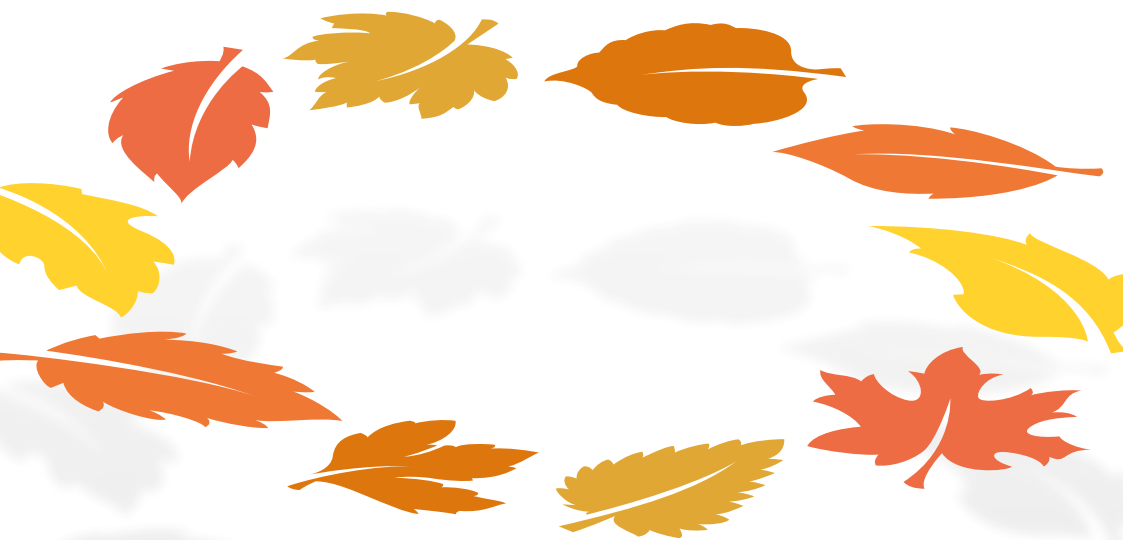


Adult learning  
and skills service



# Discover your potential this autumn

September to December 2021 courses

WE BELIEVE IN LIFELONG LEARNING

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# Welcome



## Dear Learner

Welcome back to our adult learning and skills guide for 2021-22. The last academic year 2020-21 was a very difficult time for everyone, with the pandemic continuing to interrupt our face to face learning throughout the year. After a phased return of a limited number of face to face classes from September to December 2020, we were forced to shut all of our adult learning premises and close all of our face to face classes again in January 2021 following the national lockdown. However, we continued to offer almost 60% of our courses online ensuring that many learners continued to enjoy their classes.

From April 2021 we were able to offer, once again, a limited number of face to face classes and those learners and staff affected were glad to return to the Macbeth Centre.

I would like to thank all of our staff and all of our learners for continuing to support us through this difficult and unprecedented time.

This year you will see that we continue to offer a wide range of high-quality courses both face to face and online. We welcome all learners from a variety of backgrounds and our classes are accessible to learners at all levels and incomes. Over the years we have listened to our students and responded to their needs, through 'learner voice' and learner focus groups, making improvements to our service based on our learners' feedback. We continue to offer flexible learning options, including weekday, weekend and evening classes, from beginner level and intermediate to advanced levels.

We believe that learning should be a lifelong passion, so why not pursue your own passion for learning and enrol on one of our many courses.

Good Luck and enjoy your learning!

**Eamon Scanlon**

Head of Adult Learning and Skills

# General information

## Keeping you safe

To ensure the safety of all our staff and learners, we are continually monitoring the government's advice and will adapt our teaching as needed.

Most of our programmes will continue to have some online and blended learning options.

## Courses requiring interviews

Some of our courses (accredited and qualification) require an interview or assessment prior to enrolment. Please see page 8 for a full list.

All sessions will take place by phone or online unless stated otherwise.

To book an interview, please go to Book an interview: [www.lbhfadmin.com/interviews-online.asp](http://www.lbhfadmin.com/interviews-online.asp) and you will be redirected to our booking portal. Alternatively, please call **020 8753 3600**.

When you book your interview, you will be sent a confirmation email with a secure link where you can enter your enrolment details and upload scans or photos of your passport, and any benefit proof dated within the last three months.

Please do not email us directly any personal documents.

Interviews usually take 30-60 minutes but can be longer depending on the subject.

A large section saying more dates can be found at [www.hfals.ac.uk](http://www.hfals.ac.uk).

## Online courses


Online teaching has proven to be successful and by popular demand, we are continuing to offer some courses in this new way of learning.

Book in the normal way. Nearer to the start date the tutor will send a link to join the course.

## How to enrol 2021/22

Enrolling early is a good way to secure your place on a course and avoid disappointment when a course is closed due to low enrolments.

You can enrol at any time of the year even if the course has already started, if there are places available and the level is right for you.

You cannot enrol by telephone or online for courses requiring an interview, marked with .

## Enrolling online

You can enrol online for many of our courses. Visit our website at [www.hfals.ac.uk](http://www.hfals.ac.uk) and look for the enrol online button next to the course details. You can use a credit or debit card online if you are paying the **standard** fee.

## Enrolling by telephone

Call **020 8753 3600** quoting the course code along with your details and pay by credit or debit card.

Lines are open Monday to Friday 9.30am to 4pm but during the first two weeks of each term, lines will be open Monday to Thursday 9.30am to 7pm and Fridays 9.30am to 5pm.

## Enrolling in person

We will not be accepting any face-to-face enrolments at any of our centres. You can enrol either online or by telephone.

## Parking

There are no student parking facilities at Macbeth centre; we recommend parking at Kings Mall shopping centre. See their website

[www.kings-mall.co.uk](http://www.kings-mall.co.uk) for current prices.

At the time of going to press, their charges are **£3 up to two hours** and **£5 for two to four hours**.



**In response to the COVID 19 pandemic, ALSS has decided not to increase course fees for 2021/22.**

We have also introduced an **early bird discount\*** to selected courses for term 1 enrolments taking place before 15 August. Enrolments after this date revert to the non-discounted fee.

Please go to our website [www.hfals.ac.uk](http://www.hfals.ac.uk) which will show the correct fees (date dependent).

\* Early bird discount is applicable to the standard fee only and does not apply to additional fees such as materials and will not be applicable to Accredited, Agewell and LLDD courses.

# Learner support

## How you can get advice and support

You can contact Sean Buckley on **020 8753 6343** or email [sean.buckley@lbhf.gov.uk](mailto:sean.buckley@lbhf.gov.uk) to have a confidential discussion on how best we can support your learning. You can ask for help at reception. Course information sheets are also available to help you decide if the course is what you want. Once you have enrolled and said that you have an Additional Support Need, you will be contacted to discuss the best way to support your learning. We try to follow up all additional support requests as quickly as possible so the sooner you inform us the better.

