



NEW YEAR, NEW START IN 2021

Morley College is enrolling for courses

- Communicate with Confidence
- ESOL for Working with Children in Nurseries and Schools
- First Steps to Working with Children in Nurseries and Schools
- Level 1 Teaching Assistant
- Level 1 Childcare
- First Steps to Working in Office and Administration
- Level 1 Office and Administration
- ESOL on Saturdays – all levels from near beginners to Level 1
- Beginners computer skills
- Beginners maths and English

How to join a course

- Clients will need an appointment for assessment and to enrol.
- Call **07395 397 487** or email community@morleycollege.ac.uk

What do I need to enrol on a course?

- A form of ID e.g. passport, driving licence, bank card
- Proof of your state benefits and/or a wage slip dated in the last 3 months if you earn under £21,157.50 (gross per annum)
- Your National Insurance number
- Proof of UK residency status (if applicable, you need to confirm refugee, asylum seeker or leave to remain status)
- Certificates from previous courses

Course Information

****Communicate with Confidence**

Learn and practise techniques that help you assert yourself, so you feel stronger to communicate with confidence, manage difficult conversations and interviews.

Dates & Times: Tuesday and Thursday 10:00 – 12:30 (2 weeks)

Multiple start dates.

****ESOL for Working with Children in Nurseries and Schools**

This course will help you to become more confident with reading, writing, speaking and listening in English, in the context of working with children in nurseries and schools. You will also learn about the importance of a balanced diet and food allergies for children.

Dates & Times: Monday & Wednesday 09.30-12.00 until July.

****First Steps to Working with Children in Nurseries and Schools**

This course prepares you for a Level 1 accredited childcare or teaching assistant course. You will develop your study skills and learn about employer expectations and the importance of a balanced diet for children.

Dates & Times: Thursday, 09.30 – 12.00, 25 Feb - 20 May (11 weeks)

****Level 1 Childcare**

Take the next steps towards working with young children and understanding their needs in a variety of settings. You will develop the basic skills needed to support play work, out-of-school groups and early years. Accreditation: Level 1 Award in Working with Children.

Dates & Times: Friday, 09.30-12.30, 05 March - 16 July (17 weeks)

****Level 1 Teaching Assistant**

Take the next steps towards working as a Teaching Assistant in a nursery or primary school setting. You will acquire a foundation knowledge of the roles and responsibilities required. Accreditation: Level 1 Award in Teaching and Working in Schools.

Dates & Times: Wednesday, 09.30-12.30, 03 March - 14 July (17 weeks)

****First Steps to Working in Office and Administration**

This course prepares you for a Level 1 accredited Office and Administration course. You will develop your study skills and learn about working in an office environment, employer expectations in relation to teamwork and problem solving in the workplace.

Dates and Times: Monday, 12.30 – 15.00, start date tbc (11 weeks)

****Level 1 Office and Administration**

Develop the confidence, skills and qualities needed to work in an office setting. You will learn about writing professional emails, providing excellent customer service and using IT to record and retrieve information. Accreditation: Level 1 Award in Occupational Skills for the Workplace

Dates & Times: Monday, 12.00-15.00, 18 January – 24 May (17 weeks) **Enrolling until 1 February**

****Saturday ESOL Courses at Entry 1, Entry 2, Entry 3, Level 1/Level 2**

Develop your English speaking, listening, reading and writing skills for work and life.

Dates & Times: Saturday, 10.00 – 13.00 or 13.30 – 16.30 from 16 January

Beginners computer skills

An introduction to basic computer skills including email, web search and Microsoft Word. Accreditation: City and Guilds in ICT Skills at Entry 1, Entry 2 or Entry 3 depending on your level.

Dates & Times: Tuesday, 09.30-12.00 or 12.30 – 15.00 (11 weeks)

Expressions of interest only. Courses on hold until lockdown restrictions are lifted

**** Enrolling now ****