

**City Lit**

**The centre for adult learning**

## **Courses for Adults 2010/11**

Start your experience here with over 3,700 part-time courses for adults in central London

Available evenings, daytimes and weekends

Enrol online [www.citylit.ac.uk](http://www.citylit.ac.uk)

Or call 020 7831 7831

“I came away from each class feeling elated, happy and enthusiastic!

French rusty GCSE

One of the best things I have ever done

Clarinet Level 1

My course gives me a burst of energy to start the week.  
I always look forward to it

Total body tone

Teaching was thorough and at a personal level. It was fun and very instructive!

Basketry”

“I’m always fascinated to hear the many different reasons people choose courses here at City Lit. This year we offer an even more inspiring range than ever – so whether you’re looking for fresh inspiration, a new challenge to or develop your skills, I hope you find a course to meet your needs. I’m sure you will enjoy becoming part of the ‘City Lit’ experience!”

**Peter Davies CB, CBE, Principal**

## **City Lit – London’s favourite adult education centre**

### **Why do more than 25,000 people each year choose a part-time course at City Lit?**

#### Choice

With more than 3,700 courses on offer each year, there is something for everyone

#### Quality

Courses are run by professional and experienced tutors, many of whom are experts in their field

#### Experience

City Lit has been providing award-winning courses for adults since 1919

#### Flexibility

Courses are held seven days a week, during the day evenings and weekends

## Convenience

Located in Covent Garden, City Lit is easy to get to by public transport

## **Follow us online**

Join us for discussion, events, discounts and new course information.

[Twitter.com/citylit](https://twitter.com/citylit)

[Facebook.com/citylit](https://facebook.com/citylit)

## **Students with visual impairments**

If you would like information in Braille, large print or on audio tape, please contact the Access to Learning team on 020 7492 2506

## **Department Contact Details**

### Access to higher education

Telephone hours: Mon-Fri 10.00 to 18.00

020 7492 2610 – [freshhorizons@citylit.ac.uk](mailto:freshhorizons@citylit.ac.uk)

Access to HE courses marked with a star (\*) require a personal interview before you can enrol. Please phone or drop-in to make an appointment

### Business Training

Telephone hours: Mon-Fri 10.00 – 16.00

020 7492 2676 – [business@citylit.ac.uk](mailto:business@citylit.ac.uk)

All the great courses we offer at City Lit, we can also run in your workplace.

[www.citylit.ac.uk/business](http://www.citylit.ac.uk/business)

### Careers in care work & support

Telephone hours: Mon-Fri 10.00 – 16.00

020 7492 2523 – [community.outreached@citylit.ac.uk](mailto:community.outreached@citylit.ac.uk)

## Computing

Telephone hours: Mon-Fri 10.00 – 16.00

020 7492 2515 – [computing@citylit.ac.uk](mailto:computing@citylit.ac.uk)

Term-time and non-term: Tue 17.30 – 18.30 & Wed  
12.30 – 13.30

## Deaf Education

Telephone hours: Mon-Fri 0900 – 17.00

Deaf and disabled support

Telephone hours: Mon-Fri 10.00 – 17.30

020 7492 2725 (voice) – [deafdu@citylit.ac.uk](mailto:deafdu@citylit.ac.uk)

Minicom 020 7492 2746/7 Fax: 020 7492 2745

Drop-in advice: Term-time only Wed 14.00-15.00

Voice: 020 7492 2722 Email: [dds@citylit.ac.uk](mailto:dds@citylit.ac.uk)

Minicome: 020 7492 2746/7 Fax: 020 7492 2743

NB for English, maths and computing courses for Deaf  
people contact 020 7492 2726 (voice)

[deafskills@citylit.ca.uk](mailto:deafskills@citylit.ca.uk)

Drama, dance & speech

Telephone hours: Term-time Mon-Fri 0900-19.00

Non-term: Mon-Fri 12.00-18.00

020 7492 2542 – [drama@citylit.ac.uk](mailto:drama@citylit.ac.uk)

Drop-in advice: Term-time: Mon & Wed 12.30-13.30 &  
17.30-18.30 and Thur 17.30-18.30

Non-term: Tue 12.30-13.30 & Wed 17.30-18.30

English, maths & ESOL

Telephone hours: Mon-Fri 09.30-17.00

020 7492 2511 – [skills@citylit.ac.uk](mailto:skills@citylit.ac.uk)

Health & Movement Studies

Telephone hours: Mon—Fri 10.00-18.00

020 7492 2622 – [health@citylit.ac.uk](mailto:health@citylit.ac.uk)

Drop-in advice: Term-time: Tue & Thur 12.30-13.30 &  
17.30-18.30

Non-term: Tue 17.30-18.30 & Wed 12.30-13.30

---

## Humanities

Telephone hours: Mon-Fri 10.00-17.30

020 7492 2652 – [humanities@citylit.ac.uk](mailto:humanities@citylit.ac.uk)

Drop-in advice: Term-time Mon & Thur 12.30-13.30 &  
17.30-18.30

Non-term Mon 17.30-18.30 & Thur 12.30-13.30

## Languages

Telephone hours: Mon-Fri 10.00-18.00

020 7492 2644 – [languages@citylit.ac.uk](mailto:languages@citylit.ac.uk)

Drop-in advice: Term-time Tue & Thur 12.30-13.30 &  
17.30-18.30

Non-term: Tue 17.30-18.30 & Thur 12.30-13.30

## Music

Telephone hours: Mon-Fri 10.30 -18.30

020 7492 2630 – [music@citylit.ac.uk](mailto:music@citylit.ac.uk)

Progress: courses for people with learning difficulties

Telephone hours: Mon-Fri 09.00-16.00

020 7492 2586 – [progress@citylit.ac.uk](mailto:progress@citylit.ac.uk)

Psychology, counselling & personal development

Telephone hours:

Term-time: Mon-Fri 12.30-13.30

Non-term: Tue, Fri 12.30-13.30

020 7492 2530 – [counselling@citylit.ac.uk](mailto:counselling@citylit.ac.uk)

Drop-in advice: Wed 12.30-13.30 (term time only)

Speech therapy

Telephone hours: Mon-Fri 09.00-17.00

020 7492 2578/2579 – [speechtherapy@citylit.ac.uk](mailto:speechtherapy@citylit.ac.uk)

Drop-in advice: Contact by phone, email or letter to arrange an appointment

## Teacher & Management Training

Telephone hours: Tue 17.00-18.00 Wed, Thu 11.30-12.30

020 7492 2537 – [training@cityolit.ac.uk](mailto:training@cityolit.ac.uk)

Please call for information and advice. All courses require you to complete an application form and usually attend an interview.

## Visual arts (including photography)

Telephone hours: Mon-Fri 09.00-12.00 & 15.00-18.00

020 7492 2700/2703 – [visualarts@cityolit.ac.uk](mailto:visualarts@cityolit.ac.uk)

Drop-in advice: Term-time please phone for advice

Non-term: Tue 17.30-18.30 & Wed 12.30-13.30

## **Who to Contact**

To help you get the information you need in the quickest way, please use the colour coded chart featured in the Course Guide .

If you require Minicom for any of the services below, please call 020 7492 2746

## **What do you want to do?**

*I want to book a non-starred course (eg. AB123)*

Enrol online, call or visit us or post an enrolment form

Go to 1 –Enrolments

Go to 2 – Website

*I want to book a starred course (eg AB123)*

You will need to arrange an interview or advice session before you can enrol

Go to department contacts.

*I want detailed course information*

For a detailed description to help you choose the right course, including materials you might need to buy call 020 7492 2600 or

Visit 1- Enrolments

Visit 2 – Webiste

Visit 3 – Department enquiry desk

Visit 4 – Information and advice shop

*I still need to know more about my course*

For specific queries not covered in the detailed course outlines or about interviews and auditions for specific courses:

Go to department contacts.

*I want education guidance to explore my options*

For guidance on courses at City Lit and elsewhere:

Go to 4 – Information and advice

*I want to know about financial or childcare support*

Go to 4 – Information and advice

*I have a disability and want to discuss support*

Go to 5 – Learning support

*I am dyslexic and want to discuss support*

Go to 5 – Learning support

*I need support with English or maths on my course*

Go to 5 – Learning support

*I want to know more about the library (supported learning centre)*

Go to 8 – Library (supported learning centre)

*I want information about getting a refund*

Go to 2 –Website

*I want to give you some feedback*

We welcome your comments, whether a compliment or a complaint

Go to 2 – Website

## Contact Details

1. Enrolments - 020 7831 7831

Visit us: Term-Time Mon-Fri 11.00-19.00

Sat: 10.00-14.00

Non-term time: Mon-Fri 12.00-17.00

Telephone: Mon-Fri: 09.00-19.00 Sat: 10.00-16.00

2. Website – [www.citylit.ca.uk](http://www.citylit.ca.uk)

You can enrol online if you:

Are paying full fees in one upfront payment (concessionary and senior fee payers, SEE THE How to Enrol section on page 7)

Have been ordinarily resident in the UK or the European Economic Area for the past 3 years

Are not enrolling on a course that requires an interview (starred course)

Are aged over 19 or over on 31 August 2010. If one or more of the above does not apply to you, please contact Enrolments

Course outlines: Enter your course code on our website to find detailed information about your course.

3. Department Enquiry Desk – Visit Us

Visit us: Term-time Mon-Fri 12.00-19.00

Non term-time: Mon-Fri 10.00-18.00

Location: First floor

4. Information and Advice Shop –

[advice@citylit.ac.uk](mailto:advice@citylit.ac.uk) – 020 7492 2500

Visit us: Term-time Mon-Fri 12.00-19.00

Non term-time: Mon-Fri 12.00-17.00

Location: Ground floor foyer

5. Learning Support

Disability support: [accesstolearning@citylit.ac.uk](mailto:accesstolearning@citylit.ac.uk)

020 7492 2547

Dyslexia support: [dyslexia@citylit.ac.uk](mailto:dyslexia@citylit.ac.uk)

020 7492 2507

English and maths support: [studyskills@citylit.ac.uk](mailto:studyskills@citylit.ac.uk)

6. Library (supported learning centre)

[lc-enquiries@citylit.ac.uk](mailto:lc-enquiries@citylit.ac.uk) – 020 7492 2666

Term-time only: Mon-Fri 09.30-21.00

Sat: 10.00-17.30

Non term-time: reference only, check opening times

Location: Mezzanine level

7. Term times

Term 1: 6 September – 18 December 2010

Term 2: 10 January – 14 April 2011

Term 3: 26 April – 30 July 2011

Please note that term dates can vary by department. This will be noted on the first page of the department's course listings in the course guide.

## How to Use This Guide

1. Course title

2. Form

Download and submit an application form, available by entering your course code at [www.citylit.ac.uk](http://www.citylit.ac.uk)

3. New

Courses being advertised for the first time

4. Course code

Quote this code when enrolling

Enter this code on [www.citylit.ac.uk](http://www.citylit.ac.uk) for further course details

For starred course codes (eg AB123) you will need to attend an advisory session with the relevant department before you enrol.

5. Course description

You can read more detailed information online.

Enter the course code at [www.citylit.ac.uk](http://www.citylit.ac.uk)

## 6. Dates

The start and end dates of the course

## 7. Day(s)

Mon-Thur = Monday to Thursday

Mon & Thu = Monday and Thursday

## 8. Weekend(s)

Courses taking place at the weekend are highlighted in a different colour for easy scanning in the original course guide

## 9. Time

The start and finish time of the class

## 10. Weeks

The number of weeks for which the course runs

## 11. Site

Most courses take place at City Lit on Keeley Street. If your course takes place at one of our other sites, we hope that you will still make use of the general facilities at Keeley Street

EC: EC

FRA: Fashion Retail Academy

KS: Keeley Street

OS: Off site

PS: Photography Studio

See back cover of course guide for map. Please note that unfortunately all classrooms at EC are accessed via stairs

## 12. Fee

The standard course fee

13. SNR

Senior fee, available for some courses to some students over 65 years of age.

14. CONC

Concessionary fee

15. NC

No concessions available.

Further course details online

Visit [www.citylit.ac.uk](http://www.citylit.ac.uk) and enter the code of the course you wish to take to find out more

Transfers and refunds

Please check you understand the transfer and refund policies before enrolling

## Students with Children

City Lit does not accommodate children. Students should not attend classes with children or leave them unsupervised in the building.

## Changes to advertised courses

City Lit reserves the right to change course tutors or venues from those advertised in this guide, and to cancel classes, or close them early, if necessary. In line with our refund policy we are unable to grant a refund on the grounds of a change of tutor/venue.

## Additional copies

Call 020 7492 2600 to order additional copies of this guide, or to join or amend your details on the mailing list.

## **Enrolling on a Course**

Before you enrol

### **Step 1: Choose a Course**

If you're unsure which is the right subject and level for you, call our Information and Advice Team on 020 7492 2500 or visit them in the ground floor foyer. You can also talk directly to the programme area running the course.

### **Step 2: Read the detailed course outline (separate to this guide)**

Our full course outlines provide more in-depth information about each course than space allows in this guide. Visit [www.citylit.ac.uk](http://www.citylit.ac.uk) and enter your course code in the course search facility, or request an outline by calling 020 7492 2600 with the course code to hand.

### **Step 3: Which fee to pay?**

Check whether you are eligible to pay a reduced fee (either concessionary or senior fee).

#### **Step 4: Check whether an interview or advice session is required (starred course codes)**

If your course code is starred (eg. AB123) you will need to attend an advice session or interview with the relevant programme area before enrolling. Your enrolment cannot be processed without this. Please contact the relevant programme area to arrange an interview.

How to get course advice: call us or drop in

Most questions can be answered by reading the full course outline available for every course on the website or by calling 020 7492 2600. If you do still have a question, department staff are happy to talk to you during a drop-in session, over the telephone or via email. You will find contact details and times on the front page of each department section. If we are unable to take your call, please do leave your contact details, and we will get back to you as soon as possible, always within 2-3 working days.

## **Interviews, auditions and applications**

Some courses require an interview or audition before you can enrol. These courses have a star after the course code eg. PC303\*. Different practices apply in different departments; the information in this guide and the detailed course outline will tell you how to proceed.

Courses requiring an application form are marked eg. FBA27. If your application is successful, you will be contacted by the relevant department and may be invited to an interview. Places are offered to successful applicants on a first-come first-served basis, so early application is recommended.

Please note a successful interview, audition or application does not guarantee you a space on a course. Once you have been accepted, you must enrol if you want to secure a space on the course.

### **How to enrol**

Online at [www.citylit.ac.uk](http://www.citylit.ac.uk)

You can enrol online if you:

Are paying the full course fee in one upfront payment

Are enrolling on a course that does not require an interview (starred courses)

Have been ordinarily resident in the UK or the European Economic Area (EEA) for the last three years

Are aged 19 or over on 31 August 2010

### **Visit us in person**

Foyer, City Lit, Keeley Street, London WC2B 4BA

Term-time: Mon-Fri 11.00-19.00 Sat 10.00-14.00

Non term-time: Mon-Fri 12.00-17.00

### **Fax**

Fax your form to us on 020 7492 2735 including your Visa, Mastercard, Maestro or Solo card details

### **Telephone 020 7831 7831**

Please have your course code and Visa, Mastercard, Maestro or Solo card details to hand. At busy times there may be a delay before your call can be taken.

