

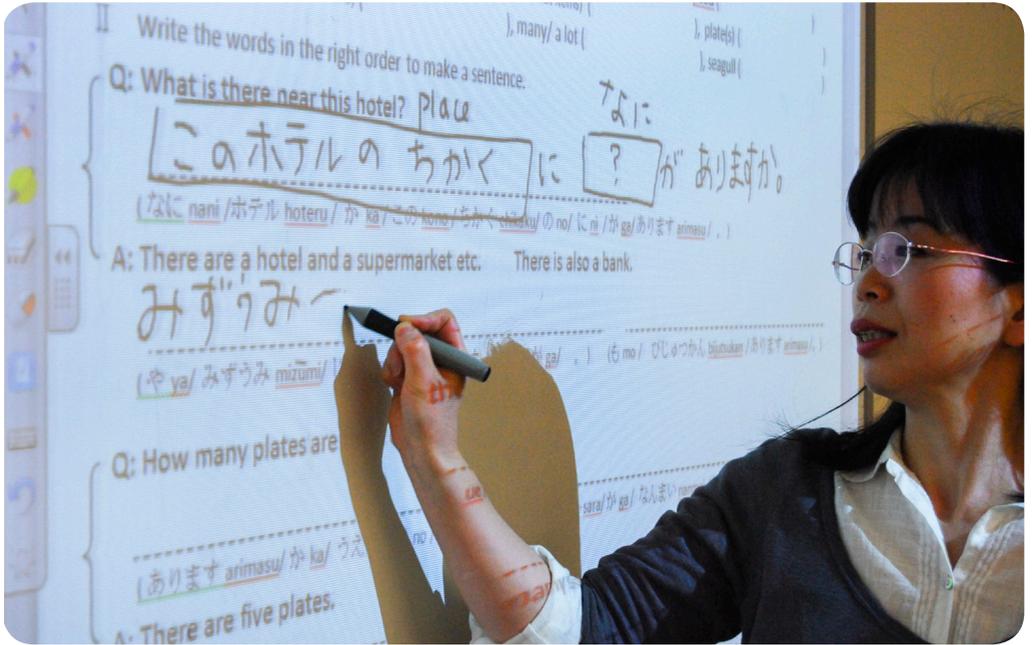


Adult Education Language Courses 2017 - 2018

BHASVIC

**Arabic • Chinese • French • German
Italian • Japanese • Polish
Portuguese • Russian • Spanish**





Our courses are classroom based, also tutors bring students into our digital language lab to do listening exercises and speaking.



Principal's Introduction

At BHASVIC our purpose is to change people's lives through learning. We aim to provide you with the opportunities you need to achieve your learning goals and ambitions.

This guide will show you the kinds of language opportunities we offer through a range of courses from beginners' courses to advanced level. BHASVIC values diversity and is committed to fair treatment for all students and staff regardless of race, disability, sexuality or belief.

Our learners come from all backgrounds and have joined for many reasons: to learn new skills, to meet people, to gain confidence; to help their children at school or simply for the enjoyment of learning. Our Adult Education provision is an important part of BHASVIC's role in the local community and we hope you make the most of the opportunities it provides. I very much hope this guide makes you want to come and see the College for yourself. Everyone is welcome!



William Baldwin – Principal

General Course Information

In line with our commitment to running language courses for the local community, we are pleased to offer a **range of 30 week adult education courses in Arabic, Chinese, French, German, Italian, Japanese, Polish, Portuguese, Russian and Spanish starting in September 2017**. For Spanish we will also run a 10 week intensive beginner course commencing at that time. **All class times are 18.30-20.00.**

Our courses are taught in a friendly and relaxed learning environment by highly qualified teachers, most of whom are native speakers and will help you learn the language you need to cope with practical situations for travel, professional, cultural, social and leisure purposes.

Our courses do not lead to any formal qualifications, so there is no pressure on you to complete assessments or take exams. Tutors will however assess you informally during class activities and through the marking of homework.

