



# Course guide

For adults with learning difficulties and disabilities  
September 2024 to July 2025



SUPPORTED BY  
**MAYOR OF LONDON**



**HILLINGDON**  
LONDON

[www.hillingdon.gov.uk/adultlearning](http://www.hillingdon.gov.uk/adultlearning)

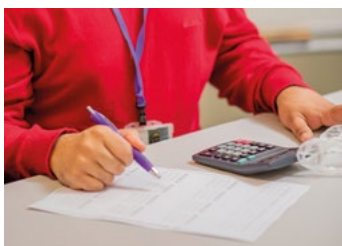


# All about our courses

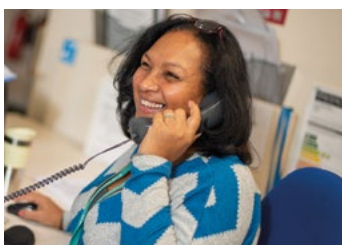


Welcome to our course guide for adults aged 19 and over with learning difficulties and/or disabilities.

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 speech, language and communication, or maths or digital skills, but you must attend every session.



In our classes you will also develop essential skills like problem solving, creativity, staying positive, leadership and teamwork skills and explore your rights as a citizen.

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

## Case study: Meet Shiraz

Shiraz has been studying with Learn Hillingdon for a number of years. He has improved his English, IT and maths skills and gained a beginner's Business Administration qualification.



Shiraz has been working towards living more independently and would like to get a job, so he has also gained Entry 1 Awards in Digital Skills for Work and Preparation for Employment where he completed a work placement at our learning centres.

Shiraz has been volunteering with Learn Hillingdon supporting Student Services Officers and other staff with administrative tasks, including maintaining the laptops used by students. He has also been actively involved in the Course Rep and Learner Council meetings where he represents the views of the ALDD student group.

Shiraz has enjoyed setting up and managing the clothing and toy bank with his friends on the Enterprise Project and has gained lots of experience, including serving customers.

Shiraz thinks his classes are fantastic and he has good support from the staff which helps him to gain more experience and confidence. He is looking forward to getting paid work soon.

# 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.

- 1 Please make your course choices from the groups on page 5.
- 2 Find the 'Course Request Form' in the 'Site News' section on [moodle.hae-acl.ac.uk](https://moodle.hae-acl.ac.uk) (from July to August) or on [www.hillingdon.gov.uk/aldd-courses](https://www.hillingdon.gov.uk/aldd-courses).
- 3 Put your name and contact details on the form.
- 4 List your preferred courses on the form, favourites first.
- 5 Press 'submit'.

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

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 the same course.

Please note that courses will run subject to sufficient enrolments.



# Course choices

When you're on 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

- Healthier Baking for all Occasions
- Cook This, Not That (healthy meals)
- Creative Wellbeing
- Get Fit and Stay Well (healthy lifestyles)
- Intro to Healthy Eating (term 1)
- Healthy Eating – Making Healthy Breakfasts (term 2)
- Healthy Eating – Making Healthy Lunches (term 3)
- Upbeat Music

## Learn Something New

- Discover the Digital World (digital skills)
- English for Independence
- Look After Your Home
- Maths for Independence
- Science in Everyday Life

## Preparing for Work and the Future

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

- CV Masterclass
- 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
- Understanding Intimacy and Relationships

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 and course outcomes.

# Get creative

These courses will help you develop your speech, language 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 your wellbeing.

## You can choose one of these courses:

- **Art Lab (experimental art)**

Explore and experiment with different technical effects to create individual or group pieces for different themes and subjects.

- **Getting Lost in the Garden**

Use gardening and plant-based activities to improve health and wellbeing.

- **Sew to Sell**

Practise basic sewing skills to produce items which can be sold (with proceeds going to the Mayor's Charity Appeal).

- **Upcycle Art Sculpture**

Turn recyclable materials like discarded water bottles, food packaging and old magazines into beautiful pieces of artwork.

- **You've Got Talent (build your confidence)**

Identify your talent and contribute to a performance on your own or in a group.