Telephone line opening times:

Mon-Fri 09.00-19.00 Sat 10.00-16.00

## **Post**

Please send your completed enrolment form to: Postal Enrolments, City Lit, Keeley Street, London EC2B 4BA

## **Please check whether you need to enrol in person**

Concessionary and senior fee payers will need to enrol by telephone, post/fax or in person at City Lit. We hope to make online enrolment available to concessionary and senior fee payers during this academic year.

Please check at [www.citylit.ac.uk](http://www.citylit.ac.uk) or with our enrolment team. In order to pay course fees by instalment you will need to enrol in person at City Lit.

## **Enrolment Closures**

The enrolment office is closed:

Until 12pm on the last Wednesday of every month to allow for staff training

The college, including the enrolment office, is closed:

25 December - 3 January 2011

22 - 25 April 2011

## **Full courses and Waiting Lists**

City Lit uses waiting lists for full courses to capture expressions of interest from students. You can join a waiting list at [www.citylit.ac.uk](http://www.citylit.ac.uk) or by contacting the relevant department. If a place becomes available, we endeavour to contact those on the waiting list and the place will be available on a first-come first-served basis. However, our website is updated every 15 minutes with course place availability and therefore you are strongly advised to also check the website regularly.\* Adding your name to the waiting list does have the additional benefit that if extra dates are arranged you will be contacted and offered a place and we may also be able to suggest alternative options.

\*If you do not have access to the website, please check availability with the enrolment team on 020 7831 7831.

## **Access to Higher Education GCSE and Return to Study**

“The course is very challenging but you get a lot of satisfaction out of it. I definitely made friends and it was a life changing experience for me.”

Nicole, Access to HE diploma

Contact : 020 7492 2610

[freshhorizons@citylit.ac.uk](mailto:freshhorizons@citylit.ac.uk)

Telephone hours

Mon-Fri 10.00-18.00

Course information and advice

Drop in or call to arrange an appointment before you enrol

Access to higher education page 09 of Course Guide

Introductory courses page 09 of Course Guide

GCSE page 09 of Course Guide

## Access to Higher Education

The Access to Higher Education (HE) diploma is a qualification which prepares adults for study at university. It is designed for people who would like to study in HE but who left school without the usual qualifications, such as A-levels. We aim to help you develop the study skills, knowledge and confidence you need to succeed on a degree course. Call us on 020 7492 2610 for more information and to arrange for an advisory interview. All courses run for a year unless otherwise stated.

Humanities and social sciences

Creative studies

Introductory courses

GCSE

## **Careers in Care and Support**

“The course boosted my confidence and developed new skills. The tutor was fantastic and believed in me.”

Student, City & Guilds VRQ supporting the development needs of vulnerable people

Contact 020 7492 2521

[Community.outreach@citylit.ac.uk](mailto:Community.outreach@citylit.ac.uk)

Telephone hours

Mon-Fri 10.00-16.00

Course information and advice

Please call for further information. Some courses have specific requirements that we will need to discuss with you before you enrol.

Care work and support page 11 of Course Guide

How else can we help with your training page 11 of Course Guide

Family learning page 11 of Course Guide

### Care work and support

Do you want a job in care or support work? Do you want to develop your career in this area? The care and support work programme gives you this opportunity.

You can join a short course and prepare to get a job in this area, if you are in work, or are an experienced volunteer, join one of our vocational courses to develop your knowledge and skills. Enrol after an assessment and interview. Telephone 020 7492 2521 for further information.

How else can we help with your training?

In addition to the courses above, there are many different ways we may be able to help. To talk to us, please call 020 7492 2521/4.

Training for employers

We can provide short, bespoke courses to develop and up-skill your workforce. We also offer accredited courses through the government funded Train to Gain programme in sectors including health and social care, childcare and IT. We welcome training enquiries for all employers.

Training for people in work and volunteers

Would you like to improve your career prospects? At City Lit you can gain a qualification in health and social care, support work, childcare, IT, literacy and numeracy. You may be eligible for free training as part of the

government's Train to Gain programme.

Looking to build or develop your career in childcare?

City Lit offers fully accredited childcare courses at various levels. These are not listed in this guide, but if you would like to work with children or further develop your career in childcare, or you are an employer who would like training for your staff, please call us on 020 7492 2524 for further information.

Family Learning

City Lit provides enjoyable and effective family learning courses for parents and children in the community. To find out more, please contact us on 020 7492 2524

## Computing

“Computing has opened up an area of life I would never have known”

Caroline, Computing

Contact 020 7492 2515

[computing@citylit.ac.uk](mailto:computing@citylit.ac.uk)

Telephone hours

Mon-Fri 10.00-17.00

If your course is starred (eg CED01\*) you will need to attend an interview with the Computing Department so that you can be placed on the right course for you.

ECDL interviews are held during the day and evening. Please contact the Computing Department to book your appointment. Interviews for courses starting in September 2010 will start in the week beginning 12<sup>th</sup> July 2010.

Computing drop-in advice times (term time and non term time)

Tuesday 17.30-18.30

Wednesdays 12.30-13.30

Courses leading to a qualification page 13 of course guide

Basic computing page 15 of course guide

Keyboarding page 15 of course guide

Microsoft Office 2007 applications page 15 of course guide

Apple Mac page 17 of course guide

Mac software page 17 of course guide

Desktop publishing page 18 of course guide

Web page design page 18 of course guide

Programming page 19 of course guide

Graphic illustration and multimedia page 19 of course guide

Networking page 20 of course guide

PC maintenance page 20 of course guide

Sunday courses page 20 of course guide

Interests page 21 of course guide

Train to gain page 21 of course guide

Smarter government project page 21 of course guide

Courses leading to a qualification
------------------------------------

City Lit is a BCS accredited test centre for ECDL qualifications. This means that you can take the ECDL (European Computer Driving Licence) tests at City Lit as an external candidate if you have the necessary computing skills, without having to enrol on a City Lit course. Fees for ECDL level 1 (essentials), ECDL level 2 (extra) and ECDL level 3 (advanced) are as follows:

ECDL registration (paid only once); level 1 £44, level 2 £70 and level 3 £150

Individual module tests: level 1 £25, level 2 £25 and level 3 £35

Photo identification must be produced prior to ECDL registration. For bookings and further details (including test dates) please call 020 7492 2515 or email [computing@citylit.ac.uk](mailto:computing@citylit.ac.uk)

Equalskills

Pathway to ECDL

ECDL Level 1 essentials

ECDL Level 2 extra

ECDL advanced

Sage computerised accounts

Sage payroll

Basic Computing

Computing for beginners

Keyboard skills

Microsoft Office 2007 Applications

Word processing

Spreadsheets

Presentations

Databases

One-day courses

Apple Mac

Apple Mac computers are used for courses in the following areas OS X, iLife, iWork, Quark, InDesign,

Dreamweaver, Flash for the web, illustrator, motion design and multimedia. It would be advantageous to have used a Mac before the start of these courses. You may wish to take a 'Mac for PC users' course. Once you have enrolled at City Lit you can practise on the Macs in the Supported Learning Centre.

Mac for PC Users

OSX

Mac Software

Iwork

iLife

Desktop Publishing

Quark

InDesign

Web Page Design

Dreamweaver

HTML

Flash for the web

Programming

Javascript

XML

My SQL and PHP

Graphic Illustration and Multimedia

Motion design

Multimedia

Illustrator

Networking

Virtualisation

PC Maintenance

Sunday Courses

Digital Equipment

Troubleshooting

Web design using Expression Web

eBay

Social Networking

Blogging

Interests

Family History

Train to Gain – free IT Training

Smarter government project – getting adults online

## **Deaf Education**

“Wow – absolute introduction to excellence. Opened doors for me in learning. Exceptional.”

Student, Deaf Studies degree

### Contact:

Voice 020 7492 2725

Textphone: 020 7492 2746

Fax: 020 7492 2745

[deafedu@citylit.ac.uk](mailto:deafedu@citylit.ac.uk)

### Telephone hours

Mon-Fri 09.00 – 17.00

For English, maths and computing classes you need to attend an assessment session before you can enrol.

Contact us on or after 24 August 2010 to book an assessment – [deafskills@citylit.ac.uk](mailto:deafskills@citylit.ac.uk)

SMS: 07624 8188557

Voice: 020 7492 2726

Textphone: 020 7492 2746

Deaf and disabled support page 23 or course guide

Courses for Deaf people page 23 of course guide

British Sign Language page 25 of course guide

Lipreading page 26 or course guide

Professional training page 27 of course guide

## Deaf and disabled support

Minicom: 020 7492 2746/7

Voice: 020 7492 2722

Fax: 020 7492 2743

Email: [dds@citylit.ac.uk](mailto:dds@citylit.ac.uk)

We support D/deaf and disabled students who want to study on further, higher and adult education courses across London. We can offer: in-class support through sign language using communications, interpreters and notetaking; 1 to 1 language and learning tutorials; advice to teachers and lecturers; general deaf awareness and 'including a deaf student in your classroom' training; exam modification advice on special exam and assessment arrangements; and access to a signing student support officer.

We also offer a consultancy service for modification of exams and written information. We can supply communicators and notetakers in the workplace. (For

interpreters at work please contact

[signhere@citylit.ac.uk](mailto:signhere@citylit.ac.uk))

Outside City Lit: If you are a student requiring support outside City Lit please contact us as early as possible for a form which you will need to fill in. We will then assess if you can offer you support at the college you want and hopefully invite you for a discussion on how we can best support you.

For city Lit courses only:

1. Support can be provided for drop-in and advice sessions. Support will not automatically be put in place when you enrol on a course, so please let us know if you require it.
2. You must make an appointment with us for an assessment. You must have the appointment at least 3 weeks before your course starts. This will enable us to discuss your support needs and what we can offer you.

There will be some cases where we cannot provide support. In these circumstances any enrolment fees will be refunded.

## Courses for Deaf People

### English for Deaf People

Do you want to improve your English? We run a range of courses that can help you improve your ability in reading, writing, spelling and grammar. Become more confident in English at work, in study and in everyday life. At the end of the course you will be assessed and offered the opportunity to take external assessments.

Before you can enrol on a course you will need to book an appointment for an assessment by emailing [deafskills@citylit.ac.uk](mailto:deafskills@citylit.ac.uk)

### Maths for deaf people

Do you want to improve your maths?

We run a range of courses that can help you improve your ability to handle numbers, measurements, time and more. Become more confident in maths at work, in

study and in everyday life. At the end of the course you will be assessed and offered the opportunity to take external assessments if you are ready. Before you can enrol on a course you will need to contact [dealskills@citylit.ac.uk](mailto:dealskills@citylit.ac.uk) to book an appointment for an assessment. See page 22 of course guide.

### Computing for deaf people

We offer computing classes at different levels, from beginners to the European Computer Driving License level 2. Tutors will help you find the right course to meet your needs. Before you can enrol on a course you will need to contact [dealskills@citylit.ac.uk](mailto:dealskills@citylit.ac.uk) to book an appointment for an assessment. See page 22 of course guide.

### British sign language skills for deaf people

Do you want to develop your British Sign Language? We have BSL classes at beginners, intermediate and advanced level. When you are ready you can take the level 1 or 2 exam accredited by Signature (formerly

CACDP). If you would like to join a course, come to the drop-in assessment session Wednesday afternoons 2-3pm (term time only)

Driving test theory for deaf people

British Sign Language

British Sign Language (BSL) is an officially recognised language in its own right, with a unique grammatical structure. As well as enabling you to communicate with Deaf sign language users, an ability to sign can open up new employment opportunities as a communicator or interpreter. City Lit offers a range of progressive courses which meet nationally validated criteria. All tutors are qualified teachers and BSL assessors, with specialist training in teaching sign language.

A foundation in deaf studies

Introduction to British sign language

BSL Level 1

BSL Level 2

## BSL Level 3 and 4 courses

### Lipreading

Lipreading is a skill a D/deaf or hard-of-hearing person uses to understand a speaker. The lipreader watches the movements of the lips, face and body and uses information provided by the situation, language and any useful hearing that remains. If you are D/deaf or hard-of-hearing, practising lipreading will improve communication and help you retain a sense of identity, by helping you understand the nature of your hearing loss. You will also be given information on the latest developments in technology and support. All tutors are qualified specialist lipreading teachers for adults.

### Professional Training

With an unrivalled range of professionals qualified to work in a D/deaf-related field, City Lit has developed a number of accredited training courses for people wanting to work, or develop their career in the D/deaf

community or teach sign language.

**BA Deaf Studies** :Communication support and education

Study three years full-time or up to 7 years part-time on this honours degree which is validated by London Metropolitan University. The course is taught by a unique team of highly qualified Deaf and hearing professionals. Successful completion of the course will prepare you for a career as a bilingual professional, involving the provision of a high quality linguistic access to D/deaf people of all ages, particularly in mainstream educational settings. A series of modules in British Sign Language (BSL) will enable you to progress from intermediate to advanced level in the language. If you reach the necessary standard of BSL, and wish to pursue a career in BSL/English interpreting, you can take further modules which will prepare you for the attainment of junior interpreter level status. If you wish to follow another career path, you can take modules in topics relating to advanced communication support work. A curriculum map showing the modules for each

pathway is available on request. The full-time fee for the first year is £3290.00

It is possible to enrol on individual modules out of interest, but those who enrol must fulfil entry requirements. The minimum requirements for all students applying for a place on the course are as follows:

2 A levels or equivalent; Level 2 qualification in BSL;  
Grade C in GCSE English

For more details and an application form, email [deafedu@citylit.ac.uk](mailto:deafedu@citylit.ac.uk) or call 020 7492 2720

BTEC Professional Certificate in Rehabilitation Work  
with deaf people

Note-taker training courses

Training for communication support workers and  
interpreters

Training to teach British Sign Language

Take QT351 and QT360 in order to train as a teacher of British Sign Language. Then further enhance your teaching by enrolling on the one-day courses. You need qualifications in BSL to enrol on these courses.

Note-taker tutor training

Lipreading teachers' training courses

This course, which lasts about 16 months, is designed for trainee teachers to acquire the knowledge, skills and attitudes necessary to qualify as teachers of lipreading to adults who have a hearing loss and use speech as their preferred method of communication. It is delivered as a blended learning course with learners attending City Lit for lecture blocks and then being paired with a mentor in their local area for observation and teaching practice. There will be no course commencing 2010/11. The next course is schedule to start spring 2012. If you are interested in training as a lipreading teacher, or just want to find out more about it, please contact us on 020 7492 2725 or [deafedu@citylit.ac.uk](mailto:deafedu@citylit.ac.uk)

Continuous professional development for lipreading  
tutors

## **Drama, Dance & Speech**

“Teachers were friendly and supportive with great skills and knowledge to offer. I came away having learned a lot about the dramatic arts and myself and now have a clear idea of what I want to do next.”

