

Piano Programme



Maths GCSE



Family Learning



English GCSE

CHOICE

Coventry Adult Education Service SPRING TERM 2025



Teaching Assistants



Childcare & Early Years



Health and Social Care

Digital Functional Skills



Dance



coventry.gov.uk/adulted



YOU SAID, WE DID!

The Skills, Employment and Adult Education Service has listened to feedback and continues to develop its curriculum offer to meet the changing needs of local businesses and communities across the City.

Following on from the Coming Soon section in the last edition of CHOICE, you will see that our courses and programmes are now organised through four curriculum areas:

LIFE SKILLS:

Support physical/mental health and wellbeing, accessing healthcare services, family learning, and engaging with community activities, and volunteering.

ESSENTIAL SKILLS:

Support English, maths and digital education to help people progress in everyday life, work, and further learning.

WORK SKILLS:

Support those seeking a job, or to increase opportunities for promotion or a career change.

LANGUAGE SKILLS :

Support communication in English Language, British Sign Language, Makaton, Modern Foreign Languages, and Community Interpreting.

You will find a summary of what each curriculum area offers in the coming pages.

In addition, you will see:

- New delivery venues in the city centre because you've told us courses should be available in a wider range of places. Examples include The Wave, Belgrade Theatre, and The Boys and Girls Club.
- Changes to the course search and enrolment process to make courses easier to find and book/register online.
- Improvements to information and advice about Skills, Employment and Adult Education Service via our website coventry.gov.uk/adulted



Whether you want to develop new skills or gain a qualification for the workplace or learn for health and wellbeing we look forward to supporting you to learn your way.

HOW TO ENROL

HOW TO ENROL ON A COMMUNITY LEARNING CLASS

You can enrol from **Tuesday 7 January 2025** by:

- Going online to coventry.gov.uk/adulted selecting 'Enrol Online for an Adult Education Course' and search for the course you would like to join.
- Calling **024 7697 5200** where a member of the Adult Education Service will enrol you onto a class. Payment can be made by debit or credit card only.
- There will be a Drop-In enrolment session on **Tuesday 7 January** for Community Learning courses at:

Southfields Old School

10.00am-12.00pm

To avoid disappointment, we advise you enrol as early as possible.

COURSES THAT REQUIRE AN INTERVIEW

Courses requiring an interview/assessment are **marked with an *** throughout. You will be required to demonstrate skills to complete the qualification including written and verbal communication. Please see below for details on identity checks and fee exemptions. Details of how to enrol/book an assessment are in the following pages.

IMPORTANT – you must bring the following when you come to enrol for any of the courses marked with * below:

- **Identification that will let us check if you are eligible for the course.**
Any one of: passport, birth certificate, driving licence, residence card, asylum seeker ARC card.
For non-UK nationals, as well as ID you will also need to prove your residency status in the UK.
If you are an EEA national, you will need to have obtained settled or pre-settled status to be eligible as well.
In most cases you will need to have been resident in the UK, EEA or Gibraltar for the last 3 years to be eligible, however there are some exceptions to this rule, e.g. asylum seekers. If you are in any doubt about your eligibility, talk to us and we will check for you.
- **The appropriate fee for your course.**
- **Evidence of relevant benefits or income** – if your gross personal income is less than £32,000 per annum (this means that we can offer additional financial support in some cases).
- **Your national insurance number.**

Fees and fee exemptions:

Many of our courses that lead to a qualification are free for people on benefits or low incomes. We also have a learning support fund which can provide financial assistance in some cases.

If you are interested in studying with us but are not sure whether you can afford the fee advertised in this magazine, come along to an enrolment session or get in touch to discuss your situation.

Certain courses are free for some people regardless of income – for more details see the sections on individual courses or get in touch with us if you are not sure by ringing 024 7697 5200.

If fees are payable those over £100 can be paid in instalments by direct debit.

Access discounted fees on a wide range of non-accredited Community Learning courses with Go CV+

Save money on Community

Learning courses with Go CV+

You can sign up for Go CV+ if you meet one or more of the below criteria

- ✓ You are in receipt of one of the qualifying benefits listed
- ✓ You are a carer registered with Carers Trust Heart of England
- ✓ You are a Foster Carer registered with Coventry City Council
- ✓ You are a Student [NUS]

All cards look the same and your unique card number will recognise you as Go CV+ provided you have a validated Go CV account **BEFORE** you book and pay your course fees – refunds will not be possible.

Qualifying benefits:

- Attendance Allowance
- Asylum Seeker
- Bereavement Support Payment
- Carer's Allowance
- Council Tax support (not single person occupancy)
- Disability Living Allowance
- Employment and Support Allowance
- Housing Benefit
- Incapacity Benefit
- Income Support
- Industrial Injury Disablement Benefit
- Industrial Death Benefit
- Jobseeker's Allowance
- Pension Credit
- Personal Independence Payment
- Severe Disablement Allowance
- Universal Credit
- War Disability Pension/Armed Forces Compensation
- Working Tax Credit (not Child Tax Credit alone)



LANGUAGE SKILLS

Do you want to learn an additional language to meet new people, gain the confidence to travel to exciting places all over the world or improve your job prospects?

Are you interested in learning or improving communication skills through signing?

Do you need to learn English to live and work in the UK?

Our Language Skills Area is here to help.

We have Modern Foreign Language courses for people who want to unlock the door to a new language and culture. You can achieve a sense of accomplishment and boost your self-confidence as you learn a new language. It's a rewarding and enriching experience that adds a new dimension to your life.

