

Medway

Adult Education

discover | learn | achieve



Prospectus 2024/25

MedwayAdultEducation.co.uk



Welcome to our 2024 prospectus



We are delighted to be able to share with you details for another year of discovery and development at MAE.

It is our mission to be able to provide all adults across Medway the opportunity to experience the joy of lifelong discovery. Providing workshops and courses that enable anyone to learn something new, hone a skill, and achieve their individual aspirations and goals.

We continue 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.

Joining a course provides a wonderful opportunity to meet with other people, explore ideas and enjoy the shared experience. Discovering something new, developing a skill or mixing with others are perfect for keeping the mind alert, relaxing and for creating new opportunities for personal development, improving career prospects, making new friends, and getting the most of your precious leisure time.

In addition to courses held at our main centres in Rochester and Gillingham, we have been expanding our offer to a number of locations across Medway, and we have a range of online and hybrid courses that mean more people than ever can get involved. We also provide a wide range of vocational, qualification, and skills courses that are free of charge for some residents, plus help with fees and travel.

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 Tracy Coombs
*Portfolio Holder for Education,
Medway Council*

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How to enrol

Online Visit: [MedwayAdultEducation.co.uk](https://www.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 **48** for details

▼ Creative and culture

Drawing and painting

Learning to draw and paint offers a wide range of benefits, both for personal growth and wellbeing. The creative process encourages a mindful state, enabling artists to be fully present in the moment.

Additionally, drawing and painting encourage the artist to be more observant and to look more closely at their surroundings, to find interest and beauty in the everyday, to foster a deeper appreciation of the world around them.

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 **Drawing and Painting Ink** courses focus on the specific skills associated with drawing and painting with both black and coloured inks.

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.



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 **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.

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.

BTEC Level 2 Art and Design Skills

For the second year, we are proud to be able to deliver an accredited course. Learners will be able to study, 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.

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 and to develop a professional portfolio.



About your tutors



Scott Cooper

Scott is a successful commercial artist with a passion for art and history. He exhibits locally, nationally, and internationally. He is a regular featured artist for the Gravesham Light Festival bringing several art installations to the shop windows of Gravesend High Street.



Nadia Perrotta

Nadia Perrotta, an art tutor, with more than 20 years of experience in education, across all the key stages of learning, holds a First-Class Hons Degree and a Master of Arts in Fine Arts. With a focus on adult education, university-level instruction, and teaching at GCSE/BTEC and A-levels.



Noureen Englefield

Noureen Englefield is a talented printmaker and fine artist. Having earned dual degrees with distinction from the National College of Arts in Lahore, Noureen has been actively showcasing her work since 1993 and has exhibited both locally and internationally.



Michael Walsh

Michael is a locally renowned artist whose work in fine art drawing, painting and calligraphy depicts his wide range of fine art and mixed media skills. Michael has been in the arts for most of his professional life.

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 to embed the fundamental metal working skills associated with jewellery making.

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



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.



Glass art

Discover the joy and creativity of working with smaller glass shapes to produce unique project pieces on our glass art courses. You will be guided through the design and make process to allow you to explore the wide variety of projects available on this accessible and exciting new course.

Woodworking

Join us in our woodwork workshop to design and create wonderful items using carpentry skills and wood carvings. Courses have been designed to welcome new learners into the art of working with wood 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 in woodworking will be project led and wood carving 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.

All projects are completed promoting sustainable methods and resources wherever possible.

About your tutors



Roslyn Wood - Jewellery making

Roslyn is a specialist, professional metalsmith, working with silver, gold copper and bronze and Metal Clay. She produces bespoke and commercial pieces from her studio. Ros is a member of the Guild of Jewellery Designers, AMCAW, and a certified senior instructor in Metal Clay. Her work is heavily inspired by nature, mixing fluid and organic shapes. She draws on several techniques and combines different mediums to create her unique pieces. Roslyn attends ongoing professional development through the Metalsmith academy, learning from top jewellery makers from across the country and is passionate about her craft, sharing her knowledge generously.



Shelly Kitto - Stained glass

Shelly is a Rochester based stained glass artist. He achieved a foundation in Art from the Medway College of Design and went on to study Architectural Stained Glass at Swansea School of Art. He has been teaching for over thirty years, sharing his technical knowledge, practical expertise and artistic passion with his students. Shelly's classes are highly sought after and booking early would be advisable as they fill up immediately.



Kerry Shaw - Glass art

Kerry completed a Props and Costume degree at UCA Rochester, then her love of stained glass really took off. When she came across glass art, she knew it was something that she could create with her already varied craft skills. During the 2020 lockdown she was able to work on commissioned pieces, which really gave her a sense of achievement and joy. Her work draws inspiration from a variety of sources from nature to pop culture and fantasy. Kerry loves teaching people a new skill, seeing the spark that they get from creating something new and amazing.



Stephen Watson - Woodworking

Steve's lifelong passion for woodwork started early. His woodwork teacher let him take home a set of carving chisels for the holidays in order to carve his initials into the lid of an oak jewellery box and he has been carving ever since. An interest in lettering led Steve to undertake City and Guilds training to be a signwriter and after qualifying, Steve specialised in making hand-carved wooden signs. As well as this Steve gained valuable experience reproducing carved decorations for a company undertaking antique furniture restoration. Steve's classes are a gentle introduction to this wonderful skill.

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.



