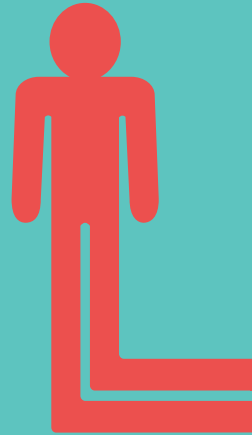


Wakefield Adult Education Service



Learning for Life & Work



Course Guide
September 2020

We have modified our building and reduced our class sizes in line with current Government guidelines to keep our staff and learners safe



Welcome to our course guide.

For many people, the last few months have been difficult and we want you to know that we are here to support you. Your circumstances may have changed and you may need to improve your skills for work or you may feel that taking up a new hobby or meeting new people will help your health and wellbeing, whatever your situation we have a range of courses which may help.

If you need advice on where to go or what to do, our Careers Guidance Officers can offer you dedicated 1-1 support across the district to help you gain the skills you need or to support you into work.

Our online distance learning programme continues to grow and we now have a wider range of courses for you to choose from and you can study at a day and time convenient for you.

You will also find that many of our courses may be FREE and, if you are eligible, we can provide financial support with fees, travel, equipment and childcare. We also have a dedicated learning support team for those with additional needs.

So please take time to look at the courses on offer, we hope we have the right course for you but if we don't, or you would like further information, please give us a call to discuss what we can do to help you.

We look forward to welcoming you very soon!



**New! LEARN AT HOME
Paper-based or
electronic on selected
courses - contact us on
01924 303302 for more
information!**



Free English & Maths Courses - all levels up to GCSE

Book now for an Autumn start - our courses run at venues across the district and are completely **FREE OF CHARGE**.

English for Speakers of Other Languages (ESOL)

Improve your reading, writing, speaking and listening skills.

We offer courses for complete beginners to advanced level across the district.

**Support is available for
adults with learning
disabilities or difficulties
(LLDD). Call us to find out
more about a wide range of
courses available to you!**



**To book your place on
an enrolment workshop,
call 01924 303302 or
email [manygates@
wakefield.gov.uk](mailto:manygates@wakefield.gov.uk)**



FREE Digital Skills & ICT qualifications

Whether you have little or no computer experience, want to build up skills to use computers for everyday life in the digital world or need more advanced skills for use at home or in the workplace.

Digital skills are valuable and sought after for all kinds of jobs. In a world being transformed by technology, developing your digital skillset is now more important than ever before.

Learn in a relaxed and friendly environment and get started with one of our Digital Skills or ICT Qualifications call **01924 303302**.

Courses at Manygates Centre, Manygates Lane, Sandal WF2 7DQ

Course	Date	No of wks	Day	Time
Hairdressing Level 2 Diploma*	21.09.2020	36	Mon	11.30am-4.30pm
Hairdressing Level 3 Diploma*	29.09.2020	36	Tue	9.30am-4.30pm
Hairdressing Introduction Level 1 Certificate*	23.09.2020	12	Wed	9.30am-4.30pm
Hairdressing Level 2 Diploma*	20.01.2021	22	Wed	9.30am-4.30pm
Cutting Men's Hair	21.09.2020	5	Mon	6pm-8.30pm
Cutting Men's Hair	09.11.2020	5	Mon	6pm-8.30pm
Cutting Men's Hair Level 2 Award*	04.01.2021	10	Mon	6pm-9pm
Nail Services Introduction Level 1 Certificate*	22.09.2020	12	Tue	9.30am-4pm
Nail Enhancements Level 2 Diploma*	21.01.2021	24	Tue	9.30am-4pm
Beauty Introduction Level 1 Certificate*	23.09.2020	6	Wed & Thur	9.30am-4.30pm
Beauty Therapy Level 2 Diploma*	02.11.2020	12	Wed & Thur	9.30am-4.30pm
Master Class Individual Lashes	02.11.2020	1	Mon	10am-4pm
Master Class Brow Lamination	19.10.2020	1	Mon	10am-4pm
Master Class Tanning	28.09.2020	1	Mon	10am-4pm
Customer Services Level 1 Award	11.01.2021	5	Mon	12pm-4.30pm
Children & Young Peoples Mental Health Introduction	14.09.2020	5	Mon	6pm-8.30pm

We have fully equipped salons for hair and beauty courses to uphold the industry standards.



