

Manchester
Adult
Education

GET CONNECTED

Foundation Skills Courses | 2022 - 2023

- ▶ English for Fluent Speakers
- ▶ Maths
- ▶ Digital Skills

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Applying to study

Applying to study at Manchester Adult Education is easy. You can apply online using any digital device. Follow the steps below to join a course with us.



STEP 1

Visit www.manadulted.org.uk *



STEP 2

Choose a course and book your assessment and enrolment session



STEP 3

Call us on 0161 219 6733 if you need help to book your assessment and enrolment session



STEP 4

Attend your appointment for assessment, placement and enrolment



STEP 5

You will receive information about your class details and what you need to do to get ready

*You can also call into one of our centres and we'll be happy to help you.

Information, assessment and enrolment sessions will be live throughout the year. Watch out for more information on the website.

All courses are free of charge to Manchester residents

Developing your knowledge and skills in English, Maths and Digital can lead to exciting and rewarding careers in sectors such as nursing, teaching, administration and digital marketing.

Focus on your future

Make it Happen is our approach to Careers, Education, Information, Advice and Guidance (CEIAG) enabling our learners to progress to positive destinations.

INTRODUCTIONS

We work with a range of employers to provide meaningful encounters between learners and employers. Encounters can take place online or in person, either at one of our centres or off-site and include:

- mock interviews
- employer talks
- employer workshops and
- work experience placements
- insight days

We also facilitate opportunities to meet further and higher education providers, voluntary organisations and partners across Manchester. Here you can enquire about progression routes, find a suitable volunteer opportunity or participate in recruitment events.

MEET UPS

These sessions for existing learners focus on specific CEIAG topics such as Labour Market Intelligence, CVs, Interview Skills, Skill Identification, UCAS applications, Sector Information, Recruitment Processes and Career Confidence. While learning with us, you can attend as many Meet Ups as you like to build your employability skills and knowledge to make informed decisions.

CONVERSATIONS

At a Make it Happen conversation you can prepare for your future. You will get free, individual and impartial advice, guidance and/or coaching from a qualified and expert Careers and Progression Advisor. Our advisors work to the National Quality Matrix Standards for Information, Advice and Guidance and have up-to-date information on the local labour market.

Whatever your next steps and goals, you will be well informed to make the right choices for you.



MAKE IT HAPPEN



Make It Happen foundations

During your time with us, tutors will support you to focus on your personal strengths and skills. You will develop a positive and confident mindset, and create action plans to move closer to your future goals.

90% of learners say that they developed an understanding of their personal strengths and skills on their courses (Have your Say survey 21-22).

Manchester Edult Education works with employers and partners across Manchester to offer work experience and employer encounters. Our employers and partners have commented on the excellent attitudes and commitment of our learners.



Levels explained

Entry Level - each entry level qualification is available at three sub-levels (E1, E2 and E3). Entry level 3 is the most difficult.

Level 1 qualifications are equivalent to GCSE grades 3,2,1 or grades D, E, F, G and offer learners the opportunity to use English, Maths and Digital in everyday situations

Level 2 qualifications are equivalent to GCSE grades 9,8,7,6,5,4 or A*, A, B, C and offer learners the opportunity to use English, Maths and Digital in everyday situations

GCSEs are academic qualifications that equip learners with a strong theoretical knowledge and skillset

Level 3 qualifications are A level/access to higher education diploma



ENGLISH

Course	Centres	Start Date	End Date
Functional English Entry Level (1 session per week)	NH AM LL GH FC	Jan 23	July 23
Functional English Level 1 (1 session per week)	AM GH WI GT	Jan 23	July 23
Functional English Level 1 with grammar support (2 sessions per week)	AM LL GH WI FC	Jan 23	July 23
Functional English Level 1 Intensive (2 sessions per week)	AM GH	Feb 23	July 23
Functional English Level 2 (1 session per week)	LL GH WI FC O/L	Jan 23	July 23
Functional English Level 2 with grammar support (2 sessions per week)	AM LL GH	Jan 23	July 23
Functional English Level 2 Intensive (2 sessions per week)	TA AM GH	Feb 23	July 23
GCSE English	AM GH	Sep 23	June 24

English pathways

Course	Description
GCSE English	An intensive one-year course for adults who need GCSE English in order to gain employment or progress to higher education.
Functional English Entry to Level 2	Develop your career prospects, enhance your employment chances and improve your communication confidence with English courses to suit your needs. Whether you want help with the skills you need to become an effective communicator at work and in everyday life, or a beginner who wants to improve your English skills, we have the course for you. Available at five different levels, you'll start at the right level for you. You'll have the chance to gain a nationally recognised Functional English qualification useful for gaining employment, retraining or advancing your career.
Functional English with grammar support	These courses are designed to support learners who speak English as an additional language to achieve the functional skills in English. These comprise two sessions each week with one session devoted to grammar.



