

Courses for adults  
families businesses  
and employers

# Learning in the City

2022-2023



Adult Skills,  
Education and  
Apprenticeship  
Service

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# Learning in the City

Dear All

Welcome to our 2022/2023 course prospectus. It has been a long while since we have been able to produce a fully informative document, one that outlines our programme offer. However, we have worked hard to ensure that this version is informative, exciting and provides the course information that you need.

At the City of London Corporation's Adult Skills and Education Service (ASES), we believe that learning provides the route to employment, wellbeing, and social mobility. We aim to ensure everyone in the City of London has access to lifelong learning, well-paid jobs, and high-quality careers. Fusion Skills, the competencies, characteristics and tools to flourish in the 21st-century workplace, are embedded throughout our programmes so that each and every learner is moving toward this goal.

The Adult Skills Service is a keen ambassador for Lifelong Learning. We strongly believe that learning is an important liberator and can be a life-changing force.

We will continue to improve our learning environment to encourage all existing and potential learners to express their desire for particular types of learning opportunities. Regardless of whether you want to learn for personal or professional reasons, we would like to hear about your learning skills needs and aspirations.

As in previous years, ASES will introduce you to new and challenging learning opportunities.

We will continue to perfect our levy-funded apprenticeship programmes. We will work with employers and apprentices to meet their expectations.

Access to online and digital education has never been more critical. We are proud of adapting to this new climate brought about by the needs of the pandemic. We have successfully reached more than 1,000 people across seven boroughs by providing access to laptops and ongoing digital support, enabling support for all, regardless of income or digital experience.

In this new academic year, we will continue to work closely with our local communities, ensuring that learning, employment, and skills become an essential part of everyone's agenda. We will continue our commitment to improving the Digital Skills within our local communities. The support for those for whom English is not their first language

is extensive. We currently have 140 learners enrolled on our ESOL classes, and the demand is rising. ASES aims to secure the resources needed to respond to learners' needs and help them progress onto higher-level courses or secure sustainable employment.

We will continue to deliver a dedicated learning programme for the Afghan Resettlement Community. We work with a wide range of partners, including job centres, colleges, and charities, to ensure that all learners receive the support they need to make a meaningful life in the UK.

ASES team would like to thank you for being a student with us, and we hope that with your constructive feedback, we can further improve our Service.

Welcome you to another academic year of learning, development and personal growth.

**Barbara  
Hamilton**

Head of Adult Skills and Education Service

**Ruby  
Sayed**

Chair of the Department of Community  
and Children's Services Committee

# Term dates

## Term dates 2022/23

### - Autumn Term

Monday, 19 September 2022 – Saturday, 17 December 2022 (12 weeks)

Autumn Half-Term Dates: Monday, 24 October 2022 – Saturday, 29 October 2022

### - Spring Term

Monday, 9 January 2023 – Saturday, 1 April 2023 (11 weeks)

Spring Half-Term Dates: Monday, 13 February 2023 – Saturday, 18 February 2023

### - Summer Term

Monday 17, April 2023 – Saturday, 8 July 2023 (11 weeks/ Mondays 10 weeks)

Summer Half-Term Dates: Monday, 29 May 2023 – Saturday, 3 June 2023

May Bank Holiday: Monday, 1 May 2023

## Enrolment weeks & initial assessment dates



### Venues

Golden Lane Community Centre & Guildhall



### Times

Mon, Wed, Thu & Fri 9:00 – 17:00 and Tuesdays 9:00–20:00

### Initial assessments

Please check the website

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

for the available times and dates. Initial assessment appointments need to be booked. You will also receive a checklist of documents to bring to the appointment.



### For the Autumn Term

Monday, 18 July – Friday, 22 July 2022

Monday, 25 July – Friday, 29 July 2022

Monday, 5 September – Thursday, 8 September 2022

Monday, 12 September – Friday, 16 September 2022



### For the Spring Term

Monday, 12 December – Friday, 16 December 2022

Monday, 2 January – Friday, 6 January 2023



### For the Summer Term

Monday, 27 March – Friday, 31 March 2023



# Before you start the online enrolment process



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

Almost all our courses are at least partially funded by the Greater London Assembly and you need to meet eligibility criteria. If you are unsure, please contact us before enrolment. If you enrol, and you are not eligible, you can either get a refund or choose to pay the non-funded rate. Please, ask for further information



## — Make sure you pay the right fee.

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

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



## — Course cancellations

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



## — Transfers & refunds

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



Adult Skills,  
Education and  
Apprenticeship  
Service

# How to enrol

## How to enrol on a non-accredited course

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



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



- Click on the title of the course.
- You will be connected to an online enrolment form.
- Choose your course from the drop-down menu of available courses and complete the form.
- You will then be taken to a secure area where you can pay for your course through Worldpay.
- Please check the eligibility criteria and whether you qualify for a concession before processing the enrolment.



- You will receive an email acknowledgement from the Adult Learning Team within two working days.



- About a week before the start of your course, you will be sent an email reminding you of all the key information for your course as well as a link to our learner induction video.
- This email will include a welcome message, the learner handbook and your safeguarding card. Please make sure you read through them and save them to your computer.



- A few days before the start of the course you will receive an email from Overt Software, this is the host of our learning platform Moodle. Please also check your junk or spam box if you have not received it.
- This email contains your log-in details for Moodle **[www.learninginthecity.org](http://www.learninginthecity.org)**. This includes your username and password. You will be asked to change your password on your first log-in.
- If you have enrolled on an online or blended course, your Moodle course will also contain the Zoom link, which you need to connect to your class.

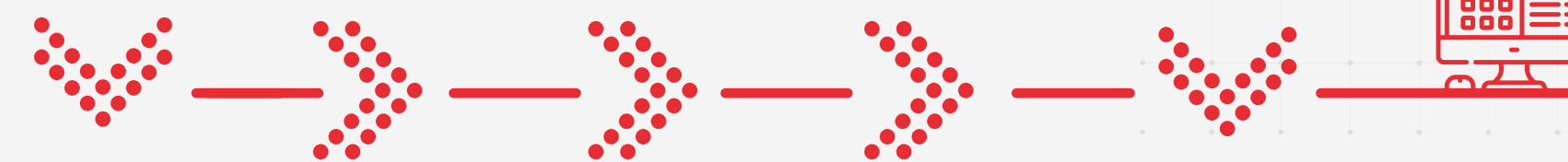
# How to enrol on an accredited course



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

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



- 
- Click on the title of your course.
  - You will be connected to an online enrolment form.
  - Choose your course from the drop-down menu of available courses and complete the form.
  - You will be connected to an online page where you can book your initial assessment appointment. Choose the date, timeslot and venue of your choice. You will receive a booking confirmation email within 2 days.
  - Out of mutual respect we'd like to ask you to keep to your appointment. In an emergency, please contact us via email at [adultlearning@cityoflondon.gov.uk](mailto:adultlearning@cityoflondon.gov.uk) or call us on **020 7608 2753** or **020 7332 1231**.
- The confirmation email will include important information about what to bring to your appointment such as proof of residency etc.
- Following the initial assessment you will be offered the most appropriate course and level and you will now be able to enrol on the course.
  - You will receive an email confirmation from the Adult Learning Team within two working days.
  - This email will include a welcome message, the learner handbook and your safeguarding card. Please make sure you read through them and save them to your computer.
- About a week before the start of your course, you will be sent an email reminding you of all the key information for your course as well as a link to our learner induction video.
- A few days before the start of your course, you will be sent an email reminding you of all the key information for your course as well as a link to our learner induction video.
  - Before the start of the course you will also receive an email from Overt Software, this is the host of our learning platform Moodle. Please also check your junk or spam box if you have not received it.
  - This email contains your log-in details for Moodle **[www.learninginthecity.org](http://www.learninginthecity.org)** This includes your username and password. You will be asked to change your password on your first log-in.
  - If you have enrolled on an online or blended course, your Moodle course will also contain the Zoom link, which you need to connect to your class.