# Stay healthy

These courses will help you to improve speech, language 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:**

- **Healthier Baking for all Occasions**

Develop basic maths skills through baking for seasonal themes and occasions.

- **Cook This, Not That (healthy meals)**

Improve maths skills while making healthier decisions about ingredients and quantities to use when preparing meals.

- **Intro to Healthy Eating (term 1)**

Develop healthy eating habits and confident decision-making while improving your maths skills.

- **Healthy Eating – Making Healthy Breakfasts (term 2)**

- **Healthy Eating – Making Healthy Lunches (term 3)**

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

- **Creative Wellbeing**

Learn to relax and deal with stress to improve your wellbeing while being creative.

- **Get Fit and Stay Well (healthy lifestyles)**

Learn to make healthy lifestyle choices to improve your health and wellbeing and engage in exercise activities.

- **Upbeat Music**

Enjoy music by learning about different genres and instruments and prepare a performance for your classmates.



# 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 the future:**



- **Discover the Digital World (digital skills)**

Develop digital skills relevant to everyday life and learning while staying safe online.

- **English for Independence**

Improve your basic English skills which are relevant for everyday life, volunteering and work.

- **Maths for Independence**

Improve your confidence in using maths in everyday life and work towards becoming more economically active.

**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.**

- **Look After Your Home**

Begin to prepare to live in your own flat by learning how to complete simple household tasks.

- **Science in Everyday Life**

Increase your awareness of science in everyday life and explore phenomena through enjoyable projects.



# 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)**

Prepare healthy everyday meals and learn to store food safely when preparing to live independently.

- **Household Skills**

Prepare to live independently by considering household skills and issues you might need when contributing to or running a home.

- **Make your Crafts to Sell**

Improve your skills in producing original artwork and investigate ways to sell these (with proceeds going to the Mayor's Charity Appeal).

- **Understanding Adulthood**

Gain confidence to live a happy and healthy life as you transition into and through adulthood.

- **Understanding Intimacy and Relationships**

Consider what healthy and safe sexual relationships look like.

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

- **CV Masterclass**

Consider best practice when producing a CV and set up or review and update your CV.

- **Digital Skills for Work**

Develop digital skills that will help improve your confidence and performance for work.

- **ALDD Enterprise Project**

Work with other learners in a team to set up a food bank, manage a clothing and toy bank, and track donated and taken items.

- **Preparing for Employment**

Gain awareness of your own skills, qualities and attributes and a basic introduction to skills that prepare you for voluntary or paid work.

# 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 again when your course ends.

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

## Tuesday morning courses

|                              | Venue        | Fees  |
|------------------------------|--------------|-------|
| ■ Digital Skills for Work    | Civic Centre | £0.00 |
| ■ Getting Lost in the Garden | RAGC         | £0.00 |
| ■ You've Got Talent!         | Civic Centre | £0.00 |

## Tuesday afternoon courses

|   |               |       |
|---|---------------|-------|
| ■ Art Lab (experimental art)                | Civic Centre  | £0.00 |
| ■ Dinner for One (cooking for independence) | Civic Centre  | £0.00 |
| ■ Look After Your Home                      | South Ruislip | £0.00 |

## Wednesday morning courses

|                                      |               |       |
|--------------------------------------|---------------|-------|
| ■ English for Independence           | Civic Centre  | £0.00 |
| ■ Healthier Baking for all Occasions | Civic Centre  | £0.00 |
| ■ Understanding Adulthood            | South Ruislip | £0.00 |

## Wednesday afternoon courses

|                            |               |       |
|----------------------------|---------------|-------|
| ■ Sew to Sell              | Civic Centre  | £0.00 |
| ■ Maths for Independence   | Civic Centre  | £0.00 |
| ■ Science in Everyday Life | South Ruislip | £0.00 |

### Thursday morning courses

|                            |               |       |
|----------------------------|---------------|-------|
| ■ Get Fit and Stay Well    | South Ruislip | £0.00 |
| ■ Make Your Crafts to Sell | Civic Centre  | £0.00 |

