A VIBRANT WELCOMING COMMUNITY

Richmond and Hillcroft Adult and Community College (RHACC) is a unique and vibrant community that welcomes and supports people from all parts of the community. Following our merger we are pleased to introduce our unique Women’s Education programme, which complements our extensive range of courses aimed at all genders and abilities in both Parkshot (Richmond) and Hillcroft (Surbiton).

For detailed course information visit www.rhacc.ac.uk

THERE’S SPACE FOR EVERYONE AT RHACC:

• Learning space – from traditional classrooms to specialist performance spaces, arts studios and kitchens.
• Exhibition space – where students showcase their work to inspire others.
• Leisure space – café, gardens and lounge areas to meet friends.
• Head space – somewhere to immerse yourself in learning something new, meeting new people and just being you.

ENROL NOW ONLINE OR IN PERSON

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LEARN IT!
There’s so much choice and opportunity at RHACC. Qualifications, short courses, workshops, women only classes. Choose from 2000 courses.

LOVE IT!
Our students are passionate about their classes and soon fall in love with learning. Make new friends, improve your knowledge, learn new skills – there’s so much to be passionate about.

LIVE IT!
Taking what you learn at RHACC is the next exciting step in your journey, you never know where your new skills and knowledge could take you. You can climb the career ladder, or start your own business or just continue to improve your health and wellbeing through learning.
A COMMUNITY HUB

It’s not only courses on offer at RHACC but an exciting range of events, exhibitions, performances, cinema screenings, presentations and debates, jazz nights and even business networking events and conferences.

EVENTS AT RHACC

Keep up to date with our vibrant events programme.

VISIT RHACC.AC.UK/EVENTS

SUPERB FACILITIES

RHACC’s Parkshot campus is perfectly located just two minutes from Richmond train station and has superb venues to hire.

Our Hillcroft campus in Surbiton has onsite accommodation for group events (in the holidays) and also rooms for business meetings and seminars.

• Specialist Art School – workshops, professional studios.
• Exhibition and Gallery Space – Edwardian Atrium.
• Dedicated Business School – fully equipped with smartboards and integrated technology.
• Graphic Design and IT Suites – latest hardware and software.
• 120 Seat Theatre – performances, film nights, presentations, kids clubs.
• Café – open to the public with free Wi-Fi.
• Crèche – six months to four years.

ROOM HIRE

With a diverse range of rooms and facilities, RHACC is the perfect location for your meetings, conferences or events.

VISIT RHACC.AC.UK/HIRE OR EMAIL HIRE@RHACC.AC.UK
ENROLLING IS EASY

ONLINE
Visit rhacc.ac.uk to find the course, select a suitable time and date and then click to apply/enrol. If you’re eligible for concessions these will be calculated at the checkout.

IN PERSON
You can enrol on a course any time by calling into the Parkshot campus – see opening times on page 54.

INTERVIEWS FOR QUALIFICATION COURSES
You are required to have an interview for courses leading to a qualification to make sure you are on the right course at the right level. You can apply online and book your interview at the same time.

ASSESSMENTS
You may need to complete an English and Maths assessment to help the tutor decide which level is best for you.

HELP WITH YOUR FEES
To make our courses more accessible to more people we have expanded our discounts and concessions.

If you are over 70, on a low income or a means tested benefit, courses will either be FREE or discounted. Look out for the symbols next to the courses and see page 52 for more details.

DISCOUNTS AND CONCESSIONS
We offer as many discounts and concessions as we can – especially for those on low incomes. We also have a discretionary hardship fund for those in need. You can also spread the cost of learning through an instalment plan. Check your eligibility online, or ask an adviser. See page 52 for more details.

ADVANCED LEARNER LOAN
Suitable for Level 3 and 4 qualification courses – you can cover the cost of your tuition fees with a loan which you pay back once you are earning over £21k. If you take a loan for an Access course and go on to complete a degree, then the Access loan is written off. For eligibility visit www.gov.uk/advanced-learner-loan. Look for the courses marked 🌟

HELP AND ADVICE
We offer specialist advice and guidance about courses, levels and careers and how to pay for your course. Email iag@rhacc.ac.uk.

SUPPORT FOR LEARNERS
We provide specialist support for learners who may need additional support with their studies or have specific learning needs. See page 50 for more information.
RHACC
A NEW ERA OF ADULT EDUCATION IN RICHMOND AND KINGSTON

We were delighted to announce the merger of RACC and Hillcroft College this September, which brings together the expertise of both colleges.

We have combined our course offer to include specialist courses for women including the residential option long associated with Hillcroft, as well as the broad and diverse range of qualification, vocational, leisure, wellbeing and business courses for all members of the community (including those with learning difficulties and disabilities) that RACC has so proudly delivered in Richmond.

SEE PAGE 36 FOR DETAILS OF THE HILLCROFT WOMEN’S EDUCATION PROGRAMME.

The 2020 Beyond Education project is an exciting initiative that will help women to explore new opportunities to build confidence, improve wellbeing and develop new skills.

The project which is funded by the Big Lottery Fund’s Women and Girls initiative, offers FREE courses to women from all walks of life – who may have missed out on their earlier education, or who may lack confidence or need additional support to fulfil their potential.

FOR MORE INFORMATION VISIT RHACC.AC.UK/H2020
ACCESS TO HIGHER EDUCATION

Fast-track your way to university – study an Access to Higher Education course in September and fulfil your potential.

- Access to Business Studies
- Access to Computing
- Access to Digital Marketing and Social Media
- Access to Health and Human Sciences
- Access to Humanities

NO UPFRONT FEES WITH AN ADVANCED LEARNER LOAN

Access courses are FREE for 18–23 year olds who don’t already have a full Level 3 qualification. If you are over 19 and already have a Level 3 qualification, then you can take out an Advanced Learner Loan to cover your tuition fees which you only pay back once you are earning over £21,000 per year. If you go on to complete a degree then the loan for your Access course is completely waived.

“WHAT I LOVE ABOUT THIS COURSE IS THAT IT GIVES YOU ACCESS TO SO MANY DIFFERENT DEGREES.”
Richmond Art School offers a wide range of courses and specialisms in contemporary, purpose-built art and design studios. Whether you are an absolute beginner or skilled crafts person, learn from our expert tutors and develop your creativity and career.

**BOOK ART, BOOK ILLUSTRATION AND CALLIGRAPHY**

**Bookbinding Workshop**
- Intermediate
- Wed: 10:00-13:00
- 21/02/18
- 18wks
- £388

**Introduction to Illustration**
- Mon: 18:30-21:30
- 08/01/18
- 5wks
- £159

**Improving Your Illustration Techniques**
- Mon: 18:30-21:30
- 19/02/18
- 6wks
- £190

**Lettering and Calligraphy – Italic Hand**
- Wed: 09:30-13:00
- 18/04/18
- 11wks
- £280

**Lettering and Calligraphy**
- All Levels
- Tue: 09:30-13:00
- 09/01/18
- 11wks
- £280
- Tue: 09:30-13:00
- 17/04/18
- 11wks
- £280

**CERAMICS AND SCULPTURE**

**Ceramics for ESOL and Foundation English Learners**
- Wed: 10:00-13:30
- 21/02/18
- 6wks
- £170/Free

**Ceramics for Wellbeing**
- Mon: 16:15-18:15
- 08/01/18
- 5wks
- £80
- Mon: 16:15-18:15
- 26/02/18
- 5wks
- £80
- Mon: 16:15-18:15
- 04/06/18
- 5wks
- £80

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<td>Masterclass – Glaze Technology</td>
<td>C01003</td>
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<td>Ceramics Workshop – Untutored</td>
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<td>Mon, Tue, Wed</td>
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<td>Ceramic Decoration – Decal Transfers onto Glazed Clay</td>
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<td>Ceramic Decoration: Printing on Clay</td>
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<td>Wed, Thu</td>
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### FAMILY ART

Price includes one adult and one child. You can enrol extra children for an additional charge.

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<td>Creative Glass for Families</td>
<td>C01659</td>
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<td>Fri: 10:00-15:00 16/02/18 1wk</td>
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<td>Hillcroft (Surbiton)</td>
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### FASHION, TEXTILES AND SEWING

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<td>C01981</td>
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“I’M ALWAYS SO IMPRESSED BY THE INCREDIBLE THINGS PEOPLE ACHIEVE WITH THE SKILLS THEY HAVE LEARNT HERE.”
FILM MAKING AND VIDEO EDITING

Adobe Premiere Pro
- Beginners
  - Mon: 18:30-21:00 15/01/18 4wks £108/$Free
  - Mon: 18:30-21:00 23/04/18 4wks £108/$Free

Adobe Premiere Pro
- Intermediate
  - Mon: 18:30-21:00 26/02/18 4wks £108/$Free
  - Mon: 18:30-21:00 11/06/18 4wks £108/$Free

Documentary Filmmaking
- Tue-Fri: 11:00-16:00 03/04/18 1wk £236

DSLR Camera for Film Making Workshop
- Sat: 10:00-16:00 20/01/18 1wk £56
  - Sat: 10:00-16:00 16/06/18 1wk £56

Film Directing
- Sat, Sun: 10:30-16:00 28/04/18 1wk £97/$Free

Making Music Videos
- Tue, Wed, Thu: 10:00-16:00 29/05/18 1wk £159

One Day Film Making Course for 11–15 Year Olds
- Mon: 10:00-17:00 12/02/18 1wk £67
  - Mon: 10:00-17:00 09/04/18 1wk £67

Writing, Devising and Film – Making for Performance
- Mon: 19:00-21:00 15/01/18 10wks £150

FLORISTRY

Floral Decoration and Arrangement
- All Levels
  - Tue: 14:00-16:30 16/01/18 10wks £281

Floristry
- Hillcroft (Surbiton)
  - Beginners
    - Thu: 18:30-21:00 22/02/18 6wks £169

Floristry Techniques
- All Levels
  - Mon: 18:30-21:30 16/04/18 10wks £394
  - Tue: 14:00-16:30 17/04/18 12wks £394

Flower Arranging
- Complete Beginners
  - Tue: 14:00-17:00 09/01/18 5wks £174
  - Tue: 14:00-17:00 17/04/18 6wks £208

Flower Arranging for Intermediate and Returning Students
- Tue: 14:00-17:00 20/02/18 6wks £208
  - Tue: 14:00-17:00 05/06/18 6wks £208

GRAPHIC DESIGN AND DIGITAL MEDIA

Adobe Illustrator
- Saturday Intensive (Introduction)
  - Sat: 10:00-15:00 10/03/18 3wks £149/$Free
  - Sat: 10:00-15:00 16/06/18 3wks £149/$Free

Adobe Illustrator
- Summer School
  - Tue: 10:00-15:30 17/07/18 2wks £108

Adobe InDesign
- Saturday Intensive (Introduction)
  - Sat: 10:00-15:00 10/02/18 3wks £149/$Free
  - Sat: 10:00-15:00 12/05/18 3wks £149/$Free

Adobe Photoshop for Designers
- Saturday Intensive (Introduction)
  - Sat: 10:00-15:00 20/01/18 3wks £149/$Free
  - Sat: 10:00-15:00 21/04/18 3wks £149/$Free

Graphic Design
- Summer School
  - Fri: 10:00-15:30 20/07/18 2wks £108/$Free

Introduction to Creative and Digital Media
- Fri: 10:00-15:00 15/06/18 5wks £117/$Free

Photoshop for Designers
- Introduction - Summer School
  - Wed: 10:00-15:30 18/07/18 2wks £108/$Free

Photoshop, InDesign and Illustrator
- Intermediate
  - Thu: 18:15-21:15 11/01/18 11wks £343/$Free
  - Fri: 10:00-13:00 12/01/18 10wks £349/$Free
  - Thu: 18:15-21:15 19/04/18 12wks £349/$Free

