



Sefton Community
Learning Service

Sefton Council 



LIVERPOOL
CITY REGION
COMBINED AUTHORITY

METRO MAYOR
LIVERPOOL CITY REGION

Sefton Community Learning Centre, 53 Cambridge Road, Seaforth L21 1EZ T: 0151 934 4546

Adult Course Guide

AUTUMN 2024

Get ready to unlock your potential
and take your passion to the
next level!




Ofsted

Good
Provider

2024

Proudly rated 'Good'
Thanks to all the learners,
tutors and staff

Creative Industries | **Digital** | **Education & Training**
Employability | **English, Maths & ESOL** | **Family Learning**

 @learnworksefton

 www.facebook.com/LearnWorkSefton



Welcome to our Autumn Term

Sefton Community Learning Service is funded by Liverpool City Region (LCR) to plan, manage and deliver learning for adults 19+ who live in the region.

Sefton Community Learning Service offers a range of fantastic learning opportunities to help develop new skills, grow in confidence, and thrive.



Experienced Tutors: Our courses are delivered by highly qualified and experienced tutors who are passionate about their subjects.



Learner Support: Our friendly and experienced tutors will work with you to ensure you have the best chance to achieve your learning goals. We can offer additional support with maths, English and ICT. We can also make reasonable adjustments to support learners with, for example visual and hearing impairments, dyslexia and physical support needs. You will learn in a friendly environment with small class sizes.



Learning Centre: We have a modern and well-equipped learning centre, with access to an interactive immersive room. The centre has a free internet bar with adjustable tables and disabled accessible facilities.



Free access to Microsoft Office 365 package: On selected courses, learners get free access whilst studying with us.



Free refreshments: We offer free tea and coffee for all of our learners.



Our learners said they have...

- improved their confidence
- made new friends
- returned for more learning opportunities
- started their own business
- felt more confident to explore other opportunities including volunteering



Course Fees – Autumn 2024

Many of our courses are FREE. The £10 fee applies to your first course only. Additional courses and intermediate level (next steps) are charged at £37.50, unless otherwise stated.

** Fee remission applies to these courses. (Q) Courses leading to a qualification are individually priced. For details, please phone the Admin Team on 0151 934 4546. Minimum class sizes apply. Places are allocated on a first come first served basis.

Returning learners will not be able to enrol onto courses they have previously completed.

About Our Courses

ESOL, Functional Skills English and maths – These courses aim to support you in the development of your ESOL, maths and English skills for everyday life and work. Courses available for all, from Entry level to Level 2.

Creative Industries, Health & Wellbeing - These short courses support personal development by learning new skills, boosting confidence, and improving health and wellbeing. These courses enable progression into further learning, including qualifications.

Digital Skills - These courses will boost your confidence in using technology for everyday life, work, and more.

Education & Training – These courses aim to boost your confidence and develop skills and attributes that employers are looking for, improving your chances of seeking and gaining employment or securing a promotion. There is an entry criterion for some of these courses and the Admin. team will be happy to answer any of your questions.

Family Learning – These courses are for parents, grandparents, guardians, and carers to work independently or with their children to support literacy and numeracy development.

Disclaimer

Sefton Community Learning Service has made every effort to ensure that the information contained in this course listing is accurate and up to date. The Service cannot accept responsibility for any errors, omissions, or ambiguities and reserves the right to revise, alter, postpone, or cancel courses once they have commenced.

Ofsted

Good Provider

2024



Sefton Community Learning Service

Ofsted Good Provider!

We are thrilled to announce that we have been officially recognised as an Ofsted Good provider! Our team has worked tirelessly to create a positive and supportive learning environment for our learners. Join us in celebrating this achievement by enrolling on one of our Autumn 2024 courses and see why we are a top-choice for education!

We set ourselves apart with our dedicated and experienced teaching staff, innovative curriculum, and supportive learning environment. Choose us for a fantastic educational experience!"



