



The  
**Adult  
College**  
Barking & Dagenham

**The Adult College of  
Barking & Dagenham**

**2023-2024**

**Barking &  
Dagenham**

*Empowering our residents to be the best they can be*

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# Mission Statement

**We aim to provide lifelong learning opportunities for the communities of Barking and Dagenham, to enable the development of knowledge, skills, and wellbeing throughout life.**

## Our Objectives

- To provide opportunities to acquire knowledge, skills, qualifications, enhance employability, and develop wellbeing.
- To provide opportunities that will remove barriers to learning, employment and wellbeing for the whole community.
- To partner with other local education providers, community groups and employers to make provision relevant to residents and local needs.

# Our Purpose

Whatever your starting point, the Adult College team are here to work with you, to support and empower you to grow in confidence and to develop your skills to progress on to further training, higher level qualifications or into sustainable employment.

The Adult College sits within the Barking and Dagenham Local Authority. We have a strong network of employers, community partners and agencies who support our work. We are committed to working with you to achieving successful outcomes in education, employment, and wellbeing.

These are the guiding principles and standards which every Barking and Dagenham Council employee brings to their working life every day.

Our DRIVE values are:

**Deliver:** the best outcomes for residents whenever we can.

**Respond:** to residents' needs in a helpful and friendly way.

**Inspire:** others and ourselves to achieve their best.

**Value:** residents when making decisions.

**Engage:** with residents and colleagues in the best way we can.

Alongside these values, Work and Skills aims:

- To empower residents to help themselves to take their next steps in life. To support them to overcome barriers to learning and employment. To develop the skills and attain the qualifications they need to enable them to confidently take their next steps, actively participate in their community, and lead healthy and rewarding lives.
- To provide residents with support to become confident, resourceful and independent, and to access wider Council Services when needed.
- To offer a safe and accessible learning space, where service user and staff wellbeing is paramount.
- To ensure learners have access to high quality learning materials and digital resources to overcome the barriers of digital inequality and exclusion, so that no-one is left behind.
- To robustly maintain a culture of respect and fairness, where discrimination is never tolerated and to disseminate and educate others to challenge discrimination in all its forms.
- To celebrate the progress and achievement of learners at every step, supporting learners to take pride in their achievements.
- To enable our staff to be the best they can be through training, mentoring and access to high quality skills and development opportunities; to encourage staff to develop their career pathway and strive for success.



# Guide to Enrolment

## Residency Eligibility

To be eligible to study with the college, you must be a:

- UK national or other person with right of abode in the UK and have been ordinarily resident in the UK or British Overseas Territories or Crown Dependencies (Channel Islands and Isle of Man) for at least the previous 3 years on the first day of learning.
- UK national and living in the European Economic Area (EEA) on or before 31 December 2020 and have lived in the EEA only or the EEA and UK only for at least the previous 3 years on the first day of learning.

## Adult College Fees

Details of course fees are available online or by contacting us on 020 8270 4722.

- Course fees have remained frozen for another year.
- Course fees include exam fee (if applicable).
- For course fees over £100 you can pay in instalments.

**(If you withdraw from your course before completion, you will be liable to pay the outstanding balance)**

## Refunds and course closures

- We will refund you in full if we close your course.
- If you notify us in writing 2 weeks before the start of your course that you no longer wish to proceed, we will refund you. A £20.00 administration charge will apply.
- We do not provide refunds in any other circumstances.

## English and Maths

All English and Maths courses are free. This includes English and Maths GCSE if you do not already hold a grade 4 - 9 / A - C qualification.

## Level 2 Entitlement

If you are aged 19-23 you may be entitled to free tuition if you do not already have a qualification at or above Level 2. We will check your details against the Learning Records Service.

## Proof of Income

- Payslips (covering the last 3 months) or bank statements showing your salary
- Universal Credit
- Jobseeker's Allowance (JSA)
- Employment & Support Allowance (ESA/WRAG)
- Income Support
- Working Tax Credit or Pension Guarantee Credit
- Housing or Council Tax Benefit

## Proof of Benefit

A benefits award letter issued within the last three months. If the documentation is over three months old the relevant page from one bank statement within the last month showing receipt of benefit payment will also be required.

# Financial Support

## Reduced Fees

You **may** be eligible for a concession (reduced) rate on some courses. This is subject to production of the required evidence at enrolment:

- If you have lived in the UK for the last three years or more and are in receipt of active work-related benefits (or if you are the unwaged dependent of a person in receipt of an active work-related benefit) at the time of enrolment.
- If you are unemployed, looking for work and in receipt of a means tested benefit.
- If you are employed, not in receipt of any benefits and have an income lower than £21547.50\*.

\*If you live outside the GLA amounts will be lower.

## Learner Support Fund

We can provide assistance for specific costs, subject to eligibility, that you incur during your studies including:

### Hardship

- Equipment (course materials, set text books and laptops loans for learners who do not have access to a device to complete course work)
- Course related costs (course fees & exam fees)
- Travel costs (to and from college and placements, you must live at least 1.5 miles from the college site you will be attending)

### Childcare

This is a contribution to childcare costs for learners over the age of 20.

## Financial Support Eligibility Criteria

Your household income must be below £25,500.00 (This includes all income for examples: wages, self-employment income, all benefits, pension etc.

### Advanced Learner Loan

If you are aged 19 or over and looking to study at level 3 or above, you may qualify for an Advanced Learner Loan to help pay your course fees. Loan eligibility does not depend on your income and there are no credit checks.

You will have to start repaying your loan when your income is over the 'threshold' amount. More information on repaying your student loan is [available here](#)

### Loan Bursary Fund

You may also be eligible for financial support from the Advanced Learner Loan Bursary Fund if you need help with costs while studying, for example childcare, travel or trips related to your course.

To contact the team for more information or support [Click here](#)



# Support to Succeed

We offer a range of services including general advice, specific support with your learning, information about fees, and childcare costs. The Job Shop can assist you with getting back into employment or securing more sustainable employment.

Course information, advice and guidance are available at both sites and you can be contacted in person, by telephone or online. We offer information and impartial course advice to help you choose the right course for you as well as help to complete the enrolment process.

Information and advice on your next steps including:

- deciding what to do next
- careers advice and guidance
- progression and pathways into apprenticeships
- volunteering
- help to find a job



## Laptop Loans for Learners

Thanks to a grant from the **Greater London Authority**, we have laptops available for loan to our learners who do not have access to a suitable device. Ask about [laptop loans](#). Loans are subject to eligibility & availability.

## Staying Safe

Everybody has the right to be safe no matter who they are or what their circumstances. Safeguarding our learners, staff and visitors is important to us. If you have any concerns about your wellbeing, safety or rights, or those of other people, please contact the Safeguarding Team on 020 8270 4722 or

Email [AdultCollegeSafeguarding@lbbd.gov.uk](mailto:AdultCollegeSafeguarding@lbbd.gov.uk)

## Welfare Support is available including:

- emotional support whilst studying
- coping with your studies
- housing and money worries
- childcare concerns
- referrals to counselling services, food banks and other support agencies

You can contact the team on [AdultCollegeWelfare@lbbd.gov.uk](mailto:AdultCollegeWelfare@lbbd.gov.uk)

## Additional Learning Support

Student Services have specialist staff who provide additional learning support for learners whose health or medical conditions may affect their learning. This includes physical health, mental health or sensory impairments and/or learning difficulties or disabilities. One to one or small group support can be provided both in and out of the classroom. Support available to access and remain on courses includes:

- English, maths, and IT support (including Internet Café and Digital Mentors' Support)
- Exam support and concessions
- Help with coursework and homework
- Language support
- Mobility support
- Organising equipment and resources
- Specialist dyslexia support
- Specialist software
- Study Skills

To contact the team for more information or support [Click here](#).

# Progression Chart

## Pre – entry Level

Pre-entry Level courses are for learners who are at the very beginning of their learning journey .

