



for workplace language, literacy and numeracy

A Directory of Workplace Basic Skills Providers in the South East



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A Directory of Workplace Basic Skills Providers in the South East

Introduction

Welcome to the 2005/2006 edition of the Directory of Workplace Basic Skills and Workbased Learning Providers in the South East. The directory was originally developed as part of an extensive project funded by the South East England Development Agency (SEEDA) to increase the quality and quantity of workplace delivery of language, literacy and numeracy (LLN) training across the region. This update has again been produced by The Network and the increased number of entries reflects the success the wider project has had in increasing provision in this area.

Slight changes have been made to the directory, in terms of the format and the type and amount of information contained, in response to the feedback The Network received from users of the directory last year.

Who the directory is for?

The primary objective of the directory is to provide employers who were looking for LLN provision with an up to date resource to help them locate the most suitable provider. It is also hoped that brokers, business advisers, and other stakeholders working with employers will find it a useful tool.

Which providers are included?

This directory includes all the providers of workplace LLN known to each of the LSC offices in the South East, plus those that have come to the attention of The Network through the consultancy, advice and guidance provided by the Regional Development Officer for each LSC sub region. Each provider was contacted by telephone to check the nature of their LLN provision.

Acknowledgements

The Network's South East Team would like to thank all of the individuals and organisations who helped to collect the information contained in this directory.

Berkshire

Useful Workplace Basic Skills Contacts in Berkshire

The Network's local Regional Development Officer:

Contact: Bronwyn Leonard (based at the Learning and Skills Council)

Tel: 07974 173 919

E-mail: b.leonard@lancaster.ac.uk

Your first point of contact for workplace basic skills provision in the area:
Berkshire Basics for Business

Six of Berkshire's FE colleges have teamed up to form Berkshire Basics for Business (BBfB); a project dedicated to providing free basic skills training in the workplace.

The six colleges involved are:

- Berkshire College of Agriculture (BCA)
- Bracknell & Wokingham College
- East Berkshire College
- Newbury College
- Reading Adult Community College
- Thames Valley University (TVU) - Reading Campus (merger with Reading College and School of Arts & Design)

Contact: Graham Denney / Paul Snare

Tel: 0118 908 2173 (Graham) / 0118 967 5339 (Paul)

Email: graham.denney@isc.gov.uk / snarep@reading-college.ac.uk

At Berkshire there is an Employer Training Pilot running which is called 'Free to Learn' and the free-phone number is 0845 751 2288

Other Points of Advice:

General Business Advice including a range of training opportunities from
Business Link

Telephone: 0845 600 4141

Next Steps Berkshire

Providing impartial information, advice and guidance on learning and work

Tel: 0845 601 8595

Website: www.nextstepberkshire.org.uk

To contact learndirect to find out about their online courses call 01329 239 933

SEEDA Projects and Support

The South East England Development Agency operates projects and otherwise supports basic skills development

Project Coordinator for Berkshire

Contact: Amanda Reed

Tel: 01483 501357

E-mail: amandareed@seeda.co.uk

BERKSHIRE COLLEGE OF AGRICULTURE (BCA)

Part of Berkshire Basics for Business (BBfB)

Hall Place

Burchetts Green

Maidenhead

Berkshire

SL6 6QR

Contact: Lynn Powell

Tel: 01628 827454

E-mail: Lpowell@bca.ac.uk

Website: www.bca.ac.uk

Delivery Information:

Sectors: Across the board

Geographical areas covered: Maidenhead and surrounding area

Type of Provision: Literacy, Numeracy, ESOL

Support for Vocational Training? Yes

Flexible Delivery Times? Occasional Saturdays and evenings.

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? Yes

Qualifications? City & Guilds 3792, ESOL 3692

BRACKNELL & WOKINGHAM COLLEGE

Part of Berkshire Basics for Business (BBfB)

Church Road

Bracknell

Berkshire

RG12 1DJ

Contact: **Virgina Nicholls**

Tel: **01344 460226**

E-mail: **virginia.nicholls@bracknell.ac.uk**

Website: **www.bracknell.ac.uk**

Delivery Information:

Sectors: Across the board

Geographical areas covered: Berkshire

Type of Provision: Literacy, Numeracy, ESOL

Support for Vocational Training? Yes

Flexible Delivery Times? Weekends and evenings.

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? Yes

Qualifications? Entry Levels through City & Guilds. Edexcel Levels 1 & 2

EAST BERKSHIRE COLLEGE

Part of Berkshire Basics for Business (BBfB)
Station Road
Langley
Berkshire
SL3 8BY

Contact: Helen Cook (Literacy & Numeracy) / Suzanne Burdon (ESOL)
Tel: 01753 793391 (Helen) / 01753 793277 (Suzanne)
E-mail: helen.cook@eastberks.ac.uk /
suzanne.burdon@eastberks.ac.uk
Website: www.eastberks.ac.uk

Delivery Information:

Sectors: Care Homes, Hotels, Manufacturing

Geographical areas covered: East Berkshire

Type of Provision: Mostly ESOL, Literacy, Numeracy, IT (not as a Skills for Life subject) and have included customer care and communication

Support for Vocational Training? No

Flexible Delivery Times? All courses within working hours

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? No

Qualifications? Yes

GENITT IT TRAINING LIMITED

Highview House
Charles Square
Bracknell
Berkshire
RG12 1DF

Contact: Catriona Hunter
Tel: 01344 390512
E-mail: enquiries@genitt.co.uk
Website: www.genitt.co.uk

Delivery Information:

Sectors: Across the board
Geographical areas covered: Berkshire
Type of Provision: Literacy, Numeracy, ESOL, IT

Support for Vocational Training? Yes, NVQ/IT
Flexible Delivery Times? Evenings and possibly weekends by arrangement
Deliver on the Premises? Yes
Bespoke Courses? Yes
Distance learning? Yes
1 to 1 Tuition? Yes
Qualifications? NVQ

NEWBURY COLLEGE

Part of Berkshire Basics for Business (BBfB)
Monks Lane
Newbury
Berkshire
RG14 7TD

Contact: Emily Chandler
Tel: 01635 845367
E-mail: e-chandler@newbury-college.ac.uk
Website: www.newbury-college.ac.uk

Delivery Information:

Sectors: Across a wide range of small-medium businesses (< 250 employees)

Geographical areas covered: West Berkshire

Type of Provision: Literacy, Numeracy, ESOL, IT

Support for Vocational Training? No, learner referred on to colleges that do

Flexible Delivery Times? Evenings and weekends

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? Yes

1 to 1 Tuition? Yes

Qualifications? National Tests Levels 1 & 2

READING ADULT & COMMUNITY COLLEGE

Part of Berkshire Basics for Business (BBfB)

Wilson Centre

Wilson Rd

Reading, Berkshire

RG30 2RW

Contact: Barry Wren

Tel: 0118 901 5292

E-mail: barry.wren@reading.gov.uk

Website: www.adultlearningatreading.org.uk

Delivery Information:

Sectors: Care Homes, Nurseries, Housing Associations, Hairdressers, Medical Supply Companies, Borough Council, Community-based work, Prison Service

Geographical areas covered: Reading

Type of Provision: Literacy, Numeracy, ESOL, IT (embedded)

Support for Vocational Training? No

Flexible Delivery Times? Evenings and weekends

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? Yes (IT)

1 to 1 Tuition? Yes

Qualifications? National Tests

THAMES VALLEY UNIVERSITY (TVU) - READING CAMPUS

Part of Berkshire Basics for Business (BBfB)
Reading College and School of Arts & Design
Crescent Road
Reading
RG1 5RQ

Contact: Michael Allen

Tel: 0118 967 5063

E-mail: allenmi@reading-college.ac.uk

Website: www.reading-college.ac.uk / www.tvu.ac.uk

Delivery Information:

Sectors: Hairdressers, NHS, Firemen, Police (Thames Valley), Army

Geographical areas covered: Reading and throughout Berkshire

Type of Provision: Literacy, Numeracy, ESOL, IT (embedded)

Support for Vocational Training? Yes

Flexible Delivery Times? Saturdays and evenings if required. Flexible by arrangement

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? Yes

Qualifications? Basic Skills for Adults Literacy and Numeracy, (pursuing ESOL qualification)

