



# Learning in the City

Adult Skills, Education and  
Apprenticeship Services **2024-2025**

City of London Corporation, Guildhall, London, EC2V 7HH

**[adulthoodeducation@cityoflondon.gov.uk](mailto:adulthoodeducation@cityoflondon.gov.uk)**





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# Learning in the City

## Welcome to our 2024/2025 course prospectus.

I am delighted to be introducing our very latest course prospectus. In my view, this is the best one yet. We have produced a document that outlines our programme offer. We have worked hard to ensure that this version is informative, exciting and provides as much course information as possible.

**At the City of London Corporation's Adult Skills and Education Service (ASES), we believe that learning provides the route to employment, wellbeing, and social mobility. We will continue to work hard to ensure that all adults, families, businesses, and employers have access to lifelong learning opportunities, well-paid jobs, high-quality careers and the competencies, characteristics, and tools to flourish in the 21st-century workplace.**

The Adult Skills and Education Service is a keen ambassador for Lifelong Learning. We strongly believe that learning is an important liberator and can be a life-changing force. We will continue to improve our learning environment to encourage all existing and potential new learners to express their desire for many different types of learning opportunities.

Our adult and community learning service will focus strongly on the seven adult learning priorities. They are. equipping parents/carers to support children's learning, developing stronger communities, preparation

for employment, preparation for further learning, health and wellbeing, engaging and/or building confidence, improving essential skills including English, ESOL, maths and digital skills.

Regardless of whether you want to learn for personal or professional reasons, we would like to hear about your learning needs and aspirations. As in previous years, ASES will introduce you to new and challenging learning opportunities. We will continue to perfect our apprenticeship programmes. We will work with employers and apprentices to meet their expectations. Access to online and digital education has never been more critical. We are proud of adapting to this new learning climate brought about by the need for even more online learning opportunities.

We have successfully completed a series of Digital Skills courses, enabling support for all, regardless of income or digital experience. In this new academic year, we will continue to work closely with our local business and social communities, ensuring that learning, employment, and skills

become an essential part of everyone's lifelong learning agenda.

We will continue our commitment to improving the Digital Skills within our local communities. The support for those for whom English is not their first language is extensive. ASES aims to secure the resources needed to respond to learners' needs and help them progress onto higher level courses or secure sustainable employment. We will continue to deliver a dedicated learning programme for all learners. We work with a wide range of partners, including job centres, colleges, employers, universities, and charities, to ensure that all learners receive the support they need to make a meaningful life in the UK. The ASES team would like to thank you for being a learner with us, and we hope that with your constructive feedback, we can further improve our Service.

Welcome to our 2024/25 academic year, another year of learning, health and wellbeing development, and personal growth.

**Barbara Hamilton, Head of Adult Skills, and Education Service**

# Purpose & Objectives

## PURPOSE:

### Engaging and/or building confidence

#### OBJECTIVE:

Improved confidence and willingness to engage in learning

## PURPOSE:

### Preparation for further learning

#### OBJECTIVE:

Acquisition of skills preparing people for training

## PURPOSE:

### Preparation for employment

#### OBJECTIVE:

Acquisition of skills preparing people for employment or self-employment

## PURPOSE:

### Improving essential skills including English, ESOL, Maths and Digital

#### OBJECTIVE:

Improved digital, financial literacy and/or communication skills

## PURPOSE:

### Equipping parents/carers to support children's learning

#### OBJECTIVE:

Parents/carers better equipped to support and encourage their children's learning

## PURPOSE:

### Health and well-being

#### OBJECTIVE:

Improved/maintained health and/or social well-being

## PURPOSE:

### Developing stronger communities

#### OBJECTIVE:

Develop stronger communities, with more self-sufficient, connected and pro-active citizens, leading to: increased volunteering, civic engagement and social integration; reduced costs on welfare, health and anti-social behaviour; increased online learning and self-organised learning; the lives of our most troubled families being turned around

# Testimonials

## Art Class



I really enjoy coming here each week."

It's a wonderfully immersive experience which is uplifting and exciting."



## Functional Skills

Now, I walk out of each class with a new found sense of pride and accomplishment."

The support and patience of my teacher were beyond words."

I've gained a whole new perspective on how language works, and it's been super empowering."

The course is good and flexible for you to improve your English skills."

## Ballroom Dancing



I have been taking lessons from her over 3 years and enjoy it enormously."

I enjoy the Ballroom dancing classes as they are a fun way to keep healthy both physically and mentally for my wellbeing."

I have had an amazing experience all this time."

It is a hugely friendly class and a very diverse group of people."



## ESOL



I really love the ESOL Classes."

I am happy to join this class."

I have had an amazing experience all this time."

Thank you to the city of London corporation for this amazing and huge opportunity."



## BSL

I've really enjoyed it, the class is great, everyone is really friendly."

It's an exciting opportunity for me to expand this skill set and for it to contribute to my work as well."

Really, really enjoying it."





# Our Community Outreach and Events

## AI in Education Event

As part of national apprenticeship week, the adult skills and education service organised an event to help attendees better understand the power of AI and the consequences that it has on our ever-changing world. Andrea Geweessler gave an impassioned talk where she discussed how AI learning algorithms are optimizing processes in manufacturing, healthcare, finance, and more, leading to increased efficiency and precision at work. Andrea also highlighted the challenges and ethical considerations accompanying AI's rise, warning about the potential biases embedded into AI systems. Overall, the excellent event gave attendees the chance to gain an insight into the complicated and vast impact that AI will continue to have on our lives.

## Art Showcase at The Museum of London

Sara Whale's art class had the amazing opportunity to display their artwork at the Museum of London community conference. The beautifully curated display showcased the students work and was greatly enjoyed by the events attendees. The exhibition at the community conference helped the students express their creativity and show their artistic progress.



## Community Event

On Monday the 3rd of July the Adult Skills and Education Service held an outstanding community learning and skills event, where the local community gathered not only to honour the amazing achievements of their learners but to explore the various and exciting course opportunities available throughout the city of London. Attendees had the opportunity to get involved with interactive taster sessions on a variety of courses, where they were able to enjoy activities such as jewellery making, sewing and art. The event also provided the chance for attendees to practice a variety of functional skills and to explore the vast capabilities of chat GPT and even virtual reality!

## JCP Apprenticeship Event

The Adult Skills and Education Service worked in collaboration with DWP to organise an outstanding apprenticeship event, with the goal of promoting and advocating for the apprenticeships on offer at the City of London Corporation. Taking place during national apprenticeship week, the event gave aspiring apprentices the opportunity to meet with the apprenticeship team, where they could discuss the opportunities that are available to them based on their goals and needs. We had an amazing turnout, engaging with over 150 JCP customers over two days. The event helped customers gain a better understanding of how they could benefit from an apprenticeship. We successfully showcased how the Adult Skills team remain committed to nurturing talent by providing a vast range of apprenticeship opportunities.



## SEND Breakfast Event

The City of London Corporation's Adult Skills and Education Service held an outstanding breakfast event at Mansion House, with the goal to encourage businesses to provide opportunities for young individuals with Special Educational Needs or disabilities (SEND) through supported internships. Taking place on the 7th of December, the breakfast event was a delight to attend and boasted a range of esteemed speakers who discussed the importance of advancing social mobility and creating a more inclusive future for young people. The speakers included a wide variety of advocates who each provided vital insights on the narrative around supported internships, emphasizing the importance of collaboration between educational institutions and businesses to create more inclusive work environments. Attendees were able to discuss these important issues and exchanged ideas on how to best provide opportunities and break down barriers to empower young individuals with SEND. The inspiring discussions highlighted the importance of creating a supportive environment that encourages skill development as well as professional and personal growth for young people with additional needs or disabilities.



# Term dates & times

## Term dates 2024/25

### Autumn Term 2024

Monday, 16th September –  
Saturday, 14th December 2024 (12 weeks)

#### Autumn Half-Term Break:

Monday 28th October –  
Saturday 2nd November 2024

#### Christmas Break:

Monday 16th December 2024 –  
Saturday 4th January 2025

### Spring Term 2025

Monday, 6th January –  
Saturday, 5th April 2025 (12 weeks)

#### Spring Half-Term Break:

Monday 17th February –  
Saturday 22nd February 2025

#### Easter Break:

Monday 7th April – Monday 21st April 2025

### Summer Term 2025

Tuesday, 22nd April –  
Saturday, 19th July 2025 (12 weeks)

#### Summer Half-Term Break:

Monday 26th May –  
Saturday 31st May 2025

#### Summer Holiday Courses:

Monday 28th July –  
Friday 13th September 2025

## Information about initial assessments

**Some of our courses will require you to complete an initial assessment before we can offer you a place on one of our courses – this will be indicated during the enrolment process.**

If the course you have applied for requires an initial assessment, once you have completed an enrolment form, one of our team will contact you within 7 working days to arrange for you to attend one of our centres to complete the initial assessment. Based on the outcome of this assessment you will be offered a place on the most suitable course for you. If you are required to pay course fees, your place cannot be confirmed until these fees have been paid.

If you have not heard from us within **7 working days**, you may contact us at

[adulthoodeducation@cityoflondon.gov.uk](mailto:adulthoodeducation@cityoflondon.gov.uk)



### Check that you are eligible. Read through the eligibility criteria first

Almost all of our courses are at least partially funded by the Greater London Authority and you need to meet eligibility criteria. If you enrol, and you are not eligible, you can either get a refund or choose to pay the non-funded rate. Please ask for further information where required.



### Course cancellations

We reserve the right to cancel a course if it has insufficient enrolments. If we cancel a course before it starts, you will receive a full refund. Once a course has started, we reserve the right to issue partial refunds on a pro-rata basis.



### Make sure you pay the right fee

You will need to provide us with a proof of entitlement to the concession at the beginning of the course. If you have claimed a concession but are not eligible, you will be charged the difference before the first class or at the beginning of the course.



**Your enrolment is subject to meeting the eligibility criteria, and paying the right fee.**



### Transfers & refunds

If you enrol on a wrong level, we will transfer you onto another course at no cost. We do not issue refunds if you change your mind, unless you have medical reasons, in which case we require a signed and stamped medical certificate.

# Before you start the online enrolment process



# How to enrol on a **non-accredited** course



Find the course of your choice on the City of London website:

Go to [www.cityoflondon.gov.uk/adultlearning](http://www.cityoflondon.gov.uk/adultlearning)



- ✓ From the **relevant course page** – click on the 'Enrol on one of our courses' link.
- ✓ You will be connected to our online enrolment form.
- ✓ Complete the enrolment form (or if you require assistance contact us at [adulteducation@cityoflondon.gov.uk](mailto:adulteducation@cityoflondon.gov.uk) and we will contact you within 2 working days.)
- ✓ Once you have completed the form you will then be taken to a secure area where you can pay for your course through Worldpay.
- ✓ Please check the eligibility criteria and whether you qualify for a concession before submitting the enrolment.



- ✓ You will receive both an onscreen and email acknowledgement from the Adult Education Team once the payment has been processed.
- ✓ **Approximately a week before the start of your course**, you will be sent an email reminding you of all the key information for your course as well as a link to our learner induction video. This email will include a welcome message, the learner handbook and your safeguarding card. Please make sure you read through them and save them to your computer.



- ✓ **Before the start of the course** you will receive an email from Overt Software, this is the host of our learning platform Moodle. Please also check your junk or spam box if you have not received it by the first day of your course. This email contains your log-in details for Moodle [www.learninginthecity.org](http://www.learninginthecity.org)
- ✓ This email will include your username and password. You will be asked to change your password on your first log-in. If you have enrolled on an online or blended course, your Moodle course will also contain the Zoom link, which you need to connect to your online sessions.
- ✓ If you have not received your Moodle log in details two days before the start of your course, please contact us via email to [adulteducation@cityoflondon.gov.uk](mailto:adulteducation@cityoflondon.gov.uk)

# How to enrol on an **accredited** course



Find the course of your choice on the City of London website:

Go to [www.cityoflondon.gov.uk/adultlearning](http://www.cityoflondon.gov.uk/adultlearning)



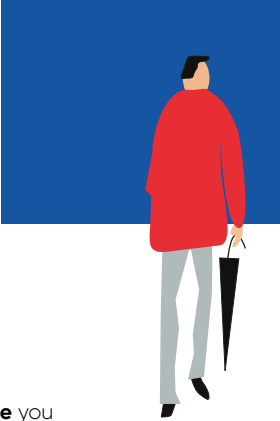
- ✓ From the **relevant course page** – click on the 'Enrol on one of our courses' link. You will be connected to our online enrolment form. Complete the enrolment form (or if you require assistance contact us at [adulteducation@cityoflondon.gov.uk](mailto:adulteducation@cityoflondon.gov.uk) and we will contact you within 2 working days. If the course you have selected requires an initial assessment, a member of the team will contact you by telephone or / and email to arrange a convenient appointment. Out of mutual respect we'd like to ask you to keep to your appointment. If you are unable to keep the appointment please contact us via email at [adulteducation@cityoflondon.gov.uk](mailto:adulteducation@cityoflondon.gov.uk) or call us on **020 7608 2753**.



- ✓ **Following the initial assessment** you will be offered the most appropriate course and level and you will now be able to pay for the course as necessary. You will receive an email confirmation from the Adult Education Team of your place on the course together with details of your course start day, time and location.
- ✓ **Approximately a week before the start of your course**, you will be sent an email reminding you of all the key information for your course as well as a link to our learner induction video. This email will also include a welcome message, the learner handbook and your safeguarding card. Please make sure you read through these and save them to your computer.



