



**Ann Morgan**  
**ACE Tutor**

# Highlands College Adult & Community Education

Adult & Community Education  
Telephone: 608655 | email: [ace@highlands.ac.uk](mailto:ace@highlands.ac.uk)  
   





# New year and new beginnings

Now is a good time to learn something new. We have some brand new and regular courses which we run here at Philip Maurant Centre in Trinity as well as at other locations around the Island with many students re-enrolling year on year.

For example, we have Nordic walking around the country lanes of Jersey, welding skills, video editing, crochet, or get moving with our "Strictly Solo Dance"

How about learning a new language, we have Japanese and Polish which are new for 2021 as well as Italian, Spanish, French & Portuguese to get you ready for future holidays.

The ACE team are based at the Philip Maurant Centre and are here to help you between 09:00 and 15:00, Monday to Friday.

Please contact Kim or Glenda who can answer any questions you may have and get you enrolled on your chosen courses.

## CONTACT US TODAY

Telephone: 608655 / 608632

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[www.highlands.ac.uk](http://www.highlands.ac.uk)



*An Introduction to British Sign Language – tutor Christine Jones*

- I really loved this course and being on it makes me want to learn more about Sign Language.

The course was much better than I expected and I have recommended it to friends.

*Machine Sewing for Beginners – tutor Suzy Winstanley*

- Suzy was extremely helpful and enthusiastic, and I thoroughly enjoyed the course. I have already signed up to the next one she is offering. Suzy adhered to COVID-19 rules throughout with sanitising of equipment. I was very impressed and would recommend it to anyone.

- Excellent teacher. Well prepared and helpful, friendly and well organised.

- Fabulous course that I would highly recommend. Suzy is so lovely and made me feel at ease. I learnt so much.

*Authentic Indian Cooking – tutor Tariq Attar*

- Tariq is lovely. The facilities are very good. The food is very successful, easy and I learnt how to use different spices and make dishes all under the attentive eye of the expert, Tariq. I will definitely be preparing these dishes at home.

- Tariq is approachable with a real knowledge of Indian cookery and he is able to tell you of the place each recipe comes from. It is a very relaxing way to spend a Saturday morning and adding to my culinary skills.





# BIO

**Name:**  
**Gordon Wylie**

Current course(s)

Adventures in Watercolour  
Intermediate and Relax into  
Painting using Oils or Acrylics

Retired bank manager,  
Now 82 years young!

What made you decide to sign up to a course through ACE?

When I retired, I was advised not to sit around at home but to go out and do something. I had always liked art but never had the time to do it when I was working so now, I had time to give it a try. An artist friend had seen some of my work and suggested I join one of Ann Morgan's classes at Adult and Community Education (ACE), so I joined in 2009 and have never looked back.

Why did you choose these courses and how is it of benefit to you?

I am currently on two courses; Adventures in Watercolour Intermediate and Relax into Painting using Oils or Acrylics and really enjoy the interaction with the tutor and other students. It is a relaxing and social atmosphere and I look forward to coming each week.

All the courses over the years have benefitted me as they get me out the house and have stretched my creative abilities with the guidance of an exceptional tutor in Ann Morgan. It is also the social aspect which is excellent as you interact with people from other walks of life. During lockdown, we all missed our classes and are so pleased to be back in PMC again, it is like having an extended family.

What would you say to someone who is considering signing up to a class but has not yet taken the plunge? Or to someone who hasn't yet given adult education any thought?

Do not hesitate, get up here! Students in my class have seen such a difference in their own wellbeing since coming to ACE and this in turn has encouraged them to try more classes and their families have also taken up their own hobbies.



ART

**Sketch Book Drawing and Watercolours**  
**Tuesday 19 January 2021 | 11:30am - 1:30pm | 9 weeks**  
**Price: £126 – Senior Citizen: £99**

**2081AD2S02**  
**Philip Mourant Centre**  
**Ann Morgan**

This is a course for those who love to sketch. Basic drawing techniques, perspective and tone will be taught and sketching using watercolours will also be included. Check out the tutor’s own work on Instagram - paintingwithann and Facebook - Ann Morgan Artist

**Drawing for the Terrified Beginners**  
**Tuesday 19 January 2021 | 11:30am - 1:30pm | 9 weeks**  
**Price: £126 – Senior Citizen: £99**

**2081AD2T01**  
**Philip Mourant Centre**  
**Barbara Jackson**

Starting with basic shading exercises this course intends to build your confidence and knowledge of drawing techniques and materials to help create and develop your drawing skills.

**Drawing for the Terrified with Watercolours**  
**Tuesday 19 January 2021 | 1:45pm - 3:45pm | 9 weeks**  
**Price: £126 – Senior Citizen: £99**

**2081AD2T02**  
**Philip Mourant Centre**  
**Barbara Jackson**

This course is suitable for those with some drawing and watercolour experience who wish to develop their skills and create artwork with various techniques and materials.

