

Sandwell Adult and Family Learning



Course Prospectus 2023-2024 Term 3



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WELCOME TO

Sandwell Adult and Family Learning

Sandwell Adult and Family Learning's courses will help to develop and improve your skills.

Our courses are a mix of classroom based, online and blended learning.



For the latest updates visit
www.learnsafl.ac.uk
or call **0121 557 0837**

How are our courses funded?

Many of our courses are fully funded by the **West Midlands's Combined Authority**.

For those that aren't there are concessions available subject to status.



Fees and Concessions

Fully Funded

Legal Entitlement

- English & Maths up to and including level 2
- First full level 2 or 3 for learners aged 19-23 yrs
- Essential digital skills up to and including level 1

Entry Level and Level 1

- Aged 19-23 yrs
- Aged 24+ yrs and unemployed

Level 2

- Aged 19-23 yrs and unemployed
- Aged 24+ yrs and unemployed

Low wage entitlement

(qualification courses only)

- Individual earnings less than £30,000.00 per year

Co-Funded

Entry Level and Level 1

- Aged 24+ yrs and unemployed

Level 2

- Aged 19-23 yrs and unemployed

Concessions

- 60+ years (50% Concession)
- On Universal Credit (100% Concession)
- Employment Support Allowance (100% Concession)

Course Fee Key:

F = Full Fee C = Concession Fee FCFJ = Free Course For Jobs

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English and Maths

All of our English and Maths courses are FREE as part of the Government legal entitlement.

STEP UP ENGLISH

This course is designed for parents and will help you to develop your own English skills in reading, writing and speaking and listening, which will enable you to support your children and to develop your own skills enabling you to progress onto a qualification. The course is offered 3 different levels to suit learner needs: pre-entry, entry, level 1 and level 2. Classes are taught for 2 hours, once a week.

- Pre-entry
- Entry
- Level 1 and 2

Venue	Start Date	End Date	Time
Ron Davis Centre	08/04/2024	24/06/2024	9:30am - 11:30am
Hateley Heath FETC	12/04/2024	21/06/2024	9:30am - 11:30am

Venue	Start Date	End Date	Time
Ron Davis Centre	10/04/2024	19/06/2024	9:30am - 11:30am
Tipton College	03/06/2024	15/07/2024	1pm - 3pm

Venue	Start Date	End Date	Time
Hateley Heath FETC	05/06/2024	17/07/2024	9:30am - 11:30am
Ron Davis Centre	04/06/2024	16/07/2024	1pm - 3pm

STEP UP MATHS

Do you need to brush up on your maths skills before taking a qualification in maths?

Do you want to start your journey in getting a Level 2 qualification for employment?

This short course is for adult learners who want to brush up on their maths skills before undertaking a formal qualification in maths. It allows you to revise and re-enforce the skills needed in order to study for a Level 1 or Level 2 qualification.

Venue	Start Date	End Date	Time
Tipton College	12/06/2024	17/07/2024	9:30am - 12pm
Ron Davis Centre	13/06/2024	18/07/2024	12:30pm - 3pm
Hateley Heath FETC	13/06/2024	18/07/2024	12:30pm - 3pm

Digital Skills

Digital Skills courses up to level 1 are FREE as part of the Government legal entitlement. Concessions apply to level 2 courses.

Non - Accredited Courses

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MICROSOFT WORKSHOPS

Our Microsoft workshops are designed to help you to develop your existing skills, to produce professional looking documents.

- Microsoft Word
- Microsoft Excel

Venue	Date	Time
Ron Davis Centre	13/05/2024	9:30am - 3pm
Tipton College	05/06/2024	9:30am - 3pm

Venue	Date	Time
Ron Davis Centre	20/05/2024	9:30am - 3pm
Tipton College	12/06/2024	9:30am - 3pm

DIGITAL BASICS

The course will cover being able to use digital skills to safely use technology in the workplace.

Venue	Start Date	End Date	Time
Central Library	16/04/2024	21/05/2024	1pm - 3pm
Central Library	11/06/2024	07/07/2024	1pm - 3pm
Jubilee Park, Community Centre	17/04/2024	22/05/2024	1pm - 3pm

STEP INTO DIGITAL BASICS

This course is aimed at anyone who wants to live a more independent life, progress in education and in their employment prospects. The course will cover being able to use digital skills to safely use technology in the workplace or for everyday use.

