



Redbridge
Institute
of Adult Education

PART-TIME
COURSES FOR
ADULTS

COURSE GUIDE

2023/24



SUPPORTED BY
MAYOR OF LONDON



CELEBRATING **120** YEARS
TRANSFORMING LIVES

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



Welcome

Welcome to Redbridge Institute which, this year, is celebrating 120 years of transforming lives through adult education. The first formal courses for men and women were offered in Ilford in 1903, and since then, we have enrolled approximately one million local people on to our programmes.

We are currently the only local authority adult education provider in London to be rated “outstanding” by Ofsted.

Our mission is to help Londoners gain the skills, qualifications and confidence they need to start or to develop their careers and we are funded through the Mayor of London’s Adult Education Budget – which means most of what we do is completely free for eligible adults.

We offer a wide range of part-time courses in the daytime, evenings, weekends and online to provide you with the flexibility to fit learning into your busy lives. If you are planning to return to education after a long break, we know that this can be challenging, so the individual support we offer will help you meet your personal and professional goals. We may also be able to support you financially with the costs of studying through our learning support funds.

Once you have completed your studies with us, we also make sure that you are confident about your next steps, whether progressing into work, moving on to higher qualifications, or taking up volunteering roles within the community.

I look forward to welcoming you to Redbridge Institute.

William Pickford
Principal at Redbridge Institute of Adult Education



AUTUMN

Monday 11 September 2023 -
Saturday 16 December 2023

Half-term break
Monday 23 October 2023 -
Saturday 28 October 2023

SPRING

Monday 08 January 2024 -
Thursday 28 March 2024

Half-term break
Monday 19 February 2024 -
Saturday 24 February 2024

SUMMER

Monday 15 April 2024 -
Monday 22 July 2024

Half-term break
Monday 27 May 2024 -
Saturday 1 June 2024

WHY STUDY WITH US	4 - 5
QUALIFICATIONS	6 - 9
Business and Accounting	Train to Teach Adults
Childcare and Supporting Teaching & Learning in Schools or Colleges	Green Skills
Community Interpreting and Volunteering	Digital Skills
Counselling and Mental Health Studies	Online Qualification Courses
SKILLS FOR LIFE	10 - 13
Digital Skills	Maths
English Skills for Speakers of Other Languages (ESOL)	Employability
English	Multiply
CREATIVE & VISUAL ARTS	14 - 15
Art	Pottery
Clothesmaking	Stained glass
Jewellery	Textiles
Mosaics and glass fusing	
PERSONAL DEVELOPMENT	16 - 17
Continuing Professional Development (CPD)	Health & Wellbeing
	Leadership and Management
PLANNING YOUR CAREER	18
HOW WE SUPPORT YOU	19
HOW TO ENROL & FEES	20 - 21
CONTACT US	22 - 23

Why study with us?

We are the only local authority adult education provider in London rated “outstanding” by Ofsted. We enrol around 2,500 adult learners onto our courses each year, but every learner is an individual. Our experienced team are here to help you to achieve, whether that is career success or personal development.



“I wanted to enhance my knowledge; I saw education as the route to success.”

HELPING YOU ACHIEVE YOUR GOALS

Whether you are trying to find a job, progress at work, return to learning or seeking personal fulfilment, Redbridge Institute of Adult Education is here to help you.

We offer a wide range of exceptional courses, which provide the qualifications and skills you need in today's world, helping you to stand out and achieve your personal goals.

Whether you need Maths or English, digital skills or other qualifications to boost your career or if you are looking for greater confidence to improve your spoken English, we will discuss your options with you and help you to find the right course.

Our courses will also equip you with the skills employers look for, whether that is team working, problem solving or digital skills. You may wish to get involved in community volunteering as you take the first step towards transforming your life and our courses will help you on your journey.

“I always had the hunger to study and I came to Redbridge Institute because I wanted to learn. My dream is to go to university and this is my first step.” - Learner

Why study with us?