**Drawing and Watercolour Moving On**  
**Thursday 21 January 2021 | 2:00pm - 4:00pm | 9 weeks**  
**Price: £126 – Senior Citizen: £99**

**2081AD2T04**  
**Philip Mourant Centre**  
**Barbara Jackson**

Use various art mediums eg. watercolour, gouache, pens, pastels, etc to improve your techniques and artistic ability. Suitable for those who have some drawing and watercolour experience who wish to build on their creativity and skills.

**Mixed Media Art**  
**Friday 22 January 2021 | 9:30am - 11:30am | 9 weeks**  
**Price: £126 – Senior Citizen: £99**

**2081AM2E02**  
**Philip Mourant Centre**  
**Lisa Bloomer**

An opportunity to experiment with watercolour painting, acrylic paint and thermofax screen printing. Nine weeks of experimental work in these different art forms, sign up and enjoy something new.

**Adventures in Watercolour Intermediate**  
**Thursday 21 January 2021 | 9:30am - 11:30am | 9 weeks**  
**Price: £126 – Senior Citizen: £99**

**2081AW2C01**  
**Philip Mourant Centre**  
**Ann Morgan**

For students with a basic understanding of watercolour techniques, wanting to explore all methods of this exciting medium. The aim is to enable you to paint in a fresh, translucent, expressive way with emphasis on colour-mixing. Check out the tutor’s own work on Instagram - paintingwithann and Facebook - Ann Morgan Artist.

**Digital Photography for Beginners**  
**Monday 18 January 2021 | 6:30pm - 9:00pm | 9 weeks**  
**Price: £216 – Senior Citizen: £153**

**2081AX2B01**  
**Highlands College**  
**Colin Cruickshank**

Learn to take fantastic images you’d be proud to hang on your wall! Explore the fundamentals of photography covering essential camera controls, light and composition as well as basic image editing using Lightroom and Photoshop Elements. Students will need to bring along their own Digital SLR camera.

**Digital Photography for Beginners**  
**Tuesday 19 January 2021 | 6:30pm - 9:00pm | 9 weeks**  
**Price: £216 – Senior Citizen: £153**

**2081AX2B02**  
**Highlands College**  
**Colin Cruickshank**

Learn to take fantastic images you’d be proud to hang on your wall! Explore the fundamentals of photography covering essential camera controls, light and composition as well as basic image editing using Lightroom and Photoshop Elements. Students will need to bring along their own Digital SLR camera

CRAFT

**Build a Crochet Blanket**  
**Tuesday 19 January 2021 | 6:45pm - 8:45pm | 8 weeks**  
**Price: £108 – Senior Citizen: £86**

**2081CC2A01**  
**Philip Mourant Centre**  
**Heidi Grimes**

Fancy making a crochet blanket but worried about taking on a project that size? Step by step, week by week build up both your skills and confidence for a family heirloom to cuddle up with. Various options available. Students will need to bring along materials to the course.

**Crochet for Beginners**  
**Thursday 04 March 2021 | 6:45pm - 8:45pm | 4 weeks**  
**Price: £54 – Senior Citizen: £54**

**2081CC2B01**  
**Philip Mourant Centre**  
**Hazel McLaren**

Starting with the four basic stitches, we will learn to make granny squares, circles and work in rows. There will be tips and help with pattern reading , choosing wool and accessories. Our aim will be to achieve a small project.

**Crochet for Improvers**  
**Tuesday 02 February 2021 | 6:45pm - 8:45pm | 6 weeks**  
**Price: £81 – Senior Citizen: £60**

**2081CC2C01**  
**Philip Mourant Centre**  
**Hazel McLaren**

For students who have attended a beginners course and wish to learn new techniques and stitches. These will include pattern and chart reading, and a variety of mosaic styles.



**Magical Mandalas with Rubber Stamping**  
**Saturday 30 January 2021 | 9:30am - 3:00pm | 1 week**  
**Price: £60 – Senior Citizen: £60**

**2081CC2M01**  
**Philip Mourant Centre**  
**Lynn Whitehouse**

Join my Mandala workshop and create beautiful 3d layered works of art. Add them to cards or create hanging decorations. Come and have fun using rubber stamping, heat embossing and decorating techniques and learn a new skill. Materials will be provided at a fee of £5.00 payable on the day.

**Applique for Beginners**  
**Saturday 13 February 2021 | 9:30am - 3:00pm | 1 week**  
**Price: £60 – Senior Citizen: £60**

**2081CS2A01**  
**Philip Mourant Centre**  
**Lynn Whitehouse**

Create a placemat, draught excluder or simple cushion on this applique workshop. Basic applique methods using a sewing machine and free emotion embroidery. Bring your own sewing machine and some fabric. A fee of £1.50 for materials will be payable on the day.

