

“We joined!”

North Somerset  
Community Learning Service  
Course Guide  
January 2011

For more information call:  
**01275 888 461**



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# What we can do for you!

We put on a variety of informative and fun courses open to adults who are aged over 19 (no maximum age) and live in North Somerset. We welcome everyone who wants to learn new skills – whether it is for work, to improve confidence, or to start a new hobby. All our courses are run in a relaxed, friendly and supportive environment!

Courses that Community Learning can offer include: Computers, Arts & Crafts, Lifeskills, Beginners Guitar, Sign Language, Confidence Building and English as a Second Language

We offer free courses for families as well as information and advice on learning, training and employment.

If you would like to find out more or would like to suggest courses for the future, please contact us at:

Community Learning Service  
North Somerset Council  
168 Locking Road  
Weston-super-Mare  
BS23 3HQ

Tel: 01275 888 461  
Email: [community.learning@n-somerset.gov.uk](mailto:community.learning@n-somerset.gov.uk)

## North Somerset Community Learning Expression of Interest Form

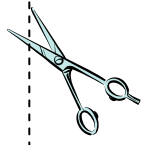
I / we would like to attend the following course (s)

Name.....

Name.....

Address.....  
.....  
.....

Course	Venue	Day/Time



Send to:  
Community Learning Service  
168 Locking Road  
Weston-super-Mare  
BS23 3HQ

# Courses from January 2011

The courses listed here are just some that we can offer. If you do not find what you are looking for you are welcome to suggest courses for the future.

**Basic Computer Classes**  
**12 weeks £84 (concession £24)**

If you are looking for a basic introduction to using computers, then this is the course for you. Starting with how to use a mouse and open a programme, by the end of 12 two hour sessions learners will be able create and format word documents, have an email address and be able to surf the internet confidently.



Day	From	Time	Venue	Weeks
Mondays	January 10th	10am-12pm	The Campus	12
Thursdays	January 13th	10am-12pm	The Campus	12
Wednesdays	January 12th	10am-12pm	Yatton Library	12
Wednesdays	January 12th	6.30pm-8.30pm	Broadoak School	12

# Community Learning Courses at The Carlton Centre

The North Somerset Education and Training Consortium is a partnership of several agencies.

The Carlton Centre can help you:

- Develop or learn a new skill
- Find out about volunteering opportunities
- Get support in returning to work
- Improve your confidence

Some of the courses available at the Carlton Centre include:

**Basic IT.:** An introduction to computers.

**Enjoy IT.:** For those who have a basic knowledge and want to be more confident using the computer.

**Lifeskills and Confidence Building:** These courses look at various coping strategies to deal with everyday life situations.

**Relax and Chill:** Learners will learn different relaxation techniques to manage stress, anxiety, pain and depression.

**Assertiveness:** The course will lead you to a more constructive approach to asserting yourself in different situations and help you to develop positive ways of handling relationships.

**Literacy support:** For those who want to improve their reading, writing and spelling.

**Maths support:** For those who need help with adding, subtracting, multiplying and dividing numbers and managing home finances.

**For more information contact Jo Urch on**

**Tel: 01934 426442**

**E-mail: joan.urch@n-somerset.gov.uk**

# How to enrol

If you are interested in any of our courses please complete the form on the next page and send it to the Community Learning Team. We will then contact you to confirm dates and venues.

It is advisable to enrol as early as possible to avoid the disappointment of the course being filled, or cancelled due to low numbers.

If a course has already started you might still be able to join (contact the Community Learning Team on 01275 888 461).

You can enrol and pay for your course at the enrolment day or by post (we send you the forms).

- If you are eligible for the concessionary rate (see page 3), please bring or enclose evidence of your benefit entitlement, or get the enrolment form stamped at your benefit office.

## Refund Policy

Our policy is that if you cancel more than two weeks before a course starts we will fully refund your fees. If you cancel less than two weeks before the course starts we will refund 50% of your fees. If you cancel after the course starts we will not be able to refund your fees.

If the course is cancelled by us your fees will be refunded in full and we will need your receipt. So please make sure it is sent to the Locking Road office (address on next page).

If you decide that this is not the course for you, we may be able to transfer you to an alternative course at no extra charge – please contact us to discuss.

# Prices and Concessions

Our courses are all reasonably priced and offer good value (see individual course info for prices).

Learners in receipt of any of the following benefits are eligible for concessions:

- ✓ Jobseekers Allowance
- ✓ Income Support
- ✓ Working Tax Credit,
- ✓ Pension (guarantee) Credit
- ✓ Housing Benefit
- ✓ Disability Benefit
- ✓ Incapacity Benefit or
- ✓ Unwaged Dependents of the above.

If you are claiming the concessionary rate please bring evidence of your benefit entitlement when you come to enrol on your course.



**Creative Writing**  
**12 week £84 (concession £24)**

Students will be given ideas for writing about memories, stories and other subjects. This course is designed for the absolute beginners, as well as those who have experience of writing. We will be writing dialogue as well as experimenting with light-hearted ideas for a radio play.



**Please call for more information on dates and venues!**



**An Introduction to Guitar**  
**10 weeks £70 (concession £20)**

Always wanted to learn guitar but just never got round to it? This course is an introduction to learning one of the most popular musical instruments of all time. Learn chords, scales and all the basics of this fun and versatile instrument. A great place to start, who knows where it could finish!

