

## Literacy, Education, Work & Training

Agency Name (with link to website if available)	E-mail Address Contact	Phone Number
<a href="#"><u>9 Lives Furniture</u></a>	<a href="mailto:enquiries@9LivesFurniture.org.uk"><u>enquiries@9LivesFurniture.org.uk</u></a>	01923 718 666
<p>EDI accredited courses in Warehouse and Retailing, Furniture Restoration &amp; IT Work experience for the long-term unemployed, people recovering from mental ill health and people with learning disabilities</p> <p>Age Range: <b>18+</b> Cost: <b>mostly FREE</b></p>		
<a href="#"><u>Advisory, Conciliation &amp; Arbitration Service (ACAS)</u></a>		0845 7474747
<p>Advice on grievances, contracts, hours, pay, redundancy and employment rights</p> <p>Age Range: <b>16+</b> Cost: <b>FREE</b></p>		
<a href="#"><u>Age UK Hertfordshire</u></a>	<a href="mailto:info@ageukherts.org.uk"><u>info@ageukherts.org.uk</u></a>	0845 6013446
<p>Information and Advice line on 0845 601 3446 who can refer you to another organisation if you have queries about learning, training and employment</p> <p>Age Range: <b>50+</b> Cost: <b>mostly FREE</b>, some services incur a charge</p>		
<a href="#"><u>ASCEND</u></a>	<a href="mailto:info@ascend.org.uk"><u>info@ascend.org.uk</u></a>	0208 420 1364
<p>Provide education and training opportunities Develop client Information Technology skills Providing people with more choice and control over their lives Develop new services and training opportunities to reflect the changing needs of our clients Develop new services &amp; training opportunities for young people aged 16 to 25</p> <p>Age Range: <b>16+</b> Cost: <b>FREE</b>, some courses incur a nominal admin charge</p> <p><b>Children's Centres</b></p> <p>Children's Centres integrate high-quality services for children aged 0-4 years and their families They aim to give every child the best start in life and provide places where children under five can get involved in a range of play and learning activities Each centre is different and responds to the needs of the community it serves Some centres deliver adult and family learning sessions Contact the relevant Centre for your needs from the list below</p> <p>Age Range: <b>for parents / carers of children aged 0-4 years</b></p>		

Cost: <b>mostly FREE</b>		
<b><u>Abbots Langley Children's Centre</u></b>	<a href="mailto:jeanette.white@hertsmerereisure.co.uk">jeanette.white@hertsmerereisure.co.uk</a>	01923 268105
<b><u>Chorleywood &amp; Loudwater Children's Centre</u></b>	<a href="mailto:chorleywood@pre-school.org.uk">chorleywood@pre-school.org.uk</a>	01923 484903 / 07966 584824
<b><u>Croxley Green Children's Centre</u></b>	<a href="mailto:admin.croxleygreen@hertschildrenscentres.org.uk">admin.croxleygreen@hertschildrenscentres.org.uk</a>	01923 805110
<b><u>Ebury Children's Centre</u></b>	<a href="mailto:Andrea.Huntley@pre-school.org.uk">Andrea.Huntley@pre-school.org.uk</a>	01923 255054
<b><u>Rickmansworth Children's Centre</u></b>	<a href="mailto:admin.rickmansworth@hertschildrenscentres.org.uk">admin.rickmansworth@hertschildrenscentres.org.uk</a>	01923 772094
<b><u>South Oxhey Children's Centre</u></b>	<a href="mailto:admin.southoxhey@hertschildrenscentres.org.uk">admin.southoxhey@hertschildrenscentres.org.uk</a>	020 8700 2203
<b><u>Citizens Advice Bureaux</u></b> (with new monthly service from Maple Cross Club)	<a href="mailto:Rickmansworthcab@cabnet.org.uk">Rickmansworthcab@cabnet.org.uk</a>	01923 267949 (Abbots) 020 8421 0911 (Oxhey and District) 01923 720424 (Rickmansworth)
Advice on employment - problems at work, redundancy and dismissal		
Age: <b>16+</b> Cost: <b>FREE</b>		
<b><u>Community Learning Partnership</u></b>	<a href="mailto:elizabeth.borg@jbtconnect.com">elizabeth.borg@jbtconnect.com</a>	0208 421 5544
<p>Based in South Oxhey, Watford and working throughout Hertfordshire  Engaging with families &amp; removing barriers to learning  Encouraging, empowering and supporting people  CLP Angels are the partnership's learning and community 'Champions' – the group is made up of existing and past learners that want to share their enthusiasm for learning with others.</p>		
Age Range: <b>Families, Adults</b> Cost: <b>FREE</b>		
<b><u>Educational Grants Advisory Service</u></b> - EGAS	<a href="mailto:egas.enquiry@family-action.org.uk">egas.enquiry@family-action.org.uk</a>	0207 2417459
<p>Provides information on funding for post-16 education, enabling individuals to gain access to education to improve their quality of life and employment opportunities  Students can identify educational trusts that may be eligible to apply to and check whether they are eligible to apply for funding from Family Action</p>		

