

Reorganisation of Bromley Adult Education Service Update

Appendix 1



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Your reference:

Our reference: jb/vh

11 December 2015

Dear Colleague,

Response to consultation - Reorganisation of Bromley Adult Education College within the Education Division of ECHS

The formal consultation has come to an end on the proposal to reorganise the Adult Education Service I am now writing to you with the outcome of this consultation and a summary of the feedback received and our response to these (attached to this letter).

Firstly I would like to thank you all for your responses to the consultation process. The information and views reported from Staff meetings, email enquiries and one to one meetings have enabled me to examine issues raised in relation to the proposed changes. In addition we received one written response from a Trade union.

The thoughtful and comprehensive written responses from staff have provided helpful additional insights. Nevertheless, the overall context that is outlined in the consultation document remains the same. However some further consideration will be given to a few of the issues raised, which are outlined in the attached document.

Therefore, whilst I have considered carefully the responses and views submitted I can advise you that the original proposal will now go forward for consideration by the Education Policy Development and Scrutiny Committee on 19th January 2016 and the Council's Executive Committee on 10th February 2016.

The final proposal, along with any amended recommendations and the outcomes from the consultation will be considered for approval by the Chief Executive in consultation with the Portfolio Holder for Education and the Leader with the intention to implement the change with effect from the 1st August 2016.

You will receive a further communication, hopefully in early March 2016, indicating the decision and with more information about how the changes, if approved, will be implemented.

Finally I would like to thank you all once again for your professionalism and active involvement in the consultation process.

Yours sincerely,

A handwritten signature in black ink that reads "Jane Bailey". The signature is written in a cursive style with a large, looping 'B' at the end.

Jane Bailey
Director of Education

Management response to consultation feedback on the proposal to restructure the Adult Education Service within the Education Division of ECHS

No.	Issue raised	Management response	Action if proposal agreed
1	Number of hours allocated to post of Qualifications Officer are insufficient to deal with volume of anticipated qualification entries and workload	A detailed piece of work comparing the likely range and volume of qualifications delivered and the length of time taken to complete tasks needs to be undertaken to more accurately determine to size of this post.	Senior managers to undertake review and advise Director of Education of recommendation.
2	Insufficient IT support in proposal	In order to agree the level of savings required increasing the number of posts is not possible. In order to increase the IT staffing by 0.5FTE savings would need to be indentified elsewhere from within the staffing structure. Having considered all responses to the consultation and reviewed the structure There is no flexibility to do this.	No action
3	Learning technology equipment at the Kentwood and Poverest sites require investment to ensure it is fit for purpose, and additional IT equipment will be required to deliver the community outreach agenda.	There is always an annual identified budget for IT equipment and software as part of the adult education running costs. It will be up to the managers in post to determine the priorities for this limited budget. There will be no additional monies available.	No action.
4	Capacity to provide sufficient admin support to meet funding body requirements in terms of volume and accuracy of work	In order to agree the level of savings required increasing the number of posts is not possible. Not all support staff will be located in the main office at Kentwood. Some will be accommodated in alternative office space to ensure an appropriate environment for undertaking detailed and accurate work.	Review the staffing accommodation across the two remaining sites.
5	Loss of adult education delivery point in/near to central Bromley including impact on those located nearby.	As part of the community outreach work, the service would seek to identify partners who have accommodation in or near to central Bromley. This would help mitigate the need for vulnerable learners to have to undertake significantly further travelling distances to access their learning.	Work with Community Links to identify potential partners in the Central Bromley area.
6	Discrimination against the so called affluent, fee paying learners	The expectation is that the market will develop to meet the needs of affluent learners. We will explore the option of providing training for interested tutors to	Identify and procure training for tutors.

		enable them to continue to offer courses independently.	
7	An increase in provision for adults with mental ill health is not necessary as most already attend the courses.	Provision for adults with mental ill health needs was just one of a list of many vulnerable groups included in the consultation document. In 2014/15 there were just 107 learners enrolled who declared mental ill health, this represents 1.7% of all learners. Within Bromley it is estimated that there are 2,500 adults with serious mental health issues and an additional 64,000 who suffer less severe symptoms (source: Better Mental Health in Bromley).	Continue to work with community partners to identify vulnerable groups most in need.
8	Retain the Widmore site and close Kentwood and Poverest sites to realise the efficiency savings required	This has been previously considered. However, the combined savings realised through releasing both the Kentwood and Poverest sites would be less than those made through releasing the Widmore site. By retaining Kentwood and Poverest sites the service is retaining those delivery points that are closer to the communities where vulnerable learners are concentrated.	No action
9	Reduction in the breadth of courses and subjects on offer, especially the loss of some specialist provision and the leisure courses in general and the mix of provision remaining under the new proposal.	The service can no longer financially sustain the breadth of curriculum currently on offer. Under the proposed model the curriculum will be determined by the level of funding available, government priorities, local priorities and the qualifications eligible for public funding. Managers appointed to the new posts will be required to contribute to the shaping of the new curriculum depending on the resources and accommodation available. The list in the appendix to the consultation document was not cast in stone and no decisions with regard to final curriculum have been made at this stage.	No action
10	Reduction in income raised through student fees including the loss of self-financing courses and income for lettings at Widmore. Need to review course fee policy and charge more so	Although fees are reviewed annually, in previous academic years an increase in course fees has had a negative impact on the overall volume of enrolments. The Council does not see self financing courses and	No action.

	less of the grant subsidises courses	room lettings as the core offer for the adult education service; these are for the private sector to provide. However, it is anticipated that some tutors will make their own arrangements to continue to offer courses outside of the council offer, which will help to retain a rich local offer. If all subsidies were removed, the council would have to charge a student fee in the region of £360 for a 12 week x 2.5 hr painting and drawing course. IT is likely that the private sector will be able to offer this provision at a more competitive rate.	
11	Level of recharges applied to the service	Recharges are allocated to services on different bases e.g. number of computers, floor space, number of staff, as well as direct estimates from support services managers. The allocation methods and bases are reviewed and updated every year to ensure that they remain relevant and accurate. Given the volume of the staff and the distribution of service delivery across 3 sites, the charges are not out of proportion compared to other services.	The council will review the recharge costs for the slimmed down service as a matter of course
12	Uncertainty about the future of the Corporate ICT training currently delivered by BAEC	When a decision has been made regarding the future of the service we will be able to work with other Council Officers to identify the most appropriate way of facilitating the LBB Corporate ICT training from August 2016 onwards.	Officers to consider amendments to arrangements for LBB Corporate ICT training.
13	Vulnerability of Learning Disability (LDD) learners at Poverest if site becomes busier	When the LDD provision was moved from Widmore to the Poverest site (2003/04), Poverest was a busier site. At that time strategies were put in place to support integration and safeguard vulnerable learners. Similar procedures would be adopted under the new proposal.	Ensure equalities impact assessment is reviewed and updated.
14	Grade of 3 of the new management posts, same as current posts but with greater breadth of responsibility	The posts have undergone a formal evaluation process by HR and are deemed to be commensurate with other positions at a similar level elsewhere in the council.	No action.
15	Training and support for managers undertaking	Support will be provided primarily by the post holder of	No action.

	the new responsibilities previously held by senior managers	Head of Adult Learning and other appropriate specialist staff within the Council. The costs of any outside training required will need to be found from within the Adult Education budget.	
16	Concerns around lone working (key holder responsibility) late in the evenings.	The Council does not expect any member of staff to take unacceptable risks.	Undertake appropriate risk assessments.
17	Concern about cover for evening duty under the new structure between a management team of 4.	Evening duty for Kentwood and Widmore is currently provided by a team of 4, therefore this should be possible under the new structure.	No action
18	Concerns about how residents would be able to access information about courses once they are no longer provided by the council and some tutors are working independently.	Once the decision is known, officers will be able to explore the option of there being a central process for signposting locally available courses on the Council website.	Identify staff member to keep list updated.
19	Concern about the need for ongoing maintenance and repairs to the two sites, especially once they become busier.	There will continue to be an identified maintenance budget and it will be the responsibility of the managers to identify priorities for the allocation this budget	No action
21	Concern around additional burden on the admin team as a consequence of increasing the community outreach work.	There will be an anticipated decrease in the volume of enquiries and mainstream enrolments plus associated administrative support. This should help mitigate any increase in the community work.	No action
22	The composition, scope and accountability of the proposed strategic partnership board is unclear in the consultation document.	Once a decision has been made officers will be in a position to develop detailed plans for the role, function and accountability of the proposed new board in co-operation with the Portfolio Holder for Education.	Officers to develop proposals for the Strategic Partnership Board for consideration by the Portfolio Holder.
23	Concerns about the capacity of the proposed management team to undertake all the operational and strategic management duties that will be required to meet Ofsted and SFA expectations	The Council Education department is going to be engaging in the local Area Reviews of SFA funded provision and the development of a robust adult education offer will be part of a wider strategy that will be lead by senior officers within the education department rather than the adult education service in isolation.	Direct of Education to review the strategic oversight of the AE service.
24	Loss of facility for teaching printmaking skills and a submitted proposal to set up smaller facility at the Kentwood site	This is under consideration.	Identify all associated costs of removal, installation and internal alterations.
25	Widmore nursery to become linked to Bickley	Council staff are actively exploring this as an option	Continue to look at the option

	Primary school	and have commenced dialogue with Bickley Primary School.	of the nursery being integrated with Bickley Primary school.
26	Kentwood nursery remain open but operate under a reduced service model	The Council is not able to continue to be a direct deliverer of nursery provision	No action
27	Impact of closure of the nursery at Kentwood on students / potential students	Across the 2014/15 academic year there were 43 children in the nursery whose parent/carer attended a course at BAEC. This represents just 3% of the total numbers of learners accessing courses at the Kentwood Centre that academic year.	No action
28	Insufficient cover to allow for periods of annual leave and sickness in the caretaking team	The budget will not allow for additional staff to provide arrangements for cover. It may be possible for the adult education service to access the relief caretaking service offered to local schools.	Review arrangements for cover and develop an appropriate emergency cover procedure.
29	Accommodation for Family learning staff and resources	Until a decision about the future of the service has been made it is not possible to identify new accommodation.	Review arrangements for accommodation staff and resources

Public Consultation Response Report

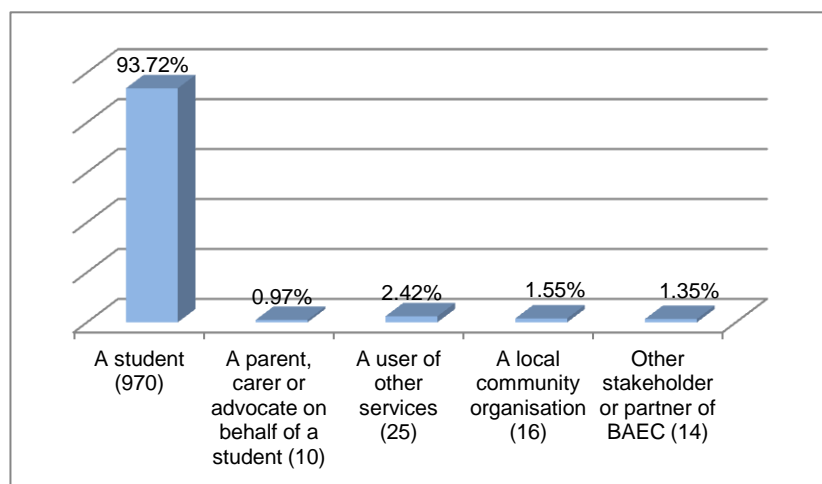
- 1 A public consultation, as required by the Council's duty to consult, was undertaken, launching on the 21st October and closing 2nd December 2015.
 - 1.1 The purpose of the consultation was to seek the views of the public, including students or persons on behalf of students, users of other BAEC services, local community organisations, and stakeholders of BAEC. The aim of this exercise was to determine:
 - Whether the public support the proposed changes to the Adult Education service;
 - Which minority groups should have priority for central government funding;
 - How the changes will affect the public;
 - If the public have any suggestions for alternative solutions;
 - 1.2 The outcome of the consultation does not represent a referendum, nor does it give the Council a mandate to act. However, it should be one of the considerations informing the Members' decision about whether or not to begin a formal process to reduce the Adult Education Service in accordance with the proposed changes.
 - 1.3 The opportunity to participate in the consultation was advertised online, via the BAEC and London Borough of Bromley websites, in Bromley Central Library, the Civic Centre and BAEC Centres. An online survey ran for the duration of the consultation period, with paper copies available in each of the BAEC Centres. This was to allow those individuals to participate who had difficulty accessing the online survey. The paper copies were collected in boxes at each centre, and manually inputted into the online survey.
 - 1.4 The survey combined two different surveys, one directed at students and people on behalf of students, users of other services and local residents (hereafter known as the 'student survey'). The second group was aimed at stakeholders of BAEC and local community organisations (hereafter known as the 'stakeholder survey'). The survey divided into the two differing surveys after the first question, depending on the respondent's answer.
 - 1.5 In the student survey, the questions asked:
 - Where the student lived and what centre(s) they used;
 - If they would use the two remaining centres if the Widmore Centre was closed;
 - If they would like the council to help seek other ways to retain the classes at risk of being discontinued, even if it means paying more;
 - To prioritise which disadvantaged groups should receive adult education funding;
 - How the proposals would affect them;
 - If they wanted the council to consider anything further;
 - Lastly, two profile questions asking to what age group the respondent belonged, and if the respondent had a disability.
 - 1.6 The stakeholder survey asked:
 - Whether the respondent's organisation was based in the borough and, if it was, which areas of the borough they served;
 - What type of organisation they came from;

- If they would like the council to seek other ways to retain classes even if it meant users had to pay more; whether their organisation would be interested in delivering some of the subjects that would be lost;
- To prioritise which disadvantaged groups should receive adult education funding;
- How the proposals would affect them;
- Lastly, if they wanted the council to consider anything further.

Results of the Consultation Process

2 In total, there were 1,160 responses, 1,036 of which were completed and 124 partial responses. Of the completed responses, 1,022 respondents were from the student survey, and 14 were from the Stakeholder survey.

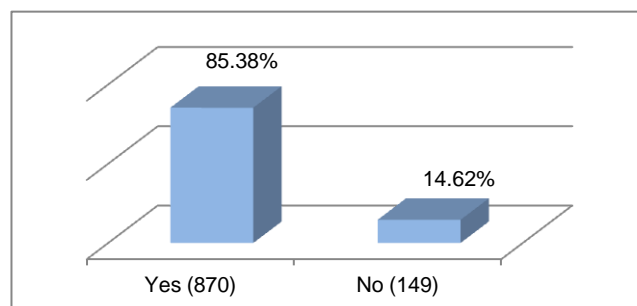
2.1 The first question asked the respondents whether they were a student of BAEC, someone on behalf of a student, a user of other BAEC services, a local community organisation, or a stakeholder of BAEC. From the results below it is clear that the majority of the respondents were students, and the minority of respondents were those on behalf of students.

