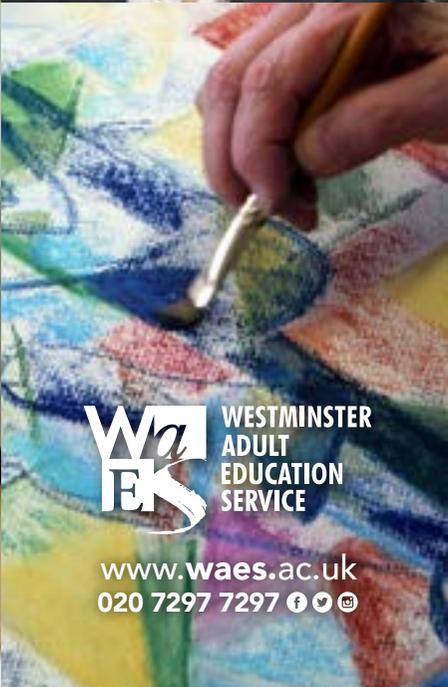


# ADULT LEARNING GUIDE 2019 - 20



WESTMINSTER  
ADULT  
EDUCATION  
SERVICE

[www.waes.ac.uk](http://www.waes.ac.uk)  
020 7297 7297



# WELCOME

At Westminster Adult Education Service (WAES) we provide a friendly and safe learning environment, enabling you to focus on fulfilling your learning goals and personal ambitions.

The Adult Learning Guide will be instrumental in contributing to the delivery of Westminster City Council's "City for All" priorities for Westminster residents. More broadly, we have aligned our offering with the Mayor's Skills for Londoners Strategy, which supports Londoners into better jobs and recognises the wider benefits of learning to a person's health and wellbeing, confidence and ability to participate in society.

Our mission puts our learners and curriculum centre stage, with a clear focus on Careers, Community and Culture.

## Community

Supporting our community to actively participate in society, build skills and confidence, combat isolation and improve their health and well-being.

## Careers

Supporting our learners to gain skills for the future

- Construction
- Creative
- Early Years
- Health & Social Care
- Retail
- Hospitality

## Culture

Supporting our community to enrich their lives and explore creative learning opportunities through London's artistic and cultural economy.



**Arinola Edeh**

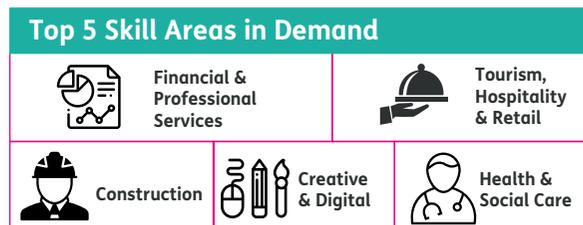
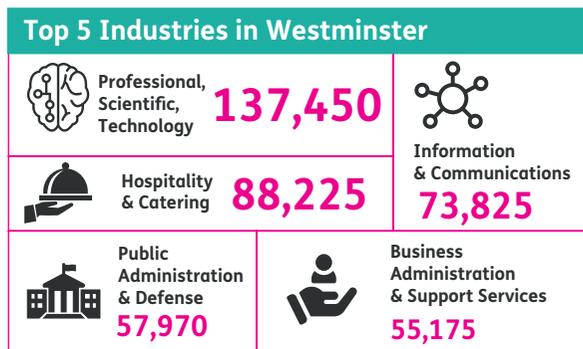
Principal & Head of Service



**FORWARD**

Use this guide to choose the right learning programme for you and visit a WAES Centre to enrol. We look forward to welcoming you and to helping you succeed and achieve your goals.

# WESTMINSTER OPPORTUNITIES



Data Source: City of Westminster Profile, 2018



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# S

## SUPPORT FOR YOUR LEARNING

Study at WAES and become part of a vibrant and diverse community. Alongside outstanding teaching, WAES is committed to offering the support and guidance you need to help you succeed and progress in your studies and into employment.

### GUIDANCE FOR STUDY AND SUPPORT

Visit a WAES Centre for advice on choosing the right course. Our friendly advisers offer study guidance and information on what you need to do to apply, along with wider support options to help you succeed.

### EMPLOYMENT AND CAREERS

WAES offers career-related support options that can complement your studies and help you improve your employment prospects:

- Employability Hub with a job-vacancies board
- Work experience and volunteering opportunities
- Dedicated careers adviser

### ADDITIONAL LEARNING SUPPORT

Offering a range of specialist skills, our Learning Support team provide direct support for those with learning and mental health difficulties, autism, medical conditions and other needs. In addition, the team offers a range of measures to help give all learners the best chance of succeeding:

- In-class support
- Drop-in sessions for all learners
- Dyslexia assessments and support
- Special exam arrangements.

### LEARNING CENTRES

Each one of our three WAES Centres has a Learning Centre for when you need the space to complete coursework or to research for your studies. Each of our Learning Centres offers the following:

- PC suite with full Microsoft Office package and internet access
- Colour printing, photocopying and scanning
- Learning Centre staff to help and assist.

### WAES NURSERY

WAES nursery facilities are available at our Lisson Grove and Pimlico Centres.

