## Community Learning MK- Adult Education

Course Listings – Autumn and Spring 2023/24

www.milton-keynes.gov.uk/courses

#### Introduction

Welcome to another year of education with Community Learning MK. Whether you want to learn something new, improve your skills or just take some time out for yourself we're looking forward to welcoming you into our classes.

We know that things are tough financially for many people right now, so this year we have introduced a new incentive. If you have never studied with CLMK Adult Education before we are offering you a 50% discount on your first Art and Craft, Language, Sociology or IT course, so make sure to let all your friends know.

If you are unemployed and claiming benefits you may be entitled to a reduced fee on our courses. This year we are also reintroducing the concessionary option for anyone aged over 65. We have also made our Lipreading and British Sign Language courses completely FREE this year to ensure that finances are not a barrier to learning these vital skills.

Classes with an asterisk (\*) next to the title will be running again in the new year and are also available to book now, contact us for more information or to enrol.

To enrol visit www.milton-keynes.gov.uk/courses

For more information on any of our courses email communitylearning.mk@milton-keynes.gov.uk or call us on 01908 556700.

#### **Autumn Term Dates**

Monday 4 September to Saturday 23 December (Half term holiday Monday 23 October to Saturday 28 October)

**Spring Term Dates** 

Monday 8 January to Saturday 30 March (Half term holiday Monday 19 February to Saturday 24 February)

#### ESOL - English for Speakers of Other Languages

Community Learning MK offers a wide variety of ESOL courses to suit all levels and abilities.

ESOL courses are for people living in the UK whose first language is not English. Courses run for 12 weeks and cover the three core skills of Speaking and Listening, Reading and Writing. Each course ends with an exam. We offer courses at levels ranging from Elementary (Entry 1) to Advanced (level 2). We also run numerous ESOL Café sessions available throughout the week, including Saturdays. These are for adults who wish to start their ESOL journey. To register your interest and/or find out more, email communitylearning.mk@milton-keynes.gov.uk

## Digital Skills

Course Code	Course Title	Venue	Start Date	Day and Times	Course Length	Fee	Description
ITA00051	Digital Skills - Over 55s*	CLMK Learning Centre	9 Nov	Thursday 10am-12pm	4 wks	£0	Improve your digital skills in a relaxed atmosphere
ITC00011	Getting Started with Computers*	CLMK Learning Centre	26 Sept	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	31 Oct	Tuesday 12.45-2.45pm	4 wks	£0	The next step on your digital skills journey for life and work
EPA02110	City & Guilds Introduction to IT	CLMK Learning Centre	20 Sept	Wednesday 10am-12pm	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	City & Guilds Level 1 in ICT with Employment Skills	CLMK Learning Centre	20 Sept	Wednesday 1-3pm	10 wks	£0	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
ITC00031	Getting Started with Microsoft Office*	CLMK Learning Centre	30 Oct	Monday 12.30-2.30pm	4 wks	£0	Learn the basics of Microsoft Word, Excel and PowerPoint for education and work
EPA02410	ICT Skills for the Workplace	CLMK Learning Centre	17 Jan	Wednesday 1-3pm	10 wks	£0	Learn the skills needed to survive at work, including office packages.
ITC00051	Excel an Introduction	CLMK Learning Centre	11 Nov	Saturday 10am-3pm	1 day	£60	Learn the basics of spreadsheets and simple formulae. 50% discount on advertised fee if you haven't studied with us before.
ITC00061	Excel Improvers	CLMK Learning Centre	25 Nov	Saturday 10am-3pm	1 day	£60	More features of Excel including database functions and customising charts and graphs. 50% discount on advertised fee if you haven't studied with us before.

<sup>\*</sup> Later start dates are also available to book, contact us to find out more

### Functional Skills and GCSE English and Maths

At Community Learning MK we offer accredited maths and English Functional Skills qualifications ranging from Entry 3 to Level 2. To enrol on one of these courses, you will need to attend a skills check to determine your current level of ability and ensure you are placed on the right level course for you. We will be running our next programme of skills checks in August 2023 ready for courses starting in September.

