

Hertfordshire Adult and Family Learning Service (HAFLS)

Course prospectus
2017-2018



98% of
respondents
said they would
recommend our
courses



Supporting a love of life-long learning for the community,
with the community, in the community

About HAFLS

Hertfordshire Adult and Family Learning Service (HAFLS) is part of Hertfordshire County Council and is funded by the Skills Funding Agency and European Social Fund to provide learning opportunities for adults, young people and families across the county.

Our aim is to give all Hertfordshire residents, whatever their age or background, the chance to learn and develop further skills in a safe and supportive environment.

We offer a wide range of courses for adults (19+) including English and maths, skills for work and health and wellbeing. We also provide family learning courses for parents and guardians to learn alongside their children and apprenticeship and further study opportunities for those aged 16+. All courses are run by qualified tutors.

The majority of our courses can be found within this prospectus. We can be flexible in terms of course length and content in order to meet your needs more efficiently, so please contact us to tell us what you would like!

We hope that you might find something that is of interest to you. If you do require any further information from us please don't hesitate to get in touch. We look forward to hearing from you.

The HAFLS Team

- ☎ Telephone: 01992 556194
- ✉ Email: hafls@hertfordshire.gov.uk
- 📮 Post: HAFLS, CH0121, Room 145,
County Hall, Pegs Lane, Hertford, SG13 8DF



Learning with us

If you are a current learner or are considering learning with us in future, please read the following important information.

How to enrol

If you have found a course (or courses) that you would like to enrol on, there are two ways you can do this quickly and easily:

By phone: you can call us Monday-Friday, 9am-5pm on **01992 556194**.

By email: contact us at **hafls@hertfordshire.gov.uk** for more information on the courses in this prospectus. or visit our website **www.hertfordshire.gov.uk/hafls**

As most of our courses run with demand, once you have contacted us we will be able to advise you of when and where your chosen course or courses will take place.

Planning a course for a group

If you are from an organisation and would like a course for your clients, please contact us directly and we can arrange this for you.

Information, advice & guidance

If you would like any further information or guidance in choosing a course that's right for you and your particular needs, our staff are here to assist you. You can give us a call on **01992 556194** or email us at **hafls@hertfordshire.gov.uk**

Fees and financial support

All of our courses, with the exception of our leisure courses, are free of charge, requiring only a £5 registration fee for each learner per course.

We can provide discretionary financial support to those who need it to help with costs such as travel and childcare. Please contact us for more information.

Refunds

Learners who withdraw from a course within 6 working days of the course start date will not be eligible for a refund.

HAFLS reserves the right to cancel a course without notice. In this instance fees will be refunded in full.

Equality and diversity

Our courses are open to everyone as we are committed to ensuring that all learners are provided with an equal opportunity to learn and achieve, regardless of age, ethnicity, gender, race, sexual orientation, pregnancy & maternity, disability and marriage.

Learners with disabilities

We are able to provide additional support to our learners where necessary. Please let us know in advance if you have any individual requirements so that we can provide reasonable adjustments for them as best we can and ensure that you have a positive learning experience.

Safeguarding

We strive to provide a safe and supportive environment for all our learners, however, if you have any worries or concerns please let us know.

Our safeguarding leads are Chantal Lommel, Head of HAFLS, and Tracey Mortimore, Curriculum Manager, both can be contacted on **01992 556194**.

Our partners

Whilst the courses within this prospectus are provided directly by us at HAFLS, we also subcontract to trusted partner organisations across Hertfordshire. We have included most of these at the end of this prospectus but for further information on these partners please contact us or visit our website.

Quality

HAFLS quality monitors provision to ensure it meets the requirements of OFSTED and the Skills Funding Agency, however, if you do have any concerns or issues please do raise these with us so that we can take action if necessary.

How we use your personal data

The personal information you provide is passed to the Skills Funding Agency, and the Department for Education. Where necessary it is also shared with the Department for Education, including the Education Funding Agency. The information is used for the exercise of functions of these government departments and to meet statutory responsibilities, including the Apprenticeships, Skills, Children and Learning Act 2009, and to create and maintain a unique learner number (ULN) and a Personal Learning Record (PLR).

The information you provide may be shared with other organisations for education, training, employment and well-being-related purposes, including for research. You may be contacted by the English European Social Fund (ESF) Managing Authority, or its agents, to carry out research and evaluation to inform the effectiveness of the programme. Further information about use of and access to your personal data, and details of organisations with whom we regularly share data is available at <https://www.gov.uk/government/publications/sfa-privacy-notice>.

English and Maths courses

Are you aged 19+ and looking to improve your English or maths skills? We can help! Our Functional Skills English and maths courses will provide you with career boosting, nationally recognised qualifications and teach you the practical, day-to-day essentials of these two key subjects.

Alternatively, you can opt to take one of our shorter Awards courses that break down the full Functional Skills into 3 separate areas:

- Speaking and Listening
- Reading
- Writing

Our courses take place in local businesses, community venues, and schools across Hertfordshire. Please contact us for more information about opportunities in your area. All courses available for all levels and abilities.

