

PLEASE NOTE

- You must know your National Insurance number to complete the enrolment form
- You must show proof of concession at time of enrolment
- You must show proof of age if claiming an age related concession

Paying for your course

All courses must be paid for or proof of benefit and/or age shown at time of enrolment. We now have the facilities to take credit or debit card payments. Instalments are only offered on certain courses please check with an enrolling officer at time of enrolment.

Our Fee policy is as follows:

Fees apply to all courses unless they are stated as being Free

Full Price – People under the age of 60yrs who do not qualify for a concession

Over 60's – 25% reduction if you are 60yrs or over at the time of enrolment

Concession – People who qualify for a concession do not pay for courses

To qualify for a concession you must be:

- 16-18yr olds attending an accredited programme
- Unemployed and in receipt of Job seekers allowance
- In receipt of Employment & Support Allowance (Work related Activity Group element)

Learning Support

We can offer a wide range of support to help students become successful learners. Please ask an enrolling officer or contact Adult Learning on 4338646.

Support for people with Disabilities

We can also provide some specialist equipment to assist learners with disabilities. Our venue is fully accessible but classes could possibly be moved if a problem is identified. Please ask an enrolling officer or contact Adult Learning on 4338646.

Skills for Life

We can offer support through separate programmes or give additional support on your chosen programme. Please ask an enrolling officer or contact Adult Learning on 4338646.

Choosing the right course for you

There are different levels of courses as explained below:

Entry Level 3 - Designed for people with no subject knowledge

Level 1 – For those who have completed an entry level or have some previous subject knowledge

Level 2 – For those who have completed a level 1 or who have good subject knowledge

Level 3 – For those who have completed level 2 or have advanced subject knowledge

If you are unsure which level to enrol on please ask an enrolling officer for advice and guidance

The Lyndhurst Centre Car Parks

The centre provides flood lit car parking in clearly marked bays and parking should not be a problem if students follow these simple rules:

1. Please use upper & middle car parks only.
2. Lower car park is for disabled parking only.
3. Please do **NOT** park on the double yellow lines or the chevron marked areas or the grass.
5. Cars are left at the owner's risk.
6. CCTV is in operation inside and out.

Please note that there is no smoking permitted anywhere on this site including the car parks

The Lyndhurst Centre
Enrolment Dates and Times

Monday	9th January 2012	1.00pm – 3.00pm & 6.00pm – 8.00pm
Tuesday	10th January 2012	1.00pm – 3.00pm & 6.00pm – 8.00pm
Wednesday	11th January 2012	1.00pm – 3.00pm & 6.00pm – 8.00pm
Thursday	12th January 2012	1.00pm – 3.00pm & 6.00pm – 8.00pm
Friday	13th January 2012	10.00am – 12.00 noon

Enrolment is in person at the centre on the above days & times or by telephone between 10am - 3pm Monday - Thursday and 10am – 12pm Friday. If you are claiming a concession you must bring proof of age and/or benefit before the start date of your first class, please note you will also need to sign your enrolment form at this time. All fees should be paid in full at time of enrolling we accept cash, cheque or card.

Online enrolments start on Thursday 1st December 2011 until Tuesday 3rd January 2012. If you enrol online you must bring proof of concession/age to main reception before the start date of your first class, please note you will also need to sign your enrolment form at this time.

All courses start week beginning January 30th 2012

Please note that the information in this booklet may be subject to change.

* Denotes an accredited course.

Art, Design and Performing Arts

This section includes art and design, creative crafts, textiles, music, dance and creative writing

Course Code	Course	Level	Day	Start Date	Time	No of Weeks	Price	Concessions
P11LY0934	Acrylics	Entry	Mon	30/01/12	10-12	8	£35.20	£26.40
P11LY0935	Sewing For All	All	Mon	30/01/12	12.30-2.30	8	£35.20	£26.40
P11LY0936	Soft Furnishings	Entry	Mon	30/01/12	6-8	8	£35.20	£26.40
P11LY0937	Up cycling	Entry	Mon	30/01/12	6-8	8	£35.20	£26.40
P11LY0938	Sewing For All	Entry	Tues	31/01/12	9.30-11.30	8	£35.20	£26.40
P11LY0940	Social Dancing 2 nd Term	1	Tues	31/01/12	10.30-12.30	8	£35.20	£26.40
P11LY0941	Home Sewing	All	Tues	31/01/12	12.00-2.00	8	£35.20	£26.40
P11LY0944	Seasonal Crafts	All	Tues	31/01/12	12.30-2.30	8	£35.20	£26.40
P11LY0942	Dressmaking	All	Tues	31/01/12	2.15-4.15	8	£35.20	£26.40
P11LY0943	Acrylics	Entry	Tues	31/01/12	7-9	8	£35.20	£26.40
P11LY0945	Creative Writing for beginners	Entry	Tues	31/01/12	6.30-8.30	8	£35.20	£26.40
P11LY0939	Beginners Guitar 2 nd Term	Entry	Tues	31/01/12	6-8	8	£35.20	£26.40
P11LY0946	Beginners Jewellery Making	Entry	Weds	01/02/12	10-12	8	£35.20	£26.40
P11LY0947	Drawing & Painting for Everyone	Entry	Wed	01/02/12	12.30-2.30	8	£35.20	£26.40
P11LY0948	Life Drawing 2 nd Term	Entry	Wed	01/02/12	7-9	8	£35.20	£26.40
P11LY0950	Pastels 2 nd Term	Entry	Thurs	02/02/12	10-12	8	£35.20	£26.40
P11LY0951	Making Bags	Entry	Thurs	02/02/12	1-3	8	£35.20	£26.40
P11LY0952	Soft Furnishings	Entry	Thurs	02/02/12	12.30-2.30	8	£35.20	£26.40
P11LY0953	Portrait Drawing 2 nd Term	Entry	Thurs	02/02/12	6.30-8.30	8	£35.20	£26.40
P11LY0954	Exploring Mixed Media	L1	Thurs	02/02/12	7-9	8	£35.20	£26.40
P11LY0955	Mandolin	L1	Thurs	02/02/12	6-8	8	£35.20	£26.40
P11LY0956	Interior Design	Entry	Thurs	02/02/12	6-8	8	£35.20	£26.40
P11LY0957	Exploring Mixed Media	L1	Fri	03/02/12	9.30-11.30	8	£35.20	£26.40
P11LY0958	Beginners Pastels	Entry	Fri	03/02/12	10-12	8	£35.20	£26.40
P11LY0959	Improvers Watercolours	L1	Fri	03/02/12	1-3	8	£35.20	£26.40

