



SPRING 2026

Course Brochure

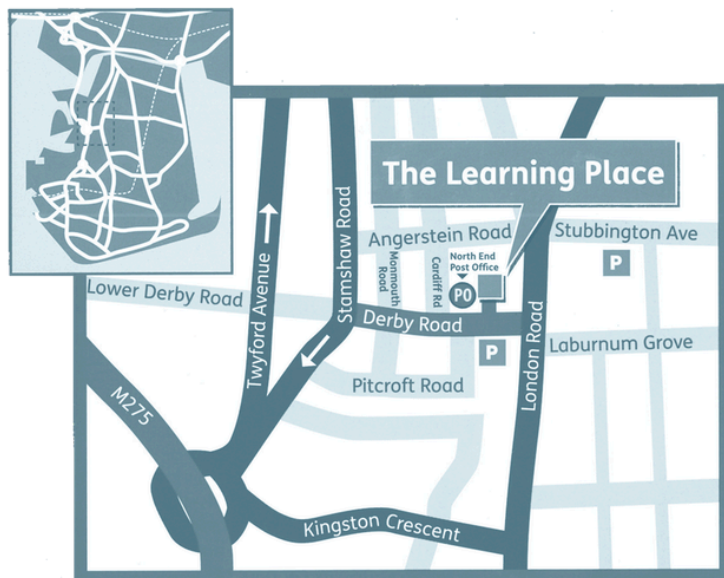
Community Learning Service

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DIGITAL SKILLS

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. This course will also help you start working on development of essential employability skills, giving you greater confidence when applying for jobs or using computers in the workplace.

Fee: FREE

Thursday 16th April (Ref: 12780) 10:00am - 12:00pm 5 sessions

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. These skills will help you feel more prepared for future roles and give you a stronger foundation for further learning or employment.

Fee: FREE

Wednesday 15th April (Ref: 12781) 10:00am - 12:00pm 5 sessions

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, like job adverts and refine your internet searches so that you can find what you need quickly and efficiently. The course also supports employability by helping you to develop the core digital skills that employers expect. Please note that email will not be covered on this course.

Fee: FREE

Wednesday 15th April (Ref: 12805) 1:00pm - 3:00pm 5 sessions

Getting to grips with your Apple iPhone

Are you ready to take your Apple iPhone skills to the next level? Look no further than our Introductory workshop and learn how to set up your device, organise apps and use advanced features like Siri.

Fee: FREE

Further dates to be confirmed please ask to be added to our waiting list

Getting to grips with your Android Smartphone

Unleash the full potential of your Android phone with this introductory workshop to master the basics of setting up your phone. From navigating the user-friendly interface, to downloading useful apps, learn how to make the most out of your device to gain confidence and efficiency as you explore the features and functions.

Fee: FREE

Further dates to be confirmed please ask to be added to our waiting list.

Introduction to Microsoft Office

This is an introductory and taster course only. By the end of the course you will be able to name and know the functions of Microsoft Word, PowerPoint, Excel and Publisher. You need to be able to use a keyboard and mouse to do this course.

It is essential that you are already confident with a mouse and keyboard.

Fee: FREE

Tuesday 14th April (Ref: 12804) 10:00am - 12:00pm 5 sessions

Introduction to Spreadsheets

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

Thursday 16th April (Ref: 12782) 1:00pm - 3:00pm 5 sessions

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, IF function.

Fee: FREE

Thursday 16th April (Ref: 12785) 10:00am - 12:00pm 5 sessions

Introduction to word processing using Microsoft Word

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 our 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

Tuesday 14th April (Ref: 12755) 1:00pm - 3:00pm 5 sessions

Advanced Word Processing using Microsoft Word

Our Advanced Word course explores powerful features to help you create polished, professional documents with ease. You'll learn how to format and design letters, insert and group shapes and pictures, use Mail Merge for personalized documents, build a table of contents, create and apply templates, work with tables and totals, and enhance your documents with SmartArt and more. By the end of the course, you'll be ready to tackle complex Word tasks confidently and efficiently.

Fee: Free

Thursday 16th April (Ref: 12786) 1:00pm - 3:00pm 5 sessions

Introduction 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

Further dates to be confirmed please ask to be added to our waiting list

Google Workspace workshop

Dive deep into Google Workspace with our comprehensive 2-week workshop designed to help you master Google Docs, Sheets, Slides, and Drive. This hands-on session will provide you with practical skills and insights to leverage these powerful, free tools as alternatives to Microsoft Office. By the end of the workshop, you'll be equipped to enhance your productivity and collaboration using Google Workspace.

Learners are required to have a Google account and know their password.

Fee: FREE

Further dates to be confirmed please ask to be added to our waiting list.

Google Workspace course

Embark on a 5-week journey to master Google Workspace! Dive into Google Docs, Sheets, Slides, and Drive with our hands-on course designed to transform your productivity and collaboration. Discover practical skills and insights to use these powerful, free tools as dynamic alternatives to Microsoft Office. By the end of the course, you'll be a Google Workspace pro, ready to tackle any task with ease.

