



COLLYER'S
Founded in 1532

**ADULT EDUCATION
& SKILLS**

**Courses
2023—2024**



Course List

Accountancy

- [AAT Level 2 Certificate in Accounting](#)
- [AAT Level 3 Diploma in Accounting](#)
- [AAT Level 4 Diploma in Professional Accounting](#)

Art

- [Life Drawing – September](#)
- [Life Drawing – January](#)
- [Life Drawing – April](#)
- [The Art Class – Tuesday](#)
- [The Art Class – Wednesday](#)

Counselling, Psychology and Mental Health

- [Introduction to Counselling](#)
- [Certificate in Counselling Skills - Level 2](#)
- [Certificate in Counselling Skills - Level 3](#)
- [Psychology GCSE - Collyer's \(collyers.ac.uk\)](#)
- [Certificate in Understanding Mental Health - Level 3](#)

Creative Writing

- [Creative Writing – September](#)
- [Creative Writing – January](#)
- [Creative Writing – April](#)

Digital Photography

- [Digital Photography – Beginners](#)
- [Digital Photography – Advanced Creative](#)

English

- [English Functional Skills - Entry Level 1 \(ESOL\)](#)
- [English Functional Skills – Entry Level 2 \(ESOL\)](#)
- [English Functional Skills – Entry Level 3](#)
- [English Functional Skills – Level 1](#)
- [English Functional Skills - Level 2](#)
- [English GCSE](#)

Maths

- [Maths Functional Skills - Entry 3](#)
- [Maths Functional Skills – Level 1](#)
- [Maths Functional Skills – Level 2](#)
- [Maths GCSE](#)

Digital Skills

- [Digital Functional Skills – Entry 3](#)
- [Digital Functional Skills - Level 1](#)
- [Digital Skills for Work - Level 2](#)

GCSEs

- [Maths GCSE](#)
- [English GCSE](#)
- [Biology GCSE](#)
- [Psychology GCSE](#)

Languages

- [German Beginners](#)
- [German Improvers](#)
- [Italian Beginners](#)
- [Italian Improvers](#)
- [Spanish Beginners](#)
- [Spanish Improvers](#)
- [Spanish Conversation – September](#)
- [Spanish Conversation – January](#)
- [Spanish Conversation – April](#)
- [British Sign Language](#)

Science

- [Biology GCSE](#)
- [Access to Higher Education Diploma \(Healthcare Professions\)](#)

Teaching and learning

- [Certificate in Supporting Teaching and Learning – Level 2 \(Teaching Assistant\)](#)
- [Certificate in Supporting Teaching and Learning – Level 3 \(Teaching Assistant\)](#)
- [Diploma for the Early Years Workforce \(Early Years Educator\)](#)

English, Maths and Digital Skills

Enrol on one of our core subject courses where we can support you to gain the skills that you need for progressing your career. Our friendly tutors and small class sizes ensure a supportive environment for you to achieve your learning potential. The great news is...they can be funded, meaning they could essentially be free to you.

English

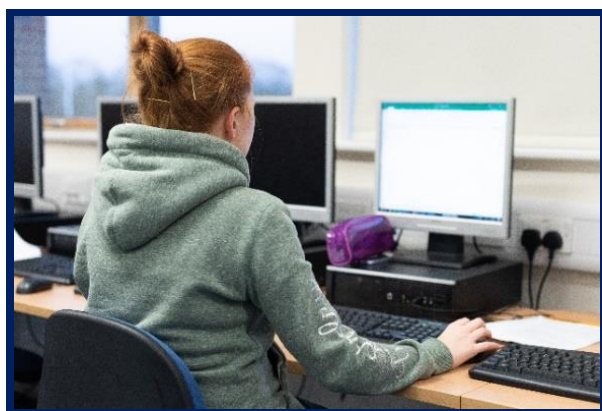
We offer English GCSE and English Functional Skills courses at Entry Level 1, Entry Level 2, Entry Level 3, Level 1 and Level 2. These courses help to develop a basic level of practical and transferable skills in English, which will be useful in work and life.

