



Learning & Enterprise  
College Bexley

# Course Guide

2023 - 2024

Free Courses > Employability > GCSEs > Higher Education >  
Leisure & Hobbies > SEND > Supported Internships >



# Welcome

Welcome to Learning & Enterprise College Bexley (LECB) and our course guide for the academic year 2023-2024.

We appreciate your interest in learning more about what we have to offer and how we can help you in the future. Our new guide has been simplified so you can quickly discover the course that you are interested in. All our courses are planned with learners in mind, with a range of start and finish times to enable you to learn around your own personal life.



Our College is committed to providing high-quality education and training to help you achieve your goals. With experienced teachers, great facilities, and an inclusive supportive learning environment, we are confident that you will have a great experience with us.

We hope to see you soon at one of our open events, where you will be able to tour our college and meet the individuals who will teach and support you.


**Tom Dillon**  
Principal


## About Us


LECB is an inclusive Adult and Community Learning College, providing education, skills, and training to local communities across the London Borough of Bexley and beyond. We can help you gain a qualification, improve your job skills, improve your health and wellbeing, help you support your children's learning, and much more.


## Stay Connected

Keep up to date with the latest information, news and events

 Learning & Enterprise College Bexley

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 Learning & Enterprise College Bexley

Sign up to our newsletter



## How to Apply and Enrol

Visit [www.lecb.ac.uk](http://www.lecb.ac.uk) to find detailed information about all our courses and find one you are interested in. You can apply online and enrol using your debit or credit card on the phone or in person.

Our Business Support team is here to help you. They can give advice on all our services and how to access them. We can help you choose the right course, by offering good, impartial information, advice and guidance. You can get this from all staff, either in person, or by telephone during college opening times.

## Initial Assessment

For some courses you need to come to an assessment before you can enrol. This will help us to find the right course for your skill level.

To book your Initial Assessment (IA), please email [enquiries@lecb.ac.uk](mailto:enquiries@lecb.ac.uk) confirming your name and contact telephone number and a member of staff will contact you.

Alternatively, you can call us on **020 3045 5176**.

### What will you need to bring to your Initial Assessment?

You will receive an email when booking your Initial Assessment detailing the documents you need to bring.

These can include:

- ▶ Previous certificates or qualifications
- ▶ Passport
- ▶ Birth Certificate
- ▶ Valid ID
- ▶ Immigration status documentation
- ▶ If on a low wage, please bring proof of current salary

The Initial Assessment can last up to two hours.

At the assessment, you will:

- ▶ Complete an assessment to identify your current level in English, Maths and your subject knowledge. This is part computer-based or paper-based and includes a discussion with a Curriculum Manager and/or Tutor
- ▶ Tell us about your past achievements and long-term goals
- ▶ Find out more about the course
- ▶ Find out where and when the course runs
- ▶ Tell us if you need extra support
- ▶ We will tell you your skill level at the end of the assessment
- ▶ We will confirm the course you can enrol on

## Please Note

It is always our intention to run our courses as advertised, however if demand is low, they may be postponed or cancelled. Alternative options will be offered in these circumstances. Prices are in line with our fees and charges policy.

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**Got a question?**

Our Business Support team are always happy to help! Please call us on 020 3045 5176



## How to find us

Learning & Enterprise College Bexley  
5 Brampton Road  
Bexleyheath  
DA7 4EZ

## Buses

Brampton Road is easily accessible via several different bus routes. Bus numbers include: 89, 96, B16, B15, B14, B12 and 422.

## Trains

Bexleyheath rail station is approximately ten minutes walk from Brampton Road.

## Cycling

Cycle racks are available at Brampton Road.

## Parking

Parking is available at Brampton Road however it is limited and not guaranteed. We also have facilities for disabled learners, including ramps to all buildings, lifts to all floors, and accessible toilets for wheelchair users. We do, however, encourage people to take public transportation whenever possible.



# Help with Fees

We understand that paying for a course can be difficult for many of our learners, so we have made it as easy as possible to pay for them. We offer flexible payment plans and financial assistance to ensure that everyone has access to our courses regardless of their financial situation. Our goal is to make education accessible to all.

## Free Courses

We offer a wide range of free courses. You may be entitled to a free course if you are:

- ▶ Unemployed and in receipt of an income-based benefit (for example JSA, ESA or Universal Credit)
- ▶ Employed or self-employed and earn less than £23,302.50 (London residents) or £20,319 (non-London residents)
- ▶ Aged 19-23 and studying for your first full Level 2 or Level 3 qualification on an eligible legal entitlement course

If you are on a low wage you will be asked to provide evidence, such as a wage slip or a Universal Credit Statement within 3 months of your start date, or a current employment contract which states gross monthly/annual wages.



## Did you know?

**Adults who do not have a GCSE grade 4/C or above in either English or maths are entitled to study these courses for free.**

## Laptop Loans

We understand that it may be hard to access a computer to keep up with your learning. To help, we have a laptop loan service. Please speak to our Learning Support team or your tutor for further information.

## 16 - 19 Bursary

For learners with an EHCP you may be able to get a discretionary bursary to help support your learning.

## Learner Support Fund

The Learner Support Fund assists learners who have financial difficulties while studying at the college. The fund is aimed at learners aged 19 or over, contributing towards course related expenses.

These can include:

- ▶ Childcare with an Ofsted registered provider
- ▶ Materials and equipment
- ▶ Travel costs
- ▶ Trips

The Learner Support Fund is for low-paid learners who are equally likely to experience financial hardship as those who are unemployed.



