

Annual Report

2009 / 2010



LONDON BOROUGH OF
BEXLEY

Sidcup Arts & AEC

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Introduction from the Principal



This somewhat eventful year has seen even more changes facing the College, making it an even more challenging and demanding period for all College staff at all levels. The frequently used saying that 'there is no gain without pain' has certainly been put to the

test in the College over the last twelve months, and something that is likely to continue to apply into next year as well. On a positive note however are the many gains that have taken place during this time.

In early September, the year started with the delivery of three sections making up the new dance hall for the Sidcup Centre, which were hoisted by crane over the top of the main centre building - causing something of a sensation. Officially opened in mid-September, the College has gained a modern, energy efficient dance studio, with a sprung floor and mirrors and therefore ideal for a range of exercise and keep fit activities. Following this on 12 October 2009, the College celebrated the 60th Anniversary of the Crayford Manor House Centre. This event was marked by a small exhibition of photographs and other historical information and attended by David Evennett MP, with a tree planting ceremony kindly performed by Cllr Howard Marriner and Ernest Lee, one of our College Governors. Into 2010, it was particularly pleasing to see the completion of the Brampton Road Centre extension, complementing the earlier development on that site some seven years previously. After many months of dust and disruption, this splendid modern and well-resourced building was officially opened by the Leader of the Council, Teresa O'Neill, on 7 July. Inside, it now boasts a new cafe, a personal care hygiene facility for learners with disabilities, specialist facilities including a salon for hairdressing and beauty, a fitness room, a state of the art language laboratory, as well as a number of general purpose light and airy classrooms.

Over the course of the year, there have been numerous College-based events including five different learners' awards ceremonies, comprising two Neighbourhood Learning in Deprived Communities (NLDC) events at Crayford Manor House Centre and Southlake; two presentation events for Learners with Learning Difficulties / Disabilities; as well as the annual main Adult Learners' Awards Ceremony in November. In addition, the College has hosted an Adult Learners' Week event, a Summer Festival, and a BTAS Summer Fayre - together with our presence at the Danson Festival.

The key focus on our learners has not been underplayed and with the agreement and support of our Governors, we not only retained the concessions for all learners over 60 years of age; we continued the 'payment by standing order' facility to help spread the cost of the higher priced courses; and we also introduced a very welcomed

price freeze on the majority of our courses, to ease the cost of learning especially under the ongoing economic uncertainty. For the start of next year we will also be bringing 'on-line enrolment' into operation to help making the enrolment process easier and more convenient for those preferring an internet-based approach.

On a more serious note, earlier in the year, we finally saw the disappearance of the Learning and Skills Council (LSC) our main funding body, who, as part of the ongoing 'machinery of government' changes, were replaced by the Skills Funding Agency (SFA) for our adult provision, and the Young People's Learning Agency (YPLA) for our 16-18 work.

From a performance perspective, we continue to be in the enviable position of not having any 'notices to improve' from either of our funding bodies and overall the College continues to strive for a variety of quality improvements across all of our operational functions – very much in line with the pace of positive change currently demanded in the adult and FE learning sectors. Amongst our many examination successes, our GCSE and A level results this year both showed overall pass rate improvements on the previous year – so congratulations to those successful candidates.

Our levels of partnership working have also increased over the year and we are continuing to see many positive collaborative links developing and extending, both inside the local authority with the Library Services, Organisational Development, Regeneration, and many schools, together with a range of other local agencies and organisations.

During the course of the year, the College successfully participated in two 'Transformation Fund' bids as part of the 'Learning Revolution'. These 6-month projects were aimed at increasing an interest in, support for, and recognition of the importance of informal adult learning – a theme that has been recognised and continued by the current coalition Government in their 'Skills for Sustainable Growth' paper. On a local level, we joined the Library Service, Local Studies and Archives, the North Cray Community Centre, Charlton Athletic Community Trust, Bexley Care Trust and a number of other partners and agencies in a 'Spread Your Wings' project, aimed at engaging more adult learners in a range of wider learning opportunities.





Amongst the many successful outcomes, a photographic record of the North Cray area, 'People and Place', was produced together with a 'North Cray Community Cookbook' of local recipes and favourite dishes both, importantly, the work of local adult learners involved in the project. The second project saw the College contributing to the development of a pan-London adult learning website – www.learninlondon.org – which currently provides a London-wide coverage of adult learning opportunities and activities across all 33 London boroughs.

Under a challenging economic climate, the College has had to face some serious financial challenges in the form of reduced levels of funding (just under 10% less this year) as well as a financial clawback in the previous delivery year. These together with other funding changes and uncertainties highlighted the need to review, revise and restructure the whole College, which started in March this year and is still ongoing. Some major changes have already happened, with a revised curriculum staffing structure now in place and our reduced use or closure of some of our satellite centres at Southlake, Howbury and Palm Avenue - but on a positive note, the College continues to deliver adult learning opportunities across the whole of the borough. With every likelihood that funding reductions and financial pressures will be an ongoing feature, this again confirms my last year's reference to 'living in interesting times' !

Finally, I would like to express my grateful thanks - to the College Governors and all the staff for their help and support in what has been a very busy and demanding year for both me and for the College. And to all our students for their continuing participation and involvement in learning throughout the year – do take every opportunity to continue and enjoy your learning with the College.

