and wished them every success in the future.

The learners collected their certificates in the range of courses available at the Centre - such as Literacy, Numeracy, ESOL (English for speakers of other languages) and a variety of arts, crafts and IT courses.

After the presentations, photographs were taken, refreshments were served and the conversations flowed. Learners on this year's courses can look forward to taking part in this great occasion next year!



Access to courses for learners with learning difficulties and/or disabilities

We will do our best to ensure that you have access to the courses which interest you. For example, we have a range of assistive technologies, such as keyboards with large keys, to improve access to the use of computers; in some cases we are able to provide additional support in the classroom; our centres have loop systems and special parking arrangements are available on request.

Help us to support you by speaking to staff about your particular needs including providing this brochure in large print or Braille and by completing the disability Section 3 on the enrolment form.

The Manygates Education Centre has a textphone; please ring if you require further information about anything in this brochure.

For further information please ask for a copy of our Disability Statement, "How We Help Disabled Students", available from your local centre, or from the Manygates Education Centre.

Manygates Education Centre Tel: 01924 303302

Manygates Education Centre Textphone Tel: 01924 302056



Adult Education Calendar 2011-12

Please note that not all courses follow the standard term lengths shown here. Please note the start date of your chosen course in the listings. Courses start throughout the year and courses marked 10* in the course listings means that new 10 week classes will start in the Spring and/or Summer term - contact your chosen Centre for details.

Term Start Date	Half Term Dates
Autumn 2011 5 September 2011	October-28 October 2011
Spring 2012 3 January 2012	13 February-17 February 2012
Summer 2012 16 April 2012	4 June-8 June 2012
Easter Break Monday 2 April to Friday 13 April 2012	
May Day Holiday Monday 7 May 2012	

**ENROLMENT
FORM
PAGES 32 & 33**

**Kontaktujte vzdělávací středisko
Manygates na telefonním čísle 01924
303347 a požádejte o službu překladatele.**

**Skontaktuj się z Centrum Edukacyjnym
Manygates pod numerem 01924
303347 , aby skorzystać z usług tłumaczeniowych.**

فیریوونیک بو دریزہی ژیان له بنکھیکہکی نزدیک خوت
پہیوہندی بہ بنکھیکہ فیرکاری مہنیکیت بکہ لہسہر
01924 303347 بو خزمہتگوزاری زمانوہرگنیران.

یادگیری برای همه عمر در مرکزی در نزدیکی شما
برای خدمات ترجمہ با مرکز آموزش
Manygates بہ شماره تلفن 01924 303347 تماس بگیرید.

آپ کے لویب ہی مرکز میں عمر بھر کے لئے تعلیم
ترجمہ کی خدمات کے لئے مینٹی گیٹس تعلیمی مرکز سے
01924 303347 ہر سے رابطہ کریں

**Contact Linda Poyser on 01924 303347 for
a translation service.**

GOOD NEWS

**Keep Fit Learners, supported by
tutor Cath Smart**

**Kinsley & Fitzwilliam
Community Centre**

I enjoy coming to keep fit because the exercises give me a buzz and more energy they also keep my muscles and joints flexible.

M England

The class I attend is on a Monday morning with Cath. I have been coming to this class for about 3 years. When I first started I came in my wheelchair as I was reluctant to walk but in the last 3 years my mobility has improved so much that I no longer use a wheel chair and now roughly manage 20 minutes walking over the period of the hour class.

D Brown

I have spinal problems and the keep fit for the mature helps me to be more mobile. Also living on my own, meeting people is a great help to me.

June

We enjoy attending the exercise class because we meet people from the community who are friendly, chatty and welcoming. The exercises are easy to follow and help with either our dietary or mobility plans. You can do as many or as few exercises as you like.

Andrea and Janet



ACES Mission Statement

To work with our partners to create a culture in which learning is sought and valued; high standards of achievement become the norm; and where education promotes individual and community development and contributes to Wakefield's regeneration.

GOOD NEWS

Kinsley & Fitzwilliam Community Centre Learner Estelle Currie - career change

Estelle joined the NVQ Level 2 Nail Services course at Kinsley & Fitzwilliam Community Centre in September in the hope of changing her career.