Functional Skills qualifications

You can take Functional Skills qualifications in English and maths up to level 2 (equivalent to a GCSE A-C grade). Typically, these courses will run for 45 hours, with one 2.5 hour class per week. They are assessed by examinations.

Course Title	Duration	Description
Functional Skills English	45 hours	Develop your skills and confidence in writing, reading, speaking and listening in English.
Functional Skills Maths	45 hours	Learn practical maths skills which you can apply to many areas of life, both at work and home.
Award in Speaking & Listening	30 hours	Learn to listen with understanding, exchange information and take part in discussions in this foundation course. The qualification is portfolio-based. There is no exam.
Award in Reading	30 hours	Find out about reading more effectively and using the skills you develop to get more from the texts that you come across in everyday life. The qualification is portfolio-based. There is no exam.
Award in Writing	30 hours	Write English more grammatically, improve your spelling and produce useful written messages. The qualification is portfolio-based. There is no exam.

HAFLS English & Maths learner

"I am doing English and maths to help me get into college next year but I discovered that it's useful for everyday life too. I even watch the news now as I can understand it more."

HAFLS English Learner

"I look forward to coming to my classes every week. I like to see my class friends. It makes me more confident."

Non-qualification English & Maths courses

Course Title	Duration	Description
Maths Skills	10–20 hours	This course will cover the skills you need to progress to a qualification course. Various topics will be covered such as estimating, working with money and weights and measures.

English (ESOL) qualifications

If you are a speaker of other language/s and you live in the UK, the following qualifications can support you to learn English for everyday life and work. Five levels of both the certificate and the award qualifications are available to meet the needs of people with different strengths. Certificates and awards in any area shown below are individual qualifications in their own right. These qualifications can help you to progress into further learning and into employment.

Course Title	Duration	Description
Certificate in ESOL Skills for Life	221 hours usually over a period of 9 months	To gain the full qualification three units must be completed: speaking and listening, reading and writing. All courses cover language used in everyday situations and in work.
Awards in ESOL Skills for Life		
Speaking and Listening	55 to 85 hours depending on levels and qualification	The award qualifications allow learners to get an individual qualification in any one of the 3 units of the certificate above. Please contact HAFLS directly for advice on the duration of courses at each level within each subject area.
Reading		
Writing		

HAFLS English and maths learners on completing their course



Sheba decided to take English and maths courses in order to upskill herself and be in a better position to support her children with their homework.

“I am now able to challenge my children, they think I am from the dark ages but now I have passed my Functional Skills they ask me for help. I feel happy I am able to support them, they believe in me more.”

Through these courses Sheba has become more confident in both English and maths.

“I use to hate maths at school but I enjoyed these lessons. I was so happy to pass my level 2, it was due to the support from the tutors who encouraged and helped me every step of the way.”



Keep Up With Your Child’s Learning

Want to find out how your children/grandchildren are learning in school? Our courses will help you brush up on your own maths and English to keep ahead of your children.

Course Title	Duration	Description
Keeping Up With Your Child - English	10 hrs (short) 20 hrs (long)	Ideas and activities for how to support your child with reading, writing, phonics, speaking and listening. The children then join the adults on activities, craft, cooking and games to support each of these areas of learning, usually themed around a popular book.
Keeping Up With Your Child - Language (ESOL)	10 hrs (short) 20 hrs (long)	Similar courses to Family English but for speakers of other languages. As well as speaking and listening we will also focus on the language of books and topics that would support a family with their children.
Keeping Up With Your Child - Maths	10 hrs (short) 20 hrs (long)	Ideas and activities for how to support your child with a small selection of maths topics: number, addition, subtraction, multiplication, division, fractions, shape and space, measures etc. The children then join the parents in activities, craft, cooking and games to support each of these areas of learning. It can be adapted for the age groups of the children.

Hertfordshire Employers - FREE English & Maths Assessments

We offer free assessments in English and maths for employees of businesses in Hertfordshire with under 250 staff. We use diagnostic tools to identify specific training needs and can provide courses to help raise English and maths levels within your organisation. Please contact us to discuss your business needs.