## Entry Level

Entry Level courses will help you to develop your skills gradually over time and support you to progress to Level 1, Level 2 (GCSE) and Level 3 courses or into employment.

## Level 1

Level 1 courses will help you to develop your skills to Level 2 and GCSE.

Level 1 vocational courses are ideal for those who are interested in learning about specific industries or career pathways.

At this level you will gain the relevant knowledge and skills to complete routine tasks with supervision.

Achieving a Level 1 qualification will enable you to progress to further study or into entry level employment.

## Level 2

Level 2 courses are a recognised GCSE equivalent and will give you the knowledge and skills to practice professionally.

Level 2 vocational courses are intended for those who want to build their knowledge and skills to be qualified to work in a specific industry or career pathway.

At this level you will develop more detailed knowledge and the practical skills required to work independently within a supervised environment.

Achieving a Level 2 qualification will enable you to enter employment in your chosen field or progress to further study.

## Level 3

Level 3 courses are a recognised advance level equivalent and will give you the knowledge and skills to practice professionally.

Level 3 vocational courses cover a broader and more complex range of knowledge and skills to progress in your chosen industry or career pathway.

At this level you will develop a deeper knowledge and expert skills to work independently and supervise others.

Achieving a Level 3 qualification will enable you to progress in your chosen field, increased earning potential and equip you to start your own business.

Level 3 qualifications will also prepare you for entering higher education or university and enable you to train others within your industry.

# Qualifications Explained

## Diplomas\*



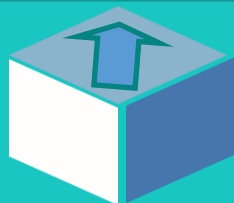
You can:

- Start work or change roles
- Start your own business
- Apply for an Advanced Apprenticeship
- Progress to university
- A Level 3 qualification will give you a higher earning potential

Career Pathways Include:

- Help Desk Assistant
- IT Support Assistant
- Nursery Manager
- Office Manager
- Senior Care Worker
- Senior Learning Support Assistant

## Certificates & NVQs



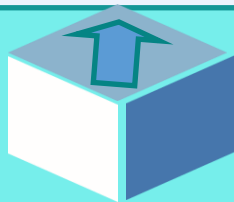
You can:

- Progress to further study/ Level 3 study
- Get the knowledge and skills to start work or change roles
- You can apply for Entry Level employment

Career Pathways Include:

- Administration Assistant
- Business Support Officer
- Care Assistant
- Clerical Officer
- Customer Service Assistant
- Health Care Professional
- IT Support technician
- Learning support assistant

## Awards

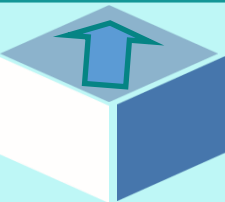


You can:

- Progress to study Level 1

- These qualifications do not qualify you for a specific role, but support you in preparing for your next steps either in training or moving towards work.

## Certificate of Achievement



You can:

- Progress to Entry Level study

- These courses do not qualify you for a specific role, but support you in preparing for your next steps.

# How to Apply

## Step 1

### Research

- Visit our website [www.lbbd.gov.uk/adultcollege](http://www.lbbd.gov.uk/adultcollege) to find out more about our courses and support.
- Come and visit us in person at our Barking or Dagenham sites or attend an enrolment event.
- Talk to us to get tailored advice and guidance.
- Find out about the financial support we offer to help cover the costs of coming to college.

## Step 2

### Enrolment

- Enrolling is easy. We have dedicated enrolment staff who can process your enrolment over the telephone as well as face to face at our sites. You can also enrol online.
- Enrol early to avoid disappointment.
- All enrolments close 48 hours prior to the course start date.
- You will need to provide photo ID - a current Passport or full photo Driving Licence.
- We accept debit/credit cards at our Barking and Dagenham sites.
- You will receive a receipt and course details via email once we process your application.
- Many courses require you to complete an Introductory course to enable us to assess your level prior to you beginning your learning journey with us. You can enrol on Introductory courses online.

Introduction courses include:

**Business Skills | Care Professions | Digital Skills | English | ESOL | Maths | Teaching Assistants | Wellbeing**

## Step 3

### Start

- You will be emailed your login details within 5 working days. Please check your Inbox and Junk mail.
- You will be given free access to Microsoft Office 365.

When accessing your course for the first time, please note:

- Your username and password are unique to you and will remain the same throughout your course and other courses you enrol on.
- Please keep your username and course code handy if you need to contact us.
- If you enter your password incorrectly more than 3 times, you will be locked out. You will need to wait for 15 minutes before you can try again.
- If you have any questions, please call us on 0208 270 4722 or contact us at [AdultCollegeEnquiries@lbbd.gov.uk](mailto:AdultCollegeEnquiries@lbbd.gov.uk)

## Events

### Brew Events

These sessions are held once every half term at each of our sites and are an opportunity for learners to join us for a cup of tea (or coffee) and share their college experience with the team.



### Celebration of Achievement

At the end of the summer term, we hold an award ceremony where our learners', teaching staff' and volunteers' achievements over the academic year are celebrated. Nominees are able to bring friends and family along to celebrate too.



### Job fairs

Throughout the year we, along with the Job Shop, host various job fairs ranging from apprenticeships to childcare. On the day, residents will have the opportunity to speak to a variety of industry specific organisations with live vacancies, get advice on relevant courses and meet the Job Shop and Family Information Service to find out more about the support available.



### One Borough Festival

Once a year the Borough holds the "One Borough Festival" in one of Barking and Dagenham's parks. Fun family learning activities take place in the Adult College tent. We also have staff on hand to provide information, advice and guidance.



### Student Governor Forums

Two student governors are elected to represent the Learner Voice. Learners are able to contact them via Teams, email or the student governor forums.



## What our Learners say about us...

### At Barking



### At Dagenham





# Term Dates

Term	Dates
<b>1</b> 	<b>18 September 2023 - 15 December 2023</b> <b>Half Term</b> 23 October - 27 October 2022 <b>Christmas Holiday</b> 18 December 2023 - 8 January 2024
<b>2</b> 	<b>8 January 2024 - 28 March 2024</b> <b>Half term</b> 12 February - 16 February 2024 <b>Easter Holiday</b> 2 April - 12 April 2024
<b>3</b> 	<b>15 April 2024 - 15 July 2024</b> <b>Half term</b> 27 May - 31 May 2024 <b>College Term Ends</b> 15 July 2024

# Enrolment Events

Would you like advice and guidance on your next steps? You can enrol throughout the year, but we are holding specific enrolment events with advice and guidance on the days below.

Term	Dates
<b>1</b> 	Monday 4th September 2023 Tuesday 5th September 2023 Wednesday 6th September 2023 Thursday 7th September 2023
<b>2</b> 	Tuesday 2nd January 2024 Wednesday 3rd January 2024 Thursday 4th January 2024
<b>3</b> 	Monday 13th May 2024 Tuesday 14th May 2024 Wednesday 15th May 2024 Thursday 16th May 2024

# Business Skills

Business Skills covers a wide range of knowledge and techniques which will help you to prepare for work in an office/retail environment within a wide variety of sectors.

Prepare for modern working practices in Marketing, Customer Service, Human Resources, Digital Skills, Communication Skills and Retail.

Our courses will provide you with skills and knowledge to help develop interpersonal, written, and verbal communication skills as well as providing an introduction to using Microsoft packages.

Our programme offer includes:

- Introduction to Business Skills— Short induction course to the college, which includes assessment of functional skills. All new learners to college must attend these sessions.
- Entry 3 Certificate in Business Skills
- Level 1 Certificate in Business Skills
- Employability
- Establishing Professional Boundaries
- Digital Skills
- PowerPoint Presentations
- Business Administrator Apprenticeship Level 3

Courses will be offered through blended learning delivery.

