"An outstanding local community College with 160 years of experience in educating adults and a clear focus on high quality teaching and students as individuals."
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Delivered by WMC in association with Education Funding Agency · European Social Fund · Green Man Community Centre, Barnet Institute of Education · London Borough of Camden · Skills Funding Agency
Welcome to the 2014-15 prospectus for Working Men’s College – the first London College to be graded Outstanding overall under Ofsted’s new framework.

Our courses are designed for adults, to help you progress and develop your career or extend and enrich your skills and experience. We are committed to ensuring you achieve your goals and aspirations, and hope you enjoy your studies here.

This year, I am pleased to announce the launch of our very own Hair and Beauty Studio and its exciting range courses, an Access course in Health & Human Sciences Level 3 and a Certificate in Education and Training Level 4. We also continue to offer our successful Foundation courses in Art & Design, Fashion and Media to help you prepare for higher studies or for employment. Our wide range of specialist bite sized short courses in, to name a few, weaving, soft furnishing, studio photography, silversmithing, water colouring and stand-up comedy gives you the chance to gain new skills or deepen your learning.

We continue to offer basic skills courses in English and Maths through our outstanding programme of ESOL, literacy and numeracy courses and, new this year, GCSE Maths and English.

We still provide the best value courses in London but we do not compromise on quality. If you are interested in one of our Level 3 courses, remember that government backed student loans are available. Just ask Student Services for information. We continue to fundraise to help ensure that students in real financial hardship are not prevented from learning.

This will be my last principal’s welcome in Working Men’s College prospectus. I had 16 rewarding, exciting and fun years at WMC and I would like to thank all the students and staff who have made a significant difference to the success of the College over the years through their passion and dedication to teach and/or learn.

I would like to wish all the best to my successor Helen Hammond. I am sure the College will be in good hands.

Satnam Gill, Principal

A College with a proud tradition of providing lifelong learning for adults

Last year was another very successful one following our successful Ofsted inspection results. We have not stood still and you will see the results of several new initiatives in this course guide. I am sure you will find something here to inspire you to carry on learning.

I would like to take this opportunity to welcome Helen Hammond as new Principal of the College. Helen will take up her post in December. She will bring extensive experience of adult and community education to the College. She joins us from the London Borough of Lewisham, having been their Head of Community Education since 2008.

This means that we will be saying goodbye to Satnam Gill after 16 years of outstanding service as Principal. There are many past and present students who recognise their debt to Satnam. We are all grateful for his achievements over the years.

Professor Tom Schuller, Chair of the Governors

WMC GOVERNORS
Professor Tom Schuller, Chair
Philip Badman, Chair of Audit
Kate Bell, Vice Chair
Barbara Byrne
Severine Campos, Student
Lucy de Groot, Vice Chair
Jean Esnard, Staff
Nigel Franklin
Satnam Gill, Principal
Clerk: Alan Conway

EMERITUS GOVERNORS
Martin Jones
Bipin Patel MBE
Baroness Janet Whitaker

Our mission
To be a learner-centred college dedicated to widening access to education for all, that will provide opportunities for lifelong learning for the diverse range of London adults who may not be able to study full time, particularly those who have missed out on their initial education.

An Outstanding College
In March 2013, we received an outstanding report from Ofsted. Working Men’s College becomes the first London college, and one of only five colleges nationally, to be graded Outstanding overall by Ofsted since the introduction of the new inspection framework.

Key Findings
Outstanding - Overall
Outstanding - Outcomes for Learners
Outstanding - Quality of Teaching, Learning and Assessment
Outstanding - Effectiveness of Leadership and Management
Outstanding - Visual Arts
Outstanding - ESOL

“The quality of teaching, learning and assessments is outstanding. Students make excellent progress in developing a wide range of skills while gaining much confidence to progress to higher level courses, volunteering or employment opportunities.”

Ofsted 2013
A Great Location

Situated in Camden Town, Working Men’s College is at the heart of one of the most culturally exciting, diverse and dynamic London boroughs. Just a few steps away from Mornington Crescent tube, close to St Pancras International, Kings Cross and Euston stations, the College benefits from a fantastic location and is surrounded by some of London’s most attractive mini villages. Koko, the British Library, Camden Lock Market, the Roundhouse are around the corner as well as loads of creative shops, pubs, bars, restaurants, clubs, and music, drama and art venues. Kings Cross is the largest area of urban redevelopment in Europe, only 10 mins away and is becoming London’s newest cultural scene. With its six tube lines, it is also the biggest interchange on London overground.

So Camden is only for tourists? Think twice! The borough has become London’s new hub for creativity with international companies like French Connection, Asos, Hugo Boss, Getty Images, Nicole Farhi and MTV choosing to base their HQs there. In recent years, the area has attracted a large number of digital media agencies, graduate companies and start-ups.

Thanks to its convenient transport links and great cultural scene, the College attracts students from many areas of Central and North London.

Learning Environment

We believe that in order to facilitate your student experience, and for you to participate and create in the 21st century, we need to offer you access to traditional working methods and media alongside contemporary technologies and environment.

Main site

Sitting inside our 1904 listed building with its stunning Victoriana, wonderful Old Library and arts and crafts ceiling you will find:

- classrooms equipped with whiteboards and AV equipment
- bespoke art studios for sculpture, glass, jewellery, ceramics, fashion, media, design and the general arts
- a hair and beauty studio
- a performance studio
- a grand hall with a stage, AV equipment, PA & lighting
- a dedicated MAC suite for the Foundation Diploma students
- dedicated PC and MAC labs containing 160 desktop machines and 45 laptops
- free wifi

Kentish Town site

- PC rooms
- a dedicated printmaking studio
- free wifi

All Macs are equipped with Adobe Creative Suite (including Photoshop, InDesign, Dreamweaver, Illustrator, Adobe Photoshop Elements, Autodesk AutoCAD 3D, Maya 3D, Final Cut Pro, Logic Pro, Microsoft Office for Mac, Sibelius and Typequick. PCs are loaded with the latest business applications including Microsoft Office 2013, Sage 2013 and Payroll 2013.

Library & Learning Resource Centre

Situated in the College’s beautiful historic library in room 601, our Library & Resource Centre is an open and inclusive space designed to inspire learning, invite interaction, and improve access to information and knowledge for students and staff. The library collection covers all areas of the curriculum and strives to contain all the key texts needed to complete your study. The extensive collection of Arts books covers historic and contemporary artistic practice in all fields. Whether you’re looking to the past for inspiration or searching for information on the latest creative techniques we have materials for you. The library is equipped with PCs, MACs and laptops.

The Ruskin Café

The Ruskin Café is at the heart of the College. It is light-filled space where students can get refreshments, enjoy good home cooked food, study or meet up with friends.

Ruskin Gallery

The Ruskin Gallery is a contemporary gallery adjacent to the Ruskin Café. It provides students and external artists who work on site specific projects the opportunity to show at a professional level.

www.ruskingallery.com
Performing Arts Concerts

Whether it is African singing or playing the guitar, students on our performing arts courses get the chance to show you the skills they have learned each term. Come and cheer them at WMC’s performing arts concerts. No need to book, join the fun!

5 December 2014
20 March 2015
19 June 2015

Summer Exhibition

The summer exhibition is the pinnacle of a year of hard work and enjoyment for many of our students. View the Art & design exhibition (including fine art, photography, sculpture, graphic design, multimedia), the fashion foundation catwalk and listen to music performances by students. Celebrate and enjoy an evening of music, food and dance!

Private View, 19 June 2015
Exhibition, 20-24 June 2015

Ruskin Gallery Exhibitions

The Ruskin Gallery is a contemporary gallery adjacent to the Ruskin Café. Look out for our rotating exhibitions of work by students and external artists!

www.ruskingallery.com

Literary Nights

Our themed literary nights are a chance for you to hear the authors read from their books, meet them, buy their books. Previous themes have included International Writers, Writing Memoir, Celebrating Debuts. Literary Nights are social and networking events for budding and published writers or anyone who loves of books. Book clubs welcome!

To keep up to date with College news and events, check our website or join our mailing list by emailing events@wmcollege.ac.uk

@wmcollege

Lectures & Events

2014-15 WMC Lectures series  Book

Following the resounding success of the 2013-14 lecture programme which led to many full capacity audiences, we are pleased to announce that our 2014-15 lecture programme is in full preparation. Topics will include John Ruskin (early tutor at WMC), Green politics, Blue Labour or Red Labour and more. We hope to see you in 2014-15.

2013-14 speakers ranged from supporters & opponents of HS2 to Keir Starmer QC (human rights lawyer and former DPP), Professor (Lord) Robert Skidelsky (renowned political economist), Professor Rosemary Ashton (Bloomsbury expert), Julian Bell (painter, art historian – with some Bloomsbury connections!), Jan Marsh (William Morris Society president) to Tulip Siddiq (standing next year for Hampstead & Kilburn), Arne Lámé, Bonnie Greer & Melissa Benn.

Lectures, on Tuesday evenings, are advertised on our website’s events page.

To join our lecture email list, send details to lectures@wmcollege.ac.uk.

Science for Non-Scientists Lectures  Book

This year, we are proud to launch a fascinating programme of science lectures for non-scientists. Always thought science is not for you? You will be amazed at how well you can understand science when lectured by scientists who know how to effectively communicate the scientific process to the general public.

Extinction of the Dinosaurs - 7pm, 9 October 2014
Joseph Schwartz PhD, Professor of Physics and Science Journalist

The Fluorescent Future - 7pm, 13 November 2014
Aleksandar Ivetic PhD and Klaus Suhling PhD, Cytoskeletons/membrane signalling group, Cardiovascular Division, King’s College London

Einstein for Intermediates - 7pm, 4 December 2014
Joseph Schwartz, Professor of Physics and Science Journalist

The Second Law of Thermodynamics - 7pm, 15 Jan 2015
Joseph Schwartz, Professor of Physics and Science Journalist

The Scienceogram: Making Sense of Science Spending - 7pm, 12 February 2015
Andrew Steele PhD, Computational Biology, London Research Institute, Cancer Research UK

Continental Drift - 7pm, 19 March 2015
Joseph Schwartz, Professor of Physics and Science Journalist

The Challenger Disaster - 7pm, 23 April 2015
Joseph Schwartz, Professor of Physics and Science Journalist

Blood, Insects & Malaria - 7pm, 14 May 2015
Robert Moon PhD, Parasitology, MRC National Institute for Medical Research

DNA - 7pm, 11 June 2015
Joseph Schwartz, Professor of Physics and Science Journalist
Skills for Work
A guide to course progression

We have a long history of helping people getting into work and/or achieve promotion and an excellent reputation and solid track record of helping learners of all ages and abilities. Our commitment to providing outstanding vocational training will enable you to learn new skills, gain new qualifications and prepare you to succeed on the job market. Whether it be to improve your English and Maths or to acquire the knowledge and skills to work in a variety of vocational settings, our courses can help. We offer a wide variety of vocational subjects at levels to suit your requirements.

Skills for Work: interviews and assessment dates
For courses where you need advice and guidance contact Student Services as soon as possible.
We will advise you by phone and/or arrange a visit with Student Services, or the relevant tutor or book you to attend an interview or assessment. Call us on 020 7255 4759 or enrol@wmcollege.ac.uk

FOR SEPTEMBER CLASSES
Computing, Children, Health & Social Care, Business, Construction & Medical Administration, Hair & Beauty, Payroll & Accounting Teaching
From 9.30-12.30 or 14:00-16.30
Access to HE: Health & Human Sciences Level 3
From 10:00-15:00

FOR FEBRUARY & APRIL CLASSES
From 9.30-12.30 or 14:00-16.30

CHOOSE AN EARLY SESSION TO GET A BETTER CHANCE TO JOIN. OUR COURSES FILL UP QUICKLY.
# Accounting & Payroll Courses

## Bookkeeping - Introduction

This course will give you a basic introduction in bookkeeping techniques and familiarise you with basic accounting terms, including bank accounts, double-entry bookkeeping, cash and petty cash accounts and balance sheets. You should have a good level of numeracy.

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>Day</th>
<th>Time</th>
<th>Code</th>
<th>Teacher</th>
<th>Weeks</th>
<th>Code</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTUMN TERM</td>
<td>22-Sep-14</td>
<td>Mon</td>
<td>10:00-12:30</td>
<td>BOOKKP01A</td>
<td>Monica Douglas</td>
<td>10</td>
<td>99</td>
<td>99</td>
</tr>
<tr>
<td>SPRING TERM</td>
<td>12-Jan-15</td>
<td>Mon</td>
<td>10:00-12:30</td>
<td>BOOKKP01B</td>
<td>Monica Douglas</td>
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<td>99</td>
<td>99</td>
</tr>
<tr>
<td>SUMMER TERM</td>
<td>27-Apr-15</td>
<td>Mon</td>
<td>10:00-12:30</td>
<td>BOOKKP01C</td>
<td>Monica Douglas</td>
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## Sage Payroll

This course will give you an introduction to manual/computerised Payroll. You will have the opportunity to set up: company details, processing the payroll, payroll reports and dealing with starters and leavers. Knowledge of manual accounting is an advantage. You need to be a confident user of computers.

<table>
<thead>
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<tr>
<td>AUTUMN TERM</td>
<td>22-Sep-14</td>
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<td>14:00-16:30</td>
<td>SAGEPY01A</td>
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<tr>
<td>SPRING TERM</td>
<td>12-Jan-15</td>
<td>Mon</td>
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<td>SAGEPY01B</td>
<td>Monica Douglas</td>
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<tr>
<td>SUMMER TERM</td>
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<td>SAGEPY01C</td>
<td>Monica Douglas</td>
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</table>

## Sage Accounting Level 1

This City & Guilds Level 1 accreditation will provide a comprehensive introduction to Sage Financial Controller including basics of bookkeeping, invoices & credit notes, and other cash & credit transactions. You will be able to demonstrate at enrolment a good level of numeracy and knowledge of computing and with a good keyboard speed. Learners are recommended to complete the college Bookkeeping course before progressing to the SAGE Level 1 course. Alternatively, proof of completion a similar course needs to be provided prior to enrolment. (Exam fee applies)

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>Day</th>
<th>Time</th>
<th>Code</th>
<th>Teacher</th>
<th>Weeks</th>
<th>Code</th>
<th>Code</th>
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<tbody>
<tr>
<td>AUTUMN TERM</td>
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<td>Mon</td>
<td>18:00-21:00</td>
<td>SAGEAC02A</td>
<td>Monica Douglas</td>
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<tr>
<td>SPRING TERM</td>
<td>05-Jan-15</td>
<td>Mon</td>
<td>18:00-21:00</td>
<td>SAGEAC02B</td>
<td>Monica Douglas</td>
<td>12</td>
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<tr>
<td>SUMMER TERM</td>
<td>20-Apr-15</td>
<td>Mon</td>
<td>18:00-21:00</td>
<td>SAGEAC02C</td>
<td>Monica Douglas</td>
<td>12</td>
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</table>

## Sage Accounting Level 2

You will have successfully completed Sage Level 1 course or equivalent. This course offers a comprehensive introduction to Sage Financial Controller including basics of bookkeeping, invoices & credit notes, cash & credit transactions, use of different tax rates, wage journals and trial balance preparation. (Exam fee applies)

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>Day</th>
<th>Time</th>
<th>Code</th>
<th>Teacher</th>
<th>Weeks</th>
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</thead>
<tbody>
<tr>
<td>AUTUMN TERM</td>
<td>18-Sep-14</td>
<td>Thu</td>
<td>18:00-21:00</td>
<td>SAGEAC03A</td>
<td>Monica Douglas</td>
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<td>199</td>
</tr>
<tr>
<td>SPRING TERM</td>
<td>06-Jan-15</td>
<td>Thu</td>
<td>18:00-21:00</td>
<td>SAGEAC03B</td>
<td>Monica Douglas</td>
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<tr>
<td>SUMMER TERM</td>
<td>23-Apr-15</td>
<td>Thu</td>
<td>18:00-21:00</td>
<td>SAGEAC03C</td>
<td>Monica Douglas</td>
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</tbody>
</table>

Reduced or zero fees on many courses available – see p122
Working in Administration Level 1

This course is ideal if you want to work in administration. Introduction to administrative practice that aims to give you the full breadth of knowledge, understanding and skills required in an administrative job. No formal qualifications required but you need at least to be at Level 1 English and Maths and have basic knowledge of IT. Ideal progression from English for administration at Entry 3. Attendance is two mornings per week in college. (Exam fee applies)

AUTUMN TERM
17-Sep-14 Wed Fri 09:30-12:30 18 ADMIN01A Liam Dennis 199 199
25-Feb-15 Wed Fri 09:30-12:30 18 ADMIN01B Liam Dennis 199 199

Business Administration Certificate Level 2

This course will provide the training, skills and knowledge you require to gain employment as an administrator. Topics include: Business Principles, Administration Services, Events, Stock Controls and IT modules covering File Management, Word Processing and Spreadsheet. You will require a good level of written and spoken English, an assessment and an interview. Attendance is two days per week in college. We encourage students to find work placements to contextualise their learning. (Exam fee applies)

AUTUMN TERM
17-Sep-14 Wed Thu 09:30-16:00 18 ADMIN02A Alison Hall 380 380
25-Feb-15 Wed Thu 09:30-16:00 18 ADMIN02B Alison Hall 380 380

Medical Administration Certificate Level 2

This course will prepare you to get work as a medical administrator in a GP surgery, hospital, clinic or similar setting. You will compile a portfolio of work covering: Medical Terminology, Medical Principles, Administration Skills & Communication Skills and working in the NHS. You will require a high level of written and spoken English. An assessment, an interview and a desire to work in the medical field are essential requirements for this very popular course. Attendance is 2 days per week in college, Mon and Wed all day. (Exam fee applies)

AUTUMN TERM
15-Sep-14 Mon Wed 09:30-16:00 18 MEDAD01A Alison Hall 380 380
23-Feb-15 Mon Wed 09:30-16:00 18 MEDAD01B Alison Hall 380 380

Business & Administration Certificate Level 3

This Edexcel qualification is for candidates who wish to enhance their prospects in an advanced business and administrative environment. It aims to develop candidates’ knowledge and understanding across a range of office management, administration and ICT skills. Core units include: personal responsibilities and evaluating your own performance, working with and supervising others, providing administrative services and managing information and producing ICT documents. Assessment is through a combination of onscreen multiple-choice tests and written coursework. Although there are no formal entry requirements, candidates should have level 2 English or equivalent skills. Entry to the course will include interview and assessment. Attendance is all day Monday and Tuesday mornings. (Exam fee applies)

Government loans available for this course. See page 123

AUTUMN TERM
15-Sep-14 Mon 09:30-15:30 18 ADMIN03A Deepa Zaman 440 950
Tue 09:30-12:30

SPRING TERM
23-Feb-15 Mon 09:30-15:30 18 ADMIN03B Deepa Zaman 440 950
Tue 09:30-12:30

Reduced or zero fees on many courses available – see p122
Construction Site Management (CIOB) Certificate Level 4

This qualification is suitable for practicing site managers and those with no formal qualifications but who have site management and supervisory experience, completed CIOB L3 Site Supervisory studies or can demonstrate a commitment to study. You will achieve Associate of Chartered Institute of Building (ACIOB) certificate on completion of the first four units, this enables you to have a Black CSCS after passing the CSCS multiple choice test on Health and Safety. Four units are covered over 18 weeks. (Exam fee applies)

Government loans available for this course. See page 123

AUTUMN TERM
16-Sep-14 Tue Thu 18:00-21:00 18 CMGT401A Jubin Motamad 1840 1980
24-Feb-15 Tue Thu 18:00-21:00 18 CMGT402B Jubin Motamad 1840 1980

Construction Site Management (CIOB) Diploma Level 4

The Level 4 Certificate plus 8 further units (total 12 units) leads to a full Level 4 Diploma and achieves Incorporate of Chartered Institute of Building (ICIOB). Four units are covered every 18 weeks so it will take 36 weeks to achieve the full Diploma. The 12 units that the course covers are focused on the knowledge and understanding of site management processes and operations such as site management skills which include project planning, measurement and estimating, law and contract and managing sub-contractors. (Exam fee applies)

Government loans available for this course. See page 123

AUTUMN TERM
15-Sep-14 Mon Wed 18:00-21:00 36 CMGT403A Jubin Motamad 3186 3290

ILM Certificate in Leadership Management Level 3

A comprehensive course designed to develop the management and leadership skills of practising or aspiring First Line Managers. Units will include: Solving Problems and Making Decisions; Introduction to Leadership; Leading a team effectively. Optional units include such topics as team building, leadership, motivation, communication, managing resources and developing people. (Exam fee applies)

Government loans available for this course. See page 123

SPRING TERM
07-Jan-15 Wed 18:00-21:00 12 ILMAN001B Colin Palmer 250 250
22-Apr-15 Wed 18:00-21:00 12 ILMAN001C Colin Palmer 250 250
**Keyboarding for All**

This course is suitable for complete beginners or existing keyboard users wishing to acquire or develop touch typing skills. Learn to touch type correctly, with the TypeQuick Kevala programme and some tutor support. This user-friendly programme monitors and subtly tests your skill level, whilst its fun graphics keep you cheerful.

**AUTUMN TERM**
- 25-Sep-14 Thu 15:00-17:30 10 KEYB02A Gillian Burton 99 69
- 26-Sep-14 Fri 10:00-12:30 10 KEYB01A Gillian Burton 99 69

**SPRING TERM**
- 15-Jan-15 Thu 15:00-17:30 10 KEYB02B Gillian Burton 99 69
- 16-Jan-15 Fri 10:00-12:30 10 KEYB01B Gillian Burton 99 69

**SUMMER TERM**
- 24-Apr-15 Fri 10:00-12:30 10 KEYB01C Gillian Burton 99 69
- 30-Apr-15 Thu 15:00-17:30 10 KEYB02C Gillian Burton 99 69

** computing for Everyday Use 1**

An introduction to using Windows, Word Processing, Email and Using the Internet. This course is for complete beginners or those with little experience of computing, but who have good written and spoken English at Entry Level 3 or above.

**AUTUMN TERM**
- 22-Sep-14 Mon 18:00-20:30 10 COMPEV02A Gillian Burton 99 69
- 23-Sep-14 Tue 13:30-16:00 10 COMPEV03A Shingo Nakatani 99 69
- 26-Sep-14 Fri 13:00-15:30 10 COMPEV01A Gillian Burton 99 69

**SPRING TERM**
- 12-Jan-15 Mon 18:00-20:30 10 COMPEV02B Gillian Burton 99 69
- 13-Jan-15 Tue 13:30-16:00 10 COMPEV03B Shingo Nakatani 99 69
- 16-Jan-15 Fri 13:00-15:30 10 COMPEV01B Gillian Burton 99 69

**SUMMER TERM**
- 27-Apr-15 Mon 18:00-20:30 10 COMPEV02C Gillian Burton 99 69
- 28-Apr-15 Tue 13:30-16:00 10 COMPEV03C Shingo Nakatani 99 69
- 01-May-15 Fri 13:00-15:30 10 COMPEV01C Gillian Burton 99 69

**Computing for Everyday Use 1 - Fast Track**

An introduction to using Windows, Word Processing, Email and Using the Internet. Progress is at a faster pace on this Fast Track course. This course is for complete beginners or those with little experience of computing, but who have good written and spoken English at Level E3 or above. Plus an ability to learn at a faster pace.

**AUTUMN TERM**
- 20-Sep-14 Sat 10:00-16:00 5 COMPEV04AA Christina Komoto 99 69

**SPRING TERM**
- 10-Jan-15 Sat 10:00-16:00 5 COMPEV04B Christina Komoto 99 69

**SUMMER TERM**
- 25-Apr-15 Sat 10:00-16:00 5 COMPEV04CA Christina Komoto 99 69

**Computing for Everyday Use 2**

Successfully completed Computing for Everyday Use 1 or with equivalent knowledge. An IT course for students wanting to progress and obtain a certificate based on doing set tasks rather than on formal examinations. You will learn more about Windows, Word Processing, Email and the Internet plus an introduction to Spreadsheets.