## Ways we can support you

- We produce a disability statement each year setting out how we will support disabled people across our service.
- We make available easy-read versions of our key documents, with Makaton symbols, from reception upon request.
- We have trained staff to help and advise you, including BSL signers.
- We have made our buildings as accessible as possible and can move classes to step-free access if required.
- We make information available in different formats, including Makaton.
- We can provide specialist equipment or materials.
- We provide support staff in classes.
- You can have confidential discussions and advice with us in person, via the phone or email.
- We can ensure class materials are accessible.
- We can link you with your tutor before you start.
- We have a range of classes especially for people with learning difficulties, including access to qualification courses and advice on progression routes.
- We work with other organisations such as Action on Disability and MIND to get more help and advice if we need it.

- We have study support sessions where you can get extra help and practice your skills.
- We are a recognised 'Disability Confident Committed' employer. This is a government scheme that supports employers to make the most of the talents disabled people can bring to the workplace.



## Study support

Anyone enrolled in a class can receive extra help with their learning through the study support service.

The service provides:

- free access to computers and the internet
- help with completing your assignments or portfolios
- confidential interviews about any additional support you may require
- help with language, literacy and numeracy skills

- adaptive equipment for students with a learning difficulty or disability.

## How can I complain if something goes wrong?

All complaints received are taken seriously and are dealt with according to the complaints procedure. We will make sure that you are supported to progress your complaint by providing an interpreter, signer or an advocate if necessary. You can discuss any complaint to do with disability and access informally with Sean Buckley on **020 8753 6343** or email [sean.buckley@lbhf.gov.uk](mailto:sean.buckley@lbhf.gov.uk) who will try to resolve the issue and will advise you on the corporate procedure should you want to take the matter further.

# Cambus Lodge



We have seen some incredible efforts from our students family members and support staff since the pandemic started, making sure our learners were able to keep accessing classes, be part of their communities and get the support they need during this difficult time. We wanted to highlight the work done at one particular supported living accommodation, Cambus Lodge, who continue to go above and beyond to support, engage and entertain their residents.

The Cambus Lodge residents are Roy, Jackie, Terry, Simon and Michael and they are brilliantly supported by their staff Leila, Margo, Manuela, Fatima, Fariya, Mercy, Maryam and Lorraine.

Since we had to close our centres because of the pandemic, Cambus Lodge have attended more of our Zoom sessions than anyone else and they always bring enthusiasm and smiles to their classes. Learners are always supported to fully take part in the sessions, complete worksheets at home and the staff help us carry out the one-to-one well-being calls and Zoom chats with their residents every week.



*"What got me was the sense of togetherness and generosity that Cambus Lodge displayed and has continued to display since these weird times started a year ago. This goes right across the board*





*from the tremendous staff and the warmth of the residents. They have coped magnificently throughout the present situation. It is their engagement and obvious enjoyment of the sessions that is so refreshing."*

### **Colm G**

Tutor and Learning Support Assistant

*"At the start of the pandemic it was very difficult to keep the spirits of the residents up. Not knowing how to fill their days because there was no structure, we had to become teachers as well as carers. Which can be challenging to come up with the ideas. Macbeth@home has been very much appreciated and gave us a better understanding of the role the teachers have when students are attending Macbeth.*

*The Zoom classes work brilliant and all students look forward to seeing their friends and tutors. Feeling a vital part of the community. Showing their drawings to rest of the class and getting appreciated as they would in the classroom."*

### **Cambus Lodge staff**



# Course interview dates

Some of our courses (accredited and qualification) require an interview or assessment prior to enrolment. All sessions will take place by phone or online unless stated otherwise.

To book an interview, please go to: [www.lbhadmin.com/interviews-online.asp](http://www.lbhadmin.com/interviews-online.asp) and you will be redirected to our booking portal. Alternatively, please call **020 8753 3600**. See page 2 for further information.

Course	Date	Time	Location
Accounting	Sat 18 Sept	10am - 2pm	Macbeth
Bike maintenance	Mon 13 Sept	10am - 12.30pm	Macbeth
		1.30 - 4pm	Macbeth
BSL	Thu 22 July	11am - 2pm	Online
	Thu 9 Sept	11am - 2pm	Online
Cake Decoration and Sugar Craft Level 1 Certificate	Mon 6 Sept	10.30am - 2.30pm	Online or telephone
	Tue 7 Sept	6 - 8pm	Online or telephone
Car maintenance	Thu 16 Sept	4 - 7pm	Macbeth
	Thu 23 Sept	12 - 4pm	Macbeth
Community interpreting	Wed 21 July	12 - 7.30pm	Online
	Wed 8 Sept	12 - 7.30pm	Online
Computing - EDS	Tue 14 Sept	10am - 3pm	Macbeth
	Thu 16 Sept	10am - 3pm	Macbeth
Counselling	Fri 10 Dec	12 - 3.30pm	Macbeth
City & Guilds Level 2 Certificate in 2D drawing including mixed and water-based media	Mon 6 and Tue 7 Sept	10.30am - 4.30pm	Online or telephone
DPI Diploma in Police Interpreting	Mon 13 Sept	1 - 3pm	Online
Diploma in Translation	Wed 15 Sept	12 - 4pm	Online
DPSI all courses	Wed 15 Sept	11am - 7.30pm	Online
English, Maths and ESOL	Mon 13 Sept	10am - 4pm	Online
	Tues 7 and Tues 14 Sept	10am - 7pm	Online
	Wed 8 and Wed 15 Sept	10am - 4pm	Online
	Thu 9 and Thu 16 Sept	10am - 7pm	Online
	Fri 10 and Fri 17 Sept	10am - 3pm	Online
NVQ Certificate in Food Preparation and Cooking	Thu 9 Sept	10.30am - 2.30pm	Online or telephone
SEN	Mon to Fri 6-10 Sept	10am - 3pm	Macbeth and online
Teaching and care	Various dates available from 1 July, starting at 10am. Please go to our website to find latest dates and times and book an interview.		

# INFORMATION, ADVICE AND GUIDANCE

**Hammersmith & Fulham Council offers a broad range of services tailored to suit the needs of the individual. These are provided by the economy department.**

Our experienced advisors work together to deliver the following:

## CREATE A CV

- Draft your own CV or improve your existing CV to gain interviews
- Prepare an effective cover letter

## FIND VACANCIES

- Find out where to look for job vacancies

## INTERVIEW SKILLS

- Create a lasting impression - make every second count
- Prepare for different types of interviews

## CONFIDENCE BUILDING

- Practical help to boost your confidence for job searching
- Improve and promote your employability skills
- Support for those who are returning to work after a break

## USING THE INTERNET AND SOCIAL MEDIA

- Use the internet to find vacancies, register on job sites and apply
- Set up an email account, send, retrieve, reply, attach documents
- Learn key words and phrases used in the job hunting process
- What is social media and how can it help with your job search?
- Maximise your networking opportunities, create social media accounts

## SKILLS HEALTH CHECK PERSONAL DEVELOPMENT PLAN

- Clients' information regarding skills and experience
- Highlight suitable job profiles and career paths

## BASIC SKILLS FOR WORK

- Find courses needed to progress in work
- English, ESOL, maths and ICT
- Interactive, practical exercises

## CONSIDERING SELF-EMPLOYMENT

- Could self-employment be for you?
- Review steps for registering your business and start-up procedures

## SECTOR-SPECIFIC

- Routeways into work available on request
- Examples include: security, hospitality, care work, retail, construction

We also work in partnership with the National Careers Service and BEAM, who are able to support individuals in finding employment, and the Volunteer Centre, who are able to support with volunteering opportunities.

