Medway Adult and Community Learning Service

...never too late to learn

2014/2015

DIRECTORY

Find a course to open a new chapter in your life, from new skills and qualifications to new friends and experiences

2014/2015 directory with new Saturday classes

Skills Funding Agency

European Union
European Social Fund
Investing in jobs and skills

www.medway.gov.uk/macls

Medway Council
Serving You

Why MACLS?

- 90 per cent of learners rate the quality of their teaching as very good or above.
- Specialist facilities for pottery, stained glass, mosaic, jewellery making, dressmaking and ICT.
- High success rates on courses leading to a qualification.
- Over 600 part-time courses.
- Hundreds of free courses.
- Flexible payments.
- Broad range of courses on offer – from entry level English and maths to GCSEs in English, maths or human physiology and health. Work based courses for those who want to become a teaching assistant, work with young children or work in the leisure industry. Leisure courses ranging from floristry, complementary therapies such as Reiki and aromatherapy, yoga and much more.
- Highly qualified and skilled teaching staff.

Welcome

Welcome to Medway Adult and Community Learning Service's directory for 2014/15, with a wealth of new and exciting courses for you to enjoy.

We are proud to be able to offer you an extensive range of learning opportunities with something for everyone, from beginners to the gifted amateur.

Whether you want to learn a new hobby, make friends and socialise or gain a skill to help you get that job, we have the course for you.

The service has worked hard to bring you exciting courses, expert tutors and new venues to support your journey with us…remember it's never too late to learn.

Cllr Howard Doe, Portfolio Holder for Community Services

Find the right direction with Medway Adult and Community Learning Service

Whether you are looking for help getting into work, improving your job prospects, working towards a professional qualification or learning for leisure, MACLS is a training provider you can trust.

This directory provides an overview of the courses we have on offer across Medway. Please check our website for up to date information as new courses are continually being added.

Our work place learning centre offers opportunities for adults to gain a wide range of qualifications. We also offer a varied range of employability courses to improve your job prospects, including literacy, numeracy and ESOL (English for speakers of other languages).

Our leisure courses are designed for enjoyment, learning and for social wellbeing, and our LLDD (for learners with disabilities and difficulties) courses are stimulating, fun and aim to maximise potential.

Every year more and more people across Medway enrol with us and we look forward to seeing you on one of our courses in 2014/15.

Carol Traxler, Head of Service

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Getting the best from your learning

We promise to:

- work hard to meet your individual needs as a learner;
- make sure you learn in a healthy and safe environment;
- give you accurate information about the courses we offer before, during or at the end of your course;
- only collect information about you and your learning that is needed by the Skills Funding Agency that funds your learning, or that helps us to improve the quality of your learning.

To enable you and your fellow learners to gain the greatest possible benefit and enjoyment from your course we ask you to:

- attend every session of your course, arrive on time and participate in the class;
- provide the information we need about you and your learning, especially what you expect to get from your learning;
- take part in surveys and course evaluations – your views are important to us;
- only engage in activities that do not put yourself or others at risk or in danger.

Learner voice

We welcome your feedback on all aspects of our service so that we can continually improve. We have a dedicated Learner Voice direct dial phone number, **01634 338453**, and email address **learnervoice@medway.gov.uk**

Understanding study levels for accredited courses

Accredited courses, working towards a qualification, are coded according to level in this course guide.

Level 5 and above - Degree level.

Level 4 - First year degree level, usually after successfully completing a Level 3 course.

Level 3 - AS/A2 level courses, you will usually need a minimum of four or five GCSEs at C or above or can progress from level 2.

Level 2 - GCSE level, following Level 1 or if you have mainly lower grades at GCSE level (or equivalent).

Level 1 - Courses working towards achieving a GCSE qualification.

Employability

Give your CV a boost

For those looking for work, our employability programme is designed to get you the skills required to get you back into work quickly.

As well as intensive courses to help you get to grips with interpersonal skills, the programme also offers a range of qualifications and skills courses at no cost.

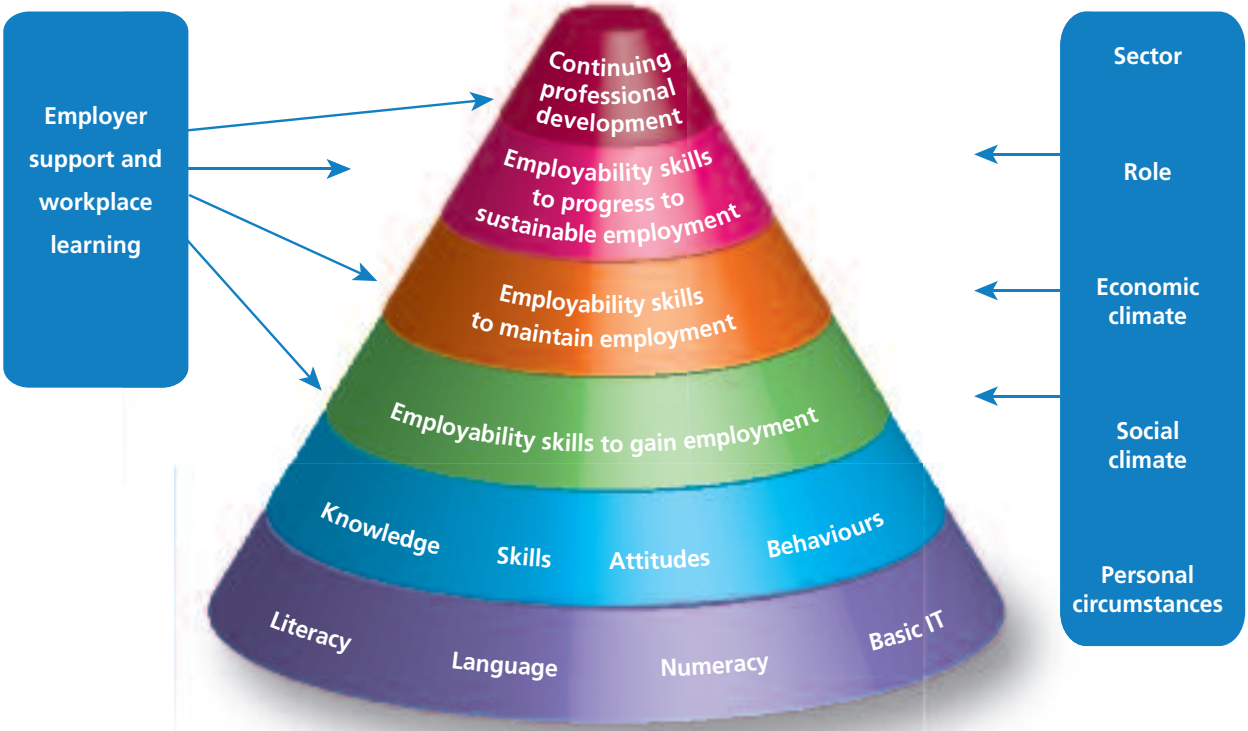
We work in close partnership with the Jobcentre and various employment agencies to offer free training to those in receipt of benefits.

Our programme covers a wide-range of training options relevant to the local job market.

SKILLSMATCH Service

Our new skills-CV match service will enable learners to develop a whole package approach to getting employed, by matching the exact skills and qualifications needed for a specific job. Our courses are offered at various levels to meet individuals' needs, with routes for progression always planned in to ensure learners leave with practical, transferable and relevant new skills and qualifications.

Person Centred Approach



Work Skills

MACLS offers a wide range of courses designed to up-skill those learners that are in work, looking to further their career or wanting a complete change of direction.

2014/15 sees a huge increase in the range of courses offered locally by MACLS. We work in partnership with local business, schools, Children's Centres and other further education colleges to ensure that we plan our programme to best meet the needs of the Medway community,

Job Profile to your CV

Free skills match feature

Do you have specific career dreams? Would you like to perform better in your current role?

This new service offers all potential learners the opportunity to come along for information, advice and guidance on the best route forward to progress in their chosen option. Our staff will help identify learners' current strengths and skills and direct them towards an individualised, tailored learning plan. This plan will enable learners to gain the skills and qualifications needed for a specific career or to perform better in their current role.

Graduates of these programmes will be much more employable and confident in their new careers.

For example - looking for a career as a learning support assistant?

We can offer a training package to get you started in this role:

Learning Support Assistant	**Desired skills**
	Supporting Teaching and Learning Level 2
	English Level 1
	Maths Level 1
	Interview skills and CV update
	Emergency First Aid
Additional skills	British Sign Language

MACLS strategic plan

If you are interested in our employability programme, phone **01634 338471** to book in for a skills consultation. We will help you create an action plan for your chosen career.

"It was very fulfilling to have participated in this course, not only did I acquire the knowledge but also regained my self confidence and the tutor really motivated me."

Microsoft Office 2010

In the introduction course you will learn how to use this package followed by the progression course to give you more experience using this powerful tool. The introduction course will enable you to have a taster in Word, Excel, PowerPoint and Outlook and the progression course will build on this, including a taster in Access. Learners should have word processing skills.

Day	Time	Date	Sessions	Fee A	Fee B	Centre	Code
Microsoft Office 2010 - introduction							
Tuesday	6.50-8.50pm	14/10/14	5	£49	£36	Rochester	R06100114A
Microsoft Office 2010 - progression							
Tuesday	6.50-8.50pm	4/11/14	5	£49	£36	Rochester	R06111514A

Computerised accounts and manual book-keeping

Level 1 courses are ideal for beginners looking for their first qualification in the practical use of computerised accounts and book-keeping. This leads to Level 2, which will build on your skills, giving you the confidence and competence to advance your career.

Day	Time	Date	Sessions	Fee A	Fee B	Centre	Code
Level 1 Computerised Accounts							
Thursday	9.30am-12.30pm	18/9/14	10	£225	£185	Rochester	R06111714F
Thursday	6-9pm	18/9/14	10	£225	£185	Rochester	R06111814F
Monday	6-9pm	3/11/14	10	£225	£185	Rochester	R06111914F
Thursday	9.30am-12.30pm	15/1/15	10	£225	£185	Rochester	R06211514F
Monday	6-9pm	23/2/15	10	£225	£185	Rochester	R06211614F
Level 1 Award in Manual Book-Keeping							
Wednesday	6.50-8.50pm	8/10/14	15	£232	£185	CGSB	C15100014F
Friday	9.30-11.30am	10/10/14	15	£210	£170	Rochester	R15100714F
Friday	9.30-11.30am	6/3/15	15	£210	£174	Rochester	R15200214F

Sage Payroll

This course is designed for learners who wish to gain basic knowledge of PAYE and/or set up their own business using a computerised system. We use up-to-date Sage software.

Day	Time	Date	Sessions	Fee A	Fee B	Centre	Code
Learn Sage Payroll							
Thursday	1.30-3.30pm	26/2/15	8	£78	£57	Rochester	R15200314A

Counselling

Skills consultation

A two-hour assessment of your current skill levels, knowledge, qualifications and personal attributes to plan a learning journey. All learners must start with this step.

CPCAB Level 2 in Effective Listening Skills / An Introduction to Counselling and Life Coaching

The next step is to attend one of the intro courses, which will help you:

- improve relationships within workplace teams;
- promote better community relations;
- improve work roles;
- improve communication;
- enhance personal relationships.

CPCAB Level 2 Certificate in Counselling Skills

If you want to become a counsellor, the Level 2 Certificate in Counselling Skills forms the foundation of professional counselling practice as well as providing the essential listening and communications skills used by helping professionals.
This is also an essential qualification if you are looking into the life coaching route at Level 3 and above.

Office Skills

This course is designed for those looking to work in an office environment and wish to improve their administrative skills. On completion of this course, learners will take the City and Guilds Award in Office Skills, Level 1 qualification.

Day	Time	Date	Sessions	Fee A	Fee B	Centre	Code
Level 1 Award in Office Skills							
Thursday	6.30-9pm	18/9/14	14	£235	£192	Rochester	R15100614F

Information, advice and guidance NEW

This qualification provides learners with an understanding of this area, including the importance of good communication. There are progression opportunities, such as Level 2, to develop these skills further. This training also matches the attributes needed for those studying for the Children and Young Peoples Workforce Supporting teaching and learning qualifications. Counselling and Life Coaching are also other pathways that may appeal.

Level 1 Award in Principles of Information, Advice and Guidance							
Thursday	6-9pm	18/9/14	15	£297	£239	Gillingham	G01100114F
Thursday	6-9pm	26/2/15	15	£297	£239	Gillingham	G01200114F
Level 2 Certificate in Delivering Information, Advice and Guidance							
Mon and Tue	10am-2pm	15/9/14	30	£583	£445	Gillingham	G01100214F
Mon and Tue	10am-2pm	23/2/15	30	£583	£445	Gillingham	G01200214F

Counselling

Counselling, from First steps in counselling to Award in Effective Listening Skills - Level 2 CPCAB							
Wednesday	2-4pm	7/1/15	6	£52	£38	Rochester	R01200114A
Introduction to life coaching							
Wednesday	6.50-8.50pm	5/11/14	6	£52	£38	CGSB	C01100114A
Level 2 Certificate in Counselling Skills							
Wednesday	6-9pm	24/9/14	30	£795	£653	Rochester	R01111114F
Thursday	9.30am-12.30pm	25/9/14	30	£795	£653	Rochester	R01111214F
Mon and Tue	6-9pm	2/3/15	30	£795	£653	Rochester	R01211114F

"The tutor has been supportive and encouraging. It has been very rewarding and enjoyable. Brilliant course."