Please note that our courses are classroom based and to ensure progression it is essential for you to attend on a regular basis. It is also recommended that you spend at least 1-2 hours each week doing private study.

You will receive on-going support as **we have an online system set up which enables students who have missed a class to find out what was covered**. Included in the course fee you will have on-site access to the self-study resources in our language laboratory for the duration of your course. You will occasionally use the language laboratory as part of your lessons for listening and speaking exercises.

In addition to our main course programme starting in the autumn, we will be offering **20 week beginner courses commencing in January 2018 in French, German, Italian and Spanish**. Furthermore, **in April 2018** we will be opening **10 week Holiday Courses for holiday-makers** (beginner courses) in these languages as well. Full details will be announced on our website later on in the year.

Adult Education – Term Dates 2017-2018

Autumn 2017 starters (30-week courses)

TERM 1

Starts:	Week beginning 25 September 2017
Half term break:	Week beginning 23 October 2017
Open Evenings/ break:	Week beginning 13 November 2017
Ends:	Week beginning 11 December 2017
Christmas break:	18 December 2017 - 1 January 2018

TERM 2

Starts:	Week beginning 2 January 2018
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New 20-week beginner courses will start w/b 15 Jan 2018*

Half term break:	Week beginning 12 February 2018
Ends:	Week beginning 12 March 2018

TERM 3

Starts:	Week beginning 19 March 2018
Easter & Spring holidays:	2 - 13 April 2018

New 10-week holiday courses will start after the Easter Holidays*

Bank Holiday:	Monday 7 May 2018
Half term break:	Week beginning 28 May 2018
Ends:	Week beginning 11 June 2018
	Some courses will finish up to 2 weeks later

**check website for details*

Please note that some classes will not run on certain days due to College events (Open Evenings etc.) or staff holidays. It may also be necessary for some classes to run during the half term holidays.

Definition of Stages and Progression Opportunities

Level 1 Beginner

This course is ideal for those with no or very little understanding of the language. The main aim of this course is to give you Knowledge of some basic structures so that you are able to deal with simple everyday situations. You will learn how to give personal information, talk about family and social arrangements, directions, time and numbers, travel and transport, food and drink, shopping, plus holidays and leisure. The focus on practical communication skills will help you to 'get by' when abroad. You will be given an insight into the countries' culture relating to the language you are learning.

This course leads to Level 2.

Level 2 Elementary

This course is for those who have successfully completed our Level 1 (or equivalent with other providers), or who have studied the language a long time ago and may be a bit rusty now. At this stage you should have an understanding of basic grammar including the present tense. You will develop your confidence by expanding on Level 1 topics and then go on to be introduced to more complex structures, like the past or the future tenses. The aim of the course is to develop understanding and communication to meet your needs in simple situations requiring a direct exchange of information on familiar and routine matters. You will develop your understanding of the countries' culture relating to the language you are learning.

This course leads to Level 3.

Level 3 Pre-intermediate

This course is for those who have successfully completed our Level 2 (or equivalent with other providers). The Pre-Intermediate class aims to build on and consolidate the knowledge of basic language structures and functions allowing you to express yourself more freely in everyday situations. You should be already familiar with the present, past and future tenses, though all language structures will be consolidated. The syllabus of the course may cover the following topics: giving and understanding information about holidays, travelling, talking about situations in the past, understanding descriptions of people and places, making and understanding arrangements. The course will enable you to recount past events, interact in a social context both formally and informally, express opinions and plans and give suggestions. You will also further develop your understanding of the countries' culture relating to the language you are learning.

This course leads to Level 4.

Level 4 Intermediate

This course is for those who have successfully completed Level 3 (or equivalent with other providers). You should be confident using the present, future and past tenses as well as some more complex structures. The intermediate class aims to revise and consolidate structures learned at pre-intermediate level, to broaden vocabulary and give you extra confidence. It will enable you to communicate freely on familiar matters regularly encountered in work, family, and leisure, describe experiences, events, dreams, hopes and ambitions, and give reasons and explanations for opinions and plans. You will also learn about the countries' culture relating to the language you are learning.

