

Community Learning



*what he attains
attain.*

To book a place on a course please call

0116 272 9137

Courses starting from January 2012 include:

ICT/COMPUTING • BOOK-KEEPING • PRESENTATION SKILLS • CHINESE CULTURE
BEADWORK • KNITTING • CARD MAKING • PAINTING & DRAWING • PHOTOGRAPHY • ITALIAN
SPANISH • JAPANESE • BAKING • MEDITATION • BALLROOM DANCING • DRESS MAKING • MANICURES

The New Year is the perfect time to make that resolution and return to learning...

Have you thought about joining a languages class? Or maybe following the footsteps of the Strictly Come Dancing celebrities by taking up a dance class? Or even just to learn more about computers?

At Beauchamp College we have a variety of courses to suit every taste and budget.

New courses for the spring term include how to do a home manicure, international baking and for those of you new to using a laptop we have a course specifically for that. We are continuing to expand our arts and crafts offer with an exciting new course in Chinese culture and tradition where students will learn how to make dumplings, face masks and paper lanterns as well as starting to learn the language. Courses are available in cameraless and traditional photography as well as dressmaking, painting and drawing and knitting.

Old favourites such as beginners computing, ECDL, Spanish and botanical painting continue to be a part of the programme, as do our skills for work courses. These short courses are designed to help people refresh their skills and update their knowledge in ICT, First Aid, Food Safety and much more.

You will find more initial information about the courses in the brochure than in previous terms to help you make an informed decision about which to choose. We are sure you'll agree that our prices are reasonable and competitive with other providers, and will give you excellent value for money.

Why not give the gift of learning this Christmas by purchasing a loved on gift voucher to attend one of our courses? Just let our enrolments team know when you contact us that it is a gift for someone and we'll send you a personalised gift voucher to confirm the enrolment.

Learners as young as 14 years old can enrol on certain programmes and there is no upper age limit. Those younger than 14 are welcome to attend courses with



appropriate parental supervision. Our dedicated and friendly tutors are always available to offer guidance to students, and our enrolment team are on hand to answer any queries you may have about the courses advertised in this brochure. You can now also download enrolments forms from our website to make the process even easier.

As ever, we strive to make the learning process as easy and enjoyable for you as possible. You will find within this brochure all the information you need about the courses and the enrolment process.

Enrolments are taking place from now and throughout the Christmas and New Year period!

Courses



Computing

Code	Course	Day	Start Date	End Date	Times	No of Weeks	Tutor	Room	Fee
Q1	AAT BOOK-KEEPING CERTIFICATE An introduction to accountancy and book keeping – ideal for small businesses.	Mon	16.01.12	26.03.12	7-9pm	All year, roll on roll off	Jivanta Tailor	CP1	£50.00 per term (additional fees for exams etc)
Q2	ECDL WORKSHOP Gain a employer recognized qualification in using Word, Spreadsheets, PowerPoint, Databases and much more. Not suitable for complete beginners.	Wed	18.01.12	28.03.12	9-11am	All year round	Paul Jones	Adkins	£50.00 per term (additional fees for exams etc)
Q3	BEGINNERS COMPUTING CLASS (E3 CERT IN USING ICT) Ideal for complete beginners to learn the basics of computing. Open to all ages and abilities.	Wed	18.01.12	28.03.12	1.00-3.00pm	10 wks	Paul Jones	Adkins	£25.00
Q4	USING EMAIL & THE INTERNET Learn to create an email account, send and manipulate emails. Surf the internet and find out about shopping online.	Wed	18.01.12	08.02.12	3.30-5.30pm	4 wks	Paul Jones	Adkins	£20.00
Q5	USING MICROSOFT WORD Letter writing, formatting documents, mail merge, inserting pictures and much more.	Wed	22.02.12	28.03.12	3.30-5.30pm	5 wks	Paul Jones	Adkins	£30.00
Q6	ECDL WORKSHOP Gain a employer recognized qualification in using Word, Spreadsheets, PowerPoint, Databases and much more. Not suitable for complete beginners.	Wed	18.01.12	28.03.12	6.30-8.30pm	All year, roll on roll off	Paul Jones	Adkins	£50.00 per term (additional fees for exams etc)
Q7	LAPTOPS FOR BEGINNERS Get to grips with your new laptop. Learn how to use it and its differences to a desk top PC. Involves learning basic applications such as Microsoft Word.	Thurs	26.01.12	08.03.12	9.30-11.30am	6 wks	Paul Jones	Berridge	£30.00