For further information or to book an appointment, please visit the website.

**www.hfals.ac.uk**  
**020 8753 3600**

# English for speakers of other languages (ESOL)

ESOL courses are for people whose first language is not English. It will help them develop or improve speaking, listening, reading and writing skills in everyday life in the UK. Learners will work on speaking and understanding of English covering new vocabulary and grammar. They will take part in activities such as games, role-plays and discussions, in pairs or small groups.

## Four great reasons to join our ESOL classes:

- friendly and qualified tutors will support you to achieve your learning goals
- a learning plan will be tailored to your needs
- you will also have opportunity to gain a qualification.
- we run classes Mondays to Saturdays.

## Exams and certificates

Most courses are accredited. At the end of the course some learners may take an Ascentis exam.

## Fees for ESOL

To check free course entitlement, please go to: [www.hfals.ac.uk/fees-concessions-support](http://www.hfals.ac.uk/fees-concessions-support)

## Which level is best for you?

All learners must attend an interview before joining the course. Book your interview via [www.hfals.ac.uk/interviews](http://www.hfals.ac.uk/interviews) Your level will be assessed by our experienced ESOL tutors. You will be offered a place on a course appropriate for your current English level. We offer courses at different levels - complete beginners to advanced, a guide to the different levels are explained below.

## GUIDE TO ESOL LEVELS

### Pre-entry levels (for absolute beginners)

Learn how to say and spell new words, make simple sentences, ask questions and respond. ⓘ

### ESOL entry 1, 2 and 3 (beginners, pre-intermediate and intermediate)

All courses cover four skills, speaking and listening, reading and writing. ⓘ

### Level 1 (post-intermediate)

Learn to use and understand English with more confidence. Use previous knowledge to deliver presentations and have discussions. ⓘ

### Level 2 (advanced)

Learn to speak clearly and confidently, using formal or informal language.

Use advanced grammatical structures and vocabulary. ⓘ

### Speaking and listening

Learn to take part in discussions about familiar topics. Focus on correct grammar and pronunciation. ⓘ

### Reading and writing

Learn to read a range of texts, complete forms, write letters and emails, using correct grammar.

### Employability with ESOL

Build skills to improve job prospects on this work focused course. Gain an Employability qualification. ⓘ

### ESOL for women's health and wellbeing E3

On this course we explore topics related to women's health and wellbeing. ⓘ

# English and maths

**There are no fees for these courses (in most cases) and they are offered from Entry 1 (beginner) to Level 2 (advanced). They are for adults who want to develop and improve their reading, writing and maths skills and gain a qualification which will improve their confidence for work or further studies.**

Please ask about other courses linking to employment skills and digital skills and we are also offering GCSE English and Maths as new

courses, which advances upon Level 2 English and Maths. If you are new to English, please refer to the ESOL section.

Classes are friendly and offered by qualified and experienced tutors, who will support you in achieving your learning goals and aspirations. Below are examples of what we do in English and maths classes.

You will also achieve a qualification on 90% of our courses. All these courses can be **free** to you, depending on your status.

## English reading and writing from Entry 1, 2 and 3 (beginner and intermediate) to Level 1 (post intermediate), Level 2 and GCSE (advanced)

At the different levels, you will work on your reading and improving your understanding in a variety of contexts. You will learn about different kinds of questions, how to respond clearly and concisely to them, including responding to technical questions

You will work on grammar and punctuation, extend your language and vocabulary to build your confidence, learn some spelling strategies, rules, methods and techniques to improve your whole text writing skills, such as different kinds of letters, notes, messages, emails and stories. At more advanced levels you will learn how to write reports, speeches, articles, blogs, reviews, etc., to exam standards and beyond. ⓘ

### NEW English GCSE (advanced)

You can further advance your Level 2 Functional Skills English to taking on a GCSE English course, which is the gold standard for university entrance requirements. You will work on language analysis, understanding more about structural features, approaches to literature: 20th century fiction in reading and writing, poetry, prose and drama texts. ⓘ

On all of these courses and at all levels, you will develop and extend your speaking and listening skills, by knowing how to put your point across, and listen more effectively in a variety of formal and informal settings.

### Maths Entry 1, 2 and 3 (entry levels - beginners and intermediate)

These classes will help you to get to grips with the basics of maths. The course will cover number, measure, shape, space and handling data. You will learn how to read, write and compare numbers; add, subtract, multiply and divide small numbers; and use calculators with confidence. ⓘ

### Maths Level 1, Level 2 and GCSE (post-intermediate/advanced)

At higher levels you will learn to compare fractions, decimals and percentages and use imperial and metric measurements, for example, weight, capacity, length, distance, area and volume. ⓘ

### NEW GCSE maths (advanced)

In addition, you can further advance your Maths from Level 2 Functional Skills Maths to taking on a GCSE Maths course, which is the gold standard for university entrance requirements. You will work on structure and calculation, geometry and measures, probability and statistics. ⓘ

## Special Educational Needs

Our provision aims to support learners to develop and progress into higher level courses, work opportunities, supported employment and have an active life in the community. All of these courses require an interview before enrolling and the programme has a wide selection of subjects to meet the individual needs of learners with special educational needs at all levels.

*"I like my teachers and I enjoy getting help from them. I enjoy Dance Fitness because it is a good workout and I like yoga because it is relaxing."*

Shivesh Neyyar

*"I like all the sessions and am very happy with the Maths, English and Communication courses. I enjoy learning new things and seeing my teachers."*

Charlotte Newland







## This term's courses include:

### NEW COURSES

#### Personal development - animation

New this year is an exciting opportunity to learn about stop motion animation, as used to make Wallace and Gromit films. Students will use iPads and modelling clay to create animated movies with themselves as the stars. At end of the course everyone gets to show their videos off in a popcorn and movie session. ⓘ

#### All Welcome - choir

Starting this year will be a SEN choir where you will get to take part in group songs and performances. You will learn to use British Sign Language alongside the lyrics and to harmonise and work as a team to make some beautiful music, that you will perform in class shows and at our end of year Celebration of Achievement event. ⓘ

#### Preparation for work - employability skills

The Employability Skills Project is where learners build their skills towards getting and keeping a job. Students will develop their interview skills and confidence, build a CV, investigate applying for jobs, focus on improving their own employability skills and learn practical employment skills in several different employment areas. ⓘ

#### All Welcome - Macbeth gardening

Our new Macbeth gardening course will give students the opportunity to learn the basics of growing herbs, flowers, vegetables and other plants at home. Learners will develop skills in planting, pruning and picking what they grow, around the Macbeth Centre, and become familiar with all the equipment. ⓘ

#### Inclusive gardening

On this course we will cover a wide range of skills needed for employment related to gardening. Including seed sowing and maintenance, taking cuttings, working as part of a team and health and safety. The class will also be taken on trips to visit city farms and gardens. ⓘ

### REGULAR COURSES

#### Preparation for work

These courses consist of the Employability Skills and Hospitality and Catering projects and are ideal for people who have a realistic expectation of moving into paid work and would like to gain some experience of employment. ⓘ

#### Personal development

Ideal for people who can commit to a long-term learning programme and happy to work independently. Learners select a tailor-made learning package from a range of classes, to help build skills for personal development and independent living. ⓘ