## College Support Fund (Funding for non-accredited courses)

The College Support Fund is available to help with tuition fees for those who can demonstrate financial hardship and that attendance on the course will improve their wellbeing. Applications are limited to a maximum of two courses in one academic year. A contribution of at least 50% of the total standard fee is expected from the learner.

An attendance rate of at least 90% is expected from learners receiving funding. Only learners aged 19+ years are eligible for College Support Fund.

## Advanced Learner Loan

The Advanced Learner Loan aims to help take the financial stress away from study by allowing those aged 19+ to apply for a loan to cover the tuition fee on applicable Level 3 or higher course.

A bursary is available for learners who have taken out an Advanced Learner Loan and are on a low income.

## Advanced Learner Loan Bursary Fund

Funding for Level 3+ courses for learners aged 19+ who have taken out an Advanced Learner Loan and are on a low income. The Bursary is not available to learners who have paid their own course fees.

The bursary can help pay for things like:

- ▶ Additional course costs e.g. registration, insurance, etc
- ▶ Childcare with a registered Ofsted childcare provider
- ▶ Classroom assistance for a disability or learning difficulty - following assessment by our Learner Support Manager
- ▶ Course materials and equipment
- ▶ Travel related to your course

**More information on Financial Support**





# Learner Support

We understand that everyone's situation is unique, and we are committed to providing an inclusive learning environment. Our goal is to ensure that all learners have equal opportunities to succeed in their studies, regardless of any challenges they may face.

Our staff are always available to help you before, during and after your course. Please let us know if you have any health issues, disabilities, or financial worries that may affect your ability to learn so we can provide you with the support you need to finish your course successfully.

## Welfare Advice

All College learners are welcome to contact the Learner Welfare Officer for confidential advice and support relating to any welfare issues that they may be experiencing, including:

- ▶ Advice and information on benefits
- ▶ Assistance with form filling
- ▶ Financial issues / Health concerns / Housing
- ▶ Domestic abuse / Racism / Bullying

## Well-Being Drop-in Advice Sessions (term-time only)

Is stress, anxiety or depression having an impact on your learning? Would you like some extra support? Our Advisors are here to support you in confidence.

You can discuss your needs at one of our Drop-in advice sessions.

## Counselling

The College Counsellor is available to discuss any personal issues which may include:

- ▶ Stress
- ▶ Depression
- ▶ Relationship problems
- ▶ Marital problems
- ▶ Bereavement
- ▶ Low self-esteem
- ▶ Addiction
- ▶ Other problems or difficulties that affect your learning



## Career Advice and Guidance

National Career Service (NCS) are at the College every Wednesday to offer guidance to all the residents of Bexley for free. You do not need to be a Learner of the College to access the service.

Our experienced advisors can help you explore all your options and choose the right course of action for you. Our team can assist you with the following:

- ▶ Identifying your skills
- ▶ Finding the right course
- ▶ Job search
- ▶ Creating or updating your CV
- ▶ Advice on completing application forms
- ▶ Interview techniques

**Book an appointment  
with us today**



## Learning Support - Additional help while you learn with us

If you have a health concern, disability or learning need that could affect your learning, please let us know. We may be able to offer you support to ensure you can progress confidently with your learning.

We would like to give you the support you need as soon as possible, so please give as much information as you can when you book your course.

You can also speak to your tutor, Learning Support Manager, or our Business Support team during your course. Your tutor and/or Learning Support Manager can help you decide how/if the course content, equipment, and materials can be adapted to meet your needs.

We can provide a range of equipment and support such as:

- ▶ Confidential interview with the Learner Support Manager
- ▶ Assistive technology - use of voice recognition software or text-to-speech
- ▶ Hearing loops
- ▶ Magnifiers
- ▶ Communicators
- ▶ Learning Support Assistants
- ▶ Exams - access arrangements

Support can also include help with:

- ▶ Computer skills
- ▶ Dyslexia support
- ▶ English for Speakers of other Languages (ESOL)
- ▶ Numeracy
- ▶ Study skills
- ▶ Writing - for example, with course work
- ▶ Computer skills
- ▶ Access to our buildings and facilities

**Please Note:** Learning support does not include personal care, arranging or providing transport.



## Safeguarding

LECB takes its Safeguarding & Prevent responsibilities seriously. We fully recognise our responsibility to protect and safeguard the welfare of everyone studying and working at LECB. We want you to feel safe and not threatened by the environment or other people and we have policies and procedures in place to deal effectively with any safeguarding concerns raised. We ensure all staff are trained and our learners are advised on reporting concerns.

## Enrichment

LECB provides free enrichment sessions for learners to enhance your learning experience.

These sessions are provided by our tutors as well as local groups and cover a variety of subjects.

## Equality, Diversity and Inclusion

LECB is committed to fairness and equality of access, opportunity and outcome for all Learners and potential Learners. We oppose discrimination in any form and have a commitment to making our courses inclusive and available for all. We positively welcome enrolments from everyone, regardless of age, culture, race, religion/belief and sexual orientation, and actively promote Equality, Diversity and Inclusion across all areas of the provision.

**More information on  
Learning Support**







# Aged 18 and over and looking for work?

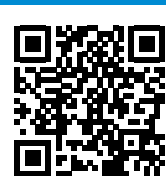
We can help you to find employment if you are:

- ▶ Long term unemployed
- ▶ Have recently been made redundant
- ▶ Are looking to change career
- ▶ Wanting to find a second or better job
- ▶ Looking to return to work after a career break
- ▶ A carer looking for part time work
- ▶ Have had or are still living with a mental or physical health issue but want to work

Why not take a look  
at our website

[www.bexley.gov.uk/bbe](http://www.bexley.gov.uk/bbe)

where you can  
register to use our  
services or, if you  
prefer, call us on  
**0203 045 3800.**



Bexley  
**TW2  
FO2D**

## Career help for people with learning disabilities

Bexley Twofold is the job search, training, and supported employment service for residents in Bexley, with learning disabilities who have a need for support to access training and employment opportunities. Our aim is to help people find and sustain paid employment.

