

learning for life
Adult and Community Learning

Courses for Adults

From **August 2011**



welcome

Welcome to 'Courses for Adults', our brochure outlining the programme of courses that have been organised for 2011 - 2012. Whether you want to improve your qualifications, add to your skills, or enjoy learning for pleasure, we hope that you will find something here to interest you!

Our courses cover computers, Family Learning, Skills for Life and learning for interest and pleasure. For more information on any of the courses listed, please contact the relevant area office (see back page). You can also find up to date course information at our website:

www.warwickshire.gov.uk/adultlearning

fees

For details of fees please see page 8.

ACL is committed to equality and diversity and supporting the rights and aspirations of under represented groups.

contents

Computers and ICT	3
Skills for Life and Work	4
Family Learning	5
Leisure, Pleasure & Personal Development	7
Fee information	8
Course information	8
Warwick	9
Stratford Upon Avon	10
Nuneaton & Bedworth	11
North Warwickshire	12
Rugby	13
Workshops/Day Schools	14
Frequently asked questions	15
Area Offices	Back page

2 Please contact your area office for more information (see back page).

computers and ICT

Technology, computers and the internet are affecting our lives more and more. Do you worry about being left behind? Are you interested in finding out how you can make them work for you?

We offer a range of courses to develop your knowledge and practical skills in using computers and other technology. Many of these are aimed at complete beginners, so if you've never even touched a computer before, don't worry - we can help!

There are also opportunities to help you get the most from equipment like digital cameras and video cameras, as well as finding information, accessing services and staying safe online.

Whether you want to learn for personal interest or develop skills for work, our team of friendly and experienced tutors will offer the help and support you need.

ITQ

A widely-recognised Level 1 qualification with a range of units including word processing, spreadsheets, database and online communication.

leisure and personal interest

We offer a wide range of other computer-related courses, including:

- Digital photography
- Internet safety
- Internet and email
- Web design
- Digital video
- Mastering your computer

The content of these courses is flexible, and will aim to meet your particular needs and interests.



online basics

This **FREE** course is aimed at complete beginners. Over six weeks you will cover:

- Using a mouse and keyboard
- Searching and browsing the web
- Using email
- Staying safe online

For more information about any of the courses listed here, please contact your area office for more information (see back page).

skills for life and work

Have you always struggled with English or maths?

Do you have a recent GCSE certificate or do you want to gain a more current qualification?

Do you want to brush up on your skills so that you have a better chance of gaining employment, or so you can help the children?

We offer English and maths classes in local venues across the county. Most classes are free of charge. They are taught by friendly, helpful tutors who are there to help you to succeed.

Literacy and numeracy courses are free of charge. **free**

ESOL

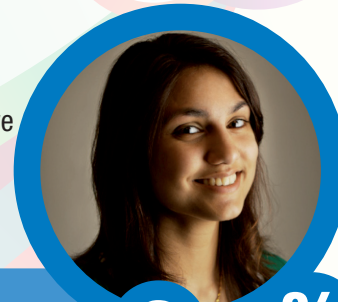
Our English for Speakers of Other Languages classes give support from beginner to advanced level and include the opportunity to practise speaking and listening, reading and writing skills. We offer Cambridge ESOL Skills for Life exams at all levels.

COURSE AND EXAM FEES APPLY

You may be entitled to a discount. Please call your area office for details (see back page).

Our courses can help you to improve your employment opportunities. If you are interested in finding a class near you, contact your area office (see back page) and we will arrange to meet with you to discuss your needs. We will assess your needs and skills so that you can work in a group that suits you.

If you know an adult who wants to brush up on their English or maths, or improve their employability skills - get in touch. Our courses can help.



How do I put a current CV together?

How do I search for jobs in my area?

Apostrophes - What are they? How do I use them correctly?

You've seen a jacket you'd like. The full price is £70 but there's a sale coming, with 25% off all items. Can you work out the cost of your jacket if you buy it in the sale?



4 Courses may be starting in your area in September, please contact your area office for more information (see back page).

family learning

Family Learning is a fun way to develop new skills and find out how to help build your child's confidence and self esteem and help them to do better at school.