SKILLS FOR EMPLOYMENT

Our students achieve excellent results on our qualification courses, with many progressing straight into work, moving onto higher-study, or getting better-paid jobs. If you are looking to start your own business, we can support you to gain the essential skills you need to succeed.

SUPPORTING YOU EVERY STEP OF THE WAY

We know how difficult it can be to return to education, especially if you haven't studied since you were at school. We're here to support you on your journey.

We get to know you, and understand the personal goals that you want to achieve. We provide you with tailored support, whether you have physical, emotional or learning needs, whether you need practical help with using technology or help paying expenses to help you study.

Whether you are looking to progress to higher qualifications, apply for a job or a promotion, our friendly and dedicated staff will help you with your next steps.

We work in partnership with Work Redbridge and the National Careers Service to give you access to all of the job support you need.



FLEXIBILITY TO SUIT YOUR BUSY LIFE

Our courses run in the daytime, evenings, weekends and online to help you fit your learning around your busy life. Our main campuses are in Gants Hill, Ilford and Hainault, but we operate from many other community venues across the borough to ensure our courses are accessible to everybody.

“I'm a mother with three children and am only able to undertake courses in the afternoon when my youngest is at her playgroup. Redbridge Institute gives me that flexibility.” - Learner

Almost all of our courses are free, funded through the Mayor of London's Adult Education Budget.

FIRST-CLASS FACILITIES

We have excellent facilities, including computer suites and some of the best specialist equipment for making jewellery, textiles or pottery in East of London. You'll be able to develop your digital, technical and creative skills in a first-class learning environment.

Visit our newly refurbished Employability Hub where you can come to search for jobs, get information and guidance and book one to one sessions about finding a job.

“Redbridge Institute is open and welcoming to everybody.” - Learner

Qualifications

We offer a range of vocational courses and qualifications from Entry Level to Level 3, including:

BUSINESS AND ACCOUNTING

A business or accounting course will help you develop the range of skills you need to work in administration or finance in a wide range of industries, in both the public and private sectors. These are excellent qualifications to have on your CV, so that your employer knows you have the underpinning knowledge required to work in front office or back office roles.

Courses include:

- AAT Bookkeeping
- AAT Accounting
- AAT Computerised Accounting
- Business Skills
- Business Administration
- Payroll

CHILDCARE AND SUPPORTING TEACHING & LEARNING IN SCHOOLS OR COLLEGES

These courses provide an opportunity to start a career in a fulfilling and flexible industry. Our courses will give you a nationally recognised and respected qualification which will help you get a job working with children in childcare or school settings.

Courses include:

- Early Years (Childcare)
- Supporting Teaching and Learning (Teaching Assistant)
- Preparing to Work in Schools (Teaching Assistant)
- Introduction to Early Years Settings (Childcare)
- Paediatric First Aid

COMMUNITY INTERPRETING AND VOLUNTEERING

These courses will help you learn the skills you need to work in your community and support those around you. Volunteers can work in a wide variety of different and rewarding role across the community and voluntary sectors.

Courses include:

- Preparing for the Community Interpreting Role
- Supporting English Language Teaching
- Volunteering
 - Volunteer roles include group facilitator of an English conversation club, or as an interpreter in a community group

A woman with glasses and a patterned top is smiling at the camera while sitting at a desk with a computer. In the background, other people are seated at desks in what appears to be a classroom or training environment.

“My lessons were organised well and information was provided when needed”

Qualifications

Qualifications

COUNSELLING AND MENTAL HEALTH STUDIES

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

Courses include:

- Counselling Skills
- Counselling Studies
- Fully Online Level 1-3 Mental Health

TRAIN TO TEACH ADULTS

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
- Internal Quality Assurance (IQA)

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 cycle maintenance. Our courses will teach you how to look after your own bike or give you the skills needed to work as a cycle mechanic, within this sector.

Courses include:

- Sustainability
- Cycle Maintenance

DIGITAL SKILLS

Digital skills are essential for life and work in today's world. We offer a range of digital courses from complete beginners to Level 1.