**Training Centre
Adult & Community
Education**
Term Dates 2012

Spring Term 2012

Term Commences Mon 16th Jan 2012
Half Term 13th – 17th Feb
Term Ends Friday 30th Mar 2012
(10 weeks)

Summer Term 2012

Term Commences Mon 30th April 2012
Half Term 4th – 8th June
Term Ends Friday 13th July 2012
(10 weeks)

Computing (continued)

Code	Course	Day	Start Date	End Date	Times	No of Weeks	Tutor	Room	Fee
Q8	FILES & FOLDERS: COMPUTER BASED STORAGE Arrange your computer into files and folders so they are easy to find.	Thurs	15.03.12	29.03.12	9.30-11.30am	3 wks	Paul Jones	Adkins	£20.00
Q9	NEXT STEPS IN COMPUTING Develop your skills in using Microsoft applications such as Word, Excel, Internet & Email.	Thurs	26.01.12	01.03.12	3.30-5.30pm	5 wks	Paul Jones	Adkins	£25.00
Q10	USING MICROSOFT POWERPOINT Create simple but effective presentations using a range of techniques and graphic options.	Thurs	08.03.12	29.03.12	3.30-5.30pm	4 wks	Paul Jones	Adkins	£20.00
Q11	USING MICROSOFT EXCEL Create tables and charts, and use formulas for calculations.	Thurs	23.02.12	22.03.12	6.30-8.30pm	5 wks	Paul Jones	Adkins	£30.00



GCSEs

Code	Course	Day	Start Date	End Date	Times	No of Weeks	Tutor	Room	Fee
Q12	GCSE ENGLISH Through a combination of coursework and exams to cover written, spoken and listening to English. Following the WJEC English 2010-11 syllabus.	Tues	13.09.11	26.06.12	6-9pm	All year	Anna Hunt/Rachel Bryning	CP1	£150.00 (plus additional exam fees)
Q13	GCSE SCIENCE Students will follow the GCSE 21st Century Science Syllabus, taking modular exams.	Wed	28.09.11	27.06.12	4.30-6.30pm	All year	Richard Heppell/Harmony Shergill	S3	£150.00 (plus additional exam fees)
Q14	GCSE MATHS An opportunity to take/re-take your GCSE Maths in a year.	Thurs	29.09.11	28.06.12	6.30-8.30pm	All Year	tbc	MA1	£150.00 (plus additional exam fees)

COURSE FULL

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Skills for Work

Code	Course	Day	Start Date	End Date	Times	No of Weeks	Tutor	Room	Fee
Q15	PRESENTATION SKILLS & TALKING CONFIDENTLY TO AN AUDIENCE Learn the skills & techniques to appear & feel confident when talking to a group. Whether you are conducting a formal presentation with slides or maybe handling some challenging questions, get the know-how to look, sound and feel professional in what you do.	Mon	16.01.12	06.02.12	6.30-8.30pm	4 wks	James Hunt	Cruickshank	£20.00
Q16	MAKING POSITIVE CHANGES (NLP) This course will look at how you can change the way you think, feel & act differently. Whether you are choosing to make positive changes with your life or are wanting to make the best out of change that has come out of the blue, you'll get hands on practical ways and techniques for changing the results that you. Also known as NLP.	Mon	20.02.12	19.03.12	6.30-8.30pm	5 wks	James Hunt	Wilson	£25.00
Q17	MANUAL HANDLING Gain a qualification in the correct way to lift and move objects, and to avoid and reduce potential hazards in the workplace.	Tues	28.01.12	28.01.12	9.30-2.00pm	1 day	Activelife	Berridge	£70.00
Q18	HSE APPROVED APPOINTED PERSONS FIRST AID Gain a qualification to be a first aider in the workplace, or an ideal introduction to first aid. Including the recovery positions and ABCs.	Tues	24.01.12	24.01.12	9.00-3.30pm	1 day	Activelife	Berridge	£70.00
Q19	FOOD SAFETY LEVEL 2 REFRESHER Every 3 years the qualification needs refreshing. Obtain the essential requirement for anyone working in a professional kitchen.	Mon	30.01.12	30.01.12	6-9pm	1 wk	Rose Richards	LA1	£45.00
Q20	FOOD SAFETY LEVEL 2 REFRESHER Every 3 years the qualification needs refreshing. Obtain the essential requirement for anyone working in a professional kitchen.	Mon	26.03.12	26.03.12	6-9pm	1 wk	Rose Richards	LA1	£45.00

