Offering you more than 700 part time courses for work and leisure

Learn

SOMETHING NEW

With Croydon Adult Learning and Training

The Home of Adult Education in Croydon

2019-20
CALAT’S VISION

We aim to enrich the lives of adults of all ages, abilities and backgrounds enabling them to reach their full potential through learning and education.

We focus on supporting adults to achieve success in learning, improve their skills for employment, and contribute to their personal and family lives. Empowering learners is at the heart of everything CALAT does.

Our Mission and Values

We promise you that we will;

• Provide a diverse range of high quality courses and initiatives which we develop in partnership with local communities, individuals and employers.

• Actively engage with individuals, employers, businesses and local communities to help them identify their needs and encourage their participation in learning in order to develop skills and to support individuals to gain employment.

• Ensure that learning is inclusive and accessible to all.

• Target learning for excluded and vulnerable groups and individuals and prioritise funded learning for those most in need.

• Assess the individual needs of learners and tailor learning to meet those needs.

• Give learners a voice and act on feedback ensuring that learners are satisfied with their experience and achieve their learning objectives.

• Ensure that teaching and learning is of the highest quality.

• Offer a curriculum that is adaptable and responsive to changing local and national needs, including employment needs.

• Provide excellent customer service from courteous and helpful staff in welcoming and comfortable environments.

• Develop learners’ skills and knowledge to support them into employment.
Enrolling with CALAT

You can enrol in person at one of our centres or online at [www.calat.ac.uk](http://www.calat.ac.uk)

Go to: My Account or click:

[Search Courses/Enrol](http://www.calat.ac.uk)

Register an account

Find your chosen course and click Enrol

Courses show in the My Courses basket at the top right of the page.

You will then be enrolled or receive further information about assessments or interviews*

Confirmation of your course/s is sent to your registered email address.

For more information on our fees please visit [www.calat.ac.uk](http://www.calat.ac.uk) or ask at any of our centres.

*Some courses are subject to an assessment or interview prior to acceptance. Please follow the instructions given where relevant.
If you are on a low income paying the full fee and on a course leading to a qualification, you may be eligible to apply for the Discretionary Learner Support Fund.

When you enrol on the course – 90% of the course fee (including any exam fee) will be deducted up front, you will only need to pay 10% of the total fee at the time of enrolment.

If the costs of your course after the 90% has been deducted is £120 or more you can pay the remainder by Standing Order to help spread the cost of the course.

You can download a form online from the CALAT website here or pick up a form from one of our Centres.

When you have completed the form please take the form (along with all the other required documentation) to one of our CALAT centres so your request can be processed when you enrol.

The fund could help pay towards the cost of course tuition fees, exam fees, course materials and childcare (childcare access fund). Please note that the Discretionary Learner Support Fund has a limited pot of money and so we cannot guarantee funding for more than two termly courses). A new application will need to be submitted for courses that are one term but may have connected modules or levels over the subsequent terms.

Childcare Access Fund Forms are available at the Centre Offices, there is no limit on the number of children who can be supported.

Adults with learning difficulties or disabilities (ALDD) may be eligible to apply for support with travel costs.
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## Term dates

Most courses run within the term dates listed below but there are exceptions. Please check the correct dates for your course with your tutor.

**AUTUMN TERM 2019**
- Tuesday 3rd September to Friday 20th December
- **Half-term**
  - Monday 21st October to Friday 25th October

**SPRING TERM 2020**
- Monday 6th January to Friday 3rd April
- **Half-term**
  - Monday 17th February to Friday 21st February

**SUMMER TERM 2020**
- Monday 20th April to Tuesday 21st July
- **Half-term**
  - Monday 25th May to Friday 29th May
16-25*?

Come and do a study programme at CALAT

Our exciting study programmes are tailored to meet your individual needs and combine a range of courses to help you develop your skills and prepare yourself for the world work. At the end of your training you will have gained qualifications recognised by employers and excellent work experience.

Study Programmes include:
- Employability skills
- Careers advice
- Work placement
- Vocational training: Childcare, Health and Social Care, Working in Schools, ICT, Business Admin, Customer Service
- English and maths skills

*Age range is 16-18 or 16-25 for those with a learning disability
ALDD
Do you have a learning difficulty and/or disability?

CALAT have an exciting range of courses for you to help you to gain qualifications, develop English and Maths skills and enjoy yourself. You will learn new skills, make new friends and move towards independence and employment. Courses take place at our 3 centres across Croydon, Thornton Heath library, St Giles School and Good Food Matters at New Addington.

New learners will have an interview and assessment to find out your starting point and assess which courses meet your needs.

Our courses are divided into 3 groups:
1. Courses for creativity and wellbeing
2. Courses to improve English and Maths skills
3. Courses that are a pathway to employment

1. Courses for wellbeing and creativity
These courses help you to develop creative skills and enjoy activities with other people. Courses cost £146 per year. Some courses also have additional fees for materials.

We offer the following community courses:
- Cook and Eat
- Dancing Around the World
- Performing Arts
- Music
- Rambling
- Mosaics
- Gardening
- Draw, Paint, Print
- Step In to a Better You

2. Courses to improve English and maths skills
You will learn about different subjects and improve your English and Maths skills. These courses are free.

