

Community Learning and Development

Get into Learning

Community Based Adult Learning Programme January – March 2012



Telephone Applications
0800 121 4695



westlothian.gov.uk



West Lothian Council

Do you feel learning is not for you? Have you been away from learning for a while?

The aim of this booklet is to get you back into learning. So, the courses are all designed with you in mind. You don't have to pay to attend, as the courses are free. You don't have to have any qualifications as the courses are meant to be a start back into learning. What you do need is to want to give it a go.

Along the way, you will:

- › gain new skills
- › increase your confidence
- › improve your employment prospects
- › get involved in your community
- › meet new people
- › enjoy learning

All of the courses take place in your local community, usually in your community centre, at days and times which will fit in with your everyday life. We have broken the courses into different sections and tried to explain what you will get out of going along. Why not browse through the booklet, see what is on offer, and give learning a go.



means you can gain a qualification whilst attending this course



means Crèche places may be available

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Options and choices

Are you at a crossroads, do you wish to make a new start but feel unsure of the next steps? This course aims to help you find and use knowledge to make informed decisions, to plan, organise and evaluate where you are and where you want to go. Along the way you will develop interpersonal skills, group skills, self-awareness, self-reliance and increase your self-confidence. The course lasts 10 weeks.

Lanthorn Community Centre, Livingston

Tuesday 7 February 10.00-12.00

Catching confidence

Do you feel that your confidence is at low ebb? Are you not sure how to move forward? This course will introduce you to some useful tools and exercises that will help you understand the nature and role of confidence and look at ways of developing it. This course lasts 4 weeks

Fauldhouse Partnership Centre

Wednesday 18 January 9.30 - 12.00

Lanthorn Community Centre, Livingston

Monday 16 January 9.30 - 12.00

Calm

Create calm in your life. Learn how to deal with too much stress. Let yourself relax and find ways to rebalance your life.

This course lasts 4 weeks

Addiewell Community Centre

Monday 16 January - 13.00-15.00

Stoneyburn Community Centre

Friday 20 January - 9.30-11.30

Incredible Years Parenting Class

For parents of pre-school children

The course looks at aspects of children's behaviour, learning, social skills, and language development. Each workshop looks at how children's learning sometimes impacts on their behaviour and offers possible strategies when managing challenging behaviour.

Craigsfarm Livingston

Wednesday 1 February - 09.30-11.30



Welcome to Computing: an introduction

If you have never turned on a computer, indeed, if you were scared to, then this is the course for you. Over the weeks, you will look at how to switch it on, how to use the different parts of the computer, to create documents, to save the document and how to print. You will also have a chance to find out about the internet. ***This course lasts 10 weeks.***

Armadale Community Centre → Wednesday 18 January 10.00-12.00

Bathgate Community Centre → Monday 16 January 13.00-15.00

Blackburn Community Centre → Monday 16 January 19.00-21.00

Fauldhouse Partnership Centre → Friday 20 January 9.30-11.30

Forestbank Community Centre → Tuesday 17 January 10.00-12.00

Forestbank Community Centre → Wednesday 18 January 13.00-15.00

Lanithorn Community Complex, Livingston → Tuesday 17 January 14.00-16.00

Strathbrock Community Centre → Wednesday 18 January 13.30-15.30

Strathbrock Community Centre → Saturday 21 January 10.00-12.00

Whitburn Community Centre Monday → Monday 16 January 9.30-11.30

Next Steps Computing: Introduction to IT Software Word processing and Presenting Information

You will look at creating your own documents, inserting pictures, using different types of text, creating spreadsheets and presentations.

This course is designed for those who have either completed the 'Welcome to Computing' or an equivalent course at SQA access 3 level. This is part of the PC Passport qualification. ***This course last 12 weeks.***

Armadale Community Centre

Monday 19.00-21.30

Bathgate Community Centre

Monday 16 January 09.30-12.30

Blackburn Community Centre

Tuesday 17 January 19.00-21.30

Lanthorn Community Centre, Livingston

Wednesday 18 January 10.00-12.00

Strathbrock Community Centre, Broxburn

Monday 16 January 19.00-21.30

Whitburn Community Centre

Monday 16 January 19.00-21.30

Next Steps Computing: Searching the Internet

You will find out how to access information through the internet, search effectively and keep safe when using the net. It will also look at sending and receiving messages over a network.

