

EDUCATION AND TRAINING SERVICES

Academy of Learning

In October 2006 laws were brought in to stamp out age discrimination in the UK. The Academy is constantly seeking funding to help mature workers (50+) to acquire the skills and confidence needed to return to the workplace and to encourage local employers to recruit and appreciate mature workers. Subject to funding, they offer free skills training to mature workers to help them get the jobs they deserve.

Sally Payne, Academy of Learning Ltd., Parklands Business Centre, Stortford Road, Leaden Roding, Essex CM16 1GF

(01279) 877902 Fax: (01279) 877903

Email: sally@academyoflearning.co.uk

Website: www.academyoflearning.co.uk

Adult Community Learning West Essex

The College offers a wide range of courses for lifelong learning and employment geared to the needs and interests of adults of all ages and abilities. It has centres in Harlow, Epping, Uttlesford and Waltham Abbey. It has a specialist department for adults needing help with basic skills. For details of courses at all the locations, contact:

Rivermill Centre, Hodings Road, Harlow CM20 1NW

(01279) 427711 Fax: (01279) 770880

Email: enquiry@nweacc.ac.uk

Website: www.nweacc.ac.uk

Adult Essential Skills

These are the skills needed for everyday life and work. They include speaking and listening, reading and writing, maths and computing/IT skills. If you are a parent, they also include being able to help your children with their learning before they start school and once they are at school.

Some people didn't get the chance to learn essential skills when they were younger, perhaps because they moved around a lot or missed schooling through illness. Perhaps they were bullied or suffered from dyslexia which wasn't heard of at the time. Other people haven't used these skills since they left school, so they have got a bit "rusty".

Whatever your reason for wanting to improve your skills, there will be an adult essential skills group for you. It isn't like going back to school. You'll be with small groups of other people, all of whom want to learn.

Essential skills learning is free, although there may be a charge for computing/IT classes depending on your level of existing skills.

For computing and IT groups, contact the Learning Link at Harlow College on 01279 868100.

For speaking and listening, reading and writing or maths skills, contact Diane Woodburn at Harlow College on 01279 868038.

Ask at your child's nursery or infant or primary school if they run workshops to help parents help their children with their learning. If the nursery or school would be interested in running workshops, ask the staff to ring Diane Woodburn on 01279 868038 for more information.

Cornerstone Training

Cornerstone Training is part of Cornerstone Trust, a registered Christian charity. It offers life-long learning programmes which focus on improving life skills and employment opportunities. All training and support is free.

Small group and one-to-one support includes: CV preparation, job search support, interview skills, careers and training advice, confidence building, communication skills, literacy, numeracy, basic IT skills, money management, parenting, cookery and independent living skills. Crèche facilities can be provided.

There is a weekly Drop-In Session on Thursday from 10am to 12 noon with free tea and coffee. All are welcome. Call in then to find out more about the training and support services or contact Julia Miller.

The Cornerstone Centre, 1 The Stow, Harlow CM20 3AJ
(01279) 415871
Email: training@cornerstonetrust.org.uk

Dyslexia Association, British (BDA)

The BDA aims to influence government and other institutions to promote a dyslexia friendly society. The BDA promotes early identification and support in schools to ensure opportunity to learn for dyslexic learners. It represents the needs of dyslexic people on leaving school, in higher education and in work.

98 London Road, Reading RG1 5AU
0118 966 8271 Helpline Fax: 0118 935 1927
Email: helpline@bdadyslexia.org.uk
Website: www.bdadyslexia.org.uk

Harlow College

The College offers a comprehensive selection of academic, vocational and recreational courses for full-time or part-time students aged 16+.

Velizy Avenue, Town Centre, Harlow CM20 3LH

(01279) 868000 Main Switchboard
(01279) 868100 Learning Link Team
(01279) 868145 Full-time Admissions
(01279) 868116 Work based Learning Admissions
(01279) 868051 Minicom

Email: learninglink@harlow-college.ac.uk (part-time courses)
fulltime@harlow-college.ac.uk (full-time courses)
trainingscheme@harlow-college.ac.uk (work based)

Website: www.harlow-college.ac.uk

Harlow Education Consortium (HEC)

HEC is a professional partnership of 45 learning providers working in the four main areas of state education in Harlow – primary, secondary, special and tertiary/further education. HEC aims to provide the highest possible quality of teaching for around 20,000 learners in Harlow. It promotes good practice and innovation and offers professional support to people in key roles in Harlow education, notably Head Teachers, Governors and financial and administration staff. HEC also wants to help and involve other members of the learning community – children and their parents, adult learners and employers.