Got a question?
Please phone
01634 338400

Level 2 Certificate in Fitness Instructing and Self Development

This new qualification enables learners to begin a career in the fitness industry as gym instructors. The standard six units cover all the anatomy and physiology, programme planning and delivery of exercise programmes needed to instruct in gyms and health clubs. NEW this year is the self-development unit, which covers how to work within the leisure environment including career development, teamwork, leadership and identifying personal strengths to choose and plan the best career pathway. This leaves course graduates with a clear route to the steps into employment and a successful, enjoyable career in fitness.

There are no course pre-requisites, but all learners must attend a pre-course skills consultation.

Day	Time	Date	Sessions	Fee A	Fee B	Centre	Code
Level 2 Certificate in Fitness Instructing and Self Development							
Wed and Thu	9.30am-2.30pm	24/9/14	26	£667	£503	Gillingham	G08100214F
Wed and Thu	9.30am-2.30pm	4/2/15	26	£667	£503	Gillingham	G08200214F

Level 3 Certificate in Personal Training

An ideal progression from the fitness instructing course, this certificate will enable you to be employed or self-employed as a Personal Trainer. You must have a Level 2 certificate in fitness before starting this course (see above). The course covers anatomy and physiology, nutrition and planning and delivering PT sessions. You will also work with clients for practical experience, which we will arrange.

Level 3 Certificate in Personal Training							
Thursday	9.30am-5.30pm	18/9/14	32	Please enquire		Medway Park	Y08100114L

Certificate in Leisure Operations NEW

This Active IQ qualification is designed to provide sport and recreation assistants/pool attendants and other front line staff with the essential background knowledge in a number of core subjects which will enable them to develop their vocational skills. There are no specific entry requirements but communication skills should ideally be at Level 2.

Level 2 Certificate in Leisure Operations							
Mon-Wed	10am-2pm	6/10/14	36	£597	£454	Gillingham	G08100314F
Mon-Wed	10am-2pm	20/4/15	36	£597	£454	Gillingham	G08300214F

Customer Service

Our customer service course offers a chance for learners to gain a recognised qualification as well as training on tills. Employability and 'soft' skills such as confidence building, communication, organisation and teamwork are embedded throughout this course.

Level 1 Award in Customer Service							
Tue-Thu	10am-1.30pm	12/8/14	9	£152	£120	MKC	Y15190614F

Volunteering with MACLS

We have a range of volunteering opportunities to suit your skills and interests. Phone **01634 338400** or email **maclsvolunteers@medway.gov.uk** for more information.

If you are new to MACLS we'll give you a £10 voucher*

*terms and conditions apply see page 30

Introduction to Travel and Tourism NEW

With lots of new, exciting tourism opportunities being created in Medway and the surrounding area now is a perfect time to gain the skills and qualifications needed to get that ideal job. We can create a package of training for you to ensure that you have the skills and CV to match the job descriptions. The planned Paramount complex will create lots of local jobs - we can train you to start that journey.

Day	Time	Date	Sessions	Fee A	Fee B	Centre	Code
Level 1 Award in Introduction to Travel and Tourism							
Wed-Fri	10am-2pm	24/9/14	21	£789	£625	Gillingham	G08100114F

Preparing to Work in Adult Social Care

Adult Social Care is a fast growing and diverse sector. It offers a large range of rewarding and challenging careers, with many different job roles available and lots of opportunities for progression. The sector currently employs around 1.5 million people in all sorts of roles and by 2025 it is estimated that another 1 million workers will be needed to meet England's growing social care demands.

This course will give you the opportunity to find out more about working in the sector and what type of role and area of adult social care you might like to work in.

Level 1 Preparing to Work in Adult Social Care							
Thu and Sat	10am-3pm	21/8/14	16	£368	£301	MKC	Y01100114F
Wed,Thu and Sat	10am-3pm	27/11/14	16	£368	£301	MKC	Y01100214F
Thu and Sat	10am-3pm	23/4/15	16	£368	£301	MKC	Y01300314F
Level 2 Certificate in Preparing to Work in Adult Social Care							
Tue-Thu	10am-2pm	25/11/14	42	£591	£457	Gillingham	G01021014F

Hospitality and Catering NEW

Our new range of courses offers learners a chance to begin a new career with a Level 1 course, packaged with the Level 2 food hygiene certificate. With this industry growing and more jobs available this is a good time to gain the skills and knowledge to make that career move.

Level 1 Award in Introduction to Employment in Hospitality and Catering							
Thu and Fri	10am-2pm	21/8/14	15	£381	£294	Gillingham	G07100314F
Thu and Fri	10am-2pm	30/10/14	15	£381	£294	Gillingham	G07100414F
Thu and Fri	10am-2pm	15/1/15	15	£381	£294	Gillingham	G07200414F
Level 2 Certificate in Hospitality and Catering Principles							
Mon-Wed	10am-2pm	29/9/14	24	£479	£363	Gillingham	G07100514F
Mon-Thu	10am-2pm	12/1/15	24	£479	£363	Gillingham	G07200214F
Mon-Wed	10am-2pm	20/4/15	24	£479	£363	Gillingham	G07300414F

If you're unable to attend your class, please let us know by phoning **01634 338466** or emailing **learneranswerphone@medway.gov.uk**

Got a question?
Please phone
01634 338400

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Childcare and Nursery Workers - Children and Young Peoples Workforce

These courses are intended to guide and assess development of knowledge and skills relating to the Children and Young People's Workforce and will provide learners progression to the Early Learning and Childcare, Social Care, Learning and Development and Support Services workforces.

Day	Time	Date	Sessions	Fee A	Fee B	Centre	Code
Certificate for Children and Young Peoples Workforce Level 2 City and Guilds							
Tuesday	9.30am-12noon	23/9/14	29	£671	£558	Gillingham	G01111114F

Teaching assistants

Supporting teaching and learning in schools - certificate and diploma

These courses have been designed to assess the knowledge and competence required by a teaching assistant. This qualification incorporates the units necessary and add-ons to reflect the role of those supporting pupils' learning. Voluntary placements at schools for six hours a week are needed to start these courses. More guidance will be offered at the pre-course consultations. After a skills consultation, an action plan to create a training plan directed towards the qualifications, skills and knowledge needed to work successfully in this area will be prepared with each learner. e.g. English and maths, IT, communication, BSL.

Certificate in Supporting Teaching and Learning Level 2							
Monday	12.30-3pm	29/9/14	29	£671	£558	Gillingham	G13100214F
Tuesday	6-8.30pm	30/9/14	29	£671	£558	HoH	H13111114F
Wednesday	9.30am-12noon	24/9/14	29	£671	£558	Gillingham	G13100314F
Wednesday	6-8.30pm	5/11/14	29	£671	£558	Gillingham	G13100414F
Diploma in Supporting Teaching and Learning in Schools Level 3							
Thursday	9.30am-12noon	2/10/14	33	Please enquire		Gillingham	G13100514L
Monday	6.30-9pm	29/9/14	33	Please enquire		Gillingham	G13100614L

Business Administration

Gain qualifications and a range of skills needed to work effectively in an office environment. Learn specific tasks matched to skills needed as identified in job descriptions as well as good working methods, teamwork, team leadership attributes, varied communication types. A full skill scan before starting these courses will enable the learners and tutors to work on individual target setting based on current levels and desired career.

Level 1 Certificate in Business Administration							
Mon,Wed and Fri	10am-2pm	15/9/14	30	£506	£383	Gillingham	G15101214F
Mon,Wed and Fri	10am-2pm	12/1/15	30	£506	£383	Gillingham	G15201314F
Mon,Wed and Fri	10am-2pm	20/4/15	30	£506	£383	Gillingham	G15301414F
Level 2 Certificate in Business Administration							
Tue and Thu	6-9pm	16/9/14	30	£506	£383	Rochester	R15100114F
Tue and Thu	6-9pm	26/1/15	30	£506	£383	Rochester	R15200114F

GCSEs

Our GCSE courses are intensive programmes for learners with a good grounding in the subject who want to gain a GCSE qualification in one year. These are demanding courses and you will need to be prepared to do independent study in addition to the classroom sessions. Assessment is by controlled assessment and final exam.

All learners must attend an initial assessment session and have a short interview to ensure they are at the right level for the course. Not all learners are accepted onto the course but you will be advised of alternative courses within the Skills for Life department that will help you develop the skills you need.

GCSE English and Maths are FREE* to those learners who do not have this qualification at Grade C or above.

Call 01634 338400 for more information and to book a pre-course assessment.

*Other eligibility conditions may apply

GCSE Human Health and Physiology

This qualification is ideal for those who are looking to gain a science GCSE for progression onto teaching and nursing programmes. The tutor will set an individual learning plan and you will be fully supported with any additional learning and study needs to help you to reach grade A-C. Please call 01634 338400 to book onto a pre-course meeting/assessment.

Day	Time	Date	Sessions	Fee A	Fee B	Centre	Code
GCSE Maths							
Tuesday	9.30am-1pm	16/9/14	30	£436	£312	Rochester	R02100014F
Wednesday	9.30am-1pm	17/9/14	30	£436	£312	Rochester	R02100114F
Wednesday	6.20-8.50pm	17/9/14	30	£340	£244	CGSB	C02100014F
Thursday	6.30-9pm	18/9/14	30	£340	£244	Rochester	R02100214F
GCSE English							
Monday	6.30-9pm	15/9/14	30	£340	£244	Gillingham	G12100014F
Wednesday	9.30am-1pm	17/9/14	30	£436	£312	Gillingham	G12100114F
Wednesday	6.20-8.50pm	17/9/14	30	£340	£244	CGSB	C12100014F
Thursday	9.30am-1pm	18/9/14	30	£436	£312	Rochester	R12100214F
Thursday	6.30-9pm	18/9/14	30	£340	£244	Rochester	R12100314F
GCSE Human Health and Physiology							
Wednesday	12.30-3pm	17/9/14	32	£356	£256	Rochester	R02100314F

English and maths

Do you or does someone you know, need help with reading, writing, spelling or basic maths?

Improving your basic skills will help open up a host of new opportunities for life, work and pleasure.

Our small and friendly classes, held in a welcoming environment, will give you the opportunity to:

- brush up your skills in reading, writing, spelling and or basic maths;
- improve your job opportunities;
- increase your personal confidence in speaking, reading and writing and using maths;
- support your children with their homework.

Classes start at Entry 1 through to City and Guilds Functional Skills Level 2, and are available during the day and evening, midweek and Saturdays.

You will need to attend an initial assessment and short interview to make sure you are placed in a class at the right level.

All programmes, including initial assessment and exams, are free of charge.

To find out more, please phone 01634 338400 for details of our assessment sessions.

English for speakers of other languages (ESOL)

Developing your English language skills will help prepare you for living, working and studying here in the UK and we can offer the right course to meet your needs.

Our part-time courses run in the morning, afternoon and evening, midweek and Saturdays, with classes at all levels from beginner to advanced learners. Plus we run these classes in our main centres in Rochester and Gillingham, as well as the outer centres and in various locations around Medway.

You can choose to study ESOL from 2.5 hours to 7.5 hours per week. Our courses will help you to improve your speaking and listening, reading and writing, vocabulary, grammar and punctuation.

We also offer:

- ESOL Plus, (English language skills with numeracy/IT/Health and Social Care);
- ESOL Get Ready for the Life in the UK Test.

Everyone has a personal interview before they are placed in the appropriate class, and we will put you at the heart of the programme, so that we meet your personal learning aims, be that for progression into work or for your own personal development.

ESOL is free for learners who are eligible for funded classes and receiving Job Seekers Allowance (JSA) ESA (WRAG) or other means tested benefits and looking for work. If you aren't eligible for funding, fees can be paid in instalments.

To discuss your ESOL needs please phone 01634 338400 and make an appointment.

ESOL for families

ESOL Family Learning is specifically for parents or carers with young children at home where they can all learn together. The programme aims to:

- improve the English language skills of the adults and children;
- increase the adults' skills in helping the child to learn and achieve, especially to make them school ready;
- support the family's progression into further learning, for both adults and children.

These classes are free of charge.

For more information please call 01634 338400.

24+ Advanced Learning Loans

Aged over 24?

Looking to study a Level 3 or Level 4 course?

Find out about 24+ Advanced Learning Loans

24+ Advanced Learning Loans are similar to higher education loans, but for the further education sector. They were introduced in September 2013 for the academic year 2013-14. They are available for learners aged 24 and over, studying at Level 3 or Level 4.

You can apply for a loan to cover the cost of the tuition fees for your qualification, which will be paid directly to your learning provider on your behalf. If you go on to study at a higher level you can get another loan. You can have a maximum of four loans.

Why can't I study for free?