Arts & Crafts

Code	Course	Day	Start Date	End Date	Times	No of Weeks	Tutor	Room	Fee
Q21	CHINESE CULTURE & TRADITION Learn about Chinese language, traditions & culture through a series of arts, crafts & music. Suitable for families.	Mon	16.01.12	12.03.12	6-8pm	10 wks	Hongyu White	DA1	£55.00 (inc £5 materials)
Q22	INTRODUCTION TO BEADWORK Come along and learn how to make your own beaded jewellery/decorations in a variety of colours and patterns.	Mon	16.01.12	26.03.12	6.30-8.30pm	10 wks	Tessa Thompson	Berridge	£70.00 (inc £20 materials)
Q23	MORE KNITTING Continue to develop your knitting skills, learn more stitches to make your own pieces.	Mon	16.01.12	12.03.12	6.30-8.30pm	8 wks	Julie Woods	DA2	£45.00 (inc £5 materials)

Arts & Crafts (continued)

Code	Course	Day	Start Date	End Date	Times	No of Weeks	Tutor	Room	Fee
Q24	DOUGH CRAFT Learn to model characters, festive decorations, or ornaments and handmade gifts. An inexpensive, fun and relaxing hobby to develop.	Mon	19.03.12	26.03.12	6.30-8.30pm	2 wks	Julie Woods	DA2	£13.00 <small>(inc £3 materials)</small>
Q25	DRESS MAKING WORKSHOP How to make a garment of your choice with a professional finish. Not for complete beginners.	Mon	16.01.12	26.03.12	7-9pm	10 wks	Janet Theim	TX1	£66.00
Q26	WOODWORKING FOR BEGINNERS Learn how to make a coffee table or just knock a nail in a plank of wood! A beginners course where you decide what you want to make. All timber materials will need to be supplied by the student due to variety of objects being made. Other materials & tools will be supplied.	Tues	17.01.12	27.03.12	6.30-8.30pm	10 wks	Neil Foley	DW	£50.00
Q27	DRESS MAKING FOR ABSOLUTE BEGINNERS Learn the different techniques you will need to make your own clothes after the class.	Wed	18.01.12	28.03.12	6-7pm	10 wks	Janet Theim	TX1	£50.00
Q28	CAMERALESS PHOTOGRAPHY Students will learn to use photograms and traditional dark room techniques. Can lead into Film Camera courses.	Wed	18.01.12	08.02.12	6-8pm	4 wks	Andrew Rose	Photography	£25.00 <small>(inc £5 materials)</small>
Q29	TRADITIONAL PHOTOGRAPHY TECHNIQUES Learn to take traditional photographs using pin hole cameras and SLRs. No digital cameras.	Wed	22.02.12	28.03.12	6-8pm	6 wks	Andrew Rose	Photography	£35.00 <small>(inc £5 materials)</small>
Q30	LEARN TO KNIT Learn how to 'knit one, pearl one' and a few other techniques besides, to make your own finished product.	Wed	22.02.12	28.03.12	6.30-8.30pm	6 wks	Julie Woods	TX2	£33.00 <small>(inc £3 materials)</small>
Q31	HOMEMADE PAMPER PRODUCTS Using all natural ingredients and aromatherapy oils, learn to make your own bath salts, scrubs and moisturisers, to help that after holidays detox.	Wed	18.01.12	08.02.12	6.30-8.30pm	4 wks	Julie Woods	DG2	£25.00 <small>(inc £5 materials)</small>
Q32	BOTANICAL PAINTING The course involves establishing form in pencil & watercolours. Some materials will need to be purchased by students.	Wed	18.01.12	28.03.12	6.30-8.30pm	10 wks	Barbara Hillman	DA2	£55.00 <small>(inc £5 materials)</small>
Q33	DRESS MAKING WORKSHOP How to make a garment of your choice with a professional finish. Not for complete beginners.	Wed	18.01.12	28.03.12	7-9pm	10 wks	Janet Theim	TX1	£66.00
Q34	STARTING BOTANICAL PAINTING You will learn the basics skills to develop form in pencil and watercolours. Some materials will need to be purchased by students.	Thurs	19.01.12	29.03.12	6.30-8.30pm	10 wks	Barbara Hillman	DA2	£55.00 <small>(inc £5 materials)</small>

