

Rated 'Good' in all aspects of the service
Ofsted 2011

MIDDLESBROUGH COMMUNITY LEARNING SERVICE

PROSPECTUS 2011/12

Turning ambition into
achievement



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Term Dates

Terms

Monday 19 September 2011 – Friday 2 December 2011

Monday 9 January 2012 – Friday 23 March 2012

Monday 30 April 2012 – Monday 16th July 2012

Mid-Term Breaks

Monday 24 Oct 2011 – Friday 28 Oct 2011

Monday 13 Feb 2012 – Friday 17 Feb 2012

Monday 4 June 2012 – Friday 8 June 2012

How to Enrol

- 1 Choose your course
- 2 Fill in the enrolment form
- 3 Send it to us with your payment

Our Address is: **Middlesbrough Community Learning Service, Southlands Centre, Ormesby Road, Middlesbrough, TS3 0HB**

If you need more information call us on **01642 315063** or visit our website at **www.maes.ac.uk**. You can find information about specific types of courses using the web addresses given throughout the prospectus. We always like to hear your comments and suggestions for improving the service. If you have a question, comment or complaint about the service please contact the Community Learning Service manager at the address above.

You'll find detailed information about fees and payment at the back of the prospectus.

Welcome

Our Vision:

To be the best community learning service with high performing, friendly staff who turn ambition into achievement.

Discover your potential!

We hope you will find what you are looking for within these pages. Please don't forget that the website has more details about courses and venues. The previous year has been very busy for the service and we have had to make some changes to respond to both the government's requirements and the local authority's needs. As you will be aware Middlesbrough, like all local authorities, has had to make some significant savings to its core budgets. We have had to play our part in this and have centralised a number of resources. Our Acklam Adult Education office is now closed and the staff have been moved to the Southlands centre. Our name has changed because we have merged with the council's Work Based Learning service. We're working with the Cleveland College of Art and Design to bring you History of Art and Life Drawing classes.

The new Community Learning Service delivers traditional adult education programmes alongside apprenticeships and programmes for young people. Please don't consider this list of courses as the only offer from this service. If you don't see what you are interested in or you work with a group of people who have a common educational interest, please contact us and we will try to meet your needs. Those long winter nights are not too far away, why not learn a new skill?



Middlesbrough Council would like you to browse the pages of this prospectus and choose from the many opportunities to develop skills and knowledge for both employment and pleasure. Ofsted found that all aspects of the service are good, come along and try it for yourself.

Courses are held in your local area during the day and evening. From awards, certificates and apprenticeships we have a range of opportunities for the seeker of employment skills.

Our leisure courses range from cooking, arts, computing, photography, dressmaking The list is growing.

We utilise the award winning Tees Valley Moodle, a virtual learning environment which is available at anytime for you to continue with your studies at home or in the workplace.

Our information advice and guidance team are available to help you make those important decisions about your learning. If you don't see what you want why not contact our office or use the website and suggest a course.

Councillor Michael Carr

Executive Member for Children, Families and Learning

Follow us on Facebook or Twitter



facebook.com/mbrolearning



twitter.com/mbrolearning

Information Advice and Guidance Service

Our friendly, trained Guidance Advisers are committed to promoting the benefits of learning and are here to help you to overcome any barriers and explore possible training/career routes for the future.

If you would like an appointment with, or more information on how we can help please contact the IAG team on 01642 315063.

We offer:

- Impartial and confidential career advice and guidance
- Assistance with your choice of course with on-line careers resources such as Adult Directions
- Assistance with job search, interview techniques, CV writing and other skills that may help you find that all important career
- Career Health Check (The Buzz)
- Advice on funding that may be available for childcare, transport and financial support
- Support that is right for you

Learning Support Funds

Support funds are aimed at removing barriers to learning for those learners in most need. In order to qualify for this support fund you must be attending an employability course. You will be asked to provide financial information and produce evidence of income. Please note Middlesbrough Community Learning Service receives a limited amount of funds to support learners who meet the Learner Support Funding Criteria. We may not be able to provide funding for all requests, in which case each application will be considered on an individual basis.

The fund and support may be available to assist with the following:

- Childcare costs
- Equipment
- Transport
- Books
- Course fees and exam costs
- One to one support tutor
- Interpreter
- Communication support
- Note taker
- Enlarged text papers or Braille
- Reading exam papers
- Specialist equipment

Apprenticeships



Apprenticeships are the key to success

An apprenticeship is a paid job with training to achieve a recognised qualification.

There are different levels of training including:

Level 2 Intermediate Apprenticeship (equivalent to GCSE standard)

Level 3 Advanced Apprenticeship (equivalent to A level standard)

By combining work and study, apprenticeships provide the opportunity to gain experience, develop new skills and earn whilst learning.

Apprenticeship opportunities are available with Middlesbrough Council and other employers in:

- Business Administration
- Customer Service
- Horticulture
- IT Users
- Cleaning and Environmental Services
- Childcare

Are you aged 16-18?

Do you need help choosing a career path that's right for you? Need to get real work experience? Want to gain accredited qualifications?



LEARNING WORKS is a Foundation Learning programme offering skills and qualifications in:

- Construction
- Motor Vehicle
- Hair and Beauty
- Catering
- Business Administration
- Engineering (Building Services)
- Customer Service
- Childcare

to help you progress to an apprenticeship, college or employment.

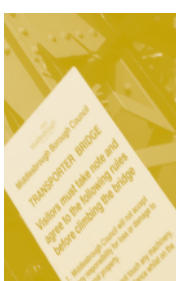
LEARNING WORKS will help you to achieve qualifications in Maths, English and ICT, help you to produce a CV, prepare for interviews and gain work experience. **Payments are available for travel and other support costs.**

Contact us about Apprenticeships or Foundation Learning:

telephone: 01642 502789

email: wbl@middlesbrough.gov.uk

or visit our website: www.middlesbrough.gov.uk



ESOL (English for Speakers of Other Languages)

Do you need to improve your English? We have ESOL classes at all levels from complete beginners to advanced.