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

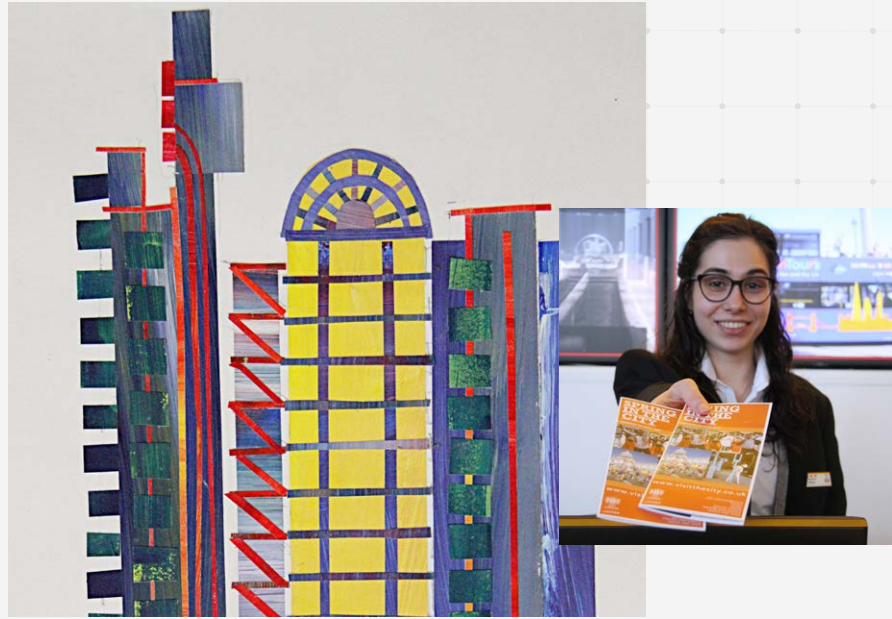
You can visit us at the Golden Lane Community Centre or arrange a call with one of our staff members to and pay by debit or credit card.

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

You can contact Catherine Hughes, responsible for Information, Advice and Guidance, all year round. You can reach her as follows:

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

# Eligibility Criteria



- To be eligible for funding on our courses you should be a UK national or an EEA national with pre-settled or settled status under the EU Settlement Scheme and have been resident in the UK/EEA for the past 3 years. Proof may be required.
- Some accredited courses may be free, if you meet the above eligibility criteria, and dependent on any previous qualifications you have achieved.
- Others may be eligible (including refugees and asylum seekers) – please enquire.
- To be eligible for the concessionary rate you need to meet residency requirements, see above, be 60 years of age or over, or be in receipt of Universal Credit.

If you are unsure, please contact us at:  
**[adulteducation@cityoflondon.gov.uk](mailto:adulteducation@cityoflondon.gov.uk)**  
or call us on **020 7608 2753** or  
**020 7332 1231**





# Information, Advice and Guidance

Not sure what to do next?

Torn between two different courses?

Uncertain how to go about getting into employment?

Interested in taking your studies further?

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

Some reasons why you may want to get in touch:

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

Contact our IAG Officer,  
Catherine Hughes:

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





# Learner Voice

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

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



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



Fill in the end of year student survey.



Complete course evaluations.



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

**To find out more or to become a class rep contact Catherine Hughes**

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



## Online learning & Moodle

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

### What you'll need:



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



A stable internet connection



A webcam and microphone and possibly headphones



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

# Keeping our learners safe

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

# Learning for Work and Employment

“ I find the course very helpful and of course I would recommend joining the class

Learner, 2021/22















# Apprenticeship

## Looking to find an Apprenticeship?

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

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

(Intermediate Apprenticeship equivalent to GCSEs)

3

(Advanced Apprenticeship equivalent to A Levels)

4

(Higher Apprenticeship equivalent to a foundation degree)

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

### - A word about Functional Skills

All apprenticeship standards require achievement of Maths and English at Level 1 (for Intermediate Apprenticeships) and Level 2 (for Advanced Apprenticeships & above). Suppose you do not already have the English and Maths qualifications required by the apprenticeship standard. In that case, you will have to study for and pass these in addition to completing your apprenticeship.

### - 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.





## AAT Book-keeping Level 1

This Level 1 AAT book-keeping qualification introduces you to the role of a bookkeeper as well as simple bookkeeping techniques. You do not need any prior accounting knowledge to join this course. The course will give you a practical and solid grounding and enable you to progress to a Level 2 qualification. The autumn/spring course will meet for 10 weeks from 21/09/2022 to 30/11/2022 and will then continue for a further three weeks for revision and the exam between 11/01/2023 and 25/01/2023.

## Course details

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GL30122A	Autumn/Spring	Wednesday	21/09/2022 - 25/01/2023	13	10:00 - 12:30	GLCC	Please contact us for more information.	
GL30122B	Spring/Summer	Wednesday	22/02/2023 - 07/06/2023	13	10:00 - 12:30	GLCC	Please contact us for more information.	

**For further information please phone**

**020 7608 2753 or 020 7332 1231**

**adulteducation@cityoflondon.gov.uk | [www.cityoflondon.gov.uk/adultlearning](http://www.cityoflondon.gov.uk/adultlearning)**

# Digital Skills and Computing

## Course details



### First Steps in Computing

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

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH47122A	Autumn	Thursday	29/09/2022 – 15/12/2022	11	09:30 – 12:30	Guildhall	FREE	FREE
BL47122A	Autumn	Thursday	29/09/2022 – 15/12/2022	11	13:30 – 16:30	Barbican Library	FREE	FREE
GH47122B	Spring	Thursday	12/01/2023 – 30/03/2023	11	09:30 – 12:30	Guildhall	FREE	FREE
BL47122B	Spring	Thursday	12/01/2023 – 30/03/2023	11	13:30 – 16:30	Barbican Library	FREE	FREE
GH47122C	Summer	Thursday	20/04/2023 – 06/07/2023	11	09:30 – 12:30	Guildhall	FREE	FREE
BL47122C	Summer	Thursday	20/04/2023 – 06/07/2023	11	13:30 – 16:30	Barbican Library	FREE	FREE



### Essential Digital Skills Entry 3

On this practical course you will learn what is meant by hardware, software, operating systems and applications; you will locate and install an application; apply system settings, including those for accessibility. You will learn to access online content using hyperlinks, menus and other navigation elements to carry out searches and find the information you need. You will also learn how to open, read and save information from/to a file using appropriate naming conventions; work with files and folders to store, organise and retrieve information using local and remote storage. You will recognise when a technical problem has been encountered, solve simple technical problems, and seek assistance when unable to resolve these issues yourself.