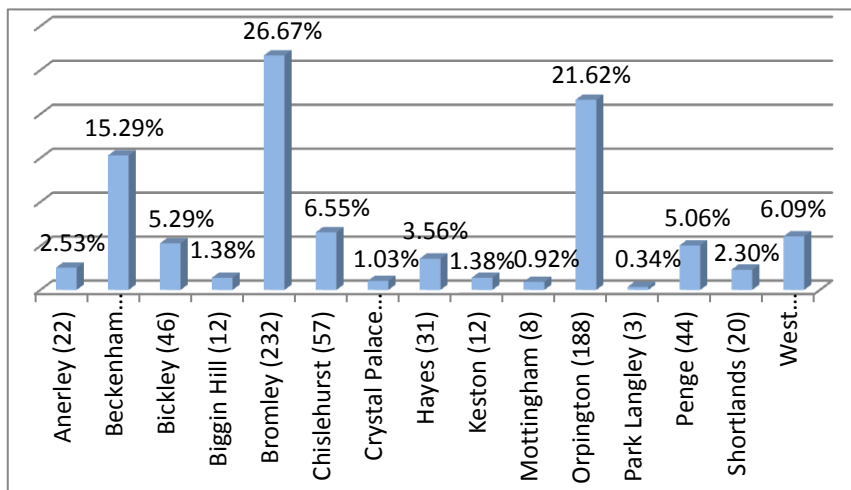


The Student Survey

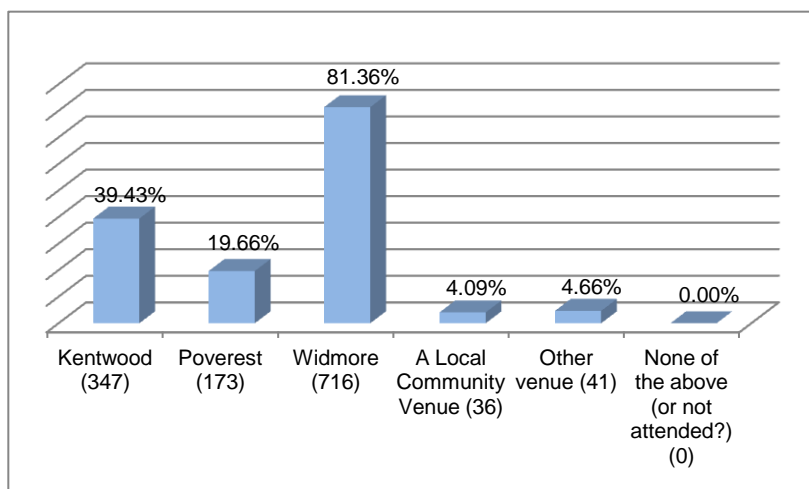
3 Those respondents falling into the student survey were asked the following questions:

3.1 The second and third questions asked the respondent if they lived in The London Borough of Bromley, and if they did, within which of the given wards. The results show that the majority of respondents did live in the borough, most of which lived in Bromley Centre, followed closely by Orpington.

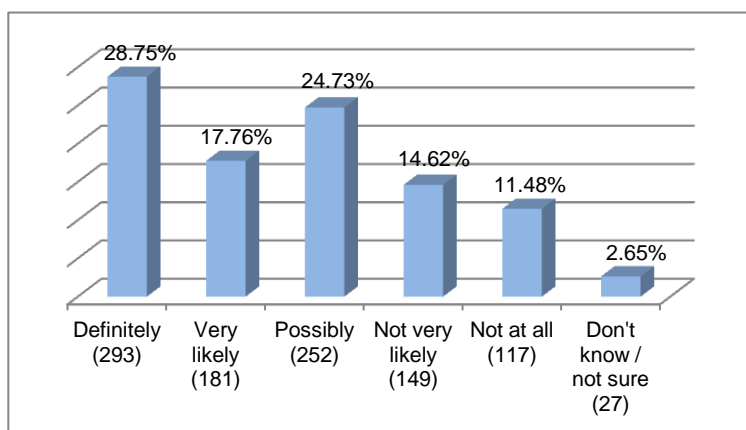




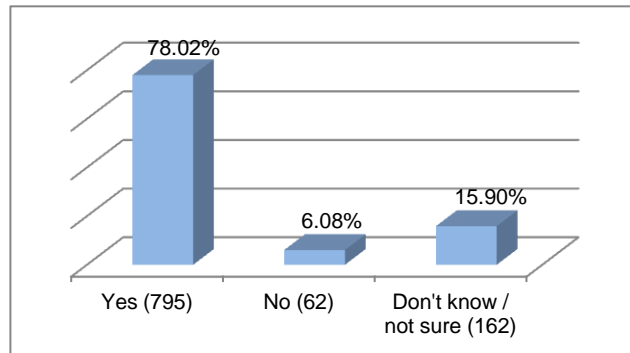
3.2 The fourth question asked respondents which BAEC Centre they use. From the results, the majority of respondents attend the Widmore Centre.



3.3 The fifth question gave respondents background information concerning the Council's need to make significant savings for the next two academic years, the proposal to continue service at the Kentwood and Poverest centres, and cease services at the Widmore Centre. The question asked if there was a wider choice of courses at the two remaining sites than currently on offer, how likely would the respondent consider attending a course at either venue? The majority of respondents answered 'definitely' to this question, followed closely by those answering 'possibly'.



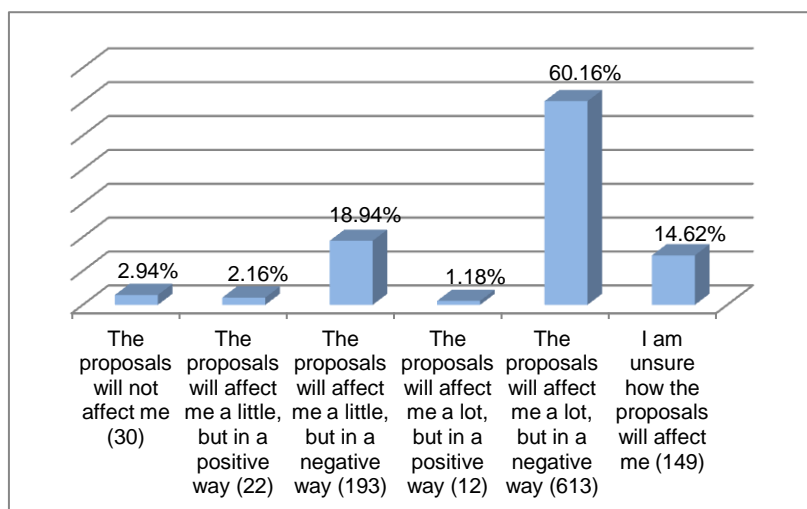
3.4 Question 6 asked, where it would be too difficult and/or expensive to relocate some of the facilities for specialised leisure-based courses to the two remaining centres, meaning those courses may well be discontinued, would the respondent like the Council to help seek other ways to try and retain these specialist subjects on offer within Bromley, even if it means that users will have to pay more for the classes? The results show that the vast overwhelming majority of respondents answered yes.



3.5 The next question asked respondents to rank a given set of groups according to which they thought should benefit from courses subsidised from funds directed away from those more able to pay the going rate. This question was in the context of explaining to the respondents that under the proposals, the Adult Education service would be increasing the work it does in partnership with schools, community groups and the voluntary sector, which would enable courses to be provided in local community settings for those unable/unlikely to attend. The respondent was not required to answer this question. The overall rank of the groups was as follows (10 is the highest priority and 1 is the least):

1. Gypsy and Traveller Community
2. Adults with little or no English Language Skills
3. Adults with low or no qualifications
4. Adults with mental ill health
5. Adults with learning difficulties and disabilities
6. Troubled families
7. Lone parents
8. Other groups
9. Isolated older residents
10. Unemployed adults

3.6 The respondents were then asked how the proposals would affect them. The majority of respondents answered that the proposals would affect them a lot, but in a negative way.



- 3.7 The following question asked the respondents if there was anything else they would like the council to consider in terms of the proposed changes to the service. This was a free text question. Out of the 1035 completed responses, 668 respondents answered the question, with many students making multiple comments.

The most common comments:

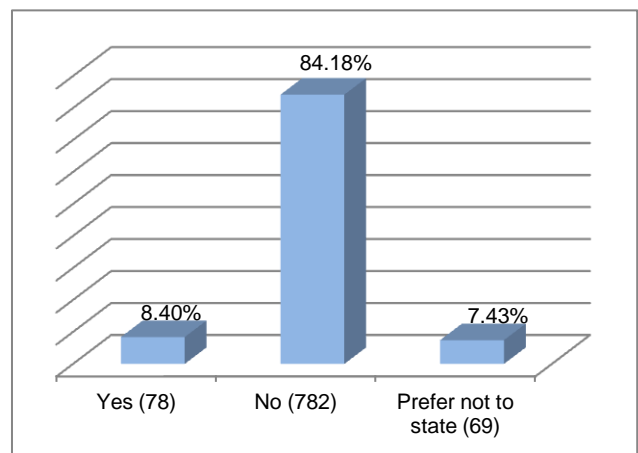
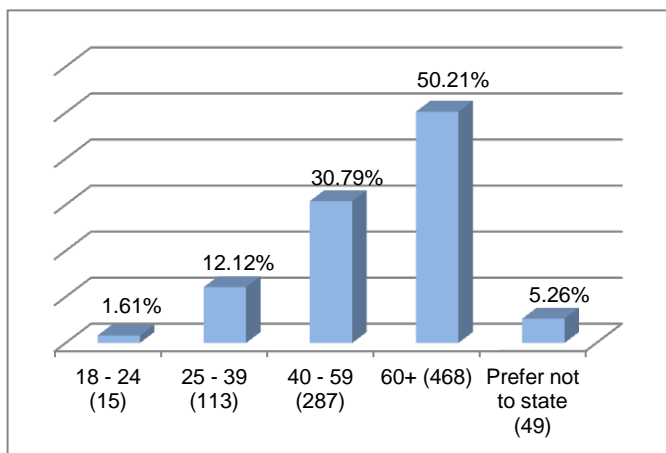
- 206 respondents commented that the 'Leisure courses' currently offered by BAEC are valuable to students in ways that are difficult to put a price on. They keep people physically and mentally healthy, give carers some respite, help adults return to employment, and allow people to express their creativity. For the elderly this may be a lifeline, as leisure courses allow them to socialise with like-minded individuals, be motivated to leave their houses and remain active in the community, and prevent isolation. If the provision of leisure courses is reduced, this may have an impact on the well-being of some residents, which could lead to increasing costs for other services such as the NHS and social care services.
- 66 respondents commented that the Leisure courses are just as important as other qualification based courses. They are well attended, and may not be provided elsewhere in the borough. Some provide specialist skills, allowing students to progress and set up their own businesses. Students have spent money on equipment and tools which will be wasted if the classes are discontinued, and some classes cannot be continued in students' homes.
- 18 respondents thought that the closure of the Widmore and Kentwood nurseries will exclude some of those disadvantaged adults which these proposals are trying to help.
- 36 respondents stated that they considered the Widmore Centre to be easily accessible as it has good transport links. The other two centres are not so easy to travel to, which may deter potential users of BAEC, especially those with mobility difficulties, and parents with small children. Those residents living in Bromley Centre will be without a local adult education centre if the Widmore site closes.
- 73 respondents commented that BAEC should not just focus on these minority groups as listed in the survey, as the need for adult education is borough wide. This will disadvantage those people who cannot afford to pay higher fees, and are not in those minority groups so will not receive government funding. Adult education is not an extension of social services for those deemed unable to help themselves.
- 34 respondents thought that the Widmore Centre is the most successful centre and should not be closed to bolster the remaining under-used centres. Kentwood and Poverest will remain under-used as they do not have the facilities that Widmore does.
- 12 respondents commented that many of the courses listed as 'at risk of being discontinued or reduced' are important for the vulnerable groups who are proposed to be prioritised, for example, Computing & IT, Food Safety, Child Care and ESOL. Not everyone in the borough needs to learn English & Maths or develop job skills.
- 6 respondents wrote that, with more students attending Kentwood and Poverest, the halls will be more crowded and hard to move around, especially for wheelchair users and those with mobility difficulties. Equally, some students with learning difficulties do not like change and would find it hard to deal with additional students attending.

The most common suggestions:

- 29 respondents made suggestions relating to course fees. Suggestions were to raise the course fees to keep leisure courses; do not subsidise the leisure courses; and have differentiation in the fees, so those able to pay should pay more to support those less able to pay.

- Use the Widmore site 50 weeks a year, rather than just in term time. If students want to park there, they should pay.
- Offer the courses on a term basis rather than full year.
- Keep the Widmore nursery as an independent business.
- 30 respondents made the suggestion to help BAEC to find alternative local venues for the leisure courses to take place, for example, Bromley FE College and Bromley Library; Leisure service buildings and pop ups in empty shops; the St Hughes' Centre for sport and community activities; the Ripley Arts Centre for Yoga classes; and the borough's secondary schools could be used in the evenings and at weekends. Church Halls and community centres should be advertised somewhere so that any group wanting to set up their course privately can look for venues.
- The tutors could be self-employed with rooms let to them by the hour.
- Consolidate courses from Poverest and Kentwood into Widmore or central Bromley. Many people go shopping in local Bromley after their classes or use cafés to socialise, which means money for local businesses.
- 4 respondents made the suggestion to make the Widmore Centre into a charitable trust. Adult Education providers across boroughs could set up a South London Adult Education Trust. This could include Bromley, Bexley, Croydon, Age UK and other health providers.
- 8 respondents suggested that BAEC should be advertised and marketed better.