This course leads to Level 5.

Level 5 Upper-intermediate

This course is designed for confident and experienced learners who have completed our Level 4 or at least four years of part-time study before joining the class. You would have already learnt all the main tenses and should be comfortable conversing in the target language but you would like to build up fluency and consolidate more advanced grammar items. The main aim of the course is to increase your confidence in expressing your opinions on a wide range of topical issues. This course will enable

you to further develop your speaking, listening and written skills in order to express yourself fluently and almost effortlessly by selecting adequate complex sentence forms to do so. The course syllabus may be constructed around the following areas: films, theatres and concerts, tourism, events and their consequences, ecology and the environment, plus health issues. You will be given an insight into the countries' culture relating to the language you are learning.

This course leads to Level 6.

Level 6 Advanced

This course is for those who have successfully completed Level 5 (or equivalent with other providers) and is designed for advanced learners who have a very good command of the language and feel confident conversing in it. The course will cover a wide range of following cultural topics which will be adapted to students' interest: literature, current affairs, art, cinema, music, history, geography and country's institutions. Original materials from various quality newspapers and magazines, video documentaries and audio sources will be incorporated into syllabus. Students will have an opportunity to do their research on topics relating to current affairs and personal interests so they can discuss them during the lessons. The emphasis of this course is on speaking and in class you will get ample opportunity to practise your conversational skills through pair-work and group exercises. Practical advice on grammar will be integrated as appropriate.

Holiday (Short beginner course for holiday-makers)

This highly communicative short course is ideal for those with no prior knowledge of the language. Emphasis will be on learning simple ways of expressing yourself to be able to 'get by' on holiday, for example booking a hotel room or ordering food in a restaurant. Grammar explanations will be kept to a minimum. This course is ideal for people who cannot commit themselves to more than one term or who just want to learn basic phrases to use on holiday.

More detailed, language-specific course outlines will be available on our website so please refer to them if you are unsure which level to choose.

Age Limit

The courses in this leaflet are aimed at adult learners (aged 19+). We will accept enrolments from people who are at least 19 years of age at the

start of the course (with the exception of BHASVIC sixth formers who can also join our evening language courses). There is no upper age limit.

Course Programme for 2017-2018

Please note that ALL CLASS TIMES are 18.30 - 20.00

30 WEEK COURSES STARTING IN SEPTEMBER 2017

Arabic

Course code	Level	Day of the week	Start date	End date	Fee
Ara/L1/Th	1 (Beginner)	Thursday	28/09/17	14/06/18	£240 (*Concession £175)
Ara/L2/W	2 (Elementary)	Wednesday	27/09/17	13/06/18	

Chinese (Mandarin)

Course code	Level	Day of the week	Start date	End date	Fee
Chin/L2/M	1 (Beginner)	Monday	25/09/17	25/06/18	£240 (*Concession £175)
Chin/L1/Tu	2 (Elementary)	Tuesday	26/09/17	12/06/18	
Chin/L3/Th	3 (Pre-intermediate)	Thursday	28/09/17	14/06/18	

French

Course code	Level	Day of the week	Start date	End date	Fee
Fr/L1/M	1 (Beginner)	Monday	25/09/17	25/06/18	£240 (*Concession £175)
Fr/L1/Th	1 (Beginner)	Thursday	28/09/17	14/06/18	
Fr/L2/W	2 (Elementary)	Wednesday	27/09/17	13/06/18	
Fr/L2/Th	2 (Elementary)	Thursday	28/09/17	14/06/18	
Fr/L3/Th	3 (Pre-intermediate)	Thursday	28/09/17	14/06/18	
Fr/L4/Tu	4 (Intermediate)	Tuesday	26/09/17	12/06/18	
Fr/L5/Th	5 (Upper - intermediate)	Thursday	28/09/17	14/06/18	
Fr/L6/Th	6 (Advanced)	Thursday	28/09/17	14/06/18	