WEA - SOUTHERN REGION

Workers' Education Association
57 Riverside 2
Sir Thomas Longley Rd
Rochester
Kent
ME2 4DP

Contact: Caroline Richer
Tel: 01634 730101 ext 36
E-mail: cricher@wea.org.uk
Website: www.wea.org.uk

Delivery Information:

Sectors: Public sector, Universities and social care trust

Geographical areas covered: Hampshire and Isle of Wight, Berkshire, Milton Keynes, Oxford and Buckinghamshire

Type of Provision: Literacy, Numeracy, ESOL, IT, embedded Lit & IT in coaching in workplace and mentoring in workplace, IT & ESOL embedded in all learning at work programmes

Support for Vocational Training? Yes

Flexible Delivery Times? Weekends and evenings

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? Only if specially funded (eg SEEDA)

Qualifications? National Tests Level 1 & 2, OCN accredited

Hampshire & Isle of Wight

Useful Workplace Basic Skills Contacts in Hampshire and the Isle of Wight

The Network's local Regional Development Officer:

Contact: Kim Hailstone

Tel: 07969 403544

Email: kimhailstone@msn.com

Your first point of contact for workplace basic skills provision in the area:
Essential Skills Support Unit (ESSU)

Contact: Lorraine Lewis, Business Development Outreach worker for Hampshire

Tel: 07810 898121

Email: lorrainelewis@essu.org

The ESSU is funded by the Learning & Skills Council, has been set up to work towards local LSC targets for learners. The ESSU supports a wide range of providers and learners in order to facilitate the Skills for Life agenda locally.

Contact: Debby Miller, Project Manager

Tel: 01329 286460

Email: debbymiller@essu.org

Website: www.essu.org

Your contact at the Learning & Skills Council:

Contact: Jonathan Morris, Workforce Development Operations Manager

Tel: 01329 228533

Email: jonathan.morris2@lsc.gov.uk

Information about the emerging Sector Skills Councils and to find out what your Sector Skills Council is doing:

Contact: Anna Carnaby, Sector Skills Development Manager:

Tel: 01329 228660

Email: anna.carnaby@lsc.gov.uk

Business Link offers general Business Advice including a range of training opportunities

Tel: 01329 223282

Information Advice and Guidance (Careers Advice) available from Link-2-Learn

Tel: 01329 227537

www.link2learn.co.uk

SEEDA Project and Support

The South East England Development Agency operates projects and otherwise supports basic skills development

Project Coordinator for Hampshire & Isle of Wight

Contact: Amanda Reed

Tel: 01483 501357

E-mail: amandareed@seeda.co.uk

ALTON COLLEGE

Old Oldham Rd
Alton
GU34 2LX

Contact: Joke Elson
Tel: 01420 592 200
E-mail: joke.elson@altoncollege.ac.uk
Website: www.altoncollege.ac.uk

Delivery Information:

Sectors: Army, Care, Catering, Manufacturing and packaging

Geographical areas covered: Hampshire

Type of Provision: Literacy, Numeracy, ESOL, IT, teacher training in Skills for Life

Support for Vocational Training? No

Flexible Delivery Times? Occasional Saturdays and evenings

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? Volunteer tutors only

Qualifications? National Tests, ESOL Levels 1 & 2

BARTON PERVERIL COLLEGE

Chestnut Avenue
Eastleigh
SO50 5ZA

Contact: Elizabeth Caush
Tel: 023 8036 7226
E-mail: enquiries@imail.barton.ac.uk
Website: www.barton-peveril.ac.uk

Delivery Information:

Sectors: Hotels, Transport (bus drivers) Manufacturing (bakery)
Geographical areas covered: Eastleigh and Southampton
Type of Provision: Literacy, Numeracy, ESOL, IT and IT combined with Literacy

Support for Vocational Training? Can do
Flexible Delivery Times? Evenings and taster sessions on Saturdays
Deliver on the Premises? Yes
Bespoke Courses? Yes
Distance learning? No
1 to 1 Tuition? Support only
Qualifications? National Tests L1 & L2, Level 2 qualifications

BASINGSTOKE COLLEGE OF TECHNOLOGY (BCOT)

Worting Road
Basingstoke
RG21 8TN

Contact: Jane Mossman
Tel: 07788 710 342
E-mail: jane.mossman@ntlworld.com
Website: www.bcot.ac.uk

Delivery Information:

Sectors: Retail distribution, Engineering, Health Care, Primary Care Trusts, Pharmaceutical

Geographical areas covered:

Mid and North Hampshire. Surrey and Berkshire borders.

Type of Provision: Literacy, Numeracy, ESOL, IT and IT combined with Literacy

Support for Vocational Training? Yes, developing literacy to support NVQ training courses.

Flexible Delivery Times? Occasional Saturdays and evenings. Flexible by arrangement

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? Yes

1 to 1 Tuition? No

Qualifications? Entry Level up to Level 2 Literacy and Numeracy qualifications

BROCKENHURST COLLEGE

Lyndhurst Road
Brockenhurst
SO42 7ZE

Contact: Jill Lueddeke
Tel: 01590 625581
E-mail: jlueddeke@brock.ac.uk
Website: www.brock.ac.uk

Delivery Information:

Sectors: Residential Care, County Council, Hotels, Ferry services, NHS
Geographical areas covered: Mainly the New Forest (have gone as far as Southampton)

Type of Provision: Literacy, Numeracy, ESOL, IT and IT combined with Literacy

Support for Vocational Training? Yes, developing literacy to support NVO training courses.

Flexible Delivery Times? Occasional Saturdays and evenings. Flexible by arrangement

Deliver on the Premises? No, all classes are in the community or in the workplace.

Bespoke Courses? Yes

Distance learning? Yes, with learndirect

1 to 1 Tuition? Only if have a learning disability

Qualifications? Skills for Life Entry to Level 2 Literacy, Numeracy and ESOL qualifications

CRICKLADE COLLEGE

Charlton Road
Andover
SP10 1EJ

Contact: Judyth Wrighte
Tel: 01264 360036
E-mail: j.wrighte@cricklade.ac.uk
Website: www.cricklade.ac.uk

Delivery Information:

Sectors: Across the board

Geographical areas covered: Hampshire

Type of Provision: Literacy, Numeracy, ESOL, IT and IT combined with Literacy

Support for Vocational Training? Yes, E2E

Flexible Delivery Times? Evenings. Flexible by arrangement

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? Yes

1 to 1 Tuition? Yes

Qualifications? Yes

EASTLEIGH COLLEGE

Chestnut Avenue
Eastleigh
Southampton
SO50 5FS

Contact: Luci Woodland
Tel: 02380 911071
E-mail: lwoodland@eastleigh.ac.uk
Website: www.eastleigh.ac.uk

Delivery Information:

Sectors: Health, Care, Food Production, Ship-building, Retail distribution

Geographical areas covered: Hampshire

Type of Provision: Literacy, Numeracy, ESOL, IT

Support for Vocational Training?