Learn Arabic, French, German or Spanish from one of our experienced, native-speaking tutors who are passionate about teaching. Start your language learning journey today! Enrol for one of our language courses **online** now at: coventry.gov.uk/adulted

We also have British Sign Language (BSL) and Makaton classes for those who want to learn to communicate effectively through sign. Today there are over 150,000 BSL users in the UK and 100,000 children and adults use Makaton symbols and signs to communicate. If you have some existing knowledge of BSL including finger spelling, you may be able to join one of our Level 1 accredited BSL courses. Please enrol online for one of our dynamic introductory Makaton courses to learn how at: coventry.gov.uk/adult-education.

We have English for Speakers of Other Languages (ESOL) courses for those who want to learn to understand, speak and write in English. We also offer work and life skills courses specifically for ESOL learners such as ESOL for Driving, Volunteering for ESOL for Cooking and Food Hygiene.

Language Skills classes run in the daytime and evening and are available online and face to face at different locations in the city. Enrol online today at: coventry.gov.uk/adult-education

To find out more about these courses please contact:

Arabic – Kelly.Broomfield-White@coventry.gov.uk

French – Elisabeth.Campbell@coventry.gov.uk

Spanish – Aminjit.Dehele@coventry.gov.uk

BSL & Makaton – Kelly.Broomfield-White@coventry.gov.uk



ESOL

Most of our mainstream classes are full and we have a waiting list. Please phone **024 7697 5200** and we will let you know if we have any new enrolment sessions this year.

If you are Entry 2/A2 level or above, looking for work and are interested in an intensive ESOL course for employment we may have a course for you:

ESOL FOR EMPLOYMENT

Who is the course for?

- For learners who are Entry 2 level (pre-intermediate) or above and looking for work.
- For learners who are newly arrived in the UK or have refugee status.
- For learners who have the right to work in the U.K. (Please note eligibility criteria apply)

Spotlight on...

ARABIC

Are you interested in learning Arabic? Being able to welcome and communicate with Arabic speaking friends, colleagues and customers? Have you thought about attending a short workshop to learn more about Arabic culture and customs? Did you know there are more than 300 Million people who speak Arabic as a first language world-wide and over 350,000 in the UK?

No prior knowledge of Arabic is required, just an interest or curiosity to find out more. We have a new 3-hour workshop for you. You could then progress onto a 10-week beginner 'Speak Arabic' course.

Enrol online from 7 January at:
coventry.gov.uk/adult-education.

Please contact Kelly.Broomfield-White@coventry.gov.uk for further information.



Spotlight on...

SPANISH COOK-ALONG

Would you like to learn how to cook some authentic Spanish dishes? We have the perfect online cook-along course for you. Learn to cook a different Spanish dish every week including vegetarian options. This 5-week course will be taught via Zoom so you can cook-along from your own kitchen on Wednesdays from 5.30-6.30pm. You might even pick up some Spanish words and phrases along the way!

For more information please email Aminjit.Dehele@coventry.gov.uk or enrol online today at:
coventry.gov.uk/adult-education

What will the course cover?

- English grammar.
- English vocabulary and pronunciation especially related to jobs and working in the UK.
- Employment-related skills such as job search, CV, job application, and job interviews.
- The course contents will be tailored to the type of job you are looking for.
- You will be supported by Employment Advisers who will help you look for work.

How can you join?

You will need an ESOL assessment before you can join this course. Please email Sadaf.Din@coventry.gov.uk for more information.

Spotlight on....

FRENCH

Did you know France is the world's most visited country with over 100 million people visiting each year? Do you want to learn or improve your French skills? Have you been using language learning apps and want to practice speaking French face to face?

We have French courses at 3 different levels from beginners up which you can join anytime as well as exciting weekend 3-hour conversational French workshops and tasters. Classes are available in the daytime and evening. Courses follow a textbook and you will practice real life French scenarios with our qualified tutors who are native French speakers.

Enrol online from 7 January at:
www.coventry.gov.uk/adult-education.

Please contact Elisabeth.Campbell@coventry.gov.uk for further information.



Spotlight on...

INTRODUCTION TO TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES

Are you looking for a career teaching English as a Second Language? Are you thinking about a TESOL or CELTA course? If you would like to know more before investing in the formal teaching qualifications of TESOL or CELTA this short introductory course is what you are looking for.

Over 8 sessions we will look at :

- An introduction to language awareness
- Approaches to teaching grammar, vocabulary and pronunciation
- Approaches to teaching reading, writing speaking and listening

Different lesson methods

- Lesson planning and micro-teaching
- Lesson or video observations
- English Language teaching and materials

Applicants need to have sufficient English language skills (Level 2) to apply. This course will be running in the summer from 12th May to 7th July and we will have information and advice sessions in the spring for those who are interested. Please contact elisabeth.campbell@coventry.gov.uk for more information and to register.

LIFE SKILLS



We offer a range of exciting courses to build confidence, improve health and wellbeing, develop new skills, gain qualifications and equip parents and carers to support their children's learning.

We provide a strong focus on First Step provision to further learning, volunteering combined with a line of sight to work or employment. Programmes of learning include, Family Learning, Study Programme, Courses for People with Learning Disabilities/Difficulties and Community, Accredited and Leisure Programmes.

FAMILY LEARNING

Our Family Learning provision promotes strong, positive relationships within families, enabling parents and carers to support their children's learning and development.

Our vibrant range of programmes are designed specifically for families and provides an excellent opportunity to meet other people with children of a similar age to share ideas and experiences.

There are a variety of programmes for parents/carers of children aged 0-16. Sessions are always free and open to all parents, whatever your experience, or ability. The Family Learning team are all qualified teachers with recent and relevant school experience, each holding a current DBS disclosure.

Our courses are not accredited (so no assessments or exams), and usually last for 2 hours per week, over five or ten weeks. You will get a certificate of completion at the end of a group. We spend time in sessions demonstrating and making inexpensive games to make learning fun and provide free resources for families to use at home with their children.

Family Learning sessions take place in schools, family hubs, and community venues across the city.



