

WOMEN RETURNERS' NETWORK

RETURNING TO WORK

*A directory of education
and training for women*



图书馆

EIGHTH EDITION 1996/7

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A DIRECTORY
OF EDUCATION & TRAINING
FOR WOMEN

8TH EDITION

Paul Chapman Publishing in association with
The Women Returners' Network



The Women Returners' Network

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First published in Great Britain in 1987 by
Longman Group UK Limited
Second edition 1988
Third edition 1989
Fourth edition 1990, published by
Kogan Page Limited
Fifth edition 1991
Sixth edition 1992, published by MJ Publishing
Seventh edition 1993
Eighth edition 1996, published by Paul Chapman Publishing
144 Liverpool Rd, London N1 1LA

British Library Cataloguing in Publication Data

Returning to work : a directory of education and training
for women. – 8th ed.
1. Women – Employment 2. Adult education of women
I. Women Returners Network
331.4'12

ISBN 1 85396 337 2

Typeset by Dorwyn Ltd, Rowlands Castle
Printed and bound in Great Britain

A B C D E F G H 9 8 7 6

This Book Can Help You

- if you are a woman wishing to return to work after a break or to improve your career prospects by following a course of training.
- if you are an adviser to whom women returners may come for educational guidance or you have an interest in the opportunities available to women.

The aim of this Directory is to help women returners and does this by providing information on education and training initiatives which offer opportunities and facilities that enable women returners to take them up, for example:

- shortened-day timetables to fit in with school hours
- hands-on experience with computers and other information technology equipment
- job-sampling experience
- the opportunity to assess abilities, discover new interests, widen horizons and develop confidence
- guidance and counselling sessions

About This Book

This Directory is unique in focusing attention on the needs of women hoping to return to the labour market after a break. For every copy sold, hundreds of women seeking guidance have benefitted. It contains vital information on courses that have been designed for them.

Women returners need help in managing their return to work. Our aim is that the Directory should help them do this by providing them with both specific and general information. If they are able to discover: whether training and job opportunities exist in their own locality and the extent to which these initiatives are designed to suit women returners, then it may be possible for them to take full advantage of the education and training opportunities available to them. If these do not exist, then the general information provided may help them find out why not.

Women returners should make their needs known to everyone who provides training in their area. They can ask at colleges and Training and Enterprise Councils (TECs) about shortened-day timetables, about childcare facilities and about educational advisory services. Professional women should urge their professional associations to set up career-break services, for example, updating courses. Employers, especially large ones, should be approached by female staff about keeping-in-touch schemes. Most women will have a far longer period in employment after their return to work than they had before taking a break and it is essential that they are made fully aware of all the opportunities to update, retrain, change careers, obtain grants or sponsorship and make an informed choice based on sound information and advice.

Were you aware that:

- Nearly half the workforce is female
- Over 11 million women are in employment
- Two-thirds of them are married/co-habiting
- Over 8 million married/co-habiting women are working, which means that around one in three of all workers is a married/cohabiting woman
- Eight out of ten women who take a career break return to employment within five years

It is clear that women are vitally important in meeting current and future skills shortages. If employers are to remain productive, they must take full advantage of the potential and existing skills and experience of women. Opportunities for employment will alter with changes in the economy, but the indications are that, long term, the existing shortage of skilled people will remain and it is advisable for women to take every available opportunity to train and update their qualifications.

The Directory makes it immediately possible to read about the many initiatives directed at recruiting and retaining women. We hope that it will help you, if you are a woman returner, or your clients, if you are an educational adviser, to make a happy return.

Women Returners' Network

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London WC2N 6EZ

Phone: 0171 839 8188

Fax: 0171 930 8620

The eighth edition has been updated by Gill Heath, WRN's Information Officer, and has received support from a WRN project under the European Union New Opportunities for Women Initiative.

Sources of Information: National Schemes and Organisations

1. Who can inform you?

Finding out what is available by way of training and education remains a problem for women. This section lists the organisations to approach for information. The Directory includes, at the end of every county or regional section, details of local advisers who can direct you to specific providers of courses or to adult guidance services.

In the UK, women returning to work are not a marginal group. Over 11 million women are in the workforce; of those, more than two-thirds (i.e. over 8 million) are either married or cohabiting.

Women returners are women who stop work because of family commitments, usually to have children but sometimes to care for a dependent adult, and who later wish to return to work, either in the same field or one that requires them to retrain.

Why do women returners need help to manage their return to work? The problems facing women returners are: lack of flexible entry to jobs and education; loss of confidence; the costs of retraining and how to offset them (see Section 3); lack of childcare facilities (see Section 4); and the difficulties of keeping in touch (see Section 4). Women should ask for information on whichever of these issues affects them.