- ✓ **Before the start of the course** you will receive an email from Overt Software, this is the host of our learning platform Moodle. Please also check your junk or spam box if you have not received it by the first day of your course. This email will contain your log-in details for Moodle [www.learninginthecity.org](http://www.learninginthecity.org)
- ✓ This email will include your username and password. You will be asked to change your password on your first log-in. If you have enrolled on an online or blended course, your Moodle course will also contain the Zoom link, which you need to connect to your online sessions.
- ✓ If you have not received your Moodle log in details two days before the start of your course, please contact us via email to [adulteducation@cityoflondon.gov.uk](mailto:adulteducation@cityoflondon.gov.uk)



## What if I do not want to enrol online?

If you are unable to enrol online, please contact us on the Adult Education email and we will arrange an appointment to assist you with this.

## What if I am unsure which course to enrol on?

You can contact Catherine Hughes, responsible for Information, Advice and Guidance, all year round.

You can reach her as follows:

Email: [catherine.hughes@cityoflondon.gov.uk](mailto:catherine.hughes@cityoflondon.gov.uk)

# Eligibility Criteria

- ✓ To be eligible for funding on our courses, you should meet the following criteria:
  - Aged 19 years old or older on 31st August 2024 AND
  - Is a resident in London AND
  - Have valid permission to live in the UK for at least 12 months on the first day of learning.

## AND

- Is a UK/Irish National OR
- Have settled or pre-settled status under the EU Settlement Scheme OR
- Have permission granted by the UK Government to live in the UK, and such permission is not for educational purposes only.

- ✓ Others with certain types of immigration status and their family members, may be eligible (including refugees and asylum seekers) – please contact us at [adulthoodeducation@cityoflondon.gov.uk](mailto:adulthoodeducation@cityoflondon.gov.uk) or call us on **020 7608 2753**.
- ✓ Some accredited courses may be free if you meet the eligibility criteria, but this will depend on the previous qualifications you have achieved and/or if you have an income below the threshold of **£25,642.50\*** (\*subject to change during the academic year).



# Information, Advice and Guidance (IAG)

Not sure what to do next?

Torn between two different courses?

Uncertain how to go about getting into employment?

Interested in taking your studies further?

You can use our IAG service before enrolling on a course, while studying with us and even after completion of your learning with us. If we cannot help you, we know who can and we will signpost you to the right service or organisation.



## Some reasons why you may want to get in touch:

- ✓ You are not sure how to make your career aspirations happen.
- ✓ You are torn between a few courses and are uncertain what exactly they involve, and which one is best for you.
- ✓ You are interested in taking your studies further and are looking for progression routes.

Contact our IAG Officer,  
Catherine Hughes:

Email: [catherine.hughes@cityoflondon.gov.uk](mailto:catherine.hughes@cityoflondon.gov.uk)







We want you to have a great experience while studying with us. Therefore, we want to hear your views regularly, so we can act on your feedback. We want to know what we can do better and of course in what ways you find us fabulous already.

## We have many ways for you to make your opinions heard:



**The Learner Voice Forum:** You can become one of two class representatives for each class.



**Fill in** the end of year student survey.



**Complete course evaluations.**



**Talk to us** when we carry out lesson observations or learning walks.

# Learner Voice

To find out more or to become a class rep

Contact Catherine Hughes  
[catherine.hughes@cityoflondon.gov.uk](mailto:catherine.hughes@cityoflondon.gov.uk)



# Keeping our learners safe

## Online learning & Moodle

All our courses are supported by an online learning platform called Moodle. Once you enrol, you will get your log-in details. Tutors put resources and assignments on Moodle. When you have enrolled on an online or blended learning course, your Moodle course also includes the Zoom video link that you need to access the class online.

### What you'll need:



A **device** such as a computer, laptop, tablet or mobile phone



A stable **internet** connection



A **webcam and microphone** and possibly headphones



**Zoom** downloaded on your computer or laptop or the app installed on your mobile or tablet

- ✓ We are committed to keeping you and all learners safe. We safeguard you from abuse, harm, and neglect. We prevent you from being exposed to extremist views and from radicalisation.
- ✓ We protect all learners. We support you to stay safe from bullying, other forms of abuse and discrimination. Any discriminatory behaviours are challenged.
- ✓ We promote the safe use of technology and the internet.
- ✓ We have policies on Health and Safety, Equality and Diversity, Safeguarding, Prevent and the safe use of technology. You will learn more about these arrangements and what they mean to you at the beginning of each course. You will also be given an opportunity to share with us how we are doing on these issues through surveys and feedback to our staff.
- ✓ Our tutors receive regular training on these matters and are all DBS checked. All our staff know how to respond to signals that may suggest that a learner is unsafe.
- ✓ We have designated safeguarding officers and staff responsible for health and safety. Their role is to protect learners.



# Summer Courses



## Essential Digital Skills Level 1

The purpose of this qualification is to allow learners to demonstrate understanding of and competency in the essential digital skills they need for life and work. It will enable learners to engage with digital services and products in everyday life and work. Learners who achieve this qualification could progress to suitable level 2 qualifications.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH7124S	Summer	Tuesday & Friday	30/07/24 – 13/09/24	7	10:00 – 13:00	Guildhall – West Wing	£0.00	✓



## ESOL Level 2

Learners will be working towards being able to understand and give a factual account of social trends, listen to explanations and presentations, give and follow a talk, read about statistics and understand the structure of a text presenting advantages and disadvantages, write a text to develop an argument, extend vocabulary related to social change, and plan a talk.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH3424S	Summer	Tuesday & Thursday	30/07/24 – 12/09/24	7	10:00 – 14:00	Guildhall – West Wing	£0.00	✓



## Functional Skills English Level 1 (Intensive)

Functional Skills English qualifications at level 1 enables students to be able to speak, listen, communicate, read and write clearly, accurately, confidently and with effectiveness. They should be able to: read, write and speak and listen to communicate with confidence.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH9124S	Summer	Monday, Wednesday & Friday	29/07/24 – 13/09/24	7	10:00 – 12:30	Guildhall – West Wing	£0.00	✓



## Functional Skills Maths Level 1 (Intensive)

The purpose of the Functional Skills Mathematics Level one qualification is to demonstrate both mathematical skills at the appropriate level and the ability to apply mathematical thinking effectively to solve problems successfully in the workplace and in other real-life situations.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH9224S	Summer	Monday, Wednesday & Friday	29/07/24 – 13/09/24	7	10:00 – 12:30	Guildhall – West Wing	£0.00	✓



## IELTS (General)

The International English Language Testing System (IELTS) is the world's most popular English language proficiency test for higher education and global migration. You'll be assessed on your Listening, Reading, Writing and Speaking. IELTS Academic – measures whether your level of English language proficiency is suitable for an academic environment. It reflects aspects of academic language and evaluates whether you're ready to begin higher level training or studying.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH0424S	Summer	Thursday	01/08/24 – 17/10/24	12	10:00 – 14:00	Guildhall – West Wing	£780.00	N/A



## Introduction to Pattern Cutting and Sewing

The Introduction to Pattern Cutting and Sewing course is a foundational programme designed for individuals who are eager to explore the world of garment making. This course provides an ideal starting point for those with little to no experience in sewing or pattern cutting, offering a comprehensive introduction to the essential techniques and skills needed to create bespoke clothing. Participants will learn the fundamental principles of pattern cutting and garment construction, gaining hands-on experience in measuring, drafting, cutting, and sewing fabric. Through a series of practical projects, learners will develop the confidence to create their own patterns and construct a variety of garments. The course also emphasizes the importance of precision, attention to detail, and creativity in the sewing process.

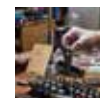
Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GL6224S	Summer	Monday	19/08/24 – 02/09/24	3	11:00 – 14:00	Golden Lane Community Centre	£40.00	N/A



## BTEC Level 1 Award in Principles of Business Administration

The Pearson BTEC Level 1 Certificate in Principles of Business Administration (QCF) is designed for learners who are newly employed within a Business Administrative role, or for those who want to pursue a career within the Business and Administration sector. Achievement of this qualification prepares the learner for employment within the Business and Administration sector for the potential job roles listed below at this level, including a Business Administration apprenticeship, or for a cross-sector job role that involves carrying out routine administrative tasks. It will develop learners' understanding of the wider Business and Administration industry and will introduce a range of underpinning occupational knowledge that is required by employers to work within a business administrative role such as providing administrative services and the roles and functions of an administrator within business.

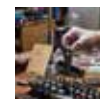
Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH0824S	Summer	Friday	29/07/24 – 07/11/24	15	13:00 – 17:00	Guildhall – West Wing	£0.00	✓



## Silversmithing for Beginners - Practising the Basics

The Silversmithing for Beginners - Practising the Basics course is an exciting introduction to the art of silversmithing, tailored for individuals with little to no prior experience in metalwork. This hands-on course provides participants with the opportunity to explore the fundamentals of silversmithing techniques, tools, and materials under the guidance of our experienced instructor. From shaping and soldering to polishing and finishing, participants will learn essential skills and techniques to create their own unique silver jewellery pieces.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GL6124S	Summer	Thursday	08/08/24 – 29/08/24	4	12:00 – 15:00	Golden Lane Community Centre	£40.00	N/A



## Virtual Extravaganza: Experiencing VR this Summer!

Step into a world of virtual wonder and excitement this summer with our virtual experience. This immersive course invites participants to explore the limitless possibilities of virtual reality (VR) technology. Through a series of interactive workshops, captivating presentations, and thrilling virtual experiences, participants will embark on a journey to discover the enchanting world of VR and its applications in entertainment, education, and beyond.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH7224S	Summer	Monday	02/09/24 – 02/09/24	1 Day	15:00 – 17:00	Guildhall – West Wing	£30.00	N/A



# Enterprise Workshops



## Business Start-Up: Marketing Mastery Workshop

The Marketing Mastery Workshop is an intensive and practical session designed to equip aspiring entrepreneurs and small business owners with the essential skills and knowledge needed to develop effective marketing strategies for their ventures. Whether you're launching a new business or seeking to enhance your marketing efforts, this workshop provides valuable insights and actionable strategies to help you succeed in today's competitive marketplace.

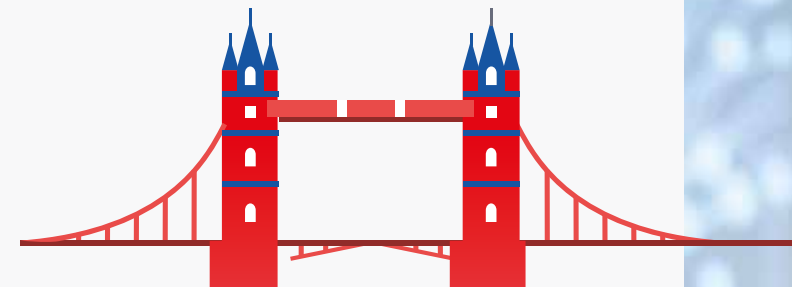
Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH7424A	Autumn	Monday	07/10/2024 – 07/10/2024	1 Day	TBC	Guildhall – West Wing	£0.00	£0.00



## Introduction to AI

The Introduction to AI Workshop offers an immersive and interactive exploration of Artificial Intelligence (AI), providing participants with a foundational understanding of AI principles, technologies, and applications. Designed for individuals keen on delving into the exciting realm of AI, this workshop serves as an entry point for understanding the fundamentals and implications of this transformative technology.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH7624A	Autumn	Monday	04/11/2024 – 04/11/2024	1 Day	TBC	Guildhall – West Wing	£0.00	£0.00
GH7624B	Spring	Monday	03/03/2025 – 03/03/2025	1 Day	TBC	Guildhall – West Wing	£0.00	£0.00
GH7624C	Summer	Monday	02/06/2024 – 02/06/2024	1 Day	TBC	Guildhall – West Wing	£0.00	£0.00



## Steps into Team Leading Workshop

The Marketing Mastery Workshop is an intensive and practical session designed to equip aspiring entrepreneurs and small business owners with the essential skills and knowledge needed to develop effective marketing strategies for their ventures. Whether you're launching a new business or seeking to enhance your marketing efforts, this workshop provides valuable insights and actionable strategies to help you succeed in today's competitive marketplace.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH7524B	Spring	Monday	03/02/2025 – 03/02/2025	1 Day	TBC	Guildhall – West Wing	£0.00	£0.00



## Understanding Climate Change and Environmental Awareness Workshop

The Understanding Climate Change and Environmental Awareness Workshop is an interactive and engaging session designed to deepen participants' understanding of climate change dynamics, environmental challenges, and sustainable solutions. Through a blend of presentations, group discussions, hands-on activities, and multimedia resources, this workshop aims to raise awareness, develop dialogue, and inspire action towards environmental stewardship and sustainability.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH0924A	Autumn	Monday	02/12/2024 – 02/12/2024	1 Day	TBC	Guildhall	£0.00	£0.00





# Learning for work & employment



Every day in my apprenticeship, I embrace hands-on learning, gaining invaluable skills and insights from experienced colleagues. The apprenticeship is a pathway to my future goals. This experience has changed my life as I felt lost not knowing what I will be doing in 30 years' time however, since joining the City of London apprenticeship, I feel confident with my career goals and where I want to be in years' time.












