

Learning for life

It's never too late to learn a new skill, improve your prospects, change careers, keep active or take up a hobby. From recreational courses to accredited qualifications, we have a wide range of courses starting in April 2018 to suit your needs.

You'll be taught in one of our modern, friendly learning environments by experienced lecturers who are passionate about the subjects they teach.

We are pleased to tell you that Strode's College in Egham and East Berkshire College formally merged on 9 May 2017 to create a larger college group under the name, Windsor Forest Colleges Group. Together we have over 300 years of experience in delivering high quality education and training from our three main campuses: Langley College, Strode's College and Windsor College as well as various community venues such as the Literary Institute in Egham and The Hythe Centre in Staines-upon-Thames.

Courses marked 🆓 may be free if you are unemployed or receiving certain income-related benefits. For more details and to check if you are eligible for a free course, please call or visit us.



Strode's College
High Street, Egham, TW20 9DR



Literary Institute
High Street, Egham, TW20 9EW



Windsor College
St Leonards Road, Windsor, SL4 3AZ

HOW TO ENROL



By phone

Strode's Courses 01784 228676

Windsor Courses 01753 793288



Online www.windsor-forest.ac.uk



By emailing

Strode's College

adulthoodeducation@windsor-forest.ac.uk

Windsor College

admissions@windsor-forest.ac.uk



In person or by post

Strode's College

Monday - Friday 8.30am - 4.30pm

Windsor College

Monday - Thursday 8.30am - 5.00pm

Friday 8.30am - 4.30pm

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AAT is the leading, internationally recognised professional body for accounting technicians and the qualifications are widely recognised and valued by both multinational and local business organisations. These courses may be free for those who are unemployed. Please call for information.

AAT Access Award in Bookkeeping Level 1

This course is ideal if you are thinking of a change in career or if you run your own business and would prefer to do your own bookkeeping. It is also the first step on to a successful career in accountancy. It will provide an introduction to bookkeeping, covering areas such as single entry bookkeeping, cash and credit transactions and financial documents. An AAT registration fee of £43 is required if students have not previously registered. Students should have a good command of the English language and good computer skills.

****It is recommended that after this course you progress to the Computerised Accounts Course (Sage 2013) which is advertised to start in June 2018. Please note that this is a follow on course and also a prerequisite to AAT Level 2 Foundation Certificate in Accounting course due to start in September 2018.**

Name	Day	Time	Start date	Weeks	Venue	Cost
AAT Access Award in Bookkeeping (Level 1)	Mon & Wed	18:00 - 21:00	16/04/18	6	Strode's	£282

AAT Access Award in Accounting Software (Computerised Accounts Sage 2013)

This course will help you build upon the knowledge and skills that you have learnt in the Level 1 Award in Bookkeeping. You will learn to use Computerised Accounting Software to create accounts, process accounting information and produce reports. Upon successful completion of both AAT Access Awards in Bookkeeping and Accounting Software, you will be able to enrol onto the AAT Foundation Certificate in Accounting (Level 2) starting in September 2018.

AAT Access Award in Accounting Software (Computerised Accounts Sage 2013)	Tues	18:30 - 21:00	17/04/18	11	Strode's (LI)	£282
	Mon & Wed	18:30 - 21:00	04/06/18	6	Strode's	£282

ASSESSING, TRAINING AND TEACHING

Award in Education & Training Level 3

The course is suitable for people who are looking to teach in the post 16 sector, or who are already teaching but do not have a formal qualification. It is also very useful for anyone involved in a training role in business or industry. You do not have to be teaching or in training to do the course and no practical hours are required outside of the course. This is an excellent introduction to teaching and training.

Award in Education & Training Level 3	Wed	18:30 - 21:00	18/04/18	10	Strode's	£360
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Assessing Vocationally Related Achievement Level 3

This qualification in assessing (previously known as A1 and D32) provides the key knowledge and understanding that assessors need in to order conduct effective assessments. It is aimed at people who routinely assess other learners, and you will be required to conduct two assessments for two different people. You are required to attend five classroom sessions followed by self-study and tutorials.

