

BHASVIC

Adult Evening Language Courses 2024- 2025

Arabic • French • German • Italian
Japanese • Spanish





Our communicative language courses are taught in a friendly, relaxed learning environment by highly qualified teachers, most of whom are native speakers.



Principal's Introduction

At BHASVIC our vision is to be a contemporary, creative, learning community. This means extending our doors beyond our daytime provision to help provide those in our wider community with opportunities to learn.

This guide will show you the kinds of language courses we offer through a range of abilities from beginners' courses to advanced level. Learners on these courses come from all backgrounds and have joined for many reasons: to learn new skills, to meet people, to gain confidence, to help their children at school or simply for the enjoyment of learning.

Our Adult Education provision is an important part of our role in the local community and we hope this guide makes you want to come and see the College for yourself and sign up to one of our very successful courses.

Everyone is welcome!



William Baldwin – Principal

General Course Information

In line with our commitment to running language courses for the local community, we are pleased to offer **a range of 30-week adult evening courses in Arabic, French, German, Italian, Japanese and Spanish starting in September /October 2024**. For Spanish we will also run a 10-week intensive beginners' course commencing at the end of September. **All class times for courses commencing in the autumn term are 18.30-20.00**. Please refer to the **Course Schedule** in this brochure for full details.

Our communicative language courses are taught in a friendly and relaxed learning environment by highly qualified teachers, most of whom are native speakers and will help you learn the language you need to cope with practical situations for travel, professional, cultural, social and leisure purposes. Our communicative approach to language teaching focuses on developing learners' ability to convey and understand messages in real-life situations and encouraging spontaneous use of the target language. It values fluency over accuracy, putting more emphasis on practical language skills over rote memorization of grammar rules.

These courses do not lead to any formal qualifications, so there is no pressure on you to complete assessments or take exams. Tutors will however assess you informally during class activities and through the marking of homework.

Please note that our courses are attendance based and to ensure progression it is essential for you to participate in lessons on a regular basis. It is also recommended that you spend at least 1-2 hours each week doing private study.

You will receive ongoing support as **we have an online system set up (BHASVLE - the College Moodle platform)** and after each class your tutor will upload relevant lesson materials which will be available by the end of the week. This will enable students to have continuous access to the resources for the duration of the course and **those who have missed a class will also be able to find out what was covered and catch up for next week.**

In addition to our main course programme starting in the autumn, we will be offering **20-week beginner courses commencing in January 2025.** Furthermore, **in April 2025** we will be opening **8-week Holiday Courses** (beginner courses for holidaymakers). Full details will be announced on our website later in the year.

Adult Education – Term Dates 2024-2025

Autumn 2024 starters (30-week courses – term dates and school holidays)

TERM 1

Starts:	Week beginning 30 September 2024 (<i>Note: 10-week intensive Spanish beginner course will also start this week</i>)
Half term break:	Week beginning 28 October 2024 (<i>no lessons all week</i>)
Open Evenings break:	Week beginning 11 November 2024 (<i>no evening classes all week except Monday courses that will run as usual</i>)
Ends:	Week beginning 16 December 2024
Christmas break:	20 December 2024 – 5 January 2025 (<i>no lessons</i>)

TERM 2

Starts:	6 January 2025 <i>New 20-week beginner courses will start w/b 13 Jan 2025*</i>
Half term break:	Week beginning 17 February 2025 (<i>no lessons all week</i>)
Ends:	Week beginning 31 March 2025
Easter & Spring Holidays:	7 April – 21 April 2025 (<i>no lessons</i>)

TERM 3

Starts:	Week beginning 22 April 2025 <i>New 8-week holiday courses will start after w/b 28 April*</i>
Bank Holiday:	5 May 2025 (<i>no lessons</i>)
Half term break:	Week beginning 26 May 2025 (<i>no lessons all week</i>)
Ends:	Week beginning 16 June 2025 <i>Some courses will finish later</i>

** check the website for details*

Please note that some classes will not run on certain days due to College events (Open Events etc.) or staff holidays. It may also be necessary for some classes to run during the half term holidays (e.g., catch up lessons).