Courses at Manygates Centre continued

Course	Date	No of wks	Day	Time
Understanding Children & Young Peoples Mental Health Level 2 Certificate*	02.11.2020	24	Mon	6pm-8.30pm
Introduction to Understanding Learning Difficulties	17.09.2020	5	Thur	1pm-3.30pm
Understanding Specific Learning Difficulties Level 2 Certificate*	05.11.2020	20	Thur	1pm-3.30pm
Autism Introduction	17.09.2020	5	Thur	9.30am-12pm
Autism Level 2 Certificate*	05.11.2020	30	Thur	9.30am-12pm
Preparing to Work in Early Years	17.09.2020	5	Thur	1pm-3.30pm
Preparing to Work in Early Years	03.11.2020	5	Tue	1pm-3.30pm
Working in an Early Years Setting Level 1 Award*	05.11.2020	12	Thur	1pm-3.30pm
Working in an Early Years Setting Level 1 Award	05.01.2021	11	Tue	1pm-3.30pm
Teaching Assistants Introduction	15.09.2020	5	Tue	9.30am-12.30pm
Teaching Assistants Introduction	17.09.2020	5	Thur	6pm-9pm
Teaching Assistants Level 2 Certificate*	03.11.2020	28	Tue	9.30am-12.30pm
Teaching Assistants Level 2 Certificate*	05.11.2020	28	Thur	6pm-9pm
Teaching Assistants Level 3 Diploma*	16.09.2020	34	Wed	6pm-9pm
First Steps into Health & Social Care Level 1 Award*	25.09.2020	9	Fri	9.30am-12.30pm

Courses at Manygates Centre continued

Course	Date	No of wks	Day	Time
Preparing to Work in Adult Social Care Level 2 Certificate*	04.12.2020	28	Fri	9.30am-12.30pm
SEN for Parents	16.09.2020	5	Wed	1pm-3.30pm
SEN for Practitioners	17.09.2020	5	Thur	4pm-6.30pm
Strong Families 2-10 years	17.09.2020	6	Thur	9.30am-12pm
Strong Families 10-14 years	05.11.2020	6	Thur	6pm-8.30pm
Strong Families 2-10 years	07.01.2021	6	Thur	6pm-8.30pm
Mindfulness	05.11.2020	6	Thur	1pm-3.30pm
Ceramics All Levels**	14.09.2020	13	Mon	1pm-3.30pm
Ceramics All Levels**	03.11.2020	7	Tue	1pm-3.30pm
Ceramics Foundation Qualification**	05.01.2021	15	Tue	1pm-4pm
Ceramics City & Guilds Level 1*	04.01.2021	24	Mon	1pm-4pm
Drawing & Painting All Levels	15.09.2020	13	Tue	6.30pm-9pm
Drawing & Painting All Levels	16.09.2020	13	Wed	9.30am-12pm
Drawing & Painting City & Guilds Level 1/2*	05.01.2021	24	Tue	6pm-9pm
Drawing & Painting City & Guilds Level 1/2*	06.01.2021	24	Wed	9am -12pm

What do Ofsted say about Wakefield Adult Education Service?

This is a good provider.

Learners benefit from good teaching, learning and assessment. Teachers are skilled in planning and using high-quality and challenging learning activities. They include interesting everyday topics in activities that relate to learners' lives. Learners consolidate their knowledge and develop their skills to a higher level.

Ofsted October 2018



www.wakefield.gov.uk/adulteducation

[wakefieldadulteducation](https://www.facebook.com/wakefieldadulteducation)

Courses at Manygates Centre continued

Course	Date	No of wks	Day	Time
Sewing Skills All Levels	16.09.2020	13	Wed	6pm-8.30pm
Sewing Skills All Levels	17.09.2020	13	Thur	9.30am-12pm
Fashion City & Guilds Level 1*	16.09.2020	24	Wed	1pm-4pm
Sewing Foundation Qualification Garment Making	07.01.2021	15	Thur	9am-12pm
Hand Embroidery and Knitting	07.01.2021	13	Thur	1pm-3.30pm

Course details may change according to demand.

** You will be required to attend an assessment workshop prior to enrolment.*

*** suitable for learners with disabilities and/or difficulties*



We are following Government guidelines to ensure our centres are a safe place for you to learn, including social distancing!

Over 50% of our learners are entitled to a FREE course - are you? Contact us for more information.

