



Highlands College Adult & Community Education

Adult & Community Education
Telephone: 608655 | email: ace@highlands.ac.uk
   



Autumn Time

With over 100 courses on the programme for the autumn term and some with a festive theme; why not look and enrol today. Our courses are held at various locations including the Philip Maurant Centre in Trinity and Highlands College.

Brand new for this term and in Partnership with our Professional Studies Department, we have “Influence Marketing”, a now established form of online marketing. Details can be found in the panel below.

We also have new courses including Interior Design and Graphic Design for Surface pattern and some of our old favourites are back, such as All Round Gardening, Curries from around the World, Evening Painting with Oils and Flamenco dancing.

You could learn a new language or top up your existing knowledge in preparation of a break away. Such as French, Portuguese, Italian, Spanish, or Polish at different levels.

We have a wide range on offer you can enrol either online or by calling us.

The ACE team are based at the Philip Maurant Centre, Trinity 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.



ACE IN PARTNERSHIP WITH PROFESSIONAL STUDIES
Influencer Marketing
Thursday 16 September | 6pm – 8pm | 6 weeks
Price: £160 – Senior Citizens £160
This course is for marketeers and business owners who want to learn more about how they can use influencers to promote their products or services. Influencer marketing is a growing trend and you can learn how to grow your audience.

2181WZ1P02
Highlands College
James Matthewson

SUMMER COURSE
Landscape Painting With Oils
Tuesday 03 August 2021 | 09.30am - 12pm | 5 weeks
Price: £100 - Senior Citizen £100
Join us out in the Jersey countryside to learn to paint landscape oils. Capture the atmosphere of some of our beautiful scenery using oil paint on canvas or board. This summer holiday course will help you with confidence and technique and is suitable for beginners as well as those with some experience.

2081A03L01
OutdoorLocation
Michelle Le Cornu

“Thank you to the ACE team who go beyond their remit to get students enrolled onto their course.”

“David the Caretaker is amazing; he really supports the tutors and students in getting their classrooms looking fantastic as well as helping students carry their work from the carpark. He is a legend”

“Clair and Sally make cake decorating such fun”
Cake Decorating course with Sally Camara and Clair Porter

“The Indian cooking class is great and easy to learn how to use spices, Tariq is a great teacher who supports you step by step along the way”
More Authentic Indian Cooking – Tutor Tariq Attar

CONTACT US TODAY

Telephone: 608655 / 608632
Email: ace@highlands.ac.uk
www.highlands.ac.uk

Festive Crochet

Thursday 04 November 2021 | 6.45pm - 8.45pm | 3 weeks
Price: £51 - Senior Citizen £51

Join this festive crochet course making winter items. Tree decorations, table favours and coasters, wreath decorations, stockings, garlands, and fillable advent calendars. Also gifts such as woolly hats, scarfs and mitts. Suitable for all abilities including beginners, with lots of new ideas for those who have attended before. Students will need to bring along materials (some will be provided), you will be advised prior to the course commencing.

Festive Crochet

Saturday 20 November 2021 | 9.30am - 2.30pm | 1 week
Price: £40 - Senior Citizen £40

Join this festive crochet course making winter items. Tree decorations, table favours and coasters, wreath decorations, stockings, garlands, and fillable advent calendars. Also gifts such as woolly hats, scarfs and mitts. Suitable for all abilities including beginners, with lots of new ideas for those who have attended before. Students will need to bring along materials (some will be provided), you will be advised prior to the course commencing.

Make an Item of Clothing

Thursday 14 October 2021 | 7pm - 9pm | 4 weeks
Price: £80 - Senior Citizen £80

Learn how to make an easy dress, skirt, trousers or top using fabric of your choice. Sew in a zip, darts, gather fabric and hem. Use either your sewing machine or an overlocker (you will need to supply your own overlocker) Suzy will share details of a number of patterns to follow for each item.

Overlocking with Confidence

Thursday 16 September 2021 | 7pm - 9pm | 4 weeks
Price: £80 - Senior Citizen £80

Do you have an overlocker? Learn how to thread your machine and change settings successfully. You'll master sewing round and inside corners, rolled and mock band hems, flat lock seams and much more by creating a small item of clothing. Students will need to bring along their own machine.