We help people over the age of 18 and create an individual journey and will amend support to suit the needs of the individual.

For more information, please call  
**020 8303 7777** and ask for Bexley Twofold  
or email [bexley.twofold@bexley.gov.uk](mailto:bexley.twofold@bexley.gov.uk)  
or visit [www.bexley.gov.uk/twofold](http://www.bexley.gov.uk/twofold)



## Events

Whether you already know what you want to study or are just searching for some inspiration, there are loads of opportunities to talk to our team at open events held throughout the year.

Ask about our courses, advice on the best course for you, meet our staff and view our range of courses and facilities. Don't hesitate to come along and meet us!

More information on Events



## Awards

The LECB Achievement Awards is an annual event to celebrate the fantastic accomplishments of our learners, partner organisations and staff.

From overcoming personal challenges, to great team work and supporting others, we appreciate everything everyone does every day to make our college a warm and welcoming place.

Our commitment to providing quality education and training has resulted in a high level of learner satisfaction and success, with many of our learners going on to secure employment or further their education. We are proud to be a part of the positive impact that education can have on individuals and communities, and we look forward to continuing to serve the people of Bexley for years to come.

# Course Level Guide

After you have an idea of what and how you want to study, the next thing to do is pick the level you want to study at. This guide helps you know which level of study programme will suit you, the qualifications you'll get, and what you can do after you gain your qualification.

**Entry Level**   **Foundation**   **Intermediate**   **Advanced**   **Higher**

**ENTRY**   **LEVEL 1**   **LEVEL 2**   **LEVEL 3**   **LEVEL 4+**

## Entry Level

If you have no qualifications or expect to need support with your future learning.

## Qualification

- ▶ Functional Skills at Entry Level (English, Maths, and ICT)
- ▶ Awards, Certificates and Diplomas at Entry Level
- ▶ Entry Level Certificates
- ▶ Skills For Life

## Options

You could move onto a Level 1 course.

## Level 1

If you have basic qualifications or grade 1/2 or above in Maths and English.

## Qualification

- ▶ Foundation Learning Tier pathways
- ▶ Functional Skills at Level 1
- ▶ BTEC Awards, Certificates and Diplomas at Level 1
- ▶ BTEC Introductory Diplomas and Certificates
- ▶ NVQs at Level 1

## Options

You could move onto a Level 2 course or an apprenticeship.

## Level 2

If you have 4 GCSEs at grade 3 or above, including English and Maths. Note: Some Level 2 programmes may require a grade 4.

## Qualification

- ▶ GCSEs grades A\*-C/9-4
- ▶ Functional Skills at Level 2
- ▶ BTEC Awards, Certificates and Diplomas at Level 2
- ▶ Key Skills Level 2
- ▶ NVQs at Level 2
- ▶ T-Levels Transition Programme

## Options

You could move onto a Level 3 course or into a job with training or an apprenticeship.

## Level 3

If you already have at least 4 or 5 grade A\*- C/9-4 GCSEs (including English and/or Maths), BTEC Diploma, NVQ 2 or equivalent.

## Qualification

- ▶ A-Levels
- ▶ GCSE in applied subjects
- ▶ International Baccalaureate
- ▶ Key Skills Level 3
- ▶ NVQs at Level 3
- ▶ BTEC Awards, Certificates and Diplomas at Level 3
- ▶ T-Levels

## Options

You could progress into higher education, an apprenticeship or a wide range of jobs.

## Level 4+

If you already have your A-levels, a BTEC National Certificate/ Diploma, Access to HE or an NVQ 3.

## Qualification

- ▶ Foundation Degrees
- ▶ Honours Degrees
- ▶ HNCs/Ds
- ▶ NVQs at Level 4 BTEC
- ▶ Professional Diplomas, Certificates and Awards
- ▶ Other Higher Diplomas

## Options

You will have access to a much wider range of careers, or you could go into further study or professional training.



# Adults with SEND (aged 25+)

We offer a range of part-time Learner-centred courses created specifically to help adults with learning difficulties and disabilities prepare for work and life.

Our courses can help you to:

- ▶ Improve essential communication skills
- ▶ Promote independence
- ▶ Develop confidence
- ▶ Enhance employability skills
- ▶ Increase physical and mental well-being

Before you enrol on a course, we will talk to you about your needs and interests to make sure you are on the right course for what you want to achieve.

## Vision

To contribute to the creation of an inclusive society through the creation of an accessible and supportive learning environment where Adults with SEND are empowered to fulfil their potential.

## Mission

To provide equity of opportunity for Adults with SEND to progress in work or further study, develop essential skills, improve their health and well-being, and contribute to their community.



“They understand our needs and find the suitable course for us.”

