

BHASVIC

Adult Evening Language Courses 2020 – 2021

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





Our communicative language courses are taught in a friendly, relaxed learning environment by highly qualified teachers, most of whom are native speakers.



Principal's Introduction

At BHASVIC our vision is to be a contemporary, creative, learning community. This means extending our doors beyond our daytime provision to help provide those in our wider community with opportunities to learn.

This guide will show you the kinds of language courses we offer through a range of abilities from beginners' courses to advanced level. Learners on these courses 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 our role in the local community and we hope this guide makes you want to come and see the College for yourself and sign up to one of our very successful courses.

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 evening courses in Arabic, Chinese, French, German, Italian, Japanese, Polish, Portuguese, Russian, Spanish and Swedish starting in October 2020**. For Spanish we will also run a 10-week intensive beginners course commencing at that time. **All class times for 30 week courses are 18.30-20.00.**

Our communicative language 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.

These 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 attendance based and to ensure progression it is essential for you to participate in lessons on a regular basis. It is also recommended that you spend at least 1-2 hours each week doing private study.

You will receive ongoing support as **we have an online system set up (BHASVLE - the College Moodle platform)** and after each class your tutor will upload relevant lesson materials which will be available by the end of the week. This will enable students to have continuous access to the resources for the duration of the course and **those who have missed a class will also be able to find out what was covered and catch up for next week.**

In addition to our main course programme starting in the autumn, we will be offering **20-week beginner courses commencing in January 2021 in French, German, Italian and Spanish.** Furthermore, **in April 2021** we will be opening **10-week Holiday Courses** (beginner courses for holidaymakers) in these languages as well. Full details will be announced on our website later on in the year.

Adult Education – Term Dates 2020-2021

Autumn 2020 starters (30-week courses – term dates and school holidays)

TERM 1

Starts:	Week beginning 5 October 2020
Half term break:	Week beginning 26 October 2020
Open Evenings break:	Week beginning 9 November 2020 (no evening classes all week except Monday courses)
Ends:	Week beginning 14 December 2020
Christmas break:	21 December 2020 - 3 January 2021

TERM 2

Starts:	Week beginning 4 January 2021
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New 20-week beginner courses will start w/b 18 Jan 2021*

Half term break:	Week beginning 15 February 2021
Ends:	Week beginning 29 March 2021
Easter & Spring Holidays:	2 – 18 April 2021

TERM 3

Starts:	Week beginning 19 April 2021
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New 10-week holiday courses will start after the Easter Holidays*

Bank Holiday:	3 May 2021
Half term break:	Week beginning 31 May 2021
Ends:	Week beginning 21 June 2021 Some courses will finish up to one week later

**check the 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

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.

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 already be familiar with the present, past and future tenses, although 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 studied all the main tenses and should be comfortable conversing in the target language but you would like to build up fluency and consolidate more complex 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 also enable you to further develop your speaking, listening and written skills. The course syllabus may be structured around the following areas: lifestyles, entertainment, education, tourism, culture and traditions, stereotypes, past events and biographies. The cultural element is a crucial component of the course.

This course leads to Level 6.

Level 6 Advanced

This course is designed for advanced learners who have successfully completed our Level 5 (or have done at least five years of part-time study before joining the class) and feel confident discussing a broad range of topics in the target language. You would have already learnt all the tenses and advanced grammar structures so you should be able to apply them into context but further grammar clarification will also be provided. The main aim of the course is to boost your confidence in speaking and help you 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: film, music, tourism and travel, history, events and their consequences, the environment, and health. 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. You will be given an insight into the countries' culture relating to the language you are learning.

This course leads to Level 7.

Level 7 Advanced Language and Culture Conversation Club (NEW)

This course is for fluent speakers who have successfully completed Level 6 (or equivalent number of years of part-time study with other providers). It is aimed at advanced learners who have a very good command of the language and feel confident conversing in various contexts and situations as well as using different forms of discourse. The course will cover a wide range of cultural topics which will be adapted to students' interests, such as art, literature, politics and current affairs, cinema, music, history, geography and country's institutions. You will be able to explore the language and culture of relevant countries by studying authentic materials taken from quality newspapers and magazines, video documentaries and audio sources. Students will have an opportunity to do their own research on topics relating to current affairs and personal interests so they can present and discuss them during the lessons. Practical advice on grammar will be integrated as appropriate.

