



Learning in the City

Adult Skills, Education and
Apprenticeship Services **2025-2026**

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

AdultEducation@cityoflondon.gov.uk





Contents

Welcome	03
Purpose & Objectives	04-05
Testimonials	06-07
Our 2024/25 Community Events	08-09
Term dates	10
Enrolment process	11
How to enrol	12-13
Eligibility criteria	14
Information, advice and guidance (IAG)	15
Learner voice	16
Summer Courses	18-19
Enterprise Workshops	20-21
Apprenticeships	23
Skills for work	24
Employability Support	25
Accounting	26
Digital Projects	27
Digital Skills & Computing	28
Supported Internships & Employer Forum (SEND)	30
Pathways to Higher Education	31
Health & Social Care	32
Professional Development & Employability	33-34
ESOL, IELTS and Functional Skills	35
ESOL	38-39
IELTS	39
Functional Skills	40
Family & Adult Learning @ the Aldgate School	42-43
Health & Wellbeing, Humanities and History and Languages	45
Health and Wellbeing	46-48
Humanities and History	49
Languages	50-51
British Sign Language (BSL)	51
City of London Guide Courses	52-53
Christmas Learn & Connect	54-55
Index	56-58
Map with contact details	60

Learning in the City



I am delighted to introduce our inspirational 2025/2026 Prospectus, offering a wide range of adult skills and education learning opportunities.

I believe our offer to be the most comprehensive and engaging collection of adult courses, learning activities, and events yet. It has been carefully designed to be both informative and accessible, offering highly engaging courses that meet the needs of all participants and local employers.

Adult education plays a vital role in personal and professional growth. Whether it involves acquiring new qualifications, improving English, Maths, or digital skills, rediscovering creative interests, or advancing in life or career, we provide the support needed to help individuals achieve their goals.

The City of London Corporation's Adult Skills, Education and Apprenticeship Service is committed to promoting lifelong learning as a pathway to employment, improved wellbeing, and social mobility. Our work ensures that individuals of all ages, along with families and employers, have access to high-quality education, rewarding career opportunities, and the confidence needed to thrive in today's workforce.

The Adult Skills, Education and Apprenticeship Service is dedicated to empowering individuals through education and skills development. With a focus on transformation and opportunity, the team strives to enhance the curriculum to meet the ambitions and goals of learners, ensuring they are equipped to succeed.

The seven adult learning priorities will guide our community learning programmes. Our courses will emphasise equipping parents and carers to assist children's education, strengthening communities, addressing learning needs to help learners prepare for work, enhancing health and wellbeing, participating in confidence-building activities, and improving essential skills like English, ESOL, Maths, and Digital Skills.

This year's programme focuses on what learners value most: practical training leading to employment or advancement, life skills development, and creative learning to support wellbeing. Courses are available across various local locations, offering accredited qualifications, family learning, digital skills bootcamps, and enrichment opportunities. Whether for career progression or personal growth, the adult skills service aims to provide learners with meaningful and challenging experiences tailored to their aspirations.

Our apprenticeship programme is designed to support learners in achieving excellence, with a proven track record of distinction awards upon completion. Both apprentices and employers can expect standards to be upheld and surpassed, ensuring mutual success and satisfaction.

Our digital skills programmes have experienced unprecedented demand. Courses such as Cyber Security, Python, JavaScript, SQL Data Science,

Introduction to Coding, and Essential Digital Skills have attracted significant interest, leading to extensive waiting lists. We are committed to expanding our offering to ensure learners can advance through different levels and gain expertise across a variety of digital disciplines.

We remain dedicated to supporting learners whose first language is not English. The Adult Skills Service will allocate extra resources to enhance learning in this area and assist learners aiming to advance into further or higher education or move directly into employment. This initiative is integral to our community learning programmes. Our collaboration with local employers, colleges, job centres, universities, and charities like Maashanti plays a vital role in benefiting these communities.

Our service is committed to ambition, offering high-quality delivery and tailored support. Whether you are thinking about joining a course or seeking to gain a specific specialist skill, our devoted delivery team will collaborate with you to ensure a rewarding and successful learning journey.

Thank you for choosing to learn with us. I hope to see you at one of our centres or events soon.

Barbara Hamilton MBE, 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:

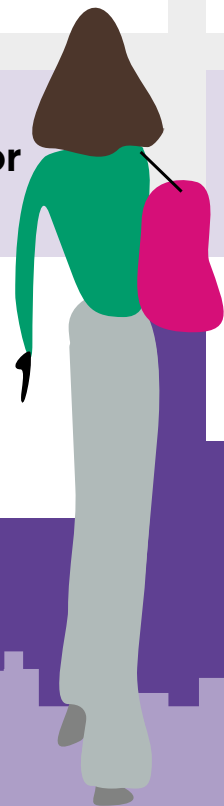
Improved/maintained health and/or social well-being

PURPOSE:

Developing stronger communities

OBJECTIVE:

Develop stronger communities, with more self-sufficient, connected and proactive 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



It's such a deeply engaging experience – uplifting and full of creative energy."

Mosaic Art Class

Coming here each week is something I really look forward to."

Mosaic Art Class



It's a flexible and supportive course that helps you develop your English with confidence."

English & Maths



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

English & Maths

Our tutor brings real-world experience into every lesson – it's clear, structured and really inspiring."

Level 3 Digital Skills

This course has completely changed how I see language – it's been so empowering."

English & Maths

My teacher's support and understanding have meant everything to me."

Mosaic Art Class



The Pilates group is so warm and welcoming – it's lovely to be part of such a diverse class."

Health & Fitness

Ballroom dancing has been a joyful way to stay fit and boost my wellbeing – body and mind."

Health & Fitness

It's been a truly positive experience since I joined – I've learned a lot."

ESOL

The tutor breaks everything down in a way that actually makes coding feel achievable – I've learned a lot on this short course."

Level 3 Digital Skills

I really enjoy the ESOL lessons – they've helped me so much."

ESOL

I'm so pleased I joined this class – it's been a big step forward for me."

ESOL

This has been a great way for me to develop my skills – it's already making a difference to me personally."

Level 1 Creative Craft (Sewing & Textiles)



It's been a truly positive experience since I joined – I've learned a lot."

ESOL

Thanks to the City of London Corporation for making such a great opportunity available."

ESOL

I've loved being part of this class – the atmosphere is really welcoming and fun."

Level 1 Creative Craft (Sewing & Textiles)



Highlights from our 2024/25 Community Events

Art Exhibition at the Barbican

Learners from our Creative Arts courses exhibited mosaic, silversmithing, sewing, and fine art pieces at the Barbican Library. The exhibition celebrated creativity, confidence, and community.

Digital Skills and Jobs Event

Held at Guildhall, this event connected learners with employers and showcased digital learning from Essential Digital Skills to Level 3 Data Science. It included workshops and career advice.

SEND Breakfast Event

An inclusive networking event promoting Supported Internships and accessible career pathways for adults with additional needs. Attendees included partners, employers, and learners.



Community Celebration Event

A lively day at Golden Lane Community Centre featuring learner exhibitions, workshops, music, and food – bringing together families, tutors, and the wider community.

Employer Engagement Events with JCP

We hosted targeted employer events with Jobcentre Plus, providing learners with access to real job opportunities and interview preparation support.



Enrolment & Eligibility

Term dates 2025/26

Autumn Term

Monday 15 September 2025 – Friday 12 December 2025

Half-Term Break:

27 October 2025 to 31 October 2025

Spring Term

Monday 12 January 2026 – Friday 27 March 2026

Half-Term Break:

16 February 2026 to 20 February 2026

Summer Term

Monday 13 April 2026 – Friday 10 July 2026

Half-Term Break:

25 May 2026 to 29 May 2026

Summer Holiday Courses

Monday 3 August 2026 – Friday 11 September 2026

Initial Assessment Information

Certain courses require you to complete an initial assessment before we can confirm your place. You'll be informed of this during the enrolment process.

If your chosen course does require an initial assessment, you will be contacted within seven working days of submitting your enrolment form to arrange a suitable time for you to visit one of our centres and complete the assessment. Based on your results, we'll recommend the most appropriate course for your needs. If a course fee applies, your place will only be secured once payment is received.

If you haven't heard from us within seven working days, please feel free to get in touch:

For queries, email: AdultEducation@cityoflondon.gov.uk



Enrolment Process and Fee Guidance

Before you begin the Online Enrolment Process



Ensure you're paying the appropriate fee

You'll need to provide valid proof of eligibility if you're claiming a fee concession. If you apply for a concession but do not meet the requirements, you'll be asked to pay the difference either before the first session or at the start of the course.

Please note: enrolment is only confirmed once eligibility is verified and the correct fee has been paid.



Course cancellations

We reserve the right to cancel any course that does not have enough enrolments. If this happens before the course begins, a full refund will be issued. If the course is cancelled after it has started, a partial refund will be calculated and returned on a pro-rata basis.



Transfers & refunds

Should you register for a course at the wrong level, we'll help you move to the correct one at no extra charge. We do not offer refunds if you simply change your mind. However, in cases of medical necessity, a signed and stamped medical certificate must be provided to qualify for a refund.



Check your eligibility – review the criteria first

The majority of our courses receive partial funding from the Greater London Authority, which means you must meet specific eligibility requirements. If you enrol and later find you're not eligible, you can either request a refund or opt to pay the full, non-funded rate. Please contact us if you're unsure or need more details.

How to enrol on a non-accredited course



Browse and Select Your Course:
Visit cityoflondon.gov.uk/services/education-and-learning/adult-skills-and-education-service

Steps to Enrol on a Non-Accredited Course



- ✓ On your chosen course page, click the link that says '**Enrol on one of our courses**'.
- ✓ You'll be taken to our online enrolment form.
- ✓ Fill out the form with your details. If you need help, email us at AdultEducation@cityoflondon.gov.uk and we'll respond within two working days.
- ✓ After submitting your form, you'll be redirected to a secure payment portal to pay your course fee via Worldpay.
- ✓ Before completing your enrolment, make sure to review the eligibility criteria and confirm whether you qualify for a concession.



