

Change Your Life

learn something new



Pullout Course List >>>

Adult Learning Courses

FREE IT Courses

FREE Maths & English

CV Writing

Arts and Crafts

Skills for Employment

...and so much more!

 0151 511 7788

 adult.learning@halton.gov.uk

 Check us out on Facebook

 www.halton.gov.uk

Call in to see us at:

Acorn Learning Centre,
Runcorn WA7 2JE

Kingsway Learning Centre,
Widnes WA8 7QY

Adult Learning Prospectus

SPRING TERM 2019

UPDATED NOV 2018



Welcome to Adult Learning

I'm really pleased to present you with our 2018/19 Adult Learning Prospectus.

Getting involved in Adult Learning is a great way to meet new friends, learn new skills, and support you in developing your career. We have a wide range of subjects on offer this year so please take time to browse our Prospectus to see what sparks your interest! However, if you would like any further information about any of our courses then please give us a call or drop in to one of our enrolment days, where we will be happy to talk through your options in more detail.

Halton's Adult Learning Team provides a supportive and inclusive learning environment and we welcome all individuals and skills levels. I look forward to seeing you in class very soon! So, whether you are looking to return to work and want to enhance your employability skills or are retired or just want to broaden your horizons, please come and visit us and we will be very happy to help you make the right Adult Learning choice for you.



Siobhan Saunders

Divisional Manager
Employment Learning & Skills

Change Your Life

learn something new

Why Learn With Us?

Join an Adult Learning course with Halton Borough Council and you will learn in a relaxed, friendly environment with small class sizes. All our community venues are easily accessible and last year over 95% of our learners said that our centres were welcoming and our staff were friendly and helpful.

Our learners tell us that Adult Learning has helped them to:

- Build confidence
- Make new friends
- Find a job
- Learn a new skill or hobby
- Start their own business
- Improve personal wellbeing
- Progress to further learning

Come and see what Adult Learning can do for you!

Learning for All

So What's Stopping You?

I never enjoyed school...

Learning in a community venue is not like learning in school. Whether this is your first qualification or whether you want to develop a new skill we can help you choose the course that's right for you and support you every step of the way.

I've got young children...

If the course is linked to a qualification, we may be able to provide free childcare at an onsite nursery. Some of our Children's Centre courses also have crèche places so the children can play while you learn.

I can't afford it...

The majority of courses are free and we try to minimise costs for learners. Some courses have fees attached but you may be entitled to fee remission depending on your circumstances.

I'm nervous around new people..

Most of our courses run with small class sizes in a relaxed environment. All of our tutors are friendly and approachable and you will receive all the support you need while on course. Our friendly support staff are on hand to answer any queries and make sure you choose the course that's right for you. Over 97% of our learners said their confidence had improved after attending an Adult Learning course.

Don't just take our word for it, this is what our learners say ...

Fantastic tutor & lovely room. I am really enjoying my course

I enjoyed learning new things, I always had help & support

It feels good to achieve something

What Support is Available?

Our learners come with a wide range of abilities. We can offer additional help with maths, English and ICT if needed and we offer a range of support for learners with visual and hearing impairments, dyslexia and physical support needs. This can take place in a variety of settings, from the classroom to individual one-to-one discussions with your tutor.

Learning Facilities

Our main Learning Centres are fitted with a good range of equipment including interactive whiteboards, tablets and computers. In addition, our main centres have height adjustable tables installed and disabled access toilet facilities.

What Next?

At the end of each course our tutors offer guidance on the next steps available to you, this can include:

- Access to information, advice and guidance through the National Careers Service
- Advice on community volunteering
- Links with Jobcentre Plus
- Signposting to local colleges
- Information on other courses
- Advice on employment options



The National Careers Service is interested in helping people to unlock their potential through employment, skills and training.

Are you looking for careers advice to help find out about access to training to enhance your skills?

Are you seeking guidance on the work options available to you?

Do you need practical job search support such as CV drafting, interview tips and advice on how to gain the job you want?