### Thursday afternoon courses

|                            |               |       |
|----------------------------|---------------|-------|
| ■ Cook This, Not That      | Civic Centre  | £0.00 |
| ■ Creative Wellbeing       | Civic Centre  | £0.00 |
| ■ Preparing for Employment | South Ruislip | £0.00 |

### Friday morning courses

|  |               |       |
|--|---------------|-------|
| ■ Intro to Healthy Eating (term 1)     | Civic Centre  | £0.00 |
| ■ Healthy Eating – Breakfasts (term 2) | Civic Centre  | £0.00 |
| ■ Healthy Eating – Lunches (term 3)    | Civic Centre  | £0.00 |
| ■ Household Skills                     | South Ruislip | £0.00 |
| ■ Upcycle Art Sculture                 | 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.

#### What our students have said about learning with Learn Hillingdon

“I never imagined I could be a Course Rep but my teachers had faith and belief in me.”

“I can make my own choices. Before coming to Learn Hillingdon, everything was done for me.”

“I like coming to all my classes, enjoy all of them and I like all my teachers.”

“The ALDD service at Hillingdon is wonderful and is a very much needed place for people like Miriam.”

# Class rules



You should attend every class. Please contact us if you cannot attend your class for any reason, for instance if you are sick.

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



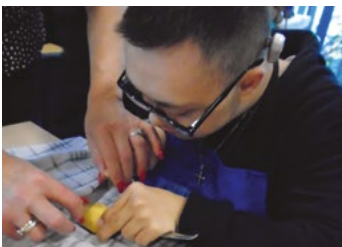
Please come on time; we don't want you to miss anything.



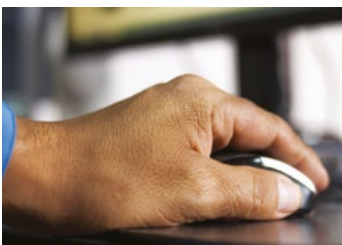
On your first day, we will take your photograph and give you a badge with your name on it. Please wear it whenever you come to our centres, so we can see it's you. If you have a support worker with you, they should also wear their badge. This helps to keep everyone safe.



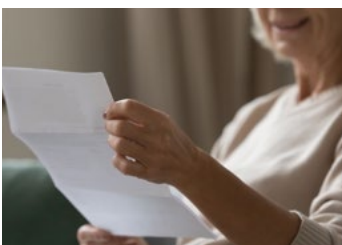
Be polite and considerate, and respect everyone in class.



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.



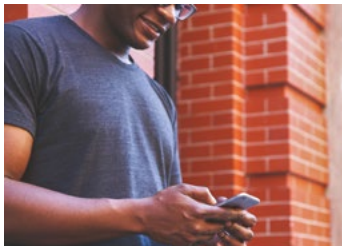
The service will not tolerate any form of bullying or harassment. Behaviour that is inappropriate or unprofessional towards staff or learners, or that is detrimental to learning will not be tolerated and will be addressed immediately. If the council deems the behaviour warrants exclusion, this will take 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.



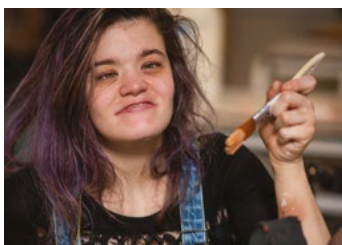
Don't talk to strangers in person or online, for example on Facebook. If someone is mean to you – even on social media, stop talking to them and tell someone you trust.



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 16 September 2024                    |
| October half term | Monday 28 October to Friday 1 November 2024 |
| Term ends         | Friday 13 December 2024                     |

## Spring term

|                    |                                      |
|--------------------|--------------------------------------|
| Term starts        | Monday 6 January 2025                |
| February half term | Monday 17 to Friday 21 February 2025 |
| Term ends          | Friday 4 April 2025                  |

## Summer term

|               |                                 |
|---------------|---------------------------------|
| Term starts   | Tuesday 22 April 2025           |
| May half term | Monday 26 to Friday 30 May 2025 |
| Term ends     | Friday 11 July 2025             |

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



