

# Courses for Adults 2010/2011

## Starting your Course

Welcome to Stanmore College. We hope you find the following information useful. Please ensure that you:

- Carefully check the start date of your course - this information will be on your Course Information sheet.
- Check the Course Information sheet for materials/equipment you may need for your first class. If in doubt, please check with Reception
- Check where your course is being held - at the main College site (Elm Park) or at one of our off-site locations (maps are available from Reception)
- Keep your receipt / enrolment form with you at all times when attending College, you will be asked to produce this document as proof of enrolment

## Term Dates: Main College Site

**Autumn Term** Tuesday 31 August - Friday 17 December 2010

Half Term Monday 25 October - Friday 29 October 2010

**Spring Term** 4 January - Friday 8 April 2011

Half Term Monday 21 February - Friday 25 February 2011

**Summer Term** Tuesday 26 April - Tuesday 28 June 2011

Half term Monday 30 May - Friday 3 June 2011

**(Saturday opening dates TBA – please ring the college for more information)**

## Off-Site Locations

For part-time courses held at the following locations there will be no classes during school Half Term holidays:

- Aylward School Beauty Suite
- Stanmore Park Children's Centre
- Kenton Learning Centre

## Enrolment times: Main College Site

**Part Time Courses for Adults (19+)**

**Term time:**

Mon-Wed 9.30am-8.30pm,

Thu & Fri 9.30am-4.00pm, Sat 9.00am-11.00am

**Outside term time:**

Mon-Fri 9.30am-4.00pm, Sat Closed

## Opening Times: Main Site

**Reception:** Term time: Mon-Wed 8.30am-9.30pm,

Thu & Fri 8.30am-5pm, Sat 9am-11.30am

Outside term time: Mon-Fri 8.30am-5pm,

Sat Closed

**Refectory:** Mon-Fri 8am-4pm, Sat Closed

**Learning Centre:** Term time: Mon-Wed

8.30am-7.30pm, Thu & Fri 8.30am-5pm,

Sat Closed

**Student Services:** Term time:

Mon-Fri 8.30am-5pm,

Outside term time: Mon-Fri 9am-4pm

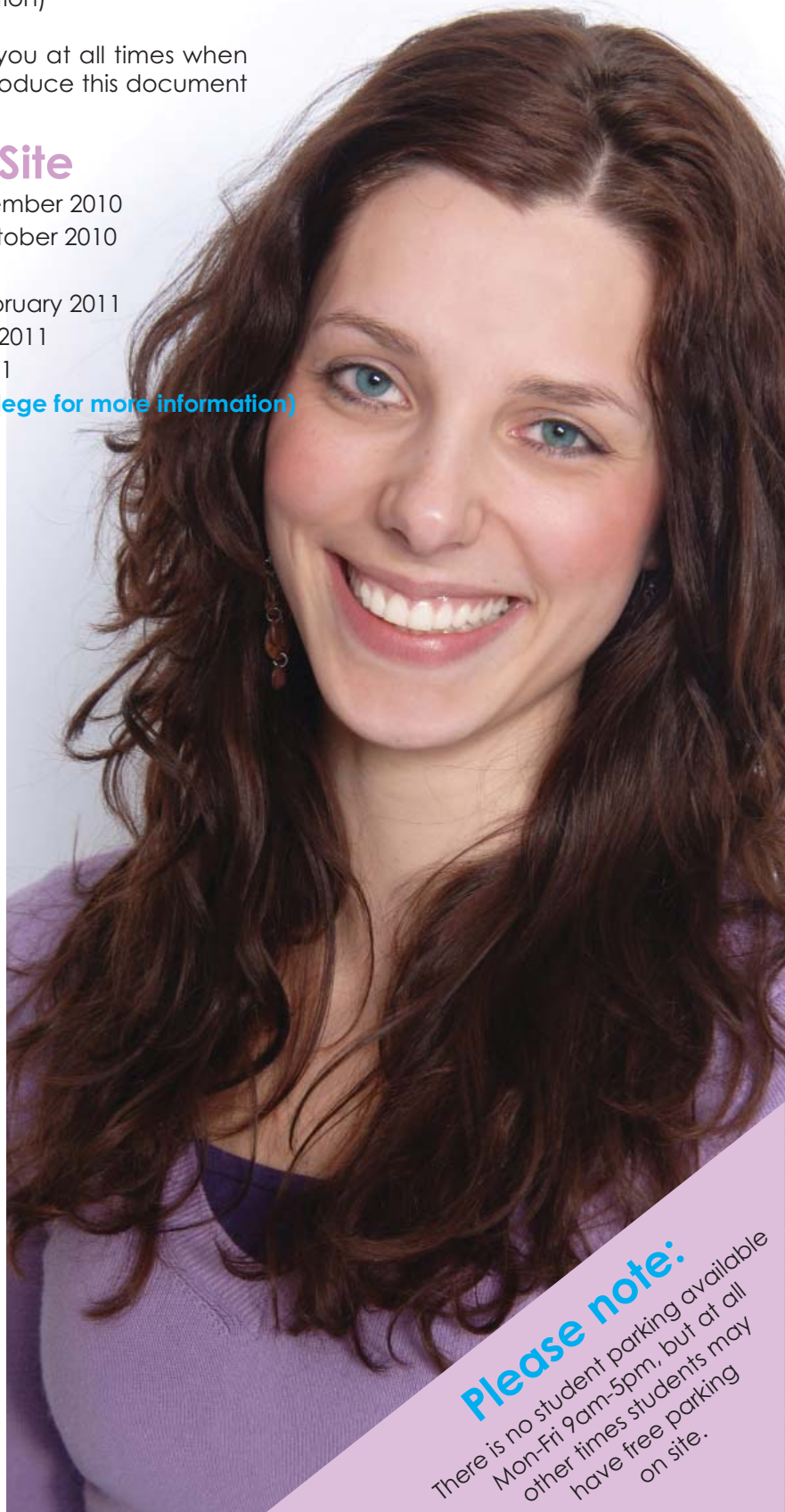
stanmore  
college

Telephone: 020 8420 7700

Email: enquiry@stanmore.ac.uk

**Please note:**

There is no student parking available Mon-Fri 9am-5pm, but at all other times students may have free parking on site.