Learn English and:

- Develop speaking, listening, reading, writing, grammar, vocabulary, pronunciation and study skills
- Learn ESOL for citizenship
- Gain an ESOL Skills for Life qualification
- Develop skills to help at work
- Develop skills to help your family

Where can I study?

At range of venues in Middlesbrough town centre.

How do I start?

You must take an initial assessment before joining a class.

To book an assessment contact the ESOL team on: 01642 732047 or 01642 304208.

Email: alison.robinson@maes.ac.uk

English and Maths (Skills for Life)

Is it a long time since you left school? Do you need a qualification in English and maths?

We have the right class and qualification for you!

We offer a range of classes to suit individual needs from beginners Level 2 qualifications

We offer:

Entry level qualifications, Functional Skills at Level 1 and Level 2 (English and maths), Literacy and Numeracy Tests at Level 1 and Level 2

Why improve your skills?

- Increase your chances of getting that interview or better job
- Help your children with their homework
- Feel more confident
- Cope better with training and study
- Improve your employability skills

What are you waiting for? These classes are FREE

You will need to have an assessment before you start the course in order to place you at a level most suited to you. We hold regular advice sessions and you can join classes any time.

Contact The Skills for Life Team on 01642 304216 or 01642 315063

UK **onlinecentres**

FREE Internet and email courses

**Don't let the kids out perform you on computers!
Get FREE computer time with tutor support**

Choose a short course and learn how to use the internet to find information online, shop online, book holidays and much more...

Courses are available at:

The Southlands Centre, Langridge Initiative Centre, Kader Youth and Community Centre, Grove Hill Resource Centre, Middlesbrough Central Library

To find out more ring Sue Tyerman on 304217



Middlesbrough Community Learning Service use the award-winning Teeslearn service to provide online learning across a wide range of courses.

Have a look for yourself and try one of our visitor courses.

www.teeslearn.ac.uk

ICT Awards



Teeslearn Winner for Adult and Community Learning, 2009



Middlesbrough Adult Education Service Winner for Adult and Community Learning, 2010



Middlesbrough Adult Education Service Learning and Skills Finalist, 2010

Our Courses

Have a look through this list of our courses - there's sure to be something for you, whether it's to improve your chances of getting a job or promotion or take up a new interest. Still not sure? You can always contact one of our advice and guidance team on (01642) 304212 who will help you with your choice. If you need more information about our courses, get in touch using the contacts details given or visit.

It's time to sign up - what are you waiting for!

One Day Courses

One day courses are designed to let you have a taste of a full course and in the day you will learn specific skills or seasonal extras. Christmas courses include cooking which looks at very seasonal dishes for the festive season. First Aid and Food Hygiene are short skill courses ideal for anyone looking for employment. Our sewing courses will give you the necessary skills to start using that sewing machine that is collecting dust in your loft. The simple techniques taught on these course can be used to start making and repairing your own garments. Photoshop for artists is a course that explores the use of popular digital imaging software to create digital media. Fee remissions is not applicable for any one day course except Food Hygiene.

Class	Title	Date & Time	Venue	Tutor	Cost
1	Cooking for Christmas	Mon 12 Dec 9.30-15.30	Southlands Centre, Ormesby Rd	A Hepburn	£19
2	Sewing Crafts for Christmas	Tue 13 Dec 9.30-15.30	Southlands Centre, Ormesby Rd	P Bashford	£19
	First Aid	Year-round	Southlands Centre, Ormesby Rd	TBC	£39
	Food Hygiene	Thu 8 Sep 9.15-17.15 Then Year Round	TAD Centre, Ormesby Road	R Morgan	£40/£7
3	Garment Alterations & Repairs	Wed 14 Sep 9.30-12.30	Southlands Centre, Ormesby Rd	P Bashford	£13
4	Get to know your overlocker	Thu 15 Sep 9.30-12.30	Southlands Centre, Ormesby Rd	P Bashford	£13
5	Get to know your sewing machine	Thu 15 Sep 13.00-16.00	Southlands Centre, Ormesby Rd	P Bashford	£13
6	Photoshop for Artists	Thu 16 Sep 9.30-12.30	Southlands Centre, Ormesby Rd	M Chalkley	£13
7	Photoshop for Artists	Thu 16 Sep 13.00-16.00	Southlands Centre, Ormesby Rd	M Chalkley	£13

Languages

Middlesbrough Community Learning Service is offering a total of 11 different languages for the 2011-2012 programme.

Latin and Swedish are available for 10 weeks with a possibility of running on to further terms. French, Spanish and German are available at conversational or advanced level. All languages now have online resources to help tune your accent and all language learners have access to the resources.

Community languages such as Arabic, Farsi, Kurdish and Urdu are also available through local partners.

Web: www.maes.ac.uk/languages | Email: peter.samson@maes.ac.uk | Tel: **01642 304225**

