



COURSE GUIDE

2017 - 2018



www.waes.ac.uk

020 7297 7297

WESTMINSTER ADULT EDUCATION SERVICE



The WAES Vision

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





If you are thinking about signing up for a course in the heart of Westminster, a warm welcome awaits you at Westminster Adult Education Service (WAES). WAES provides a friendly, safe and nurturing learning environment for adults and young people, enabling you to focus on fulfilling your goals, ambitions and true potential.

At WAES, our staff will be your biggest supporters, enthusing, motivating and encouraging you throughout your learning journey. Our courses are taught by well-qualified and experienced staff with a reputation for delivering high quality and inspiring learning experiences. So whether you want to learn a new skill, improve your job prospects, be your own boss or simply learn for pleasure, we have an exciting range of courses to meet your needs.

Working with Westminster City Council and local employers, we run programmes to help you to get into work. With our apprenticeship, traineeship and work-experience opportunities, you won't just get a qualification, you'll be training for a career.

Our three main centres at Amberley Road, Lisson Grove and Pimlico are modern, equipped with state of the art facilities and close to main transport links. We also work in partnership with community organisations and offer classes at local venues, making it even easier for you to start your learning journey with us.

This course guide is designed to help you to decide what you want to do and to ensure that you know what WAES can do to support you. We look forward to welcoming you, making sure that we do everything we can to help you succeed and achieve your goals with us.

Arinola Edeh - Principal and Head of Service
Carolyn Keen - Chair of the Board of Governors

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Support for your Learning

Learners at WAES are part of a friendly and vibrant community. Learners receive outstanding teaching and support for their study alongside enjoying the wider benefits of learning 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 will offer impartial advice to ensure learners enrol on the correct courses and apply 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 £8.00 per hour per child (concessions are available for learners on low incomes). A registration fee of £30.00 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.

Up to 15 hours of free childcare is available to those eligible. Enquire to find out more. Please call 020 7641 8164, email childcare@waes.ac.uk or make an enquiry online at www.waes.ac.uk/creche

Learning Support

Learning Support provides direct support for individual learners. 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 and self-esteem. The team also has experience in dyslexia support and conducting dyslexia assessments.

For more information please contact the team by calling 020 7641 8133 or by e-mailing LS@waes.ac.uk

Careers and Employability

Staff in the Employability Hub at Lisson Grove can assist learners in choosing a career or seeking work. Our dedicated careers adviser from the National Careers Service 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

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. For more information and to find out about opening times speak to a member of staff or visit www.waes.ac.uk/support

Work experience

WAES hosts an annual employer's fair during Work Week. Chat with employers, listen to employer talks and attend seminars to help develop your employability skills. During your study WAES offers employment-themed activities and opportunities for work experience. Speak to your tutor and 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. Our volunteering opportunities are publicised on the do-it.org website and on www.waes.ac.uk/vacancies

Fees, Funding and Financial Support

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, and those planning to study a course at Level 2 or below may not need to pay any fees. 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 more information speak to a member of staff, visit www.waes.ac.uk/support or pick up a copy of the WAES mini guide to fees, funding and financial support.

Advanced Learning Loans

Learners aged 19 or above interested in studying a full 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

Instalments

Courses with tuition fee greater than £250 may be paid by instalments. The first payment represents 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

There is a cooling off period of 14 calendar days for refunds. 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.

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.

Resident Discounts

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

Time credits

Time Credits are a community currency that bring people, organisations, and businesses together through the sharing of time. A Time Credit is earned for every hour that a volunteer gives to their community, which they can spend on an hour of activity.

WAES offers opportunities for volunteers to spend their Time Credits. A limited number of places on a selection of WAES short courses, including creative arts courses, are available in exchange for Time Credits. To find out more please visit www.waes.ac.uk/timecredits

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 fees, funding and support for your learning please speak to a member of staff, visit www.waes.ac.uk/services or pick up a WAES mini guide at a centre reception.



Choosing your Study Programme

When you are choosing a course it is important to find the right course at the right level for you, whether you are looking for a qualification or simply studying for leisure.