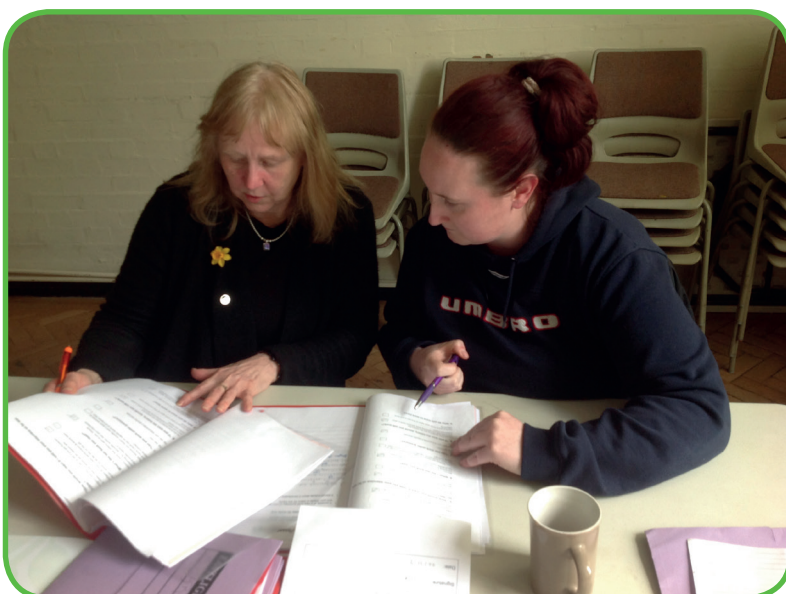
Work Skills courses

Do you need help finding and preparing for employment? Or are you in a job and looking to improve your skills at work? Our 'Succeed and Get that Job' course focuses on developing your job-search skills and aims to help you find and gain the right job for you. We also offer courses that will help develop your personal skills whilst in work.

We cater for a range of differing learning styles and are always happy to discuss your requirements and seek to accommodate them.

Our courses take place in local businesses, community venues, and schools across Hertfordshire. Please contact us for more information about opportunities in your area.

Course Title	Duration	Description
Succeed and Get that Job	10-12 hours	Learn how to effectively search and apply for jobs. This course will help you to: <ul style="list-style-type: none"> • Develop valuable techniques and tips for successful interview performance • Learn how to produce an effective CV and write winning personal statements • Meet the requirements of applications.
Become a Classroom Helper	10 hours	The course will show you how to support children's learning with an overview of Early Years Foundation Skills and the new Primary Curriculum plus an outline of SEND procedures. <p>It includes:</p> <ul style="list-style-type: none"> • How to help children with phonics, reading, writing and maths • Health and safety, confidentiality and safeguarding (including British Values and Prevent).
Managing Redundancy	12 hours	This course will help you to prepare for and manage the changes that result from redundancy through looking at building resilience, confidence, looking at alternative pathways, action planning and effective job searching.
Public Speaking	10 hours	Develop your public speaking skills by overcoming nerves and identifying ways to engage with your audience.
Presentation Techniques	10 hours	Boost the quality of your professional or social presentations by looking at ways to engage your audience, speech structure, intonation and good body language.



HAFLS Work Skills Learner

"The course has made a difference in my confidence and knowledge of how to put a CV together and prepare for an interview."

Computing and ICT

Computers and tablets are everywhere: at work, at home and on the high street. We have a range of courses for you, whether for fun or to develop your skills.

Our courses show how you can use computers, tablets and the internet to improve your life whilst giving sound advice on how to keep safe online.

Course can be adult only or parent and child.

Course Title	Duration	Description
Ipads/Tablets, Apps, Staying Safe Online	10 hours	Help and practical advice for navigating the internet, exploring apps and staying safe online.
Computers for Beginners	10 hours	An introduction to ICT basics covering security (viruses), email, the internet, staying safe online, social media and smart phones.
Computers for Intermediates	10 hours	Further learning on security (malware and firewall), email, the internet, social media, MS Office, file management, keyboard shortcuts and google.
Keeping up with the Children ICT	10 hours	Learn how to stay ahead of your children when it comes to ICT use. This course will cover E-Safety, Parental Control, social media, staying safe online, educational applications and smart phones.

A HAFLS Computing and ICT Course Learner

"The tutor was fantastic, my children don't have time to sit down and teach me about technology so it was great to get this support."



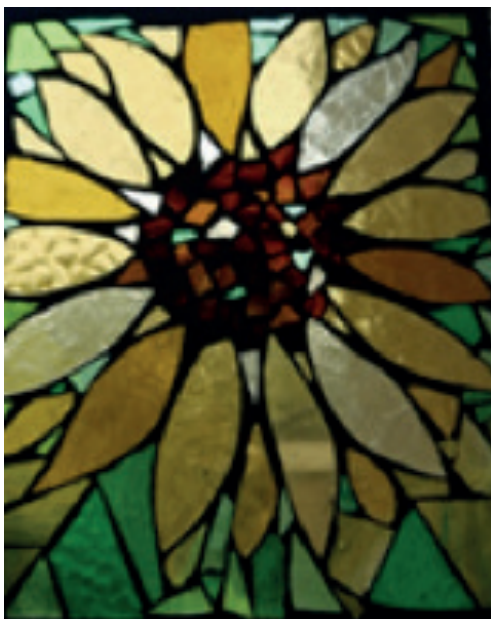
Health and Wellbeing courses

Our Health and Wellbeing courses are designed to improve your general wellbeing. Research shows that learning can have a positive impact on a person's health.

At HAFLS we believe in the value of learning to develop new skills, reduce social isolation, meet new people and increase a person's confidence.

