



Course guide

For adults with learning difficulties and disabilities
September 2023 to July 2024



SUPPORTED BY
MAYOR OF LONDON



HILLINGDON
LONDON

www.hillingdon.gov.uk/adultlearning

All about our courses

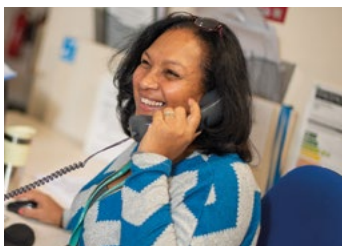


Welcome to our course guide for adults aged 25 and over with learning difficulties and/or disabilities.

All our classes are part-time and will help you develop new skills and become more independent.



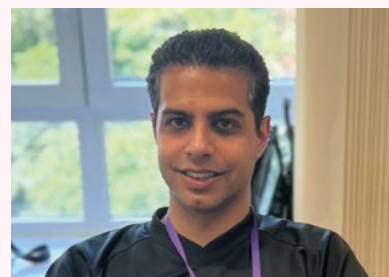
All courses are fully funded because they improve your speaking and listening, maths or digital skills, but you must attend every session.



Please follow the steps on page 4 to book your place on a course.

Case study: Meet Darren

Darren was keen to improve his English and Maths skills and enrolled with Learn Hillingdon in 2019. Last year, he completed the 'Getting Ready for Work' course which provided him with useful workplace skills and experience.



Currently he is studying 'Understanding Adulthood' which allows him to consider what it means to be an adult and look at managing money, physical, emotional, mental and sexual health and wellbeing.

Darren found that although challenging, learning online during the COVID-19 pandemic gave him confidence with working on the computer. He became more independent and now helps his peers if they are struggling.

Darren says, "I've had great experience on my courses here, I made new friends; I was course rep for Maths and English and was elected to the Learner Council."

"I was weak in English and Maths but after my courses I've become better, my tutors supported me to progress."

Darren adds: "Learn Hillingdon provides great opportunities to gain skills, confidence and become more independent. If I can do it, you can do it too!"

Darren is hoping to further study Maths and English next year, gain experience through volunteering with Learn Hillingdon and to be in paid employment in the future.


Booking your place on a course

We want you to learn a range of skills so we have organised our courses into different groups.

New learners must contact a centre to arrange a meeting with a member of the team before enrolling.

Returning learners should follow the steps below.

Ask your parents/carers for help.

- Please make your course choices from the groups on page 5.
- Find the 'Course Request Form' in the 'Site News' section on  moodle.hae-acl.ac.uk (from July to August) or on our webpage.
- Put your name and contact details on the form.
- List your preferred courses on the form, favourites first.
- Press 'submit'

We will contact you and confirm which courses you can enrol on and help you enrol on your courses.

We will do our best to place you in your preferred course but remember to choose something different if you studied with us last year.

All courses are termly. You can choose to enrol on different courses through the year or enrol for all three terms of any course.



Course choices

In our courses, you will work according to your ability and achieve as much as you are able.

Please choose your preferences from our four course groups. You may choose one course from each section:

Get Creative

- Art Lab (experimental art)
- Getting Lost in the Garden
- Sew to Sell
- Upcycle Art Sculpture
- You've Got Talent (build your confidence)

Stay Healthy

- Baking for all Occasions
- Cooking from Scratch
- Cook This, Not That (healthy meals)
- Creative Wellbeing
- Dance and Fitness
- Intro to Healthy Eating
- Upbeat Music

Learn Something New

- Discover the Digital World (digital skills)
- English for Independence
- Gardening Basics
- Look After Your Place
- Maths for Independence
- Using Social Media Safely (digital skills)
- Science for Everyday Life

Preparing for Work and the Future

You may need to have an interview before enrolling on these courses:

- CV Master Class
- Digital Skills for Work
- Dinner for One (cooking for independence)
- ALDD Enterprise Project
- Household Skills
- Make your Crafts to Sell
- Preparing for Employment
- Understanding Adulthood

More information about the courses is shown on the following pages but you will find detailed information about each course on our website, including dates, times, costs and course outcomes.



Get creative

These courses will help you develop your speaking, listening and communication skills, and maintain your motor skills in a fun and interactive way.