Age Range: <b>16+</b> Cost: <b>FREE</b>		
<b><u>Guidepost Trust</u></b>	<a href="mailto:guideposts.ware@guidepoststrust.org.uk">guideposts.ware@guidepoststrust.org.uk</a>	01920 484946
<p>We work with people who have mental health issues, dementia, learning disabilities, physical impairments, and their carers and families          Work Training in our Café and Shop          Training Courses and Workshop</p>		
Age Range: <b>Families, Adults</b> Cost: <b>FREE</b>		
<b><u>Hertfordshire Adult and Family Learning</u></b>	<a href="mailto:hafls@hertsc.gov.uk">hafls@hertsc.gov.uk</a>	01992 556194
<p>Delivers and funds courses; mainly family learning through its direct delivery tea          Courses are delivered mainly in community locations          The main curriculum areas are Arts, ICT and Preparation for Life and Work          Courses are mainly short programmes to engage learners and encourage them to progress on to other learning opportunities</p>		
Age Range: <b>16+</b> Cost: <b>mainly FREE</b> bit those who can afford to pay are expected to contribute		
<b><u>Hertfordshire Libraries</u></b>		01923 471333
<p>Libraries can provide a wealth of information and services to support adult learners          Computer taster courses for beginners          Books to borrow from our Work &amp; Learning, Reading, Numbers &amp; Learning English collection          Study space available in larger libraries with free access to library computers</p>		
Age Range: <b>any age</b> Cost: <b>mainly FREE</b>		
<b><u>Herts County Council Work Solutions</u></b>	<a href="mailto:worksolutionsouth@hertsc.gov.uk">worksolutionsouth@hertsc.gov.uk</a>	01442 454464
<p>Help and support to people with mental ill health, learning / physical disabilities &amp; sensory needs          Identifying and matching skills, experience, talents &amp; strengths to employers' requirements          Offers support, both in and out of the workplace, for as long as necessary          Offers benefits advice and guidance to make sure you are better off in work          Offers help and support through the Access to Work scheme</p>		
Age Range: <b>18+</b> Cost: <b>FREE</b>		
<b><u>Next Step</u></b>	n/a	0800 100 900
<p>Careers service, available online or with one of our advisers over the phone or face-to-face</p>		