Our nursery facilities and childcare providers are registered with Ofsted. Hourly rates vary and are set according to the provider. Concessions are available for learners on low incomes (documentary evidence will be required). There is a registration fee of £35 payable for each term per child.

The WAES nursery facilities are suitable for infants and children from 3 months up to 8 years of age. Westminster Adult Education Service currently offers childcare facilities at our nurseries on weekdays between 8:30am and 5pm.

Places are in great demand, please call 020 7641 8164, or email [childcare@waes.ac.uk](mailto:childcare@waes.ac.uk)

### FIND OUT MORE

Enjoy the benefits of being part of the WAES learning community. Find out more about the support on offer at [waes.ac.uk/support](http://waes.ac.uk/support)





“ I want to keep studying towards a qualification but I need the experience of work too. ”

Sasha,  
WAES Apprentice

# F

## FEES AND FUNDING FOR YOUR STUDY

WAES aims to make learning available to everyone. Many WAES courses are free to study due to Government funding, whilst fee-paying courses are priced to be accessible for our learning community. WAES offers a range of options that can help meet the cost of learning.

### ADVANCED LEARNER LOANS

Learners aged 19 or above, planning to study a full Level 3 course, may apply for an Advanced Learner Loan from the UK Government to help with the cost of the course. Speak to an adviser to find out more or visit: [www.gov.uk/advanced-learner-loan](http://www.gov.uk/advanced-learner-loan)

### TIME CREDITS

WAES participates in the national Time Credits scheme, a community currency in which credits are earned in exchange for volunteering time. WAES offers a limited number of places on selected short courses in exchange for Time Credits.

### RESIDENT DISCOUNTS

City of Westminster Residents are entitled to a 10% discount on many short courses. Proof of residence is required at the point of enrolment.

### LEARNER SUPPORT FUND

WAES can provide financial support to assist learners with the costs associated with learning, including tuition fees and travel expenses. Visit a centre and speak to an adviser to find out if you're eligible to apply.

### FUNDING FOR YOUR LEARNING

Learners planning to study a course at Level 2 or below, who are on a low income or are in receipt of benefits, may not need to pay fees. Learners aged 19 to 23 may also be eligible for free tuition on some courses. Most learners planning to study English and Maths functional skills and GCSE programmes do not pay study fees. Contact us for more details.

### INSTALMENT PLANS

Where course fees are greater than £250, WAES offers the opportunity to split the cost of learning into smaller payments made over the duration of study.





# CHOOSING YOUR COURSE

When choosing to study with us it is important to consider the right level in order to have the best chance of improving your employment prospects. Some courses have a blended learning option available, combining classroom and online study.

## Entry requirements and progression routes for creative and vocational courses:

Entry Level & Level 1 Courses	Level 2 Courses	Level 3 & Level 4 Courses
Courses aimed at those with few or no qualifications to build confidence and prepare for further earning.	Courses aimed at those preparing for a higher level of study or for employment.	Courses aimed at those preparing for employment and those looking to study at a higher education level.
<b>Entry requirements</b> Initial assessment and interview.  Entry Level qualification in the subject advisable, but not essential.  Entry Level Functional Skills English and Maths or working towards this level  or  Level 1 ESOL and Entry Level 3 Functional Skills Maths or working towards this level.  Basic Level ICT skills are required for some courses, including Accounting and Graphic Design.	<b>Entry requirements</b> Initial assessment and interview.  Level 1 qualification in the subject advisable, but not essential.  Level 1 Functional Skills English and Maths or working towards this level  or  Level 2 ESOL and Level 1 Functional Skills Maths or working towards this level.  Appropriate ICT skills are required for some courses, including Accounting and Graphic Design.	<b>Entry requirements</b> Initial assessment and interview.  Level 2 qualification in the subject.  Some subjects may require portfolio review.  Level 2 Functional Skills English and Maths or working towards this level.  Appropriate ICT skills are required for some courses, including Accounting and Graphic Design.
<b>Progression</b>  Complete a Level 1 course to progress on to Level 2 study, to a Traineeship or to an Apprenticeship.	<b>Progression</b>  Complete a Level 2 course to progress on to Level 3 study, to an Apprenticeship or into employment.	<b>Progression</b>  Complete your Level 3 qualification and progress into work, higher education or an apprenticeship.

WAES qualification courses require an initial assessment prior to enrolling. This helps us to recommend the right course level for you along with additional English and Maths study to help boost your career prospects.