Venue	Start Date	End Date	Time
Tipton College	08/04/2024	20/05/2024	12:30pm - 2:30pm
Ron Davis Centre	09/04/2024	14/05/2024	1pm - 3pm

STEP - UP DIGITAL SKILLS

This course is designed to prepare you to move from entry level to level 1 Essential Digital Skills and from level 1 Essential Digital Skills to level 2 Digital Skills and ICT qualifications.

- Level 1
- Level 2

Venue	Start Date	End Date	Time
Tipton College	11/04/2024	20/06/2024	9:30am - 11:30am
Tipton College	05/06/2024	17/07/2024	9:30am - 12pm

Venue	Start Date	End Date	Time
Tipton College	13/05/2024	15/07/2024	9:30am - 11:30am

Accredited Courses

ESSENTIAL DIGITAL SKILLS

Our Microsoft workshops are designed to help you to develop your existing skills, to produce professional looking documents.

- Entry Level 3
- Level 1

Venue	Start Date	End Date	Time
Tipton College	09/04/2024	11/06/2024	9:30am - 11:30am
Hateley Heath FETC	18/04/2024	20/06/2024	9:30am - 11:30am

Venue	Start Date	End Date	Time
Tipton College (Tues & Wed)	30/04/2024	03/07/2024	6pm - 8:30pm

LEVEL 2 DIGITAL & ICT SKILLS

This course is aimed at anyone who wants to live a more independent life, progress in education and in their employment prospects. The course will cover being able to use digital skills to safely use technology in the workplace.

Venue	Start Date	End Date	Time
Hateley Heath FETC	11/04/2024	25/07/2024	9:30am - 12:30pm
Ron Davis Centre	12/04/2024	26/07/2024	9:30am - 12:30pm
Tipton College	12/04/2024	26/07/2024	9:30am - 12:30pm

Course Fee*

Level 2 Digital & ICT Skills: F: £117.00 C: £73.00

**See concession eligibility on page 3*

Pre-Employment

EMPLOYMENT

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Non - Accredited Courses

COMMUNICATION SKILLS FOR WORK

This course is for adults who would like to develop their verbal and written communication skills for the workplace. The course will include pre-employment skills such as interview skills and writing letters of application, as well as skills that you can use in the workplace such as writing letters and emails, verbal and non-verbal communication and using correct punctuation, spelling and grammar in written communication.

Venue	Start Date	End Date	Time
Hateley Heath FETC	10/04/2024	19/06/2024	1pm - 3pm
Ron Davis Centre	11/04/2024	20/06/2024	9:30am - 11:30am
Tipton College	12/04/2024	21/06/2024	9:30am - 11:30am

For all the latest information about SAFL course and events go to our website

www.learnsafl.ac.uk

Visit our social media pages to subscribe/follow us



@learnsafl



@SandwellAdultEd



@SAFL Learning

Vocational Courses

DEVELOP YOUR

Skills

SAFL provide a variety of CPD certified and accredited courses that will help you to update or develop the skills and knowledge you need to achieve your career goals.

Study at our centres or choose to learn online.

Our online vocational self-study courses allow you to study at a time that is convenient to you. You are provided with all of the resources you need and will be assigned a tutor to support you should you need help.

CPD Certified Modules



LEADERSHIP & MANAGEMENT

- Conflict management
- Discipline in the workplace
- Organising and delegating
- Planning and allocating work
- DSE risk assessment
- Solving problems and making decisions
- Leading and motivating a team
- Prepare to deliver excellent customer service



Online independent study
£15.00 per module



HEALTH AND SAFETY

- Food safety awareness
- Fire safety principles
- Health & safety in the workplace
- Manual handling safety at work



Online independent study
£15.00 per module



Non - Accredited Courses

COMMUNICATION SKILLS FOR WORK

This course is for adults who would like to develop their verbal and written communication skills for the workplace. The course will include pre-employment skills such as interview skills and writing letters of application, as well as skills that you can use in the workplace such as writing letters and emails, verbal and non-verbal communication and using correct punctuation, spelling and grammar in written communication.

Venue	Start Date	End Date	Time
Hateley Heath FETC	10/04/2024	19/06/2024	1pm - 3pm
Ron Davis Centre	11/04/2024	20/06/2024	9:30am - 11:30am
Tipton College	12/04/2024	21/06/2024	9:30am - 11:30am



Modern Languages & Culture

Non - Accredited Courses

BRITISH CULTURE

This course is for adults who would like to find out more about British Culture. The course will include a range of topics designed to increase your knowledge and understanding of British Culture including the geography of the UK, government, places of interest in the UK, roles and responsibilities of British Citizens and the diverse range of festivals and celebrations in the UK. English skills will be embedded into the course.

