


South London

Learning Consortium

working together for communities and business

Training and Services 2009/10



Helping you make
the right choices
for your future...

Introduction

We are pleased to present our new brochure for 2009/10. It is full of information reflecting the range of training and services that are available for employers, employees, volunteers or commissioners.

The South London Learning Consortium (SLLC) is a Community Interest Company that works for the benefit of communities and businesses across South London. We manage and deliver learning and skills contracts across south and greater London. Our membership consists of third sector community based training providers and support organisations that work with and in some of the most disadvantaged communities in London. We offer high quality accredited and non accredited learning and skills programmes in ways that are designed to meet make learning accessible, fun and effective.

I hope you find the information useful and we look forward to working with you to achieve your aims during the coming next year.

Yours Sincerely

Stephen Jeffery



Helping you make the right choices for your future...

You are just one step away from all
the help you need

Call 020 8774 4040 or
email: sllc@sllc.org.uk

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Career Guidance and Workforce Development

Information, advice and guidance for employers,
employees, volunteers and jobseekers

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Career Guidance and Workforce Development

The South London Learning Consortium (SLLC) offer Career Guidance and Workforce Development services to employers, employees, volunteers and jobseekers who are looking for practical solutions to developing careers.

These free services provide information and advice on career planning, local training / learning opportunities or can focus on skills development linked to the job search process.

We also offer one to one sessions for those who require bespoke advice on moving back into the labour market or to progress within their current job. There is also the opportunity to sign up to one of SLLC's many vocational courses.

SLLC also offer employers in depth training needs analysis for their organisation and staff teams.

Career development workshops

A range of workshops developed to give you the necessary skills to support career progression. e.g. CV Development, Interview Skills, Effective Job Search, Communication Skills, Teamwork & Motivation.

1:1 course enrolment sessions

Information and guidance interviews to guide you to the most appropriate courses available.

1:1 careers session

Face to face interviews to help you plan the next steps in your career.

Organisation training needs analysis

A FREE service in which SLLC advise managers and senior staff in organisations on the analysis, planning and commissioning of staff training.

You are just one step away from
all the help you need.

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sllc@sllc.org.uk.

Training for your business or third sector organisation

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Training for your business or third sector organisation

Whether you are a local small business, third sector organisation or in the public sector we have a range of training options for you and your staff.

The South London Learning Consortium delivers high quality and effective vocational training and accreditation programmes for you and your business.

We have grown our successful employer service over the last three years and now offer a wide range of bespoke programmes to private, public and third sector organisations across London.

Our Consortium consists of over 130 London based organisations specialising in delivering training to make your business succeed using flexible delivery and assessment methods. We therefore ensure that your business gets what it needs in the way that you want it.

We offer accredited programmes and qualifications for employees and volunteers in the following vocational areas:

- Customer service
- Business administration
- ICT
- Cleaning
- Health & Social Care
- Childcare
- Leadership and Management
- Information, advice and guidance
- Accountancy and Finance
- Sports & Leisure
- Teaching & training
- Youth Work
- Community Development
- Housing

We offer non accredited programmes in a number of areas including:

- Careers and employment advice
- Team building
- Management and supervision
- Staff training & Development
- Project management
- Equality & Diversity
- Coaching & Mentoring

Additional support & accreditation:

We offer additional support for employees who need help with their literacy or number skills and also those employees whose first language is not English.

So why not get in touch with us to get the quality training your business needs and see if you qualify for training at no cost to your business.

Training for you

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Training for you

Whether you are an employee, volunteer or just looking for help to get ahead then we have the courses for you. The South London Learning Consortium delivers high quality and effective vocational training under our apprenticeship and Train To Gain programmes.

We have grown our successful vocational services over the last three years and now offer a wide range of bespoke programmes to private, public and third sector organisations across London.

Our Consortium consists of over 130 London based organisations specialising in delivering training to help make your career develop using a range of flexible delivery and assessment methods. We therefore ensure that as an employee you get what you need in the way that you want it.

We offer accredited programmes and qualifications for employees and volunteers in the following vocational areas:

- Customer service
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- ICT
- Cleaning
- Health & Social Care
- Childcare
- Leadership and Management
- Information, advice and guidance
- Accountancy and Finance
- Sports & Leisure
- Teaching & training
- Community development
- Youth work
- Housing

We offer non accredited programmes and training in:

- Team building
- Customer service
- Management and supervision
- Planning staff training
- Project management
- Equality & Diversity
- Coaching & Mentoring

Additional support:

We offer additional support for employees who may need to brush up their literacy or number skills and also those employees whose first language is not English.

