

Community Learning MK- Adult Education

Course Listings – Summer Term 2023

www.milton-keynes.gov.uk/courses

Introduction

For general enquiries and enrolments, telephone 01908 556727 or email us: communitylearning.mk@milton-keynes.gov.uk

Summer Term Dates

Monday 17 April to Saturday 22 July (Half term holiday Monday 29 May to Friday 2 June)

Digital Skills

Course Code	Course Title	Venue	Start Date	Day and Times	Course Length	Fee	Description
ITC00011	Getting Started with Computers	CLMK Learning Centre	25 April	Tuesday 12.45-2.45pm	4 wks	£0	The basics to get you started with computers, digital skills and being safe online
ITC00021	Next Steps with Computers	CLMK Learning Centre	6 June	Tuesday 12.45-2.45pm	4 wks	£0	The next step on your digital skills journey for life and work
ITA00051	Digital Skills - Over 65s	CLMK Learning Centre	8 June	Thursday 1-3pm	4 wks	£0	Improve your digital skills in a relaxed atmosphere
ITC00031	Getting Started with Microsoft Office	CLMK Learning Centre	26 June	Monday 12.30-2.30pm	4 wks	£0	Learn the basics of Microsoft Word, Excel and PowerPoint for education and work
EPA00123	Introduction to IT (Entry 3 Award)	CLMK Learning Centre	26 April	Wednesday 1-3pm	10 wks	£0	For those with very little confidence in or experience of computers. Start with the basics and develop digital skills and learn how to stay safe online
EPA002210	IT and Employment Skills (Level 1 Award)	CLMK Learning Centre	26 April	Wednesday 9.30-11.30am	10 wks	£0	For those wishing to gain experience of computers and using various software packages. Start with the basics and develop digital skills required to use spreadsheets and complete an IT project

Professional Skills and Qualifications

Course Code	Course Title	Venue	Start Date	Day and Times	Course Length	Tuition Fee	Description
EPA00223	Introduction to Childcare (Level 1 Award)	CLMK Learning Centre	25 April	Tuesday 1-3pm	10 wks	£0	For anyone thinking about working in childcare. Develop your understanding of child development and the physical and psychological needs of children
EPA03130	Next Steps to Childcare	CLMK Learning Centre	24 April	Monday 1-3pm	10 wks	£0	For anyone working in childcare and/or who has completed a Level 1 Award. Develop your understanding of equality and diversity along with practical elements to develop skills and techniques in a childcare setting
PTC00026	Get Ready for Support Work in Schools	CLMK Learning Centre	8 June	Thursday 1-3pm	4 wks	£0	An introductory course for preparing to work in schools. Find out more about the upcoming Level 2 course
EPA01220	Getting into Work (Level 1 Award)	MKCC Civic Offices	24 April	Monday 6.30-8.30pm	10 wks	£0	Gain the skills and knowledge to successfully enter employment and provide a solid base for progression in the workplace. Whether for your first steps into the workplace, a change of role or aiming for promotion this course will help you stand out from the crowd of applicants
EPA01310	Next Steps for Returning to Education and Work	Church of Christ the Cornerstone	27 April	Thursday 9.30-11.30am	10 wks	£0	Gain the skills and knowledge to re-enter the work force and/or education. You will learn new skills to aid the transition into accredited education to aid career development, along with a developing further understanding of the skills and behaviours to be successful in the workplace
EPA05110	Introduction to Retail and Customer Service (Entry 3 Award)	CLMK Learning Centre	26 April	Wednesday 1-3pm	10 wks	£0	For anyone thinking about working in a retail or customer service role. It will support you to find out more about different types of retailers and job roles. You will also develop your customer service knowledge, learn about the delivery of excellent customer service and improve your communication skills to better interact with customers
EPA04210	Health and Social Care (Level 1 Award)	CLMK Learning Centre	27 April	Thursday 12.30-2.30pm	10 wks	£0	For anyone thinking about working in Health and Social Care Setting. It will support you to develop your understanding of the health sector and the values, principles, skills and attitudes required for working in health, adult care and childcare. This accredited course will support an application for paid work across the health and social care sector

Looking for work?

Our Community Employment Service can help support you into work, offering practical help and advice to identify your skills and give information about local vacancies and training opportunities. These free sessions take place across MK and online and can be one-to-one or as a part of a group.

Whether you need help with creating your CV, preparing for interviews, improving your confidence or to gain skills through work-related training courses we can help.

For more information visit www.milton-keynes.gov.uk/ces email nep@milton-keynes.gov.uk or call 01908 252323

Level 1 BTEC Courses - Coming Soon

More opportunities to earn vocational qualifications. We will be offering BTEC qualifications in Health and Social Care, Early Years Education and Health and Fitness.