Definition of stages and Progression Opportunities

Holiday (short beginner course for holidaymakers)

This highly communicative short course is ideal for those with no prior knowledge of the language. Emphasis will be on learning simple ways of expressing yourself to be able to 'get by' on holiday, for example booking a hotel room or ordering food in a restaurant. Grammar explanations will be kept to a minimum. This course is ideal for people who cannot commit themselves to more than one term or who just want to learn basic phrases to use on holiday. This course is an introduction to level 1.

Level 1 Beginner

This course is ideal for those with no or very little understanding of the language. The main aim of this course is to give you knowledge of some basic structures so that you are able to deal with simple everyday situations. You will learn how to give personal information, talk about family and social arrangements, directions, time and numbers, travel and transport, food and drink, shopping, plus holidays and leisure. The focus on practical communication skills will help you to 'get by' when abroad. You will be given an insight into the countries' culture relating to the language you are learning. This course leads to Level 2.

Level 2 Elementary

This course is for those who have successfully completed our Level 1 (or equivalent with other providers), or who have studied the language a long time ago and may be a bit rusty now. At this stage you should have an understanding of basic grammar including the present tense. You will develop your confidence by expanding on Level 1 topics and then go on to be introduced to more complex structures, like the past or the future tenses. The aim of the course is to develop understanding and communication to meet your needs in simple situations requiring a direct exchange of information on familiar and routine matters. You will develop your understanding of the countries' culture relating to the language you are learning. This course leads to Level 3.

Level 3 Pre-intermediate

This course is for those who have successfully completed our Level 2 (or equivalent with other providers). The Pre-Intermediate class aims to build on and consolidate the knowledge of basic language structures and functions allowing you to express yourself more freely in everyday situations. You should already be familiar with the present, past and future tenses, although all language structures will be consolidated. The syllabus of the course may cover the following topics: giving and understanding information about holidays, travelling, talking about situations in the past, understanding descriptions of people and places, making and understanding arrangements. The course will enable you to recount past events, interact in a social context both formally and informally, express opinions and plans and give suggestions. You will also further develop your understanding of the countries' culture relating to the language you are learning. This course leads to Level 4.

Level 4 Intermediate

This course is for those who have successfully completed Level 3 (or equivalent with other providers). You should be confident using the present, future and past tenses as well as some more complex structures. The intermediate class aims to revise and consolidate structures learned at pre-intermediate level, to broaden vocabulary and give you extra confidence. It will enable you to communicate freely on familiar matters regularly encountered in work, family, and leisure, describe experiences, events, dreams, hopes and ambitions, and give reasons and explanations for opinions and plans. You will also learn about the countries' culture relating to the language you are learning. This course leads to Level 5.

Level 5 Upper-intermediate

This course is designed for confident and experienced learners who have completed our Level 4 or at least four years of part-time study before joining the class. You would have already studied all the main tenses and should be comfortable conversing in the target language, but you would like to build up fluency and consolidate more complex grammar items. The main aim of the course is to increase your confidence in expressing your opinions on a wide range of topical issues. This course will also enable you to further develop your speaking, listening and written skills. The course syllabus may be structured around the following areas: lifestyles, entertainment, education, tourism, culture and traditions, stereotypes, past events and biographies. The cultural element is a crucial component of the course. This course leads to Level 6.

Level 6 Advanced

This course is designed for advanced learners who have successfully completed our Level 5 (or have done at least five years of part-time study before joining the class) and feel confident discussing a broad range of topics in the target language. You would have already learnt all the tenses and advanced grammar structures so you should be able to apply them into context but further grammar clarification will also be provided. The main aim of the course is to boost your confidence in speaking and help you express yourself fluently and almost effortlessly by selecting adequate complex sentence forms to do so. The course syllabus may be constructed around the following areas: film, music, tourism and travel, history, events and their consequences, the environment, and health. The emphasis of this course is on speaking and in class you will get ample opportunity to practise your conversational skills through pair-work and group exercises. You will be given an insight into the countries' culture relating to the language you are learning. This course leads to Level 7.