Apprenticeship Programmes

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Apprenticeships

Professional development for adults & young people

What is an Apprenticeship?

Apprenticeships are more than a qualification. They provide high quality training opportunities to those who want to learn new skills and gain qualifications while working. Apprenticeships are designed with the help of employers & industry.

The Apprenticeships Framework

The South London Learning Consortium offer Apprenticeships at two levels plus all the support and help you need to choose what the best is for you as your career develops.

Apprenticeships

Apprentices work towards a National Vocational Qualification (NVQ) at Level 2, Key Skills qualifications at level 1 and in most cases a relevant technical certificate. Apprenticeships are designed for staff whose work is likely to have some autonomy and responsibility and may require them to work as part of a team.

Advanced Apprenticeships

Advanced Apprentices work towards a National Vocational Qualification (NVQ) at Level 3, Key Skills qualifications at Level 2 and in most cases a relevant technical certificate. Advanced Apprenticeships are designed for staff that have to apply their knowledge and skills while carrying out a broad range of varied work activities, most of which are complex and non-routine. Their job role will have considerable autonomy or responsibility, and often require them to manage or supervise others.

How is it delivered?

Our staff work with you to develop and design a programme that recognises the business needs of the employer and is a flexible and supportive learning programme for the employee. The training is delivered both in work and at local community venues.

How long does it take?

The length of all our programmes varies and they are shaped to suit an individual's needs. The average length of an apprenticeship programme is 12 months and 12-18 months for an Advanced Apprenticeship.

What are the costs?

Employees on an apprenticeship programme will have the materials, training, support and accreditation costs fully paid by the South London Learning Consortium with funding we receive from the Learning and Skills Council. Employers contribute by supporting the training programme commitments e.g. time at tuition sessions. They also input on the design of the training programme and pay a refundable registration fee.

What are the benefits?

- Our programmes help employers get qualified, committed and capable staff who can contribute to their businesses and organisations.
- Apprentices help businesses grow and improve, they are the future.

Which Programmes do we offer?

- Business Administration
- Customer Service
- Information Advice and Guidance (IAG)
- Information Technology (ITQ)
- Management
- Youth Work
- Community Development
- Housing
- Administration
- Retail

Services for funders and commissioners

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Services for funders and commissioners

Are you looking for a reliable third sector partner? Whether you fund or commission education, skills or other public services provision SLLC can provide a range of bespoke support and project management services.

Project management

SLLC offers a full project management service backed up by management information and customer relationship systems.

Interim Management

SLLC offers interim management services to help address short, medium or long term issues with service delivery contracts.

Research & Evaluation

SLLC can provide effective and bespoke research and evaluation services for all types of public or third sector funded contracts and projects.

Performance enhancement

SLLC can provide short and medium term interventions to improve the performance and effectiveness of funded or commissioned activities.

Partners

SLLC recognises the benefit of partnership working with other organisations and local authorities.

SLLC is in a unique position having links with 1000's of third sector organisations and strong reach into South London's diverse communities. Therefore, SLLC offers partnership opportunities to non members of the consortium through formal or informal partnership agreements. If you wish to discuss a partnership opportunity then please contact us to discuss the potential.

Here's what some of our clients have to say about our services...

“One to one consultancy very beneficial as offered the opportunity to research issues and drill down “

“Consultant helped us to put accreditation package together”

“We were supported in developing a brand for our organisation and this is helping us to become more competitive”

Non-accredited training and services for businesses and the third sector

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Non-accredited training and services for businesses and the third sector

SLLC has a range of options that are either costed per activity or subsidised where possible.

Coaching and Mentoring

The South London Learning Consortium's in-house coaching and mentoring service can help your journey to organisational success!

All organisations are looking for faster change and more effective leadership - especially when times are tough.

What helps?

- Being bold and setting a new organisational vision
- An organisational action plan to maximize your potential
- Preparing you for success and managing the process of change
- Support in conquering your fears and providing the motivational tools to achieve

What can we offer you?