Maths

We offer Maths Functional Skills courses at Entry Level 3, Level 1 and Level 2 and Maths GCSE. These courses help to develop a basic level of practical and transferable skills in Maths, which will be useful in work and life. Functional Skills qualifications teach how to apply practical Maths skills to real-life and vocational contexts, whereas Maths GCSE has a greater academic focus and requires wider technical knowledge and skills.

Digital Skills

These qualifications help learners to develop the digital skills required for life and work. They include qualifications at Entry Level 3, Level 1 and Digital Skills for Work which teaches the fundamentals of office-based software such as Word, Excel, PowerPoint. You should expect to spend approximately 1-3 hours a week studying at home in addition to class attendance.



“The lessons are so informative, it is so exciting learning something new.”

These Maths, English and Digital Skills courses are either co-funded or fully funded by the Government in most instances, meaning that students benefit from either a reduced fee or no fee at all.

Case study – The Martins

Sally Martin was a student with us from 2016 to 2017 on our Access to Higher Education Diploma. Owing to her exemplary commitment to her studies, great work ethic and brilliant course results – which were achieved by her and in conjunction with her husband's support at home - she won an Access award for Outstanding Academic Achievement...which was wholly deserved.

Following successful completion of the Access Diploma, Sally went on to study midwifery at university and is now a qualified and practicing midwife. This is such a fantastic achievement for her and the family.

Following this, her husband, Steve Martin, was inspired to further his education, and he joined us at Collyer's to study Maths. He started with Maths Functional Skills at Level 1 in 2021-22, which he passed, and he has now passed Maths Functional Skills Level 2 in this academic year (2022/23). In addition, he also won an award for his commitment to his studies and learning journey and came away with the Student of the Year Award in 2022.

Both husband and wife have supported each other with their studies and have shown such a great level of dedication and commitment to themselves, their family, and their future. Juggling work, home life, families and their education has been challenging but so worth it.

We couldn't be prouder of their successes.

Ollie Martin - photographer credit



Access to Higher Education Diploma

(Healthcare Professions)

Our Access course provides an exciting opportunity to gain the required qualifications for entry to a healthcare related degree at university.

The course is suitable for students who do not have traditional qualifications such as A Levels, or who require relevant qualifications to meet the entry requirements for their chosen degree.

This is an intensive one-year course for those looking to progress to university for degrees in Nursing, Midwifery, Paramedic Science, Physiotherapy and other related disciplines.

Our Access course provides an excellent foundation for you to study at university level. Alongside subject specific learning, you will also develop academic and research skills that are necessary to study at degree level.

Our course has excellent success rates, and it is delivered by highly experienced and knowledgeable tutors. Students can benefit from learning support sessions where appropriate.

Learners attend classes for two evenings a week plus one Saturday a month. You will study modules in Biology, Health, Psychology and Study Skills.

[Click here to view our Access Brochure for more details](#)



“The content was both incredibly informative and delivered professionally. I have enjoyed learning about the different units covered during the course.”

“(I enjoyed) ..meeting a lovely group of people and achieving more than I thought I was capable of.”

Qualification and Career Development courses

Certificate in Supporting Teaching and Learning (Teaching Assistant)

Our Teaching Assistant courses are great for those volunteering or working in a school. This is the entry point qualification for anyone new to a school support role, including those in voluntary positions.

The course provides an understanding of the knowledge and skills needed when working directly with children and young people in school environments. Topics include: Supporting children's learning, Safeguarding, Health and Safety, Inclusion, Relationships, Behaviour, Child Development, School as organisations, Teamwork, Play and leisure, Displays.



" I'm so glad I took the teaching assistant course – it gave me a huge amount of confidence and really helped me secure my new teaching assistant role."

Level 3 Diploma for the Early Years Workforce (Early Years Educator)

Our Early Years Educator qualification is ideal for those working in a nursery or pre-school.

This two-year course prepares learners to become Early Years Educators, enabling them to work with children from birth to 5 years and gain knowledge of children aged 5-7 years. This qualification confers the license to practice as an Early Years Educator. The qualification covers four areas: Health and wellbeing; Legislation, frameworks and professional practice; Play, development and learning for school readiness and Professional development.

For this course, students may self-fund the course fees, apply for an Advanced Learner Loan or be eligible for full funding under the Government's Free Level 3 Courses for Jobs offer.

