

Medway

Adult Education

discover | learn | achieve



Directory **2023/24**





Welcome to our 2023 directory

Welcome to our 2023 directory. Our mission is to provide all adults across Medway the opportunity to discover the joy of lifelong discovery. Providing workshops and courses that enable anyone to learn something new, discover a new skill, and achieve their individual aspirations and goals.

We have continued to innovate and create new ways to help more people enjoy the benefits of participating in an adult education course, providing online learning, flexible study options and a wealth of new topics and areas of interest. The courses provide a wonderful opportunity to meet with other people, explore ideas and enjoy the shared experience. Discovering something new, developing a skill or simply meeting new people and socialising are perfect for keeping the mind alert, relaxing and for creating new opportunities for personal development, improving career prospects, making new friends, and making the most of your precious leisure time.

We were recently awarded £1.99million from the South East Local Enterprise Partnership's (SELEP) £85million share of the government's Getting Building Fund. The funding enabled us to open our new Medway Learning & Skills Hub on the top floor of Britton Farm Mall, a former shopping centre in Gillingham. The hub is focused on supporting adults to retrain, upskill and access employment opportunities.

In addition to the centre-based courses, we have a range of online courses that have flexible start dates and times, along with courses that are a mix of online and in-centre. We are also able to provide a wide range of vocational, qualification, and skills courses that are free of charge for some residents. New workshops and courses are added to our programme throughout the year so do keep an eye on our website and social media pages for updates. We look forward to helping you to discover, learn and achieve something that will give you wings.

Cllr Coombs, Portfolio Holder for Education

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How to enrol

Online MedwayAdultEducation.co.uk



**Enrol
now**

**Byphone
01634 338400**



In person

Come to our Rochester Centre,
Eastgate, Rochester ME1 1EW

How to pay

We welcome cards or cheques
Easy pay plan - Spread out
the cost of your course, see
page 42 for details

Be creative

Art qualification

New for this year is an exciting addition to our creative arts programme. Learners will once again be able to study for an accredited art course using our iconic studios for the very purpose they were designed and built for over a hundred years ago.

Many celebrated students have a strong artistic connection to the Rochester centre building. Two globally successful artists, Zandra Rhodes and Tracey Emin, have links to the centre and contribute to its artistic legacy.

We are looking forward to moving into a new chapter and welcoming a new intake of aspiring artists from September.

The BTEC Level 2 in Art and Design skills qualification gives learners the opportunity to develop their technical art and design skills through a process of studio practice, self-evaluation, and quality review.

In addition to the sector-specific content available in this qualification, the requirements mean that learners develop the transferable skills needed to progress to further education and ultimately higher education and employment. It is also an option for adult learners wanting to formalise their leisure study.

This qualification will support learners to become more confident with their art practice and is an ideal course to develop and work on a range of projects to build a portfolio and learn new creative art skills.



Scott

About Your Tutor

Scott is a local artist with a passion for art and history. He works with various mediums including acrylics, pencils and charcoal as well as obscure mediums such as coffee and dirt. With a BA Hons in Art & Design, he was employed by Bexley Borough Council for ten years as a fine art tutor.



Learning how to paint offers a wide range of benefits, both for personal growth and overall well-being. Here are some of the key advantages:



Creative Expression: Painting allows individuals to express themselves in a unique and meaningful way. It serves as an outlet for emotions, thoughts, and ideas that may be challenging to communicate verbally.

Stress Relief: Engaging in the creative process of painting can be therapeutic, reducing stress, anxiety, and promoting relaxation. The act of focusing on the artwork can create a meditative state, helping individuals to unwind and escape from everyday pressures.

Improved Focus and Concentration: Painting requires focus and attention to detail, which can enhance concentration skills. As artists immerse themselves in their work, they develop the ability to stay present and fully engaged in the task at hand.

Boosts Self-Confidence: As individuals progress in their painting journey, they witness their skills improving, leading to a sense of accomplishment.

Mindfulness: The creative process encourages a mindful state, enabling artists to be fully present in the moment. Additionally, painting encourages artists to be more observant and look more closely at the world cultivating a positive mindset that seeks out beauty in everything and fostering a deeper appreciation of the world around.

Memory Improvement: Learning new painting techniques and mastering various styles can improve memory and cognitive function as the brain continuously adapts to new information.

Learning to paint is not just about creating beautiful artwork; it is a journey of self-discovery, personal growth, and well-being. The benefits extend far beyond the canvas, positively influencing various aspects of an individual's life.



Drawing and painting

We offer a wide range of drawing and painting courses to suit all abilities and interests. Our professional tutors will encourage your skills and work with you to provide a programme of exploration to inspire and develop both your technical ability and individual style.

As well as longer, general art courses we offer specialist workshops and short courses. There will be opportunities to exhibit and participate in enrichment activities throughout the year. Tutors love to inspire and encourage everyone, nurturing confidence to enable participants to visually express ideas and realise their personal creativity.

Our **Mixed Media** courses are designed for beginners to painting and drawing or people who have some experience. Tutors will help you to further develop your work in your chosen media or/and explore other techniques. These practical sessions will include demonstrations by the tutor and provide plenty of support, encouragement and coaching for your project.

Drawing and Painting courses range from beginner to advanced including mixed ability which is a great way to share ideas and to learn from each other. These courses will encourage creativity in the use of drawing and painting materials whilst working from still life, flowers, seascapes, landscapes and organic forms. Integral to this, you will gain a solid introduction and grounding in the elements of drawing: line, tone, colour, pattern, perspective and composition.

Have a passion for watercolours? Why not try our **Drawing and Painting Watercolour** courses? Our courses provide an extensive approach to watercolour medium, which includes in-depth exploration of aspects such as use of colour, tone, composition and principal techniques. Our new **Life Drawing** course is an excellent foundation to learn or develop the fundamentals of drawing and painting skills. You will be able to measure and observe the figure correctly, to achieve accurate proportions and angles.

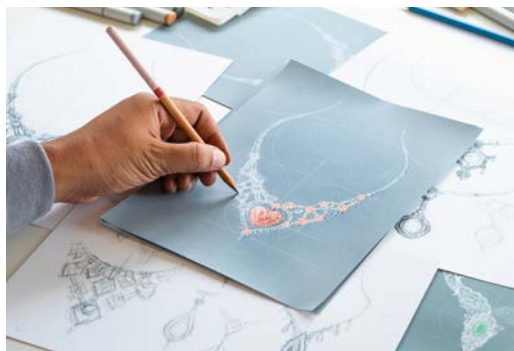


Jewellery making

Our Jewellery courses are designed for anyone who would like to learn the first basic skills of jewellery making and for those who would like to continue building on existing skills to develop more techniques.

Beginners will be working at first on a set project and guided through it step by step.

Learners will have the opportunity to personalise their first piece and create unique and beautiful pieces of jewellery for themselves or for family and friends.





Fashion, textiles and needlecraft

Step into the world of fashion and textiles with Medway Adult Education's exciting and diverse range of courses. Whether you're a complete beginner or a seasoned enthusiast, our courses cater to all levels and provide the perfect platform to explore your passion for fashion, textiles, and needlecraft.

Our courses are taught by skilled instructors who have a wealth of experience in the fashion and textiles industry. They will impart valuable knowledge, teach you essential techniques, and inspire you to create stunning and unique projects.

We offer a wide array of courses to suit your interests and ambitions. Each course is thoughtfully designed to help you build a strong foundation and progress at your own pace.



Calligraphy

Discover the pleasure and varied practical applications of calligraphy, the art of how to write beautifully. You will learn the fundamental approaches, letterforms, creative layout and design. Calligraphy can be used to transform and enhance artwork, beautifully illustrate writing, create unique invitations or as a stand-alone art form.

Stained glass

Discover the beauty of Stained Glass- learn this captivating art with our expert-led courses. Whether you're a complete beginner or have some experience, our classes cater to all skill levels. Experience the joy of working with colourful glass pieces and creating intricate designs - you will be guided through the process to equip you with the methods and techniques to bring your visions to life. Join us for an enriching and rewarding journey into the world of stained glass artistry! Enrol now and let your creativity shine through vibrant glass creations.



Pottery, sculpture and ceramics

Discover the Art of Pottery with Medway Adult Education

Unleash your creativity and immerse yourself in the wonderful world of pottery with our exciting pottery courses. Whether you're a complete beginner or an experienced enthusiast, our courses cater to all levels and provide a nurturing environment for you to explore your artistic potential.

Why Choose Medway Adult Education?

Expert Instructors: Our pottery courses are led by experienced and passionate instructors who are dedicated to helping you develop your pottery skills. They will guide you through various techniques, offer personalised feedback, and inspire you to create unique, meaningful projects.

State-of-the-Art Facilities: Our pottery studio is equipped with modern tools and top-notch equipment, ensuring you have everything you need to bring your artistic visions to life. The studio at Rochester provides an ideal setting for unleashing your creativity and finding tranquility in the art of pottery.

Diverse Course Offerings: Whether you're interested in hand-building, wheel-throwing, sculpting, or glazing, we have a wide range of pottery courses to suit your preferences and schedule. Choose from short introductory courses for beginners or more advanced classes for those looking to refine their skills.

Community and Networking: Our pottery courses are not just about learning a new skill; they are an opportunity to join a vibrant community of like-minded individuals. Share ideas, exchange techniques, and make new friends who share your passion for pottery.

Therapeutic Benefits: Pottery is not just an art form; it is also a therapeutic activity that can reduce stress and improve overall well-being. Working with clay and creating beautiful pieces can be a form of meditation, allowing you to unwind and escape.



Pottery

Develop your creative skills with this short pottery course. Your tutor will guide you through a project which has been designed to stretch and challenge but will also allow complete beginners to embrace this exciting craft.