For more information on our **Business Skills** courses [Click here](#)



“Being on the Business Skills course has enabled me to refresh my skills, bringing me up to date with using Outlook and Teams”

All learners are required to complete an Introduction course which will determine your level and progression pathway

Business Skills		Course Starts In		
Course	Level	Term 1	Term 2	Term 3
Introduction to Business Administration	Intro	•	•	
Certificate in Business And Retail	Entry 3	•	•	
Certificate In Business And Retail	Level 1		•	•
Business Administrator Apprenticeship	Level 3	•	•	•



### Term 1

18 September 2023 - 15 December 2023

### Term 2

8 January 2024 - 28 March 2024

### Term 3

15 April 2024 - 15 July 2024

# A Career in Business Skills



## Entry to Level 1

### Entry Requirements

Successful completion of an Introductory course

### Typical Job roles

Data Processing Officer  
Office Junior  
Reception Assistant  
Traineeship



## Level 2

### Entry Requirements

Successful completion of an Introductory course or progression from Level 1  
Functional Skills Level 1  
English and Maths.

### Typical Job roles

Business Support Officer  
Data Processing Officer  
Receptionist



## Level 3

## Advanced Apprenticeship

### Entry Requirements

Successful completion of an Introductory course or progression from Level 2.  
Functional Skills Level 2  
English and Maths.

### Typical Job roles

Customer Service Manager  
Office Manager  
Reception Manager

# Childcare

Are you passionate about working with children?

If you love the idea of working with younger children, a rewarding career in an early years setting could be for you. Currently, there are many opportunities available in childcare which could include roles working as a childminder, nursery nurse, early years practitioner or as a nanny.

We work closely with various childcare providers and agencies to provide our learners with an insight into the early years industry.

Our programme offer includes:

- Childcare Introduction
- Award in Childcare Entry Level 3
- Award in Caring for Children Level 1
- Certificate in Caring for Children Level 1
- Diploma in Caring for Children and Young People Level 2
- Early Years Practitioners Level 3
- Home Based Childcare Level 3

Courses will be taught through a blend of online and face to face delivery.

For more information on our **Childcare** courses [Click here](#)



“Always learning something new,  
this course has helped me with my  
own children as well”

**All learners are required to complete an Introduction course which will determine your level and progression pathway**

Childcare		Course Starts In		
Course	Level	Term 1	Term 2	Term 3
Introduction to Childcare	Intro	•	•	
Award In Skills For Childcare	Entry 3	•	•	
Award In Caring For Children	Level 1	•	•	•
Certificate In Caring For Children	Level 1		•	•
Diploma In Caring For Children & Young People	Level 2	•	•	•
Diploma in Children's Learning & Development (Early Years Educator) Online Study	Level 3	•	•	•
Home Based Childcare Online Course	Level 3	•		•

### Term 1

18 September 2023 - 15 December 2023

### Term 2

8 January 2024 - 28 March 2024

### Term 3

15 April 2024 - 15 July 2024

# A Career in Childcare



## Entry to Level 1

### Entry Requirements

Successful completion of an Introductory course

### Typical Job roles

Lunchtime Supervisor  
Traineeship



## Level 2

### Entry Requirements

Successful completion of an Introductory course or progression from Level 1.

Functional Skills Level 1 English and Maths.

### Typical Job roles

Childminder  
Nursery Staff



## Level 3

### Entry Requirements

Successful completion of an Introductory course or progression from Level 2.

Functional Skills Level 2 English and Maths.

### Typical Job roles

Early Years Educator  
Nursery Manager  
Nanny



# Continuous Professional Development

Our range of continuous professional development workshops support your working life through personal and professional development, and vocational upskilling.

These short courses enhance knowledge, develop awareness and enable you to gain confidence and improve your skills. They provide focused, ongoing development for anyone wanting to work or already working in the public service sector.

The programme covers a wide range of areas including:

- Mental health awareness
- Working with specific learning difficulties
- Behaviour management skills
- Understanding specific common conditions
- Paediatric First Aid

We recommend these workshops to learners on vocational pathways, those with an interest in any of the topics and people wanting to develop their professional skills for work or promotion.

For more information on our **Continuous Professional Development** courses [Click here](#)



“This course was very interesting and I gained lots of understanding about children and mental health”



# Continuous Professional Development

Course	Course Starts In		
	Term 1	Term 2	Term 3
Deaf Awareness			•
Dyslexia Awareness		•	
Effective Communication With SEND Learners		•	
Establishing Professional Boundaries			•
Paediatric First Aid (2 Days)			•
Understanding Mental Health In Young People		•	
Understanding The 4 Areas Of Send	•		
Working With Challenging Behaviour In Children		•	
Working With Different Degrees Of Learning Difficulties		•	



## Term 1

18 September 2023 - 15 December 2023

## Term 2

8 January 2024 - 28 March 2024

## Term 3

15 April 2024 - 15 July 2024

# Digital Skills

Computers and mobile devices are now a part of everyday life. We need them to work, shop, research and communicate. If you're feeling left behind, we can help.

Enrol on one of our short, free, 'Digital Skills Introduction' courses as a starting point to a qualification. After that, you can continue to a course matched to the right level for you. This might include:

- A free complete beginners course in Digital Skills for Life.
- A free Essential Digital Skills Qualification at Entry 3
- A free Essential Digital Skills Qualification at Level 1
- Or our more advanced Level 2 Qualification.

All of these courses include essential skills for both leisure and the workplace, and all involve face-to-face delivery for support.

You could also take a free single online workshop in Excel, PowerPoint, Outlook or even Canva (Graphic Design).

Or, if you are a complete beginner, try a First Steps workshop to learn about using computers, smartphones, keeping safe online, or you can join a friendly Digital Skills for the Over 50s course.

We also have 'drop in' access to computers for your own use and workshops to help you with learning online.

For more information on our **Digital Skills** courses [Click here](#)

**All learners are required to complete an Introduction course which will determine your level and progression pathway**

## Digital Skills

### Course Starts In

Course	Level	Term 1	Term 2	Term 3
Digital Skills Introduction	Intro	•	•	•
Digital Skills: Access To Entry 3	Entry 3	•	•	
Digital Skills: Access To Level 1	Level 1	•	•	
Digital Skills: Access To Level 2	Level 2	•		
Digital Skills: Level 2 Award	Level 2	•	•	
Digital Safety Workshop	Intro	•		•
Digital First Steps: Internet Help	Intro			•
Digital First Steps: Internet Use	Intro			•
Digital Skills For The Over 50s	Intro	•	•	•
Basic Digital Skills For Life	Intro	•	•	•
Digital Skills: Entry 3 (EDSQ)	Entry 3	•	•	
Digital Skills: Level 1 (EDSQ)	Level 1	•	•	
Digital Drop-In PC Access And Support	Intro	•	•	•



Digital Skills		Course Starts In		
Course	Level	Term 1	Term 2	Term 3
Teams For Online Learning	Intro	•	•	
Word Templates And Features Online	Intro	•		
Outlook For Emails Online	Intro		•	
Graphics With Canva Online	Intro		•	
Graphics With Canva Online	Intro	•		
Excel Workshop Online	Intro		•	
Digital First Steps: Basics	Intro	•		
Digital First Steps: Smartphones	Intro		•	
PowerPoint Presentations Workshop	Intro			•

“I am able to use the computer without fear”

### Term 1

18 September 2023 - 15 December 2023

### Term 2

8 January 2024 - 28 March 2024

### Term 3

15 April 2024 - 15 July 2024

# A Career in IT & Computing



## Entry to Level 1

### Entry Requirements

Successful completion of an Introductory course.

### Typical Job roles

Careers outside IT

Data Entry

Reception Staff

Traineeship

## Level 2

### Entry Requirements

Successful completion of an Introductory course or progression from Level 1.

### Typical Job roles

Administrator

Helpdesk Operator

Progression to IT apprenticeship or other training.



# Employability

As well as offering a wide range of vocational and academic courses, we also provide a range of short Employability Skills workshops, which allow you to assess your current skills, consider a variety of job vacancies and plan your future career.