English courses
- History
- Developing communication and IT skills
- Exploring places of interest using media
- Fun with Text
- English for everyday life
- Know Yourself and Stay Safe
- Debate Mates
- Relationships and Health

Maths courses
- Cake Decorating
- Everyday Numbers
- Managing Money
- International Cookery
- Advanced cookery

3. Pathways to employment courses
These courses are for learners who want to develop skills for work. They lead to entry or level 1 qualifications. The courses are free if you are on eligible benefits.

<table>
<thead>
<tr>
<th>Course</th>
<th>Qualification &amp; Level</th>
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<tbody>
<tr>
<td>Healthy living</td>
<td>Entry 2 Award in Employability Skills</td>
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<tr>
<td>Planning for life and work</td>
<td>Entry 2 Extended Award in Employability Skills</td>
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<td>Preparing for work in hospitality</td>
<td>Entry 2 Certificate in Using Employability Skills</td>
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<td>A responsible me</td>
<td>Entry 3 Award in Life and Living Skills</td>
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<tr>
<td>Advance computers</td>
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<td>Caring for children</td>
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<td>Learner Reps</td>
<td>Entry 2 award in Life and living Skills</td>
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For more information about our courses, please visit the CALAT ALDD webpage.

If all this sounds like something you’d like to get involved in, then get in touch and come and have some fun!

Tel: 020 8604 706
I can’t recommend CALAT highly enough. Great classes, great staff...brilliant.”

Karen, Art student
The arts are a powerful vehicle for communication. A way to express visions that are beyond the capacity of words and a medium for cultural enlightenment and global citizenship.

CALAT believes that everyone should have the opportunity to experience the benefits of self-expression and the joy of creating a work of art.

So, are you feeling creative? Have you considered taking up a new hobby or maybe you would like to develop skills that would make extra money or enhance your career? CALAT Arts and Crafts courses are very suitable for entrepreneurs, people wanting to start their own business and those developing their life skills.

All our courses are led by tutors who are experts in their field and are passionate about sharing their love of their subject.

Our courses also promote the value of learning as a group and sharing our experiences and discoveries in a positive and nurturing environment.

We offer courses and qualifications in the following subjects:

**Painting and Drawing**

CALAT’s practical painting and drawing courses offer the experience of working in a variety of media and approaches. There are classes that suit experienced learners and complete beginners too.

Focus is on developing personal creativity and expression as well as on learning and developing core Art Skills.

**CALAT also offers courses specifically aimed at people wishing to build their portfolio in order to do a degree course or similar or to increase their employability and career progression at work.**

**Dress Making**

Our well-equipped and comprehensive Dress Making classes cover the essential skills required for successful dress making for people new to the craft. There are also courses for more experienced learners who want to develop professional skills.
You will receive expert tuition and benefit from 1-2-1 and group learning which will enable you to grow in confidence with your dress making skills. CALAT also offer accredited City and Guilds Dressmaking classes.

Knitting
Get creative with your yarn at CALAT and have this ancient craft brought to life in practical classes where you will learn all the techniques and skills you need to follow patterns and produce simply yet stunning garments.

Photography
Get the most out of your DSLR camera and explore your creativity.
CALAT’s photography classes are taught by professional photographers experienced at delivering creative and engaging courses for students. The courses are ideal for someone thinking of a career in photography or for someone who wished to use photography skills as part of their job.
CALAT offers a wide range of photography courses from NCFE Levels 1 and 2 to introduction to photography classes ideal for people new to the subject.

Art History and Art Appreciation
Art History and Art Appreciation is taught at CALAT in an interactive and dynamic classroom environment.
Art is brought to life by an engaging look at the art itself and the life and times of the artists who created it.
We take a close look at both Modern Art and art from pre 1900 and the classes often include a trip to a London Gallery such as the National Gallery and Tate Britain.
These courses are ideal for people new to the subject as well as experienced learners.

Creative technologies
CALAT offers courses in WordPress and Photoshop Elements two powerful and cost effective tools in enabling the creative entrepreneur.
Before I came to study with CALAT I was working loads of part time jobs to keep myself sane and pay the bills. I really wanted to study floristry and used to see the adverts for CALAT but childcare and work got in the way. When my son went to University I finally had the time to devote to study so in 2014 I enrolled on Level 1 floristry and as soon as that was finished I signed up to the level 2! Whilst studying with CALAT I was getting experience in a couple of Florists but decided that to really progress I needed to go it alone so took a pitch at a couple of markets which was great because as well as gaining invaluable experience I noticed a gap in the local market and took the opportunity to open my own shop. Due to its position the shop didn’t work out but I was able to move to a permanent pitch just near Norwood Junction station which is much more sociable and fun.

I love working for myself, there is a real sense of having to push yourself and knowing you are succeeding through your own hard work is so rewarding.

I’m really proud of what I’ve achieved and all my hard work was recognised when I was a finalist in the Croydon Business Excellence Awards in the Love your Local trader category.

I would definitely recommend CALAT to anyone as it is local and the lessons fit in with your way of life, it’s a real chance to push yourself forward and realise your dreams.
Whilst working as a roofer I had an accident which meant I had to leave my job. Initially I was pretty down about it but my wife wouldn’t let me sit around and knowing I had always enjoyed design and photography encouraged me to really think about what I wanted to do going forward. A few friends had studied with CALAT over the years and had nothing but good things to say about it so I decided to enrol on a photography course and am really pleased I did.

