








SARACEN HORSE FEEDS

FEED THE DIFFERENCE



SARACEN

HORSE FEEDS SINCE 1788



Photo courtesy of Máire Snelgrove

Welcome to Saracen Horse Feeds, an independent, family owned business with more than 228 years of experience in manufacturing feeds. Saracen takes pride in its traditional family heritage, and stays true to the founding values of trust, integrity, quality, and commitment to exceptional customer service. In challenging environments, Saracen continues to combine these values with modern manufacturing capabilities; innovative, research-led formulations keep us at the forefront of modern feed manufacture.

We are dedicated to producing nutritionally sound, innovative rations and providing our customers with an accessible and personal service. We set ourselves the highest of standards in quality control, and annual quality audits determine our continued compliance to the UKAS (Universal Feed Assurance Scheme), BETA (British Equestrian Trade Association) NOPS (Naturally Occurring Prohibited Substances) Code of Practice and FEMAS (Feed Materials Assurance Scheme).

Saracen has an open declaration policy, which means that every ingredient that we use is declared on our feed labels, and we work to Fixed Formulations to protect the integrity and quality of our diets.

Feeding a horse properly doesn't have to be difficult or complicated as long as you keep your nutritional goals in mind. We are here to help you understand how to achieve those goals with the correct products and feeding strategies. We don't want to baffle or confuse you, but we do want to offer simple, practical solutions that make sense. We have a professional, well-qualified and understanding team who work hard to listen to your horse's nutritional requirements, and to your ambitions.

We are the exclusive Kentucky Equine Research (KER) Team Member in the UK. KER is the most prolific independent equine research centre in the world, entirely committed to the advancement of breeding and athletic performance through nutrition. The aim at KER is to enhance the understanding of equine nutrition and exercise physiology, and apply this knowledge to produce healthier, more athletic horses.

From its headquarters in Kentucky USA, KER conducts extensive research, and each research trial is designed to improve the health and wellbeing of horses by targeting specific problems, and finding nutritional solutions. By working so closely with KER in this way, we share those aims and objectives, and because of our close links we can make these resources available in the UK and Europe in both the recommendations we make, and in the way our feed is formulated. Our collaboration has given us the chance to consistently provide nutritional solutions with unique, progressive feeds that can make a real difference, along with the science to support them.

Re-Leve, Level-Grow and Super Fibre Pencils are good examples of concept feeds that have been produced as joint projects.

With our range of feeds, we have brought together the everyday items needed for feeding, to different types of horses in varying stages of life and activity levels, ordering growth and development. These feeds continue to provide the top quality nutrition you expect from us with the guesswork taken out. And it doesn't have to be expensive. When fed correctly, Saracen products can be very cost effective due to their nutrient density.

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THE SARACEN

CONDITIONING

RANGE



The Conditioning range of products from Saracen Horse Feeds is formulated to provide highly digestible, energy dense rations to support maintenance of body condition, development of topline and coverage across the back and the quarters, whilst maintaining a sensible temperament. The feeds are produced to a fixed formulation giving consistent nutritional quality, and are fully fortified with vitamins and minerals.

For more guidance, reviews, case studies, feeding rates, ration consultant and our FREE, bespoke "Feed Advice" consultation service, please visit our website.

Our nutritional team is here to help, so don't hesitate to contact us for advice via email or call us on +44 (0)1622 718 467. Or visit our website at: [www.saracenhorsefeeds.com](http://www.saracenhorsefeeds.com)

Danielle Heath  
Professional Show Producer  
and Saracen Brand Ambassador

CONDITIONING RANGE

CONDITIONING MIX

CALORIE DENSE MIX



**SUITABLE FOR**

- > Conditioning this horses & those with limited appetites
- > Horses or ponies requiring an energy dense feed to support optimum body condition, muscle and topline development
- > Horses and ponies requiring a blend of energy sources for power and stamina

**DIET DESCRIPTION**

A high-oil and high fibre conditioning feed which includes EQUI-JEWEL® to support all-over body condition, muscle tone and stamina. EQUI-JEWEL® is a high-fat supplement and supplies the horse with a source of slow-release energy and supports stunning coat and skin condition.

**FEATURES & BENEFITS**

- > Includes EQUI-JEWEL® to increase the calorie density of the ration and to reduce the reliance on starch
- > Highly digestible "Super-fibres" and oil for controlled, slow release energy and to support optimum digestive function
- > Micronised and extruded barley to supply quick-release energy for horses with laid back temperaments
- > Alfalfa based with micronised soya beans & peas providing quality protein sources for muscle development
- > Fully fortified with vitamins, minerals and trace elements

Spencer Wilton  
Silver Olympic Medalist and  
Saracen Brand Ambassador

CONDITIONING RANGE

CONDITIONING CUBES

CALORIE DENSE CUBE



**SUITABLE FOR**

- > Horses requiring a high-calorie feed
- > Horses who are intolerant to barley & whole oats
- > Horses & ponies requiring a feed to support optimum muscle and topline development
- > Horses requiring balanced energy sources for controlled, long-lasting energy release

**DIET DESCRIPTION**

A barley and whole oat free conditioning feed which includes EQUI-JEWEL® to support weight gain, muscle tone and topline development. The "Super-fibres" and high oil levels in the ration release the energy slowly supporting manageable temperaments. EQUI-JEWEL® (high fat supplement) also releases energy slowly & supports stunning coat and skin condition.

**FEATURES & BENEFITS**

- > Unique inclusion of EQUI-JEWEL® to increase the calorie density of the ration and to support lower feeding rates
- > Barley and oat-free formulation to reduce starch level
- > Highly digestible "Super-fibres" to provide "controlled" energy release and support a healthy digestive system
- > Quality protein sources to help optimise muscle development
- > Contains high quality protein sources for muscle repair & development. Muscle tone & topline development is optimised when the feed is used in conjunction with an appropriate exercise program
- > Added soya oil to support coat and skin condition
- > Fully fortified with vitamins, minerals and trace elements

Zee Gould  
Saracen Horse Feeds/Horse & Hound  
Eventing Bursary Winner 2015



**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

## Our courses in the community are offered in a wide range of subjects

#### 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

++ Photography

++ 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

#### STON LANGUAGE COURSES - SEE PAGE 30

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.

### 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.

## 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:

You are in receipt of one of the benefits listed below or are a Category D offender.

- ++ 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/adults+students/study-money](http://www.bradfordcollege.ac.uk/study/adults+students/study-money)
  - ++ Email your query to: [studentfunding@bradfordcollege.ac.uk](mailto: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
<p>If you are claiming one of the benefits below the course will be free.</p> <p><b>JOBSEEKER'S ALLOWANCE (JSA)</b> EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from the Benefits Office, dated within the last three months, confirming entitlement.</p> <p><b>EMPLOYMENT SUPPORT ALLOWANCE (ESA)</b> EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from the Benefits Office, dated within the last three months, confirming entitlement.</p> <p><b>UNIVERSAL CREDIT (UC)</b> EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from the Job Centre to state that they have mandated the course.</p> <p><b>CATEGORY D OFFENDER</b> 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><b>JOBSEEKER'S ALLOWANCE (JSA)</b> EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from the Benefits Office, dated within the last three months, confirming entitlement.</p> <p><b>EMPLOYMENT SUPPORT ALLOWANCE (ESA)</b> EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from the Benefits Office, dated within the last three months, confirming entitlement.</p> <p><b>UNIVERSAL CREDIT (UC)</b> EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from the Job Centre to state that they have mandated the course.</p> <p><b>UNIVERSAL CREDIT (UC)</b> EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from the Job Centre to state that they have mandated the course.</p>
<p><b>INCOME SUPPORT</b> EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from the Benefits Office, dated within the last year, confirming entitlement.</p> <p><b>HOUSING BENEFIT</b> EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from the Benefits Office, dated within the last year, confirming entitlement.</p> <p><b>CATEGORY D OFFENDER</b> EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from Prison Officer.</p>	<p><b>WORKING TAX CREDIT</b> EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from the Benefits Office, dated within the last three months, confirming entitlement.</p> <p><b>INCOME SUPPORT</b> EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from the Benefits Office, dated within the last year, confirming entitlement.</p> <p><b>HOUSING BENEFIT</b> EVIDENCE YOU SHOULD BRING TO ENROLMENT Letter from the Benefits Office, dated within the last year, confirming entitlement.</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.

