

CREATE YOUR FUTURE

**ADULT
PROSPECTUS
2020/21**



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Whilst every effort is made to ensure the information in this guide is correct at the time of printing, some details may be subject to change. For up-to-date information visit www.waltham.ac.uk, call 020 8501 8501 or email myfuture@waltham.ac.uk.

Welcome and Create Your Future



I'd like to wish you a very warm welcome to Waltham Forest College. I'm really pleased that you're considering joining our diverse community of talented and successful students.

Whether you're a young adult who entered the job market early or a parent who is sending their own children off to college, it's never too late to start thinking about your continuing education.

This is the chance to increase

your earning potential by starting an Access to Higher Education, Part-time or Apprenticeship course that's right for you.

You may be entitled to study for free if you earn an annual gross salary of less than £20,572 or are in receipt of benefits. For more information contact us at myfuture@waltham.ac.uk.

Our Adult Admissions Team are at hand to help guide you in choosing the right subject and

level to Create Your Future. Students are taught by academic staff and associate lecturers who are experienced in their field.

I look forward to meeting you and welcoming you to the College.

Dr Joy Kettyle
Principal and Chief Executive

Explore our courses

Access to Higher Education

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Qualifications explained

Access to Higher Education

Level 3 Access programmes are available to students aged 19+ who are looking to go to university, but may not have the required qualifications. Access courses are equivalent to A-Levels. Once finished you could decide to progress onto university to study a degree or go straight into employment.

Pre-Access

Pre-Access courses are equivalent to GCSEs and are available to those who do not have traditional qualifications. They give you the literacy, numeracy, research and employability skills required to progress onto one of the College's Access courses.

VRQ and NVQ

Vocationally Recognised Qualifications and National Vocational Qualifications are courses that give students the skills and knowledge to meet the standards of a particular industry. Instead of sitting many exams you will be assessed on a day-to-day basis to highlight achievements during your course.

CACHE

CACHE qualifications are awarded by the Council for Awards in Care, Health and Education - the UK's leading provider of vocational qualifications for those working in the care and education sectors. CACHE offers a wide range of qualifications suitable for individuals involved in early years education, childcare, and health and social care.

