

Lifelong Learning Guide

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



Worth it.

Worth a look.

2022/23

Welcome.



As the new Cabinet Member for Children's Services, I am delighted to welcome you to this year's Wandsworth Council Lifelong Learning (WCLL) Guide.

During the last year, the service has worked with just over 4,000 young people and adults, as we have continued to develop our learning offer so that residents can access high quality courses and work experience. Doing things a bit differently, and flexibly, continues to be central to our approach. The service continues to develop a comprehensive online learning offer, with physical classes operating from the *Gwynneth Morgan Resource Centre in East Hill*.

In November 2021 we were delighted to receive a visit from Ofsted who confirmed that provision is Good (Grade 2). The report provides an excellent foundation for continuing our improvement journey. We are also delighted to have been awarded a Mayor's Skills Academies Quality Mark for provision within the digital sector.

The service 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 collaborate with partners who specialise in supporting learners in community groups and venues. Working with a range of partners, large and small, including South Thames College, 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 accredited employability courses. This has been particularly valuable to refugees who have been able to quickly access support and provision.

The Business and Education Succeeding Together (BEST) work experience tram is also part of the Lifelong Learning. We have been particularly pleased to have resumed our work experience offer for young people and have provided over 1,500 placements. We are particularly fortunate to have so many local employers supporting young people, and in the year ahead, this will extend to adults wanting to work in the digital sector.

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

Councillor Kate Stock
Cabinet Member for Children's Services
Wandsworth Council

Booking a Course

→ 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
or email 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

For more info email edlifelong@richmondandwandsworth.gov.uk



Employability

CV Writing

Writing a CV can be a daunting task, and this course is packed with tips to help you produce a CV that promotes your skills, personality and experience, appeals to employers and enhances your chances of being offered an interview.

This course will cover:

- What employers look for
- The purpose of the CV
- Following a structured layout
- Writing a personal profile
- Demonstrating required skills
- What to include and omit

Take the Fear Out of Interview

This course is packed with tips and tools to help you secure a role and reinforces the saying "Perfect preparation prevents poor performance." It will ensure that, when invited to interview, you are confident, comfortable and competent at answering and asking questions and presenting yourself in the best possible light.

This course will cover:

- Planning for success
- Matching required skills
- Researching an organisation
- Creating the right first impression
- Answering questions using STAR
- Asking the right questions
- Standing out from the crowd

How to Use LinkedIn

This course aims to develop your understanding of LinkedIn and how to use it effectively. LinkedIn enables you to connect and share content with other professionals including colleagues, potential employers, business partners, competitors, new employees, and customers.

This course will cover:

- The benefits of using LinkedIn
- How to construct your personal profile successfully
- The benefits of endorsements
- How to network effectively on LinkedIn

Personal Development for Employability

This is a focused programme designed to support individuals as they venture into the world of work or look to progress in their chosen career. Highly interactive, fun and informative it will shine a light on your strengths, skills and interests whilst improving your self-awareness and confidence in a supportive and collaborative environment.

Qualification upon completion:
L1 Award in Personal Development

Topics include:

- Self-Assessment
- Identifying careers and roles that fit
- Setting SMART goals
- Understanding the requirements of a role
- Matching your CV to the job specification
- Writing cover letters and producing a CV
- Answering and asking
- Practice interviews

Building Resilience & Enterprise in Women

The Building Resilience and Enterprise for Women programme provides advice and training for women wishing to develop entrepreneurial skills. This programme was created specifically to help women use their wisdom and experience as an advantage in business.

Qualification upon completion:
Entry 3 Award in The Importance of Resilience and Grit

Topics include:

- How to recognise your strengths and abilities
- Develop a personal brand
- Grow your confidence, communication skills and overall resilience
- Explore attitudes and behaviours that include leadership, resilience and being entrepreneurial
- Gain knowledge of employment rights and responsibilities

Get ready for work

Register online at wandsworthlifelonglearning.org.uk

For more info email edlifelong@richmondandwandsworth.gov.uk



Digital Skills

Excel

A range of short courses, including:

How to get started using Excel

This course is for those that have never used or have limited knowledge of Excel. This short introductory course will cover the basics of Excel including creating and format a simple spreadsheet.

Increase your confidence using Excel

This course is for learners who are familiar with the basics but want to gain further knowledge and skills. Topics covered include using formula and creating charts.

Top tips for managing data in Excel

This course is for learners who use Excel frequently at work/home and want to refresh or advance their skills. Topics covered include creating formula, techniques for handling large amounts of information, data validation. We will also cover what pivot tables are used for, how to create and format a pivot table, applying different mathematical operations.