## Entry requirements for Apprenticeships and Traineeships:

Entry Level & Level 1 Courses	Level 2 Courses
<b>Eligible trainees must be:</b> <ul style="list-style-type: none"> <li>• Aged 16-24 (those aged 25+ may be considered)</li> <li>• Eligible to work in the UK</li> <li>• Not in education</li> <li>• Unemployed, but able and willing to work</li> <li>• Without a full Level 3 or above qualification</li> <li>• Able to commit to a 10 –12 week programme</li> <li>• Applicants must complete an initial assessment and attend an interview.</li> </ul>	<b>Eligible apprentices must be:</b> <ul style="list-style-type: none"> <li>• Aged 16 or over</li> <li>• Either employed or unemployed</li> <li>• Eligible to work in the UK</li> <li>• Minimum qualification of Entry Level 3 Functional Skills in English and Maths</li> <li>• Applicants must complete an initial assessment and attend an interview</li> <li>• Some industries require learners to have qualifications in subjects related to the Apprenticeship.</li> </ul>
<b>Progression</b>  Complete a Traineeship to progress to further education, apprenticeship, training or into employment.	<b>Progression</b>  Progress into employment, into higher education or into higher level apprenticeship.



“ I’m retraining for a new career in Accounting - the flexibility of the WAES course fits perfectly around my restaurant work. ”

Michaela,  
Level 3 Diploma in AAT  
Accounting

## AAT ACCOUNTING

	Sep	Jan	Feb
Level 1 Award in AAT Bookkeeping	•	•	•
Level 1 Award in AAT Accounting Software	•	•	•
Level 2 Certificate in AAT Accounting	•		•

### COURSE INFORMATION

Study an AAT accredited course and learn the key principles to prepare you for work in the world of accounting and bookkeeping.

AAT is a UK qualification for accountants recognised in more than 90 countries worldwide.

Typical roles and career progressions in industry include accountant, auditor, bookkeeper and management consultant.

### Career Insight

£20,000 – the average starting salary for an Accounting Assistant

55,000 – the number of businesses in Westminster

15% – the projected employee growth over the next 20 years in London

# APPRENTICESHIPS

## Programmes we offer:

Level 2 Apprenticeships – Adult Care Worker

Level 2 Apprenticeships – Customer Service Practitioner

Level 2 & 3 Apprenticeships – Children and Young People’s Workforce

Level 3 Apprenticeships – Business Administrator

Level 3 Apprenticeships – Lead Adult Care Worker

Level 3 Apprenticeships – Customer Service Specialist

Level 3 Apprenticeships – Employment Related Services

Level 3 Apprenticeships – Libraries Information and Archive Services

Level 3 Apprenticeships – Operational Delivery Officer

Level 3 Apprenticeships – Teaching Assistant

Level 3 Apprenticeships – Team Leader/Supervisor

Level 4 Apprenticeships – Employment Practitioner

Level 4 Apprenticeships – Sales, Marketing and Procurement

## PROGRAMME INFORMATION

Work full-time and advance your skills with an apprenticeship.

As a leading skills provider in Westminster, WAES works with businesses and individuals to help develop talent in and out of the workplace. Our portfolio of subjects evolves to address skills gaps. The table above gives a flavour of our current programmes.

# TRAINEESHIPS

## WAES 2 Employment

Business & Administration

Construction

Customer Service

Hospitality

Retail

Sports

## EMPLOYABILITY

### WAES 2 Employment

Entry 3 and Level 1 Construction

Entry 3 and Level 1 Customer Service

Level 1 Business Administration

Level 1 Hospitality

Level 1 Retail

Level 2 Sports

### A number of short courses, including:

Health & Safety in the Workplace

Emergency First Aid at Work

Food Safety in Catering

Occupational Studies

## INFORMATION

Our Traineeships are focused on helping young people gain a sector-relevant qualification through industry specific training as well as improving proficiency in English and Maths. Typically, our learners progress onto higher level studies, employment or apprenticeships.

The programme is flexible and contains the right mix of practical and academic support to get our learners ready for employment or further education.



“ Studying with WAES is helping me to improve my life. ”

Iran,  
WAES learner



## COURSE INFORMATION

These courses will equip you with the skills needed to prepare for a profession in business, marketing or office administration.

Career pathways include personal assistant roles, marketing positions, management consulting and business analysis. Those with additional language abilities might use their skills to pursue bilingual business opportunities.

### Career Insight

78,825 – number of Information & Communications jobs in Westminster

£55bn – Westminster’s contribution to the UK economy

£30,000 – average marketing salary in the UK

## BUSINESS AND MANAGEMENT

	Sep	Nov	Jan	Apr	Online
Level 1 Award in Business and Office Administration	•		•	•	
Level 2 Certificate in Business Administration	•				
Level 2 Certificate in Principles of Marketing		•			
Level 2 Certificate in Principles of Business Administration					•
Level 2 Certificate in Principles of Customer Service					•
Level 2 Certificate in Principles of Team Leading					•
Level 2 Certificate in Understanding Data Protection and Data Security					•
Level 3 Certificate in Leadership and Management					•
Level 3 Diploma in Business Administration	•				•
Level 3 Diploma in Management					•
Level 4 Diploma in Business Administration					•



# CERAMICS

	Sep	Jan	Apr
Level 1 Award in Introduction to Ceramics – Wheel Throwing	•	•	•
Level 1 Award in Introduction to Ceramics – Hand Building	•	•	•
Level 2 Certificate in Ceramics	•	•	
Level 3 Certificate in Ceramics	•		

## COURSE INFORMATION

This popular, hands-on progression of courses prepares learners for self-employment in the arts sector as well as a route to higher education.