WHAT OFSTED SAID

"Learners find employment or become volunteers because of the skills and qualifications they have gained."

"Learners develop resilience and are better able to deal with life and work."

"They significantly improve their mental health and wellbeing and self-esteem because of what they learn on their courses."



WHAT OUR LEARNERS SAID

"My confidence has grown and I can now progress my career path as I continue with education."

"I have now gained employment with Sefton Community Learning Service which will help progress my career."

"The entire team at the learning centre are wonderful and supportive."



Sefton Community Learning Service

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HM Government



Towns Fund

Building Better Customer Experience

Sefton Community Learning Service is working in partnership with Southport Town Deal to support volunteers in offering excellent customer service to Southport residents and visitors.

Are you looking to volunteer or gain new skills? Why not complete our amazing short online module 'Building Better Customer Experience'

For further information or to register your interest, contact 0151 934 4546



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Sefton Community Learning Service

Sefton@Work working for you



Looking for work? Need support?



Jobs & Training



Skills & Experience



Work Placement & Volunteering Opportunities



Finding & Preparing for Work



Employer Advocacy



Interview Skills



CV Writing



1:1 Advice & Guidance



Health & Wellbeing



Find out how our free confidential and tailored information & advice service can help you
Call us on 0151 934 2610 or visit www.seftonatwork.net
Call into our new office in Bootle Strand opposite the Post Office

Course Guide

Autumn 2024



Sefton Community
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Sefton Council 

Creative Industries/ Health & Wellbeing



Course Title	Start Date	Day	Start Time	End Time	Weeks	Hours	Cost
Guitar for Beginners	09/09/2024	Mon	10:00am	12:00pm	5	2	£10.00
Mindful Meditations	09/09/2024	Mon	10:00am	12:00pm	5	2	FREE
Embroidery Stitching for Mindfulness	09/09/2024	Mon	10:00am	12:00pm	5	2	FREE
The Art of Card Crafting	09/09/2024	Mon	1:00pm	3:00pm	5	2	£10.00
Ukulele for Beginners	09/09/2024	Mon	6:00pm	8:00pm	5	2	£10:00
Introduction to Functional Fitness for Wellbeing	09/09/2024	Mon	6:00pm	7.30pm	5	1.5	FREE
Introduction to the Art of Handcrafted Chocolates Workshop	09/09/2024	Mon	6:00pm	8:00pm	2	2	FREE
Introduction to Mediterranean Cookery	10/09/2024	Tue	10:00am	12:00pm	5	2	£10.00
German for Beginners	10/09/2024	Tue	10:00am	12:00pm	5	2	£10.00
Introduction to Aromatherapy Essential Oils	10/09/2024	Tue	1:00pm	3:00pm	5	2	FREE
Introduction to Crafting with Air Dry Clay	10/09/2024	Tue	1:00pm	3:00pm	5	2	£10.00
Introduction to Healthy Plant Based Cooking	11/09/2024	Wed	10:00am	12:00pm	5	2	FREE
Watercolours for Beginners	11/09/2024	Wed	12:30pm	2:30pm	5	2	£10.00
Japanese Inspired Sewing Crafts	12/09/2024	Thu	10:00am	12:00pm	5	2	£10.00
Re-loving your Clothes - Visible Mending Techniques	12/09/2024	Thu	1:00pm	3:00pm	5	2	£10.00
Introduction to Crochet Crafts	13/09/2024	Fri	10:00am	12:00pm	5	2	£10.00
Drawing for Beginners	13/09/2024	Fri	10:00am	12:00pm	5	2	£10.00
The Stuarts - Splendid or Silly	13/09/2024	Fri	10.00am	12.00pm	5	2	£10.00
Tracing your Family Tree - Next steps	13/09/2024	Fri	12:30pm	2:30pm	5	2	£37.50
Introduction to Mexican Cookery	13/09/2024	Fri	1:00pm	3:00pm	5	2	£10.00
Mindful Meditations	04/11/2024	Mon	10:00am	12:00pm	5	2	FREE

