

# Change Your Life

learn something new

WITH HALTON ADULT LEARNING



Education & Skills  
Funding Agency



METRO MAYOR  
LIVERPOOL CITY REGION



Pullout Course List >>>

Adult Learning Courses

FREE IT Courses

FREE Maths & English

CV Writing

Arts and Crafts

Skills for Employment

...and so much more!

 0151 511 7788

 [adult.learning@halton.gov.uk](mailto:adult.learning@halton.gov.uk)

 Check us out on Facebook

 @adulthalton

 [www.halton.gov.uk](http://www.halton.gov.uk)

Call in to see us at:

Acorn Learning Centre,  
Runcorn WA7 2JE

Kingsway Learning Centre,  
Widnes WA8 7QY

Adult Learning Prospectus  
SUMMER TERM 2020-21

UPDATED MARCH 2021



# Welcome to Adult Learning

I'm really pleased to present you with our 2019/20 Adult Learning Prospectus.

Getting involved in Adult Learning is a great way to meet new friends, learn new skills, and support you in developing your career. We have a wide range of subjects on offer this year so please take time to browse our Prospectus to see what sparks your interest! However, if you would like any further information about any of our courses then please give us a call or drop in to one of our enrolment days, where we will be happy to talk through your options in more detail.

Halton's Adult Learning Team provides a supportive and inclusive learning environment and we welcome all individuals and skills levels. I look forward to seeing you in class very soon! So, whether you are looking to return to work and want to enhance your employability skills or are retired or just want to broaden your horizons, please come and visit us and we will be very happy to help you make the right Adult Learning choice for you.



*Siobhan Saunders*

**Divisional Manager**  
Employment Learning & Skills

# Change Your Life

*learn something new*

## Why Learn With Us?

Join an Adult Learning course with Halton Borough Council and you will learn in a relaxed, friendly environment with small class sizes. All our community venues are easily accessible and last year over 95% of our learners said that our centres were welcoming and our staff were friendly and helpful. As well as our class based courses, we also offer a number of online courses where you can study in the comfort of your home – all you need is access to the internet and a smart phone or computer.

## Our learners tell us that Adult Learning has helped them to:

- Build confidence
- Make new friends
- Find a job
- Learn a new skill or hobby
- Start their own business
- Improve personal wellbeing
- Progress to further learning

**Come and see what Adult Learning can do for you!**

# Learning for All

## So What's Stopping You?

### I never enjoyed school...

Learning in a community venue is not like learning in school. Whether this is your first qualification or whether you want to develop a new skill we can help you choose the course that's right for you and support you every step of the way.

### I've got young children...

If the course is linked to a qualification, we may be able to provide free childcare at an onsite nursery.

### I can't afford it...

The majority of courses are free and we try to minimise costs for learners. Some courses have fees attached but you may be entitled to fee remission depending on your circumstances.

### I'm nervous around new people..

Most of our courses run with small class sizes in a relaxed environment. All of our tutors are friendly and approachable and you will receive all the support you need while on course. Our friendly support staff are on hand to answer any queries and make sure you choose the course that's right for you. Over 97% of our learners said their confidence had improved after attending an Adult Learning course.

## Don't just take our word for it, this is what our learners say ...

Fantastic tutor & lovely room. I am really enjoying my course

I enjoyed learning new things, I always had help & support

It feels good to achieve something

## What Support Is Available?

Our learners come with a wide range of abilities. We can offer additional help with maths, English and ICT if needed and we offer a range of support for learners with visual and hearing impairments, dyslexia and physical support needs. This can take place in a variety of settings, from the classroom to individual one-to-one discussions with your tutor.

## Learning Facilities

Our main Learning Centres are fitted with a good range of equipment including interactive whiteboards, tablets and computers. In addition, our main centres have height adjustable tables installed and disabled access toilet facilities.

## What Next?

At the end of each course our tutors offer guidance on the next steps available to you, this can include:

- Access to information, advice and guidance through the National Careers Service
- Advice on community volunteering
- Links with Jobcentre Plus
- Signposting to local colleges
- Information on other courses
- Advice on employment options

**National  
Careers  
Service**

Helping you take  
the next step

The National Careers Service is interested in helping people to unlock their potential through employment, skills and training.

Are you looking for careers advice to help find out about access to training to enhance your skills?

Are you seeking guidance on the work options available to you?

Do you need practical job search support such as CV drafting, interview tips and advice on how to gain the job you want?

If the answer to any of the questions above is yes you would benefit from accessing face to face support from the National Careers Service.

To make an appointment to receive one to one advice with a qualified advisor please contact National Careers Service by calling 0800 100 900.

Appointments are available in Runcorn and Widnes and can be arranged at a time and date convenient to you. If you can't get to our Centre, you can also have a telephone appointment with our advisors.

Don't miss out, book today!

## Adult Learning Enrolment Dates

Due to current COVID Restrictions, unfortunately we are unable to offer our usual drop in enrolment sessions.

