# Sandwell Adult and Family Learning





Course Prospectus 2023-2024

Term 3









@learnsafl





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## How are our courses funded?

Many of our courses are fully funded by the West Midland'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



### 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

<b>Venue</b> Ron Davis Centre Hateley Heath FETC	<b>Start Date</b> 08/04/2024 12/04/2024	End Date 24/06/2024 21/06/2024	<b>Time</b> 9:30am - 11:30am 9:30am - 11:30am
<b>Venue</b> Ron Davis Centre Tipton College	<b>Start Date</b> 10/04/2024 03/06/2024	End Date 19/06/2024 15/07/2024	<b>Time</b> 9:30am - 11:30am 1pm - 3pm
<b>Venue</b> Hateley Heath FETC Ron Davis Centre	<b>Start Date</b> 05/06/2024 04/06/2024	End Date 17/07/2024 16/07/2024	<b>Time</b> 9:30am - 11:30am 1pm - 3pm

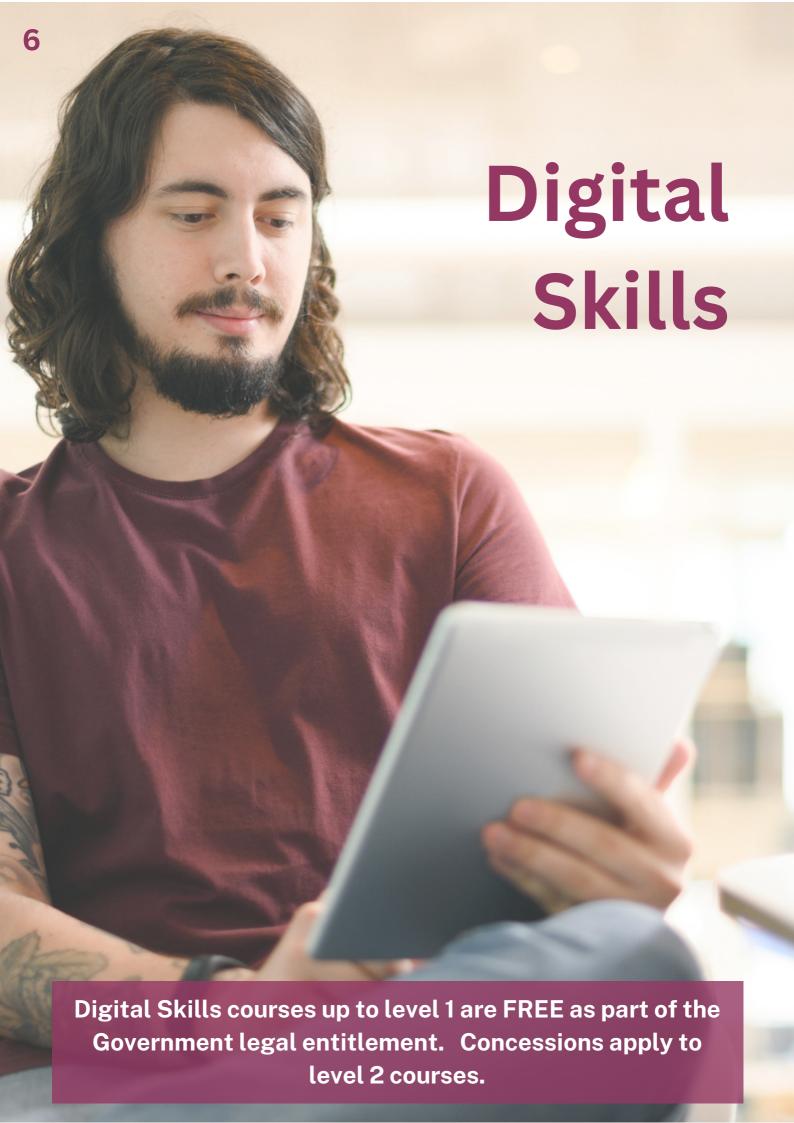
### STEP UP MATHS

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	<b>End Date</b>	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



### MICROSOFT WORKSHOPS

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

- Microsoft Word
- Microsoft Excel

Ron Davis Ce <mark>nt</mark> re Tipton College	13/05/2024 05/06/2024	9:30am - 3pm 9:30am - 3pm	
<b>Venue</b> Ron Davis Centre Tipton College	<b>Date</b> 20/05/2024 12/06/2024	<b>Time</b> 9:30am - 3pm 9:30am - 3pm	

### **DIGITAL BASICS**

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

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

### 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	<b>End Date</b>	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.

