

**Adult  
Courses**  
Guide  
**2019**



Adult  
Community  
Learning

[www.webenrol.com/swindon](http://www.webenrol.com/swindon)



**SWINDON**  
BOROUGH COUNCIL



# Courses 2018/19

This booklet provides an overview of the range of courses provided by the Swindon Borough Council Adult Community Learning Team.

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You can find details of planned courses here:

**[www.webenrol.com/swindon](http://www.webenrol.com/swindon)**



Alternatively you can call **01793 466482**

If you are a referral organisation and have a suggestion about a course we could deliver for your clients please email

**[acl@swindon.gov.uk](mailto:acl@swindon.gov.uk)**

We aim to support and encourage your progression no matter what your starting point and interest.



All our courses are designed to help you in developing the skills that will support you in your life and your work.

We work with our partners to offer you Progression Pathways. These are shown throughout this brochure. Your tutor will discuss your learning journey with you.

We work with our partners to offer you progression opportunities. These are shown in this booklet as Progression Pathways, for example the English and Maths Pathway is on page 8. Our courses are in **orange** and courses delivered by our partners are shown in **blue**. Your tutor will discuss your next steps with you.



If you would like additional impartial careers advice then contact:

- our local **Advice Team** (during office hours):  
T: **07881 2817882** E: **iag@swindon.gov.uk**
- the **National Careers Service** (8am to 10pm, 7 days a week):  
T: **0800 100 900** W: **nationalcareersservice.direct.gov.uk**

# Adult Community Learning



*To provide inclusive learning for the people of Swindon to achieve their full potential and in doing so advance their life opportunities.*



## About our courses

Our courses are short and range from 12 hours to 30 hours. Qualification courses may be longer. All courses are delivered across a number of days or in 2 or 3 hour sessions over a half or full term. Learners are initially assessed at the start of the course and all learners are challenged to achieve no matter what their starting point.

These courses are free to eligible\* learners from our priority groups that include, for example, those who are unemployed, employed on a low wage and/or those who have a range barriers to learning, work or living independently. Generally our learners will not have achieved Level 2 qualifications but some may be highly qualified but with other social, emotional or health barriers.

\* All learners must be aged at least 19+ years on the 31st August 2018 to be eligible for the 2018-19 academic year, have lived in UK or an EEA country for the last three years, be unemployed or employed and earn no more than £15,737 a year (gross salary). If they have not lived here or in the EEA for the last 3 years they will be required to produce evidence of their right to reside in the UK.

# English & Maths

## English Stepping Stone Qualifications

These courses are designed for adult learners who have not achieved GCSE (A\*-C) or Level 2 Functional Skills in English and who wish to take a qualification. Learners will complete an initial assessment of their skills to ensure they are enrolled on the correct level of course.

Each course will support learners to develop their knowledge and skills and support progression onto a higher level course, including GCSE (A\*-C) or Level 2 Functional Skills in English. During the course learners will develop a portfolio of evidence to demonstrate their knowledge and skills; learners do not need to take an exam.

## Maths Stepping Stone Qualifications

These courses are designed for adult learners who have not achieved GCSE (A\*-C) or Level 2 Functional Skills in Maths and who wish to take a qualification. Learners will complete an initial assessment of their skills to ensure they are enrolled on the correct level of course.

Each course will support learners to develop their knowledge and skills and can support progression onto a higher level course, including GCSE (A\*-C) or Level 2 Functional Skills in Maths. During the course you will develop a portfolio of evidence to demonstrate your knowledge and skills; you do not need to take an exam.



Adult Community Learning

Adult Community Learning

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*I now have the confidence to work with English, Maths and IT.*

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# English for Speakers of Other Languages (ESOL)



*I improved my English and it helped me to visit my doctor. I can write my own address.*



## Everyday English

English and Talk English is aimed at adults who have little or no spoken English skills. The courses aim to increase learners' confidence to use speaking and listening skills in everyday situations. This will include conversations with professionals such as doctors and teachers, and engaging in your community. Learners can progress onto the Moving on with English or English at Work courses or to an English qualification.