To book a skills check appointment and for more information about our English and maths offer, please email communitylearning.mk@milton-keynes.gov.uk

### Multiply

FREE Multiply adult numeracy confidence classes are running now in your area. We offer a range of short courses to help fine tune your Maths skills including how to manage your money better, your household bills, shopping discounts as well as understanding statistics you see in the news. These courses will also help you feel more confident so you can help support your children with their Maths homework.

Maybe you want to prepare and brush up your Maths so you will feel more ready to progress onto a formal Maths qualification later?

Choose from our once-a-week courses during the day, evening or weekend designed to suit your Maths level (up to Level 2). Start any week in our small classes.

To enrol visit www.miltonkeynes.gov.uk/courses and select the right Multiply course for you, such as Refresh Your Maths or Life With Numbers, under 'English and maths'

Contact suzanne.gibbs@milton-keynes.gov.uk or call Community Learning on 01908 556700

#### **Employability and Qualifications**

These free courses are for anyone who is unemployed, looking for work and receiving income-based benefits or in work but earning under £20,319 p/a. If you are unemployed and not claiming income-based benefits then you could still qualify for the free course.

If you earn more than £20,319 p/a and are not claiming benefits a fee may apply. Contact us or check our fee policy at www.milton-keynes.gov.uk/CLMK/fee-policy for more information.

Course Code	Course Title	Venue	Start Date	Day and Times	Course Length	Tuition Fee	Description
PTC00014	Introduction to Working in a School*	Church of Christ the Cornerstone	25 Sept	Thursday 9.30am-12pm	4 wks	£0	An opportunity to learn about working in a school and the skills and knowledge required
EPA03210	City & Guilds Level 1 Introduction to Childcare*	CLMK Learning Centre	19 Sept	Tuesday 12.30-2.30pm	10 wks	£0	For anyone thinking about working in childcare. Develop your understanding of child development and the physical and psychological needs of children
EPA03410	Get Ready to Work in Early Years*	Church of Christ the Cornerstone	20 Sept	Wednesday 9.30am-12.30pm	1 day	£0	Learn more about the Early Years Practitioner qualification
EPA03510	Level 2 Diploma for the Early Years Practitioner*	Church of Christ the Cornerstone	27 Sept	Wednesday 9.30am-12.30pm	32 wks	£0	This qualification will teach you the skills and knowledge needed to work in the Early Years sector, learn more at the free Get Ready class.
PTC00031	Support Work in Schools Assessment Session*	CLMK Learning Centre	17 Aug	Thursday 9.30am-12pm	1 day	£0	Learn more about the Support Work in Schools qualification
PTC00012	Support Work in Schools Assessment Session*	CLMK Learning Centre	7 Sept	Thursday 9.30am-12pm	1 day	£0	Learn more about the Support Work in Schools qualification

Course Code	Course Title	Venue	Start Date	Day and Times	Course Length	Tuition Fee	Description
PTC00011	Support Work in Schools Assessment Session*	CLMK Learning Centre	14 Sept	Thursday 9.30am-12pm	1 day	£0	Learn more about the Support Work in Schools qualification
PTA00110	Support Work in Schools Award Level 2*	CLMK Learning Centre	28 Sept	Thursday 9.30am-12.30pm	16 wks	£0	This course will teach the skills and knowledge required to become a support worker/teaching assistant in schools, learn more at a free assessment session.
EPA04310	Get Ready to work in Health and Social Care	CLMK Learning Centre	20 Sept	Wednesday 1-3pm	10 wks	£0	Find out more about what you need to work in this rewarding environment
EPA04210	City & Guilds Level 1 for Working in Health and Social Care*	CLMK Learning Centre	21 Sept	Thursday 12.30-2.30pm	10 wks	£0	Develop your understanding of the health sector and the values, principles, skills and attitudes required for working in health, adult care and childcare.
EPA04410	Social Care in the Community and Healthcare Improvement	CLMK Learning Centre	18 Jan	Thursday 12.30-2.30pm	10 wks	£0	For anyone looking to work in social and health care within the community
EPA08110	City & Guilds Entry to Working in Business Administration	CLMK Learning Centre	22 Sept	Friday 12.30-2.30pm	10 wks	£0	This qualification course will give you the skills needed to work in an administrative or managerial role.
EPA08210	City & Guilds Level 1 in Enterprise and Product Design	CLMK Learning Centre	19 Jan	Friday 12.30-2.30pm	10 wks	£0	This qualification will introduce you to product design and marketing.
EPA09210	BTEC Introduction to Health and Fitness Industry – Blended Study*	MKCC Civic Offices / Online	18 Sept	Monday 6-9pm Tuesday 6-8pm	14 wks	£0	Learn more about working in health and fitness.
PTA00190	Award in Education and Training	MKCC Civic Offices	26 Sept	Tuesday 6-9pm	15 wks	£350	For those who work, or want to work as teachers/trainers in the further education and skills sector