Level 7 Advanced Language and Culture Conversation Club

This course is for fluent speakers who have successfully completed Level 6 (or equivalent number of years of part-time study with other providers). It is aimed at

advanced learners who have a very good command of the language and feel confident conversing in various contexts and situations as well as using different forms of discourse. The course will cover a wide range of cultural topics which will be adapted to students' interests, such as art, literature, politics and current affairs, cinema, music, history, geography and country's institutions. You will be able to explore the language and culture of relevant countries by studying authentic materials taken from quality newspapers and magazines, video documentaries and audio sources. Students will have an opportunity to do their own research on topics relating to current affairs and personal interests so they can present and discuss them during the lessons. Practical advice on grammar will be integrated as appropriate.

More detailed, language-specific course outlines are available on our website so please refer to them for further guidance if you are unsure which level to choose.

Age Limit

The courses in this leaflet are aimed at adult learners (aged 19+). We will accept enrolments from people who are at least 19 years of age at the start of the course (with the exception of BHASVIC sixth formers who can also join our evening language courses). There is no upper age limit.

Course Programme for 2024-2025

Please note that ALL CLASS TIMES are 18.30 - 20.00

30 WEEK COURSES STARTING IN SEPTEMBER / OCTOBER 2024

Courses on BHASVIC campus

Arabic (Modern Standard)

Course code	Level	Day of the week	Start date	End date	Fee
Ara/L1/Th	1 (Beginner)	Thursday	03/10/2024	19/06/2025	£340 (*Concession £310)
Ara/L2/Tu	2 (Elementary)	Tuesday	01/10/2024	17/06/2025	
Ara/L3/Tu	3 (Pre- Intermediate)	Tuesday	01/10/2024	17/06/2025	

French

Course code	Level	Day of the week	Start date	End date	Fee
Fr/L1/M	1 (Beginner)	Monday	30/09/2024	23/06/2025	£340 (*Concession £310)
Fr/L1/W	1 (Beginner)	Wednesday	02/10/2024	18/06/2025	
Fr/L2/Tu	2 (Elementary)	Tuesday	01/10/2024	17/06/2025	
Fr/L2/Th	2 (Elementary)	Thursday	03/10/2024	19/06/2025	
Fr/L3/W	3 (Pre- Intermediate)	Wednesday	02/10/2024	18/06/2025	
Fr/L4/Tu	4 (Intermediate)	Tuesday	01/10/2024	17/06/2025	
Fr/L5/M	5 (Upper – Intermediate)	Monday	30/09/2024	23/06/2025	
Fr/L6/W	6 (Advanced)	Wednesday	02/10/2024	18/06/2025	
Fr/L7/Th	7 (Advanced Language and Culture Conversation Club)	Thursday	03/10/2024	19/06/2025	

German

Course code	Level	Day of the week	Start date	End date	Fee
Ger/L1/M	1 (Beginner)	Monday	30/09/2024	23/06/2025	£340 (*Concession £310)
Ger/L2/M	2 (Elementary)	Monday	30/09/2024	23/06/2025	
Ger/L3/Th	3 (Pre-Intermediate)	Thursday	03/10/2024	19/06/2025	
Ger/L4/M	4 (Intermediate)	Monday	30/09/2024	23/06/2025	

Italian

Course code	Level	Day of the week	Start date	End date	Fee
Ita/L1/M	1 (Beginner)	Monday	30/09/2024	23/06/2025	£340 (*Concession £310)
Ita/L1/Tu	1 (Beginner)	Tuesday	01/10/2024	17/06/2025	
Ita/L2/W	2 (Elementary)	Wednesday	02/10/2024	18/06/2025	
Ita/L2/Th	2 (Elementary)	Thursday	03/10/2024	19/06/2025	
Ita/L3/M	3 (Pre-Intermediate)	Monday	30/09/2024	23/06/2025	
Ita/L4/Tu	4 (Intermediate)	Tuesday	01/10/2024	17/06/2025	
Ita/L5/Th	5 (Upper-Intermediate)	Thursday	03/10/2024	19/06/2025	
Ita/L6/W	6 (Advanced)	Wednesday	02/10/2024	18/06/2025	
Ita/L7/W	7 (Advanced Language and Culture Conversation Club)	Wednesday	02/10/2024	18/06/2025	