Machine Sewing Beginners to Improvers - Daytime

Monday 13 September 2021 | 10am - 12pm | 6 weeks
Price: £120 - Senior Citizen £96

Learn to thread your machine and the different settings it offers. Master a variety of hemming and seam stitches, moving onto improvers skills of making a patchwork cushion with the option of adding piping and a zip.

Machine Sewing Beginners to Improvers - Evening

Monday 13 September 2021 | 7pm - 9pm | 6 weeks
Price: £120 - Senior Citizen £96

Learn to thread your machine and the different settings it offers. Master a variety of hemming and seam stitches, moving onto improvers skills of making a patchwork cushion with the option of adding piping and a zip.

Patchwork and Quilting

Monday 13 September 2021 | 1pm - 3pm | 11 weeks
Price: £170 - Senior Citizen £135

This course covers simple techniques from patchwork blocks to a family heirloom quilt. Different quilting methods will also be covered. New students who have not attended before should bring a general sewing kit, a selection of fabrics and three different colours of scrap material for the first week, further advice will be given.

Sew for Christmas

Thursday 18 November 2021 | 7pm - 9pm | 3 weeks
Price: £60 - Senior Citizen £60

Make an item(s) ready for Christmas. A Christmas stocking, drawstring bag instead of wrapping paper, bunting, Christmas Santa sack, decorations for your tree, napkins or cutlery holder. All can be personalised with applique and decorations ready for the festive season.

Cushion Making

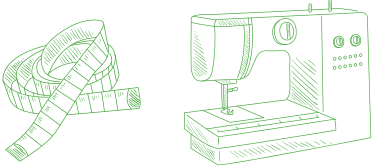
Tuesday 14 September 2021 | 2pm - 4pm | 6 weeks
Price: £115 - Senior Citizen £92

Create simple cushions using a sewing machine and two different techniques. A fabulous layering technique and also applique will be used. Students should bring along their own machine (a few are available at the centre) and some fabric, further details will be sent prior to the course commencing. A fee of £2.50 for materials will be payable at the first session to the tutor.

Christmas Placemats

Tuesday 16 November 2021 | 2pm - 4pm | 4 weeks
Price: £77 - Senior Citizen £61

Create simple placemats using a sewing machine and two different techniques. A fabulous layering technique and also applique will be used. Students should bring along their own machine (a few are available at the centre) and some Christmas fabric, further details will be sent prior to the course commencing. A fee of £2.50 for materials will be payable at the first session direct to the tutor.



2181CC1X02

Philip Maurant Centre
Hazel McLaren

2181CC1X03

Philip Maurant Centre
Hazel McLaren

2181CS1B01

Philip Maurant Centre
Suzy Winstanley

2181CS1L01

Philip Maurant Centre
Suzy Winstanley

2181CS1M01

Philip Maurant Centre
Suzy Winstanley

2181CS1M02

Philip Maurant Centre
Suzy Winstanley

2181CS1P01

Philip Maurant Centre
Mary Dunford

2181CS1S01

Philip Maurant Centre
Suzy Winstanley

2181CS1X01

Philip Maurant Centre
Lynn Whitehouse

2181CS1X02

Philip Maurant Centre
Lynn Whitehouse



DANCE

Dancefit

Monday 13 September 2021 | 9.30am - 10.20am | 11 weeks
Price: £115 - Senior Citizen £95

Make your exercise fun with this Dancefit class. Get your hips moving, an all over body work out to strengthen, condition and tone, easy to follow dance work out. Suitable for all levels, so sign up and get your week started with this fitness course and put a smile on your face.

Flamenco

Monday 13 September 2021 | 6.30pm - 8.30pm | 2 weeks
Price: £36 - Senior Citizen £36

Experience a taste of Southern Spain in this two week short course, sampling some unique and expressive Flamenco dance. Explore some basi hand (palmas) and foot (zapateado) rhythms. Then learn some regional Sevillanas and Alegrias dances and even how to roll castanets, all in a relaxed, fun atmosphere, with easy social distancing in a beautiful spacious hall.

Strictly Solo Dance

Monday 01 November 2021 | 6.30pm - 7.30pm | 6 weeks
Price: £54 - Senior Citizen £44

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 01 November 2021 | 7.45pm - 8.45pm | 6 weeks
Price: £54 - Senior Citizen £44

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

Introduction to Interior Design

Wednesday 22 September 2021 | 6.30pm - 9pm | 10 weeks
Price: £265 - Senior Citizen £265

An introduction to interior design and lifestyling with Studio 25. Learn how to create a mood board, use a colour ways pallett and room layout. The last four weeks of the course we will use paint techniques to complement your design on canvas or a small piece of furniture. Students will be required to purchase some materials in addition to the course costs.

