

Academic Year 2023 - 2024

Course Prospectus

Term 2

Enquire about a course on our website

www.learnsafl.ac.uk

or contact one of our centres

Tipton College

Alexandra Road, Tipton, DY4 7NR

0121 557 0837

Ron Davis Centre

Ballot Street, Smethwick, B66 3HH

0121 555 6255

Hateley Heath FETC

Huntingdon Road, West Bromwich, B71 2RP

0121 556 7426

Shaping lives,

through learn-



How our courses are funded

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.

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	Co-Funded
Legal Entitlement	Entry Level and Level 1
<input type="checkbox"/> English & Maths up to and including Level 2	<input type="checkbox"/> Aged 24+ and employed
<input type="checkbox"/> First Full Level 2/3 learner aged 19-23yrs	Level 2
<input type="checkbox"/> Essential digital skills, up to and including level 1 <i>(Qualification must be approved as part of Digital Skills Framework)</i>	<input type="checkbox"/> Aged 19-23yrs and employed
Entry Level and Level 1	<input type="checkbox"/> Aged 24+yrs and employed
<input type="checkbox"/> Aged 19-23yrs	Concessions
<input type="checkbox"/> Aged 24+yrs and unemployed	<input type="checkbox"/> 60+ years (50% Concession)
Level 2	<input type="checkbox"/> On Universal credit benefit (100% Concession)
<input type="checkbox"/> Aged 19-23yrs and unemployed	<input type="checkbox"/> Employment Support Allowance (100% Concession)
<input type="checkbox"/> Aged 24+yrs and unemployed	<input type="checkbox"/> No Concession
Low wage entitlement (Regulated Model 35 Only)	
<input type="checkbox"/> Individual Earning less than £30,000.00 per year	Concession – Proof of income must be seen

Course Fee Key:

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

For more information or to book an Initial Assessment.

**Visit our website
www.learnsafl.ac.uk**

or

Telephone: 0121 557 0837



@SandwellAdultEd



@learnsafl



Sandwell
Metropolitan Borough Council



Initial Assessment

For some courses you will be required to have an interview and take an initial assessment to ensure your skills are right for successful study at this level.

What you will need to bring on the assessment day:

- Valid passport, driving licence or resident ID card
- National insurance number - for employability and qualification courses
- Proof of current address (This cannot be a mobile phone bill)

Additional Documents

- Previous certificates or qualifications
- If claiming a concession please bring benefit letters (dated within three months) or most recent bank statement.

Childcare

Please ensure that you make your own childcare arrangements beforehand.

Initial Assessment Dates

Tipton College	Hateley Heath FETC	Ron Davis Centre
Wednesday 15th November Daytime: 9am - 4pm Evening: 4:30pm - 8pm	Friday 17th November Daytime: 9am - 4pm	Monday 13th November Daytime: 9am - 4pm Evening: 4:30pm - 8pm
Wednesday 22nd November Daytime: 9am - 4pm Evening: 4:30pm - 8pm	Friday 24th November Daytime: 9am - 4pm	Thursday 20th November Daytime: 9am - 4pm Evening: 4:30pm - 8pm
Wednesday 29th November Daytime: 9am - 4pm Evening: 4:30pm - 8pm	Friday 1st December Daytime: 9am - 4pm	Thursday 27th November Daytime: 9am - 4pm Evening: 4:30pm - 8pm

**For more information or to book an
Initial Assessment.**

Visit our website

www.learnsafl.ac.uk

or

Telephone: 0121 557 0837

English Courses

Guided Learning Hours	Courses	Venue	Start Date	End Date	Course Time	Course Fee
55 GLH	Entry English (Functional Skills)	Ron Davis Centre	10/01/2024	03/07/2024	12:30pm - 3pm	FREE
55 GLH	Functional Skills English	Ron Davis Centre	09/01/2024	02/07/2024	9:30am - 12pm	FREE
20 GLH	Step-Up English (Pre-Entry)	Hateley Heath FETC	12/01/2024	22/03/2024	9:30am - 11:30am	FREE
20GLH	Step-Up English (Entry)	Crocketts Community Primary School	16/01/2024	19/03/2024	9am - 11am	FREE
20GLH	Step-Up English (Entry)	Ron Davis Centre	10/01/2024	20/03/2024	9:30am - 11:30am	FREE