Japanese

Course code	Level	Day of the week	Start date	End date	Fee
Jap/L1/Th	1 (Beginner)	Thursday	03/10/2024	19/06/2025	£340 (*Concession £310)
Jap/L2/Th	2 (Elementary)	Thursday	03/10/2024	19/06/2025	

Spanish

Course code	Level	Day of the week	Start date	End date	Fee
Sp/L1/M	1 (Beginner)	Monday	30/09/2024	23/06/2025	£340 (*Concession £310)
Sp/L1/Tu	1 (Beginner)	Tuesday	01/10/2024	17/06/2025	
Sp/L2/M	2 (Elementary)	Monday	30/09/2024	23/06/2025	
Sp/L2/Tu	2 (Elementary)	Tuesday	01/10/2024	17/06/2025	
Sp/L2/W	2 (Elementary)	Wednesday	02/10/2024	18/06/2025	
Sp/L3/M	3 (Pre-Intermediate)	Monday	30/09/2024	23/06/2025	
Sp/L3/Th	3 (Pre-Intermediate)	Thursday	03/10/2024	19/06/2025	
Sp/L4/M	4 (Intermediate)	Monday	30/09/2024	23/06/2025	
Sp/L5/Tu	5 (Upper-Intermediate)	Tuesday	01/10/2024	17/06/2025	
Sp/L6/Tu	6 (Advanced)	Tuesday	01/10/2024	17/06/2025	
Sp/L7/W	7 (Advanced Language and Culture Conversation Club)	Wednesday	02/10/2024	18/06/2025	

10 WEEK INTENSIVE BEGINNER COURSE STARTING IN SEPTEMBER 2024

Please note that this course will run twice weekly for one term only, but you will be able to enrol for level 2 commencing in January 2025 if you wish to progress to the next level.

The class times are 18.30-20.00.

Language	Course code	Level	Day of the week	Start date	End date	Fee
Spanish	Sp/IntlL1/M &Th	1 (Intensive Beginner)	Monday and Thursday	30/09/2024	16/12/2024	£240 (no concessions)

20-WEEK BEGINNER COURSES STARTING IN JANUARY 2025 and 8-WEEK HOLIDAY COURSES STARTING IN APRIL 2025

Full course details and enrolment deadlines for these courses will be announced on our website later on in the year.

Course Fees 2024-2025

Course	Full Fee	Concession*
30-week Courses (all levels - start September / October 2024)	£340	£310
10-week Intensive Beginner Courses (start September 2024)	£240	No concessions
20-week Beginner Courses (start January 2025) <small>*Please note that the lessons on these courses are two-hour long.</small>	£340	£310
8-week Holiday Courses (start April 2025)	£130	No concessions

*We offer some concessions subject to recently dated proof of status. Please refer to the website for full details.

Enrolment information

You can **enrol online** - please fill in the **Online Enrolment Form** on our website www.bhasvic.ac.uk/courses/adult-education and **pay online via Parent Pay** with your credit / debit card.

Please contact us if you have problems enrolling or paying online.

The deadline for enrolment on 10-and 30-week courses starting in the autumn term is Monday 2 September 2024

We only accept enrolments after this date if places are still available. If you leave it until after this date, courses may be full or already have been cancelled.

Terms and Conditions and Privacy Notice

Privacy Notice for Adult Evening Language Students is available on our website in the section named as above www.bhasvic.ac.uk/courses/adult-education .

Class sizes and lessons

To enhance the quality of learning, the maximum class size is 16 students. Courses will only run if student numbers meet a viable minimum. We may sometimes open a class with a lower number providing all applicants are happy to top up their enrolment fees to cover the costs of the course delivery.