An Introduction to Tea

Saturday 09 October 2021 | 2pm - 4pm | 1 week
Price: £60 - Senior Citizen £60

Learn about the history and production of real tea in this fascinating class while tasting fine teas from the traditional growing areas of Asia all the way to the gardens of Jersey. By the end of the afternoon session you'll understand the differences between the tea categories and how to taste systematically.

An Introduction to Tea

Monday 15 November 2021 | 6.45pm - 8.45pm | 1 week
Price: £60 - Senior Citizen £60

Learn about the history and production of real tea in this fascinating class while tasting fine teas from the traditional growing areas of Asia all the way to the gardens of Jersey. By the end of the evening session you'll understand the differences between the tea categories and how to taste systematically.

Outdoor Wilderness Skills

Saturday 18 September 2021 | 9am - 11am | 3 weeks
Price: £145 - Senior Citizen £145

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 Outdoor Equipment, Fire-lighting and Foraging. This course is designed to give participants an invaluable insight into skills relevant to hiking, camping and longer wilderness trips. This is an outdoor course and will take place whatever the weather

All Round Gardening

Thursday 16 September 2021 | 7pm - 9pm | 6 weeks
Price: £85 - Senior Citizen £68

A six week course introducing you to several aspects of gardening including glasshouse, ornamental, vegetable growing and hardwood cuttings. We will also include a visit to a garden, the date will be arranged in consultation with the group during the course.

2181DF1D01

Trinity Parish Hall
Joanne Matson

2181DF1W01

St Martins School
Ann Dove

2181DS1D01

St Martins School
Ann Dove

2181DS1D02

St Martins School
Ann Dove

2181GA1D01

Philip Maurant Centre
Angela Venticinque

2181GA1T01

Philip Maurant Centre
Eunice Pallot

2181GA1T02

Philip Maurant Centre
Eunice Pallot

2181GA1W01

Outdoor Location
Harry Matthews

2181GG1W01

Philip Maurant Centre
Tom Evans

Wild Vegetables of the Ocean: An Introduction to Foraging Seaweeds
2181GJ1V01
Wednesday 15 September 2021 | 7pm - 9pm | 1 week
Price: £62 - Senior Citizen £62

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 morning beach session at La Rocque Harbour where you will discover various ways of cooking with seaweed. This course is led by Trudie Hairon-Trox. Course Dates: Wednesday 15 September, 7.00pm - 9.00pm, Philip Mourant Centre, Trinity, Saturday 18 September, 10.00am - 12.30pm, La Rocque Harbour

Introduction to Law
Tuesday 14 September 2021 | 7pm - 9pm | 6 weeks
Price: £95 - Senior Citizen £95

2181GL1L01
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.

British Sign Language - Introduction
Thursday 16 September 2021 | 7pm - 9pm | 6 weeks
Price: £115 - Senior Citizen £92

2181GX1B01
Highlands College
Christine Jones

This six week course is an introduction to basic British Sign Language (BSL) in which you will learn signs for commonly used words and subjects e.g. The Alphabet, Greetings, Communication, Family Relationships, Occupations, In the Community, Weather and Animals.

COOKERY

Decorating a Christmas Theme Novelty Cake
Saturday 09 October 2021 | 9am - 3pm | 1 week
Price: £115 - Senior Citizen £115

2181KC1D01
Highlands College
Clair Porter & Sally Camara

Students will decorate a Christmas themed novelty sponge cake. You will be provided with a cake, cake board and useful tool for you to ice and decorate under the guidance of two tutors Clair Porter and Sally Camara. Learn to fill your sponge, crumb coat, ganache your cake to get the perfect straight edges, flat icing and many decoration techniques. A list of ingredients will be sent to you prior to the course commencing.

Decorating a Christmas Theme Novelty Cake
Saturday 13 November 2021 | 9am - 3pm | 1 week
Price: £115 - Senior Citizen £115

2181KC1D02
Highlands College
Clair Porter & Sally Camara

Students will decorate a Christmas themed novelty cake. You will be provided with a cake, cake board and useful tool for you to ice and decorate under the guidance of two tutors Clair Porter and Sally Camara. Learn to fill your sponge, crumb coat, ganache your cake to get the perfect straight edges, flat icing and many decoration techniques. A list of ingredients will be sent to you prior to the course commencing.