Assessing Vocationally Related Achievement Level 3	Tues	18:30 - 21:00	17/04/18	10	Strode's (LI)	£360
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ART & CRAFTS

Come along and join one of our Arts and Crafts courses or workshops. Whether it be drawing and painting or embroidery, there are lots to choose from.

Course Name	Day	Time	Start date	Weeks	Venue	Cost
Drawing & Painting (Absolute Beginners)	Wed	19:00 - 21:00	18/04/18	8	Strode's	£92
Drawing & Painting (Improvers)	Wed	19:00 - 21:00	18/04/18	8	Strode's	£92
Drawing & Painting Studio (Advanced)	Mon	19:00 - 21:00	16/04/18	8	Strode's	£92
Painting & Drawing (L8387EWN)	Tue	19:00 - 21:30	17/04/18	8	Windsor	£115
Painting & Drawing (L8387PWN)	Thurs	09:30 - 12:00	19/04/18	8	Windsor	£115
Watercolour Painting	Mon	19:00 - 21:00	16/04/18	8	Strode's	£92
Contemporary Flower Arranging	Thurs	19:00 - 21:30	19/04/18	8	Windsor	£115
Embroidery workshop*	Tues	10:00 - 12:00	17/04/18	10	Strode's (HC)	£82
Interior Design Beginners	Wed	19:00 - 21:30	18/04/18	8	Windsor	£115
Patchwork workshop*	Tues	12:00 - 14:00	17/04/18	10	Strode's (HC)	£82

* These classes are held at The Hythe Centre, Thorpe Road, Staines-upon-Thames, TW18 3HD.

Knitting for Beginners

Basic materials will be provided but students are encouraged to bring along any needles or fancy yarns and materials they may wish to use and experiment with. Sketch books or files are also advisable so you can collect visual information, record any new techniques and collect handouts.

Knitting for Beginners	Thurs	19:00 - 21:00	19/04/18	5	Windsor	£100
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Knitting for Improvers

This is an intermediate course. It is for learners moving on from the beginners' course or for those knitters who feel they are a little rusty and want to improve their existing knitting skills. Students are asked to bring along a pair of 5 or 6 mm needles and a ball of cream wool (correct thickness for needle size) for practising new advanced stitches. Sketch books or files are also advisable so you can collect visual information, record any new techniques and collect handouts.

Knitting for Improvers	Tues	19:00 - 21:00	17/04/18	5	Windsor	£100
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Sew Like a Pro

Learn to manufacture clothes using professional manufacturing techniques. Get help with making projects and learn to do alterations – put in a zip, shorten a skirt etc.

Sew Like a Pro	Wed	18:30 - 20:30	18/04/18	8	Windsor	£150
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BUSINESS

Award in Principles of Customer Service Level 1

This course provides learners with an in-depth overview of customer service. You will prepare for further training within a chosen occupational area and gain knowledge and insight into the needs of customer service within this area. In addition, the course explores how to apply legislation, regulation and organisational procedures for customer services.

Course Name	Day	Time	Start date	Weeks	Venue	Cost
Principles of Customer Service Award	Thurs	09:30 - 13:00	19/04/18	10	Windsor	£150

COMPUTING

The First Step and Next Step computing courses focus on word processing, email and internet. The intermediate course also covers Excel, Outlook and data storage. All courses (marked ✪) lead to a nationally recognised certificate and concessions apply. Our other courses are non-certificated and focus on specific aspects of computing. Our patient tutors will help guide you to improve your computer skills and gain confidence.

First Step Computing (1) ✪	Fri	09:30 - 11:30	20/04/18	10	Strode's (LI)	£60
First Step Computing (1) ✪	Mon	19:00 - 21:00	16/04/18	10	Strode's	£60
Next Step Computing (2) ✪	Fri	12:30 - 14:30	20/04/18	10	Strode's	£60
Next Step Computing (2) ✪	Tues	19:00 - 21:00	17/04/18	10	Strode's (LI)	£60
Intermediate Computing (3) ✪	Tues	09:30 - 11:30	17/04/18	10	Strode's (LI)	£60
Computers for Further Improvers	Tues	11:15 - 12:45	17/04/18	10	Windsor	£85
IT Workshop (PowerPoint, Excel, Mail Merge)	Tues	12:30 - 14:30	17/04/18	6	Strode's	£60
IT Workshop (PowerPoint, Excel, Mail Merge)	Wed	19:00 - 21:00	18/04/18	6	Strode's (LI)	£60
More Excel	Tues	12.30 - 14.30	17/04/18	6	Strode's	£60
More Excel	Wed	19:00 - 21:00	18/04/18	6	Strode's (LI)	£60