- ✓ Once your payment is successfully processed, you'll see an on-screen confirmation and receive an email receipt from the Adult Education Team.
- ✓ Around one week before your course begins, we'll send you an email with all the essential course details, including a welcome message, your learner handbook, safeguarding card, and a link to our induction video. Please read through this material and save it for future reference.



- ✓ You'll also receive an email from Overt Software, which manages our learning platform Moodle. Be sure to check your spam or junk folder if the email doesn't appear in your inbox. This message will include your Moodle login information: learninginthecity.org.uk
- ✓ The email will contain your username and temporary password. You'll be asked to change your password when you first log in. If your course is online or blended, Moodle will also provide the Zoom link you need to access your live sessions.
- ✓ If you haven't received your Moodle login two days before your course is due to start, please email us at AdultEducation@cityoflondon.gov.uk

How to enrol on an accredited course



Steps to Enrol on an Accredited Course



- ✓ Visit the relevant course page and click the '**Enrol on one of our courses**' link. This will take you to our online enrolment form. Fill in your details and submit the form. If you need help at any stage, email us at AdultEducation@cityoflondon.gov.uk and we'll get back to you within two working days.
- ✓ Some courses require you to complete an initial assessment. If this applies to your chosen course, a team member will contact you by phone and/or email to arrange a convenient time for your assessment. We ask that you attend the scheduled appointment, or let us know in advance if you can't make it by contacting us at AdultEducation@cityoflondon.gov.uk



- ✓ After your assessment, we'll recommend the course and level that best match your needs. If a fee is payable, you'll be able to make the payment at this stage. You will then receive a confirmation email from the Adult Education Team with your course start date, time, and location.
- ✓ About a week before your course begins, we'll send you an email with key course details and a link to the learner induction video. This will also include a welcome message, your learner handbook, and safeguarding card. Please read these carefully and keep them for reference.



- ✓ Before your course starts, you'll receive another email from Overt Software, which manages our online learning platform, Moodle. If you don't see it in your inbox, check your junk or spam folders. This message will include your login credentials for Moodle: learninginthecity.org.uk
- ✓ The email will include a username and temporary password. You'll be asked to set a new password when you first log in. If your course is delivered online or as a blend of online and in-person sessions, the Zoom link will be available on your Moodle course page.
- ✓ If you haven't received your Moodle login details at least two days before your course starts, please contact us at AdultEducation@cityoflondon.gov.uk

How to enrol



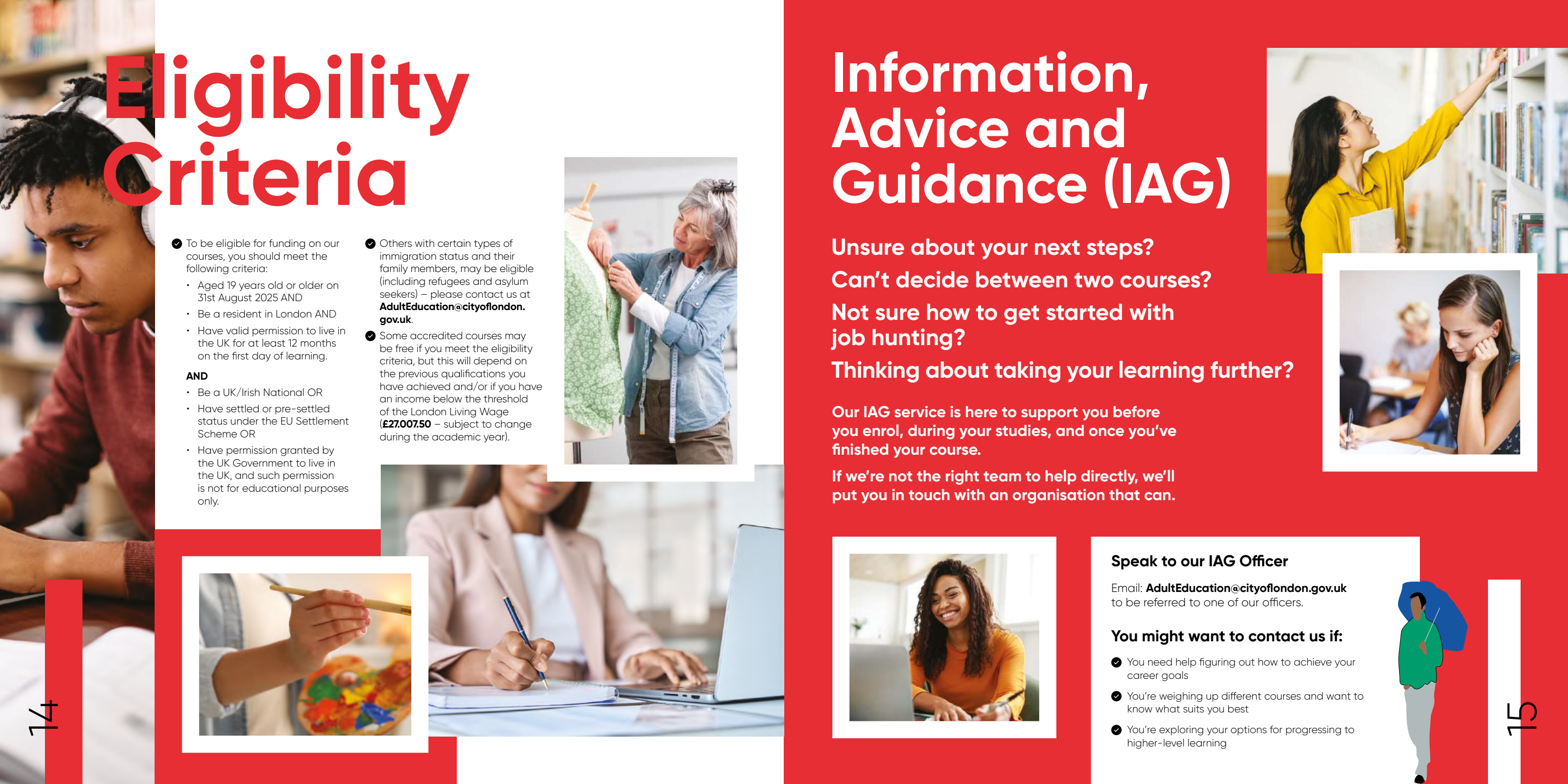
What if I do not want to enrol online?

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.

Email: AdultEducation@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 2025 AND
 - Be 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
 - Be 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 **AdultEducation@cityoflondon.gov.uk**.
- ✔ 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 the London Living Wage (**£27,007.50** – subject to change during the academic year).

Information, Advice and Guidance (IAG)

- Unsure about your next steps?
- Can't decide between two courses?
- Not sure how to get started with job hunting?
- Thinking about taking your learning further?

Our IAG service is here to support you before you enrol, during your studies, and once you've finished your course.

If we're not the right team to help directly, we'll put you in touch with an organisation that can.

Speak to our IAG Officer

Email: **AdultEducation@cityoflondon.gov.uk**
to be referred to one of our officers.

You might want to contact us if:

- ✔ You need help figuring out how to achieve your career goals
- ✔ You're weighing up different courses and want to know what suits you best
- ✔ You're exploring your options for progressing to higher-level learning





Your experience matters to us. We're committed to making your time with us enjoyable and productive. That's why we regularly invite your feedback – so we can make positive changes and build on what's already working well.

Here's how you can share your thoughts:



Join the Learner Voice Forum – volunteer to be one of two representatives for your class.



Take part in our end-of-year student survey.



Complete course feedback forms.



Speak with staff during classroom visits or learning walk-throughs.



Learner Voice

If you're interested in becoming a class rep or would like to find out more, please get in touch:

Adult Skills and Education Service

Email: AdultEducation@cityoflondon.gov.uk

Keeping our learners safe

Your safety is our priority. We are dedicated to creating a secure and inclusive environment where all learners are protected from harm, abuse, and neglect. We also take steps to safeguard you from radicalisation and exposure to extremist content.



We actively promote respectful behaviour and a welcoming atmosphere. Bullying, abuse, and discrimination are not tolerated, and any incidents will be addressed appropriately.

We encourage safe and responsible use of digital technology and the internet.

We have clear policies in place covering Health and Safety, Equality and Diversity, Safeguarding, the Prevent duty, and digital safety. You'll learn about these procedures at the start of your course, and you'll be given the opportunity to share your feedback with us through surveys and staff conversations.

All our tutors are DBS checked and receive regular training to help them recognise and respond to concerns. Every member of staff understands how to act if they believe a learner may be at risk.

Designated safeguarding officers and health and safety leads are available to support and protect learners throughout their studies.



Summer Courses



Introduction to AI: Understanding the Practices of Artificial Intelligence

Explore the fundamentals of artificial intelligence, including real-world applications such as virtual assistants, machine learning, and data ethics. Designed for beginners with no prior experience, this course provides an accessible introduction to how AI is shaping our digital world. Progression route: Level 2 Digital Skills or Intro to Coding. Check our website for updates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Summer	Friday	15/08/2025 – 29/08/2025	3	10:00 – 15:00	Guildhall	£60.00	✓



Coding for Beginners

This short course offers an accessible introduction to computer programming, designed for adults with little or no previous coding experience. You will learn the fundamentals of coding logic, syntax, and problem-solving through beginner-friendly platforms and languages such as HTML, CSS, and Python. Sessions focus on building basic programs, understanding how code works, and developing digital confidence.

Who is it suitable for?

This course is ideal for adults with basic digital skills who are curious about coding and want to explore whether a career or further study in digital technology might be right for them. A basic level of English (Entry Level 3 or above) is recommended to follow instructions and participate in discussions.

