

# Academic Year 2022 - 2023 Course Prospectus Term 1

The courses at Sandwell Adult and Family Learning help all learners to develop and improve their skills. Our courses are a mix of classroom based, online and blended learning. Please also check our Online Prospectus

Many of our courses are fully funded by the West Midlands Combined Authority. For all courses that do have costs we also offer concessions on those fees.

There is a 50% reduction to those aged 60+ and a 100% reduction for those in receipt of certain benefits.

Functional skills qualifications are recognised GCSE alternative qualifications with a Level 2 being equivalent to a GCSE grade 4-9 (C-A\*).

These are useful and often required for employment, university or further study.

Employability /English/Maths courses are free of charge below level 2.

For more information on what's on offer or to book an Initial assessment.

**Tel: 0121 557 0837**

**Email: [Contact\\_Safl@sandwell.gov.uk](mailto:Contact_Safl@sandwell.gov.uk)**

**Or check our website**

**[www.learnsafl.co.uk](http://www.learnsafl.co.uk)**

## Fully Funded

### Legal Entitlement

- English & Maths up to and including Level 2
- First Full Level 2/3 learner aged 19-23yrs
- Essential digital skills, up to and including level 1  
*(Qualification must be approved as part of Digital Skills Framework)*

### Entry Level and Level 1

- Aged 19-23yrs
- Aged 24+yrs and unemployed

### Level 2

- Aged 19-23yrs and unemployed
- Aged 24+yrs and unemployed

### Low wage entitlement (Regulated Model 35 Only)

- Individual Earning less than £18,135.00 per year

## Co-Funded

### Entry Level and Level 1

- Aged 24+ and employed

### Level 2

- Aged 19-23yrs and employed

- Aged 24+yrs and employed

### Concessions

- 60+ years (50% Concession)
- On Universal credit benefit (100% Concession)
- Employment Support Allowance (100% Concession)
- No Concession

**Concession – Proof of income must be seen**

# ICT & Business Admin Courses

Guided Learning Hours	Courses	Venue	Start Date	End Date	Course Times
45 GLH	Entry 3 Essential Digital Skills	Tipton College	Tuesday 27 September 2022	28 February 2023	9.30am - 12pm
45 GLH	Entry 3 Essential Digital Skills	Ron Davis Centre	Thursday 29 September 2022	2 March 2023	9.30am - 12pm
45 GLH	Entry 3 Essential Digital Skills	Hateley Heath FETC	Monday 26 September 2022	27 February 2023	9.30am - 12pm
55 GLH	L1 Essential Digital Skills	Ron Davis Centre	Tuesday 27 September 2022	14 February 2023	9.30am - 12.30pm
55 GLH	L1 Essential Digital Skills	Tipton College	Friday 30 September 2022	17 February 2023	9.30am - 12.30pm
55 GLH	L1 Essential Digital Skills	Hateley Heath FETC	Thursday 29 September 2022	16 February 2023	9.30am - 12.30pm
55 GLH	L2 Award in Digital and IT Skills	Tipton College	Tuesday 27 September 2022	14 February 2023	5.30pm - 8.30pm
12 GLH	Digital Basics	Ron Davis Centre	Monday 26 September 2022	7 November 2022	9.30am - 11.30am
12 GLH	Digital Basics	Central Library	Tuesday 27 September 2022	15 November 2022	1pm - 2.30pm
172 GLH	Business Administration Level 2	Ron Davis Centre	Wednesday 28 September 2022	5 July 2023	9.30am - 3pm
	<b>One Day Workshops</b>				9.30am - 3pm
	Power Point Workshop	Ron Davis Centre	Friday 30 September 2022		9.30am - 3pm
	PowerPoint Workshop	Hateley Heath FETC	Tuesday 1 November 2022		9.30am - 3pm
	Word Workshop	Ron Davis Centre	Friday 7 October 2022		9.30am - 3pm
	Word Workshop	Hateley Heath FETC	Tuesday 8 November 2022		9.30am - 3pm
	Excel Workshop	Ron Davis Centre	Friday 14 October 2022		9.30am - 3pm
	Excel Workshop	Hateley Heath FETC	Tuesday 15 November 2022		9.30am - 3pm

