

# Sandwell Adult and Family Learning



Course Prospectus 2026-2027  
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](http://www.learnsafl.ac.uk)  
or call **0121 557 0837**



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Good  
Provider

The Ofsted logo features three stylized human figures in orange above the word 'Ofsted' in white. Below it, the words 'Good Provider' are written in white on a dark blue background.

# How are our courses funded?

Many of our courses are fully funded by the **West Midland's Combined Authority**.

For those that aren't there are concessions available subject to status.



## Fees and Concessions

### Fully Funded

#### Legal Entitlement

- English & Maths up to and including level 2
- First full level 2 or 3 for learners aged 19-23 yrs
- Essential digital skills up to and including level 1

#### Entry Level and Level 1

- Aged 19-23 yrs
- Aged 24+ yrs and unemployed

#### Level 2

- Aged 19-23 yrs and unemployed
- Aged 24+ yrs and unemployed

#### Low wage entitlement

*(qualification courses only)*

- Individual earnings less than £36,126.00 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**

# 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:

<b>Tipton College</b>	<b>Ron Davis Centre</b>	<b>Hateley Heath FETC</b>
<b>July</b>	<b>July</b>	<b>July</b>
14 <sup>th</sup> 9:30pm - 8pm	13 <sup>th</sup> 4:30pm - 8pm	15 <sup>th</sup> 9:30am - 4pm
16 <sup>th</sup> 9am - 4pm	17 <sup>th</sup> 9:30am - 4pm	
<b>September</b>	<b>September</b>	<b>September</b>
7 <sup>th</sup> 9 <sup>th</sup> 10 <sup>th</sup> 11 <sup>th</sup>	8 <sup>th</sup> 9 <sup>th</sup> 10 <sup>th</sup> 11 <sup>th</sup>	7 <sup>th</sup> 8 <sup>th</sup> 9 <sup>th</sup> 10 <sup>th</sup> 11 <sup>th</sup>
9am - 4pm	9am - 4pm	9am - 4pm
8 <sup>th</sup>	7 <sup>th</sup>	
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
Tipton College	21/09/2026	30/11/2026	9:30am - 11:30am
Ron Davis Centre	22/09/2026	01/12/2026	9:30am - 11:30am
Hateley Heath FETC	24/09/2026	03/12/2026	9:30am - 11:30am

## Focus On Grammar

This course is designed for people who need to improve their grammar composition to pass a functional skills course. Classes are taught for 2 hours, once a week.

NEW

Venue	Start Date	End Date	Time
Tipton College	23/09/2026	02/12/2026	12:30pm - 2:30pm
Ron Davis Centre	24/09/2026	03/12/2026	9:30am - 11:30am

## Pre-Entry English

This course is designed to develop your 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.

Classes are taught for 2 hours, once a week.

The classes will help you to:

- Read a text and answer questions about it in writing.
- Gain confidence in using simple grammar forms.
- Use full stops to make simple sentences.

NEW

Venue	Start Date	End Date	Time
Hateley Heath FETC	22/09/2026	01/12/2026	9:30am - 11:30am
Ron Davis Centre	23/09/2026	02/12/2026	9:30am - 11:30am
Ron Davis Centre	24/09/2026	03/12/2026	9:30am - 11:30am
Ron Davis Centre	25/09/2026	04/12/2026	9:30am - 11:30am
Tipton College	22/09/2026	01/12/2026	1pm - 3pm

NEW

## Preparing for Functional Skills in English Entry Level

This course is designed to develop your English skills in reading, writing and speaking and listening, which will enable you to support your children and also to develop your own skills enabling you to progress onto a qualification.

The class will help you to:

- Read and comprehend a text and answer questions about it.
- Gain confidence in using tense and subject-verb agreement correctly in written and spoken English.
- Use conjunctions to join simple sentences together to create compound sentences.
- Confidently ask and answer questions in English.

