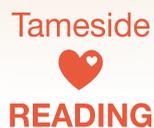


Tameside Adult and Community Education

# Summer/Autumn Prospectus 2019-2020



**Tameside**   
Adult Community Education





## Matrix Standard of Quality

Tameside Adult and Community Education has been awarded the Matrix Standard. In November 2015, the service was successfully re-assessed and was once again granted this unique quality standard, demonstrating the high quality of advice and support services we provide.





Join one of our courses to develop your employability skills, enrich your life and feel the excitement of learning something new.

You will always get a warm welcome from Tameside ACE. Our learning venues are comfortable and friendly, we give value for money and our qualified and experienced tutors will help you each step of the way. There are a wide range of courses listed in this prospectus which we hope you will find interesting, challenging and fun.

**David Berry**  
Head of Employment and Skills

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 **INFORMATION LINE:** 0161 342 4063

 **EMAIL:** [tamesideace@tameside.gov.uk](mailto:tamesideace@tameside.gov.uk)

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

 **FIND US ON FACEBOOK:** Tameside Adult and Community Education

 **FOLLOW US ON TWITTER:** @TamesideACE

ACE has been providing adult education in Tameside for over 30 years so we really understand our local community and what it takes to get back into learning, especially if you've been out of education for a while, if you want to improve your skills or if you didn't have the best experience at school.

We also appreciate the countless barriers that make it hard to make time to focus on ourselves; to think about what we want to achieve and how to make it a reality. It can feel impossible at first but we've seen many people overcome these barriers and their lives have been changed. We want to help you move closer towards your goals - whatever they may be.



## Why come to ACE?

We offer a friendly, safe and supportive learning environment in the heart of Ashton town centre where you can ask questions, expand your curiosity and discover your potential. Studying something new can feel daunting at first, the idea of making mistakes or getting things wrong can be overwhelming but the most important thing is to have a go and do your best; asking questions and making mistakes is the best way to learn so there's no need to worry about getting things wrong. Our highly qualified and experienced staff have the knowledge, skills and expertise to guide and support you every step of the way and our small class sizes make it just that bit more comfortable to get started.

# Student Support: Helping You Overcome Barriers to Learning

ACE is proud to offer our unique Student Support Hub. Our Student Services Officer Selina McCann is qualified to deliver accurate and impartial information, advice and guidance to help you with your course. We can help you secure appropriate support if you are struggling with issues around:

- Financial support for course fees, transport and childcare
- Progressing between courses or levels at ACE
- Progressing onto Further Education or University
- Finding work placements or voluntary work

There may be other things that will affect your learning. We can also provide information, advice and guidance around:

- Mental health
- Your general health and well-being
- Housing queries
- Benefit queries
- Financial advice



**Selina McCann**  
Student Services Officer

## How learning can benefit your health and wellbeing

- It feels great! When you sit down and face a difficult task, like using a computer for the first time or solving a maths problem. It might seem tough at first, but nothing is more rewarding than when you have that breakthrough.
- It's a fantastic way to combat social isolation, meet new people and make new friends.



# How to Get onto a Course

## STEP 1: WHAT DO YOU WANT TO ACHIEVE?

We want to help you move forward so you need to have some idea of what you want to work towards before you get in touch with us. It could be getting a job, going into further education or university or simply feeling confident about your abilities.

## STEP 2: CALL US ON 0161 342 4063 FOR AN INFORMAL CHAT ABOUT WHAT YOU WANT TO ACHIEVE AND WE'LL LET YOU KNOW HOW WE CAN HELP AND BOOK YOU ONTO AN INITIAL ASSESSMENT.

This is a great opportunity for you to find out more about us, to tell us what you want to achieve and for us to assess your current skills. After your assessment we'll tell you which level we recommend for you and invite you in to enrol.

## STEP 3: INDUCTION

At induction you will receive a learner handbook containing information including our equality and diversity and health and safety policies, academic calendar and much more. You will also have a chance to ask questions about course fees, support available, class times or anything else you're not sure about.

There'll be some forms to complete (which we can help you with).

## Pam's Success Story

“ When I came to ACE I didn't know how to use a computer and [my tutor] taught me the basics. I enjoyed the course very much and it helped me get a job.

