

# Lifelong Learning Guide

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Get ready. Get on.  
Get trained. Get active.  
Get inspired!



**Worth it.**

**Worth a look.**

**2020/21**

# Welcome.



As Cabinet Member for Economic Development, Skills and Employment, I'm delighted to welcome you to this year's Lifelong Learning Guide.

This year, we are doing things a bit differently. In response to the coronavirus pandemic, Lifelong Learning has developed an additional, comprehensive online offer. And when we resume physical classes, those will operate from our newly refurbished site, the Gwynneth Morgan Resource Centre in East Hill.

Wandsworth Council continues to offer an extensive range of courses to choose from: whether you are looking for an apprenticeship, wanting to improve your English, maths or computer skills, seeking to change your career, looking to return to work, or simply looking for something for your health, wellbeing or personal development. Lifelong Learning also works with employers to understand their needs to ensure we offer relevant courses to help residents into work.

One of our key priorities is to continue to increase the number, quality and access to apprenticeships for local people and employers. Apprenticeships provide a fantastic opportunity for those already in employment to develop further skills and for those that are new to the labour market, offering opportunities in several sector areas.

Our personal development and employability skills courses are aimed at people who are looking to return to the workforce, need to brush up their existing skills, or want a change of career. Our personal careers guidance service offers impartial advice to help you choose the right course and can also provide information on next step progression routes, including career development opportunities.

Through our widening participation strategy, we work with partners who specialise in supporting learners in community groups and venues. Working with a range of partners enables us to offer courses from over 30 venues across Wandsworth. Lifelong Learning's direct provision includes English, Maths, ICT and English for Speakers of other Languages (ESOL) courses and Level 1 accredited employability courses.

This year Wandsworth Council has added to the number of courses available, not only through increasing the courses delivered directly, but also by commissioning two new providers to meet demand: we look forward to working with our new providers, the Adult Training Network (ATN) and MI ComputSolutions.

Family Learning is a great way for you and your child to learn together and enables adults to build confidence in supporting a child's learning and development. As part of its continuous development work, Lifelong Learning has been successful in winning additional funding which provide new opportunities for us to target specific needs and reach adult residents who may not be currently participating in education.

We're always looking at ways to increase our work with our communities and partners to help us reach those most in need in Wandsworth, providing new opportunities for residents who haven't thought about returning to learning before.

I hope you enjoy looking through this guide of what's on offer and then take the opportunity to contact a member of the Lifelong Learning team for further information.

**Councillor Aled Richards-Jones**  
Cabinet Member for Economic  
Development, Skills and Employment



# Worth it.



## Lifelong learning. It's totally worth exploring.

For all stages of life. For personal or professional purposes. Whatever the goal, every year Wandsworth Lifelong Learning helps thousands of individuals and hundreds of organisations achieve their potential through its extensive network of delivery partners.

If you are a jobseeker, employer, knowledge seeker, retiree, carer, parent or anything in between, we're confident that you will find an apprenticeship, accreditation, workshop, course or activity that will work for you. There is something for everyone.

Flick through our quick reference guide. We think you'll find it worth your time.

### Worth following:

-  [facebook.com/WandsworthLifelongLearning](https://facebook.com/WandsworthLifelongLearning)
-  [twitter.com/WBCLLearning](https://twitter.com/WBCLLearning)
-  [linkedin.com/company/wandsworth-lifelong-learning](https://linkedin.com/company/wandsworth-lifelong-learning)
-  [instagram.com/wandsworth.lifelonglearning](https://instagram.com/wandsworth.lifelonglearning)

## Contents

**Get ready for work.**  
Gain the skills, knowledge and confidence to get a job and progress in your chosen career. **Page 8.**

**Get on at work.**  
Progress in the workplace and grow your career through work based qualifications. **Page 16.**

**Apprenticeships.**  
Work-based qualifications – meaning you work and earn, with usually one study day a week. For ages 16+. **Page 26.**

**Health & Wellbeing.**  
Good mental health and wellbeing is key to living a full, healthy and happy life. **Page 36.**

**Family learning.**  
Lifelong family learning to find new passions, interests and to realise aspirations. **Page 38.**

**Community learning.**  
Incredible learning experiences on your doorstep in Wandsworth. **Page 40.**

**Events.**  
Every year we host a series of events that inform, inspire and celebrate learning opportunities in Wandsworth. **Page 48.**

**Our values.** **Page 50.**

**Map of services.** **Page 52.**

# Booking a Course

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## → Get information, advice and guidance

It's important to be well informed if you want to make decisions about your learning and what the right choice is for you. We'll ensure you receive confidential, impartial and accessible information, advice and guidance.

We can support you if you are:

- Thinking about changing your life or career
- Keen to make a new start but not sure how
- Keen to update old skills or gain new ones
- Looking for a course that is right for you
- Looking to get back into work

If you want more information we provide:

- Printed materials such as leaflets, course information and the Learner Handbook
- An online guide of our courses which also allows you to book a place
- Support throughout the enrolment process by our friendly supportive staff

## → How to contact us

For a full list of all our courses and how to enrol visit:  
[wandsworthlifelonglearning.org.uk](http://wandsworthlifelonglearning.org.uk)  
or email [edlifelong@richmondandwandsworth.gov.uk](mailto:edlifelong@richmondandwandsworth.gov.uk)

## → Get advice on a range of subjects

We offer advice on topics including:

- How you can progress into further education
- How you can progress into employment, including apprenticeships and volunteering
- Ways to search and apply for jobs, including basic IT skills, application forms, CVs and interview skills
- Linking your personal interests and skills to your job or career
- Identifying the right course for you
- Ways to progress in your chosen career
- Identifying the skills you may need and referring you to other support if necessary
- Courses to support you and your family with your Health and Wellbeing

## → Take part in a guidance conversation

A guidance conversation gives you the chance to reflect and explore your options. You can also take an objective look at yourself and think about the implications of any decisions you are considering. Our knowledgeable friendly staff provide these confidential and impartial informal interviews.