If you are interested in any courses, please contact us to arrange an appointment:

Tel: 0151 511 7788 Email: [adult.learning@halton.gov.uk](mailto:adult.learning@halton.gov.uk)

[www.facebook.com/haltonadultlearning](http://www.facebook.com/haltonadultlearning)

Opening times are:

Monday – Friday 8.45am – 4.45pm

### What you need to bring with you

- Some form of ID – e.g. Driving licence, bank card, letter addressed to you
- National Insurance Number
- If you are in employment, proof of earnings – e.g. Wage slip (within 3 months), contract, P60
- Payment if applicable
- Proof of benefit if you require fee remission
- You will be asked about your highest qualification, employment status and residency eligibility if applicable

### Fee Remission Entitlement

- Many of our courses are free and eligibility depends on individual circumstances.
- Courses are free if you are 19+ on 1st August 2020 and meet the following criteria
- Unemployed
- You earn less than £18,525 per year and live within the Liverpool City Region (Liverpool, Halton, Knowsley, St Helens, Sefton and the Wirral)
- You earn less than £17,004 per year and live outside of the Liverpool City Region
- Aged 19 – 23 and studying an Entry or Level 1 course
- You are 24+
- Have a degree or earn over £35,000

Evidence of eligibility will be required at induction

Contact us on 0151 511 7788 for further details

There is no 50% this year

# English

Improve your English skills and start working towards a nationally recognised qualification. The Functional Skills English courses will give you confidence in using your skills as well as the opportunity to gain a qualification. Tutors will work with you to design your own learning programme, which will include individual and group work. Classes are delivered in a safe, comfortable learning environment.



## Getting Started with English

Our Getting Started course will give you a great introduction to studying English and will assess your starting point so your programme is tailored to suit your needs.

- Initial assessment of your existing skills
- Refresher sessions to prepare you for your course

This is a 5 session course and you will need to attend each week to achieve the course aims.

## On completion of the Getting Started with English Course you will work towards an English qualification and develop skills in

- Understanding written information, such as forms, newspapers and letters
- Writing skills
- Spelling
- Punctuation and grammar

You will also develop your communication skills when speaking and listening, to include presentation skills

You will work at your own pace but you will need to attend each week to achieve the course aims.

# Maths

Improve your maths skills and start working towards a nationally recognised qualification. The Functional Skills Maths courses will give you confidence in using your skills in everyday situations such as budgeting, working out discounts in sales as well as the opportunity to gain a qualification. Tutors will work with you to design your own learning programme, which will include individual and group work. Classes are delivered in a safe, comfortable learning environment.

## Getting Started with Maths

Our Getting Started course will give you a great introduction to studying Maths and will assess your starting point so your programme is tailored to suit your needs.

- Initial assessment of your existing skills
- Refresher sessions to prepare you for your course

This is a 5 session course and you will need to attend each week to achieve the course aims.

**On completion of the Getting Started with Maths Course you will work towards a Maths qualification and develop skills in:**

- Fractions
- Decimals
- Percentages
- Using measurement

You will work at your own pace but will need to attend each week to achieve the course aims

**We asked our learners what they liked most about our Maths courses, this is what they said:**

I enjoyed the learning environment with the very informative tutor. I also liked the small numbers of people in the class

It's all positive and helped me to open my mind towards learning again

I enjoyed meeting different people, and everyone on a different level of maths. The teacher helped everyone if we got stuck.

# Computer Skills

We believe that everyone should be able to engage in a digital world if they choose to, therefore all of our computer courses are free of charge.

We deliver a range of computer courses from absolute beginners to more advanced skills. Our friendly classes will take you step by step through a range of computer packages to make some of those everyday tasks much easier!



## Keyboarding for Beginners

Learn the basics in a friendly, relaxed class. You will learn:

- How to turn the computer on and off safely
- How to use the mouse and keyboard
- How to use the internet to support your hobbies and interests
- Internet safety
- An introduction to Word Processing

This is an 11 week course you will complete an assessment at the end of your course. You will need to attend one 2.5 hour session per week to achieve the course aims.

## First Step Computers

Once you have mastered the basics, our First Step course will introduce you to some more Microsoft packages. You will learn:

- How to create text documents and posters using Microsoft Word
- How to design greetings cards and professional looking documents using Microsoft Publisher
- How to create presentations using Microsoft Powerpoint
- How to set up and use an email account

This is an 11 week course you will complete an assessment at the end of your course. You will need to attend one 2.5 hour session per week to achieve the course aims.



## Next Step Computers

Our Next Step course will explore each of the above topics in more detail and allow you to practice your skills. You will learn:

- How to use a file management system to create, move and delete folders
- More advanced Word Processing
- Formulas and functions in Microsoft Excel
- More advanced use of Microsoft Powerpoint

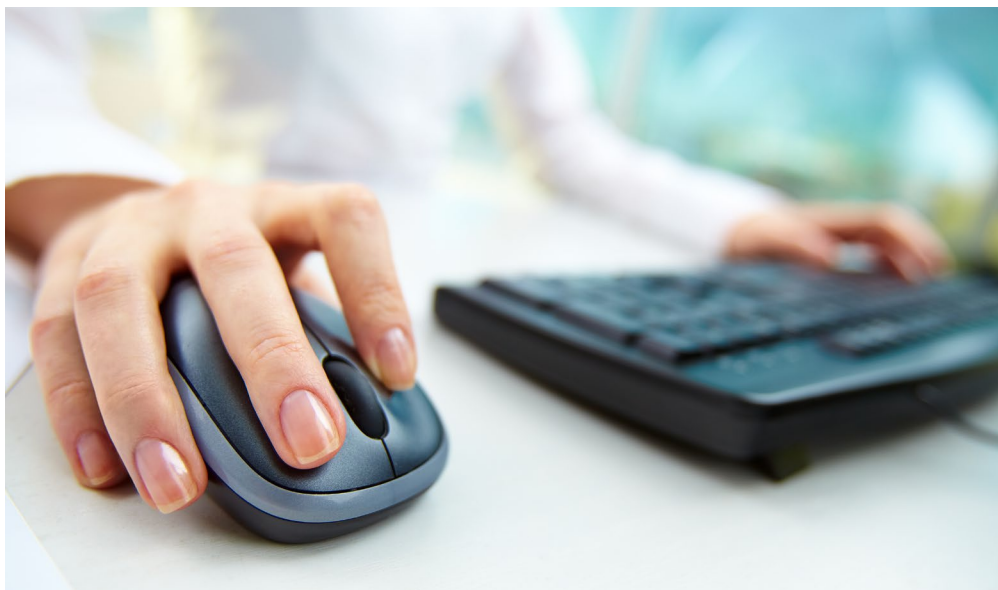
This is an 11 week course you will complete an assessment at the end of your course. You will need to attend one 2.5 hour session per week to achieve the course aims.