Creative Industries/ Health & Wellbeing



Course Title	Start Date	Day	Start Time	End Time	Weeks	Hours	Cost
Ukulele for Beginners	04/11/2024	Mon	10:00am	12:00pm	5	2	£10.00
Sewing Machine Functions for Beginners	04/11/2024	Mon	10:00am	12:00pm	5	2	£10.00
Guitar for Beginners	04/11/2024	Mon	1:00pm	3:00pm	5	2	£10.00
Introduction to Decorative Bead Work	04/11/2024	Mon	1:00pm	3:00pm	5	2	£10.00
Cooking Healthy Winter Warmers	05/11/2024	Tue	10:00am	12:00pm	5	2	FREE
Introduction to Printmaking	05/11/2024	Tue	10:00am	12:00pm	5	2	£10.00
Introduction to Candle and Diffuser Crafting	05/11/2024	Tue	1:00pm	3:00pm	5	2	FREE
Introduction to European Architecture	05/11/2024	Tue	1:00pm	3:00pm	5	2	£10.00
Introduction to Indian Cookery for Beginners	06/11/2024	Wed	10:00am	12:00pm	5	2	£10.00
Acrylics for Beginners	06/11/2024	Wed	12:30pm	2:30pm	5	2	£10.00
Creating a Handcrafted Heirloom Christmas Stocking	07/11/2024	Thu	10:00am	12:00pm	5	2	£10.00
Re-loving your Clothes - Visible Mending Techniques	07/11/2024	Thu	1:00pm	3:00pm	5	2	£10.00
The Port & Parish of Liverpool in the 18th Century	08/11/2024	Fri	10:00am	12:00pm	5	2	£10.00
Drawing for Beginners	08/11/2024	Fri	10:00am	12:00pm	5	2	£10.00
Tracing your Family Tree for Beginners	08/11/2024	Fri	12:30pm	2:30pm	5	2	£10.00
Traditional Festive Wreath Workshops	18/11/2024	Mon	6:00pm	8:00pm	2	2	FREE
	19/11/2024	Tue	6:00pm	8:00pm	2	2	FREE
	02/12/2024	Mon	6:00pm	8:00pm	2	2	FREE
	03/12/2024	Tue	6:00pm	8:00pm	2	2	FREE
	06/12/2024	Fri	10:00am	2:00pm	1	4	FREE
Create a Contemporary Rag Wreath Workshop	09/12/2024	Mon	10:00am	2:00pm	1	4	FREE
Traditional Festive Origami Cards Workshop	09/12/2024	Mon	10:00am	2:00pm	1	4	FREE
Decorative Festive Candles Workshop	10/12/2024	Tue	11:00am	3:00pm	1	4	FREE
Festive Pastries Workshop	11/12/2024	Wed	10:00am	2:00pm	1	4	FREE

Digital Skills



Course Title	Start Date	Day	Start Time	End Time	Weeks	Hours	Cost
Microsoft Word for Beginners	09/09/2024	Mon	10:00am	12:00pm	5	2	FREE
Internet and Email for Beginners	09/09/2024	Mon	1:00pm	3:00pm	5	2	FREE
Microsoft Office for Beginners	10/09/2024	Tue	10:00am	12:00pm	5	2	FREE
Computers for Complete Beginners	10/09/2024	Tue	1:00pm	3:00pm	5	2	FREE
Spreadsheets for Beginners	10/09/2024	Tue	6:00pm	8:00pm	5	2	FREE
A Guide to Buying Technology	12/09/2024	Thu	10:00am	12:00pm	5	2	FREE
Digital Photography through the Seasons - Autumn	12/09/2024	Thu	10:00am	12:00pm	5	2	FREE
Photo Editing for Beginners	12/09/2024	Thu	1:00pm	3:00pm	5	2	FREE
(Q) Get Digital! Essential Digital Skills for Life, Work & Beyond (DFSQ-Entry 3)	13/09/2024	Fri	9:30am	3:00pm	12	5.5	FREE
Spreadsheets for Beginners	04/11/2024	Mon	10:00am	12:00pm	5	2	FREE
Managing Files and Folders	04/11/2024	Mon	1:00pm	3:00pm	5	2	FREE
Using Online Services and Digital Platforms	04/11/2024	Mon	6:00pm	8:00pm	5	2	FREE
Microsoft Office - Next Steps	05/11/2024	Tue	10:00am	12:00pm	5	2	FREE
Protecting your Identity Online	05/11/2024	Tue	1:00pm	3:00pm	5	2	FREE
Shopping Online Safely	07/11/2024	Thu	10:00am	12:00pm	5	2	FREE
Digital Photography through the Seasons - Autumn	07/11/2024	Thu	10:00am	12:00pm	5	2	FREE
Photo Editing for Beginners	07/11/2024	Thu	1:00pm	3:00pm	5	2	FREE



