



PART-TIME COURSES FOR ADULTS COURSE GUIDE 2022/23



www.redbridge-iae.ac.uk
Call us 020 8550 2398



SUPPORTED BY
MAYOR OF LONDON



Welcome



Welcome to Redbridge Institute of Adult Education. We are the adult education service for the London Borough of Redbridge and offer a wide range of exceptional learning opportunities for you to develop your knowledge and skills and enhance your professional and personal lives. We are funded through the Mayor of London's Adult Education Budget - and most of what we do is completely free for eligible adults.

Every year, we enrol around 4,000 adult learners on to our part-time courses, which are run in the daytimes, evenings and weekends. Classroom-based or online options are available for many of our courses, giving people flexibility to fit high-quality learning around their busy lives.

Our main campuses are in Gants Hill, Ilford and Hainault, but we also operate from many other community venues across the Borough. Please take the time to browse our website and course finder to find out more about subjects we offer.

Our Learning Advisers will help you choose the course at the right level and once you enrol on a course, you will receive excellent support from our well qualified, enthusiastic and committed team of tutors. Once they complete their studies with us, our learners are well prepared for their next steps with almost all progressing straight on to further courses, higher qualifications or into employment.

I look forward to welcoming you to the Institute. Please contact us for more information about any of the courses that we run.

William Pickford CMgr MCIM
Principal at Redbridge Institute of Adult Education

Term dates	Winter	Spring	Summer
	Monday 12 September 2022 - Saturday 17 December 2022	Tuesday 3 January 2023 - Saturday 1 April 2023	Monday 17 April 2023 - Saturday 29 July 2023
	Half-term break Monday 24 October 2022 - Saturday 29 October 2022	Half-term break Monday 13 February 2023 - Saturday 18 February 2023	Half-term break Monday 29 May 2023 - Saturday 3 June 2023

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Qualifications

Many courses are free for eligible learners. Some places are still available on courses which have already started.

Counselling and Life Coaching

Working within the health and care sector is a challenging but rewarding career choice. We offer a range of specialist counselling and life coaching qualification courses that will help you start or develop your career.

Courses include: **Counselling Skills, Counselling Studies, Therapeutic Counselling, Counselling Children and Young People, Psychotherapeutic Counselling, Therapeutic Counselling Supervision and Life Coaching.**

Green Skills

The green economy is one of the fastest growing sectors in the UK and covers a very wide variety of areas including conservation and sustainability. As part of the green economy, we promote sustainable transport, including cycling. Our cycling courses will teach you how to look after your own bike or give you the skills needed to work as a cycle mechanic.

Courses include: **Sustainability and Cycle Mechanics**

Essential Digital Skills

Digital skills are essential for life and work in today's world. Our **Essential Digital Skills** qualifications will help you develop these essential skills. In fact, the UK government has recognised how important digital skills are for everyone living and working

in the UK, so they have made these courses completely FREE!

Teacher Training

Sharing your professional, academic and personal knowledge and inspiring others is a hugely satisfying and rewarding career choice. If you're interested in getting into teaching and want to work with adults, we offer you a course designed to do just that.

Courses include: **Education & Training (Teacher Training), Assessing Achievement and Internal Quality Assurance (IQA).**

Online Qualification Courses

Can't get to classes but still want to upskill and complete a qualification course? We offer a range of fully accredited online courses that allow you to learn in the comfort of your own home, at your own pace. For every qualification, you are assigned a specialist assessor to support you in your learning, providing clear, insightful feedback.

Courses include: **Certificate in Understanding Autism, Principles of Working with Individuals with Learning Disabilities, Understanding Specific Learning Difficulties, Preparing to Work in Adult Social Care, Working with Children with SEND, Working with Challenging Behaviour and Resolving Conflicts.**

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Skills for life

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Digital skills

Having good digital skills is essential to access online services, manage your finances and for daily life and work in today's world.

Our wide range of digital skills courses are suitable for you whether you are a complete beginner or already have more advanced digital skills. Courses are offered both classroom-based and online.

Courses include: **Essential Digital Skills Qualifications** and **Digital Skills for Beginners, Improvers** and **Next Steps, Slideshows (PowerPoint)** and **Spreadsheets (Excel)**.

Employability

Employability skills, or transferable skills, are the core skills required to get a job or succeed in your career. They are the soft skills that make you a desirable hire for any employer. Employability skills include things like communication, team working, critical thinking and problem solving, timekeeping and reliability and your attitude to work.

Courses include: **CV Writing, Application Forms, Preparation for Interview, Interview Skills, Developing behaviour and attitudes for life and work, Personal development for success** and **Communication with others at work**.