Malcolm Tite, Principal

College Governors



This has been a year of severe financial uncertainty for the College and I write as the future looks very challenging. It is very pleasing, therefore, to see the College in a strong position at the end of the year and prepared to face what is to come.

The new Brampton Road building is fully functional and learners appreciate the attractive and fitting accommodation. In a wider context, projects with different partners have enabled the College to offer learning experiences to a wide range of people throughout Bexley.

Learner success can be measured in a variety of ways. Perhaps most valuable is enjoyment of the learning experience and a feeling of achievement. This is very evident in the Learner Awards ceremonies which celebrate the learning of the accredited provision. The College attracts learners from many different walks of life, of a wide age range, and with varied needs for education. The Awards Ceremonies demonstrate how important those certificates are as a recognition of achievement, and it is heart-warming to see the joy of both learners and their families as their names are read out. We appreciate the support and enthusiasm of the Mayor and Councillors who give of their time to support these celebrations.

Gaining certificates is not the wish of all our learners. Some come to increase their skills for work, as citizens and their everyday life. Some come to pursue and develop a particular interest. For all of these the process of learning is stimulating and life-enhancing. Observing the excitement in learning in the classroom, the corridor, the canteen, is evidence of the importance of the work of the College.

The College is in a strong position to confront the changes which it will face in the coming year. On behalf of all the Governors I would like to thank all those whose hard work and commitment has contributed to the College's success

Sheila Mathieson, Chairman

Members of the Governing Body

Mrs S Mathieson	Chairman
Mrs P Kilby	Vice Chairman
Mrs D Ives	Local Authority
Councillor J Davey	Local Authority
Councillor P Catterall	Local Authority
Mr I Wall	Local Authority
Ms E Ewen	Community
Mr E Lee	Community
Mr T Jones	Community
Mrs T Plank	BTAS
Mrs N Edgington	Student Rep.
Ms A Lynch	Student Rep.
Ms D Spanou	Staff Rep.
Mrs J Dhillon	Staff Rep.

Staff Training

The College has continued to demonstrate its commitment to continuous staff development for all employees, by supporting them in their training in order to fulfil their potential.

In teacher training, in consortium with Canterbury Christ Church University, the College offered the award of Diploma in Teaching in the Lifelong Learning Sector (DTLLS). The Teaching Award is broken down into three stages as follows:

PTLLS - Preparing to Teach in the Lifelong Learning Sector

CTLLS - Certificate in Teaching in the Lifelong Learning Sector

DTLLS - Diploma in Teaching in the Lifelong Learning Sector

The College offered two courses at PTLLS level, enabling 11 tutors to qualify, and two courses at CTLLS level, enabling 10 tutors to qualify. The College also offered two courses at DTLLS level, enabling 13 tutors to qualify and achieve a full level 5 teaching award, 2 of whom worked at the higher tier (level 6) achieving the Professional Graduate Certificate of Education (PGCE)

Throughout the year staff training has continued with a varied in-house programme. In total 276 members of staff attended training in areas such as Dyslexia Awareness, Sickness Absence Management, Appraisal training, Sign-a-long, and various ICT training sessions, such as Promethean Board (IWB), Using Excel, Using Access, Using Digital Voice Recorders, and Using the VLE & File Management.



The College continues to support staff wishing to attend external training courses to further their knowledge and abilities. A total of 78 members of staff attended various courses, including Equality Impact Assessment, various Management and Family Learning conferences, and an assortment of ICT courses. Several tutors were assisted with part-funding towards subject-specific training and updates, which included Train to Gain – Ensuring High Quality Cost and Time Effective Delivery, ITQ training, OCN Supporting the Dyslexic Learner, CYQ Level 2 Fitness Instructing, CELTA, and Ceramic Sculpture Using Paper-clay and Armatures.

There has been a continued programme of health and safety courses, together with more specialist courses.

Individual members of staff were supported with the following results:

- 6 caretakers attended Work at Height and Ladder Safety Awareness.
- 3 members of staff gained the ECDL Advanced Certificate.
- 15 members of staff gained the CIEH Level 2 Award in Food Safety in Catering.
- 3 members of staff have gained the V1 Assessor and Internal Verifier Award.
- 3 members of staff have attended ASDAN Training on Personal and Social Development.
- 11 members of staff gained an NVQ Level 2 in Advice and Guidance Support.
- 16 members of staff have gained the Emergency First at Work certificate.
- 7 members of staff have gained the First Aid at Work certificate.

In addition the College continued to support a member of staff in working towards the A1 Assessor Award, and another in working towards the V1 Assessor and Internal Verifier Award.

The College's employee development scheme continues to prove popular with 130 members of staff enrolled on a variety of vocational and recreational courses, making full use of this provision.



The College is committed to providing the highest quality training so that both the needs of the learner and the requirements of our funders can be met.

Quality

Ofsted inspected the College during April 2009. The College has since been working on the post-inspection action plans for the inspected subject sector areas plus the overall College quality improvement plans which were derived partially from the Ofsted inspector's report. These plans are monitored regularly and updated by the Senior Management Team over the course of the year. The College is now waiting to hear from Ofsted regarding their next visit.

