

HOW TO ENROL

You can enrol for **DAY** or **EVENING** courses as follows:

- **By Phone** – telephone Adult Learner Services on 01925 624455. You can enrol over the phone onto **FREE** courses and onto any of the fee paying courses if you have a credit or debit card. If you are claiming a course discount, we can register your interest in the course but you must bring proof of remission into Priestley College (Monday to Friday 9.30am – 4.00pm).
- **In Person** – at Adult Reception in main College anytime between 9.30am – 4.00pm, Monday to Friday.
- **Courses marked * are suitable for people who are 16-18 years old. For all other courses you must be 19 years or older to enrol.**
- **There is no fee remission or refunds for courses marked ****
- **Courses which lead to a Certificate in Adult Literacy are only suitable for adults who have English as their first language.**
- **If you have not been resident in the UK or the European Economic area for the last 3 years there may be other restrictions on enrolment. Please telephone Adult Learner Services for more information.**

COSTS AND DISCOUNTS

You will not have to pay course fees:

If you are:	Proof of entitlement:
Registered unemployed in receipt of Jobseekers Allowance or Employment Support Allowance – Work Related Activity Group. (ESA-WRAG)	Job Centre Plus letter confirming receipt of ESA (WRAG) or JSA1 form authorised by Job Centre Plus. Award notice/letter must be issued within last 3 months
Receiving Working Tax Credit (depending on the amount you receive)	Award Notice issued within last 3 months
Receiving Child Tax Credit (together with another income based benefit)	Award Notice issued within last 3 months
Receiving Income Support	Payment book or bank/building society statement
Receiving Pension Credit (Guarantee Credit)	GPC Award Notice issued within last 3 months
Receiving Housing/Council Tax Benefit	Payment book or bank/building society statement or letter from your local Council
An unwaged dependant of all those above	Benefit book or letter from Job Centre naming the unwaged dependant
In receipt of Disabled Persons' Tax Credit	Letter from Job Centre Plus issued within last 3 months
Resident in the following Warrington Wards: • Bewsey and Whitecross • Birchwood (Oakwood area only) • Burtonwood (not Winwick) • Fairfield and Howley • Latchford East • Orford • Poplars and Hulme • Poulton North	Proof of your current residency. (Utility bill; bank statement etc) You can check your residency in any of the specified wards using the following website: http://neighbourhood.statistics.gov.uk/dissemination/

TERMS AND CONDITIONS

- All proofs of entitlements must be current at time of enrolment.
- Courses may be cancelled if insufficient numbers are recruited and a full refund will be given in this instance.
- Course closures are usually notified by phone before the first class – please check your phone messages.
- To receive a full refund should you wish to cancel your enrolment, you must do so in writing within 7 days of the start of the course.
- Priestley College reserves the right to withdraw or amend courses, venues, fees and details included in this prospectus.

DISABILITY STATEMENT

Priestley College is committed to ensuring that disabled people, including those with learning difficulties, are treated fairly. If you are a disabled person, please ensure that we know what you need, so that we can make all reasonable adjustments to help you to succeed.

Promoting Equality of Opportunity for All.

If you require any further information or advice about any of these courses, the costs or how to enrol, please phone Adult Learner Services on 01925 624455.

Information correct at time of print. The College reserves the right to make changes to the programme if needed.



PRIESTLEY

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Adult Course Guide January 2012



For further advice on any of our Adult Courses, or to enrol, please telephone

01925 624455
www.priestley.ac.uk

Courses start 16th January

Loushers Lane | Warrington |
WA4 6RD | www.priestley.ac.uk

Enrolling
Now!