Sam, Adults with SEND

## Adults with SEND courses

- ▶ Biscuits Bonanza for Adults with SEND
- ▶ Card Making for Adults with SEND
- ▶ Dance for Adults with SEND
- ▶ Digital Skills for Adults with SEND Step 1
- ▶ Digital Skills for Adults with SEND Step 2
- ▶ Digital Skills for Adults with SEND Step 3
- ▶ Drawing and Painting for Adults with SEND
- ▶ Easter Baking for Adults with SEND
- ▶ Easy Bake for Adults with SEND
- ▶ English Reading and Writing for Adults with SEND Beginners 1
- ▶ English Reading and Writing for Adults with SEND Beginners 2
- ▶ English Reading and Writing for Adults with SEND Beginners 3
- ▶ English Reading and Writing for Adults with SEND Improvers 1
- ▶ English Reading and Writing for Adults with SEND Improvers 2
- ▶ English Reading and Writing for Adults with SEND Improvers 3
- ▶ Gardening for Adults with SEND
- ▶ Halloween Baking for Adults with SEND
- ▶ Healthy Cooking for Adults with SEND
- ▶ Let's sing for Adults with SEND
- ▶ Music for Adults with SEND
- ▶ Picnic Treats for Adults with SEND
- ▶ Pottery for Adults with SEND
- ▶ Print Making for Adults with SEND
- ▶ Sweet Making for Adults with SEND
- ▶ Valentines Baking for Adults with SEND
- ▶ Wild Painting For Adults with SEND

More information  
on Adults with  
SEND (aged 25+)





# Community & Family Learning

We offer an exciting range of free and subsidised courses that help our residents develop essential skills to enter and progress in work or further study, develop confidence, improve their health and well-being, learn as a family, and build stronger communities.

With a wide range of courses running during the day and evenings at our main campus, online, at schools, and in community venues, we have something to suit everyone.

## Vision

To empower adults to make positive changes in their lives and in their communities, through learning.

## Mission

To fulfil a vital role in targeting the hardest to reach adults, including learners in deprived communities, and those furthest from the job market, and provide them with opportunity to develop their skills, confidence, motivation, and resilience, to progress towards employment or further learning.

More information  
on Community &  
Family Learning



**“The college has the course timetables and timings to cater for parents with children at school.”**

Sarah, Family Learning



## Building Confidence

These courses are designed to build your confidence to take your next steps in to education or employment, or to realise your personal goals.

- ▶ Building Self-Confidence
- ▶ Effective Organisation Skills
- ▶ People Skills
- ▶ Public Speaking

## Family Learning

Our Family Well-Being courses help you to develop mindfulness strategies and tools with your family in addition to caring for each other's and your own well-being.

- ▶ Biscuits Bonanza for Families
- ▶ Easter Baking for Families
- ▶ Easter Papercraft for Families
- ▶ Family Art Club
- ▶ Family First Aid
- ▶ Family Pottery
- ▶ Gingerbread Cottage for Families
- ▶ Halloween Baking for Families
- ▶ Little Chefs
- ▶ Monster Muffins for Families
- ▶ Picnic Treats for Families
- ▶ Summer Papercraft for Families
- ▶ Sweet Making for Families
- ▶ Teen Chefs
- ▶ Valentines Treats for Families

**More information  
on Community &  
Family Learning**



## Health and Well-Being

Health and Well-Being courses help you to learn and develop strategies, improve your well-being through a range of physical and practical activities.

- ▶ Art for Well-Being
- ▶ Cooking on a Budget
- ▶ Crochet for Relaxation
- ▶ Dance for ESOL for Health and Well-Being
- ▶ Dance for Health and Well-Being
- ▶ Drawing and Painting for Well-Being
- ▶ Embroidery for Relaxation
- ▶ Gardening for Health and Well-Being
- ▶ Glass Making for Well-Being
- ▶ Line Dancing
- ▶ London Day Walks
- ▶ London Walks and Talks in Autumn
- ▶ London Walks and Talks in Spring
- ▶ Move to the Music and Exercise
- ▶ Nutrition for a Healthy Body and Mind
- ▶ Pilates
- ▶ Pilates: Equipment, Balls & Bands
- ▶ Pottery for ESOL for Mindfulness
- ▶ Pottery for Well-Being
- ▶ Print Making for Well-Being
- ▶ Sewing for Relaxation
- ▶ Still Life Drawing for Well-Being
- ▶ Well-Being for Parents
- ▶ Zumba



## Improving Essential Skills

Essential Skills are the skills we all need to thrive in education, work and life. These courses are designed to provide the first steps to improve your communication, number, ICT, and organisational skills, to empower you to be more effective in both your personal and professional lives.

- ▶ Digital Skills First Step
- ▶ Digital Skills Next Step
- ▶ Digital Skills First Step for ESOL
- ▶ Digital Skills Next Step for ESOL

## Preparation for Employment

These courses will help you to develop skills sought by employers and support you with your next steps into work.

- ▶ ESOL Work Skills
- ▶ Independent Travel Skills for Adults with SEND
- ▶ Preparing for Employment for Adults with SEND
- ▶ Preparing for Work
- ▶ Starting a Glass Business
- ▶ Starting a Photography Business
- ▶ Work Skills - Career Confidence
- ▶ Work Skills - Effective Communication
- ▶ Work Skills - Job Search

## Stronger Communities

Building stronger communities is at the heart of what the College does. These courses promote and encourage community cohesion and integration by bring people from all walks of life together. They are designed to make a positive impact on the quality of life within the local community by increasing feelings of belonging, reducing social isolation, and strengthening relationships between neighbours.

- ▶ Becoming a Volunteer
- ▶ Hate Crime Awareness
- ▶ Social Action Project



## Preparation for Further Learning

The courses are designed to enable you to take the first steps towards your personal learning goals. They will provide you will opportunities for personal development and support you to gain essential knowledge, skills, and behaviours to progress to further study.