Class	Title	Date & Time	Venue	Tutor	Cost
260	Spanish for Beginners year 2	Thu 19.00-21.00	Oakfields Com College, Acklam	G Smith	£45/£7
242	Polish for Improvers	Tue 19.00-21.00	Acklam Green	B. Harandon	£45/£7
244	Latin Introduction (10 Week Course)	Thu 09:30-11:30	Acklam Green	K, Rohlfing-Hood	£45/£7
250	Italian for Beginners	Thu 13.00-15.00	Acklam Green	Anna Graham	£45/£7
211	German for Beginners	Thu 13:00-15:00	Acklam Green	K, Rohlfing-Hood	£45/£7
202	French for Beginners and Improvers	Mon 19.00-21.00	Oakfields Com College, Acklam	P Samson	£45/£7
212	German for Beginners	Mon 19.00-21.00	Oakfields Com College, Acklam	K, Rohlfing-Hood	£45/£7
214	German Advanced	Mon 19.00-21.00	Oakfields Com College, Acklam	J Warren	£45/£7
220	Greek for Beginners	Mon 19.00-21.00	Oakfields Com College, Acklam	TBC	£45/£7
230	Japanese for Beginners	Mon 19.00-21.00	Oakfields Com College, Acklam	M Davies	£45/£7
263	Spanish for Beginners	Mon 19.00-21.00	Oakfields Com College, Acklam	G Smith	£45/£7
264	Spanish Conversation	Mon 19.00-21.00	Oakfields Com College, Acklam	C Duran	£45/£7
221	Greek for Improvers	Mon 19-.00-21.00	Oakfields Com College, Acklam	G. Kiriacou	£45/£7
213	German Intermediate	Thu 19.00-21.00	Oakfields Com College, Acklam	K, Rohlfing-Hood	£45/£7
251	Italian for Beginners	Thu 19.00-21.00	Oakfields Com College, Acklam	Anna Graham	£45/£7
241	Polish for Beginners	Thu 19.00-21.00	Oakfields Com College, Acklam	B Harandon	£45/£7
262	Spanish Beginners	Thu 19.00-21.00	Oakfields Com College, Acklam	C Duran	£45/£7
271	Chinese Mandarin Improvers	Tue 19.00-21.00	Oakfields Com College, Acklam	M Kelly	£45/£7
270	Chinese Mandarin for Beginners	Wed 19.00-21.00	Oakfields Com College, Acklam	M Kelly	£45/£7
203	French Intermediate	Wed 19.00-21.00	Oakfields Com College, Acklam	M Laballery	£45/£7
231	Japanese Year 2	Wed 19.00-21.00	Oakfields Com College, Acklam	M Davies	£45/£7
245	Latin Introduction (10 Week Course)	Wed 19.00-21.00	Oakfields Com College, Acklam	K, Rohlfing-Hood	£45/£7

Languages continued

Class	Title	Date & Time	Venue	Tutor	Cost
243	Introduction to Swedish (10 Week Course)	Wed 19.00-21.00	Oakfields Com College, Acklam	J. Warren	£45/£7
242	Russian for Beginners	Wed 19.00-21.00	Oakfields Com Coll, Hall Dr. Acklam	Anna Graham	£45/£7
205	French Advanced	Fri 09.30-11.30	TAD Centre, Ormesby Road	M Laballery	£45/£7
200	French for Beginners	Mon 13.00-15.00	Tad Centre, Ormesby Road	P.Samson	£45/£7
201	French for Improvers	Mon 9.30-11.30	TAD Centre, Ormesby Road	P Samson	£45/£7
204	French Intermediate	Thu 13.00-15.00	TAD Centre, Ormesby Road	P Samson	£45/£7
261	Spanish Beginners	Tue 9.30-11.30	TAD Centre, Ormesby Road	G Smith	£45/£7

British Sign Language & Lip-reading

British Sign Language is offered as an accredited course at level 1 and level 2 through Signature which is the nationally recognised examining body for BSL. The level 1 course takes 3 terms to complete and level 2 takes 6 terms. There is no fee for the course if you have a close relative who is Deaf. Additional assessment fees for level 1 are £71 and for level 2 £117. These are payable when you register for the assessments, not at enrolment.

The lip-reading course is designed for people who are hard of hearing. It will help you regain confidence and lessen the feeling of isolation that can come with a hearing loss.

Web: www.maes.ac.uk/signlanguage | Email: joanne.melton@maes.ac.uk | Tel: **01642 304215**

Class	Title	Date & Time	Venue	Tutor	Cost
	Deaf Awareness		By arrangement		
A500	• BSL Level 1	Mon 18.30-20.30	M'bro Centre for Deaf, 3 Park Rd Sth	S Eastwood	£45/£7
A502	• BSL Level 1	Tue 10.00-12.00	M'bro Centre for Deaf, 3 Park Rd Sth	S Eastwood	£45/£7
A514	Lip-Reading (Mixed Ability)	Thu 9.30-11.30	M'bro Centre for Deaf, 3 Park Rd Sth	V Tait	FREE
A507	• BSL Level 1	Tue 18.30-12.30	M'bro Centre for Deaf, 3 Park Rd Sth	S Eastwood	£45/£7
A501	• BSL Level 2 Yr 2	Wed 12.30-14.30	Southlands Centre, Ormesby Road	S Teasdale	£45/£7
A513	• BSL Level 2 Yr 1	Thu 12.30-14.30	Southlands Centre, Ormesby Road	S Teasdale	£45/£7
A511	• BSL Level 1	Thu 9.30-11.30	Southlands Centre, Ormesby Road	S Teasdale	£45/£7
A503	• BSL Level 2 Yr 1	Mon 18.00-20.00	TAD Centre, Ormesby Road	S Teasdale	£45/£7
A510	• BSL Level 2 Yr 2	Tue 18.00-20.00	TAD Centre, Ormesby Road	S Teasdale	£45/£7

Courses with a • are Employment Skills Courses - please see page 19 for reduced fee information

Arts, Crafts & Cookery

Have you some spare time during the day or evening then why not sign up for one of our Arts, Crafts or Cookery courses. Learn how to make different kinds of jewellery, decorate a cake for a special occasion or be creative on a modern textiles course. You can also progress and achieve OCN accreditation at level one, two or three on a number of the courses.