It is normally advisable that all prospective learners have access to the Internet and a computer (a laptop or other similar device) to benefit from the course fully, e.g., to access lesson resources on our Moodle platform (BHASVLE) or other materials recommended by tutors.

Our courses are attendance based and to ensure progression it is essential for you to participate in lessons on a regular basis. It is also recommended that you spend at least 1-2 hours each week doing private study. Please note that we do not offer any formal qualifications on our courses.

Term dates

The term dates for your course are listed in the Course Schedule and you can also view the dates for school holidays and other relevant breaks on our website in the section Adult Education Term Dates. Please note that the term dates are subject to change and some classes may occasionally run during half terms or school holidays or lessons may be added to the end of the course if there is a need to recover any cancelled sessions (e.g. due to tutor's illness). If your tutor is unable to deliver a lesson as scheduled due to an absence, we will endeavour to contact you in advance by email and will re-arrange the session to a different date.

Conditions of enrolment, course registration and fees

Please note that to be fully registered on a course, you need to submit your completed and signed application form as well as make the payment at enrolment.

If you are paying a reduced fee, your application will not be accepted and space booked until we receive all the relevant documentation confirming your eligibility status and it is your responsibility to provide these in a timely manner. Please refer to our website to check your eligibility and what supporting documents are required.

We operate on a first come, first served basis and all enrolments will be processed in the order that they were received. Please note that if you submit your enrolment after the deadline, we may be unable to set you up as a student with full access to

the course and / or accommodate your specific needs for the scheduled start date so please bear it in mind and enrol early to allow us enough time for that.

Once the enrolment has been closed and courses confirmed, you will receive an introductory letter / email with full course details, including the textbook you will need to purchase, classroom location, term dates, class times and the tutor's name. This information will be sent out prior to the start date, **usually a week before a course is due to commence.**

The provisional textbooks we use are listed on the course outlines on the website, but they are subject to change (e.g. when a new edition is published) so we advise that you wait until the actual details are confirmed in the introductory letter prior to purchasing it. The course outlines are for guidance only and their content may be altered throughout the year depending on the level of the group and course delivery accordingly.

For your information **the course textbook is not included in the course fee**, and you will need to purchase it individually. Your course tutor may also advise you to purchase other supplementary resources (e.g., an exercise book) that will be necessary to complete your course.

If your course costs over £200, you will be able to pay in two equal instalments – the first payment will be due when submitting your application and the outstanding payment needs to be made by the enrolment deadline in September. Failure to complete the payment on time may result in your space being cancelled and a 20% administration of the whole course fee being charged. Please note that the offer to pay in instalments is not available if you sign up after the enrolment deadline.

Please contact the Language Centre languagecentre@bhasvic.ac.uk if you would like to pay in two instalments.

Course cancellation and refunds

If a course is cancelled by the College (e.g., due to insufficient numbers or if we are unable to provide a tutor) before its start date, we will notify you as soon as possible and a full refund of the fee paid will be issued to you.

Occasionally, we may need to change the day of a course. If this applies to a course that you have already signed up to, we will give you a full refund if the changes do not suit you.

In the rare event of a course being cancelled after the start date (e.g., if we are unable to provide a replacement tutor), a pro-rata of the fees paid will be issued to you.

Please note that we do not refund fees for any other reasons (e.g. change in your personal circumstances, relocation) so please consider that prior to committing to the course.

If you wish to cancel your application, please notify the Language Centre as soon as possible. **We must receive a written notification from you at least 2 weeks before the course is due to start to give you a refund.** A 20% administration charge (up to a maximum of £50) will be deducted from your refunded payment if your course costs over £200 or 10% for courses costing between £100 and £200.

We regret we are unable to refund fees once a course has been opened or transfer credit to any future courses.

We cannot be held responsible for the cancellation of classes as a result of college closure due to circumstances beyond our control, e.g., extreme weather conditions, outbreak of a disease.

BHASVIC reserves the right to amend the format of course delivery or the course content in light of changing circumstances.

