

Kettlethorpe High School Community Learning Centre

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Centre Co-ordinator:

Eddie McLafferty

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Courses start:

All courses, including 10 week termly courses, start w/beg 20 September 2010.

Spring Term classes start - 10 January 2011.

Summer Term classes start - 26 April 2011.

Enrolment instructions:

You may join most courses throughout the year. To request a place on the course(s) of your choice enrol early by post using the enrolment form on pages 25 and 26. Please send your enrolment form, without payment, to Kettlethorpe High School Community Learning Centre at the above address. The centre will contact you to inform you of the progress of your enrolment request, indicate if you have been successful in your application and tell you when payment should be made. For further details on enrolment fees and fee remission, see page 3.

To enrol by post:

Complete the enrolment form on pages 25 and 26 and send to the Centre Co-ordinator at the above address. Please DO NOT send any payment as of yet.

Enrolment week:

You may pre-enrol on our courses as soon as you see them advertised. Check out our website at: www.khsclc.co.uk

Open / Information Days:

Feel free to drop-in to the Internet Café throughout the week.

Other Information:

At Kettlethorpe High School Community Learning Centre we pre-enrol learners on all courses. That means that places are NOT guaranteed until the centre contacts you to confirm you have one. If you have not heard from the centre, please feel free to contact us to find out how things are going with your enrolment. If vacancies exist you may join most courses throughout the year. Please contact the centre for further details.

Your receipt will be given to you at your first class meeting except where payment is made by credit card. Course Information Sheets are available from the website: www.wakefield.gov.uk/Education/AdultEducation

**ENROLMENT FORM
PAGES 25 & 26**

Monday

■ **Employment Skills Workshop** KHS10101
2.00pm. Telephone 01924 303328 for further details. See page 7. Starts 6 September 2010.

Tuesday

■ **Computers** KHT10202
Digital Cameras
6.00pm-8.30pm. £33 for 4 weeks. See page 42
Starts 7 September 2010 - Ends 28 September 2010.

■ **Computers ECDL** KHT10201
Advanced Databases - Introduction
6.00pm-8.30pm. £11 for 2 weeks. See page 42.
Starts 8 February 2011 - Ends 15 February 2011.

■ **Computers ECDL** KHT10204
Advanced Presentations Graphics - Introduction
6.00pm-8.30pm. £11 for 2 weeks. See page 42.
Starts 7 September 2010 - Ends 14 September 2010.

■ **Computers** KHT10203
ECDL Advanced Databases
6.00pm-8.30pm. £99 for 16 weeks. See page 42.
Starts 1 March 2011 - Ends 5 July 2011.

■ **Computers** KHT10205
ECDL Advanced Presentation Graphics
6.00pm-8.30pm. £99 for 16 weeks. See page 42.
Starts 21 September 2010 - Ends 1 February 2011.

■ **Computers** KHT10206
Photoshop - Introduction
6.00pm-8.30pm. £33 for 4 weeks. See page 42.
Starts 5 October 2010 - Ends 2 November 2010.

■ **Computers** KHT10207
Photoshop - Next Steps
6.00pm-8.30pm. £33 for 4 weeks. See page 42.
Starts 9 November 2010 - Ends 30 November 2010.

■ **Flower Arranging** KHC10208
7.00pm-9.00pm. £54 per 10 weeks. See page 46.

■ **Salsa** KHC10209
6.45pm-7.45pm. £27 for 10 weeks.
Enjoy the fun way to fitness. Why not bring along a partner?

■ **Ballroom for Beginners** KHC10211
8.00pm-9.00pm. £27 for 10 weeks.
Learn to dance in a relaxed and friendly atmosphere.
Why not bring along a partner?

Wednesday

■ **Computers** KHT10303
Desktop Publishing - Introduction
6.00pm-9.00pm. £33 for 4 weeks. See page 42.
Starts 27 April 2011 - Ends 18 May 2011.

■ **Computers** KHT10304
First Steps in IT
6.00pm-9.00pm. £22 for 4 weeks. See page 42.
Starts 8 September 2010 - Ends 29 September 2010.

■ **Computers** KHT10306
Next Steps in IT

6.00pm-9.00pm. £64 for 15 weeks. See page 42.
Starts 6 October 2010 - Ends 2 February 2011.

■ **Computers** KHT10305
Make the Most of the Internet

6.00pm-9.00pm. £60 for 7 weeks. See page 42.
Starts 9 February 2011 - Ends 4 April 2011.

■ **English - Carousel** KHS10301

6.00pm-8.30pm. No fee for 12 weeks.
This class supports learners to brush up on English in this fast track class and may include: spelling, punctuation, writing or reading skills. Assessment will take place at the first class. Starts 6 April 2011 - Ends 13 July 2011.

■ **Maths - Carousel** KHS10302

6.00pm-8.30pm. No fee for 12 weeks
This class supports learners to brush up on maths skills in this fast track course. This may include: subtraction, multiplication, handling money or data, measuring for different purposes. Assessment will take place at the first class. Starts 5 January 2011 - Ends 30 March 2011.

■ **Spanish year 1** KHL10310

7.00pm-9.00pm. £150 per 30 weeks.
See page 37.

■ **Spanish Year 2** KHL10309

7.00pm-9.00pm. £150 for 30 weeks. See page 37.

■ **Spanish Year 3** KHL10311

7.00pm-9.00pm. £150 for 30 weeks. See page 37.

■ **Film Studies** KHC10307

7.00pm-9.00pm. £54 for 10 weeks. Increase your enjoyment of films by understanding underlying themes and social and cultural references.

Thursday

■ **Computers** KHT10401

ECDL Essentials

6.00pm-9.00pm. £80 for 12 weeks. See page 42.
Starts 17 March 2011.

■ **Computers** KHT10402

ECDL Extra

6.00pm-9.00pm. £185 for 28 weeks. See page 42.
Starts 9 September 2010. **FREE** for learners without a full level 2 qualification.

■ **Guitar for Beginners** KHC10405

7.00pm-9.00pm. £54 for 10 weeks. Work towards the first grade in acoustic/electric guitar.

■ **Electrics** KHB10404

7.00pm-9.00pm. £27 for 5 weeks. See page 39.

■ **Computers** KHT10403

New CLAIT (OCR Level 1 Certificate for IT Users)

6.00pm-9.00pm. £150 for 20 weeks. See page 42.
Starts 9 September 2010.