## Level 1 IT

Our Level 1 IT course will build on the skills you've gained on our other IT courses and you will explore a range of IT topics in more detail. Topics include:

- File management
- Word Processing
- Spreadsheets
- E mail functions

This is a 15 week course and you will complete an assessment at the end of your course. You will need to attend one 2.5 hour session per week to achieve your course aims.



## IT Drop In


Our IT Drop in runs weekly in both Kingsway and Acorn Learning Centres. It is designed to help those needing a little help with internet based job search and job applications, but provides an ideal opportunity for anyone wanting to practice their IT skills between sessions. There is no need to book, just drop in and a member of our friendly staff will be on hand to support you.

## Essential Digital Skills

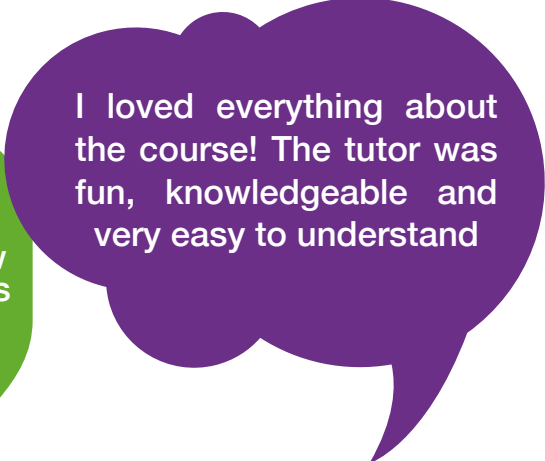
This course offers a qualification to improve ICT knowledge and understanding to help you in work or at home. You will learn how to use a variety of technology to focus your skills on the following:

- Using Devices and Handling Information
- Creating and editing
- Communicating
- Transacting
- Being Safe and Responsible Online
- Using Devices and Handling Information
- Creating and Editing documents & Digital Media
- Communicating and sharing online
- Managing online activity & your Digital footprint

**We asked our learners what they liked most about our computer courses, this is what they said:**



Good tutor and clear instructions, great fellow students and surroundings



I loved everything about the course! The tutor was fun, knowledgeable and very easy to understand

# Adult Learning

## COURSE LIST

SUMMER TERM 2020-21

**Change Your Life**

*learn something new*

Maths & English						
Course	Day	Time	Start Date	Venue	No. of Weeks	Fee
Getting Started English	Mon	9.30 - 12.00	26/04/2021	KLC	5	FREE
Reading Volunteers	Mon & Wed	10.30 - 12.00	26/04/2021	KLC	5	FREE
Moving On English	Mon & Wed	9.30 - 12.00	26/04/2021	KLC	10	FREE
Entry to English	Mon & Wed	12.30 - 3.00	26/04/2021	KLC	10	FREE
Moving On Maths	Tues & Thur	9.30 - 12.00	27/04/2021	KLC	10	FREE
Entry to Maths	Tues & Thur	12.30 - 3.00	27/04/2021	KLC	10	FREE
English	Tues	6.00 - 8.30	27/04/2021	KLC	10	FREE
Getting Started Maths	Thur	12.30 - 3.00	29/04/2021	KLC	5	FREE
Maths	Thur	6.00- 8.30	29/04/2021	KLC	10	FREE
Moving On Maths	Mon & Wed	9.30 - 12.00	26/04/2021	ALC	10	FREE
Entry to Maths	Mon & Wed	12.30 - 3.00	26/04/2021	ALC	10	FREE
Getting Started Maths	Mon	9.30 - 12.00	26/04/2021	ALC	5	FREE
Moving On English	Tues & Thur	9.30 - 12.00	27/04/2021	ALC	10	FREE
Entry to English	Tues & Thur	12.30 - 3.00	27/04/2021	ALC	10	FREE
Getting Started English	Tues	9.30 - 12.00	27/04/2021	ALC	5	FREE
English	Wed	6.00 - 8.30	28/04/2021	ALC	10	FREE
Maths	Wed	6.00 - 8.30	28/04/2021	ALC	10	FREE