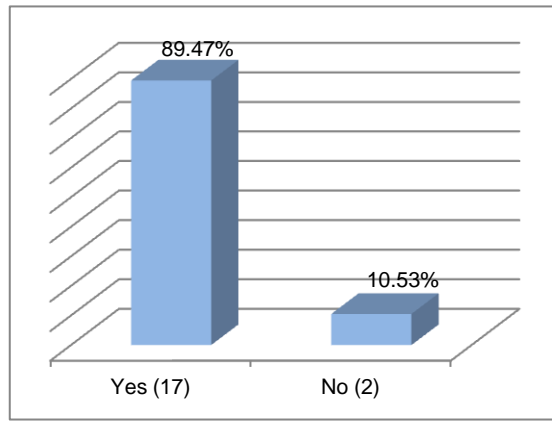
3.8 The last two questions were Profile Questions. The first of the two asked to what age group did the respondent belong, and the second asked whether the respondent had a disability. The respondent was not required to answer these questions. The majority of respondents were aged 60+, and the vast majority of respondents did not have a disability.



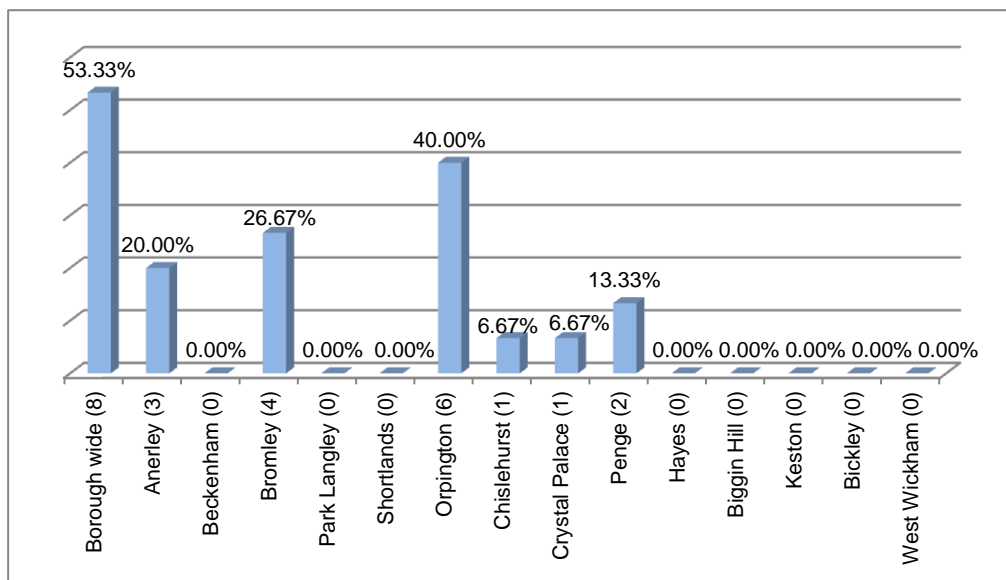
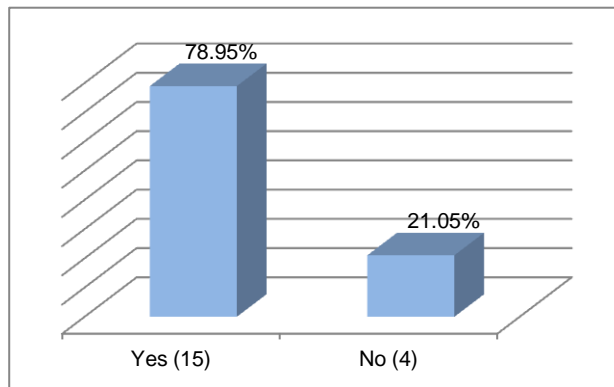
The Stakeholder Survey

4 Out of the 44 stakeholders of BAEC that were notified of the consultation and their ability to participate in the online survey, 14 responded. Those that gave the response that they were a stakeholder of BAEC in the first question of the survey were then asked the following questions:

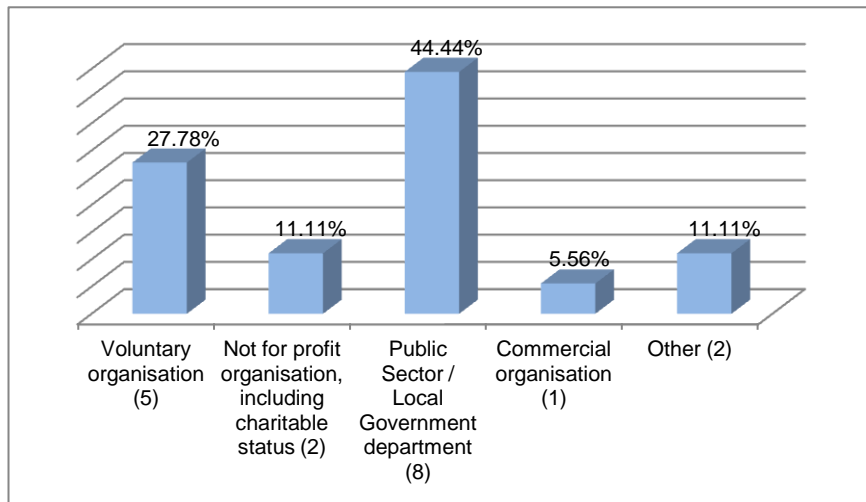
4.1 The first question (Question 13) asked if the stakeholder's organisation is located (wholly or partly) within the London Borough of Bromley. The vast majority of respondents answered yes.



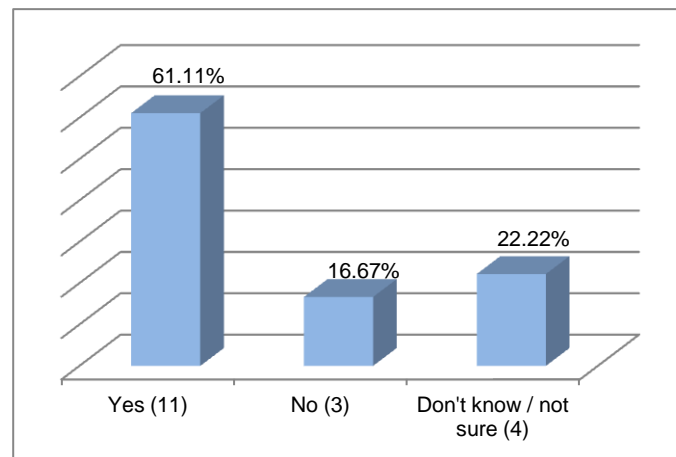
4.2 Questions 14 asked whether the organisation provided a service to residents of the borough. If the respondent answered yes, Question 15 asked in which of the given areas did the organisation serve? If the respondents answered no to question 15, they were taken to Question 16. The majority of organisations did answer yes to question 14 and of those that answered 15 stated the area they served was 'borough wide'.



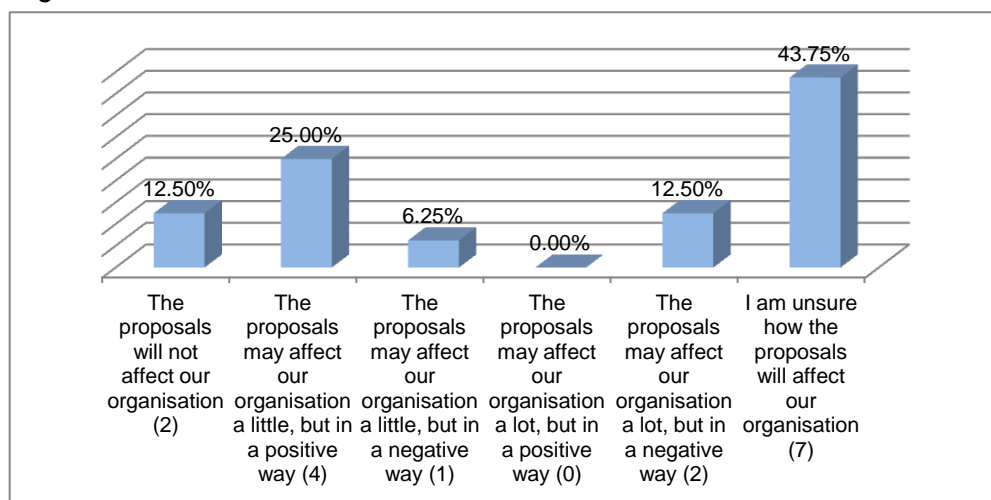
4.3 Question 16 asked what type of organisation the respondent was completing the survey on behalf of. The majority of respondents answered their organisation was a Public Sector / Local Government department.



4.4 The next question was the same as Question 6 in the Student Survey. In this instance, the majority of respondents answered yes.



4.5 The following question asked if the respondent thought their organisation would be interested in delivering some of the subjects that might be lost from the Council's adult education offer if the proposed changes went ahead. From the results, the majority answered yes, followed by respondents answering 'not applicable to my organisation'.



4.6 If the respondents answered yes to the previous question, Question 19 asks the respondents if they would like someone to contact them to further explore their

organisation providing the classes that might be lost from the adult education service, and offers them the opportunity to provide their contact details. Of the 7 respondents that answered yes, 5 provided their contact details. These organisations have been contacted so that the options can be looked at in more detail.

4.7 Question 20 is the same as Question 7 in the Student Survey. Overall, those ranked the lowest and the highest were similar to those in the Student survey. The outcome of the ranking exercise was:

1. Gypsy and Traveller community
2. Other Groups
3. Adults with little or no English Language skills
4. Adults with learning difficulties and disabilities
5. Troubled families
6. Adults with mental ill health
7. Lone parents
8. Adults with low or no qualifications
9. Isolated older residents on a limited income
10. Unemployed adults

4.8 The last question was a free text question. Like in the student survey, it asked the respondents if there was anything else they would like the council to consider in terms of the proposed changes to the service. In total, 9 of the 14 respondents answered this question. The comments and/or suggestions were:

- It is becoming more difficult for adults to access sustainable work without some kind of formal qualification. 'Leisure' courses can lead to people pursuing further education, training, or employment, and can help with confidence in interviews. Bromley is in danger of disadvantaging Bromley residents progressing in life because of lack of access.
- Give consideration to part-funding the tutors for partnership working. We provide the venue, refreshments and stationery needs, but the group are prepared to part-fund depending on cost.
- We currently offer classes with our own tutors, but would be open to using other tutors via BAEC to deliver some of the provision which might otherwise be lost.
- The Widmore Centre could enter an agreement to keep evening courses going with local entities for example Bromley College, which could subsidise some courses. There are many charities that target older residents who need to socialise and Bromley could work with them to deliver the courses at a lower cost without having to spend grant money.
- Our organisation has hired specialist IT rooms at the Widmore Centre. We would be very disappointed if the facility were withdrawn. However, other BAEC venues could be used, or somewhere locally, such as a local school.
- Cutting out too many leisure activities could cause an increase in mental health issues for lonely and depressed individuals. This would have an impact on local NHS provision.
- Extend BAEC qualification based courses to include ArtsAward that can be delivered through partner organisations. The Churchill Theatre is well placed to provide a community venue for older learners as it has in house ArtsAward Advisors and is currently an official ArtsAward Supporter organisation.
- The learning space at Poverest and Kentwood are a concern as both sites are smaller than the Widmore. How will the courses be accommodated?

- There is little or no funding to upgrade or repair facilities such as IT. IT is a tool for learning which Ofsted will be expecting to be used. Poverest is already dilapidated and in much need of renovation.
- The closure of nurseries will result in barriers to learning for some groups of BAEC'S target audience and thus it will be harder to reach these groups.
- Focusing on trying to get people to become skilled up for employment will be a challenge for BAEC as Bromley has the second lowest number of people on Job Seekers Allowance in London. Thus, it will be difficult to recruit from this section of the community alone.
- Central provision is needed in Bromley for vulnerable learners. They will not be in a position to access learning at Kentwood or Poverest.

Appendix 3

Adult Education Courses 2015

Tables 1-4 below list all the courses that took place at BAEC during September – December 2015 and exclude any provision that is planned for the spring and summer terms 2016 and not yet started (as of 06/01/2015).

The tables also show the number of student enrolled and the total number of hours for each course.

The cost of delivery for all courses averages out at £120 per hour.

NQ = Non qualification course Q = Qualification course

Table 1 Widmore Courses Autumn 2015

Course Title	NQ / Q	Start Date	Weeks	Total hours	Day and Time	Enrolments
LDD (Learning Difficulty and Disability) Art & Craft	Q	01/09/2015	34	68	Tue 10:00-12:00	7
LLDD Creative crafts	Q	01/09/2015	34	68	Tue 13:00-15:00	9
Jewellery - All Abilities	NQ	14/09/2015	12	30	Mon 09:30-12:00	16
Pilates - a follow-on class	NQ	14/09/2015	12	12	Mon 18:25-19:25	16
Pilates - a follow-on class	NQ	14/09/2015	12	12	Mon 19:30-20:30	14
French Intermediate Consolidation	NQ	14/09/2015	27	54	Mon 09:45-11:45	11
An introduction to Pilates	NQ	14/09/2015	12	12	Mon 20:30-21:30	14
Iyengar Yoga Intermediate	NQ	14/09/2015	12	24	Mon 09:45-11:45	13
ESOL 2015-16	Q	14/09/2015	32	158	Mon x31 Wed x32 09:30-12:00	10
Award English Skills Writing Entry Level	Q	14/09/2015	15	38	Mon 10:00-12:30	11
British Sign Language Level 1 Signature	Q	14/09/2015	31	62	Mon 19:30-21:30	16
ESOL 2015-16	Q	14/09/2015	32	158	Mon x31 Wed x32 09:30-12:00	16
Level 2 Diploma in Beauty Specialist Treatments	Q	14/09/2015	32	252	Mon x31 Wed x31 Thu x1 09:30-14:00	9
Award Maths Skills Number Entry Level	Q	14/09/2015	15	38	Mon 19:00-21:30	8
ESOL Pre Entry	Q	14/09/2015	32	158	Mon x31 Wed x32 09:30-12:00	5
ESOL 2015-16	Q	14/09/2015	32	158	Mon x31 Wed x32 09:30-12:00	9
ECDL Extra (ITQ QCF)	Q	14/09/2015	20	50	Mon 19:00-21:30	9
Level 2 Certificate in Counselling Skills	Q	14/09/2015	31	93	Mon 19:00-21:30 x31 Sat 09:30- varies x3	15