CHILDCARE



Award in Caring for Children Level 1

This course is for those considering working with children aged 0 – 5 years or who want to learn new skills within the childcare and early years sector. The course is assignment-based and you will be supported by our friendly and experienced tutor. Concessions apply if you are unemployed and in receipt of income-related benefits, or a bursary may be available.

Course Name	Day	Time	Start date	Weeks	Venue	Cost
Award in Caring for Children (Level 1)	Tues	09:30 - 12:00	17/04/18	12	Strode's (LI)	£150

COUNSELLING

Award in Counselling Concepts Level 2

This course provides an introduction to counselling practice, and is ideal if you are looking to embark on formal counselling training, or wish to improve your listening and communication skills, either for work or in your personal life. This course covers the following units: the professional context of counselling, communication skills in helping relationships and an introduction to personal development.

Course Name	Day	Time	Start date	Weeks	Venue	Cost
Award in Counselling Concepts Level 2	Tues	18:30 - 21:00	17/04/18	10	Strode's	£175

DANCE & EXERCISE

Our fantastic dance and dance fitness classes are a great way to learn how to improve your dance techniques and exercise to keep fit. Classes take place at The Literary Institute, Egham.

Ballroom & Latin Dance Beginners	Tues	18:00 - 19:00	17/04/18	10	Strode's (LI)	£62
Ballroom & Latin Dance Improvers	Tues	19:00 - 20:00	17/04/18	10	Strode's (LI)	£62
Ballroom & Latin Dance Intermediate	Tues	20:00 - 21:00	17/04/18	10	Strode's (LI)	£62
Dance Fitness	Wed	18:00 - 19:00	18/04/18	10	Strode's (LI)	£62

FITNESS & WELLBEING

Our holistic courses are an enjoyable way to strengthen the body's muscles, improve balance, promote fitness and reduce stress. For all ages (over 19).

Pilates Mixed Abilities	Tues	18:00 - 19:00	17/04/18	10	Strode's	£62
Tai Chi Mixed Abilities	Wed	18:30 - 20:00	18/04/18	10	Strode's	£87
Yoga Mixed Abilities	Mon	18:30 - 19:45	16/04/18	10	Strode's	£77
Health & Wellbeing with Essential Oils	Tues	18:30 - 20:30	17/04/18	8	Strode's	£107

ENGLISH & MATHS

We offer a range of English courses taking place both during the day and in the evening to help fit in with your home and work life.

English Pre-GCSE

These courses are for adults who wish to improve their reading and writing and gain confidence in formal speaking situations. The course helps with grammar and develops presentation and speaking skills to build confidence. Leading to a nationally recognised certificate at Level 1 or 2 (we can inform you of your level if unsure), this course is free for UK/EU residents. Classes take place twice a week.

Course Name	Day	Time	Start date	Weeks	Venue	Cost
English Pre-GCSE	Fri	09:30 - 12:00	20/04/18	10	Strode's or Windsor	Free*
English Pre-GCSE	Tues	18:00 - 20:30	17/04/18	10	Strode's or Windsor	Free*

Maths Pre-GCSE

Learn more about functional mathematics to help at work or in everyday life. The course works towards a nationally recognised qualification and prepares you for GCSE standard. The qualification will look good on your CV and you'll become more confident in working with numbers and real life maths problems. These courses are free for UK/EU residents.

