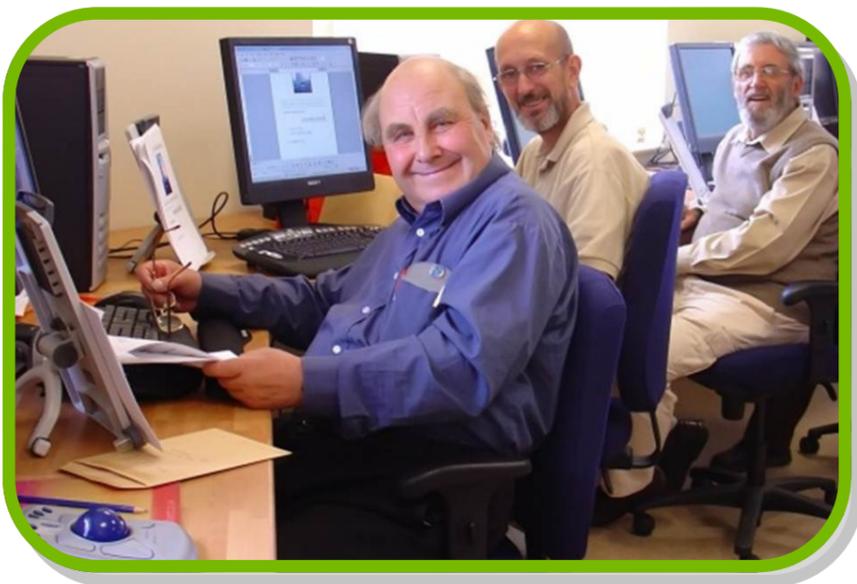
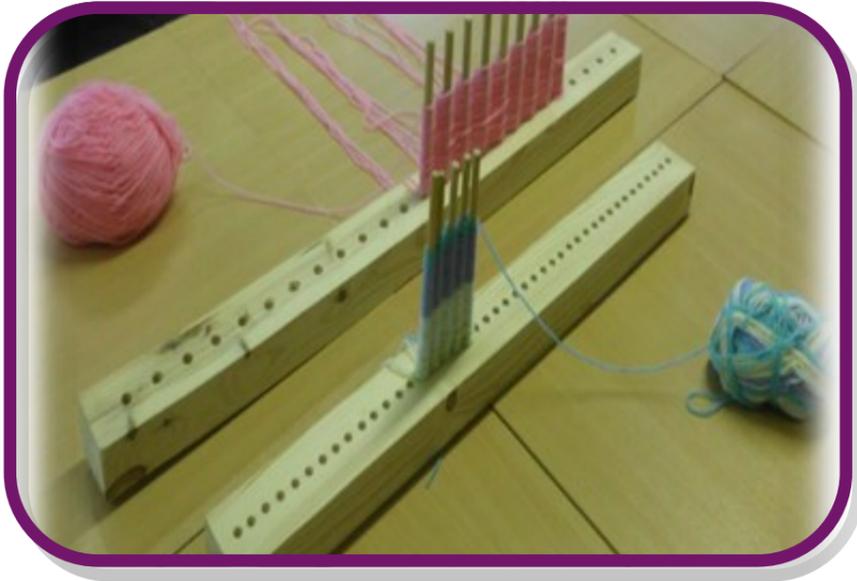


# Sandwell Adult and Family Learning



## April 2017 Course Guide



something for everyone

Tel: 0121 557 0837

[www.learnsafl.ac.uk](http://www.learnsafl.ac.uk)

[contactsafl@learnsafl.ac.uk](mailto:contactsafl@learnsafl.ac.uk)



## Why choose us for your education?

We offer an adult learning experience, focusing on your personal needs and abilities. Whether you want to improve your:

- English or maths
- Employment skills
- Start a new hobby
- Improve your health and well-being
- Help your children with their homework.