Everyone at ACE was very friendly and made me feel welcome. I met some really nice people. My work coach told me about a job and helped me send off my CV, I found out that I'd been invited for an interview by email but I didn't see the email until my tutor showed me how to get onto and use my email account. If it hadn't have been for my tutor, I wouldn't have seen the interview request and would have missed it. I went to the interview and then two days later they emailed me again saying I'd got the job!



We understand that money can be a concern so we have put together some frequently asked questions and answers.

Learners entitled to a concessionary rate do not pay any fees for qualification courses that are funded by the Greater Manchester Combined Authority. If you are in receipt of a benefit, proof of this must be shown when you enrol for your course. Please bring original documents as we are unable to accept photocopies.

All our courses are for adults aged 19 years and over. You must be aged 19 or over on 31st August 2019 and have lived in the European Union continuously for the last three years. You are also eligible if you are a refugee or asylum seeker who has lived in the UK continuously for the last six months.

If you are:

- in receipt of Job Seeker's Allowance;
- in receipt of Employment and Support Allowance (work related activity only);
- in receipt of Universal Credit (work related requirements group, work preparation group or work focused group);
- studying a maths or English (Functional Skills course);
- aged 19-23 and studying at Entry Level, Level 1 or 2 course without having already obtained a Full Level 2;
- employed and earn less than £15,736.50 annual gross salary

You may be entitled to a concession if you are unemployed (or earning less than £120 per week), in receipt of another state benefit and you wish to study a qualification that may help you gain employment. You will need to discuss this with one of our Information, Advice and Guidance staff before you enrol.

If you have difficulty paying the course fees and are on a low income you can apply to the Discretionary Learner Support Fund for financial support when you enrol.



## Routes to Work

Routes to Work are a supported employment service within Tameside Council. We offer support for people with disabilities, mental health, drug and or alcohol issues who reside in the Tameside area. Our objective is to help you achieve work based independence.

If you'd like to speak to the team, make an appointment at reception or drop in to the Topaz Centre on Catherine Street, on the last Thursday of every month from 2pm until 4pm. You can also drop into The Hub at ACE to talk to us every Wednesday from 9:30am-12pm.



Abigail Downing



Caroline Higgins



Joanne Spurgeon



Lorraine Pattison



Scott Beswick

## National Careers Service

If you are unsure about your career goals and how to achieve them, call 0161 342 4359 to make an appointment with the National Careers Service. Specialist advisor Mike Rose is at ACE every week and can help you:

- Get ready for work with job searching techniques
- Identify or change careers
- Manage and develop your career
- Open a Lifelong Learning Account
- Review, identify and improve skills



Kendra Oliver

## New Charter Work Club

If you need support in looking for work or setting up a "Find a Job" account, New Charter's Work Club at ACE can help. Experienced and friendly staff and volunteers will also be able to support you with updating CV's, covering letters and help you to improve your job seeking skills.

No need to make an appointment, just drop in any time on Tuesdays 10am-12pm and Fridays 1.30-3.30pm.



John McGlyn, Michael Edwards, Saeeda Kosoir and Asmina Choudhury

## **UC JOURNAL** (3 x 2.5 hour session per week)

Are you meeting with your Work Coach and struggling to remember how to get onto your journal? Are you having difficulty remembering passwords to get onto your Universal Credit Journal? Are you finding it hard to work your way round the website and update your Universal Credit journal? If you are struggling with these areas, please give us a call!

## **CONFIDENCE BUILDING** (10 x 2.5 hour session per week)

Discover coping techniques and explore mindfulness and relaxation to help you build your confidence and self-esteem in day-to-day situations. This course focuses on helping you communicate more effectively, build strategies to handle difficult situations and manage stress. Learners find this course helpful and informative before beginning a qualification course.

## **WORKOUT FOR WORK (WOW)** (8 x 2.5 hour session per week)

This course will help you develop your job searching skills. You'll learn how to set personal goals, find out what job opportunities are available and discover what jobs would suit your skills. You'll also learn how to complete online job application forms and prepare for interviews.

(Note: If you are registered with Routes to Work, speak to your support worker to get a place on the course)

## **Opportunities and Support**

### **VOLUNTEERING AT ACE**

Volunteering is a great way to build up your skills and experience which looks great on your CV. We have volunteer opportunities available at ACE:

- Administration
- Looking after the kitchen including making hot drinks
- Classroom support

For more information or to apply, please call 0161 342 4063.