Sculpture for beginners

This three-hour introductory workshop is designed for anyone who would like to try their hand at making a piece of decorative sculpture using clay and basic techniques.

Ceramics mixed ability

The course aims to develop confidence and creativity through working on a broad variety of ceramics skills and techniques, incorporating both fine art approaches and the making and decoration of pots.

Ceramics and sculpture mixed ability

This course aims to improve and nurture your skills and creativity to enable you to develop your own personal projects whilst working with several different clays and types of surface decoration and colour.

Intensive throwing workshop

For anyone who wants to take this art form further. This workshop aims to help you expand your knowledge and understanding and progress your skill in throwing. This will help you to develop your own personal projects to the next level whilst working with different clays and types of finishes.



About Your Tutors

Each of our tutors has extensive experience and a real passion for their craft having developed particular areas of interest and specialism, they provide learners with inspiration and enthusiasm to explore individual style and channel artistic expression.

Sue is a fine art graduate with a specialism in sculpture, with a wealth of experience as a production thrower and demonstrator, and after a lengthy career in teaching in schools she has returned to ceramics.

Rachele has a fine art and teaching background with an expertise in sculpture. She finds her inspiration from nature and the Kent countryside. Rachele has been with MAE since 2017 and is a much-valued member of the team.

Clover's works are mainly inspired by the interaction of nature and human to promote energy and harmony. Most of Clover's works are functional items using a combination of throwing and hand building techniques.

Tracey has a background in primary teaching and discovered her love of clay whilst studying. Tracey's work focuses on slip-cast in porcelain and bone china or is thrown on the potter's wheel. She likes to take inspiration from nature and patterns.



Sue



Rachele



Clover



Tracey



Gardening

MAE are working in partnership with many local schools, churches and public services to offer beginners gardening and 'grow your own' courses. We have our allotment at Fort Amherst which provides an opportunity to find out more about how to keep an allotment.

If you've been on a list waiting for your own plot, why not come along and join in on ours for now?

We also run Gardening Clubs at St. Augustine's Church, Gillingham with more being offered all the time. We also run after-school Gardening Clubs at several primary schools. If you are a school and would like to find out more please make contact with us.

MAE are working to achieve the aims detailed in the Medway Climate Change Action Plan, and will be adding courses and content over 2023/24 on Education for Sustainability.

About Your Tutor

Imola is a dedicated horticulturalist, fostering connections with nature and promoting regenerative processes. This inspiration, along with food production, ecosystem restoration and a need to address the climate change crisis form her permaculture design principles and garden-based work. Soil building and restoration, forest gardening, community gardening, companion planting and composting form a large part of her work. Imola is a member of the Permacult London Design Guild and has Designer for Sustainability qualification.



Floristry

Be inspired! Learn how to create stunning floral designs with skill and confidence with our range of floristry courses. Whether you want to learn to create a simple buttonhole, a seasonal hand-tied bouquet or a designer arrangement to impress we have the course for you.

Our classes are friendly and relaxed and will give you the confidence to embrace this wonderful craft.

About Your Tutor

Deborah qualified as a florist in 1997, working as a freelance florist from home as well as being a Floral Designer for a London based shop.

She has taught LOCN & NCFE Floristry, as well as various flower arranging, themed classes, seasonal courses and specialist technique classes.

Introduction to wood carving

Join us in our woodwork workshop to design and create wonderful wood carvings. This course has been designed to welcome new learners into the art of wood carving but may also interest anyone who may wish to revisit their skills.

You will receive tuition from a skilled professional in tool selection and their correct use. Practical skills will cover chip carving, low relief carving and eventually carving in three dimensions. You will be guided in design planning and transferring plans to wood and will create and complete at least one project from start to finish.

Look out for our other wood working courses new for this year. All projects are completed promoting sustainable methods and resources wherever possible.



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Climate Change



Medway Council declared a Climate Emergency in 2019 and has a target for Medway to be net zero carbon by 2050.

Medway's Climate Change Action Plan sets out how we will respond to this challenge. It includes actions that the council will take to reduce its own emissions and adapt to climate change, as well as actions we can take to support the whole of Medway. It is a working document and will evolve over time to ensure we are responding to the latest knowledge and opportunities.

Communications and engagement with our communities and partners is a central part of our climate change work. We seek to ensure that everyone who lives, works, studies or visits Medway understands the journey to net zero carbon, and is equipped with the knowledge, tools and support required to make their contribution to it, and takes ownership for helping us get there. You can find courses in this directory which support the climate agenda.

To find out more about the action plan, our progress, support available to different members of our community, and what you can be doing to respond to climate change visit: www.medway.gov.uk/climatechange. We'd love to hear from you!

MedwayAdultEducation.co.uk



Photography

Courses are designed to help anyone master their own camera settings and understand how to apply creative techniques. Our expert photography tutor will support you getting the most out of your camera, whether photography is your hobby, or you're a complete beginner who just wants to take better shots, or even if you are a professional photographer who wants to further enhance their skills.

Digital Photography classes examine the use and functions of your digital camera and additional aspects of creative picture taking. It is designed for beginners to intermediate levels of photography, to increase your confidence and make photography more enjoyable. The course goes on to explore practical aspects, covering still life, portraits using studio lighting and location photography including local visits.

Using a mixture of theory and practical exercises, our **Digital Photography and Studio Lighting** course will teach you the basics of your camera, help you understand the different modes and become familiar with terms such as Shutter Speed, ISO and Aperture. Get hands on practice of setting up and shooting different studio lighting scenarios, including "one light" set ups such as: Rembrandt, Loop, Butterfly, Broad and Split lighting.

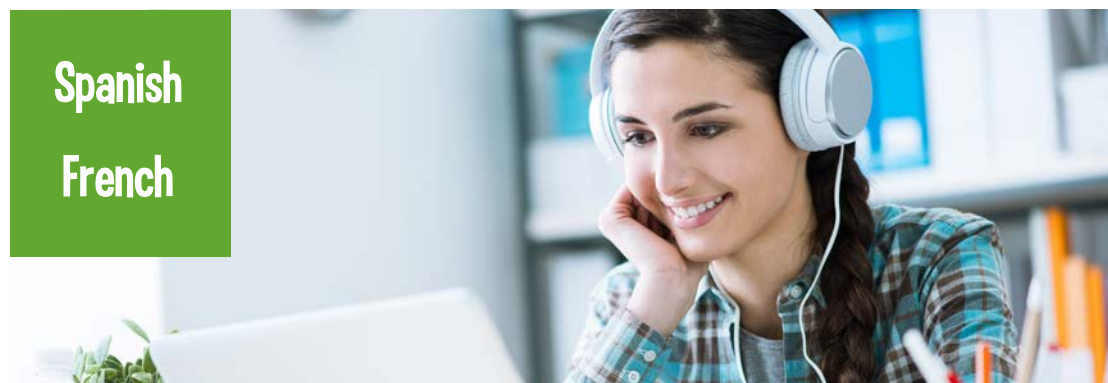
For photographers with some experience, give our **intermediate-advanced** class a try. This five-week course is aimed at people who have completed stage 1 & 2 and would like to continue experimenting with different camera and lighting techniques, including studio lighting equipment, location photography and composition.

If you have a DSLR camera and not sure what all the settings are for and how to get the best shots from it, why not give our **Creative Photography - Understanding your DSLR** a try?

This five-week course is aimed at people who have an interest in photography but not sure how to get started and start taking good pictures. Designed for those with little or no experience in photography, to increase your confidence and make your photography more enjoyable.

Languages

We offer a range of languages at different levels. Whether you wish to learn the basics for your holiday or progress to chatting with a native speaker, or expand your career opportunities, we have a programme suitable for you. All of our courses cover speaking, writing and listening skills as well as an insight into the culture and traditions of the region. We will help you find the right level course to join, but have a look at the table below as a guide for your level:



Spanish

French

Which course is right for you?

Level	This course is suitable for:
Stage 1 Module 1	Absolute beginners with no previous knowledge of the language except perhaps for a few words or phrases.
Stage 1 Module 2	Those who have not studied the language for a while and would like a recap before progressing on to level 2.
Stage 2	Those who can communicate in a limited range of everyday situations e.g. shopping, in a café, asking for directions.
Stage 3	Those who have enough understanding of grammar and vocabulary to talk about daily routines, leisure activities, future and past events, as well as personal preferences and plans.
Stage 4	Those who have a higher level of vocabulary and grammar, including past, future and perfect tense forms to extend communication and understand in a wide variety of situations.
Stage 5 (Lower tier)	Those who are confident using all forms of grammar including subjunctive and conditionals and have a wide range of vocabulary to communicate with a high level of fluency.
Stage 5 (Higher tier)	Those who can use the language to speak, read and write with a high degree of fluency and accuracy. These classes will be held in the target language only.

Learners can enrol straight onto all courses. To help you self-assess your level, please use this table and read the course information sheets, available from our centres or by visiting [medwayadulteducation.co.uk](https://www.medwayadulteducation.co.uk)

For more information or advice, please phone **01634 338400**.



Health and wellbeing

Yoga

The ancient discipline of Yoga has been used successfully for several thousand years. It is a non-competitive form of exercise for the body and mind; you will be encouraged to find and stay within your own personal limits, progressing at your own pace.

The All Abilities courses are intended for learners from all levels, experience and age levels (19+). Posture (asana) work, relaxation and breathing techniques (pranayama) are practised to keep learners supple, strong, balanced and healthy.