Progression routes: On completion, learners may progress to more advanced digital skills courses, including:

- **Level 1 Certificate in Digital Skills for Work**
- **Introduction to Web Design**
- **Level 2 Certificate in Cyber Security Practices**

or explore adult courses in coding and software development. Check our website for further updates and future course dates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Summer	Thursday	14/08/2025 – 28/08/2025	3	10:00 – 15:00	Guildhall	£60.00	✓



ESOL Entry Level 3

This course supports learners in developing their reading, writing, speaking and listening skills in English at Entry Level 3. Topics include work, travel, education and health. Ideal for learners progressing from Entry 2 or those who can understand basic English. Progression route: Level 1 ESOL or Functional Skills English. Assessment required before placement. Check our website for updates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Summer	Monday, Wednesday & Friday	28/08/2025 – 02/09/2025	6	14:00 – 17:00	Guildhall	£0.00	✓



ESOL Level 2

An advanced ESOL course focused on formal reading and writing, discussions, and presentations. Learners will practise structuring texts, developing arguments and improving fluency. Assessment required prior to enrolment. Progression route: IELTS, Functional Skills English Level 2, or higher education access. Visit our website for guidance. Check our website for updates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Summer	Monday, Wednesday & Friday	28/08/2025 – 12/09/2025	6	10:00 – 13:00	Guildhall	£0.00	✓



Introduction to Sewing

This hands-on beginner course introduces learners to the fundamentals of sewing and working with textiles. You will explore basic hand and machine sewing techniques, learn how to measure and cut fabric accurately, and complete small individual or group projects such as tote bags, cushion covers, or simple garments. The course will also explore creative design elements, fabric types, and the principles of upcycling and sustainable making.

Who is it suitable for?

This course is ideal for beginners or those looking to refresh their skills in a friendly, supportive environment. No prior sewing experience is required. Learners should have basic English reading and speaking skills (Entry Level 2 or above) to follow instructions and health and safety guidance.

Progression routes:

Upon successful completion, learners may wish to progress to:

- **Level 1 Award in Creative Craft (Sewing & Textiles)**
- **Creative Craft: Sustainable Fashion**

or other accredited or non-accredited courses in fashion, textiles, or design. Check our website for further updates and upcoming course dates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Summer	Wednesday	13/08/2025 – 27/08/2025	6	10:00 – 13:00	Golden Lane	£50.00	✓



Life in the UK: Preparing for the Citizenship Test

Prepare for the Life in the UK test by learning about British history, culture, laws, and values. This course is ideal for learners working towards British citizenship or settlement. Includes practice questions and tutor-led discussions. Entry Level 3 English or above recommended. Assessment required before placement. Check our website for updates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Summer	Tuesday & Thursday	28/08/2025 – 11/10/2025	6	10:00 – 15:00	Guildhall	£90.00	N/A



Level 2 Certificate in Food Hygiene

A 1-day accredited course teaching essential food safety and hygiene standards. Ideal for anyone working in catering, hospitality or voluntary food service. Assessment included. Progression route: further hospitality training or employment readiness. High English level recommended. Check our website for updates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Summer	Friday	29/08/2025	1 Day	10:00 – 17:00	Guildhall	£75.00	N/A



Scan QR code to find out more
AdultEducation@cityoflondon.gov.uk

Enterprise Workshops



Understanding Business Start-ups

Learn the essentials of starting a small business, including idea development, planning, basic finance and marketing. Ideal for aspiring entrepreneurs or those exploring self-employment. Suitable for learners with basic English skills. Progression route: Business Administration or Marketing courses. Check our website for further details.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Friday	31/10/2025	1 Day	10:00 – 14:00	Guildhall	£60.00	✓
Spring	TBC	TBC	1 Day	10:00 – 14:00	Guildhall	£60.00	✓



Introduction to AI

Explore how Artificial Intelligence is shaping industries and everyday life. Understand the basics of AI technologies, data, ethics, and its future applications. No prior technical experience required. Progression route: Level 3 Certificate in Data or Coding. Check our website for more information.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Monday	27/10/2025	1 Day	10:00 – 14:00	Guildhall	£60.00	✓
Spring	TBC	TBC	1 Day	10:00 – 14:00	Guildhall	£60.00	✓



Introduction to Cyber Security & Coding

An introduction to essential cyber safety principles and hands-on coding basics. Learn how to protect personal data and explore simple programming techniques. Great for beginners interested in digital careers. Progression route: Level 3 Certificate in Cyber or Coding. Visit our website for updates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Wednesday	29/10/2025	1 Day	10:00 – 14:00	Guildhall	£60.00	✓
Spring	TBC	TBC	1 Day	10:00 – 14:00	Guildhall	£60.00	✓



Introduction to Photography

Discover how to take better photographs with this practical beginner course. You will learn the basics of camera functions, lighting, composition, and how to frame your shots effectively. The course also introduces simple editing techniques and encourages learners to develop their own creative style through guided projects and group feedback.

Whether you're using a digital camera or a smartphone, this course will help you gain confidence and improve your photographic skills for personal, creative, or social media use.

Who is it suitable for?

This course is ideal for beginners with little or no experience in photography. Learners should have basic digital skills and Entry Level 3 English or above to follow instructions and participate in group discussions. A digital camera or smartphone with a camera is required.

Progression routes: Learners may progress to:

- **Intermediate photography courses**
- **Courses in digital editing or graphic design**
- **Creative arts qualifications (e.g. Level 1 Award in Creative Craft)**

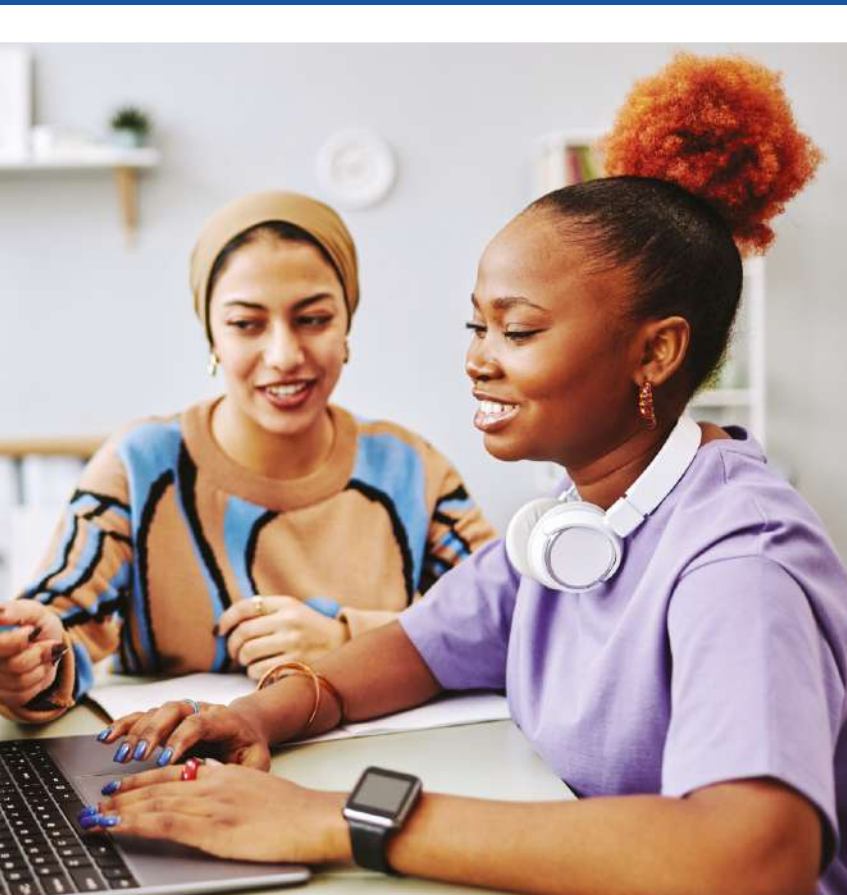
Check our website for further updates, course dates, and enrolment details.

Term	Day	Dates	Weeks	Time	Venue	Full-fee
Spring	TBC	TBC	1 Day	10:00 – 14:00	Guildhall	£60.00 ✓
Summer	TBC	TBC	1 Day	10:00 – 14:00	Guildhall	£60.00 ✓



Scan QR code to find out more
AdultEducation@cityoflondon.gov.uk

Learning for Work & Employment













Every day during my apprenticeship, I engage in hands-on learning, gaining valuable skills and insights from experienced colleagues. This opportunity has provided a strong foundation for a future in a corporate environment and aligns closely with my long-term career goals. It has significantly deepened my understanding of the corporate world, exposing me to various aspects of business operations and enhancing my confidence in handling daily tasks and responsibilities."

Business Administration Apprentice, Department of Children's & Community Service (DCCS)

Looking to find an Apprenticeship?

Apprenticeship vacancies are advertised on our City of London jobs page.
careers.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

Apprenticeship standards may require achievement of English and Maths at Level 1 (for Intermediate Apprenticeships) or Level 2 (for Advanced Apprenticeships and above), depending on your age and prior qualifications. If you are under 18 and do not already hold a GCSE in English or Maths at grade 4/C or above, you will be required to complete Functional Skills as part of your apprenticeship. For those aged 19 and over, Functional Skills is not mandatory unless specified by the apprenticeship standard. Where needed, we will fully support you to achieve the required qualifications.

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.

careers.cityoflondon.gov.uk

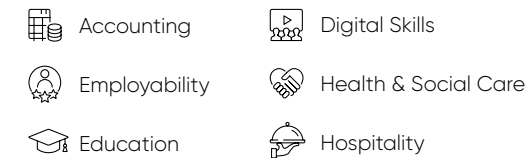
Skills for Work

Courses to help you get ahead

Are you currently out of work and looking to improve your job prospects?

You may be eligible for a fully funded course through the Adult Skills and Education Service. We offer a range of free, high-quality courses designed to help you gain essential skills, boost your confidence, and work towards recognised qualifications.

Our curriculum areas include:



After being unemployed for several years, I wasn't sure how I could restart my career. The Retrofit Bootcamp changed everything – it gave me the skills, confidence, and opportunity to start a new career. I'm now in quality employment, and it's genuinely life-changing. I'm incredibly grateful to the City of London Corporation for making this possible."

Retrofit Bootcamp Learner

English and Maths Courses

Strong literacy and numeracy skills are vital for everyday life and many jobs. Whether you want to progress in your career, return to learning, or simply support your children with homework, we can help.

Our free English and maths courses will support you to improve your:

- ✓ Reading and writing
- ✓ Speaking and listening
- ✓ Confidence with numbers
- ✓ Problem-solving abilities

These courses are free for adults aged 19 and over, subject to eligibility. See page 14 for full eligibility details.

Whether you are a job seeker or an employer, we can support your next steps.

Job Seekers

- We work closely with employers across sectors including Health & Social Care, Education, and Digital to help you develop relevant skills and move into employment. Our programmes are designed around real vacancies.