Get the skills to get the job

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 that WAES offers along with an indication of entry requirements. For more information call [020 7297 7297](tel:02072977297), email info@waes.ac.uk or visit a WAES centre today.

Entry level to Level 1 courses

- For those with few or no qualifications.
- 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 and Level 4 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.



Courses in 17 subject areas offered across 3 centres 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 job 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.

Our flexible accounting courses are ideal for those wanting to work part-time or looking 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, work and other study options.

Enrolment information

Qualification courses start in September, January and in April. Level 3 courses begin in September only. Loans are available for Level 3 courses - eligibility criteria apply. Find out more on pages 6-7.

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 view assessment days and times online at www.waes.ac.uk/study

Qualification Courses

- Level 1 Award in AAT Accounting**
- Level 1 Certificate in Office Administration**
- Level 2 Certificate in AAT Accounting**
- Level 2 Certificate in Business Administration for Professionals**
- Level 3 Diploma in AAT Accounting**
- Level 3 Diploma in Business**

Short Courses

- Sage Introduction**



Apprenticeships

Traineeships

An apprenticeship enables you to work and learn, building knowledge, skills and attributes along the way. Designed to increase your employability or gain a promotion, we will help you to achieve your apprenticeship with on and off-the-job training designed in conjunction with your employer.

WAES offers a variety of apprenticeship routes to develop your current and future career prospects. Work towards vocational programmes from basic to degree levels alongside gaining the appropriate skills in English, Maths and ICT. An apprenticeship usually last between 12 months and 4 years depending on the level.

Whether an existing employee or a new starter, you will enjoy the same benefits as your fellow employees including holiday pay.

If you are unemployed we will work with you to find a suitable programme and employer. If you are not ready for an apprenticeship we have other programmes which can help you including traineeships.

Find out more

Find out more about apprenticeships by visiting a WAES centre, calling 020 7641 8186 or by visiting www.waes.ac.uk/apprenticeships

A Traineeship combines work experience, vocational and pre-employment training to help you successfully find a job, an apprenticeship or further training. WAES offers a flexible programme to support you in developing the skills for your first steps into training and employment.

If you are aged 16 to 24, unemployed and not in college, don't have a full Level two and have little or no work experience but seeking a full-time job or apprenticeship, then a traineeship could be for you.

We'll help train you in the skills needed for sectors including hospitality, retail, sports, IT and business while offering all the coaching and support you need during and after the programme.

Plus, we'll give you appropriate work experience with a vetted employer either in London and Seville, Spain.

Contact us today for informal advice and guidance from our team of experts.

Find out more

Find out more about traineeships by visiting a WAES centre, calling 020 7641 7849 or by visiting www.waes.ac.uk/traineeships



Ceramics

Gain skills so that you can make everything from **exquisitely** crafted bowls to beautifully glazed pots. Work with your **hands** and benefit from professional resources in a spacious and **inspiring** setting in the heart of London.

Our ceramics workshop 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 and short courses. Many of our learners have progressed to self-employment.



Qualification courses

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

Short courses

- Monday Evening Ceramics**
- Tuesday Evening Ceramics**
- Wednesday Evening Ceramics**
- Saturday Ceramics Workshop**
- Summer Sunday for New Learners**
- Summer Sunday Masterclass**
- Intermediate/Advanced Ceramics**
- Wheel Throwing Intensive**

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 pages 6-7. 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 view assessment days and times online at www.waes.ac.uk/study



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 1 to Level 3**.

At WAES we have grown our childcare, health & social care and education courses to reflect an expansion of the sector; growing industries with valuable career paths. We are pleased to offer classes for all levels of experience, providing a great pathway for a future in childcare, health and social care and education.

Our professional tutors will guide you through the necessary skills and give you the confidence to nurture the growth and development of children and young people. Career options include early years practitioners, teaching assistant, healthcare and social care. Level 2 and Level 3 Courses require voluntary placement in a suitable setting which you will need to find and obtain a DBS (Disclosure and Barring Service) check.