Courses include:

- Starting Digital Skills
- Getting Online
- Digital Skills, Improvers
- Essential Digital Skills



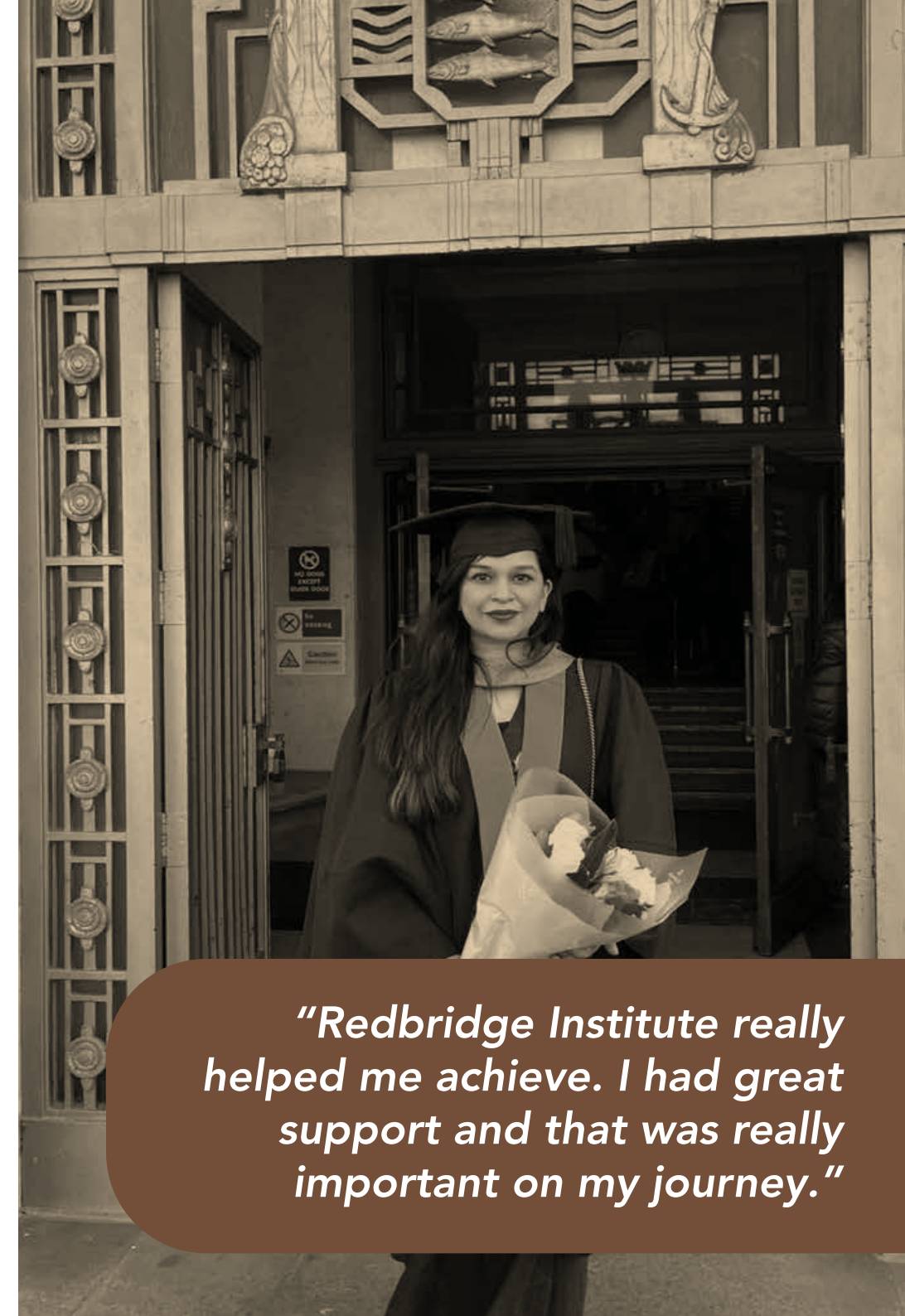
ONLINE QUALIFICATION COURSES

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:

- Understanding Autism
- Principles of Working with Individuals with Learning Disabilities
- Understanding Specific Learning Difficulties
- Preparing to Work in Adult Social Care
- Working with Challenging Behaviour and Resolving Conflicts
- Understanding Mental Health (levels 1 - 3)
- Business Administration (L2)

"Redbridge Institute really helped me achieve. I had great support and that was really important on my journey."