Courses for adults (19+) only:

Course Title	Duration	Description
Scrapbooking Made Simple	10 hours	Create a keepsake scrapbook using a range of paper crafting techniques.
Writing for Wellbeing	10 hours	Write anything you like covering a different theme each session, be it fiction, non-fiction, poetry or more.
Writing for Pleasure and Profit	10 hours	Learn how to make money from writing and effective ways to think about writing articles.
Out of the Ordinary	15 hours	Creative use of paper, fabric and stitch to enhance your wellbeing.
Mosaic Stained Glass	15 hours	Learn how to make stunning mosaics from stained glass.
Textile Art	10 hours	An imaginative, fun course which explores a variety of techniques to produce textile art.
Creative Textiles	10 hours	A therapeutic, developmental course where you can learn various ways of being creative with textiles.
Weaving for Wellbeing	10 hours	Learn how to design and produce your very own wall hanging on a frame loom using a variety of materials.
Learn to Crochet	15 hours	Start from scratch learning the basic crochet stitches, how to read a pattern and how to use crochet tools.



A HAFLS Health and Wellbeing Course Learner

"I am much more sociable now, I go out and about, use other community services rather than sitting at home feeling down, this course has a knock-on effect, it lifts your spirits and that continues throughout the day"

Examples of some great pieces of artwork that our HAFLS learners have produced.

Course Title	Duration	Description
Assertiveness	10 hours	This course aims to develop your confidence through exploring personal values, attitudes to change, assertiveness and sources of inspiration.
Boost your Confidence	10 hours	This course will help you identify strategies for increasing your confidence levels, recognising your own values, skills & abilities and using lateral thinking to see the strengths in your weaknesses.
Mindfulness	10 hours	Learn how to wake up to life and to live with greater intensity, greater clarity and find more fulfilment in your everyday experiences.
Meditation	10 hours	A beginner's course aimed at those wishing to explore meditation as way to enhance their wellbeing. During the course you will learn the benefits to health and well-being by using meditation and understand the different types and techniques of meditation for every day practice.
Pause for Thought Cognitive Stimulation Therapy	10.5 hours	Aimed at 50+ learners with mild to moderate dementia. Learn a range of cognitive stimulation skills to keep your mind active and engage with others. An ongoing maintenance course can follow.

Vicky has been working with children for over 30 years in different roles, running play schemes and youth clubs, and is now a school family worker. Vicky wanted to improve her confidence so decided to enrol on a HAFLS course.

"I wanted to improve my confidence and learn new skills as well as being able to encourage parents to take part and enhance their skills."

Having taken the course, Vicky feels she has developed skills to help increase her confidence.

"I wasn't sure what to expect as I knew there wouldn't be a magic wand to wave and make me more confident. Louisa (our tutor) gave us invaluable skills to be able to manage things and make us think. I stop now before I do most things and think how can I do things differently. I make myself step out of my comfort zone. The barriers are now breaking down bit by bit."



Courses for adults and their children:

Course Title	Duration	Description
Photography	10 hours	Discover how you and your child can take great photographs, as well as exploring portraiture and still life and action photography in this outdoor based course.
Family Health	10 hours	Learn how to prepare child friendly meals that the entire family will enjoy as well as the basics of eating more healthily.
Cook and Learn	10 hours	Learn how to look after your family's health through creating healthy meals and discussing cooking, exercise and mental health.

Family Learning courses

If you are a parent or guardian, our family learning courses offer you the chance to learn alongside your children, from the age of 2 until they finish primary school.

All of our courses come with information and advice on possible next steps towards further learning or support into new or different employment.

Our courses are run in partnership with children's centres, schools and community centres across Hertfordshire. Please contact us for more information about opportunities in your area.

Interested in hosting our family learning courses?

Please contact us and we will work in partnership with you to:

- Plan which courses we can offer in your area and to whom
- Assist with bookings and all the necessary paperwork
- Market and promote courses
- Deliver a course to any particular focus you may have
- Review courses and help families progress.

Early Years courses

We offer the following courses for adults with their children aged between 2-5 years old aimed at helping you and your child to learn together. All courses run for 10 hours.

Course Title	For	Description
Children's Centres		
Early Years Experiences	Children aged 1-3	Sessions based around the Early Years Foundation Stage goals. Includes craft activities, rhymes, songs and stories.
Start to Read and Write	Children aged 1-3	Ideas and activities to promote communication, language skills and early reading and writing.
Counting Matters	Children aged 1-3	Ideas and activities to promote language of maths, early counting, shapes and measures.
Primary Schools		
Early Years Maths	Children aged 4-5	Ideas and activities to illustrate learning in the Foundation Stage, including play, crafts, early counting, shapes and measures.
Early Years English	Children aged 4-5	Ideas and activities to illustrate learning in the Foundation Stage, including play, craft, rhymes, stories and songs.

A HAFLS learner on a Family Learning course
 "The course has helped me to be more confident to help my children. I feel better when I understand it myself and so I am able to support my boys with their homework"



Primary School Years courses

The following courses are for adults and their children in Reception and Key Stages 1 and 2, aimed at helping you and your child to learn together.