## 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 skin care, skin types & conditions and cleansing routines and learn further make-up techniques - eyebrow enhancements, mascara, 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

VAB300AA 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 styling, 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

VAB301AA Bolton Road (Wed 18.00-20.30) from 21 Sep 2016

### Cookery - NCFE Creative Craft Level 1 Award 30 weeks (2.5 hours per week)

#### COURSE OVERVIEW

This course is ideal if you have an interest in the preparation of existing cuisine. You will learn to prepare a wide range of savoury and sweet dishes using a variety of ingredients. There will be both demonstrations and practical sessions where you can prepare delicious meals. There will be costs for the equipment and ingredients required. You will be required to complete a portfolio as a record of your work.

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 Cookery - Basic Skills course or similar.

#### COURSE FEES

£296.00 (including Administration Fee of £10.00)

#### DATE, TIME AND VENUE

VAB300AA 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

VAB302AA 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

VAB303AA 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

VAB304AA Bolton Road (Mon 12.00-14.30) from 19 Sep 2016

### Free Courses in English and Mathematics

#### 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 and Guilds Award/Certificate in English Skills at Entry Level and Level 1
- ++ City and 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 established 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:

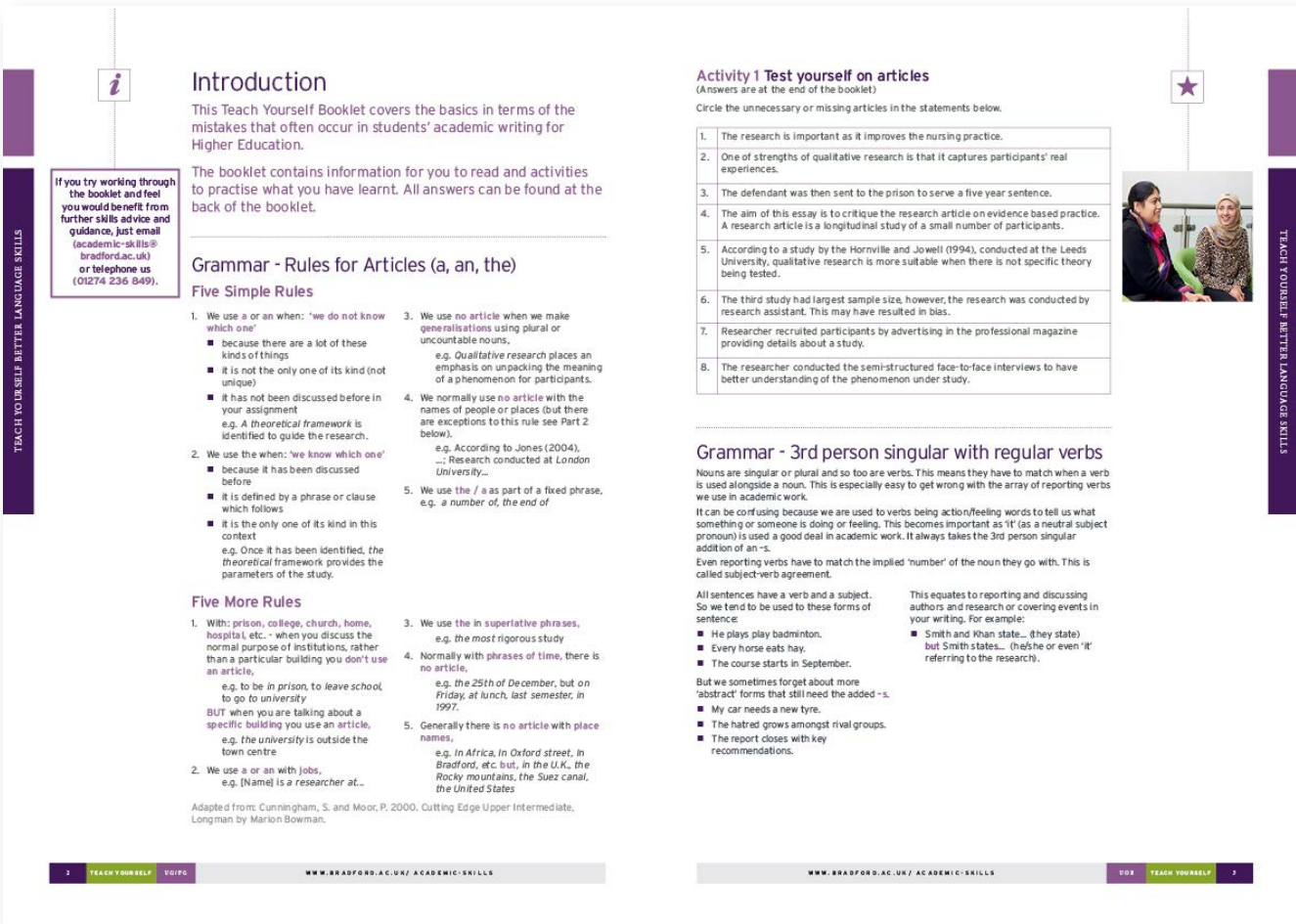
- ++ City & Guilds Functional Skills Mathematics at Entry Level 1, Entry Level 2, Entry Level 3, Level 1 and Level 2
- ++ Principles of Using Mathematical Techniques at Entry Level 3, Level 1 and Level 2
- ++ AQA GCSE Mathematics

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.





TEACH YOURSELF BETTER LANGUAGE SKILLS

## Grammar - Using the passive voice

### Using the passive voice in an introduction to an essay

If you are unfamiliar with the passive voice, you are looking for a sentence where the subject of the sentence (the person doing something at the front of the sentence), has been left out. Instead the passive is used. For example:

■ **Passive:** This topic will be analysed.

NOT

■ **Active:** I will analyse this topic.

Using the passive voice can make your work sound more formal in style. Notice the form of the passive voice, i.e. a form of 'be' + verb with -ed ending. It can be used in any verb tense: present, past, future or conditional.

Before we look at the use of the passive voice, let's look at an example of an introduction below.

### Introduction Example

China is currently experiencing rapid economic reform. The company, Ellixir, part of China's car manufacturing industry is facing a new and highly competitive market-based economic environment. This report addresses the issues of what would be the most appropriate decision-making model for this company to use in order to compete profitably in the new market situation. The company needs to develop a more sophisticated model to compete on equal terms with foreign car manufacturers if it is to survive. The report first examines the present decision-making model used in Ellixir. Secondly, the main steps and techniques in effective decision-making are outlined. Finally, a comparison is made between the company's current practices and new decision-making models which are more suitable to a market-lead economy. Although it is acknowledged in this report that there are likely to be some organisational and financial difficulties in introducing these changes, recommendations will be made for more decision-support systems and modern business decision-making techniques to be introduced within the next two years.

### Activity 5a Read through the example and identify the following types of statements:

(Answers are at the end of the booklet)

1. The broad global context for the topic
2. The main topic of the report / purpose of the report
3. The main argument and main source of evidence
4. The structure of the report
5. The limitations of the essay and the type of recommendations that will be made

GENERAL IDEAS

SPECIFIC IDEAS

### Activity 5b Spot the Passive Construction.

(Answers are at the end of the booklet)

Now see if you can identify any examples of the passive voice in the introductory paragraph above. Mark these up in coloured ink.