<sup>\*</sup> Later start dates are also available to book, contact us to find out more

#### **Community Employment Service**

Are you 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 Milton Keynes and online and can be one to one or as part of a group.

Whether you need help 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

### 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 <a href="mailton-keynes.gov.uk">youth@milton-keynes.gov.uk</a>

#### **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.

The courses aim to increase 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.

Tuesdays and Wednesdays 10am-2pm at the Church of Christ the Cornerstone

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

Wednesdays 11am-12pm at the Church of Christ the Cornerstone

For more information email <a href="mailto:jayne.hobbs@milton-keynes.gov.uk">jayne.hobbs@milton-keynes.gov.uk</a>

# Art and Craft

50% discount on your first booking if you haven't studied with us before, call us on 01908 556700 for more information

Course Code	Course Title	Venue	Start Date	Day and Times	Course Length	Tuition Fee	Description
ACC00351	Machine Sewing Beginners*	Oakgrove School	20 Sept	Wednesday 7-9pm	5 wks	£80	Simple practical projects to develop your sewing machine skills
ACC00681	Machine Sewing Improvers*	Oakgrove School	1 Nov	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
ACC00161	Dressmaking Beginners	Oakgrove School	18 Sept	Monday 7-9pm	5 wks	£80	For complete beginners and those with a little experience. You will need to know how to use a sewing machine
ACC00571	Dressmaking Beginners	Oakgrove School	30 Oct	Monday 7-9pm	5 wks	£80	For complete beginners and those with a little experience. You will need to know how to use a sewing machine
ACC00701	Dressmaking – Pattern Cutting for Beginners	Oakgrove School	2 Nov	Thursday 7-9pm	5 wks	£80	Learn how to create and cut your own dressmaking pattern
ACC00721	Dressmaking Improvers*	Oakgrove School	14 Sept	Thursday 7-9pm	5 wks	£80	For learners 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
ACC00711	Dressmaking – Pattern Cutting Improvers	Oakgrove School	29 Feb	Thursday 7-9pm	5 wks	£80	Develop your pattern cutting skills. For those who have completed Pattern Cutting Beginners
ACC00510	Textile Weaving*	CLMK Learning Centre	7 Oct	Saturday 10am-4pm	1 day	£48	A fun and immersive day of weaving for beginners and improvers
ACC00611	Textile Weaving*	CLMK Learning Centre	2 Dec	Saturday 10am-4pm	1 day	£48	A fun and immersive day of weaving for beginners and improvers
ACC00211	Creative Writing Beginners*	Oakgrove School	27 Sept	Wednesday 6.30-9pm	8 wks	£160	A beginner's guide to creative writing, giving you the tools to write novels, short stories or flash fiction
ACC00431	Art Skills Beginners - Drawing and Painting	MK Gallery	26 Sept	Tuesday 12.30-3pm	8 wks	£160	An introduction to basic drawing and painting techniques
ACC00671	Art Skills Improvers - Drawing and Painting	MK Gallery	23 Jan	Tuesday 12.30-3pm	8 wks	£160	Continue to develop your drawing and painting skills using different media