The new Baby Yoga and Parent Relaxation courses provide a welcoming environment. Yoga can help babies into better sleep, aid digestion, improve reflexes and their socialisation. It can also help with the parent's well-being with a focus on parent guided relaxation to provide some techniques for parents to practice at home. The class is a wonderful way for parents to enjoy bonding with their babies through gentle exercise.



Yoga all abilities

All ability Yoga classes are suitable for everybody, regardless of age, sex, or experience. Those who are particularly stiff, have mobility or health issues may prefer to try a **Gentle Yoga** class.

If you are pregnant, have heart problems or any serious medical condition or concerns, please check with your GP/nurse and discuss with your tutor, as classes are physically active.

Gentle yoga

Gentle yoga is ideal for those wishing to decrease stress and incorporate yoga, perhaps for the first time, into a holistic approach to improving over-all physical and mental wellbeing.



Tai Chi

Tai Chi is a traditional Chinese way of keeping well; the low impact full body movements are excellent for all age groups, all abilities and disabilities.

What you'll learn on our Tai Chi courses:

- Diaphragmatic breathing for improved health
- Chi Kung and Tai Chi form movement to soft music
- Relaxation and meditation to mantras
- Improve balance
- De-stress



Yogalates

This is a gentle class which combines the benefits of Yoga and Pilates in a fluid session, which is an ideal way to calm at the end of the week, and to set you up for the weekend.

Gentle exercise to music

This is a class which offers people who would benefit physically and mentally from lower intensity exercise.

Ideal for those who may find regular fitness classes too demanding, or who haven't exercised for a long time, or who are coming back from injury.

Special interests



Philip

Your tutor

Philip Kane's poetry, fiction and essays have been widely published across Europe, the Middle East and the USA. His books include *The Wildwood King*, *Unauthorised Person* and *Dramatis Personae with Mars Rising* due for publication in the autumn of 2023.

He is a lifelong Medway resident, a founding member of the London Surrealist Group, and has been teaching Creative Writing courses for Medway Adult Education for over 20 years.



Creative writing

Develop your creative writing skills and start to work on that short story or novel you have been longing to write. Your tutor will show you how to enhance your abilities and turn your ideas into written reality. There are three levels of Creative Writing, each 11 weeks, held over the academic year.

Creative Writing 1

Write the outline or plot for a short story or script.

Write a 500-word short story.

Write a short autobiographical text.

Develop a fictional character.

Write a poem in a recognised form.

Creative Writing 2

Write the detailed plot for a short story or script.

Write a 1000-word short story.

Write a script for a short play or film.

Explore the relationships between several fictional characters.

Write poems in a variety of forms.

Creative Writing 3

Be able to identify appropriate issues and subjects for community journalism.

Be able to write and edit their own news and feature articles using appropriate journalistic techniques.

Be able to conduct a journalistic interview in an ethical manner.

Have some understanding of how to create a newsletter or alternative media online or in print.

Have an understanding of relevant issues including ethics.



Film – Introduction to film making

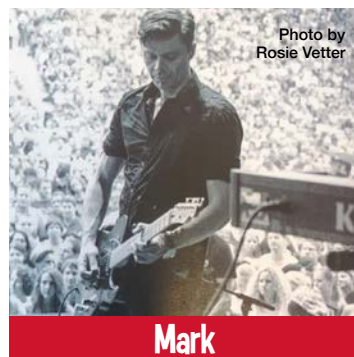
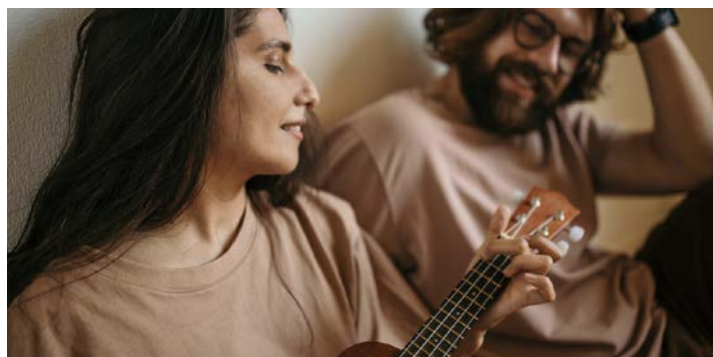
Today is the very best time to make films and videos.

Equipment to record your film, even if that is only a mobile phone camera, is the cheapest that it has ever been and at a professional quality. Ways for an audience to see your film on the internet, such as via YouTube and other free streaming services, seem to multiply daily.

Just because you can record it and show it however, does not mean that it will be any good!

With this course, we will look at how you can plan, write and film your production, then edit it, render it to its final form and upload it to the internet for an audience to see.

If you have a video camera, DSLR or a mobile phone – let's put it to good use.



Ukulele

This course is designed for complete beginners. The first 10-week course is followed by a progression course, which may be more suitable for those with some Ukulele or guitar experience. However, anyone will get lots out of this course who is new or fairly new to the ukulele.

Your tutor

Mark has worked extensively as a session musician alongside some of the biggest artists in the music business including Boy George, Sophie Ellis-Bextor, Gloria Gaynor and Shania Twain. Throughout his tutoring career, Mark has been involved in annual music shows where students perform individually or as a group, helping many to experience the chance and the reward of performing on stage.

Supported Learning

Medway Adult Education and Medway Council are proud to offer local residents with learning difficulties and disabilities our Supported Learning programme, which provides a range of creative and practical subjects.

We aim to empower our learners, with appropriate challenge and stimulation to build confidence and contribute to helping people to lead fuller lives, including more engagement in the community and helping independence.



Pottery

Courses will take place in our professional studio at the Rochester Hub. The space is fully accessible and provides a tranquil, inspiring creative space for all. You will be guided through a series of step-by step projects by your tutor. You will be able to personalise and add your own ideas to your projects.

Needlecraft

You will research and prepare individual and group projects by developing sewing skills, a good understanding of working safely with needlecraft equipment and enjoying improving communication skills through group discussions and activities.

Arts and Crafts

You will be guided through a series of step-by step projects by your tutor. You will be able to personalise and add your own ideas to your projects. You'll have lots of opportunities to explore a wide range of media, developing existing skills and encouraged to learn new skills.

Planting and Growing

Courses take place in our fully accessible classroom as well as outside using the beautiful spaces around Eastgate and the Rochester Community Hub. You will learn about planting, growing and ongoing garden care as well as other relevant topics such as weather, environment, birds and insects. We have accessible raised planters so those with limited physical ability can fully participate in practical tasks.

Cooking Skills - Healthy Eating

This new course is an excellent opportunity to improve your cooking and maths skills at the same time. It is good for those who want to develop the ability to prepare simple, healthy recipes and become more independent in the kitchen.

Cooking skills - Healthy Snacks

Develop your ability to prepare at least 10 simple healthy snack recipes. Demonstrate your ability to use simple maths for at least three recipes. Learn how to effectively use measuring tools to prepare ingredients for at least three recipes. Illustrate a good understanding of how to safely identify hazards in the kitchen and to keep the kitchen hygienic and clean.

Computing

Learn how to research subjects on the Internet by using keywords, create Word and Publisher documents as well as having field trips for a given subject/project. You will also learn how to create a front and back cover and spine for your personal project folder as well as designing the content layout.

Independent Living Skills and Preparation for Employment

Gain the freedom to potentially live independently. Learn how to be independent through discussing practical situations and by using the community to gain experience and information. Explore issues around your personal and social values, staying safe, being assertive and living a healthy lifestyle in order to understand and control the choices that you are entitled to.

Skills for Work

Examine your rights and responsibilities, identify ways to obtain paid or voluntary work, express how good personal presentation can help you get paid or voluntary work and discuss what employers expect of people in the work place.

Digital Skills

Learn how to research subjects on the internet by using keywords, create Word and Publisher documents as well as having field trips for a given project. You will also then learn how to create a front and back cover for your personal project folder as well as design the content layout.

Growing My Maths

Want to improve your maths skills whilst having fun in a friendly small group? Then this is the course for you. This maths course is designed for learners who want to gain confidence using numbers in their everyday lives.



Discovering English Through History

Our aim is to introduce learners to different periods in history. We will be exploring the different ways in which people lived during those times and concentrating on some well-known figures who were around at that time and their achievements.

This course is designed to improve learners' written and spoken communication skills and gain a better understanding of how historical events impact our current lives.

Listening and Speaking Through Drama

Good speaking and listening are central to successful communication. Find new ways to express actions and reactions through using your body and words.

This course is ideal for developing learners' self-confidence and independence in a wide range of everyday interactions.

Apprenticeships

If you are an employer looking to recruit staff to your workplace, have you considered apprenticeships? Apprentices can quickly become well-trained members of your team - they learn from you, on the job, to become highly valuable employees who should be a real asset to your organisation.

Our apprenticeship programmes, recently rated OUTSTANDING by Ofsted, are designed to ensure that all apprentices develop the knowledge and skills to become an expert in their role. Our team of trainers, assessors and quality assurers are highly qualified and experienced and have many years of occupational competency in the subjects delivered.

We work closely with the employer to ensure that the apprenticeship meets the needs of the employer and that the apprentice has the level of support they need to complete the programme. We pride ourselves on our success rates and the pastoral care and support we provide to both the apprentice and employer.

Any potential apprentice needs to apply direct to the employer for an apprenticeship. You can find an apprenticeship on the government website: www.gov.uk/apply-apprenticeship.

Apprenticeships we deliver

Business Administrator Level 3

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes small and large businesses alike, from the public, private or third sectors. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services.



Customer Service Practitioner Level 2

The role of a customer service practitioner is to deliver high quality products and services to the customers which will be delivered from the workplace, digitally, or through going out into the customer's own locality.

