

**FREE adult learning  
courses in  
North Islington  
January – March 2012**

- Friendly tutors
- High quality learning
- Fun, lively courses
- Achieve qualifications
- Help to find work
- Support your child's learning

**Islington Adult and  
Community Learning Service**

[www.islington.gov.uk/acl](http://www.islington.gov.uk/acl)

 **ISLINGTON**

## About our courses

Each year thousands of people take free adult and family learning courses across Islington. Learning with us gives you a chance to study near home in a relaxed, friendly environment.

This guide provides details of the many practical courses we run. These include:

- Learning English as a second language (ESOL)
- Everyday English and maths
- Computer skills
- Supporting children's learning
- Skills for employment and help to find work
- and many more!

Courses could help you improve your own skills in computers, English and maths, help your child with their homework, gain confidence, prepare for a college course or get a new job.

## Who are our courses for?

Our courses are for Islington residents or parents with children in Islington schools. You must be 19 or over, unemployed, or low-waged and receiving benefits.



## Information, advice, guidance and progression

As part of your course we will help you to explore opportunities for further training and education or how to move into paid or voluntary work.

## How to sign up

Come along to your local learning centre during enrolment week where our friendly staff will check your skills and advise which course is right for you. You can also contact the venue or come along to the drop-in sessions at your local learning centre to sign up for courses. Our staff will discuss any questions or support you may need, such as childcare or access requirements.

## Hargrave Learning Centre Enrolment Week

Wednesday 14 to Thursday 15 December 2011, 9.30am-4pm and  
Wednesday 4 to Thursday 5 January 2012, 9.30am-4pm

Half term week Monday 13 to Friday 17 February 2012 there are no courses or drop-in sessions.



## Drop-in Sessions

### Drop-in sessions and employability support

Drop in to this open and friendly session for support with writing your CV, filling in application forms and how to search and apply for jobs effectively. Get support with your studies and information on the courses that would best suit your needs.

Start Date	End Date	Day/Time	Crèche	Venue
12 Jan	29 Mar	Thur 9.30am-12.30pm	No	Hargrave Park

## Computer Courses

### Spreadsheet software level 1

Learn how to use spreadsheet software to perform calculations and present information using charts and graphs.

Start Date	End Date	Day/Time	Crèche	Venue
17 Jan	27 Mar	Tues 1pm-3pm	No	Hargrave Park
19 Jan	29 Mar	Thur 10am-12 noon	No	Arachne

### Introduction to Word, spreadsheets and email

For learners with some computer skills or those who have completed the Beginners or Improvers course.

Start Date	End Date	Day/Time	Crèche	Venue
18 Jan	28 Mar	Wed 10am-1pm	No	Hanley Road
16 Jan	26 Mar	Mon 10am-1pm	No	Arachne
20 Jan	30 Mar	Fri 9.30am-12.30pm	Yes	Hargrave Park

### Introduction to PowerPoint

Use presentation software to produce simple presentations.

Start Date	End Date	Day/Time	Crèche	Venue
13 Jan	10 Feb	Fri 1.30-3.30pm	No	Hargrave Park

### Introduction to Publisher

Use desktop publishing software to combine and manipulate simple text, images and graphics for publications.

Start Date	End Date	Day/Time	Crèche	Venue
24 Feb	23 Mar	Fri 1.30-3.30pm	No	Hargrave Park

### Introduction to the internet

A basic introduction to using the internet for beginners.

Start Date	End Date	Day/Time	Crèche	Venue
13 Jan	10 Feb	Fri 1-3pm	No	Hanley Road

### Introduction to digital cameras

Learn how to use basic digital camera techniques and process photographs.

Start Date	End Date	Day/Time	Crèche	Venue
11 Jan	8 Feb	Wed 2-4pm	No	HNG
24 Feb	23 Mar	Fri 1-3pm	No	Hanley Road

### Introduction to internet and email

A basic introduction to using the internet and email for beginners.

Start Date	End Date	Day/Time	Crèche	Venue
12 Jan	9 Feb	Thur 2-4pm	No	North Library

### Introduction to Word

A basic introduction to using word processing software to format documents.

Start Date	End Date	Day/Time	Crèche	Venue
23 Feb	22 Mar	Thur 2-4pm	No	North Library

## Computer Courses continued...

### Word processing level 1

Use word processing software tools to format, present and produce documents.

Start Date	End Date	Day/Time	Crèche	Venue
12 Jan	22 Mar	Thur 10am-12 noon	No	HNG
18 Jan	28 Mar	Wed 10am-12 noon	No	Arachne

## Literacy Courses

### Literacy assessments

We run courses at different levels to help you improve your everyday reading and writing skills. Come and have an assessment and we will find the right course for you!

