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COURSES IN THE COMMUNITY

2016 / 2017

Our part-time courses in the community are offered at a variety of centres across the Bradford and Wharfedale areas. A full list of venues can be found on page 3.

With courses offered in the morning, afternoon and evening, we aim to ensure that classes fit in with your current work and family commitments. All our courses are delivered by friendly expert tutors at local venues so whether you want to gain a qualification, study for your own personal development, take up a new hobby or simply enjoy meeting people, we will have something for you. Our varied courses range from Arabic to Working with Children, from IT to Foreign Languages and much more. Please note: Our Learning for Life and Work courses on pages 13 to 29 are for students aged 19+ only.

01274 436300 community@bradfordcollege.ac.uk www.bradfordcollege.ac.uk

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OPEN EVENTS

Visit an Open Event in 2016 to meet our tutors, take a campus tour and get all the answers you need.

Open Events take place in:

++ August

++ October

For full details of dates, times and venues and to pre-register visit the 'Open Days' section of our website at:

www.bradfordcollege.ac.uk

CREATIVE CRAFT LEVEL 1 AWARD COURSES - SEE PAGES 6-7

++ Beauty Care

++ Cake Decoration

++ Cookery

++ Floral Art

++ Jewellery Making

++ Sewing

ENGLISH AND MATHEMATICS FREE COURSES - SEE PAGE 7

We offer provision at all levels from Entry Level to Level 2.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) COURSES - SEE PAGE 8

We offer ESOL courses at Entry level 1, 2 and 3 and Level 1.

FOREIGN LANGUAGES COURSES - SEE PAGES 9-11

++ Arabic in the Community

++ Community Interpreting

++ Polish in the Community

++ Spanish

++ Urdu in the Community

++ Urdu Literacy in the Community

INFORMATION TECHNOLOGY COURSES - SEE PAGES 12

++ ITQ

LEARNING FOR LIFE AND WORK COURSES FOR THOSE AGED 19+ - SEE PAGES 13-29

++ Asian Bridal Make-up

++ Asian Cookery

++ Bag Making

++ Baking

++ Beauty Care

++ Blogs and Websites for All

++ Build Confidence in Speaking English

++ Cake Decoration

++ Caribbean Cookery

++ Child Psychology

++ Cold Porcelain Flowers

++ Complementary Therapies

++ Conversational English

++ Cookery

++ Costume Jewellery

++ Counselling

++ Customer Care- Introduction to Work

++ Digital Photography

++ Fashion Design and Garment Making

++ Flower Arranging

++ Gardening

++ Hair Styling

++ Hair Design

++ How to Start Your Own Business

++ Interior Design

++ International Cookery

++ Internet and email

++ Jewellery Making With Precious Metals

++ Job Search/Interview Skills

++ Knitting

++ Know Your Tablet

++ Make Your Own Cosmetics From Natural Products

++ Manicure/Pedicure and Nail Art

++ Mindfulness

++ Money Management and Budgeting

++ Office Skills

++ Photoshop

++ Pottery

++ Psychology

++ Reading and Writing - Build Your Skills

++ Retail - an Introduction to Work

++ Sewing

++ Sewing and Pattern Cutting

++ Sewing Children's Clothing

++ Soft Furnishings

++ Sprinklers - Introduction to Excel

++ Vegetarian Cookery

++ Watercolours

++ Web Design

++ Working With Children

++ Writing for Different Purposes

Please Note: Some of our Learning for Life and Work courses incur a charge for materials. If this is applicable, it will be discussed in the first lesson.

SIGN LANGUAGE COURSES - SEE PAGE 30

British Sign Language courses, awarded by SIGNATURE, are available at Introductory Level 1 and Level 2.

How to Enrol

POSTAL ENROLMENT

Contact us on 01274 436300 and we will send you a postal enrolment form for you to return along with a passport sized photograph and payment or proof of benefit.

Enrolment forms will also be available at our Bolton Road campus on Manningham Lane, Bradford.

Alternatively, you may attend one of the enrolment sessions detailed below.

For further details on any issue relating to enrolment, please contact 01274 436300

ENROLMENT SESSIONS WILL BE HELD, AS FOLLOWS, IN THE DAVID HOCKNEY BUILDING, GREAT HORTON ROAD:

Monday 15- Friday 19 August from 09.00 - 16.00

For ESOL enrolment dates see page 8

You must bring photographic evidence such as a passport, driving licence, bus pass, employment security pass or any ID showing your name and a photograph.

ENROLLING ON AN ACCREDITED OR NON-ACCREDITED COMMUNITY COURSE - THOSE WITHIN THE LEARNING FOR LIFE AND WORK SECTION

It is important when you come to enrol that you have photographic ID such as a passport, driving licence, bus pass, employment security pass or any ID showing your name and your photograph.

There is no need to bring a separate photograph as your picture will be taken for your College ID card during the enrolment process.

YOU CAN PAY BY CASH, CHEQUE (MADE PAYABLE TO BRADFORD COLLEGE) OR DEBIT/CREDIT CARD.

Tuition fees and a £15.00 administration fee* will be payable at the time of enrolment unless you qualify for fee remission (see page 4).

If you qualify for fee remission you must bring evidence of the benefit you are receiving as detailed on page 5.

*The £15.00 Administration Fee for courses coded VAB is a one-off payment and therefore if you enrol on more than one course you will only be required to pay it once.

Guide to Venues

Below are details of venues in the Bradford and Wharfedale areas where Bradford College courses are available, what's on offer and the page on which more information can be found.

The course information hotline for all community venues is 01274 436300.

VENUE	SUBJECTS OFFERED	PAGE
BOLTON ROAD Manningham Lane, Bradford, BD8 7BB	Creative Crafts and Skills, Foreign Languages, Information Technology, Learning For Life and Work, Sign Language	6, 9, 12, 13, 30
BRADFORD CITY LIBRARY Centenary Square, Bradford, BD1 1HY	Learning for Life and Work	13
BRADFORD LOCAL STUDIES LIBRARY Pines Way, Bradford, BD1 1NN	Information Technology, Learning for Life and Work	12, 13
GRANGE INTERLINK Summerville Road, Bradford, BD7 1PX	Learning for Life and Work	13
KEIGHLEY LIBRARY North Street, Keighley, BD21 3SX	Information Technology, Learning for Life and Work	12, 13
KIDMANT CENTRE 36 Spencer Road, Bradford, BD7 2EU	Learning for Life and Work	13
MANNINGHAM LIBRARY Cattle Road, Bradford, BD6 8BB	Learning for Life and Work	13
ST MARY'S PARISH CENTRE Station Road, Burley-in-Wharfedale, LS29 7PB	Learning for Life and Work	13
THE DAVID HOCKNEY BUILDING Bradford College, Great Horton Road, Bradford, BD7 1AY	Foreign Languages, Learning for Life and Work, Sign Language	8, 13, 30
YORKSHIRE CRAFT CENTRE Bradford College, Carlton Street, Bradford, BD7 1AY	Learning for Life and Work	13

Financial Support and Guidance

Information for those studying accredited community courses

YOU MAY NOT HAVE TO PAY COURSE FEES IF YOU ARE STUDYING A CERTIFICATED OR ACCREDITED COURSE AND:

- ++ You are aged 19-23 on the start date of your course and are studying on an Entry Level or Level 1 course and will progress to Level 2
- ++ You are aged 19-23 on the start date of your course and are studying on your first full Level 2 qualification
- ++ You are aged 19-23 on the start date of your course and are studying on your first full Level 3 qualification
- ++ You are aged 19-23 on the start date of your course and would like to study a full Level 4 qualification and do not already hold a full Level 3 qualification

If your employer or sponsor is paying your fees, please provide us with a letter from the company. This must be an original letter on the company's letter-headed paper, copies, handwritten letters or emails cannot be accepted.

If you are in receipt of any of the benefits outlined in the table opposite, you must bring proof as specified or, if you are enrolling by post, attach a copy to your application form. Please note: Fee remission is not available for learners aged 24+ studying an accredited course at Level 3 or above.

Information for those studying part-time non-accredited (Learning For Life and Work) community courses

You may not have to pay course fees if you are aged 19+, are a UK or EU student and fulfil one of the following criteria:

- ++ Income Support/Housing Benefit (income based or non-contribution based)
- ++ Jobseeker's Allowance (JSA)
- ++ Employment Support Allowance (ESA)
- ++ Housing Benefit
- ++ Universal Credit (UC)
- ++ Working Tax Credit (up to £17,600.00)

Please bring the latest evidence of any benefit you receive when you come to enrol or, if you are enrolling by post, attach a copy to your application form.

Please note: To obtain fee remission, evidence must be in YOUR name. We cannot accept the evidence of dependants.

LEARNER SUPPORT FUND- STUDENTS AGED 19 AND OVER STUDYING ON AN ACCREDITED COURSE

Some of the courses in this prospectus are eligible for funding through the Learner Support Fund. This fund offers help with books, materials, childcare and travel costs to students who are on benefits or who have a low household income.

