



LIVING LEARNING AND EARNING

Course Brochure

2017 - 2018

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Community Learning Services are committed to:

- Delivering opportunities for young people and adults to learn new skills
- Advising and guiding on career paths

Fee Remission

On certificated courses, you may be eligible for up to 100% subsidy of the tuition fee. On non-certificated courses, some groups (see box) may be eligible for a reduced fee. The reduced fee is £15.

We hope you find a course suitable for your needs. If not, please contact us for an informal conversation on your requirements. Our new premises at the Skills Hub, 146 Freeman Street, Grimsby, has great facilities and is staffed with friendly advisors who will help you along the way.

These groups are:

- o Job Seekers Allowance (JSA) or
 - o Employment and Support Allowance in the Work Related Activity Group (ESA WRAG)
 - o Universal credit
 - o Council tax benefit
 - o Housing benefit
 - o Income support
 - o Working tax credit
 - o Pension credit
 - o Contribution-based ESA
 - o Unwaged dependant on one of the above
- All learners on Functional English, Maths and ICT programmes

What to bring when you come to enrol:

- Your National Insurance number
- Proof of your identity (passport, driving licence, bus pass, benefits letter, NI card or bank card)
- Proof of your benefit (if you are claiming fee remission)
- Means of paying your course fee (not cheques).

Learner Support

We have qualified and trained staff who can advise you on support available to help you succeed. This may include:

- Practical help and support for learners with a disability
- Financial support with course and exam costs.

Crèches and Childcare

We will be able to signpost you to a nearby crèche for you to use while you are learning. You may be eligible for support with crèche costs. If you require help with this please tell us at enrolment.

NELC

Community Learning

Academic Calendar and Key Dates 2017-18

All employment-based programmes function on an all-year round basis.

Autumn 2017

Advice & Enrolment Week
Monday 4th – 8th September 2017

Study Programme delivery begins
from Monday 4th September 2017

Staff Development Day
Friday 8th September 2017

Classroom-based delivery begins from
Monday 11th September 2017

Classroom-based delivery ceases by
Friday 20th October 2017

Autumn Half-term

Monday 23rd October to Friday 27th
October 2017

Classroom-based delivery re-commences
from Monday 30th October 2017

Classroom-based delivery ceases by
Friday 15th December 2017

Administration Week
Monday 18th December 2017 through
to Friday 23rd December 2017

*Public holidays: Monday 25th December
2017, Tuesday 26th December 2017 and
Monday 1st January 2018*

Spring 2018

Staff Development Day
Friday 5th January, 2018

Classroom-based delivery begins from
Tuesday 2nd January 2018

Classroom-based delivery ceases
by Friday 9th February 2018

Spring Half-term

Monday 12th February to Friday 16th
February 2018

Classroom-based delivery re-commence
Monday 19th February 2018

Classroom-based delivery ceases by Friday
29th March 2018

*Public holidays: Friday 30th March 2018 and
Monday 2nd April 2018*

Summer 2018

Classroom-based delivery begins from
Monday 16th April 2018

Classroom-based delivery ceases by
Friday 25th May 2018

Public holidays

7th May 2018 and 28th May 2018

Summer Half-term

Mon 28th May 2018 to Friday 1st June 2018

Staff Development Day
Mon 4th June, 2018

Classroom-based delivery re-commences
from Tuesday 5th June 2018

Classroom-based delivery ceases by
Friday 27th July 2018

Public holiday

Monday 27th August 2018

Study Programme

Ready for it...Steady for it...

Go for it.

Study programmes

Study programmes are full-time courses focused on supporting individuals to progress to employment or further education. Every study programme at Community Learning is an individual package of learning. These are put together on an individual basis to support you in progressing towards your future career or further study.

The main focus of our study programmes is on developing your skills for employment and further study; and also in providing you with the opportunity to try out those skills in real workplace settings. Our study programmes are made up of units such as project work, english, maths, computing, art, cookery, confidence building, employability and work experience.

