

Family and Community Learning Course Prospectus 2022-2023



Courses will be added to our timetable throughout the year. Please contact us for dates and to book onto our courses.

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01225 770478

Website www.workwiltshire.co.uk/family-and-community-learning

Facebook <https://en-gb.facebook.com/Wiltsfamilylearning/>

Twitter @wiltsfac1

Wiltshire Council website <https://www.wiltshire.gov.uk/family-learning>

Right Choice website <https://rightchoice.wiltshire.gov.uk/Services/4501>

ESOL – English for Speakers of Other Languages



ESOL beginners

Communicate more confidently and improve your English speaking, listening, reading and writing skills. This 10-week course runs at venues across Wiltshire.

On this course you will learn to understand and use words and phrase used in everyday conversation. You will have discussions about topics like shopping, transport, family, work, wellbeing and money. You will learn grammar rules and how to fill in forms and write different types of sentences.

ESOL intermediate – online

Improve your English speaking, listening, reading and writing skills and develop your knowledge of grammar and vocabulary. This five-week course is held online.

On this course you will learn to build your English skills by communicating on a range of topics such as healthy living, festivals and food. You will learn to follow grammatical rules relating to tenses, and to identify and improve pronunciation.

ESOL Higher – online

Enhance your English speaking, listening, reading and writing skills and expand your knowledge of grammar and vocabulary to prepare for further study or work. This five-week course is held online.

On this course you will learn to further develop your spoken and written English skills with practical activities and discussion. You will learn about formal English and how to improve your writing with different grammatical techniques.

English and Literacy



Enhance Your English – online

Develop the English skills you need for further study, work or volunteering, and brush up your spelling, punctuation, grammar, reading and writing. These courses are also ideal preparation if you are thinking of studying Functional Skills English or GCSE English. This 10-session course is held online.

On this course, you will learn practical techniques to improve your written and spoken English. You will feel more confident spelling commonly used words and punctuating your writing. You will also learn about how we can use reading and writing to help our wellbeing too.

English and Literacy



Discover Helping My Child with Reading – online

Make reading fun and discover ways to encourage children to develop a love of learning and reading. This single-session course is held online.

You will learn about the reading skills your child possesses and how to make reading fun. You will learn to develop an understanding of spelling patterns and comprehension and ways to support and work with your child to enhance their reading skills.

Phonics Games – online

Feel confident using phonics games to help your child with their early reading skills. This course is suitable for parents or carers of 3- to 6-year-olds and older primary school age children who require extra support with phonics. This single-session course is held online.

You will learn that phonics is a code to support reading and writing, and you will explore fun and practical ways to help your child develop phonic awareness.

Helping My Child to Learn Phonics – online

Build your confidence as your child's first teacher and learn to support your child's phonics skills at home. This course is suitable for parents or carers of 3- to 6-year-olds and older primary school age children who require extra support with phonics. This five-week course is held online.

You will learn about how phonics is taught in schools today and how you can help your children to develop phonic awareness. You'll explore games and activities to support phonics learning at home too.

English and Literacy



Helping My Child with English part 1 (reading) and part 2 (writing) – online

Learn how to make homework easy and fun! These courses will help you to understand the different terminology used to teach children English, and will give you practical ideas to help your child with reading and writing. Each five-week course is held online.

In both courses, you will learn how English is taught in schools today, tips and ideas for encouraging your child's reading / writing skills, and how to develop your skills so that you can support your children with their homework.

Storybox – online

Discover how to help your child love reading by bringing books to life through puppets, crafts and storytelling. This five-week course is held online or at venues across Wiltshire.

On this course you will learn ways to engage your child in a familiar story, how to plan, create and use puppets and props to enhance a story, how crafts and play can develop literacy skills, and develop confidence in helping your child to learn

Employability Skills



Boost your Employability Skills – online

Work towards your dream job and increase your self-esteem with our course which covers job searching, applications, CVs, interview skills and much more. This 10-session course is held online.

On this course you will learn how to explore opportunities in the labour market, how to present yourself and your skills when applying for jobs, and how to prepare effectively for interviews. You'll learn how to recognise your skills and strengths and how to plan for your next steps.

Customer Service – online

Make the difference for your customers by providing amazing customer service and learn more about working in this important role. This four-session course is held online.

On this course you will learn how about the importance of good customer service, how to handle complaints effectively, and how to communicate well.

Food Safety – online

Gain essential knowledge and skills about food safety to work in catering or hospitality. This four-session course is held online.

On this course you will learn the principles of safe handling and storage of food, and you will be able to identify safe practices in relation to cross-contamination of allergens.

Employability Skills



Working in Schools – online

Feel more confident applying for jobs in schools and learn more about what it is like to work in education. This five-session course is held online. You will also have the opportunity to be matched with a day's work experience placement to shadow a teaching assistant.

On this course you will learn about the roles supporting teaching and learning in schools, understanding behaviour, curriculum support, differentiation and learning (including the four areas of SEND and support methods), and observation, feedback and planning.

