

**Autumn Term 2023 | September - December** 

# adult education courses

**Enrolment days are in August and September.** 

Please contact the team to book your place.

Call or text **07305 080 995**, email **courses@high-trees.org** or visit our website **www.high-trees.org** 

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#### Welcome and thank you for your interest in High Trees

High Trees was set up by local residents 25 years ago and although we've changed and grown considerably since then we have not changed our core ethos of being firmly rooted in the local community and making sure all of our services are responding to local need. We now offer services in Adult Education (running a range of free courses both accredited and non-accredited), Employment and Careers (offering one on one support and a weekly jobs club to people wishing to gain employment), Children, Young People and Family Services at Tulse Hill Adventure playground and a huge range of Community Action projects. Whether you are studying to discover your potential, gain essential skills, increase your confidence, access further training, improve your career prospects or gain qualifications, you are in the right place.

This booklet will give you information about the courses we're running this term and we hope it's helpful, but if you have any further questions or would like to discuss whether a course is right for you, our friendly team will be happy to talk it through with you, so please don't hesitate to get in touch.

We recognise that many learners have previously had little or negative experience of education and training, and we treat all our learners as individuals, working to offer all of our courses in a supportive environment and to provide you with the best guidance about opportunities for volunteering, accessing further or higher education and training, and your next steps.

This year we are excited to welcome you back to our newly refurbished High Trees Hub after a complete renovation, with two new state of the art learning rooms and an Internet Cafe open to the public on Mondays and Fridays from 9.30 to 12.30pm and on Wednesdays from 2pm to 5pm.

We look forward to welcoming you soon.

Best wishes,

Anna Coffey and Grace English High Trees Co-CEOs



#### Free ESOL courses

- Improve your English reading, writing and speaking & listening skills.
- Learn to communicate confidently in English.
- Our ESOL classes are running at the High Trees Scout Hut, Tulse Hill, SW2 3PX.
- Our friendly team will determine your current level of English to make sure you are on the right course and level.

Course	Day/Time	Start Date	End Date
ESOL pre-entry	Mon 10am - 12pm	25th September	4th December
ESOL Entry 1	Tue 10am - 12pm	26th September	5th December
ESOL Entry 1 Plus	Wed 10am - 12pm	27th September	6th December
ESOL Entry 2	Thur 10am - 12pm	28th September	7th December
ESOL pre-entry	Sat 11am - 1pm	7th October	9th December
ESOL Conversation	Fri 10am - 12pm	22nd September	1st December

#### Free ESOL courses with childcare

- Improve your English reading, writing and speaking & listening skills.
- Free on-site childcare facilities are available while you are studying, to all children under 5 who live in Lambeth.
- Crèche spaces are limited and we may have to restrict the place to one child per learner.
- Courses take place at children's centres. You can enrol at High Trees on an enrolment day or at the children's centre on your first day.

Children's Centre	Address	Start Date	End Date	Day/Time
ESOL at Sunnyhill Children's Centre	Harborough Road, SW16 2XW	4th October	13th December	Wed 9.30am - 11.30am
ESOL Jubilee Children's Centre	Tulse Hill, SW2 2JE	27th September	6th December	Wed 1pm - 3pm
ESOL at Hitherfield Children's Centre	Leigham Vale, SW16 2JQ	28th September	7th December	Thurs 1pm - 3pm

#### Free English Learn & Play

- Do you have a child/children aged 0 to 5? Come along to our free play sessions on Thursdays, where you can learn English and meet other parents!
- We have drinks and snacks and many fun activities planned for you and your child, inside and in the garden!
- Activities are based at the Tulse Hill Adventure Playground, Greenleaf Close, SW2 2EY.

Course	Day/Time	Start Date	End Date
English Learn & Play	Thurs 1.30pm - 3pm	28th September	7th December



## Free accredited and non-accredited digital skills courses

Improve your digital skills for work and daily life on our non-accredited and accredited ICT courses.

By the end of our courses, you will be able to:

- Use devices responsibly and stay safe online.
- Create and edit documents in Microsoft Word, PowerPoint and Excel.
- Send and receive emails, with attachments.

Course	Day/Time	Start Date	End Date
Computers for Everyday Life at Entry 2	Thurs 10am - 2.30pm	28th September	23rd November
Computers for Everyday Life at Entry 1	Mon 10am - 2.30pm	25th September	20th November



#### Accredited courses

Course	Day/Time	Start Date	End Date
Digital Skills for Work at Level 1	Wed 10am - 3.30pm	20th October	22nd November
Digital Skills for Work at Entry 3	Tue 10am - 3.30pm	19th September	28th November

## Free accredited English functional skills courses



Improve your reading and writing for work, study and daily life on our English functional skills courses.