Employers

- We design and deliver tailored training solutions to meet your workforce development needs. Whether you are looking to build a talent pipeline or upskill your existing team, we can help.

Employability Support & Workshops

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.



Book your initial one-to-one appointment online or in person at the Guildhall by contacting Catherine Hughes.

Email: AdultEducation@cityoflondon.gov.uk

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.

Accounting



Level 2 Certificate in Bookkeeping

This qualification introduces key bookkeeping principles including double-entry bookkeeping, managing accounts, and recording financial transactions. It is ideal for those new to finance or looking to build practical skills in bookkeeping for work or self-employment. Suitable for learners with a good level of English and basic numeracy (Level 1 or above). Progression route: Level 3 Certificate in Bookkeeping or Level 2 Certificate in Accounting. Check our website for updates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Spring	Thursday	15/01/2026 – 24/09/2026	33	14:00 – 17:00	Guildhall	£0.00	✓



Level 3 Certificate in Bookkeeping

This advanced course builds on foundational bookkeeping knowledge with topics such as final accounts preparation, accruals, prepayments, and adjustments. Ideal for learners progressing from Level 2 or with existing bookkeeping knowledge. Progression route: Level 3 Diploma in Accounting or employment in financial roles. Check our website for updates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Summer	Thursday	TBC	TBC	14:00 – 17:00	Guildhall	£0.00	✓



Level 2 Certificate in Accounting

Gain an essential understanding of accounting principles including costing, accounting software, and financial administration. Suitable for those progressing from bookkeeping or looking to enter the finance sector. Learners should have a good level of English and maths (Level 1 or above). Progression route: Level 3 Diploma in Accounting. Check our website for further details.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Spring	Thursday	TBC	TBC	14:00 – 17:00	Guildhall	£0.00	✓



Level 3 Diploma in Accounting

This diploma prepares learners for professional accounting roles with modules in advanced bookkeeping, management accounting, ethics, and spreadsheets. Recommended for learners with prior study at Level 2 or relevant experience. Progression route: professional accounting qualifications or employment in finance. Check our website for updates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Summer	Thursday	TBC	TBC	14:00 – 17:00	Guildhall	£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

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 recognised 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

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



Essential Digital Skills for Beginners (Barbican)

This course will develop your confidence and skills in using digital devices and applications for everyday tasks at home, work, and in the community. You'll cover topics such as online safety, using email, digital communication, and handling data. Suitable for adults with little to no formal digital skills. No previous qualifications required. An initial assessment will confirm suitability. Progression route: Essential Digital Skills Entry 3 or Digital Skills for Work courses. Check our website for updates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Thursday	18/09/2025 – 23/04/2026	TBC	14:00 – 16:00	Barbican Library	£0.00	✓



Essential Digital Skills Entry 3

This course will develop your confidence and skills in using digital devices and applications for everyday tasks at home, work, and in the community. You'll cover topics such as online safety, using email, digital communication, and handling data. Suitable for adults with little to no formal digital skills. No previous qualifications required. An initial assessment will confirm suitability. Progression route: Essential Digital Skills Level 1 or Digital Skills for Work courses. Check our website for updates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Wednesday	17/09/2025 – 11/02/2026	16	10:00 – 13:00	Guildhall	£0.00	✓
Autumn	Monday – Wednesday	15/09/2025 – 19/11/2025	9	13:00 – 15:00	Golden Lane	£0.00	✓



Level 3 Certificate in Web Design

Develop advanced skills in planning, creating and maintaining professional websites using HTML, CSS and visual editors. Suitable for learners with some digital knowledge. Includes portfolio development. Progression route: employment, freelancing, or Level 4 digital qualifications. Level 1 or above English level recommended. Assessment required before placement. Check our website for updates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Summer	Monday – Friday	TBC	10	10:00 – 15:00	Guildhall & Online	£0.00	✓



Level 2 Certificate in Understanding Coding

This nationally recognised qualification provides learners with a solid foundation in coding principles and practices. The course covers essential topics such as coding terminology, the principles of writing computer programs, interpreting and producing simple algorithms, and understanding different programming languages and environments.

Learners will build confidence through hands-on practice in writing and testing code, gaining transferable digital skills relevant to a wide range of careers in technology, business, and the creative industries.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Thursday & Friday	TBC	10	10:00 – 15:00	Guildhall & Online	£0.00	✓



Level 3 Certificate in Coding Practices

Acquire practical coding skills using modern programming languages and techniques. Ideal for learners interested in pursuing careers in software development or further study. Suitable for those with good English and basic IT understanding. An initial assessment will confirm suitability. Progression route: advanced coding courses or employment in tech roles. Check our website for updates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Thursday & Friday	TBC	10	10:00 – 15:00	Guildhall & Online	£0.00	✓



Level 3 Certificate in Cyber Security Practices

Gain specialist knowledge and practical skills to protect digital data and systems from cyber threats. Suitable for learners with good English, IT skills, and an interest in technology careers. An initial assessment will confirm suitability. Progression route: further study in cyber security or employment in IT security roles. Check our website for updates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	TBC	TBC	10	TBC	Guildhall & Online	£0.00	✓



Level 2 Certificate in Cyber Security Practices

Learn key concepts in cyber security, including online safety, threat detection, secure communication and data protection. Designed for learners with strong digital confidence. Progression route: Level 3 Cyber Security, apprenticeships or IT-related employment. Level 1 or above English level recommended. Assessment required before placement. Check our website for updates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Summer	Monday – Wednesday	TBC	10	10:00 – 15:00	Guildhall & Online	£0.00	✓



Level 3 Certificate in AI Programming with Python

This advanced course provides a practical introduction to Artificial Intelligence (AI) and machine learning using Python programming. Learners will explore the core principles of AI, including supervised and unsupervised learning, neural networks, and natural language processing. You will work through real-world problems and develop your own AI models using industry-standard tools and libraries such as NumPy, Pandas, TensorFlow, and scikit-learn.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Spring	Monday – Wednesday	TBC	10	10:00 – 15:00	Guildhall & Online	£0.00	✓



Scan QR code to find out more
AdultEducation@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.



Pathways to Higher Education

At the Adult Skills and Education Service, we believe that it's never too late to take the next step in your learning journey. Our Access to Higher Education (HE) courses are ideal for adults who want to progress to university-level study but may not currently hold the qualifications typically required.

These one-year, nationally recognised qualifications are specifically designed for adult learners without a full Level 3 qualification. They will help you build the subject knowledge, academic skills, and confidence needed to study at degree level.

Whether you're looking to change career, retrain, or pursue a long-held ambition, our Access to HE programmes provide a valuable route into university.

Access to Higher Education



Level 3 Access to Higher Education Diploma (Nursing)

This intensive one-year diploma is designed for adult learners aiming to progress to university to study nursing or related healthcare professions. The course covers core subjects including health studies, biology, psychology, and academic writing, equipping learners with the knowledge and skills required for higher education. Suitable for learners with a good level of English (Level 2 or above) and maths. An initial assessment will confirm suitability. Progression route: university degrees in nursing, midwifery or other health professions. Check our website for further updates and detailed entry requirements.



Level 3 Access to Higher Education Diploma (Business Management)

This one-year diploma prepares adult learners for university-level study in business, management, and related disciplines. The course covers key topics including marketing, finance, business strategy, and academic skills such as report writing and research methods. Suitable for learners with a good level of English (Level 2 or above) and maths. No formal qualifications are required, but an initial assessment will determine suitability. Progression route: undergraduate degrees in business management, marketing, accounting or related fields. Check our website for further updates and detailed entry requirements.



Level 3 Access to Higher Education Diploma (Health & Social Care)

This intensive diploma is designed for adult learners who wish to progress to university courses in health and social care, social work, or related professions. The course covers topics such as health promotion, psychology, sociology, and study skills for academic success. Suitable for learners with a good level of English (Level 2 or above) and maths. No formal qualifications are required, but an initial assessment will confirm suitability. Progression route: undergraduate degrees in social work, public health, occupational therapy, and related health and social care fields. Check our website for further updates and detailed entry requirements.



Health and Social Care

Do you enjoy helping others live fulfilling and independent lives?

Are you naturally kind, compassionate and supportive?

Would you like to work in a rewarding sector where your care can make a real difference?

The demand for health and social care professionals continues to grow. According to Skills for Care, over 1.4 million people currently work in adult social care – and an additional 580,000 roles are expected by 2035. There's never been a better time to start your journey into this vital and future-proof sector.



Award in Preparing to Work in Adult Social Care Level 1

This introductory course provides learners with the fundamental knowledge and understanding required for working in the adult social care sector. Topics include roles and responsibilities, communication, and the importance of safeguarding and equality. Suitable for learners with Entry Level 3 English or above who are new to care work. Progression route: Level 2 Certificate in Adult Social Care or employment in care assistant roles. Check our website for the latest course details and entry requirements.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Tuesday	16/09/2025 – 24/03/2026	22	10:00 – 13:00	Golden Lane	£0.00	✓



Certificate in Preparing to Work in Adult Social Care Level 2

This comprehensive qualification is ideal for those already working in or considering a career in adult social care. It builds on Level 1 knowledge and covers person-centred approaches, duty of care, health and safety, safeguarding and effective communication. Suitable for learners with Level 1 English or above and some experience or strong interest in the care sector. Progression route: Level 3 Health & Social Care qualifications or roles such as support worker. Visit our website to confirm course start dates and eligibility.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Summer	Tuesday	TBC	TBC	10:00 – 13:00	Golden Lane	£0.00	✓

Ready to Take the First Step?

We welcome learners of all backgrounds – no previous experience is needed. Simply get in touch and we'll arrange an initial assessment to help understand your current level. From there, we'll recommend the course that best suits your goals, availability, and existing skills.