Course Title	NQ / Q	Start Date	Weeks	Total hours	Day and Time	Enrolments
Arabic Easy Intermediate Consolidation	NQ	14/09/2015	29	45	Mon x29 Tue x1 18:00-19:30	8
Arabic Intermediates Consolidation	NQ	14/09/2015	29	45	Mon x29 Tue x1 19:45-21:15	8
Upholstery Workshop	NQ	14/09/2015	27	54	Mon 09:45-11:45	14
Start Speaking Spanish	NQ	14/09/2015	24	48	Mon 19:30-21:30	17
Clay Modelling from Life	NQ	14/09/2015	27	68	Mon 10:00-12:30	12
The Complete Potter	NQ	14/09/2015	27	68	Mon 19:00-21:30	16
Level 2 Certificate in Photography	Q	14/09/2015	31	124	Mon 09:30-14:00	11
Drawing & Sketching	NQ	14/09/2015	12	24	Mon 13:00-15:00	18
Badminton - Intermediates and Advanced	NQ	14/09/2015	27	41	Mon 10:00-11:30	14
Badminton for Beginners and Intermediate	NQ	14/09/2015	12	12	Mon 12:00-13:00	15
General Drawing and Painting	NQ	14/09/2015	27	68	Mon 09:45-12:15	18
Playing with Patchwork	NQ	14/09/2015	21	42	Mon 19:30-21:30	15
Life Drawing	NQ	14/09/2015	12	30	Mon 19:00-21:30	18
Beginners Yoga	NQ	14/09/2015	12	18	Mon 18:25-19:55	16
Etching	NQ	15/09/2015	28	70	Tue 10:00-12:30	13
Etching	NQ	15/09/2015	28	70	Tue 13:00-15:30	13
Level 2 Certificate in Counselling Skills	Q	15/09/2015	34	92	Tue times vary	12
Water-based Media - long course	NQ	15/09/2015	28	70	Tue 12:30-15:00	14
Water-based Media - long course	NQ	15/09/2015	28	56	Tue 09:45-11:45	17
Water-based Media - Intermediate and Advanced	NQ	15/09/2015	28	56	Tue 19:30-21:30	12
Clay Modelling from Life	NQ	15/09/2015	28	70	Tue 10:00-12:30	14
Etching	NQ	15/09/2015	28	56	Tue 19:00-21:00	16
Life As We See It - how do artists represent the world through their eyes?	NQ	15/09/2015	28	56	Tue 09:45-11:45	18
English Level 2 Functional Skills	Q	15/09/2015	23	58	Tue 19:00-21:30	11
Award Maths Skills Number Level 1	Q	15/09/2015	15	38	Tue 10:00-12:30	14
Bridge Modern Acol Year 3	NQ	15/09/2015	28	56	Tue 19:30-21:30	15
ESOL 2015-16	Q	15/09/2015	32	160	Tue Fri 09:45-12:15	17

Course Title	NQ / Q	Start Date	Weeks	Total hours	Day and Time	Enrolments
ESOL 2015-16	Q	15/09/2015	32	160	Tue Thu 09:30-12:00	5
Design and Make Jewellery for Beginners	NQ	15/09/2015	12	24	Tue 19:30-21:30	10
Italian Beyond the Basics	NQ	15/09/2015	24	48	Tue 09:45-11:45	13
French Post Beginners	NQ	16/09/2015	24	48	Wed 19:30-21:30	18
French Language Skills Consolidation	NQ	16/09/2015	30	45	Wed 12:15-13:45	14
French Advanced	NQ	16/09/2015	29	58	Wed 09:45-11:45	15
Beginners Yoga	NQ	16/09/2015	11	17	Wed 20:00-21:30	9
Ballroom and Latin American Dancing - Beginners	NQ	16/09/2015	12	24	Wed 19:30-21:30	16
Italian Post-Beginners	NQ	16/09/2015	24	48	Wed 19:30-21:30	16
Start Speaking Italian	NQ	16/09/2015	24	48	Wed 12:30-14:30	12
Sculpture for Beginner and Experienced	NQ	16/09/2015	28	70	Wed 10:00-12:30	11
Sculpture for Beginner and Experienced	NQ	16/09/2015	28	70	Wed 13:30-16:00	15
Italian Easy Intermediates	NQ	16/09/2015	28	56	Wed 09:45-11:45	14
Spanish Higher intermediates consolidation	NQ	16/09/2015	28	56	Wed 12:15-14:15	18
Pilates - a follow-on class	NQ	16/09/2015	12	12	Wed 14:05-15:05	15
Pilates - a follow-on class	NQ	16/09/2015	12	12	Wed 15:10-16:10	13
An introduction to Pilates	NQ	16/09/2015	12	12	Wed 13:00-14:00	10
Iyengar Yoga Intermediate	NQ	16/09/2015	12	18	Wed 18:30-20:00	16
The Further Joy of Ukulele	NQ	16/09/2015	12	24	Wed 19:30-21:30	12
Start Speaking Spanish	NQ	16/09/2015	24	48	Wed 19:30-21:30	11
Award English Skills Writing Entry Level	Q	16/09/2015	15	38	Wed 10:00-12:30	8
Award English Skills Writing Level 1	Q	16/09/2015	15	38	Wed 19:00-21:30	9
Design and Make Jewellery	NQ	16/09/2015	28	56	Wed 16:30-18:30	10
Design and Make Jewellery	NQ	16/09/2015	28	56	Wed 19:00-21:00	10
Jewellery for All	NQ	16/09/2015	17	43	Wed 09:30-12:00	9
Jewellery for All	NQ	16/09/2015	28	70	Wed 13:00-15:30	10
Level 2 Award in Introduction to Counselling Skills	Q	16/09/2015	14	35	Wed 19:00-21:30	10
GCSE Maths	Q	16/09/2015	27	70	Wed x27 Fri x1 09:30-12:00	10

Course Title	NQ / Q	Start Date	Weeks	Total hours	Day and Time	Enrolments
French Easy Intermediate Consolidation	NQ	16/09/2015	24	48	Wed 19:30-21:30	16
Start Speaking Spanish	NQ	16/09/2015	24	48	Wed 09:45-11:45	13
Level 2 Certificate in Interior Design Skills	Q	16/09/2015	32	165	Wed x32 Sat x1 09:30-15:00	13
Pottery for Everyone!	NQ	16/09/2015	28	56	Wed x23 Thu x5 13:00-15:00	16
Pottery for Everyone!	NQ	16/09/2015	28	56	Wed x23 Thu x5 19:30-21:30	16
Wood Carving/Sculpture	NQ	16/09/2015	28	70	Wed 09:45-12:15	18
Wood Carving/Sculpture	NQ	16/09/2015	28	56	Wed 19:30-21:30	18
Bridge Modern Acol Year 1	NQ	16/09/2015	28	56	Wed 19:30-21:30	19
Level 2 Certificate in Computerised Accounting for Business with Sage	Q	16/09/2015	18	60	Wed x18 Thu x2 18:30-21:30	10
General Drawing and Painting	NQ	16/09/2015	12	24	Wed 19:30-21:30	18
Level 2 Certificate in Computerised Accounting for Business with Sage	Q	16/09/2015	18	60	Wed x18 Thu x1 09:30- varies	13
Life Drawing and Painting	NQ	16/09/2015	28	70	Wed 10:00-12:30	18
Life Drawing and Painting	NQ	16/09/2015	28	70	Wed 13:00-15:30	18
Drawing and Painting - Oil and acrylic	NQ	17/09/2015	28	70	Thu 19:00-21:30	13
Oil Painting	NQ	17/09/2015	28	70	Thu 09:45-12:15	13
Oil Painting	NQ	17/09/2015	28	70	Thu 13:00-15:30	17
Water-based Media	NQ	17/09/2015	28	56	Thu 09:45-11:45	20
Watercolour for Beginners	NQ	17/09/2015	12	24	Thu 19:30-21:30	11
Level 3 Diploma in Professional Interior Design Skills	Q	17/09/2015	32	165	Thu x32 Sat x1 09:30-15:00	9
Spanish Higher intermediates consolidation	NQ	17/09/2015	30	45	Thu 09:30-11:00	11
GCSE English	Q	17/09/2015	28	70	Thu 12:00-14:30	10
GCSE Maths	Q	17/09/2015	27	70	Mon x1 Thu x27 19:00-21:30	13
Spanish Improvers	NQ	17/09/2015	24	48	Thu 09:30-11:30	17
French Intermediate Consolidation	NQ	17/09/2015	30	45	Thu 10:00-11:30	14
Upholstery Workshop	NQ	17/09/2015	28	56	Thu 09:45-11:45	14
Etching	Q	17/09/2015	28	70	Thu 10:00-12:30	14
Etching	Q	17/09/2015	28	70	Thu 13:00-15:30	11

Course Title	NQ / Q	Start Date	Weeks	Total hours	Day and Time	Enrolments
Life As We See It - how do artists represent the world through their eyes?	NQ	17/09/2015	28	56	Thu 09:45-11:45	19
Award Maths Skills Number Level 1	Q	17/09/2015	15	38	Thu 19:00-21:30	12
Award Maths Skills Number Entry Level	Q	17/09/2015	15	38	Thu 10:00-12:30	12
Yoga - Continue to Build on the Basics	NQ	17/09/2015	12	18	Thu 19:30-21:00	9
ESOL 2015-16	Q	17/09/2015	32	80	Thu 19:00-21:30	12
Designing and making with Silver	NQ	17/09/2015	28	70	Thu 09:45-12:15	11
Spanish Higher Intermediate	NQ	17/09/2015	26	52	Thu 19:30-21:30	9
Spanish Post-Beginners	NQ	17/09/2015	24	48	Thu 19:30-21:30	13
Spanish Post-Beginners	NQ	17/09/2015	30	45	Thu 12:00-13:30	16
Italian Intermediate	NQ	17/09/2015	28	56	Thu 12:15-14:15	13
General Drawing and Painting	NQ	17/09/2015	24	48	Thu 12:30-14:30	9
Italian Post-Beginners	NQ	17/09/2015	24	48	Thu 12:45-14:45	9
An introduction to Pilates	NQ	17/09/2015	11	12	Thu times vary	14
French Easy Intermediate	NQ	17/09/2015	24	48	Thu 19:30-21:30	19
Ballroom and Latin American Dancing - Intermediate	NQ	17/09/2015	11	22	Thu 19:30-21:30	19
Pilates - a follow-on class	NQ	17/09/2015	11	12	Thu times vary	18
Pilates - a follow-on class	NQ	17/09/2015	12	12	Thu 20:30-21:30	15
Pilates Stage 1	NQ	17/09/2015	12	12	Thu times vary	18
Pilates Stage 2	NQ	17/09/2015	12	12	Thu times vary	18
Yoga for All - Short Course	NQ	18/09/2015	12	18	Fri 11:15-12:45	20
Intermediate Plus - Yoga	NQ	18/09/2015	12	18	Fri 09:30-11:00	20
Level 3 Certificate in Counselling Studies	Q	18/09/2015	23	92	Fri 10:00-14:30	17
Award English Skills Writing Level 1	Q	18/09/2015	15	38	Fri 10:00-12:30	10
ECDL Extra - Intensive	Q	18/09/2015	11	50	Fri 09:30-14:30	8
Going Potty!	NQ	18/09/2015	28	56	Fri 10:00-12:00	17
Going Potty!	NQ	18/09/2015	28	56	Fri 12:30-14:30	16
Jewellery for Beginners and Intermediate	NQ	18/09/2015	11	24	Fri 10:00- varies	16

Course Title	NQ / Q	Start Date	Weeks	Total hours	Day and Time	Enrolments
Jewellery for Beginners and Intermediate	NQ	18/09/2015	11	24	Fri 12:30- varies	12
Water-based Media	NQ	18/09/2015	28	70	Fri 09:45-12:15	11
Upholstery Workshop	NQ	18/09/2015	17	43	Fri 09:30-12:00	13
Conversational Italian	NQ	22/09/2015	16	24	Tue 12:30-14:00	9
Wu Tai Chi	NQ	24/09/2015	10	10	Thu 13:00-14:00	12
ESOL Examination Preparation	NQ	28/09/2015	28	56	Mon 12:30-14:30	10
English Level 2 Functional Skills	Q	28/09/2015	29	58	Mon 14:00-15:30	0
Level 1 Award in Beginners Office IT Skills	Q	02/11/2015	6	36	Mon 09:30-16:00	7
Stained Glass, Beginners and Intermediate	NQ	03/11/2015	15	38	Tue 09:45-12:15	16
Stained Glass, Beginners and Intermediate	NQ	03/11/2015	15	30	Tue 19:15-21:15	15
Level 1 Award in Caring for Children	Q	03/11/2015	9	45	Tue 09:30-15:00	7
Childminding: Understand how to set up a home-based child care service	NQ	03/11/2015	8	24	Tue 18:30-21:30	7
Stained Glass, Beginners and Intermediate	NQ	04/11/2015	15	38	Wed 09:45-12:15	17
Photoshop - intermediate	NQ	04/11/2015	6	12	Wed 19:30-21:30	11
Level 1 Award in Computerised Accounting for Business with Sage	Q	05/11/2015	6	33	Thu 09:30- varies	11
Winter Festive Flowers	NQ	05/11/2015	5	10	Thu 19:00-21:00	11
Royal Icing Skills for All	NQ	05/11/2015	6	12	Thu 19:30-21:30	12
An Introductory Course in Homeopathy	NQ	10/11/2015	5	10	Tue 10:00-12:00	10
Excel Spreadsheets - Intermediate	NQ	10/11/2015	5	10	Tue 09:45-11:45	15
ESOL 2015-16	Q	10/11/2015	25	125	Tue Thu 12:15-14:45	0
It's time to upgrade to Windows 10	NQ	11/11/2015	5	13	Wed 19:00-21:30	10
Emotional Freedom Technique (EFT) Tapping	NQ	11/11/2015	4	6	Wed 19:00-20:30	18
Make-Up Techniques	NQ	17/11/2015	4	12	Tue 09:30-12:30	14
Childminding: Understand how to set up a home-based child care service	NQ	19/11/2015	8	24	Thu 09:30-12:30	7
Organising Your Life On Your iPad/iPhone	NQ	01/12/2015	2	6	Tue 09:30-12:30	7
Bicycle Maintenance Course	NQ	04/12/2015	1	6	Fri 09:30-15:15	10

Course Title	NQ / Q	Start Date	Weeks	Total hours	Day and Time	Enrolments
Bite-Size Excel: Pivot Tables and the VLookUp Function	NQ	07/12/2015	1	3	Mon 18:30-21:30	12
Paediatric First Aid	Q	07/12/2015	1	12	Mon Tue 09:30-16:00	4

