



## Course Guide 2016 - 2017

# WESTMINSTER ADULT EDUCATION SERVICE



## The WAES Vision

To engage, challenge and inspire individuals, communities and employers through learning and training.





## Welcome

Welcome to **Westminster Adult Education Service (WAES)**, the adult college in the heart of Westminster, providing courses for all in an adult environment.

We welcome your interest in studying with us and hope you will find a course to match your interests and aspirations.

With a well established tradition of providing interesting and exciting opportunities to enable adults and young people to fulfil their ambitions and potential through learning and training, we offer a diverse range of courses and

qualifications in a welcoming, safe and friendly adult learning environment.

WAES is a well regarded service providing high quality development opportunities at our centres, in the community, in the workplace and via distance learning, reflected in a 'Good' rating following our Spring 2016 Ofsted inspection.

## Contents

- 4 Choosing Your Course
- 5 Term Dates
- 6 Fees, Funding and Financial Support
- 8 Support for Your Learning
- 12 Accounting and Business
- 14 Apprenticeships
- 16 Ceramics
- 18 Childcare, Education and Health & Social Care
- 20 English, Maths and ICT
- 22 English and Maths GCSE
- 24 English for Speakers of Other Languages (ESOL)
- 26 English for International Students
- 28 Fashion
- 30 Fine Art
- 32 Floristry
- 34 Graphic Design and Media
- 36 Hairdressing
- 38 Make-up
- 40 Glass-making
- 41 Photography
- 42 Cookery
- 43 Distance Learning
- 44 Contact us
- 45 Maps
- 48 How to Enrol

## Choosing your course

When you are choosing a course, it is important to find the right course at the right level for you, whether you are looking to study for a qualification or just for fun.

### Gaining Qualifications

WAES offers a wide range of courses leading to qualifications which are accredited by national awarding organisations. The table below shows the levels of the accredited courses WAES offers along with an indication of entry requirements. For further information call **020 7297 7297**, email **info@waes.ac.uk** or visit a WAES centre today.

#### Entry level to Level 1 courses

- For those with few or no qualifications.
- Aim to build confidence and prepare you for further learning and/or work.
- At initial assessment you may be advised to combine a course with English and/or maths to further help you achieve your goals.
- Progression will be on to qualifications at Levels 2 and 3, or could lead to employment.

#### Entry requirements

- An initial assessment and interview in order for us to ensure that you are at the right level and on the right course.

#### Level 2 courses

- Prepare you for work or higher levels of study in your chosen field.
- Most employers use this level as their minimum entry requirement.
- Progression will be on to qualifications at Level 3 or could lead to employment.

#### Entry requirements

- Level 1 qualification in your chosen field and/or 4 GCSEs at grade D–G.
- Level 1 in English is desirable.
- An initial assessment and interview in order for us to ensure that you are at the right level and on the right course.

#### Level 3 courses

- Prepare you for university or a licence to practise in certain regulated sectors of employment.

#### Entry requirements

- Level 2 qualification in your chosen field and/or 4 GCSEs at grade A\* to C or above.
- Preferably a Level 2 qualification in English.
- An initial assessment and interview in order for us to ensure that you are at the right level and on the right course.



## Term dates

WAES courses start on various dates throughout the term times shown below. Check the course listings on our website for information on start dates for specific courses.

### Term 1

19th September - 17th December 2016  
Autumn half term: 24th October - 28th October 2016

### Term 2

9th January - 1st April 2017  
Spring half term: 13th February - 17th February 2017

### Term 3

18th April - 22nd July 2017  
Summer half term: 29th May - 2nd June 2017

### Public Holidays

26th December 2016 - Boxing Day  
27th December 2016 - Christmas Day Holiday  
2nd January 2017 - New Year's Day Holiday  
14th April 2017 - Good Friday  
17th April 2017 - Easter Monday  
1st May 2017 - Early May Bank Holiday  
29th May 2017 - Spring Bank Holiday

### Closure Days (WAES closed to students)

16th September 2016  
10th February 2017  
21st July 2017

## Recreational Learning

WAES also offers a wide range of non-accredited courses designed for adults interested in learning new skills or subjects, or enhancing existing skills for pleasure. There are no formal entry requirements for short courses other than a willingness to learn and a commitment to attend and be on time for all classes.

We aim to make learning available to everyone. Our fees are structured to ensure our courses are accessible to all sections of the community.

---

### Fees

Learners in receipt of active benefits such as Job Seekers Allowance (JSA) and Employment Support Allowance (ESA) - work-related activity group, may be entitled to full fee remission.

Learners planning to study a course at level 2 or below may not incur charges. Recent proof of benefits is required. Additional information on charges for materials and equipment is available from our Admissions and Enrolment team and is also available online.

Learners aged between 19 and 23 without a full Level 2 or Level 3 qualification may also be eligible for free tuition on some courses. Please check with our Admissions and Enrolment team.

Most learners planning to study maths or English (excluding ESOL) will not have to pay fees for Functional Skills or GCSE courses.

---

### Learner Support Fund

The Learner Support Fund at WAES provides financial support to assist learners aged 19 or above who are experiencing difficulty in meeting the costs associated with their learning.