**AUTUMN TERM**
- 24-Sep-14 Wed 13:00-15:30 10 COMPEV06A Shingo Nakatani 99 69
- 25-Sep-14 Thu 18:00-20:30 10 COMPEV05A Christina Komoto 99 69

**SPRING TERM**
- 14-Jan-15 Wed 13:00-15:30 10 COMPEV06B Shingo Nakatani 99 69
- 15-Jan-15 Thu 18:00-20:30 10 COMPEV05B Christina Komoto 99 69

**SUMMER TERM**
- 29-Apr-15 Wed 13:00-15:30 10 COMPEV06C Shingo Nakatani 99 69
- 30-Apr-15 Thu 18:00-20:30 10 COMPEV05C Christina Komoto 99 69

**Computing for Everyday Use 2 - Fast Track**

You will learn more about Windows, Word Processing, Email and the Internet plus an introduction to Spreadsheets. Successfully completed Computing for Everyday Use 1 or with equivalent knowledge. For students wanting to progress and obtain a certificate based on doing set tasks rather than on formal examinations. Progress is at a faster pace on this Fast Track course.

**AUTUMN TERM**
- 06-Nov-14 Sat 10:00-16:00 5 COMPEV09AB Christina Komoto 99 69
- 28-Feb-15 Sat 10:00-16:00 5 COMPEV09BB Christina Komoto 99 69

**SUMMER TERM**
- 06-Jun-15 Sat 10:00-16:00 5 COMPEV09CB Christina Komoto 99 69

---

Reduced or zero fees on many courses available – see p122
Wordprocessing - Introduction
Do you want to develop your Wordprocessing Skills? Then this Microsoft Word course is for you! You will have successfully completed ITQ CLAIT Level 1 course or equivalent. Topics include managing documents, formulaire and tables, images and preparing outputs. This Fast track course is ideal in preparation for the ECDL L2 course.

AUTUMN TERM
23-Sep-14 Tue 10:00-13:00 5 WORDPR01AA Ansuya Karelan 69 49
SPRING TERM
21-Apr-15 Tue 10:00-13:00 5 WORDPR01CA Ansuya Karelan 69 49

Spreadsheet - Introduction
Do you want to develop your Spreadsheet Skills? Then this Microsoft Excel course is for you! You will have successfully completed ITQ CLAIT Level 1 course or equivalent. Topics include managing worksheets, formulæ and functions, charts and preparing outputs This Fast track course is ideal in preparation for the ECDL L2 course.

AUTUMN TERM
11-Nov-14 Tue 10:00-13:00 5 SPREADS01AB Ansuya Karelan 69 49
09-Jan-15 Tue 10:00-13:00 5 SPREADS01CB Ansuya Karelan 69 49

Presentation - Introduction
Do you want to develop your Presentation Skills? Then this Microsoft PowerPoint course is for you! You will have successfully completed ITQ CLAIT Level 1 course or equivalent. Topics include developing a presentation, organisation charts, slide transition, animation and preparing outputs. This Fast track course is ideal in preparation for the ECDL L2 course.

SPRING TERM
13-Jan-15 Tue 10:00-13:00 5 PRESEN01BA Ansuya Karelan 69 49

Database - Introduction
Do you want to develop your Database Skills? Then this Microsoft Access course is for you! You will have successfully completed ITQ CLAIT Level 1 course or equivalent. Topics include working with databases, tables, queries, forms and reports. This Fast track course is ideal in preparation for the ECDL L2 course.

SPRING TERM
03-Mar-15 Tue 10:00-13:00 5 DATABASE01BB Ansuya Karelan 69 49

Using iPads - Beginners
Are you worried about where to start with your new iPad? Have you barely touched it since getting it out of the box? This course will start you off with the basics in using your new gadget. Customise your home screen, download and use apps, add your email account to your new iPad, organise and use folders. Plus, a general overview of your new iPad. Please bring your own iPad to the class.

AUTUMN TERM
06-Oct-15 Wed 18:00-21:00 1 UIPADS01AA Gillian Burton 15 15
SPRING TERM
21-Jan-15 Wed 18:00-21:00 1 UIPADS01BA Gillian Burton 15 15
SUMMER TERM
06-May-15 Wed 18:00-21:00 1 UIPADS01CA Gillian Burton 15 15

Using iPads - The Next Stage
Are you using your iPad, but still not sure about the settings and configurations? This course will look at gestures and multi-tasking. Optimising the battery life to prolong usage and backing up files and photos. Creating folders for your apps. Please bring your own iPad to the class.

AUTUMN TERM
19-Nov-15 Wed 18:00-21:00 1 UIPADS02AB Gillian Burton 15 15
11-Mar-15 Wed 18:00-21:00 1 UIPADS02BB Gillian Burton 15 15
SUMMER TERM
17-Jun-15 Wed 18:00-21:00 1 UIPADS02CB Gillian Burton 15 15

ITQ CLAIT Certificate
For this course you need some knowledge of using a computer, Windows and some office applications, eg Word Processing. You will develop these skills to a Level 1 exam standard. Unit 1 - File Management and e-Document Production. Unit 2 - Creating Spreadsheets and Graphs. Unit 3 - Presentation Software. Each unit has a 2.5 hour exam leading to a UK Level 1 Certificate for IT Users. (Exam fee applies)

AUTUMN TERM
16-Sep-14 Tue 10:00-15:30 12 CLAIT01A Christina Komoto 199 199
23-Sep-14 Tue 18:00-21:00 18 CLAIT02A Tammy Fulham 199 199
SPRING TERM
06-Jan-15 Tue 10:00-15:30 12 CLAIT01B Christina Komoto 199 199
24-Feb-15 Tue 18:00-21:00 18 CLAIT02B Tammy Fulham 199 199
SUMMER TERM
21-Apr-15 Tue 10:00-15:30 12 CLAIT01C Christina Komoto 199 199

ECDL Part 1
The European Computer Driving Licence (ECDL) is a Europe-wide qualification in basic computer skills. If you have passed ECDL, employers know you have the skills to carry out the main tasks on a computer. You will get familiar with a whole range of common IT office software packages. The ECDL is the first qualification in personal computing skills to be recognised throughout the European Union. And it looks great on your CV! (Exam fee applies)

AUTUMN TERM
15-Sep-14 Mon Thu 09:30-14:30 6 ECDLP101AA Gillian Burton 199 199
20-Sep-14 Sat 10:00-16:30 6 ECDLP102A Shingo Nakatani 199 199
SPRING TERM
23-Feb-15 Mon Thu 09:30-14:30 6 ECDLP101BB Gillian Burton 199 199
28-Feb-15 Sat 10:00-16:30 6 ECDLP102BB Shingo Nakatani 199 199

Reduced or zero fees on many courses available – see p122
This course content is divided into 4 modules: Word Processing, Spreadsheet Software, Presentation Software and Improving Productivity Using IT. You need to have passed ECDL Part 1 or an equivalent Level 1 in IT to enrol for this course. (Exam fee applies)

**AUTUMN TERM**

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**ECDL Advanced Wordprocessing**

ECDL / ICDL Advanced is a higher-level programme designed for those who have successfully reached ECDL skills levels and wish to further enhance their computer proficiency. Create and manage large, complex word processing projects, illustrate sophisticated typographical, formatting and layout presentations including tables, forms and graphics. Use tools such as macros. Carry out more advanced mail merge operations. (Exam fee applies)

**AUTUMN TERM**

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**ECDL Advanced Spreadsheet**

ECDL / ICDL Advanced is a higher-level programme designed for those who have successfully reached ECDL skills levels and wish to further enhance their computer proficiency. Produce higher quality information, more sophisticated reports. Pinpoint key information faster/more easily. Provide more sharply-defined analyses. Use advanced editing, data handling, functions, analysis features. Use macros within spreadsheets. (Exam fee applies)

**SPRING TERM**

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**ECDL Advanced Presentation**

ECDL / ICDL Advanced is a higher-level programme designed for those who have successfully reached ECDL skills levels and wish to further enhance their computer proficiency. Plan and design more effective presentations with more impact. Use advanced features to customise layout and presentations. Use and manipulate pictures, images and drawn objects, charts/graphs. Add sophisticated multimedia elements. (Exam fee applies)

**SPRING TERM**

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</table>

**ECDL Advanced Database**

ECDL / ICDL Advanced is a higher-level programme designed for those who have successfully reached ECDL skills levels and wish to further enhance their computer proficiency. Create a relational database using advanced table creation features and complex relationships between tables. Design and use queries to create a table, update, delete and append data. Refine queries using wildcards, parameters and calculations. Use controls and subforms to enhance forms and improve functionality. Create report controls to perform calculations. Create subreports and enhance report presentation. Enhance productivity by working with macros and use linking and importing features to integrate data. (Exam fee applies)

**SPRING TERM**

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Reduced or zero fees on many courses available – see p122
Working with Children Level 1

An ideal introductory course if you want to work as a teaching assistant with children in schools or as a childcare worker in early years or nursery settings. As well as learning about child development and how children learn through play, you will have the opportunity to develop your English skills. Although no formal qualifications are required you need to be at Entry 3 or level 1 in English and Maths. Attendance is one day per week. (Exam fee applies)

AUTUMN TERM
15-Sep-14 Mon 09:30-15:30 18 WWCCH02A Amanda Blinkhorn 280 280
23-Feb-15 Mon 09:30-15:30 18 WWCCH02B Amanda Blinkhorn 280 280

Childcare Certificate Level 2

This course prepares you for supervised work with children. Units include Child Development, Health & Safety, Supporting Children's Language and Literacy, Healthy Food Choices and Working in the Early Years Sector. You will need English and Maths at level 2 or equivalent. An enhanced DBS check is mandatory. Attendance is 2 days a week in college. A work placement must be obtained by the second week of the course. (Exam fee applies)

AUTUMN TERM
23-Sep-14 Fri 09:30-15:30 18 CCARE01A Jenni Gregory 360 360
24-Feb-15 Tue 09:30-15:30 18 CCARE01B Jenni Gregory 360 360

Health & Social Care Award Level 1

An ideal qualification if you are thinking about working in health and social care. Core units include principles and values in health and social care and understanding the range of service provision and roles within health and social care Although no formal qualifications are required you need to be at Entry 3 or level 1 in English and Maths. Attendance is one day per week. (Exam fee applies)

AUTUMN TERM
18-Sep-14 Thu 09:30-15:30 18 CARE01A Deepa Zaman 280 280
26-Feb-15 Thu 09:30-15:30 18 CARE01B Deepa Zaman 280 280

BTEC Health & Social Care Certificate Level 2

This qualification prepares you for supervised work with children, young people and vulnerable adults. Develop your communication, numeracy and IT skills. Learn about legal and social aspects of care, health and safety, and working inclusively with vulnerable people. GCSE English and Maths Grade A-C, or equivalent. An enhanced DBS check. Attendance is 2 days per week. A work placement is an advantage. (Exam fee applies)

AUTUMN TERM
16-Sep-14 Tue Thu 09:30-15:30 18 HSC01A Ruth Silverstone 599 599
24-Feb-15 Tue Thu 09:30-15:30 18 HSC01B Ruth Silverstone 599 599

Access to Higher Education: Health & Human Sciences Diploma Level 3

This one year intensive course is designed to prepare you for study on a health related bachelor's degree program such as Nursing, Midwifery, Physiotherapy, Speech and Language Therapy, Social work, Occupational Therapy, Clinical Psychology, Sport and Exercise Science or the Paramedic Science Foundation Degree. You will have the opportunity to develop and improve your study skills, learn about the health care sector and to research and understand the health sciences. To apply, you must attend an assessment session which consists of a written test, a team activity and an interview. Three days per week in college for 33 weeks. (Exam fee applies)
Free if you are under 19. Government loans available for this course. See page 123

AUTUMN TERM
16-Sep-14 Tue Wed Fri 09:30-15:30 33 HHS01A Ruth Silverstone 2540 4500

Reduced or zero fees on many courses available – see p122
**Introduction to Teaching**

This non-accredited course will give you the basic skills to plan and teach a lesson to a group of adults. Based on practical application, the course will help you progress towards a formal teaching qualification, such as the Level 4 Certificate in Education and Training, or the PGCE. To apply, you must attend an assessment session which consists of a written test and an interview. Half a day per week in college for 5 weeks. (Exam fee applies)

**Autumn Term**
- 26-Sep-14 Fri 13:30-16:30 5 TCHL201AA Louisa Piccirillo-Kadri 89 89
- 27-Feb-15 Fri 13:30-16:30 5 TCHL201BB Louisa Piccirillo-Kadri 89 89
- 19-Jun-15 Fri 13:30-16:30 5 TCHL201CB Louisa Piccirillo-Kadri 89 89

**Supporting Teaching and Learning Level 2**

This is a nationally recognised Level 2 qualification for people already working as teaching assistants or who wish to begin a career in this role. You will gain the skills and knowledge needed by teaching assistants including how to support children with Maths and English. English and Maths GCSE Grade C or above, or equivalent. An enhanced DBS check before course starts. A work experience placement in a school on at least half a day a week. On the 18 week courses, attendance is 2 days per week in college. (Exam fee applies)

**Autumn Term**
- 16-Sep-14 Tue Fri 09:30-16:30 18 STL02A Pierce Tsiko 599 599
- 18-Sep-14 Thu 09:30-16:30 36 STL01A Pierce Tsiko 599 599
- 24-Feb-15 Tue Fri 09:30-16:30 18 STL02B Pierce Tsiko 599 599

**Assignment Writing for Vocational Courses**

This course is designed for all students on vocational courses who are expected to produce written assignments in order to pass the course. You will be taught essay writing structure and given simple strategies to put knowledge and understanding into coherent written form. A strong focus on literacy, grammar, spelling and use of computers will form part of the learning. You must be on a WMC vocational course at level 2 or 3 and be tasked with assignment writing. Students studying Fashion/Design, Teaching Assistants, Childcare, PTLLS and Health and Social Care may wish to apply. (Exam fee applies)

**Autumn Term**
- 07-Nov-14 Fri 10:00-13:00 5 ASSWR01AB Amanda Blinkhorn 79 79
- 27-Feb-15 Fri 10:00-13:00 5 ASSWR01BB Amanda Blinkhorn 79 79
- 01-May-15 Fri 10:00-13:00 5 ASSWR01CA Amanda Blinkhorn 79 79

**Supporting Teaching and Learning Level 3**

This course will provide you with the knowledge and skills needed when working directly with children or young people in schools. A strong focus on supporting children’s Maths and English. You must have a full level 2 qualification in Supporting Teaching & Learning in Schools and be in either paid or voluntary work in a school. A valid DBS check is mandatory. (Exam fee applies)

Government loans available for this course. See page 123

**Autumn Term**
- 08-Oct-14 Wed 09:30-16:30 33 STL04A Pierce Tsiko 750 1500

Reduced or zero fees on many courses available – see p122
Certificate in Education and Training Level 4

This is a first stage "in service" teaching qualification which has a 30 hours teaching/training practice requirement. The qualification is the City & Guilds Certificate in Education and Training and is designed for those working or wishing to work as teachers/trainers in further and adult education in England. To apply, you must attend an assessment session which consists of a written test, a presentation and an interview. One day per week in college for 18 weeks. (Exam fee applies) Government loans available for this course. See page 123

| AUTUMN TERM | 17-Sep-14 | Wed | 10:00-16:00 | 18 | CTLLS01A | Ruth Silverstone | 400 | 800 |
| SPRING TERM | 25-Feb-15 | Wed | 10:00-16:00 | 18 | CTLLS01B | Ruth Silverstone | 400 | 800 |

Hair & Beauty Courses
This year we are very excited to offer a range of new hair and beauty courses in our purposely built state of art hair and beauty studio. Our courses in hair dressing, nail treatments and photographic make up offer great career prospects if you are interested in the hair and beauty sector.

Certificate in an Introduction to the Hair and Beauty Sector Level 1 (Hair Styling & Make Up)

This VTCT course is designed as an introduction to the hair and beauty sector and allows you to gain a range of professional skills required for a career in this sector. Make-up and Hairstyling are the units you will cover on this course. Classes are Monday all day and Tuesday a.m. (Exam fee applies)

**AUTUMN TERM**
- 15-Sep-14 Mon 09:30-16:30 12 HAIRB10A Elizabeth Donaldson 399 399
- Tue 09:30-12:30

**SPRING TERM**
- 05-Jan-15 Mon 09:30-16:30 12 HAIRB10B Elizabeth Donaldson 399 399
- Tue 09:30-12:30

**SUMMER TERM**
- 20-Apr-15 Mon 09:30-16:30 12 HAIRB10C Elizabeth Donaldson 399 399
- Tue 09:30-12:30

Certificate in an Introduction to the Hair & Beauty Section Level 1 (Nail Treatments)

On this VTCT course you will develop a sound knowledge of health and safety practices in a salon environment, along with client care and communication skills required for working within the beauty sector. Classes are Tuesday all day and Wednesday a.m. (Exam fee applies)

**AUTUMN TERM**
- 16-Sep-14 Tue 09:30-16:30 12 HAIRBNT01A Elizabeth Donaldson 399 399
- Wed 09:30-12:30

**SPRING TERM**
- 06-Jan-15 Tue 09:30-16:30 12 HAIRBNT01B Elizabeth Donaldson 399 399
- Wed 09:30-16:30

**SUMMER TERM**
- 21-Apr-15 Tue 09:30-16:30 12 HAIRBNT01C Elizabeth Donaldson 399 399
- Wed 09:30-16:30

Certificate in Nail Treatments Level 2

You will choose from the following practical units. How to produce nail art; how to provide and maintain nail enhancements; how to work with others in a salon. On this VTCT course you will develop a sound knowledge of health and safety practices in a salon environment, along with client care and communication skills required for working within the beauty sector. (Exam fee applies)

**AUTUMN TERM**
- 18-Sep-14 Thu Fri 09:30-16:30 12 HAIRBNT02A Elizabeth Donaldson 399 399
- Thu Fri 09:30-16:30

**SPRING TERM**
- 08-Jan-15 Thu Fri 09:30-16:30 12 HAIRBNT02B Elizabeth Donaldson 399 399
- Thu Fri 09:30-16:30

**SUMMER TERM**
- 23-Apr-15 Thu Fri 09:30-16:30 12 HAIRBNT02C Elizabeth Donaldson 399 399
- Thu Fri 09:30-16:30

Reduced or zero fees on many courses available – see p122
Award in the Art of Photographic Make-Up Level 2

This qualification has been specifically designed to develop your practical skills in the creative art of dressing hair and the imaginative application of photographic make up. (Exam fee applies)

AUTUMN TERM
23-Sep-14 Tue Wed 13:00-16:00 10 HAIRBAP01A Elizabeth Donaldson 99 99
13-Jan-15 Tue Wed 13:00-16:00 10 HAIRBAP01B Elizabeth Donaldson 99 99
28-Apr-15 Tue Wed 13:00-16:00 10 HAIRBAP01C Elizabeth Donaldson 99 99

Certificate in Cutting Hair Level 2

A VTCT qualification that has been specifically designed to develop your practical skills in the creative art of cutting women's hair and how to provide an effective consultation service for clients. Underpinning this qualification you will develop a sound knowledge of health and safety whilst working in the hairdressing industry. (Exam fee applies)

AUTUMN TERM
22-Sep-14 Mon Thu 09:30-16:30 10 HAIRBHD01A Elizabeth Donaldson 349 349
12-Jan-15 Mon Thu 09:30-16:30 10 HAIRBHD01B Elizabeth Donaldson 349 349
27-Apr-15 Mon Thu 09:30-16:30 10 HAIRBHD01C Elizabeth Donaldson 349 349

Certificate in Women's Hairdressing Level 2

The Level 2 VTCT Certificate in Women's Hairdressing programme aims to provide you with an opportunity to understand the basic principles of Hairdressing. You will develop the skills required to enable you to gain employment in a Hairdressing Salon or to progress onto the Level 3 in Women’s Hairdressing. Classes are all day Wednesday and Friday, and Thursday morning. (Exam fee applies)

AUTUMN TERM
17-Sep-14 Wed Thu Fri 09:30-16:30 18 HAIRBWH1S1 Elizabeth Donaldson 850 850
25-Feb-15 Wed Thu Fri 09:30-16:30 18 HAIRBWH1S2 Elizabeth Donaldson 850 850

Reduced or zero fees on many courses available – see p122
English & Maths

Working Men’s College has been helping Londoners with English, Maths and ESOL for over 150 years. Last year almost two thousand local people improved in these subjects, and many passed nationally recognized exams, enhancing employment and life opportunities. We run courses at all levels and different times in the college and many local centres/schools. We know living in London can be expensive, so we have kept course fees as low as possible, and free for many on benefits! Our mission is to give local people a second chance, so take your second chance today and come along to an assessment session.

Getting the right course for you

Maths and English GCSE

GCSEs are stimulating academic qualification achieved by students in secondary education in England, Wales and Northern Ireland. Colleges and employers highly value GCSEs which is why they are studied by adult learners who want to improve or update their qualifications. If you feel confident about your Maths or English Skills and want to obtain this vital qualification for your employment, further study, teacher training or personal development then this is the course for you. Go to page 35

English Skills

These courses are for you if English is your first language or you have spoken English from a young age, and you want to improve your reading and writing. We have courses for everyone, from beginners to Level 2 (GCSE grade C). It is ideal if you want to return to study, get a better job or challenge yourself! This year we are also running GCSE English courses, during the day and in the evenings. Go to page 36-37

Maths Skills

These courses are for you if you want to improve your Maths. We have courses for everyone, from beginners to L2 (GCSE grade C). It is ideal if you want to get a better job, manage your money and bills, help your children with their homework or prove to yourself that you can do Maths! Go to page 36-37

English ESOL

ESOL is the course for you if English is not your main language and you plan to live and work in the UK and make it your home. It can help you get more out of your life here. It will help if you want to study, get a better job, or apply to be a British citizen. If you need to get a qualification which is good for the whole UK, you can choose to take an ESOL exam. Go to page 38

Literacy for Bilingual Speakers is for you if you can speak some English but need help with reading or writing.

English classes in the Community – free for all learners

ESOL All Levels, ESOL & Sewing, ESOL & Computers, ESOL and Childcare, English or Maths classes run at many local community centres and schools. They are a great opportunity for students and parents in those communities. Many classes have a creche.

Our community partners and class venues all around Camden, include:

Beckford Primary School, Brecknock School, Carlton School, Chadwell Healthy Living Centre, Chinese Community Centre, Christopher Hatton School, Church Street Library, Dragon Hall Community Centre, Edith Neville School, Hopsocotch Asian Women’s Centre, The Irish Centre, Kingsgate School, Maiden Lane Community Centre, Queen’s Crescent Community Centre, Rhyll Primary School, Somers Town Community Centre, Church Street Library, St Mary’s & St Pancras School, St Michael’s Primary School, South Camden Community School/Camden Learning Centre and Surma Centre.

To join a class or set up a new class contact our Community Learning Manager on 020 7255 4733, outreach@wmcollege.ac.uk

English & Maths - GCSE

WMC is introducing a small offer of GCSE Maths and English courses to run alongside our comprehensive functional Maths and English courses. The new GCSE courses will run during the day and in the evenings on Mondays and Tuesdays, starting Monday 16 September 2014 to the June 2015. *See below for specific details for each of the courses

Free to all 16-18 year olds

GCSE Maths

This is a stimulating level 2 qualification specially designed for anyone with a good grounding in maths who needs a GCSE for employment, further study, teacher training or personal development. Topics covered include graphs and geometry, statistics and algebra. If you feel confident about your maths skills and want a qualification then this is the course for you. The course is suitable for those who have Maths Level 2 Functional Skills well as those who have previously achieved grade D. You will be required to take a test to make sure that your skills are right for a successful year’s study at this level.

