



LEARNHOUNSLOW

Courses for Adults

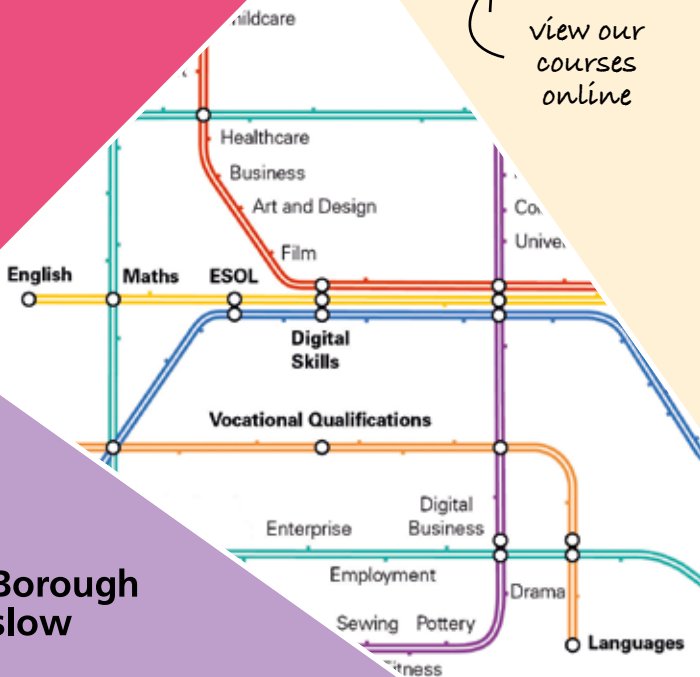
Empowering residents to realise their full potential

2024/2025

www.hace.ac.uk



view our courses online



London Borough of Hounslow

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Welcome to LEARN HOUNSLOW



As the Cabinet Member for Education, Children, Skills and Employment, I am delighted to welcome you to this year's **LEARN HOUNSLOW** Course Guide, which gives you an introduction to the types of courses Learn Hounslow offers, how to enrol and where to find our learning centres.

The service continues to offer an extensive range of courses for adults to choose from, whether you want to develop your personal skills, get physically and mentally fitter, or gain a qualification essential for work. We want to ensure that your learning is enjoyable, successful and helps to transform your life.

Alongside the courses, all learners have access to information, advice and guidance on education, skills and employment from our Work Hounslow colleagues. We can offer impartial advice to help you choose the right course or provide information on appropriate next steps including career development and employment opportunities.

I hope you enjoy looking through the subjects on offer and find an area which inspires you.

Councillor Samia Chaudhary
Cabinet Member for Education,
Children, Skills and
Employment

About Us

LEARN HOUNSLOW is a provider of Adult and Community Education and is part of London Borough of Hounslow council. The teaching and learning we provide is funded by the Greater London Authority's Adult Skills Fund (ASF). We are an Ofsted good provider, and the information, advice and guidance we offer is Matrix accredited.

We offer a wide range of courses. There are short informal courses to get you into something or support your wellbeing. You can study for qualifications so you can build skills to get into work or an apprenticeship opportunity, or progress at work and advance your career. We also have courses to enhance your employability, your own business, your personal development and to support your children's education.

Learn Hounslow is always looking to increase its work with voluntary and community groups and other partners, to ensure that learning opportunities reach those most in need and provide new opportunities to our residents who have not thought about returning to learning before.

New for 2024/2025

Find out what is new for this academic year.

Multiply

Multiply courses are short informal courses designed to help improve your confidence with everyday maths. Courses such as 'The Money Minded Family', 'Confidence with Numbers' and 'Your Child's Everyday Maths' help to build confidence with maths that is needed in everyday situations. Learn about personal and home budgeting and how maths skills are needed in all walks of life. Designed to bring the fun back to maths and be relevant to your life and work.

Business, Employment and Employability

Whether you are looking to get into work or to get your own business going, we have courses to support you to build employability skills or entrepreneurship. Develop your awareness and knowledge of catering and hospitality or business with our Entry 3 and Level 1 vocational course offer.

Advanced Qualifications

Take your learning to the next level as part of your professional career with our Level 3 offer; our offer can help your career in Early years, Business or working with those with Special Educational Needs or Disabilities. The offer includes courses in AAT Accounting, Understanding Autism, and Support in Teaching and Learning. We are also introducing Level 3 Award in Preparing to Work in Home-based Childcare. These courses are free for those who wish to study at this level for the first time.

Free Courses - Your Entitlements

Learning towards certain specific qualifications is free for everyone who doesn't yet have them. Make sure you don't miss out on your entitlement for these essentials which you can learn with us: Functional Skills and GCSE English and Maths, Essential Digital Skills Qualifications and National Skills Fund offer (see Advanced Qualifications – Level 3).

New for ESOL

Choosing a career pathway can be daunting. Our new E3 Award in Progression Pathway –Professional and Personal offer will help you develop the skills and knowledge that employers require or to progress through onto further study. Our ESOL for Carers offer is suitable for learners who are working or plan to work in the care sector. The ESOL for Customer Service offer is best suited to individuals whose first language is not English and who are looking to work in the business sector in the UK.

Breaking into Creative Industries

Whether you are seeking creative self-employment, additional income or to break into one of London's growing creative sectors, we have pathways leading up to qualification level in a range of different arts including pottery, photography, make-up artistry, textiles and cake decorating. Along with our range of short courses in business, website design and workplace finances to start your journey into a creative career..