Table 2 Kentwood Courses Autumn 2015

Course Title	NQ / Q	Start Date	Weeks	Total hours	Day and Time	Enrolments
LLDD Cookery	Q	08/09/2015	33	83	Tue 10:00-12:30	5
LLDD Healthy Living and Eating	Q	08/09/2015	33	66	Tue 13:00-15:00	5
ESOL 2015-16	Q	14/09/2015	32	158	Mon x31 Wed x32 09:30-12:00	14
ESOL 2015-16	Q	14/09/2015	32	158	Mon x31 Tue x32 09:30-12:00	12
ESOL 2015-16	Q	14/09/2015	32	158	Mon x31 Wed x32 09:30-12:00	10
Speed Tailoring	NQ	14/09/2015	12	36	Mon 10:00-13:00	12
Man in the Kitchen	NQ	14/09/2015	27	54	Mon 10:00-12:00	14
Pastels	NQ	14/09/2015	12	30	Mon 10:00-12:30	14
Botanical Illustration	NQ	14/09/2015	12	24	Mon 10:00-12:00	16
Level 1 Award in Computerised Accounting for Business with Sage	Q	14/09/2015	12	33	Mon 09:30- varies	8
Clothes Making	NQ	15/09/2015	24	48	Tue 19:30-21:30	15
Water-based Media	NQ	15/09/2015	28	70	Tue 10:00-12:30	19
Water-based Media	NQ	15/09/2015	28	56	Tue 13:00-15:00	16
GCSE English	Q	15/09/2015	28	70	Tue 09:45-12:15	9
GCSE English	Q	15/09/2015	28	70	Tue 19:00-21:30	15
Level 1 Award in Computerised Accounting for Business with Sage	Q	15/09/2015	12	33	Tue 18:30- varies	9
SLR Photography	NQ	15/09/2015	12	24	Tue 19:30-21:30	19
Cultura y Sociedad	NQ	15/09/2015	28	56	Tue 19:30-21:30	17
Spanish Easy Intermediates	NQ	15/09/2015	24	48	Tue 10:00-12:00	12
French Easy Intermediate	NQ	15/09/2015	23	35	Tue 12:30-14:00	9

Course Title	NQ / Q	Start Date	Weeks	Total hours	Day and Time	Enrolments
Award Maths Skills Number Level 1	Q	15/09/2015	15	38	Tue 19:00-21:30	7
British Sign Language Level 1 Signature	Q	15/09/2015	32	64	Tue 19:30-21:30	17
Award English Skills Writing Entry Level	Q	15/09/2015	15	38	Tue 19:00-21:30	5
Award English Skills Writing Level 1	Q	15/09/2015	15	38	Tue 10:00-12:30	11
Award Maths Skills Number Entry Level	Q	15/09/2015	15	38	Tue 10:00-12:30	8
Iyengar Yoga Intermediate	NQ	15/09/2015	12	24	Tue 19:30-21:30	11
Start Speaking French	NQ	15/09/2015	24	48	Tue 19:30-21:30	14
ESOL 2015-16	Q	15/09/2015	32	160	Tue Thu 09:30-12:00	16
ESOL Pre Entry	Q	15/09/2015	32	160	Tue Thu 09:30-12:00	15
ESOL 2015-16	Q	15/09/2015	32	160	Tue Thu 12:30-15:00	12
ESOL 2015-16	Q	15/09/2015	32	160	Tue Thu 09:30-12:00	15
ESOL 2015-16	Q	15/09/2015	32	160	Tue Wed 12:30-15:00	15
ESOL 2015-16	Q	16/09/2015	32	80	Wed 19:00-21:30	14
Foundation French for Improvers	NQ	16/09/2015	24	48	Wed 19:30-21:30	12
Iyengar Yoga for All	NQ	16/09/2015	32	48	Wed 19:30-21:00	13
Award English Skills Writing Entry Level	Q	16/09/2015	15	38	Wed 10:00-12:30	6
Man in the Kitchen	NQ	16/09/2015	28	56	Wed 10:00-12:00	12
Award Maths Skills Number Entry Level	Q	16/09/2015	15	38	Wed 19:00-21:30	10
Learn to Play the Guitar	NQ	16/09/2015	12	24	Wed 19:30-21:30	13
Start Speaking Italian	NQ	16/09/2015	24	48	Wed 19:30-21:30	18
Come to the Theatre	NQ	16/09/2015	28	56	Wed 13:15-15:15	20
Water-based Media - long course	NQ	16/09/2015	28	56	Wed 10:00-12:00	12
General Drawing and Painting	NQ	16/09/2015	28	56	Wed 09:45-11:45	18
Clothesmaking	NQ	16/09/2015	24	48	Wed 10:00-12:00	15
Clothesmaking	NQ	16/09/2015	24	48	Wed 19:30-21:30	15
Clothesmaking	NQ	17/09/2015	24	48	Thu 10:00-12:00	13
Drawing & Sketching	NQ	17/09/2015	12	24	Thu 09:45-11:45	12
Clothesmaking	NQ	17/09/2015	24	48	Thu 12:30-14:30	13

Course Title	NQ / Q	Start Date	Weeks	Total hours	Day and Time	Enrolments
Water-based Media	NQ	18/09/2015	28	56	Fri 10:00-12:00	20
Culture et Societe	NQ	18/09/2015	30	45	Fri 10:00-11:30	16
Conversational Spanish	NQ	23/09/2015	16	24	Wed 19:30-21:00	12
Qi Gong	NQ	23/09/2015	11	22	Wed 19:30-21:30	12
Maths Level 2 Functional Skills	Q	23/09/2015	25	50	Wed 13:00-15:00	7
Conversational Italian	NQ	24/09/2015	16	32	Thu 10:00-12:00	13
ESOL Examination Preparation	Q	02/10/2015	28	56	Fri 10:00-12:00	12
Level 1 Award in Beginners Office IT Skills	Q	04/11/2015	6	36	Wed 09:30-16:00	9
Patchwork Borders	NQ	04/11/2015	22	44	Wed 19:00-21:00	11
Patchwork Borders	NQ	05/11/2015	22	44	Thu 10:00-12:00	16
Jelly Roll Sampler	NQ	05/11/2015	22	44	Thu 13:00-15:00	16
Jelly Roll Sampler	NQ	06/11/2015	22	55	Fri 10:00-12:30	18
Cooking for Family and Friends	NQ	06/11/2015	6	12	Fri 10:00-12:00	10

Table 3 Poverest Courses Autumn 2015

Course Title	NQ / Q	Start Date	Weeks	Total hours	Day and Time	Enrolments
LLDD Everyday Maths Award	Q	01/09/2015	34	68	Tue 13:00-15:00	8
LLDD Reading for Fun	Q	01/09/2015	34	68	Tue 10:00-12:00	6
LLDD Dance & Drama	Q	01/09/2015	34	136	Tue 10:00-15:00	13
LLDD Everyday English S&L	Q	01/09/2015	34	68	Tue 13:00-15:00	4
LLDD Developing Work Skills	Q	01/09/2015	34	68	Tue 10:00-12:00	6
LLDD Gardening	Q	02/09/2015	34	153	Wed 10:00-15:00	8
LLDD Creative crafts	Q	02/09/2015	34	68	Wed 13:00-15:00	7
LLDD Art & Craft	Q	02/09/2015	34	68	Wed 10:00-12:00	4
LLDD Speaking with Confidence	Q	02/09/2015	34	68	Wed 10:00-12:00	4
LLDD Photography	Q	02/09/2015	34	68	Wed 13:00-15:00	6

LLDD Reading for Fun	Q	02/09/2015	34	68	Wed 10:00-12:00	4
LLDD Writing for Fun	Q	02/09/2015	34	68	Wed 13:00-15:00	4
LLDD Everyday Maths Award	Q	03/09/2015	34	68	Thu 13:00-15:00	5
LLDD Healthy Lifestyle and Leisure	Q	03/09/2015	34	68	Thu 13:00-15:00	7
LLDD Developing Work Skills	Q	03/09/2015	34	68	Thu 10:00-12:00	7
LLDD Dance & Drama	Q	03/09/2015	34	136	Thu 10:00-15:00	8
LLDD Basic Computing	Q	03/09/2015	34	68	Thu 10:00-12:00	7
LLDD Developing Work Skills	Q	04/09/2015	34	68	Fri 10:00-12:00	4
LLDD Dance & Drama	Q	04/09/2015	34	136	Fri 10:00-15:00	11
LLDD Cooking on a Budget	Q	04/09/2015	34	170	Fri 10:00-15:00	6
LLDD Basic Computing	Q	04/09/2015	34	68	Fri 10:00-12:00	7
LLDD Creative crafts	Q	04/09/2015	34	68	Fri 13:00-15:00	7
LLDD Art & Craft	Q	04/09/2015	34	68	Fri 10:00-12:00	7
LLDD Everyday English S&L	Q	04/09/2015	34	68	Fri 13:00-15:00	6
LLDD Basic Computing	Q	07/09/2015	32	64	Mon 10:00-12:00	7
LLDD Art & Craft	Q	07/09/2015	32	64	Mon 13:00-15:00	8
LLDD Cooking on a Budget	Q	07/09/2015	32	160	Mon 10:00-15:00	6
LLDD Developing Work Skills	Q	07/09/2015	32	64	Mon 10:00-12:00	4
LLDD Everyday English S&L	Q	07/09/2015	32	64	Mon 13:00-15:00	7
Spanish Intermediate	NQ	14/09/2015	24	48	Mon 09:30-11:30	14
General Drawing and Painting	NQ	14/09/2015	27	54	Mon 10:00-12:00	15
General Drawing and Painting	NQ	14/09/2015	27	54	Mon 13:00-15:00	11
Pilates - a follow-on class	NQ	14/09/2015	12	12	Mon 10:35-11:35	22
An introduction to Pilates	NQ	14/09/2015	12	12	Mon 09:30-10:30	15
ESOL 2015-16	Q	15/09/2015	32	80	Tue 09:30-12:00	4
ESOL 2015-16	Q	15/09/2015	32	80	Tue 12:30-15:00	8
German Intermediate consolidation	NQ	15/09/2015	24	48	Tue 10:00-12:00	15
America - From Independence to Civil War	NQ	16/09/2015	12	24	Wed 10:00-12:00	22
An introduction to Pilates	NQ	16/09/2015	12	12	Wed 10:30-11:30	19

Pilates - a follow-on class	NQ	16/09/2015	12	12	Wed 11:35-12:35	12
General Drawing and Painting	NQ	17/09/2015	28	70	Thu 09:30-12:00	16
General Drawing and Painting	NQ	17/09/2015	28	56	Thu 13:00-15:00	15
Water-based Media	NQ	18/09/2015	28	56	Fri 13:00-15:00	10
Starting Patchwork	NQ	18/09/2015	12	23	Fri 13:15- varies	6
Start Speaking Italian	NQ	06/10/2015	25	50	Tue 10:00-12:00	15

Table 4 below lists all the outreach courses that took place across the borough of Bromley during September – December 2015 and excludes any provision that is planned for the spring and summer terms 2016. At the time of writing some of the courses have yet to have the total enrolment information added and this will take place once all the paperwork is submitted by the community partners who help support the delivery of this provision.

Table 4 Other Centres Courses Autumn 2015

Course Title		Start Date	Weeks	Total Hours	Location	Day and Time	Enrolments
Healthy Eating	NQ	06/11/2015	5	10	Castlecombe Children and Family Centre	Fri 10:15-12:15	TBC
Yoga for Beginners	NQ	02/11/2015	6	9	Biggin Hill Children Centre	Mon 11:30-13:00	TBC
Christmas Treats Part 2	NQ	11/11/2015	5	10	The Centre Cotmandene	Wed 10:00-12:00	TBC
Cook ahead for Christmas	NQ	05/11/2015	6	12	The Centre Cotmandene	Thu 13:00-15:00	TBC
Customer Care	NQ	05/11/2015	6	12	Anerley Town Hall	Thu 13:00-15:00	TBC
Customer Care	NQ	05/11/2015	6	12	Mottingham Community & Learning Shop	Thu 10:00-12:00	TBC
Digital Skills - Online Basics	NQ	02/11/2015	6	12	Darrick Wood Community Centre	Mon 12:45-14:45	6
Exercise for All	NQ	19/11/2015	10	10	St Hughes Community Centre	Thu 09:30-10:30	TBC
Family Learning - Christmas Crafts	NQ	12/11/2015	5	10	Blenheim CFC	Thu 11:15-13:15	TBC

Family Learning - Christmas Crafts	NQ	10/11/2015	5	10	Community Vision Children's Centre	Tue 12:30-14:30	TBC
Family Learning - Christmas Knitting	NQ	20/11/2015	5	10	Blenheim CFC	Fri 11:15-13:15	TBC
Family Learning - Cooking With Children	NQ	10/11/2015	5	10	Blenheim CFC	Tue 15:30-17:30	6
Family Learning - Culture Cooking	NQ	04/11/2015	6	12	Community Vision Children's Centre	Wed 12:45-14:45	TBC
Family Learning - Homework Club	NQ	03/11/2015	6	15	Royston Primary School	Tue 15:00-17:30	TBC
Family Learning - Pigtails, Plaits and Ponytails	NQ	18/11/2015	5	10	Blenheim CFC	Wed 13:00-15:00	TBC
Family Learning - Understanding Anger	NQ	13/11/2015	5	10	Blenheim CFC	Fri 09:30-11:30	25
Family Learning. Strengthening Families, Strengthening Communities	NQ	02/11/2015	6	18	Burnt Ash Children's Centre	Mon 09:30-12:30	7
Family English, Maths & Language (FEML) Story Sacks English	NQ	11/11/2015	5	15	Hillside Primary School	Wed 09:00-12:00	TBC
FEML – Story Sacks English	NQ	10/11/2015	5	10	Burnt Ash Children's Centre	Tue 11:15-13:15	TBC
FEML – Story Sacks English	NQ	04/11/2015	6	12	Castlecombe Primary School	Wed 13:15-15:15	TBC
FEML – Story Sacks Maths	NQ	11/11/2015	5	10	Cotmandene CFC	Wed 11:30-13:30	TBC
FEML English	NQ	12/11/2015	14	42	St. Pauls Cray CE Primary School	Thu 09:00-12:00	TBC
FEML English	NQ	02/11/2015	15	38	St. Peter & St. Paul Roman Catholic	Mon 09:00-11:30	TBC
FEML ICT	NQ	11/11/2015	10	20	St. Peter & St. Paul Roman Catholic	Wed 09:00-11:00	TBC
FEML Maths	NQ	04/11/2015	15	41	Leesons Primary School	Wed 09:00-11:45	TBC
FEML: Family Fun with Language - EAL	NQ	25/09/2015	10	30	Community	Fri 09:15-12:15	3
Introduction to Microsoft Office	NQ	04/11/2015	6	12	Mottingham Community & Learning Shop	Wed 10:00-12:00	4
London - Underground Overground	NQ	17/09/2015	12	24	Meet Out	Thu 11:00-13:00	20