More detailed, language-specific course outlines are available on our website so please refer to them for further guidance 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 2020-2021

Please note that ALL CLASS TIMES are 18.30 - 20.00

30 WEEK COURSES STARTING IN OCTOBER 2020

Arabic (Modern Standard)

Course code	Level	Day of the week	Start date	End date	Fee
Ara/L1/Tu	1 (Beginner)	Tuesday	06/10/20	22/06/21	£280 (*Concession £230)
Ara/L2/Tu	2 (Elementary)	Tuesday	06/10/20	22/06/21	
Ara/L3/Th	3 (Pre-Intermediate)	Thursday	08/10/20	24/06/21	
Ara/L4/Th	4 (Intermediate)	Thursday	08/10/20	24/06/21	

Chinese (Mandarin)

Course code	Level	Day of the week	Start date	End date	Fee
Chin/L1/W	1 (Beginner)	Wednesday	07/10/20	23/06/21	£280 (*Concession £230)
Chin/L2/Tu	2 (Elementary)	Tuesday	06/10/20	22/06/21	
Chin/L3/Tu	3 (Pre-Intermediate)	Tuesday	06/10/20	22/06/21	

French

Course code	Level	Day of the week	Start date	End date	Fee
Fr/L1/M	1 (Beginner)	Monday	05/10/20	21/06/21	£280 (*Concession £230)
Fr/L1/W	1 (Beginner)	Wednesday	07/10/20	23/06/21	
Fr/L2/M	2 (Elementary)	Monday	05/10/20	21/06/21	
Fr/L2/W	2 (Elementary)	Wednesday	07/10/20	23/06/21	
Fr/L3/Tu	3 (Pre-Intermediate)	Tuesday	06/10/20	22/06/21	
Fr/L4/Th	4 (Intermediate)	Thursday	08/10/20	24/06/21	
Fr/L5/Th	5 (Upper - Intermediate)	Thursday	08/10/20	24/06/21	
Fr/L6/W	6 (Advanced)	Wednesday	07/10/20	23/06/21	
Fr/L7/W	7 (Advanced Language and Culture Conversation Club)	Wednesday	07/10/20	23/06/21	

German

Course code	Level	Day of the week	Start date	End date	Fee
Ger/L1/Th	1 (Beginner)	Thursday	08/10/20	24/06/21	£280 (*Concession £230)
Ger/L2/Th	2 (Elementary)	Thursday	08/10/20	24/06/21	
Ger/L3/W	3 (Pre-Intermediate)	Wednesday	07/10/20	23/06/21	
Ger/L4/Tu	4 (Intermediate)	Tuesday	06/10/20	22/06/21	
Ger/L5/M	5 (Upper – Intermediate)	Monday	05/10/20	21/06/21	
Ger/L6/Tu	6 (Advanced)	Tuesday	06/10/20	22/06/21	
Ger/L7/Tu	7 (Advanced Language and Culture Conversation Club)	Tuesday	6/10/20	22/06/21	

Italian

Course code	Level	Day of the week	Start date	End date	Fee
Ita/L1/Tu	1 (Beginner)	Tuesday	06/10/20	22/06/21	£280 (*Concession £230)
Ita/L2/M	2 (Elementary)	Monday	05/10/20	21/06/21	
Ita/L2/W	2 (Elementary)	Wednesday	07/10/20	23/06/21	
Ita/L3/M	3 (Pre-Intermediate)	Monday	05/10/20	21/06/21	
Ita/L4/W	4 (Intermediate)	Wednesday	07/10/20	23/06/21	
Ita/L5/W	5 (Upper-Intermediate)	Wednesday	07/10/20	23/06/21	
Ita/L6/W	6 (Advanced)	Wednesday	07/10/20	23/06/21	
Ita/L7/Tu	7 (Advanced Language and Culture Conversation Club)	Tuesday	06/10/20	22/06/21	

Japanese

Course code	Level	Day of the week	Start date	End date	Fee
Jap/L1/Tu	1 (Beginner)	Tuesday	06/10/20	22/06/21	£280 (*Concession £230)
Jap/L2/W	2 (Elementary)	Wednesday	07/10/20	23/06/21	

Jap/L3/Th	3 (Pre-Intermediate)	Thursday	08/10/20	24/06/21	
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Polish

Course code	Level	Day of the week	Start date	End date	Fee
Pol/L1/M	1 (Beginner)	Monday	05/10/20	21/06/21	£280 (*Concession £230)

Portuguese (European)

Course code	Level	Day of the week	Start date	End date	Fee
Por/L1/Tu	1 (Beginner)	Tuesday	06/10/20	22/06/21	£280 (*Concession £230)
Por/L2/Tu	2 (Elementary)	Tuesday	06/10/20	22/06/21	

Russian

Course code	Level	Day of the week	Start date	End date	Fee
Rus/L1/Th	1 (Beginner)	Thursday	08/10/20	24/06/21	£280 (*Concession £230)
Rus/L2/Tu	2 (Elementary)	Tuesday	06/10/20	22/06/21	
Rus/L3/Th	3 (Pre-Intermediate)	Thursday	08/10/20	24/06/21	