Student, Advanced performance diploma

### Contact

020 7492 2542

[drama@citylit.ac.uk](mailto:drama@citylit.ac.uk)

### Telephone hours

Term time: Mon-Fri 09.00-19.00

Non term-time: Mon-Fri 12.00-18.00

### Visitors' passes

Visitors passes can be issued in the first two weeks of the term for courses with outstanding vacancies

### Drop-in advice and interviews for starred courses:

Term time

Mon & Wed 12.30-13.30 & 17.30-18.30

Thu 17.30-18.30

Non term-time

Tue 12.30-13.30 & Wed 17.30 -18.30

Term dates

Term 1 13 Sept – 5 Dec 2010

Term 2 10 Jan -3 Apr 2011

Term 3 Courses on Tuesday to Sunday

26 Apr – 3 July 2011

Courses on Monday 9 May – 4 July 2011

One-year courses page 30 of course guide

Accredited dance courses page 33 of course guide

Audition workshops page 33 of course guide

Short courses page 33 of course guide

Sunday courses page 35 of course guide

Introductory drama courses page 37 of course guide

Follow-on drama courses page 38 of course guide

Advanced acting courses page 39 of course guide

Professional skills for actors page 40 of course guide

Professional skills – technical page 41 of course guide

Courses for professional actors page 42 of course guide

Professional theatre company page 42 of course guide

Media courses:

TV, radio and sound page 42 of course guide

Dance and movement page 44 of course guide

Voice, speech and communication page 46 of course  
guide

Communication courses for speakers of other languages  
page 47 of course guide

## One-year drama foundation course

Explore movement, voice and acting skills on this accredited course. You will have completed at least one introductory and done intermediate course in acting either at the City Lit or elsewhere, or have comparable experience. Regular attendance is essential and you must be 19 years or over. Successful participants are awarded a credit certificate from Open College Network. Full day group auditions are held in July each year for which you will be required to demonstrate your speaking and listening skills. You need to have memorised an audition piece of no longer than 2 minutes from a modern play. Your ability to read and interpret text, to write clear and accurate short pieces of information on the application form and show evidence of working successfully in a collaborative context will also form part of the audition process. Auditions for 2010-11 will be held in week beginning Monday 19<sup>th</sup> July 2010 from 10am to 5pm. There is a non-returnable £10 audition

fee and you must provide 2 passport-sized photographs. Course dates below include tutorials. In addition there is a compulsory induction session on Saturday 11<sup>th</sup> September 2010 (2-4.30pm) and a sharing practice day on Saturday 8<sup>th</sup> January 2011 (10-1.30pm). The programme manager is Vernon Thompson. Tutor: Mark Phoenix.

One year drama access course
------------------------------

Have you completed a foundation course at City Lit or elsewhere, or do you have comparable experience? This course, accredited by the Open College Network London Region, culminates in a full-scale theatre production. Regular attendance is essential and you must be aged 19 or over. Full day group auditions are held in July each year for which you will be required to demonstrate your speaking and listening skills. You need to have memorised two contrasting audition pieces from a modern (1950's onwards) and classical (Shakespeare, Greek or Jacobean) play no longer than 2

minutes each. Your ability to read and interpret text, to write clear and accurate short pieces of information on the application form and show evidence of working successfully in a collaborative context will also form part of the audition process. Please bring two passport-sized photographs. If you did not complete our foundation course you should be prepared to perform one of the basic exercises of 'psychological realism' – an endowment, the object exercise, the memory recall or emotional access. Final productions run through to 11 June, with exit tutorials taking place in the following two weeks. Auditions for 2010/11 are held on 12-16 July 2010. Auditions for 2010/12 are held in early June 2010. Please note: there is a non-refundable audition fee of £10. All courses begin with an induction on Saturday 11<sup>th</sup> September 2010 10.00-13.00.

One-year advanced diploma
---------------------------

This intensive one-year, accredited course focuses on performance, and gives you a potential progression

route from study to work. It entitles you to a student equity card. You will receive individual mentoring and work within a small collaborative unit, building up a portfolio of work for examination, culminating in an agent's showcase. You may apply if you have completed a two-year accredited drama course or have comparable experience. Tutors include: various guest artists, Linda French, Petina Hapgood, Jon Lee, Robyn Moore, Georgina Sowerby, David Thorpe, John Wild, Brian Carter, Vernon Thompson and Vivienne Rochester. Auditions for 2010/11 are held on 6-9 July 2010. Please call to book your audition. Auditions for 2010/12 are held in March and July 2011. Please call from mid-December 2010 onwards on 020 7492 2542 or email [drama@citylit.ac.uk](mailto:drama@citylit.ac.uk). Please note: there is a non-refundable audition fee of £15.

Audition workshops

Accredited dance courses

One-week intensive courses

One and two-day courses

One and two-day day communication skills courses

TV presenting and acting weekend courses

Internet broadcasting

Radio and sound workshops

Sunday Courses

Sunday acting courses

Sunday musical theatre

Rehearsals

Sunday dance courses

Masterclasses

Introducing life coaching to the entertainment industry

Introductory drama courses

Follow-on drama courses

Advanced acting courses

Scene rehearsal workshops

Professional skills for actors

Professional skills – technical

Courses for professional actors

Singing for actors

Professional theatre company

Media Courses: TV, radio and sound

Courses for beginners in TV and radio

Courses for beginners in TV presenting and camera skills

Intermediate media courses

Advanced media courses

Dance and Movement

Early morning sessions

Introductory courses

Introductory and follow-on courses

Intermediate courses

Voice, speech and communication

Using the voice : business skills

Communication courses for speakers of other languages

English pronunciation for speakers of other languages

## **English Maths & ESOL**

“The teacher was excellent. The classes were very interactive. I believe I have improved a lot.

Ana, Pre GCSE English

### Contact

020 7492 2511

### Telephone hours

If we are unable to take your call, please leave a message and we will respond to you within two working days.

### How to enrol?

To enrol on one of our courses, you will need to come to one of our enrolment sessions. This can be done as follows:

For courses starting in September contact us on or after  
24 August 2010-06-18

For courses starting in January contact us on or after 8  
December 2010

For courses starting in February/March please contact us on or after 14 February 2011

For courses starting in April/May please contact us on or after 5 April 2011

If you have an English or Maths certificate please bring it with you to the enrolment session. Note: Places on our courses (especially ESOL) are limited and interviews are offered on a first come first served basis.

For preparation for IELTS and First Certificate in English, contact us anytime.

English

Maths

English for Speakers of other languages

Preparation for IELTS and First Certificate in English

Explore an interest and develop your English skills

English at City Lit: which course is right for you?

City Lit offers English courses for both speakers of English and speakers of other languages.

We have classes for complete beginners through to those working at an advanced level.

### **Courses that lead to a qualification**

English for English speakers who want to develop basic skills in reading and writing.

English for fluent speakers of English who want to improve basic skills in reading, writing and communication.

English for speakers of other languages who want to develop reading, writing, speaking and listening skills.

Course information and contact details are on page 51 of course guide.

For deaf adults – course information and contact details are on page 23 of course guide

GCSE English for fluent users of English

Course information and contact details are on page 9 of course guide

AS Level English Literature for fluent users of English

Course information and contact details are on page 90 of course guide.

### **Short courses in English:**

City Lit also runs short, advanced English courses where you can develop and improve your skills in English. These courses do not lead to a qualification.

Advanced English courses for speakers of other languages

Written English courses for fluent English speakers

Course information and contact details are on page 81 of course guide

English pronunciation courses (for advanced speakers of other languages)

Course information and contact details are on page 47 of course guide

## English

These courses are for fluent speakers of English who want to become more confident with reading and writing at work, in study and in everyday life. Courses are provided at different levels to meet individual needs and lead to nationally recognised qualifications.

## Maths

These courses are for fluent speakers of English who want to become more confident with maths at work, in study and everyday life. Courses are provided at different levels to meet individual needs and lead to nationally recognised qualifications.

## English for speakers of other languages

These courses are for adults who are not fluent and want to improve their language for work, study and living

in the UK. Courses are offered at different levels and lead to nationally recognised qualifications.

Preparation for IELTS and first certificate in English  
Explore an interest and develop your English skills

## **Health & Movement Studies**

“Course content spot-on and very knowledgeable teacher – perfect combination. Ten star rating!”

Student Anatomy and physiology an introduction

### Contact

020 7492 2622

[health@citylit.ac.uk](mailto:health@citylit.ac.uk)

### Telephone hours

Mon-Fri 11.00-16.00

### Drop-in advice

#### Term-time

Tue 12.30-13.30 & 17.30-18.30

Thu 12.30-13.30 & 17.30-18.30

#### Out of term-time

Tue 17.30-18.30

Wed 12.30-13.30

## How to apply

All courses marked with the symbol (shown in the course guide) require you to fill out an application form, available at [www.citylit.ac.uk](http://www.citylit.ac.uk). Your application will be assessed and you may be required to attend an advisory interview where you will find out more about the course. You may also be asked to do some relevant practical and/or theory work. Please apply early to avoid

Disappointment

## Visitors passes

You can request a visitor's pass to find out if a course is suitable for you. This is not possible for all courses, for instance if a course is full, if it leads to a qualification or if it includes massage.

Your progression routes to teaching page 55 original course guide

Professional development for movement instructors page 56 original course guide

Movement classes page 57 of course guide

Yoga page 61 of course guide

Alexander technique page 63 of course guide

Self-defence page 64 of course guide

Energy and healing page 64 of course guide

Meditation and stress management page 64 of course guide

Complementary health studies page 65 of course guide

Anatomy and physiology page 66 of course guide

Massage and bodywork page 66 of course guide

Continuing professional development for therapists  
page 71 of course guide

Nutrition and food safety page 72 of course guide

Your progression routes to teaching

Training to teach : City & Guilds qualifications

Training to teach exercise and fitness

Training to teach Lebed method

Professional development for movement instructors

### Movement classes

Movement classes health checklist: If you have a history of heart trouble, suffer from pains in the chest, often feel faint, have high or low blood pressure, have a bone or joint problem, are pregnant, have had an operation or been injured in the last year, or have had any similar conditions, please check with your doctor whether it is suitable for you to undertake an exercise/movement programme. Please wear suitable footwear. You may wish to bring a towel and water. Avoid eating at least one and a half hours before exercising. Please read full course outlines in course guide for further details.

Pilates

Biodanza

Capoeira

Dance workouts

Feldenkrais

Kum Nye

Movement and contact improvisation

Movement for healthy living

General movement

T'ai Chi

Chi Kung

Yoga

Early morning yoga

Yoga classes

Yoga and breathing : pranayama

Yoga philosophy

Certificate in teaching yoga

Alexander technique

Self-defence

Energy and healing

Reiki and healing

Kinesiology

Meditation and stress management

Complementary health studies

Foundation certificate in complementary health

Traditional holistic medicine

Herbal and Chinese medicine

Homeopathy

Anatomy and Physiology

Anatomy and physiology : further studies

Anatomy and physiology : professional level

Massage and bodywork : Introductory level

Bodywork health check: if you have any of the following please check with your medical practitioner whether it is suitable for you to undertake a course in bodywork, either being worked on or working on other people: epilepsy, diabetes, an untreated medical condition, cardiovascular disorders, spinal injuries, have had a

recent operation, severe skin problems, pregnancy (or post-natal), endocrine, knee problems, severe mental illness, are on medication or any similar conditions.

Massage and bodywork: professional practitioner level
---

These courses give you a recognised qualification from ITEC – the International Therapy Examination Council.

### Introductory anatomy and physiology

Choose one of the following:

Anatomy & physiology: introduction or

Holistic approaches to anatomy & physiology

*plus*

### Introductory bodywork

Choose one of the following:

Holistic massage, Aromatherapy, Indian head massage, Shiatsu, Traditional Thai massage, Reflexology, Tuina (Chinese massage)

*Leads to:*

### Pathways to ITEC holistic massage

Improve your English skills in preparation for the ITEC holistic massage diploma. Gain a Level 1 English qualification.

### ITEC Holistic Massage\*

It is recommended to apply for this course at least 10 weeks before the course start date. Application forms are available from [www.citylit.ac.uk](http://www.citylit.ac.uk) You will be contacted for an interview

### Follow-on accredited courses

ITEC Aromatherapy\*

ITEC Reflexology

ITEC Health eating and wellbeing

ITEC Indian head massage

ITEC Lymphatic drainage

ITEC onsite massage

ITEC sports massage

ITEC stone therapy

IPTI Traditional Thai Yoga Massage

\*ITEC complementary therapies diploma awarded on completion of ITEC holistic massage (FQQ02, FQQ03, FQQ04, FQQ05, or FQQ6),

ITEC reflexology and ITEC aromatherapy within one academic year.

Pathways to ITEC holistic massage

ITEC holistic massage

ITEC aromatherapy

ITEC reflexology

ITEC healthy eating and wellbeing

ITEC Indian head massage

ITEC lymphatic drainage massage

ITEC on-site massage

ITEC sports massage

ITEC stone therapy

Thai massage professional level

Continuing professional development for therapists

Professional development for specialist therapists

Nutrition and food safety

Nutrition : Introductory level

Food safety

## **Humanities**

“(Our Tutor) has an encyclopaedic knowledge of his field and conveys it with an infectious passion along with a relaxed sense of humour”

Student, Key films of the 20<sup>th</sup> century

### Contact

020 7492 2652

[humanities@citylit.ac.uk](mailto:humanities@citylit.ac.uk)

### Telephone hours

Mon – Fri 10.00-17.30

### Drop-in advice

Term-time

Mon & Thu 12.30-13.30 & 17.30-18.30

Non term-time

Mon 17.30 – 18.30

Thu 12.30 13.30

Anthropology page 74 of course guide

Business and economics page 74 of course guide

Communications and study skills page 75 of course guide

Creative writing page 75 of course guide

English for second language speakers page 81 of course guide

Film page 81 of course guide

Folklore myth and spiritual studies page 83 of course guide

History and politics page 83 of course guide

Journalism page 88 of course guide

Latin America page 89 of course guide

Literature page 90 of course guide

London walks page 93 of course guide

Philosophy page 94 of course guide

## Science and environment page 95 of course guide

Anthropology

Weekly courses

Saturday courses

Business and economics

Business and economics : weekly courses

Communications and study skills

Introductory courses

More advanced courses

Creative writing

Creative writing : skills for life

Introductory courses

Creative writing stage one

Creative writing stage two

Advanced creative writing

Saturday writing workshops

Sunday writing workshops

Weekend workshops

English for second language speakers

Film

Film at BFI

Film : weekly courses

Saturday film courses

Sunday film courses

World cinema

Folklore, myth and spiritual studies

Saturday courses

History and politics

Ancient civilisation

Medieval and early modern

Century studies : the eighteenth century

Modern age

City stories

London history

Islamic studies

European studies

American studies

History Saturdays

History Sundays

## Journalism

Journalism for speakers of other languages

Journalism weekly courses

Saturday journalism workshops

Sunday Journalism

## Latin America

Latin America weekly courses

Latin America Saturdays

## Literature

Introductory courses

Drama

Novel and short story

Poetry

Saturday literature

Sunday literature

London walks

Weekday walks

One-day Saturday walks

Philosophy

Introductory courses

Stage one philosophy courses

Philosophy Saturdays

Philosophy Sundays

Science and environment

Science and environment : weekly courses

Sunday science

## Languages

“Excellent! Best foreign language teaching for adults that I have encountered”

Student, Chinese Level 1

### Contact

020 7492 2644

[languages@citylit.ac.uk](mailto:languages@citylit.ac.uk)