Into work: Employability skills for everyone

A series of three workshops on CV writing, cover letter writing and interview skills for anyone wanting to return to work after a career break. These workshops are designed to build confidence and provide support with the skills needed to re-enter the workplace now.

Learning with LearnHounslow

Learning with us usually involves coming into one of our centres and learning in a group with a tutor.

All our courses will enable you to develop digital knowledge and skills alongside the course subject. This starts from using a learner email account and completing the London Learner Survey. Your tutor will make sure you have the digital skills and technology you need to achieve your learning.



Our Learning Environment

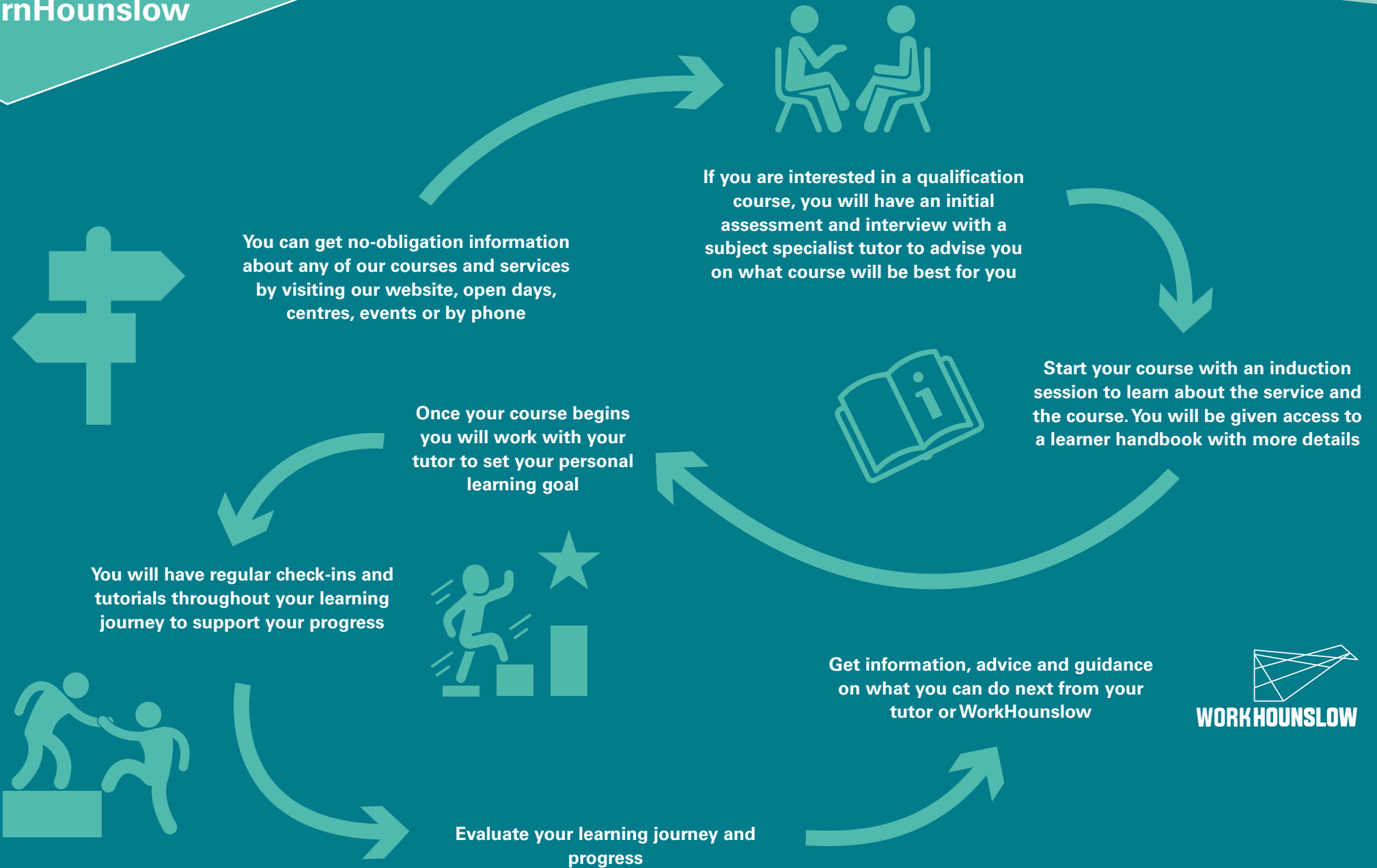
Meadowbank Adult & Community Education centre is one of our main centres based in Cranford. We aim to provide a safe and welcoming learning environment to support your learning.



We offer excellent facilities at Meadowbank, such as a Lounge to meet, relax and learn independently, a Large Hall for learning which needs space, exhibitions and events, and fully equipped Pottery and Art Studios, Kitchen, and IT classrooms.

