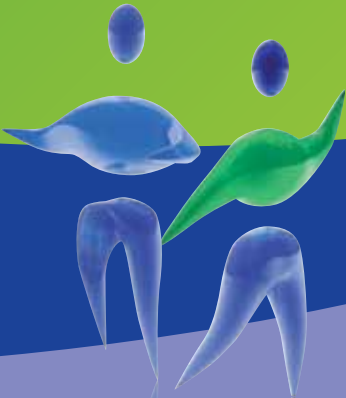


# FREE part-time courses in your local area

South Gloucestershire Community Learning is part of the West of England Consortium with Bristol and North Somerset authorities

An **Active** mind in an **Active** body



# South Gloucestershire Community Learning Service

We offer a range of **FREE** part-time courses in community venues to help residents to:

- Gain a qualification
- Improve job skills
- Help their children's learning
- Become more involved in the local community

Our aim is to provide adult learners aged 19 years and over with high quality, friendly and free accessible learning to enthuse and inspire and hopefully to encourage them to progress and continue with a journey of personal development.

This prospectus lists courses starting between September and December 2012. Other courses may be arranged in addition to these so please contact us if the course you want is not shown.

Tel: **01454 864613**

Email: **[community.learning@southglos.gov.uk](mailto:community.learning@southglos.gov.uk)**

# West of England Learning Consortium

South Gloucestershire Council has joined with Bristol and North Somerset Councils to form a new Learning Consortium. We are working together with other local providers and partners.

## We believe that joining up is a good thing as it enables us to:

- share costs so that we have more to spend on courses
- share data and information about what works best
- create shared resources for learners
- organise joint training for our tutors and staff
- work together to develop new courses
- continue to offer a local service

If you would like to give us your views about how we may be able to develop and improve community learning in your neighbourhood area, please contact us:

Email: **[community.learning@southglos.gov.uk](mailto:community.learning@southglos.gov.uk)**

Telephone: **01454 864613**

Visit: **[www.southglos.gov.uk/communitylearning](http://www.southglos.gov.uk/communitylearning)**



**Skills  
Funding  
Agency**

# Venues

We use easily accessible community venues for our courses. These include:

## **Libraries**

We use libraries when they are closed to the general public. This allows us exclusive access to the computer suites and other resources.

## **Primary Schools**

We run Family Learning courses in primary schools when parents and their children can work alongside each other.

## **Secondary Schools & Academies**

We have access to facilities at secondary schools in the evenings enabling us to offer courses to parents and others in the local community.

## **Sure Start Children's Centres**

We work in partnership with the Sure Start Centres to offer workshops and courses to parents of pre-school children.

## **Community Venues**

We are able to rent space in many community venues across South Gloucestershire that are accessible and offer a good learning environment. These include Fire Stations, Community Centres and Youth Cafés.

# Enrolment sessions (Autumn 2012)

We will be holding open assessment/enrolment sessions during September. Adults are invited to come along to enrol on to courses that are of interest to them.

To ensure that adults enrol on to the most suitable course for them, we ask them to complete a short assessment.

Courses often fill quickly so we will endeavour to put on more courses if demand is very high.

Please drop in to any of the following sessions to meet staff and to complete your assessment and enrolment form.

<b>Thursday 6 September</b>	Staple Hill Library (10am - 12noon) Yate Library (5pm - 7pm)
<b>Monday 10 September</b>	Cadbury Heath Library (10am - 12noon & 5pm - 7pm)
<b>Tuesday 11 September</b>	Yate Library (10am - 12noon) Patchway Library (10am - 12noon & 5pm - 7pm) Staple Hill Library (5pm - 7pm)
<b>Wednesday 12 September</b>	Kingswood Library (10am - 12noon)
<b>Thursday 13 September</b>	Filton Library (10am - 12noon)

# Functional skills

We offer a range of levels in Functional Skills English and Maths and accreditation at Levels 1 and 2 (Level 2 being an equivalent level to a GCSE at A-C grade). Courses are for adults and run for 15 sessions. Learners are requested to attend all sessions.

**Note:**

Functional Skills English is only suitable for people who are fluent in English. We also offer ESOL courses for people who need to improve their language skills, please refer to that section of the prospectus.