"I had plenty of support at lessons. The teacher went the extra mile"

Skills for life

Courses to improve your english, maths, digital skills and help boost your job prospects.

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
- Digital Skills for Beginners
- Improvers and Next Steps
- Slideshows (PowerPoint)
- Spreadsheets (Excel)

ENGLISH SKILLS FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

Redbridge has a long tradition of welcoming people from other countries and cultures. At Redbridge Institute, we offer a range of ESOL courses to help you to develop your English skills for speaking, listening, reading and writing. Whether you are looking to build your confidence in the community or to find work, we run courses at different levels from beginners to advanced.

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 daytime 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, as well as **GCSE Maths**. Courses are offered in the daytime or evenings and are classroom-based or online to fit into your life.



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
- Confidence Building
- Preparation for Interview
- Interview Skills
- Introduction to customer service
- Effective communication

We 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



MULTIPLY

This national government-funded programme, helps build confidence in numbers by developing numeracy skills for everyday life. From improving household finance to helping children with their homework. Free 2-hour workshops have been designed to help residents manage their money.

Courses include:

- Using Numbers in Everyday Life
- Maths for Work or Study
- Managing your Money
- Preparing for Functional Skills qualifications

*"I recommend this course for everyone, as it can help managing with budgets and daily tasks. Improves knowledge about maths, managing your money and feeling confident with numbers. Maths skills - one of the basic, "must have" skills we need for a successful and comfortable life."
- Learner, Maths for Work*



"This training equips people with skills, knowledge & confidence they need to manage their money."



"The Creative & Visual Arts Studio is one of the best in London. It is a safe environment to work in, with an excellent tutor"

Creative & 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
- Textiles

One day taster sessions; workshops and short master classes, offered throughout the year.



Personal development

Online courses to enhance your personal and professional development.

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Whether you're an individual looking to learn something new, or a business looking for staff training, we offer a range of fully online CPD-certified courses that will develop skills and knowledge. Many can be completed within a few hours.

Courses include:

- Equality and diversity
- First aid
- Food safety
- GDPR
- Health and safety
- COSHH
- Fire safety principles
- Manual handling
- Online safety, safeguarding and prevent
- Understanding British Values

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. Each course is CPD certified.



Courses include:

- Confidence building
- Assertiveness
- Stress management
- Mental health awareness
- Alcohol and substance misuse
- Understanding anxiety, depression and stress
- Healthy eating
- Weight management

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
- Solving problems and making decisions

"Redbridge Institute has helped me to realise my dream. I always had the hunger to study. I really wanted to do something good with my life, and get a good job."





Planning your career

Our course programme aims to help you to achieve the skills and qualifications you need to launch, progress or change your career path.

Our Learning Advisors can help you to plan ahead and find the right course to achieve the outcome you want.

Many of our courses enable you to gain qualifications, but others will equip you with the 'soft' skills employers are looking for, such as confidence, assertiveness, understanding of equality and diversity or communication skills.

For maximum flexibility for those already in work, but looking to progress their career, we offer a range of online courses, which can be started and completed any time between the advertised start and finish dates.

You will be able to work at your own pace and complete the assignments at a convenient time for you.

When you complete your course, our close links with Work Redbridge mean we can help you to access current job opportunities in the borough.

Make an appointment with us now to discuss your goals and aspirations and take the first step towards changing your life.



How we support you

Our supportive team is here to help you make a smooth transition back to learning. We realise it can be a scary step and we're here to help you overcome any fears you may have.