WAES is proud to have seen Level 3 course graduates progress to the Royal College of Arts in recent years. Courses are delivered by expert tutors in an inspirational setting, complete with industry-standard resources.

In addition, WAES offers a growing range of short courses for those looking to improve their wheel-throwing and hand-building techniques.

## Career Insight

11,500 – the number of artists in London’s vast network of creatives

1,000 – the estimated number of art galleries in London

£7.7bn – the value of the arts and culture industry to the UK



# CHILDCARE & EARLY YEARS EDUCATION

	Sep	Jan	Apr	Online
Entry Level 3 Award in Skills for Childcare	•			
Level 1 Award in Caring for Children		•	•	
Level 1 Award in Preparing to Work in Schools			•	
Level 1 Certificate in Caring for Children	•	•		
Level 2 Certificate in Supporting Teaching and Learning	•			
Level 2 Certificate in Caring for Children and Young People	•			
Level 2 Certificate in Early Years Education and Care	•			
Level 2 Certificate in Understanding Autism		•	•	•
Level 2 Certificate in Understanding Children and Young People's Mental Health				•
Level 2 Certificate in Understanding Safeguarding and Prevent				•
Level 2 Certificate in Principles of Working with Individuals with Learning Disabilities				•
Level 3 Diploma for the Early Years Workforce (Early Years Educator)	•			
Level 3 Diploma in Specialist Support for Teaching and Learning	•			
Level 3 Diploma for Residential Child Care				•

## COURSE INFORMATION

Train for a rewarding career in an expanding sector with a progression of courses that will prepare you for work in such roles as Early Years Practitioner and Teaching Assistant.

Level 2 and Level 3 learners couple their study with a relevant work placement – opportunities that for previous learners have resulted in full-time employment.

Our tutors, all with a history of working in the industry, will guide you through the skills needed to nurture growth and development of children and young people.

### Career Insight

**£34,000** – average Nursery Manager's salary in London

**More than 50** – the number of day nurseries in Westminster

**60+** – the number of primary schools in Westminster



“ WAES is perfect for me, the teachers are amazing and my grammar has improved so much that I am proud to speak English with my family and friends. ”

Fouzia,  
English Entry Level learner

# ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

	Sep	Jan	Feb
Entry Level 1 ESOL - Beginner	•		•
Entry Level 2 ESOL - Pre-intermediate	•		•
Entry Level 3 ESOL - Intermediate	•	•	
Level 1 ESOL - Upper Intermediate	•		•
Level 2 ESOL - Advanced	•		•

## COURSE INFORMATION

Learn to speak and understand English to help you in everyday life and to help you find work.

From basic speaking and listening to advanced grammar and writing, we'll help you progress to higher level courses in readiness for the workplace.

Courses are taught during the day, in the evenings and at weekends.

## Career Insight

**Help your family** – improve your English to help your children with homework

**Courses for employment** – some courses offer a qualification which can help you find work

**Practice makes perfect** – use English language in class with other adults of the same ability



“ Eventually I would like to work in childcare so improving my English will help with my job prospects. ”

Meserit,  
Entry 3 Level English Learner

## ENGLISH & MATHS

	Sep	Feb	Online
Entry Level 3 Functional Skills in Maths & English	•	•	
Level 1 Functional Skills in Maths & English	•	•	•
Level 2 Functional Skills in Maths	•	•	•
Level 2 Functional Skills in English	•	•	•
Level 2 GCSE Maths	•		
Level 2 GCSE English	•		

### COURSE INFORMATION

Get work ready and achieve qualifications in the core subjects that will help you to improve your employment prospects.

Our progression of courses will help you improve your reading, writing and numeracy skills so that you can prepare for work or advance your career.

Taught across all WAES Centres, courses also complement learning in creative and vocational subjects. Speak to an adviser for guidance in choosing a career pathway.

### Career Insight

Level 2 – the standard of English that most employers expect of their staff

66% – the proportion of WAES leavers who progressed to employment following their study

700,000+ – the estimated number of jobs in Westminster, the largest employment centre in the UK



“ WAES is a wonderful place to study and my course will help me look for work. ”

Farshad,  
WAES Learner

## COMPUTING AND IT

	Sep	Jan	Feb
Entry Level Mixed Ability ICT for Home Users	•	•	•
Level 1 ICT for Work and Home Users (ECDL L1 Flexiqual)	•		•
Level 2 ICT for Work and Home Users (ECDL Extra)	•		•

### COURSE INFORMATION

Our ICT qualifications cover many aspects of IT user applications, including word processing, spreadsheets, presentation software and e-safety. The qualifications are nationally recognised and are relevant to the real-world needs of employers.

ICT skills are now required in most jobs, so these qualifications will put you in a better position to gain employment and further your career.