Free Family Learning courses and programmes include:

Maths/English in the Primary School (adults only) – This course helps parents and carers to understand how these subjects are taught in modern British Primary Schools. You will learn the maths methods, words and activities used in Coventry schools to support your child's learning. You will practice the correct phonics sounds and explore ways to help your child with reading. There is also a focus on the grammar, spelling and handwriting taught in English primary schools. Each week you will be given fun games to take home and play with your children. There is an online pre-recorded version of this course if you cannot attend a face-to-face course.

'I felt really comfortable. The maths was easy to understand. The great games didn't feel like homework at all.'

'The games have helped make phonics fun. I am amazed by how much my son can do!'

Positive Family Foundations (adults only)

– A nurture-based, practical advice programme providing insight on how children interact with their carers and what children need to thrive. This evidence-based approach can help parents / carers cope with challenging behaviour and understand more about children's development. Techniques such as Emotion Coaching are covered to encourage parents to understand how they can calmly and positively influence behaviour. We offer two programmes – one for parents with children aged 0-10 years old, and one for parents with children aged 11 plus. There is an online pre-recorded version of this course if you cannot attend a face-to-face course.

'It was great to listen to other parents. There were lots of ideas on the course - I found the section on Emotion Coaching really helped at home.'

'50 Things to Do Before You're Five' (adults and their children aged 0-5) - Stay and play sessions for parents and their pre-school aged children which provide resources to encourage understanding of children's learning and development. A range of fun, free and affordable ideas and activities inspired by the '50 Things to Do Before You're Five' app: <https://coventry.50thingstodo.org/>

'We love the activities and atmosphere on this course, and the ideas which we use at home.'

Baby Massage – (parents and carers with a baby aged from 6 weeks to 6 months - pre-crawlers) Simple massage techniques to use with your baby while in the group and at home. Baby massage is proven to help to ease your baby's colic pain, stimulate positive brain activity, strengthen attachment and help with sleep patterns of both baby and parents.

'It was lovely, relaxed and a little magical - I felt chilled myself when it had finished.'

COMING SOON – more sessions in Coventry Primary Schools and local pre-school groups. These interactive sessions are for parents and children to learn and play together!

Enrol online for all courses at coventry.gov.uk/adulted - limited spaces available

For more information, please call 024 7697 8730 or email kate.steventon@coventry.gov.uk



THE STUDY PROGRAMME

Are you 16 – 18 with or without an Educational Health Care Plan or 19 – 24 with an Educational Health Care Plan? Then why not join one of our Study Programmes?

- Step into your future
- The Supported Internship Programme
- Step Into the World of Work

You will study a range of qualifications and attend a work placement

Qualifications include the following:

- GCSE or Functional Skills Maths
- GCSE or Functional Skills English
- ICT Functional Skills
- Customer Service
- Employability
- Health & Social Care
- Childcare

You will get progression support into employment, apprenticeships, supported internships, further education or university.

Bursary payments may be available to help with travel costs and stationary expenses, dependant on eligibility.

We are holding open days and enrolment for September 2025 on the following dates.

Wednesday 19 February 2025 10:00am – 3:00pm

Wednesday 16 April 2025 10:00am – 3:00pm

Venue: Southfields Old School (SOS)

For more information contact Tammy.sheldon@coventry.gov.uk or call **07976 249918**



COURSES FOR PEOPLE WITH LEARNING DISABILITIES/DIFFICULTIES

Do you have or know someone with a learning disability/difficulty?

Are you a Disability Confident employer who could offer voluntary or paid work to our learners?

We offer a range of programmes including courses that develop independent living skills and learning for work. If you would like more information on our courses and events or are a Disability Confident employer, contact lynda.powell@coventry.gov.uk or call **024 7697 2515**.



COMMUNITY, ACCREDITED AND LEISURE PROGRAMMES

Our Community Programme offers an exciting range of inclusive learning activities for adults. Offering a range of Visual Arts and Performing Arts, Horticultural and sustainability-themed courses to build confidence, improve health and wellbeing, develop new skills or turn creative passions into a business or profession. Courses are offered at a variety of progression levels in 5 or 10-week sessions, offered day and night, during the week and at weekends.



Coming soon, more bespoke courses reflecting the interests and needs of the local community, including Dance for Parkinsons and more courses with direct routes into further learning, volunteering and employment.

Would you like recognition for your artwork? This term offers more accredited Art and Craft courses. These are intensive 10-week courses where you will be working in a range of mediums in preparation for a final piece.

Courses include Painting & Mixed Media (NCFE Entry Level Award in Creative Craft Entry L1 or Entry L2), and Fabric Crafts (NCFE Entry Level Award in Creative Craft Entry 1). Once we have received your application, the Visual Arts team will contact you to complete the enrolment process, provide advice, guidance and a small assessment.

The Leisure Programme offers competitively priced courses for pleasure. These courses no longer require as much progress and achievement tracking while still developing your skills and knowledge across a range of disciplines.

Courses include, Piano, Intermediate Embroidery, Higher Intermediate Acrylic Painting, Ballroom & Latin and Line Dancing Beginners Plus.

For more information on Community, Accredited and Leisure Programmes contact beth.storie@coventry.gov.uk or call 024 7697 8638. To enrol on a course go online to coventry.gov.uk/adulted.

The Leisure Programme also includes extensive Piano and Music Theory courses. Offered at all levels of playing: beginner lessons, graded lessons and 1:1 lessons with opportunities to take external accredited exams. Courses take place online and at Southfields Old School, at various times of the week. Placement is dependent upon your level of playing and availability of a space in the class.

For more information on Piano and Music Theory, contact elaine.rees@coventry.gov.uk or call **024 7697 2521** with details of your playing experience.

SCHOOL STREET SCHEMES

School Street schemes limit the amount of motor traffic in streets surrounding schools for a short time at the start and end of the school day (8.15-9.15am and 3.15-3.45pm) all year round. From September 4, **Southfields Old School** will fall within one of these areas covering East Street and South Street. Anyone driving on these roads without a valid permit or exemption will be committing an offence and may receive a fixed penalty fine which is currently set at £70.