Arts & Crafts (continued)

Code	Course	Day	Start Date	End Date	Times	No of Weeks	Tutor	Room	Fee
Q35	CARD MAKING Make your own hand made, personalised cards, for birthdays and special occasions. Uses recycled materials.	Thurs	22.03.12	29.03.12	6.30-8.30pm	2 wks	Julie Woods	DG1	£13.00 <small>(inc £3 materials)</small>
Q36	PAINTING & DRAWING WORKSHOP Tutor led workshop, looking at a range of drawing & painting techniques. Subjects will include landscape, portrait and figure drawing. Optional self directed element. Some materials will need to be purchased by students.	Thurs	19.01.12	29.03.12	6-8pm	10 wks	Dan Ireland	DA1	£60.00 <small>(inc £10 materials)</small>
Q37	DRAWING WORKSHOP Using charcoal, chalk and pastel to spend the day creating a piece of artwork.	Sat	28.01.12	28.01.12	10-4pm	1 wk	Dan Ireland	DA1	£40.00 <small>(inc £10 materials)</small>
Q38	WATERCOLOUR LANDSCAPES WORKSHOP Spend the day developing watercolour techniques to create a landscape themed piece. Bring own lunch.	Sat	25.02.12	25.02.12	10-4pm	1 wk	Dan Ireland	DA1	£40.00 <small>(inc £10 materials)</small>
Q39	PORTRAIT WORKSHOP Learn the techniques to produce lifelike portrait drawings. Bring own lunch	Sat	10.03.12	10.03.12	10-4pm	1 wk	Dan Ireland	DA1	£40.00 <small>(inc £10 materials)</small>
Q40	MAKE YOUR OWN CENTRE PIECES Using all natural materials learn how to make centre pieces for your dinner table. All material will be provided.	Sat	10.03.12	10.03.12	10-1pm	1 wk	Julie Woods	DA2	£23.00 <small>(inc £8 materials)</small>



Languages

Code	Course	Day	Start Date	End Date	Times	No of Weeks	Tutor	Room	Fee
Q41	BEGINNERS ITALIAN II Learn the basic elements of Italian conversation and customs. Suitable for beginners or those with a little previous experience.	Tues	17.01.12	27.03.12	6.30-8pm	10 wks	Tim Gettings	LA2	£50.00
Q42	STARTING SPANISH Suitable for beginners or those looking to refresh their language skills. Ideal for holidays.	Thurs	19.01.12	29.03.12	6-7.30pm	10 wks	Pedro Santamaria	Cruickshank	£50.00
Q43	MOVING ON WITH SPANISH An ideal follow on from Starting Spanish, or for those with some experience previously.	Thurs	19.01.12	29.03.12	7.30-9pm	10 wks	Pedro Santamaria	Cruickshank	£50.00
Q44	JAPANESE FOR BEGINNERS Start learning Japanese language, culture & traditions in a fun and relaxed atmosphere.	Mon	16.01.12	26.03.12	4-6pm	10 wks	Hongyu White	Berridge	£50.00

Cookery

Q45	BRITISH BAKING II Learn how to make a variety of sweet and savoury dishes from british culture.	Tues	17.01.12	07.02.12	7-9pm	4 wks	Deb Sims	DF1	£25.00 <small>(inc £5 materials)</small>
Q46	INTERNATIONAL BAKING Learn how to make a variety of sweet & savoury dishes from international cultures.	Tues	21.02.12	27.03.12	7-9pm	6 wks	Deb Sims	DF1	£35.00 <small>(inc £5 materials)</small>
Q47	SEASONAL FOOD ON A FRUGAL BUDGET: SPRING Spring offers a variety of mouthwatering dishes which won't hurt your pocket and will impress family & friends. To include shopping & growing tips, storing & cooking techniques to make your money go even further.	Wed	18.01.12	29.02.12	6.30-8.30pm	6 wks	Geoff Sykes	DF1	£35.00 <small>(inc £5 materials)</small>