George Cross, Business apprentice,  
Chamberlain's Court



## Looking to find an Apprenticeship?

Apprenticeship vacancies are advertised on our City of London jobs page.  
[jobs.cityoflondon.gov.uk](https://jobs.cityoflondon.gov.uk)

The apprenticeship standards we manage and deliver include:

-  Accountancy
-  Animal Care
-  Business Administration
-  Butchery
-  Civil Engineering
-  Customer Service
-  Digital Marketing
-  Event Management
-  Horticulture
-  HR
-  Transport Planning and more

At the City of London Adult Skills and Education Service, we provide apprenticeships at:

### Levels

2  
3  
4

(Intermediate Apprenticeship equivalent to GCSEs)

(Advanced Apprenticeship equivalent to A Levels)

(Higher Apprenticeship equivalent to a foundation degree)



### You will work in a real job while you train

All apprenticeship programmes are focused on teaching and supporting you to develop the knowledge, skills and behaviours needed within the vocational area of your choice. It takes between 18 and 36 months to complete depending on the specific requirements of your apprenticeship programme.

### A word about Functional Skills

All apprenticeship standards require achievement of Maths and English at Level 1 (for Intermediate Apprenticeships) and Level 2 (for Advanced Apprenticeships & above). If you do not already have the relevant English and Maths qualifications required by the apprenticeship standard, we will support you to achieve this.

### Achieving your Apprenticeship

At the end of the programme, you will be externally assessed by an independent assessor. This is called the End Point Assessment (EPA). The EPA will assess the competence you have acquired against the knowledge, skills and behaviours required by the Apprenticeship Standard. When you successfully complete the apprenticeship, you will be awarded a Pass, Merit or Distinction, depending on the Apprenticeship Standard. Teaching may be face-to-face, virtual or a combination of the two (blended).

### Information Advice and Guidance:

The Corporation has a robust IAG process that supports and assists apprentice learners to secure, keep and progress in their employment with the Corporation or with external organisations.

<https://jobs.cityoflondon.gov.uk>

# Accounting



## Certificate in Bookkeeping Level 2

Studying this qualification will develop practical accountancy skills in the double-entry bookkeeping system and in using associated documents and processes while gaining an understanding that digital accounting systems are automating some of the stages in the process. Students will cover transactions for accuracy, make entries in appropriate books and ledgers and calculate sales invoices and credit notes.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH0124A	Autumn	Thursday	19/09/24 – 03/04/25	12	13:00 – 17:00	Guildhall – West Wing	£0.00	✓



## Certificate in Bookkeeping Level 3

This qualification will develop complex skills and knowledge necessary to work in a bookkeeping role or to progress to higher level accountancy roles or study. Students completing this qualification will become competent in financial processes including accounting principles and concepts, advanced bookkeeping and preparing financial statements. They will also be introduced to business issues regarding payroll and value added tax (VAT), including an understanding of the documents and reports produced on payroll software, timescales for submissions and payments.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH0224A	Summer	Thursday	TBC	TBC	TBC	Guildhall – West Wing	£0.00	✓



## Diploma in Professional Accounting Level 4

The purpose of the Level 4 Diploma in Professional Accounting is to enhance the skills developed from the Level 3 Diploma in Accounting qualification, enabling students to maximise opportunities in their current or new employment. By studying for this qualification students will acquire lifelong professional accountancy and finance skills.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH0124B	Summer	Thursday	TBC	TBC	TBC	Guildhall – West Wing	£2,950.00	N/A



## Award in Bookkeeping Level 1

This Level 1 qualification introduces the role of a bookkeeper and the underpinning knowledge to identify and carry out simple different bookkeeping activities, such as income and expenditure, profit and loss, and assets and liabilities. It also offers an introduction into the role, and the benefits and risks associated with bookkeeping software. There is no need for any prior accounting or bookkeeping knowledge. It provides a solid grounding for students before moving on to the Level 2 qualifications.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH0624A	Autumn	Thursday	19/09/24 – 03/04/25	12	13:00 – 17:00	Guildhall – West Wing	£0.00	✓



## Award in Computerised Accounting for Business Level 1

The Award is designed to equip learners with the essential skills and knowledge required to effectively utilise accounting software in a business environment. In today's digital age, proficiency in computerised accounting systems is vital for professionals working in accounting, finance, and related fields. This course provides hands-on training in popular accounting software applications, enabling students to streamline financial processes and enhance organisational efficiency.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH0624B	Summer	Thursday	TBC	TBC	TBC	Guildhall – West Wing	£0.00	✓



If you meet our eligibility criteria, and have the right to live and work in the UK, these courses are **FREE**.

If you do not meet these criteria, you may still be able to enrol on one of our courses for a fee. Please contact the Adult Education team by email: [AdultEducation@cityoflondon.gov.uk](mailto:AdultEducation@cityoflondon.gov.uk) or **020 7608 2753**



# Digital Projects



## Digital Hub Legacy Continuing the mission

The Mayor of London's Skills Academies Digital Hub Programme has been instrumental in supporting Londoners hardest hit by the pandemic, guiding them towards sustainable employment in key sectors essential for London's recovery and long-term economic growth. With the conclusion of this programme in April 2024, the City of London Corporation is dedicated to continuing this vital work in-house, ensuring that the momentum is not lost.

A cornerstone of the Helping Londoners into Good Work mission is to narrow the employment gap among different groups in London. This mission targets individuals who are newly unemployed, as well as those facing inequality and under-representation in various sectors.

The Digital Skills Hub, now fully overseen by the City of London Corporation, remains a crucial element of this initiative. The Hub's objective is to connect Londoners with training that directly translates to quality jobs in the digital sector. It also aims to link them with major employers committed to diversifying their recruitment processes, offering work placements, interview opportunities, and pathways to rewarding careers.

## Digital Skills Bootcamps

Supported by funding from the Greater London Authority (GLA) and in collaboration with our digital training specialist partners, the City of London Corporation's Adult Skills and Education service continues to offer Digital Skills Bootcamps. These Bootcamps are designed to upskill individuals, enhancing their career prospects and adding value to their current or future employers. With a focus on flexibility, these intensive Bootcamps are now delivered both in person and virtually.

We are committed to ensuring that 100% of participants who successfully complete a Bootcamp secure a job interview with a recognized Digital Skills employer. Whether you are seeking employment or looking to transition into the digital sector to advance your career, these Bootcamps provide essential opportunities for your next steps.

Interested individuals can inquire about joining a Bootcamp by contacting the City of London Corporation Adult Skills and Education Service Bootcamp Team at [colbootcamps@cityoflondon.gov.uk](mailto:colbootcamps@cityoflondon.gov.uk)

## Digital Skills Career Fair Event

The event was a resounding success, attracting over 200 registered participants. Among the notable employers involved were Amazon, BBC Academy, Ford, Netcom, Pearson, and Simmons. Participants provided extensive feedback, praising the event for being extremely helpful in showcasing a variety of career paths they could explore and potentially transition into. They appreciated the opportunity to engage directly with employers and gain insights into what different companies have to offer.

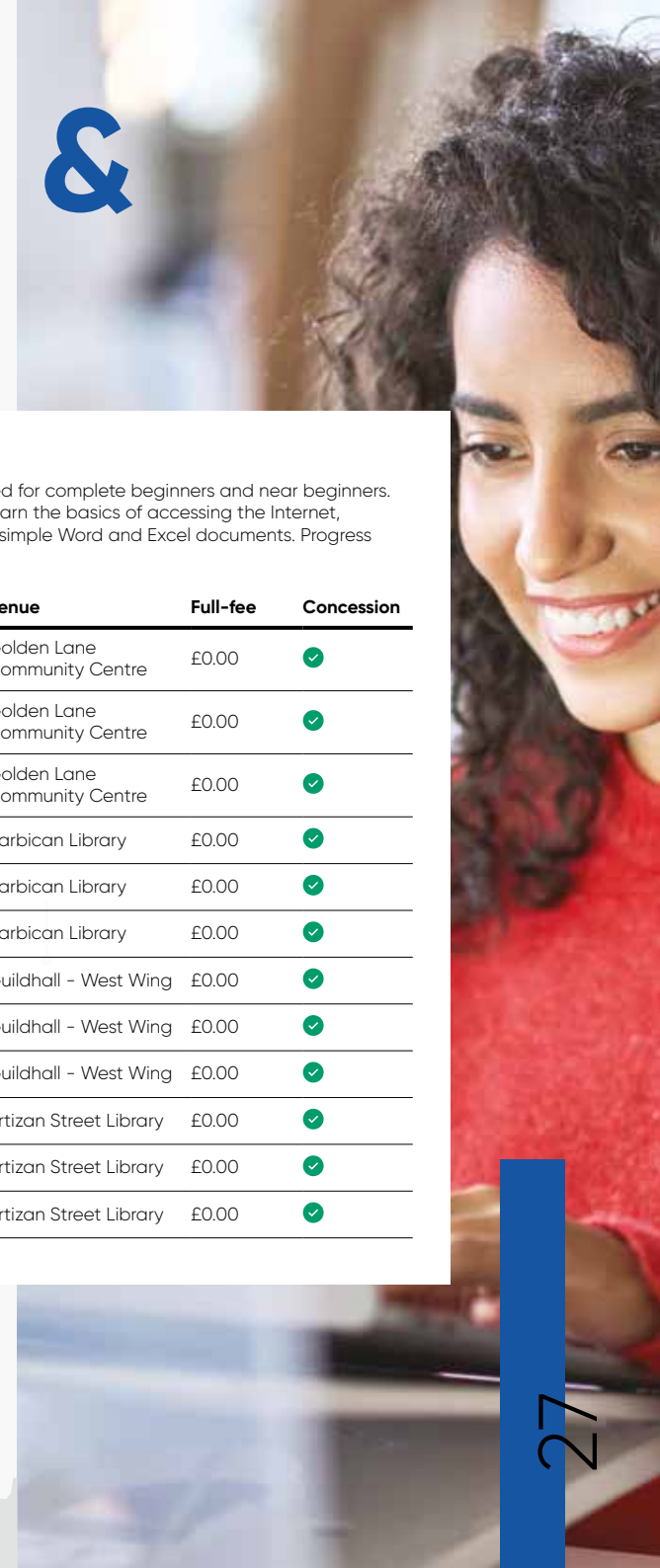
Employers also expressed positive feedback, noting that they were impressed by the high level of participant engagement. They found the event to be a valuable platform for gauging interest and interacting with a diverse pool of potential candidates.

The Digital Skills and Training Careers Fair played a crucial role in enlightening participants about various career avenues. After interacting with employers and training providers, participants received detailed information on how each career path could lead to employment opportunities through work experience, placements, or apprenticeships. For example, Amazon delivered a talk on their application process for apprenticeships and placements, outlining the steps involved and how these positions could potentially lead to permanent employment.

The event highlighted the importance of digital skills in today's job market and provided a unique platform for participants to learn about the latest trends and opportunities in various industries. Overall, it fostered meaningful connections between job seekers and employers, paving the way for future employment and professional growth.



# Digital Skills & Computing



## First Steps in Computing – Beginners

This one-term course is a general introduction to using a computer and is designed for complete beginners and near beginners. We will cover the basics of using a computer, keyboard and mouse. You will also learn the basics of accessing the Internet, surfing the Web, searching for information, using email and will help you to create simple Word and Excel documents. Progress from here to the Essential Digital Skills qualification at Entry 3.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GL7224A	Autumn	Tuesday	17/09/24 – 10/12/24	12	10:00 – 12:30	Golden Lane Community Centre	£0.00	✓
GL7224B	Spring	Tuesday	07/01/25 – 01/04/25	12	10:00 – 12:30	Golden Lane Community Centre	£0.00	✓
GL7224C	Summer	Tuesday	22/04/25 – 15/07/25	12	10:00 – 12:30	Golden Lane Community Centre	£0.00	✓
BL7124A	Autumn	Thursday	19/09/24 – 12/12/24	12	13:30 – 16:30	Barbican Library	£0.00	✓
BL7124B	Spring	Thursday	09/01/25 – 03/04/25	12	13:30 – 16:30	Barbican Library	£0.00	✓
BL7124C	Summer	Thursday	24/04/25 – 17/07/25	12	13:30 – 16:30	Barbican Library	£0.00	✓
GH7324A	Autumn	Thursday	19/09/24 – 12/12/24	12	10:00 – 12:30	Guildhall – West Wing	£0.00	✓
GH7324B	Spring	Thursday	09/01/25 – 03/04/25	12	10:00 – 12:30	Guildhall – West Wing	£0.00	✓
GH7324C	Summer	Thursday	24/04/25 – 17/07/25	12	10:00 – 12:30	Guildhall – West Wing	£0.00	✓
AZ7124A	Autumn	Wednesday	18/09/24 – 11/12/24	12	10:00 – 12:30	Artizan Street Library	£0.00	✓
AZ7124B	Spring	Wednesday	08/01/25 – 02/04/25	12	10:00 – 12:30	Artizan Street Library	£0.00	✓
AZ7124C	Summer	Wednesday	23/04/25 – 16/07/25	12	10:00 – 12:30	Artizan Street Library	£0.00	✓





# Digital Skills & Computing



## Essential Digital Skills – Level 1

The purpose of this qualification is to allow learners to demonstrate understanding of and competency in the essential digital skills they need for life and work. It will enable learners to engage with digital services and products in everyday life and work. Learners who achieve this qualification could progress to suitable level 2 qualifications.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH7224A	Autumn	Tuesday	17/09/24 – 10/12/24	12	10:00 – 14:00	Guildhall – West Wing	£0.00	✓
GH7224B	Spring	Tuesday	07/01/25 – 01/04/25	12	10:00 – 14:00	Guildhall – West Wing	£0.00	✓
GH7224C	Summer	Tuesday	22/04/25 – 15/07/25	12	10:00 – 14:00	Guildhall – West Wing	£0.00	✓



## Essential Digital Skills – Entry 3

The purpose of this qualification is to allow learners to demonstrate understanding of and competency in the essential digital skills they need for life. It will enable learners to engage with digital services and products in everyday life. Learners who achieve this qualification could progress to Level 1 Essential Digital Skills.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH7124A	Autumn	Wednesday	18/09/24 – 11/12/24	12	10:00 – 14:00	Guildhall – West Wing	£0.00	✓
GH7124B	Spring	Wednesday	08/01/25 – 02/04/25	12	10:00 – 14:00	Guildhall – West Wing	£0.00	✓
GH7124C	Summer	Wednesday	23/04/25 – 16/07/25	12	10:00 – 14:00	Guildhall – West Wing	£0.00	✓



If you meet our eligibility criteria, and have the right to live and work in the UK, these courses are **FREE**.