ESSENTIAL SKILLS



MATHS FUNCTIONAL SKILLS

Our courses help you improve your maths and enable you to gain nationally recognised qualifications. The classes are for people who feel they want to start from the basics right up to those preparing for Maths GCSE.

We run both daytime and evening classes at venues throughout the city, as well as online classes. Please note that even if you join an online course, we currently only offer face-to-face enrolments and exams are all paper based, taken at one of our venues. Classes are 2½ hours a week over the school year, aiming at taking exams in the summer term. If you need an exam before this, please speak to someone at enrolment.

Functional Skills Maths study enables you to achieve a nationally recognised qualification, will improve your maths skills and increase your confidence to use these skills in everyday situations. This includes at work, helping your children/grandchildren with

their maths, gaining entry to further/higher education and coping in a modern world where maths skills are essential.

The classes focus on the kind of maths adults need in their everyday lives and include solving calculations, problem solving, using fractions, decimals and percentages, understanding the metric system and interpreting graphs and charts.

Functional Skills Maths qualifications are at 5 different levels from Entry Level 1 (E1) up to Level 2 (L2). You will work towards the most appropriate level, depending on your ability in maths when you start.

Before you are enrolled onto a maths course, you will receive advice and guidance and will be offered an initial assessment which will last around an hour. The assessment is important because it gives you as a learner an idea of what level you will be working at. It will also help you and the tutor make an informed choice about the best class for you.

SHORT MATHS BRUSH-UP CLASSES

If you are thinking about improving your maths but the thought of joining a maths class worries you, we can help! We are running short five-week courses aimed at improving maths confidence. This may lead to joining a Functional Skills class later in the year, but it could just be about building up your skills in a non-pressured environment. You will learn about how to work with everyday maths, from the weekly shop to planning that DIY project you've been putting off!

To book a place at an enrolment session, please go to coventry.gov.uk/adulted and click on "Pre-Course Assessments" where you will be able to choose a time that suits you.

All classes will need viable numbers and after enrolments you may be asked to consider moving to a different day/time if your class doesn't have enough enrolments. Managers will aim to meet the needs of all learners.

For more information about maths classes, please contact:

Matt Towner at matt.towner@coventry.gov.uk on **024 7697 1093**

Or

Steve Withers on **024 7697 1301**, steve.withers@coventry.gov.uk

Alternatively, you can email mathsclasses@coventry.gov.uk or phone the main office on **024 7697 5200**.



MULTIPLY PROGRAMME

(Last chance for 1 to 1 maths lessons through the Multiply Programme which ends March 2025)

**Want to improve Your Maths?
Is numeracy holding back your career?
Do numbers make you feel anxious?**



Our Multiply programme offers **Free*** support from an expert tutor to help you improve your maths and numeracy skills.

There is a range of different courses on offer, and our tutors will guide you every step of the way. Learn at a pace and time that is convenient to you with classroom-based, online, and short course options available.

Enhance your everyday life and increase your employability with improved maths and numeracy skills.

Take the first step and contact us today:

Multiply enquiries alex.patchett@coventry.gov.uk or multiply@coventry.gov.uk

Or

The Adult Education office on 024 7697 5200

*Eligibility criteria may apply

ENGLISH FUNCTIONAL SKILLS

READING, WRITING, SPEAKING AND LISTENING

If you speak English but need help improving your reading and writing these courses are for you, they will help you improve your skills and at the same time you will gain a nationally recognised qualification. We run both daytime and evening classes at venues throughout the city, as well as online classes. Please note that even if you join an online course, we currently only offer face-to-face enrolments and exams are all paper based, taken at one of our venues. Classes are 2½ hours a week over the year.

FUNCTIONAL SKILLS ENGLISH CLASSES

These classes focus on the English skills adults need in their everyday lives, in the workplace, in the community and in your home. There are five different levels from Entry 1 to the highest L2, which is equivalent to grade C or grade 4 at GCSE.

Before you are enrolled onto an English course, you will receive advice & guidance and will be offered an initial assessment which will last around an hour. The assessment is important because it gives you as a learner an idea of what level you will be working at. It will also help you and the tutor make an informed choice about the best class for you.

SHORT ENGLISH COURSES BRUSH UP YOUR ENGLISH

What is this course about?

It is about giving you as the learner some underpinning skills and knowledge around using the correct techniques to write clearly, logically and for the appropriate audience. It will also help with spelling, punctuation and grammar.

What will I learn?

The course is framed around the skills learner's need in the world of work such as how to write letters, emails, articles and reports with the underpinning skills being spelling, writing sentences differentiating when to use formal and informal language and using correct punctuation.

Length of the course:

5 weeks for 2 1/2 hours per week, every half term.

What will this course lead to?

- A Functional Skills Course
- Other Adult Education courses



ENGLISH FOR WORK

What is this course about?

It is about giving you as the learner some underpinning skills and knowledge around using the correct techniques to write clearly, logically and for the appropriate audience. It will also help with spelling, punctuation and grammar.

What will I learn?

The course is framed around the skills learners need in the world of work such as how to write letters, emails, articles and reports you will be given advice and support around how to write CV's, how to complete job applications and how to write personal statements for jobs and you will gain skills around interview techniques.

Length of the course:

5 weeks for 2 1/2 hours per week, every half term from Friday 17 January 2025

Note this course is held at the Job Shop



Contact: Steve Withers on 024 7697 1301, steve.withers@coventry.gov.uk

Or

Sarah Brookes on 024 7697 8729, sarah.brookes@coventry.gov.uk

DYSLEXIA

Support for learners with specific learning difficulties is available

Please discuss this with staff at enrolment

VISUAL IMPAIRMENT

Specialist English Classes with access to assistive technology are available

BRAILLE

Learn or improve your Braille Skills. Classes are primarily for learners with visual impairment, but places may be available for other interested learners.