Course Title	Duration	Description
Creative Crafts	10 hours	Explore a wide range of arts and crafts – learn a new technique or use new materials. A brilliant way to engage families in learning together. This course is themed to include seasonal and festive crafts.
Story Telling	10 hours	Learn together, support your child's reading skills, and explore different ways of telling and reading stories to make them fun and interesting. Story telling using art, crafts and re-enacting.
Inspire to Write	10 hours	With the support of a published author, develop confidence in helping your child's literacy skills by exploring the world of short story and poetry writing.
Story Sacks/Story Boxes	10 hours	A great way to inspire families with learning through stories. Develop reading, writing and listening skills and work with your child to create activities related to a favourite children's story.
Creative Writing	10 hours	A chance to learn a range of different techniques to help inspire your creative writing using a range of themes.
Family English	10 hours	Ideas and activities for supporting your child with reading, writing, phonics, speaking and listening.
Family English – longer course	20 hours	Extended course which covers further areas such as spelling, grammar, punctuation and types of text.
Family Language (ESOL)	10 hours	Ideas and activities for supporting your child with reading, writing, phonics, speaking and listening but for speakers for whom English is not their first language.
Family Language (ESOL) - longer course	20 hours	Extended course which covers further areas such as spelling, grammar, punctuation and types of text but for speakers for whom English is not their first language.
Family Maths	10 hours	Ideas and activities for supporting your child with a small selection of maths topics, such as numbers, addition, subtraction, multiplication, division, fractions and shapes and measurements.
Family Maths – longer course	20 hours	Extended course which covers additional areas. selected in partnership with learners.



Apprenticeships



We offer apprenticeship opportunities for everyone aged 16+. These are a great way of receiving further training and education whilst in employment!

As an apprentice you will be working in a real job where you will be employed by a company, have a contract, get paid a salary and be entitled to statutory benefits such as holiday allowance and sick pay.

Research by the National Apprenticeship Service shows that more than 90% of apprentices stay in employment at the end of their apprenticeships.

The programme requires a commitment of at least 12 months, during which all apprentices are required to complete English and maths functional skills or GCSEs if they do not already hold a GCSE grade A*-C / 4-9 in these subjects.

Currently there are opportunities available in:

- Customer Service Practitioner
Level 2 – available now
- Teaching Assistant
Level 3 – available from Sept

Contact us now for more information.

Study PLUS Programme (16-24)

Aimed at 16-24 year olds, Study PLUS is an education and training programme with a work experience element that aims to unlock your potential and prepare you for further education, an apprenticeship or employment.

The programme runs across Hertfordshire and covers training and qualifications in employability, work skills, enterprise, maths and English, in addition to offering a minimum of 100 hours work experience in your chosen field to develop valuable on-the-job vocational skills.

All learners must study for qualifications in English and/or Maths unless you have already achieved a grade A*-C or 5-9 grade.

A dedicated member of the HAFLS team will be on hand to support your learning, work experience and progression. Information, advice and guidance is available to all learners throughout the programme to support a successful pathway into further education or employment at the end of the course.

Contact us now for further information!



Learners on the study PLUS programme

"It helps you to build your self-esteem and find your inner you, and it helps you to plan for your future."

"The course has helped me with everything, especially my confidence."

Learning partners

The below organisations are learning providers that are currently on the HAFLS framework for delivering adult learning in Hertfordshire. However, there are several other learning partners in Hertfordshire that you can choose to study with.

Please note some providers cover several districts in the county but only feature once in the table below.