Look out for them on our website or contact craig.riddell@milton-keynes.gov.uk for more information

Courses for Young People

Although our main brochure courses are only open to people aged 19 and over we also run programmes for young people.

These are for anyone aged 16 – 19 years (or up to 25 for those with an Education Health Care Plan – EHCP) not in education, employment or training.

They are aimed at increasing confidence and communication levels and to help prepare for future pathways into learning or employment and include:

Wellbeing & Life Skills course: An opportunity to build on confidence and resilience through wellbeing activities.

Tuesday and Wednesday 10am-2pm @ Christ the Cornerstone Church Milton Keynes

Wellbeing Café: Focusing on self-care and building confidence in an informal group

Wednesday 11am-12pm @ Christ the Cornerstone Church

Contact jayne.hobbs@milton-keynes.gov.uk for further information.

Young People's Careers Information, Advice and Guidance

We offer a free and confidential service for young people in Milton Keynes aged 16-19 (up to 25 for care leavers and young people who have special educational needs and or a disability) who are not in education, employment, or training. Our aim is to support young people to understand the options open to them in order that they can make realistic and informed choices. We offer impartial advice on:

- Career Pathways
- Education and Training Courses
- Traineeships and Apprenticeships
- Help with looking and applying for jobs
- CV writing and employability skills

Contact us on 01908 254410 or email youth@milton-keynes.gov.uk

Maths and English

Course Code	Course Title	Venue	Start Date	Day and Times	Course Length	Tuition Fee	Description
MAA20083	Get Ready for GCSE Maths	CLMK Learning Centre	5 June	Monday 6-9pm	7 wks	£0	An introduction to GCSE Maths to prepare you for the full course starting in September
ENA00011	Get Ready for GCSE English	CLMK Learning Centre	27 June	Tuesday 6.30-9pm	4 wks	£0	A short introduction to GCSE English to prepare you for the full course starting in September

We offer accredited maths and English Functional Skills qualifications ranging from Entry 3 to Level 2. In order to enrol on one of these courses, you will need to do a skills check first so we can ensure you are placed on the right level. We offer skills checks and support throughout the year. To book your place email communitylearning.mk@milton-keynes.gov.uk

ESOL

English for Speakers of Other Languages

ESOL courses are for people living in the UK whose first language is not English

These 12-week courses cover three topics: Reading, Writing, and Speaking and Listening, each with an exam.

We offer courses at levels ranging from Elementary (Entry 1) to advanced (Level 2)

We also have numerous ESOL Café sessions available on Mondays 1-3, Tuesdays 1-3 & 6-8:30, Thursdays 6-8:30 and Saturdays 9:30-11:30 & 12-2. These are available to any adults who would benefit from starting their ESOL journey.

Register your interest by emailing communitylearning.mk@milton-keynes.gov.uk

FREE ADULT MATHS COURSES in central MK or online

Daytime/Evenings/Saturday courses to strengthen your Maths skills and promote confidence in Maths and numeracy. Become more able in household budgeting, helping your child with their homework, job prospects.

For more information email Suzanne.gibbs@milton-keynes.gov.uk

(Courses are free if you are or have been a UK resident for at least the last three years, aged 19 or over and do not hold a Level 2 maths qualification or higher)

Can I claim a concession?

If you are unemployed and/or claiming benefits you may be entitled to a reduced fee on our courses (excluding those marked with an asterisk.)

Please note, if you are aged 65 or over you do not automatically qualify for a concession unless you are claiming income-based benefits - please see our fee policy for details at www.milton-keynes.gov.uk/CLMK/fee-policy

