



Adult Learning

Local learning
across the borough



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA



**Hi I'm Kim Taylor Smith,
Deputy Leader, Employment,
Culture and Economy.**

Our Adult Learning service provides a wide range of courses and training opportunities to get you started on your learning journey. If you are 19 or over and have contemplated diving into training, or taking a course to meet new people and get better connected, our aim is to provide pathways to help you into provision that will suit you.

Many of us harbour reservations about re-entering the world of learning. These doubts and concerns are not uncommon, but I want to reassure you that the landscape of learning, particularly for adults, has evolved.

Our delivery takes place at a wide range of adult and community learning partners, including Morley College London, who provide local,

accessible adult and family learning courses in a range of different settings across the borough, with friendly and welcoming staff on hand to help you find the right course and get started.

If you can't commit to regular face-to-face courses there are also online options to suit those in shift work, or who may be housebound, or have caring responsibilities that make attending regularly tricky.

Our adult and family learning partners provide captivating training programmes to those eager to upskill, explore entrepreneurial ventures, secure better employment, or simply broaden their horizons. You will find yourself in the company of kindred spirits—individuals of all ages and backgrounds who, like you, are looking to enhance their lives in a variety of ways.

Our mission in Kensington and Chelsea is clear: we want to provide learning opportunities that will help you connect with others, grow your knowledge and understanding in a wide range of skills and be better equipped to take part in the workplace and community around you.

Thank you, Kim.

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Local learning, skills for life

If you're aged 19 or over and ready to develop your skills and knowledge, this guide provides information about Adult Learning in Kensington and Chelsea.

We provide 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 on our partner websites to help you prepare for work, gain a qualification or learn new skills. Most of our courses are delivered face-to-face in local learning hubs and community centres, alongside options for studying online to fit in with busy schedules.

**Let us help you kickstart your learning journey.
We look forward to welcoming you.**



Our learners in numbers

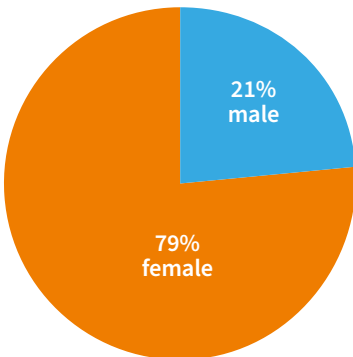
The Adult Learning service's learners are from many different backgrounds, circumstances and age groups.

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

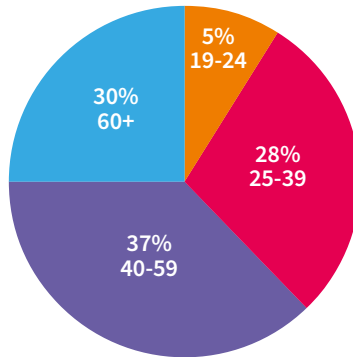


You will be joining **2,362** learners with access to over 400 courses

Our learners are:



Our learners are aged:



20% of our learners say they have a learning disability or difficulty



72% 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 and some are available online.



Your self-development journey starts here

Courses available 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 setting up your own business. Whatever your interest is, we can help.



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.

A young man with dreadlocks is smiling broadly, looking towards the left. He is wearing a white zip-up jacket. He is sitting in a black chair. To his left, a woman wearing a cap and a dark jacket is looking towards him. The background is a classroom with shelves and papers. The entire image is overlaid with a semi-transparent purple filter and a large white circle that frames the central scene.

The curriculum

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. There are also courses to support you to develop skills in budgeting and financial management.

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, ESOL and maths, please contact **Nova New Opportunities, Morley College London, PSEV, Westway Trust, Clement James Centre or Housing and Employment team.**



"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. 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. I spoke in front of 150 people at a charity event to tell them about my experience at the centre. It was an amazing experience."

Bahja, Clement James Centre

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 as well as learn its history.

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.**

Kensington and Chelsea Digital Inclusion Partnership brings together colleagues in the Council, local NHS services and voluntary sector organisations to help residents get online and be able to use the internet confidently.

So if you are wary of the internet, or need help getting to grips with devices that will get you online, there are a range of activities and programmes available to help you – these include courses, workshops and one to one sessions to support a wide range of needs, confidence levels and starting points.

For more information about where to get support please email the Digital Inclusion team at digitalinclusion@rbkc.gov.uk

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 courses 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, Family Learning Direct Delivery, Hammersmith Community Gardens Association, Learning Unlimited, 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.

Learners benefit from courses delivered in bright and well-equipped studios at **Morley College London**, and hosted in museums and galleries.

To get advice and to enrol on courses for art and design, please contact **Morley College London, Westway Trust, Hammersmith Community Gardens Association, 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 skills.