Depending on the course, you will work as a team to create individual and joint projects using sustainable resources.

You will also enjoy social interactions with your classmates and improve social wellbeing.

You can choose one of these courses:

- Art Lab (experimental art)
- Getting Lost in the Garden
- Sew to Sell
- Upcycle Art Sculpture
- You've Got Talent (build your confidence)



Stay healthy

These courses will help you to improve speaking, listening and communication skills or maths while you are learning skills and habits to stay well and keep healthy.

You can choose one of these courses:

Choose these courses if you would like to learn how to prepare healthy meals and snacks to keep yourself well:

- Baking for all Occasions
- Cooking from Scratch
- Cook This, Not That (healthy meals)
- Intro to Healthy Eating

Choose these courses if you would like to get active and maintain a healthy physical and mental lifestyle.

- Creative Wellbeing
- Dance and Fitness
- Upbeat Music



Learn something new

These courses help you to develop your skills and knowledge for everyday life so you can live more independently.

Choose these courses if you would like to continue to improve your English, Maths and Digital skills. These skills will allow you to become more independent and will prepare you for other courses you will do in future.

- Discover the Digital World (digital skills)
- English for Independence
- Maths for Independence
- Using Social Media Safely (digital skills)

Choose one of these courses if you would like to learn more about the world around you. Depending on the course you choose, you can prepare for life as an adult and you can practice skills to improve wellbeing through practical experiments, horticulture and working with others.

- Gardening Basics
- Look After Your Place
- Science for Everyday Life



Preparing for work and the future

In these courses you will develop the skills you need for independent life at home or for work.

These courses have entry requirements and you may need to have an interview before you can enrol.

Choose these courses if you would like to develop skills such as team working, planning, decision making, problem solving and if you want to become more confident living independently.

- Dinner for One (cooking for independence)
- Household Skills
- Make your Crafts to Sell
- Understanding Adulthood

Choose these courses if you would like to prepare for paid or voluntary employment and work towards a qualification.

- CV Master Class
- Digital Skills for Work
- ALDD Enterprise Project
- Preparing for Employment

Our courses




We want you to learn new skills, so please choose a course that you have not done in the last two years. Most courses are termly and we will help you to enrol when your course ends.

These courses are fully funded if you attend every session and improve your English, Maths or digital skills.



Monday morning courses

	Venue	Fees
 Cooking from Scratch	Civic Centre	£0.00
 Getting Lost in the Garden	RAGC	£0.00

Monday afternoon courses

 Digital Skills for Work	Civic Centre	£0.00
 Gardening Basics	RAGC	£0.00
 Look After Your Place	South Ruislip	£0.00



Tuesday morning courses

 Preparing for Employment	Civic Centre	£0.00
 Upcycle Art Sculpture	Civic Centre	£0.00
 You've Got Talent!	South Ruislip	£0.00




Tuesday afternoon courses

 Dinner for One	Civic Centre	£0.00
 Science for Everyday Life	South Ruislip	£0.00

Wednesday morning courses

 Baking for all Occasions	Civic Centre	£0.00
 English for Independence	Civic Centre	£0.00
 Understanding Adulthood	South Ruislip	£0.00

Wednesday afternoon courses

 Art Lab (experimental art)	Civic Centre	£0.00
 Maths for Independence	Civic Centre	£0.00
 Using Social Media Safely	South Ruislip	£0.00

Thursday morning courses

 Dance and Fitness	South Ruislip	£0.00
 Sew to Sell	Civic Centre	£0.00



Thursday afternoon courses

 Household Skills	South Ruislip	£0.00
 Cook This, Not That	Civic Centre	£0.00
 Creative Wellbeing	Civic Centre	£0.00

Friday morning courses

 Intro to Healthy Eating	Civic Centre	£0.00
 Make your Crafts to Sell	Civic Centre	£0.00

Friday afternoon courses

 Discover the Digital World	Civic Centre	£0.00
 ALDD Enterprise Project	Civic Centre	£0.00
 Upbeat Music	South Ruislip	£0.00

For venues, see page 14. This information was correct at time of print.

Class rules



You should attend every class. It is important that you phone the centre where your course is held if you are sick.