These may be one-off or routine contacts and include dealing with orders, payments, offering advice, guidance and support, meet-and-greet, sales, fixing problems, after care, service recovery or gaining insight through measuring customer satisfaction. You may be the first point of contact and work in any sector or organisation type.



Team Leader or Supervisor Level 3

A team leader or supervisor is a first line management role, with operational and project responsibilities or responsibility for managing a team to deliver a clearly defined outcome. They provide direction, instructions and guidance to ensure the achievement of set goals. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities will vary, but the knowledge, skills and behaviours needed will be the same whatever the role.

Key responsibilities are likely to include supporting, managing and developing team members, managing projects, planning and monitoring workloads and resources, delivering operational plans, resolving problems, and building relationships internally and externally.



“ Apprentices achieve exceptionally well, and most apprentices secure employment. ”

Ofsted



Medway Adult Education works with Medway Council and other businesses to deliver apprenticeships. We provide expert information, advice and guidance to potential apprentices and employers to ensure everything is in place prior to any apprenticeship starting. This is from initial assessments to enrolment, assigning the learner to an assessor, enrolling the learner on one of our relevant training and/or qualifications, i.e., English, maths, knowledge lessons. We manage the apprentices' progress to ensure the learner is fully equipped for the End Point Assessment (EPA) process.

Employers for more information visit:

[MedwayAdultEducation.co.uk/employers](https://www.MedwayAdultEducation.co.uk/employers)

CASE STUDY

JODIE SANDERS

Business Administration Level 3 Apprentice



Your Story:

Since starting my apprenticeship in 2016, I have completed two apprenticeships and I am now on my third. I started as an apprentice in the recruitment team within HR, I was then successful in becoming a HR assistant in the main HR support team. This allowed me to develop a skill set for Learning and Development and I was successful in becoming an officer with that team. This is where I found further opportunities and direct insight in to how the apprenticeships at Medway Council are managed. This role gave me enough exposure to complete the HR Support Level 3 apprenticeship. This is what allowed me to get the current job role I am in of the Apprenticeship Academy Consultant, and I am now the lead for all things apprenticeships across Medway Council.

Q. Why did you chose an apprenticeship?

I chose to apply for an apprenticeship at 17, as I knew I wanted to get in to work and widen my learning specific to the work environment. School didn't offer me the practical experience I needed - an apprenticeship was the answer to this.

Q. Why did you apply for this particular apprenticeship?

My initial apprenticeship was a business administration apprenticeship. I felt this could take me anywhere. During the completion of this, I found an interest in HR which left me to complete my HR Support Level 3 and more recently start my HR Consultant Level 5 apprenticeship. I chose the apprenticeship route as it enabled me to practice my skills within my job role and I can apply my learning in everything I do to improve professionally.

Q. What are the rewards of doing an apprenticeship?

The constant learning opportunities and wider experience it gives you to develop.

Q. Would you recommend apprenticeships to others?

Yes, absolutely! Aside from it being my job to advocate for apprenticeships, I feel so strongly that my career would not have developed how it has without apprenticeships.

Q. Do you have any advice for future apprentices?

An apprenticeship is a continuous learning opportunity, my advice is to take hold of all those opportunities that come your way. When you are completing an apprenticeship everything you do is a development opportunity, so take on that extra work, put all your effort into everything you do, and you will reap those rewards.

Q. What do you feel are the advantages of doing an apprenticeship over other training or education?

The practical experiences and the constant opportunities to develop. School gives you the knowledge but not the ability to take it elsewhere. An apprenticeship's sole purpose is to apply and utilise that new learning.

Q. What are your future plans?

I am completing my HR Consultant Level 5 apprenticeship. I plan to successfully complete this and develop my career with the knowledge this will give me.

CASE STUDY

PAIGE MARYOTT

Business Administration Level 3 Apprentice



Your Story:

Since starting her apprenticeship in 2021 Paige has been developing her career path working with children and young people. She has enjoyed having the opportunity to learn new skills and knowledge. Paige has also won Apprentice of the Year for Medway Council in 2022.

Q. Why did you chose an apprenticeship?

I chose an apprenticeship as I felt this would be the best option for me as I am a kinesthetic learner (learn by doing). I also feel an apprenticeship gives you the most experience which helps when applying for other jobs.

Q. Why did you apply for this particular apprenticeship?

I applied for this apprenticeship as my career passion is around helping children who are struggling or are living with mental health problems. During my apprenticeship I have had the opportunity to help run training based on children's mental health and childhood experiences and see children face to face through workshops and consultation.

Q. What are the rewards of doing an apprenticeship?

The rewards of doing an apprenticeship for me is that I have the opportunity to learn and practice a wide range of new and different skills that are transferable in many different areas of work.

Q. Would you recommend apprenticeships to others?

I would 100% recommend apprenticeships to others. I have completed my Level 2 in Childcare and I have almost completed my Level 3 in Business Administration and I have no regrets as I have gained so much knowledge, skills and experience.

Q. Do you have any advice for future apprentices?

My advice would be to never be afraid to make suggestions, your ideas are just as valuable as anyone else's. Making suggestions will help to show your colleagues your abilities and potential.

Q. What do you feel are the advantages of doing an apprenticeship over other training or education?

I feel that the advantage of doing an apprenticeship is that you get a hands-on experience of what your future career path could look like. It also gives you valuable experience in a workplace setting that is hard to get through other training or education.

Q. What are your future plans?

My future plans are to stay at Medway Council and develop my role further. I would like to find another job working to support children and young people. I would also eventually like to complete a level 6 apprenticeship where I can gain a degree level qualification.

Career courses and work skills

Would you like to change your career or perhaps open up new opportunities for personal development and progression? Perhaps you've not been working for some time and would like to return to work, but feel out of touch? The Vocational Skills Team have a range of courses on offer to help you in achieving your goals. From improving your IT skills or digital confidence to getting a qualification, there is a lot on offer. There are flexible online courses you can join throughout the year in the comfort of your own home - complete them within 3 months and obtain a nationally recognised certificate!

To ensure you're on the right course, prior to enrolling on a Vocational Skills course you will need an initial assessment with our Advice and Guidance Team, which can be booked by phoning **01634 338400**.

Introduction to Supporting Children to Learn

This course is designed to introduce you to how you can support children to learn. You may be looking to support children in your family with their homework or are interested in working within schools as a teaching assistant. Through this course you will gain essential understanding and explore the best ways to provide support and encourage children to learn.



Teaching Assistants

These courses are designed to assist in developing the skills and knowledge that are required by teaching assistants. The units within the qualifications are specifically designed to support the needs of children learning in schools. Whether you are exploring the potential of a new career and would like a short introductory course such as **Introduction to Supporting Children to Learn**, or would like to further develop your knowledge by starting our Level 2 or 3 in **Supporting Teaching and Learning in Schools**, or Level 2 Certificate in **Understanding Safeguarding and Prevent** e-learning, we have a course to support career development and progress those skills from introductory to level 3. Further guidance will be provided at a pre-course consultation.

Early Years Education

Our Introduction to **Working with Children in Early Years Settings** will provide an introduction to working with babies and young children from birth to 7 years. You can then progress onto our Level 2 **Diploma in Early Years Practitioner** qualification which provides learners with the skills and knowledge required to work with babies and children in childcare settings such as nurseries and childminding. Learners must be working in a paid or unpaid capacity with children under the age of 5 years old in a childcare setting in order to participate in the Level 2 course. You may also choose to enrol onto the Level 1 Award in **Caring for Children** course.



Adult Social Care

Social care courses provide a route into the many different job roles in a diverse sector with vast career opportunities that are both highly rewarding and much in demand.

We offer the Level 1 Award in **Preparing to Work in Adult Social Care** e-learning to provide an insight into the sector and what type of role and area of adult social care you might like to work in. You may also choose to enrol onto the Level 2 Certificate in **Customer Service in Health & Social Care Settings** e-learning. You can join our e-learning courses throughout the year and work from home at a time that is convenient to you, and obtain a nationally recognised certificate.

Community Interpreting

Our communities are vibrant and diverse. For some residents, English is not their first language and they may struggle to communicate in English. This could lead to them being isolated or having difficulty in accessing services. If you speak another language, you could use that skill to become an interpreter.

In our **Level 1 and Level 2 Community Interpreting** course, learners will develop the skills required to assist people with limited spoken English in everyday situations including housing, healthcare, public services etc. The courses are aimed at learners who have an interest in the role of a community interpreter and have high levels of English plus another language. The Level 2 course requires learners to complete a minimum of 20 hours of voluntary work.

Mental Health Awareness

The aim of these courses is to develop awareness of the issues surrounding mental health difficulties. Choose from our popular FREE e-learning courses: **NCFE Level 2 Certificate in Awareness of Mental Health Problems**, **Level 2 Certificate in Understanding Children and Young People's Mental Health**, or **Level 2 Certificate in Understanding Working with People with Mental Health Needs**.

Successful completion of these courses will develop in-depth knowledge and understanding of mental health, and support progression into relevant employment within the health and social care sector.

Counselling/ Mentoring

Providing counselling support is a growth area. If you're considering moving into this sector, we have a wide range of qualifications to support your journey.

We offer a Level 1 **Award in Mentoring** for those interested in being a mentor. Our **Introduction to Counselling** can help lay the foundations to progress to the Level 2 **Certificate in Counselling Skills**, which forms the foundations of professional counselling practice, as well as providing the essential listening and communication skills used by helping professionals. The Level 2 qualification is essential for anyone wanting to take the **Certificate in Counselling or Life Coaching** at Level 3, which may lead to progression onto **Life Coaching** at Level 4. These CPCAB qualifications are highly regarded in industry. All learners must complete pre-course assessments prior to enrolment.





