



2023

Spring

The Learning Place

6 Derby Road, North End, PO2 8HH

02392 621860

Thelearningplace@portsmouthcc.gov.uk

Arts & Crafts

Copper Jewellery Workshop

Come along to this one-day workshop and you will have the opportunity to work with the beautiful metal, copper. (Please bring glasses if needed as you will be doing close work).

Fee: £15 / Reduced: £12

14 February 2023 (Ref: 11037) 10:00 - 15:00

IT Skills Check

Are you not sure, what computer course will be the best for you? Why not to come to one of our skills checks, which allows us to properly assess your skills level and enrol you for one of our IT courses.

Fee: FREE

Contact us for availability.

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? By the end of this course you will be able to switch on (and turn off) a computer; list the main parts of a computer; use a mouse and keyboard; type (and delete) numbers, letters, and symbols. This course will also give you ideas on how computers can open up a whole new world for you.

Fee: FREE

09 January 2023 (Ref: 11021) 13:00 - 15:00 **5 weeks**

21 February 2023 (Ref: 11085) 10.00-12.00 **5 weeks**

More Computers for Absolute Beginners

Ready to take your next steps? This course will look at basic computer settings and applications including calendars, calculators, file manager, save, save as, print, delete and we will introduce you to Microsoft.

Fee: FREE

10 January 2023(Ref: 11022) 10:00 - 12:00 **5 weeks**

20 February 2023 (Ref: 11042) 13.00-15.00 **5 weeks**

04 April 2023 (Ref: 11088) 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

10 January 2023 (Ref: 11019) 13.00-15.00 **5 Weeks**

Computers and the Internet

Computers and the Internet

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'? This course is designed to show you around the internet and open your eyes to the many benefits it can offer you. You will learn how to use a search engine to find specific information, refine your internet searches so that you can find information quickly, keep safe and secure on the internet, check out the weather, catch up on missed TV programmes, tune in to worldwide radio, compare prices on products, update yourself on regional and worldwide news, research subjects important to you and find out what is going on in your city! Please note that email will not be covered on this course. You need to be able to use a keyboard and mouse to do this course.

Fee: FREE

09 January 2023 (Ref: 11020) 10:00 - 12:00 **5 weeks**

10 January 2023 (Ref: 10770) 10:00 - 12:00 **5 weeks**

21 February 2023 (Ref: 11043) 10.00-12.00 **5 weeks**

Intro to Microsoft 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

10 January 2023 (Ref: 11023) 13:00 - 15:00 **5 weeks**

Introduction to Microsoft Word Workshop

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

11 January 2023 (Ref: 11018) 10.00-15.00

Introduction to Spreadsheets using Microsoft Excel

By the end of the course you will be able to create a simple spreadsheet using rows and columns which can be manipulated mathematically, enter, and save data, create simple formulae, create graphs, sort data in alphabetical and numerical order, total columns easily, edit and format text, name, rename and copy workbooks, and print your work. You need to be able to use a keyboard and mouse to do this course.

Fee: FREE

05 January 2023 (Ref: 11024) 10.00-12.00 **5 weeks**

22 February 2023 (Ref: 11121) 13.00-15.00 **5 weeks**

Computers and the Internet

Advanced Spreadsheets

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

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*
- IF function*

Fee: FREE

23 February 2023 (Ref: 11032) 10:00 - 12:00 **5 weeks**

Introduction to your Apple iPad

Thinking about buying an iPad? Not sure if it's the right device for you? Or do you have one already and need some tips on how to use it? Apple's iPad and iPad mini are popular tablets that have changed the way we use computers, having become widely popular devices since their launch in 2010. Once you have an iPad, your next step should be learning about the physical features of the device and the accessories that come with it. This includes the different buttons and ports, how to turn the device on and off, how to charge the battery and the importance of protecting the screen.

This course is an introduction to using an iPad and discovering the basics of how to get the most from it, by using the current settings and understanding terminology such as installing free Apple apps and managing them, understanding the keyboard, notifications, browsing with safari, connecting to Wi-Fi network, tips, and tricks to help you use your device.