# English Courses

Guided Learning Hours	Courses	Venue	Start Date	End Date	Course Times
	<b>English for Pregnancy and Birth Workshops</b> <b>5 Workshops</b>	Ron Davis Centre	Wednesday 14 September 2022	12 October 2022	10am - 11.30am
	<ul style="list-style-type: none"> <li>• <b>Body Parts</b></li> <li>• <b>Labour and Birth</b></li> <li>• <b>Scans/ Investigations</b></li> <li>• <b>Contacting maternity triage</b></li> <li>• <b>Healthy Pregnancy</b></li> </ul>		Thursday 3 November 2022	1 December 2022	1pm - 2.30pm

The workshops are designed for expectant parents who would like to gain an understanding of the language used at specific periods of pregnancy.

Each session will enable you to gain confidence with information that is given to you and for you to have discussions with medical professionals.

During each session relevant vocabulary will be discussed and role play will be incorporated to improve the experience when engaging with various services. It would be beneficial if you can attend all 5 workshops.



# English Courses

Guided Learning Hours	Courses	Venue	Start Date	End Date	Course Times
70 GLH	Functional Skills English (L1/2)	Ron Davis Centre	Monday 26 September 2022	12 June 2023	9.30am - 12pm
70 GLH	Functional Skills English L1/2	Tipton College	Monday 26 September 2022	12 June 2023	12.30pm - 3pm
70 GLH	Functional Skills English (L1/2)	Ron Davis Centre	Tuesday 27 September 2022	23 May 2023	12.30pm - 3pm
70 GLH	Functional Skills English (L1/2)	Tipton College	Tuesday 27 September 2022	23 May 2023	6pm - 8.30pm
70 GLH	Functional Skills English (L1/2)	Hateley Heath FETC	Wednesday 28 September 2022	24 May 2023	9.30 am - 12.30pm
70 GLH	Functional Skills English (L1/2)	Tipton College	Wednesday 28 September 2022	24 May 2023	9.30am - 12pm
70 GLH	Functional Skills English (L1/2)	Ron Davis Centre	Thursday 29 September 2022	25 May 2023	6pm - 8.30pm
70 GLH	Everyday English	Ron Davis Centre	Tuesday 27 September 2022	13 June 2023	9.30am - 12pm
20 GLH	Step up English L1/2	Ron Davis Centre	Wednesday 28 September 2022	7 December 2022	1pm - 3pm
	Everyday English	Tipton College	Thursday 29 September 2022	15 June 2023	9.30am - 12pm
20GLH	Step up English Entry	Hateley Heath FETC	Friday 30 September 2022	9 December 2022	9.30am - 11.30am
20 GLH	Step up English Entry	Ron Davis Centre	Tuesday 27 September 2022	6 December 2022	9.30am - 11.30am
20 GLH	Step up English Entry	Tipton College	Thursday 29 September 2022	8 December 2022	9.30am - 11.30am
18 GLH	Conversation Skills	Ron Davis Centre	Tuesday 27 September 2022	6 December 2022	1pm - 3pm
20 GLH	Communication Skills for Work	Ron Davis Centre	Thursday 29 September 2022	8 December 2022	9.30am - 11.30am
20 GLH	Communication Skills for Work	Tipton College	Friday 30 September 2022	9 December 2022	9.30am - 11.30am
20 GLH	Step into Schools English	Tipton College	Monday 26 September 2022	5 December 2022	9.30am - 11.30am
20 GLH	Step into Schools English	Hateley Heath FETC	Wednesday 28 September 2022	7 December 2022	1pm - 3pm