Asian Food Adventure
Tuesday 09 November 2021 | 6.30pm - 9pm | 6 weeks
Price: £204 - Senior Citizen £163

2181KF1A01
Highlands College
Rose McCullagh

You don't need to be Asian or travel across thousands of miles to make great Asian food at home. During this course you will experience the taste and smells from every major country in Asia. Rose uses easy to follow recipes step-by-step instruction to ensure you produce wonderful exciting dishes for your friends and family to experience, satisfying even the most adventurous appetite. You will need to bring your own ingredients.

Curries from Around the World
Thursday 11 November 2021 | 6.30pm - 9pm | 6 weeks
Price: £204 - Senior Citizen £163

2181KF1A02
Highlands College
Rose McCullagh

Recent research has shown that curry could actually be good for you, easing arthritis and even protecting your from Alzheimer's. If you think of a curry meal and your mouth lights up in anticipation, this is the course for you. Selecting some of the best curries and spiced infused recipes from around the world - South Africa, Indonesia, Pakistan, India,Thailand and Malasia. Recipes include preparing fresh Naan Bread and Masala mixes. Celebrating the world's most loved dish and all gluten free (optional).



Indian Cooking - Dinner on the Spice Route
Saturday 18 September 2021 | 10am - 1.30pm | 3 weeks
Price: £123 - Senior Citizen £123

2181KN1C01
Highlands College
Tariq Attar

This course is for those that are intrigued or want to cook Indian food for the first time. Explore the adventurous and delicious flavours of India. You will need to bring your own ingredients.

Indian Cooking - Adventures of India
Saturday 16 October 2021 | 9am - 2pm | 1 week
Price: £68 - Senior Citizen £68

2181KN1C02
Highlands College
Tariq Attar

In this interactive course, you will learn how to prepare a colourful Indian feast that will transport you to India and beyond. This 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.

Indian Cooking - Flavours of Bombay and Goa
Saturday 23 October 2021 | 9am - 2pm | 1 week
Price: £68 - Senior Citizen £68

2181KN1C03
Highlands College
Tariq Attar

In this interactive course, you will cook some of the well-known dishes from the food obsessed city of Bombay (now known as Mumbai) and Portuguese inspired Goan cuisine. You will need to bring your own ingredients.

Vegetarian Indian Cookery
Saturday 06 November 2021 | 9am - 2pm | 1 week
Price: £68 - Senior Citizen £68

2181KN1V01
Highlands College
Tariq Attar

In this class we will focus on the joys of healthy vegetarian food. It is not all tofu and beans - Indian cuisine offers plenty of exotic, tantalising and flavoursome options for vegetarians., You will need to bring your own ingredients.

LANGUAGES

French Beginners Stage 1
Tuesday 14 September 2021 | 6.15pm - 8.15pm | 11 weeks
Price: £160 - Senior Citizen £128

2181LFBA01
Highlands College
Maria Innes

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.

French Beginners Stage 1
Friday 24 September 2021 | 9.30am - 11.30am | 11 weeks
Price: £160 - Senior Citizen £128

2181LFBA02
Philip Mourant Centre
Anna McDonald

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.

French Conversation - Intermediate
Tuesday 21 September 2021 | 6.30pm - 8.30pm | 11 weeks
Price: £160 - Senior Citizen £128

2181LFVX01
Highlands College
Anna McDonald

This course is designed for students who have a knowledge of French to intermediate level. Students will improve their conversation and communication skills as well as expanding knowledge of grammar, vocabulary, and pronunciation. Topics to include: Daily routines, past actions, the future and much more.



German Beginners Stage 1
Wednesday 15 September 2021 | 6.45pm - 8.45pm | 11 weeks
Price: £160 - Senior Citizen £128

2181LGBA01
Philip Mourant Centre
Vanessa Linden

Challenge yourself to learn German! 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.

Italian Beginners Stage 1
Wednesday 15 September 2021 | 6.15pm - 8.15pm | 11 weeks
Price: £160 - Senior Citizen £128

2181LIBA01
Highlands College
Maria Innes

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. This course is led by tutor Maria Innes.