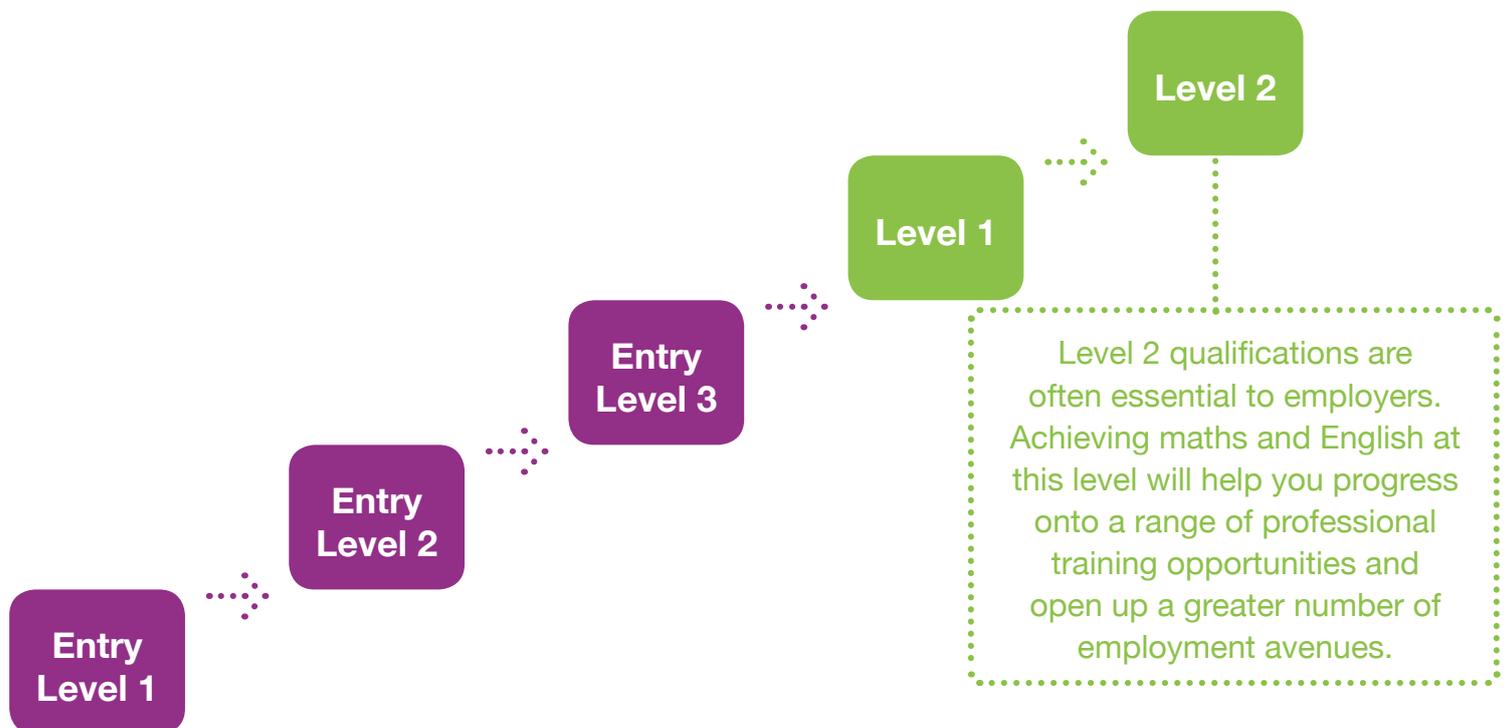
jobcentreplus

Being able to communicate effectively and knowing how to work with numbers are essential skills for everyday life. Gaining a qualification in these subjects will help you :

- Develop useful skills for solving day-to-day problems
- Boost your CV
- Build your confidence to help your child with their homework.

If you have a job or career in mind, or if you want to progress to Further Education you will usually need a minimum of level 2 in maths and English.

## Steps towards getting a level 2 qualification



### **FUNCTIONAL SKILLS MATHS** (22 x 2.5 hour sessions per week)

This course will help to improve your calculation skills such as addition, subtraction, division and multiplication. Learn how to use fractions, decimals and percentages. Find out how to calculate with money to help you make better financial decisions. Improve your understanding of the metric units of measurement. Explore data and graphs and acquire a knowledge of averages and probability.