Languages

This section includes Modern Foreign Languages and British Sign Language courses. Our ESOL courses are listed under the Skills for Life section.

Course Code	Course	Level	Day	Start Date	Time	No of Weeks	Price	Concessions
P11LY1212	Beginners Spanish 2 nd Term	Entry	Mon	30/01/12	6-8	8	£35.20	£26.40
P11LY1213	Beginners French	Entry	Tues	31/01/12	10-12	8	£35.20	£26.40
P11LY1214	Improvers French	1	Tues	31/02/12	12.30-2.30	8	£35.20	£26.40
P11LY1215	Family French	Entry	Tues	31/01/12	4-5.30	6		
P11LY1220	Introduction Deaf/Blind Awareness	1	Tues	31/01/12	6-8	8	£35.20	£26.40
P11LY1216	Beginners Spanish	Entry	Tues	31/01/12	6-8	8	£35.20	£26.40
P11LY1217	Advanced Spanish 2 nd Term	L3	Wed	01/02/12	10-12	8	£35.20	£26.40
P11LY1218	Spanish 2 nd Term	L1	Wed	01/02/12	6-8	8	£35.20	£26.40
P11LY1219	Spanish 2 nd Term	L2	Thurs	02/02/12	1-3	8	£35.20	£26.40
F11LY1204	*Level 1 British Sign Language	L1	Thurs	02/02/12	6-9	20	£203.00	£170.00

Information Technology

This section includes all the IT courses and ECDL. It also includes courses that use computers heavily in the teaching such as family history

Course Code	Course	Level	Day	Start Date	Time	No of Weeks	Price	Concessions
P11LY0608	Learn to use your own Laptop	Entry	Mon	30/01/12	10-12	8	£35.20	£26.40
P11LY0609	Family History using the Internet 2 nd Term	Entry	Mon	30/01/12	1-3	8	£35.20	£26.40
P11LY0610	Easy Computing	L1	Tues	31/01/12	10-12	8	£35.20	£26.40
P11LY0611	Learn to use your own Laptop	Entry	Tues	31/01/12	1-3	8	£35.20	£26.40
P11LY0612	Easy Internet & Email	Entry	Wed	01/02/12	1-3	8	£35.20	£26.40

Health, Leisure, Relaxation and alternative therapies

Course Code	Course	Level	Day	Start Date	Time	No of Weeks	Price	Conces sions
P11LY0807	Swedish Massage	Entry	Tues	31/01/12	10-12	8	£35.20	£26.40
P11LY0808	Holistic Therapy	Entry	Tues	31/01/12	1-3	8	£35.20	£26.40
P11LY0810	Yoga	All	Wed	01/02/12	1-3	8	£35.20	£26.40
P11LY0809	Introduction to Reflexology	Entry	Wed	01/02/12	6.30-8.30	8	£35.20	£26.40
P11LY0811	Yoga	All	Fri	03/02/12	9.30-11.30	8	£35.20	£26.40

Cookery

Course Code	Course	Level	Day	Start Date	Time	No of Weeks	Price	Conces sions
P11LY0705	Continental Cookery	Entry	Mon	30/01/12	6-8	8	£35.20	£26.40
P11LY0706	Dinner Party Cookery	Entry	Tues	31/01/12	9.30-11.30	8	£35.20	£26.40
P11LY0707	Home Cooking	Entry	Tues	31/01/12	6-8	8	£35.20	£26.40
P11LY0949	Sugarcraft 2 nd Term	Entry	Wed	01/02/12	6-8	8	£35.20	£26.40

Vocational

This section includes learning for work, counselling, Teaching and bookkeeping

Course Code	Course	Level	Day	Start Date	Time	No of Weeks	Price	Conces sions
F11LY1306	*NOCN Progression Award for Mid Day Supervisors	L2	Mon	01/02/12	3.30-5.30	15	£97.50	£81.00
F11LY1304	*NOCN Award in Supporting students with learning disabilities	L2	Weds	01/02/12	6-8	20	£132.00	£108.00
F11LY1303	*NCFE Supporting Teaching & Learning (Teaching Assistant)	L2	Weds	01/02/12	6-9	20	£196.00	£163.00
P11LY1501	Accounting & Bookkeeping for the Non Accountant	Entry	Thurs	02/02/12	6-8	8	£35.20	£26.40