



# Adult Learning

Local learning in all  
places and spaces

**2022-23**



THE ROYAL BOROUGH OF  
KENSINGTON  
AND CHELSEA

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# Introduction

Adult Learning helps learners to develop their skills and knowledge. This guide provides information about Adult Learning in the Royal Borough of Kensington and Chelsea.

The Adult Learning Service provides a vibrant and wide-range of learning activities and courses delivered in friendly environments in partnership with our learning providers who specialise in supporting local people to realise their full potential.

Have a look and find a course to help you prepare for work, gain a qualification or learn new skills.

Let us help you kickstart your learning journey.



# Our learners in numbers

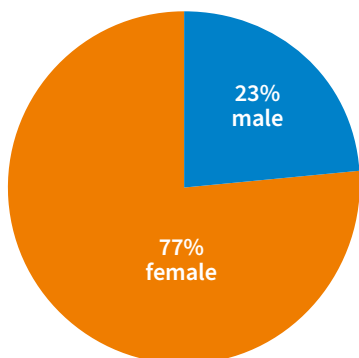
Adult Learning Service's learners are from many different backgrounds, circumstances and age groups.

We work with learners aged 19 and over and children who are taking part in family learning courses with their parent or carer.

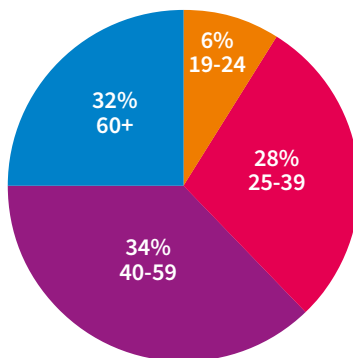


**2,454** learners

**Our learners are:**



**Our learners are aged:**



**20%** of our learners have a declared learning disability or difficulty



**79%** of our learners are from non-white British ethnicities



### **Our courses**

Adult learning in Kensington and Chelsea has a wide range of learning opportunities available for adults (aged 19+) and families.



### **Our community**

Learning providers deliver high quality learning for residents in local venues across the borough. Contact the individual learning providers for details of their courses including enrolment and start dates, and if any fees are applicable.



### **Learning to suit you**

We teach at different times, so there are opportunities to be involved whether you are available in the day, or only in the evening, or occasionally weekends.



### **A variety of classes**

Courses vary in length from one day to ten weeks to a year. Some courses are specifically designed for learners over 50, some are available online.



## Your self-development journey starts here

Courses to help you improve your reading and writing, maths and spoken English, many of which lead to qualifications.



Vocational courses leading to formal qualifications to improve your prospects of getting work, or finding better work.



Learn about working in specific sectors such as childcare, creative arts or healthcare, or about working for yourself or setting up in business.



Opportunities for you to learn a range of skills in arts and crafts, dance, creative writing, reading and comprehension, budgeting, exploring the digital world and gain confidence using new technologies.



Family learning courses that support parents of pre-school and school-aged children to understand the school curriculum, and to develop their own skills to support their children's development and learning.





and Avondale Park FL LP 6 2019 [Compatibility Mode] - Word

Table Tools

Tell me what you want to do...

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## L - Family English Session Plan

Name: Bill Henries

Date: 13/03/2019

Title: Family Learning/Family English

Course Code:

Location: St Anne's Nursery School and Avondale Park

Session Number: 6

Objectives for this session:

Enable parents/carers to the meet and plan writing

Enable parents/carers to structure their child profile

Enable parents/carers to plan, draft and proofread writing

Enable parents/carers to structure writing

Enable parents/carers to correctly structure

Enable parents/carers to write clear instructions and directions

Learning Outcomes, what learners will learn collectively as a group:

Learn how different ways to plan their writing

Learn to plan their child profile

Learn to structure and write formal and informal letters

Learn to write clear instructions and directions

# The curriculum

Promethean

# English, ESOL and maths

Improve your English and maths to:

- gain confidence
- study and get qualifications
- prepare for vocational study
- help your children with their school work.

