



2012 Community Prospectus

Find Your Direction.....

FREE Learning and Training Opportunities in YOUR Local Area

Courses Starting From JANUARY 2012

WELCOME

Do you want to increase your skills level for improved employment prospects and opportunities?

Are you looking for a complete change in career direction, and require training to give you new skills and qualifications?

If YES, we are here to help.

At City of Wolverhampton College, our aim is to help you succeed. We are working in partnership with local community organisations to deliver a programme of courses in neighbourhood venues that support the learning and skills needs of local residents. Whether you want to improve your job prospects, increase your personal skills or try something completely new, contact us and we can make sure that learning works for you.

In receipt of benefits? Courses are available for Wolverhampton residents, aged 19 to 64 (inclusive) who are not currently working, in receipt of Job Seekers Allowance or Employment and Support Allowance (Work- Related Activity Group); you will need to bring benefits evidence at the time of enrolment. If you are employed and looking to up-skill, we can offer limited places which are subject to a course fee contribution.

For further information or to reserve your place, please contact :
Lorna Prosser - 01902 821929 / 0782 505 4261 or
Tamsin Lord - 01902 821928

Please note, whilst the information in this prospectus was accurate at time of publication, sometimes due to circumstances beyond our control, courses may be changed or cancelled, if you have signed up for a course and this happens, you will be contacted and kept informed.
To be eligible for fee subsidies, individual's in receipt of state benefit must bring proof of benefits at enrolment.



WHAT IS AVAILABLE.....

EMPLOYABILITY COURSES :

Assertiveness and Confidence Building - for individuals wanting to develop personal skills for the jobs market.

Certificate in Volunteering (Level 1) - this qualification will give you the opportunity to gain experience, enabling you to demonstrate that you are both work ready and skills ready to any prospective employers.

Customer Service (Retail) - learn the skills required to provide a customer focused service in retail industries.

Preparation for Work - this course is designed to improve your employability skills e.g. learn how to apply for jobs; deliver customer service; update your CV; interview skills, online applications etc.

HEALTH, SOCIAL CARE and EARLY YEARS :

EDI Mentoring (Levels 1 and 2) - for people involved in mentoring, or who would like to know more about mentoring. It gives mentors / would be mentors the essential knowledge needed to offer the best professional approach to peer mentoring.

Emergency First Aid at Work - suitable for anyone who wants to have general first aid knowledge for the work environment.

First Aid for Child and Baby – course aimed at parents and carers looking after children and babies.

Paediatric First Aid - aimed at those in childcare and childminding sectors. It complies with HSE and Ofsted, and covers all aspects of childhood injuries and illness.

Health and Safety (Level 2) - provides an understanding of the principles of health and safety and accident prevention. You will gain an awareness of basic health and safety law. Topics include: manual handling, accident prevention, fire prevention working at height, hazardous substances, transport/vehicles work equipment, risk assessment, etc.

CIEH Health and Safety in Health and Social Care (Level 2) - as above, this course provides an understanding of the principles of health and safety and accident prevention, but working specifically in the health and social care sectors.

Introduction to Counselling (Level 1) - course that introduces you to some of the skills needed to communicate better with other people. The classes will include work to help you gain self-awareness and build your confidence.

Making Choices - An Introduction to Care Work - a programme exploring working in the care industry. Covering disability awareness, infection prevention, working in the care sector, your future plans and activities for daily living.

NCFE Mental Health Awareness (Level 1) - this level one course will benefit adult learners who are interested in mental health awareness as a professional or personal learning and development need.

NCFE Health, Social Care and Children's and Young People's Setting (Level 1) - this qualification is aimed at : people who would like to develop their knowledge of health and social care and children's and young people's settings; people preparing to work in health and social care and children's and young people's settings; people who would like to develop their understanding of the similarities and differences between the above settings.

NCFE Substance and Misuse Awareness (Level 1) - this level one course would benefit adult learners who are interested in substance use / misuse as a professional or personal learning and development need.

Teaching Assistant (Level 1) - suitable for those interested in pursuing a career as a teaching assistant within a school setting. Please note, you will need to be doing voluntary work within a school.

Certificate in Safeguarding and Child Protection (Level 1) - introduces the learner to the area of caring for and working with children and vulnerable adults. It will help develop an understanding of various aspects of childcare, health, development and learning.