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH17122B	Spring & Summer	Monday	20/02/2023 – 10/07/2023	17	10:00 – 14:00	Guildhall	FREE	FREE



### Essential Digital Skills Level 1

On this practical course you will learn how to keep your computer's operating system and applications up to date; how to use appropriate techniques to carry out and refine searches and become aware that results are ranked by search engines. You will learn how to organise and store information to enable efficient information retrieval on a device and across devices. You will identify and apply solutions to common technical problems, using online tutorials, FAQs and help facilities. You will identify and use appropriate online learning resources to maintain and improve digital skills. This class will meet for 10 weeks from 19/09/2022–28/11/2022 and then again for a further 5 weeks from 9/01/2023–06/02/2023, with work set for the month of December.

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH17122A	Autumn & Spring	Monday	19/09/2022 – 06/02/2023	15	10:00 – 14:00	Guildhall	FREE	FREE

# Digital Hub

**Are you looking for a job in the digital and tech sector? Want to future-proof your career?**

If you are unemployed or earning below the London Living Wage (£11.15 per hour) we can offer you an incredible opportunity to enter well-paid, secure employment in the booming digital and tech sector.

Funded by the Mayor of London and the European Social Fund, we currently offer two Digital Hub routeways but keep checking our website for new digital courses.

**To express interest in joining the programme, contact:**

**adulteducation@cityoflondon.gov.uk** with 'Digital Hub: Traineeship' in the subject line, or call **Dan Marks** on **07944 623865**.

## Level 2 Business Administration with digital skills traineeship

A traineeship is a course with work experience that gets you ready for work or an apprenticeship. You can apply if you're:

- eligible to work in England
- unemployed and have little or no work experience
- aged 16 to 24 and qualified up to and including Level 3 (equivalent to A-Level)

Delivered through a blended mix of online and classroom-based training, our Traineeship programme leads to a guaranteed interview and includes the skills outlined on the right side of this page.

Once you have finished all the modules, you will complete a minimum 1-week work experience placement with a respected employer. Work placements will include:

- Real roles and responsibilities
- A dedicated line manager and in-work mentor
- Constructive written and verbal feedback
- A reference for future employers

Those ready for work are then referred to the digital hub's employer partners for interviews.



### Digital Skills

Maintaining documents on a computer

E-commerce

Data security

Antivirus and malware

Staying safe online

Cybercrime



### Functional Skills

English

Maths

Basic ICT



### Employability

Workplace rights and responsibilities

Key workplace skills

CV writing

Interview technique

Mock interviews with feedback

Job searching and applications

Customer service

Business Administration



# Amazon Web Services (AWS) Cloud Practitioner course

Responding to the shortage of cloud practitioners in London, the AWS Cloud Practitioner Course is a full-time, 40-hour per week, 13-week programme that prepares you for a well-paid career in cloud technology. Through instructor-led training, you will gain the technical skills needed for an entry-level role in cloud tech.

You will be supported by a dedicated mentor throughout your course and your search for employment. The AWS Cloud Practitioner Course includes a **guaranteed interview** once you are job-ready.

Our specialist tutors will guide you through the following key course elements:

AWS Services	Infosys – Technology Associate – £31,500
Security	IBM – Data Engineer – £26,000
Architecture	Aviva Insurance – Analyst – £30,000
Pricing models	Sainsbury's – Tech Engineer – £30,000
Support to build cloud knowledge	Capco – Data Analyst – £35,000

Our course graduates have entered tech roles for some amazing organisations, including:

To express interest in joining the programme, contact [adulteducation@cityoflondon.gov.uk](mailto:adulteducation@cityoflondon.gov.uk) with 'Digital Hub: Cloud' in the subject line, or call **Dan Marks** on **07944 623865**.

The Digital Hub is funded by the Mayor of London and the European Social Fund.

**MAYOR OF LONDON**



Digital Hub



## Digital Traineeship – Certificate in Digital Skills for Work Level 2

Develop the digital skills needed for the modern workplace. Our Traineeship for people aged 16–24 combines digital, administration and employability training with a high-quality work placement with real responsibilities leading to a guaranteed interview once you are job-ready. Alongside CV writing skills and interview techniques, you will learn about various essential workplace skills including maintaining documents, data security, antivirus and malware, cybercrime, and staying safe online. Once you have finished all the modules, you will complete a minimum 1-week work experience placement with a respected employer and be ready to enter employment. You will gain a Level 2 Certificate in Digital Skills for Work as well as a Level 1 Award in Employability Skills.

### Course details

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
TBD	Autumn/Spring/ Summer	Monday to Friday	01/05/2022 – 31/07/2024	16	Various	Baseline Studios	TBD	TBD

# GROW Employability Project

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

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

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

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 and Traineeships** – 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.

### Book your initial one-to-one appointment –

online or in person at the Guildhall by contacting [adulthoodeducation@cityoflondon.gov.uk](mailto:adulthoodeducation@cityoflondon.gov.uk) with GROW project in the subject line or contact Luz-Amparo Fletcher on **07864 965 540** or email [luz-amparo.fletcher@cityoflondon.gov.uk](mailto:luz-amparo.fletcher@cityoflondon.gov.uk)

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

# Employability

## Employability & Enterprise Workshops

We also run group workshops on topics such as

- 🔍 Researching job opportunities
- ✍️ CV, personal statement and cover letter writing
- 📺 Preparation of a personal video statement
- 💻 Interview techniques including online interviews
- 👍 Staying in employment skills: being a good team-worker, clear communication, kindness and empathy in the workplace
- 🏠 Creating your elevator pitch
- 📖 Starting a business plan
- 🧠 The basics of personal branding

Contact **adulteducation@cityoflondon.gov.uk** with 'Employability' or 'Enterprise' in the subject line or call Luz-Amparo Fletcher on **07864 965 540**

“ I am so glad I found the GROW project; it has helped me to achieve my ambition of working in accounting faster than I ever imagined. I am so looking forward to starting my new job. ”

Marjeta, student on the Grow Employability Project





# First Aid and Food Safety

## Emergency First Aid at Work



Gain the confidence to administer First Aid and become a qualified Emergency First Aider. This course is delivered in 1 day and prepares you for low-risk environments such as an office, a school, a shop, your home or for many volunteering roles.

It is a regulated and nationally recognised Level 2 qualification that meets the standards recommended by the Health and Safety Executive (HSE)



## Paediatric First Aid

This is a one-day qualification suitable for parents, carers, au pairs, nannies and babysitters and teaches you practical elements of first aid that you need to save the life of a child or infant during an emergency.

### You'll learn how to

- Put a child in recovery position
- Check for signs of breathing
- Resuscitate
- Deal with choking
- Attend to minor injuries and burns
- And more

## Level Food Safety



# 2

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

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

**Trainings will take place once we have sufficient enquiries.**

The cost is **£88** or **£20** with concession

Please register your interest by emailing

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



# Health & Social Care

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

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

## Levels 1

Preparing to Work in Adult Social Care

## Levels 2

Certificate in Mental Health Awareness  
Award in the Prevention and Control of Infection  
Certificate Assisting and Moving Individuals for a Social Care Setting  
Certificate in Dignity and Safeguarding  
Certificate in Dementia Care  
Certificate in Oral Care  
Understanding the Safe Handling of Medication

## Levels 3

Diploma in Adult Care  
Principals of End-of-Life Care

## What do I need to do next?

Get in touch and we will book you in for an initial assessment to find out your level. We can then put you on the right course which matches your current skills level, your aspirations and availability.

