

Sandwell Adult and Family Learning



Course Prospectus 2025–2026 Term 1



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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 £32,000.00 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

Initial Assessment Dates

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.

How to book an assessment

To book an assessment please contact your preferred centre using the following numbers.

Tipton College - 0121 557 0837

Hateley Heath FETC - 0121 556 7426

Ron Davis Centre - 0121 555 6255

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 assessments will be taking place during the following days:

Tipton College	Ron Davis Centre	Hateley Heath FETC
July	July	July
15 th 12:30pm - 8pm	16 th 9am - 8pm	14 th 9am - 12pm
17 th 9am - 4pm		15 th 12:30pm - 4pm
September	September	September
8 th 11 th 12 th	8 th 9 th 11 th 12 th	8 th 9 th 10 th
9am - 4pm	9am - 4pm	9am - 4pm
9 th 10 th	10 th	
12:30pm - 8pm	12:30pm - 8pm	

English and Maths



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

Non - Accredited Courses

LEARN TO READ

This course is for adults who would like to improve their reading skills and is aimed at people with little or no reading ability.

Venue	Start Date	End Date	Time
Ron Davis Centre	23/09/2025	02/12/2025	9:30am - 11:30am
Tipton College	25/09/2025	04/12/2025	1pm - 3pm

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
- Pre-entry ESOL
- Entry
- Level 1 and 2

Venue	Start Date	End Date	Time
Ron Davis Centre	22/09/2025	01/12/2025	9:30am - 11:30am
Ron Davis Centre	22/09/2025	01/12/2025	1pm - 3pm
Ron Davis Centre	24/09/2025	03/12/2025	12:30pm - 2:30pm
Tipton College	06/09/2025	05/12/2025	9:30am - 11:30am

Jubilee Park Community Centre	22/09/2025	01/12/2025	12pm - 3pm
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Victoria Park Primary Academy	25/09/2025	04/12/2025	8:45am - 10:30am
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Ron Davis Centre	24/09/2025	03/12/2025	9:30am - 11:30am
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Ron Davis Centre	22/09/2025	01/12/2025	1pm - 3pm
Ron Davis Centre	25/09/2025	04/12/2025	12:30pm - 2:30pm
Hateley Heath FETC	24/09/2025	03/12/2025	9:30am - 11:30am

STEP UP MATHS

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
Hateley Heath FETC	13/10/2025	08/12/2025	1pm - 3pm
Tipton College	16/10/2025	11/12/2025	1pm - 3pm
Ron Davis Centre	19/10/2025	11/12/2025	1pm - 3pm

Accredited Courses

ENTRY ENGLISH

This course is for adults who are currently working at entry level who would like to gain a nationally recognised Functional Skills English qualification. As part of this programme you will spend 3 weeks developing your study skills and will also take part in a Living in the UK workshop. While studying for your Functional Skills qualification, you will develop your speaking and listening, reading and writing skills. You will be given advice and guidance about the best starting point for you. You will be encouraged to attend regularly. You will be working to develop your skills in English to gain a qualification at either Entry 1, Entry 2 or Entry 3.

Venue	Start Date	End Date	Time
Ron Davis Centre	25/09/2025	07/05/2026	9:30am - 12pm
Ron Davis Centre	25/09/2025	07/05/2025	12:30pm - 3pm
Ron Davis Centre	26/09/2025	24/04/2026	9:30am - 12pm
Hateley Heath FETC	22/09/2025	11/05/2026	9:30am - 12pm
Tipton College	24/09/2025	06/05/2026	9:30am - 12pm
Tipton College	24/09/2025	06/05/2026	9:30am - 12pm
Tipton College	25/09/2025	30/04/2026	9:30am - 12pm

ENTRY MATHS

This course is for adults who are looking to develop their knowledge, skills and understanding of Maths, in order to achieve a Certificate in Functional Skills Maths, either at Entry 1, Entry 2 or Entry 3 level.

Venue	Start Date	End Date	Time
Ron Davis Centre	24/09/2025	20/05/2026	9:30am - 12pm
Hateley Heath FETC	24/09/2025	20/05/2026	9:30am - 12pm
Tipton College	25/09/2025	21/05/2026	9:30am - 12pm

Accredited Courses

FUNCTIONAL SKILLS ENGLISH

This course is for adults who would like to gain a nationally recognised English qualification. You will work towards a Functional Skills English qualification at either Level 1 or Level 2. The first four weeks of the course will help to prepare you for studying by incorporating study skills sessions and a letter of application workshop.