Qualification courses

Level 1 Award in Introduction to Health, Social Care and Children's and Young People's Settings

Level 1 Certificate in Introduction to Health and Social Care and Children's and Young People's settings

Level 1 Certificate in Caring for Children

Level 2 Certificate in Children and Young People

Level 2 Certificate in Introducing Caring for Children and Young People

Level 2 Certificate in Introduction to Early Years Education and Care

Level 2 Certificate in Preparing to Work in Adult Social Care

Level 2 Certificate in Supporting Teaching and Learning in Schools

Level 2 Certificate in Understanding Autism

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

Level 3 Diploma in Health and Social Care (Adults) for England

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

Enrolment information

Courses start in September and January.
Level 3 courses begin in September 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. All qualification courses require guidance and/or interview prior to enrolment.

Enquire now by calling 020 7297 7297, visit us or view assessment days and times online at www.waes.ac.uk/study

Short courses

Mindfulness, an Introduction to Stress-Free Living

Mindfulness, Living a Stress-Free Life

For more information and to book onto the latest short courses please visit www.waes.ac.uk/health



English, maths and ICT

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

We offer an ideal way to come back to learning and to build on your skills and confidence whether you are a beginner or an improver, if you were unable to complete your education to the level you hoped, for whatever reason, even if it has been many years since you last studied we can help.

Our courses are perfect if you want to improve your general reading, writing, speaking and listening, numeracy or computing skills. Courses run throughout the year at our three Westminster

sites on a variety of days and times to suit your needs.

Our functional skills courses can help you with other courses that you can study at WAES such as childcare, health & social care and graphic design or act as a stepping stone on to the GCSE programme. Plus, we offer online learning options for Level 1 and Level 2 English and maths programmes

Find out more at www.waes.ac.uk/courses

English courses (for speakers of English)

A full range of courses in Westminster to help you improve your practical 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 practical 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 and maths GCSE

GCSE courses at WAES are aimed at those who need an **English or Maths qualification at GCSE level**, often required to support applications for university courses or employment.

A GCSE in maths or English proves to an employer that you have the communication or calculation skills needed to be more effective in your role.

GCSE qualifications are generally considered a pre-requisite for many courses offered at higher education (HE) levels.

These GCSE courses can follow on from the functional skills at level 2, which can be found earlier in this guide and prepare you to take the nationally-recognised GCSE qualification exam in summer 2018.

Enrolment information

Courses start in September and typically finish in June in time for the national examination.

Speak to an adviser or check our website for course dates, times and study locations. We will require you to complete an initial assessment and short interview prior to enrolment to ensure that this is the correct level of study for you.

Enquire now by calling 020 7297 7297, visit us or view assessment days and times online at www.waes.ac.uk/study

Qualification 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 **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 not 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 view assessment days and times online at 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.

Cambridge English: First Certificate (FCE)

Preparation for Cambridge First Certificate course prepares you for the Cambridge English First Certificate (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)

The Cambridge 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 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

This course is pitched at upper intermediate to proficiency level (B1–C2 CEFR). 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 to 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 at www.waes.ac.uk/international-english



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, January and April.

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 view assessment days and times online at 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 Making Fashion for the Fashion Industry



Fine Art

Our fine art courses will **develop your skills and creativity** in drawing, painting and printmaking media. We use a wide range of specialist materials equipment and process to expand your knowledge and skills, engage your imagination and develop your personal direction. Courses cater for a wide range of progression routes including fine art as a hobby, access to university study, career development and setting up as a **professional artist**.

Our Level 1 to Level 3 progression of qualifications enables the development of your art practice to an advanced level, offering a solid foundation in drawing and painting techniques and creative thinking. The programme is structured to be exciting and enjoyable. As you move through the levels you'll study drawing and painting at a greater depth and be more informed of the wider context of fine art including historical and contemporary artists,

museums and galleries, portfolio building and professional practice.

Short courses range from printmaking to life drawing, ideal for enthusiasts or practising artists. Using excellent facilities and professional tutors the course will support students in learning specialist skills and techniques and exploring individual ideas.



Qualification courses

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

Short courses

- The Basics of Drawing**
 - Life Drawing**
 - Oil Painting Exploring Mediums and Techniques**
 - Progress With Oil Painting**
 - Saturday Mixed Media Workshop**
 - The Westminster Drawing course**
 - The Westminster Printmaking course**
- For more information and to book onto the latest short courses please visit www.waes.ac.uk/art



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.