**Sew an Outfit for a Child**  
**Wednesday 24 February 2021 | 7:00pm - 9:00pm | 3 weeks**  
**Price: £60 – Senior Citizen: £60**

**2081CS2C01**  
**Philip Mourant Centre**  
**Suzy Winstanley**

Do you have a child in the family and want to learn how to sew something original for them to wear? Make an outfit consisting of soft leggings, a skirt or shorts and a top. If you have you own sewing machine please bring with you (some are available at the centre). Students will need to provide their own materials.

**Intermediate Sewing - Childrens Clothing**  
**Thursday 21 January 2021 | 7:00pm - 9:00pm | 3 weeks**  
**Price: £60 – Senior Citizen: £60**

**2081CS2C02**  
**Philip Mourant Centre**  
**Suzy Winstanley**

Learn how to make a hoodie, with or without a zip, or a gillet to keep your little ones warm mastering a zip can be tricky so prior sewing experience is essential. If you have you own sewing machine please bring with you (some are available at the centre). Students will need to provide their own materials.

**Advanced Sewing - Childrens Clothing**  
**Thursday 04 March 2021 | 7:00pm - 9:00pm | 4 weeks**  
**Price: £80 – Senior Citizen: £80**

**2081CS2C03**  
**Philip Mourant Centre**  
**Suzy Winstanley**

For those wanting to make a dress or shirt from cotton/linen or stable dressmaking fabric. We will learn how to follow a pattern, cut your fabric, sew button holes and create your item. Sewing experience and your own machine is necessary. Students will need to provide their own materials.

**Stitching and Layering Workshop**  
**Saturday 06 March 2021 | 9:30am - 3:00pm | 1 week**  
**Price: £60 – Senior Citizen: £60**

**2081CS2L01**  
**Philip Mourant Centre**  
**Lynn Whitehouse**

Create amazing stitched and layered pieces of textile art or cushions embellished with decorative stitches, beads, fancy cords etc. Bring colourful layers to life on this workshop. Bring your own sewing machine and have some textile fun with me. Students will need to provide their own materials.

**Machine Sewing for Beginners - Daytime**  
**Monday 18 January 2021 | 10:00am - 12:00pm | 3 weeks**  
**Price: £60 – Senior Citizen: £60**

**2081CS2M01**  
**Philip Mourant Centre**  
**Suzy Winstanley**

Covering the basics of using a bobbin, threading the machine and checking tension. Going on to make samples using different stitches and making a small item such as an applique square or patchwork pin cushion that shows off these skills. If you have you own sewing machine please bring with you (some are available at the centre). Students will need to provide their own materials.

**Machine Sewing for Beginners - Evening**  
**Monday 18 January 2021 | 7:00pm - 9:00pm | 3 weeks**  
**Price: £60 – Senior Citizen: £60**

**2081CS2M02**  
**Philip Mourant Centre**  
**Suzy Winstanley**

Covering the basics of using a bobbin, threading the machine and checking tension. Going on to make samples using different stitches and making a small item such as an applique square or patchwork pin cushion that shows off these skills. If you have you own sewing machine please bring with you (some are available at the centre). Students will need to provide their own materials.



**Improvers Sewing - Daytime**  
**Monday 22 February 2021 | 10:00am - 12:00pm | 3 weeks**  
**Price: £60 – Senior Citizen: £60**

**2081CS2S01**  
**Philip Mourant Centre**  
**Suzy Winstanley**

Build on your basic sewing skills and learn how to make a patchwork quilted cushion or bag. Challenge yourself by adding a zip fastener. Use new fabrics or scraps of old clothing to make it something memorable. If you have you own sewing machine please bring with you (some are available at the centre). Students will need to provide their own materials.

**Improvers Sewing - Evening**  
**Monday 22 February 2021 | 7:00pm - 9:00pm | 3 weeks**  
**Price: £60 – Senior Citizen: £60**

**2081CS2S02**  
**Philip Mourant Centre**  
**Suzy Winstanley**

Build on your basic sewing skills and learn how to make a patchwork quilted cushion or bag. Challenge yourself by adding a zip fastener. Use new fabrics or scraps of old clothing to make it something memorable. If you have you own sewing machine please bring with you (some are available at the centre). Students will need to provide their own materials.

**Upholstery**  
**Thursday 21 January 2021 | 9:30am - 12:30pm | 9 weeks**  
**Price: £175 – Senior Citizen: £160**

**2081CU2F02**  
**Philip Mourant Centre**  
**Mary Dunford**

Give an old chair a new lease of life. This course takes you through traditional furniture upholstery techniques, from webbing to buttoning. Work on a project of your choice such as a chair or stool. Students should bring a piece of furniture to the first session, and a basic tool kit. Newcomers are advised to speak to the tutor before the start of the course.