Compliments, Comments & Complaints

This is the first complete year that the Compliments, Comments & Complaints process has been centralised, with all complaints being investigated by the Quality Manager. This has given the College an overall view of any issues inherent across the College, enabling further quality improvements to be made.



Future Quality Improvements for 2010

Further key quality improvements to the observation scheme for 2010 will be a review of the report paperwork, administration, process and moderation of reports in order to give timely feedback and support to tutors.

The College will also be introducing a small team of coaches, who will give specific support to the few tutors awarded a grade 4 following moderation of their TLA report.

Self Assessment

Self-Assessment Report 2009 - 2010

The annual self-assessment process, carried out over the past eight years, is well embedded within the College and all staff are given the opportunity to contribute within their teams. The Self Assessment Report contributes to ongoing quality improvement within the College. Each team holds meetings at the end of the academic year in order to assess their strengths plus any key areas for improvement, resulting in year on year improvements being made.

Managers use the information gained from their team and subject sector area meetings to write their Self Assessment Report, also by reviewing course evaluations, appraisals, course data, learner surveys, and end of course comments. Finally a quality improvement plan is written for each area which is worked upon and monitored over the forthcoming academic year.

The College has compiled its self-assessment report, which has recently been moderated, the report is subject to peer moderation involving another college. Overall, the current report is suitably critical.

Teaching and Learning Assessments (TLA)

Following on from the Ofsted Inspection Report, the College has reviewed the two yearly cycle of teaching and learning observations, these will now be carried out on a yearly cycle in order to try and capture the whole of the teaching body. The aim of the TLA process is to ensure that the highest quality of teaching by the College is delivered across the Borough.

Also identified from the inspection, the College now tries to ensure that subject specialists will, where possible, assess their own subject sector areas in order to give specialist feedback. A further recruitment drive has ensured additional assessors have been added to the team.

Extensive training has been given to the TLA team in September 2009 so that they could critically analyse, report and grade the learning taking place within each session they observed.



Student Services

Accommodation

The accommodation used by the College has been rationalised this year to both save money and ensure that the quality of accommodation is of a good standard. To meet these aims the training centre at Palm Avenue was closed and the College ceased delivering courses and services at the Howbury Centre. The canteen, crèche and front office facilities were also closed at the Southlake Centre. We are currently exploring the possibility of delivering provision in the North of the borough through working in partnership with the libraries and other organisations that can offer suitable accommodation for College use.

At Brampton Road the new teaching and student accommodation was completed in March 2010 where new teaching facilities include a language laboratory, Hair & Beauty salons, a dance studio and a new canteen along with general classrooms. This facility has been welcomed by the students and staff. On the Brampton Road site a new Floristry/Horticulture teaching area has been developed utilising the redundant crèche accommodation.

The College has increased the number of Promethean Interactive white boards across all sites especially in the new teaching facility where each classroom has been fitted with one.

At Crayford Manor House storage has been reduced through the demolition of an unsafe garage attached to the Coach House but the College is hoping to address this with some new sheds.

At Sidcup the ongoing decorating schedule has been worked through which included new cladding and windows for the pottery.

The Apple Mac Suite has been transferred from Southlake to the new redundant Learndirect accommodation at Brampton.

The College is undergoing an audit of accommodation usage as required by Bexley Council as part of Strategy 2014. The aim of this Strategy is to rationalise accommodation across the Borough to achieve cost savings.

Health & Safety

The risk assessment culture has now become embedded cross College. Teaching and support staff carry out the appropriate assessments which are then copied to the Strategic Manager Student & College Service.

Staff have continued to attend various Health & Safety briefings/training as appropriate for their occupational area.

The incident/accident reports have gone down with 55 reported incidents in 2008/09 and 31 reported incidents in 2009/10.

The College was rated "Good" in a Health & Safety Inspection carried out by the LSC in January 2010.

Learner Consultation

The Strategic Manager Student & College Services meets with the Student Consultative Group on a termly basis. The student body is moving towards amalgamating the 3 separate associations into one cross College Student Association as the student representation on each individual site is not evenly spread.

Learners' question time events were held on different sites across the College but they failed to engage a cross section of learners to capture a representative view.

The student satisfaction survey this year noted that of the learners surveyed:

- 98% of learners felt welcomed by College staff (97% 08/09)
- 99% of learners were treated fairly and equally (same as last year)
- 99% of learners felt that they were learning in a safe environment (97% 08/09)
- 99% of learners thought that the teaching on their course was good (99% 08/09)

Stakeholder Consultation

A stakeholder survey was undertaken to measure the effectiveness of our collaborative links and involvement with a range of other local providers, organisations and agencies. The 28 (30) responses received showed (previous year in brackets) [2007/08 in square brackets]:

- **94%** (93%) [80%] felt the College was very true / true to its Mission Statement
- **97%** (96%) [97%] felt their needs were being met by the College
- **97%** (97%) [90%] considered the level of responsiveness from the College to be reasonable and better
- **82%** (82%) [77%] indicated their views were taken into account in College planning
- **97%** (96%) [90%] rated communication links as excellent, good or adequate
- **71%** (57%) [50%] indicated an interest in wanting to work more closely with the College in future
- **97%** (89%) [86%] rated the commitment of College staff as either good or excellent
- **97%** (100%) [94%] rated the overall quality of the College as satisfactory and above whilst
- **97%** (89%) [84%] saw it as either good or excellent

In the majority of instances the College has shown a measured overall improvement on the previous two years; and in some instances, a marked improvement.