### Telephone hours

Mon – Fri 10.00 – 18.00

### Drop-in and telephone specialist advice

#### Term-time

Tue 12.30-13.30 & 17.30-18.30

Thu 12.30-13.30 & 17.30-18.30

#### Non term-time

Tue 17.30-18.30

Thu 12.30-13.30

Term dates:

20 Sept – 12 Dec 2010

10 Jan – 3 Apr 2011

26 Apr – 3 July 2011

9 May – 11 July 2011 (Monday classes only)

Please note: No half-term(s) and no classes during bank holidays

Don't miss out

Language courses are very popular so we advise you to enrol well in advance to avoid disappointment

Finding the right level language course for you page 97  
course guide

How to progress between language courses page 98  
course guide

Modern foreign languages teacher training page 98  
course guide

Arabic page 98 course guide

Catalan page 99 course guide

Chinese page 99 course guide

Classical languages page 100 course guide

Cornish page 103 course guide

Czech page 104 course guide

Dutch page 104 course guide

French page 105 course guide

Gaelic page 110 course guide

German page 110 course guide

Hindi page 112 course guide

Italian page 113 course guide

Japanese page 116 course guide

Modern Greek page 117 course guide

Polish page 118 course guide

Portuguese page 118 course guide

Russian page 119 course guide

Spanish page 120 course guide

Welsh page 125 course guide

## **Finding the right level language course for you**

Levels are based on the common European Framework for Reference for Languages (CEFR)

### **Stage 1 (CEFR A1) – suitable if you have no knowledge of the language**

You can join at module 2 if you have studied for about 20 hours or if you can:

- understand by listening or reading a few familiar words and phrases (e.g. 'hello' 'good morning', 'sorry', thank you)
- say and write short simple phrases (e.g. stating your name, nationality)
- understand letters/basic symbols of the alphabet/sound system

You can join at module 3 if you have studied for about 40 hours or if you can:

-understand by listening or reading a range of familiar spoken phrases (e.g. days of the week, months of the year, numbers, prices and times)

-answer simple questions and give basic information orally and in writing (e.g. place of work/study, job, family, interests)

**Stage 2 Lower (CEFR A2) – suitable if you have studied for about 1 year or if you can:**

-hold a simple conversation and ask and answer simple questions on a variety of everyday topics (e.g. personal details, shopping, directions, time and numbers)

-follow short simple written directions (e.g. to go from X to Y) and instructions and read or write short sentences on a variety of everyday topics (e.g. personal introduction, shopping lists, directions, timetables and numbers etc)

-use basic verbal forms to talk about the present, past and future.

**Stage 2 Upper (working towards CEFR B1) – suitable if you have studied for about 2 years or if you can:**

-carry out simple transactions (e.g. in shops, bars, post offices, railways stations) and make simple plans with people (e.g. what to do, where to go and when to meet), expressing your likes, dislikes and simple opinions

-handle simple phone calls (e.g. ask to speak to someone, give number, answer a call, take a simple message)

-understand a piece of formal or informal writing (e.g. a short letter, note or summary), use a directory to find a service, find the prices of items in classified newspapers adverts, use a menu

-write short basic descriptions of events and activities, and basic letters requesting information (e.g. about hotels)

-use a range of verbal forms to talk about the present, past and future.

**Stage 3 Lower (CEFR B1) – suitable if you have studied for about 3 years or if you can:**

-take part in a simple conversation on a variety of everyday topics (e.g. weather, family, interests, times of working day, location of company departments), giving and justifying opinions and ideas.

-understand the gist of authentic conversations (e.g. interviews, adverts, news broadcast) and authentic texts (e.g. articles from the press) and produce a summary or translation of a given text

-write a letter with a good degree of accuracy (e.g. giving an account of educational background, job, interests)

-Use a wide range of grammar structures including basic conditional and subjunctive tenses, pronouns etc.

**Stage 3 Upper (Working towards CEFR B2) – suitable if you have studied for about 4 years or if you can:**

-Understand details of authentic conversations of moderate length and complexity (e.g. interviews, adverts, news)

-Understand specific details and general information from routine telephone calls

-Handle most practical tasks in everyday situations (e.g. telephone enquiries, asking for a refund, negotiating a purchase)

Give a short and straightforward presentation on a chosen topic in your academic or professional field

-Follow routine instructions (e.g. for a game, recipe, using equipment, or installing computer software)

-Understand articles from the press or other authentic sources and produce a written summary covering the main points

-Write letters giving news, describing experiences and impressions, expressing feelings or giving or requesting detailed information (e.g. replying to an advertisement, applying for a job)

-Confidently use a wide range of grammar structures including conditional and subjunctive tenses, pronouns etc.

**Stage 4 (CEFR B2) – Suitable if you have studied for about 5 years or if you can:**

-Understand authentic, long passages of some complexity (e.g. interviews, adverts, news broadcast etc)

-Participate in authentic conversation with native speakers deploying a good and appropriate range of

generally accurate language and argue a viewpoint convincingly

-Understand authentic texts (e.g. articles from the press, literary extracts etc) with ease

-Write extended texts using a wide range of language and vocabulary accurately (e.g. reports, essays, letters and emails)

-Confidently use a wide range of grammar structures, including conditional and subjunctive tenses, pronouns etc.

**Stage 5 (CEFR C1-C2) – Suitable for confident speakers or those who spent time in the foreign country who can:**

-Easily follow and take part in complex conversations between native speakers in group discussion and debate, including those on abstract and unfamiliar topics

- Understand a wide range of recorded and broadcast audio material, including some non-standard usage and identify finer points of detail including implicit attitudes and relationships between speakers
- Give a clear, well-structured presentation on a complex subject in your area of work, study, or special interest
- Understand complex technical information, operating instructions and specifications for familiar products and services
- Read contemporary literary texts with ease
- Write a wide range of formal and informal texts including reports, essays, letters and emails varying vocabulary and style according to the context
- Recognise common idiomatic expressions and colloquialisms and appreciate different styles and degrees of formality.

Read more about your course!

For a detailed outline enter the course code at [www.citylit.ac.uk](http://www.citylit.ac.uk) or call 020 7492 2600

## **How to progress between language courses**

City Lit has three types of language programmes:

Standard (usually 1.5 hours a week)

Fast-Track (3 hours a week)

Express (1.5 hours twice a week)

Use this chart to help you decide which course to progress to. It shows what point you have reached when you complete a course. Please note that not all of these courses are available in every language.

If you would like more advice, please speak to an adviser in Languages during our advice times or email [languages@citylit.ac.uk](mailto:languages@citylit.ac.uk)

## Standard

<b>1</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>M 1-3</b>	<b>Lower</b>	<b>Upper</b>	<b>Lower</b>	<b>Upper</b>	<b>M 1-3</b>	<b>M 1-3</b>
	<b>M 1-3</b>	<b>M 1-3</b>	<b>M 1-3</b>	<b>M 1-3</b>		

## Fast Track

<b>Year 1</b>	<b>Year 2</b>	
<b>Modules</b>	<b>Modules</b>	
<b>1-3</b>	<b>1-3</b>	

## Express

<b>1</b>	<b>2</b>
<b>M 1-3</b>	<b>Lower</b>
	<b>M 1-3</b>

**M = Module**

## **Modern foreign languages teacher training**

### **Modern foreign languages**

#### **Arabic**

Early-bird Arabic

Arabic 1

Learn to speak, understand, read and write Modern Standard Arabic on these likely courses, which also refer to other Arabic dialects.

Arabic 2 lower

Improve your elementary Arabic and develop speaking, listening, reading and writing skills using Modern Standard Arabic. Suitable if you have studied Arabic for one year or have an equivalent qualification

Arabic 2 upper

Improve your reading and speaking skills, develop a more sophisticated use of the language and enhance

your understanding of the Arab culture. Suitable if you have studied Arabic for two years or have a fairly good command of the language.

### Arabic 3

Develop your fluency on these courses taught in Arabic, with the emphasis on listening and speaking. Suitable if you have studied Arabic for three years or have a fairly good command of the language.

### Catalan

#### Catalan 1

Learn to speak Catalan, one of the official languages of Spain, in these lively classes for beginners. Taught in Catalan, the emphasis is on developing your listening and speaking skills. Based on Tutor's own materials.

### Chinese (Mandarin)

## Chinese (Mandarin) 1

Learn to speak Chinese, with the emphasis on developing your speaking and listening skills. You will also learn to read and write Chinese characters.

## Chinese (Mandarin) 2 lower

Continue improving your Chinese with the emphasis on speaking and listening. Suitable if you have been studying Chinese for a year.

## Chinese (Mandarin) 2 upper

Suitable if you have a fairly good command of Chinese and knowledge of about 400 characters. These courses are based on tutors' own material and use authentic reading and listening materials. You should have studied Chinese for about two years recently.

## Chinese 3

Develop your fluency on these courses taught in Chinese, with the emphasis on listening and speaking. Suitable if you have studied Chinese for three years or

have a fairly good command of the language.

## **Classical languages**

### **Classics Day**

Based on the success of previous years. City Lit, the British Museum and UCL bring you another exciting day of talks, discussions and gallery visits on themes relating to Ancient Greece and Rome. Anyone with a love of the Classics is welcome. No knowledge of Greek or Latin required. Tutor: Elizabeth Teller.

### **Classical Greek foundation programme**

Learn Classical Greek at a rapid pace on this intensive course for beginners. There is an opportunity to take an exam at the end of module 3 and, if successful, you will be awarded the City Lit Foundation Certificate in Classical Greek. Based on Reading Greek (2<sup>nd</sup> edition, 2 vols CUP).

### **Classical Greek 1**

An ideal opportunity to learn Classical Greek from scratch (module 1). The course is also suitable if you would like to study New Testament Greek at a later stage. Based on Reading Greek (2<sup>nd</sup> edition, 2 vols, CUP) from section 1A.

### Classical Greek 2

A chance to build on your basic level of Greek. Based on Reading Green (2<sup>nd</sup> edition, 2 vols CUP) starting around section 5B (module 1).

### Classical Greek 3

Continue your study of Greek in this lower-intermediate class. You should have studied Greek for two years. Based on Reading Greek (2<sup>nd</sup> edition, 2 vols CUP) starting around section 8C.

### Classical Greek 4

These advanced courses will help intermediate students make the shift from adapted Greek into original texts. The texts selected will be covered in different terms. Please contact the tutor via the Languages office for

more details.

### Classical Greek 5

These courses are suitable for those with an advanced knowledge of Classical Greek. The texts selected will be covered in different terms. Please contact the tutor via the Languages office for more details.

### New Testament Greek

Suitable for those with an intermediate knowledge of Classical or New Testament Greek. 1<sup>st</sup> text: The letters of John. 2<sup>nd</sup> text Selected letter of St Paul, starting with the letters to the Thessalonians. The texts selected will be covered in different terms. Please contact the tutor via the Languages office for more details. The course also includes grammar revision using New Testament Greek by E G Jay.

### Latin foundation programme

Learn Latin at a rapid pace on this intensive course for beginners. There is an opportunity to take an exam at the end of module 3 and, if successful, you will be

awarded the City Lit Foundation Certificate in Latin.

Based on Reading Latin, 2 volumes (CUP)

### Latin 1

This course will introduce complete beginners to the language (module 1) and remind others of what they have forgotten. Based on Reading Latin (2 vols CUP)

### Latin 2

Improve your elementary Latin. Suitable for those who have been studying Latin for about a year. Based on Reading Latin (2 volumes CUP) starting around section 2B (module 1).

### Latin 3 Lower

Suitable if you have been studying Latin for about two years. Based on Reading Latin (2 vols CUP), starting around section 3D/4A

### Latin 3 Upper

Suitable if you have been studying Latin for over two years. Based on Reading Latin (2 vols CUP) starting

around section 4G/5A (module 1).

#### Latin 4 Lower

If you have an intermediate level knowledge of Latin, this advanced course will help you make the shift from adapted to original Latin. The texts selected will be covered in different terms. Please contact the tutor via the Languages office for more details.

#### Latin 4 Upper

Continued progress to original Latin, this advanced course will help you make the shift from adapted to original Latin. The texts selected will be covered in different terms. Please contact the tutor via the Languages office for more details.

#### Latin 5

These courses are suitable for those with an advanced knowledge of Latin. The texts selected will be covered in different terms. Please contact the tutor via the languages office for more details.

## Cornish

### Cornish 1

This course incorporates a beginner's group and an intermediate group. The beginner's group is suitable for those completely new to the language and the intermediate group is suitable for those who wish to develop their speaking and listening skills.

### Cornish 2

This is an advanced course spread over a minimum of two years preparing students for the 4<sup>th</sup> grade (final grade) of the Cornish Language Board examinations.

## Czech

Learn Czech and develop your listening and speaking skills. These communicative classes emphasise the practical use of Czech.

## Dutch

### Dutch 1

Learn Dutch and develop your listening and speaking

skills. These communicative classes emphasise the practical use of Dutch. Based on Teach Yourself Dutch (Hodder & Stoughton).

## Dutch 2

Improve your Dutch on these communicative courses, with the emphasis on listening and speaking skills.

Suitable if you have completed Dutch 1 or equivalent.

Based on Teach Yourself Dutch (Hodder & Stoughton).

## Dutch 3

Improve your intermediate Dutch on these communicative courses, with the emphasis on listening and speaking skills. Suitable if you have completed

Dutch 2 or equivalent. Based on Taal Totaal:

Nederlands voor gevorderden (interaal).

## French

### French exam courses

At the end of these courses you will sit an exam and, if

successful, will gain an internationally recognised qualification. Exam costs are normally included in the fee and are not refundable. An interview and a test are required before enrolling. Please contact the Languages team for further details.

### French fast-track programme

Learn to speak French on this intensive programme. Taught in French with the emphasis on speaking and listening skills. Based on The French Experience 1 (BBC New Edition) Progression routes: French 2 lower or 2 upper

### French 1

Learn French on these lively courses for beginners, taught in French with the emphasis on developing your speaking and listening skills.

### French 2 lower

Improve your elementary French on these communicative courses. The emphasis is on the development of speaking and listening skills. You

should have completed French 1 or equivalent.

### French 2 upper

Improve your lower-intermediate French on these communicative courses. The emphasis is on developing your speaking and listening skills and acquiring a greater understanding of French grammar. Suitable if you have completed 'French 2 lower' or equivalent.

### French 3 lower

Improve your French on these communicative courses. The emphasis is on developing speaking and listening skills and acquiring greater understanding of French grammar. Suitable if you have studied French for at least three years or equivalent.

### French 3 upper

Further improve your intermediate French on these lively, communicative courses. Suitable if you have studied French for about four years recently, or have an equivalent knowledge of the language.

## French 4

Suitable if you have studied French for about five years or have an equivalent level.

## French 5

Lecture et discussions sur des oeuvres francaises a travers les siecles, ainsi qu'un apercu historique et biographique d'ecrivains francais et francophones.

## French weekend workshops

All workshops are taught in French.

## Gaelic (Scottish)

### Gaelic (Scottish) 1

Communicative courses for beginners with the emphasis on speaking and listening skills. The courses also provide an introduction to Gaelic culture, poetry and songs.