Since joining Estelle has learnt amongst other things manicure and pedicure and nail art. Already Estelle is working as a mobile therapist and is aiming to offer different aspects of nail treatments as she learns nail extensions and completes her course in July.

Well done Estelle

This brochure provides information about Adult and Community Education classes run by Wakefield Council across the district. The information contained in this brochure is correct at time of publication. Information about the courses and services in this brochure are updated at regular intervals throughout the year on our website at: www.wakefield.gov.uk/adulteducation

Further Information

Visit: www.wakefield.gov.uk/adulteducation

Email: ACES@wakefield.gov.uk

Compliments and Complaints Procedure

We welcome your complaints, compliments and comments as your views are important to us. Please tell your Centre Co-ordinator if we are doing something well so that we can continue to do so, or if there are issues we need to address, so we can resolve them. If this does not lead to a satisfactory outcome, please ask for copy of the Compliments and Complaints Policy.

Cancellations and Refunds

The following information applies to fee paying courses run by the Adult and Community Education Service:

No refunds will be given after the first two weeks of term, unless the course is cancelled and we cannot offer a reasonable alternative within the service or district. Requests for refunds should be made in writing to the Service Manager - Adult & Community Learning. Please state reasons and enclose your receipt.

The Adult and Community Education Service reserves the right to close or cancel courses due to unavailability of tutors, facilities or insufficient enrolment numbers. If a course is cancelled, where a course fee has been paid, your fee will be refunded pro-rata.

Childcare

We may be able to help with your childcare needs. You can get further information and advice about how you can get help with childcare costs from the centre where you plan to study or from the Families Information Service:

Tel: 0800 587 8042.

E-mail: fis@wakefield.gov.uk

Website: www.wakefieldfis.org.uk

Copies of a FREE leaflet, "Help Towards Childcare Costs" giving details of financial help is available from Manygates Education Centre, telephone 01924 303302.

Provision

Childcare is available in some of the Adult Education Centres. Check with your chosen centre.

More Information

For more specific and up to date information about centres and programmes listed here, please ring the centre concerned or Manygates Education Centre on 01924 303302/textphone 01924 302056.

The Adult Education email address is: ACES@wakefield.gov.uk

The Adult Education Service website address is: www.wakefield.gov.uk/adulteducation which is updated at regular intervals throughout the year.

For general Wakefield Council enquiries the website is: www.wakefield.gov.uk

Learning Agreement/Enrolment Form 2011/12

Wakefield Adult and Community Education Service

Learner Ref No:

FOR OFFICE USE ONLY

Assessor

IV

Data Team only

Learner Start Date

Expected End Date

GLH

Qual aim

ASL Provision Type

Section 1: Course Details

Course Code	Course Title	Day	Time:	Learner Start Date	Expected End Date	GLH	Qual aim	ASL Provision Type

Where did you find out about the course?

Access brochure Friend Website Tutor Leaflet Previous course Workplace Press Please specify _____

Section 2: Learner Details

Title _____ First name(s) _____ Family Name _____

Address _____

Postcode _____

Daytime Tel No _____ Mobile No (optional) _____

Email _____ Gender (Please tick) Male Female

Date of Birth / / _____ National Insurance Number _____

Emergency Contact Name _____ Emergency Contact Number _____

Tick box if you are a lone parent Tick this box if you are a WMDC resident, retired **AND** over 60 years

Tick this box if you have been resident in the UK/EU for 3 years, if **not** when did you enter the UK/EU **Date** / /

Do you have a valid work permit No Yes N/A

For office use only: If not resident for 3 years Eligibility for funding: Proof seen (type) _____ By (initials) _____ Date: _____

Section 3: Disability/Learning Difficulties

Do you consider yourself to have a disability? Yes No

If yes, please give brief details: _____

Do you consider yourself to have a learning difficulty? Yes No

If yes, please give brief details: _____

Do you require any extra help or support? Yes No We will inform your tutor unless you tick this box

If yes, we would like to contact you to discuss further. Do you prefer contact by telephone? email? type talk?