Learners are required to have a Google account and know their password.

Fee: Free

Further dates to be confirmed please ask to be added to our waiting list.

Cyber Security for Beginners

Join us for a friendly, hands-on introduction to cyber security designed for beginners. Whether you use the internet for shopping, banking, social media, or work, this workshop will help you understand how to protect yourself and your personal information online. You will learn what cyber security is and why it matters; how to spot scams, phishing emails, and fake websites; tips for creating strong passwords and using two-factor authentication and simple steps to stay safe online at home and at work.

Fee: Free

Further dates to be confirmed please ask to be added to our waiting list.



IMPROVE YOUR SKILLS

Job Applications and Online Professional Presence

This practical session empowers learners to confidently navigate the digital job application process. Learners will gain hands-on experience in uploading CV's to job sites, tailoring applications, and building a professional LinkedIn profile to enhance their online presence. The session combines guided instruction, peer support, and individual practice.

Fee: FREE

Friday 24th April (Ref: 12807) 10:00am - 3:00pm 1 session

Get ready for interviews

Boost your confidence and stand out in interviews with this focused course. Learn how to prepare effectively, answer questions effectively, and present yourself professionally in any interview setting. Perfect for job seekers, career changers or anyone entering the workforce, this course equips you with the tools to leave a lasting impression and land that ideal job.

Fee: FREE

Friday 1st May (Ref: 12806) 10:00am - 3:00pm 1 session

Getting ready for work

This course is designed to prepare individuals for entering or re-entering the workforce. This course provides essential skills, practical knowledge, and the confidence needed to succeed in a professional environment. Topics covered include communication, teamwork, time management, workplace etiquette and exploring barriers to work. By the end of the course, learners will be equipped with a positive mindset to find, apply for and excel in a job.

Fee: FREE

Further dates to be confirmed please ask to be added to our waiting list

Preparing to Work in Customer Service

This course is designed to equip participants with the essential skills, knowledge, and confidence needed to excel in a wide range of customer service roles. Through practical activities and real-world scenarios, learners will develop effective communication techniques, problem-solving strategies, and a strong understanding of how to deliver positive customer experiences.

Fee: FREE

Wednesday 15th April (Ref: 12791) 9:30am - 12:00pm 4 sessions

Preparing to Work in Business Administration

This comprehensive course is designed to equip participants with the knowledge, confidence, and practical skills needed for a successful career in business administration. Whether you are just beginning your professional journey or looking to strengthen your existing expertise, this programme offers a solid foundation in the core principles of administrative work.

Fee: FREE

Further dates to be confirmed please ask to be added to our waiting list

Preparing to Work as a Teaching Assistant

Take your first step towards a rewarding career in education! This course will introduce you to the essential skills and knowledge needed to become a Teaching Assistant. Discover how to support children's learning, build positive relationships, communicate and contribute confidently within a school environment.

Whether you are looking for a new direction or ready to turn your passion for helping children into a career, this course will give you the foundation you need to move forward.

Fee: FREE

Friday 17th April (Ref: 12814) 9:30am - 12pm 5 sessions

Writing a CV

Want to learn how to create a strong, up-to-date CV? In this session, you'll gain the skills and confidence to write and maintain your own CV whenever you need it. Bring along your certificates and a summary of your work history, and we'll guide you through the process step-by-step so you can showcase your experience effectively and independently.

Fee: Free

Further dates to be confirmed please ask to be added to our waiting list



HEALTH AND WELLBEING

Thrive and flourish course

In this 5-week course, we will explore practical strategies to enhance physical and mental health and wellbeing. You will learn techniques to help you to maintain a healthy brain and boost mental fitness. Sessions will include short exercise sessions (chair based) and some opportunity to be creative. Come and learn strategies to build resilience and positivity to help flourish in life.

Fee: FREE

Thursday 16th April (Ref: 12783) 1:00pm - 3:00pm 5 sessions

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.

This course is designed to help improve your overall confidence and wellbeing and is progression from our Thrive and Flourish Course.

Fee: FREE

Wednesday 15th April (Ref: 12784) 1:00pm - 3:00pm 5 sessions

Relaxation and Wellbeing

Do you want to boost your mood or to cope with stress, anxiety or depression? 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 improve your quality of life.

This course is designed to help improve your overall emotional and physical wellbeing and is progression from our Confidence Building Course.

Fee: FREE

Monday 13th April (12741) 10:00am-12:00pm 5 sessions



FAMILY LEARNING & PARENTING

Improving Our Family's Wellbeing

This course is designed to support families in understanding and improving mental health and wellbeing. It covers practical strategies for managing stress and anxiety, promoting healthy sleep habits, and enhancing family connections through a variety of fun activities design to spend quality time with your child. Participants will explore tools to create a balanced and supportive home environment, helping both parents and children thrive emotionally and mentally.