For further information speak to a member of Admissions staff or visit [www.waes.ac.uk/support](http://www.waes.ac.uk/support)

---

### Advanced Learning Loans

Learners aged 19 or above interested in studying a course at Level 3 may apply for a loan from the UK government to help with the cost of a course. The amount borrowed depends on the type of course taken and how much the fees are for the course.

For further information on requirements and terms and conditions please ask a member of staff or find out more at [www.gov.uk/advanced-learner-loan](http://www.gov.uk/advanced-learner-loan)

---

### Instalments

Courses with tuition fee greater than £250 may be paid by instalments. The first payment is 30% of the tuition fee plus the cost of materials and exams. Subsequent payments are made over the duration of the course.

---

### Refunds and cancellations

Occasionally WAES may need to change the location or dates of a course, or cancel a course if enrolments are too low. We will always try to find a suitable alternative or refund the full amount paid under these circumstances.

There is a cooling off period of 14 calendar days. This commences from the day a learner is enrolled or the date on the receipt, whichever is later. During this period our learners have the right to cancel a course and obtain a full refund.

---

### Resident discounts

Residents of the City of Westminster are entitled to a 10% discount on full cost courses. Proof of residence will be required.

---

### Changes to published information

Every effort has been made to ensure information regarding fees, services and courses in this guide are accurate at the time of publication. You should, however, confirm these when you enrol as they are subject to change. WAES reserves the right to change any fee, course or service described.

---

For more information about our fees and to view the WAES fees policy in full please speak to a member of Admissions staff or visit [www.waes.ac.uk/fees](http://www.waes.ac.uk/fees)

## Support for your learning

Learners at WAES are part of a friendly, vibrant and learner-centred community. Learners receive outstanding teaching and support for their study alongside enjoying the wider benefits of being a learner at WAES.

### The Learner Hub

The Learner Hub situated on the ground floor at our Lisson Grove Centre offers support and guidance to assist learners with course enquiries. Staff can offer impartial advice to ensure learners are enrolled on the correct courses and are applying for the right support.

Learners studying at our Pimlico and Amberley Centres can access all the support available at WAES. Ask a member of staff at reception or in the Learner Hub for details.

### Childcare

WAES offers childcare facilities at our Amberley Road and Pimlico Centres.

Our facilities are registered with Ofsted and the cost is £7.00 per hour per child (concessions are available for learners on low incomes). A registration fee of £25.00 is payable for each term per child.

Childcare facilities are available on weekdays, 8:30am - 5pm, and are suitable for infants and children from 0 to 8 years of age.

Please call 020 7641 8164, email [childcare@waes.ac.uk](mailto:childcare@waes.ac.uk) or make an enquiry online at [www.waes.ac.uk/creche](http://www.waes.ac.uk/creche)

### Learning Support

Learning Support provides direct support for individual learners, over and above that which is normally provided in a standard learning programme. The need for additional support may arise from a disability, including physical, sensory, learning difficulties, mental health difficulties, autism, medical conditions and emotional and behavioural difficulties.

Support is delivered through drop-in sessions, 1:1 sessions, in-class support and through specialist equipment.

The Learning Support Team has a range of specialist skills including expertise in supporting learners with English, maths and study skills, experience of teaching those with gaps in learning and in building learners' confidence. The team also has experience in dyslexia support and screening.

For more information please contact the team by calling **020 7641 8133**, or by e-mailing [LS@waes.ac.uk](mailto:LS@waes.ac.uk)



### Careers and Employability

Staff in the Employability Hub can assist with learners looking to choose a career or seeking work. **The National Careers Service** is part of our support for learners. Our dedicated Careers Adviser can offer learners impartial guidance on improving their job and progression opportunities.

The service offers advice for writing the perfect CV as well as promoting current job vacancies. For more information or to book an appointment with the careers advisor please ask a member of staff within the Learner Hub or book at [www.waes.ac.uk/careers-support](http://www.waes.ac.uk/careers-support)

### Learning Centres

Our Learning Centres at Lisson Grove, Pimlico and Amberley Road Centres offer learning resources, library and IT facilities designed to support learners with their studies. Learners can benefit from study space and computers with internet access, email and Microsoft Office Suite.

Our Learning centres are equipped with Apple Macs, video and music editing software as well as printing and photocopying. Speak to a member of staff or go online to find out more information and opening times: [www.waes.ac.uk/support](http://www.waes.ac.uk/support)

### Work experience

Work Week is an opportunity for learners to develop employability skills. WAES hosts an employer's fair and themed classroom activities. Chat with employers, listen to employer talks and attend employment seminars. Check at the Employability Hub for upcoming events and activities.

### Volunteering

Volunteering is a great way to develop your skills, get back into work or just give some of your time to your local community. At WAES we provide volunteering opportunities for our learners and local residents. All our volunteering opportunities are publicised on the [do-it.org](http://do-it.org) website.



## Westminster's adult college



Courses in over 18 key categories, offered across 3 primary centres right in the heart of Westminster



## Accounting and Business

Our accounting, office and business administration courses are designed to **equip** you with the **skills** and **knowledge** needed to **get ahead** in an increasingly competitive and unpredictable economic market.

Business studies is highly valued, universally relevant and a vital area of study in the modern financial environment. Those with specific knowledge of business methods, who can bring that knowledge to bear in a range of challenging positions are in growing demand. Our courses include work placement opportunities.