Courses range from basic literacy, maths and ESOL for beginners up to level 2 (equivalent to GCSE).

## Literacy and English

Learn to be an independent and confident reader, writer and communicator to develop the standard of skills needed to progress in life and at work.

Functional skills will help improve your job prospects in an ever-changing labour market. We will support you to develop the skills that employers need, to achieve and progress to the next level.

## Numeracy and mathematics

You will learn a range of functional everyday skills with numbers to improve your job prospects and help you in your everyday life.

## ESOL – English for speakers of other languages

We offer part-time courses at different levels for people whose first language is not English. The courses will help you improve your skills in speaking, listening, reading and writing in English.

All courses include grammar, study skills, employability, and important communication skills for life and work in the UK.

For advice and to enrol on courses for English, please contact Nova New Opportunities, Kensington and Chelsea College, Westway Trust, or Clement James Centre.





"When I came here I wasn't able to speak any English or to read. After three years – my first letter from my children's school – I could understand it. I felt really happy and satisfied. I didn't have to ask anyone for help. I could do it by myself."

**Najat, Nova New Opportunities**



"Before I started studying here, I did not have much confidence. I did many English courses before but would drop out before the course ended because I struggled to find my motivation. Being at the Clement James Centre is a great experience. I have regained my confidence and self-esteem. My teacher encouraged me to give a presentation in English. In September I spoke in front of 150 people at a charity fundraising event to tell them about my experience at the centre. It was an amazing experience."

**Bahja, Clement James Centre**



# Local history / discover your local area

**Hammersmith Community Gardens Association** runs walking courses that will help you explore the green city and your local neighbourhood through photography.

For more information and to enrol contact Hammersmith Community Gardens Association.





# Computing and digital inclusion

The world is changing and more information is available digitally; through an ever-increasing range of devices including smartphones, laptops, computers, e-readers or tablets.

We run courses for people who would like to learn more about computing or the digital world, and for those who wish to update their computer skills. Learn how to use a computer and the internet for work and everyday use.

We also offer functional skills qualifications in Information Communication Technology that are recognised by employers.

For advice and to enrol on computing and digital skills courses, please contact: Clement James Centre, Morley College London, Nova New Opportunities, Open Age or Westway Trust.



Adult  
Learning  
Awards



"I came to Open Age without a device of my own. I had to be brought up to date to the 21st century. I have now completed some courses related to digital skills. I can email the council, search for news and contact my family. I am in a much better place now."

**Yvonne (85 years old), Open Age, Digital skills**



# Volunteering

Volunteering can have a positive impact on your health and wellbeing, help you develop confidence, employability skills, reduce loneliness and aid social integration. We have courses that help you explore the volunteering opportunities out there, and to gain the skills you need to take part.

To get advice and enrol on a volunteering course, please contact Nova New Opportunities, Open Age, or Westway Trust.



## Family learning

Family learning provides opportunities for parents (in the widest sense - parents, grandparents, carers, aunts, uncles) and their children to discover the joys of learning together, developing skills and confidence.

Sessions may be taught to adults on their own, or as joint inter-generational programmes.

Our programmes will help you understand the school curriculum, gain the knowledge you need to support your children's learning and to speak to your children's teachers with confidence.

We will:

- help your child improve their practical and social skills
- support your child's development of literacy and maths
- build a strong and secure family that learns together
- help you learn how to support your child's learning and development.

For advice and to enrol on family learning courses, please contact Families Forward, Hammersmith Community Gardens Association, Morley College London or Nova New Opportunities.



# Art, Crafts, Design and Photography

We offer a range of courses for you to try whether you are a beginner or an experienced learner. Taught by experienced tutors who are frequently also practising artists, you will be supported to develop your work to a high standard with programmes covering drawing and painting, jewellery and silversmithing, upcycling furniture and model-making, sewing and fashion related crafts, and photography.

Courses are delivered by two organisations – Morley College London, benefiting from bright and well-equipped studios, and Open Age with courses in museums and galleries and at their centres.