[01924 303302](tel:01924303302)

manygates@wakefield.gov.uk

**Courses at St Mary's Community Centre,
The Circle, Chequerfield, Pontefract. Call 01977 705341**

Course	Date	No of wks	Day	Time
Access Award in Accounting Software	15.09.2020	3	Tue & Thur	9.30am-3pm
AAT Foundation Certificate in Bookkeeping	06.10.2020	10	Tue & Thur	9.30am-3pm
Customer Services Level 1 Award	02.11.2020	1	Mon to Thur (half day Thur)	9.30am-3.30pm
Essential Digital Skills for Work & Employment	05.11.2020	6	Thur & Fri	9.30am-3.30pm
Customer Services Level 1 Award	04.01.2021	1	Mon to Thur (half day Thur)	9.30am-3.30pm
Access Award in Business Skills	05.01.2021	5	Tue & Thur	9.30am-2.30pm
Essential Digital Skills for Work & Employment	14.01.2021	6	Thur & Fri	9.30am-3.30pm
Essential Digital Skills for Work & Employment	22.04.2021	6	Thur & Fri	9.30am-3.30pm
Essential Digital Skills for Work & Employment	10.06.2021	6	Thur & Fri	9.30am-3.30pm

Learn at home!
Paper-based or electronic distance learning packs are available on certain courses

English, maths, ESOL & computer courses are available in centres across the district.
Call 01924 303302 for more information.



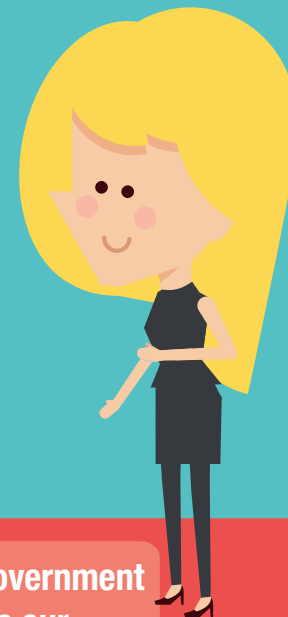
01924 303302

manygates@wakefield.gov.uk

Looking for Employment

If you are looking for work or would like to improve your job prospects, we have CV workshops and employment skills programmes running across the district throughout the year - call for more information.

Call 01924 303302



We are following Government guidelines to ensure our centres are a safe place for you to learn, including social distancing!



Over 50% of our learners are entitled to a FREE course - are you? Contact us for more information.



Do you run a local business?

Wakefield Adult Education Service also provides support for businesses, offering a wide range of qualifications and training tailored to improve the skills of their employees. Contact us if you would like to run one of our courses for your staff.

www.wakefield.gov.uk/adulteducation

[wakefieldadulthoodeducation](https://www.facebook.com/wakefieldadulthoodeducation)

WORK EXPERIENCE OPPORTUNITIES

Work experience is great, it helps boost self-esteem, learn new skills and make new friends. We have a range of opportunities so why not call us on **01924 303302** to find out more.



Are you working and on a low wage earning less than £17,004? You can access free courses if you show evidence of this.

We are following Government guidelines to ensure our centres are a safe place for you to learn, including social distancing!

 01924 303302

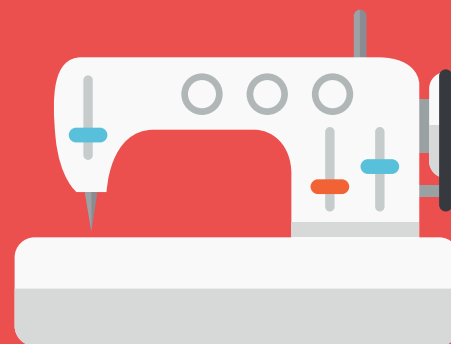
 manygates@wakefield.gov.uk

Courses at Chesneys Centre, Regent Street, Featherstone WF7 5EW

Course	Date	No of wks	Day	Time
Nursing Introduction	08.09.2020	7	Tue	9am-11am
Introduction to Understanding Learning Difficulties	05.11.2020	5	Thur	9.30am-12pm
Understanding Specific Learning Difficulties Level 2 Certificate*	07.01.2021	20	Thur	9.30am-12pm
Teaching Assistants Introduction	14.09.2020	5	Mon	12.30pm-3.30pm
Teaching Assistants Level 2 Certificate*	02.11.2020	28	Mon	12.30pm-3.30pm
SEN for Practitioners	04.11.2020	5	Wed	1pm-3.30pm
Strong Families 2-10 years	01.06.2021	6	Thur	1pm-3.30pm
Sewing Skills All Levels	15.09.2020	13	Tue	6pm-8.30pm
Sewing City & Guilds Level 1/2*	05.01.2021	24	Tue	6pm-9pm
Hand Embroidery & Knitting All Levels	15.09.2020	13	Tue	1pm-3.30pm
Hand Embroidery & Knitting City & Guilds Level 1*	05.01.2021	24	Tue	1pm-4pm

Course details may change according to demand.