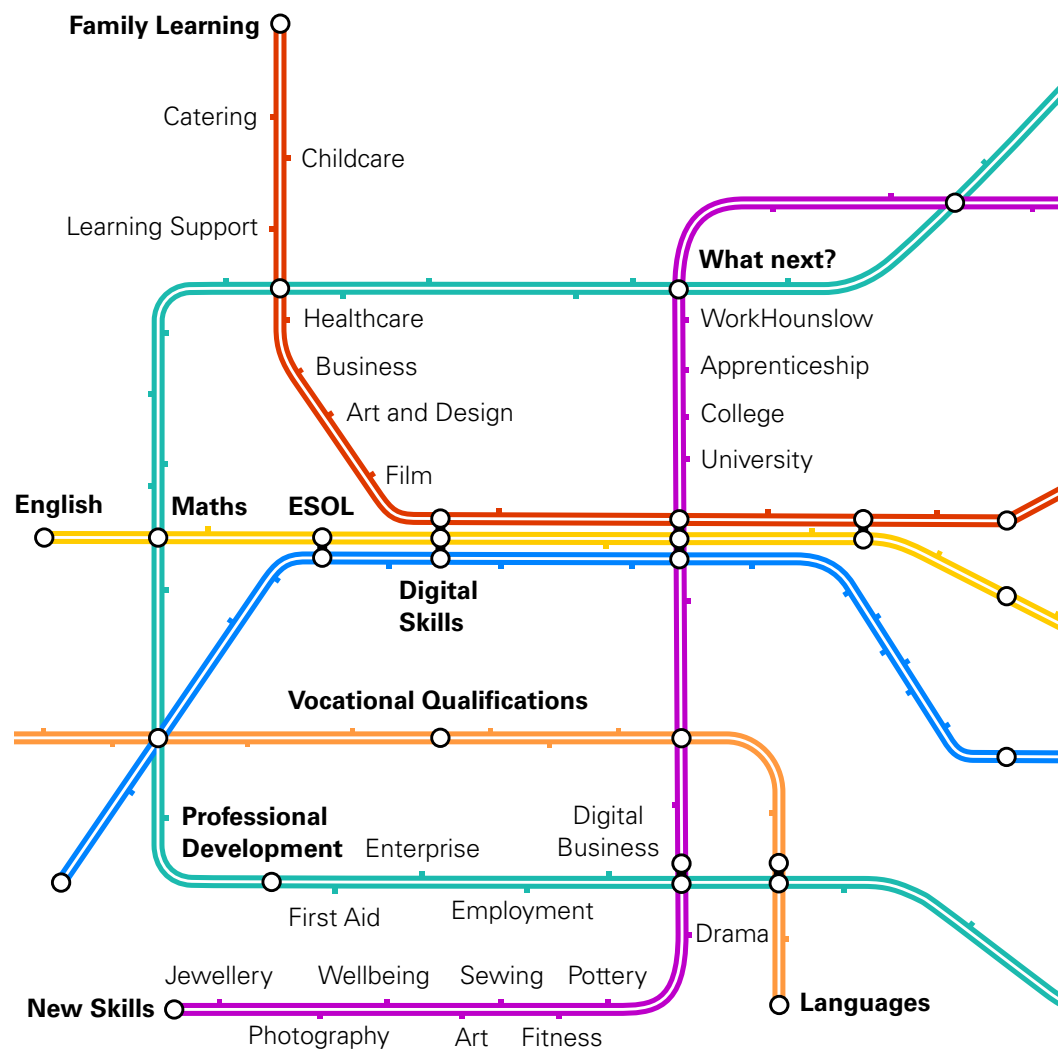


Your Journey with LearnHounslow



Learning Pathways

All our courses are designed to offer learning pathways....



Learning Pathways

Our courses are designed so you can find your starting point and then take learning forward to build your skills and knowledge through a series of courses until you outgrow us.

For example, you might start with a taster or well-being course as a beginner and then build your skills towards a qualification, advancing through the levels as you go.

Our staff can provide you with the information, advice and guidance about learning that you need at each stage.

Our course offer is organised alphabetically, under subject area headings on pages 14-24.

Case Study

Srividya Nennu

"The 'Porcelain Jewellery course' is one of a kind I believe. I personally found it special as it has helped me in building confidence to start a business on my own.



My first stall was in Hounslow house on 29th March 2023. Like any other person, I have big dreams and one of my dreams is to become an entrepreneur. Through the course I have improved my skills to run a business. I started searching for a place and found 'The Loft' at the Treaty Centre, Hounslow.

Despite all the challenges from personal, wellbeing and health conditions, I am proud to manage and continue my Level 2 Textiles course. I am so thankful to HACE for providing me an opportunity and a lovely place to improve my overall personality, wellbeing, and community engagement. Finally, my advice to all my friends and to the community is - Come, Join, Learn, Share and Spread Knowledge and Skills through HACE. Develop yourself and develop the community."

Course Offer 2024/25

Q Courses with this symbol are qualification courses for which Initial Assessments (IA) are required. Please call us to find out when the IA for your Qualification Course will take place. (please see information on page 29).

Course title	Starts in:
Accounting and Bookkeeping	
Bookkeeping Level 1 Award (AAT) Q	Sep, Feb
Bookkeeping Level 2 Certificate (AAT) Q	Sep, Feb
Diploma in Accounting Level 3 (AAT) Q	Sep
Beauty	
Make-up-Skin Care for Seasons	Jan, June
Make-up - Beginners	Sep
Make-up - Intermediate	Sep, Jan
Make-up - Intermediate Eye Techniques	Sep, Jan
Make-up - Advanced Bridal Looks	Sep, Jan
Make-up- For Self-Confidence	Sep, June
Make-up - For Self-Confidence 50+	Sep, June
Make-up - Henna for Complete Beginners	Sep
Make-up - Henna Intermediate	Jan
Make-up - Henna for Bridal Looks	May
Make-up - Threading for Beginners	Jan
Make-up - Eyebrow Threading and Shaping	May
Hair and Beauty Therapy Level 1 Award (Gateway) Q	Jan, May
Hair and Beauty Therapy Level 1 Certificate (Gateway) Q	Sep