Venue	Start Date	End Date	Time
Hateley Heath FETC	21/09/2026	30/11/2026	12:30pm - 2:30pm
Ron Davis Centre	22/09/2026	01/12/2026	12:30pm - 2:30pm
Ron Davis Centre	23/09/2026	02/12/2026	12:30pm - 2:30pm
Ron Davis Centre	25/09/2026	04/12/2026	12:30pm - 2:30pm

## Preparing for Functional Skills in English Level 1/2

This course is designed to develop your English skills in reading, writing and speaking and listening, which will enable you to support your children and also to develop your own skills enabling you to progress onto a Functional Skills qualification. You will complete a programme of learning which will include:

- Main Learning Aim: Preparing for Functional Skills English Level 1/2
- Additional Module: Presentation Skills

Venue	Start Date	End Date	Time
Hateley Heath FETC	23/09/2026	02/12/2026	12:30pm - 2:30pm

## Preparing for Functional Skills Maths

This course is for learners who need to develop and establish maths skills in order to progress onto a qualification course. The course is available at entry level 2, entry level 3, level 1 and level 2.

- Entry
- Level 1 and 2

Venue	Start Date	End Date	Time
Hateley Heath FETC	06/10/2026	01/12/2026	1pm - 3pm
Tipton College	06/10/2026	01/12/2026	9:30am - 11:30am
Ron Davis Centre	08/10/2026	02/12/2026	1pm - 3pm
Ron Davis Centre	05/10/2026	30/11/2026	1pm - 3pm
Tipton College	06/10/2026	01/12/2026	1 pm - 3pm

NEW

# Accredited Courses

## Entry English

This programme 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 communications skills and will also take part in a Going Green 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
Hateley Heath FETC	21/09/2026	10/05/2027	9:30am - 12pm
Ron Davis Centre	22/09/2026	04/05/2027	9:30am - 12pm
Tipton College	23/09/2026	05/05/2027	9:30am - 12pm

## 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	21/09/2026	10/05/2027	9:30am - 12pm
Ron Davis Centre	21/09/2026	10/05/2027	6pm - 8:30pm
Ron Davis Centre	22/09/2026	04/05/2027	12:30pm - 3pm
Hateley Heath FETC	23/09/2026	05/05/2027	9:30am - 12pm
Tipton College	21/09/2026	10/05/2027	9:30am - 12pm
Tipton College	22/09/2026	04/05/2027	6pm - 8:30pm
Tipton College	24/09/2026	06/05/2027	9:30am - 12pm
Tipton College	24/09/2026	06/05/2027	12:30pm - 3pm

## 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	21/09/2026	24/05/2027	9:30am - 12pm
Tipton College	23/09/2026	19/05/2027	9:30am - 12pm

## 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	21/09/2026	24/05/2027	12:30pm - 3pm
Ron Davis Centre	21/09/2026	24/05/2027	6pm - 8:30pm
Ron Davis Centre	25/09/2026	28/05/2027	9:30am - 12pm
Hateley Heath FETC	22/09/2026	18/05/2027	12:30pm - 3pm
Tipton College	23/09/2026	19/05/2027	6pm - 8:30pm
Tipton College	24/09/2026	20/05/2027	9:30am - 12pm
Tipton College	24/09/2026	20/05/2027	12:30pm - 3pm

# 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 – Module 1: Using a computer

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	21/09/2026	30/11/2026	12:30pm - 2:30pm
Ron Davis Centre	23/09/2026	02/12/2026	12:30pm -2:30pm
Hateley Heath FETC	21/09/2026	30/11/2026	12:30pm - 2:30pm
Tipton College	21/09/2026	30/11/2026	9:30am - 11:30am

## Advanced Word and Excel – Automation and Formulas

NEW

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

### Microsoft Excel

- Relative and Absolute cell references
- Boolean Functions
- Various IF formulas
- Nested Functions

Venue	Start Date	End Date	Time
Ron Davis Centre	24/09/2026	03/12/2026	9:30am - 11:30am
Tipton College	25/09/2026	04/12/2026	9:30am - 11:30am

## Preparing for Digital Skills Entry Level

NEW

The course will cover the basics of being able to use digital skills to safely use technology in the workplace or for everyday use. Including Word documents, using the internet and file management.