Many of our vocational courses include employability sessions,. However we also offer standalone courses, which can help you develop a range of skills and confidence in looking, applying and succeeding in finding work.

The Job Shop also has up to date vacancies within the Borough and can offer further support for finding employment.

Our programme offer includes:

- Next step workshops—short employability for vocational courses
- Employability Basics
- Food Hygiene
- Level 1 Skills for Logistics
- Establishing Professional Boundaries
- SEND preparing for work



“I really enjoyed the course, it opened my eyes to what my opportunities are”

Employability	Course Starts In		
	Term 1	Term 2	Term 3
Business Administration Next Steps			•
Childcare Next Steps			•
Class Volunteer	•		
Employability Basics	•	•	•
Food Hygiene	•		
Food Hygiene Certificate		•	•
Getting Into Work Next Steps Vocation			•
Health & Social Care Next Steps			•
Level 1 Skills For Logistics			•
Teaching Assistant Next Steps	•		•



### Term 1

18 September 2023 - 15 December 2023

### Term 2

8 January 2024 - 28 March 2024

### Term 3

15 April 2024 - 15 July 2024

For more information on  
our **Employability** courses

[Click here](#)

For more information on  
**The Job Shop**

[Click here](#)



# English

All of our English courses are designed to help you develop skills in speaking, listening, reading and writing.

We offer a range of courses, from beginners to GCSE. These courses provide you with the opportunity to gain recognised qualifications as well as practical skills that will help you in everyday life.

To enrol onto one of these courses all learners must complete an introductory course and complete a skills assessment. This will help us to find out what level you are working at, and which course would be best for you.

In addition to the main English courses, there is also the opportunity to enrol onto our short skills improvement courses, including:

- Grammar
- Spelling
- Proofreading
- Revision workshops

For more information on our **English** courses [Click here](#)



“English was difficult for me but I’m not scared anymore. My confidence has improved and I can help my children with their school work ”

## Term 1

18 September 2023 - 15 December 2023

## Term 2

8 January 2024 - 28 March 2024

## Term 3

15 April 2024 - 15 July 2024

All learners are required to complete an Introduction course which will determine your level and progression pathway

English		Course Starts In		
Course	Level	Term 1	Term 2	Term 3
English Introduction	Intro	•	•	•
Entry 1-2 Access	Entry 1-2	•		
English Entry 3 Access	Entry 3	•		
English Level 1 Access	Level 1	•		
English Level 1 Access - Online	Level 1	•		
English Level 2 Access	Level 2	•		
English Level 2 Access - Online	Level 2	•		
English GCSE Access - Blended	Level 2	•		
Creative Writing	All Levels	•	•	•

English		Course Starts In		
Course	Level	Term 1	Term 2	Term 3
English Entry 1-2	Entry 1-2		•	•
English Entry 3	Entry 3		•	•
English Level 1	Level 1		•	•
English Level 1 - Online	Level 1		•	•
English Level 2	Level 2		•	•
English Level 2 - Online	Level 2		•	•
English Pre-Entry/E1 English	Pre-entry	•	•	•
English: Improving Your Skills	All Levels		•	•
English GCSE - Blended	Level 2		•	•
Get Ready For English GCSE	Level 2			•



# ESOL

We have a range of courses for those whose first language is not English. Our excellent teachers will support you to improve your English speaking, listening, reading and writing skills in a friendly class environment.

Developing these skills can help you to:

- communicate in everyday life
- support your children with their homework
- access wider employment opportunities
- benefit from other educational opportunities
- apply for residency
- socialise with English speaking friends and family

You will need to complete an introduction course to find the best class suited to your level and needs.

We offer a range of day, evening and online courses.

Alongside the main ESOL programme, we also offer short enrichment courses to enhance your skills:

- Digital skills for ESOL
- Grammar
- Spelling
- Conversation
- Exam Preparation

For more information on our **ESOL** courses [Click here](#).



“Now I can speak confidently. I know many new words. I can go shopping by myself without help. I want to go to university in the future”

## Term 1

18 September 2023 - 15 December 2023

## Term 2

8 January 2024 - 28 March 2024

## Term 3

15 April 2024 - 15 July 2024

**All learners are required to complete an Introduction course which will determine your level and progression pathway**

ESOL		Course Starts In		
Course	Level	Term 1	Term 2	Term 3
Mixed Levels Introduction	Mixed	•	•	•
Pre-Entry/Foundation Reading & Writing	Pre-Entry	•	•	•
Pre-Entry/Foundation Speaking & Listening	Pre-Entry	•	•	•
Entry 1 Speaking & Listening With Citizenship	Entry 1	•	•	•
Entry 1 Reading With Citizenship	Entry 1	•	•	•
Entry 1 Writing With Citizenship	Entry 1	•	•	
Entry 2 Speaking & Listening With Citizenship	Entry 2	•	•	•
Entry 2 Reading With Citizenship	Entry 2	•	•	•
Entry 2 Writing With Citizenship	Entry 2	•	•	•
Entry 3 Reading With Work Skills	Entry 3	•	•	•
Entry 3 Speaking & Listening With Work Skills	Entry 3	•	•	
Entry 3 Writing With Job Skills	Entry 3	•	•	
Level 1 Speaking & Listening With Job Skills	Level 1	•	•	•
Level 1 Reading With Job Skills	Level 1	•	•	

ESOL		Course Starts In		
Course	Level	Term 1	Term 2	Term 3
Level 1 Writing With Job Skills	Level 1		•	•
Entry 1-2 Reading & Writing With Citizenship	Entry 1	•	•	•
Blended Entry 2-Entry 3 Reading & Writing With Work Skills	Entry 2-3	•	•	•
Access To Community Interpreting Level 1	Level 1		•	
Community Interpreting Level 1	Level 1		•	•
Conversation Course	Entry 1-2	•	• •	•
Conversation Entry 3 - Level 1 Course	Entry 3- Level 1	•	•	•
Entry 1 –2 Grammar Course	Entry 1- 2		•	
Entry 1 –2 Spelling Course	Entry 1-2		•	•
Entry 3—Level 1 Grammar Course	Mixed		•	

# Family Learning

Do you have children in school? Would you like to support their learning in a fun and engaging way? If so, our family learning courses are for you.

We offer courses to help develop the communication skills necessary to be able to talk with your child's teacher, get more from parents' evenings and help your child with homework.

Many of the courses are delivered at your child's school. We also offer SATs KS1 and KS2 support for parents and Saturday workshops for the wider family at our Parsloes site.

Our fun wellbeing courses will help to improve your parent-child relationship, develop communication skills and promote family life.

## These include :

- Saturday Science
- Creative Workshops
- Maths for Families KS1 and KS2
- Phonics and Beyond
- Read and Write Together
- ESOL for Parents

Family learning provides an opportunity for children, parents and grandparents to learn together and will open possibilities for the whole family.

For more information on our **Family Learning** courses [Click here](#).



“Sometimes, it's difficult to teach your child even when you're good at maths, so this course is helping me in simplifying the methods and making things clearer when teaching my daughter”

These courses take place on specific Saturdays during the year.

Family Learning	Course Starts In		
	Term 1	Term 2	Term 3
Key Stage 2 English SATs Support For Parents Taster		•	•
Key Stage 2 English SATs Support For Parents		•	
Key Stage 2 English SATs Support For Parents Intense			•
Key Stage 2 Math SATs Support For Parents Taster		•	
Key Stage 2 Math SATs Support For Parents		•	
Phonics For Teaching Assistants Taster	•		
Phonics For Teaching Assistants	•		

Family Learning	Course Starts In		
	Term 1	Term 2	Term 3
Create A Giant Frieze			•
Create An Edible Indoor Garden			•
Experiments And Explosions II		•	
Family Aromatherapy			•
Glove Puppet Making		•	
Homemade Clay Crafts		•	
Make A 3D Card	•		
Make Origami Animals			•
Make Your Own Bath Salts	•		
Make Your Own Sea Creature	•		
Making Super Bubbles	•		
Museum Of Childhood Trip			•
Story Telling With Puppets			•

# Grow Our Talent (GOT)

Here at the Adult College we are very keen to nurture and develop the talent we have within the borough.