Courses will run every Mondays at 14:00 – 17:00 and 18:00 – 21:00

GCSE English Language

This is a level L2 qualification essential for future employment and higher study in any subject. This course is especially designed to suit those who have achieved a Grade D or English L2 Functional Skills and wish to attain grade C and above. It will improve your confidence and communication skills both verbally and in writing and will help you to become a more skilful reader. It includes a fascinating investigation into modern spoken English in the 21st Century and its impact on us and the way we write. Though the main focus is on Language, the course will also give you the opportunity to study some modern short story texts. You will be required to take a test to make sure that your skills are right for a successful year’s study at this level.

Courses will run every Tuesdays at 14:00 – 17:00 and 18:00 – 21:00

English and Maths GCSE Assessment dates

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<thead>
<tr>
<th>Term</th>
<th>Maths</th>
<th>English</th>
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<td>03-Sep-14</td>
<td>Wed 9.30 or 17.30</td>
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**English and Maths Skills**

**Improve your reading, writing & number skills**

WMC offers **FREE classes in English and Maths Functional Skills** from beginners right up to Level 2 (GCSE grade C).

Functional Skills are those core elements of English, Maths and ICT that provide an individual with the essential knowledge, skills and understanding that will enable them to operate confidently, effectively and independently in life and at work.

**English & Maths Skills qualifications:**

- are valued by employers and further education
- support you to get a job or progress to higher level courses / university
- help you to use your English, Maths and ICT skills effectively for real purposes in real situations
- develop the essential skills required for work.

These classes run in the day or the evening. You need to come first for an assessment test. Then the teacher will advise you which qualification you are ready to study for, and will enrol you on the right course for you.

**English Skills classes**

**Requirements**
Before enrolling you must attend an English assessment session

**Content**
You will work towards nationally recognised Functional Skills qualifications from Entry level 1 to Level 2, covering: Improve Speaking and Listening skills; Better Reading and Writing; Spelling, Punctuation and Grammar.

**Dates/Times**
Details of available classes at your level & times will be given to you at your assessment session.

**Fees**
FREE to all students (except overseas students)

**Levels of English skills classes: Entry 1, 2 & 3 and Level 1 & 2**
You can progress to a range of vocational courses up to Level 3 - see pages XX - XX

**Maths Skills classes**

**Requirements**
Before enrolling you must attend a Maths assessment session

**Content**
Number (real world calculations, fractions and percentages) Measures, shape and space (includes common measures of money, time, temperature, distance, length, weight, capacity, perimeter, area and volume, and shape and position). Handling Data (includes data and statistical measures and probability). The course will leave you feeling more confident in your ability to deal with money and measurements.

**Dates/Times**
Details of available classes at your level & times will be given to you at your assessment session.

**Fees**
FREE to all students (except overseas students – see page 81)

**Levels of Maths skills classes: Entry 1, 2 & 3 and Level 1 & 2**

**Assessment sessions**

At the assessment session we will assess the right level of class for you, tell you what classes are available and enrol you. Check the assessment session dates below. Please arrive on time and allow 3 hours for completion of the assessment.

To be certain to get a place, you need to come to one of the first sessions. You can just come along - there is no need to book. But come early! It is important to come 15 minutes before the start time in case the session fills up, and in case the courses fill up.

Please allow up to 3 hours for your assessment. We will assess you if there is space in the session and if there are still places in the classes.

You need to bring your passport and proof of any previous English and Maths qualifications, and arrange childcare for your children.

**Term 1 classes**

<table>
<thead>
<tr>
<th>First sessions</th>
<th>08-Sep-14</th>
<th>Mon</th>
<th>09:30 or 13:00 or 17:30</th>
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<tr>
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<td>10-Sep-14</td>
<td>Wed</td>
<td>09:30 or 13:00 or 17:30</td>
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<tr>
<td>Later session</td>
<td>19-Sep-14</td>
<td>Fri</td>
<td>09:30 or 13:00</td>
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**Term 2 classes**

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<th>08-Dec-14</th>
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<th>09:30 or 13:00</th>
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<tr>
<td></td>
<td>09-Dec-14</td>
<td>Tue</td>
<td>17:30</td>
</tr>
<tr>
<td>Later session</td>
<td>09-Jan-15</td>
<td>Fri</td>
<td>09:30</td>
</tr>
</tbody>
</table>

**Term 3 classes**

<table>
<thead>
<tr>
<th>First sessions</th>
<th>23-Mar-15</th>
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<th>09:30</th>
</tr>
</thead>
<tbody>
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<td>17:30</td>
</tr>
<tr>
<td></td>
<td>24-Apr-15</td>
<td>Fri</td>
<td>13:00</td>
</tr>
</tbody>
</table>

If you cannot make any of these times, or if you would like some initial advice please visit Student Services or contact 020 7255 4759 or enrol@wmccollege.ac.uk and we will arrange for you to see a teacher.
ESOL - English for Speakers of Other Languages

If English is not your main language, improve your speaking, listening, reading and writing by attending an ESOL course. We have all levels from beginners to advance. We have classes in the morning, afternoon, evening and Saturdays, perfect if you’re working or have children at school. We also have Literacy for bilingual speakers classes if you can speak some English but need more help with reading or writing.

You may be able to choose to take an exam to get a nationally recognised qualification, to help you with work or citizenship.

Before you join our ESOL classes, you will need to come to an assessment session.

Assessment Session dates

There is no need to book - just come along. But remember to come 15 minutes early; to bring your passport and proof of any previous ESOL qualifications; and to arrange childcare for your children.

Term 1 classes

First sessions
08 - Sept 14 Mon 10:00 or 13:00 or 17:30
09 - Sep 14 Tues 10:00 or 13:00 or 17:30
10 - Sept 14 Wed 10:00 or 13:00 or 17:30

Later sessions
19 - Sep 14 Fri 10:00 or 13:00
26 - Sep 14 Fri 10:00 or 13:00

Term 2 classes

First session
8 Dec 14 Mon 10:00 or 13:00 or 17:30

Later sessions
09 - Jan 15 Fri 10:00 or 13:00
16 - Jan 15 Fri 10:00 or 13:00

Term 3 classes

First session
30 - Mar 15 Mon 10:00 or 13:00 or 17:30

Later sessions
24 - Apr 15 Fri 10:00 or 13:00
01 - May 15 Fri 10:00 or 13:00

To be certain to get a place, you need to come an early session. It is important to come 15 minutes before the start time of an assessment session in case it fills up – and in case the courses fill up. Please allow up to 3 hours for your assessment. We will assess you IF there is space in the session and IF there are still places in the classes.

Class Venues
You will be given full details at your assessment session.

Class Dates & Times
Classes run at different levels, during the day or in the evening, 1 to 4 times a week.
Most classes start in the first week of each term, you will be given full details at your assessment session.

FEES are rising everywhere but WMC has worked hard to keep its fees low to help you.

Fees on most ESOL courses are FREE to students on JSA/ESA or on other income based benefits who are seeking work and need skills for work and students who are 16-19 years.

All other students only pay course fees of £129 for evening or Saturday courses or £199 for long day, plus exam fees between £10 and £40 depending on the exam(s). The £11 college fee must be paid by all college students (see page 121).
Foundation Diplomas

Our one-year Foundation Diplomas are designed to help you build a strong portfolio of work to progress to university or to prepare you for employment in the creative industries. An Art and Design Foundation Diploma is a level 3 qualification which is recognised as an entry qualification to Higher Education.

You may already have a direction in your work, be thinking about all the possibilities and be unable to decide or be unsure about which career pathway will be best for you. Foundation Diplomas are designed to help you gain the knowledge and skills you need through subject specialist project briefs and activities which will equip you for your next step. You will receive subject specialist advice and guidance, develop independent learning and research skills, a personal identity and a portfolio of work that shows your potential. We will assist you with your UCAS and your Higher university application.

Our College is a small and caring learning community. We attract a diverse range of students and employ dedicated teaching staff who have the professional expertise to teach in their subject specialism. Our tutors are highly experienced and qualified lecturers and practitioners who also teach at the Royal College of Art, Central Saint Martins, Wimbledon College of Art, Goldsmith and Camberwell College of Art.

Entry requirements

You should have just completed Art A Level or National Diploma, or returning to learning and with a genuine interest in progressing to a career in the creative industries. Minimum requirement of 5 GCSEs and 1 A Level – or equivalent – or, exceptionally, a particularly strong portfolio. Entry is by portfolio interview only.

Open days

Are you interested in joining one of our Foundation programmes in September 2015? Find out more at our next Foundation Diploma Open Day and learn more about the courses and how we get you ready for university or employment. Meet the Visual Arts team, visit the workshops and studios, get advice and guidance on your portfolio on the day. We look forward to welcoming you.

All sessions 2-4pm

- Tuesday 18 November 2014
- Tuesday 20 January 2015
- Tuesday 10 March 2015
- Tuesday 9 June 2015

Media (Film, Television and Multimedia) Foundation

If you are already interested in a career in the media industry you may have heard that Camden houses the highest concentration of media professionals in London, with New London House down the road and Soho just on our doorstep and the development of Kings Place, the area is rich in local media activity. Media is a broad, exciting and innovative field which offers great career potential and employment opportunities. If you have a serious interest in Media and are wondering just what your strengths are and how to get into it then this may be the course for you.

Our one year Media Foundation Diploma course is specifically orientated towards enabling you to find out what makes you tick creatively, it is a diagnostic course so you get to find out about different aspects of media before specialising in designated field. We will help you to develop a strong, personally tailored media portfolio and a qualification that represents you and your abilities alongside genuinely professional advice in helping you to apply through UCAS and make really well informed choices of specialist areas within a broad range of Media courses.

Gaining a place on a Degree courses and in employment in Media industry is very competitive, however, we have had many years experience with progressing students of all ages to University. On the course you will gain direction and be offered support through your UCAS applications and find places on BA (or MA) or directly into employment. We will enable you to progress to careers in: advertising, marketing & journalism, television, film and video, screen writing, photography, radio, editing & production, media communication, directing, sound & lighting, animation, media theory and more.

SUMMER TERM

<table>
<thead>
<tr>
<th>Start</th>
<th>Day</th>
<th>Time</th>
<th>Weeks</th>
<th>Code</th>
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<td>Adam Brown</td>
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<td>120</td>
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</table>
This course will enable you to identify where your strengths lie in relation to your application to university to study for a degree in art or design. The course encompasses a wide range of skills and knowledge. You will learn the fundamental practical and visual skills, ideas and processes that underpin professional practice in the Visual Arts and Design - visual research, idea generation and development leading to the production of the finished piece. After completing formative units you will begin to study your specialist area in Art & Design in greater depth, producing a professional portfolio of work.

You will be taught through a range of studio-based workshops with presentations and demonstrations; the emphasis is on a highly personalised approach, matching teaching and learning methods to your emerging needs. Peer-to-peer learning is encouraged through informal discussion and formal group critiques. Inspirational visits to key exhibitions are also an integral part of the course.

Each unit is assessed. As well as continual discussion and support you receive formal written assessment and feedback on every piece of work you do. Students are encouraged to participate in discussions about each others work throughout the year. At the end of the year all students take part in an exhibition with private view and entry to the public. By the end of the course students achieve their aim of progressing to university. We have a 100% success rate in getting applicants into some of the most prestigious art Institutions in London and beyond. Our students are regularly offered places at Goldsmiths, Camberwell, Wimbledon, Central St Martins, Chelsea, London College of Communication, London College of Fashion and many other great universities. Students in the past have been offered places to study Fine Art, Graphics, Illustration, Jewellery, Architectural & Interior Design and more than 25 different pathways on to degree.

AUTUMN TERM
08-Sep-14 Mon Tue Wed 10:00-16:00 32 FASH02A Saskia Niderost 2540 4500
Plus exam 120 120

Art & Design Foundation Diploma

This course will enable you to identify where your strengths lie in relation to your application to university to study for a degree in art or design. The course encompasses a wide range of skills and knowledge. You will learn the fundamental practical and visual skills, ideas and processes that underpin professional practice in the Visual Arts and Design - visual research, idea generation and development leading to the production of the finished piece. After completing formative units you will begin to study your specialist area in Art & Design in greater depth, producing a professional portfolio of work.

You will be taught through a range of studio-based workshops with presentations and demonstrations; the emphasis is on a highly personalised approach, matching teaching and learning methods to your emerging needs. Peer-to-peer learning is encouraged through informal discussion and formal group critiques. Inspirational visits to key exhibitions are also an integral part of the course.

Each unit is assessed. As well as continual discussion and support you receive formal written assessment and feedback on every piece of work you do. Students are encouraged to participate in discussions about each others work throughout the year. At the end of the year all students take part in an exhibition with private view and entry to the public. By the end of the course students achieve their aim of progressing to university. We have a 100% success rate in getting applicants into some of the most prestigious art Institutions in London and beyond. Our students are regularly offered places at Goldsmiths, Camberwell, Wimbledon, Central St Martins, Chelsea, London College of Communication, London College of Fashion and many other great universities. Students in the past have been offered places to study Fine Art, Graphics, Illustration, Jewellery, Architectural & Interior Design and more than 25 different pathways on to degree.

AUTUMN TERM
08-Sep-14 Mon Tue Wed 10:00-16:00 32 ARTFD01A TBC 2540 4500
Plus exam 120 120

Art & Design Foundation

Our Fashion Foundation Diploma is specifically Fashion industry orientated and will enable you to develop a strong, personally tailored portfolio that represents you and your abilities. At the same time, it will provide you with genuinely professional advice helping you to make well informed choices of specialist area, and supporting you in your application to HE.

You will gain insight into a broad spectrum of creative fields in the fashion industry; Fashion Design, Styling and Illustration as well as; Textiles (Print and Construction), Fashion Promotion, Accessories, Fashion Marketing and Fashion Photography. You will benefit from the teaching of industry experts, while acquiring skills in a variety of media, fashion drawing, fabric manipulation and in contemporary CAD packages. Finally, you will be supported through the UCAS process, identifying and making your application to degrees suitable for your strengths and ambitions.

You will be taught through a range of studio based workshops with demonstrations and to highly personalised surgeries. The emphasis is on a highly personalised approach matching teaching and learning methods to your emerging needs. Peer to peer learning is encouraged through show and tell and critiques. You will take part in live Industry projects and practitioner led sessions such as Fashion Portfolio. Inspirational visits such as key exhibitions and fashion archive tours are also an integral part of the course.

AUTUMN TERM
08-Sep-14 Mon Tue Wed 10:00-16:00 32 FASH02A Saskia Niderost 2540 4500
Plus exam 120 120

Fashion Foundation

If you would like to join one of our Foundation Diplomas but have not yet gained GCSE Maths and English grade C or equivalent – we can offer a bespoke portfolio course for one year which will enable you take your GCSEs and develop your portfolio for Foundation application at the same time.
Ceramics Beginners & Beyond

This all levels course which will help you to discover and master range of techniques and processes including hand building techniques, throwing, decorating and glazing. Lots of demonstration and plenty of expert advice glue strong basis for further learning. More advanced learners are working more independently on their own projects. Projects from last year included: sculpting organic and animal forms, making functional ceramics, throwing, transfers, carving, experimenting with glazes and oxides etc.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Day</th>
<th>Time</th>
<th>Weeks</th>
<th>Code</th>
<th>Teacher</th>
<th>Full</th>
<th>Snr</th>
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Ceramics Design, Make & Decorate

Best suited to more advanced learners wishing to extend their skills and knowledge of decorative techniques through self-generated projects or participation in set class project.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Day</th>
<th>Time</th>
<th>Weeks</th>
<th>Code</th>
<th>Teacher</th>
<th>Full</th>
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<td>Joanna Voit</td>
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<td>06-Nov-14</td>
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<td>Joanna Voit</td>
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<td>Thu</td>
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<td>5</td>
<td>CERAM10BB</td>
<td>Joanna Voit</td>
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</table>

Reduced or zero fees on many courses available – see p122
Ceramics Handbuilt Forms

This course is particularly well suited to more advanced learners wishing to build highly individual body of work through exploration of their own ideas or participation in set class project.

AUTUMN TERM
12-Sep-14 Fri 10:00-13:00 7 CERAM066A Joanna Voit 109 65
07-Nov-14 Fri 10:00-13:00 5 CERAM066B Joanna Voit 85 49
12-Sep-14 Fri 14:00-17:00 7 CERAM077A Joanna Voit 109 65
07-Nov-14 Fri 14:00-17:00 5 CERAM077B Joanna Voit 85 49

SPRING TERM
16-Jan-15 Fri 10:00-13:00 5 CERAM060B Joanna Voit 85 49
27-Feb-15 Fri 10:00-13:00 5 CERAM060BII Joanna Voit 85 49
16-Jan-15 Fri 14:00-17:00 5 CERAM078B Joanna Voit 85 49
27-Feb-15 Fri 14:00-17:00 5 CERAM078BII Joanna Voit 85 49

SUMMER TERM
24-Apr-15 Fri 10:00-13:00 5 CERAM060CA Joanna Voit 85 49
24-Apr-15 Fri 14:00-17:00 5 CERAM077CA Joanna Voit 85 49
05-Jun-15 Fri 14:00-17:00 5 CERAM077CB Joanna Voit 85 49

Ceramics Throwing, Handbuilding & Decorating

Learn the techniques of wheel based pot throwing and/or hand building and surface decoration to develop your own design ideas and your own versatile ceramic objects. All levels welcome.

AUTUMN TERM
24-Sep-14 Wed 18:00-21:00 5 CERAM055A Carol Jacobs 85 85
05-Nov-14 Wed 18:00-21:00 5 CERAM055B Carol Jacobs 85 85
14-Jan-15 Wed 18:00-21:00 5 CERAM055BA Carol Jacobs 85 85
25-Feb-15 Wed 18:00-21:00 5 CERAM055BB Carol Jacobs 85 85
22-Apr-15 Wed 18:00-21:00 5 CERAM055CA Carol Jacobs 85 85
03-Jun-15 Wed 18:00-21:00 5 CERAM055CB Carol Jacobs 85 85

Ceramics Pottery

An opportunity to explore the possibilities of making functional forms in ceramics, to explore in depth the skills and techniques needed, including throwing, basic hand building, use of moulds, decorative technique and glazing. All levels welcome.

AUTUMN TERM
27-Sep-14 Sat 10:00-13:00 5 CERAM166A Craig Fowler 85 49
06-Nov-14 Sat 10:00-13:00 5 CERAM166B Craig Fowler 85 49
23-Sep-14 Tue 18:00-21:00 5 CERAM080A Joe Brooks 85 85
04-Nov-14 Tue 18:00-21:00 5 CERAM080B Joe Brooks 85 85
25-Sep-14 Thu 18:00-21:00 5 CERAM033A Joe Brooks 85 85
06-Nov-14 Thu 18:00-21:00 5 CERAM033B Joe Brooks 85 85

SPRING TERM
17-Jan-15 Sat 10:00-13:00 5 CERAM166A Craig Fowler 85 49
28-Feb-15 Sat 10:00-13:00 5 CERAM166B Craig Fowler 85 49
13-Jan-15 Tue 18:00-21:00 5 CERAM033A Joe Brooks 85 85
24-Feb-15 Tue 18:00-21:00 5 CERAM033B Joe Brooks 85 85
19-Jan-15 Thu 18:00-21:00 5 CERAM033A Joe Brooks 85 85
26-Feb-15 Thu 18:00-21:00 5 CERAM033B Joe Brooks 85 85

SUMMER TERM
25-Apr-15 Sat 10:00-13:00 5 CERAM166A Craig Fowler 85 49
06-Jun-15 Sat 10:00-13:00 5 CERAM166B Craig Fowler 85 49
21-Apr-15 Tue 18:00-21:00 5 CERAM033A Joe Brooks 85 85
02-Jun-15 Tue 18:00-21:00 5 CERAM033B Joe Brooks 85 85
23-Apr-15 Thu 18:00-21:00 5 CERAM033A Joe Brooks 85 85
04-Jun-15 Thu 18:00-21:00 5 CERAM033B Joe Brooks 85 85

Ceramics Studio All Levels

A structured course designed for beginners, intermediate and advanced students. Beginners will be involved in set projects aimed at introducing the basics in construction surface decoration and idea development whilst producing a variety of ceramics forms. Intermediate/advanced students will focus on individual project development learning how to research and develop ideas exploring a broader range of materials, techniques and processes. This course is particularly well suited for portfolio development and progress to higher level courses.

AUTUMN TERM
24-Sep-14 Wed 10:00-16:00 5 CERAM18AA Carol Jacobs 125 95
05-Nov-14 Wed 10:00-16:00 5 CERAM18AB Carol Jacobs 125 95
14-Jan-15 Wed 10:00-16:00 5 CERAM18BA Carol Jacobs 125 95
25-Feb-15 Wed 10:00-16:00 5 CERAM18BB Carol Jacobs 125 95

SPRING TERM
22-Apr-15 Wed 10:00-16:00 5 CERAM18CA Carol Jacobs 125 95
03-Jun-15 Wed 10:00-16:00 5 CERAM18CB Carol Jacobs 125 95

Ceramics Summer School

Supported access to the ceramic studio with expert tuition to develop your work thorough a range of ceramic processes from slab to sculpture, as well as exploring and finding inspiration in the work of ceramicists past and present. All levels welcome. There is no throwing taught on this course.

SUMMER TERM
09-Jul-15 Thu Fri 10:00-16:15 2 CERAM15CB Joanna Voit 159 119

Reduced or zero fees on many courses available – see p122
**Stained Glass & Glass Art**

There is a set class project but students can work on their own project with tutor guidance. Introduction to skills of design, colour, construction. Complete your stained glass pieces on small scale. As you progress, explore the properties of glass further, eg experimental kiln formed pieces with separated or integrated functions within a panel. All levels welcome.

**AUTUMN TERM**
- 23-Sep-14 Tue 10:00-13:00 5 STGLAS02AA Katherine Hewlett 85 49
- 23-Sep-14 Tue 18:00-21:00 5 STGLAS01AA Katherine Hewlett 85 49
- 04-Nov-14 Tue 18:00-21:00 5 STGLAS01AB Katherine Hewlett 85 49

**SPRING TERM**
- 13-Jan-15 Tue 10:00-13:00 5 STGLAS02BA Katherine Hewlett 85 49
- 13-Jan-15 Tue 18:00-21:00 5 STGLAS01BA Katherine Hewlett 85 49
- 24-Feb-15 Tue 18:00-21:00 5 STGLAS01BB Katherine Hewlett 85 49

**SUMMER TERM**
- 21-Apr-15 Tue 10:00-13:00 5 STGLAS02CA Katherine Hewlett 85 49
- 21-Apr-15 Tue 18:00-21:00 5 STGLAS01CA Katherine Hewlett 85 49
- 02-Jun-15 Tue 18:00-21:00 5 STGLAS01CB Katherine Hewlett 85 49

**Glass Summer School**

You will be given an overview of how to produce a leaded light window, copper foil work and kiln worked glass. You will produce a finished piece, learned to cut glass and have the chance of taking part in at least one group organised kiln firing. All levels welcome.

**SUMMER TERM**
- 16-Jul-15 Thu Fri 10:00-16:00 1 STGLAS05C Katherine Hewlett 59 39

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Reduced or zero fees on many courses available — see p122
### Drawing for Beginners Summer School

This intense three-day summer school is for absolute beginners. Taught in a supportive studio environment, you will be guided through the basic principles and methods of drawing. No previous experience is necessary. For beginners.