#### All Welcome

The All Welcome level courses focus on developing personal and social skills to enhance learning and life and are an ideal starting point for learners who are new to college, have severe learning difficulties or disabilities, struggle with long periods of commitment or have taken a long break from education. ⓘ

#### Macbeth@Home

Our successful @Home course will continue in September. Learners will get access to weekly Zoom sessions, activity packs and wellbeing calls from our team and can do the course by itself or alongside face to face classes. ⓘ

#### Inclusive/advanced

Inclusive/advanced courses are suitable for people with learning difficulties and disabilities as well as new learners to the subject area. Classes include: Inclusive gardening, art, cookery, jewellery and pottery. ⓘ

## Health, childcare and teaching

**Childcare, teaching, health and care courses offer an opportunity to join an expanding industry, where the work is both flexible and fulfilling.**

We offer a range of nationally recognised qualifications from industry-leading awarding bodies to fully prepare you for this rewarding career. Care is a wide reaching field, and we offer courses in childcare and adult care, and other related topics to support your professional development.

To get you started on a teaching career, we offer the Award in Education and Training at level 3, or Supporting Teaching and Learning at levels 1, 2 and 3.

Further professional development courses will be running throughout the year including: safeguarding, Prevent, employability support, and more.

*"The best thing in my opinion is that it was an amazing experience through which I gained plenty of knowledge. I learnt new things and my English improved greatly".*

Please check our website for more details or sign up to our newsletter to be kept updated on future courses.





## This term's courses include:

### HEALTH AND SOCIAL CARE


#### Entry to care (Entry 3)

A foundation course to build the skills to start your Childcare education.

**Tuesdays** 9.30am to 3pm  
Starts 14 September 2021  
Code: CC1000 

#### Caring for children (Level 1)

Gain the knowledge required for starting a hugely rewarding career working with children.

**Fridays** 9.30am to 2.30pm  
Starts 17 September 2021  
Code: CC1025 

#### Introduction to caring for children and young people (Level 2)

This course covers a range of topics relating to the Care field, including childcare and education, learning, child development and play.

**Mondays** 9.30am to 3pm  
Starts 13 September 2021  
Code: CC1150 

#### Early years workforce - early years educator (Level 3)

Gain knowledge, skills and the qualification required to work with children in a supervisory role.

**Wednesdays** 9.30am to 3pm  
Starts 15 September 2021  
Code: CC1075 


#### Introduction to working in adult social care (Level 1)

Take the first steps on a path to a career in caring for adults.

**Wednesdays** 9.30am to 3pm  
Starts 15 September 2021  
Code: CC1600 

#### Preparing to work in adult social care (Level 2/3)

This qualification develops the knowledge and skills needed when working in a lead adult care worker role in care settings.

**Thursdays** 9.30am to 3pm  
Starts 16 September 2021  
Code: CA1300 

### TEACHING AND TRAINING

#### Preparing to teach: Award in Education and Training (Level 3)

The course will cover the key skills and knowledge you need to get started on a career teaching adults.

**Saturdays** 10am to 3pm  
Starts 25 September 2021  
Code: TD1000 


#### Introduction to mentoring (Level 1)

This course will cover the basic skills and knowledge needed to support individuals through mentoring.

**Tuesdays** 9.30am to 3pm  
Starts 28 September 2021  
Code: TT1000 

#### Preparing to work in schools (Level 1)

Develop an understanding of the teaching and learning environment in a school setting.

**Thursdays** 9.30am to 3pm  
Starts 16 September 2021  
Code: TT1400 

#### Supporting teaching and learning (Level 2)

Gain the key skills and knowledge you need to get started on a career supporting learners and teachers in schools.

**Mondays** 9.30am to 2.30pm  
Starts 13 September 2021  
Code: TT1500 

#### Supporting teaching and learning (Level 3)

Train to support teaching and learning in schools as a teaching assistant.

**Tuesdays** 9.30am to 2.30pm  
Starts 14 September 2021  
Code: TT1525 

We also offer a range of professional development courses in health, social care and teaching and training – check our website for details.

## Arts and crafts

**We are very excited about returning to face to face delivery of our arts and crafts classes. Seeing all the wonderful programmes on TV, especially The Great Pottery Throw Down, The Great British Sewing Bee and All that Glitters, have turned a lot of people on to explore pottery, garment and jewellery making for themselves. This could be for pleasure and self-discovery, to look at starting a 'side hustle', or embarking on a complete change of career. Adult learning classes offer the opportunity to learn the real nuts and bolts of a craft or art without paying out thousands for a full time course. You can mix and match courses to develop your abilities e.g. take a drawing course to help you express your craft designs clearly. If your aim is to go on to do a degree course then you can take the year long City & Guilds course in 2D which many people have used as a springboard to higher study.**

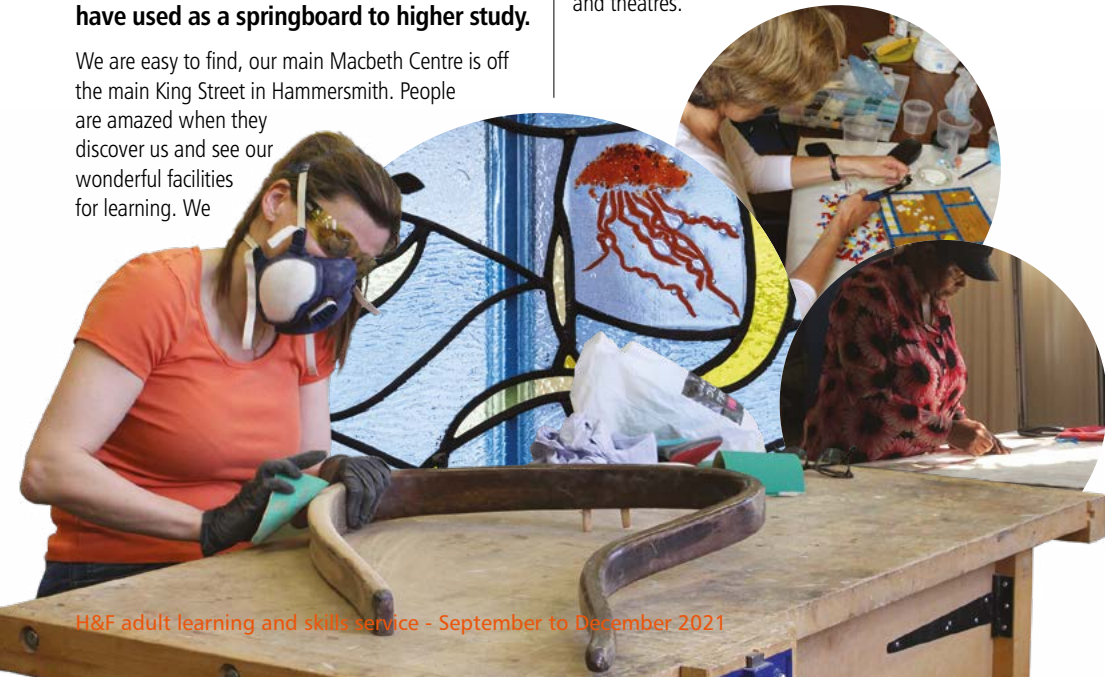
We are easy to find, our main Macbeth Centre is off the main King Street in Hammersmith. People are amazed when they discover us and see our wonderful facilities for learning. We

have a jewellery, stained glass and mosaic studio, spacious upholstery and woodwork workshops, a large art room with a beautiful big window and a sewing room with three large cutting tables.