Course Code	Course Title	Venue	Start Date	Day and Times	Course Length	Tuition Fee	Description
ACC00021	Oil Painting Beginners	MK Gallery	29 Sept	Friday 9.30am-12pm	8 wks	£160	An introduction to painting with oils for absolute beginners
ACC00191	Oil Painting Improvers	MK Gallery	26 Jan	Friday 12.30-3pm	8 wks	£160	For those who have completed Oil Painting Beginners or who have some experience
ACC00401	Watercolour Beginners	Westbury Arts Centre	27 Sept	Wednesday 9.30am-12pm	8 wks	£160	An introduction for those new to working with watercolour
ACC00110	Watercolour Improvers	Westbury Arts Centre	24 Jan	Wednesday 9.30am-12pm	8 wks	£160	For those who have completed beginners level and wish to develop their skills further
ACC00381	Project Based Watercolour Painting - Intermediate /Advanced*	MK Gallery	26 Sept	Tuesday 9.30am-12pm	8 wks	£160	Guided project based course, for those who have completed 1 or more terms at Intermediate level
ACC00371	Stained Glass - Beginners and Improvers*	Oakgrove School	28 Sept	Thursday 6.30-9pm	8 wks	£160	Learn how to work with glass, designing and making your own creations using lead came or copper foil
ACC00461	Stained Glass – Copper Foiled Sun Catchers*	Oakgrove School	18 Nov	Saturday 10am-4pm	1 day	£48	Make a stained glass sun catcher as a gift for yourself or a loved one

<sup>\*</sup> Later start dates are also available to book, contact us to find out more

#### Can I claim a concession?

If you are receiving any income-based benefits or are over the age of 65 before your course starts you can claim a 20% fee reduction on our Digital Skills, Art and Craft, Sociology and Language courses.

### Languages

50% discount on your first booking if you haven't studied with us before, call us on 01908 556700 for more information

Course Code	Course Title	Venue	Start Date	Day and Times	Course Length	Tuition Fee	Description
LAC00251	Spanish Beginners*	MKCC Civic Offices	18 Sept	Monday 7-8.30pm	10 wks	£120	This course is for absolute beginners and those with a little knowledge
LAC00710	Spanish Improvers*	MKCC Civic Offices	21 Sept	Thursday 7-8.30pm	10 wks	£120	For learners who have completed Spanish Beginners, or one term of tuition
LAC00713	Spanish Intermediate*	MKCC Civic Offices	19 Sept	Tuesday 7-9pm	10 wks	£160	This course is for learners who have completed Spanish Improvers and feel ready to move on

Course Code	Course Title	Venue	Start Date	Day and Times	Course Length	Tuition Fee	Description
LAC00391	Italian Beginners*	MKCC Civic Offices	18 Sept	Monday 7-8.30pm	10 wks	£120	This course is for absolute beginners and those with a little knowledge
LAC00717	Italian Improvers*	MKCC Civic Offices	18 Sept	Monday 7-8.30pm	10 wks	£120	For learners who have completed Italian Beginners, or one term of tuition
LAC00481	Italian Intermediate*	Online	21 Sept	Thursday 7-9pm	10 wks	£160	This course is for learners who have completed Italian Improvers and feel ready to move on or ae new but meet the required level
LAC00807	Japanese Beginners*	MKCC Civic Offices	19 Sept	Tuesday 6.45-8.15pm	10 wks	£120	This course is for absolute beginners and those with a little knowledge
LAC00901	Japanese Improvers*	MKCC Civic Offices	18 Sept	Monday 6.45-8.15pm	10 wks	£120	This course is for learners who have completed Japanese Beginners and are ready to move on
LAC00661	British Sign Language Beginners*	MKCC Civic Offices	18 Sept	Monday 6-8pm	10 wks	£0	This course is for absolute beginners and those with a little knowledge
LAC00730	British Sign Language Improvers*	MKCC Civic Offices	20 Sept	Wednesday 6-8pm	10 wks	£0	For those who have completed the British Sign Language - Next Steps and wish to move on
LAC00817	Lip-reading Beginners	MKCC Civic Offices	21 Sept	Thursday 7-8.30pm	10 wks	£0	This course is for absolute beginners and those with a little knowledge
LAC00731	Lip-reading Improvers	MKCC Civic Offices	18 Jan	Thursday 7-8.30pm	10 wks	£0	This course is for those who have completed beginners and those with a little knowledge
LAC00704	German Improvers*	MKCC Civic Offices	20 Sept	Wednesday 7-8.30pm	10 wks	£120	For learners who have completed a term of German Beginners and are ready to move on
LAC00706	German Intermediate/ Upper Intermediate*	Online	21 Sept	Thursday 1-3pm	10 wks	£160	For those who have been learning at Improvers level and wish to progress

