



COMMUNITY ADULT LEARNING

Course Brochure 2022/23



THE
TRAFFORD
COLLEGE
GROUP

WELCOME TO OUR LATEST COMMUNITY LEARNING BROCHURE

Featured are courses aimed at improving your personal development and general wellbeing. We also deliver a range of short vocational courses and workshops to equip people with many of the key skills needed for employment.

COURSES CAN
BE DELIVERED
SEPARATELY, OR
AS PART OF A
PACKAGE.

Please contact the Community Learning Team and we will help you put together a personal training plan.

0161 886 7443 / 7441 / 7472

or email us community@tcg.ac.uk



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CONFIDENCE BUILDING

This short course will help you to discover what triggers your emotions and what limits your self belief.

Working with an experienced tutor, within a very supportive environment, you will explore how to build your self esteem, remain positive and prepare for stressful situations

including job interviews. The course will help you reduce stress and create calm, set realistic and achievable personal goals, explore how and why your thoughts affect your wellbeing and show you how to make appropriate choices.

The course can be delivered over three sessions - 2 hours per session. Or over a one day workshop.



CONFIDENCE BUILDING



COURSE CAN BE DELIVERED OVER 3 SESSIONS



EACH SESSION IS 2 HOURS



COURSE CAN ALSO BE DELIVERED AS 1 DAY WORKSHOP



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ASSERTIVENESS

This programme will help you to develop assertiveness techniques and enable you to:

- Stand up for your own or other people's rights in a calm and positive way
- React to situations without being either aggressive or passively accepting 'wrong'
- Increase your awareness of personal rights
- Communicate both verbally and non-verbally

The programme also looks at Mindfulness techniques and how you can boost energy levels, reduce stress and remain calm. This can be achieved by looking at light exercise, meditation, yoga, etc.

The course can be delivered over three sessions - 2 hours per session. Or over a one day workshop.



ASSERTIVENESS



COURSE CAN BE DELIVERED OVER 3 SESSIONS



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DEVELOPING OFFICE SKILLS FOR EMPLOYMENT

Office and administrative skills are required across several sectors and prospective employers can range from national organisations like the Civil Service, Airport Authorities and the National Health Service through to local businesses: estate agents, medical surgeries and building suppliers.

Job roles are varied, can be full time or part time and include: Human Resource Assistant, Financial Clerk, Customer Service Agent, Marketing Administrator and Receptionist.

We have developed a course for anyone thinking of starting a career within administration. Sessions are delivered part time over six-weeks at a comfortable pace, within a very supportive environment.

Key areas covered:

- Digital Skills for Work
- Developing Communications Skills
- Improving Own Confidence and Self-Esteem
- Working Effectively in a Team
- Improving Customer Service Techniques
- Dealing with First Days at Work

In addition, there will also be workshops to help you identify your transferrable skills and to prepare for interviews.

Candidates will achieve nationally recognised qualifications.



LEVEL 1 AWARD
IN PROGRESSION
(OFFICE SKILLS)
AND ENTRY 3
AWARD IN DIGITAL
SKILLS FOR WORK



PROGRAMME
DELIVERED PART
TIME OVER 6
WEEKS



EACH SESSION
WILL BE 2.5
HOURS LONG



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ESSENTIAL DIGITAL SKILLS

These are two new qualifications specifically aimed at improving the digital skills of the estimated 22% of adults who not have sufficient digital skills for everyday life and work.

Qualifications can be delivered at either Entry 3 or at Level 1; all learners have a diagnostic assessment prior to starting their course to ensure they are on the correct level. Course take between 20 to 25 to 50 hours to complete.

Each course is comprised of five units: Using Devices and Handling Data, Creating and Editing, Communicating,

Transacting, Being Safe and Responsible Online. Specific areas covered include:

- Managing and Storing Information
- Identifying and Solving Technical Problems
- Creating & Editing Documents
- Creating & Editing Digital Media
- Communicating and Sharing
- Using Online Services
- Buying Securely Online
- Protecting Privacy
- Digital Wellbeing

All candidates take a short assessment to determine what course is most suitable for them. Short taster sessions are also available.



ESSENTIAL
DIGITAL SKILLS



QUALIFICATION
DELIVERED AT
ENTRY 3 OR
LEVEL 1



COURSES TAKE
BETWEEN 20 &
50 HOURS TO
COMPLETE



0161 886 7443 / 7441 / 7472



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Price:
FREE

(Fully funded for both the employed and unemployed)



LEVEL 1 AWARD IN PREPARING TO WORK IN ADULT SOCIAL CARE

This course will enable learners to develop a basic knowledge of the adult care sector and is aimed at those considering a career in this field.