Working in the field of education and training is extremely rewarding and this programme is designed to support residents who are interested in working in education to start their journey, as well as developing the skills of our staff.

Our programme consists of a wide range of courses within the sector to suit the abilities of learners, allowing them to progress through volunteering to teaching and beyond, according to their goals.

Our programme offers courses in:

- Volunteering
- Award in Education and Training Level 3
- Coaching and Mentoring Level 3

All courses have an introduction session, with majority of delivery being online or blended through Microsoft Teams. For more information on our **GOT** course [Click here](#)



“I feel I am growing into a different person by using some of the strategies and techniques already learnt”

## Term 1

18 September 2023 - 15 December 2023

## Term 2

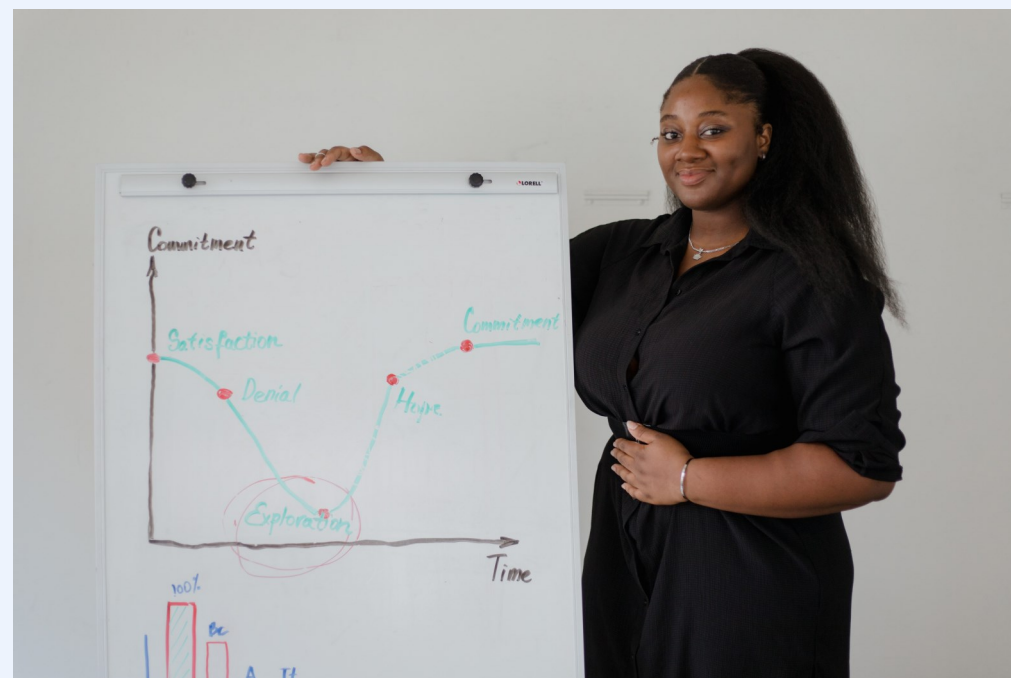
8 January 2024 - 28 March 2024

## Term 3

15 April 2024 - 15 July 2024



Grow Our Talent		Course Starts In		
Course	Level	Term 1	Term 2	Term 3
Classroom Volunteer Introduction	Intro	•		
Education & Training Introduction	Intro	•		
Introduction to Level 3 Coaching & Mentoring	Intro		•	
Coaching And Mentoring	Level 3		•	•
Education And Training	Level 3	•		
Skills For Classroom Volunteering	N/A	•		



# Health and Social Care

Health and Social Care is a growing industry which has many job vacancies at all levels. A course in Health and Social Care can provide the stepping stone to working within Social Services and the NHS.

A career in Health and Social Care allows you to help care for people of all ages in a range of settings. If you are seeking a rewarding job that will enable you to make a difference to people's lives, our courses offer you the skills and confidence to take the first step.

We work with many care work agencies and partners to provide our learners with an experience and insight into the Health and Social Care industry.

Our programme offer includes:

- Care Work Introduction
- Skill Up to Health Care
- Award in Health and Care Level Entry 3
- Preparing to work in Adult Social Care Level 1
- Certificate in Preparing to Work in Adult Social Care Level 2
- Certificate in Adult Social Care Level 3

Courses will be taught through a mixture of online and face to face delivery.

For more information on our **Health and Social Care** courses [Click here](#)



“I was very worried about joining, however since starting the course, I feel my anxiety has greatly reduced, I am gaining more confidence as the weeks go by and I am thoroughly enjoying the course”



All learners are required to complete an Introduction course which will determine your level and progression pathway

Health and Social Care		Course Starts In		
Course	Level	Term 1	Term 2	Term 3
Introduction To Health And Social Care	Intro	•	•	
Award In Health & Care	Entry 3	•	•	
Award In Health and Social Care	Level 1			•
Certificate In Health And Social Care	Level 3	•	•	

### Term 1

18 September 2023 - 15 December 2023

### Term 2

8 January 2024 - 28 March 2024

### Term 3

15 April 2024 - 15 July 2024

# A Career in Health and Social Care



## Entry to Level 1

### Entry Requirements

Successful completion of an Introductory course

### Typical Job roles

Care Escort  
Community Transport  
Driver  
Porter  
Traineeship



## Level 2

### Entry Requirements

Successful completion of an Introductory course or progression from Level 1.

Functional Skills Level 1  
English and Maths.

### Typical Job roles

Care Worker  
Healthcare Support Worker



## Level 3

### Entry Requirements

Successful completion of an Introductory course or progression from Level 2.

Functional Skills Level 2  
English and Maths.

### Typical Job roles

Residential Support Worker  
Senior Care Worker



# Maths

Do you want to gain confidence in maths? Do you need to improve your maths skills for work or wish you could help your children with their homework?

Whatever your reason for studying maths, we offer a range of courses from beginners to GCSE.

Our courses will give you the opportunity to gain a recognised qualification as well as develop analytical skills, money management techniques, or have fun and keep your mind sharp by solving puzzles.

To enrol onto a maths course all learners must attend an introduction course and complete a skills assessment. This will help us to find out what level you are working at, and which course would be best for you.

For more information on our **Maths** courses [Click here](#)



## Term 1

18 September 2023 - 15 December 2023

## Term 2

8 January 2024 - 28 March 2024

## Term 3

15 April 2024 - 15 July 2024

“Before joining this course I had no idea how to do simple maths. Today I can complete my homework alone. I am really proud of what I have achieved”

**All learners are required to complete an Introduction course which will determine your level and progression pathway**

Maths		Course Starts In		
Course	Level	Term 1	Term 2	Term 3
Maths Introduction	Intro	•	•	•
Maths Entry 1-2 Access	Entry 1-2	•		
Maths Entry 3 Access	Entry 3	•		
Maths Level 1 Access	Level 1	•		
Maths Level 1 Access-Online	Level 1	•		
Maths GCSE Access	Level 2	•		
Maths GCSE Access-Blended	Level 2	•		
Maths Level 2 Access-Online	Level 2	•		
Get Ready For Functional Skills Maths	All Levels			•
Get Ready For Maths GCSE	Level 2			•
Language Of Maths	Entry Levels	•	•	
Math Level 1 - Online	Level 1			•
Math Level 2 - Online	Level 2			•

Maths		Course Starts In		
Course	Level	Term 1	Term 2	Term 3
Maths Entry Level 1-2	Entry 1-2		•	•
Maths Entry 3	Entry 3		•	•
Maths GCSE	Level 2		•	•
Maths GCSE - Blended	Level 2		•	•
Maths Level 1	Level 1		•	•
Maths Level 2 Intensive - Online	Level 2		•	•
Step Up Maths	Entry Levels	•	•	•

# Multiply

The Adult College is excited to be working in partnership with the DFE and GLA to deliver the nationwide Multiply project. This project provides central government funding to help adults to improve their numeracy and maths skills.