Office 365

As a learner with Sefton Community Learning Service you may be able to request access to Office 365 to use for the duration of your course (conditions apply). Sefton Community Learning Service will provide you with a secure email address allowing you to safely contact your tutor. You will also have access to cloud-based programmes, including Word, Excel, PowerPoint, Microsoft Teams, Outlook and OneDrive to support you whilst learning with us.

Education and Training



Course Title	Start Date	Day	Start Time	End Time	Weeks	Hours	Cost
(Q) Level 1 Award in Volunteering to Support English Language Teaching & Learning	05/09/2024	Thu	10:00am	2:30pm	15	4.5	FREE
(Q) Level 1 Award in an Introduction to Mental Health and Wellbeing	09/09/2024	Mon	10:00am	12:00pm	4	2	**
(Q) Entry 3 Award in British Values - Exploring the Principles of Modern Britain	09/09/2024	Mon	1:00pm	3:00pm	4	2	**
(Q) Entry 3 Award in Equality and Diversity	10/09/2024	Tue	9:30am	11:30pm	4	2	**
(Q) Level 1 Award in Understanding Safeguarding for Work, Education and Life	10/09/2024	Tue	1:00pm	3:00pm	6	2	**
(Q) Level 2 Certificate in Supporting Teaching and Learning	10/09/2024	Tue	10:00am	2:30pm	28	4.5	**
(Q) Level 3 Award in Education and Training	11/09/2024	Wed	10:00am	2:30pm	14	4.5	**
(Q) Level 3 Award in English for Literacy and Language Teaching	19/09/2024	Thu	9:30am	12:30pm	19	3	FREE

Employability



Course Title	Start Date	Day	Start Time	End Time	Weeks	Hours	Cost
(Q) Level 1 Award in Mentoring Skills	10/09/2024	Tue	9:30am	12:00pm	13	2.5	FREE
(Q) Level 1 Award in an Introduction to Early Years Settings	10/09/2024	Tue	9:30am	12:00pm	13	2.5	FREE
(Q) Entry 3 Award in Customer Service Skills	10/09/2024	Tue	1:00pm	3:00pm	4	2	FREE
(Q) Level 1 Award in Preparing to Work in Schools	12/09/2024	Thu	9:30am	12:00pm	12	2.5	FREE
(Q) Level 1 Award in Working in Adult Social Care	12/09/2024	Thu	1:00pm	3:00pm	12	2	FREE

English, Maths & ESOL



Introductory and Functional Skills English, maths and ESOL courses are available on various days and times. An Initial Assessment is required prior to attending a course. To book an appointment contact 0151 934 4546.