Some programmes will help you understand how children are taught maths, reading, writing or spelling in school and how you can help and support them with their school work.

For parents of pre school children there are also programmes like 'Play with Language' and 'Together into Play' looking at early years development and learning.

Programmes such as 'Storysacks' or 'Big Chef, Little Chef' can also help families learn new skills; other programmes for example, 'Being Healthy' and 'Being Safe', explore everyday issues.

For more information please contact your local office who will put you in touch with their Family Learning Tutor or contact Judith Gray at Orion House on 01926 731202.

15%

Are you aware that children spend only 15% of their waking hours at school?

Our programmes are designed so that we can help you to help your child.



Places are given in the first instance to those families whose children attend the venue school.

free

All Family Learning programmes allow parents and children to have fun learning and are **FREE**.

Courses may be starting in your area in September, please contact your area office for more information (see back page).

leisure, pleasure & personal development

Have you ever wondered about your family history, or about how your community has changed over the centuries?

Would you like to develop your skills in something that interests you, perhaps in painting, crafts and floristry or home skills such as cookery?

Perhaps you would be interested in learning a conversational language, or in enjoying music, photography, creative writing and natural history. Or you may want to develop skills to work with your community. The possibilities are almost endless!

If so, we could have a course for you. The wide range of subjects offered here responds to the needs and interests that our learners across Warwickshire have asked us about. These courses, enjoyable and informal, are intended to help encourage and develop personal interests, creative skills and community engagement.



Please feel free to sign up to a course anywhere in the county.

Why not request your own course? If a group of you would like to do the same course let us know and we will try to arrange a tutor and venue to suit you.

6 Courses may be starting in your area in September, please contact your area office for more information (see back page).

course and fee information

The following pages give details of some of the courses currently planned. However, we are developing more all the time, so please feel free to contact your area office (see back page) to find out what is on offer or even to let us know what you would like to see available in the future.

course fees

Our basic course fees are £4.00 per hour
Discounts/remission can apply: please contact your area office for further information.

£4
per hour

SAFEGUARDING CHILDREN & VULNERABLE

ADULTS - We are committed to safeguarding and promoting the welfare of our learners and complying with best practice in the application of safeguarding. We expect all staff and volunteers to share this commitment. ACL tutors are required to undergo safeguarding checks, currently via criminal records bureau process.

discounted fees

Some courses, such as Literacy, Numeracy and Family Learning, are free to everyone.

You will be entitled to a **FREE** place on other courses if you are in receipt of:

- Working Families Tax Credit (annual income of under £15,000)
- Job Seekers Allowance
- Pension Credit
- Housing and Council Tax Benefit (not single person's discount)
- Employment and Support Allowance
- Incapacity Benefit
- Income Support
- Unwaged dependant of the above

or 50% off if you are:

- above 60 Years of age
- Living in certain areas (Please ask for more information)

free

50%
off

Courses may be starting in your area in September, please contact your area office for more information (see back page).

7

Course Title	Day	Time	Starting	Duration	*Cost
Lillington IT Suite					
Literacy	Tuesday	9.30am - 11.30am	06/09/11	Termly	FREE
Numeracy	Tuesday	1.00pm - 3.00pm	06/09/11	Termly	FREE
First Steps IT	Wednesday	10.00am - 12noon	TBA	10 weeks	FREE
Online Basics	Thursday	9.30am - 11.30am	15/09/11	6 Weeks	FREE
Carry on Computing	Thursday	1.00pm - 3.00pm	15/09/11	6 Weeks	£48;£24;FREE
First Steps in IT	Friday	10.00am - 12noon	TBA	10 Weeks	FREE
Kenilworth Children's Centre					
Numeracy	Tuesday	9.15am - 10.15am	13/09/11	Termly	FREE
Literacy	Tuesday	10.30am - 11.30am	13/09/11	Termly	FREE
Kenilworth Library					
Online Basics	Tuesday	9.30am - 11.30am	13/09/11	6 weeks	FREE
Carry on Computing	Wednesday	10.30am - 12.30pm	14/09/11	6 weeks	£48;£24;FREE
Online Basics	Thursday	9.30am - 11.30pm	15/09/11	6 weeks	FREE
Warwick Library					
Online Basics	Wednesday	10.30am - 12.30pm	13/09/11	6 Weeks	FREE
The Gap					
Literacy	Wednesday	1.00pm - 3.00pm	07/09/11	Termly	FREE
Numeracy	Thursday	9.30am - 11.30am	08/09/11	Termly	FREE
Active Dads	Alternate Saturdays	TBA	TBA	TBA	FREE
Leamington Library					
Online Basics	Thursday	10.00am - 12noon	15/09/11	6 Weeks	FREE
Sydni Centre					
Literacy	Thursday	1.00pm - 3.00pm	08/09/11	Termly	FREE
Online Basics	Thursday	7.00pm - 9.00pm	15/09/11	6 weeks	FREE
Numeracy	Friday	9.30am - 11.30am	09/09/11	Termly	FREE