If the answer to any of the questions above is yes you would benefit from accessing face to face support from the National Careers Service.

To make an appointment to receive one to one advice with a qualified advisor please contact National Careers Service by calling 0800 100 900.

Appointments are available in Runcorn and Widnes and can be arranged at a time and date convenient to you.

Don't miss out, book today!

Ready to Enrol?

Come along to one of our enrolment days where you will receive help and advice to choose the best course for you. Our friendly staff will be on hand between 10.30 am and 6.00 pm to welcome you to one of our centres. Alternatively, call our office on 0151 511 7788 to arrange an individual appointment.

What do you need to bring with you?

- Some form of ID, eg bank card or driving licence
- National Insurance Number
- Knowledge of your highest qualification
- If you are in employment, proof of earnings e.g Payslip (within 3 months, contract or P60)

If you are entitled to fee remission you will also need to bring evidence of your benefit entitlement.

Adult Learning Enrolment Days in 2018-2019

Spring Term

- **Tuesday 11th December**
at Acorn Learning Centre
- **Thursday 13th December**
at Kingsway Learning Centre
- **Wednesday 2nd January**
at Acorn Learning Centre
- **Thursday 3rd January**
at Kingsway Learning Centre

Summer Term

- **Monday 15th April**
at Acorn Learning Centre
- **Tuesday 16th April**
at Kingsway Learning Centre

Opening Times for enrolment days are: 10.30am – 5.30pm

Fee Remission Entitlement

Benefit band A

If you are unemployed and looking for work and in receipt of one of the following benefits:

- | | | |
|---|--|------|
| • Universal Credit | | |
| • Jobseeker's Allowance | • Income Support | 100% |
| • Incapacity Benefit | • Council Tax Benefit (NOT single person 25% discount) | |
| • Employment and Support Allowance (WRAG) | • Housing Benefit | |

Benefit band B

- | | | |
|-------------------------|--|-----|
| • Universal Credit | • Disabled Persons Tax Credit | |
| • Working Tax Credit | • Pension Guarantee Credit | 50% |
| • Children's Tax Credit | • Employment and Support Allowance (Support Group) | |

19-23 year old

- | | |
|-----------------|------|
| • Up to Level 1 | 100% |
| • First Level 2 | 100% |

English

Improve your English skills and start working towards a nationally recognised qualification. The Functional Skills English courses will give you confidence in using your skills as well as the opportunity to gain a qualification. Tutors will work with you to design your own learning programme, which will include individual and group work. Classes are delivered in a safe, comfortable learning environment.



Getting Started with English

Our Getting Started course will give you a great introduction to studying English and will assess your starting point so your programme is tailored to suit your needs.

- Initial assessment of your existing skills
- Refresher sessions to prepare you for your course

This is a 5 session course and you will need to attend each week to achieve the course aims.

On completion of the Getting Started with English Course you will work towards an English qualification and develop skills in

- Understanding written information, such as forms, newspapers and letters
- Writing skills
- Spelling
- Punctuation and grammar

You will also develop your communication skills when speaking and listening, to include presentation skills

You will work at your own pace but you will need to attend each week to achieve the course aims.

Maths

Improve your maths skills and start working towards a nationally recognised qualification. The Functional Skills Maths courses will give you confidence in using your skills in everyday situations such as budgeting, working out discounts in sales as well as the opportunity to gain a qualification. Tutors will work with you to design your own learning programme, which will include individual and group work. Classes are delivered in a safe, comfortable learning environment.

Getting Started with Maths

Our Getting Started course will give you a great introduction to studying Maths and will assess your starting point so your programme is tailored to suit your needs.

- Initial assessment of your existing skills
- Refresher sessions to prepare you for your course

This is a 5 session course and you will need to attend each week to achieve the course aims.

On completion of the Getting Started with Maths Course you will work towards a Maths qualification and develop skills in:

- Fractions
- Decimals
- Percentages
- Using measurement

You will work at your own pace but you will need to attend one 2.5 hour session per week to achieve the course aims.