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

Health, fitness and wellbeing

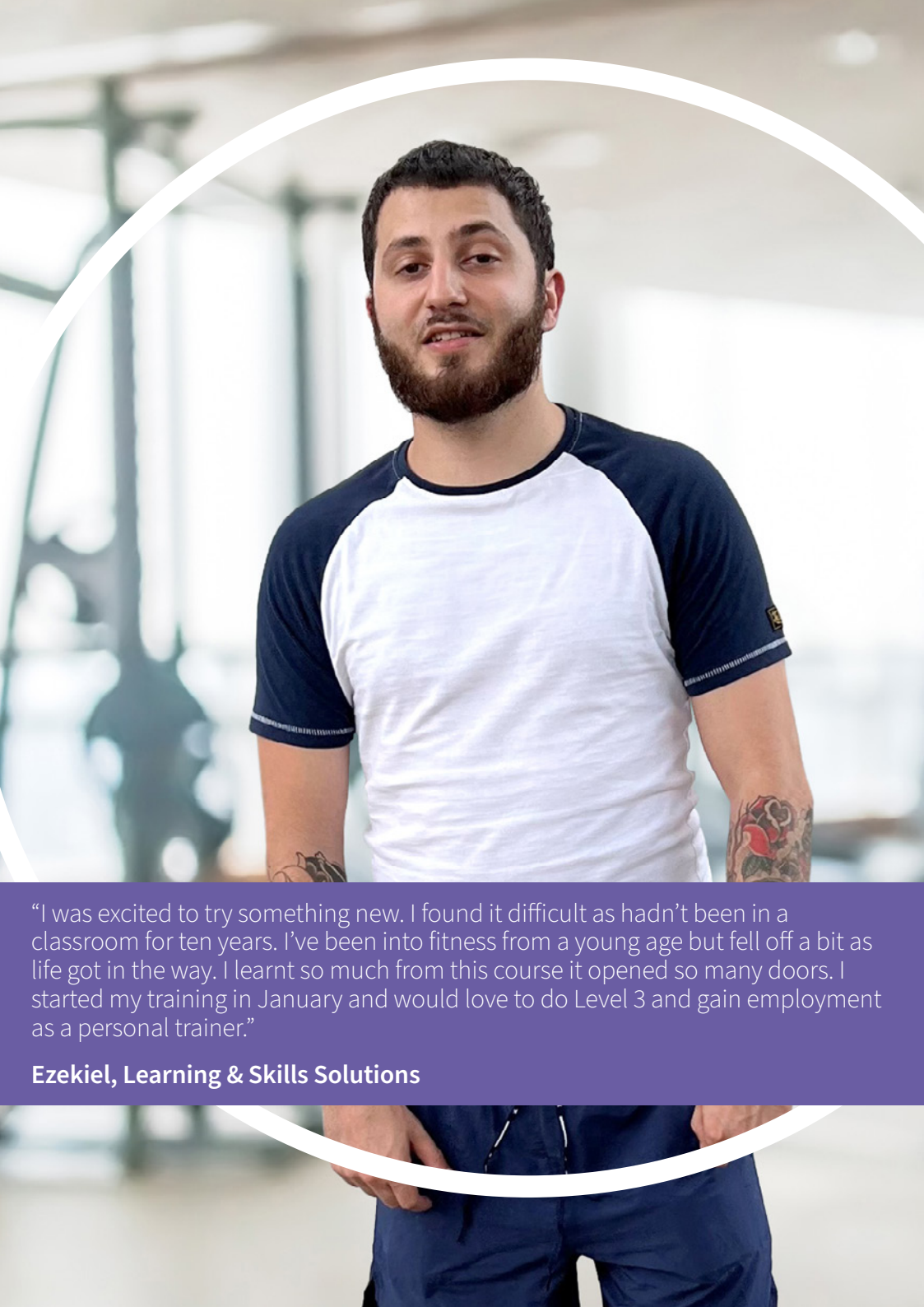
This area offers a variety of courses to help learners manage their own fitness, boost their confidence and improve their general wellbeing, as well as helping to meet new people.

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 those who are interested in working in the health and fitness field there is a Level 2 accredited course in exercise and fitness instructing on the journey to Level 3 Personal Training.

For more information and to enrol, please contact **Hammersmith Community Gardens Association, Morley College London, Learning & Skills Solutions, Open Age, or Westway Trust.**





“I was excited to try something new. I found it difficult as hadn’t been in a classroom for ten years. I’ve been into fitness from a young age but fell off a bit as life got in the way. I learnt so much from this course it opened so many doors. I started my training in January and would love to do Level 3 and gain employment as a personal trainer.”