Course Location Key:

- | | | |
|-----------------------------|------------------------|------------------------|
| TA THE AVENUE | NH NEWTON HOUSE | AM ABRAHAM MOSS |
| LL LONGSIGHT LIBRARY | GH GREENHEYS | WI WITHINGTON |
| FC FORUM CENTRE | GT GORTON HUB | O/L ONLINE |

MATHS

Course	Centres	Start Date	End Date
Functional Maths Entry Level (1 session per week)	NH AM LL WI GT	Jan 23	July 23
Functional Maths Entry Level Intensive (2 sessions per week)	AM LL GH FC	Feb 23	July 23
Functional Maths Level 1 (1 session per week)	AM GH WI GT	Jan 23	July 23
Functional Maths Level 1 Intensive (2 sessions per week)	AM LL GH	Feb 23	July 23
Functional Maths Level 2 (1 session per week)	TA NH AM LL GH WI FC	Jan 23	July 23
Functional Maths Level 2 Intensive (2 sessions per week)	AM LL GH	Feb 23	July 23
GCSE Maths	AM LL GH FC	Sep 23	June 24

Maths pathways

Course	Description
Functional Maths Entry to Level 2	Develop your career prospects and enhance your employment chances with maths courses to suit your needs. Whether you are a beginner who needs maths to develop a career or someone who just needs a helping hand, we have the course for you. Available at five different levels, you'll start at the right level for you. You'll have the chance to gain a nationally recognised functional maths qualification.
GCSE Maths	For many careers you will require GCSE Maths. Develop the skills and knowledge in maths to gain a qualification that can help you progress onto professional courses in areas such as nursing or teaching. This is an intensive one-year course for people confident with their maths skills.



Money Matters

Course	Description
Money Matters (free course)	To support learners in uncertain times we offer a free course on money matters: <ul style="list-style-type: none">• Why it's important to talk about money!• Budgeting skills• How to get good deals and save money• Increasing your income• The best sources of help and support

Course Location Key:

TA THE AVENUE

LL LONGSIGHT LIBRARY

FC FORUM CENTRE

NH NEWTON HOUSE

GH GREENHEYS

GT GORTON HUB

AM ABRAHAM MOSS

WI WITHINGTON

O/L ONLINE

DIGITAL SKILLS

Course	Centres	Start Date	End Date
Digital Skills for Beginners	AM GH LL GT FC	Jan Feb Apr May June	Feb Mar May June July
Essential Digital Skills Entry 3/Level 1*	AM TA GH LL GT WI FC	Jan Feb Apr	Mar May July
Microsoft for Work	AM GH LL GT FC	Jan Feb Apr	Mar May July
Digital Skills for Work (L2 Award)**	GH FC	Jan Feb Apr	Mar May July
Digital Skills for Work (L2 Certificate)**	LL	Apr	July
Digital Marketing (L2 Award)**	AM	Jan Feb Apr	Mar May July
Digital Marketing (L2 Certificate)**	AM	Apr	July

* Essential Digital Skills are accredited by Gateway Qualifications and are exam assessed

** Level 2 courses are accredited by Gateway Qualifications and are portfolio assessed

Skill Up workshops

The Digital team at Manchester Adult Education also offers drop-in Skill Up workshops across Manchester.

If you want to access services, learn how to use a particular device, search for information quickly, save money or improve your employment prospects, this workshop is for you. Whatever your motive, your needs will be built into your workshop sessions at a level which is right for you.

For information on our Skill Up timetable, including outreach venues, please visit www.manadulted.org.uk/digital

Course	Centres
Skill Up workshops	AM TA GH LL GT WI FC



Digital Skills pathways

Course	Description
Digital Skills for Beginners	This is the course for you if you are starting out using devices and want to know the basics. This course will introduce you to different devices, develop your confidence and start you on your journey in using your digital skills and the internet more often.
Essential Digital Skills Entry 3/Level 1	This course is for you if you want to develop your digital skills for work and at home. Learn how to use different devices for handling information, creating and editing, communicating, and transacting while remaining safe, secure and responsible online. You will be able to gain a qualification on this course.
Microsoft for Work	If you are looking to develop your skills and knowledge in using Microsoft applications for work, then this course is for you. Learn to confidently use Microsoft Word, Excel, Powerpoint and file management for the workplace. Become more efficient using 365 and Teams.
Digital Skills for Work (available at award and certificate level)**	Whether securing a new role or progressing in work, this course will enhance your awareness of digital technologies, develop your practical IT skills and build your working knowledge of common software applications, including spreadsheets, documents and presentations.
Digital Marketing (available at award and certificate level)	This course is ideal if you have your own small business and want to develop your digital skills to promote it online. You may also be considering a career in digital marketing. This course will give you the knowledge and skills required to take the next steps in this fast-growing and exciting field. Learn about the impact of digital technologies on employment, make a career plan and design a social media marketing campaign.