If you do not meet these criteria, you may still be able to enrol on one of our courses for a fee. Please contact the Adult Education team by email: [AdultEducation@cityoflondon.gov.uk](mailto:AdultEducation@cityoflondon.gov.uk) or **020 7608 2753**



## First Steps in Computing with ESOL

The course covers essential computing topics tailored to the needs of ESOL learners, providing a solid foundation in both computing skills and English language development. Individuals will learn basic computer operations, including turning on/off a computer, navigating the desktop, using a mouse and keyboard, and accessing programs and files.

Additionally, the course introduces fundamental software applications such as word processing, email, and internet browsing. Individuals will learn how to create and format simple documents, compose emails, and conduct basic internet searches. Emphasis is placed on practical exercises and hands-on activities to reinforce learning and build competency in using computer technology.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
AV7124A	Autumn	TBC	TBC	TBC	TBC	Avondale Community Centre	£0.00	✓
AV7124B	Spring	TBC	TBC	TBC	TBC	Avondale Community Centre	£0.00	✓
AV7124C	Summer	TBC	TBC	TBC	TBC	Avondale Community Centre	£0.00	✓



## Programming Foundations with Python

The Programming Foundations with Python course at Level 1 is designed to introduce the fundamentals of programming using the Python programming language. This course is ideal for individuals with little to no prior programming experience who wish to develop a solid foundation in computer programming concepts and techniques.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ON7324A	Autumn	Monday & Tuesday	16/09/24 – 26/11/24	10	17:30 – 20:00	Online	£1,500	N/A

Find out more about level 2 and 3 accredited courses.

Contact: 020 7332 3209

[AdultEducation@cityoflondon.gov.uk](mailto:AdultEducation@cityoflondon.gov.uk)



# GROW Employability Project

## Are you looking for work or better paid, more secure employment?

- ✓ Returning to work after having children?
- ✓ Looking for your first job?
- ✓ Seeking a promotion?
- ✓ Wanting a pay increase, or more secure contract?
- ✓ Thinking about a career change?

We offer advice and guidance around careers in care, hospitality, retail, the NHS, customer service, warehousing, HGV driving, construction, accounting and more.

The GROW project is funded by the City of London Corporation Adult Skills and Education Service.



## Depending on your individual needs and goals, your FREE one-to-one sessions can include:



**CV and Cover Letter Writing** – how to write a CV that grabs an employer's attention, demonstrates your experience and sells yourself.



**Creating a LinkedIn Profile** – creating a compelling profile that gets employers and recruiters knocking on your door!



**Interview Techniques** – preparing for interviews, overcoming nerves, managing your body language, and avoiding common mistakes.



**Finding an Apprenticeship** – one-to-one advice to find apprenticeship opportunities that match your level and ambitions.



**Work Placements** – help to identify companies offering placements to build your experience and enhance your CV.



**Volunteering Opportunities** – where to find volunteering opportunities to enhance your CV and help others within the City of London and beyond.



**Finding Courses** – guidance on free and funded courses that build your skills and help you prepare for employment.

# Employability & Enterprise Workshops

## We also run group workshops on topics such as:



Researching job opportunities



CV, personal statement and cover letter writing



Preparation of a personal video statement



Interview techniques including online interviews



Staying in employment skills: being a good team worker, clear communication, kindness and empathy in the workplace



Creating your elevator pitch



Starting a business plan



The basics of personal branding



The GROW project, along with Catherine's encouragement and support, has been instrumental in my journey towards employment. Without their assistance, I would never have achieved what I have today. Now, I have a job I love that offers training, qualifications, and new experiences.

Apprentice from the Grow Employability Project.

## Upcoming Workshops

- Business Start-Up: Marketing Mastery Workshop
- Introduction to AI
- Steps into Team Leading Workshop
- Understanding Climate Change and Environmental Awareness Workshop

See more details on page 20 and 21.

Book your initial one-to-one appointment –

online or in person at the Guildhall by contacting Catherine Hughes at [catherine.hughes@cityoflondon.gov.uk](mailto:catherine.hughes@cityoflondon.gov.uk) or 020 7332 3209

Book your initial one-to-one appointment –

online or in person at the Guildhall by contacting Catherine Hughes at [catherine.hughes@cityoflondon.gov.uk](mailto:catherine.hughes@cityoflondon.gov.uk) or 020 7332 3209



# Health & Social Care

- ✓ Do you enjoy seeing others get the most out of each day and achieve what they want in life or at the end of their lives?
- ✓ Are you kind, caring and compassionate?
- ✓ Would you like a job that's future proof? According to Skills for Care 1.49 million people work in social care and by 2035 a further 580,000 jobs need to be filled. Will you be one of the people filling them?

We offer a range of courses from Level 1 to Level 3.

**Level 1**  
Certificate in Health and Wellbeing

**Level 2**  
Certificate in Preparing to Work in Adult Social Care – NCFE CACHE

**Level 3**  
Certificate in Preparing to Work in Adult Social Care – NCFE CACHE  
Certificate in Mental Health Awareness

## What do I need to do next?

Get in touch and we will book you in for an initial assessment to find out your level. We can then put you on the right course which matches your current skills level, your aspirations and availability. All learners are welcome and no prior experience is required.

**Contact**  
Luz Amparo-Fletcher,  
email: [luz-amparo.fletcher@cityoflondon.gov.uk](mailto:luz-amparo.fletcher@cityoflondon.gov.uk) or call  
**07864 965 540**



### Certificate in Health and Wellbeing Level 1

The Certificate in Health and Wellbeing is a comprehensive program designed to empower individuals with the knowledge, skills, and strategies needed to enhance their physical, mental, and emotional well-being. Grounded in evidence-based practices and holistic approaches to health, this course offers a transformative learning experience aimed at developing positive lifestyle changes and promoting overall health and wellness.

This qualification aims to:

- ✓ develop understanding of a variety of well-being topics and the impact they can have
- ✓ develop knowledge of a variety of topics relating to personal well-being.

The objectives of this qualification are to help learners to:

- ✓ understand the impact lifestyle choices can have
- ✓ make informed, healthy choices.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GL8124B	Spring	Monday	TBC	TBC	TBC	Guildhall - West Wing	£0.00	✓



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### Certificate in Preparing to Work in Adult Social Care Level 2

This qualification provides an ideal taster for those who may be new to the sector or new to the world of work. It is accessible to learners of all ages who may want to understand more about working in health and social care. It aims to introduce some basic concepts of caring and preparation for employment in the sector.

The qualification covers the areas of communication, equality, diversity and inclusion, personal development, role of the social care worker, handling information, health and safety, safeguarding, duty of care and person-centred approaches.

**Next Steps:** Progress to the Level 3 Certificate in Preparing to Work in Adult Social Care.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH8224A	Autumn	Tuesday & Thursday	17/09/24 – 13/02/25	18	10:00 – 15:00	Golden Lane Community Centre	£0.00	✓



### Certificate in Preparing to Work in Adult Social Care Level 3

This qualification provides an ideal taster for those who may be new to the sector or new to the world of work. It is accessible to learners of all ages who may want to understand more about working in health and social care in an unsupervised capacity. It aims to introduce some basic concepts of caring and preparation for employment in the sector.

The qualification covers the areas of communication, equality, diversity and inclusion, personal development, role of the social care worker, handling information, health and safety, safeguarding, duty of care and person-centred approaches.

**Next Steps:** Progress to The Level 3 Diploma in Health and Social Care (Adults).

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH8324A	Summer	TBC	TBC	TBC	TBC	Golden Lane Community Centre	£0.00	✓



# Professional Development & Employability



## Level 2 Certificate in Understanding Climate Change and Environmental Awareness

This qualification is designed to provide learners with an introduction to the principles of climate change and environmental awareness. Through engaging coursework and practical applications, this course aims to equip individuals with the knowledge and skills necessary to contribute to environmental sustainability efforts in their personal and professional lives.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
TBC0124A	Spring	TBC	TBC	TBC	TBC	Guildhall - West Wing	£0.00	✓



## Level 3 Certificate in Championing Sustainability in the Workplace

This qualification is designed for learners wishing to gain knowledge, skills and understanding to support sustainability in the workplace. This qualification is designed for learners wishing to develop sector awareness. It will provide them with skills and knowledge related to sustainability practices with a view to seek employment or further study.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
TBC0124B	Summer	TBC	TBC	TBC	TBC	Guildhall - West Wing	£0.00	✓



## Level 1 Certificate in Business Administration

This qualification aims to provide learners with the introductory knowledge and skills they need to operate as a successful business administrator. It will also allow learners to develop skills in a range of areas relevant to business administration roles.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
	Summer	TBC	TBC	TBC	TBC	TBC	£0.00	✓



## BTEC for Principles of Business Administration Level 2

The BTEC Principles of Business Administration Level 2 course offers a comprehensive exploration of the principles, practices, and skills required for effective business administration in a variety of organisational settings. Designed for individuals seeking to advance their knowledge and skills in business administration or progress in administrative support roles, this course builds upon the foundational concepts covered in Level 1, delving deeper into areas such as communication, organisation, customer service, and administrative management. Through a blend of theoretical study, practical exercises, and real-world case studies, participants will develop the competencies needed to perform administrative tasks confidently, lead administrative teams, and contribute to the efficient operation and success of businesses.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH0824B	Summer	TBC	TBC	TBC	TBC	Guildhall - West Wing	£0.00	✓



## Level 1 Certificate in Customer Service

This qualification provides learners with the skills and knowledge required to successfully work in customer services. It will also build learners' knowledge of the principles of customer service.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
	Spring	TBC	TBC	TBC	TBC	TBC	£0.00	✓



## Level 1 Award in Volunteering

This Level 1 short introductory qualification aims to provide learners with skills in volunteering that will be useful in any sector. It aims to enable learners to understand volunteering and voluntary organisations, working as a volunteer within an organisation and find out about becoming a volunteer.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH0724A	Autumn	Monday & Wednesday	02/10/24 – 06/11/24	6	10:00 – 12:00	Guildhall - North Wing	£0.00	✓



## Level 2 Award in Volunteering

This Level 2 qualification is suitable for learners who are thinking about working as a volunteer and will provide them with an insight into the role and an awareness of the personal standards required of them whilst volunteering. It is also suitable for those learners who are already in a volunteering role and will enhance both their knowledge and skills. In these circumstances the learners could use their volunteering role to assist them to gather the evidence required.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH0724C	Spring	Monday & Wednesday	TBC	6	10:00 – 12:00	Guildhall - North Wing	£0.00	✓



## Level 1 Award in Creative Craft (Textiles)

The Award in Sewing and Textiles Level 1 is a comprehensive introductory course designed to provide participants with the foundational knowledge and practical skills required for sewing and textile craftsmanship. This qualification is designed for learners aged pre-16 and above who wish to develop skills and knowledge in craft, with a unit dedicated to creating, presenting and reviewing a textiles item.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GL0124A	Autumn	Monday	16/09/24 – 09/12/24	24	16:00 – 19:00	Golden Lane Community Centre	£0.00	✓



## Level 2 Award in Creative Craft (Textiles)

The Award in Sewing and Textiles Level 2 is an intermediate-level course designed to build upon the foundational knowledge and skills acquired in Level 1, offering participants a deeper exploration of sewing techniques, garment construction, and textile craftsmanship. This qualification is suitable for learners aged pre-16 and above who wish to develop skills and knowledge in craft, with a unit dedicated to creating, presenting and evaluating a textiles item.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GL0224B	Spring	Monday	TBC	TBC	TBC	Golden Lane Community Centre	£0.00	✓

# Food Safety



## Level 2 Food Safety

If you work or volunteer in a role that involves or supervises the handling or preparation of food you will need to gain this Level 2 qualification.

So, no matter whether you are working in a bar, restaurant, a school, sell your own street food or work in any environment where you handle or prepare food, you will be legally required to pass a Level 2 Food Safety & Hygiene Certificate.

## Training will take place once we have sufficient enquiries?

The cost is £90 or £20 for concession.

Please register your interest by emailing Luz Amparo-Fletcher:  
[luz-amparo.fletcher@cityoflondon.gov.uk](mailto:luz-amparo.fletcher@cityoflondon.gov.uk)  
or phone 07864 965 540



## Food Hygiene – Level 2

If you work or volunteer in a role that involves or supervises the handling or preparation of food you will need to gain this level two qualification.

The Level 2 certificate is for people working in Catering, Retail, Manufacturing or those that work with food which is 'ready to eat'.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH0324A	Autumn	Wednesday	20/11/24 – 20/11/24	1 Day	10:00 – 17:00	Guildhall – North Wing	£90.00	£20.00
GH0324B	Spring	Wednesday	12/02/25 – 12/02/25	1 Day	10:00 – 17:00	Guildhall – North Wing	£90.00	£20.00
GH0324C	Summer	Wednesday	02/07/25 – 02/07/25	1 Day	10:00 – 17:00	Guildhall – North Wing	£90.00	£20.00



First Aid training will be made available subject to sufficient enquiries.