Recreational Courses

Q48	LET'S MEDITATE (BEGINNERS) Learn a variety of meditation techniques to relax and destress. Will include some colour therapy and crystal techniques. Suitable for beginners.	Mon	16.01.12	12.03.12	7-9pm	8 wks	Lorriane Jarrams	Wilson	£43.00 <small>(inc £3 materials)</small>
Q49	COME BALLROOM DANCING A fun way to keep active and learn the basic steps to a variety of dances.	Mon	16.01.12	26.03.12	7.30-8.30pm	10 wks	Rosemary Vernon	DR1	£50.00
Q50	LETS MEDITATE (INTERMEDIATE LEVEL) Continuing from the beginners class, learn how to give a treatment and use a dowser, cleanse and programme crystals, use crystal layouts and gridding. Also study the geology and types of crystals used for healing.	Wed	18.01.12	14.03.12	7.30-9.30pm	8 wks	Lorriane Jarrams	Beauty Salon	£43.00 <small>(inc £3 materials)</small>
Q51	HOME MANICURES Focusing on caring for your hands and nails, demonstrating how to get the look of a professional manicure at home.	Fri	20.01.12	02.03.12	9.50-11.50am	6 wks	Charly Kennell	Beauty Salon	£55.00 <small>(inc £25 materials)</small>
Q52	HUMAN CANVAS - FACE & BODY PAINTING FOR BEGINNERS Explore different styles, techniques and ideas to create wonderful costume looks and artistic pieces using the human body as your canvas. Students must be willing to model for one another throughout the course. Please bring a towel.	Tues	17.01.12	27.03.12	6.30-8.30pm	10 wks	Emma Faye	Beauty Salon	£95.00 <small>(inc £45 materials)</small>

Transformed. Inspired.



Do you want to enhance your role in school?

Do you want to gain a recognised qualification?

FDLT and CHESL Open Evenings:

Date	Time	Venue
Monday 6th February	4.30pm-6pm	Beauchamp College, Oadby
Monday 19th March	4.30pm-6pm	Beauchamp College, Oadby
Wednesday 16th May	4.30pm-6pm	Beauchamp College, Oadby

If you would like to attend please contact admissions@northampton.ac.uk or call 01604 892651. For more information please visit www.northampton.ac.uk/teachingassistants

Higher Level Teaching Assistant (HLTA)

We offer HLTA programmes at a variety of venues throughout the East Midlands.

HLTA Open Briefings:

Date	Time	Venue
Tuesday 27th March	4pm	Forest Lodge Education Centre, Leicester
Monday 18th June	4pm	Forest Lodge Education Centre, Leicester

To book a place please contact hlta@northampton.ac.uk or 01604 893527, for more information please visit www.northampton.ac.uk/hlta

The University of Northampton offers a range of opportunities for the continuing professional development of support staff.

The Foundation Degree in Learning and Teaching (FDLT)

This course is designed for a range of support staff who are currently working in schools and who wish to enhance their role. There is the opportunity to extend study into a third year by following the BA (Hons) Learning & Teaching course which is also taught at Beauchamp College.

Certificate in Higher Education Supporting Learners (CHESL)

Specific work related modules can be studied as one-off units or built up to gain the full CHESL award, depending on your needs. Modules can be arranged on a needs basis locally.

Certificate in Higher Education Supporting Learners on the Autism Spectrum (PDT 1031) will be commencing in February 2012. For examples of other modules please see: www.northampton.ac.uk/courses/120/certificate-in-higher-education-supporting-learners-chesl/

For further information and an application form please contact admissions@northampton.ac.uk or call 01604 892895.

"I've just finished the foundation degree and to be quite honest it's the best decision I ever made... It's a really good course and I'd recommend it to anyone".

Katie Noon (FDLT Graduate).