For further information on Braille and Visual Impairment classes contact:

Steve Withers on 024 7697 1301 or email steve.withers@coventry.gov.uk



How do I enrol?

To enrol on a face to face or online class you must book your appointment at an enrolment session, please go to www.coventry.gov.uk/adulted and click on "Pre-Course Assessments"

To enrol on a course, you must bring proof of identity and proof of your residency status in the UK.

Further information about all English courses is available on Coventry Adult Education Coursefinder

coventry.gov.uk/adult-education/course-finder

For Advice and Guidance and/or more information about English classes, please contact

1 Sarah Brookes on 024 7697 8729
or email **sarah.brookes@coventry.gov.uk**

Or

2 Steve Withers on 024 7697 1301
or email **steve.withers@coventry.gov.uk**

Alternatively, you can phone the main office on **024 7697 5200**

English classes will start the week beginning **Monday 6 January**. All classes will need viable numbers and after enrolments you may be asked to consider moving to a different day/time if your class doesn't have enough enrolments. Managers will aim to meet the needs of all learners.

GCSE ENGLISH AND MATHS: AQA

We are planning to offer both face-to-face and online GCSE courses. All classes will require you to make a commitment of attending each class and completing up to 5 hours home study per week.

GCSE English includes developing your reading & writing skills and language analysis of 19th, 20th and 21st Century texts. It is a 30-week course with assessment through 2 exams in June. Places for English GCSE **are currently full**, but if you require further information or need the qualification for University.

Contact: **Sarah Brookes** on **024 7697 8729** or email **sarah.brookes@coventry.gov.uk**

GCSE MATHS IS STILL OPEN FOR NEW ENROLMENTS!!!

GCSE maths includes number and algebra, geometry and measures, statistics and probability. Examination is through 3 papers taken in May and June.

Maths class days and times

Tuesday 6:30 – 9.00pm Maths GCSE

Wednesday 9:15 – 11:45am Maths GCSE

Thursday 9:15 – 11:45am Maths GCSE

Thursday 6:00 – 8:30pm Maths GCSE

Saturday 9:30am – 12:00pm Maths GCSE

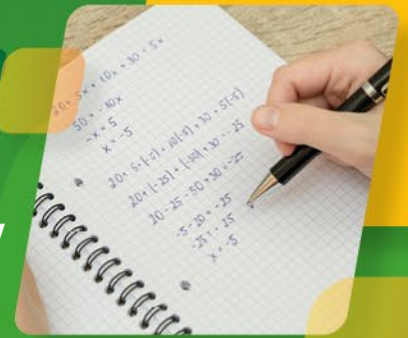
Online

Stoke Aldermoor Community Centre, CV3 1DA

Online

Coventry Community Resource Centre, CV6 5EE

Coventry Central Library, CV1 1FY



How do I enrol?

Prospective GCSE learners should have a minimum of GCSE grade D/3 or Functional Skills level 1 and **must pass a pre-course assessment** before starting the course. If you have been away from education for a while or have no qualifications but are confident in your everyday skills, please talk to us. **Passing the pre-course assessment is the criteria for being offered a place on a course.** We strongly advise that you take **ONE GCSE in an academic year**. However, if you are uncertain which GCSE to apply for, or you have exceptional circumstances, you are welcome to sit both assessments to enable you to make an informed decision.

1 Phone the Adult Education office on **024 7697 5200** to speak with admin support who will register your intention to join a class and book you into an enrolment session.

2 ENGLISH enquiries to Sarah Brookes on **024 7697 8729** or email **sarah.brookes@coventry.gov.uk**

3 MATHS enquiries to Matt Towner on **024 7697 1093** or email **matt.towner@coventry.gov.uk**

Attend a Maths & English advice & guidance and assessment session. Please allow 2 hours for each assessment. Please do not bring children. Please bring **photo ID** and **evidence of residency status** (e.g. UK passport, current valid residence permit, valid share code from GOV.uk) with you so we can check if you are eligible for the course. Please also bring any evidence of existing English or maths qualifications if you have them.

Do I need to pay fees?

If you do not have a GCSE in the subject you are applying for at grade 9 – 4 (A* – C), the course is FREE.

If you do have a GCSE grade 4 (C) or above, and need a higher grade for a specific reason, please talk to Sarah or Matt as it may be possible to apply for funding. If you do not qualify for the support fund the fees are:

Course: £864 (includes £50 exam fees)



FURTHER INFORMATION:

If you are offered a place on the course, you will be required to purchase a textbook. We also strongly recommend having access to a PC, laptop or tablet at home for online study. Details of this will be available at pre-course assessment.

DIGITAL FUNCTIONAL SKILLS

(Accredited course)



DIGITAL FUNCTIONAL SKILLS QUALIFICATION

This course offers you a Qualification at Entry Level 3 and Level 1. It is advisable to enrol onto the Introduction to Digital Functional Skills before enrolling onto the qualification course. This course at both levels covers topics such as:

USING DEVICES AND HANDLING INFORMATION

Manage and store Information and identify and solve simple technical issues.

CREATING AND EDITING

Creating and editing documents, images and other types of digital media.

COMMUNICATING

Gain an understanding of electronic communications. Learning to use email and make video calls.

TRANSACTING

Learn how to complete and submit a form, comply with verification checks and purchase a service or item online.



BEING SAFE AND RESPONSIBLE ONLINE

Gain an understanding of the importance of privacy, data protection and backing up data.

To enrol onto the Digital functional Skills Qualification you will need to book a pre-course assessment. This can be found on our website – coventry.gov.uk/adulted Under the heading Courses you will find the link 'Pre-Course Assessments'. If you don't feel able to apply online, please contact the Adult Education main office number which is **024 7697 5200** and speak to a member of the admin team.