[adulteducaiton@cityoflondon.gov.uk](mailto:adulteducaiton@cityoflondon.gov.uk)

# Supported Internships & Employer Forum (SEND)

## What is a Supported Internship?

Supported internships is a programme designed to provide young people with learning disabilities or difficulties, aged 16–24, with the opportunity to gain valuable work experience and develop skills in a real work environment. The programme is supported by the government and is aimed at helping young people with special educational needs and disabilities (SEND) into employment.

## How do they work?

The City of London Corporation's supported internship programme is delivered in a way that best suits the needs of the young people. We will aim to work with a few different external organisations and employers to provide work placements that are tailored to the needs of each individual intern. During the internship, participants receive training and support from a job coach or mentor, who works with them to develop their skills and help them achieve their goals.

The programme usually lasts for a year and can include a combination of work placement and college-based learning. It is designed to help young people develop practical skills that are transferable to other job roles such as maths, English and IT, as well as the confidence and independence needed to succeed in the workplace.

## Who benefits?

Supported internships can benefit the interns and the employers. For the interns, the programme provides an opportunity to gain valuable work experience, develop new skills, and build their confidence. For employers, it offers the chance to work with talented and motivated young people who can bring fresh perspectives and ideas to their organisation.

Overall, supported internships are a valuable way to help young people with special educational needs make the transition to employment and build successful careers.





# ESOL, Functional Skills and Multiply



## Find the right ESOL or Functional Skills course for you

Our aim is to prepare you for practical everyday life and work activities while supporting you with your wellbeing



As a newcomer to this country, I faced challenges when it came to communicating with others and integrating into the new society. The City of London Corporation provided a wonderful opportunity for me to find a safe space for learning English and connect with lovely friends. I believe that this initial stage significantly influenced my ability to secure a job and prepare for the next level of my academic journey. I will always cherish the peaceful and friendly environment that made this starting stage easier for me."

Functional Skills Level 1 Learner

### Our course will help you develop your:

- ✓ Reading and writing skills as well as your speaking and listening skills
- ✓ Social and employability skills

### ESOL Citizenship Skills

Short courses each term to prepare for the 'Life in the UK' test.



#### ESOL for Beginners

#### ESOL Intermediate

Award in Reading, Writing and Speaking & Listening (English Speaking Board)

#### ESOL High Level

Award in Reading, Writing and Speaking & Listening (English Speaking Board)

#### Functional Skills Entry 1

Award in Reading, Writing and Speaking & Listening (City & Guilds)

#### Functional Skills Entry 2

Award in Reading, Writing and Speaking & Listening (City & Guilds)

#### Functional Skills Entry 3

Award in Reading, Writing and Speaking & Listening (City & Guilds)

#### Functional Skills Level 1/2

Award in Reading, Writing and Speaking & Listening (City & Guilds)

#### Vocational Courses

Health and Social Care Digital Skills/Coding

Employment/Apprenticeships/Volunteering



Contact details 020 7608 2753 | [adulthoodeducation@cityoflondon.gov.uk](mailto:adulthoodeducation@cityoflondon.gov.uk) | [www.cityoflondon.gov.uk/adultlearning](http://www.cityoflondon.gov.uk/adultlearning)



# ESOL

## Why learn with us?

- ✔ We have good success rates and high levels of student satisfaction.
- ✔ You can gain qualifications in ESOL, employability and digital skills.
- ✔ Our courses are available in the daytime, evenings, and on Saturdays.
- ✔ Your timetable is flexible so you can fit your studies around childcare, work or other commitments.
- ✔ You will have a dedicated tutor who meets with you regularly for individual advice and support.
- ✔ Classes are engaging and interactive using a wide range of activities such as role-play, language learning games as well as more traditional approaches.
- ✔ Excellent opportunities for making friends from different countries and cultures who, like you, now live in the UK.
- ✔ Get free, impartial information, advice and guidance about further studies or employment opportunities.

## How will you be assessed?

Assessment includes practical tests during class hours, regular homework, a portfolio of work as well as more formal examinations. You will be well prepared for all assessment activities.

## What do you need to apply?

You do not need any formal qualifications. Before enrolling on one of our courses, you will have an initial assessment in English grammar, reading, writing, speaking and listening. If you already have certificates in ESOL, then please bring these to your assessment.

## When do the classes take place?


We have classes Mondays to Saturdays and students generally enrol for a minimum of 6 and a maximum of 15 hours a week.

## Am I eligible?

For more details, please see **page 14**.

## How much does it cost?

You are unemployed and seeking employment  **FREE** Eligibility criteria apply

You have an income below the threshold of **£25,642.50\***  **FREE** Eligibility criteria apply

If you are not eligible for a free course, fees may apply.  
Find out more from **AdultEducation@cityoflondon.gov.uk**

\*subject to change during the academic year.



If you meet our eligibility criteria, and have the right to live and work in the UK, these courses are **FREE**.

If you do not meet these criteria, you may still be able to enrol on one of our courses for a fee. Please contact the Adult Education team by email: **AdultEducation@cityoflondon.gov.uk** or **020 7608 2753**



### ESOL for Beginners

Begin to speak, read and write English. Learn to use and understand simple language and numbers.

Use new vocabulary and simple grammar that will help you ask and answer simple questions, ask and give travel information, make an appointment with the doctor and ask for medicines at the chemist.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
PC3124A	Autumn	Thursday	19/09/24 – 12/12/24	12	10:00 – 15:00	Portoken Community Centre	£0.00	
PC3124B	Spring	Thursday	09/01/25 – 03/04/25	12	10:00 – 15:00	Portoken Community Centre	£0.00	
PC3124C	Summer	Thursday	24/04/25 – 17/07/25	12	10:00 – 15:00	Portoken Community Centre	£0.00	



### ESOL Intermediate

Confidently hold conversation on familiar topics with fluency. Increasingly become aware of mistakes and self-correct. Read, plan and write formal letters, reports and supporting statements. Write longer text using complex sentences and read simple newspaper articles and other texts.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GL3124A	Autumn	Monday & Tuesday	16/09/24 – 10/12/24	12	10:00 – 14:30	Golden Lane Community Centre	£0.00	
GL3124B	Spring	Monday & Tuesday	06/01/25 – 01/04/25	12	10:00 – 14:30	Golden Lane Community Centre	£0.00	
GL3124C	Summer	Monday & Tuesday	28/04/25 – 15/07/25	10	10:00 – 14:30	Golden Lane Community Centre	£0.00	



### ESOL High Level

Learners will be working towards being able to understand and give a factual account of social trends, listen to explanations and presentations, give and follow a talk, read about statistics and understand the structure of a text presenting advantages and disadvantages, write a text to develop an argument, extend vocabulary related to social change, and plan a talk.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH3224A	Autumn	Friday & Saturday	20/09/24 – 14/12/24	12	17:00 – 19:30 10:00 – 14:00	Guildhall – West Wing	£0.00	
GH3224B	Spring	Friday & Saturday	10/01/25 – 05/04/25	12	17:00 – 19:30 10:00 – 14:00	Guildhall – West Wing	£0.00	
GH3224C	Summer	Friday & Saturday	25/04/25 – 19/07/25	12	17:00 – 19:30 10:00 – 14:00	Guildhall – West Wing	£0.00	

**Book your initial assessment or enquire about ESOL and IELTS**

**Rahil Patel**  
Email: **rahil.patel@cityoflondon.gov.uk**

# Functional Skills English



## Functional Skills English Entry 1

These qualifications will demonstrate the ability at an appropriate level to read, write, speak, listen and communicate in English, and to apply this knowledge and these skills in familiar situations.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
NEW	Autumn	TBC	TBC	12	TBC	Guildhall – West Wing	£0.00	✓
NEW	Spring	TBC	TBC	12	TBC	Guildhall – West Wing	£0.00	✓
NEW	Summer	TBC	TBC	12	TBC	Guildhall – West Wing	£0.00	✓



## Functional Skills English Entry 2

These qualifications will demonstrate the ability at an appropriate level to read, write, speak, listen and communicate in English, and to apply this knowledge and these skills in familiar situations.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
NEW	Autumn	Monday & Tuesday	16/09/24 – 10/12/24	12	10:00 – 13:30	Guildhall – West Wing	£0.00	✓
NEW	Spring	Monday & Tuesday	06/01/25 – 01/04/25	12	10:00 – 13:30	Guildhall – West Wing	£0.00	✓
NEW	Summer	Monday & Tuesday	28/04/25 – 15/07/25	12	10:00 – 13:30	Guildhall – West Wing	£0.00	✓



## Functional Skills English Entry 3

These qualifications will demonstrate the ability at an appropriate level to read, write, speak, listen and communicate in English, and to apply this knowledge and these skills in familiar situations.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
NEW	Autumn	Tuesday & Thursday	17/09/24 – 12/12/24	12	17:00 – 19:30	Guildhall – West Wing	£0.00	✓
NEW	Spring	Tuesday & Thursday	07/01/25 – 03/04/25	12	17:00 – 19:30	Guildhall – West Wing	£0.00	✓
NEW	Summer	Tuesday & Thursday	22/04/25 – 17/07/25	12	17:00 – 19:30	Guildhall – West Wing	£0.00	✓

# IELTS



If you meet our eligibility criteria, and have the right to live and work in the UK, these courses are **FREE**.

If you do not meet these criteria, you may still be able to enrol on one of our courses for a fee. Please contact the Adult Education team by email: [AdultEducation@cityoflondon.gov.uk](mailto:AdultEducation@cityoflondon.gov.uk) or **020 7608 2753**



## IELTS (Academic)

The International English Language Testing System (IELTS) is the world's most popular English language proficiency test for higher education and global migration.

You'll be assessed on your Listening, Reading, Writing and Speaking. IELTS Academic – measures whether your level of English language proficiency is suitable for an academic environment. It reflects aspects of academic language and evaluates whether you're ready to begin higher level training or studying.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH0524A	Autumn	Thursday	19/09/24 – 03/04/25	12	09:30 – 15:00	Guildhall – West Wing	£780.00	N/A
GH0524B	Spring	Thursday	09/01/25 – 03/04/25	12	09:30 – 15:00	Guildhall – West Wing	£780.00	N/A
GH0524C	Summer	Thursday	24/04/25 – 17/07/25	12	09:30 – 15:00	Guildhall – West Wing	£780.00	N/A



## IELTS (General)

The International English Language Testing System (IELTS) is the world's most popular English language proficiency test for higher education and global migration.

You'll be assessed on your Listening, Reading, Writing and Speaking. IELTS Academic – measures whether your level of English language proficiency is suitable for an academic environment. It reflects aspects of academic language and evaluates whether you're ready to begin higher level training or studying.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH0424A	Autumn	Thursday	19/09/24 – 03/04/25	12	09:30 – 15:00	Guildhall – West Wing	£780.00	N/A
GH0424B	Spring	Thursday	09/01/25 – 03/04/25	12	09:30 – 15:00	Guildhall – West Wing	£780.00	N/A
GH0424C	Summer	Thursday	24/04/25 – 17/07/25	12	09:30 – 15:00	Guildhall – West Wing	£780.00	N/A



I really love the ESOL Classes because it helps us to improve our English and since when I started this class I improved my grammar, my speaking skills, listening skills. I love my teachers in ESOL they are really professional and polite, they try to teach us, they are very patient with us. There are many students in our group from different countries and it helps us to converse, to speak English here and we are very friendly and we learn English here and make new friends."

ESOL Level 1 Learner



# Family & Adult Learning @ the Aldgate School

We run Adult Learning and Family Learning classes for parents and carers with children at the Aldgate School in 2024/25.

## Classes will include:

- ✓ Certificate in Supporting Teaching and Learning Level 2 NCFE
- ✓ Certificate in Supporting Teaching and Learning Level 3 NCFE
- ✓ Digital Skills
- ✓ Family Healthy Eating
- ✓ Job Search Skills
- ✓ Managing Your Money

## Other classes for adults starting September 2024:

- ✓ Community Sewing (see page 59)
- ✓ ESOL & IELTS (see pages 40–43)
- ✓ English and Maths (see page 48–49)
- ✓ Food Safety Level 2 (see page 36)
- ✓ Health & Social Care (see page 32–33)
- ✓ Managing Your Money (see page 46)
- ✓ Professional Development and Employability (see page 34–35)
- ✓ Sewing for Parents (see page 58)

Please check the school's website

[www.thealdgateschool.org](http://www.thealdgateschool.org) for regular updates. If you require any further information, please email Jo: [jwelsh@thealdgateschool.org](mailto:jwelsh@thealdgateschool.org)



### Certificate in Supporting Teaching and Learning Level 2 NCFE

For parents with children at the Aldgate School. This qualification has been designed to provide learners with an understanding of the knowledge and skills needed when working directly with children and young people in school or college environments. It covers a wide range of areas including children and young people's development, supporting children and young people's positive behaviour and communication and professional relationships. It's aimed at learners working in roles that support pupils' learning in primary, secondary or special schools, as well as colleges.