## Activity 6 Creating Passive Constructions.

(Answers are at the end of the booklet)

*Practice sentences: Try to put the passive voice in each of these sentences that might appear in an introduction.*

1. Three factors \_\_\_\_\_ (be + consider) in this report. Firstly, ...
2. The proposal \_\_\_\_\_ (be + evaluate) in the light of these new developments.
3. The problem \_\_\_\_\_ (be + define) as essentially an HR matter.
4. The following three topics \_\_\_\_\_ (be + cover) in this report.
5. Firstly, a comparison \_\_\_\_\_ (be + make) between tangible and intangible factors, then...

As you can see from the examples above, the present tense, e.g. is analysed, or future tense, e.g. will be analysed, are the two passive forms most often used in introduction writing.

### Using the passive voice in a conclusion

The passive voice can also be used in the conclusion, but in slightly different ways. Here are some examples:

1. In this essay, (topic X), has been evaluated... / has been analysed (summarising)
2. The argument can be summarised as follows... (summarising)
3. It is recommended that the company should introduce... (recommending)

TEACH YOURSELF BETTER LANGUAGE SKILLS

6

TEACH YOURSELF TO DO

WWW.BRADFORD.AC.UK / ACADEMIC-SKILLS

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TEACH YOURSELF

7





## 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 bigger structural changes 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 Ibra, 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 HSS 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 HSW and will unify with the findings of the University wide HSS 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/hsa/home.do>

## 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 - ENH 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

Flexi-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. Flexi-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 TUG 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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- 80% of learning is visual

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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.

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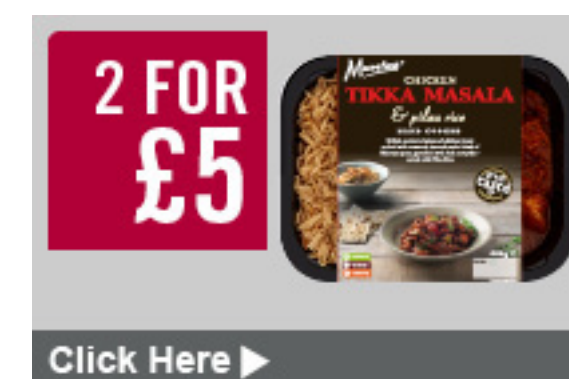
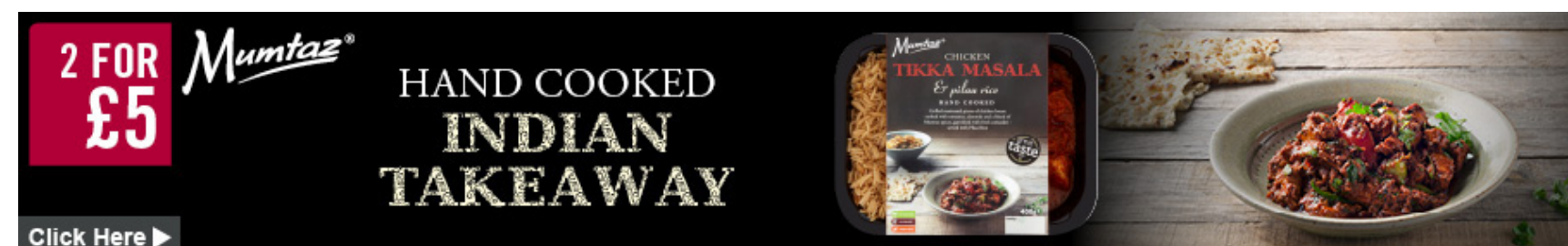
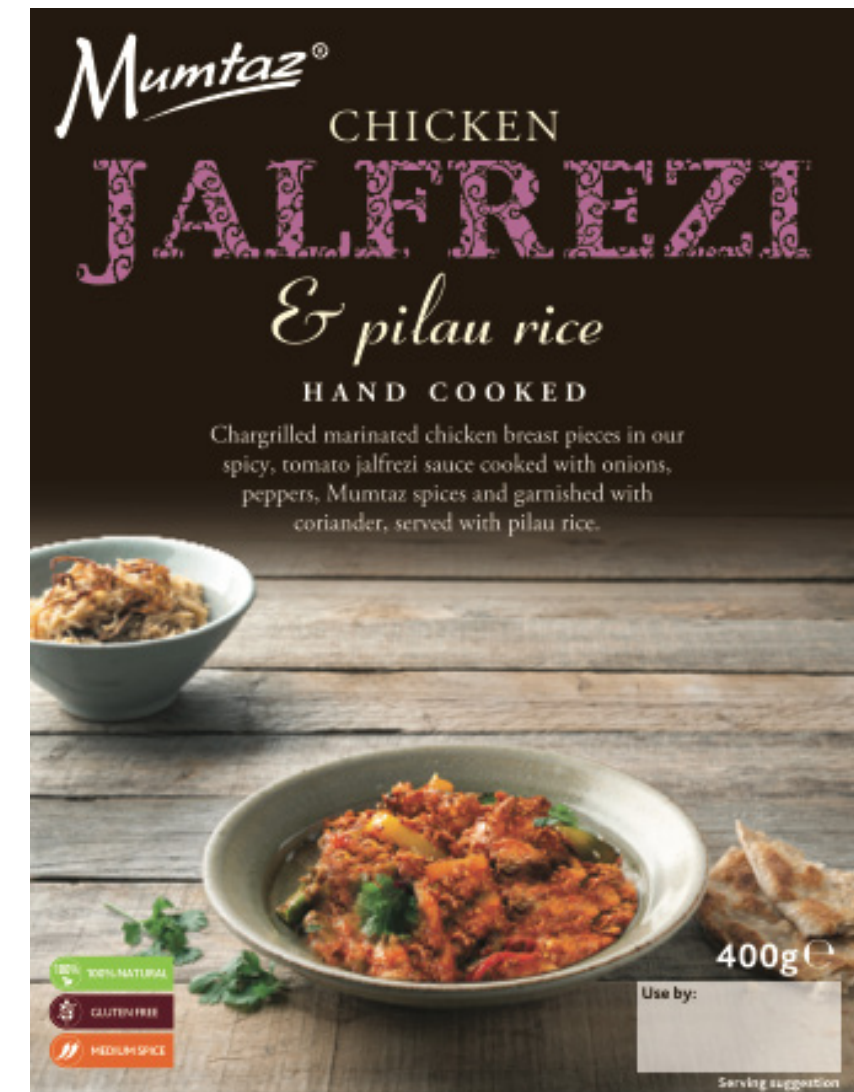
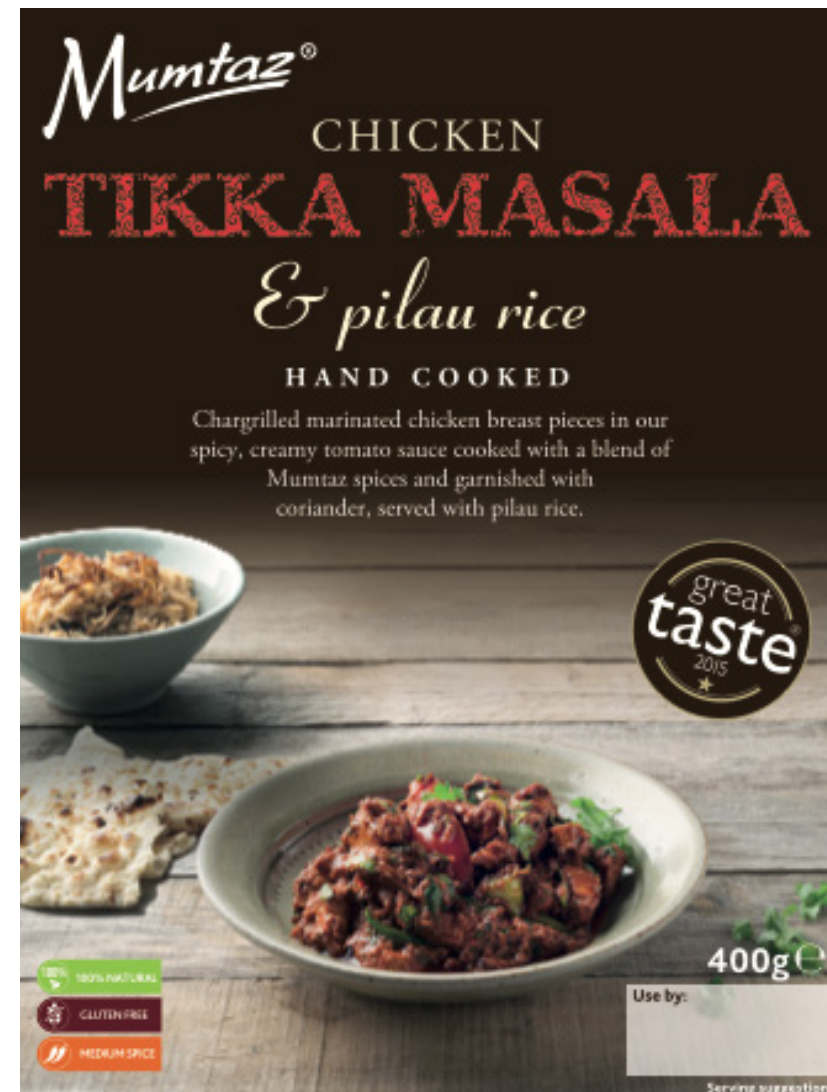
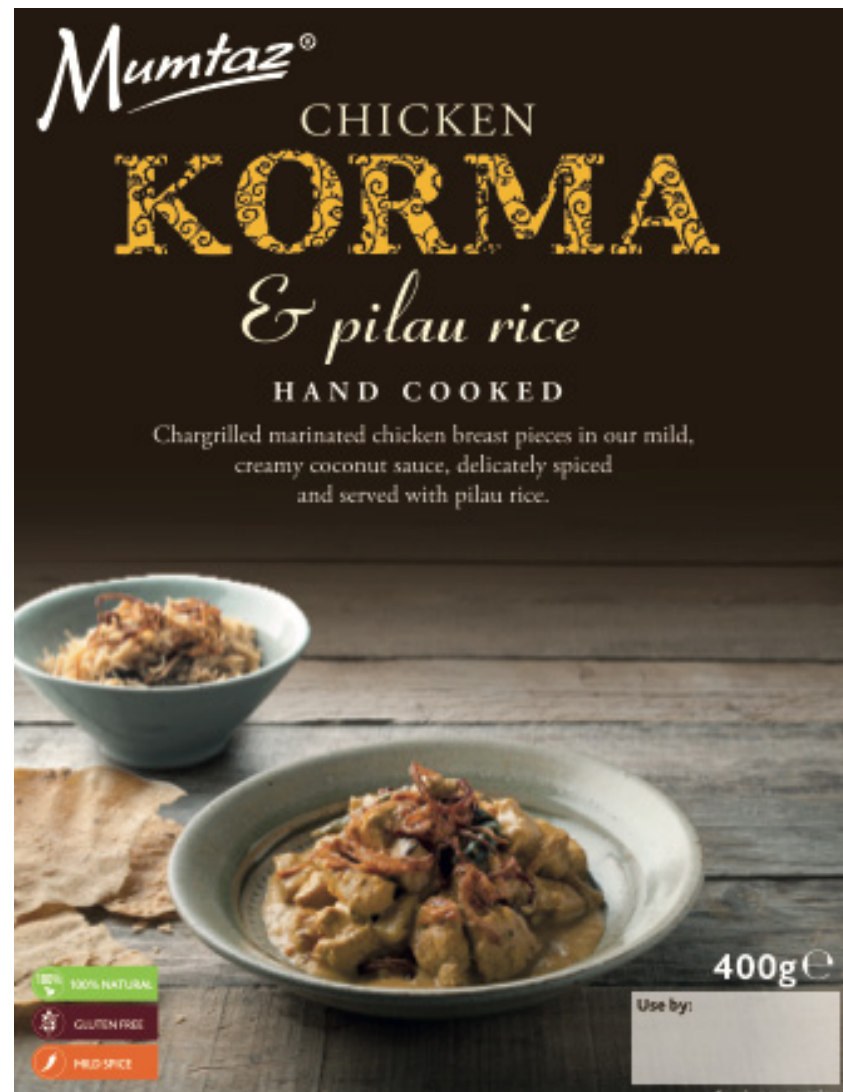


