



Highlands College Adult & Community Education

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




New Year, new term with Adult & Community Education (ACE) at Highlands College

ACE works alongside our communities and partners to provide a range of learning services to enable individuals across the island to develop and progress in their lives and we pride ourselves on the work that we do with adults, whether it is just that skill or pastime that you have always wanted to try or to improve your education.

So, what can ACE offer you? We like to think everything from A to Z, so if you want Art, Craft, Cookery, Dance, Low water Fishing, Language, Navigation, Quickbooks, Video Editing or Welding, plus a lot more, then we will have a course for you. If there is anything that you have an interest in that we do not currently offer, please let us know and we will do our best to find a tutor so it can be added to our programme soon.

We are actively looking to expand our teaching team. If you have a desire to teach adult learners, a passion, skill or expertise that you would like to share with others, please contact us on 608638 or email ace@highlands.ac.uk. We are looking forward to hearing from you, it could be your course that we are promoting in our next prospectus.

The ACE team are based at the Philip Mourant Centre in Trinity and are available between 09:00 and 15:00 Monday to Friday.

CONTACT US TODAY

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

David Freeman – Welding

- The facilities were first class and I was impressed by and benefitted greatly from the depth of instruction and personal attention given, especially bearing in mind the number of students and variety of skills required to be taught.
- As a result, my previous uninformed and very limited amateur abilities now resemble something approaching competence.
- David was very helpful in giving guidance and suggestions.



SUCCESS STORIES



LISA TROY

We are delighted to share that one of our amazing tutors, Lisa Troy, had a painting titled 'The Old Kitchen of the Garrison Hospital' selected for the 2021, JJ Fox International Art Competition Exhibition which was shown at the Berni Gallery at the Jersey Arts Centre.

Lisa has taught for us for a number of years teaching Art and Fitness classes.



SUE DE GRUCHY

Our very talented Student, Sue De Gruchy had an oil painting entered into the JJ Fox Art Competition Exhibition, titled "Tenders"

Sue studies oil painting with Michelle Le Cornu at the Philip Mourant Centre.

Sue also received a highly commended in the Art Competition for her piece entitled "Heartsease" which she completed during lockdown.



ART

Saturday Pottery Workshop

Saturday 15 January 2022 | 10am - 12.30pm | 1 week
Price: £50 – Senior Citizen: £50

A one-off pottery experience for individuals, couples or a group of friends. Please bring an apron or old shirt to protect your clothing, students must wear closed in shoes.

Saturday Pottery Workshop

Saturday 05 February 2022 | 10am - 12.30pm | 1 week
Price: £50 – Senior Citizen: £50

A one-off pottery experience for individuals, couples or a group of friends. Please bring an apron or old shirt to protect your clothing, students must wear closed in shoes.

Saturday Pottery Workshop

Saturday 12 March 2022 | 10am - 12.30pm | 1 week
Price: £50 – Senior Citizen: £50

A one-off pottery experience for individuals, couples or a group of friends. Please bring an apron or old shirt to protect your clothing, students must wear closed in shoes.

Explore Drawing

Tuesday 25 January 2022 | 7pm - 9pm | 8 weeks
Price: £112 – Senior Citizen: £90

Explore drawing: light and tone; shape and line; textures, composition, perspective and measurement. Drawing natural objects, still life and the human figure using pencils, chalk, charcoal and pastels. Suitable for beginners, or confident artists wishing to experiment with mark marking.

Sketch Book Drawing and Watercolours

Tuesday 18 January 2022 | 11.30am - 1.30pm | 10 weeks
Price: £140 – Senior Citizen: £110

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 in Pencil, Pastel and Pen

Tuesday 18 January 2022 | 9.45am - 11.45am | 10 weeks
Price: £140 – Senior Citizen: £110

This course is for those with some drawing experience who wish to widen their skills with the use of various drawing mediums including pastels, drawing pens, coloured pencils, etc. giving students the confidence to produce work within their individual capabilities and at their own speed. Not suitable for beginners.