### Career Insight

90% – of jobs require basic computing skills

ECDL – the European Computer Driving Licence (ECDL) qualification is recognised around the world

75% – of people surveyed had insufficient word processing skills



“ Such a great course to reach the high degree of English I need for work. ”

Naghm,  
English course

## ENGLISH AS A FOREIGN LANGUAGE

	Sep	Jan	Apr
Preparation for IELTS	•	•	•
Pronunciation and Conversation Class	•	•	•
Preparation for Cambridge English: First (FCE)	•	•	•
Preparation for Cambridge English: Advanced (CAE)	•	•	•

### COURSE INFORMATION

English as a second language courses at WAES are for non-native English speakers who want to develop their language skills for work, study and everyday life.

Courses cover the complete range of real-life language skills, from becoming confident in formal and informal spoken English to advanced levels.

Cambridge English and IELTS examination courses are internationally recognised by universities, colleges, employers and professional bodies, improving employment and education possibilities.

IELTS is also recognised as proof of English language for UK citizenship applications.

### Career Insight

Improve confidence in everyday life, study and work

Open doors to higher education and employment opportunities

Cambridge and IELTS certificates are accepted by over 20,000 universities, employers and governments around the world

ENROL NOW: [WWW.WAES.AC.UK](http://WWW.WAES.AC.UK)

# FAMILY LEARNING

## For Parents

Primary Creativity – exploring art and crafts with your children

STEAM – helping parents to understand science, technology, engineering, art and maths

Developing Reading – helping children to become skilled readers, from Nursery to end of Key Stage 2

Family Literacy – skills and appreciation of literacy, including spelling and writing

Family Maths – covering specific areas of the primary maths curriculum, from age 3 to 11

Family Learning Through London – exploring London with your children

## For Fathers Only

Fathers only groups on how to enjoy reading with children on a daily basis

## For Parents and Children Together

Stop-motion animation using an iPad

Playing chess as a family

Easy ways to do fun problem-solving activities in the home, using easily available resources

Keeping families safe online

## COURSE INFORMATION

WAES Family Learning opens doors to further learning opportunities, helping to overcome barriers and creating positive attitudes towards learning.

Courses cover a range of activities that involve all family members exploring, discovering and learning together which helps to build self-confidence and self-esteem.

# COMMUNITY LEARNING

## Community Courses

Baking for Wellbeing

Dance and Fitness for Wellbeing

Gardening for Wellbeing

Art and Ceramics for Wellbeing

Community Choir for Wellbeing

## Community Careers Courses

Introduction to Volunteering Workshops

ESOL and Employability Pre-Entry

Talk English

Childminder

Practical Maths for Beginners

Beginners and Intermediate ICT

Digital Inclusion Courses

## Community Culture Courses

Introduction to History and Architecture

Art in the Garden



## COURSE INFORMATION

WAES Community Learning courses are a great place to start your learning journey, helping to improve employability, health, wellbeing and confidence.

These courses are an informal, fun and sociable way to gain skills and build confidence to progress onto more advanced learning opportunities at WAES.

We deliver a wide range of opportunities which engage, motivate and inspire. It's all about taking part and discovering something new.



# FASHION

	Sep	Jan	Apr
Level 1 Award in Making it in Fashion	•	•	•
Level 2 Certificate in Skills for the Fashion Industries	•	•	
Level 3 Extended Certificate in Making Fashion for the Fashion Industry	•		

## COURSE INFORMATION

Learn the technical and creative skills used in the fashion design industry to launch your fashion career.

Our expert tutors will provide insights gained through years of experience in the industry while equipping you with the skills needed to succeed. We offer courses to suit all levels.

Based in the heart of London, one of the most attractive cities in which to build a fashion career.

### Career Insight

45,000+ – Londoners are currently employed in fashion-related jobs

£62,500 – the average salary for fashion jobs in London

£26 billion – the fashion industry's contribution to the UK economy



“The tutors are really supportive – I am so much more confident in drawing now. I love the atmosphere and everyone is really friendly.”

Zelal,  
Level 1 Painting and Drawing

## FINE ART

	Sep	Jan	Apr
Level 1 Award in Painting and Drawing	•	•	•
Level 2 Certificate in Painting and Drawing	•	•	
Level 3 Certificate in Painting and Drawing	•		

### COURSE INFORMATION

Develop your skills and creativity with a progression of courses that will help prepare you for work as a professional artist or for study in higher education.

Designed to offer a solid foundation in the subjects, these popular painting and drawing programmes are taught by expert tutors in a specialist studio.

A range of short courses, including watercolours and life drawing, complements the qualification courses throughout the year. These are ideal for beginners and hobby artists too.

### Career Insight

11,500 – the number of artists in London’s vast network of creatives

1,000 – the estimated number of art galleries in London

£7.7bn – the value of the arts and culture industry to the UK



# FLORISTRY

	Sep	Jan	Apr
Level 1 Award in Floral Design	•	•	•
Level 2 Certificate in Floral Design	•	•	
Level 3 Certificate in Floral Art and Design	•		

## COURSE INFORMATION

Get ready for a career as a professional florist with a progression of courses to prepare you for a growing but competitive industry.

WAES tutors are qualified florists, keen to teach you the practical aspects of the trade combined with the enterprising skills and business knowledge that you will need to thrive in the sector.