With our flexible accounting courses, ideal for people wanting to work part-time or to combine work and home commitments, we aim to provide a strong grounding in the preparation of accounts, enabling learners to proceed to professional qualifications as accounting technicians or fully qualified accountants. Progression opportunities for our accounting and business courses include apprenticeships.



## Accounting and Business

### Enrolment information

Courses start in September/October, January and April. Level 3 courses begin in September/October only. Loans are available for level 3 courses - eligibility criteria apply. Find out more on page 6.

Check the website for course dates, times and study locations.

Many qualification courses require guidance and/or interview prior to enrolment. Enquire now by calling 020 7297 7297 or make an appointment online at [www.waes.ac.uk/study](http://www.waes.ac.uk/study)

### Courses

Level 1 Award AAT Accounting  
Level 2 Certificate AAT Accounting  
Level 3 Diploma AAT Accounting

Level 1 Certificate Office Administration  
Level 1 Certificate Office Administration with Entry Level 3 ICT  
Level 2 Certificate Business Administration for Professionals



## Apprenticeships

An apprenticeship enables you to work and learn, gaining a recognised qualification designed to increase your employability, skills and knowledge. Work for an employer, gain a salary and become qualified through on the job training.

WAES offers various apprenticeship routes to develop your current and future job prospects. You will work towards a vocational qualification alongside gaining the appropriate functional skills in maths and English.

You will be paid at an apprenticeship wage and receive similar benefits to your fellow workers including, for example, paid holidays.

We cover various apprenticeship roles and offer three levels: intermediate, advanced and higher.

An apprenticeship usually lasts between 12 months and up to 4 years depending on the level.

Our apprenticeship programme gives existing employees and new apprentices the opportunity to extend their knowledge and develop technical and vocational skills in the workplace.

If you're not ready for an apprenticeship then a traineeship is the perfect way to secure real work experience in the sector of your choice together with a training plan that meets your needs.



## Apprenticeships



### Find out more

Find out more about apprenticeships and traineeships at [www.waes.ac.uk/apprenticeships](http://www.waes.ac.uk/apprenticeships) by calling 020 7641 8186 or email [workandlearn@waes.ac.uk](mailto:workandlearn@waes.ac.uk)

Earning a working salary

Gain a recognised qualification

Receive training

Learn job-specific skills

Get the benefits of a paid worker



## Ceramics

### Short courses

WAES offers a number of ceramics short courses through the year, including daytime, evening and weekend workshops.

For more information and to book onto the latest short courses please visit [www.waes.ac.uk/ceramics](http://www.waes.ac.uk/ceramics)

## Ceramics

Learn the skills to produce everything from **exquisite** bowls to beautifully glazed pots. **Work with your hands** and use professional resources in a spacious and **inspiring setting** at the heart of London.

With a workshop that features state-of-the art kilns, 16 pottery wheels, expert support from tutors and an array of techniques to master, we're proud to have the resources and professional guidance to give our students a hand into the world of ceramics.

Ranging over daytime, evenings and weekends, from beginner to advanced, our popular classes suit learners of all abilities. We offer qualifications from Level 1 up to Level 3, ideal for stepping into higher education. Many of our learners progress to self-employment.

### Enrolment information

Qualification courses start in September/October, January and April. Level 3 courses begin in September/October only. Loans are available for level 3 courses - eligibility criteria apply. Find out more on page 6. Check the website for course dates, times and study locations. Many qualification courses require guidance and/or interview prior to enrolment.

Enquire now by calling 020 7297 7297, visit us or make an appointment online at [www.waes.ac.uk/study](http://www.waes.ac.uk/study)

### Qualification courses

- Level 1 Award Introduction to Ceramics
- Level 1 Award in Wheel Throwing
- Level 2 Certificate in Ceramics
- Level 3 Certificate in Ceramics



## Childcare, Education and Health & Social Care

Level 1 Certificate CACHE Caring for Children

Level 2 Certificate CACHE Introducing Caring for Children and Young People

Level 2 Certificate CACHE Introduction to Early Years Education and Care

Level 2 Certificate CACHE Supporting Teaching and Learning in Schools

Level 3 Diploma CACHE Specialist Support for Teaching and Learning in Schools

Level 3 Diploma NCFE Children's Workforce (Early Years Educator)

Level 1 Certificate Introduction to Health and Social Care

Level 2 Certificate Health and Social Care

## Childcare, Education and Health & Social Care

If you think that you have what it takes to **make a difference** to people's lives then we can help you open a door into this growing sector. Whether your **focus** is on childcare, teaching assistance or health and social care, our training programmes are specifically designed to **help you succeed** in your career from entry level to **Level 3**.

### Childcare and Education

At WAES we have grown our childcare and education courses to reflect the growth of the sector; a burgeoning area with a valuable career path. Through CACHE qualified courses covering Level 1 to Level 3, we are pleased to offer classes for all levels of experience, providing a great pathway for a future in childcare and education.

Our professional tutors will guide you through the necessary skills and give you the confidence to nurture the growth and development of young people. Career options include nursery worker and teaching assistant. Courses require placement work in a suitable setting. Progression routes include apprenticeships.