Start Date	End Date	Day/Time	Crèche	Venue
10 Jan	27 Mar	11.30am-12.30pm	No	Hargrave Park

### Literacy entry 1

Start Date	End Date	Day/Time	Crèche	Venue
9 Jan	26 Mar	Wed 10am -12 noon	No	Hanley Road

### Literacy entry 2

Start Date	End Date	Day/Time	Crèche	Venue
10 Jan	27 Mar	Tues 9.30-11.30am	Yes	Hargrave Park

### Literacy entry 3

Start Date	End Date	Day/Time	Crèche	Venue
10 Jan	27 Mar	Tues 1-3pm	No	Hargrave Park
9 Jan	26 Mar	Mon 10am-12 noon	No	Hanley Road

### Literacy level 1

Start Date	End Date	Day/Time	Crèche	Venue
9 Jan	26 Mar	Mon 10am-12 noon	No	Hanley Road
11 Jan	28 Mar	Wed 9.30-11.30am	Yes	Hargrave Park

### Literacy level 2: fast track to employment

Start Date	End Date	Day/Time	Crèche	Venue
11 Jan	28 Mar	Wed 1-3pm	No	Hargrave Park

### Dyslexia support for work

Start Date	End Date	Day/Time	Crèche	Venue
9 Jan	26 Mar	Mon 1-3pm	No	Hargrave Park

## Numeracy Courses

### Numeracy assessments

Do you want to brush up your numeracy skills, feel more confident managing your money or helping your children? We offer a range of courses at different levels which are fun, non-threatening and involve lots of practical activities. Come and have an assessment and we will find the right course for you!

Start Date	End Date	Day/Time	Crèche	Venue
13 Jan	23 Mar	Fri 12-1pm	No	Hargrave Park

### Numeracy entry level 2

Start Date	End Date	Day/Time	Crèche	Venue
9 Jan	26 Mar	Mon 1-3pm	No	Hargrave Park

### Numeracy entry level 3

Start Date	End Date	Day/Time	Crèche	Venue
13 Jan	30 Mar	Fri 1-3pm	No	Hargrave Park

### Numeracy level 1

Start Date	End Date	Day/Time	Crèche	Venue
12 Jan	29 Mar	Thur 1-3pm	No	Hargrave Park

### Numeracy level 2: fast track to employment

Start Date	End Date	Day/Time	Crèche	Venue
12 Jan	29 Mar	Thur 9.30-11.30am	No	Hargrave Park

## ESOL Courses

### ESOL assessments

Classes are held twice a week and will help you improve your reading, writing and spoken English. Come along to our assessment sessions where our friendly tutor will check your skills and advise which course is right for you. Spaces are limited therefore courses will be offered depending on availability. Courses from Entry E1 to E2 will take place at the following venues:

Venue	Crèche
Hargrave Park Learning Centre	Yes
North Library	No
Margaret McMillan Children's Centre	Yes
Hornsey Road Children's Centre	Yes
Arachne Greek Cypriot Women's Group	No
Islington Somali Community	No
Pooles Park Primary School	No

### Assessments take place at:

Start Date	End Date	Day/Time	Crèche	Venue
11 Jan	21 Mar	Wed 11.30am-12.30pm	No	Hargrave Park

## Personal Development and Preparing for Work

### Employability drop-in sessions

Drop in to this open and friendly session for support with writing your CV, filling in application forms and how to search and apply for jobs effectively. Also get support with your studies and information on the courses that would best suit your needs.

Start Date	End Date	Day/Time	Crèche	Venue
12 Jan	22 Mar	Thur 9.30am-12.30pm	No	Hargrave Park

### ICT and employability

During this course you will use Information and Communication Technology (ICT) to improve your employability skills including producing your CV using word processing, learning how to search for jobs using the internet, use spreadsheets to produce a budget plan and use typing software to learn to type or improve your existing skills. **At Hanley Road the course is for people whose education or employment background has been affected by mental health or substance misuse difficulties.**

Start Date	End Date	Day/Time	Crèche	Venue
10 Jan	20 Mar	Tues 9.30-11.30am	Yes	Hargrave Park
17 Jan	27 Mar	Tues 9.30-11.30am	No	Hanley Road

### Becoming a volunteer

Identify your long and short term goals for volunteering and the steps necessary to become a volunteer. Research current voluntary positions available within the community, and get help with applying for a position.