- Professional support in developing a clear and realistic view of what you want to achieve as an organisation, using the GROW model of coaching
- Using your organisational competencies to the maximum
- Developing an understanding of the priorities that will help you manage more effectively and operate more successfully
- Support in developing your leadership and management skills
- Tools to identify barriers to success
- Improving delegation and conflict resolution skills
- Support in reducing stress and workload

Facilitation

SLLC can offer group or team facilitation sessions to support an organisations business or strategic planning or to help new colleagues start to gel and focus around common goals

Training & Development sessions

SLLC can offer a range of bespoke training and development sessions for your organisation:

- Equality & Diversity – An introduction
- Equality & Diversity – In the workplace
- Equality & Diversity – Policy into practice
- Work force development – developing a plan for your employees &/or volunteers
- Work force development – developing a plan for your organisation
- Motivating teams and individuals
- Governance in the Third sector
- Team Building

Whole organisation programmes

SLLC is able to offer a one stop shop option to design and deliver a bespoke programme of activities for your organisation. SLLC can provide support funding for many programmes and we can put together a programme of accredited and non accredited training and support to help move your organisation forward.

Prospectus

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Advice & Guidance

Do you want to develop your advice and guidance team?

South London Learning Consortium can train your staff to achieve an Advice & Guidance Support NVQ Level 2 and 3 qualification, equipping them with the skills they need to support Advice & Guidance practitioners.

NVQ Level 2 in Advice & Guidance Support: The Advice & Guidance Support NVQ Level 2 comprises:

3 Mandatory Units:

- Support clients to make use of the A&G support.
- Interact with clients using a range of media.
- Develop personal performance through delivering customer service.

3 Optional Units:

- Enable A&G clients to access referral opportunities
- Provide and maintain information materials for use in the service
- Support customer service improvements
- Promote additional services/products to customers
- Process customer service information
- Contribute to the identification of the risk of danger to individuals and others
- Contribute to the effectiveness of teams
- Receive and pass on messages and information
- The qualification will be completed over 6 months and is tailored to meet your needs and the needs of your business.

The award can generally be completed in 6-9 months depending on the candidate.

NVQ Level 3 in Advice & Guidance: The Advice & Guidance Support NVQ Level 3 comprises:

3 Mandatory Units:

- Establish communication with clients for A&G
- Support clients to make use of the A&G service
- Review own contribution to the service

3 Optional Units:

- Develop interactions with A&G clients
- Interact with clients using a range of media
- Assist A&G clients to decide on a course of action
- Prepare clients through A&G to implement a course of action
- Negotiate on behalf of A&G clients
- Liaise with other services
- Enable A&G clients to access referral opportunities
- Provide and maintain information materials for use in the service
- Facilitate learning in groups
- Ensure your own actions reduce risks to health and safety
- Ensure your actions contribute to a positive and safe working environment
- Enable learning through demonstrations and instruction

The award can generally be completed in 9-12 months depending on the candidate.

Business Administration

Do you work in administration or office environment?

South London Learning Consortium can train your staff in business administration equipping them with the skills they need to do their job well.

NVQ Level 2 in Business & Administration: The Business & Administration NVQ Level 2 comprises:

2 Mandatory Units:

- Carry out your responsibilities at work
- Work within your business environment

3 Optional Units::

- Customer service
- Maintaining and dealing with data
- Finance and administration
- Research and present information

The award can generally be completed in 6-9 months depending on the candidate.

NVQ Level 3 in Business & Administration: The Business & Administration NVQ Level 3 comprises:

2 Mandatory Units:

- Carry out your responsibilities at work
- Work within your business environment

4 Optional Units:

- Manage and evaluate customer relations
- Team leadership
- Maintain and deal with data using a computer
- Manage, organise and support information
- Run projects

The award can generally be completed in 9-12 months depending on the candidate.

Childcare

Do you work in the field of Childcare?

South London Learning Consortium can train your staff in Children's Care, Learning & Development (CCLD) to NVQ level, equipping them with the skills they need to do their job well.

NVQ Level 2 in Children's Care, Learning & Development: The CCLD NVQ level 2 comprises:

- 6 core units
- 1 optional unit

- Child development 0-16 years
- Child protection
- Health & safety
- Personal care
- Preparing environment
- Child observations
- Equality & diversity
- Communication
- Teamwork

NVQ Level 3 in Children's Care, Learning & Development: The CCLD NVQ level 3 comprises:

- 5 core units
- 4 optional units

The Level 2 award can generally be completed in 6-9 months depending on the candidate.