**Please call for more information on dates and venues!**

**Parent & Toddler Book Club**  
**(10 week course)**



It's never too soon to introduce children to the wonderful world of books and this is a great way to do it! Grown ups will have the chance to discuss and explore literary and other parenting matters!

**Venue: Children's Centres across North Somerset**  
**Dates and possible costs to be confirmed.**

**Nursery Rhymes/Story Sacks**  
**(10 week course)**

Would you like to share rhymes, stories & ideas with your toddlers?

This course gives you the opportunity to help them to develop language and thinking skills, create fun resources with art and craft materials, and make a personalised rhyme or story sack for your child.

Skills gained on this course can also be used to create similar resources for school age children.

**Venues: Children's Centres and Primary Schools across North Somerset.**

**For more information call Anne Bunn on 01934 426389.**



# Free information and advice on learning and work for adults



**Meet a friendly adviser for impartial advice about what you want to do next:**

- Improve your confidence
- Volunteer
- Have careers advice
- Gain qualifications
- Improve Literacy (English) and Maths
- Update your CV and find work
- Further learning
- and much more!



To arrange an advice session call our office on:

**01275 888 461**

## Next Step Computer Course 12 weeks £84 (concession £24)

A progression course for those who wish to build on their knowledge using word processing (tables, letter template, envelope/labels, etc), spreadsheets, internet, email and file management. Students will develop a greater understanding and confidence in using the above applications.

Day	From	Time	Venue	Weeks
Tuesdays	January 11th	10am – 12pm	The Campus	12

## ITQ Level 2 in Word Processing 15 weeks £105 (concession £30)

This course offers a key unit towards the full ITQ Level 2 (Information Technology Qualification). You need some prior knowledge of word processing. The unit will cover a range of common tasks including: how to use 'mail merge', how to create and use templates, how to create and modify columns, tables and forms, as well as changing page and section layouts.

This course is most suitable for those looking to gain a computer qualification for work.



Day	From	Time	Venue
Fridays	February 4th	2pm – 4pm	The Carlton Centre



**Digital Photography**  
**10 weeks £50 (concession £20)**

A practical workshop where you get the chance to explore what you can do with your digital camera. You get hands-on experience of taking images and learn how to upload your images onto your computer and perform editing procedures. You will then look at different ways of using your digital pictures, whether in the form of prints, attachments sent to family and friends or posting them online.

Day	From	Time	Venue
Wednesdays	January 12th	2pm 4pm	The Carlton Centre

**Healthy Lifestyles Course -7 weeks**



Do you want to be healthier and more active?

This course is for anyone who wants to be more active, improve their eating habits, feel better and get healthier.

A fun and friendly course that contains lots of tips, useful information and activities (including

gentle exercise), providing you with new skills to help you make the changes you want. By the end of the course, with the support of teachers and the other course members, you may find a “new you”.

**Date and venues to be confirmed.**

# ESOL Courses

**English not your first language?**

**Do you need to improve your English?**

We offer the following courses:

**Esol Pre-Entry Level:** For complete beginners (little or no English)

**Entry 1:** For those who can use English to communicate basic information on familiar topics.

**Entry 2:** For those who can use English to follow short explanations and engage in simple discussion.

\* Please note learners who have English at Entry level 3 and above need to contact the Weston College on 01934 411411.

**English for Parents:** We also offer specific English courses for parents who have children at school and for those who have children under 5 years old.

**English for Carers:** This course is for those who work in the health sector (nursing and residential homes or hospitals) and need to improve their English and communication skills.

**For more information call**  
**Cirlei (Chile) Ioris on**  
**01934 426361 or 07767 671 633**

# Family Learning

Family Learning courses give parents/carers a chance to learn alongside their children and aim to.

- develop the skills and knowledge of the adult and the child in an enjoyable way
- help parents /carers to support their children's learning more confidently
- promote active learning as a positive family experience



These courses usually take place in schools or children's centres and run during the school day, but they can be held in the evening or at the weekend if there is enough demand.

## Family/Paediatric First Aid 1 day course £60 (£45 concession)

This 6 hour (1 day) course would be of great benefit to both parents/carers and anyone working with young children or families. Participants will gain a "First Aid for Infants and Children" certificate, which is valid for 3 years.



**Limited places so early enquiries welcome!  
Please call for details.**

## An introduction to British Sign Language 10 weeks £70 (concession £20)

Come along and learn a useful new skill, make friends and have fun! This course is for everyone, whether hearing impaired or not. We will show you the basics of signing including the alphabet, greetings and expressions.



This is a stimulating course to enhance your communication skills. Learn simple conversations using signs and actions and work towards an Open College Network qualification.

**Date and venues to be confirmed. For more information contact Vicky Druce on 01934 426394**

## Woodworking – 20 weeks £100 (concessions £50)

You will be introduced to a wide range of tools (planes, mallets, hammers, chisels, saws and drills) and will learn how to use them safely and correctly, as well as tool maintenance and the correct way to cut timber to length. You will be given the opportunity to plan a project by a simple sketch, full size drawing or scale drawing.



**Venues & dates to be confirmed- please call for updated information.**