All learners are welcome and no prior experience is required.

### Contact Luz

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

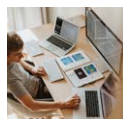


### Award in Preparing to Work in Adult Social Care Level 1 NCFE

This qualification will help you to develop a basic knowledge of the adult social care sector. To gain this qualification, you need to achieve 6 credits from the mandatory units, including an Introduction to the adult social care sector.

### Course details

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH28122A	Autum	Tuesday	20/09/2022 - 13/12/2022	12	10:00 - 13:30	Guildhall West Wing	Please contact us for more information. These courses may be free.	
GH28122C	Summer	Tuesday	18/04/2023 - 11/07/2023	12	10:00 - 13:30	Guildhall West Wing		



### Certificate in Mental Health Awareness Level 2

The Level 2 Certificate in Mental Health Awareness will give you a good understanding of mental health and the causes of mental ill-health. You will learn about a range of mental health conditions including stress, anxiety, depression, dementia and eating disorders.

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH28222B	Spring	Tuesday	10/01/2023 - 28/03/2023	11	10:00 - 13:30	Guildhall West Wing	Please contact us for more information. This course may be free.	

# English, ESOL, Maths and Family Learning

“ Atefa started coming to the ESOL Entry 3 Conversation with grammar classes in December 2021. Her main aim was to improve her English language skills to find a good job and to go to university as a part-time student. She has put a lot of effort into learning English, and she learnt to communicate much more fluently, even when in front of the group giving a presentation. She has also greatly gained in confidence. She applied for and got a job at the end of the Spring term in 2022.

”



# English & Maths

## Looking to level up with English & Maths?

### Functional Skills English and 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?

### For more information

Please contact  
Robin Sengupta  
email:  
**Robin.Sengupta@cityoflondon.gov.uk**  
mobile: **07920 703 087**

### Why learn with us?



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



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



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



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



Our tutors are experienced and fully qualified.

### What do I need to do next?

**Get in touch** and we will book you in for an initial assessment to find out your level. We can then put you on the right course which matches your current skills level, your aspirations and availability.

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





# ESOL

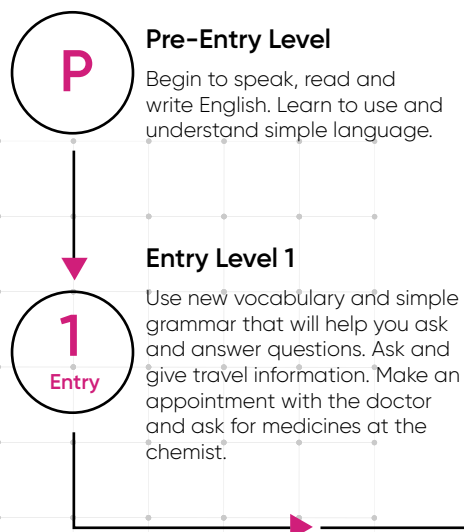
## Is English your second language? Are you living or planning to settle in the UK?

Are you 19 years or over?

We offer ESOL at five different levels from Pre-entry, for absolute beginners, to Level 2, for upper-intermediate learners.

### ESOL levels explained

#### Levels



#### Level 2

Job-specific vocabulary. Polish your pronunciation and grammar in more advanced everyday contexts.

#### Level 1

Confidently participate in everyday and work-related conversations using a wide range of vocabulary. Develop your skills to give presentations and talks. Develop your pronunciation.

#### Entry Level 3

Confidently hold conversation on familiar topics with fluency. Increasingly become aware of mistakes and self-correct. Read, plan and write formal letters, reports and supporting statements.

Write longer text using complex sentences and read simple newspaper articles and other texts.

#### Entry Level 2

Express feelings, wishes and interests with increasing confidence. Read and write formal letters. Improve your job prospects by writing a CV, a personal statement, fill in forms for job applications, ask for and give information about jobs.

## What will you learn

- Improve your speaking, listening, reading and writing skills
- Extend your vocabulary and improve your knowledge of grammar
- Learn how to take part in everyday life in the UK such as talking to neighbours, teachers and doctors, or how to apply for work
- Get a good understanding about British culture and democracy

**You'll need to do a short assessment when you apply so we can put you on the level that's right for you.**

## 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.

## How much does it cost?

You are unemployed and seeking employment	<b>FREE</b>	Eligibility criteria apply
---	-------------	----------------------------

You are employed on a 35-hour week and earning below £21, 600	<b>FREE</b>	Eligibility criteria apply
---	-------------	----------------------------

**If you are not eligible for a free course, the fees are as follows:**

Hours per week	12 weeks per term	11 weeks per term
9 hours	£468	£429
6 hours	£702	£644
15 hours	£1,170	£1,073

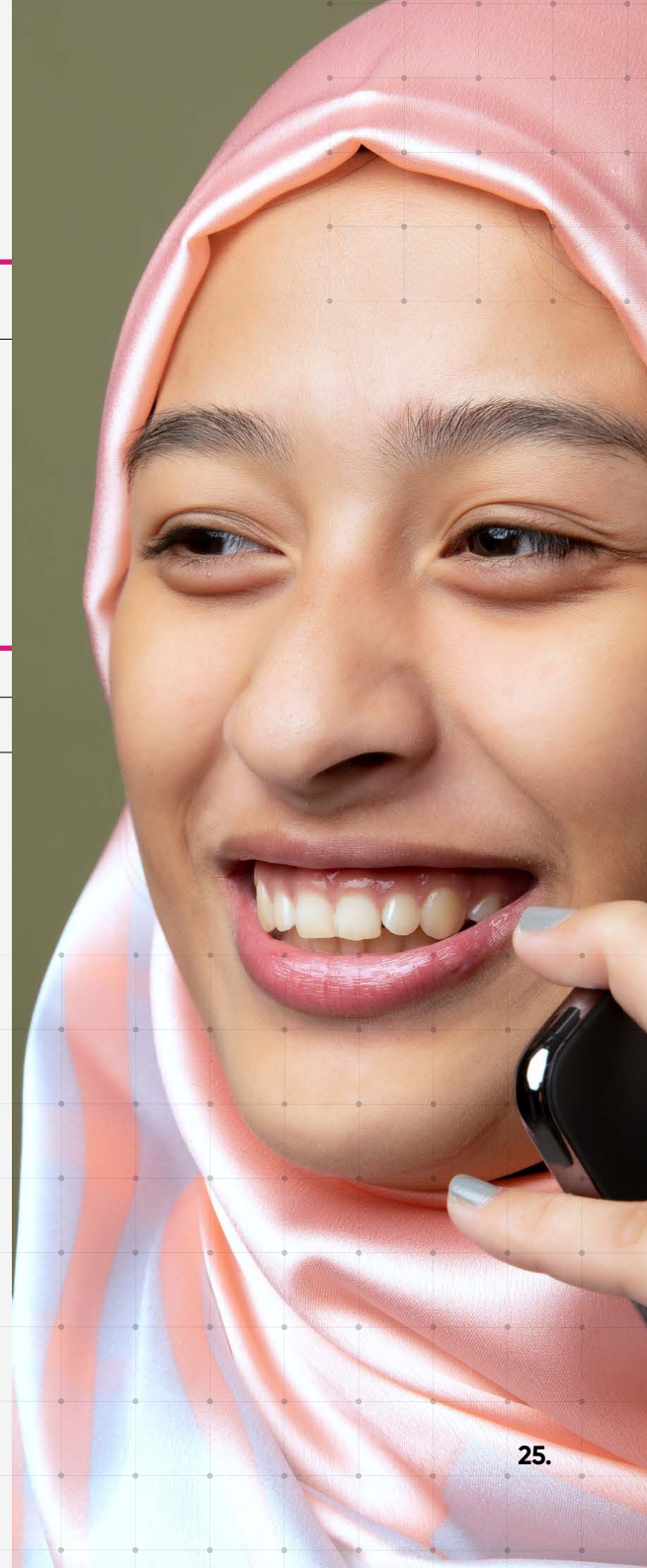
## Am I eligible?