Word

A range of short courses, including:

How to get started using Word

This course is for learners who have never used or have limited knowledge of Word. This short introductory course will cover the basics of Word including creating documents, copying and moving text and basic mouse skills.

Increase your confidence with Word.

This course is for learners who are familiar with the basics but want to gain further knowledge and skills. Topics covered include inserting pictures, changing the page layout, formatting and editing text.

Introduction to the Cloud

This course is for people who have never used, or have limited knowledge of, the Cloud. This short introductory course will help you learn the basics.

Topics include:

- How to upload and download with the Cloud
- How to share documents
- Managing and organising files

Essential Digital Skills

Essential Digital Skills Qualifications (EDSQs) will equip you with the skills you need to make the most of your mobile phone, apps and other digital services. EDSQs are ideal for those seeking to develop digital skills to function more effectively in everyday life.

Topics include:

- Using hardware and software
- Searching and navigating
- Using apps to enter and edit information
- Sending and receiving communications
- E-commerce and buying online
- Being safe and protecting your data.

Qualification upon completion:

Essential digital Skills Entry 3 or Level 1



Get ready for work

Register online at wandsworthlifelonglearning.org.uk

For more info email edlifelong@richmondandwandsworth.gov.uk

→ Digital Skills

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

→ English & Maths

Functional Skills Maths

Functional Skills Maths is a programme that can help to build your skills and confidence in using mathematics, providing a foundation to progress into employment or further education and develop skills for everyday life.

Qualification upon completion
Functional Skills Maths Level 1 or Level 2

Topics covered include:

- Working with fractions
- Decimal places
- Percentages and ratios
- Conversion
- Measurements
- Volumes
- Data tables
- Probability and analysis

Functional Skills English

Functional Skills English is a programme that can help to build your confidence and develop your reading, writing, speaking and listening skills. This provides a foundation for progress into employment or further education and to develop skills for everyday life.

Qualification achieved upon completion:
Functional Skills English Entry L1, Entry L2 and Entry L3, Level 1, Level 2

Topics covered include:

- How to communicate information, ideas and opinions clearly and effectively
- How to adapt your communication style to suit an audience
- Conveying in written format ideas and opinions coherently and effectively

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.

→ Introductory Classes

Introduction to Business Administration

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 Becoming a Teaching Assistant

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 Project Management

This course will provide you with an introduction into the specialism of Project Management and the essential skills of a Project Manager. The course will consider types of projects, measures, tools and techniques, stakeholder interests and risk management.

Topics covered include:

- Types of Projects
- Tools and Techniques
- Stakeholder Interests
- Risk Management
- Industry career options and professional qualifications

Introduction to Health and Social Care

This course is ideal for any learners who are considering working within the health and social care sector.

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

This accredited course will cover:

- The availability of health and social care for individuals
- Job opportunities in health and social care
- How health is affected by different factors
- Understanding the different needs of individuals
- How to start work within health and social care
- The skills and qualifications needed for jobs in health and social care

Introduction to Accountancy

This short course provides learners with an introduction to accounting and is suitable for those who have little or no experience of the subject and might be considering a change in career or those involved in managing a small business and need to develop knowledge of how to keep records and do basic book-keeping.

Qualification upon completion:
Level 1 Award in Accountancy

Topics include:

- Accounting and its purpose
- Types of accounting disciplines
- Regulatory & audit framework
- Internal and external accounting
- Key Accounting Statements
- Terminologies
- Costs and cost behaviours
- Employment opportunities within the financial sector

→ Career Progression

Team Leading

This course is ideal for learners who are interested in progression to a managerial role, a first-time manager/supervisor or an experienced individual who 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

Mentoring

This course is suitable for individuals who want to gain knowledge and skills to help them support, advise and guide others.

Qualification upon completion
Level 1 Award in Mentoring

Topics covered include:

- The purpose of mentoring
- Benefits to mentor/mentee and organisation
- Training, coaching and mentoring the differences
- Goal setting
- Feedback
- Challenging and supporting
- Respecting and valuing differences

Counselling

This course is useful for anyone who would like to develop their counselling skills for use in either work or in a personal capacity.

Qualification upon completion
NCFE Level 2 Certificate in Counselling

Topics include:

- Introduce learners to using counselling skills in everyday life and approaches that underpin the use of these skills
- Develop counselling skills
- Understand the different approaches involved in the use of counselling skills
- Appreciate the importance of self-development.