The Level 3 award can generally be completed in 9-12 months depending on the candidate.

iTQ

Do you want a qualification in ICT?

iTQ is the National Vocational Qualification for IT Users which demonstrates staff competence in the use of IT in the workplace. SLLC offer it at levels 2 and 3.

iTQ is primarily aimed at IT users and not professional IT staff such as engineers and developers. iTQ was developed by employers for use in the workplace and has been in use in all sectors of business and industry for 3 years.

How does iTQ work?

iTQ is modular with units covering everything from making best use of technology to communicating with friends, colleagues and customers.

At Level 2 you need to gain 100 unit values (UV)

At level 3 you need to gain 180 unit values (UV)

Units	Level 2 unit values	Level 3 unit values
Make selective use of IT (mandatory)	25	35
Operate a computer	20	30
IT troubleshooting for users	15	25
IT maintenance for users	15	25
IT security for users	15	25
Internets and Intranets	15	25
Email	15	25
Word processing	20	30
Spreadsheets	20	35
Database	20	35
Website software	20	35
Artwork and imaging software	20	35
Presentation software	20	30
Specialist or bespoke software	20	30
Evaluation of the impact of IT	15	25
Use IT systems	15	25
Use IT to exchange information	15	25
Level 2 Level 3 Sector specific unit	20	30

How long does it take to get an iTQ?

Timescales are very flexible to meet the needs of learners and depends on prior knowledge, units chosen and the opportunities for training and practice.

Measuring up for the employer

- iTQ can be customised and tailored to suit the specific needs of your organisation.
- Your own language and terminology can be applied to set a real setting for your employees.
- You can apply your own bespoke IT systems to iTQ.
- Evidence gathering and administration can be kept to a minimum, either using hard copy or electronic methods.
- Your employees can achieve a nationally recognised certificate.
- Training can be delivered in 'bite sized chunks' to suit the practical needs of the business or individual - there is no set course or programme. iTQ
- Learning can be incorporated into the working day through online
- Learning at the desk - as and when time permits.
- Making best use of systems and supporting your employees with all their IT needs will in turn optimise your productivity.

The Level 2 award can generally be completed in 6-9 months depending on the candidate.

The Level 3 award can generally be completed in 9-12 months depending on the candidate.

Customer Service

Do you work in Customer Service?

South London Learning Consortium can train your staff to achieve a Customer Service NVQ Level 2 or 3 qualification, equipping them with the skills they need to do their job well.

NVQ Level 2 in Customer Service:

The Customer Service NVQ Level 2 comprises:

- 2 Mandatory units
- 5 Optional units from 4 themes:
 - Impression and image
 - Delivery of customer service
 - Handling problems
 - Development and improvement

The optional units must consist of 1 option from each theme plus 1 from any theme.

The award can generally be completed in 6-9 months depending on the candidate.

NVQ Level 3 in Customer Service:

The Customer Service NVQ Level 3 comprises:

- 2 Mandatory Units:
- Understand customer service to improve service delivery
 - Develop customer service within the rules

6 Optional Units from 4 themes:

- Impression and image
- Delivery of customer service
- Handling problems and conflict
- Development and improvement

The optional units must consist of 1 option from each theme plus 2 from any theme.

Criteria and scope of the courses:

- Care and protection
- Knowledge and understanding
- Personal care
- Health and safety
- Key people - family and carers
- Communication - preferred methods
- Equality and diversity
- Choice
- Dignity, respect, privacy

The award can generally be completed in 9-12 months depending on the candidate.

Health & Social Care

Do you work in the field of Health & Social Care?

South London Learning Consortium can train your staff in Health & Social Care to NVQ Level 2 or 3 equipping them with the skills they need to help them do their job well.

NVQ Level 2 in Health & Social Care

The Health & Social Care NVQ Level 2 comprises:

- 4 core units
- 2 optional units

The award can generally be completed in 6-9 months depending on the candidate.

NVQ Level 3 in Health & Social Care

The Health & Social Care NVQ Level 3 comprises:

- 4 core units
- 4 optional units

The award can generally be completed in 9-12 months depending on the candidate.

Leadership & Management

Do you want to develop your staff or your managers?

South London Learning Consortium can train your supervisors to achieve a Team Leading NVQ Level 2 qualification or a Management NVQ Level 3 qualification, equipping them with the skills they need to do their job well.