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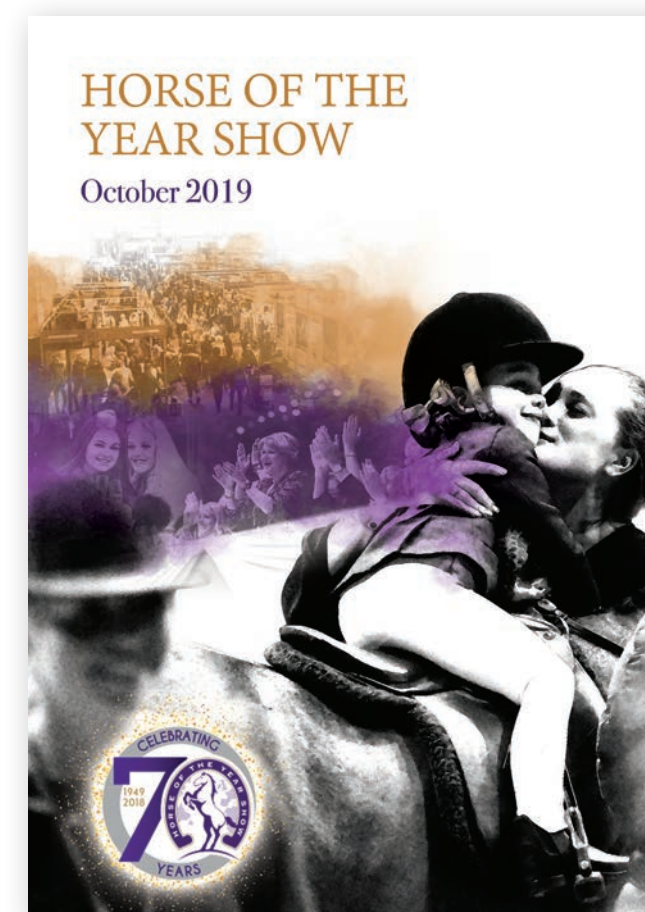
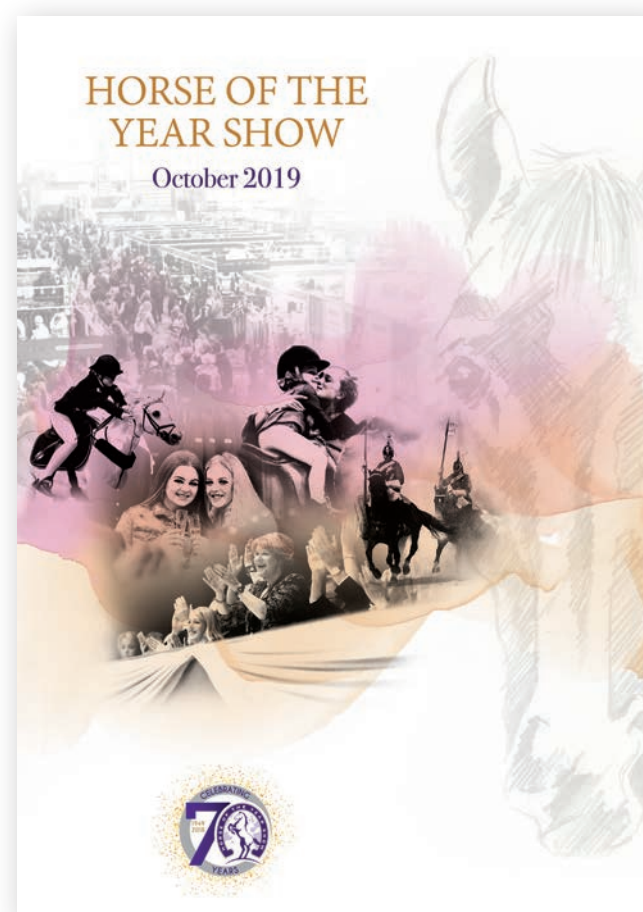
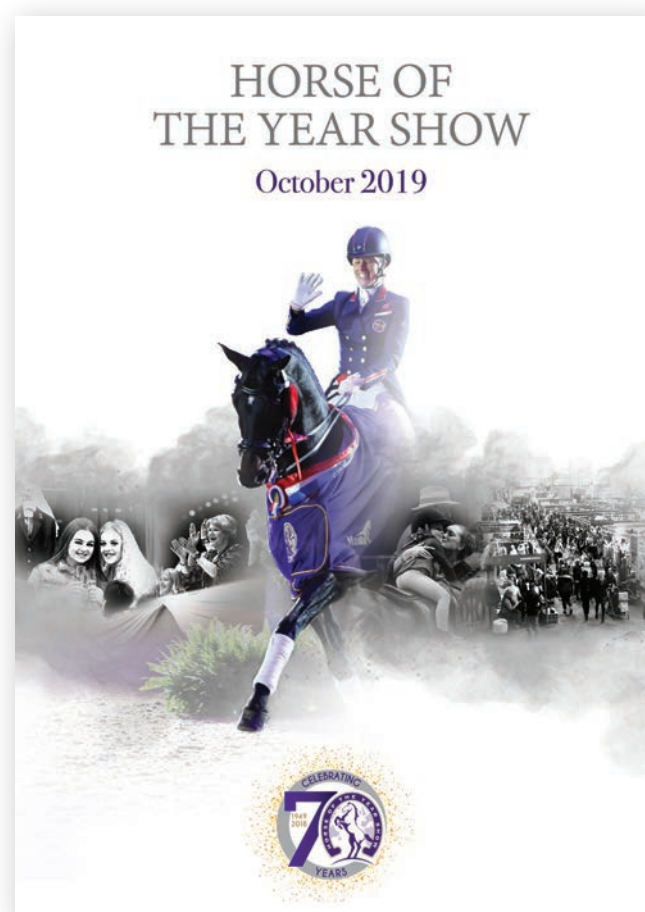