British Sign Language

Learn a new skill and make new friends in this fun and engaging set of courses. You'll discover how to use this visual means of communicating, which incorporates games and sing songs, whilst developing an understanding of the history behind some signs in our **Introduction to Deaf Awareness and British Sign Language**.

Next, develop your skills in our **Using Basic British Sign Language Skills to Communicate** course, and further progress onto **Using British Sign Language to Hold Simple Conversations**. These courses will improve your communication skills and deaf awareness.



Public Speaking

Does giving a speech at a big event such as a wedding or conference fill you with dread? Do you need to speak publicly for work and would like to become more confident?

Our **Introduction to Public Speaking** one-day course could be exactly what you need. It is designed to help you understand how to engage with your audience, use strategies to address your nerves and develop skills in verbal and non-verbal communication to captivate and influence listeners.

Progress onto our **Improve your Confidence – Public Speaking** course in order to further develop these strategies.

BSL

FINGERSPELLING ALPHABET



A.a.



B.b.



C.c.



D.d.



E.e.



F.f.



G.g.



H.h.



I.i.



J.j.



K.k.



L.l.



M.m.



N.n.



O.o.



P.p.



Q.q.



R.r.



S.s.



T.t.



U.u.



V.v.



W.w.



X.x.



Y.y.



Z.z.

Life Coaching

The aim of life coaching is to help clients to understand what they want, the skills they need and how they can develop. As a life coach, you will support people in making these initial decisions, setting them on their way to a more fulfilling working life. Following on from the skills developed from our counselling courses, or if you have already developed those skills, our **Level 3 Certificate in Life Coaching** is for anyone who would like to take the first step in training to be an independent life coach and to use life coaching skills and techniques in a variety of settings and roles. Further development opportunities are available by studying our **Level 4 Diploma in Life Coaching** (available in 2024/25). This course is designed to equip learners to work as self-employed life coaches in independent practices.



Business Administration

Our **Level 1 Award in Business Administration** will equip you with the essential skills required for a range of occupations and which can open up new opportunities for progression. This recognised qualification will provide you with the professional tools and knowledge to help you develop your career. Upon completion, progress onto the **Level 2 Award in Business Administration e-learning**.

Pathway to employment

We offer short, targeted employability courses that support you throughout the job search process.

These may include overcoming barriers to employment and developing a positive mindset, looking at hidden job markets, preparing a CV specific to the role with a powerful personal profile, writing supporting statements that stand out, filling in job application forms and writing covering letters, and preparing for your interview and speaking with confidence.



Pathway to Employment: Barriers to Employment & Mindset

Pathway to Employment: Hidden Job Markets & Effective Job Searching

Pathway to Employment: CVs- Transferable Skills & Personal Profiles

Pathway to Employment: Job Application Forms

Pathway to Employment: Writing a Covering Letter

Pathway to Employment: Job Interviews – Making the Right Impression & Interview Practice

Book-keeping and Accounts

Discover and improve your basic bookkeeping skills and boost your confidence with numbers by joining our FREE **Maths for Book-keeping and Accounts** - Multiply course. Then take our **Introduction to Book-keeping** course to start to develop practical knowledge usable in the workplace, and enable you to progress onto our **Level 1 and 2 Award in Book-keeping and Accounts**. By the end of both courses, you will have the skills to maintain and reconcile petty cash, process ledger accounts, and extract a trial balance. Both courses are excellent for anyone who is interested in book-keeping or who is looking to broaden their skill set to improve their job prospects.

Free E-learning vocational courses

We have some fantastic, flexible e-learning courses that provide an opportunity to study at home at a time that suits you and, more importantly provide you with a valuable qualification. You can enrol at any time throughout the year. These are just some of the benefits of an e-learning course:

- Gain a **Level 1 or Level 2 nationally recognised qualification** in as little as **3 months**
- Learn from home at a pace that suits you and your commitments
- Build your knowledge and skills for a career change or promotion
- Enhance your CV



If you are looking for work or promotion, considering a career change or looking to learn something new, we have lots of courses to choose from that could meet your needs. The qualifications listed on our e-learning suite are 100% transferable and can be used in a variety of different job roles. Here are just a few of our popular courses:

Level 1 Award in Employability Skills Level 2 Certificate in the Principles of Cyber Security

Level 2 Certificate in Creating a Business Start-Up

Level 2 Certificate in Lean Organisation Management Techniques

Level 2 Certificate in Principles of Business Administration

Level 2 Certificate in Understanding Autism

Level 2 Certificate in Introduction to Caring for Children and Young People

Level 2 Certificate in Principles of Team Leading

Level 2 Certificate in Understanding Climate Change and Environmental Awareness

Level 2 Certificate in Awareness of Mental Health Problems

Level 2 Certificate in Understanding Domestic Abuse

Digital skills

The way we live and work is increasingly moving online. Digital skills have become essential for work and life whether it be shopping, looking for work, catching up with the news or staying in touch with friends and family.

Our digital skills courses are offered in a supportive environment where learners are encouraged to learn new skills and develop confidence with technology. Learners will be matched to a course suited to their needs and skills following an initial assessment meeting with our course advisors. Following successful completion, learners can progress onto a higher level course and work towards qualifications.

Whether you are looking to improve your skills to help in everyday life or are looking to update them and gain qualifications to evidence the essential skills employers are looking for, these courses can help you improve your confidence and communicate with others online. There are daytime, evening and intensive courses available.

Enrolments take place throughout the year. You may also be able to join a course after it has already started, please phone in advance to check. Phone **01634 338400** for more information and to book an initial assessment of your digital skills to check if you can attend for free. **Most of our digital courses are FREE to attend, subject to certain criteria.**

Digital skills for beginners - entry level 1

Digital skills for improvers – entry level 2

Digital skills Next Steps – entry level 2

Digital skills for intermediates - entry level 2+

Entry level 3 Award in Essential Digital Skills for Work and Life (EDSQ)

Level 1 Award in Essential Digital Skills for Work and Life (EDSQ)

Digital Skills – Word Processing 1

Digital Skills – Word Processing 2

Digital Skills – Microsoft Excel 1

Digital Skills - Introduction to Digital Documents & Internet Safety



▼ 50+ Back to work

In August 2022, Medway Council and Medway Adult Education started to work in partnership with the job centre to support 100 people aged 50+ back in to work after unemployment figures rose post COVID.

The project involves candidates being offered short courses to gain qualifications and other opportunities to upskill alongside bespoke employment/skills support.

Candidates are referred by their job centre coaches to our teams and the support continues for six months. The project team attend the Job Club every Wednesday at the Job Centre in person to also talk to potential candidates who might be interested in the offer.

The project has evolved over time which has now led to a robust set of pathways for the candidates to consider which one works for them best in the first instance. They can then go on to other pathways should they want to. They are designed to offer something for everyone.

The aim for the project is for people to register on the Business Administration Level 1 course on Pathway Two which can lead on to the level 2 qualification, some other courses such as digital skills may be necessary for them to access the level one course. Candidates can also opt to attend employability based short courses through adult education in Rochester or attend ad-hoc work development days which run every three weeks at the Skills Hub in Gillingham under Pathway Three. Just recently introduced is the Introduction to Customer Service (entry 3) course. This has been added based on the candidates' areas of interest to maximise the number of people we can support.



To date we have supported more than 35 people with at least one of the pathways. This includes 13 people who have completed or currently studying the Level 1 in Business Administration – five of whom have now gone on to level 2 and eight of them still attend the ad-hoc days for job searches/applications/CV & Cover Letter writing.

The Business Administration Level 1 is a commitment consisting of a four-week course which includes extra modules such as mindfulness, resilience and grit, employability sessions and a mock interview. The mock interviews have included support from National Grid and Medway Council with positive feedback.

The insights to date have helped us identify that many candidates start with a lack of confidence and do not feel they are capable. However, for those who complete the programme there are many positive outcomes, particularly in areas of confidence and recognising personal abilities and how these can benefit an employer. This is important not just in potentially finding new employment, but in developing transferable skills that are relevant in everyday life.

Routes to work pathways for 50+

There are three routes to work pathways, they can lead to each other or are offered as standalone programmes of support depending on your current level of education and what support you think suits you best.

Pathway One - Digital Skills

This course runs on Wednesdays and Fridays for three weeks, and helps to improve your digital skills. You will obtain an Ascentis Pre-Entry Award in Digital Documents qualification that will provide you with digital skills up to Entry 3 level. The content includes:

Session one: Starting, saving and entering text onto a digital document, using emails/creating a classroom email account, using a USB memory stick and creating folders, using the Internet to search for jobs.

Session two: Creating a secure password, enhancing the layout of a digital document, printing, opening and replying to emails, job search, complete online application forms.

Session three: Using search engines, find and open a saved document, enhancing the layout of a digital document, online forms.

Session four: Using social media on the PC and mobile phone, connecting to the internet using a wi-fi connection.

Session five: Visit from National Careers Service, using Microsoft Word to update your CV, apply for jobs.

Session six: Using Microsoft Word to create a covering letter, using Google Maps to find job location and plan travel routes, apply for jobs.



Pathway Two - Spring into Business Administration - Level 1

This intensive four-week programme has been designed to meet the needs of adult learners who are seeking employment in administrative support roles in an office environment. This course provides a basic understanding of routine operations found in many organisations in the public, private and voluntary sectors.

You will work on the study programme five days a week (Mon – Fri) and have Skills and Employability Development Days on the Friday in weeks 2, 3 and 4.

The aim of this course is to help you gain individual units via a portfolio to achieve a nationally recognised **Level 1 Award in Business and Administration**, certified by City & Guilds.