Drawing for the Terrified with Watercolours

Tuesday 18 January 2022 | 1.45pm - 3.45pm | 10 weeks
Price: £140 – Senior Citizen: £110

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 for the Terrified With Watercolours

Thursday 20 January 2022 | 10am - 12pm | 10 weeks
Price: £140 – Senior Citizen: £110

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.

2181AC2G01

Philip Mourant Centre
Raymond Ubsdell

2181AC2G02

Philip Mourant Centre
Raymond Ubsdell

2181AC2G03

Philip Mourant Centre
Raymond Ubsdell

2181AD2E01

Philip Mourant Centre
Julia Coutanche

2181AD2S02

Philip Mourant Centre
Ann Morgan

2181AD2T01

Philip Mourant Centre
Barbara Jackson

2181AD2T02

Philip Mourant Centre
Barbara Jackson

2181AD2T03

Philip Mourant Centre
Barbara Jackson

Morning Painting With Oils

Thursday 18 January 2022 | 9.30am - 12pm | 10 weeks
Price: £175 – Senior Citizen: £140

Enjoy this morning course learning the basic steps in oil painting, from how to mix colours and apply paint to canvas to successfully creating the picture you want. Suitable for complete beginners as well as those with some experience.

Watercolour for Beginners

Friday 21 January 2022 | 9.30am - 11.30am | 10 weeks
Price: £140 – Senior Citizen: £110

This ten week course will give you the basics in the use and application of watercolour, covering a variety of subject matter. You will learn how to mix colour and become aware of colour harmony. Practice painting techniques and brush work. The aim is to gain confidence in applying paint by following step by step demonstrations in a variety of subjects. This course will build on past learning, week by week, to develop new abilities. Suitable for beginners but also for those with a little experience who wish to refresh their skills and develop further.

Adventures in Watercolour Intermediate

Thursday 20 January 2022 | 9.30am - 11.30am | 10 weeks
Price: £140 – Senior Citizen: £110

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

Tuesday 18 January 2022 | 6.30pm - 9pm | 8 weeks
Price: £192 – Senior Citizen: £154

Learn to take fantastic images you will 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

Wednesday 19 January 2022 | 6.30pm - 9pm | 8 weeks
Price: £192 – Senior Citizen: £154

Learn to take fantastic images you will 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.

2181AO2P01

Philip Mourant Centre
Michelle Le Cornu

2181AW2B01

Philip Mourant Centre
Lisa Bloomer

2181AW2C01

Philip Mourant Centre
Ann Morgan

2181AX2B01

Highlands College
Colin Cruickshank

2181AX2B02

Highlands College
Colin Cruickshank

CRAFT

Crochet Adventures

Thursday 03 March 2022 | 6.45pm - 8.45pm | 4 weeks
Price: £64 – Senior Citizen: £64

For students who have mastered the basic skills and want to learn new techniques and patterns. You will be encouraged to choose and pursue a new project with the help of your tutor Hazel.

2181CC2A01

Philip Mourant Centre
Hazel McLaren

Beginners Crochet

Wednesday 02 March 2022 | 6.45pm - 8.45pm | 4 weeks
Price: £64 – Senior Citizen: £64

For beginners or those with minimum crochet skills. Your tutor Hazel will start you on your crochet journey and guide you towards finishing simple projects with joining, borders and pattern reading. All materials provided.

Daytime Crochet

Tuesday 18 January 2022 | 12.30pm - 2.30pm | 5 weeks
Price: £80 – Senior Citizen: £80

This is a mixed ability crochet class, where you will learn new crochet techniques to put into practice. This course also welcomes new beginners. Materials provided.

Easter Crochet

Saturday 26 March 2022 | 9.30am - 2.30pm | 1 week
Price: £45 – Senior Citizen: £45

A mixed ability class focused on amigurami technique bunnies and chicks but with simple options for beginners. All materials provided.