This year we're working with the Cleveland College of Art and Design to bring you Life Drawing and History of Art courses

Web: www.maes.ac.uk/artsandcrafts | Email: steve.ainley@maes.ac.uk | Tel: **01642 304211**

Class	Title	Date & Time	Venue	Tutor	Cost
78	Dressmaking & Embroidery	Tue 9.45-11.45	Southlands Centre, Ormesby Rd	P Bashford	£45/£7
79	Dressmaking	Mon 13.00-15.00	Acklam Court, Acklam Road	P Bashford	£45/£7
42	Life Drawing	Mon 18.45-20.45	Cleveland College A&D, Green Lane	A Sanderson	£45/£7
46	Basic Art	Thu 9.45-11.45	Easterside Library, Broughton Ave	A Sanderson	£45/£7
92	Floral Art	Tue 9.30-11.30	Kader Y&CC, Trimdon Av, Acklam	J Faulkner	£45/£7
44	Painting and Drawing	Mon 13.00-15.00	Kader Y&CC, Trimdon Av, Acklam	M Chalkley	£45/£7
48	Painting and Drawing	Tue 13.30-15.30	Kader Y&CC, Trimdon Av, Acklam	M Chalkley	£45/£7
91	Floral Art	Thu 13.00-15.00	Langdon Square C. Cntr, Coulby N.	J Faulkner	£45/£7
96	Floral Art	Wed 9.30-11.30	Langdon Square C. Cntr, Coulby N.	J Faulkner	£45/£7
57	Cake Decoration (Beginners)	Wed 12.30-14.30	Langdon Square C. Cntr, Coulby N.	J Gledhill	£45/£7
80	Sewing	Wed 19.00-21.00	Marton Com Ctr, Cypress Road	P Bashford	£45/£7
61	Creative Card Making	Mon 19.00-21.00	Southlands Centre, Ormesby Rd	J Taylor	£45/£7
69	Creative Writing	Mon 19.00-21.00	Oakfields Com College, Acklam	E Bielok	£45/£7
45	Painting and Drawing	Thu 19.00-21.00	Oakfields Com College, Acklam	E Wilson	£45/£7
70	French Polishing / Furniture Restoration	Mon 19.00-21.00	Scout HQ, The Grove, Marton	G Parkin	£45/£7
68	Creative Writing	Mon 9.30-11.30	Southlands Centre, Ormesby Rd	E Bielok	£45/£7
54	Cake Decoration (Beginners)	Mon 19.00-21.00	Southlands Centre, Ormesby Rd	J Gledhill	£45/£7
100	Cookery for Beginners	Mon 19.00-21.00	Southlands Centre, Ormesby Rd	A Hepburn	£45/£7
77	Dressmaking	Mon 19.00-21.00	Southlands Centre, Ormesby Rd	K Armstrong	£45/£7
41	Drawing Flowers & Plants	Mon 9.30-11.30	Southlands Centre, Ormesby Rd	M Chalkley	£45/£7
60	Creative Card Making	Tue 13.00-15.00	Southlands Centre, Ormesby Rd	J Taylor	£45/£7
21	Cake Decoration (Beginners)	Tue 19.00-21.00	Southlands Centre, Ormesby Rd	T Golden	£45/£7
25	Cake Decoration (Beginners)	Tue 9.30-11.30	Southlands Centre, Ormesby Rd	J Gledhill	£45/£7
59	Cake Decoration (Beginners)	Tue 19.00-21.00	Southlands Centre, Ormesby Rd	J Earnshaw	£45/£7
90	Stained Glass	Tue 19.00-21.00	Southlands Centre, Ormesby Rd	I Lister	£45/£7
28	Jewellery Making (Beginners)	Wed 19.00-21.00	Southlands Centre, Ormesby Rd	N Bean	£45/£7
81	Dressmaking	Wed 19.00-21.00	Southlands Centre, Ormesby Rd	K Armstrong	£45/£7
76	Modern Textile Crafts (Beg)	Wed 19.00-21.00	Southlands Centre, Ormesby Rd	C Pyrah	£45/£7
56	Cake Decoration (Intermediate)	Wed 19.00-21.00	Southlands Centre, Ormesby Rd	J Earnshaw	£45/£7

Arts, Crafts & Cookery continued

Class	Title	Date & Time	Venue	Tutor	Cost
49	Painting & Drawing Landscapes	Wed 9.30-11.30	Southlands Centre, Ormesby Rd	M Chalkley	£45/£7
73	Modern Textile Crafts (Intermediate)	Wed 9.30-11.30	Southlands Centre, Ormesby Rd	C Pyrah	£45/£7
89	Stained Glass	Thu 13.00-15.00	Southlands Centre, Ormesby Rd	I Lister	£45/£7
58	Cake Decoration (Advanced)	Thu 19.00-21.00	Southlands Centre, Ormesby Rd	J Earnshaw	£45/£7
101	International Cookery	Thu 19.00-21.00	Southlands Centre, Ormesby Rd	A Hepburn	£45/£7
55	Cake Decoration (Beginners)	Thu 9.30-11.30	Southlands Centre, Ormesby Rd	J Gledhill	£45/£7
102	Cookery for Pleasure	Thu 9.30-11.30	Southlands Centre, Ormesby Rd	A Hepburn	£45/£7
50	Jewellery Making (Intermediate)	Thu 19.00-21.00	Southlands Centre, Ormesby Rd	N Bean	£45/£7
20	Dressmaking	Thu 19.00-21.00	Southlands Centre, Ormesby Rd	P Bashford	£45/£7
43	Painting/Drawing/Portrait	Fri 9.30-11.30	Southlands Centre, Ormesby Rd	M Chalkley	£45/£7
47	Art for Beginners	Wed 13.00-15.00	TAD Centre, Ormesby Rd	M Chalkley	£45/£7
53	Pottery and Ceramics	Mon 12.30-14.30	TASC, Acklam Road	G Humble	£45/£7
	Women's Writing	Tues 7:00-9:00	To be confirmed	E. Bielok	

Arts, Crafts & Cookery

Personal Development

Personal Development

Our Personal Development courses are designed to assist in building and developing skills that can be usefully applied to either further your professional development or explore personal interests.