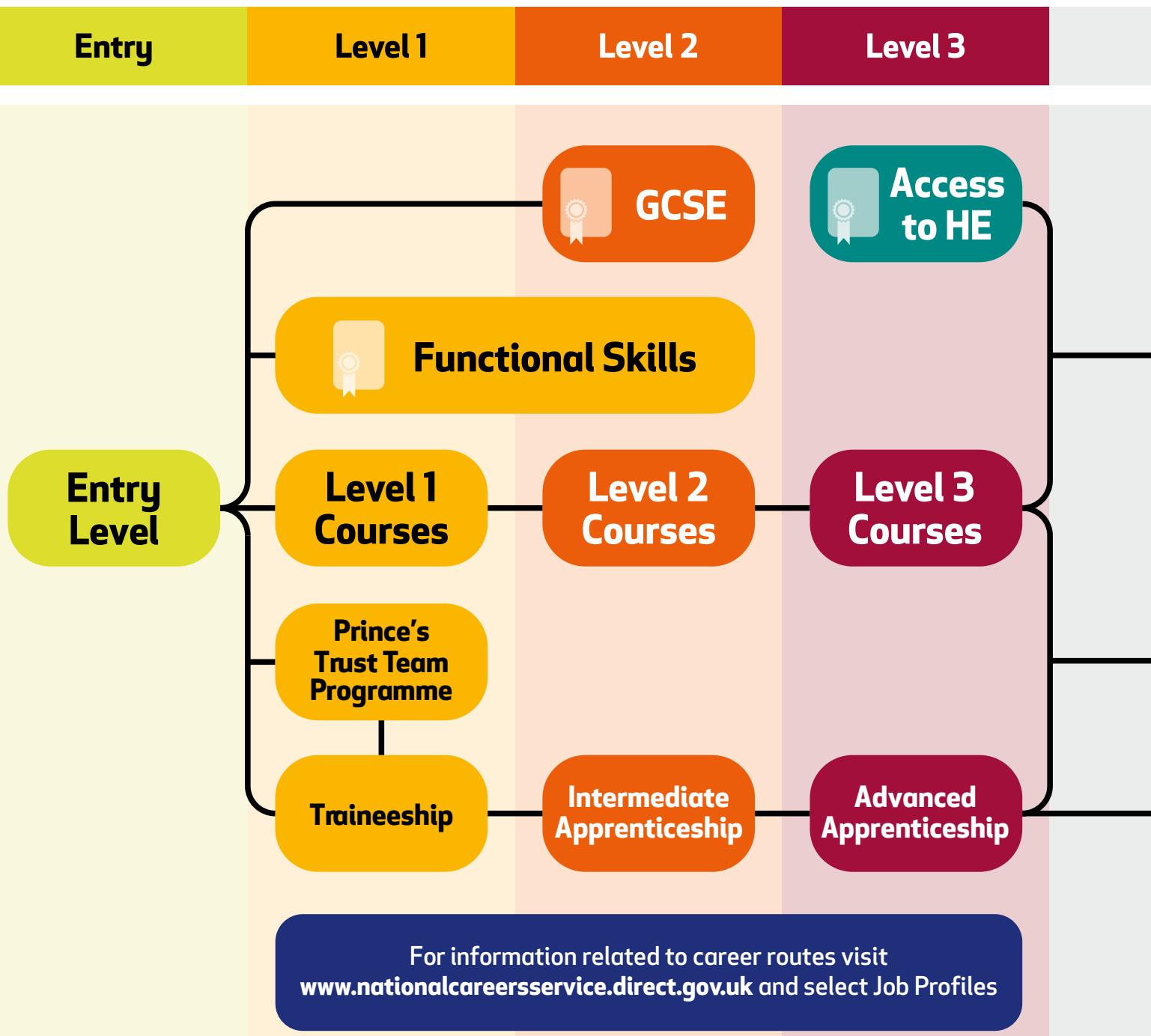
AAT

AAT qualifications are internationally recognised qualifications awarded by the Association of Accounting Technicians. It is the world's leading professional body for accounting technicians.

VTCT

Vocational Training Charitable Trust (VTCT) is a specialist awarding and assessment organisation offering vocational and technical qualifications in a range of service sectors.

Further Education Progression Routes



Higher Education Progression Routes

Level 4

Level 5

Level 6

Level 7



Higher Apprenticeship

Degree Apprenticeship

For information related to career routes visit
www.nationalcareersservice.direct.gov.uk and select Job Profiles

Career pathways

At Waltham Forest College we have what it takes to accommodate adults who have left education and are thinking of returning, or who have gone through school, but will need to re-skill.

Whether you want to improve your professional skills, start your own business or learn something new, we have just the course for you. We have a range of flexible full-time, part-time, fast-track or evening courses available in a wide range of subject areas providing career pathways into:

Employment

Our courses are designed for learners to develop employability skills to thrive and be able to successfully compete for new job opportunities.

University

We have a range of one year fast-track Access to Higher Education courses. These are designed to get you qualified and ready for university.

Apprenticeships

Earn while you learn on a work-based learning programme that is delivered via a blend of on and off-the-job training, whereby people can apply their skills in real work contexts.

Application process

Apply

Once you have found your chosen course, you can submit an application via the College website by clicking 'Apply Online'. Alternatively you can complete the application form in the back of this guide and post it to the College.

Interview

You will be invited in to the College for an informal interview where you will have the opportunity to meet the subject tutor, who will review your application and give you further information. This will also be an opportunity for you to make sure that this is the right course for you and have all your questions answered.

Offer

You will be notified within 4 working days following your informal interview and/or assessment to confirm whether you have been given an offer.

Enrol

Once you have accepted the offer, you can now begin to '**Create Your Future**' with us. You will be invited to come in and confirm your place by enrolling onto your course.

Why study at Waltham Forest College?

Our Mission

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures.

Our Vision

Inspiring learners to create their future.

Our Values

RESPECT

The abilities, beliefs and cultures of all are valued and respected.

OPPORTUNITIES

Creating opportunities for all.

FOCUS

We are a 'people' and a 'culture' focused organisation, placing learners, staff, parents, employers, partners and neighbours at the heart of what we do.