- For advice and guidance:
- ++ Visit Student Services on the ground floor of The David Hockney Building
- ++ Visit our website at: www.bradfordcollege.ac.uk/study/adult+students/study-money
- ++ Email your query to: studentfunding@bradfordcollege.ac.uk



Some of the courses in this prospectus are eligible for funding through the Learner Support Fund.

ACCREDITED COURSES	NON-ACCREDITED (Learning For Life and Work) COURSES	DEFINITION OF A LEVEL 3 QUALIFICATION
<p>If you are claiming one of the benefits below the course will be free.</p> <p>JOBSEEKER'S ALLOWANCE (JSA) EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from the Benefits Office, dated within the last three months, confirming entitlement</p> <p>EMPLOYMENT SUPPORT ALLOWANCE (ESA) EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from the Benefits Office, dated within the last three months, confirming entitlement</p> <p>UNIVERSAL CREDIT (UC) EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from the Job Centre to state that they have mandated the course</p> <p>CATEGORY D OFFENDER EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from Prison Officer</p>	<p>If you are claiming one of the benefits below the course will be free.</p> <p>JOBSEEKER'S ALLOWANCE (JSA) EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from the Benefits Office, dated within the last three months, confirming entitlement</p> <p>EMPLOYMENT SUPPORT ALLOWANCE (ESA) EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from the Benefits Office, dated within the last three months, confirming entitlement</p> <p>UNIVERSAL CREDIT (UC) EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from the Job Centre to state that they have mandated the course</p> <p>UNIVERSAL CREDIT (UC) EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from the Job Centre to state that they have mandated the course</p>	<p>A full Level 2 qualification is any of the following:</p> <p>Five GCSEs at Grade M-C BTEC First Diploma or Certificate N/Q Level 2</p> <p>A full Level 3 qualification is any of the following:</p> <p>Two A2 levels Four AS levels BTEC National GCE in Applied Subjects (equivalent to two A2 levels) International Baccalaureate N/Q Level 3</p>
<p>If you are studying at Level 1 or Level 2 and you are claiming any of the benefits below (Income Support/Housing Benefit) and the course year are enrolling to is directly relevant to the job you are seeking you will be required to sign a declaration to that effect.</p> <p>INCOME SUPPORT EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from the Benefits Office, dated within the last year, confirming entitlement</p> <p>HOUSING BENEFIT EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from the Benefits Office, dated within the last year, confirming entitlement</p> <p>CATEGORY D OFFENDER EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from Prison Officer</p>	<p>If you are claiming one of the benefits below you will be required to pay a one-off Administration Fee of £15.00. In addition to this Administration Fee, you will be required to pay a discounted course fee of £15.00 for each course on which you enrol.</p> <p>WORKING TAX CREDIT EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from the Benefits Office, dated within the last three months, confirming entitlement</p> <p>INCOME SUPPORT EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from the Benefits Office, dated within the last year, confirming entitlement</p> <p>HOUSING BENEFIT EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from the Benefits Office, dated within the last year, confirming entitlement</p>	<p>IMPORTANT: No fee remission is available for learners aged 24+ studying on a course at Level 3 or above. The cost of your course will be either self-funded, employer sponsored, or you should apply for a 24+ Advanced Learning Loan.</p>

Creative Crafts and Skills

Beauty Care - NCFE Creative Craft Level 1 Award

30 weeks (2.5 hours per week)

COURSE OVERVIEW

This course follows on from the Beauty Care - Introduction course.

During the course, you will re-cap on skincare, skin types & conditions and cleansing routines and learn further make-up techniques - eyebrow enhancements, measures, pedicure and nail art and have discussions on hair removal techniques.

You will be required to complete an Individual Initial Assessment form at the start of your course. Your tutor will provide induction and guidance at the beginning of your course.

ENTRY REQUIREMENTS

You should have completed the Beauty Care - Introduction course.

COURSE FEES

£296.00 (including Administration Fee of £10.00)

DATE, TIME AND VENUE

VAA300AA Bolton Road (Mon 09.30-12.00) from 19 Sep 2016

Cake Decoration - NCFE Creative Craft Level 1 Award

30 weeks (2.5 hours per week)

COURSE OVERVIEW

This engaging course is a continuation for those who have completed Cake Decoration - Improves course with more advanced topical sugar flower piping, fabric effects and sugarcraft techniques. There will be costs for equipment and ingredients required.

You will be required to complete an Individual Initial Assessment form at the start of your course. Your tutor will provide induction and guidance at the beginning of your course.

ENTRY REQUIREMENTS

You should have completed the Cake Decoration - Improves course.

COURSE FEES

£296.00 (including Administration Fee of £10.00)

DATE, TIME AND VENUE

VAA301AA Bolton Road (Wed 18.00-20.30) from 21 Sep 2016

Floral Art - NCFE Creative Craft Level 1 Award

30 weeks (2.5 hours per week)

COURSE OVERVIEW

On this course you will learn various styles of flower arranging and produce a portfolio of your work. This portfolio will become a showcase of your floral work for prospective customers or employers.

You will be required to complete an Individual Initial Assessment form at the start of your course. Your tutor will provide induction and guidance at the beginning of your course.

ENTRY REQUIREMENTS

You should have completed the Flower Arranging - Introduction and Improves courses or similar.

COURSE FEES

£296.00 (including Administration Fee of £10.00)

DATE, TIME AND VENUE

VAA302AA Bolton Road (Thu 18.00-20.30) from 22 Sep 2016

Jewellery Making - NCFE Creative Craft Level 1 Award

30 weeks (2.5 hours per week)

COURSE OVERVIEW

This course is ideal if you have previous experience with basic jewellery techniques and have an interest in designing and making jewellery. You will be required to purchase your own metals and materials, some of which may be available to the course tutor. You will produce a portfolio of your work which will become a showcase for prospective customers or employers.

You will be required to complete an Individual Initial Assessment form at the start of your course. Your tutor will provide induction and guidance at the beginning of your course.

ENTRY REQUIREMENTS

You should have completed the Jewellery Making With Precious Metals - Introduction and Improves courses or similar.

COURSE FEES

£296.00 (including Administration Fee of £10.00)

DATE, TIME AND VENUE

VAA303AA Bolton Road (Thu 12.00-14.30) from 22 Sep 2016

Sewing - NCFE Creative Craft Level 1 Award

30 weeks (2.5 hours per week)

COURSE OVERVIEW

This course will help you build upon your previous knowledge of garment construction techniques. You will learn more advanced sewing techniques and apply these skills to constructing more complex garments.

There will be a small charge for any materials used and you will be required to provide your own equipment eg scissors, rulers and chalk. This will be discussed with your tutor at the first session. You will be required to complete an Individual Initial Assessment form at the start of your course. Your tutor will provide induction and guidance at the beginning of your course.

ENTRY REQUIREMENTS

You should have completed a Sewing - Introduction course.

COURSE FEES

£296.00 (including Administration Fee of £10.00)

DATE, TIME AND VENUE

VAA304AA Bolton Road (Mon 12.00-14.30) from 19 Sep 2016

Free Courses in English and Mathematics

We offer a range of FREE English and Mathematics courses, at various centres in the Bradford area, for adults aged 19 or over, to allow you to achieve a nationally recognised qualification. We offer a supportive and engaging learning environment to support all levels from Entry Level to Level 2. These courses start in September and finish in June.

For these English and Mathematics courses, there are no formal entry requirements. You will be required to complete an assessment and, based upon that, you will be allocated a class at the appropriate level.

English courses available:

- ++ City & Guilds Award/Certificates in English Skills at Entry Level and Level 1
- ++ City & Guilds Functional Skills English at Entry Level, Level 1 and Level 2
- ++ Principles of English at Level 2
- ++ WJEC GCSE English

You will work on your reading, writing, speaking and listening skills in all classes. An individual learning plan will be designed to develop your existing skills.

Assessment is ongoing throughout the year to prepare you for the examinations at the end of the course. You will be assessed on your reading, writing, speaking and listening skills. Entry is available throughout the year for Functional Skills Awards/Certificates in English.

Mathematics courses available:

- ++ City & Guilds Functional Skills Mathematics at Entry Level 1, Entry Level 2, Entry Level 3, Level 1 and Level 2
- ++ Principles of Using Mathematical Techniques at Entry Level 3, Level 1 and Level 2
- ++ AQA GCSE Mathematics

You will work on numbers and calculations, measures and solving problems. An individual learning plan will be established to reinforce and develop your existing skills.

Assessment is through end of course assignments or examinations; some of these are with calculators and some without.

Entry for GCSE is September. Entry is available throughout the year for Functional Skills and the Principles of Using Mathematical Techniques. For further information please contact Bolton Road on 01274 436300.



Foreword

BY JOANNE MARSHALL

Welcome to the June edition of the HR Newsletter.