German

Course code	Level	Day of the week	Start date	End date	Fee
Ger/L1/M	1 (Beginner)	Monday	25/09/17	25/06/18	£240 (*Concession £175)
Ger/L2/M	2 (Elementary)	Monday	25/09/17	25/06/18	
Ger/L3/W	3 (Pre-intermediate)	Wednesday	27/09/17	13/06/18	
Ger/L4/Th	4 (Intermediate)	Thursday	28/09/17	14/06/18	
Ger/L5/Tu	5 (Upper – intermediate)	Tuesday	26/09/17	12/06/18	

Italian

Course code	Level	Day of the week	Start date	End date	Fee
Ita/L1/Tu	1 (Beginner)	Tuesday	26/09/17	12/06/18	£240 (*Concession £175)
Ita/L1/M	1 (Beginner)	Monday	25/09/17	25/06/18	
Ita/L2/Tu	2 (Elementary)	Tuesday	26/09/17	12/06/18	
Ita/L2/W	2 (Elementary)	Wednesday	27/09/17	13/6/18	
Ita/L3/Tu	3 (Pre-Intermediate)	Tuesday	26/09/17	12/06/18	
Ita/L3/W	3 (Pre-intermediate)	Wednesday	27/09/17	13/06/18	
Ita/L4/W	4 (Intermediate)	Wednesday	27/09/17	13/06/18	
Ita/L5/Tu	5 (Upper-Intermediate)	Tuesday	26/09/17	12/06/18	
Ita/L6/M	6 (Advanced)	Monday	25/09/17	25/06/18	

Japanese

Course code	Level	Day of the week	Start date	End date	Fee
Jap/L1/W	1 (Beginner)	Wednesday	27/09/17	13/06/18	£240 (*Concession £175)
Jap/L2/Tu	2 (Elementary)	Tuesday	26/09/17	12/06/18	
Jap/L3/M	3 (Pre-intermediate)	Monday	25/09/17	25/06/18	

Polish

Course code	Level	Day of the week	Start date	End date	Fee
Pol/L1/ W	1 (Beginner)	Wednesday	27/09/17	13/06/18	£240 (*Concession £175)

Portuguese (Brazilian)

Course code	Level	Day of the week	Start date	End date	Fee
Por/L1/Th	1 (Beginner)	Thursday	28/09/17	14/06/18	£240 (*Concession £175)

Russian

Course code	Level	Day of the week	Start date	End date	Fee
Rus/L1/M	1 (Beginner)	Monday	25/09/17	25/06/18	£240
Rus/L2/M	1 (Beginner)	Monday	25/09/17	25/06/18	(*Concession £175)

Spanish

Course code	Level	Day of the week	Start date	End date	Fee
Sp/L1/Th	1 (Beginner)	Thursday	28/09/17	14/06/18	£240 (*Concession £175)
Sp/L1/Tu	1 (Beginner)	Tuesday	26/09/17	12/06/18	
Sp/L1/M	1 (Beginner)	Monday	25/09/17	25/06/18	
Sp/L2/M	2 (Elementary)	Monday	25/9/17	25/06/18	
Sp/L2/Th	2 (Elementary)	Thursday	28/09/17	14/06/18	
Sp/L3/Tu	3 (Pre-intermediate)	Tuesday	26/09/17	12/06/18	
Sp/L4/Tu	4 (Intermediate)	Tuesday	26/09/17	12/06/18	
Sp/L5/W	5 (Upper-intermediate)	Wednesday	27/09/17	13/06/18	
Sp/L6/Tu	6 (Advanced)	Tuesday	26/09/17	12/06/18	

* Concessions - please refer to the website or enclosed Enrolment Form for details