# Get ready for work

 eLearning available for all courses



**Worth your time.**

**Gain the skills, knowledge and confidence to get a job and progress in your chosen career.**



### **Employability**

Helping you to decide which career is right for you and helping you to get there.



### **Digital Skills**

Develop the practical skills you need to use technology in life, study and work



### **English & Maths**

Introductory courses for learners keen to improve English and Maths.

# Get ready for work

Register online at [wandsworthlifelonglearning.org.uk](http://wandsworthlifelonglearning.org.uk)

For more info email [edlifelong@richmondandwandsworth.gov.uk](mailto:edlifelong@richmondandwandsworth.gov.uk)



## Employability

### Building an Effective CV

This 2-part course will help individuals to review their current CV and identify changes they can make to help them stand out to employers and promote their skills and knowledge.

This course will cover:

- Personal profiles
- How to read job descriptions
- How to make your skills and experience eye-catching to potential employers

### Take the Fear Out of Interview

There are things you can do to prepare yourself for an interview which can help to reduce fears and instil confidence, especially if you have not attended an interview for some time.

This course will cover:

- Interview questions and how to respond to them effectively
- Body language
- The 2-way interview process
- How to handle nerves

### Preparing for a New Future

This course is designed to help you prepare if you find yourself as a job seeker.

This course will cover:

- Identification of transferable skills and how to use these when planning for a new career
- Understanding opportunities
- How to make positive career decisions

Qualification upon completion  
Level 1 Award in Understanding Career Planning and Development

### Personal Development for Employability

This course has been developed to provide learners with the knowledge and understanding that will enhance their success in gaining employment.

The programme will cover:

- Self-assessment
- Searching for a job
- Applying for a job
- Producing a CV
- Interview skills

### Steps 2 Achieve

Step into this course to gain the necessary skills for employment and achieve 3 nationally recognised qualifications.

On-line training sessions run over 12 weeks (this will also include self-study). There will also be opportunities to 'meet the employer' when you join scheduled workshops.

The programme will cover:

- Exploring Job Opportunities
- Applying for a Job
- Interview Skills
- CV Writing
- Customer Service (Internal and External)
- Working with others in a Business Environment
- Understanding Employment, Business and Enterprise

# Get ready for work

Register online at [wandsworthlifelonglearning.org.uk](http://wandsworthlifelonglearning.org.uk)

For more info email [edlifelong@richmondandwandsworth.gov.uk](mailto:edlifelong@richmondandwandsworth.gov.uk)



## Digital Skills

### Introduction to Digital Skills

This short course is for complete beginners who would like to learn the basics.

This course will cover:

- How to set up an email account
- How to send and receive emails
- How to log onto the Internet
- How to use different devices

### Digital Skills

This course is for individuals that would like to expand their digital skills knowledge.

This course will cover:

- How to use the Internet to communicate
- How to use Microsoft Word and other key programmes
- How to create, edit and save documents

### Everyday Digital Skills

This course is for individuals that have some digital awareness but would like to learn more regarding safety and privacy and completing online transactions.

This course will cover:

- How to protect yourself and your data online
- How to use the Internet to shop online
- How to use online services effectively

### Functional Skills – Information, Communication and Technology

Functional Skills Information, Communication and Technology (ICT) can help you develop the practical skills you need to use technology in life, study and work. This course is suitable for learners who have some ICT skills but would like to gain further confidence to be able to use ICT for a variety of purposes.

This course will cover:

- Managing files and folders online
- Using emails and the Internet
- Spreadsheets
- Presentation software
- Using tools to search data for specific information and complete analysis

Qualification upon completion  
Functional Skills Information and Communication and Technology –  
Entry 3, Level 1 and Level 2

# Get ready for work

Register online at [wandsworthlifelonglearning.org.uk](http://wandsworthlifelonglearning.org.uk)

For more info email [edlifelong@richmondandwandsworth.gov.uk](mailto:edlifelong@richmondandwandsworth.gov.uk)

## → English & Maths

### Introduction to Maths

This course is ideal for learners who are beginners and would like to build their mathematical skills.

The course will teach learners how to:

- Use all functions to complete a simple calculation
- Tell the time – 12 and 24-hour clock
- Understand multiplications 2-12
- Calculate long division

### Functional Skills Maths

This course will help to build your skills and confidence with numeracy.

Qualification upon completion  
Functional Skills Maths Level 1/2

Topics covered include:

- Decimal places
- Percentages and ratios
- Conversion
- Measurements
- Volumes
- Work with fractions
- Probability and analysis

### ESOL Conversation Classes

This course is for learners who are beginners in the English language and would like to build their reading, writing and speaking skills to integrate in the community.

Learners will be able to:

- Obtain information from simple verbal communication
- Speak English to communicate
- Become familiar with letters of the alphabet

### Introduction to English

This course is aimed at learners for whom English is their first language and who wish to improve all aspects of their English-speaking skills.