Photoshop, InDesign and Illustrator
- Introduction
  - Wed: 14:00-17:00 17/01/18 10wks £318/$Free
  - Wed: 18:15-21:15 17/01/18 10wks £318/$Free
  - Wed: 14:00-17:00 25/04/18 11wks £318/$Free
  - Wed: 18:15-21:15 25/04/18 11wks £318/$Free

Prepare for Work – Graphic Design
- Tue: 18:15-21:15 09/01/18 11wks £348/$Free
  - Tue: 18:15-21:15 17/04/18 11wks £348/$Free

Flower Arranging for Weddings and Events
- Sat: 10:00-13:00 24/02/18 3wks £174

Seasonal Floristry - Spring Displays
- Tue, Wed, Thu: 11:00-16:00 10/04/18 1wk £138

Starting Your Own Floristry Business
- Mon: 18:30-21:30 15/01/18 15wks £350/$Free
  - Tue: 10:00-13:00 06/03/18 15wks £350/$Free
## Publication Design with Adobe InDesign
**C01066**
- Summer School
- **Thu:** 10:00-15:30
- **19/07/18**
- **2wks**
- £108/Free

## Social Media for Creatives
**C02078**
- **Fri:** 10:00-15:00
- **16/02/18**
- **1wk**
- £45

## GRAPHIC DESIGN QUALIFICATIONS
### Introduction to Graphic and Digital Design
**C02083**
- UAL Level 1 Award
- **Thu:** 10:00-13:00
- **01/02/18**
- **20wks**
- £400/Free

## JEWELLERY
### Jewellery
**C01982**
- Hillcroft (Surbiton)
- Complete Beginners
- **Tue:** 18:30-21:30
- **20/02/18**
- **1wk**
- FREE

### Jewellery
**C01982**
- Hillcroft (Surbiton)
- Complete Beginners
- **Tue:** 18:30-21:30
- **09/01/18**
- **11wks**
- £348
- **Tue:** 09:30-12:30
- **05/06/18**
- **6wks**
- £190

### Jewellery Making for Wellbeing
**C01259**
- **Tue:** 16:00-18:30
- **20/02/18**
- **6wks**
- £110
- **Tue:** 16:00-18:30
- **08/05/18**
- **6wks**
- £110

### Jewellery
**C01385**
- Beginners/Improvers
- **Mon:** 10:00-13:00
- **08/01/18**
- **11wks**
- £348
- **Mon:** 10:00-13:00
- **16/04/18**
- **11wks**
- £348
- **Sat:** 10:00-13:00
- **21/04/18**
- **5wks**
- £159
- **Sat:** 10:00-13:00
- **16/06/18**
- **5wks**
- £159

## INTERIOR DESIGN QUALIFICATIONS
### Interior Design
**C02082**
- Introduction - UAL Level 1 Award
- **Wed:** 10:00-13:00
- **31/01/18**
- **20wks**
- £400/Free

### Interior Design
**C01489**
- BTEC Pearson Level 3 Certificate
- **Wed:** 10:00-15:00
- **10/01/18**
- **24wks**
- £1,125

## INTERIOR DESIGN AND AUTOCAD
### AutoCAD for Interior Designers
**C01494**
- Intermediate
- **Mon:** 18:30-21:30
- **19/02/18**
- **16wks**
- £502/Free

### How to be your own Interior Designer
**C01828**
- Intensive Short Course
- **Tue, Wed, Thu:** 10:00-15:00
- **29/05/18**
- **1wk**
- £149/Free

### Interior Design – Drawing and Presentation Skills
**C02003**
- **Tue:** 10:00-13:00
- **17/04/18**
- **12wks**
- £379/Free

### Interior Design
**C01490**
- **Wed:** 18:30-21:30
- **18/04/18**
- **12wks**
- £379/Free

### Interior Design
**C01491**
- **Wed:** 18:30-21:30
- **17/01/18**
- **10wks**
- £318/Free

### Sketch-Up for Designers
**C00841**
- **Mon:** 10:00-13:00
- **08/01/18**
- **5wks**
- £159/Free
- **Mon:** 10:00-13:00
- **16/04/18**
- **5wks**
- £159/Free

### Sketch-Up for Designers
**C01712**
- Intermediate
- **Mon:** 10:00-13:00
- **19/02/18**
- **6wks**
- £190/Free
- **Mon:** 10:00-13:00
- **04/06/18**
- **6wks**
- £190/Free
- **Tue:** 18:30-21:30
- **05/06/18**
- **6wks**
- £190/Free

### Sketch-Up Layout
**C02012**
- Advanced
- **Mon:** 14:00-17:00
- **08/01/18**
- **11wks**
- £348/Free
- **Mon:** 14:00-17:00
- **16/04/18**
- **12wks**
- £379/Free
- **Tue:** 18:30-21:30
- **17/04/18**
- **12wks**
- £379/Free

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**Guide to symbols:** ⚑ Interview and tutor approval required. ⚑ Advanced Learner Loans available. ⚑ Course discounts available. See page 52.

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**See our new range of women only arts courses at Hillcroft (Surbiton) on page 36**
“IT’S GREAT TO LEARN FROM TUTORS WHO ARE PRACTISING ARTISTS.”
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Guide to symbols: 🗣 Interview and tutor approval required. 🔗19+ Advanced Learner Loans available. 📌Course discounts available. See page 52.
<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
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<th>Fee</th>
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<td>Life Drawing and Painting Masterclass</td>
<td>C00457</td>
<td>Francisc Bowyer, Thu 18:30-21:30 11/1/18, 11wks or Thu 18:30-21:30 19/4/18, 12wks</td>
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<td>Mandala Painting</td>
<td>C01991</td>
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<td>C01973</td>
<td>Mon 10:00-13:00, 04/6/18, 5wks</td>
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<td>Nature Illustration – Easter Holidays</td>
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<td>Oil Painting and Still Life</td>
<td>C01651</td>
<td>All levels, Thu 09:30-12:30, 11/1/18, 11wks or Thu 09:30-12:30, 19/4/18, 12wks</td>
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<td>Paint and a Pint</td>
<td>C01990</td>
<td>Tue 19:00-21:30, 09/1/18, 5wks or Tue 19:00-21:30, 17/4/18, 6wks</td>
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<td>Painting and Drawing – Projects</td>
<td>C01556</td>
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<td>Painting and Drawing for ESOL and Foundation English Learners</td>
<td>C01946</td>
<td>Fri 09:30-12:30, 08/6/18, 6wks</td>
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<tr>
<td>Painting and Drawing from Scratch</td>
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<td>Mon 09:30-12:00, 15/1/18, 10wks or Mon 09:30-12:00, 23/4/18, 10wks</td>
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<td>Painting and Drawing from Scratch Hillcroft (Surbiton)</td>
<td>C01774</td>
<td>Wed 19:00-21:30, 21/2/18, 6wks</td>
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<td>Painting Masterclass – Techniques, Materials and Methods</td>
<td>C01992</td>
<td>Jutta Gloeckner, Mon 10:00-13:00, 08/1/18, 11wks or Mon 10:00-13:00, 16/4/18, 12wks</td>
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<td>Portraiture (Beginners and Improvers)</td>
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<td>Mon 13:00-16:00, 08/1/18, 11wks or Mon 13:00-16:00, 23/4/18, 10wks</td>
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<td>Mon-Thur 10:00-16:00, 16/7/18, 1wk</td>
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<td>Weekend Watercolours</td>
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<td>All levels, Sat 13:30-16:30, 13/1/18, 5wks or Sat 13:30-16:30, 21/4/18, 6wks</td>
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STUDIO GLASS

Creative Glass

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Glass Jewellery

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Stained and Fused Glass – Contemporary and Traditional

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“YOU MEET GREAT PEOPLE AND LEARN FROM EACH OTHER.”
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**Guide to symbols:**
- 🌟 Interview and tutor approval required.
- 🌟 Advanced Learner Loans available.
- 🌟 Course discounts available. See page 52.

---

**APPLY NOW FOR 2018**

GET IN EARLY AND SECURE YOUR PLACE ON OUR QUALIFICATION COURSES FOR NEXT YEAR:
- UAL Foundation Fine Art & Design/Digital Media
- HNC 3D Design
- HNC Photography
- HNC Fine Art
- Level 3 Photography
- Level 3 Graphic Design
- Level 3 Interior Design

LEARN IN BEAUTIFUL ART STUDIOS FROM SPECIALIST TUTORS WHO WILL GIVE YOU PERSONAL ATTENTION TO DEVELOP YOUR KNOWLEDGE, SKILLS AND TECHNIQUES.
**WOODWORK, RESTORATION AND PICTURE FRAMING**

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## ACCOUNTING AND FINANCE

### Accounting AAT
- **Level 2 Foundation Certificate**
  - **Tue:** 09:30-16:00  
    - 16/01/18  
    - 24wks  
    - £975/Free
  - **Sat:** 09:30-17:00  
    - 20/01/18  
    - 21wks  
    - £975/Free
  - **Mon, Wed:** 09:30-16:00  
    - 16/04/18  
    - 12wks  
    - £975/Free

### Accounting AAT
- **Level 3 Advanced Diploma**
  - **Mon, Thu:** 09:30-15:30  
    - 08/01/18  
    - 24wks  
    - £2,573/Free

### Introduction to Accounting
- **B01127**
  - **Mon:** 09:45-12:00  
    - 06/01/18  
    - 6wks  
    - £100/Free
  - **Mon:** 09:45-12:15  
    - 23/04/18  
    - 5wks  
    - £100/Free
  - **Fri:** 14:30-17:15  
    - 08/06/18  
    - 5wks  
    - £100/Free

### Managing your Personal Finances
- **B00656**
  - **Mon:** 09:30-15:00  
    - 05/03/18  
    - 2wks  
    - £65/Free
  - **Mon:** 09:30-15:00  
    - 04/06/18  
    - 2wks  
    - £65/Free

---

**TRAINING AND SKILLS FOR BUSINESS**

Whether you are a small start-up or longstanding business enterprise, RHACC has a training course that could benefit you and your business. Take a look at our full range of business courses or contact us for bespoke training delivered for your company. Email rbs@rhacc.ac.uk to discuss your business’ needs.

