



# Part Time Courses For Adults 2023/24



# About Us

Merton College is part of South Thames Colleges Group, that comprises of three other colleges: Carshalton College, Kingston and South Thames College.

Merton College is a vibrant further education college adjacent to the beautiful grounds of Morden Park.

We offer a wide range of part-time adult learning courses,

from short informal courses to build confidence or learn a new hobby to more formal qualification courses to improve your job prospects and build strong professional careers.

We work very closely with Merton Council and are commissioned to deliver locally relevant adult learning provision.

We are an Ofsted 'Good' provider.

[stcg.ac.uk/merton](http://stcg.ac.uk/merton)

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**Accuracy:** The brochure is published as a guide for programmes on offer and every care is taken to ensure its accuracy. Merton College undertakes all reasonable steps to provide educational services set out in this publication. It cannot, however, guarantee provision of such services. We do apologise if subsequent to the publication changes have become necessary.



## Our Community Engagement and Partnership Work

We are continuously looking to increase our work in the local community to ensure learning opportunities reach those most in need. Our teachers and curriculum leaders can tailor teaching and learning and create bespoke courses to meet an individual or specific

group's needs. The courses we deliver in this way are completely free to all participants.

If you are a local business, organisation or community group, please get in touch to find out how we can work together.



### KEITH – Pottery student

**W** I was so busy during my working career that I had little time for being creative. Once I stepped back from work, I was looking to change that. By chance I picked up the Adult Education courses guide from Merton College and signed up for a Pottery course.

Two years on, I'm brimming with ideas, not only from my own imagination and observations, but also from inspiration from my fellow students, great guidance from our tutor Karen and direction from the term's theme focus. I'm constantly learning new ways to work with clay, challenging myself in the process, and experimenting with slips, oxides and glazes. I'm always excited to see what comes out of the kiln, although sometimes it's not what you expect!

I can thoroughly recommend a Pottery course where you can be creative for a few hours a week and spend time with like-minded people. **W**



### Enquiries

020 8918 7777

mae@stcg.ac.uk

www.stcg.ac.uk/merton

 /mertoncoll

 @AdultEdMerton

 @AdultEducationMerton

### How to find us

Merton College  
London Road  
Morden  
SM4 5QX

Tube: Morden (Northern Line)

Tram: Morden Road

Bus: 80,93,154

# New for 23-24

We are excited about the year ahead and pleased to announce several new course additions to our curriculum.

## Creative Art Qualifications

This year, we are introducing a number of Level 1 and Level 2 Qualifications in Creative Art and Media, including those in:

**FLORISTRY**

**CAKE BAKING AND DECORATING**

**DIGITAL MARKETING**

**GRAPHIC DESIGN**

**PHOTOGRAPHY**

The research done by the government reveals that 'our creative industries are a true British success story. They drive economic growth at home - contributing £108 billion in 2021 to the UK economy.'

June 2023 Government, Gov.uk

So, why not take your talent, hobby or aspiration to the next level and gain one of these amazing qualifications. Depending on your personal circumstances, learning on these qualifications can be free for you. Please call us to find out more or refer to the Fees, Concessions and Financial Support section in this prospectus.



## Green Skills for the Sustainable Future

Whether you already have some experience in the green industry or are starting from fresh, we have courses for you to excel in your career and make a difference to the world we live in.

As green jobs are forecasted to vastly increase in the coming years, this is a great time to train for a career in Green Skills.

We work to continually foster sustainability across the curriculum and enable learners at all levels to grow as individuals ready for work in a sustainable environment.

Most of these courses are free, so these are great opportunities to develop skills in this area.



## Getting Started Courses

Our Getting Started courses are designed to enable you to try out a new craft to consider it as a hobby or even a new profession. The courses are three weeks long and you will be given the opportunity to try different techniques. We hope that after completing these courses you will choose to progress further onto our mainstream programme within the subject area.

## Focused Digital Skills Offer

Our range of Digital Skills courses are designed to support you to build confidence and develop the skills and knowledge needed to become a competent user in the modern digital world.

