

# Learner Handbook

for adults with learning  
difficulties and disabilities

September 2021 to July 2022



SUPPORTED BY  
**MAYOR OF LONDON**



**HILLINGDON**  
LONDON

[www.hillingdon.gov.uk/adultlearning](http://www.hillingdon.gov.uk/adultlearning)

# Welcome...

## to the Adult Learning service

We want you to gain the skills you need to live as independently as you can and do some paid or voluntary work where possible.

We also want you become more confident, make new friends and have fun while you are learning.

This handbook tells you what to expect from us, and what we expect from you while you study with us.

We look forward to working with you as you achieve your goals.

**Debbie Scarborough**  
**Service Manager**

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## Staying safe

We put you at the heart of everything we do and make sure that you learn in a safe, supportive, purposeful and focused environment.

Report any safeguarding concerns  
to Debbie Scarborough  
on 01895 556444

**Here are some tips to keep yourself safe:**



Take good care of your phone and don't tell strangers where you live or give your keys to anyone.



### **Financial Safety**

Take good care of your money. No one should take your money from you or ask you to spend it on them.



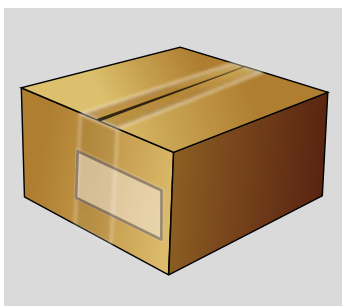
### **Bullying**

Be kind to people and expect them to be nice to you. If they are being mean or bullying you, walk away and ask someone for help.



### **Cyber Safety**

Don't give your information to anyone on the internet. If someone is mean to you on the internet, stop talking to them and tell someone you trust.



### **County Lines**

Don't talk to strangers you meet. If someone asks you to hold money or parcels for them, stop talking to them and tell someone you trust.

## **Safeguarding**

We will do everything we can to ensure your personal safety, wellbeing and security.

## **COVID-19 guidelines**

To help keep learners and staff safe during the COVID-19 pandemic, we recommend you follow these guidelines when attending classes:

- test yourself twice weekly and report your results on the NHS website and HACL form
- wear a face covering over your nose and mouth in communal areas, unless you are exempt
- use the hand sanitiser provided and wash your hands regularly with soap and water for at least 20 seconds
- follow the instructions on the signs displayed in the adult learning centres
- contact us if you need to self-isolate and have recently attended a class

**If you see any packages lying around or anything that seems suspicious or dangerous please tell your teacher.**

# Equality and diversity

We celebrate diversity, this means we celebrate and appreciate each person's differences. We make sure that everybody is treated fairly.



We respect each other.



We listen to one another.



We are patient.



We don't upset others by saying hurtful things.



We give everyone a chance to talk.



We learn about each other.



We take turns.



We understand each other.



We have fun together and we learn together.

**If you see any behaviour that goes against our Equality and Diversity policy, you must tell your teacher.**

# Your responsibilities

As a learner you are expected to:



- attend your class every week. You must tell us if you cannot come. If you are absent for two weeks you could lose your place on the course.



- come on time; we don't want you to miss anything.



- always wear your badge so we can see it's you.



- do any homework your teacher sets for you.



- remember to bring anything from home that you will need in class.



- show respect to everyone at all times.



- follow any health and safety instructions your teacher gives you.



- enjoy your time here and feel safe. If you don't for any reason, please tell us.

**We will not tolerate any form of bullying or harassment.**

# Information, advice and guidance

We want to give all our learners high quality information advice and guidance (IAG).

We will help you to get onto other courses and give you information on volunteering and work.

You will be asked to complete the online Course Request Form, listing the courses you are interested in. We will contact you to discuss your choices and help you enrol.

We may not be able to offer you all your choices, this is to make sure there is a course for everyone.



You can get course advice from the centre staff at each site and from teaching staff on your course.

You can use the brochure which is also available online from [www.hillingdon.gov.uk/adultlearning](http://www.hillingdon.gov.uk/adultlearning).

As a learner you will be able to use Moodle where you can find more information. Your teacher or LSA will help you to do this.

If you want careers advice or help to create your CV, please speak to your tutor or email the Learner Engagement Officer at [iarora@hillington.gov.uk](mailto:iarora@hillington.gov.uk).

**Our staff are friendly and happy to help, so if you have any questions please ask.**



# Useful contact details

## **Brookfield Adult Learning Centre**

Park Road,  
Uxbridge,  
UB8 1NP  
brookfield@hae-acl.ac.uk  
01895 556455

## **Eastcote House Gardens**

5 Field End Road,  
Eastcote,  
HA5 2QS  
harlington@hae-acl.ac.uk  
01895 556252

## **Harlington Adult Learning Centre**

Harlington Community School,  
Pinkwell Lane,  
Hayes,  
UB3 1PB  
harlington@hae-acl.ac.uk  
01895 556252

## **Rosedale Adult Learning Centre**

Rosedale College  
Wood End Green Road  
UB3 2SE  
harlington@hae-acl.ac.uk  
01895 556252

## **Rural Activities Garden Centre**

West Drayton Road,  
Hillingdon,  
UB8 3JZ  
harlington@hae-acl.ac.uk  
01895 556252

## **South Ruislip Adult Learning Centre**

Victoria Road,  
Ruislip,  
HA4 0JE  
southruislip@hae-acl.ac.uk  
01895 556248