Learner Support

I am very pleased to be able to report that has been another successful year in the Learner Support department. In all 30 long courses ran, topped up with a variety of summer schools and taster sessions.

Our links with the day centres and schools within the borough remain very strong and I'm delighted to welcome many new students from these links.

For those studying on accredited courses the results are looking excellent. For those on the non accredited programme there was a wide variety of interesting subjects to choose from.

We were extremely lucky to secure another year of funding for our **First Steps to Work** project. The learners took part in a wide range of subjects, including 'Presentational Skills'. One of the learners commented that it was the first time she had the confidence to stand up in front of a group and "it felt great"! Students on the First Steps to Work project were aiming to improve their skills in the hope of finding paid employment. At the end of the course learners were able to produce their own 'multi media CV'. Sadly the project has now come to an end, but the project manager Angela McGowan gave a closing speech saying she would like everyone to think of it not as an end, but as a new beginning.

Our 'Cook & Eat' and 'Shop Cook & Eat' programme continues to thrive and, by popular request, we are planning to add another tier to this called "Cooking for Independent Living". This will incorporate planning and budgeting which is something that many people have been asking us to do. The students on this programme hosted two cream tea events in July giving them the opportunity to show off the skills they had learnt to parents, carers and any future students.

As always, we rounded off the year with our annual award ceremonies. However, we had so many students that we had to hold two ceremonies at Sidcup and one at Crayford so we could fit everyone in! At the first of our Sidcup ceremonies the certificates were presented by one of our College Governors, Mrs Ellen Ewen.

We were delighted to welcome the The Mayor of Bexley, Mr Bernard Clewes to our second Sidcup ceremony.

To round off the year the last awards ceremony, held at Crayford was presided over by the Mayor of the London Borough of Bexley, Val Clark. This event was mainly for the students who had taken part in the First



First Steps to Work Awards Ceremony 2009



First Steps to Work Awards Ceremony 2009

Steps to Work Project although we were delighted to welcome some guests from Inspire Community Trust. The event had been partly organised by the students themselves, and the whole venue looked so professional that the Mayor commented that she thought she was going to a wedding!

Glenda Jackson,
Learner Support Manager



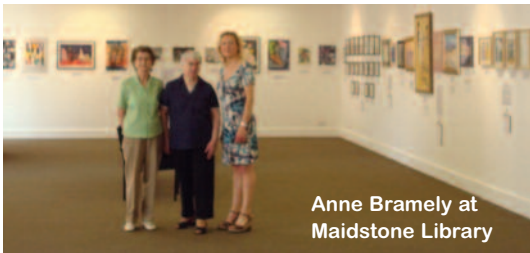
Neighbourhood Learning

Neighbourhood learning this year programmed 88 courses offering learning opportunities for 529 learners within community based venues.

Through working closely with Curriculum Manager and Partners we have continued to develop our programme in line with local and community requirements. This has enabled us to offer a varied programme of quality accredited and non-accredited courses.

This year we programmed a new course, Skills for Community Interpreter which had an excellent response from bilingual learners, resulting in 16 learners successfully completing the course and gaining accreditation from OCNLR (Open College Network London Region).

Neighbourhood Learning learner, Anne Bramely, on an Art Course goes beyond her expectations. Anne's paintings were chosen to be displayed at Maidstone Library.



Anne Bramely at
Maidstone Library

As well as enabling them to work as Community Interpreters in the future. The course also gave learners the opportunity to gain much-needed confidence in this useful role that they can play in society, and acknowledge the value of their first-language skills.

Course this year have included:

Arts & Crafts

Beginners Computing

CLAiT

City & Guilds Level 3 Certificates
for Health Trainers

Cookery

Cake Decorating

Computer Maintenance

English for Everyday Communication

Floristry

Hairdressing

ITQ level 1 Skills for Employability

Legal & Medical Diploma

Office Skills

Open College Network Skills
for Community Interpreting

Practical Gardening

Introduction to Apple Mac

Introduction to Bricklaying

Introduction to Sign Language

Introduction to Spanish

First Aid

CIEH level 2 Award in Food Safety

CIEH Level 2 Award in Health & Safety
in the Work Place

CIEH Level 2 Award in Conflict Resolution
& Personal Safety

RIPH Level 2 Award in Health Improvements

“I joined the course to update my skills and came away with a job and a great bunch of friends.”

Kellie, Legal & Medical Diploma



Skills for Community Interpreter



Annual Awards were held in June at the Southlake Centre and Crayford Manor House.

Neighbourhood Learning

Family Learning

The College currently manages three funding streams for Family Learning from the Learning and Skills Council (LSC): Two from Department of Business, Innovation and Skills (BIS), namely Family Language, Literacy and Numeracy (FLLN) and Wider Family Learning (WFL) and the other from the Department of Children, Families and Schools (DCSF), namely Family Learning Impact Funding (FLIF). This commitment is for three years starting 2008/09 following the announcement in the Children's Plan, December 2007.

This year, Family Learning in Bexley has been offering parents, carers and children a variety of courses where they have had an opportunity to learn together. In addition it has provided an opportunity to raise awareness of how parents can support their children's learning and behaviour and enabling some parents and carers the chance to gain a nationally recognised Skills for Life qualification in Numeracy or Literacy.