Once you have found these organisations, it is essential to ask the right questions in order to be able to take advantage of what they offer.

Many women who return to work continue to perform a dual role at work and at home, maintaining their domestic and family commitments and juggling to do so as well as perform well in their job. If this is generally recognised, return to work or training can be eased. However, many women looking for work take whatever job is available in order to solve short term needs. All too often, this means a drop in pay and status, or loss of employment protection, job security and opportunities to retrain. The Directory lists below sources of information on flexible working and jobshare registers.

- Flexible training programmes and flexible work patterns will help overcome returning to work problems for women. Do they exist in your area and in your field?
- For many women living in rural areas or beyond the reach of a suitable college and with no means of transport, Distance Learning may be the only option. It combines a correspondence course with tutorial help and possibly audio-visual aids. Is Distance Learning an option or perhaps the only option for you?

Frequently, many women find the domestic break is characterised by lowered self-esteem and ambition, making the return more difficult. This can be the case for an under-achiever at school, or someone who made little career progress while at work, or a professional woman. Too few employers help their employees to plan a career break.

In education and training, lack of self-confidence can be overcome if 'gateway' women-only courses are provided. The essential need to express their aspirations and explore opportunities is best done in an atmosphere of mutual understanding which women-only courses can provide. One requirement is well-recognised, namely that training be provided during school hours.

- Do women-only courses, timetabled within school hours, take place in your locality?

The opportunity to progress from starter courses to more vocational and focused courses is not always available. Some education and training providers have made major efforts to provide progression routes.

- Do women-only courses, shortened-day timetables, planned progression from one course to another exist in your locality?
- Is Credit Accumulation and Transfer available in your area? (CATS allows students to move from one college to another without having to start another course from scratch. This can be very helpful to women who have to move because of their own or their partner's work, or who need, for a variety of reasons, to interrupt their study.)

Information and Guidance Services

Careers Services

Careers Services, traditionally provided by Local Education Authorities, can now be provided under contract by a variety of organisations. Their primary responsibility is to meet the needs of young people for careers information and guidance. They are not obliged to make provision for the needs of adult returners to education/training/employment, although some do. In some cases, those Careers Services which do offer guidance and counselling may charge for their services.

Check County Contacts for careers advisory services in your area (contact the Adult Guidance Officer). In addition the National Association of Educational Guidance Advisers (see below) has a network of branches which you may contact.

Opportunity Shops

Run by many Training and Enterprise Councils (TECs), Opportunity or Guidance Shops offer 'one stop' information and guidance concerning local training and employment initiatives. See County Contacts for local details.

Other sources of information and advice:

Association of Graduate Careers Advisory Services, c/o Careers Service, University of Warwick, Coventry CV4 7AL 01203 523498 *Contact:* Margaret Wallis

Career Assessment and Guidance Counselling, Northland Farmhouse, Ketches Lane, Sheffield Park, Uckfield, East Sussex TN22 3RX 01825 791337 *Contact:* Pat Frank
CAGS specialises in helping women returning to work and offers talks, one day workshops and courses for women returners at bases in Sussex and London. Also co-ordinates a list of independent professional Career Guidance Counsellors in different parts of the country. In-depth consultations for individuals cost from £50 to £100. Some offer concessionary rates for the unemployed. All listed counsellors are members of the British Association for Counselling, the Institute of Careers Guidance or similar recognised organisations.

Career Development Centre for Women, 97 Mallard Place, Strawberry Vale, Twickenham, Middlesex TW1 4SW 0181 892 3806 *Contact:* Linda Greenbury
Personalised career/life planning programmes for women only, specialising in partner relocation, older adults and returners. A charge is payable for this service.

Careerwise, 127 Lansdowne Road, London N17 0NN 0181 808 4584 *Contact:* Penny Redwood. Careerwise is a supportive career counselling service, based in North London, for people making career decisions, specialising in women returners. A charge is payable for this service.

ECCTIS 2000, Oriel House, Oriel Road, Cheltenham, Gloucestershire GL50 1XP 01242 252627
ECCTIS (Educational Counselling and Credit Transfer Information Service) 2000 is a national computerised service providing information about courses in further and higher education and their entry requirements. It holds information on over 80,000 courses, from postgraduate and first degree courses to further education opportunities throughout the UK. Courses of more than 6 weeks' full-time (or equivalent part-time) duration leading to recognised

qualifications (except GCSE and SCE) are covered. Course information includes subject, duration, method of study, education institution, normal entry requirements, course structure and content, and credit transfer opportunities. The database is available on CD-ROM by annual subscription.