**SUMMER TERM**

20-Jul-15 Mon Tue Wed 10:00-16:00 1 DRAW04CB Neil Pittaway 99 59

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### Portraiture Summer School

This summer school is for students who want to learn the basic techniques of portraiture. You will learn how to draw and paint portraits, using various wet and dry media. Students will observe from a variety of sources. No previous experience is necessary.

**SUMMER TERM**

06-Jul-15 Mon Tue Wed 10:00-16:00 1 PORTRT01CB Ben Senior 99 59

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### Life Drawing All Levels

Through a variety of life drawing approaches, this course will introduce you to ways of working from the model to represent human form in experimental and formal ways. You will develop a thorough basis for understanding all drawing and painting principles and are encouraged to paint as well if you wish. All levels welcome.

**AUTUMN TERM**

25-Sep-14 Thu 10:00-13:00 5 LFDRW01AA Clare Law 85 49
06-Nov-14 Thu 10:00-13:00 5 LFDRW01AB Clare Law 85 49
26-Sep-14 Fri 10:00-13:00 5 LFDRW03AA Janet Unwin 85 49
07-Nov-14 Fri 10:00-13:00 5 LFDRW03AB Janet Unwin 85 49
26-Sep-14 Fri 14:00-17:00 5 LFDRW04AA Janet Unwin 85 49
07-Nov-14 Fri 14:00-17:00 5 LFDRW04AB Janet Unwin 85 49
25-Sep-14 Thu 18:00-21:00 5 LFDRW02AA Paul Pedden 85 85
06-Nov-14 Thu 18:00-21:00 5 LFDRW02AB Paul Pedden 85 85
08-Nov-14 Sat 10:00-13:00 5 LFDRW09AB Neil Pittaway 85 49
27-Sep-14 Sat 10:00-13:00 5 LFDRW09AA Neil Pittaway 85 49

**SPRING TERM**

15-Jan-15 Thu 10:00-13:00 5 LFDRW01BA Clare Law 85 49
26-Feb-15 Thu 10:00-13:00 5 LFDRW01BB Clare Law 85 49
16-Jan-15 Fri 10:00-13:00 5 LFDRW03BA Janet Unwin 85 49
27-Feb-15 Fri 10:00-13:00 5 LFDRW03BB Janet Unwin 85 49
16-Jan-15 Fri 14:00-17:00 5 LFDRW04BA Janet Unwin 85 49
27-Feb-15 Fri 14:00-17:00 5 LFDRW04BB Janet Unwin 85 49
15-Jan-15 Thu 18:00-21:00 5 LFDRW02BA Paul Pedden 85 85
26-Feb-15 Thu 18:00-21:00 5 LFDRW02BB Paul Pedden 85 85
17-Jan-15 Sat 10:00-13:00 5 LFDRW09BA Neil Pittaway 85 49
28-Feb-15 Sat 10:00-13:00 5 LFDRW09BB Neil Pittaway 85 49

**SUMMER TERM**

23-Apr-15 Thu 10:00-13:00 5 LFDRW01CA Clare Law 85 49
04-Jun-15 Thu 10:00-13:00 5 LFDRW01CB Clare Law 85 49
24-Apr-15 Fri 10:00-13:00 5 LFDRW03CA Janet Unwin 85 49
05-Jun-15 Fri 10:00-13:00 5 LFDRW03CB Janet Unwin 85 49
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25-Apr-15 Sat 10:00-13:00 5 LFDRW09CA Neil Pittaway 85 49
06-Jun-15 Sat 10:00-13:00 5 LFDRW09CB Neil Pittaway 85 49

**END DATE**

### Drawing for Beginners Summer School

This intense three-day summer school is for absolute beginners. Taught in a supportive studio environment, you will be guided through the basic principles and methods of drawing. No previous experience is necessary. For beginners.

**SUMMER TERM**

20-Jul-15 Mon Tue Wed 10:00-16:00 1 DRAW04CB Neil Pittaway 99 59

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### Portraiture Summer School

This summer school is for students who want to learn the basic techniques of portraiture. You will learn how to draw and paint portraits, using various wet and dry media. Students will observe from a variety of sources. No previous experience is necessary.

**SUMMER TERM**

06-Jul-15 Mon Tue Wed 10:00-16:00 1 PORTRT01CB Ben Senior 99 59

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### Life Drawing All Levels

Through a variety of life drawing approaches, this course will introduce you to ways of working from the model to represent human form in experimental and formal ways. You will develop a thorough basis for understanding all drawing and painting principles and are encouraged to paint as well if you wish. All levels welcome.

**AUTUMN TERM**

25-Sep-14 Thu 10:00-13:00 5 LFDRW01AA Clare Law 85 49
06-Nov-14 Thu 10:00-13:00 5 LFDRW01AB Clare Law 85 49
26-Sep-14 Fri 10:00-13:00 5 LFDRW03AA Janet Unwin 85 49
07-Nov-14 Fri 10:00-13:00 5 LFDRW03AB Janet Unwin 85 49
26-Sep-14 Fri 14:00-17:00 5 LFDRW04AA Janet Unwin 85 49
07-Nov-14 Fri 14:00-17:00 5 LFDRW04AB Janet Unwin 85 49
25-Sep-14 Thu 18:00-21:00 5 LFDRW02AA Paul Pedden 85 85
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08-Nov-14 Sat 10:00-13:00 5 LFDRW09AB Neil Pittaway 85 49
27-Sep-14 Sat 10:00-13:00 5 LFDRW09AA Neil Pittaway 85 49

**SPRING TERM**

15-Jan-15 Thu 10:00-13:00 5 LFDRW01BA Clare Law 85 49
26-Feb-15 Thu 10:00-13:00 5 LFDRW01BB Clare Law 85 49
16-Jan-15 Fri 10:00-13:00 5 LFDRW03BA Janet Unwin 85 49
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27-Feb-15 Fri 14:00-17:00 5 LFDRW04BB Janet Unwin 85 49
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17-Jan-15 Sat 10:00-13:00 5 LFDRW09BA Neil Pittaway 85 49
28-Feb-15 Sat 10:00-13:00 5 LFDRW09BB Neil Pittaway 85 49

**SUMMER TERM**

23-Apr-15 Thu 10:00-13:00 5 LFDRW01CA Clare Law 85 49
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25-Apr-15 Sat 10:00-13:00 5 LFDRW09CA Neil Pittaway 85 49
06-Jun-15 Sat 10:00-13:00 5 LFDRW09CB Neil Pittaway 85 49

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Reduced or zero fees on many courses available – see p122
**Art & Design - Drawing & Painting**

**Life Drawing & Painting the Human Figure Large Scale**

Human Figure Large Scale offers a unique opportunity for students to develop their ideas and practical skills through working from the life model at scales up to and sometimes beyond life size to create large and dynamic drawings and paintings. A real interest in Life Drawing plus advice and guidance from the tutor to ensure ideas and practical skills through working from the life model at scales up to and a sufficient level of art experience.

**SUMMER TERM**
- **13-Jul-15** Thu 14:00-17:00 5 DRAFTP02AA Clare Law 85 49

**SPRING TERM**
- **15-Jan-15** Thu 14:00-17:00 5 DRAFTP02AA Clare Law 85 49
- **26-Feb-15** Thu 14:00-17:00 5 DRAFTP02BB Clare Law 85 49

**AUTUMN TERM**
- **25-Sep-14** Thu 14:00-17:00 5 DRAFTP02BA Clare Law 85 49
- **06-Nov-14** Thu 14:00-17:00 5 DRAFTP02BA Clare Law 85 49

**Drawing & Painting**

This course offers structured introductions to a range of different drawing and painting techniques and materials as well as opportunities for developing your own style through projects. All levels welcome.

**AUTUMN TERM**
- **25-Sep-14** Thu 14:00-17:00 5 DRAWP02AA Clare Law 85 49
- **06-Nov-14** Thu 14:00-17:00 5 DRAWP02AA Clare Law 85 49

**SPRING TERM**
- **15-Jan-15** Thu 14:00-17:00 5 DRAWP02BA Clare Law 85 49
- **26-Feb-15** Thu 14:00-17:00 5 DRAWP02BB Clare Law 85 49

**SUMMER TERM**
- **23-Apr-15** Thu 14:00-17:00 5 DRAWP02CA Clare Law 85 49

**Painting for Beginners**

This course is for absolute beginners. Taught in a supportive studio environment, you will be guided through the basic principles and methods of painting and use of colour. Beginners welcome. No previous experience is necessary.

**SPRING TERM**
- **04-Jun-15** Thu 14:00-17:00 5 DRAWP02BB Clare Law 85 49

**AUTUMN TERM**
- **25-Sep-14** Thu 14:00-17:00 5 DRAWP02BA Clare Law 85 49
- **23-Feb-15** Thu 14:00-17:00 5 DRAWP02CA Clare Law 85 49

**Painting Beginners & Beyond**

For those who have completed an introductory painting class, or have equivalent skills. The course builds on basic principles and methods of painting and use of colour, and helps improve your work and confidence.

**SPRING TERM**
- **25-Feb-15** Thu 14:00-17:00 5 DRAWP02BB Clare Law 85 49

**Painting Developing Techniques**

This course reinforces and extends core principles and methods of painting, and helps you take your painting skills forward to develop independent projects, including how to generate and express your ideas. This is an intermediate painting course for students with some prior experience.

**SUMMER TERM**
- **26-Jun-15** Thu 14:00-17:00 5 DRAWP02CA Clare Law 85 49
- **23-Apr-15** Thu 14:00-17:00 5 DRAWP02CB Clare Law 85 49

**Watercolour Introduction**

Here is an opportunity to spend time exploring the techniques of watercolour. You will learn a range of styles and techniques; the classes are suitable for the very beginner through to the more experienced artist.

**SPRING TERM**
- **05-Jul-15** Thu 14:00-17:00 5 DRAWP02CA Clare Law 85 49

**AUTUMN TERM**
- **04-Nov-14** Thu 14:00-17:00 5 DRAWP02AA Clare Law 85 49
- **24-Sep-14** Thu 14:00-17:00 5 DRAWP02BB Clare Law 85 49

**SUMMER TERM**
- **25-Sep-14** Thu 14:00-17:00 5 DRAWP02CA Clare Law 85 49
- **23-Apr-15** Thu 14:00-17:00 5 DRAWP02CB Clare Law 85 49

**Large Scale Life Summer School**

Supportive environment to work daily for 3 weeks to expand your artistic skills in this structured course. Experience/use various approaches to the human form inspired by famous artists including Vermeer, Michelangelo, Velasquez, Degas and Giotto. All levels welcome.

**SUMMER TERM**
- **09-Jul-15** Thu 10:00-16:00 3 LFDRW06CB Janet Unwin 109 65

**Botanical Drawing & Painting**

Inspired by botanical collections in London and the idea of the travelling collector, this course will enable you to develop the skills of botanical drawing as well as explore free ways to interpret the natural world through different media. All levels welcome.

**SPRING TERM**
- **26-Feb-15** Thu 10:00-13:00 5 PNTRDY01BB Paul Peden 85 49

**SUMMER TERM**
- **04-Jun-15** Thu 10:00-13:00 5 PNTRDY01CB Paul Peden 85 49
Clothes Making & Sewing

Upskill in dress making, garment construction and fashion sewing techniques. Or further hone the skills you have. Workshop and personal projects. Inspired by the Sewing Bee…. All levels welcome.

**AUTUMN TERM**
- 25-Sep-14 Thu 14:00-17:00 5 CLTHMK03AA Saskia Niderost 85 85
- 06-Nov-14 Thu 14:00-17:00 5 CLTHMK03AB Saskia Niderost 85 85
- 22-Sep-14 Mon 18:00-21:00 5 CLTHMK01AA Mia Jafari 85 85
- 03-Nov-14 Mon 18:00-21:00 5 CLTHMK01AB Mia Jafari 85 85

**SPRING TERM**
- 15-Jan-15 Thu 14:00-17:00 5 CLTHMK03BA Saskia Niderost 85 85
- 26-Feb-15 Thu 14:00-17:00 5 CLTHMK03BB Saskia Niderost 85 85
- 12-Jan-15 Mon 18:00-21:00 5 CLTHMK01BA Mia Jafari 85 85
- 23-Feb-15 Mon 18:00-21:00 5 CLTHMK01BB Mia Jafari 85 85

**SUMMER TERM**
- 23-Apr-15 Thu 14:00-17:00 7 CLTHMK03CA Saskia Niderost 109 65
- 01-Jun-15 Mon 18:00-21:00 5 CLTHMK01CB Mia Jafari 85 85
- 20-Apr-15 Mon 17:45-21:15 4 CLTHMK01CA Mia Jafari 85 85

Clothes Making Beyond Beginners

This course welcomes students with more advanced garment construction and clothes making projects. If you really want to hone and fine hone your clothes making skills this is the course for you.

**AUTUMN TERM**
- 23-Sep-14 Tue 18:00-21:00 5 CLTHMK02AA Saskia Niderost 85 85
- 04-Nov-14 Tue 18:00-21:00 5 CLTHMK02AB Saskia Niderost 85 85

**SPRING TERM**
- 13-Jan-15 Tue 18:00-21:00 5 CLTHMK02BA Saskia Niderost 85 85
- 24-Feb-15 Tue 18:00-21:00 5 CLTHMK02BB Saskia Niderost 85 85

**SUMMER TERM**
- 21-Apr-15 Tue 18:00-21:00 5 CLTHMK02CA Saskia Niderost 85 85
- 02-Jun-15 Tue 18:00-21:00 5 CLTHMK02CB Saskia Niderost 85 85

Couture Sewing Techniques

Couture fashion has never been more in demand. This course will introduce you to an exciting range of hand couture techniques used in the traditional Paris ateliers. Requires all hand sewing. You will be guided through a range of iconic couture techniques producing samples.

**SPRING TERM**
- 17-Jan-15 Sat 10:00-16:00 1 CSEW01BA Mia Jafari 33 25

Fashion Design

Especially for those seeking a route into employment in fashion or other fields in the creative industries as the portfolio of work you produce will be helpful for getting work. English at level 2 required. Some experience an advantage. Introduction to the range of skills and knowledge needed to be a fashion designer including researching ideas for inspiration, toileing, garment construction/production. Create a one off garment and/or design a collection and a vibrant portfolio of designs. All levels welcome.

**AUTUMN TERM**
- 24-Sep-14 Wed 18:00-21:00 5 FASH04AA Mia Jafari 85 85
- 05-Nov-14 Wed 18:00-21:00 5 FASH04AB Mia Jafari 85 85

**SPRING TERM**
- 14-Jan-15 Wed 18:00-21:00 5 FASH04BA Mia Jafari 85 85
- 25-Feb-15 Wed 18:00-21:00 5 FASH04BB Mia Jafari 85 85

**SUMMER TERM**
- 22-Apr-15 Wed 18:00-21:00 5 FASH04CA Mia Jafari 85 85
- 03-Jun-15 Wed 18:00-21:00 5 FASH04CB Mia Jafari 85 85

Reduced or zero fees on many courses available – see p122
Fashion Illustration Introduction

This course offers creative ways to illustrate clothing and accessories, through a variety of media, techniques and styles used by illustrators. You will be experimenting with pastel, ink & bleach, paint, pen & ink, torn paper, mono print and collage.

For beginners.

SUMMER TERM
06-Jan-15 Sat 10:00-16:00 3 FASHLD02CB Hannah Meese 85 49

Vintage Inspired Fashion

Vintage inspired fashion is seen everywhere from the High Street to Couture. This study day will look at the vintage patterns and design and how to use them in contemporary dress making. You will have an interest in vintage Fashion. All levels welcome.

SPRING TERM
24-Jan-15 Sat 10:00-16:00 1 FASHVT01BA Mia Jafari 33 25

Fashion Pattern-cutting & Construction Introduction

This pattern cutting course will introduce you not only to the basic and principles of pattern cutting but also skills required by industry, from an introduction to basic pattern cutting to garment construction. You will undertake an exciting range of industry style briefs and build up a portfolio of designs, patterns and garments over a series of courses. All levels welcome but some fashion design and sewing experience is an advantage. English at Level 2 required.

AUTUMN TERM
25-Sep-14 Thu 10:00-16:00 5 FASHPT02AA Saskia Niderost 149 99
06-Nov-14 Thu 10:00-16:00 5 FASHPT02AB Saskia Niderost 149 99
25-Sep-14 Thu 18:00-21:00 5 FASHPT01AA Stephanie Agterncamp 85 85
06-Nov-14 Thu 18:00-21:00 5 FASHPT01AB Stephanie Agterncamp 85 85

SPRING TERM
15-Jan-15 Thu 10:00-16:00 5 FASHPT02AA Saskia Niderost 149 99
26-Feb-15 Thu 10:00-16:00 5 FASHPT02AB Saskia Niderost 149 99
15-Jan-15 Thu 18:00-21:00 5 FASHPT01AA Stephanie Agterncamp 85 85
26-Feb-15 Thu 18:00-21:00 5 FASHPT01AB Stephanie Agterncamp 85 85

SUMMER TERM
23-Apr-15 Thu 10:00-16:00 5 FASHPT02CA Saskia Niderost 149 99
04-Jun-15 Thu 10:00-16:00 5 FASHPT02CB Saskia Niderost 149 99
23-Apr-15 Thu 18:00-21:00 5 FASHPT01CA Stephanie Agterncamp 85 85
04-Jun-15 Thu 18:00-21:00 5 FASHPT01CB Stephanie Agterncamp 85 85

Pattern Cutting for Jackets Inspired by Chanel

The Chanel Jacket has gained iconic status with an exhibition dedicated to it at the Saatchi Gallery last year. Construct a jacket inspired by the features of the iconic piece.

AUTUMN TERM
20-Sep-14 Sat 10:00-16:00 1 PATCUT02A Mia Jafari 33 25

Textiles: Decoration & Construction

Learn how to embellish and decorate the surface of fabrics, and to create subtle or dramatic motifs and surface interest to existing garments, accessories or soft furnishings or create textile art works. All levels welcome, beginners and experienced enthusiasts and fabric lovers.

AUTUMN TERM
26-Sep-14 Fri 10:00-16:00 5 TEXTIL01AA Alizon Bennet 85 49
07-Nov-14 Fri 10:00-16:00 5 TEXTIL01AB Alizon Bennet 85 49

SPRING TERM
16-Jan-15 Fri 10:00-16:00 5 TEXTIL01BA Alizon Bennet 85 49
27-Feb-15 Fri 10:00-16:00 5 TEXTIL01BB Alizon Bennet 85 49

SUMMER TERM
24-Apr-15 Fri 10:00-16:00 5 TEXTIL01CA Alizon Bennet 85 49
05-Jun-15 Fri 10:00-16:00 5 TEXTIL01CB Alizon Bennet 85 49

Soft Furnishings Introduction

This intense one day workshop will show you an innovative range of basic interior techniques. Taking key inspiration from trends in fashion design. Take away an interior sample and lots of ideas to develop in your own time.

AUTUMN TERM
18-Oct-14 Sat 10:00-16:00 1 SFURN01AA Saskia Niderost 33 25
07-Feb-15 Sat 10:00-16:00 1 SFURN01BA Saskia Niderost 33 25

SPRING TERM
16-May-15 Sat 10:00-16:00 1 SFURN01CA Saskia Niderost 33 25

Weaving - An Introduction

Craft is in WMC’s heritage so it’s not surprising that we uncovered a large collection of weaving looms. On this introductory course you will be taught a range of basic weave skills and learn the contemporary practice of loom weaving.

SPRING TERM
10-Jan-15 Sat 10:00-16:00 1 WEAVE01BA Saskia Niderost 33 25

SUMMER TERM
25-Apr-15 Sat 10:00-16:00 1 WEAVE01CA Saskia Niderost 33 25

Reduced or zero fees on many courses available – see p122
Do you have a keen interest in contemporary art but never had a chance to explore it for yourself? Or, have you completed studies in Fine Art but feel you need further high level support and feedback from tutors and peers? Then this course is for you, as it combines structured taught workshops with in-depth discussion to help you develop your practice. Also, ideal for those who are preparing portfolios for course applications, exhibitions, and independent studios. Requirements: No previous experience is necessary. As long as you have an open mind and enjoy experimenting with new ideas and approaches to art making, you are welcome whether you have just completed a foundation course, or completed higher levels of degree study, or simply developed skills and interests through independent study.

**AUTUMN TERM**
- 23-Sep-14 Tue 10:00-16:00 5 FNART02AA Pernille Holm-Mercer 149 99
- 04-Nov-14 Tue 10:00-16:00 5 FNART02AB Pernille Holm-Mercer 149 99

**SPRING TERM**
- 13-Jan-15 Tue 10:00-16:00 5 FNART02BA Pernille Holm-Mercer 149 99
- 24-Feb-15 Tue 10:00-16:00 5 FNART02BB Pernille Holm-Mercer 149 99

**SUMMER TERM**
- 21-Apr-15 Tue 10:00-16:00 5 FNART02CA Pernille Holm-Mercer 149 99
- 02-Jun-15 Tue 10:00-16:00 5 FNART02CB Pernille Holm-Mercer 149 99

**Fine Art Studio Continuing Practice**
This course provides a context in which to continue or restart your Fine Art practice through discussion in a supportive environment. The course aims to build confidence, help you develop your work, increase your knowledge of the contemporary context and enable you to make links with your peers. Delivered through seminars, tutorials and gallery visits in 12 Saturday workshops throughout the year. You will need an arts degree, or recent Foundation Diploma or Access in Art and Design. You will have a portfolio, or ideas that you want to develop and some evidence of practice, either recently or in the past.

**AUTUMN TERM**
- 27-Sep-14 Sat 10:00-16:00 12 FASC04A Clare Law 360 360
Join this exciting new course designed to give students a taste of floristry.
Be inspired by discovering a range of commercial design techniques used to create designs for weddings, gifts and events. Learn how to plan and construct your own designs. Skills will be developed by practical workshops where you will reproduce or apply your own interpretation of the design demonstrated by your tutor. The tutor will ensure that the student is able to work at their individual pace and ability level.

### AUTUMN TERM

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<th>Start</th>
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<th>Time</th>
<th>Weeks</th>
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### SPRING TERM

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Floristry - Festive Wreaths

Come along and create your own festive wreath from scratch. Yes there are plenty of readymade wreaths on offer at this time of year but these will be your own creations and much better.

### AUTUMN TERM

<table>
<thead>
<tr>
<th>Start</th>
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Floristry - Vintage Inspired Wedding Flowers

Handcrafted vintage style weddings are very big at the moment. Come along and enjoy our supervised workshop where you will learn how to put together floral designs with a handcrafted boho theme.

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Floristry - Wedding Flowers

Handcrafted vintage style weddings are very big at the moment. Come along and enjoy our supervised workshop where you will learn how to put together floral designs with a handcrafted boho theme.

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Floristry Level 2

This Edexcel BTEC level 2 Certificate in Floristry is a part-time course arranged over 30 weeks. You will gain confidence in the care and handling of commercial cut flowers and foliages through practical skills and workshops and identify the names and types of flowers and foliages used to create designs. These workshops will give you the opportunity to create a varied range of floral arrangements and tied designs, which will lead to a formal assessment. You will create your own portfolio of work. There will be an opportunity to visit New Covent Garden flower market to understand the working of the market and wholesale buying and view all the wonderful flowers, foliage and sundries on offer. English Level 2 needed.

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### Reduced or zero fees on many courses available – see p122
Illustration for Beginners

Taught in a supportive studio environment, you will be guided through the basic principles and methods of illustration, including workshops on composition, colour, and use of materials. For students who are new to illustration but who have some prior experience of drawing.

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Illustration Visual Arts Level 2

A structured illustration course leading to a level 2 qualification – a first step into a new career in Art and Design. You will advance core visual arts skills in illustration and learn how to research and develop ideas leading to finished products, exploring different materials and techniques. Requirements: ideal for students wishing to progress from introductory Illustration or drawing classes. English Level 2 needed.

