



Combating Homelessness  
Creating Opportunities  
Promoting Change

autumn

2017

*Adult Education & Training  
Careers & Money Advice*

Low cost computers, printing facilities and free Wi-Fi

Tea, coffee and snacks

Sheltered garden & friendly café

**W**hitehawk Inn

Community centred learning  
... for life

THE WHITEHAWK INN IS A BHT PROJECT

## Enrolments

Enrolment appointments can be booked from Monday 10th July 2017. Look on the back page for more information.

Half term is from 16th–27th October 2017 and all of our courses take a break during those two weeks.

### Opening times:

Mon, Weds & Thur 9am-5pm,

Tues 9am-4pm

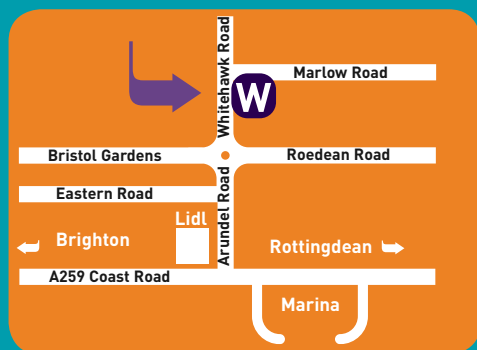
During school holidays we are open Mon-Thur 9am-1pm

## The Whitehawk Inn

Whitehawk Road

(next to bus garage)

Brighton BN2 5NS



Tel: 01273 682 222

email: [whitehawkinn@whinn.org.uk](mailto:whitehawkinn@whinn.org.uk)

[www.bht.org.uk/services/the-whitehawk-inn](http://www.bht.org.uk/services/the-whitehawk-inn)

find us on

facebook



Bus routes:

1, 7, 21, 84

# autumn 2017 at a glance

## Monday

9.30am-12.30pm

9.30am-4pm

9.30-10.30am

10:35am-12noon

1-3pm

1-3pm

\*IT Qualification L1

\*Emergency First Aid at Work L2

Fun Exercise to Music

Pilates

Art for All: Watercolour

Hidden Jobs Market

## Tuesday

9.30am-4pm

10-11.30am

10am-12noon

10am-2pm

1-3pm

\*Health & Safety L2 Award

History of Whitehawk

First Steps in IT

Gadget Surgery

Next Steps in IT

## Wednesday

9.30-11.30am

9.30am-12noon

9.30am-1pm

10am-12noon

10.30am-12.30pm

12.30-2.30pm

1-3pm

1.30-3.30pm

Collage

\*Pre-GCSE Maths L1

Walk-in Wednesdays

Entry level literacy

Interview Techniques

Seasonal Printmaking

Late Victorian Britain 1875 - 1901

CV Workshop

## Thursday

10am-12noon

10am-12noon

10am-12noon

10am-1pm

12.30-2.30pm

12.30-2.30pm

Creative Writing for All

French for Beginners

French Film Club

Synchronicity Workshop

Italian for All

Photography for Beginners

The courses marked in purple are for one session only.

If you have any suggestions for courses, please contact us by email, [whitehawkinn@whinn.org.uk](mailto:whitehawkinn@whinn.org.uk) or drop a note in our suggestion box in our café.

# Celebration Event

Come along to our annual event celebrating the past academic year. Enjoy an afternoon of free activities, food and drink and find out what we do and how you can get involved. One of the best aspects of the day is seeing writing or artwork that has been created by participants during the year. Please let us know if you would like to display anything you have made in one of our clubs or classes.

**Everyone welcome!**  
**Tuesday 1st August 1-4pm**

## FREE ACTIVITIES

### Knitting Club

Enjoy knitting or crocheting? Want to learn how? Come along to this informal group, meet new people and have fun!

**Please phone 01273 682 222 for more details.**

### Games Club

Enjoy a social gathering of new and traditional word games in the best of company.

**Please phone 01273 682 222 for more details.**

### Drama Club

Come and join the fun, sociable drama group - working on confidence, performances and transferable skills.

