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**#NEWYEARNEWYOU**

# ADULT LEARNING COURSES 2022

Essential Skills for Life and Work - English, maths, digital and ESOL 

Qualifications for your career 

Free Community Learning opportunities - Employability, Careers Advice, Learning or Wellbeing and Family Learning 

Enrolling now! Many courses are FREE 

**INSPIRING  
FUTURES  
THROUGH  
LIFELONG  
LEARNING**



# #CHOOSE TACC FOR ADULT LEARNING IN THURROCK

Welcome to our guide to upcoming courses, workshops and events at Thurrock Adult Community College (TACC) from January 2022. Choose to learn at our friendly college in our new bases across Thurrock.

Your learning journey can start or continue at any stage in your life and our highly qualified and experienced tutors are on hand to make your learning experience work for you.

In the last few years, we have been tested as a society to adapt to life living with a pandemic and restrictions that change on a regular basis. At TACC we are proud that we have continued to provide learning throughout and you can now learn Online, Face to Face or a mixture of both - we call this Blended Learning. You will be given all the support and guidance you need to access your course whether you are learning in college or at home and we have introduced sessions at the beginning of our courses to make sure you have all the support and equipment you need to engage with your learning experience.

So whether you want to get qualified for work, improve your essential skills or look after you and/or your family's wellbeing we promise you that we will do everything in our power to find the right course for you. Contact our friendly learner services team either online through our chat bot, by phone **01375 372476** or call in to South Essex College campus to talk to someone in person. Just ask for Thurrock Adult Community College at Reception.

We look forward to welcoming you to our College.

*Jaki Bradley*

Jaki Bradley, Principal



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INSPIRING  
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## GET QUALIFIED UPSKILL OR RETRAIN FOR YOUR FUTURE

### Skills for Work

These courses are for you whether you are getting back into work, not sure what sector you want to work in, are employed and looking for promotion or just for personal development.

**Many courses are FREE**, including level 3 courses if it is your first full level 3 qualification.

Advanced learner loans are available for some level 3 courses if you are not eligible for a free course.

If you are interested and would like to know more or enrol on any of the courses below you will need to come in to college to meet our friendly team of tutors and have a quick skills check so we can ensure we enrol you on the best course for you.

Call **01375 372476** or book online at [www.tacc.ac.uk](http://www.tacc.ac.uk)

Course fees with \* see page 12

## BOOKKEEPING & BUSINESS



### Bookkeeping

Whether you are already working in business or finance, just starting out or have your own business, this course will offer further training in a number of accounting activities. These include the preparation of final accounts for sole traders and partnerships, treatment of VAT, use of spreadsheet software and aspects of costing.

Course	Day	Starts	Duration	Wks	Fee/Concessions*	Venue
SAGE: Level 1	Weds	20/04/2022	09:30-12:30	13	£280.35 / Free*	TACC within SEC
Bookkeeping: Level 2 Intensive	Mon	24/01/2022	09:30-14:30	19	£648.90 / Free*	TACC within SEC
Bookkeeping: Level 1	Weds	23/02/2022	18:30-21:30	13	£280.35 / Free*	TACC within SEC



### Business & Retail

This course provide knowledge and skills relevant to business and retail to support progression into a range of jobs including office administration, financial services, customer service, sales and retailing, distribution and manufacturing. These courses are also suitable for those interested in entrepreneurship and setting up their own business. You will learn about business documents, business communication, business meetings and teamwork.

Course	Day	Starts	Duration	Wks	Fee/Concessions*	Venue
Business & Retail: Level 1	Thurs	24/02/2022	10:00-13:00	13	£219.98 / Free*	Online Using Google Meet





# HEALTH & SOCIAL CARE



## Counselling

These courses are suitable for those wanting to further their counselling knowledge. You will learn how to reflect on personal development, what core counselling skills are and how to establish a therapeutic relationship.