Enrolment Form Language Courses 2017-2018

Please write in **BLOCK CAPITALS** with a black pen and tick where necessary

Title:	First Name:	Surname:
Home address:		Daytime Tel:
		Evening Tel:
		Email:
Town/City:	Postcode:	Date of Birth: You must be at least 19 years of age unless you are a BHASVIC 6 th form student / /
Emergency Contact Name:	Relationship:	Evening Number:

Language	Course Code - please refer to the website or brochure	Enrolment date (College use only)	Evidence seen (College use only)

30 Week Course	Sept 2017 Start	Full time student in HE*		
Full fee	£240	BHASVIC employee		£175
In receipt of full benefits*	£175	BHASVIC student		
Over 65s*		*Subject to recently dated proof of status – please refer to the website		

10 Week Course	September 2017 Start			
Intensive beginner course	full fee only, no concessions			£175

20 Week Course	January 2018 Start	Full time student in HE*		
Full fee	£175	BHASVIC employee		£125
In receipt of full benefits*	£125	BHASVIC student		
Over 65s*		*Subject to recently dated proof of status – please refer to the website		

10 Week Course	April 2018 Start			
Holiday Course	full fee only, no concessions			£105

Do you have a disability, learning difficulty, problems with numeracy and literacy or any special medical circumstances?	Yes	No
<ul style="list-style-type: none"> If yes what form does it take? How would you like to let us know what you are likely to need? 		
In writing	Confidential Phone Call	
You do not have to disclose this information, however it will be helpful to the College if you let us know in advance of any support that you may need. Any information will be treated in confidence.		

Have you studied a language at BHASVIC before? Yes No

Where did you hear about our Language Courses?

Internet	Roadside banner	Prospectus from a public venue (including library)
BHASVIC	Advertisement	Word of mouth
Other - please specify		

Please continue overleaf

Ethnic Origin, please tick the appropriate box

- 31 White – English / Welsh / Scottish / Northern Irish / British
- 32 White – Irish
- 33 White – Gypsy or Irish Traveller
- 34 White – Any other White background
- 35 Mixed / Multiple Ethnic group – White and Black Caribbean
- 36 Mixed / Multiple Ethnic group – White and Black African
- 37 Mixed / Multiple Ethnic group – White and Asian
- 38 Mixed / Multiple Ethnic group – Any other mixed / multiple ethnic background
- 39 Asian / Asian British – Indian
- 40 Asian / Asian British – Pakistani
- 41 Asian / Asian British – Bangladeshi
- 42 Asian / Asian British – Chinese
- 43 Asian / Asian British – Any other Asian background
- 44 Black / African / Caribbean / Black British – African
- 45 Black / African / Caribbean / Black British – Caribbean
- 46 Black / African / Caribbean / Black British - any other Black / African / Caribbean background
- 47 Other ethnic group – Arab
- 98 Any other
- 99 Not provided

This information is sometimes needed by the Dept. for Education for monitoring purposes and will not be used by the College

Data Protection

Information you provide on this application may be passed on to the Chief Executive of the Skills Funding Agency, which is registered under the Data Protection Act 1998. This registration is primarily for the collection and analysis of statistical data but it also allows the Agency to share information with other organisations for the purpose of detecting fraud. Further information about data confidentiality is available on re-quest from the institution where you are applying.