Course title	Starts in:
Business	
Turn Your Business Idea into a Business Plan	Sept, May
Develop a Website on Wix (No coding skills required)	Sept, May
Understanding Your Business Finances & Numbers for the Workplace (Multiply)	Oct
Numbers for Your Fashion Business (Multiply)	Jan
Develop an E-com Website on Shopify (No coding skills required)	Jan, May
Graphic Design for Social Media	Jan
Business and Retail Entry 3 Award (Gateway) Q	Sep, Feb
Business and Retail Level 1 Award (Gateway) Q	Sep, Feb
Business Level 2 Certificate (Gateway) Q	Sep, Feb
Certificate in Business Level 2 Q	Sep
Digital Promotion for Business Level 2 Award (NCFE) Q	Sep
Digital Promotion for Business Level 2 Certificate (NCFE) Q	Jan
Creating a Business Start-Up Level 2 Certificate (NCFE) Q	Jan
Childcare and Early Years	
Childcare Entry 3 Award (Gateway) Q	Sep, Feb
Caring for Children Award Level 1 (NCFE) Q	Sep, Feb
Caring for Children Level 1 Certificate (NCFE) Q	Sep, Feb
Early Years Practitioner Level 2 Diploma (NCFE) Q	Sep
Understanding Play Work Level 3 Certificate (NCFE) Q	Sep
Preparing to Work Homebased Childcare Award Level 3 Award (NCFE) Q	Sep, Feb

Course Offer 2024/25

Course title

Starts in:

Cookery and Hospitality

Cooking with Numbers (Multiply)	Jan
Bake Your Own Festive Treats (Multiply)	Nov
Bake Your Own Festive Treats Parents & Children 5 Years + (Multiply)	Dec
Baking for Beginners - Starting Your Own Business from Home	Mar, Jun
Cake Decoration Entry 3 Award in Creative Craft (NCFE) Q	Oct
Cake Decoration Level 1 Award in Creative Craft (NCFE) Q	Feb
Hospitality and Catering Level 1 Award (Gateway) Q	Sep, Feb

Creative Writing and Drama

Creative Writing for Wellbeing - Writing for Mindfulness	Sep, Jan, May
Creative Writing - Ways into Creative Writing	Sep
Creative Writing - Developing Creative Writing	Jan
Creative Writing - Improving Creative Writing Skills	May
Performance Skills - Introduction to Drama Skills	Sep
Performance Skills - Drama for Confidence	Jan
Performance Skills - Drama Improvers	May
Performance Skills - Working in the Industry: Preparing, Rehearsing and Performing a Theatre Production	Sep, Jan, May
Performance Skills Level 1 Certificate (NCFE) Q	Jan

Course title

Starts in:

Digital Skills and Computing

Basic Digital Skills for Beginners	Sep, Oct, Nov, Feb, Mar, May
Email and Digital Skills Builder	Nov, Mar
Essential Digital Skills Entry 3 (Gateway Qualifications) Q	Sep, Nov, Jan, Mar
Essential Digital Skills Entry 3 (Gateway Qualifications) for ESOL Q	Sep, Mar
MS Office Basics	Sep, Jan, May, Jun
Essential Digital Skills Level 1 (Gateway Qualifications) Q	Sep, Jan, Feb
MS Office Intermediate	Sep, Feb, Jun
Spreadsheets and Word Processing Level 2 Award (Gateway Qualifications) Q	Mar
Coding with Python	Oct, Feb, Apr
Programming Level 2 Award (Gateway Qualifications) Q	Nov, Mar
Cybersecurity Level 1 Award (Gateway Qualifications) Q	Sep, Mar
Cybersecurity Level 2 Award (Gateway Qualifications) Q	Mar

Drawing and Painting

Painting - Oils for Beginners	Oct
Drawing - Beginners	Oct
Painting - Watercolours for Beginners	Oct
Painting for Wellbeing	Oct
Painting - Oils for Improvers	Jan
Drawing - Improvers	Jan
Painting - Watercolour for Improvers	Jan
Drawing for Wellbeing	Jan
Painting - Oil Painting Projects	Apr
Painting - Watercolour Projects	Apr
Drawing - Projects	Apr
Painting in the Park	Jun
Painting and Drawing for Wellbeing	Apr

Course Offer 2024/25

Course title Starts in:

Employability

Into Work - CV Writing	Nov
Into Work - Cover Letter Writing	Nov
Into Work - Interview Skills	Nov
Into Work - CV Writing Skills for People with Disabilities	March
Into Work - Cover Letter Writing for People with Disabilities	March
Into Work - Interview Skills for People with Disabilities	March
Into Work - CV Writing Skills for Women Returning to Work	May
Into Work - Cover Letter Writing for Women Returning to Work	May
Into Work - Interview Skills for Women Returning to Work	May

English

GCSE English Language (AQA) Q	Sep
English Functional Skills (Level 1 and Level 2) and Stepping Stones (Pearson and Ascentis) Q	Sep, Feb
English Functional Skills (Entry Level) and Stepping Stones (Pearson and Ascentis) Q	Sep, Feb

ESOL

ESOL (Pre-Entry and Entry levels) (Ascentis) Q	Sep, Feb
ESOL For Customer Service	Sep, Feb
ESOL for Carers	Sep, Feb

Course title Starts in:

Family Learning (for parents/carers and children)

Science Workshop	Oct, Feb, April, May
Engineering Workshop	Oct, Feb, April, May
Recycling Workshop	Oct, Feb, April, May
Art Workshop	Oct, Feb, April, May
Clay Workshop	Oct, Feb, April, May
Storytelling Workshop	Oct, Feb, April, May
Maths Workshop	Oct, Feb, April, May