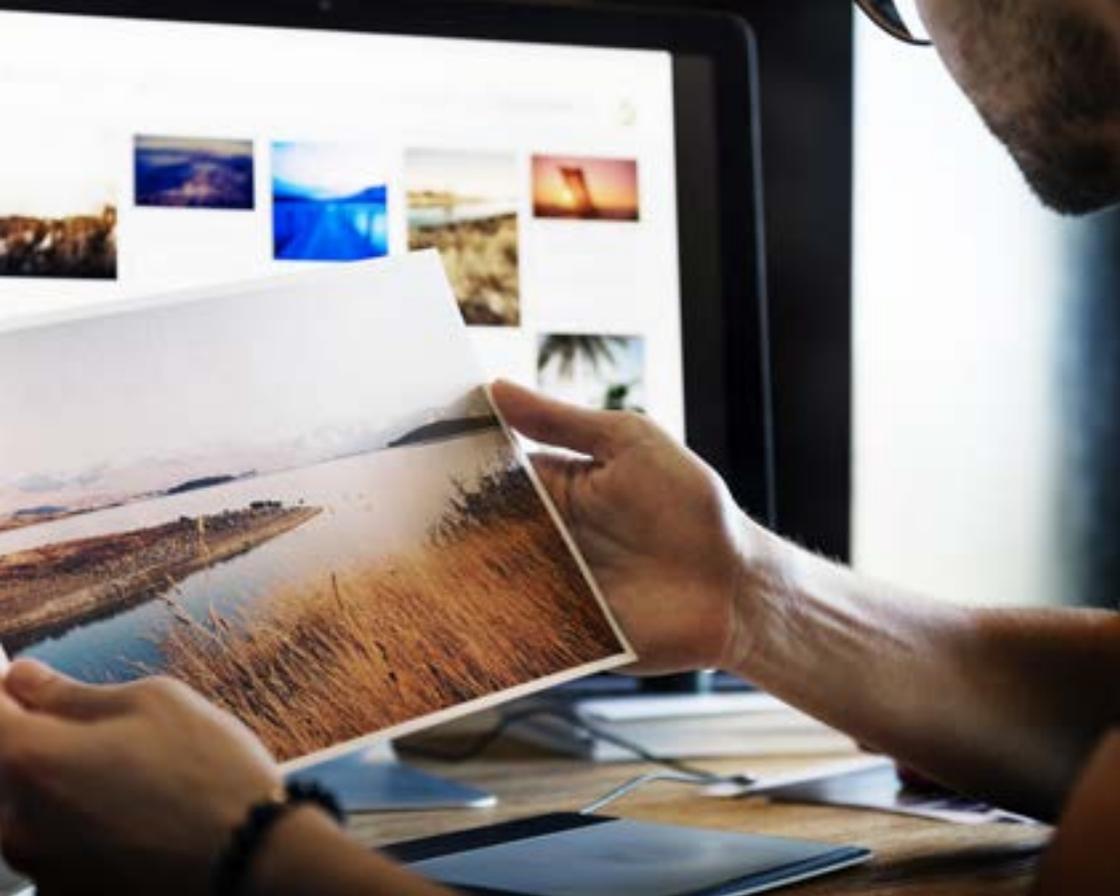
Short courses, designed for further development, hobbyists or those looking to add to existing skills that complement the qualifications, are also regularly offered.

### Career Insight

1,000 – the estimated number of florists working in London

£2.2bn – the value of the UK floristry industry to the UK economy

30% – the percentage of florists who are self-employed in the UK



# GRAPHIC DESIGN & MEDIA

	Sep	Jan	Apr
Level 1 Award in Graphic Design	•	•	•
Level 1 Award in Web Design	•	•	
Level 2 Diploma in Graphic Design	•		
Level 2 Certificate in Web Design		•	
Level 3 Diploma in Graphic Design	•		
Level 3 Advanced Diploma in Graphic Design	•		

## COURSE INFORMATION

Develop your skills for the creative industries with a progression of courses designed to enhance your employment prospects in the sector.

Learn and enhance your understanding of the principles of colour, fonts and layouts for print and online media. Our project-based courses are taught in specialist Mac Suites equipped with the latest industry software and are taught by expert tutors.

Common career pathways include design, illustration, marketing and web development, with many recent WAES learners progressing to employment in reputable London marketing and design agencies.

### Career Insight

44% – the demand for Graphic Designers in London is 44% above the national average

30% – of creative and cultural businesses report skills gaps

120,000 – number of creative jobs by 2024

“ I love my teacher and my fellow students. The skills I am learning are helping me progress to the next level in my career. ”

Merita,  
Level 2 Hairdressing



## HAIRDRESSING

	Sep	Jan	Apr
Level 1 Award in Introduction to Hair and Make-Up	•	•	•
Level 2 Certificate in Barbering	•		
Level 2 Certificate in Hairdressing		•	
Level 2 Diploma in Barbering	•		
Level 2 Diploma in Hairdressing	•		
Level 3 Award in Bridal Hair Styling			•
Level 3 Award in Creative Hair Extensions			•
Level 3 Diploma in Hairdressing	•		

### COURSE INFORMATION

Get the knowledge, confidence and specialist skills it takes to succeed as a professional in the hairdressing industry.