Email: barbara.mcqueeney@maes.ac.uk | Tel: **01642 304227**

Web: www.maes.ac.uk/personaldevelopment

Class	Title	Date & Time	Venue	Tutor	Cost
82	Counselling Skills OCN Level 1	Wed 19.00-21.00	Oakfields Com Coll, Hall Dr, Acklam	R Vasey	£45/£7
83	Counselling Skills OCN Level 1	Wed 13.00-15.00	Southlands Centre, Ormesby Road	R Vasey	£45/£7
36	Confidence Building	Tue 13.00-15.00	TAD Centre, Ormesby Road	C. Cliff	£45/£7
38	Mentoring Skills OCN Level 2	Wed 16.00-18.00	TAD Centre, Ormesby Road	B Henegan	£45/£7
39	Mentoring Skills OCN Level 2	Thu 19.00-21.00	TAD Centre, Ormesby Road	B Henegan	£45/£7

History & Genealogy

Have you ever been curious about your past? Just where does your family come from? Does your family history come from England or lands afar? The Family History courses help you to uncover your past by providing the necessary research skills and tips to do so. In the History of Art the tutor will lead you through many examples of art as it is developed through the ages.

Class	Title	Date & Time	Venue	Tutor	Cost
87	Family History on the Net	Tue 12.00-14.00	Acklam Library, Acklam Road	G Milestone	£45/£7
84	Family History on the Net	Fri 10.00-12.00	Acklam Library, Acklam Road	G Milestone	£45/£7
40	History of Art	Tue 19.00-21.00	Cleveland College A&D, Green Lane	M Chalkley	£45/£7
67	Family History on the Net	Mon 13.00-15.00	Kader Y&CC, Trimdon Ave, Acklam	G Milestone	£45/£7
88	Family History	Thu 13.30-15.30	Langdon Square C. Cntr, Coulby N.	N Welch	£45/£7
85	Family History on the Net	Mon 19.00-21.00	Southlands Centre, Ormesby Rd	G Milestone	£45/£7
35	Introduction to Local Archaeology	Mon 13.00-15.00	Southlands Centre, Ormesby Rd	A. Sanderson	£45/£7
86	Family History on the Net	Tue 9.30-11.30	Southlands Centre, Ormesby Rd	G Milestone	£45/£7

Music, Dance & Yoga

Why not join one of our Guitar for Beginners classes and meet up with like minded people. Or you may prefer to relax, keep fit and de-stress with the benefits of Yoga. For the more energetic, learn the basics of Salsa rhythm in our Introduction to Salsa Dancing class.

Class	Title	Date & Time	Venue	Tutor	Cost
98	Guitar for Beginners	Thu 18.00-20.00	Acorn Centre, Heythrop Drive, Acklam	M Cresswell	£45/£7
162	Salsa Dancing for Beginners	Thu 19.00-21.00	Captain Cook Primary School	S. Atkinson	£45/£7
99	Guitar for Beginners	Tue 13.00-15.00	North Ormesby C. Cntr, Derwent St	M Cresswell	£45/£7
161	Yoga	Mon 19.00-20.30	Oakfields Com Coll, Hall Dr, Acklam	N L Clark	£45/£7

Yachtmaster

Do a professional yachtmasters certificate with us and find out more about navigation, GPS, meteorology, pilotage, collision avoidance rules, passage planning and general seamanship. Additional certification and material costs are associated with this course.

Class	Title	Date & Time	Venue	Tutor	Cost
164	RYA Yachtmaster	Thu 19.00-21.00	Acord Centre, Heythrop Drive, Acklam	D. Williams	£135

For all courses on this page please contact:

Email: barbara.mcqueeney@maes.ac.uk | Tel: **01642 304227**

Choosing the Right Computer or Photography Course

Our computer and photography courses are given a learning level to help you choose the course that will suit you.

Entry Level E	These courses are designed for complete beginners. You do not need any prior knowledge to enrol on this course.
Level 1	You should have basic computer skills and be able to use a keyboard and mouse. No experience is needed for photography courses.
Level 2	You should have completed a Level 1 course, or have relevant experience in the subject.
Level 3	You should have already completed a Level 2 course.

Computers

There will be a course for you whether you are new to computing or have some experience. Some courses are for fun, some will enable you to gain a qualification and others will help you improve your skills for work.

Web: www.maes.ac.uk/computers | Email: sue.tyerman@maes.ac.uk | Tel: **01642 304217**

Class	Title	Level	Date & Time	Venue	Tutor	Cost
C1	• Certificate for IT Users (CLAIT)	1	Mon 13.00-16.00	Abingdon Road Sue Start	S Majupuria	£45/£7
C2	Start Computing	E	Tue 13.00-15.00	Abingdon Road Sue Start	S Majupuria	£45/£7
C3	• ECDL Essentials	1	Mon 19.00-21.00	Acklam Grange CLC Lodore Grove	M Bond	£45/£7
C4	Start Computing	E	Mon 19.00-21.00	Acklam Grange CLC Lodore Grove	I Johansson	£45/£7
C5	Start Computing	E	Wed 9.30-11.30	Acklam Grange CLC Lodore Grove	J Yardley	£45/£7
C6	• Certificate for IT Users (CLAIT Plus)	2	Mon 9.30-11.30	Breckon Hill CC Breckon Hill Road	S Majupuria	£45/£7
C7	• ECDL Extra	2	Tue 9.30 - 11.30	Breckon Hill CC Breckon Hill Road	S Majupuria	£45/£7
C8	• Award for IT Users	1	Thu 1.00 - 3.00	Breckon Hill CC Breckon Hill Road	S Majupuria	£45/£7
C9	Start Computing	E	Thu 9.30 - 11.30	Breckon Hill CC Breckon Hill Road	S Majupuria	£45/£7
C10	Word, Excel & Powerpoint for Work	1/2	Mon 13.00-15.00	Southlands Centre Ormesby Road	J Yardley	£45/£7
C11	• ECDL Extra	2	Mon 19.00-21.00	Southlands Centre Ormesby Road	A Skilbeck	£45/£7
C12	Internet, Ebay and Safe Surfing	E	Mon 9.30 -11.30	Southlands Centre Ormesby Road	A Skilbeck	£45/£7
C13	Start Computing	E	Tue 19.00-21.00	Southlands Centre Ormesby Road	I Johansson	£45/£7
C14	• Certificate for IT Users (CLAIT)	1	Wed 13.00-15.00	Southlands Centre Ormesby Road	J Yardley	£45/£7
C15	Word, Excel & Powerpoint for Work	1/2	Wed 19.00-21.00	Southlands Centre Ormesby Road	A Skillbeck	£45/£7
C16	• Certificate for IT Users (CLAIT)	1	Wed 9.30 -11.30	Southlands Centre Ormesby Road	C Jones	£45/£7