Family Learning (for parents/carers)

Parenting - Supporting Children's Emotional Development	Oct, Feb, May
Parenting - Understanding Children's Mental Health	Oct, Feb, May
Parenting - Keeping Your Children Safe Online	Oct, Feb, May
Family Learning courses also taking place in various Hounslow schools, look out for details in your child's school newsletter	Each school term

Floristry

Floristry - Grow Your Own Flowers	Oct, Feb, May
Floristry - Seasonal Arrangements	Oct, Feb, May
Floristry - Valentine's Day Workshop	Feb
Floristry - International Women's Day Workshop	Mar
Floristry - Chelsea Flower Show Workshop	May
Floristry Entry 3 Award in Creative Craft (NCFE) Q	Oct, May

Course Offer 2024/25

Course title Starts in:

Health and Social Care

Health and Care E3 Award (Gateway) Q	Sep, Feb
Health and Care Level 1 Award (Gateway) Q	Sep, Feb
Understanding Domestic Abuse Level 2 Certificate (NCFE) Q	Sep
Health and Safety Level 2 Award (Gateway) Q	Sep, Feb
Understanding Autism Level 3 Certificate (NCFE) Q	Sep

Health, Fitness and Wellbeing

Gentle Yoga for Wellbeing	Sep, Jan, Apr
Yoga for Wellbeing	Sep, Jan, Apr
Aerobics for Wellbeing	Sep, Jan, Apr
Cooking School - Confidence in the Kitchen	Oct, May
Cooking School - Eatwell for Better Health	Nov
Cooking up a Caribbean Feast - Black History Month Special	Oct
Cooking School - Cooking for Diabetes Prevention and Management	Jan
Cooking School - Cooking for a Healthy Heart	Feb
Cooking for a Healthy Menopause - International Women's Day Special	March
Cooking School - Understanding Food Labels	May
Cooking School - Cooking for a Healthy Microbiome	Jun

Jewellery Making

Jewellery Making - Beadwork Taster Session	Sept, Jan, May
Jewellery Making - Porcelain Taster Session	Sept, Jan, May
Jewellery Making - Beginners Beadwork	Sept, Jan
Jewellery Making - Intermediate Beadwork	Jan, May
Jewellery Making - Porcelain for All Abilities	Sept, Jan, May

Course title Starts in:

Languages

Spanish Pre-Intermediate (A2)	Sep, Jan, May
Spanish Pre- Intermediate (B1)	Sep, Jan, May
Spanish - An Introduction to C2	Sep, Jan, May
Spanish - An Introduction to Conversations for a Career in Hospitality (Beginners)	Jan
Spanish - Everyday Conversations for a Career in Hospitality (Elementary)	May
Arabic (Modern Standard) - Complete Beginners (A1)	Sept
Arabic (Modern Standard) - Elementary (A1)	Sept, Jan
Arabic (Modern Standard) - Pre-Intermediate (A2)	Jan, May
Arabic (Modern Standard) - Intermediate (A2-B1)	May
Arabic - An Introduction to Conversation for a Career in Hospitality (Beginners)	Jan
Arabic - Everyday Conversations for a Career in Hospitality (Elementary)	May
British Sign Language - Complete Beginners	Jan
British Sign Language - Intermediate	May

Maths and Numeracy

Multiply – Money Management	Nov, Feb
Multiply – Confidence with Numbers (Beginners)	Sept, Jan
Multiply – Confidence with Numbers (Intermediate)	Sept, Jan
GCSE Mathematics (AQA) Q	Sep
Maths Functional Skills (Level 1 and Level 2) and Stepping Stones (Pearson and Ascentis) Q	Sep, Feb
Maths Functional Skills (Entry Level) and Stepping Stones (Pearson and Ascentis) Q	Sep, Feb

Course Offer 2024/25

Course title	Starts in:	Course title	Starts in:
Personal and Professional Development		Pottery, Ceramics and Sculpture	
Award in Progression (Personal Pathway) Entry 3 Q	Sep, Feb	Pottery For Wellbeing	Oct, Jan, May
Award in Progression (Professional Pathway) Entry 3 Q	Sep, Feb	Pottery - Hand Building	Oct, Feb, May
Confidence Building & Assertiveness - Back to Work & Education	Oct, Jan, Jun	Pottery - Wheel Throwing	Oct, Feb, May
Confidence Building & Assertiveness - Cultivating Positive Relationships	Dec, March	Pottery - Diwali Workshop	Oct
Positivity and Resilience - Transforming Stress into Strength	Nov, May	Pottery - Build Your Own Christmas House (Multiply)	Nov
Positivity and Resilience - Blaze Your Own Trail	Jan, May	Pottery - Mother's Day Workshop	Mar
Certificate in Progression Entry 3 Q	Sep, Feb	Pottery - Pride Workshop	Jun
Photography and Filmmaking		Pottery - Studio Skills	Oct, Apr
Photography - Introduction to the Digital Camera	Oct	Pottery Level 1 Award in Creative Craft (NCFE) Q	Feb
Photography - Beginners Camera Settings	Nov, Jan	Pottery Level 2 Certificate in Creative Craft (NCFE) Q	Jan
Photography - Composition & Framing	Feb		
Photography - Exploring Different Genres	May		
Photography - Mental Health Awareness Workshop	May		
Photography Level 1 Award (NCFE) Q	Mar		
Photography Level 2 Certificate (NCFE) Q	Sep		