EQUALITY, DIVERSITY AND INCLUSION

Celebrating differences and uniting everyone.

SUPPORTING ASPIRATIONS

Through support, all are encouraged to believe in themselves and fulfil their aspirations and goals.

TEAMWORK

We recognise and value the contribution of individuals and teams in achieving the College's mission, vision and goals.





A large range of full-time and part-time courses on offer.



Working with employers and universities to make sure we are teaching you relevant skills.

RUSSELL GROUP

Students progress to Russell Group universities.



Progression routes to Apprenticeships, Higher Education and Employment.



Over £25 million invested in classrooms and facilities over the last 5 years.



Financial support with bursaries available.



Hair, beauty and barbering treatments and haircuts from our Elite Salons at discounted rates.



Sporting activities to develop your skills and competitive edge.



Office 365

Access to the full Office 365 suite, including downloadable apps.



High-quality support from our Services for Students Team.



Cafés which serve a selection of hot and cold food daily.



Costa Coffee available on campus for refreshments.

Student experience

There can be so much more to student life than studying, and Waltham Forest College will invest in your student experience as well as your academic success.

Students' Union

The Students' Union represents the learners of Waltham Forest College and are elected by students at the start of every academic year. The Students' Union are the leaders of the student body, and are responsible for embracing the views of students voiced via formal or informal channels.

College Events

Each year the College hosts a number of themed events to enhance the learners' experience, employability and career prospects. These include:

Higher Education Fair

Volunteering / Careers Fair

Student Conference

Industry guest speakers

Enrichment

Our enrichment programmes are inspired by the notion – 'physical fitness enhances mental concentration'. Every year we run a programme of sports activities to enrich and empower you, enabling you to take part in new challenges and meet new friends. These include:

Football

Netball

Cricket

Swimming

Basketball

Gym

Table tennis

and more...



“Waltham Forest College gave me a chance to further my education without the financial worry. The College is a great place to study and the courses offer flexible hours, which helps being a mother of 3 young children. My time at the College has been nothing short of amazing and the social, learning and career experiences have added value to my life.

I was elected Student Union President and recruited as a Student Ambassador to represent the College. After completing my course with a distinction grade, I then became employed as a Human Resource Administrator within the College's HR Department.

Waltham Forest College helped me to Create My Future!

Nancy Kuforiji

An inspiring multi-million pound eco-friendly building. The ***Creative Industries Centre*** which opened in 2015 has been designed to provide students with industry-standard spaces and resources to develop and display their ideas and work.



The ***STEM Centre*** is a unique venue. This teaching and learning facility for science, technology, engineering and maths aims to support skills development in east London for STEM employment such as nurse training, motor vehicle engineering and engineering CAD and CNC.

The ***Elite Hair & Beauty Salons and Elite Barbering*** is the College's on-site training facilities for hair, beauty and barbering students. Students in the College receive a discount on treatments. Members of the public also have treatments providing hands on experience for our students.



There are three main places to eat in the College. **Cafe on 4** has a variety of hot and cold meals with new menus daily. **Cafe on 2** serves a range of hot and cold beverages and snacks. **The Deli** in the Market Place offers a selection of breakfast rolls, paninis, wraps and patties.



Our **Mallinson Restaurant and kitchens** have everything you need to train to be a professional chef. Our brand new training kitchen features modern technology including, ceiling mounted cameras for students to record and review their skills, as well as kitchen and restaurant monitors to show demonstrations.

The **Learning Resource Centre** is the main study hub of the College. It provides a vast range of resources, including an online library holding thousands of books, research papers, newspapers and magazines. There are PCs and laptops available for students to use.



The **Student Common Room** is a multi-purpose space where students can relax between lessons, make use of pool tables and table tennis. We also host events throughout the year such as HE Fair, Careers Fair and Volunteering Fair, among others.

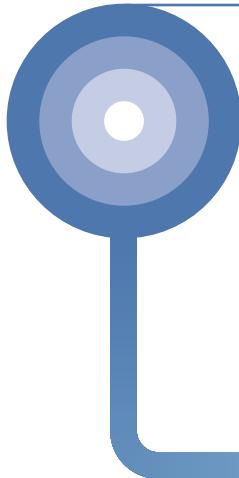


The **Print Shop** offers high quality and affordable printing to members of the public and students.