## Sandwell adult and family learning can help you!

Learn with us for:

- Small class sizes
- Welcoming atmosphere
- Personal learning and development plans for your future
- Catering for all adults in and out of work
- Face to face support.

## Information, Advice & Guidance Sessions

We can help you:

- Make important decisions about your future
- Develop new skills
- Find training for work
- Make the most of workplace opportunities
- Look at career options
- Information about childcare
- CV writing
- Job interview skills
- Provide information about learning opportunities
- Help you gain a qualification.

**We ensure that the information we provide is impartial and confidential**

### Fees and Concessions

All of our courses are funded by the Skills Funding Agency which provides a subsidy towards the actual cost. It is therefore expected that where learners are able to pay a contribution towards their courses, they should do so. For the academic year **2016 - 2017**, the following fee discounts/concessions will apply:

- Employability/English/maths courses are free of charge Level 2 and below.

For all other courses/programmes learners:

- In receipt of Job Seekers Allowance, Employment Support Allowance and Universal Credit (100% discount).
- Learners aged 60+ are entitled to a fee concession of up to 50%.

Our staff will be able to tell you if you can receive a concession or discount.

## Where to find our centres



### Tipton College

Alexandra Road  
Tipton  
West Midlands  
DY4 7NR  
Tel: 0121 557 0837

### Opening Hours

Monday	9am - 8pm
Tuesday	9am - 8pm
Wednesday	9am - 8pm
Thursday	9am - 5pm
Friday	9am - 4.30pm
Saturday	Closed



### Hateley Heath FETC

Huntingdon Road  
West Bromwich  
West Midlands  
B71 2RP  
Tel: 0121 556 7426

### Opening Hours

Monday	9am - 8pm
Tuesday	9am - 5pm
Wednesday	9am - 5pm
Thursday	9am - 5pm
Friday	9am - 4.30pm
Saturday	10am - 12pm



### Ron Davis Centre

Ballot Street  
Smethwick  
West Midlands  
B66 3HH  
Tel: 0121 555 6255

### Opening Hours

Monday	9am - 8pm
Tuesday	9am - 4.30pm
Wednesday	9am - 4.30pm
Thursday	9am - 4.30pm
Friday	9am - 4pm
Saturday	Closed

We also run courses in a variety of other local community venues such as:

- Libraries
- Schools
- Community Centres.

Look out for our Logo on posters and leaflets



## You can also find us at Central Sixth

### Courses offered include:

- **Employability Training (CV writing, online job search, interview skills)**
- **Sewing and Dressmaking**
- **Special Family Learning Events**

**Central Sixth  
New Square  
West Bromwich**

Available at Tipton College and Ron Davis Centre.

Employability courses to help you on the road back to work.

With tutor support, take the steps you need to get closer to your desired career.

- improve your IT skills
- create a stand-out CV
- learn to effectively search online for work (including using the Universal Job match site)
- prepare for interview

Book yourself on to an initial assessment which run fortnightly starting:  
24/04/2017

All of our English, maths and employability courses level 2 and below are FREE!

### Join us for a fresh start



Online job search and interview skills workshops begin for term 3 at Tipton College and the Ron Davis Centre, after Easter.

Ring 0121 557 0837 for further information.

\* Courses are subject to change to meet local demands

For further information Tel: 0121 557 0837.

To enrol you will also need to provide forms of ID that proves who your are and where you live.

Examples include, Passport, Birth Certificate, Utility Bill

### Fee Guide

A	Full fee
B	People aged 60+
C	JSA/ESA/Universal Credit Claimants
D	Parents & carers of children, who live in Sandwell or attend a Sandwell school

Gain a qualification or improve your skills for fun. We have a range of courses available throughout the week, **Tel: 0121 557 0837** for more information on what's on offer or to book an assessment.