Crochet Mixed Ability

Thursday 20 January 2022 | 6.45pm - 8.45pm | 5 weeks
Price: £80 – Senior Citizen: £80

Hazel your tutor will guide all students in this mixed ability crochet class who wish to learn new technique and stitches at their various skill level. Absolute beginners, be assured, will have a start-up programme week one and two. These will include pattern and chart reading, joining motifs, working in rows and amigurami spirals.

March Madness Crochet

Saturday 05 March 2022 | 9.30am - 2.30pm | 1 week
Price: £45 – Senior Citizen: £45

Make items with a spring theme, including flowers, baby animals and amigurami march hares! This is a mixed ability class and suitable for beginners. All patterns and materials included.

Tunisian Crochet

Wednesday 19 January 2022 | 6.45pm - 8.45pm | 5 weeks
Price: £80 – Senior Citizen: £80

No experience with knitting or crochet required, everybody will be starting afresh. This style of crochet is worked in rows and results in a thicker fabric than traditional crochet. The technique is straight forward for beginners and can easily be used to make all sorts of items for family and home. Materials and specialist hooks will be provided.

Valentine Crochet

Saturday 29 January 2022 | 9.30am - 2.30pm | 1 week
Price: £45 – Senior Citizen: £45

A mixed ability crochet class with a love theme. Patterns for hearts, colourwork and ideas for gifts from mug hugs to cushions (All materials provided)

Let's Knit Together

Thursday 20 January 2022 | 9.30am - 11.30am | 5 weeks
Price: £80 – Senior Citizen: £80

Are you a beginner? not knitted for a while or have unfinished projects? Join me and learn the skills to take you forward in this relaxing, mindful, creative class. Make hats, scarves, children's clothing or simple toys. A perfect sociable way to knit with others.

2181CC2B02

Philip Mourant Centre
Hazel McLaren

2181CC2D01

Philip Mourant Centre
Hazel McLaren

2181CC2E01

Philip Mourant Centre
Hazel McLaren

2181CC2M01

Philip Mourant Centre
Hazel McLaren

2181CC2M02

Philip Mourant Centre
Hazel McLaren

2181CC2T01

Philip Mourant Centre
Hazel McLaren

2181CC2V01

Philip Mourant Centre
Hazel McLaren

2181CK2K01

Philip Mourant Centre
Lynn Whitehouse

Eco-Friendly Rag Rugs

Monday 17 January 2022 | 9.30am - 11.30am | 4 weeks
Price: £64 – Senior Citizen: £64

Using a hook and canvas, transform old pre-used, loved garments and fabrics into rugs, wall hangings and even cushions. Are you a bit of a magpie with fabrics that need a new purpose? Join me on this new course.

Applique Sewing

Friday 21 January 2022 | 9.30am - 11.30am | 5 weeks
Price: £80 – Senior Citizen: £80

Make unique shopping bags, draught excluder or a cushion using applique and free motion stitching. Bring your own machine and fabric and you will be sewing in no time. Join me for some sociable sewing.

Make an Item of Clothing

Thursday 03 March 2022 | 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). Some sewing machines are available for class use. Suzy will share details of several patterns to follow for each item or bring your own.

Machine Sewing Beginners to Improvers

Thursday 20 January 2022 | 7pm - 9pm | 4 weeks
Price: £80 – Senior Citizen: £80

Learn to thread your machine and the different settings it offers. Master a variety of hemming and seam stitches, moving onto improving your skills by making a small zipper pouch perfect for pencil cases or make-up bags.

Patchwork and Quilting

Monday 17 January 2022 | 1pm - 3pm | 10 weeks
Price: £155 – Senior Citizen: £124

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.

DANCE

Burlesque for Beginners and Improvers

Monday 17 January 2022 | 7pm - 8pm | 10 weeks
Price: £100 – Senior Citizen: £80

Are you looking to build your confidence and feel good about yourself. Then give burlesque a try! Get some exercise, whilst donning heels, fishnets. You'll be having fun and feeling fabulous in no time, come and get your shimmy on.