DANCE



**Strictly Solo Dance**  
**Monday 18 January 2021 | 6:30pm - 7:30pm | 6 weeks**  
**Price: £54 – Senior Citizen: £44**

**2081DS2D01**  
**St Martins School**  
**Ann Dove**

A fun dance class covering an eclectic mix of dance styles over the term including warm up/stretch, salsa shine routines, line dance, tai chi and more. The dance area is very large and pleasant, comfortably enabling individuals to socially distance whilst working independently.

**Strictly Solo Dance**  
**Monday 18 January 2021 | 7:45pm - 8:45pm | 6 weeks**  
**Price: £54 – Senior Citizen: £44**

**2081DS2D02**  
**St Martins School**  
**Ann Dove**

A fun dance class covering an eclectic mix of dance styles over the term including warm up/stretch, salsa shine routines, line dance, tai chi and more. The dance area is very large and pleasant, comfortably enabling individuals to socially distance whilst working independently.

GENERAL INTEREST

**Outdoor and Wilderness Skills**  
**Saturday 06 March 2021 | 9:00am - 11:00am | 3 weeks**  
**Price: £145 – Senior Citizen: £145**

**2081GA2W01**  
**Outdoor Location**  
**Harry Matthews and Simon May**

If you like the outdoors and are interested in learning more about Bushcraft, Wilderness and Survival Skills, then join Harry and Simon, as they provide an introduction to Cutting Tools, Fire and Foraging. This short course is designed to give participants an invaluable insight to some of the skills relevant to hiking, camping and longer wilderness trips.This is an outdoor course and will take place whatever the weather.

**Introduction to Law**  
**Tuesday 16 February 2021 | 7:00pm - 9:00pm | 6 weeks**  
**Price: £95 – Senior Citizen: £90**

**2081GI2L01**  
**Highlands College**  
**Nicola Harvey-Hills**

Learn more about the role of law in our lives, including an introduction to law of negligence, contract law, criminal law, employment law and human rights. Suitable for those who are, thinking of studying or working in law or simply for interest.

**Wild Vegetables of the Ocean: An Introduction to Foraging Seaweeds**  
**Monday 22 March 2021 | 7:00pm - 9:00pm | 1 week**  
**Price: £55 – Senior Citizen: £55**

**2081GJ2V01**  
**Philip Mourant Centre**  
**Trudie Hairon-Trox**

Gain an historic overview of the centuries-old tradition of seaweed gathering in Jersey, as well as an insight into modern uses of seaweeds. Identify the most common species of seaweed and learn best practice for foraging. You will have one evening classroom session and one Saturday afternoon beach session at La Rocque Harbour where you will discover various ways of cooking with seaweed. This course is led by Trudie Hairon-Trox. Dates: Monday 22 March, Time: 7.00pm – 9.00pm, Philip Mourant Centre, Trinity. Saturday 27 March, Time: 11.30am – 1.30pm, La Rocque Harbour.

**Living Jersey - Introduction to Jersey History**  
**Monday 18 January 2021 | 10:00am - 12:00pm | 9 weeks**  
**Price: £126 – Senior Citizen: £95**

**2081GL2H01**  
**Philip Mourant Centre**  
**Peter Webb**

My introduction to Jersey History is to gain familiarity to Jersey’s unique existence. Described in easy language, the history of adventure, mystery and intrigue makes Jersey into an enviable world location. Join us and discover our beautiful Island home.

**Introduction to British Sign Language**  
**Thursday 21 January 2021 | 7:00pm - 9:00pm | 6 weeks**  
**Price: £115 – Senior Citizen: £88**

**2081GX2B01**  
**Highlands College**  
**Christine Jones**

This is an introduction to basic British Sign Language in which you will learn signs for commonly used words and subjects e.g. The Alphabet, Numbers, Greetings, Weather, Colours, Animal and Family. You will also get an insight in to the deaf community.

HEALTH AND LIFESTYLE

**Qigong and Meditation for Health**  
**Monday 18 January 2021 | 9:30am - 11:00am | 6 weeks**  
**Price: £85 – Senior Citizen: £75**

**2081HM2Q01**  
**Philip Mourant Centre**  
**Caroline Le Maistre**

Come to study and practise sitting and standing meditation and the Golden Eight - a powerful set of medical qigong exercises. These ancient Chinese practices are an enjoyable and effective way to support a healthy lifestyle; relaxing, rejuvenating and healing.

COOKERY

**Cake Decoration**  
**Saturday 13 February 2021 | 9:30am - 3:30pm | 1 week**  
**Price: £115 – Senior Citizen: £115**

**2081KC2D01**  
**Highlands College**  
**Clair Porter and Sally Camara**

Learn how to decorate cakes for all occasions - weddings, christenings, birthdays. You will be provided with a vanilla sponge, cake board and useful tools for you to ice and decorate under the guidance of two tutors Clair Porter and Sally Camara. From evenly slicing a sponge to fillings, straight edges, to crumb coating, flat icing and decorating techniques.