For further information and an application form please contact admissions@northampton.ac.uk or call 01604 892 651

How to Join a Course

Course Enrolment



You can pick up an enrolment form from the college, or complete the form at the back of this brochure and return it to the following address:
**Beauchamp College Training Centre,
 Ridgeway, Oadby, Leicester LE2 5TP**



You can enrol over the telephone. We are now able to take payment via cash, cheque and credit or debit card. **Telephone 0116 272 9137**
 Please leave a message if you are unable to reach a member of staff and someone will call you back.



You can come into the Training Centre or Main College reception during our opening hours (Monday to Friday 9am - 5pm) and enrol in person. Hours may be reduced during school holidays.



You can also download the brochure and enrolment form from our website:
www.beauchamp.leics.sch.uk and email it back to **training@beauchamp.org.uk**

How to pay

All courses must be paid for in full prior to the course commencing. Any student unable to pay for their course before, or at the first session, may not be able to continue with the course.

We are unable to offer discounts on the advertised prices.



Payments can be made in cash on the night, or when you come into the Training Centre to enrol on a course. Please do not send cash through the post.



Credit or Debit card payments can be take over the telephone or in person upon enrolment, or at the first class. Receipts will be issued the following week.



Cheques are still taken as a form of payment at Beauchamp. They should be made payable to: **'LCC Beauchamp College'**.

Important Information

Course Confirmations:

It is unlikely that you will receive written confirmation of your place on a course unless you specifically request it, or in cases where a course starts later in the term than other courses in the programme. If you are unsure of your place on a course please telephone: 0116 272 9137 or email: training@beauchamp.org.uk for verbal confirmation.

Minimum numbers and Cancellations

We will make every effort to run all of the courses advertised, but we may have to close a course where the enrolments are low. If we have to close a class we will contact you with at least 48 hours' notice and arrange a refund or discuss alternative programmes.

Refunds

Refunds are not normally given except when we close a course. However, consideration will be given in exceptional circumstances. Please be aware a £5 administration fee could apply to refunds processed where the college is not at fault. Learners will have to pay for every session of the course they have already attended.

Learner Support

Please ask us if there is anything we can do to support you in your learning. We will always respect your right to confidentiality but we hope that you will feel comfortable enough to disclose your disability or support needs so that we can help you where possible.

Contact us on **0116 272 9137** or email: **training@beauchamp.org.uk**

We are aware that choosing the right course is a big decision for you. If you need any further information about the courses available we can provide additional information sheets, or can arrange for you to come into the Centre to talk to someone about your options.



Enrolment Form

Title	Date of Birth		
Surname	Forenames		
Address			
Postcode			
Home Phone		Mobile Phone	
Email Address		Gender M / F	
Ethnicity (please tick): <input type="checkbox"/> White British <input type="checkbox"/> Asian/Asian British <input type="checkbox"/> White (European) <input type="checkbox"/> Black/British <input type="checkbox"/> White (Non-European) <input type="checkbox"/> Chinese/Other <input type="checkbox"/> Mixed <input type="checkbox"/> Prefer not to say			

Course Details			For Office Use Only		
Course Code	Course Title	Day & Time	Start Date	Course Fee	Payment Method

continued overleaf



Enrolment Form (continued)

Previous Education	
Highest Prior Attainment Level (eg. 5 GCSEs A*-C)	
Have you attended any education courses in the last three years? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please give details	
Do you have a disability, learning difficulty or health problem which may affect your learning? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes please give details	
Do you wish to discuss any additional needs in confidence? YES <input type="checkbox"/> NO <input type="checkbox"/>	
How did you hear about our courses?	

DATA PROTECTION ACT 1998:

The information you provide on this form may be held on a computer and will be available to appropriate members of staff at the Training Centre. At no time will your personal information be passed to organisations for marketing or sales purposes. From time to time students may be approached to take part in surveys by mail and phone, which are aimed at enabling the Beauchamp College Training Centre to monitor performance, improve quality and plan future provision.

- Please tick this box if you **do not** wish to be contacted by the Beauchamp College Training Centre in respect of surveys and research.
- Please tick this box if you **do not** want to be contacted about courses and other learning opportunities at the Beauchamp College by post or email.

DECLARATION

I have checked the details on this form and agree that they are, to the best of my knowledge, accurate.
I undertake to notify the Beauchamp College Training Centre if any of these details change during the course.

Signed (Learner) _____ Date _____

Signed (Training Centre) _____ Date _____