Venue	Start Date	End Date	Time
Ron Davis Centre	10/04/2024	19/06/2024	1pm - 3pm

HOLIDAY SPANISH

This course will provide you with basic language skills to use when on holiday in Spain and other Spanish speaking destinations.

Venue	Start Date	End Date	Time
Tipton College	16/04/2024	25/06/2024	6pm - 8pm
Tipton College	17/04/2024	26/06/2024	6pm - 8pm

Course Fee*

Holiday Spanish:	F: £70.00	C: £35.00
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**See concession eligibility on page 3*

Health and Wellbeing

SUPPORTING YOUR
Wellbeing

SAFL provide a variety of CPD certified and non-accredited courses that will help you to support your ongoing health and wellbeing. Study at our centres or choose to learn online.

Our online self-study courses allow you to study at a time that is convenient to you. You are provided with all of the resources you need and will be assigned a tutor to support you should you need help.

CPD Modules



LEADERSHIP & MANAGEMENT

- Prevention and control of infection
- Mental health awareness
- Stress management
- Understanding stress
- Understanding anxiety
- Understanding depression
- Explore the principles of healthy eating
- Explore the principles of health and fitness
- Mindfulness

Online independent study
£15.00 per module



Non - Accredited Courses

ART FOR WELLBEING

Learn how to draw and paint in a friendly community setting. Being part of a group and learning new skills will be part of improving your wellbeing. You will learn how to capture images with soft pastels and watercolours, working from your own photos taken on the first week. Learners are encouraged to bring in their own watercolour materials; watercolour paints, paper, brushes, HB pencils and rubbers.

Venue	Start Date	End Date	Time
Jubilee Park Community Centre	16/04/2024	25/06/2024	10am - 12pm
Cradley Heath Community Centre	16/04/2024	25/06/2024	12:30pm - 2:30pm

Course Fee*

Art for Wellbeing: F: £70.00 C: £35.00

*See concession eligibility on page 3



Arts & Crafts



Non - Accredited Courses

FLOWER ARRANGING

This course is for anyone that wants to develop a range of skills in flower arranging and the different materials used within the floristry industry.

Venue	Start Date	End Date	Time
Hateley Heath FETC	16/04/2024	25/05/2024	9:30am - 11am
Tipton College	19/04/2024	28/06/2024	1pm - 2:30pm
Tipton College	19/04/2024	28/06/2024	2:45pm - 4:15pm

PAINTING AND DRAWING

This is a 10 week course where you can learn to draw and paint still life objects with light and shadow. You will learn how to draw in perspective and correct scale. Learners are encouraged to bring in objects to add to a still life composition and to use a range of pencils: hb-4b and 6b, rubbers, watercolour and acrylic paints and soft pastels.

Venue	Start Date	End Date	Time
Hateley Heath FETC	15/04/2024	01/07/2024	10am - 12pm
Langley Lodge	18/04/2024	27/06/2024	10am - 12pm
Langley Lodge	18/04/2024	27/06/2024	12:20pm - 2:30pm

SEWING SKILLS

This course offers you the opportunity to learn the techniques and skills required to cut and sew basic garments. You will learn how to make patterns, insert zips, different types of hems, buttonholes by hand and using the sewing machine, and attach different fasteners e.g. hook and eye, snap fasteners. You will also learn to set up the sewing machine and learn to use different functions and tools of the sewing machine.

Venue	Start Date	End Date	Time
Tipton College	15/04/2024	01/07/2024	9:30am -11:30am
Hateley Heath FETC	15/04/2024	01/07/2024	12:45pm - 2:45pm
Tipton College	17/04/2024	26/06/2024	1pm - 3pm
Ron Davis Centre	19/04/2024	28/06/2024	9:30am - 11:30am
Ron Davis Centre	09/04/2024	14/05/2024	12:30pm - 2:30pm

Course Fee*

Flower Arranging:	F: £52.00	C: £26.00
Painting and Drawing	F: £70.00	C: £35.00
Sewing Skills	F: £70.00	C: £35.00

*See concession eligibility on page 3



TIPTON COLLEGE

Alexandra Road,
Tipton,
Dy4 7NR

Tel: 0121 557 0837



HATELEY HEATH FETC

Huntingdon Road,
West Bromwich,
B71 2RP

Tel: 0121 556 7426



RON DAVIS CENTRE

Ballot Street,
Cape Hill,
Smethwick

B66 3HH

Tel: 0121 555 6255



HOW TO Contact us

Get in touch with Us!



0121 557 0837



contact_SAFL@sandwell.gov.uk



www.learnsafl.ac.uk

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