London - What's in a name?	NQ	15/09/2015	12	24	Meet Out	Tue 11:00-13:00	18
London's A to Z - Part II	NQ	25/09/2015	10	20	Meet Out	Fri 11:00-13:00	24
Making Cards Using Digital Photography - introduction	NQ	04/11/2015	6	12	The Centre Cotmandene	Wed 10:00-12:00	7
Older Learners - Arts and Crafts	NQ	18/09/2015	12	24	Active Age Centre (Age Concern)	Fri 13:00-15:00	TBC
Older Learners - Look After Yourself	NQ	21/09/2015	11	11	Melvin Hall, Age Concern Day Centre	Mon 11:00-12:00	TBC
Projects- Knitting for Xmas	NQ	12/11/2015	5	11	Mottingham Community & Learning Shop	Thu 13:00-15:00 x4 Fri 10:00-12:30 x1	8
Projects: Cake Decorating	NQ	03/11/2015	6	12	Mottingham Community & Learning Shop	Tue 12:30-14:30	10
Tai Chi for OCCA members	NQ	16/10/2015	32	64	Sanderson Hall	Fri 10:00-12:00	16
Tai Chi for OCCA members	NQ	14/10/2015	32	64	Sanderson Hall	Wed 10:00-12:00	17
Tai Chi for OCCA members	NQ	13/10/2015	32	148	Sanderson Hall	Tue 10:00-12:00	14
The City and the Ceremonial County	NQ	16/09/2015	12	24	Meet Out	Wed 11:00-13:00	21
Universal Job Match	NQ	08/09/2015	1	3	Bromley Job Centre	Tue 10:00-13:00	3
Universal Job Match	NQ	15/09/2015	1	3	Bromley Job Centre	Tue 10:00-13:00	4
Universal Job Match	NQ	07/10/2015	1	3	Bromley Job Centre	Wed 10:00-13:00	6
Universal Job Match	NQ	13/10/2015	1	3	Bromley Job Centre	Tue 10:00-13:00	8
Universal Job Match	NQ	27/10/2015	1	3	Bromley Job Centre	Tue 10:00-13:00	2
Universal Job Match	NQ	10/11/2015	1	3	Bromley Job Centre	Tue 10:00-14:00	3
Universal Job Match	NQ	25/11/2015	1	3	Bromley Job Centre	Wed 10:00-13:00	TBC
Universal Job Match	NQ	10/12/2015	1	3	Bromley Job Centre	Thu 10:00-13:00	TBC
Interview Skills	NQ	20/10/2015	1	6	Bromley Job Centre	Tue 9.30-16.00	3
Family Learning - Christmas Cooking	NQ	15/12/2015	1	2	Community Vision Children's Centre	Tue 13.00 - 15.00	TBC
Family Learning - Christmas Cooking	NQ	09/12/2015	2	4	Biggin Hill Children Centre	Wed 13.00 - 15.00	TBC

Number of tutors in each subject area / rates of pay

Tutor pay rates 01 April 2015

Bromley Adult Education Service currently uses the pay rate scale as detailed in the table below.

Grade	Basic Qualification (A)	Intermediate Qualification (B)	Full Qualification (C)
Rate 1	£23.85 (unqualified)	£24.37 (qualified up to Level 3)	£24.91 (qualified Level 4 +)
Rate 2	£25.28 (unqualified)	£25.81 (qualified up to Level 3)	£26.33 (qualified Level 4 +)
Rate 3	£30.20 (unqualified)	£30.73 (qualified up to Level 3)	£31.26 (qualified Level 4 +)

The current total number of tutors actively teaching at the college is 166. A number of tutors teach in more than one subject areas resulting in the discrepancy in total numbers.

Subject Area	Number of tutors	Rate of pay
Astronomy	1	Rate 1
Art Appreciation	1	Rate 2
Badminton	2	Rate 1
Beauty and Complementary Therapy	5	Rate 1
Beauty and Complementary Therapy ITEC accredited	5	Rate 2 /3 depending on level of course
Bookkeeping and Accounting	2	Rate 2
Botanical Illustration	1	Rate 2
Bridge	1	Rate 2
Business	1	Rate 2
Cake Decorating and Sugar craft	2	Rate 2
Clock Repairs	1	Rate 1
Clothes making	2	Rate 1
Computing /IT	8	Rate 2 / 3 depending on level of course
Cookery	5	Rate 2
Counselling accredited levels 2 and 3	2	Rate 2 / 3 depending on level of course
Dance	2	Rate 1
Drawing & Painting	8	Rate 1
Life Drawing and Painting (incl Portrait)	2	Rate 2
Early Years	4	Rate 2
Emotional Freedom Technique	1	Rate 1
Employability courses in partnership with JCP	9	Rate 2
English as a Foreign Language	4	Rate 2 – 3 depending on level of course
English Entry – Level 2	7	Rate 2
English GCSE	1	Rate 3
English for Speakers of Other Languages	10	Rate 2
Etching and Printmaking	1	Rate 1
Family English Maths and Language	7	Rate 2
First Aid	1	Rate 2
Floristry and Flower Arranging	1	Rate 2
Food Safety	1	Rate 2
Gardening	1	Rate 1
Guitar	2	Rate 1
History	1	Rate 2

Interior Design	1	Rate 2
Interior Design – accredited levels 2 and 3	1	Rate 3
Jewellery	3	Rate 2
Learners with learning difficulties and disabilities courses	10	Rate 2
London Walks	2	Rate 2
Maths Entry – Level	6	Rate 2
Maths – GCSE	1	Rate 3
Meditation	1	Rate 1
Modern Foreign Languages	16	Rate 2 – 3 depending on level of course
Patchwork and Quilting	2	Rate 1
Photography	3	Rate 2
Photography accredited (levels 2 and 3)	1	Rate 3
Picture Framing	1	Rate 1
Pilates	2	Rate 1
Pottery	3	Rate 1
Psychology	2	Rate 2
Qi Gong	1	Rate 1
Sculpture	2	Rate 1
Sign Language	2	Rate 2
Silversmithing	1	Rate 2
Soft Furnishing	1	Rate 1
Stained Glass	1	Rate 1
Tai Chi	1	Rate 1
Theatre Studies	1	Rate 2
Ukulele	1	Rate 1
Upholstery	1	Rate 1
Wider Family Learning	9	Rate 2
Woodcarving	1	Rate 1
Writing	1	Rate 2
Yoga	4	Rate 1

Accommodation at the Adult Education Centres

Widmore Centre

The Widmore Centre on Nightingale Lane has a long history of education use. In 1911 the Bromley County Grammar Schools Girls opened on the site, later converting into Ravensbourne Girls School. In 1988 the school closed and a new co-educational comprehensive Ravensbourne school be opened on Hayes Lane. The buildings later became part of the Adult Education Centre. When the Education Development Centre closed in 2013 the remaining services moved onto the Widmore site.

The Widmore Centre site has been identified within the Council's Draft Allocations, Further Policies and Designations Document recently consulted upon as part of the development of the new Local, as an education site, possibly for an expanded La Fontaine Academy. The designation of the site for continued education use is based on the shortage of primary school places in central Bromley.

Of the three Bromley Adult centres the Widmore Centre is located closest to the centre of Bromley. However, it is not on a direct bus route and is a fifteen minute walk to Bromley South and Bickley Railway stations and an average 10 minute walk to local bus services. The centre is open throughout the year and provides accommodation for the management, finance, funding, examinations and IT technician's teams and the majority of the College's administration staff. A team of caretaking and cleaning staff is managed by the site manager and includes a residential caretaker.

Accommodation

- 18 multipurpose classrooms of which two are designated LBB training rooms
- 3 Computer suites
- 2 Art rooms
- Etching and printing room
- Beauty and complementary therapies room
- A covered sports facility
- Main hall (including stage)
- Café area
- A suite of 3 rooms comprising the Education Development Centre
- The Studio – used for photography and art classes
- Pottery workshop plus adjoining kiln room
- Sculpture workshop
- Picture Framing / Stained Glass workshop
- Jewellery and silversmith workshop
- Woodwork workshop
- Nursery comprising of three nursery rooms, manager's office, toilets and outdoor play area
- 9 staff offices including central reception / admin office

In addition there are a number of large storage areas that are used to archive student records and related paperwork as required by the funding bodies.

The Widmore Centre also accommodates the child seat centre.

Kentwood Centre

Kentwood Centre is situated in Penge and has a good network of transport options. Kent House railway station is a 10 minute walk and Clockhouse station a 20 minute walk.

Beckenham Road tram stop is also less than ten minutes walk. The Kentwood Centre is the second largest of the three sites and provides accommodation for three members of the admin team and a residential caretaker. One of the classrooms is used two days a week as a Work Club with clients referred from Job Centre Plus.

Accommodation

- 15 multipurpose classrooms
- Computer suite
- Large multipurpose / conference space
- Cookery room
- Clothes making room
- Art room
- Nursery comprising of two nursery rooms, manager's office, toilets and outdoor play area
- 5 staff offices including central reception / admin office

Poverest centre

Poverest Centre is the smallest of the three centres and is situated in Orpington. St Mary Cray railway station is 20 minutes walk and it is an average of 5 to 10 minute walk to local bus services. The Poverest centre provides accommodation for the manager with responsibility for the provision for learners with learning difficulties, a member of the admin staff and a residential caretaker. The Poverest nursery was closed in July 2014 and the accommodation is now used for art classes. There are three mobile classrooms in the car park which were previously used as classrooms but are no longer fit for purpose.

Accommodation

- 7 multipurpose classrooms
- Computer suite
- Main hall
- 2 Art rooms
- 6 small staff offices including central reception / admin office

Mottingham Community & Learning Shop

The accommodation at Mottingham Community & Learning Shop consists of two rooms and a kitchen area. BAEC runs one morning, one afternoon and one IT session per week, using one room for each session. During autumn term 2015 courses on Christmas crafts, Christmas cookery and digital photography took place.

Courses planned for spring term 2016 include floristry with business skills, mindfulness and distressing techniques and IT Office Skills.

The Centre Cotmandene

The accommodation at The Centre Cotmandene consists of two rooms. BAEC runs one morning, one afternoon and one IT session per week, using one room for each session. During autumn term 2015 courses on customer care skills, Microsoft Office, knitting and cake decorating took place.

Courses planned for spring term 2016 include business administration skills, spreadsheets for record keeping and cake decoration.

Appendix 4

Alternative providers of Adult Learning

Courses identified as at risk of being discontinued in the Consultation on the Proposal documentation

Course type	Alternative Provider	
	Within Bromley	Outside Bromley
Astronomy	Orpington Astronomical Society Planet Earth Education (Beckenham & Bromley) The Open University	Adult Education College Bexley
Badminton	David Lloyd (Beckenham) Park Langley (Beckenham) Harris Academy (Crystal Palace) Coopers School (Orpington) Bromley Health Club (Virgin Active)	Adult Learning Lewisham
Beauty and Complementary Therapy	Bromley College FE TLT Academy (Hayes) Blingz Hair & Beauty Academy (Chislehurst)	Greenwich Community College The Learning Centre Bexley Croydon College Lewisham Southwark College Next Step (Croydon) Bexley College
Business	Bromley College FE JACE Training & Assessment (Bromley)	CALAT (Croydon) The Learning Centre Bexley Croydon College Lewisham Southwark College Bexley College Greenwich Community College
Clock Repairs		
Computing/IT	Age UK (Bromley) U3A (Bromley) Beckenham College Bromley College FE Bromley Libraries	Bexley College Greenwich Community College The Learning Centre Bexley Croydon College Adult Learning Lewisham Lewisham Southwark College Orpington 1 st CALAT (Croydon)
Etching and Printmaking		Kent Adult Education (Tunbridge Wells) Bexley College Adult Learning Lewisham Colfe's School
First Aid	British Red Cross (Bromley) Med Aid UK (Beckenham) Active First Aid Training (Bromley) Bromley Tennis Centre	Adult Learning Lewisham Greenwich Community College The Learning Centre Bexley
Floristry	Hadlow College (Mottingham) The Knowledge Academy (Bromley) Hayes Flower Club	Adult Learning Lewisham Lewisham Southwark College Greenwich Community College CALAT (Croydon) The Learning Centre Bexley
Gardening	Capel Manor College (Crystal Palace) Plews Garden Design (Beckenham) Hadlow College (Mottingham) U3A (Bromley)	Adult Learning Lewisham Greenwich Community College Coolings Garden Centre (Knockholt)
Guitar	Pete's Guitar Lessons (Bromley) Guitar Lessons Bromley Keir Moore (Bromley) U3A	Adult Learning Lewisham Greenwich Community College

History	Bromley College FE Workers Educational Association (Bromley) NADFAS (Beckenham)	Bexley College The Learning Centre Bexley
Interior Design	The Knowledge Academy (Bromley)	Adult Learning Lewisham
Jewellery Making	Crafts Bee (Beckenham) Cote Jewellery (Orpington) Charm School Crafts (Beckenham)	Adult Learning Lewisham Greenwich Community College Kent Adult Education (Tunbridge Wells) The Learning Centre Bexley CALAT (Croydon) Croydon Jewellery School
Meditation	Bromley Mindfulness Dorjechang Buddhist Centre (Bromley) Chantry Studios (Bromley) Benefit from Meditation (Bromley Common)	Adult Learning Lewisham Greenwich Community College The Learning Centre Bexley
Picture Framing	Gallery Seventeen (Beckenham)	
Photography	Bromley College FE Jill Collier Photography (Orpington) Bromley Camera Club Age UK Bromley	Croydon College Adult Learning Lewisham Greenwich Community College The Learning Centre Bexley Bexley College
Pottery	Gallery Seventeen Clan Works Ceramics (Bromley) U3A (Bromley; Beckenham)	Adult Learning Lewisham Greenwich Community College Kent Adult Education (Tunbridge Wells) CALAT (Croydon) The Learning Centre Bexley Lewisham Arthouse
Psychology	U3A (Bromley)	Bexley College Greenwich Community College The Learning Centre Bexley
Qi Gong	Bromley Tai Chi & Qi Gong Shaolin Lotus (Bromley) Karma Studios (West Wickham) Sanshu UK Kung Fu School (Bickley) Nie Gong & Qi Gong Health Class (Beckenham) South London Tai Chi & Qi Gong Meetup (Penge) Universal Healing Tao UK	Adult Learning Lewisham Greenwich Community College
Sculpture		Bexley College Adult Learning Lewisham CALAT (Croydon) Kent Adult Education (Tunbridge Wells) The Learning Centre Bexley
Sign Language	Bromley College FE British Sign (Online) Deaf First (West Wickham) Sign and Sign (Bromley; Beckenham; Chislehurst, Petts Wood)	The Learning Centre Bexley CALAT (Croydon)
Silversmithing	Crafts Bee (Beckenham) The Knowledge Academy (Bromley) Creative Space (Chislehurst)	Greenwich Community College Kent Adult Education (Tunbridge Wells) CALAT (Croydon)
Stained Glass	Crafts Bee (Beckenham)	Greenwich Community College Adult Learning Lewisham CALAT (Croydon) The Learning Centre Bexley
Tai Chi	Bromley Tai Chi & Qi Gong Shaolin Lotus (Bromley) Karma Studios (West Wickham)	Adult Learning Lewisham Greenwich Community College Adult Education College Bexley