I can honestly say I have enjoyed every moment of the course. The lessons are well paced and our tutor is brilliant, giving us space to explore our creativity with just the right amount of professional input when we need it, the other students are great as well and we have formed a great online social group to share our work and encourage each other…it’s been amazing watching us all become better photographers.

I am really hoping to go on and do the Level 2 and from there who knows? I have found my passion and CALAT has been a massive help in getting me there.
Apprenticeships. Get on board.

Get involved in one of our exciting apprenticeships and take your career to the next level.

As an apprentice you will benefit a structured training programme that allow you to (literally) work towards a qualification that employers want and need, this in turn means faster career progression and improved earning potential.

Apprenticeships give you fantastic experience in the working world and show employers that you can hit the ground running. Hands-on training gives you a real chance to put your skills into practice and helps you to gain more confidence in a working environment.

CALAT has a wide range of opportunities waiting for you so get in touch today.

Are you a business thinking about apprenticeships?

By recruiting a new apprentice you are able to train a new member of staff to have all the skills and knowledge they need to do the job you need them to do.

Apprentices are enthusiastic and motivated; they bring new ideas and business benefit from their contributions.

Training for existing staff provides them with an opportunity to extend their skills and gain nationally recognised qualifications. It increases staff well-being and loyalty to their workplace and are a cost effective way of providing extensive training programmes to teams.

As part of their training Apprentices must use 20% of their work time for learning. We will work with you to plan an appropriate programme of study.

CALAT will work with you every step of the way to ensure you get the right person for your business.

For more information contact: sarah.oxby@croydon.gov.uk
BUSINESS, BOOKKEEPING AND CUSTOMER SERVICES

The course, tutors and students were exceptional and helped me so much.”
Angel, Business Admin Level 2
Are you looking to get into the world of Administration working in Business Support, as a Secretary, P.A., Office Administrator or Bookkeeper or do you just want to improve your skills further?

If the answer is yes then CALAT is the place for you!

**Business Administration**

We can help you gain a Level 1 and Level 2 OCR Administration (Business Professional) Certificate qualification in this field. Our experienced tutors have over 60 years of professional experience so you are definitely in safe hands.

You will become proficient in communicating with others and learn how to produce various business documents including: Letters, Emails, Reports, Agendas and Minutes. You will also be taught how to carry out practical administrative processes and gain invaluable computer skills using MS Office 10.

**Bookkeeping**

They say money makes the world go round and they'd be right! If you are wanting to get into the world of finance, run your own business or update your existing skills then our excellent bookkeeping courses can help you to achieve this. We are able to offer AAT Access Award in Bookkeeping Level 1, AAT Access Award in Accounting Software Level 1 and AAT Certificate in Accounting Level 2 and new to Calat we are delighted to be delivering the AAT Level 3 Advanced Diploma in Accounting.

The qualifications include preparing and recording financial documents, maintaining and processing ledgers and day books and dealing with Petty Cash transactions. With the computerised elements you will explore and learn how to create/amend account details, enter financial data and print reports.
Customer Services

We are all customers in some form or other and on a day to day basis we receive lots of either good or bad customer service. If, like us, you are passionate about delivering a professional, proficient and excellent Customer Service experience and want to gain a recognised qualification in this field then CALAT is where you want to be.

We offer a fast paced and exciting 10 week course with City & Guilds where, whilst gaining the Customer Service Level 1 qualification you will develop skills and understanding of the importance of interaction, engaging and building a rapport with customers. You will also learn how to deal effectively with customer queries, problems and complaints and how to meet and exceed customer needs and expectations.

All these courses require you to attend an information and assessment session (for Bookkeeping and Customer Services courses this includes an English and Maths assessment). Details of appointments and contact details can be found on www.calat.ac.uk or email calat.business@croydon.gov.uk

CALAT could offer you financial support if you are taking a qualification course – please go to http://www.calat.ac.uk/access-the-learner-support-fund/ for more information.
I enrolled with CALAT as I wanted to study with a college that had experience of learners with mental health issues.

As I have Bipolar disorder, I get frustrated with long courses and wanted to study a shorter course and I was also advised the support was really good with CALAT if you had any problems during your time with them.

The course, tutors and students were exceptional and helped me so much. The Business Administration Level 2 course I did was brilliant and the tutors and other students were all brilliant. Completing the course enabled me to have the confidence to apply for various administration vacancies.

I’m really proud to say that I now have a part time job I absolutely love as Operations Administrator at Chessington World of Adventures theme park and I can honestly say I wouldn’t have got the job if I hadn’t studied with CALAT so a massive thank you to them!
The content of the course was well organised and the learning materials clear and easy to use.”

Nikki Geordiades, Childcare and Education
We offer a range of courses and opportunities for people interested in working with children and young people either in Early Years Settings, Schools or as a Child-Minder.

Our courses are delivered by highly qualified professionals who have a wealth of experience across the children’s and young people’s workforce. Our courses fully prepare you for employment or running your own business.

**Early Years courses**

**Early Years, Childcare and Childminding**

Be part of children’s learning and development from the very beginning!! (0-5 years old)

Our Early Year’s courses are taught by experienced tutors with a range of backgrounds in working with children and their families. They are enthusiastic about how to support children’s learning through play in a safe stimulating environment.