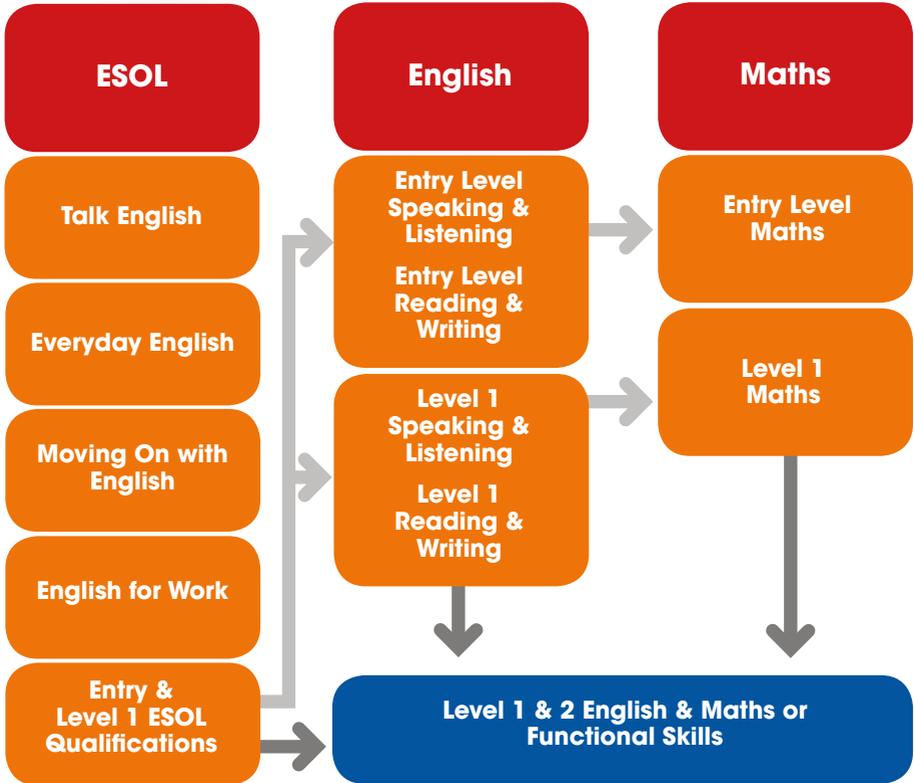
## Moving on with English

This course is designed to help learners build on their speaking and listening skills whilst learning to read and write in English. This course supports progression to qualification based courses.

## English for Work

To enrol on this course your English must be at a level to enable you to search and apply for jobs. We advise you to enrol on and complete either an Everyday English and/or Moving on with English first. English for Work will familiarise you with the words and terms used when job searching and completing job applications and can assist you with preparing for interviews and the workplace. This course supports progression to work and qualification based courses including English and Maths.

# Progression Pathway - English, Maths & ESOL



# Digital Skills



*The tutor was patient. I didn't feel stupid asking questions.*



## Exploring the Internet for Beginners

This course is for absolute beginners and those who know just a little about how to use a computer. The course includes how to get started, searching the internet and using email.

## iPad for Beginners

This course is for complete beginners who have an iPad and want to find out how to use it.