Working in Early Years – online

Find your ideal job working in an Early Years setting with the support of this course that will introduce you to the variety and job satisfaction of working with children under five. This eight-session course is held online.

On this course you will learn about the roles and responsibilities in early years settings, developing communication skills, the importance of indoor and outdoor play, statutory duties and safeguarding, understanding SEND.

Adult Wellbeing



Manage Worries Positively

Feel more confident handling your worries using a range of coping strategies with this single-session course that is held online or face-to-face.

On this course you will learn about the differences between worry and anxiety and how they affect the body. You will also learn practical ways to help stop worries from taking over.

Wellbeing

Feel more resilient and in control with this course which focuses on using the Five Ways to Wellbeing. This five-session course is held online or face-to-face.

On this course you will discover healthy coping strategies for stressful times. You will explore different practical ways to take charge of your wellbeing, and understand more about how these techniques help us to feel more resilient.

Discovering Confidence

Take your first step towards building your confidence with our single-session online course.

On this course you will learn how to identify your strengths and areas for personal development, and find out how to use your strengths to help you to achieve your goals and build your confidence.

Adult Wellbeing



Confidence and New Directions

Discover the deeper connections between self-esteem and self-confidence as well as how to overcome barriers to becoming a confident person. This five-week course is held online.

On this course you will learn the ways to inspire and motivate yourself. You will develop the skills to set yourself goals that will improve your confidence and boost your wellbeing too.

Positive Futures

Put knowledge into action with this five-week online course that shows you how to take positive steps to plan for an optimistic and confident future.

On this course you will learn practical ways to feel more confident and motivated in your daily life. You will learn about the links with physical and mental wellbeing, and you will learn how to look ahead to make achievable and positive plans.

Walk and Talk for Wellbeing

Feel more confident, positive and healthier with this 10-session course that combines wellbeing and communication skills with walking your way to health. This course is taught in venues around Wiltshire.

On this course you will learn how to enhance your life and your families' lives. You will explore how to have more health awareness and therefore feel better and more confident. We will share lots of ways to communicate better and look after our mental health.



Helping My Child to Prepare Positively for Change – online

Support your child to cope with change positively at home and understand the reasons why children may find change difficult. This single-session course is taught online.

On this course you will learn to understand the reasons why children may find change difficult, and ways that children's ability to cope with change positively can be supported at home.

Helping My Child Build Concentration and Resilience – online

Discover ways to build your child's concentration and resilience at home and explore the reasons why children may find concentrating or being resilient difficult. This single-session course is taught online.

On this course you will learn about the reasons why children may find concentrating or being resilient difficult, and how you can discover ways to build children's concentration and resilience at home.

Helping My Child with Anxiety and Worry – online

Support your child to use practical methods to help when they feel worried or anxious. This single-session course is taught online.

On this course you will learn to understand what anxiety and worry are, how they can affect learning, and how you can support your children's mental health at home through calming activities

Family Skills



Transitions to the next stage at school – online

Support your child in the transitions they make through their school journey with **Transitions: Starting Secondary** or **Transitions: Preparing for Primary**. Learn ways to manage emotions to help your child navigate the changes coming up. These five-week courses are held online.

On these courses you will learn to identify emotions associated with the changes you and your child will be experiencing as they move to the next step in their school journey. You will learn ways to deal effectively with emotions to help your child to develop strategies to help them to understand the changes ahead.

Celebrations around the World – online

Find out practical ways support your child's wellbeing and share the wonder of the world too. This single-session course is taught online.

On this course you will explore ways to help your child to demonstrate the five ways to wellbeing. You will explore the range of skills that children learn during celebrations, and discover ideas for making low-cost homemade gifts as a family that you can share with others.

Family Skills and Independent Living



Shop for Less

Make your money go further with this cost-cutting course. This single-session course is taught online or in venues across Wiltshire.

On this course you will learn ways to spend less, identifying good value for money and choosing the best buy from a range of options.

Saving Energy

Make energy saving changes to help with your fuel bills. This single-session course is taught online or in venues across Wiltshire.

On this course you will learn where energy could be saved in different areas of your home, how to compare the costs of running different household appliances, and explore ways to minimise food waste and safely store leftovers.

Balance Your Budget

Take control of your budget with this course that will show you how to plan for regular and one-off costs. This single-session course is taught online or in venues across Wiltshire.

On this course you will learn how to sort spending into essential and non-essential expenditure, the benefits of setting and following a budget, and how to create a budget which includes planning for regular and one-off expenditure.

Independent Living



Independent Living Skills – Smart courses

Smart courses support learners with learning difficulties and SEND to build a range of different skills that they will use in everyday life. We currently offer:

- **Communication Smart**
- **Community Smart**
- **Confidence Smart**
- **Eat Smart**
- **Health Smart**
- **Home Smart**
- **IT Smart**
- **Money Smart**
- and we are developing further courses too.

These courses are held online or in person in venues across Wiltshire. Please contact the Outreach and Enablement Service through Wiltshire Council to refer onto these courses.