Venue	Start Date	End Date	Time
Tipton College	21/09/2026	30/11/2026	12:30pm - 2:30pm
Ron Davis Centre	22/09/2026	01/12/2026	9:30am - 12:30pm

# Accredited Courses

## Essential Digital Skills

This programme 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
Hateley Heath FETC	21/09/2026	08/03/2027	9:30am - 12pm
Ron Davis Centre	21/09/2026	08/03/2027	9:30am - 12pm
Ron Davis Centre	23/09/2026	10/03/2027	9:30am - 12pm

Venue	Start Date	End Date	Time
Ron Davis Centre	23/09/2026	10/03/2027	12:30pm - 3pm
Tipton College	22/09/2026	09/03/2027	9:30am - 12pm
Tipton College	22/09/2026	09/03/2027	6pm - 8:30pm

## Level 2 Digital and 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	22/09/2026	09/03/2027	9:30am - 12pm
Ron Davis Centre	23/09/2026	10/03/2027	9:30am - 12pm

## Course Fee\*

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

*\*See concession eligibility on page 3*

# 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 and Management

- Conflict management
- Discipline in the workplace
- Organising and delegating
- Planning and allocating work
- DSE risk assessment **NEW**
- Solving problems and making decisions
- Leading and motivating a team
- Prepare to deliver excellent customer service
- Introduction to neurodiversity awareness **NEW**
- Sex Harassment Awareness - Managers **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



## Employability

- Communication Skills **NEW**
- \*DSE-Risk Assessment **NEW**
- Equality and Diversity **NEW**
- \*GDPR **NEW**
- Personal Money Management
- Responsible Sales in Hospitality and Retail **NEW**
- Sex Harassment Awareness - Employees **NEW**
- Team Working **NEW**



Online independent study  
£15.00 per module



**\*FREE as part of Digital Skills Legal Entitlement**

## 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
Tipton College	23/09/2026	10/02/2027	9:30am - 12:30pm
Ron Davis Centre	24/09/2026	11/02/2027	9:30am - 12:30pm

## 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	26/02/2027

## Level 3 Education and Training

This Level 3 qualification is for those who work or want to work as teachers or trainers in the further education and skills sector. This includes those currently not in a teaching role, or who have just started a teaching role. This Level 3 Award in Education and Training is an introduction to teaching that will give an insight into the roles, responsibilities and relationships in education and training, how to plan and deliver inclusive teaching sessions and how to assess and give constructive feedback.

Venue	Last date for enrolment
Online Course	26/02/2027

## Course Fee\*

Level 1 Preparing to Work in Schools:	F: £283.50	C: £171.50
Level 2 Information, Advice & Guidance	F: £200.50	C: £129.50