**Please phone 01273 682 222 for more details.**

### Book Club

Come along to this friendly and informal book group that meets on the first Monday of the month during term time (on Tuesdays when Bank Holiday Monday). Books supplied by the local library.

**Please phone 01273 682 222 for more details.**

## LGBTQ Meet-Up

Join our inclusive club! We meet once a month to chat over tea & coffee.

**Please phone 01273 682 222 for more details.**

## Table Tennis

Fancy a game of table tennis? Give us a call to check the table is set up for that day. Bats and balls are provided.

## Free University Brighton

Community-led education, open to all regardless of income, aiming to share knowledge and ideas. **Check out lectures and book online at [www.freeuniversitybrighton.org](http://www.freeuniversitybrighton.org)**

## Developing Skills

### English & Maths Assessments

Improve your confidence for life, work and study by improving your key skills. If you would like to find out what your level is for Maths and English, our Advisors can support you through an Initial Assessment from a nationally recognised educational organisation and guide you through it.

**Book a FREE assessment and find a class with our Advisors.**

### Routes Internship Programme

We offer a 12 week internship programme based here at the Whitehawk Inn for adults (18-80+) who are unemployed and not in education and hope to find an occupation. You can build your confidence, learn up-to-date skills, access free training and make progress towards work opportunities. The internships are unpaid but funding is available to cover training, travel and childcare costs.

**Ask at Reception for more details or call 01273 682 222**



## **NEW \*Pre-GCSE Maths L1**

Do you want to improve your understanding of Maths but don't feel ready for a full GCSE? This course will give you the confidence and help you gain a Level 1 qualification which prepares you for progression to GCSE Maths. You will meet with an advisor to check your level before enrolling.

**FREE to Home Students**

**Wednesdays 9.30am-12noon**

**17 weeks: 27 Sept-21 Feb**

## **NEW \*Emergency First Aid at Work L2**

This course will qualify you as an "appointed person", valuable for employment & volunteering as well as preparing you for first aid emergencies in everyday life. We'll cover a range of common situations including: CPR, burns, bleeding, anaphylaxis and stroke.

**£35 (£10 MTB/VOL) £17 EBPC**

**Mon 25 Sept 9.30am-4pm**

## **NEW \*Health & Safety L2 Award**

This qualification is an introduction to the basic principles of Health, Safety and Welfare at work. We'll cover a range of topics including: Health & Safety law; Risk Assessment; Manual Handling, Workstation Design and so much more. Suitable for all.

**£35 (£10 MTB/VOL) £17 EBPC**

**Tues 3 Oct 9.30am-4pm**

## **Volunteer Opportunities**

Look out for our volunteering opportunities here at the Whitehawk Inn. You could upskill, reskill or learn new skills in a professional, supportive and structured environment. Volunteering can open the door to new life choices and can enhance your confidence.

**Please phone 01273 682 222 or email [whitehawkinn@whinn.org.uk](mailto:whitehawkinn@whinn.org.uk) for more information.**

## **Prince's Trust Team Programme**

A **FREE** 12 week course for young people aged 16-25 - a life changing opportunity to grow your skills and confidence through team-building so you can get back into further education, employment or training.

**To apply text "team", your name and age to 07881 335 969.**

## **Creative & Art**

### **Art for All: Watercolour**

Learn a variety of traditional and contemporary techniques using the vibrant colours of watercolour paint in a supportive and positive environment. For beginners and improvers.

**£80 (£16 MTB/over 65s) £32 EBPC/VOL**

**Mondays 1-3pm**

**8 weeks: 18 Sept-20 Nov**

### **NEW Photography for Beginners**

This inspiring photography course will teach you how to understand and handle your digital camera, develop photographic skills and editing techniques. You will create a 'personal album' that includes portraits, landscapes and still-life. Prior IT experience and a digital camera with a manual setting needed.

