

**FREE** courses for  
people who are receiving  
job seekers allowance  
and wider benefits



# Haringey Adult Learning Service Course guide

September 2014 to July 2015 • Day, evening and weekend courses

# Haringey Adult Learning Service

## Course delivery centres

Wood Green Central Library

Northumberland Park Learning Centre

St Ann's Library

Grieg City Academy

Primary Schools and Children Centres

Community Centres



# HALS Objectives

- To create a skills and employability hub for Haringey residents to access **information, advice and guidance** on learning and employment opportunities.
- To create a supportive learning environment in which people feel they are not alone

# HALS Objectives

- we offer a range of courses with flexible day, evening and weekend hours, many of which are still free for people who are in receipt of benefits



# HALS Courses

- ESOL, English and Maths
- Book keeping and Computerised Accounts/Payroll
- Computer Skills for Preparation for Work
- Counselling and Information, Advice or Guidance (L2)
- Creative Design packages
- Community learning – **Modern Languages, Art and Health and Well Being**

# HALS Other Services

Apprenticeships

Family Learning

Community engagement

Preparation for Work

Local labour market information

Volunteering

Job Search

CV Development

Interview preparation



# Enrol Now for Autumn Term HALS Courses 2015

## Looking to boost your career and gain a qualification?

Book Keeping Award/Certificate Level 1&2  
Computerised Accounts, Payroll for Business (Sage 50) Award/Certificate -  
ICT User Skills Certificate Level 1&2 (ITQ)-  
Digital Skills Award Entry 3

## Are you good with people?

Level 2 Certificate in Counselling Skills  
Level 2 Certificate in Information, Advice and Guidance  
Effective Listening and Responding Skills t- **New**

## Improve your English and Maths for work

English up to Level 2  
Maths up to Level 2

## Are you digitally creative?

Introducing Photoshop, Photoshop Projects  
Introducing Illustrator, Illustrator Projects  
Introducing InDesign and InDesign Projects  
Windows Movie Maker - **New**

## Passion for the Arts, Health and Well Being

Art Inspiration and the Model,  
Art 4 Art Therapy,  
Art History Painting and Drawing  
Life & Portrait Workshop with Gallery visit  
Pastel & Portraits Workshop - New  
Hatha Yoga ,Chi Kung ,Tai Chi and  
Vinyasa Yoga - **New**

## Step up with your computer skills

Introducing Word. a range of computer courses for beginners, Level 1 and 2 ITQ (MS Office)

## Quick one day workshops :

MS Office Skills: Word, Mailmerge & Labels, Excel Charts & Graphs, Excel formula& functions

**Many more courses:** ESOL courses, Family Learning and Apprenticeships are also available

**Advice and Early enrolments** are available on some courses.

**HALS, 2nd Floor Wood Green Library.**

**Call: 020 8489 2500/2596 or Visit:**

**[www.haringey.gov.uk/halsprograme](http://www.haringey.gov.uk/halsprograme)**

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**Haringey Council**

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HALS Brochure – Out in August

