



ADULT LEARNING CENTRE



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NEW COLLEGE ADULT LEARNING CENTRE
Focal Point, 27-35 Fleet Street, Swindon SN1 1RQ

ENGLISH AND MATHS COURSES

We have a number of different level English and Maths courses starting from September 2022 which are free to those who do not already hold a GCSE grade C/4 in English or Maths.



ENGLISH FUNCTIONAL SKILLS

Day/ Evening classes for anyone who would like to improve or update their skills before looking at taking further qualifications.



MATHS FUNCTIONAL SKILLS

Day/ Evening classes for anyone who would like to improve or update their skills before looking at taking further qualifications.



BASIC ENGLISH

Day/ Evening classes for anyone who would like to improve or update their skills before looking at taking further qualifications.



ENTRY LEVEL ESOL

Day/ Evening classes for anyone who would like to improve or update their skills before looking at taking further qualifications. Specifically for individuals where English is not their first language. Additional charges may apply for units in reading, writing and speaking & communicating.

Courses run at various times and days on a part-time basis and vary in length depending on level. All applicants will need to sit an initial assessment in order to determine their level and be placed onto the correct course. Please contact us for further details.

We offer a range of IT courses for all levels delivered on a part-time basis throughout the year at our centre. Please contact us for further details.



ESSENTIAL DIGITAL SKILLS (EDSQ) - ENTRY LEVEL 3 & LEVEL 1*#

These essential qualifications provide the digital skills adults need to safely benefit from, participate in and contribute to the digital world. Studies are made up of five sections: communicating, transacting, problem solving, handling information and content, being safe and legal online.



WORKPLACE WORD - LEVEL 1/2

LEVEL 1 - Using text learn how to create, edit & format word processing documents including letters & posters using pictures & tables.

LEVEL 2 - Learn to use tabs, advanced indentation & mail merge. Switch between documents, insert/ edit tables. Use styles to create professional documents. Use drawing tool, insert/ edit pictures & charts. Create hyperlinks.



WORKPLACE EXCEL - LEVEL 1/2

LEVEL 1 - Learn how to create, edit & format excel spreadsheet using formulas & creating charts from numerical data.

LEVEL 2 - Learn to edit & format spreadsheets using formulas/ functions & relative & absolute addressing. Switch between workbooks & copy & paste data. Create/ edit & format charts from numerical data.



WORKPLACE POWERPOINT - LEVEL 1/2

LEVEL 1 - Using slides learn how to create, edit & format a Powerpoint presentation using images, charts, animation & sound.

LEVEL 2 - Change slide layouts, use indents & hyperlinks. Create/ modify charts. Insert tables, rotate/ arrange/ group objects. Set up a slide show using transitions. Use different views, themes and master slide.



WORKPLACE ACCESS DATABASE - LEVEL 1/2

LEVEL 1 - Create, format & edit a database to store information using queries to find information, forms & reports.

LEVEL 2 - Learn about table relationships applying referential integrity. Use wildcards and/ or in queries to find information. Sort and filter records. Design/ modify forms & reports.



ICDL AWARD & CERTIFICATE IN IT USER SKILLS (IMPROVERS) - LEVEL 2*#

This level 2 Award/Certificate is designed for students who are progressing from the level 1 Award or Certificate in IT Users Skills or those looking to demonstrate their knowledge of office applications.



ICDL CERTIFICATE IN IT USER SKILLS (ADVANCED) - LEVEL 3

This Level 3 Advanced ICDL qualification covers the following units: Work Processing software, Spreadsheet software, Presentation Software, Database software and Improving Productivity using IT. Available as single units at a cost of £300 each (not offered under Lifetime Skills or Loan)



"I thoroughly enjoyed my IT courses at New College Adult Learning Centre in Swindon. The tutors were brilliant - very friendly, enthusiastic, and professional. I found the flexible timetable fitted easily around my weekly schedule."

JACKIE BRACEY (IT STUDENT)

* **Free courses** are available to those who meet government funding rules and are claiming either, Universal Credit earning less than 16 times the National minimum wage or £338 per month (individual claim) or £541 per month (household claim) but not in a work related activity group, ESA (not in WRAG) Council Tax Support, Housing Support, Income support or the unwaged dependant of someone receiving Working Tax Credit with a household income of less than £17,004.00.

Free courses are available to those who meet government funding rules and are claiming JSA, JS Credits, ESA (WRAG), Universal Credit earning less than 16 times the National minimum wage or £338 per month (individual claim) or £541 per month (household claim) and in a work related activity group OR those working, who may not be claiming benefit and earning less than £17,004.00 annual gross salary full time equivalent.