**£75 (£10 MTB/VOL) £30 EBPC**

**Thursdays 12.30-2.30pm**

**10 weeks: 21 Sept-7 Dec**

### **NEW Collage**

Find your style of collage using a wide range of materials including different glues, papers, natural objects and other mixed media. We will look at types of collage including mosaic, 3D collage, the combining of two or more images to make a statement and building a collage with multi images and shapes.

**£65 (£14 MTB/over 65s) £30 EBPC/VOL**

**Wednesdays 9.30-11.30am**

**6 weeks: 1 Nov-6 Dec**

### **NEW Seasonal Printmaking**

Come along and try an absorbing and accessible range of printmaking techniques including monoprint, relief print and screen print. Explore colour and design to develop your creative ideas into seasonal cards, gifts or decorations to hang.

**£96 (£16 MTB) £32 EBPC/VOL/over 65s**

**Wednesdays 12.30-2.30pm**

**8 weeks: 20 Sept-22 Nov**



## NEW Creative Writing for All

Let your imagination run free as we explore different ways to write it down. This course is suitable for beginners and for those who already write.

**£60 (£12 MTB) £30 EBPC/VOL/over 65s**

**Thursdays 10am-12 noon**

**5 weeks: 2-30 Nov**

## Health & Wellbeing

### Fun Exercise to Music

A complete fitness class to music, designed to improve your flexibility, increase the range of movements in all joints and improve your health. Fun for everyone!

**£65 (£16 MTB/over 65s)**

**Mondays 9.30-10.30am**

**at Whitehawk Football Clubhouse**

**10 weeks: 18 Sept-4 Dec**

### Pilates

Improve your posture, flexibility, strength and co-ordination. This course includes a beneficial relaxation section in the final stages of each session. Suitable for all, including complete beginners.

**£65 (£16 MTB/over 65s)**

**Mondays 10.35am-12noon**

**at Whitehawk Football Clubhouse**

**10 weeks: 18 Sept-4 Dec**

## Languages

### NEW Italian for All

You will take part in a range of activities such as: interactive games, quizzes, listening exercises, pronunciation practice and role-play. Topics will include: greetings, directions, booking a hotel room, ordering food and asking for prices. You will be able to speak and interact in Italian from an early stage.

**£65 (£14 MTB/over 65s)**

**Thursdays 12.30-2.30pm**

**5 weeks: 2-30 Nov**

## NEW French for Beginners

Join this fun, friendly and practical course which is an introduction to French for beginners within a cultural context. The course aims to provide French language skills for real life situations or in preparation for holidays. Taught by a French native tutor.

**£60 (£12 MTB) £30 EBPC/VOL/over 65s**

**Thursdays 10am-12pm**

**5 weeks: 14 Sept-12 Oct**

### French Film Club

Join this fun, cultural course delivered by a French native tutor solely in French. It will be ideal for those who have studied before and would love to improve and perfect their conversation and grammar through the study of the film 'Populaire'.

**£60 (£12 MTB) £30 EBPC/VOL/over 65s**

**Thursdays 10am-12 noon**

**5 weeks: 9 Nov-7 Dec**

## General

### NEW Late Victorian Britain 1875-1901

We will focus on cultural aspects of society; considering and contrasting expansion and development. We will also reflect on wider issues surrounding debates on effects of change in society; community as a whole and women's status.

**£75 (£10 MTB/VOL) £30 EBPC**

**Wednesdays 1-3pm**

**10 weeks: 20 Sept-6 Dec**

### NEW History of Whitehawk

Come along to an illustrated workshop to explore the history of Whitehawk. You will have the opportunity to look through photos, Ordnance Survey maps, trade directories and reproduced postcards. This session is led by The Keep.

**FREE or donations welcome!**

**Tues 19 Sept 10-11.30am**



## NEW Synchronicity Workshop

We will explore the concept of synchronicity – powerfully meaningful coincidences (or recurring patterns in our lives). We will explore some examples of astonishing synchronicities (famous ones and ones shared within the group), do guided visualisations, and look at how we can become more aware of them and use them for guidance in our lives.