	South London Tai Chi & Qi Gong Meetup (Penge)	
Theatre Studies	U3A (Bromley)	Adult Learning Lewisham The Learning Centre Bexley
Ukulele		Adult Learning Lewisham Greenwich Community College
Upholstery	The Knowledge Academy (Bromley)	Kent Adult Education (Tunbridge Wells) Kingston Adult Education (Tunbridge Wells / Sevenoaks) Adult Learning Lewisham The Learning Centre Bexley Greenwich Community College
Woodcarving	The Knowledge Academy (Bromley) Wood Carving Workshops (E-Learning)	CALAT (Croydon) The Learning Centre Bexley
Woodwork	Bromley College FE of Further and Higher Education The Knowledge Academy (Bromley)	CALAT (Croydon) Croydon College The Learning Centre Bexley

Courses identified as at risk of being reduced in the Consultation on the Proposal documentation

Course Type	Alternative provider	
	Within Bromley	Outside Bromley
Art Appreciation	U3A (Bromley) NADFAS (Beckenham; Bromley) Bromley Art Society	Kent Adult Education
Bookkeeping	Bromley College FE emagister (Bromley) Cotmandene Community Resource Centre (Bromley) The Knowledge Academy (Bromley)	CALAT (Croydon) Lewisham Southwark College The Learning Centre Bexley Greenwich Community College Kent Adult Education
Botanical Illustration	The Knowledge Academy (Bromley)	CALAT (Croydon) Adult Learning Lewisham Kent Adult Education (Tunbridge Wells)
Bridge	U3A (Bromley) Beckenham Bridge Club Bromley Novice Bridge Club Orpington Bridge Club	Kent Adult Education (Sevenoaks) Surrey Bridge School (South Croydon)
Cake Decorating & Sugar Craft	Bromley College FE Munchin Kitchen (Westerham Hill) Crafts Bee (Beckenham) Shelley's Cakes (Chislehurst) The Knowledge Academy (Bromley) Cocoa & Heart (Private Lessons Bromley)	CALAT (Croydon) Adult Learning Lewisham Adult Education Bexley The Learning Centre Bexley Greenwich Community College
Childcare	Bromley College FE The Knowledge Academy (Bromley) Bromley Childminding Association (West Wickham)	Adult Learning Lewisham Lewisham Southwark College Croydon College Adult Education Bexley The Learning Centre Bexley Greenwich Community College Bexley College
Clothes Making	The Knowledge Academy (Bromley) Crafts Bee (Beckenham) Little Woollie (Bromley) Ripley Arts Centre (Bromley)	CALAT (Croydon) Adult Learning Lewisham Adult Education Bexley The Learning Centre Bexley Greenwich Community College

Cookery	Bromley College FE The Knowledge Academy (Bromley) Kitchen Stars (Bromley)	CALAT (Croydon) Adult Learning Lewisham Lewisham Southwark College Croydon College Adult Education Bexley The Learning Centre Bexley Greenwich Community College
Counselling	Bromley College FE The Knowledge Academy (Bromley) Counselling & Psychotherapy Training Academy (Bromley) Bromley Community Counselling Service	CALAT (Croydon) Lewisham Southwark College The Learning Centre Bexley Greenwich Community College Tunbridge Wells Adult Education
Dance	U3A (Bromley) David Lloyd (Beckenham) Bromley Salsa Chantry Studios (Bromley) Dance Fusion (Orpington) Magpie Dance (Bromley) Studio 74 (Bromley) JJ Dance Studios (Beckenham) Stephaneez School of Dance (Various) Freelance Dance Company (Bromley; Beckenham) Ripley Arts Centre (Bromley)	CALAT (Croydon) Lewisham Southwark College Adult Education Bexley The Learning Centre Bexley Greenwich Community College Bexley College
Drawing and Painting (Inc Life and Portrait)	U3A (Bromley) Bromley College FE Ripley Arts Centre (Bromley) Gallery Seventeen (Beckenham) West Wickham Arts Association Park Langley Club (Beckenham)	CALAT (Croydon) Adult Learning Lewisham Croydon College Adult Education Bexley The Learning Centre Bexley Greenwich Community College Bexley College Sevenoaks Adult Education Centre
ESOL	Bromley College FE Bromley Language Centre	CALAT (Croydon) Adult Learning Lewisham Lewisham Southwark College Croydon College Adult Education Bexley The Learning Centre Bexley Greenwich Community College Bexley College
Food Safety (for Unemployed Adults)	Bromley College FE The Knowledge Academy (Bromley) JACE Training (Bromley)	CALAT (Croydon) Adult Learning Lewisham Croydon College The Learning Centre Bexley Bexley College
London Walks	U3A (Bromley) The Knowledge Academy (Bromley)	The Learning Centre Bexley (Guided walks)
Modern Foreign Languages	U3A (Bromley) The Knowledge Academy (Bromley) Bromley Language Centre	CALAT (Croydon) Adult Learning Lewisham The Learning Centre Bexley Greenwich Community College Kent Adult Education (Tunbridge Wells)
Patchwork and Quilting	The Knowledge Academy (Bromley) Little Woollie (Bromley)	CALAT (Croydon) Adult Learning Lewisham Adult Education Bexley The Learning Centre Bexley Greenwich Community College Kent Adult Education (Tunbridge Wells)

Pilates	<p>David Lloyd (Beckenham) The Knowledge Academy (Bromley) Chantry Studios (Bromley) JK Pilates (West Wickham) Synergy Pilates (Bromley Common) Karma Studios (West Wickham) Denise Callaghan (Bromley; Orpington) Pilates With Judith (Bromley; Chislehurst) Breeze Yoga Petts Wood War Memorial Hall Nuffield Health (Bromley Common) Bamboo Fitness (Crystal Palace) Aljfitness (Bromley) Active Life Osteopathy (Bromley) Birtenshaw Methodist Church & Bromley Cross Village Hall Beckenham Pilates The Park Langley Club (Beckenham)</p>	<p>CALAT (Croydon) Adult Learning Lewisham The Learning Centre Bexley</p>
Yoga	<p>David Lloyd (Beckenham) The Knowledge Academy (Bromley) Chantry Studios (Bromley) Karma Studios (West Wickham) Breeze Yoga Petts Wood War Memorial Hall Nuffield Health (Bromley Common) Bamboo Fitness (Crystal Palace) Birtenshaw Methodist Church & Bromley Cross Village Hall Yoga Classes Bromley Yoga Studio Bromley Yoga with Deena (Bromley) AH Yoga (Bromley & West Wickham) Virgin Active (Bromley) Open House Yoga (Beckenham) Ripley Arts Centre (Bromley)</p>	<p>CALAT (Croydon) Adult Learning Lewisham The Learning Centre Bexley Greenwich Community College</p>

Equality Impact Assessment

Bromley Adult Education College – proposed changes for September 2016

Background:

Lifelong learning is learning in its broadest sense – across all age groups and for a range of purposes:

- For access to work;
- For career development; to refine a skill or specialism;
- For interest and leisure;
- To develop independence and life skills.

In essence, lifelong learning provides people of all ages with training for employment and career development and learning for personal development.

The work of Bromley Adult Education College (BAEC) can be categorised into these two key delivery functions; training for employment and career development and learning for personal development (sometimes referred to as leisure or informal learning).

Training and development

- The work surrounding training and development is supported by a combination of the Adult Skills Budget, students' fees, student loans and employer contributions. It is very much focussed on national government priorities and local employment and training needs.
- At BAEC, this area of work includes a range of vocational qualifications at levels 1 – 3, adult literacy and numeracy and English for speakers of other languages (ESOL). It also includes training in independent living skills for adults with disabilities and the recently expanding partnership work with Job Centre Plus and Affinity Sutton focussed on supporting local adults into employment. The income from this area of work also supports a work club at the Kentwood Centre in Penge, which meets on one morning each week and works with unemployed adults to help them develop job search skills, Curriculum Vitae (CV) writing and interview techniques.
- BAEC also delivers a range of corporate training for the local authority, such as the corporate ICT, as well as managing the training for Early Years and for the schools' workforce previously delivered through the Education Development Centre (EDC) and including the Governor Services offer.

Personal developmental learning

- This non-accredited provision is supported by the Community Learning Fund from the Skills Funding Agency (SFA), as well as student fees and payment "in kind" from various community partners, usually in the form of free accommodation and/or resources.
- The Community Learning Fund is provided to local authorities to support informal adult learning at a local level, helping to meeting local needs and strategic objectives. Local authorities across England use these funds in very different ways and not all use it to provide "leisure type courses", but instead focus solely on non-regulated literacy, numeracy, English for Speakers of Other Languages (ESOL) and ICT to deprived communities, particularly amongst the inner city and more isolated rural communities.
- At BAEC, this fund currently supports a wide range of non-accredited learning opportunities, some of which are provided in partnership with a range of local

community and third sector organisations to help engage non-traditional adult learning participants. The Community Learning Fund also supports family learning, working in partnership with schools to encourage intergenerational learning and working with parents to help them support their children with homework. This aspect of Adult Education delivery has a strong focus on responding to the needs of the local community and delivery within the local community.

Reasons for the proposed changes

- Bromley Council has to make more than £50m savings over four years, from a total budget today of just over £200 million. It is in this context and with significant reductions in grant funding for Further Education, coupled with the need to direct more limited resources towards vulnerable groups and those getting back into work, that it has become necessary to review the focus of this service.
- The goal is to create a sustainable adult education service to operate with a reduced budget, lower levels of funding and to reduce overspending.
- The proposal is to revise the adult education service to focus on adults and communities of the greatest need within the Borough, close the Widmore site but retain Kentwood and Poverest sites for the delivery of adult education.

Part 1: Initial Screening

Aims and Objectives

The aim is to identify any groups likely to be significantly disadvantaged as a result of the proposed changes and to identify any possible interventions to mitigate these disadvantages.

Beneficiaries

- Residents of the London Borough of Bromley
- Community partners

Departments or agencies involved in delivery of the provision

- Bromley Job Centre; Alexandra Infant School; Blenheim Primary School; Bromley Children Project; Castlecombe Primary School (Academy); Harris Primary Academy Kent House; Hillside Primary School Academy; Leasons Primary School; Poverest Primary School; School Standards (Bromley); St Peter and St Paul Catholic Primary School; Perry Hall Primary School (Academy); Biggin Hill CFC; Blenheim CFC; Burnt Ash CFC; Castlecombe CFC; Community Vision CFC; Cotmandene CFC; St George's, Bickley, CE Primary School; St Paul's Cray CE Primary School; Midfield Primary School; Red Hill Primary School; Diagrama; Mottingham CLS; Cotmandene CRC; Carers Bromley; CPCDT Crystal Palace Community Development Trust; Community Futures; Community-Options; Hilda Lane Community Association; Keniston Housing Association; Magpie Dance; Orpington Chinese Community Association; Relate Bromley; Society for the Advancement of Black Arts; Turn Around; Bromley Bengali Welfare Association; Bromley Somali Community Association; Bromley Healthcare Community Interest Company; Creative Learning; Certitude; Age UK Bromley and Greenwich.

Part 2: Gathering Evidence

Source of Evidence	Details
Consultation	Feedback from Student/Stakeholder Consultation.

User Feedback	Student focus groups, partnership meetings
Other	Data analysis, staff meetings

Equalities Monitoring Data - Full Year 2014/15 (academic year)

Total Learners

Learner Type	Number
Community Learning Learners	4274
EFA Learners (Education Funding Agency – qualification provision for 16-19 year olds)	3
Adult Skill Funding Learners	1571
24+ Loan Learners (Level 3)	15
Non-Funded Learners	1007
Total Learners	6450

Age

	16-18	19-24	25-39	40-50	60+	Unknown/ Under 16
Age profile % All	0.9%	4.3%	25.3%	39.4%	29.7%	0.4%
Age profile - CL %	0.2%	2.8%	19.1%	36.3%	41.2%	0.4%
Age Profile - ASF%	0.2%	7.0%	35.5%	47.7%	9.6%	
Age Profile 24+ loans	n/a	n/a	40.0%	53.3%	6.7%	
Age Profile Non Funded	5.0%	6.2%	37.1%	40.0%	11.4%	0.3%

Physical disability

	Mobility	Hearing Impairment	Visual Impairment	Mental ill Health	Multiple	Medical	Other	No Disability	Non-declaring
Disability % (All)	1.6%	1.4%	0.6%	1.4%	1.2%	2.1%	2.1%	84.9%	4.7%
Disability % on CL	1.9%	1.7%	0.7%	1.2%	0.8%	1.7%	1.4%	86.3%	4.3%
Disability % on ASF	2.1%	1.1%	0.9%	2.0%	2.8%	3.5%	3.8%	80.9%	2.9%
Disability on EFA								100.0%	
Disability on 24+ loans				6.7%	6.7%			80.0%	6.7%
Disability on Non Funded	0.6%	0.8%	0.1%	1.4%	0.3%	1.8%	0.5%	86.0%	8.5%

Learning Disability

	Dyslexia / Dyscalculia	Moderate Learning Difficulty	Other	No Learning Difficulty / Disability	Non-declaring
Learning difficulty / disability (All)	2.4%	2.1%	1.6%	88.5%	5.4%
Learning difficulty / disability CL	1.9%	0.9%	0.8%	91.2%	5.2%
Learning difficulty / disability ASF	4.0%	6.0%	4.2%	82.5%	3.2%
Learning difficulty / disability EFA				100.0%	
Learning difficulty / disability 24+ Loans				11.0%	
Learning difficulty / disability Non-Funded	2.2%	0.9%	0.4%	87.7%	8.8%