To get advice and to enrol on courses for art and design, please contact Morley College London, Westway Trust and Hammersmith Community Gardens Association and Nova New Opportunities or Open Age.





# Creative writing

Creative writing is the fine art of making things up, in the most attractive and convincing way possible - think of poetry, fiction and plays. The purpose of creative writing is to entertain and share human experiences. These courses can help you develop your self-expressive writing.

To get advice and to enrol on courses for creative writing, please contact Morley College London, Open Age, Westway Trust or Writerz and Scribez.

# Health, fitness and wellbeing

This area offers a variety of courses to help learners manage their own fitness, boost their confidence and improve their general wellbeing, as well as helping to meet new people.

Courses range from Tai Chi to gardening and growing herbs, to drawing and painting. There are also courses to help you develop a healthier lifestyle and ESOL courses designed to help you speak to and understand your health professionals.

For more information and to enrol, please contact Hammersmith Community Gardens Association, Morley College London, Open Age, Westway Trust or Writerz and Scribez.





"The knowledge I gained has enabled me to be part of a Facebook group which provides a useful network and support to Chileans worldwide. I am part of a global community without barriers, as we can all connect regardless of where we are based."

**Juan, Open Age**





# Gardening and Horticulture

Growing, tending gardens and our outside spaces is good for our wellbeing, our health and our connection to our community and the earth. From basic gardening techniques, growing in pots on balconies to growing herbs to spice up our cooking, we have courses to get you started and keep you involved.

To get advice and to enrol on courses for gardening and horticulture, please contact Hammersmith Community Gardens Association, Open Age or Westway Trust.

# Vocational courses

Increasingly learners are asking for courses that support them to develop the skills they need to work – we have a range of vocational based qualification courses to get you started on the road towards a job or career.

You can choose from a range of skills and sectors, including teaching and adult social care, certification courses for business administration and office skills, and courses for those interested in working in ecology, sport or with human physiology.

To get advice and to enrol, please contact Morley College London, Learning Curve Group, Clement James Centre, or the Westway Trust.

# Employability

Our employability courses will help you develop practical skills and teach you techniques useful at all stages of looking for work, giving you a headstart in the search for your ideal job. These courses will help you create a CV that suits the field that you intend to look for a job in, understand the art of completing a job application, and interview skills.

To get advice and to enrol, please contact Clement James Centre, Learning Curve Group, or Westway Trust.

For information and advice services see page 33.



# Becoming self-employed and starting your own business

If you are thinking about starting your own business or want to be self-employed but don't quite know how to start there are courses to help you.

To get advice and to enrol, please contact Morley College London, Portobello Business Centre or Westway Trust.



A photograph of a brick building with a large tree in the foreground, overlaid with a blue circular graphic. The building is a two-story brick structure with several windows. A large, leafless tree stands in the foreground on the left. A paved path leads towards the building. A signpost is visible near the tree. The entire image is framed by a large blue circle with a white border.


# Our learning providers

All visitors must  
report to  
reception →

## Clement James Centre


The Clement James Centre is an award-winning charity that helps everyone in the community to achieve their potential and live fulfilled lives. They do this through a programme of education, employment and wellbeing support delivered in a safe and compassionate space.'


 Clement James Centre  
95 Sirdar Road W11 4EQ

 020 7221 8810

 [reception@clementjames.org](mailto:reception@clementjames.org)

 [clementjames.org](http://clementjames.org)


 Course information:  
[clementjames.org/  
adult-learning](http://clementjames.org/adult-learning)

 Information, advice and  
employment support:  
[clementjames.org/  
employment-support](http://clementjames.org/employment-support)

## Families Forwards

Families Forward provides emotional and hands-on support to families including family activities designed to help families develop strong bonds, improve communication skills and learn together.

 Families Forward  
36c Oxford Gardens W11 4EQ

 020 7598 4734






## Hammersmith Community Gardens Association

Growing plants, growing people, growing communities

Hammersmith Community Gardens Association is a local environmental charity with a range of projects including conservation training schemes, volunteer gardening sessions, health and wellbeing projects, and environmental education. Promoting environmental sustainability, maximising biodiversity and encouraging wildlife.