Arts Programme

In October we are running several taster courses. If you would like to register your interest, please call us. No experience is needed; supportive tutors and all materials are supplied.

- Monoprinting - an excellent introduction to printing
- Collagraph printing - relief printing using everyday materials
- Creative garden signs - for yourself or as a gift. Funny, quirky or practical

- Christmas crafts - creative wreaths on a budget
- Steampunk accessories - for the curious, or for those getting ready for steampunk weekends around the country
- The Legend of Grim - a small sculpture workshop exploring the mythical founder of Grimsby

Digital Employability

Digital employability delivers the digital skills required for today's world. With its modern content, it's designed to give you the skills you need to be digital citizens and plug any skills gaps.

The course aims to build confidence around using a device for carrying out everyday tasks, rather than a desktop PC. It will include managing files and folders, creating documents, finding and sharing information, managing emails and contacts and keeping information secure when using digital devices.

The digital employability qualification is suitable for those who wish to improve their confidence working with smart devices and accessing digital services.

16 – 19 Study Programme

My Future

You are invited to join our exciting 16 – 19 Study Programme. You will be rewarded with dedicated tutors, a programme to suit your needs and the pastoral support to make sure you succeed.

Our previous students have progressed onto apprenticeships, work, further and higher education and training and you too can do the same.

The programme on offer includes maths, English and a work experience placement which will set you on the right pathway to success. There are also opportunities to study ICT, entrepreneurial and business skills as well as creative art. The package on offer has wrap-around confidence building, pastoral and enrichment programme.

You can join our Study Programme at any time throughout the year and will be supported with a bursary to help with essential learning resources and travel.

Come and talk to us, we really listen.

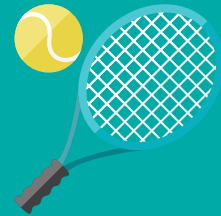


Supported Learning Programme

(16 – 25)

Each student enrolled on our supported learning programme benefits from a personalised timetable combining classroom study and essential life skills. You can study, maths, English, ICT and art alongside cookery, independent travel and sport. At Community Learning we aim to support the needs of each learner with dedicated staff who care for the learners' personal wellbeing and education supporting their future independence. Class sizes are small and delivered in a calm and inviting environment.

Ask us about our Supported Internship programme, designed to help young people with an Education, Health and Care Plan (EHCP) gain skills for employment.



Supported Entry Level Mathematics and English (19+)

These courses are for adult learners who need to start with the basics in mathematics and English.

These classes are delivered in fully supported, small classes, in a friendly caring environment.



To talk to someone, phone 01472 323540 or visit a drop in session at the Skills Hub.



National Careers Service

If you would like advice and guidance on any programme, then please contact the National Careers Service on **0800 100 900**. The careers advisors are professionally qualified and can give individual advice to help you make the right choices.



Adults with Learning Difficulties (19+)

Work towards independence and find employment that fits your needs. Develop your life skills while learning everyday maths and English.

The classes are fully supported with learning assistants and additional staff as required in a secure and friendly environment.

For further information contact us on 01472 323540.



Ready to Work

Employability Skills

**Are you
Aged 19 and over?
Unemployed and claiming benefits?
In need of support and guidance?**

Community Learning can design an individual programme that will move you closer to your employment goal

We can assist with:

Creating a CV which reflects your skills

Completing application forms

Selling yourself to an employer

Effective job search

Letter writing/Emailing skills

Interview techniques

I.T. skills and accredited qualifications

and more

Contact us for more information: (01472) 323540



Get on move on...

We have a range of programmes which are designed to help you learn new skills so that you are more able to access work.

From help in designing your CV and interview skills through to learning how to grow in confidence when applying for jobs, we will have something for you.

The **'Get On Move On'** courses are short 2 hour sessions running throughout the year.

Call 01472 323540 to book.