8 Courses may be starting in your area in September, please contact your area office for more information (see back page).

Stratford Upon Avon

* Discounts can apply please call your area office for details (see back page).

Course Title	Day	Time	Starting	Duration	*Cost
Burmington Village Hall					
Beginners Photography	Wednesday	10.00am - 12.30pm	07/09/11	6 weeks	£60;£30;FREE
Claverdon Church Centre					
Beginners Computing	Tuesday	10.00am - 12noon	13/09/11	6 weeks	£48;£24;FREE
Follow on Family History	Friday	10.00am - 12noon	16/09/11	6 weeks	£48;£24;FREE
Henley-in-Arden High School					
Spanish Conversation (Beg)	Wednesday	7.00pm - 9.00pm	02/11/11	6 weeks	£48;£24;FREE
Lighthorne Heath Children's Centre					
CLAIT/ITQ	Monday	9.45am - 1.45pm	19/09/11	10 weeks	No fees for first term Exam fee £18.30
Stratford-upon-Avon Arden Court					
CLAIT/ITQ Initial assessments 12/09/11	Monday	10.00am - 12noon 12.30pm-2.30pm	19/09/11	10 weeks	No fees for first term Exam fee £18.30
Beginners Computing	Monday	3.00pm - 5.00pm	12/09/11	6 weeks	£48;£24;FREE
Adult Literacy	Tuesday	10.00am - 12noon	13/09/11	On-going	FREE
Online Basics	Tuesday	2.00pm - 4.00pm	13/09/11	6 weeks	FREE
Beginners Digital Photo Editing	Wednesday	7.00pm - 9.00pm	14/09/11	6 weeks	£48;£24;FREE
Follow on Photography	Thursday	3.30pm - 5.30pm	8/09/11	6 weeks	£48;£24;FREE
Beginners Photography	Thursday	6.00pm - 8.00pm	8/09/11	6 weeks	£48;£24;FREE
Adult Numeracy	Thursday	10am - 12noon	15/09/11	On-going	FREE
Warmington Village Hall					
Local History Projects	Wednesday	10am - 12noon	21/09/11	6 weeks	£48;£24;FREE
Pottery Identification	Wednesday	2.00pm - 4.00pm	14/09/11	6 weeks	£48;£24;FREE

For more information about any of the courses listed here, please contact your area office for more information (see back page).

Nuneaton & Bedworth

* Discounts can apply please call your area office for details (see back page).

