

January-June 2013

FREE part-time courses in your local area

South Gloucestershire Community Learning is part of the West of England Consortium with Bristol and North Somerset authorities

An **Active mind** in an **Active body**

South Gloucestershire Community Learning Service

We offer a range of **FREE** part-time courses in community venues to help residents to:

- Gain a qualification
- Improve job skills
- Help their children's learning
- Become more involved in the local community

Our aim is to provide learners with high quality, friendly and free accessible learning to enthuse and inspire and hopefully to encourage them to progress and continue with a journey of personal development.

This prospectus lists courses running between January and July 2013. Other courses may be arranged in addition to these, so please contact us if the course you want is not shown.

Tel: **01454 864613**

Email: **community.learning@southglos.gov.uk**

Venues

We use easily accessible community venues for our courses. These include:

Libraries

We use libraries when they are closed to the general public. This allows us exclusive access to the computer suites and other resources.

Primary Schools

We run Family Learning courses in primary schools so parents and their children can work alongside each other.

Secondary Schools & Academies

We have access to facilities at secondary schools in the evenings enabling us to offer courses to parents and others in the local community.

Sure Start Children's Centres

We work in partnership with the Sure Start Centres to offer workshops and courses to parents of pre-school children.

Community Venues

We are able to rent space in many community venues across South Gloucestershire that are accessible and offer a good learning environment. These include fire stations, community centres and youth cafés.

Calendar – January 2012–July 2013

January

| | | | | | |
|------|---|----|----|----|----|
| Mon | | 7 | 14 | 21 | 28 |
| Tues | 1 | 8 | 15 | 22 | 29 |
| Wed | 2 | 9 | 16 | 23 | 30 |
| Thur | 3 | 10 | 17 | 24 | 31 |
| Fri | 4 | 11 | 18 | 25 | |
| Sat | 5 | 12 | 19 | 26 | |

February

| | | | | | |
|------|---|---|----|----|----|
| Mon | | 4 | 11 | 18 | 25 |
| Tues | | 5 | 12 | 19 | 26 |
| Wed | | 6 | 13 | 20 | 27 |
| Thur | | 7 | 14 | 21 | 28 |
| Fri | 1 | 8 | 15 | 22 | |
| Sat | 2 | 9 | 16 | 23 | |

March

| | | | | | |
|------|---|---|----|----|----|
| Mon | | 4 | 11 | 18 | 25 |
| Tues | | 5 | 12 | 19 | 26 |
| Wed | | 6 | 13 | 20 | 27 |
| Thur | | 7 | 14 | 21 | 28 |
| Fri | 1 | 8 | 15 | 22 | 29 |
| Sat | 2 | 9 | 16 | 23 | 30 |

April

| | | | | | |
|------|---|----|----|----|----|
| Mon | 1 | 8 | 15 | 22 | 29 |
| Tues | 2 | 9 | 16 | 23 | 30 |
| Wed | 3 | 10 | 17 | 24 | |
| Thur | 4 | 11 | 18 | 25 | |
| Fri | 5 | 12 | 19 | 26 | |
| Sat | 6 | 13 | 20 | 27 | |

May

| | | | | | |
|------|---|----|----|----|----|
| Mon | | 6 | 13 | 20 | 27 |
| Tues | | 7 | 14 | 21 | 28 |
| Wed | 1 | 8 | 15 | 22 | 29 |
| Thur | 2 | 9 | 16 | 23 | 30 |
| Fri | 3 | 10 | 17 | 24 | 31 |
| Sat | 4 | 11 | 18 | 25 | |

June

| | | | | | |
|------|---|---|----|----|----|
| Mon | | 3 | 10 | 17 | 24 |
| Tues | | 4 | 11 | 18 | 25 |
| Wed | | 5 | 12 | 19 | 26 |
| Thur | | 6 | 13 | 20 | 27 |
| Fri | | 7 | 14 | 21 | 28 |
| Sat | 1 | 8 | 15 | 22 | 29 |

July

| | | | | | |
|------|---|----|----|----|----|
| Mon | 1 | 8 | 15 | 22 | 29 |
| Tues | 2 | 9 | 16 | 23 | 30 |
| Wed | 3 | 10 | 17 | 24 | 31 |
| Thur | 4 | 11 | 18 | 25 | |
| Fri | 5 | 12 | 19 | 26 | |
| Sat | 6 | 13 | 20 | 27 | |

Key

Term time

School holidays

Bank holidays

Schools closed

Functional skills

We offer a range of levels in functional skills in English and Maths and accreditation at Levels 1 and 2 (Level 2 being an equivalent level to a GCSE at A-C grade). Courses run for 15 sessions and learners are requested to attend all sessions.