NVQ Level 2 in Team Leading:

The Team Leading NVQ Level 2 NVQ comprises:

4 Mandatory Units:

- Manage your own resources
- Provide leadership for your team
- Develop productive working relationships with colleagues
- Ensure your own actions reduce risks to health and safety

2 Optional Units (from the following):

- Encourage innovation in your team
- Allocate and check work in your team
- Provide learning opportunities for colleagues
- Resolve customer service problems
- Support customer service improvements

The award can generally be completed in 6-9 months depending on the candidate.

NVQ Level 3 in Management:

The Management NVQ Level 3 comprises:

4 Mandatory Units:

- Manage your own resources and professional development
- Provide leadership in your area of responsibility
- Allocate and monitor the progress and quality of work in your area of responsibility
- Ensure health and safety requirements are met in your area of responsibility

3 Optional Units (from the following):

- Promote equality of opportunity and diversity
- Encourage innovation in your area of responsibility
- Plan and implement change
- Develop productive working relationships
- Recruit, select and keep colleagues
- Provide learning opportunities for colleagues
- Manage a budget and a project
- Monitor and solve customer service problems
- Work with others to improve customer service

The award can generally be completed in 9-12 months depending on the candidate.

Housing

The awards address the particular requirements of the housing sector for respecting the rights and diversity of people. They ensure that candidates understand the need for people to live in a healthy and safe environment, one that is conducive to social inclusion, stability and well being. They enable candidates to understand the need for community development and the role and responsibility of individuals within that community. They enable candidates to address the key areas raised by the government focusing on active citizenship and social inclusion and support candidates to develop a full understanding of the policies and procedures relating to the sector.

NVQ Housing Award Level 2

The level 2 award is for staff working in the following areas;

- Customer Services
- Lettings, Allocations
- Housing and Estate Management
- Homelessness and Housing Advice
- Supported Housing
- Repairs and Maintenance
- Tenancy Participation

In order to register for any of the Housing Awards candidates must be working in any of the above areas as either a paid employee or volunteer.

The level 2 housing award is made up of 7 units. 4 mandatory units and 3 optional units.

Mandatory Units

- Maintain open and honest relationship with customers
- Provide information to customers
- Maintain effective working relationship with colleagues and others
- Monitor and maintain health, safety and security.

Optional Units

Candidates must complete 3 optional units; the following are some examples.

- Process documents relating to housing
- Match the needs of customers with available accommodation
- Set up agreements with customers
- Support individuals when they are distressed

Level 3

The Level 3 award is applicable for candidates working in the same areas as the level 2 with the following additions;

- Housing Development
- Private Sector Landlords

They will also have considerable responsibility and autonomy

Candidates must do three mandatory units and choose any five optional units from the three themes

Mandatory

- Promote safe, ethical and sustainable practice in your area of responsibility
- Manage your own resources and professional development
- Develop relationships with others to improve customer service in housing

Optional

- Theme: managing housing and assets
- Theme: developing and involving individuals and communities
- Theme: housing support services

The Level 2 award can generally be completed in 6-9 months depending on the candidate.

The Level 3 award can generally be completed in 9-12 months depending on the candidate.

Youth Work

The purpose of youth work is “To work with young people to facilitate their personal, social and educational development, and enable them to gain a voice, influence and place in society in a period of their transition from dependence to independence.”

The role of the youth worker is therefore to work with young people in ways that are:

- Educative
- Participative
- Empowering and
- Promote equality of opportunity and social inclusion

Vocational awards are offered at levels 2 and 3 for candidates who are working or volunteering in a Youth Work role

Certificate in Youth Work Level 2

Mandatory units:

- Unit 1: Engaging young people in relationships and conversations
- Unit 2: Young people as active citizens
- Unit 3: Encouraging young people to develop awareness and understanding of themselves
- Unit 4: Understanding and reflecting on practice and learning
- Unit 5: Equality, diversity and participation
- Unit 6: Promoting a safe environment in youth work

NVQ in Youth Work Level 3

Mandatory Units

- Unit B1: Enable young people to explore and develop their values and self respect
- Unit B3: Enable young people to work effectively in groups
- Unit B4: Enable young people to use their learning to enhance their future development
- Unit D3: Manage your work and create effective work relationships

The Level 2 award can generally be completed in 6-9 months depending on the candidate.

The Level 3 award can generally be completed in 9-12 months depending on the candidate.