We asked our learners what they liked most about our Maths courses, this is what they said:

I enjoyed the learning environment with the very informative tutor. I also liked the small numbers of people in the class

It's all positive and helped me to open my mind towards learning again

I enjoyed meeting different people, and everyone on a different level of maths. The teacher helped everyone if we got stuck.

Computer Skills

We believe that everyone should be able to engage in a digital world if they choose to, therefore all of our computer courses are free of charge.

We deliver a range of computer courses from absolute beginners to more advanced skills. Our friendly classes will take you step by step through a range of computer packages to make some of those everyday tasks much easier!



Keyboarding for Beginners

Learn the basics in a friendly, relaxed class. You will learn:

- How to turn the computer on and off safely
- How to use the mouse and keyboard
- How to use the internet to support your hobbies and interests
- Internet safety
- An introduction to Word Processing

This is an 11 week course you will complete an assessment at the end of your course. You will need to attend one 2.5 hour session per week to achieve the course aims.

First Step Computers

Once you have mastered the basics, our First Step course will introduce you to some more Microsoft packages. You will learn:

- How to create text documents and posters using Microsoft Word
- Spreadsheet basics using Microsoft Excel
- How to design greetings cards and professional looking documents using Microsoft Publisher
- How to create presentations using Microsoft Powerpoint
- How to set up and use an email account

This is an 11 week course you will complete an assessment at the end of your course. You will need to attend one 2.5 hour session per week to achieve the course aims.

Next Step Computers

Our Next Step course will explore each of the above topics in more detail and allow you to practice your skills. You will learn:

- How to use a file management system to create, move and delete folders
- More advanced Word Processing
- Formulas and functions in Microsoft Excel
- More advanced use of Microsoft Powerpoint

This is an 11 week course you will complete an assessment at the end of your course. You will need to attend one 2.5 hour session per week to achieve the course aims.

Level 1 IT

Our Level 1 IT course will build on the skills you've gained on our other IT courses and you will explore a range of IT topics in more detail. Topics include:

- File management
- Word Processing
- Spreadsheets
- E mail functions

This is a 12 week course and you will complete an assessment at the end of your course. You will need to attend one 2.5hour session per week to achieve your course aims.

Level 2 IT

Our Level 2 IT course will build on the skills learnt in previous courses or prior knowledge and you will explore in greater detail a range of IT topics including

- File Management
- Safety and Security when using the internet
- Spreadsheets
- Databases
- Email Functions
- Word Processing, including mail merge
- Presentations

IT Drop In

Our IT Drop in runs weekly in both Kingsway and Acorn Learning Centres. It is designed to help those needing a little help with internet based job search and job applications, but provides an ideal opportunity for anyone wanting to practice their IT skills between sessions. There is no need to book, just drop in and a member of our friendly staff will be on hand to support you.


Include IT

This is a new course for those with little or no IT skills who are looking to return to the workplace. The course allows you to work at your own pace with plenty of tutor support and you will have the opportunity to gain an IT qualification to put on your CV. You will learn:

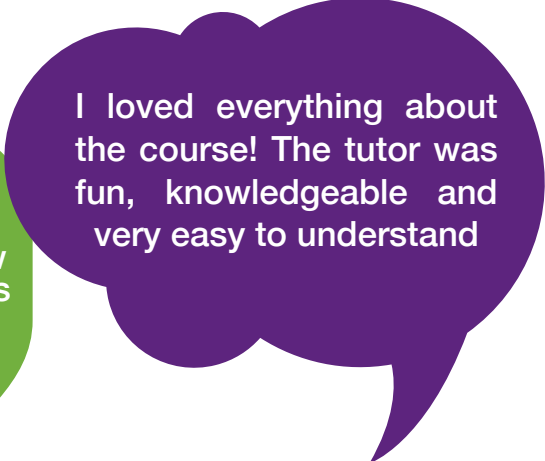
- How to use a keyboard, mouse and touchscreen
- How to use email, the internet and complete online forms
- Online safety and keeping your personal information secure
- How to create a CV and improve your interview technique
- How to apply for jobs using a range of methods

This is a 12 week course and you will need to attend two 3 hour sessions per week to achieve the course aims.