Our courses will support you in developing a career through class discussions, teacher lead presentations, case studies, video viewings, visiting speakers and even making playdough!!

In our level 2 and 3 courses and you will also have the experience of volunteering/working in an Early Years setting to gain the skills to support the knowledge that you will gain during the course.

With our Childminding course you will develop a business plan that will support you in becoming a registered childminder.

**Our courses are as follows:**

- Level 1 Award in Caring for Children
- Level 2 Certificate in Introduction to Early Years Education and Care
- Level 3 Diploma for Early Year’s Educators

**Child-minding**

- Level 3 Award in Preparing to Work in Home-based Child-case

If you want to know more about working in the Early Year’s don’t delay! Book onto an information and assessment session today!

For further information on Early Years or Health and Social Care courses and to apply, please email training4care@croydon.gov.uk, go on our website www.calat.ac.uk or call in to a CALAT centre for an application form.
Teaching Assistant Courses

Our Teaching Assistant courses are delivered by staff with a range of educational backgrounds and experiences. You will gain an understanding of the rewards and expectations of working within a school environment.

Our classes include fun and challenging activities such as: reflections on practice, case studies, individual and team presentations, role play and researching relevant legislation and policies.

In addition, you will undertake a work placement where you will gain practical experience of how to effectively support learning activities. This will complement the skills and knowledge you will develop throughout the course and fully prepare you for employment in an educational setting.

We offer the following courses:

• Preparing to Work in Schools
• Level 2 Certificate in Supporting Teaching and Learning
• Level 3 Diploma in Specialist Support for Teaching and Learning

If you want to know more about becoming a Teaching Assistant, don’t delay book onto an information and assessment session today.

For further information on Teaching Assistant courses and to apply, please email childrensworkforce@croydon.gov.uk, go on our website www.calat.ac.uk or call in to a CALAT centre for an application form.
I had been employed for two years as a Level 2 teaching assistant working 1:1 with a child who had very complex needs. I wanted to move away from a 1:1 role and felt that having a qualification would give me the confidence to seek further opportunities and training.

Having not studied for over 20 years, I felt somewhat apprehensive about the course but my tutor (who was also my assessor) was very supportive and really encouraged me. Throughout the course, we took part in class discussions, asked questions and expressed opinions. This was a huge learning curve for me and really instilled self-confidence in my abilities as a teaching assistant. The content of the course was well organised and the learning materials clear and easy to use. I still use them for reference at work! The tutor was extremely knowledgeable, ensuring the course content was clear and informative.

I feel that the course gave me a greater insight and a deeper understanding of how schools work. I have been able to expand on my existing knowledge and learnt new ways of thinking and approaching areas of education in relation to my daily practice. I feel that I have grown in confidence as a direct result of the support and encouragement shown to me throughout the course by my tutor/assessor.

This experience has led to rapid career progression. I am now the ‘Lead’ Learning Support Assistant responsible for my school’s newly established DSEN provision, overseeing three learning support staff and responsible for those children that are unable to access the EYFS or KS1 mainstream provision full-time. I am now planning to enrol for a foundation degree, aiming to become a higher level teaching assistant or teacher.

Thank you CALAT.
Learning with CALAT has increased my confidence and self-belief no end and I couldn’t recommend them highly enough.”

Liya Jacob, Computing and ICT
CALAT ICT department offers a range of courses to help develop your ICT needs whether you’re looking to gain skills for employment, want to be able to access the Universal Credit system or be confident with accessing online information.

Most ICT courses CALAT offers are OCR accredited and recognised by employers. If you are in receipt of qualifying benefits courses are free.

**Computing Skills for Life and Work – Beginners**

Come and join this CALAT course and enter the digital world. This will help you to use the mouse and keyboard to navigate the computer and the internet. You will also be shown how to use the “Learn My Way” learning resources online and if required learn how to use the Universal Credit system. This is a non-accredited course and assessed through a Personalised Learning Plan.

**Using Computing Skills for Life and Work – Beginners moving on**

Improve your skills in using Microsoft Word 10 to create simple documents and understand basic word processing skills. By the end of the course you will be able to create your own documents and work with pictures, you will also understand how the computer works in a safe and secure way being able to access the internet for detailed searches and use of emailing including sending and receiving emails. At the end of the course learners will gain a recognised qualification by OCR, the Entry award in using ICT.

**Using Computing skills for Work – Beginners moving on**

A fast track course for learners who have very little computing experience. Improve your skills in using Microsoft Word 10 to create simple documents and understand basic word processing skills. By the end of the course you will be able to create your own documents and work with pictures, you will also understand how the computer works in a safe and secure way being able to access the internet for detailed searches and use of emailing including sending and receiving emails. At the end of the course learners will gain a recognised qualification by OCR, the Entry award in using ICT and a PLP (Personalised Learning Plan).
Microsoft Office Computing for Work – Level 1 Intermediate

If you are wanting to apply for office work the level 1 iTQ will enable you to use the basic skills in word processing, spreadsheets and presentation software in Microsoft Office 10. In today’s job market these skills are invaluable to both you and your potential employer. You will gain an OCR Level 1 award in using Word, Excel and PowerPoint, the City and Guilds entry qualification in employability skills.