### Health and Social Care

With a number of focus areas, our health and social care courses at WAES can provide you with a range of choices depending on your professional interests. Understand the principles of communication, personal development and duties of care in social care settings. Working in the profession can be a hugely rewarding career path. Our courses focus on a general Level 1 and Level 2 programme that will enable you to progress into employment. Roles in the industry include healthcare assistant and care worker.

### Enrolment information

Courses start in September/October and in January. Level 3 courses begin in September/October only. Loans are available for level 3 courses - eligibility criteria apply. Find out more on page 6. Check the website for course dates, times and study locations. Many qualification courses require guidance and/or interview prior to enrolment.

Enquire now by calling 020 7297 7297, visit us or make an appointment online at [www.waes.ac.uk/study](http://www.waes.ac.uk/study)



### English courses

A full range of courses in Westminster to help you improve your English skills at all levels. Learn valuable reading, writing, speaking and listening skills that can be used in the workplace or in everyday life.

### Maths courses

A full range of courses in Westminster to help you improve your maths skills at all levels. Learn valuable maths skills that can be used in the workplace or in everyday life.

### ICT courses

Whether you are a complete beginner or a more experienced user, our computing courses offer you the opportunity to improve your job prospects, update your existing experience and learn new skills.

## English, maths and ICT

**Do your English, maths or ICT skills stop you getting where you need to be? Do you want a better job or wish you could help your children with their homework?**

We offer an ideal way to come back to learning and to build on confidence if you were unable to complete your education, for whatever reason, even if it has been many years since you last studied.

Our courses are perfect if you want to improve your reading, writing, speaking and listening, numeracy or computing skills. Courses run through the year at our main WAES centres in Westminster at a variety of times in the week to suit our learners.

Our functional skills courses can also help you with other courses that you can study at WAES such as childcare, health & social care and graphic design courses.

Plus, in 2016/17 we're introducing online English and maths courses. Find out more at [www.waes.ac.uk/courses](http://www.waes.ac.uk/courses)

### Enrolment information

Courses start in September, January, February and April and last for a term or a semester.

Speak to an adviser or check the website for course dates, times and study locations. Courses require completion of an assessment prior to enrolment to ensure the correct level of study.

Enquire now by calling 020 7297 7297, visit us or make an assessment appointment online at [www.waes.ac.uk/study](http://www.waes.ac.uk/study)

### Courses

Entry Level 2 English Functional Skills  
Entry Level 3 English Functional Skills  
Level 1 English Functional Skills  
Level 2 English Functional Skills

Entry Level 2 Maths Functional Skills  
Entry Level 3 Maths Functional Skills  
Level 1 Maths Functional Skills  
Level 2 Maths Functional Skills

Entry Level 3 ICT Functional Skills  
Level 1 ICT Functional Skills



## English and maths GCSE

**GCSE** courses at **WAES** are designed for those who need an **English** or **Maths GCSE**, often for university or work.

A GCSE in maths or English proves to an employer that you have the communication or calculation skills. GCSE qualifications are required for many courses offered at higher education level.

These qualification courses can follow on from functional skills or English ESOL study, which can be found elsewhere in this guide, and prepare you to take the nationally-recognised GCSE qualification in summer 2017.



## English and maths GCSE

### Enrolment information

Courses start in September and typically finish in June in time for the examination. Speak to an adviser or check the website for course dates, times and study locations.

Courses require completion of an assessment prior to enrolment to ensure the correct level of study.

Enquire now by calling 020 7297 7297, visit us or make an assessment appointment online at [www.waes.ac.uk/study](http://www.waes.ac.uk/study)

### Courses

English GCSE

Maths GCSE



## English for Speakers of Other Languages (ESOL)

It can be difficult if you are living in England and trying to settle here if **English** is not your **first language**. If you need to be able to speak and understand English to help you cope in everyday life, for example to help your children, communicate with others or to **get a job** then **ESOL** courses are designed for you.

ESOL (English for Speakers of Other Languages) classes take place all year round across our venues in Westminster.

Courses are held during the daytime, in the evening and at weekends - whenever suits you. Course details can be found below. Our ESOL classes are designed for those whose first language is something other than English. WAES offers different levels of courses from beginner

to advanced to suit learners of all abilities. All our courses look at topics related to living and working in Britain.

During the course you will practice all your English language skills and develop your grammar and vocabulary. Most students will take an exam in reading, writing or speaking and listening.

### Enrolment information

Courses start in September and February and typically last for five months. Short courses start every half term so you never have to wait long to start studying. Speak to an adviser or check the website for course dates, times and study locations.

If you are not eligible for government funding you can still join a class and our rates are competitive. Find out more when you enrol.

Enquire now by calling 020 7297 7297, visit us or make an assessment appointment online at [www.waes.ac.uk/study](http://www.waes.ac.uk/study)

### Courses

- Entry Level 1 ESOL Beginners
- Entry Level 2 ESOL Pre-intermediate
- Entry Level 3 ESOL Intermediate
- Level 1 ESOL Upper Intermediate
- Level 2 ESOL Advanced



## English for International students

**Cambridge English exams** are accepted by over **20,000** universities, employers and governments around the world. These exams can open doors to **higher education**, improve **employment** opportunities, and because they are globally recognised, can increase your choices for study or work. Our courses aim to prepare you for the internationally accepted Cambridge English and **IELTS exams**. Our tutors can provide the training you need to feel fully prepared, and will recommend when and where to register for the exam.