For more information contact aesict@coventry.gov.uk or call **024 7697 1796**.

Or alternatively call **Steve Withers** on **024 7697 1301**, or email steve.withers@coventry.gov.uk

DIGITAL SKILLS

SHORT COURSE AND ONLINE COURSES

(Non-accredited)



The course lengths range from 1 to 5 weeks. You can enrol yourself online and read further information about these courses by visiting our website: coventry.gov.uk/adulted and clicking the link 'Enrol online for a Coventry Adult Education Course'. If you don't feel able to apply online, please contact the Adult Education main office number which is 024 7697 5200 and speak to a member of the admin team.

ONLINE COURSES

Want to learn in the comfort of your own home, you will need a Digital Device with a webcam and a strong Internet connection. A course link will be sent to your email address allowing you access to either a Zoom, Google Meets or Microsoft Teams session.

Use Google Sheets, Use Google Docs and Google Drive. Microsoft Word and Excel for Work (Beginners and Improvers), Create Charts and Graphs using Excel.



DIGITAL SKILLS IN THE COMMUNITY (SHORT COURSES)

Microsoft Word, Excel, PowerPoint and Publisher, these are both delivered as a Beginner and an Improver Courses.

If you consider yourself a Beginner or an Improver or even Terrified of Computers, we have those courses too! If you are new to the world of mobile devices, we have courses such as – Explore your iPad or Android Tablet, or maybe you have a new laptop?

THE POPULAR, Get to know your Mobile, Exploring eBay / Vinted / Facebook Marketplace are back.

NEW COURSES – Social Media for Beginners, Introduction to Cyber Security, Scam Awareness, Beginners Guide to Shopping Safely Online.



APPRENTICESHIPS AT COVENTRY CITY COUNCIL

As an Apprentice at Coventry City Council, you will gain new knowledge, experiences and qualifications, all whilst earning a salary.



We see the value in apprenticeships as a foundation of a great career and offer a range of opportunities and career pathways including:

Business Administration, Civil Engineering, Customer Service, Early Years, Electrical, Finance, Highways, Horticulture, Legal, Plumbing, PE/School Sports, Teaching Assistant, Vehicle Mechanic and we're adding more all the time.

Apprenticeships at Coventry City Council offer you the chance to start a career and reach your potential in a supportive and structured environment.

You will be joining us during an exciting time and your apprenticeship will contribute to making life better for the people who live and work in Coventry.

For further information and to read about what our apprentices have to say about their experiences, visit our website:

coventry.gov.uk/apprenticeships check our Instagram page [@apprentices_ccc](https://www.instagram.com/apprentices_ccc) or email apprenticeships@coventry.gov.uk



Apprenticeships



OLIVIA BIRTWHISTLE Events Assistance Apprentice

What does your apprenticeship involve on a day-to-day basis?

My apprenticeship involves creating and planning events for young people in Coventry. I have planned the Children of Care Awards, created, and delivered music workshops to children in care, developed a children in care band, have helped with Safe Spaces and winter 2024.

What do you find most interesting about your apprenticeship?

I love being able to be given the opportunity to be creative and to impact peoples lives in a positive way. It's great to network with other organisations and deliver fun and inspiring events. It is interesting to see how each event is planned and being able to learn how to create an investable event. I also enjoy being part of a hands-on team that work in a more practical way. I love being able to work with different young people and see how they gain more self-confidence.

How is your apprenticeship helping you with your career goals?

My eventual career goals would be to focus more on the Employee Relations side of HR. Both my Manager and Apprenticeship Tutor have been so supportive in allowing me to shadow people and gain more knowledge as well as supporting with educational materials. My level three is a stepping stone to wider potential and helps me propel forward into a career that I will enjoy. However, the Apprenticeships are not rigid, they allow people to flex and change their minds about what avenue they would like to take, and this really helps with finding the best fit for you and the Council. Being in the council exposes you to many opportunities. This year I was able to sign onto a creative business booster course bringing more employment opportunities with my creative skills. I have also been able to network with other creative organisations in council events such as Future Works,



For further information on apprenticeships at Coventry City Council, please email: apprenticeships@coventry.gov.uk

WORK SKILLS



Are you seeking training to gain employment?

Would you like to enhance your current skill set and / or qualifications to increase your opportunities of promotion or a career change?

Are you an employer that would like to enhance the skill set of individuals or a team?

Are you an employer that is struggling with recruitment or is considering talking on an apprentice?

The above isn't exhaustive however 'work' is an integral part of your next steps, and we have a variety of differing options available to you, that you may wish to explore.

APPRENTICESHIPS

Would you like the opportunity to work for an employer, earn an apprenticeship salary and gain valuable workplace skills and experience in your chosen area of work?

Age is not a barrier, if you are aged over 16 years of age, this is a great way to start or progress your career.

Adult Education currently offer a range of apprenticeship training from Level 2 to Level 5 in a range of areas including **Customer Service, Business Administration, School Business Professional, Early Years, Learning and Skills, Team Leading, Leadership and Management and the Teaching Assistant.**

Many of these apprenticeships are with Coventry City Council.

To find out what apprenticeship vacancies Coventry City Council currently have visit: coventry.gov.uk/apprenticeships and click on Apprenticeships in the Job Type tab. Applications are made online.

Whilst undertaking an apprenticeship you will also be required to develop your existing skills in maths and English, if you do not already have those qualifications, at the appropriate level.

For more information on all **work skills routes** contact aesworkskills@coventry.gov.uk or call **024 7697 5200** to discuss.

'Everyone has been amazing, Adult Education, all of the other apprentices, the tutors, and the Apprenticeship Officers that have provided me with the best possible support', Mason Little, previous Level 3 Customer Service Specialist Apprentice.