# STUDENT SERVICES

## WITH OUR HELP YOU CAN:

- discover new options
- make informed choices
- fulfil your potential

### Courses

Find out about courses available at Stanmore and other colleges at all levels – vocational, academic and work related, such as Access, NVQ and City & Guilds.

Our experienced advisers can help you find the right course.

### Careers

In Student Services we have a well-stocked careers library with reference books for adults as well as sixth form students.

There is a comprehensive section on Higher Education with university prospectuses and compendiums of courses.

There are also FREE leaflets on many careers areas giving helpful information and useful addresses. With the help of one of our guidance staff you can also have access to and use computer aided guidance programmes.

### You will be able to:

- make an appointment of up to 45 mins to discuss your requirements with specialist guidance staff
- use computer aided programmes including a CV package
- develop an agreed Action Plan
- gather information about training, education, careers and employment

### For potential University applicants we also offer:

- a FREE specialist guidance programme on Higher Education applications.
- practice interviews for Higher Education.

### Counselling

- We offer a FREE confidential daytime counselling service to all students. Please call in to make an appointment at your convenience.

Student Services is located in Elm 12, on the ground floor of Elm block, beneath the Learning Centre.



If you know what course you want to do, phone Reception & Admissions Office for specific course information or a College prospectus.

Reception and Admissions Office: 020 8420 7700

Our services are free to all students of the College and to prospective students.

There is a limited Learner Support Fund to help students with financial problems. Some students may be eligible to apply for the Adult Learners Grant (ALG).

### OPENING TIMES

Student Services: 020 8420 7727

Term time: Mon - Fri 8.30am - 4.30pm

College holidays: Mon - Fri 9.00am - 4.00pm

Careers interviews are available by appointment only.



Telephone: 020 8420 7700

Email: [enquiry@stanmore.ac.uk](mailto:enquiry@stanmore.ac.uk)