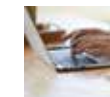
Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
AS0124A	Autumn	Wednesday	18/09/24 – 12/02/25	36	09:30 – 15:00	The Aldgate School	£0.00	✓



### Certificate in Supporting Teaching and Learning Level 3 NCFE

For parents with children at the Aldgate School. This qualification provides learners with an understanding of the knowledge needed when working directly with children and young people in a school or college environment. It will enable learners to gain an understanding of elements including children and young people's development, safeguarding their welfare, and communication and professional relationships.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
AS0224A	Autumn	Wednesday	18/09/24 – 12/02/25	36	09:30 – 15:00	The Aldgate School	£0.00	✓



### Digital Skills for Parents

The Digital Skills for Parents course is designed to equip parents with the essential digital literacy skills necessary to navigate the increasingly digital world and support their children's learning and development in a technology-driven society. This course empowers parents to harness the potential of digital tools and platforms effectively, fostering digital resilience and confidence in both themselves and their children.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
AS5124A	Autumn	TBC	TBC	TBC	TBC	The Aldgate School	£0.00	✓
AS5124B	Spring	TBC	TBC	TBC	TBC	The Aldgate School	£0.00	✓
AS5124C	Summer	TBC	TBC	TBC	TBC	The Aldgate School	£0.00	✓



### Job Search Skills

The Job Search Skills course is meticulously crafted to equip individuals with the essential tools, strategies, and confidence needed to navigate the competitive job market successfully. Designed to empower participants at every stage of their career journey, this course provides practical guidance on resume writing, job searching techniques, interview preparation, and networking strategies to help participants secure meaningful employment opportunities.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
AS5224A	Autumn	TBC	TBC	TBC	TBC	The Aldgate School	£0.00	✓
AS5224B	Spring	TBC	TBC	TBC	TBC	The Aldgate School	£0.00	✓
AS5224C	Summer	TBC	TBC	TBC	TBC	The Aldgate School	£0.00	✓

# Family & Adult Learning

## @ the Aldgate School



### Managing Your Money

The Managing Your Money course is designed to empower individuals with essential financial management skills and knowledge to make informed decisions about their personal finances. Whether you're looking to budget effectively, save for the future, or navigate complex financial products, this course provides practical guidance and strategies to help you take control of your money and achieve your financial goals.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
AS5324A	Autumn	TBC	TBC	TBC	TBC	The Aldgate School	£0.00	✓
AS5324B	Spring	TBC	TBC	TBC	TBC	The Aldgate School	£0.00	✓
AS5324C	Summer	TBC	TBC	TBC	TBC	The Aldgate School	£0.00	✓



### Family Healthy Eating

The Family Healthy Eating course is designed to help families develop nutritious eating habits that promote overall health and wellbeing. This course offers practical advice, tips, and strategies to make healthy eating a part of everyday life for every member of the family. From understanding the fundamentals of balanced nutrition to learning how to prepare delicious and wholesome meals, participants will gain the knowledge and skills needed to create a healthy food environment at home. Emphasising the importance of nutritional education and mindful eating, this course aims to support families in making informed food choices that contribute to long-term health and vitality.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
AS5424A	Autumn	TBC	TBC	TBC	TBC	TBC	£0.00	✓
AS5424B	Spring	TBC	TBC	TBC	TBC	TBC	£0.00	✓
AS5424C	Summer	TBC	TBC	TBC	TBC	TBC	£0.00	✓



If you meet our eligibility criteria, and have the right to live and work in the UK, these courses are **FREE**.

If you do not meet these criteria, you may still be able to enrol on one of our courses for a fee. Please contact the Adult Education team by email: [AdultEducation@cityoflondon.gov.uk](mailto:AdultEducation@cityoflondon.gov.uk) or **020 7608 2753**

# Functional Skills

## Functional Skills English & Maths

- ✓ Would you like to improve or become more confident in English and maths?
- ✓ Looking for a job and not feeling confident about your English and maths skills?
- ✓ Would you like to support your children with their homework?

## Why learn with us?



You will gain a nationally recognised qualification which is valued by employers and education providers.



Our classes are practical, student-centred, friendly and fun.



Our tutors are experienced and fully qualified.



Group sizes are small, so you will get lots of individual attention and plenty of feedback to make good progress.



Lessons focus on practical skills that you need for everyday living, finding a job, career progression and helping your children at school.

QA

### What do I need to do next?

Please complete our enrolment form and we will get in touch with you to complete an initial assessment to find out your skills level. We can then put you on the right course which matches your current skills level, your aspirations and availability.

All learners are welcome, and no prior experience is required!



## Looking to level up with English & Maths?



### For more information

Please email:

[adulthoodeducation@cityoflondon.gov.uk](mailto:adulthoodeducation@cityoflondon.gov.uk)

or call us on: **020 7608 2753**



This is a friendly class and the tutor is excellent. He makes maths fun to learn and understands our difficulties. This course is highly recommended for people who wish to brush up on their maths or who would like to go onto a higher-level course."

Functional Skills Level 1 Learner



# English & Maths



If you meet our eligibility criteria, and have the right to live and work in the UK, these courses are **FREE**.

If you do not meet these criteria, you may still be able to enrol on one of our courses for a fee. Please contact the Adult Education team by email: [AdultEducation@cityoflondon.gov.uk](mailto:AdultEducation@cityoflondon.gov.uk) or **020 7608 2753**



## English Level 1

Functional Skills English qualifications at level 1 enables students to be able to speak, listen, communicate, read and write clearly, accurately, confidently and with effectiveness. They should be able to: read, write and speak and listen to communicate with confidence.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH9324A	Autumn	Wednesday & Friday	18/09/24 – 13/12/24,	12	10:00 – 12:30	Guildhall – West Wing	£0.00	✓
GH9324B	Spring	Wednesday & Friday	08/01/25 – 04/04/25	12	10:00 – 12:30	Guildhall – West Wing	£0.00	✓
GH9324C	Summer	Wednesday & Friday	23/04/25 – 18/07/25	12	10:00 – 12:30	Guildhall – West Wing	£0.00	✓



## English Level 2

Functional Skills English qualifications at level 2 enables students to be able to speak, listen, communicate, read and write clearly, accurately, confidently and with effectiveness in respect of more complex, formal as well as less formal communication.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH9424A	Autumn	Wednesday & Friday	18/09/24 – 13/12/24,	12	10:00 – 12:30	Guildhall – West Wing	£0.00	✓
GH9424B	Spring	Wednesday & Friday	08/01/25 – 04/04/25	12	10:00 – 12:30	Guildhall – West Wing	£0.00	✓
GH9424C	Summer	Wednesday & Friday	23/04/25 – 18/07/25	12	10:00 – 12:30	Guildhall – West Wing	£0.00	✓



## GCSE English

The English GCSE course offers a comprehensive and engaging exploration of English language and literature, designed to prepare students for the General Certificate of Secondary Education (GCSE) examinations. Through a blend of literary analysis, language study, and creative writing exercises, this course aims to develop students' proficiency in English communication, critical thinking, and analytical skills.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH9524A	Autumn	TBC	TBC	36	TBC	Guildhall – North Wing	£0.00	✓



**Functional Skills  
Maths entry level  
courses coming soon!**



## Maths Level 1

The purpose of the Functional Skills Mathematics Level one qualification is to demonstrate both mathematical skills at the appropriate level and the ability to apply mathematical thinking effectively to solve problems successfully in the workplace and in other real-life situations.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH9124A	Autumn	Tuesday	17/09/24 – 10/12/24	12	09:30 – 14:30	Guildhall – North Wing	£0.00	✓
GH9124B	Spring	Tuesday	07/01/25 – 01/04/25	12	09:30 – 14:30	Guildhall – North Wing	£0.00	✓
GH9124C	Summer	Tuesday	22/04/25 – 15/07/25	12	09:30 – 14:30	Guildhall – North Wing	£0.00	✓



## Maths Level 2

Learners at Level 2 are expected to be able to use numbers of any size; read, write and make use of positive and negative integers of any size; use, order and compare integers, fractions, decimals, percentages and ratios as well as recognise the value of a digit in any whole or decimal number. They can use numerical and spatial patterns for a purpose and calculate with, and convert between, numbers written as fractions, decimals, percentages and ratios.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH9224A	Autumn	Tuesday	17/09/24 – 10/12/24	12	09:30 – 14:30	Guildhall – North Wing	£0.00	✓
GH9224B	Spring	Tuesday	07/01/25 – 01/04/25	12	09:30 – 14:30	Guildhall – North Wing	£0.00	✓
GH9224C	Summer	Tuesday	22/04/25 – 15/07/25	12	09:30 – 14:30	Guildhall – North Wing	£0.00	✓



## GCSE Maths

The Maths GCSE course is a comprehensive and dynamic program designed to equip students with essential mathematical skills, knowledge, and problem-solving abilities necessary for success in the General Certificate of Secondary Education (GCSE) examinations. Through engaging lessons, interactive activities, and real-world applications, this course aims to build students' confidence and proficiency in mathematics, developing a deep understanding of mathematical concepts and their practical applications.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH9624A	Autumn	TBC	TBC	36	TBC	Guildhall – North Wing	£0.00	✓



# Multiply

## Increase your Numeracy Skills with one of our Multiply Programmes

Multiply offers London residents (19+) free numeracy support who do not have a Level 2 maths qualification or GCSE in maths.

Courses cover everything from help with managing your money to supporting children with homework and workplace numeracy. You can also use this as a stepping stone to gain a qualification.



### Managing your Money

- ✓ Understand how to make your £1 go further
- ✓ Create and manage a household budget
- ✓ Manage your monthly bills
- ✓ Utilise Better-Off calculations



### Gain a qualification

- ✓ Have you considered getting a qualification in maths? If so, try out our stepping stone courses designed to progress to a qualification.



### Supporting Parents

- ✓ Multiply can support parents wanting to increase their numeracy skills in order to help their children with their homework and help with their own progression.



### Help to get into work or in work progression

- ✓ The Multiply programme can support you with numeracy confidence and skills needed to help you access work or in work progression.



### Managing Your Money

This course is for adults who don't have formal qualifications in maths or numeracy. It's designed to help you improve your maths skills even if you haven't studied it before. Good numeracy skills can help you find better jobs, earn more money, and do well in everyday life. Having good numeracy skills can also help you manage your money, help your children with their homework and do things like measure and calculate things accurately.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
	Autumn	TBC	TBC	12	TBC	Golden Lane Community Centre	£0.00	£0.00
	Spring	TBC	TBC	12	TBC	Avondale Community Centre	£0.00	£0.00
	Summer	TBC	TBC	12	TBC	Golden Lane Community Centre	£0.00	£0.00
	Autumn	TBC	TBC	12	TBC	Portsoken Community Centre	£0.00	£0.00
	Spring	TBC	TBC	12	TBC	Portsoken Community Centre	£0.00	£0.00
	Summer	TBC	TBC	12	TBC	Portsoken Community Centre	£0.00	£0.00



### Budgeting for Parents – Aldgate school

This course at Aldgate School is a specialized program designed to empower parents with the knowledge, skills, and confidence to manage their household finances effectively. Tailored specifically to the needs and challenges faced by parents, this course provides practical guidance on budgeting, saving, and financial planning to support families in achieving financial stability and security.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
	Autumn	TBC	TBC	12	TBC	The Aldgate School	£0.00	£0.00
	Spring	TBC	TBC	12	TBC	The Aldgate School	£0.00	£0.00
	Summer	TBC	TBC	12	TBC	The Aldgate School	£0.00	£0.00

We also offer bespoke courses for employers and community partners at a venue of choice.

Contact us for more information on other courses added throughout the year at different venues in the city.

**AdultEducation@cityoflondon.gov.uk**  
or **07511 046378**







# Learning in and around the City of London Corporation's Housing Estates

## Golden Lane Community Centre, EC1

We offer a wide range of courses at and near the Golden Lane Community Centre. These include art courses, jewellery, sewing, pilates, ballroom dancing, and digital skills.

Please see individual course listings in this prospectus for more details and keep checking our website for new courses: [www.cityoflondon.gov.uk/adultlearning](http://www.cityoflondon.gov.uk/adultlearning)

## Avondale Square Estate, SE1

We provide courses for local residents at Avondale. These include:

- ✓ ESOL
- ✓ English & maths
- ✓ Employability workshops
- ✓ Digital Skills
- ✓ Managing money

## Portoken Community Centre, E1

As well as the courses below, we will be growing the number of courses we provide for the community so keep checking our website.

- ✓ ESOL
- ✓ English & maths
- ✓ Employability workshops
- ✓ Digital Skills
- ✓ Managing money



For more information, please contact:  
Telephone: 020 7608 2753

# Arts, Crafts, Jewellery, Sewing and Dressmaking



I come to the art class on Wednesday morning, I am a beginner but I've been trying for a long time, I like using a variety of media we have very interesting topics but basically we are free to experiment. It's a really nice group, very skilled, talented people but not competitive and I really enjoy coming here each week."

