

# Adult Training Courses



**THE LEARNING CURVE**  
Training & Education

## Develop your skills!

Free courses  
in your area

Workshops  
for learning  
and fun



# 2019

<https://learningcurve.org.uk> | Unit 3 Challymead Business Park, Melksham SN12 8BU

01225 792500 | <https://www.facebook.com/LearningCurve4u/>

## About Us:

We offer a range of accredited courses and fun workshops to enable people to move forwards in their lives - this could be by gaining skills you need to enter employment, to progress in your current career or to feel happier and more confident in your day-to-day life.

## Costs:

ALL of our courses are fully funded (FREE) to anyone claiming work related benefits.

If you are NOT in receipt of benefits, you can still take advantage of the reduced (Co-Funded) price, as long as you are a UK resident or have been resident in an EU member state for at least 3 years. If you are NOT in receipt of benefits and NOT from the UK or EU, you must pay the full course cost.

## What makes The Learning Curve different?

Our small group sizes in relaxed friendly settings will enable you to learn at your own pace. We'll help you gain new skills, and show you how to access new opportunities!

## Advice & Guidance:

We have free support available to help you find your best options. Our friendly advisers are available for advice & guidance by appointment (certain eligibility criteria apply - for info call 01225 792500).

## How do I book a place?

Please call ahead on 01225 792500 to book your place on each course or email [info@learningcurve.org.uk](mailto:info@learningcurve.org.uk) for more details. Spaces are limited, and are subject to availability on a first come, first served basis! If you have a suitable room and would prefer our tutor to come to you to run the course please contact us to discuss this option on 01225 792500.

## Looking for a course that's not here?

Email: [info@learningcurve.org.uk](mailto:info@learningcurve.org.uk) and tell us about courses you'd find useful for your business, career or recreational needs!

## **The route to success - which path will you take?**

There are lots of reasons to join a workshop or course at The Learning Curve; you could be looking to make new friends, to gain more confidence, or acquire more skills for work and life. Whatever your motivation, our welcoming centres, small group sizes and friendly, professional tutors will help you get where you want to go - and have fun along the way!

### **Career & Computers**

We offer a range of accredited courses to enable you to move forwards - this could be by gaining the IT skills you need to enter employment, using one of our Academies to progress in your chosen career or getting tips to feel more confident when applying for jobs.

### **Health & Wellbeing**

Feeling good about yourself is a key factor to living a fulfilled life - our new workshops can help you achieve a better balance of mind and body, while improving your confidence and motivation to succeed.

### **Fun & Family**

Whether you're looking for ideas for feeding or playing with your little ones, or need a break from the responsibilities of caring for others, our craft workshops could help you take some 'me' time, while discovering something new.

### **Home & Garden**

Project-based workshops to help you brighten up your living space with simple gardening or craft-based skills. Have fun meeting new people while learning fresh skills.

Course details in this booklet are correct at time of going to print,  
but we reserve the right to make changes at short notice,  
for example due to customer demand and tutor / centre availability.

# Career & Computers

## Gaining Employment

This course is designed to help you prepare for returning to work. During this 10 week course you will learn the skills to update or create a CV, complete application forms, learn interview skills, identify future employment opportunities and plan for future career development.

This course is an entry level 3 accredited course.

Date	Time	Venue
Every Friday from 1st February	10.00am - 1.00pm	Melksham - The Learning Curve office

Fee for those on work related benefits: £0

## ECDL

This gives you an accredited qualification. You'll complete a number of different units to achieve the European Computer Driving License. To be eligible you need to be over the age of 19 and not working (there is the option for people in employment to pay to learn). You need to be able to use a computer. ECDL courses vary in length according to the ability of the person.

Date	Time	Venue
Every Monday	Morning and after-noon sessions	Melksham - The Learning Curve office
Every Thursday	Morning and after-noon sessions	Trowbridge – Julian House

Full fee: Varies

Fee for those on work related benefits: £0

## Understanding Volunteering

Do you volunteer or want to volunteer? Would you like a qualification in volunteering? This is an entry 3 qualification and includes a short section on health and safety.

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Monday 28th January for 10 weeks	1.00pm - 4.00pm	Trowbridge - Town Hall
Tuesday 29th January for 10 weeks	1.00pm - 4.00pm	Melksham - The Learning Curve office

Full fee: £150    Co-funded Fee: £75  
Fee for those on work related benefits: £0

## Everyday Maths and English

Everyday maths and English will help you master these subjects and allow you to apply what you have learned to everyday life. They are great way to re enter the learning environment whilst learning these subjects at a basic level.

Please call to register your interest.

Full fee: £150    Co-funded Fee: £75  
Fee for those on work related benefits: £0

## Using Word & Emails

Are you looking for work and need to type a letter or CV but don't know how? This course will help you master the basic skills to apply for jobs online.

