

## 2021 Summer Courses

### Arts and Crafts

#### **Crafting for Happiness and Wellbeing**

*On this course, we will be covering simple crafts that will help you gain confidence in your own ability enabling you to feel proud of what you create.*

04 August 2021 (Ref: 10464) 10:00 - 12:00 (3 Weeks)

**Fee: £24.00 / Reduced: £19.20**

14 September 2021 (Ref: 10469) 13:00 - 15:00 (5 Weeks)

**Fee: £40.00 / Reduced: £32.00**

#### **Jewellery Making**

*This is an exciting course that will introduce you to the specialist tools and techniques of basic jewellery making. By the end of the course you will have had the opportunity to make pieces using copper, silver wire and beading. You will also be able to design and make your own individual piece of jewellery. Although you will be given tuition on this course and will be given help when needed, it is important that you can work independently as this is a more advanced course.*

**Fee: £40.00 / Reduced: £32.00**

08 September 2021 (Ref: 10475) 10:00 - 12:00 (5 Weeks)

#### **Handmade with Love**

*Become a Kirstie Allsopp and make beautiful gifts for friends and for the home. Learn how to make a beautiful bead and wire dragonfly. Make your own aromatherapy gifts to include soap, bath bombs and lip balm.*

**Fee: £40.00 / Reduced: £32.00**

02 November 2021 (Ref: 10463) 13:00 - 15:00 (5 Weeks)

#### **Christmas Living Wreath Workshop**

*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: £10.00 / Reduced Fee: £8.00**

07 December 2021 (Ref: 10476) 10:00 - 12:00

07 December 2021 (Ref: 10481) 13:00 - 15:00

#### **Christmas Paper Wreath Workshop**

*Join me on this exciting workshop and learn how to make your very own personalised wreath. You can use sheets of music from your favourite song, words from your favourite book or poem. Once you have learnt these skills you can start making wreaths for any occasion and in any shape demonstrating your own unique creativity.*

**Fee: £14.00 / Reduced Fee: £11.20**

07 December 2021 (Ref: 10477) 10:00 - 12:00

## 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**

10 August (Ref: 10376) 09:30 - 12:00 (1 week over 4 sessions)

21 September (Ref: 10418) 10:00 - 12:00 (5 weeks)

02 November (Ref: 10419) 13:00 - 15:00 (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**

17 August (Ref: 10379) 09:30 - 12:00 (1 week over 4 sessions)

02 November (Ref: 10417) 10:00 - 12:00 (5 weeks)

### Basics of Email - Workshop

*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 but you do need to be able to use a keyboard and mouse.*

**Fee: FREE**

27 July (Ref: 10282) 10:00 - 12:00

27 July (Ref: 10283) 13:00 - 15:00

### Introduction to Email using Gmail

*By the end of the course you will be able to keep safe and secure when using emails, send and open emails and attachments, print and delete emails, file your emails into newly created folders and find previously sent emails. You must already have a Gmail account.*

**Fee: FREE**

03 August (Ref: 10433) 13:00 - 15:00 (4 weeks)

### Getting more from email using Gmail

*This course is designed as a natural progression from our Introduction to email using Gmail course. By the end of this course you will be able to search for emails, unsubscribe from unwanted emails, send high priority emails, create an electronic address book, forward emails, send emails to groups of people in one go, save documents to one drive and send attachments. You need to be able to use a keyboard and mouse to do this course.*

**Fee: FREE**

21 September (Ref: 10449) 13:00 - 15:00 (4 weeks)

### Introduction to Microsoft Word

*Are you a 'rusty' typist? Are you a budding author who would like to get their words down in print? Or would you simply like to learn how to do word processing?*

**Fee: FREE**

22 September (Ref: 10432) 13:00 - 15:00 (5 weeks)

### **Introduction to Spreadsheets using Microsoft Excel**

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

**Fee: FREE**

22 September (Ref: 10430) 10:00 - 12:00 (5 weeks)

### **Advanced Spreadsheets using Microsoft Excel**

*This is a follow on course from our Introduction to Spreadsheets using Microsoft Excel course.*

**Fee: FREE**

10 November (Ref: 10431) 10:00 - 12:00 (5 weeks)

### **Smart Budgeting Workshop**

*This workshop will introduce you to using spreadsheets to help you keep on top of your bills. Come along and find out how you can use a spreadsheet to help manage your money. Don't worry, you don't need to be a digital expert!*

**Fee: FREE**

05 August (Ref: 10380) 10:00 - 12:00

08 September (Ref: 10427) 13:00 - 15:00

### **Smart Shopping Workshop**

*This workshop will introduce you to using price comparison sites in a small and supported group. Come along and find out how you can use a computer to help you to get the best deal and shop around in the comfort of your own home. Don't worry, you don't need to be a digital expert!*

**Fee: FREE**

03 August (Ref: 10381) 10:00 - 12:00

07 December (Ref: 10420) 10:00 - 12:00

### **Interactive Christmas Cards**

*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**

07 December (Ref: 10421) 13:00 - 15:00

## Family Learning and Parenting

### Parent Power

*This course is recommended for parents / carers of children of any age. Each week you will learn new strategies, helpful hints, and tips to reduce stressful moments and manage difficult situations. The following week you will be invited to share the highs and lows of your experiences.*