** You will be required to attend an assessment workshop prior to enrolment.*



English, maths, ESOL & computer courses are available in centres across the district. Call 01924 303302 for more information.

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We offer the following FREE Level 2 Online Distance Learning Courses.

- Principles of Business Administration
- Principles of Customer Service
- Principles of Team Leading
- Understanding Safeguarding & Prevent
- Information, Advice & Guidance
- Equality & Diversity
- Awareness of Mental Health Problems
- Understanding Autism
- Principles of Dementia Care
- Understanding Specific Learning Difficulties
- Principles of Working with Individuals with Learning Disabilities
- Common Health Conditions
- Principles of Care Planning
- Customer Service in Health & Social Care Settings
- Understanding Dignity & Safeguarding in Adult Health & Social Care
- Prevention & Control of Infection
- Understanding the Safe Handling of Medication in Health & Social Care
- Understanding Nutrition & Health
- End of Life Care
- Care & Management of Diabetes
- Understanding Behaviour that Challenges
- Falls Prevention Awareness
- Allergy Awareness & Nutrition
- Caring for the Elderly
- Awareness of Bullying
- Children & Young People's Mental Health

Complete a course whilst at home, contact 01924 302508 or email wakefieldonlinelearning@wakefield.gov.uk to talk to the team



One to one independent careers information, advice and guidance is available with a specialist adviser. Contact Manygates on **01924 303302** or email adulthoodeducationcareers@wakefield.gov.uk to book an appointment.

Business Support - Tailored skills training for local businesses. Contact the Business Development Team on **01924 302508** or adulthoodbusiness@wakefield.gov.uk

Employment Training - Unemployed or looking for a career change? Our Employability courses are designed to give you the knowledge and skills in order to get organised, research and create a network, prepare for and secure an interview and develop your life and career going forward. With a range of courses to choose from we offer a complete experience for gaining employment. Contact **01924 303302** or email manygates@wakefield.gov.uk

Have you been furloughed or are back to work now, looking to upgrade your skills or learn new ones? We have a wide range of courses to help you upskill or make that change.

Learner Journey Ricky from Wakefield



When Ricky first started on the Customer Service course at St Mary's Community Centre in Pontefract he was very shy and quiet. Having very little confidence he doubted his ability and felt uncomfortable answering questions in class.

Ricky suffers with dyspraxia - a condition affecting physical co-ordination and struggles with reading and writing. However, it was soon recognised that Ricky needed support in class and with the help of our learner support team he soon gained the courage to participate.

Before long Ricky was learning at a fast pace and even began to help the other learners! Showing focus, motivation and dedication he achieved a level 1 qualification in customer service. Ricky loves helping others and with careers guidance he applied for a role in the care sector. It wasn't long before Ricky received a job offer to work at Exemplar Health Care where he is now very happy making a difference to others.



STEP-UP

Step Up is a free service providing advice to help you
improve your skills
make a career change
find opportunities to learn and develop

Whether you have been out of work a while, recently been made redundant, suddenly not working, or looking for a career change, the Step-Up service at Wakefield Council is here to help.

With a team of dedicated advisors covering the Wakefield district, we can offer guidance according to your own circumstances.

Contact us to find out about the latest vacancies, how to brush up your CV or for information and support in building or developing your career and job prospects.

Call 01924 303334

Email stepup@wakefield.gov.uk

<https://www.wakefield.gov.uk/jobs-and-learning/step-up>

**CV workshops & employment
skills programmes can be
arranged across the district.**



Are you aged 19 to 24? Do you have little or no work experience?
Are you looking to find a job or an apprenticeship but don't feel confident?

We can:

- support you to find meaningful, high quality work experience
- offer you work preparation training
- help to develop your confidence and skills

Give us a call now!! You won't look back!

For more information contact



01924 302508



traineeships@wakefield.gov.uk



www.wakefield.gov.uk/adulteducation



facebook.com.wakefieldadulteducation



How to enrol on a course

We are ready to help you get started on your journey and you can enrol in a number of ways. By email, telephone, online or you could drop into one of our centres.

Please enrol early to avoid disappointment as our courses fill up quickly, and don't forget you may be entitled to a free course if you are working and on a low income!



 www.wakefield.gov.uk/adulteducation

 [wakefieldadulteducation](https://facebook.com.wakefieldadulteducation)