In previous editions I have talked about the significant transformation agenda internally, and as the changes gather pace at the University, the sector now faces higher structural change with the government white paper - "Success as a Knowledge Economy: teaching excellence, social mobility and student choice".

The University as a whole has celebrated a number of successes in the league tables and we should not underestimate the impact good HR has on these outcomes. Well done to everyone!

The Bradford Excellence programme continues to be a primary focus at all levels, as should our personal resilience and ensuring we can work together as a team with optimal communications to deliver the programmes which all depend on HR input.

It was unfortunate that the team away day had to be postponed but the agenda meant that it would only be successful if, as a collective, as many of us as possible were part of it. The time out was to give us space to think and provide us with some food for thought, as we look forward to the exciting yet busy agenda we are tackling, it was also to consider how we can develop ourselves as a team to ensure we are all working at our optimum, enabling us to step up to the challenge and understand the vast scope of the HR and HSW agenda before us. I hope

you will all be as flexible as possible with your diaries to allow us to rearrange the day as soon as possible.

In May we saw another successful 'End of Year Celebration'. There was a fantastic effort shown from the department and from Team Olive as a whole. Well done to everyone involved!

Nothing stays still in the fast paced world we all live in. Even in HR as a department we see many changes, with a number of recent departures and new arrivals. More information on this can be found further on in the newsletter.

I hope those who came enjoyed the staff BBQ which was held on the 4th June - the weather was kind to us and a good time was had by all.

I hope you all have a lovely summer whatever you are doing, and thank you for continued hard work on a challenging and relentless agenda.



End of Year Celebration

THIS YEAR THE WEATHER HELD OUT AND THE EVENT WAS A GREAT SUCCESS.

New additions this year were afternoon tea and a Bake Off, both of which were extremely successful. The HR team formed part of Team Olive (except for Ira, but we'll keep quiet about that one!) and despite our best efforts, we came 16th out of 18th. Still, it's the taking part that counts and the sporting events were good fun, as was the whole celebration. Our theme was 'Dude Where's My Tractor?', and big thanks to Joanne for bringing in a mini tractor to make the team really look the part! The event becomes more and more successful each year and we hope that you all enjoyed it. Here's to future years and watching the event grow and grow!



Health, Safety & Wellbeing (HSW) Update

The Health, Safety and Wellbeing (HSW) team recently implemented a new strategy and action plan to help rejuvenate and give direction to the HSW provision and function going forward. This has provided a number of opportunities and allowed the implementation of several new procedures, such as iPassport - the new online incident/accident reporting system, and the HSW ServiceNow Portal. As per the strategy, all HSW Policies are being reviewed, the latest batch to have been approved by the University's Health and Safety Committee include:

- Artificial Optical Radiation
- Audit Policy
- Lone Working Policy
- Manual Handling Operations Policy
- Portable Appliance Testing Policy
- Personal Safety Policy

It would be appreciated by the HSW team if everyone could help spread the news and bring these to the attention of colleagues/teams to help roll them out to the wider institution.

Another change has seen the introduction of a 'Dashboard', giving a quarterly overview of HSW information. The first of these was issued at the H & S Committee meeting in May and going forward it is intended that they will be distributed to local Faculty/Directorate's H&S panel meetings. The dashboard will provide relevant information and statistics, such as a breakdown of accident/incidents, fire alarm activations, etc. This new procedure will help push forward and embed a joint pro-active approach to H&W and will unify with the findings of the University wide H&S audit once complete, to date two Faculty audits have been completed and a third is scheduled to start imminently.

If you have any HSW questions or queries, please do not hesitate to get in touch with the team, you can also contact us via the HSW ServiceNow portal, where we aim to respond within 48 hours: <https://bradford.service-now.com/hswwormsdo>

E-LEARNING MODULES

Four months after the launch of the suite of e-learning modules, in HR we have reached over 85% completion of all modules which is a fantastic achievement.

Thank you to everyone who has completed them.

People are still able to complete the modules and new starters will be registered as they join the University.

Module	Registered	Passed	%	In Progress	%	Not Started	%
Data Protection, Information Security and Freedom of Information v1	46	41	89%	0	0%	5	11%
Diversity in The Workplace v1	46	43	93%	1	2%	2	4%
Health and Safety v1	46	42	91%	0	0%	4	9%
Recruitment and Selection v1	23	21	91%	1	2%	1	2%
Unconscious Bias - DND v1 (NB this module is not mandatory)	23	Completed	%	1	2%	6	13%
		39	85%				

MyView Upgrade

The HR Systems team applied an upgrade to the MyView system in May. The upgrade introduced a fresh and modern look and feel to the platform. It also sees the implementation of a new holiday and absence module which allows managers and staff to record sickness absence in a 'real-time' fashion. A series of communications will be sent to staff and managers to remind them of their responsibilities to report sickness absence and offer guidance on how to record it via the new system. Further information will be shared in weeks to come as the HR Systems team implement further automation to support application of the new Managing Attendance Policy.

Bradford:Leader Update

The Launch of Bradford:Leader Community

At the Leadership Forum on the 16th May we launched the Bradford:Leader community by asking for volunteers to create a group to shape and start the community activity. We had 12 volunteers and they will meet shortly to get things underway.

The community is intended as:

- A way to connect leaders across the University (including but not exclusively those from Bradford:Leader programme cohorts)
- An opportunity to continue and extend development beyond the Bradford:Leader experience
- A means of sharing, discussing and contributing to key strategic challenges facing the University
- A forum for sharing success stories and learning

Nominations for 2016/17 programmes

There are still places available on the 2016/17 programmes. Come and see us in People and Organisational Development if you want more information and discuss it with your manager if you would like to attend. Also, don't forget to talk about it with the leaders you support across the University as personal development for themselves or for the people they manage.

FLEXIBLE WORKING

Please liaise with your teams to ensure that the office is adequately covered throughout the day and over the lunch period. Our opening hours are:

Monday to Thursday	9.00am - 5.00pm
Friday	9.00am - 4.00pm
Core hours	10.00am - 4.00pm

Flex-time arrangements are available to staff grades 1-6 (inclusive). All requests for time off using accrued hours must be authorised by your line manager in advance, as with any other leave, and adequate cover must be ensured.

Staff grade 7 and above are expected to manage their time appropriately to meet the demands of the role. Flex-time is not available and any arrangements for flexible working should be agreed with your manager.

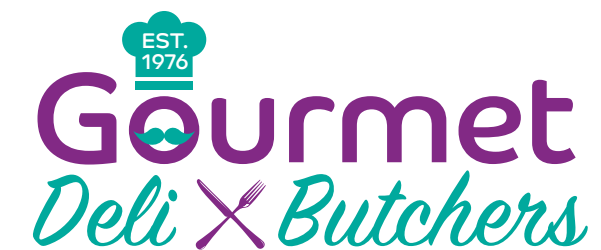
There are no arrangements for overtime.

HR Policy Development and Review Update

HR POLICY	CURRENT STATUS
Discipline	Policy formally signed by Recognised Trade Unions on 12th May 2016. Policy available to view on ServiceNow. Disciplinary toolkit currently being developed.
Grievance	Policy formally signed by Recognised Trade Unions on 12th May 2016. Policy available to view on ServiceNow.
Capability	Policy formally signed by Recognised Trade Unions on 12th May 2016. Policy available to view on ServiceNow.
Organisational Change	Policy formally signed by Recognised Trade Unions on 12th May 2016. Policy available to view on ServiceNow. Organisational change toolkit available on H drive.
Attendance Management	Policy formally signed by Recognised Trade Unions on 12th May 2016. Policy available to view on ServiceNow. Attendance management toolkit available on H drive.
Social Media Guidelines	Guidelines developed and approved and available to view on ServiceNow.
Special Leave	Draft policy developed. To be presented at Executive Board this month for approval and implementation.
Dignity and Respect at Work	Draft policy developed and consulted upon at HR drop-in session and HR Policy Development and Review Meeting. To be on the agenda at the TUUC meeting in July for further consultation and then Executive Board in August 2016, for approval and implementation.
Carers	Draft Carers policy developed and HR drop-in session to be arranged.

It has been agreed to focus our attention on reviewing and updating the following HR policies:

HR POLICY	CURRENT STATUS
Workplace Mediation	Existing policy currently being reviewed and updated.
Maternity, Paternity and Adoption Leave and Pay	Existing policy currently being reviewed and updated.
Annual Leave	Draft policy currently being developed for implementation in the new academic year.
Temporary Staffing	Draft policy to be developed in line with Temporary Staffing work stream of the Bradford Excellence Programme.
Secondment	Draft policy to be developed.
Academic Probation Procedure	A draft updated process map has been developed and discussed with the Senior HR Team and DVC (Academic). Role criteria to be developed through the HEA Strategic Enhancement: Career Progression and Staff Transitions project.
Academic Regrading Procedure	A draft procedure has been developed. Role criteria to be developed through the HEA Strategic Enhancement: Career Progression and Staff Transitions project.
Professional Services Career Development Promotion and Regrading Procedure	Draft policy developed. Decision reached to separate out two processes into separate procedures.
Fees for Employees Studying University Credit Bearing Modules and Courses	Existing policy currently being reviewed and updated.