Unfortunately the Government no longer funds adults aged over 24 years old to study Level 3 or Level 4 courses, even if you are on benefits. These loans have been introduced by the Government to enable mature students to study without any up-front costs.

Who is eligible for a loan?

To get a loan you must be:

- 24 or older on the first day of your course (there's no upper age limit);
- living in the UK on the first day of your course, and have lived in the UK, the Channel islands or the Isle of Man for three years immediately before this;
- starting your course on or after 1 August 2014;
- taking an eligible course that's Level 3 or 4;
- studying at a college or training organisation in England approved for public funding.

Getting a loan doesn't depend on your household income and there's no credit check.

How will I repay the loan?

If your course finishes before 2016, repayments won't start until April 2016.

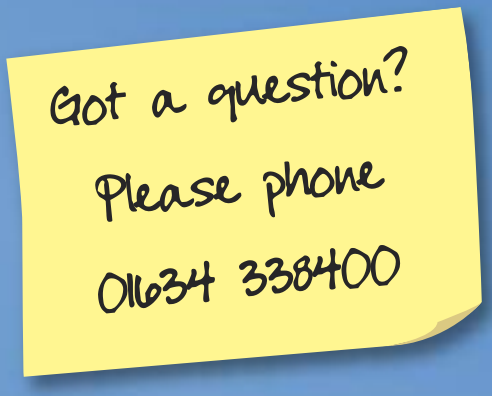
You pay back your loan (plus interest) when you've finished your course and start earning more than £21,000 a year. If your income drops below this amount repayments stop.

Each month you pay back nine per cent of any income over £21,000.

How can I find out more about the loans?

A learner information sheet is available from our Rochester centre, or on our website at **www.medway.gov.uk/learning**

You can also get independent financial advice from the Money Advice Service at **www.moneyadviceservice.org.uk**



Medway College of Social Care

The training partnership for those involved in care.

The Medway College of Social Care (MCSC) is a partnership arrangement between Medway Council and independent Health and Social Care (HSC) providers serving Medway.

The college is dedicated to sourcing high quality training for its partners, maintaining links with Skills for Care and ensuring that we share best practice. Classroom-based sessions can be enhanced through up-to-date and flexible e-learning options.

The college offers a range of training to meet the essential standards of quality and safety including health and safety related courses, care specific short courses, QCF qualifications and training for leadership, management and business support functions.

As well as supporting social care organisations in Medway, MCSC also supports learning and development for personal assistants and carers who are employed directly by individuals in receipt of direct payments. This includes training for personal assistants in how to work safely with the individual that they are caring for as well as training for direct payments recipients on how to recruit and employ their own personal assistants.

MCSC is now a dedicated Icare ambassador service, promoting careers in social care, from PAs to NVQs, Diplomas and Care Managers. Full details can be found on **www.medwaycollegeofsocialcare.org.uk**

For more information email **mcsc@medway.gov.uk** or phone **01634 334429**.

...never too late to learn

Partnership Working

Medway Adult and Community Learning Service is proud to be working jointly with many internal and external partners across Medway with the aim of contributing to the Council's key objectives and vision 'to make Medway a city of learning, culture, tourism and enterprise and as a place to live, work and have fun'.

Key partnerships and projects include:

Regeneration and Economic Development team – **IMPRESS** project supporting skills for employment and in the workplace.

Childrens Centres – delivering a family learning programme across Medway's 19 Childrens Centres including parenting courses, financial management, literacy and numeracy and language skills.

Public Health – contributing to a number of health promotion projects for healthy weight management, reducing social isolation and working with the older person's workforce on the falls prevention programme.

Medway Schools – wider family learning provision for parents and carers of school children to support a child's development within the school environment, plus Teaching Assistants courses

Adult Social Care team – providing workforce training to social care providers and healthcare workers, including NVQs in health and social care, Direct Payment Service PA workforce training and the I Care Ambassador Service, championing careers in social care.

Medway Libraries – joint plan to provide services through Medway's community libraries, provision includes IT, conversation cafes and book clubs

Jobcentre Plus – referral pathway to enhance employability prospects, workplace skills, cv writing and soft skills development

MidKent College – offering a range of courses designed for progression into further training, using the extensive facilities, bridging the gap between re-entering education and furthering a career.

Planting and growing

This course will develop learners' awareness of nature, the way things grow, where food and plants come from, ways to be environmentally friendly and how to grow plants in house and garden.

Growing your maths skills

Would you like to develop a better understanding of planting and growing whilst developing your maths skills? We explore how numbers can be found in nature and used in the care of plants and flowers. You will also be growing plants for our plant sale, which you will be planning for and running.

Introduction to cooking

This course in an introduction to the art of cooking and developing basic cooking skills. Excellent for learners who are interested in becoming more independent. The course includes the development of pre-entry maths skills such as measuring, counting, shapes and number.

Intermediate cooking skills

This is an intermediate course in which learners will develop independent living skills, an awareness of food hygiene and kitchen safety, whilst improving their maths and communication skills.

Cooking on a budget

If you are you looking to increase your independence, then being able to cook on a budget is essential. This is an intermediate cooking course in which learners will further hone their cooking skills as they explore managing a budget and develop financial awareness.

Maximising Potential

MACLS offers a range of courses designed to meet the needs of LLDD (Learners with Learning Difficulties and/or Disabilities) that are stimulating and aim to maximise potential. Courses are designed to improve learners' confidence and develop skills for independence.

All learners are invited to attend an interview before starting a course to discuss personal needs and interests. Carers and key workers are welcome to attend and are also invited along to lessons if necessary.

To enrol on a course phone 01634 338400 and book an appointment to discuss your needs and interests.

Day	Time	Date	Sessions	Fee A	Centre	Code
Planting and growing LLDD						
Monday	10am-12noon	22/9/14	11	FREE	Rochester	R14100014F
Monday	10am-12noon	5/1/15	11	FREE	Rochester	R14200114F
Monday	10am-12noon	20/4/15	11	FREE	Rochester	R14300014F
Growing your maths skills LLDD						
Monday	1-3pm	22/9/14	11	FREE	Rochester	R14100314F
Monday	1-3pm	5/1/15	11	FREE	Rochester	R14200414F
Monday	1-3pm	20/4/15	11	FREE	Rochester	R14300514F
Introduction to cooking LLDD						
Monday	1.30-3.30pm	22/9/14	11	£35	GBC	Y14100614F
Tuesday	10am-12noon	23/9/14	11	£35	GBC	Y14100714F
Monday	1.30-3.30pm	5/1/15	11	£35	GBC	Y14200814F
Tuesday	10am-12noon	6/1/15	11	£35	GBC	Y14200914F
Monday	1.30-3.30pm	20/4/15	11	£35	GBC	Y14301014F
Tuesday	10am-12noon	21/4/15	11	£35	GBC	Y14301114F
Intermediate cooking skills LLDD						
Monday	4-6pm	22/9/14	11	£35	GBC	Y14101214F
Thursday	1.30-3.30pm	25/9/14	11	£35	GBC	Y14101314F
Monday	2-4pm	5/1/15	11	£35	GBC	Y14201414F
Thursday	1.30-3.30pm	8/1/15	11	£35	GBC	Y14201514F
Monday	2-4pm	20/4/15	11	£35	GBC	Y14301614F
Thursday	1.30-3.30pm	23/4/15	11	£35	GBC	Y14301714F

Pottery and clay modelling - introduction

This course is perfect for people who want to learn how to make useful and decorative objects for themselves, family and friends using clay and other materials. A great fun and useful hobby.

Pottery and clay modelling - intermediate

Do you enjoy attending pottery courses? Would you like to explore more complex techniques and improve your skills? This could be the course for you, making and creating beautiful objects from scratch.

Arts and crafts

Join us to explore a range of creative techniques to express yourself. Come along and create beautiful art using a wide range of materials and techniques which you can take home for personal enjoyment or to delight family and friends.

Murals workshop

Work with our resident artist in designing and producing murals for display in the community. A wonderful opportunity to develop a range of art techniques and explore issues such as staying safe, equality and independence.

Needlecraft

Here you can develop needlework skills using a variety of techniques including embroidery, stitching, using a sewing machine, weaving, crochet, knitting, etc. You can design and create your own products. An excellent opportunity to develop communication skills in a relaxed, welcoming environment.

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Day	Time	Date	Sessions	Fee A	Fee B	Centre	Code
Cooking on a budget LLDD							
Friday	2-4pm	26/9/14	11	£35		GBC	Y14101814F
Friday	2-4pm	9/1/15	11	£35		GBC	Y14201914F
Friday	2-4pm	24/4/15	11	£35		GBC	Y14302014F
Pottery and clay modelling LLDD - introduction							
Tuesday	1-3pm	23/9/14	10	£127	£94	Rochester	R09109614A
Wednesday	1-3pm	24/9/14	10	£127	£94	Rochester	R09109714A
Tuesday	1-3pm	6/1/15	10	£127	£94	Rochester	R09209914A
Wednesday	1-3pm	7/1/15	10	£127	£94	Rochester	R09210014A
Tuesday	1-3pm	21/4/15	10	£127	£94	Rochester	R09310214A
Wednesday	1-3pm	22/4/15	10	£127	£94	Rochester	R09310314A
Pottery and clay modelling LLDD - intermediate							
Thursday	1-3pm	25/9/14	10	£127	£94	Rochester	R09109814A
Thursday	1-3pm	8/1/15	10	£127	£94	Rochester	R09210114A
Thursday	1-3pm	23/4/15	10	£127	£94	Rochester	R09310414A
Arts and crafts LLDD							
Tuesday	10am-12noon	23/9/14	10	£107	£80	Rochester	R09110514A
Friday	10am-12noon	26/9/14	10	£107	£80	Rochester	R09110614A
Tuesday	10am-12noon	6/1/15	10	£107	£80	Rochester	R09210714A
Friday	10am-12noon	9/1/15	10	£107	£80	Rochester	R09210814A
Tuesday	10am-12noon	21/4/15	10	£107	£80	Rochester	R09310914A
Friday	10am-12noon	24/4/15	10	£107	£80	Rochester	R09311014A
Murals workshop LLDD NEW							
Friday	1-3pm	26/9/14	10	£107	£80	Rochester	R09111114A
Friday	1-3pm	9/1/15	10	£107	£80	Rochester	R09211214A
Friday	1-3pm	24/4/15	10	£107	£80	Rochester	R09311314A
Needlecraft LLDD							
Monday	1-3pm	22/9/14	10	£107	£80	Rochester	R09111414A
Monday	1-3pm	5/1/15	10	£107	£80	Rochester	R09211514A
Monday	1-3pm	20/4/15	10	£107	£80	Rochester	R09311614A

Supported learning (maximising potential)

Have fun and keep fit

Do you want to meet new people? Develop your interpersonal skills and enjoy the health benefits of keeping fit. Then this course could be for you.

Dance

Strictly Come Dancing anyone? Dancing is fun and great exercise, come along and join us busting some shapes. Learn new dance routines in a fun and lively group environment.

Independent living

Gain more freedom, learn to live independently. This course will help you to develop your independence and social skills. You will explore issues around staying safe, being assertive, travelling, healthy living, personal and social values as you develop your communication skills using a range of fun activities.

Citizenship

Would you like to know your rights and become more assertive? This course focuses on British society, your rights and responsibilities as a citizen, looks at differences and embraces diversity. Learn more about yourself, explore social issues and personal safety.

Managing my money

A perfect course for those who would like to learn how to keep their money safe, get best value for money and spot a bargain. Learners will develop maths and independent living skills. We also go on a class trip that you will plan and budget for.

Day	Time	Date	Sessions	Fee A	Fee B	Centre	Code
Have fun and keep fit LLDD							
Wednesday	3.30-5pm	24/9/14	10	£86	£65	Rochester	R08103414A
Wednesday	3.30-5pm	7/1/15	10	£86	£65	Rochester	R08203514A
Wednesday	3.30-5pm	22/4/15	10	£86	£65	Rochester	R08303614A
Dance LLDD							
Tuesday	3.30-5pm	23/9/14	10	£86	£65	Rochester	R08103714A
Tuesday	3.30-5pm	6/1/15	10	£86	£65	Rochester	R08203814A
Tuesday	3.30-5pm	21/4/15	10	£86	£65	Rochester	R08303914A
Independent living LLDD NEW							
Wednesday	1-3pm	24/9/14	11	FREE		Rochester	R14104814F
Wednesday	1-3pm	7/1/15	11	FREE		Rochester	R14204914F
Wednesday	1-3pm	22/4/15	11	FREE		Rochester	R14305014F
Citizenship LLDD NEW							
Wednesday	10am-12noon	24/9/14	11	FREE		Rochester	R14105114F
Wednesday	10am-12noon	7/1/15	11	FREE		Rochester	R14205214F
Wednesday	10am-12noon	22/4/15	11	FREE		Rochester	R14305314F
Managing my money LLDD							
Thursday	10am-12noon	25/9/14	11	FREE		Rochester	R14105414F
Thursday	10am-12noon	8/1/15	11	FREE		Rochester	R14205514F
Thursday	10am-12noon	23/4/15	11	FREE		Rochester	R14305614F

Got a question?