## Computer Skills

Course	Day	Time	Start Date	Venue	No. of Weeks	Fee
IT Keyboarding	Tues	9.30 - 12.00	27/04/2021	KLC	11	FREE
First Steps to Computers	Tues	1.00 - 3.30	27/04/2021	KLC	11	FREE
Level 1 IT	Tues	5.30 – 8.00	27/04/2021	KLC	12	FREE
Next Steps Computers	Wed	9.30 - 12.00	28/04/2021	KLC	11	FREE
IT Drop In*	Wed	1.00 - 3.00	28/04/2021	KLC	ONGOING	FREE
Film Making	Thur	9.30 - 12.00	10/06/2021	KLC	5	FREE
Digital Volunteers	Thur	12.30 - 3.00	29/04/2021	KLC	10	FREE
Essential Digital Skills	Mon	9.30 – 12.00	26/04/2021	ALC	10	FREE
Next Steps Computers	Wed	9.30 - 12.00	28/04/2021	ALC	10	FREE
IT Drop In*	Wed	12.30 - 2.30	28/04/2021	ALC	ONGOING	FREE
First Steps to Computers	Fri	9.30 - 12.00	30/04/2021	ALC	11	FREE
IT Keyboarding	Fri	1.00 - 3.30	30/04/2021	ALC	11	FREE

\* Due to COVID restrictions, our IT Drop In sessions are now bookable, please contact the Centre to book your place

## Skills for Employment

Course	Day	Time	Start Date	Venue	No. of Weeks	Fee
Halton Employment Partnership	Tues/ Wed/Fri	9.30 - 3.00	27/04/2021	KLC	5	FREE
Employability: Onward & Upward	Mon/ Tues	9.30 - 3.00	26/04/2021	KLC	3	FREE
Steps to Success	Fri	9.30 - 3.00	30/04/2021	ALC	5	FREE

## Arts & Crafts

Course	Day	Time	Start Date	Venue	No. of Weeks	Fee
Interior Design	Mon	10.00 - 12.30	26/04/2021	† ONLINE	5	FREE
Art for Pleasure	Thur	12.00 - 2.30	29/04/2021	KLC	10	FREE
Creative Home Crafts	Wed	10.00 - 12.30	28/04/2021	† ONLINE	5	FREE
Interior Design	Wed	10.00- 12.30	09/06/2021	† ONLINE	5	FREE
Creative Home Crafts	Mon	10.00 - 12.30	07/06/2021	† ONLINE	5	FREE
Mindfulness	Fri	9.30 - 11.30	30/04/2021	† ONLINE	5	FREE
Art for Pleasure	Thur	3.30 - 6.00	29/04/2021	ALC	10	FREE

## Childcare

Course	Day	Time	Start Date	Venue	No. of Weeks	Fee
Level 2 Supporting Teaching & Learning	Tues	9.30 - 2.30	Starting Sep	KLC	33	**£254

## Childcare

Course	Day	Time	Start Date	Venue	No. of Weeks	Fee
Level 2 Supporting Teaching & Learning	Wed	9.30 - 2.30	Starting Sep	KLC	33	**£254
Level 1 Certificate in Caring for Children	Thur	9.30 - 2.30	Starting Jan 2022	KLC	22	**£150

\*\*subject to an additional £30 awarding body registration fee

\*\*subject to an additional £44 Enhanced DBS check fee

## Wellbeing

Course	Day	Time	Start Date	Venue	No. of Weeks	Fee
Creative Relaxation	Mon	12.30 - 3.00	26/04/2021	KLC	5	FREE
Coping with Stress	Mon	9.30 - 11.30	26/04/2021	† ONLINE	5	FREE
Improve your Confidence	Mon	12.30 - 2.30	26/04/2021	† ONLINE	5	FREE
Improve your Confidence	Mon	9.30-11.30	07/06/2021	† ONLINE	5	FREE
Coping with Stress	Mon	12.30 - 2.30	07/06/2021	† ONLINE	5	FREE
Improve your Confidence	Tues	10.00 - 12.00	27/04/2021	KLC	5	FREE
Coping with Stress	Tues	1.00 - 3.00	27/04/2021	KLC	5	FREE
Improve your Confidence	Tues	1.00 - 3.00	08/06/2021	KLC	5	FREE
Coping with Stress	TUes	10.00 - 12.00	08/06/2021	KLC	5	FREE

## Children's Centre Courses

Course	Day	Time	Start Date	Venue	No. of Weeks	Fee
Preparation for Work	Tues	9.30 - 12.00	27/04/2021	Kingsway CC	5	FREE
EYFS (Learning Through Play)	Thur	9.30 - 11.30	29/04/2021	† ONLINE	5	FREE
Adult English (Runcorn)	Thur	9.30 - 11.30	29/04/2021	† ONLINE	10	FREE
Adult English (Widnes)	Thur	9.30 - 11.30	29/04/2021	† ONLINE	10	FREE
Story Sacks	Fri	9.30 - 11.30	30/04/2021	† ONLINE	6	FREE
Story Time: Arts & Crafts	Tues	9.30 - 11.30	04/05/2021	† ONLINE	3	FREE
Musical Activities for Child Development	Wed	9.30 - 11.30	05/05/2021	† ONLINE	4	FREE
Play Bags	Thur	9.30 - 11.30	06/05/2021	† ONLINE	4	FREE
Story Time: Shapes & Numbers	Mon	9.30 - 11.30	10/05/2021	† ONLINE	3	FREE
EYFS (Learning Through Play)	Tues	9.30 - 11.30	08/06/2021	† ONLINE	5	FREE
Learning Together	Wed	9.30 - 11.30	09/06/2021	† ONLINE	5	FREE
Story Sacks	Thur	9.30 - 11.30	10/06/2021	† ONLINE	6	FREE
Preparation for Work	Fri	12.30-2.30	11/06/2021	Windmill Hill CC	5	FREE
Play Bags	Mon	9.30 - 11.30	14/06/2021	† ONLINE	4	FREE
Musical Activities for Child Development	Fri	9.30 - 11.30	18/06/2021	† ONLINE	4	FREE