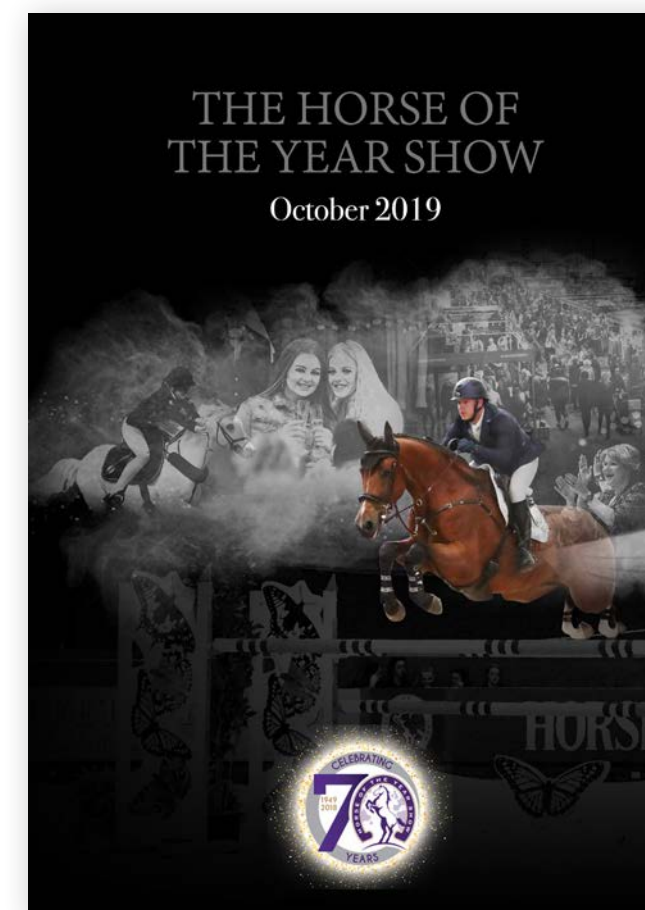
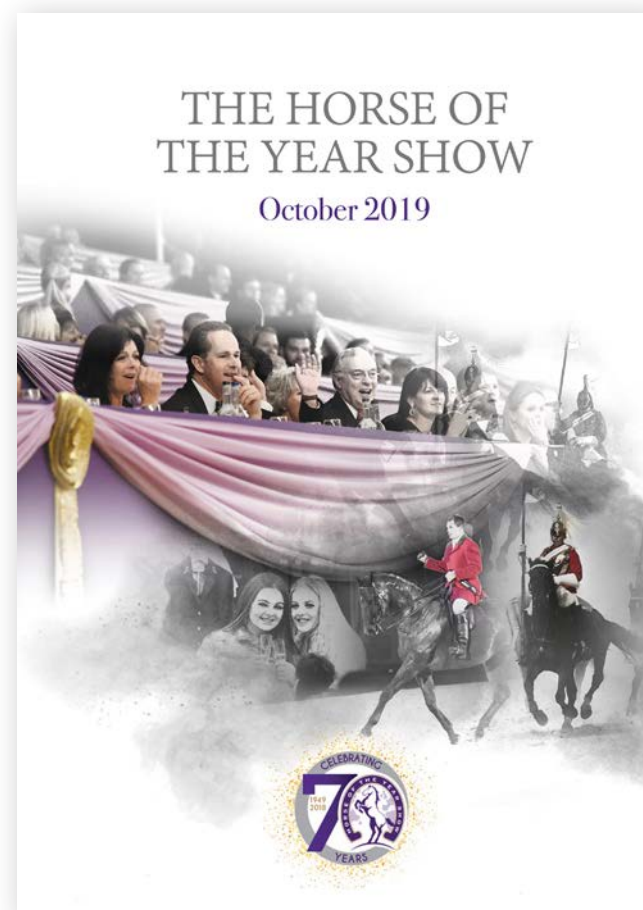
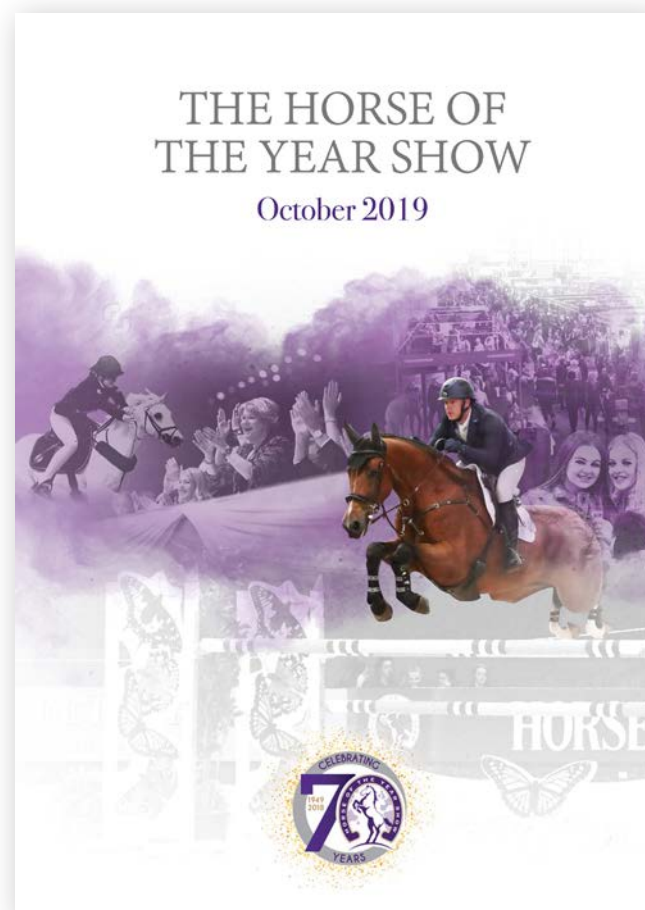