We asked our learners what they liked most about our computer courses, this is what they said:



Good tutor and clear instructions, great fellow students and surroundings



I loved everything about the course! The tutor was fun, knowledgeable and very easy to understand

Adult Learning

COURSE LIST

SPRING TERM 2019

Change Your Life

learn something new

Maths & English

Course	Day	Time	Start Date	Venue	No. of Weeks	Fee
Getting Started maths	Mon	9.30-12.00	07/01/2019	ALC	5	Free
Getting Started English	Mon	9.30-12.00	07/01/2019	KLC	5	Free
Entry to maths	Mon & Wed	9.30-12.00	07/01/2019	ALC	10	Free
Moving On maths	Mon & Wed	12.30-3.00	07/01/2019	ALC	10	Free
Moving On English	Mon & Wed	9.15-11.45	07/01/2019	KLC	10	Free
Entry to English	Mon & Wed	12.45-3.15	07/01/2019	KLC	10	Free
Getting Started English	Tues	9.30-12.00	08/01/2019	ALC	5	Free
Entry to maths	Tues & Thur	12.30-3.00	08/01/2019	KLC	10	Free
Moving on maths	Tues & Thur	9.30-12.00	08/01/2019	KLC	10	Free
Moving On English	Tues & Thur	9.30 -12.00	08/01/2019	ALC	10	Free
Entry to English	Tues & Thur	12.30-3.00	08/01/2019	ALC	10	Free
Getting Started maths	Thur	12.30-3.00	10/01/2019	KLC	5	Free
English	Tues	6.00-8.30	08/01/2019	KLC	10	Free
English	Wed	6.00-8.30	09/01/2019	ALC	10	Free
Maths	Wed	6.00-8.30	09/01/2019	ALC	10	Free
Maths	Thur	6.00-8.30	10/01/2019	KLC	10	Free

Computer Skills

Course	Day	Time	Start Date	Venue	No. of Weeks	Fee
Include IT	Mon & Wed	9.30-12.30	07.01.2019	ALC	12	Free
Include IT	Tues & Thur	9.30-12.30	08.01.2019	KLC	12	Free
Include IT	Tues & Thur	1.00-4.00	08.01.2019	KLC	12	Free

Computer Skills

Course	Day	Time	Start Date	Venue	No. of Weeks	Fee
Include IT Drop In Sesisons	Wed	1.30-3.30	09.01.2019	KLC	ongoing	Free
IT Keyboarding	Mon	1.00-3.30	07.01.2019	ALC	ongoing	Free
IT Drop In	Thur	10.00-12.00	10.01.2019	KLC	ongoing	Free
Everyday IT	Tues	1.00-3.00	08.01.2019	KLC	10	Free
IT Keyboarding	Tues	9.30-12.00	08.01.2019	KLC	11	Free
Level 1 IT	Fri	9.30-12.00	11.01.2019	ALC	11	Free
First Steps Computers	Tues	12.30-3.00	08.01.2019	ALC	11	Free
Next Steps Computers	Wed	9.30-12.00	09.01.2019	KLC	11	Free
First Steps Computers	Wed	1.00-3.30	09.01.2019	KLC	11	Free
First Steps Computers	Thurs	1.00-3.30	10.01.2019	KLC	11	Free
Next Steps Computers	Fri	9.30-12.00	11.01.2019	KLC	11	Free
Level 1 IT	Thur	12.30-3.00	21.02.2019	KLC	15	Free
Level 2 IT	Thur	5.30-8.00	21.02.2019	KLC	15	Free