Please phone

01634 338400

www.medway.gov.uk/macls

Skills for work

If you are thinking about starting paid or volunteer work, but are not sure how or what would be suitable for your interests then this course is essential. Learn about the skills needed in the world of work. Develop awareness of your rights and responsibilities, communication, team work, personal presentation and work towards volunteering.

Media studies

This course explores the ways that information is communicated. During the course we will be looking at films, books, the internet, newspapers, YouTube and radio, to understand the world around us. This course helps develop learners' communication skills, reasoning and team work through research, discussion and producing your own media.

Computer skills

Computer skills open up a whole new world of independence, work and social freedom. This class will help you make the most of the internet, finding information and services to support you in your day to day life.

Image making, digital media and photography

Learn how to get the best out of your camera and create images from your own perspective using the latest technology. You can develop photography skills and learn how to edit and manipulate your images.

Historically speaking

If you are interested in learning about history then this is the course for you. You will learn by discussing historical topics with your classmates which will also help develop your speaking and listening skills.

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Day	Time	Date	Sessions	Fee A	Fee B	Centre	Code
Skills for work LLDD NEW							
Thursday	10am-12noon	25/9/14	11	FREE		Rochester	R14105714F
Thursday	10am-12noon	8/1/15	11	FREE		Rochester	R14205814F
Thursday	10am-12noon	23/4/15	11	FREE		Rochester	R14305914F
Media studies LLDD NEW							
Tuesday	1-3pm	23/9/14	11	FREE		Rochester	R14106014F
Tuesday	1-3pm	6/1/15	11	FREE		Rochester	R14206114F
Tuesday	1-3pm	21/4/15	11	FREE		Rochester	R14306214F
Computer skills LLDD							
Thursday	1-3pm	25/9/14	11	FREE		Rochester	R14106314F
Thursday	1-3pm	8/1/15	11	FREE		Rochester	R14206414F
Thursday	1-3pm	23/4/15	11	FREE		Rochester	R14306514F
Image making, digital media and photography LLDD							
Friday	10am-12noon	26/9/14	10	£107	£80	Rochester	R09111714A
Friday	10am-12noon	9/1/15	10	£107	£80	Rochester	R09211814A
Friday	10am-12noon	24/4/15	10	£107	£80	Rochester	R09311914A
Historically speaking LLDD							
Tuesday	1-3pm	23/9/14	11	FREE		Woodlands	Y14106914F
Thursday	2.15-4.15pm	25/9/14	11	FREE		Rochester	R14107014F
Tuesday	1-3pm	6/1/15	11	FREE		Woodlands	Y14207114F
Thursday	2.15-4.15pm	8/1/15	11	FREE		Rochester	R14207214F
Tuesday	1-3pm	21/4/15	11	FREE		Woodlands	Y14307314F
Thursday	2.15-4.15pm	23/4/15	11	FREE		Rochester	R14307414F

Volunteering with MACLS

We have a range of volunteering opportunities to suit your skills and interests. Phone **01634 338400** or email **maclsvolunteers@ medway.gov.uk** for more information.

Family Learning

MACLS runs an extensive programme of family courses designed for mums, dads, grandparents and adults who have caring responsibilities for children.

Enjoy spending quality time together learning and improving skills whilst having fun too.

These courses are free of charge for adults to learn with their children, in partnership with Medway schools, Libraries, Youth Clubs, Community groups and Children's Centres. There is a wide range of courses designed to support learning to:

- improve English, maths and language skills for adults;
- improve adults' ability to help their children learn;
- support children's learning at school;
- improve confidence and social skills.

Family English and Maths and Language courses can also help you gain confidence by working within a group setting to prepare to return to work.

Wider Family Learning courses include

- healthy cooking and eating;
- creative arts and craft activities;
- exploring with play;
- family first aid;
- parenting courses including patterns of behaviour;
- money management;
- computing – to include internet awareness.

Family learning courses are regularly updated to be responsive to demand.

For more information about Family Learning or to check on new and upcoming courses please call 01634 338400.

MACLS has a huge range of classes for the leisure/hobby enthusiast. Learn new skills or fine tune existing ones. Classes for all tastes and abilities.

Drawing and painting

Fancy yourself as an artist? Drawing and painting are hugely popular ways to express yourself, have fun with like minded individuals and relax. Using a range of drawing and painting media and subject matter, these courses will teach you the fundamental skills to inspire you to take a journey from beginner to more advanced techniques. Advanced students may then want to join the Allied Crafts courses run by members of the community for continuing advanced learners.

"Excellent course, very educational and enjoyable. The tutor has helped me develop my skills and revived my interest in arts Thank you."

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Day	Time	Date	Sessions	Fee A	Fee B	Centre	Code
Drawing - getting started							
Saturday	10am-12noon	15/11/14	2	£31	£23	Rochester	R09103214A
Drawing for beginners and improvers							
Monday	3.30-5.30pm	6/10/14	10	£87	£63	Rochester	R09111914A
Drawing and painting - getting started							
Tuesday	6.50-8.50pm	4/11/14	5	£47	£35	HoH	H09103114A
Drawing and painting - beginners							
Thursday	1-3pm	18/9/14	17	£141	£102	Rochester	R09103314A
Drawing and painting - beginners/improvers							
Monday	10am-12noon	15/9/14	17	£141	£102	Rochester	R09104114A
Monday	10am-12noon	23/2/15	16	£135	£97	Rochester	R09212214A
Monday	1-3pm	15/9/14	17	£141	£102	Rochester	R09103414A
Monday	1-3pm	2/2/15	17	£141	£102	Rochester	R09203514A
Monday	7-9pm	15/9/14	17	£141	£102	Rochester	R09103714A
Monday	7-9pm	2/2/15	17	£141	£102	Rochester	R09203814A
Thursday	10am-12noon	2/10/14	17	£141	£102	Rochester	R09112014A
Thursday	10am-12noon	26/2/15	17	£141	£102	Rochester	R09204214A
Drawing and painting - improvers							
Thursday	1-3pm	5/2/15	17	£141	£102	Rochester	R09203614A
Drawing and painting - improvers/advanced							
Wednesday	1-3pm	17/9/14	17	£141	£102	Rochester	R09103914A
Wednesday	1-3pm	4/2/15	17	£141	£102	Rochester	R09212014A
Drawing and painting - mixed ability							
Thursday	7-9pm	2/10/14	17	£141	£102	Rochester	R09112114A
Thursday	7-9pm	26/2/15	17	£141	£102	Rochester	R09212114A
Friday	10am-12noon	19/9/14	35	£247	£175	Rochester	R09106214A
Drawing, painting and design - beginners/improvers							
Wednesday	10am-12noon	17/9/14	17	£141	£102	Rochester	R09104314A
Wednesday	10am-12noon	4/2/15	17	£141	£102	Rochester	R09204414A
Drawing and painting in watercolour - beginners/improvers							
Tuesday	1-3pm	16/9/14	17	£141	£102	Rochester	R09104514A
Tuesday	1-3pm	3/2/15	17	£141	£102	Rochester	R09204614A
Drawing and painting in watercolour - improvers/advanced							
Thursday	10am-12noon	18/9/14	17	£141	£102	Rochester	R09104714A

"My art class is the best two hours of the week"

Sugarcraft

Delight your friends and family with beautiful creations in sugarcraft. Our hugely popular classes will give you a good understanding of the different ways of icing and decorating cakes. Be creative and learn techniques from beginners to more advanced. You could then progress on to a City and Guilds Level 1 Award Sugarcraft course for professional development.

Coming soon:
City & Guilds Level 1 Certificate in Sugarcraft and City & Guilds Level 2 Diploma in Sugarcraft - phone 01634 338400 for details

Day	Time	Date	Sessions	Fee A	Fee B	Centre	Code
Portrait drawing and painting - beginners/improvers							
Monday	1-3pm	15/9/14	17	£173	£123	Rochester	R09104814A
Monday	1-3pm	2/2/15	17	£173	£123	Rochester	R09204914A
Friday	1-3pm	3/10/14	17	£173	£123	Rochester	R09111814A
Friday	1-3pm	27/2/15	17	£173	£123	Rochester	R09211914A
Life and figure drawing and painting - beginners/improvers							
Monday	10am-12noon	15/9/14	17	£173	£123	Rochester	R09105014A
Monday	10am-12noon	2/2/15	17	£173	£123	Rochester	R09205114A
Life and figure drawing and painting - improvers/advanced							
Wednesday	7-9pm	17/9/14	17	£173	£123	Rochester	R09105214A
Life and figure drawing and painting - advanced							
Wednesday	7-9pm	4/2/15	17	£173	£123	Rochester	R09205314A
Oil painting - beginners/improvers							
Tuesday	10am-12noon	16/9/14	17	£141	£102	Rochester	R09105414A
Tuesday	10am-12noon	3/2/15	17	£141	£102	Rochester	R09205514A
Art appreciation							
Wednesday	10am-12noon	17/9/14	10	£78	£56	Rochester	R09105714A
Sugarcraft - beginners							
Wednesday	6.50-8.50pm	17/9/14	10	£105	£76	CGSB	C07100014A
Wednesday	6.50-8.50pm	22/4/15	10	£105	£76	CGSB	C07300114A
Festive sugarcraft							
Saturday	10am-1pm	15/11/14	2	£40	£30	Rochester	R07100214A
Sugarcraft - developing techniques							
Wednesday	6.50-8.50pm	14/1/15	10	£105	£76	CGSB	C07200314A
Decorating wedding cakes - beginners							
Saturday	10am-1pm	21/3/15	2	£40	£30	Rochester	R07200514A
Beautiful baking - beginners							
Wednesday	6.50-8.50pm	22/4/15	5	£55	£40	CGSB	C07300414A
A taste of spice - Indian and Pakistani cookery - beginners							
Tuesday	6.50-8.50pm	24/2/15	5	£55	£40	HoH	H07200614A
Recipes from around the world - introduction							
Tuesday	6.50-8.50pm	21/4/15	5	£55	£40	HoH	H07300714A
Healthy eating - an introduction to eating well							
Wednesday	6.50-8.50pm	14/1/15	2	£27	£21	CGSB	C07100814A

Cookery

A wide range of exciting courses for those who would like to learn to cook in a range of styles, from healthy nutritious family meals, an intimate meal for two or a family barbecue with a difference, we have a course for you.

Jewellery

Design and make original pieces of jewellery. Using traditional and modern methods you will create a piece of unique jewellery to be proud of.

"The classes have given me the courage to experiment and develop."

Stained glass and mosaic

Create beautiful objects to decorate your home and delight friends. Design and build your own panel or object. Whether simple or more complex you will get one to one support for your own design from start to finish.

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Day	Time	Date	Sessions	Fee A	Fee B	Centre	Code
Delicious meals without the carbs							
Tuesday	6.50-8.50pm	16/9/14	2	£27	£21	HoH	H07100914A
Winter warmers - cooking for Halloween/bonfires/parties NEW							
Wednesday	6.50-8.50pm	17/9/14	5	£55	£40	CGSB	C07101014A
Easy to cook - East Asian meals							
Tuesday	6.50-8.50pm	30/9/14	5	£55	£40	HoH	H07101114A
Festive favourites - cooking for Christmas							
Wednesday	6.50-8.50pm	12/11/14	5	£55	£40	CGSB	C07101214A
Easy to cook - Mediterranean flavours							
Wednesday	6.50-8.50pm	25/2/15	5	£55	£40	CGSB	C07201314A
A taste of summer - cooking for picnics and BBQs NEW							
Wednesday	6.50-8.50pm	3/6/15	5	£55	£40	CGSB	C07301414A
Jewellery design and making - getting started NEW							
Saturday	10am-12noon	15/11/14	2	£29	£22	Rochester	R09105614A
Jewellery design and making - mixed ability NEW							
Wednesday	4.30-6.30pm	1/10/14	15	£135	£97	Rochester	R09105814A
Wednesday	7-9pm	1/10/14	15	£135	£97	Rochester	R09105914A
Thursday	4.30-6.30pm	2/10/14	15	£135	£97	Rochester	R09106014A
Thursday	7-9pm	2/10/14	15	£135	£97	Rochester	R09106114A
Wednesday	4.30-6.30pm	25/2/15	15	£135	£97	Rochester	R09206214A
Wednesday	7-9pm	25/2/15	15	£135	£97	Rochester	R09206314A
Thursday	4.30-6.30pm	26/2/15	15	£135	£97	Rochester	R09206414A
Thursday	7-9pm	26/2/15	15	£135	£97	Rochester	R09206514A
Creative glass painting - getting started NEW							
Tuesday	6.50-8.50pm	4/11/14	5	£52	£38	HoH	H09106614A
Stained glass - mixed ability							
Tuesday	7-9pm	16/9/14	23	£180	£129	Rochester	R09106714A
Wednesday	7-9pm	17/9/14	23	£180	£129	Rochester	R09106814A
Tuesday	7-9pm	21/4/15	11	£100	£73	Rochester	R09306914A
Wednesday	7-9pm	22/4/15	11	£100	£73	Rochester	R09307014A
Glass art - mixed ability							
Tuesday	9.30am-12noon	16/9/14	15	£152	£109	Rochester	R09107114A
Tuesday	9.30am-12noon	20/1/15	15	£152	£109	Rochester	R09207214A

Dressmaking

Open up a whole new wardrobe of possibilities. These courses will take you from beginners level to developing and improving your technical skills. Learn to select fabric and designs, correctly cut your materials with an expert finish.