Learner for Jewellery Course

Contact details 020 7608 2753 | [adulteducation@cityoflondon.gov.uk](mailto:adulteducation@cityoflondon.gov.uk) | [www.cityoflondon.gov.uk/adultlearning](http://www.cityoflondon.gov.uk/adultlearning)

# Arts, Crafts and Jewellery



## Art at the Gallery

This course offers a unique opportunity for both beginners and more advanced students to develop their artistic skills. You will plan and develop a range of compositions using different media. Each lesson will include a short briefing session. You will work on your individual projects with support and guidance from the tutor.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GA6124A	Autumn	Monday	16/09/24 - 09/12/24	12	18:00 - 20:00	Guildhall Art Gallery	£185.00	£30.00
GA6124B	Spring	Monday	06/01/25 - 31/03/25	12	18:00 - 20:00	Guildhall Art Gallery	£185.00	£30.00
GA6124C	Summer	Monday	28/04/25 - 14/07/25	10	18:00 - 20:00	Guildhall Art Gallery	£175.00	£30.00



## Art Class on Wednesday

This course is designed to develop an awareness of a wide range of drawing and painting materials in an applied context. We cover a variety of subjects and experimentation is a huge part of the learning. The aim is to develop individual potential both technically and creatively. You will also learn formal elements in painting and drawing such as mark-making, colour form and perspective.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GL6424A	Autumn	Wednesday	18/09/24 - 11/12/24	12	10:00 - 12:30	Golden Lane	£205.00	£30.00
GL6424B	Spring	Wednesday	08/01/25 - 02/04/25	12	10:00 - 12:30	Golden Lane	£205.00	£30.00
GL6424C	Summer	Wednesday	23/04/25 - 16/07/25	12	10:00 - 12:30	Golden Lane	£205.00	£30.00



## Contemporary Silversmithing

This is an exciting jewellery making course for you to learn how to design and create your unique jewellery. No need for previous experience, you will be shown how to plan, design and make your own jewellery pieces such as rings, pendants, chains or bangles using various techniques and materials such as silver, copper and gemstones.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GL6124A	Autumn	Monday	16/09/24 - 09/12/24	12	12:00 - 15:00	Golden Lane	£250.00	£36.00
GL6124B	Spring	Monday	06/01/25 - 31/03/25	12	12:00 - 15:00	Golden Lane	£250.00	£36.00
GL6124C	Summer	Monday	28/04/25 - 14/07/25	10	12:00 - 15:00	Golden Lane	£225.00	£36.00



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## Creative Jewellery Making

Design and create your unique jewellery. Learn how to plan, design, and make your own jewellery pieces such as rings, earrings, pendants, chains, or bangles using various techniques and materials such as silver, copper, and gemstones. No previous experience necessary.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GL6224A	Autumn	Thursday	19/09/24 - 12/12/24	12	11:00 - 14:00	Golden Lane	£250.00	£36.00
GL6224B	Spring	Thursday	09/01/25 - 03/04/25	12	11:00 - 14:00	Golden Lane	£250.00	£36.00
GL6224C	Summer	Thursday	24/04/25 - 17/07/25	12	11:00 - 14:00	Golden Lane	£225.00	£36.00



## Exploring Drawing

This course is designed to develop your awareness of a wide range of drawing and painting techniques in applied context. We will cover the use of mark-making, line, tone, form, perspective and composition in drawing, as well as an introduction to colour theory.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GL6324A	Autumn	Friday	20/09/24 - 13/12/24	12	13:30 - 16:00	Golden Lane	£205.00	£30.00
GL6324B	Spring	Friday	10/01/25 - 04/04/25	12	13:30 - 16:00	Golden Lane	£205.00	£30.00
GL6324C	Summer	Friday	25/04/25 - 18/07/25	12	13:30 - 16:00	Golden Lane	£205.00	£30.00





# Christmas Learn & Connect

Join us online for Christmas Learn & Connect between Monday 16th and Saturday 28th December 2024 for our two-session workshop.

- ✔ Would you like to spend Christmas doing something engaging like art or creative writing?
- ✔ Bored with watching the same movies every festive season or simply bored with Christmas?
- ✔ Are you longing for some genuine connection with others doing something you care about?



**Christmas Artistry**  
(Two linked sessions 23 & 27 December 2024)



**Christmas Jewellery Extraordinaire!** (Two linked sessions 26 & 28 December 2024)



**Guided Christmas Walk: Dickens in the City!** (Two linked sessions 26 & 28 December 2024)



**Virtual Extravaganza: Experiencing VR this Christmas!**  
(Two linked sessions 26 & 28 December 2024)



## Christmas Artistry

Christmas Artistry is a captivating course designed to ignite creativity and celebrate the festive season through a variety of artistic mediums. Participants will embark on a 2 day journey of exploration and expression as they delve into the magic of Christmas-themed art, crafting, and design. From traditional crafts to contemporary creations, this course offers an immersive experience that embraces the spirit of Christmas and encourages participants to unleash their creativity in new and exciting ways.

Course Code	Term	Day	Dates	Days	Time	Venue	Full-fee	Concession
ON6124A	Autumn	Monday & Wednesday	23/12/24 – 27/12/24	2	15:00 – 17:00	Online	£50.00	£30.00



## Christmas Jewellery Extraordinaire!

Christmas Jewellery Extraordinaire! is an exhilarating course designed to immerse participants in the enchanting world of festive jewellery design and creation. This course offers a unique opportunity for jewellery enthusiasts to explore their creativity and craft exquisite jewellery pieces inspired by the magic and splendour of the holiday season. From shimmering gemstones to intricate beadwork and festive motifs, participants will embark on a creative journey to design and craft their own extraordinary Christmas jewellery masterpieces.

Course Code	Term	Day	Dates	Days	Time	Venue	Full-fee	Concession
ON6224A	Autumn	Thursday, Monday & Friday	19/12/24 – 27/12/24	3	13:00 – 15:00	On Location	£135.00	£30.00



## Guided Christmas Walk: Dickens in the City!

Embark on a journey back in time and immerse yourself in the enchanting world of Charles Dickens' London with our Guided Christmas Walk: Dickens in the City! This captivating course offers participants the opportunity to explore the streets, landmarks, and hidden corners of Victorian London, brought to life through the timeless tales of Charles Dickens. Led by knowledgeable guides and storytellers, participants will experience the magic of Christmas in Dickensian London, uncovering the sights, sounds, and stories that inspired some of the most beloved works of English literature.

Course Code	Term	Day	Dates	Days	Time	Venue	Full-fee	Concession
ON2724A	Autumn	Monday	23/12/24	1	17:00 – 19:00	Online	£55.00	£30.00

ON2724A	Autumn	Saturday	28/12/24	1	11:00 – 13:00	On Location	£55.00	£30.00
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## Virtual Extravaganza: Experiencing VR this Christmas!

Step into a world of virtual wonder and excitement this Christmas with our Virtual Extravaganza: Experiencing VR this Christmas! This immersive course invites participants to explore the limitless possibilities of virtual reality (VR) technology while embracing the festive spirit and magic of the holiday season. Through a series of interactive workshops, captivating presentations, and thrilling virtual experiences, participants will embark on a journey to discover the enchanting world of VR and its applications in entertainment, education, and beyond.

Course Code	Term	Day	Dates	Days	Time	Venue	Full-fee	Concession
ON7224A	Autumn	Monday & Friday	16/12/24 – 20/12/24	2	15:00 – 17:00	On Location	£55.00	£30.00



# Sewing, Textiles & Dressmaking



## Sewing for Parents (Morning)

MORNING SESSIONS FOR PARENTS WITH CHILDREN AT THE ALDGATE SCHOOL. Learn how to design, sew, and create your own clothes, accessories, and simple home furnishings such as dresses, bags, and trousers. You will learn the basics including how to use a sewing machine, as well as knitting and needlecraft equipment; how to use, adapt and cut patterns; and techniques such as embroidery, patchwork, cross-stitch, and decorative stitching skills.

This is an introductory course, and no experience is necessary. We welcome learners of all abilities from our local community.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
AS6224A	Autumn	Monday	16/09/24 - 09/12/24	12	09:30 - 11:30	The Aldgate School	£10.00	£10.00
AS6224B	Spring	Monday	06/01/25 - 31/03/25	12	09:30 - 11:30	The Aldgate School	£10.00	£10.00
AS6224C	Summer	Monday	28/04/25 - 14/07/25	10	09:30 - 11:30	The Aldgate School	£10.00	£10.00



## Sewing for Parents (Afternoon)

AFTERNOON SESSIONS FOR PARENTS WITH CHILDREN AT THE ALDGATE SCHOOL. Learn how to design, sew, and create your own clothes, accessories, and simple home furnishings such as dresses, bags, and trousers. You will learn the basics including how to use a sewing machine, as well as knitting and needlecraft equipment; how to use, adapt and cut patterns; and techniques such as embroidery, patchwork, cross-stitch, and decorative stitching skills.

This is an introductory course, and no experience is necessary. We welcome learners of all abilities from our local community.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
AS6124A	Autumn	Monday	16/09/24 - 09/12/24	12	13:00 -15:00	The Aldgate School	£10.00	£10.00
AS6124B	Spring	Monday	06/01/25 - 31/03/25	12	13:00 -15:00	The Aldgate School	£10.00	£10.00
AS6124C	Summer	Monday	28/04/25 - 14/07/25	10	13:00 -15:00	The Aldgate School	£10.00	£10.00



## Creative Community Sewing

Learn how to design, sew, and create your own clothes, accessories, and simple home furnishings such as dresses, bags, and trousers. You will learn the basics including how to use a sewing machine, as well as knitting and needlecraft equipment; how to use, adapt and cut patterns; and techniques such as embroidery, patchwork, cross-stitch, and decorative stitching skills.

This is an introductory course, and no experience is necessary. We welcome learners of all abilities from our local community.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
AZ6124A	Autumn	TBC	TBC	TBC	TBC	Artizan Street Library	£10.00	£10.00
AZ6124B	Spring	TBC	TBC	TBC	TBC	Artizan Street Library	£10.00	£10.00
AZ6124C	Summer	TBC	TBC	TBC	TBC	Artizan Street Library	£10.00	£10.00



## Dressmaking and Garment Mending

A Sewing Course with an emphasis on Individual Projects. You will be guided by your tutor to select a project which will develop your existing skills and explore new challenges. Built into these projects are sewing techniques, measuring, understanding commercial patterns, using a sewing machine to make seams, hems, buttonholes and put in zips. By the end of the course, learners should be able to work independently on an individual project.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GL6524A	Autumn	Thursday	19/09/24 - 12/12/24	12	10:00 - 12:00	Golden Lane	£180.00	£30.00
GL6524B	Spring	Thursday	09/01/25 - 03/04/25	12	10:00 - 12:00	Golden Lane	£180.00	£30.00
GL6524C	Summer	Thursday	24/04/25 - 17/07/25	12	10:00 - 12:00	Golden Lane	£180.00	£30.00



## Sewing and Textiles for Beginners

Explore textiles and surface decoration through individual projects, including soft furnishing, clothes making and accessories. Built into these projects are sewing techniques to make seams, hems, zips and buttonholes. By the end of the course, you should be able to work independently on an individual project.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GL6624A	Autumn	Thursday	19/09/24 - 12/12/24	12	13:00 - 15:00	Golden Lane	£180.00	£30.00
GL6624B	Spring	Thursday	09/01/25 - 03/04/25	12	13:00 - 15:00	Golden Lane	£180.00	£30.00
GL6624C	Summer	Thursday	24/04/25 - 17/07/25	12	13:00 - 15:00	Golden Lane	£180.00	£30.00



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# Heath & Wellbeing, Philosophy, History and Languages

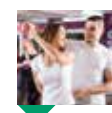


I have always been interested in languages. I like to communicate with people that otherwise couldn't, and I thought that BSL would be another way of doing so. I've really enjoyed it, the class is great, everyone is really friendly, and we seem to be learning a lot. The tutors are great. My favourite subject has probably been family."

British Sign Language (BSL) Learner for Languages



# Health and Wellbeing



## Ballroom Beginners & Improvers

Turn off those television dance shows and learn for yourself the poise, steps and art of Ballroom and Latin dancing, including Waltz, Tango, Quickstep, Foxtrot, Rumba, Cha Cha Cha, Samba and Jive. As well as learning steps and developing your style and technique, you will also become fitter and make new friends – you don't need to bring a partner. The course is suitable for beginners, improvers and returners – anyone in the early days of their dancing or who wants to brush up on their basics.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GL1124A	Autumn	Tuesday	17/09/24 – 10/12/24	12	17:00 – 19:00	Golden Lane	£180.00	£30.00
GL1124B	Spring	Tuesday	07/01/25 – 01/04/25	12	17:00 – 19:00	Golden Lane	£180.00	£30.00
GL1124C	Summer	Tuesday	22/04/25 – 15/07/25	12	17:00 – 19:00	Golden Lane	£180.00	£30.00



## Ballroom Intermediate & Advanced

Social dancing is back in fashion so come and learn movements to some of the Ballroom and Latin styles – as seen on TV. You'll learn not only steps but also coordination, and timing, while making new friends, becoming fitter and more confident. The course will incorporate leadable movements from intermediate to advanced – something for everyone who is ready to move on from the basics.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GL1224A	Autumn	Monday	16/09/24 – 09/12/24	12	18:15 – 20:15	Golden Lane	£180.00	£30.00
GL1224B	Spring	Monday	06/01/25 – 31/03/25	12	18:15 – 20:15	Golden Lane	£180.00	£30.00
GL1224C	Summer	Monday	28/04/25 – 14/07/25	10	18:15 – 20:15	Golden Lane	£180.00	£30.00



## Pilates

Pilates is a form of body conditioning that concentrates on building strength from the core of the body. It can help improve posture, strength, mobility and breathing. This mixed-level course will enable you to safely improve your core strength and flexibility. After regular practice, you will notice an improvement in your posture. Each learner is different, and our skilled and qualified tutor will guide you so that you exercise safely and under individual supervision.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GL1324A	Autumn	Wednesday	18/09/24 – 11/12/24	12	14:00 – 15:15	Golden Lane	£180.00	£30.00
GL1324B	Spring	Wednesday	08/01/25 – 02/04/25	12	14:00 – 15:15	Golden Lane	£180.00	£30.00
GL1324C	Summer	Wednesday	23/04/25 – 16/07/25	12	14:00 – 15:15	Golden Lane	£180.00	£30.00

# Humanities and History



## Philosophy

The philosophy class welcomes aspiring and well-versed philosophers. In the autumn term, the course will focus on Geography and Philosophy. You will investigate topics such as humans in their space, population, inequality, critical geopolitics and globalisation. In the spring term, you will explore Politics, Science and Philosophy. Topics will include scientific work and political authority, climate change, science, democracy, and the politicisation of science.

