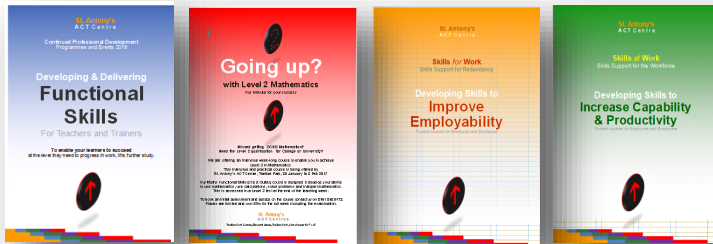


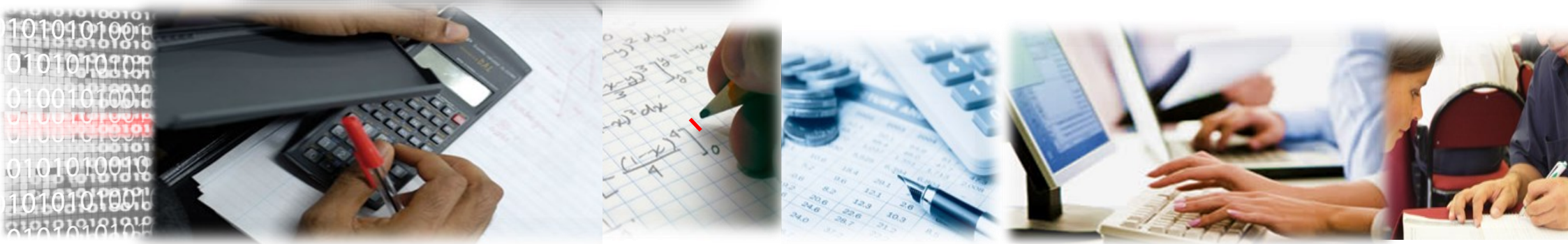
Adult & Community Training

- Skills at Work** Supporting the workforce
- Skills for Work** Supporting people into work
- Professional Skills (CPD)** Supporting people at work
- Skills to Progress** Supporting individuals progress
- Customised Training** matching specific needs



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St. Antony's
ACT Centre

ACT Adult & Community Training Centres
Manchester
Liverpool
Runcorn
Preston
Oldham
Belfast
Accrington



For more information on any of our courses please contact:
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Registered Charity: 1164837



Co-financed by



St. Antony's
ACT Centres

St Antony's Adult & Community Training Centre (ACT) is an accredited training provider, with over 35 years experience and a commitment to providing high quality teaching, learning and achievement. Our experienced and qualified tutors deliver courses in the workplace and in ACT Centres in Manchester, Liverpool, Runcorn, Preston, Oldham, Accrington and Belfast.

We design and deliver training to suit employer and employee needs, operating with the necessary flexibility to meet the requirements of workplaces. We place learner needs at the heart of all we do.

Our programmes focus on the development of effective skills for the workplace and for personal and professional development. We offer a range of training programmes ranging from fundamental work skills to sector-specific programmes. We provide flexible solutions to meet individual and corporate training needs at a pace, time and place to suit your needs - in the workplace, in the community, through distance learning or at one of our ACT Centres located throughout the North West.

Programmes include:

Skills at Work Supporting the workforce (funded*)

Developing Skills to Increase Capability & Productivity with a focus on the development of effective skills for the workplace through nationally accredited training programmes ranging from essential and fundamental work skills to sector specific courses.

Training is necessary to enhance capability and improve competitiveness in organisations. In response to the need for increased productivity and capability, we provide **fully funded training*** for those in the workplace.

The benefits to organisations and to their workforce: Upskilling increases capability; increased work promotion prospects; increased productivity through enhanced capability and capacity; increasing competitiveness through capability; enhanced motivation and aspirations

This programme is designed to develop increased capability in the basic work skills - Information Technology, English and Mathematics. This workplace or work based training is fully contextualised to be relevant and applicable to workplace activities.

The aim of this programme is to promote sustainable employment and in-work progression of employees through the delivery of work-related skills training.

Our range of nationally recognised qualifications include:

Information Technology: ITQ qualifications (City & Guilds) from basic (Entry level) to units at advanced level (Level 3)

English: Functional Skills (City & Guilds) in English (Entry level-level 2)

Mathematics: Functional Skills (City & Guilds) in Mathematics (Entry level-level 2)

(*funding; subject to conditions)

Skills for Work Supporting people into/back into work (funded*)

This programme is designed to develop increased capability in fundamental work skills in Information Technology, English and Mathematics. This training is fully contextualised so as to be relevant and applicable to workplace activities.

Our range of nationally recognised (City & Guilds) qualifications include:

Information Technology: ITQ qualifications from basic (Entry Level) to advanced (L3).

English: Functional Skills in English (Entry Level 1 - Level 2)

Mathematics: Functional Skills in Mathematics (Entry Level 1 - Level 2)

Programme Aims The programme is designed to provide the retraining of people to enable re-employment .

The programme aims to provide individuals with enhanced skills, making them competitive and help individuals progress into paid employment.

Professional Skills (CPD) Supporting people at work

Sector specific professional updating and curriculum support programmes including:

Developing & Delivering Functional Skills for Teachers, Trainers and Managers

Aims to understand the purpose and application of Functional Skills and how to successfully deliver; to provide education at an appropriate level to enable learners to succeed - at the level they need to progress in work, life or further study; to explore the practical and relevant qualifications in English and Mathematics as an addition or alternative to GCSE; to enable learners to solve everyday scenarios – making it engaging and relevant for students and providing context for learning – rather than teaching it in the abstract

Target audience Teachers, Trainers, Education Leaders and Managers

Outcomes include-enabling the addition of Functional Skills English & Maths to the school portfolio range and meet the needs of sub-GCSE learners; enabling learners to succeed and be rewarded at the appropriate level; enabling learners to progress to further study or work.

Content Delivery methods with example tasks; Contextualisation-workshop; Schemes and timescales; Initial assessment to determine target level; Example end testing; Quality monitoring and recording; IV and awarding body compliance; Accreditation process requirements.

Sessions 1 full day sessions

Skills to Progress Supporting individuals progress

Skills to enable study progression to FE or HE through a range of progressive qualifications. As an example, we offer intensive and practical courses in Functional Skills, the GCSE alternative (Level 2 Mathematics). We have intensive week-long courses to enable the achievement of Level 2 in Mathematics. Our Maths (City & Guilds) course is designed to develop the ability to use mathematics, solve problems, use calculations and interpret mathematics.

Customised Training programmes

We design training to meet specific personal & professional needs. Examples include:

IT: Spreadsheets, Databases, DTP, Presentations, Email, Internet.

Teaching & Learning: Teaching, Learning, Planning, Monitoring, Safeguarding, QA.

Marketing: Communications, Publishing, Design, Corporate Image Development.

(*funding; subject to conditions)