YOUR GUIDE TO ADULT PART-TIME COURSES AT PRIESTLEY COLLEGE AND LOCAL CENTRES

Happy New Year and welcome to our January 2012 course guide! Why not take the opportunity of a New Year to discover a new pastime, make new friends, learn new skills, improve your job prospects or gain a qualification? In this course guide, you will find courses to do just this – *New Year, New You!*

EVENING COURSES STARTING W/C 16TH JANUARY 2012

Course Title	Day	Time	Venue	Duration	Costs
Spreadsheet Basics	Monday	7.00–9.00 pm	Cardinal Newman High School	12 wks	£72
More Watercolour Painting	Tuesday	7.00–9.00 pm	Priestley College	10 wks	£90
More Painting for Pleasure (Mixed Media)	Tuesday	7.00–9.00 pm	Priestley College	10 wks	£90
Holiday Spanish	Tuesday	7.00–9.00 pm	Priestley College	10 wks	£90
Certificate in Adult Literacy/*Functional English	Tuesday	7.00–9.00 pm	Priestley College	varies	FREE
Certificate in Adult Numeracy/*Functional Maths	Tuesday	7.00–9.00 pm	Priestley College	varies	FREE
First Steps into Website Design and Management	Tuesday	7.00–9.00 pm	Priestley College	12 wks	FREE
Dance Aerobics	Tuesday	7.15–8.45 pm	Priestley College	10 wks	£68

DAYTIME COURSES AT LOCAL COMMUNITY VENUES. STARTING W/C 16TH JANUARY 2012

BEWSEY AND DALLAM

Course Title	Day	Time	Venue	Duration	Costs
Really Useful Maths	Wednesday	9.30–11.30 am	Dallam Primary School	10 wks	FREE
Really Useful English	Friday	9.30–11.30 am	Dallam Primary School	10 wks	FREE
Further Digital Cameras and your Computer	Friday	1.00–3.00 pm	Bewsey Pavillion	10 wks	£60

FAIRFIELD AND HOWLEY

Power Point Basics	Monday	9.30–11.30 am	Fairfield and Howley Community Hub	10 wks	£60
Older and Bolder IT - Festival Facts	Tuesday	1.00–3.00 pm	Nora Street Community House	10 wks	£60

LATCHFORD, WESTY AND STOCKTON HEATH

First Steps into Office Work and Administration	Monday	9.30–11.30 am	St Margaret's Community Hub	6 weeks	FREE
Holiday Spanish	Monday	1.15–2.45 pm	Stockton Heath Primary School	10 wks	£80
First Steps with Office Computer Skills	Tuesday	9.30–11.30 am	St Margaret's Community Hub	10 wks	FREE
*Improve Your Maths	Tuesday	1.00–3.00 pm	St Margaret's Community Hub	varies	FREE
Watercolours for Beginners	Wednesday	9.15–10.45 am	Stockton Heath Primary School	10 wks	£80
Computer Basics	Wednesday	9.30–11.30 am	St Margaret's Community Hub	10 wks	£60
Older and Bolder IT - Festival Facts	Wednesday	1.00–3.00 pm	St Margaret's Community Hub	10 wks	£60
Internet Basics	Thursday	9.30–11.30 am	St Margaret's Community Hub	10 wks	£60
*Improve Your English	Thursday	1.00–3.00 pm	St Margaret's Community Hub	varies	FREE
First Steps into Website Design and Management	Friday	9.30–11.30 am	St Margaret's Community Hub	10 wks	FREE

ORFORD AND LONGFORD

Starting Points Computing and English	Tuesday	12.45–2.45 pm	TONP Cotswold Road, Orford	10 wks	FREE
Really Useful English	Wednesday	1.00–3.00 pm	St Ann's Church Hall	10 wks	FREE
*Improve Your Maths	Thursday	9.30–11.30 am	St Ann's Church Hall	varies	FREE

SANKEY BRIDGES

Digital Cameras and Computers	Wednesday	9.30–11.30 am	Sankey Bridges Community Centre	10 wks	£60
Intermediate Computing	Wednesday	1.00–3.00 pm	Sankey Bridges Community Centre	10 wks	£60

WARRINGTON TOWN CENTRE

*Second Chance Maths	Monday	12.45–2.45 pm	Connexions, Warrington	10 wks	FREE
*Second Chance English	Tuesday	12.45–2.45 pm	Connexions, Warrington	10 wks	FREE

Please do not contact the centres directly. To enrol phone Adult Learner Services on 01925 624455