

New year, new start, new skills, new future?

# London Borough of Hillingdon Hillingdon Adult Education

**NEW learning opportunities  
for January 2009**

**FREE  
PLACES!**

Limited places  
available  
Subject to  
meeting criteria



**HILLINGDON**  
LONDON



Greater London  
National Training Awards 2007



INVESTOR IN PEOPLE



Leading learning and skills

# New year, new start, new skills, new future?

## Do you have the skills but not the qualification? Courses may be free!

Improve your employment opportunities using your current computing and administration skills. Come to our open days so we can assess your current levels, and advise the best course for you.

### Business Administration (level 2)

If you wish to improve your skills or find work in an office environment, this course provides you with all of the knowledge designed to assist you in your current role or to help you in securing a job!

**Course starts** Friday 23 January at Brookfield  
9.15am – 11.45am  
or 12.15pm – 2.45pm

### European Computer Driving Licence (ITQL or extra)

This course is designed to take your existing computer knowledge to the next level and provide you with the qualification to recognise these skills

**Course starts** Wednesday 21 January  
at Brookfield  
9.30am – 1.30pm

Already have some advanced ECDL units? Then we recommend you take...

### ECDL Advanced ITQ

Enable your CV to be taken to the next level for that all-important career opportunity

**Course starts** Thursday 24 January  
at Brookfield  
1pm – 4pm

## Have you ever wanted to become a teacher, nurse or childcare professional?

(but thought University wasn't for you...?)

We now offer Access to Higher Education (HE) courses FREE to all learners who do not currently hold the necessary qualifications.

Don't worry, we can guide you through this at the advice and enrolment days.

Courses are now available locally to start in January in the following specialist areas:

- Access to HE – Teaching and Learning
- Access to HE – Early Years and Child Care Management
- Access to HE – Health Professions including Nursing

Our dedicated team of subject specialists will support you throughout this programme and we have links with the local universities to move to the next stage of your career.



## Drop-in advice and enrolment days 2009

Specialist staff will be available to talk through with you the range of options.

Day	Date	Location	Times
Saturday	10 January	Brookfield Centre	10am – 2pm
Tuesday	13 January	Ruislip Manor Centre	11am – 8pm
Thursday	15 January	Rosedale Centre	11am – 8pm
Saturday	17 January	Brookfield Centre	10am – 2pm

Information Team  01895 676837

## Career change?

**Fancy blossoming into a florist? Want to develop your skills as a professional childcare specialist or train as a complementary therapist?**

**We have a range of re-training and personal development opportunities from January 2009.**

**If you don't currently have a level 2 qualification or higher (5 GCSE A-Cs or their equivalent), these courses could be FREE!**

### **National Certificate in Floristry (level 2)**

A growth industry! Learn the skills and techniques of flower arranging, shop displays, bouquets and arrangements for a variety of settings. The skills and knowledge gained can be used for both personal and business use. Set up your own business, supplying weddings and functions with professionally produced displays!

### **Certificate in Pre-school Practice (level 2)**

Study this stimulating course whilst being employed or undertaking a voluntary placement within a playgroup. This provides you with the opportunity to work with pre-school children with a nationally recognised qualification.

### **Diploma in Pre-school Practice (level 3, fast track)**

If you currently work in a pre-school or nursery setting, have a level 2 qualification and have supervisory experience, this course provides you with the opportunity to gain the nationally recognised qualification.

### **Certificate in Complementary Therapies (level 2)**

Introduce yourself to a range of complementary therapy techniques - reflexology aromatherapy and holistic massage. These new skills and knowledge can be used for personal use and eventually can lead to practising these techniques commercially.

**NOW AVAILABLE FOR ANYONE OVER THE AGE OF 16**

## Want to improve your job prospects? January starts!

**We have a range of new options to improve your job prospects and generally update your skills.**

### **Missed out on your English or Maths GCSE?**

Fill that vital gap in your CV while bringing you up to date with a nationally recognised qualification.

### **Everyday Maths**

"Better maths means more money (££)" according to the latest research. You could join a course that tackles everyday problems like household budgeting and costing or estimating for your work.

### **Financial gobbledegook?**

Been baffled by the credit crunch? Understand your APRs and interest rates, and learn just how much that cheap loan could cost you. An introductory course into financial terms and how they are calculated, which could end up saving you a fortune!

### **Return to work (Office Employment Skills)**

Do you want to return to work or want to brush up your office skills for today's technology? This course will help you to get up to date.

### **Enhance your interview skills**

Develop your presentation skills and improve your interview technique to get that job!

### **Improve your writing skills**

Whether it's for an application form or in your existing job, writing skills have never been more important. Brush up yours while getting a qualification.

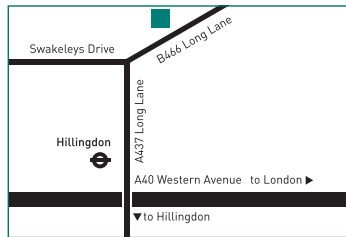
Come and talk to us; we can mix and match to tailor this to suit your needs.