Countywide
<p>Hertfordshire Care Providers Association work with care providers in Herts. With HAFLS funding HCPA deliver; Therapeutic Horticulture, Garden Design, Around the World, A Healthier You and Wheelchair Dance. Sessions are delivered at Day Services for anyone using the service. They also deliver some accredited courses in Health and Social care. www.hcpa.info/training ☎ 01707 536020 @ lyndseywoods@hcpa.info</p>
<p>HAFLS Direct Delivery delivers a range of family learning courses in schools and children's centres across the county. They also offer English and maths qualifications to adults. @ hafls@hertfordshire.gov.uk ☎ 01992 556194</p>
<p>Herts Mind Network is the largest charitable provider of mental health services in Hertfordshire, in terms of the number of services offered and individuals supported each year. We create opportunities for individuals to make choices, find their own solutions, build resilience and manage their whole life and wellbeing. www.hertsmindnetwork.org/services ☎ 02037 273600 @ info@hertfordshiremind.org</p>
Dacorum
<p>Community Action Dacorum Cultural Learning Hemel Hempstead courses include exercise, ESOL, world crafts, belly dance, beauty and employability. www.communityactiondacorum.org.uk ☎ 01442 253935 @ shady@communityactiondacorum.org.uk</p>
<p>Hertfordshire Community Learning is a registered charity that provides ICT courses through it's trading name, Dacorum Communities for Learning, in local community venues. Courses are aimed at those with no digital skills and those who wish to increase their skills. www.dcf.org.uk ☎ 01442 251930 @ admin@dcfl.org.uk</p>
<p>The Gifted Since 2012 The Gifted have developed and delivered a range of programmes and projects, working with Hertfordshire's children and young people. Projects include, Eat Better Move More, Self Project, Reality Check, Real Talk and I Have A Dream. www.thegifted.org.uk ☎ 01992 623 888 @ info@thegifted.org.uk</p>
<p>SSG Training Services specialises in innovative, dynamic and real world solutions to vocational training. Under HAFLS funding they deliver employability qualifications. www.ssgservices.co.uk ☎ 01234 340782 @ info@ssgservices.co.uk</p>
East Herts & Broxbourne
<p>SPS Training deliver basic ICT for complete beginners and Introductory Employability programmes as well as other courses. These taster programmes delivered in partnership with HAFLS can help those looking to improve their job search and interview skills. www.sps-training.com ☎ 01992 257000 @ hertford@sps-training.com @ hatfield@sps-training.com</p>
<p>Volunteer Centre Broxbourne & East Herts offer information, advice and guidance, personal development, employability, customer service courses and work experience through volunteering. www.vcbroxbourne.org.uk ☎ 01992 638633 @ admin@vcbroxbourne.org.uk</p>
<p>Groundwork Herts Groundwork believe in promoting greener living, improving people's prospects and creating better, greener places. For HAFLS, Groundworks deliver their Grow it, Cook it, Share it course. ☎ 01707 260129</p>
<p>Herts Regional College HRC has two main campuses in Broxbourne and Ware. Visit their website for more information ☎ 01992 411400 www.hrc.ac.uk</p>

Stevenage & North Herts

Develop BP offer courses providing learners with the opportunity to develop the skills that employers are looking for. 🌐 www.developebp.co.uk 📞 01525 408080 @ info@developebp.co.uk

Create Community Network works with individuals to help them develop, thrive and succeed. They offer courses in work readiness and improving wellbeing to help people gain the confidence to take the next step. 🌐 www.createnetwork.community 📞 01462 435052 @ info@createnetwork.community

Best Practice offers IT, Job Search, Interview Skills and Wellbeing courses across Broxbourne, Stevenage, Watford, and Hertsmere. 🌐 www.bestpractice.uk.com @ info@bestpractice.uk.com 📞 01923 225225

North Hertfordshire College NHC offer a wide variety of courses and accredited learning for adults. 🌐 www.nhc.ac.uk 📞 01462 424242 @ enquiries@nhc.ac.uk

Watford & Three Rivers

ASCEND offers education, training, information, advice & guidance. They deliver a variety of courses under HAFLS funding including Employability, ICT, Photography, English and Art. 🌐 www.ascend.org.uk 📞 020 8420 1364 @ admin@ascend.org.uk

Community Learning Partnership provides creative adult and family learning with an emphasis on having fun. Courses they deliver include Family Literacy and various art and crafts courses. 🌐 www.clp.org.uk 📞 020 8421 5544

Watford Women's Centre (WWC) offers a wide range of ICT and personal development courses. Courses are either mixed gender or women-only. 🌐 www.watfordwomenscentre.org.uk 📞 01923 816229 @ general@watfordwomenscentre.org.uk

West Herts College has three main campuses in Watford, Hemel Hempstead and Kings Langley and provide courses in a number of community venues for learners of all ages. Courses funded by HAFLS include ICT, Employability, Photography, First Aid and English language. They also offer some accredited courses. 🌐 www.westherts.ac.uk 📞 01923 812345

Welwyn, Hatfield, St Albans & Hertsmere

Oaklands College offer a broad range of courses to appeal to learners of all ages. Courses include ICT, Employability, English, Maths, Cookery, Mindfulness, building a brick wall and interior painting.

General Enquiries:

🌐 www.oaklands.ac.uk 📞 01727 737000

Community Learning:

📞 01727 737154

Adult Training Network offers ESOL courses at different levels.

🌐 www.adult-training.org.uk/home.html @ southall@adult-training.org.uk 📞 020 8574 9588