Learners will be able to:

- obtain information from verbal communication
- speak English to communicate
- convey information
- engage in discussion with others
- to plan text for a given task
- to complete a form
- gain meaning from text
- distinguish the purpose of text and to find information in text

### Functional Skills English

This course is for people who wish to improve all aspects of their English-speaking skills.

Qualification upon completion  
Functional Skills English Level 1/2

Topics covered include:

- How to communicate information, ideas and opinions clearly and effectively
- How to adapt your communication style to suit the audience
- How to format written information

# Get on at work

 eLearning available for all courses



**Worth its weight.**

**Progress in the workplace and grow your career through work based qualifications.**



#### **Career Progression**

Introductory courses providing basic knowledge and the fundamental skills required for various career opportunities.



#### **Personal Development**

Gain knowledge on new techniques that can have a positive, long-term impact at work and at home.



## Career Progression

### Introduction to Health and Social Care

This course will help learners develop a basic knowledge of the fundamental skills required for those who wish to pursue a career in adult social care.

Qualification upon completion  
Level 1 Award in Preparing to Work in Health and Social Care

Topics covered include:

- Understanding of types of health care and social care available for individuals
- How health is affected by different factors
- Understanding that individuals have different needs
- Be able to plan how to start work within health and social care
- The skills and qualifications needed for jobs in health and social care
- Job opportunities in health and social care

### Support Teaching and Learning in Schools

This course will help learners develop an understanding of the teaching and learning environment in a school setting.

Topics covered include:

- How to support the wellbeing of a child or young person
- Child and young person development
- Effectively supporting individual needs
- Roles and responsibilities within a school setting

### Introduction to Business Admin

This course will help learners develop skills to prepare them for employment within an office environment.

Qualification upon completion  
Level 1 Award in Work Preparation

Topics covered include:

- Introduction to business and administration
- How to work effectively with other people in a business environment
- How to improve your performance in a business environment
- Self-management skills

### Introduction to Customer Service

This course will help learners develop knowledge of how to exceed customer expectations and provide excellent service, internally and externally, in any sector.

Qualification upon completion  
Level 1 Award in Customer Service

Topics covered include:

- How to deliver good customer service
- How to use different communication methods
- How to provide good customer service in line with organisational procedures
- How to effectively deal with customer queries, problems and complaints
- Understand how customer needs and expectations are formed





## Career Progression

### How to Effectively Lead a Team

This course is ideal for learners who are interested in progression to a managerial role, a first-time manager/supervisor or an experienced individual that would like to refresh their skills and knowledge of how to effectively lead a team.

Qualification upon completion  
Level 2 Award in Principles of Team Leading

Topics covered include:

- How to communicate information and knowledge in the workplace
- Managing yourself and providing appropriate direction to team members
- The role of a Team Leader
- Management techniques that can motivate others and improve performance in the workplace

### Introduction to Enterprise

This course is designed to give learners knowledge and understanding of the basic principles of employment, business and enterprise.

Qualification upon completion  
Level 1 Award in Understanding Employment, Business and Enterprise

Topics covered include:

- Basic concepts in employment, business and enterprise
- Entrepreneurship
- Employer responsibilities
- The impact of customer service on a business

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### Introduction to Mentoring

This course will provide an introduction to the mentoring role for those that are considering working as a mentor or coach in the future.

Qualification upon completion  
Level 1 Award in Mentoring

Topics covered include:

- What is the role of a mentor?
- The difference between training, coaching and mentoring
- Confidentiality and respecting and valuing differences
- Active listening and non-verbal messages

## → Personal Development

### Building Resilience

This course is aimed at increasing learners' awareness of the importance of resilience and how to develop skills and techniques in this area.

Qualification upon completion  
Level 1 Award in Resilience and Grit

Topics covered include:

- Developing an understanding of what resilience is
- How to enhance and improve resilience
- Understanding the power of positive thinking
- Individual assessment of typical thinking style
- Creating SMART plans

### Develop Confidence and Assertiveness Skills

This course will help learners to build their confidence and understand how to be more assertive. It will enable learners to gain knowledge on new techniques that can have a positive, long-term impact at work and at home.

Topics covered include:

- Assertive/aggressive and passive behaviours
- The feelings behind the behaviour
- Skills and qualities associated with assertive people
- What is easy and what is difficult?
- The importance of self-belief
- Developing confidence and resilience
- Action plan

### Communication Skills

This course will help you develop your communication skills.

Topics covered include:

- Controlling and contributing to meetings
- Making your questions count
- Barriers to listening
- Effective listening
- Positive messages
- Saying "No"
- Non-verbal communication
- Sensitivity to others
- Action plan

### Positively Presenting Yourself

This course will help learners understand how behaviour and presentation can improve your career prospects and how it can have both a positive and negative impact on others.

Qualification upon completion  
Level 1 Award in Personal Behaviour for Success

Topics covered include:

- What makes you unique?
- How to present yourself
- How you can add value to a business
- The importance of body language
- LinkedIn Profiles
- How to change your behaviour to suit the situation

## → Personal Development

### Managing Problems Effectively in the Workplace

This course will help equip learners with the skills and knowledge of how to deal with conflict and confrontation in a professional and positive manner.