Flexible Delivery Times? Saturdays and evenings. Flexible by arrangement

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? No

Qualifications? City and Guilds Entry L1 & L2, Cambridge ESOL examinations

FAREHAM COLLEGE

Bishopsfield Road
Fareham
PO14 1NH

Contact: Helena Summers
Tel: 01329 815401
E-mail: helena.summers@fareham.ac.uk
Website: www.fareham.ac.uk

Delivery Information:

Sectors: Retail, Catering, Beauty, Engineering
Geographical areas covered: Hampshire
Type of Provision: Literacy, Numeracy, ESOL, IT

Support for Vocational Training? Yes
Flexible Delivery Times? Evenings
Deliver on the Premises? Yes & Outreach Locations
Bespoke Courses? Yes, Accross all Levels, Entry Level 1 to 2
Distance learning? No
1 to 1 Tuition? Yes
Qualifications? City and Guilds

FAREPORT TRAINING ORGANISATION LTD

Admiral House
67 High Street
Fareham
PO16 7BB

Contact: Jackie Oldham
Tel: 01329 825805
E-mail: jackie.oldham@fareport.co.uk
Website: www.fareport.co.uk

Delivery Information:

Sectors: Care, Administration, Early Years Care, Customer Service,
Manufacturing

Geographical areas covered: Hampshire and IOW

Type of Provision: Literacy, Numeracy, IT

Support for Vocational Training? Yes

Flexible Delivery Times? Evenings

Deliver on the Premises? Yes

Bespoke Courses? No

Distance learning? Some

1 to 1 Tuition? Yes

Qualifications? Literacy & Numeracy Entry Level 1 to L3, IT Level 3, NVQ's
in Care L4, Early Years Care L3, Customer Service L 3, Business Admin L4,
Management L4, Learning & Development L3 & L4

FARNBROUGH COLLEGE OF TECHNOLOGY

Boundary Road
Farnborough
GU14 6SB

Contact: Alison Leaverland
Tel: 01252 407191
E-mail: a.leaverland@farn-ct.ac.uk
Website: www.farn-ct.ac.uk

Delivery Information:

Sectors: Army, residential homes, catering
Geographical areas covered: Hampshire
Type of Provision: Literacy, Numeracy, IT, ESOL

Support for Vocational Training? Yes
Flexible Delivery Times? Evenings
Deliver on the Premises? Yes
Bespoke Courses? Yes
Distance learning? No
1 to 1 Tuition? No
Qualifications? City & Guilds 3792 - all levels, ESOL

HIGHBURY COLLEGE

Dovercourt Road
Portsmouth
PO6 2SA

Contact: Velda Bartholomew

Tel: 02392 298991

E-mail: velda.bartholomew@highbury.ac.uk

Website: www.highbury.ac.uk

Delivery Information:

Sectors: Remploy and Community IT

Geographical areas covered: Portsmouth and Southampton

Type of Provision: Literacy, Numeracy, IT, ESOL

Support for Vocational Training? Yes

Flexible Delivery Times? Evenings

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? Yes

Qualifications? Yes

HOSPITALITY TRAINING PARTNERSHIP (HTP)

114 Pyle Street
Newport, IOW
PO30 1XA

Contact: Simon Attrill
Tel: 01983 533926
E-mail: simon.attrill@htp.uk.com
Website: www.htp.uk.com

Delivery Information:

Sectors: Hospitality, catering, retail, customer service, hairdressing, business administration

Geographical areas covered: IOW

Type of Provision: Literacy, Numeracy, IT

Support for Vocational Training? Yes

Flexible Delivery Times? Flexible by arrangement

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? Yes

Qualifications? Entry Level 1 & 2

ISLE OF WIGHT COLLEGE

Medina Way
Newport, IOW
PO30 5TA

Contact: Pauline Hitt / Paul Franklin
Tel: 01983 526631
E-mail: paul.franklin@iwcollege.ac.uk
Website: www.he.courses-careers.com/college/isleofwight.htm

Delivery Information:

Sectors: Public sectors

Geographical areas covered: IOW

Type of Provision: Literacy, Numeracy, IT

Support for Vocational Training? Yes

Flexible Delivery Times? Evenings. Flexible by arrangement

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? No

Qualifications? Entry Level 1 & 2 Literacy and Numeracy

ITCHEN COLLEGE

Middle Road
Southampton
SO19 7TB

Contact: Michelle Austin
Tel: 02380 435636
E-mail: maustin@itchen.ac.uk
Website: www.itchen.ac.uk

Delivery Information:

Sectors:

None (but willing to provide workplace basic skills if there is a demand)

Geographical areas covered:

Southampton

Type of Provision:

Could provide Literacy, Numeracy, IT and ESOL

Support for Vocational Training? Could provide

Flexible Delivery Times? Saturdays and evenings.

Deliver on the Premises? Yes

Bespoke Courses? Could do

Distance learning? No

1 to 1 Tuition? No

Qualifications? City & Guilds Entry, OCR L1 & L2

PETER SYMONDS COLLEGE

ACE Centre
Stoney lane
Weeke
Winchester
SO22 6DR

Contact: Elaine Pape
Tel: 01962 866166
E-mail: epape@psc.ac.uk
Website: www.psc.ac.uk/ace

Delivery Information:

Sectors: Care, Early Care Years, Hotels, Army, Beauty, Public Sector workers
Geographical areas covered: Winchester
Type of Provision: Literacy, Numeracy ESOL and IT with Literacy

Support for Vocational Training? Yes
Flexible Delivery Times? Day and evening, Saturdays.
Deliver on the Premises? Yes
Bespoke Courses? Yes
Distance learning? No
1 to 1 Tuition? No
Qualifications? NVO's, City&Guilds, OCR, ABC, Edexcel

SMART TRAINING & RECRUITMENT

Smart House
Castlehold Lane
Newport, IOW
PO30 1AJ

Contact: Martin Grufferty/Jan Hopkinson
Tel: 01983 530440
E-mail: martin@smarttar.co.uk
Website: www.smarttar.co.uk

Delivery Information:

Sectors: Hospitality & Catering, Customer Service/Admin, Retail, Bakery

Geographical areas covered: Isle of Wight

Type of Provision: Literacy, Numeracy, IT, ESOL, Key Skills

Support for Vocational Training? Yes

Flexible Delivery Times? Flexible by arrangement

Deliver on the Premises? Yes, IT especially

Bespoke Courses? Yes

Distance learning? Yes

1 to 1 Tuition? Yes

Qualifications? Yes

SOLENT SKILLS QUEST

Abacus House
1 Spring Crescent
Portwood
Southampton
SO17 2FZ

Contact: Angela Wright or Jill Rutherford
Tel: 02380 558 222 / 02380 582732
E-mail: angela.wright@solentskillquest.co.uk /
enquiries@solentskillquest.co.uk
Website: www.solentskillquest.co.uk

Delivery Information:

Sectors: Any sector that is relevant to vocational GCSEs.

Geographical areas covered: Southampton area and New Forest

Type of Provision: Literacy, Numeracy, IT, occasional ESOL

Support for Vocational Training? Yes

Flexible Delivery Times? Flexible by arrangement

Deliver on the Premises? Occasionally, but most work done offsite

Bespoke Courses? No

Distance learning? No

1 to 1 Tuition? No

Qualifications? Yes, course-specific certificates helping students working towards GCSEs

SOUTH DOWNS COLLEGE

College Road
Purbrook
Waterlooville
PO7 8AA

Contact: Andrea Wingfield

Tel: **02392 797984**

E-mail: **awingfield@southdowns.ac.uk**

Website: www.southdowns.ac.uk

Delivery Information:

Sectors: Across the board

Geographical areas covered: Local area

Type of Provision: Literacy, Numeracy, IT, ESOL

Support for Vocational Training?

Flexible Delivery Times? Flexible by arrangement

Deliver on the Premises? Yes (and in community venues)

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? Yes

Qualifications? National Tests Literacy & Numeracy, City&Guilds Entry Level to L2, Level 4 Literacy & Numeracy

SOUTHAMPTON CITY COLLEGE

St Mary Street
Southampton
SO14 1AR

Contact: Mary Evans

Tel: 02380 577400

E-mail: mary.evans@southampton-city.ac.uk

Website: www.southampton-city.ac.uk

Delivery Information:

Sectors: Across the board

Geographical areas covered: Southampton

Type of Provision: Literacy, Numeracy, IT, ESOL Skills for Life

Support for Vocational Training? Yes

Flexible Delivery Times? Evenings. Flexible by arrangement

Deliver on the Premises? Yes (and in community venues)

Bespoke Courses? Yes

Distance learning? No, but looking into it

1 to 1 Tuition? Yes

Qualifications? Skills for Life qualifications

THE CARE LEARNING CENTRE

Suite 8
The Courtyard
St Cross Business Park
Newport, Isle of Wight
PO30 5BF

Contact: Jenny Denham

Tel: 01983 533993

E-mail: info@carelearningcentre.co.uk / comcaretraining@aol.com

Website: www.carelearningcentre.co.uk

Delivery Information:

Sectors: Care, Customer Service, Business Administration and Care Handling

Geographical areas covered: Isle of Wight

Type of Provision: Literacy & Numeracy (as part of Key Skills) IT

Support for Vocational Training? Yes

Flexible Delivery Times? Weekends and evenings. Flexible by arrangement

Deliver on the Premises? Yes, and in workplace

Bespoke Courses? No

Distance learning? Could do

1 to 1 Tuition? Yes

Qualifications? NVQs, Key Skills, Technical Certificate

TOTTON COLLEGE

Calmore Road
Southampton
SO40 3ZX

Contact: Chrissy Lambert
Tel: 02380 874874
E-mail: clambert@totton.ac.uk
Website: www.totton.ac.uk

Delivery Information:

Sectors: Light engineering, Council, ASDA, Tourism & Leisure, Army
Geographical areas covered: Mainly the Waterside area of Hampshire
Type of Provision: Literacy, Numeracy, IT, ESOL

Support for Vocational Training?