Course Title	Start Date	Day	Start Time	End Time	Weeks	Hours	Cost
Introduction to Maths Skills Level 2	03/09/2024	Tue	6:15pm	8:15pm	14	2	FREE
Improve your Spelling and Grammar Skills	09/09/2024	Mon	9:30am	11:30am	6	2	FREE
Develop and Use Everyday Number Skills	10/09/2024	Tue	9:30am	11:30am	6	2	FREE
Introduction to Creative Writing	10/09/2024	Tue	1:00pm	3:00pm	6	2	£10.00
Everyday Maths Skills	12/09/2024	Thu	1:00pm	3:00pm	6	2	FREE
ESOL Everyday Maths Skills	23/09/2024	Mon	12.45pm	2.45pm	10	2	FREE
Improve your Writing Skills	04/11/2024	Mon	9:30am	11:30am	6	2	FREE
Develop and Use Everyday Fractions, Decimals and Percentages	05/11/2024	Tue	9:30am	11:30am	6	2	FREE
Creative Writing to Support Mental Health and Wellbeing	05/11/2024	Tue	1:00pm	3:00pm	6	2	FREE
Introduction to English Skills Level 1	TBC	This course is held at St Leonard's Community Centre. Please contact 0151 934 4546 to register interest.					FREE



We are a Children's University Public Learning Destination for family learning programmes.



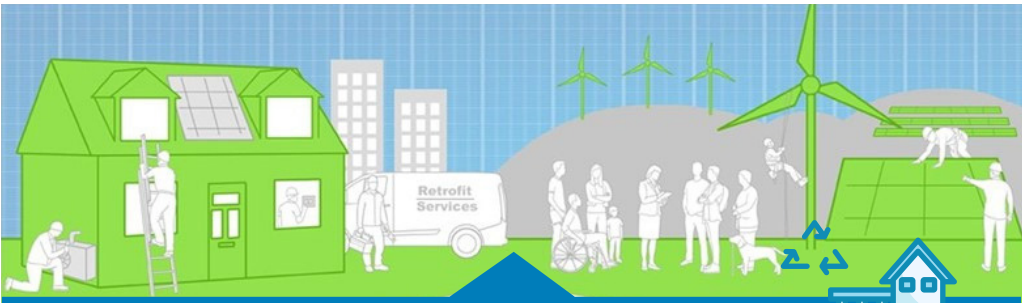
Sefton Community Learning Service
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Family Learning



WFL - Wider Family Learning courses are designed to engage adults and children to learn together. We offer a range of courses and workshops for adults and children (age 4-13, depending on course content). FL - We also offer Family Learning courses aimed at parents/carers, to develop their personal skills and to enable them to support children with their literacy and numeracy development.

Course Title	Start Date	Day	Start Time	End Time	Weeks	Hours	Cost
FL - Using Craft Activities with Children and Young People	09/09/2024	Mon	9:30am	11:30am	5	2	FREE
Introduction to Food and Nutrition for Children	09/09/2024	Mon	12:30pm	2:30pm	5	2	FREE
FL - Improve your Maths Skills to Support your Children's Development	10/09/2024	Tue	9:30am	11:30am	6	2	FREE
FL - Healthy Family Meals on a Budget	10/09/2024	Tue	12:45pm	2.45pm	5	2	FREE
(Q) Level 1 Award - Preventing Plastic Pollution	11/09/2024	Wed	9:30am	12.30pm	7	3	FREE
FL - Create and Use Story Sacks to Support Children's Literacy Development	12/09/2024	Thu	9:30am	11:30am	5	2	FREE
FL - Improve your Literacy Skills to Support your Children's Development	12/09/2024	Thu	12:30pm	2:30pm	6	2	FREE
WFL - Autumn Festivals and Celebrations	24/09/2024	Tue	3:45pm	5:15pm	5	1.5	FREE
WFL - Spooky Crafts Workshop	29/10/2024	Tue	10:00am	12:00pm	1	2	FREE
WFL - Day of the Dead and Diwali Cultural Celebrations Workshop	29/10/2024	Tue	1:00pm	3:00pm	1	2	FREE
FL - Using Maths through Play to Support Child Development	05/11/2024	Tue	9:30am	11:30am	6	2	FREE
WFL - Making Christmas Sweet Treats with your Child	05/11/2024	Tue	3:30pm	5:00pm	5	1.5	FREE
(Q) Level 1 Award in Environmental Sustainability	06/11/2024	Wed	9:30am	12.30pm	7	3	FREE
WFL - The Egyptians	12/11/2024	Tue	4.00pm	5.30pm	4	1.5	FREE
(Q) Level 1 Award in Making and Using Story Sacks for Family Learning	To be confirmed. Please register your interest by contacting 0151 934 4546.						
(Q) Level 1 Award in Using Craft Activities with Children and Young People							
(Q) Entry 3 Award - Food and Nutrition for Children							
(Q) Entry 3 Award to Support Children In Family Learning							