This course is designed for those who have either completed the 'Welcome to Computing' or an equivalent course at SQA access 3 level. This is part of the PC Passport qualification. ***This course lasts 10 weeks.***

West Calder Community Centre

Wednesday 25 Jan 19.00-21.00





BBC First Click

We are joining the BBC's learning campaign to encourage people to use the internet. On this course you will get to grips with computer basics, explore the net and, create and send emails. ***This course lasts 4 weeks.***

Addiewell Community Centre	Thursday 19 January - 13.00-15.00
Almondbank Library, Craigshill	Friday 20 January 10.00-12.00
Armadale Community Centre	Monday 16 January - 10.00-12.00
Bathgate Community Centre	Friday 20 January - 13.00-15.00
Boghall Resource Base, Bathgate	Wednesday 18 January - 10.00-12.00
Carmondean Connected, Livingston	Tuesday 17 January - 14.00-16.00
Carmondean Connected, Livingston	Thursday 26 January - 10.00-12.00
Fauldhouse Partnership Centre	Tuesday 17th January - 10.00-12.00
Fauldhouse Partnership Centre	Wednesday 21 February - 10.00-12.00
Forestbank Community Centre	Tuesday 17 January - 13.00-15.00
Forestbank Community Centre	Wednesday 18 January - 10.00-12.00
Lanithorn Community Complex,	Wednesday 18 January - 14.00-16.00
Lanithorn Community Complex,	Thursday 1 March - 14.00-16.00
Linlithgow Library	Wednesday 18 January - 13.00-15.00
Linlithgow Library	Friday 20 January - 14.00-16.00
Strathbrock Community Centre	Monday 16 January - 11.00-13.00
Strathbrock Community Centre	Monday 20 February - 11.00-13.00
West Calder Community Centre	Thursday 26 January - 13.30-15.30
Whitburn Community Centre	Wednesday 18 January - 13.00-15.00

Childcare Skills

Thinking about a career in childcare? This course looks at the theory of working with children aged 6 weeks to 4 years. It offers practical sessions in play and looks closely at how a crèche is run. You will be given the opportunity to think about the skills needed to apply for a job, offered a mock interview and given feedback. Along the way, you will be encouraged to think about the many different opportunities there are to work with children: childminding, crèche worker, out of school play worker.

This course lasts 10 weeks and has 2 sessions per week.

Uphall Community Centre

Monday & Thursday 6 February - 12.30-15.30

So you want to be a DJ?

We have all been to parties and celebrations and enjoyed ourselves on the dance floor. The DJ helps to make the evening a success. During this course, you will find out about what makes a good DJ. There will be practical sessions and live 'gig' experience, opportunities to improve your presentation skills, visits to Real Radio and Smooth and Rock. You will find out about legislation, how to keep yourself and others safe, and how to get into the business. This course is designed for people with little or no previous experience.

This course lasts 10 weeks.

Mosswood Community Centre Livingston

Wednesday 25 January - 19.00-21.00

Digital Photography

This is a beginners level and will include photo editing /software, file sharing ,printing, camera work and developing personal projects . As most of this course is computer based it is essential to have basic computer skills.***This course lasts 10 weeks.***

Armadale Community Centre

Tuesday 17 January - 10.00-12.30

Lanthorn Centre, Livingston

Thursday 19 January - 14.00-16.00

Linlithgow Library

Thursday 19 January - 13.00-15.30

Linlithgow Library

Saturday 21 January - 10.00-12.30





Work Club – help yourself and others into work.

A weekly drop-in club is available to jobseekers in a number of community centres across West Lothian. This initiative is to help local unemployed residents find a new job by providing resources and professional support in the local area. You will influence the topics you want to know more about to help you find a job. You will have the opportunity to share your experiences with others and access support including creating a CV, completing application forms, undertaking job search, or learning interview techniques. Help will also be on hand if new need to complete online forms or brush up on your computing skills. There will be access to the most up to date vacancies.

Drop-in at any of the venues listed below and check local press for new clubs starting up. ***Please phone access2employment on 0800 032 9768 for further information.***

Armadale Community Centre

Monday - 14.30-16.30

Forrestbank Community Centre, Livingston

Monday - 14.00-16.00

Strathbrock Community Centre, Broxburn

Thursday - 14.00-16.00

You can also sign up for one of the short courses listed below. These courses are designed to help you prepare for work and are accredited by the Scottish Qualification Authority

Preparing For Employment: First Steps



Employers look at what qualities people have when deciding to offer jobs to them. This course will help you to identify what you have done, the skills you have at the moment and get you thinking about the skills you might need.