Good numeracy skills may unlock job opportunities and lead to higher wages or prepare you for further education. They also help in everyday life, such as helping your children with their homework or for budgeting money.

If you are aged 19 and over and don't have a maths GCSE at grade C (or equivalent), you can access our programme of courses to help build your confidence with numbers.

Our courses are suitable for beginners with some programmes tailored specifically for learners with ESOL needs. You can take one or more courses to help improve your maths skills to:

- Take your first steps towards numeracy/maths qualifications and skills.
- Manage your money and develop budgeting skills.
- Help your children and develop your own maths skills and confidence.
- Support your vocational studies in Teaching Assistants, Childcare, and Health and Social Care.
- Apply for work or upskill to access a certain job/career.
- All our Multiply courses are free to residents of London.

Multiply	Course Starts In		
	Term 1	Term 2	Term 3
Money Management	•	•	
Family Learning Math For Parents Taster	•	•	•
Family Learning Math For Parents	•	•	•
First Steps Into Reading And Writing Numbers	•		
Money Wise	•	•	
First Steps Into Working With Date And Time	•	•	

# Multiply

SUPPORTED BY

# MAYOR OF LONDON



# Supported Learning

Our supported learning programme offers opportunities to learners with learning difficulties and disabilities to improve their life skills, digital skills, health and wellbeing, gain independence, and improve their employment opportunities.

Our programme offers a broad range of subjects, including:

- English
- Maths
- Digital skills
- Movement and Yoga
- Communication
- Personal development
- Independent living skills
- Becoming a volunteer

All courses provide focused support to enable learners to improve confidence, enhance wellbeing, develop employability skills and gain meaningful qualifications.

## Supporting SEND residents into employment

We also offer employability workshops, application guidance, and support to find work placements and volunteering opportunities.

Information, advice and guidance is also available covering topics such as Access to Work and information about local Disability Confident employers.

**Call us on the number below for more information**

## Employment and Vocational Support, Learning Disabilities

This service is for clients with a learning disability, who are supported by LBBB's disability team. Referrals can be made via the clients Social Worker.

The support provided to clients is individualised and person centred, and helps the client to identify employment & vocational goals and work towards achieving them. These may include CV writing, completing applications and preparing for interviews.

Clients are assisted to:

- gain volunteering opportunities, work experience, supported internships and paid work
- access relevant courses, activities and programmes within the borough
- learn new skills and build confidence.

“My confidence has grown and I can now trust myself to do things alone. Now I am thinking one day I may have my own job”



# Celebration of Achievement





# One Borough Festival





# Teaching Assistant

**Would you enjoy working with children? Have you got the patience to handle challenging situations?**

Our popular Supporting Teaching and Learning courses explore the Teaching Assistant role of working in a school setting. Teaching Assistants support teachers and help children with their educational and social development. Typical responsibilities may include listening to children read, helping those in need of additional support, preparing the classroom and supporting the teacher to plan activities.

You will gain the knowledge and skills you need to help children get the most from every lesson. It could be the start of a new career!

**Our programme offer includes:**

- Introduction to Teaching Assistant
- Preparing to Work in Schools Level 1
- Award in Supporting in Schools Level 2
- Supporting Teaching and Learning Level 2
- Supporting Teaching and Learning Level 3 Diploma

**Please note that learners are required to have a work placement (either paid or voluntary) to enrol onto the Certificate level 2, and Diploma level 3 courses.**

We also run a number of enrichment workshops and courses to support and develop your learning within this area. [Click here](#) for more information.

Courses will be taught through a mixture of online and face to face delivery.

For more information on our **Teaching Assistant** courses [Click here](#)



Doing this course has improved my confidence no end. I now feel comfortable standing in front of a class, presenting a subject.

**Term 1**

18 September 2023 - 15 December 2023

**Term 2**

8 January 2024 - 28 March 2024

**Term 3**

15 April 2024 - 15 July 2024

All learners are required to complete an Introduction course which will determine your level and progression pathway

Teaching Assistant		Course Starts In		
Course	Level	Term 1	Term 2	Term 3
Teaching Assistant Introduction	Intro	•	•	•
Preparing To Work In Schools	Level 1	•		•
Award In Supporting In Schools	Level 2	•	•	•
Award In Supporting In Schools And Colleges	Level 2		•	•
Supported Teaching and Learning Certificate Progression	Level 2	•	•	
Supported Teaching and Learning Award In Support In Schools	Level 2			•
Supported Teaching and Learning Level 2 Certificate	Level 2		•	•
Supported Teaching and Learning Level 3 Diploma	Level 3	•	•	•
Teaching Assistant Apprenticeship	Level 3	•	•	•

# A Career in Supporting Teaching and Learning



## Entry to Level 1

### Entry Requirements

Successful completion of an Introductory course

### Typical Job roles

Apprenticeship Pathway  
Lunchtime Supervisor  
Traineeship



## Level 2

### Entry Requirements

Successful completion of an Introductory course or progression from Level 1.

Functional Skills Level 1 English and Maths.

### Typical Job roles

Apprenticeship Pathway  
Teaching Assistant  
Youth Worker



## Level 3

### Entry Requirements

Successful completion of an Introductory course or progression from Level 2.

Functional Skills Level 2 English and Maths.

### Typical Job roles

Apprenticeship Pathway  
SENCO Teaching Assistant



# Wellbeing

Our range of wellbeing courses will help inspire, support and motivate you to make positive changes in your life.

Enrolling on one of our fun and engaging short courses is a great place to begin your journey into wellbeing, to try a new direction or expand your knowledge.

Our programme includes courses to help you:

- Improve your mental and emotional wellbeing
- Manage your stress
- Improve your physical wellbeing
- Connect with nature
- Get started with a new interest or hobby

Whether this is your first step towards wellbeing or part of a continuing journey, our range of courses can help you to explore options and find your way.

For more information on our **Wellbeing** courses [Click here](#)



“Great teaching, good visuals, clear explanation, fab resources, excellent encouragement. I feel so much calmer!”

## Term 1

18 September 2023 - 15 December 2023

## Term 2

8 January 2024 - 28 March 2024

## Term 3

15 April 2024 - 15 July 2024



Wellbeing	Course Starts In		
	Term 1	Term 2	Term 3
Acrylic Paint Pouring			•
Aromatherapy For Mental Wellbeing			•
Aromatherapy For Stress And Anxiety			•
Aromatherapy For Winter Wellbeing	•		
Becoming A Dementia Friend			•
Bracelet Making For Fun And Relaxation	•		
Building Confidence	•		
Conversations On Wellbeing	•		
Cooking On A Budget	•		
Create A Kitchen Herb Pot		•	
Creative Household Upcycling			•



Wellbeing	Course Starts In		
	Term 1	Term 2	Term 3
Getting Started With Meditation		•	
Grow Your Own Food - Spring		•	•
Grow Your Own Food - Summer			•
Growing In Pots And Tubs			•
Hand Reflexology For Relaxation			•
Improving Your Mental Wellbeing			•
International Budget Meals - Caribbean		•	
International Budget Meals - Indian		•	
International Budget Meals - Mediterranean		•	
International Budget Meals - North Africa		•	
Introduction To Aromatherapy & Blending	•		



Wellbeing	Course Starts In		
Course	Term 1	Term 2	Term 3
Introduction To Indian Head Massage			•
Introduction To Mindfulness			•
Learn To Read A Sewing Pattern		•	
Living With Anxiety		•	
Living With Autism			•
Living With Dementia		•	
Living With Diabetes			•
Make Your Own Aromatherapy Diffusers	•		
Make Your Own Aromatherapy Products		•	
Making Food Last Longer	•		
Making Meals From What You Have	•		•