Courses with a • are Employment Skills Courses - please see page 19 for reduced fee information

Photography & Video

In our photography classes you will discover techniques to help you take photographs a professional would be proud of. Included in the course will be field trips where you will be able to practice your skills with help from your tutor. You do not need to own a digital camera to complete one of the courses as we have cameras that can be borrowed for the lesson.

Enrol on to the Enhance Your Digital Photographs course and you will learn how to edit photographs, improve the exposure and bring out the colour in your pictures using levels and layers and take unwanted objects from your pictures. You will learn the basics of editing raw files and how to get the perfect print from your printer. Ability to save and open files on a computer is necessary.

Web: www.maes.ac.uk/photography | Email: sue.tyerman@maes.ac.uk | Tel: **01642 304217**

Class	Title	Level	Date & Time	Venue	Tutor	Cost
C17	Enhance Your Digital Photos Introduction	1	Mon 19.00-21.00	Acklam Grange CLC Lodore Grove	S Moseley	£45/£7
C18	Enhance Your Digital Photos Introduction	1	Tue 9.30- 11.30	Acklam Grange CLC Lodore Grove	G Coulthard	£45/£7
94	Digital dark Room	E	Thu 19.00-21.00	Acklam Grange CLC Lodore Grove	C Harper	£45/£7
C19	Edit your Holiday Videos	1	Thu 19.00-21.00	Acklam Grange CLC Lodore Grove	S Moseley	£45/£7
66	Digital cameras First Steps	E	Fri 9.30 - 11.30	Breckon Hill CC Breckon Hill Road	S Majupuria	£45/£7
63	• NCFE Photography	1	Mon 19.00-21.00	Cleveland College of Art and Design	G Coulthard	£45/£7
62	• NCFE Photography	1	Wed 13.00-15.00	Cleveland College of Art and Design	M Williams	£45/£7
65	• NCFE Photography	2	Mon 13.00-15.00	Southlands Centre Ormesby Road	M Williams	£45/£7
26	Photography	1	Mon 9.30 - 11.30	Southlands Centre Ormesby Road	M Williams	£45/£7
C20	Enhance Your Digital Photos advanced	3	Tue 13.00-15.00	Southlands Centre Ormesby Road	M Williams	£45/£7
C21	Enhance Your Digital Photos Intermediate	2	Tue 19.00-21.00	Southlands Centre Ormesby Road	G Coulthard	£45/£7
94	Light Up Your Photographs	2	Thu 19.00-21.00	Southlands Centre Ormesby Road	G Coulthard	£45/£7
C22	Colour Perfection - Camera to Print	1	Thu 13.00-15.00 (Wk 1 to 5)	Southlands Centre Ormesby Road	M Williams	£45/£7
C23	Perfect your Photographic Raw Conversion	1	Thu 13.00-15.00 (WK 6 to 10)	Southlands Centre Ormesby Road	M Williams	£45/£7
64	• NCFE Photography	1	Fri 9.30 - 11.30	Southlands Centre Ormesby Road	M Williams	£45/£7
27	Photography Intermediate	2	Wed 9.30 - 11.30	TAD Centre, Ormesby Road	M Williams	£45/£7

Courses with a • are Employment Skills Courses - please see page 19 for reduced fee information



Family Learning

Family Learning offers a range of courses in partnership with local schools and Children's Centres. The courses are designed to give parents/carers the opportunity to gain skills and confidence to support their child's learning. Parents/carers can improve their own skills to help achieve qualifications, access further education, volunteer and gain employment. Courses include art and craft, family health, literacy and numeracy.

For more details of courses please contact your local school, Children's Centre or Gaynor Ainley by telephone on 01642 320814 or email at gaynor.ainley@maes.ac.uk.

Teaching Qualifications

City & Guilds 7303 (Level 3/4) Preparing to Teach in the Lifelong Learning Sector (PTLLS) •

The starting point for prospective teachers in the lifelong learning sector. 12 week, 36 hour course.

Course fees: £150 (£14 reduced fee). Certification costs included.

City & Guilds 7304 (Levels 3/4) Certificate in Teaching in the Lifelong Learning Sector (CTLLS) •

The next step for teachers in the lifelong learning sector following attainment of the PTLLS qualification. 24 week, 72 hour course.

Course fees: £395 (£42 reduced fee). Certification costs included.

Candidates must have access to 30 hours teaching practice.

Assessor and Quality Assurance Awards (TAQA replaces A and V awards) •

For those involved in assessing and quality assurance in the work environment.

Course fees: £150 per unit. Three units cost £360.

QCF Level 2 and 3 Supporting Teaching and Learning in Schools (STLS) •

A qualification to improve your skills as a teaching assistant.

Level 2 Certificate in STLS.

Course fees: £379. Certification costs: £120. Reduced fee of £14 per term over 3 terms.

Level 3 Diploma in STLS.

Course fees: £399. Certification costs: £120. Reduced fee of £14 per term over 3 terms.

The L3 Diploma is for those employed as a Teaching Assistant.

Contact the Teacher Training Team on 01642 304215 or 01642 304207 or email gaynor.ainley@maes.ac.uk.

Courses with a • are Employment Skills Courses - please see page 19 for reduced fee information.