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# Jewellery Beginners and Beyond

Learn how to design, transfer, cut, bend, solder and polish different metals to produce at least one finished standard piece of jewellery. The more experienced students are encouraged to negotiate individual projects with the guidance of the tutor. You will be expected to purchase your own toolkit, metal and stones.

**All levels welcome.**

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# Jewellery Introduction to Metalwork

Introduction to basic jewellery skills, such as: saw piercing, soldering, filing, attaching findings, texturing metal, problem solving, finishing techniques and to construct exiting and wearable jewellery. This course is aimed at beginner students.

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# Silversmithing

This course is for anyone who would like to make jewellery, table ware, trinkets and small sculptures using non-ferrous metals such as silver, copper and brass.

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Reduced or zero fees on many courses available – see p122
Beaded Jewellery

Inspired by contemporary, ethnic and historic beading this course skillfully guides you through a range of exciting and transferable techniques. The tutor will demonstrate and model contemporary beaded jewellery outcomes from statement tassel necklaces to experimental pieces.

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23-Sep-14 Tue 14:00-17:00 5 JEWEL19AA Yun Hee Kim 85 49
04-Nov-14 Tue 14:00-17:00 5 JEWEL19AB Yun Hee Kim 85 49
23-Sep-14 Tue 18:00-21:00 5 JEWEL24AA Yun Hee Kim 85 85
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21-Apr-15 Tue 18:00-21:00 5 JEWEL24CA Yun Hee Kim 85 85
02-Jun-15 Tue 18:00-21:00 5 JEWEL24CB Yun Hee Kim 85 85

Jewellery - Design and Make Your Own Tiara

Jewelled headwear is a major fashion trend. This course will enable you to design and construct your own unique head piece. From weddings to the catwalk tiaras are making a major statement. Upskill in this bespoke and highly specialised course.

AUTUMN TERM
06-Nov-14 Thu 18:00-21:00 5 JEWEL21AB Yun Hee Kim 85 85

Jewellery - Make Your Own Earrings

Earrings are a jewellery statement piece and make up a key element to all emerging and established jewellery designers collections.

SPRING TERM
26-Feb-15 Thu 18:00-21:00 5 JEWEL22BB Sarah Jones 85 85

Jewellery - Upcycling Your Jewellery

Jewellery tutor Sarah Jones has firmly established herself as a practitioner of upcycling. Her innovative and highly experimental course will see you fashion jewellery from existing objects such as forks. You will be raiding cutlery drawers to find inspirational pieces to up cycle.

SUMMER TERM
04-Jun-15 Thu 18:00-21:00 5 JEWEL23CB Sarah Jones 85 85

Jewellery Workshop

All levels welcome. Under the expert guidance do experienced and experimental jewellery you will use the highly bespoke studio to create your own pieces and work on personal projects.

AUTUMN TERM
26-Sep-14 Fri 14:00-17:00 5 JEWEL20AA Saskia Niderost 85 49
07-Nov-14 Fri 14:00-17:00 5 JEWEL20AB Saskia Niderost 85 49
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SUMMER TERM
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05-Jun-15 Fri 14:00-17:00 5 JEWEL20CB Saskia Niderost 85 49

Jewellery Summer School

Supported access to the jewellery studio with expert tuition to develop your work thorough a range of jewellery processes from soldering to enamelling. Explore and find inspiration in the work of Jewellery designers / makers, past and present. All levels welcome.

SUMMER TERM
13-Jul-15 Mon-Fri 10:00-16:00 1 JEWEL12CB Saskia Niderost 149 99

Reduced or zero fees on many courses available – see p122
Events Management for the Arts

This 2 week course will introduce you to basic skills in planning, organising and running an arts event. Key areas covered include marketing, fundraising, communication and budgeting, as well as considerations of inclusion and diversity. The course will cover promotion via social media, and how to make a coherent and engaging presentation of your event. The course would suit students with an interest in arts administration, or people who want to organise an event for their group or organisation in their existing role.

SUMMER TERM
06-Jun-15 Sat 10:00-16:00 2 EVMANGO1CB TBC 59 39

Promoting Your Work Online for Artists and Designers

This one day event is for artists and designers who wish to learn how to sell art and design work online. A series of guest speakers, experts and professionals in the field will come and share their ideas, insights and inspiration with you. All levels welcome.

AUTUMN TERM
20-Sep-14 Sat 10:00-16:00 1 PROMON01AA Alison Heath 33 25
06-Dec-14 Sat 10:00-16:00 1 PROMON01AB Alison Heath 33 25

SPRING TERM
09-Jan-15 Fri 14:00-17:00 5 PROMON02BA Alison Heath 85 49
24-Apr-15 Fri 14:00-17:00 5 PROMON02CA Alison Heath 85 49
### Adobe InDesign Introduction
This course will help you to create interesting and effective layouts whether you are a complete beginner or have some experience and just want to refresh your skills. You will learn the basics that can take you on the higher study; some knowledge of working with computers is needed.

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### Animation Introduction
If you have a real interest in traditional animation this is the course for you. You will need good creative skills and a basic understanding of traditional forms of animation to get the most out of this course. Knowledge of programmes such as iMovie and animation frame capture software would be helpful, but is not a requirement. First part of course teaches you the basics.

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### AutoCAD Introduction
AutoCAD is the industry standard software for 2D and 3D design. This course will introduce you to the basic skills and techniques, after which you will progress to using these effectively in the creation of more complex constructions, including working in both 2D and 3D. Good general IT skills are essential.

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### Cyanotype Introduction
Cyanotype printing is a photographic process which uses a simple chemical reaction to produce beautiful images by exposing paper to the light of the sun. In this one-day workshop, you will learn how to mix Cyanotype chemistry, prepare the sensitive paper, and expose and fix the resulting images. Bring your own images for beautiful results.

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# Design your own App for Mobile Devices

This course takes a multi-platform approach, and introduces you to key skills needed to develop apps for iOS, Android or Windows. Beginning with analyzing what makes a successful app, you will develop an understanding of functionality, and build a basic functioning package using a popular and well-supported cross-platform app development environment. The course would suit students wishing to develop apps for their own personal use, or those looking to create apps for sale or team working.

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# Book Binding & Book Arts

On this course you will learn a range of bookbinding arts and skills from the traditional to the experimental. Suitable for all levels.

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# Digital Illustration Introduction

Digital illustration is a challenging and expressive area of art & design. You will develop your unique personal style as an artist by learning illustration and Adobe Illustrator techniques for communicating your creative concepts. Open-ended projects in digital illustration will help you develop portfolio-quality illustrations. You’ll develop your own style and artistic flair, making your work more powerful and distinctive. In order to gain from this course some existing computer skill are necessary.

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# Digital Skills for Mac Introduction

Starting out in creative digital practice can be confusing and bewildering, but an understanding of some of the key essentials can make your learning hassle-free. This course is designed to give you a range of foundational skills which will enable you to work freely with creative software and make the most of technology. Learn about good practice in file management, what image or asset files to use in different circumstances, how to work comfortably with Apple Mac platforms, and which software packages and methods would be most appropriate for your creative project and career.

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# Games Design

Have you ever wondered how computer games are created and what you need to know in order to create a game yourself? You will create simple game assets, graphics and movie clip symbols using Flash in preparation for programming your own game using Actionscript3.

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# Book Binding & Book Arts

On this course you will learn a range of bookbinding arts and skills from the traditional to the experimental. Suitable for all levels.
### Graphic Design Introduction

Learn the basic skills and processes employed in digital and graphic media and how graphic design really works. In the first half of the course you will develop the technical skills that will help you to respond to design briefs. No prior qualification needed but useful to have experience of drawing and using digital and graphic media.

**AUTUMN TERM**
- 26-Sep-14 Fri 10:00-13:00 5 GRDES04A Tony Jennings 89 49
- 07-Nov-14 Fri 10:00-13:00 5 GRDES04AB Tony Jennings 89 49
- 26-Sep-14 Fri 14:00-17:00 5 GRDES05A Tony Jennings 89 49
- 07-Nov-14 Fri 14:00-17:00 5 GRDES05AB Tony Jennings 89 49
- 15-Sep-14 Mon 18:30-20:30 11 GRDES01A Cornelia Eberhardt 109 109

**SPRING TERM**
- 12-Jan-15 Mon 18:30-20:30 11 GRDES01B Cornelia Eberhardt 109 109
- 20-Apr-15 Mon 18:30-20:30 5 GRDES01CA Cornelia Eberhardt 59 39

### Graphic Design Level 2

On completion of this course you will gain a nationally accredited L2 qualification. Learn the how to develop ideas and communicate messages, producing professional, eye-catching pieces of graphic design. All levels welcome. English Level 2 needed.

**SPRING TERM**
- 09-Jan-15 Fri 10:00-16:00 21 GRDES02B Tony Jennings 499 499

### Interior Design Introduction

This fascinating and extremely topical interior design course will introduce you to basic drawing skills for use in the Interior Design field. You will have the opportunity to draw basic plans and elevations, draw in perspective and 3D, render using a variety of techniques to enhance visuals and learn the basics of card modelling. You will also learn how to undertake an interior design project using floor plans, mood boards and colour schemes. All this will help you to effectively present a project that you have designed. For beginners.

**AUTUMN TERM**
- 23-Sep-14 Tue 18:00-21:00 5 INTDES01A Sarah Crosby 85 85
- 04-Nov-14 Tue 18:00-21:00 5 INTDES01AB Sarah Crosby 85 85

**SPRING TERM**
- 13-Jan-15 Tue 18:00-21:00 5 INTDES01BA Sarah Crosby 85 85
- 24-Feb-15 Tue 18:00-21:00 5 INTDES01BB Sarah Crosby 85 85

**SUMMER TERM**
- 21-Apr-15 Tue 18:00-21:00 7 INTDES01CA Sarah Crosby 109 109

### Photoshop Introduction

On this course you will learn about the Photoshop environment, what the tools are and how they work. You will learn basic techniques such as selecting, filling and transforming amongst others. Basic computer knowledge needed for this course or previous use of other graphic software.

**AUTUMN TERM**
- 18-Sep-14 Thu 14:00-16:00 11 PSHP03A Gillian Fielden 109 65

**SPRING TERM**
- 15-Jan-15 Thu 14:00-16:00 11 PSHP03B Gillian Fielden 109 65

**SUMMER TERM**
- 23-Apr-15 Thu 14:00-16:00 11 PSHP03C Gillian Fielden 109 65

### Illustrator & Photoshop for Your Design Projects

Using Photoshop and/or Illustrator develop your skills in order to plan your own projects. It could be those things you have always wanted to do but needed support to complete – whether it is badges or t-shirt designs, CD covers or Illustrations. This is your chance to get started.

**AUTUMN TERM**
- 26-Sep-14 Fri 14:00-17:00 3 ILLUST01AA Adam Brown 59 39
- 25-Apr-15 Sat 10:00-16:00 3 ILLUST01CA Adam Brown 85 49

### Web Design

If you fancy becoming a webmaster then this is the perfect start – even if you know nothing about web design! This course will equip you with all the basic skills needed to create websites. In order to gain from this course some existing computer skill are necessary.

**AUTUMN TERM**
- 15-Sep-14 Mon 10:00-12:00 11 WEBDS04A Tema George 109 65
- 19-Sep-14 Fri 18:30-20:30 11 WEBDS05A Adam Brown 109 109

**SPRING TERM**
- 12-Jan-15 Mon 10:00-12:00 11 WEBDS04B Tema George 109 65
- 09-Jan-15 Fri 18:30-20:30 11 WEBDS05B Adam Brown 109 109

**SUMMER TERM**
- 20-Apr-15 Mon 10:00-12:00 11 WEBDS04C Tema George 109 65
- 24-Apr-15 Fri 18:30-20:30 11 WEBDS05C Adam Brown 109 109

Reduced or zero fees on many courses available – see p122
### Journalism Introduction

Introduction to Journalism will explore creative and technical aspects of writing journalism in a supportive group atmosphere. Students will learn how to approach writing for print and online media through practical class exercises and homework assignments. Topics will include writing a local news story, and writing a review in an area of your choice such as food, theatre or sport. Research and self presentation skills will be included and each student will have a one to one tutorial per term with the tutor. Aimed at beginners, but will also suit those who have some experience in writing fiction or drama and want to try something new.

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### eJournalism and Blogging

With the rise in citizen journalism, journalism is becoming energised by a new wave of writers from a range of diverse perspectives. Add your voice to the debate, learn how to start, upkeep and promote a blog, learn about different types of content and how to write for different audiences. Learn research skills, and understand how to monetise, market and promote your work. The course would suit students with a passion to communicate a story to tell or an interest in writing in public. It would suit students who have previously studied Creative Writing at WMC or elsewhere.

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### Music Journalism

Camden has a worldwide reputation as a centre of the UK’s music scene, with a sprawling network of venues and a legacy dating back to the 1960s. On this course, you will learn the basics of music journalism: learn about interview techniques, copywriting and style, as well as how to distribute your work through traditional channels and social media.

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### Digital Storytelling

Do you have a story to tell, using video and sound? This 5 week workshop will enable you to use available technologies to tell interesting stories. Record your story and turn it into a movie or slideshow. Display pictures, add titles or text, and output your movie in a web-ready format.

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### Podcasting and Online Broadcasting

Learn how to produce and distribute radio content for the emerging field of online broadcasting. Edit using current technologies, drive a radio desk, record interviews and prepare for broadcasting. Learn about how online broadcasting is changing the way people consume radio, and pick up some tips from the professionals.

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Reduced or zero fees on many courses available – see p122
### Radio Production

Radio is currently experiencing a revival, due to the emergence of digital broadcasting and mobile technologies. Be part of it: learn how to interview, record audio, edit speech and music, and add jingles, IDs and sound effects. The course will also cover professional practice in broadcasting, including copyright and performance issues, as well as knowledge and techniques relevant to the industry. You will produce a short recorded radio programme, featuring news, music, programmed content or in a style or subject of your own choosing.

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### Radio Production - Design and Produce Your Own Project

Radio is currently experiencing a revival, due to the emergence of digital broadcasting and mobile technologies. Be part of it: learn how to interview, record audio, edit speech and music, and add jingles, IDs and sound effects. The course will also cover professional practice in broadcasting, including copyright and performance issues, as well as knowledge and techniques relevant to the industry. You will produce a short recorded radio programme, featuring news, music, programmed content or in a style or subject of your own choosing.

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### Creative Media Production Level 2

This Level 2 Certificate will introduce you to skills and knowledge needed to digitally produce creative media outcomes, including introduction to a range of software tools, processes for developing and generating ideas as well as interpreting and producing your own projects which may be sound, image and/or time based. English Level 2 needed.

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### Film & Video Editing

You will create and edit a video using i-movie or Final Cut Pro and create short video clips, selecting and adding audio. This is an all levels course and is suitable for all from complete beginner to those with experience of digital who want include film editing in their portfolio. No previous experience of film editing necessary.

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### Filmmaking Summer School

Fancy making movies? In this active two day workshop you will shoot, edit and screen a short film according to a surprise script. Learn about planning, shots, sequences and camera angles, and try your hand at editing video and sound. This workshop is offered as part of Camden Summer University.

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*Reduced or zero fees on many courses available – see p12*
Digital Photography Introduction
Get off that Auto button! Learn basic compositional and perspective techniques to improve your images. Understand the settings on your camera to achieve correct exposures in different circumstances. For beginners.

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Studio Photography Introduction
Based in our new studio at WMC Crowdale Road, this 5 week course will provide you with a grounding in the technical and creative aspects of studio lighting. Beginning with continuous lighting and progressing to studio flash, the course will also introduce you to classic lighting setups and techniques, as well as giving you the ability to develop your own creative approaches.

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Art & Design - Photography

Etching & Printmaking

COURSES
### Etching Introduction

Gain the essential skills in this 500 year old printmaking process. Learn etching and intaglio methods such as drypoint and mezzotint. Become confident to ink and print plates on a large press producing good standard prints on hand made paper. All levels welcome.

The fees include basic level of paper and plates. There may be additional costs for additional materials.

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### Etching & Photo-Etching Workshop

Individual study programme will be developed for each student. Ideal opportunity for those wishing to progress to an advanced level. Learn traditional printmaking techniques, used by Rembrandt, Goya, Picasso & Hockney, with images bitten in acid onto metal plates and printed to paper including working in full colour and use of photographic based images. For students at all levels.

The fees include basic level of paper and plates. There may be additional costs for additional materials.

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Reduced or zero fees on many courses available — see p122
Sculpture All Levels

Beginners learn about materials and processes and to develop bespoke pieces. This tutored workshop enables more advanced learners to develop ideas further. Some students progress to sculpture qualifications including degrees. All levels welcome.

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Wax Modelling and Small Scale Casting

This course introduces you to wax modelling and casting of objects on a small scale. You will learn the principles of casting, the use of different materials and finish with a small piece to take home. All levels welcome.

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Sculpture Summer School

Beginners learn about materials and processes and to develop bespoke pieces. This tutored workshop enables more advanced learners to develop ideas further. All levels welcome.

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Modelling using papier mache

Paper Mache is a cheap and versatile material and can be carried out on a limited budget it is therefore ideal for the time we live in it can be used to make a variety of objects gifts and projects.

SUMMER TERM

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Puppet Making

This is an initial introduction to puppet making and will entail developing and making and puppet (or more depending on type and complexity and the puppet and the technical abilities of the student).

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Picture Framing & Gilding

An opportunity to make picture frames, together with mount cutting and all aspects of decorative finishes including traditional and modern methods of gilding with allied processes. Additional material charges will apply. Students must bring a pen, notepad and something to frame to their first session. All levels welcome.

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07-Nov-14 Fri 14:00-17:00 5 FRAME02AB Silvio Arban 85 49
25-Sep-14 Thu 18:00-21:00 5 FRAME03AA Silvio Arban 85 85
26-Sep-14 Fri 18:00-21:00 5 FRAME03AB Silvio Arban 85 85
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04-Jun-15 Thu 18:00-21:00 5 FRAME03CA Silvio Arban 85 85
05-Jun-15 Fri 18:00-21:00 5 FRAME03CB Silvio Arban 85 85

Traditional Wood Carving

This woodcarving course has been designed for both beginners and intermediates alike and focuses on how to carve in three dimensions (3D, ‘in the round’) or in low relief, working primarily on one block of timber producing a finished design by the end of the course.

AUTUMN TERM
24-Sep-14 Wed 14:00-17:00 5 WOOD04AA Martina Schmuecker 85 49
05-Nov-14 Wed 14:00-17:00 5 WOOD04AB Martina Schmuecker 85 49

SPRING TERM
14-Jan-15 Wed 14:00-17:00 5 WOOD04BA Martina Schmuecker 85 49
25-Feb-15 Wed 14:00-17:00 5 WOOD04BB Martina Schmuecker 85 49

SUMMER TERM
22-Apr-15 Wed 14:00-17:00 5 WOOD04CA Martina Schmuecker 85 49
03-Jun-15 Wed 14:00-17:00 5 WOOD04CB Martina Schmuecker 85 49

Wood Workshop

This tutored workshop is best suited for those wishing to extend and consolidate their skills and knowledge woodworking. You will be able to refresh your knowledge of hand tools and machines available in the workshop and you will make a finished piece of furniture.

AUTUMN TERM
24-Sep-14 Wed 10:00-13:00 5 WOOD01AA Martina Schmuecker 85 49
05-Nov-14 Wed 10:00-13:00 5 WOOD01AB Martina Schmuecker 85 49
22-Sep-14 Mon 18:00-21:00 5 WOOD03AA Martina Schmuecker 85 85
03-Nov-14 Mon 18:00-21:00 5 WOOD03AB Martina Schmuecker 85 85

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29-Jan-15 Wed 10:00-13:00 5 WOOD01BB Martina Schmuecker 85 49
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23-Feb-15 Mon 18:00-21:00 5 WOOD03BB Martina Schmuecker 85 85

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03-Jun-15 Wed 10:00-13:00 5 WOOD01CB Martina Schmuecker 85 49
01-Jun-15 Mon 18:00-21:00 5 WOOD03CB Martina Schmuecker 85 85
20-Apr-15 Mon 18:00-21:30 4 WOOD03CA Martina Schmuecker 85 85

Reduced or zero fees on many courses available – see p122
Pilates & Yoga

Pilates & Yoga Courses

Pilates helps you develop muscle strength, general fitness and wellbeing. Through mat work learn exercises that help you develop muscular control and body alignment. Over time your body awareness increases and posture and muscle tone improve. For beginners and suitable for all ages.

AUTUMN TERM
25-Sep-14 Thu 13:00-14:00 10 PILAT01A Jackie Heap 64 39
25-Sep-14 Thu 18:15-19:15 10 PILAT02A Saskia Niderost 64 64

SPRING TERM
15-Jan-15 Thu 13:00-14:00 10 PILAT01B Jackie Heap 64 39
15-Jan-15 Thu 18:15-19:15 10 PILAT02B Saskia Niderost 64 64

SUMMER TERM
23-Apr-15 Thu 13:00-14:00 10 PILAT01C Jackie Heap 64 39
30-Apr-15 Thu 18:15-19:15 10 PILAT02C Saskia Niderost 64 64

Yoga

Our yoga class will help you relax by developing breathing, relaxation and meditation exercises, which in turn will aid muscle strength and general body toning. You will practice postures to develop suppleness, strength and stamina whilst learning how to deal with stress. All levels welcome.

AUTUMN TERM
25-Sep-14 Thu 09:30-11:00 10 YOGA01A Carolyn Tynan 85 49

SPRING TERM
15-Jan-15 Thu 09:30-11:00 10 YOGA01B Carolyn Tynan 85 49

SUMMER TERM
30-Apr-15 Thu 09:30-11:00 10 YOGA01C Carolyn Tynan 85 49

Reduced or zero fees on many courses available – see p122
Creative Writing

An introductory course, in a supportive atmosphere, where you can develop your creative writing skills. You will be encouraged to find your own voice through guided writing activities. Topics developed collaboratively by students and tutor. For those wishing to broaden their creative writing abilities or for those starting out on a journey to unlock their creative writing potential. You will have regular individual tutorials.

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History of Art Introduction

You will be introduced to the themes throughout history that have shaped the current art world, explore some of the major art movements and the works of a variety of artists from different periods. All levels welcome although some understanding of the subject is beneficial if you join the course in term B or C.

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What is Modern Art?

Why does the art of today look so different from the art of the past? What changes, revolutions and events led to the overthrow of representational art in favour of abstraction, experiment and an eternal search for the new? Which key characters reimagined art as a field of endless revolution, and what ideas and events inspired and provoked them and their audiences? If you have a curiosity about the art of today, and want to be able to understand its history, exchange ideas and be inspired, this is the course for you. Do you have a manifesto in you?

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### Arabic Stage 1a
For beginners with no knowledge of the language. A lively introduction to the language, including a gentle introduction to reading and writing Arabic script at a basic level, plus simple grammar and vocabulary so you can introduce and speak about yourself.

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<td>25-Sep-14</td>
<td>Thu</td>
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<td>ARAB02A</td>
<td>Abdul-Ilah Tawfik</td>
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</tr>
<tr>
<td>Spring Term</td>
<td>15-Jan-15</td>
<td>Thu</td>
<td>18:00-19:30</td>
<td>10</td>
<td>ARAB01B</td>
<td>Abdul-Ilah Tawfik</td>
<td>79</td>
<td>79</td>
</tr>
</tbody>
</table>

### Arabic Stage 1b
For those who have successfully completed Arabic Stage 1a or have equivalent skills. The course builds on basic grammar and vocabulary including food, drinks, family and daily life. More work on reading and writing Arabic script.