Ethnicity

	Asian / Asian British	Black / Black British	Mixed Ethnic Group	Other	White	Non-declaring
Ethnicity % (All)	6.0%	7.1%	3.1%	4.5%	79.2%	<0.1%
Ethnicity % CL	4.4%	3.9%	2.0%	4.2%	85.4%	<0.1%
Ethnicity % ASF	9.4%	15.1%	5.7%	4.3%	85.4%	<0.1%
Ethnicity % EFA					100.0%	
Ethnicity % 24+ Loans	13.3%	6.7%	13.3%		66.7%	
Ethnicity % Non-Funded	7.4%	7.8%	3.1%	6.0%	75.7%	

Gender

	Gender % (All)	Gender % CL	Gender % ASF	Gender % EFA	Gender % 24+ Loans	Gender % Non-Funded
Female	77.2%	78.9%	71.2%	100.0%	73.3%	82.0%
Male	22.8%	21.1%	28.8%	0.0%	26.7%	18.0%

Non-Protected Characteristics Monitoring data Full Year 2014/15

Students by Ward

Ward Name Red = close to Widmore; Blue = near to Poverest; Green = near to Kentwood	Learners All	Learners CL	Learners ASF
Bickley	353	255	71
Bromley Common and Keston	256	154	63
Bromley Town	358	240	74
Biggin Hill	100	60	22
Chelsfield and Pratts Bottom	187	131	47
Chislehurst	260	181	46
Clock House	245	167	62
Coopers Cope	245	166	55
Cray Valley East	231	160	46
Cray Valley West	290	226	45
Crystal Palace	208	91	106
Darwin	43	34	7
Farnborough and Crofton	222	164	30
Hayes and Coney Hall	260	190	31
Kelsey and Eden Park	265	187	61
Mottingham and Chislehurst North	167	130	23
Orpington	204	153	40
Penge and Cator	380	217	138
Petts Wood and Knoll	237	189	32
Plaistow and Sundridge	302	205	70
Shortlands	172	131	37
West Wickham	237	183	41

ESOL Enrolments by Ward

Ward	Learners All	Learners ASF	Learners CL	Learners Non Funded
Bickley	7	7		
Bromley Common	4	4		
Bromley Town	27	24	2	3
Chislehurst	5	5		
Clock House	9	9		
Copers Cope	15	15		
Cray Valley East	4	4		
Cray Valley West	7	7		
Crystal Palace	50	48	2	5
Darwin	1	1		
Farnborough and Crofton	2	2		
Hayes and Coney Hall	4	4	1	1
Kelsey and Eden Park	12	12	2	
Mottingham and Chislehurst North	5	5	1	1
Orpington	6	6		
Penge and Cator	49	47	8	6
Petts Wood and Knoll	3	3		
Plaiestow and Sundridge	7	7	2	1
Shortlands	8	8		
West Wickham	3	3		

ESOL Enrolments by main centre

Centre	Learners All	Learners ASF	Learners CL	Learners No ILR
Kentwood	177	168	15	17
Poverest	13	13		
Widmore	134	127	8	11

Nursery Usage Data

Widmore Nursery Usage	Age of child on joining nursery		Total
	0-2 years	2-5 years	
Children of BAEC students	6	6	12
Students by course			
Beauty	0	1	1
Computing	1	0	1
Counselling & Psychology	1	1	2
English & Maths	1	1	2
ESOL	3	2	5
Yoga	0	1	1
Children of private users	7	42	49
Total usage 2014/15	13	48	61

Kentwood nursery usage	Age of child on joining nursery		Total
	0-2 years	2 years and over	
Children of BAEC	16	27	43
Students by course			
ESOL	7	21	28
FEML ESOL	6	2	8
English FS	0	1	1
GCSE English	0	1	1
Maths	1	1	2
ECDL	2	0	2
Sugarcraft	0	1	1
Children of private users	0	11	11
Total usage 2014/15	16	38	54

Key findings

Student

General

- The majority of students enrolled at BAEC are on CL funded courses, amounting to 66% or 4274 learners in 2014/15. Of those learners on the CL provision, 1048 (25%) were enrolled on the Community Project Provision including the Family learning programmes. >1% of the total amount of learners attend the EFA provision; 24% of all learners attend the ASF provision; >1% of all learners attend 24+ provision; and 15% of all learners attend the Non-funded provision.

Age

- The majority of learners are in the 40-50 age bracket, which amounts to just under 40% of all learners. The majority of learners attending the ASF provision, the 24+ provision, and the Non-Funded provision are each aged between 40-50. The majority of learners attending the CL provision are aged 60+.

Physical Disability

- The vast majority of learners have no disability. The numbers appear to be too low to draw any significant results, however, it is apparent that more learners with a physical disability attend ASF provision, but this is perhaps because some of the discrete provision is for and provides support for those adults with learning difficulties. The overall profile of ASF learners with a physical disability is 2-4%.

Learning Disability

- The majority of learners have no disability. Of those students with a learning disability, in each of the provisions the most declared type of disability is Dyslexia / Dyscalculia, which amounts to just fewer than 11%.
- This data indicates very few with either a physical or learning disability attend the service.

Ethnicity

- The majority of students who attend courses at BAEC are white, being 79.2% of all learners. The majority of Asian/Asian British and of Mixed Ethnicity students attend the 24+ Loans provision. The majority of Black/Black British students attend the ASF provision. The majority of Other ethnicity students attend the Non-funded provision. The majority of White students attend the EFA provision.
- In comparison with the Bromley 2011 Census data on Ethnicity, 2.4% of the Asian/Asian British residents attend courses at BAEC; 2.5% of the Black/Black British residents attend; 1.8% of the Mixed Ethnicity residents attend; 10% of Other Ethnicity residents; and 2% of White residents. From this, the highest proportion of residents to attend compared with their total is those of Black/Black British Ethnicity.
- Overall, the number of learners from these ethnic background account for 2% of all the residents in Bromley.

Gender

- Overall, there are a low number of men attending the college. The majority of men who do attend the college attend the ASF provision (28.8%).
- The largest female group was the 40 – 59 age bracket accessing CL, and the largest male group was also the 40 – 59 age bracket, but accessing ASF. The largest male cohort on CL was the 60+ age bracket.

Students by Ward

- In 2014/15 there were 1013 learners that lived closest to the Widmore Centre, 1098 learners that lived closest to the Kentwood Centre and 962 learners that lived closest to the Poverest Centre. Therefore, there are more learners that live closest to the two proposed remaining centres, than the Widmore Centre.

ESOL learners by Ward

- The majority of ESOL learners were on the ASF provision, amounting to 97%. Crystal Palace had the most ESOL learners overall, and the most learners on the ASF provision also lived in Crystal Palace. The majority of ESOL learners on the CL provision lived in the Penge and Cator Ward, as did the majority of the ESOL Learners on No ILR.

ESOL learners by Centre

- The majority of ESOL learners on ASF, CL and No ILR, attend the Kentwood Centre, amounting to 55%.

Stakeholder

- The main stakeholders are schools and a mix of community and voluntary organisations, or carry out some community activity in the borough. All community and voluntary organisations target and support disadvantaged adults.

Outcome

Screening sufficient

Equality Target Group	Full Impact Assessment required?
Race	YES
Disability	YES
Gender	YES
Age	YES
ESOL	YES
Users of BAEC nurseries	YES

Part 3: Potential Impact

What are the negative impacts associated with this function?

1. Some older learners attending mainstream community provision at the Widmore Centre, will have to travel further to the two remaining centres, Kentwood and Poverest, and will also have less choice of provision.
2. The reduction in ESOL mainstream qualification classes particularly for those residing near, or who attend, the Widmore Centre.
3. The closure of the Nursery at both the Widmore and Kentwood nursery could present a barrier for some learners, especially those attending the ESOL provision. It could be seen as a discriminatory policy against parents in the borough, particularly women.

4. The 1013 learners who live near, as well as those who travel to regularly attend courses at the Widmore Centre would no longer have a local Adult Education Centre. They may be deterred from attending the other centres for example because of more complicated travel arrangements, especially those with mobility difficulties.
5. There is a risk of older, retired learners and residents who attend leisure classes which may be curtailed, becoming isolated, resulting in deterioration of mental and physical well-being, leading to increased costs for other services such as social services and the NHS.
6. Loss of some specialist classes at the Widmore Centre for example Silversmithing and Etching, may lead to these specialist trades being lost in the future.
7. Some courses which could aid a student to set up their own business, or help students return to employment may be curtailed or reduced in volume e.g.:
 - Beauty and complementary Therapy
 - Business
 - Computing / IT
 - Floristry
 - Food Safety
 - Interior Design
 - Picture Framing
 - Childcare
 - Counselling
8. Other Leisure Courses such as Pottery may be discontinued, and cannot be replicated in other centres due to the expensive specialist equipment needed to run the course. Creative classes like this are recommended by local doctors for patients suffering with depression or mental illness as an alternative therapy, alongside or in place of medication. Physical classes such as Yoga and Pilates, like the arts and craft courses, act as a form of therapy and exercise and can help to manage or relieve pain.
9. The unseen poor, disabled and individuals in need who live within 3 miles of Bromley Centre who cannot afford bus fares will have no local Adult Education Centre. This may lead to those individuals becoming isolated, and return to unemployment, with little chance to better themselves. Further, the many individuals using the Bromley food bank, deaf access, dyslexia association, Citizens' Advice Bureau and the many other centrally located charities, will have nowhere to be directed to for advancement.
10. With the potential increase of students attending the Poverest Centre, this may result in a lack of space at break times. This may act as a deterrent for some LDD students who are used to smaller groups and do not like crowds. This may likewise cause a problem for Wheelchair users as they already find it difficult to move about the centre at times, especially when it is busy at break times. Further, access to refreshment facilities will need to be addressed with the potential increase of learners.
11. Some LDD learners, in particular those with autism, will not cope well with the forthcoming changes, so the transition and consolidation of three centres into two will need to be handled sensitively, or risk the loss of those learners.

What are the positive impacts associated with this function?

- The potential increase of ESOL provision in local community venues to engage with hard to reach learners. This could also have the same effect for older and retired learners accessing local community venues, adults with mental ill health and the long term unemployed.
- An increase in Family Learning delivered through schools
- A wider range of mainstream adult education classes offered at the Kentwood and Poverest centres, hopefully leading to a wider geographical spread of learners.
- Delivering more of the Community Learning fund to grass route level to empower local communities to make decisions.

- Increasing access to marginalised groups in the wider community and targeting areas with isolated older residents who don't have the means to pay for courses and/or are not able to travel far to the Kentwood and Poverest Centres.
- Delivering functional skills to isolated communities through a range of vocational and qualifications-based courses.
- Work with a wider range of partners and organisations to bring real benefits to those with mental ill health and chronic health conditions in order to help them achieve better lifestyles.

What is the likely impact on the following protected characteristics?

Equality Target Group	Positive Impact	Neutral Impact	Negative Impact	Comments
Race		✓		
Learning Disability	✓		✓	Positive: increased access in the local community, and throughout the borough Negative: Reduction of provision, those who attended Widmore would not be able to following the proposed closure. However, this would only affect a small cohort.
Physical Disability	✓		✓	Positive: More accessibility in the Kentwood and Poverest Centres, where the provision is to continue under the proposed changes. Negative: Those with mobility difficulties may find it more difficult to travel to the other centres.
Gender (male, female, transgender)		✓		
Age	✓		✓	Positive: Isolated, marginalised older adults will have provision in their local community rather than travelling to one of the BAEC centres. Negative: Less choice of activities for older learners, and there is a large cohort attending BAEC.
ESOL (incl. Unemployed / No qualifications)			✓	Those who live close to Widmore would have no local centre. This could be mitigated by finding delivery partners to help provide non-accredited ESOL in the central Bromley area.
Nursery Users			✓	Parents who need access to a nursery to attend classes will no longer have access to provision for childcare on the adult education site.

Consultation

A six week public consultation was launched on 21 October, running until 6th December 2015. This consultation allowed everyone within and outside the borough, who were either a stakeholder, student (including an individual on behalf of a student), user of other services for example the Nursery, or local community organisation to participate via an online survey. In total, there were 1,160 responses, 1,036 of which were completed and 124 partial responses. The data from these responses has been used to inform this Equality Impact Assessment.

Part 4: Impact Assessment Action Plan

What plans could be built in to address the negative impacts as identified above?

Negative impact	Action to be taken	Expected outcomes	Timescale
1.	Identify alternative venues and/or alternative providers across the Bromley area.	Dispersal of Leisure-type courses across different providers and/or venues across the Bromley area.	Process to start following the final decision.
2.	Establish ESOL Community learning, delivered through Community partners. Place classes at venues such as the Mottingham Centre and Church Halls.	ESOL provision dispersed into community venues across the Bromley area.	Process to start following the final decision.
3.	Identify alternative providers in order to signpost provision, and ensure eligible learners are made aware of funding for alternative nursery care.	Eligible learners will have access to alternative childcare provision across the Bromley area.	June 2016
4.	Identify alternative venues and/or alternative providers across Bromley.	Dispersal of Leisure-type courses across different providers and/or venues across the Bromley area.	Process to start following the final decision.
5.	Include the Social Services and Public Health departments of the Council in partnership arrangements to target provision for the most vulnerable learners in order to access them and deliver community provision.	Vulnerable learners will have access to community provision across Bromley in order to help their well-being.	May 2016
6.	Identify equipment that can be easily relocated to either Kentwood or Poverest. Identify alternative existing providers, and those providers able to relocate resources to their own premises.	The majority of the range of courses currently on offer will be offered by BAEC and other providers across Bromley.	Process to start following the final decision.
7.	Find alternative providers within the borough in order signpost these providers online. Prioritise employment related courses where funding and facilities allow and where a local need is indicated.	Learners will have access to a range of employment-based courses across the Bromley area.	Process to start following the final decision.
8.	Identify alternative providers within the Bromley area. Yoga and Pilates courses will continue as part of the provision offered by BAEC. Support tutors to make alternative arrangements outside the council, and signpost these courses on the BAEC website. Continue work with existing community partners to support adults with mental ill health.	Continuation of a wide range of courses. Continued partnership with the Public Health and Social Services departments will help support signposting for medical referrals.	Process to start following the final decision.
9.	Strategic Partnership Board partners will have remit to ensure disadvantaged groups have access to lifelong learning in local	A wide range of provision will be on offer in community venues to support disadvantaged adults in Bromley.	June 2016

	community venues.		
10.	Working strategically to ensure LDD provision is put in place with staggered breaks to help the process.	Full integration of LDD users and no disruption to their learning and the LDD provision.	June 2016
11.	Putting strategies in place to ensure all LDD learners are integrated.	Full integration of LDD users and no disruption to their learning and the LDD provision.	June 2016