Managing Problems Effectively in the Workplace

It can be challenging to manage problems in the workplace and the aim of this course is to build confidence, refresh knowledge and identify other ways to tackle conflict.

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

→ Personal Development

Building Resilience

This is a short course which will help learners to understand the importance of resilience, how to develop it and how to apply it.

Qualification upon completion
Entry 3 Award in The Importance of Resilience and Grit

Topics covered include:

- Understanding resilience
- How to develop resilience skills
- The power of positive thinking
- Supporting learners to assess their typical style of thinking
- Identifying ways to improve positive thinking
- Helping learners create SMART plans to improve their resilience and grit

Building Confidence and Assertiveness Skills

This short course will help you to build your confidence and become more assertive. You will learn new techniques and knowledge to implement for longer term impact.

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

Public Speaking

Even the most experienced professionals can find public speaking situations challenging. This short course will provide you with the tools and confidence to engage your audience.

Topics covered include:

- Skills of effective presenters
- Knowing your audience
- How to structure your presentation
- Overcoming your nerves

Communication Skills

This short course will help you develop your communication skills. You will learn new techniques and knowledge to implement for longer term impact.

Topics covered include:

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

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

Qualification upon completion
Entry 3 Certificate in Character Education

Get on at work

Register online at wandsworthlifelonglearning.org.uk

For more info email edlifelong@richmondandwandsworth.gov.uk

→ Level 3 Qualifications

Level 3 Diploma – Teaching Assistant

This qualification is designed for learners already working or volunteering in a learning support role (Teaching Assistant, Classroom Assistant or Learning Support Assistant), either in mainstream or Special Educational Needs schools, who want to develop their knowledge and skills.

Qualification upon completion
Level 3 Diploma in Specialist Support for Teaching and Learning in Schools

Topics covered include:

- How to support learning activities
- Effectively developing professional relationships with children, young people and adults
- Support assessment for learning
- How to safeguard the wellbeing of children and young people

Health and Social Care

This qualification is supported by Skills for Care, the sector skills council for the adult care sector in England. The qualification content is appropriate for roles such as lead adult care workers and lead personal assistants.

Qualification upon completion
Level 3 Diploma in Care

Topics include:

- Promoting communication
- Effective handling of information
- Promoting personal development
- Person-centred approaches
- Equality and inclusion
- Health, safety and wellbeing
- Responsibilities of a care worker
- Duty of care and promoting safeguarding and protection in care settings

ILM Level 3 Management Programme

This course is ideal for individuals who have management responsibilities but no formal training and are serious about developing their abilities. It particularly supports practising team leaders seeking to move up to the next level of management and managers who need to lead people through organisational change, budget cuts or other pressures.

Qualification upon completion
L3 Diploma in Leadership and Management

Topics include:

- Core management skills
- Management tasks - manage projects, lead meetings
- Motivating people to improve performance
- Managing change and innovation
- Communications skills
- Managing people and relationships
- Developing your leadership capabilities



Get on at work

Register online at wandsworthlifelonglearning.org.uk

For more info email edlifelong@richmondandwandsworth.gov.uk



Worth progressing.

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.

1st
Course

Achieves Introduction to Maths

2nd
Course

Achieves Functional Skills Maths L1

3rd
Course

Progresses to Functional Skills Maths L2

Apprenticeships

 eLearning available for all courses



Worth the effort.

Work-based qualifications – meaning you work and earn.

- **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 £4.81 per hour, although many employers pay more.

Apprenticeships

For more info email apps@richmondandwandsworth.gov.uk

Early Years

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)

Health and Social Care – Adult Care

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

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

Learning Mentor

This Apprenticeship offers an opportunity to develop and gain core skills and knowledge to ultimately enable individuals to provide effective mentoring to learners of all ages, and all levels, to develop within a new work role. Areas that will be covered include:

- Effective questioning, active-listening and assertiveness techniques
- Maintaining appropriate records for the learning programme

- Safeguarding
- Communication
- Working with education providers and workplace colleagues
- Professional Development

Duration of apprenticeship
12 to 15 months

Apprenticeship standard gained on completion
Level 3 Learning Mentor
(will include Level 1 Safeguarding)

Coaching Professional

Coaching is a way of treating people, a way of thinking and a way of being which is seen as vital to supporting individuals and organisations in increasingly volatile and ever-changing environments. Areas that will be covered include:

- The importance of coaching contracting
- Differences and similarities between coaching, mentoring, training, counselling and consulting
- Relevant legislation
- Stakeholder management
- Delivering feedback in a useful, acceptable and non-judgemental style

- Identifying patterns of thinking and limiting/enabling beliefs and actions
- Self-awareness, including own behaviours, values and beliefs
- Theories of emotional and social intelligence

This is suitable for roles including: team coach, business coach, career coach or wellbeing coach

Duration of apprenticeship
14 to 18 months

Apprenticeship standard gained on completion
Level 5 Coaching Professional

Management – Team Leader / Supervisor (L3), Operational Management (L5)

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



Apprenticeships

Customer Service

The role of a customer service practitioner/specialist is to deliver high quality products and services to the customers of their organisation. 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

This programme is suitable for roles where your core responsibility is to provide a high quality service to customers from the workplace, digitally, or through going out into the customer's own locality.