A total of 1115 enrolments were recorded in 2009/10 and this represented 970 learners across a varied menu of 164 courses. Of these 12% were males and 28% were from non-white British minority ethnic groups.

Guidance visits were made during Family Learning courses; all learners were offered a guidance visit to identify the next step in their life long journey. There were 267 requests for information.

Family Language, Literacy & Numeracy (FLLN)

FLLN programmes include Literacy, Numeracy and ESOL classes for families. They aim to encourage parents and carers to be better placed to support their children's learning as well encouraging adults onto further learning and Skills for Life programmes.

There were 54 FLLN courses held during 2009/10 in venues across Bexley. The total number of enrolments was 399, of which 335 were female and 24 were male. The number of children taking part was 46.

A total of 77 accreditations were gained in 10 different primary schools and children's centres in Bexley. 97% of all learners entered for an examination gained a qualification

FLLN overall:

- Retention rate 96%
- Attendance rate 85%
- Success rate 84%

Wider Family Learning (WFL)

These programmes are designed to encourage parents and children to learn together. They include a variety of learning opportunities from introductory sessions lasting 2-5 hours during the school half term to six week commitments of 12 hours at weekends and after school. They complement the schools national curriculum in the following areas

of learning: Science, French, Spanish, History, ICT, Environmental Studies, Arts and Crafts (bead-craft, cartooning, pottery and wildlife projects),

There were 92 WFL courses held during 2009/10 in venues across Bexley. The total number of adult enrolments was 599, of which 403 were female and 97 were male. The number of children taking part was 654. Parenting courses continue to be popular and are offered and delivered in primary schools, children's centres and AEC centres.

WFL overall:

- Retention rate 97%
- Attendance rate 86%
- Success rate 88%

Family Learning Impact Funding (FLIF)

These programmes are designed to meet government priorities by involving more 'hard to reach' parents by actively encouraging parental engagement in children's learning at home and in schools.

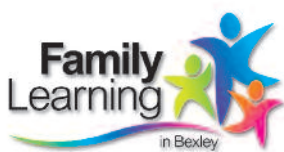
As a result of this Family Learning in Bexley offered the following courses:

- Additional Family Numeracy courses for parents and children of Foundation and Key Stage 1
- Little Explorers and Little Wizards for parents and children of the Early Years Foundation Stage (EYFS).
- Play and Language as a result of effective partnerships with the Bexley Primary Care Trust which enabled engagement of teenage mums.
- Woody Wood Workshop to engage more fathers.

There were 18 courses held during 2009/10 in venues across Bexley. The total number of adult enrolments was 117, of which 102 were female and 9 were male. A total of 34 accreditations were gained in 5 different primary schools, children's centres and AEC centres in Bexley. 89% of all learners entered for an examination gained a qualification

FLIF overall:

- Retention rate 97%
- Attendance rate 87%
- Success rate 92%



Guidance, Welfare & Open Study



The Guidance Unit met all the targets set by Nextsteps to deliver information, advice and guidance across Bexley and the neighbouring boroughs of Bromley, Lewisham and Greenwich. The Welfare and Counselling services expanded provision across the various College sites and the Open Study staff continued to support individual students, tutors and the guidance staff, as well as provide a number of career workshops for appropriate clients.

Prospects deliver the Next Step Contract

The Guidance Unit achieved all the targets set by Prospects to deliver the Nextstep contract. Between August 2009 and July 2010, the team delivered 2200 initial interviews and 1273 guidance interviews to clients. As part of the contract the guidance team were also asked to record positive outcomes from clients who were interviewed between August 2009 and July 2010. To date 248 positive outcomes were recorded from clients accessing educational courses, employment or training after receiving a guidance interview. Because of the success in meeting all targets, the Guidance Unit was given an additional contract by Prospects to deliver guidance from June to August 2010.

Work in the College

During the reporting period the Guidance Team worked at all the College sites enabling students and the public to access services locally. The Guidance Team also worked with a number of departments in the College undertaking a range of projects. These included:

- Group work and individual sessions with Family Learning and Neighbourhood Learning students
- An interview programme for the Foundation Skills for Employability Course, followed by a programme of student course reviews
- Updating the client information packs used with individual clients and groups
- Work with the ITEC tutors to provide individual and group sessions for prospective students
- Providing CV support for students on Teaching and Learning Assistant courses and those on Train to Gain courses
- Support for reception staff at all main sites of the College during enrolment as well as attendance at college marketing events.

Work in the Local Community

A major part of work was delivered on an outreach basis. The Guidance Team worked with a number of public, community and voluntary organisations to provide guidance at a range of venues. This allowed the Guidance Team to work with those clients who

do not access mainstream organisations. Examples of these organisations include the Centre for the Unemployed, The Women's Refuge, Emmanuel Church in Thamesmead, Howbury Friends at Slade Green, Carers Support in Lewisham, Sure Start in Greenwich and Community Education in Bromley. As part of this strategy the Guidance Team also delivered guidance at Bexleyheath Library one day per week. By working with these partners the Team was able to provide guidance at a number of diverse venues and also strengthen ties with community and voluntary organisations.