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

There are three themed courses - Green man, Seed heads and Totem poles.



Intensive throwing workshop

This one-off intensive throwing workshop is a mixed ability course for complete beginners to experienced potters; It aims to improve learners' throwing skill. Beginners will focus on throwing cylinder shapes, practising centring, opening, and pulling, followed by other shapes. Advanced learners will continue to develop their own creativity and innovative abilities exploring more difficult shapes such as vases.

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.

About your tutors



Sue Maddocks

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



Rachele Laurenson

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 at MAE since 2017 and is a much-valued member of the team.



Clover Li

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 combining throwing and hand building techniques.

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 tranquillity 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 wellbeing. Working with clay and creating beautiful pieces can be a form of meditation, allowing you to unwind and escape.



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.

Sewing: Dressmaking and machine skills for beginners

Classes with Su are relaxed, with students encouraged to enjoy the process of being creative whilst learning new skills, making friends, and having fun.

Sewing: Dressmaking

Learn how to make your own clothes in our professional studio. You will learn how to use a pattern and identify and record correct fitting alterations.

Sewing: Dressmaking summer School

This is a three-day course, running on Monday, Tuesday and Wednesday that could benefit learners of all levels with sewing skills wishing to improve and produce a professionally made garment.



Sewing: Dressmaking and machine skills for improvers

Join us in our fabulous sewing studio for this friendly, relaxed class, designed for those who already have a little sewing knowledge and wish to improve their confidence and abilities. Students may wish to work on their own projects, or we may decide as a group to make the same garment. We will build on existing knowledge, cover various functions of the sewing machine and possibly the overlocker, and learn some techniques along the way for a faster, more professional finish.

By the end of the course, you should be able to demonstrate an understanding of commercial patterns and the terminology used, through use of at least one for a completed project.

Sewing and crafting with Multiply

Multiply is a new national scheme that offers adults who do not have a GCSE grade 4 or higher in maths or equivalent, free flexible courses that fit around their lives. Immerse yourself in a craft activity with applied maths skills. Multiply courses have covered learning such as; using the overlocker to create a made to measure top, use the sewing machine to create bunting or gift bags, learn the art of Sashiko (mindful stitching), crochet and macrame. Look out on our website for new free Multiply courses for 2024 / 25.

Workshops include all materials and resources, **entirely free** to those who do not have a GCSE grade 4 or higher in maths.



For a list of all of the courses we provide visit: [MedwayAdultEducation.co.uk](https://www.MedwayAdultEducation.co.uk)



Try the mindful art of Sashiko

Enjoy creating Sashiko, a traditional Japanese hand-stitching technique suitable for all abilities which aims to decorate, strengthen, and repair existing fabrics. It's a slow fashion trend.

Sashiko eases the stresses of daily life, just taking the needle and Sashiko thread and sewing running stitches across the fabric can be very therapeutic.

We will use indigo dyed cloth to replicate that of historical Japan and create samplers of the various patterns which can be used for a further project.

This is the ideal craft to repair, reuse and upcycle treasured fabric items.



What are the benefits of mindful sewing?

Mindful sewing activities limit your focus to a single task and can therefore reduce your stress levels. Stress causes your body to produce too much cortisol, which is detrimental to your health.

Mindfulness counteracts that by lowering your cortisol levels. What's more, mindful sewing can boost your dopamine levels, which are responsible for pleasure.

Mindful sewing allows you to express your creativity and personal style through the fabrics, colours and designs you choose. This can be incredibly rewarding and empowering, helping to build confidence and a sense of self.

By using mindful sewing techniques to repair your own clothes and accessories, you can reduce your reliance on fast-fashion and contribute to a more sustainable and eco-friendlier lifestyle. This can also be a great way to upcycle old clothes and reduce waste.

About your tutors



Su McCarron

Su ran a successful evening wear shop in the 80's and 90's offering bespoke, individually designed evening wear. She teaches classes covering pattern making, small projects, Sashiko, dressmaking skills and the use of the overlocker and demonstrates methods used in manufacturing to achieve neater, faster, and more full-proof results. Her classes are friendly and informal, and she loves to help students gain confidence in their abilities. She enjoys passing on her experience and little tricks of the trade to help learners complete their projects to a more professional standard. She has a keen interest in upcycling and can often be found repurposing an old garment into something new and wearable.



Val Wood

Val comes from a generation of women that sewed and so her journey into the heart of the rag trade (as it was called) was inevitable. She started her career by working in a small room near Bond Street and progressed to setting up her own children's wear business and then moving into teaching. Val continues to inspire many learners with her wealth of knowledge and experience on how to construct and develop garments.



Tracy Clegg

Tracy has been a crafter her whole life - learning knitting from her mum and nan at a young age. She has developed skills in a multitude of crafts and for the past 14 years have been sharing these skills delivering workshops to various groups at a wide variety of locations. Tracy delivers macrame, crochet and knitting as well as specialist craft workshops.

New for
2024!

Craft courses

Look out for our new range of craft courses covering macramé, crochet and knitting.



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.



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.

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. Each course builds upon learner skills to nurture different areas of creative writing and to support you on your creative journey.



About your tutors



Paul Haffenden - Photography

Paul is a fine art photographer and video artist. His interest in photography stems from the paradox of it being a recording medium and its ability to reveal, or capture something unseen at the time of recording. Paul has a BA and MA in photography.