Sefton Community Learning Service, working in partnership with the Southport Eco Centre and Sefton's Retrofit team, has developed an immersive and interactive experience focusing on the health and environmental benefits of retrofitting houses, affordable warmth and green jobs - all in support of net zero targets across the city region.

The demonstration/training area will host guest speakers and talks - all forming part of the learning experience. This is supported by a variety of short courses and taster sessions, including virtual training to act as a stepping stone to green energy employment.

For more information, contact us on 0151 934 4546
communitylearningservice@sefton.gov.uk

COMING SOON



From baking to bills, brush up on your everyday numeracy skills with Multiply



Courses covering:

- Working with numbers
- Budgeting
- Measure
- Time
- Basic functions
- Calculations...
- and more



LIVERPOOL CITY REGION
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Sefton Community Learning Service

What our learners say...

Intro to Maths

I enjoyed doing my maths course. I have learned so much and I am on track to do my exam in the new year.

Mindful Meditations

Very worthwhile learning experience to enhance my lifestyle, I would highly recommend it.

Spreadsheets for Beginners

I want to set up my own business, so this course is invaluable to me.

E3 Customer Service

The information and course material were very relevant to my future volunteering work.

Family Learning Cooking on a Budget

Really good course helping kids to get into cooking meals.

Intro to Creative Writing
Very useful, each lesson improved my confidence.

Advice and Guidance

As a learner with Sefton Community Learning Service, we will offer you confidential and impartial Matrix accredited information, advice, and guidance through your learning journey to help you achieve your goals and prepare you for the next steps available. This can include:

Access to IAG through	Seftonatwork.net	0151 934 2610
Advice on volunteering	seftoncvcs.org.uk	0151 920 0726
Links with Jobcentre Plus	www.gov.uk/contact-jobcentre-plus	0844 556 9355
Further Education and Higher Education		
Hugh Baird	www.hughbaird.ac.uk	0151 353 4444
Southport College	guidance@southport.ac.uk	01704 500 606
Blackburne House	reception@blackburnehouse.co.uk	0151 709 4356

Progression onto other courses – this can be discussed with your tutor during your course. For Functional Skills courses, please see page 10.



Phoebe Range

Pathways to Teaching

“In September I will be starting my PGCE so I wanted to get as much experience in teaching as possible and find something that would fit around my studies. I decided to enrol onto the Pathways

to Teaching qualification at Sefton Community Learning Service.

My tutor has always provided me with great progressive feedback and offers support throughout the sessions including the opportunity for one-to-one guidance.

Being on this course has given me a good head start on understanding the roles of a teacher, which will support me in my future studies and career progression. Whilst attending my course, I seen that Sefton Community Learning Service were recruiting new tutors and I decided to apply. I am so pleased that I was successful at the interview and am now able to start delivering courses for the service.”