Start Date	End Date	Day/Time	Crèche	Venue
10 Jan	7 Feb	Tues 10.30am-12.30pm	No	HNG

## Personal Development and Preparing for Work continued...

### Employability skills: make your own jewellery

During this course you will design and make beaded jewellery and learn the technical and design skills you need to make necklaces, bracelets and earrings in several styles. You will also learn how to be creative with beads, how to use jump rings and how to use different tools and metal findings.

Start Date	End Date	Day/Time	Crèche	Venue
21 Feb	27 Mar	Tues 10am -12.30pm	No	Arachne

## Family Learning Courses

### Volunteering with children

Identify your long and short term goals for volunteering and the steps necessary to become a volunteer. Research current voluntary positions available within childcare settings and get help with applying for a position.

Start Date	End Date	Day/Time	Crèche	Venue
20 Feb	19 Mar	Mon 9.30am-12 noon	Yes	Hargrave Park

### Computers for parents: beginners

Learn the basics of using a computer, word processing, internet and email to support children's learning. The Duncombe course is aimed at parents who also need support with English.

Start Date	End Date	Day/Time	Crèche	Venue
12 Jan	22 Mar	Thur 9am-12 noon	Yes	Duncombe Primary
9 Jan	19 Mar	Mon 9.30am-12 noon	Yes	Hargrave Park

### Healthy cooking for the family

Learn about nutrition for adults and children, how to cook for a balanced diet for you and your family, plus make and eat some fabulous healthy food you'll want to try cooking at home.

Start Date	End Date	Day/Time	Crèche	Venue
19 Jan	15 Mar	Thur 9.30am-12.30pm	Yes	Hargrave Park

### Making story sacks

Learn how to make story props and games to go with a children's book. Gain confidence in telling and reading stories that children will love.

Start Date	End Date	Day/Time	Crèche	Venue
11 Jan	8 Feb	Wed 9.15-11.45am	Yes	Pakeman Primary School
9 Jan	19 Mar	Mon 9.30am-12 noon	Yes	Hargrave Park

### Family Learning crafts taster

Come along and enrol for our New Looks for Books course, meet the tutor and find out what this great course has to offer.

Start Date	End Date	Day/Time	Crèche	Venue
9 Jan	9 Jan	Mon 10am-12.30pm	No	HNG

### Family Learning crafts course: new looks for books

Learn basic and fun bookmaking skills for you and to help your child's learning.

Start Date	End Date	Day/Time	Crèche	Venue
16 Jan	26 Mar	Mon 10am-12.30pm	No	HNG

## Family Learning Courses continued...

### Keeping up with children - Lit/Maths Year 3 and 4

Learn how your child is taught maths and English at school, make games and activities to support children's learning at home, and improve your own skills.

Start Date	End Date	Day/Time	Crèche	Venue
20 Feb	26 Mar	Mon 1.30-3.30pm	Yes	Pooles Park Primary

### Maths homework club

For parents and primary age children. Learn how your child is taught maths at school and do practical fun activities to support their maths.

Start Date	End Date	Day/Time	Crèche	Venue
20 Feb	26 Mar	Mon 3.30-5pm	No	Hargrave Park

### Literacy with digital cameras

Learn how to use digital cameras creatively, while improving literacy skills for you and your children.

Start Date	End Date	Day/Time	Crèche	Venue
11 Jan	21 Mar	Wed 9.30am-12 noon	Yes	Montem Primary