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, April and 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 view assessment days and times at www.waes.ac.uk/study

Qualification courses

Level 1 Award in Floral Design

Level 2 Certificate in Floristry

Level 3 Award in Floristry

Short courses

Bespoke Hand Tied Bouquets

Christmas Floral Table Designs Workshop

Exclusive Designs for Special Occasions

Flowers for Beginners

Making Floral Gifts

Wedding Arrangements: Vintage to Contemporary

For more information and to book onto the latest short courses please visit www.waes.ac.uk/floristry



Glass

Discover the **art of glass** as a contemporary craft. Learn how to manipulate this versatile material with our **inspiring hands-on courses**.

We are proud to provide state of the art equipment in our workshops, with WAES being the only glass-casting college in London with facilities equipped to university standard.

Our glass design room and mould-making area are equipped for everything from grinding, smoothing and cutting glass to large mould forming, and can cover instruction in methods including fusing, slumping and open casting.

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

The department has good links to the Royal College of Arts with recent students progressing to study higher level qualifications with the institution.



Enrolment information

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

Short courses

- An Introduction to Glass Casting
- An Introduction to Glass Fusing and Slumping
- An Introduction to Lost Wax Casting
- Exploring Glass Casting
- Exploring Glass Fusing and Slumping
- Exploring Lost Wax Casting
- Practicing Glass Casting
- Practicing Glass Fusing and Slumping
- Practicing Lost Wax Casting
- Professional Glass Makers: Glass Workshop
- Summer Sunday for New Learners
- Summer Sunday Glass Masterclass



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.

Successful learners have established their own businesses or gone on to study graphic design, games design and interactive media at top London Universities. Others have entered employment as artworkers and graphic designers at media agencies.

Enrolment information

Courses start in September, January and April. Level 3 courses begin in September 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 view assessment days and times online at www.waes.ac.uk/study

Short courses

- Intensive Introduction to Illustrator
- Intensive Introduction to InDesign
- Intensive Introduction to Photoshop
- Introduction to Adobe Creative Suite
- Introduction to Dreamweaver
- Introduction to Flash
- Introduction to Lightroom
- Introduction to Muse
- Social Media for Creative Practitioners
- Websites for Creative Practitioners

For more information and to book onto the latest short courses please visit
www.waes.ac.uk/graphics

Qualification courses

- Level 1 Award in Graphic Design
- Level 1 Award in Web Design
- Level 2 Diploma in Graphic Design
- Level 3 Diploma in Graphic Design



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 upwards, 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.



Qualification courses

- Introduction to Hair and Beauty with ESOL
- Level 1 Award in Introduction to Hair and Beauty
- Level 2 Certificate in Barbering
- Level 2 Certificate In Women's Hairdressing
- Level 2 Diploma Top Up in Women's Hairdressing
- Level 2 Diploma in Women's Hairdressing
- Level 3 Award in Bridal Hair Styling
- Level 3 Award in Creative Hair Extensions
- Level 3 Award in Wig Making
- Level 3 Diploma in Hairdressing
- Level 3 Diploma in Women's Hairdressing - Fast Track
- Level 4 Award in Colour Correction

Enrolment information

Qualification courses start in September and January. Level 3 courses begin in September 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 view or view assessment days and times online at www.waes.ac.uk/study

Short courses

Advanced Hair Cutting Skills

Hair Cutting Intensive

For more information and to book onto the latest short courses please visit www.waes.ac.uk/hair



Languages

From those first steps of learning new words to discussing the weather and restaurant menus, we're here to broaden your horizons with a range of courses. **Learning a language is a fantastic experience** and we'll help you to succeed.

We offer courses in seven languages that extend beyond Europe into the middle east and east Asia.

Our classes are taught by experienced native speakers who are keen to bring their culture into the classroom.

Courses are taught in three stages, enabling you to begin studying at a level that best suits your ability. From an introduction to the fundamental aspects of the vocabulary to a focus on subjects for holidays abroad, we'll help you to develop your communication skills in your chosen language.