Ezekiel, Learning & Skills Solutions

Gardening and horticulture

Growing and 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, Learning & Skill Solutions, Clement James Centre, or 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, PSEV, Strive Training or Westway Trust.**

For information and advice services see page 30.

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, Advantages of Age, or Westway Trust.**






Our learning providers


All visitors must
report to
reception →

Advantages of Age

Advantages of Age delivers the Startup School for Seniors, helping those aged 50 and over to turn ideas into businesses, or grow existing businesses. The course is delivered through a variety of online modules, over two or eight weeks, aimed at supporting people to take their first steps towards becoming self-employed.

 07957 371 840


 courses@
startupschoolforseniors.com

 startupschoolforseniors.com

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

 clementjames.org


 Course information:
clementjames.org/
adult-learning


 Information, advice and
employment support:
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




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.

A free crèche is provided on all programmes.

To find out more information, talk to Bill on:

 07749 435 746

 adultlearningservice
@rbkc.gov.uk


Or come to:

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

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 514 050

 info@hcga.org.uk


 hcga.org.uk

Housing and Employment team

The Housing and Employment team, in partnership with Octavia, delivers three-day courses for local residents on financial management. Join one of our Money Wise courses to help buff up your number-crunching skills, learn about energy usage, how to find the best deals and make your money go further!

You can earn up to £30 for attending the course, you will receive a Money Saving Tools Factsheet and a certificate for attending.

Enquiries, to book a place and to enrol, contact:


 020 7361 2070


 housingandemployment@rbkc.gov.uk



Learning & Skills Solutions

For Adult Learning service users, Learning & Skills Solutions delivers a gym-based accredited course: YMCA Level 2 Diploma in Exercise and Fitness Instruction. Led by industry experts bringing practical knowledge and experience in a range of fitness and gym based disciplines, they support learners to develop their skills in exercise and fitness instruction.

 Fit For Life Youth, 151 Freston Road, Notting Hill, London W10 6TH

 01206 769 099

 learners@lass.ltd

 lass.ltd

Learning Curve Group

Helping individuals reach their full potential by removing barriers. Learning Curve delivers 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



Learning Unlimited

Learning Unlimited is a not-for-profit social enterprise that specialises in adult and family learning, ESOL and integration, literacy and numeracy. Learning Unlimited is offering a range of family learning programmes to attend with your child – helping you to develop your skills to further support their learning and development.

 020 3700 1162

 info@learningunlimited.co

 learningunlimited.co



Libraries

Kensington and Chelsea Libraries host a wide range of events and courses for all ages (children and their parents, young people needing help with homework and adults).

Adult learning at K&C libraries offers a variety of subjects – free to the learner – including speaking with confidence, digital photography, mobile journalism, introduction to theatre design, black history, the art of editing, improve your writing skills and beginners sewing courses. The programmes are frequently taught by industry professionals for a great insight into the subject. So come along and sign up to learn from the experts.

Ready to explore a range of our supported courses at your local library?


Visit www.eventbrite.co.uk/cc/adult-learningprogrammes-2738449 to find out more.


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


 Course information:
morleycollege.ac.uk/courses





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 over to maintain their physical and mental fitness, and an active lifestyle. They also 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


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

 New Horizons
Guinness Trust Estate
Cadogan Street SW3 2PF

 020 7590 8974


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


 openage.org.uk

 Course information:
openage.org.uk/adult-learning-courses

PSEV

PSEV offers a wide range of courses including employability skills to help learners progress into employment, further education and training. They offer ESOL, Maths and English functional skills, Business Administration and digital skills qualifications.

 Unit 37, Baseline Studios,
Whitchurch Road London
W11 4AT


 020 3687 0030

 info@psev.org

 psev.org/

Strive Training

Strive Training delivers online and classroom-based accredited courses to empower learners to gain the skills, confidence and motivation to get back into work. Since 2010, more than 85,000 adult learners have successfully completed their short courses throughout London and beyond.

 020 8952 4856

 strive@strivetraining.co.uk


 strivetraining.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

 westway.org

 Course information: westway.org/our-work/learning



A woman with blonde hair and glasses on her head is standing in a lecture hall, gesturing with her hands. She is wearing a dark blazer over a striped top and a dark scarf. The background shows a presentation screen with a brain image and a large circular graphic of leaves. A large white circle is overlaid on the image, framing the woman and the text.

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 20 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** in duration.

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




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

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

 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

 clementjames.org/employment-support



My notes

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 adultlearningservice@rbkc.gov.uk
 www.rbkc.gov.uk/adultlearning

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