Course Offer 2024/25

Course title

Starts in:

Sewing and Fashion

Sewing - Introduction to the Sewing Machine for Complete Beginners	Sep, Jan
Sewing - Beginners Dressmaking Womenswear (Multiply)	Sep, Jan
Sewing - Dressmaking Womenswear Next Steps	May
Sewing - Intermediate Dressmaking Womenswear	Sep
Sewing - Advanced Dressmaking Womenswear - Making a Skirt	Jan
Sewing - Advanced Dressmaking Womenswear - Making Trousers	May
Sewing Workshops - Finishing and Repairing Your Own Garments	May
Knitting - Beginners (Multiply)	Sep
Knitting - Next Steps (Multiply)	Jan
Knitting - Projects	May
Crochet for Beginners	Sep, Jan
Crochet Intermediate	Jan, May
Sewing Reduce, Reuse, Recycle - Home Furnishing Products Using Quilting Techniques	Sep, Jan, May
Textiles Level 1 Award (NCFE) Q	Sep
Textiles Level 2 Certificate (NCFE) Q	Jan

Supporting Teaching and Learning

Preparing to Work in Schools and Colleges Level 1 Award (NCFE) Q	Sep, Feb
Support Work in Schools and Colleges Level 2 Award (NCFE) Q	Sep, Feb
Support Work in Schools and Colleges Level 2 Certificate (NCFE) Q	Sep, Feb
Support Work in Schools and Colleges Level 3 Certificate (NCFE) Q	Sep

Eligibility to attend a course.

Participants must be eligible to attend a course. Please follow the eligibility criteria diagram on this page.

Eligibility Criteria

Participants must be eligible to attend a course under the Adult Skills Fund rules of the Greater London Authority or the Education & Skills Funding Agency. Please follow the eligibility criteria diagram on this page. Please note: Level 3 and Multiply courses are for London Residents only.

You must be aged 19 or over by 31 August 2024 and one of the following...

London Resident with permission to stay for at least 12 months on first day of learning, with right of abode or pre-settled/settled status under EUSS on the first day of learning

or

UK Resident for the last three years

or

With a specific status such as:

- » Refugee status
- » Discretionary leave to enter or remain
- » Exceptional leave to enter or remain
- » Indefinite leave to enter or remain
- » Humanitarian protection
- » The husband, wife, civil partner or child of any of the above
- » Ukrainian Family, Homes or Extension Schemes
- » Afghan ACRS and ARAP Schemes
- » Asylum Seeker (resident 6 months+)



Call 020 8583 6000 for the full eligibility criteria

Fees and concessions

Some of our courses are automatically free, and some individuals can learn on any course for free, depending on their level of income. Please see the information below and **if you have any further questions, contact the team.**

Free Courses Entitlements:

All English and maths qualification courses (including GCSE if you do not already have a grade A*-C/Grade 4 or higher), Essential Digital Skills Qualifications and Level 3 Free Courses for Jobs are free for those who don't yet have them.

London Living Wage Earnings Threshold (currently £25,642.50 annually):

Individuals who are unemployed, employed or self-employed are fully funded for the cost of their learning. You will need to show recent proof of income (no more than 3 months old) when you enrol e.g. wage slip, Universal Credit or bank statement.

Out of Work and not in receipt of benefits:

You do not need to pay the course fee (for qualifications or essential skills) or pay only 10% of the course fee (all other fee-bearing courses) if you...

- » Want to be employed, or
- » Are seeking exceptional support with social integration.

Fees:

If your course has fees and you do not meet the criteria above, you need to pay all of your fees before your course starts.

We accept debit/credit cards.



Please note, you are still liable for course fees even if you withdraw from the course. Refunds of full fees are only given if...

- » A class is cancelled by the Service and there is no suitable alternative
- » You are unable to attend for medical reasons and have an appropriate medical certificate.

Administration, resource, exam and assessment fees are not refundable. Please see www.hace.ac.uk for our fees policy.

Case Study

Mary Luz Calabia Parra

Mary embarked on her journey with us in 2022 when her son was just one year old. Her goal was to obtain the Level 2 Early Years Practitioner qualification, enabling her to work in childcare by the time her son starts full-time school.



Mary began by studying ESOL E2 Reading to develop her English skills. She quickly gained confidence and, in the second semester of the same year, completed ESOL E3 Speaking and Listening, as well as a vocational E3 course in childcare.

Continuing to enhance her English proficiency, Mary achieved ESOL E3 Reading and is currently pursuing an E3 Writing course. By consistently improving her English, she progressed to the next level of her vocational course, earning the Caring for Children Level 1 Award in 2023 and expected to complete the Caring for Children Level 1 Certificate in July 2024.

Alongside her studies, Mary volunteers in a nursery setting. "My Childcare Entry Level 3 tutor advised me to gain as much practical experience as possible while studying, as it would aid my coursework. She, like all my tutors, was nurturing, caring, and supportive, truly wanting the best for me. Each week, the nursery where I volunteer enquires about what I've learned in class and tries to implement it in their setting."

In addition to her vocational and English studies, Mary has completed courses for her wellbeing, such as Pottery for Wellbeing and Stress Management. She continuously enhances her CV by undertaking CPD courses like Paediatric First Aid. Her dedication to reaching her goal of working in childcare is truly inspirational, and the childcare sector will be fortunate to have her!