# Functional skills – English

<b>Cadbury Heath Library</b> School Rd, Cadbury Heath, BS30 8EN	Wednesday 9.30 - 11.30am 26 Sept - 30 Jan (15 weeks)
<b>Park Centre, Kingswood</b> High Street, Kingswood, BS15 4AR	Wednesday 9.30am - 11.30am 26 Sept - 30 Jan (15 weeks)
<b>Filton Library</b> Shield Retail Park, Filton, BS34 7BR	Tuesday 6.30pm - 8.30pm 25 Sept - 29 Jan (15 weeks)
<b>Filton Library</b> Shield Retail Park, Filton, BS34 7BR	Wednesday 1pm - 3pm 26 Sept - 30 Jan (15 weeks)
<b>Patchway Library</b> Rodway Road, Patchway, BS34 5PE	Wednesday 6.30pm - 8.30pm 3 Oct - 6 Feb (15 weeks)
<b>Patchway Library</b> Rodway Road, Patchway, BS34 5PE	Thursday 1pm - 3pm 27 Sept - 7 Feb (15 weeks)
<b>Staple Hill Library</b> Broad Street, Staple Hill, BS16 5LS	Thursday 1pm - 3pm 20 Sept - 31 Jan (15 weeks)
<b>Mangotsfield Secondary School</b> Rodway Hill, Mangotsfield, BS16 9LH	Thursday 6.30pm - 8.30pm 20 Sept - 31 Jan (15 weeks)
<b>Armadillo Venue, Yate</b> Station Road, Yate, BS37 4FW	Tuesday 1pm - 3pm 25 Sept - 29 Jan (15 weeks)
<b>Yate Library</b> 44 West Walk, Yate, BS37 4AX	Tuesday 7pm - 9pm 25 Sept - 29 Jan (15 weeks)
<b>Yate Fire Station</b> Station Road, Yate, BS37 4AL	Friday 9.30am - 11.30am 28 Sept - 8 Feb (15 weeks)

# Functional skills – Maths

<b>Park Centre, Kingswood</b> High Street, Kingswood, BS15 4AR	Tuesday 9.30am - 11.30am 25 Sept - 29 Jan (15 weeks)
<b>Shield Road School, Filton</b> Shields Avenue, Filton, BS7 0RR	Tuesday 1pm - 3pm 25 Sept - 29 Jan (15 weeks)
<b>Patchway Library</b> Rodway Road, Patchway, BS34 5PE	Monday 1pm - 3pm 24 Sept - 28 Jan (15 weeks)
<b>Patchway Library</b> Rodway Road, Patchway, BS34 5PE	Monday 6.30pm - 8.30pm 24 Sept - 28 Jan (15 weeks)
<b>Staple Hill Library</b> Broad Street, Staple Hill, BS16 5LS	Thursday 10am - 12 noon 20 Sept - 31 Jan (15 weeks)
<b>Mangotsfield Secondary School</b> Rodway Hill, Mangotsfield, BS16 9LH	Thursday 6.30pm - 8.30pm 20 Sept - 31 Jan (15 weeks)
<b>Yate Library (Entry Level)</b> 44 West Walk, Yate, BS37 4AX	Wednesday 9.30am - 11.30am 26 Sept - 30 Jan (15 weeks)
<b>Yate Library</b> 44 West Walk, Yate, BS37 4AX	Monday 7pm - 9pm 24 Sept - 28 Jan (15 weeks)
<b>Yate Library (Levels 1 &amp; 2)</b> 44 West Walk, Yate, BS37 4AX	Wednesday 9.30am - 11.30am 26 Sept - 30 Jan (15 weeks)



# Confidence and wellbeing

These courses concentrate on building people's self esteem and also provide strategies to reduce stress and plan for the future.

## **Juice Project, Cadbury Heath**

56-60 Newton Rd, BS30 8EN

Thursday 10am - 12 noon

4 Oct - 22 Nov (6 weeks)

## **Armadillo Venue**

Station Road, Yate, BS37 4FW

Thursday 1pm - 3pm

13 Sept - 18 Oct (6 weeks)

# Job seeking skills

These courses aim to get learners ready to apply for jobs. You will learn about transferable skills, compiling a good CV, personal presentation skills, searching and applying for jobs.

## **Juice Project, Cadbury Heath**

56-60 Newton Rd, BS30 8EN

Thursday 1pm - 3pm

4 Oct - 22 Nov (6 weeks)

## **Kingswood Library**

High Street, Kingswood, BS15 4AR

Thursday 1pm - 3pm

8 Nov - 13 Dec (6 weeks)

## **Armadillo Venue**

Station Road, Yate, BS37 4FW

Thursday 9.30am - 11.30am

8 Nov - 13 Dec (6 weeks)

# IT courses

IT courses concentrate on building people's skills for the workplace, to search and apply for jobs online or to equip them to help their children's learning. IT courses are not accredited and no formal qualification is awarded.

## Powerpoint for parents

**Staple Hill Library** Wednesday 9.30am - 11.30am  
Broad Street, Staple Hill, BS16 5LS 19 Sept - 17 Oct (5 weeks)

**Mangotsfield Secondary School** Thursday 6.30pm - 8.30pm  
Rodway Hill, Mangotsfield, BS16 9LH 20 Sept - 18 Oct (5 weeks)

## Excel spreadsheets for parents

**Staple Hill Library** Wednesday 9.30am-11.30am  
Broad Street, Staple Hill, BS16 5LS 7 Nov-12 Dec (6 weeks)

**Mangotsfield Secondary School** Thursday 6.30pm - 8.30pm  
Rodway Hill, Mangotsfield, BS16 9LH 8 Nov - 13 Dec (6 weeks)

