

## Contact Details

Telephone: 020 8574 9588

Email: [kamaljit@adult-training.org.uk](mailto:kamaljit@adult-training.org.uk)

[kamaljit\\_atn@hotmail.com](mailto:kamaljit_atn@hotmail.com)

Web: [www.adult-training.org.uk](http://www.adult-training.org.uk)

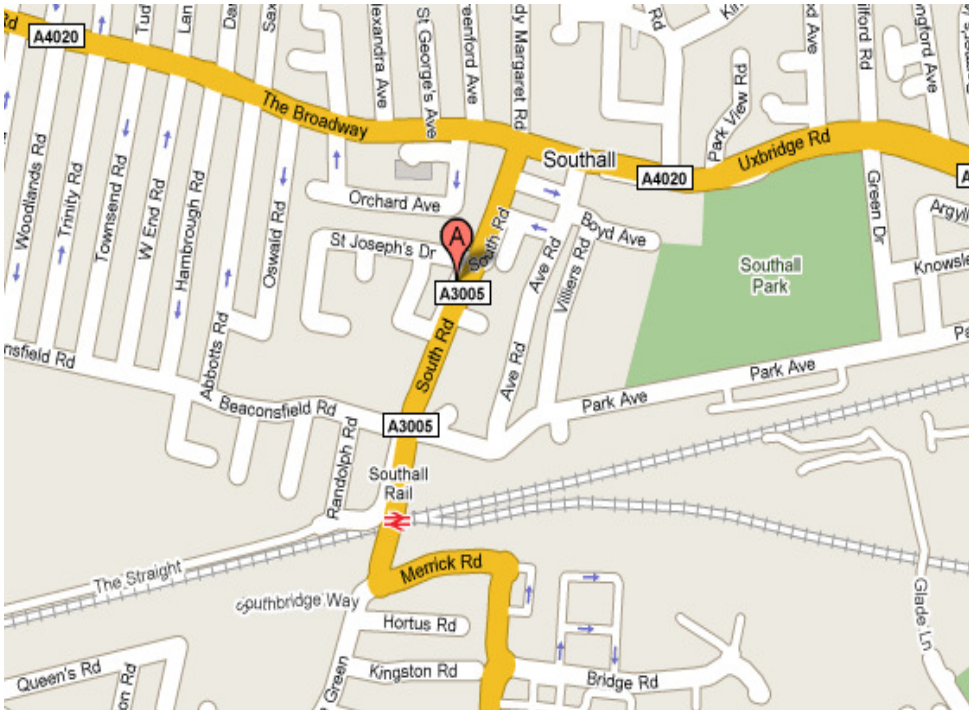
## Address:

King's Hall Methodist Church

South Road

Southall

UB1 1RB



# Adult Training Network

**Accredited Courses in :**  
**ESOL, ESOL for UK Citizenship,**  
**ICT, Teacher Training,**  
**Numeracy, Literacy, Food Hygiene,**  
**Book Keeping and Management**

Enrolling now....



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# An Essential Course in Teacher Training Train The Trainer – EDI 7303

## **PTLLS - Preparing to Teach in the Lifelong Learning Sector**

Adult Training Network is conducting courses that enable those wishing to enter the teaching profession, or those employed in this sector wishing to enhance their skills, to gain invaluable insight into the field and learn the basics of being an educator.

EDI Level 3 Award in Preparing to Teach in the Lifelong Learning Sector

### **This course is a VRQ (vocationally related qualification).**

The assessment method will consist of five assignments covering:

- The teaching role
- Teaching and learning approaches
- Session Planning
- Delivering inclusive sessions and assessment
- 15 minutes of micro teaching, 45 minutes of watching others teach.

This qualification is a requirement for all those who are new to teaching, training or tutoring in publicly funded provision. It is also the first step towards the level 3/4 Certificate in Teaching in the Lifelong Learning Sector for those in an associate teacher role and/or the Level 5 Diploma for those performing the full teaching role.

This course lasts for 15 weeks and learners will attend 3 hour sessions once a week.