Courses are at various levels: Inclusive, for those who have mild learning difficulties or want to work at a slower pace. Beginners courses and mixed ability classes that allow people to start from scratch and continue to attend for as long as they want to keep learning and developing.

Each July we hold an exhibition to show off and celebrate the work that students have made throughout the year. This is also an opportunity to sell your work.

If you are thinking about making an income from your art or craftwork it is worth knowing that artists and craftspeople are often self-employed, and may combine freelance work or practice with another job. Development of artistic skills can be put to good use in many industries e.g. in schools, colleges, universities, studios, galleries and across the creative industries. Have fun seeking out places to sell your work for example artist-led galleries, public spaces cafés, offices and theatres.



## This term's courses include:

### City & Guilds Level 2 Certificate in 2D drawing (including mixed and water-based media)

**Mondays** 9.45am to 3pm  
Code: AA1015 ⓘ

### Clothes making and sewing

**Mondays** 6.30 to 9pm  
Code: CS1600

**Thursdays** 9.30 to 12pm  
Code: CS1620

**Thursdays** 1 to 3.30pm  
Code: CS1630

Also, a two session Saturday  
using a sewing machine course

### Drawing and painting

**Mondays** 3.15 to 6.15pm  
Code: AA1040

**Thursdays** 1 to 4pm  
Code: AA1041

### Furniture upcycling, restoration and conservation

**Tuesdays** 6.30 to 9pm  
Code: CF1030

**Fridays** 10am to 12.30pm  
Code: CF1032

### Illustrating children's books

**Mondays** 6.30 to 9pm  
Code: AB1240

**Wednesdays**  
10am to 12.30pm  
Code: AB1241

### Interior design

**Wednesdays** 6.30 to 9pm  
Code: AD1800

### Jewellery and beading

**Tuesdays** 10am to 12.30pm  
Code: AJ1600

**Tuesdays** 1 to 3.30pm

Code: AJ1610

**Tuesdays** 6.15 to 8.45pm

Code: AJ1611

**Wednesdays**

10am to 12.30pm

Code: AJ1618

**Wednesdays** 1 to 3.30pm

Code: AJ1612

### Life drawing

**Thursdays** 7 to 9pm

Code: AA1100

### Mosaic

**Thursdays** 1 to 4pm

Code: AS1800

### Oil painting

**Tuesdays** 6.30 to 9pm

Code: AA1210

### Photography

**Tuesdays** 10am to 12.30pm

Code: AC1400

**Tuesdays** 6.30 to 9pm

Code: AC1405

### Portraiture

**Thursdays**

9.15am to 12.15pm

Code: AA1200

**Fridays** 1.45 to 4.45pm

Code: AA1250

### Picture framing

**Mondays** 6.30 to 9pm

Code: CF1010

### Pottery

**Tuesdays** 6.30 to 9pm

Code: AF1500,

**Wednesdays**

12.30 to 3.30pm

Code: AF1510

**Wednesdays** 6 to 9pm

Code: AF1513

**Thursdays**

9.30am to 12.30pm

or 1 to 3pm

### Stained glass

**Wednesdays** 1 to 4pm

Code: AS1700

**Wednesdays** 6 to 9pm

Code: AS1701

### Upholstery

Classes: **Monday** mornings,  
afternoons and evenings;  
**Tuesday** mornings and  
afternoons; **Wednesday**  
mornings and **Friday** mornings.

### Watercolour painting

**Thursdays**

9.45am to 12.45pm

Code: AA1230

### Woodwork and furniture making

**Tuesdays**

10.30am to 3.30pm

Code: CF1220

**Wednesdays** 6.30 to 9pm

Code: CF1208

**Thursdays** 6.30 to 9pm

Code: CF1210

Plus six-session **Saturday**  
course

### Inclusive classes

**Art - Mondays**

1.30 to 3.30pm

Code: AA1010

**Pottery - Tuesdays**

10am to 12.30 pm

Code: AF1500

**Jewellery - Fridays**

10am to 12pm

Code: AJ1625

10 sessions starting week  
beginning Monday

20 September

See our website for more details.

Unless stated all courses are  
taught face to face and start the  
week beginning **Monday**  
**13 September 2011** and run  
for 11 weekly sessions.

For detailed course information go to [www.hfals.ac.uk](http://www.hfals.ac.uk)

## Performing arts

**We have a small performing arts programme delivering courses that our learners are currently interested in.**

Over the past months we have not been able to deliver face to face and so we adapted to online teaching wherever possible.

Ballroom dancing needs to be face to face to really work properly so this has been rested over lockdown and is being reintroduced for September.

Piano one-to-one classes have worked really well for some people online so we are continuing to offer this option as well as face-to-face from now on. You can discuss the options with your tutor either before or after you enrol.

We also have a new singing for wellbeing course that provides the opportunity for you to have fun and do something to raise your spirits whilst developing your singing skills. We have been running this online but we know that people are looking forward to being back in the centre to sing together once again.

All classes run for 11 sessions starting the week beginning Monday 13 September. See our website for full details [www.hfals.ac.uk](http://www.hfals.ac.uk)



### Ballroom dancing

Learn ballroom or Latin American, it's great fun and good exercise too.

**Mondays 6.30 to 9pm**

Code: PD1300

### Piano

Build your confidence with these one-to-one half-hour slots.

#### Thursdays

Half-hour slots between 2 and 6.30pm

See website for full list of times and course codes.

### Macbeth community choir

For anyone with an interest in singing for fun, pleasure and enjoyment.

**Mondays 6.45 to 8.30pm**

Code: PM1600



# RESKILL REFRESH RESTART

Being able to use technology confidently and competently, especially the ability to transfer those skills to different software and equipment, is crucial in daily life.

This year, the new Essential Digital Skills qualifications aim to help you update these vital skills. We offer a range of opportunities to study this exciting new qualification – check our website for details.

***The Essential Digital Skills qualifications “are intended to support adults who want to join the digital world by learning digital skills for life, their work or for use in further study”.***





# Business and computing

## Computing courses

**Whether for home use or work our computer courses will give you the digital knowledge you need to progress.**

If you want to update your skills, or are thinking about returning to work, or finding a new career path, we have suitable courses covering essential business skills. We offer courses from basic levels for beginners to advanced courses in web design and programming. We work with a range of awarding bodies to ensure our courses are relevant to the current standards.

## Business courses

We also run short business courses to help you start, grow or maximise your business throughout the year.

Through our business training and development unit, we offer a range of training courses such as first aid, health and safety, IT and communication skills that will enhance and develop the skills of your workforce. Check our website for more details.

## H&F Business Enterprise

If you are just thinking about starting a business, in the process of setting one up or have already started and want to grow, the H&F Enterprise Club is here to help.

The monthly Enterprise Club, currently hosted online, provides:

- training and seminars across a wide range of topics including accountancy, marketing and social media
- the opportunity to meet and network with fellow local entrepreneurs
- top tips, advice and guidance from experienced business owners.