You will also develop an understanding of mindfulness and ways to manage wellbeing, explore the concept of mindset and understanding motivation, dealing with the first days at work and coping with change, leading to **Entry 3 Resilience and Grit qualification**, certified by Ascentis.

In addition, you will have the opportunity to receive guidance from the National Careers Service, update your CV and develop your interview skills, and you will continue to have that support for six months after the course ends.



Pathway Three – Skills & Employability Personal Development

The Skills & Employability Team at Medway Council and Medway Adult Education together provide bespoke support including CV and cover letter writing, job searching and applications and development of interview skills.

The support includes learning how to recognise and build on transferrable skills, and how to promote these attributes in job applications and a CV. This support continues for six months.

Pathway Three options:

Short employability courses include:

- **Barriers to employment and mindset.**
- **Hidden job markets and effective job searching.**
- **CV: Transferrable skills and personal profiles** — tailoring and updating your CV.
- **Job interviews; making the right impression** — interview practice and next steps.

The bespoke Routes into Work Development days will be running at the Skills & Learning Hub in Gillingham.

Spring into Customer Services (Entry 3 Introduction to Customer Services)

This four-week course has been designed to meet the needs of adult learners who are seeking employment in the customer service industry but currently have no knowledge or experience.

This course provides an introduction to customer services; the importance of appearance and behaviour; and the legislation, regulation and procedures to follow. **The programme runs weekly on Tuesdays and Wednesdays.**

The aim of this course is to help you gain individual units via a portfolio to achieve a nationally recognised **Entry Level Award for Introduction to Customer Service (Entry 3)**, certified by City & Guilds.

English, maths and ESOL

If you are looking to improve your English and maths skills, gain a recognised qualification to progress onto further study or employment or resit your GCSE, we can help.

At MAE, we run English and maths courses at all levels, including GCSE and Functional Skills. Our team of experienced tutors will be able to provide all the support required to achieve your goals.

For more information or to enrol please call us on **01634 338400**.



GCSEs

We offer **GCSE English and Maths** for learners wanting to gain a nationally recognised qualification within a year. These qualifications can help to improve job prospects or provide access to higher education.

As these are intensive programmes, learners can enrol to study one subject only per academic year. In addition, regular attendance of classroom sessions is essential and significant independent study is required. To enrol, first book your pre-course assessment by phoning **01634 338400**.

After your skill level has been assessed, we will offer you a place on the most appropriate course. **GCSE English and Maths** are free* to learners who do not have this qualification at grade 4(C) or above.

**Other eligibility conditions apply.*

Functional Skills

The new **Functional Skills** qualifications are intended for anyone wishing to develop their maths and English. They focus on both the underpinning skills as well as the ability to apply maths and English to different contexts.

Functional Skills qualifications are available across five levels (Entry 1 to Level 2), and are completed in a wide range of community and work-based settings.



English as a Foreign Language (EFL)

Are you a visitor, au pair or professional needing to improve your English skills for work or to continue to higher education and university? Would you like to work towards an internationally recognised certificate?

We have courses that can help you with your English and prepare you for Cambridge English exams.

EFL Preparation for IELTS (International English Language Testing System)

An essential qualification for those considering studying or working in an English-speaking country, IELTS (International English Language Testing System) is recognised by universities and colleges, employers, immigration authorities and professional bodies.

You will cover the complete range of high language skills, combined with extensive exam training, designed to prepare you for the highest level you can achieve. We aim for seven or higher on a nine-band scale. Our tutors will guide you through the different academic skills needed for the exam: reading, listening, writing and speaking English.

Enrolments take place throughout the year. You may also be able to join a course after it has already started, please phone in advance to check. Phone **01634 338400** for more information and to book an initial assessment of your English language skills.



English for Speakers of Other Languages (ESOL)

Do you want to improve your English?

We offer courses for people who are settled in the UK, want to improve their English language skills and gain nationally recognised qualifications. **ESOL** classes can help you to progress onto further studies at college or university or move onto a vocational course and also improve your employment opportunities.

Our **ESOL** courses are designed to help you develop your English skills. We offer a range of courses from beginner to advanced, to help you improve and gain confidence for work and study in:

- Speaking and listening
- Reading and writing
- Grammar and punctuation

Our courses are offered at different times and days – daytime and evening, during the week at local venues and can be joined at various times throughout the year.

ESOL may be FREE for learners who are eligible for funding - in receipt of a benefit, on a low income or unemployed and actively looking for work. Please enquire about paying fees in instalments if you are not eligible for funding.

Phone **01634 338400** to make an appointment for an initial assessment and interview, and we'll help find the right course for you.



The Multiply initiative is designed to inspire everyone to enjoy working with numbers – please look at the Multiply section on the **Course Finder** to find something for you:



Free maths and numeracy courses

Adults across Medway who want to improve their maths skills can sign up for free courses and activities thanks to a funding boost.

The government has given councils across the country, including Medway, funding to offer free Multiply courses to help residents improve their maths and numeracy skills. The funding aims to boost opportunities for more people to progress and secure well paid jobs.

Multiply offers adults who do not already have a GCSE grade C/4 or higher in maths or equivalent, and need to improve their numeracy, free flexible courses that fit around their lives.

We offer free tutoring, digital training and flexible courses as well as ways to improve their maths skills through activities including pottery, gardening and cooking.

Our Multiply offer is diverse, appealing to a really wide range of interests- there really is something for everyone. If you are passionate about crafts then why not improve your maths skills through our sewing courses; for cooking skills - there's Indian Spice Box and Batch Cooking.

We also offer budgeting and book-keeping courses.

For those looking to retrain to work in education we have maths skills for aspiring primary and secondary teaching assistants.



Multiply



Did you know...

Jaspers Community Cafe, located on the first floor of the Rochester Community Hub, provide work experience for, and mentor people with additional needs; they have foreign language students volunteer to help their language skills; have a regular drop-in for a Medway Community breastfeeding group; host a music wellbeing group; cater for community groups and exhibition launches.

It has now become well established for MAE learners to meet there before or after lessons as well as for parents and babies after their library classes. Jaspers also run a new group, 'Lanterns' which provides a support and social drop-in time for solo parents.



Chatty Café

We have a weekly Chatty Cafe session every Wednesday afternoon for those who are experiencing loneliness or anyone wanting a chat. They joined in with our Coronation celebrations.

Jaspers is a warm and welcoming space for all.

We were given some rhubarb from the Adult Ed allotment. With the rhubarb we made muffins and some rhubarb compote that we have put into our muesli pots.



Partnership working

We are very proud to be working in partnership with a number of organisations in Medway.



Medway Neurological Network

We work with this network to better understand and create appropriate learning experiences for people living with a neurological condition.

We also contribute to their well-being events and together are part of a group working on the new Non-Visible Disability Initiative.

The Medway Dementia Action Alliance

We are a long-standing member of this group to help us better provide welcoming and supportive classes that meet the needs of sufferers and their families/carers and fill the local gaps in provision. On Fridays at the Rochester Hub we have Dementia Friendly Tai Chi and Gardening groups.

St Margaret's Church, Rainham

As a key location for MAE in Rainham, for several years we have run craft workshops at the church and currently our Multiply programme.

Fort Amherst

We hold an allotment in the historic Victorian Allotments area, where we run weekly beginners grow your own and plot keeping courses.

AMAT, Chatham

We hold weekly workshops supporting AMAT clients in English, maths, digital and work skills.

The Sunlight Centre

Working in partnership to explore ways to support the local community, including engaging in Arts and Crafts initiatives.

Arches Local, Luton

We run weekly art and ukulele classes in Luton working with this fantastic local group to meet the needs of the local residents.

Children and Family Hubs

We deliver regular sessions at the hubs, including Baby Massage.

All Saints Church, All Hallows

We work with Health Education England delivering digital skills workshops at the location.

King Fisher Primary School

We work with the school to support their parents with English and maths skills.

St Augustine's Church

Each Wednesday we hold drop-in craft classes during the Place of Welcome, which is suitable for all. On Thursdays we hold painting and gardening sessions as part of the Thrive Thursdays.

Medway Non-Visible Disability Initiative (NVDI)

This initiative was launched in 2021 to raise awareness of non-visible disabilities and introduce measures to tackle this issue.

Non-visible disabilities are associated with a range of conditions, including: neurological, mental health, cognitive impairment, blindness and deafness – that have in common that symptoms are not immediately obvious.

MAE are founder members and actively work towards making the service NVDI- friendly.