Note:

Functional skills English is only suitable for people who are fluent in English. We also offer English for Speakers of Other Languages (ESOL) courses for people who need to improve their language skills, please refer to that section of the prospectus.

Functional skills – Maths

Park Centre, Kingswood

High Street, Kingswood BS15 4AR

Tuesday 9.30am - 11.30am

19 Feb-18 Jun (15 weeks)

Kingswood Civic Centre

High Street, Kingswood BS15 9LB

Monday 6.30pm-8.30pm

11 Mar-15 Jul (15 weeks)

Patchway Library

Rodway Road, Patchway BS34 5PE

Monday 1pm - 3pm

18 Feb-17 Jun (15 weeks)

Staple Hill Library

Broad Street, Staple Hill BS16 5LS

Thursday 10am - 12 noon

21 Feb-20 Jun (15 weeks)

Mangotsfield Secondary School

Rodway Hill, Mangotsfield BS16 9LH

Thursday 6.30pm - 8.30pm

21 Feb-20 Jun (15 weeks)

Yate Library

44 West Walk, Yate BS37 4AX

Monday 7pm-9pm

18 Feb-24 Jun (15 weeks)

Yate Library

44 West Walk, Yate BS37 4AX

Wednesday 9.30am - 11.30am

20 Feb-19 Jun (15 weeks)

Armadillo Venue, Yate

Station Road, Yate BS37 4FW

Wednesday 1pm-3pm

6 Mar-3 Jul (15 weeks)

Functional skills – English

Cadbury Heath Library

School Rd, Cadbury Heath BS30 8EN

Wednesday 9.30-11.30am

20 Feb-19 Jun (15 weeks)

Park Centre, Kingswood

High Street, Kingswood BS15 4AR

Wednesday 9.30am-11.30am

20 Feb-19 Jun (15 weeks)

Patchway Library

Rodway Road, Patchway BS34 5PE

Wednesday 6.30pm-8.30pm

20 Feb-19 Jun (15 weeks)

Patchway Library

Rodway Road, Patchway BS34 5PE

Thursday 1pm-3pm

21 Feb-20 Jun (15 weeks)

Staple Hill Library

Broad Street, Staple Hill BS16 5LS

Thursday 1pm-3pm

21 Feb-20 Jun (15 weeks)

Mangotsfield Secondary School

Rodway Hill, Mangotsfield BS16 9LH

Thursday 6.30pm - 8.30pm

21 Feb-20 Jun (15 weeks)

Armadillo Venue, Yate

Station Road, Yate BS37 4FW

Monday 10am-12noon

18 Feb-24 Jun (15 weeks)

Armadillo Venue, Yate

Station Road, Yate BS37 4FW

Tuesday 1pm-3pm

19 Feb-18 Jun (15 weeks)

Yate Library

44 West Walk, Yate BS37 4AX

Tuesday 7pm-9pm

19 Feb-18 Jun (15 weeks)

Yate Fire Station

Station Road, Yate, BS37 4AL

Friday 9.30am-11.30am

22 Feb-21 Jun (15 weeks)

Confidence and wellbeing

These courses concentrate on building people's self esteem and also provide strategies to reduce stress and plan for the future.

Coniston Community Centre

The Parade, Coniston Road BS34 5LP

Tuesday 12.30pm–2.30pm

22 Jan–5 Mar (6 weeks)

Armadillo Venue, Yate

Station Road, Yate BS37 4FW

Thursday 9.30am–11.30am

10 Jan–7 Feb (5 weeks)

Stress relaxation

Coniston Community Centre

The Parade, Coniston Road BS34 5LP

Monday 1pm–3pm

21 Jan–4 Mar (6 weeks)

Job seeking skills

These courses aim to get learners ready to apply for jobs. You will learn about transferable skills, compiling a good CV, personal presentation skills, searching and applying for jobs.

Armadillo Venue, Yate

Station Road, Yate BS37 4FW

Thursday 9.30am – 11.30am

21 Feb–21 Mar (5 weeks)

Introduction to business administration

This course will introduce learners to the skills required to work in an administrative role within an office environment.