### **Enrolment requirements:**

- Learners will be required to attend an interview and complete a written English assessment test.
- A qualification or experience in the subject you want to teach.
- You must attend 80 percent of the class.
- You must be willing to study outside class hours

**Start Date : ongoing**

Costs may be applicable for this programme. Please contact ATN for more information.

# ESOL Citizenship Courses

## Outline Programme:

This course is aimed at those wishing to apply for citizenship in Britain or Indefinite Leave to Remain, as you will need to demonstrate your knowledge of life in the United Kingdom as well as having sufficient speaking and listening skills to cope with life in the UK on a day to day basis.

You could do this by taking the Life in UK test or by taking combined ESOL (English for Speakers of Other Languages) and Citizenship classes.

For those of you whose English Language skills are below Entry 3 you can attend the combined intensive English Skills for Life with citizenship classes.

Upon completion of this course and gaining the Skills for Life qualification ATN will provide you with a letter confirming your attendance of this course and its contents. This letter can then be used to support your application for citizenship.

**Start Date: ongoing**



Costs may be applicable for this programme. Please contact ATN for more information.

# Welcome

ATN welcomes you to join our programmes and wishes you every success in your chosen course. We have a dedicated and qualified staff team who will support you throughout your learning journey. As a training provider ATN has an extensive track record of good quality training, excellent achievements and quality assurance systems. We offer a range of courses for students from Entry Level through to Level 3.

The Adult Training Network (ATN) is dedicated to giving its students the best possible, information, advice, guidance and training so that they have the skills and confidence to successfully complete their courses. This offers the platform for learners to progress to more advanced programmes or gain sustainable employment.

We offer a wide range of accredited courses including ESOL, ESOL for Citizenship, ICT, Numeracy, Literacy and vocational programmes such as Food Hygiene, Teacher Training, Accounts and Management. All these courses result in a qualification from awarding bodies such as OCR, EDI, City and Guilds and ILM.

In addition to the programmes mentioned above ATN also conducts employability, mentoring and vocational programmes on behalf of Action for Employment (A4E) in four separate boroughs in London, namely Ealing, Hounslow, Hillingdon including Barking. ATN is also supporting customers into sustained employment for Ingeus in Hounslow.

ATN which was formed in 1999 is a registered charity (number 1093609) and a company limited by guarantee (number 42866151) which works in partnership with a number of different funding and strategic organisations including the London Development Agency, London Councils, Richmond Upon Thames College, Waltham Forest College, Skills Development Agency, Learn Direct, Job Centre Plus and Action for Employment to conduct educational, vocational and employability programmes across London from seven separate centres.

# Current Programmes

## Numeracy and Literacy

### Certificate in Adult Literacy and Numeracy:

The Certificate in Adult Literacy and Numeracy can improve your numeracy and literacy skills and help you get a better job. By enrolling on the course you can develop new skills and gain confidence in reading, writing and numeracy that will help you in all aspects of your life. These qualifications will help you gain the right skill needed in employment and are recognised by employers.

### Courses are offered at different levels.

**Duration:** 15 hours per week (Monday to Friday)

### Levels:

- Entry 1 (Beginners),
- Entry 2 (Elementary)
- Entry 3 (Pre Intermediate)
- Level 1 (Intermediate)
- Level 2 (Advanced)

### Assessment:

Learners will sit for the City and Guilds

### Progression:

Upon completion of the course learners can progress to a higher level Numeracy or Literacy course and on completion of Level 2 learners can then progress to courses at the local colleges to continue with their education.

**Start Date:** ongoing



Eligibility Criteria applies for this program

## CIEH Level 2 Food Hygiene Certificate

CIEH food hygiene training and certificates range from the basic food safety certificate (level 1) to advanced food safety and hygiene for supervisors and managers. The Level 2 in food safety is ideal for all those requiring food hygiene training for industry.

CIEH Level 2 Awards in Food Safety - Fundamental food hygiene training for all food handlers

### Overview

Food hygiene and safety training providers have identified a growing need to make food safety learning more relevant to specific business environments to increase effectiveness. Reflecting sector-specific needs these food safety qualifications are required to address new National Occupational Standards. In line with this demand, the CIEH Level 2 Awards in Food Safety have been designed to address the food safety and hygiene needs of the catering sector.