This course has four 2.5 hour sessions

Preparing for employment: Building Your Skills



Getting a job means finding out what jobs are available. It also means you need to think about your skills and qualities and does it match the job. This course will help you tailor your needs with that of a potential employer. It will make you consider what you can do, what you can learn to do and what you know are areas for personal development. You will also create a CV and practice your interview skills.

This course has eight 2.5 hour sessions

Preparing for Employment: Knowing What to Expect



Sometimes, when we get a job we think that we have reached our goal. However, the world of work is not the same as school, college or home. This course looks at the responsibilities you have as an employee. It will also look at what you can expect from your employer. Knowing what employers expect of you and what your responsibilities are will help you to get a job and to stay in a job.


This course has four 2.5 hour sessions



Qualifications are for everyone

All the courses are designed to encourage you back into learning. You may never have gained any qualifications or, indeed, now might be the right time to get some more. Many of our courses have a qualification built into the course. You may participate in the course without taking a qualification.

Once you join the course, your tutor will give you more information about the qualification and discuss with you what is involved in gaining certification.

All the courses marked with an () have a qualification attached to them. The qualifications are all verified by the Scottish Qualifications Authority and sit within the Scottish Credit and Qualification Framework (SCQF). The SCQF is a way of comparing the wide range of Scottish qualifications. It does this by giving each qualification a level and a number of credit points.





Improving your reading, writing and numbers

There are lots of reasons why you may want to brush up on your skills: helping your child with homework, feeling more confident at work, gaining a first qualification or because you need to pass your driving theory or entrance exam into the uniformed services.

Whatever the reason, contact us on **0800 731 1831** to set up a personal appointment to talk about your needs

Community Education Associations

There are a number of Community Education Associations in West Lothian. A committee of local people runs each association. The aim of the association is to offer social, recreational and educational opportunities for adults, young people and children who live in the area.

You can find out more about what is happening in your local area by telephoning **0800 121 4695**.

Voluntary & Childcare Training Calendar

The calendar is issued twice a year and offers opportunities to increase the confidence and skills of individuals, workers and volunteers involved in community groups, voluntary and childcare organisations across West Lothian.

You can get a copy of the latest calendar by telephoning **01506 282768**.

Other Learning Opportunities

This booklet is intended to give you an idea of the type of opportunities that Community Learning and Development can offer young people and adults. If you have an idea for a class or wish to find out what else we could offer, please telephone **0800 121 4695**

West Lothian Adult Learners Forum

We are conscious that while taking on board the comments you have made about the range and variety of activities, we could do more. We are in the process of setting up a Learners Forum.

This will give you, as learners, the opportunity to come together and discuss the types of courses that would be of most benefit to you. You will be able to talk directly to the providers and express your point of view.

For further information call 0800 121 4695



Need help or support?

We want you to come along to our courses and feel ready and able to learn. Please let us know if there is anything you need us to do in order that we can help you attend the group.

Crèche

Where we can, we try and provide a crèche. Qualified staff, who are supervised by the group tutor, run our crèches. The crèche is free and is open to children from 6 weeks to 4 years of age.

Courses marked with a  have access to a crèche.

Deaf or Hard of Hearing

Please let your tutor know if you need additional support to hear.

We will ensure that a portable induction loop is provided.

Accessibility

All of our courses are held in Council buildings which are compliant with the Disability Discrimination Act.

If you have any access or special requirements, please let us know when you are booking your place on a course.

Guidance

Community Learning and Development's Adult Guidance provides information and support to individuals who are already involved in classes or community groups and to anyone who is unsure of how to take their first step towards learning or engaging in a new career path.

Adult Guidance is free and confidential. Telephone **0800 121 4695** to arrange an appointment.

Application form

Please complete the application form below ensuring that you get information on time for the courses you are applying for.

Name

Home address

Contact no.

Email

Courses you want to apply for

Course	Date	Time	Venue

Please return completed form to
 Linda Sayers
 Community Learning and Development
 Strathbrock Community Centre
 189a West Main Street
 Broxburn EH52 5LH