Cadbury Heath Library

School Rd, Cadbury Heath BS30 8EN

Wednesday 6.30pm-8.30pm

9 Jan-20 Mar (10 weeks)

Coniston Community Centre

The Parade, Coniston Road BS34 5LP

Thursday 1.30pm-3.30pm

10 Jan-21 Mar (10 weeks)

Yate Library

44 West Walk, Yate BS37 4AX

Thursday 7pm-9pm

9 May-18 Jul (10 weeks)

IT courses

IT courses concentrate on building people's skills for the workplace, to search and apply for jobs online or to equip them to help their children's learning.

IT courses are not accredited and no formal qualification is awarded.

IT for beginners

Cadbury Heath Library

School Rd, Cadbury Heath BS30 8EN
Wednesday 1pm - 3pm
9 Jan-20 Mar (10 weeks)

Filton Library

Shield Retail Park, Filton BS34 7BR
Wednesday 1pm-3pm
9 Jan-20 Mar (10 weeks)

Patchway Library

Rodway Road, Patchway BS34 5PE
Monday 10am-12noon
7 Jan-18 Mar (10 weeks)

Yate Library

44 West Walk, Yate BS37 4AX
Wednesday 1pm - 3pm
9 Jan-20 Mar (10 weeks)

IT for job seekers

Cadbury Heath Library

School Rd, Cadbury Heath BS30 8EN
Wednesday 1pm - 3pm
10 Apr-1 May (4 weeks)

Yate Library

44 West Walk, Yate BS37 4AX
Wednesday 1pm - 3pm
10 Apr-1 May (4 weeks)

IT for the workplace

Cadbury Heath Library

School Rd, Cadbury Heath BS30 8EN
Wednesday 6.30pm - 8.30pm
10 Apr-19 Jun (10 weeks)

Yate Library

44 West Walk, Yate BS37 4AX
Thursday 7pm-9pm
21 Feb-9 May (10 weeks)

Powerpoint

Staple Hill Library

Broad Street, Staple Hill BS16 5LS

Wednesday 9.30am - 11.30am

9 Jan-6 Feb (5 weeks)

Staple Hill Library

Broad Street, Staple Hill BS16 5LS

Wednesday 9.30am-11.30am

17 Apr-15 May (5 weeks)

Mangotsfield Secondary School

Rodway Hill, Mangotsfield BS16 9LH

Thursday 6.30pm-8.30pm

10 Jan-7 Feb (5 weeks)

Mangotsfield Secondary School

Rodway Hill, Mangotsfield BS16 9LH

Thursday 6.30pm - 8.30pm

18 Apr-16 May (5 weeks)

Yate Library

44 West Walk, Yate BS37 4AX

Thursday 7pm-9pm

10 Jan-7 Feb (5 weeks)

Yate Library

44 West Walk, Yate BS37 4AX

Wednesday 6.30pm-8.30pm

20 Feb-20 Mar (5 weeks)

Yate International Academy

Sundridge Park, Yate BS37 4DX

Tuesday 6.30pm-8.30pm

9 Apr-7 May (5 weeks)

Filton Library

The Shield Retail Pk, Filton BS34 7BR

Tuesday 7pm-9pm

22 Jan-26 Feb (5 weeks)

Excel spreadsheets

Staple Hill Library

Broad Street, Staple Hill BS16 5LS

Wednesday 9.30am - 11.30am

20 Feb-10 Apr (6 weeks)

Staple Hill Library

Broad Street, Staple Hill BS16 5LS

Wednesday 9.30am-11.30am

22 May-3 Jul (6 weeks)

Mangotsfield Secondary School

Rodway Hill, Mangotsfield BS16 9LH

Thursday 6.30pm-8.30pm

21 Feb-11 Apr (6 weeks)

Mangotsfield Secondary School

Rodway Hill, Mangotsfield BS16 9LH

Thursday 6.30pm - 8.30pm

23 May-4 Jul (6 weeks)

Patchway Library

Rodway Road, Patchway BS34 5PE

Thursday 6.30pm-8.30pm

17 Jan-28 Feb (6 weeks)

Yate International Academy

Sundridge Park, Yate BS37 4DX

Tuesday 6.30pm-8.30pm

22 Jan-5 Mar (6 weeks)

Yate International Academy

Sundridge Park, Yate BS37 4DX

Tuesday 6.30pm-8.30pm

14 May-25 June (6 weeks)

Yate Library

44 West Walk, Yate BS37 4AX

Wednesday 6.30pm-8.30pm

10 Apr-15 May (6 weeks)

Filton Library

The Shield Retail Pk, Filton BS34 7BR

Tuesday 7pm-9pm

5 Mar-23 Apr (6 weeks)

English for speakers of other languages (ESOL)

We are able to offer short courses to help residents to improve their English.