Individuals seeking information should contact a local careers or guidance officer for information about their nearest ECCTIS database access point.

Higher Education Careers Service Unit, Armstrong House, Oxford Road, Manchester M1 7ED 0161 236 8677 *Contact: Pat Raderecht*

Infinite Reach, 4 Holmes Cottages, Pebble Hill Road, Betchworth, Surrey RH3 7BP 01737 842713. Runs workshops for women considering job/career change or returning to work after a break. One-to-one advice also available. Fees are charged for these services.

Instant Muscle, Springside House, 84 Northend Road, London W14 9ES 0171 603 2604
Contact: Sue Ellis, Information Officer

National charity which seeks to help unemployed people who face disadvantage in the labour market to take up the challenge of self-employment or return to a satisfying job. Free training is available for both sexes. Instant Muscle offers a high level of individual counselling in all its employment and enterprise training programmes.

Kelly Services, UK Headquarters, Rodwell House, 100 Middlesex Street, London E1 7HD 0171 247 4494. Runs specially targetted programmes throughout its network of branches aimed at helping women who have had a break return to the workplace. Every participating branch has a Working Mother Adviser who is able to assist mothers return to employment. Branches are able to provide testing and free computer technology as well as basic keyboard skills, backed up by a range of factsheets covering topics such as CVs, job interviews, stress at work, etc.

Learning from Experience Trust (LET), Anglia Polytechnic University, Victoria Road South, Chelmsford, Essex CM1 1LL 01245 348779

LET is an educational charity established to develop ways in which people can make maximum use of their knowledge and skills, however they acquired them, through the assessment of experiential learning. It seeks to develop procedures for identifying and evaluating informal learning, and to encourage their use in assessing people who hope to progress through further or higher education or employment. LET offers a useful service for trainers and advisers.

Low Pay Unit, 27-29 Amwell Street, London EC1R 1UN 0171 713 7616

The Low Pay Unit is an independent charity set up in 1974 to investigate and highlight the problems of low pay, poverty and inequality, to advise low paid individuals and train advisers on wages and employment law. It is now the main organisation representing the interests of the 'working poor', ensuring that the issues remain high on the political agenda and can respond to individual enquiries.

NIACE (National Institute of Adult Continuing Education), 21 De Montfort Street, Leicester LE1 7GE 0116 255 1451

NIACE is the national organisation for adult learning; promoting the study and general advancement of adult continuing education. It seeks to enable consultation and co-operation between all those concerned in the provision of education and training for adults. It also provides an information and advice service for organisations and individuals, undertakes research, organises conferences and produces a range of publications. NIACE also co-ordinates the annual Adult Learners' Week, a nationwide event promoting adult education and training opportunities. Publications include an annual 'Adult Continuing Education Yearbook' which lists organisations concerned with adult education across the UK and overseas.

For details of NIACE in Wales, contact: Wales Committee NIACE/NIACE Cymru, Welsh Joint Education Committee, Education Department, 245 Western Avenue, Cardiff CF5 2YX; 01222 265000.

National Association for Educational Guidance for Adults (NAEGA), 10b Leny Road, Callander, Scotland FK17 8BA 01877 330996 *Contact: Anne Docherty, Secretary*

This is the national body representing the view and aims for local Education Guidance Services for Adults. It plays an active role in national discussions aimed at promoting educational guidance and the requirements of adult learners. NAEGA has regional branches, newsletters and an annual conference for members and others interested in provision of guidance for adults. A 'UK Directory of Educational Guidance Services for Adults' is available from the Secretary, as well as other publications covering educational guidance matters. See County Contacts for details of regional representatives.

For details of NAEGA in Northern Ireland, contact: Eileen Kelly, Director, 'Educational Guidance Service for Adults, 2nd Floor, Glendinning House, Murray Street, Belfast BT1 6DN; 01232 244274

New Ways to Work, 309 Upper Street, London N1 2TY 0171 226 4026

New Ways to Work is the leading organisation in the UK advising on more flexible ways of working. It runs a national information and advice service dealing with enquiries about flexible working from individuals, employers, trade unions and others. It publishes booklets, leaflets and a quarterly newsletter and also runs seminars and training sessions for employers and personnel officers.

Opportunities for People with Disabilities, 1 Bank Buildings, Princes Street, London EC2R 8EU 0171 726 4961 or 0171 726 4963 Minicom

Contact: Information Officer

Aim, through training, preparation and guidance, to help people with disabilities to secure and maintain worthwhile employment matched to their talents and aspirations, by persuading employers to recognise positively ability and potential, not disability. Services are offered free of charge from a network of 12 regional centres and 4 Special Need job clubs around the country.