Computing and Information Technology :

SWITCH on to IT (Beginners) - if you are new to computers then this is the course for you, it covers switching on a computer through to producing a printed document, includes using Word, Excel and internet / email.

Introduction to Web Page Design - ideal for beginners wishing to learn how to create a basic website.

IT (UK Online) - UK online centres are a network of community internet access points which provide access to computers and the internet, together with help and advice on how to use them.

Hospitality and Catering :

Food Safety and Catering (Level 2) - gain a valuable qualification to help you handle food safely at home and within a working environment.

Skills for Life :

Introduction to English for Speakers of Other Languages (ESOL) - introductory course suitable for those wanting to develop speaking and listening skills.

Adult Literacy and Numeracy (Entry - Level 2) - skills for life courses are designed to help you develop the skills used in everyday life and work, and will give you an opportunity to gain a nationally recognised qualification. Literacy classes are designed to help you improve speaking, listening, reading and writing skills. Numeracy classes are designed to develop the practical maths skills needed for everyday life.

Creative Design :

City and Guilds Level I Award in Creative Techniques in Fashion - Making an Embellished Handbag - specialised, accredited course ideal for those interested in construction methods and techniques to produce an embellished Handbag.

City and Guilds Level I Award in Creative Techniques in Textiles - Machine Embroidery - specialised course ideal for those completely new to using their machine in a decorative or more free way.

City and Guilds Level I Award in Creative Techniques in Textiles - Hand Embroidery - accredited course enabling learners to create designs for samples, prepare to make samples to the selected designs and understand safe working practices.

Informal Learning :

Healthy Lifestyle and Exercise - a practical course for those wanting to improve their health and fitness.

2012 COMMUNITY COURSES

Venue	Course	Course Dates	Time	Sessions	Day
Ashmore Park Community Centre Griffiths Drive, W'field WV11 2LJ Tel: 01902 552490	IT (UK Online) - Ongoing	26th January - Ongoing	10:00 - 12:00	6	Monday
	IT (UK Online) - Ongoing	23rd January - Ongoing	10:00 - 12:00	6	Thursday
	Note - IT (UK Online) courses run every 6 weeks - contact Tim George (07850 515600) for further information.				
Berries Children's Centre Greenacres Ave WV10 8NZ Tel: 01902 550960	First Aid for Child & Baby	21 Mar 2012 - 28 Mar 2012	10:00 - 12:00	2	Wednesday
	Food Safety in Catering (Level 2)	18 Jan 2012 - 19 Jan 2012	12:00 - 3:00	2	Wed/Thu
Bilston Nursery School and Children's Centre W'ton Street WV14 0LT Tel: 01902 556416	First Aid for Child and Baby	2 May 2012 - 9 May 2012	1:00 - 3:00	2	Wednesday
	Food Safety in Catering (Level 2)	To Be Confirmed			
Bushbury Triangle Children's Ctr Stanley Road, W'ton WV10 9EL Tel: 01902 862693	Customer Service (Retail - Northwood Park)	14 May 2012 - 18 Jun 2012	10:00 - 1:00	5	Monday
	Food Safety in Catering (Level 2)	2 Mar 2012 - 9 Mar 2012	9:30 - 12:30	2	Friday
	Introduction to Web Page Design	13 Jan 2012 - 10 Feb 2012	12:30 - 2:30	5	Friday
	Preparation for Work (Online Applications, Interview Skills)	27 Apr 2012 - 29 Jun 2012	9:30 - 12:30	9	Friday
Dunstall Hill Community Centre Dunstall Ave, Whitmore Reans W'ton WV6 0HN Tel: 01902 552209	Award in Creative Techniques in Textiles - Machine Embroidery (C&G Level 1)	12 Jan 2012 - 5 Apr 2012	12:30 - 3:00	12	Thursday
	Award in Creative Techniques in Textiles - Making an Embellished Handbag (C&G Level 1)	26 Apr 2012 - 19 Jul 2012	12:30 - 3:00	15	Thursday
	First Aid for Child & Baby	22 Feb 2012 - 23 Feb 2012	1:00 - 3:00	2	Wed/Thu
	Healthy Lifestyle and Exercise	20 Feb 2012 - 23 Jul 2012	12:00 - 1:00	19	Monday