Contact us today:

AdultEducation@cityoflondon.gov.uk

Professional Development & Sustainability



Level 1 Award in Practical Horticulture

This practical course covers essential horticultural techniques such as planting, soil preparation, composting, weeding, and basic garden maintenance. Ideal for beginners and those looking to build confidence working outdoors. Sessions include both theory and hands-on learning in a garden or green space. Progression route: Level 2 in Horticulture, community gardening roles, or volunteering opportunities.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Spring	TBC	TBC	TBC	TBC	TBC	£150.00	✓



Level 1 Certificate in Food Preparation & Cooking

A hands-on course that teaches fundamental skills in preparing and cooking a variety of simple dishes safely and hygienically. Learn about kitchen safety, food storage, basic nutrition, and using kitchen equipment effectively. Ideal for those interested in the catering or hospitality sectors. Progression route: Level 2 in Professional Cookery or Food Hygiene.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Monday, Tuesday & Wednesday	10/11/2025 – 18/12/2025	6	10:00 – 14:00	Billingsgate	£0.00	✓



Level 2 Certificate in Business Administration

This course provides comprehensive training for administrative roles within a variety of industries. Topics include managing diaries, organising files, business communications, using digital systems, and supporting meetings. Suitable for learners with some basic experience or those looking to upskill. Progression route: Level 3 Business Administration, apprenticeships or office-based employment.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	TBC	TBC	TBC	TBC	Guildhall	£0.00	✓



Level 2 Certificate in Customer Service

Develop key skills for customer-facing roles, including communication, handling complaints, managing enquiries, and understanding consumer rights. Learners will gain practical knowledge of delivering excellent customer service in sectors such as retail, hospitality, and call centres. Progression route: Level 3 qualifications, supervisory roles, or industry-specific employment.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	TBC	TBC	TBC	TBC	Guildhall	£0.00	✓



Level 2 Award in Volunteering

Designed for individuals with prior volunteering experience, this course explores planning, teamwork, safeguarding, and project evaluation within voluntary roles. Learners will reflect on their experiences and build a portfolio of evidence. Progression route: further training in youth work, health & social care, or paid roles in the voluntary sector.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Spring	Saturday	07/02/2026 – 07/03/2026	6	10:00 – 14:00	Guildhall	£0.00	✓



Level 2 Award in Creative Craft (Mosaic Art & Design)

Advance your mosaic-making skills by exploring more intricate patterns, advanced cutting techniques, and thematic designs. Build a small portfolio of completed pieces and explore how to present or sell your work. Progression route: exhibitions, commissions, or starting a creative business. Visit our website for guidance.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Thursday	11/09/2025 – 09/07/2026	35	12:00 – 16:00	Golden Lane	£150.00	✓



Level 2 Award in Creative Craft (Jewellery Making)

This accredited course introduces learners to the essential skills and techniques used in jewellery making. You will develop your creativity through hands-on projects involving wirework, beading, findings, and decorative finishes. The course covers design planning, safe use of tools, and an understanding of materials, culminating in the creation of your own unique pieces. Check our website for further updates, term dates, fees, and enrolment information.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Spring	TBC	TBC	TBC	12:00 – 15:00	Golden Lane	£150.00	✓



Level 2 Certificate in Food Hygiene

This accredited 1-day course is essential for anyone working or intending to work in catering, hospitality, food retail or community kitchens. Covers food safety laws, contamination prevention, personal hygiene and kitchen cleanliness. Includes a multiple-choice exam. Progression route: hospitality qualifications, food business roles, or compliance-focused roles in catering.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Spring	Wednesday	18/02/2026	1 Day	9:30 – 17:00	Guildhall	£75.00	N/A
Summer	Wednesday	27/05/2026	1 Day	9:30 – 17:00	Guildhall	£75.00	N/A



Level 5 Certificate in Teaching English for Speakers of Other Languages (TESOL)

A professional qualification aimed at those who wish to teach English to non-native speakers in the UK or abroad. Covers language awareness, lesson planning, teaching methodologies, classroom management, and assessment strategies. Includes teaching practice and portfolio development. Suitable for learners with strong English (Level 2+) and an interest in education. Progression route: CELTA, DELTA, ESOL employment, or higher education teaching qualifications.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Spring	TBC	TBC	TBC	TBC	Guildhall & Online	£0.00	✓



Level 2 Award in Creative Sewing

Advance your sewing and textile skills by learning decorative techniques, garment alteration and basic design principles. Ideal for learners with experience or those who completed a Level 1 sewing course. Progression route: further creative qualifications or self-employment. Entry 3 or above English level recommended. Assessment required before placement. Check our website for updates.

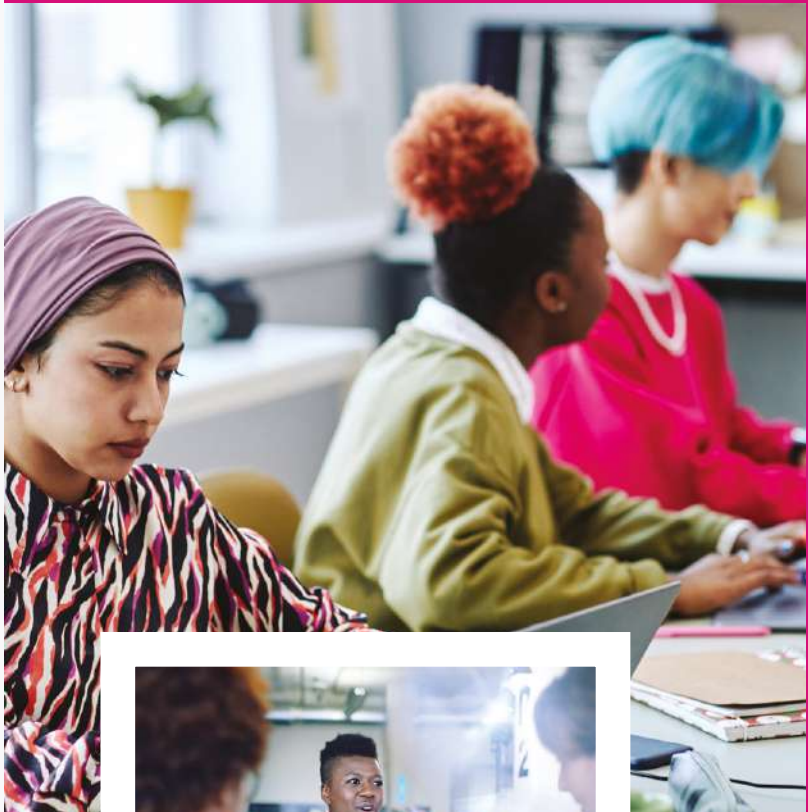
Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Summer	Monday	01/09/2025 – 06/07/2026	36	16:30 – 19:00	Golden Lane	£150.00	✓

ESOL, IELTS and Functional Skills



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 2 Learner



AdultEducation@cityoflondon.gov.uk
cityoflondon.gov.uk/services/education-and-learning/adult-skills-and-education-service

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

Our course will help you develop your:

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

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

ESOL Eligibility.

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 **£27,007.50***

✓ **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.

Book your initial assessment or enquire about ESOL and IELTS

Rahil Patel
Email: **AdultEducation@cityoflondon.gov.uk**



ESOL



Entry Level 1 Award (ESOL Beginners)

This beginner ESOL course helps you build simple English for everyday use. You will practise speaking, listening, reading and writing through topics such as health, shopping and using services. You should already understand a few words in English. Progression route: Entry Level 2 ESOL Award. Visit our website for full details.

***Full-fee payable for anyone earning the London living wage or above.**

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Wednesday & Thursday	17/09/2025 – 11/12/2025	12	10:00 – 12:30	Golden Lane	TBC	✓
Spring	Wednesday & Thursday	14/01/2026 – 26/03/2026	10	10:00 – 12:30	Golden Lane	TBC	✓
Summer	Wednesday & Thursday	15/04/2026 – 09/07/2026	12	10:00 – 12:30	Golden Lane	TBC	✓



Entry Level 2 Award (ESOL Pre-intermediate)

Designed for learners who can already use basic English, this course develops confidence in giving personal information, making requests, asking for help and handling simple forms. You will improve your grammar, pronunciation and writing for everyday communication. Progression route: Entry Level 3 ESOL Award. Visit our website for more information.

***Full-fee payable for anyone earning the London living wage or above.**

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Tuesday & Thursday	16/09/2025 – 11/12/2025	12	10:00 – 12:30	Golden Lane	TBC	✓
Spring	Tuesday & Thursday	13/01/2026 – 26/03/2026	10	10:00 – 12:30	Golden Lane	TBC	✓
Summer	Tuesday & Thursday	14/04/2026 – 09/07/2026	12	10:00 – 12:30	Golden Lane	TBC	✓



Entry Level 3 Award (ESOL Intermediate)

This course supports learners with basic English to improve their grammar, sentence structure, and ability to take part in everyday conversations. Topics include work, education, health and public services. It prepares learners for more fluent use of English in real-life situations. Progression route: Level 1 Award in ESOL. Visit our website for more information.

***Full-fee payable for anyone earning the London living wage or above.**

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Monday & Wednesday	15/09/2025 – 10/12/2025	12	13:00 – 16:00	Guildhall	TBC	✓
Spring	Monday & Wednesday	12/01/2026 – 25/03/2026	10	13:00 – 16:00	Guildhall	TBC	✓
Summer	Monday & Wednesday	13/04/2026 – 08/07/2026	12	13:00 – 16:00	Guildhall	TBC	✓



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



Level 1 Award (ESOL Upper-intermediate)

This course is for learners who have a good grasp of everyday English and want to develop more formal and accurate speaking, listening, reading and writing skills. You'll work on grammar, vocabulary, discussion skills and understanding longer texts. Progression route: Level 2 ESOL or Functional Skills English Level 1. Visit our website for more information.

***Full-fee payable for anyone earning the London living wage or above.**

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Monday & Wednesday	15/09/2025 – 10/12/2025	12	17:00 – 19:30	Guildhall	TBC	✓
Spring	Monday & Wednesday	12/01/2026 – 25/03/2026	10	17:00 – 19:30	Guildhall	TBC	✓
Summer	Monday & Wednesday	13/04/2026 – 08/07/2026	12	17:00 – 19:30	Guildhall	TBC	✓



Level 2 Award (ESOL Advanced)

An advanced ESOL course for learners aiming to develop academic or professional English. You'll practise longer texts, structured writing, and presentations. This course is ideal preparation for IELTS or Functional Skills English Level 2. Visit our website for more information.