Ownbase, 68 First Avenue, Bush Hill Park, Enfield Middlesex EN1 1BN *Contact: Enquiries Secretary*. Founded in 1986, Ownbase is a national organisation focusing on the social and psychological problems of working from home. Contact is maintained with members through regular newsletters, project teams, exhibitions and the AGM. Many members are in full time employment, but would like to know more about working from home, while others are freelancers running small businesses. SAE for further details.

Small Business Bureau, Curzon House, Church Road, Windlesham, Surrey GU20 6BH 01276 452010. Lobbyists for small businesses.

The Basic Skills Agency, 1-19 New Oxford Street, London WC1A 1NU 0171 405 4017

This is the national development agency for literacy, numeracy and related basic skills in England and Wales. If you want to join a programme anywhere in England or Wales to improve your reading, writing, spelling or basic maths, ring the Basic Skills Agency Helpline 0800 700987.

The Industrial Society, Robert Hyde House, 48 Bryanston Square London W1H 7LN 0171 262 2401 *Contact: Jo Gardiner*

Women's development is, and has long been, one of the Industrial Society's key campaign areas. This is reflected in the Pepperell Network as well as in an exciting range of up-to-date courses. Because many women find it easier to learn in a non-threatening, single gender environment, their women-only courses enable them to 'take stock of the challenges they face. They are then able more effectively to plan the actions they will implement on their return to work; which makes good business sense.

Access to further/higher education

Access Courses

Access to higher education courses are designed for adults as an alternative to A levels or Scottish Highers. They normally take one year full-time or two years part-time.

Access courses need no formal entry requirements, other than a willingness to study and ability to benefit from the course. Some are linked to specific degree programmes, so that success on the Access Course leads directly to entry to the degree course. Not all Access courses lead automatically to further study, so it is important to check where the course leads.

Accreditation of Prior Learning (APL)

Accreditation of Prior Learning is a process which enables people to gain certification for their past achievement, often outside the formal education system, for example in work, leisure or community activities. Identified learning can be matched against nationally recognised qualifications at various levels. Contact your local university or College of Higher Education for more information.

In Scotland, the Scottish Vocational Council is the major awarding body for Further Education. For information on APL, contact: SCOTVEC, Hanover House, 24 Douglas Street, Glasgow G2 7NQ; 0141 248 7900.

For information on APL in childcare and education, contact: Council for Early Years Awards, 8 Chequer Street, St Albans, Hertfordshire AL1 3XZ; 01727 847636

Associate Student Schemes

Many universities and CHes, including the Open University, offer associate student schemes. Generally these allow adult students to choose single units from any current programme of study on offer without having to enrol for the whole programme, whether this is a degree, diploma or other type of provision. It is a useful opportunity for women to gain specialist expertise to further their careers, update knowledge in their field and pace their return to study. Credits gained from passing single units can be accumulated towards a degree whether in that college or by credit transfer to another. Contact your local university, College of Higher Education or Open University regional office for more details.

Credit Accumulation and Transfer (CATS)

Credit Accumulation and Transfer (CATS). The Scheme seeks to break down the many barriers that prevent people from taking advantage of higher education, enabling them to accumulate academic credit towards awards (undergraduate or postgraduate degrees). These credits can be achieved through learning at work, unpaid or voluntary work, professional courses, as well as formal study at college.

Further information on the higher education opportunities available and the credit enquirers may already have accumulated is available from your local university or College of Higher Education.

Scottish Wider Access Programme (SWAP)

Scottish Wider Access Programme (SWAP) works to create new ways into higher education through the design of access courses and of individual programmes guaranteeing entry to higher education, and through credit transfer and flexible study plans. Contact the regional offices below for further information.

North of Scotland Consortium, Summerhill Education Centre, Stronsay Drive, Aberdeen AB2 6JA 01224 313142

South East of Scotland Consortium, Stevenson College, Bankhead Avenue, Edinburgh EH11 4DF 0131 458 5468

Awards

BTEC Continuing Education Qualifications

The Customer Enquiries Unit, Central House, Upper Woburn Place, London WC1H 0HH 0171 413 8400

Certificate and Diploma programmes designed specifically for people with either previous qualifications or experience in a responsible job (usually at least three years) to extend and develop their previous education and experience. Students are eligible for certain BTEC Continuing Education Certificates on completion of specified combinations of modules.