## Our employability courses

Days	Courses	Venue	Start Date	End Date	Course Times	Course Fee
Tuesday and Friday	Make your CV Stand Out, 1-2-1s	Tipton College	2nd May 2017 5th May 2017	2nd May 2017 5th May 2017	12:30pm - 3:00pm	FREE
Monday - Wednesday	How to write a CV from Scratch	Tipton College	8th May 2017	10th May 2017	12.30pm - 3:30pm	FREE
Monday - Thursday	Gain Employability Skills	Tipton College	15th May 2017	26th May 2017	9:30am - 2:30pm	FREE
Monday - Wednesday	Interview Skills	Tipton College	12th June 2017	14th June 2017	12:30pm- 3:30pm	FREE
Monday	Job Search Online (Workshop)	Tipton College	19th June 2017	19th June 2017	9:30am - 12:30pm	FREE
Tuesday	Boost Confidence (Workshop)	Tipton College	20th June 2017	20th June 2017	12:30pm- 3:30pm	FREE
Friday	Make your CV Stand Out, 1-2-1s	Tipton College	23rd June 2017	23rd June 2017	9:30am - 12:30pm	FREE
Tuesday	Boost Confidence (Workshop)	Tipton College	27th June 2017	27th June 2017	12:30pm- 3:30pm	FREE
Friday	Make your CV Stand out 1-2-1s	Tipton College	30th June 2017	30th June 2017	9:30am - 12:30pm	FREE
Monday	Boost Confidence (Workshop)	Tipton College	3rd July 2017	3rd July 2017	9:30am - 12:30pm	FREE
Tuesday	Job Search Online (Workshop)	Tipton College	4th July 2017	4th July 2017	12:30pm- 3:30pm	FREE
Friday	Make your CV Stand out 1-2-1s	Tipton College	7th July 2017	7th July 2017	9:30am - 12:30pm	FREE
Monday	Job Search Online (Workshop)	Tipton College	10th July 2017	10th July 2017	9:30am - 12:30pm	FREE
Tuesday	Boost Confidence (Workshop)	Tipton College	13th July 2017	13th July 2017	9.30am - 12.30pm	FREE
Friday	Make your CV stand out 1-2-1s	Tipton College	14th July 2017	14th July 2017	9:30am - 12:30pm	FREE
Monday	Job Search Online (Workshop)	Tipton College	17th July 2017	17th July 2017	9:30am- 12:30pm	FREE
Tuesday	Boost Confidence (Workshop)	Tipton College	18th July 2017	18th July 2017	12:30pm- 3:30pm	FREE
Friday	Make your CV Stand out 1-2-1s	Tipton College	21st July 2017	21st July 2017	9:30am- 12:30pm	FREE

## Tipton College and local area

### Our qualification courses

Gain a qualification or improve your skills for fun. We have a range of courses available throughout the week,  
**Tel: 0121 557 0837** for more information on what's on offer or to book an assessment.

Days	Courses	Venue	Start Date	End Date	Course Times	Course Fee
Monday & Tuesday	Functional Skills English Intensive Course	Tipton College	12th June 2017	11th July 2017	9:30am-2:30pm	FREE
Tuesday & Friday	Functional Skills Maths Fast Track	Tipton College	9th May 2017	21st July 2017	12:00pm-3:00pm	FREE

### Our community learning courses

Days	Courses	Venue	Start Date	End Date	Course Times	Course Fee
Monday	Sewing and Dressmaking	Tipton College	8th May 2017	19th June 2017	10am - 12pm	A £70 B £35 C FREE
Tuesday	English for Parents	Tipton College	9th May 2017	11th July 2017	9:30am-11:30am	FREE
Tuesday	Paediatric and Adult First Aid	Tipton College	16th May 2017	4th July 2017	6:00pm-8:00pm	A £29 D £5
Wednesday	English For Parents	Great Bridge Primary School	10th May 2017	12th July 2017	9:00am-11:00am	FREE
Thursday	Community English	Tipton College	11th May 2017	13th July 2017	1:00pm-3:00pm	FREE
Friday	Family Language	Singlepoint	12th May 2017	14th July 2017	9:15am – 11:15am	FREE