***Full-fee payable for anyone earning the London living wage or above.**

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	TBC	TBC	12	17:00 – 19:30	Guildhall	TBC	✓
Spring	TBC	TBC	10	17:00 – 19:30	Guildhall	TBC	✓
Summer	TBC	TBC	12	17:00 – 19:30	Guildhall	TBC	✓

IELTS



IELTS (General)

This course supports learners preparing for the IELTS General Training exam, ideal for immigration or employment. It develops skills in listening, reading, writing and speaking in everyday contexts. Recommended for learners with CEFR B1+ or ESOL Level 1+. Progression route: IELTS Academic, Access to HE, or work-related qualifications. Check our website for dates and test guidance.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Friday & Saturday	TBC	12	10:00 – 16:00	Guildhall & Online	£750.00	N/A



IELTS (Academic)

Designed for learners aiming to enter university, this course develops academic English across all four skills: reading, writing, listening and speaking. It prepares you for the IELTS Academic exam, including test strategies and practice. Suitable for CEFR B2+/Level 2 learners. Progression route: university foundation programmes or academic study. Visit our website to register.






Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Summer	Friday & Saturday	TBC	12	10:00 – 16:00	Guildhall & Online	£750.00	N/A

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:
AdultEducation@cityoflondon.gov.uk



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



Life in the UK: Preparation for Citizenship Test

This course prepares learners for the Life in the UK test by covering British history, values, traditions, laws, and the government system. Ideal for learners with Entry Level 3 English or above. The course supports understanding of official test materials and practice questions. Progression route: Further ESOL, Functional Skills English or full citizenship test preparation. Visit our website for updates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Tuesday	16/09/2025 – 21/10/2025	10	14:00 – 17:00	Guildhall	£90.00	N/A
Spring	Tuesday	20/01/2026 – 24/03/2026	10	14:00 – 17:00	Guildhall	£90.00	N/A
Summer	Tuesday	28/04/2026 – 30/06/2026	10	14:00 – 17:00	Guildhall	£90.00	N/A

English



English Level 2

This course is for confident learners aiming to achieve a nationally recognised Level 2 English qualification. It develops reading, writing, speaking and listening skills for work, study, and life. Entry is subject to initial assessment. Progression route: GCSE English or further study/employment. Visit our website for eligibility and start dates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Friday	19/09/2025 – 05/12/2025	12	10:00 – 16:00	Guildhall	£0.00	✔
Spring	Friday	16/01/2026 – 20/03/2026	10	10:00 – 16:00	Guildhall	£0.00	✔
Summer	Friday	17/04/2026 – 03/07/2026	12	10:00 – 16:00	Guildhall	£0.00	✔

Maths



Maths Entry Level (1-3)

This course helps learners develop maths confidence in practical topics such as time, money, measurements and basic number operations. You will be assessed and placed at Entry Level 1, 2 or 3. Suitable for adults returning to learning or preparing for Functional Skills Maths Level 1. Progression route: Functional Skills Level 1 or Multiply programmes. Visit our website to check eligibility.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Wednesday & Thursday	17/09/2025 – 04/12/2025	11	12:30 – 14:30	Portsoken	£0.00	✔
Spring	Wednesday & Thursday	14/01/2026 – 19/03/2026	10	12:30 – 14:30	Portsoken	£0.00	✔
Summer	Wednesday & Thursday	15/04/2026 – 02/07/2026	11	12:30 – 14:30	Portsoken	£0.00	✔



Higher maths available subject to demand and learner numbers.



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**

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 2025/26.

Classes will include:

- ✓ Supporting Teaching and Learning for SEND Level 2
- ✓ Supporting Teaching and Learning Level 2
- ✓ Maths for Life
- ✓ Return to Work for Parents & Carers

Other classes for adults starting September 2025:

- ✓ Community Sewing (Page 47)
- ✓ ESOL & IELTS (Pages 36–39)
- ✓ English and Maths (Page 40–41)
- ✓ Food Hygiene Level 2 (Page 34)
- ✓ Health & Social Care (Page 32)
- ✓ Employability Support (Page 25)

Please check the school's website

www.thealdgateschool.org
for regular updates. If you require any further information, please email AdultEducation@cityoflondon.gov.uk



Supporting Teaching and Learning for SEND Level 2

This course is designed to develop your understanding and practical skills for supporting children and young people with Special Educational Needs and Disabilities (SEND) in educational settings. You will explore key legislation, inclusive practices, behaviour strategies, and effective communication techniques tailored to the needs of learners with SEND.

Through a blend of theory and practical activities, you will gain insights into how to promote participation, progress, and independence for pupils with additional learning needs.

Check our website for further updates, entry requirements, course dates, and how to apply.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Monday	TBC	TBC	10:00 – 14:00	The Aldgate School	£0.00	✓



Supporting Teaching and Learning Level 2

This course provides learners with the knowledge and skills needed to effectively support teaching and learning in primary, secondary, or special schools. It covers key areas such as safeguarding, child development, supporting learning activities, behaviour management, and promoting positive relationships in the classroom.

Learners will gain practical insights into how to contribute to the planning and delivery of learning under the direction of the teacher, while supporting the educational, social, and emotional development of children and young people.

Check our website for further updates, including full course details and how to apply.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Tuesday	16/09/2025 – 07/07/2026	34	10:00 – 14:30	The Aldgate School	£0.00	✓



Maths for Life

This course supports parents and carers to improve their everyday maths skills through practical, real-life activities. Learn how to confidently use numbers, measurements and budgeting at home and in daily routines. No prior qualifications needed. Progression route: Multiply short courses or Functional Skills Maths. Check our website for updates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Wednesday	15/09/2025 – 22/10/2025	6	10:00 – 12:00	The Aldgate School	£0.00	✓
Spring	Wednesday	14/01/2026 – 11/02/2026	5	10:00 – 12:00	The Aldgate School	£0.00	✓
Summer	Wednesday	15/04/2026 – 20/05/2026	6	10:00 – 12:00	The Aldgate School	£0.00	✓



Return to Work for Parents & Carers

A supportive session designed to help parents and carers explore flexible routes back into work. Covers confidence building, transferable skills, and local support services. No qualifications required. Progression route: further employability or digital skills courses. Check our website for dates and options.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Wednesday	24/09/2025	1 Day	13:00 – 14:30	The Aldgate School	£0.00	✓
Spring	Wednesday	28/01/2026	1 Day	13:00 – 14:30	The Aldgate School	£0.00	✓
Summer	Wednesday	29/04/2026	1 Day	13:00 – 14:30	The Aldgate School	£0.00	✓



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: cityoflondon.gov.uk/services/education-and-learning/adult-skills-and-education-service

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.

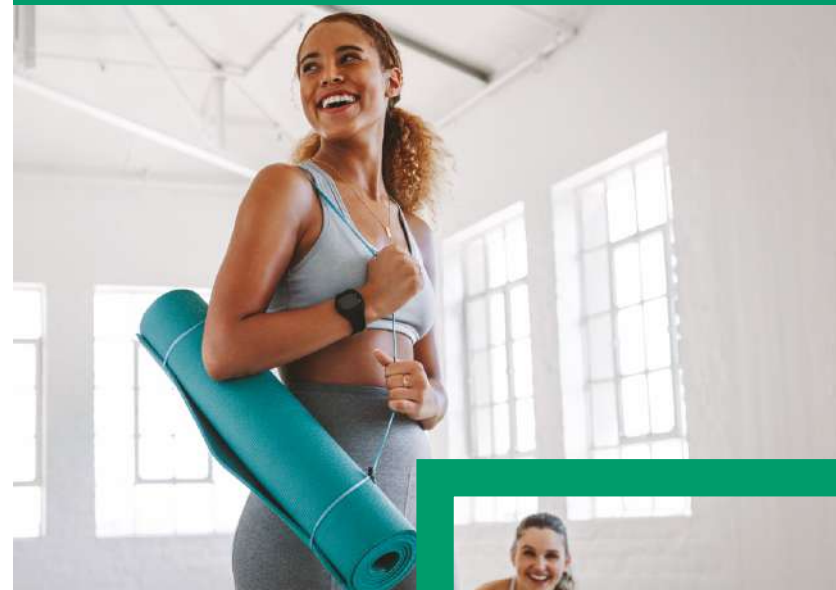
- ✓ ESOL
- ✓ English & maths
- ✓ Employability workshops
- ✓ Digital Skills
- ✓ Managing money

Health & Wellbeing, Humanities and 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



AdultEducation@cityoflondon.gov.uk
cityoflondon.gov.uk/services/education-and-learning/adult-skills-and-education-service

Health and Wellbeing



Art at the Gallery

Explore your creativity in the inspiring setting of the Guildhall Art Gallery. This course supports you in developing drawing, painting, and mixed media techniques, with themes inspired by the gallery's collections. Suitable for beginners and improvers with an interest in art and culture. Progression route: Level 1 Award in Creative Craft or other creative short courses. Visit our website for updates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Monday	15/09/2025 – 08/12/2025	10	18:00 – 20:00	Guildhall Art Gallery	£210.00	£75.00
Spring	Monday	12/01/2026 – 23/03/2026	10	18:00 – 20:00	Guildhall Art Gallery	£210.00	£75.00
Summer	Monday	13/04/2026 – 06/07/2026	10	18:00 – 20:00	Guildhall Art Gallery	£210.00	£75.00



Ballroom Beginners & Improvers

Learn and improve your ballroom dance skills in a relaxed and social environment. This course is ideal for complete beginners as well as those with basic experience. Each session covers popular ballroom dances such as waltz, quickstep and tango. Progression route: intermediate dance groups or performance workshops. Visit our website for updates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Monday	29/09/2025 – 08/12/2025	10	18:15 – 20:15	Golden Lane	£210.00	£75.00
Spring	Monday	12/01/2026 – 23/03/2026	10	18:15 – 20:15	Golden Lane	£200.00	£75.00
Summer	Monday	27/04/2026 – 06/07/2026	10	18:15 – 20:15	Golden Lane	£200.00	£75.00
Autumn	Tuesday	30/09/2025 – 08/12/2025	10	17:00 – 19:00	Golden Lane	£200.00	£75.00
Spring	Tuesday	13/01/2026 – 24/03/2026	10	17:00 – 19:00	Golden Lane	£200.00	£75.00
Summer	Tuesday	28/04/2026 – 07/07/2026	10	17:00 – 19:00	Golden Lane	£200.00	£75.00