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BUSINESS ADMINISTRATION

Business Administration 🔄 B00565
Pearson Level 1 Award
Tue: 09:30-15:00 01/05/18 10wks £507

Business and Administration 🔄 🔄 B00377
LAO Level 2 Certificate
Tue: 09:30-15:00 09/01/18 24wks £725/Free
Tue, Fri: 10:00-15:30 17/04/18 12wks £657/Free

Skills for Professions in Business, Administration and Finance 🔄 B01208
Pre-Access to HE Level 2 Certificate
Fri: 09:30-15:00 12/01/18 22wks £600/Free

Taster – Access to HE Business 🔄 B00900
Fri: 10:00-12:00 08/06/18 1wk £10

Touch Typing 🔄 B01112
Thu: 15:30-17:15 19/04/18 6wks £110

BUSINESS START-UP AND NETWORKING

Business Start-up 🔄 B00030
Fri: 10:00-12:30 12/01/18 5wks £70
Tue: 19:00-21:00 23/01/18 5wks £70
Sat: 09:30-17:00 03/02/18 2wks £70
Sat: 09:30-17:00 24/04/18 2wks £70
Tue: 19:00-21:00 08/06/18 5wks £70
Tue: 19:00-21:00 12/06/18 5wks £70

Easy Networking for Work and Business B01140
Mon: 18:00-21:00 11/06/18 1wk £30

Grow Your Business B00789
Fri: 10:00-12:30 20/04/18 5wks £100
Sat: 09:30-17:00 07/06/18 2wks £100

How to Find Work that Makes you Happy B01141
Tue: 10:00-13:00 24/04/18 2wks £60

How to Succeed at Interview B01144
Mon: 18:00-21:00 21/05/18 1wk £30

IAG Taster – Courses for Business Start-up B00378
Mon: 19:00-21:00 07/05/18 1wk FREE
Fri: 10:00-12:00 08/06/18 1wk FREE

Job Search Skills for Professionals B01139
Mon: 18:00-21:00 04/06/18 1wk £30

Returning to Work After a Break B01143
Tue: 18:00-21:00 08/05/18 1wk £30

Setting Up on Your Own as a Freelancer or Consultant B01062
Thu: 10:00-16:00 01/03/18 1wk £95
Thu: 10:00-16:00 03/05/18 1wk £95
Mon: 10:00-16:00 09/07/18 1wk £95

Working for Myself – Where do I Start? B01138
Mon: 10:00-13:00 07/05/18 1wk £30

Write a Winning CV B01145
Tue: 18:00-21:00 15/05/18 1wk £30

COMPUTING AND WEB TECHNOLOGY

App Development B01162
Introduction
Fri: 09:30-15:00 19/01/18 2wks £75

Apple Mac Business B00708
Basics
Sat: 10:00-16:00 09/06/18 1wk £38

Apple Mac Computers B00311
Intermediate
Wed: 16:00-18:00 21/02/18 5wks £69
Wed: 16:00-18:00 06/06/18 5wks £69

CCNA Security (Parts 1 and 2) B01022
Fri: 13:00-17:00 20/04/18 12wks £375

Computing B00427
Beginners
Thu: 15:30-17:30 18/01/18 5wks £69
Thu: 15:30-17:30 19/04/18 5wks £69
Thu: 15:30-17:30 07/06/18 5wks £69

Computing B00501
Improvers
Thu: 15:00-17:00 01/03/18 5wks £69

Computing B01137
Improvers Part 2
Fri: 10:00-12:00 08/06/18 5wks £69

Computers and Internet B00251
Beginners
Tue: 15:00-17:00 09/01/18 5wks £69
Tue: 15:00-17:00 01/05/18 5wks £69

Computers and Internet – Saturday B00252
Beginners
Sat: 09:30-15:00 21/04/18 3wks £69
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### Microsoft Powerpoint – 1 Day Essentials
- **B00118**
- **Fri:** 10:00-16:00 04/05/18 1wk
- **£95**

### Office Skills
- **OCNLR Level 1 Certificate**
  - **Mon:** 09:30-15:00 15/01/18 10wks **£265/GFree**
  - **Mon:** 09:30-15:00 16/04/18 10wks **£265/GFree**

### Office Skills (back to work)
- **OCNLR Level 2 Certificate**
  - **Mon:** 09:30-15:30 08/01/18 10wks **£404/GFree**
  - **Mon:** 09:30-15:30 23/04/18 10wks **£404/GFree**

### Outlook Introduction – 1 Day Essentials
- **B00829**
- **Fri:** 10:00-16:00 23/03/18 1wk
- **£95**

### PHP
- **B00969**
- **Intro**
  - **Sat:** 09:30-15:00 24/02/18 2wks
  - **£100**

### PHP and MySQL for Websites
- **B01163**
  - **Sat:** 09:30-15:00 21/04/18 1wk
  - **£50**

### Spreadsheets
- **B01210**
  - **Intro**
  - **Tue:** 18:30-21:15 09/01/18 5wks **£75/GFree**
  - **Tue:** 18:30-21:15 24/04/18 5wks **£75/GFree**

### SQL
- **B00596**
  - **Intro**
  - **Fri:** 09:30-15:00 19/01/18 2wks
  - **£100**

### Taster – Apple Mac Computers
- **B00895**
  - **Intro**
  - **Fri:** 14:00-15:30 15/06/18 1wk
  - **£10**

### Taster – Internet
- **B00166**
  - **Beginner**
  - **Fri:** 10:00-12:00 11/05/18 1wk
  - **£10**

### Taster – iPad
- **B00894**
  - **Intro**
  - **Fri:** 14:00-15:30 08/06/18 1wk
  - **£10**

### Using an iPad
- **B00826**
  - **Intro**
  - **Tue:** 15:30-17:30 17/04/18 5wks **£69**
  - **Tue:** 15:30-17:30 05/06/18 5wks **£69**

### Using an iPad (Intensive)
- **B00608**
  - **Fri:** 09:30-15:00 20/04/18 1wk **£34**
  - **Fri:** 09:30-15:00 08/06/18 1wk **£34**

### Using Social Media – Getting Started
- **B00833**
  - **Wed:** 15:30-17:30 11/04/18 2wks
  - **£27**
  - **Tue:** 15:30-17:30 19/06/18 2wks
  - **£27**

### Website Design and Creation
- **B00021**
  - **Intro**
  - **Mon:** 18:30-21:00 07/05/18 8wks
  - **£150**

### Website Design and Creation (Intensive)
- **B00109**
  - **Intro**
  - **Tue:** 19:00-21:00 27/02/18 5wks
  - **£70**

### Website Design and Creation
- **B00856**
  - **Intro**
  - **Thu:** 09:30-12:30 07/06/18 1wk
  - **£26**

### Website Design and Creation (Intensive)
- **B0034**
  - **Intro**
  - **Thu:** 12:30-15:00 11/01/18 3wks
  - **£35**

### Website Design and Creation (Intensive)
- **B00669**
  - **Intro**
  - **Thu:** 12:30-15:00 22/02/18 3wks
  - **£45**

### Website Design and Creation (Intensive)
- **B01094**
  - **Intro**
  - **Fri:** 09:30-17:00 01/06/18 1wk
  - **£50**

### Word
- **B00109**
  - **Intro**
  - **Tue:** 19:00-21:00 27/02/18 5wks
  - **£70**

### Word – Using Mail-Merge
- **B00856**
  - **Intro**
  - **Thu:** 09:30-12:30 07/06/18 1wk
  - **£26**

### WordPress 1 – Setting up a Blog for Business or Leisure
- **B00834**
  - **Intro**
  - **Thu:** 12:30-15:00 11/01/18 3wks
  - **£35**

### WordPress 2 – Developing Your Blog and Building a Website
- **B00669**
  - **Intro**
  - **Thu:** 12:30-15:00 22/02/18 3wks
  - **£45**

### WordPress 3 – Managing Your own Installation of WordPress
- **B01094**
  - **Intro**
  - **Fri:** 09:30-17:00 15/03/18 3wks
  - **£45**

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FOR DETAILS OF ALL COURSES

Guide to symbols:  🎓 Interview and tutor approval required. 🎓 19+ Advanced Learner Loans available. 🎓 Course discounts available. See page 52.
COUNSELLING

Counselling – An Introduction  S00035
Wed: 09:00-14:00  07/02/18  1wk  £28
Sat: 09:00-14:00  10/02/18  1wk  £28
Wed: 09:00-14:00  02/05/18  1wk  £28
Sat: 09:00-14:00  12/05/18  1wk  £28
Wed: 09:00-14:00  06/06/18  1wk  £28
Sat: 09:00-14:00  09/06/18  1wk  £28

Introduction to Counselling  S00995
Wed: 09:45-12:00  09/05/18  6wks  FREE

Counselling  S00054
CPCAB Level 2 Certificate
Tue: 09:30-15:00  20/02/18  18wks  £545/Free

Counselling  S00037
CPCAB Level 3 Certificate
Mon.+S Sats:
18:00-21:30 (Sat 10:00-13:00)  19/02/18  18wks  £685
Wed: 09:30-15:00  21/02/18  18wks  £685

Therapeutic Counselling  HS00228
Pearson BTEC Level 5 Diploma
Tue: 09:30-16:00  20/02/18  70wks  £5,196
Fri: 09:30-16:00  23/02/18  70wks  £5,196

MANAGEMENT

Certificate in First Line Management  B00026
(CMI Level 3
Mon.+3 Sat: 18:00-21:00 (Sat 09:30-16:30)  15/01/18  6wks  £360
Mon.+3 Sat: 18:00-21:00 (Sat 09:30-16:30)  05/06/18  4wks  £360

CMI Coaching and Mentoring Award – 2 Day  B00254
Level 3
Fri, Sat: 10:00-16:00  20/04/18  2wks  £180

CMI First Line Management Award  B01149
Level 3: Improving Team Performance
Sat: 09:30-16:30  20/01/18  3wks  £180
Sat: 09:30-16:30  09/06/18  3wks  £180

CMI First Line Management Award  B01148
Level 3: Personal Development as First Line Manager
Mon: 18:00-21:00  15/01/18  6wks  £180
Mon: 18:00-21:00  04/06/18  6wks  £180

PR, MARKETING AND ADVERTISING

Carrying out Effective Market Research to Grow Your Business  B00997
Wed: 10:00-16:00  23/05/18  1wk  £95
Thu: 10:00-16:00  05/07/18  1wk  £95

Content Creation Workshop to Improve SEO for your Business  B01135
Sat: 10:00-16:00  31/03/18  1wk  £95
Wed: 10:00-16:00  04/07/18  1wk  £95

Designing a Content Strategy For Digital Marketing  B00988
Sat: 10:00-16:00  05/05/18  1wk  £95
Sat: 10:00-16:00  07/07/18  1wk  £95

Digital Marketing for Business  B01134
Tue,+1 Mon: 10:00-16:00  13/03/18  3wks  £153

Google Analytics  B00992
Introduction
Fri: 10:00-16:00  11/05/18  1wk  £95

PR, Marketing and Advertising  B00028
Introduction
Thu: 18:30-21:15  01/03/18  5wks  £70
Thu: 18:30-21:15  07/06/18  5wks  £70

Sales: NEW Techniques to Increase Your Profits  B00631
Sat: 10:00-16:00  27/01/18  1wk  £95
Fri: 10:00-16:00  09/03/18  1wk  £95
Sat: 10:00-16:00  05/05/18  1wk  £95

HEALTH AND SOCIAL CARE

Caring for Children  S01029
Level 1 Certificate
Tue: 09:30-15:30  16/01/18  22wks  £855/Free

Introduction to Adult Social Care  S00992
Tue: 09:45-12:00  08/05/18  6wks  FREE

Introduction to Childcare  S00994
Tue: 09:45-12:00  01/05/18  6wks  FREE

Award in Mental Health Awareness  S01037
Level 1
Wed: 09:30-12:30  25/04/18  8wks  £144/Free

Preparing to Work in Adult Social Care  S00375
CACHE Level 2 Certificate
Fri: 09:30-15:00  20/04/18  35wks  £1,010/Free

Guide to symbols: © Interview and tutor approval required. ☛ 19+ Advanced Learner Loans available. ☛ Course discounts available. See page 52.
“HAVING THIS FOUNDATION DEFINITELY BOOSTS YOUR CONFIDENCE IN THE WORKPLACE.”