Flexible Delivery Times? Weekends and evenings drop-in Centre

Deliver on the Premises? Yes, and in workplace

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? Yes

Qualifications? Yes

UNIVERSAL SERVICE PROVIDER

(was Family Learning Centre)

Southampton

SO15 2AE

Contact: Nor Gure

Tel: 02380 223693 / 0798 4091642

E-mail: norgure@hotmail.com

Delivery Information:

Sectors: Social services and Education

Geographical areas covered: Southampton

Type of Provision: Literacy, Numeracy, ESOL, IT

Support for Vocational Training? Yes

Flexible Delivery Times? Evenings

Deliver on the Premises? Yes

Bespoke Courses? No

Distance learning? No

1 to 1 Tuition? No

Qualifications? No

WEA - SOUTHERN REGION

Workers' Education Association
57 Riverside 2
Sir Thomas Longley Rd
Rochester
Kent
ME2 4DP

Contact: Caroline Richer
Tel: 01634 730101 ext 36
E-mail: cricher@wea.org.uk
Website: www.wea.org.uk

Delivery Information:

Sectors: Public sector, Universities and social care trust

Geographical areas covered: Hampshire and Isle of Wight, Berkshire, Milton Keynes, Oxford and Buckinghamshire

Type of Provision: Literacy, Numeracy, ESOL, IT, embedded Lit & IT in coaching in workplace and mentoring in workplace, IT & ESOL embedded in all learning at work programmes

Support for Vocational Training? Yes

Flexible Delivery Times? Weekends and evenings

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? Only if specially funded (eg SEEDA)

Qualifications? National Tests Level 1&2, OCN accredited

Kent & Medway

Useful Workplace Basic Skills Contacts in Kent & Medway

The Network's local Regional Development Officer:

Contact: Glenys Lake (based at the Learning and Skills Council)

Tel : 07974 173 915

Email: g.lake@lancaster.ac.uk

Your contact at the Learning and Skills Council is:

Contact: Sue Hopkins, Head of Learning Development

Tel: 01732 876813

Email: sue.hopkins@lsc.gov.uk

An Employer Training Pilot 'Profit from Learning' has been running in Kent from September 2003 and will run to March 2006, supporting workplace training to level 2, including basic skills.

Freephone 0800 528 2000

Contact: Ellena Thompson, ETP Profit from Learning Provider Co-ordinator

Tel: 01732 876945

Email: ellena.thompson@lsc.gov.uk

Other Points of Advice:

Information about the emerging Sector Skills Councils and to find out what your Sector Skills Council is doing:

Contact: Sunil Kumar

Tel: 01732 876904

Email: sunil.kumar@lsc.gov.uk

Kent and Medway has a Basic Skills Consortium for providers which includes a Workforce Development Task group.

Contact: Melanie Gibson Barton, KMBSC Support Officer

Tel: 01732 876816

Email: melanie.gibsonbarton@medway.gov.uk

Professional Development Centres

Kent and Medway has six Professional Development Centres (PDCs) that will provide continuous professional development for any of your staff who would like to develop colleagues' basic skills in your workplace.

For further information near you contact the Learning and Skills Council.

Information Advice and Guidance (Careers advice) for individual employees
Next Step (formerly Kent Guidance Consortium) NHS related

Contact: Lisa Holden

Tel: 07740 046035

Email: lisaholden@vtis.com

All other sectors

Workforce Development Adviser

Contact: Michael O'Leary

Tel: 07740 046033

Email: michaeloleary@vtis.com

Union Learning Reps

In addition the Trades Union Congress operates an Education Centre at West Kent College which offers training for Union Learning Representatives.

TUC Course Co-ordinator

Contact: Frank Crompton

Tel: 01732 358101 ext 2231

Email: frankcrompton@wkc.ac.uk

For information on learndirect basic skills courses contact:

learndirect Invicta Kent and Medway Hub Company

Contact: Garrie Owens, Chief Executive

Tel: 01795 411595

Email: garrie.owens@learninvicta.co.uk

Website: www.learninvicta.co.uk

SEEDA Project and Support

The South East England Development Agency operates projects and otherwise supports basic skills development

Project Manager for Kent

Contact: Tessa Bowden

Tel: 01483 484296

Email: tessabowden@seeda.co.uk

CANTERBURY COLLEGE

New Dover Road
Canterbury
CT1 3AJ

Contact: Sara West / Philip Farnham (ESOL only)
Tel: 01227 811273 (Sara) / 01227 811322 (Philip)
E-mail: s.west@cant-col.ac.uk / p.farnham@cant-col.ac.uk
Website: www.cant-col.ac.uk

Delivery Information:

Sectors: All sectors

Geographical areas covered: Canterbury and its surrounding area

Type of Provision: Literacy, Numeracy, IT, ESOL, combined courses

Support for Vocational Training? Yes

Flexible Delivery Times? Not weekend or evenings. Flexible by arrangement

Deliver on the Premises? Yes

Bespoke Courses? Yes & learndirect

Distance learning? Yes

1 to 1 Tuition? Can do

Qualifications? NVQ

JHP TRAINING

Sun Pier Chambers
Sun Wharf
Medway Street
Chatham
ME4 4HA

Contact: Yvonne Boughen
Tel: 01634 842299
E-mail: yvonne.boughen@jhp-group.com
Website: www.jhp-group.com

Delivery Information:

Sectors: All sectors

Geographical areas covered: Kent & Medway

Type of Provision: Literacy, Numeracy, IT

Support for Vocational Training? Yes

Flexible Delivery Times? Saturdays and evenings

Deliver on the Premises? Yes

Bespoke Courses? No

Distance learning? No

1 to 1 Tuition? Yes

Qualifications? NVQ, Apprenticeship

KENT ADULT EDUCATION - HEAD OFFICE

College Road
Sittingbourne
Kent
ME10 1LF

Contact: Jacqui Ward

Tel: 01795 415900 / 0845 6065606

E-mail: jacqui.ward@kent.gov.uk

Website: www.kent.gov.uk/adulted / www.kaes.org.uk

Delivery Information:

Sectors: Manufacturing, Local authorities, Transport, Health

Geographical areas covered: Kent & Medway

Type of Provision: Literacy, Numeracy, ESOL, IT (integrated with Literacy/Numeracy)

Support for Vocational Training? NVQ support

Flexible Delivery Times? Not weekends or evenings. Flexible by arrangement

Deliver on the Premises? Yes

Bespoke Courses? No

Distance learning? No

1 to 1 Tuition? No

Qualifications? National Tests, new ESOL qualification, Entry Level - Level 2

KEY TRAINING SERVICES

Key House
Woodville Close
Canterbury
CT1 3TX

Contact: Margaret Rolfe
Tel: 01227 459788
E-mail: margaret.rolfe@kent.gov.uk
Website: www.kent.gov.uk

Delivery Information:

Sectors: Can adapt to any sector.

Geographical areas covered: Kent & Medway

Type of Provision: Literacy, Numeracy, IT (integrated with Literacy/Numeracy)

Support for Vocational Training? Yes

Flexible Delivery Times? Could do Saturdays and evenings. Flexible by arrangement

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? Could do

1 to 1 Tuition? Yes

Qualifications? Literacy and Numeracy up to A'level

MEDWAY ADULT & COMMUNITY LEARNING SERVICE

Rochester Centre
Eastgate
Rochester
ME1 1EW

Contact: Toni Oxlee (Head of Dept)
Tel: 01634 338 400
E-mail: toni.oxlee@medway.gov.uk
Website: www.medway.gov.uk

Delivery Information:

Sectors: Classroom assistants only

Geographical areas covered: Kent & Medway

Type of Provision: Literacy, Numeracy, IT (integrated with Literacy/Numeracy)

Support for Vocational Training? No

Flexible Delivery Times? Occasionally on Saturdays and evenings.

