

## Community Learning Courses Newsletter 4 October 2021

Community Learning offer short courses for adults living in North Somerset (minimum age 19) to help build skills and confidence for work, volunteering and wellbeing. Priority places are given to those who are in receipt of certain benefits or with few or no qualifications. All our courses are currently free and held both face to face and remotely. For remote courses participants will need access to the internet with a laptop, PC or tablet.

### Managing Work and Business at Home

Face to face and remote

A level 1 qualification that covers skills you will need to work from home, or to run your own business, including: customer service skills, communication skills, IT communication skills, understanding how a business works & health and safety.

Fridays 10am to 3pm from 15 October for 10 weeks  
at North Somerset Training Hub, Weston-super-Mare BS23 1QZ  
*Plus* weekly support sessions on Zoom on Tuesdays 12 -4pm

**For more info and to book a place contact:**

Julie Beynon [Julie.beynon@n-somerset.gov.uk](mailto:Julie.beynon@n-somerset.gov.uk) phone/text 07385 402 960

### Get Online Workshop

Face to face

Are you struggling to get online and would you like some help to do so? If yes, come to our one-day Get Online Workshop for friendly support and advice. Bring your own device or use our laptop – let us know which you'd prefer when you book.

Friday 22 October 9.30am – 3.30pm  
at North Somerset Training Hub, Weston-super-Mare BS23 1QZ

**For more info and to book a place contact:**

Chris on 01934 425515

or Jo Urch (from 18 October) [joan.urch@n-somerset.gov.uk](mailto:joan.urch@n-somerset.gov.uk) phone/text 07920 082952

### Creative Writing – How to write Short Stories

Online course – you will need a PC or laptop to attend

Have you always wanted to write short stories, but don't know where to start? This course is suitable for beginners and more experienced writers. Explore the main elements of short fiction, creating characters, plotting, dialogue, setting and descriptive writing. A different task will be emailed to you on Monday mornings giving you until Friday evening to return it to your tutor. You'll also have plenty of opportunity to ask for help.

From Monday 1<sup>st</sup> November 2021 for 6 weeks

**For more info and to book a place contact:**

Jo Urch [joan.urch@n-somerset.gov.uk](mailto:joan.urch@n-somerset.gov.uk) phone/text 07920 082952

## **Introduction to Early Years and Working in the Childcare Sector**

Face to face

Explore the range of service provision and roles within early years and childcare. Includes understanding principles and values, tips on communication and language development through play. How to progress onto work in childcare. Gain a Level 1 Award in Childcare.

Tuesdays and Fridays from 2 November 10am -1pm for 6 sessions (excluding 19 November)  
at The Campus, Weston-super-Mare BS24 7DX

**For more info and to book a place contact:**

**JP Evans** [julie.evans@n-somerset.gov.uk](mailto:julie.evans@n-somerset.gov.uk) phone/text 07795 390 667

## **Woodwork for Women**

Face to face course

An introduction to woodwork for complete beginners in a relaxed non-competitive environment. Learn hands-on skills and carpentry techniques. Build confidence to safely use hand tools. Information about options for gaining more skills and/or experience.

Fridays 9.30am -2.30pm from 5 November for 5 sessions

at The South West Skills Campus, Locking Rd, Weston-super-Mare BS22 8NL

**For more info or to book a place contact:**

**JP Evans** [julie.evans@n-somerset.gov.uk](mailto:julie.evans@n-somerset.gov.uk) phone/text 07795 390 667

## **Business Skills (1)**

Face to face

Gain new IT business skills to help find a job. Basic and Intermediate. Learn how to: format and edit Word, spreadsheets and presentations; attach and upload files; online security and social media awareness.

Mondays and Wednesdays 9.30-11.30am from 8 November for 5 weeks  
at North Somerset Training Hub, Weston-super-Mare BS23 1QZ

**For more info and to book a place contact:**

Jo Urch [joan.urch@n-somerset.gov.uk](mailto:joan.urch@n-somerset.gov.uk) phone/text 07920 082952

## **Office Skills**

Face to face

Learn IT skills useful for working in an office or improving your administration skills. Gain skills using Word, Excel, PowerPoint. Create formal letters, write business email. Learn to use office equipment. Useful for those who have already have basic IT skills.

Mondays and Wednesdays 12 – 2pm from 8 November for 5 weeks  
at North Somerset Training Hub, Weston-super-Mare BS23 1QZ

**For more info and to book a place contact:**

**Jo Urch [joan.urch@n-somerset.gov.uk](mailto:joan.urch@n-somerset.gov.uk) phone/text 07920 082952**

## **ESOL – English for Speakers of Other Languages**

Face to Face classes

Learning English as a Second Language for those with no English, Beginners English and Levels upwards. All courses deliver sessions on speaking, listening and pronunciation with a focus on using English when out and about. These classes also seek to enable and support social integration supporting language for shopping, visiting new places, and for meeting and greeting new people. For the higher-level groups language for employment is covered as well as gaining techniques to improve presentational abilities when speaking English out loud.

**No English Level**

**Pre-Entry Level**

**Entry 1 Level**

**Entry 2 Plus Level, Speaking, Listening and Pronouncing**

Dates to be confirmed for future courses.

**For enquiries and to book an initial assessment contact:**

**Iona Gibbons [iona.gibbons@n-somerset.gov.uk](mailto:iona.gibbons@n-somerset.gov.uk) phone/text 07767 671633**

## Courses from January 2022

### **Becoming a Novelist**

Email course

Have you ever fancied writing a novel? Or maybe you've started and feel stuck? Let us help! This course will guide you through the important bits of the craft – planning, character, plot, theme, setting – all the fun stuff.

The course is suitable for just about everyone, if you are a beginner with a great idea or an experienced writer who has run out of steam.

This course runs over 8 weeks

From 10 January 2022

**For more info and to book a place contact:**

Jo Urch [joan.urch@n-somerset.gov.uk](mailto:joan.urch@n-somerset.gov.uk) phone/text 07920 082952

## **And to be announced for 2022...**

**Woodwork for Women** – starting Friday 21 January for 5 Fridays

**Prepare to Pass Your Driving Theory Test** – face to face and remote – starting 1 February for 7 Tuesdays (mornings in the classroom/evenings on Zoom)

**Introduction to British Sign Language** – face to face starting 28 January for 8 Friday mornings and on Zoom starting 3 February for 7 Thursday mornings.

**Introduction to Aromatherapy** – from Monday 31 January for 8 Monday mornings

**Live Better** – dates to be confirmed

**Creating a Mosaic** – dates to be confirmed

**Goblin Combe Woodland Adventures** – dates to be confirmed

*Covid Safety: as appropriate to guidance when the course runs face-to-face learning will observe social distancing rules and sanitation procedures.*