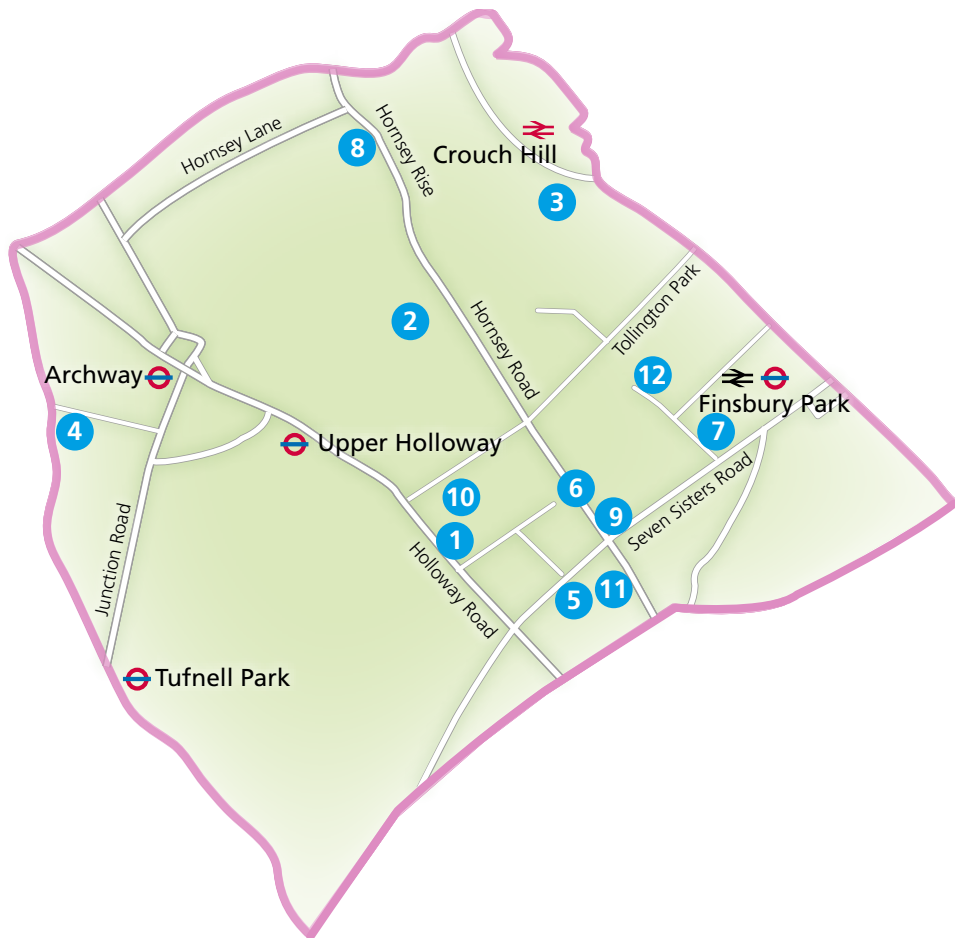


## Learning venues

Venue	Address	Contact Name	Telephone No:
<b>Arachne Greek Cypriot Women's Group</b>	534a Holloway Road N7 6JP	Chrystalla Manti	020 7263 6261
<b>Duncombe Primary School</b>	Sussex Way N19 4JA	School office	020 7272 5620
<b>Hanley Road Education and Employment Project</b>	75 Hanley Road N4 3DQ	Francine Haagman	020 7281 6221
<b>Hargrave Park Learning Centre</b>	51 Bredgar Road N19 5BS	Learning Centre	020 7272 0546
<b>HNG (Holloway Neighbourhood Group)</b>	84 Mayton Street N7 6QT	Andrew McKnight	020 7607 9794
<b>Hornsey Road Children's Centre</b>	8 Tiltman Place Hornsey Road N7 7EN	Tipu Uddin	020 7527 2005
<b>Islington Somali Community</b>	225-229 Seven Sisters Road N4 2DA	Yusuf Ahmed	020 7272 0550
<b>Margaret McMillan Children's Centre</b>	Hornsey Rise N19 3SF	Hannah Fitzgibbons	020 7281 2745
<b>Montem Primary School</b>	Hornsey Road N7 7QT	Tammy Whyte	020 7272 6556
<b>North Islington Children's Centre</b>	110-112 Tollington Park N4 3RB	Laura Stoodley	020 7527 4844
<b>North Library</b>	Manor Gardens N7 6JX	Tony Thompson	020 7527 7840
<b>Pakeman Primary School</b>	Hornsey Road N7 6DU	Kathie Martins	020 7607 2575
<b>Pooles Park Primary School</b>	Lennox Road N4 3NW	Kathryn Klassnik	020 7272 2655

**For general enquiries call Adult and Community Learning (ACL) on 020 7527 5782**

# North Islington map



- |  |                                      |                                       |
|--|--------------------------------------|---------------------------------------|
| 1 Arachne Greek Cypriot                        | 5 HNG (Holloway Neighbourhood Group) | 8 Margaret McMillan Children's Centre |
| 2 Duncombe Primary School                      | 6 Hornsey Road Children's Centre     | 9 Montem Primary School               |
| 3 Hanley Road Education and Employment Project | 7 Islington Somali Community         | 10 North Library                      |
| 4 Hargrave Park Learning Centre                |                                      | 11 Pakeman Primary School             |
|  |                                      | 12 Pooles Park Primary School         |

**For more information or support contact Hargrave Park Learning Centre**

Tel: 020 7272 0546 Email: [support@hargravepark.islington.sch.uk](mailto:support@hargravepark.islington.sch.uk)

Web: [www.islington.gov.uk/acl](http://www.islington.gov.uk/acl)

**If you would like this document in an alternative format such as large print or audiotape please call 020 7527 5782 and where possible we will meet your request.**