**Authentic Indian Cooking**  
**Saturday 13 March 2021 | 10:00am - 1:30pm | 3 weeks**  
**Price: £123 – Senior Citizen: £105**

**2081KN2C02**  
**Highlands College**  
**Tariq Attar**

A repeat of the popular January course. Learn to cook your favourite Indian dishes at home, with the cuisine’s unusual and complex spices and techniques. Some of the prominent dishes will be covered in this course. The course is easily adaptable to make it vegetarian-friendly. You will need to bring your own ingredients.

**Authentic South Indian Cookery**  
**Saturday 20 February 2021 | 9:00am - 2:00pm | 1 week**  
**Price: £62 – Senior Citizen: £62**

**2081KN2C03**  
**Highlands College**  
**Tariq Attar**

This colourful feast of curry flavours will transport you to Southern India, Kerala and beyond. This Indian cooking course is easily adaptable to make it vegetarian-friendly. Learn how to cook fresh, flavourful and vibrant food at home. You will need to bring your own ingredients.







**Northern Indian Cookery**  
**Saturday 06 March 2021 | 9:00am - 2:00pm | 1 week**  
**Price: £62 – Senior Citizen: £62**  
In this cookery workshop we will explore some of the rich and delectable dishes that North India has to offer. We will cover some of the classical spiced dishes which have a very strong middle eastern influence. You will need to bring your own ingredients.

**2081KN2C04**  
**Highlands College**  
**Tariq Attar**

**French Conversation - Advanced**  
**Wednesday 20 January 2021 | 9:15am - 11:15am | 9 weeks**  
**Price: £131 – Senior Citizen: £99**  
This advanced conversation course requires a good knowledge and command of the French language. Continue to improve and develop your communication skills as well as your reading, writing and listening with focus on acquiring more vocabulary and grammar.

**2081LFXC02**  
**Philip Maurant Centre**  
**Margaret Le Monnier**

LANGUAGES

**French Beginners Stage 1**  
**Wednesday 20 January 2021 | 6:30pm - 8:30pm | 9 weeks**  
**Price: £131 – Senior Citizen: £99**  
This course is aimed for beginners or people with a limited knowledge of the French language. It will cover various situations when travelling in France, such as ordering food and drinks, shopping and asking for directions.

**2081LFBA02**  
**Highlands College**  
**Catherine Rousseaux**

**French Intermediate - Advanced**  
**Monday 18 January 2021 | 6:45pm - 8:45pm | 9 weeks**  
**Price: £131 – Senior Citizen: £99**  
Designed for students with an intermediate or advanced level of French, you will have a good understanding of the future, present, perfect and imperfect tenses, this course will help consolidate your grammar and expand vocabulary and conversational skills.

**2081LFVA01**  
**Highlands College**  
**Anna McDonald**

**French Communication and Conversation**  
**Friday 22 January 2021 | 9:45am - 11:45am | 9 weeks**  
**Price: £131 – Senior Citizen: £99**  
This course led by Anna McDonald is designed for students who have a good grasp of the French language to participate and improve their language skills working on basic grammar, vocabulary, and pronunciation. Topics to include: At the restaurant, leisure time, describing places and people, buying clothes, directions, daily routine and much more.

**2081LFXC03**  
**Philip Maurant Centre**  
**Anna McDonald**

**Beginners Italian Stage 1**  
**Monday 18 January 2021 | 6:45pm - 8:45pm | 7 weeks**  
**Price: £102 – Senior Citizen: £82**  
Challenge yourself to learn Italian! Build foundations with some basic vocabulary and put together simple sentences so that you can be understood in everyday situations. Sessions are fun, interactive and gently paced. \*Includes half term 15 February 2021

**2081LIBA02**  
**Highlands College**  
**Romano Pezzali**











NAVIGATION

**RYA Day Skipper Theory****2080NT2D01**

**Monday 11 January 2021 | 6:15pm - 9:15pm | 12 weeks**


**Highlands College**

**Price: £355 – Senior Citizen: £355**

**Nigel Coxshall**

A comprehensive introduction to cruising for future Day Skippers. Applicable to both power and sail to equip you with the knowledge to navigate and command a vessel safely. Essential learning of how to be safe at sea, navigate, interpret tides and deal with emergency situations. This course equips you with enough knowledge to navigate around familiar waters by day. A basic knowledge of lights is also included to introduce you to night cruising. You will require a Breton plotter, Admiralty chart dividers and suitable pencils. This course is led by a tutor from Go-Sail.je.