- ▶ Introduction to Childcare
- ▶ Introduction to Childcare for ESOL
- ▶ Introduction to Customer Services for ESOL
- ▶ Introduction to Working in Schools
- ▶ Introduction to Working with Children
- ▶ Introduction to Working with Children for ESOL

## Supporting Children's Learning

We offer courses to improve parents' or carers' ability to support children's learning and development.

- ▶ Keeping Children Safe Online
- ▶ Keeping up with the Kids KS1
- ▶ Managing Transitions from Primary to Secondary School
- ▶ Positive Parenting
- ▶ Transition to KS1
- ▶ Transition to KS2
- ▶ Understanding Children
- ▶ Understanding SEND for Parents
- ▶ Understanding Teenagers



# Essential Skills

Essential Skills are the fundamental skills we all need to be successful at work and in life.

Our courses will help you to improve your communication, number, ICT, and organisational skills, to empower you to be more effective in both your personal and professional lives. Our tutors will help you learn at your own pace, practise using the skills you learn in everyday situations, and gain qualifications that employers will recognise.

Courses are suitable for all ability levels. Please book an initial assessment and our team will identify the best starting point for you.

To book your Initial Assessment please email [enquiries@lecb.ac.uk](mailto:enquiries@lecb.ac.uk) or call 020 3045 5176.

## Vision

To make learning accessible to all, to support learner development and to offer an opportunity to reach their full potential.

## Mission

To equip learners with Essential Skills necessary for integration and employment and with wider skills to be an active citizen.

More information  
on Essential Skills



“The College gives everyone the opportunity to develop their skills and get a free education.”

Isha - ESOL

## Digital Skills

Having good digital skills is essential to access services, look for jobs, get into employment, progress in the workplace and for daily life today.

Our Digital Skills courses will equip you for the digital world at home, for work and study. You will develop your skills and be able gain a qualification.

## English & Maths

Many adults feel quite anxious about starting an English or Maths course. Because of this, we offer a variety of ways of learning and aim to build your confidence and English & Maths skills in a relaxed and friendly atmosphere.

Our courses can help you gain the skills required for employment, for continuing professional development, for further studies as well as for day to day life.

We offer:

- ▶ **Entry levels to Level 2 - Functional Skills English and Maths:** courses for adults that cover essential skills & linking to real-life English and Maths.
- ▶ **GCSE English Language and GCSE Mathematics:** these courses will help you gain a place on a university course and improve your job prospects.
- ▶ **Literacy, Numeracy, Skills Building and Build your Confidence courses:** these courses will help you to start your journey in acquiring English and Maths skills or develop your skills further and prepare you for joining a course leading to a qualification.





## English for Speakers of Other Languages (ESOL)

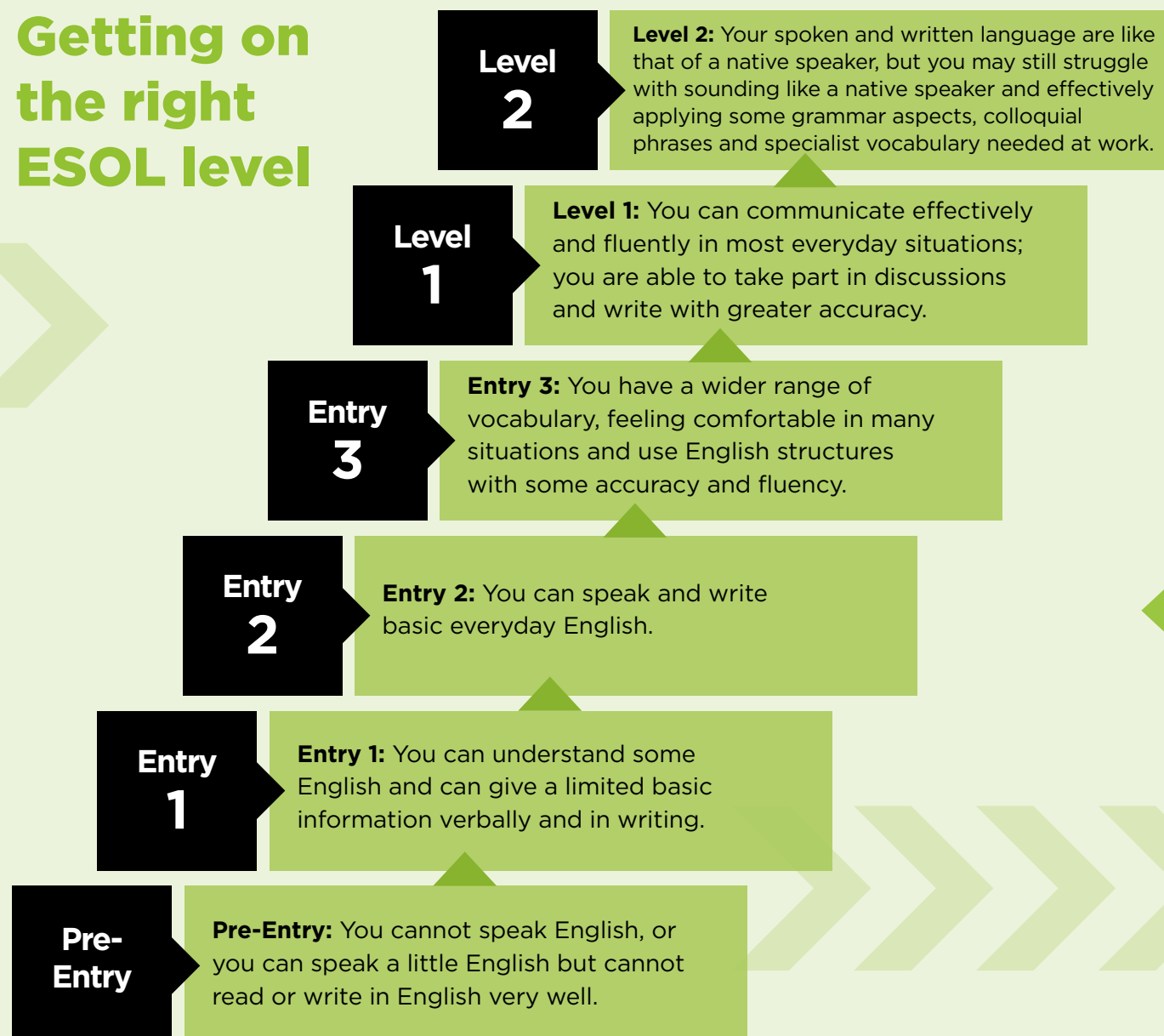
Our ESOL courses from Pre-Entry to Level 2 will support you to gain the English language skills you need to live and work in the UK and feel a part of your local community.