Please note these courses are to develop your skills to train and work as a Counsellor. They are not intended to provide personal counselling,

Course	Day	Starts	Duration	Wks	Fee/Concessions*	Venue
Counselling Skills: Level 2	Weds	02/02/2022	09:30-14:30	15	£465.15 / Free*	TACC within SEC
Counselling: Intro to a career	Thurs	03/03/2022	10:00-11:30	1	Free	Online Using Google Meet
Counselling Skills: Level 1	Thurs	21/04/2022	18:30-21:30	11	£193.20 / Free*	TACC within SEC
Understanding Childrens' Mental Health	Thurs	24/02/2022	09:30-14:30	20	£569.31 / Free*	Online Using Google Meet



## Health & Social Care

The Health and Social Care sector is growing fast, with a need for many more staff to care for those in our society who are unwell or vulnerable. These courses are for those who wish to pursue a career in this sector and learn about how to provide a high standard of support, to a wide variety of people, in a range of care settings and how to reduce the risk of malpractice and negligence.

Course	Day	Starts	Duration	Wks	Fee/Concessions*	Venue
Preparing to Work in Adult Social Care: Level 1	Tues	22/02/2022	09:30-12:30	13	£216.30 / Free*	Online Using Google Meet



## Early Years Education

These courses are designed to help you build the knowledge and skills needed when working with children in pre-school settings but is also applicable for a diverse range of job roles in children's and young people's workforce settings. You will learn about the value of play, child development, partnership with parents and building positive relationships with children.

Course	Day	Starts	Duration	Wks	Fee/Concessions*	Venue
An Introduction to Early Years Settings: Level 1	Thurs	24/02/2022	09:30-12:30	13	£243.60 / Free*	Online Using Google Meet



## Teacher Training

Interested in teaching or training? This course provides you with the skills, knowledge and understanding of the teaching profession. It will give you an insight into the roles, responsibilities and relationships in education and training, how to plan and deliver teaching sessions, and how to assess and give constructive feedback. Many learning providers will recruit you if you have this qualification whilst you work towards your full teaching qualification.

Course	Day	Starts	Duration	Wks	Fee/Concessions*	Venue
Education And Training: Level 3	Weds	23/02/2022	18:30-21:30	17	£718.95	TACC within SEC



## Teaching Assistant

These courses provide learners with an understanding of the knowledge required to work directly with children and young people in a school or college environment. You will focus on children and young people's development, how to support children and young people's positive behaviour and communication, and how to support children and young people with Special Educational Needs and Disability (SEND).

Course	Day	Starts	Duration	Wks	Fee/Concessions*	Venue
LSA: A Day In The Life Of	Weds	23/03/2022	09:30-11:00	1	Free	Online Using Google Meet
LSA: Level 2	Tues	22/02/2022	18:30-21:30	17	£308.70 / Free*	Online Using Google Meet
Preparing to Work in Schools: Level 1	Weds	23/02/2022	09:30-12:30	13	£248.85 / Free*	Online Using Google Meet



# TEACHING & EDUCATION





## EMPLOYABILITY SKILLS

Do you want to get a job or a new job? We can help you to make yourself more employable with a range of **FREE** courses.

Course	Day	Starts	Duration	Wks	Fee/Concessions*	Venue
Effective Job Searching	Tues	11/01/2022	10:00-11:30	1	Free	Online Using Google Meet
Interview Skills	Tues	11/01/2022	10:00-11:30	1	Free	Online Using Google Meet
Employability Skills: Level 1	Weds	23/02/2022	13:00-16:00	16	Free	Online Using Google Meet
Time Management & Personal Organisation	Mon	07/03/2022	19:00-21:00	1	Free	Online Using Google Meet
CV Writing Skills	Tues	15/03/2022	10:00-11:30	1	Free	Online Using Google Meet
Application Forms and How to Complete	Tues	19/04/2022	10:00-11:30	1	Free	Online Using Google Meet
Interview Skills	Weds	10/05/2022	10:00-11:30	1	Free	Online Using Google Meet



## Special Educational Needs (SEN)

The SENCO Level 3 Award explores the roles and responsibilities of the Special Education Needs Coordinator in early years settings, including strategies to support children and their families. We also have Level 2 courses on ADHD, Asperger's and Dyslexia aimed at learners and practitioners to help you understand these conditions and person-centered approaches to support.