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? No

Qualifications? National tests Levels 1 & 2

MID KENT COLLEGE

City Way Centre
City Way
Rochester
ME1 2AD

Contact: Stewart Hickmott

Tel: 01634 830644

E-mail: steward.hickmott@midkent.ac.uk

Website: www.midkent.ac.uk/courses_employers.htm

Delivery Information:

Sectors: Retail & Distribution, Manufacturing and Care

Geographical areas covered: Kent & Medway

Type of Provision: Literacy, Numeracy, IT, ESOL, Employer Training Pilot - NVQ up to L2

Support for Vocational Training? Yes

Flexible Delivery Times? Evenings.

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? Yes

Qualifications? Edexcel - Nat Tests L1 & L2, Entry Level Certificates - Lit & Num, Key Skills L1, L2 in Application of number, Communication, IT, Entry Level ESOL - Skills for Life, ESOL - L1 & L2, GCSE Maths

NORTH WEST KENT COLLEGE

Dartford Campus
Oakfield Lane
Dartford
Kent
DA1 2JT

Gravesend Campus
Dering Way
Gravesend
Kent
DA12 2JJ

Contact: Gill Jullings
Tel: 01322 629400
E-mail: gilljullings@nwkcollege.ac.uk
Website: www.nwkcollege.ac.uk

Delivery Information:

Sectors: Can adapt to any sector

Geographical areas covered: Kent & Medway

Type of Provision: Literacy, Numeracy, ESOL, (IT possibly)

Support for Vocational Training? Yes

Flexible Delivery Times? Flexible by arrangement throughout week

Deliver on the Premises? Could do

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? Yes

Qualifications? Adult Literacy & Numeracy Tests, ECE, Trinity Certificate

Adult ESOL

PITMAN TRAINING KENT

21-22 Fairmeadow
Maidstone
Kent
ME14 1LS

Contact: Sharon Atkins
Tel: 01622 675782
E-mail: enquiries@pitmantrainingkent.com
Website: www.pitmansolutions.com

Delivery Information:

Sectors: Across the board, but office-based
Geographical areas covered: West Kent
Type of Provision: Literacy, Numeracy, ESOL, IT

Support for Vocational Training? Yes
Flexible Delivery Times? Saturday mornings, some evenings. Flexible by arrangement
Deliver on the Premises? Yes
Bespoke Courses? Yes and learndirect courses
Distance learning? Yes
1 to 1 Tuition? Yes
Qualifications? Microsoft, CompTIA, OCR, BCS, IITT, National Tests, AMSPAR, ICB

SOUTH KENT COLLEGE

Training 4 Business
Freepost CU862
Folkestone
Kent
CT20 2BR

Contact: Patricia Little
Tel: 01303 226184
E-mail: t4b@southkent.ac.uk
Website: www.southkent.ac.uk

Delivery Information:

Sectors:

Construction, Leisure and Tourism, Education (Teaching Assistants)

Geographical areas covered:

Kent & Medway

Type of Provision:

Literacy, Numeracy, ESOL

Support for Vocational Training? Yes

Flexible Delivery Times? Flexible by arrangement

Deliver on the Premises? Yes

Bespoke Courses? Yes and learndirect courses

Distance learning? No

1 to 1 Tuition? No

Qualifications? Standard

THANET COLLEGE

Ramsgate Road
Broadstairs
Kent
CT10 1PN

Contact: Laurence Guedon
Tel: 01843 605 040
E-mail: Staff-lxg@thanet.ac.uk
Website: www.thanet.ac.uk

Delivery Information:

Sectors: Manufacturing

Geographical areas covered: Kent & Medway

Type of Provision: Literacy, Numeracy, ESOL, IT, embedding

Support for Vocational Training? If required

Flexible Delivery Times? Evenings

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? No

Qualifications? City & Guilds L1& L2, Literacy & Numeracy

WEST KENT COLLEGE

Brook Street
Tonbridge
Kent
TN9 2PW

Contact: Marion Casey
Tel: 01732 358101ext 2527 / 07976 819467
E-mail: marioncasey@wkc.ac.uk
Website: www.wkc.ac.uk

Delivery Information:

Sectors: Warehousing and Distribution, Transport, Local and national government, Catering, Care

Geographical areas covered: Kent & border areas

Type of Provision: Literacy, Numeracy, ESOL, IT, Move On approach currently being implemented. Bespoke diagnostic assessment offered to employers at or post-recruitment

Support for Vocational Training? Yes, Care, Admin, Retail and distribution

Flexible Delivery Times? Saturdays and evenings. Flexible by arrangement

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? No

Qualifications? L1 & L2 Literacy and Numeracy City & Guilds

WEA - SOUTHERN REGION

Workers' Education Association
57 Riverside 2
Sir Thomas Longley Rd
Rochester, Kent
ME2 4DP

Contact: Caroline Richer
Tel: 01634 730101
E-mail: cricher@wea.org.uk
Website: www.wea.org.uk

Delivery Information:

Sectors: Main focus is NHS, Army, Rail workers, Care homes, food production

Geographical areas covered: Kent & Medway, Sussex

Type of Provision: Literacy, Numeracy, ESOL, IT, Skills for Life, embedded ESOL & IT

Support for Vocational Training? Yes, preparation for courses

Flexible Delivery Times? Weekends and evenings

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? Only if specially funded

Qualifications? National Tests Level 1&2, OCN accredited

YMCA TRAINING

2nd Floor

Lyndean House

30-34 Albion Place

Maidstone

ME14 5DZ

Contact: Derek Gilman

Tel: 01227 765408

E-mail: d.gilman@ymcatraining.org.uk

Website: www.ymcatraining.org.uk

Delivery Information:

Sectors: Can adapt to any sector

Geographical areas covered: Kent & Medway

Type of Provision: Literacy, Numeracy, ESOL, IT

Support for Vocational Training? Yes

Flexible Delivery Times? No

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? Yes

Qualifications? NVO in Key Skills

Milton Keynes, Oxfordshire & Buckinghamshire

Useful Workplace Basic Skills Contacts in Milton Keynes, Oxfordshire and Buckinghamshire (MKOB)

The Network's local Regional Development Officer:

Contact: David Mathew

Tel: 07966 168089

E-mail: d.mathew@lancaster.ac.uk

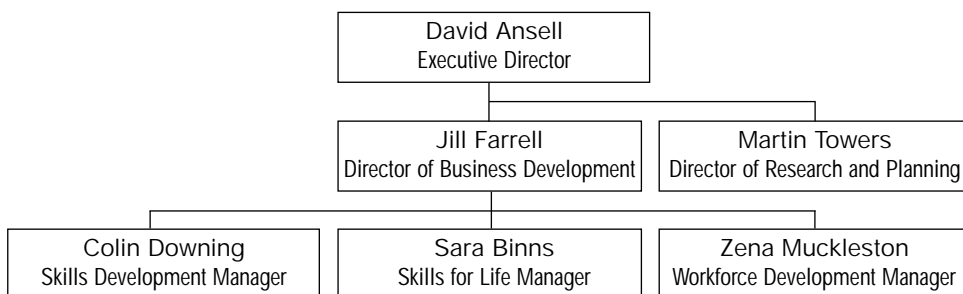
Your first point of contact for Workplace Basic Skills provision in the area:

Contact: Sara Binns, Skills for Life Manager

Tel: 01865 291824

E-mail: sara.binns@lsc.gov.uk

Learning and Skills Council MKOB information



Other Points of Advice

Information about the emerging Sector Skills Councils and to find out what your Sector Skills council is doing

Contact: Jill Farrell, Director of Business Development

Tel: 08450 194154 or 01865 291700

E-mail: jill.farrell@lsc.gov.uk

For general business advice, including a range of training opportunities

Business Link
0845 606 4466

MKOB will shortly have a Professional Development Network that will provide continuous professional development for tutors/staff who would like to develop colleagues' basic skills in your workplace.