If you are settling or living in England, your first language is not English and you want to improve your listening, speaking, reading and writing, then these courses are for you. All our courses cover grammar, pronunciation, vocabulary, reading, writing, speaking and listening skills development.

Our Speaking & Listening, Reading and Writing courses lead to a nationally recognised qualification. We offer skills building courses, which prepare you for joining a course leading to a qualification if you are in-between levels or help you to improve certain skills.

In addition, you can join Maths and ICT courses specifically aimed for ESOL learners, which will lead you to a nationally recognised qualification, or our Book Club which will help you to develop reading, communication skills and improve grammar.

## Getting on the right ESOL level



## SKILLS FOR LIFE MULTIPLY



### Multiply

Multiply is a new government-funded programme to help adults across the UK improve their numeracy skills. If you're a London resident, aged 19+ and do not already have a GCSE at grade C (or equivalent) in maths, Multiply is available to you.

Whether you are looking to boost your numeracy skills to progress at work or to help with daily tasks, our Multiply courses are here to help you.

#### Manage your money and learn how to budget with:

- ▶ Budgeting
- ▶ Money Matters

#### Increase confidence with numbers and boost your maths skills to prepare for progression at work with:

- ▶ Fractions, Decimals and Percentages
- ▶ Data, Data, Everywhere
- ▶ Multiplication and Division

#### Take the first steps towards formal numeracy qualification with:

- ▶ Build your confidence for Maths
- ▶ Numeracy

#### Increase your maths skills in order to support your children with their maths homework with:

- ▶ Maths for Parents
- ▶ Family Maths games

#### Improve your maths skills in order to progress to further study or training with:

- ▶ Build your confidence for GCSE
- ▶ Specific maths units for Vocational qualifications

More information on Essential Skills





# Leisure and Hobbies

Are you looking for something new and exciting to experience in your leisure time?

Whether you're a complete beginner wanting to try something new or are keen to develop your existing talents, our Leisure & Hobbies courses are a great way to meet people with similar interests, learn new skills, or turn doing what you love into a career!

**“My course makes me feel welcome and happy. I really look forward to the classes each week. It's the highlight of my week.”**

Maryna, Pottery

## Creative Glass

- ▶ Copper Foil Christmas Decorations
- ▶ Copper Foil Light Catcher
- ▶ Copper Foil Panel
- ▶ Creating Bubbles in Fused Glass
- ▶ Design and Print Christmas Cards, Gift Tags and Wrapping Paper
- ▶ Fused Glass Christmas Decorations
- ▶ Fused Glass Coasters
- ▶ Fused Glass Tea Light Holders
- ▶ Fused Sun Catchers
- ▶ Fusing with Reactive Glass
- ▶ Glass Fusing and Painting
- ▶ Glass Fusing with Metal Inclusions
- ▶ Stained Glass and Copper Foil Workshop

## Dance

- ▶ Ballroom Dancing Beginners
- ▶ Ballroom Dancing Improvers
- ▶ Modern Line Dancing Beginners
- ▶ Modern Line Dancing Improvers

## Digital Arts

- ▶ Digital Photo Editing
- ▶ Digital Photography Beginners
- ▶ Digital Photography Improvers



More information on  
Leisure & Hobbies







### Fitness

- ▶ Pilates Beginners
- ▶ Pilates for Life: Equipment, Balls & Bands
- ▶ Pilates Improvers
- ▶ Zumba Fitness: All Abilities

### Handwork

- ▶ Learn to Crochet
- ▶ Learn to Knit

### Humanities

- ▶ Introduction to Psychology
- ▶ Psychology Taster
- ▶ The Psychology of Grief

### Painting and Drawing

- ▶ Learn to Draw: All Abilities
- ▶ Watercolour Landscapes
- ▶ Watercolour: All Abilities

### Pottery

- ▶ Pottery Portraits
- ▶ Pottery Tutored Workshop
- ▶ Candlelight and Tealight Holder
- ▶ Decorating Slab Pots with Lino Cuts
- ▶ Hand-built Bird Nightlight
- ▶ Introduction to Hand-Built Containers
- ▶ Introduction to Tile Decoration
- ▶ Introduction to Tile Making
- ▶ Pots for Succulents
- ▶ Press mould Decorated Bowl
- ▶ Slip Cast and Decorate your own mug
- ▶ Slip Cast Ceramic Tableware

### Languages

- ▶ French Beginners Conversation
- ▶ French Improvers Conversation
- ▶ Spanish Beginners Conversation
- ▶ Spanish Improvers Conversation



More information on  
Leisure & Hobbies





# Special Educational Needs & Disabilities (SEND)

Our SEND study programmes, are designed to meet the needs of Learners who present with moderate and mild Special Educational Needs and Disabilities, and we can offer places for learners with Education and Health Care Plans aged 16 to 25.