You will find helpful information on the HEC website whether you are delivering or receiving education locally or just want to find out more about the latest developments in state education and how they will affect the Harlow community.

Harlow Study Centre, Waterhouse Moor, Harlow CM18 6BW
(01279) 446725

Email: admin@hecuk.net

Harlow ITeC

Harlow ITeC closed in 2007.

HOLLI (Harlow On Line Learning and Information)

This no longer operates in Harlow.

Learndirect

Learndirect has been developed by the University for Industry to offer flexible online courses that you can do in your own time and at your own pace. Choose from a wide range of courses for all abilities including business and management, computer skills, customer care essentials and health and safety.

For details of centres in your area, call free on 0800 101 901

Website: www.learndirect.co.uk

Learning & Skills Council, Essex

The Learning and Skills Council (LSC) is responsible for all post-16 education and training. It works with the Employment Service, Small Business Service, Connexions, the National Training Organisations, further education and sixth form colleges and representatives of community groups to meet training and education needs.

Essex LSC, Redwing House, Hedgerows Business Park, Colchester Road, Chelmsford CM2 5PB

0845 019 4179 Fax: (01245) 451430

Email: essexinfo@lsc.gov.uk

Website: www.lsc.gov.uk

LearningLine

This is a free telephone advice service for adults who want to update their skills or retrain. Advisers provide one-to-one guidance on careers and local opportunities, access to training and education courses, psychometric testing, job search skills, careers advice and interview skills.

0808 1780 062 Freephone Helpline

Website: www.learningline.info

Learning Shop

This is run by Harlow Charity, Local Learning Ltd. It specialises in teaching English, Maths and Computing to over-19s to qualification level, using a combination of computer-based workshops and class tuition. Full funding is available through Learn direct for literacy and numeracy courses. IT course costs are kept as low as possible.

1 Slacksbury Hatch, Harlow CM19 4ET

01279 414158

Email: info@iha-ltd.co.uk

Website: www.iha-ltd.co.uk

National Grid for Learning

The National Grid for Learning is the gateway to hundreds of free websites to help you use the Internet to learn. It can help you whether you are looking for a course in your area or online, want information on your favourite hobby or if you are a parent wanting to support children with their homework.

Website: www.ngfl.gov.uk

Open University (OU)

The OU provides high-quality university education to all, tailored to the needs of the individual student. OU staff give information and advice to employers and individual students, whatever your training or education needs, to guide you to the right course. Once you start studying, they will support you through to successful achievement of your qualification. Please ring for an appointment before visiting the Regional Office.

Open University East of England, Cintra House, 12 Hills Road, Cambridge CB2 1PF

01223 364721 9am to 5pm weekdays

0870 333 1 444 Advice Line 5pm to 9pm, weekdays, 9am to 5pm Saturday

Email: east-of-england@open.ac.uk

Website: www.open.ac.uk

Princes Trust Team

This is a charity that allows young people aged between 16-25 to become involved with their community, develop their skills and gain nationally recognised qualifications through a 12 week self-development programme. For more information contact:-

Prince's Trust Team, Essex County Council Youth Service West Division, Way 2000, 154-155 Brooker Road, Waltham Abbey, Essex EN9 1JH

01992 767167 Mobile phone: 07949 068964

Email: ptv.westdivision@essexcc.gov.uk

Pyenest Community Support Resource Centre

This is an occupational day service for adults with learning needs, who have been referred by Social Services (0845 603 7630).

Pyenest Road, off Abercrombie Way, Harlow CM19 4HL

(01279) 308130 Fax: (01279) 306034

Rainbow Services (Harlow)

Rainbow offer training courses in a variety of topics to individuals who are clients or volunteers. Many workshops are informally based and assist with confidence boosting. Topics include: manual handling, customer care, food hygiene, health and safety and IT skills. They also liaise with other training providers such as Harlow College to offer NVQs (National Vocational Qualifications).