Phillip Kane - Creative Writing

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*. He is also a regular contributor to journals including *A Beautiful Resistance*.



For a list of all of the courses we provide visit: [MedwayAdultEducation.co.uk](https://www.MedwayAdultEducation.co.uk)



Horticulture

Gardening

MAE are working in partnership with many local schools, churches and public services to offer beginners gardening and grow your own courses.

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

Dementia-friendly gardening has been a feature of our gardening programme for several years. The course is led by our professional gardening tutor and delivered at Eastgate gardens, tending a sensory bed as well as the wider maintenance of the garden area.

This course is aimed at those living with dementia as well as their carers. Learners can access a

relaxing and friendly learning environment whilst carers can get some respite.

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 handtied 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.

For a list of all of the courses we provide visit: [MedwayAdultEducation.co.uk](https://www.MedwayAdultEducation.co.uk)



About your tutors



Imola Andras - Gardening

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 Permaculture London Design Guild and has Designer for Sustainability qualification.



Emma Ellis-Adams - Gardening

Emma is a professional gardener, garden designer and gardening tutor. After 10 years of working in public services, Emma decided to follow her childhood passion and took the step into the world of horticulture. She has a RHS qualification in practical horticulture and studied residential garden design at KLC.

Emma has worked in a range of gardens, from small residential properties to the historic grounds of National Trust properties. She has been involved with gardens that have been showcased at the RHS Chelsea Flower Show. She enjoys specialising in wildlife friendly gardens, combining beautiful planting with sustainably sourced materials.



Deborah Head - Floristry

Deborah qualified as a florist in 1997, working freelance from her home as well as being a Floral Designer for a London based shop. She has designed and installed plant and flower displays in a range of hotels and restaurants as well as for corporate clients such as the Bluewater Management Marketing Suite and Virgin Atlantic first-class lounge.

She has taught a variety of qualifications, diverse flower arranging techniques, themed classes, seasonal courses, and specialist technique classes.



Climate change

MAE are working to achieve the aims detailed in the *Medway Climate Change Action Plan* and will be adding courses and content over 2024/25 on education for sustainability.



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.

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 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.

Pilates 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 though postures and sequences to improve mobility and balance. Pilates builds postural understanding and helps you to develop stability and control of the body through breath and core activation.

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.

Tai Chi - for the mind - those living with neurological conditions is a free course and is designed specifically for those living with dementia and their carers. You can come along on the day, without signing up before.

Family learning - Wellbeing

Baby Massage – parent club is a course designed to not only enable parents/carers to learn how to massage their babies but also allow them to make the most of the next hour when baby is relaxed and possibly asleep after the massage.

The programme will give parents/carers the knowledge to practice massage safely with their babies. They will also learn how to understand their baby's non-verbal cues, when is the best time to massage, suitable oils to use, how stress affects babies, how they deal with stress and how babies self-calm.

Learners should be able to consolidate what they have learnt by confidently demonstrating they can massage the legs, and abdomen, chest, head and face and back correctly and can safely complete a full massage by the end of the course.

Baby Yoga and Relaxation is a class for parents new to yoga or those returning to a practice after having a baby. Suitable for babies from six weeks up to crawling to attend with a parent / carer. 30 minutes of this course will focus on parent guided relaxation to provide some techniques to practice at home.



About your tutors



Peter White - Yoga

Peter has a British Wheel of Yoga teaching diploma and has been teaching courses at Medway Adult Education for over 18 years. He welcomes students of all levels into his classes and will tailor and modify movements to support everyone in the class.



Ann Blyth

Ann has been a tutor with Medway Adult Education for over 18 years as part of the health and wellbeing team. She studied a health and wellbeing course, becoming qualified in Chi Kung and Tai Chi. She is also a qualified Reiki master. Ann delivers a selection of courses, catering to a variety of needs and abilities.



Jacqui Brooke-Fagan

Jacqui is an accredited baby massage teacher who has been practicing for over 12 years. Jacqui trained with Touch Learn International on a course accredited by the Royal College of Midwives and is also a member of the Guild of Infant Massage. Jacqui's courses incorporate an element of socialisation to promote baby and parent wellbeing.



Joanne Stevenson

Jo is passionate about making movement accessible to everyone, at any stage of life. She strives to ensure her classes offer opportunities for all ages. In addition to running classes, she also supports local community services and charities.

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, listening and reading skills as well as an insight into the culture and traditions of the region. We will help you to find the right course to join but have a look at the table below as a guide to your current level.

Spanish and French

We have a range of Spanish and French classes, both online and face-to-face, catering to a variety of levels. New for this year, Spanish evening courses at our Gillingham Medway Learning and Skills Hub.



Which course is right for you?

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)

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.

About your tutors



Paula Armiti-Negua

Paula is a creative, adaptive and committed Spanish and ESOL tutor from Argentina. She has worked for Medway Adult Education for over 20 years. After obtaining her degree at the Instituto Superior Del Profesorad Joaquin V Gonzales (INSPJVG) she moved to Spain to further her career in teaching both Spanish and English to various institutes and companies.



Martine Delyfer

Martine uses her unique and expressive style of teaching to engage her advanced learners in furthering their studies in French.