We offer a level of flexibility in our Cambridge preparation and IELTS courses, where learners are able to choose when they begin studying and when they stop. We recommend 12 weeks of study but shorter or longer courses can be arranged to suit the needs of individual learners. Four weeks of consecutive study is the minimum length of course we provide.

### Courses

Cambridge English: First (FCE)  
Cambridge English: Advanced (CAE)  
Cambridge English: Proficiency (CPE)  
Preparation for IELTS  
Pronunciation and Conversation Skills

### Cambridge English: First (FCE)

Preparation for Cambridge English: First Certificate course prepares you for the Cambridge English: First (FCE) exam and covers the complete range of real-life language skills needed at upper intermediate level. The course is at upper-intermediate (B2 CEFR).

### Cambridge English: Advanced (CAE)

Preparation for Cambridge English: Advanced course prepares you for the Cambridge English: Advanced (CAE) exam and is pitched at advanced level (C1 CEFR). It covers the complete range of language skills, as well as all the aspects of the exam. You will need to be at least at advanced level to study this course.

### Cambridge English: Proficiency (CPE)

Preparation for Cambridge English: Proficiency course prepares you for the Cambridge English: Proficiency (CPE) exam. The course is pitched at proficiency level (C2 CEFR) and covers the complete range of extremely high level language skills, as well as all the aspects of the exam.

### IELTS

Our exam preparation course will prepare you for the IELTS (International English Language Testing System) exam, ideal if you need to study or work in the UK or where English is the main form of communication. IELTS is recognised by universities and colleges, employers and professional bodies. You will cover the complete range of high language skills, combined with extensive exam training, designed to prepare you for the highest level you can achieve. We aim for 7 or higher on a 9-band scale. This course is pitched at upper intermediate-proficiency level (B1–C2 CEFR)

### Pronunciation and Conversation skills

In addition to our exam preparation courses, WAES offers a course for non-native speakers of English who want to develop their language skills in order to become more confident users of spoken English in both formal and informal situations. Improve the sounds of English through useful, practical and interesting everyday topics. You will improve your speaking skills and the pronunciation you need to become more confident and fluent in conversational English. Alongside learning basic pronunciation rules and practising these in class, you will improve your confidence in general conversation topics in everyday life, study and work.

### Enrolment information

Most courses begin in September, can be joined at any time through the year and can be booked online.

Minimum entry requirements apply. Check the website for course dates, times and study locations.  
[www.waes.ac.uk/international-english](http://www.waes.ac.uk/international-english)



## Fashion

### Short courses

WAES offers a number of fashion short courses through the year. Courses include clothes-making, pattern cutting and bag-design.

For more information and to book onto the latest short courses please visit [www.waes.ac.uk/fashion](http://www.waes.ac.uk/fashion)

## Fashion

Learn the **professional and practical skills** you'll need to make a **mark on the fashion world** with a variety of courses to suit all. **Develop new skills** on our short courses.

Our courses cover everything from a Level 1 Award to a Level 3 Certificate giving you the chance to develop your fashion expertise and career prospects.

If you're looking to break into the industry, or just want to refine your skills, our expert tutors will provide a great stepping stone for your future.

WAES offers bespoke workshop facilities with highly-qualified tutors, well respected for their technical skills and creativity. Whatever your level, we'll provide you with an opportunity to develop your flair for fashion and your skills for industry.

### Enrolment information

Qualification courses start in September/October, January and April. Level 3 courses begin in September/October only. Loans are available for level 3 courses - eligibility criteria apply. Find out more on page 6. Check the website for course dates, times and study locations. Many qualification courses require guidance and/or interview prior to enrolment.

Enquire now by calling 020 7297 7297, visit us or make an appointment online at [www.waes.ac.uk/study](http://www.waes.ac.uk/study)

### Qualification courses

- Level 1 Award in Making it in Fashion
- Level 2 Certificate in Skills for the Fashion Industries
- Level 3 Certificate in Employment in the Fashion Industries



## Fine Art



## Short courses

WAES offers a number of painting and drawing short courses through the year. Courses include oil painting, printmaking and life drawing.

For more information and to book onto the latest short courses please visit [www.waes.ac.uk/art](http://www.waes.ac.uk/art)

## Fine Art

Our fine art courses let you engage with a **wide variety of mediums and techniques**. Whether you enjoy working with watercolour or with printing presses, we'll help you to **explore and develop your creativity**.

With courses from printmaking to life-drawing, using facilities which include everything from printing presses to adjustable easels, we are proud to offer such a large range of subjects and depth of study, all led by our experienced, professional tutors.

enable learners to develop a personalised route through courses that are designed for both skill development and enjoyment.

Our courses are a good foundation for people considering a career in the creative industries.

WAES accredited courses from Level 1 to Level 3 offer a progression of qualifications enabling you to develop your art practice to an advanced level. The programme is structured to

## Enrolment information

Qualification courses start in September/October and in January. Level 3 courses begin in September/October only. Loans are available for level 3 courses - eligibility criteria apply. Find out more on page 6. Check the website for course dates, times and study locations. Many qualification courses require guidance and/or interview prior to enrolment.