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>Day</th>
<th>Time</th>
<th>Weeks</th>
<th>Code</th>
<th>Teacher</th>
<th>Full</th>
<th>Snr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Term</td>
<td>15-Jan-15</td>
<td>Thu</td>
<td>19:40-21:10</td>
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<td>ARAB03B</td>
<td>Abdul-Ilah Tawfik</td>
<td>79</td>
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<tr>
<td>Spring Term</td>
<td>23-Apr-15</td>
<td>Thu</td>
<td>18:00-19:30</td>
<td>10</td>
<td>ARAB03C</td>
<td>Abdul-Ilah Tawfik</td>
<td>79</td>
<td>79</td>
</tr>
</tbody>
</table>

### Arabic Stage 1c
For those who have successfully completed Stages 1a and 1b, or have equivalent skills. The course reinforces and extends previous grammar and vocabulary enabling you to engage in simple conversations including ordering meals and going shopping, with vocabulary on food, drinks, family and daily life, and some Arabic script.

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>Day</th>
<th>Time</th>
<th>Weeks</th>
<th>Code</th>
<th>Teacher</th>
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<tbody>
<tr>
<td>Spring Term</td>
<td>23-Apr-15</td>
<td>Thu</td>
<td>19:40-21:10</td>
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<td>ARAB04C</td>
<td>Abdul-Ilah Tawfik</td>
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</tbody>
</table>

### Brazilian Portuguese Stage 1a
For beginners with no knowledge of the language. A lively introduction to the language. You will acquire basic grammar and vocabulary enabling you to greet people, introduce yourself give and ask for directions.

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<tr>
<th>Term</th>
<th>Start Date</th>
<th>Day</th>
<th>Time</th>
<th>Weeks</th>
<th>Code</th>
<th>Teacher</th>
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<th>Snr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Term</td>
<td>23-Sep-14</td>
<td>Tue</td>
<td>18:00-19:30</td>
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<td>PORTG03A</td>
<td>Eunice Santos</td>
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<td>23-Sep-14</td>
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<td>19:40-21:10</td>
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<td>PORTG03A</td>
<td>Eunice Santos</td>
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<tr>
<td>Spring Term</td>
<td>13-Jan-15</td>
<td>Tue</td>
<td>19:40-21:10</td>
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<td>PORTG02B</td>
<td>Eunice Santos</td>
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</tr>
</tbody>
</table>

### Brazilian Portuguese Stage 1b
For those who have completed Stage 1a or have equivalent skills. Builds on basic grammar and vocabulary enabling you to go shopping, eat out with colleagues/ friends and hold simple conversations in the past tense.

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>Day</th>
<th>Time</th>
<th>Weeks</th>
<th>Code</th>
<th>Teacher</th>
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</thead>
<tbody>
<tr>
<td>Spring Term</td>
<td>13-Jan-15</td>
<td>Tue</td>
<td>18:00-19:30</td>
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<td>PORTG04B</td>
<td>Eunice Santos</td>
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<tr>
<td>Summer Term</td>
<td>21-Apr-15</td>
<td>Tue</td>
<td>18:00-19:30</td>
<td>10</td>
<td>PORTG04C</td>
<td>Eunice Santos</td>
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### Brazilian Portuguese Stage 1c
For those who have completed Stage 1a and 1B or have equivalent skills. The course is designed to enable learners to request information about accommodation, express preferences, request information regarding costs, amenities and complain about services and request help.

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>Day</th>
<th>Time</th>
<th>Weeks</th>
<th>Code</th>
<th>Teacher</th>
<th>Full</th>
<th>Snr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Term</td>
<td>21-Apr-15</td>
<td>Tue</td>
<td>18:00-19:30</td>
<td>10</td>
<td>PORTG05C</td>
<td>Eunice Santos</td>
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</tr>
</tbody>
</table>

Reduced or zero fees on many courses available – see p122
Brazilian Portuguese Stage 2a
For those who have successfully completed at least one year of Brazilian Portuguese or have equivalent skills, including ability to speak in all tenses. The course reinforces and extends grammar and vocabulary to improve your written and spoken skills and build your fluency. Introduction to Brazilian authors writing about their culture and people.

**AUTUMN TERM**
25-Sep-14 Thu 18:00-19:30 10 PORTG06A Eunice Nunes dos Santos 79 79

Brazilian Portuguese Stage 2b
For those who have successfully completed Stage 2a or have equivalent skills, including knowledge of past tenses and ability to deal with travel situations and social occasions. More practical topics verbally and in writing. Learn to use more grammatical structures such as pronouns and the present subjunctive.

**SPRING TERM**
15-Jan-15 Thu 18:00-19:30 10 PORTG07B Eunice Nunes dos Santos 79 79

Brazilian Portuguese Stage 2c
For those who have completed Stage 2a and 2B or have equivalent skills. The course is designed to enable learners to deal with Health System procedures in the country of the target language and to use telecommunications effectively and with a comfortable degree of fluency.

**SUMMER TERM**
23-Apr-15 Thu 18:00-19:30 10 PORTG08C Eunice Nunes dos Santos 79 79

French Stage 1a
This lively communicative course is for complete beginners. You will learn to introduce yourself and have simple conversations giving personal information.

**AUTUMN TERM**
24-Sep-14 Wed 13:30-15:00 10 FRENCH03A Sylviane Decroliere 79 79
23-Sep-14 Tue 16:00-17:30 10 FRENCH26A Sylviane Decroliere 79 79
23-Sep-14 Tue 18:00-19:30 10 FRENCH01A Sylviane Decroliere 79 79

French Stage 1b
For beginners who have completed stage 1a or have equivalent skills. This lively communicative course builds on previous grammar and vocabulary. You will learn to talk about plans and asking and giving directions.

**SPRING TERM**
14-Jan-15 Wed 13:30-15:00 10 FRENCH07B Sylviane Decroliere 79 79
13-Jan-15 Tue 16:00-17:30 10 FRENCH06B Sylviane Decroliere 79 79
13-Jan-15 Tue 18:00-19:30 10 FRENCH06B Sylviane Decroliere 79 79

French Stage 1c
This lively communicative course is for those who have successfully completed Stages 1a and 1b, or have equivalent skills. Also appropriate for students whose knowledge is 'rusty'. This course reinforces and extends grammar and vocabulary enabling you to travel for business or pleasure and describe your daily routine.

**SUMMER TERM**
21-Apr-15 Tue 18:00-19:30 10 FRENCH07C Sylviane Decroliere 79 79

French Stage 2a
For those who have successfully completed one year of French, including knowledge of present and future tense. This lively communicative course extends grammar and vocabulary to enable you to carry out financial transactions, describe, compare and buy clothes of the right size and improve your ability to listen and speak using most tenses including the past.

**AUTUMN TERM**
25-Sep-14 Thu 19:40-21:10 10 FRENCH02A Sylviane Decroliere 79 79
French Stage 2b
For those who have successfully completed stage 2a or have equivalent skills including financial transactions, describing, comparing and buying clothes. This lively communicative course builds on previous vocabulary and grammar to enable you to deal with more practical topics verbally and in writing, including shopping for food, ordering a meal and giving opinions.

SPRING TERM
15-Jan-15 Thu 19:40-21:10 10 FRENCH24B Sylviane Decroliere 79 79

French Stage 2c
For those who have successfully completed Stage 2a and 2b or with equivalent skills, including shopping for food, ordering a meal, giving opinions, and ability to speak in present and future tenses. This lively communicative course reinforces and extends grammar and vocabulary to improve your verbal and listening skills and build your fluency, including an ability to tell a story in the past, make a doctor’s appointment and say what is wrong.

SPRING TERM
15-Jan-15 Thu 19:40-21:10 10 FRENCH24C Sylviane Decroliere 79 79

French Stage upper 2a
For those who have successfully completed stage 2 or equivalent (at least 2 years of Spanish study). Students can join in any term of stage 2 upper if they have the appropriate skills. This lively communicative course will further develop and consolidate your skills and will help build the confidence to speak in Spanish in a range of situations and develop pronunciation and fluency. You will practice your verbal and listening skills in more formal situations.

AUTUMN TERM
24-Sep-14 Thu 18:00-19:30 10 FRENCH18A Florence Libert 79 79

French Stage upper 2b
For those who have successfully completed stage 2a upper or have equivalent skills. This lively communicative course will further develop and consolidate your skills and will help build the confidence to speak in Spanish in a range of situations and develop pronunciation and fluency. The emphasis will be on using the correct past tense to speak about past events.

SPRING TERM
14-Jan-15 Thu 18:00-19:30 10 FRENCH19B Florence Libert 79 79

French Stage upper 2c
For those who have successfully completed stage 2b upper or have equivalent skills. This lively communicative course will further develop and consolidate your skills and will help build the confidence to speak in Spanish in a range of situations using the appropriate tense including the subjunctive while developing fluency and using pronouns effectively.

SPRING TERM
22-Apr-15 Thu 18:00-19:30 10 FRENCH20C Florence Libert 79 79

French Stage 3a
For those who have successfully completed stage 2 Upper or equivalent (at least three years of French study). Students can join in any term of stage 3 if they have the appropriate skills. This lively and engaging communicative course will further develop and consolidate your skills and will help you build the confidence to speak in French in a range of situations and further develop fluency with an emphasis on using the appropriate past tense and pronouns.

SPRING TERM
24-Sep-14 Wed 19:40-21:10 10 FRENCH23A Sylviane Decroliere 79 79

French Stage 3b
For those who have successfully completed stage 2 Upper or equivalent (at least three years of French study). Students can join in any term of stage 3 if they have the appropriate skills. This lively and engaging communicative course will further develop and consolidate your skills and will help you build the confidence to speak in French in a range of situations and further develop fluency with an emphasis on using the subjunctive effectively.

SPRING TERM
14-Jan-15 Wed 19:40-21:10 10 FRENCH23B Sylviane Decroliere 79 79

French Stage 3c
For those who have successfully completed stage 2 Upper or equivalent (at least three years of French study). Students can join in any term of stage 3 if they have the appropriate skills. This lively and engaging communicative course will further develop and consolidate your skills and will help you build the confidence to speak in French in a range of situations and further develop fluency using more colloquialism.

SPRING TERM
22-Apr-15 Wed 19:40-21:10 10 FRENCH23C Sylviane Decroliere 79 79
French Stage 4/5 Tout en Français

Dans ce cours vous parlez et débattrez de l'actualité politique, sociale et culturelle française et francophone, découvrez la littérature, les chansons, les films, les informations télévisées et diverses activités créatives.

AUTUMN TERM
14-Sep-14 Wed 18:00-19:30 10 FRENCH17A Sylviane Decroliere 79 79
14-Jan-15 Wed 18:00-19:30 10 FRENCH17B Sylviane Decroliere 79 79
SUMMER TERM
22-Apr-15 Wed 18:00-19:30 10 FRENCH17C Sylviane Decroliere 79 79

German Stage 1a

For beginners with no knowledge of the language. You will acquire basic grammar and vocabulary with present tense enabling you to introduce yourself and hold a simple conversation.

AUTUMN TERM
22-Sep-14 Mon 18:00-19:30 10 GERM01A Annette Kossow 79 79

German Stage 1b

For beginners who have completed Stage 1b or have equivalent skills. Builds on previous grammar and vocabulary with future tenses enabling you to travel for pleasure or business, change money and go shopping. Also includes how to introduce yourself, hold a simple conversation and give directions.

SPRING TERM
12-Jan-15 Mon 18:00-19:30 10 GERM02B Annette Kossow 79 79

German Stage 1c

For those who have successfully completed Stage 1a and 1b, or have equivalent skills. Also appropriate for students whose knowledge of the language is 'rusty'. This course reinforces and extends grammar and vocabulary enabling you to order meals out, make social and other arrangements by phone.

SUMMER TERM
20-Apr-15 Mon 18:00-19:30 10 GERM03C Annette Kossow 79 79

German Stage 2a

For those who have successfully completed at least one year of German or have equivalent skills. You will learn to communicate confidently, socialise and not feel out of place in the country you are visiting. You will build on and consolidate the skills learnt at stage 1 for the purpose of practical communication both verbally and in writing.

AUTUMN TERM
22-Sep-14 Mon 19:40-21:10 10 GERM04A Annette Kossow 79 79

German Stage 2b

For those who have successfully completed stage 2a or have equivalent skills. This course builds on previous vocabulary and grammar to enable you to deal with more practical topics verbally and in writing.

SPRING TERM
12-Jan-15 Mon 19:40-21:10 10 GERM05B Annette Kossow 79 79
20-Apr-15 Mon 19:40-21:10 10 GERM06C Annette Kossow 79 79

German Stage 2c

For those who have successfully completed stage 2b or equivalent. This course reinforces and extends grammar and vocabulary to improve your written and spoken skills and build your fluency.

SPRING TERM
20-Apr-15 Mon 19:40-21:10 10 GERM06C Annette Kossow 79 79

Hindi Stage 1a

For beginners with no knowledge of the language. You will acquire basic grammar and vocabulary with present tense enabling you to introduce yourself, and hold a simple conversation.

AUTUMN TERM
24-Sep-14 Wed 18:00-19:30 10 HINDI01A Harriet Maltby 79 79

Hindi Stage 1b

Builds on basic grammar and vocabulary for travel, food and socialising. Some knowledge of Hindi script needed. If you have successfully completed Stage 1a or with equivalent skills including the ability to introduce yourself and hold a simple conversation.

SPRING TERM
14-Jan-15 Wed 18:00-19:30 10 HINDI02B Harriet Maltby 79 79

Hindi Stage 1c

Reinforces and extends previous grammar and vocabulary and builds on knowledge of Hindi script. You will be able to communicate in simple exchanges and learn about Indian culture. If you have successfully completed Stages 1a and 1b or have equivalent skills including travel, food and socialising. Basic knowledge of Hindi script needed.

SUMMER TERM
22-Apr-15 Wed 18:00-19:30 10 HINDI03C Harriet Maltby 79 79

Reduced or zero fees on many courses available – see p122
## Italian Stage 1a
For beginners with no knowledge of the language. You will acquire basic grammar and vocabulary with present tense enabling you to introduce yourself, and hold a simple conversation.

**AUTUMN TERM**
- 23-Sep-14 Tue 18:00-19:30 10 ITAL05A Angela D’Agostin 79 79
- 23-Sep-14 Tue 19:40-21:10 10 ITAL02A Angela D’Agostin 79 79

**SPRING TERM**
- 13-Jan-15 Tue 18:00-19:30 10 ITAL05B Angela D’Agostin 79 79

## Italian Stage 1b
For those who have successfully completed Stage 1a or have equivalent skills including introducing yourself and holding a simple conversation in present tense. This course builds on previous grammar and vocabulary enabling you to travel for pleasure or business, go shopping and talk about yourself.

**SPRING TERM**
- 13-Jan-15 Tue 19:40-21:10 10 ITAL03B Angela D’Agostin 79 79

## Italian Stage 1c
For those who have successfully completed Stage 1a and 1b, or have equivalent skills. Also appropriate for students whose knowledge is ‘rusty’. This course reinforces and extends grammar and vocabulary enabling you to order meals out, make social and other arrangements.

**SUMMER TERM**
- 21-Apr-15 Tue 19:40-21:10 10 ITAL03C Angela D’Agostin 79 79

## Italian Stage 2a
For those who have successfully completed at least one year of Italian. You should have knowledge of past and future tenses, travel, accommodation, food, and social situations. You will learn to communicate confidently, socialise, and not feel out of the country you are visiting. Builds on and consolidates skills learnt at stage 1 for the purpose of practical communication both verbally and in writing.

**AUTUMN TERM**
- 25-Sep-14 Thu 19:40-21:10 10 ITAL07A Angela D’Agostin 79 79

## Italian Stage 2b
For those who have successfully completed Stage 2a or equivalent. The course builds on previous vocabulary and grammar to enable you to deal with more practical topics verbally and in writing.

**SPRING TERM**
- 15-Jan-15 Thu 19:40-21:10 10 ITAL07B Angela D’Agostin 79 79

## Italian Stage 2c
For those who have successfully completed Stage 2b or equivalent. This course reinforces and extends vocabulary and grammar to improve your verbal and written skills and enhance fluency.

**SUMMER TERM**
- 23-Apr-15 Thu 19:40-21:10 10 ITAL07C Angela D’Agostin 79 79

## Italian Stage 3+ Conversation
For those who have a good command of the spoken language and are able to hold conversations with Italian speakers. Students can join in any term if they have the appropriate skills. Practise your speaking skills and take part in debates in Italian on a variety of topics (negotiated and developed between teacher and class) where you can develop your knowledge and understanding of Italian culture.

**AUTUMN TERM**
- 25-Sep-14 Thu 18:00-19:30 10 ITAL06A Angela D’Agostin 79 79

**SPRING TERM**
- 15-Jan-15 Thu 18:00-19:30 10 ITAL06B Angela D’Agostin 79 79

**SUMMER TERM**
- 23-Apr-15 Thu 18:00-19:30 10 ITAL06C Angela D’Agostin 79 79

## Japanese Stage 1a
For absolute beginners with no knowledge of the language. You will acquire basic grammar and vocabulary enabling you to introduce yourself, and hold a simple conversation. You will also get a basic introduction to the Japanese writing system (Hiragana).

**AUTUMN TERM**
- 24-Sep-14 Wed 18:00-19:30 10 JAPAN01A Noriko Shibata 79 79

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Reduced or zero fees on many courses available – see p122.
### Languages

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Day</th>
<th>Time</th>
<th>Weeks</th>
<th>Code</th>
<th>Teacher</th>
<th>Full</th>
<th>Snr</th>
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<tbody>
<tr>
<td><strong>Japanese Stage 1b</strong></td>
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<tr>
<td>For beginners who have completed Stage 1a or have equivalent skills. This course builds on basic grammar and vocabulary for travel, food, and socialising. There will be further practice of the basic Japanese writing system (Hiragana).</td>
<td><strong>SPRING TERM</strong></td>
<td>14-Jan-15</td>
<td>Wed 18:00-19:30</td>
<td>10 JAPAN01B</td>
<td>Noriko Shibata</td>
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<tr>
<td><strong>Japanese Stage 1c</strong></td>
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<tr>
<td>For those who have successfully completed Stage 1a and 1b, or have equivalent skills. Also appropriate for students whose knowledge of the language is 'rusty'. This course reinforces and extends previous grammar and vocabulary and builds on knowledge of Japanese writing systems. You will be able to communicate in simple exchanges and learn about Japanese culture.</td>
<td><strong>SUMMER TERM</strong></td>
<td>22-Apr-15</td>
<td>Wed 18:00-19:30</td>
<td>10 JAPAN01C</td>
<td>Noriko Shibata</td>
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<td><strong>Latin Stage 1a</strong></td>
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<tr>
<td>This course offers an introduction to Latin and the culture of ancient Rome for absolute beginners. You will acquire basic vocabulary and a good foundation in grammar.</td>
<td><strong>SUMMER TERM</strong></td>
<td>24-Apr-15</td>
<td>Fri 18:00-19:30</td>
<td>10 LATIN01C</td>
<td>Pernille Holm-Mercer</td>
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<tr>
<td><strong>Mandarin Stage 1a</strong></td>
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<tr>
<td>For absolute beginners with no knowledge of the language. You will acquire basic grammar and vocabulary enabling you to introduce yourself, and hold a simple conversation. You will also get a basic introduction to simple Chinese characters, and basic Chinese writing system (Pinyin).</td>
<td><strong>AUTUMN TERM</strong></td>
<td>24-Sep-14</td>
<td>Wed 19:40-21:10</td>
<td>10 MANDA01A</td>
<td>Wanda Hu</td>
<td>79</td>
<td>79</td>
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<tr>
<td><strong>Mandarin Stage 1b</strong></td>
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<tr>
<td>For those who have successfully completed stage 1a, or have equivalent skills. This course builds on basic grammar and vocabulary for travel, food, and socialising. Further practice of the basic Chinese writing system (Pinyin).</td>
<td><strong>SPRING TERM</strong></td>
<td>14-Jan-15</td>
<td>Wed 19:40-21:10</td>
<td>10 MANDA01B</td>
<td>Wanda Hu</td>
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<tr>
<td>For those who have successfully completed Stage 1a and 1b, or have equivalent skills. Also appropriate for students whose knowledge of the language is ‘rusty’. This course extends and reinforces basic vocabulary, speech patterns, and grammar, and builds on knowledge of Chinese writing systems (Pinyin). You will be able to communicate in simple exchanges and learn about Chinese culture.</td>
<td><strong>SUMMER TERM</strong></td>
<td>23-Apr-15</td>
<td>Thu 19:40-21:10</td>
<td>10 MANDA01C</td>
<td>Wanda Hu</td>
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<tr>
<td><strong>Russian Stage 1a</strong></td>
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<tr>
<td>For absolute beginners with no knowledge of the language. You will acquire basic grammar and vocabulary enabling you to introduce yourself, and hold a simple conversation. You will also get a basic introduction to the Russian alphabet and writing system based on Cyrillic script.</td>
<td><strong>AUTUMN TERM</strong></td>
<td>23-Sep-14</td>
<td>Tue 18:00-19:30</td>
<td>10 RUSSIAN01A</td>
<td>Pernille Holm-Mercer</td>
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<tr>
<td><strong>Russian Stage 1b</strong></td>
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<tr>
<td>For beginners who have completed stage 1a, or have equivalent skills. Builds on basic grammar and vocabulary for travel, food, and socialising. Further practice in the use of the Russian alphabet and writing system based on Cyrillic script.</td>
<td><strong>SPRING TERM</strong></td>
<td>13-Jan-15</td>
<td>Tue 18:00-19:30</td>
<td>10 RUSSIAN01B</td>
<td>Pernille Holm-Mercer</td>
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<tr>
<td><strong>Russian Stage 1c</strong></td>
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<tr>
<td>For those who have successfully completed Stage 1a and 1b, or with equivalent skills. Also appropriate for students whose knowledge of the language is ‘rusty’. Extends and reinforces basic vocabulary, speech patterns, and grammar, and builds on knowledge of the Russian alphabet and writing system based on Cyrillic script. You will be able to communicate in simple exchanges and learn about Russian culture.</td>
<td><strong>SUMMER TERM</strong></td>
<td>21-Apr-15</td>
<td>Tue 18:00-19:30</td>
<td>10 RUSSIAN01C</td>
<td>Pernille Holm-Mercer</td>
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<tr>
<td><strong>Spanish Stage 1a</strong></td>
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<td>For beginners with no knowledge of the language. You will acquire basic grammar and vocabulary with present tenses enabling you to introduce yourself and hold a simple conversation.</td>
<td><strong>AUTUMN TERM</strong></td>
<td>22-Sep-14</td>
<td>Mon 10:30-12:00</td>
<td>10 SPAN02A</td>
<td>Valentina Vanegas</td>
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<td><strong>Spanish Stage 1b</strong></td>
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<td>For beginners who have completed stage 1a, or have equivalent skills. This course builds on previous grammar and vocabulary including work on directions and talking about plans. Also includes how to introduce yourself and have a simple conversation giving personal information.</td>
<td><strong>SPRING TERM</strong></td>
<td>12-Jan-15</td>
<td>Mon 18:00-19:30</td>
<td>10 SPAN03B</td>
<td>Valentina Vanegas</td>
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<td>For those who have successfully completed Stages 1a and 1b, or have equivalent skills. Also appropriate for students whose knowledge is ‘rusty’. This course reinforces and extends grammar and vocabulary enabling you to travel for business or pleasure and describe your daily routine.</td>
<td><strong>SUMMER TERM</strong></td>
<td>20-Apr-15</td>
<td>Mon 18:00-19:30</td>
<td>10 SPAN08C</td>
<td>Valentina Vanegas</td>
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*Reduced or zero fees on many courses available – see p122*
Spanish Stage 2a
For those who have successfully completed at least one year of Spanish, and have knowledge of past and future tenses, travel, accommodation, food and social situations. This course extends grammar and vocabulary to enable you to deal with various situations, develop social contacts and improve your ability to communicate verbally and in writing.