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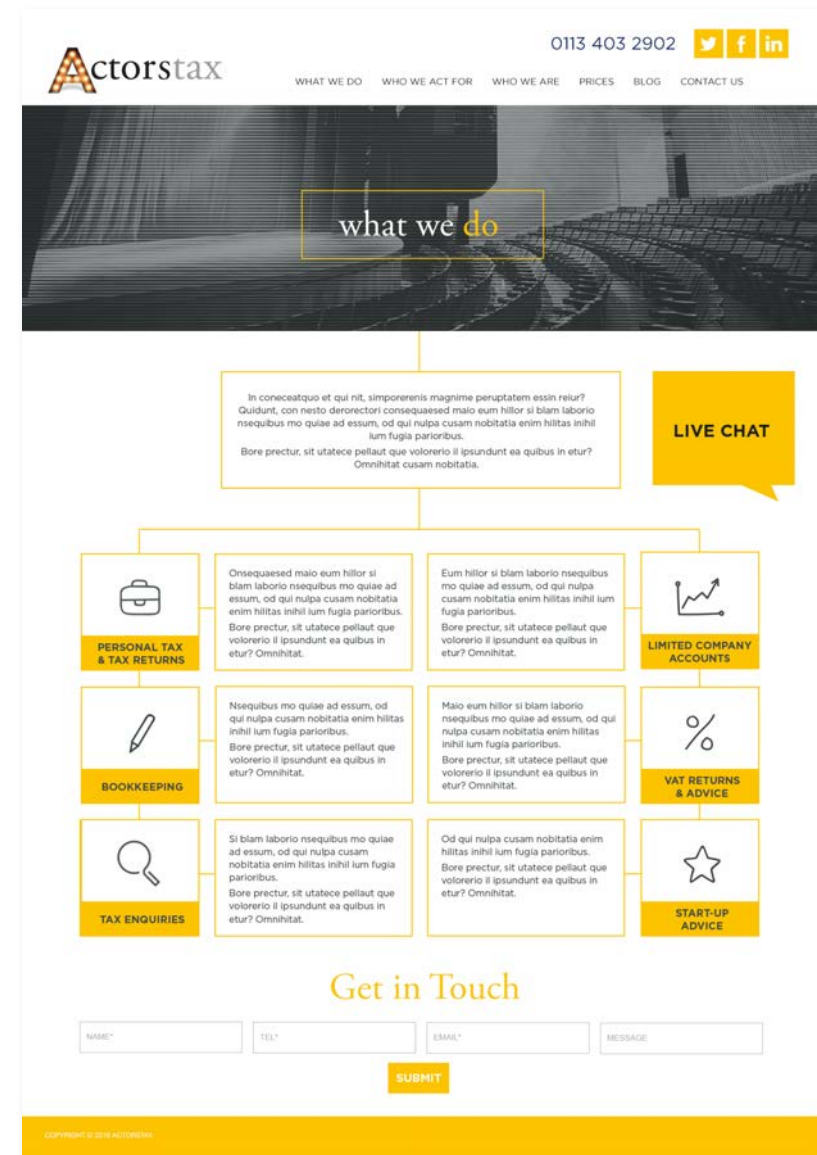
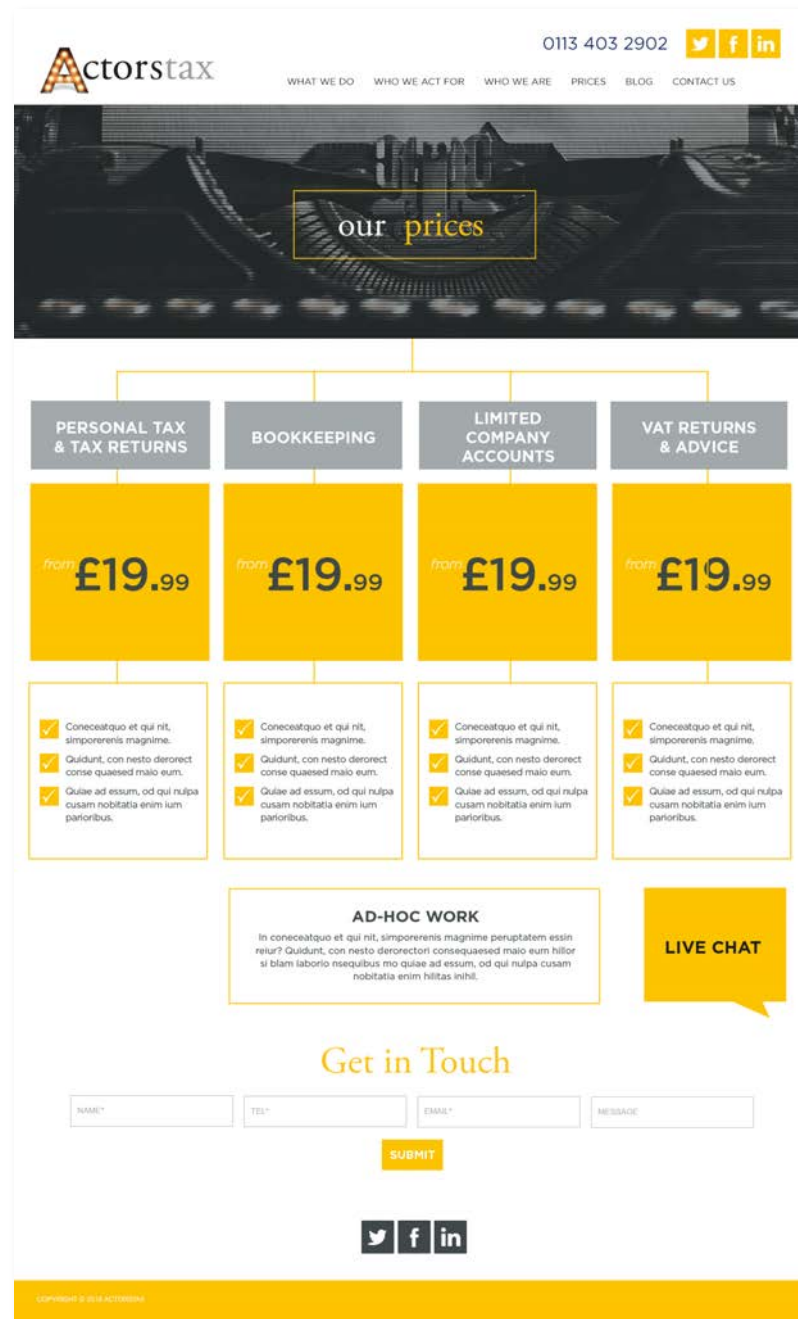
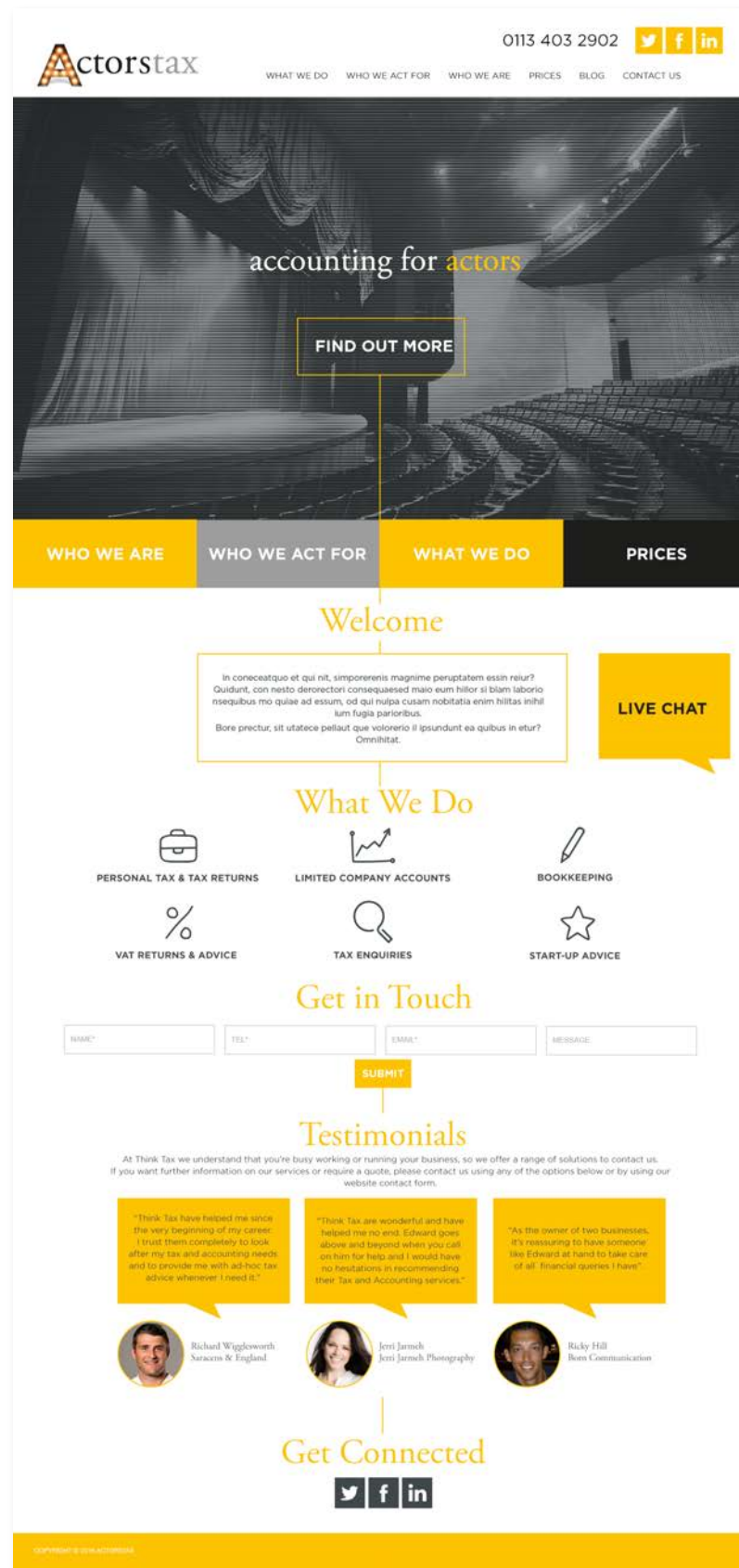