Course Title	Day	Time	Starting	Duration	*Cost
Bulkington Village Centre					
Beginners Conversational Spanish	Wednesday	1.00pm - 2.30pm	05/10/11	6 weeks	£36;£18;FREE
Sugarcraft Christmas Models	Thursday	1.00pm - 3.00pm	20/10/11	8 weeks	£64;£32;FREE
Beginners Guitar	Saturday	10am - 12noon	17/09/11	6 weeks	£48;£24;FREE
Hatters Space Upper Abbey Street Nuneaton					
Floristry	Monday	10am - 12noon	31/10/11	6 weeks	£48;£24;FREE
Creative Writing (My life by me)	Monday	1.00pm - 3.00pm	03/10/11	5 weeks	£40;£20;FREE
Family History	Wednesday	9.30am - 11.30am	05/10/11	6 weeks	£48;£24;FREE
Life Story Videos	Wednesday	1.00pm - 3.00pm	23/11/11	4 weeks	£32;£16;FREE
Creating Your Own Website	Wednesday	6.00pm - 8.00pm	05/10/11	6 weeks	£48;£24;FREE
Sugarcraft	Wednesday	6.15pm - 8.15pm	05/10/11	10 weeks	£72;£36;FREE
Countdown to Christmas (Craft)	Friday	10.00am - 12noon	04/11/11	5 weeks	£40;£20;FREE
Camphill Early Years Centre					
Floristry	Tuesday	10.00am - 12noon	04/10/11	10 weeks	£72;£36;FREE
Stockingford Early Years Centre					
Video Creation/Editing	Friday	9.30am - 11.30am	07/10/11	5 weeks	£40;£20;FREE
Bedworth Heath Leisure and Activity Centre					
Beginners Digital Manipulation	Tuesday	9.30am - 11.30am	04/10/11	5 weeks	£40;£20;FREE
Intermediate Digital Manipulation	Tuesday	9.30am - 11.30am	15/11/11	5 weeks	£40;£20;FREE
Online Shopping	Wednesday	9.30am - 11.30am	23/11/11	4 weeks	£32;£16;FREE
Internet & Email for Beginners	Wednesday	10.00am - 12noon	05/10/11	6 weeks	£48;£24;FREE
Social Networking for Parents & Grandparents	Thursday	1.00pm - 3.00pm	06/10/11	6 weeks	£48;£24;FREE

North Warwickshire

* Discounts can apply please call your area office for details (see back page).

Course Title	Day	Time	Starting	Duration	*Cost
Ratcliffe ICT Learning Suite					
Digital Darkroom	Monday	2 hrs per week	September	6 weeks	£48;£24;FREE
Beginners' Animation	Monday	2 hrs per week	September	6 weeks	£48;£24;FREE
Popular Science	Please ring for details	2 hrs per week	TBA	5 weeks	£40;£20;FREE
Internet Survival	Tuesday	10.00am - 12noon	23/08/11	5 weeks	£40;£20;FREE
Internet Survival	Wednesday	10.00am - 12noon	28/09/11	5 weeks	£40;£20;FREE
Internet Survival	Thursday	10.00am - 12noon	29/09/11	5 weeks	£40;£20;FREE
Popular Science	Friday	10.00am - 12noon	30/09/11	5 weeks	£40;£20;FREE
Warwick House Atherstone					
Introduction to British Sign Language	Tuesday	10.00am - 12noon	18/10/11	6 weeks	£48;£24;FREE
Festive Inspirational Card Making	Wednesday	1.00pm - 3.00pm	02/11/11	6 weeks	£48;£24;FREE
Creative Writing	Friday	1.00pm - 3.00pm	TBA	6 weeks	£48;£24;FREE
Relaxation Workshop	Friday	1.00pm - 3.00pm	September	2 Hours	£8;£4;FREE
Other Courses being held in venues across North Warwickshire					
Restoration of Vintage Aircraft (3 hrs)	Online Basics (6 wks/2 hrs)	1.30pm - 3.30pm	starting 20/09/11	FREE	
Ridge Lane Brewery and How It Works (2hrs)	Deaf Awareness Workshop (2 hrs)				
Private Tour on the History of Middleton Hall (3hrs)	Brain Friendly Learning (6 wks /2 hrs)				
Holiday Spanish (6 wks/2hrs)	Looking Inside a Robot's Head (3hrs)				
Autumn Farm Walk Coleshill (3hrs)	Relaxation Workshops in Old and New Arley (2 hrs)				
<p>A Taste of Volunteering is free to participants and is organised in partnership with Volunteer Centre North Warwickshire. It enables learners to think about their volunteering options and gain valuable-hands on experience of unpaid work. Many people who attend this programme go on to other ACL programmes. Please call the Volunteer Centre on 01827 717073.</p>					

For more information about any of the courses listed here, please contact your area office for more information (see back page).

Rugby

* Discounts can apply please call your area office for details (see back page).