 07890 514050

 [info@hcga.org.uk](mailto:info@hcga.org.uk)


 [hcga.org.uk](http://hcga.org.uk)

## Morley College London


Morley College London offers a wide range of courses and support services for those coming to education as adult learners. Whether you are looking for professional development, a career change, progression to university or simply want to enhance your skills by learning something new, there is a course to suit you.

There are two main centres - Chelsea Centre by the famous King's Road, and the Kensington Centre in the heart of trendy Portobello.

Morley College London offers a crèche for students who have children aged between 18 months and 5 years old, alternatively they offer financial help with childcare for those who are eligible.

 Kensington Centre  
Wornington Road W10 5QQ

 Chelsea Centre  
Hortensia Road SW10 0QS

 020 3805 9010

 Enquiries via the online web form


 [morleycollege.ac.uk](http://morleycollege.ac.uk)

 Course information:  
[morleycollege.ac.uk/courses](http://morleycollege.ac.uk/courses)



## Learning Curve Group

Helping individuals reach their full potential by removing barriers. Learning Curve is delivering a number of employability-focused and vocational certificated courses supporting those who want to work.

 01388 777 129


 training@  
learningcurvegroup.co.uk


 learningcurvegroup.co.uk

## Nova New Opportunities

Supporting people from diverse backgrounds to move forward with their skills, build confidence and increase their chances of gaining employment.


Nova courses lead to nationally recognised qualifications that can unlock further study and job opportunities.

 Nova New Opportunities  
2 Thorpe Close W10 5XL

 020 8960 2488

 reception@novanew.org.uk

 novanew.org.uk

 Course information:  
novanew.org.uk/  
roots-community-support/  
adult-education

 IAG information:  
novanew.org.uk/  
roots-community-support/  
employment-support





## Open Age

Open Age works across Kensington and Chelsea enabling those aged 50 and older to maintain their physical and mental fitness, an active lifestyle and develop new and stimulating interests and skills, fulfill their potential and make new friends. Open Age operates out of two venues.




 Second Half Centre  
St Charles Centre for Health and Wellbeing, Exmoor Street  
W10 6DX


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 Head Office – 020 4516 9978  
and ACL – 020 4516 9972


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 New Horizons  
Guinness Trust Estate  
Cadogan Street SW3 2PF

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 020 7590 8974


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 sferreira@openage.org.uk, or  
bookings@openage.org.uk

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 [openage.org.uk](http://openage.org.uk)


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 Course information:  
[openage.org.uk/  
adult-learning-courses](http://openage.org.uk/adult-learning-courses)



## Portobello Business Centre

PBC are a friendly group of people committed to helping you enter and thrive in the Business World. Providing business support to budding entrepreneurs and businesses including advice and network building and courses to support you to get started.

 Portobello Business Centre  
Morley College  
Wornington Road W10 5QQ

 020 7460 5050


 [info@pbc.co.uk](mailto:info@pbc.co.uk)


 [pbc.co.uk](http://pbc.co.uk)

## Westway Trust

Working with the local community to enable North Kensington to thrive, their vision for sustainable wellbeing incorporates three strands:


- Social Wellbeing
- Environmental Wellbeing
- Economic Wellbeing

 Westway Trust  
1 Thorpe Close W10 5XL

 020 8962 5720

 [info@westway.org](mailto:info@westway.org)

 [westway.org/home](http://westway.org/home)

 Course information:  
[westway.org/our-work/learning](http://westway.org/our-work/learning)



## Writerz and Scribez

Change through art with creativity, expression and passion.

Writerz and Scribez is a not-for-profit creative arts company built on the foundation that art changes and improves life. They are committed to producing high quality, creative experiences. Writerz and Scribez are fueled by an aim to make arts accessible, reach marginalised communities, promote creativity and develop skills and talents.