INTO EMPLOYMENT PROGRAMME

Are you looking for work?

Are you over the age of 19?

Unemployed and in receipt of benefit?

Working and on a low wage?

Here is an ideal opportunity!



We have a range of short courses that will help support you in your chosen career, whilst also providing application and interview support and a guaranteed job interview with a local employer within this area.

Are you an employer, struggling to recruit to vacancies? Trailing this fully funded route to secure staff is a tried and tested way to get keen, new staff members. Don't just take our word for it, hear it from the Headteacher at Baginton Fields Academy,

'Prior to the course starting, the team at Coventry Adult Education were keen to involve headteachers in what the content of the course should include. This was great as it meant the course could be focused on the specific needs of our settings.'

STAIRWAY TO WORK

Are you over the age of 19? Are you in receipt of Universal Credit? Are you linked with a Disability Engagement Officer at the DWP?

We have a short course that will help put you on the right track to being work ready. Our short course will give you the opportunity to enhance your pre-employment skills whilst also building on key areas such as self-esteem, self-confidence and helping you focus on your next steps.

During the course you will have exposure to different employers with work placement opportunities, giving you hands-on real-life work exposure, with regular contact and support from your assigned DWP Work Coach. This could be the stepping stone you need to feel work ready and take that key step into employment.

NEXT STEPS IN THE WORKPLACE

Are you interested in moving into a team leader or management position at work, do you need to develop your skills?

Are you a supportive employer that is passionate about staff development and would you like the opportunity to upskill staff into management positions?

The programme considers the needs of the business as well as meeting the needs of the individual. Delivery can be at our training centre, online, blended or at your site to enable employees the chance to access whilst still managing their day-to-day responsibilities.

The modules are carefully selected to ensure that they meet the needs of the business and embrace key areas that you as an employer want aspiring managers / leaders to have the knowledge and skills around.

Contact us to discuss the differing routes available.

Continued success, and an advocate for our programmes is DHL

'Coventry Adult Education have gone above and beyond to create a nurturing, supportive offer that always has the individual at the centre'

For more information on all **work skills routes** contact aesworkskills@coventry.gov.uk or call **024 7697 5200** to discuss.



SHORT & LONG COURSES

EARLY YEARS

- Entry 3 Caring for Children.
- Level 1 Award in Caring for Children.
- Level 2 Diploma for the Early Years Practitioner.
- Level 3 Diploma for the Early Years Educator.

SUPPORTED TEACHING & LEARNING IN SCHOOLS

- Level 1 Preparing to Work In Schools.
- Level 2 Certificate in Supporting Teaching and Learning in Schools.
- Level 3 Certificate in Supporting Teaching and Learning in Schools.
- Level 3 Diploma in Specialist Support for Teaching and Learning in Schools.

HEALTH & SOCIAL CARE

- Level 1 Award or Certificate in Introduction to Health, Social Care and Children's and Young People's Settings.
- Level 2 Adult Social Care Certificate. **Eligible employers can claim funding for the Level 2 Adult Social Care Certificate on behalf of eligible care staff for up to £1500 per qualification.**

Are you ready to make a difference?

Whether you're just starting out, looking to boost your skills, or an employer wanting to upskill your team, our courses are tailored to help you succeed. You will gain practical experience, learn from industry experts, and enhance your career or your staff's capabilities. Don't wait, unlock new opportunities in these rewarding fields by joining one of our courses!

- Level 3 Diploma in Adult Care.

In addition, are you between levels / courses and continue to have the enthusiasm and motivation to learn? You may be interested in one of our short courses to enhance your vocational knowledge further or you may be an employer wanting to offer additional CPD to the staff?

If you cannot find what you are looking for contact us, we are happy to discuss wider opportunities.

COMING SOON - PATH 2 APPRENTICESHIPS

Would you like to do an apprenticeship, but finding it hard to secure a position? Have you been unsuccessful in the past?

Let us work with you to develop your current skills, whilst offering valuable work experience to showcase to a future employer.

For more information on all **work skills routes** contact aesworkskills@coventry.gov.uk or call **024 7697 5200** to discuss.

JOB SHOP

PROVIDING YOU WITH END-TO-END EMPLOYMENT SUPPORT

Looking for your first job, apprenticeship, to get back to work after redundancy, a career change, or long term unemployed... There's help and advice for all.

- Employability workshops
- 1-2-1 appointments with Job Coach - virtually and face to face
- Money advice including debt & benefit support
- CV, application and interview skills support
- Back to work and in work support
- Direct access to employer vacancies



@Covjobsupport



@Coventryjobshop



@Coventryjobshop



CONTACT DETAILS:











West Orchards Shopping Centre,
West Orchards Way, CV1 1QX
jobshop@coventry.gov.uk
024 7678 5740