Strictly Solo Dance

Monday 17 January 2022 | 6.30pm - 7.30pm | 5 weeks
Price: £45 – Senior Citizen: £45

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.

2181CR2R01

Philip Mourant Centre
Lynn Whitehouse

2181CS2A01

Philip Mourant Centre
Lynn Whitehouse

2181CS2B01

Philip Mourant Centre
Suzy Winstanley

2181CS2M01

Philip Mourant Centre
Suzy Winstanley

2181CS2P01

Philip Mourant Centre
Mary Dunford

2181DB2B01

Springfield School
Vicky Phillips

2181DS2D01

St Martins School
Ann Dove



Strictly Solo Dance

Monday 17 January 2022 | 6.30pm - 7.30pm | 5 weeks
Price: £45 – Senior Citizen: £45

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

Beginners Salsa

Monday 07 March 2022 | 6.30pm - 7.30pm | 5 weeks
Price: £45 – Senior Citizen: £45

A complete beginner salsa dance course outlining the basics of this exciting dance. You will be introduced to merengue, cross body and cuban style salsa all to the wonderful rhythms of latin music. Both couples and individuals welcome.

Improvers Salsa

Monday 7 March 2022 | 7.45pm - 8.45pm | 5 weeks
Price: £45 – Senior Citizen: £45

A class for students who are confident with the basic salsa steps and turn patterns.

A progressive yet fun class introducing more challenging routines in both cross body and cuban rueda styles. Both couples and individuals welcome.

2181DS2D02

St Martins School
Ann Dove

2181DS2S01

St Martins School
Ann Dove

2181DS2S03

St Martins School
Ann Dove

Wild Vegetables of the Ocean:

An Introduction to Foraging Seaweeds
Tuesday 01 March 2022 | 7pm - 9pm | 1 week
Price: £62 – Senior Citizen: £62

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. Course Dates: , Tuesday 1st March, 7:00pm - 9:00pm, Philip Mourant Centre, Trinity, and Saturday 5th March, 13.30pm - 16.00pm, La Rocque Harbour

Living Jersey - Journey Through Jersey

Wednesday 19 January 2022 | 10am - 12pm | 10 weeks
Price: £140 – Senior Citizen: £110

A comprehensive continuation of our Journey through Jersey exposes an Island of extraordinary people and places. Their progression and positive perseverance through centuries reveal a unique society on the world stage. The course is accompanied with illustrated notation to enjoy.

British Sign Language - Introduction

Thursday 13 January 2022 | 7pm - 9pm | 5 weeks
Price: £100 – Senior Citizen: £100

This five 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.

2181GJ2V01

Philip Mourant Centre
Trudie Hairon Trox

2181GL2J01

Philip Mourant Centre
Peter Webb

2181GX2B01

Highlands College
Christine Jones

GENERAL INTEREST**Introduction to Interior Design**

Wednesday 19 January 2022 | 6.30pm - 9pm | 10 weeks
Price: £265 – Senior Citizen: £265

An introduction to Interior decorating and lifestyleing. Learn how to make a mood board and be inspired with elements of colour and design styles. Gain confidence with colour. Practical exercises for lifestyleing, field trips and guest speakers when possible. Students will be required to purchase some materials in addition to the course costs.

An Introduction to Tea

Saturday 29 January 2022 | 2pm - 4pm | 1 week
Price: £60 – Senior Citizen: £60

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

Outdoor Wilderness Skills

Saturday 19 March 2022 | 9am - 11am | 3 weeks
Price: £145 – Senior Citizen: £145

If you like being in the countryside and are interested in foraging for wild edibles, or developing your knowledge of other outdoor skills, then join Harry and Simon as they discuss plant identification, culinary and medicinal uses, do some wild cooking over a campfire, and introduce other areas relevant to hiking and overnight camping, such as fire-making and camp-craft. This is an introductory course, and no previous experience is necessary.

