

September 29<sup>th</sup> 2009

**CVS Hounslow**  
9 Hounslow Business Park  
Alice Way  
Hounslow  
TW3 3UD

**t** (020) 8572 5929

**f** (020) 8572 9027

**w** [www.cvshounslow.org.uk](http://www.cvshounslow.org.uk)

**e** [info@cvshounslow.org.uk](mailto:info@cvshounslow.org.uk)  
[cvshounslow@btconnect.com](mailto:cvshounslow@btconnect.com)

Dear Colleagues

CVS Hounslow are delighted to have been asked once again to work alongside Hounslow Adult and Community Education in the administration of the West London Learning Skills Council's grant programme 'Neighbourhood Learning in Deprived Communities'.

There are two forms of grant enclosed with this letter. The first offers up to £1,000 to organisations to deliver a training course which will build the confidence and practical skills to help people find employment. First-time trainers are encouraged to apply, so if your organisation has not provided training before, now is your chance to use your knowledge and experience in building an effective training course for delivery in 2010. If you are already a training provider, we know you have the skills and we are looking forward to receiving outlines for inventive and motivating courses.

The second grant is in the form of free PTTLS training which will give the teachers and trainers amongst you the opportunity to become qualified to teach in the post-compulsory sector. Organisations may apply for one or both grants.

Please read the grant forms carefully, complete them in full and return them to Nina at CVSH by the required deadlines. The Training Providers' Forum will be held on the 11<sup>th</sup> November and will be an opportunity for groups to meet with Hounslow Adult Education and CVSH staff before finalising their applications for November 20<sup>th</sup>.

We look forward to receiving your quality applications.

Regards

**Nina**

Training and Information  
020 8572 5929 ext 223

A Company Limited by Guarantee (No. 03929263) and Registered Charity (No. 01080179) supported by:



**London Borough  
of Hounslow**



Learning+Skills Council  
London West

Hounslow Adult and Community Education



### **Grant Application Form**

for Neighbourhood Learning in Deprived Communities Funding 2009/10

This year the West London Learning Skills Council has provided Hounslow Adult and Community Education Service and CVS Hounslow with £5,000 NLDC funding to support voluntary and community sector organisations to deliver training courses.

Groups can apply for grants of up to £1,000

**Criteria:**

Training courses which target hard to reach groups and build confidence and practical skills for **finding work**.

Groups offering training for the first time are encouraged to apply.

Please fill in the form below and return to CVS Hounslow 9 Hounslow Business Park, Alice Way, Hounslow, Middlesex TW3 3UD **no later than 20<sup>th</sup> November '09**.

Decisions about grants applications will be made by November 27<sup>th</sup> 09 . Applicants will be advised soon after that.

Delivery of courses from January 2010 and completion by June 2010

ORGANISATION.....

CVS Hounslow Membership YES / NO

CONTACT

DETAILS.....

NAME AND

ROLE.....

ADDRESS.....

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EMAIL.....

TELEPHONE NUMBER.....

Please provide details of your organisation's proposed training course and how it will address the criteria listed above:

Course Title:

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1. Who is the course targeted at?

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2. What are the course aims and objectives? Please attach a course outline

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3. How will the course help people find work?

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4. Budget. e.g. costings for preparation, publicity, hand-outs, equipment needed, delivery, venue/refreshments, monitoring.

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If you have any queries please contact:  
Nina Thomas at CVS Hounslow on 020 8572 5929 or Julie at HACE on 07947 406 786  
**Please note unless this form is completed in full we cannot process your application.**



**London Borough  
of Hounslow**



Learning+Skills Council  
London West

Hounslow Adult and Community Education



**Prepare to Teach in Lifelong Learning Sector (City and Guilds 7303 Level3)  
PTTLs Training Course FREE Place Application Form**

Neighbourhood Learning in Deprived Communities Funding 2009/10

If your organisation is offering education or training to the post compulsory sector, adults 16+, the trainer should have an Institute for Learning IfL registration number. To qualify for IfL registration you need to have completed at least the PTTLs qualification and have a qualification of level 3 or above in the subject you wish to teach.

HACE and CVS Hounslow are offering 5 FREE PTTLs training places to CVS organisations. The 5 places will be allocated to either of the following courses:

Hounslow Manor	Wednesdays	18.30-21.00	15 weeks from 24.2.10
Hounslow Education Centre	Wednesdays	18.30-21.00	15 weeks from 20.01.10

Please fill in the application form below and return it to Nina Thomas at CVS Hounslow, 9 Hounslow Business Park, Alice Way, Hounslow, Middlesex TW3 3UD **no later than 1st November 09.**

Shortlisted candidates will notified **by 14<sup>th</sup> November** and will be offered an assessment interview at CVSH by Iain Bromley on December 9<sup>th</sup> 2009

**The assessment interview comprises of a written task, a numeracy test and an interview, total time up to 1.5 hours.**

Successful candidates will be notified the outcome of their assessment interview and course on **December 10<sup>th</sup> 09**

ORGANISATION.....

CVS Hounslow Membership YES / NO

APPLICANT'S

NAME.....

ROLE IN

ORGANISATION.....

ADDRESS.....

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EMAIL.....

TELEPHONE

NUMBER.....

What subjects are you interested in teaching?

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What subject qualifications do you hold?

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Have you any experience of teaching and what age range?

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Do you have GCSE maths and English or equivalent qualifications? (please specify)

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Please tell us a little about why you would like to teach adults:

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If you have any queries please contact:  
Nina at CVS Hounslow on 020 8572 5929 or Julie at HACE on 07947 406 786  
**Please note unless this form is completed in full we cannot process you application.**