

Getting Started: Skills for Life: Courses

Would you like to learn IT skills and brush up on your English or Maths?

Did you miss out on GCSE English or Maths?  

You can now get equivalent level qualifications through Learndirect at your local Hillingdon Library. Skills for life courses and qualifications are offered by ADC College in partnership with Hillingdon Libraries at the Harlington, Yiewsley and Uxbridge Library

Certificates in Literacy and Numeracy are of equivalent level to GCSEs and are widely recognised by employers and colleges. Enjoy the extra confidence and benefits that they can provide at work and at home. You study online at your own pace, supported by an ADC College tutor.

Please call ADC College on 0800 328 4316 for further information to find your nearest learning centre and how to enrol.



Skills for Life courses in Literacy and Numeracy are available free of charge to eligible learners.

Free Literacy and Numeracy Classes

Do you feel that you are being held back by your spelling, writing, reading or speaking skills?

Do you have a blank spot when it comes to maths?

If so join **HAE** classes in **literacy** and **numeracy**.

Different levels are available from basic through to pre-GCSE.

Free ESOL Courses

Do you want to speak, read and write English?

Do you want to take a national qualification?

Come to **English language** classes with HAE.

HAE Enquiry line: 01895 676837



BBC@Work



The BBC and the Learning and Skills Council have produced a range of FREE resources targeted at the millions of employees who may wish to improve their essential skills.

By using an innovative mix of online, CD-ROM and magazine resources, employees will be able to brush up on their ICT, financial literacy and essential word and number skills.

Cashwise

The **Cashwise** resources will help you to make the most of your money in a few simple steps.

Skillswise

Improve your English and Maths with **Skillswise**. Factsheets, worksheets, quizzes and games to help improve your skills

webwise

The BBC's guide to using the internet

The **Webwise** course is a beginner's introduction to using, searching and staying safe on the web.

Visit the BBC@Work website at www.bbc.co.uk/atwork

BBC KeySkills

Key Skills are the essential skills that everyone needs to succeed in education and training, in work and in life in general. The **Key Skills (KS) Qualification** provides you with the opportunity to extend your learning and improve your chances of employment in the future. KS includes: Communications, ICT and Numbers.

Visit the BBC KeySkills website www.bbc.co.uk/keyskills



Move On

Do you need a qualification in English or Maths to plug a gap in your CV? If so, move on up with the **National Tests**. Get ready with the National Test Toolkit. Visit the Move On website for more materials and resources www.move-on.org.uk



Here in this **Helpsheet** you will find a number of ways to help you brush up on your English and Maths skills as well as learning IT skills. All resources are **free**. Ask library staff for the **Learning CD-ROM**.