Our experienced tutors will guide you through the styling techniques and underlying principles you need to secure work in a salon. You'll also be introduced to the broader skills of client consultation and health and safety that will prepare you for the workplace.

On successful completion of these courses, you could secure employment as a hairdresser, fashion stylist or even salon owner.

### Career Insight

400 - the number of hairdressing salons in Westminster, more than any district in the country

£7bn - the value of the sector contributes around £7bn to the UK economy

300,000 - the number of people working in hair and beauty across the UK

# HEALTH AND SOCIAL CARE

	Sep	Jan	Apr	Online
Level 1 Award in Introduction to Health, Social Care and Children's and Young People's Settings	•	•		
Level 1 Award in Mental Health Awareness				•
Level 1 Certificate in Introduction to Health, Social Care and Children's and Young People's Settings	•			
Level 2 Certificate in Preparing to Work in Adult Social Care	•			
Level 2 Certificate in Awareness of Mental Health Problems	•	•		•
Level 2 Certificate in Understanding Autism		•		•
Level 2 Certificate in Common Health Conditions				•
Level 2 Certificate in the Principles of Dementia Care				•
Level 2 Certificate in Understanding Dignity and Safeguarding in Adult Health and Social Care				•
Level 2 Certificate in Understanding Behaviour that Challenges				•
Level 2 Certificate in Understanding Nutrition and Health				•
Level 2 Certificate in the Principles of End of Life Care				•
Level 2 Certificate in Understanding Working with People with Mental Health Needs				•
Level 2 Certificate in Understanding Principles of Dementia Care				•
Level 2 Diploma in Adult Care				•
Level 2 Certificate in Preparing to Work in Adult Social Care				•

## COURSE INFORMATION

Get the skills and knowledge you need to develop a valuable and worthwhile career in the health and social care sector.

Learn how to support individuals with their physical and emotional wellbeing, daily living needs and health care procedures. You'll also study a range of topics to prepare you for the growing set of health challenges facing society.

Whether you aspire to a career pathway in youth work, social work, nursing or counselling, our courses offer recognised qualifications and are taught by experienced tutors who have come from the healthcare industry.



	Sep	Jan	Apr	Online
Level 2 Certificate in Understanding the Safe Handling of Medication in Health and Social Care				•
Level 2 Certificate in the Principles of Care Planning				•
Level 2 Certificate in Falls Prevention Awareness				•
Level 2 Certificate in the Care and Management of Diabetes				•
Level 2 Certificate in the Principles of the Prevention and Control of Infection in Health Care Settings				•
Level 3 Diploma in Health and Social Care (Adults)	•			
Level 3 Diploma in Lead Adult Care				•



# LANGUAGES

	Sep	Jan	Apr
Beginner Stages 1 and 2	•		
Elementary Stages 1 and 2		•	
Pre-intermediate			•
Intermediate			•

## COURSE INFORMATION

Learning a language is not only a great way to sharpen your mind, but also increases creativity and knowledge by introducing you to the history and culture of the language you are learning.

Add authenticity to your travelling experience, strengthen your business relationships and improve your personal communication skills.

We offer courses for all levels, from beginner to intermediate, and our classes are taught by native speakers for an immersive experience.

### Language Subjects

We are currently running courses in Arabic and Spanish.

We add other languages from time to time. Visit our website for up-to-date information.

# COURSES FOR ADULTS WITH LEARNING DIFFICULTIES AND DISABILITIES



## COURSE INFORMATION

WAES offers a wide range of supported learning courses to improve literacy, numeracy and the use of technology in preparation for independent living and for employment.

Taking place in a supportive and creative classroom environment, our specialist teachers are experienced in working alongside adults with learning difficulties and disabilities.

Courses promote physical and mental wellbeing and environmental awareness. Selected courses act as a stepping-stone for learners at a higher level to progress to mainstream learning in English and Maths.

Get Healthy	Level	Sep	Jan	Feb
Health Studies	Entry	•	•	•
Movement with Music	❖	•	•	•
Keeping Fit and Healthy	❖	•	•	•
Healthy Lunches	Entry	•	•	•

Get Independent	Level	Sep	Jan	Feb
Getting Out and About	❖	•	•	•
Developing Skills for Daily Life	❖	•	•	•
Household Skills	❖	•	•	•
Developing your cooking Skills	❖	•	•	•
Personal and Social Development	Entry	•	•	•

❖ No formal qualifications are required except a willingness to learn.

Get Work Ready	Level	Sep	Jan	Feb
Combined Basic Skills	Entry	•	•	•
Working with Numbers	❖	•	•	•
Reading and Writing	❖	•	•	•
Planning for Life and Work	Entry	•	•	•
ICT for Beginners	❖	•	•	•

Get Creative	Level	Sep	Jan	Feb
Creative Multimedia	❖	•	•	•
Creative Writing	Entry	•	•	•
Claymation	❖	•	•	•
Project and Enterprise	❖	•	•	•
Beginners Clay	❖		•	
Beginners Floristry	❖	•		
Beginners Jewellery	❖			•
Beginners Graphic Design	❖	•	•	•

Get Communicating	Level	Sep	Jan	Feb
Sensory Communication	❖	•	•	•
Exploring Nature in a Sensory Environment	❖	•	•	•
Communicating Through Music	❖	•	•	•
Communicating Through Drama.	❖	•	•	•

❖ No formal qualifications are required except a willingness to learn.