The College has an on-site **Butcher Shop** which opens on Thursdays from 11:30am - 2:30pm. It sells a range of fresh top quality cuts at competitive prices.



Your college journey



Apply for Your Course

- Find a course that's right for you
- Apply online or by using the application form in the back of this guide

For more information on courses speak to our Student Services Team:



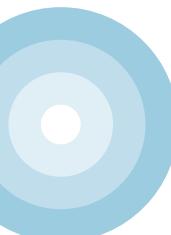
www.waltham.ac.uk



myfuture@waltham.ac.uk



020 8501 8501



Adult Admissions

The Adult Admissions Team is here to help and support you from the initial application stage through to successfully enrolling on your chosen course. The team will:

- Assist you with any course related queries
- Arrange your assessment and interviews
- Send you notifications about your course
- Provide you with confirmation of your offer within 4 working days from the date of your interview
- Connect you to a careers adviser to help you plan your future and assist you with your university applications
- Support applying for Advanced Learner Loan



adultadmissions@waltham.ac.uk



Room 219

Careers Information and Guidance

Many adult learners are not aware of the breadth of jobs and careers open to them. That's why our team of trained career professionals offering impartial careers information, advice and guidance will help you to 'Create Your Future'.

- National Careers Service on campus
- Trained careers advisers
- Dedicated Apprenticeship Team
- Getting you employment ready with mock interviews and CV workshops
- One-to-one support with UCAS application



myfuture@waltham.ac.uk



Room 219

Financial Support

Changing career path or enhancing your skills need not be as costly as you think! The Department of Education has funding support in place to help adult learners access education. You may be entitled to study for free if you earn an annual gross salary of less than £20,572 or are in receipt of benefits, or you could receive support towards the cost of your studies based on your age, the course you choose and your employment status. Our Student Finance Team is dedicated to helping you unlock that support so you can concentrate on your studies. If eligible, you can get funding for:

- Childcare
- Transport
- Course related equipment
- Educational trips



studfin@waltham.ac.uk



Room 224



Learning Resources Centre (LRC)

The Learning Resources Centre is the perfect place to work when you need a quiet space, print your work, explore digital resources and access equipment which includes:

- Books for loan – up to 6 books at any one time
- Print credit topped up 3 times a year
- Scanning and photocopying
- Open Athens online resources
- Standalone PCs in lower and upper area for students
- Laptops for students to use
- Access 'how to' guides to enhance your assignments
- Support with Microsoft packages

 lrc@waltham.ac.uk

 Room 251, LRC

Welfare and Wellbeing

We know that sometimes things don't always go to plan. As a student, you will have access to free appointments with our Welfare and Wellbeing Team for confidential support on a range of issues including:

- Housing
- Benefit advice
- Family difficulties
- Bullying, abuse and domestic violence
- Sexual health advice

 wst@waltham.ac.uk

 Room 224

Student Union and Enrichment

The Student Union are the leaders of the student body responsible for embracing the views of students voiced via formal or informal channels. This is a great opportunity to develop your organisational and interpersonal skills.

Our enrichment programmes are inspired by the notion – ‘physical fitness enhances mental concentration’. Every year we run a programme of sport activities that includes football, futsal, gym, swimming, basketball and much more. All students have access to the YMCA across the road from the College and free swimming sessions in the Community Pool (located on the ground floor in the College).

 myfuture@waltham.ac.uk

 Student Services / Common Room

Student Ambassadors and Alumni

At Waltham Forest College, we’re all about enhancing the student experience throughout the College journey. Examples of this is the Marketing Team’s Student Ambassador scheme and Alumni programme. Students can:

- Represent, promote and get paid as a student ambassador
- Gain meaningful and invaluable work experience
- Enhance your CV portfolio
- Access the knowledge, expertise and connections within our Alumni Community
- Find and post jobs exclusively on the Alumni Group Page
- Share your advice, insights and experience
- Job references to help you secure that dream job

 marketing@waltham.ac.uk

 Room 233

Additional Learning Support

Dyslexia Support

If you have evidence of dyslexia we can offer you 6 hours of out of class support each year.