† To join an online course you will need access to a computer or tablet, the internet, headphones, a phone camera and a variety of craft resources

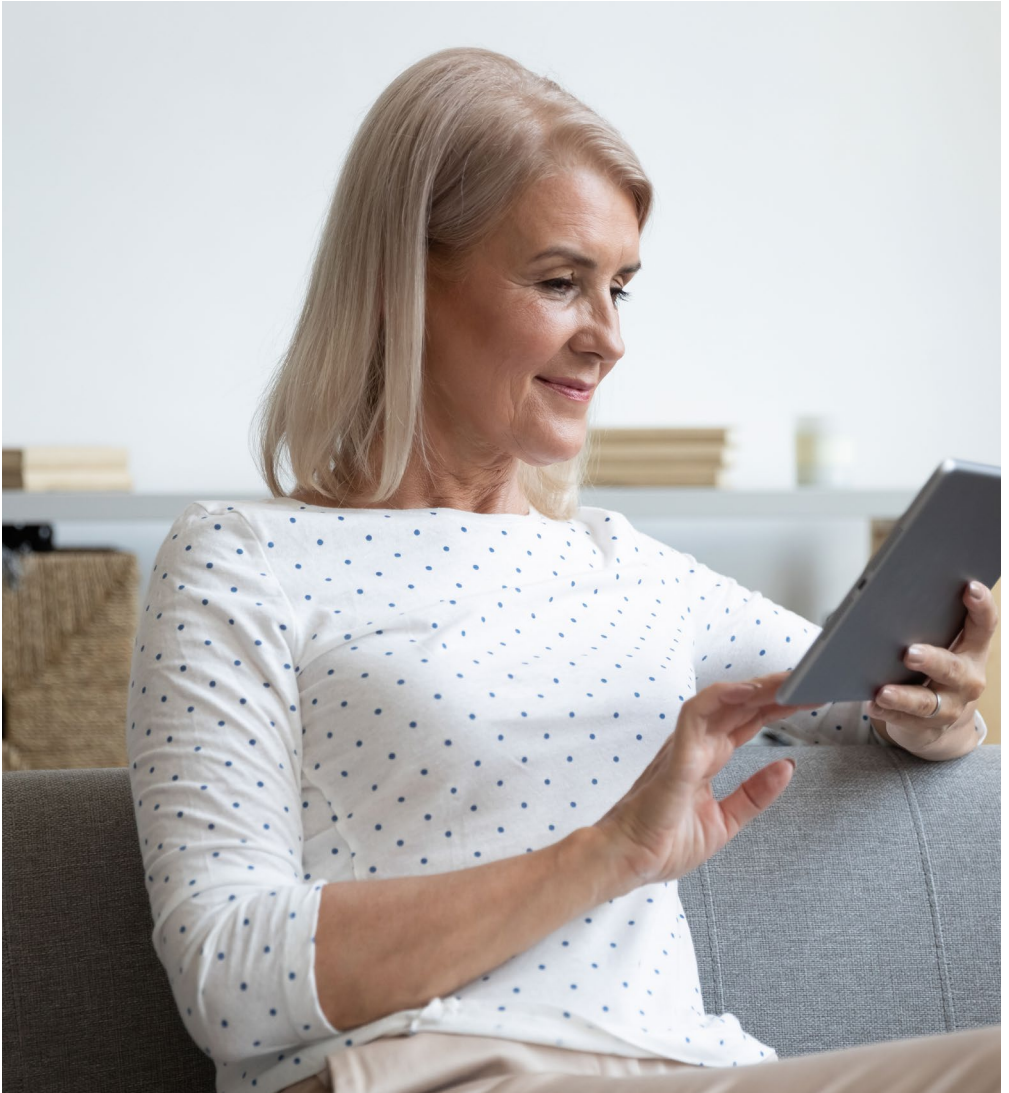
**KEY**

ONLINE = Please note to join an online course you will need access to a computer or tablet, the internet, headphones, a phone camera and a variety of craft resources

KLC = Kingsway Learning Centre

ALC = Acorn Learning Centre

WHCC = Windmill Hill Children's Centre



## Volunteer Reading

### READING VOLUNTEERS NEEDED!

Why not sign up to our Reading Volunteer programme and support others to gain the reading skills needed to access information and enjoy the magic of books. You will be involved in a training programme and then mentored while working with the people you will support to learn to read and improve their reading skills. This is a wonderful opportunity to share your love of reading, support others, meet new people and make new friends.

## Film Making

Ever wanted to learn how to create your own short film or movie? Well Halton Adult Learning have just the course for you! Learn the skills to create your own short film either to promote your business idea, develop your technical skills or to create a video to share with family and friends.

Our Film Making course launched in January as a 5 week remote learning opportunity either as a 10 week classroom course or a 5 week remote learning opportunity. You will learn how to use apps, software and social media platforms, editing techniques and use a green screen to create a wonderful vibrant video!