Contact: Terri Hassan, Skills for Life Adviser
Tel: 01865 291822 / 07810 757248
E-mail: terri.hassan@lsc.gov.uk

Skills for Life Network

The aim of the Forum is to encourage closer working partnerships between the Learning and Skills Council, employers, providers and key partners on the Skills for Life agenda. The Forum also aims to improve the flow of information from LSC regional offices to help encourage a better understanding of Basic skills needs across the region, and to work together to help to solve the issues faced by employers in the Milton Keynes, Oxfordshire and Buckinghamshire area.

See the Learning Campus website
www.thelearningcampus.co.uk

Union Learning Representatives

If you want to know more about these and the employer forum contact
Contact: Mary Kibble
E-mail: mary.kibble@lsc.gov.uk

SEEDA Project and Support

The South East England Development Agency operates projects and otherwise supports basic skills development

Project Manger for MKOB

Contact: Amanda Reed
Tel: 01483 501357
E-mail: amandareed@seeda.co.uk

ABINGDON AND WITNEY COLLEGE

Wooton Road
Abingdon
OX14 1GG

Contact: Laura Hutchins or Maureen Boyle
Tel: 01235 216435
E-mail: enquiry@abingdon-witney.ac.uk
Website: www.abingdon-witney.ac.uk

Delivery Information:

Sectors: Call centres

Geographical areas covered: Oxfordshire

Type of Provision: Literacy, Numeracy, IT (can do ESOL)

Support for Vocational Training? No

Flexible Delivery Times? Evenings by arrangement

Deliver on the Premises? Yes, and on other premises

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? No

Qualifications? L2 Adult Learner Support, L3 Literacy & Numeracy Adult Support, L4 Subject Specialist qualifications

AMERSHAM & WYCOMBE COLLEGE

Stanley Hill
Amersham
HP7 9HN

Contact: Jane Opie
Tel: 01494 735555 ext 217
E-mail: jopie@amersham.ac.uk
Website: www.amersham.ac.uk

Delivery Information:

Sectors: Across the board, including NHS

Geographical areas covered: MKOB and could deliver to Hertfordshire border

Type of Provision: Literacy, Numeracy, IT, ESOL

Support for Vocational Training? No

Flexible Delivery Times? No

Deliver on the Premises? If needed and if enough students

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? Yes

Qualifications? National Tests

IN-BUSINESS

Wing House
Britannia Street
Aylesbury
Bucks
HP20 1QS

Contact: Jane Wells
Tel: 01296 619206
E-mail: jwells@buckscc.gov.uk
Website: www.adultlearningbcc.ac.uk

Delivery Information:

Sectors: Servicing, Light industry, Health, NHS
Geographical areas covered: MKOB
Type of Provision: Literacy, Numeracy, IT, ESOL

Support for Vocational Training? Yes
Flexible Delivery Times? No
Deliver on the Premises? Yes
Bespoke Courses? Yes
Distance learning? Not yet
1 to 1 Tuition? Yes
Qualifications? Up to NVQ, ESA, Pre-entry L1 & L2

MILTON KEYNES COLLEGE

Chaffron Way Campus
Leadenhall
Milton Keynes
MK6 5LP

Contact: Sally Alexander, Interim Director: Foundation and Community
Tel: 01908 684546
E-mail: sally.alexander@mkcollege.ac.uk
Website: www.mkcollege.ac.uk

Delivery Information:

Sectors: Retail, Restaurant, Catering, Hairdressing

Geographical areas covered: Milton Keynes and surrounding area

Type of Provision: Literacy, Numeracy, IT, ESOL, with learners on some courses linked to Health & Safety

Support for Vocational Training? Yes

Flexible Delivery Times? Evenings

Deliver on the Premises? No, in the workplace

Bespoke Courses? Yes

Distance learning? Yes

1 to 1 Tuition? Yes

Qualifications? Yes

OXFORD RADCLIFFE NHS TRUST

Learning Club
Old Road
Churchill Hospital
Headington
Oxford
OX3 7LJ

Contact: Sue Grime
Tel: 01865 226168
E-mail: Grime.sue@orh.nhs.uk

Delivery Information:

Sectors: Health

Geographical areas covered: Oxford (3 hospitals)

Type of Provision: Literacy, Numeracy, ESOL, IT through learndirect

Support for Vocational Training? Yes for NVQ

Flexible Delivery Times? Flexible by arrangement

Deliver on the Premises? Yes

Bespoke Courses? No

Distance learning? Yes

1 to 1 Tuition? Yes

Qualifications? ECDL, learndirect, CLAIT, NVQ

OXFORDSHIRE COUNTY COUNCIL

ABS Unit
Blackbird Leys Library and Learning Centre
Blackbird Leys Road
Oxford
OX4 6HT

Contact: Grace Stone
Tel: 01865 771156
E-mail: grace.stone@oxfordshire.gov.uk

Delivery Information:

Sectors: Across the board, including NHS

Geographical areas covered: Oxford

Type of Provision: Literacy, Numeracy, ESOL, IT, Health and Safety, Food Hygiene

Support for Vocational Training? Yes for NVQ

Flexible Delivery Times? Weekends and occasional evenings

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? Yes

1 to 1 Tuition? Yes

Qualifications? Internal only

OXFORD & CHERWELL VALLEY COLLEGE

Oxford City Centre Campus
Oxpens Rd
Oxford
OX1 1SA

Banbury Campus
Broughton Road
Banbury
Oxon, OX16 9QA

Contact: Priscilla Maxwell

Tel: 01295 252221ext 322

E-mail: pmaxwell@occ.ac.uk

Website: www.occ.ac.uk (click on the employee training, then work based learning)

Delivery Information:

Sectors: Manufacturing, Bakeries, Chicken Factory, Logistics

Geographical areas covered: Oxford

Type of Provision: Literacy, Numeracy, ESOL, IT

Support for Vocational Training? No

Flexible Delivery Times? Mornings by arrangement

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? Yes

Qualifications? National Tests - Lit & Num, IT, OCR

VT PLUS TRAINING, OXFORD

Thames Business Advice Centre (TBAC) Business Centre
Osney Mead
Oxford
OX2 0DR

Contact: Mandy Cowell

Tel: 01865 790072

E-mail: oxford.office@vtplustraining.com

Website: www.vtplc.com/plustraining

Delivery Information:

Sectors: Hospitality, Care, Hotels, Hospitals

Geographical areas covered: Oxford

Type of Provision: Literacy, Numeracy, ESOL, IT (in NVQ course) Health & Safety, Food hygiene, NCL

Support for Vocational Training? Yes

Flexible Delivery Times? Evenings

Deliver on the Premises? Occasionally

Bespoke Courses? Yes

Distance learning? Yes

1 to 1 Tuition? Yes

Qualifications? National Tests

WEA - SOUTHERN REGION

Workers' Education Association
57 Riverside 2
Sir Thomas Longley Rd
Rochester Kent
ME2 4DP

Contact: Caroline Richer
Tel: 01634 730101 ext 36
E-mail: cricher@wea.org.uk
Website: www.wea.org.uk

Delivery Information:

Sectors: Public sector, Universities and social care trust

Geographical areas covered: Hampshire and Isle of Wight, Berkshire, Milton Keynes, Oxford and Buckinghamshire

Type of Provision: Literacy, Numeracy, ESOL, IT, embedded Lit & IT in coaching in workplace and mentoring in workplace, IT & ESOL embedded in all learning at work programmes

Support for Vocational Training? Yes

Flexible Delivery Times? Weekends and evenings

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? Only if specially funded (eg SEEDA)

Qualifications? National Tests Level 1&2, OCN accredited

Surrey

Useful Workplace Basic Skills Contacts in Surrey

The Surrey Flagship Project is a county-wide network of college providers, with a breadth of experience in literacy and numeracy provision in the workplace. Skilled tutors are able to identify and facilitate tailor made courses to employees on site.