Tina Lawler-Motteram

Tina changed careers to teach English abroad whilst also travelling and studying Spanish, completing this to degree level at the Cerbantas Institute in London. A tutor with MAE since October 2016, Tina enjoys tailoring materials to suit her class using books, PowerPoint presentations and Spanish news to encourage learners to chat, ask questions, learn about grammar and enjoy the company and experience of others.



Danielle Jamison

Danielle was born in the north of France and studied English both at home and later, in Britain as well.

For as long as she can remember, she has had an interest in languages and started to teach them in France, in both primary and secondary schools, before becoming a languages teacher in the UK.

Danielle says that she always enjoyed teaching and watching students become increasingly confident with their learning; it's a real privilege.

For a list of all of the courses we provide visit: [MedwayAdultEducation.co.uk](https://www.medwayadulteducation.co.uk)



▼ Music

Start your musical journey or hone your existing skills with our range of music and singing classes. Music and singing can lift the mood, improve social and mental wellbeing as well as provide a lifelong skill.

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.

Great gift idea for those who are difficult to buy for or for those with a guitar collecting dust! Look out for our occasional course in electric guitar for those who have always wanted to rock.

Singing **NEW FOR 2024**

Singing sessions for adults, all welcome, no audition necessary. And you don't need to read music. We will be singing a wide range of repertoire from classical to pop. Plus, you will learn about breathing and how singing is good for you and your mood. A great class for your wellbeing and mental health.

Singing for the mind

Singing will also be added to our programme for the those living with or caring for those with neurological conditions.



About your tutors



Mark Kulke - Ukelele

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.

Mark has been involved in music shows where students perform individually or as a group, helping many to experience the reward of performing on stage.



Sovra Newman

Sovra has worked as an actor and singer for many years. While living in east London she became involved in many music-based community projects; she was the classical adviser on a major youth project creating choirs at community centres and more recently running a Singing for Health session.

As a result of one of these projects she helped to create and maintain an over 60s choir which has now been running for around 10 years. Sovra has also run a pilot project for NAPA (National Activities Provider Association) *A Choir in Every Care Home* and a range of singing projects in care homes and independent living properties.

Sovra firmly believes that everyone can sing and should have the opportunity to sing.

▼ Cookery

Join us in our professional training kitchen at the Medway Skills and Learning Hub for one of our informative and inspiring classes. We offer a range of cooking classes from our Cookery: Spice Mix Master Class to our range of free cookery classes Multiply.

Search "cookery" on our website to find out what is available.



Supported learning

Community learning offer a variety of courses for those learners with learning difficulties and/or disabilities.

Our courses feature practical subjects in smaller class sizes with structured teaching, all aimed at teaching independence, and autonomy.

Our cookery classes have a healthy living focus, to support learners to be aware of their health needs and to work towards independence in the kitchen.

Craft with clay

New for 2024 /25! Our Craft with Clay course combines arts and crafts with an element of ceramics and clay work. Classes 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.

Pottery enterprise

This new course aims to develop communication and creative skills. You will decide as a group what items will be designed, developed, and produced for an end of course sale. Learning how to create similar small items based on demand, pricing the items produced based on weight and cost of materials and selling for a price that will cover the clay and materials used. This enterprise course will focus on design and development with smaller amounts of pottery production.

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.

About your tutors

Lisa Malone

Lisa has been a tutor for almost 20 years. She has taught a variety of subjects, making lots of little friends teaching preschool cookery. Lisa has taught a range of adult cookery classes, including beautiful baking, Simply Italian, Greek cookery, and more recently Supported Learning Cookery. Lisa loves teaching and is always delighted when people leave her class proud of what they've made.



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.

Entry 3 Introduction to customer services (supported learning)

Learn about customer service legislation, how to provide good customer service and how to handle customer complaints in a variety of work settings. You will learn through fun role plays and games, and complete a portfolio of work during the course which leads to a City and Guilds Entry 3 Award in Introduction to Customer Service.

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.

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.

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.

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

Ofsted

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.



COMING AUTUMN 2024

Teaching Assistant Level 3

The role of a teaching assistant is to provide support to children and young people in the school environment, helping children with their educational and social development both inside and outside of the classroom. This apprenticeship serves to develop the skills, knowledge, and behaviours linked to the role of a TA, including the development of personal, social, health and wellbeing, attitudes and behaviour of learners as well as an understanding of key legislation, policy and practise, safeguarding and British values.



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

CASE STUDY

Caitlin

Business Administration Level 3 Apprentice



Since starting my level 3 business administration apprenticeship in 2022 within Medway Council in the Rehousing Team, I have secured a permanent assistant job within the Rehousing Team and completed my apprenticeship with a distinction. My confidence and knowledge have expanded, and this has helped me in order to complete my job to the best of my ability.

Why did you choose an apprenticeship?

I chose to complete an apprenticeship because I had finished school and knew that I wanted to begin working to build my confidence and further my education.

Why did you apply for this particular apprenticeship?

I chose to apply for this apprenticeship, as I have always been interested in what the council has to offer and knew I wanted to expand my knowledge on Business, and I knew that this could take me further. So, I took the opportunity.

What are the rewards of doing an apprenticeship?

Expanding my knowledge and building up my confidence.

Would you recommend apprenticeships to others?

Yes definitely! This has helped me to be able to gain confidence and knowledge for my future and has helped me in order to secure a permanent job.

Any advice for future apprentices?