This free service is only available to residents and borough-based businesses. For more information go to [www.lbhf.gov.uk/business/business-support-and-advice/hf-enterprise-club](http://www.lbhf.gov.uk/business/business-support-and-advice/hf-enterprise-club)



## This term's courses include:

### IT SKILLS

#### Computers: get started

Cover the basic skills needed to start using IT with confidence.

**Wednesdays** 1 to 3pm  
Starts 22 September 2021  
Code: JS1005

#### Essential digital skills (E3)

Gain vital skills and a qualification in using IT.

**Tuesdays** 10am to 3pm  
Starts 21 September 2021  
Code: JS1015 ⓘ

#### Essential digital skills (L1)

Learn more IT skills for use in daily life and gain a qualification.

**Thursdays** 10am to 3pm  
Starts 23 September 2021  
Code: JS1020 ⓘ

#### Web development: HTML and CSS beginners

A short introduction to the core language of websites.

**Tuesdays** 6.30 to 9pm  
Starts 21 September 2021  
Code: JS1605 **ONLINE**

#### Web development: HTML and CSS advanced

Take your HTML/CSS skills further with this short course.

**Tuesdays** 6.30 to 9pm  
Starts 2 November 2021  
Code: JS1610 **ONLINE**

#### Programming: Python beginners

Learn how to code, step by step, using the Python programming language.

**Wednesdays** 6.30 to 9pm  
Starts 22 September 2021  
Code: JS1810 **ONLINE**

#### Programming: Python OOP

Learn Object-Orientated Programming using Python.

**Wednesdays** 6.30 to 9pm  
Starts 3 November 2021  
Code: JS1810 **ONLINE**

#### Programming: Java beginners

Learn the basics of this versatile programming language.

**Thursdays** 6.30 to 9pm  
Starts 23 September 2021  
Code: JS1705 **ONLINE**

#### Programming: Java OOP

Gain a good understanding of Object-Oriented Programming using the Java Programming Language.

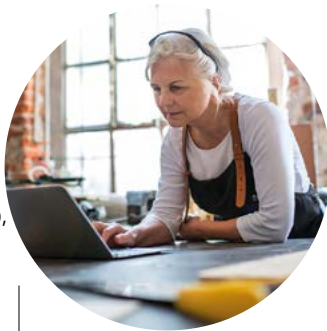
**Thursdays** 6.30 to 9pm  
Starts 4 November 2021  
Code: JS1710 **ONLINE**

### BUSINESS

#### WordPress for business

Learn how to build a basic online site to promote your business.

**Mondays** 6.30 to 9.30pm  
Starts 20 September 2021  
Code: BS1790



#### Growing your business online

Learn tips and tricks to grow your business online.

**Mondays** 6.30 to 9.30pm  
Starts 1 November 2021  
Code: BS1795 **ONLINE**

#### Book-keeping Level 1 award ⓘ

Learn manual book-keeping and gain a qualification.

**Saturdays** 10am to 12.30pm  
Starts 25 September 2021  
Code: BS1200

#### Computerised accounting for business Level 1

Learn how to use accounting software and gain a qualification.

**Tuesdays** 6 to 9pm  
Starts 21 September 2021  
Code: BS1300 ⓘ

**More courses added through the year – check our website for details.**

## History, culture and writing

We offer a number of courses in local history and counselling throughout the year. In term 1 you can choose to delve into London's fascinating past or explore the lives of the British monarchs. Or you could decide to take your first step into counselling either for a future career in this field or simply to understand yourself and others better.

Visit the website for more information on Saturday and other courses in the humanities:

<https://www.hfals.ac.uk/departments/history-culture-writing>



### Monarchs of England: Plantagenets and Lancastrians

**Thursday 16 September 2021 2 to 4pm**

Code: HH3175

This course is for anyone interested in learning about the Plantagenet and Lancastrian monarchs of England and will consist of twelve sessions that will span the entire period from Henry II (1154-1189) to Edward IV (1461-1470) and (1471-1483). As well as learning to recognise the influence of the Plantagenets/Lancastrians on the modern world the course will also help you become more aware of the different types of historical evidence and how they are used.

### London history: Roman London

**Friday 17 September 2021 2 to 4pm**

Code: HH1500

This course is for anyone interested in learning about the history of London in the Roman period and will consist of twelve sessions each focussed on a specific topic (religion, society, government, literature etc.). By the end of the course you will have a much more detailed knowledge of the growth and development of Roman London.

### Counselling for beginners

**Friday 24 September 2021**

**10.30am to 12.30pm**

Code: HC1025 📍

This course is open to anyone wishing to know the basics of counselling either for personal development or as the basis for further studies and eventual employment. We will examine a variety of counselling models and techniques used in counselling, explore the importance of empathy and effective communication along with basic counselling skills such as active listening, reflection and constructive feedback. The aim is for participants to develop skills that enhance their communication skills which can help them when counselling others, but can equally be applied to a variety of interactions and settings.



## Food studies

Over lockdown it has not been possible to conduct classes from our kitchen. Our tutors drew on their resources and were able to successfully guide their students online to complete the City & Guilds accredited courses in food preparation and cooking and cake decoration and sugarcraft that they had started the previous September. We are now very happy to be able to offer these and other courses once again. So, if you are looking to embark on a journey to work in the catering industry or fancy supplementing your income making and decorating beautiful cakes this is the place to start! Interviews for these courses are required, please go to [www.hfals.ac.uk/interviews](http://www.hfals.ac.uk/interviews) to book an interview.

If you want to learn how to make authentic Indian, Thai, Sri Lankan or Japanese cuisine we have classes in these.

We also offer Inclusive cookery for those with mild learning difficulties and others who want to learn the basics of how to cook good healthy food for themselves.

And don't forget our one-day bread making and short baking courses as well. Other classes will be planned for terms 2 and 3 so do revisit our website [www.hfals.ac.uk](http://www.hfals.ac.uk) for more courses.



### NVQ Level 1 Certificate in Food Preparation and Cooking (QCF)

**Thursdays** 9.45am to 3.15pm

Starts 23 September 2021

Code: FC1035 ⓘ

### Inclusive cookery

**Fridays** 1 to 3.30pm

Starts 1 November 2021

Code: FC1120

### Bread baking

**Saturday** 6 October 2021 10am to 3.30pm

Code: FC1044

### Cake decoration and sugar craft - City & Guilds Level 1 Certificate in Sugar Craft

**Mondays** 10am to 2.45pm

Starts 13 September 2021

Code: FD1010 ⓘ

**Tuesdays** 6 to 9pm

Starts 14 September 2021

Code: FD1003

### Baking perfect cakes

**Mondays** 6 to 8.30pm

Starts 01 November 2021

Code: FC1015

### Cookery - Indian, Thai and Sri Lankan

**Wednesdays** 3.30 to 6pm

Starts 22 September 2021

Code: FC1056

### One-day Indian and Japanese courses

#### Indian

**Saturday 2 October 2021** 9.45am to 3.15pm

Code: FC1085

#### Japanese

**Saturday 13 November 2021**

9.45am to 3.15pm

Code: FC1082

# Languages

## Modern languages, British Sign Language (BSL), lip reading, interpreting

**From Chinese to Spanish we have a wide range of courses for anyone interested in learning a language from scratch or improving their existing language skills.**

Languages enrich your personal and professional life, make you feel more confident and capable that you've achieved a tough goal, and encourage you to respect other cultures and groups.