Enquire now by calling 020 7297 7297, visit us or make an appointment online at [www.waes.ac.uk/study](http://www.waes.ac.uk/study)

## Qualification courses

- Level 1 Award in Painting and Drawing
- Level 2 Certificate in Painting and Drawing
- Level 3 Certificate in Painting and Drawing



## Floristry

### Short courses

WAES offers a number of floral design short courses through the year. Courses include balloon workshops, beginner workshops, wedding flowers and special occasion flowers.

For more information and to book onto the latest short courses please visit [www.waes.ac.uk/floristry](http://www.waes.ac.uk/floristry)

## Floristry

The floristry industry plays a **major part** in the **UK economy**. It's a flourishing area and our floristry courses are structured to provide learners with **clear routes into the industry**, through our Level 1 courses that follow on to Level 2 qualifications.

From contemporary floral arrangements to hand-tied bouquets, we'll guide you through practical and theoretical techniques.

Our accredited courses at beginner and intermediate level offer an accessible way into the floristry industry, ideal for learners looking into career development and self-employment.

Our tutors are professional practising florists - well qualified to teach the basic enterprising skills such as costing and quality checking that form part of the courses.

WAES alumni in recent years have secured employment with major florists in London.

### Enrolment information

Qualification courses start in September in January. Check the website for course dates, times and study locations.

Many qualification courses require guidance and/or interview prior to enrolment.

Enquire now by calling 020 7297 7297, visit us or make an appointment online at [www.waes.ac.uk/study](http://www.waes.ac.uk/study)

### Qualification courses

Level 1 Award in Floral Design  
Level 2 Certificate in Floral Design



## Graphic Design and Media

Both **creative** and **technical**, our courses will enable you to build an **excellent skill-set in graphic design and media**, areas that have become increasingly relevant to today's digital world.

Our Mac suites are fully equipped with the most up-to-date industry software. We offer not only a fantastic range of courses and expert guidance from tutors, but also outstanding facilities for our learners to work in.

Whether you're a complete beginner taking your first steps into graphic design or a designer looking to update your skills, with courses

progressing to a Level 3 qualification we can help you to develop your knowledge of design using industry-standard Adobe software.

Recent successful learners have established their own businesses or have entered employment with London media agencies.



## Graphic Design and Media

### Short courses

WAES offers a range of graphic design short courses through the year including popular design software packages such as Photoshop, InDesign and Illustrator.

For more information and to book onto the latest short courses please visit [www.waes.ac.uk/graphics](http://www.waes.ac.uk/graphics)

### Enrolment information

Courses start in September/October, in January and in April. Level 3 courses begin in September/October only. Loans are available for level 3 courses - eligibility criteria apply. Find out more on page 6. Check the website for course dates, times and study locations.

Many qualification courses require guidance and/or interview prior to enrolment.

Enquire now by calling 020 7297 7297, visit us or make an appointment online at [www.waes.ac.uk/study](http://www.waes.ac.uk/study)

### Qualification courses

- Level 1 Certificate in Web Design
- Level 1 Award in Graphic Design
- Level 2 Certificate in Interactive Media
- Level 2 Diploma in Graphic Design
- Level 3 Diploma in Graphic Design



## Hairdressing

### Short courses

WAES offers a range of hairdressing short courses through the year. Courses include wig-making and vintage glamour hair.

For more information and to book onto the latest short courses please visit [www.waes.ac.uk/hair](http://www.waes.ac.uk/hair)

## Hairdressing

We have an enormously **successful** and popular hair salon, catering for **beginners** as well as those with **experience**, designed to provide the **skills**, knowledge and confidence it takes to succeed as a professional in the industry.

We offer qualification courses from Level 1 to level 3, and with our introductory classes and short courses there are many opportunities to improve your practical skills and learn the principles of the hairdressing and hair styling industry. Come along, try our facilities and meet our expert team.

With WAES courses you can gain a well-rounded education in both the practical skills and principles of the hairdressing and hair styling industry, not to mention a highly employable qualification in a thriving field!

Recent WAES students progressed to apprenticeships at Trevor Sorbie and Harrods Hair and Make-up Salons.

### Enrolment information

Qualification courses start in September/October and in January. Level 3 courses begin in September/October only. Loans are available for level 3 courses -eligibility criteria apply. Find out more on page 6. Check the website for course dates, times and study locations.

Many qualification courses require guidance and/or interview prior to enrolment.

Enquire now by calling 020 7297 7297, visit us or make an appointment online at [www.waes.ac.uk/study](http://www.waes.ac.uk/study)