Wellbeing	Course Starts In		
Course	Term 1	Term 2	Term 3
Making Slow Cooker Meals	•		
Meal Planning To Save Money		•	
Meet The Sewing Machine		•	
Mental Health Awareness			•
Sewing - Letting Down, Letting Out		•	
Sewing - Taking Up, Taking In	•		
Sewing - Upcycling Clothes For More Use			•
Spotting Domestic Abuse	•		
Staying Calm At Assessment Time		•	
Stone Painting For Grown-Ups		•	
Upcycling Crafts To Do With Your Children	•		





Wellbeing		Course Starts In		
Course	Term 1	Term 2	Term 3	
Yoga - Getting Started	•			
Yoga - Taster	•			
Yoga Moving On - Taster			•	
Yoga Next Steps		•		
Yoga Next Steps - Taster		•		
Zentangle Art			•	

### Term 1

18 September 2023 - 15 December 2023

### Term 2

8 January 2024 - 28 March 2024

### Term 3

15 April 2024 - 15 July 2024





# A Good Food Plan for the Borough

The City of London's historic wholesale food markets are relocating to Barking and Dagenham from 2027 – bringing new jobs and investment to the borough, including a new food hall in Barking town centre and food school to support routes into good jobs in food.

To ensure our residents benefit from this major development now, the Council is creating a Good Food Partnership and Action Plan that will help all our residents access the food they want and need for happy, healthy lives.

The Plan includes support for local food businesses and opportunities for residents to grow, cook and share food together in community settings across the borough.

Food is a great connector: as well as helping people access skills and support to be more food secure, participants are spending time together, sharing their food stories and creating recipes together. Everyone has something to contribute!

To find out more about what's happening now and how you can get involved:

email [GoodFood@lbbd.gov.uk](mailto:GoodFood@lbbd.gov.uk)

visit <https://www.lbbd.gov.uk/food-partnership-and-action-plan/>

sign up to our [mailing list](#).



# Film Barking and Dagenham

## From Ford to Film...we've come a long way!

Created in conjunction with studio owners and operators MBS Hackman, 'Make It Here' is a newly launched programme of engagement for the people of Barking & Dagenham. Our aim is to work collaboratively with the new film studios and visiting film productions to secure, wherever possible, opportunities for learners, job seekers and local businesses.

It's an exciting time for the film and television industry. Studios and productions are working flat out to service viewers' demands. But such growth produces its own set of challenges, skills gaps and supply shortages, so we are here, mobilised to educate, retrain, upskill and promote, and to have a ready workforce within the next few years.

As the studio is developed and launched, we will be collaborating with local employers and education and training providers, as well as sector development specialists across the UK to ensure that we:

- Connect with talent across the borough
- Create accessible and structured pathways into screen industry careers
- Maximise opportunities for career progression and sustainability
- Include access points for those who are returning to work or looking to retrain or diversify
- Create an environment of collaboration and co-design with the local community

To find out more about what's happening and how you can get involved with the Film sector:

email [film@lbbd.gov.uk](mailto:film@lbbd.gov.uk)

visit <https://filmbarkinganddagenham.com/>

sign up for our [newsletter](#).





## Can the Job Shop help me?

The Job Shop is a free, confidential information, advice and guidance service designed to assist you in securing employment, improving your skillset or potentially widening your career options. You may be looking for work after raising a family, caring for a family member, having been made redundant, trying to find your first job, or being long / short term unemployed and in need of support and guidance.

## The Job Shop provides the following services:

- information, advice and guidance on a 1:1 basis and via virtual sessions
- better off calculations and in-work benefit advice
- support in removing barriers to employment e.g. childcare responsibilities
- education and training assessments and referrals to relevant provision
- access to specific IT application training – Microsoft Teams
- setting short and long-term employment focussed goals
- CV and covering letter preparation
- application form filling and Personal Statement guidance
- interview techniques / mock interviews
- use of computers with Internet access for job searching - appointment based only
- telephone, photocopying and scanning facilities - appointment based only

- dedicated apprenticeship and construction teams
- dedicated support for council tenants
- dedicated employer engagement team, working with local employers to provide residents with local opportunities in-work support package

## To be able to register with the Job Shop you must:

- live within Barking and Dagenham
- have the right to work
- be aged 16 years and over

For more information on our Employability courses [Click here](#)



“I feel like I am more motivated and more confident thanks to the Job Shop Service. Thank you for helping me find the confidence to search for new roles that I would never have thought of.”

# The Job Shop



Open Monday to Friday 9am to 5pm

## Job Shop contacts:

Visit us at one of our job shops - here we can help you find a suitable job, prepare your CV, fill out applications and prepare you for interviews. You can register below using our [online form](#)

## Contact us by phone or email

### Barking Job Shop

Ground floor  
Barking Learning Centre  
2 Town Square  
Barking  
IG11 7NB  
[barkingjobshop@lbbd.gov.uk](mailto:barkingjobshop@lbbd.gov.uk)

### Dagenham Job Shop

Ground floor  
Dagenham Library  
1 Church Elm Lane  
Dagenham  
RM10 9QS



020 8724 8870



020 8724 8877



## Job Shop Construction Team

[Construction@lbbd.gov.uk](mailto:Construction@lbbd.gov.uk)



020 8227 2809



[barkingjobshop@lbbd.gov.uk](mailto:barkingjobshop@lbbd.gov.uk) or [dagenhamjohop@lbbd.gov.uk](mailto:dagenhamjohop@lbbd.gov.uk)

# Apprenticeships

We offer a range of apprenticeships programmes to suit all needs and levels. Our programmes are designed to work with businesses and individuals to equip you with the skills needed to progress into a chosen career and help develop your talent in and out of the workplace.

## What are apprenticeships

An apprenticeship is a real job with hands-on experience, designed to increase your skills and knowledge. As an apprentice you will receive a salary, giving you the chance to earn whilst you learn.

We offer various apprenticeship routes and guidance on the skills you need for your subject or chosen career.

## Entry requirements

To start an apprenticeship you have to be aged 16 or above and no longer be in full-time education. There is no upper age limit.

If you do not have English and Mathematics at Level 2 or GCSE grade 4 or above you will need to complete Functional Skills alongside your apprenticeship.

You can apply for an apprenticeship with the council if you are a Barking and Dagenham resident or employee.

## The benefits of an apprenticeship

- A real paid job (you get paid and train at the same time)
- 20% of your time spent completing off the job training.
- You train to be fully competent in your chosen occupation and receive a certificate of training that shows your knowledge, skills, and behaviour.
- You are on a career path with lots of potential.

## Apprenticeship offer

There are different apprenticeships to choose from whether you are at the start of your career, want to change career direction, or if you are returning to work after a break.

Apprenticeships ensure you are 'job ready'.

## Levels

### INTERMEDIATE APPRENTICESHIP

- Level 2
- 12 - 18 months
- Equivalent to 5 GCSEs 4 - 9

### ADVANCED APPRENTICESHIP

- Level 3
- 18 - 48 months+
- Equivalent to 2 A Levels

### HIGHER & DEGREE APPRENTICESHIP

- Level 4, 5, 6 & 7
- 18 - 24 months+
- Equivalent to Foundation Degree level+



# Apprenticeships

## How can we support you?

We have a dedicated Apprenticeship Team who are available to offer help and support to explore pathways into apprenticeships. If you are unsure what apprenticeship to apply for, or if an apprenticeship is the right choice for you, please contact us.

Our Job Shop team can help with completing application forms and preparing for interview.

## What is in it for you

Apprenticeships give you fantastic experience in the working world and shows employers that you have the skills needed for the workplace. The hands-on training will give you a real chance to put your skills into practice and helps you to gain more confidence in a working environment, plus you earn while you learn.