Maths Pre-GCSE	Mon	12:15 - 14:45	16/04/18	10	Strode's (LI) or Windsor	Free*
Maths Pre-GCSE	Wed	18:00 - 20:30	18/04/18	10	Strode's or Windsor	Free*

ESOL

English for Speakers of Other Languages (ESOL)

These English classes are for adults aged 19 or above, whose first language is not English. We offer daytime and evening courses for all levels. Our experienced tutors will help students improve their reading, writing and speaking and listening skills. Classes take place twice a week (five hours per week) and work towards a nationally recognised qualification. Fees for non EU citizens will be discussed at enrolment. Students in receipt of income-related benefits (JSA, Income Support, ESA etc.) may be entitled to free tuition.

ESOL Help with Speaking & Listening	Tues & Thurs	09:30 - 11:30	17/04/18	10	Strode's (LI)	£130
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Regular English, Maths and ESOL enrolment sessions

Initial Assessment:

- 6.30pm every Tuesday at Strode's College
 - 11am every Thursday at The Literary Institute
 If you are unable to attend either session or would like more information, please contact **01784 228677**.

Enrolment will take approximately 1 hour.

Please bring:

- passport/identity card and any home office documentation
- your payment (credit/debit card or cheque)
- proof of any income-related benefits you are receiving
- details of any previous English results/certificates

LANGUAGES

Want to speak with the locals whilst on your holidays? Why not learn new skills with our short holiday language courses that will enable you to ask for directions, order a meal and other simple conversation to get you by.

Holiday French	Tues	19:00 - 21:00	17/04/18	8	Strode's	£92
Holiday Italian	Mon	19:00 - 21:00	16/04/18	8	Strode's	£92
Holiday Spanish	Wed	19:00 - 21:00	18/04/18	8	Strode's or Windsor	£92

PHOTOGRAPHY

Photography - Digital SLR for Beginners

This course offers an introduction to the Digital SLR camera and the basic concepts, terminology and techniques involved in photography. Both theoretical and practical, the course is a good introduction to photography. A Digital SLR camera is required for this course.

Photography Level 1 Award

This course is an ideal progression from the Digital SLR for Beginners course. Students will develop a set of practical skills using their own Digital SLR camera, explore techniques, photographic equipment and materials. There is also a theoretical approach and students will undertake research into the work of photographers whilst working towards a national qualification.

Photography - Portrait and Lighting

Creating great portrait photography is all about building a relationship with your subject, capturing their personality and character, working with light and understanding your camera. On this course you will learn techniques to do all of these things and more.

Photography workshops - Family Portraits

Do you want to take better photos of your family, but just don't have time to spend reading the manual? Then this half-day workshop is for you. Spend a fun morning away from the children, learning new skills with your camera. This workshop focuses on how to compose your photos, finding good light, setting up your camera and blurry backgrounds. The course includes refreshments plus two weeks of email support after the workshop finishes, plus tuition from an experienced photographer with their top tips.

Photography workshops - Landscapes

Would you like to capture the essence of places that you visit on your holidays and travels, from landscapes to cityscapes? Then join this half day workshop and learn more about landscape photography. Commencing in the classroom with a briefing before venturing out to your location for the day, this workshop focuses on vantage points and the type of equipment you will need to improve your composition. You will need a full height tripod, camera and although useful, but by no means essential, your own graduated filters, polarising filter and remote shutter release .

Course Name	Day	Time	Start date	Weeks	Venue	Cost
Digital Photography SLR for beginners	Wed	18:30 - 20:30	18/04/18	10	Strode's	£115
Digital Photography - Beginners	Tue	19:00 - 21:30	17/04/18	8	Windsor	£115
Digital Photography - Beginners	Wed	19:00 - 21:30	18/04/18	8	Windsor	£115
Digital Photography - Improvers	Thurs	19:00 - 21:30	19/04/18	8	Windsor	£115
Photography Level 1 Award	Mon	18:30 - 21:00	16/04/18	12	Strode's	£185
Photography - Portrait and Lighting	Mon	18:30 - 20:30	16/04/18	6	Strode's	£69
Photography Workshops - Family Portraits	Sat	10:00 - 14:00	19/05/18	1	Windsor	£125
Photography Workshops - Landscapes	Sat	10:00 - 14:00	07/07/18	1	Windsor	£125



Strode's College
High Street
Egham
Surrey, TW20 9DR



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