**Search Engine Optimisation**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Date</th>
<th>Time</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>B00363</td>
<td>Sat 10/02/18</td>
<td>10:00-16:00</td>
<td>£95</td>
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<tr>
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<td>Sat 23/06/18</td>
<td>10:00-16:00</td>
<td>£95</td>
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**Search Engine Optimisation – Tools and Techniques**

<table>
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<th>Date</th>
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<tr>
<td>B01136</td>
<td>Sat 24/03/18</td>
<td>10:00-16:00</td>
<td>£95</td>
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<td></td>
<td>Wed 27/06/18</td>
<td>10:00-16:00</td>
<td>£95</td>
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**Social Media for Business**

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<th>Course ID</th>
<th>Date</th>
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<tbody>
<tr>
<td>B00472</td>
<td>Sat 17/03/18</td>
<td>10:30-16:00</td>
<td>£95</td>
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<td>Sat 16/06/18</td>
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**Video Marketing to Enhance Your Website**

<table>
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<th>Course ID</th>
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<tr>
<td>B01142</td>
<td>Wed Thu 24/01/18</td>
<td>09:30-16:30</td>
<td>£190</td>
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<td></td>
<td>Wed Thu 04/04/18</td>
<td>09:30-16:30</td>
<td>£190</td>
</tr>
<tr>
<td></td>
<td>Wed Thu 11/07/18</td>
<td>09:30-16:30</td>
<td>£190</td>
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**TEACHER TRAINING**

**Assessing Vocational Achievement**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Date</th>
<th>Time</th>
<th>Duration</th>
<th>Price</th>
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<tbody>
<tr>
<td>S01005</td>
<td>Thu 18/01/18</td>
<td>18:00-21:00</td>
<td>22wks</td>
<td>£595</td>
</tr>
<tr>
<td></td>
<td>Thu 19/04/18</td>
<td>18:30-21:30</td>
<td>25wks</td>
<td>£811</td>
</tr>
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**Certificate in Teaching English to Speakers of Other Languages (CELTA)**

<table>
<thead>
<tr>
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<th>Date</th>
<th>Time</th>
<th>Duration</th>
<th>Price</th>
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<tbody>
<tr>
<td>L00144</td>
<td>Wed 17/01/18</td>
<td>09:30-17:00</td>
<td>20wks</td>
<td>£1,350</td>
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**IAG Taster – So you want to enrol on the CELTA course?**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Date</th>
<th>Time</th>
<th>Duration</th>
<th>Price</th>
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<tbody>
<tr>
<td>L00315</td>
<td>Wed 03/01/18</td>
<td>13:30-16:30</td>
<td>1wk</td>
<td>£22</td>
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**Education and Training**

<table>
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<th>Date</th>
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<th>Duration</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>L00227</td>
<td>Tue 09/01/18</td>
<td>09:30-12:30</td>
<td>11wks</td>
<td>£315</td>
</tr>
<tr>
<td></td>
<td>Tue 17/04/18</td>
<td>09:30-12:30</td>
<td>12wks</td>
<td>£315</td>
</tr>
</tbody>
</table>

**Get in early and secure your place on our qualification courses for next year:**

- Access to HE – Business Studies; Computing; Humanities; Digital Marketing and Social Media
- Accounting AAT – Level 2 Foundation Certificate; Level 3 Advanced Diploma; Level 4 Professional Diploma
- Business and Administration – Level 2 Certificate
- CELTA
- CISCO Certified Entry Network Technician
- Counselling – CPCAB Level 2; CPCAB Level 3; Pearson Level 5 (Therapeutic Counselling)
- Early Years Educator – CACHE Level 2 Certificate
- Early Years Workforce (Early Years Educator) – Level 3 Diploma
- Pre-Access to HE – Skills for Professions in Business, Administration and Finance; Skills for Further Study in Humanities
- Preparing to Work in Adult Social Care – CACHE Level 2 Certificate
- Supporting Teaching and Learning in Schools – CACHE Level 2 Certificate; Level 3 Diploma

**Introduction to Support Teaching**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Date</th>
<th>Time</th>
<th>Duration</th>
<th>Price</th>
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<tbody>
<tr>
<td>S00996</td>
<td>Tue 09/05/18</td>
<td>09:45-12:00</td>
<td>6wks</td>
<td>£190</td>
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**Skills for Learning Support Practitioners**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Date</th>
<th>Time</th>
<th>Duration</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>L00963</td>
<td>Wed 21/02/18</td>
<td>09:30-12:30</td>
<td>18wks</td>
<td>£330/FREE</td>
</tr>
</tbody>
</table>

**APPLY NOW FOR 2018**
We know how important English, Maths and Science are to your future so whether you need to gain those vital GCSEs or just improve your basic skills we will guide you to the right level.

**ENGLISH STUDY SKILLS**

**Brush up on your English Grammar**

**L01015**

<table>
<thead>
<tr>
<th>Mon</th>
<th>13:00-14:30</th>
<th>22/01/18</th>
<th>1wk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed</td>
<td>13:00-14:30</td>
<td>24/01/18</td>
<td>1wk</td>
</tr>
<tr>
<td>Mon</td>
<td>13:00-14:30</td>
<td>19/03/18</td>
<td>1wk</td>
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<tr>
<td>Wed</td>
<td>13:00-14:30</td>
<td>21/03/18</td>
<td>1wk</td>
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<tr>
<td>Mon</td>
<td>13:00-14:30</td>
<td>23/04/18</td>
<td>1wk</td>
</tr>
<tr>
<td>Wed</td>
<td>13:00-14:30</td>
<td>25/04/18</td>
<td>1wk</td>
</tr>
<tr>
<td>Mon</td>
<td>13:00-14:30</td>
<td>18/06/18</td>
<td>1wk</td>
</tr>
<tr>
<td>Wed</td>
<td>13:00-14:30</td>
<td>20/06/18</td>
<td>1wk</td>
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**The use of the Apostrophe**

**L01016**

<table>
<thead>
<tr>
<th>Mon</th>
<th>13:00-14:30</th>
<th>19/02/18</th>
<th>1wk</th>
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</thead>
<tbody>
<tr>
<td>Wed</td>
<td>13:00-14:30</td>
<td>21/02/18</td>
<td>1wk</td>
</tr>
<tr>
<td>Mon</td>
<td>13:00-14:30</td>
<td>21/05/18</td>
<td>1wk</td>
</tr>
<tr>
<td>Wed</td>
<td>13:00-14:30</td>
<td>23/05/18</td>
<td>1wk</td>
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**English Skills – Speaking and Listening**

**L00978**

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<tr>
<th>Entry 3</th>
<th>Tue, Thu: 09:30-12:00</th>
<th>09/01/18</th>
<th>11wks</th>
<th>FREE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Thu: 12:45-15:15</td>
<td>11/01/18</td>
<td>11wks</td>
<td>FREE</td>
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**English Skills – Writing**

**L00977**

<table>
<thead>
<tr>
<th>Entry 3</th>
<th>Tue, Thu: 09:30-12:00</th>
<th>17/04/18</th>
<th>12wks</th>
<th>FREE</th>
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<tbody>
<tr>
<td></td>
<td>Thu: 12:45-15:15</td>
<td>19/04/18</td>
<td>12wks</td>
<td>FREE</td>
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**English Skills – Speaking and Listening**

**L00988**

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<tr>
<th>Level 1</th>
<th>Mon, Wed: 09:30-12:00</th>
<th>08/01/18</th>
<th>11wks</th>
<th>FREE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mon: 12:30-15:00</td>
<td>08/01/18</td>
<td>11wks</td>
<td>FREE</td>
</tr>
<tr>
<td></td>
<td>Wed: 18:30-21:00</td>
<td>10/01/18</td>
<td>11wks</td>
<td>FREE</td>
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</table>

**English Skills – Writing**

**L00981**

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Mon: 12:30-15:00</th>
<th>16/04/18</th>
<th>10wks</th>
<th>FREE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mon, Wed: 09:30-12:00</td>
<td>16/04/18</td>
<td>10wks</td>
<td>FREE</td>
</tr>
<tr>
<td></td>
<td>Wed: 18:30-21:00</td>
<td>18/04/18</td>
<td>11wks</td>
<td>FREE</td>
</tr>
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</table>
### Functional Skills

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Level</th>
<th>Days/Time</th>
<th>Dates</th>
<th>Months</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional Skills English</td>
<td>L00985</td>
<td>Level 1</td>
<td>Mon</td>
<td>12:30-15:30</td>
<td>08/01/18</td>
<td>£314/Free</td>
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### English – Pre-GCSE

<table>
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<tr>
<th>Course</th>
<th>Code</th>
<th>Level</th>
<th>Days/Time</th>
<th>Dates</th>
<th>Weeks</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare for your English GCSE</td>
<td>L00962</td>
<td>Level 1</td>
<td>Fri</td>
<td>09:30-12:30</td>
<td>15/06/18</td>
<td>FREE</td>
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### Maths Study Skills

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Level</th>
<th>Days/Time</th>
<th>Dates</th>
<th>Weeks</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area and Volume</td>
<td>L01017</td>
<td>Entry 3</td>
<td>Wed</td>
<td>13:00-14:30</td>
<td>24/01/18</td>
<td>£7/Free</td>
</tr>
<tr>
<td>Brush up on Percentages</td>
<td>L01018</td>
<td>Entry 3</td>
<td>Tue</td>
<td>13:00-14:30</td>
<td>23/01/18</td>
<td>£7/Free</td>
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<tr>
<td>Further work with Numbers</td>
<td>L01019</td>
<td>Entry 3</td>
<td>Thu</td>
<td>13:00-14:30</td>
<td>08/02/18</td>
<td>£7/Free</td>
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<tr>
<td>Working with Equations (Algebra)</td>
<td>L01020</td>
<td>Entry 3</td>
<td>Wed</td>
<td>13:00-14:30</td>
<td>07/02/18</td>
<td>£7/Free</td>
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<tr>
<td>Working with Numbers</td>
<td>L01021</td>
<td>Entry 3</td>
<td>Thu</td>
<td>13:00-14:30</td>
<td>25/01/18</td>
<td>£7/Free</td>
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<tr>
<td>Maths Study Skills</td>
<td>L01008</td>
<td>Entry Level (E3/L1)</td>
<td>Thu</td>
<td>14:00-16:30</td>
<td>22/02/18</td>
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### Maths Skills

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
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<th>Days/Time</th>
<th>Dates</th>
<th>Weeks</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Mathematics Skills – Data Handling</td>
<td>L00956</td>
<td>Entry 3</td>
<td>Mon, Thu</td>
<td>12:45-15:15</td>
<td>08/01/18</td>
<td>11wks FREE</td>
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<tr>
<td>Mathematics Skills – Measure</td>
<td>L00956</td>
<td>Entry 3</td>
<td>Mon</td>
<td>12:45-15:15</td>
<td>16/04/18</td>
<td>12wks FREE</td>
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<td>Maths Skills – Handling Data</td>
<td>L01006</td>
<td>Entry 1</td>
<td>Mon</td>
<td>09:30-12:30</td>
<td>08/01/18</td>
<td>11wks FREE</td>
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<td>Maths Skills – Measure</td>
<td>L01007</td>
<td>Entry 1</td>
<td>Tue</td>
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### Functional Skills

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Level</th>
<th>Days/Time</th>
<th>Dates</th>
<th>Weeks</th>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>Functional Skills Maths</td>
<td>L00941</td>
<td>Level 1</td>
<td>Wed</td>
<td>13:00-15:30</td>
<td>10/01/18</td>
<td>23wks FREE</td>
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<tr>
<td>Intensive</td>
<td>L00043</td>
<td></td>
<td>Mon, +5 Sats</td>
<td>18:30-21:30</td>
<td>08/01/18</td>
<td>18wks £367/Free</td>
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<tr>
<td>Maths GCSE Higher Tier for Grade 8/9</td>
<td>L00345</td>
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<td>Wed</td>
<td>18:30-21:00</td>
<td>18/04/18</td>
<td>4wks £85</td>
</tr>
</tbody>
</table>

For more information visit www.rhacc.ac.uk
ESOL AND EFL

Learn English with our friendly ESOL (English for Speakers of Other Languages) and EFL (English as a Foreign Language) classes.

WHICH COURSE, ESOL OR EFL?