My advice would be to ensure you are managing your time well and planning your days in advance. I would also advise you to never be scared to make suggestions and voice your opinions as this will be taken into consideration. I would also advise you to do as much shadowing within your team and other teams to gain further knowledge and complete training courses that are relevant.

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

I think the advantages are that you get workplace experience, and it helps to build your confidence. Although you learn basic skills and knowledge in school, an apprenticeship helps you in order to be ready for a job. There is also a chance that you will be successful in gaining a permanent job.

What are your future plans?

I would like to stay within Medway Council and work my way up and gain further knowledge.

CASE STUDY

Rosie

Business Administration Level 3 Apprentice



Rosie joined Medway Council as an apprentice in the HR Support Team in July 2019 and successfully completed the Level 3 Business Administration apprenticeship with a distinction. Rosie then moved on to work within the Children's Services Recruitment Team. In October 2022, Rosie took on the new role of Project Coordinator and Change Consultant, working on an organisation-wide HR project, and started the CIPD Level 5 Apprenticeship.

Why did you chose an apprenticeship?

My previous employment background was largely in hospitality management and training. Personal circumstances then forced a career change, but I'd always been passionate about people and was always leaning more to a career in HR. The apprenticeship scheme allowed me to come in at an entry level after having some time out of full-time work.

Any advice for future apprentices?

Plan and organise your time and be disciplined with that, as it can be so easy to be distracted by day-to-day work tasks and demands. Also use your time as an apprentice to complete work shadowing to really get a feel of the opportunities that can exist for you beyond the apprenticeship.

Why did you apply for this apprenticeship?

My previous roles within training and having been responsible for people development

really ignited my passion for people. I'd been involved in a lot of HR activity at a manager level and a previous career pathway was always intended to take a steer to HR roles, so I took the opportunity when I saw the apprenticeship vacancy within HR services.

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

It allows you to complete the apprenticeship alongside paid work and you get the benefit of workplace experience.

What are the rewards of doing an apprenticeship?

The biggest reward is being able to complete a qualification relevant to the role or profession that you want to work in. I am completing a level 5 apprenticeship now and colleagues in the team are completing level 7, so there are so many opportunities available through an apprenticeship.

What are your future plans?

After completing my CIPD level 5, I hope to build on my experiences and stay within the HR team at Medway Council. After the life of the project that I am currently working on, I'd like some experience as a HR Consultant.

Would you recommend apprenticeships?

I would, even as an older apprentice as it gives you opportunity to learn new skills and perhaps support a career change later on.

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 three 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 short 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

(Level 2 Supporting Teaching and Learning in Schools/ Level 3 Diploma in Specialist Support for Teaching and Learning in Schools e-learning)

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 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.

If you have significant experience of working as a Teaching Assistant and wish to move into a more



specialised role, you may wish to enrol onto the **Level 3 Diploma in Specialist Support for Teaching and Learning in Schools e-learning**. Further guidance will be provided at a pre-course consultation.

Early years and primary education

Our **NCFE CACHE Level 1 Award in Caring for Children** will provide an introduction to working with babies and young children from birth to 5 years and 11 months.

You can then progress onto our **Level 2 Certificate in Working with Children in Early Years and Primary Settings** qualification which provides learners with the knowledge and skills required to care for and educate children aged between 0 and 11 years 11 months old. This qualification is suitable for learners who would like an introduction to both early years and primary settings in order to progress onto further education or into the workplace.

Learners must be working in a paid or unpaid capacity with children under the age of five-years-old in a childcare setting in order to participate in the Level 2 course and undertake a minimum of 120 work placement hours.



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 enrol onto our e-learning courses anytime 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 Community Interpreting courses, 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. We offer courses ranging from Level 1 right up to Level 3, which are certified by Ascentis. The Level 2 course requires learners to complete a minimum of 20 hours of voluntary work. Upon successful completion of the Level 3 Certificate, learners could progress towards paid employment as a Community Interpreter.

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**
- **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

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.

Our **Introduction to Counselling** gives you a brief overview on counselling over three sessions.

Our NEW **CPCAB Level 2 Award in Introduction to Counselling Skills** enables you to learn basic counselling skills (listening and responding skills) in a helping role, which will help improve professional and personal relationships.

This will help lay the foundations for progression 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.



<div>BSL FINGERSPELLING ALPHABET</div>					 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.			

For a list of all of the courses we provide visit: [MedwayAdultEducation.co.uk](https://www.MedwayAdultEducation.co.uk)





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.

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 **CPCAB 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 **CPCAB Level 4 Diploma in Life Coaching**. 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**. Further develop your technical, managerial and supervisory skills by completing the **Level 3 Diploma in Business Administration**.

Customer services

Learn about customer service legislation, how to provide good customer service and how to handle customer complaints in a variety of work settings.

You will learn through fun role plays and games, and complete a portfolio of work during the course which leads to a **City and Guilds Entry 3 Award in Introduction to Customer Service**. Progress onto the **Level 2 Certificate in Customer Services e-learning**, or **Level 2 Certificate in Customer Service in Health and Social Care Settings e-learning**.



Pathway to employment

We offer employability courses that support you throughout the job search process over four days. Sessions include overcoming barriers to employment and developing a positive mindset, looking at hidden job markets and effective job searching, preparing a CV specific to the role with a powerful personal profile, filling in job application forms and writing covering letters, and preparing for your job interview with mock interviews held within the class.



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 Award in Book-keeping and Accounts**.