**Fee: FREE**

14 September (Ref: 10467) 10:00 - 12:00 (5 weeks)

### Get Ready for School

*Do you have a child starting school in September? Would you like some tips and advice on preparing your child for their new adventure? We will look at strategies and activities to help them begin this exciting learning journey.*

**Fee: FREE**

29 June (Ref: 10457) 13:00 - 14:30

06 July (Ref: 10458) 13:00 - 14:30

### Story Book Workshop

*These workshops are based around popular children's story books. Activities will include games, quizzes and arts and crafts which are a great opportunity for families to have fun to work and create together whilst practising skills necessary for independent learning. Recommended for children aged between 4 and 9 years old. Maximum 2 children per adult.*

**Fee: FREE**

27 July (Ref: 10470) 10:00 - 12:00 **'Owl Babies'**

03 August (Ref: 10471) 10:00 - 12:00 **'Dear Zoo'**

10 August (Ref: 10472) 10:00 - 12:00 **'Oi Frog'**

17 August (Ref: 10473) 10:00 - 12:00 **'Dinosaurs Love Underpants'**

### Summer Science Arts & Crafts Workshop

*These Science workshops are based on different themes that children learn at school. Activities will include games, quizzes and arts and crafts which are a great opportunity for families to have fun to work and create together whilst practising skills necessary for independent learning. Recommended for children aged between 6 and 11 years old. Maximum 2 children per adult.*

**Fee: FREE**

28 July (Ref: 10368) 10:00 - 12:00 **'Our Planet'**

04 August (Ref: 10369) 10:00 - 12:00 **'Being Human'**

11 August (Ref: 10362) 10:00 - 12:00 **'Light & Shadow'**

18 August (Ref: 10367) 10:00 - 12:00 **'Sounds like...'**

## Health and Happiness

### Confidence Building

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

**Fee: FREE**

08 September (Ref: 10462) 10:00 - 12:00 (5 weeks)

20 September (Ref: 10422) 10:00 - 12:00 (5 weeks)

02 November (Ref: 10459) 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**

27 July (Ref: 10295) 10:00 - 15:00

20 October (Ref: 10466) 10:00 - 15:00

### Confidence to make Change Workshop

*Feeling stuck? Confident for Change will help you gain insight and techniques to start your journey for change in a positive and supportive way.*

**Fee: FREE**

28 July (Ref: 10327) 10:00 - 15:00

13 October (Ref: 10465) 10:00 - 15:00

### Relaxation and Wellbeing

*Improve the quality of life by learning relaxation techniques.*

**Fee: FREE**

04 August (Ref: 10461) 13:00 - 15:00 (3 weeks)

03 November (Ref: 10460) 10:00 - 12:00 (5 weeks)

## Improve your skills

### CV Workshop

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

**Fee: FREE**

16 August (Ref: 10451) 10:00 - 15:00  
15 September (Ref: 10428) 10:00 - 15:00  
04 October (Ref: 10452) 10:00 - 15:00  
03 November (Ref: 10429) 10:00 - 15:00  
06 December (Ref: 10453) 10:00 - 15:00

### Interview Skills

*This one day workshop helps you to overcome the anxiety of facing an interview. We will go over the preparation for the interview, how you should present yourself, the questions you may get asked and what questions you may get asked. Also, we will complete a mock interview with you, giving you feedback as to how you can improve those interview skills.*

**Fee: FREE**

17 September (Ref: 10435) 10:00 - 15:00  
05 November (Ref: 10436) 10:00 - 15:00  
13 December (Ref: 10454) 10:00 - 15:00

## Accredited Courses to improve your skills

### Essential Digital Skills Qualification (EDSQ)

*Want to feel up-to-date with technology? The Essential Digital Skills framework defines the digital skills adults need to safely benefit from, participate in and contribute to the digital world.*

*The qualifications are suitable for all ages and support the development of key digital skills such as using devices, creating and editing digital media, using technology to communicate, using Microsoft Office including Word, Excel and PowerPoint, email, buying and transacting online, and how to stay safe and secure when using technology. Entry Levels and Level 1*

**Fee: FREE**

09 September (Ref: 10423) 09:30 - 15:00 (7 weeks)

### 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**

07 September (Ref: 10450) 10:00 - 15:00 (1 week over 4 sessions)  
08 November (Ref: 10482) 13:00 - 15:00 (1 week over 4 sessions)

### NCFE Level 2 Award in Support Work in Schools and Colleges

*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**

08 September (Ref: 10389) 09:30 - 12:00 (15 weeks)

**NCFE Level 2 Award 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. Upon successful completion you will receive a level 2 qualification.*

**Fee: FREE**

14 September (Ref: 10474) 09:30 - 12:00 (9 weeks)

**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**

06 September (Ref: 10412) 09:00 - 16:30

01 November (Ref: 10411) 09:00 - 16:30

14 February (Ref: 10413) 09:00 - 16:30

11 April (Ref: 10414) 09:00 - 16:30

06 June (Ref: 10415) 09:00 - 16:30

25 July (Ref: 10416) 09:00 - 16:30

## 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](http://www.portsmouth.gov.uk) and search for jobs.