Please bring your iPad fully charged, adaptor and plug, device password if set, Apple ID, and password (if you have made one). Please note that your device must be set up/registered prior to attending.

Fee: £12 / Reduced: £6

21 February 2023 (Ref: 11086) 13.00-15.00 **3 weeks**

Digital Management

This 5-week course will look at social media, minimising our digital footprint, using mobile phones and other technologies for video conferencing, and recording a video. This course is essential for anyone wishing to complete an EDSQ qualification.

(You need to have already completed CFAB & GGOI or have equivalent knowledge. This course is essential for anyone wishing to complete an EDSQ qualification.)

Fee: FREE

22 February 2023 (Ref: 11096) 10.00-12.00 **5 weeks**

Introduction to your tablet

Having an Android device tablet can be useful, empowering, and also lots of fun! All Android devices are different — each manufacturer likes to put its own spin on it, making them unique. This means your experience varies, depending on what operating system your tablet runs on. Luckily, you can still learn a lot by comparing your device to others. Once your device is set up, we can advise you on how to utilize your interface, icons, buttons, and other miscellaneous features, and built-in apps, connecting to the internet using wi-fi, and helping you feel comfortable moving around your home screen and managing your general settings, tips and tricks to help you use your device.

(Please bring your tablet fully charged, adaptor and plug, device password if set. You may be asked to provide your national Insurance number so please can you bring it with you).

Fee: £12/ Reduced £6

14 March 2023 (Ref: 11087) 13.00-15.00 **3 weeks**

Cooking on a Budget- One Pot Cooking

One-pot dishes cover three important areas: they are easy to make, easy to clean up and use less gas/electricity. These delicious recipes still provide the same nutritional value as other ways of cooking but take much less of your time. Basically good food made easier. (Please bring various plastic containers to take your dishes home. You may also be asked for your National Insurance number so please bring this along with you).

Fee: FREE

10 January 2023 (Ref: 11012) 10:00 - 12:00 **5 weeks**

13 January 2023 (Ref: 11123) 09.30-14.30 **2 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!

(You must be able to work independently in a kitchen. Please state any allergies or dietary requirements when booking).

You will need an apron and various sized containers to take your delicious food home. You may be asked to provide your National Insurance number so please can you bring it with you.

Fee: £40 / Reduced: £32

21 February 2023 (Ref: 11122) 10:00 - 12:00 **5 weeks**

Health and Happiness

Confident 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

04 January 2023 (Ref: 10957) 10.00-15.00

Reducing Stress and Anxiety for Adults

We all feel worried and anxious at times. However, if your stress and anxiety is starting to affect your wellbeing, you may feel you need some help - especially during these difficult times! During this session we will be looking at: how to recognise the signs of anxiety, what we can do to help ourselves and when to seek further help.

Fee: Free

10 January 2023 (Ref: 11033) 13.00-15.00

Confidence Building

Using a holistic approach, you will be given the opportunity to use tools and strategies which can increase your confidence and help you face up to difficult situations. This can build your self-esteem and help with your stress management.

Fee: FREE

11 January 2023 (Ref: 10958) 10:00 - 12:00 **5 Weeks**

21 February 2023 (Ref: 10959) 13.00-15.00 **5 Weeks**

Relaxation and hand massage Workshop

Take time for yourself and help improve your quality of life. Come along and find out simple ways of relaxing. (Maximum 8 people).

Fee: Free

17 January 2023 (Ref: 11034) 13.00-15.00

Mindfulness Workshop

Mindfulness involves simple breathing methods, guided relaxation techniques and a variety of other practices. This will help relax the body and mind which in turn helps reduce stress.

Fee: FREE

24 January 2023 (Ref: 11035) 13.00-15.00

Emotional Freedom Technique (EFT) Workshop

EFT is a practical self-help method involving using the fingers to gently tap on the body's acupuncture points along the meridian lines of Chinese medicine. It is often referred to as 'EFT tapping' or simply as 'Tapping'. The therapeutic effects of this technique are recognized around the world. EFT tapping can help with anxiety, weight loss issues, pain, stress, and many other issues.