## Creative Markets

Our internal Creative Markets take place in December and June where our talented learners can sell their art creations at the College.

# Continuing Course Opportunities

## Free Courses – Your Entitlements

Learning towards certain qualifications is free for anyone who doesn't yet have them. Make sure you don't miss out on your entitlement for these essential skills which you can learn with us:

**FUNCTIONAL SKILLS AND GCSE ENGLISH AND MATHS**

**ESSENTIAL DIGITAL SKILLS QUALIFICATIONS**

## Digital Skills and Qualifications

Get the digital skills and knowledge you need for everyday life, study, work and a career in technology. Start with the new free Essential Digital Skills Qualifications.

## Business, Employment and Employability

Whether you are looking to get into work or to get your own business going, we have courses to support you to build employability or entrepreneurship skills. Develop your awareness and knowledge of digital business communication, e-commerce, social media and marketing, as well as the personal styles and skills you need to get that job you want.



# Initial Assessment

Some courses require an Initial Assessment, which allows us to identify if the course is right for you and understand any extra support you may need. If you wish to complete one of the following course types, you will need to book and attend an Initial Assessment for:

- Qualification courses
- English and Maths and Languages
- Digital Skills

We run Initial Assessments throughout the academic year and you can book appointments via our website, [stcg.ac.uk/merton-college/adult-education/assessment](https://stcg.ac.uk/merton-college/adult-education/assessment), or scan the QR code on page 10.

# Methods of Learning

Learning with us usually involves coming into college and learning in a group with a tutor. Our courses will enable you to develop digital knowledge and skills alongside the course subject. This starts from using a learner email account and completing the London Learner Survey. Your tutor will make sure you have the digital skills and technology you need to achieve your learning goals.

We use the following delivery methods of learning:

- **Face-to-Face in college**
- **Blended (combination of virtual classroom and face-to-face)**
- **Online virtual classroom**
- **Distance Learning (self-study online)**

To find out the method of learning for your chosen course, speak with a member of staff.





# Learning Environment

Merton College has excellent facilities including a Learning Resource Centre, our Taste Restaurant, a Hairdressing Salon, fully equipped Pottery, Art, Stained-Glass, Upholstery, Musical Instrument Making Studios, Kitchens and IT suites.



## Your Learning Journey

### Before you enrol...

See the course listings in this prospectus. For further information on courses, contact us by phone, email or visit our website [stcg.ac.uk/merton-college](http://stcg.ac.uk/merton-college), or scan the QR code below.



### Before you start a course...

- Initial Assessment (if required)
- One to One interview (if required)



### During your course...

- Your learning will be planned and tracked with an Individual Learning Plan (ILP)
- Tutor feedback and support
- Additional learning support (if required)
- At the end of your course...
- Progress onto another course
- Provide learner feedback through surveys
- Exhibit or sell your work, or be ready to start your own business
- Contact our Careers Advisor at the college who can support you into employment or an Apprenticeship

# Course Offer 2023-2024

**Q** Courses with this symbol are qualification courses for which an Initial Assessment (IA) is required.

Initial assessments can be booked by scanning the QR code below:



[stcg.ac.uk/merton-college/adult-education/assessment](https://stcg.ac.uk/merton-college/adult-education/assessment)

## ZAHRAA – English and IT student

**W** I came to the UK in January 2022 to join my husband who was working here. In my country of origin, I trained as primary school teacher and then took a career break to raise my children. When I moved to the UK, I knew that I would have to brush up my English skills if I wanted to get a job.

I started English Level 1 and Functional Skills IT Entry 3 at Merton College. The English course has really helped me become more confident with my spoken English. Even though I only started in the middle of the year, I made good progress and took the English Level 1 Functional Skills exam after a few months. I then quickly moved on to the Entry Essential Digital Skills course which allowed me to get up to speed with the latest MS Software.