## Distance Learning

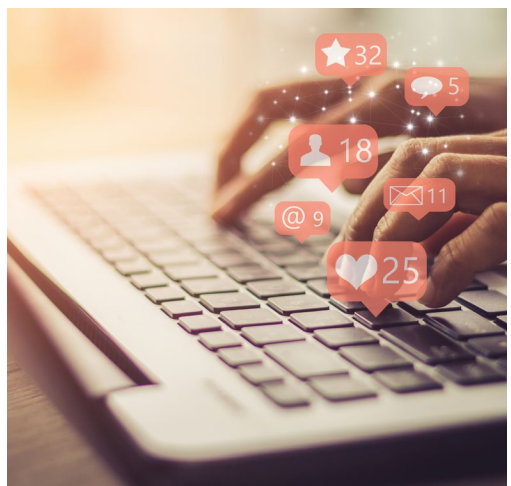
### DISTANCE LEARNING COURSES

Do you want to study at a time that suits you? Do you want to develop your skills or explore a new area of learning? Well, Halton Adult Learning has just that offer! We are now launching a range of Distance Learning courses that allow you to study in your own time to enhance and develop your skills and knowledge. You will have your own digital assessor to support you through the process, giving you regular feedback to ensure you get the best out of your online studies.

### Courses Offered are:

- Mental Health Awareness
- Business Administration
- Team Leading
- Information, Advice & Guidance
- Lean Management
- Equality & Diversity

**Why not get in touch with us and start a new challenge!**



## Family Learning

Our Family Learning programmes take place in schools and children's centres and provide a wealth of information to help parents support their children's learning and development. All Family Learning courses are free of charge so please get in touch for details of a course near you.



These are run in partnership with school staff and give parents a great insight into the school curriculum along with some great ideas of fun activities that will boost children's learning. Some courses are for parents only, others are for parents and children to learn together – all are relaxed and fun. Courses and workshops on offer include:

- Fun with Reading
- Fun with Numbers
- Fun with Phonics
- Make Your Own Storybook
- Keep Your Child Safe Online
- Good Mental Health for Children

**We asked our learners what they liked most about our school based courses, this is what they said:**

It was good to meet other parents and knowing they had similar fears about helping their child succeed.

I enjoyed learning new skills in a fun environment. Being able to help my boys with their maths.

I gained a lot of useful knowledge which will help me support my child with KS1 English in the near future.

# Courses in Children's Centres

These courses are designed for parents of young children and you must be registered with one of our Children's Centres and be a Halton resident. We offer a wide variety of courses including:

## Courses in Children's Centres

- Maths and English
- EYFS
- Learning Together
- Musical Activities for Child development
- Story Time: Art & Crafts
- Story Time: Shapes and Numbers
- Story Sacks



Courses vary in each venue so please contact your nearest Children's Centre for more details:

### Widnes

**Kingsway Children's Centre**

0151 420 5482

**Ditton Children's Centre**

0151 420 5482

**Upton Children's Centre**

0151 257 2450

**Warrington Road Children's Centre**

0151 424 4686

### Runcorn

**Halton Brook Children's Centre**

01928 573265

**Halton Lodge Children's Centre**

01928 573107

**Windmill Hill Children's Centre**

01928 717132

**Brookvale Children's Centre**

01928 79 7160

**We asked our learners what they liked most about our Children's centre courses, this is what they said:**

I've learnt ways to help my child develop and I've enjoyed being creative

Before I started the course I was diagnosed with Post Natal Depression. This course has helped my mental health no end and it has given me a new lease of life.

I enjoyed meeting new people, also it helped my confidence. The course helped me to keep my kids healthy and safe

# Childcare

Our Childcare programme will equip you with the skills and experience you will need to undertake a career in the childcare sector. Our courses are relaxed and informal and you will be supported by skilled and experienced teaching staff throughout.

In addition to the course fee, there is an additional one-off charge of £30 which covers registration with CACHE, the examination awarding body.



## L1 Certificate in Caring for Children

An introductory course starting in January for learners with little or no experience of childcare, who are thinking of a career in Primary, Secondary or a Special School setting. This L1 qualification is a good **introduction** to childcare and will give a good grounding for those wishing to undertake the L2 Certificate in Supporting Teaching and Learning in Schools. Some of the topics covered include:

- Understanding Play for Early Learning
- Sharing Learning Experiences with Children
- Respecting and Valuing Children
- Supporting Healthy Choices
- Communicating with Children

This is an 22 week course and you will need to attend one 5 hour session per week to achieve the course aims.

The L1 course fee of £120 is payable at enrolment or in 2 instalments of £60 per term, payable before the first day of each term.

## L2 Certificate in Supporting Teaching and Learning

A full year course, starting in September, for learners with little or no experience of childcare, who would like to work in a Primary, Secondary or Special School setting. This recognised L2 qualification is the industry standard to work in a supervised role. This course is suitable for learners wanting to work as a Teaching Assistant, Learning Support Assistant or Special Educational Needs Assistant. Some of the topics covered include:

- Child Development
- Health & Safety / Safeguarding
- Supporting positive behaviour
- Supporting learning activities
- Communication Skills

You must be able to complete a **180 hour work placement** at a school or nursery throughout the year to gain your industry experience.

This is a **full year course** and you will need to attend one 5 hour session per week to achieve the course aims.

The L2 **course fee of £180** is payable at enrolment or in 3 instalments of £60 payable before the first day of each term.

Learners enrolling on the L2 course will be subject to an enhanced **Disclosure and Barring Service check**. The cost for this is currently £44.

### Added Value:

Although not a qualification requirement, all childcare learners are offered the opportunity to gain a **L3 First Aid qualification** at a subsidised rate to enhance their employability skills.

**We asked our learners what they liked most about our Childcare courses, this is what they said:**

**I liked how laidback the course was but everything always got done to a good standard and on time, the tutor is brilliant.**

### Did you know?...

#### Last year:

100% of learners said their course was well taught and met their needs.

100% of learners completing the course gained a L2 qualification.