"My sister started with HACE before me and recommended taking courses to develop my English and vocational studies. She began her learning journey at Entry Level and finished her studies at Level 2 Teaching Assistant. She is now working in a school and developing her skills in SEND," Mary shares. "I truly appreciate that HACE provides funding for childcare while I'm studying. This is an excellent opportunity for mothers like me to gain qualifications while raising children."

Enrolment Process

The website is updated with the latest courses for each academic term.

We do add additional courses throughout the term or sometimes cancel courses due to enrolment numbers. For the most up to date course information, visit our website coursesearch.hounslow.gov.uk or contact us for more information.

How to enrol step by step

1

Select a course

Browse through the course listing on pages 14-24, or visit the course search website at coursesearch.hounslow.gov.uk. The course information sheets will be available to download for each course on our website or contact us if you would like to discuss further.



2

Enrolment

Once you have selected your course, make note of the course name, code and start date. We offer different methods of enrolment, the easiest method to enrol is over the phone.



3

Some courses require an initial assessment. The initial assessments allow us to identify if the course is right for you and understand any extra support you may need. You will need to book and attend an Initial Assessment for the following course types:

- » Qualifications
- » ESOL (English for Speakers of Other Languages)
- » English and Maths
- » Digital Skills

We run Initial Assessments for the new academic year in July, September and throughout the year.



4

You are a learner!

Once you have enrolled, your course enrolment will be confirmed by text. A Hounslow Adult and Community Education account will be created for you to manage your learning.

Please note your place on a course is only confirmed when your enrolment process is complete and a receipt is issued. Some courses are very popular and fill up quickly so please ensure you enrol as early as possible.



Contact details

Call us on 020 8583 6000. You can visit either one of our main centres:

Meadowbank or

Kingsley Academy (term time only)



Reception opening times

Term-time: Mon - Wed 9am - 8pm, Thurs - Fri 9am - 4.30pm.

Sat 10am - 12pm. School holidays: Mon-Fri 9am - 5pm.



Careers and Education: Information, advice and guidance



Our service is matrix accredited, and we ensure that we provide up-to-date information, advice and guidance to support your learning and career aspirations.

Information and advice about your learning options are available from your course tutor, curriculum team, and frontline centre staff.

You can ask for information and advice before, during and after your course.

If you require career advice, we can refer you to the WorkHounslow team, where an advisor can provide you with impartial information, advice, and guidance. You can access this service by calling 020 8583 6174. For more details see page 34.



Support with childcare

We have additional funds that you may apply for to help assist with childcare costs whilst you are studying for a qualification with Learn Hounslow. Please ask at enrolment for further details.



Additional Learning Support

We aim to make our courses accessible to everyone and help all our learners to achieve.

If you think that you may need additional support to complete your course, please notify us at enrolment or discuss with your tutor once enrolled. Your request will be treated in confidence. A meeting will be arranged with the Learning Support Team to assess your learning needs.

Appropriate support (assistive technology, adaptive equipment, resources or learning support assistant) will be arranged to assist you according to your learning needs.



Support with fees

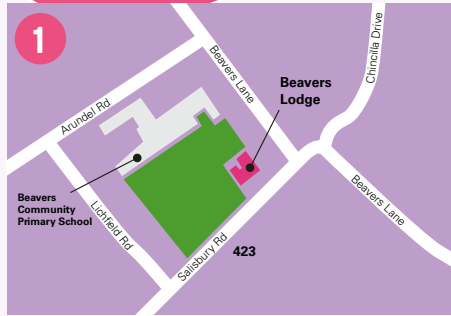
If you are experiencing financial hardship and are unable to meet all the costs of your course, please ask the staff at the main centre and they will be able to advise you about our Discretionary Learner Support Funding, which is available for certain qualification courses.



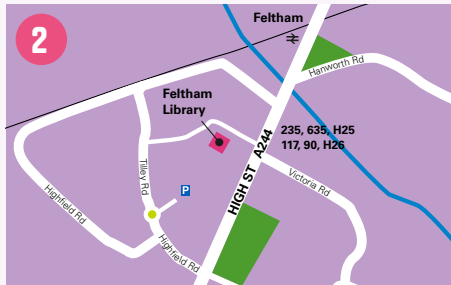
Online learning

We may be able to loan you a laptop and show you how to use it. We can also show you how to set up and use your own device for online learning.

Locations



Beavers Lodge
Salisbury Road, Hounslow TW4 6BE



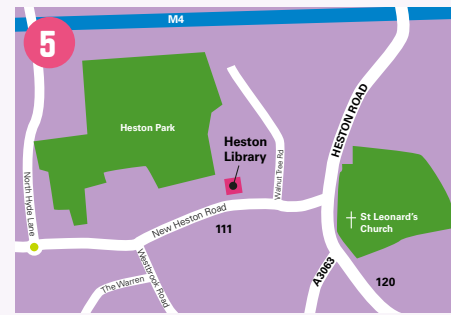
Feltham Library
The Centre, High Street Feltham
TW13 4GU



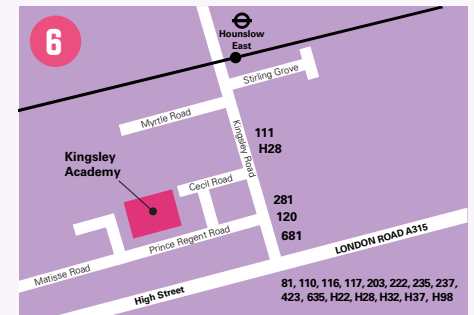
Hounslow House
7 Bath Road, Hounslow TW3 3EB