BTEC Certificates of Achievement

Certificates of Achievement are awarded to students who successfully complete: – Continuing Education modules, ie short programmes of study designed to meet particular employers' or students' needs, including updating, refresher training or preparing to return to work; – modules drawn from BTEC initial programmes which may equally meet the needs of adults, especially for technological updating; – groups of modules studied together, which have been designed to meet specific needs.

BTEC Initial Qualifications

Full programmes – a mature person may wish to follow the full programme of studies leading to a BTEC National or Higher National Certificate or Diploma. There is no maximum age limit to these programmes.

Shorter courses – Adults who have developed or acquired skills and knowledge through their work may be able to follow a shortened course leading to a BTEC National or Higher National qualification because their experience may give them exemption from up to 50% of the total requirements of a full course.

City and Guilds of London Institute

76 Portland Place, London W1N 4AA

City and Guilds of London Institute offers a wide range of occupational qualifications, including NVQs.

National Vocational Qualifications (NVQs)

National Council for Voluntary Qualifications, 222 Euston Road, London NW1 2BZ 0171 387 9898

NVQs are available across the range of occupational areas and can be awarded at up to 5 different levels, starting with level 1 (routine and straightforward tasks) through to level 5 (complex managerial and professional activities). For example, students in a management post or with management responsibilities and experience may gain an NVQ level 4 or 5 in Management.

General National Vocational Qualifications (GNVQs) are available in a range of occupational areas and can be awarded at Foundation, Intermediate and Advanced levels. The Advanced GNVQ is comparable to A levels and is known as the Vocational A Level.

RSA Examinations Board

Westwood Way, Coventry CV4 8HS 01203 470033

The Royal Society of Arts (RSA) offers over 200 qualifications, including NVQs in a range of administrative and management subjects.

Scottish Vocational Education Council (SCOTVEC)

Hanover House, 24 Douglas Street, Glasgow G2 7NQ 0141 242 2052

SCOTVEC is the national body with responsibility for accrediting, awarding and developing vocational qualifications in Scotland. Within its qualifications framework, SCOTVEC offers unit-based provision at non-advanced (National Certificate Modules) and advanced (Higher National Units) levels. Modules and units can be taken individually or in groups and can lead to nationally recognised qualifications such as HNC, HND, Scottish Vocational Qualifications (SVQs) or General Scottish Vocational Qualifications (GSVQs). In addition, programmes can be designed to meet the needs of particular organisations or companies. National Certificate Modules, Higher National Units and courses are designed by SCOTVEC in collaboration with educationalists, employers, industry lead bodies and professional/technical bodies, and are recognised routes to careers and to further study at degree level and beyond.

Distance Learning

Chartered Insurance Institute, Distance Learning Division, Churchill Court, Kippington Road, Sevenoaks, Kent TN13 2LL 01732 450888

Range of distance learning provision, leading to Certificates in Proficiency, Financial Planning, Advanced Financial Planning, Insurance Practice, also Associateship

Holborn College, 200 Greyhound Road, London W14 9RY 0171 385 3377

Offers distance learning degrees and diplomas in Law and related subjects such as Public Relations in conjunction with the University of Wolverhampton.

National College of Technology, NCT Ltd, PO Box 11, High Street, Wendover, Buckinghamshire HP22 6XA 01296 624270

Offers a range of technological training/education courses leading to BTEC and other awards.

National Extension College, 18 Brooklands Avenue, Cambridge CB2 2HN 01223 316644

The College, founded in 1963, is a non-profit making educational trust. NEC enrolls over 15000 students annually on over 150 distance learning courses, ranging from basic skills to GCSE, A level, NVQ, degree and professional qualifications. Other courses of particular interest to women include Return to Work and Return to the Office. Also available are courses covering business, accounting and management skills, counselling, childcare, computing, engineering, languages, writing skills and University of London degrees.

Open College of the Arts, Houndhill, Worsborough, Barnsley, South Yorkshire S70 6TU 0891 168902 (Information)/ 01226 730495

The College was founded in 1987 and is an educational charitable trust with no government funding support. Over 10,000 students have taken OCA courses. They include unemployed people and women who have to work mainly or entirely at home for reasons of family or of disability. Courses are available throughout Great Britain in art and design, drawing, painting, sculpture, textiles, photography, writing, garden design, music and history of art. In addition to home study, tutorial back-up is provided by tutors in various colleges of art, universities, schools, art centres, studios or, in some cases, by post. A Record of Satisfactory Completion is offered to all students and a graded Award scheme is available for students who need written evidence of their level of achievement

Open University, Central Enquiry Service, The Open University, PO Box 2000, Milton Keynes MK7 6YZ 01908 653231

The Open University offers home-based, part-time study using distance learning texts and kits, television, radio, audio and video cassettes and local tuition. Students can study for a degree in a wide range of Arts, Social Sciences, Education or Science and Technology subject areas and usually take about six years to complete. Diplomas or Masters degrees are also available, as well as a wide range of short courses for those wishing to develop a personal interest or further a career. These include various Women's Studies options, Women into Management and a Women Returners' Scheme. The Open Business School caters for managers at all levels in industry and commerce and offers a Certificate, a Diploma and an MBA degree.

