



New College Swindon

ADULT & PROFESSIONAL

**INNOVATING
EDUCATION
SINCE 1843**

Adult Education Centre

2023/24



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www.facebook.com/NewCollegeAdultEducationCentre

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

We have a number of different level English and Maths courses starting from September 2023 which are free to those who do not already hold a GSCE 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.



DEVELOPING ENGLISH

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



ENTRY LEVEL - INTRODUCTION TO ESOL

Day 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. Courses are FREE for those who meet the eligibility criteria (see below). Please contact us for further details.



BASIC COMPUTER COURSE - £150*#

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.



ESSENTIAL DIGITAL SKILLS (EDSQ) - ENTRY LEVEL 1 £300*#

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. Course is free if you don't already hold a Level 1 qualification in IT and/or meet eligibility criteria below.



DIGITAL FUNCTIONAL SKILLS - LEVEL 1*#

Learn how to create, edit & format word processing documents including letters & posters using pictures & tables.



WORKPLACE WORD - LEVEL 1 £150*# LEVEL 2 £200*#

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 £150*# LEVEL 2 £200*#

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 £150*# LEVEL 2 £200*#

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 £150*# LEVEL 2 £200*#

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)

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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.



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.



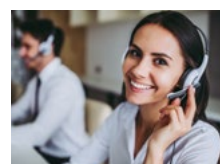
INTERVIEW SKILLS CLINIC

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.



OFFICE ADMINISTRATION

This course will help you to gain the mandatory skills for working within an office environment. Throughout the course, you will go through the journey of learning the fundamental administrative and office skills required to be successful while preparing to work within an administrative role. Our course program provides you with a high-level, well-rounded administrative skill set, covering areas such as time management, communications skills, work planning and more.



CUSTOMER SERVICE SKILLS TRAINING COURSE

Whether your looking at working in retail, customer care or any kind of customer facing role, delivering excellent customer service is a vital skill for anyone working within the sector. This training course teaches you the basics of customer service. We show you how to focus on the customer to understand their expectations to help you improve their experience. We explain how to deal with stress and constructively interact with clients on the telephone to handle queries or complaints in a confident and helpful manner.



NHS HEALTHCARE SUPPORT ROLES COURSE

This course provides you with the knowledge and skills needed to secure work as a healthcare support worker (HCSW) in the NHS which will give you the chance to learn new skills and make a difference to the care patients get. HCSWs work in lots of different NHS services such as mental health, maternity, learning disabilities, and children and young people's services. You can work in hospitals, GP practices, people's own homes, and the community.



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.

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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Short Courses

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.



LOVE TO LEARN COURSE *#

Fancy developing your Employability and IT skills and also having some much needed fun? Our Love to Learn course is a 10 week program that aims to improve core skills and your mental health.



CONFIDENCE AND MOTIVATION COURSE *#

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



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.



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.



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.



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.



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.



AROMATHERAPY WORKSHOP *#

Suitable for complete beginners. This introductory workshop in Aromatherapy is ideal for those who would like to be able to use Aromatherapy on their friends and families and is of particular interest to those who may be considering a career in the Holistic / Complementary / Alternative Therapy / Massage sector. Learning basic aromatherapy application techniques and blending you will leave the workshop with a solid understanding of the therapeutic use of essential oils.



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

Short Courses



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.



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.



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.



CUPPING THERAPY WORKSHOP *#

Cupping is an alternative medicine where cups are placed on your skin to create suction. It's used to help with things like chronic pain, inflammation and other conditions, and is very popular amongst athletes and celebrities. This workshop will show you the practical application of cupping as you are guided through the preparation stage, including the equipment used and contraindications to be aware of, practical instruction for various types of cupping, other types of cupping, and instructions on treating various ailments.



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.



THAI COMPRESS MASSAGE *#

This course covers the basics of this unique treatment that uses warmed compresses filled with dried plants, roots and leaves. This treatment is known to help treat a wide variety of physical conditions such as back or joint pain, as well as mental issues such as anxiety and fatigue.



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.



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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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