Office Use Only		CL	R	MI
Student Ref:	MIS Input By:			
		Class No:		
ULN:				

Which course(s) would you like to enrol on?

Class Number	Course Title	Day	Time	Late Start Date

What is the highest level qualification you have attained?

How did you hear about us and/or the courses you are enrolling on?

- Word of Mouth
 Prospectus
 Previous Course
 Website
 Advice and Guidance Worker
 Facebook or Twitter
 Local Press
 Show/Exhibition
 Tutor
 Job Centre
 Other:

Personal Details

Gender Title First Name Surname Date of Birth

D D M M Y Y

Address Telephone Numbers
 Home:
 Mobile:

Town Post Code Email Address

National Insurance Number

Are you currently unemployed? Yes No **If unemployed** is this due to redundancy? Yes No

Learner Declaration

I have been given all the information I need to decide whether I want to do the course. I have been advised of any educational, practical or financial help I can have. I give permission for the information given to be used for statistical purposes but know that it is covered by the Data Protection Act.

Signature: Date:

D D M M Y Y

Nationality

Are you a British citizen? Yes No

If not what is your nationality?

Have you lived in the UK/EEA continuously for the last three years without restrictions on your stay? Yes No

If not are you married to a UK resident, and have you been a permanent resident in the UK/EEA for the past year?

If you are not a permanent UK/EEA resident, what was the date of your arrival in the UK/EEA, and what is your country of residence?

Are you an asylum seeker? Yes No

Are you a refugee? Yes No

Ethnic Origin

- 31 English / Welsh / Scottish / Northern Irish / British
 46 Any other Black/African/Caribbean background
 39 Indian
 32 Irish
 35 Mixed White and Black Caribbean
 40 Pakistani
 33 Gypsy or Irish Traveller
 36 Mixed White and Black African
 41 Bangladeshi
 34 Any other white background
 37 Mixed White and Asian
 42 Chinese
 44 African
 38 Any other mixed / multiple ethnic background
 43 Any other Asian Background
 45 Caribbean
 47 Arabic
 Any other:

How to Enrol

Enrolments are welcome in person or by post.

Once you have decided which course you want to take and have ensured you hold the relevant entry requirements:

- **Complete the enrolment form** - Provide up-to-date proof of benefit where applicable and you will also need to bring with you one form of identification from the following: Passport, Driving licence, Bank card/Debit card, National Insurance card.
- **Enclose your payment** - Payment accepted by cheque, card or postal order.
 - All cheques should be made payable to Middlesbrough Council. Please include your name, address and course number of the back of the cheque.
 - The following methods of payment are acceptable: Visa, Mastercard, Switch, Solo, JCB and Maestro.
 - Please do not enclose cash with postal enrolments.

If you would like to have your receipt posted to you, please enclose a stamped addressed envelope. Receipts will be posted within three weeks.

Fees and Eligibility

Training for 16-18 year olds is available through Apprenticeships and/or Foundation Learning (see page 5).

Employment Skills Courses		Leisure Courses	
Eligibility: 16-18*, 19+		Eligibility: 19+ Only (As at 31/08/2011)	
10 Week Courses (up to 2 hours per week)	£45	10 Week Courses (up to 2 hours per week)	£45
Reduced Fee Learner courses per term	£7	Reduced Fee Learner courses per term	£7
English and Maths, UK Online Courses	Free	Family Learning Courses	Free
If you are in receipt of a benefit listed below, the reduced fee will apply: Job Seekers Allowance (JSA) ESA Work Related Activity Group (WRAG)		If you are in receipt of a benefit listed below, the reduced fee will apply: Job Seekers Allowance (JSA) ESA Work Related Activity Group (WRAG) Unwaged Dependants Working Tax Credit (not Child Tax Credit) Pension Guarantee Credit	
*Courses for 16-18 year olds are free			

Course Fees Explained

Learners who do not satisfy the UK/ EEA residency requirements (Overseas) will be charged for their tuition fees, exam fees and all other associated course fees on a 'Full cost' basis. For learners on a Basic English course whose first language is not English, the unsubsidised fee is £75 per 20 hour course. (Temporary Residents do not qualify for reduced fees).

Learners in receipt of above mentioned benefits are not charged for tuition but must pay the registration fee of £7 and pay for exams and materials (assistance may be available, please ask). Proof of benefits are required. Asylum seekers who have legally been in the UK pending consideration of their claim by the Home Office for longer than 6 months and Asylum Seekers refused asylum but eligible and granted support under Section 4 of the Immigration and Asylum Act 1999 are eligible for funding. Refugees (granted refugee status by UK Govt) and those who have been granted Humanitarian Protection, Discretionary Leave and Exceptional Leave to remain and their dependants are eligible for funding.

Contact the Community Learning Manager in writing if you require financial support. Awards will be assessed on an individual basis.

No Fees

- No charge is made for the following courses:
 - Family Learning; UK Online courses; English and Maths (Skills for Life) NOT ESOL.
 - Lip Reading (Learners with hearing loss).
 - Sign Language (If you are Deaf or have a close relative who is Deaf -For further clarifications ask at reception). Assessment fees are additional and are payable.

Examination Fees

- Examination fees are additional to the course fees, unless it is stipulated in the prospectus.
- Non attendance of examinations will be chargeable to the learner.

Refunds

- Refunds of course fees are only given if:
 - The class is closed by the service and there is no suitable alternative (£7 is retained to cover registration costs and the cost for the number of sessions already attended).
 - The number of students enrolled is less than 10.