In the summer term, the focus will concentrate on Culture and Politics in Walter Benjamin, including Benjamin on Kafka, why books matter and how films change everything. This is a blended course. You will meet in person three to four times a term, in agreement with the group.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ON2124A	Autumn	Wednesday	18/09/24 - 11/12/24	12	12:45 - 14:45	Online & Guildhall	£160.00	£30.00
ON2124B	Spring	Wednesday	08/01/25 - 02/04/25	12	12:45 - 14:45	Online & Guildhall	£160.00	£30.00
ON2124C	Summer	Wednesday	23/04/25 - 16/07/25	12	12:45 - 14:45	Online & Guildhall	£160.00	£30.00



## Roman London

Founded by the Romans almost 2000 years ago, London grew into the largest, most important city in the province. Led by a trained archaeologist, over five weeks you will explore the archaeology of this ancient city with trips to museums and some seldom visited ancient sites. No prior knowledge required, this course is aimed at anyone with an interest in the Romans, history or just wanting to see a little more of the City of London.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ON2524C	Summer	Wednesday	TBC	6	15:30 - 18:30	On location	£90.00	£30.00



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## Exploring the City

Step out into the City this summer on six Saturday morning walks with City of London Guide, Alison Woollard. Find out more about the people, places and history which are familiar and discover new aspects of the City on these themed walks.

**Riverside London** – Follow the Thames and discover why the Thames was and is so important to London. How was it used in the past? How is it being cared for today?

**Market London** – Explore the areas of Leadenhall and Smithfield and learn about how they developed and changed as the way we live in the City has changed.

**Churches in the City** – not just Wren! Discover the lost medieval parishes of the City, the destruction of churches as a result of the Fire, Victorian road building and the Blitz. We'll look at churches built over eight centuries (including a couple by Wren).

**City People** – Find out more about some of the names you know – Sir Richard Whittington, Samuel Pepys but then there will be unfamiliar names. What happened to Anne Askew? Who was Emilia Bassano?

**Beyond the walls** – we'll look north to Clerkenwell and find out about the City's water supply, some of its prisons, the priory of St John, the nunnery of St Mary, the revolutionary nature of Clerkenwell Green and Oliver Twist.

**Migration the City** – Explore the lives of the many groups who have come to the City from the Romans through to the Afghans and Ukrainians. Where did they settle and how did they contribute to life in the City.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ON2224C	Summer	Saturday	07/06/24 - 12/07/24	6	11:00 - 13:00	On location	£72.00	N/A





# City of London Guide Courses



## Location of Course:

Guildhall, London, EC2V 7HH



## Cost of Course:

**Course fee £1,742** (which includes the Institute of Tourist Guiding registration fee)

**Exam fees (TBC)** (paid directly to Institute of Tourist Guiding)



## Day/Time of Course:

Wednesday 18:30-20:30 (30 sessions)

Weekend am/pm (15 sessions) and one full day



## Course start/end dates

November 2024 – July 2025

## What is the course about?

This Level 3 course is aimed at all those who have an interest in the Square Mile. It offers an in-depth study of the historical, architectural, and contemporary City of London. Participants will also develop the practical skills needed to conduct guided tours.

## What is the time commitment?

- ✓ 30 lectures and tutorials on Wednesday evenings
- ✓ 2-hour walks and tutorials on alternate Saturday mornings or afternoons (dates will be given at the start of the course)
- ✓ 1 Saturday or Sunday (full day/7 hours)
- ✓ 180 self-study hours

## What can I expect to achieve?

Successful candidates will be awarded:

- ✓ City of London Guide Badge and Certificate
- ✓ Institute of Tourist Guiding Green Badge and Certificate

## How do I apply and for further information?

Recruitment to the City of London Guides course is by application form and interview.

Please contact us for more information:  
[adulteducation@cityoflondon.gov.uk](mailto:adulteducation@cityoflondon.gov.uk)



## Introduction to Guiding

Do you have a passion for the City and its history? Have you ever wondered about becoming a City of London Guide? This course is targeted at adults who are interested in applying to the City of London Guides course starting in Summer 2023 as well as other guiding courses and who have no previous experience of guiding. On this short course of walks and online sessions you'll find out all about guiding and learn how to approach applying for a guiding course with confidence.

The six-week course is packed full of useful information, hints and tips and practical exercises. You'll learn how to research and plan a presentation effectively and then how to address your audience with clarity and enthusiasm. Many former students have gone on to complete the City of London, Westminster, Camden or Clerkenwell Guides courses successfully. This course takes place online and on location.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ON2324C	Summer	Tuesday	22/04/25 – 27/05/25	6	18:30 – 20:30	Online & On Location	£72.00	N/A
ON2424C	Summer	Thursday	24/04/25 – 29/05/25	6	18:30 – 20:30	Online & On Location	£72.00	N/A



## City of London Guides – Level 3

Become an expert guide. This Level 3 course is aimed at all those who have an interest in guiding in the Square Mile. It offers an in-depth study of the historical, architectural, and contemporary City of London. Participants will also develop the practical skills needed to conduct guided tours.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ON2224A	Autumn	Wednesday	TBC	TBC	18:30 – 20:30	Online	£1,742.00	N/A



The introduction to guiding course helped me immensely, especially on how to research a subject, picking out facts and presenting them to a group in an interesting way, as well as timing my presentations. I really enjoyed it too. I believe I wouldn't have passed my interview to train as City of London Guide without it.

Learner from the Introduction to Guiding course 2023

# Languages



## French Upper Intermediate

This course aims to help you revise general grammar points and vocabulary at an upper intermediate level. The course is aimed at students who have recently studied the language for about two to three years or have an equivalent level of the language.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ON4224C	Autumn	Monday	16/09/24 – 09/12/24	12	13:15 – 14:45	Online	£110.00	£30.00
ON4224A	Spring	Monday	06/01/25 – 31/03/25	12	13:15 – 14:45	Online	£110.00	£30.00
ON4224B	Summer	Monday	28/04/25 – 14/07/25	10	13:15 – 14:45	Online	£100.00	£30.00



## Advanced French Conversation

This course is aimed at learners who wish to maintain and improve their conversational skills and fluency in French. A wide range of subjects and issues will be covered through reading texts and debating or discussing a topic.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ON4124A	Autumn	Monday	16/09/24 – 09/12/24	12	15:15 – 16:45	Online	£110.00	£30.00
ON4124B	Spring	Monday	06/01/25 – 31/03/25	12	15:15 – 16:45	Online	£110.00	£30.00
ON4124C	Summer	Monday	28/04/25 – 14/07/25	10	15:15 – 16:45	Online	£100.00	£30.00



## Spanish Beginners

Learn to speak Spanish in this lively and conversational course for complete beginners. Taught mainly in Spanish with the emphasis on developing speaking and listening skills. You will learn to talk about yourself, be able to communicate at a basic level in common everyday situations. This is an online course.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ON4324A	Autumn	Friday	20/09/24 – 13/12/24	12	12:00 – 13:30	Online	£110.00	£30.00
ON4324B	Spring	Friday	10/01/25 – 04/04/25	12	12:00 – 13:30	Online	£110.00	£30.00
ON4324C	Summer	Friday	25/04/25 – 18/07/25	12	12:00 – 13:30	Online	£110.00	£30.00



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## Spanish Lower Intermediate

Continue improving your intermediate Spanish with this conversational course, taught in Spanish with an emphasis on speaking and listening. This course will also give you an insight into cultural aspects of Spanish speaking countries. Learn to talk about important events in your life, current affairs and recent historic events, films and the arts. You will be able to participate in discussions and give your opinions.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ON4424A	Autumn	Thursday	19/09/24 – 12/12/24	12	11:00 – 12:30	Online	£110.00	£30.00
ON4424B	Spring	Thursday	09/01/25 – 03/04/25	12	11:00 – 12:30	Online	£110.00	£30.00
ON4424C	Summer	Thursday	24/04/25 – 17/07/25	12	11:00 – 12:30	Online	£110.00	£30.00



## Spanish Upper Intermediate

Improve your fluency and comprehension in Spanish through discussion on a wide variety of topics and extend your vocabulary and broaden your knowledge of Spanish and Latin American cultures.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ON4524A	Autumn	Friday	20/09/24 – 13/12/24	12	14:00 – 15:30	Online	£110.00	£30.00
ON4524B	Spring	Friday	10/01/25 – 04/04/25	12	14:00 – 15:30	Online	£110.00	£30.00
ON4524C	Summer	Friday	25/04/25 – 18/07/25	12	14:00 – 15:30	Online	£110.00	£30.00

# British Sign Language (BSL)



## British Sign Language (BSL) Level 1

The British Sign Language (BSL) Level 1 course offers an introduction to the fundamental principles and vocabulary of BSL, providing participants with the skills and confidence to communicate effectively using sign language. Designed for beginners with no prior knowledge of BSL, this course aims to develop basic signing skills, promote deaf awareness, and foster an inclusive and accessible learning environment. Through a combination of practical exercises, interactive activities, and group discussions, participants will learn essential BSL signs, practice signing fluently, and gain an appreciation for deaf culture and communication.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
	Spring	TBC	TBC	12	TBC	Guildhall – West Wing	TBC	N/A



## British Sign Language (BSL) Level 2

This Level 2 Certificate qualification in British Sign Language is designed to enable learners to develop their skills to communicate with Deaf people using British Sign Language (BSL) in a range of everyday situations. The qualification will allow learners to participate in longer and more varied conversations than at Level 1. The course will develop communication in BSL about real life, routine, and daily experiences. The learner will be able to deal with most routine communication and have enough understanding of grammar to cope with some non-routine communication. Learners should be taught a number of regional variations in sign language. The specification has been designed to be consistent with the National Language Standards at Level 2.

Course Code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH4724A	Autumn	Wednesday	TBC	TBC	TBC	Guildhall – West Wing	TBC	N/A



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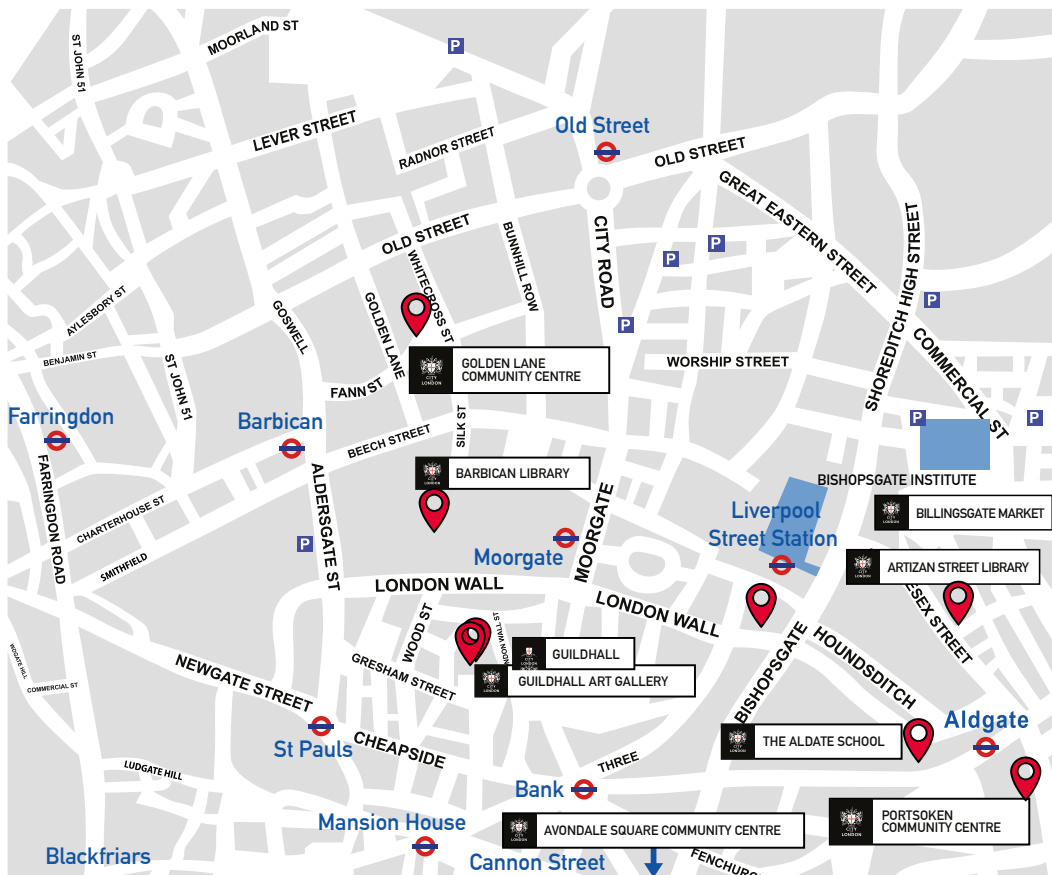


## Contact details

020 7608 2753

adulteducation@  
cityoflondon.gov.uk

www.cityoflondon.gov.uk/  
adultlearning



## Venues

Location	Address	Postcode	Contact no.
The Aldgate School	St James' Passage, Dukes Place, London	EC3A 5DE	020 7283 1147
The Barbican Library	Barbican Centre, Silk Street, London	EC2Y 8DS	020 7638 0569
Golden Lane Community Centre	Golden Lane Estate, Fann Street, London	EC1Y 0SA	020 7608 2753
The Guildhall	West Wing, Aldermanbury, London	EC2V 7HH	020 7332 1231
The Guildhall Art Gallery	Guildhall Yard, London	EC2V 5AE	020 7332 1231
Portsoken Community Centre	20 Little Somerset Street, London	E1 8AH	07955 311966
Avondale Square Community Centre	Avondale Square Estate, Old Kent Road, London	SE1 5PD	020 7237 3753
Artizan Street Library	Artizan Street, London	E1 7AF	020 7332 3810
Billingsgate Market	Trafalgar Way, Poplar	E14 5ST	020 7987 1118