Enrolment information

Courses begin termly, in September, January and April and can be booked online, by calling 020 7297 7297 or by visiting a centre.

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

www.waes.ac.uk/languages

Short courses

Arabic for beginners, stages 1 to 3

Chinese (Mandarin) for beginners, stages 1 to 3

French for beginners, stages 1 to 3

German for beginners, stages 1 to 3

Italian for beginners, stages 1 to 3

Portuguese for beginners, stages 1 to 3

Spanish for beginners, stages 1 to 3

For more information and to book onto the latest short courses please visit
www.waes.ac.uk/languages



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 studio sets the perfect scene for those looking to get started in industry or looking to develop existing skills.

We offer qualification courses from Level 1 upwards, and with our short courses and open days (see page 48) 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.

See page 36 for Hairdressing courses and other study programmes which may be of interest.

Enrolment information

Qualification courses start in September and January. Level 3 courses begin in September 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.

All qualification courses require guidance and/or interview prior to enrolment. Enquire now by calling 020 7297 7297, visit us or view assessment days and times online at www.waes.ac.uk/study

Qualification courses

- Introduction to Hair and Beauty with ESOL**
- Level 1 Award in Introduction to Hair and Beauty**
- Level 2 Award in Manicure**
- Level 2 Award in Pedicure**
- Level 2 Certificate in Make-up**
- Level 3 Award in Wig Making**
- Level 3 Subsidiary Diploma in Production Arts Make-up**

Short courses

- Body Art**
- Make-up Skills Intensive**
- Retro Make-up**
- Special Effects Make-up**
- For more information and to book onto the latest short courses please visit www.waes.ac.uk/makeup**



Teacher and Assessor training

Our Teaching, learning and assessment courses are designed for those looking to **pursue a career** in within the lifelong learning sector.

If you are looking to work within the workplace and apprenticeships, or within a further education or adult college, these courses will qualify you to begin working in this field. Our tutors have a wealth of experience to share with you and will ensure you learn the hands on skills and techniques to be a great assessor, internal verifier or teacher.

We offer qualifications from Level 3 to Level 4 in three areas. The assessor qualification is aimed specifically at assessing in the workplace. We then have two Level 4 qualifications, in becoming an Internal Verifier and in education and training (a teaching qualification). From any of these courses you can progress onto a higher level, or enter straight into employment.



Enrolment information

Courses start in September, January and April.

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

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

Enquire now by calling 020 7297 7297, visit us or view assessment days and times online at www.waes.ac.uk/study

Qualification courses

Level 3 Award in Assessing Competence in the Work Environment

Level 4 Award in IQA of Assessment Processes and Practice

Level 4 Certificate in Education and Training



Family Learning

WAES Family Learning workshops are hosted by schools, libraries and community centres across Westminster. Literacy, language and numeracy classes help adults develop their own abilities alongside their children.

Family Learning is for parents and grandparents, uncles, aunts, carers and children. Most Family Learning workshops and short courses happen in Westminster schools, nurseries, children's centres, community centres and libraries.

- Understand how children learn and are taught in schools.
- Gain ideas for supporting your children's learning at home.
- Improve your own numeracy, literacy and language skills.
- Learn something new with your children.

Some Family Learning courses are aimed at adults, giving ideas and resources to use at home with your children. Some are for adults and children working together. All these programmes are varied and may include water colour painting, paper engineering, crafting with recycling materials and many more. Family literacy, language and numeracy classes help adults develop their own abilities alongside their children. Family Learning offers fabulous and innovative ideas to help you and your children learn.

See www.waes.ac.uk/familylearning or visit your local library for more information



Everyone is welcome. Whatever your circumstances, we provide you with opportunities to learn and develop at your own pace, backed up by our support every step of the way.

Our community courses are carefully prepared to reflect the needs of individuals looking to learn something new, build an interest, fill skills gaps, or those considering voluntary work or moving into employment.

Some are simply for enjoyment whilst other courses may lead you towards a career and on to further study at our main centres.

There are many subjects to choose from including ceramics, cookery, art, IT, ESOL, music and fashion.