### Gaelic (Scottish) 2

Elementary Gaelic classes for focussing on speaking and listening skills, as well as Gaelic culture, poetry and music. Suitable if you have studied Gaelic for about one year recently.

## German

### German fast-track programme

This is an intensive programme for beginners, with the emphasis on developing your speaking and listening skills. Based on Willkommen (Hodder Arnold)

### German 1

German courses for beginners. The emphasis is on the practical use of German and the development of your speaking and listening skills.

### German 2 lower

These elementary German courses are for you if you have studied the language for approximately one year. The emphasis is on developing your oral skills.

## German 2 upper

Intermediate German courses for those who have studied the language for approximately two years. The emphasis is on developing your speaking skills. Based on Optimal A2.

## German 3 lower

Intermediate German courses for those who have studied the language for approximately three years. Based on Optimal B1

## German 3 upper

Upper-intermediate German courses for those who have studied the language for approximately four years.

## German 4

Vertiefen Sie ihre Deutschkenntnisse durch eine vielseitige Auswahl an aktuellen Materialien, Texten, Videos und Hörverständnissen.

## German 5

Advanced German courses for those who have studied

the language for six years or more and with a good degree of fluency.

Hindi

Hindi 1

Learn to speak Hindi and develop your listening and speaking skills in these communicative classes which emphasise the practical use of the language.

Italian

Italian Exam Courses

At the end of these courses you will sit an exam and, if successful, will gain a nationally recognised qualification. Exam costs are included in the fee and are not refundable. An interview and a test are required before enrolling. Please contact the Languages team for further details.

Italian express courses

These short, intensive programmes are ideal if you want to study at a rapid pace (twice a week) and in a small

group (8-10 students). You will have plenty of opportunity to practise the language.

### Italian fast-track programme

Learn to speak Italian on this intensive programme.

Taught in Italian, the emphasis is on developing your speaking and listening skills.

### Early-bird Italian

#### Italian 1

Learn to speak Italian on these communicative courses for beginners, with an emphasis on the practical use of Italian and the development of your speaking and listening skills.

#### Italian 2 lower

Improve your elementary Italian on these communicative courses. The emphasis is on developing your oral skills. Suitable if you have completed 'Italian 1' or equivalent.

#### Italian 2 upper

Improve your lower intermediate Italian on these

communicative courses. The emphasis is on the development of your oral skills. Suitable if you have completed 'Italian 2 lower' or equivalent.

#### Italian 3 lower

Improve your intermediate Italian on these communicative courses. The emphasis is on developing your oral skills and acquiring greater understanding of Italian grammar. You should have completed 'Italian 2 upper' or equivalent.

#### Italian 3 upper

Questi corsi ti daranno la possibilità di migliorare le tue capacità di comprensione ed espressione scritta ed orale.

#### Italian 4

Questi corsi ti daranno la possibilità di analizzare e discutere articoli giornalistici, testi letterari e programmi televisivi.

#### Italian 5

Questi corsi daranno al possibilita de mantenere e sviluppare le tue abilita linguistiche ad un livello avanzato.

Italian weekend workshops

These workshops are taught in Italian.

Japanese

Japanese writing workshops

Japanese 1

Learn to speak Japanese on these courses for beginners. The emphasis in on developing your listening and speaking skills, as well as reading Hiragana.

Japanese 2 lower

Further develop your listening and speaking skills in Japanese. You should be able to read Hiragana and some Katalana and have completed Japanese 1 or equivalent.

## Modern Greek

### Modern Greek 1

Learn to speak Greek and develop your listening and speaking skills in these communicative classes. You will also learn to read and write Greek.

### Modern Greek 2 lower

Improve your Greek on these practical courses. The emphasis is on listening and speaking, and on extending your reading and writing skills. Suitable if you have completed Modern Greek 1 or equivalent.

### Modern Greek 2 upper

Improve your Greek on these practical courses. The emphasis is on listening, speaking and on extending your reading and writing skills. Suitable if you have completed 'Modern Greek 2 lower' or equivalent.

### Modern Greek 3

Improve your Greek on these practical courses. The emphasis is on listening and speaking, and on

extending your reading and writing skills. Suitable if you have completed 'Modern Greek 2 upper' or equivalent.

#### Modern Greek 4

Develop your Greek at an advanced level. From the poems of Kavafis to Modern Greek cinema, you will have the opportunity to discuss a range of modern social, cultural and historical issues. You should have studied for three or four years recently.

#### Polish

##### Polish 1

Learn to speak Polish and develop your listening and speaking skills in these communicative courses, which emphasise the practical use of the language.

##### Polish 2

Improve your Polish on these practical courses. The emphasis is on speaking and listening, and on extending your reading and writing skills. Suitable if you

have completed Polish 1 or equivalent.

Portuguese

Portuguese exam courses

Portuguese GCSE

Gain a GCSE qualification and develop your practical language and exam skills. Course fee includes non-refundable exam costs payable in advance. Course fees payable in termly instalments. Please contact the Languages' team to book an interview. Interviews start in July.

Portuguese holiday workshop

Portuguese 1

Portuguese 2 lower

Improve your Portuguese on these communicative courses with the emphasis on listening and speaking skills. Suitable if you have completed Portuguese 1 or

equivalent.

## Russian

### Russian 1

Communicative courses where the emphasis is on speaking and understanding Russian. You will also gain a basic grounding in Russian grammar.

### Russian 2

Improve your elementary Russian. The emphasis is on developing listening and speaking skills as well as extending your reading and writing. Suitable if you have studied Russian for about a year.

### Russian 3

Further develop your listening and speaking skills and gain an insight into aspects of Russian culture. You should have completed Russian 2 or equivalent.

### Russian 4

These courses will cover topical issues, aspects of Russian literature and other cultural matters as well as some advanced grammar. You should have studied Russian for three years and be reasonably fluent.

### Russian 5

This is a very advanced discussion group covering topical and cultural issues with relevant points of grammar, as and when necessary. You should have an advanced level of Russian.

### Spanish

#### Spanish exam courses

At the end of these courses you will sit an exam, and if successful, will gain a nationally or internationally recognised qualification. Exam costs are included in the fee and are not refundable. An interview and a test are required before enrolling. Please contact the languages team for further details.

## Spanish express courses

Intensive courses at a rapid pace. With groups of only 10 students, you will have plenty of opportunity to practise. Taught in Spanish, the emphasis is on speaking and listening.

## Spanish fast-track modular ; year 1

Intensive Spanish programmes for beginners with the emphasis on listening and speaking skills. Progress to 'Spanish fast-track: year 2' or 'Spanish 2 upper'

## Spanish fast-track modular : year 2

Intensive Spanish programmes for students at an intermediate level (you should have completed 'Spanish fast-track year 1' or 'Spanish 2 lower') with the emphasis on listening and speaking skills.

## Early-bird Spanish

## Spanish 1

Learn to speak Spanish on these lively communicative courses for complete beginners. Taught in Spanish with

the emphasis on developing your listening and speaking skills. Suggested progression route 'Spanish 2 lower'.

### Spanish 2 lower

Improve your elementary Spanish on these communicative courses, taught in Spanish with the emphasis on speaking and listening. Suitable if you have completed 'Spanish 1: module 3' or equivalent. Suggested progression: 'Spanish 2 upper' or 'Spanish 2 fast-track module 1'.

### Spanish 2 upper

Further improve your Spanish. The emphasis is on listening, speaking and acquiring a greater understanding of Spanish grammar. Ideal if you have completed 'Spanish 2 lower' or equivalent.

### Spanish 3 lower

Improve your intermediate Spanish on these lively courses, with the emphasis on speaking, listening and acquiring a greater understanding of Spanish grammar. Suitable if you have completed 'Spanish 2: upper' or

equivalent.

### Spanish 3 upper

Further improve your Spanish in these lively classes, taught in Spanish with the emphasis on developing your speaking and listening skills. You will also acquire a greater understanding of Spanish grammar. Suitable if you have completed 'Spanish 3 lower' or equivalent.

### Spanish 4

Este nivel es para aquellos estudiantes que han estudiado unos cinco años de español y desean obtener un conocimiento más profundo de la lengua y cultura del mundo hispanohablante.

### Spanish 5

Este nivel es para estudiantes con un dominio avanzado del español que desean perfeccionar el idioma con fines comunicativos o más especializados.

### Spanish weekend workshops

All workshops are taught in Spanish.

## Welsh

### Welsh 1

Learn to speak Welsh on these lively courses for beginners with the emphasis on the practical use of Welsh and the development of your listening and speaking skills.

### Welsh 2

Improve your elementary Welsh in these communicative classes. The emphasis is on the practical use of Welsh and the development of your listening and speaking skills. Suitable if you have studied Welsh for one year recently.

### Welsh 3

Improve your confidence in speaking Welsh on this communicative course, and improve your understanding of Welsh grammar. Suitable if you have studied Welsh recently for 2 years or equivalent.

Welsh 4

Welsh 5

Tailor-made language training for business or individuals

We can provide bespoke training in all languages included in this guide, as well as many others. Enjoy individual or group learning at a time to suit you, with fully qualified teachers who are native speakers or the target language. Contact us to find out more on 020 7492 2640 or [languagetraining@citylit.ac.uk](mailto:languagetraining@citylit.ac.uk)

## **Management Training**

“The way the course was managed was excellent. I found the continual feedback and encouragement both helpful and motivating. The content was thought provoking, interesting and relevant”.

Student, Leadership and management

### Contact

020 7492 2537

[training@citylit.ac.uk](mailto:training@citylit.ac.uk)

### Telephone hours

Tues 17.00-18.00

Wed and Thu 11.30-12.30

For application forms or more course details, please call or email us, or download them from [www.citylit.ca.uk](http://www.citylit.ca.uk)

## **Starred Courses**

You will need to complete a course specific application form, and may be asked to an interview and to complete

an initial assessment. You will be invited to enrol once you have been offered a place.

## Management Training

These courses are suitable if you have a management or coaching role in either the public or private sectors.

Contact us for more details and how to apply.

### Management

ILM award in leadership and management skills

### Coaching

ILM award in workplace coaching

### Courses for employers

In addition to public courses, we can offer management and trainer training qualifications as closed courses for employers. The most popular are:

- ILM Award in leadership and management at level 3 and level 5
- City and Guilds 7300 introduction to trainer skills

(focussed 3 day training)

- City and Guilds 7303 preparing to teach in the lifelong learning sector (PTLLS) for workplace trainers

We can also offer one or two day training aspects of leadership, management and coaching.

Please contact the department for more details

Download and submit an application form, available by entering your course code at [www.citylit.ac.uk](http://www.citylit.ac.uk)

Read more about your course!

For a detailed outline enter the course code at [www.citylit.ca.uk](http://www.citylit.ca.uk) or call 020 7492 2600

## **Music**

“For anyone who has a passion for music and wants to expand their musical horizons I would certainly recommend City Lit ... excellent teaching and supportive staff. You get to live your passion and that’s what music is about.”

Sunita Arora-Shah, Music foundation

### **Auditions and advice:**

Any course that has a star next to its code requires you to attend an advice/audition session in order to enrol – helping ensure you are placed at the right level and giving you an opportunity to ask any questions.

The sessions run on a first come, first served basis, so no appointment is necessary (NB some courses are exceptions to this rule, so please see below under Specialist auditions).

Please have something prepared to play or sing. If you’re auditioning for an instrumental course (other than piano) please bring your instrument.

**These sessions can be extremely busy, so we thank you in advance for your patience and understanding.**

Auditions for courses starting September 10:

July:

Mon 12 July                    16.00-19.00

Tue 20 July                    16.00-19.00

September:

Thu 09 Sept                    12.00-14.00

Sat 11 Sept                    14.00-17.00

Wed 15 Sept                    16.00-19.00

Thu 16 Sept                    16.00-19.00

Specialist auditions:

Music foundation and access courses

Mon 12 July                    10.00 prompt

Mon 6 Sept                    11.00 prompt

Mon 13 Sept 11.00 prompt

Diploma course for music teachers:

Mon 13 Sept 11.00 prompt

Mon 27 Sept 11.00 prompt

Jazz course year 1:

Sat 24 July 11.00 meeting

Fri 10 Sept 11.00 meeting

Jazz course years 2&3:

Sat 24 July 14.00 meeting

Sat 11 Sept 11.00 meeting

City Opera:

Thu 8 Jul 15.00-20.00

Mon 12 Jul 15.00-20.00

Thu 9 Sept 15.00-20.00

Fri 10 Sept 15.00-20.00

Advanced singing (Working towards performance,  
Building a song recital, and Singing as performance).

Booking required – call on 020 7492 2630

Tue 7 Sept                      15.00-20.00

Fri 10 Sept                     15.00-20.00

Weekly advice/auditions for courses starting after  
September 10

Day	Time	Room
Tues	17.30-18.30	212
Wed	12.30-13.30	208
Wed	17.30-18.30	208 & 211
Thurs	17.30-18.30	208

### Contact

020 7492 2630

[music@citylit.ac.uk](mailto:music@citylit.ac.uk)

For all music technology course queries please email

[music.tech@citylit.ac.uk](mailto:music.tech@citylit.ac.uk)

Term dates:

Autumn term:

Mon 20 Sept – Sun 5 Dec 2010

Half term Mon 25 Oct – Sun 31 Oct 2010

Spring term:

Mon 10 Jan – Sun 3 April 2011

No half term

Summer term:

For courses beginning on a Monday:

9 May 10 – 18 July 2011

For courses beginning on Tuesday to Friday:

Tue 3 May – Sat 9 July 2011

No half term

Music open day page 131 of Course Guide

Music practice rooms page 131 of Course Guide

One-year music courses page 131 of Course Guide

Music appreciation page 131 of Course Guide

Instrumental playing page 133 of Course Guide

Piano/keyboards page 135 of Course Guide

Singing page 137 of Course Guide

Musicianship page 140 of Course Guide

Music technology page 141 of Course Guide

Jazz and popular music page 144 of Course Guide

## Music practice rooms

If you are enrolled on a music course, you can pay an hourly fee to use a practice room, available Monday to Friday 10.30-18.00. Rooms are equipped with an upright piano. To book, call 020 7492 2630 at least one day in advance of your preferred time. Please note that availability is restricted at certain times due to course use of rooms and to demands on staff.

## Music access course

This course, accredited by Open College Network London Region, offers students the training and skills required for entry to Higher Education or on other courses where students develop skills in the music profession. Regular attendance is essential and you must be aged 19 or over. Auditions take place in July and September each year (dates listed on the music front page). Please bring two passport-sized photographs to the audition. You will be given a written

paper testing your theoretical and harmony skills as well as a short aural test. Please prepare a piece to perform on your instrument/voice at a standard of Grade 6 or higher. An interview will follow and the content of the course discussed with the course tutor/s.

### Music foundation

This is a one-year programme, accredited by the Open College Network. You will attend several modules which include elements of music, general musicianship, improvisation, composition and performance. Regular attendance to all classes is necessary. Auditions will take place on Monday 12<sup>th</sup> July 2010 at 10am prompt and Monday 6<sup>th</sup> and Monday 13<sup>th</sup> September 2010 at 11am prompt.

### Music appreciation

No previous musical knowledge is necessary for these courses.