We may ask you to help us with publicising the College to future students. This could be in printed form, on the College website, as a photograph or video image, or information on your achievements. The College will ensure decency and propriety will be maintained in any image used; no personal contact details will be given; an image will not be used beyond six years from the date of consent. If you do not agree with this

please tick this box

Declaration	I have read and understood the course conditions and wish to enrol on the above course. I agree to inform the College if my circumstances change (e.g. change of address, cease to receive benefits, etc.)		
Signature of applicant		Date	
Signature of staff member		Date	

Method of Payment – Please note we do not accept cash or AMEX cards

Cheque made payable to BHASVIC enclosed		Credit/Debit card	
Pay online with Parent Pay (see www.bhasvic.ac.uk/adulteducation)			

Name as on card	
Billing Address (if different from above)	
Card Type	
Card Number	<input type="text"/>
Valid From	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Expiry Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Issue Number	<input type="checkbox"/> (Switch only)
Security Code	<input type="text"/> <input type="text"/> <input type="text"/> (Last 3 digits on signature strip)

College to cut and shred this portion to prevent fraud

10 WEEK INTENSIVE BEGINNER COURSE STARTING IN SEPTEMBER 2017

Please note that this course will run for one term.

Language	Course code	Level	Day of the week	Start date	End date	Fee
Spanish	Sp/IntL1/M&Th	1 (Intensive beginner)	Monday and Thursday	25/09/17	14/12/17	£175 (no concessions)

20-WEEK BEGINNER COURSES STARTING IN JANUARY 2018 and 10-WEEK HOLIDAY COURSES STARTING IN APRIL 2018

Full course details and enrolment deadlines for 10 and 20 week courses will be announced on our website later on in the year.

Methods of Payment

- **Cheque** (payable to BHASVIC).
- **Credit / Debit Card**
Please note that we do not accept AMEX.
- **Parent Pay - Online** (with your credit /debit card - please check www.bhasvic.ac.uk – [Adult Education](#) for details).

Please note that we do not accept cash.

Course Fees 2017-2018

Course	Full Fee	Concession *
30 week Courses (all levels - start September 2017)	£240	£175
10 week Intensive Beginner Courses (start September 2017)	£175	No concessions
20 week Beginner Courses (start January 2018)	£175	£125
10 week Holiday Courses (start April 2018)	£105	No concessions

*We offer some concessions subject to recently dated proof of status. Please refer to the website for full details.

For most courses you will also be required to purchase a course book and it is useful to own a bilingual dictionary. Details of the course book will be given in your introductory letter or email.

How to enrol

You can enrol:

- **Online**

Please fill in the Online Enrolment Form and pay online via Parent Pay with your credit / debit card (or if you prefer, send us a cheque – payable to BHASVIC).

- **By post**

Please return the completed enrolment form by post (with either a cheque enclosed or card details filled in overleaf unless you have paid online via Parent Pay) to:

**Adult Education Department
BHASVIC
205 Dyke Road
Hove
BN3 6EG**

- **In person**

Please drop your completed application form with payment at Reception (please ring 01273 552200 to check opening times) or call 01273 859830 (voice mail available) or email: languagecentre@bhasvic.ac.uk if you would like to book an individual appointment in the Language Centre (not available after the enrolment deadline).

Further enrolment information

Please note that to be registered on a course, you need to submit your completed and signed application (and relevant documentation if you are claiming a concessionary fee) as well as make the payment for the course. You will not be booked on to a course unless all of these are completed. We will acknowledge the receipt of all enrolments and will process payments accordingly. We enrol people on a first come, first served basis so all enrolments will be processed in the order that they were submitted.

The deadline for enrolment on 30 and 10 week intensive courses starting in September 2017 is Monday 4 September 2017

We only accept enrolments after this date if places are still available. If you leave it until after this date, courses may be full or already have been cancelled.

Deadlines for 20 and 10 week courses will be announced later on our website.

Terms and Conditions

Class sizes

To enhance the quality of learning, the usual class size is between 8 and 16 students.

Courses will only run if student numbers meet a viable minimum. However, if a class number is below 8, we may open a course providing students are happy to pay an additional fee.

Cancellation of a course and refunds

If a course is cancelled by the College (e.g. due to insufficient numbers) before its start date, we will let you know and full refunds will be issued automatically.

We do not refund fees for other reasons.

If you wish to cancel your application we must receive a written notification from you at least 2 weeks before the course is due to start. Please note that 10% or minimum £10 administration charge will be deducted from your refunded payment.