Progress onto our **FREE Maths for Book-keeping and Accounts (Next Steps) - Multiply** course and **Level 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 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 NCFE nationally recognised qualification in as little as three 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**

NEW FOR 24/25

- **Level 2 Certificate in Principles of Customer Service**
- **Level 2 Certificate in Understanding Data Protection and Data Security**



Ask us about group bookings!

We can create bespoke workshops for those who would all like to get together for a class. Please contact us directly so that we can create a course tailored to your needs. Classes such as jewellery making, pottery, art, cookery work well for bespoke, group bookings. Workshops are suitable for those aged 19+.

Phone: **01634 338400** Email: **AdultEducation@Medway.gov.uk**

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 £25,000 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.



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**





English and maths

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.

Courses are varied and fun, and will help develop a range of skills to support progression at home and work.

Functional skills

Functional Skills qualifications are intended for anyone wishing to develop their maths and English skills across a wide range of areas. They focus on teaching practical skills that can be applied to lots of real life contexts such as writing a formal letter or reading a bus timetable. Unlike GCSEs, you can take your exam at any point in the year.

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. Before joining a course, we will assess your current level to ensure you are enrolled on a programme which is suitable.

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 and are suitable for anyone wishing to retake their GCSE to gain a higher level.

Our intensive one-year programmes will help develop skills and knowledge in English and maths, sufficiently preparing you for your end of year exam.

In maths, you will develop fluent knowledge, skills and understanding of mathematical methods to help solve complex mathematical problems.

In English, you will acquire and apply a wide vocabulary, alongside a knowledge and understanding of grammatical terminology and linguistic conventions for reading, writing and spoken language.

To enrol, first book your pre-course assessment by phoning **01634 338400**.

All of our English and Maths courses are free* to learners who do not have a qualification at grade 4(C) or above.

**Other eligibility conditions apply*

English as a foreign language (EFL)

If you are a visitor to the UK, au pair or professional needing to improve your English skills for work or to continue to higher education and university and would you like to work towards an internationally recognised certificate please call for information about Cambridge English exams.

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, online and in our centres, 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.





Now you can help the kids with their homework...

Multiply is a national scheme for adults who do not have a GCSE grade 4 or higher in maths or equivalent, these free, flexible courses fit around busy daily lives.

Designed to build confidence with numbers and be of use in everyday life, Multiply sessions use topics such as gardening, cooking, puzzles, pottery and sewing to create an understanding of numbers.

These **free courses** include help with:

- How to manage your money
- Understanding bills, energy calculations, and with budgeting
- Cooking on a budget, portion sizes and nutrition
- Numbers for use in the workplace
- Supporting children with maths homework



Ink illustrations with Multiply

Explore ink techniques to create illustrations in our professional art studio. Learn how to budget for your artwork, use ratio and proportion skills. This course is an excellent starting point for beginners who want to explore illustration.

Sewing class with Multiply

Make a lined zip bag- applying mathematical skills including conversion and measuring of units, to create a beautiful lined and zipped bag.



Family events with Multiply

Attend free family events provided in partnership with local businesses, and community projects including Child Friendly Medway, Ninja Warrior UK, FunDrum and schools.



About your tutors

Harvinder Kaur

Harvinder is an experienced cookery tutor and has been honing her skills, cooking a variety of delicious cuisines for 20 over years. She adapts her personal and family recipes to make them easy to follow and to show that everyone can cook delicious home-made food. Harvinder has taught cookery to students in a school environment as part of enrichment activities and now teaches with us at Medway Adult Education including Batch Cooking with Multiply.

Pottery with Multiply

Create your own coil hand-built **nesting bowls** using a range of mathematical skills including measuring and scaling.

Cost of living - You and your money

St James' Church of England Primary Academy have teamed up with Multiply and are offering the following free course. The cost-of-living crisis is hitting us all very hard, not only does it affect our pockets, but our mental health.

Digital skills and budgeting with Multiply

Topics include:

- How to read and understand your payslip
- Download and how to use ENGAGE (employee app)
- Understanding online safety
- Digital skills -working your way around a computer, sending emails, Word and basic Excel.
- Budgeting for everyday life
- Cost of living – money saving tips and where to get help

Family learning

Our free courses are an excellent opportunity to discover the benefits of lifelong learning and help your child develop a positive view of learning.

We run art and craft workshops at various Medway community events throughout the year as well as Baby Massage, Baby Yoga and Baby Sensory courses at our Rochester centre.

Our English and maths Family Learning courses are about encouraging families to learn new skills together. They are designed to support parents and carers to develop skills to help support their children's learning, including strategies which support learning at home. They can help parents and carers develop confidence with English and maths, and potentially lead to further learning or qualifications.

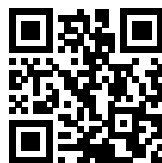


Ready, Set, MedwayGo

MedwayGo offers holiday activities across Medway for children aged 5-16 years.

From sports clubs, to theatre workshops, swimming and more. Children eligible for the activities can access them during the summer, Christmas, and Easter holidays.

To find out more and register ready for the summer holidays please visit our website go.medway.gov.uk or scan the QR code.



MedwayGo

Department for Education

A BETTER MEDWAY

CHILD FRIENDLY MEDWAY

Medway Serving You



Jaspers is a warm and welcoming space for all.