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.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Thursday	02/10/2025 – 10/12/2025	10	10:00 – 12:00	Golden Lane	£200.00	£75.00
Spring	Thursday	15/01/2026 – 26/03/2026	10	10:00 – 12:00	Golden Lane	£200.00	£75.00
Summer	Thursday	30/04/2026 – 09/07/2026	10	10:00 – 12:00	Golden Lane	£200.00	£75.00



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.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Friday	03/10/2025 – 09/12/2025	10	11:00 – 12:30	Golden Lane	£200.00	£75.00
Spring	Friday	16/01/2026 – 27/03/2026	10	11:00 – 12:30	Golden Lane	£200.00	£75.00
Summer	Friday	01/05/2026 – 10/07/2026	10	11:00 – 12:30	Golden Lane	£200.00	£75.00



Learn a New Skill: Introduction to Sewing

This beginner sewing course introduces basic skills for creating and repairing household and children's items. Designed for parents and carers in a relaxed environment. No experience needed. Progression route: Level 1 Award in Creative Craft (Sewing & Textiles). Visit our website for more information.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Monday	15/09/2025 – 20/10/2025	10	11:30 – 14:30	Portsoken	£75.00	N/A
Spring	Monday	12/01/2026 – 09/03/2026	10	11:30 – 14:30	Portsoken	£75.00	N/A
Summer	Monday	13/04/2026 – 18/05/2026	10	11:30 – 14:30	Portsoken	£75.00	N/A



Pilates

This course focuses on core strength, flexibility and posture through low-impact Pilates movements. Ideal for adults seeking to improve balance, coordination, and physical wellbeing. Suitable for all levels, especially beginners. Progression route: ongoing Pilates practice or other fitness and wellbeing courses. See our website for termly availability.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Wednesday	01/10/2025 – 09/12/2025	10	14:00 – 15:15	Golden Lane	£200.00	£70.00
Spring	Wednesday	14/01/2026 – 25/03/2026	10	14:00 – 15:15	Golden Lane	£200.00	£70.00
Summer	Wednesday	29/04/2026 – 08/07/2026	10	14:00 – 15:15	Golden Lane	£200.00	£70.00



Sewing and Textiles Beginners

Explore textiles and surface decoration through individual projects, including soft furnishing, clothes making, and accessories. Built into these projects are essential sewing techniques such as making seams, hems, zips, and buttonholes. As you progress, you will have the opportunity to experiment with different fabrics and embellishment methods to enhance your creations. By the end of the course, you should be able to work independently on an individual project, applying the techniques learned throughout the sessions.*

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Thursday	02/10/2025 – 10/12/2025	10	12:30 – 14:30	Golden Lane	£200.00	£75.00
Spring	Thursday	15/01/2026 – 26/03/2026	10	12:30 – 14:30	Golden Lane	£200.00	£75.00
Summer	Thursday	30/04/2026 – 09/07/2026	10	12:30 – 14:30	Golden Lane	£200.00	£75.00

*Material fee is included in the course pricing, ensuring access to quality resources for all participants.



The 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 key part of the learning experience. The aim is to develop individual potential both technically and creatively. You will also learn essential formal elements in painting and drawing, such as mark-making, colour, form, and perspective.*

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Wednesday	01/10/2025 – 09/12/2025	10	10:00 – 12:30	Golden Lane	£200.00	£75.00
Spring	Wednesday	14/01/2026 – 25/03/2026	10	10:00 – 12:30	Golden Lane	£200.00	£75.00
Summer	Wednesday	29/04/2026 – 08/07/2026	10	10:00 – 12:30	Golden Lane	£200.00	£75.00



Yoga

A calming and energising yoga class that combines stretching, breathing, and mindfulness techniques. Perfect for beginners or those looking to reduce stress and improve flexibility. Progression route: intermediate yoga, wellbeing or relaxation programmes. Check our website for latest updates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Spring	Friday	16/01/2026 – 27/03/2026	10	11:00 – 12:30	Golden Lane	£170.00	£75.00
Summer	Friday	01/05/2026 – 10/07/2026	10	11:00 – 12:30	Golden Lane	£170.00	£75.00

*Material fee is included in the course pricing, ensuring access to quality resources for all participants.



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

Humanities and History



Philosophy

Engage with the big questions of life in this accessible introduction to philosophy. Topics may include ethics, metaphysics, political philosophy, and the philosophy of mind. This course is suitable for learners with Level 1 English or above who enjoy discussion, critical thinking, and abstract ideas. Progression route: further humanities courses or community discussion groups. Check our website for updates and enrolment information.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Wednesday	17/09/2025 – 10/12/2025	12	13:00 – 15:00	Guildhall	£160.00	£50.00
Spring	Wednesday	14/01/2026 – 25/03/2026	10	13:00 – 15:00	Guildhall	£160.00	£50.00
Summer	Wednesday	15/04/2026 – 08/07/2026	12	13:00 – 15:00	Guildhall	£160.00	£50.00



Roman London

Discover the history of Londinium – the Roman settlement that became London – through engaging discussions and local site exploration. Ideal for learners interested in archaeology, Roman Britain, and London's hidden past. Suitable for learners with Level 1 English or above. Progression route: further local history or archaeology-based courses. Visit our website for confirmed dates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Summer	Wednesday	TBC	6	15:30 – 18:30	Guildhall	£150.00	✓



Exploring the City

This outdoor walking course will take you on themed explorations of the City of London, uncovering its rich history, architecture and cultural stories. Ideal for all learners with a love of London and walking. Basic spoken English (Entry Level 3+) recommended. Progression route: Introduction to Guiding or further heritage and history courses. Check our website for full route details and accessibility information.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Summer	Saturday	06/06/2026 – 11/07/2026	6	11:00 – 13:00	Multiple Locations	£150.00	✓



Languages



Entry Level 3 Award in French Speaking & Listening

Begin learning French with a focus on pronunciation, greetings and simple conversations. Ideal for complete beginners. Progression route: Level 1 Award in French. Check our website for more details.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Monday	15/09/2025 – 06/07/2026	36	11:00 – 12:30	Online	£150.00	✓



Level 1 Award in French Speaking & Listening

Build confidence in French by practising conversations about everyday situations like food, directions, and social events. Suitable for learners with some beginner knowledge. Progression route: Level 2 Award in French. More information available on our website.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Monday	15/09/2025 – 06/07/2026	36	13:00 – 14:30	Online	£150.00	✓



Level 2 Award in French Speaking & Listening

Enhance your French skills in speaking and understanding through more complex topics such as work, culture, and opinions. Ideal for learners with solid Level 1 French. Visit our website for full entry details and progression options.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Monday	15/09/2025 – 06/07/2026	36	15:00 – 16:30	Online	£150.00	✓



Entry Level 3 Award in Spanish Speaking & Listening

This beginner course helps you start using Spanish in daily conversation. Learn how to introduce yourself and ask simple questions. Progression route: Level 1 Spanish. No previous experience required. Visit our website to enrol.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Friday	19/09/2025 – 10/07/2026	36	10:00 – 11:30	Online	£150.00	✓



Level 1 Award in Spanish Speaking & Listening

Improve your confidence in Spanish conversation through familiar topics like travel, food and shopping. Progression route: Level 2 Spanish. Check our website for updates and enrolment support.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Friday	19/09/2025 – 10/07/2026	36	12:00 – 13:30	Online	£150.00	✓



Level 2 Award in Spanish Speaking & Listening

Develop more advanced speaking and listening skills in Spanish for use in work, social, and travel contexts. This course supports fluency building and prepares learners for further language study or conversation classes. Visit our website for enrolment details.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	Friday	19/09/2025 – 10/07/2026	36	14:00 – 15:30	Online	£150.00	✓

British Sign Language (BSL)



Level 1 in British Sign Language (BSL)

Learn to communicate using British Sign Language in simple conversations. Suitable for complete beginners. Topics include meeting people, numbers, weather and daily routines. Progression route: Level 2 BSL. Visit our website for upcoming dates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Autumn	TBC	TBC	TBC	TBC	Guildhall	£150.00	N/A



Level 2 in British Sign Language (BSL)

Advance your BSL skills through conversations, role play and storytelling. You'll learn more complex grammar and sign structure. Best for learners who have already completed BSL Level 1. Check our website for assessment and enrolment information.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Spring	TBC	TBC	TBC	TBC	Guildhall	£150.00	N/A



Scan QR code to find out more
AdultEducation@cityoflondon.gov.uk



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

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 2025 – July 2026 applications open



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

City Of London Guide Courses



Introduction to Guiding (Tuesday)

This introductory course is perfect for those interested in learning the art of guiding and leading informative tours. You will develop skills in research, storytelling, public speaking, and guiding techniques. Suitable for adults with a good level of English (Level 2 or above) and an interest in history and communication. Check our website for updates.

Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
Summer	Tuesday	28/04/2026 – 02/06/2026	6	18:30 – 20:30	Online/On Location	£150	N/A
Summer	Thursday	30/04/2026 – 04/06/2026	6	18:30 – 20:30	Online/On Location	£150	N/A



City of London Guides – Level 3

Gain a recognised Level 3 qualification to become a professional City of London Guide. This comprehensive course covers the history, architecture, and culture of the City alongside developing advanced guiding techniques. Suitable for learners with strong English (Level 2 minimum recommended) and a passion for London's history. An interview may be required. Check our website for latest enrolment details.

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



Scan QR code to find out more
AdultEducation@cityoflondon.gov.uk

Christmas Learn & Connect

Join us for Christmas Learn & Connect
between 15th and 18th December for our
Christmas workshops.

- ✔ 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?



Mosaic Art & Design: Liven up the Room this Christmas
(15 December & 18 December)



AI for the Holidays: A Beginner's Workshop
(17 December)



Creative Crafts: Festive Fabrics
(16 December)



Mosaic Art & Design: Liven up the Room this Christmas

This short, festive course introduces learners to the creative art of mosaic making, focusing on creating decorative pieces to brighten up any space for the holiday season. You will explore design principles, cutting techniques and grouting skills suitable for beginners and those with some experience. The course is ideal for adults with an interest in arts and crafts. No prior experience or formal qualifications required. Progression route: Level 1 or Level 2 Award in Creative Craft (Mosaic Art & Design) or other creative workshops. Check our website for further updates and future course offerings.