Communication Smart

On this course you will learn about the different ways we communicate, and the ways that we can promote positive image. We will explore verbal and written methods of communication and you will learn to prepare and share information with the group. You will understand how to complain if goods/services are not up to standard.

Independent Living



Community Smart

Learn about what's going on locally and how to be a great neighbour, understand how to join in with your community and use appropriate forms of travel in order to support your independence.

Confidence Smart

On this course you will learn to develop your confidence levels and understanding of emotional well-being. You will look at stress management and relaxation techniques, mindfulness and you will learn to set yourself small, achievable goals to enable you to be successful and to believe in yourself.

Eat Smart

On this course you will learn how to follow and adapt recipes, taste ingredients, and prepare and cook food safely. You will also develop your confidence with different cooking skills, and will research and prepare your own recipe too.

Independent Living



Health Smart

On this course you will learn about personal hygiene, the importance of good nutrition and exercise, and how to set goals to make you feel good.

Home Smart

On this course, you will learn how to look after your home to make it a happy and healthy place to be. You will find out what chores need to be done, how to do them and how to organise your time. You will look at your responsibilities and what to do if there is a problem.

IT Smart

On this course you will learn how find information and present information in different ways. You will learn how to use presentational features and how to send emails, including attachments. You will try out features in TEAMS to keep you safe online and explore how accessibility features can be used to help you.

Money Smart

On this course you will learn how to work out change, understand bills and receipts, compare prices and shop online safely.

Maths and Science



Building Maths Skills – online

Take all the worry out of maths with this friendly five-session online course which starts from the very beginning with your maths skills.

On this course you will learn practical ways to make numbers make sense. You will feel more confident using straightforward maths to help you in everyday life.

Manage Your Maths – online

Make maths easy with this 10-week course that will help you to brush up your maths skills you need for further study, work or volunteering. These courses are also ideal preparation if you are thinking of studying Functional Skills English or GCSE English. This 10-session course is held online.

On this course you will recap addition, subtraction, multiplication and division, and you will develop the maths skills you need for work or further study such as understanding data.

Maths and Science



Wiltshire Council

Terrific Times Tables – online

Take the headache out of learning times tables with this fun and practical course designed to help you to help your child learn. This single-session course is held online.

On this course you will explore multi-sensory ways to learn and discover a range of games to engage children in learning times tables. You will understand more about how maths is taught in schools and you will be able to adapt games as your child gains confidence with times tables.

Helping My Child with Maths (part 1 and part 2) – online

Make maths easy and fun for your child and you with these five-week courses. Each five-session course is held online.

On this course you will learn practical ways to help with homework and ease your worries about maths. You will find out the new methods of teaching maths in schools and build your confidence supporting your child with maths.

Maths and Science



Wiltshire Council

Spectacular Science – online

Discover the wonder of science and explore fun ways to engage your child in learning. This single-session course is held online.

On this course you will learn scientific terms, you will discover science experiments you can create using items you have in the home, and you will learn how to develop a sense of awe and wonder to promote enthusiasm for science.

Helping My Child with Science – online

Explore the super world of science! Support your child to learn, and improve your knowledge of science too, with this five-session, online course.

On this course you will learn how science is taught in primary school. You will explore scientific concepts with practical activities and you will be able to use scientific language to talk about investigations.

IT



Introduction to IT

Take the first steps to build your IT skills with this five-session course that will help you to get online and send emails. This course is taught in venues across Wiltshire.

On this course you will learn how to use and customise an internet browser; access information online; create an email address and send and receive emails; create, open and store an email attachment and understand how to store and archive emails

Beginners IT

Learn word processing skills to help you with work or studying. This five-session course builds on from the Introduction to IT course. This course is taught in venues across Wiltshire.

On this course you will learn how to use basic functions of Word and Powerpoint, to create documents and present and format information in a variety of ways. You will also learn how to insert images and files from different locations.



This prospectus will be updated at regular intervals as further courses are booked. If you would like more information about any of our courses, please contact us via our email address or phone number on the front page. You can also find information on our website.

Throughout the year, we will hold seasonal Discover courses where you can take a step back into learning with our practical and fun sessions for adults and for families.

All learners enrolling on an online course must attend an online induction before they join their first course.

Our online courses are suitable for ESOL speakers at Entry Level 3 or B1 Intermediate or above.

Our courses are funded by the Education and Skills Funding Agency.

Courses are no cost to you if you are 19+ and have been a resident in UK/EU for 3+years*
(*refugees/asylum seekers/have right to remain status are exempt from the 3-year residency requirement) and have a Wiltshire postcode, and if you can tick any of these criteria:

- have less than 5 GCSEs grades A-C
- in receipt of benefits
- are a military family
- are a family with SEN child/children
- are unemployed and seeking employment

If you are unsure about eligibility, we are always happy to talk things through. Please get in touch with us via email at familyandcommunitylearning@wiltshire.gov.uk or call the team on 01225 770478