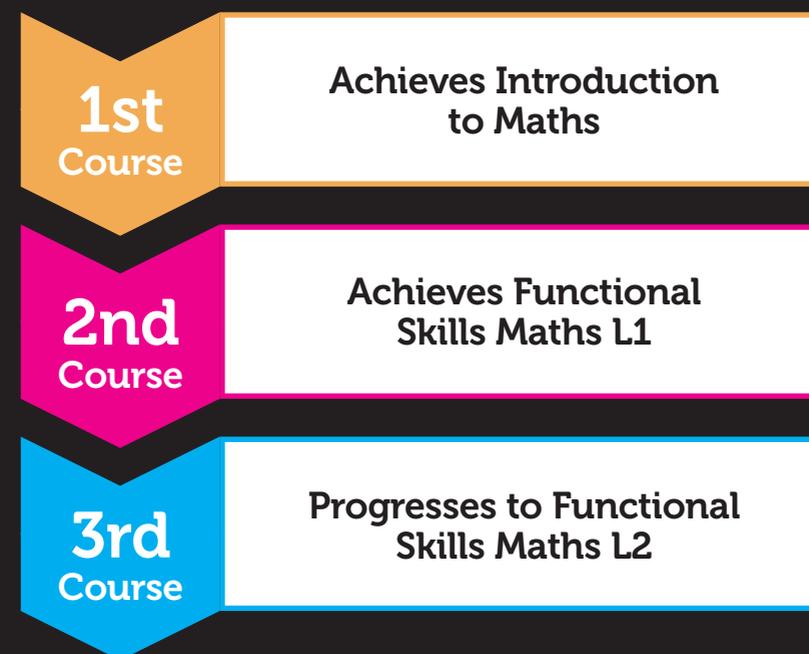
Qualification upon completion  
Level 2 Award in Conflict Management

Topics covered include:

- How to assess conflict in the workplace and identify routes to resolution
- How to communicate effectively to de-escalate conflict
- How to deal with emotive situations in the workplace
- How to identify factors that can cause conflict and how to use this knowledge

## Progression Routes

There are always opportunities to progress to other courses to gain further skills and knowledge. The example below shows opportunities available for a learner who would like to develop their numeracy skills.



# Apprenticeships

 eLearning available for all courses



**Worth the effort.**

**Work-based qualifications – meaning you work and earn, with usually one study day a week.**

- Best start to work**  
Develop and gain relevant work-based skills, knowledge and behaviours.
- How long**  
Takes between 1-2 years to complete. Some are the equivalent of a degree.
- How much**  
Minimum wage for apprentice's is £4.15 per hour, although many employers pay more.

# Apprenticeships

For more info email [apps@richmondandwandsworth.gov.uk](mailto:apps@richmondandwandsworth.gov.uk)

## Business Administrator Wandsworth Lifelong Learning

Administration is a vital and core support function of any organisation, this qualification enables individuals to develop skills and knowledge covering a wide range of areas including:

- Record and document production
- Interpersonal skills
- Planning and organisation
- Project management
- Communications

This programme is suitable for roles including office supervisors, office administrators, secretaries and data inputters. This qualification helps individuals to gain transferable knowledge, skills and behaviours that will be valuable in any sector.

Duration of apprenticeship  
**12 to 18 months**

Apprenticeship standard gained on completion  
**Business Administrator (L3)**

## Health and Social Care – Adult Care Wandsworth Lifelong Learning

This Apprenticeship will assist learners with gaining recognised qualifications that will help them with progressing and working effectively within the sector. Areas that will be covered within this qualification include:

- Treat people with respect and dignity and honour their human rights
- Communicate clearly and responsibly
- Support individuals to stay safe from harm (Safeguarding)
- Work professionally and seek to develop their own professional development

This is suitable for a range of roles within different settings including residential or nursing homes, day centres or domiciliary care. This qualification enables individuals to gain knowledge and skills and ultimately demonstrate their ability to provide compassionate and competent service to all users.

Duration of apprenticeship  
**12 to 18 months**

Apprenticeship standard gained on completion  
**Adult Care Worker (L2) or Lead Adult Care Work (L3)**

## Teaching Assistant Wandsworth Lifelong Learning

This Apprenticeship will support individuals to develop core skills and knowledge to enable them to provide effective support in the classroom and when working with pupils independently. Areas that will be covered include:

- Understanding how pupils learn and develop
- Working with teachers to understand and support assessment for learning
- Keeping Children Safe in Education
- Communication and team work
- Problem solving/ability to motivate pupils

Available at Intermediate and Advanced level, this programme and is suitable for a range of roles within a school including teaching, classroom or learning support assistants. This qualification enables individuals to gain knowledge and skills that demonstrate their ability to provide effective support to promote and encourage learning within a school.

Duration of apprenticeship  
**12 to 18 months**

Apprenticeship standard gained on completion  
**Teaching Assistant (L3)**



# Apprenticeships

For more info email [apps@richmondandwandsworth.gov.uk](mailto:apps@richmondandwandsworth.gov.uk)

## Childcare Wandsworth Lifelong Learning

This Apprenticeship is suitable for those who currently work in or looking to progress into the childcare sector, potential environments could include children's centres, nursery schools, reception classes or private childminder organisations. Areas that will be covered during the course include:

- Child and young person development
- Equality and Inclusion
- Developing relationships

This qualification enables individuals to gain knowledge and skills that demonstrate their ability to promote a safe and progressive environment for children.