If you are new to MACLS we'll give you a £10 voucher*

*terms and conditions apply see page 30

Floristry

Create beautiful floral displays and learn professional techniques at beginners and more advanced levels. You may want to progress on to the City and Guilds Level 2 Diploma in floristry.

Day	Time	Date	Sessions	Fee A	Fee B	Centre	Code
Mosaic art - getting started NEW							
Tuesday	6.50-8.50pm	24/2/15	5	£52	£38	HoH	H09207314A
Mosaic design and making - mixed ability							
Tuesday	1-3.30pm	16/9/14	15	£152	£109	Rochester	R09107414A
Tuesday	1-3.30pm	20/1/15	15	£152	£109	Rochester	R09207514A
Fit to finish - garment construction beginners/improvers							
Monday	1-3pm	22/9/14	15	£138	£99	Rochester	R09100114A
Monday	1-3pm	2/3/15	15	£138	£99	Rochester	R09200614A
Tuesday	9.30-11.30am	23/9/14	15	£138	£99	Rochester	R09100214A
Tuesday	9.30-11.30am	3/3/15	15	£138	£99	Rochester	R09200714A
Tuesday	1-3pm	23/9/14	15	£138	£99	Rochester	R09100314A
Tuesday	1-3pm	3/3/15	15	£138	£99	Rochester	R09200814A
Thursday	9.45-11.45am	25/9/14	15	£138	£99	Rochester	R09100414A
Thursday	9.45-11.45am	5/3/15	15	£138	£99	Rochester	R09200914A
Thursday	1-3pm	25/9/14	15	£138	£99	Rochester	R09100514A
Thursday	1-3pm	5/3/15	15	£138	£99	Rochester	R09201014A
Garment construction workshop - mixed ability							
Friday	9.30am-4pm	17/10/14	1	£46	£34	Rochester	R09101914A
Friday	9.30am-4pm	14/11/14	1	£46	£34	Rochester	R09100014A
Friday	9.30am-4.30pm	20/3/15	1	£46	£34	Rochester	R09201514A
Friday	9.30am-4pm	5/6/15	1	£46	£34	Rochester	R09301714A
Garment construction workshop - advanced skills							
Friday	9.30am-4pm	15/5/15	1	£46	£34	Rochester	R09301614A
Garment construction summer school - mixed ability							
Mon to Wed	9.30am-4pm	13/7/15	3	£115	£82	Rochester	R09301814A
Floristry - getting started NEW							
Tuesday	6.50-8.50pm	21/4/15	5	£68	£49	HoH	H03300714A
Floristry beginners							
Thursday	7-9pm	25/9/14	10	£110	£79	Rochester	R03100014A
Floristry improving your skills							
Thursday	7-9pm	15/1/15	10	£110	£79	Rochester	R02100114A

Coming soon:
City & Guilds Level 2 Diploma in Floristry - phone 01634 388400 for details.

Creative writing

Put your thoughts and ideas down on paper. Learn writing techniques that include fiction and story telling, poetry forms as well as biographies and reporting styles.

Guitar

Always wanted to play the guitar? Learn how to play basic guitar tunes as well as how to tune and look after your guitar. This course is suitable for beginners who do not read music. Learners must bring their own acoustic guitar.

Bookbinding

Beautiful books. Learn the interesting and unusual art of bookbinding.

Selling your crafts

If you enjoy making things, and would like to turn it into a business, this is the course for you. Learn how to price, brand and present your handmade work. Utilising social media, trade forums and press, you will be shown how to photograph and present your items ready for sale. This course is suitable for all our learners on arts and crafts courses.

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Day	Time	Date	Sessions	Fee A	Fee B	Centre	Code
Wedding floristry							
Saturday	10am-12noon	25/4/15	3	£48	£35	Rochester	R03300214A
Festive floristry							
Tuesday	7-9pm	18/11/14	3	£48	£35	Rochester	R03100314A
Saturday	10am-12noon	29/11/14	3	£48	£35	Rochester	R03100414A
Traditional Christmas door wreath							
Wednesday	10am-1pm	10/12/14	1	£33	£24	Rochester	R03100514A
Floristry - gorgeous spring baskets							
Saturday	10am-1pm	7/3/15	1	£33	£24	Rochester	R03200614A
Flower arranging and table displays							
Wednesday	7-9pm	6/5/15	3	£48	£35	Rochester	R03300814A
Creative writing - getting started							
Saturday	10am-12.30pm	15/11/14	2	£28	£21	Rochester	R09108714A
Tuesday	6.50-8.50pm	24/2/15	5	£44	£32	HoH	H09208814A
Creative writing 1 - beginners							
Monday	7-9pm	12/1/15	10	£83	£60	Rochester	R09208914A
Creative writing 2 - developing your writing							
Monday	7-9pm	22/9/14	10	£83	£60	Rochester	R09112614A
Monday	7-9pm	20/4/15	10	£83	£60	Rochester	R09309014A
Guitar - beginners							
Tuesday	6.50-8.50pm	4/11/14	15	£137	£98	HoH	H09106714A
Guitar - improvers							
Wednesday	6.50-8.50pm	8/10/14	15	£137	£98	CGSB	C09109114A
Bookbinding - getting started							
Monday	7-9pm	3/11/14	5	£53	£39	Rochester	R09109214A
Bookbinding - develop and work on your own book							
Monday	7-9pm	12/1/15	10	£95	£69	Rochester	R09209314A
Selling your crafts - getting started NEW							
Friday	10am-12noon	16/1/15	5	£53	£39	Rochester	R09209414A
Thursday	7-9pm	26/2/15	5	£53	£39	Rochester	R09209514A

Photography

Improve or vary the outcome of your photographs and use your camera to its full potential. Whether it's on one of our getting started courses or a higher level course we can take you from beginner to advanced in photography.

If you're unable to attend your class, please let us know by phoning **01634 338466** or emailing **learneranswerphone@medway.gov.uk**

Pottery

You will have the opportunity to learn new skills in clay modelling and using a potters wheel. Improvers and more advanced learners can create more ambitious pieces as part of an individual course project.

Day	Time	Date	Sessions	Fee A	Fee B	Centre	Code
Creative digital photography - getting started							
Monday	7-9pm	15/9/14	5	£48	£35	Rochester	R09107614A
Wednesday	7-9pm	17/9/14	5	£48	£35	Rochester	R09112414A
Creative digital photography 1 - beginners							
Monday	7-9pm	3/11/14	10	£95	£69	Rochester	R09107714A
Wednesday	7-9pm	5/11/14	10	£95	£69	Rochester	R09112514A
Creative digital photography 2 - improvers							
Monday	7-9pm	26/1/15	15	£142	£102	Rochester	R09207814A
Wednesday	7-9pm	28/1/15	15	£142	£102	Rochester	R09212514A
Creative digital photography 3 - intermediate							
Tuesday	7-9pm	16/9/14	15	£142	£102	Rochester	R09107914A
Wednesday	1-3pm	17/9/14	15	£142	£102	Rochester	R09108014A
Creative digital photography 4 - advanced							
Tuesday	7-9pm	27/1/15	15	£142	£102	Rochester	R09208114A
Famous portrait photographers NEW							
Thursday	7-9pm	18/9/14	10	£95	£69	Rochester	R09108314A
Portrait photography NEW							
Saturday	10am-12noon	15/11/14	3	£46	£34	Rochester	R09108214A
Black and white photography NEW							
Saturday	10am-12noon	29/11/14	3	£46	£34	Rochester	R09108514A
Still life photography - art history NEW							
Thursday	7-9pm	15/1/15	10	£95	£69	Rochester	R09208614A
Landscape photography NEW							
Thursday	7-9pm	23/4/15	10	£95	£69	Rochester	R09308414A
Pottery - getting started NEW							
Saturday	10am-1pm	22/11/14	2	£42	£31	Rochester	R09102014A
Pottery basic and creative							
Thursday	10am-12noon	2/10/14	17	£180	£129	Rochester	R09112214A
Thursday	10am-12noon	26/2/15	17	£180	£129	Rochester	R09212414A
Friday	9.30am-12.30pm	3/10/14	10	£159	£114	Rochester	R09112314A
Friday	9.30am-12.30pm	16/1/15	10	£159	£114	Rochester	R09212314A
Friday	9.30am-12.30pm	24/4/15	10	£159	£114	Rochester	R09312014A

Got a question?
Please phone
01634 338400

Day	Time	Date	Sessions	Fee A	Fee B	Centre	Code
Ceramic sculpture - beginners							
Monday	1-3pm	29/9/14	10	£108	£78	Rochester	R09102114A
Thursday	7-9pm	2/10/14	10	£108	£78	Rochester	R09102214A
Pottery and ceramics - beginners/improvers							
Monday	7-9pm	22/9/14	15	£156	£112	Rochester	R09102314A
Monday	7-9pm	26/1/15	15	£156	£112	Rochester	R09202414A
Wednesday	10am-12noon	24/9/14	15	£156	£112	Rochester	R09102514A
Wednesday	10am-12noon	28/1/15	15	£156	£112	Rochester	R09202614A
Pottery, sculpture and modelling - beginners/improvers							
Monday	10am-12noon	2/2/15	17	£175	£125	Rochester	R09202714A
Wednesday	7-9.30pm	1/10/14	10	£135	£97	Rochester	R09103014A
Wednesday	7-9.30pm	14/1/15	10	£135	£97	Rochester	R09202814A
Pottery, sculpture and modelling - improvers							
Monday	10am-12noon	15/9/14	17	£175	£125	Rochester	R09102914A
Wednesday	6.30-9pm	22/4/15	10	£135	£97	Rochester	R09312114A

The perfect present Learning gift voucher

Why not buy a loved one or friend a MACLS learning gift voucher?

We offer a wide range of courses to suit everyone, even the person who has everything.

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Active Life

For health, harmony and social wellbeing. This popular programme is for those who would benefit from physical activities and mental relaxation that stimulate the mind as well as the body. Have fun and make friends. Our active life courses are for all levels and abilities.

Day	Time	Date	Sessions	Fee A	Centre	Code
Active Life - Tai chi for health						
Tuesday	12noon-1pm	16/9/14	35	£3.50 per session	Rochester	R08102614A
Wednesday	12noon-1pm	17/9/14	35	£3.50 per session	Rochester	R08102714A
Active Life - pilates						
Tuesday	2.30-3.30pm	23/9/14	35	£3.50 per session	St Thomas Church Hall	Y08102814A
Active Life - low impact exercise to music						
Monday	7-8pm	22/9/14	35	£3.50 per session	All Saints	Y08102914A
Active Life - low impact gentle exercise						
Wednesday	12.15-1.15pm	24/9/14	35	£3.50 per session	Woodlands	Y08103014A
Wednesday	7-8pm	24/9/14	35	£3.50 per session	Woodlands	Y08103114A
Active Life - low impact gentle exercise to music						
Tuesday	7-8pm	16/9/14	35	£3.50 per session	HoH	H08103214A
Active Life - ballroom dance afternoon tea						
Friday	2-4pm	7/11/14	7	£7 per session	Rochester	R08103314A

Complementary therapies

Studied for centuries, with recognised healing and wellbeing powers - Reiki, crystal healing, massage, oil blending all contribute to reduced stress and an increased knowledge of an alternative way to cope with today's hectic lifestyles.

Coming soon:
City and Guilds Level 2 Diploma in Basic Massage Techniques - phone 01634 388400 for details.

Day	Time	Date	Sessions	Fee A	Fee B	Centre	Code
Reiki healing - introduction							
Monday	6.30-9pm	4/8/14	4	£52	£38	MKC	Y01100014A
Reiki - introduction							
Thursday	9.30am-12noon	15/1/15	5	£65	£48	Rochester	R01200014A
Reiki 1+2 attunement							
Thursday	9.30am-3pm	26/2/15	2	£63	£45	Rochester	R01200214A
Crystal healing - introduction							
Thursday	6-8.30pm	18/9/14	4	£60	£44	Rochester	R01100214A
Crystal healing - progression							
Thursday	6-8.30pm	6/11/14	4	£60	£44	Rochester	R01100314A
Massage and relaxation - introduction							
Wednesday	7-9pm	24/9/14	10	£83	£60	Rochester	R01100414A
Massage and relaxation 2 - progressive techniques							
Wednesday	7-9pm	14/1/15	10	£83	£60	Rochester	R01200514A
Introduction to aromatherapy and oil blending NEW							
Tuesday	6-8.30pm	13/1/15	4	£68	£49	HoH	H01200614A
Aromatherapy oil blending							
Saturday	10am-12.30pm	15/11/14	4	£68	£49	Rochester	R01100714A

Nail technician

Beautiful nails make lovely hands. Learn nail art with acrylic, gels and silk/fibreglass. Learners can progress onto the VTCT level 2 Certificate Nail Technician.