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Venue	Start Date	<b>End Date</b>	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 Colle <mark>ge</mark>	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	30/04/2024	03/07/2024	6pm - 8:30pm
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### 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	<b>Start Date</b>	<b>End Date</b>	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



### COMMUNICTION SKILLS FOR WORK

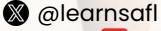
This course is for adults who would like to develop their verbal and written communication skills for the workplace. The course will include pre-employment skills such as interview skills and writing letters of application, as well as skills that you can use in the workplace such as writing letters and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

Venue	Start Date	<b>End Date</b>	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





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# **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

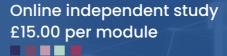
Online independent study £15.00 per module





### **HEALTH AND SAFETY**

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



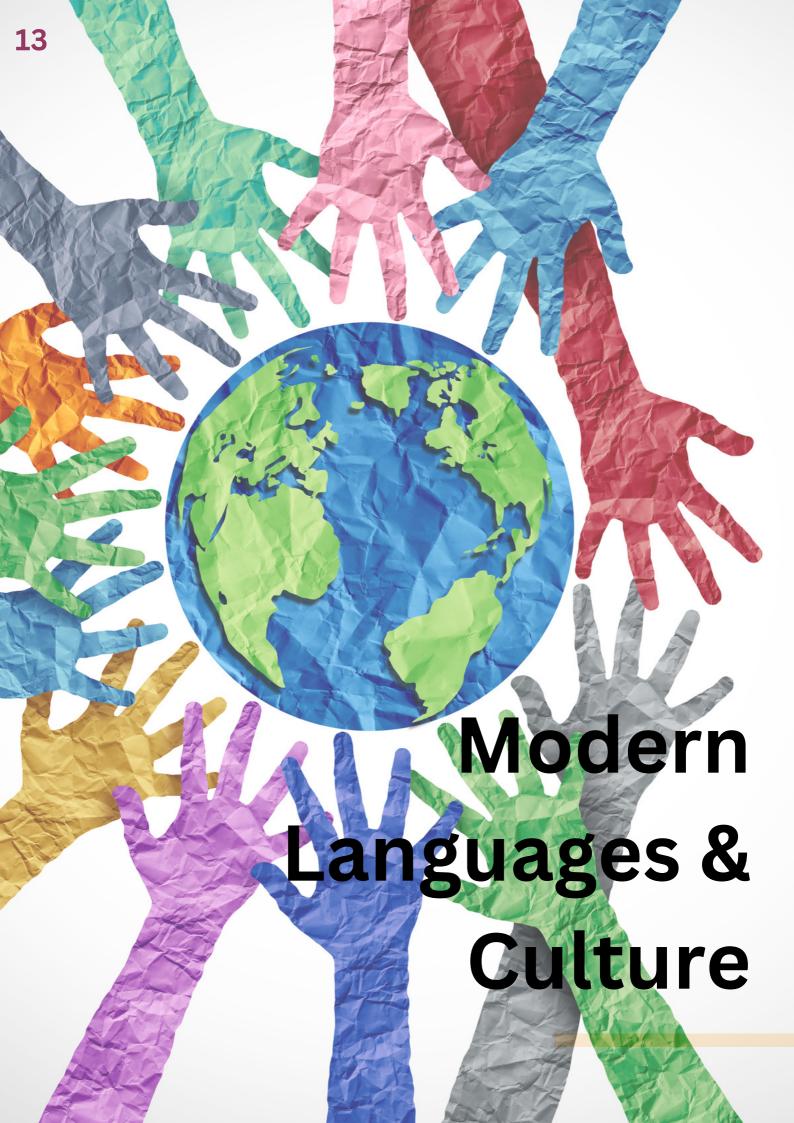


# **Non - Accredited Courses**

### COMMUNICTION 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	<b>Start Date</b>	<b>End Date</b>	Time
Hateley Heath FETO	010/04/2024	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



### **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.

VenueStart DateEnd DateTimeRon Davis Centre10/04/202419/06/20241pm - 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

\*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



### 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	<b>Start Date</b>	<b>End Date</b>	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	<b>End Date</b>	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
<b>Painting and Drawing</b>	F: £70.00	C: £35.00
Sewing Skills	F: £70.00	C: £35.00

# **Our Locations**



# O TIPTON COLLEGE

Alexandra Road, Tipton, Dy4 7NR Tel: 0121 557 0837

# O HATELEY HEATH FETC

Huntingdon Road, West Bromwich, B71 2RP

Tel: 0121 556 7426



### O RON DAVIS CENTRE

Ballot Street, Cape Hill, Smethwick B66 3HH

Tel: 0121 555 6255

# HOW TO Contact us



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