Skills for Employment

Course	Day	Time	Start Date	Venue	No. of Weeks	Fee
Halton Employment Partnership Awards	Mon/ Tues/ Wed	9.30-3.00	07.01.2019	KLC	5	Free
Halton Employment Partnership Awards	Wed/ Thurs/Fri	9.30-3.00	09.01.2019	ALC	5	Free
Employability Skills	please enquire	9.30-3.00	please enquire	KLC	please enquire	Free

Arts & Crafts

Course	Day	Time	Start Date	Venue	No. of Weeks	Fee
Level 1 Sewing	Mon	12.30-3.00	07.01.2019	KLC	10	£60*
Soft Furnishings	Tues	6.30-8.30	19.02.2019	KLC	5	£30
Basic Sewing Skills	Fri	9.30-12.30	11.01.2019	KLC	10	£60
Upcycling Clothes	Fri	12.30-2.30	11.01.2019	KLC	10	£60
Art for Pleasure: Painting	Thurs	9.30-11.30	10.01.2019	KLC	10	£60
Art for Pleasure: Painting	Thurs	3.30-5.30	10.01.2019	ALC	10	£60

Childcare

Course	Day	Time	Start Date	Venue	No. of Weeks	Fee
CACHE Level1 Certificate in Caring for Children	Thurs	9.30-1.00	10.01.2019	KLC	22	£120
CACHE Level 2 Supporting Teaching and Learning	Tues	9.30-2.30	08.01.2019	KLC	33	£180
CACHE Level 2 Supporting Teaching and Learning	Wed	9.30-2.30	09.01.2019	KLC	33	£180

Wellbeing

Course	Day	Time	Start Date	Venue	No. of Weeks	Fee
Art for Wellbeing	Mon	1.00-3.00	07.01.2019	CAH	10	Free
Build your Confidence	Tues	10.00-12.00	08.01.2019	KLC	5	Free

Wellbeing

Course	Day	Time	Start Date	Venue	No. of Weeks	Fee
Coping with Stress	Tues	1.00-3.00	08.01.2019	KLC	5	Free
Build your Confidence	Tues	1.00-3.00	19.02.2019	ALC	5	Free
Creative Relaxation	Fri	9.30-12.00	11.01.2019	CCC	10	Free
Creative Relaxation	Fri	12.30-3.00	11.01.2019	KLC	5	Free
Becoming more Active & Healthy	Fri	9.30-11.30	11.01.2019	KLC	5	Free
Becoming more Active & Healthy	Fri	9.30-11.30	22.02.2019	KLC	5	Free

Business & Leisure Course

Course	Day	Time	Start Date	Venue	No. of Weeks	Fee
Business Planning & Marketing	Thurs	5.30-7.30	10.01.2019	KLC	5	£30

Children's Centre Courses

Course	Day	Time	Start Date	Venue	No. of Weeks	Fee
Story Sacks	Mon	9.30-11.30	07.01.2019	KCC	10	Free
Preparation for Work	Mon	12.30-2.30	07.01.2019	KLC	10	Free
Musical Activities for Child Development	Tues	9.30-11.30	08.01.2019	HBCC	5	Free
Family IT	Tues	9.30-11.30	19.02.2019	HBCC	5	Free
Let's Get Crafting	Tues	9.30-11.30	08.01.2019	WRCC	5	Free
Develop your Crafting Skills	Tues	9.30-11.30	19.02.2019	WRCC	5	Free
Babygro Keepsakes	Wed	9.30-11.30	09.01.2019	HLCC	10	Free
Story Sacks	Thurs	9.30-11.30	10.01.2019	BVCC	10	Free
Adult English	Thurs	9.30-11.30	10.01.2019	BVCC	20	Free
Adult English	Thurs	9.30-11.30	10.01.2019	UCom	20	Free
Musical Activities for Child Development	Thurs	9.30-11.30	10.01.2019	UCC	5	Free
Help your Child with English	Thurs	9.30-11.30	21.02.2019	UCC	5	Free
Adult Maths	Fri	9.30-11.30	11.01.2019	DCC	20	Free
Functional Skills IT	Fri	9.30-11.30	11.01.2019	DCC	10	Free