English for Speakers of Other Languages (ESOL)

ESOL courses help you to use English for everyday life, communicate with others, improve your skills for work or help your children in school. ESOL courses are for people who are living and want to stay in the UK. All our courses look at topics related to living and working in the UK. We cover Reading, Writing and Speaking and Listening so you can work on the skills you need.

English as a Foreign Language (EFL)

If you are looking for an internationally recognised qualification such as the Cambridge PET, FCE, CAE, CPE or IELTS, an EFL course is the course for you. Our courses start from Pre-intermediate level all the way up to Proficiency.

How long are the courses?

Courses run for three terms per year, 10–13 weeks per term, so you can join a class when it suits you and progress up the levels at your own pace. You can also join our short courses which run for five to six weeks.

Where are the courses held?

Courses are held at our main centres in Parkshot and Hillcroft and also at a range of community venues in Richmond.

How do I enrol?

We start with a Step into English session where you will have an assessment and interview so we can decide on the right level course for you. See dates and times in the table opposite.
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

ESOL
Pre-Entry 1
(2) Mon, Wed: 12:15-14:45 09/01/18 11wks £261/GFree
(4) Mon, Wed: 12:15-14:45 16/04/18 12wks £273/GFree

ESOL
Hillcroft (Surbiton)
Pre-Entry 1
(3) Tue, Thu: 09:30-12:00 09/01/18 11wks £261/GFree
(5) Tue, Thu: 09:30-12:00 16/04/18 12wks £273/GFree

ESOL
Entry 1
(1) Mon, Wed: 09:30-12:00 08/01/18 11wks £261/GFree
(2) Mon, Wed: 12:15-14:45 08/01/18 11wks £261/GFree
(3) Mon, Wed: 18:45-21:15 08/01/18 11wks £261/GFree
(4) Tue, Thu: 09:30-12:00 09/01/18 11wks £261/GFree

ESOL
Entry 2
(2) Mon, Wed: 09:30-12:00 08/01/18 11wks £261/GFree
(3) Mon, Wed: 12:15-14:45 08/01/18 11wks £261/GFree

ESOL – Reading
Entry 1
(1) Mon, Wed: 09:30-12:00 08/01/18 11wks £261/GFree
(2) Mon, Wed: 12:15-14:45 08/01/18 11wks £261/GFree
(3) Mon, Wed: 18:45-21:15 08/01/18 11wks £261/GFree
(4) Tue, Thu: 09:30-12:00 09/01/18 11wks £261/GFree

ESOL – Writing Award
Entry 1
(4) Mon, Wed: 09:30-12:00 16/04/18 12wks £273/GFree
(2) Mon, Wed: 12:15-14:45 16/04/18 12wks £273/GFree
(3) Mon, Wed: 18:45-21:15 16/04/18 12wks £273/GFree
(1) Tue, Thu: 09:30-12:00 17/04/18 12wks £273/GFree

ESOL – Reading
Entry 2
(1) Mon, Wed: 09:30-12:00 08/01/18 11wks £261/GFree
(6) Mon, Wed: 18:45-21:15 08/01/18 11wks £261/GFree
(3) Tue, Thu: 09:30-12:00 09/01/18 11wks £261/GFree
(4) Tue, Thu: 12:15-14:45 09/01/18 11wks £261/GFree
(5) Tue, Thu: 18:45-21:15 09/01/18 11wks £261/GFree

ESOL – Writing Award
Entry 2
(4) Mon, Wed: 09:30-12:00 16/04/18 12wks £273/GFree
(3) Tue, Thu: 09:30-12:00 17/04/18 12wks £285/GFree
(2) Tue, Thu: 12:15-14:45 17/04/18 12wks £285/GFree
(1) Tue, Thu: 18:45-21:15 17/04/18 12wks £285/GFree

ESOL – Reading
Entry 3
(1) Mon, Thu: 09:30-12:00 08/01/18 11wks £261/GFree
(2) Mon, Wed: 12:15-14:45 08/01/18 11wks £261/GFree
(3) Mon, Wed: 18:45-21:15 08/01/18 11wks £261/GFree
(4) Tue, Fri: 09:30-12:00 09/01/18 11wks £249/GFree
(5) Tue, Thu: 18:45-21:15 09/01/18 11wks £261/GFree
(6) Sat: 10:00-14:00 13/01/18 10wks £190/GFree

For more information visit www.rhacc.ac.uk

Guide to symbols: Interview and tutor approval required. 19+ Advanced Learner Loans available. Course discounts available. See page 52.
"I ENJOYED ALL PARTS OF THE COURSE BECAUSE IT’S HELPING ME TO IMPROVE MY ENGLISH."
ENGLISH AS A FOREIGN LANGUAGE (EFL)

**EFL – Cambridge English (General English)**

**Pre-Intermediate**

- (2) Mon, Wed: 09:30-12:00 08/01/18 10wks £375
- (3) Mon, Wed: 09:30-12:00 16/04/18 11wks £413

**Intermediate**

- (4) Mon, Wed: 09:30-12:00 08/01/18 10wks £375
- (3) Mon, Wed: 09:30-12:00 16/04/18 11wks £413

**EFL – Cambridge Preliminary English Test (PET)**

**Intermediate**

- (4) Mon, Wed: 09:30-12:00 08/01/18 10wks £375
- (6) Mon, Wed: 19:00-21:30 08/01/18 10wks £375
- (5) Tue, Thu: 09:30-12:00 09/01/18 10wks £394
- (7) Mon, Wed: 09:30-12:00 16/04/18 11wks £375

**EFL – Cambridge First Certificate Examination (FCE)**

**Upper Intermediate**

- (5) Mon, Wed: 09:30-12:00 08/01/18 10wks £375
- (8) Tue, Thu: 12:15-14:45 09/01/18 10wks £375
- (7) Mon, Wed: 19:00-21:30 09/01/18 10wks £375
- (9) Mon, Wed: 09:30-12:00 16/04/18 11wks £394
- (12) Tue, Thu: 09:30-12:00 10/01/18 11wks £375
- (10) Tue, Thu: 12:15-14:45 10/01/18 11wks £375
- (11) Tue, Thu: 19:00-21:30 10/01/18 11wks £375

**EFL – Cambridge Advanced Examination (CAE)**

**Intermediate**

- (4) Mon, Wed: 19:00-21:30 08/01/18 10wks £375
- (5) Tue, Thu: 09:30-12:00 09/01/18 10wks £375
- (6) Tue, Thu: 12:00-14:30 09/01/18 10wks £375
- (7) Mon, Wed: 19:00-21:30 16/04/18 11wks £394
- (8) Tue, Thu: 09:30-12:00 17/04/18 11wks £413
- (9) Tue, Thu: 12:00-14:30 17/04/18 11wks £413

**EFL – Cambridge Proficiency Examination (CPE)**

**Intermediate**

- (2) Tue, Thu: 19:00-21:30 09/01/18 19wks £638

**EFL – Cambridge IELTS 5.5+**

**Intermediate**

- (2) Tue, Thu: 12:30-15:00 09/01/18 10wks £375
- (3) Tue, Thu: 12:30-15:00 17/04/18 11wks £413

**EFL – English for Business**

**Level 1**

- (2) Tue: 19:00-21:30 09/01/18 18wks £270

**EFL SHORT COURSES**

**EFL – Conversation and Pronunciation**

**Beginner**

- (3) Wed: 12:15-14:45 10/01/18 5wks £94
- (4) Wed: 12:15-14:45 21/02/18 6wks £113
- (5) Wed: 12:15-14:45 18/04/18 6wks £113
- (6) Wed: 12:15-14:45 06/06/18 6wks £113

**EFL – Improve Your English Grammar**

**Beginner**

- (4) Mon: 12:15-14:45 19/02/18 6wks £113
- (6) Mon: 12:15-14:45 04/06/18 6wks £113

**EFL – Improve Your Writing Skills**

**Beginner**

- (4) Mon: 12:15-14:45 19/02/18 6wks £113
- (6) Mon: 12:15-14:45 04/06/18 6wks £113

**EFL INTENSIVE SUMMER COURSES**

**EFL – Intensive English Course**

**Intermediate**

- (3) Mon: 12:15-14:45 08/01/18 5wks £94
- (4) Mon: 12:15-14:45 19/02/18 6wks £113
- (5) Mon: 12:15-14:45 16/04/18 6wks £94
- (6) Mon: 12:15-14:45 04/06/18 6wks £113

**EFL – Intensive English Course**

**Upper Intermediate**

- (1) Mon-Fri: 09:30-14:30 09/07/18 2wks £300

**EFL – Intensive English Course**

**Upper Intermediate**

- (2) Mon-Fri: 09:30-14:30 09/07/18 2wks £300

**VISIT OUR WEBSITE RHACC.AC.UK FOR DETAILS OF ALL COURSES**
HEALTH WELLBEING & LIFESTYLE

Have fun and look after your health and wellbeing by joining one of our classes focused on exercise, dance, cookery and nutrition and emotional wellbeing.

MANY COURSES ARE OFFERED AS PAY-AS-YOU-GO (PAYG) OR HAVE A CONCESSION.

### BEAUTY AND COMPLEMENTARY THERAPIES

**Make-up Artistry**

- **Beginners**
  - Mon: 18:30-21:00
    - 08/01/18  5wks
    - 16/04/18  5wks
  - Mon: 18:30-21:00
  - £98

- **Intermediate**
  - Thu: 18:30-21:00
    - 22/02/18  5wks
    - Thu: 18:30-21:00
    - 07/06/18  5wks
  - £98

### COOKERY AND BAKERY

**Baking – Biscuits**

- Thu: 12:30-15:00
  - 05/06/18  6wks
  - £114

**Baking – Bread**

- Thu: 12:30-15:00
  - 17/04/18  6wks
  - £114

**Baking – Pastries**

- Thu: 12:30-15:00
  - 09/01/18  6wks
  - £100
  - Thu: 12:30-15:00
  - 20/02/18  6wks
  - £114

**Cake Decoration**

- Beginners
  - Tue: 19:00-21:30
    - 09/01/18  10wks
    - Tue: 19:00-21:30
    - 17/04/18  10wks
    - £207

---

*Guide to symbols: ✍ Interview and tutor approval required. ✐ Course discounts available. See page 52.*
<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Start Date</th>
<th>Duration</th>
<th>Cost</th>
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<tr>
<td><strong>Cake Decoration</strong></td>
<td>S00296</td>
<td>Mon: 19:00-21:30</td>
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<td><strong>Caribbean Cookery</strong></td>
<td>C01859</td>
<td>Wed: 18:30-21:00</td>
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<td><strong>Chinese Cookery</strong></td>
<td>S01017</td>
<td>Wed: 18:30-21:00</td>
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<td><strong>Cookery – Healthy Cooking on a Budget</strong></td>
<td>S00409</td>
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<td><strong>Cooking with Confidence</strong></td>
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<td>S00452</td>
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<td><strong>Delicious Desserts</strong></td>
<td>S01019</td>
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<td><strong>Family Cooking – Chinese Dumplings</strong></td>
<td>S01035</td>
<td>Tue: 10:30-12:00</td>
<td>1wk</td>
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<td><strong>Fish Cookery</strong></td>
<td>S00346</td>
<td>Tue: 15:30-18:00</td>
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<td><strong>French Cookery</strong></td>
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<td><strong>International Cookery From Around the World</strong></td>
<td>S01011</td>
<td>Thu: 19:00-21:30</td>
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<td><strong>Sugar Flowers</strong></td>
<td>S00508</td>
<td>Tue: 19:00-21:30</td>
<td>2wks</td>
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<tr>
<td><strong>Thai Cookery</strong></td>
<td>S01021</td>
<td>Wed: 18:30-21:00</td>
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**DANCE**