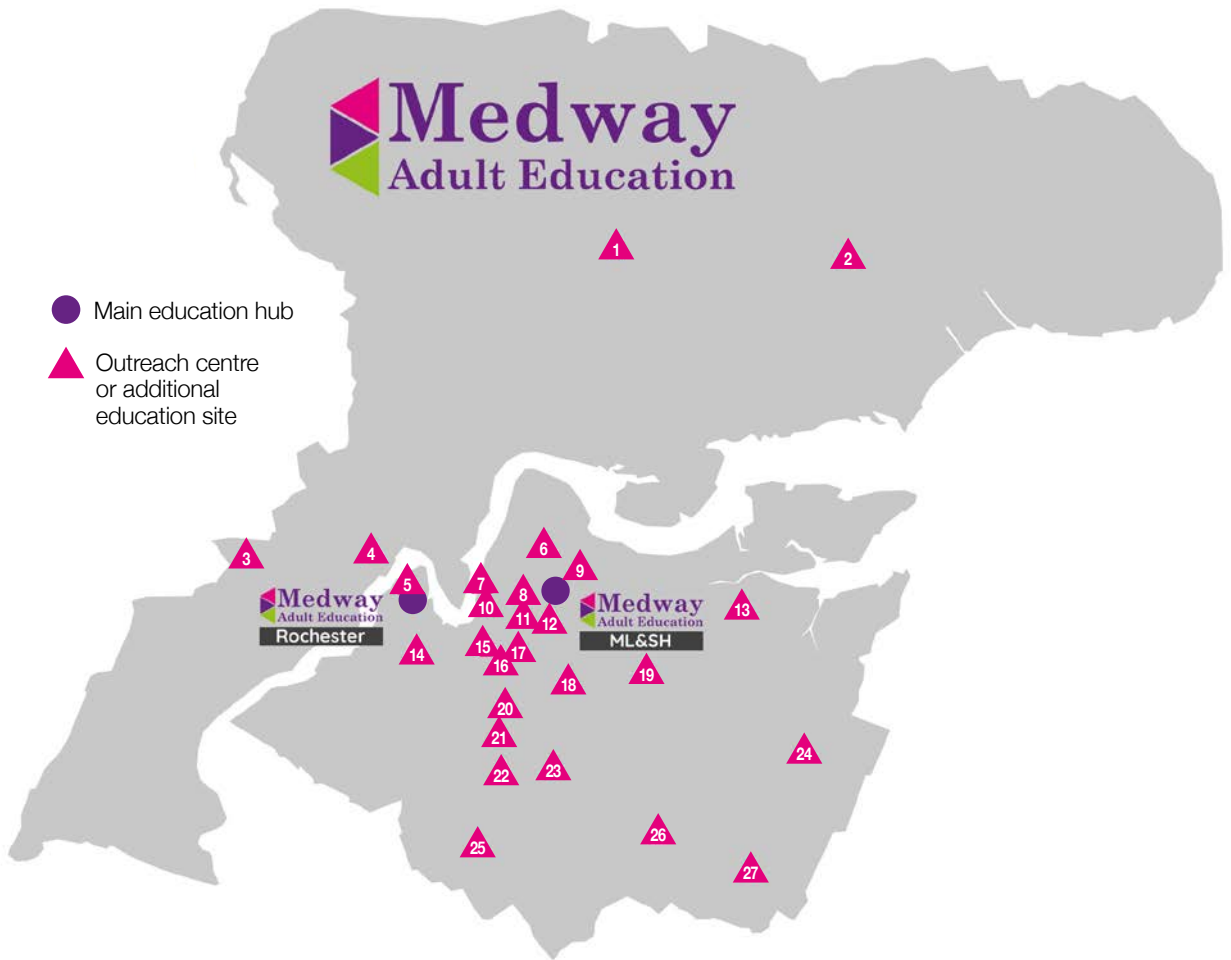
If you are part of a business, school, charity or community group and are interested in working with Medway Adult Education please contact our Business Development Manager by email:

dan.mace@medway.gov.uk

Medway Adult Education

● Main education hub

▲ Outreach centre or additional education site



- | | |
|----------------------------------|----------------------------------|
| 1 All Saint's Church | 15 Salvation Army, Chatham |
| 2 St. Peter and St.Paul's Church | 16 New Road Primary School |
| 3 Bligh Primary School | 17 AMAT |
| 4 Strood Community Help | 18 St. Augustine's Church |
| 5 Eastgate House | 19 Woodlands |
| 6 Midkent College | 20 All Saints Children's Centre |
| 7 Gun Wharf | 21 Victory Academy |
| 8 The Lampard Centre | 22 Wayfield Children's Centre |
| 9 Sunlight Centre | 23 Kingfisher School |
| 10 Fort Amherst | 24 St. Margaret's Church |
| 11 Brompton Westbrook Academy | 25 Oaklands School |
| 12 Brompton Academy | 26 Hempstead Infant School |
| 13 Riverside Country Park | 27 Children and Family Wellbeing |
| 14 Delce Children's Centre | |

Medway Adult Education Community Hub
Eastgate, Rochester
ME1 1EW

Medway Learning & Skills Hub
Unit 2, Britton Farm
Street, Gillingham,
ME7 1GX

DAA
Medway
Dementia Action Alliance



Centre information

Rochester Centre (main)

Rochester Community Hub, Eastgate, Rochester ME1 1EW. Phone: **01634 338400**

Open: Monday to Friday 9am – 6pm
Saturday 10am – 4pm

Travel information: Just off Rochester High St.

Rail: 5-10 minutes walk from Rochester railway station.

Bus: Arriva buses numbered 133, 140, 141, 151, 190, 191, 193, 633, 670, 692, 693, 694, 695 and 700 stop outside the Centre on Corporation Street.

Parking: public car parking is available near the centre at Blue Boar Lane and Almon Place (short stay) and for longer courses there is the multi-storey car park off Corporation Street which offers long stay parking.

Refreshments: Jaspers Community Cafe serves a breakfast and lunchtime menu, home-made cakes and drinks. Class breaks provide an opportunity to relax and socialise with the other learners on your course.

Gillingham Centre

Medway Learning and Skills Hub, Britton Farm Street, Gillingham ME7 1GX. Phone: **01634 338400**

Open: Monday to Friday 9am- 5pm, for telephone enquiries/enrolments. For face-to-face service, the hours are Mon -Tuesday 9am – 5pm, and Wednesday – Friday 8.30am – 4.30pm

Rail: 5-10 minutes walk from Gillingham railway station.

Bus: Arriva buses numbered 101, 116, 121, 176, 177 and 182 serve the Gillingham town centre and will set passengers down about five minutes walk from the centre in most cases.

Parking: Public car parking is available in the Britton Farm Public Car Park (short stay) and for longer courses Medway Park offers long stay parking.

Refreshments: There is a vending machine selling hot and cold drinks. There are also a number of café's nearby. Class breaks provide an opportunity to relax and socialise with other learners on your course.

Small print

The information contained within this course directory is correct at the time of going to print. The most recent terms and conditions can be found online at **MedwayAdultEducation.co.uk**

In order to enrol on one of our courses you must be

- a UK, Irish or EEA National and have been living continuously in the UK or EEA for at least three years, with pre-settled or settled status if relevant.
- a non UK or EEA national and have been living continuously in the UK for at least three years.

If you do not meet the residency requirements, it may still be possible for you to join a course but you will need to speak to a member of our staff about your individual circumstances as this may have an impact on the fees you pay.

Fees

Medway Adult Education provides many learning opportunities sponsored by the Education and Skills Funding Agency.

All courses with a course code ending in A or F are funded by the Education and Skills Funding Agency. Courses ending with M are funded by the Department for Education.

Tuition fees

Fees are charged according to regulations relevant to particular courses. Some courses are eligible for concessions on fees, please ask enrolment staff for details.

Errors

Medway Adult Education cannot be held liable for pricing errors displayed on our or third party websites and in publications. Medway Adult Education reserves the right to make changes to published details including dates, times, locations and prices.

Waiting lists

If your chosen course is full and there are no suitable alternatives, you can be put onto a waiting list. If places become available we will contact you.

Late enrolments

Courses will run when they have reached the minimum numbers for viability. In some cases there may still be places available, after the start date, which can be enrolled when the course has already started. For most courses the fee charged to enter a course that has already commenced will be a pro-rata amount calculated on the length of time that a course has left to run. For many courses it is possible to join at any time, but examination courses cannot be joined after the end of the third week. If there is a course you are interested in please phone **01634 338400** or email **adulteducation@medway.gov.uk**

Additional charges

Some courses involve additional costs other than published fees. These are detailed on the course information sheet for each course. You may be able to purchase materials from your tutor once the course has started. Do not buy things in advance unless advised in the course information.

Course information sheets can be requested from the office or downloaded from:

MedwayAdultEducation.co.uk

Courses with qualifications

It is a requirement of the Education and Skills Funding Agency that learners who are enrolled on courses with qualifications must be aiming to gain the qualification and therefore need to register with the relevant examination board at an early stage in the course.

An examination fee may be payable – please check for details.

Minimum age for attendance

19 as at 31 August 2023.

Advanced Learner Loans

If you are over the age of 19 and looking to study a Level 3 or 4 course you might be able to get some financial help.

Advanced Learner Loans are similar to higher education loans, but for the further education sector.

You can apply for a loan to cover the cost of the tuition fees for your qualification, which will be

paid directly to your learning provider on your behalf. If you go on to study at a higher level you can get another loan. You can have a maximum of four loans.

Free study

The Government only funds adults aged over 19 years old to study Level 3 or Level 4 courses if you are: 19-23 and studying your first full Level 3 qualification or, 24 and over for specific Level 3 qualifications and also studying your first full Level 3 qualification. You may also be eligible to study a Level 3 course for free if you are unemployed claiming specific benefits or you earn below £20,319 a year.

Who can get a loan?

To get a loan you must be:

- 19 or older on the first day of your course (there's no upper age limit)
- living in the UK on the first day of your course, and have lived in the UK, the Channel Islands or the Isle of Man for three years immediately before this
- taking an eligible course that's Level 3 or 4
- studying at a college or training organisation in England approved for public funding

Successfully getting a loan doesn't depend on your household income and there's no credit check.

How will I repay the loan?

- Repayments start the April following completion of your course
- You pay back your loan (plus interest) when you've finished your course and start earning more than £27,295 a year. If your income drops below this amount repayments stop.
- Each month you pay back 9% of any income over £27,295
- If you're self-employed you'll be responsible for making loan repayments as part of your annual self-assessment tax return

How can I find out more?