Jaspers Community Cafe, located on the first floor of the Rochester Community Hub, provides work experience for and mentors people with additional needs; they have foreign language students who volunteer to help their language skills and is a meeting place for many community groups including the Neuro Cafe and Lanterns, a social drop-in time for solo parents.

Jaspers has now become a well-established meeting place for MAE learners before or after lessons as well as for parents and babies after their library classes.

This year Jaspers has supported the charities FASD and Dementia UK.



Exhibitions

The Community Learning Department run a full programme of exhibitions, featuring learner work and local artists, at Medway Adult Education's dedicated exhibition space situated in the Jaspers Cafe and showcase

Chatty Café

Jaspers hosts a weekly Chatty Cafe session on a Wednesday afternoon from 1.30-3pm for those who are experiencing loneliness or anyone just wanting a chat.



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.

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.

Children and Family Hubs

We deliver regular sessions at the hubs.

All Saints Church, Allhallows

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

Kingfisher Primary School

We work with the school to support their parents with English and maths skills, and run a Teaching Assistants course at the school

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 art sessions as part of the Thrive Thursdays.

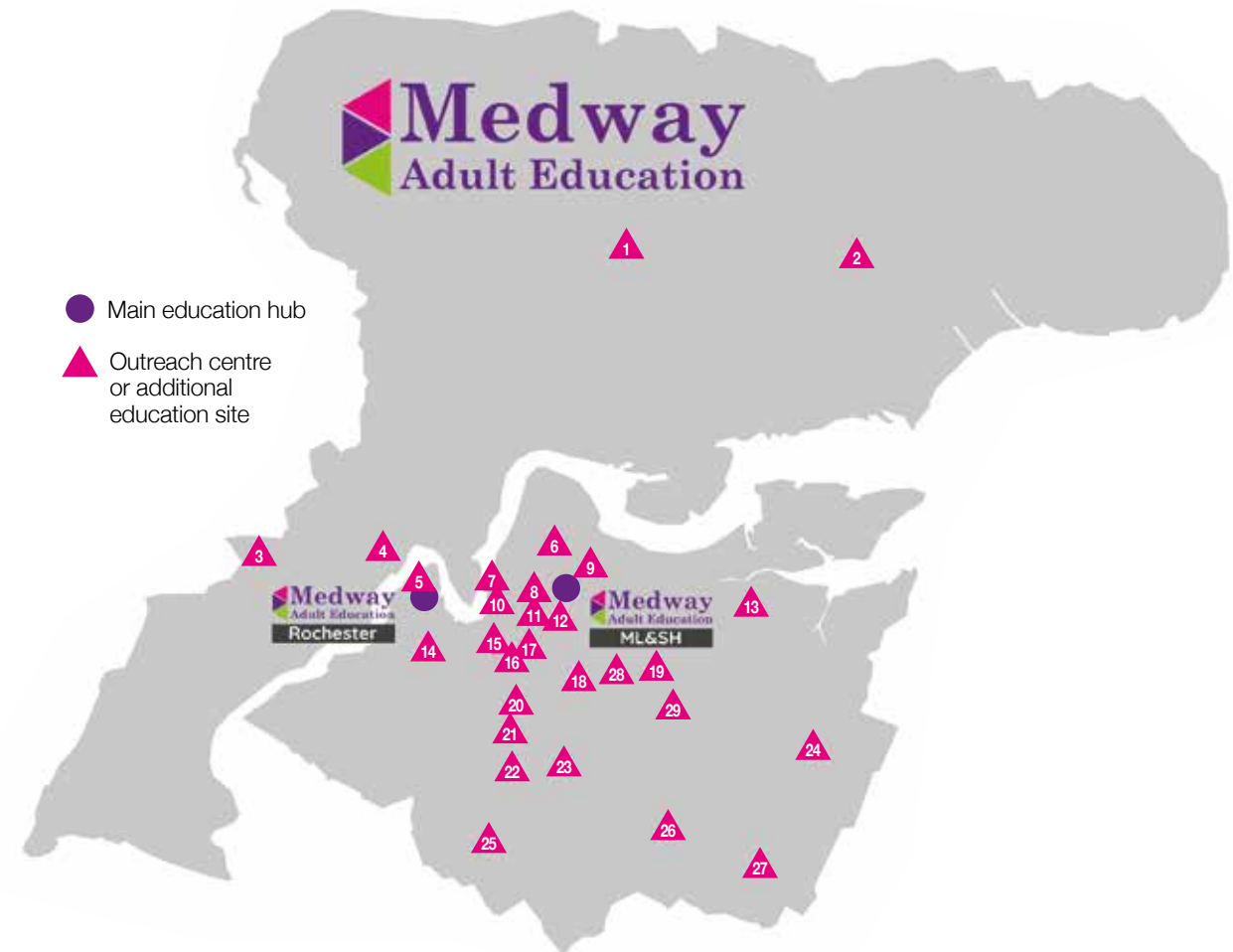
Medway Non-Visible Disability Initiative (NVDI)

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



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

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 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.

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.

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 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 caf  s nearby. Class breaks provide an opportunity to relax and socialise with other learners on your course.

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, T 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 2024.