## Hateley Heath FETC, West Bromwich & Great Barr

Gain a qualification or improve your skills for fun. We have a range of courses available throughout the week,

**Tel: 0121 556 7426** for more information on what's on offer or to

### Our qualification courses

Days	Courses	Venue	Start Date	End Date	Course Times	Course Fee
Monday & Thursday	Functional Skills Maths Fast track	Hateley Heath FETC	10th May 2017	20th July 2017	9:00am-12:00pm	FREE
Wednesday & Thursday	Functional Skills English Intensive Course	Hateley Heath FETC	14th June 2017	13th July 2017	9:30am - 2:30pm	FREE



**Why not join us at Central Sixth in West Bromwich and learn a new skill.**

**This term we will be offering a range of courses in textiles. Look at the community learning courses for the West Bromwich area (page 8) for details of specific courses or telephone 0121 557 0837 to speak to one of our staff.**

**Enrolments begin week commencing 24th April 2017**



# Hateley Heath FETC, West Bromwich & Great Barr

## Our community learning courses



Days	Courses	Venue	Start Date	End Date	Course Times	Course Fee
Monday	Painting and Drawing	Tanhouse Community Centre	8th May 2017	17th July 2017	11:15am-1:15pm	A £70 B £35 C FREE
Monday	Flower Arranging	Tanhouse Community Centre	8th May 2017	17th July 2017	2:00pm-3:30pm	A £52 B £26 C FREE
Monday	Repairs and Alterations	Hateley Heath FETC	8th May 2017	17th July 2017	6:00pm-8:00pm	A £70 B £35 C FREE
Tuesday	Sewing and Dressmaking	Central Sixth	3rd May 2017	12th July 2017	6:30pm-8:30pm	A £70 B £35 C FREE
Tuesday	Art	Tanhouse Community Centre	2nd May 2017	11th July 2017	10:00am-12:00pm	A £70 B £35 C FREE
Tuesday	English for Parents	Holy Trinity School	9th May 2017	11th July 2017	9:00am-11:00am	FREE
Tuesday	Thighs, Bums and Tums	Tanhouse Community Centre	2nd May 2017	18th July 2017	9:30am-10:30am	A £35 B £17 C FREE
Tuesday	Paediatric and Adult First Aid	Hateley Heath FETC	16th May 2017	4th July 2017	9:15am-11:15am	A £29 D £5
Wednesday	Soft Furnishings	Central Sixth	3rd May 2017	12th July 2017	6:15pm-8:15pm	A £70 B £35 C FREE
Wednesday	Home Décor on a Budget	Central Sixth	3rd May 2017	12th July 2017	6:15pm-8:15pm	A £70 B £35 C FREE
Wednesday	English for Parents	Hateley Heath FETC	10th May 2017	12th July 2017	1:00pm-3:00pm	FREE
Wednesday	Family Language	Holy Trinity School	10th May 2017	12th July 2017	1:00pm - 3:00pm	FREE
Wednesday	Sewing and Dressmaking	Hateley Heath FETC	3rd May 2017	12th July 2017	10am - 12pm	A £70 B £35 C FREE
Thursday	Gentle Rhythmic Exercise	Tanhouse Community Centre	4th May 2017	20th July 2017	1:30pm - 2:30pm	A £35 B £17 C FREE
Saturday	Get started with ICT	Hateley Heath FETC	29th April 2017	27th May 2017	9:30am - 12pm	FREE

## Ron Davis Centre and local area

We ensure your learning experience is positive and improve our service to meet your needs.

Tel: 0121 555 6255 to discover how we can help you.