We will make every effort to make reasonable adjustments to accommodate you in your chosen class/es.

Section 4: Ethnicity (Please tick the box that you consider best represents yourself)

White English/Scottish/Welsh <input type="checkbox"/> Northern Irish/British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any Other White background <input type="checkbox"/>	Asian/Asian British Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Other Asian <input type="checkbox"/>	Black/Black British Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other Black <input type="checkbox"/> Other Ethnic Group Arab <input type="checkbox"/>	Dual Heritage White Asian <input type="checkbox"/> White/Black African <input type="checkbox"/> White/Caribbean <input type="checkbox"/> Other mixed/multiple ethnic background <input type="checkbox"/>	Any other (please specify) _____ _____ _____
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Section 5: Previous Qualifications Do you have any previous qualifications? If yes, please tick the appropriate boxes below. If no, go to Section 6.

Entry Level Entry Level 1 <i>Tick</i> <input type="checkbox"/> Entry Level 2 <i>Tick</i> <input type="checkbox"/> Entry Level 3 <i>Tick</i> <input type="checkbox"/>	Level 1 and 2 5 GCSEs D-G NVQ 1 <i>Tick</i> <input type="checkbox"/> National Test Level 1 or 2 in Literacy and/or Numeracy 'O' Levels <i>Tick</i> <input type="checkbox"/>	Full Level 2 5 GCSEs A-C 5 'O' Levels NVQ 2 1 A Level <i>Tick</i> <input type="checkbox"/>	Full Level 3 2 A Levels NVQ Level 3 BTEC National Diploma <i>Tick</i> <input type="checkbox"/>	Level 4 BTEC Professional Diploma or Degree <i>Tick</i> <input type="checkbox"/>
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Section 6: Employment Details

Are you employed? Yes No If yes, how many hours do you work per week? _____
 Is your employer Wakefield Council? Yes No
 If Wakefield Council are paying your course fees, what is the expenditure code for re-charging? _____
 Are you self-employed? Yes No If yes, how many hours do you work per week? _____
 Name & address of employer/company: _____

	Post code
Tel No. of employer/company	Manager's name
If unemployed, how long since you were in paid employment?	0-6mths <input type="checkbox"/> 6-12mths <input type="checkbox"/> 1-2yrs <input type="checkbox"/> 2-3yrs <input type="checkbox"/> 3+yrs <input type="checkbox"/> Retired <input type="checkbox"/>
Is your course relevant to your employment?	Yes <input type="checkbox"/> No <input type="checkbox"/> Is your employer releasing you to study your course? Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your employer asked you to attend your course?	Yes <input type="checkbox"/> No <input type="checkbox"/> Does your employer employ more than 250 people? Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 7: Concessionary Fees

Are you in receipt of one or more of the following benefits? If yes, please tick one of the boxes below.
 Proof must be provided and boxes ticked by a member of staff as seen. If no, go to Section 8.

1. I am in receipt of Employment and Support Allowance (work related activity group) <input type="checkbox"/>	Staff Initials	Date
2. I am in receipt of Job Seekers Allowance <input type="checkbox"/>		

If you are a WMDC resident, over 60, retired and in receipt of one of the following your course may be free - please tick the relevant box, provide proof and your centre will advise you if your course is free.

1. I am in receipt of Income Support <input type="checkbox"/>		
2. I am in receipt of Housing Benefits <input type="checkbox"/>		
3. I am in receipt of Pension Credit (Guarantee Credit) <input type="checkbox"/>		
4. I am in receipt of Council Tax Benefit <input type="checkbox"/>		
5. I am an unwaged dependant of those listed above <input type="checkbox"/>		

Section 8: Fee Information

Fee amount: _____ Payment method: Cash Cheque Mastercard /Visa/Switch
 Mastercard/Visa/Switch No: _____ Card Valid from: _____
 Card expiry date: _____ Switch Issue Number: _____
 Are you, the learner paying? Yes No
 Is your employer paying your fees on invoice? Yes No
 If yes, the name and address to which the invoice should be sent if different from that shown in Section 6

Learner Declaration

Privacy notice 2011/12 - The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Young People's Learning Agency for England ("the YPLA") to meet legal duties under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training. Further information about use of and access to your personal data is available at <http://skillsfundingagency.bis.gov.uk/foi.htm>, <http://www.ypla.gov.uk/foi.htm> <http://learningrecordservice.org.uk/documentlibrary/documents/Code-of-Practice-for-Sharing-of-Personal-Information.htm> At no time will your personal information be passed to organisations for marketing or sales purposes. The YPLA, the Chief Executive of Skills Funding and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you.