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Friday 21st September

From 9am

34 Ironmarket, Newcastle ST5 1RP.

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Get ready for back to school with a Bayfields Eye Examination

Better vision = better learning

Eye Facts:

- 1 in 5 children have an undetected eye condition
- 80% of learning is visual

New uniform? ☒

New shoes? ☒

Books? ☒

Eye examination? ...

Like us, we bet you can't believe how quickly the summer holidays are flying by! Just as soon as your children break up, it isn't long before you need to start thinking about back to school. But be sure not to miss the most important item off your list – your child's eye examination.

Eye examinations are free for all children under the age of 16 and are the perfect way to ensure your child is prepared for the new school year. Over 1 in 5 children in the UK are currently living with an undetected eye condition, so an eye examination is the perfect way to ensure your child can see clearly and study successfully.

Book your child's eye examination today by calling 01707 392919 or visiting www.bayfieldsopticians.com.

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* Terms and conditions apply. One month free contact lenses when you sign up to our contact lens direct debit for 12 months or more. Not to be used in conjunction with any other offer. Offer ends October 22nd. Exclusively for students.

Bayfields Opticians | Posters, Flyers & Website Banners

Collect & Save Triple Points Throughout June

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*FREE local delivery offered on orders of 15+ items *T&C's apply



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Tel: 01622 718062

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Tel: 01306 884289

Monday-Saturday 8.30-5.30 and Thursday 8.30-7.00pm · www.lillicoattlee.co.uk



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Lillico Attlee
Country Stores

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ECO FRIENDLY HARDWEARING BEAUTIFUL RECYCLED GLASS SURFACES



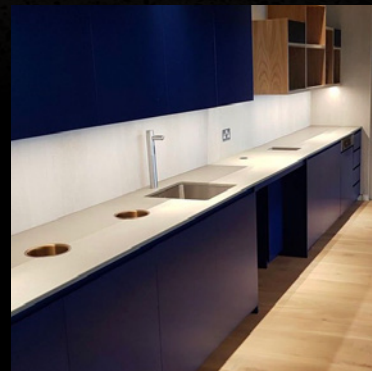
DIAMIK have spent many years developing a practical, design led, sustainable surface.

Demonstrating excellent scratch resistance this non porous surface will offer years of practical use.

RECYCLED GLASS SURFACES OFFER A GREAT SUSTAINABLE
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DOMESTIC



COMMERCIAL



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UK EVERY DAY



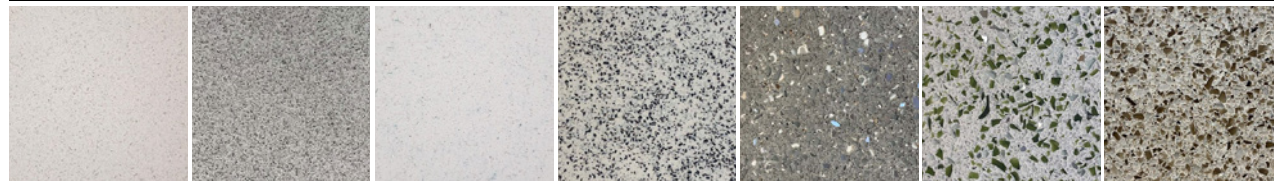
IT'S TIME TO **STOP** THINKING AND **START** TAKING ACTION

Our hard work and dedication towards using recycled materials, now presents a wide range of product options to prospective clients.

If you wish to embrace green manufacturing today there is no excuse not to.

We are ready and able to fulfil your demands with a wide range of standard or bespoke designs.

CONTACT US TODAY - T: 0113 249 7001 - E: INFO@DIAMIKGLASS.CO.UK



VISIT OUR WEBSITE WWW.DIAMIKGLASS.CO.UK

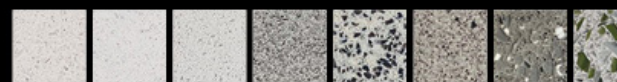


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SUSTAINABLE LUXURY SURFACES



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GLASS



DIAMIK
GLASS

WHAT IS IN THIS BOX?
ECOROK™

A CREATIVE TRUE FIRST IN THE INDUSTRY

Whilst most of the worksurfaces used in the stone industry are imported from abroad and then finished in the UK, Diamik made a stand to manufacture all our products here in the UK. We introduced technology where possible to ensure Ecorok™ was finished to the highest quality, however, at its heart, Diamik Ecorok™ is a 'handmade sustainable product' that is totally unique.



Ecorok™ offers you a visually comparable, but sustainable alternative to imported mined products. Now more than ever British manufacturing needs your support. By specifying Diamik Ecorok™ for your project you can support British jobs and help move the world to a better place.

HANDMADE

WILL NOT JOIN THE MANY ENVIRONMENTALLY
CONSCIOUS ORGANISATIONS WHO ARE ALREADY
USING DIAMIK'S ECOROK™ PRODUCTS?



Working alongside the design team at Cushman & Wakefield, Diamik developed a bespoke design surface for Mastercard's reception desk, as a preference to a mined alternative. WELL DONE TEAM.



Fortnum & Mason have a sumptuous chocolate department and Diamik Glass manufactured the 100% recycled glass screens for their payment points.



Diamik worked closely with Diageo on their Bombay Sapphire visitor centre, using waste glass supplied by Diageo to manufacture tables and counter tops for their cafe areas.

TheraPlate

Vortex Wave Circulation Therapy Zero Vibration



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Chargrilled marinated chicken breast pieces in our mild, creamy coconut sauce, delicately spiced and served with pilau rice.




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Use by:

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TIKKA MASALA
& pilau rice
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Chargrilled marinated chicken breast pieces in our spicy, creamy tomato sauce cooked with a blend of Mumtaz spices and garnished with coriander, served with pilau rice.



great taste 2015

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100% NATURAL
GLUTEN FREE
MEDIUM SPICE

Use by:

Serving suggestion

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JALFREZI
& pilau rice
HAND COOKED

Chargrilled marinated chicken breast pieces in our spicy, tomato jalfrezi sauce cooked with onions, peppers, Mumtaz spices and garnished with coriander, served with pilau rice.



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100% NATURAL
GLUTEN FREE
MEDIUM SPICE

Use by:

Serving suggestion

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Mumtaz® LAMB ROGAN JOSH



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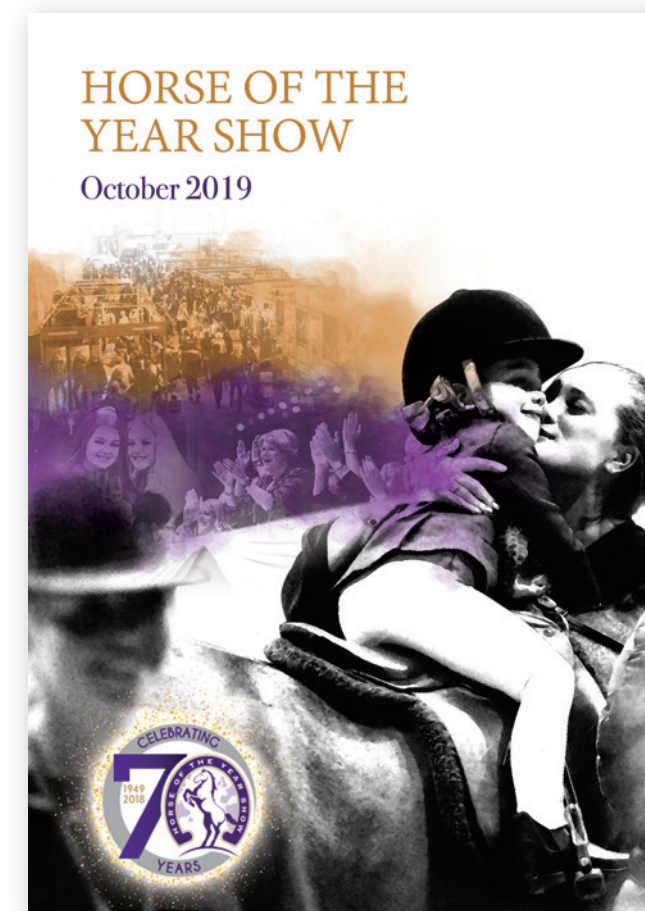
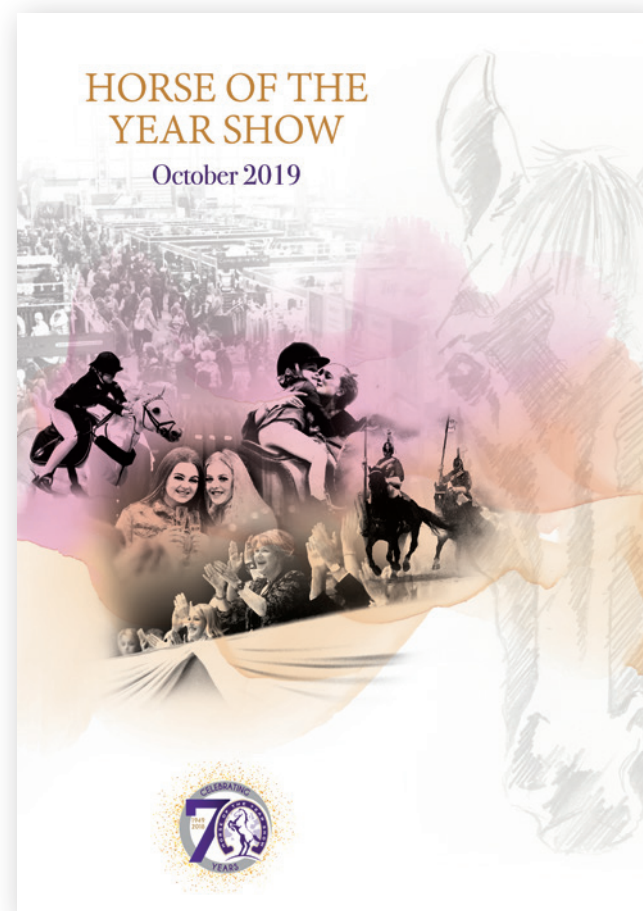
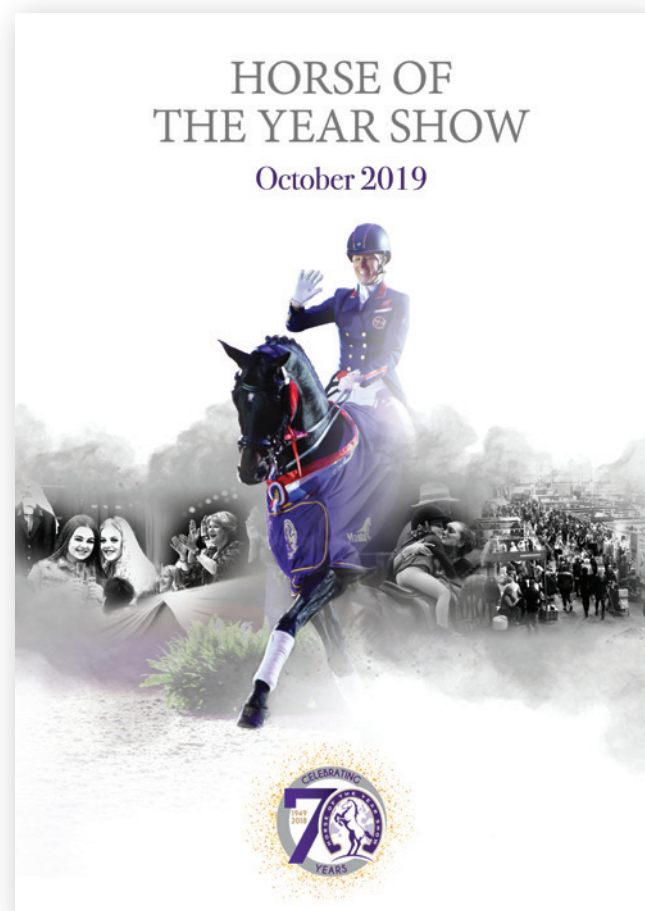
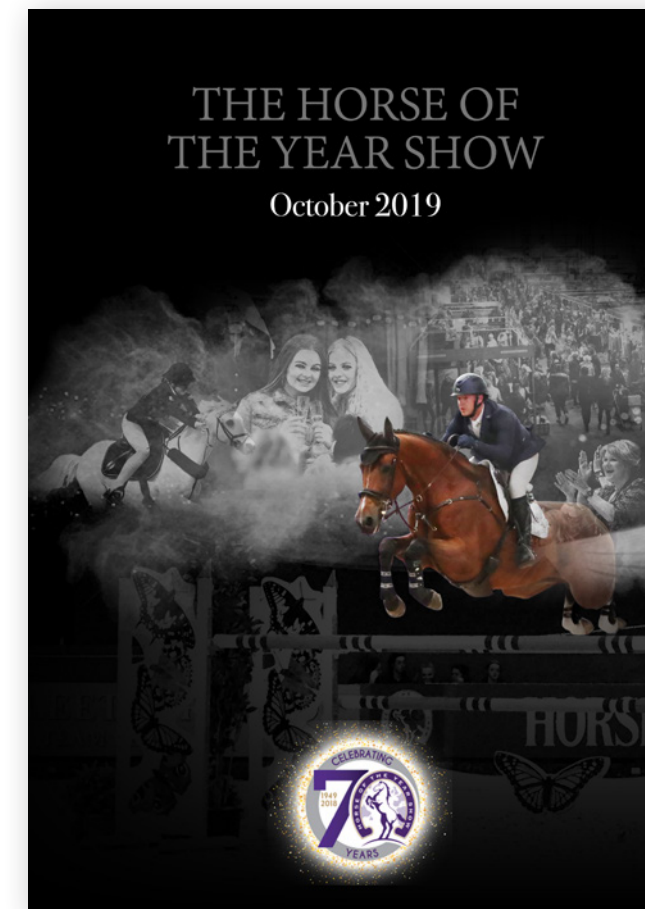
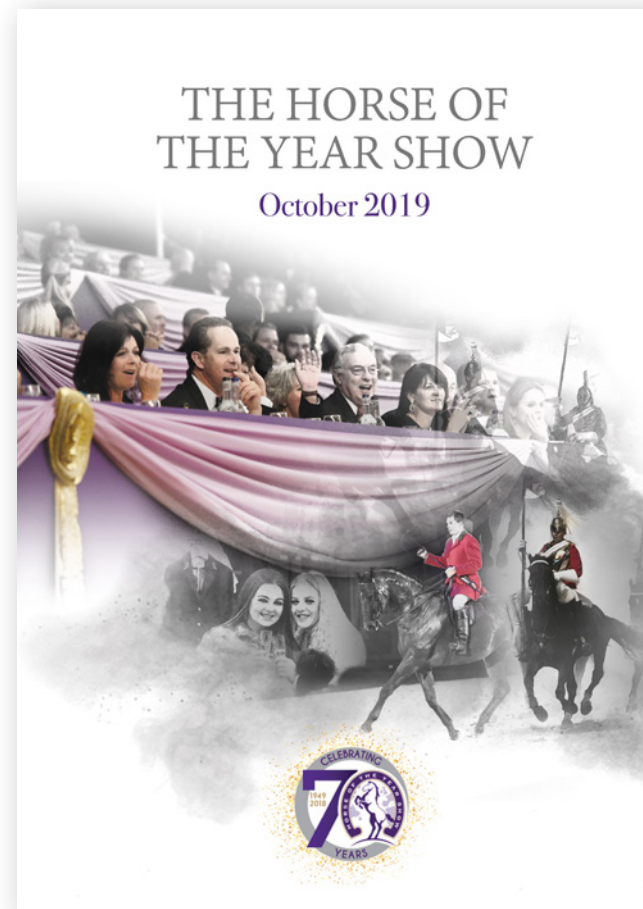


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2 FOR £5



Click Here ►



IT ISN'T JUST ANOTHER DAY IN THE OFFICE FOR MANY EMPLOYEES

Has the move towards home working been one of the few silver linings of the pandemic, or is it a curse? Do we all need to return to the office ASAP to guarantee productivity? Is remote working a welcome exodus from the rat race? And now the genie is out of the bottle, will it ever go back in again?

These are important questions and Cognito Learning is helping companies across all sectors find out how their people are adapting to working from home. The data from thousands of employees has now been analysed and here's a snapshot of the findings...

On a scale of 1-5, how are you feeling generally?



How well do you feel you have adapted to your new daily routine?



How many people make time to take part in activities they enjoy?



How many people regularly catch up with team members and colleagues?



Do you have a support system if you'd like to speak to someone about your well-being?



Cognito Learning is a unique AI digital learning and wellbeing app. Employees using the app spend two minutes a day answering questions about wellbeing, training, products, procedures and compliance, to reinforce knowledge retention and give employers a valuable insight into where they need additional support or training. For more info visit www.cognitolearning.co.uk

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On a scale of 1-5, how are you feeling generally?



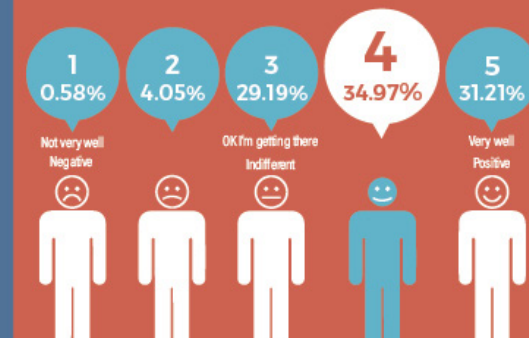
How well do you feel you have adapted to your new daily routine?