**Course attendance dates; Monday 11 January - 29 March - Including 15 February half term , Time: 6.15 - 9.15pm, Plus two Saturday mornings 16 and 23 January, Time: 9.00am - 12.00 noon.**



WELDING

**Welding Skills****2080XWSK01**

**Monday 11 January 2021 | 6:30pm - 9:00pm | 20 weeks**

**Highlands College**

**Price: £540 – Senior Citizen: £540**

**David Freeman**

This course is designed for those interested in all three types of welding (MIG, TIG and Arc Welding) and is tailored to the individual student. The course can lead to a formal welding qualification in one of these units at Level 2, 3 or 4, depending on the welder's previous experience. The ABC Welding and Fabrication Practice Certificate is a nationally recognised qualification. The cost of one unit's assessment is included in the course fees. Further assessments will have to be paid for separately. Students must wear overalls and steel toe capped boots in the workshop.



INFORMATION TECHNOLOGY

**iPad for Beginners**  
**Thursday 21 January 2021 | 4:00pm - 5:45pm | 4 weeks**  
**Price: £70 – Senior Citizen: £70**  
Just starting to use an Apple iPad? Cover the basics of how to operate it, surf the net, send e-mails, use the standard apps, download other apps of your choice, use FaceTime and other forms of video communication, take and store photos and more. \*Students are required to bring their own iPad. This course takes place over 4 sessions on the following dates: 21 and 28 January and 18 and 25 February 2021

**2081WS2P01**  
**Highlands College**  
**Alison Ellis**

**An Introduction to Video Editing**  
**Wednesday 20 January 2021 | 6:00pm - 8:00pm | 3 weeks**  
**Price: £165 – Senior Citizen: £165**  
Whether creating home movies, or marketing videos for your company, video editing is what turns a random assortment of footage into a professional product. Using industry standard Adobe Premiere software, this course will give you the skills you need to add that professional gloss to your videos.

**2081WV2E01**  
**Highlands College**  
**Ben Pirozzolo**

**Beginners Excel**  
**Wednesday 20 January 2021 | 6:30pm - 8:30pm | 2 weeks**  
**Price: £55 – Senior Citizen: £55**  
Learn how to use Excel to store and present information. This course assumes a basic computer knowledge but no prior spreadsheet experience is necessary. It will take you through the process of creating a spreadsheet, using formulae to perform simple calculations, sorting and filtering columns.

**2081WX2E01**  
**Highlands College**  
**Corrado Anderson**

**Introduction to Quickbooks**  
**Monday 18 January 2021 | 6:00pm - 9:00pm | 3 weeks**  
**Price: £165 – Senior Citizen: £165**  
Learn how to use the online version of Quickbooks book-keeping package. Create an online company and learn about how to set up company details, produce invoices, manage sales and purchase ledgers, maintain cash records, bank accounts and produce reports. Students should have knowledge of windows based applications and double-entry book-keeping. You will require an email address not used previously for a Quickbooks Online account.

**2081WX2Q01**  
**Highlands College**  
**Sally-Anne Fillieul**





## ONLINE ENROLMENTS ARE NOT AVAILABLE FOR THE THREE COURSES LISTED BELOW

For more information please contact Administrator Vicky O’Neil  
Telephone: 608529  
email: [victoria.oneil@highlands.ac.uk](mailto:victoria.oneil@highlands.ac.uk)

**Budding Chefs**  
If you have a child aged between 11-16 why not sign them up for one of our Budding Chef courses as a Christmas Stocking Filler?  
The course runs for 4 weeks in the evening and is a lovely opportunity for any youngster who loves to cook as a hobby or even someone who has aspirations as a chef. The course covers all aspects of food preparation and production in a fun and safe environment.  
**Start Date: 21 January 2021**  
**Time: 5:30pm- 7:30pm**  
**Price: £69**

**2057BUDC04**

**WSET Level 1 Award in Wine Appreciation**  
If you know someone who loves their wine and is keen to learn more, then this could be the ideal present for someone special this Christmas.  
Over four weeks, learn all about the main styles of wine, the importance of regions and grapes, as well as how to taste and perfectly pair your food with the right wine. This could make a wonderful fun gift.  
**Start date: 20 January 2021**  
**Time: 6:00pm – 8:00pm**  
**Price: £111 + Exam fee £48**

**2057WSFC01**

**City and Guilds Level 2 Award in Barista Skills**  
Why not give an alternative gift this Christmas – a gift for anyone who simply wants to learn how to serve great coffee! Over three weeks, you will be introduced to the full range of products used in making beverages and will learn where the products come from, the processes they go through, from growing and harvesting right up to them becoming the beans making it into your perfect coffee.  
**Start date: 27 January 2021**  
**Time: 10:00am- 4:30pm**  
**Price: £240**

**2057BARI02**

**Full details of these courses, application forms and future dates are available on the highlands website [www.highlands.ac.uk](http://www.highlands.ac.uk)**  
**If you would like to purchase a course as a gift, please contact Vicky O’Neil directly**



# HOW TO ENROL

## ONLINE



The best way to enrol is by visiting our website:  
[www.highlands.ac.uk](http://www.highlands.ac.uk)



Scroll through the list and click on **'View Course'** to see more details.