Duration of apprenticeship  
**12 to 18 months**

Apprenticeship standard gained on completion  
**Early Years Practitioner (L2)**  
**Early Years Educator (L3)**

## Management – Team Leader / Supervisor (L3), Operational Management (L5) Wandsworth Lifelong Learning

Management courses are suitable for a variety of individuals ranging from those that are in their first line management position, or an experienced team manager or senior strategic operational manager. Areas that will be covered during the course include:

- Leading people
- Managing people
- Building relationships
- Communication

This qualification is available at Level 3 and 5 and is a fantastic opportunity to gain practical knowledge to increase confidence and skills to enable effective leadership and management within the working environment.

Duration of apprenticeship  
**12 to 24 months**

Qualification upon completion  
**Level 3 Team Leader / Supervisor**  
**Level 5 Operational Management**

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## Facilities Management Wandsworth Lifelong Learning

Facilities Managers work in the private, public or third sector and all sizes of organisation. This Apprenticeship will assist learners with gaining recognised qualifications that will help them with progressing and working effectively within the sector. Areas that will be covered within this qualification will include:

- Service delivery
- Compliance
- Management systems
- Policy implementation and change management
- Financial and procurement management
- People management

This is suitable for roles including:  
Facilities Manager; Facilities Management (FM) Operations Manager; Estates Manager; FM Contract Manager.

Duration of apprenticeship  
**18 to 24 months**

Apprenticeship standard gained on completion  
**Higher Apprenticeship in Facilities Management (L4)**



## Customer Service Wandsworth Lifelong Learning

This is an opportunity for individuals to gain skills which will enable them to react to customer needs and be proactive in identifying and implementing improvements to the service. This Apprenticeship offers an opportunity to develop core skills and knowledge regarding different aspects of customer service including:

- Interpersonal skills
- Communication
- Personal organisation
- Influencing skills
- Dealing with customer conflicts and challenges
- Team working

The role of a customer service practitioner/specialist is to deliver high quality products and services to the customers of their organisation. Your core responsibility will be to provide a high quality service to customers which will be delivered from the workplace, digitally, or through going out into the customer's own locality. These may be one-off or routine contacts and include dealing with orders, payments, offering advice, guidance and support, meet-and-greet, sales, fixing problems, after care, service recovery or gaining insight through measuring customer satisfaction. You may be the first point of contact and work in any sector or organisation type.

Duration of apprenticeship  
**12 to 18 months**

Apprenticeship standard gained on completion  
**Customer Service Practitioner (L2)**  
**Customer Service Specialist (L3)**

## School Business Manager Wandsworth Lifelong Learning

School Business Professionals (SBPs) perform a role which is unique to schools, administering and managing the financial, site and support services within the school context. They provide essential support to school leadership teams, implementing their financial and business decisions. The qualification may also be used as a stepping-stone for those aspiring to a senior or strategic role in the school business profession, areas that will be covered include:

- Managing support services
- Marketing
- Governance and risk
- Finance and procurement
- Strategic management
- Project management
- Infrastructure

This is suitable for current school staff including school business managers and leaders, support staff, teaching assistants and others.

Duration of apprenticeship  
**18 to 24 months**

Apprenticeship standard gained on completion  
**Higher Level Apprenticeship in School Business Professional (L4)**



Worth it.

**BEST:**  
Business &  
Education  
Succeeding  
Together

Worth your best.

Improve Your  
**Employability Skills**

## Business & Education Succeeding Together (BEST)

For further info or to find out how you can get involved, contact the BEST team:

t: 020 8871 8630

e: [workexperience@richmondandwandsworth.gov.uk](mailto:workexperience@richmondandwandsworth.gov.uk)

w: [wandsworthlifelonglearning.org.uk/BEST](http://wandsworthlifelonglearning.org.uk/BEST)

Bringing schools, colleges and businesses together to develop employability skills needed by young people. BEST helps to meet the changing needs of the business community and prepare tomorrow's workforce in a competitive market.

Offering:

- Pre-16 Work Experience
- Post-16 Work Experience
- Extended Placements
- Work Experience Preparation
- Apprenticeship Awareness
- NEET Support
- Pre-Placements Checks



Worth it.

**Free ESOL**  
Courses:  
English for  
Speakers of  
Other Languages

Worth a try.

Improve Your  
**English**

## English for Speakers of Other Languages (ESOL)

To book your initial assessment or to find out further info, contact Dustine Davies:

t: 07919 392 254

e: [edlifelong@richmondandwandsworth.gov.uk](mailto:edlifelong@richmondandwandsworth.gov.uk)

ESOL courses help develop your English skills in speaking, listening, reading and writing. They are ideal if English is not your first language and you would like to improve your communication skills to use in everyday life.

We aim to help you develop your English in a friendly and safe environment, supporting you with progressing into/at work or on to further learning. We have a variety of ESOL courses at different levels and through assessment and advice and guidance we will advise you on a suitable course.

Through completing some of our ESOL courses you could gain a nationally recognised qualification.

We offer the following courses:

- ESOL Entry Level 1
- ESOL Entry Level 2
- ESOL Entry Level 3
- ESOL Level 1



Worth your time.

**Good mental health and wellbeing is key to living a full, healthy and happy life.**



### **Self-Care**

A short course focusing on self-care and how to deal with anxiety and stress. The course covers healing practices, reflection and discussion to support how we can take care of ourselves better physically, mentally and emotionally.