We also work with [Work Redbridge](#), the [National Careers Service](#) and [Job Centre Plus](#) to support you to find jobs and plan your career.

For more information email
employability@redbridge-iae.ac.uk

ESOL

If your first language is not English, our popular and friendly **ESOL** courses will help you to develop your English skills in speaking and listening, reading and writing, preparing you for your life in the UK, helping you into work or to gain a qualification.

We offer a range of daytime and evening courses at different levels to suit your needs, from beginners at Pre Entry through to advanced at Level 2. Courses are mainly classroom based with some offered online.

English

English qualifications are essential for getting a good job or for moving on to further study at College or University. We offer a range of part-time **English Functional Skills** courses at Entry 3 and Level 1 as well as **GCSE English**. Courses are offered daytimes or evenings and classroom based or online to fit into your life.

Maths

Maths qualifications are essential for getting a good job or for moving on to further study at College or University.

We offer a range of part-time **Maths Functional Skills** courses at Level 1 and Level 2, and **GCSE Maths**. Courses are offered in the daytime or evenings and classroom based or online to fit into your life.



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Creative and visual arts

Redbridge Institute is renowned for its long history in art and crafts. Based in our specialist and fully equipped jewellery, textiles and pottery studios, you'll be able to develop the technical skills you need to express your creativity in a range of media. Our friendly, experienced and talented tutors are all practising artists who will inspire you to develop your creative talents.

Courses include: **art, clothesmaking, jewellery, mosaics and glass fusing, pottery, stained glass and textiles.**

Look out for special one day, Saturday and short master classes offered throughout the year.

Health & Wellbeing

We offer a range of short courses designed to improve your mood, increase your confidence and self-esteem and support your mental and physical wellbeing.

Courses include: **confidence building, assertiveness, stress management, mental health awareness, alcohol and substance misuse, understanding anxiety, depression and stress, healthy eating, weight management and exercise and fitness.**

Continuing professional development (CPD)

Do you want to enhance your CV or complete some mandatory training for work? We have a wide range of nationally-recognised and certified online short courses that allow you to learn in the comfort of your own home, at your own pace for your personal and professional development.

Courses include: **equality and diversity, first aid, food safety, GDPR, health and safety and COSHH, fire safety principles, manual handling, online safety, safeguarding and prevent and understanding British Values.**

Leadership and Management

Are you a team leader or first line manager? Build your knowledge and skills by selecting from a range of short online leadership and management introduction courses. Each course is CPD certified.

Courses include: **leading and motivating a team, conflict management, organising and delegating, performance management, discipline in the workplace, planning and allocating work and solving problems and making decisions.**

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How to enrol & fees

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Enrol

As popular classes fill up very quickly, we recommend enrolling as early as possible. You can enrol in the following ways...




Enrol by phone*

Call us on 020 8550 2398 quoting the course code or course name with your details.



Enrol online*

Online enrolment is available for some courses, please check our website.



Enrol in person

You can enrol in person when reception is open.

* If you need to attend an interview or you are paying a reduced or concessionary fee, you can only enrol in person (look for the symbol to see if your course needs an interview).



Course fees and financial help

You may be entitled to a reduced fee, a concession fee, be eligible for financial support or to pay by instalments. This depends on personal circumstances.

More information can be found on our website, www.redbridge-iae.ac.uk

Alternatively, you can speak to our Learning Advisers if you need more information or need help assessing your eligibility for funding.

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**Call us on
020 8550 2398
for a course
fact sheet**

Redbridge Institute is the leading local provider of part-time day, evening and Saturday courses for adults.

Each year 4000 people learn new skills or gain qualifications with us.

Why not join them?

Address

Redbridge Institute
Gaysham Avenue
Gants Hill, IG2 6TD

Website

www.redbridge-iae.ac.uk

E-mail

enquiries@redbridge-iae.ac.uk

Telephone

020 8550 2398

WhatsApp

079 2389 8032



Find us



G Gearies Learning Centre
Gaysham Avenue,
Gants Hill,
IG2 6TD
T: 020 8550 2398

H Hainault Forest Community Association
100b Manford Way,
Hainault, IG7 4DF
T: 020 8500 4311

M Mildmay Learning Centre
2-4 Mildmay Road,
Ilford, IG1 1DT
T: 020 8514 0569

Information is correct at time of publication but may be subject to change. We do our best to ensure that information in this listing is accurate but from time to time we may need to make amendments. For the most accurate and up to date information please visit www.redbridge-iae.ac.uk