**£25 (£5 MTB/over 65s)**

**Thurs 5 Oct 10am-1pm**

## Information Technology

### Gadget Surgery

Having a problem with your PC? Foxed by Facebook? Trouble with your tablet? Or is your smartphone making you feel the opposite? Don't panic! Help is at hand in the form of Whitehawk Inn's very own Gadget Surgery. One of our friendly expert Gadget Doctors will help you out. Whether you have a password problem, can't find a setting, worried about viruses, want help sending pictures, or can't get the thing to switch on, just DROP-IN and see us. We will listen, investigate and either solve the problem, show you how to do it or give you the best advice we can. It's **FREE** and you don't need an appointment.

**Tuesdays 10am-2pm**

**19 Sept-5 Dec (There are no sessions during half terms and school holidays)**

### First Steps in IT

Covering basics of computers, including; using the mouse, terminology, Word, files and folders. Learn how to create documents, search the internet and use an email account.

**£10 (£5 MTB/EBPC/VOL/over 65s)**

**Tuesdays 10am-12noon**

**10 weeks: 19 Sept-5 Dec**

### Next Steps in IT

Covering computer terminology, using Word, creating a letter, as well as covering the Internet including using email attachments. Learn how to use more options as a follow-on from a beginner's course.

**£10 (£5 MTB/EBPC/VOL/over 65s)**

**Tuesdays 1-3pm**

**10 weeks: 19 Sept-5 Dec**

## \*IT Qualification Level 1

Do you wish to improve your IT skills for work? This qualification will allow you to apply knowledge, understanding and skills to a level recognised by employers. You will cover file management, Word, Excel and presentation software as well as using the internet and email.

**£187 + £40 exam fee (FREE UB)**

**Mondays 9.30am-12.30pm**

**17 weeks: 25 Sept-19 Feb**

## Information, Advice & Guidance

### What is Careers Guidance?

We believe that people can feel happy and fulfilled in what occupies them. Our Careers Advice and Guidance supports people to make informed choices about what they want to do in their lives – suited to their dreams, goals and personal circumstances. It's about realising potential through lifelong learning, volunteering, work and community participation.

Our advisors offer a person-centred, holistic, impartial and confidential service that starts with a conversation. We maintain up-to-date and accurate information; often linking people to broader support around debt and benefits, health, childcare and housing to enable them to step forward with their goals.

### Job and Career Matching

We use a variety of methods to explore values, strengths, skills and occupational preferences. These tools and resources provide an excellent starting point to generate and explore new career ideas as well as developing self-awareness.

### One-to-one Careers Advice and Guidance

Appointments with our qualified advisors last about 1 ¼ hours. We focus on the needs of the Client. This could be exploring dreams and goals, investigating career choice and training paths, finding volunteering opportunities, identifying skills and strengths or preparing CVs and applications. We can also offer interview practise.

**FREE** By appointment at Reception

## One-to-one Money Advice

One-to-one advice and guidance to help you save and manage money. We'll support you to get online to find out about banking, budgeting, using price comparison sites, switching energy suppliers and saving on prescription charges. We'll source suitable training and arrange appointments with specialist agencies for further expert advice.

**FREE** By appointment at Reception



## Walk-in-Wednesday

**FREE** information, advice and guidance with a qualified Careers Advisor offering drop-in support and computer access for:

- Job search
- Volunteering opportunities
- General careers research
- CVs and covering letters
- Training applications

**FREE** tea and coffee available.

**Drop-in on a Wednesday 9.30am-1pm**

**20 Sept-22 Nov (There are no sessions during half terms and school holidays)**

## Interview Techniques Workshop

Designed to quell pre-interview nerves and increase confidence, we'll develop a practical pre-interview checklist and share tips for predicting interview questions; discussing different types of interviews. This workshop will see you through what to expect from beginning to end of an interview.

**FREE** Wed 13 Sept 10.30am-12.30pm

## Hidden Job Market Workshop

Did you know that most jobs are not advertised? We'll explore how to plan a job search for jobs which are not advertised and explore aspects of networking and finding opportunities on the "grapevine", including how to network on social media (no experience of using social media is required)!