Saturday Low Water Fishing

Saturday 05 March 2022 | 2.30pm - 5.30pm | 1 week
Price: £35 – Senior Citizen: £35

Exploring Jersey at low tide foraging for seafood and experiencing what Jersey has to offer. Students will meet at Faulkner fisheries, St Ouen's Bay and should wear wellington boots.

2181GA2D01

Philip Mourant Centre
Angela Venticinque

2181GA2T01

Philip Mourant Centre
Eunice Pallot

2181GA2W01

Outdoor Location
Simon May & Harry Matthews

2181GF2W01

Outdoor Location
Patrick Hogge

COOKERY**Valentine Cake Decoration**

Saturday 12 February 2022 | 9am - 3pm | 1 week
Price: £115 – Senior Citizen: £115

Students will decorate a Valentine themed 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.

Easter Cake Decoration

Saturday 19 March 2022 | 9am - 3pm | 1 week
Price: £115 – Senior Citizen: £115

Students will decorate a Easter themed 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.

Asian Food Adventure

Tuesday 01 March 2022 | 6.30pm - 9pm | 5 weeks
Price: £170 – Senior Citizen: £170

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 step-by-step instruction with easy-to-follow recipes to ensure you produce wonderfully exciting dishes for friends and family to experience. , You will need to bring your own ingredients.

2181KC2D01

Highlands College
Clair Porter & Sally Camara

2181KC2D02

Highlands College
Clair Porter & Sally Camara

2181KF2A01

Highlands College
Rose McCullagh

Curries from Around the World

Thursday 03 March 2022 | 6.30pm - 9pm | 5 weeks
Price: £170 – Senior Citizen: £170

Recent research has shown that curry could actually be good for you, easing arthritis and even protecting you from Alzheimer's. If you think of a curry meal and your taste buds light 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 Malaysia. Recipes include preparing fresh Naan Bread and Masala mixes. Celebrating the world's most loved dish and all gluten free (optional). You will need to bring your own ingredients.

Indian Party Food

Saturday 29 January 2022 | 9.30am - 2.30pm | 1 week
Price: £68 – Senior Citizen: £68

Elaborate and filling appetizers are pretty common in Indian parties since dinner is often served later than usual. You will learn some appetizers that are most enjoyed with my family and friends and are a breeze to put together. You will need to bring your own ingredients.

Vegetarian Indian Cooking

Saturday 05 February 2022 | 9.30am - 2.30pm | 1 week
Price: £68 – Senior Citizen: £68

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

Indian Cooking Punjabi Food

Saturday 12 March 2022 | 9.30am - 2.30pm | 1 week
Price: £68 – Senior Citizen: £68

A delightful course full of exciting techniques to help you enhance your skills of North Indian cooking. Dishes on this course include Chicken Tikka Kebab, Chana Saag, perfect rotis, not forgetting the traditional Punjab Lassi. You will need to bring along your own ingredients.

Indian Cooking Food of Kerala

Saturday 26 March 2022 | 9.30am - 2.30pm | 1 week
Price: £68 – Senior Citizen: £68

Kerala is known as the "Land of Spices", its cuisine offers a multitude of both vegetarian and non-vegetarian dishes which have developed over centuries and adapt diverse-cultural influences through its trade links. You will need to bring along your own ingredients.

Indian Cooking - The Spice Route

Saturday 19 February 2022 | 10am - 1.30pm | 3 weeks
Price: £123 – Senior Citizen: £123

Explore the adventurous and delicious flavours of India on this interactive cooking course where you will learn to cook some well-known dishes from across the country. This cooking course is easily adaptable to make it vegetarian-friendly. You will need to bring your own ingredients.