Opera in focus

Music appreciation on a Sunday

Instrument playing

You should have access to your own instrument and will also need to buy some printed music

Instrumental ensembles

Recorder

Clarinet

Flute

Violin

Cello

String ensembles

Classical guitar

Sunday classical guitar

Sunday ukulele

Piano/keyboards

Southwark Cathedral concerts

Free lunchtime concerts at Southwark Cathedral, performed by advanced City Lit students at 15.15 on the following Tuesdays: 9 November, 18 January, 22 March, 17 May and 21 June

Masterclass lecture

Foundation classes

Piano level 1

Piano level 2

Piano level 3

Piano level 4

Piano level 5 and above

Further keyboard classes

## Singing

Although the technical training for singing is classical in essence, the repertoire also includes lighter music and music theatre. For jazz, rock, soul, blues and pop singing see page 146 of Course Guide.

Courses in conjunction with the British Voice Association

The British Voice Association's members are leading experts and professionals in the multidisciplinary world of voice. This collaboration with City Lit is an important part of the BVA's commitment to professional development and education.

Sunday workshops: intermediate level and above

### Introduction to Singing

These sessions are not specific to any style of singing and are designed to provide you with the skills needed to progress into level 1 of popular music singing classes or foundation level of classical singing classes.

Self-assessment for singing levels

Although you need to come to an advice session for all courses with a starred code, by using this information set out in the Trinity Guildhall singing exam syllabus this guide will help you choose what level to aim for 'Basic technique for solo singing' = Grade 2 Trinity Guildhall; 'Develop your singing' = Grade 3; Consolidate your singing' = Grade 4-5; 'International 1' = Grade 5-6; 'Intermediate 2' = Grade 6; 'Advanced workshop' = Grade 7 and above. All other workshops below are at Grade 5 and above.

Foundation singing levels

Intermediate singing levels

In all workshops the repertoire studied is an integral part of the learning process; you will therefore need to be able to learn new songs as proposed by your tutor and present them from memory on a regular basis.

Intermediate/advanced singing levels

Advanced singing levels

Professional singers' workshops

Other vocal classes

Choral singing

Musicianship

Ear training, reading, writing, rhythm and harmony from beginner to diploma level.

Professional development in music

Music technology

Computer-based technology plays a central role in composition, recording, production and performance.

Our music technology suite is equipped with industry-standard hardware and software suited to these diverse roles. Most software is cross-platform and any difference between Mac and PC systems will be explained. Familiarity with using a computer will be a distinct advantage. Students on our courses are often

entitled to education discounts when purchasing music software packages.

### Introductory music production courses

These are beginners' courses designed to give you a firm grasp of the main elements of the relevant software package. They are open to all learners and the nature of the software means that these courses will suit experienced musicians and equally those with no previous music-making experience.

### Advanced music production courses

These are designed as follow-on courses from our introductory range above. Prospective students should have taken the appropriate introductory course/s or have had equivalent experience. If you would like to discuss any of these courses please contact

[music.tech@citylit.ac.uk](mailto:music.tech@citylit.ac.uk).

### Music for film

Composing and arranging with computers

These courses are aimed at musicians looking to develop or extend their use of computer technology in their professional practice. Our 'New music' course will explore approaches using a variety of software whilst our composing and arranging course will focus exclusively on Sibelius.

Musicianship and music theory

Short intensive courses

Jazz and popular music

Jazz musicianship

Develop your ear training, jazz harmony, improvisation and ensemble playing

Instrumental

Ensembles

Voice

## **Photography**

“Excellent! Fun, expert and informative blend of technical and theoretical input.”

Student, Photography

### Contact

020 7492 2700/2703

### Telephone hours

Mon-Fri 09.00-12.00 & 15.00-18.00

### Drop-in advice

Term-time

Please call for advice

Non term-time

Tue 17.30-18.30 & Wed 12.30-13.30

For technical/equipment advice not covered by course outline or prospectus please email

[digitalarts@citylit.ca.uk](mailto:digitalarts@citylit.ca.uk)

Course levels : a guide

Most of our courses do not require an interview. WE offer a range of courses at all levels and our tutors make every effort to accommodate your individual requirements.

Before choosing, please read the full course outline carefully and keep in mind the following to help you decide which is the most appropriate level of course for you:

Beginners – if you have not done the subject before, or have only had a small amount of experience of the subject.

Intermediate – if you have some prior experience of the subject but do not yet consider yourself to be at an advanced level.

Advanced – if you have done a significant amount of learning in this subject already, and wish to further advance your skills. You are able to work with some independence within the subject.

All levels – for people at beginners, intermediate and advanced levels with support given appropriate to your level. Please be aware that the class will be made up of students of differing levels of experience.

All photography courses will now be held at Kean Street; a new City Lit facility solely dedicated to photography.

History, theory and philosophy page 149 of the Course Guide

Introductory and beginners courses page 149 of the Course Guide

Portfolio and project creation, assessment and exhibiting page 150 of the Course Guide

Computer applications including Photoshop and web site creation page 151 of the Course Guide

Photographing London page 152 of the Course Guide

General and specialist courses taking photography further pages 152 to 154 of the Course Guide

Documentary, visual journalism, photojournalism page 154 of the Course Guide

Lighting and studio techniques page 154 of the Course Guide

History, theory and philosophy

Introductory and beginners courses

Portfolio and project creation, assessment and exhibiting

Computer applications including Photoshop and we site creation

Photographing London

General and specialist courses taking photography further

Documentary, visual journalism, photojournalism

## Lighting and studio techniques

## **Progress : Courses for People with Learning Difficulties**

“I like trying to keep a secret when I am in character.”

Michaela, Theatre skills

Progress is specially designed programme for adults with learning difficulties.

### Contact

020 7492 2586

[progress@citylit.ca.uk](mailto:progress@citylit.ca.uk)

### Telephone hours

Mon-Fri 09.00-16.00

## Term dates

Term 1 : 13 Sept – 10 Dec 2010

Term 2 : 10 Jan – 08 April 2011

Term 3 : 3 May – 11 July 2011

## Enrolling on a Progress Course

For all Progress courses you need to have a personal interview before you enrol.

There may be vacancies later in the year. Please phone us or come to our advice sessions: Monday, Tuesday and Friday 12.30-13.30pm (term-time only).

## Pictorial course guide

For a pictorial course guide please call us on 020 7492 2586

Personal progress qualifications page 156 of Course Guide

Non-accredited courses page 156 of Course Guide

## Personal progress qualifications (entry 1)

Personal Progress Qualifications are nationally recognised qualifications from the Foundation Learning Curriculum. These are accredited by ASDAN. They are all entry 1 level. Entry 1 now includes all the pre-entry levels, so if you are just starting to learn, you can still get a qualification.

The tutor will help you to learn new skills to improve your skills. You need to show what you have learnt on paper or on video (evidence). If you do the work you get an Award after one year and a Certificate after the second year.

You choose one of these classes to get a qualification. See which is best for you. Come for an interview see header page 155 of the Course Guide to find out more and to enrol.

There are 4 two-year classes, Learning together, Life stories, Skills for work, and 1 one-year class, Moving to mainstream.

Each class is designed for people with different communication skills, experience and subject interest. You get a different mix of Units (small subjects) in each class.

### Non-accredited courses

These are one-year courses to develop your subject skills.

People and places - About London

Health – Health Studies

Computing – Introduction to Computing

Music, drama and dance

Visual Arts

## Working with people with learning difficulties

If you or your staff work with people with learning difficulties, we can offer the following training to your organisation:

- Supporting skills for life in everyday life
- Preparing for college : supporting people with learning difficulties and disabilities
- Disability awareness and inclusion
- Celebrating achievement
- Designing inclusive resources
- Facilitating groups and workshops

For more information about how we can help, contact Michael Donlevy on 020 7492 2587 or at

[michael.donlevy@citylit.ac.uk](mailto:michael.donlevy@citylit.ac.uk)

## **Psychology, Counselling and Personal Development**

“Through mindful honest feedback, I am gaining greater understanding of how others experience me and I them. I have felt seen, valued and accepted.”

Student, Diploma in practitioner counselling

### Contact

020 7492 2530

[counselling@citylit.ac.uk](mailto:counselling@citylit.ac.uk)

### Telephone hours

Term-time Mon-Fri 12.30-13.30

Non term-time Tue, Fri 12.30-13.30

### Drop-in Advice

Term-time only: Wed 12.30-13.30

Psychology page 159 of Course Guide

Counselling page 159 of Course Guide

Continuing professional development page 161 of  
Course Guide

Skills for work and life page 163 of Course Guide

Personal development page 164 of Course Guide

## Psychology

### Counselling

You can train to be a practising counsellor at City Lit.

Introductory courses (level 1) meet the entry requirements for the Certificate in counselling skills (level 3). In turn, this leads to the Diploma in practitioner counselling (level 4). YOU can also learn about different theoretical models for counselling on our one-day workshops.

#### Counselling courses

Counselling Level 1

Counselling Level 3

Counselling Level 4

Counselling and psychotherapy models

## Continuing professional development

These courses are aimed at counsellors, other helping professionals and trainees. Other interested people are not necessarily excluded, but a certain level of knowledge, skill or personal development is assumed.

Please read the course outline (available at [www.citylit.ac.uk](http://www.citylit.ac.uk) or by calling 020 7492 2600 with the course code to hand) and seek advice. Certificates of attendance are provided as evidence of continued professional development.

## Professional development courses

## Continuing professional development workshops

## Skills for work and life

This range of courses is designed to develop your communication and interpersonal skills. These are also useful skills for your own personal development.

Reading the individual course outlines at [www.citylit.ac.uk](http://www.citylit.ac.uk) will help you to find the course or

courses which meet your needs.

Assertiveness

Developing skills with people

Read more about your course! For a detailed outline enter the course code at [www.citylit.ac.uk](http://www.citylit.ac.uk) or call 020 7492 2600

### **Personal development**

Personal development courses and workshops offer you the opportunity to learn about yourself and make changes in your life. Although learning is mainly experiential, links are made to the theory underpinning each course. It is essential to read the course outlines, available at [www.citylit.ac.uk](http://www.citylit.ac.uk) or calling 020 7492 2600 with the course code to hand.

## **Speech Therapy**

“I am very glad that I took part in the course, and I think that I now regard my stammer in a much healthier and more positive way... I cannot recommend the course strongly enough”.

Adam, Stage 1 stammering therapy.

Contact: 020 7492 2578 or 020 7492 2579

speechtherapy@citylit.ac.uk

[www.citylit.ac.uk/stammeringtherapy](http://www.citylit.ac.uk/stammeringtherapy)

Speech therapy, City Lit, Keeley Street,

Covent Garden, London WC2B 4BA

Telephone hours: Mon – Fri 09:00 – 17:00

**Course information and advice**

Please contact us by phone, email or letter if you would like to discuss any of the courses, or to arrange your free pre-enrolment advice session (required for courses marked with a star).

City Lit: winner of the Queen's Anniversary Prize 2007 for outstanding work with adults who stammer.

Page Number (in course guide)

Evening classes.....	168
Intensive speech therapy.....	168
Workshops for people who stammer.....	169
Training courses in speech and language therapy.....	169
Speech therapy for adults with aphasia.....	170

### **Speech therapy evening classes**

Contact: Carolyn Cheasman

([carolyn.cheasman@citylit.ac.uk](mailto:carolyn.cheasman@citylit.ac.uk)). If you wish to start an evening class and haven't already been interviewed please contact the department to arrange an interview.

### **Stage one – stammering therapy**

Stage one courses are for people who are not familiar with the approach used at City Lit. You may or may not

have had previous speech therapy.

### Stage two – stammering therapy

Stage two courses are best suited to people who have had some speech therapy in the past, either at City Lit or elsewhere. You will review the speech work you have already covered and explore ways of further extending its use in everyday life.

### **Intensive speech therapy course**

Contact: Rachel Everard ([Rachel.everard@citylit.ac.uk](mailto:Rachel.everard@citylit.ac.uk)).

Intensive courses are an excellent way for people who stammer to work on their speech, providing the opportunity for concentrated speech work, plus time to explore the psychological aspects of stammering.

Follow-up therapy is essential: you can attend evening classes here or speech and language therapy locally.

**Stammering therapy: an integrated approach**

Developed from Catherine Montgomery's programme, these courses integrate a range of tools which encompass the major stammering therapy approaches.

**Stammering therapy: block modification**

On these courses you will work on identifying your stammering, becoming less sensitive about it and challenging negative thoughts. You will also work on reducing avoidance behaviours and learn strategies to help you speak more easily.

**Workshops for people who stammer**

Contacts: Carolyn Cheasman, Jan Logan or Rachel Everard. These daytime workshops are suitable if you have already had some speech therapy and want to refresh your skills or want to develop your communications skills in more specific ways.

Workshops for people who stammer

**Training courses in speech and language therapy**

Professional training courses

Speech therapy for adults with aphasia

## **Teacher Training**

“I thoroughly enjoyed all the taught sessions and felt the standard of teaching was excellent – really good demonstration of modelling good practice in the classroom”

Student, Teacher training

### Contact

020 7492 2537

training@citylit.ac.uk

### Telephone hours

Tues 17:00 – 18:00

Wed and Thu 11:30 – 12:30

For application forms or more course details, please call or email us, or download them from [www.citylit.ac.uk](http://www.citylit.ac.uk).

## Starred courses

All courses marked with a star (\*) require you to complete a course-specific application form. For most courses you will also need to be interviewed and complete an initial assessment. You can enrol once you have been offered a place.

Please apply by the closing date. We will accept applications after this date if there are still places.

### **Training for teachers of adults**

Courses leading to national qualifications in teaching in the lifelong learning sector. See our programme guide 'Training for Teachers 2009-10' for more details and closing dates for applications. The guide and application forms are available from the department at [www.citylit.ac.uk](http://www.citylit.ac.uk).

Introductory teacher training

In-service teacher training

## **Visual Arts**

“It was good value for money, there was so much information given in a short time, to take away and use.”

Cliff, Produce and shoot your own digital video

### Contact

020 7492 2700/2703

visualarts@citylit.ac.uk

## Telephone hours

09:00 – 12:00 & 15:00 – 18:00

## Drop-in advice

Term-time - please call for advice.

Non term-time – Tue 17:30 – 18:30, Wed 12:30 – 13:30

For term updates see page 5 (of original guide).

## **Course levels: a guide**

Most of our courses do not require an interview. We offer a range of courses at all levels and our tutors make every effort to accommodate your individual requirements. Before choosing, please read the full course outline carefully and keep in mind the following to help you decide which is the most appropriate level of course for you:

Beginners – if you have not done the subject before, or have only had a small amount of experience on the subject.

Intermediate – if you have some prior experience of the subject but do not yet consider yourself to be at an advanced level.

Advanced – if you have done a significant amount of learning in this subject already, and wish to further advance your skills. You are able to work with some independence within the subject.

All levels – for people at beginners, intermediate and advanced levels with support given appropriate to your level. Please be aware that the class will be made up of students of differing levels of experience.