Course	Day	Starts	Duration	Wks	Fee/Concessions*	Venue
Special Educational Needs (SEN) Workshop	Thurs	27/01/2022	10:00-11:30	1	Free	Online Using Google Meet
SENCO: Level 3 Award	Thurs	10/02/2022	18:30-21:30	7	£320.40	Online Using Google Meet
ADHD: Level 2	Weds	19/04/2022	09:30-12:30	7	£116.55 / Free*	Online Using Google Meet
Intro to British Sign Language	Tues	22/02/2022	10:00-12:00	5	Free	Beehive Resource Centre
Dyslexia: Level 2	Tues	07/02/2022	09:30-12:30	7	£116.55 / Free*	Online Using Google Meet
Intro to British Sign Language	Tues	26/04/2022	10:00-12:00	5	Free	Beehive Resource Centre
Asperger's: Level 2 Award	Thurs	09/05/2022	09:30-12:30	7	£116.55 / Free*	Online Using Google Meet
Dyslexia: Level 2 (Fastrack)	Mon	11/07/2022	09:30-14:30	1	£153.30 / Free*	Online Using Google Meet



“The course helped me to gain confidence to explain Maths to my daughter. I'm not used to today's techniques, I was taught in a different way. I can help her now.”

## FREE COURSES: ENGLISH & MATHS



If you are interested and want to join a class please call **01375 372476** to book an appointment to come to college to meet our teachers for an initial assessment. Alternatively you can **book online**.

Whether you struggle with reading and writing or are ready to study at GCSE level, we have a course that will enable you to achieve your goals.

English and Maths are essential skills to get into work - more and more employers are looking for job applicants with English and Maths qualifications achieved within the last 3 years. Most university and higher education colleges require you to have at least a level 2 or GCSE qualification to study there.

Even if you're not looking for work or higher education, these courses will boost your confidence or help you to support your children with their school work.

Part time courses start throughout the year. Some are face to face in college, some online or a mix of both. Start and end times are school friendly to enable you to drop off or pick up children. Evening classes are available.

### Will there be an exam?

Most of our courses include an assessment which takes place in the classroom when you and your tutor feel you are ready. You will have plenty of time to prepare and practice, supported by your tutor.

GCSEs have fixed exam dates and these are set by the government.

You will receive a nationally recognised qualification - usually Functional Skills - and a certificate.

## WHAT WILL I LEARN?

### English

You will practise all four skills during your course at the level most appropriate for you:

- Reading straightforward texts encountered in everyday life and work
- Writing straightforward texts aimed at a variety of audiences; showing good grasp of spelling, punctuation and grammar
- Listening to others; understanding and responding to them

### Maths

The key aim is to enable you to gain confidence in mathematics. You will practise a number of aspects, including: addition, subtraction, multiplication, division; percentages; fractions; calculating the area and volume; ratio and algebra.

### Creative Writing

This course will introduce you to the wonderful world of creative writing!

It will empower you to use your existing writing skills to express yourself, experiment with a variety of genres, and unlock your imagination.



So much of our daily and working life relies on us being able to use computers and live and work online.

This was really evident during the past year or so when we met friends and family on Zoom, did online shopping, completed online forms to consult your doctor etc. The world of work, like everything else, has changed as a result of the pandemic - online meetings, online diaries and collaborative work spaces online.

Would you like to brush up your skills, boost your confidence, upskill yourself ready for a career change, further study or maximise your chances of getting back into work?

Essential Digital Skills will give you the confidence and skills to live, work and learn in the new digital world and achieve a nationally recognised qualification to put on your CV or job application form.

Courses are part time in small groups with other learners at a similar level to yourself.

Remember courses are FREE!

Course	Day	Starts	Duration	Wks	Fee/Concessions*	Venue
Essential Digital Skills: E3	Thurs	02/02/2022	12:00-14:30	18	Free	Aveley Community Hub
Essential Digital Skills: Level 1	Tues	15/03/2022	10:00-13:00	15	Free	TACC within SEC

DIGITAL SKILLS  
FREE COURSES



If you are interested or want to know more please call **01375 372476** to arrange to come in to college to meet our team of friendly tutors and have a quick skills check so we can ensure you are offered the best course for you or [visit our website](#).