### Qualification courses

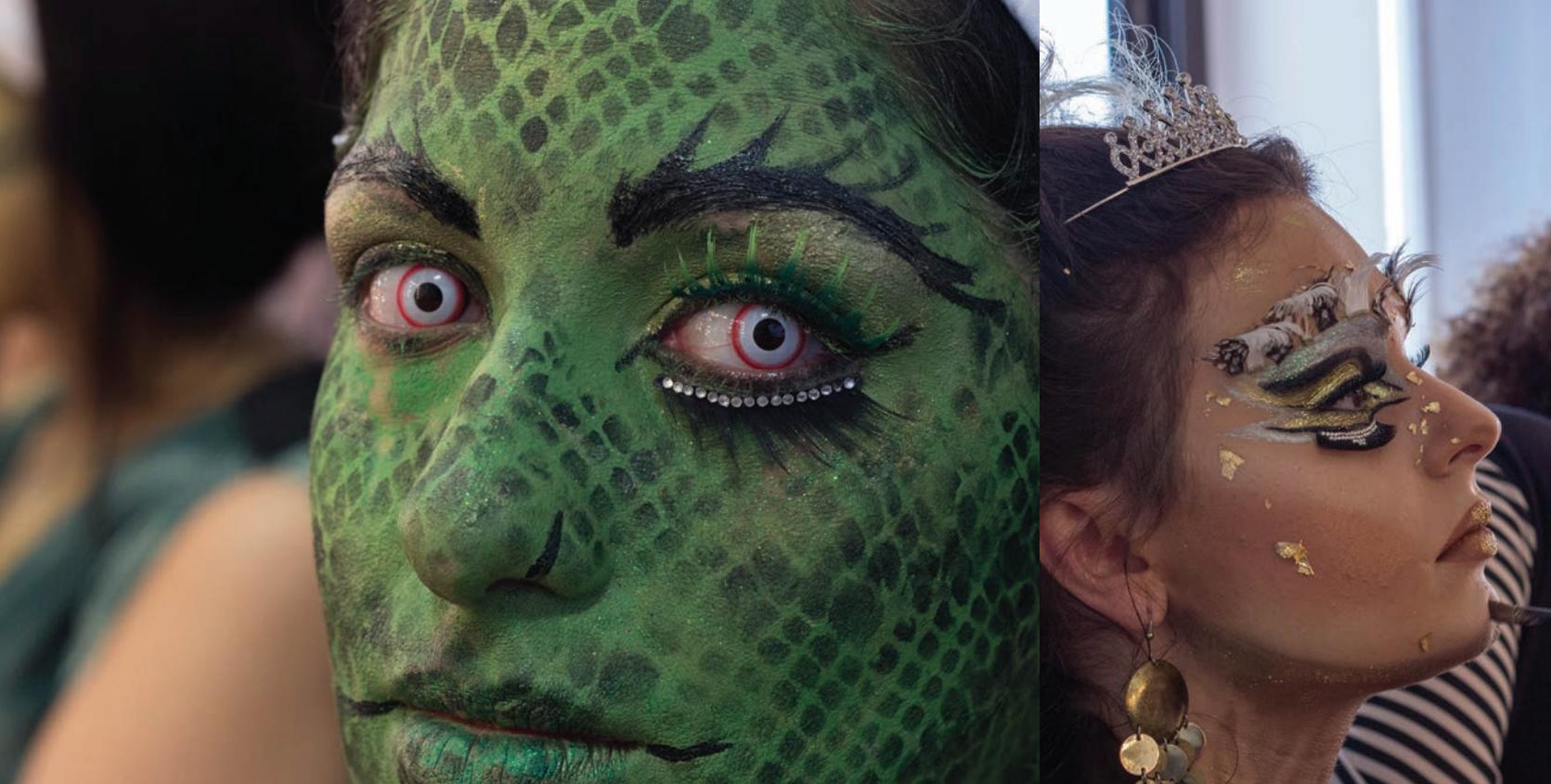
Level 1 Award Introduction to Hair and Beauty

Level 2 Certificate in Barbering

Level 2 Certificate in Women's Hair

Level 2 Diploma in Women's Hair

Level 3 Diploma in Women's Hair



Make-up

Short courses

WAES offers make-up short courses through the year, from one-day to 5-week sessions. Courses include body art, retro make-up and special effects make-up. For more information and to book onto the latest short courses please visit [www.waes.ac.uk/makeup](http://www.waes.ac.uk/makeup)

## Make-up

Our make-up courses are designed to provide you with the **skills, knowledge and confidence** to succeed as a **professional make-up artist**. Tutors are experienced make-up artists who work in the industry and have the latest knowledge of products and techniques.

Our fully kitted make-up studios set the perfect scene for those looking to get started in industry or looking to develop existing techniques.

We offer qualification courses from Level 1 upwards, and with our introductory classes and short courses there are many opportunities to come along, try our facilities and meet our expert team.

The flagship Level 3 course is designed to give you the skills to fully equip you for the world of production make-up, with units covering period make-up, theatre make-up, special effects, fashion make-up and hair for performers.

### Enrolment information

Qualification courses start in September/October and in January. Level 3 courses begin in September/October only. Loans are available for level 3 courses - eligibility criteria apply. Find out more on page 6. Check the website for course dates, times and study locations. Many qualification courses require guidance and/or interview prior to enrolment.

Enquire now by calling 020 7297 7297, visit us or make an appointment online at [www.waes.ac.uk/study](http://www.waes.ac.uk/study)

### Qualification courses

Level 1 Award Introduction to Hair and Beauty

Level 2 Certificate in Make-up

Level 3 Subsidiary Diploma in Production Arts Make-up



## Glass-making

Learn the **art of glass-making** and discover how to manipulate this versatile material with our **inspiring hands-on** courses.

WAES offers a number of glass-making short courses throughout the year in professional standard studios. Our glass design room and mould-making area are equipped for everything from grinding, smoothing and cutting glass to large mould forming.

Create glass sculptures and decorative objects with our range of beginner, intermediate and advanced short courses.

### Short courses

Check the website for course dates, times and study locations.