 [info@writerznscribez.com](mailto:info@writerznscribez.com)

 [writerznscribez.org](http://writerznscribez.org)



## Family learning direct delivery

The Adult Learning Service delivers family learning programmes designed to support parents, grandparents and carers to develop the skills and confidence to help their children learn and achieve.

Currently, family learning takes place in community venues, children's centres, and nursery and primary schools. The programme on offer is Family English.

A free crèche is provided on all programmes.

To find out more information, talk to Bill on:

 07749 435 746

 [adultlearningservice@rbkc.gov.uk](mailto:adultlearningservice@rbkc.gov.uk)

Or come to:

 Holmfield House Children's Centre on Mondays, Tuesdays or Wednesdays – 4-6 Golborne Road W10 5PE.

A photograph of a woman with blonde hair and glasses, wearing a light-colored sweater, showing a small object to an older man with grey hair, wearing a grey sweater. They are sitting at a table with a document in front of them. The image is framed by a large white circle on an orange background.

## Further information



## What is the age limit?

Learners need to be aged 19 years or older on 31 August of the academic year, unless they are attending a family learning session with a parent.

## Attendance and punctuality

By signing the student declaration and learning agreement on the enrolment form, you have agreed to attend regularly and arrive punctually to class.

In order to fully complete your course you must attend at least 80 per cent of the sessions. If your course is accredited and you don't attend for 80 per cent of the sessions, you may not be entered for the exam.

Arriving late is disruptive to the class as a whole, and you will miss important elements of the session including valuable recaps of previous learning, health and safety instructions, and aims and objectives of the session. Please try to be on time.

## Can I change course?

If you find that the course isn't right for you after the first class, you may be able to change to another course. Please ask your tutor for more information.

## Can I enrol on a course that has already started?

With non-exam courses this may be possible, please contact the organisation who is delivering the course. See from page 18 for contact details.





## Evidence for eligibility

In order to enrol on a course we must satisfy the requirements of the Greater London Authority, that you are entitled to participate in one of our courses. You will be asked to provide suitable evidence to support your entitlement. Types of evidence may include passports, national identity cards, application registration card (ARC), Home Office confirmation, and in exceptional circumstances a photo driving licence.

You must be a resident of London and have permission to live in the UK for at least 12 months on the first day of learning.

### What you need:

#### UK

- Your passport or ID card and proof of benefit eligibility

#### EU citizen

- Your passport or photo ID and proof of pre-settled or settled status under the EU settlement scheme.

#### Non EU citizen

- Your passport showing indefinite leave to remain, and proof of benefit eligibility.

**Asylum seekers** (and those whose applications have been turned down but are unable to return home)

- Letter with your Home Office reference number, proof of benefit or proof of permission to work.
- An application registration card (ARC).
- Confirmation from the Home Office of Section 4 support within three months of the issue date.

## Refugees

- Either proof of benefit AND travel document, or passport.

People on visitor visas, student visas or work visas and those who are travelling on their partner's work visa, are not eligible to attend.

## Safeguarding and Prevent duty

All providers and the Council have a legal responsibility to ensure that learners are safeguarded from harm, and under the Prevent duty to make sure that we demonstrate British values in our practice.

British values are: democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. Prevent duty is part of the Government's counter terrorism strategy.

Safeguarding is about ensuring that you as a learner are safe and within the law.

If you have concerns or questions about Prevent duty and Safeguarding, or a concern in relation to preventing extremism, talk to your tutor or contact our designated officer, Joanne Bailie on:



07974 635 042



adultlearningservice  
@rbkc.gov.uk



Kensington Town Hall  
Hornton Street W8 7NX

## Staying safe

We all have a responsibility for our own health and safety and those around us that might be affected by what we do; this includes learners, carers, parents, staff and visitors. We ask learners to pay close attention to, and comply with, health and safety advice given to them by their tutor and other staff. Please inform a member of staff if you encounter anything at a venue you are attending that you consider to be a risk to health and safety.

Learners are responsible for ensuring they are medically fit for courses that include physical skills or activities or the use of subject specific equipment and resources. You may be asked to complete a health questionnaire in order to take part in some classes.