Children's Centre Courses

Course	Day	Time	Start Date	Venue	No. of Weeks	Fee
Confidence Through Creativity	Fri	12.30-2.30	11.01.2019	WHCC	5	Free
Get Creative with IT	Fri	12.30-2.30	22.02.2019	WHCC	5	Free

KEY

KLC = Kingsway Learning Centre

ALC = Acorn Learning Centre

DCC = Ditton Children's Centre

KCC = Kingsway Children's Centre

WHCC = Windmill Hill Children's Centre

HBCC = Halton Brook Children's Centre

UCC = Upton Children's Centre

WRCC = Warrington Road Children's Centre

BCC = Brookvale Children's Centre

HLCC = Halton Lodge Children's Centre

CCOM = Castlefields Community Centre

UCOM = Upton Community Centre

Family Learning

Our Family Learning programmes take place in schools and children's centres and provide a wealth of information to help parents support their children's learning and development. All Family Learning courses are free of charge so please get in touch for details of a course near you.



L1 Certificate in Caring for Children

These are run in partnership with school staff and give parents a great insight into the school curriculum along with some great ideas of fun activities that will boost children's learning. Some courses are for parents only, others are for parents and children to learn together – all are relaxed and fun. Courses and workshops on offer include:

- Fun with Reading
- Fun with Numbers
- Fun with Phonics
- Make Your Own Storybook
- Keep Your Child Safe Online
- Good Mental Health for Children

We asked our learners what they liked most about our school based courses, this is what they said:

It was good to meet other parents and knowing they had similar fears about helping their child succeed.

I enjoyed learning new skills in a fun environment. Being able to help my boys with their maths.

I gained a lot of useful knowledge which will help me support my child with KS1 English in the near future.

Courses in Children's Centres

These courses are designed for parents of young children and you must be registered with one of our children's centres to attend. We offer a wide variety of courses including:

Courses in Children's Centres

- Maths and English
- Help Your Child to Read
- Keeping Children Healthy & Safe
- Musical Activities
- Managing Money
- Creative IT
- Confident You!
- Early Years Foundation Stage
- Story Sacks
- Skills for Employment



Courses vary in each venue so please contact your nearest Children's Centre for more details:

Widnes

Kingsway Children's Centre

0151 420 5482

Ditton Children's Centre

0151 420 5482

Upton Children's Centre

0151 257 2450

Warrington Road Children's Centre

0151 424 4686

Runcorn

Halton Brook Children's Centre

01928 573265

Halton Lodge Children's Centre

01928 573107

Windmill Hill Children's Centre

01928 717132

Brookvale Children's Centre

01928 79 7160

We asked our learners what they liked most about our Children's centre courses, this is what they said:

I've learnt ways to help my child develop and I've enjoyed being creative

Before I started the course I was diagnosed with Post Natal Depression. This course has helped my mental health no end and it has given me a new lease of life.

I enjoyed meeting new people, also it helped my confidence. The course helped me to keep my kids healthy and safe

Childcare

Our Childcare programme will equip you with the skills and experience you will need to undertake a career in the childcare sector. Our courses are relaxed and informal and you will be supported by skilled and experienced teaching staff throughout.

In addition to the course fee, there is an additional one-off charge of £30 which covers registration with CACHE, the examination awarding body.



L1 Certificate in Caring for Children

An introductory course starting in January for learners with little or no experience of childcare, who are thinking of a career in Primary, Secondary or a Special School setting. This L1 qualification is a good **introduction** to childcare and will give a good grounding for those wishing to undertake the L2 Certificate in Supporting Teaching and Learning in Schools. Some of the topics covered include:

- Understanding Play for Early Learning
- Sharing Learning Experiences with Children
- Respecting and Valuing Children
- Supporting Healthy Choices
- Communicating with Children

This is an 22 week course and you will need to attend one 3.5 hour session per week to achieve the course aims.