92% of employers who provided childcare placements said they would be willing to, or had already, employed their student

# Arts and Crafts

Come and join us for some relaxing and inspiring art based courses and learn new skills or a new hobby to enhance your free time and your health and wellbeing.



## Art for Pleasure

A series of 3 short courses for beginners and intermediates to improve skills in a variety of art techniques. 3 courses are on offer:

### Drawing:

- How to use a variety of drawing tools including a variety of pencils, charcoals, pens.
- How to draw in perspective, using effective composition

Each course is 2.5 weeks in length and you will need to attend one 2 hour session per week to achieve the course aims.



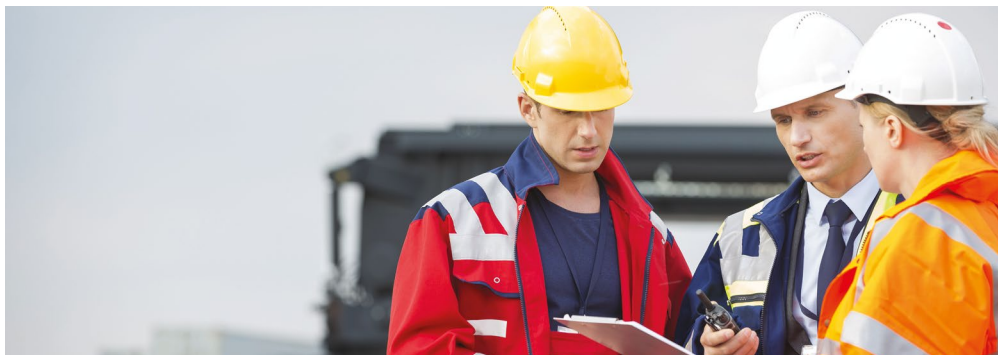
## Let's Get Crafty - Interior Design

On this new FREE online course you will have the opportunity to learn and develop your craft skills. These crafts can be used to create wonderful pieces for the home from recycled items or give you the opportunity to explore setting up your own business selling these unique products. Other topics include producing wall art by recycling old magazines and card, creating flower pots from plastic bottles, making bowls using buttons and string, making stationery holders using old tin cans



# Skills for Employment

The Adult Learning Team has a highly successful track record in supporting local people into employment. Our courses are planned and designed with local employers to enable adults develop the skills needed for employment. These short, part-time courses will give you a quick boost to help you get the job you want.



## Halton Employment Partnership Awards

These courses are designed to help adults get into work as quickly as possible. They are planned with local employers to ensure you develop the skills needed for employment, relevant to local job opportunities. Courses are held in the following areas:

- Care
- Construction
- Contact Centre Operations
- Customer Service
- Traffic Management
- Highway Maintenance
- Retail
- Hospitality
- Environmental Services
- Warehousing and Storage
- Business Administration

Courses are generally 5 weeks long but can vary in length depending on the subject. You do need to attend regularly to achieve the course aims.

## Did you know?

You could be guaranteed an interview on completion of a course linked with local employers!

I enjoyed working with the lads and the tutors were very helpful, especially preparing me for my interview. I can take everything I learnt to future interviews and I think I have massively improved my skills

I enjoyed learning new things, the confidence boost and the prep for the interview



## Employability

If you have been out of work for some time and are looking to get back into the job market, our employability courses will help you brush up on your application and interview skills. You will:

- Increase your knowledge of the job application process
- Learn how to 'sell' your skills
- Learn how to prepare well for interviews and practice some interview techniques
- Learn new ways to communicate effectively

## Employability Workshops

These short half day workshops offer a 'quick fix' for those who need to brush up on their skills. They are ideal for those who need some support to identify jobs that may be suitable or for those who need some pre-interview support. During the workshop you will:

- Apply for jobs
- Prepare for interview
- Action plan
- Set realistic goals

**We asked our learners what they liked most about our Employability courses, this is what they said:**

I found jobs I hadn't thought of that match my skills and interests

There was a laid back, friendly atmosphere. I was happy to interact without feeling embarrassed.

We had a friendly tutor who helped me understand how to correct my CV and gave me good input. I learnt ICT skills too!

## LEARN to Live Well

We now offer a variety of short courses designed to promote personal development and to support good mental health. These courses introduce you to new skills in learning how to relax and how to cope with life in times of turmoil and change. You will be encouraged and supported in making positive changes to your life, whatever your circumstances. Classes are delivered in the Centres as well as online. All you need is WiFi access and use of a Smartphone or Computer.

### A BRIEF OUTLINE OF OUR COURSES

#### Build your Confidence

Understand what confidence is and how it affects your self-esteem. Identify your own barriers and learn how to overcome these through developing your own assertiveness and self-worth

#### Coping with Stress

We establish what stress is and what the triggers are. We focus on how stress presents itself and how it can affect everyday life. This course helps you to develop effective strategies to cope with stress

Joining a learning group will allow you to connect with others in a safe and comfortable environment. All courses are for a few hours a week for a five week period. Our friendly and welcoming staff will provide support and offer progression advice for you to continue with your learning journey. No previous experience is required and all materials are provided.