On a scale of 1-5, how are you feeling generally?



How well do you feel you have adapted to your new daily routine?





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Ricky Hill
Born Communication

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what we do

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I'd like to take this opportunity to thank you for your on-going custom and would welcome any thoughts you have about how we could develop what we do to help you in your businessend-to-end project management through design, production and installation. we have developed expertise in bringing our customer's vision to life.



Daniel Cookland
Managing Director

WHO WE ARE

James Bedford has been under the current family ownership since 1974 but has been established as a Yorkshire manufacturer for over 100 years. Having passed through 3 generations since our early days, the principles of quality, value and customer service are as strong today as when Ernest Howker proudly took up the reins over 40 years ago.

Whilst our company values remain unchanged, James Bedford has adapted our range of market leading industrial and commercial furniture to access new and exciting markets. These days our equipment can be found in situ across a broad range of industries including education, defence, pharmaceutical, petro-chemical, manufacturing and food preparation. And it can even be found beyond British shores with regular exports being made to European and Middle Eastern markets. James Bedford has also listened closely to our customers over the years and adapted the services and products offered to exceed customer needs. Our standard range of products continues to deliver reliable and cost-effective solutions for many situations but the development of a bespoke design service has proved vital for a growing number of customers. Working with customers to deliver end-to-end project management through design, production and installation, we have developed expertise in bringing our customer's vision to life.

INTRODUCTION FROM DANIEL

It's been two years since we launched our last sales catalogue and inevitably a lot has changed in that time. Whilst it's fantastic to see the start of a recovery, I think we've all learnt some tough lessons over the last few years. Quite rightly our customers are now demanding even greater value for money, increasing levels of creativity and outstanding customer service. Here at James Bedford, we're thriving on the challenge this brings us as we uphold our determination to never let a customer down. Whether you're interested in a completely bespoke solution for your workspace or need reliable, secure storage here are some of the elements I can promise James Bedford will deliver:

QUALITY: we have been producing commercial furniture to the highest standards in Yorkshire since 1974

RELIABILITY: we ensure both our service and our products exceed the needs of our customers every time

CREATIVITY: our design team will listen to your needs and create the perfect solution for your unique requirements

VALUE: we endeavour to create the highest quality products that deliver lifetime value for our customers

SERVICE: from first contact to final invoice my team will ensure the process is effortless for our customers

INNOVATION: we continually listen to our customers to improve and develop our range of products


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MEET THE TEAM

Home > Meet the team

The James Bedford team is an extension of the family, with many of our colleagues having worked in the business for several years. Our team have developed expertise and craftsmanship over the years which is passed down to new employees to ensure consistency and quality across production.

As a customer, you will engage with our key account-facing team who will be able to answer all your queries and deliver against your specific requirements.




Daniel Cookland
Managing Director

I've worked in the business for several years, starting on the shop-floor when my Grandad was M.D. so there aren't many jobs across the factory which I haven't done. Today, I'm incredibly proud that we can use our expertise in manufacturing and our roots in quality to adapt to an increasingly challenging environment.

I rely on my team to manage the day-to-day aspects of fulfilling customer orders and maintaining efficiency and operational excellence - please click on the photographs below to meet some of the team.


I think as a business, it isn't just industrial furniture we sell, we sell our expertise in manufacturing brilliant work space solutions, they just happen to look like cabinets and workbenches. Please click on the images below to meet the key members of my customer facing team.



Matthew Blackall
Production Manager

As Production Manager Matthew is responsible for all aspects of the manufacturing process having been involved with the business for many years.


Matthew works on the initial development of designs for bespoke solutions or amendments to the standard range, oversees the full production process in the factory and ensures that all items are ready in full and on time for despatch.



Dave Gott
Despatch & Customer Service Manager

As Despatch & Customer Service Manager Dave ensures that all customer orders leave the site on time and in perfect condition to meet customer expectations.

Dave is also responsible for all customer service queries and deals efficiently with any questions or concerns that customers may raise.



Debbie Frank & Sandra Caine
Sales Administration Managers

Sandra and Debbie are the first point of contact for any customer when making an enquiry or placing an order.

The team are available to answer any questions on products or production and ensure that any subsequent orders are accurately entered onto the system prior to reaching the production team.

To speak with one of our experts about your requirements for industrial or commercial furniture please contact us by either phone or email

sales@jbedford.co.uk
01924 442 048

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WE EXPORT GLOBALLY

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Honley Show


SATURDAY 10TH JUNE
Farnley Tyas HD4 6UW



ADVANCE TICKETS
Adult £8 • Child £4
(available online and in local businesses)

ON THE DAY TICKETS
Adult £10 • Child £5

A Great Day Out for All the Family
honleyshow.co.uk



Honley Show

SATURDAY 10TH JUNE
Farnley Tyas HD4 6UW



ADVANCE TICKETS
Adult £8 • Child £4
(available online and in local businesses)

ON THE DAY TICKETS
Adult £10 • Child £5

Tickets On Sale Here

honleyshow.co.uk

Happy Christmas

Honley Show

SATURDAY 9TH JUNE



Sandie Nicholson Photos of Yorkshire

On-the-Day Membership – Treat Yourself!

Everybody's welcome in our members' tent! It's for anybody who just wants to make their show day a little bit special with plenty of seats, on tap (literally) refreshments and posh loo!



What's included

- Entry to our VIP members' Marquee and outdoor enclosure with its fantastic view of the Main Show Ring
- Locally baked cakes and refreshments – tea, coffee and first slice of cake are free!
- Private bar and toilet facilities
- Dogs are welcome in the Marquee and viewing area provided they are kept on a lead and away from areas where food is being served.

Costs – pay on the door of members tent*

Adult – £10
Child aged 5 to 16 – £2
Child under 5 – FREE

*On the day membership charge in addition to normal gate entry fee

Kids' Colouring Competition

But first why not have a go at our Vets4Pets children's colouring competition inside. We'll be picking the best before the show and displaying them in the Countryside tent plus choosing an overall winner.

2018 Charity - Yorkshire Cancer Research

Yorkshire Cancer Research helps the people of Yorkshire avoid, survive and cope with cancer. They are the only charity dedicated to addressing specific cancer problems in Yorkshire, by funding research projects right here in our region. They work to improve the prevention, diagnosis and treatment of cancer in Yorkshire so that you, your family, friends and neighbours will have the very best chance of living a long and healthy life

www.ycr.org.uk



Honley Show

SATURDAY 9TH JUNE
Farnley Tyas HD4 6UW



KIDS GO FREE WHEN YOU BUY BEFORE THE DAY
BUY 6R ADULT TICKETS IN ADVANCE AND GET 2 KIDS TICKETS FREE
Advance tickets available online and in local businesses until June 2nd

ON THE DAY TICKETS
Adult £12 • Child £3

A Great Day Out for All the Family
honleyshow.co.uk

Getting to the Show



We're only 15 minutes from Huddersfield, 30 minutes from Wakefield and within easy reach from Leeds, Manchester and other major cities in the region.

Cars – Free Parking

To find the show field, navigate to Farnley Tyas, HD4 6UW and follow the road signs.

Signs closer to the showfield will direct you to one of the car parks.

Free Bus Service

Use the free bus service from Honley village. The buses will leave from Moor Bottom, opposite Trinity Church, from 9.00am on Show Day. They run about every 20-30 minutes. The last bus will leave the show site by 6.00pm prompt.

We love well behaved dogs on leads – please bring them along.

The Show opens to the public at 8.30am



Check out the other Main Ring attractions

10am	Birds of Prey Show- Wise-Owl Bird of Prey Rescue
10.30am	Axe throwing
11am	Dressage Demonstration
11.30am	Springer's Agility and Flyball Club demonstration
12pm	Robinson's Shires horses and dray
12.30pm	Huddersfield town crier
1pm	Concourse d'Elegance
1.30pm	Birds of Prey Show- Wise-Owl Bird of Prey Rescue
1.50pm	Axe throwing
2.15pm	Hounds
2.45pm	Tractors
3.30pm	Robinson's Shires horses and dray
4pm	Grand parade

The Grand Parade!

4pm in the main ring.

By popular demand we have brought back that great agricultural show tradition – The Grand Parade.

As a finale to the show the Champions and Reserve Champions will parade in the main ring to give everyone the chance to see the best of the best.

The Grand Parade has been kindly sponsored by Bailey Smailes Solicitors.