I'm so pleased that I have been able to achieve these qualifications in just six months. I am now confident that I'll be able to find a job in a nursery or school. **W**

## ART & DESIGN

Art for All – Acrylic Painting	SEP JAN APR
Art for All – Drawing and Painting	SEP JAN APR
Art for All – Watercolour and Mixed Media	SEP JAN APR
Drawing for All – Draw the Human Form	NOV FEB JUN
Fine Art: Drawing and Painting, Watercolour – Beginners and Improvers	SEP JAN APR
Introduction to Graphic Design	JAN APR
Level 1 Award in Creative Media – Graphic Design (NCFE) <b>Q</b>	OCT
Level 2 Certificate in Creative Media – Graphic Design (NCFE) <b>Q</b>	OCT

## BAKING, CAKE DECORATING & COOKERY

Cake Baking for Business	SEP JAN APR
Cake Decorating for Business	NOV FEB JUN
Cookery – Asian Cuisine	APR
Introduction to Baking – Cake Baking	SEP JAN
Introduction to Baking – Cake Decorating	NOV FEB
Level 1 Award in Creative Craft – Cake Baking (NCFE) <b>Q</b>	OCT FEB
Level 2 Certificate in Creative Craft- Cake Baking (NCFE) <b>Q</b>	SEP FEB

### Location:


All courses run at Merton College – see page 3

**Q** Qualification courses for which Initial Assessments (IA) are required. See page 7

## BUSINESS

Introduction to Bookkeeping	SEP FEB APR
Introduction to Business Start Up	FEB JUN
Introduction to Digital Marketing	NOV JAN
Level 1 Award in Bookkeeping (AAT) 	SEP JAN APR
Level 2 Certificate in Digital Promotion for Business – Digital Marketing (NCFE) 	FEB
Money Management Workshop	APR MAY JUN
Start a Small Business	MAY


## CHILDCARE & EARLY YEARS


Level 1 Award in Caring for Children (NCFE) 	SEP JAN APR
Level 2 Diploma Diploma for the Early Years Practitioner (NCFE CACHE) 	SEP
Level 3 Diploma Early Years Workforces (EYE) 	SEP

## COMPUTING, IT & DIGITAL SKILLS

Entry 3 Award in Essential Digital Skills for Everyday Life (Pearson) 	SEP JAN APR
Essential Digital Skills – Digital Transactions (Banking, Online Shopping, Online Forms)	NOV FEB JUN
Essential Digital Skills – Emails and Other Digital Communications	OCT JAN APR
Essential Digital Skills – Get to Know Digital Devices (Computers, Smart Phones, Tablets)	SEP JAN APR
Essential Digital Skills – Using the Internet and Staying Safe Online	NOV FEB JUN

**Location:**  
All courses run at Merton  
College – see page 3


 Qualification courses for which  
Initial Assessments (IA) are required.  
See page 7

Excel – The Basics	SEP JAN
Excel for Professional Users	NOV FEB APR
Introduction to Essential Digital Skills	SEP JAN APR
Level 1 Certificate in Essential Digital Skills (Pearson) 	SEP JAN APR
PowerPoint for Professional Users	NOV JAN MAY

## CRAFT

Creative Embroidery for All	SEP JAN APR
Fused and Stained Glass – Beginners and Improvers	SEP JAN APR
Fused and Stained Glass for All	SEP JAN APR
Fused Glass and Jewellery Making	SEP JAN APR
Getting Started With Embroidery	NOV FEB JUN
Getting Started With Pottery	FEB JUN
Introduction to Fused Glass	JAN
Life and Portrait Sculpture in Clay for All	SEP JAN APR
Pottery – Beginners and Improvers	SEP JAN APR
Pottery – Intermediate	SEP JAN APR
Pottery for All	SEP JAN APR
Stained and Fused Glass – Open Studio	JUL
Stained and Fused Glass: Traditional and Contemporary Skills	SEP JAN APR
Upholstery – Professional Skills	SEP JAN APR
Upholstery for All- Recycled Furniture	SEP JAN APR
Upholstery Summer School	JUL

**Location:**  
All courses run at Merton  
College – see page 3


 Qualification courses for which  
Initial Assessments (IA) are required.  
See page 7