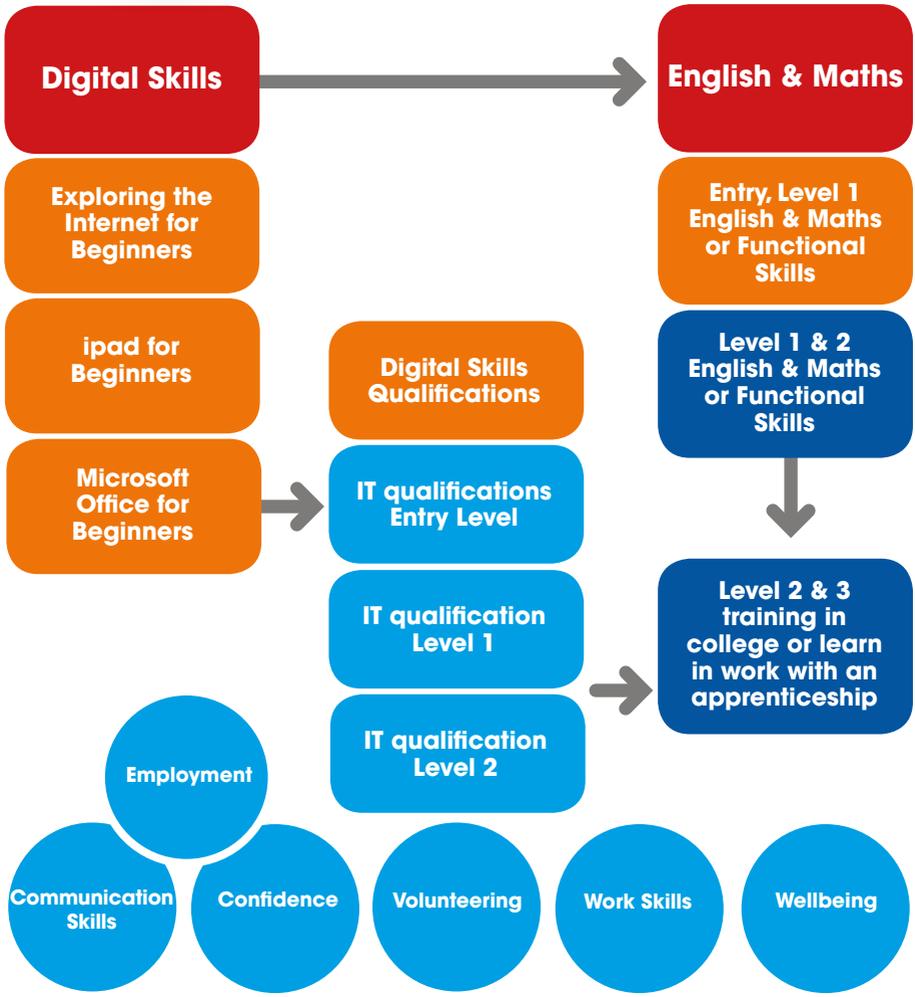
## Microsoft Office

This course is for those who have very basic skills in Microsoft Office and want to improve these skills to help get back to work. Word, Excel and PowerPoint will be covered.

Online Safety is covered in all Digital courses.



# Progression Pathway - Digital Skills



# Employability



*The course taught me how to complete a CV and what to expect in an interview.*



## Employability Skills

This course aims to develop your confidence and skills for work. It is for learners who have never worked or had a break in their employment. The course can help with self-motivation, improve your communication skills and personal effectiveness. It looks at the importance of mindset and the attitudes and behaviours employers are looking for when they recruit. During the course you will learn how to make the right first impression, interact with colleagues and work in a team.

## Routes to Employment

This vocational taster course will provide learners with an introduction to career options in:

Hospitality

Customer Service

Business Administration

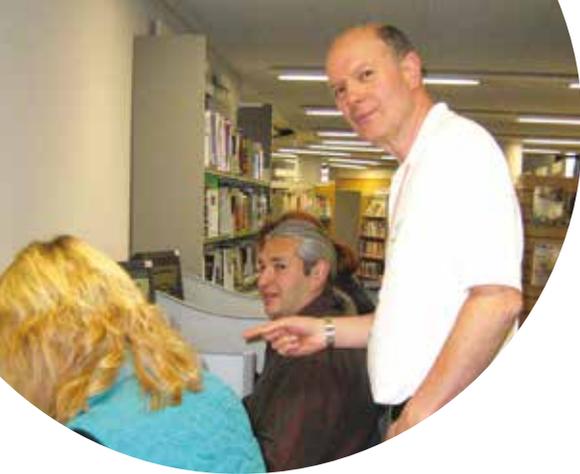
Warehousing

Health & Social Care

Construction

Retail

Learners will investigate the skills and qualities needed for their chosen job sector and gain an understanding of the importance of good customer service.



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*How relaxed it was. It felt like something I wanted to do rather than had to do.*

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## Introduction to Support Work in Schools

This qualification is suitable for those looking to support learning in primary and secondary schools. The course will cover the knowledge and understanding in the following mandatory units:

Child and young person development

Safeguarding the welfare of children and young people

Communication and professional relationships with children, young people and adults