AUTUMN TERM
23-Sep-14  Tue  19:40-21:10  10  SPAN19A  Valentina Vanegas  79  79

Spanish Stage 2b
For those who have successfully completed Stage 2a or with equivalent skills including being able to conduct financial transactions and describe and compare clothes. This course builds on previous vocabulary and grammar to enable you to deal with more practical topics verbally and in writing.

SPRING TERM
13-Jan-15  Tue  19:40-21:10  10  SPAN21B  Valentina Vanegas  79  79

Spanish Stage 2c
For those who have successfully completed Stages 2a and 2b or have equivalent skills including knowledge of past tenses, making arrangements and dealing with a variety of situations. This course reinforces and extends grammar and vocabulary to improve your written and verbal skills and build your fluency.

SUMMER TERM
21-Apr-15  Tue  19:40-21:10  10  SPAN23C  Valentina Vanegas  79  79

Spanish Stage Upper 2a
For those who have successfully completed stage 2 lower or equivalent (at least two years of Spanish study). Students can join at any stage of the course if they have the appropriate skills. This course will further develop and consolidate your skills and will help build the confidence to speak in Spanish in a range of situations, and develop pronunciation and fluency. You will practise writing and speaking in more formal situations.

AUTUMN TERM
25-Sep-14  Thu  19:40-21:10  10  SPAN25A  Valentina Vanegas  79  79

Spanish Stage Upper 2b
For those who have successfully completed stage 2a upper or have equivalent skills. This course will further develop and consolidate your skills and will help build the confidence to speak in Spanish in a range of situations and develop pronunciation and fluency. You will practise writing and speaking in more formal situations.

SPRING TERM
15-Jan-15  Thu  19:40-21:10  10  SPAN25B  Valentina Vanegas  79  79

Spanish Stage Upper 2c
For those who have successfully completed stage 2b upper or have equivalent skills. You will practise writing and speaking in more formal situations. This course will further develop and consolidate your skills and will help build the confidence to speak in Spanish in a range of situations and develop pronunciation and fluency.

SUMMER TERM
23-Apr-15  Thu  19:40-21:10  10  SPAN25C  Valentina Vanegas  79  79
Acting An Introduction
A fun course to explore your acting potential, with the chance to work on character and physical presence. You will have the opportunity to practise some basic acting skills. No formal training needed - just the desire to explore your acting potential and a love of drama and of expressing yourself.

AUTUMN TERM
26-Sep-14 Fri 10:30-12:30 10 ACTING01A Hugh Barnett 99 75
24-Sep-14 Wed 18:00-20:00 10 ACTING03A Saskia Niderost 99 99

SPRING TERM
16-Jan-15 Fri 10:30-12:30 10 ACTING01B Hugh Barnett 99 75
14-Jan-15 Wed 18:00-20:00 10 ACTING03B Saskia Niderost 99 99

SUMMER TERM
01-May-15 Fri 10:30-12:30 10 ACTING01C Hugh Barnett 99 75
29-Apr-15 Wed 18:00-20:00 10 ACTING03C Saskia Niderost 99 99

Acting Intermediate
Builds on and reviews the techniques taught in the beginners course and introduces some new techniques. Some experience of acting needed, including performing in front of an audience.

AUTUMN TERM
26-Sep-14 Fri 13:30-15:30 10 ACTING02A Hugh Barnett 99 75

SPRING TERM
16-Jan-15 Fri 13:30-15:30 10 ACTING02B Hugh Barnett 99 75

SUMMER TERM
01-May-15 Fri 13:30-15:30 10 ACTING02C Hugh Barnett 99 75

Comedy Stand Up for Beginners
What to hone your stand up routine? Learn new and creative techniques whilst practising in a nurturing environment. Perform at termly open mic nights.

AUTUMN TERM
26-Sep-14 Fri 18:30-20:00 5 CSTAND01AA Saskia Niderost 59 59

SPRING TERM
16-Jan-15 Fri 18:30-20:00 5 CSTAND01BA Saskia Niderost 59 59

SUMMER TERM
01-May-15 Fri 18:30-20:00 5 CSTAND01CA Saskia Niderost 59 59

Public Speaking
Over the 10 weeks of the public speaking course students will look at examples of great speeches, cover different ways of writing and delivering a speech and techniques to help deal with nerves and voice projection. At the end of the course students should have at least one polished speech to perform and the ability and knowledge to write many more.

AUTUMN TERM
23-Sep-14 Tue 10:00-12:00 10 PUBSP02A Hugh Barnett 99 75

SPRING TERM
13-Jan-15 Tue 10:00-12:00 10 PUBSP02B Hugh Barnett 99 75

SUMMER TERM
21-Apr-15 Tue 10:00-12:00 10 PUBSP02C Hugh Barnett 99 75
02-May-15 Sat 10:00-16:00 1 PUBSP05CA Hugh Barnett 33 25

Public Speaking - Debating Skills
This one day workshop will introduce you to the basic skills for debating. Take part in a group debate.

SPRING TERM
28-Feb-15 Sat 10:00-16:00 1 PUBSP04BB Hugh Barnett 33 25

Public Speaking - Interview Skills and Presentation Techniques
This one day workshop will guide you through a range of key interviews skills and new presentation techniques. You will take away a range of ideas to aid you at your next interview.

AUTUMN TERM
27-Sep-14 Sat 10:00-16:00 1 PUBSP03AA Hugh Barnett 33 25

Reduced or zero fees on many courses available – see p122
Drum Kit Beginners

An introduction to aspects of the drum kit: stick techniques including single and double stroke rolls, paradiddles, flams, and ruffs. You will be introduced to the Moeller technique. Learn to identify and play key beats for pop, rock, reggae and jazz. All levels welcome.

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<td>Alan McCulloch</td>
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<td>DRUMS05B</td>
<td>Alan McCulloch</td>
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<td>DRUMS05C</td>
<td>Alan McCulloch</td>
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Drum Kit Intermediate 1

Development of techniques and methods learnt on the beginners course including stick techniques such as single and double stroke rolls, paradiddles, flams, and ruffs. You should have completed drum kit beginners or have equivalent experience.

| SPRING TERM | 17-Jan-15 | Sat 12:30-14:30 | 10    | DRUMS03B | Alan McCulloch | 115        | 85          |

Drum Kit Intermediate 2

Further develops the techniques and methods learnt on the beginners and intermediate 1 courses. You should have completed drum kit beginners/intermediate 1 or have equivalent experience.

| SUMMER TERM | 02-May-15 | Sat 12:30-14:30 | 10    | DRUMS03C | Alan McCulloch | 115        | 85          |

Drums & Percussion

Using drumming techniques from around the world, you will learn methods and rhythms from Latin America and Cuba along with rudimentary stick patterns, tablature and how to apply rhythms to popular music. All levels welcome.

| AUTUMN TERM | 27-Sep-14 | Sat 10:00-12:00 | 10    | DRUMS01A | Alan McCulloch | 115        | 85          |
| SPRING TERM | 17-Jan-15  | Sat 10:00-12:00 | 10    | DRUMS01B | Alan McCulloch | 115        | 85          |
| SUMMER TERM | 02-May-15  | Sat 10:00-12:00 | 10    | DRUMS01C | Alan McCulloch | 115        | 85          |

Drumming Summer School

To explore and develop techniques on drumkit &/or hand drums (eg congas, bata drums) or simply focus on one skill. You will learn drumkit skills for rock/blues/jazz/latin, to play congas/related percussion the Cuban way, or beats & techniques in rhythm workshops. All levels welcome. There will be a 2 hour lunch/practice break.

| SUMMER TERM | 14-Jul-15 | Tue-Fri 10:00-16:00 | 1     | DRUMS04CB | Alan McCulloch | 115        | 85          |

Reduced or zero fees on many courses available – see p122
### Guitar Blues, Country and Jazz Beginners

An introduction to the overall musical framework in which chords and chord sequences fit and how to play them on guitar. Learn how to play basic chords, strumming techniques and riffs for a repertoire in inspired by Blues, Country and Jazz. For beginning guitarists who wish to learn about the basic elements of guitar playing.

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| AUTUMN TERM
23-Sep-14 | Tue     | 18:00-19:30 | 10    | GITBLU01A | Patrick Sheeran | 85   | 85 |
23-Sep-14 | Tue     | 19:45-21:15 | 10    | GITBLU02A | Patrick Sheeran | 85   | 85 |
13-Jan-15  | Tue     | 18:00-19:30 | 10    | GITBLU01B | Patrick Sheeran | 85   | 85 |
13-Jan-15  | Tue     | 19:45-21:15 | 10    | GITBLU02B | Patrick Sheeran | 85   | 85 |
28-Apr-15  | Tue     | 18:00-19:30 | 10    | GITBLU01C | Patrick Sheeran | 85   | 85 |
28-Apr-15  | Tue     | 19:45-21:15 | 10    | GITBLU02C | Patrick Sheeran | 85   | 85 |

### Guitar Classical Beginners

The class will introduce you to the fundamentals of classical guitar technique while emphasizing its application to practical musical situations. For beginners learn to play classical guitar with confidence. You should have a nylon-strung guitar.

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| AUTUMN TERM
26-Sep-14  | Fri     | 18:00-19:30 | 10    | GITCLA01A | Joe Cribbin | 85   | 85 |
| SPRING TERM
16-Jan-15  | Fri     | 18:00-19:30 | 10    | GITCLA01B | Joe Cribbin | 85   | 85 |
| SUMMER TERM
01-May-15  | Fri     | 18:00-19:30 | 10    | GITCLA01C | Joe Cribbin | 85   | 85 |

### Guitar Classical Orchestra

As a player in the orchestra, you will learn classical techniques as an addition to your repertoire, including free stroke, easy scales, elementary solo pieces and group playing from a diverse musical repertoire. If you have successfully completed beginner’s guitar course or at an equivalent intermediate level.

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| AUTUMN TERM
26-Sep-14  | Fri     | 19:45-21:15 | 10    | GITCLA02A | Joe Cribbin | 85   | 85 |
| SPRING TERM
16-Jan-15  | Fri     | 19:45-21:15 | 10    | GITCLA02B | Joe Cribbin | 85   | 85 |
| SUMMER TERM
01-May-15  | Fri     | 19:45-21:15 | 10    | GITCLA02C | Joe Cribbin | 85   | 85 |

### Guitar Blues, Country and Jazz Intermediate 1

Explore use of jazz chord shapes and inversions in context of playing from chord charts. Further study of harmonised scales, modes, altered chords. Study blues and country forms of guitar playing including use of modulation and soloing techniques. Successfully completed the Beginners course or with equivalent knowledge and experience. Able to play basic chords, strumming techniques and riffs and have some knowledge of the overall musical framework in which chords and chord sequences fit.

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<th>Start</th>
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| AUTUMN TERM
27-Sep-14  | Sat     | 11:00-13:30 | 10    | GITBLU03B | Patrick Sheeran | 139  | 89 |
| SPRING TERM
17-Jan-15  | Sat     | 11:00-13:30 | 10    | GITBLU03B | Patrick Sheeran | 139  | 89 |
| SUMMER TERM
02-May-15  | Sat     | 11:00-13:30 | 10    | GITBLU03C | Patrick Sheeran | 139  | 89 |

### Guitar Blues, Country and Jazz Intermediate 2

You will explore blues riffs and string bending, altered chords and how to solo with them, gain a broad knowledge of arpeggios and other approaches to jazz improvisation. Successfully completed Intermediate 1 or with equivalent knowledge: a good command of all open chords, common jazz chords, familiar with improvisation on basic scales such as minor and major pentatonic.

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<th>Time</th>
<th>Weeks</th>
<th>Code</th>
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| AUTUMN TERM
27-Sep-14  | Sat     | 14:00-16:30 | 10    | GITBLU04A | Patrick Sheeran | 139  | 89 |
| SPRING TERM
17-Jan-15  | Sat     | 14:00-16:30 | 10    | GITBLU04B | Patrick Sheeran | 139  | 89 |
| SUMMER TERM
02-May-15  | Sat     | 14:00-16:30 | 10    | GITBLU04C | Patrick Sheeran | 139  | 89 |
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**Harmonica Beginners**

Probably the best harmonica class around! Ideal for anyone who ever wanted to learn to play the harmonica in a social and supportive learning environment, learn basic tablature, rhythm techniques, improvising to 12-bar blues and musical expression. All levels welcome.

**Harmonica Intermediate**

Further develop skills and techniques of playing and performing. An emphasis on improvisation and musical group dynamics. If you have successfully completed Harmonica Beginners or have a diatonic harmonica in the key of C and be able to play single notes, draw bend on some of the holes and be familiar with the blues scale.

**Piano Individual Tuition**

In ten half hour sessions of expert one to one tuition you will learn to play easy pieces and ensembles of different styles. Tuition incorporates basic music theory, harmony and simple improvisation. You need a piano or keyboard at home so you can practise daily. Contact tutor to agree your half hour slot within the times shown. A double length session shared by 2 pianists is available for the same fee. Open to all levels.

**Jazz Band**

In the Jazz Band course you will join a band to learn a repertoire of Latin and easy listening Jazz with a view to honing your skills and working towards performing for audiences at WMC. At the interview you will be assigned a role in the band; there are limited places for vocals, drums, guitar and brass.

Reduced or zero fees on many courses available – see p122
DJ Skills
An interest in DJing and some previous experience, either informal or professional is an advantage. You will be introduced to a range of recording, DJ and performance skills, with an emphasis on practical skills. There will be some discussion on the music industry and music theory.

AUTUMN TERM
25-Oct-14 Sat 10:30-15:00 1 DJSKLD1AA Richard Downing 33 25
14-Feb-15 Sat 10:30-15:00 1 DJSKLD1BB Richard Downing 33 25
SUMMER TERM
23-May-15 Sat 10:30-15:00 1 DJSKLD1CA Richard Downing 33 25

Logic Pro Music Technology Beginners
Logic Pro is an exciting music technology tool used to create music from covers using MIDI and recording, to edit and the manipulate audio files, loops and samples. You will create your own pieces of music and learn how to burn to CDs. You will need to have some musical ability and knowledge of computing.

AUTUMN TERM
23-Sep-14 Tue 13:30-16:00 10 LOGIC01A Richard Downing 149 99
23-Sep-14 Tue 18:00-20:30 10 LOGIC02A Richard Downing 149 149

SPRING TERM
13-Jan-15 Tue 13:30-16:00 10 LOGIC01B Richard Downing 149 99
13-Jan-15 Tue 18:00-20:30 10 LOGIC02B Richard Downing 149 149

SUMMER TERM
28-Apr-15 Tue 13:30-16:00 10 LOGIC01C Richard Downing 149 99
28-Apr-15 Tue 18:00-20:30 10 LOGIC02C Richard Downing 149 149

Logic Pro Music Technology Intermediate
The second stage of the Logic Pro music technology course, designed to extend your understanding and use of this programme, covering more complex and advanced techniques in sound production. If you have successfully completed Logic Pro Music Technology Beginners or equivalent.

AUTUMN TERM
25-Sep-14 Thu 18:00-20:30 10 LOGIC03A Richard Downing 149 149

SPRING TERM
15-Jan-15 Thu 18:00-20:30 10 LOGIC03B Richard Downing 149 149

SUMMER TERM
30-Apr-15 Thu 18:00-20:30 10 LOGIC03C Richard Downing 149 149

Music Theory Beginners
Introduction to the basic elements of music and musical notation, covering basic rhythm, harmony and melody. A very useful complement to any instrumental course at WMC. It will also enable you to sit ABRSM exams, Grade 1 to 2 if you wish.
No previous experience required.

AUTUMN TERM
24-Sep-14 Wed 18:00-20:30 10 MUSICT01A Alan McCulloch 149 149

Music Theory Intermediate 1
This is an extension to Music Theory Beginners, offering you the opportunity to further develop your understanding and use of music theory. It will enable you to sit ABRSM exams, Grades 1 to 3 if you wish. If you have successfully completed Music Theory Beginners or have equivalent skills.

SPRING TERM
14-Jan-15 Wed 18:00-20:30 10 MUSICT02B Alan McCulloch 149 149

Music Theory Intermediate 2
This is an extension to Music Theory Intermediate 1, offering you an opportunity to further develop your music theory and scales to Grade 5 level. It will enable you to sit ABRSM exams, Grades 3 to 5 if you wish. If you have successfully completed Music Theory Intermediate 1 or have equivalent skills.

SUMMER TERM
29-Apr-15 Wed 18:00-20:30 10 MUSICT03C Alan McCulloch 149 149
Singing Courses

Singing for Absolute Beginners
Introductory course for people with little or no experience of singing, but who would like to discover their voices. Covers vocal technique, musicianship, performance skills and developing your own individual style. Beginners and improvers welcome. Also suitable for those wishing to repeat the beginners before moving on to Singing Intermediate.

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<th>Start</th>
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Singing Intermediate
Develop your existing skills and techniques in singing, and also your knowledge of musical styles and performance. Continuing students will be encouraged to develop an individual style. Solo performance work is encouraged. If you have successfully completed Singing for Absolute Beginners or equivalent skills. You can repeat the course if appropriate.

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</table>

Opera Singing For Beginners
Develop your understanding and enjoyment of opera. You will explore a selection of operas from Italy, France, Germany and Russia and work towards an informal performance. Open to all but some previous singing experience is useful as is the ability to read music.

<table>
<thead>
<tr>
<th>Start</th>
<th>Day</th>
<th>Time</th>
<th>Weeks</th>
<th>Code</th>
<th>Teacher</th>
<th>Full</th>
<th>Snr</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTUMN TERM</td>
<td>Mon</td>
<td>20:15-21:15</td>
<td>10</td>
<td>SING03A</td>
<td>Joyce Moholoagae</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>22-Sep-14</td>
<td>Mon</td>
<td>20:15-21:15</td>
<td>10</td>
<td>SING03B</td>
<td>Joyce Moholoagae</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>SPRING TERM</td>
<td>Mon</td>
<td>20:15-21:15</td>
<td>10</td>
<td>SING03B</td>
<td>Joyce Moholoagae</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>12-Jan-15</td>
<td>Mon</td>
<td>20:15-21:15</td>
<td>10</td>
<td>SING03C</td>
<td>Joyce Moholoagae</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>SUMMER TERM</td>
<td>Mon</td>
<td>20:15-21:15</td>
<td>10</td>
<td>SING03C</td>
<td>Joyce Moholoagae</td>
<td>60</td>
<td>60</td>
</tr>
</tbody>
</table>

African Singing
Our dynamic and experienced singing tutor will teach you a wide range of innovative singing techniques and you will master iconic African songs like Shosholoza.

<table>
<thead>
<tr>
<th>Start</th>
<th>Day</th>
<th>Time</th>
<th>Weeks</th>
<th>Code</th>
<th>Teacher</th>
<th>Full</th>
<th>Snr</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTUMN TERM</td>
<td>Mon</td>
<td>18:30-20:00</td>
<td>10</td>
<td>SING04A</td>
<td>Joyce Moholoagae</td>
<td>85</td>
<td>85</td>
</tr>
<tr>
<td>22-Sep-14</td>
<td>Mon</td>
<td>18:30-20:00</td>
<td>10</td>
<td>SING04B</td>
<td>Joyce Moholoagae</td>
<td>85</td>
<td>85</td>
</tr>
<tr>
<td>SPRING TERM</td>
<td>Mon</td>
<td>18:30-20:00</td>
<td>10</td>
<td>SING04B</td>
<td>Joyce Moholoagae</td>
<td>85</td>
<td>85</td>
</tr>
<tr>
<td>12-Jan-15</td>
<td>Mon</td>
<td>18:30-20:00</td>
<td>10</td>
<td>SING04C</td>
<td>Joyce Moholoagae</td>
<td>85</td>
<td>85</td>
</tr>
<tr>
<td>SUMMER TERM</td>
<td>Mon</td>
<td>18:30-20:00</td>
<td>10</td>
<td>SING04C</td>
<td>Joyce Moholoagae</td>
<td>85</td>
<td>85</td>
</tr>
</tbody>
</table>

Reduced or zero fees on many courses available – see p122
**Employer Training Services**

Our work based learning team are here to help. We deliver flexible training solutions that:

- address skills gaps
- update skills and knowledge
- increase productivity
- upskill your staff for less
- develop future talent.

**Bespoke Training**

If there is a specific issue that affects your business we can help you develop courses or workshops to roll out to your staff. We offer a wide range of training including negotiation skills, time management or goal setting which can improve the effectiveness of your team, as well as preparing your staff for change making a huge difference to morale.

**National Vocational Qualifications (NVQs)**

NVQs are industry recognised work based qualifications which can be tailored to the needs of your business. Training takes place in the workplace to minimise disruption to the working day, and supports your staff to develop the practical skills to work more effectively in his or her role. We offer a range of NVQs such as Health & Social Care, Team Leading, Business Administration and Customer Service.

**Short Courses**

We can offer you a range of short training sessions delivered either in the workplace, or taught from one of our learning centres. Our range of courses includes marketing, IT software applications, negotiation skills or time management, as well as practical training such as first aid or food hygiene. We can also offer a wide range of courses to help your staff improve their literacy, numeracy or language skills.

For more information on any of the above contact us at employers@wmcollege.ac.uk to find out how we can help you.
How to Enrol

First come, first enrolled

Enrolling starts as soon as the new prospectus hits our website. Once a class is full, we will put you on a waiting list and contact you if a place becomes available.

Step 1. Get information

Read the full course description on our website or in our prospectus. This is so you can make sure the course is right for you. It will also make it clear whether you need specialist advice, an interview or assessment before you enrol.

For more information contact us on 020 7255 4759 or enrol@wmcollege.ac.uk

If you phone at a busy time please leave a message and we will contact you within 1 working day. If we are slow or you are unhappy with our service please email principal@wmcollege.ac.uk

Step 2. Enrol

Online www.wmcollege.ac.uk It is faster and available for any course marked “Enrol” on our web site. Pay the full fee online by credit or debit card. You will receive an email confirmation and receipt within 24 hours.

By phone 020 7255 4759

You can pay for your fee by credit/debit card. We will then send you a receipt with a Learning Agreement (which summarises your agreement with the college) for you to sign and return.

By post using the enrolment form at the back of this prospectus. Please complete it in full and sign Section 11. Send us a cheque for your fee or put your card details on the enrolment form. Please do not post cash.

In person, you can pay your fee by cash, cheque or card.

If you are claiming a zero fee and enrol in person or by post, you can show us evidence of your entitlement to it, or you can pay £25 to reserve your place for up to 7 days. You must bring us your evidence of entitlement within that time.

We will give you an ID card which you will need to carry at all times when you are in the college. We will also give you a Student Handbook which has details of key contacts, college policies & procedures plus a diary and timetable. You will be given this at your first lesson or you can get one from Student Services.

YOU ARE ENROLLED!

Summary of enrolment methods

<table>
<thead>
<tr>
<th>Method</th>
<th>Enrol</th>
<th>Pay</th>
<th>Confirmation of Enrolment</th>
<th>If you are entitled to Zero Course Fees (Check page 122)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online</td>
<td>Log on to <a href="http://www.wmcollege.ac.uk">www.wmcollege.ac.uk</a></td>
<td>By card</td>
<td>By email</td>
<td>Not available</td>
</tr>
<tr>
<td>Phone</td>
<td>020 7255 4759</td>
<td>By card</td>
<td>By post/email</td>
<td>Pay a refundable deposit of £25 to secure your place</td>
</tr>
<tr>
<td>Post</td>
<td>Send your completed enrolment form to us</td>
<td>By card</td>
<td>By cheque</td>
<td>By post/email</td>
</tr>
<tr>
<td>In Person</td>
<td>Check Student Services Opening times - Page 129</td>
<td>By cash</td>
<td>By card</td>
<td>In person</td>
</tr>
</tbody>
</table>

Please note that we reserve the right to refuse an enrolment, to change fees or cancel courses in response to funding changes and student numbers. We regret that if a course does not reach its minimum number we will close the course but we will refund your fees.