ESOL – ENGLISH FOR  
SPEAKERS OF OTHER  
LANGUAGES

“The course helps with every day life. As a mum, I sometimes have problems at my children’s school. I can now talk to teachers. I can also talk to friends and my doctor.

Do you need to improve your English?

Thurrock Adult Community College offers ESOL classes to help you develop your English and get a qualification.

You will improve reading, writing, speaking, listening, grammar, vocabulary and pronunciation. This will help you with things like: talking to your neighbours, supporting your children with homework, going shopping, getting a job or going onto another course. You will also learn about different aspects of living and working in the UK.

The classes are usually twice a week, normally for a total of 6 hours. They are at different times of the day: mornings, afternoon and evenings to enable you to work and/or do the school runs.

Before you start, you will do an initial skills check to ensure you join the most suitable class. Beginners who do not speak, read or write English are welcome! Courses are free if you are unemployed or earn less than £17,374 each year.



Wellbeing

In recent years, a sense of community and wellbeing have never been so important to us and our families and friends. Lockdowns and restrictions due to the Pandemic have affected us all in different ways. At TACC, we recognise the need to support local residents by offering courses aimed at bringing people together on programmes designed to boost individuals’ confidence, health and wellbeing.

Joining in social activities, especially learning, can really help you to feel more engaged and boost your mood. We have designed a range of courses to support your mental health and promote personal development, where you will be encouraged and supported to make positive changes to your lifestyle.

Our experienced tutors understand how learning can make a huge difference to the way you feel and will guide you at your own pace. Also, being in a group will allow you to connect with likeminded people in a safe and comfortable environment.

Come and join us to explore how you can feel better within yourself and support your family and others within your community!

Course	Day	Starts	Duration	Wks	Fee/Concessions*	Venue
Good To Be Me	Thurs	06/01/2022	10:00-11:30	6	Free	Online Using Google Meet
Confidence Building	Thurs	06/01/2022	19:00-21:00	6	Free	Online Using Google Meet
Eat Well Be Well: Beat Unhealthy Cravings	Thurs	20/01/2022	10:00-11:30	1	Free	Online Using Google Meet
Yoga for Beginners	Weds	12/01/2022	09:30-11:00	4	Free	Aveley Community Hub
Yoga: Beginners & Improvers	Weds	23/02/2022	09:30-11:00	10	Free	Aveley Community Hub
The Healthy Mind	Tues	05/04/2022	19:00-20:30	1	Free	Online Using Google Meet
Yoga: Beginners & Improvers	Weds	15/06/2022	09:30-11:00	6	Free	Aveley Community Hub
The Healthy Mind	Weds	08/06/2022	10:00-11:30	1	Free	Aveley Community Hub

SUPPORTING  
WELLBEING  
IN THE  
COMMUNITY





# FAMILY LEARNING



## Family Learning

There's nothing like being a parent/carer and learning with your children! During the recent lockdowns, many of us faced times where we were supporting our children's home learning and spending more time with them than ever before. For many of us, it was fun and an education in itself, whilst for others it was a challenge to keep up with the kids!

At TACC, we have developed a range of fun and exciting programmes to learn with our kids, along with some courses aimed specifically at parents and carers who wish to improve their support for their children. Our courses are for adults with children between the ages of 2 and 12 years. Our free fun family activities include:

Course	Day	Starts	Duration	Wks	Fee	Venue
Paediatric First Aid	Thurs	20/01/2022	09:30-11:30	1	Free	Beehive Resource Centre
Making instruments for World Hearing Day	Weds	02/03/2022	12:30-14:00	1	Free	Aveley Community Hub
Aiding Your Anxious Child	Thurs	03/02/2022	09:30-11:30	1	Free	Beehive Resource Centre
Fun with Maths (8-11)	Weds	29/03/2022	19:00-21:00	1	Free	Online Using Google Meet
Yoga for Parents and Babies	Weds	23/02/2022	11:15-12:15	6	Free	Aveley Community Hub
Promoting Positive Behaviour (0-11)	Thurs	24/02/2022	09:30-11:30	1	Free	Beehive Resource Centre
Fun with Maths (4-7)	Tues	22/03/2022	19:00-21:00	1	Free	Online Using Google Meet
ESOL: Nursery rhyme time	Weds	20/04/2022	09:30-11:00	1	Free	Aveley Community Hub
Number fun for little ones	Weds	18/05/2022	12:30-14:00	1	Free	Aveley Community Hub
Yoga for Parents and Babies	Weds	15/06/2022	11:15-12:15	6	Free	Aveley Community Hub
Teddy Bears Picnic	Weds	15/06/2022	12:00-13:30	1	Free	Aveley Community Hub
Paediatric First Aid	Thurs	16/06/2022	12:30-14:30	1	Free	TACC within SEC
Fun with phonics	Thurs	16/06/2022	19:00-20:30	1	Free	Online Using Google Meet
Paediatric First Aid (aimed at Childcare learners)	Tues	19/04/2022	09:30-11:30	1	Free	TACC within SEC
Paediatric First Aid (aimed at nursery parents)	Weds	11/05/2022	09:30-11:30	1	Free	Aveley Community Hub
Wellbeing for you and your child (preschoolers)	Weds	09/02/2022	09:30-11:00	1	Free	Aveley Community Hub

## Languages

Whether you want to learn a language for work, fun or holidays why not have a go at our FREE online introduction.

Course	Day	Starts	Duration	Wks	Fee/Concessions*	Venue
French - An Introduction	Tues	26/04/2022	18:00 - 20:00	5	Free	Online Using Google Meet
Spanish - An Introduction	Tues	26/04/2022	18:00 - 20:00	5	Free	Online Using Google Meet
Creative Writing - An Introduction	Weds	27/04/2022	18:00 - 20:00	5	Free	Online Using Google Meet
Polish - An Introduction	Thurs	28/04/2022	18:00 - 20:00	5	Free	Online Using Google Meet

## Aveley Hub

Come and join us at our newest location every Wednesday! As part of our relocation into the Thurrock community, TACC are now offering adult and family education at the new Aveley Hub. Perfectly located in the centre of the town, with ample free parking, TACC offer a range of essential skills, leisure, wellbeing and family learning courses every Wednesday.

With courses ranging from essential digital skills, Maths, English and ESOL; through to Yoga and Baby Yoga, you will find something to help you with your personal development. Our programmes focus on giving you a high impact experience that improves your confidence, wellbeing and employability. We can even help you help your children with their homework!

Pop into the Hub, enjoy a coffee, pick up a book from the library and enrol onto one of our many courses. Learning can be fun, enlightening and social and many of our learners make friends for life.

Course	Day	Starts	Duration	Wks	Fee	Venue
Yoga for Beginners	Weds	12/01/2022	09:30-11:00	4	Free	Aveley Community Hub
Yoga: Beginners & Improvers	Weds	23/02/2022	09:30-11:00	8	Free	Aveley Community Hub
Yoga: Beginners & Improvers	Weds	15/06/2022	09:30-11:00	6	Free	Aveley Community Hub
The Healthy Mind	Weds	08/06/2022	10:00-11:30	1	Free	Aveley Community Hub
Essential Digital Skills: E3	Weds	02/02/2022	12:00-14:30	18	Free	Aveley Community Hub
Making instruments for World Hearing Day	Weds	02/03/2022	12:30-14:00	1	Free	Aveley Community Hub
Yoga for Parents and Babies	Weds	23/02/2022	11:15-12:15	6	Free	Aveley Community Hub
ESOL: Nursery rhyme time	Weds	20/04/2022	09:30-11:00	1	Free	Aveley Community Hub
Number fun for little ones	Weds	18/05/2022	12:30-14:00	1	Free	Aveley Community Hub
Yoga for Parents and Babies	Weds	15/06/2022	11:15-12:15	6	Free	Aveley Community Hub
Teddy Bears Picnic	Weds	15/06/2022	12:00-13:30	1	Free	Aveley Community Hub
Paediatric First Aid (aimed at nursery parents)	Weds	11/05/2022	09:30-11:30	1	Free	Aveley Community Hub
Wellbeing for you and your child (preschoolers)	Weds	09/02/2022	09:30-11:00	1	Free	Aveley Community Hub



