



AUTUMN 2020

**LIVE, LAUGH
AND LEARN!**

**WITH THE
LEARNING PLACE**

COMMUNITY LEARNING SERVICE

www.learnportsmouth.ac.uk

COMPUTERS AND THE INTERNET

Computers for Absolute Beginners

Do you feel that you are being left behind in this computer age? Would you like to learn how to use a computer?

Fee: FREE

08 September (Ref: 9904)

10:00 – 12:00 (5 weeks)

Get Going on the Internet

Do you feel that there is so much to learn about the internet?

Do you need help to make you become a confident 'surfer'?

Fee: FREE

08 September (Ref: 9905) 13:00 – 15:00 (5 weeks)

03 November (Ref: 9906)

10:00 – 12:00 (5 weeks)

Basics of Email

This workshop will teach you how to create your own Gmail account and give you an overview of email and its uses.

This workshop is suitable for people who have never used email before.

Fee: Free

20 October (Ref: 9907) 13:00 – 15:00

Introduction to Email using Gmail

Does email confuse you? Do you know your outbox from your spam folder? Come along and find out all the basics of email using Gmail.

You need to already have a Gmail account to attend this course.

Fee: FREE

03 November (Ref: 9908)

13:00 – 15:00 (5 weeks)

Introduction to Spreadsheets

Do you need to organise your finances electronically? Would you like to learn how to use Microsoft Excel to create spreadsheets?

Fee: £20.00 / Reduced fee* £10.00

16 September (Ref: 9914)

13:00 – 15:00 (5 weeks)

PowerPoint Presentations Workshop

Come along to find out more about PowerPoint in this one off workshop.

Fee: £12.00 / Reduced fee* £6.00

26 August (Ref: 9917) 10:00 – 15:30

Interactive Christmas card Workshop

Come along to this fun workshop and explore free websites to make interactive Christmas cards to send to your friends and family.

Fee: £4.00

08 December (Ref: 9942) 10:00 – 12:00



Course dates are subject to change.

*Reduced Fee is subject to eligibility. Please ask for more information.

IMPROVE YOUR SKILLS

Writing a CV

Want to know how to write your own CV and keep it up to date? Come along and you will never have to ask someone else to write your CV for you again.

Fee: FREE

17 September (Ref: 9916)

09:30 – 12:00 (2 weeks)

03 December (Ref: 9915)

09:30 – 15:00

HEALTH AND HAPPINESS

Confidence Building

Learn how to de-stress and give your confidence a boost.

Fee: FREE

14 September (Ref: 9859)

10:00 – 12:00 (5 weeks)

03 November (Ref: 9868)

10:00 – 12:00 (5 weeks)

Confidence for Work Workshop

This workshop will focus on the process of self-reflection and self-development required in preparation for the workplace. This includes communication skills, working in a team, challenging oneself, personal presentation and developing resilience.

Fee: FREE

09 September (Ref: 9856) 10:00 – 15:00

Creating Confidence for Self-Employment Workshop

This workshop will focus on the process of turning crafting into self-employment. It will look at a simple business plan, upcycling, costs, finance, promotion and publicity as well as community support.

Fee: FREE

16 September (Ref: 9857) 10:00 – 15:00

28 October (Ref: 9867) 10:00 – 15:00

Relaxation and Wellbeing

Improve the quality of life by learning relaxation techniques.

Fee: FREE

08 September (Ref: 9864)

13:00 – 15:00 (5 weeks)

04 November (Ref: 9881)

10:00 – 12:00 (5 weeks)

Relaxation & Aromatherapy workshop

Herbs have a wide range of healing properties. Come along to this fun, free workshop to find out more and to make bath infusions and foot soaks to try at home.

Fee: FREE

19 October (Ref: 9860) 10:00 – 12:00

Relaxation Sleep workshop

Come along and find out our top tips for a better night's sleep. Discover the origins of dreamcatchers and have a go at making your own.

Fee: FREE

02 November (Ref: 9861) 10:00 – 12:00

Singing for Happiness and Wellbeing

Come along to this fun, six-week course and find out how singing is beneficial for our brain and body.

Fee: FREE

09 November (Ref: 9862)

10:00 – 12:00 (6 weeks)

ARTS & CRAFTS

Jewellery Making

This exciting course will introduce you to the specialist tools and techniques of basic jewellery making.

Fee: £30.00 / Reduced Fee: £24.00

23 September (Ref: 9866)

13:00 – 15:00 (5 Weeks)

Christmas Paper Wreath

Arts & Crafts workshop – make a Christmas paper wreath

Fee: £9.00 / Reduced Fee: £7.20

08 December (Ref: 9943) 10:00 – 14:30

Christmas Living Wreath

Why not add a little sparkle to your Christmas. Impress your family and friends by learning new skills to design and make your very own individual Christmas wreath.

Fee: £9.00 / Reduced Fee: £7.20

01 December (Ref: 9955) 13:00 – 15:30

09 December (Ref: 9944) 10:00 – 12:30

FAMILY LEARNING AND PARENTING

Parent Power

Need help and advice on managing your child's behaviour? Come and have a chat to our child behaviour professional

Fee: FREE

23 September (Ref: 9863) 13:00 – 15:00 (5 weeks)

ENGLISH/MATHS/ESOL

English and Maths Skills Check

Come along and complete an initial assessment to see which class would be best for you. Our English and maths skills check can lead to an accredited course.