There are no entry requirements for most OU programmes. A good first degree or OU diploma is usually needed for higher degrees. Courses run from February to October and some also have week-long residential summer schools.

The College of Law, Distance Learning Department, Braboeuf Manor, St Catherines, Guildford, Surrey GU3 1HA 01483 460385

Runs 'Fresh Start': a distance learning course for people seeking to return to legal practice after a career break and for those wishing to change specialisation.

Unison Education, 20 Grand Depot Road, London SE18 6SF 0181 854 2244 *Contact:* Jim Sutherland, Director of Education

The amalgamated NALGO, NUPE and COHSE union offers distance learning provision in various subjects

Residential Colleges for Adults

There are eight publicly funded residential colleges for adults in England and Wales. Most offer one- or two-year full-time courses but in some cases it is possible for local students to attend on a full-time or part-time basis. In many cases, there are no formal entry qualifications for these colleges and Department for Education and Employment grants are available for most full-time students. Contact individual colleges for details of their courses (some courses are listed in the appropriate County pages). Two of the colleges, Hillcroft College and Lucy Cavendish College, are for women.

Co-operative College, Stanford Hall, Loughborough, Leicestershire LE12 5QR 01509 852333

Coleg Harlech, Harlech, Gwynedd LL46 2PU 01766 780363

Fircroft College, 1018 Bristol Road, Selly Oak, Birmingham B29 6LH 0121 472 0116

Hillcroft College, South Bank, Surbiton, Surrey KT6 6DF 0181 399 2688

Lucy Cavendish College, Cambridge CB3 0BU 01223 332190

Northern College, Wentworth Castle, Stainborough, Barnsley, South Yorkshire S75 3ET 01226 285426

Plater College, Pullens Lane, Oxford OX3 0DT 01865 741676

Ruskin College, Oxford OX1 2HE 01865 54331

2. Who can train you?

The essential question to ask about any course, programme or job on offer is whether it has been designed for women returners. Does it have the features that will attract women returners – flexible entry, flexible training, an accessible creche or assistance with childcare, a clear progression route onwards from the course or job, an adviser for women returners on the campus or at the workplace, a clear equal opportunities policy?

Often you will find workshops or training centres for women which offer training for non-traditional occupations, while others concentrate on hands-on sampling of computing and associated technology. Updating courses, and conversion courses which allow women to build on their training and experience, retrain and reassess their abilities, may be available. Educational guidance services and careers services can help you find the right training, at the right level and with progression routes. (See listings for your county.)

For those women returning to work without taking time to retrain, update or prepare for a career change, it is important to enquire about training provided on the job and available to both full and part time workers. Personnel managers, or personnel directors should be aware of these. Despite unemployment, employers frequently find it difficult to recruit skilled staff. If you indicate your willingness to be trained, it should fall on receptive ground. If it does not, look elsewhere.

If training provision is not available locally, contact your education authority or Training and Enterprise Council. Try to exert pressure to obtain the education or training that you want. Currently, many organisations are working to help women find the appropriate means. This includes training funded by the European Union under a number of initiatives for women.

Training providers

Training and Enterprise Councils

82 Training and Enterprise Councils, covering England and Wales, have been established regionally. Their role is to plan and deliver employment training and enterprise support which will meet local labour market and business needs throughout each area.

TECs are independent companies under contract to the Department for Education and Employment and currently administer the Training for Work programme as well as a range of local and national employment training and support initiatives. The role of TECs in relation to women returners: TECs have a fundamental role to play in 1. planning for a wide-ranging programme of training and education initiatives for women workers and women returners; 2. budgeting for the support and funding of such programmes; 3. encouraging employers to offer employment and career development for women workers and women returners. TECs can be the continuing resource for providing career and educational guidance for women in their areas. See County Contacts for individual TECs

Local Enterprise Councils

Local Enterprise Councils cover the various Scottish Regions, operating within a policy framework set by their co-ordinating body Scottish Enterprise. Each LEC has its own contract with Scottish Enterprise and each provides the local focus and knowledge to develop employment and training initiatives within its own area and to innovate and adapt national programmes.