TIME SPENT LEARNING  
IS NEVER A WASTE

*'Big journeys begin with small steps.'*

# Useful Information

## Venue Details

### Kingsway Learning Centre

Victoria Road

Widnes

Cheshire

WA8 7QY

### Acorn Learning Centre

Kingshead Close

Castlefields

Runcorn

Cheshire

WA7 2JE

## Venue Parking

Location	Restrictions
<b>Runcorn</b>	
Acorn Learning Centre	-
<b>Widnes</b>	
Lacey Street	None
Alforde Street	8am-6pm (On street parking)
Victoria Road	8am-6pm
St Paul's Road	8am-6pm

Parking on Double Yellow Lines is not permitted. If you are a Blue Badge holder you may park for up to 3 hours if you are not causing an obstruction

If you are travelling by bus you can contact the Neighbourhood Travel Team to request a timetable or for help to plan a journey Phone: 0800 1953 173, Email: [ntt@halton.gov.uk](mailto:ntt@halton.gov.uk).

# Learner Guidance On Return To Class Based Learning

Dear Learner,

Following the recent Government announcement 22 February 2021, we are able to start welcoming a small number of classes back into Centre from 8th March 2021.

The safety of our learning community remains our top priority and we are following Government guidance to ensure that our learners and staff remain safe on their return.

A key part of the Government guidelines is the use of testing. **Those learners returning to Centre are therefore asked to take a lateral flow (SMART) test before attending their lesson and on a weekly basis while on course.** (Teaching staff will also undertake a weekly test.)

This is one of the ways that will help us keep everyone safe as it will identify people who may be carrying the virus without showing symptoms. Learners will be asked to show their result to their tutor on entry.

How to get a test:

- No booking required. Occasionally, at busy times, you may need to queue but staff are working very hard to ensure people get through the centre as quickly as possible, within 15 minutes in most cases.
- The test involves a swab from the nose and mouth, which is done by you. The results are usually available from 30 minutes to two hours later.

- Please observe social distancing and wear face coverings when visiting the test centre.
- Please see site details and opening times below.

<p>Grangeway Community Centre, Grangeway, Runcorn, WA7 5LY</p>	<p>Monday to Friday 8.30am to 6pm Saturday and Sunday 10am to 2pm</p>
<p>Ditton Community Centre, Dundalk Road, Widnes, WA8 8DF</p>	<p>Monday to Friday 8.30am to 6pm Saturday and Sunday 10am to 2pm</p>

This is a temporary measure and we will keep you informed of further developments as home testing kits become available. If for any reason, you are unable to take a test prior to attending you will be asked to take a temperature check on entry, using a non-contact forehead thermometer. Learners with a high temperature/fever (37.8C or greater) will not be able to attend their class.

**IMPORTANT:** If you or a member of your household are displaying any flu-like symptoms or symptoms of coronavirus (COVID-19) or have tested positive for coronavirus (COVID-19) in the last 10 days, please do not attend the Centre. If you become unwell after attending our Centre please contact us immediately to let us know by emailing [Adult.Learning@halton.gov.uk](mailto:Adult.Learning@halton.gov.uk) and include 'COVID-19 ABSENCE' in the subject field.

There are several other measures in place to ensure your safety. Please take a moment to read the following important information before you visit:



## **Class start/end times**

You may find that your class starts or ends at a slightly different time than it usually would. This is to ensure that we are managing the number of people entering/leaving the building so that social distancing can be maintained at all times.



## **Entering the Centre**

Please arrive no more than 5 minutes early for your class to avoid queues and follow the social distancing rules while you are waiting. If you are attending Acorn, Reception staff will sign you in and out of the building. If you are attending Kingsway, your tutor will sign you in. You will be asked to show negative test result if you have one, or take a temperature check on entry.

**Please note: To support the NHS Test and Trace service, Halton Adult Learning will record all visitors to the Centre's telephone number, this will enable easier contact should a confirmed case of coronavirus (COVID-19) be identified. This will be a temporary record and kept securely for 21 days, before being destroyed.**



## **Social Distancing**

We have reduced numbers of learners in Centre to ensure that social distancing is in place in all of our classrooms. Our Centre also has floor markings in place to support 2 metre social distancing guidelines. To aid ventilation in classrooms and across the Centre windows and doors will need to remain open, whilst still adhering to fire regulations. You may want to bring appropriate clothing.



## Face Coverings

Face coverings/masks should be worn when in Centre unless you are exempt. Face coverings need to fit securely around the side of the face, therefore visors are not suitable. Wearing a face covering helps reduce the spread of coronavirus droplets, helping to protect others. Where a learner is exempt it is essential that 2m social distancing is in place at all times.



## Hygiene

All visitors must sanitize their hands when they come into the building and regularly during their visit. Additional hand sanitizer stations are placed at key areas in the Centre. The Centre has been deep cleaned and each room will be sanitized at the end of each class and again at the end of each day – this includes fabric chairs, which will be treated with Anti-bacterial fabric spray.



## What do I do if I feel unwell?

If you feel that you are unable to come to your class due to illness please contact the Centre on 0151 511 7788 before 9.30am, where possible. Please DO NOT attend Centre if you have any Coronavirus symptoms.

**Please refer to your ‘Staying Safe On Your Learning Journey’  
Booklet for full details**



### **Rutland House**

Halton Lea, Runcorn, WA7 2ES  
Tel 0151 511 7555

### **Acorn Learning Centre**

Kingshead Close, Runcorn. WA7 2JE.  
Tel 0151 511 7788

### **Kingsway Learning Centre**

Victoria Road, Widnes. WA8 7QY  
Tel. 0151 511 7788

Email: [adult.learning@halton.gov.uk](mailto:adult.learning@halton.gov.uk)

[www.halton.gov.uk/adultlearning](http://www.halton.gov.uk/adultlearning)

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