Coming soon:
VTCT Level 2 Certificate Nail Technician - phone 01634 338400 for details.

Exercise for life

These courses include a range of functional exercises to improve cardio health, muscular strength and endurance, flexibility, balance and co-ordination. The class consists of standing and chair-based exercises to support all abilities using music to enhance the experience.

Yoga

Increase mobility through flexibility. A hugely popular and fantastic form of movement that exercises mind and body.

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Day	Time	Date	Sessions	Fee A	Fee B	Centre	Code
Nail technician - introduction							
Thursday	6-9pm	2/10/14	10	£147	£105	Rochester	R01100814A
Thursday	6-9pm	15/1/15	10	£147	£105	Rochester	R01200914A
Thursday	6-9pm	23/4/15	10	£147	£105	Rochester	R01301014A
Nail art - beginners							
Tuesday	6.50-8.50pm	23/9/14	5	£53	£39	HoH	H01101114A
Exercise for life							
Monday	10.30-11.30am	22/9/14	15	£62	£46	Rochester	R08100014A
Monday	10.30-11.30am	26/1/15	17	£69	£50	Rochester	R08200114A
Gentle yoga							
Thursday	1.30-3pm	18/9/14	17	£99	£72	Rochester	R08103814A
Thursday	1.30-3pm	26/2/15	17	£99	£72	Rochester	R08203914A
Yoga for life - mixed ability							
Monday	7.30-9pm	15/9/14	17	£99	£72	Rochester	R08100214A
Monday	7.30-9pm	2/2/15	17	£99	£72	Rochester	R08200314A
Yoga - mixed ability							
Tuesday	1.30-3pm	16/9/14	17	£99	£72	Rochester	R08100514A
Tuesday	7.30-9pm	16/9/14	17	£99	£72	Rochester	R08100414A
Wednesday	10.15-11.45am	17/9/14	34	£186	£133	Rochester	R08100614A
Friday	10.15-11.45am	19/9/14	34	£186	£133	OAC	X08100714A
Tuesday	7.20-8.50pm	23/9/14	15	£89	£65	HoH	H08100814A
Wednesday	7-8.30pm	24/9/14	30	£166	£119	CGSB	C08100914A
Tuesday	7.20-8.50pm	27/1/15	15	£89	£65	HoH	H08201014A
Tuesday	1.30-3pm	24/2/15	17	£99	£72	Rochester	R08201214A
Tuesday	7.30-9pm	24/2/15	17	£99	£72	Rochester	R08203214A

The perfect present - learning gift voucher

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01634 338400 or visit www.medway.gov.uk/macls

Tai Chi

Tai Chi combines and stimulates mental and physical balance. Reduce stress and create a sense of inner calm while renewing energy and vitality.

Pilates sculpt

Excellent for improving posture, flexibility and core strength - sculpt and stretch your body and see improvements in toning and symmetry.

Fitness through dance

What a fabulous way of improving your health and fitness whilst having fun. Learn how to ballroom, Latin or belly dance as well as explore the history and culture behind these dances.

Day	Time	Date	Sessions	Fee A	Fee B	Centre	Code
Tai Chi for health - mixed ability							
Monday	7-8.30pm	15/9/14	17	£99	£72	Rochester	R08101614A
Tuesday	10-11.30am	16/9/14	17	£99	£72	Rochester	R08101714A
Thursday	11.30am-1pm	18/9/14	17	£99	£72	Rochester	R08101814A
Tuesday	10-11.30am	3/2/15	17	£99	£72	Rochester	R08201914A
Thursday	11.30am-1pm	5/2/15	17	£99	£72	Rochester	R08202014A
Pilates sculpt - beginners/improvers							
Tuesday	9.30-10.30am	30/9/14	15	£62	£46	Rochester	R08102114A
Tuesday	9.30-10.30am	3/2/15	15	£62	£46	Rochester	R08202214A
Fitness through belly dancing-mixed ability							
Monday	10.30am-12noon	15/9/14	15	£89	£65	OAC	X08102314A
Monday	10.30am-12noon	19/1/15	15	£89	£65	OAC	X08202414A
Ballroom and Latin dance - beginners							
Tuesday	7-9pm	30/9/14	10	£79	£57	Rochester	R08102514A

Are you new to MACLS?

We have a welcome gift for you.

We would like to welcome all learners new to MACLS by giving you a £10 MACLS voucher on completion of your first course with us. Phone 01634 338400 to claim your voucher within one month of completing your course.

Terms and conditions

- Offer only valid on enrolments taken on courses where the fees paid are over £50.
- Learner has to be new to MACLS (no previous enrolments since academic year 2008/9).
- Vouchers can only be used against future MACLS enrolments and will be valid for 2015/16 academic year.
- Only one voucher to be claimed per new learner.
- No cash/exchange for vouchers will be accepted.

British Sign Language preparation class

This course is for those who wish to enrol on the BSL level 1 Award courses. You will need to complete this course before moving on to one of our BSL award courses.

Level 1 Award in British Sign Language

For learners who would like to extend their knowledge more formally to communicate with other signers socially or for work purposes.

Level 2 Certificate in British Sign Language

Learners must have passed all three modules at Level 1, as well as attend a pre course interview before enrolling on this level 2 course.

"The course was fun, the group size was good. The tutor was always really helpful and patient."

Modern Foreign Languages

Learning a language opens up a world of possibilities for both leisure and work. We offer courses at various levels. If you are unsure of your level please use our guide to foreign language levels on page 32 or contact us for a level assessment form.

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British Sign Language (BSL)

Day	Time	Date	Sessions	Fee A	Fee B	Centre	Code
British Sign Language - Level 1 Award preparation class							
Tuesday	6.30-8.30pm	7/10/14	5	£44	£32	Rochester	R12102114A
Level 1 Award in British Sign Language - intensive							
Thu and Fri	9.30-4.30	6/11/14	12	£266	£193	Rochester	R12102214F
Level 1 Award in British Sign Language							
Tuesday	6.30-9pm	18/11/14	26	£244	£177	Rochester	R12102314F
Level 2 Certificate in British Sign Language - intensive							
Mon and Tue	9.30am-3.30pm	15/9/14	20	£356	£256	Gillingham	G12100214F
Level 2 Certificate in British Sign Language							
Wednesday	6.30-9pm	17/9/14	39	£356	£256	Rochester	R12108014F

Languages

French Level 1, module 1							
Wednesday	10am-12noon	14/1/15	20	£151	£109	Rochester	R12200414A
French Level 2, module 1							
Tuesday	1-3pm	7/10/14	25	£185	£132	Rochester	R12100014A
French Level 2, module 1							
Tuesday	7-9pm	7/10/14	25	£185	£132	Rochester	R12100114A
French Level 3							
Monday	10am-12noon	29/9/14	25	£185	£132	Rochester	R12100414A
French Level 4							
Tuesday	7-9pm	23/9/14	30	£255	£181	Rochester	R12100514A
French Level 5 - lower tier							
Thursday	1-3pm	9/10/14	30	£311	£220	Rochester	R12100614A
French Level 5 - higher tier							
Tuesday	1-3pm	14/10/14	30	£213	£152	Rochester	R12101914A
Thursday	9.45-11.45am	16/10/14	30	£213	£152	Rochester	R12102014A
German Level 1, module 1							
Wednesday	6.50-8.50pm	8/10/14	15	£118	£85	CGSB	C12100714A
German Level 1, module 2							
Wednesday	6.50-8.50pm	25/2/15	15	£118	£85	CGSB	C12200814A

English as a Foreign Language

These courses are for those who are living in the UK temporarily or who need a Cambridge qualification for work.

If you are new to MACLS we'll give you a £10 voucher*

*terms and conditions apply see page 30

Day	Time	Date	Sessions	Fee A	Fee B	Centre	Code
Italian Level 1, modules 1 and 2							
Monday	7-9pm	6/10/14	30	£224	£160	Rochester	R12100914A
Italian Level 2							
Tuesday	7-9pm	7/10/14	30	£261	£186	Rochester	R12102414A
Spanish Level 1, module 1							
Wednesday	6.50-8.50pm	17/9/14	15	£118	£85	CGSB	C12101214A
Thursday	10am-12noon	2/10/14	15	£118	£85	Rochester	R12101114A
Spanish Level 1, module 2							
Wednesday	6.50-8.50pm	28/1/15	15	£118	£85	CGSB	C12201414A
Thursday	10am-12noon	5/2/15	15	£118	£85	Rochester	R12201314A
Spanish Level 2							
Tuesday	10am-12noon	7/10/14	15	£132	£95	Rochester	R12101514A
EFL mixed ability for Cambridge PET and FCE							
Wed and Fri	12noon-2pm	8/10/14	30	£453		Rochester	R12101614N
Thursday	11-1pm	26/2/15	15	£235		Rochester	R12201714N
EFL advanced Cambridge CAE							
Wednesday	7-9pm	15/10/14	30	£453		Rochester	R12101814N

Guide to foreign language levels

Level	This course is suitable for:
Level 1, module 1	Absolute beginners with no previous knowledge of the language except perhaps for a few words or phrases. These modular courses will cover the basics.
Level 1, module 2	Those who have completed module 1 or beginners who have not studied the language for a while and would like a re cap before progressing on to Level 2.
Level 2	Those who are able to communicate in a limited range of everyday situations e.g. shopping, in a café, asking for directions, booking a holiday and/or for those who have completed both modules at Level 1.
Level 3	Those who have enough understanding of grammar and vocabulary to talk about daily routines, leisure activities, future and past events, as well as personal preferences and plans.
Level 4	Those who have a higher level of vocabulary and grammar, including past, future and perfect tense forms to extend communication and understand in a wide variety of situations.
Level 5 (Lower tier)	Those who are confident using all forms of grammar including subjunctive and conditionals and have a wide range of vocabulary to communicate with a high level of fluency.
Level 5 (Higher tier)	Those who are able to use the language to speak, read and write with a high degree of fluency and accuracy. These classes will be held in the target language only.

For more information about an individual course, please read the course information sheet. These are available from our centres or the website **www.medway.gov.uk/apps/coursefinder**
If you need more advice, please phone **01634 338400**

History

These courses are suitable for learners who would like to learn more about various areas and theories of history and would like to extend their knowledge of history through research and debating with like minded individuals.

Computing - beginners

Are you new to the world of computers and don't know where to start? Come along to one of our beginners' courses and discover how easy it is to learn the keyboard and surf the net. You can work at your own pace, and follow an informal and relaxed programme.

Computing - moving on

Advance your skills by learning the basics of Microsoft Word, file management, more about email attachments and create an address book.

Internet and email

Get to grips with the internet and using email. Learn how to use a browser to find information, how to download email attachments and upload photos to emails. To progress further, enrol on the moving-on course.

Website creation

For beginners who can use the internet and wish to learn how to design and create their own website using Dreamweaver.

Designing a business website

Learn how to produce, design, maintain and implement business-orientated websites to a professional standard. Learners should have word processing skills and be confident using the mouse and keyboard.

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Day	Time	Date	Sessions	Fee A	Fee B	Centre	Code
Historically speaking							
Monday	10am-12noon	15/9/14	32	£227	£161	Rochester	R10100214A
Thursday	10am-12noon	18/9/14	32	£227	£161	Rochester	R10100114A
Local history							
Thursday	12.15-2.15pm	18/9/14	10	£83	£60	Rochester	R10100014A
Women in history							
Thursday	12.15-2.15pm	26/2/15	10	£83	£60	Rochester	R10200114A
Computing for beginners							
Monday	1.30-3.30pm	15/9/14	5	£49	£36	Rochester	R06111314A
Saturday	1.45-3.45pm	20/9/14	5	£74	£53	Luton library	Y06112314A
Wednesday	10am-12noon	14/1/15	5	£49	£36	Rochester	R06212014A
Monday	1.30-3.30pm	23/2/15	5	£49	£36	Rochester	R06211714A
More emails and computing							
Monday	10am-12noon	3/11/14	5	£74	£53	Rainham library	X06112214A
Monday	1.30-3.30pm	5/1/15	5	£49	£36	Rochester	R06211314A
Monday	1.30-3.30pm	8/6/15	5	£49	£36	Rochester	R06311814A
Emails and shop online							
Monday	10am-12noon	15/9/14	5	£74	£53	Rainham library	X06112114A
Monday	1.30-3.30pm	3/11/14	5	£49	£36	Rochester	R06111414A
Saturday	1.45-3.45pm	8/11/14	5	£74	£53	Luton library	Y06112414A
Monday	1.30-4pm	20/4/15	4	£49	£36	Rochester	R06311914A
Family history on the internet							
Wednesday	10am-12noon	17/9/14	5	£49	£36	Rochester	R06112514A
Buying and selling on eBay							
Wednesday	10am-12noon	5/11/14	5	£49	£36	Rochester	R06112614A
Website creation using Dreamweaver							
Monday	7-9pm	17/11/14	6	£60	£44	Rochester	R06111614A
Designing a business website							
Saturday	10am-1pm	28/2/15	5	£60	£44	Rochester	R06211414A

Saturday courses

Saturday courses in Rochester

Think you're too busy to attend a class? If you're at work during the week and too exhausted in the evening to attend a class you don't have to miss out. We have a fantastic range of courses available on Saturdays. Have fun, make new friends, learn a skill or enhance your career. Courses include portrait photography, aromatherapy oil blending, jewellery design and making, designing business websites and much more. Short courses and day workshops from £21.