### **FUNCTIONAL SKILLS ENGLISH** (22 x 2.5 hour sessions per week)

Improve your reading, writing and speaking and listening skills for work and pleasure. This course will help you to communicate clearly and effectively by developing your spelling, grammar and punctuation. You will also be able to gain confidence in listening for information and responding appropriately.

# English for Speakers of Other Languages (ESOL) Courses

If English is not your first language and you would like to improve your English skills, our ESOL (English for Speakers of Other Languages) courses could be just what you need.

## **ESOL CHATTER GROUP** (6 x one full day session per week)

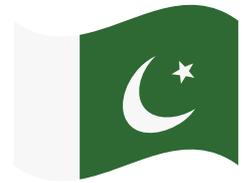
This course will help you learn simple words and sentences. You will also be able to practice them in class.

## **ESOL FOR LEISURE** (6 x one full day session per week)

This course will help you improve your speaking and listening skills for day-to-day use in life and work. Learn how to greet people, ask simple questions and listen to simple replies.

## **ESOL FOR WORK** (6 x one full day session per week)

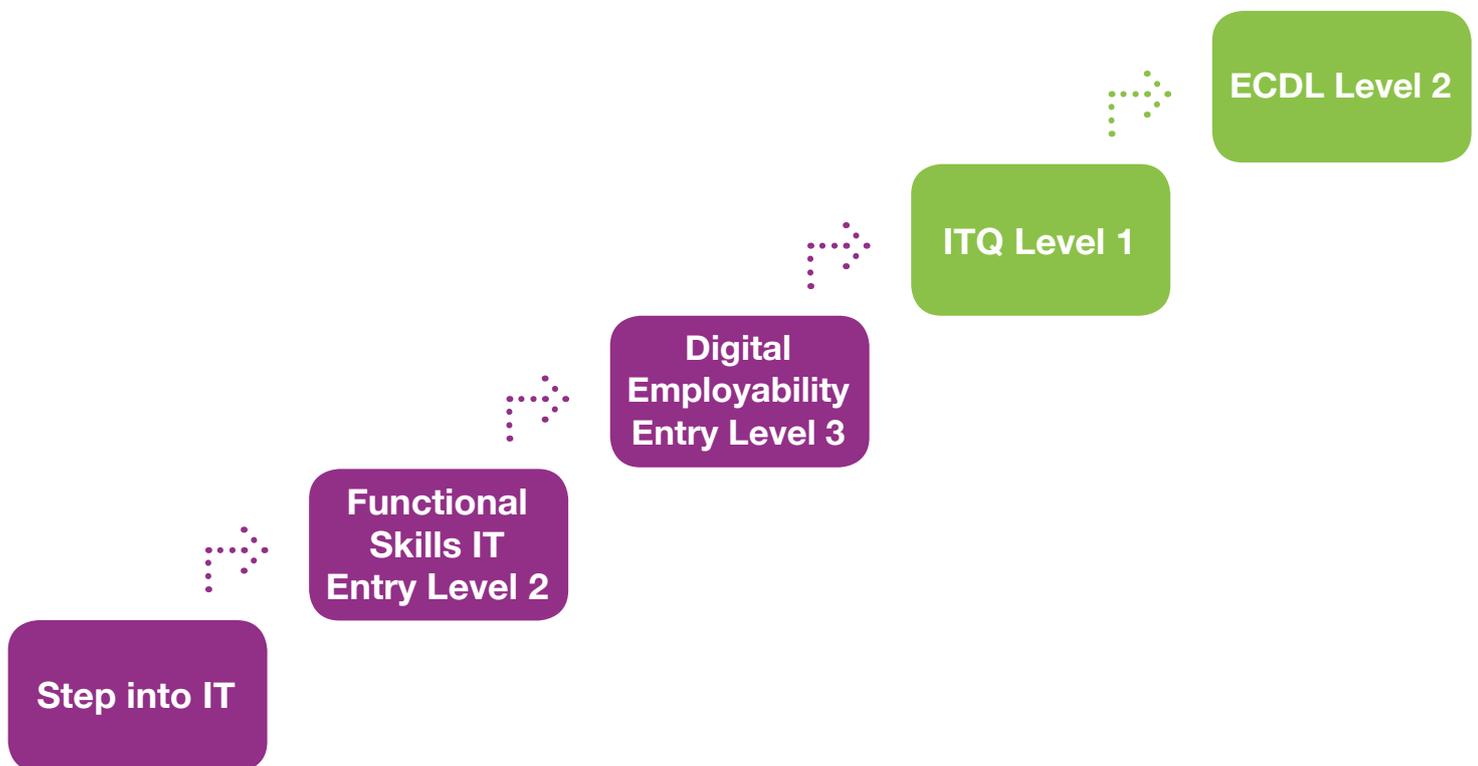
This course will help you understand some of the words used on job application forms and adverts.