For more details, please see **Page 8**.

### Book your initial assessment or enquire about IELTS

Joan McClymont  
Email: [Joan.McClymont@cityoflondon.gov.uk](mailto:Joan.McClymont@cityoflondon.gov.uk)  
Mobile: 07920 703 087

Hanan Mujahid  
Email: [hanan.mujahid@cityoflondon.gov.uk](mailto:hanan.mujahid@cityoflondon.gov.uk)  
Mobile: 07511 046 378



A young child with dark hair, wearing a white lab coat, is focused on a craft project. They are holding a piece of orange paper. In the background, other children are visible, some wearing pink lab coats, suggesting a classroom or workshop setting.

# Family Learning & Adult Learning @ the Aldgate School

We run Adult Learning and Family Learning classes for parents and carers with children at the Aldgate School in 2022/23.

## Classes will include:

### Classes for adults starting September 2022

- Creative Sewing (see course listing)
- Sewing for the Community (see course listing)
- Strengthening Families, Strengthening Communities – a parenting programme (see course listing)
- Certificate in Supporting Teaching & Learning Level 2 NCFE/CACHE (see course listing)
- ESOL
- ESOL with Digital Skills
- Emergency First Aid at Work Level 2
- Paediatric First Aid
- Food Safety Level 2
- Employability

### Classes for families starting November 2022

- Family Art
- Better wellbeing, more compassionate parenting
- This is my journey, look at me now!
- Be Greta! – Looking after ourselves and the environment

Please check the school's website [www.thealdgateschool.org](http://www.thealdgateschool.org) for regular updates. If you require any further information, please email Jo: [jwelsh@thealdgateschool.org](mailto:jwelsh@thealdgateschool.org)

Separate leaflets with course descriptions will become available in September.

# Parenting & Supporting Teaching and Learning

## Course details



### Strengthening Families, Strengthening Communities

Strengthening Families, Strengthening Communities (SFSC) is a parenting programme designed to support you to raise happy and successful children by getting access to information and strategies for bringing up your children, meeting other parents, and making sure your voice is heard. This is a face-to-face to programme, which is delivered in a group setting. The SFSC programme is also accredited through the Open College Network. This means that you can gain credits for taking part in the programme, which you can use when you apply for a job or if you want to go back into education.

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH28122A	Autumn	Tuesday	TBC	13	10:00 - 13:00	GLCC	N/A	FREE
GH28122C	Summer	Tuesday	TBC	13	10:00 - 13:00	GLCC	N/A	FREE



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

You will gain an understanding of the knowledge and skills needed when working directly with children and young people in school or college environments. It covers a wide range of areas including children and young people's development, supporting children and young people's positive behaviour and communication and professional relationships. It prepares you for roles that support pupils' learning in primary, secondary or special schools, as well as colleges. There will be an additional six Saturdays online to be agreed between learners and the tutors running from 10:00-16:00.

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ON35122A	Autumn/Spring/Summer	Wednesday	02/11/2022 - 12/07/2023	28	09:30 - 15:00	Aldgate School & Online	This course may be free, please contact us for more information.	

For further information please phone

020 7608 2753 or 020 7332 1231

adulteducation@cityoflondon.gov.uk | [www.cityoflondon.gov.uk/adultlearning](http://www.cityoflondon.gov.uk/adultlearning)





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

## Avondale Square Estate, SE1

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

- ✦ ESOL
- ✦ Employability workshops
- ✦ English & maths
- ✦ Cut your energy bills
- ✦ Growing food in pots

### For more information, please contact

Joan McClymont

Email: [Joan.McClymont@cityoflondon.gov.uk](mailto:Joan.McClymont@cityoflondon.gov.uk)

Mobile: 07920 703 087

Luz Amparo-Fletcher

Email: [Luz-Amparo.Fletcher@cityoflondon.gov.uk](mailto:Luz-Amparo.Fletcher@cityoflondon.gov.uk)

Mobile: 07864 965 540



# Arts, crafts, jewellery, sewing and dressmaking

“ I’m really enjoying the jewellery class! The tutor is fantastic and sets projects to stretch you whether you’re a beginner or quite advanced. We all do variations of the same project according to our level. The atmosphere is warm and welcoming, and the group is really fun and always so supportive of each other.

Learner, Jewellery

”





### Art at the Gallery

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

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GL16122A	Autumn	Monday	19/09/2022 - 12/12/2022	12	18:00 - 20:00	Guildhall Art Gallery	£120.00	£27.00
GL16122B	Spring	Monday	09/01/2023 - 27/03/2023	11	18:00 - 20:00	Guildhall Art Gallery	£110.00	£27.00
GL16122C	Summer	Monday	17/04/2023 - 03/07/2023	10	18:00 - 20:00	Guildhall Art Gallery	£100.00	£27.00



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

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GL36122A	Autumn	Wednesday	21/09/2022 - 14/12/2022	12	10:00 - 12:30	GLCC	£150.00	£27.00
GL36122B	Spring	Wednesday	11/01/2023 - 29/03/2023	11	10:00 - 12:30	GLCC	£137.50	£27.00
GL36122C	Summer	Wednesday	19/04/2023 - 05/07/2023	11	10:00 - 12:30	GLCC	£137.50	£27.00



### Exploring Drawing

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

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GL46122A	Autumn	Thursday	22/09/2022 - 15/12/2022	12	14:45 - 17:15	GLCC	£150.00	£27.00
GL46122B	Spring	Thursday	12/01/2023 - 30/03/2023	11	14:45 - 17:15	GLCC	£137.50	£27.00
GL46122C	Summer	Thursday	20/04/2023 - 06/07/2023	11	14:45 - 17:15	GLCC	£137.50	£27.00



### Art Portfolio Course Stages 1 -3

Find your way towards independent art practice while getting expert tuition to create a consistent and substantial body of work. You will take part in a series of projects in class, supplemented by independent study and research as well as the development of these at home or in a studio. The approach will build your confidence in your own practice and abilities as well as develop your discipline to produce work regularly. Your portfolio will enable you to display your strengths, style and character, particularly important when seeking to sell your work or progress to further academic studies. This is one course delivered over three terms.