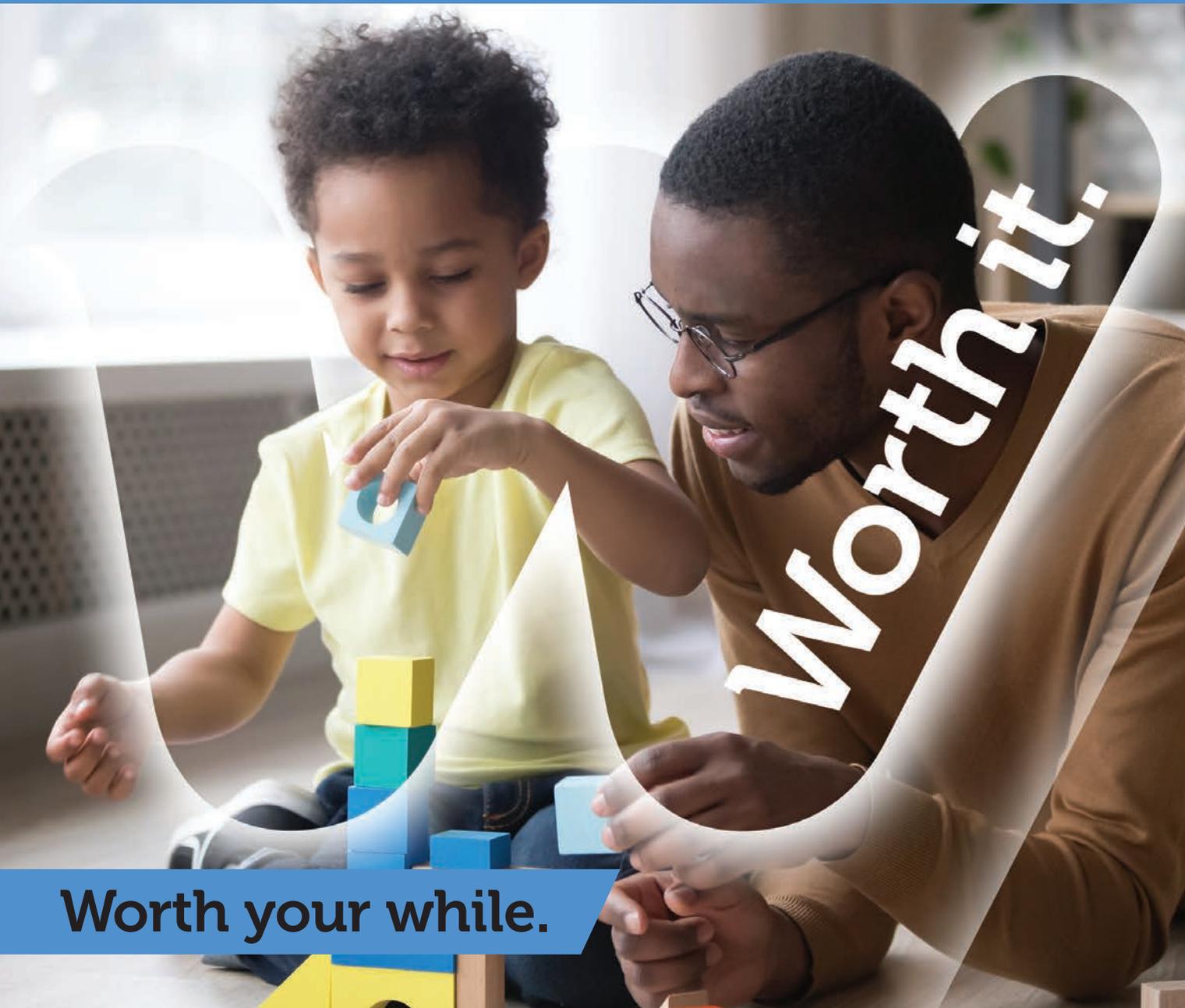
### **Mindful Living**

A short course explores tools and practices to achieve more balance and ease within our lives. This course will cover yoga, meditation, breathwork and self-reflection.

**More details on dates and booking:**  
[wandsworthlifelonglearning.org.uk](http://wandsworthlifelonglearning.org.uk)

# Family Learning

 eLearning available for all courses



**Worth your while.**

**Lifelong family learning to find new passions, interests and to realise aspirations.**

→ **Keeping up With Literacy & Keeping up With Numeracy**

Two courses to help parents or carers develop or refresh their literacy skills, so they feel confident in supporting their child's development.

→ **Keeping Children Safe Online**

During this short course you will learn how children and young people use the internet and technology, explore the risks encountered by young people and learn how to minimise these risks.

# Community Learning

 eLearning available for all courses



**Worth going for.**

**Incredible  
learning  
experiences on  
your doorstep  
in Wandsworth –  
now that's  
worth a try.**

# Community Learning

## → Wandsworth Lifelong Learning

Courses delivered directly by Wandsworth Lifelong Learning, held at venues across the borough. Courses include English, Maths and ESOL (English for Speakers of Other Languages), alongside Personal Development and Employability Skills.

## → South Thames College

A range of courses in employability, personal development and health and wellbeing.

## → Wider Partnership

Courses available through our wider partnership with organisations who support a wide range of learners in the community and voluntary sectors.

**“I will use these skills every day to better my day-to-day life.”**

 eLearning available for all courses

## Adult Training Network

Operates online courses and from south west London locations. For up-to-date information contact Adult Training Network.

t: 020 8574 9588 / 020 8574 0795

e: southall@adult-training.org.uk

ATN aims to unlock potential for employment and social prospects through education and training. The organisation was set up in July 1999 to address the educational disadvantage suffered by certain marginalised sections of the community. ATN is working in partnership with Wandsworth Lifelong Learning conducting a number of programmes to promote social inclusion, particularly through the provision of training and employment opportunities for people

who are disadvantaged and less privileged in the labour market and community. Our programmes develop the skills and self-confidence that will give adults the best chance of succeeding in life.