## Our employability courses

Days	Courses	Venue	Start Date	End Date	Course Times	Course Fee
Tuesday	Make Your CV Stand Out 1-2-1s	Ron Davis Centre	9th May 2017	9th May 2017	12:30pm-3:30pm	FREE
Thursday	Make your CV Stand Out 1-2-1s	Ron Davis Centre	11th May 2017	11th May 2017	12:30pm-3:30pm	FREE
Tuesday - Thursday	Interview Skills 3 Day Course	Ron Davis Centre	16th May 2017	18th May 2017	12:30pm-3:30pm	FREE
Wednesday	Job Search Online Workshop	Ron Davis Centre	24th May 2017	24th May 2017	12:30pm-3:30pm	FREE
Thursday	Boost Confidence Workshop	Ron Davis Centre	25th May 2017	25th May 2017	12:30pm-3:30pm	FREE
Tuesday	Make your CV Stand Out 1-2-1s	Ron Davis Centre	30th May 2017	30th May 2017	12:30pm-3:30pm	FREE
Wednesday	Make your CV stand out 1-2-1s	Ron Davis Centre	31st May 2017	31st May 2017	9:00am-12:00pm	FREE
Tuesday - Thursday	How to Write a CV from Scratch-3 Day Course	Ron Davis Centre	6th June 2017	8th June 2017	12:30pm-3:30pm	FREE
Tuesday - Thursday	Interview Skills-3 Day Course	Ron Davis Centre	13th June 2017	15th June 2017	9:00am-12:00pm	FREE
Tuesday	Job Search Online (Workshop)	Ron Davis Centre	20th June 2017	20th June 2017	12:30pm-3:30pm	FREE
Wednesday	Boost Confidence	Ron Davis Centre	21st June 2017	21st June 2017	9:00am-12:00pm	FREE
Thursday	Make your CV Stand Out 1-2-1s	Ron Davis Centre	22nd June 2017	22nd June 2017	9:00am-12:00pm	FREE
Tuesday	Boost Confidence (Workshop)	Ron Davis Centre	27th June 2017	27th June 2017	12:30pm-3:30pm	FREE
Wednesday	Job Search Online (Workshop)	Ron Davis Centre	28th June 2017	28th June 2017	12:30pm-3:30pm	FREE
Tuesday	Boost Confidence (Workshop)	Ron Davis Centre	4th July 2017	4th July 2017	12:30pm-3:30pm	FREE
Wednesday	Job Search Online (Workshop)	Ron Davis Centre	5th July 2017	5th July 2017	9:00am-12:00pm	FREE

## Ron Davis Centre and Local Area

Our courses are designed to enhance your learning in a safe and friendly environment.

Tel 0121 555 6255 to book your place.

## Our employability courses continued

Days	Courses	Venue	Start Date	End Date	Course Times	Course Fee
Thursday	Make your CV Stand Out 1-2-1s	Ron Davis Centre	6th July 2017	6th July 2017	9:00am-12:00pm	FREE
Monday - Thursday	Gain Employability Skills Award Week 1	Ron Davis Centre	10th July 2017	13th July 2017	9:30am-2:30pm	FREE
Monday - Friday	Gain Employability Skills Award Week 2	Ron Davis Centre	17th July 2017	21st July 2017	9:30am-2:30pm	FREE

## Our qualification courses

Gain a qualification or improve your skills for fun. We have a range of courses available throughout the week,

Tel: 0121 555 6255 for more information on what's on offer or to book an assessment.

Days	Courses	Venue	Start Date	End Date	Course Times	Course Fee
Wednesday and Friday	Functional Skills Maths Fast Track	Ron Davis Centre	10th May 2017	21st July 2017	9:30am-12:30pm	FREE



Would you like to improve your English or maths?

### Work towards a Functional Skills qualification

We will be running short intensive English and maths course which will be completed by July. Courses will be available at our Tipton College and Hateley Heath FETC.

For more information and to book an initial assessment call us on 0121 557 0837 or 0121 556 7426

### ICT Courses

Would you like to improve your IT skills?

We provide entry level courses for absolute beginners up to level 2 Functional Skills.

Ring to arrange an initial assessment :

0121 556 7426



## Ron Davis Centre and local area

We ensure your learning experience is positive and improve our service to meet your needs. **Tel: 0121 555 6255** to discover how we can help you..