*"The French teacher was amazing, her materials are clearly thought out and she makes complex subjects really simple."*

### Why languages?

**Have a better understanding of the world and how we're all connected:** By being able to speak a language with native speakers, you can better understand their culture, background and traditions.

**Communicate with family members:** Speak with foreign in-laws or new friends in their native tongue to bring you closer to them.

**Keep your brain active and healthy:** Slow down mental aging and keep cognitive decline at bay by challenging yourself with language learning.

**Enrich your travel experiences:** You could probably get by in Germany without speaking German, but you'll get so much more out of your trip if you can communicate with people beyond ordering food and buying postcards.

**Understand your own culture:** You'll draw connections and comparisons between your culture and your new country of study, giving you the opportunity to understand where you come from and how it's affected your personality.

**Improve learning skills:** Learning a language trains your mind to think in a certain way, improving the way you pick up other skills, too.

*"I feel I am continually learning and improving my Italian on this course. The teacher makes it so stimulating and interesting. With the company of the class, it has been a lifeline over the last year."*



## This term's courses include:

### Spanish - beginners stage 1

Learn from scratch. You can choose from our daytime, evening or Saturday intensive classes.

**Mondays** 10am to 12pm  
Starts 20 September 2021  
Code: LS1025

**Wednesdays** 6.30 to 8.30pm  
Starts 22 September 2021  
Code: LS1026

**Saturdays** 10.30am to 1.30pm  
Starts 16 October 2021  
Code: LS1040

### French - beginners stage 1

Learn from scratch. You can choose to study online or face to face.

**Fridays** 10am to 12pm  
Starts 24 September 2021  
Code: LF1025 **ONLINE**

**Thursdays** 6.30 to 8.30pm  
Starts 23 September 2021  
Code: LF1026

### Italian - beginners stage 1

Learn from scratch. You can choose our daytime or evening option.

**Mondays** 6.45 to 8.45pm  
Starts 20 September 2021  
Code: LI1030

**Wednesdays** 10am to 12pm  
Starts 22 September 2021  
Code: LI1025

### Mandarin Chinese

Learn or improve your Chinese.

#### Beginners

**Tuesdays** 7 to 9pm  
Starts 21 September 2021  
Code: LI1030

#### Upper-Intermediate

**Thursdays** 7 to 9pm  
Starts 23 September 2021  
Code: LC1100 **ONLINE**

### Japanese

Learn Japanese from scratch or improve your existing skills.

#### Beginners

**Tuesdays** 7 to 9pm  
Starts 21 September 2021  
Code: LJ1025 **ONLINE**

#### Lower intermediate

**Thursdays** 6.30 to 8.30pm  
Starts 23 September 2021  
Code: LJ1050 **ONLINE**

#### Intermediate

**Mondays** 6.30 to 8.30pm  
Starts 20 September 2021  
Code: LJ1075 **ONLINE**

### Polish

Learn or improve your Polish.

#### Beginners

**Thursdays** 7 to 9pm  
Starts 23 September 2021  
Code: LP1025 **ONLINE**

#### Upper-intermediate

**Mondays** 7 to 9pm  
Starts 20 September 2021  
Code: LP1100

### German

Learn or improve your German.

#### Beginners

**Mondays** 6.45 to 8.45pm  
Starts 20 September 2021  
Code: LG1025

#### Intermediate

**Thursdays** 6.30 to 8.30pm  
Starts 23 September 2021  
Code: LG1075

### Brazilian Portuguese

Learn Portuguese from scratch or improve your skills.

#### Beginners

**Wednesdays** 5.45 to 7.15pm  
Starts 22 September 2021  
Code: LB1025

#### Intermediate conversation

**Wednesdays** 7.30 to 9pm  
Starts 22 September 2021  
Code: LB1075

### BSL

Learn British Sign Language from scratch up to Level 1.

**Fridays** 10.30am to 12.30pm  
Starts 24 September 2021  
Code: LZ1025 **Ⓢ**

### Counselling for beginners

A thorough introduction to the basics of counselling.

**Fridays** 10.30am to 12.30pm  
Starts 24 September 2021  
Code: HC1025

### Community interpreting

This is the course for starting a career as an interpreter.

**Wednesdays** 6 to 9pm  
Starts 22 September 2021  
Code: LY1012 **ONLINE** **Ⓢ**

**Fridays** 10am to 1pm  
Starts 24 September 2021  
Code: LY1010

### Interpreting diplomas

These are courses for those who wish to specialise in law, health or police interpreting work.

#### DPI (Diploma in Police Interpreting)

Starts **Mon** 4 October 2021  
1 to 3pm Code: LY1050 **Ⓢ**

#### DPSI (Diploma in Public Service Interpreting)

**Law (all languages)**  
Starts **Tues** 5 October 2021  
1 to 4pm Code: LY1036 **Ⓢ**

#### Law (Arabic)

Starts **Tues** 5 October 2021  
2 to 5pm Code: LY1036 **Ⓢ**

#### Law (Spanish)

Starts **Weds** 6 October 2021  
6 to 9pm Code: LY1025 **Ⓢ**

#### Health (all languages)

Starts **Thurs** 7 October 2021  
2 to 5pm Code: LY1035 **Ⓢ**

# Motor vehicle and bicycle maintenance

**We have a well-equipped workshop where you will be able to access professional trade equipment, and cover aspects of motor vehicle maintenance, diagnostic testing and repair. Take your vehicle maintenance into your own hands and learn key skills to keep it roadworthy and save you some money!**

**A range of bicycle maintenance classes are available to help keep you cycling – good for you, and good for the environment!**

**Welding and light metalwork classes are also available, where you can learn techniques that can be used for making a variety of projects – both functional and creative.**

## Classic Cars

Does the rising cost of maintenance concern you, and make your classic car's future uncertain? Are you unsure of how to maintain your classic car in a good condition and keep it on the road?

Here, in our MOT-standard workshop, you'll have access to tools and equipment, along with help and advice from our friendly, qualified, industry-experienced tutors who will help steer your vehicle back onto the road to recovery.

## Welding

A chance to discover, explore and develop your creative side using metal and welding. Learn a useful, satisfying new skill or improve your current level of ability. Learn how to join metal, manipulate and manufacture objects and structures from a paper-weight to a garden gate and everything in between!





## This term's courses include:

### Bicycle maintenance part 1

Learn how to maintain your own bicycle in a safe and reliable condition. Bicycle 'first aid'.

**Mondays** 6.15 to 8.45pm  
Starts 20 September 2021  
Code: MV1150

### Bicycle maintenance part 2

Follows on from part 1 and offers a more comprehensive course designed to keep your bike in tip top condition.

**Mondays** 6.15 to 8.45pm  
Starts 4 October 2021  
Code: MV1160

Bike Maintenance part 1 and 2 courses are also offered as intensive Saturday courses - check the website for dates.

### Bicycle Maintenance City & Guilds Accredited Course

Gain a qualification in bicycle maintenance.