Fee: FREE

02 September (Ref: 9852) 09:30 – 10:30

02 September (Ref: 9853) 11:00 – 12:00

04 September (Ref: 9894) 09:30 – 10:30

04 September (Ref: 9895) 11:00 – 12:00

03 December (Ref: 9896) 09:00 – 10:00

03 December (Ref: 9897) 11:00 – 12:00

03 December (Ref: 9898) 13:00 – 14:00

03 December (Ref: 9899) 15:00 – 16:00

English for Communication (ESOL) Skills Check

Come along and meet us to find out what classes would be the best for you. Our ESOL courses are £25.00 and non-accredited.

Fee: FREE

02 September (Ref: 9871) 09:30 – 11:30

24 November (Ref: 9875) 13:00 – 15:00

01 December (Ref: 9876) 13:00 – 15:00

08 December (Ref: 9882) 13:00 – 15:00

ACCREDITED COURSES TO IMPROVE YOUR SKILLS

NCFE Level 1 Award in Employability Skills

The object of this qualification is to help the learner develop, enhance their skills required for the working environment and develop their confidence and motivation for employment.

Fee: FREE

28 September (Ref: 9878)

10:00 – 16:00 (Week long course)

NCFE Level 2 Certificate in Employability Skills

This qualification aims to develop and enhance skills required for the working environment and improve learners' confidence and communication skills in order to prepare them for employment or for a change in employment.

Fee: FREE

19 October (Ref: 9879)

10:00 – 16:00 (Week long course)

NCFE Level 2 Certificate in Understanding Children and Young People's Mental Health

This course is to increase learners knowledge and awareness of children's and young people's mental health needs.

Fee: FREE

15 September (Ref: 9880)

09:00 – 12:00 (14 weeks)

NCFE Level 2 Certificate in Preparing to work in Adult Social Care

This qualification covers aspects of mandatory knowledge relating to working in Health and Social Care including communication, duty of care, health and safety and

safeguarding. Successful completion of the course will give you a Level 2 certificate enabling you to apply for Health and Social Care jobs.

Fee: FREE

14 September (Part 1)

12 October (Part 2)

(Ref: 9884) 10:00 – 16:00 (2 weeks total)

NCFE Level 2 Award in Support Work in Schools

This course is an introduction to the knowledge and understanding needed to work in a school or college environment. Upon successful completion, you will receive a level 2 qualification.

Fee: FREE

15 September (Ref: 9883)

09:00 – 12:00 (14 weeks total)

RSPH Level 2 Award in Food Safety and Hygiene

The objective of the Level 2 Award in Food Safety and Hygiene is to cover the principles of food hygiene for food handlers working in either a catering or retail environment. It is a valuable freestanding qualification that is also suitable for learners and employees engaged in other food based vocational training and employment. Fee remission may be available subject to individual circumstances.

Fee: £30.00 / Reduced*: FREE

24 August (Ref: 9885) 09:00 – 16:30

28 September (Ref: 9886) 09:00 – 16:30

02 November (Ref: 9887) 09:00 – 16:30

07 December (Ref: 9888) 09:00 – 16:30

11 January (Ref: 9889) 09:00 – 16:30

Course dates are subject to change.

*Reduced Fee is subject to eligibility. Please ask for more information.

HOW TO ENROL

Enrolling on courses at The Learning Place is straight forward!

1

To check availability on a course either pop in to the centre or call us on **023 9262 1860**.

2

We will take your details, **enrol you onto the course** and take your payment (if applicable).

3

You are then all booked on! **We look forward to seeing you here soon.**



HOW TO FIND US

Address: **6 Derby Road, Portsmouth, P02 8HH**

Phone: **023 9262 1860**

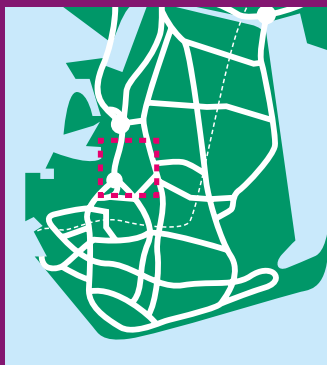
E-mail: **thelearningplace@portsmouthcc.gov.uk**

Website: **www.learn.portsmouth.gov.uk**

You can also follow us on **Facebook** and **Twitter**.

f www.facebook.com/learningplace

t [@learningplace1](https://twitter.com/learningplace1)



LEARN MY WAY SESSIONS

Learn My Way sessions supporting people to make the most of the online world.

Start with the basics of using a keyboard and mouse, emailing, staying safe on the internet, then move onto banking online or digital photos and other modules. It also includes help with Universal Jobmatch.

Contact us to book onto one of these sessions on a Tuesday

EMPLOYABILITY SUPPORT

Help with online job search, applying for jobs online or updating a CV.

Contact us to book onto one of these sessions on a Friday.

APPRENTICESHIPS

We are proud to be delivering Portsmouth City Council's apprenticeships for Business Administration and Customer Service. Available jobs are listed on the Portsmouth City Council website.

Visit www.portsmouth.gov.uk and search for **jobs**.

You can get this Portsmouth City Council information in large print, Braille, audio or in another language by calling 9262 1860.

