

2022 Spring/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.

Fee: £40 / Reduced: £32

02 March 2022 (Ref: 10569) 10:00 - 12:00 (5 Weeks)

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

02 March 2022 (Ref: 10570) 13:00 - 15:00 (5 Weeks)

Copper Jewellery Workshop

Come along to this one-day workshop and you will have the opportunity to work with the beautiful metal, copper.

Fee: £15.00 / Reduced: £12.00

01 June (Ref: 10638) 10:00 - 15:00



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

12 April 2022 (Ref: 10630) 10:00 - 12:00 (5 weeks)

07 June 2022 (Ref: 10631) 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

27 April 2022 (Ref: 10619) 13:00 - 15:00 (5 weeks)

07 June 2022 (Ref: 10633) 10:00 - 12:00 (5 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

12 April 2022 (Ref: 10632) 13:00 - 15:00 (5 weeks)



Microsoft

Advanced Spreadsheets

You will be learning the following: How to format a spreadsheet this would include merge and centre, borders, shading and text wrapping. Recap on adding, subtracting, division, multiplication and =SUM, Filtering, Absolute cell reference and IF function.

Fee: FREE

28 April 2022 (Ref: 10621) 10:00 - 12:00 (5 weeks)

Introduction to PowerPoint

PowerPoint is one of the simplest software programmes to learn. Anyone can create stunning presentations that look like they were designed by a professional. On this course we will create a presentation using design templates/master slides, add images, learn how to animate, and apply transitions, add hyperlinks, and set up a slideshow. This would be an ideal course for advancing your career possibilities.

Fee: FREE

27 April 2022 (Ref: 10620) 10:00 - 12:00 (5 weeks)

Introduction to PowerPoint

By the end of this course, you will be able to: create a blank page; enter text onto a blank page; delete unwanted text and spaces; change text size, font, style, and colour; insert pictures and tables; print and delete your work; move the position of your text; copy and paste text; spell-check your text and save your work where you can find it! You need to be able to use a keyboard and mouse to do this course.

Fee: FREE

03 March 2022 (Ref: 10609) 13:00 - 15:00 (5 weeks)

Cookery

Cook Yourself Gluten Free

With more and more people becoming gluten/wheat intolerant this course will teach you delicious and easy recipes for you to enjoy!

Fee: £40 / Reduced: £32

07 June 2022 (Ref: 10645) 10:00 - 12:00 (5 weeks)

Cook Yourself Healthy

Come along to this course and cook delicious food that not only looks and tastes good but will improve your physical and mental well being

Fee: £40 / Reduced: £32

19 April 2022 (Ref: 10640) 10:00 - 12:00 (5 weeks)

Curries around the World

Learn the skills to produce a large variety of delicious curries. Discover the secrets and general principles of how to create authentic curries. You will also learn how to make delicious accompaniments that will complement the curry dishes. This will certainly change how you cook at home!

Fee: £40 / Reduced: £32

01 March 2022 (Ref: 10562) 10:00 - 12:00 (5 weeks)

Summertime Cakes and Bakes

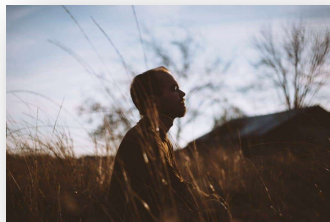
Come along to this fun filled course and try your hand at making tasty cakes and bakes Mary Berry would be proud of. You will learn how to make a scrumptious scones and Victoria Sponge cakes which would make a lovely addition to the Jubilee celebrations.

Fee: £40 / Reduced: £32

31 May 2022 (Ref: 10639) 10:00 - 15:00



Health and Happiness



Confidence Building

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

Fee: FREE

20 April 2022 (Ref: 10636) 10:00 - 12:00 (5 weeks)

07 June 2022 (Ref: 10641) 13:00 - 15:00 (5 weeks)

Relaxation and Wellbeing

Improve the quality of life by learning relaxation techniques.

Fee: FREE

19 April 2022 (Ref: 10634) 13:00 - 15:00 (5 weeks)

08 June 2022 (Ref: 10635) 10:00 - 12:00 (5 weeks)

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

06 April 2022 (Ref: 10637) 10:00 - 15:00

20 July 2022 (Ref: 10642) 10:00 - 15:00

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 2022 (Ref: 10643) 10:00 - 15:00

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

05 April 2022 (Ref: 10552) 10:00 - 15:00

27 July 2022 (Ref: 10622) 10:00 - 15:00

Accredited Courses to improve your skills

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

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

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

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

RSPH
ROYAL SOCIETY FOR PUBLIC HEALTH
VISION, VOICE AND PRACTICE

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.

For more information please email: cls.apprenticeships@portsmouthcc.gov.uk

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Email: thelearningplace@portsmouthcc.gov.uk

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