There's also a host of other attractions around the field to keep everyone entertained all day

- Fun Dog Show** with the Springers Dog Club.
- Meet the Animals** – birds of prey, ferrets, exotics and alpacas.
- Punch and Judy**
- Children's Activities**
Trampolines, donkey rides, face painting, climbing wall, quad bikes, bouncy castles, inflatable slides

And... the fabulous Robinsons Shire Horses and dray

Look out for these gentle giants of the equine world around the showfield and in the main ring at 12 noon and 3.30.

NEW



Shark *The UK's Fastest Growing Vacuum Cleaner Brand*

Just like you, we appreciate **exceptional engineering.**

BE **CAR PROUD**

From corded uprights to cordless sticks, rid your ride of dust, dog hairs and crumbs with a flexible, versatile Shark vacuum.



THE ULTIMATE **CONVERTIBLE**

Handheld mode makes it easy to clean car interiors, stairs and sofas.



HEADLIGHTS AREN'T JUST FOR CARS

Illuminate hidden dust with bright LED headlights, a Shark signature.



VALET AT HOME

Give your pride and joy a full valet without leaving home using the Car Detail Kit.



That's why our in-house engineers constantly develop new technologies which make **Shark** vacuum cleaners truly extraordinary, saving you time and making cleaning easier than ever.

PERFORMANCE ON ALL TERRAINS

Shark's revolutionary DuoClean floorhead is finely tuned with two brush rolls, gliding between carpets and hard floors.



HANDLES LIKE A DREAM

Enhanced swivel steering easily navigates around furniture and between rooms.



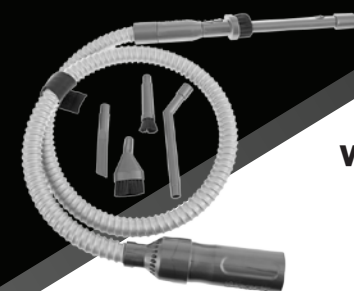
PARK ANYWHERE

Compact and totally freestanding, stop and store our clever Flexology vacuums anywhere.



FREE BREAKDOWN COVER

We give you total peace of mind with our free extended **5-year guarantee.**



FREE CAR DETAIL KIT

with every vacuum purchased through sharkclean.eu/uk

Offer valid until 2nd September 2018. Enter the **C4RFEST** at the checkout.

Terms & Conditions: 1. The offer is valid until 2nd September 2018. 2. This offer code cannot be used in conjunction with any other offer codes or vouchers. 3. The offer is not transferrable and can only be redeemed once. SharkNinja reserves the right to amend these terms and conditions and / or discontinue the offer at anytime.

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A COFFEE
MACHINE**

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COFFEE BAR

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COFFEE BAR

Brew to **carafe**
or **straight to cup**

Includes

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MICROFROTHER™**

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NINJA CUPS**

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**+FREE UK
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40 Irresistible Coffee Shop-Style Recipes

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Enjoy

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£17.99
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**RECIPE
BOOK**

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**HOT
COLD
BOLD**
40 Irresistible Coffee Shop-Style Recipes

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NINJA

TO THIS

NINJA

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FROM **£99.99**

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SALE

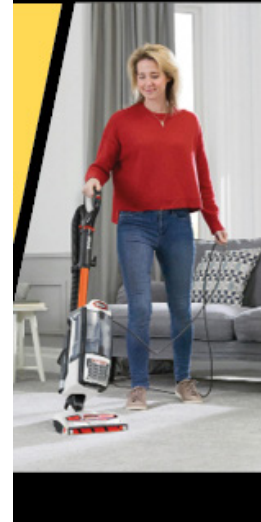
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RANGE


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CORDLESS
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 CHARGE
 STORE
ANYWHERE



NUTRI NINJA

THE NEXT GENERATION OF NUTRIENT EXTRACTION

TRADITIONAL BLENDING MODE

FreshVac BLENDING

- ✓ VISIBLY BRIGHTER
- ✓ SMOOTHER TEXTURE & RICH TASTE
- ✓ LESS FOAM & SEPARATION

Pump oxygen out, lock vitamins in

EXTRACTIONS SMOOTHIES DIPS & DRESSINGS PROTEIN SHAKES FROZEN SMOOTHIES DESSERTS

NINJA

STAYS FRESHER FOR LONGER

TRADITIONAL BLENDING MODE

FreshVac BLENDING

- ✓ VISIBLY BRIGHTER
- ✓ SMOOTHER TEXTURE & RICH TASTE
- ✓ LESS FOAM & SEPARATION

EXTRACT SMOOTHIE FROZEN DRINK SMOOTHIE ICE CREAM PUREE FROZEN DRINK

High-Speed Blending Total Crushing

NINJA

EXPERIENCE THE FreshVac DIFFERENCE

TRADITIONAL BLENDING MODE

FreshVac BLENDING

- ✓ VISIBLY BRIGHTER
- ✓ SMOOTHER TEXTURE & RICH TASTE
- ✓ LESS FOAM & SEPARATION

SLICE/SHRED PUREE CHOP EXTRACT SMOOTHIE FROZEN DRINK

Food Processing High-Speed Blending

SMOOTHIE ICE CREAM PUREE FROZEN DRINK

Total Crushing

NINJA

SMOOTHIE BAR

TASTE THE DIFFERENCE FOR YOURSELF

NINJA

TAKE THE FRESHVAC™ CHALLENGE

TRADITIONAL BLENDING MODE

FRESHVAC BLENDING MODE

- ✓ VISIBLY BRIGHTER
- ✓ SMOOTHER TEXTURE & RICH TASTE
- ✓ LESS FOAM & SEPARATION

EXTRACT SMOOTHIE FROZEN DRINK SMOOTHIE ICE CREAM PUREE FROZEN DRINK

High-Speed Blending Total Crushing

NINJA

SMOOTHIE BAR

TRADITIONAL BLENDING MODE

FRESHVAC BLENDING MODE

- ✓ VISIBLY BRIGHTER
- ✓ SMOOTHER TEXTURE & RICH TASTE
- ✓ LESS FOAM & SEPARATION

IT'S NEVER TOO EARLY
TO THINK ABOUT
YOUR FUTURE

Bradford College
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OPEN DAYS

OUR COURSES



WHY CHOOSE US?

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University Centre
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Have you made a decision about your next steps?
If you're thinking about Higher Education, or applying for degree level courses in UCAS Clearing come down to our open day on 24th August between 11am – 2pm to discover more about our career focussed degrees. [Book here...](#)

We have a rich 185 year history for delivering quality education, enterprise and employment for all our learners and 93.4% of our graduates went on to secure employment or went on to further studies within six months of completing their course (DLHE survey results 2015/2016).

So, if you are looking to gain valuable skills and knowledge to prepare you for a successful career, then visit us at our open day for more information from our tutors, students and support staff to choose the best course for you.

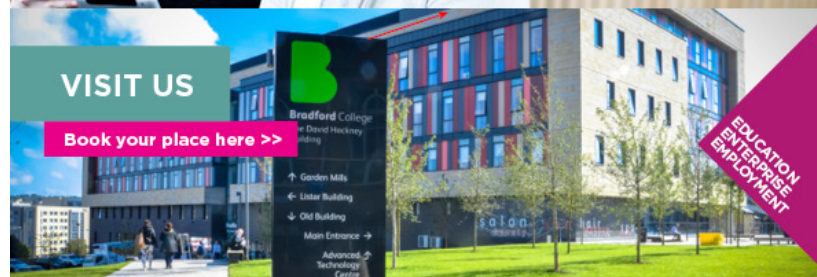
OUR COURSES

With over 200 career-focussed degree courses to choose from you'll be sure to find one for you

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VISIT US

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There's still time to apply to UCAS extra...

[Find out how to apply here](#)



Make Bradford College University Centre your UCAS Extra Choice!

If you are yet to secure a university offer for September 2016, now is the perfect time to Get Involved and add an Extra Choice!

Discover a different Higher Education experience at Bradford College University Centre. Our award winning £50 million campus is filled with friendly staff, students and tutors who are dedicated to making sure you have the best student experience.

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Our courses

visit us



Choose from over 200 career-focussed degree courses!

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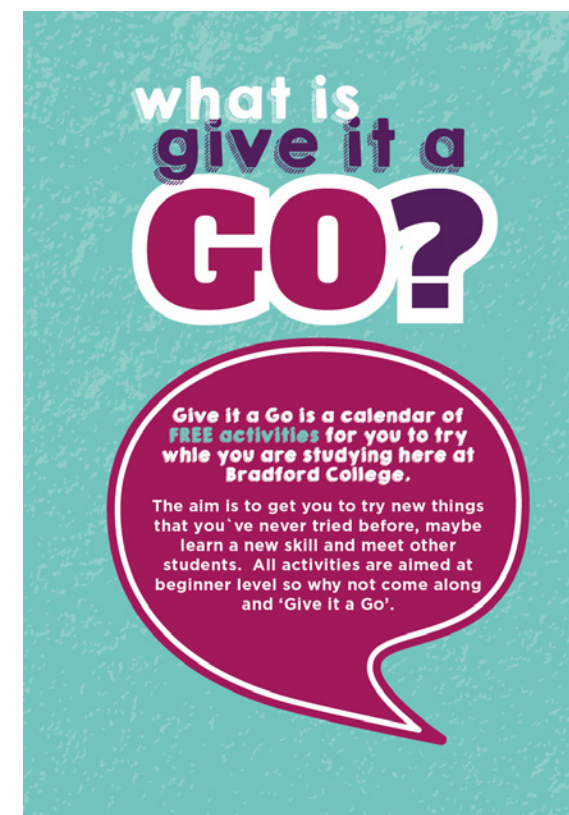
Come to our next open day
Saturday 2nd July 2016

11am-2pm



Get in Touch: 01274-433333 bradfordcollege.ac.uk





HOW TO BOOK A SESSION

While not every session requires you to book in advance, we recommend that you do to avoid disappointment if a session fills.