Option A Units - Choice two units

- Unit A2: Enable young people to access and use information, and make decisions
- Unit A3: Enable young people to be active citizens
- Unit A4: Support young people in tackling problems and taking action
- Unit A5: Advocate on behalf of young people
- Unit B2: Enable young people to develop awareness of their self-identity and being
- Unit C1: Work with young people to design and develop sessions
- Unit C2: Work with young people to manage resources for events, activities or projects
- Unit C3: Review progress and evaluate opportunities with young people

Option B Units – Choice of two units

- Unit E1: Investigate needs and provision for young people and promote youth work opportunities
- Unit E2: Identify relationships with other organisations and individuals
- Unit E3: Build and maintain partnership work
- Unit F1: Provide information to aid policy formation, and the improvement of practices and provision
- Unit F2: Develop teams and individuals to enhance the quality of youth work
- Unit F3: Promote a culture of health and safety

Community Development

These qualifications have been designed for those working in Community Development Work. To achieve the awards candidates must complete mandatory units which cover build relationships within and with communities and organisations; facilitate the development of community groups/networks; promote and support learning from practice and experience; support communities to plan and take collective action; work with communities to identify needs, opportunities, rights and responsibilities; support communities to monitor and review action for change; and review own practice, knowledge and values. Candidates must also complete units from the optional group of units.

Level 2 qualification

Candidates must be either working or volunteering in a community role, complete five mandatory units and one optional unit.

Mandatory Units

- Unit A1: Make relationships within communities
- Unit B1: Contribute to the development of community Groups/networks
- Unit C1: Work within communities to select options and make plans for collective action
- Unit C2: Contribute to collective action within a community
- Unit F1: Identify and reflect on own practice, knowledge and principles

Optional Units

- Unit C5: Contribute to the review needs, opportunities, rights and responsibilities with a company
- Unit E1: Encourage the best use of resources
- Unit F4: Identify and take action to meet own learning and development needs

The award can generally be completed in 6-9 months depending on the candidate.

NVQ in Community Development Work Level 3
Candidates must be either working or volunteering in a community role, complete seven mandatory units and two optional units.

Mandatory Units

- Build Relationships Within and With Communities and Organisations
- Facilitate the Development of Community Groups/Networks
- Promote and Support Learning from Practice and Experience
- Support Communities to Plan and Take Collective Action
- Work within Communities to Identify Needs, Opportunities, Rights and Responsibilities
- Support Communities to Monitor and Review Action for Change
- Review Own Practice, Knowledge and Values

Optional Units

- Facilitate Ways of Working Collaboratively
- Support Individuals, Community Groups and Communities to Deal with Conflict
- Review and Develop Funding and Resources
- Develop People's Skills and Roles within Community Groups/Networks
- Develop and Review Community-Based Organisational Structures
- Review and Meet Own Learning and Development Needs

The award can generally be completed in 9-12 months depending on the candidate.

Retail

Do you work in the field of Retail?

South London Learning Consortium can train your staff to achieve a Retail NVQ Level 2 qualification, equipping them with the skills they need to do their job well.

NVQ Level 2 in Retail: The Retail NVQ comprises:

- 1 Mandatory unit:
 - work effectively in your retail team
- 5 Optional units from 8 themes:
 - Sales
 - Stock management
 - Product expertise
 - Merchandising
 - Visual merchandising
 - Finance and administration
 - Customer service
 - Organisational effectiveness

The award can generally be completed in 6-9 months depending on the candidate.

Additional Support

We offer additional support for employees who may need help with their literacy or number skills and also those employees whose first language is not English.

There is also an opportunity to gain accreditation in literacy, numeracy and ESOL as part of the programmes we offer or as a stand alone course.

To take the next step

Call us on **020 8774 4040** to enrol or talk to someone about your training needs in more detail

alternatively email us at **slc@slc.org.uk** with your details or visit our website **www.sllc.org.uk**



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email: slc@slc.org.uk | **web:** www.sllc.org.uk



When can I apply?

You can apply at any time during the year but places are limited so don't leave it too late. If you are not sure which course or level is suitable for you contact us to receive free impartial advice and guidance on 02087744040.

Fees

If you are under 19 before 31.08.09 then you can study FREE.

An enrolment fee of £30 is applicable for all courses if you are employed for more than 16 hours per week. If you are in receipt of a means tested benefit then you may be entitled to a fee concession.