# AVELEY HUB



# ENROL TODAY

**10% discount** on courses over 32 hours when paid in full at enrolment (excl. exam fees)



## Online from the Find A Course page

Enrolments and pre-course assessments can be booked online at any time of year. Search and book from the Find A Course page at [www.tacc.ac.uk](http://www.tacc.ac.uk). If a precourse assessment is booked, you will receive further details from our Assessments Team, including an invitation to enrol online once completed.

## In person, by appointment

If you are unable to enrol online or by phone, or need to provide evidence for fee remissions/residency, you can make an appointment\* by emailing [info@tacc.ac.uk](mailto:info@tacc.ac.uk) or drop in\* during our opening hours.

**\*Subject to local safety guidelines, ask for TACC staff at SEC reception 9am-3pm Mon-Fri**

## By phone, call 01375 372476

During opening hours, you can call our Learner Services Team to complete your enrolment over the phone, including paying fees or instalments.

### \*Free courses



Many courses could be free under the Level 2 and Level 3 entitlements and for some learners on ESOL and vocational qualification courses if they; receive certain state benefits (eg. JSA/ESA/UC), meet specific funding criteria or are on a low income (evidence required). A discretionary learner support fund (DLSF) is also available for all learners (criteria applies) for courses up to and including Level 2 (or Level 3 for the National Skills Fund), to help with course fees and related costs, including childcare fees, travel and equipment loans.



### Support to achieve

While studying, there may be times when you need a little extra support. We understand this and our class tutors work together with our Learner Support and Guidance Team to make all reasonable adjustments that will help you achieve your individual goals.

If you have a disability, find learning difficult or have a long-term health condition, please let us know before the start of your course, on the enrolment form.



### Wraparound support

You are entitled to advice, guidance, help with your studies, independent learning and support with planning your future direction. Visit our webpage for more details: [www.tacc.ac.uk/learning-development-hub](http://www.tacc.ac.uk/learning-development-hub)

INSPIRING  
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## FIND THE COURSE FOR YOU

Courses run all year. Follow us on social channels to discover more courses and events at new venues coming soon!

**Online:** [www.tacc.ac.uk](http://www.tacc.ac.uk) – you can use our web chat

**Email:** [info@tacc.ac.uk](mailto:info@tacc.ac.uk)

**Phone:** [01375 372476](tel:01375372476) (Mon-Fri 9am-3pm)

**Follow:** [facebook.com/adult.education.thurrock](https://facebook.com/adult.education.thurrock)

[twitter.com/thurrockACC](https://twitter.com/thurrockACC)

[instagram.com/thurrockACC](https://instagram.com/thurrockACC)

### New venues for 2021-22 classes

Thurrock Adult Community College within South Essex College building, 18 New Road, Grays RM17 6NG  
Stanley Lazell Hall (16-24 years with an EHCP) Dell Road, Grays RM17 5JP  
Aveley Community Hub, Recreation Ground, High Street, Aveley RM15 4BX

**SEARCH AND BOOK ONLINE FROM  
FIND A COURSE AT [WWW.TACC.AC.UK](http://WWW.TACC.AC.UK)**

**“ Having some level of normality in an otherwise uncertain world has kept me going. At the age of 59, I have managed to achieve something and this, in no small measure, is due to Alex and TACC. Please accept my heartfelt thanks to you all.**

**“ I find the courses very informative and although the content is a lot to take in, Jill makes it very interesting in all areas so I feel I want to learn more with her guidance. It's been eye opening and a pleasure.**

**“ It was a really safe and supportive environment and the tutors were lovely. I like how they gave their own personal examples so it was more relatable.**

**“ The training has provided me with new skills and a better knowledge towards employability. I feel more confident and I would highly recommend it to anyone looking to improve their career prospects.**