Course Location Key:

TA THE AVENUE	NH NEWTON HOUSE	AM ABRAHAM MOSS
LL LONGSIGHT LIBRARY	GH GREENHEYS	WI WITHINGTON
FC FORUM CENTRE	GT GORTON HUB	O/L ONLINE



LEVEL 3: TAKING LEARNING FURTHER

COMING FOR SEPTEMBER 2023

A range of courses at Level 3 to take your learning further!

Mathematics in Context (Level 3 Core Maths)

Accredited by Pearson Edexcel, The Mathematics in Context course builds on GCSE maths to apply maths to real world contexts and problems. The course covers four areas of maths;

- Applications of statistics
- Probability
- Linear programming
- Sequences and growth

The sessions will be delivered in one of our venues, one day per week for 34 weeks. You will sit two externally examined papers in May/June.

Entry requirements

Maths GCSE at Grade 5 (C) or above or an assessment to demonstrate maths skills at this level is an essential requirement. English at GCSE/Level 2 Functional skills is desirable. Confident digital skills to enable the completion of assignments

What next after Mathematics in Context?

Mathematics in Context (Core Maths) can lead to a number of different career and education paths. The Advanced Mathematics Support Programme® here (<https://amsp.org.uk/students/core-maths/what-next>) can offer further advice.

We have our own careers guidance to support you too when you join a class.

Digital Marketing Level 3

Accredited by Gateway Qualifications, the Level 3 Digital Marketing course will be delivered from our new Digital Marketing suite at Abraham Moss Adult Learning Centre.

You will develop your skills, knowledge and competence to secure employment within digital and creative industries. This course covers:

- Digital marketing and project management
- Content marketing
- Digital graphics
- Digital marketing metrics and analytics

You will gain a Level 3 Certificate in Social Media for E-Commerce qualification through building a portfolio of assignments and assessed work.

Entry requirements

- Learners should be able to demonstrate the skills and ability to study at Level 3
- English and Maths at Level 2
- Confident digitally to enable the completion of assignments and use of software.

What next after L3 Digital Marketing?

A work placement is not a requirement of this course, but we will be introducing employer engagement and sharing opportunities to undertake paid and unpaid digital marketing activities. You could progress to further digital marketing specialisms and employment in the digital and creative sector.



Support for learning



Financial support

If you are claiming benefits or on a low income, we may be able to provide financial support to help you while you are studying with Manchester Adult Education. When you join a course, ask any member of our staff for more details about how to apply.



We can help you...

- If you live more than two miles away, we can help you with transport costs.
- If you have children under three who are not in school, we can pay for childcare while you attend your course.
- If there are fees for your course, we can help you pay them.



Laptop loan scheme

You may need to access G Suite for Education as part of your course. If you need to borrow a laptop for the duration of your course, this may be available to you. Laptop loans are subject to specific courses and availability.



Learning support

We have a team of qualified teachers, assessors and an additional support worker, working across Manchester Adult Education centres.

If you have a learning difficulty or disability, we may be able to offer you support to ensure you can progress confidently with your learning.

Support might include:

- Adjustments in class and for exams
- 1:1 teaching outside the classroom
- Additional learning support in class
- Large print, assistive technology etc.



What our learners say

“ I would definitely recommend Manchester Adult Education as a place to progress and improve your qualifications. I was given free career advice that proved invaluable. It's a great opportunity to learn and progress your studies.

Angelo Alfano
English (for fluent speakers)

“ I live in Blackley and have studied at both The Avenue and Abraham Moss centres since 2019. I'd been juggling being mum to three children including my youngest who is autistic.

I studied Level 2 Maths and Level 2 Teaching and Supporting in the Classroom.

During my Level 2 course I secured a job in a school in a one-to-one position and have continued to thrive – the courses gave me the confidence.

It's been hard at times to juggle with starting work while being a busy mum. But my tutors always tried to help when I was struggling and have supported me.

In future I aim to progress onto the Level 3 course and potentially a GCSE in English and Maths.

Kerry Smith
Maths, Vocational

“ I'm gaining confidence, gaining knowledge and it's just amazing; I'm so happy. I thought I was too old and didn't think I could do it but now I'm knocking it out of the park!

Linda King
Mental Health Awareness, Digital Skills, English



Manchester Adult Education

Course locations:

- TA** THE AVENUE LIBRARY & LEARNING CENTRE
Victoria Avenue East,
Blackley, M9 6HW
- AM** ABRAHAM MOSS
Crescent Road,
Crumpsall, M8 5UF
- NH** NEWTON HOUSE
203 Droylsden Road,
Newton Heath, M40 1NY
- GT** GORTON HUB
27 Garratt Way,
Gorton, M18 8HE
- GH** GREENHEYS
Upper Lloyd Street,
Moss Side, M14 4HZ
- LL** LONGSIGHT LIBRARY & LEARNING CENTRE
519 Stockport Road,
Longsight, M12 4NE
- WI** WITHINGTON
24a Burton Road,
Withington, M20 3ED
- FC** FORUM CENTRE
Simonsway, Wythenshawe,
M22 5RX



Scan the QR code to visit the website

www.manadulted.org.uk