Rebecca Bailey and Linda McCartney

L2 Certificate in Supporting Teaching and Learning



“I chose to come to Sefton Community Learning Service after attending other providers where most people were younger than myself. I decided I would prefer somewhere with a better mix of ages to complete my qualification. This qualification has completely changed my life, my mental health has improved, I have gained employment following my placement and now I happily skip to work. My next steps are to start looking for Level 2 Teaching Assistant employment vacancies to further progress my career. The tutors were amazing, supportive, and inspiring. I especially liked the personal approach of the tutors.” **Rebecca Bailey**

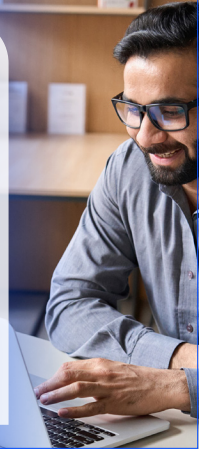
“As a single parent my mum always encouraged me to find term time-only employment, so when my mum got ill, and I received the Sefton Community Learning Service prospectus through my door, I thought there was no better time to start. It has massively improved my mental health and confidence and I no longer doubt my capabilities. I am looking forward to returning in September to progress to a higher-level qualification whilst looking for employment as a teaching assistant. I would not have made it through this course without the support from my tutors.”

Linda McCartney

We are now operating an online booking system - **“Me Learning”**. As a learner, you will be able to access our website, browse courses and find out what you will learn on each course. This will allow you to make an informed decision before self-enrolling with us.

We have put together “how to” guides to support you with navigating through the platform, so head over to the Welfare Hub on our website to download your guides.

<https://www.sefton.gov.uk/community-learning/welfare-hub/>



We Are **HIRING**



**Are you a qualified tutor passionate about your subject?
Come and join our team at Sefton Community Learning Service.**

We are expanding our team and looking for high quality tutors who are passionate to provide opportunities to learners to develop and thrive.

We are recruiting tutors across the following subjects:

**English, Maths, ESOL, Education and Training, First Aid,
Digital Skills, Languages, Flower Arranging, Hospitality and
Catering, Family Learning, Arts & Crafts, Sign Language.**

We are looking for tutors who can make a significant difference in the personal development and skills growth of our adult learners.

**Pop in, look around and meet the team
Last Friday of the month 10am-12 noon
Contact 0151 934 4546 for more details**



How to enrol...

Don't miss out. Come along to one of our enrolment days...



13th August

13:00 - 17:00

15th August

10:00 - 15:00

WHAT TO BRING

- Details of previously achieved qualifications (if applicable)
- Proof of address i.e. Driving License or recent utility bill
- If you are entitled to fee remission, proof of benefit or income
- Course Fee to be paid at enrolment

WAYS TO ENROL

Enrol on-line anytime:

www.sefton.gov.uk/communitylearning
Scan QR code to register and enrol

Enrol by phone: 0151 934 4546

Monday to Thursday 9:00 – 16:30

Friday 9:00 – 15:30

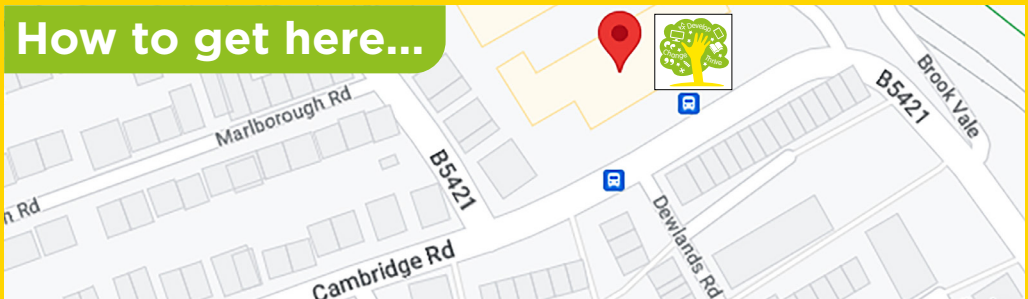
Enrol in Person:

Monday to Thursday 9:00 - 16:30

Friday 9:00 - 15:30

Classes fill up quickly. Don't miss out, enrol today!

How to get here...



Sefton Community Learning Centre, 53 Cambridge Road, Seaforth L21 1EZ

Local Bus - Number 53 bus stops outside and opposite the centre

Car parking - Free car park for the use of visitors to the centre