WAES Community Learning offers opportunities to study in small groups near you. Build your confidence, enjoy learning something new and develop your potential. The possibilities are endless.

Community Learning

Courses offered in partnership with a range of community groups, voluntary organisations, local schools, libraries, children's centres, community organisations and third sector service providers.

WAES works with over 80 organisations in Westminster and across London. Many of our community-focused programmes are open to all and our most popular courses are in creative arts, ESOL, basic skills and IT courses.

Personal progression, learning and succeeding are very important to us. This is why we are reaching out to our local community and setting up a variety of exciting courses and innovative programmes close to where you live.

To find out more about learning in the community or becoming a WAES partner please call 020 7641 7099 or email communitylearning@waes.ac.uk



Online and distance learning

WAES offers flexible and easy ways to achieve your goals with **online and distance learning**, 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

Qualification courses

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



Courses include:

- Art and Craft
- Creative Multimedia
- Creative Writing
- Introduction to Computers
- Introduction to Horticulture
- Personal and Social Development
- Preparation for work
- Projects and Enterprise
- Reading and Writing
- Working with Numbers

Courses for Adults with Learning Difficulties & Disabilities

Our wide range of courses has been specially designed to build confidence, encourage independent living and enhance social, educational and employment opportunities in a safe and supportive environment.

- Achieve a nationally recognised Level 1 or Level 2 qualification
- Further your personal and professional development.
- Learn in your own environment, in your own time and at your own pace.

All learners are fully supported by experienced, committed teachers and learning support staff throughout their learning programme.

Learning experiences take place in fun, inspiring and creative environments.

Courses are free for learners who meet the eligibility criteria. Classes take place at the Lisson Grove Centre and at nearby venues.

Enrolment information

To enrol please arrange an interview by calling us on 020 7641 8092 or email ldd@waes.ac.uk



Contact us / WAES Open days

Contact WAES by telephone, online or by visiting a WAES centre.

Telephone: 020 7297 7297

Email: info@waes.ac.uk

Website: www.waes.ac.uk

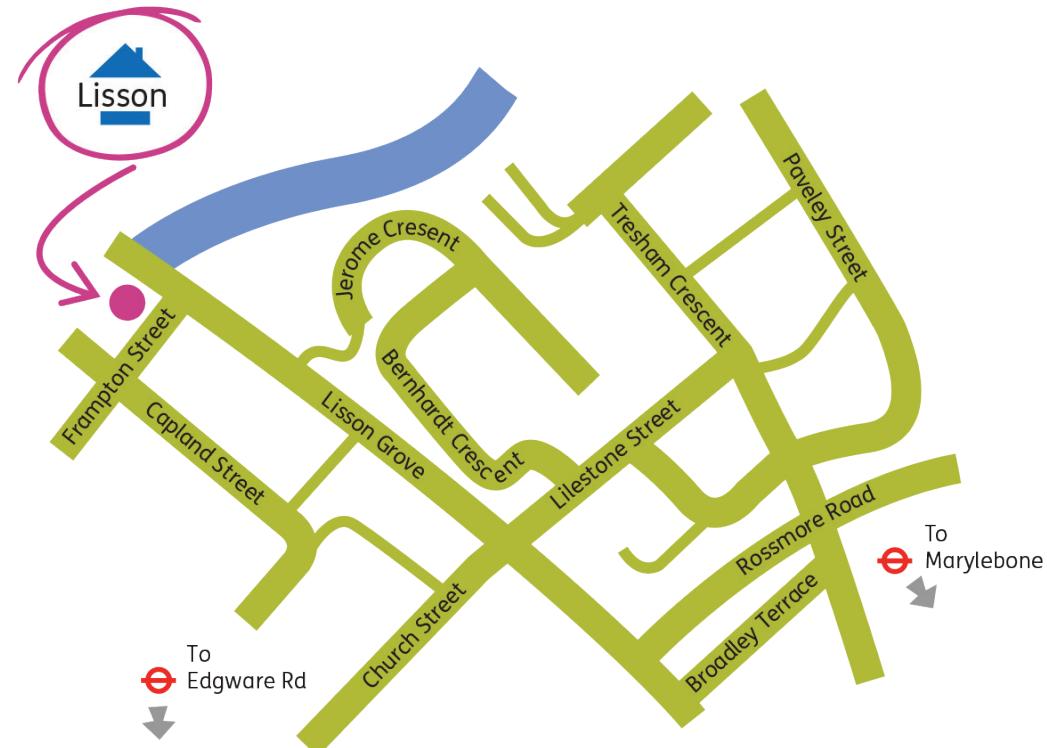
Open days at WAES

WAES is Westminster's adult college, offering hundreds of courses with daytime, evening and weekend study options available.