## MEDIA MAKE-UP

	Sep	Jan	Apr
Level 1 Award in Introduction to Hair and Make-up	•	•	•
Level 2 Certificate in Media Make-up		•	
Level 2 Diploma in Media Make-up	•		
Level 3 Diploma in Theatrical, Special Effects, Hair and Media Make-up	•		

### COURSE INFORMATION

From West End Theatres to YouTube's booming audiences, the demand for theatre and fashion make-up artists has never been stronger.

We'll help train you as a make-up artist for the 21st century, where being versatile and adaptable will be key to your success.

Film, TV, internet and theatre work can be lucrative as a freelance artist, so it's important that you have the qualifications and the experience to thrive in the industry.

Our experienced tutors, who have spent years in industry, will guide you through the techniques you need whilst offering tips and knowledge of an exciting and evolving sector.

### Career Insight

160 – the estimated number of theatres in London

£36,000 – the earning potential of a freelance UK make-up artist

72% – the estimated growth of the UK film, video, and TV industries since 2014





## COURSE INFORMATION

Our training, assessment and internal quality assurance courses are for those looking to develop a career in the further education and skills sector.

Courses cover education and training skills, including delivering inclusive teaching sessions, assessment and constructive feedback and improving processes and practices.

Upon initial completion of a qualification, learners progress to further studies or enter straight into employment as a teacher, trainer, assessor or in quality assurance.

### Career Insight

120+ – education providers across Westminster

£35,000 – estimated average salary for progressing to a role in Quality Assurance

## PROFESSIONAL TRAINING

	Sep	Jan	Apr	Online
<b>Advice and Guidance</b>				
Level 2 Certificate in Information, Advice and Guidance				•
Level 3 Certificate in Advice and Guidance				•
Level 4 Diploma in Advice and Guidance				•
<b>Education and Training</b>				
Level 4 Certificate in Education and Training				•
Level 3 Certificate in Assessing Vocational Education				•
Level 4 Certificate in Leading IQA of Assessment Processes and Practice				•
<b>Management</b>				
Level 2 Certificate in Equality and Diversity				•
Level 3 Diploma in Management				•
Level 3 Diploma in Leadership and Management	•			•
<b>Professional Training</b>				
Level 3 Diploma in Fitness Instructing and Professional Training	•	•	•	

# E

## HOW TO ENROL

Beginning your study at WAES is easy. We advise that you visit a WAES Centre and enrol early to secure your place on a course.

### STEP 1

Choose a course

View course details, including dates and times at [waes.ac.uk/courses](http://waes.ac.uk/courses)



### STEP 2

Visit a WAES Centre to enrol

New learners enrolling should bring their passport or other proof of identity along with certificates of highest level qualifications achieved. Learners should also bring proof of benefits dated within the last 3 months or proof of low income to be eligible for course funding (see page 8).

### Course Enquiries

You can enquire in person at a WAES Centre, online or via telephone. Our team of advisers will be pleased to offer guidance and help you select a suitable course.

### Short Courses

Many WAES short courses without entry requirements can be booked online at [waes.ac.uk](http://waes.ac.uk). Simply find the course you're looking for and click "Enrol on this course".

### Visit a WAES Centre to enrol

Course places fill fast so please do not wait until the first day of the course to enquire. See page 53 for details of how to contact us.



Every effort has been made to ensure information in this guide is accurate at the time of publication.

WAES reserves the right to change courses and fees described. The full WAES fees policy is available to view at [waes.ac.uk/fees](http://waes.ac.uk/fees)

Please refer to [www.waes.ac.uk](http://www.waes.ac.uk) for the most up-to-date information, or contact us on 020 7297 7297.



## CONTACT US

WAES offers three modern centres in Westminster equipped with state-of-the-art classrooms, workshops and support facilities to help you get the best from your learning experience.

Visit a WAES Centre today to enrol on a course and begin your new learning journey.

Alternatively you can contact WAES by telephone or online.

**Telephone: 020 7297 7297**

**Email: [info@waes.ac.uk](mailto:info@waes.ac.uk)**

**Web: [www.waes.ac.uk/contact](http://www.waes.ac.uk/contact)**



**WAES Lisson Grove Centre, 219 Lisson Grove, London NW8 8LW**



**WAES Amberley, Road Centre Amberley Road, London W9 2JJ**



**WAES Pimlico Centre, Lupus Street, London SW1V 3AT**

For details of opening times and directions please visit [www.waes.ac.uk/contact](http://www.waes.ac.uk/contact)

WAES is Westminster's top adult college, offering full-time and part-time study in the daytime, evenings and at weekends.



City of Westminster



**FORWARD**