

Northwich Community Learning Course Programme September – December 2011

Are you looking at updating your skills?

Do you want to build your confidence and self esteem and meet new friends?

Our First Steps provision is **FREE!**

Course	Day/Time	Start Date	Location	Duration
IT Accredited Workshop	Tues 1.00pm – 4.30pm Wed 9.00am – 4.00pm	On Going	New Vic	On Going
Skills for Life (English & Maths)	Tues 1.00pm – 4.30pm Wed 9.00am – 4.00pm	On Going	New Vic	On Going FREE
Workclub	Wednesday 9.00am – 1.00pm	On Going	Zone	On Going
Access your Skills	Monday 1.00pm – 4.00pm	On Going	Zone	On Going
Ready, Steady, Work	Various Dates	On Going	Zone	On Going
Get Crafty	Tuesday 1.00pm – 3.00pm	27 th September	Zone	4 Weeks
Taster in Bead Jewellery	Thursday 10.00am – 12.00pm	29 th September	Store	1 Week
Fun with Word	Thursday 1.00pm – 3.00pm	29 th September	Zone	4 Weeks
Taster in Sign Language	Wednesday 9.30am – 11.30am	12 th October	Store	4 Weeks
Taster in Sign Language	Wednesday 1.00pm – 3.00pm	12 th October	Zone	4 Weeks
How can I help?	Wednesday 9.30am – 12.30pm	12 th October	Zone	1 Week
Introduction to Bead Jewellery	Thursday 10.00am – 12.00pm	13 th October	Store	4 Weeks
Community Learning Champions	October 2011	October	October	8 Weeks
Get Ready for Work	Tuesday 1.00pm – 3.00pm	25 th October	Zone	2 Weeks
Fun with Words	Wednesday 1.00pm – 3.00pm	2 nd November	Zone	4 Weeks
Office Skills	Wednesday 1.00pm – 3.00pm	2 nd November	Zone	3 Weeks
Create a Newsletter	Thursday 1.00pm – 3.00pm	3 rd November	Zone	4 Weeks
Get Ready for Work	Tuesday 9.30am – 12.30pm	8 th November	Store	2 Weeks
Intro to Word Processing	Tuesday 1.00pm – 3.00pm	8 th November	Zone	4 Weeks
Beginners Sign Language	Wednesday 9.30am – 11.30am	9 th November	Store	4 Weeks
Beginners Sign Language	Wednesday 1.00pm – 3.00pm	9 th November	Zone	4 Weeks
Emails and Attachments	Thursday 1.00pm – 3.00pm	1 st December	Zone	2 Weeks

All courses are free unless otherwise stated; please speak to one of our friendly tutors who will be more than happy to provide you with further information. Free Crèche facilities available at The New Vic on Wednesdays 9.30am – 11.30am please call for details

Get Crafty and Bead Jewellery	Ready for Work
All of our craft courses are fun where you will gain hands on experience aimed at complete beginners. No previous experience is necessary. All equipment and materials will be provided but feel free to bring in your own materials or recycled items for making.	Low on confidence? Unsure you have what an employer wants? This course helps you prepare yourself for life in the workplace, learn how to build your personnel profile, practice your interview techniques and build your confidence.
ITQ Tuition Level 1 and Level 2	Create a Newsletter
Want to gain an accredited level 1 or level 2 IT qualification? By completing either the level 1 or level 2 course you will gain certificates covering the following topics: File Management & E-Document Production (using Microsoft Word), Microsoft Excel (Spreadsheets) and Microsoft Access (Database). A great first step qualification in IT.	Learn how to create a newsletter from beginning to end. Learn how to use different layout techniques that turn text and graphic into attractive and powerful information. This course covers how to create an informative and accessible newsletter that can reach as many people as possible. Basic computer skills are required for this course.
My Guide to Computers (Drop in)	Fun with Word
This is an on going course that will introduce you to all of the aspects of a computer. These sessions will help you gain the skills and confidence you need to start using a computer. If you are looking for work or want to save time paying bills online this is the course for you.	Want to create documents that impress? Then this is the course for you! Create documents and learn how to insert pictures, images, word art and more. Basic knowledge of using a computer is needed for this course, but it is a great way to expand your creativity with a computer.
Bead Jewellery	Taster in Sign Language
A 5 week course that teaches you the basics of jewellery making. Learn about the different tools, components and techniques to create some beautiful pieces. Each week you will make something different to take home. No equipment needed.	A taster course to gain a basic understanding of British Sign Language and the manual alphabet. Understand the ways that hearing people and deaf people can communicate. Learn how to communicate basic information about yourself.
Maths Workshop	English Workshop
Maths workshops are specially designed for you, it doesn't matter if you are starting at the beginning or just wanting to update your skills. These sessions are small, friendly and informal. Work towards a level 1 or level 2 qualifications.	English workshops are specially designed, it doesn't matter if you are starting at the beginning or just wanting to update your skills. These sessions are small, friendly and informal. Work towards a level 1 or level 2 qualification.
Introduction to Word processing	Fun with Words
Want to learn how to compose letters using a computer? You can do this and much more with this course. Basic computer skills are needed, but this is a great introduction to a program that can prove useful both at home and for the workplace.	Want to have fun with words? Be creative scribble to your hearts content. This course is for complete beginners working with words in both written and creative form.
Workclub	Ready Steady Work
The Job Skills Workshop will help you present yourself in the best possible light to potential employers. You will get 1 – 1 support applying for jobs both online and through application forms, help with creating your CV and cover letters. Free internet access is available with printing and photocopying. We have resources including all the latest Job Centre vacancies, local newspapers access to jobs online and much more...	Ready Steady Work is a great new course that will prepare you for the work place and give you the upper hand and a qualification to put on your CV. The course will be delivered over a six week period and covers assessing yourself for work, how to present personal information effectively and preparing for interview – Get the head start you need.
Access Your Skills	Office Skills
Not sure what direction to go in? Need a little guidance to help you move forward in your work and life? These sessions will provide you with a skills assessment including IT, maths and English, help you put an action plan together and discover the many options that are available to you.	Looking to improve your confidence and skills? This 3 week course will cover the aspects of customer service, communication skills and explore the techniques used within the recruitment and interviewing process. This is a great course for those looking to work in the business and administration sector.
Community Learning Champions	
Community Learning Champions are people who become active in their community by promoting the value of learning to others – friends, relatives, neighbours, workmates or people they meet at the school gate or at the local shops. This course will offered you the confidence to signpost people to learning opportunities that suit there needs. This is a great opportunity to gain a recognised qualification, become part of a nationally recognised group and make a difference to your local community.	

**The Zone, Northwich Station Buildings, Manchester Road, Northwich, CW9 5LY
01606 45724**

**The New Vic, Victoria Road Children's Centre, Neumann Street, Northwich, CW9 5RE
01606 40312**