Counselling

Are you interested in finding out more about Counselling or taking your first steps towards qualifying as a counsellor? We offer a range of counselling qualifications ranging from our short introductory course for those with an interest in the subject to our Level 2 and Level 3 course that develops counselling skills and provides industry knowledge.



“Our tutor was a great teacher, always honest and offered feedback that was helpful for me to improve and grow, if I needed anything extra from her she was always willing to help.”

AAT (Accountancy)

Do you want to begin a career as an accountant? Or maybe you’d like to improve your career prospects in your current role. We offer a range of accounting qualifications to help you progress.

We have partnered with Mindful Education to deliver these courses through our flexible Online and On Campus model which combines online learning with face-to-face lessons in the classroom. Learners will study award-winning video lessons on demand from home and will also attend face to face lessons in college. This offers the best of both worlds, requiring less time in college than traditional classroom-only courses, while providing all the benefits of being part of a group that meets regularly with a college tutor. Meaning you can choose how, when and where you want to study.

Level 2 is the starting point for most students and provides a good foundation in financial administration. Level 3 introduces more complex accounting tasks, whilst Level 4 covers higher level tasks including Financial Statements.



Biology GCSE

This GCSE course looks at life processes and living things with an emphasis on human functioning. The course includes topics such as: cell biology, organisation, infection and response, bioenergetics, homeostasis and response, inheritance, variation and evolution, ecology. This is a foundation level, so grades 5-1 are available to students.

British Sign Language

Our Level 1 Award in British Sign Language qualification teaches learners to communicate with deaf people in British sign Language on a range of topics that involve simple, everyday language use. The course is suitable for learners who want to learn basic language skills to communicate simple conversations with deaf people, want to learn new language skills, want to progress to more advanced study and/or employment using BSL in the future, are studying for personal development, are parents, family, friends or colleagues or deaf people.

Recreational Classes

We offer a wide variety of recreational evening courses for adults - why not try your hand at something new or improve a skill you have previously enjoyed?

Art

Do you want to learn more about perspective or tone? Experiment with textures and different media? We offer a range of art classes that are suitable for everyone, from complete beginners to those with more experience. Many of our art students return year after year. Students on The Art Class will be exposed to a wide variety of techniques and artists to expand their horizons and encourage creative experimentation. We will work in a range of different media, for example: Drawing – pastel, charcoal, pen and ink, Painting – acrylics and watercolours, Printmaking – mono print and lino print. The Art Class also looks at the 7 elements of art: the stylistic features that are included within an art piece to help the artist communicate. The seven most common elements are line, shape, texture, form, space, colour and value.



“The course was fast, interesting, challenging and alive. The tutor was extremely knowledgeable about such a wide range of techniques and always very willing to spend time helping with the most basic of questions. The classes were happy and relaxed, yet challenging as we learned so many new things.”

Our Life Drawing course is suitable for students of all levels who wish to develop their life drawing skills. Over this structured course you'll discover a wide range of drawing skills, working with a number of different life models in person.

Topics covered include: Tone – shades, relationships, and textures, Line – contours, weight, mark-making, Shape – positive and negative shapes and spaces, Measurement – sight size, ratios, and scale, Sketching techniques, Critical assessment, Q & A, Samples and demonstrations, Constructive feedback and personal development.

Languages

Have you always wanted to learn a new language? Perhaps you'd like to brush up on some rusty/ long-forgotten skills.

We offer German, Italian and Spanish at Beginner and Improver Levels as well as Spanish conversation classes. We also offer British Sign Language as a Level 1 qualification.

Collyer's Beginner language courses can help you develop the basic communication skills for practical situations for those who intend to use the language on holiday or for work. The emphasis will be on developing your speaking, listening, reading and writing skills. The structure of the language is introduced through everyday topics and practical situations.

Our Improvers language courses help learners to communicate confidently, clearly and effectively through both the spoken and written word and give an insight into the cultural background and heritage of the country.



Creative Writing

Our creative writing courses will help you discover your writing voice and potential. You'll explore key techniques of creative writing and put them into practice through group and individual exercises. You will focus on finding inspiration and making a start; writing what you know, story development and planning; overcoming writer's block; developing your powers of observation and avoiding common mistakes.