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Every Wednesday from 6th February for 10 weeks (No session on 22nd February.)	9.30am - 11.30am	Melksham - The Learning Curve

Full fee: £150    Co-funded Fee: £75  
Fee for those on work related benefits: £0

## Functional Skills

These are weekly sessions for a range of basic levels up to level 2, offering accredited recognised qualifications in Maths and English valued by employers. Please call to arrange an initial assessment.

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Entry level maths every Tuesday from 29th January	9.30am	Melksham - The Learning Curve office
Level 1 and 2 English (Date TBC)	TBC	Trowbridge - Town Hall

Full fee: FREE    Co-funded Fee: FREE  
Fee for those on work related benefits: FREE

## Prince's Trust TEAM Programme

Suitable for 16-25 year olds, this free 12 week programme helps build confidence and self-esteem, improves chances of getting a job and/or further education and helps you make friends while joining-in amazing activities and adventures. You will get to take part in a free residential trip to Devon and you will be able to gain a level 1 certificate in employment, teamwork and community skills.

<b>Date</b>	<b>Time</b>	<b>Venue</b>
From 28th January for 12 weeks <b>FULL</b>	10am	Trowbridge - Town Hall
From 21st January for 12 weeks	10am	Salisbury – TLC The Factory Centre, Dews Road, Salisbury
From 13th May for 12 weeks	10am	Trowbridge - Town Hall
From 7th May for 12 weeks	10am	Salisbury – TLC The Factory Centre, Dews Road, Salisbury
From 16th September for 12 weeks	10am	Trowbridge - Town Hall
From 23rd September for 12 weeks	10am	Salisbury – TLC The Factory Centre, Dews Road, Salisbury

Full fee: FREE    Co-funded Fee: FREE

Fee for those on work related benefits: FREE

# Health & Wellbeing

## Introduction to First Aid

This introduction gives you the opportunity to learn basic First Aid and will help you to progress onto an accredited First Aid course. This course would be ideal for parents and grandparents or someone wanting to learn the basics.

Date	Time	Venue
Tuesday 12th February	9.30am - 1.00pm	Trowbridge - Town Hall

Full fee: £35

Fee for those on work related benefits: £0

## Managing Money

Make the most of what you've got! We'll help you with ways to live on a limited budget, you'll also learn how to produce a simple budget plan and understand key financial information on everyday documents.

Date	Time	Venue
Every Monday from 28th January for 6 weeks	9.30am - 12.30pm	Trowbridge - Town Hall

Full fee: £150    Co-funded Fee: £75

Fee for those on work related benefits: £0

# COMING SOON!!

Introduction to Health & Safety - Please call to register your interest.

Easter Planters - Please call to register your interest.

# Fun & Family

## Caring for Children

This course is for anyone who is currently caring for young children and wants to upskill, as well as anyone who is thinking about working with children. It gives the Level 1 award to childminders, carers, parents and grandparents who would like to gain a qualification for the hard work and energy they're already putting in! It is also a great starting place if you're looking to work as a childminder, teaching Assistant in a primary school or at a nursery. There is also the option to progress to the L1 Certificate in Caring for Children.

Date	Time	Venue
Every Thursday from 31st January for 6 weeks	10am - 2pm	Trowbridge - Town Hall

Full fee: £300    Co-funded Fee: £150  
Fee for those on work related benefits: £0



# Information, Advice and Guidance

If you need to speak to someone about training, courses or your employment search we have trained advisers that can assist you. If you feel that this would benefit you please contact us on 01225 792500 to book an appointment with an advisor.

## What our learners say about us!

**“I was unemployed for months then I was told about their Prince’s Trust Team programme in Trowbridge. They helped me gain interview skills, first aid qualification, food safety, CV & cover letter writing and overall confidence in applying for jobs. Since completing the programme I have been in employment for 5 months now and enjoy it.”**

**“Working with The Learning Curve helped me gain the confidence to get back into working. I had become unemployed, and my disabilities made it very difficult, but through Learning Curve I did some college courses, and attended some group sessions which have all paid off!  
Absolutely recommend these guys, they’re amazing.”**  
**- Ruby Soho**

**“The Learning Curve have been doing a photo course for stroke survivors, me being one of them. Sarah the teacher has been really great at teaching at our level and speed of learning.”**  
**- Tina Lloyd-Roberts**

# How to find us:

## Melksham - The Learning Curve

Unit 3 Challemead Business Park,  
Melksham SN12 8BU

Tel: 01225 792500



## Salisbury

Elim Centre, Dew's Rd, Salisbury  
SP2 7SN

## Trowbridge - Town Hall

Market St, Trowbridge BA14 8EQ