Microsoft Office Computing for Work – Level 2 Advanced

Need a qualification to get work? Come and learn in-depth about Word, Excel and Access. Build on your previous learning and help yourself get the job you always wanted. This course includes the key ICT skills needed to work in an office environment. You will gain an OCR Level 2 certificate in using Word, Excel, Database, and Improving Productivity and gain the City and Guilds level 1 qualification in employability skills.

New for 2019

Improving Personal Productivity with Microsoft Office – Entry 3 Level

This is a short course for learners who have not used the main programs in Microsoft Office 10 before or have some experience in Word but need to brush up on their skills before moving on with their learning. This course will give an introduction to Word, Excel and PowerPoint. You will gain an Open College Network unit in Improving Personal Productivity.

Dealing with Digital Data – Entry 3 Level

This is a short course for learners who have experience of using Word and would like to be introduced to the basics of database using Access. You will look at how to create a table of data, filter to search for information and create a report. You will gain an Open College Network unit in Digital Data.

Automation within Spreadsheets – Level 1

This is a short course for learners who have used Excel before understanding how to work in a spreadsheet environment. The course will look at how to create a simple home budget and use formulae including a macro to automate how you work in Excel. You will gain an Open College Network unit in Automation within Spreadsheets.

All learners need to attend an information session before enrolling on a course. Details of appointments and contact details can be found on www.calat.ac.uk.
When I was in class I was really conscious of my disability yet I wasn’t going to let it be a hindrance and stop me achieving my goal: completion of the course. Mary has mobility and visual disabilities as well as mental health issues and before enrolling with CALAT hadn’t worked for 11 years. After recognising that she still had a lot to offer and a lot to achieve she knew learning how to use computers was the key to moving forward.

I never really needed to use computers before so felt very anxious and emotional when I started the course and was afraid I might not be able to finish it. Being determined to further my education in an area I was not feeling confident in, no matter how negative I felt and how challenging I found developing my IT skills, I kept going and it soon became a massive positive.

Despite me having a few wobbles along the way, I stuck it out and am so pleased to have finished. My tutor, Mr Chehraz, was great…really patient and supportive with me. His belief in me and my ability to achieve my learning goals has really made a difference in how I think about myself. His has given me so much confidence. I’m even convinced it has made a difference physically in that I have had to get out of the house and move about…I only live 10 minutes from the Strand House centre and at first it seemed like miles away but before long I was really looking forward to the journey.

I now want to study criminology and psychology and have applied to Croydon College to start in September. I have to say, that without the knowledge and confidence I have gained at CALAT there is no way I would have applied.

I would recommend CALAT because the support I have received has been amazing and socially I have really come out of shell and I would recommend learning in later life as a way to keep your brain fit and healthy…use it or lose it!
ENGLISH AND MATHS

The tutors are calm and patient and have encouraged me every step of the way.”

Ann Henry, Level 1 English
Do you, or does someone you know, need help with reading, writing, spelling or basic maths?

Here at CALAT we know that in today’s job climate English and maths qualifications are a must have if you want to get on. CALAT offers FREE* English & maths, including Functional Skills and GCSE courses.

Whether you need help, want to support your child/children with their homework, need to improve your skills to get a job or promotion, change career, or want to prepare for GCSE English or maths courses – we have the course for you.

We offer:
• Short ‘fast track’ Level 2 courses (September & February start) for access to university
• Courses to improve employment options
• Courses from beginners to pre-GCSE level for up to 31 weeks
• GCSE English and maths starting in September 2019
• Courses leading to nationally recognised qualifications
• Courses at different venues across the borough
• Courses at times to suit you – day, evening and weekends.

* Courses are free to adults 19 or over as of 31 August 2000, except to those who are not eligible for funding and/or have to pay the overseas fee.
**Free GCSE English and Maths**

Our intensive 30-week GCSE courses start in September. Before you enrol, you must book to attend an information-and-assessment session to assess your current skills. Details of information-and-assessment sessions can be found on [www.calat.ac.uk/english-maths-2/](http://www.calat.ac.uk/english-maths-2/).

You must bring your passport (or birth certificate if you do not have a passport), national insurance and any English and maths qualifications you have achieved.

The assessment sessions will start promptly at the time stated; please allow up to three hours.

You must be aged 19 or over as of 31 August 2000 to attend a GCSE course. The courses are free, except to those who are not eligible for funding and/or have to pay the overseas fee.

Not ready for a GCSE course? We offer English and maths courses at all levels, please visit our webpage for more information at: [www.calat.ac.uk/english-maths-2/](http://www.calat.ac.uk/english-maths-2/)

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**CALAT could offer you financial support if you are taking a qualification course** — please go to [http://www.calat.ac.uk/access-the-learner-support-fund/](http://www.calat.ac.uk/access-the-learner-support-fund/) for more information.
Amanda Ryan

Level 1 & 2 English and Maths

Before coming to CALAT Amanda was a stay at home mum who knew that when she was able go back to work she needed to improve her skills and qualifications to get a better job. After research Amanda found CALAT on the internet and made an appointment.

Amanda was a fantastic student and managed to pass English levels 1 & 2 and maths levels E3, 1 & 2 in just one academic year which rightly earned her an award for outstanding achievement. From CALAT Amanda went on to further studies and eventually got to University where she is studying computer science part-time.