The qualifications cover the following topics:

- Legislation
- Food safety and hygiene hazards
- Temperature control
- Refrigeration, chilling and cold holding
- Cooking, hot holding and reheating
- Food handling
- Principles of safe food storage
- Cleaning

### Qualification information

Designed for anyone working in a catering, manufacturing or retail setting where food is prepared, cooked and handled.

**Course duration:** One day programme

**Assessment method:** Multiple choice examination

**Start Date :** ongoing

Costs may be applicable for this programme. Please contact ATN for more information.

# Future Programmes

## Book-Keeping & Accounts City and Guilds Level 1

### Outline Programme:

During the course you will cover the following areas:

- Two column cash book
- Petty cash book
- Bank statements and bank reconciliation statements
- Trial balance
- Simple trading profits and loss accounts and balance sheets.

### Assessment:

The course is assessed by formal, timed examination.

Course Duration: 3 hours per week for 10 weeks

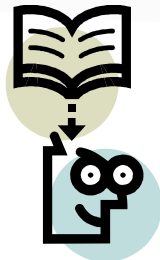
### Entry Requirements

All students will be required to attend an interview and complete a written assessment

### Progression:

You will progress onto Book-keeping & Accounts level 2, Computerised Accounts level 1 or AAT Foundation.

**Start Date : ongoing**



Costs may be applicable for this programme. Please contact ATN for more information.

## ESOL

English for Speakers for Other Languages

## City and Guilds

### Outline Programme:

This course is aimed at learners who wish to improve their speaking and listening, reading and writing skills. This course starts at Entry Level 1 to Advanced Level 2.

### ESOL (English for Speakers of Other Languages):

- Improve your English with an ESOL Skills for Life Certificate - gain the English Language Skills needed to get on in life and work
- This qualification will help improve your English in speaking, listening, reading and writing.
- ESOL Skills for Life is for anyone living in the UK whose first language is not English .

**Courses are offered at different levels.**

**Duration:** 15 hours per week (Monday to Friday)

### Levels:

- Entry 1 (Beginners),
- Entry 2 (Elementary)
- Entry 3 (Pre Intermediate)
- Level 1 (Intermediate)
- Level 2 (Advanced)

### Assessment:

Learners will sit for the City and Guilds, Skills for Life examinations.

### Progression:

Upon completion of the course learners can progress to a higher level ESOL course and on completion of Level 2 learners can then progress to courses at the local colleges to continue with their education.

**Start Date: ongoing**

Eligibility Criteria apply for these programs

# Computing for Beginners City and Guilds Entry Level

## Outline Programme:

This course is aimed at learners who have no previous experience of using computers. This course runs for 3 weeks and learners will attend lessons 5 times a week.

The units covered are:

- Introduction to Microsoft Word
- Introduction to E-mail
- Introduction to creating graphs and charts
- Introduction to the Internet

## Assessment:

Learners will be given a test upon completion of each unit., that is, one test for each unit completed.

## Progression:

Upon completion of the course learners can progress to ITQ Award/Certificate Level 1 for IT Users.

Duration: 3 weeks

Start Date: Ongoing



Eligibility Criteria applies for this program

# ITQ Award/Certificate Level 1 for IT Users

## Outline Programme:

This course is aimed at learners who have basic knowledge of computers or who have completed a beginner's level IT course. The award level of this qualification is 5 weeks long and the certificate part is 7 weeks, lessons run 5 days a week.

The units covered by Award are:

- Word Processing Software
- Using the Internet
- Using Email
- Security for IT Users

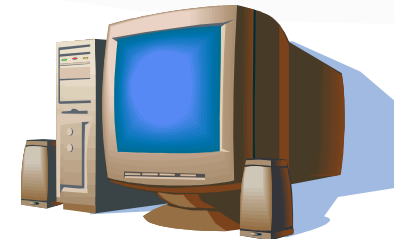
The units covers by Certificate are:

- Spreadsheet Software
- Database Software
- Desktop Publishing Software
- Presentation Software
- Improving Productivity Using IT

## Assessment:

Learners will be given a test upon completion of each Unit., that is, one test for each unit completed.

Start Date: Ongoing



Eligibility Criteria applies for this program