**FREE** Mon 25 Sept 1-3pm

## CV Workshop

Do you know what "CV" means? When was the last time you updated your CV? Have you got a CV? Do you know the difference between a skills-based CV and a chronological CV? Come and explore how to create a CV from scratch or redesign an existing one. We will also find out how to maximise your chances of getting that interview!

**FREE** Wed 11 Oct 1.30-3.30pm

## Information for Learning & Work

Our resource area is packed with all the most up-to-date printed information and computers to support your work and learning goals:

- Notice board with all the best local jobs and volunteering opportunities.
- Brochures & prospectuses for colleges and universities.
- Posters, flyers and information covering a range of services and opportunities.

If you want information about specialist advice please drop in to look at a copy of our directory or visit our downstairs resource area for a range of leaflets.



## How do I sign up?

- Enrolment appointments for all courses take place at the Whitehawk Inn.
- Book your enrolment appointment from Monday 10th July.
- Please phone 01273 682 222 to book your appointment. If you are D/deaf or hearing impaired or have difficulty accessing a phone then please email us at [whitehawkinn@whinn.org.uk](mailto:whitehawkinn@whinn.org.uk) to book your appointment.
- Please let us know about any childcare requirements or accessibility needs when you contact us.
- In order to secure your place you must pay in full (including exam fees) and/ or provide recent benefit/age/postcode or ID evidence for discounted rates when you come in for your appointment.
- Places are booked on a first-come, first-served basis.
- To reduce waiting times please let us know as soon as possible if you cannot make it.
- Courses marked with an asterisk\* are accredited nationally recognised qualifications and may require a longer enrolment appointment.

## Learner fund

Free childcare may be available to families on a means-tested benefit. We also have limited funding for travel costs and can sometimes assist with course fees. Please ask an advisor about this when you come to enrol.

## How much will it cost?

There are a range of fees based on your circumstances. We will always try to provide you with the lowest cost option, so please ask for advice. You will need to provide recent formal evidence to obtain the fee remission.

MTB – reduced fee if you receive a Means Tested Benefit, including: Income Support, ESA WRAG, Job Seekers Allowance, Universal Credit, Housing Benefit, Council Tax Benefit, or if you are a dependant of someone in receipt of one of these. (Pension Credit Guarantee and Working Tax Credit may also be eligible).

UB – Free if you are unemployed and looking for work and receiving one of the following Benefits: JSA/ESA

## WRAG/IS/HB/UC.

Home Students – Free if you are a British citizen and have been in the country for the three years preceding the course. Refugees with a refugee passport and asylum seekers who have been in the country for 6 months are eligible.

If someone has come from outside the European Union and is on a visa then they are probably not eligible but please speak to a staff member if you are unsure. Non home students would not be accepted onto the course.

Carers Card holders are eligible for the East Brighton postcode (EBPC) reduction.

VOL – subsidised for volunteers & staff from community and voluntary sector groups, either based in East Brighton or supporting local residents.

EBPC – reduced fee if you live in certain postcode areas to the east of The Level. Contact us with your postcode to check eligibility.

Over 65s – courses reduced based on age.

## Refund policy

If a course is cancelled by the provider, a full refund will be made. If you sign up for a course but fail to attend or complete the course no refund will be made. Please ask a member of staff if you have any queries.

## Office space & rooms available for hire

If you are interested in hiring any of our office spaces or rooms then please take a look at our website or contact us for a leaflet.

Our coffee bar is open to all. Stop by to swap or borrow a book, enjoy a delicious coffee or tea, sign up for low cost Internet access and relax in our sunny garden.

## Accessibility & Adaptive Equipment

The ground floor is accessible for wheelchair users. Stairlifts provide access to the lower and upper floors. We have a range of information to support people with disabilities, please tell us your needs when making any enquiries. Toilets are also fully accessible.

## Equalities statement

The Whitehawk Inn is committed to eliminating discrimination and promoting positive equal opportunities for all. We will seek to ensure fair treatment and access to our services.