\*See concession eligibility on page 3

# Vocational Qualifications



## 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.

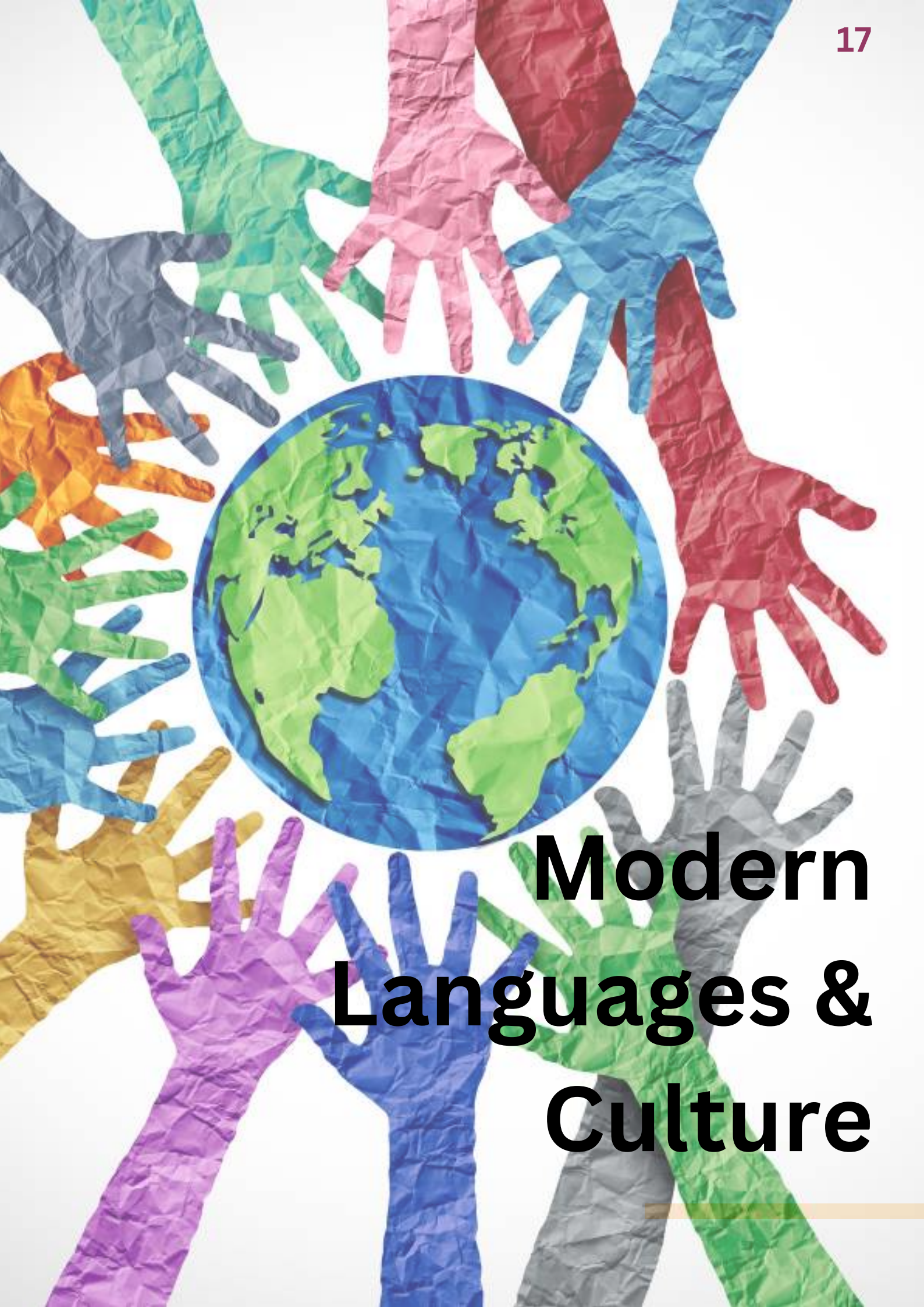
<b>Venue</b>	<b>Last date for enrolment</b>
Online Course	26/02/2027

## Course Fee\*

Level 2 Business Administration	F: £377.00	C: £222.00
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*\*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	22/09/2026	01/12/2026	12:30pm - 2:30pm

## 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	22/09/2026	01/12/2026	6pm - 8pm
Tipton College	23/09/2026	02/12/2026	6pm - 8pm

## Course Fee\*

Holiday Spanish:      F: £80.00      C: £40.00

*\*See concession eligibility on page 3*

# Health and Wellbeing

*SUPPORTING YOUR*

## **Wellbeing**

SAFL provide a variety of CPD certified and non-accredited courses that will help you to support your ongoing health and wellbeing. Study at our centres or choose to learn online.

Our online self-study courses allow you to study at a time that is convenient to you. You are provided with all of the resources you need and will be assigned a tutor to support you should you need help.

# CPD Modules



## Health and Wellbeing

- 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
- Anaphylaxis and autoinjectors **NEW**
- Self-Awareness and Personal Development **NEW**

Online independent study  
£15.00 per module





# Non - Accredited Courses

## Creative Writing

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 21<sup>st</sup> century life and community.

Venue	Start Date	End Date	Time
Tipton College	22/09/2026	01/12/2026	6pm - 8pm

## 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	22/09/2026	01/12/2026	9:30am - 11am
Tipton College	25/09/2026	04/12/2026	1pm - 2:30pm

## Course Fee\*

Flower Arranging:	<b>F: £60.00</b>	<b>C: £30.00</b>
Creative Writing	<b>F: £80.00</b>	<b>C: £40.00</b>

\*See concession eligibility on page 3

## 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	21/09/2026	30/11/2026	9:30am -11:30am
Hateley Heath FETC	21/09/2026	30/12/2026	12:45pm - 2:45pm
Ron Davis Centre	25/09/2026	04/12/2026	9:30am - 11:30am
Ron Davis Centre	25/09/2025	04/12/2026	12:30pm - 2:30pm

## Knitting and Crochet

This course offers you the opportunity to learn the techniques required to crochet a Granny square. You will learn about different types of yarns and their weights, different crochet hooks and basic stitches for crocheting