Course Title	Day	Time	Starting	Duration	*Cost
Benn Partnership Centre					
Confidence Building	Thursday	10.00am - 12noon	22/09/11	5 weeks	£38;£16;FREE
Confidence Building	Thursday	10.00am - 12noon	03/11/11	6 weeks	£48;£24;FREE
Binley Woods Village Hall					
Flower Arranging	Wednesday	1.00pm - 3.00pm	28/09/11	4 weeks	*£30;£15;FREE
Hill Street Community Centre					
Online Basics (Computing for Beginners)	Courses at various times starting in September			6 weeks	FREE
Introduction to Digital Imaging	Wednesday	1.00pm - 3.00pm	14/09/11	4 weeks	£30;£15;FREE
Making a Photo Film Show	Wednesday	1.00pm - 3.00pm	12/10/11	2 weeks	£16;£8;FREE
Basic 'Plus' Computing (Next steps for Beginners)	Thursday	9.30am - 11.30am 1.00pm - 3.00pm	15/09/11	6 weeks	£48;£24;FREE
Claremont Adult Learning					
Introduction to Web design	Wednesday	10.00am - 12.30pm	09/11/11	5 weeks	£48;£24;FREE
ITQ - Unit 33 & 39 Internet & Email	Friday	9.30am - 11.30am	09/09/11	12 weeks	No fees for first term Exam fee £18.30
ITQ-Unit 77 Word Processing	Friday	12.30pm - 2.30pm	09/09/11	12 weeks	As Above
Overslade Community Centre					
Online Basics	Wednesday	1.30pm - 3.30pm	14/09/11	6 weeks	FREE
Dunchurch WI Hall					
Meditation, Relaxation	Friday	1.00pm - 3.00pm	09/09/11	4 weeks	£30;£15;FREE
* Additional charges for resources may apply – please call for details					

Workshops/Day Schools

* Discounts can apply please call your area office for details (see back page).

Course Title	Day	Time	Starting	Duration	*Cost
Hatters Space Nuneaton					
Caricatures of Me	Wednesday	6.30pm - 8.30pm	02/11/11	1 session	£8;£4;FREE
Introduction to Photoshop	Wednesday	6.30pm - 8.30pm	26/10/11	1 session	£8;£4;FREE
Broomstick Crochet	Wednesday	6.30pm - 8.30pm	19/10/11	1 session	£8;£4;FREE
Marzipan Fruits	Thursday	6.00pm - 8.00pm	01/12/11	1 session	£8;£4;FREE
Christmas Wreath Workshop	Friday	1.00pm - 3.00pm	02/12/11	1 session	£8;£4;FREE
Stockingford Early Years Centre Nuneaton					
Cup Cake Decorating	Friday	9.30am - 11.30am	09/12/11	1 session	£8;£4;FREE
John Lees Hall Rugby					
Quick Indian Dishes	Wednesday	1.30pm - 3.30pm	12/10/11	1 session	*£8;£4;FREE
Quick Indian Dishes	Wednesday	1.30pm - 3.30pm	19/10/11	1 session	*£8;£4;FREE
Quick Indian Dishes	Wednesday	1.30 pm - 3.30pm	26/10/11	1 session	*£8;£4;FREE
Jams & Chutneys	Saturday	10.00am - 1.00pm	12/11/11	1 session	*£12;£6;FREE
Indian Festive Cookery	Saturday	10.00am - 1.00pm	05/11/11	1 session	*£12;£6;FREE
Dunchurch Village Hall Rugby					
Winter Flower Arranging	Wednesday	6.30pm - 9.30pm	02/11/11	1 session	*£12 ;£6;FREE
Wolston Community Centre Wolston					
Flowers for Christmas	Thursday	1.00pm - 4.00pm	08/12/11	1 session	*£12;£6;FREE
Overslade Community Centre Rugby					
Flower Arranging for Christmas	Wednesday	1.00pm - 4.00pm	07/12/11	1 session	*£12;£6;FREE
* Additional charges for resources may apply – please call for details					

For more information about any of the courses listed here, please contact your area office for more information (see back page).

Workshops/Day Schools

* Discounts can apply please call your area office for details (see back page).