Get On Move On - Employability

Course Name	Qualification level	Day	Start Date	Start Time	End Time	Location	Fee
Over 45 and entering the job market again	All	Monday	20/11/17	10:00	12:00	Skills Hub FS	Free
Returning to work after children	All	Monday	20/11/17	13:00	15:00	Skills Hub FS	Free
Graduate and looking for work	All	Tuesday	21/11/17	10:00	12:00	Skills Hub FS	Free
Overcoming your fear of the computer	All	Tuesday	21/11/17	13:00	15:00	Skills Hub FS	Free
Using social media to look for work	All	Wednesday	22/11/17	10:00	12:00	Skills Hub FS	Free
Moving to JSA from ESA - what that means	All	Wednesday	22/11/17	13:00	15:00	Skills Hub FS	Free
Universal credit and working hours	All	Thursday	23/11/17	10:00	12:00	Skills Hub FS	Free
Increasing your confidence and self-esteem	All	Thursday	23/11/17	13:00	15:00	Skills Hub FS	Free
The thought of working again.... Overcoming your fears	All	Friday	24/11/17	10:00	12:00	Skills Hub FS	Free
Overcoming language barriers	All	Friday	24/11/17	13:00	15:00	Skills Hub FS	Free
Over 45 and entering the job market again	All	Monday	18/12/17	10:00	12:00	Skills Hub FS	Free
Graduate and looking for work	All	Tuesday	19/12/17	10:00	12:00	Skills Hub FS	Free
Using social media to look for work	All	Wednesday	20/12/17	10:00	12:00	Skills Hub FS	Free
Universal credit and working hours	All	Thursday	21/12/17	10:00	12:00	Skills Hub FS	Free
The thought of working again.... Overcoming your fears	All	Friday	22/12/17	10:00	12:00	Skills Hub FS	Free

Welcome Sessions.

Drop in assessment
and advice tailored
to suit your needs.

Drop in sessions are:

Tuesday	Weekly	13:00	15:00
Tuesday ESOL	Weekly	13:15	16:15
Wednesday	Weekly	09:30	12:00
Friday	Weekly	09:00	12:00

See the rest of our courses here:

English							
Course Name	Qualification level	Day	Start Date	Start Time	End Time	Location	Fee
English Functional Skills	All	Monday	Ongoing	12:30	15:00	Immingham Family Hub	Free
English Functional Skills	All	Tuesday	Ongoing	10:00	12:00	Open Door	Free
English Functional Skills	E2/E3	Tuesday	Ongoing	13:00	15:00	Skills Hub FS	Free
English Functional Skills	L1/L2	Tuesday	Ongoing	12:30	15:00	Skills Hub FS	Free
English Functional Skills	All	Wednesday	Ongoing	09:30	12:00	Reynold's Primary School	Free
English Functional Skills	All	Wednesday	Ongoing	10:00	12:00	Strand Primary School	Free
English Functional Skills	All	Friday	Ongoing	12:30	15:00	Skills Hub FS	Free
ESOL courses							
Course Name	Qualification level	Day	Start Date	Start Time	End Time	Location	Fee
ESOL	All	Monday	Ongoing	15:15	17:15	Skills Hub FS	£65/Fee Remission
ESOL	All	Tuesday	Ongoing	09:30	11:30	Riverside Family Hub	£65/Fee Remission
ESOL	All	Tuesday	Ongoing	12:45	14:45	Skills Hub FS	£65/Fee Remission
ESOL	All	Wednesday	Ongoing	13:00	15:00	Reynold's Primary School	£65/Fee Remission
ESOL	E3/L2	Friday	Ongoing	09:30	11:30	Nunsthorpe Family Hub	£65/Fee Remission
Mathematics							
Course Name	Qualification level	Day	Start Date	Start Time	End Time	Location	Fee
Maths Functional Skills	All	Tuesday	Ongoing	09:30	12:00	Reynold's Family Hub	Free
Maths Functional Skills	All	Tuesday	Ongoing	12:30	15:00	Skills Hub FS	Free

