

Course Information Sheet 2025/26 Work & Wellbeing Qualification Course

Course title:	Writing as a Tool for Growth and Employability		Code: WWB241
Tutor:	Gill Mesce		
Day & Time:	Tuesday 6.45-8.45pm		
Start & End Dates:	Term 1	Term 2 13/01/26-10/02/26 24/02/26-24/03/26	Term 3 21/04/26-19/05/26 02/06/26-30/06/26
Number of sessions:		10	10
Venue:	Bury Adult Learning Centre		Room No: 12
Learner numbers:	Minimum		Maximum
	7		10
Costs:	Full Fee		Discounted Fee
	£167.50		Free

What will I learn on this course?

Unlock the power of writing as a tool for personal growth and professional success. This Level 1 Open Award course helps you explore your identity, boost confidence, and develop essential communication skills. Through reflective writing, you'll learn to express yourself with clarity and authenticity—skills that employers value. No prior experience needed, just a willingness to complete one hour private study to reflect, share, and grow in a supportive environment.

No previous creative writing experience is needed. You must have a willingness to reflect, share, and grow in a safe and respectful environment.

Participants will learn to:

- Build confidence and self-esteem
- Recognise and manage emotional responses and behaviours
- Accept and grow from constructive criticism
- Identify and reflect on their personal identity
- Use writing as a practical self-help tool

What syllabus will I follow? - L1 Open Award

From this course you can progress to a higher level to develop your creative writing or join an employability course.

Additional information

Before you enrol on a course, advice and information is available to help you decide on the right course for you. Contact Learner Services on 0161 253 7501 or e-mail at learner.services@bury.gov.uk.

A pre-course interview is required for this course, please contact 0161 253 5772 to arrange. Your attendance will affect your ability to succeed.

Please bring proof of identity to your first session – see page 3 for details.

Joining requirements

You will need to have a good understanding of the English language and if you are an ESOL learner you must have at least a Level 1 qualification.

No prior experience required.

What could I do next?

You could progress into a range of our courses depending on your starting point. You could start to write your own blog, personal journal for therapeutic purposes, or write articles to be published.

Your tutor will be able to advise on the options available to you in their subject. If you would like to speak to someone about moving on, please ask your tutor to refer you to Learner Services or contact them directly on 0161 253 7501 or email learner.services@bury.gov.uk.

Can I get extra help?

For more information, please contact Learner Services on 0161 253 7501.

Extra support is available for those learners who have sensory, physical or cognitive impairments. They may be described as neuro-divergent or have mental health conditions.

Help with paying for your course

This course **may** be free if you are unemployed and claim benefits and want to be employed or progress into more sustainable employment. You may also qualify for a free course if you are on a low wage. Please enquire at the time of enrolment.

Please see the course guide for more information or ask at the time of enrolment. You will be asked to produce evidence to qualify for free provision or sign to say what benefits you are claiming and that you are seeking work.

If you are enrolling on a course which leads to a qualification and are finding it difficult to pay your exam fees or need financial help with childcare, small items of equipment or some travel cost, you may qualify for help from the Learner Support Fund. Ask at the Bury Adult Learning Centre office for a form or ring Learner Services on 0161 253 7501. ***If you have been mandated on to a course by Job Centre Plus you may not be able to get help from this fund.***

How to enrol

Phone: 0161 253 5772

Call into: Bury Adult Learning Centre, 18 Haymarket Street, Bury, BL9 0AQ

Please keep your copy of this information sheet. It will be useful throughout your course.

Proof of Learner Identity

All certificated courses require you to show proof of your personal identity. Please bring the relevant IDs on the **first day** of the course. Refer to the list below.

List of documents to show proof of learner identity

To comply with the new exam board regulation, you will be required to show proof of your identity before you could sit for a formal assessment. **All Learners** must bring proof of identity to the first session.

You are required to provide either:

- **One** item from the first list; or
- **Two** items from the second.

List 1: One item required

- Passport.
- EC identity card.
- Full driver's licence (with photo).

List 2: Two of the following which are currently in use, are required

- Standard acknowledgement letter (held by people seeking asylum).
- Rent book/tenancy agreement.
- Current credit card or charge card.
- Bank or Building Society book.
- Letter showing home address.
- Full driver's licence (non-photo).
- ES40 and JSA agreement.
- Medical card.
- Services identity card.
- Household Utility bills.
- Bail sheets.
- Original birth certificate.
- Marriage certificate.
- Senior Citizen travel-pass with photograph.
- Any other form of ID.

If you have any questions, please discuss them with your tutor on the first session of the course.