The L1 course fee of £120 is payable at enrolment or in 2 instalments of £60 per term, payable before the first day of each term.

L2 Certificate in Supporting Teaching and Learning

A full year course, starting in September, for learners with little or no experience of childcare, who would like to work in a Primary, Secondary or Special School setting. This recognised L2 qualification is the industry standard to work in a supervised role. This course is suitable for learners wanting to work as a Teaching Assistant, Learning Support Assistant or Special Educational Needs Assistant. Some of the topics covered include:

- Child Development
- Health & Safety / Safeguarding
- Supporting positive behaviour
- Supporting learning activities
- Communication Skills

You must be able to complete a **250 hour work placement** at a school or nursery throughout the year to gain your industry experience.

This is a **full year course** and you will need to attend one 5 hour session per week to achieve the course aims.

The L2 **course fee of £180** is payable at enrolment or in 3 instalments of £60 payable before the first day of each term.

Learners enrolling on the L2 course will be subject to an enhanced **Disclosure and Barring Service check**. The cost for this is currently £44.

Added Value:

Although not a qualification requirement, all childcare learners are offered the opportunity to gain a **L3 First Aid qualification** at a subsidised rate to enhance their employability skills.

We asked our learners what they liked most about our Childcare courses, this is what they said:

I liked how laidback the course was but everything always got done to a good standard and on time, the tutor is brilliant.

Did you know?...

Last year:

100% of learners said their course was well taught and met their needs.

100% of learners completing the course gained a L2 qualification.

92% of employers who provided childcare placements said they would be willing to, or had already, employed their student

Arts and Crafts

Come and join us for some relaxing and inspiring art based courses and learn new skills or a new hobby to enhance your free time and your health and wellbeing.

All 5 week art/craft courses cost £30 which is payable at enrolment.



Sewing	Art for Pleasure
<p>A series of short courses for beginners and advanced sewers. 3 courses are on offer:</p> <ul style="list-style-type: none"> • Sewing for Beginners • Advanced Sewing • Upcycling Clothes • Brand New Level 1 Pattern Construction 	<p>A series of 3 short courses for beginners and intermediates to improve skills in a variety of art techniques. 3 courses are on offer:</p> <p>Drawing:</p> <ul style="list-style-type: none"> • How to use a variety of drawing tools including a variety of pencils, charcoals, pens. • How to draw in perspective, using effective composition <p>Painting:</p> <ul style="list-style-type: none"> • The properties of watercolour and acrylic paints • How to use various painting tools and techniques • A variety of colour mixing techniques <p>Mixed Media:</p> <ul style="list-style-type: none"> • The properties of art media including watercolour and gouache • How to use various painting tools and techniques • How to combine paints and use collage <p>Each course is 10 weeks in length and you will need to attend one 2 hour session per week to achieve the course aims.</p>

Skills for Employment

The Adult Learning Team has a highly successful track record in supporting local people into employment. Our courses are planned and designed with local employers to enable adults develop the skills needed for employment. These short, part-time courses will give you a quick boost to help you get the job you want.



Halton Employment Partnership Awards

These courses are designed to help adults get into work as quickly as possible. They are planned with local employers to ensure you develop the skills needed for employment, relevant to local job opportunities. Courses are held in the following areas:

- Care
- Construction
- Contact Centre Operations
- Customer Service
- Traffic Management
- Highway Maintenance
- Retail
- Hospitality
- Environmental Services
- Warehousing and Storage
- Business Administration

Courses are generally 5 weeks long but can vary in length depending on the subject. You do need to attend regularly to achieve the course aims.

Did you know?

You could be guaranteed an interview on completion of a course linked with local employers!