ENROLMENT FORM 2017/18



COURSE TITLE:		CI:
01. PERSONAL DETAILS		
First Name:	Surname:	Title:
Please circle: Female / Male	Date of Birth: DD/MM/YYYY	Age on 31/08/2017:
Home Address:		Postcode:
Email Address:	National Insurance Number:	
Landline:	Mobile:	
Emergency Contact Name:	Emergency Contact Number:	
This information will remain strictly confidential. It will be used for monitoring purposes only and will be held in accordance with the Data Protection Act 1998. For more information please visit: www.hertfordshire.gov.uk/docs/pdfs/pppfirst04.pdf		
01. ETHNICITY		
<input type="checkbox"/> White- British	<input type="checkbox"/> Mixed- Any other mixed background	<input type="checkbox"/> Black or Black British- African
<input type="checkbox"/> White- Irish	<input type="checkbox"/> Asian or Asian British- Indian	<input type="checkbox"/> Black or Black British- Caribbean
<input type="checkbox"/> White- Any other White background	<input type="checkbox"/> Asian or Asian British- Pakistani	<input type="checkbox"/> Black or Black British- Any other Black background
<input type="checkbox"/> Mixed- White and Black Caribbean	<input type="checkbox"/> Asian or Asian British- Bangladeshi	<input type="checkbox"/> Gypsy or Irish traveller
<input type="checkbox"/> Mixed- White and Black African	<input type="checkbox"/> Asian or Asian British- Chinese	<input type="checkbox"/> Arab
<input type="checkbox"/> Mixed- White and Asian	<input type="checkbox"/> Asian or Asian British- Any other Asian Background	<input type="checkbox"/> Any other ethnic group
02. MARKETING SOURCE – Where did you hear about us		
<input type="checkbox"/> Brochure	<input type="checkbox"/> Friend/ Relative	<input type="checkbox"/> Referral
<input type="checkbox"/> Doctor	<input type="checkbox"/> Other	<input type="checkbox"/> School/ Children's Centre
<input type="checkbox"/> Events	<input type="checkbox"/> Other learning organisation	<input type="checkbox"/> Website

03. RESIDENCY – Please circle appropriate		
Have you lived in the UK/EU/EEA for the last 3 years?		Yes / No
If no, what date did you arrive in the UK?		DD/MM/YYYY
If no, do you have an immediate family member living in the UK/EU/EEA for the last 3 years? Yes / No		
If no, where did you live? (Evidence of eligibility will be required)		
04. SEXUAL ORIENTATION		
<input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Gay woman/ Lesbian	<input type="checkbox"/> Bisexual
<input type="checkbox"/> Heterosexual/ Straight	<input type="checkbox"/> Gay man	<input type="checkbox"/> Other
05. RELIGION OR BELIEF		
<input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Agnostic	<input type="checkbox"/> Christian
<input type="checkbox"/> No religion / belief	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Hindu
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Jewish
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Muslim
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Sikh
06. PRIOR ATTAINMENT- The highest previous qualifications you have achieved		
<input type="checkbox"/> No Qualifications	<input type="checkbox"/> Level 4 (Certificates of Higher Education)	
<input type="checkbox"/> Entry Level	<input type="checkbox"/> Level 5 (Foundation Degree)	
<input type="checkbox"/> Level 1 (GCSE or O Level grades D-G or less than 5 A*-C GCSE or O Levels)	<input type="checkbox"/> Level 6 (Bachelor's Degree)	
<input type="checkbox"/> Full Level 2 (5 GCSE or O Levels grades A*-C)	<input type="checkbox"/> Level 7+ (Master's Degree, Postgraduate certificate/ diploma)	
<input type="checkbox"/> Full Level 3 (2 A/AS Levels or National Diplomas)	<input type="checkbox"/> Other (Level not known)	
07. LEARNING DIFFICULTY, DISABILITY AND HEALTH ISSUES		
Do you consider yourself to have a learning difficulty, disability or health issue? Yes / No		Do you have an Education Health Care Plan or equivalent? Yes / No
Please state your primary disability or learning difficulty and tick any other box that apply to you:		
<input type="checkbox"/> Visual impairment	<input type="checkbox"/> Hearing impairment	<input type="checkbox"/> Disability affecting mobility
<input type="checkbox"/> Profound complex disabilities	<input type="checkbox"/> Social and emotional difficulties	<input type="checkbox"/> Mental health difficulty (e.g., anxiety, depression)
<input type="checkbox"/> Moderate learning difficulty	<input type="checkbox"/> Severe learning difficulty	<input type="checkbox"/> Dyslexia
<input type="checkbox"/> Dyscalculia	<input type="checkbox"/> Autism spectrum disorder	<input type="checkbox"/> Aspergers syndrome
<input type="checkbox"/> Temporary disability after illness or accident	<input type="checkbox"/> Other medical condition (e.g. Epilepsy, asthma)	<input type="checkbox"/> Speech, language and communication needs

08. ADDITIONAL LEARNING SUPPORT	
<input type="checkbox"/> Please tick if you require additional learning support	
09. CARERS	
A carer helps family, partners or friends who are ill, frail or have a disability. Although parents care for their children, parents are referred to as 'carers' only if their child has any of the following: a physical disability, a learning difficulty, a severe illness, addiction or special need.	
<input type="checkbox"/> Please tick if you are a carer	
10. EMPLOYMENT DETAILS	
<input type="checkbox"/> In paid employment/ Self employed	<input type="checkbox"/> Retired
<input type="checkbox"/> Not in paid employment, looking for and available to start work	<input type="checkbox"/> Voluntary work, looking for and available to start work
<input type="checkbox"/> Not in paid employment, not looking and/ or not available to start work	<input type="checkbox"/> Voluntary work, not looking and/ or not available to start work
If you are currently employed, please provide the date on which your employment started: DD/MM/YYYY	
If you are currently employed, how many hours per week do you work?	
If you are unemployed, how long have you been unemployed? Years: _____ Months: _____	
11. BENEFIT STATUS	
<input type="checkbox"/> Claiming ISA	<input type="checkbox"/> Claiming ESA WRAG
<input type="checkbox"/> Not claiming benefits	<input type="checkbox"/> Claiming Universal Credit
Have you been mandated to attend? Yes / No	
12. HOUSEHOLD SITUATION	
<input type="checkbox"/> No household member employed- one or more dependent children	<input type="checkbox"/> A single adult with dependent children
<input type="checkbox"/> None of these statements apply	