## DISTANCE LEARNING PROFESSIONAL QUALIFICATIONS

Level 1 Award in Managing Your Money (NCFE)	FLEXIBLE
Level 2 Certificate in Awareness of Mental Health Problems (NCFE)	FLEXIBLE
Level 2 Certificate in Creating a Business Start-Up (NCFE)	FLEXIBLE
Level 2 Certificate in Equality and Diversity (NCFE)	FLEXIBLE
Level 2 Certificate in Information, Advice Or Guidance (NCFE)	FLEXIBLE
Level 2 Certificate in Principles Of Cyber Security (NCFE)	FLEXIBLE
Level 2 Certificate in Principles Of Team Leading (NCFE)	FLEXIBLE
Level 2 Certificate in Understanding Adverse Childhood Experiences (NCFE)	FLEXIBLE
Level 2 Certificate in Understanding Autism (NCFE)	FLEXIBLE
Level 2 Certificate in Understanding Behaviour That Challenges (NCFE)	FLEXIBLE
Level 2 Certificate in Understanding Children and Young People's Mental Health (NCFE)	FLEXIBLE
Level 2 Certificate in Understanding Climate Change and Environmental Awareness (NCFE)	FLEXIBLE
Level 2 Certificate in Understanding Common Childhood Illnesses (NCFE)	FLEXIBLE
Level 2 Certificate in Understanding Data Protection and Data Security (NCFE)	FLEXIBLE
Level 2 Certificate in Understanding Mental Health First Aid and Mental Health Advocacy in the Workplace (NCFE)	FLEXIBLE
Level 2 Certificate in Understanding Mental Health in the Early Years (NCFE)	FLEXIBLE
Level 2 Certificate in Understanding Nutrition and Health (NCFE)	FLEXIBLE

**Location:**  
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See page 7

Level 2 Certificate in Understanding Safeguarding and Prevent (NCFE)	FLEXIBLE
Level 2 Certificate in Understanding Specific Learning Difficulties (NCFE)	FLEXIBLE

## EMPLOYABILITY

Career Matching Workshop	OCT MAR
Creating a Professional Online Presence	NOV FEB JUN
Employability: CV Writing Workshop	MULTIPLE
Employability: Interview Skills Workshop	MULTIPLE
Introduction to LinkedIn	MAR MAY
Job Search Workshop	NOV JAN JUN


## ENGLISH, MATHS & ESOL

ESOL Pre-Entry to Level 2 (Ascentis) 	SEP JAN APR
Functional Skills English (Pearson) 	MULTIPLE
Functional Skills Maths (Pearson) 	MULTIPLE
GCSE English (AQA) 	SEP OCT
GCSE Maths (AQA) 	SEP OCT

## FASHION

Clothes Making	SEP JAN APR
Upcycle and Re-Purpose Clothes	NOV FEB JUN

**Location:**  
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College – see page 3

 Qualification courses for which  
Initial Assessments (IA) are required.  
See page 7

## FITNESS, LEISURE & WELLBEING

Healthy Lifestyles for Wellbeing	NOV FEB
Pilates for All	SEP JAN APR
Singing for Wellbeing	SEP JAN APR
Street Safe — Self Defence for Women	SEP JAN JUN




## FLORISTRY

Introduction to Floristry	OCT JAN APR
Level 1 Award in Creative Craft- Floristry (NCFE) 	OCT FEB
Level 2 Certificate in Creative Craft- Floristry (NCFE) 	OCT FEB


## GREEN SKILLS

Level 1 Award in Environmental Sustainability (Ascentis)	SEP JAN APR
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## HEALTH & SOCIAL CARE

Introduction to Counselling and Therapy	SEP JAN APR
Level 1 Award in Preparing to Work in Adult Social Care (NCFE) 	SEP APR
Level 2 Certificate in Preparing to Work in Adult Social Care (NCFE) 	JAN
Level 3 Diploma in Adult Care (NCFE) 	SEP


**Location:**  
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## INSTRUMENT PLAYING

Learn to Play the Guitar — Beginners	SEP JAN APR
Learn to Play the Guitar — Intermediate	SEP JAN APR