**Mondays** 9.30am to 3.30pm  
Starts 20 September 2021  
Code: MV1165 ⓘ

### Car maintenance - get started

Gain basic motor vehicle skills to maintain your car.

**Thursdays** 5.30 to 8.30pm  
Starts 23 September 2021  
Code: MV1400

### Motor vehicle maintenance (Level 1 award)

A great place to start your study to enable you to work in the vehicle and automotive industries.

**Thursdays** 12 to 4pm  
Starts 30 September 2021  
Code: MV1402 ⓘ

### Car maintenance: intermediate

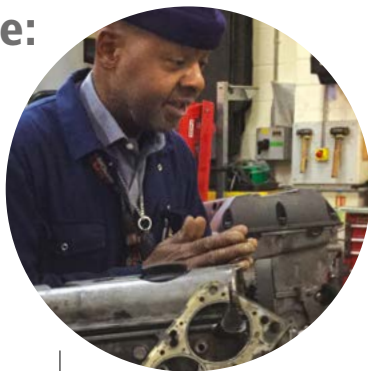
Take the next step in DIY car maintenance and repairs.

**Wednesdays** 6.15 to 8.45pm  
Starts 22 September 2021  
Code: MV1050

### Practical classic car care

A maintenance class focused on keeping classic cars running.

**Saturdays** 10am to 3pm  
Starts 18 September 2021  
Code: MV1080



### Welding and light metalwork

An introduction to basic welding and metal work fabrication techniques.

**Tuesdays** 6.15 to 8.45pm  
Starts 21 September 2021  
Code: MV1250

### Welding intensive

An introduction to basic welding and metal work fabrication techniques.

**Saturdays** 10am to 3.30pm  
Starts 6 November 2021  
Code: MV1251



# Agewell

The Agewell project is a health and wellbeing project open to anyone over 50.

Information about the project can be obtained at our Macbeth Centre or by visiting the website: **[www.hfals.ac.uk](http://www.hfals.ac.uk)**

If you are under 50 and suffering from a chronic complaint that may be improved by physical activity you may be able to access the Agewell classes through a GP referral.

There are also a number of courses that are pay-as-you-go and, as such, are not subject to the termly fees. Please check the Agewell leaflet / website for details.

## CLASSES TO SUIT YOUR NEEDS

Your ideas, comments and inspirations help to shape the programme to suit your abilities and needs with some classes now being offered online via Zoom due to the success of these during the pandemic.

The majority of classes run throughout the academic year (September to July). Printed updated listings will be available for January and April but the website is the best place to check for current courses.





Badminton

Balance, strength  
and stability

Be good to your back

Exercise for the  
prevention of  
osteoporosis

Breathe better

Cardiac Rehab Phase IV

Deep water aquacise

Exercise after stroke

General / senior  
circuit training

Gentle keep fit /  
falls prevention

Pilates – various levels  
and venues

Short tennis

Slimnastics

Watercolour painting

Yoga - various levels  
and venues

Yogalates

Zumba gold



## FEES

The fees for Agewell courses are lower than for regular courses so as many people as possible can access the programme.

### **Borough residents:**

£40 per course, per term

### **Out-of-borough users:**

£50 per course, per term

### **Concessions:**

£20 per course, per term

To enrol: Please call

**020 8753 3600** or go to  
[www.hfals.ac.uk](http://www.hfals.ac.uk)

and click on the Agewell  
button.

For any other queries  
please email

[alssinfo@lbhf.gov.uk](mailto:alssinfo@lbhf.gov.uk)

### **Pay-as-you-go**

£5 registration + £2.50  
each time you go

## RAMBLES

Visit green areas across  
London and the home  
counties.

**Monday walk - beginners**  
(flat terrain and slower pace)

**Wednesday walk -  
advanced**

(undulating terrain, crossing  
of styles, fast pace)

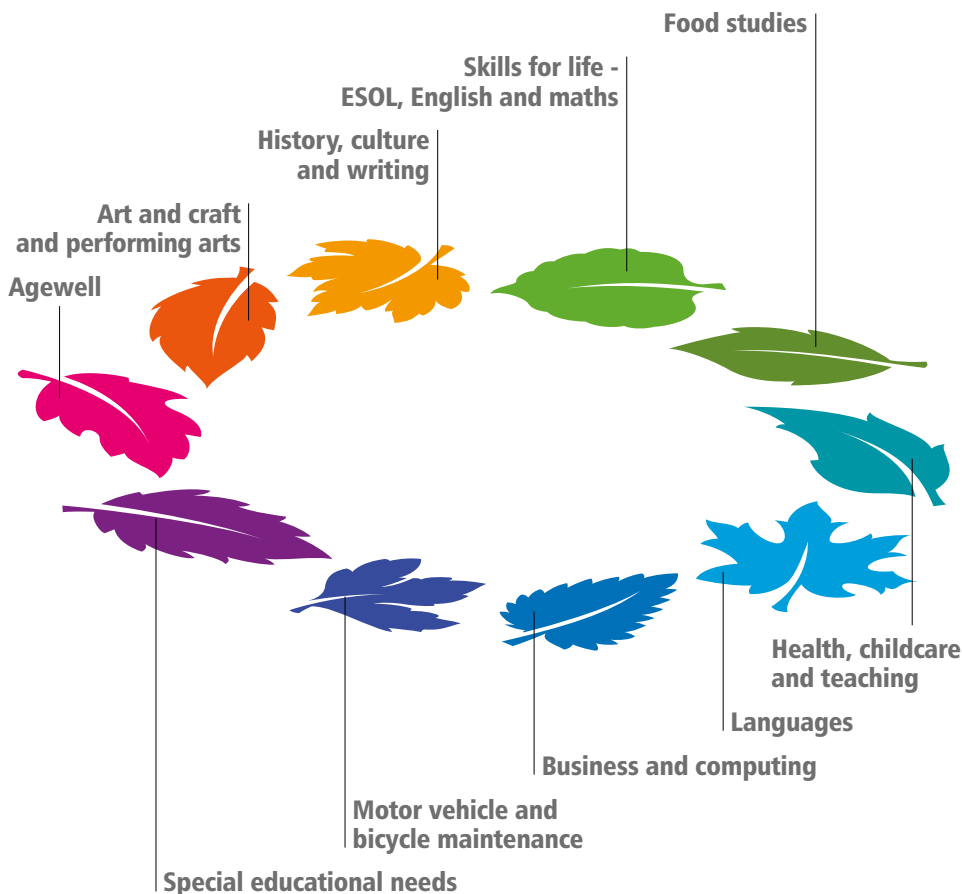
**Friday walk - Intermediate**  
(a mix of walks, harder than  
beginner walks)

Each term will offer 10  
weeks of walking - seven  
trips using a minibus  
travelling out of London  
(additional £5 per trip per  
person), and three walks  
accessed by public transport.

Registration fees are: £28  
for borough and £35 for out-  
of-borough residents (out of  
borough residents register a  
day after enrolment starts).

For questions and further  
information about country  
rambles please write to  
[samy.balal@lbhf.gov.uk](mailto:samy.balal@lbhf.gov.uk)  
for questions and further  
information.

# WE BELIEVE IN LIFELONG LEARNING



SUPPORTED BY  
**MAYOR OF LONDON**



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