What to Pay and When

College fee All students must pay a £11 college fee per year. This pays for your membership of the college library/learning centre, WIFI access to college networks and membership of college clubs. This fee is included in your course fees if you pay them. Any student wishing to use these facilities but who is not enrolled on a course must pay a £50 college fee for that academic year.

Course fees – Full or reduced fees. Course fees cover your contribution to the college costs of teaching you. The course listings set out the full course fee and the reduced Senior course fee. Zero course fees are available for some courses and students. See page 82 for further details.

All fees must be paid at the time of enrolment. Students who claim zero fees and pay £25 to keep a place must show their entitlement evidence within 7 days or lose the £25 and their place.

Other fees. An exam fee is payable on some courses but students on low income can ask for help to pay this. Basic materials/studio fees are included in the course fees. However, on some courses, if students use extra or very expensive materials further charges may be made, and sometimes students may need to buy their own materials from outside suppliers. Ask your teacher for details.

Overseas students If you are from outside the European Union you will need to pay £39 an hour plus any other applicable fees.

Installment Payments. If your course runs for a full year and the course fees are over £300, payment can be made over 6 months by 6 equal direct debit payments

Transfers to another course. Transfers of your fees to another course are possible within 2 weeks from the course start provided you meet the entry requirements, there are spaces and the new teacher agrees.

Fee refunds. We do not give refund for illness, accident or other changes in your circumstances.

Refunds of course fees, not the college fee, are given if you cancel your place at least 2 weeks before the course starts. We will refund fees in full if the college cancels or closes a course.

Refundable Deposits. If you pay zero fees you will be required to pay a refundable deposit on some courses. The deposit is £25 and is refunded at the end of your course provided that you attended 80% of the sessions.

Help with paying your fees. Students on very low income can apply to the Principal’s Hardship Fund. Ask Student Services for details but please note these applications must be made AFTER you have enrolled and paid, and if successful, we will refund part or all of your fees.

Students on low income can also apply to the Learner Support Fund for help with childcare, travel, books and other costs. Details of application deadlines, procedures and priorities will be publicised by Student Services.

24+ Advanced learning Loans. If you are aged 24 or over and are studying on a Level 3 course you have the option to apply for a government-backed 24+ Advanced Learning Loan to pay your course fee. See page 83 for further details.

Unpaid fees. We will use debt collection services and make referral to credit reference agencies if fees are not paid. You must pay any outstanding fees from previous years before you will be allowed to enrol.
Zero and Reduced Zero Course Fees

1. ZERO COURSE FEES for any English Skills or Maths Skills course

2. ZERO for certain students for certain courses

   a. 16-18 year olds
   b. 19-23 year olds without a full Level 2 or higher qualification studying for a Foundation Level 1 qualification
   c. 19-23 year olds studying for their first Full Level 2 qualification
   d. 19-23 year olds without a full level 2 qualification, studying for their first Full Level 3 qualification
   e. 19-23 year olds studying for their first Full Level 3 qualification

3. ZERO COURSE FEES for students on JSA or ESA (WRAG) for most courses

   You still have to pay the college fee and any other fees or other charges. You may have to pay a refundable deposit.
   f. Unemployed students on contribution based JSA (under 16 hrs study a week) or on income based JSA
   g. Employed students in receipt of Employment Support Allowance (work related activity group)

4. ZERO COURSE FEES for certain UNEMPLOYED students on certain income based benefits for most courses

   You will be required to declare that you are unemployed and need skills training to enter employment. You still have to pay the college fee and any other fees or other charges.
   h. Students getting these income-based benefits: income support, housing benefit, council tax benefit, universal credit.
   i. Partners of people getting Working Tax Credit.
   j. Students getting Pension Credit (Guarantee Credit only) – or their partner.
   k. Unwaged dependant (using Job Centre Plus definition) of someone at f to j above.
   l. Asylum seeker getting income based benefit/assistance – or their dependant

   Please note that Incapacity Benefit, Disability Living Allowance, Child Tax Credit or Care Allowance do not give entitlement.

5. REDUCED FEES for SENIOR STUDENTS on some courses

   On some courses WMC provides some financial support in the form of reduced fees, aimed at older learners (over 60), who rely on a state pension or whose household income is below £15,726 pa. This is funded by the college, as the government does not fund any fee concessions for retired people.
   If you are over 60 and believe you need this financial help, you rely on an enrolment declaration rather than on any means test.
   You still have to pay the college fee and any other fees or charges.

Student Loans

24+ LOANS FOR LEVEL 3 and 4 COURSES

Students aged 24 and over do not receive any government funding for Level 3 and 4 courses.

If you are aged 24 or over and are starting a Level 3 course there are several options for paying your fees:

- pay the full fee before you start the course
- pay the fee in instalments by direct debit
- finance your studies through a 24+ Advanced Learning Loan.

You may be eligible for a government-backed 24+ Advanced Loan to pay for your course fee.

The amount of money you can borrow depends on your course. The minimum amount you can borrow is £300. When applying for a 24+ Advanced Learning Loan, there is no credit check and household income isn’t taken into account. Loan repayments are linked to what you earn when you’ve finished your course, not how much you borrowed.

You only need to start paying back your 24+ Advanced Learning Loan when you’ve finished your course and you’re earning more than £21,000 a year (which is £404 a week and £1,750 a month). You pay back 9% of the money you earn over £21,000. Loan repayments will be taken directly from your wage through the tax system. If you want to make voluntary repayments, you can do so at any time.

Working Men’s College cannot give you advice on whether or not you should take out a loan.

Before taking out any loan, you should consider all your options:

- for information and advice on managing your finances, you can get impartial money advice from the Money Advice Service at moneyadviceservice.co.uk
- for more information on loans and to apply, visit www.gov.uk/advanced-learning-loans.

If you are 24 or over and are offered a place on one of our level 3 courses, we will give you a letter setting out your options and giving you the information you need if you decide to apply for a loan.

EVIDENCE REQUIRED OF ENTITLEMENT TO A REDUCED FEE

Current evidence of entitlement to Zero fees for JSA /ESA/WRAG students or certain Unemployed students (see 3 and 4 above) must be produced at the time you enrol (or within 7 days of payment of the £25 fee to keep your place) and at the start of each term. It is your responsibility to inform us if your financial circumstances change. Examples of acceptable evidence are:

JSA

1) recent document showing you still receive JSA or ESA (WRAG)
2) standard WMC letter re JSA or ESA once stamped by your Benefit/UCP office

Unemployed

3) recent document showing you still receive income support
4) recent Job Centre Plus/DWP letter with income support details
5) older Job Centre Plus/DWP letter plus recent full bank statement showing benefit amounts
6) housing or Council Tax Benefit letter for the current year from your council. “Recent” means less than 3 months old.

5. REDUCED FEES for SENIOR STUDENTS on some courses

On some courses WMC provides some financial support in the form of reduced fees, aimed at older learners (over 60), who rely on a state pension or whose household income is below £15,726 pa. This is funded by the college, as the government does not fund any fee concessions for retired people.

If you are over 60 and believe you need this financial help, you rely on an enrolment declaration rather than on any means test.

You still have to pay the college fee and any other fees or charges.
Services For Students

Student Services provide a high quality, impartial and confidential service to help students get the best from their studies.

Opening hours see page 129
Contact details enrol@wmcollege.ac.uk
       020 7255 4759
Do leave a message if phone lines are busy. We will get back to you within one working day. If we do not, please email principal@wmcollege.ac.uk.

Supporting all students

Advice & guidance and enrolling you on the right course
Student Services will provide you with impartial advice & guidance about courses, including details about eligibility to enrol as a student, entitlement to reduced fees, availability of places, facilities and specialist services at the college. They will enrol you and give you an ID card. It can be quicker to enrol online.

Learning support see next page.
We are committed to supporting all students in a variety of ways with particular support for students with disabilities or learning difficulties. Student Services will advise you about the availability of learning or other support services and college facilities. They will refer you to and make appointments for you with our Learning Support team or other specialist services.

Library & learning resource centre and free WiFi
Find these in the magnificent listed Library room on Level 6 by lift A. You can borrow books, use computers for your course work or just find a quiet place to read or study. Opening hours are on the inside back cover. And any time you are in the college you can make use of our Free WiFi.

Careers advice & guidance
If you are looking for a job, volunteering or work placement, our specialist careers adviser can help you. You will receive guidance on job search, filling in job application forms, improving your CV, interview skills and advice on any other progression opportunities.

Welfare advice & support
If you have financial worries, are confused about welfare benefits, or are facing homelessness, our welfare advice & support worker is available to help you.

Ruskin café
The college café, on the main corridor, at Level 3 by lift B, serves hot and cold drinks, snacks and home cooked meals. Opening hours are displayed at the café. It is a great place to meet up and talk about your learning.

Prayer room
You can get details of Prayer Room availability and facilities at local mosques, churches and temples from notices displayed and from Student Services. A new Quiet Room on Level 1 can be used if available...

Ruskin gallery
Exhibitions of art and craft work by students, staff, alumni and visiting artists are regularly organised within the College or elsewhere. See details at www.wmcollege.ac.uk and www.ruskingallery.com and at the College.

Concerts, end of year shows, celebratory events
Watch out for details of these events and join them as viewer – or performer!

Volunteering opportunities and work clubs
There are growing opportunities for students to get volunteer training and experience and to improve their work prospects, sometimes by work experience.

Learning Support

Supporting students with disabilities or learning difficulties

Our Learning Support team is here to help students with a disability including specific learning needs. To ensure that the neediest students are prioritised, we allocate support on the basis of our priorities for supporting students. This is because funds and therefore resources for providing learning support remain limited.

Notifying your needs

• You can do this before you enrol and receive advice about what learning support is available. Contact Student Services or email enrol@wmcollege.ac.uk or phone 020 7255 4759.
• You can also inform us of your needs while you enrol by using the appropriate section on the enrolment form. You can use the form to inform us of any disability for which you require support.
• And you can inform us if you think you need learning support after you have enrolled, by speaking to any member of Student Services staff or reporting to the Learning Support Centre.

Assessing and meeting your needs
Our Learning Support team will arrange an interview for you at which you will be able to discuss your needs and receive an offer of appropriate support, taking our priorities into account.

Learning Support may include:

• Access. We try to make all programmes and activities accessible to all students. Let us know if you have access needs and we will do our best to meet them.
• Diagnostic assessment are provided to students who have clearly identified to us that they have a learning difficulty or disability.
• Dyslexia support is provided one to one and sometimes in small groups with a specialist dyslexia support tutor for students assessed as dyslexic.
• In-class support or support workshops are available for eligible students who require additional support on specific courses.
• Tutor support agreed and arranged by the Learning Support Coordinator, may be available for a set period of time. Your subject/course tutors may also give you appropriate support and you will get feedback on your progress during individual progress review sessions.
• Counselling Counselling is available for students who require this additional support.

Learning support is not available on some courses because of the way they are funded. Funds for providing Learning Support are limited; therefore all support provided is subject to availability of resources and to the application of our priorities for supporting students.

“Care and support for students are outstanding, covering all aspects of study, pastoral care and financial support.” Ofsted 2013
ENROLMENT FORM
Working Men’s College
44 Crowndale Road, London NW1 1TR
Phone 020 7255 4759 • Fax 020 7393 5561
Enrol@wmccollege.ac.uk • www.wmccollege.ac.uk

PLEASE FIRST READ THE COURSE DESCRIPTION IN THE PROSPECTUS OR ON OUR WEBSITE

1. HOW DO YOU HEAR ABOUT YOUR COURSE? — Please tick each box that applies to you

☐ WMC website  ☐ WMC event (please specify)  ☐ Advert in Camden New Journal
☐ WMC prospectus  ☐ Other courses website  ☐ Advert in Ham & High
☐ WMC email  ☐ WMC text message  ☐ Advert in other newspaper or magazine
☐ WMC leaflet through door  ☐ Search engine (please specify)  ☐ Careers Fair
☐ WMC leaflet in public place (please specify)  ☐ Directory  ☐ Told by a student/friend/other (who)__________________

2. PERSONAL DETAILS

FAMILY NAME:

FIRST NAME:

EMAIL:

Male: ☐ Female: ☐ DATE OF BIRTH (dd/mm/yyyy) ________________

DOMICILE: Have you been resident in the UK or Europe for the last 3 years? Yes ☐ No ☐ Which Country?

CURRENT ADDRESS:

PHONENUMBERS

Mobile ______________________________________

Landline Day ____________________________

Em ergency phone contact ____________________________

CURRENT POSTCODE ________________

HOW LONG HAVE YOU LIVED AT YOUR CURRENT ADDRESS: YEARS ________________ MONTHS ________________

3. DIVERSITY MONITORING

Please tick the ethnicity box which describes you.

☐ White West European ☐ Other (give details):__________________________

☐ White & Black Caribbean ethnic group ☐ Other Black ____________________________

☐ Other Asian background ☐ Other mixed/multiple background ____________________________

☐ White Mixed/multiple ethnic group ☐ Other (give details):__________________________

☐ White British ☐ Black British ☐ Other ethnic group ____________________________

☐ Asian British ☐ Black/Black British ☐ Mixed Asian/Black background ____________________________

☐ Pakistani ☐ Other African ☐ Other Asian background ____________________________

☐ Bangladeshi ☐ Caribbean ethnic group ☐ Other Asian background ____________________________

☐ Chinese ☐ OtherBlack ____________________________

☐ Other (give details):__________________________

4. DISABILITY AND ADDITIONAL LEARNING SUPPORT

We want to give you all the support you may need on your course. If you need any help with this section, please ask.

Do you consider yourself disabled or with a learning difficulty? If yes, please tick each box that applies:

☐ Visual impairment, eg difficulty seeing ☐ Moderate learning difficulty
☐ Hearing impairment, eg difficulty hearing ☐ Severe learning difficulty
☐ Wheelchair user or other disability affecting mobility ☐ Dyslexia
☐ Other physical disability ☐ Other (give details):__________________________

Do you need additional support and/or extra help with your learning? No ☐ Yes ☐ 98

5. PREVIOUS QUALIFICATIONS

Please tick the box / Level which describes your highest vocational or academic qualification.

Level 1 01 GCSE or Level, fewer than 5 grades A to C / 7 grades B to G; QCF at Level 1

Level 2 02 Full Level 2, 5 or more grades at A to C; TA Level, 2 or 3 AS Levels; QCF Cert or Diploma at Level 2

Level 3 03 Full Level 3, 2 or more A Levels; 4 or more AS Levels; Access to HE; QCF Certificate at Level 3

Level 4-6 04 Level 4-6 1. First Degree; teaching qualifications; Foundation Degree

Level 7 05 Level 7 2. Higher Degree (MA, MSc, PhD etc); Other high level professional qualifications

☐ Other 3. Other qualifications, eg overseas or vocational qualifications. (Please discuss with Student Services)

☐ None

6. YOUR EMPLOYMENT STATUS

In paid employment Not in paid employment & not looking or available for work Not in paid employment - Looking and available for work

Employed 01 Full time ☐ 03 Part time (30 or more per week)

Not employed 02 Full time student 04 Part time (15-29 or less per week)

Unemployed 05 Retired 06 Economically inactive

I am 65 years or older ☐ I am 65-69 years ☐ 07 I am getting JSA (Job Seeker’s Allowance) or ESA (Employment and Support Allowance). Provide evidence of the benefit.

Over 60 and on a low income as mentioned in the prospectus. Please tick: ☐

I am 60-64 years ☐ 08 I am over 60 and on a low income as mentioned in the prospectus.

I am 55-59 years ☐ 09 I am 55-59 years and on a low income as mentioned in the prospectus.

I am getting one of the income based benefit(s) as mentioned in the prospectus and I am unemployed and need skills training to enter employment. Provide evidence of the benefit.

I am 16-18 years (under 19 on 31/8/2013) ☐ 10 First Full level 2 and under 24 ☐ First full level 3 and under 24 (on 31/8/2013)

I am 16-19 years (under 19 on 31/8/2013) ☐ 11 First Full level 2 and under 24 ☐ First full level 3 and under 24 (on 31/8/2013)

If you are not paying the full course fee and would like help with exam fees please tick the box below:

☐ I would like help with exam fees

Who is paying your fees? Please tick the box below that applies to you:

☐ I am paying

☐ My employer will pay. You must attach to your application, a letter from your employer on headed paper confirming this.

☐ Student loan

☐ Other: Please detail:__________________________

8. FEES

If you are claiming one of the reduced course fees please tick the box below that applies to you:

☐ I am 20 or over and on a low income as mentioned in the prospectus.

☐ I am over 60 and I wish to Gift Aid my donation so WMC can claim tax back (please tick)

☐ I am getting JSA (Job Seeker’s Allowance) or ESA (Employment and Support Allowance). Provide evidence of the benefit.

☐ I am 55-59 years and on a low income as mentioned in the prospectus.

☐ I am 55-59 years and on a low income as mentioned in the prospectus.

I am getting one of the income based benefit(s) as mentioned in the prospectus and I am unemploy and need skills training to enter employment. Provide evidence of the benefit.

I am 16-18 years (under 19 on 31/8/2013) ☐ 12 First Full level 2 and under 24 ☐ First full level 3 and under 24 (on 31/8/2013)

If you are not paying the full course fee and would like help with exam fees please tick the box below:

☐ I would like help with exam fees

Who is paying your fees? Please tick the box below that applies to you:

☐ I am paying

☐ My employer will pay. You must attach to your application, a letter from your employer on headed paper confirming this.

☐ Other: Please detail:__________________________

9. YOUR PAYMENT AND HOW TO MAKE IT

My total fees payable (college fees + course fees + any studio fees + any exam fees) are €______________

My donation I also wish to donate to WMC’s hardship fund the sum of: (please tick amount): €______________

Gift Aid I am a UK tax payer and I wish to Gift Aid my donation so WMC can claim tax back (please tick) ☐

MY TOTAL PAYMENT (ie my total fees payable and any donation) is: €______________

☑ BY CHEQUE Please make cheques payable to ‘Working Men’s College’

☑ BY CREDIT/DEBIT CARD please only complete the details below if you are enrolling by post.

I authorise WMC to debit My Total Payment from Mastercard/Visa/Switch/Delta/Solo card No. ____________________________

Valid from date ____________________________ Expiry date ____________________________

Switch card issue No ____________________________ Security code - the 3 digits on back of card ____________________________

Name as on card ____________________________

Address if not person enrolling ____________________________

Signature ____________________________

PLEASE CONTINUE ON THE NEXT PAGE and complete sections 5, 6, 7, 8 and 9
10. DATA PROTECTION / PRIVACY STATEMENTS

How Your Personal Information Is Used

Working Men’s College has a Data Protection policy which is available to students on request at Student Services.

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Department for Education, including the Education Funding Agency to meet legal responsibilities under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency’s Learning Records Service (LRS) to create and maintain a unique learner number (ULN) and a Personal Learning Record (PLR). The information you provide may be shared with other organisations for education, training, employment and well-being-related purposes, including for research. Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at: https://www.gov.uk/government/publications/sfa-privacy-notice.

The college will contact you with important information about your course.

Tick any of the boxes if you do not wish to be contacted for marketing purposes:

- About courses or learning opportunities, news and events
- For surveys and research
- By post
- By phone
- By email

11. LEARNING AGREEMENT AND DECLARATIONS

I have read the prospectus including the conditions of enrolment in the prospectus and understand if I need further information or advice I can contact Student Services.

I have read the Data Protection / Privacy Statements in section 10.

I agree to WMC processing personal data as in this form, or which WMC may obtain from me or other people whilst I am a student, and I agree to the processing of such data for purposes connected with my studies, health & safety whilst on the premises, the claiming of funding, marketing or other legitimate reasons.

I understand the college accepts no responsibility for safekeeping of student property, including bicycles, in or around college premises.

I understand I must inform the college of any change in my personal details or financial circumstances regarding entitlement to reduced fees.

I agree to abide by WMC’s current & future rules & policies, including the conditions of enrolment, refund and transfer policies and WMC’s courtesy code - as mentioned or available in the student handbook, prospectus, Student Services, notices, student newsletters or information and requests from WMC teachers/staff.

I have received appropriate advice & guidance to help me find the right course. I have also had basic information about the course aims, length and timetable.

I understand that I will receive further advice & information in the induction process, and that additional learning support may be available.

I understand that the college may need to share information about any disability or learning difficulty I may have with my tutor, to help me with my learning.

I certify the information I have provided on this form is correct:

STUDENT Signature _____________________________ Date _____________________________

Please complete this enrolment form in full, sign above, and return it to us either by post to WMC 44 Crowndale Road, London NW1 1TR or in person to WMC Student Services.

FOR OFFICE USE ONLY

I confirm the student has been provided with information and appropriate advice & guidance about their learning programme, and has been notified how further advice & guidance can be obtained from Student Services and their teacher.

I confirm I have seen evidence as required in order to satisfy me the student is entitled to public funding

Evidence produced: _____________________________

Ref no _____________________________

I confirm I have seen evidence to satisfy me that the student is entitled to the Concession (General or JS4) Fee

Evidence produced: _____________________________

Ref no _____________________________

Opening Times

THE COLLEGE

Term times

<table>
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<th>Days</th>
<th>Times</th>
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<tbody>
<tr>
<td>Mon-Fri</td>
<td>09:00-21:30</td>
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<tr>
<td>Sat</td>
<td>09:00-17:00</td>
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Holidays/half terms

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<th>Days</th>
<th>Times</th>
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KENTISH TOWN SITE

Term times

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<tbody>
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STUDENT SERVICES

Term Times

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<th>Times</th>
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<td>Sat</td>
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Term Dates

Do check the start and end dates of your own courses, and of any advice/ interview sessions you need to attend

Student Services: 020 7255 4759 or enrol@wmccollege.ac.uk

TERM 1

*Special enrolment week 8-13 September 2013

Term starts Mon-Fri 9am-8pm Sat 10am-2pm

Term ends 13 December 2014

TERM 2

*Special enrolment week 5-10 January 2015

Term starts Mon-Fri 9am-8pm Sat 10am-2pm

Term ends 10 February 2015

TERM 3

*special enrolment week 20-25 April 2015

Term starts Mon-Fri 9am-5pm Sat 10am-2pm

Term ends Monday 20 July 2015

*Special enrolment weeks - specialist advisers are available but we start enrolling as soon as the courses hit the website.

Enrol early if you can as we operate a first come first enrolled policy
How to Find Us

TWO SITES

Main site
44 Crowndale Road NW1 1TR

 Tubes:  Mornington Crescent (Northern) 3 mins. or Camden Town, Euston, King’s Cross, 5-15 mins.

 Buses:  24, 27, 29, 31, 46, 88, 134, 168, 214, 253, 274, C2

 Car Parking
WMC has no parking area. Nearby streets have parking meters or Pay & Display. Pratt Street has an underground car park.

 Bicycles
Bicycles must not be brought into college or chained to its railings or the front steps handrail. The college has an area designed for bike storage.

Access
Crowndale Road entrance has a charlift and steps with handrail to Student Services and main offices with internal lifts and stairlifts giving access throughout. Camden Street side entrance is level to lifts and stairlifts – please ring the bell for access. The kerbs from the road are steep, except at the junction.

Kantish Town Site
7 Leighton Place NW5 2QL

 Tubes:  Kentish Town (Northern) 3 mins.

 Buses:  C2, 134, 214, 390, 393

 Car Parking
WMC has no parking area for students. Nearby streets have offer parking.

 Bicycles
There is no area designed for bike storage. Bicycles must not be brought into the building.

Access
The site has level access to reception and ground floor classrooms.
There is no lift.