For more information:
coventry.gov.uk/employment-support/job-shop-vacancies

VENUE DETAILS - SPRING TERM 2025

Venue contact numbers are only available during term time

VENUE - name and address	CONTACT NUMBER	OFFICE HOURS for enrolment support	SYMBOLS
FL - Aspire Family Hub Humber Avenue, Coventry, CV2 1SF	024 7697 5200	Mon-Thu 8.30am-4.30pm	
BT - Belgrade Theatre Belgrade Square, Corporation Street, Coventry, CV1 1GS	024 7697 5200	Mon-Thu 8.30am-4.30pm	
BGL - Bell Green Library 17-23 Riley Square, Coventry, CV2 1LS	024 7697 2534	Mon, Tue, Thu & Fri 9.00am-1.30pm	
BSC - Broad Street Centre 161 Broad Street, Coventry, CV6 5BN	024 7697 5502	Mon-Fri 9.00am-3.30pm No onsite parking	
CL - Central Library Smithford Way, Coventry, CV1 1FY	024 7697 5200	Mon-Fri 8.30am-4.30pm	
CCC - Cheylesmore Community Centre 111 Arundel Road, Coventry, CV3 5JL	024 7697 5200	Mon-Fri 8.30am-4.30pm	
FL - Coffee Tots The Wave, New Union Street, Coventry, CV1 2PS	024 7697 5200	Please call 024 7697 1301	
CCH - Coventry Central Hall Warwick Lane, Coventry, CV1 2HA	024 7697 6766	Mon-Fri 9.00am-1.00pm	
CCRC - Coventry Community Resource Centre Red Lane, Coventry, CV6 5EE	024 7668 4331	Mon-Fri 9.00am-3.00pm Fri 9.00am-12.00pm	
EMC - Earlsdon Methodist Church 227 Albany Road, Coventry, CV5 6NF	024 7697 5200	Mon-Fri 8.30am-4.30pm	
EPV - Earlsdon Park Village Albany Road, Coventry, CV5 6JQ	024 7697 6119	Mon-Fri 8.30am-1.30pm	
FL - Families for All Family Hub 454 Foleshill Road, Coventry, CV6 5LB	024 7697 5200	Mon-Thu 8.30am-4.30pm	
FL - Harmony Family Hub Clifton Street, Coventry, CV1 5GR	024 7697 5200	Mon-Thu 8.30am-4.30pm	
JS - Job Shop West Orchards Shopping Centre, West Orchards Way, Coventry, CV1 1QX	024 7697 5200	Mon-Fri 8.30am-4.30pm	
JWC - John White Community Centre Grange Avenue, Coventry, CV3 2ED	024 7697 5200	Please call 024 7697 5439	 
FL - Moat Family Hub Moat House Primary School, Deedmore Road, Coventry, CV2 1EQ	024 7697 5200	Please call 024 7697 1301	
MH - Moat House Leisure Centre Winston Avenue, Coventry, CV2 1DX	024 7697 5200	Please call 024 7697 5200	 
FL - Mosaic Family Hub Jardine Crescent, Coventry, CV4 9PL	024 7697 5200	Mon-Thu 8.30am-4.30pm	
OL - Online and Online Recorded	024 7697 5200	Please call 024 7697 5200	
SAU - Salvation Army Upper Well Street, Coventry, CV1 4AG	024 7697 5200	Mon-Fri 8.30am-4.30pm	
FL - Pathways Family Hub Lawrence Saunders Road, Coventry, CV6 1HD	024 7697 5200	Please call 024 7697 1301	
SOS - Southfields Old School South Street, Coventry, CV1 5EJ	024 7697 5200	Mon-Fri 8.30am-4.30pm No on-site parking	
STF - St Francis of Assisi Links Road, Coventry, CV6 3DQ	024 7697 5200	Mon-Fri 8.30am-4.30pm	
SAC - Stoke Aldermoor Adult Learning Centre Life Centre, 78 Roundhouse Road, Coventry, CV3 1DA	024 7697 6766	Mon-Fri 9.00am-2.30pm	
SHP - Stoke Heath Primary School 4 Heath Crescent, Coventry, CV2 4PR	024 7697 5200	Mon-Fri 8.30am-4.30pm	
TR - Telfer Road Adult Education Centre 200 Telfer Road, Coventry, CV6 3DR	024 7697 2527 (Mon-Fri) 024 7697 8021 (Mon-Wed eve)	Mon-Thu 8.30am-4.00pm Fri 8.30am-3.30pm Mon-Wed 5.00-8.45pm	 
THL - Tile Hill Library Jardine Crescent, Coventry, CV4 9PL	024 7697 5200	Mon-Fri 8.30am-4.30pm	
WC - WATCH Community Centre 12 Victoria Street, Hillfields, Coventry, CV1 5LZ	024 7697 5200	Mon-Fri 8.30am-4.30pm	
WE - Willenhall Education, Employment and Training Centre (WEETC) Robin Hood Road, Coventry, CV3 3AN	024 7697 5200	Mon-Fri 8.30am-4.30pm	
FL - Woodside Family Hub Upper Ride, Coventry, CV3 3GL	024 7697 5200	Please call 024 7697 1301	



Card payment machine



Parking for Blue Badge holders



Lift

CHOICE

Coventry Adult Education Service

Website: coventry.gov.uk/adulted

Telephone: **024 7697 5200**

Email: feedback@covaded.org

[facebook.com/CoventryAdultEducationService](https://www.facebook.com/CoventryAdultEducationService)

[@CoventryAdultEd](https://twitter.com/CoventryAdultEd) (X Formerly Twitter)

[@CoventryAdultEducationService](https://www.youtube.com/CoventryAdultEducationService) (YouTube)

SPRING TERM 2025 DATES:

ENGLISH, MATHS

6 JAN – 4 APR

ESOL

6 JAN – 4 APR

COMMUNITY PROGRAMME

13 JAN – 28 MAR

FAMILY LEARNING

13 JAN – 28 MAR

HALF TERM

17 FEB – 21 FEB

BE SAFE!

Anyone who is being abused, neglected, bullied, groomed, or drawn into extremism or terrorism is not safe.

Do you know what to do if you are not safe, or someone you know is not safe?

- If a child is at risk of harm or neglect, call **024 7678 8555**
- If a vulnerable adult is at risk of harm or neglect, call **024 7683 3003**
- If you think someone is being drawn into radicalisation, extremism or terrorism, tell your tutor or any member of staff in the Adult Education Service
- Talk to your tutor or any Adult Education Service staff member
- See our posters (at venues or on www.covlearn.co.uk) for who to call if a child or adult is at risk
- In an emergency, call **999**

VOLUNTEERS NEEDED IN COVENTRY. WE NEED YOU!

Could you support a learner and become a learning partner?

We need volunteers on a range of courses. You will work alongside a learner or learners under the guidance of a tutor.

**For further information please call
024 7697 5200**