"Our tutor is clearly knowledgeable and passionate about her subject...the lessons are very informative and really enjoyable. I'm so glad I joined this course"

Digital Photography

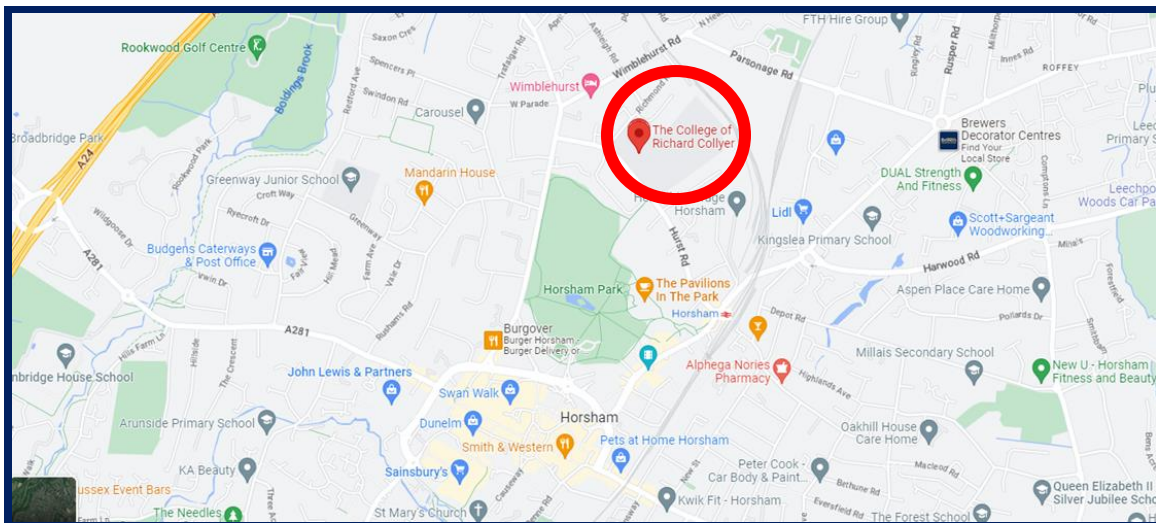
A DSLR (digital single lens reflex) camera is all you need to start on one of our digital photography courses. You'll learn how to leave the automatic setting on your digital camera behind and benefit from our great college facilities, including studio and dark room. We offer classes at beginner level and advanced/creative level.

"The best bit was learning new photographic methods and having access to different accessories."

"Lots of useful resources and equipment to help with the delivery of the course. The use of the studio and light room allowed us to practice what we were being taught. Tilly is a great teacher who is able to explain things in layman terms and uses examples to demonstrate what the expected outcome should be whilst allowing us to also be creative."

"The tutor's knowledge and her passion for photography shines through when she talks about other photographers work. Her presentations and practical's have been well thought out. She encourages you to think outside the box when it comes to subject matter and gives lots of examples to help you. I've really enjoyed the group discussions and the way in which she has used the photos that we have sent in during the week to aid them. She has given great tips for the future and I can truly say that I have enjoyed every Thursday night".

Where to find us



Collyer's Adult Education and Skills is located in central Horsham, 5 minutes from Horsham station, and is served by a variety of bus routes. The postcode is RH12 2EJ. Free on-site parking is available in the evenings. Please click on the link below for details of transport routes.

[Transport Routes - Collyer's \(collyers.ac.uk\)](http://collyers.ac.uk)

Office opening hours

The Adult Education and Skills office is open during the college term-time on Monday to Thursday 9:30am - 2pm and 5:30 – 9pm and, during the summer holidays, Monday to Thursday 10am – 2pm.

Students will have access to college facilities such as the library, the café, printing, IT support, an online learning environment. Please contact our team of friendly Adult Education and Skills advisors for information, advice and guidance.

Contact

Phone: 01403 216597

Email: adulted@collyers.ac.uk

Website: [Adult Education & Skills - Collyer's \(collyers.ac.uk\)](http://Adult Education & Skills - Collyer's (collyers.ac.uk))

Address: The College of Richard Collyer, Hurst Road, Horsham, West Sussex. RH12 2EJ