Fee: **FREE**

Further dates to be confirmed please ask to be added to our waiting list

Keeping Up with the Kids - School English

This course offers a wonderful opportunity to discover how children learn English in today's classrooms and how you can support them with confidence. It's also a chance to strengthen your own English skills in a welcoming and encouraging environment.

Developing strong literacy skills can open the door to new career opportunities, increase your earning potential, and prepare you for further education. These skills are valuable in everyday life too whether you're helping with homework, navigating written information, or simply feeling more assured in your use of language.

Fee: **FREE**

Further dates to be confirmed please ask to be added to our waiting list

Keeping Up with the Kids - School Maths

This course offers a fantastic opportunity to explore how children are learning maths in school today and how you can effectively support them. It's also a great chance to refresh your own maths skills in a friendly and supportive environment.

Strong numeracy skills can open doors to new job opportunities, lead to higher earnings, and prepare you for further study. They're also incredibly useful in everyday life - whether it's helping with homework, managing household budgets, or boosting your confidence with numbers.

Fee: **FREE**

Monday 13th April (Ref 12779) 10:00am to 12:00pm 5 sessions



FUNCTIONAL SKILLS

Functional Skills English and Maths

We offer Functional Skills English and Maths for learners who do not currently hold a GCSE at grade level 4-9 (A*-C).

These nationally recognised qualifications provide an alternative route to gaining essential skills in literacy and numeracy, supporting both personal development and future employment or education opportunities.

To determine the most suitable level of study, all learners are required to complete a computer-based skills check. These assessments are specifically designed for individuals whose first language is English, ensuring an accurate understanding of their current strengths and areas for development.

For learners whose first language is not English, we provide a separate ESOL skills check. This ensures you are placed on the most appropriate English language course, helping you build the foundation needed before progressing to Functional Skills, if required.

Fee: FREE

This course is an invite only, please contact us to be added to the waiting list.



ENGLISH FOR COMMUNICATION

ESOL - English for Communication Skills Check

This skills check is designed for learners whose first language is not English and will help us signpost you to the most suitable non-accredited ESOL: English for Communication course.

These courses support the development of practical English skills for everyday life.

To be considered for a place on an ESOL: English for Communication course, you will need to attend a short skills check. During this session, a tutor will assess your current level of English and recommend the course level that best meets your needs.

Please bring photo identification, such as a passport or residency card, to your skills check.

All ESOL - English for Communication courses take place during the day and run for 10 weeks, with 2-hour sessions each week.

We offer three non-accredited levels, ensuring there is an option suitable for learners at different stages of their English language journey.

Please contact us for more information.



ACCREDITED COURSES

RSPH Level 2 Award in Food Safety and Hygiene

The Level 2 Award in Food Safety and Hygiene provides learners with a solid understanding of essential food hygiene principles for those working in catering or retail settings.

This recognised qualification also supports individuals involved in wider food-related training or employment, making it a valuable addition to any food-based vocational pathway.

The assessment for this course is through a multiple-choice examination.

Fee remission may be available depending on your personal circumstances. Please contact us for further information.

Please bring photographic ID on the day of the course. You will also be asked to provide your National Insurance number, so ensure you have this with you.

***Fee: £30/ Reduced: FREE**

Tuesday 14th April (Ref: 12770) 9.30am -16.30pm

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

This free qualification is designed for learners who want to deepen their knowledge and understanding of children's and young people's mental health.

Through the course, learners will develop awareness of:

- Children and young people's mental health in context
- Common mental health problems affecting children and young people
- The impact of mental ill-health on children and young people
- The Support available to promote and maintain mental wellbeing

To achieve the Level 2 qualification, learners must complete and submit written assignments. Therefore, a minimum of a Level 1 qualification in English is required.

This course is an invite only, please contact us to be added to the waiting list.

NCFE Level 2 Award in Support Work in Schools and Colleges

This free qualification introduces the skills and knowledge required for working in a school or college setting.

It is relevant to a wide range of roles undertaken by both full-time and part-time support staff, including administrative, site support, technical positions, and volunteers.

It also applies to roles that involve working directly with children and young people in the learning environment.

To achieve the Level 2 qualification, learners must complete and submit written assignments. For this reason, a minimum of a Level 1 qualification in English is essential.

This course is an invite only, please contact us to be added to the waiting list.

NCFE Level 2 Certificate in Understanding Safeguarding and Prevent

This free qualification provides learners with essential knowledge of safeguarding, the Prevent Duty, and online safety. It covers recognising signs of abuse, neglect, or exploitation, and the correct procedures for reporting concerns.

Learners will also explore the Prevent Duty, aimed at protecting individuals from radicalisation, and understand the importance of online safety in today's digital world.

Ideal for those entering or working in education, health, or social care who want to strengthen their professional practice.

To achieve the Level 2 qualification, learners must complete and submit written assignments. For this reason, a minimum of a Level 1 qualification in English is essential.

This course is an invite only, please contact us to be added to the waiting list.