“CALAT gave me an immense amount of confidence where before I didn’t have much and was exactly what I needed to make me go on to further studies, I really got on with everyone on the courses and the teachers were brilliant and were great at tailoring the teaching to suit the individual. Would I recommend CALAT? Definitely. It’s a great place to learn, not only about the subject you are studying but about yourself and what you can achieve with a little effort and perseverance. If you’d told me a few years ago that I’d be at University I’d have laughed and I’ve got CALAT to thank for that. In fact, I loved CALAT so much that when I saw a job was available that fitted my skill set I just had to go for it… I’ve been working here since December 2018 and am equally happy on the other side of the desk!”
ESOL
(ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)
Would you like to improve your English?

CALAT offers courses in ESOL (English for Speakers of Other Languages) for people who are settled in the UK and want to improve their English language skills and gain nationally recognised qualifications.

Our qualified teachers will help you with your English for everyday life, you will study in a friendly, safe environment, meet new friends, gain confidence and learn employability skills.

At CALAT we can help you improve your English to help you continue your studies at college or university, improve your job prospects, or move on to a vocational course.

We can help you get the most out of living in the UK.

We offer classes for:

- Pre-entry (beginners)*
- Entry 1*, Entry 2* and Entry 3*
- Level 1* and Level 2*
- Functional Skills Entry 3, Level 1 and Level 2

*We offer morning, afternoon or evening sessions."
ESOL (English for Speakers of Other Languages)

How to apply: Please see the ESOL page on our website at [www.calat.ac.uk](http://www.calat.ac.uk) for enrolment dates and times.

ESOL classes are free for asylum seekers, learners seeking employment and receiving Job Seekers Allowance (JSA), ESA (WRAG) or other means-tested benefits. ESOL classes are also free for those living in London boroughs who are working and earning below £19,890. For those living outside the London boroughs, classes are free for those earning less than £16,009.50.

We also offer a substantial discount on our fees for those with household income less than £25,000.

In some cases, we are also able to help with childcare costs.

All learners are assessed and advised before they join a course. Please bring your passport or ID Card, proof of benefit (if applicable) or payslips, National Insurance Number, and payment for the course (if applicable).

Daytime ESOL classes run at all our centres, evening classes at Central Croydon and Thornton Heath and Saturday mornings at our Thornton Heath centre.
Need a Room?

CALAT has the space to suit you. Conferences, meetings or creative areas, we can help.

Classrooms, ICT suites and photography studio available for hire at our centres in Central Croydon, Thornton Heath and New Addington.

50%

There is a 50% discount for Council departments, community and charitable organisations.

Please visit one of our centres, email us at calat@croydon.gov.uk or call us on 020 8726 7777 to receive further information, including our terms and conditions of hire.
Not only did the classes reassure me but offered great ideas for home learning activities”

Sawsan Maraqa, Family Learning
CALAT Family Learning leads the way in working with parents and carers through our Skills for Life programmes which are part of a government strategy created to improve the literacy, language and numeracy skills of all adults in the UK.

Our courses are run in partnership with schools, libraries, children’s centres and family and community centres. Taught by specialist tutors they are free for eligible parents and their families with many courses offering the chance to work towards an exam.

**Family Learning (Short Courses)**

CALAT Family Learning also offers a popular and successful programme of short family courses, ranging from one-off workshops to a few weeks, where mums, dads, grandparents and carers can enjoy learning together with their child, in a safe and fun environment:

- **Small Steps into Health** – fun activities to improve family health.
- **Small Steps into Work** – helping parents to think about preparing to get a job in the future or return after a break from work.
- **Once upon a Rhyme** – sharing songs, rhymes, crafts and having fun with your child.
- **Introduction to Pilates and mindful movement classes** – improve physical health and wellbeing.
- **Making Maths Games** – having fun with your child, exploring number and shape.

We also run a range of tailored family workshops across all our centres.

For more information, please ask at your child’s school or local children’s centre, visit: [www.calat.ac.uk](http://www.calat.ac.uk) or email: Familylearning2@croydon.gov.uk

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_**CALAT could offer you financial support if you are taking a qualification course** – please go to [http://www.calat.ac.uk/access-the-learner-support-fund/](http://www.calat.ac.uk/access-the-learner-support-fund/) for more information._
Sawsan came to the UK from Jordan in 2006 when her husband’s job relocated to London. Having worked as a researcher in her home country she initially found voluntary work at Amnesty International and used this experience and her language skills to find a position working for an Arabic Website.

After having children Sawsan’s life changed dramatically: with her family living in Jordan she missed their support and felt isolated. Wanting to get out of the house to meet other mothers with children she found a ‘Stay and Play’ session at her local Children’s Centre. The activity soon became part of their weekly routine as she could relax and chat to other mums while her daughters played. She was also impressed that the staff were always so friendly, helpful and ready to answer any questions about childhood development. Being at these sessions led Sawsan onto a CALAT Family Learning Parenting course which was being delivered in the same Children’s Centre, not only did the classes help reassure her but offered great ideas for home learning activities to make and play with her children – ideas she replicates even today!

After taking more classes with CALAT Sawsan recognised just how much of a boost they gave given her in her everyday life but also in being able to understand and help her children with their homework, she also made many new friendships and is still in touch with people from her classes.