Page Number (in course guide)

Art and design portfolio courses.....	174
Art and design foundation diploma.....	174
Art history.....	174
Basketry.....	188
Bookbinding, book arts and book conservation...	177
Calligraphy.....	178
Ceramics.....	178
Design.....	180
Digital arts.....	181
Drawing.....	184
Drawing and painting from life.....	186
Sewing and clothesmaking.....	187
Fibre arts: textiles and basketry.....	188
	181

Graphic design, desktop publishing, illustration and cartooning.....	190
Jewellery.....	191
Mosaics.....	194
Offsite and studio development courses.....	194
Painting.....	195
Photography.....	148
Printmaking.....	198
Professional practice.....	197
Sculpture.....	199
Textiles.....	188

**Art foundation and portfolio preparation courses**

If you want to study art and design at university, develop your career in the arts, develop studio-based activities or

set up your own small business, these courses are for you. You will receive professional advice and leave with a portfolio of work that demonstrates your creative abilities. See 'Developing fine art practice', page 197 (in original), City Lit fine art course, page 197 (in original) and sculpture portfolio courses, page 200 (in original).

### Art and design foundation

The foundation diploma offers adults a course of exploration and discovery. You will be taught a wide range of subject specialist disciplines including: painting, sculpture, printmaking, digital art and video, graphic design, ceramics, fashion and textiles combined with core skills in drawing, basic photography, critical studies and colour work. We will concentrate on the development of you, as an individual whatever your background or age. You do not need formal qualifications but please bring a portfolio to interview. The course runs part time, average attendance is 15 hrs

per week. Basic materials are provided. For further advice or to arrange an interview, please call 020 7492 2700 or 2073.

## **Art history**

Introductory and survey courses

Classical & Egyptian art and architecture

Medieval art

Renaissance and Baroque

Architecture

Modern and contemporary art

Galleries, exhibitions and events

**Basketry**

**Book binding, book arts and conservation**

Bookbinding: accredited course

Bookbinding and book arts

Restoration and conservation

**Calligraphy**

## **Ceramics**

Ceramics slide talks

Pottery

Structured ceramics course

Ceramics portfolio course

Ceramics diploma

Ceramics: short courses

Ceramics at the weekend

## **Design**

Interior design

## **Digital arts**

Computers in art

Digital video

Photoshop

The internet and web design

Animation

Digital arts studio open access

## **Drawing**

Introductory drawing courses

The City Lit drawing course

Sketchbooks

Drawing concepts and ideas

### **Drawing and painting from life**

We strongly recommend that you read the more detailed course outline for these classes before enrolling: visit [www.citylit.ac.uk](http://www.citylit.ac.uk) or call 020 7492 2600. See also 'Life drawing and Photoshop'.

Life drawing

Life painting

Portraiture

**Sewing and clothes making**

Sewing and clothes making: short and weekend courses

**Fibre arts: textiles and basketry**

See also 'Introduction to designing textiles using computers and Photoshop', page 183 (in original) and 'Sewing and clothes making', page 187 (in original).

See also 'Improving practice: professional development for makers', page 197 (in original).

Basketry: City & Guilds qualification

Basketry: short courses

Textiles

Textiles at the weekend

**Graphic design DTP illustration and cartooning**

Graphic design and illustration

InDesign desktop publishing and graphics

**Jewellery**

Introductory jewellery courses in metal

Metal jewellery

Progressive metal jewellery

Drawing for jewellery makers

Bead and fabric jewellery

Jewellery short courses

Jewellery portfolio courses

**Mosaics**

## **Offsite and studio development courses**

Working from land and cityscape

Working from museums and collections

## **Painting**

Introductory painting

The City Lit painting course

Watercolour

The radiant image

Painting : concepts and ideas

The City Lit fine art course

Developing fine art practice

## **Professional Practice**

## **Photography**

## **Printmaking**

## **Sculpture**

Short sculpture courses

Sculpture portfolio courses

## **Textiles**

## **Supporting you**

### **General information and education advice**

visit the Information and Advice shop to speak to an adviser about your options at City Lit and elsewhere and to book an appointment with a careers advisor. You do not need to be enrolled at City Lit to use this service.

For contact details and opening times please see page 5 (in original).

### **Financial and childcare support**

If you have a low income, ask the Information and Advice team about the financial assistance that may be available to you. We can also help you pay for registered childcare. For contact details and opening times please see page 5 (in original).

## **Deaf and hard of hearing students**

If you require communication support, we need to meet with you to discuss your support needs in the classroom. Please make an appointment when you enrol. This must be at least 3 weeks before the course starts. In some cases support may not be possible. Radio-aids and loops are available. For more information see Deaf and disabled support, page 23 (in original).

Minicom: 020 7492 2746/7

Voice: 020 7492 2722

Fax: 020 7492 2743

[dds@citylit.ac.uk](mailto:dds@citylit.ac.uk)

## **Dyslexia support**

If you have, or think you have dyslexia you may be able to receive help or advice. Contact us on:

Tel: 020 7492 2507

[dyslexiasupport@citylit.ac.uk](mailto:dyslexiasupport@citylit.ac.uk)

## **English and maths support**

Build your confidence in the English or maths skills needed to complete your course.

Support could include:

- planning and drafting writing
- preparing for presentations and discussions
- listening to information and following instructions
- improving grammar, spelling and punctuation
- finding information from different texts.

Support is also available to develop basic maths skills.

Unfortunately, we cannot support students already enrolled on English, maths or ESOL courses.

Contact us to make an appointment on:

Tel: 020 7492 2506

studyskills@citylit.ac.uk

Location: Mezzanine level, room M10 in the supported learning centre.

### **Skills for learning**

Some courses at City Lit offer support with other study skills you might need for your course. This could include: time management, note-taking, revision and memory techniques, improving concentration, reducing stress and exam anxiety, self motivation, research techniques, referencing and bibliographies. If you need extra support, talk to your tutor who can refer you to Learning Support for some additional help.

## **Students with disabilities**

If you need support for your course, please contact Access to Learning as soon as possible to discuss the options that may be available. Contact us on:

Tel: 020 7492 2506

Minicom: 020 7492 2746

Fax: 020 7492 2748

[accesstolearning@citylit.ac.uk](mailto:accesstolearning@citylit.ac.uk)

## **Counselling**

Our counselling service is here to help you cope with difficult situations or painful feelings. Drop in to find out more.

Wed 13:30 – 14:30 and 18:15 – 19:15

Fri 12:30 – 13:30

Term time only (see page 2 in original)

Tel: 020 7492 2530

counselling@citylit.ac.uk

## **Library (supported learning centre)**

Visit our library to access a variety of resources including books, videos, music, multimedia language resources, deaf awareness and signing materials. You can use the full range of computing facilities with access to the internet, printing and scanning facilities.

Mezzanine floor

Library helpdesk 020 7492 2666

lc-enquiries@citylit.ac.uk

Opening times: See page 5 (in original)

## **Refreshments**

Why not visit the café for a tasty range of drinks, snacks and meals or take a break on our roof-top garden, accessed via the 4<sup>th</sup> floor. There are also five student lounges, each with a balcony and a vending machine,

where you can wait for your class to start or continue discussions once it has finished.

## **Paying for your course**

“You don’t need me to tell you that there is considerable pressure on public finances, which is set to get worse in later years. At present City Lit continues to receive considerable Government subsidies but overall this has been capped for a number of years, with the amount we get for each student being reduced for this year.

We have therefore had to raise our fees, but have kept increased to a minimum to try to protect the less well off, whilst ensuring financial viability of the college. I hope you will recognise that this approach has enabled us to continue to offer very good value for money and an increasingly wide range of courses.”

**Peter Davies CB CBE, Principal**

## **Did you know:**

for a typical course you pay just £90, as the government pays £90 to cover the full cost of the course.

## **Please note**

Prices and policies in this guide are correct at the time of publication but are subject to change.

## **Bursaries**

If you are unable to afford the course fees, you have an opportunity to apply for support from the City Lit Student Bursary. The scheme seeks to help students who are unable to afford the full course fees and is particularly aimed at those wishing to study courses for vocational reasons or to help transform their lives. For more information please contact the Information and Advice service. Call us on 020 7492 2500 or email [advice@citylit.ac.uk](mailto:advice@citylit.ac.uk).

## **Instalment plans**

The option to pay your fees in instalments may be available on some courses. For more information please contact 020 7831 7831 or visit the enrolment counter. Please note that you will need to enrol in person at the enrolment counter in order to pay your fees in instalments as we will need to set up an instalment plan for you.

## **NC: No concessionary fees available on some courses**

City Lit receives government funding from the Skills Funding Agency (FSA) to help reduce the fees that students have to pay. City Lit reduces the cost even further for concessionary and senior fee payers.

However, this is not possible for all courses. Where no concessionary fees are available, you will see the symbol 'NC'. Our information and advice staff may be

able to help you find similar courses where you can pay a concessionary fee.

## **Transfers**

Due to financial considerations we are unable to transfer students between courses, and enrolments cannot be transferred between students.

## **Refunds**

City Lit will issue a refund provided your written request is received at least three weeks before the course starts. You will receive a refund of the course fee, less an administration fee. The fee is 20%, with a minimum charge of £10.00 per refunded course, covering administration costs and the loss of potential income to City Lit.

If you think your request is covered by the Disability Discrimination Act please include this information in your refund request.

How to request a refund:

- email [refund.requests@citylit.ac.uk](mailto:refund.requests@citylit.ac.uk)
- fax your request to 020 7492 2735
- forward your written refund request to: Refund Requests, City Lit, Keeley Street, WC2B 4BA.

We are only able to grant refunds which are in accordance with our refund policy. You can obtain the full refund policy from our website or upon request via the enrolment counter, department enquiry desk or the supported learning centre.

This does not affect your statutory rights.

If we have to cancel a course and cannot offer a suitable alternative you will receive a full refund and a £5 shopping voucher as compensation for your disappointment.

Tip: Avoid the need for a refund by reading the detailed course outline and making sure you are joining a course that is right for you. For a full course outline call 020 7492 2600 with the course code to hand or enter it in the course search at [www.citylit.ac.uk](http://www.citylit.ac.uk).

## **Course fees**

There are three levels of fees for most courses:

- standard fee
- senior fee (available to students 65 years and over, on a limited income)
- reduced (concessionary) fee (available if you are in receipt of income-based benefit, please check the next section to see if you are eligible).

On a minority of courses, only the standard fee is available (see 'NC: no concessions available on some courses', page 202 in original).

If you are having difficulty paying your fees, contact the Information and Advice shop (see page 5 in original) to see if you are eligible for financial assistance.

### **Reduced (concessionary) fees**

You are eligible to pay the reduced fee if you can provide evidence that you are:

- **Receiving income-based benefit/Employment and Support Allowance/Jobseeker's Allowance\***

Please provide a recent letter from JobCentre Plus/ Department for Work and Pensions confirming you

are in receipt of benefit. Jobseeker's Allowance appointment booklets are not valid evidence.

– **Receiving Housing Benefit or Council Tax Benefit**

Please provide official evidence. Please note that Council Tax exemptions and Council Tax discounts are not classified as Council Tax Benefit.

– **Receiving Working Tax Credit**

Please provide the original full award certificate, detailing a household income of less than £15,276 (subject to change).

– **An unwaged dependent of a person in receipt of one of the above benefits**

Please provide evidence as specified above.

If you are enrolling by telephone, you must provide current evidence of your entitlement before the course starts or within two weeks of enrolment, whichever is sooner.

At the time of enrolment, your evidence must:

- be dated within the last 6 months
- show that your benefit claim is ongoing
- show your name as a claimant (or a dependent).

If you are enrolling in person, by post or fax, you must provide current evidence of your entitlement each time you enrol.

\*Our funding body does not allow us to accept Incapacity Benefit, Disability Living Allowance, Child Tax Credit or Carer's Allowance as entitlement to reduced (concessionary) fees.

If you work and have a very low income, but are not entitled to pay the concessionary fee, you may be able to apply for help towards part of the fee. Please visit Information and Advice in the ground floor foyer for information.

## **Senior Fee**

City Lit invites you to pay the senior fee if you are over 65 and believe you need it, but based on a self-declaration rather than a means-tested system.

No age-related concessions are offered on vocational courses – defined as those which attract a recognised vocational qualification, or the title makes it clear it is aimed at employability.

The senior fee is available on daytime courses only, but you will have to request the senior fee having read the following statement:

“Please note that the Government does not provide any automatic concessions for retired people. On certain courses City Lit provides some financial support, aimed at older learners (aged 65 or over), who rely entirely on a state pension or whose household income is below £15,276 p.a. (subject to change). If you wish to claim this senior fee, please indicate this in the reduced fees section of the enrolment form and learning agreement.”

### **Students under 19**

We are unable to enrol anyone aged under 18 years.

If you are under 19 at 31<sup>st</sup> August 2010, and not an international student, you will not be charged any tuition fees and may enrol on a maximum of three courses.

As we receive no government fund for NC courses (see page 202 in original), you may enrol onto these courses, provided you pay the published NC fee.

### **Employers paying staff course fees**

We will be happy to invoice employers for fees, provided enrolment forms are accompanied by a letter on company headed paper stating the name of the student, course code, fee amount and course title, and confirming the employer's intention to pay fees due.

Fees are payable within 7 days of receipt of invoice. For further information please contact the Data Team Administrator, City Lit, Keeley Street, WC2B 4BA.

Tel: 020 7492 2565.

## **International students**

If you are an international student you must pay a higher fee for any courses subsidised by the UK Government. In general, this applies to our longer courses. You can pay the standard fee for the majority of weekend courses and short daytime courses, as these are not subsidised by the Government. Where you have to pay a higher fee, this is double the full tuition fee, plus any applicable exam/ supplementary fees.

For courses in the 'English, maths and ESOL' section, with the exception of ESOL courses, the cost for international students is £10 per hour.

Please ask the enrolment team about the international fee for the course you would like to take.

You will be classified as an international student if you have not been ordinarily resident in the UK or European

Economic Area for three years preceding the start of your course or if you have any restrictions on your stay. A visa does not constitute ordinary residence. If you are unsure of your status, please check with enrolment staff.

## **Exam Fees**

Exam fees are included in the course fee, unless otherwise stated. We are unable to refund exam fees, including any re-sit exam fees paid.

## **Jobseeker's allowance and part-time students**

If you are claiming the above and require a letter confirming your hours of study, please contact the enrolment team, located in the foyer.

## **Why we need information about you**

The Government subsidise courses at City Lit and it requires information about who it is funding. We also

need to monitor the effectiveness of our equality and diversity policy. This is why we have to ask you to complete some paperwork when you join a course. Thank you for your cooperation.

### **Gift vouchers available**

City Lit gift vouchers are now available and can be used towards any of our 3,700 courses\*. To buy yours, or treat a friend to some inspiration, call 020 7831 7831 or visit the enrolment counter.

\*Dependent on availability. Some courses require an interview before enrolment.

### **Help if you are made redundant**

Are you worried about your security or concerned about committing to paying for course fees? To help you enrol with confidence, you can ask for a refund on course fees, or stay on your course and claim our reduced (concessionary) fee, if you are made unemployed and:

- you worked at least three days per week
- you worked for the same employer for the past year
- your contract has been terminated entirely (i.e. not just a reduction in the number of working hours)
- you were already enrolled on the course when you received notice.

We will require a copy of your redundancy letter, and we reserve the right to check the situation with your (former) employer.