For more information contact: communitylearning.mk@milton-keynes.gov.uk

Leisure Courses

Art, Craft, Languages and Creative Design

Course Code	Course Title	Venue	Start Date	Day and Times	Course Length	Tuition Fee	Description
ACC00161	Dressmaking Beginners	Oakgrove School	20 April	Thursday 7-9pm	6 wks	£96	For complete beginners and those with a little experience. You will need some working knowledge of how to use a sewing machine
ACC00721	Dressmaking Improvers	Oakgrove School	24 April	Monday 7-9pm	10 wks	£160	For those who have completed a Dressmaking Beginners course and/or who have some basic dressmaking skills. You will need to know how to use a sewing machine
ACC00351	Machine Sewing Beginners	Oakgrove School	26 April	Wednesday 7-9pm	5 wks	£80	Simple practical projects to develop your sewing machine skills
ACC00681	Machine Sewing Improvers	Oakgrove School	7 June	Wednesday 7-9pm	5 wks	£80	For those who have completed Machine Sewing Beginners and/or who already have basic machine sewing skills. Simple practical projects to improve your skills
ACC00701	Dressmaking – Pattern Cutting for Beginners	Oakgrove School	8 June	Thursday 7-9pm	5 wks	£80	Learn how to create and cut your own dressmaking pattern
ACX00671	Drawing and Painting - Improvers*	MK Gallery	4 May	Thursday 12.30-3pm	8 wks	£200	For those moving on from Drawing and Painting Beginners and those with some experience
ACX00381	Project Based Watercolour Painting*	MK Gallery	4 May	Thursday 9.30am-12pm	8 wks	£200	Guided project based course, for those at Intermediate level
ACX00371	Stained Glass - Beginners and Improvers*	Oakgrove School	4 May	Thursday 6.30-9pm	8 wks	£200	Learn how to work with glass, designing and making your own creations using lead came of copper foil. Mixed level
ACX00510	Textile Weaving*	CLMK Learning Centre	13 May	Saturday 10am-4pm	1 day	£60	A fun and immersive day of weaving for beginners and improvers
LAC00251	Spanish First Steps	MKCC Civic Offices	27 April	Thursday 7-8.30pm	10 wks	£120	A ten-week course for complete beginners
LAC00710	Spanish Next Steps	MKCC Civic Offices	17 April	Monday 7-8.30pm	10 wks	£120	For learners who have completed the First Steps course, or one term of tuition
LAC00291	Spanish Moving on to Improvers	Online	26 April	Wednesday 7-9pm	10 wks	£120	For those who have completed Spanish Next Steps and want to progress further
LAX00762	Spanish Upper Intermediate*	Online	17 April	Monday 7-9pm	10 wks	£200	For those who have been learning for four years or more and wish to move towards Advanced level

Course Code	Course Title	Venue	Start Date	Day and Times	Course Length	Tuition Fee	Description
LAC00391	Italian First Steps	Church of Christ the Cornerstone	17 April	Monday 7-8.30pm	10 wks	£120	A ten-week course for absolute beginners
LAC00431	Italian Moving on to Improvers	MKCC Civic Offices	17 April	Monday 7-8.30pm	10 wks	£120	For those who have completed Italian Next Steps and want to progress further
LAC00481	Italian Intermediate Year One	Online	27 April	Thursday 7-9pm	10 wks	£160	For learners who have completed Improvers Year Two, or nine terms of tuition
LAC00661	British Sign Language First Steps	MKCC Civic Offices	24 April	Monday 6-8pm	10 wks	£160	A ten-week course for complete beginners to BSL
LAC00730	British Sign Language Next Steps	MKCC Civic Offices	26 April	Wednesday 6-8pm	10 wks	£160	For those who have completed the British Sign Language - First Steps course
LAC00902	Japanese Moving on to Improvers	MKCC Civic Offices	24 April	Monday 6.45-8.15pm	10 wks	£120	For those who have completed Japanese Next Steps and/or those with some knowledge who wish to develop further
LAX00591	Japanese Advanced Intermediate*	Online	25 April	Tuesday 7-9pm	10 wks	£200	For those who have been learning Japanese for four years and have reached a minimum of Intermediate level
LAX00707	German Upper Intermediate*	Online	27 April	Thursday 1-3pm	10 wks	£200	For those who have been learning for four years or more and wish to move towards Advanced level
Sociology							
LEC00011	Introduction to Crime Studies	CLMK Learning Centre	22 March	Wednesday 10.30am-12pm	1 day	£12	An introductory workshop on 'Crime Studies'; exploring crime in society, debates in crime and punishment, it's impacts and consequences. A great start to the study of Criminology or just as an interesting learning experience.
LEC00021	Introduction to Crime Studies	CLMK Learning Centre	28 March	Tuesday 1.30-3pm	1 day	£12	An introductory workshop on 'Crime Studies'; exploring crime in society, debates in crime and punishment, it's impacts and consequences. A great start to the study of Criminology or just as an interesting learning experience.

Courses for People with Additional Support Needs

Through our Supported Employment scheme, we have a range of courses aimed at those wanting to go at a more suitable pace due to a learning disability.

Courses range from Autism Social Skills, Support in Employment and Further Support into Employment.

For more information, please email communitylearning.mk@milton-keynes.gov.uk

Health and Wellbeing

As part of our commitment to supporting your wellbeing we offer fortnightly fun workshops in our Wellbeing Café which are free to anyone enrolled on one of our Health and Wellbeing courses, we will send you information about these when you enrol.