Sawsan went on to university and completed a post-graduate research degree and is looking forward to the next stage of her career.

“Sawsan Maraqa

Family Learning

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Employability Skills Training

Are you looking to improve or add to your employability skills?
Are you a business that needs to find the right people to fill your vacancies?

CALAT provides bespoke employability skills courses* for individuals and a comprehensive package to upskill* potential employees and support your recruitment needs.

*We cover CV & Interview skills, searching for work, skills audit and IT training.

For more information email: 
francoise.gayle@croydon.gov.uk
Are you interested in developing a career in Health and Social Care? Are you already working in Health & Social Care and need to gain a qualification?

Health and Social Care is an environment where you can really make a difference and develop an exciting career that will both challenge and inspire you.

The sector is a major employer in London. Support staff are in demand from NHS hospitals, GPs, care homes, home care providers, mental health services and services for adults with learning and physical disabilities.

Qualifications are essential if you are interested in working in health care or social care and CALAT can give you a great start. We have a range of courses that will help you progress, whether you are just starting out in the care sector or aiming to improve your existing skills and job opportunities.

Health & Social Care

New for 2019
Our courses are as follows:

• Level 2 Certificate in Understanding Children and Young Peoples Mental Health/Level 4 for Advanced Early Years Practitioners.

• Level 1 Certificate in Introduction to Health, Social Care and Children and Young People's Settings

• Level 2 Diploma in Health and Social Care

• Level 3 Diploma in Health and Social Care

Please email training4care@croydon.gov.uk or call 020 8726 6000 (option 2 – Thornton Heath).

To enrol on the Level 2 or Level 3 Health and Social Care Diploma, you will need to have a current workplace or employment within the sector.

CALAT could offer you financial support if you are taking a qualification course – please go to http://www.calat.ac.uk/access-the-learner-support-fund/ for more information.
We all help each other and spend a lot of time laughing.”

Amanda Pavon-Lopez, Languages Learner
Learning languages with CALAT opens up a world of opportunity. Whether you are a complete beginner, a bit rusty or want to be fluent for business or pleasure, CALAT offers languages courses for all levels.

Speaking another language will open up your world and extend your horizons as well as enhancing your job prospects.

We run beginners’ courses in French, German, Greek, Italian, Japanese, Portuguese and Spanish with courses at higher levels in all of these except Japanese.

For a pre-course assessment, email the Languages department at languages1@croydon.gov.uk or call 020 8726 6000, extension 88120 or extension 50154. This is particularly important if you are new to learning a language with CALAT but are not a complete beginner.

**ABC Awards***

In years 1 to 3 our French, German, Japanese, Italian, Portuguese and Spanish courses are accredited by ABC Awards.

There are no formal written exams. You will work towards the Entry Level 3 Award or Level 1 Award in Speaking & Listening and Reading & Writing skills in your chosen language as appropriate.

Accreditation involves the compilation of a small portfolio of assignments as part of normal classroom activities and assessments undertaken by your teacher, which are then moderated by ABC. These may include a short recorded speaking assessment. All the costs of registration, assessment and certification are included in the course fee. It is expected that all students will take part in the accreditation process as a natural component of the class.

*Accreditation information is correct at today’s date but may be subject to changes due to alterations in our funding allocation.
British Sign Language

Our Level 1 British Sign Language (BSL) courses (accredited by Signature) will help develop your signing skills and aid interaction with the deaf community. No previous qualifications or experience are needed however you do need to have a good standard of spoken and written English.

Languages for Business

With a wide variety of experienced and qualified teachers, most of whom are native speakers, we are able to offer tailor-made language classes for your business and employment needs. Please call 020 8726 6000 ext. 88120 or 50154 or email languages1@croydon.gov.uk to discuss the possibilities for your company to embrace the opportunities of a wider world.

CALAT could offer you financial support if you are taking a qualification course – please go to http://www.calat.ac.uk/access-the-learner-support-fund/ for more information.
After retiring my children never let me relax, buying me an iPad and setting me up with everything I needed to keep me connected and I still really enjoy travelling and keeping busy with my friends at Blackheath Rugby Club.

I came to CALAT to study Italian as I wanted to retrace my Father’s footsteps from the Second World War and my history degree means I am endlessly fascinated with the Romans and everything they got up to!

Having lost a lot of my ability to retain facts and figures I know I am not the best at learning Italian and I rely heavily on my fantastic tutor Emanuela and a very talented fellow student, Diana, without whom I couldn’t have continued the course but coming to CALAT is a lovely way to spend some of my time and has introduced me to a group of really interesting and diverse people.

I would certainly recommend CALAT to anyone who wants to learn as an adult… it caters for everyone and they have been extremely attentive to my physical needs. I’ll be here doing Italian until I drop and can’t wait to continue with my classes.
Learner Support Services

Supporting learners with disabilities and learning difficulties

We are an equal opportunities training provider, which means that we are committed to a policy of equality of opportunity aiming to offer a high quality service no matter what your personal circumstances.

The Learning Support Service is here if you have a specific learning disability or difficulty or you require specialist assistance.

Our aim is to enable learners with physical or sensory disabilities, learning difficulties, health problems or mental health difficulties to join any CALAT course and to use the Learning Support service to get the most out of your time at CALAT.