We regret we are unable to refund fees once a course has been opened, nor transfer people to courses starting later on in the year or in the next academic year.

Occasionally, we may be forced to change the day of a course. If this applies to a course that you have already signed up for, we will give you a full refund if the changes do not suit you.

Please note that the College cannot be held responsible for the cancellation of classes due to external factors, e.g. extreme weather conditions.

BHASVIC cannot be held responsible for loss or damage to cars or property brought onto the premises.

Please note that to be fully registered on a course, **you need to submit your completed and signed application form as well as make the payment at enrolment.**

If you are paying a reduced fee, your application will not be accepted until we receive all the relevant documentation confirming your eligibility status.

You will receive an introductory letter or email with full course details prior to the commencement of your course.

Please note that **the course text book is not included in the course fee** and you will need to purchase it individually.

If you wish to withdraw from a course before the end date, we would appreciate it if you could confirm this in writing (letter or email).

Language Laboratory (self-access facilities)

The Laboratory is equipped with 25 individual workstations; 23 with PCs and 2 with TVs and a DVD player. The Laboratory's self-study resources include reference books, CDs and interactive videos, access to the internet, reading and listening comprehensions, satellite TV and foreign magazines. Please note that these can be used on site only.

Opening Times - Monday, Wednesday and Thursday 16.30-18.30 and Tuesday 17.30-18.30 **(term-time only)**

Frequently asked questions

Q: What do I do if I find myself on the wrong level?

A: Providing there is availability, we will be more than happy to move you up or down a level. *(Not available to students on holiday courses).*

Q: Can I join in with a class during the year?

A: If places are available, then yes!

Q: Can I pay in instalments?

A: We are sorry but the full fee must be paid before the course starts.

Q: I am really interested in one of your courses, but can't attend on the day you are advertising - should I look elsewhere?

A: Yes and we will be happy to recommend other institutions. However, it is still worth registering your interest, as occasionally we create additional courses if there is a high demand, especially with Level 1 courses.

Q: Do you have any courses starting later on in the year?

A: Yes! We offer 20 week beginner courses that commence in January as well as 10 week holiday courses starting in April.

Q: Will I need to put much work in outside of the lessons?

A: Even though our courses do not lead to a qualification, it is impossible to retain what you have learnt in class without doing some homework and revision throughout the course. We recommend about 20 minutes per day of exposure to the language, i.e. doing homework, listening to the radio, songs, watching a video or reading an article in a newspaper or magazine.

Access and Directions

Buses

BHASVIC has great public transport links and is served by the following buses: 7, 14, 14C, 18, 21E, 27, 27C, 56, 59, 77, 91
Brighton train station is also within walking distance.

By Car

Most evenings there is **free parking** on site at the College's car park on Old Shoreham Road (first come, first served).

Disabled parking is available in the visitor's car park.

There are some parking spaces available on roads adjoining the College (pay at a roadside meter).

Please note that during the College's Open Evenings and Parents' Evenings there will be no parking available.

What our students think about language courses at BHASVIC

"The tutor is enthusiastic, friendly and helpful and obviously enjoys teaching. She gives us clear and useful activities that push us out of our comfort zones but stay within our abilities. I've never felt lost, bored or frustrated in any of her lessons "



"The variety of teaching resources: video, audio, interesting handouts and language laboratory all contribute to the lessons"

"Not having been in a class for 40 years I am surprised at how much I enjoy it!"

"The tutor is very skilful at teaching a class where the abilities of the students are mixed"



"The quality of the teaching is superb - the lessons are well planned, the teacher manages to involve everybody, pack as much as possible into the 90 minute session, and inject plenty of humour"

BHASVIC - 205 Dyke Road - Hove - BN3 6EG

Tel: 01273 859830

email: language.centre@bhasvic.ac.uk

www.bhasvic.ac.uk

www.facebook.com/bhasvic.language.courses