Evidence can be obtained via a referral from your GP, a private assessment or school reports/documents. This can be used at any point throughout the year, either in 6 consecutive weekly sessions or one session per month over 6 months.

You may be eligible for more support through the Government DSA funding.
Please visit www.gov.uk/disabled-students-allowances-dsas

Mental Health Crisis Support

We understand that returning to learning or at any point during your studies things may feel a little overwhelming. If you suffer from panic attacks or find yourself having a bad day our Crisis Team are on call for Tea & Talk.

You might also find it useful to look at the great FREE resources and advice available through MIND www.mind.org.uk

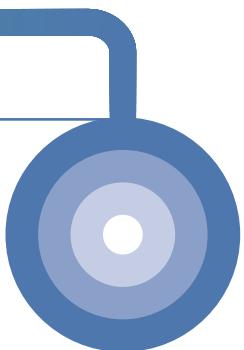
Additional Support Workshops

Our Adult Support Team are available at several different times throughout the week. In these sessions anyone is welcome to pop in and ask questions about assignments or essay writing. We can also help with researching and general study skills.

 learning.support@waltham.ac.uk

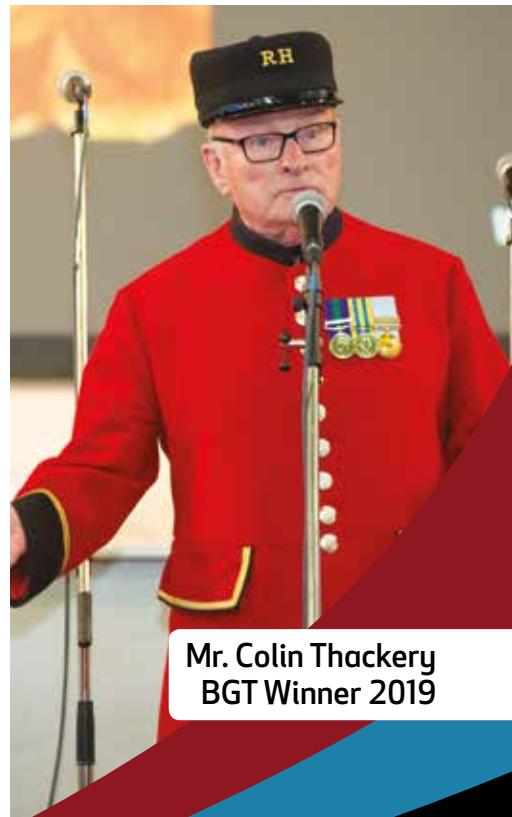
 Room 313

Please note: We do not carry out assessments for Dyslexia/Dyscalculia or Learning Difficulties and we cannot provide 1:1 support for adults 19+





Graduation 2019



mindful education

partnered with Waltham Forest College

Online and On Campus Flexible Accounting Courses



Available courses

AAT Level 2 Foundation Certificate in Bookkeeping (Online & On Campus)

AAT Level 3 Advanced Diploma in Accounting (Online and On Campus)

Visit www.waltham.ac.uk to apply

Enjoy the best of both worlds with flexible online study,
supported by regular college classes with an experienced tutor.

Online

- Access lessons at any time, from any device
- High-quality video lectures, animations and interactive case studies bring concepts to life
- Study around your work life and commitments

Campus

- Combine the benefits of online learning with classroom-based lessons
- Experienced tutors will guide you through the course
- Group activities help apply learning to workplace scenarios



77%

of students agree that
studying for an AAT
Accounting Qualification
has increased their earning
potential

AAT Salary and Career Survey

Access Courses

Access courses are intensive one year fast-track programmes designed to get you the qualifications you need to enter higher education.

They are ideal if you don't have the academic qualifications you need to reach higher education, or if you need a refresher before you return to study.