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<tr>
<td><strong>Ballet – Mixed Ballet</strong></td>
<td>C00888</td>
<td>Wed: 19:15-20:15</td>
<td>11wks</td>
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<td><strong>Ballroom</strong></td>
<td>C01694</td>
<td>Mon: 19:15-20:15</td>
<td>10wks</td>
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<td><strong>Ballroom</strong></td>
<td>C01328</td>
<td>Mon: 20:30-21:30</td>
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<td><strong>Contemporary and Jazz Dance for Teens</strong></td>
<td>C01976</td>
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<td><strong>Salsa</strong></td>
<td>S00083</td>
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<td>10wks</td>
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<td><strong>Swing Dance</strong></td>
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<td><strong>Tap</strong></td>
<td>S00098</td>
<td>Wed: 20:15-21:15</td>
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<td><strong>Tap</strong></td>
<td>S01010</td>
<td>Wed: 17:45-18:45</td>
<td>11wks</td>
<td>£83</td>
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“I LOVE BEING PART OF A RICH AND VIBRANT COMMUNITY.”
### EXERCISE

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<td>Back Care (PAYG Available)</td>
<td>S00008</td>
<td>(PAYG available)</td>
<td>09/01/18</td>
<td>11:15-12:30</td>
<td>11wks</td>
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<tr>
<td>Deep Stretch and Relaxation Exercise Class</td>
<td>S01032</td>
<td>(PAYG available)</td>
<td>11/01/18</td>
<td>19:00-20:00</td>
<td>11wks</td>
<td>£77</td>
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<tr>
<td>Gentle Exercise with Postural Stability</td>
<td>S00048</td>
<td>and Back Care (PAYG Available)</td>
<td>09/01/18</td>
<td>11:15-12:30</td>
<td>11wks</td>
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<tr>
<td>Keep Fit Through Movement and Dance - Over</td>
<td>S00061</td>
<td>55s (PAYG Available)</td>
<td>09/01/18</td>
<td>14:15-15:45</td>
<td>11wks</td>
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<tr>
<td>Pilates Beginners</td>
<td>S00958</td>
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<td>£83</td>
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<tr>
<td>Pilates (PAYG available)</td>
<td>S00078</td>
<td>Beginners Wellbeing</td>
<td>08/01/18</td>
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<td>Pilates Flow (PAYG available)</td>
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<td>Pilates Improvers</td>
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<td>Pilates (PAYG Available)</td>
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<td>Pilates Intermediate</td>
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### RELAXATION AND MEDITATION

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<tr>
<td>Tai Chi</td>
<td>S0096</td>
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<td>Tai Chi/Qi Gong</td>
<td>S0097</td>
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<td>Yoga</td>
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<td>Yoga for Total Beginners</td>
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<td>Yoga for Mindfulness</td>
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<td>10:00-11:00</td>
<td>10wks</td>
<td>£70</td>
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<tr>
<td>Mindfulness Meditation</td>
<td>S00432</td>
<td>Introduction</td>
<td>09/01/18</td>
<td>15:00-17:00</td>
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<td>Mindfulness Meditation</td>
<td>S00432</td>
<td>Hillcroft (Surbiton)</td>
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<td>S00904</td>
<td>Improvers</td>
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<td>Movement and Meditation with Alexander</td>
<td>S00295</td>
<td>Techniques</td>
<td>09/01/18</td>
<td>15:00-17:00</td>
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<td>Movement and Meditation with Alexander</td>
<td>S00295</td>
<td>Techniques</td>
<td>09/01/18</td>
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<td>Improving Your Assertiveness</td>
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HILLCROFT WOMEN’S EDUCATION

Our Hillcroft Women’s Education programme is designed to support women back into learning to improve their life opportunities, including progressing to higher level study or employment. Courses are available during the day and we also offer a residential option for those who might find the dedicated time to study in a supported environment beneficial. Concessions, bursaries and childcare are available.

ART AND DESIGN

Introduction to Jewellery Making and Design C02085
Taster
Sat: 10:00-17:00 10/02/18 1wk FREE

Introduction to Jewellery Making and Design # C02093
UAL Level 1 Award
Sat,Sun: 10:00-17:00 (Sun 16:00) 12/05/18 6wks £429/Free
Runs every other week

Introduction to Art, Design and Printmaking Techniques C02097
Taster
Sat: 10:00-17:00 03/02/18 1wk FREE

Introduction to Art, Design and Printmaking # C02091
UAL Level 1 Award
Sat,Sun: 10:00-17:00 (Sun 16:00) 14/04/18 6wks £459/Free
Runs every other week

Introduction to Contemporary Textile Design and Practice C02087
Taster
Sat: 10:00-17:00 27/01/18 1wk FREE

Introduction to Contemporary Textile Design and Practice # C02092
UAL Level 1 Award
Sat,Sun: 10:00-17:00 (Sun 16:00) 24/02/18 6wks £429/Free
Runs every other week

FILMMAKING AND PHOTOGRAPHY

Digital Storytelling # 4DIST01HN
Fri-Sun: 19:00-15:15 23/03/18 1wk £100/Free

Filmmaking # 4BFMI01GN
Introduction
Fri-Sun: 19:00-15:15 20/04/18 1wk £100/Free

Digital Filmmaking – Documentary # 4BFMD01JL
Tue,Wed,Thu,Fri: 09:30-17:00 29/05/18 1wk £150/Free

Digital Photography # 4BDPI01GN
Introduction
Fri-Sun: 19:00-15:15 26/01/18 1wk £100/Free

Digital Photography and Photoshop Level 1 # 4DPAP01GN
Fri-Sun: 19:00-15:15 16/02/18 1wk £100/Free

Guide to symbols:
<> Interview and tutor approval required.
# Course discounts available. See page 52.
The page includes multiple courses listed in two main categories: Computer Skills and Beauty and Complementary Therapies. Each course is detailed with the course title, summary, duration, and fees. The courses cover a range of topics from computer skills to beauty treatments.

**Computer Skills**
- **IT**
- **Word Processing**
- **Presentation Software**
- **Spreadsheets**
- **Desktop Publishing Software**
- **Improving Productivity Using IT**

**Beauty and Complementary Therapies**
- **Beauty Specialist Techniques**
- **Dyslexia and Dyspraxia Strategies**
- **Presentation Software**
- **Spreadsheets Software**
- **Desktop Publishing Software**
- **Improving Productivity Using IT**

**English**
- **English Before Lunch**
- **English – Powerful Presenters**
- **English – Creative Readers**
- **English Before Lunch**
- **English – Winning Writers**
- **English – English for Employability**

**ESOL**
- **ESOL: Preparation for Study**
- **ESOL: Preparation for Work**

Additional information includes a call to action to apply now for 2018 and details for visiting the website for more information.
## FINANCE AND BUSINESS

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<th>Code</th>
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<th>Duration</th>
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<th>Notes</th>
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<td>4AOF501EU</td>
<td>OCNLR Level 1 Cert</td>
<td>Thu,Fri: 10:00-16:00</td>
<td>22/02/18</td>
<td>10wks</td>
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<td>Office Skills</td>
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<td>OCNLR Level 2 Cert</td>
<td>Thu,Fri: 10:00-16:00</td>
<td>26/04/18</td>
<td>10wks</td>
<td>£404/QFree</td>
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<td>Business/Self-Employment</td>
<td>1EBUS01GN</td>
<td>Introduction</td>
<td>Fri-Sun: 19:00-15:15</td>
<td>26/01/18</td>
<td>1wk</td>
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<td>1EBUS01GN</td>
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<td>1BAAT03EQ</td>
<td>Foundation Certificate</td>
<td>Mon-Fri: 09:30-17:00</td>
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<td>8wks</td>
<td>£724/QFree</td>
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<td>Level 2 Foundation Award</td>
<td>Sat,Sun:</td>
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<td>Future Proof</td>
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## HEALTH AND LIFE SKILLS

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## MATHS

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## STEP UP COURSES

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Guide to symbols: 🗣 Interview and tutor approval required. 🎧 Course discounts available. See page 52.
“WE PROVIDE A STIMULATING AND SUPPORTIVE ENVIRONMENT WHERE WOMEN CAN FLOURISH.”
**MODERN LANGUAGES**

From Chinese Mandarin and French, to Russian, Spanish and Italian we offer a range of courses in eight different languages. Courses start from complete beginners to more advanced conversational classes.

### BRITISH SIGN LANGUAGE

**British Sign Language (BSL)**

- **Introduction**
  - Mon: 19:00-21:00  
    - 15/01/18 5wks  
    - 16/04/18 5wks  
    - 11/06/18 5wks  
    - £70

**BSL Signature**

- **Level 1 Award**
  - Thu: 19:00-21:30
  - 11/01/18 23wks
  - £360/$Free

### CHINESE

**Chinese Mandarin**

- **Year 1 Stage 2**
  - Wed: 19:15-21:15
  - 21/02/18 14wks
  - £280

### FRENCH

**French**

- **Year 1 Stage 1**
  - Tue: 19:15-21:15
  - Mon: 11:45-13:45
  - 16/01/18 20wks
  - 22/01/18 19wks
  - £280
  - £266

**French Intensive**

- **Part 1 – Beginners**
  - Sat: 10:00-14:00
  - 24/02/18 5wks
  - £140

---

Guide to symbols:

- 🗝️ Interview and tutor approval required.
- 📅 Course discounts available. See page 52.
## French for Holidays

**Beginners**
- Mon: 17:30-19:00  
  16/04/18  10wks  £105
- Thu: 09:30-11:30  
  19/04/18  10wks  £140

## French

**Year 1 Stage 2**
- Mon: 09:30-11:30  
  19/02/18  16wks  £224
- Mon: 19:15-21:15  
  19/02/18  16wks  £224
- Thu: 17:00-19:00  
  22/02/18  17wks  £238

## French Intensive

**Part 2 - Beginners**
- Sat: 10:00-14:00  
  21/04/18  5wks  £140

## French

**Year 2 Stage 2**
- Mon: 09:30-11:30  
  19/02/18  16wks  £224
- Tue: 17:30-19:00  
  20/02/18  17wks  £178

## French

**Year 3 (Small group)**
- Tue: 19:15-21:15  
  20/02/18  14wks  £280

## French

**Year 4 (Small group)**
- Thu: 19:15-21:15  
  22/02/18  14wks  £280

## French

**Year 5 Practical Conversation**
- Tue: 09:30-11:30  
  20/02/18  17wks  £238

## French Conversation

**Intermediate**
- Mon: 09:30-11:30  
  19/02/18  16wks  £224

## French Conversation

**Lower Advanced**
- Mon: 11:45-13:45  
  19/02/18  16wks  £224
- Thu: 09:30-11:30  
  22/02/18  17wks  £238

## French Conversation and Current Affairs

**Advanced**
- Mon: 11:45-13:45  
  19/02/18  16wks  £224
- Mon: 19:15-21:15  
  19/02/18  16wks  £224
- Thu: 11:45-13:45  
  22/02/18  17wks  £238
- Fri: 09:30-11:30  
  23/02/18  17wks  £238

## French Grammar

**Advanced**
- Mon: 09:30-11:30  
  19/02/18  16wks  £224

---

## GERMAN

## German

**Year 1 Stage 1**
- Tue: 19:15-21:15  
  16/01/18  20wks  £280

## German

**Year 1 Stage 2**
- Wed: 19:15-21:15  
  21/02/18  17wks  £238

## German

**Year 2 Stage 1**
- Wed: 19:15-21:15  
  21/02/18  17wks  £238

## German

**Year 3**
- Tue: 19:15-21:15  
  26/02/18  14wks  £196

## German

**Year 4**
- Wed: 19:15-21:15  
  21/02/18  17wks  £238
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**Spanish Intensive Part 1**

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**Guide to symbols:**

- Interview and tutor approval required.
- Course discounts available. See page 52.
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Spanish Conversation | C01538 | Lower Advanced | Tue | 11:45-13:45 | 20/02/18 | 17wks | £238 |

Spanish Conversation and Current Affairs | C00056 | Advanced | Wed | 18:30-20:30 | 21/02/18 | 17wks | £238 |
| | | | Fri | 11:45-13:45 | (Small group) | 23/02/18 | 14wks | £280 |

Spanish Conversation and Grammar | C00058 | Advanced | Fri | 09:30-11:30 | 23/02/18 | 16wks | £224 |

“There is camaraderie in the class for everyone to learn and progress together.”
PERFORMING ARTS AND MUSIC

If you are destined for the spotlight our prestigious Drama School and unique Jazz School have a range of courses that will allow you to release your inner Hamlet, Miles Davis or Adele. Our prestigious Drama School boasts alumni such as Tom Hardy and our Jazz School tutors regularly perform at the highest levels in top venues in London, nationally and internationally.