Venue	Start Date	End Date	Time
Ron Davis Centre	23/09/2025	05/05/2026	9:30am - 12pm
Ron Davis Centre	23/09/2025	05/05/2026	12:30pm - 3pm
Ron Davis Centre	24/09/2025	06/05/2026	6:30pm - 8pm
Hateley Heath FETC	23/09/2025	05/05/2026	9:30am - 12pm
Tipton College	23/09/2025	05/05/2026	6:30pm - 8pm
Tipton College	24/09/2025	06/05/2026	9:30am - 12pm
Tipton College	24/09/2025	06/05/2026	12:30pm - 3pm

FUNCTIONAL SKILLS MATHS

This course is for learners who want to improve their maths skills and gain a nationally recognised qualification. The course is offered at Functional Skills level 1 and Functional Skills level 2.

Venue	Start Date	End Date	Time
Ron Davis Centre	24/09/2025	20/05/2026	12:30pm - 3pm
Ron Davis Centre	26/09/2025	22/05/2026	9:30am - 12pm
Hateley Heath FETC	24/09/2025	20/05/2026	12:30pm - 3pm
Tipton College	23/09/2025	19/05/2026	9:30am - 12pm
Tipton College	23/09/2025	19/05/2026	12:30pm - 3pm
Tipton College	24/09/2025	20/05/2026	6pm - 8:30pm

Digital Skills

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

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.

Venue	Start Date	End Date	Time
Ron Davis Centre	22/09/2025	01/12/2025	12:20pm - 2:30pm
Ron Davis Centre	25/04/2025	04/12/2025	9:30am - 11:30am
Hateley Heath FETC	22/09/2025	04/12/2025	9:30am - 11:30am
Tipton College	23/09/2025	02/12/2025	12:30pm - 2:30pm

STEP - UP DIGITAL SKILLS

These courses is aimed at anyone who wants to live a more independent life, progress in education onto a full qualification course at L1 or L2 in Digital Skills. The course will cover being able to use digital skills to safely use technology in the workplace or for everyday use. This course will give an insight in to what would be covered in higher level Digital Skills courses.

Venue	Start Date	End Date	Time
Ron Davis Centre	24/09/2025	03/12/2025	9:30am - 11:30am

ADVANCED WORD AND EXCEL

This course is designed for individuals with a good understanding of Microsoft Word and Excel packages wishing to learn how to use the advanced capabilities of the software.

Topics covered include:

Microsoft Word

- Mail merge
- Macros
- Using quick parts, contents pages and styles
- Embedding objects and links
- Document collaboration using Microsoft 365 Copilot

Microsoft Excel

- Advanced functions and formula
- Power Pivot and Pivot charts
- Data models
- Creating dashboards and adding slicers to analyse data

Venue	Start Date	End Date	Time
Ron Davis Centre	25/09/2025	06/11/2025	9:30am - 11:30am

NEW

MICROSOFT WORKSHOPS

This course is for adults who want to improve their IT skills and specifically at using Microsoft Word, Excel or PowerPoint.

Venue	Software	Date	Time
Ron Davis Centre	Excel	30/09/2025	9:30am - 3pm
Ron Davis Centre	Word	07/10/2025	9:30am - 3pm
Ron Davis Centre	PowerPoint	14/10/2025	9:30am - 3pm
Tipton College	Excel	12/11/2025	9:30am - 3pm
Tipton College	Word	19/11/2025	9:30am - 3pm
Tipton College	PowerPoint	26/11/2025	9:30am - 3pm

Accredited Courses

ESSENTIAL DIGITAL SKILLS

This course is for adults who have little experience of using a computer, who wish to refresh basic ICT skills, wants to gain confidence or wishes to prove their skill level with a basic qualification.

■ Entry Level 3

■ Level 1

Venue	Start Date	End Date	Time
Ron Davis Centre	22/09/2025	13/04/2026	9:30am - 12pm
Tipton College	23/09/2025	14/04/2025	9:30am - 12pm

Venue	Start Date	End Date	Time
Hateley Heath FETC	23/09/2025	14/04/2026	9:30am - 12pm
Tipton College	23/09/2025	14/04/2026	9:30am - 12pm
Tipton College	23/03/2025	14/04/2026	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	22/09/2025	13/04/2026	12:30pm - 3pm
Ron Davis Centre	24/09/2025	15/04/2026	12:30pm - 3pm

Course Fee*

Level 2 Digital & ICT Skills: F: £232.50 C: £132.50

*See concession eligibility on page 3

Pre-Employment

EMPLOYMENT

employment, our com
day of

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
Tipton College	26/09/2025	05/12/2025	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
- Introduction to neurodiversity awareness



NEW

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



Education and Training

Level 1 Preparing to Work in Schools

The objective of this qualification is to prepare learners for further learning and training, whilst developing an understanding of the teaching and learning environment in a school setting, how to support the wellbeing of a child or young person and their development.