Find out more online at

www.gov.uk/advanced-learner-loan

You can also get independent financial advice from the Money Advice Service at

www.moneyadviceservice.org.uk

Concessions are allowed for the following personal circumstances	Course code ends with	
	F	A
Those in receipt of the following benefits – Council tax benefit / Housing benefit / Income support / Working Tax Credit* / Pension Guarantee Credit / those in receipt of Employment and Support Allowance (ESA – non-WRAG)/ Disability Living Allowance/ Incapacity Benefit / Invalid Care Allowance	Yes	Yes
Unwaged dependants of those listed above	Yes	Yes
Unemployed people in receipt of Universal Credit / Jobseeker's Allowance / Employment and Support Allowance	FREE	Yes
Skills Training Funding – available to individuals who are unemployed, in receipt of a state benefit, who want to enter employment and need skills training to do so	FREE	No
Low wage concession – Employed, including self-employed, and earning less than £20,319 gross per year <i>*Proof of earnings required</i>	FREE	No
Aged 60 plus before starting the course and not employed for more than 16 hours per week	Yes	Yes

You will be asked to provide evidence to show your eligibility for a concession. Concessions that are not marked as free are usually a 25% discount on price.

There are other concessions available for learners enrolling on courses where the course code ends with F – please discuss with the programme manager before enrolling

Easy Payment Plan

While our courses offer excellent value for money, we are aware that for some of our learners it would be helpful to be able to spread the payments. We offer an easy payment plan for courses of 12 weeks or longer and costing £94 or more. All you need to do is pay a deposit on enrolment and agree to pay the balance by standing order.

Other arrangements are available for courses with a course fee in excess of £500 and longer than 21 weeks. Please ask enrolment staff about these options.

The total cost of the course must be paid before your course finishes. If you withdraw from a course, any instalments which are still owed must be paid in full.

We regret we are unable to accept instalment payments from learners who do not meet the residency criteria.

Refunds

Refunds are only issued to learners who withdraw more than 14-days before the start date. A £10 administration charge will be deducted from all refunds.

If Medway Adult Education has to cancel a course full refunds will be given to all learners. This decision is usually made one week before

the scheduled start date for the course. If a course is cancelled after the course has started, learners will be refunded a pro-rata amount calculated on the length of time the course ran. Transfer between courses is sometimes possible.

Class cancellations

Every effort is made to run courses as advertised. In the event of low enrolment numbers we may have to cancel a course but we will endeavour to offer alternative classes. If there is no suitable alternative, or if you do not wish to accept the alternative class, a full refund will be given.

Courses may be cancelled for other reasons (usually for reasons beyond our control) and whilst the offer is made in good faith, it cannot be guaranteed.

Learner support

MAE helps learners with a disability, including specific learning needs. We are committed to supporting learners to access their learning and can provide support in a range of ways.

It is essential that if you are taking a course that involves a qualification or exam, that you inform us as early as possible of any support needs you may have. Our Learning Support Co-ordinator and Examinations Manager will work with you to support your requirements during class and for

any examinations that may apply. Please discuss your needs during the enrolment process or contact us on **01634 338400**.

We are also able to signpost learners to other support services and issue Medway Foodbank vouchers to learners who are facing financial hardship.

Discretionary Learner Support Fund

This fund is made available by the Education and Skills Funding Agency and can support learners on accredited courses (those which have a course code ending with an F). Discretionary Learner Support is provided to support learners with any specific financial need that could prevent them from participating in learning. Discretionary Learner Support can be used to help with costs associated with learning such as travel, childcare, course materials, exam fees and in exceptional circumstances, tuition fees. Details of learners' personal financial situation will be required, but treated as strictly confidential. The fund is limited and it is recommended learners apply as soon as their course begins. If you would like to apply to the fund please discuss with the enrolment team, speak to your tutor or contact us on **01634 338400**.

The Bursary Fund

This fund is available to learners who have obtained an Advanced Learner Loan for their course of study. Its purpose is to support learners with accessing education and can be used to provide learning support and assist with costs associated with learning including childcare, travel and resources costs. The fund is limited and it is recommended that learners apply as soon as their course begins. If you would like to apply to the fund please discuss with the enrolment team, speak to your tutor or contact us on **01634 338400**.

Learner Voice

Medway Adult Education puts the learner at the centre of everything we aim to do, which is why your views and opinions are important to us.

We aim to capture your views through a range of means including surveys, coffee mornings and other feedback opportunities. We also have a dedicated email **learnervoice@medway.gov.uk** where you can give us feedback. Your views and opinions are used to inform decisions we make and improve the quality of service we provide.

If you would like to be a learner representative please ask to speak to your tutor or phone **01634 338400**.

Equality and Diversity

Medway Adult Education is committed to equality and improving the quality of life and opportunities for our community and learners and is committed to ensuring that no service user, employee, job applicant, partner, contractor, supplier or member of the public will be unlawfully discriminated, harassed, or victimised on the grounds of race; ethnicity; nationality; ethnic or national origin; colour; disability; gender identity or presentation; marital or civil partnership status; maternity or pregnancy; family and caring responsibilities; sex; sexual orientation; age; HIV status; religion or belief; political beliefs; social class; trades union activity; or irrelevant spent convictions and actively promote awareness and will not tolerate discrimination in any form. We aim to challenge, promote and celebrate equality in the following ways:

- By knowing our local community
- Positively promoting equality in our activities and communications
- Developing learning environments where people are valued and respected
- Taking any complaints about inequality seriously and challenging all forms of discrimination or harassment
- With a knowledgeable, skilled and representative workforce
- By learning from our mistakes and celebrating our successes
- By monitoring our practices and policies so we promote equality and diversity
- By fostering open dialogue, communicating effectively and leading by example.

Privacy Statement 23/24 — how we use your personal information

This privacy notice is issued by the Education and Skills Funding Agency (ESFA) on behalf of the Secretary of State for the Department of Education (DfE) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. Our lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992).

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well-being purposes, including research.

We retain your ILR learner data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term research purposes. For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training.

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/departement-for-education/about/personal-information-charter>) and the DfE Privacy Notice (<https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education>)

Unemployed and looking for work?

We have a wide range of courses designed to provide you with the important skills and qualities required to get you back into work quickly. So if you are currently unemployed or perhaps considering a career change we have courses that can support you to achieve your goals.

We work in close partnership with the Jobcentre and various employment agencies to offer free training to anyone who is unemployed and in receipt of benefits or earning less than £20,319 per annum.

Our comprehensive employability programme enables learners to develop confidence, interpersonal and transferable skills. Learners can also work towards qualifications to evidence their knowledge and skills.

We have courses available for you to join in our centres and online too. The online courses available can be used for CPD or to develop an interest in a number of sectors such as health and social care and business management. The online course offer is constantly growing. So get in touch to find out more.

Please email adulteducation@medway.gov.uk or phone **01634 338400** for more information.





Your questions answered

How can I find out about the courses?

- Online: medwayadulthoodeducation.co.uk
- From our course directory
- From the staff at one of our centres (locations and opening times on page 39-40)
- By phoning **01634 338400**

How can I get more information and advice about a specific course?

- Read the course information sheet for each course, available from our centres or on the website: medwayadulthoodeducation.co.uk This will give you information about the level of the course, what new skills you will gain, whether you need any previous skills or qualifications and how the teaching will be delivered.
- You can make an appointment or arrange to speak to a programme manager by phoning **01634 338400** or emailing adulteducation@medway.gov.uk They will discuss whether a course is right for you and will be able to suggest other learning providers if we do not have a course suitable for you.

Do you have any support for learners with disabilities?

At Medway Adult Education we are committed to helping learners succeed whatever their background or additional needs. If you have a disability or any other support needs discuss during your enrolment, come into one of our centres (locations and opening times on p40) or phone us on **01634 338400**. One of our staff will be pleased to assist you.

Do you have any study facilities for learners?

Public access computers are available at the Rochester library, which is at the same location as Medway Adult Education centre in Rochester.

Can I get support with English, maths and languages?

English and maths support may be available if you are studying certain subjects. We may also be able to provide language support if English is not your first language. Please email adulteducation@medway.gov.uk or phone **01634 338400** for more information.

Am I able to get any financial help with the fees?

You may be entitled to help with the cost of books, travel and childcare depending on your personal circumstances and the course you intend to study. Phone **01634 338400** for more information.

To be eligible for free training you need to be:

- Unemployed and in receipt of a state benefit or
- Employed (including self-employed) and earning less than £20,319 gross per year

This only applies to courses which have a course code that ends in the letter F, and other criteria may apply.

For more information, or to discuss your eligibility, please phone **01634 338400**.

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Term dates 2023/24

Term 1	Monday, 4 September to Friday, 20 October 2023 - 7 weeks
Autumn break	Monday, 23 to Friday, 27 October 2023 – 1 week
Term 2	Monday, 30 October to Friday, 15 December 2023 - 7 weeks
Christmas break	Monday, 18 December 2023 to Monday, 1 January 2024 – 2 weeks
Term 3	Tuesday, 2 January to Friday, 9 February 2024 - 6 weeks
February break	Monday, 12 to Friday, 16 February 2024 – 1 week
Term 4	Monday, 19 February to Thursday, 29 March 2024 - 6 weeks
Spring break	Tuesday, 2 April to Friday, 12 April 2024 - 2 weeks
Term 5	Monday, 15 April to Friday, 24 May 2024 - 6 weeks
Early May Bank Holiday	Monday, 6 May 2024
Late May Bank Holiday	Monday, 27 May 2024
May break	Tuesday, 28 May to Friday, 31 May 2024 – 1 week
Term 6	Monday, 3 June to Friday, 19 July 2024 - 6 weeks

Contact us for further information and advice

Phone 01634 338400

Write Medway Adult Education, Rochester Centre, Eastgate, Rochester ME1 1EW

Email adulthoodeducation@medway.gov.uk

Web MedwayAdultEducation.co.uk

This information can be made available in other formats from **01634 333333**

If you have any questions about this directory and you want to speak to someone in your own language please phone **01634 335577**

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