## Our community learning courses

Days	Courses	Venue	Start Date	End Date	Course Times	Course Fee
Monday	Get Started with ICT	Ron Davis Centre	5th June 2017	10th July 2017	1:00pm-3:00pm	FREE
Monday	English For Parents	Ron Davis Centre	8th May 2017	10th July 2017	1:00pm-3:00pm	FREE
Monday	English for Parents	Ron Davis Centre	8th May 2017	10th June 2017	9:30am-11:30am	FREE
Monday	Family Language	Oldbury Children's Centre	8th May 2017	10th July 2017	1pm-3pm	FREE
Monday	Paediatric and Adult First Aid	Oldbury Children's Centre	15th May 2017	3rd July 2017	9:30am-12pm	A £29 D £5
Tuesday	Sewing and Dressmaking	Ron Davis Centre	2nd May 2017	11th July 2017	9:30am-11:30am	A £70 B £35 C FREE
Wednesday	Sewing and Dressmaking	Cradley Heath Community Centre	3rd May 2017	12th July 2017	12:45pm-2:45pm	A £70 B £35 C FREE
Wednesday	Family Language	Ron Davis Centre	10th May 2017	12th July 2017	09:30pm-11:30am	FREE
Wednesday	Family Language	Ron Davis Centre	10th May 2017	12th July 2017	1pm-3pm	FREE
Thursday	Soft Furnishings	Ron Davis Centre	4th May 2017	13th July 2017	10am-12pm	A £70 B £35 C FREE
Thursday	Painting and drawing	Langley Lodge	11th May 2017	20th July 2017	10am-12pm	A £70 B £35 C FREE
Thursday	Sewing and Dressmaking	Ron Davis Centre	4th May 2017	13th July 2017	12:30pm-2:30pm	A £70 B £35 C FREE
Friday	Get started with Microsoft Office™	Ron Davis Centre	12th May 2017	7th July 2017	9:30am - 12:30pm	A £70 B £35 C FREE



## Paediatric First Aid

Ring 0121 557 0837 for further information

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.

Running at:

Tipton College

Hateley Heath FETC

Oldbury Community Centre

£5 for parents or carers of a child

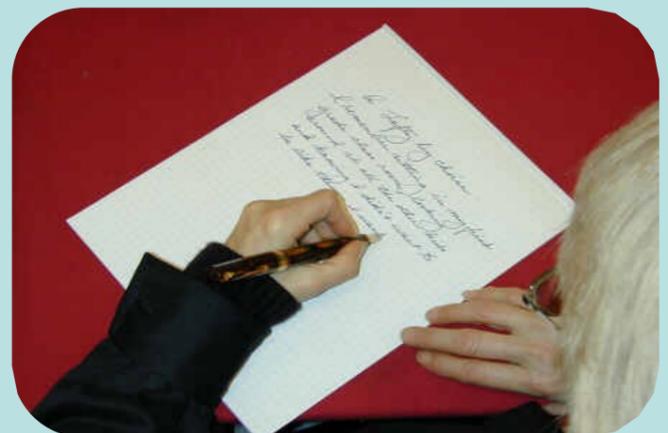
in a Sandwell School £29 all other learners



## English Initial Assessments

Initial assessment for our English courses will be taking place from 24th April 2017 at all of our centres. Ring 0121 556 7426 for further information and to book your assessment.

All of our English courses are FREE



Learn and Achieve Meet new people Be inspired

Enhance your health and Wellbeing Gain a qualification Improve employment prospects

What our learner's say:

"Well delivered lessons, informative and an interesting teaching approach"

Learn a new skill and try Family Learning knitting " It's been a good way to spend more time with my daughter away from technology."

For further details about all of the courses on offer:

Visit our website: [www.learnsafl.ac.uk](http://www.learnsafl.ac.uk) or

follow us on twitter: @learnsafl