“IT GIVES YOU AN IN-DEPTH FOUNDATION OF THE PHYSICAL AND MENTAL ASPECTS OF ACTING.”
### Music Appreciation and Theory

<table>
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<td><strong>Music Appreciation – Chopin and Liszt</strong></td>
<td>C01228</td>
<td>Mon: 13:00-15:00</td>
<td>08/01/18</td>
<td>8wks</td>
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<tr>
<td><strong>Music Appreciation – Music of the Mid-20th Century</strong></td>
<td>C01229</td>
<td>Mon: 13:00-15:00</td>
<td>23/04/18</td>
<td>8wks</td>
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### Music Technology

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<tr>
<td><strong>Music Technology – Sequencing and Music Production</strong></td>
<td>B00641</td>
<td>Wed: 19:30-21:30</td>
<td>10/01/18</td>
<td>11wks</td>
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<td>18/04/18</td>
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<tr>
<td><strong>Music Technology for Creative Guitarists</strong></td>
<td>B01151</td>
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<td>12wks</td>
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### Singing and Choirs

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<tr>
<td><strong>Berakah Arts Multi-Faith Choir</strong></td>
<td>C01696</td>
<td>Mon: 19:00-21:00</td>
<td>15/01/18</td>
<td>10wks</td>
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<tr>
<td><strong>Cantanti Camerati</strong></td>
<td>C00191</td>
<td>Thu: 19:30-21:30</td>
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<td>36wks</td>
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<tr>
<td><strong>Come and Sing</strong></td>
<td>C01931</td>
<td>Tue,Wed,Thu: 13:00-17:00</td>
<td>03/04/18</td>
<td>1wk</td>
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<tr>
<td><strong>Parkshot Singers</strong></td>
<td>C00199</td>
<td>Fri: 14:00-16:00</td>
<td>12/01/18</td>
<td>10wks</td>
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<td>Fri: 14:00-16:00</td>
<td>20/04/18</td>
<td>12wks</td>
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<tr>
<td><strong>Richmond Choral Society</strong></td>
<td>C01212</td>
<td>Mon: 19:00-21:00</td>
<td>16/04/18</td>
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<td><strong>Richmond Choral Society – Music for Easter</strong></td>
<td>C01211</td>
<td>Mon: 19:00-21:00</td>
<td>08/01/18</td>
<td>11wks</td>
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<td><strong>Singing for Pleasure</strong></td>
<td>C00196</td>
<td>Thu: 17:45-19:15</td>
<td>22/02/18</td>
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### Acting and Performing Skills

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<tr>
<td><strong>Acting and Performing Skills for Budding Actors</strong></td>
<td>C00609</td>
<td>Tue: 19:30-21:30</td>
<td>09/01/18</td>
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<td>Tue: 19:30-21:30</td>
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<tr>
<td><strong>Acting for Film</strong></td>
<td>C01932</td>
<td>Mon: 18:30-21:30</td>
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<td>Mon: 18:30-21:30</td>
<td>04/06/18</td>
<td>6wks</td>
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### Drama for Confidence

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<tr>
<td><strong>How to be Brilliant at Public Speaking</strong></td>
<td>C01187</td>
<td>Mon: 19:00-21:00</td>
<td>19/03/18</td>
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<td>Sat: 10:30-13:30</td>
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<td>1wk</td>
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### Improve Your Accents for Acting

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<tbody>
<tr>
<td><strong>Richmond Drama School – Audition Technique</strong></td>
<td>C00816</td>
<td>Intensive</td>
<td>Wed: 13:00-17:00</td>
<td>09/07/18</td>
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<td><strong>Shakespeare for the Terrified</strong></td>
<td>C02013</td>
<td>Thu: 19:00-21:30</td>
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<td>22/02/18</td>
<td>6wks</td>
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<td>Thu: 19:00-21:30</td>
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<td>6wks</td>
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<tr>
<td><strong>NCFE Level 2 Certificate in Drama</strong></td>
<td>C02018</td>
<td>Wed: 13:00-17:00</td>
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### JAZZ SINGING

**Jazz Singing** – Wendy Linsey  
**C00214**  
**Introduction/Intermediate**  
**Sat:** 11:15-13:15  
13/01/18  
10wks  
£215  
**Sat:** 11:15-13:15  
21/04/18  
12wks  
£256

**Jazz Vocal** – Geoff Castle  
**C01469**  
**Masterclass**  
**Sat:** 14:30-16:30  
13/01/18  
10wks  
£215  
**Sat:** 14:30-16:30  
21/04/18  
12wks  
£256

**Jazz Vocal Performance** – Linley Weir  
**C00216**  
**Sat:** 14:30-16:30  
13/01/18  
10wks  
£215  
**Sat:** 14:30-16:30  
21/04/18  
12wks  
£256

**Jazz Voice and Improvisation** – Emily Saunders  
**C02019**  
**Masterclass**  
**Tue:** 19:00-21:00  
09/01/18  
5wks  
£108  
**Tue:** 19:00-21:00  
20/02/18  
6wks  
£128  
**Tue:** 19:00-21:00  
17/04/18  
6wks  
£128  
**Tue:** 19:00-21:00  
05/06/18  
6wks  
£128

**Jazz Harmony Workshop for Vocalists** – Dave Jones  
**C01983**  
**Tue:** 19:00-21:00  
09/01/18  
5wks  
£108  
**Tue:** 19:00-21:00  
20/02/18  
6wks  
£128  
**Tue:** 19:00-21:00  
17/04/18  
6wks  
£128  
**Tue:** 19:00-21:00  
05/06/18  
6wks  
£128

### JAZZ INSTRUMENTAL

**Jazz Guitar** – Charles Alexander  
**C00228**  
**Intermediate**  
**Tue:** 19:00-21:00  
09/01/18  
11wks  
£236  
**Sat:** 09:30-11:30  
13/01/18  
10wks  
£215  
**Tue:** 19:00-21:00  
17/04/18  
12wks  
£256  
**Sat:** 09:30-11:30  
21/04/18  
12wks  
£256

**Jazz Guitar** – Charles Alexander  
**C00229**  
**Advanced**  
**Sat:** 11:30-13:30  
13/01/18  
10wks  
£215  
**Sat:** 11:30-13:30  
21/04/18  
12wks  
£256

**Jazz Rhythm Section Workshop** – Dave Jones  
**C00220**  
**Intermediate**  
**Sat:** 11:30-13:30  
13/01/18  
10wks  
£215  
**Sat:** 11:30-13:30  
21/04/18  
12wks  
£256

**Jazz Rhythm Section Workshop** – Dave Jones  
**C00436**  
**Introduction**  
**Sat:** 09:30-11:30  
13/01/18  
10wks  
£215  
**Sat:** 09:30-11:30  
21/04/18  
12wks  
£256

**Jazz Saxophone** – Tony Woods  
**C00231**  
**Intermediate**  
**Sat:** 11:30-13:30  
13/01/18  
10wks  
£215  
**Sat:** 11:30-13:30  
21/04/18  
12wks  
£256
### Jazz Ensembles

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<tr>
<th>Course</th>
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<th>Start Date</th>
<th>Duration</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Jazz Ensemble 1 – Henry Lowther</td>
<td>C00226</td>
<td>Sat</td>
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<td>Jazz Ensemble 1 – Henry Lowther</td>
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<tr>
<td>Jazz Performance Ensemble 1 – Tony Woods</td>
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<td>Sat</td>
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<td>Jazz Performance Ensemble 1 – Tony Woods</td>
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<td>Jazz Performance Ensemble 2 – Dave Jones</td>
<td>C00224</td>
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<td>Jazz Performance Ensemble 2 – Dave Jones</td>
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<td>Jazz Workshop 1 – Julian Costello</td>
<td>C01685</td>
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<td>Jazz Workshop 2 – Julian Costello</td>
<td>C00610</td>
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<td>Jazz Workshop 2 – Julian Costello</td>
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<tr>
<td>Richmond Jazz School Big Band – Henry Lowther</td>
<td>C00682</td>
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<td>Richmond Jazz School Big Band – Henry Lowther</td>
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### Jazz Intensives

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<tr>
<td>Richmond Jazz School – Easter Jazz Course</td>
<td>C00306</td>
<td>Tue, Wed, Thu</td>
<td>10/04/18</td>
<td>1wk</td>
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<td>Richmond Jazz School Performance Diploma</td>
<td>C01674</td>
<td>Fri</td>
<td>08/06/18</td>
<td>5wks</td>
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“IF YOU’RE THINKING ABOUT DOING A JAZZ COURSE – GO FOR IT!”

Guide to symbols: 🗝️ Interview and tutor approval required. 🎓 19+ Advanced Learner Loans available. 💲 Course discounts available. See page 52.
Philosophy, creative writing, history and humanities are just some of the subjects you can study in our unique School of Ideas.

### ART HISTORY

<table>
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<tr>
<td>Art History – Lunchtime Masterpieces</td>
<td>C00411</td>
<td>Thu: 13:30-15:00</td>
<td>10wks</td>
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<tr>
<td>Art Nouveau to 'Mid-century Modern' – An Illustrated Design History</td>
<td>C01910</td>
<td>Thu: 10:30-12:30</td>
<td>5wks</td>
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<tr>
<td>Five Alive – British Contemporary Artists in Focus</td>
<td>C01909</td>
<td>Thu: 13:30-15:30</td>
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<td>Post Modern Art</td>
<td>C01958</td>
<td>Fri: 11:00-13:00</td>
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<td>The Story of Art</td>
<td>C01100</td>
<td>Tue: 19:15-21:15</td>
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### CREATIVE WRITING