Duration of apprenticeship
12 to 18 months

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

Business Administrator

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)

Employers



Employing an Apprentice? It's worth staying informed.

If you are considering employing an Apprentice or wish to enrol an existing team member onto the scheme, we have a whole section on our website designed for employers and 'A Guide to Apprenticeships - Employer Handbook'.

The image shows the cover of a handbook. At the top left is the 'Wandsworth Lifelong Learning' logo, and at the top right is the 'Wandsworth' logo with the tagline 'THE BRIGHTER BOROUGH'. The main title is 'A Guide to Apprenticeships Employer Handbook'. Below the title is a large, stylized letter 'W' that contains a photograph of three people (two women and one man) looking at a document together. The text 'Worth it.' is written vertically across the right side of the 'W', and 'Worth its weight.' is written horizontally at the bottom of the 'W'.



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

w: 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 marketing.

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 find out more about our ESOL courses please email:

e: edlifelong@richmondandwandsworth.gov.uk

For more details on each course, visit:

w: wandsworthlifelonglearning.org.uk/guide/esol/

ESOL courses are aimed at learners who want to improve their speaking, listening, reading and writing English skills. They help to develop and improve everyday communication skills and enable progress into employment or further learning. Courses are delivered in the classroom, in a friendly and safe environment.

There are no entry requirements; applicants will be given an interview and initial assessment before the course to determine their level of ability. They will also be given advice and guidance for placement on the most suitable course.

Conversation Classes: Focusing on different topics each week to help learners practise using the English language.

Basic Literacy: Learners will gain confidence, improve their skills and progress to a non-accredited course.

Non-Accredited Introductory Courses: Learners will start at the level that matches their current ability and progress to an accredited course.

Accredited ESOL Courses: These courses are delivered at four different levels and learners may achieve nationally recognised qualifications in reading and writing English.



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

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

Wandsworth Council Lifelong Learning

t: 0208 8871 8055

m: 07768 42337

e: edlifelong@richmondandwandsworth.gov.uk

Wandsworth Council Lifelong Learning provides a number of courses through 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 locations.

For further information please contact a member of the Lifelong Learning team (details above).

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.



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:

- English skills for life and work
- Maths Functional Skills
- Employability
- Introduction to the Hospitality Industry
- Health and well-being

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.

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

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

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.

Ripe Learning

Bricklayers Community Centre, Kingsley Flats, Kingsley Square, Old Kent Rd, SE1 5XB

t: 020 3601 2212 / 07999 478 185

e: hello@ripelearning.com

Ripe Learning is a community learning provider supporting learners through the development of the English Language, Maths, Digital and Essential workplace skills they need in order to progress into further education, employment, career advancement.

Courses provided in partnership with Lifelong Learning include:

- Digital Skills
- Maths Functional Skills
- English Functional Skills
- ICT Functional Skills
- ESOL
- Digital Literacy
- Pre-Employment Training

MIComputSolutions Ltd

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

t: 020 7501 6450

e: training@micomputsolutions.co.uk / 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-focused 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.



Worth celebrating.

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



Worth shouting about.



Have-a-Go Month

During the month-long event in September, 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.



Wandsworth Lifelong Learning Awards

Every year we acknowledge the success of our learners in Wandsworth, with an award ceremony.

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



Worth working together.



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Wandsworth Lifelong Learning

wandsworthlifelonglearning.org.uk



Learning available
onsite or online



Worth a visit





Wandsworth Council Lifelong Learning:

Gwynneth Morgan Centre
52 East Hill
London SW18 2HJ

t: 020 8871 8055
e: edlifelong@richmondandwandsworth.gov.uk

For more information about learning opportunities across London please visit
www.hotcourses.com

Worth following:

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-  twitter.com/WBCLLearning
-  linkedin.com/company/wandsworth-lifelong-learning
-  instagram.com/wandsworth.lifelonglearning