We meet with learners on a one-to-one basis so we understand your goals and can find the right course for you at the right level. We also discuss any learning support you need or any issues which might affect your learning.

And, once you join a course, our tutors will support you to overcome any barriers and achieve your learning outcome. This support is embedded throughout our course delivery.

That's why we have such high course completion rates. And when you do complete, we're here to help you identify your next steps, whether that is further study, applying for work or seeking volunteering opportunities.



"Coming to the UK was very hard, I had to start my life again from zero. Redbridge Institute was really helpful, I found a lot of friends on my course and my tutor created a positive atmosphere. Now my English has really improved and I feel like part of the community."

At Redbridge Institute we ensure that you are provided with information & guidance every step of the way. From the point of your initial enquiry right the way through to exam day, we are committed to your learning journey with us.

FIND OUT MORE

If you would like to find out more information, about the perfect course for you, or you have any questions, you can contact us by:

- Phone
- Website
- In person
- Email

HOW TO APPLY

Once you have found your chosen course, you can apply by submitting your application form online, which can be found next to your chosen course on our website.

If you are still unsure about your options, you can get in contact with one of our learning advisors who will be happy to provide information, advice and guidance, either on the phone or in-person.

How to enrol and fees

ASSESSMENT DAY

To ensure you are placed on the right course at the right level, you will be invited to attend one of our assessment days.

Our assessment days are designed to check your suitability for the course and give you an opportunity to talk to the subject tutor, who will review your application and provide you further advice and guidance.

OFFER OF A PLACE

Once you have been successful in securing a place, you can begin your learning journey with Redbridge Institute, by completing your enrolment.



How to enrol and fees



FEES AND FINANCIAL HELP

Fees

Our fees can be found on our website, next to the courses. However, most of our courses are free of charge to eligible adults. If you are on low income, receiving benefits, or actively looking for work, you may be entitled to fees support. To find out if you are eligible, please contact us.

Learner Support Funding

We understand that learning can require additional financial costs. Depending on your financial circumstances, we may also be able to provide additional funding support to cover things like:

- Internet costs
- Travel costs
- Materials
- Childcare

“My lessons were organised well and information was provided when needed”



Contact us

Redbridge Institute is an outstanding local provider of part-time day, evening and online courses for adults.

We have helped transform one million lives across the borough, over 120 years. Each year 2500 people learn new skills or gain qualifications with us. Why not join them?

Transforming one million lives through lifelong learning

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



@redbridgeinstitute



/rediae



@rediae



@rediae

Contact us



Address

Redbridge Institute
Gaysham Avenue
Gants Hill,
IG2 6TD



Website

www.redbridge-iae.ac.uk



Telephone

020 8550 2398



E-mail

enquiries@redbridge-iae.ac.uk



WhatsApp Message

079 2389 8032

Our Learning Centres

Redbridge Institute has 3 learning campuses which can all be accessed easily by car or public transport.



Gants Hill Campus

Gaysham Avenue, Gants Hill, IG2 6TD
T: 020 8550 2398

BY CAR: via A12, pay & display car park
BY BUS: 128, 150, 179
BY OVERGROUND: Ilford
UNDERGROUND: Gants Hill



Ilford Campus

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

BY CAR: via A12, nearby pay & display car park
BY BUS: 147, 179, 25, 425 86
BY OVERGROUND: Ilford
UNDERGROUND: Gants Hill



Hainault Campus

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

BY CAR: A123, nearby pay & display off-street
BY BUS: 150, 462
BY OVERGROUND: Ilford
UNDERGROUND: Hainault



Redbridge
Institute
of Adult Education



Redbridge Institute is an outstanding local provider of part-time day, evening, and online courses for adults. We have helped transform one million lives across the borough. Each year thousands of people learn new skills or gain qualifications with us.

Why not join them?



SUPPORTED BY
MAYOR OF LONDON



www.redbridge-iae.ac.uk

020 8550 2398