Courses provided through partnership with Lifelong Learning include:

- Accredited courses in English
- Accredited courses in Maths
- Accredited courses in ESOL

## Deaf First

Oak Lodge School, 101 Nightingale Lane, SW12 8NA

t: 020 8675 9751 / 07811 922 734 Min: 020 8675 7508

e: shillyar@oaklodge.wandsworth.sch.uk

Deaf First provides courses for deaf or hard of hearing adults. They also offer support in educational settings by providing communication support workers, note-takers or lip-speakers.

Courses provided in partnership with Lifelong Learning include:

- Practical literacy skills
- Practical maths in everyday life
- British Sign language for families
- Lipreading

- ICT – eg word processing
- Emails and internet
- Using social media
- Spreadsheets for budgeting
- Uploading safety and security
- Photo editing and photobook
- Healthy lifestyles for worklife balance
- Art and craft for mental and emotional wellbeing
- How to get involved in your community

For more info contact Sue Hillyar.

## The Baked Bean Charity

Unit B106, The Trident Business Centre, 89 Bickersteth Road, SW17 9SH

t: 020 8004 8320 / 07889 967 044

e: sarah.education@bakedbeancharity.com

The Baked Bean Charity was established out of the Company which has 21 years' experience in providing services for vulnerable adults with learning disabilities and autism, helping them develop independence, communication skills, confidence, and social mobility and inclusion.

Courses provided in partnership with Lifelong Learning include:

- Lifeskills and lifeskills moving on
- WIKI and e-safety
- Healthy green beans

For more info contact Sarah Gentles.

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## Hestia Age Activity Centre

966 Garratt Lane, SW17 0ND

t: 020 8767 8426 / 07814 402 423

e: jacqui.clack@hestia.org / elvio.correia@hestia.org

Hestia's membership is for those 60+ living in Wandsworth, and their main objective is to improve wellbeing through developing their personal health and safety skills; promoting mental and physical agility and socialisation and providing support in educational and personal development. Hestia also support carers by encouraging carers and older people to be more involved in the community.

Courses provided through partnership with Lifelong Learning include:

- IT at various levels – including courses in the use of mobile phones and tablets
- Dance for health and wellbeing
- Yoga for health and wellbeing
- Tai chi for health and wellbeing

For more info contact Jacqui Clack or Elvio Correia.

## South Thames College

Wandsworth Campus, Wandsworth High Street, SW18 2PP

Tooting Campus, 71 Tooting High Street, SW17 0TQ

t: 020 8918 7777

e: info@south-thames.ac.uk

[www.south-thames.ac.uk](http://www.south-thames.ac.uk)

The School of Adult and Community Learning at South Thames College provides learning opportunities for learners aged 19+ to support individuals through the promotion of Personal Development, Well-being (Physical, Economic, Social, Emotional) and Employability Skills. There are over 600 short courses for adults available Mondays to Saturdays, and courses run during the day and evenings.

Courses you can choose from include:

### Personal development courses

- Interior design
- Upholstery
- Illustration
- Stained glass
- Photography
- Personal finance

### Health and wellbeing courses

- Exercise (indoor and outdoor)
- Healthy eating
- Arts and crafts
- Singing

### Employability courses

- Introduction to construction skills
- Counselling
- Soft furnishing skills
- Print making skills
- Cake decorating skills
- Community interpreting
- Digital skills
- English language
- English reading and writing
- Touch typing
- Accounting
- Maths
- Teaching assistant
- ESOL
- Preparation for IELTS
- Presentation skills
- Project management
- Health and social care
- Clothes making
- Interpreting
- Medical terminology
- Catering
- Employment support

# Community Learning

 eLearning available for all courses

## Katherine Low Settlement

108 Battersea High Street, SW11 3HP

t: 020 7223 2845

e: [fran@klsettlement.org.uk](mailto:fran@klsettlement.org.uk)

Katherine Low Settlement (KLS) is a charity that has been serving Battersea and the wider Wandsworth community since 1924. Dedicated to building stronger communities and engaging people to challenge and find ways out of poverty and isolation, KLS run a range of projects to support children, young people and their families, older people and refugee communities. KLS also recognises other expert local charities and community groups working with, for example, disabled people and mental health users and invite them to operate from their premises. KLS

work with 45+ charities and community groups supporting more than 1,000 people each week.

Courses provided through partnership with Lifelong Learning include:

- Maths at two levels (non-accredited leading to accredited)
- Introduction to digital skills for practitioners

For more info contact Fran Jukes.

## MIComputSolutions Ltd

MI Skills Development Centre, 47a Bellefields Road, Brixton SW9 9UH

t: 020 7501 6450

e: [training@micomputsolutions.co.uk](mailto:training@micomputsolutions.co.uk) / [john.j@micomputsolutions.co.uk](mailto:john.j@micomputsolutions.co.uk)

MI ComputSolutions also known as MI Skills Development Centre (MISDC) is a community training provider delivering basic and vocational skill programmes (including English, Maths, digital skills and employability support) to the most disadvantaged communities in South London, through a range of short-term, socially-focussed programmes. MISDC's mission is to improve the career, economic independence, social mobility and health opportunity of individuals through inclusive and life-long learning

that: transforms life; enhances learners' employability and embodies collaborative working with partners.