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GL56122A	Autumn	Friday	23/09/2022 - 16/12/2022	12	14:45 - 17:15	GLCC	£150.00	£32.00
GL56122B	Spring	Friday	13/01/2023 - 31/03/2023	11	14:45 - 17:15	GLCC	£137.50	£32.00
GL56122C	Summer	Friday	21/04/2023 - 07/07/2023	11	14:45 - 17:15	GLCC	£137.50	£32.00



### Make your own inks and draw like Rembrandt

This course is part of our Christmas Learn & Connect offer. Apart from learning new skills, there is also a strong social element. This course meets twice: Tuesday, 27 & Thursday, 29 December 2022. Make your own ink from plant-based materials for drawing with reed or quilt pens in the style of Rembrandt.

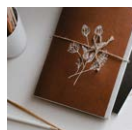
Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ONG6122A	Autumn	Tue/Thur	27/12/2022 - 29/12/2022	2	15:00 - 17:30	Online	£25.00	£10.00



### Start a sketchbook for the holidays & beyond

This course is part of our Christmas Learn & Connect offer. Apart from learning new skills, there is also a strong social element. This course meets twice: Saturdays, 24 & 31 December 2022. You will explore some artists' sketchbooks, have the opportunity to make a really simple and cheap home-made sketchbook, and then explore your own home for inspiration: drawing, painting & collaging cats, dogs, plants, self-portraits or interesting objects from around the house & outside. Use materials you already have at home. Pencils, pens or more fancy stuff, if you have it.

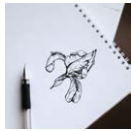
Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ONG66122A	Autumn	Saturday	24/12/2022 - 31/12/2022	2	15:00 - 17:30	Online	£25.00	£10.00



### Famous diaries and journals - be inspired to start your own

This course is part of our Christmas Learn & Connect offer. Apart from learning new skills, there is also a strong social element. This course meets twice: Monday, 26 December 2022 & Sunday, 1 January 2023. This course can be a mix of drawing, collating memorabilia and writing. Journaling has clear health and wellbeing benefits and it's never too early or too late to start the practice. We will look at a range of different famous and not so famous diaries to take inspiration for our own diary practice.

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ONG6222A	Autumn	Mon/Sun	26/12/2022 - 01/01/2023	2	15:00 - 17:30	Online	£25.00	£10.00



## Sketchbook Tour

This is an exciting short course where you will learn and draw about your surroundings and the history of the local area, with support from a City of London guide. You will begin to understand how to use a sketchbook, use first hand drawings and historical knowledge to collect and collate ideas to work from and work towards a final outcome when back at the Centre. Week 1: On location with sketchbook and camera (mobile phone) Weeks 2 & 3 classroom-based

Course code	Term	Day	Dates	Weeks	Time	Venue	Concession	Full-fee
GL36222C	Summer	Wednesday	07/06/2023 - 21/06/2023	3	13:00 - 15:00	GLCC	£30.00	£15.00



## Contemporary silversmithing

With a focus on planning, designing, and creating pieces which are inspired by contemporary silversmiths, you will learn how to create your own unique pieces, whether pendants, rings, chains or bangles. No previous experience necessary.

Course code	Term	Day	Dates	Weeks	Time	Venue	Concession	Full-fee
GL16222A	Autumn	Monday	26/09/2022 - 12/12/2022	11	10:00 - 13:00	GLCC	£165.00	£32.00
GL16222B	Spring	Monday	09/01/2023 - 27/03/2023	11	10:00 - 13:00	GLCC	£165.00	£32.00
GL16222C	Summer	Monday	17/04/2023 - 03/07/2023	10	10:00 - 13:00	GLCC	£150.00	£32.00



## Creative jewellery making

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

Course code	Term	Day	Dates	Weeks	Time	Venue	Concession	Full-fee
GL46222A	Autumn	Thursday	29/09/2022 - 15/12/2022	11	11:00 - 14:00	GLCC	£165.00	£32.00
GL46222B	Spring	Thursday	12/01/2023 - 30/03/2023	11	11:00 - 14:00	GLCC	£165.00	£32.00
GL46222C	Summer	Thursday	20/04/2023 - 06/07/2023	11	11:00 - 14:00	GLCC	£165.00	£32.00





# Christmas Learn & Connect

Join us online for Christmas Learn & Connect  
between Saturday, 24 December 2022 and Sunday,  
1 January 2023 for our two-session 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?



Start a sketchbook for the holidays & beyond (Two linked sessions 24 & 31 December 2021)



Make your own inks and draw like Rembrandt (Two linked sessions: 27 & 29 December 2021)



Famous diaries & journals – be inspired to start your own (Two linked sessions 26 December 2022 & 1 January 2023)



What the Dickens! Dickens in the City (Two linked sessions 27 & 29 December 2022)

See course listings  
on **pages 31 and 38**  
for details.



### Dressmaking and garment mending

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

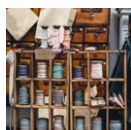
Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GL46322A	Autumn	Thursday	22/09/2022 - 15/12/2022	12	10:00 - 12:00	GLCC	£120.00	£27.00
GL46322B	Spring	Thursday	12/01/2023 - 30/03/2023	11	10:00 - 12:00	GLCC	£110.00	£27.00
GL46322C	Summer	Thursday	20/04/2023 - 06/07/2023	11	10:00 - 12:00	GLCC	£110.00	£27.00



### Sewing and textiles beginners

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

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GL46422A	Autumn	Thursday	22/09/2022 - 15/12/2022	12	13:00 - 15:00	GLCC	£120.00	£27.00
GL46422B	Spring	Thursday	12/01/2023 - 30/03/2023	11	13:00 - 15:00	GLCC	£110.00	£27.00
GL46422C	Summer	Thursday	20/04/2023 - 06/07/2023	11	13:00 - 15:00	GLCC	£110.00	£27.00



### Creative sewing for parents

Learn how to design, sew, and create your own clothes, accessories, and simple home furnishings such as dresses, bags, and trousers. You will learn the basics including how to use a sewing machine, as well as knitting and needlecraft equipment; how to use, adapt and cut patterns; and techniques such as embroidery, patchwork, cross-stitch, and decorative stitching skills. This is an introductory course, and no experience is necessary. We welcome learners of all levels.

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
AS16222A	Autumn	Monday	19/09/2022 - 12/12/2022	12	09:30 - 11:30	Aldgate School	N/A	£5.00
AS16222B	Spring	Monday	09/01/2023 - 27/03/2023	11	09:30 - 11:30	Aldgate School	N/A	£5.00
AS16222C	Summer	Monday	17/04/2023 - 03/07/2023	10	09:30 - 11:30	Aldgate School	N/A	£5.00

# Sewing, textiles & dressmaking

## Course details



### Sewing for the Community

Learn how to design, sew, and create your own clothes, accessories, and simple home furnishings such as dresses, bags, and trousers. You will learn the basics including how to use a sewing machine, as well as knitting and needlecraft equipment; how to use, adapt and cut patterns; and techniques such as embroidery, patchwork, cross-stitch, and decorative stitching skills. This is an introductory course, and no experience is necessary. We welcome learners of all abilities from our local community.