There may be additional costs attached to certain courses such as materials. If an employer is paying your fees we require a formal letter of payment agreement before we can enrol you on a programme.

Fees for non accredited programmes are costed on a course by course basis.

Fees for NVQ level 3 and NVQ 4 programmes are available upon request.

Fee Concessions

To receive a Concessionary Fee you must show proof of income-based benefit e.g. Income Support. Concessions only apply to qualifications fully funded by the Learning & Skills Council (LSC), and do not include our non accredited programmes and/or services or costed courses funded by the LSC e.g. Level 3 or level 4 NVQs.

SLLC uses a number of partner providers who may have their own fee charging structure for programmes funded by SLLC.

QCA Qualifications Framework

Level of qualification	General and Higher Education Qualifications		Vocationally-related	Occupational
6	Bachelor degrees, graduate certificates and diplomas			Level 4 NVQ
5	Diplomas of higher education and further education, foundation degrees and higher national diplomas			
4	Higher-level qualifications BTEC Higher Nationals			
3 advanced level	A level	Key Skills level 3	Vocational A level (Advanced GNVQ)	Level 3 NVQ
2 intermediate level	GCSE grade A*-C	Key Skills level 2	Intermediate GNVQ	Level 2 NVQ
1 foundation level	GCSE grade D-G	Key Skills level 1	Foundation GNVQ	Level 1 NVQ
Entry level	Entry level certificate 3			
	Entry level certificate 2			
	Entry level certificate 1			
	Pre Entry Level			

Application Form

Name:

Address:

Postcode:

Email:

Telephone:

I am:
Employed Unemployed Volunteer

Course /qualification:
I am applying for a place on the following programme(s) of learning

I am applying for a fee concession(s) and I am able to provide the evidence to support this ()

I work 16+ hours a week and agree to pay an enrolment fee of £30 ()

If you are undertaking a work based learning programme such as an apprenticeship or Train to Gain you need to involve your employer.

Employer details:

Organisation Name

Business Sector

No. of Employees No. of Volunteers

Your employer must complete the following section:

I agree to pay an enrolment fee of £30 for the named employee ()

Applicants signature

Date

Employers signature

Date

All Payments are to be made to South London Learning Consortium

Data Protection

Data Protection Act 1998 The information you provide to SLLC will be passed to the Learning and Skills Council (the LSC) if the course you are undertaking is funded by the LSC. The LSC is responsible for funding, planning and encouraging education and training for young people and adults in England, and is registered under the Data Protection Act 1998. The information you provide will be shared with other organisations for the purpose of administration, careers and other guidance and statistical and research purposes. Other organisations with which we will share information include, the Department for Children, Schools and Families, the Department of Innovation, Universities and Skills, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the LSC or its partners. The LSC also administers the learner registration service (LRS) which will use your information to create and maintain a unique learner number (ULN). The LSC is also a co-financing organisation and uses European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. Further information about partner organisations and the ULN and what they do may be found at www.lsc.gov.uk/providers/Data/help/dataprotection. At no time will your personal information be passed to organisations for marketing or sales purposes. From time to time students are approached to take part in surveys by mail and phone, which are aimed at enabling the LSC and its partners to monitor performance, improve quality and plan future provision.

Tick box L27a if you do not wish to be contacted by the LSC or its partners in respect of surveys and research. The LSC values your views on the education or training which you receive, and will use these to help bring about improvements for learners in England. The LSC or its partners may wish to contact you from time to time about courses, or learning opportunities that are relevant to you. Please tick box L27b if you do not wish to be contacted about courses or learning opportunities by post.

The LSC also allocates a Unique Learner Number via its Managing Information Across Partners (MIAP) Service.

L27a

L27b

Details of opt-out of data sharing can be found at the MIAP website; www.miap.gov.uk or by calling 0845 602 2589

Training for your business

Whether you are a local small business, third sector organisation or public sector we have a range of training options for you and your staff.

Training for you

Whether you are an employee, volunteer or just looking for help to get ahead then we have a full range of courses for you.

Services for Commissioners

Are you looking for a reliable third sector partner? Whether you fund or commission education, skills or other public services provision SLLC can provide a range of bespoke support and project management services.

Helping you
make the right choices
for your future...

You are just one step away from all
the help you need

Call 020 8774 4040 or
email: sllc@sllc.org.uk