Maths Courses

66 GLH	Functional Skills Maths	Ron Davis Centre	08/01/2024	01/07/2024	12:15pm - 3pm	FREE
66 GLH	Functional Skills Maths	Tipton College	09/01/2024	25/06/2024	12:15pm - 3pm	FREE
14 GLH	Step-Up Maths	Tipton College	21/02/2024	20/03/2024	9:30am - 11:30am	FREE
14 GLH	Step-Up Maths	Ron Davis Centre	22/02/2024	21/03/2024	1pm - 3pm	FREE

ICT and Digital Skills

Guided Learning Hours	Courses	Venue	Start Date	End Date	Course Time	Course Fee
12 GLH	Digital Basics for Chromebook	Jubilee Park Community Centre	17/01/2024	28/02/2024	1pm - 3pm	FREE
12 GLH	Digital Basics	Tipton College	09/01/2024	20/02/2024	12:30pm - 2:30pm	FREE
12 GLH	Digital Basics	Central Library, West Bromwich	15/01/2024	18/03/2024	1pm - 3pm	FREE
12 GLH	Digital Basics	Ron Davis Centre	08/01/2024	19/02/2024	12:30pm - 2:30pm	FREE
12 GLH	Step into Digital Skills	Tipton College	08/01/2024	19/02/2024	12:30pm - 2:30pm	FREE
12 GLH	Step into Digital Skills	Hateley Heath FETC	11/01/2024	22/02/2024	1pm - 3pm	FREE
12 GLH	Step into Digital Skills	Ron Davis Centre	09/01/2024	20/02/2024	1pm - 3pm	FREE
6 GLH	Microsoft Word Workshop	Ron Davis Centre	15/01/2024	15/01/2024	9:30am - 3pm	FREE
6 GLH	Microsoft Word Workshop	Tipton College	31/01/2024	31/01/2024	9:30am - 3pm	FREE
6 GLH	Microsoft Excel Workshop	Ron Davis Centre	22/01/2024	22/01/2024	9:30am - 3pm	FREE
6 GLH	Microsoft Excel Workshop	Tipton College	07/02/2024	07/02/2024	9:30am - 3pm	FREE

Shaping lives, through learning

Pre – Employment Courses

Guided Learning Hours	Courses	Venue	Start Date	End Date	Course Time	Course Fee
20 GLH	Communication Skills for Work	Tipton College	12/01/2024	22/03/2024	9:30am - 11:30am	FREE
8 GLH	Personal Money Management	Online	This is a self - study course, starting throughout the year.			£15.00
4 GLH	Principles of Internet Safety	Online	This is a self - study course, starting throughout the year.			£15.00

Vocational Courses



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.

Health and Wellbeing CPD Certified Courses Online

Make your health and wellbeing always your priority and take steps towards a better lifestyle.

Enrol anytime and study at your own pace

Available Courses:

- Understanding Anxiety
- Understanding Depression
- Understanding Stress
- Stress Management
- Explore the principles of healthy eating
- Explore the principles of exercise and fitness




Leadership and Management CPD Certified Courses Online

"Leaders have a great vision and use the resources at hand to solve problems. They take risks and make hard decisions."
Alex Gerasimov

Enrol anytime and study at your own pace

Available Courses:

- Conflict management
- Discipline in the workplace
- Organising and delegating performance management
- Planning and allocating work
- DSE Risk assessment
- Solving problems and making decisions
- Understanding leadership




We also offer a range of online Certified Professional Development (CPD) courses each costing just £15.00. For information about how to enrol on these courses either visit our website www.learnsafli.ac.uk or call **0121 557 0837**.