Course Title	Day	Time	Starting	Duration	*Cost
Warwickshire County Record Office Warwick					
Medieval Buildings	Monday	10.00am - 4.15pm	07/11/11	1 session	£15
Hill Close Gardens Warwick					
Patrons and Artists	Thursday	9.30am - 4.30pm	20/10/11	1 session	£20
Power and Place	Thursday	9.30am - 4.30pm	14/11/11	1 session	£20
Rugby Art Gallery & Museum					
Jewellery Making	Saturday	10.30am - 1.30pm	08/10/11	1 session	*£12;£6; FREE
Gift Bags & Boxes	Saturday	10.30am - 1.30pm	19/11/11	1 session	£12;£6; FREE
Jewellery Making	Saturday	10.30am - 1.30pm	26/11/11	1 session	*£12;£6; FREE
Rugby Library					
Interview Skills Workshop	Tuesday	12.30am - 3.00pm 10.30am - 1.00pm	13/09/11 11/10/11	1 session	FREE
How to Apply for a Job Workshop	Tuesday	10.30am - 12.30pm 1.00pm - 3.00pm 10.30am - 12.30pm	27/09/11 18/10/11 22/11/11	1 session	FREE
* Additional charges for resources may apply – please call for details					
Skills for Community Leadership					
<p>These courses use a variety of training methods to develop knowledge and skills in all areas of leadership in the community. The emphasis is on discussion, team working and shared learning from our experiences of life. Rather than focussing on theoretical examples they work on real issues and situations in our communities. Once the sessions are over there will be a chance to put the theory into practice in a local community setting. Please call 01788 574258 for details.</p>					

frequently asked questions

WHAT SUPPORT CAN I GET?

Please make us aware of any support needs you have – for example if you need help with English or maths or have a disability. Our tutors are trained to help with additional needs.

AM I TOO LATE?

If you have seen a course advertised but the start date has passed, still let us know you are interested. It may not be too late, and if it is, we will put your name on our waiting list and repeat the course as soon as we can.

WHAT IF I'M NOT SURE?

If you're not sure exactly what you want, call us for personal and confidential advice. We're a small and friendly organisation, so just pick up the phone! (Contact details on the back page.)

CAN I GET A QUALIFICATION?

Many of our courses lead to nationally recognised qualifications. See individual course lists or ask us for more information.

WE ARE A COMMUNITY GROUP – CAN YOU PROVIDE A COURSE ESPECIALLY FOR US?

Yes – we organise programmes that are designed specifically for community groups, voluntary groups and organisations. A wide range of subjects is available, for example production of community newsletters, how to make and deliver a Powerpoint presentation. If you feel your group will benefit from a learning opportunity please contact us.

I WOULD LIKE TO RECEIVE DETAILS OF FUTURE COURSES - HOW DO I REQUEST ADDITION TO YOUR MAILING LIST?

Please ring the relevant area office (see back page) or email us at acl@warwickshire.gov.uk

WHERE IS YOUR HEAD OFFICE

We are based at: Orion House,
Athena Drive,
Tachbrook Park,
Warwick CV34 6RQ
TEL: 01926 731228

Courses may be starting in your area in September, please contact your area office for more information (see back page).

area offices

PLEASE CALL ONE OF THE OFFICES BELOW TO ENROL OR FOR FURTHER DETAILS

North Warwickshire

Don Kentish - ACL Area Manager
Warwick House, Ratcliffe Street, Atherstone,
Warwickshire, CV9 1JP
Telephone - 01827 718007

Nuneaton & Bedworth

John Hunt - ACL Area Manager
Camp Hill Primary & Early Years Centre,
Hollystiches Road, Camp Hill, Nuneaton, CV10 9QA
Telephone - 02476 353065

Rugby

Yvonne Walkey - ACL Area Manager
The Bloxham Centre, Somers Road, Rugby, CV22 7DE
Telephone - 01788 552933

Stratford-upon-Avon and Warwick

Yvonne Walkey - ACL Area Manager
Orion House, Athena Drive, Warwick, CV34 6RQ
Telephone - 01926 731227 (Warwick)
Telephone - 01926 413608 (Stratford)

Warwickshire Family Learning Team

Judith Gray - Family Learning Curriculum Coordinator
Orion House, Athena Drive, Warwick, CV34 6RQ
Telephone - 01926 731202



All information is correct at time of print.