EMPLOYABILITY COURSES

These courses run at various times and dates throughout the year please contact us for details of next scheduled courses.



CSCS CARD FREE COURSE FOR ALL YOU NEED TO OBTAIN THE CSCS GREEN LABOURER'S CARD *#

CSCS Green Card (Valid for 5 years, allowing you to work on any UK construction site)
Level 1 Health & Safety In a Construction Environment
Level 1 In Employability Skills
Full tuition costs, study material and exam fees.



STARTING YOUR OWN BUSINESS

This course is for anyone who is thinking about setting up their own business or going self-employed. This course will show you how to make your business ideas possible and covers such topics as start up ideas, market research, finances, business plan writing. Attendees will leave the course with a clear plan of action on how to take their ideas forward.



CERTIFICATE IN LGBT INCLUSION IN THE WORKPLACE - LEVEL 2 *#

This course covers Lesbian, Gay, Bisexual and trans history and culture, organisational policies and legislation affecting LGBT people in the workplace This qualification is ideal for anyone interested in learning more around LGBT issues as well as employers/employees who want to create a safer and happier workplace for all.



PRINCIPLES OF WAREHOUSING AND STORAGE - LEVEL 2 *#

This course give attendees a qualification that develops the knowledge you need to work safely and responsibly in a warehouse or storage facility.



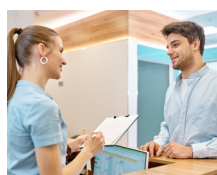
STEP INTO EMPLOYMENT *#

This course is for people who want to build their confidence and get back into the workplace. Contact us for start date. By the end of the sessions you will have a plan of action & know the next steps you need to take to get back into work.



STEP INTO EMPLOYMENT - CUSTOMER SERVICE FOR RETAIL & HOSPITALITY *#

This course is for people who want to build their confidence and find work in a customer service in a retail or hospitality role. Additional short courses in Food Safety and Health & Safety are available.



STEP INTO EMPLOYMENT - WORKING FOR THE NHS - ADMINISTRATION *#

This course has been designed with the NHS, Jobcentre Plus and Wiltshire College to lead to non-clinical roles working across the NHS, including Doctors surgeries. Additional courses will be delivered online, specific to working in the NHS, along with work experience opportunities for available roles.



STEP INTO EMPLOYMENT - CUSTOMER SERVICE FOR CALL CENTRES *#

This course is for people who want to build their confidence and find work in a customer service or call centre environment.



STEP INTO EMPLOYMENT - WORKING FOR THE NHS/ HEALTHCARE *#

This course has been designed with the NHS, Jobcentre Plus and Wiltshire College to lead to specific roles working locally as a Healthcare Assistant in the NHS. Courses will be delivered online, specific to working in the NHS, along with work experience opportunities for available roles.

These short courses can be studied online from the comfort of your own home and at your own pace, offering you qualifications in a number of different subjects.



FOOD SAFETY IN CATERING - LEVEL 2 AWARD (ONLINE LEARNING) *#

Designed to give an understanding of the principles of keeping food safe. Introduces the learner to key issues in food safety, taking responsibility for their own food safety, keeping work areas clean storing food correctly. Average 10 hours to complete.



MANAGING PERSONAL FINANCE - LEVEL 1 AWARD (ONLINE LEARNING) *#

Introduces the basic principles of personal finance, including balance, income, expenditure and understanding financial products. Average of 10 hours to complete.



EMPLOYMENT, BUSINESS & ENTERPRISE - LEVEL 1 AWARD (ONLINE LEARNING) *#

Covers the importance of entrepreneurial skills within business & encourages learners to consider their own role in employment, business & enterprise. Average 10 hours to complete.



PERSONAL HEALTH & WELLBEING - LEVEL 1 AWARD (ONLINE LEARNING) *#

Obtain the knowledge and skills enabling you to make balanced and informed choices about your life, both now and in the future, and to develop confidence in your own abilities.



HEALTH & SAFETY AWARD - LEVEL 1 AWARD (ONLINE LEARNING) *#

Gain an understanding of the basic principles of Health & Safety, hazards that can arise & some of the protection available against those hazards. Average 10 hours to complete.



EQUALITY & DIVERSITY - LEVEL 1 AWARD (ONLINE LEARNING) *#

Understand the principles of Equality and Diversity and its importance in organisations such as the workplace and learning environments.