Local Enterprise Councils are listed in the County Contacts pages. Scottish Enterprise is based at: 120 Bothwell Street, Glasgow G2 7JP; 0141 248 2700.

Training for Work

Training for Work is funded by the Department for Education and Employment and delivered through local Training and Enterprise Councils (England and Wales) and Local Enterprise Councils (Scotland).

Citizens Advice Bureaux: CAB Training

National Association of Citizens Advice Bureaux, 115-123 Pentonville Road, London N1 9LZ
0171 833 2181

Every adviser working in CAB's 724 main bureaux receives professional training both in interviewing and in finding the information the client needs. All advisers attend CAB Basic Training which takes place in-bureau as well as through a series of training courses provided locally. Regular update courses are held to brief advisers on new legislation and helping particular clients. CAB training equips new workers to make full use of the CAB Information System which contains over 1200 subject headings and thousands of pages of guidance. Subjects covered range from welfare benefits to consumer rights and housing problems to legal matters. Anyone interested in becoming a volunteer should contact their CAB direct.

Women's Training Network

Aizelwood's Mill, Nursery Street, Sheffield S3 8GG 0114 282 3172/3/5 *Contact: Kalpana Joshi*

WTN is a national, non-profit-making membership organisation and a Sector Co-ordinator of Objective 3 of the European Social Fund. WTN promotes targeted vocational training to

disadvantaged women in areas where women are substantially under-represented such as electronics, information technology and construction. See County Contacts pages for details of local Centres.

Workers' Educational Association

Temple House, 17 Victoria Park Square, London E2 9PB 0181 983 1515

The WEA is a voluntary, democratic and nationwide organisation which aims to stimulate and satisfy the demand for education and to further its advancement. Women's education is among the key areas promoted by WEA branches. It offers a variety of courses including Return to Learn/Access/Return to Work/Confidence Building and Assertiveness/IT and vocational training/Women's Studies and other tailored courses. There are no entrance requirements or exams. Costs are kept to a minimum and, where possible, childcare facilities are provided. For more details, contact the Women's Co-ordinator in the various English and Scottish Districts, listed in County Contacts.

WEA Women's National Co-ordinator: 88 Nether Ridge Road, Sheffield S7 1RX 0114 258 4530

Contact: Chris Scarlett

Working for a Charity

44-46 Caversham Road, London NW5 2DS 0171 911 0353 Contact: Catherine Mortier

Runs a programme aimed at those wishing to return to work, or seeking a new career, in a charity, including those considering part-time and flexible employment options. The Foundation Course combines seven days of seminars with a twenty-day voluntary placement in a host charity. Courses are usually run three times a year, starting in January, May and September. Send an A4 SAE for more information.

Young Women's Christian Association

Youth and Community Department, 52 Cornmarket Street, Oxford OX1 3EJ 01865 726110

Contact: Caroline McCleary

The YWCA has run adult education courses for women for over 30 years. These are focused on personal, social and vocational education and are person centred in their approach, particularly in regard to accessibility, offering a range of options to women. Courses for women who wish to gain access to the employment market are offered within YWCA centres throughout the UK.

Industry Lead Bodies for Training and Development

Advice, Guidance, Counselling and Psychotherapy Lead Body, 40a High Street, Welwyn, Hertfordshire AL6 9EQ 01438 840511

Arts and Entertainment Training Council, 3 St Peters Building, York Street. Leeds LS9 8AJ 0113 244 8845

Banking Industry Training Council, 10 Lombard Street, London EC3V 9AT 0171 398 4246

British Polymer Training Association, Coppice House, Halesfield 7, Telford, Shropshire TF7 4NA 01952 587020

Construction Industry Training Board, Bircham Newton, King's Lynn, Norfolk PE31 6RH 01553 776677

Engineering Training Authority (ENTRA), Vector House, 41 Clarendon Road, Watford, Hertfordshire WD1 1HS 01923 238441

Food and Drink Qualifications Council, 6 Catherine Street, London WC2B 5JJ 0171 836 2460

HBTTB (Health and Beauty), PO Box 21, Bognor Regis, West Sussex PO21 2PF 01243 860339

Hairdressing Training Board, 3 Chequer Road, Doncaster, South Yorkshire DN1 2AA 01302 342837

Hotel and Catering Training Company, International House, High Street, Ealing, London W5 5DB 0181 579 2400

Industry Lead Body for Design, 29 Bedford Square, London WC1B 3EG 0171 486 1510

Kingscourt PLC (Clothing and allied products industry), 80 Richardshaw Lane, Pudsey, Leeds LS28 6BN 0113 239 3355