ESOL courses are linked either to the local community or to work and aim to help residents to integrate into their new community and to gain employment.

As language skills improve, ESOL learners can progress on to the functional skills English courses and gain accreditation.

ESOL and life in the community

Kingswood Civic Centre

High Street, Kingswood BS15 9TR

Wednesday 6.30pm-8.30pm

9 Jan-20 Mar (10 weeks)

Jubilee Centre, Bradley Stoke

Savages Wood Road BS32 8HL

Monday 1pm-3pm

7 Jan-18 Mar (10 weeks)

ESOL for work

Patchway Library

Rodway Road, Patchway BS34 5PE

Monday 9.30am-11.30am

7 Jan-18 Mar (10 weeks)

Family learning

Children's Centres

Community Learning works in partnership with children's centres to offer courses to parents.

The courses equip parents with the skills and knowledge to enable them to help their child's learning. Parents are also encouraged to progress on to other community courses to further improve their skills and gain qualifications.

Look out for posters at children's centres for a list of the courses on offer.

Primary schools

Community learning works in partnership with South Gloucestershire Primary Schools to deliver a programme of family learning.

Workshops and courses take place during the day at the schools and give parents the opportunity to find out the current methods taught in Maths and English, enabling parents to be able to understand and help with their child's school work.

The workshops often include parents working alongside their children for part of each session, which encourages a stronger learning ethos within the family.

Parents can progress on to accredited courses in Maths and English if they wish to gain a qualification.

Look out for flyers that will be sent home in your child's school bag.

Discover learning at your library

Libraries provide a wide range of resources to help you develop your knowledge and skills

- A wide range of books to help you discover more about a subject or develop a new skill.
- Why not check out our website to access our online catalogue of over 2 million items, you can reserve any item online and we'll let you know when the item is available
- Free use of computers to access the internet or use various programs such as MS Office, many libraries have IT volunteers to help you with using computers
- If you have an information enquiry, contact our Enquiry Centre or access our online resources (see contact details below)
- For your children we have a programme of activities and books for all ages, children are never too young to join the library and share books.

To find out more

Visit your local South Gloucestershire Library

Go online at **www.southglos.gov.uk/libraries**

Phone us on **01454 86 6900**

For general information enquiries email:

AskTheLibrary@southglos.gov.uk

Community partners

Community Learning works with a range of community organisations to extend the number and variety of courses on offer to South Gloucestershire residents.

We provide the funding to enable these organisations to offer free courses in addition to the courses listed within this prospectus.

Please contact us by telephoning: **01454 864613** or emailing us at **community.learning@southglos.gov.uk** to find out more information.

Free careers and learning advice

After completing your course with Community Learning, you may want advice on what to do next.

If you are interested in doing another course, finding work or want to know what to do next please contact us on **01454 864613** or email **community.learning@southglos.gov.uk** for free and confidential advice.

Alternatively, for support to explore your wider choices and options in learning and work, you can get free careers advice online, over the telephone or face to face with the National Careers Service by calling **0800 100 900** or visiting **<https://nationalcareersservice.direct.gov.uk/>**

West of England Learning Consortium

South Gloucestershire Council has joined with Bristol and North Somerset Councils to form a new Learning Consortium. We are working together with other local providers and partners.

We believe that joining up is a good thing as it enables us to:

- share costs so that we have more to spend on courses
- share data and information about what works best
- create shared resources for learners
- organise joint training for our tutors and staff
- work together to develop new courses
- continue to offer a local service

If you would like to give us your views about how we may be able to develop and improve community learning in your neighbourhood area, please contact us:

Email: **community.learning@southglos.gov.uk**

Telephone: **01454 864613**

Visit: **www.southglos.gov.uk/communitylearning**



If you need this information in another format or language, please contact: ☎ **01454 864613**