Call us to book a place on a course:

Lorna Prosser - 01902 821929 / 0782 505 4261 or Tamsin Lord - 01902 821928

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Venue	Course	Course Dates	Time	Sessions	Day
Eastfield Community Centre Colliery Road W'ton WV1 2QY Tel: 01902 552295	Cert in Safeguarding & Child Protection (LI)	20 Jan 2012 - 27 Jan 2012	9:30 - 12:30	2	Friday
	Customer Service (Retail)	6 Jan 2012 - 3 Feb 2012	9:30 - 12:30	5	Friday
	EDI Mentoring (Level 1)	24 Jan 2012 - 3 Apr 2012	10:00 - 12:00	10	Tuesday
	Emergency First Aid At Work	20 Apr 2012 - 23 Apr 2012	9:30 - 12:30	2	Fri/Mon
	Food Safety in Catering (Level 2)	11th January 2012	9:30 - 4:00	1	Wed
	Food Safety in Catering (Level 2)	22nd February 2012	9:30 - 4:00	1	Wed
	Health & Safety (Level 2)	17th January 2012	9:30 - 4:00	1	Tuesday
	Adult Literacy	12 Jan 2012 - 19 Jul 2012	9:30 - 12:30	23	Thursday
	Adult Numeracy	9 Jan 2012 - 16 Jul 2012	9:30 - 12:30	23	Monday
	SWITCH Onto IT (Beginners)	11 Jan 2012 - 21 Mar 2012	9:30 - 11:30	10	Wed
Foxley Campus Marsh Lane, W'ton WV10 6SE Tel: 01902 551551	Introduction to Counselling (Level 1)	10 Jan 2012 - 13 Mar 2012	9:00 - 11:00	9	Tuesday
Gloucester Street Community Centre Gloucester St, W'ton WV6 0PT Tel: 01902 425461	NCFE Mental Health Awareness (Level 1)	To Be Confirmed			
Heath Town Community Centre 208 Chervil Rise WV10 0HP Tel: 01902 552227	Emergency First Aid At Work	3 Feb 2012 - 10 Feb 2012	9:30 - 12:30	2	Friday
Lanesfield Primary School Newman Ave, W'ton WV4 6BZ Tel: 01902 558950	First Aid for Child & Baby	3 May 2012 - 10 May 2012	1:00 - 3:00	2	Thursday
Parish Centre @ St Chads Connaught Road WV14 6NY Tel: 01902 494776	IT (UK Online) - Ongoing	25th January - Ongoing	1:00 - 3:00	6	Wed
	Assertiveness & Confidence Building	24 Jan 2012 - 7 Feb 2012	10:00 - 1:00	3	Tuesday
	Customer Service (Retail)	5 Mar 2012 - 2 Apr 2012	9:30 - 12:30	5	Monday
	EDI Mentoring (Level 1)	27 Jan 2012 - 27 Apr 2012	9:30 - 11:30	10	Friday
	Preparation for Work (Tesco)	21 Feb 2012 - 1 May 2012	9:30 - 12:30	9	Tuesday