In addition, studying on our courses will give you confidence and motivation as well as help you to develop other skills such as organisation, timekeeping, teamwork, conversational skills and other to enable you to be more effective in both your personal and professional life.

“The College provides a warm, comfortable and accepting environment for Learners. This is a very inclusive College.”

Aman, SEND

## Vision

Our vision is to give all Learners an opportunity to learn, thrive and reach their full potential.

## Mission

Our aim is to provide a supportive environment and high-quality education to Learners aged 16 to 25 with Special Educational Needs and to equip them with the qualifications, skills and personal qualities required to move successfully and happily into higher or further education, employment, and their future life.

Our courses give Learners the opportunity to learn Independent Living and self-care skills, Employability skills, English, Maths, ICT, enrichment activities and in some cases, work experience. In addition, we offer extensive tutorial and pastoral support, as well as an enrichment programme.

The offer of a placement will be based on whether we can provide a suitable programme that meets the needs and outcomes highlighted in their EHCPs.

Our study programmes are:

### ► Personal Progression and Independence Skills

This course offers Learners the opportunity to work on areas such as Independent Living skills, Communication skills, Personal Development, Adult Relationships and Travel Training, and also Road Safety.

### ► Introduction to Work Skills

This course is designed for Learners who wish to develop the necessary skills for independence and future employment.

### ► Employability Skills

This course is designed for Learners to develop their skills for future employment.

### ► Supported Internships

This is a one-year programme designed to help Learners develop their practical and theoretical employment skills.

For further information about our courses, please visit our website or email [SENDenquiries@lecb.ac.uk](mailto:SENDenquiries@lecb.ac.uk)

More information  
on SEND





# Vocational Studies

From short introductory courses to industry recognised qualifications there are many options to help you up-skill, get into work and support your career goals.

## Vision

Enabling residents of Bexley and beyond to make positive contributions to the local and London workforce.

## Mission

We want to support you to develop the Skills, Knowledge, Attitudes and Behaviours needed to enter the workforce or further your career.

**“They’re doing a great job helping people to improve their skills!”**

Blessing, First Aid



## Adult Health and Social Care

There is much demand for well-trained health and social care professionals. LECB offers a range of courses from level 1 to level 3 to help you take the first steps into working in a health and social care role. There are also a range of short courses to develop knowledge of key areas of practice which are suitable for people in many different areas of work.

- ▶ NCFE CACHE Level 1 Award in Preparing to Work in Adult Social Care
- ▶ NCFE CACHE Level 2 Certificate in Preparing to Work in Adult Social Care
- ▶ NCFE CACHE Level 2 Certificate in Health and Social Care (*Placement required*)
- ▶ NCFE CACHE Level 2 Award in the Awareness of Dementia
- ▶ NCFE CACHE Level 2 Certificate in Awareness of Mental Health Problems
- ▶ NCFE CACHE Level 2 Certificate in Customer Service for Health and Social Care Settings
- ▶ NCFE CACHE Level 2 Certificate in Falls Prevention Awareness
- ▶ NCFE CACHE Level 2 Certificate in Principles of Working with Individuals with Learning Disabilities
- ▶ NCFE CACHE Level 2 Certificate in the Principles of Dementia Care
- ▶ NCFE CACHE Level 2 Certificate in the Principles of End of Life Care
- ▶ NCFE CACHE Level 2 Certificate in the Principles of the Prevention and Control of Infection in HC settings
- ▶ NCFE CACHE Level 2 Certificate in Understanding Adverse Childhood Experiences
- ▶ NCFE CACHE Level 2 Certificate in Understanding Autism
- ▶ NCFE CACHE Level 2 Certificate in Understanding Cancer Support
- ▶ NCFE CACHE Level 2 Certificate in Understanding Children and Young People’s Mental Health
- ▶ NCFE CACHE Level 2 Certificate in Understanding Dignity and Safeguarding in Adult HSC
- ▶ NCFE CACHE Level 2 Certificate in Understanding Domestic Abuse
- ▶ NCFE CACHE Level 2 Certificate in Understanding Mental Health in the Early Years
- ▶ NCFE CACHE Level 2 Certificate in Understanding Personal Care Needs
- ▶ NCFE CACHE Level 2 Certificate in Understanding Specific Learning Difficulties
- ▶ NCFE CACHE Level 2 Certificate in Understanding the Care and Management of Diabetes
- ▶ NCFE CACHE Level 2 Certificate in Understanding the Safe Handling of Medication in HSC settings
- ▶ NCFE CACHE Level 3 Certificate in the Principles of End of Life Care
- ▶ NCFE CACHE Level 3 Certificate in Understanding Autism
- ▶ NCFE CACHE Level 3 Certificate in Understanding Mental Health
- ▶ NCFE CACHE Level 3 Certificate in Understanding the Principles of Dementia Care

More information on  
Vocational Studies





## Business and Administration

Business Administration courses start at entry level and give you the opportunity to progress to level 3. We can help you develop skills that are essential for working in office-based job roles across a range of industries.