Got a question?
Please phone
01634 338400

Day	Time	Date	Sessions	Fee A	Fee B	Centre	Code
Portrait photography NEW							
Saturday	10am-12noon	15/11/14	3	£46	£34	Rochester	R09108214A
Creative writing - getting started NEW							
Saturday	10am-12.30pm	15/11/14	2	£28	£21	Rochester	R09108714A
Festive sugarcraft							
Saturday	10am-1pm	15/11/14	2	£40	£30	Rochester	R07100214A
Aromatherapy oil blending NEW							
Saturday	10am-12.30pm	15/11/14	4	£68	£49	Rochester	R01100714A
Drawing - getting started NEW							
Saturday	10am-12noon	15/11/14	2	£31	£23	Rochester	R09103214A
Jewellery design and making - getting started NEW							
Saturday	10am-12noon	15/11/14	2	£29	£22	Rochester	R09105614A
Pottery - getting started							
Saturday	10am-1pm	22/11/14	2	£42	£31	Rochester	R09102014A
Black and white photography NEW							
Saturday	10am-12noon	29/11/14	3	£46	£34	Rochester	R09108514A
Festive floristry							
Saturday	10am-12noon	29/11/14	3	£48	£35	Rochester	R03100414A
Designing a business website							
Saturday	10am-1pm	28/2/15	5	£60	£44	Rochester	R06211414A
Floristry - gorgeous spring baskets							
Saturday	10am-1pm	7/3/15	1	£33	£24	Rochester	R03200614A
Decorating wedding cakes - beginners							
Saturday	10am-1pm	21/3/15	2	£40	£30	Rochester	R07200514A
Wedding floristry							
Saturday	10am-12noon	25/4/15	3	£48	£35	Rochester	R03300214A

The perfect present
Learning gift voucher

Why not buy a loved one or friend a MACLS learning gift voucher?
We offer a wide range of courses to suit everyone, even the person who has everything.
01634 338400 or visit www.medway.gov.uk/macls

Your questions answered

How can I find out about the courses?

- From our course directory
- From the staff at our centres
- By calling **01634 338400**
- On the website – **www.medway.gov.uk/macls**
- Information and advice session Saturday 5, July 2014, Rochester Centre, 10am - 1pm plus various open days and events throughout the year.

How can I get more information and advice about a specific course?

- Read the course information sheet for each course, available from our centres or on the website **www.medway.gov.uk/apps/coursefinder** This will give you information about the level of the course, what new skills you will gain, whether you need any previous skills or qualifications and how the teaching will be delivered.
- You can make an appointment or arrange to speak to a Programme Area Manager by phoning **01634 338400**, or emailing **enquiries@medway.gov.uk** They will discuss whether a course is right for you and will be able to suggest other learning providers if we do not have a course suitable for you.

Do you have any support for learners with disabilities?

At Medway Adult and Community Learning Service we are committed to helping learners succeed whatever their background or additional needs. If you have a disability or any other support needs please phone **01634 338453** or email **learnervoice@medway.gov.uk** and ask to speak to the Student Services Manager who will try to help you access learning opportunities. Funding may be available for this service.

Do you have any study facilities for learners?

We have study resources at the centre in Rochester, where you can use a computer to type up course notes or to do research on the internet. Public access computers are also available at Rochester library. Subject to availability, you can also use vacant rooms at the Rochester or Gillingham centres to meet up with other learners or to do some private study.

Can I get support with English, maths and languages?

English and maths support may be available if you are studying certain subjects. We may also be able to provide language support if English is not your first language. Please phone **01634 338400** or email **enquiries@medway.gov.uk** for more information.

Am I able to get any financial help with the fees?

You may be entitled to help with the cost of books, travel and childcare depending on your personal circumstances and the course you intend to study. Phone **01634 338400** for more information.

To be eligible for free training you need to be:

- unemployed;
- in receipt of state benefit;
- wanting to get a job but needing skills training to do so.

This only applies to courses which have a course code that ends in the letter F.

For more information, or to discuss your eligibility, please phone **01634 338400**.

Join the Moodle Community

MACLS is pleased to offer all learners free access to our interactive learning management system, MOODLE.

You will be given your own individual registration details enabling you to log on to the system where you will find a wealth of exciting features which can be used to enhance your learning experience with us.

Assignments, messages from your tutor, homework notes, course information, video links and much more are all held in one place, as well as useful information and bulletins from the service.

If you're unable to attend your class, please let us know by phoning **01634 338466** or emailing **learneranswerphone@medway.gov.uk**

Recognising and Recording Progress and Achievement (RARPA)

There are plenty of good reasons to attend adult education classes.
We hope you enjoy the classes, meet people, produce valuable heirlooms and/or get lots of exercise – but, above all, that you will learn. You can expect that we will support you in your learning in a variety of ways:

Before you start…

To help you choose your course, we provide information in the directory and on our website.

Staff are available to explain the course aims and to help you to decide whether the course matches your requirements. For some courses there is an initial assessment before you enrol to ensure the course is at the right level for you. Go to **http://tinyurl.com/orvl2mj** for details of the learner journey.

Please do let us know if there are any particular facilities that could help you to learn better. We are happy to arrange large print, hearing support or dyslexia resources - but the sooner we know you want them, the better.

Once you have joined…

At the first meeting of any course, tutors will outline the aims of the course and help you to define your personal starting point. For some courses that do not lead to a qualification, the starting point is recorded in a learning record known as RARPA. This is also a further opportunity for you to identify any particular ways that the tutor and the centre can help you to learn.

In every class…

At the beginning of each class, tutors will outline the particular objectives of that session and how they contribute to the overall aims of the course. This means you should be clear not only what you will do in the class – but what you should learn by doing it.

During the class the tutor will discuss your progression and provide feedback. At the end of the class there will be an opportunity to discuss what has been learned, and any problems that have been encountered along the way. We can learn from discussing what went wrong as well as what went well.

Tracking your progress…

The tutor will organise with you a record of the learning in each class – and of any work that you do between classes.

This may involve jotting down some notes, taking photographs or, indeed, working in any format that produces a record of your learning. For some types of learning it helps considerably if you practice between classes. So there may be some homework.

Regular reviews…

At regular intervals, the tutor will review with you the progress you feel you have made towards the aims of the course – and anything else you feel you have learned. This will also be recorded in the learning record.

Once you have finished…

There will also be an opportunity at the end of the course for you to evaluate your experience of the course formally. However, if there are ways in which you think your course could be improved, or your learning could be assisted, please do talk to your tutor as early as possible.

Rochester Centre (main)

Rochester Community Hub, Eastgate, Rochester ME1 1EW
Phone: **01634 338400**
Open term time:
Monday to Thursday 9am – 7pm
Friday 9am – 4.30pm
All other times:
Monday to Thursday 9am – 6pm
Friday 9am – 4.30pm
Location: Just off Rochester High Street.
Travel information:
Rail - 5-10 minutes walk from Rochester railway station.
Bus - Arriva buses numbered 133, 136, 140, 141, 151, 156, 172, 173, 191, 193, 197, 198, 700 and 701 stop outside the Centre on Corporation Street.
Parking - public car parking is available near the centre at Blue Boar Lane and Almon Place (both up to five hours maximum stay) and for longer courses there is the Market car park in Corporation Street which offers long stay parking.
Refreshments – there is a café serving lunchtime menus, snacks and drinks. Class breaks provide an opportunity to relax and socialise with the other learners on your course.

Gillingham Centre

48 Canterbury Street, Gillingham ME7 5UN
Phone: **01634 338400**
Open term time:
Monday to Thursday 9am – 7pm
Friday 9am – 6pm
All other times:
Monday to Friday 9am – 6pm
Location: On the corner of Canterbury Street and Green Street.
Travel information:
Rail - 5-10 minutes walk from Gillingham railway station.
Bus - Arriva buses numbered 101, 114, 136, 176 and 182 serve the Gillingham town centre and will set passengers down about five minutes walk from the centre in most cases.
Parking - public car parking is available near the Centre at Balmoral car park and Medway Park (both up to four hours). Pay and display street parking in Green Street is limited to a maximum of two hours.
Refreshments – there are vending machines selling hot and cold drinks and snacks.

Woodlands Primary School / Woodlands Community Arts Centre

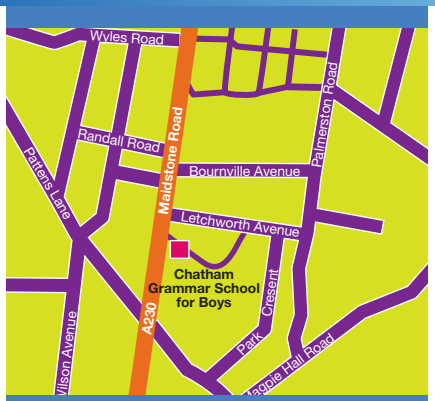
Woodlands Primary School, Woodlands Road, Gillingham ME7 4HS
Phone: **01634 338400**
Open term time:
Monday to Friday 9am – 9pm
Saturday and Sunday Variable
Refreshments: available 9am– 9 pm.
Access: Classes are on ground level some of which require steps but ramp access is also available.
Location and parking: Via Bowaters / Tesco roundabout Gillingham. At the Bowaters roundabout take the first exit onto the A2 signposted Gillingham, Town Centre. At the Will Adams roundabout take the third exit onto the A289 signposted Medway Tunnel, Chatham Docks and Maritime. At the Cornwallis Roundabout take the first exit onto Cornwallis Avenue, carry on until you reach at set of traffic lights. At the traffic lights turn left into Woodlands Road, then take the first entrance on your left sign posted Woodlands Sure Start Centre, (entrance for tutors and disabled users only). For all other learners, carry on until you reach the bus stop on the left hand side and take the next turning on your left up to the Woodlands Sports Centre. You will reach a grass verge at the top of the driveway to your right on which you can park. All parking is free of charge.
Bus - Arriva bus number 182 stops outside the school in Woodlands Road.

Hoo Evening Centre

(outer centre – evenings)
The Hundred of Hoo School
Main Road, Hoo ME3 9HH
Mobile: **07563 741359**
Tuesday 6.30–8.30pm term time only
01634 338400 all other times
Our evening centre at Hoo Academy aims to meet the needs of people on the peninsular and to work with the school to develop our provision to support parents.
We run a range of courses to suit local needs. For more information phone 01634 338400, or go to **www.medway.gov.uk/macls**
Course information sheets can be requested from the office or downloaded from **http://rss.medway.gov.uk/coursefinder**
There is plenty of free parking and refreshments are available.
Access: Some classes are on the ground floor and easily accessible. Please enquire before the start date of your class.
Location: Follow A228 towards Hoo and Grain to the first roundabout and turn right. At the next roundabout drive straight ahead and the Hundred of Hoo School is on the left opposite the sports centre.