By the end of our courses, you will be able to:

- Read and understand different texts, confidently.
- Write grammatically correct, simple and complex sentences, using a range of correct punctuation.
- Correctly spell common words used often in work, study and daily life.

Course	Day/Time	Start Date	End Date
English Functional Skills	Tue 9.30am - 3pm	19th	12th
Level 1		September	December
English Functional Skills	Mon 9.30am - 3pm	18th	11th
Entry 3		September	December
English Functional Skills	Wed 9.30am - 3pm	20th	13th
Entry 2		September	December
English Functional Skills	Fri 9.30am - 3pm	22nd	15th
Entry 1		September	December

#### Free accredited maths functional skills & Accredited course course



Improve your maths confidence and knowledge by learning numeracy skills for study, work and life.

During the course you will learn how to:

- Use common measurements.
- Work with width, depth and height.
- Calculate percentages, fractions and decimals.
- Handle and collect data.

Course	Day/Time	Start Date	End Date
Maths Functional Skills	Thurs 10am - 3.30pm	21st	14th
Entry 2/3		September	December



#### Wellbeing courses

• Specialist courses for wellbeing based at our High Trees Hub and Tulse Hill Adventure Playground.

Course	Day/Time	Start Date	End Date
Yoga for Mindfulness	Mon 4pm - 5.30pm	2nd October	4th December
Yoga for Mindfulness	Mon 6pm - 7.30pm	2nd October	4th December
Introduction to Stress Management (one-day course)	Fri 10am - 4.30pm	1st December	N/A
Mindful Mandala Mosaic	Fri 9.30am - 12pm	6th October	17th November

#### **Community organising courses**

Our practical, fun community organising courses help you to learn the essential skills to start practising community organising.

During our courses you will explore:

- The importance of listening to build relationships and uncover issues.
- Power in communities and why it matters.
- How to motivate people to take action.
- How to take your next steps in community organising and social action.

Course	Day/Time	Date
Introduction to Community Organising	Fri 10am - 5pm	8th December

Further one-day courses are available focusing on practical aspects of community organising such as building power through community organising and listening skills for community organising. For more information, please get in touch with our Community Action team at action@high-trees.org

#### **Confident communication**

• Specialist one-day course to improve public speaking skills for presentations, interviews and meetings.

Course	Day/Time	Start Date	End Date
Art of Confident Speaking	Fri 10am - 4.30pm	ТВС	ТВС

## my learning goals

To help you achieve your goals you may find it useful to fill in the learning plan below. It will help you keep track of which courses you would like to enrol on, and you can tick each one off as you complete it!

I want to enrol on	Date I passed
1	• • • • • • • • • • • • • • • • • • • •
2	• • • • • • • • • • •
3	• • • • • • • • • • •
What I want to do next	
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### meet the education team

For general enquiries, you can call or text 07305 080 995, email courses@high-trees.org or visit our website www.high-trees.org

#### Olawumi Olanrewaju

Head of Community Education and Training (Maternity Cover)



Olawumi leads our Adult Education and Training service, overseeing the delivery of accredited and non-accredited training to over 700 Lambeth residents each year.

Olawumi is responsible for ensuring learner voice is central to planning and delivering our programmes and making sure we remain responsive to local needs and interests. Olawumi is our Adult Safeguarding Lead.



olawumi.olanrewaju@high-trees.org

#### Charmaine Smith

#### Quality and Learning Lead



Charmaine is our Quality and Learning Lead and is responsible for the quality of all our Adult Education courses.

Charmaine supports tutors to make sure all our courses are of an excellent standard and make sure that our learners have the best experience ever.



charmaine.smith@high-trees.org

#### Giuseppe Grauso

#### Data and Performance Lead



Giuseppe is our Data and Performance Lead. Giuseppe is responsible for scheduling and coordinating all of our Adult Education Courses, supporting learner enrolment and most importantly takes the lead on data management for this service.



🚺 giuseppe.grauso@high-trees.org

#### Louise Carolin



Louise is the Administrator in our Adult Education and Training team, helping to set up the courses, organise enrolment and promote the courses across Lambeth. She helps us keep on top of all the data and administration that sit alongside our courses.



louise.carolin@high-trees.org

#### Shirlette Blake

#### Learner Support Officer



At High Trees we offer ongoing support to ensure all learners have the best chance to access and make the most of the learning activities across the curriculum. Shirlette is responsible for ensuring that support strategies are in place for learners who need additional support, as well as ensuring that our learners' achievements are celebrated.