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
AS16122A	Autumn	Monday	19/09/2022 - 12/12/2022	12	13:00 - 15:00	Aldgate School	N/A	£5.00
AS16122B	Spring	Monday	09/01/2023 - 27/03/2023	11	13:00 - 15:00	Aldgate School	N/A	£5.00
AS16122C	Summer	Monday	17/04/2023 - 03/07/2023	10	13:00 - 15:00	Aldgate School	N/A	£5.00
AS41122A	Autumn	Thursday	22/09/2022 - 15/12/2022	12	10:00 - 12:00	Aldgate School	N/A	£5.00
AS41122B	Spring	Thursday	12/01/2023 - 30/03/2023	11	10:00 - 12:00	Aldgate School	N/A	£5.00
AS41122C	Summer	Thursday	20/04/2023 - 06/07/2023	11	10:00 - 12:00	Aldgate School	N/A	£5.00

**For further information please phone**

**020 7608 2753 or 020 7332 1231**

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

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

# Health & wellbeing, philosophy, history & languages

“ Living or working in central London is not all about breathing in diesel fumes and similar. It's also about the fantastic opportunities for keeping mind and body active, at unbeatable prices. For now, and while still working full-time, ending the day at Michelle's Ballroom and Latin dance class is working wonders for restoring some balance (literally) into my life.

Renee, Ballroom Dancing

“ Thoroughly enjoyable, insightful, well planned and expertly delivered.

John, Exploring the City Summer Walks



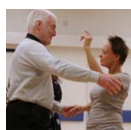




### Pilates

Pilates is a form of body conditioning that concentrates on building strength from the core of the body. It can help improve posture, strength, mobility and breathing. This mixed-level course will enable you to safely improve your core strength and flexibility. After regular practice, you will notice an improvement in your posture. Each learner is different, and our skilled and qualified tutor will guide you so that you exercise safely and under individual supervision. Please note this is a mat work class, requiring loose clothing, no shoes and frequent movement to and from the floor.

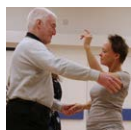
Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GL31022A	Autumn	Wednesday	21/09/2022 - 14/12/2022	12	13:00 - 14:30	GLCC	£90.00	£20.00
GL31022B	Spring	Wednesday	11/01/2023 - 29/03/2023	11	13:00 - 14:30	GLCC	£82.50	£20.00
GL31022C	Summer	Wednesday	19/04/2023 - 05/07/2023	11	13:00 - 14:30	GLCC	£82.50	£20.00



### Ballroom Beginners & Improvers

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

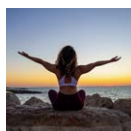
GH2122A	Autumn	Tuesday	20/09/2022 - 13/12/2022	12	17:00 - 19:00	GLCC	£120.00	£20.00
GH2122B	Spring	Tuesday	10/01/2023 - 28/03/2023	11	17:00 - 19:00	GLCC	£110.00	£20.00
GH2122C	Summer	Tuesday	18/04/2023 - 04/07/2023	11	17:00 - 19:00	GLCC	£110.00	£20.00



### Ballroom Intermediate & Advanced

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

GL11122A	Autumn	Monday	19/09/2022 - 12/12/2022	12	18:15 - 20:15	GLCC	£120.00	£20.00
GL11122B	Spring	Monday	09/01/2023 - 27/03/2023	11	18:15 - 20:15	GLCC	£110.00	£20.00
GL11122C	Summer	Monday	17/04/2023 - 03/07/2023	10	18:15 - 20:15	GLCC	£100.00	£20.00



### Wellbeing and resilience with Acceptance & Commitment Training

In this practical six week course you will learn how to apply some simple tools from ACT (Acceptance and Commitment Training) to yourself if you suffer from mild stress or anxiety or just wish to build your emotional resilience. Accept, choose and take committed action. You'll learn simple unhooking from thoughts & feelings strategies, explore your values and identify committed actions to move towards the life you want to lead and the person you want to become. The course also includes simple exercises in mindfulness and self-compassion.

ON21122A	Autumn	Monday	31/10/2022 - 05/12/2022	6	18:30 - 20:00	Online	£45.00	£20.00
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### Philosophy

The philosophy class welcomes aspiring and well-versed philosophers. In the autumn term, the course will focus on Geography and Philosophy. You will investigate topics such as humans in their space, population, inequality, critical geopolitics and globalisation. In the spring term, you will explore Politics, Science and Philosophy. Topics will include scientific work and political authority, climate change, science, democracy, and the politicisation of science. In the summer term, the focus will concentrate on Culture and Politics in Walter Benjamin, including Benjamin on Kafka, why books matter and how films change everything. This is a blended course. You will meet in person three to four times a term, in agreement with the group.

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GL32022A	Autumn	Wednesday	21/09/2022 - 14/12/2022	12	12:45 -14:45	Online/GLCC	£120.00	£20.00
GL32022B	Spring	Wednesday	11/01/2023 - 29/03/2023	11	12:45 -14:45	Online/GLCC	£110.00	£20.00
GL32022C	Summer	Wednesday	19/04/2023 - 05/07/2023	11	12:45 -14:45	Online/GLCC	£110.00	£20.00



### City of London Guides

Become an expert guide. This Level 3 course is aimed at all those who have an interest in guiding in the Square Mile. It offers an in-depth study of the historical, architectural, and contemporary City of London. Participants will also develop the practical skills needed to conduct guided tours. See page 43 for further information

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
GH32122A	Autumn/Spring/ Summer	Wednesday	TBC	30	18:30 - 20:30	Blended	£1,515.00	N/A



### What the Dickens! Dickens in the City

This course is part of our Christmas Learn & Connect offer. Apart from learning new skills, there is also a strong social element. This course meets twice: Tuesday, 27 & Thursday, 29 December 2022. On Tuesday the class will meet online from 18:00-20:00 and on Thursday, you will meet for a walk 11:00-13:00. Charles Dicken's writing and the City are intimately intertwined. Whether the Pickwick Papers, Bleak House, Oliver Twist or Little Dorrit, London scenes and settings are at their centre. On this short course we will explore a selection of them.

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ONG2122A	Autumn	Tue/Thur	27/12/2022 - 29/12/2022	2	See course info	Online & On location	£20.00	£10.00



### Roman London

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

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ON32222C	Summer	Wednesday	17/05/2023 - 21/06/2023	5	15:30 - 18:30	On location	£75.00	£20.00



## Introduction to Guiding

Do you have a passion for the City and its history? Have you ever wondered about becoming a City of London Guide?

This course is targeted at adults who are interested in applying to the City of London Guides course starting in autumn 2023 as well as other guiding courses and who have no previous experience of guiding. On this short course of walks and online sessions you'll find out all about guiding and learn how to approach applying for a guiding course with confidence. The six-week course is packed full of useful information, hints and tips and practical exercises. You'll learn how to research and plan a presentation effectively and then how to address your audience with clarity and enthusiasm. Many former students have gone on to complete the City of London, Westminster, Camden or Clerkenwell Guides courses successfully. This course takes place online and on location.

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ON22222C	Summer	Tuesday	18/04/2023 - 23/05/2023	6	18:30 - 20:30	Online & On location	£60.00	£20.00
ON32322C	Summer	Wednesday	19/04/2023 - 24/05/2023	6	18:30 - 20:30	Online & On location	£60.00	£20.00
ON42122C	Summer	Thursday	20/04/2023 - 25/05/2023	6	18:30 - 20:30	Online & On location	£60.00	£20.00



## Exploring the City

Step out into the City this summer on six Saturday morning walks with City of London Guide, Alison Woollard. Find out more about the people, places and history which are familiar and discover new aspects of the City on these themed walks. Riverside London – Follow the Thames and discover why the Thames was and is so important to London. How was it used in the past? How is it being cared for today? Market London – Explore the areas of Leadenhall and Smithfield and learn about how they developed and changed as the way we live in the City has changed. Churches in the City – not just Wren! Discover the lost medieval parishes of the City, the destruction of churches as a result of the Fire, Victorian road building and the Blitz. We'll look at churches built over eight centuries (including a couple by Wren) City People – Find out more about some of the names you know – Sir Richard Whittington, Samuel Pepys but then there will be unfamiliar names. What happened to Anne Askew? Who was Emilia Bassano?