Leadership & Management CPD Modules

Guided Learning Hours	Courses	Venue	Start Date	End Date	Course Time	Course Fee
4 GLH	Conflict Management	Online			This is a self—study course, starting throughout the year.	£15.00
2 GLH	Discipline in the Workplace	Online			This is a self—study course, starting throughout the year.	£15.00
4 GLH	Organising & Delegating Performance Management	Online			This is a self—study course, starting throughout the year.	£15.00
4 GLH	Planning & Allocating Work	Online			This is a self—study course, starting throughout the year.	£15.00
4 GLH	DSE Risk Assessment	Online			This is a self—study course, starting throughout the year.	£15.00
4 GLH	Solving Problems & Making Decisions	Online			This is a self—study course, starting throughout the year.	£15.00
4 GLH	Leading & Motivating a Team	Online			This is a self—study course, starting throughout the year.	£15.00
4 GLH	Prepare to Deliver Excellent Customer Service	Online			This is a self—study course, starting throughout the year.	£15.00

Health & Safety CPD Modules

Guided Learning Hours	Courses	Venue	Start Date	End Date	Course Time	Course Fee
4 GLH	Food Safety Awareness	Online			This is a self—study course, starting throughout the year.	£15.00
4 GLH	Fire Safety Principles	Online			This is a self—study course, starting throughout the year.	£15.00
4 GLH	Health & Safety in the Workplace	Online			This is a self—study course, starting throughout the year.	£15.00
4 GLH	Manual Handling Safety at Work	Online			This is a self—study course, starting throughout the year.	£15.00

Vocational Courses

Guided Learning Hours	Courses	Venue	Start Date	End Date	Course Time	Course Fee
161 GLH	Level 2 Certificate in Business Administration	Online Course	This is a self - study course, starting throughout the year. Last enrolment date is 31st December 2023.			F: £327.00 C: £191.00
161 GLH	Level 2 Certificate in Customer Service	Online Course	This is a self - study course, starting throughout the year. Last enrolment date is 31st December 2023.			F: £327.00 C: £191.00
50 GLH	Level 3 Education and Training	Tipton College	10/01/2024	19/06/2024	6pm - 8:30pm	F: £545.00 FCFJ:FREE
114 GLH	Level 2 Certificate in Information, Advice and Guidance	Ron Davis Centre	08/01/2024	15/07/2024	6pm - 8:30pm	F: £329.00 C: £193.00
20GLH	Step into Schools	Ron Davis Centre	10/01/2024	07/02/2024	9:30am - 11:30am	F: £35.00 C: £17.50
48 GLH	Level 1 Preparing to work in Schools	Online Course	05/03/2024	30/07/2024	9:30am - 12pm	F: £132.00 C: £90.00
48 GLH	Level 1 Preparing to work in Schools	Ron Davis Centre	27/02/2024	06/07/2024	9:30am - 12:30pm	F: £132.00 C: £90.00

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

Modern Languages and Culture

Guided Learning Hours	Courses	Venue	Start Date	End Date	Course Time	Course Fee
20 GLH	Holiday Spanish	Tipton College	16/01/2024	19/03/2024	6pm - 8pm	F: £70.00 C: £35.00
20 GLH	British Culture	Ron Davis Centre	10/01/2024	20/03/2024	1pm - 3pm	FREE

Health and Wellbeing

Guided Learning Hours	Courses	Venue	Start Date	End Date	Course Time	Course Fee
20 GLH	Art for Wellbeing	Hateley Heath FETC	15/01/2024	18/03/2024	6pm - 8pm	F: £70.00 C: £35.00
20 GLH	Art for Wellbeing	Jubilee Park Community Centre	16/01/2024	19/03/2024	10am - 12pm	F: £70.00 C: £35.00
20 GLH	Art for Wellbeing	Cradley Heath Community Centre	16/01/2024	19/03/2024	12:30pm - 2:30pm	F: £70.00 C: £35.00