I enjoyed working with the lads and the tutors were very helpful, especially preparing me for my interview. I can take everything I learnt to future interviews and I think I have massively improved my skills

I enjoyed learning new things, the confidence boost and the prep for the interview

Employability

If you have been out of work for some time and are looking to get back into the job market, our employability courses will help you brush up on your application and interview skills. You will:

- Increase your knowledge of the job application process
- Learn how to 'sell' your skills
- Learn how to prepare well for interviews and practice some interview techniques
- Learn new ways to communicate effectively

Employability Workshops

These short half day workshops offer a 'quick fix' for those who need to brush up on their skills. They are ideal for those who need some support to identify jobs that may be suitable or for those who need some pre-interview support. During the workshop you will:

- Apply for jobs
- Prepare for interview
- Action plan
- Set realistic goals

We asked our learners what they liked most about our Employability courses, this is what they said:

I found jobs I hadn't thought of that match my skills and interests

There was a laid back, friendly atmosphere. I was happy to interact without feeling embarrassed.

We had a friendly tutor who helped me understand how to correct my CV and gave me good input. I learnt ICT skills too!

LEARN to Live Well

We now offer a variety of short courses designed to promote personal development and to support good mental health. These courses introduce you to new skills in learning how to relax and how to cope with life in times of turmoil and change. You will be encouraged and supported in making positive changes to your life, whatever your circumstances.

A BRIEF OUTLINE OF OUR COURSES

Creative Relaxation (formerly LEARN to Live Well)

A very gentle course using various creative activities to reduce stress. Learn new skills and tap into your creative side. Each session will have a different focus with lots of inspiration from your tutor

Build your Confidence

Understand what confidence is and how it affects your self-esteem. Identify your own barriers and learn how to overcome these through developing your own assertiveness and self-worth

Coping with Stress

We establish what stress is and what the triggers are. We focus on how stress presents itself and how it can affect everyday life. This course helps you to develop effective strategies to cope with stress

Becoming more Active and Healthy

This gentle 4 week course is designed to introduce you to the benefits of becoming more active and healthy. It will help you make small simple changes that will enable you to build healthy habits that last a life time

Drawing for Relaxation

Develop your drawing skills in this relaxed yet purposeful course which helps you to focus and improve your knowledge of drawing techniques, and develop your drawing skills

Painting for Relaxation

Learn how to use watercolour paints to create colours, textures, and images that are personal to you. You will be supported to work on group tasks and encouraged to develop your own style

Joining a learning group will allow you to connect with others in a safe and comfortable environment. All courses are for a few hours a week for a five week period. Our friendly and welcoming staff will provide support and offer progression advice for you to continue with your learning journey. No previous experience is required and all materials are provided.

'Big journeys begin with small steps.'

Useful Information

Venue Details

Kingsway Learning Centre

Victoria Road

Widnes

Cheshire

WA8 7QY

Acorn Learning Centre

Kingshead Close

Castlefields

Runcorn

Cheshire

WA7 2JW

Venue Parking

Location	Spaces	Restrictions
Runcorn		
Acorn Learning Centre	25+	-
Widnes		
Lacey Street	30+	None
Alforde Street	20	8am-6pm (On street parking) 2 hours no return within 60 minutes
Victoria Road	7	8am-6pm 2 hours no return within 60 minutes
St Paul's Road	10 + 2 disabled	8am-6pm 2 hours no return within 60 minutes

If you are travelling by bus you can contact the Neighbourhood Travel Team to request a timetable or for help to plan a journey Phone: 0800 1953 173, Email: ntt@halton.gov.uk.

***Please check latest information regarding road closures/diversions whilst the Mersey Crossing is in the construction phase.**



Rutland House

Halton Lea, Runcorn, WA7 2ES
Tel 0151 511 7555

Acorn Learning Centre

Kingshead Close, Runcorn. WA7 2JE.
Tel 0151 511 7788

Kingsway Learning Centre

Victoria Road, Widnes. WA8 7QY
Tel. 0151 511 7788

Email: adult.learning@halton.gov.uk

www.halton.gov.uk/adultlearning

www.facebook.com/halton.adult.learning