Having digital skills is essential. Whether you're a complete beginner or want to gain a qualification in IT, we are here to help:

- Learn how to communicate online and search using the Internet.
- Learn how to find information online.
- How to keep yourself, your information and your computer safe online
- Online shopping
- Keeping in touch with friends and family online.

## Steps towards getting a level 2 qualification



## Beginners Courses

### STEP INTO IT

If you have never used a computer before, then this will be the course for you. This course will take you through how to use a keyboard and a mouse, save your work, change text (colour, style, size and alignment) and how to use the internet safely.

Gaining a qualification in IT will demonstrate your competency in IT and prove your digital skills to prospective employers.

**FUNCTIONAL SKILLS IT (Entry Level 2)** (18 x 2.5 hour session per week)

You will learn basic word processing, how to search the Internet and how to open and reply to emails.

**DIGITAL EMPLOYABILITY (Entry Level 3)** (24 x 2.5 hour session per week)

This course will help equip you with the skills you need to use the Internet effectively and safely. You will be able to use spreadsheets, manage files and complete basic word processing tasks.

**ITQ (Level 1)** (20 x one full day session per week)

This course will help you develop your knowledge and understanding of the Microsoft Office suite.

**ECDL (Level 2)** (16 x one full day session per week)

Expand your knowledge and understanding of Word processing, spreadsheets, presentations and improving productivity.



# Developmental and Vocational Courses

## **CARING FOR CHILDREN (Entry Level 3) (20 x 3 hour session per week)**

This qualification focuses on the personal qualities and skills that are required in the Childcare sector. You will develop skills required to communicate with young children, be aware of your rights and responsibilities as an individual, develop knowledge of alternatives to paid work and how you may benefit from participating in these activities. You will also learn how to self-assess personal strengths and weaknesses, skills and qualities in order to identify your goals

## **CARING FOR CHILDREN (Level 1) (Full year x one full day session per week)**

If you want to work in the Childcare sector, this is an ideal qualification to give you the practical knowledge and skills needed to work with young children. You will cover a variety of topics to include keeping children safe, encouraging healthy eating, understanding how children learn, how children feel valued as well as planning a number of fun and creative activities.

## **PHONICS (6 x 2 hour session per week)**

This short course provides an introduction to teaching phonics to young children. Find out how phonics is used in schools to develop the way children communicate and read.

## **CERTIFICATE IN RETAIL (Full year x one full day session per week)**

If you're interested in retail, this qualification course will equip you with the skills and the knowledge specific to this sector, alongside a range of transferable employability skills. In this course you will explore: working in a team, using effective communication in the workplace, health and safety at work and how to handle money.

## **LIFE AND LIVING SKILLS (Full year x one full day session per week)**

Do you want to find out more about community engagement, gain experience of working in a team and develop your gardening skills? If so, this course is for you! Working in a community garden will teach you about healthy living, food hygiene and safety, as well as personal safety in your community.

## **EMPLOYABILITY (Full year x 2.5 hour session)**

If you're starting to think about getting a job after having been out of work for a while, this course will equip you with some of the essential skills that employers are looking for. These may include working with customers, communication, time-management and problem solving skills. You will receive an accredited certificate on completion of this course.

## RECEPTION

For all general enquiries please call:  
**Tel:** 0161 342 4063

## STUDENT SERVICES

Selina McCann  
For questions around student support please call  
**Tel:** 0161 342 4063  
**Mob:** 07974 111 676  
**Email:** tamesideace@tameside.gov.uk

## QUALITY MANAGER

Jack Leng  
**Tel:** 0161 342 4063/342 4027  
**Email:** jack.leng@tameside.gov.uk

## LEARNING MANAGER

Alan Asher  
**Tel:** 0161 342 4028  
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