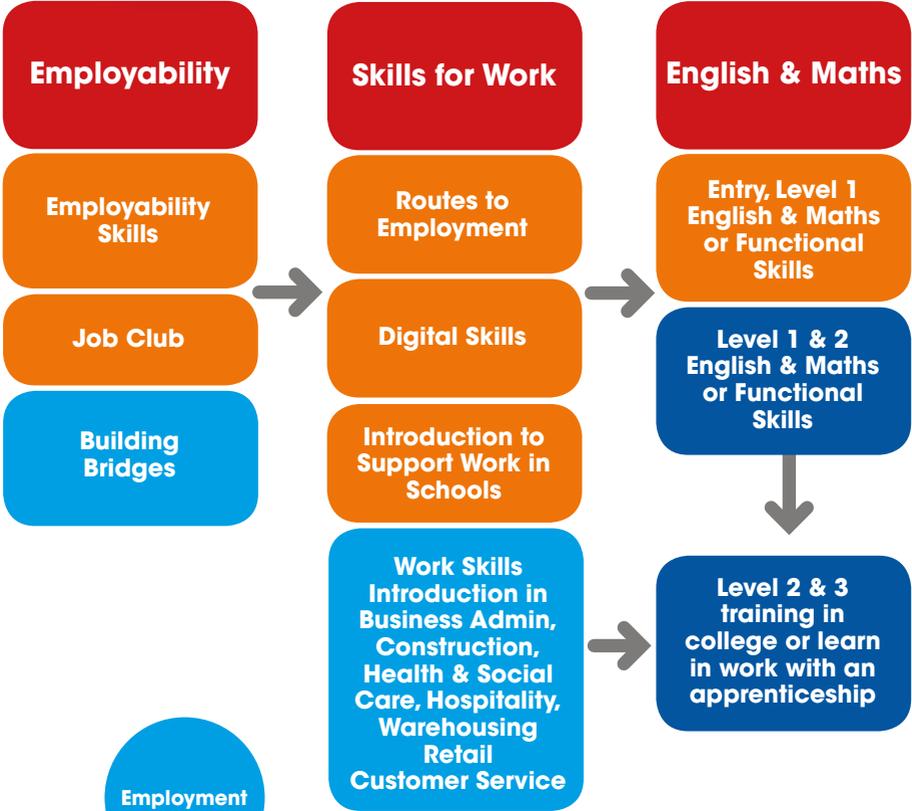
Equality, diversity and inclusion in work with children and young people

Schools as organisations.

## Job Club

If you are not sure which course will best meet your learning needs or if you need further support then come to the Job Club. This runs on a Wednesday and Friday morning between 10.00am and 1.00pm, in Swindon Central Library. Staff will be there to help you to search for jobs online and complete online applications. They will work with you to identify how to access any additional support you may need.

# Progression Pathway - Employability





# Helping Your Child to Learn



*Some great ideas about learning through play.*



## Craft Courses

These courses are a first step back into learning and develop the learner's confidence and skills to engage with their child /grandchild and support and encourage their learning at home. Courses include:

Christmas Crafts  
Nature Crafts  
Story Sacks

Crafty Maths  
Basic Sewing

These courses are generally delivered in schools and in some cases your child joins part of the session. The course also supports learners to reflect on their own skills and explore their next steps.

## Helping Your Child with English & Maths

This course is aimed at parents and carers who wish to improve their own Maths and English skills so they can support their child/grandchild with English and Maths at home. There are no exams and learners could progress to English and Maths qualifications.

## Fun with Stories

This course aims to provide parents and carers with a range of techniques that will support positive communication between children and their families. Each week carers and their children will focus on particular book and get involved in lots of fun activities that will bring the book to life.

# Progression Pathway - Helping your Child



Employment

Confidence

Volunteering

Work Skills

Wellbeing

# Health & Wellbeing



*I have learnt how to change my food for a more healthy lifestyle for myself and my children.*



## Cooking for Health & Wellbeing

This course aims to teach learners basic food preparation and cooking skills and explore the benefits of a healthy diet to overall health and wellbeing.

## Healthy Lunchboxes

Get hints and tips on what fun and healthy lunchboxes should contain as well as lots of easy-to-prepare ideas that your children will love.

## An Introduction Health & Wellbeing

This course introduces learners to the 5 Steps to Mental Wellbeing; these include:

Connect—meaningful social contact and healthy relationships; be active and healthy; keep learning; give to others; be mindful

The course aims to develop your self-esteem and enable you to identify ways to make positive changes to your life.

## Basic Sewing

In this course you will have the opportunity to learn basic sewing machine skills and simple repair techniques.

# Personal Development



*My tutor gave me the confidence to complete the course and made me feel good about myself.*



## GOALS

GOALS is a 2 day motivational and inspiring course that will support learners to understand how to get more of what they want and less of what they don't want in their life. This course focuses on a learner's mind-set (attitudes and behaviours); previous beliefs and behaviours will be challenged to help learners achieve their short term goals and plan for their future.

## Positive Relationships

This course aims to help you to understand the different types of relationships that exist and ways to manage them. The course explores effective boundaries, rights and responsibilities, how to stay safe and where to go for advice.

## Parenting

This course will help you to understand and develop effective parenting skills. Focusing on self-awareness, self-esteem and empathy you will look at different ways to encourage your child's co-operative and responsible behaviour. It will support you in developing your use of positive discipline.