Course name	Qualification	Level	Duration	Day / Eve
Art and Design	Access	3	34 weeks	Day
Business	Pre-Access	2	30 weeks	Day
Business Management	Access	3	34 weeks	Day
Computing and IT	Access	3	34 weeks	Day
Health, Social Care & Social Work	Pre-Access	2	30 weeks	Day
Law	Access	3	34 weeks	Day
Nursing and Midwifery	Access	3	34 weeks	Day
Social Sciences	Access	3	34 weeks	Day

Detailed information about all our courses can be found at www.waltham.ac.uk

You may be entitled to study for free if you earn an annual gross salary of less than £20,572 or are in receipt of benefits. For more information contact the College at myfuture@waltham.ac.uk

• Typical entry requirements:

Access courses typically follow the below guideline entry requirements. For the full entry requirements please see our website at www.waltham.ac.uk

- Informal interview & assessment
- Evidence of creative ability (Art & Design)

• University progression:

Students that studied Access courses with us went on to complete degree programmes at the following universities:



• What do our students say?

"The College has helped me a lot with developing my personal skills and communication. They've never let me down, so I'm very grateful for the experience they provided."

Bawasht Mostafa
Access to Law

19+ Adult Courses

It can be a big decision to return to education but whether you want to improve your professional skills, start your own business or learn something new for fun, we have the course for you.

Course name	Qualification	Level	Duration	Day / Eve
Accounting				
Foundation Certificate in Bookkeeping	AAT	2	35 weeks	Day/Eve
Advanced Diploma in Accounting	AAT	3	35 weeks	Day
Hairdressing, Beauty and Barbering				
Barbering	Diploma	2	35 weeks	Day/Eve
Barbering	Diploma	3	35 weeks	Day/Eve
Barbering fast-track	Diploma	2	23 Weeks	Day
Beauty Specialist Techniques fast-track	Diploma	2	23 weeks	Day
Beauty Therapy	NVQ Diploma	2	35 weeks	Day/Eve
Beauty Therapy	Diploma	3	35 weeks	Day/Eve
Eyebrow and Eyelash Treatments	Award	2	3 weeks	-
Hairdressing	NVQ Diploma	2	35 weeks	Day/Eve
Hairdressing	NVQ Diploma	3	35 weeks	Day/Eve
Skin Tanning Techniques	Award	2	3 weeks	-
Wax Depilation	Award	2	10 weeks	-
Women's Hairdressing fast-track	Diploma	2	23 weeks	Day

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Course name	Qualification	Level	Duration	Time
Health & Social Care and Early Years				
Childcare	CACHE Certificate	1	36 weeks	Day
Childcare	CACHE Certificate	2	36 weeks	Day
Counselling Skills	Certificate	2	36 weeks	Day
Introduction to Counselling Skills	Award	2	10 weeks	Day
Catering				
Baking and Pastry	Short Course	2	10 weeks	-
Butchery Craft	Short Course	-	6 weeks	Day
Food Preparation and Cooking	Certificate	1	35 weeks	-
Food Preparation and Cooking	Diploma	2	35 weeks	Day
Food Preparation and Cooking Pastry Pathway	Certificate	3	35 weeks	-
Food Preparation and Cooking Kitchen Pathway	Certificate	3	35 weeks	-
Professional Patisserie and Confectionery	Certificate	2	35 weeks	Day
Construction, Electrical and Engineering				
18th Edition Wiring Regulations	Short Course	3	10 weeks	Day
Car Maintenance	Short Course	1	6 weeks	Day
DIY	Short Course	1	10 weeks	Day
Electrical Installations	Diploma	2	35 weeks	Day
Electrical Installations	Diploma	3	34 weeks	Day
Inspection and Testing	Short Course	3	18 weeks	Day
Creative Arts				
Art and Design	NCFE Certificate	2	35 weeks	Day
Fashion and Clothing	City and Guilds Diploma	2	35 weeks	Day
Fashion Studio Assistant	Diploma	3	33 weeks	Day
Sport and Leisure				
Exploring the Aviation Industry	Certificate	1	35 weeks	Eve
Introduction to Cabin Crew	Certificate	2	25 weeks	Eve
Sport	Introductory Certificate	1	35 weeks	-

Detailed information about all our courses can be found at www.waltham.ac.uk

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English, Maths & ESOL

English and maths are essential skills for any career pathway you may want to pursue. Employers are now demanding candidates to show good literacy skills and Waltham Forest College can help you achieve this. We will support you to expand your opportunities and achieve your education ambitions.