Click the **ACE logo** at the end of the row to view our list of course.



Once you have found the course you'd like, click the blue **'Apply Online'** button and follow the instructions.

## BY POST



Complete the application form supplied in this programme and return to the address at the top. Alternatively, to print off additional application forms, visit our website:  
[www.highlands.ac.uk/application-forms](http://www.highlands.ac.uk/application-forms)

Click the green 'ACE Application Form' button at the end of the row. Complete the form and return to the postal address listed on the top of the page.

## CALL US

Our ACE team can happily enrol you over the phone. Please call directly on **608655** or **608632**.

## VISIT US

For more information, to discuss course options, or to enrol in person, visit our Student Records Team in the Main Reception at Highlands College.



### Can't find the course you're looking for?

Tell us. We may be able to offer it next term



### Had a great learning experience?

#### FOLLOW US

- HighlandsACE
- Highlands\_JSJ
- Highlandscollegejersey



### Like to teach a course next term?

Get in touch, we're always looking for new, interesting courses to extend our offering

## **h** Adult Community Education

## FAQ

#### Can anyone apply for a course?

The Adult & Community Education (ACE) programme is only available to students who are no longer in compulsory education and are aged 18 or over. *(unless specified in the course information)*

#### How do I apply for a course?

You can book and pay for your ACE course online.

- Go to [www.highlands.ac.uk](http://www.highlands.ac.uk) and click on ACE Leisure Courses
- Create your personal account by clicking Request Account. (If you already have a personal account, log in with your username and password)
- Click on the course titles that interest you for more information. You can filter your search by subject or day
- If you wish to enrol on a course, add your chosen course to your basket and follow the payment process

#### How do I pay for a course?

- Use a MasterCard, Visa or Maestro creditor debit card online
- Supply mastercard, visa or Maestro credit or debit card information over the telephone or by person only. It is no longer acceptable to take written note of your card details.
- Pay by cheque.** Cheques should be made out to "Treasurer of the States". If you are applying for more than one course please enclose separate cheques for each. This will enable us to return fees for courses that are already full and still process other applications without delay. Post your form and cheque to Highlands College - Student Records, Highlands Lane, St Saviour JE1 1HL.

#### Can I pay the course fee by instalments or bypost-dated cheque?

Unfortunately, no. You will not have your application confirmed until payment is received in full. Remember payment can be made via credit card, cheque, postal order or, if applying in person, in cash.

#### What do my course fees pay for?

All ACE course fees include your tuition and a registration fee. They may also include a contribution towards the cost of demonstration materials, venue rental, handouts, artist models, equipment or assessment fees.

**PLEASE NOTE: be prepared to supply materials in addition to your course fees depending on your course, for example flowers, cooking ingredients, art and craft materials or specialist clothing.**

#### When do courses run?

ACE courses vary in length from half-day workshops to one academic year. The majority of courses follow an academic timetable and may include half-term, bank holiday or other breaks.

#### What if my course is relocated, rescheduled or cancelled?

We make every effort to avoid doing this, but occasionally it is necessary. This is why it is vitally important for us to have your current telephone numbers or e-mail address in order that we can contact you as speedily as possible. If you have a mobile telephone number, we will use a text message service to inform you of any changes to your course. If the change is not acceptable to you, a full refund will be issued. Please note, our text message service is a non-reply service.



TERMS & CONDITIONS

Adult & Community Education (ACE) Courses

**Cancellations:**  
A minimum enrolment number is required to recover the full costs of providing a course. If numbers of students fail to reach this minimum we reluctantly cancel it. Applicants are provided with a full refund or a transfer to another suitable course if one is available.

**Refunds:**  
Unfortunately, we only offer a refund if a course has been cancelled by Highlands College. Circumstances such as illness, work commitments or leaving the Island are not considered for refunds. Course places cannot be deferred to another term and are not transferable to another person.

**Eligibility for ACE Courses:**  
The Adult & Community Education (ACE) programme is only available to students aged 18 or over. (Unless specified in the course information)

**Application Priority:**  
Applications for Adult & Community Education (ACE) leisure courses are accepted on a first come, first served basis on receipt of the fees. If the wait list is sufficiently large and additional tutors and facilities are available another course may be set up, for which you will be offered a place.

**Fee Concessions:**  
If you are aged 60 or over, an automatic concession is applied to your course fee on application.

Please complete this form in BLOCK CAPITALS in black ballpoint pen and tick boxes where required

APPLICATION FORM

for: Adult & Community Education (ACE),Highlands Part-time and Professional Courses

Please send your completed form with full payment to:  
Student Records, Highlands College, Highlands Lane, St Saviour, JE1 1HL



Personal Details

Surname:.....  
First Name(s):.....  
Title (Mr/Mrs/Mx etc): ..... Gender:..... Date of Birth:.....  
Address: .....  
.....  
.....  
.....  
.....  
.....  
Parish: ..... Post Code: .....  
Home Tel: ..... Work Tel: .....  
Mobile: .....  
Email: .....