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ON62122C	Summer	Saturday	10/06/2023 - 15/07/2023	6	11:00 - 13:00	On location	£60.00	£20.00

For further information please phone

020 7608 2753 or 020 7332 1231

adulteducation@cityoflondon.gov.uk | [www.cityoflondon.gov.uk/adultlearning](http://www.cityoflondon.gov.uk/adultlearning)



### Chinese Mandarin Beginners Stage 1 Terms 1 -3

This course is intended for people, with little or no knowledge of Mandarin, who want to communicate in basic Mandarin. It provides basic knowledge and the linguistic structure of the characters for communication in Mandarin. The focus is on speaking and listening.

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ON34122A	Autumn	Wednesday	21/09/2022 - 14/12/2022	12	18:00 - 20:00	Online	£120.00	N/A
ON34122B	Spring	Wednesday	11/01/2023 - 29/03/2023	11	18:00 - 20:00	Online	£110.00	N/A
ON34122C	Summer	Wednesday	19/04/2023 - 05/07/2023	11	18:00 - 20:00	Online	£110.00	N/A



### French Beginners

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

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ON24122A	Autumn	Tuesday	20/09/2022 - 13/12/2022	12	18:30 - 20:00	Online	£90.00	£20.00
ON24122B	Spring	Tuesday	10/01/2023 - 28/03/2023	11	18:30 - 20:00	Online	£82.50	£20.00
ON24122C	Summer	Tuesday	18/04/2023 - 04/07/2023	11	18:30 - 20:00	Online	£82.50	£20.00



### French Upper Intermediate Stage 2 - Terms 1 - 3

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

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ON14122A	Autumn	Monday	19/09/2022 - 12/12/2022	12	13:15 - 14:45	Online	£90.00	£20.00
ON14122B	Spring	Monday	09/01/2023 - 27/03/2023	11	13:15 - 14:45	Online	£82.50	£20.00
ON14122C	Summer	Monday	17/04/2023 - 03/07/2023	10	13:15 - 14:45	Online	£75.00	£20.00

For further information please phone **020 7608 2753** or **020 7332 1231**  
[adulthoodeducation@cityoflondon.gov.uk](mailto:adulthoodeducation@cityoflondon.gov.uk) | [www.cityoflondon.gov.uk/adultlearning](http://www.cityoflondon.gov.uk/adultlearning)



## Course details



### Advanced French Conversation

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

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ON14222A	Autumn	Monday	19/09/2022 - 12/12/2022	12	15:15 - 16:45	Online	£90.00	£20.00
ON14222B	Spring	Monday	09/01/2023 - 27/03/2023	11	15:15 - 16:45	Online	£82.50	£20.00
ON14222C	Summer	Monday	17/04/2023 - 03/07/2023	10	15:15 - 16:45	Online	£75.00	£20.00



### Spanish Beginners: Stage 1 Terms 1 - 3

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

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ON54122A	Autumn	Friday	23/09/2022 - 16/12/2022	12	12:00 - 13:30	Online	£90.00	£20.00
ON54122B	Spring	Friday	13/01/2023 - 31/03/2023	11	12:00 - 13:30	Online	£82.50	£20.00
ON54122C	Summer	Friday	21/04/2023 - 07/07/2023	11	12:00 - 13:30	Online	£82.50	£20.00



### Spanish Lower Intermediate Stage 4 Terms 1 - 3

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

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ON44122A	Autumn	Thursday	22/09/2022 - 15/12/2022	12	11:00 - 12:30	Online	£90.00	£20.00
ON44122B	Spring	Thursday	12/01/2023 - 30/03/2023	11	11:00 - 12:30	Online	£82.50	£20.00
ON44122C	Summer	Thursday	20/04/2023 - 06/07/2023	11	11:00 - 12:30	Online	£82.50	£20.00



### Spanish Advanced Stage 1 Terms 1 – 3

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

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ON54222A	Autumn	Friday	23/09/2022 – 16/12/2022	12	14:00 – 15:30	Online	£90.00	£20.00
ON54222B	Spring	Friday	13/01/2023 – 31/03/2023	11	14:00 – 15:30	Online	£82.50	£20.00
ON54222C	Summer	Friday	21/04/2023 – 07/07/2023	11	14:00 – 15:30	Online	£82.50	£20.00



### Spanish Intermediate Conversation

Esta es una clase de conversación de cinco semanas. Cada sesión se centrará en un tema cultural particular:

El arte y la vida de Frida Kahlo  
La identidad latinoamericana y el Realismo Mágico  
Una tarde de cine  
Un viaje a la cultura de los Incas, los Mayas y los Aztecas.  
Día de los Muertos

Course code	Term	Day	Dates	Weeks	Time	Venue	Full-fee	Concession
ON24222A	Autumn	Tuesday	01/11/2022 – 29/11/2022	5	16:00 – 18:00	Online	£50.00	£20.00

**For further information please phone**

**020 7608 2753 or 020 7332 1231**

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# City of London Guide Course



## Location of Course:

Guildhall, London, EC2V 7HH



## Cost of Course:

Course fee **£1,515** (which includes the Institute of Tourist Guiding registration fee)

Exam fees **£552** (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

TBC

## What is the course about?

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

## What is the time commitment?

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

## What can I expect to achieve?

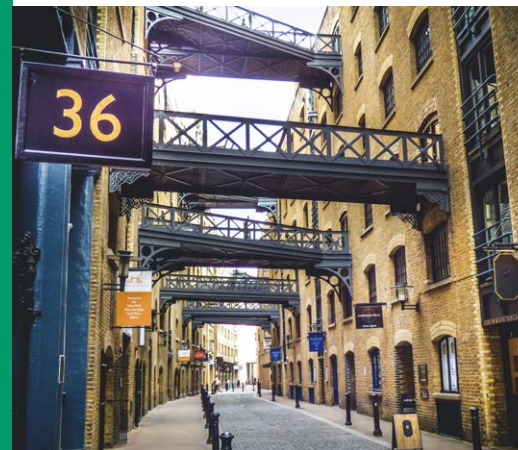
Successful candidates will be awarded:

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

## How do I apply and for further information?

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

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





Adult Skills,  
Education and  
Apprenticeship  
Service



## Contact details

020 7608 2753 or 020 7332 1231

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

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



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
<b>PSEV</b> at Baseline Business Studios	35-37 Whitechurch Road, London	W11 4AT	020 3687 0030
Golden Lane Community Centre	Golden Lane Estate, Fann Street, London	EC1Y 0SA	020 7608 2753
The Guildhall	West Wing, Aldermanbury, London	EC2V 7HH	020 7332 1231
The Guildhall Art Gallery	Guildhall Yard, London	EC2V 5AE	020 7332 1231
Portsoken Community Centre	20 Little Summerset Street London	E1 8AH	020 7608 2753
Avondale Square Community Centre	Avondale Square Estate, Old Kent Road, London	SE1 5PD	07864 965540