Venue	Start Date	End Date	Time
Hateley Heath FETC	24/09/2025	11/02/2026	9:30am - 12:30pm
Ron Davis Centre	25/09/2025	12/02/2026	9:30am - 12:30pm

Level 2 Supporting Teaching and Learning

The Level 2 Certificate in Supporting Teaching and Learning has been designed to provide learners with an understanding of the knowledge and skills needed when working directly with children and young people in school or college environments. It covers a wide range of areas including children and young people's development, supporting children and young people's positive behaviour and communication and professional relationships.

Venue	Start Date	End Date	Time
Ron Davis Centre	15/09/2025	20/07/2026	9:15am - 3:15pm
Online	18/09/2025	16/07/2026	9:15am - 3:15pm

Level 2 Information, Advice and Guidance

This course aims to equip you with the practical skills needed to successfully offer information, advice or guidance to clients in a wide range of situations and sectors. This course is offered either through an online platform where you will work through the course materials and answer questions. You will achieve a Level 2 Certificate in Information, Advice or Guidance.

Venue	Last date for enrolment
Online Course	27/02/2026

Course Fee*

Level 1 Preparing to Work in Schools:	F: £195.50	C: £124.50
Level 2 Supporting Teaching and Learning	F: £562.50	C: £337.50
Level 2 Information, Advice & Guidance	F: £290.50	C: £176.50

*See concession eligibility on page 3



Level 2 Business Administration

This qualification will give you the underpinning knowledge that is required to ensure you can successfully work in a range of different environments in a business administration role. You will develop essential knowledge of how to carry out administrative tasks such as how to manage information and supporting events. You will also learn how to apply your knowledge in a variety of industries and job roles.

Venue	Last date for enrolment
Online Course	28/02/2025



Level 2 Principles of Customer Service

This qualification will provide you with the underpinning knowledge required by employers to work in a range of different environments in a customer service role. You will develop essential knowledge of how to carry out customer service related tasks such as how to manage information and support events. Once you have completed the qualification you will be able to apply your knowledge in a variety of industries and job roles.

Venue	Last date for enrolment
Online Course	28/02/2025

Course Fee*

Level 2 Business Administration	F: £370.00	C: £215.00
Level 2 Principles of Customer Service	F: £420.00	C: £240.00

**See concession eligibility on page 3*



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	23/09/2025	02/12/2025	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	23/09/2025	02/12/2025	6pm - 8pm
Tipton College	24/09/2025	03/12/2025	6pm - 8pm

Course Fee*

Holiday Spanish:	F: £80.00	C: £40.00
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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	23/09/2025	02/12/2025	10am - 12pm

Course Fee*

Art for Wellbeing: F: £80.00 C: £40.00

**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	23/09/2025	02/12/2025	9:30am - 11am
Tipton College	26/09/2025	05/12/2025	1pm - 2:30pm
Tipton College	26/09/2025	05/12/2025	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	25/09/2025	04/12/2025	10am - 12pm
Langley Lodge	22/09/2025	01/12/2025	10am - 12pm

Course Fee*

Flower Arranging:	F: £60.00	C: £30.00
Painting and Drawing	F: £80.00	C: £40.00

**See concession eligibility on page 3*

Non - Accredited Courses

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	22/09/2025	01/12/2025	9:30am -11:30am
Hateley Heath FETC	22/09/2025	01/12/2025	12:45pm - 2:45pm
Ron Davis Centre	26/09/2025	05/12/2025	9:30am - 11:30am
Ron Davis Centre	26/09/2025	05/12/2025	12:30pm - 2:30pm

CREATIVE WRITING

NEW


An exciting and dynamic project based creative writing course. Construct a presentation of life experiences in a creative format. The course is open to all interested in how creative writing can be used to convey a broader understanding of 21st century life and community.

Venue	Start Date	End Date	Time
Tipton College	30/09/2025	09/12/2025	6pm - 8pm

Course Fee*

Sewing Skills	F: £80.00	C: £40.00
Creative Writing	F: £80.00	C: \$40.00

*See concession eligibility on page 3

A woman wearing a red top and a light-colored headscarf is smiling and looking down at a table. A young girl with a white shirt featuring small star patterns is sitting at the table, smiling broadly at the camera. They appear to be engaged in a craft or learning activity. The background shows a grey sofa and some greenery.

Family Learning

Family Learning is inclusive learning that involves adults and children from the same family unit working together in a variety of settings.

PAEDIATRICS AND ADULT 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.

Venue	Date	Time
Tipton College	24/09/2025	5:30pm - 7:30pm

PAEDIATRICS 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.

Venue	Start Date	End Date	Time
Tipton College	23/09/2025	02/12/2025	12:30pm - 3pm

Our Locations



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



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