- ▶ NCFE Certificate in Employability Skills E3
- ▶ NCFE Certificate in Employability Skills L1
- ▶ NCFE Certificate in Employability Skills L2
- ▶ NCFE Level 2 Certificate in Principles of Business Administration
- ▶ NCFE Level 2 Certificate in Principles of Customer Service
- ▶ NCFE Level 2 Certificate in Principles of Team Leading
- ▶ NCFE Level 2 Certificate in Understanding Data Protection and Data Security
- ▶ NCFE Level 3 Certificate in Principles of Business Administration

## British Sign Language (BSL)

Sign language is a visual communication method that uses gestures, facial expression and body language to convey meaning. It is used mainly by people who are deaf or have hearing impairments. These courses are useful for people who may need to use BSL as a means of communication in their job role and are particularly useful for those in a customer-facing or Learning Support role.

- ▶ Signature Level 1 Award in British Sign Language
- ▶ Signature Level 2 Certificate in British Sign Language
- ▶ Signature Level 3 Certificate in British Sign Language



## Childcare and Education Settings

We can help you gain new skills and knowledge that will support you in a Childcare or Learner Support role. Whether you want work in a Learning Support role in a school or college or support young children's development in Early Years settings, our courses give you the knowledge and skills to make a real difference in a learning environment.

- ▶ NCFE CACHE Entry 3 Award in Caring for a Child/Children
- ▶ NCFE CACHE Level 1 Certificate in Caring for Children
- ▶ NCFE CACHE Level 1 Award in Caring for Children
- ▶ NCFE CACHE Level 2 Diploma for the Early Years Practitioner (Placement required)
- ▶ NCFE CACHE Level 1 Award in Preparing to Work in Schools
- ▶ NCFE CACHE Level 2 Award in Support Work in Schools and Colleges
- ▶ NCFE CACHE Level 2 Certificate in Supporting Teaching and Learning (Placement required)
- ▶ NCFE CACHE Level 3 Certificate in Supporting Teaching and Learning (Placement required)
- ▶ Level 3 Certificate in Assessing Vocational Achievement



## Foundation Degree in Childhood Studies

The LECB works alongside Canterbury Christ Church University to offer a Foundation Degree in Childhood Studies, which can lead to a BA Hons.

These courses are particularly suitable for people working on a paid or voluntary basis with children and young people in settings such as schools, nurseries, childcare, foster care, child minding, youth groups, cadets, or library services. You'll study the relationship between theories of child development and practical application in the workplace.

More information on  
Foundation Degree in  
Childhood Studies



More information on  
Vocational Studies





## Counselling

We offer CPCAB (Counselling & Psychotherapy Central Awarding Body) accredited counselling courses from Level 2 to Level 4. Our teaching team have a wide range of experience in counselling roles and will guide you to develop the skills needed to be a registered practitioner.

Our courses are also beneficial to people working in industries that support mental well-being by developing Active Listening skills and support techniques.

- ▶ CPCAB Level 2 Award in Introduction to Counselling Skills
- ▶ CPCAB Level 2 Certificate in Counselling Skills
- ▶ CPCAB Level 3 Certificate in Counselling Studies
- ▶ CPCAB Level 4 Diploma in Therapeutic Counselling

## Financial Industries

Learn bookkeeping and accounting practices to support your own business or enter the financial services workforce. We offer industry-recognised qualifications to enable you to work in one of many roles within the financial industry.

- ▶ AAT Level 1 Award in Business Skills
- ▶ AAT Level 1 Award in Bookkeeping
- ▶ AAT Level 2 Certificate in Accounting
- ▶ AAT Level 2 Certificate in Bookkeeping
- ▶ AAT Level 3 Certificate in Bookkeeping
- ▶ AAT Level 3 Diploma in Accounting



## Retail and Commercial Industries

Whether you want to gain skills in Customer Service, Team Leading or Food Safety, we have courses to suit you.

If you are interested in working in a customer-facing job, our courses offer you the opportunity to develop skills ready for employment.

- ▶ Highfield Award in Health and Safety Awareness Level 1
- ▶ Highfield Award in Health and Safety within the Workplace Level 2
- ▶ Highfield Award in Food Safety for Catering Level 2
- ▶ NCFE Level 1 Award in Creative Craft (Floristry)
- ▶ NCFE Level 2 Award in Creative Craft (Floristry)

## First Aid

Our First Aid courses lead to a recognised accredited qualification and will provide you with the knowledge and skills required to provide effective Emergency First Aid. We offer regular courses throughout the year, including First Aid at Work (3-day) and requalification (2 day), Paediatric First Aid and Emergency First Aid at Work. We can also offer specialise training in the use of Epi-pens and defibrillators.

Courses are delivered by experienced, qualified instructors and are accredited by Kent First Aid Training Ltd, a fully accredited member of the First Aid Industry Body. If you would like a bespoke First Aid course, for a group of up to 12 people, please get in contact with us to find out our competitive offer for First Aid training.

- ▶ First Aid at Work
- ▶ First Aid at Work requalification
- ▶ Paediatric First Aid
- ▶ Emergency First Aid at Work
- ▶ Emergency Paediatric First Aid

More information on  
Vocational Studies





## **Learning & Enterprise College Bexley**

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### **Disclaimer**

Please Note: All information contained in this course guide was correct at the time of going to press. However, some details may change as we review and update our provision. Although every effort is made to provide the teaching, examination, assessment and other services detailed in this publication, the Learning and Enterprise College Bexley cannot guarantee the provision of such programmes, services, facilities, and fees. The Learning and Enterprise College Bexley reserves the right to amend, withdraw, alter or amalgamate any of the courses, locations and facilities detailed within at any time. Should circumstances require such amendments, the Learning and Enterprise College Bexley undertakes to use all reasonable steps to minimise the resultant disruption to those services and most importantly to Learners.



**Learning & Enterprise  
College Bexley**



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