Term	Day	Dates	Days	Time	Venue	Full-fee	Concession
Autumn	Monday & Thursday	15/12/2025 & 18/12/2025	2	12:00 – 15:00	Golden Lane	£100	N/A



AI for the Holidays: A Beginner's Workshop

Step into the world of artificial intelligence with a festive twist! AI for the Holidays: A Beginner's Workshop is a fun and accessible short course designed for anyone curious about AI but unsure where to start. No technical background needed – just bring your creativity and holiday spirit!

In this hands-on workshop, you'll explore the basics of AI tools used for image generation, chatbots, and simple automations. You'll learn how to create digital Christmas cards with AI art tools, write festive stories using generative text models like ChatGPT, and even design a simple chatbot to help plan holiday activities or send greetings.

Perfect for beginners who want to try something new, this workshop will introduce you to how AI is shaping the world around us – while giving you the chance to create something fun and personal for the season.

Who is this course suitable for?

- Adults aged 19+ with basic computer skills
- No previous AI or coding experience required
- Ideal for anyone looking to build confidence in digital creativity

Term	Day	Dates	Days	Time	Venue	Full-fee	Concession
Autumn	Wednesday	17/12/2025	1	11:00 – 15:00	Golden Lane	£50	N/A



Creative Crafts: Festive Fabrics

This creative, beginner-friendly workshop will introduce learners to working with festive fabrics to create unique seasonal decorations and gifts. You'll explore techniques such as appliqué, fabric painting, and basic sewing to produce decorative items. The course is suitable for adults interested in crafts, with no prior experience required. Progression route: Level 1 or Level 2 Award in Creative Craft (Sewing & Textiles) or other creative craft courses. Check our website for further updates and additional creative opportunities.

Term	Day	Dates	Days	Time	Venue	Full-fee	Concession
Autumn	Tuesday	16/12/2025	1	12:00 – 15:00	Golden Lane	£50	N/A

Index

Accounting

Level 2 Certificate in Bookkeeping	26
Level 3 Certificate in Bookkeeping	26
Level 2 Certificate in Accounting	26
Level 3 Diploma in Accounting	26

City of London Guides

Introduction to Guiding	53
City of London Guides – Level 3	53

Christmas

Mosaic Art & Design: Liven up the Room this Christmas	55
AI for the Holidays: A Beginner's Workshop!	55
Creative Crafts: Festive Fabrics	55

Digital Projects

Further information	27
---------------------	----

Digital Skills & Computing

Essential Digital Skills for Beginners (Barbican)	28
Essential Digital Skills Entry 3	28
Level 3 Certificate in Web Design	28
Level 2 Certificate in Understanding Coding	28
Level 3 Certificate in Coding Practices	29
Level 3 Certificate in Cyber Security Practices	29
Level 2 Certificate in Cyber Security Practices	29
Level 3 Certificate in AI Programming with Python	29

Enterprise Workshops

Understanding Business Start-ups	20
Introduction to AI	20
Introduction to Cyber Security & Coding	20
Introduction to Photography	21

ESOL

Entry Level 1 Award (ESOL Beginners)	38
Entry Level 2 Award (ESOL Pre-intermediate)	38
Entry Level 3 Award (ESOL Intermediate)	38
Level 1 Award (ESOL Upper-intermediate)	39
Level 2 Award (ESOL Advanced)	39

Family & Adult learning

Supporting Teaching and Learning for SEND Level 2	43
Supporting Teaching and Learning Level 2	43
Maths for Life	43
Return to Work for Parents & Carers	43

Functional Skills

Life in the UK: Preparation for Citizenship Test	41
English Level 2	41
Maths Entry Level (1-3)	41

Health & Social Care

Award in Preparing to Work in Adult Social Care Level 1	32
Certificate in Preparing to Work in Adult Social Care Level 2	32

Health & Wellbeing

Art at the Gallery	46
Ballroom Beginners & Improvers	46
Dressmaking and Garment Mending	46
Exploring Drawing	47
Learn a New Skill: Introduction to Sewing	47
Pilates	47
Sewing and Textiles Beginners	47
The Art Class on Wednesday	48
Yoga	48

Humanities and History

Philosophy	49
Roman London	49
Exploring the City	49

IELTS

IELTS (General)	39
IELTS (Academic)	39

Languages

Entry Level 3 Award in French Speaking & Listening	50
Level 1 Award in French Speaking & Listening	50
Level 2 Award in French Speaking & Listening	50
Entry Level 3 Award in Spanish Speaking & Listening	50
Level 1 Award in Spanish Speaking & Listening	50
Level 2 Award in Spanish Speaking & Listening	51
Level 1 in British Sign Language (BSL)	51
Level 2 in British Sign Language (BSL)	51

Index

Pathways to Higher Education

Level 3 Access to Higher Education Diploma (Nursing)	31
Level 3 Access to Higher Education Diploma (Business Management)	31
Level 3 Access to Higher Education Diploma (Health & Social Care)	31

Professional Development & Sustainability

Level 1 Award in Practical Horticulture	33
Level 1 Certificate in Food Preparation & Cooking	33
Level 2 Certificate in Business Administration	33
Level 2 Certificate in Customer Service	33
Level 2 Award in Volunteering	34
Level 2 Award in Creative Craft (Mosaic Art & Design)	34
Level 2 Award in Creative Craft (Jewellery Making)	34
Level 2 Certificate in Food Hygiene	34
Level 5 Certificate in Teaching English for Speakers of Other Languages (TESOL)	34
Level 2 Award in Creative Sewing	34

The publisher acknowledges all right of all copyright holders.
Every effort has been made to ensure the accuracy of the information given in the printed publication.
City of London courses, services and procedures are continually reviewed, enhanced and revised and this may result in some changes between time of publication. Please continue to check the website or email us AdultEducation@cityoflondon.gov.uk

Summer Courses

Introduction to AI: Understanding the Practices of Artificial Intelligence	18
Coding for Beginners	18
ESOL Entry Level 3	18
ESOL Level 2	18
Introduction to Sewing	19
Life in the UK: Preparing for the Citizenship Test	19
Level 2 Certificate in Food Hygiene	19



Scan QR code to find out more
AdultEducation@cityoflondon.gov.uk





CITY
OF
LONDON

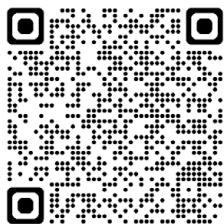
ADULT SKILLS AND
EDUCATION SERVICE

SUPPORTED BY
MAYOR OF LONDON



Education & Skills
Funding Agency

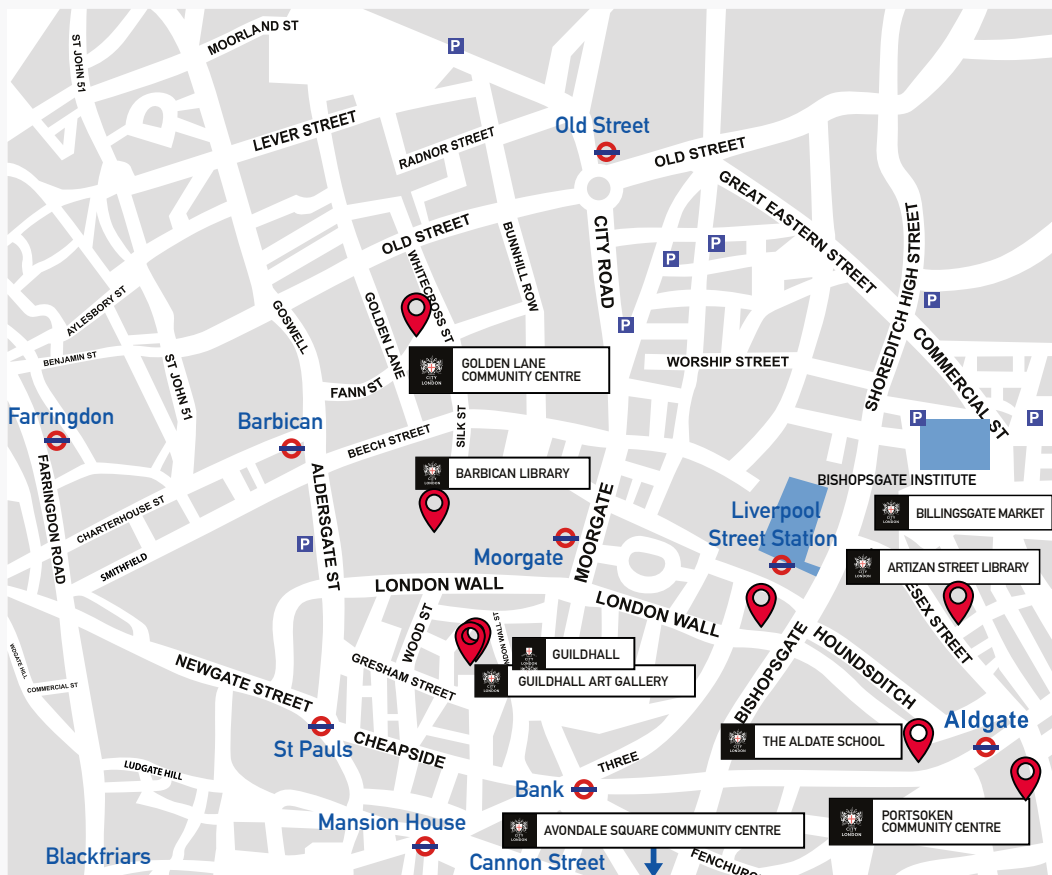
SKILLS
FOR LIFE



Contact details

07598 069213

AdultEducation@cityoflondon.gov.uk
cityoflondon.gov.uk/services/
education-and-learning/adult-skills-
and-education-service



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	07702 821650
The Guildhall	West Wing, Aldermanbury, London	EC2V 7HH	07598 069213
Portsoken Community Centre	20 Little Somerset Street, London	E1 8AH	07925 036187
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