CONTACT US

To book onto an activity or for information on when and where the sessions are taking place you can contact us via the following:

Email: suactivities@bradfordcollege.ac.uk
 Call: Speak to Sarah Townson, Student Activities Co-ordinator
 01274 433006 / 433006
 Visit: Students' Union, G13 David Hockney Building
 Like us on Facebook: www.facebook.com/bradfordcollsu
 Website: www.bradfordcollegesu.co.uk

Give it a GO Activities October

ESSENTIAL FIRST AID CERTIFICATE COURSE

WEDNESDAY 5TH OCTOBER
 1PM - 4PM
 VENUE: C27 OLD BUILDING
 This short course covers all the essential skills for dealing with the following:

- Unconscious casualty who is breathing
- A casualty who is not breathing normally

COURSE OBJECTIVE

This course provides the opportunity for students to gain the skills and confidence to provide casualty care in an emergency, situation whilst waiting for the arrival of the emergency services.

WHAT WILL YOU LEARN

By the end of the course you will be able to:

- Provide casualty care for the unconscious casualty
- Actively role play providing cardiopulmonary resuscitation (CPR) for a casualty who is not breathing

CERTIFICATION

Students are assessed whilst in attendance and will receive a certificate of competence upon successful completion of the course.



DRIVING TEST THEORY SESSIONS

MONDAY 10TH & 17TH OCTOBER
 12.30 - 2.30PM
 VENUE: GF19 DAVID HOCKNEY BUILDING
 The aim of these two sessions is to prepare you for taking the Driving Test Theory Test.

The driving instructor will also cover the 'what to expect on the practical test' along with lots of useful tips to make you a safer driver.

To get the most from this workshop it's advisable that you attend on both dates.

INTRODUCTION TO BRITISH SIGN LANGUAGE

TUESDAY 11TH OCTOBER
 12.30 - 2.30PM
 VENUE: GF 19 DAVID HOCKNEY BUILDING
 This session will introduce participants to the basics of BSL, you'll learn how to sign the alphabet, how to introduce yourself and sign greeting.



INTRODUCTION TO INDIANHEAD MASSAGE

WEDNESDAY 19TH OCTOBER
 1 - 3PM
 VENUE: TBC
 This ancient therapy uses healing techniques to reduce stress. It brings body, mind and spirit in harmony by working on the head and chakras. In this introductory workshop you'll learn the theory & practical skills to carry out a basic head & shoulder massage on yourself and each other.

This workshop involves working in pairs, please bring a bottle of water and a small towel if you have one as you will be working with oils.

MEHNDI MEET

THURSDAY 20TH OCTOBER
 12.30 - 2.30PM
 VENUE: GF19 DAVID HOCKNEY BUILDING
 Join us for a fun and supportive henna session.

These workshops are suitable for beginners to experienced artists. Break out of your comfort zone and learn new skills through practicing latest designs and styles using fresh safe henna!



reduce stress

INTRODUCTION TO FILM MAKING WORKSHOP

WEDNESDAY 12TH OCTOBER
 12.30 - 2.30PM
 VENUE: 2F TV STUDIO DAVID HOCKNEY BUILDING
 In this interactive workshop you'll learn the basics of film making, interviews and vox pop and will have the opportunity to watch your film back on the projector. This session is suitable for anyone with an interest in film making.

DRU YOGA

TUESDAY 18TH OCTOBER 12.15 - 1.15PM
 VENUE: TO BE CONFIRMED
 Dru Yoga involves gentle movement and breathing exercises to help remove tension from your body, improve flexibility and strength to calm the mind. This session is suitable for all levels, ages and abilities.

Give it a GO Activities November

Why not give it a GO!

TRY DIVES

EVERY THURSDAY
 VENUE: BRADFORD UNIVERSITY SWIMMING POOL
 6-7PM SAFETY LECTURE RICHMOND BUILDING C8
 7-9PM DIVING
 Contact can be at www.uobsac.co.uk or uob.subaqua@gmail.com

Come and try scuba diving with a completely FREE try dive at the University swimming pool. All you need to bring is swimwear and old T-shirt you don't mind getting wet and we'll do the rest!

We also offer courses and regular dive trips for already qualified divers!



BOXING FOR BEGINNERS

MONDAYS 4.30 - 6PM & WEDNESDAYS 3 - 4PM
 VENUE: BOXING CENTRE, TRINITY GREEN
 A great session for you to try out the sport, you'll learn the basics and increase your fitness levels.

Boxing is a fun, varied and dynamic workout: you can get fit whilst learning a new skill. You'll practice some basic skills on the punch bags and learn techniques for throwing punches and how to move your feet.

Please wear trainers or flat shoes and comfortable clothing.

For more information about these sessions please email Mally McIver m.mcliver@bradfordcollege.ac.uk

BOXING FOR BEGINNERS (FEMALE ONLY)

WEDNESDAYS 2-3PM 12.30 - 2.30PM
 VENUE: BOXING CENTRE, TRINITY GREEN
 Boxing for female students only: suitable for complete beginners. Come along and learn the basic techniques and increase your fitness levels.

Please wear trainers or flat shoes and comfortable clothing.

For more information about this session please contact Mally McIver

Email m.mcliver@bradfordcollege.ac.uk

GRAFFITI WORKSHOP

MONDAY 31ST OCTOBER 12.30 - 2.30PM
 VENUE: GF19 DAVID HOCKNEY BUILDING
 Come along and get creative, learn the art of graffiti, design and techniques drawing on old records.

JU JITSU

TUESDAY 1ST NOVEMBER 12.30 - 2.30PM
 VENUE: TBC
 These sessions are a fun way to challenge you, learn some handy self-defence skills and get fit in the process. It's a great introductory workshop taught by an experienced instructor.



INTRODUCTION TO REFLEXOLOGY

WEDNESDAY 2ND NOVEMBER 12.15 - 2.15PM
 VENUE: GF19 DAVID HOCKNEY BUILDING
 Reflexology is carried out on either the hands or feet, bringing balance to the whole body. You'll learn how to use massage and pressure techniques which will improve health & wellbeing. This workshop will involve working in pairs.

METAL WORK JEWELLERY WORKSHOP

WEDNESDAY 2ND NOVEMBER 1PM - 3.30PM
 VENUE: B12 YORKSHIRE CRAFT CENTRE, LISTER BUILDING
 This is a great workshop for people interested in making their own jewellery. You'll learn various techniques such as cutting, filing, using stamps and create textured hammer finishes.

You'll be able to create a lovely piece of wearable jewellery to take away with you to wear or to give as a gift.



MUSIC PRODUCTION WORKSHOP

THURSDAY 3RD NOVEMBER 12.30 - 2.30PM
 VENUE: TBC
 MUSIC PRODUCTION & MC WORKSHOP
 During the workshop you can record your own vocals and make beats. Bring a USB stick to the session and you can take home the music. You'll be making create House & Bass, Grime, Hip Hop.





forget me not
children's hospice

GRACE'S PLACE NEEDS YOU

From fundraising to volunteering, helping us spread the word and even helping in the hospice; we need you! To find out more about how YOU can help your local children's hospice, call us on 0161 724 5269 or email us graces@forgetmenotchild.co.uk

you
can make
a difference



grace's place



www.forgetmenotchild.co.uk/gracesplace

Charity No. 1110457



forget me not
children's hospice

New Charity Shop OPENING SOON

DONATIONS AND VOLUNTEERS NEEDED

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or email volunteers@forgetmenotchild.co.uk

We also do furniture deliveries, collections and house clearances,
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Charity No. 1110457





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children's hospice

LANTERN TRAIL 2017

Saturday 28th October from 5:30pm
National Coal Mining
Museum

An enchanted one mile family walk
with a spectacular firework finale!

Charity No. 1110457

SIGN UP TODAY >





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children's hospice

LANTERN TRAIL 2017

Saturday 28th
October from
5:30pm
National
Coal Mining
Museum



Charity No. 1110457

An enchanted
one mile
family walk
with a
spectacular
firework finale!

**SIGN UP
TODAY >**