Meadowbank
Community Close, Hounslow TW5 9QX

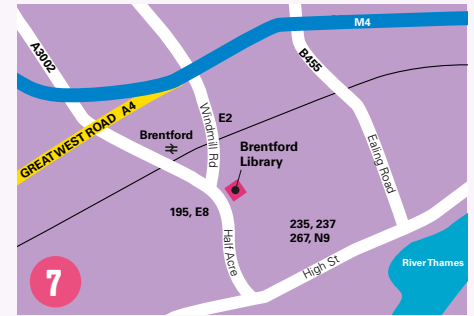
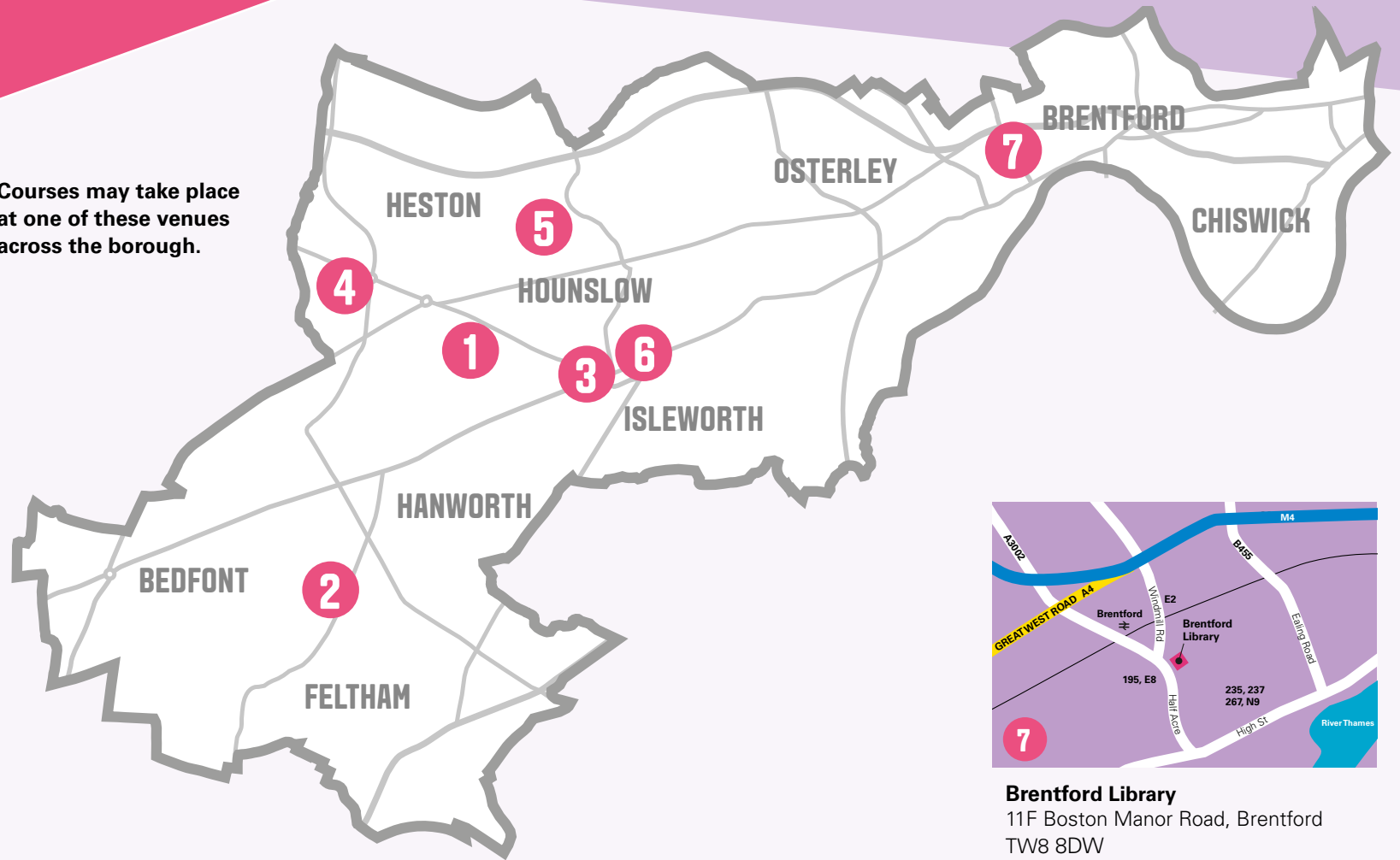


Heston Library
New Heston Road, Heston TW5 0LW



Kingsley
Cecil Road, Hounslow TW3 1NX

Courses may take place at one of these venues across the borough.



Brentford Library
11F Boston Manor Road, Brentford
TW8 8DW

Your Employment Advisor will work with you to:



WORK HOUNSLOW are the Skills & Employment Team, working closely with **LEARN HOUNSLOW** to support you to move into fantastic local employment opportunities that are always paid at least the London Living Wage.

We work with all Hounslow residents who are either unemployed or in low-paid employment, providing high-quality Information, Advice and Guidance, one-to-one support and excellent links with great local employers.

To speak with an advisor and find out more about how we can help you, please call us on **020 8583 6174**, email us at work@hounslow.gov.uk or speak to a member of staff from Learn Hounslow who will put you in touch with the team.

Or, you can visit our website which we update with all of the latest local job and training opportunities at www.workhounslow.co.uk



Lifelong Learning


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Hounslow
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hace.ac.uk

2024/2025

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