

## Adult courses at NewVic

NewVic's adult courses can help you develop your skills and prepare you for new job opportunities. We have a range of courses starting in January 2010, from electrical courses to ESOL and childcare. Use this brochure to find key information about the course you want to study. If you would like further information please go to [www.newvic.ac.uk](http://www.newvic.ac.uk) or call our adult learner team on 020 7473 4110.

### Applying for a course

Once you have chosen the course you would like to apply for you need to complete the application form overleaf and send it back to the address below. Forms will be dealt with in the order they are received so please apply as early as possible as some courses are very popular and fill up quickly.

### Enrolling on to the course

Once your form is received, a member of the adult learner team will contact you to inform you if a place is available on the course you have chosen. They will let you know the payment options available to you. Your place will be secured once payment is received.

### When do I apply?

Please send your application form back as soon as possible. If a space is available we will invite you in to enrol during the following times. You need to enrol at the centre where your course will take place.

#### Plaistow centre

Weekdays: 16 – 30 Nov 2009 (10 am – 4 pm)  
Evenings: Mon 16 & Wed 18 Nov 2009 (5.30 pm - 7.30 pm)

#### Stratford centre

Weekdays: 16 Nov – 11 Dec 2009 (10 am – 3 pm)  
Evenings: every Tue & Thu, 17 Nov – 10 Dec 2009 (5.30 pm - 7.30 pm)

# ESOL

## Skills for life with citizenship

If English is not your first language then this course will help you to improve your English communication skills. The course will also help you prepare your application for British citizenship and settlement in the UK.

ESOL is offered at three levels and we will assess you at enrolment to place you in the group that most suits your needs. You can then progress through the levels at your own pace.



### Contact information

Please send your completed application form back to:

#### Adult learner team

NewVic  
Prince Regent Lane  
Plaistow E13 8SG

020 7473 4110 [www.newvic.ac.uk](http://www.newvic.ac.uk)

# NewVic adult courses January 2010



Courses based at Stratford	Venue	Day	Start date	Weeks per course	Hours per week	Course fee	Concession fee	Additional costs
ESOL skills for life with citizenship (entry level 1)*	Stratford	Mon / Wed day	22/02/2009	18	6	£199	£55	
ESOL skills for life with citizenship (entry level 2)*	Stratford	Mon / Wed day	22/02/2009	18	6	£199	£55	
ESOL skills for life with citizenship (entry level 3)*	Stratford	Tues / Thur day	22/02/2009	18	6	£199	£55	
ESOL skills for life with citizenship (entry level 1)*	Stratford	Tues / Thur eve	22/02/2009	18	5	£199	£55	
ESOL skills for life with citizenship (entry level 2)*	Stratford	Tues / Thur eve	22/02/2009	18	5	£199	£55	
ESOL skills for life with citizenship (entry level 3)*	Stratford	Tues / Thur eve	22/02/2009	18	5	£199	£55	
Brush up your English (entry level 3) - daytime	Stratford	Tues / Thur am	04/01/2010	12	6	£10	£10	
Brush up your English (level 1) - daytime	Stratford	Tues / Thur am	04/01/2010	12	6	£10	£10	
Brush up on your English (level 2) - daytime	Stratford	Mon / Wed am	04/01/2010	12	6	£10	£10	
Brush up your English (entry level 3) - evening	Stratford	Tues / Thur eve	04/01/2010	12	5	£10	£10	
Brush up your English (level 1) - evening	Stratford	Tues / Thur eve	04/01/2010	12	5	£10	£10	
Brush up your maths (entry level 3) - daytime	Stratford	Fri am / pm	04/01/2010	12	5	£10	£10	
Brush up your maths (level 1) - daytime	Stratford	Fri am / pm	04/01/2010	12	5	£10	£10	
Brush up your maths (level 2) - daytime	Stratford	Fri am / pm	04/01/2010	12	5	£10	£10	
Brush up your maths (entry level 3) - evening	Stratford	Wed / Thur eve	04/01/2010	12	5	£10	£10	
Brush up your maths (level 1) - evening	Stratford	Tues / Thur eve	04/01/2010	12	5	£10	£10	
Brush up your maths (level 2) - evening	Stratford	Tues / Thur eve	04/01/2010	12	5	£10	£10	
Business administration level 1 - daytime*	Stratford	Mon / Wed am	22/02/2010	18	5	£199	£62	
Business administration level 1 - evening*	Stratford	Tues / Thur eve	22/02/2010	18	5	£199	£62	
CACHE level 1 award in getting started in a pre-school setting	Stratford	Fri am	04/01/2010	12	2.5	£75	£37	£26 CACHE registration fee payable
Institute of Leadership and Management - award in first line management (level 3)	Stratford	Wednesday eve	04/01/2010	12	2	£230	n/a	£60 ILM registration

Courses based at Plaistow	Venue	Day	Start date	Weeks per course	Hours per course	Course fee	Concession fee	Additional costs
Inspection and testing of electrical equipment (portable appliance testing - PAT)	Plaistow	Wed eve	06/01/2010	7	2.5	£150	n/a	
Electrical installation - practical wiring	Plaistow	Mon eve	11/01/2010	11	2.5	£275	n/a	
17th edition IEE wiring regulations	Plaistow	Wed eve	06/01/2010	12	2.5	£250	n/a	
17th edition IEE wiring regulations - UPDATE	Plaistow	Wed eve	06/01/2010	3	2.5	£125	n/a	
ABC level 1 certificate in basic book keeping	Plaistow	Wed eve	06/01/2010	12	2.5	£165	£45	
CLAIT - computer literacy and information technology (level 1)*	Plaistow	Mon eve	22/02/2010	18	2.5	£169	£49	

\*some ESOL and business administration courses start w/c 22 February 2010

# Adult course application form for January 2010

## Personal details

Title:

First name:

Surname:

Date of birth: (dd/mm/year)

Address:

Post code:

Telephone number:

Mobile number:

Email address:

## Course applying for

Course name:

## Payment information

Are you in receipt of any benefits? Please tick the relevant benefit below. You will need to provide evidence of this when you enrol on the course.

Income support  Job seeker's allowance  Housing or council tax benefit  Receiving a low income and in receipt of working tax credit  Aged 16 or over but under 19 on 31/08/09

Those in receipt of pension credits  An unwaged dependant of someone claiming any of the income-based benefits listed above