Shirlette and the team will work with any learner who needs extra support to ensure all our courses are fully accessible.



shirlette.blake@high-trees.org

## employment & careers support



High Trees offers bespoke one-to-one employment support with experienced advisors who are experts in helping those with multiple barriers find work.

We support all residents of Lambeth, and surrounding boroughs. We can provide additional support for residents of Tulse Hill, those aged 18-30, or over 50, lone parents and those with long term health conditions.

High Trees provides a range of employment services, all of which are free to access, including:

- Regular one-to-one sessions tailored to your needs
- Support with your CV and brushing up on your interview skills
- Upskilling to meet current demands or identifying potential vacancies

If you are interested in finding out more about our employment services, please contact **support@high-trees.org** or call **020 8671 3132** 

"I really hope my story can help somebody to see some positivity and give the opportunity to think that changing career is possible. During and after my Pre-Employment Training, I felt very supported in my learning and job search. Again, proof that the community works. I not only found a job, I found a job that I really love and I always wanted to do it, which I didn't think was achievable."

**Roberto - Former learner** 



## supporting

## your progression

"Taking on the challenge of starting a course as an adult can be nerve-wracking. I hope that sharing my experiences with you will help to encourage others who may be thinking of taking the plunge - using adult learning courses to explore their own abilities and potential. I also love volunteering at High Trees and I am learning so much about myself."

**Noel - Former learner** 

"This course gave me something to be accountable for, helped me break up the isolation I was in. Got me moving, got me engaging, it really helped me to start building back my life."



"This course is helping in my daily life and now I believe I can do everything in UK, I feel I have found my place in the world!"

## learner quotes

"I feel much more confident!"

"I am so happy about this course and the tutor. The tutor gave me a chance and I learned so much, I cannot thank you enough."

"One of the best interaction-based trainings I have been on in a while!"

### volunteering

We offer volunteering opportunities! Find all our current volunteer vacancies on our website.

- Gain experience within the classroom as an adult education teaching assistant or working with children as an early years play session volunteer.
- Improve your office skills with basic admin volunteer opportunities.

If you are interested in volunteering or training at High Trees, please contact us at hello@high-trees.org



# delivering courses in partnership with High Trees



### Do you want to partner with us to deliver courses for your adult clients or staff?

We can deliver courses upon request to suit your needs and/or your beneficiaries'.

From delivering courses to parents' groups in primary schools to training staff groups, we are happy to discuss delivering a course with you!

To find out more about delivering in partnership with us, please contact:

courses@high-trees.org

or call 020 8671 3132

(Monday-Friday 9:30am - 5pm)

## learner forum



Our learner forum is a celebration of YOU and all your achievements. Come along and meet other learners, friends, tutors and High Trees staff.

- Enjoy fun and interactive activities
- Give us your feedback and let us know what we can do better
- Receive your certificate(s) and share your success with others
- Learn about other upcoming courses

## how to find the education team

This term our adult education courses take place at the High Trees Hub, Scout Hut and Tulse Hill Adventure Playground. Please contact the team for more information.

#### How to get to us by public transport



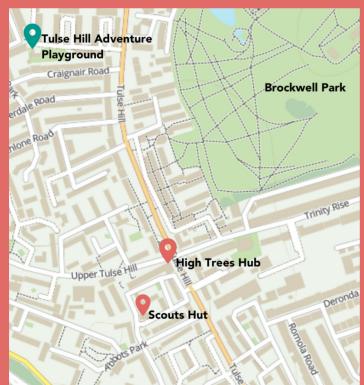
Closest Tube: Brixton underground on the Victoria line



Bus: From Brixton, buses 2, 415 or 432; from Streatham, bus 201



Closest Train: Tulse Hill station, Southern and Thameslink lines



#### **High Trees Hub**

(Monday - Friday 9:30am - 5pm) 220 Upper Tulse Hill London, SW2 2NS

Email: courses@high-trees.org

### **Our venues**

#### 1. High Trees Hub, 220 Upper Tulse Hill, SW2 2NS

Digital, English, maths and yoga classes based here.



#### 2. Scout Hut, High Trees SW2 3PX

ESOL classes based here.



#### 3. Tulse Hill Adventure Playground, Greenleaf Close, SW2 2EY

Youth services and art classes based here.



The High Trees Hub is easily located on the corner of Tulse Hill and Upper Tulse Hill, with full access for wheelchair users.



Connecting with people and communities to strengthen skills and build stronger voices





020 8671 3132



courses@high-trees.org



www.high-trees.org





Meeting everyone as a person of great potential