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   25,000 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
Gov.uk/Advanced-Learner-Loan

You can also get independent financial advice from the Money Advice Service at
MoneyAdviceService.org.uk

Concession	Discount	Description
Earnings Threshold	Free	English, Maths, ESOL and Career and Workskills courses may be free if you can evidence earning below £25,000 a year.
Maths/English	Free	Maths and English courses may be free at Entry Level to Level 2 if you do not already hold a GCSE English or Maths qualification grade 4 (C) or higher.
Digital Entitlement	Free	Digital Skills courses (Entry Level to Level 2) may be free if you are assessed as being below level 1.
Over 60	25%	Courses may be discounted if you are 60 years old and over and not employed for over 16 hours a week.
Receiving benefit	25%	Courses may be discounted if you are claiming a means tested benefit including Universal Credit, JSA or a benefit related to disability e.g. PIP, ESA,
Medway Fostering	20%	Courses may be discounted if you live in Medway and are currently fostering
Medway Council Staff	10%	Courses may be discounted if you are currently employed by Medway Council

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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 G or 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. You can also email **LearnerSupport@Medway.gov.uk** to give us your 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.

How we use your personal information

This privacy notice provides information on how Medway Council's Adult Education Service uses your personal information to provide you with high quality adult education courses. Medway Council's Adult Education Service is funded by the Education and Skills Funding Agency (ESFA) on behalf of the Department of Education (DfE). The ESFA contractually define the data which is required to enable services to be provided by us. This data is shared with the ESFA. Please view their privacy notice here www.guidance.submit-learner-data.service.gov.uk/24-25/ilr/ilrprivacynotice

By 'use' we mean the various ways your personal information may be processed including storing and sharing the information.

How do we use your personal data?

We use your personal information primarily to manage the Adult Education Service including:

- Enrolling learners onto courses
- Communicate service information and changes to services you are signed up to (for example cancellations or change of venue)
- Providing further support to learners, both financial and in classroom
- Compiling and processing Learner Agreements.
- Obtaining funding from Central Government via the ESFA or DfE
- Provision of awards and certificates through the respective awarding bodies
- We also use this information to assess the quality of our services and evaluate and improve our policies and procedures.

What personal data do we collect and use?

We collect and use your:

- Personal information (such as name, date of birth, unique pupil number, contact details and language)
- Attendance information (such as sessions attended, number of absences, absence reasons and reason for withdrawal)
- Curriculum assessment results
- Destination and progression information (such as details about current and future employment or education)
- Evidence of income, such as bank statement for fully funded provision
- Previous or current education, including prior attainment/qualifications and employment information

We also collect information about the following which is classed as "special category data" under the GDPR.

- Racial or ethnic origin
- Health data including physical and learning disabilities; mental health; occupational health; and transport needs

We may share your personal information with:

- Our funding body, the Education and Skills Funding Agency
- Government department or agency, for example, Department for Education
- Ofsted
- Qualification award bodies
- The Learner Records Service

How the law protects you and the legal basis for processing your information

The lawful grounds to process your information is under GDPR article 6(1)(e) Public Task, because "Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller".

We have legal grounds to process special category data under GDPR article 9(2)(g) - Reasons of substantial public interest. We rely on the 'equality of opportunity or treatment' and 'safeguarding of children and individuals at risk' purpose conditions from Schedule 1 of the Data Protection Act 2018 when relying on Article 9(2)(g) to process your special category data.

How long will we keep your personal information for?

We keep your data in line with ESFA guidance, this is currently 6 financial years since you were last a learner with us as long as you do not have an outstanding financial debt.

How we keep your information

The information is stored electronically securely within the TERMS database server which is in London UK with a fall back in Manchester, UK. We also store information electronically on the Medway Council SharePoint site. Access to this data is granted to authorised personnel only, and strictly for the duration of their job role.

We do not process your information outside of the UK.

Visit MedwayAdultEducation.co.uk/Privacy to view the full privacy notice.



Your questions answered

How can I find out about the courses?

- Online: MedwayAdultEducation.co.uk
- From our course directory
- From the staff at one of our centres (locations and opening times on page 46)
- 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: MedwayAdultEducation.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 p46) 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 £25,000 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**.

Term dates 2024/25

Term 1 Autumn break	Monday, 2 September to Friday, 18 October 2024 Monday, 21 October to Friday, 25 October 2024	7 weeks 1 week
Term 2 Christmas break	Monday, 28 October to Thursday, 19 December 2024 Friday, 20 December to Friday, 3 January 2025	7 weeks 2 weeks
Term 3 February break	Monday, 6 January to Friday, 14 January 2025 Monday, 17 February to Friday, 21 February 2025	6 weeks 1 week
Term 4 Spring break	Monday, 24 February to Friday, 4 April 2025 Monday, 7 April to Friday, 18 April 2025	6 weeks 2 weeks
Term 5 May break	Monday, 21 April to Friday, 23 May 2025 Monday, 26 May to Friday, 30 May 2025	5 weeks 1 week
Term 6	Monday, 2 June to Tuesday, 22 July 2025	7 weeks

For a list of all of the courses we provide
visit: MedwayAdultEducation.co.uk



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

Bengali বাংলা 331780 Chinese 中文 331781 Gujarati ગુજરાતી 331782 Hindi हिंदी 331783 Punjabi ਪੰਜਾਬੀ 331784

Polish Polski 332373 Sorni کوردی 331841 Turkish ଏକବିଂଶତ 331786 Urdu اردو 331785 Farsi and Dari فارسی 331840

Russian Русский 332374 Lithuanian Lietuviškai 332372 Slovakian Slovensky 331839