UNDERSTANDING SAFEGUARDING FOR WORK, EDUCATION & LIFE - LEVEL 1 AWARD (ONLINE LEARNING) *#

This qualification covers the different types of abuse and how to recognise them, possible safeguarding issues caused by modern technology, the meaning of discrimination and victimisation and the importance of disclosing safeguarding concerns to professionals.



MENTAL HEALTH & WELLBEING - LEVEL 1 AWARD (ONLINE LEARNING) *#

To help understand the terms 'mental health' and 'well-being' and the different types of conditions and the support available.

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These short courses are run over 2/3 days and at various times and dates throughout the year. Courses are free to those claiming benefits or classed as low earners (contact us for details). These classes are delivered in a relaxed and informal setting perfect for those who maybe new to or returning to learning.



DRAWING FOR BEGINNERS

Want to learn how to draw but don't know where to start? This 2 day course will take you through the very basics of drawing showing you techniques and styles you can use to express yourself and draw with confidence.



INTRODUCTION TO LEARNING - ENGLISH

Would you like to improve your Basic English reading and writing skills? This free course is aimed at building confidence preparing attendees to progress either onto further courses or into work. This course is suitable for those who may not be able to read or write English.



BEGINNERS MASSAGE WORKSHOP

This 2 day workshop will take you through the very basics of a range of different massage techniques and styles. This course is for complete beginners and delivered in a relaxed and friendly atmosphere by our experienced tutor. Attendees must be able to attend both days to take part.



HOLISTIC THERAPY TASTER WORKSHOP

This 2 day workshop will cover a number of different Holistic treatments giving you the opportunity to try these out for yourselves. Treatments included are: Hopi Ear Candle, Bamboo Sticks & Hot Stone Massage, Seated Acupressure Massage and more.



CONFIDENCE AND MOTIVATION COURSE

Want to feel & look confident? To think positive & be in control? This course will show you how to do this.



HEALTHY LIFESTYLE COURSE

This course looks at ideas and techniques for those who would like to make positive changes to their health and wellbeing. This course will cover topics such as stress awareness, positive mindsets, healthy eating, exercise and general wellbeing.



BASIC COMPUTER COURSE

Do you struggle with computers and the internet? This course covers all the basics you need such as using email, internet searches, word-processing – suitable for complete beginners.



BEGINNERS FACIAL SKINCARE

This course will show you the full facial treatment process to improve the appearance and condition of the skin. We will take you through the process for one of the most requested services within the beauty industry, specifically how to confidently perform facial skincare treatments.



BUDGETING FOR BEGINNERS

With living costs rising so quickly, you may be worried about how you will make ends meet. This short course will help you look at ways you may be able to save on and budget for outgoings such as household bills, food shops amongst other things.



BASIC INDIAN HEAD MASSAGE

During this course you will learn to carry out this alternative therapy treatment, learning the basic techniques of Indian Head massage during practical sessions.



MANICURE FOR BEGINNERS

Would you like to learn the basic techniques involved with manicure and nail design? This course will cover areas such as filing, shaping, polishing etc



ALC JOB CLUB

For those that need help with their CV, looking for & applying for vacancies, registering on Universal Job Match & anything else related to finding employment.



WEBSITE BUILDING FOR BEGINNERS

This course will cover the basics of how to create and build your very own website. Looking at areas such as web design, coding, uploading amongst other things. Suitable for complete beginners although a basic knowledge of IT is required.



INTERVIEW SKILLS CLINIC

This 3 day course will show you how to more authentic, confident and succinct in interviews, putting your best foot forward verbally and non- verbally so that you get the job offers you deserve. All attendees will have the opportunity to attend a mock interview and receive personalised feedback.



LEARNING TO USE YOUR SMARTPHONE

Is your Smart Phone confusing you? Are you unsure how to make the most of its many features? This short course will help you understand your phone, troubleshoot problems and use some of its most popular features and apps.



UPCYCLING

This workshop will inspire you to create and make exciting items such as bags, jewellery, ornaments, etc using only recycled and second hand materials.



REFLEXOLOGY FOR BEGINNERS

This 2 day course will take you through the very basics of Reflexology a treatment that is linked to many health benefits. This course will show you various techniques used within this treatment.



BUYING AND SELLING ONLINE

Short course on the ins and outs of buying and selling online and how to do this safely and securely. Covering sites such as Ebay, Facebook marketplace, Vinted amongst others.



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HOW TO CONTACT US

PLEASE COME IN AND SEE US.
MONDAY – THURSDAY 9AM – 5PM
FRIDAY 9AM – 12:30PM



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