Fee: FREE

07 February 2023 (Ref: 11036) 13.00-15.00

Improve Your Skills

Relaxation and Wellbeing

Do you want to boost your mood or to cope with stress, anxiety, or depression? This course is designed to help improve your overall emotional and physical wellbeing and is progression from our Confidence Building course. The aim of the course is to introduce a number of relaxation and stress busting techniques to help promote a feeling of wellbeing. These will include massage techniques, aromatherapy, breathing techniques. Take time out for yourself and help improve your quality of life. (You will be asked to complete a contra indication form before any form of massage. If you are on medication, please bring it with you).

Fee: FREE

22 February 2023 (Ref: 10960) 10:00 - 12:00 **5 weeks**

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

04 January 2023 (Ref: 11016) 10:00 - 15:00

18 January 2023 (Ref: 11017) 10.00-15.00

Workplace Confident

This course will boost your confidence and focus on your personal development to support your job search and help to make the right impression at interviews.

Fee: FREE

11 January 2023 (Ref: 11070) 13.00-15.00 **3 Weeks**

National Careers Service Appointment

1-2-1 Session with a National Careers Service Advisor

Please bring Supporting documents requested at time of appointment made, i.e. certificates, ID

Fee: FREE

Please contact us for availability.

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

09 January 2023 (Ref: 10811) 09:30 - 16:30

20 February 2023 (Ref: 10812) 09:30 - 16:30

Accredited Courses

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

This is an introductory session to the Level 2 Certificate in Understanding Children and Young People's Mental health. The course is to increase learners' knowledge and awareness of children's and young people's mental health needs.

Fee: FREE

09 January 2023 (Ref: 11010) 09.30-12.00

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 (GCSE English or Functional Skills English Level 1 is needed to enrol on to this course).

Fee: FREE

16 January 2023 (Ref: 11011) 09.30-12.00 **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

(Ref: 10956) **3Day course**

01 February 2023 9.30-12.30

02 February 2023 09.30-15.30

03 February 2023 09.30-15.30

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, Spreadsheets and PowerPoint, email, buying and transacting online, and how to stay safe and secure when using technology.

The course is progression from Digital Management.

Fee: FREE

19 April 2023 (Ref: 11097) 10.00-12.00 **5 weeks**

Functional Skills & ESOL

Apprenticeships

We are proud to be delivering Portsmouth City Council's apprenticeships.

We offer the following apprenticeships:

- Business Administration Level 3
- Customer Service Level 2 and 3
- Teaching Assistant Level 3
- Team Leader Level 3
- Health and Social Care Level 2,3,4 and 5
- Learning Mentor Level 3
- Community Health and Wellbeing Worker Level 3

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

Functional Skills English and Maths

We offer Functional Skills in English and Maths for those who do not have qualifications at GCSE A*-C.

A skills check is required, the skills checks are designed for people for where English is their first language. (ESOL skills checks are available for those for where English is not their first language).

(Prior to starting a Functional Skills English/ Maths course learners are required to complete a diagnostic assessment and IT safeguarding. These sessions will be booked at the initial skills check).

Fee: FREE

English Speaker of Other Languages (ESOL)

To be considered for a place on a ESOL course, you will be required to attend a skill check. This will allow the tutor to assess your current level of English and advise which course would be suitable.

All courses take place during the day and run for 10 weeks, 2 hours per week.

We offer three levels of ESOL, and all courses are non-accredited.

Fee: £25

Please contact us for more information.

The Learning Place

6 Derby Road

North End

PO2 8HH

023 9262 1860

Email: thelearningplace@portsmouthcc.gov.uk

Web: learn.portsmouth.gov.uk

Twitter: [/learningplace1](https://twitter.com/learningplace1)

Facebook: [/learningplace](https://facebook.com/learningplace)