PLEASE TURN OVER TO COMPLETE FORM

Funded by



Expectations:	
<ul style="list-style-type: none"> • Complete all forms • Follow health and safety procedures • Arrive on time and attend all sessions • Take responsibility for your own learning • Accept the condition of our equal opportunities policy • Be considerate of others and treat everyone with courtesy and respect • Complete the HAFLS follow up progression survey after your course has completed 	
How HAFLS and your learning provider will use your personal information :	
<p>HAFLS and your learning providers use your personal information to ensure that we are meeting our funder's requirements and our equality duty as set out in the Equality Act. We take your data privacy very seriously. We will not share your information with a third party other than the Skills funding Agency who helps us pay for your learning. We may use your contact details to invite you to celebration events, other learning opportunities or to talk about your progress.</p> <p>Please tick the box if you DO NOT want your learning provider/ tutor to contact you: <input type="checkbox"/></p>	
How the Skills Funding Agency will use your personal information:	
<p>The personal information you provide is passed to the Chief Executive of the Skills Funding Agency and, when needed, the Department for Education, including the Education Funding Agency and the European Social Fund (ESF) to meet legal responsibilities under the Apprenticeships, Skills, Children and Learning Act 2009 and for the Agency's Learning Record Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisation for education, training and employment related purposes, including for research. Further information about use of and access to your personal data, and details of partner organisations are available at: www.gov.uk/government/organisations/skills-funding-agency</p> <ul style="list-style-type: none"> • Tick the box if you DO NOT want your data to be shared by LRS partner organisations <input type="checkbox"/> • Tick the box if you DO NOT want the SFA or its partners to contact you abouts courses and learning opportunities <input type="checkbox"/> • Tick the box if you DO NOT want the SFA to contact you for survey and research <input type="checkbox"/> 	
Declaration and learning agreement:	
<p>I certify that all the information is true and accurate to the best of my knowledge. Unless otherwise stated, I have been a resident of the UK/EU/EEA for a minimum of 3 years. I have received sufficient information on the choice of course (s) and am satisfied that the course (s) listed above meet (s) my requirements. I understand that I am also signing up to the future progression of this learning programme, or subsequent transfers, as deemed academically appropriate to achieve my learning goals. These changes will constitute part of this learning agreement. I agree to adhere to the expectations of HAFLS as described in the learner charter.</p>	
Learner signature	Date DD/MM/YYYY
OFFICE USE ONLY	
Verification type:	
Residency evidence:	
ALS:	
Signed on behalf of learning provider:	

Councillor Teresa Heritage

Councillor Heritage is the Cabinet Member for Public Health, Localism and Libraries at Hertfordshire County Council. HAFLS and adult education in Hertfordshire fall under her political responsibilities within her cabinet role at the County Council.

Cllr Heritage has been promoting the continued high standards of HAFLS and her support has enabled HAFLS to develop and extend its services.

Cllr Heritage says of HAFLS *"I am so pleased the courses we offer through HAFLS have helped so many Hertfordshire residents. Last year over 6,000 people enrolled on HAFLS courses in Hertfordshire. The age of learners ranges from 19 to over 100 years of age. I would urge people who haven't yet taken part to consider the benefits of learning something new."*



Chantal Lommel

Head of Hertfordshire Adult and Family Learning Service

Chantal has been a teacher and manager in Adult Education for 17 years. She holds a Post Graduate Diploma in assessing and teaching people with dyslexia and she is a trained therapeutic counsellor with a Master's Degree as a therapist. Her whole career in education has been focused on creating and providing suitable learning opportunities to young people and adults with a variety of barriers to learning. Her work ethos is based on working in partnership with local organisations, charities and offering life chances to those who need help re-engaging with learning or with their communities.



"The job market is more competitive than ever. As an adult, it can be tough taking the first step back into education, especially if you struggle with a long-term health problem or disability. It is also hard to get back to learning if you have taken a break to raise a family, to look after someone else or if you have recently lost your job. Learning something new can boost your self-esteem and help you meet new people. There are a number of different routes back into education specifically tailored to suit adult learners. I hope that you will find something of interest in this prospectus to help you start or get back on your learning journey."



Hertfordshire Adult and Family Learning Service

Room 145
County Hall
Pegs Lane
Hertfordshire
SG13 8DF

01992 556194

www.hertfordshire.gov.uk/hafls
hafls@hertfordshire.gov.uk