# Maths Courses

Guided Learning Hours	Courses	Venue	Start Date	End Date	Course Times
70 GLH	Functional Skills Maths	Tipton College	Wednesday 28 September 2022	6 July 2023	12.30pm 3pm
70 GLH	Functional Skills Maths	Tipton College	Wednesday 28 September 2022	6 July 2023	6pm - 8.30pm
70 GLH	Functional Skills Maths	Hateley Heath FETC	Thursday 29 September 2022	8 June 2023	9.30am - 12pm
70 GLH	Functional Skills Maths	Ron Davis Centre	Monday 26 September 2022	5 June 2023	6pm - 8.30pm
70 GLH	Functional Skills Maths	Ron Davis Centre	Friday 30 September 2022	9 June 2023	9.30am - 12pm
10 GLH	Step up Maths	Tipton College	Thursday 3 November 2022	8 December 2022	9.30am - 11.30am
10 GLH	Step up Maths	Hateley Heath FETC	Thursday 3 November 2022	8 December 2022	1pm - 3pm
10 GLH	Step up Maths	Ron Davis Centre	Thursday 3 November 2022	8 December 2022	1pm - 3pm
70 GLH	Everyday Maths	Tipton College	Tuesday 27 September 2022	6 June 2023	9.30am - 12pm
70 GLH	Everyday Maths	Ron Davis Centre	Monday 26 September 2022	5 June 2023	12.30pm -3pm

# Paediatric & Adult First Aid

	Courses	Venue	Start Date	End Date	Course Times	Course Fee
14 GLH	Paediatric & Adult First Aid					£29.00 £5.00 for carers of children in Sandwell
8 GLH	Emergency First Aid at Work					£50.00

# Health & Social Care

	Courses	Venue	Start Date	End Date	Course Times	Course Fee
30 GLH	Step into Care	Ron Davis Centre	Enquire now			
181 GLH	Certificate in Health & Social Care L1	Tipton College	Friday 4 November 2022	26 May 2023	9.15am - 1.15pm	



# Art community Learning

Guided Learning Hours	Courses	Venue	Start Date	End Date	Course Times	Course Fee
20	Painting & Drawing	Langley Lodge	Thursday 22 September 2022	1 December 2022	10am - 12pm	A:£70.00
20	Painting & Drawing	Tanhouse Community Centre	Monday 19 September 2022	28 November 2022	11.15am - 1.15pm	A:£70.00
	Art for Wellbeing	Cradley Heath Community Centre	Tuesday 20 September 2022	29 November 2022	1pm - 3pm	A:£70.00
	Art for Wellbeing	Peoples Allotment Victoria Park	Tuesday 20 September 2022	29 November 2022	10am - 12pm	A:£70.00 Concessions apply

# Flower Arranging

Courses	Venue	Start Date	End Date	Course Times	Course Fee
Flower Arranging	Tipton College	Friday 23 September 2022	2 December 2022	1pm - 2.30pm	£52.00
Flower Arranging	Tipton College	Friday 23 September 2022	2 December 2022	2.45 pm - 4.15pm	£52.00
Flower Arranging	Hateley Heath FETC	Tuesday 20 September 2022	29 November 2022	9.45am— 11.15am	£52.00
Flower Arranging	Friar Park Millennium Centre	Monday 19 September 2022	28 November 2022	1pm - 2.30pm	£52.00 Concessions apply
Flower Workshops	Please call for information				

# Sewing & Dressmaking

Courses	Venue	Start Date	End Date	Course Times	Course Fee
Sewing and Dressmaking	Tipton College	Monday 19 September 2022	28 November 2022	9.30am - 11.30am	£70.00
Sewing and Dressmaking	Ron Davis Centre	Friday 23 September 2022	2 December 2022	9.30am - 11.30am	£70.00
Sewing Skills	Ron Davis Centre	Friday 23 September 2022	2 December 2022	12.30pm - 2.30pm	£70.00
Sewing Skills	Hateley Heath FETC	Monday 19 September 2022	28 November 2022	6pm - 8pm	£70.00
Sewing Skills	Central St. Michael's Sixth Form	Tuesday 20 September 2022	29 November 2022	6.15pm — 8.15pm	£70.00
Sewing Skills	Community Connect Foundation	Thursday 22 September 2022	1 December 2022	10am - 12pm	£70.00 Concessions apply to all courses