NEW

Venue	Start Date	End Date	Time
Ron Davis Centre	23/09/2026	02/12/2026	1pm - 3pm

## Course Fee\*

Sewing Skills	F: £80.00	C: £40.00
Knitting and Crochet	F: £80.00	C: £40.00

\*See concession eligibility on page 3



# Family Learning

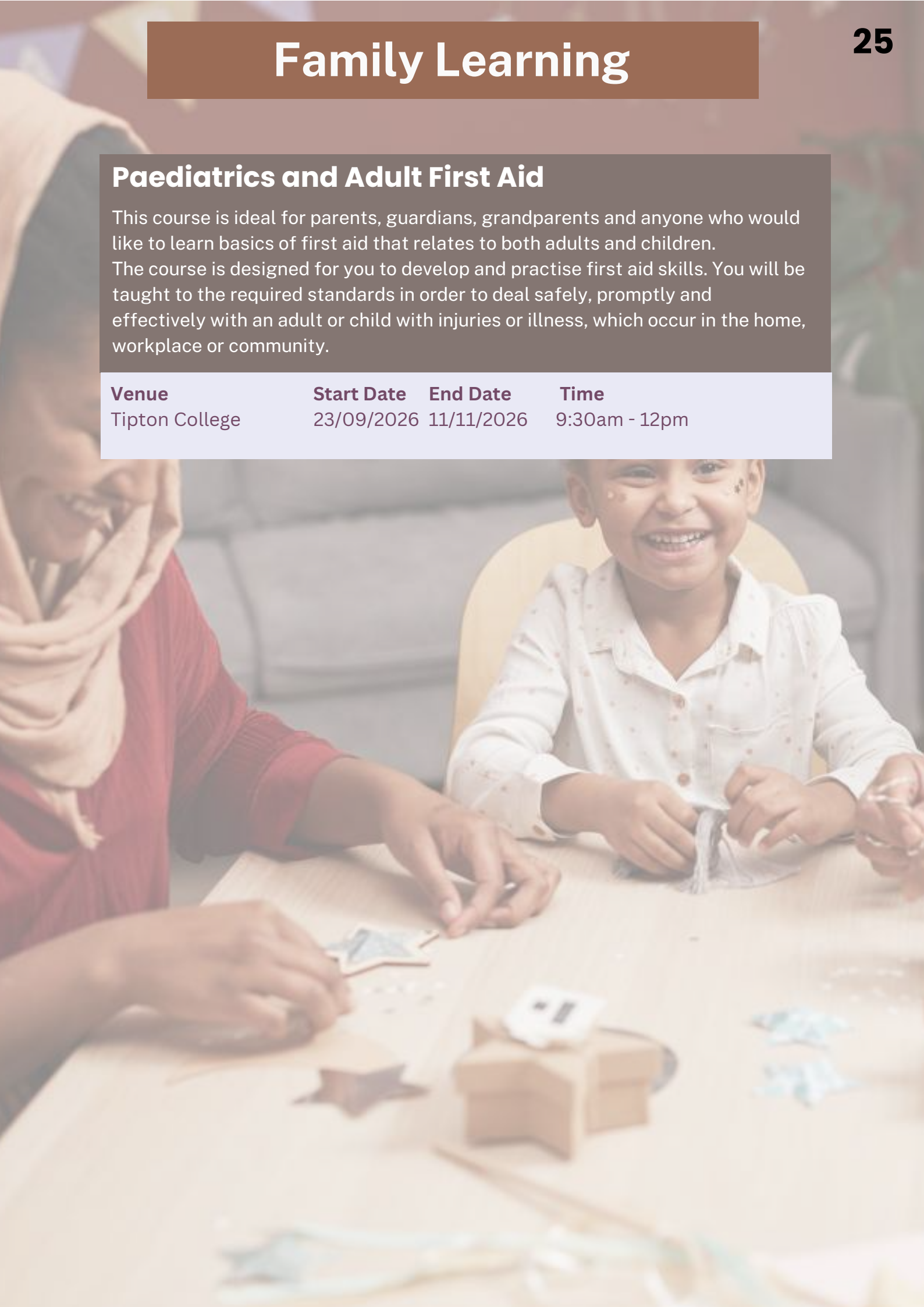
Family Learning is inclusive learning that involves adults and children from the same family unit working together in a variety of settings.

# Family Learning

## 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	23/09/2026	11/11/2026	9:30am - 12pm



# 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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