



Courses on offer

Most courses are
FREE

Contact us to find out more:

Tel: 01744 676671, 01744 677328 or 07702 959814

Visit: www.sthelens.gov.uk/adultlearning

Email: adultlearning@sthelens.gov.uk

Facebook: [StHelensACL](#)

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**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY



“It has boosted my self-esteem and confidence so much, the support has been great, I would recommend ACL because the courses are flexible to your needs and most are free.”



Improve your sense of wellbeing with Learn to Grow

A programme of free workshops and courses designed to help you to improve your self-confidence and get the most from life.

Sessions include:

- Photography and wellbeing
- Crafts for wellbeing
- Time for change
- Using free Apps to help wellbeing
- Digital wellbeing
- Mental Health Awareness
- Brighter Outlook



IMPROVE YOUR SKILLS

COURSE	COURSE DETAILS
DIGITAL SKILLS	
Get Digital workshops	<p>The workshop/s provide help with your digital skills including:</p> <ul style="list-style-type: none">• Accessing the web and navigating websites safely• Searching for useful online information• Completing online forms including applications• Using email attachments• Installation of useful Apps
Computers for Beginners	<p>The 4 week course covers:</p> <ul style="list-style-type: none">• How to switch on/off a computer correctly• The different areas to a computer and finding your way around them• Developing and improving your keyboard and mouse skills• How to open and close computer programs• Using a computer safely
Internet and Email	<p>The 4 week course covers:</p> <ul style="list-style-type: none">• Accessing the internet and websites• Searching the internet to find information you are interested in• Setting up and using email to communicate with others• Staying safe online
Using Tablets and iPads	<p>The 5 week course covers:</p> <ul style="list-style-type: none">• Basic online safety and device security• Connections - connecting a device to Wi-Fi• Interaction - using the touch screen and on-screen keyboard• Introduction to mobile browsers and web addressing• Use of a Search Engine to find online information and services• Bookmarking of useful websites & home screen short-cuts• Installation of useful Apps• Email set-up and use (including email attachments)

IMPROVE YOUR SKILLS AND JOB PROSPECTS

COURSE	COURSE DETAILS
SKILLS FOR PROGRESSION	
Personal Development	<p>The course covers the topics:</p> <ul style="list-style-type: none">• Preparation for Work• Career Development• Working as part of a group
STUDY SKILLS	
Study Skills	<p>This course covers:</p> <ul style="list-style-type: none">• The 4 different learning styles and identifies your dominant style• Making key notes and revision notes• Using mind maps• Creating a study timetable or planner
EMPLOYABILITY	
Get that Job	<p>A series of workshops covering:</p> <ul style="list-style-type: none">• Applying for jobs online• Improving online job searches• Uploading CV's and job applications• Exploring job opportunities• CV writing• Filling out job applications• Preparing for interview



Improve your skills and knowledge to support your local community

A programme of free workshops for local volunteers and members of community groups and charitable organisations.

Sessions include:

- First Aid
- Mental Health Awareness
- Equality & Diversity
- Benefits of Volunteering
- Creative Inspirations
- Supporting Children and Young People



SUPPORTING YOUR CHILDREN

COURSE	COURSE DETAILS
KEEPING UP WITH YOUR CHILDREN COURSE	
An Introduction to Phonics	<p>This course covers aspects that children will be studying at school, providing parents/carers with the tools to support their children in these areas:</p> <ul style="list-style-type: none">• Key terminology relating to phonics• Saying the sounds correctly• Useful websites to support children's learning• Importance of reading with and to children
Keeping Up with your Children - English	<p>This course covers aspects that children will be studying at school, providing parents/carers with the tools to support their children in these areas:</p> <ul style="list-style-type: none">• How phonics is taught in schools.• Spelling Strategies.• Grammar• Punctuation
Keeping Up with your Children - Maths	<p>An overview of how maths is taught in schools. Each topic looks at how children's understanding is developed as they progress through school and explains why things are taught in a certain way.</p> <p>These topics include:</p> <ul style="list-style-type: none">• The language of maths• Calculation methods• Shapes and measures• Fractions

FUNCTIONAL SKILLS

COURSE

COURSE DETAILS

MATHS & ENGLISH COURSES

Morning, afternoon and evening classes available!

Functional Skills English

The course covers:

- How to write clearly and effectively with correct spelling, grammar and punctuation
- How to read a range of different texts confidently and fluently
- How to listen, understand and make relevant contributions to discussions
- How to adapt delivery when speaking, depending on purpose and audience

Functional Skills Maths

The course covers:

- Using and understanding numbers
- Calculations involving addition, subtraction, multiplication and division
- Fractions, decimals and percentages
- Using measures (length, weight, capacity etc.)
- Understanding shape and calculating area, perimeter and volume
- Understanding and representing data (in graphs, charts and tables)

ESOL (English for Speakers of Other Languages)

The courses cover:

- Speaking and Listening to communicate clearly
- Reading to gain essential information
- Writing so that meaning is clear
- A range of levels from Pre-Entry to Level 1

WORKING WITH CHILDREN AND YOUNG PEOPLE

COURSE	COURSE DETAILS
STEPPING UP	
<p>Level 1 - Caring for Children (FREE)</p>	<p>The course will give you an understanding of how children learn and how different activities play an important part in their development. You will complete 3 units at level 1.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Developing knowledge and understanding of learning experiences • Understanding learning and development through play • How craft activities benefit children in their development
<p>Level 2 Supporting Teaching and Learning (Teaching Assistant Course)</p> <p>(fees may apply, funding available)</p>	<p>The course covers :</p> <ul style="list-style-type: none"> • Understanding children and young people's development • Maintain relationships with children and young people • Understand school as organisations • Safeguarding children and young people • Equality, diversity and inclusion in a learning environment • Support the health and safety of children and young people • Support positive behaviour in a learning environment • Contribute to teamwork in a learning environment • Understanding children and young people's play and leisure • Promote an effective learning environment • Provide displays in a learning environment



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