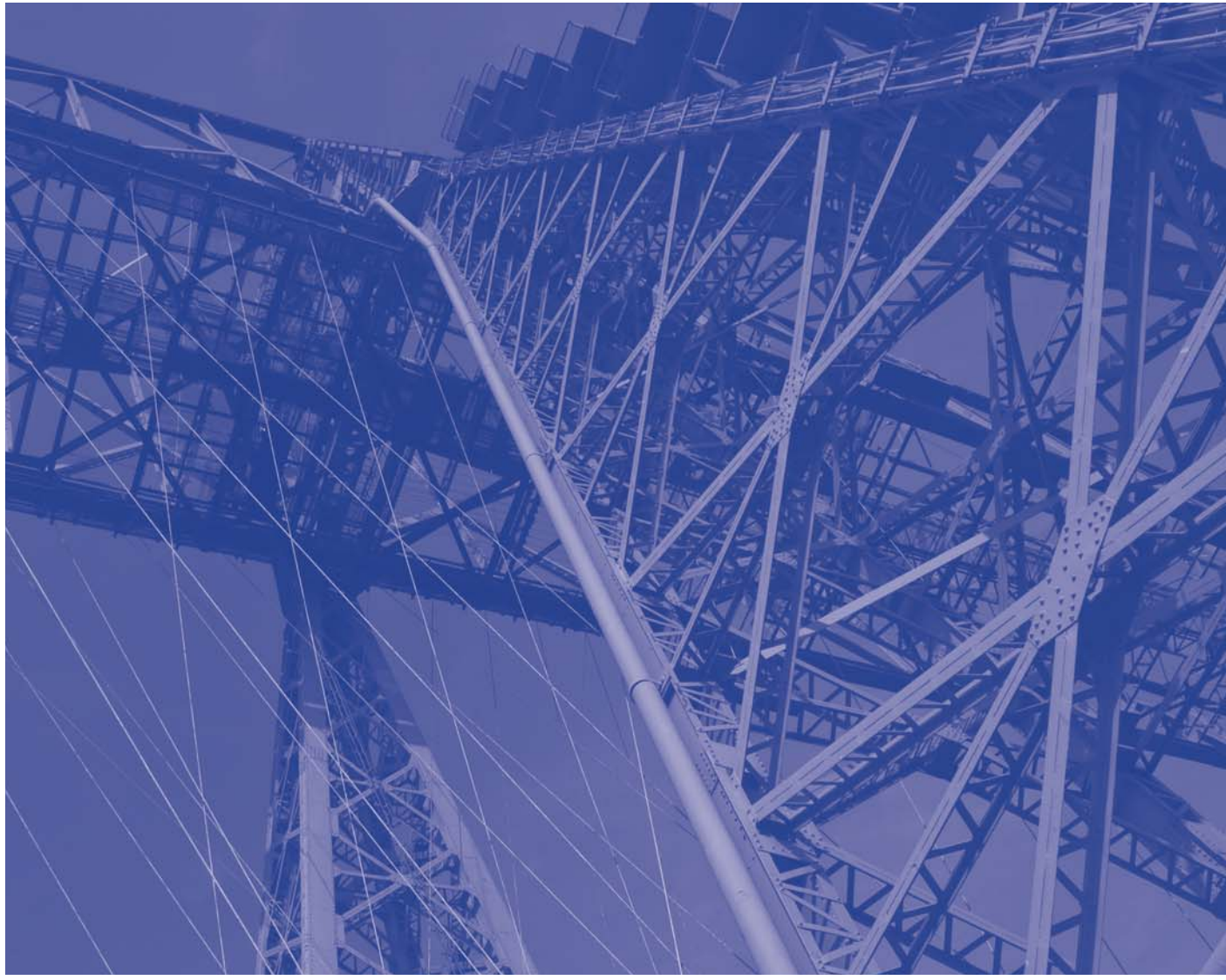
Please note:

- Classes with declining numbers are closed.
- Examination Fees are not refundable.

MCLS reserve the right to make changes to published details in times, locations and prices.



Middlesbrough Council is committed to the safeguarding of all children, young people and vulnerable adults and rigorous protection procedures are in place.



DISCLAIMER: Middlesbrough Community Learning Service reserve the right to change fees, tutors, days, times and venues of courses should the necessity arise. Named tutors in the prospectus cannot be guaranteed to teach the course on offer. Students are strongly advised to check that the advertised details are correct prior to starting their courses. Some courses are extremely popular, so early enrolment is highly recommended.

Funded by
**Skills
Funding
Agency**



Middlesbrough Community Learning Service is the new name for the combined Adult Education and Work Based Learning services of Middlesbrough Council

Cover picture by Mark Williams, Photography Tutor



Prospectus Amendments

We regularly update our courses which means that some of the information in the prospectus can become out of date. This amendment sheet contains all changes since the latest version of the prospectus.

Course Changes

These courses have had their details changed. The changes are highlighted in **bold**.

Class	Title	Date & Time	Venue	Tutor	Cost
95	Digital Dark Room	Thu 19.00 - 11.30	Acklam Grange CLC Lodore Grove	C Harper	£45/£7
246	Russian for Beginners	Wed 19.00 - 21.00	Oakfields Com Coll, Hall Dr. Acklam	Anna Graham	£45/\$7
164	RYA Yachtmaster	Tues 18.00 - 21.00	Acorn Centre, Heythrop Drive, Acklam	D. Williams	£135
6	Photoshop for Artists	Thu 15 Sep 9.30 - 12.30	Southlands Centre, Ormesby Rd	M Chalkley	£13
7	Photoshop for Artists	Thu 15 Sep 13.00 - 16.00	Southlands Centre, Ormesby Rd	M Chalkley	£13
C2	Start Computing	Tue 13.00 - 15.00	Breckon Hill Commu- nity Centre	S Majupuria	£45/£7
A507	BSL Level 1	Tue 18.30 - 20.30	M'bro Centre for Deaf, 3 Park Rd Sth	S Eastwood	£45/£7

The cost given for course 164 RYA Yachtmaster is for two terms, and may be paid in two instalments of £67.50.

Changes to Reduced Fee Eligibility

In addition to those listed in the prospectus, being in claim of the following benefits entitles you to a reduced fee for **leisure courses**

- Income Support
- Council Tax Benefit / Housing Benefit (not single persons)