Italian Beginners Stage 2
Monday 13 September 2021 | 6.45pm - 8.45pm | 11 weeks
Price: £160 - Senior Citizen £128

2181LIBB01
Highlands College
Romano Pezzali

Keep challenging yourself and move on to the next stage of the beginners level, build vocabulary for booking holiday flights, order food in Italian and understand simple conversation.

Italian Culture and Conversation
Thursday 16 September 2021 | 6.15pm - 8.15pm | 11 weeks
Price: £160 - Senior Citizen £128

Suitable for students with some knowledge of the Italian language. Explore Italian on this eleven week journey across Italy, visiting regions, places and culture.

2181LIXC01
Highlands College
Romano Pezzali

Portuguese Beginners Stage 1
Thursday 16 September 2021 | 6.30pm - 8.30pm | 11 weeks
Price: £160 - Senior Citizen £128

Challenge yourself to learn Portuguese! Build the foundations by learning basic vocabulary and put together simple sentences so that you can begin to make yourself understood in certain everyday situations. Sessions are interactive and fun.

2181LMBA01
Highlands College
Margarida Pinto

Portuguese Beginners Stage 3
Wednesday 15 September 2021 | 6.30pm - 8.30pm | 11 weeks
Price: £160 - Senior Citizen £128

This course is for those who have a good knowledge of basic Portuguese and wish to improve by learning more advanced grammar and increase vocabulary. Classes are gently paced and interactive.

2181LMBC01
Highlands College
Margarida Pinto

Polish Beginners Stage 1
Thursday 16 September 2021 | 6pm - 8pm | 11 weeks
Price: £160 - Senior Citizen £128

This course is aimed for beginners or people with a limited knowledge of the Polish language. It will cover various situations when travelling in Poland, such as ordering food and drinks, shopping and asking for directions.

2181LPBA01
Highlands College
Anna Kowalewska

Spanish Beginners Stage 1
Tuesday 14 September 2021 | 6.45pm - 8.45pm | 11 weeks
Price: £160 - Senior Citizen £128

Challenge yourself to learn Spanish! Build the foundations by learning basic vocabulary and put together simple sentences so that you can begin to make yourself understood in certain, everyday situations. Sessions are fun, interactive and gently paced.

2181LSBA01
Highlands College
Nuria Fernandez

Spanish Beginners Stage 2
Wednesday 15 September 2021 | 7pm - 9pm | 11 weeks
Price: £160 - Senior Citizen £128

This course is aimed at people who have a basic knowledge of Spanish who wish to improve and gain confidence speaking in various everyday situations in Spain.

2181LSBB01
Highlands College
Carla Figueiredo

Spanish Beginners Stage 3
Monday 04 October 2021 | 6.45pm - 8.45pm | 9 weeks
Price: £131 - Senior Citizen £105

This follow-on course from the summer term is for those who have a good knowledge of basic Spanish, and wish to improve by learning more advanced grammar and increased vocabulary. Classes are gently paced and interactive.

2181LSBC01
Highlands College
Karen Le Brun

Spanish Elementary Stage 1
Tuesday 05 October 2021 | 9.15am - 11.15am | 9 weeks
Price: £131 - Senior Citizen £105

This follow-on course from the summer term will continue to develop your Spanish knowledge. You will learn more advanced grammar and cover topics such as clothes and appearance, hobbies, films and music whilst also practising your Spanish conversation.

2181LSEA01
Philip Maurant Centre
Karen Le Brun

Modern Greek Beginners Stage 1
Wednesday 3 November | 6:30 – 8:30 | 6 weeks
Price £87 - Senior Citizen rate £70

Modern Greek is a starter course comprising of the alphabet, phonetic so relatively straightforward to read, everyday vocabulary, pronunciation, usage and intonation; some grammar, there are three genders, which will be combined into the learning, based on Greek life and culture.

2181LKBA01
Highlands College
Annette Person

SPORT AND FITNESS

Friday Morning Golf
Friday 17 September 2021 | 9.30am - 11.30am | 6 weeks
Price: £115 - Senior Citizen £115

This friday morning class is ideal for adults of all abilities and experience, whether you are picking up a club for the first time or hoping to improve your current game. Come and learn some new skills in a fun and relaxed environment.