Hundred of Hoo School

Day	Time	Date	Sessions	Fee A	Fee B	Code
Drawing and painting - getting started						
Tuesday	6.50-8.50pm	4/11/14	5	£47	£35	H09103114A
Creative glass painting - getting started						
Tuesday	6.50-8.50pm	4/11/14	5	£52	£38	H09106614A
Mosaic art - getting started						
Tuesday	6.50-8.50pm	24/2/15	5	£52	£38	H09207314A
Creative writing - getting started						
Tuesday	6.50-8.50pm	24/2/15	5	£44	£32	H09208814A
Floristry - getting started						
Tuesday	6.50-8.50pm	21/4/15	5	£68	£49	H03300714A
A taste of spice - Indian and Pakistani cookery - beginners						
Tuesday	6.50-8.50pm	24/2/15	5	£55	£40	H07200614A
Recipes from around the world - introduction						
Tuesday	6.50-8.50pm	21/4/15	5	£55	£40	H07300714A
Delicious meals without the carbs						
Tuesday	6.50-8.50pm	16/9/14	2	£27	£21	H07100914A
Easy to cook - East Asian meals						
Tuesday	6.50-8.50pm	23/9/14	5	£55	£40	H07101114A
Certificate in Supporting Teaching and Learning Level 2						
Tuesday	6-8.30pm	30/9/14	29	£671	£558	H13111114F
Introduction to aromatherapy and oil blending						
Tuesday	6-8.30pm	13/1/15	4	£68	£49	H01200614A
Nail art - beginners						
Tuesday	6.50-8.50pm	23/9/14	5	£53	£39	H01101114A
Active Life - low impact gentle exercise to music						
Tuesday	7-8pm	16/9/14	35	tba		H08103214A
Guitar beginners						
Tuesday	6.50-8.50pm	4/11/14	15	£137	£98	H09106714A
Yoga - mixed ability						
Tuesday	7.20-8.50pm	23/9/14	15	£89	£65	H08100814A
Tuesday	7.20-8.50pm	27/1/15	15	£89	£65	H08201014A



Chatham evening centre

(outer centre – evenings)
Chatham Grammar School for Boys
Holcombe, Maidstone Road,
Chatham ME4 6JB
Phone: **01634 830083**
Wednesday 6.30-8.30pm term time only or **01634 338400** at all other times.
Chatham Grammar School for Boys is centrally located within Medway, which easily serves a large proportion of the local adult community. Chatham Grammar School for Boys is a venue for adults who wish to pursue courses for pleasure or professional purposes. We have up-to-date and comfortable classroom facilities to offer our adult learners, as well as a welcoming environment.
Refreshments are available for those who would like to pop in to grab a quick drink during the class break or to have a chat to classmates and meet those on other courses.
We have a wide range of courses of offer. For more information phone **01634 338400**, or go to **www.medway.gov.uk/macls**
Course information sheets can be requested from the office or downloaded from **http://rss.medway.gov.uk/coursefinder**

...never too late to learn

Chatham Grammar School for Boys

Day	Time	Date	Sessions	Fee A	Fee B	Code
Guitar - improvers						
Wednesday	6.50-8.50pm	8/10/14	15	£137	£98	C09109114A
Sugarcraft - beginners						
Wednesday	6.50-8.50pm	17/9/14	10	£105	£76	C07100014A
Wednesday	6.50-8.50pm	22/4/15	10	£105	£76	C07200114A
Sugarcraft - developing techniques						
Wednesday	6.50-8.50pm	14/1/15	10	£105	£76	C07200314A
Beautiful baking - beginners						
Wednesday	6.50-8.50pm	22/4/15	5	£55	£40	C07300414A
Winter warmers - cooking for Halloween/bonfires/parties NEW						
Wednesday	6.50-8.50pm	17/9/14	5	£55	£40	C07101014A
Festive favourites - cooking for Christmas						
Wednesday	6.50-8.50pm	12/11/14	5	£55	£40	C07101214A
Healthy eating - an introduction to eating well						
Wednesday	6.50-8.50pm	14/1/15	2	£27	£21	C07100814A
Easy to cook - Mediterranean flavours						
Wednesday	6.50-8.50pm	25/2/15	5	£55	£40	C07201314A
A taste of summer - cooking for picnics and BBQs NEW						
Wednesday	6.50-8.50pm	3/6/15	5	£55	£40	C07301414A
Level 1 Award in Manual Book-keeping						
Wednesday	6.50-8.50pm	8/10/14	15	£232	£185	C15100014F
Introduction to life coaching						
Wednesday	6.50-8.50pm	5/11/14	6	£52	£38	C01100114A
Yoga - mixed ability						
Wednesday	7-8.30pm	24/9/14	30	£166	£119	C08100914A
GCSE English						
Wednesday	6.20-8.50pm	17/9/14	30	£340	£244	C12100014F
GCSE Maths						
Wednesday	6.20-8.50pm	17/9/14	30	£340	£244	C02100014F
German Level 1, module 1						
Wednesday	6.50-8.50pm	8/10/14	15	£118	£85	C12100714A
German Level 1, module 2						
Wednesday	6.50-8.50pm	25/2/15	15	£118	£85	C12200814A

Courses by venue

Access: Classes are on the ground floor and easily accessible. Please enquire before the start date of your class.
Location: From Maidstone direction follow Maidstone Road, Chatham towards Chatham. Continue after the crossroads traffic lights and take the next right into Letchworth Avenue. The school entrance is on your right.
Free parking: Available on site on the main driveway and tennis courts, evenings only.

Day	Time	Date	Sessions	Fee A	Fee B	Code
Spanish Level 1, module 1						
Wednesday	6.50-8.50pm	1/10/14	15	£118	£85	C12101214A
Spanish Level 1, module 2						
Wednesday	6.50-8.50pm	25/2/15	15	£118	£85	C12201414A

Enrolment

You are advised to enrol as early as possible to avoid disappointment. Some courses fill very quickly and others may be cancelled due to low enrolments before the start date. For one-day courses, you are advised to book at least two weeks in advance.

Please make sure that you have checked the detailed course information sheet prior to enrolling for a course. These are available on request from our office **01634 338400** or can be downloaded from **www.medway.gov.uk/apps/coursefinder**

If you have any further questions you can ring the office on **01634 338400** and ask to speak to the Programme Area Manager for the course you require.

You can enrol in a number of ways:

In person

Call at our main centre in Rochester. Please bring your evidence of receipt of benefits if you are requesting a concession. We regret we cannot process enrolments unless proof of benefit is provided at the time of enrolment. If you are unsure what to bring as evidence please phone ahead and our staff will be pleased to advise.

Payment can be by cheque (payable to Medway Council), debit or credit card.

By phone*

Phone **01634 338400**

Please have your debit or credit card to hand when you phone.
*Proof of receipt of benefits must be provided within 14-days of enrolling otherwise you will be invoiced for the full cost of the course.

Other important enrolment information

Course changes

Medway Adult and Community Learning Service reserves the right to make changes to published details including dates, times, locations and prices.

Waiting lists

If your chosen course is full and there are no suitable alternatives, you can be put onto a waiting list. If places become available we will contact you. If there are sufficient numbers of people waiting for particular courses we may be able to run additional courses.

Additional courses

If there are sufficient numbers of people on a waiting list, we can arrange to start an additional course. Such courses are in addition to the planned programme and in these circumstances we cannot offer discretionary concessions.

Late enrolments

Courses will run when they have reached the minimum numbers for viability. In some cases there may still be places available, which can be enrolled when the course has already started. For most courses the fee charged to enter a course that has already commenced will be a pro-rata amount calculated on the length of time that a course has left to run. For many courses it is possible to join at any time but examination courses cannot be joined after the end of the third week. If there is a course you are interested in, please enquire at the office.

Fees

Medway Adult and Community Learning Service provides many learning opportunities sponsored by the Skills Funding Agency. Eligibility conditions will apply to those courses.

Tuition Fees

Fees are charged according to regulations relevant to particular courses. Some courses are eligible for concessions on fees, please ask enrolment staff for details.

Errors

Medway Adult and Community Learning Service cannot be held liable for pricing errors displayed on our or third party websites and in publications. MACLS reserves the right to make changes to published details including dates, times, locations and prices.

Additional charges

Many courses involve costs other than published fees. These are detailed on the course information sheet for each course.

Course information sheets can be requested from the office or downloaded from **http://rss.medway.gov.uk/coursefinder**

Concessions are allowed for the following personal circumstances	Course code ends with F	Course code ends with A	Course code ends with L or N
Those in receipt of the following benefits – Council tax benefit/ Housing benefit/ Income support/ Working Tax Credit*/ Pension Guarantee Credit**/ those in receipt of Universal Credit/ Employment and Support Allowance (ESA – non-WRAG)/ Disability Living Allowance/ Incapacity Benefit/ Invalid Care Allowance	B	B	A
Unwaged dependants of those listed above	B	B	A
Unemployed people in receipt of Jobseeker's Allowance/ Employment and Support Allowance (ESA – WRAG)	Free	B	A
Skills Training Funding – available to individuals who are unemployed, in receipt of a state benefit, who want to enter employment and need skills training to do so	Free	Not applicable	Not applicable
Aged 60 plus before starting the course and not employed for more than 16 hours per week	B	B	A

There are other concessions available for learners enrolling on courses where the course code ends with F – please discuss with the curriculum manager before enrolling.

*If you receive working tax credit you will be asked to produce an award notice on enrolment. A concession can only be claimed if your household income is less than £15,276 (see page two of the award notice). This figure is subject to change.

**If you receive pension guarantee credit you will be asked to produce an award notice on enrolment.

Courses with qualifications

It is a requirement of the Skills Funding Agency that learners who are enrolled on courses with qualifications must be aiming to gain the qualification and therefore need to register with the relevant examination board at an early stage in the course.

An examination fees may be payable – please enquire.

Minimum age for attendance

19 as of 31 August 2014.

24+ Advanced Learning Loans

Please see page 14 for information.

Easy Payment Plan

While our courses offer excellent value for money, we are aware that for some of our learners it would be helpful to be able to spread the payments. We therefore offer an easy payment plan for courses of 10 weeks or longer and costing £85 or more. All you need to do is pay a deposit on enrolment and agree to pay the balance by standing order. Ask enrolment staff about this option. The total cost of the course must be paid before your course finishes. If you withdraw from a course, any instalments which are still owed must be paid in full. We regret we are unable to accept instalment payments from learners who do not meet the residency criteria.

Refunds

Refunds are only issued to learners who withdraw more than 14-days before the start date. A £10 administration charge will be deducted from all refunds.

After a course has started, refunds are only given if the course is closed. The amount refunded will be a pro-rata amount calculated on the length of time the course ran.

Terms and conditions

If Medway Adult and Community Learning Service has to cancel a course full refunds will be given to all learners. This decision is usually made one week before the scheduled start date for the course.

Class cancellations

Every effort is made to run courses as advertised. In the event of low enrolment numbers we may have to cancel a course but we will endeavour to offer alternative classes. If there is no suitable alternative, or if you do not wish to accept the alternative class, a full refund will be given.

Courses may be cancelled for other reasons (usually for reasons beyond our control) and whilst the offer is made in good faith, it cannot be guaranteed.

Learner Support

The Student Services Team is here to help learners with a disability including specific learning needs. We are committed to supporting learners access their learning and can provide support in a range of ways. It is essential if you are taking a course that involves a qualification or exam that you inform us as early as possible of any support needs you may have. If you have a disability or any other support needs please contact the Student Services Manager, on **01634 338453** or email **learnervoice@medway.gov.uk**, who will try to help you access learning opportunities. Funding may be available for this service.

We are also able to signpost learners to other support services and issue Medway Foodbank vouchers to learners who are facing financial hardship.

Discretionary Learner Support Fund

This fund is made available by the Skills Funding Agency and is able to support learners on accredited courses (those which have a course code ending with an F) with the cost of childcare, travel and books depending on your personal circumstances. Details of learners' personal financial situation will be required, but treated as strictly confidential.The fund is limited and it is recommended learners apply as soon as their course begins. If you would like to apply to the fund please call 01634 338400 and ask for an application form.

Learner Voice

Medway Adult Community Learning Service puts the learner at the centre of everything it aims to do, which is why your views and opinions are important to us. We aim to capture your views through a range of means including: Learner Voice Meetings - which are held on a regular basis, surveys, questionnaires and comments boxes. We also have a dedicated phone line, **01634 338453**, and email account, **learnervoice@medway.gov.uk** where you can give us feedback. Your views and opinions are used to inform decisions we make and improve the quality of the service we provide.

Equality and Diversity

Medway Adult Community Learning Service is committed to equality and improving the quality of life and opportunities for our community and learners. We recognise the nine strands (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation) of equality and actively promote awareness and will not tolerate discrimination in any form. We operate an equality forum on a monthly basis, which learners are invited to attend and actively participate. We aim to challenge, promote and celebrate equality in the following ways:

- by knowing our local community;
- positively promoting equality in our activities and communications;
- developing learning environments where people are valued and respected;
- taking any complaints about inequality seriously and challenging all forms of discrimination or harassment;
- with a knowledgeable, skilled and representative workforce;
- by learning from our mistakes and celebrating our successes;
- by monitoring our practices and policies so we promote equality and diversity;
- by fostering open dialogue, communicating effectively and leading by example.

Privacy Notice

How we use your personal information

The personal information you provide is passed to the Chief Executive of Skills Funding (the Agency) and, when needed, the Department for Education, including the Education Funding Agency to meet legal responsibilities under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN) and a Personal Learning Record (PLR). The information you provide may be shared with other organisations for education, training, employment and well-being–related purposes, including for research.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at: **www.gov.uk/government/publications/sfa-privacy-notice**

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Term dates

Term 1	Monday, 15 September to Friday, 24 October 2014 – six weeks
Autumn break	Monday 27 October to Friday 31 October 2014
Term 2	Monday, 3 November to Friday, 19 December 2014 – seven weeks
Christmas break	Monday, 22 December 2014 to Friday, 3 January 2015
Term 3	Monday, 5 January to Friday, 13 February 2015 – six weeks
February break	Monday, 16 February to Friday, 20 February 2015
Term 4	Monday, 23 February to Friday, 27 March 2015 – five weeks
Spring break	Monday, 30 March to Friday, 17 April 2015
Term 5	Monday, 20 April to Friday, 22 May 2015 – five weeks
May Bank Holiday	Monday, 4 May 2015
May break	Monday, 25 May to Friday, 29 May 2015
Term 6	Monday, 1 June to Friday, 17 July 2015 – seven weeks

Who to contact for further information and advice

Phone 01634 338400

Write **Medway Adult and Community Learning Service, Rochester Centre, Eastgate, Rochester ME1 1EW**
(Addresses and maps for our other evening centres are detailed on page 37)

Email enquiries@medway.gov.uk

Web www.medway.gov.uk/learning www.macls.com

This information can be made available in other formats from
01634 333333

If you have any questions about this leaflet and you want to speak to someone in your own language please ring **01634 335577**

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