All accidents and incidents must be reported – speak to your tutor to find out who at the centre you are learning in should be reported to.

## Support for learners with disabilities

We welcome all learners into any of our classes. Where you have a specific known learning difficulty or disability, it can help the tutor to plan for your learning needs if they know how best to support you. We can make reasonable adjustments to support your learning – including making personalised learning materials, printing handouts in a larger font, or providing an online copy for you to use at home (enabling you to utilise computer speech software). Please let us know what strategies work best for you so that we can include them where possible.

## Unique Learner Number (MIAP)

A Unique Learner Number (ULN) is a ten-digit identifier which is applied to the personal learning record of all learners over the age of 14 involved in UK education or training. The number is provided by MIAP (Managing Information Across Partners). We are required by the Greater London Authority to attach a ULN to your learner record.



## What we offer

- A safe learning environment. Any issues should be reported to your tutor in the first instance
- Information about your course content
- Support to achieve your learning goals and ongoing feedback about your progress
- A high standard of teaching that is regularly monitored
- Information and advice about learning options available on completion of your course or to support further learning
- Referral, where relevant, to other appropriate local agencies and partner Adult Learning providers
- Referral, where appropriate, to qualified IAG advisers or to a specialist careers advice and guidance service if you need general career advice or more in-depth guidance
- Opportunities to explore volunteering with our partner providers and other organisations locally
- Advice on how to access further support for English, Maths or Language skills
- An opportunity to feedback on how we could improve our services.

## What we expect from you

- To show commitment by attending your class every session, on time and advising us if you are unable to attend
- To tell us about your learning support needs and to inform your tutor if there is anything which could affect you attending the course
- To arrive punctually, be prepared to learn and present work on time and to complete any coursework and paperwork as required
- To treat the premises, members of staff, volunteers and other learners with respect



- To use the Internet responsibly and safely when using a computer in class
- To give us feedback to help us improve the service.

## How you can help us improve

We aim to meet your needs on every occasion; however, we may not always get it right. We welcome your feedback and you will be given the opportunity to do this by:

- completing a compliments, complaints and suggestions form
- telling a member of staff either in person, by telephone, in writing or by email
- filling in an evaluation form at the end of your course (ask your tutor for a form)
- completing a learner survey (ask your tutor).

## Feedback

We continually look for ways to develop and improve our services and will ask for your feedback throughout your course, at the end of the programme and through surveys. You can make your views heard through feedback forms, learner surveys, progression surveys and in discussion with your tutors. We welcome all feedback.

Please contact Verity Greaves, Quality Manager:



020 7361 2473



[adultlearningservice@rbkc.gov.uk](mailto:adultlearningservice@rbkc.gov.uk)




Kensington Town Hall  
Hornton Street W8 7NX

## Information and advice


If you need more advice and support relating to getting a job, careers, further learning and your next steps, there are a number of helpful websites that can support you:

- **See the Council's Jobs employment and skills pages:**


 [www.rbkc.gov.uk/jobs-employment-and-skills](http://www.rbkc.gov.uk/jobs-employment-and-skills)

It has lots of links to a wide variety of support and advice providers, including a link to The Jobs and Training Guide – listing support agencies and training providers who work with residents of Kensington and Chelsea.


- **The Families and Communities Employment Service (FACES) can help you at each stage of your search for work**

 020 7641 3336

 [faces@westminster.gov.uk](mailto:faces@westminster.gov.uk)

 [rbkc.gov.uk/health-and-social-care/children-and-families/families-and-communities-employment-service-faces](http://rbkc.gov.uk/health-and-social-care/children-and-families/families-and-communities-employment-service-faces)

- **Clement James Centre has an employment support programme.**

 020 7221 8810

 [employment@clementjames.org](mailto:employment@clementjames.org)

 [clementjames.org/employment-support](http://clementjames.org/employment-support)

# My notes

This image shows a full page of white paper with horizontal dotted lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting practice. There are no margins, text, or other markings on the page.

SUPPORTED BY  
**MAYOR OF LONDON**