Withdrawal from a course

If you wish to withdraw from a course before the end date, we would appreciate if you could confirm this in writing (letter or email). We regret we are unable to offer any refunds should your circumstances change, and you are unable to attend any further lessons.

Lost property

BHASVIC cannot be held responsible for loss or damage to cars or property brought onto the premises.

Health Considerations

All courses are attended at your own risk. Please seek medical advice from your doctor if you are uncertain that the course provision we offer is suitable for you, as we will be unable to give you a refund unless you have cancelled your application with a two weeks' notice prior to the start date as stated above.

By submitting your application, you will be agreeing that you have read and understood these Terms and Conditions so please consider this and your individual circumstances when applying for our courses.

How to find BHASVIC

BHASVIC is conveniently situated on Dyke Road in Hove with easy access from the A27 Bypass. We have great public transport links and are accessible by the following buses: 7, 14, 14C, 18, 21E, 27, 27C, 56, 59, 77, 91. Brighton train station is also within walking distance.

The evening language classes take place mainly in the Copper Building, but some courses may be held in the College House or alternative locations on the campus.

Most evenings there is free **parking** on site at the College's car park on Old Shoreham Road (first come, first served).

Disabled parking is available in the visitor's car park.

Please note that during the College's Open Events and Parents' Evenings there will be no parking available.

Frequently asked questions

Q: Will the classes be held on site or delivered online?

A: Our courses are held on BHASVIC campus so in person attendance is necessary as the lessons are not recorded or streamed. We do not offer online courses in our evening provision.

Q: What do I do if I find myself on the wrong level?

A: Providing there is availability, we will be more than happy to move you up or down a level. *(Not available to students on Holiday Courses).*

Q: Can I join in with a class during the year?

A: If places are available, then yes! You will pay a pro-rata fee.

Q: Can I pay in instalments?

A: If your course costs over £200, you can pay in two equal instalments – the first payment will be due when submitting the application, followed by another payment by the enrolment deadline.

Q: I am really interested in one of your courses, but can't attend on the day you are advertising - should I look elsewhere?

A: Yes, and we will be happy to recommend other institutions. However, it is still worth registering your interest, as occasionally we create additional courses if there is a high demand, especially Level 1 courses.

Q: Do you have any courses starting later on in the year?

A: Yes! We offer 20-week Beginner Courses that commence in January as well as 8-week Holiday Courses starting in April. Please check the Course Schedule on our website closer to the time.

Q: Will I need to put much work in outside of the lessons?

A: Even though our courses do not lead to a qualification, it is impossible to retain what you have learnt in class without doing some homework and revision throughout the course. We recommend about 20 minutes per day of exposure to the language, i.e., doing homework, listening to the radio, songs, watching a video or reading an article in a newspaper or magazine.

Q: I may not be able to attend all lessons. Will I be able to catch up?

A: We appreciate that some adult learners may occasionally have to miss lessons and it is not a problem. You will receive ongoing support as we have an online system set up (BHASVLE - the College Moodle platform) and after each class your tutor will upload relevant lesson materials so you will be able to find out what was covered and catch up for next week. Please note that we do not have facilities to stream lessons on site, so you need to attend or catch up via BHASVLE.

What our students think about language courses at BHASVIC

"The tutor is enthusiastic, friendly and helpful and obviously enjoys teaching. She gives us clear and useful activities that push us out of our comfort zones but stay within our abilities. I've never felt lost, bored or frustrated in any of her lessons"



"The variety of teaching resources: video, audio, interesting handouts all contribute to the lessons"

"The tutor is very skilful at teaching a class where the abilities of the students are mixed"



"Not having been in a class for 40 years I am surprised at how much I enjoy it!"



"The quality of the teaching is superb - the lessons are well planned, the teacher manages to involve everybody, pack as much as possible into the 90 minute session, and inject plenty of humour"

BHASVIC - 205 Dyke Road - Hove - BN3 6EG

Tel: 01273 859830

email: languagecentre@bhasvic.ac.uk

www.bhasvic.ac.uk

SCAN ME