For more information and to book onto the latest short courses please visit [www.waes.ac.uk/glass](http://www.waes.ac.uk/glass)



## Photography

Whether you're completely new to shutters and flashes or looking to build on your **portfolio**, learning with WAES is the **perfect way** to get behind the camera.

From dark room processes to video journalism, working with cameras is much more than being able to point and shoot. Learning from experienced professionals, we'll give you the knowledge and practical skills that it takes to compose the photographs you've always wanted to create.

WAES offers a number of photography and film short courses throughout the year. Courses include film photography, digital photography and digital film production.

### Short courses

Check the website for course dates, times and study locations.

For more information and to book onto the latest short courses please visit [www.waes.ac.uk/photography](http://www.waes.ac.uk/photography)



## Cookery

There's always more to learn in the kitchen, and with courses that cater to all levels of experience there's never been a better time to re-discover the pleasures of cooking. From one-day patisserie sessions to week-long intensive cookery programmes, we'll help you to create exceptional dishes to surprise friends and family.

Our highly experienced tutors and professional chefs will share their passion, knowledge and skills in our welcoming multi-kitchen facilities.

We're proud to offer courses that will whet the appetites of everyone from complete novices to aspiring professional chefs. across wide-ranging cuisines, using an assortment of culinary skills.

So whether you want to dip into the art of artisan bread making, learn the techniques of

cake baking or simply gain confidence in the kitchen, we have the classes to help.

### Short courses

**WAES offers cookery short courses throughout the year.**

**For more information and to book onto the latest short courses please visit [www.waes.ac.uk/cookery](http://www.waes.ac.uk/cookery)**



## Distance learning

Distance Learning with WAES is a flexible and easy way to achieve your goals; whether you want to progress in your profession, achieve an essential qualification, change your career, or learn something new. Learning with WAES is geared around you and your life so you can choose how, when and where to study, while we make sure you get all the support and guidance you need to succeed. Programmes are delivered online with tutor support.

### Enrolment information

For more information and to register your interest please visit [www.waes.ac.uk/distance](http://www.waes.ac.uk/distance)

### Qualification courses

- Autism Awareness
- Awareness of Mental Health Problems
- Care Planning
- Dignity and Safeguarding in Adult Health and Social Care
- Equality and Diversity
- Principles of Business Administration
- Principles of Dementia Care
- Principles of End of Life Care
- Principles of Prevention and Control of Infection
- Understanding the Care and Management of Diabetes
- Understanding Nutrition and Health
- Understanding the Safe Handling of Medication in Health and Social Care

Achieve a nationally recognised Level 2 qualification

Further your personal and professional development.

No need to formally attend a college – learn in your own time, at a pace that suits you



## Contact us and WAES Centres

**Contact WAES** by telephone, online or by visiting a WAES centre.  
 Telephone: 020 7297 7297  
 Email: [info@waes.ac.uk](mailto:info@waes.ac.uk)  
 Website: [www.waes.ac.uk](http://www.waes.ac.uk)

### Open days at WAES

Visit WAES Lisson Grove Centre this year and get a taste of the adult courses on offer across Westminster. WAES is Westminster's adult college, offering hundreds of courses with daytime, evening and weekend study options available. Visit [www.waes.ac.uk/opendays](http://www.waes.ac.uk/opendays) to find out more



## Lisson Grove Centre

**Lisson Grove Centre address:**  
 219 Lisson Grove  
 London  
 NW8 8LW

### Travelling to Lisson Grove Centre by public transport

Tube: Marylebone or Edgware Road  
 Bus: 6, 16, 98, 139, 189, 332, 414, DF2

For opening times and information about the facilities at our centres please visit [www.waes.ac.uk/contact](http://www.waes.ac.uk/contact)



## Pimlico Centre

### Pimlico Centre address:

Lupus Street  
London  
SW1V 3AT

### Travelling to Pimlico Centre by public transport

Tube: Pimlico  
Bus: 2, 36, 24, 185, 360, C10

For opening times and information about the facilities at our centres please visit [www.waes.ac.uk/contact](http://www.waes.ac.uk/contact)



## Amberley Road Centre

### Amberley Road Centre address:

Amberley Road  
London  
W9 2JJ

### Travelling to Amberley Road Centre by public transport

Tube: Warwick Avenue or Royal Oak  
Bus: 6, 18, 31, 36, 46, 187, 414

For opening times and information about the facilities at our centres please visit [www.waes.ac.uk/contact](http://www.waes.ac.uk/contact)

# How to enrol - A step by step guide

**Step 1.** Select a subject or course.

**Step 2.** Check if you need advice, an assessment or an interview prior to enrolment.

**Step 3.** Check course dates and availability online or by phone.

**Step 4.** Check required documentation.

You may need to show:

- Proof of eligibility
- Passports
- Visas
- Leave to Remain documents
- European ID cards
- UK Birth Certificate
- Proof of any Active Benefits

**Step 5.** Choose your enrolment method: Enrol online, by telephone, or visit us in person.

**Step 6.** Complete the payment process and begin your learning.

Call us on **020 7297 7297**, go online at [www.waes.ac.uk/study](http://www.waes.ac.uk/study) or visit us at our **Lisson Grove Centre**



# WESTMINSTER ADULT EDUCATION SERVICE



City of Westminster

[www.waes.ac.uk](http://www.waes.ac.uk) 020 72977297