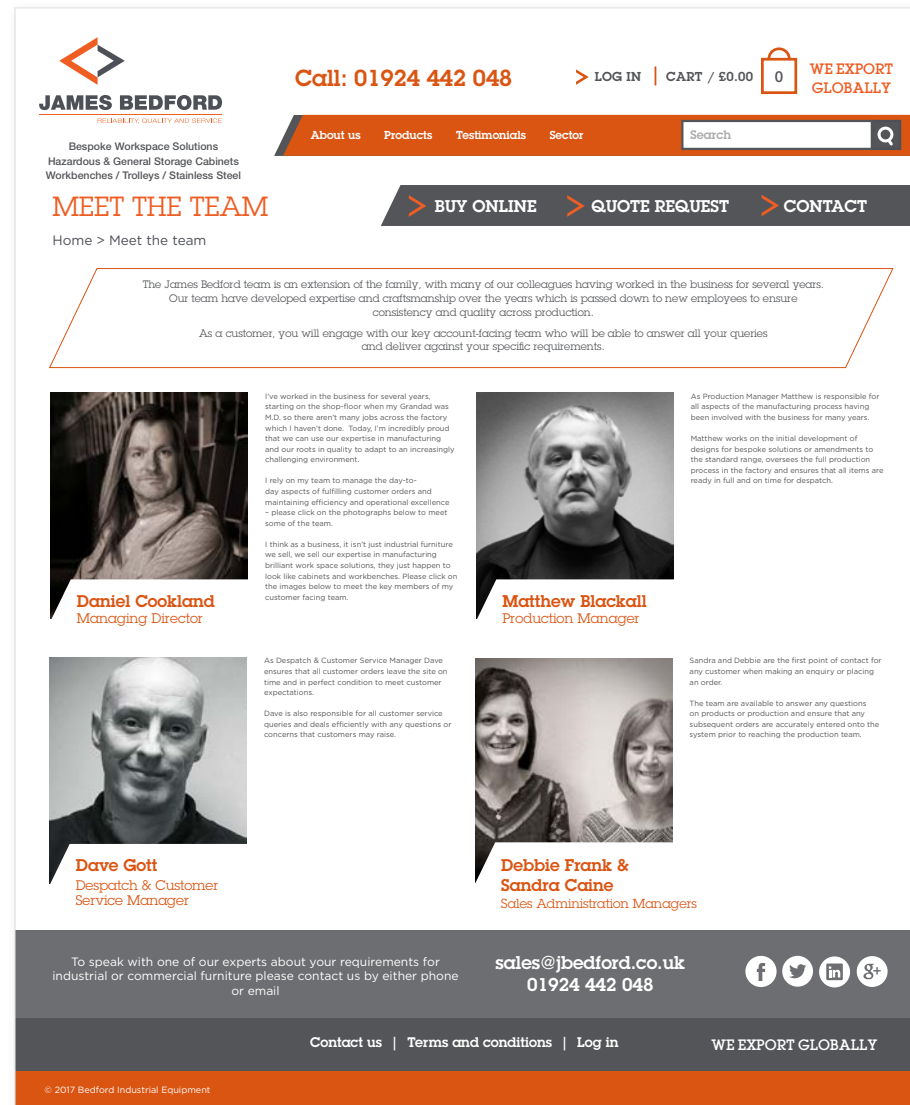



















# Honley Show

SATURDAY 10<sup>TH</sup> 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**  
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# Honley Show

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

**ON THE DAY TICKETS**  
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## Tickets On Sale Here

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# Happy Christmas

## Honley Show

SATURDAY 9<sup>TH</sup> 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 9<sup>TH</sup> 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.

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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.



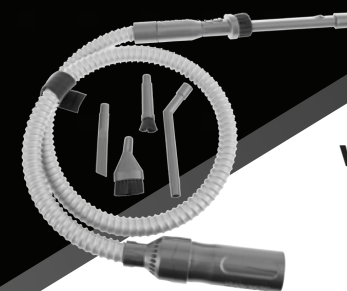
### **PARK** ANYWHERE

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](https://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.