2012 COMMUNITY COURSES

Venue	Course	Course Dates	Time	Sessions	Day
Platform 51 (Warstones) Claverley Dr, W'ton WV4 4QL Tel: 01902 341822	Emergency First Aid At Work	16 Jan 2012 - 23 Jan 2012	9:30 - 12:30	2	Monday
	Emergency First Aid At Work	20 Feb 2012 - 27 Feb 2012	9:30 - 12:30	2	Monday
	Health & Safety (Level 2)	30 Jan 2012 - 6 Feb 2012	9:30 - 12:30	2	Monday
	Preparing for Work (Sainsburys)	25 Jan 2012 - 28 Mar 2012	9:30 - 12:30	9	Wednesday
St Martin's Children's Centre Wallace Road WV14 8BS Tel: 01902 558968	Making Choices - Intro to Care Work	18 Jan 2011 - 7 Mar 2012	10:00 - 12:00	7	Wednesday
	Teaching Assistant (Level 2)	To Be Confirmed			
Stratton Street Community Centre Stratton Street WV10 9AJ Tel: 01902 453234	Award in Creative Techniques in Textiles - Hand Embroidery (C&G Level 1)	20 Feb 2012 - 25 Jun 2012	9:30 - 11:30	15	Monday
	Health & Safety (Level 2)	10th January 2012	9:30 - 4:00	1	Tuesday
South W'ton & Bilston Academy (SWB) Prosser Street Campus W'ton WV14 0QA Tel: 01902 558380	Introduction to Counselling (Level 1)	24 Apr 2012 - 26 Jun 2012	9:30 - 11:30	9	Tuesday
South W'ton & Bilston Academy (SWB) W'ton Road East Campus WV4 6AP Tel: 01902 558660	Intro to English for Speakers of Other Lang (ESOL). Speaking/Listening Taster	To Be Confirmed		10	
	NCFE Mental Health Awareness (Level 1)	16 Jan 2012 - 2 May 2012	1:00 - 3:00	15	Monday
	NCFE Substance & Misuse Abuse (LI)	17 Jan 2012 - 15 May 2012	9:30 - 11:30	15	Tuesday
	NCFE Substance & Misuse Abuse (LI)	22 May 2012 - 17 July 2012	9:30 - 1:00	8	Tuesday
	SWITCH Onto IT (Beginners)	24 Jan 2012 - 2 Apr 2012	12:30 - 2:30	10	Tuesday
	Certificate in Volunteering (Level 1)	18 Jan 2012 - 28 Mar 2012	1:00 - 3:00	10	Wednesday

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Venue	Course	Course Dates	Time	Sessions	Day
TLC College Dunstall Heights, Dunstall Road W'ton WV1 4RA Tel: 714433	CIEH Health & Safety in Health & Social Care (L2)	21 Feb 2012 - 22 Feb 2012	9:00 - 2:30	2	Tue/Wed
	Introduction to Counselling (Level 1)	22 Feb 2012 - 10 May 2012	9:30 - 11:30	9	Wednesday
Wednesfield Library 2 Well Lane WV11 1XT Tel: 01902 556278	IT (UK Online) - Ongoing	26th January - Ongoing	1:00 - 3:00	6	Friday
	IT (UK Online) - Ongoing	20th January - Ongoing	1:00 - 3:00	6	Thursday
	Note - IT (UK Online) courses run every 6 weeks - contact Tim George (07850 515600) for further information.				
	Making Choices - Intro to Care Work	16 Jan 2012 - 27 Feb 2012	1:00 - 3:00	7	Monday
	NCFE Health, Social Care & Children's and Young People's Settings (L1)	24 Jan 2012 - 17 Jul 2012	12:30 - 3:00	22	Tuesday
Windsor Nursery Windsor Road, W'ton WV4 6EL Tel: 01902 558128	Adult Numeracy	16 Jan 2012 - 16 Jul 2012	9:30 - 11:30	23	Monday
YMCA @ Dove Learning Centre Ryefield, Pendeford W'ton WV8 1UD Tel: 01902 745655	IT (UK Online) - Ongoing	24th January - Ongoing	10:00 - 12:00	6	Friday
	IT (UK Online) - Ongoing	24th January - Ongoing	1:00 - 3:00	6	Tuesday
	Note - IT (UK Online) courses run every 6 weeks - contact Tim George (07850 515600) for further information.				
	Certificate in Safeguarding and Child Protection (Level 1)	20 Feb 2012 - 27 Feb 2012	9:30 - 12:30	2	Monday
	Paediatric First Aid	5 Mar 2012 - 26 Mar 2012	9:30 - 12:30	4	Monday
	Teaching Assistant (Level 2)	To Be Confirmed			

We are also looking to put on the following courses:

- Introduction to Floristry
- Hairdressing (Level 1)
- Introduction to Hair and Beauty - Skincare (Level 1)
- Babysitting and Parenting Support (for 14 year olds upwards)

Call if you are interested in enrolling.