Rainbow Services main offices are at 2 Wych Elm, Harlow CM20 1QP

(01279) 308150 or 308152

Rathbone Special Education Advice Lines & Advocacy

Rathbone's Special Education Advice Line (SEAL) and the Asian Education Advice Line provide free, confidential and independent advice to parents and carers of children with special educational needs. They help parents to gain an appropriate education for their child's potential. They can help parents with writing letters, preparing for meetings and with appeals on their child's statement. The Asian Advice Line offers support to families speaking Urdu, Gujarati, Punjabi, Bengali and Hindi.

Rathbone, Churchgate House, 56 Oxford Street, Manchester M1 6EU

0800 917 6790 Special Education Advice Line

0800 085 4528 Asian Advice Line
Email: advice@rathbonetraining.co.uk
Website: www.rathbonetraining.co.uk

Schools

Essex County Council's Planning and Admissions Service produces a leaflet on primary schools in Harlow and a booklet on secondary schools throughout Essex. They include information about schools for children and young people with special needs. You can get a copy online or by contacting:-

P.O. Box 4261, County Hall, Chelmsford CM1 1GS
0845 603 7627 Fax: 01245 436739

Email: admissions@essexcc.gov.uk

Website: www.essexcc.gov.uk

Information about local schools (infant, junior, secondary and post 16) is also available from HARLOWEB at www.harlow.gov.uk and Essex Online at www.essexonline.gov.uk. You can also pick up lists from the Advice Centre (01279 446622).

Harlow schools for children and young people with special needs are:

Harlow Fields School

In April 1999 the Mead School, Tye Green School and Commonside Schools combined to form Harlow Fields School for children and young people aged 3-19 with special educational needs.

Tendring Road, Harlow CM18 6RN
(01279) 423670 Fax: (01279) 431412
Email: admin@harlowfields.essex.sch.uk

Integrated Support Centre

Pupils who have been referred by a professional agency can be educated at the Support Centre or in their own homes by Support Centre staff, depending on what is assessed as being most appropriate for their special educational needs.

Integrated Support Centre, Commonside Road, Harlow CM18 7EZ
(01279) 444070 Fax: (01279) 421159
Email: bdurston@iss.essex.sch.uk

West Essex Pupil Behaviour Support Unit

This is a Secondary Behaviour Unit which aims to modify the behaviour of children aged 11-15. Pupils need to be referred by the school they are attending.

Tany's Dell School Annexe, Mowbray Road, Harlow CM20 2LS
(01279) 836400 Fax: (01279) 836401

theatre active

Since 1995, theatre active has been successfully delivering education and business training packages to the Education, Corporate, Public and Voluntary sectors. The company uses interactive issue-based theatre, new writing and workshops to tackle a wide range of topics. It works with audiences of all ages and diversity to provide clients with effective and innovative training solutions that encourage dialogue and debate around sensitive and complex issues. theatre active is a company limited by guarantee and a not-for-profit organisation.

Unit C1, The Seedbed Centre, off Coldharbour Road, Harlow CM19 5AF
(01279) 422781 Fax: (01279) 422799
Email: via link from website
Website: www.theatreactive.com

UKCOSA – Council for International Education

UKCOSA offers information and advice to UK students going abroad to study and to international students studying in the UK. It does not offer a drop-in advice service to personal callers. Students should look first on the Student Advice pages on the website. For UK students going abroad, these cover topics such as visas and formalities, sources of funding and recognition of qualifications abroad. For international students, these cover finance, immigration, working in the UK and recognition of qualifications gained abroad. If further advice is needed, students should consult their local National Union of Students' Office which should have access to the UKCOSA casework line for members.

UKCOSA, 9-17 St. Alban's Place, London NI 0NX
020 7288 4330 Administration only, not an advice line
Website: www.ukcosa.org.uk

University of the Third Age

This is not about formal education but a way for like-minded retired and semi-retired people to get together to learn and socialise.

01279 410360 - ask for Margaret Jowett
Email: margaret.jowett1@ntlworld.com

Work Skills Development Centre Harlow (Netteswell Hall Annexe)

This Centre provides realistic work training experience to assist people who have been referred by the Community Mental Health Team to gain employment and to access educational and leisure opportunities. If you are not already a client of the Community Mental Health Team, ask your doctor if you can be referred to them.

Netteswell Hall Annexe, Park Lane, Harlow CM20 2QH
(01279) 421223 Fax: (01279) 418863
Email: Jenny.Booth@nemhpt.nhs.uk or Lyn.Ellis@nemhpt.nhs.uk