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<tr>
<td>Comedy Writing Introduction</td>
<td>L00050</td>
<td>Tue: 19:00-21:15</td>
<td>10wks</td>
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<td>Creative Writing</td>
<td>C00426</td>
<td>Sat: 10:00-12:00</td>
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<td>Tue: 09:30-11:30</td>
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<td>Sat: 10:00-12:00</td>
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<td>Creative Writing – Critical Workshop</td>
<td>L00016</td>
<td>Tue: 12:00-14:00</td>
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<td>Tue: 12:00-14:00</td>
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<td>Creative Writing – Exploring Creative Writing</td>
<td>C01016</td>
<td>Mon: 19:00-21:00</td>
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<td>Creative Writing – Writing for Children</td>
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<td>Researching and Writing Non-Fiction</td>
<td>C01978</td>
<td>Sat: 10:00-12:00</td>
<td>5wks</td>
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<td>Scriptwriting – Drama Scripts for Stage, Film, TV and Radio</td>
<td>C01692</td>
<td>Thu: 10:00-12:00</td>
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<td>Thu: 10:00-12:00</td>
<td>10wks</td>
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<tr>
<td>Social Media for Writers and Bloggers</td>
<td>B01160</td>
<td>Thu: 11:00-13:00</td>
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<td>10wks</td>
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<td>Writing Freelance Magazine Articles</td>
<td>L00104</td>
<td>Mon: 13:00-15:00</td>
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<td>10wks</td>
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<td>Writing from Life</td>
<td>C00831</td>
<td>Tue: 12:30-14:30</td>
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<tr>
<td>Taster – Introduction to Creative Writing</td>
<td>C02100</td>
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<td>1wk</td>
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<tr>
<td>Introduction to Creative Writing</td>
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<td>01/03/18</td>
<td>13:00-15:00</td>
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<td>Taster – Introduction to Comedy Writing</td>
<td>C02101</td>
<td>22/02/18</td>
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<td>Introduction to Comedy Writing</td>
<td>L0050</td>
<td>01/03/18</td>
<td>19:00-21:00</td>
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<tr>
<td>Taster – Writing for Self Development</td>
<td>C02103</td>
<td>20/02/18</td>
<td>19:00-21:00</td>
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<td>Writing for Self Development</td>
<td>C02105</td>
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<td>European Drama in the 20th Century</td>
<td>C01937</td>
<td>17/01/18</td>
<td>10:00-12:00</td>
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<td>History of The USA</td>
<td>C02057</td>
<td>05/06/18</td>
<td>19:00-21:00</td>
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<td>The End of the Empire: British Decolonisation</td>
<td>C01897</td>
<td>27/02/18</td>
<td>19:00-21:00</td>
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<td>Victorian Britain</td>
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<td>17/04/18</td>
<td>19:00-21:00</td>
<td>6wks</td>
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<tr>
<td>Film History – Theory and Appreciation</td>
<td>C01936</td>
<td>16/01/18</td>
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<tr>
<td>Taster – Access to HE Humanities</td>
<td>C00334</td>
<td>08/05/18</td>
<td>10:00-16:30</td>
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<td>21/02/18</td>
<td>13:30-14:30</td>
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<td>C02099</td>
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<td>C00837</td>
<td>28/02/18</td>
<td>10:00-11:30</td>
<td>5wks</td>
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**PHILOSOPHY**

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<tr>
<th>Course Title</th>
<th>Code</th>
<th>Date</th>
<th>Time</th>
<th>Duration</th>
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<tr>
<td>Introduction to Comparative Religion</td>
<td>C01763</td>
<td>07/06/18</td>
<td>19:00-21:00</td>
<td>6wks</td>
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<td>Introduction to Studying a Degree in Philosophy</td>
<td>C01959</td>
<td>06/06/18</td>
<td>10:00-12:00</td>
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<td>Philosophy and the Body – Merleau Ponty Deleuze and Foucault</td>
<td>C02050</td>
<td>10/01/18</td>
<td>10:00-12:00</td>
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<td>Philosophy of Art – Representation in the Arts</td>
<td>C02052</td>
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<td>19/04/18</td>
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<td>Philosophy of Mind and Consciousness</td>
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<td>Ways into Philosophy – Intro to key concepts and thinkers</td>
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<td>21/02/18</td>
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**DEVELOP YOUR LEARNING EVEN FURTHER BY ATTENDING ONE OF OUR FASCINATING GUEST LECTURES, DEBATES OR WRITING WORKSHOPS HELD THROUGHOUT THE YEAR.**

Guide to symbols:
- Interview and tutor approval required.
- Course discounts available. See page 52.
SUPPORTED LEARNING

RHACC provides an inclusive and welcoming environment for adults with learning difficulties or disabilities. There’s lots to choose from.

A SUPPORTIVE ENVIRONMENT

If you are the parent, carer or adviser to an adult with learning difficulties and disabilities we can provide in-depth advice about courses. We have full and part-time courses to prepare learners for work and life as well as leisure courses that will help with meeting other people and having fun while learning a new hobby!

We have courses available evenings, weekends and during holidays, and a number of courses are available in other venues in South West London. If you have a group, we can also come to you.

WE HAVE A NUMBER OF COURSES AVAILABLE INCLUDING:

**Preparation for work and life:**
- Art
- Beauty and Self Care Skills
- Cookery and Catering
- English
- Horticulture
- IT
- Independent Living Skills
- Maths
- Performing Arts
- Sport
- Step into Learning

**Leisure:**
- Art
- Dance and Exercise
- Photography
- Music

MOST COURSES ARE FREE AND INCLUDE ENGLISH AND MATHS.

FEES ARE PAYABLE FOR SOME LEISURE COURSES.
"THE RANGE AND QUALITY OF ADDITIONAL SUPPORT FOR LEARNERS IS EXCEPTIONAL."
OFSTED

CONTACT US TO ARRANGE A MEETING TO CHOOSE THE RIGHT COURSE AND TO ORGANISE SUPPORT.

Alternatively, find out about our full range of supported learning courses by contacting the coordinator on 020 8891 5907 ext. 5012 or email LLDD@rhacc.ac.uk
FEES, DISCOUNTS AND LOANS

There are lots of ways to pay for your course and many of our courses have discounts or concessions, or can be paid for by instalments or an Advanced Learner Loan.

DIFFERENT WAYS TO PAY

PAY-AS-YOU-GO (PAYG)
You can try some of our leisure courses on a pay-as-you-go basis by going online or visiting reception.

INSTALMENTS
If you would like to spread the cost of your course over multiple payments we have the following options:

- Paying in two parts:
  Only available to courses that are run for one term only and are a minimum of 10 weeks long.

- Paying by instalments:
  - Course fees of £150 or more may be paid in three instalments.
  - Course fees of £300 or more may be paid in five instalments.
  - Courses that run over two years may be paid in 10 instalments.

Instalment plans must be arranged in person at the College. They are only available if there is a minimum of six weeks between the date of the last instalment and the end of your course. You will need to pay the first instalment with a £15 administration fee when you enrol. The remaining instalments are debited from your bank account.

DISCOUNTS AND CONCESSIONS

DISCOUNTS ON COURSES MARKED WITH •

- 50% discount if you have an income of less than £27,000 and you:
  - Are unemployed and on benefits
  - Are employed and receiving income related benefits
  - Are a carer
  - Are over 65 and living alone
  - Have learning difficulties or disabilities
  - Have mental health difficulties

- 25% discount if you are aged 70 or over.

To receive your discount you just self-declare your eligibility when enrolling online or in person.

CONCESSIONS ON QUALIFICATIONS COURSES MARKED WITH •
Courses are reduced or free if you are:

- Receiving Jobseeker's Allowance including National Insurance credits only.
- Receiving Employment and Support Allowance and in a working related activity group.
- Earning less than £330 per month and intend to progress into employment and are in receipt of Universal Credit, Council Tax Benefit, Housing Benefit or Income Support.
- Unemployed and are a financial dependent of someone in receipt of Working Tax Credit.

FREE ENGLISH AND MATHS COURSES
If you don’t already have a GCSE grade C or above, then English and Maths courses up to and including Level 2/GCSE are FREE.

FREE FIRST FULL LEVEL 2 OR 3 COURSE FOR 19–23 YEAR OLDS
If you are aged between 19 and 23 and are studying for your first full Level 2 or 3 course then the course is FREE.

BURSARY AND LOANS

HELP WITH COSTS OF ATTENDING COLLEGE
We have a college bursary that can help students experiencing hardship. We can provide support with the cost of fees, residential costs, travel to college, course materials and childcare payments.

NOTE: You will have to provide evidence of eligibility at enrolment. Discounts and concessions can only be applied at the time of enrolment and cannot be applied retrospectively.

ADVANCED LEARNER LOANS MARKED WITH •
If you are 19+ and studying for an eligible Level 3 or 4 course, then you can cover the cost of the tuition fees with an Advanced Learner Loan. Loans do not need to be repaid until you start earning over £21,000. If you are an Access student who then completes a degree, the loan for your Access course does not need to be repaid.

HELP AND SUPPORT

If you need advice on choosing a course, paying for a course or any aspect of studying at RHACC, then our specialist team is on hand to help.

INFORMATION, ADVICE AND GUIDANCE

We can provide impartial advice and guidance to help you decide which is the right course for you as well as:

- Course choice, levels and qualifications
- Careers advice
- Finance and funding
- Higher Education options
- Employability/Job Club

Just come into the College to speak to us, call 020 8843 7921 or email info@rhacc.ac.uk

LEARNING SUPPORT

We make sure that students with disabilities and learning difficulties have all the support they need to be able to access and complete their course. Learning support is provided for students on qualification courses who have a learning difficulty and/or disability.

Learning support includes:

- English and Maths one-to-one or workshop support
- In-class support, note taker, reader, scribe
- Communicator or signer
- Specialist software or equipment
- Special exam arrangements

For more information on learning support, call 020 8891 5907 ext. 5032 or email als@rhacc.ac.uk. Please give details of your needs at enrolment or interview, or speak to your course tutor.

LEARNING RESOURCE CENTRES

Our Learning Resource Centres offers much more than just books - they are a space for quiet study outside the classroom to focus on assignments, research projects and exam preparation. We offer a full lending library, photocopying, additional learning support software, and IT support.

CRÈCHE

Our crèche is for children aged six months to four years. The crèche is open term time, 9am to 5pm with full day and half day sessions available. Bursary support is available to help pay for childcare costs for eligible learners.

For enquiries and further information, please visit www.rhacc.ac.uk/creche-facilities or email creche@rhacc.ac.uk
HOW TO FIND US

We now have two campuses – Parkshot in Richmond and Hillcroft in Surbiton – both just a two-minute walk from the stations (Richmond and Surbiton).

OPENING HOURS

(TERM TIME)

Richmond: Mon–Thurs: 9am–8pm
Fri: 9am–5pm  Sat: 9am–5pm
Sunday: Normally closed except for when courses are running.

Hillcroft: Mon–Sat: 9am–7pm

PUBLIC TRANSPORT

Buses:
Richmond: H22, H37, 65, R68, R70, 190, 371, 391, 419, 490, 493
Surbiton: K1, K2, K3, 65, 71, 281, 465, 662, 671, 965
Tube/Train: Richmond Station and Surbiton Station

PARKING

Richmond: Old Deer Park car park (pay and display) is next to the college. Parking is free after 6.30pm.

Surbiton: Limited onsite parking – off-site street parking available (metered).

TERM DATES 2017–18

Spring term 2018: 8 Jan–29 Mar 2018
Half term: 12–17 February 2018

Summer term 2018: 16 April–14 July 2018
Half term: 28 May–2 June 2018

Autumn term 2018: 3 September–21 December 2018
Half term: 22–26 October 2018

Disclaimer: Every effort has been made to ensure that the information contained in this document is correct. However, RHACC reserves the right to modify or alter, without prior notice, any of its contents. This can include fees, rescheduling, cancelling or combining classes. All information provided in this course guide is correct at time of printing (November 2017), but may be amended due to the reduction or withdrawal of Government funding, insufficient interest in a course which means that it is uneconomic or unviable to deliver, or a change to RHACC’s other resources, such as staff or accommodation, which affect the delivery of a course.
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FOR WORK, LIFE AND LEISURE

OPEN DAYS

7 December 2017: 4pm – 7pm
6 January 2018: 10am – 2pm
22 March 2018: 4pm – 7pm
19 July 2018: 4pm – 7pm
4 September 2018: 1pm – 5pm
7 September 2018: 3pm – 7pm
8 September 2018: 10am – 2pm
13 September 2018: 4pm – 7pm

CONTACT
Richmond and Hillcroft Adult and Community College
Parkshot, Richmond, Surrey TW9 2RE
T 020 8891 5907 E info@rhacc.ac.uk
www.rhacc.ac.uk

RHACC
Richmond and Hillcroft Adult Community College