SUMMARY OF 2012 COMMUNITY COURSES

Course	Venue	Start Date	Page
Adult Literacy	Eastfield Community Centre	12/01/2012	6
Adult Numeracy	Eastfield Community Centre	09/01/2012	6
	Windsor Nursery	16/01/2012	8
Assertiveness & Confidence Building	Parish Centre @ St Chads	24/01/2012	6
Award in Creative Techniques in Textiles - Hand Embroidery (C&G Level 1)	Stratton Street Community Centre	20/02/2012	7
Award in Creative Techniques in Textiles - Machine Embroidery (C&G Level 1)	Dunstall Hill Community Centre	12/01/2012	5
Award in Creative Techniques in Textiles - Making an Embellished Handbag (C&G Level 1)	Dunstall Hill Community Centre	26/04/2012	5
Certificate in Safeguarding & Child Protection (L1)	Eastfield Community Centre	20/01/2012	6
	YMCA @ Dove Learning Centre	20/02/2012	8
Certificate in Volunteering (Level 1)	SWB - Wolverhampton Road East	18/01/2012	7
CIEH Health & Safety in Health & Social Care (L2)	TLC College	21/02/2012	8
Customer Service (Retail - Northwood Park)	Bushbury Triangle Children's Ctr	14/05/2012	5
Customer Service (Retail)	Eastfield Community Centre	06/01/2012	6
	Parish Centre @ St Chads	05/03/2012	6
EDI Mentoring (Level 1)	Eastfield Community Centre	24/01/2012	6
	Parish Centre @ St Chads	27/01/2012	6
Emergency First Aid At Work	Eastfield Community Centre	20/04/2012	6
	Heath Town Community Centre	03/02/2012	6
	Platform 51 (Warstones)	16/01/2012	7
	Platform 51 (Warstones)	20/02/2012	7
First Aid for Child & Baby	Berries Children's Centre	21/03/2012	5
	Bilston Nursery Sch & Cdn's Ctr	02/05/2012	5
	Dunstall Hill Community Centre	22/02/2012	5
	Lanesfield Primary School	03/05/2012	6
Food Safety in Catering (Level 2)	Berries Children's Centre	18/01/2012	5
	Bilston Nursery Sch & Cdn's Ctr	TBC	5
	Bushbury Triangle Children's Ctr	02/03/2012	5
	Eastfield Community Centre	11/01/2012	6
	Eastfield Community Centre	22/02/2012	6

Course	Venue	Start Date	Page
Health & Safety (Level 2)	Eastfield Community Centre	17/01/2012	6
	Platform 51 (Warstones)	30/01/2012	7
	Stratton Street Community Centre	10/01/2012	7
Healthy Lifestyle and Exercise	Dunstall Hill Community Centre	20/02/2012	5
Intro to English for Speakers of Other Lang (ESOL). Spkg/Lstng Taster	SWB - Wton Rd East	TBC	7
Introduction to Counselling (Level 1)	Foxley Campus	10/01/2012	6
	SWB - Prosser St	24/04/2012	7
	TLC College	22/02/2012	8
Introduction to Web Page Design	Bushbury Triangle Children's Ctr	13/01/2012	5
IT (UK Online) - Ongoing	Ashmore Park Community Centre	26/01/2012	5
	Ashmore Park Community Centre	23/01/2012	5
	Parish Centre @ St Chads	25/01/2012	6
	Wednesfield Library	26/01/2012	8
	Wednesfield Library	20/01/2012	8
	YMCA @ Dove Learning Centre	24/01/2012	8
	YMCA @ Dove Learning Centre	20/01/2012	8
Making Choices - Intro to Care Work	St Martin's Children's Centre	18/01/2012	7
	Wednesfield Library	16/01/2012	8
NCFE Health, Social Care & Children's & Young People's Settings (L1)	Wednesfield Library	24/01/2012	8
NCFE Mental Health Awareness (Level 1)	Gloucester Street Community Ctr	TBC	6
	SWB - Wton Rd East	16/01/12	7
NCFE Substance & Misuse Abuse (L1)	SWB - Wton Rd East	17/01/2012	7
	SWB - Wton Rd East	22/05/2012	7
Paediatric First Aid	YMCA @ Dove Learning Centre	05/03/2012	8
Preparation for Work	Bushbury Triangle Children's Ctr	27/04/2012	5
Preparation for Work (Tesco)	Parish Centre @ St Chads	21/02/2012	6
Preparing for Work (Sainsburys)	Platform 51 (Warstones)	25/01/2012	7
SWITCH Onto IT (Beginners)	Eastfield Community Centre	11/01/2012	6
	SWB - Wton Rd East	24/01/2012	7
Teaching Assistant (Level 2)	St Martin's Children's Centre	TBC	7
	YMCA @ Dove Learning Centre	TBC	8

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