The course covers a number of key areas and learners will be required to complete the following five units:

- Introduction to the Adult Social Care Sector
- Introduction to the Values and Principles of Adult Social Care

- Awareness of the Skills and Attitude needed to work in Adult Social Care
- Awareness of Communication in Adult Social Care
- Awareness of the Roles and responsibilities of the Adult Social Care Worker



LEVEL 1 AWARD
IN PREPARING TO
WORK IN ADULT
SOCIAL CARE



SESSIONS
DELIVERED OVER
16 HOURS



L2

PROGRESSION
ONTO LEVEL 2
CERTIFICATE



DEVELOPING EMPLOYABILITY SKILLS

This course is aimed at developing the skills required for the working environment. Learners will improve their communication skills and personal effectiveness as well as gaining in confidence and motivation. The course is a good starting point for anyone trying to enter the jobs market or for those considering a change of employment.

The course focuses on a number of key areas and will help learners to:

- Identify what Mindset qualities an employer is looking for
- Identify what Mindset qualities: adaptability, flexibility, honesty, etc. they have
- Recognise how to improve their Mindset qualities
- Understand the importance of motivation in a workplace situation
- Understand how an induction process can help a new employee
- Identify their strengths and role within a team

The course leads to a Level 1 Award or Certificate in Employability Skills.



DEVELOPING
EMPLOYABILITY
SKILLS



PROGRESSION
ONTO LEVEL 1
AWARD





LEVEL 2 AWARD IN VOLUNTEERING



This short qualification is suitable for new volunteers or existing volunteers who wish to formalise and further develop their existing experiences and skills.

The course builds on issues and themes discussed and explored during the introductory workshops.

The qualification has three units and topics covered include:

- Exploring the work and roles of volunteers in a number of organisations.
- Identifying the roles volunteers perform within their own organisation.

- Understanding the rules and regulations relating to being a volunteer. (health & safety, equality & diversity, safeguarding, etc).
- Developing good listening skills and providing excellent customer/client service.
- Effective team working
- Self-evaluation.
- Identifying key personal strengths and areas for improvement.

The course is delivered over three workshops and candidates complete a small workbook to achieve the qualification.



LEVEL 1 AWARD IN BOOK KEEPING AND ACCOUNTS



This course is delivered at a comfortable pace by an experienced tutor and is designed to help the learner develop their finance and business skills. It is ideal for anyone interested in starting a career in book keeping and accountancy or for those thinking about starting up their own business.

During this short programme you will learn how to:

- Identify and accurately record income and expenditure
- Identify profit and loss
- Enter receipts and payments into cash books
- Make transfers into ledger accounts
- Check amounts against bank statements
- Understand and apply correct terminology

The programme is comprised of 8 Sessions and are delivered with a mix of tutor lead presentations, group discussions and practical exercises. In addition, learners will be given short tasks to complete away from the classroom.

Time will be set aside to help learners prepare for the exam including the completion of mock tests.

We also deliver a one-day 'Starting-Up Your Own Business' workshop packed with useful tips and advice.



INTRODUCTORY TO BRITISH SIGN LANGUAGE

This short course is designed for those with little or no previous experience of using British Sign Language. Sessions are delivered at a comfortable pace within a supportive environment.

You will learn the art of finger spelling to sign numbers and letters and then quickly progress onto using hand shapes to introduce yourself, make personal greetings and ask basic questions. The course will give

you the skills and confidence to use sign language to communicate on a number of topics: employment, hobbies, transport, etc.

Included, is a session on deaf awareness that helps learners gain a greater insight and understanding of hearing impairment.

Learners may wish to progress onto a Level 1 qualification.



COURSES AT A GLANCE

We also deliver a range of leisure courses and bespoke programmes

- Greek for Beginners / Intermediate Greek
- Italian for Beginners / Conversational Italian
- French for Beginners / Conversational French
- Spanish for Beginners / Conversational Spanish

- Developing Sewing Skills
- Developing Floristry Skills

- I.T. for Beginners
- Introduction to Word Processing Skills and Spreadsheets

- Managing Your MONEY

- Customer Service Techniques
- Communication Skills

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