## LANGUAGES

British Sign Language for Beginners	OCT JAN APR
British Sign Language for Improvers	OCT JAN APR
French — Brush Up Your Conversational Skills (Intermediate)	OCT JAN APR
Level 1 Award in British Sign Language (Signature) 	JAN
Spanish Beginners	SEP JAN APR
Spanish Level 1	SEP JAN APR
Spanish Level 2	SEP JAN APR

## MUSICAL INSTRUMENT MAKING & REPAIR

Guitar Making — Intermediate and Advanced	SEP
Guitar Making and Design — Beginners	SEP
Guitar Making and Repair — All Levels	SEP
Violin Making and Repair — Beginners	SEP
Violin Making and Repair — Intermediate and Advanced	SEP

**Location:**  
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College — see page 3




 Qualification courses for which  
Initial Assessments (IA) are required.  
See page 7



## PHOTOGRAPHY


Digital Photography	SEP JAN APR
Photography and Photoshop	SEP JAN APR

## TEACHING & TRAINING

Easy Maths Games to Support Children's Numeracy	JAN MAY JUN
How to become a Teaching Assistant	JUN
How to Find a Placement	MAY
Introduction to Phonics	MAR APR MAY
Introduction to Primary Numeracy	JAN MAY JUN
Level 1 Award in Preparing to Work in Schools (NCFE) 	OCT JAN APR
Level 2 Certificate in Supporting Teaching and Learning in Schools (NCFE) 	SEP
Level 3 Diploma in Supporting Teaching and Learning (NCFE) 	SEP

**“**  
***I'm so pleased that I have been able to achieve these qualifications in just six months.***  
**”**

**Location:**  
 All courses run at Merton College — see page 3

 Qualification courses for which Initial Assessments (IA) are required. See page 7

# Eligibility Criteria

For all fully funded or co-funded courses, learners must be aged 19 or over by 31 August 2023 and one of the following:

**UK resident for the last three years**

**OR**

**Have settled or pre-settled status and been a resident of the EU for the last three years**

**OR**

**Hold a specific status such as:**

- Refugee Status
- Discretionary Leave to Enter or Remain
- Exceptional Leave to Enter or Remain
- Indefinite Leave to Enter or Remain

- Humanitarian Protection
- Leave Outside the Rules
- Ukraine Family Scheme
- Ukraine Sponsorship Scheme (Homes for Ukraine)
- Ukraine Extension Scheme
- Husband, wife, civil partner or child of any of the above
- Section 67 of the Immigration Act 2016 Leave
- Calais Leave to Remain
- British Nationals evacuated from Afghanistan under Operation Pitting
- British Nationals evacuated from Afghanistan by the UK government before 6 January 2022



Please note that the eligibility criteria are regularly updated and are subject to change. If you have any questions, please contact us.

# Fees, Concessions and Financial Support

Our courses are funded by the Greater London Authority's Adult Education Budget (AEB). Fees on these courses are subsidised, some are absolutely free or learners can get a discount, depending on their entitlement or employment and financial circumstances.

We also offer Full Cost (FC) courses where learners pay full fees. These courses are for learners' personal interests and are not supported by public funds.

## LISA ELLIS – Stained and Fused Glass student

**W** Looking for a creative outlet that would provide a complete contrast to my job, I enrolled on a Stained and Fused Glass course at Merton College. Classes were structured in a way that enabled students to find their own projects. Ongoing advice and training helped us to turn ideas into reality. The inspiring variety of work produced by fellow students pushes me to try new things.

Last year I started to think about selling my own glassware. I knew

how to design and make it but didn't know how to turn this into a business. I signed up for a free Creating a Business Start-up online course at Merton, which led me to produce a business plan that could be put into action. It helped turn my vague idea of selling my glass into a concrete plan to make my dream a reality.

I am now working through my business plan and will soon be selling my work. **W**



## Forms of Payment

We accept cash, cheque and most forms of credit card (one exception is American Express).