The Network's local Regional Development Officer:

Bronwyn Leonard

Tel: 07974 173919

Email: b.leonard@lancaster.ac.uk

Your first point of contact for workplace basic skills provision in the area:
(Plus general business advice including a range of training opportunities)

Business Link

Tel: 08457 494949

www.businesslinksurrey.co.uk

In Touch With Learning at Work

Information advice and guidance for individual employees

Tel: 0800 8856872

www.surreyintouch.org.uk

SEEDA Project and Support

The South East England Development Agency operates projects and otherwise supports basic skills development

Project Manager for Surrey

Contact: Amanda Reed

Tel: 01483 501357

E-mail: amandareed@seeda.co.uk

Workplace Provision in Surrey (the Surrey Flagship Project - now closed)

The College Providers working with the Flagship Project are key to the success of the network of providers and partner organisations involved in the Surrey-wide approach to workplace basic skills provision.

This provision was jointly funded by Learning & Skills Council Surrey and SEEDA.

A Project Team liaises with both partner organisations and College Providers.

- A common approach is taken by all College Providers
- An initial course (usually of 23 hours) is offered - on an employer's premises
- At no cost to employers or employees
- Common Quality Assurance systems used
- The initial course is tailor-made to the requirements of the employer and the specific needs of the employees.
- Follow-on courses and accreditation will also be offered

Co-ordinators from 10 College Providers meet on a formal basis at regular intervals and the Project Team liaise with other partners in the County of Surrey. This approach has ensured that the vision of the LSC in Surrey for a 'seamless delivery' of workplace basic skills has been successfully developed. A Steering Group (representation from all partner organisations) meet regularly and is supported by a Management Group.

Surrey Flagship - Surrey Essential Skills in the Workplace

Leads are co-ordinated by Business Link

Tel: 08457 494949

The 10 College Providers:

BROOKLANDS

Brooklands College

Heath Road

Weybridge, Surrey

KT13 8TT

Contact: Jenny Smith

Tel: 07867 786593

E-mail: jasmith@brooklands.ac.uk

EAST SURREY

East Surrey College
Claremont Road
Gatton Point
Redhill, Surrey
RH1 2JX

Contact: Marcia Stone
Tel: 01737 772611 ext 2002
E-mail: mstone@esc.ac.uk

FARNHAM

Farnham College
Morley Road
Farnham
Surrey
GU9 8LU

Contact: Sue Godden
Tel: 01252 740533
E-mail: sgodden@farnham.ac.uk

GODALMING

Adult & Business Education
Godalming College
Chestnut Suite
Guardian House
Borough Road
Godalming
Surrey
GU7 2AE

Contact: Kathy Fennemore
Tel: 01483 423292 / 07970 712338
E-mail: kathyfennemore@godalming.ac.uk

GUILDFORD

Guildford College
Stoke Park
Guildford
Surrey
GU1 1EZ

Contact: Trish Johnston
Tel: 01483 448515 / 07779 341189
E-mail: tjohnston@guildford.ac.uk

NESCOT

North East Surrey College of Technology
Reigate Road
Ewell
Epsom
Surrey
KT17 3DS

Contact: Maddie Glynn
Tel: 0208 394 3265
E-mail: mglynn@nescot.ac.uk

REIGATE

Reigate College
Castlefield Road
Reigate
Surrey
RH2 0SD

Contact: Deborah Hepburn
Tel: 01737 221118 ext 453
E-mail: deborah.hepburn@reigate.ac.uk

SPELTHORNE

Spelthorne College
Church Road
Ashford
Middlesex
TW15 2XD

Contact: Ivana Tasker
Tel: 01784 248666 ext 235
E-mail: it_seeda@yahoo.co.uk

STRODE'S

Strode's College
High Street
Egham
Surrey
TW20 9DR

Contact: Janice Vaughan
Tel: 01784 437506 / 07795 386154
E-mail: jvaughan@strodes.ac.uk

WOKING

Woking College
Ryden's Way
Old Woking
Surrey
GU22 9DL

Contact: Rachel Simpson
Tel: 01483 227430
E-mail: rachel.simpson@woking.ac.uk

COMPUTER GYM (UK) LIMITED

The Courtyard
27a High St
Thames Ditton
Surrey
KT7 0SD

Contact: Elaine Barella / Chris Odumenya

Tel: 0208 2246444

E-mail: elaine@computergym.co.uk / chris@computergym.co.uk

Website: www.computergym.co.uk

Delivery Information:

Sectors: Care, manufacturing, financial services, hospitality

Geographical areas covered: East London, Essex, Surrey

Type of Provision: Literacy, Numeracy, IT, ESOL

Support for Vocational Training? Yes

Flexible Delivery Times? Weekends and Evenings

Deliver on the Premises? No

Bespoke Courses? Yes & learndirect

Distance learning? Yes

1 to 1 Tuition? No

Qualifications? Edexcel, C&G, OCR

FLAGSHIP PROJECT - SURREY ESSENTIAL SKILLS IN THE WORKPLACE

Contact: Business Link
Tel: 08457 494949

Brooklands College
Computer Gym (UK) Ltd
East Surrey College
Farnham College
Godalming College
Guildford College
learndirect
NESCOT
Reigate College
Spelthorne College
Strode's College
Woking College

Delivery Information:

Sectors: Courses can be adapted for any sector
Geographical areas covered: Surrey
Type of Provision: Literacy, Numeracy, ESOL
Other Provision: Embedded IT, communications, customer care courses.

Support for Vocational Training? No
Flexible Delivery Times? Weekends and evenings
Delivery on the Premises? Yes
Bespoke Courses? Yes
Distance learning? No
1 to 1 Tuition? No
Qualifications? Yes

VT PLUS SURREY

Unit 32
Sandy Farm
Sands Lane
Farnham
Surrey
GU10 1PX

Contact: Steve Waller
Tel: 01252 781055
E-mail: steve.waller@vtplc.com
Website: www.vtplc.com/plustraining

Delivery Information:

Sectors: Hospitality, Sport
Geographical areas covered: Surrey
Type of Provision: Literacy, Numeracy, IT (ESOL on request)
Support for Vocational Training: Support for NVQs

Flexible Delivery Times? Weekends and evenings only by arrangement
Delivery on the Premises? Yes
Bespoke Courses? Yes
Distance learning? No
1 to 1 Tuition? Yes
Qualifications? Key Skills

Sussex

Useful Workplace Basic Skills Contacts in Sussex

The Network's local Regional Development Officer:

Contact: Glenys Lake

Tel: 07974 173915

E-mail: g.lake@lancaster.ac.uk

Your first point of contact for workplace basic skills provision in the area: Sussex Learning and Skills Council

Skills for Life Lead Adviser

Contact: Berry Bonner-le Fur

Tel: 01273 783516

E-mail: Berry.Bonner-leFur@lsc.gov.uk

Sussex has a Skills for Life Development Centre, which can provide advice on basic skills in the workplace:

Centre Director

Contact: Anna Pedroza

Tel: 01273 704530

E-mail: apedroza@cfbt.com

Other Points of Advice:

TUC Learning Services (Office in Haywards Heath)

Sussex Fieldworker

Contact: June Phillips

Tel: 01444 459733

E-mail: jphillips@tuc.org.uk

For information on learndirect basic skills programmes contact:

learndirect Sussex

Widening Participation Adviser

Contact: Sara Reeve

Tel: 01444 259163

E-mail: sara.reeve@sussexenterprise.co.uk

Sussex Careers Limited HQ (Careers information on work and learning):

Head Office

Reed House

47 Church Road

Hove

BN3 2BE

Tel: 01273 223040

E-mail: hq@sussexcareers.com

West Sussex:

Contact: Ivan Shutak

Tel: 01243 537799

E-mail: ivan.shutak@vtplc.com

East Sussex:

Contact: Lynne Varney

Tel: 01323 745502

E-mail: lynne.varney@sussexcareers.com

SEEDA Project and Support

The South East England Development Agency operates projects and otherwise supports basic skills development

Project Manager for Sussex

Contact: Tessa Bowden

Tel: 01483 484296

E-mail: tessabowden@seeda.co.uk

SUSSEX ENTERPRISE AND BUSINESS LINK

People Development Team:

Chichester, Midhurst, Bognor Regis

Contact: Simon Gair

Tel: 07713 085376

E-mail: Simon.gair@sussexenterprise.co.uk

Littlehampton, Worthing, Shoreham, West Hove

Contact: Colin France

Tel: 07710 909578

E-mail: Colin.france@sussexenterprise.co.uk

Burgess Hill, Haywards Heath, Horsham, Crawley, East Grinstead

Contact: Nicola Smart

Tel: 07710909586

E-mail: Nicola.smart@sussexenterprise.co.uk

Brighton & Hove

Contact: Helyn Soud

Tel. 07802504021

E-mail: Helyn.soud@sussexenterprise.co.uk

Seaford, Eastbourne, Lewes, Crowborough, Wadhurst, Henfield

Contact: Annette Avis

Tel. 07860308062

E-mail: Annette.avis@sussexenterprise.co.uk

Bexhill, Hastings, Rye

Contact: Christopher Owen

Tel. 07713085374

E-mail: Christopher.owen@sussexenterprise.co.uk

PROVIDERS

BEXHILL COLLEGE

SfL

Jameson Mews

Jameson Road

Bexhill-on-Sea

TN40 1EG

HEAD OFFICE:

Penland Road

Bexhill-on-Sea

East Sussex

TN40 2JG

Contact: Robyn Kohler

Tel: 01424 216071

E-mail: robynkohler@bexhillcollege.ac.uk

Website: www.bexhillcollege.co.uk

Delivery Information:

Sectors: NVQ Care, NHS, embedded skills

Geographical areas covered: East Sussex

Type of Provision: Literacy, Numeracy, IT, ESOL

Support for Vocational Training? Yes

Flexible Delivery Times? Saturday and evenings and Sunday by arrangement

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? No, but individual support if needed

Qualifications? Level 1/2 - Literacy & Numeracy NVQ

CARECONNECT LEARNING EAST SUSSEX

Lens Glove House
3 Morley St
Brighton
BN2 9RA

Contact: **Robert Johnson**

Tel: **01273 694875**

E-mail: **brighton@careconnectlearn.co.uk**

Website: www.careconnectlearn.co.uk

Delivery Information:

Sectors: Health and Social Care in public sector, independent community and voluntary groups

Geographical areas covered: East Sussex

Type of Provision: Literacy, Numeracy, IT, ESOL, Care-related courses/business and management courses

Support for Vocational Training? Yes

Flexible Delivery Times? No

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? Yes

1 to 1 Tuition? Yes

Qualifications? City & Guilds Numeracy and Literacy (learndirect in ESOL)

CHICHESTER COLLEGE

Westgate Fields
Chichester
West Sussex
PO19 1SB

Contact: Janis Gadd
Tel: 01243 786 321 ext 2108
E-mail: janis.gadd@chichester.ac.uk
Website: www.chichester.ac.uk

Delivery Information:

Sectors: NHS, County Council, Care-Work, Horticulture, Manufacturing and Hospitality

Geographical areas covered: Sussex, Hampshire

Type of Provision: Literacy, Numeracy, IT, ESOL, Skills for Life

Support for Vocational Training? Yes

Flexible Delivery Times? Saturday and evenings

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? Yes

1 to 1 Tuition? Yes, if the employer pays for it

Qualifications? OCN, National Tests

CITY COLLEGE BRIGHTON & HOVE

Pelham St
Brighton
BN1 4FA

Contact: Stefan Hull
Tel: 01273 667788
E-mail: citybusiness@ccb.ac.uk
Website: www.ccb.ac.uk

Delivery Information:

Sectors: Service industries: Business & Hospitality (including catering, travel and tourism)

Geographical areas covered: Brighton & Hove

Type of Provision: Literacy, Numeracy, IT, ESOL

Support for Vocational Training? Yes

Flexible Delivery Times? Weekends and evenings

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? Yes

1 to 1 Tuition? Yes

Qualifications? National Tests

CENTRAL SUSSEX COLLEGE

(Crawley College, now merged with Haywards Heath College)

Crawley Campus

College Road

Crawley, West Sussex

RH10 1NR

Contact: Sue Messenger

Tel: 01293 442295

E-mail: smessenger@centralsussex.ac.uk

Website: www.centralsussex.ac.uk

Delivery Information:

Sectors: Care, local government

Geographical areas covered: Sussex

Type of Provision: Literacy, Numeracy, IT, ESOL

Support for Vocational Training? Yes

Flexible Delivery Times? Saturday if required and evenings

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? Could do

Qualifications? Entry Level 1/2

HASTINGS COLLEGE OF ARTS & TECHNOLOGY

Archery Rd
St Leonards on Sea
East Sussex
TN38 0HX

Contact: Danny Meadows
Tel: 01424 442222 ext 8351
E-mail: dmeadows@hastings.ac.uk
Website: www.hastings.ac.uk

Delivery Information:

Sectors: Service, Manufacturing, NHS, Voluntary
Geographical areas covered: Sussex, Kent occasionally
Type of Provision: Literacy, Numeracy, ESOL, IT embedded, piloting citizenship

Support for Vocational Training? Yes
Flexible Delivery Times? Weekends and evenings
Deliver on the Premises? Yes
Bespoke Courses? Yes
Distance learning? No
1 to 1 Tuition? Yes
Qualifications? All national qualifications

NORTHBROOK COLLEGE SUSSEX

Broadwater Campus
Broadwater Rd
Worthing
West Sussex
BN14 8HJ

Contact: Jan Summers
Tel: 01903 606060
E-mail: j.summers@nbcsl.ac.uk
Website: www.northbrook.ac.uk

Delivery Information:

Sectors: Care, NHS, Hospitality, Manufacturing, Retail

Geographical areas covered: Sussex

Type of Provision: Predominantly Numeracy, Literacy, ESOL, IT

Support for Vocational Training? Yes

Flexible Delivery Times? Can do Saturdays and evenings

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? Yes, if a specific learning difficulty

Qualifications? National Tests and new ESOL qualification

SUSSEX DOWNS COLLEGE

Cross Levels Way
Eastbourne
East Sussex
BN21 2UF

Contact: Simon Allen (Training Solutions dept)
Tel: 01323 637248
E-mail: simon.allen@sussexdowns.ac.uk
Website: www.sussexdowns.ac.uk

Delivery Information:

Sectors: Light industry; pens, plastics, Transport, NHS, Refuse collection

Geographical areas covered: East Sussex, Brighton & Hove

Type of Provision: Literacy, Numeracy, ESOL, IT, Lit/Num with IT

Support for Vocational Training? Yes

Flexible Delivery Times? Saturdays, Sunday by arrangement and evenings

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? No, but individual support if needed

Qualifications? All standard national qualifications

WEA - SOUTHERN REGION

Workers' Education Association
57 Riverside 2
Sir Thomas Longley Rd
Rochester
Kent
ME2 4DP

Contact: Caroline Richer
Tel: 01634 730101
E-mail: cricher@wea.org.uk
Website: www.wea.org.uk

Delivery Information:

Sectors: Main focus is NHS, Army, Rail workers, Care homes, food production

Geographical areas covered: Sussex, Kent & Medway

Type of Provision: Literacy, Numeracy, ESOL, IT, Skills for Life, embedded ESOL & IT

Support for Vocational Training? Yes, preparation for courses

Flexible Delivery Times? Weekends and evenings

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? Only if specially funded

Qualifications? National Tests Level 1&2, OCN accredited

WEST SUSSEX COUNTY COUNCIL ADULT EDUCATION SERVICE

2nd Floor, Southfield House
11 Liverpool Gardens
Worthing
West Sussex
BN11 1RY

Contact: Wendy Cole

Tel: **01903 703571**

E-mail: **wendy.cole@westsussex.gov.uk**

Website: **www.westsussex.gov.uk/adulteducation/**

Delivery Information:

Sectors: Business, Care, food, electronics, market gardens, Hospitality & Others

Geographical areas covered: West Sussex

Type of Provision: Literacy, Numeracy, ESOL, IT, Skills for Life, Family Learning

Support for Vocational Training? Yes

Flexible Delivery Times? Weekdays, weekends and evenings

Deliver on the Premises? Yes

Bespoke Courses? Yes

Distance learning? No

1 to 1 Tuition? No

Qualifications? National Tests, City & Guilds, OCN

The Network

CSET, County South, Lancaster University, Lancaster, LA1 4YD

Tel 01524 593405 Fax 01524 844788

Email thenetwork@lancaster.ac.uk

Website: www.thenetwork.co.uk