Work with Jobcentre Plus

Part of the Nextstep contract involved working closely with Jobcentre Plus at three locations: Bexleyheath, Bromley and Forest Hill Jobcentres for 2 days a week at each site. Both Jobcentre Plus and the clients feel that this is a successful partnership and one that will develop in the future.

Open Study

This year the Open Study Centre expanded its service to support over 742 individual students and 63 tutor groups. It also provided the venue for a number of CV and Job search workshops. Another important part of the workload of the Open Study staff is to provide clerical support for the Guidance, Welfare and Counselling services. This work has increased substantially, but despite this, the staff have provided an excellent service and have received thanks from many grateful clients and staff.

The Welfare Service

During this year the Welfare Adviser saw 74 clients with a variety of problems ranging from housing and immigration queries, to problems with benefits. The Welfare Adviser also worked closely with students who required help to apply for Grant Aid from the discretionary learning support fund and BTAS. She also worked with students applying for childcare funding. As the aim of the welfare post is to signpost clients to appropriate agencies, the welfare adviser worked to increase network links with the community and voluntary organisations and improve the referral process.

The Counselling Service

The Volunteer Counsellor worked one day per week at our Brampton site. She has provided support for a number of clients who are offered a programme of up to 10 sessions. The demand for counselling is increasing and there is a waiting list of clients waiting for appointments.

My thanks to the Guidance, Welfare and Open Study team who have all worked extremely hard this year to meet all our targets and provided a helpful and supportive service to all our clients, students and staff.

Pauline Brown, Guidance Manager

College Events

Awards Ceremony

More than 200 students with their family and friends gathered at Christ Church, Erith in October 2009 for the College's Annual Award Ceremony.

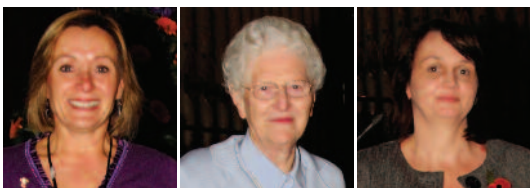
The students have been studying part-time and the ceremony is a recognition of their academic and personal success in such diverse subjects as Law, Curtain Making, Film Studies, Counselling, Spanish, Fitness Instructing and Horticulture.

Certificates and awards were presented by John McIntosh, LSC Partnership Advisor and Pam Kilby, College Governor.



In his opening address Principal Malcolm Tite said "This is very much a student-focused day and this ceremony is about the importance and value of learning and in this case, learning leading to achievement and success. Learning is also about hard work and that is largely what we are here to celebrate today - those who have worked hard to give of their best to achieve their exam/qualification goals and have been successful".

Following the presentation to learners, awards were given to three Outstanding College Tutors. The nominees were all put forward by their learners. Barbara Hicks an embroidery tutor, Karen Hicks, an IT Tutor and Mandy Rawsthorne all received a certificate and gift in honour of their outstanding commitment to adult learning.



Adult Learners' Week

The College participated in the national Adult Learning campaign again this year. The event is an ideal opportunity to open our doors and invite a wider audience of potential adult learners into our centres to see displays of students' work; watch demonstrations; and to join in taster classes, sampling the learning process for themselves.

This year, as part of our joint collaborative working, the College shared promotional opportunities at

Morrisons stores across the borough with Bexley College, Resources Plus and the Library Service.

The College kicked off the week with it's annual Open Day & Exhibition showcasing students work, offering advice and guidance, family learning, taster sessions and demonstrations. Over 40 different taster sessions were offered at Sidcup, Brampton and Crayford throughout the week

In addition a new publication 'Get On Course' - Adult Learning & Skills Directory detailing all of the learning opportunities in Bexley was launched at the ALW Conference. Aimed at helping people across the borough identify where they could access learning and training.

Brampton Opening

The Leader of the London Borough of Bexley, Cllr Teresa O'Neill, joined Principal, Malcolm Tite, Adult Education staff, governors, councillors, centre users and building contractors Coombs at the official opening of the new Brampton Building in July.

This new extension provides our learners with a modern, high quality, up-to-date building with the latest technology; together with a range of specialist facilities, including a salon facility for hairdressing and beauty; fitness and dance in a large studio and a state of the art language laboratory.

Danson Festival

During the summer the College took part in the highly successful 'Danson Festival' and what a great weekend it was. There were hundreds of visitors to the stand who stopped by to find out more about the College; many of whom were surprised at the range of courses on offer. Over 500 people took part in our very popular prize draw with the winner receiving a £250 College Voucher.

Both students and tutors showcased some of the subjects on offer and the Crayford Manor House Astronomical Society had their telescopes at the ready to show how much could be seen in the sky above - even in the bright sunshine.



Summer Festival of Learning

The Summer Festival event held during July proved to be a great success. Over 400 learners signed up to the 'Find out for a Fiver' sessions; offering students a chance to try a course before signing up for longer courses in September.

There were almost 50 different sessions ranging from arts and crafts, health and fitness, languages and career information; and from the feedback we received these short sessions were really effective and enjoyable.

Summer Exhibition

The Summer Exhibition showcased what talented students we have at the College. There were over 70 entries including art, pottery, stained glass, woodcarving, jewellery and sewing/textile crafts. The worthy winners in each category collected a College Voucher from Principal, Malcolm Tite. The visitors all had positive comments about the work on show and the inspiration it offered.