Two weeks absence could mean you lose your place on the course. Do not book holidays in term time.



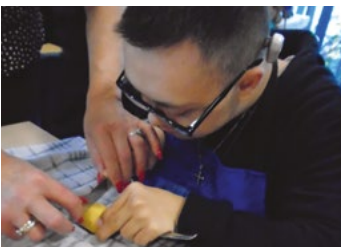
Please come on time; we don't want you to miss anything.



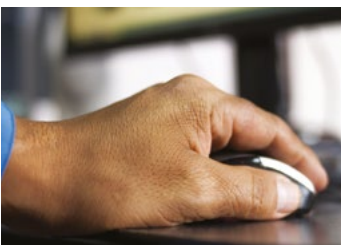
On your first day, we will take your photograph and give you a badge with your name on it. Please wear it whenever you come to our centres, so we can see it's you. If you have a support worker with you, they should also wear their badge. This helps to keep everyone safe.



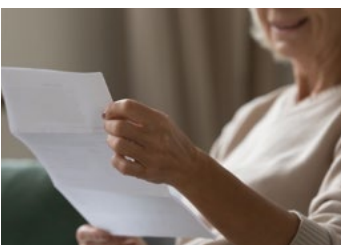
Be polite and considerate, and respect everyone in class.



Take part in the activities your teacher gives you to the best of your ability. As we get to know you, we will provide support where you need it.



We will continue to use online learning for classwork and homework this year so please ask your parent and carers to help you practise using Moodle at home.



Support workers are expected to follow our *Guidelines for Parents, Carers and Support Workers*. Please request a copy.



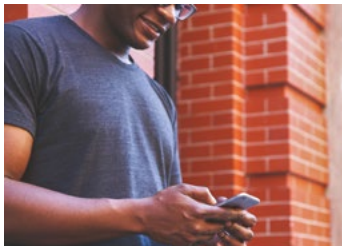
The Service will not tolerate any form of bullying or harassment. Behaviour that is inappropriate or unprofessional towards staff or learners, or that is detrimental to learning will not be tolerated and will be addressed immediately. If the council deems the behaviour warrants exclusion, this will take place with no refund of fees.

Staying safe

Here are some tips to keep yourself safe.



Be kind to people and expect them to be nice to you. If they are being mean or bullying you, walk away and ask someone for help.



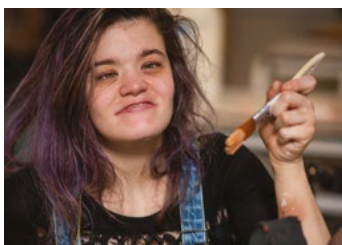
Don't talk to strangers in person or online, for example on Facebook. If someone is mean to you – even on social media, stop talking to them and tell someone you trust.



Take good care of your money. No one should take your money from you or ask you to spend it on them.



Take good care of your phone and don't tell strangers where you live or give your keys to anyone.



We want you to enjoy your time here and feel safe. If you don't feel safe for any reason, please tell us.

Term dates

Autumn term

Term starts	Monday 18 September 2023
October half term	Monday 23 to Saturday 28 October 2023
Term ends	Saturday 16 December 2023

Spring term

Term starts	Monday 8 January 2024
February half term	Monday 12 to Saturday 17 February 2024
Term ends	Saturday 30 March 2024

Summer term

Term starts	Monday 15 April 2024
May half term	Monday 27 May to Saturday 1 June 2024
Term ends	Saturday 13 July 2024

Your course might end before the published term end dates, please check with your teacher.

Locations

Learn Hillingdon - Civic Centre

High Street,
Uxbridge, UB8 1UW
civiccentre@hae-acl.ac.uk
01895 556455

Rural Activities Garden Centre (RAGC)

West Drayton Road,
Hillingdon, UB8 3JZ
harlington@hae-acl.ac.uk
01895 556252

Learn Hillingdon - Harlington

Harlington Community School,
Pinkwell Lane,
Hayes, UB3 1PB
harlington@hae-acl.ac.uk
01895 556252

Learn Hillingdon - South Ruislip

Victoria Road,
Ruislip, HA4 0JE
southruislip@hae-acl.ac.uk
01895 556248