Spanish

Course code	Level	Day of the week	Start date	End date	Fee
Sp/L1/M	1 (Beginner)	Monday	05/10/20	21/06/21	£280 (*Concession £230)
Sp/L1/W	1 (Beginner)	Wednesday	07/10/20	23/06/21	
Sp/L1/Th	1 (Beginner)	Thursday	08/10/20	24/06/21	
Sp/L2/M	2 (Elementary)	Monday	05/10/20	21/06/21	
Sp/L2/Th	2 (Elementary)	Thursday	08/10/20	24/06/21	
Sp/L3/M	3 (Pre-Intermediate)	Monday	05/10/20	21/06/21	
Sp/L4/Tu	4 (Intermediate)	Tuesday	06/10/20	22/06/21	
Sp/L5/Th	5 (Upper-Intermediate)	Thursday	08/10/20	24/06/21	
Sp/L6/W	6 (Advanced)	Wednesday	07/10/20	23/06/21	
Sp/L7/Th	7	Thursday	08/10/20	24/06/21	

	(Advanced Language and Culture Conversation Club)				
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Swedish

Course code	Level	Day of the week	Start date	End date	Fee
Swe/L1/Tu	1 (Beginner)	Tuesday	06/10/20	22/06/21	£280 (*Concession £230)
Swe/L2/Th	2 (Elementary)	Thursday	08/10/20	24/06/21	
Swe/L3/W	3 (Pre-Intermediate)	Wednesday	07/10/20	23/06/21	

10 WEEK INTENSIVE BEGINNER COURSE STARTING IN OCTOBER 2020

Please note that this course will run for one term only.

The class times are 18.30-20.00.

Language	Course code	Level	Day of the week	Start date	End date	Fee
Spanish	Sp/IntL1/M&Th	1 (Intensive Beginner)	Monday and Thursday	01/10/20	17/12/20	£200 (no concessions)

20-WEEK BEGINNER COURSES STARTING IN JANUARY 2021 and 10-WEEK HOLIDAY COURSES STARTING IN APRIL 2021

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

Course Fees 2020-2021

Course	Full Fee	Concession*
30-week Courses (all levels - start October 2020)	£280	£230
10-week Intensive Beginner Courses (start October 2020)	£200	No concessions
20-week Beginner Courses (start January 2021) <small>*Please note that the lessons on these courses are two-hour long.</small>	£280	£230
10-week Holiday Courses (start April 2021)	£110	No concessions

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

Enrolment information

You can **enrol online** - please fill in the **Online Enrolment Form** on our website www.bhasvic.ac.uk/courses/adult-education and **pay online via Parent Pay** with your credit / debit card.

Please contact us if you have problems enrolling or paying online.

The deadline for enrolment on 10 and 30 week courses starting in October is Friday 4 September 2020

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 and Privacy Notice

Privacy Notice for Adult Evening Language Students is available on our website in the section named as above www.bhasvic.ac.uk/courses/adult-education .

Class sizes and lessons

To enhance the quality of learning, the maximum class size is 16 students. Courses will only run if student numbers meet a viable minimum. We may sometimes open a class with a lower number providing all applicants are happy to top up their enrolment fees to cover the costs of the course delivery.

The language lessons are held on the College campus*. Once the enrolment has been closed and courses confirmed, you will receive an introductory letter / email with full course details, including the textbook, classroom location, term dates, class times and the tutor's name. This information will be sent out prior to the start date, usually a week before a course is due to commence. Please note that the term dates are subject to change and some classes may occasionally run during half terms or school holidays. If your tutor is unable to deliver a lesson as scheduled due to an absence, we will endeavour to contact you in advance by email and will re-arrange the session to a different date.

***Please refer to the Covid-19 Annotation below.**

Course registration and fees

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 and space booked until we receive all the relevant documentation confirming your eligibility status and it is your responsibility to provide these in a timely manner. Please refer to our website to check your eligibility and what supporting documents are required.

We operate on a first come, first served basis and all enrolments will be processed in the order that they were received.

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

We normally do not offer payment in instalments but we would like to support our learners during the difficult times of the Covid-19 pandemic. If your course costs over £200, you will be able to pay in two instalments – the first payment will be due when submitting an application, followed by another payment by the enrolment deadline. Failure to complete the payment on time may result in your space being cancelled and a 20% administration fee will be charged. Please contact the Language Centre language.centre@bhasvic.ac.uk if you would like to pay in two instalments.