The Learner Support team can:

• Discuss with you and assess the support you may need
• Arrange support where possible within the classroom either by the loan of equipment, technology or by one of our experienced support staff working with you in the classroom.
• Support and advise you and your tutor during your course

• Arrange for materials to be adapted
• BSL interpreters/note taking.
• Ensure support access arrangements are made for exams, such as extra time or the provision of a scribe.

To understand what you really need to make the most of your learning we would like to meet with you. Please contact us on 020 8604 7061 for an appointment as soon as you can to allow as much time as possible for support to be organised.

Direct Support for learning within the classroom

Once you are attending a course we can provide additional learning support and study skills for learners with disabilities and/or specific learning difficulties.

Our tutors can provide additional support in the classroom, such as 1-1 sessions after class, additional help with assignments, support with English if it is not your first language, or extra support with English, Maths and study skills to build learners’ confidence and independence, as well as teaching learning strategies including preparing for examinations. Please talk to your tutors if you have not already approached the Learner Support team on enrolment to your course.
You have the right to confidentiality. The right to confidentiality can only be breached in exceptional circumstances under Safeguarding procedures. Our aim however is to gain as much relevant information about you as possible in order to provide you with the most appropriate support to ensure you have a good learning experience and achieve your learning goals and qualifications.

**Dyslexia Support**
We provide initial advice and guidance to support learners and arrange dyslexia assessments for those on courses to gain a qualification. Dyslexia support is offered on a one to one basis by the tutor. Assistive technology may be provided as appropriate such as computers in class or coloured in lays.
Please inform us if you need dyslexia support on enrolment or within the first week of attending your course by speaking to your tutor.

**Can you spare two hours a week?**
We need volunteers to work alongside learners with disabilities and learning difficulties who need extra support in the classroom. Can you commit to work 2 hours per week, for a 10-week term?
Please contact our volunteer organiser on 020 8604 7061 or our Centre Office.

**Confidentiality**
CALAT and the Learner Support department gives you every opportunity to disclose your disability, learning difficulty or medical condition. The information that you give us will be classed as ‘sensitive’ and will not be passed on without your consent.
Payment Methods

• Credit/debit card – You can enrol online for many courses.
• Standing order – In person at any full time CALAT centre – please see below for further details.
• Cash.
• Cheque made payable to London Borough of Croydon.

Please note that all CALAT Centres will be closed on public holidays.

Payment by monthly standing order from your bank account

• Enrolment to be made in person only. A bank mandate instructing your bank to make monthly payments to Croydon Council must be completed at time of enrolment.
• Only available for courses running for six weeks or more with a total fee above £120.
• A fee of £10 will be added to your fee when using this facility (this is not included in the £120 total fee).
• An initial payment of 35% must be made at time of enrolment and you must pay the remainder by monthly standing order payments starting 30 days after your enrolment date. Dates are fixed and cannot be changed.
• If you withdraw from the course, you will still be liable to pay all the course fees.
• Additional information to help you decide if you wish to pay your fee by standing order payments from your bank account is available on our website www.calat.ac.uk.

Proof of identity

When you enrol you must bring the following to a CALAT centre:

• Proof of identity e.g. passport, driving licence, ID card, debit/credit card.
• A payment method.
• Proof of address – utility, phone or credit card bill, not older than three months.
• UK bank account details if you require a standing order arrangement – sort code, account number and full bank address including postcode.
• If a standing order is to be paid by someone else, they must come to the centre with you to provide the bank account holder’s full name, proof of address, full contact details and signature.

Cancelled courses and fee refunds

• CALAT reserves the right to amalgamate, change the location, tutor, date, or cancel a course if enrolments are too few or in any other exceptional circumstance. We will try to find you a suitable alternative or refund the full cost.
• Please consider your enrolment carefully – you have a 14 day cooling-off period after you enrol when you can apply for a full or partial refund. After that, a refund will only be considered if you provide evidence of a medical condition and we will deduct a £20.00 admin fee. Please refer to CALAT Refunds & transfer policy which is available on our website www.calat.ac.uk, or at any CALAT Centre office.
• Any request for a refund must be made within three months from your last date of attending the course.
• Refunds will be processed back to the payment card that you used to enrol or will be in the form of a cheque issued by Croydon Council.
• Transfers between CALAT courses are only available under certain circumstances – please see CALAT Refunds & Transfer policy for full details at www.calat.ac.uk.

For information on how to enrol visit: www.calat.ac.uk/how-to-enrol/
WHERE TO FIND US

**CALAT New Addington Centre**

61 Central Parade, New Addington CR0 0JD
Facilities include:
- Disabled access
- Vending machine
- Café
- Cycle parking
- Car parking
- Bus
- Train
- Tram

130, T31
New Addington

**CALAT Central Croydon Centre**

Croydon Clocktower, Katharine Street, Croydon CR9 1ET
Facilities include:
- Disabled access
- Vending machine
- Café
- Cycle parking
- Car parking
- Bus
- Train
- Tram

**CALAT Thornton Heath Centre**

Strand House, Zion Road, Thornton Heath CR7 8RG
Facilities include:
- Disabled access
- Vending machine
- Café
- Cycle parking
- Car parking
- Bus
- Train
- Tram

50, 198, 468
Thornton Heath

For automated information about CALAT call 020 8726 7777. Course information and Contact us options are available on our website.

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