# New year, new start, new skills, new future?

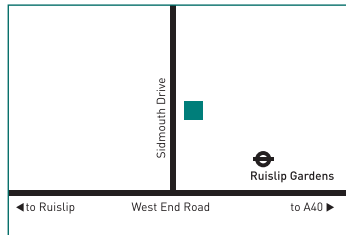
## North Hillingdon ALC

Served by U2 bus & Hillingdon Tube Station



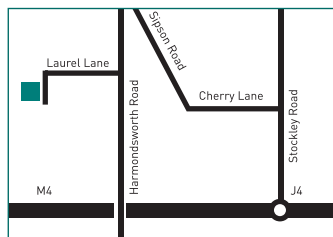
## Ruislip ALC

Served by E7 bus & Ruislip Gardens Tube Station



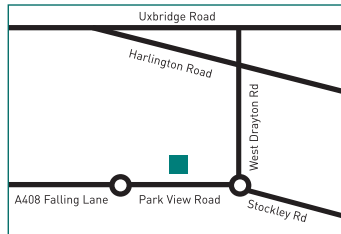
## Longmead ALC

Served by U3 bus & West Drayton Train Station



## Stockley ALC

Served by U2/U5 buses & West Drayton Train Station



**Refreshments available throughout the day**  
**We look forward to seeing you there!**

Contact our Information Team:

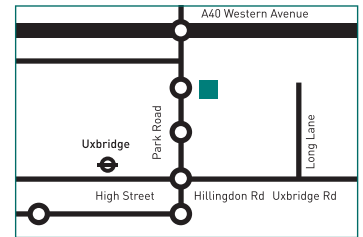
01895 676837

hae@hillingdongrid.org

www.hae-acl.uk

## Brookfield ALC

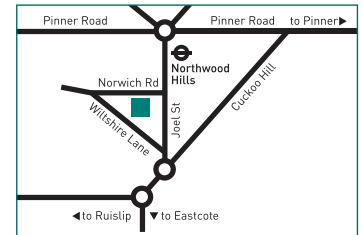
Served by U1/2 buses & Uxbridge Tube Station



Advice and Enrolment  
 Saturday 10 and 17 January, 10am – 2pm

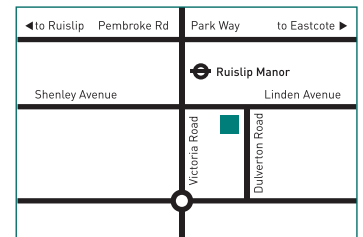
## Haydon School

Served by 282/331 buses & Northwood Hills Tube Station



## Ruislip Manor Library & Community Resource Centre

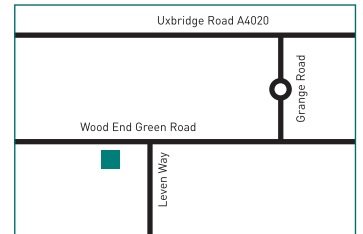
Served by 114/398/H13 buses & Ruislip Manor Tube Station



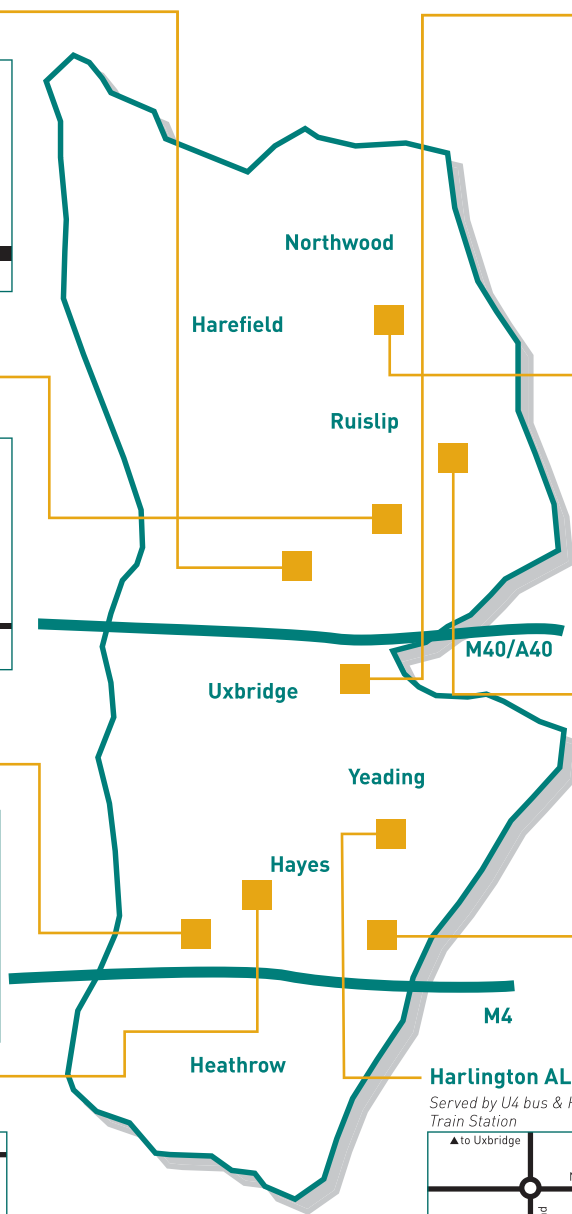
Advice and Enrolment  
 Tuesday 13 January, 11am – 8pm

## Rosedale ALC

Served by 427/H98 & U7 buses



Advice and Enrolment  
 Thursday 15 January, 11am – 8pm



## Harlington ALC

Served by U4 bus & Hayes/Harlington Train Station