Courses provided through partnership with Lifelong Learning include:

- Accredited courses in English
- Accredited courses in Maths
- Accredited courses in ESOL

For more info contact John Johnson.

## Wandsworth Lifelong Learning

t: 0208 8871 8055

m: 07768 42337

e: [edlifelong@richmondandwandsworth.gov.uk](mailto:edlifelong@richmondandwandsworth.gov.uk)

Wandsworth Council Lifelong Learning delivers a number of courses through its own direct delivery, with courses being delivered at venues across the Borough. These courses are designed for those furthest away from learning and/or employment and are delivered at a number of venues.

For further information please contact a member of the Lifelong Learning team at the above addresses.

Courses include:

- English for Speakers of Other languages (ESOL): Accredited and non-accredited courses at all levels
- English, Maths and ICT: Non accredited and accredited stepping stones pre-functional skills courses

Entry to these courses is subject to interview and initial assessment to determine levels of ability – please see information on how to book an assessment on page 35.



# Worth celebrating.

Every year we host a series of events that inform, inspire and celebrate learning opportunities in Wandsworth.



Worth shouting about.



## Festival of Learning Week

Part of the national Festival of Learning Week, we host events across Wandsworth on topics from using art for wellbeing to an introduction to careers in hospitality.



## Learning at Work Week

A chance to learn valuable skills to be used in a work environment. Topics range from social media for marketing to problem solving in the workplace.



## Family Learning Festival

Held at various venues – from libraries to Children’s Centres – this is a great week to have a go at learning together. Be it a read, make and take session or a boyo activity session.



## Wandsworth Lifelong Learning Awards

Every year we acknowledge the success of our learners in Wandsworth, with an award ceremony normally hosted at Wandsworth Town Hall. This year’s event is going to be a little different!

## Gallery



# Our values

Part of Wandsworth Council, we proudly cater for over 8,000 learners each year across 650 courses.



Worth the rewards.



## Learners and Apprenticeships at Wandsworth Lifelong Learning

To ensure your experience is a smooth one and worth your while, we always:

- Provide the right level of support, beginning with an initial assessment
- Give learners detailed advice and guidance to support decision making
- Make sure the learning environment is safe and secure
- Offer help, to those who need it, to gain a good understanding of english and maths
- Feedback is continuous, learners receive regular progress reports
- We teach more than the qualification, covering Equal Opportunities, Diversity, Life Skills and Health & Safety
- Our teachers and assessors are all qualified and passionate about learning
- We listen to your feedback, believing that the 'learner's voice' is important
- We're focused on your future, looking for your next opportunity to learn
- And, most of all, we celebrate your success.

## Our Funders and Partners



SUPPORTED BY  
MAYOR OF LONDON



# Your local lifelong learning.



## Children's Centres

- 1 Eastwood Children's Centre, SW15 4HR
- 2 Fayland Children's Centre, SW16 1SY
- 3 Smallwood Children's Centre, SW17 0TW
- 4 Southmead Children's Centre, SW19 6QT
- 5 West Hill Children's Centre, SW18 4AS
- 6 Yvonne Carr Children's Centre, SW8 2HT

## Primary Schools

- 7 Alderbrook, SW12 8PP
- 8 Broadwater, SW17 0DZ
- 9 Franciscan, SW17 8HQ
- 10 Granard, SW15 6XA
- 11 Heathmere, SW15 4LJ
- 12 Our Lady Queen of Heaven, SW15 1AU
- 13 Penwortham, SW16 6RJ
- 14 Ronald Ross, SW19 6RW
- 15 Sellincourt, SW17 9SA

## Other Venues

- 16 Baked Bean Education, SW17 0ND
- 17 Boyd Court Clubroom, SW15 3DD
- 18 City Learning Centre, SW12 8PP
- 19 Deaf First, SW12 8NA
- 20 Edgcombe Hall RA, SW19 6SH
- 21 Furzedown Project for the Elderly, SW16 6SJ
- 22 Gwynneth Morgan Centre, SW18 2HJ
- 23 Hestia Age Activity, SW17 0ND
- 24 Katherine Low Settlement, SW11 3HP
- 25 Mary Court, SW11 4SN
- 26 MI Comput Ltd, Roehampton Centre, SW15 4HR
- 27 Penfold Centre, SW18 4TJ
- 28 Recovery College -  
Springfield University Hospital, SW17 7DJ
- 29 St George's University Hospital, SW17 0QT
- 30 South Thames College Tooting, SW17 0TQ
- 31 South Thames College Wandsworth, SW18 2PP
- 32 Tailors Court, SW16 1RJ
- 33 Wandsworth Professional Development Centre (WPDC), SW17 0AQ

Worth a visit.

# Wandsworth Lifelong Learning

wandsworthlifelonglearning.org.uk



Learning available  
onsite or online



## Worth a visit:

Gwynneth Morgan Centre  
52 East Hill  
London SW18 2HJ

For more information about learning opportunities across London please visit  
[www.hotcourses.com](http://www.hotcourses.com)

## Worth following:

-  [facebook.com/WandsworthLifelongLearning](https://facebook.com/WandsworthLifelongLearning)
-  [twitter.com/WBCLLearning](https://twitter.com/WBCLLearning)
-  [linkedin.com/company/wandsworth-lifelong-learning](https://linkedin.com/company/wandsworth-lifelong-learning)
-  [instagram.com/wandsworth.lifelonglearning](https://instagram.com/wandsworth.lifelonglearning)