Local Emergency Contact

Name:.....  
Tel: .....

Medical Conditions / Disabilities  
Please note when "yes" is ticked further information may be requested either prior to, or at enrolment

Do you suffer from any medical conditions or disability which might impact on your studies?  
Yes ☐ No ☐

Criminal Conviction Disclosure:  
This part of the form MUST be completed

Yes ☐ No ☐

If you do not tick either the 'Yes' or 'No' box above, we will contact you to get this information and this will delay your enrolment. You must tick 'Yes' if you have a conviction unless it is a minor civil offence e.g. OR a spent sentence (as defined by the REHABILITATION OF OFFENDERS (JERSEY) LAW 2001). Please be aware that dependent on the nature of any conviction it may affect your application for certain courses, particularly in teaching, health, and social care, where you must tell us about ANY criminal conviction(s), including spent sentences and cautions. If you are convicted of a criminal offence after you have enrolled or have a court case pending, you MUST let us know immediately. If you are not sure whether to tell us about a previous conviction you should get more advice from your Citizens Advice Bureau or Student Life

**Course(s) for enrolment** Highlands College reserves the right to cancel or amend any course.  
Methods of Payment are: CASH (in person at Highlands College), DEBIT/CREDIT Card, CHEQUES (made payable to "Treasurer of the States")

Please note your place on a course is not confirmed until full payment of all the fees.

FEES ARE NON-REFUNDABLE UNLESS THE COURSE IS CANCELLED BY HIGHLANDS COLLEGE. COURSE PLACES ARE NON-TRANSFERABLE .

Course Code	Course Title	Start Date	Fee

Please see overleaf for our Terms & Conditions and Privacy Statement.

I certify that the details for this application are current and correct to the best of my knowledge

Applicant's Signature: ..... Date: .....

Please tick this box if you are happy for Highlands College to contact you with information regarding college events and courses. ☐

Comments: 

FOR OFFICE USE ONLY

HOD/Tutor Signature:		Payment method:		Student ID:	HC
Employer code:		Input by:		Date input:	

24.10.2018

PRIVACY STATEMENT

As a ‘controller’ under the Data Protection (Jersey) Law 2018 we process and hold your information in order to provide public services and meet our statutory obligations. We may not be able to provide you with a service unless we have enough information, or your permission to use that information. Below, we explain what we collect; how we will use your information; and what your rights are:

Data we collect:

We have collected your personal details (name; address, contact details; and DOB) and we do this in order to carry out the service you have requested; to monitor and improve our performance; to ensure that we meet our legal obligations; to prevent and detect crime; to process financial transactions including grants or payment of benefits; to allow the statistical analysis of data so we can plan the provision of services; and where necessary, for our law enforcement functions; or to protect individuals from harm or injury.

How we use data:

We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. We will not pass any personal data on to anyone outside of the States of Jersey, other than those who either process information on our behalf, or because of a legal requirement, and we will only do so, where possible, after we have ensured that sufficient steps have been taken by

the recipient to protect your personal data. We do not process your information overseas using web services that are hosted outside the European Economic Area. At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use without your prior express consent.

Your Rights:

You can ask us: to stop processing your information; to correct or amend your information; for a copy of the information we hold about you. You can also: request that the processing of your personal data is restricted; and withdraw your consent to the processing of your information.

You can complain to us about the way your information is being used by contacting us at registry@highlands.ac.uk alternatively you can complain to the Information Commissioner by emailing enquiries@oicjersey.org.

For further information on why Highlands College collect your data and how we use applicants information and the Terms and Conditions of enrolment please view the College Privacy Policy and other information on our website at **www.highlands.ac.uk**



Adult & Community Education's (ACE) base is the Philip Mourant Centre (PMC) at Trinity. A hidden treasure which is loved by all our students who attend both daytime and evening courses.

The PMC as it is affectionately known is Highlands College's satellite centre used specifically for ACE courses. The ACE programme moved to the site in 1999 with the aim of increasing lifelong learning opportunities to our Islanders.

Today PMC boasts four general classrooms, a yoga room with mirrors and underfloor heating, a dedicated pottery studio, an art studio and two multi-functional workshops for practical courses such as upholstery.

The site is loving cared for by an amazing caretaker, David Alves who is always ready to help students and tutors in any way they may require.

The ACE team headed by Debbie includes Kim and Glenda who will recommend suitable courses and are at the PMC daily between 09:00 and 15:00 to help you enrol and advise you on availability.

**T** 01534 608655

**E** [ace@highlands.ac.uk](mailto:ace@highlands.ac.uk)

**www.highlands.ac.uk**