## Pay by Instalments

- If your course lasts one term or the fees are up to £500 full fees are paid at enrolment.
- If your course lasts one term and the fees are over £500 you can pay by 2 instalments. 50% at enrolment and 50% 1 month later.
- If your course is longer than one term (but not a full year) and over £500 you can pay in 2 instalments. 50% at enrolment and 50% 2 months later.
- If your course is 1 year or longer then you can pay by 3 instalments 33% at enrolment, 33% on 31st Jan and the balance on 30th April.

Please speak with our Admissions Team for more details at enrolment and note that you are still liable for the course fee even if you withdraw from the course.

## Unemployed Adults in Receipt of Means Tested Benefits

If you are unemployed, looking for work and are in receipt of a means tested benefit, all the qualification courses in this prospectus are free. You will need to provide supporting evidence to qualify for a government fully funded course.

## Learners on a low Income

You do not have to pay any course fees if you meet both of the following criteria:

- You are in paid employment
- You earn less than £23,301.50 annual gross salary and live in London or earn less than £20,319.00 and live outside London.

You will need to provide proof of income. For example, this could be a wage slip within three months of the course start date or a current employment contract, if you are new starter, which states gross monthly/annual wages. Fee remission under this category is at our discretion and must be claimed before the start of the course. Refunds will not be given after the start of the course.



## Level 2 Entitlement

If you are aged 19-23 years old, you may be entitled to free tuition if you do not already have a qualification at or above Level 2 or Level 3.

## Level 3 Qualifications

Advanced Learner Loans are available.

## Course Entitlements

All English and Maths Qualification courses (including GCSE if you do not already have a grade A-C or grade 4 or higher) and Essential Digital Skills Qualifications are free for those who don't yet have them.

## Refunds

Refunds of full fees are only given if:

- a class is cancelled by us and there is no suitable alternative
- a learner is unable to attend for medical reasons and has an appropriate medical certificate

Administration, resource, examination and assessment fees are not refundable. The refund can be credited on your learner account to use for future courses, but this will be only valid if you are planning to enrol on a course within the same academic year.

Please note we unable to make refunds for absence due to changes in work commitments or in personal or financial circumstances or any other reason for not attending the course.

For further details about this entitlement and whether it applies to you please contact us, or access our Fees Policy by scanning the QR code below:



# Course Information and Start Dates

The website is updated with the latest courses for each academic term. We do add additional courses throughout the term or sometimes cancel courses due to enrolment numbers. For the most up to date course information, visit our website

**stcg.ac.uk/merton**

or contact us for more information.

### MICHELA – Teaching Assistant Level 2, British Sign Language and Employability student

**W** I enrolled at College to re-train in my career from architecture to teaching.

As part of the Teaching Assistant course, I'm volunteering in a Steiner school each week. I give support to groups of pupils but also on a one-to-one basis – which has given me valuable experience.

I've been taking a British Sign Language (BSL) course, which is great because we learn through communication games and I am making excellent progress.

More recently, I've been doing Employability courses to help with changing my CV from an architect to an education focussed CV. I have also learned how to make better use of social media to look for work in the educational sector.

I really like Merton College, for its teaching, facilities and friendly atmosphere. My next goal is to brush up on my maths skills and get a job in education. **W**



# Support on Our Courses

We can offer support to help learners start or continue their learning with us:

## Support with Childcare

We have limited funds to help with the cost of childcare whilst you are studying for a qualification with us. Please ask at enrolment for further details.

## Additional Learning Support

We aim to make our courses accessible to everyone and help all our learners to achieve, whatever their current level of skills and ability.

If you think that you may need additional support to complete your course, please notify us at enrolment or discuss with your tutor once enrolled. Your request will be treated in confidence. A meeting will be arranged with the Learning Support Team to assess your learning needs.

If required, appropriate support (assistive technology, adaptive equipment, resources or learning support assistant) will be arranged to assist you according to your learning needs.

## Support with Fees

If you are experiencing financial hardship and are unable to meet all the costs of your course, please ask at enrolment and we will be able to advise you about our Discretionary Learner Support Funding.

## Support with online learning

If your course requires you to use computer or a laptop, we may be able to loan you a device and advise you how to use it. We can also show you how to set up and use your own device for online learning.

*I really like Merton College, for its teaching, facilities and friendly atmosphere.*





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