“*Fabulous work, wonderful creativity – I am so impressed with all the work the College does.*”

Visitor to Summer Exhibition

Creative Writing Showcase

The hot summer evening of the open viewing coincided with the Creative Writing Showcase, where learners entertained a crowd of eager listeners with their diverse and enthralling stories.

The learners from the Creative Writing classes had been working on their pieces of work with the help of tutor Donald Daby and finally it all came to fruition with the learners performing their work to an enthusiastic audience.



Learner Achievement

In 2009 / 2010, 3502 exams were sat by College students resulting in an overall pass rate of 90.5%. This is an increase on last year's pass rate of 88.3%.

The overall pass rate for GCSEs was 98.6% (up from 95% last year). For 'A' Levels the overall pass rate was 86%, which is up from last year's 82.3%.

GCSE & A Levels with a 100% pass rate included:

GCSE Art

GCSE Astronomy

GCSE ICT

GCSE Latin

GCSE English

GCSE English Literature

GCSE Maths

AS Spanish

AS History

'A' Level English Literature

'A' Level Art & Design

'A' Level History

'A' Level Film Studies

From our wide accredited programme we achieved some very impressive results. The table below shows courses which achieved 100% pass rate.

C&G Certificate in Gardening

C&G Curtain Making

C&G Health Trainer

Emergency Life Support for Children & Infants

CIEH Certificate in Health & Safety at Work

CIEH Award in Food Safety in Catering

ITEC Diploma in Anatomy & Physiology

CACHE Diploma in Pre-School Practice

CACHE NVQ in Teaching Assistants

Event Planning

NCFE Photography

NCFE NVQ in Advice & Guidance

OCNLR Skills for Community Interpreting

CYQ Health-related Exercise for Children

Teacher Training (CTLLS/PTLLS/DTLLS)

This year we have run Event Planning for the first time – all those who completed (7 students) were successful.

14 staff members successfully completed an NVQ Level 2 in Advice and Guidance Support.

Teacher Training: 24 successes for 1st Year PTTLS / CTTLs and 28 successes for Year 2 DTLLS / PGCE.

We have also run City & Guilds GOLLA (online) exams for the first time and all students who sat them were successful. These were for Salon Services and Floristry students.

For AAT we ran a pilot of the computer-based assessment for one class and they also all passed.

The visiting inspector for the JCQ gave us an excellent report (for GCSEs and 'A' Levels). As did the External Verifier for AAT. Our team of AAT tutors is rated very highly.

BTAS

During the year BTAS had a number of fund raising activities including a quiz night, Christmas and Easter raffles and a Summer Fayre and Dog Show.

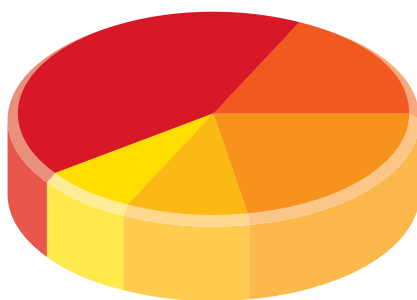
The ongoing sales of second-hand books along with cards and contributions from jewellery sales have helped the Charity considerably with fund raising. The Charity has continued to support learners with fees and equipment including the Home Educated Learners who are now able to access the Charity for support.



Charity number 1006382

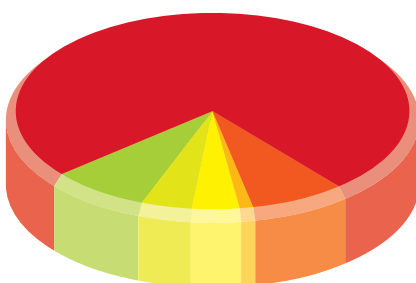
Financial Performance

AECB Income 2009 / 2010



● LSC Grant 42%	1,928,616
● Tuition Fees 18%	859,296
● LEA Grant 22%	1,032,000
● Other Grants 10%	479,619
● Misc Income 8%	348,878

AECB Expenditure 2009 / 2010



● Staffing 76%	3,804,115
● Premises 7%	334,659
● Equipment 1%	34,702
● Curriculum 4%	178,833
● ICT 4%	216,543
● Other Costs 7%	374,463

Value for Money

The standard fee for a course was:

- £3.18 per hour for courses of 13 weeks and over
- £3.66 per hour for courses up to and including 12 weeks

The College :

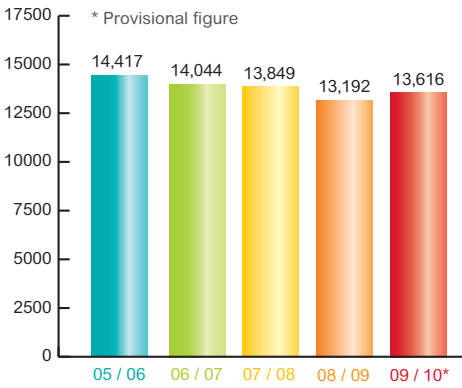
- processed 13,192 enrolments
- processed 91 crèche places
- organised 1,149 courses

Operating with:

- 32 managers
- 113 support staff
- 351 tutors

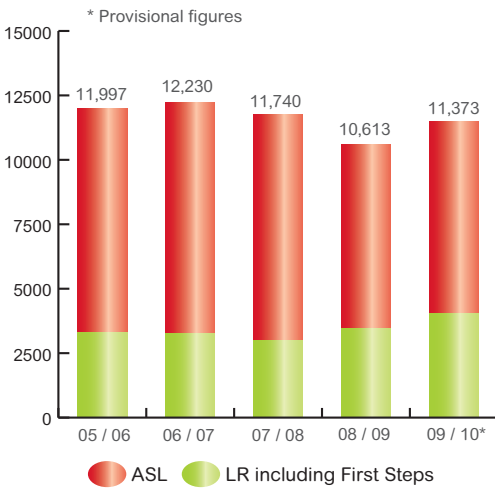
College Performance

Enrolments Processed by Academic Year



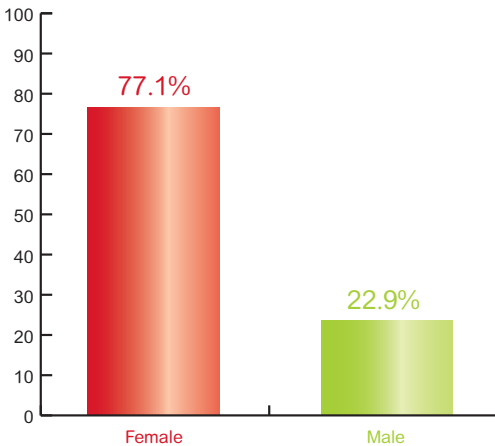
Enrolments as reported to Data Service

(excluding learners funded from other sources)



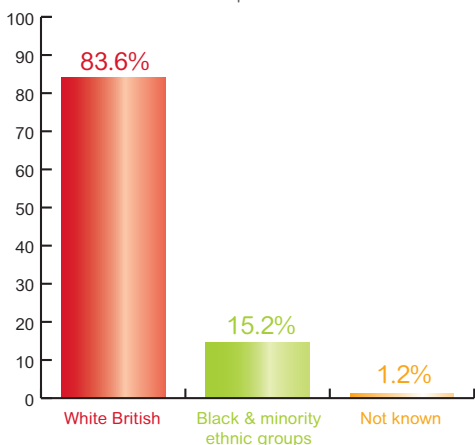
Gender

Based on enrolments processed



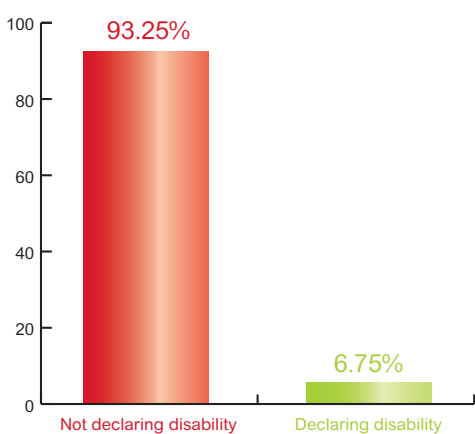
Diversity

Based on enrolments processed



Disability

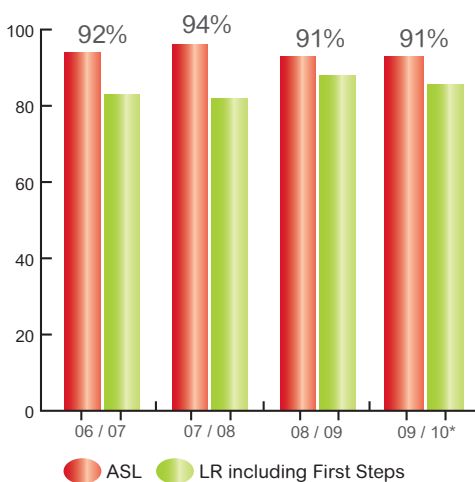
Based on enrolments processed



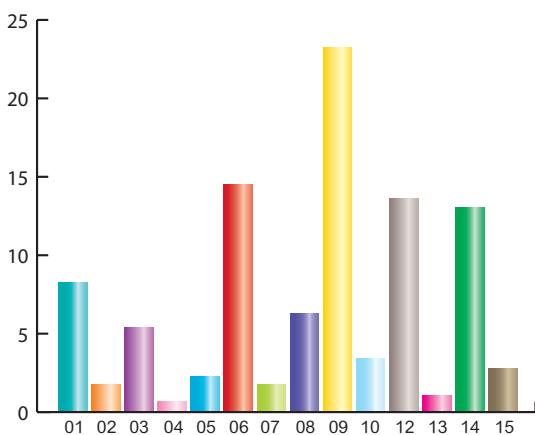
Retention

As reported to the Data Service

* Provisional figures



Enrolments by Area



01	Health, public services & care	6.85%
02	Science & mathematics	2.33%
03	Agriculture horticulture & animal care	5.31%
04	Engineering & manufacturing technologies	1.13%
05	Construction, planning, built environment	2.64%
06	Information communication technology	14.75%
07	Retail & commercial enterprise	2.20%
08	Leisure, travel & tourism	6.57%
09	Arts, media & publishing	23.33%
10	History, philosophy & theology	3.30%
12	Languages, literature & culture	13.68%
13	Education & training	1.29%
14	Preparation for life & work	13.51%
15	Business, administration & law	3.11%

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