Course name	Qualification	Level	Duration	Time
English				
Adult English	Functional Skill	E2, E3, 1, 2	34 weeks	Day / Eve
GCSE English for Adults	GCSE	2	34 weeks	Day / Eve
Maths				
Adult Maths	Functional Skill	E2, E3, 1, 2	34 weeks	Day / Eve
GCSE Maths for Adults	GCSE	2	34 weeks	Day / Eve
ESOL				
ESOL Maths	Functional Skill	E1, E2, E3	27 weeks	Day
ESOL Part-time	ESOL Full Award	E1, E2, E3, 1, 2	18 weeks	Day / Eve
ESOL Plus Caring for Children	Certificate	1	35 weeks	Day
ESOL Plus Introduction to the Hair & Beauty Sector	Diploma	1	35 weeks	Day
ESOL Speaking and Listening Part-time	ESOL	E1, E2, E3, 1, 2	18 weeks	Day / Eve

Detailed information about all our courses can be found at www.waltham.ac.uk

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Teacher Training

Our Teacher Training courses are perfect for those looking to move into the education sector or for teaching and learning support assistants already working who would like to receive professional accreditation for their specialist skills.

Course name	Qualification	Level	Duration	Time
Teacher Training				
Education and Training	Award	3	13 weeks	Day
Education and Training	Diploma	5	54 weeks	Eve
Supporting Teaching and Learning in Schools	Certificate	2	34 weeks	Day
Supporting Teaching and Learning in Schools	Certificate	3	34 weeks	Day

Detailed information about all our courses can be found at www.waltham.ac.uk

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Supported Learning

Supported Learning courses are designed for students aged 16-24 in possession of a current EHCP.

These courses will allow students to develop skills for independent living and community involvement while working on improving your self-confidence and communication.

The aim is for students to develop skills to prepare them for future life, work or further study.

We are committed to ensuring our students are at the centre of what we do.

Course name	Qualification	Level	Duration	Time
Supported Learning				
Bridge the Gap	Foundation	Entry	36 weeks	Day
Pathway to Employment A, B	Foundation	Entry	36 weeks	Day
Pathway to Independence A, B, C	Foundation	Entry	36 weeks	Day

Detailed information about all our courses can be found at www.waltham.ac.uk

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SOCIAL EXPERIENCE

We are proud to be crowned the number one London College for learner and employer satisfaction in the prestigious 2018/2019 NICEDX league table for colleges published by FE Week. This College now ranks in the top 3% of overall Further Education colleges in the UK.



LEARNING EXPERIENCE

Waltham Forest College has signed up to become the first institution to join London Metropolitan University's 'Partners in Education' scheme, a new initiative aimed at enabling more people to transform their lives by progressing into higher education.



CAREER EXPERIENCE

Progressing onto the right career is the ultimate goal for every student. Waltham Forest College has a wealth of industry links as well as specially trained staff that can help guide you towards the career of our choice. Be sure to take advantage of our Higher Education and Career Fairs throughout the year.



How to find us



Train / Tube

Trains run to Walthamstow Central from Liverpool Street station. There is a 15 minutes walk to the College. Alternatively, you can get a bus.

Wood Street station is approximately 10 minutes walk from the College.

The Victoria Line ends at Walthamstow Central, which is approximately 15 minutes walk to the College.



Car / Motorbike

The College car park is restricted during the day to staff and visitors, with the exception of motorbikes and scooters. Parking is available during the evening for students taking evening classes and those using the swimming pool. Disabled parking bays are available. If you are a student who requires disabled parking please contact us to find out how we can best accommodate you.



Bus

• From Walthamstow Central:

- Bus 275 stops outside the College
- 212 stops across the road from the College (Shernhall Street)
- Buses 97, 357, 34 or 215 stop at the 'Bell Corner' (junction of Hoe Street and Forest Road). From here, the College is approximately 5 minutes walk.

• From Blackhorse Road Tube station:

- Bus 123 also stops outside the College on route between Tottenham and Ilford



Cycling

Bicycle parking is available at the College for all students, staff and visitors.

Contact us:

 www.waltham.ac.uk

 myfuture@waltham.ac.uk

 020 8501 8501

 Waltham Forest College
707 Forest Road
Walthamstow, E17 4JB

Follow us:



#CreateYourFuture