Course cancellation and refunds

If a course is cancelled by the College (e.g. due to insufficient numbers or if we are unable to provide a tutor) before its start date, we will notify you as soon as possible and a full refund will be issued to you.

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

In the rare event of a course being cancelled after the start date (e.g. if we are unable to provide a replacement tutor), a pro-rata of the fees paid will be issued to you.

Please note that we do not refund fees for any other reasons (e.g. when your personal circumstances change).

If you wish to cancel your application, please notify the Language Centre as soon as possible. We must receive a written notification from you at least 2 weeks before the course is due to start in order to give you a refund. Please note that a 20% administration charge (up to a maximum of £50) will be deducted from your refunded payment if your course costs over £200 or 10% for courses costing over £100.

We regret we are unable to refund fees once a course has been opened, nor transfer credit to any future courses.

Please note that we cannot be held responsible for the cancellation of classes as a result of College closure due to circumstances beyond our control, e.g. extreme weather conditions, outbreak of a disease.

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

All courses are attended at your own risk. Please seek medical advice from your doctor if you are uncertain that the course provision we offer is suitable for you as we will be unable to give you a refund unless you have cancelled your application with a two weeks' notice prior to the start date as stated above.

Withdrawal from a course

If you wish to withdraw from a course before the end date, we would appreciate if you could confirm this in writing (letter or email). We regret we are unable to offer any refunds should your circumstances change and you are unable to attend any further lessons.

Covid-19 Annotation to the Terms and Conditions

At the time of preparing this course offer (June 2020) the College remains closed to adult learners and staff due to the Covid-19 pandemic. We are hoping to resume classes on site in the autumn term but we will always prioritise the health and safety of our staff, students and families and this will determine any future direction for us. Should we be unable to offer lessons in a classroom setting at BHASVIC due to health and safety concerns for our staff and students (e.g. social distancing guidelines, tutors' individual circumstances), the lessons will take place online via Zoom (or a similar platform).

It is normally advisable that all prospective learners have access to the Internet and a computer (a laptop or other similar device with a camera and a microphone) to benefit from the course fully in any circumstances, but we would like to point out that you would need to be prepared to have these in place at home in case lessons will be delivered remotely. We regret we are unable to provide technology or physical resources to our students.

By joining online lessons, you agree to share your image with your classmates and the tutor during the lesson. If you do not wish to participate with the camera on, you will be able to access the class using the audio. Please note that online lessons will be solely for the class members and you must not share the access details with other people. We would also like to stress that using inappropriate language, recording or taking photos of lessons by learners is not permitted. Tutors, however, may need to record lessons in order to share the lesson content on BHASVLE or for

safeguarding or staff development purposes and will notify you of that at the start of the session.

It may occasionally happen that tutors may not be able to deliver the lesson due to technical problems, which are not dependent on us (e.g. Internet outage) but tutors will continue to support their learners via extended resources on BHASVLE and will offer feedback on set work to make up for the class time.

By submitting your application, you will be agreeing that you have read and understood these Terms and Conditions (including the above Covid-19 Annotation) so please consider this and your individual circumstances when applying for our courses.

How to find BHASVIC

BHASVIC is conveniently situated on Dyke Road in Hove with easy access from the A27 Bypass. We have great public transport links and are accessible by the following buses: 7, 14, 14C, 18, 21E, 27, 27C, 56, 59, 77, 91. Brighton train station is also within walking distance.

The evening language classes take place in the Copper Building and the College House.

Most evenings there is **free parking** on site at the College's car park on Old Shoreham Road (first come, first served).⁷

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

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

Frequently asked questions

Q: Will the classes be held on site or delivered online?

A: We will aim to offer our language courses on site but if it is not possible, the lessons will be held online. Please refer to the Covid-19 Information for Prospective Students on our website (Adult Evening Courses section) as well as the Covid-19 Annotation to our Terms and Conditions for further details. Please be assured that our tutors are familiar with both models of teaching and will be able to support you on your learning journey at BHASVIC.

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! You will pay a pro-rata fee.

Q: Can I pay in instalments?

A: If your course costs over £200, you can pay in two instalments – the first payment will be due when submitting an application, followed by another payment by the enrolment deadline.

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 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.

Q: I may not be able to attend all lessons. Will I be able to catch up?

A: We appreciate that some adult learners may occasionally have to miss lessons and it is not a problem. You will receive ongoing support as we have an online system set up (BHASVLE - the College Moodle platform) and after each class your tutor will upload relevant lesson materials so you will be able to find out what was covered and catch up for next week.

Notes

[illegible]

Notes

[illegible]

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 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

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email: language.centre@bhasvic.ac.uk

www.bhasvic.ac.uk

www.facebook.com/bhasvic.language.courses