Please Tick this box if you **do not** wish to be contacted in respect of surveys and research by mail or phone .

Please Tick this box if you **do not** wish to be contacted about courses or learning opportunities by post .

I have received, where requested, pre-entry advice, including procedures, implications, entry requirements, suitability and support for my learning programme. I am satisfied with my course choice. I certify that the information given above is correct. I have read and agree with the Data Protection Statement . I have read and will comply with the Adult Education's use of electronic equipment policy .

Learner's Signature _____ Date _____
 Signature of Tutor/Interviewer: _____ Date _____

FOR OFFICE USE ONLY	Term 1	Term 2	Term 3			
	Cash	Cash	Cash	No of children using Crèche	e-Citizen, ECDL, ECDL Advanced	
	Cheque	Cheque	Cheque	Ages of children using Crèche		
	Card	Card	Card	Crèche Receipt Number		
	INV/IDT	INV/IDT	INV/IDT	CRB No:	Date:	
	Online payment	Online payment	Online payment	DDA Form (tick)		
Amount				Staff initials	Photo ID	
Date				Tutor informed		Date:
Receipt No				Additional Costs:		£
Rec'd By				Books, Resources etc Receipt No	Address ID	

Course information events reminder

The following centres will be open on the dates shown between 2.30pm to 7.30pm for you to call in and find out more about the courses offered and meet the tutors.

Date	Where	Address
6 September 2011	ST LUKES CHURCH HALL	Carlton Road, South Elmsall, Pontefract WF9 2QQ
7 September 2011	FIVE TOWNS RESOURCE & TECHNOLOGY CENTRE	Welbeck Street, Castleford WF10 1DP
8 September 2011	MANYGATES ADULT EDUCATION CENTRE	Manygates Lane, Sandal, Wakefield WF2 7DQ



Apprenticeships

New Adult Apprenticeships *Opening doors to a better future*

We are pleased to be able to offer adults Apprenticeship training programmes which will provide off the job training, on the job assessment and a range of accredited qualifications. We are currently offering Level 2 Adult Apprenticeships in the following sectors:

- Health & Social Care
- Fitness Instructing
- Business Administration
- Childcare
- Customer Service
- And others

The Adult Apprenticeship programmes are ideally suited to people who are already working in these sectors who want to take the next step whilst at the same time providing accredited qualifications which can be used to support career development.

Please contact Denis Jones, Business Support Adviser
Manygates Adult Education Centre,
Manygates Lane, Wakefield WF2 7DQ

Tel: 01924 303301/07833611398

E mail: denisjones@wakefield.gov.uk

Family Learning

is working in partnership with schools, children's centres and community venues near you

If you would like to find out how your children are taught literacy and numeracy in school today and how pre-school children develop their communication skills, then why not join a group at your local school or children's centre?

Contact May Benton or Lynne House on 01977 723488
or email Anne Marie Spencer on amspencer@wakefield.gov.uk

Enrol online

visit www.wakefield.gov.uk/adulteducation



**COURSES MAY BE
FREE
PLEASE ASK!**



Adult Education has lots to offer you in 2011-12

There are 100s of courses for you to choose from, such as:

- Aromatherapy
- Beauty
- Computing
- Dance
- English
- Fitness
- Guitar
- Childcare
- Arts and Crafts
- Joinery
- ESOL
- Maths
- Bricklaying
- Plumbing
- DIY
- Languages
- Business
- Health and Social Care... *Plus many more*

Whether you're looking for new hobbies, improving skills or want a vocational course, there's bound to be something for you!

It is simple to enrol - look inside for information or go online at: www.wakefield.gov.uk/adulteducation