Maths Functional Skills	All	Tuesday	Ongoing	12:30	15:00	Open Door	Free
Maths Functional Skills	E1/E2	Wednesday	Ongoing	10:00	12:00	Skills Hub FS	Free
Maths Functional Skills	All	Thursday	Ongoing	09:00	12:00	Reynold's Family Hub	Free
Maths Functional Skills	All	Thursday	Ongoing	13:00	15:00	Strand Primary School	Free
Maths Functional Skills	All	Friday	Ongoing	09:30	12:00	Skills Hub FS	Free
Maths Functional Skills	All	Friday	Ongoing	09:30	11:30	Immingham Family Hub	Free
Maths Functional Skills	All	Friday	Ongoing	12:30	15:00	Nunsthorpe Family Hub	Free

ICT

Course Name	Qualification level	Day	Start Date	Start Time	End Time	Location	Fee
Digital Employability	L1	Monday	Ongoing	10:00	12:00	Skills Hub FS	Free
IT For Beginners	Entry	Monday	Ongoing	13:30	15:30	Skills Hub FS	Free
IT For Beginners	E1/E3	Wednesday	Ongoing	13:00	15:30	Skills Hub FS	Free
IT for Adults with Learning Disabilities	Entry	Tuesday	Ongoing	09:30	12:00	Skills Hub FS	Free
ICT Functional Skills	All	Monday	Ongoing	12:30	15:00	Skills Hub FS	Free
ICT Functional Skills	E3/L2	Thursday	Ongoing	09:30	12:00	Skills Hub FS	Free
ICT Functional Skills	E3/L2	Thursday	Ongoing	12:30	15:00	Skills Hub FS	Free

Art

Course Name	Qualification level	Day	Start Date	Start Time	End Time	Location	Fee
Sewing Bee: Making Clothes (5 week)	Beginners	Wednesday	01/11/17	12:30	15:30	Skills Hub FS	£45
Sewing Bee: Making Clothes (5 week)	Beginners	Wednesday	01/11/17	18:00	21:00	Skills Hub FS	£45

Fashion and Textiles (Full Year)	L3	Thursday	Ongoing	12:30	15:30	Skills Hub FS	Adult Learner Loan
Mask Making with Film Industry Professional (5 week)	Beginners	Thursday	01/11/17	10:00	13:00	Skills Hub FS	£45

Assessments and drop in sessions

Course Name	Qualification level	Day	Start Date	Start Time	End Time	Location	Fee
English And Maths Assessments		Tuesday	Weekly	13:00	15:00	Skills Hub FS	Free
English And Maths Assessments		Friday	Weekly	09:00	12:00	Skills Hub FS	Free
ESOL Assessments		Tuesday	Weekly	13:15	16:15	Skills Hub FS	Free
ICT Assessments		Wednesday	Weekly	09:30	12:00	Skills Hub FS	Free

Notes

Maths and English

Want to improve your Maths
or English skills?

Need to be more competitive
in the jobs market?

Looking to take a course but don't meet the
Maths or English criteria?

Call us today!

**We offer nationally recognised qualifications
in both subjects.**

So whether you want to brush up your skills, gain a Functional Skills qualification or complete a GCSE, we will be happy to advise you what type of course will suit you best.

It's easy to start... just give us a call, and book in for an informal assessment, to find the best class for you.

You can join a class where you can work at your own level with our friendly, helpful teachers.



Contact Info

Phone Number: 01472 323540

Email: cls@nelincs.gov.uk

Instagram: @nelincs_cls

Address: The Skills Hub, 146 Freeman Street, Grimsby, DN32 7AJ

Courses and programmes are offered subject to the recruitment of viable numbers.
Errors and omissions excepted.

*If you would like the brochure in a different format (e.g. large print)
then please contact us.*