**Yate International Academy** Tuesday 6.30pm - 8.30pm  
Sundridge Park, Yate, BS37 4DX 6 Nov - 11 Dec (6 weeks)

# IT for job seekers

## **Cadbury Heath Library**

School Rd, Cadbury Heath, BS30 8EN  
Wednesday 1pm - 3pm  
3 Oct - 28 Nov (8 weeks)

## **Filton Library**

Shield Retail Park, Filton, BS34 7BR  
Thursday 7pm - 9pm  
4 Oct - 5 Dec (8 weeks)

## **Patchway Library**

Rodway Road, Patchway, BS34 5PE  
Thursday 10am - 12noon  
4 Oct - 29 Nov (8 weeks)

## **Yate Library**

44 West Walk, Yate, BS37 4AX  
Wednesday 1pm - 3pm  
4 Oct - 6 Dec (8 weeks)

# IT for the workplace

## **Cadbury Heath Library**

School Rd, Cadbury Heath, BS30 8EN  
Wednesday 6.30pm - 8.30pm  
3 Oct - 28 Nov (8 weeks)

## **Filton Library**

Shield Retail Park, Filton, BS34 7BR  
Monday 7pm - 9pm  
1 Oct - 26 Nov (8 weeks)

## **Yate Library**

44 West Walk, Yate, BS37 4AX  
Wednesday 6.30pm - 8.30pm  
3 Oct - 28 Nov (8 weeks)

# ESOL (English for speakers of other languages)

We are able to offer short courses to help residents to improve their English.

ESOL courses are linked either to the local community or to work and aim to help residents to integrate into their new community and to gain employment.

As language skills improve, ESOL learners can progress on to the Functional Skills English courses and gain accreditation.

## ESOL and life in the community

### **Kingswood Civic Centre**

High Street, Kingswood, BS15 9TR

Tuesday 1pm - 3pm

25 Sept - 4 Dec (10 weeks)

### **Jubilee Centre, Bradley Stoke**

Savages Wood Road, BS32 8HL

Monday 9.30am - 11.30am

1 Oct - 10 Dec (10 weeks)

# Family learning

## Sure Start Children's Centres

Community Learning works in partnership with the Sure Start Children's Centres to offer courses to parents.

The courses equip parents with the skills and knowledge to enable them to help their child's learning. Parents are also encouraged to progress on to other community courses to further improve their skills and gain qualifications.

Look out for posters at the Sure Start Children's Centres for a list of the courses on offer.

## Primary schools

Community Learning works in partnership with South Gloucestershire Primary Schools to deliver a programme of Family Learning.

Workshops and courses take place during the day at the schools and give parents the opportunity to find out the current methods taught in Maths and English, enabling parents to be able to understand and help with their child's school work.

The workshops often include parents working alongside their children for part of each session, which encourages a stronger learning ethos within the family.

Parents can progress on to accredited courses in Maths and English if they wish to gain a qualification.

Look out for flyers that will be sent home in your child's school bag.

# Discover learning at your library

Libraries provide a wide range of resources to help you develop your knowledge and skills

- A wide range of books to help you discover more about a subject or develop a new skill
- Why not check out our website to access our online catalogue of over 2 million items, you can reserve any item online and we'll let you know when the item is available
- Free use of computers to access the internet or use various programs such as MS Office, many libraries have IT volunteers to help you with using computers
- If you have an information enquiry, contact our Enquiry Centre or access our online resources (see contact details below).
- For your children we have a programme of activities and books for all ages, children are never too young to join the library and share books.

## To find out more

Visit your local South Gloucestershire Library  
Go online at [www.southglos.gov.uk/libraries](http://www.southglos.gov.uk/libraries)  
Phone us on **01454 86 6900**

For general information enquiries email:  
**AskTheLibrary@southglos.gov.uk**

Join us this autumn for the first Discover festival in South Gloucestershire  
**6th Sept-4th Nov 2012**  
[www.southglos.gov.uk/discover](http://www.southglos.gov.uk/discover)



# Community partners

Community Learning works with a range of community organisations to extend the number and variety of courses on offer to South Gloucestershire residents.

We provide the funding to enable these organisations to offer free courses in addition to the courses listed within this prospectus.

Please contact us by telephoning: **01454 864613** or emailing us at **community.learning@southglos.gov.uk** to find out more information.

## Free careers and learning advice

After completing your course with Community Learning, you may want advice on what to do next.

If you are interested in doing another course, finding work or want to know what to do next please contact us on **01454 864613** or email **community.learning@southglos.gov.uk** for free and confidential advice.

Alternatively, for support to explore your wider choices and options in learning and work, you can get free careers advice online, over the telephone or face to face with Next Step. Tel: **0800 100 900** or visit: **www.directgov.co.uk/nextstep**

For more information:

email: [community.learning@southglos.gov.uk](mailto:community.learning@southglos.gov.uk)

telephone: **01454 864613**

web: [www.southglos.gov.uk/communitylearning](http://www.southglos.gov.uk/communitylearning)

If you would like this information in a different format, for example: Braille, audio tape, large print, computer disk, BSL or community languages, please contact: ☎ **01454 864613**



An **Active** mind in an **Active** body