To apply, download an application form from [www.citylit.ac.uk/enrol/Help\\_for\\_learners\\_made\\_redundant](http://www.citylit.ac.uk/enrol/Help_for_learners_made_redundant), ask for one at the Reception or Enrolments counter, or call us on 020 7831 7831. The form tells you about the options available to you.

A decision will be given to you within one working week from the date you sent back your form.

## **Student handbook**

When you enrol, please pick up a copy of the student handbook. It provides all the information you need to make the most of your time at City Lit. If your course includes an exam, please also request the leaflet 'Important information on your accredited course' from Enrolments.

## **Your feedback**

Please fill in a 'tell us what you think' form, available in the foyer and around City Lit, and hand it in to reception in the foyer. Alternatively, email [learnerfeedback@citylit.ac.uk](mailto:learnerfeedback@citylit.ac.uk). We take all complaints seriously and will send you an acknowledgement within five working days of receiving one, and send you a written response within ten to twenty days.

## **Our promise**

We are committed to ensuring that each course listed in this guide takes place. If your course is cancelled and no alternative is available, you will receive a full refund plus a £5 shopping voucher as compensation for your disappointment.

**Important:**

- Do you need help with filling in this form? Ask a member of the enrolment team or ring Enrolments on 020 7831 7831 to enrol over the telephone.
- Do you need a large print version of this form? Contact Access to Learning on 020 7492 2506.
- Which sections should you complete? If you are a returning student who has enrolled since 28 June 2010, you need only complete the pink sections of this enrolment form (please refer to original document).
- Do you need more information on your course? A course outline is available for all our courses, describing the course content, the level of the course and any necessary prerequisites. You can search for your course at [www.citylit.ac.uk](http://www.citylit.ac.uk) or contact the enrolment team.

– Please check....

Our refund and transfer policies before you enrol.

See page 202 (in original) of the course guide or visit [www.citylit.ac.uk](http://www.citylit.ac.uk).

Thank you in advance for answering all the required questions. City Lit is a publicly funded organisation and the information is required by the Government, and also to allow us to monitor the effectiveness of our equality and diversity policy.

<b>Section 1: personal details</b>					
First Name:				Surname:	
Title (Mr, Mrs etc.)	Male		Female		Date of birth:
Student reference number (if known):					

**Section 2: contact details**

Mobile phone:

Address:

--

Postcode:

Telephone: (day)

(evening)

Email:

**Section 3: country of residence**

In which country have you been ordinarily resident in the last three years? Note: A visa does not constitute ordinary residence.

England

Other UK/European Economic Area (EEA) country  
– please name the country:

---

	Country outside of EEA – please name the country:
	_____
<p>If you have lived in a non-EEA country in the past three years, please visit the enrolment counter for more information on fees, or go to <a href="http://www.citylit.ac.uk">www.citylit.ac.uk</a>.</p>	

#### **Section 4: ethnic origin**

##### Asian or Asian British

	Bangladeshi 11
	Indian 12
	Pakistan 13
	Chinese 18
	Other 14

##### White

<input type="checkbox"/>	British 23
<input type="checkbox"/>	Irish 24
<input type="checkbox"/>	Other 25

### Black or Black British

<input type="checkbox"/>	African 15
<input type="checkbox"/>	Caribbean 16
<input type="checkbox"/>	Other Black 17

### Other

<input type="checkbox"/>	Any other 98
<input type="checkbox"/>	Not known / prefer not to say 99

### Mixed

<input type="checkbox"/>	White and Asian 19
--------------------------	--------------------

<input type="checkbox"/>	White/Black African 20
<input type="checkbox"/>	White/Black Caribbean 21
<input type="checkbox"/>	Other 22

### **Section 5: learners who are D/deaf**

Are you Deaf/deaf/deafened/hard of hearing? (01,02)

Yes  No

Do you need British Sign Language support or any other communication support? Yes  No

If you have answered yes, you must attend an assessment session with Deaf Education, Wednesdays at 2-3pm (term time only). If your course starts within 10 working days, you are unable to attend the assessment session, or it is out of term time, please contact us: Minicom 020 7492 2746, Voice 020 7492 2722, email [dds@citylit.ac.uk](mailto:dds@citylit.ac.uk) for a form and an assessment appointment.

**Section 6: learners with other disabilities/impairments/ learning difficulties**

Do you have any other learning difficulties or disabilities?

<input type="checkbox"/>	Yes 01	<input type="checkbox"/>	No 02	<input type="checkbox"/>	Prefer not to say 99
<input type="checkbox"/>	Visual impairment 01				
<input type="checkbox"/>	Disability affecting mobility 03				
<input type="checkbox"/>	Emotional/behavioural difficulties 06				
<input type="checkbox"/>	Profound/complex disability 09				
<input type="checkbox"/>	Dyslexia 10				
<input type="checkbox"/>	Other learning difficulty 97				
<input type="checkbox"/>	Autism Spectrum Disorder 20				
<input type="checkbox"/>	Other disability 97				
<input type="checkbox"/>	Mental health difficulty 07				
<input type="checkbox"/>	Other physical disability 04				
<input type="checkbox"/>	Unseen disability or medical condition 05				

<input type="checkbox"/>	Moderate learning difficulty 01
<input type="checkbox"/>	Severe learning difficulty 02
<input type="checkbox"/>	Multiple learning difficulties 90
<input type="checkbox"/>	Temporary disability after illness 80
<input type="checkbox"/>	Multiple disabilities 90
<input type="checkbox"/>	Aspergers Syndrome 10
<input type="checkbox"/>	Communication impairment 97
<input type="checkbox"/>	Dyscalculia 11
<input type="checkbox"/>	Other specific learning difficulty 19

Do you want to discuss support for your course?

Yes       No

Please contact Learning Support if you would like the information you provide in this section to be passed onto your course tutor. If you have said you wish to discuss support, we will endeavour to contact you to discuss this. However, in order to arrange your support in time for your class, please contact us as soon as possible. Please note that we cannot guarantee we will be able to provide support in every case. Specialist dyslexia support is prioritised for learners on accredited courses with substantial reading or writing. Please contact us if you wish to discuss dyslexia support.

Tel: 020 7492 2506, minicom 020 7492 2742, email [accesstolearning@citylit.ac.uk](mailto:accesstolearning@citylit.ac.uk).

---

## Section 7: previous level of education

Please indicate your highest level of education. Please ask a member of the enrolment team if you are unsure of your level of qualification.

<input type="checkbox"/> Level 0 (entry level)	<input type="checkbox"/> Level 3 (2 or more A levels of 4 AS levels)
<input type="checkbox"/> Level 1 (GCSE/O level grades D-G)	<input type="checkbox"/> Level 4 (degree/teaching qualification)
<input type="checkbox"/> Level 2 (GCSE/O levels, 5 or more grades at A-C)	<input type="checkbox"/> Level 5 and higher (higher degree)

If you don't already have a level 2 qualification in English and/or maths, would you like to receive more information

about help available?

Yes

No

**Section 8: course details**

Course code:	Course title:	(City Lit use only) Programme area approved										
<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>												
<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>												
<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>												
<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>												
<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>												
<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>												
<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>												
<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>												

I am satisfied that appropriate information about the course has been available to me prior to enrolment.

Please tick

**Section 9: how did you find out about this course(s)?**

	City Lit website 01		City Lit course guide 07
	Hotcourses/Floodlight 02		Email newsletter 08
	Poster/leaflet 03		Your employer 09
	Direct mail 04		Returning student 10
	Recommendation 05		Internet search 11
	Advertising 06		Other 98

## Section 10: employment status

Please indicate your employment status:

Employed and working 16 hours per week or more  
(full-time) 01

Employed and working less than 16 hours per week  
(part-time) 05

Not employed through reasons of redundancy 03

Not employed for other reasons (inc. retirement) 04

If you are employed and studying a course relevant to your job, please list the course code(s):

\_\_\_\_\_

Has your employer released you from work to study the

work related course(s)?

Yes

No

## Section 11: fees

Please indicate which fee applies to you by ticking the relevant box below:

<input type="checkbox"/>	Full fee
--------------------------	----------

Reduced fees (concessions):

You may be entitled to claim a reduced (concessionary) fee if one of the categories listed below applies to you.

<input type="checkbox"/>	Under 19 at 31/08/10	<input type="checkbox"/>	Receiving Pension Guarantee Credit
<input type="checkbox"/>	Receiving Housing or Council Tax Benefit	<input type="checkbox"/>	Receiving Working Tax Credit*
<input type="checkbox"/>	Receiving Job Seeker's Allowance	<input type="checkbox"/>	Receiving other income-based benefit
<input type="checkbox"/>	Receiving Employment	<input type="checkbox"/>	Unwaged dependent

and Support Allowance  
(ESA)

of a person in receipt  
of one of the above  
benefits.

If you are enrolling in person, by post or fax, you must produce evidence of your benefit at the time of enrolment in order to pay the concessionary fee. We are unable to process your enrolment without this.

Your evidence must be dated no older than 6 months and must cover the period of your course.

(Please note that Jobseeker's Allowance appointment booklets are not valid as evidence.)

\*Reduced fee applies only where household income is less than £15,276 (subject to change). You must produce the full award certificate at the time of enrolment.

**Senior fees:**

Please read the following statement:

Please note that the Government does not provide any automatic concessions for retired people. On certain courses City Lit provides some financial support, aimed at older learners (aged 65 or over), who rely entirely on a state pension or whose household income is below £15,276 p.a. (subject to change). If you wish to claim the senior fee please tick below.

	Aged 65 or more and claiming a senior fee.
--	--

## Section 12: payment

If you have lived in a non-EEA country in the past three years, please speak to a member of the enrolment team for more information on international fees, or visit our website: [www.citylit.ac.uk](http://www.citylit.ac.uk).

Is your employer contributing toward your fees? Y/N

If yes, we will need a purchase order or letter on headed paper from your employer stating they wish to be invoiced for the course fees. This must state your name, course code(s), amount and your employer's name and address and must be provided at the time of enrolment.

Paying method, please tick:

<input type="checkbox"/>	Cheque (made payable to 'City Lit')	<input type="checkbox"/>	Cash
<input type="checkbox"/>	Credit/debit card (please complete details below)	<input type="checkbox"/>	City Lit gift vouchers
Card number:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Valid from date:			/			Expiry date:			/			
Issue number:			Card security number:									
(if applicable)			(last 3 digits on signature strip)									
I authorise you to debit the above card by £											.	
Signature:						Date:						
Cardholder's name (if different from personal details in section 1): _____												
Cardholder's address (if different from personal enrolling a receipt will be sent to the cardholder): _____ _____												

## **Section 13: how we use your personal information**

The personal information you provide is passed to the Chief Executive of Skills Funding Agency and, where required, the Young People's Learning Agency for England ("the YPLA") to enable those organisations to fulfil their statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009. Both organisations are registered as data controllers with the UK Information Commissioner's Office.

The Skills Funding Agency funds adult further education and skills training, including apprenticeships, in England. The YPLA is responsible for arranging the provision of funding for the education and training of young people in England. The Skills Funding Agency processes learner data on behalf of the YPLA.

The information you provide may be shared with other organisations for purposes of administration, the

provision of career and other guidance and statistical and research purposes, relating to education or training. Other organisations include the Department for Children, Schools and Families, the Department for Business, Innovation and Skills, Local Authorities, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, examination and accreditation boards, educational institutions and organisations performing research and statistical work on behalf of the Skills Funding Agency, the YPLA, or partners of those organisations.

The Skills Funding Agency also administers the Learning Records Service (LRS) which uses your learner information to create and maintain a unique learner number (ULN). More information on this can be found at [www.learningrecordsservice.org.uk](http://www.learningrecordsservice.org.uk).

Further information about use of and access to your

information is available at:

Skills Funding Agency:

<http://skillsfundingagency.bis.gov.uk/foi.htm>

YPLA: <http://www.ypla.gov.uk/foi.htm>

At no time will your personal information be passed to organisations for marketing or sales purposes. The YPLA, the Chief Executive of Skills Funding and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you.

	Tick this box if you do not wish to be contacted in
	respect of surveys and research by post, email or phone.
	Tick this box if you do not wish to be contacted

	about courses or learning opportunities by post, email or phone.
--	--

## **Section 14: learning agreement**

I declare that, to the best of my knowledge, the information I have provided whilst enrolling is correct and that should my circumstances change, including my eligibility for concessionary fees, I will notify City Lit immediately.

- I agree to abide by the rules and regulations of City Lit including those contained in its refund policy (see page 202 of original guide or visit [www.citylit.ac.uk](http://www.citylit.ac.uk)).
- I confirm my intention to attend the course(s) I have enrolled on and I am aware of the commitment required.
- I understand that should I fail to attend my course(s) for a period of four consecutive weeks or more, I will automatically be withdrawn from the course(s).

- I understand that I will automatically be removed from my course(s) if I fail to pay an instalment by the payment due date(s), if my card is declined or my cheque does not clear. I will remain liable to pay the total course fee(s).
- I understand that should my sponsor fail to pay my fees, I will remain liable to pay for my fees.
- I understand that there will be a briefing on health and safety issues during the first session of the course(s).

Signed (student):

Date:

Signed (for City Lit):

Date:

City Lit use only: Type of evidence of fee remission seen:

Signed (for City Lit):

Date:

Please send or bring this form to Postal Enrolments, City Lit, Keeley Street, Covent Garden, London WC2B 4BA or fax it to 020 7492 2735.

## **City Lit**

Keeley Street, Covent Garden, London WC2B 4BA

Enrolment: 020 7831 7831

Switchboard: 020 7492 2600

Fax: 020 7492 2735

Email: [infoline@citylit.ac.uk](mailto:infoline@citylit.ac.uk)

Access: fully accessible for people with disabilities.

## **Other locations**

A small number of City Lit courses take place at three other venues, all a short walk from City Lit. Access: unfortunately all classrooms at EC are accessed via stairs. The photography studio and Fashion Retail Academy are fully accessible.

### **EC**

7-11 Stukeley Street, London WC2B 5LB

### **Photography studio**

9 Kean Street, London WC2B 4AY

## **The Fashion Retail Academy**

15 Gresse Street, London W1T 1QL

### **Term dates**

Term 1: 6 September – 18 December 2010

Term 2: 10 January – 14 April 2010

Term 3: 26 April – 30 July 2011

### **Join our mailing list**

To automatically receive City Lit's course guide in future, just call 020 7492 2600 or email [marketing@citylit.ac.uk](mailto:marketing@citylit.ac.uk).

### **Email updates**

Our e-newsletters give you timely information on courses, special offers and events. We won't pass your

details onto anyone else and you can unsubscribe easily. To join, just email [marketing@citylit.ac.uk](mailto:marketing@citylit.ac.uk).

## **Keep in touch**

Follow us on Facebook and join us on Twitter for events, new course information and discussions.

## **Bicycle and car parking**

There are ample bike racks at City Lit, and one disabled parking space. There are commercial car parks in Drury Lane and Parker Street.

## **Have you finished with this guide?**

Don't bin it! Add it to your recycling, or pass it on to a friend.

**Been on a course?**

**Share your thoughts**

**Let others hear your views**

Write a review of your course online and let other students hear your views. Help thousands of adults to find the best course for them.

Writing a review takes a few minutes online

[www.citylit.ac.uk](http://www.citylit.ac.uk)