## How can you apply

- Decide on the type of apprenticeship you would like to apply for and contact us for advice.
- When you have made your decision on an appropriate apprenticeship, you will need to complete an application, and if it meets the requirements, it will be sent to the employer. We will help you with the application process.
- If shortlisted by the employer, you will be interviewed.
- If successful, you will be invited to join the company and start our apprenticeship.
- If you are employed by the council and are interested in completing an apprenticeship, please speak with your line manager.



“I am so happy with how my apprenticeship is going! I love my team and my tutor is so supportive. Learning on the job has been great for me as I am very hands on”

## Become an Apprentice

Begin your apprenticeship journey with us - it's easy.

For more information contact us [apprenticeships@lbbd.gov.uk](mailto:apprenticeships@lbbd.gov.uk)



# Apprenticeships

Course	Type of Learning	Duration	Intake Type
Customer Service Practitioner Apprenticeship	*Hybrid Learning	12-15 months	Fixed Start
Business Administrator Apprenticeship Programme	*Hybrid Learning	12-18 months	** Roll-On/ Roll-Off
Facilities Services Operative Apprenticeship Programme	Face to Face	12-15 months	Fixed Start
Facilities Management Supervisor Apprenticeship Programme	Face to Face	18-24 months	**Roll-On/ Roll-Off
Improvement Technician Apprenticeship Programme	*Hybrid Learning	12-18 months	Fixed Start
Team Leader or Supervisor Apprenticeship Programme	*Hybrid Learning	18-24 months	Fixed Start
Teaching Assistant Apprenticeship Programme	Face to Face	18-24 months	Fixed Start
Waste Resources operative Apprenticeship Programme	Face to Face	12-15 months	Fixed Start

*\*Combination of online and face to face Delivery*

*\*\*Intake at various points during the programme*



# Riverside



Barking Riverside is a collaborative project between major stakeholders including London & Quadrant (L&Q), the Mayor of London, Homes England, Barking and Dagenham Council, Transport for London, and local resident committees. L&Q and Bellway Homes are involved in the construction of residential and commercial builds on site.

The 440 acre brownfield site next to the river Thames has planning permission for 10,800 homes, a new overground station to Gospel Oak, Riverboat service, 7 schools, sports, leisure and health and social care facilities, plus a vibrant hospitality district along the river walk way. The development is due to complete in 2034 offering a modern community focused location to live, work, learn and play.

The new Barking Riverside Innovation in Construction (BRIC) training centre in partnership with the Adult College of Barking & Dagenham



Barking Riverside Entrance Site A) Choats Road, Barking.



Temporary BRIC training centre (Ground Floor)

and LBBB Job shops is now open, and offers a range of construction, employability and entry level programmes to support the community to develop skills, and access employment and career progression opportunities.





# Construction

The construction industry is one of the largest sectors in the UK economy contributing almost £90 billion (6.7%) and 2.93 million jobs. The industry has dramatically changed over the last few years as it takes full advantage of the developments in technology to improve building design, structure, quality of materials and methods of construction.

Barking and Dagenham continues to be at the forefront of regeneration, with the landscape continually changing as the Borough creates award winning housing, leisure and infrastructure.

For more information on how to access this training and to find out more about what jobs are available in construction for you, please contact us on 0778 3634 592 or [Construction@lbbd.gov.uk](mailto:Construction@lbbd.gov.uk)



**We are offering a range of free construction skills training packages for residents to develop their career in this sector and upskill those who are returning to work in construction.**

**There are unique opportunities to start your career in Barking & Dagenham and across East London.**

“The environment is calming, resourceful, and I was given the opportunity to express my plans, given assistance and shown different pathways regarding construction. “

# Construction



## A Career in Construction



### Entry to Level 1

#### Entry Requirements

Successful completion of an Introductory course

#### Typical Job roles

General Operative

Labourer

Traineeship



### Level 2

#### Entry Requirements

Successful completion of an introductory course or progression from Level 1.

Functional Skills Level 1  
English and Maths.

#### Typical Job roles

Apprenticeship Pathway

Self Employed

Trade/Vocational  
Specialist



### Level 3

### Advanced Apprenticeship

#### Entry Requirements

Successful completion of an Introductory course or progression from Level 2.

Functional Skills Level 2  
English and Maths.

#### Typical Job roles

Apprenticeship Pathway

Trade/Vocational  
Specialist





## Our Sites



**The Adult College - Barking**



127 Ripple Road, Barking

IG11 7PB

287, 368, 5, 62, EL1, EL2 and EL3

Barking station

No onsite parking



**The Adult College - Dagenham**



241 - 247 Parsloes Avenue,

Dagenham, RM9 5DF

145, 364, 5, 62, EL2

Dagenham Heathway

No onsite parking





**The Job Shop  
Barking Learning Centre**



**The Job Shop  
Dagenham Library**



**The BRIC - Riverside**



2 Town Square, Barking  
Learning Centre, Barking  
IG11 7NB



169, 287, 366, 368, EL1,  
EL2, EL3, 5.



Barking Station



No onsite parking



1 Church Elm Lane  
Dagenham,  
RM10 9QS



364, 145



Dagenham Heathway  
(15 minute walk)



No onsite parking



Infrastructure Way, off  
Choats Road, Barking,  
IG11 0YN



EL1, EL2 and EL3



Barking Riverside



No onsite parking

# Venue Hire

## ***Our venues can be hired for:***

- Interviews
- Training
- Corporate Events
- Worship Meetings
- Meetings
- Conferences
- Community Events
- Private Functions (alcohol is prohibited)

## **We offer:**

- Competitive prices
- Convenient locations
- Modern spaces
- Single or multiple bookings
- Day, evening & weekend hire
- Disability access to all areas
- Wi-Fi & display technology
- Excellent transport links

We have space available for hire at our  
Barking, Dagenham and Riverside sites.

For more information on how to get to the sites please  
[click here.](#)

For enquires and bookings

Please email:

[adultcollegebookings@lbbd.gov.uk](mailto:adultcollegebookings@lbbd.gov.uk)

Our meeting rooms provide excellent space for training,  
awaydays and faith services. Room set up is flexible.

Please note: our sites do not have a kitchen or catering  
facilities and we are unable to accommodate parties



Room Capacity		Public Sector Rates	Charity & Voluntary Sector Rates
Barking - 127 Ripple Road, Barking, Essex IG11 7PB			
Room with Computers		From £55.00 (Hourly)	From £40.00 (Hourly)
Capacity: up to 18 people		From £209.00 (Half Day) £396.00 (Full Day)	From £120.00 (Half Day) £240.00 (Full Day)
Meeting Room		From £40.00 (Hourly)	From £20.00 (Hourly)
Capacity: up to 15 people		From £152.00 (Half Day) £288.99 (Full Day)	From £60.00 (Half Day) £120 (Full Day)
Lounge/Multi Purpose space		Prices available on request	Prices available upon request
Capacity: up to 90 people			
Dagenham 241-247 Parsloes Avenue, Dagenham, Essex, RM9 5DF			
Room with Computers		£50.00 (Hourly)	£35.00 (Hourly)
Capacity: up to 18 people		£150.00 (Half Day) £300 (Full Day)	£80.00 (Half Day) £250 (Full Day)
Meeting Room		£53.40 (Hourly)	£36.40 (Hourly)
Capacity: up to 60 people		£160.00 (Half Day) £320 (Full Day)	£100.00 (Half Day) £300 (Full Day)
Barking Riverside, Infrastructure Way, Off Choats Rd, Barking , IG11 0YN			
Meeting Room 1		£30.00 (Hourly)	
Capacity: up to 30 people		£90.00 (Half Day) £180 (Full Day)	
Meeting Room 2		£30.00 (Hourly)	
Capacity: up to 25 people		£90.00 (Half Day) £180 (Full Day)	



## Contact the College



0208 270 4722



[adultcollegeenquiries@lbbd.gov.uk](mailto:adultcollegeenquiries@lbbd.gov.uk)



[adultcollege.lbbd.gov.uk](http://adultcollege.lbbd.gov.uk)



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Dagenham, RM9 5DF