Guided Learning Hours	Courses	Venue	Start Date	End Date	Course Time	Course Fee
2 GLH	Mindfulness	Online	This is a self—study course, starting throughout the year.			£15.00
4 GLH	Understanding Anxiety	Online	This is a self—study course, starting throughout the year.			£15.00
4 GLH	Understanding Depression	Online	This is a self—study course, starting throughout the year.			£15.00
4 GLH	Understanding Stress	Online	This is a self—study course, starting throughout the year.			£15.00
4 GLH	Stress Management	Online	This is a self—study course, starting throughout the year.			£15.00
4 GLH	Explore the Principles of Healthy Eating	Online	This is a self—study course, starting throughout the year.			£15.00
4 GLH	Explore the Principles of Exercise & Fitness	Online	This is a self—study course, starting throughout the year.			£15.00
4 GLH	Safeguarding Adults & Children	Online	This is a self—study course, starting throughout the year.			£15.00

Arts and Crafts

Guided Learning Hours	Courses	Venue	Start Date	End Date	Course Time	Course Fee
20 GLH	Sewing Skills	Tipton College	15/01/2024	18/03/2024	9:30am - 11:30am	F: £63.00 C: £31.50
20 GLH	Sewing Skills	Tipton College	17/01/2024	20/03/2024	1pm - 3pm	F: £63.00 C: £31.50
20 GLH	Sewing Skills	Hateley Heath FETC	15/01/2024	18/03/2024	12:45pm - 14:45pm	F: £63.00 C: £31.50
20 GLH	Sewing Skills	Ron Davis Centre	19/01/2024	22/03/2024	9:30am - 11:30am	F: £63.00 C: £31.50
20 GLH	Sewing Skills	Ron Davis Centre	19/01/2024	22/03/2024	12:30pm - 2:30pm	F: £63.00 C: £31.50
15 GLH	Flower Arranging	Hateley Heath FETC	16/01/2024	19/03/2024	9:30am - 11am	F: £47.00 C: £23.00
15 GLH	Flower Arranging	Tipton College	19/01/2024	22/03/2024	1pm - 2:30pm	F: £47.00 C: £23.00
15 GLH	Flower Arranging	Tipton College	19/01/2024	22/03/2024	2:45pm - 4:15pm	F: £47.00 C: £23.00
20 GLH	Painting and Drawing	Hateley Heath FETC	15/01/2024	18/03/2024	10am - 12pm	F: 63.00 C: £31.50
20 GLH	Painting and Drawing	Langley Lodge Community Centre	18/01/2024	21/03/2024	10am - 12pm	F: £63.00 C: £31.50
20 GLH	Painting and Drawing	Langley Lodge Community Centre	18/01/2024	21/03/2024	12:30pm - 2:30pm	F: £63.00 C: £31.50



Family Learning

Guided Learning Hours	Courses	Venue	Start Date	End Date	Course Time	Course Fee
9 GLH	Paediatric & Adult First Aid	Tipton College	09/01/2024	19/03/2024	9:30am - 12pm	F: £29.00 C: £5.00

Family Learning Events

Fun packed events for all the family. Activities include:

- Papercrafts
- Tshirt and mug decorating
- eCards
- Cookery

*Activities will vary dependant on the event



Visit our website
www.learnsafl.ac.uk

New family learning events coming soon. For latest information visit our website www.learnsafl.ac.uk or call **0121 557 0837** to speak to a member of our team.



Paediatric First Aid Awareness

This 2 hour workshop covers the basics of first aid. The course is designed to gain an understanding and practise of first aid skills. It covers how to deal safely, promptly and effectively with an adult or child with injuries or illness, which occur in the home, workplace or community.

Paediatric and Adult First Aid

This course is ideal for parents, guardians, grandparents and anyone who would like to learn basics of first aid that relates to both adults and children.

The course is designed for you to develop and practise first aid skills. You will be taught to the required standards in order to deal safely, promptly and effectively with an adult or child with injuries or illness, which occur in the home, workplace or community.

If you are a school interested in hosting either of these courses for your parents please contact emma2_turner@sandwell.gov.uk.

If you would like to complete on of these courses please enquire by calling **0121 557 0837**