Course Code	Course Title	Venue	Start Date	Day and Times	Course Length	Tuition Fee	Description
SMC00681	Grow your Confidence	Online	20 April	Thursday 10-11.30am	3 wks	£0	Explore how you can improve your confidence and find ways to shine your light in the world
SMC00791	Motivated for Success	Online	11 May	Thursday 10-11.30am	3 wks	£0	Explore some of the psychology behind developing a successful mindset and how to be 'in the zone'
SMC00501	Essential Self Care	Online	8 June	Thursday 10-11.30am	3 wks	£0	Make room to be kind to yourself with self care and self compassion
SMC00481	Mindfulness for Busy People	Online	29 June	Thursday 10-11.30am	3 wks	£0	Simple ways you can bring mindfulness into everyday life
SMC00551	The Art of Communication	MKCC Civic Offices	18 April	Tuesday 6.30-8pm	3 wks	£0	Essential skills for effective communication, including developing healthy boundaries and assertiveness
SMC00111	Present Moment Living	MKCC Civic Offices	4 May	Thursday 6.30-8pm	8 wks	£0	An in-depth eight week course that looks at managing thoughts and emotions by staying in the "now", using mindfulness
SMC00371	Building a Resilient Mindset	MKCC Civic Offices	9 May	Tuesday 6.30-8pm	3 wks	£0	Explore what resilience is and isn't and how you can build more into your daily life even in difficult times
SMC00311	Building a Resilient Mindset	MKCC Civic Offices	27 June	Tuesday 6.30-8pm	3 wks	£0	Explore what resilience is and isn't and how you can build more into your daily life even in difficult times
SMC00571	Live with Purpose	MKCC Civic Offices	6 June	Tuesday 6.30-8pm	3 wks	£0	What do you want from life and what's your vision for the future? Explore the big questions in this short, reflective course
SMC00281	Art Journaling	Westbury Arts Centre	25 April	Tuesday 10am-12pm	10 wks	£0	Create your own unique visual journal to aid your wellbeing
SMC00301	Art for Wellbeing	Westbury Arts Centre	25 April	Tuesday 12.30-2.30pm	10 wks	£0	Improve your wellbeing through creativity
SMC00271	Art Journaling	Westbury Arts Centre	28 April	Friday 10am-12pm	10 wks	£0	Create your own unique visual journal to aid your wellbeing
SMC00261	Art for Wellbeing	Westbury Arts Centre	28 April	Friday 12.30-2.30pm	10 wks	£0	Improve your wellbeing through creativity
SMC00721	Menopause and You	Church of Christ the Cornerstone	27 April	Thursday 12.30-2.30pm	5 wks	£0	If you are affected by the changes and symptoms brought on by peri-menopause and menopause then join this short course to find support, advice and more!

Course Code	Course Title	Venue	Start Date	Day and Times	Course Length	Tuition Fee	Description
SMC00031	Working Towards Self Compassion	MKCC Civic Offices	27 April	Thursday 1-2.30pm	5 wks	£0	Explore what self-compassion is and how you can develop yours for a happier life
SMC00731	Textile Heaven	CLMK Learning Centre	28 April	Friday 1-3pm	10 wks	£0	Knitting, Weaving, Sewing, Crochet, patchwork, yarn art...find out how these fun crafting activities can improve your well-being as well as your skill set!
SMC00071	Finding Your Way through Grief	CLMK Learning Centre	2 May	Tuesday 1-2.30pm	8 wks	£0	Whether you are grieving due to the death of a loved one, loss of a relationship or life changes this course offers you peer support and ways to help yourself and others navigate bereavement
SMC00461	Armchair Yoga	Church of Christ the Cornerstone	5 June	Monday 1.30-2.30pm	5wks	£0	Gentle seated yoga stretches for those with mobility issues
SMC00431	Shinrin Yoku – The Japanese Art of Treebathing	MKCC Civic Offices	6 July	Thursday 1-2.30pm	1 day	£0	Discover Shinrin Yoku - the Japanese Art of Treebathing and how nature can be used as a form of therapy
SMC00491	Find Your Flow	MKCC Civic Offices	8 June	Thursday 1-3pm	1 day	£0	Discover the science behind 'being in the zone' and how that knowledge can help you recover your mojo
SMC00061	Better Sleep	MKCC Civic Offices	15 June	Thursday 1-3pm	1 day	£0	Learn effective sleep strategies
SMC00161	Dream Discovery	MKCC Civic Offices	22 June	Thursday 1-3pm	1 day	£0	Explore your dreams and what they might mean
SMC00421	Hygge – The Danish Path to Happiness	MKCC Civic Offices	29 June	Thursday 1-3pm	1 day	£0	Give yourself a well deserved hug and discover how to live well and be happy, the Danish way

Family Learning

At CLMK Family learning we have a huge variety of free short courses on offer, these are delivered from Children and Family Centres, Libraries and schools. Please check your nearest centre or visit Family Learning MK on Facebook.

We are also offering fun with Phonics / Maths and SPaG for parents sessions on Tuesday evenings in Central Milton Keynes, which are a great way for you to develop strategies to best support your child in school.

Please contact Nicola.skilton@milton-keynes.gov.uk to find out more about any of the above.

Opening Times

Monday to Thursday 9am-5pm

Friday 9am-4pm

CLMK Learning Centre, Central Milton Keynes Library, 555 Silbury Boulevard, Milton Keynes, MK9 3HL