*The course improved my confidence in talking to new people.*



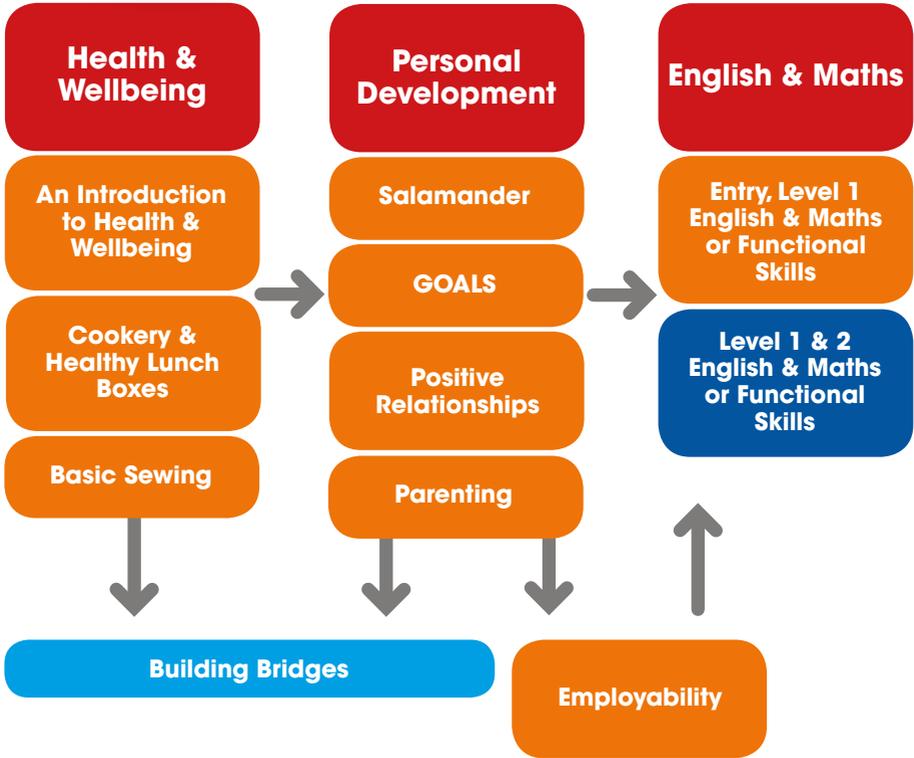
## Salamander

Salamander is delivered in partnership with Dorset and Wiltshire Fire and Rescue Service and is based at the Fire Station in the centre of Swindon.

Salamander aims to develop self-esteem and self-confidence. The course provides a wide range of challenges that will enhance communication skills, encourage team work and self-discipline and allow learners to reflect on their own performance. The course empowers learners through a supportive and motivational environment.



# Progression Pathway - Health & Wellbeing & Personal Development



# What next?

We aim to support and encourage you to, progress to your next step. So, what next?

I've just started learning with you and want to progress to another course or qualification.

Ask your tutor about our other courses or email – [acl@swindon.gov.uk](mailto:acl@swindon.gov.uk)

I've started learning with you and my priority now is to find work or more information about doing an apprenticeship.

**Come to our Job Club at Central Library, Regent Circus,** any Wednesday and Friday morning 10.00am – 1.00pm.  
Staff will help you to search for jobs online and complete job applications.

I am already trained to level 2 or above and I'm keen to explore my options for level 3 and above training.

You may find it useful to talk to:  
**The National Careers Service**  
8.00am – 10.00pm, 7 days a week.

I am in work but earn less than £15,736.50 annual gross salary and I want to develop my skills so that I can apply for a more senior role.

Find out more about how you can learn while you earn by becoming an apprentice.  
W: [apprenticeships.gov.uk](http://apprenticeships.gov.uk)  
T: **0800 015 0400**

Find out  
more...

The logo for National Careers Service, featuring the text "National Careers Service" in white on a magenta background that is shaped like a downward-pointing triangle.

National  
Careers  
Service

National Careers Service

Tel: **0800 100 900**

W: **[nationalcareersservice.direct.gov.uk](http://nationalcareersservice.direct.gov.uk)**



Swindon College

Tel: **01793 491591**

W: **[swindon.ac.uk/careers-advice.aspx](http://swindon.ac.uk/careers-advice.aspx)**



New College

Tel: **01793 611470**

W: **[newcollege.ac.uk/learn-with-us](http://newcollege.ac.uk/learn-with-us)**





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