Visit WAES Lisson Grove Centre and get a taste of the adult courses on offer across Westminster.

Saturday 17th June 2017
Wednesday 15th November 2017
Thursday 8th March 2018
Saturday 9th June 2018

Register your place or find out more at
www.waes.ac.uk/opendays



Lisson Grove Centre

Lisson Grove Centre address:

219 Lisson Grove

London

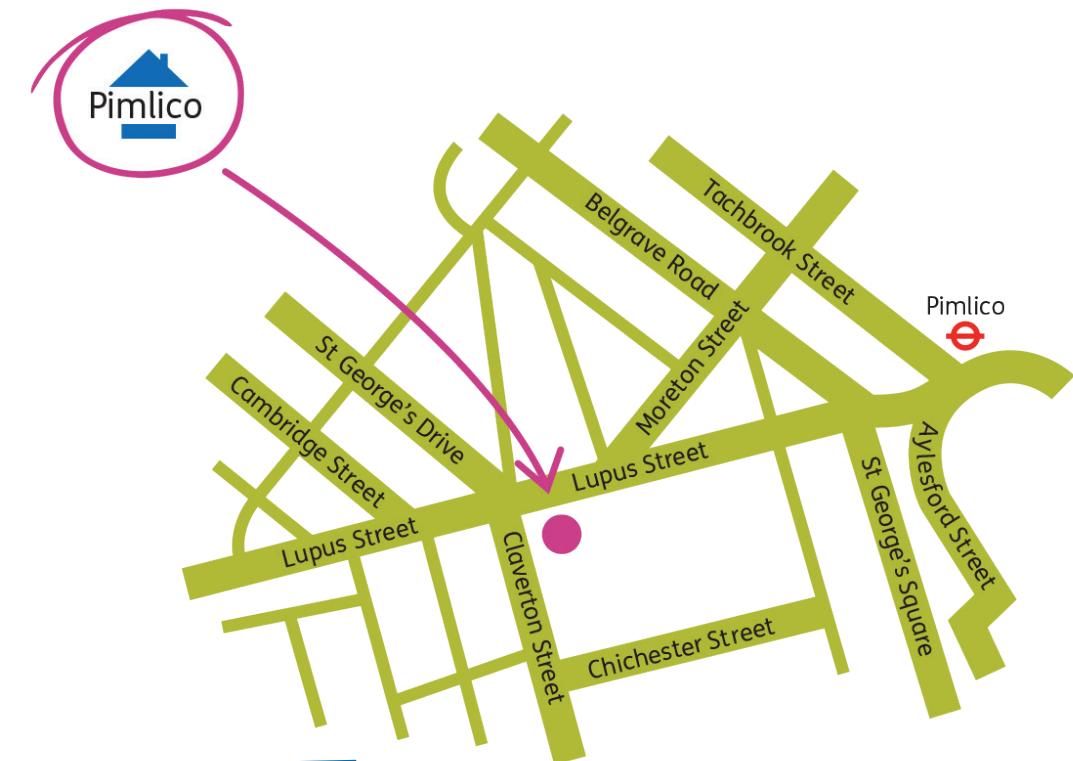
NW8 8LW

Travelling to Lisson Grove Centre by public transport

Nearest Tube: Marylebone or Edgware Road

By 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



Pimlico Centre

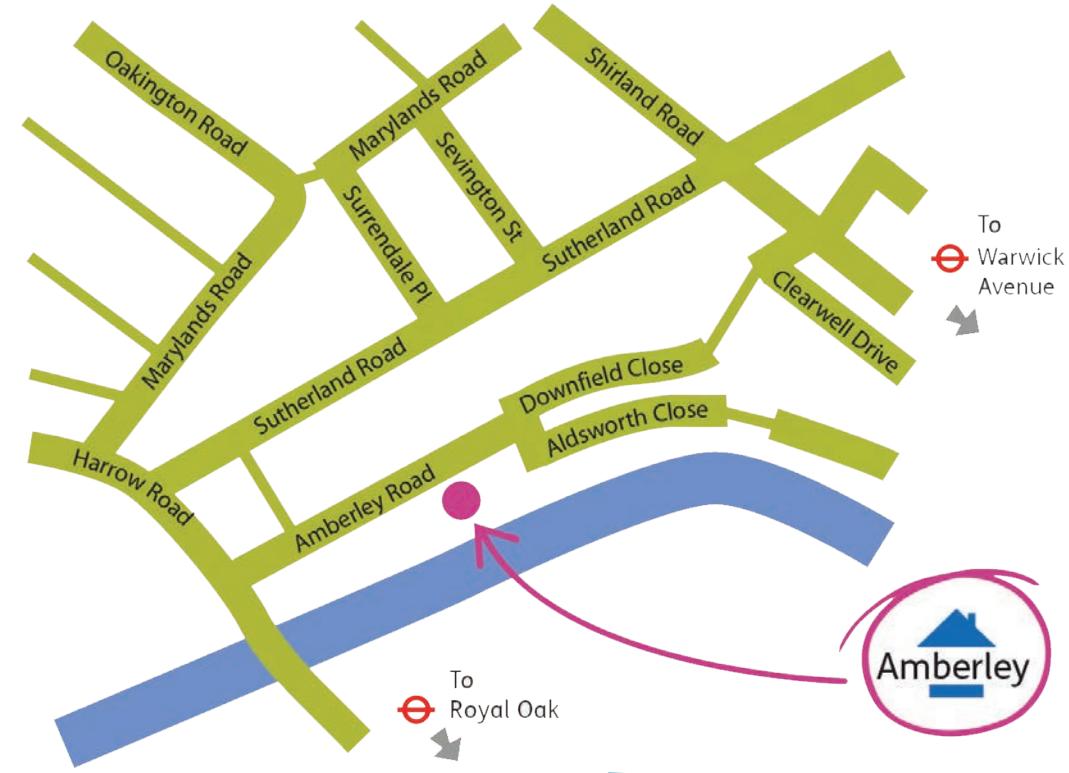
Pimlico Centre address:

Lpus Street
London
SW1V 3AT

Travelling to Pimlico Centre by public transport

Nearest Tube: Pimlico
By 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



Amberley Road Centre

Amberley Road Centre address:

Amberley Road
London
W9 2JJ

Travelling to Amberley Road Centre by public transport

Nearest Tube: Warwick Avenue or Royal Oak
By 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

How to enrol - A step by step guide

Step 1. Select a subject or course.

Step 2. Check if you need to take an assessment or sit an interview prior to enrolment (excludes short courses).

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
- Indefinite Leave to Remain documents
- European ID cards
- UK Birth Certificate
- Proof of any Active Benefits
- P60

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

If you have a query please call us on **020 7297 7297**, go online at www.waes.ac.uk/study or visit a **WAES centre**.

Term dates

Term 1

11th September - 16th December 2017 (Autumn half term: 23rd - 28th October)

Term 2

2nd January - 23rd March 2018 (Spring half term: 12th - 18th February)

Term 3

9th April - 14th July 2018 (Summer half term: 28th May - 1st June)

Public Holidays

25th December 2017 - Christmas Day
26th December 2017 - Boxing Day
1st January 2018 - New Year's Day
30th March 2018 - Good Friday
2nd April 2018 - Easter Monday
7th May 2018 - Early May Bank Holiday
28th May 2018 - Spring Bank Holiday

Inset Days (WAES closed to students)

Friday 8th September 2017
Friday 9th February 2018
Monday 23rd July 2018

WESTMINSTER ADULT EDUCATION SERVICE



City of Westminster

www.waes.ac.uk 020 72977297