**NINJA**  
COFFEE BAR

**NOT JUST  
A COFFEE  
MACHINE**



**NINJA**  
COFFEE BAR

**CREATE ALL OF THIS...**



**NINJA**  
COFFEE BAR

*Enjoy*



**NINJA**  
COFFEE BAR

FOR JUST 5  
INSTALMENTS OF  
**£19.99**  
A MONTH

**SAVING OVER £80.00**

**YOURS  
FOR ONLY**

One-Off  
Payment of **£99.95** **OR**  
5 Easy  
Instalments  
**£19.99**



**NINJA**  
COFFEE BAR

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

Includes



**NINJA  
MICROFROTHER™**

**2X  
NINJA CUPS**



**RECIPE  
BOOK**



**HOT  
COLD  
BOLD**

**+FREE UK  
Next Working  
Day Delivery**




**NINJA**  
COFFEE BAR

**ONE  
COFFEE  
BAR**



**NINJA**  
COFFEE BAR

**CREATE ALL OF THIS...**



**NINJA**  
COFFEE BAR

*Enjoy*



**NINJA**  
COFFEE BAR

FOR JUST 5  
INSTALMENTS OF  
**£17.99**  
A MONTH

**SAVING OVER £80.00**

**YOURS  
FOR ONLY**

One-Off  
Payment of **£89.95** **OR**  
5 Easy  
Instalments  
**£17.99**



**NINJA**  
COFFEE BAR

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

Includes



**NINJA  
MICROFROTHER™**

**2X  
NINJA CUPS**



**RECIPE  
BOOK**



**HOT  
COLD  
BOLD**

**+FREE UK  
Next Working  
Day Delivery**










EVERY  
DAY  
FEELS  
'SPRING  
CLEAN'

WITH  
**Shark.**



EVERY  
DAY  
FEELS  
'SPRING  
CLEAN'

WITH **Shark.**



**Shark.**  
SPRING  
CLEAN  
OFFERS

Save up to  
**£100**  
for a limited  
time only

DISCOVER  
MORE




EVERY  
DAY  
FEELS  
'SPRING  
CLEAN'

WITH  
**Shark.**



EVERY  
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FEELS  
'SPRING  
CLEAN'

WITH **Shark.**



**Shark.**  
SPRING  
CLEAN  
SALE

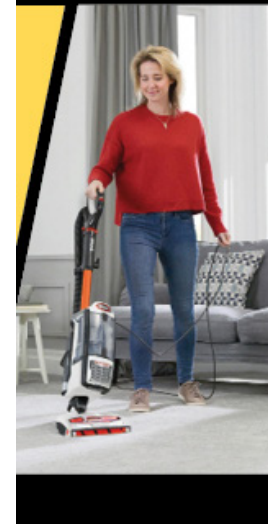
Save up to  
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for a limited  
time only

DISCOVER  
MORE



EVERY  
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CLEAN'

WITH  
**Shark.**



EVERY  
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FEELS  
'SPRING  
CLEAN'

WITH **Shark.**



**Shark.**  
SPRING  
CLEAN  
OFFERS

Save up to  
**£100**  
for a limited  
time only

DISCOVER  
MORE





**Shark**  
**CORDLESS**  
HANDHELD VACUUM CLEANER

LIGHTWEIGHT  
**POWERFUL**  
 SUCTION  
 IN THE PALM OF YOUR HAND



**Shark**  
**CORDLESS**  
RANGE


WE'VE GOT  
**CORDLESS**  
 COVERED



**Shark**  
DUOCLEAN  
**CORDLESS**  
UPRIGHT VACUUM CLEANER

WITH  
**POWERED**  
 LIFTAWAY

EXPERIENCE  
 THE **BEST** OF  
 BOTH WORLDS



**Shark**  
DUOCLEAN  
**CORDLESS**  
STICK VACUUM CLEANER

WITH  
 FLEXOLOGY

REACH  
 CHARGE  
 STORE  
**ANYWHERE**









IT'S NEVER TOO EARLY  
TO THINK ABOUT  
**YOUR FUTURE**

**Bradford College**  
University Centre



DISCOVER A **DIFFERENT** HIGHER EDUCATION EXPERIENCE  
AT BRADFORD COLLEGE UNIVERSITY CENTRE.

Within our award-winning £50 million campus you will find a friendly and welcoming community of students, tutors and support staff who go that extra mile to ensure your student experience is second to none. Start thinking about where you see yourself next September, and come along to one of our upcoming open days.



**OPEN DAYS**

**OUR COURSES**



**WHY CHOOSE US?**

Get in Touch: 01274 433333 [bradfordcollege.ac.uk](http://bradfordcollege.ac.uk)



**University Centre**  
Bradford College

**UCAS CLEARING  
HAS BEGUN  
MAKE YOUR CHOICE**

[Find out how to apply here >>](#)

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ENTERPRISE  
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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.

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

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JOIN THE CONVERSATION



**Bradford College**  
University Centre

**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.

[Click here](#) to find out more about UCAS extra

**Our courses**

**visit us**



Choose from over 200 career-focussed degree courses!  
[See the full range here](#)



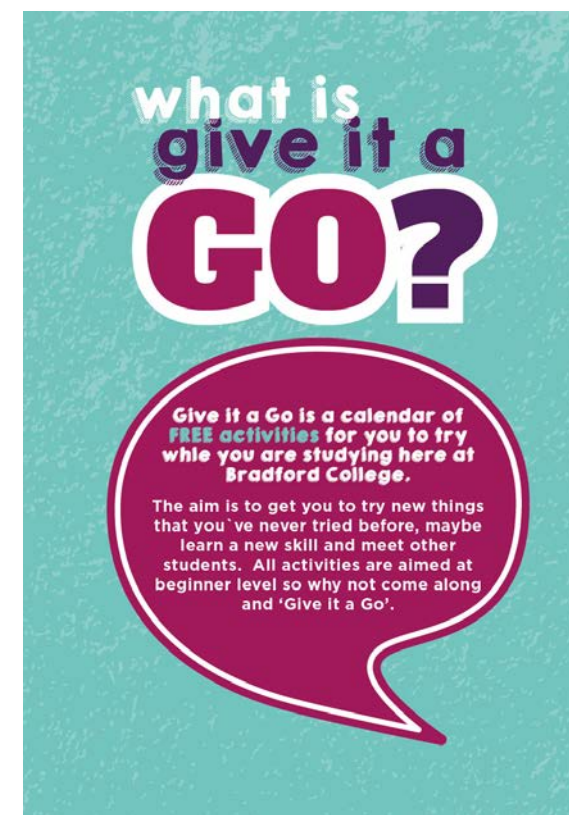
Come to our next open day  
Saturday 2nd July 2016  
11am-2pm



Get in Touch: 01274-433333 [bradfordcollege.ac.uk](http://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](mailto:suactivities@bradfordcollege.ac.uk)  
 Call: Speak to Sarah Townsend, Student Activities Co-ordinator  
 01274 433006 / 433006  
 Visit: Students' Union, G13 David Hockney Building  
 Like us on Facebook: [www.facebook.com/bradfordcollsu](https://www.facebook.com/bradfordcollsu)  
 Website: [www.bradfordcollegesu.co.uk](http://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 INDIAN HEAD 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.

### 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.

**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

### 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](http://www.uobsac.co.uk) or [uob.subaqua@gmail.com](mailto: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](mailto: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](mailto: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.

## Give it a GO Activities November

Why not give it a GO!

### 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.



### 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.



### 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.

### MUSIC PRODUCTION & MC WORKSHOP

THURSDAY 3RD NOVEMBER 12.30 - 2.30PM  
 VENUE: TBC  
 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](mailto:graces@forgetmenotchild.co.uk)

*you*  
can make  
a difference



**grace's place**



[www.forgetmenotchild.co.uk/gracesplace](http://www.forgetmenotchild.co.uk/gracesplace)

Charity No. 1110457



**forget me not  
children's hospice**

## New Charity Shop OPENING SOON

### DONATIONS AND VOLUNTEERS NEEDED

Please contact **0161 459 4205**  
or email [volunteers@forgetmenotchild.co.uk](mailto:volunteers@forgetmenotchild.co.uk)

We also do furniture deliveries, collections and house clearances,  
for more information email [collections@forgetmenotchild.co.uk](mailto:collections@forgetmenotchild.co.uk)



Forget Me Not Charity Shop,  
Units 5&6, The Wheatsheaf Shopping  
Centre, Rochdale, OL16 1JZ

Charity No. 1110457

[f](#) [t](#) [v](#) [i](#) [e](#)

**forget me not  
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 >**

**forget me not  
children's hospice**

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An enchanted  
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**SIGN UP  
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Charity No. 1110457