2181KF2A02

Highlands College
Rose McCullagh

2181KN2C01

Highlands College
Tariq Attar

2181KN2C02

Highlands College
Tariq Attar

2181KN2C03

Highlands College
Tariq Attar

2181KN2C04

Highlands College
Tariq Attar

2181KN2C05

Highlands College
Tariq Attar

LANGUAGES**French Beginners Stage 2**

Tuesday 18 January 2022 | 6.30pm - 8.30pm | 10 weeks
Price: £145 – Senior Citizen: £115

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

French Conversation - Intermediate

Wednesday 19 January 2022 | 6.30pm - 8.30pm | 10 weeks
Price: £145 – Senior Citizen: £115

This course is designed for students who have a grasp of the language. We will focus on vocabulary, grammar, pronunciation and reading in order to improve your communication skills in social situations.

Italian Beginners Stage 1

Monday 17 January 2022 | 6.45pm - 8.45pm | 10 weeks
Price: £145 – Senior Citizen: £115

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.

Italian Beginners Stage 2

Wednesday 19 January 2022 | 6.15pm - 8.15pm | 10 weeks
Price: £145 – Senior Citizen: £115

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 20 January 2022 | 6.15pm - 8.15pm | 10 weeks
Price: £145 – Senior Citizen: £115

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

Portuguese Beginners Stage 2

Wednesday 19 January 2022 | 6.30pm - 8.30pm | 10 weeks
Price: £145 – Senior Citizen: £115

This course is aimed at people who have a basic knowledge of Portuguese who wish to improve and gain confidence speaking in various everyday situations. We will cover talking about past actions; asking and answering about experiences; talking about daily routines; expressing feelings; You will learn some essential vocabulary and grammar to start speaking and writing in Portuguese.

2181LFBB01

Highlands College
Anna McDonald

2181LFVX02

Highlands College
Anna McDonald

2181LIBA02

Highlands College
Romano Pezzali

2181LIBB02

Highlands College
Romano Pezzali

2181LIXC02

Highlands College
Romano Pezzali

2181LMBB01

Highlands College
Carla Pinto



HOW TO ENROL

ONLINE



The best way to enrol is by visiting our website: www.highlands.ac.uk



'Click on the subject' you are interested in to see more details

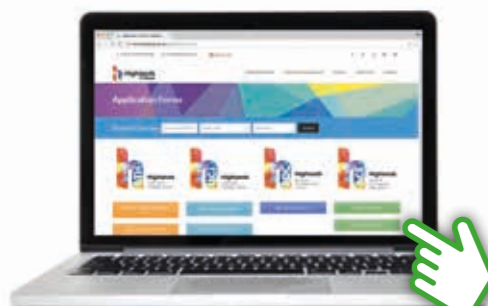


Click on course **Adult Community Education logo** to view course subjects



Once you have found the course you'd like, click the 'Enrol' 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 our Student Records Team in the Main Reception at Highlands College.

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 will 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.

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) 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:

Who will be paying the fees?

Self Employer Other
 If "Other" please state below who will be paying your course fee.

Current Employer / Other ONLY to be completed if Employer/Other paying fees

Company Name and Address:

 Parish: Post Code:
 Tel: E-mail:

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

Highlands College reserves the right to cancel or amend any course. **Please note: your place on a course is not confirmed until fees have been paid in full.**
 Methods of Payment are: CASH (in person at Highlands College), DEBIT/CREDIT Card, CHEQUES (made payable to "Treasurer of the States")

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.

Please could you tell us how your heard about this course(s)?

Comments			FOR OFFICE USE ONLY
HOD/Tutor Signature:	Payment method:	Student ID: HC	
Employer code:	Input by:	Date input:	

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 and click on Courses Adult Community Education
- 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.

PRIVACY STATEMENT

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. Please see our published retention schedules for more detail about how long we retain your information. 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@icjjersey.org.

For further information on why Highlands College collect your data and how we use applicant's 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



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Highlands College Adult & Community Education

CONTACT US TODAY

Telephone: 608655 / 608632

E: ace@highlands.ac.uk

www.highlands.ac.uk

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