<p>Age Range: <b>19+</b>  Cost: <b>FREE</b></p>		
<p><b><u>Princes Trust Team Hertfordshire</u></b></p>	<p><a href="mailto:webinfoea@princes-trust.org.uk">webinfoea@princes-trust.org.uk</a></p>	<p>0800 842842</p>
<p>12-week courses include:</p> <p>Team building, community projects, individual placement, job finding skills, team challenges, outdoor pursuits, community care, conservation work, first aid, wider key skills, and C&amp;G level 1 qualification in Personal, Teamwork and Community Skills  Unemployed people do not lose their benefit; Employed people are paid for by their employer</p>		
<p>Age Range: <b>16 to 25</b>  Cost: <b>FREE</b></p> <p>The Enterprise programme</p> <p>Supports unemployed young people to work out if their business ideas are viable and whether self-employment is right for them  To find out whether the programme is running in your area, use our <a href="#">online form</a></p>		
<p>Age Range: <b>18 to 30</b> unemployed or working less than 16 hours a week  Cost: <b>FREE</b></p> <p>Development Awards</p> <p>Cash grants of <b>up to £500</b> to help young people get into education, training or employment  Fill out the <a href="#">online enquiry form</a></p>		
<p>Age Range:  <b>14-16</b> and not expecting to achieve 5 GCSEs (or equivalent) grades A-C  <b>16-25</b> and not in education, training or employment  Cost: <b>FREE</b></p>		
<p><b><u>Pro-Action Hertfordshire</u></b></p>	<p><a href="mailto:enquiry@pro-actionherts.org">enquiry@pro-actionherts.org</a></p>	<p>01707 276859</p>
<p>Training opportunities for both young people and adults  Courses are designed to enhance the lives of young people and the work of volunteers who work in the field of young people</p>		
<p>Age Range: <b>12-25</b>  Cost: <b>mostly FREE</b></p>		
<p><b>STEP-UP Learning and Well-being Centre, South Oxhey</b></p>	<p><a href="mailto:CFisher@ascend.org.uk">CFisher@ascend.org.uk</a></p>	<p>0208 428 6725</p>
<p>Information, Advice and Guidance to explore client learning needs  Courses including Skills for Life, ICT, Arts &amp; Craft, Gardening  Weekly Job Club including Mock Interviews, CV's, Job Applications</p>		

<p>Age Range: <b>16+</b>  Cost: Mostly <b>Free</b>, sometimes <b>administration fee of £10</b> for courses</p>		
<p><b><u>Three Rivers Learning Partnership</u></b></p>	<p>Contact can made via the TRLP website</p>	
<p>Brings together the organisations involved in adult education in the district  Promoting and developing adult and family learning opportunities in Three Rivers  Visit their website to find out what is being delivered in your area</p>		
<p>Age Range: <b>any</b>  Cost: <b>mostly FREE</b></p>		
<p><b><u>Watford Job Centre Plus</u></b></p>		<p>0845 6043719</p>
<p>Search for a job  Help and advice when looking for jobs  Benefits information and advice  Benefit estimates online</p>		
<p>Age Range: <b>16+</b>  Cost: <b>FREE</b></p>		
<p><b><u>Watford MENCAP</u></b></p>	<p><a href="mailto:admin@watfordmencap.org.uk">admin@watfordmencap.org.uk</a></p>	<p>01923 713620</p>
<p>Provide a range of services for people with a learning disability &amp; their families and carers. These include:</p> <p>What Next?, One to One Support  Organisations can refer or contact us for advice and guidance.</p>		
<p>Age: <b>any age</b> (parental / carer consent will be required)  Cost: <b>FREE</b></p>		
<p><b><u>West Herts College</u></b></p>	<p><a href="mailto:admissions@westherts.ac.uk">admissions@westherts.ac.uk</a></p>	<p>01923 812000</p>
<p>Help with study choices at 16, 18 and beyond  Various levels of study from beginners to Diploma  Full-time, Part-time, Evening and Weekend  Three campuses in Watford, Kings Langley and Dacorum with some learning in the Community</p>		
<p>Age Range: <b>16+</b>  Cost: <b>Various</b></p>		
<p><b><u>Youth Connexions Watford One Stop Shop</u></b></p>	<p><a href="mailto:youth.connexions@hertscc.gov.uk">youth.connexions@hertscc.gov.uk</a></p>	<p>01923 482828</p>
<p>YouthPoint Centre for Young People , 206-210 Lower High Street , Watford WD17 2EL  Information, advice, guidance and support on education, work, training and volunteering, advice on drugs, finance, health including sexual health, housing plus much more  PCs that can be used for research, developing CVs &amp; searching for jobs and training</p>		

Age Range: **11-25**  
Cost: **FREE**