Languages Lead Body, c/o Centre for Information on Language Teaching, 20 Bedfordbury, London WC2N 4LB 0171 379 5134

Management Charter Initiative, Russell Square House, 10-12 Russell Square, London WC1B 5BZ 0171 872 9000

National Retail Training Council, 4th Floor, Bedford House, 66-79 Fulham High Street, London SW6 3JW 0171 371 5021

Road Transport Industry Training Services, Capitol House, Empire Way, Wembley, Middlesex HA9 0NG 0181 902 8880

Science, Technology and Mathematics Council, St Bartholomews Court, 18 Christmas Street, Bristol BS1 5BT 0117 929 8578

Sport and Recreation Lead Body, c/o The Sports Council, 16 Upper Woburn Place, London WC1H 0QP 0171 388 1277

European Initiatives

European Social Fund

Department for Education and Employment, European Social Fund Unit, Level 1, 236 Grays Inn Road, London WC1X 8HL 0171 211 4741

The ESF provides financial support for various vocational training schemes and job creation initiatives. It has five priority areas: 1) Encouraging the development of under-developed regions 2) Regenerating areas of industrial decline 3) Addressing long-term unemployment and encouraging employment for young people, those traditionally unable to find work, and encouraging equal opportunities 4) Helping employees adapt to change at work (not implemented in the UK) 5) Promoting rural development. Schemes concentrating upon training, retraining or job creation fall within the European Social Fund remit.

IRIS

19-21 Rue Capouillet, bte 21, B-1060, Brussels Belgium

The European Network on Women's Training was set up in 1988 to facilitate access for women across Europe to employment-related training.

New Opportunities for Women

Department for Education and Employment, European Social Fund Unit, Level 1, 236 Grays Inn Road, London WC1X 8HL 0171 211 3000

Aims to promote equal opportunities for women in the field of employment and training. NOW targets women who are long-term unemployed or wishing to return to work after a break of several years, as well as unemployed women under 25.

New Opportunities for Women (Northern Ireland), EC Unit, Training and Employment Agency, Clarendon House, Adelaide Street, Belfast Northern Ireland BT2 01232 239944

3. Who can fund you: fees and subsistence

Fees for higher education

Finding adequate funding to take up higher education is a major problem for many women. If you have a firm place on a full-time degree course then you can apply for a mandatory (Local Education Authority) award. LEAs will grant you a mandatory award if you have not previously had experience of higher education. Most people who have already undertaken previous higher education are thereby ineligible for further mandatory grants. While LEAs may make discretionary awards, these are in practice increasingly infrequent as authorities continue to cope with funding cuts. However, it is always worth making an application for a discretionary grant. If you are intending to study part-time, you can apply only for a discretionary grant and, if unsuccessful, you may have to find the funding for the course yourself.

For training or updating

Enquire of the college, local TEC (Training and Enterprise Council) or local advisory service whether the particular course is funded. Many are funded by the European Social Fund (ESF).

Grants

Subsistence grants for higher education courses depend upon whether previous higher education has been undertaken. If this is the case, mandatory awards will not be available. You may apply to your Local Education Authority for a discretionary award, but these are increasingly uncommon.

Sources of private funding

Various trusts and other agencies may offer awards to women seeking to study in certain fields, for example, scientific, technical or postgraduate courses. These are detailed below and the *Useful Publications* section includes directories of grant-making bodies.

Grants for travel and childcare

Some training courses, particularly those with ESF funding, have travel and childcare grants available; these are listed under the relevant courses.

Grants and loans

Mandatory awards

You are entitled to a mandatory award from your Local Education Authority if you are attending a full-time course (or sandwich course) at a UK university or other publicly funded college, leading to a first degree (BA, BSc, BEd), Diploma of Higher Education, Higher National Diploma, Postgraduate Certificate of Education, a specified equivalent qualification, or NVQ at level 4 where this is awarded along with a first degree, DipHE or HND. You will also need to have been ordinarily resident in the British Isles for three years prior to the start of the academic year in which your course begins. If you have been away because you or your family were temporarily employed abroad, you may still qualify (contact your LEA for advice). In most cases, people who have already received a grant for previous higher education are not then eligible for mandatory grants (contact your LEA for more information).

Discretionary awards

Your LEA may still give you an award if you fail to satisfy the mandatory regulations. To help them make their decision, you will need to explain all your circumstances. It is now very difficult to obtain discretionary grants as local authorities are under severe financial restraint, but it is always worth making an application.