2181SB1G01
Les Mielles Golf Course
Wayne Osmand



Qigong and Meditation for Health
Monday 04 October 2021 | 9.30am - 11am | 6 weeks
Price: £85 - Senior Citizen £75

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.

2181SQ1H01
Philip Maurant Centre
Caroline Le Maistre

Gentle Flow Yoga
Friday 17 September 2021 | 11.15am - 12.45pm | 11 weeks
Price: £132 - Senior Citizen £105

Simple flowing sequences to warm up the body, as well as slower paced movements focusing on alignment, strength, balance and flexibility. Each hour and a half class will end with an extended period of relaxation. No experience or flexibility required.

2181SY1G01
Philip Maurant Centre
Elayne Cole

Mindful Yoga for Today
Tuesday 05 October 2021 | 11.30am - 12.45pm | 9 weeks
Price: £90 - Senior Citizen £72

This is a movement practice punctuated with stillness. Its purpose to simply become intimate with the body, by feeling the sensations being continuously generated and refining movement and action to soften the sensations that reveal the vulnerable presence of the joints. Learn to understand support and respect the intelligence of the body. No prior yoga experience required. Students will be required to bring their own mat, blanket and cushion.

2181SY1M01
Philip Maurant Centre
Henrietta Brice-Smith

Yin Yoga
Thursday 23 September 2021 | 6.30pm - 7.30pm | 6 weeks
Price: £48 - Senior Citizen £38

Be guided through a series of floor postures that will release tension and increase flexibility. Slowly open and release tight hips and hamstrings while quieting the mind using simple observation of the breath. Leave feeling grounded, calm and deeply nourished. Students will need to bring along their own yoga mat and blanket.

2181SY1Y01
Philip Maurant Centre
Sara Pike

Vinyasa Yoga
Thursday 23 September 2021 | 7.45pm - 9.15pm | 6 weeks
Price: £60 - Senior Citizen £48

Beginners vinyasa allows you time to discover the best alignment for your body, while co-ordinating your breath to build quality, flowing movement patterns. A conscious body-mind practice, vinyasa is a moderately fast moving, creative class with modifications and optional challenges.

2181SY1Y02
Philip Maurant Centre
Sara Pike

INFORMATION TECHNOLOGY

Graphic Design for Surface Pattern
Thursday 11 November 2021 | 6.30pm - 8.30pm | 5 weeks
Price: £275 - Senior Citizen £275

In this graphic design for surface pattern course, you will learn how to create a surface pattern design from your hand drawn illustrations. We will discover how to separate and colour elements; design layouts and compositions; create colourways and repeating patterns using computer aided design software.

2181WG1D01
Highlands College
Sara Pike

iPad for Beginners
Thursday 16 September 2021 | 6pm - 7.45pm | 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 and should now their Apple ID, Course dates will exclude 7 October 2021.

2181WS1P01
Highlands College
Alison Ellis

An Introduction to Video Editing
Monday 04 October 2021 | 6pm - 8pm | 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.

2181WV1E01
Highlands College
Ben Pirozzolo

Introduction to Quickbooks
Monday 04 October 2021 | 6pm - 9pm | 3 weeks
Price: £165 - Senior Citizen £165

Learn how to use the online version of the 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 ideally, but not essential double-entry book-keeping. You will also require an email address not used previously for a Quickbooks Online account. This is really important.

2181WX1Q01
Highlands College
Sally-Anne Fillieul

Introduction to Quickbooks
Monday 08 November 2021 | 6pm - 9pm | 3 weeks
Price: £165 - Senior Citizen £165

Learn how to use the online version of the 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 ideally, but not essential double-entry book-keeping. You will also require an email address not used previously for a Quickbooks Online account. This is really important.

2181WX1Q02
Highlands College
Sally-Anne Fillieul

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 Maurant Centre in Trinity. A hidden treasure which is loved by all our students who attend both daytime and evening courses as well as for venue hire.

The PMC is a Highlands College's satellite centre used specifically for ACE courses.

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.

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 led by Debbie includes Kim and Glenda who can recommend suitable courses and are at the Philip Maurant Centre daily between 09:00 and 15:00.

T 01534 608655 or 608632
E ace@highlands.ac.uk
www.highlands.ac.uk



HOW TO ENROL

ONLINE



The best way to enrol is by visiting our website:
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

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 us at the Philip Maurant Centre, Trinity or Student Records Team in the Main Reception at Highlands College.