<sup>\*</sup> Later start dates are also available to book, contact us to find out more

# Sociology

50% discount on your first booking if you haven't studied with us before, call us on 01908 556700 for more information

Course Code	Course Title	Venue	Start Date	Day and Times	Course Length	Tuition Fee	Description
LEC00011	Crime Studies	Church of Christ the Cornerstone	3 Oct	Tuesday 10am-12pm	4 wks	£64	Explore 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.

## 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
SMC00191	Wellbeing for Pain Management*	Online	12 Sept	Tuesday 10-11.30am	6 wks	£0	Gives people who experience ongoing problems with pain the opportunity to explore what helps (and what doesn't)
SMC00371	Less Stress, More Resilience	Online	31 Oct	Tuesday 10-11.30am	8 wks	£0	The key ingredients to live a calmer, more resilient life. This may also benefit those who are experiencing anxiety
SMC00481	Relaxation through Mindfulness*	MKCC Civic Offices	12 Sept	Tuesday 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
SMC00791	Manifest Your Success*	MKCC Civic Offices	14 Sept	Thursday 6.30-8pm	8 wks	£0	Consider purpose, meaning and success by setting meaningful intentions
SMC00071	Finding Your Way through Grief*	Church of Christ the Cornerstone	12 Sept	Tuesday 1-2.30pm	8 wks	£0	Aims to bring bereaved people together to help navigate loss, through awareness and understanding. May also be useful to those who are helping others with a loss
SMC03000	Ways to Wellbeing	MKCC Civic Offices	14 Sept	Thursday 1-2.30pm	12 wks	£0	An in-depth 12 week wellness programme consisting of 3 x 4 week modules to help learners enhance their wellness to achieve better wellbeing
SMC00461	Armchair Yoga*	Church of Christ the Cornerstone	18 Sept	Monday 1.30-2.30pm	10 wks	£0	Gentle seated yoga stretches for those with mobility issues
SMC00281	Art Journalling*	Westbury Arts Centre	19 Sept	Tuesday 10am-12pm	10 wks	£0	Create your own unique visual journal to aid your wellbeing
SMC00301	Art for Wellbeing*	Westbury Arts Centre	19 Sept	Tuesday 12.30-2.30pm	10 wks	£0	Improve your wellbeing through creativity
SMC00721	Menopause and You*	Church of Christ the Cornerstone	21 Sept	Thursday 12.30-2.30pm	10 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!
SMC00731	Textile Heaven*	CLMK Learning Centre	22 Sept	Friday 1-3pm	10 wks	£0	Knitting, Weaving, Sewing, Crochet, patchwork, yarn artfind out how these fun crafting activities can improve your wellbeing as well as your skill set!
SMC00271	Art Journalling*	Westbury Arts Centre	22 Sept	Friday 10am-12pm	10 wks	£0	Create your own unique visual journal to aid your wellbeing

Course Code	Course Title	Venue	Start Date	Day and Times	Course Length	Tuition Fee	Description
SMC00261	Art for Wellbeing*	Westbury Arts Centre	22 Sept	Friday 12.30-2.30pm	10 wks	£0	Improve your wellbeing through creativity
SMC00551	Confident Communication*	MKCC Civic Offices	2 Nov	Thursday 10-11.30am	8 wks	£0	Essential skills for effective communication, including developing healthy boundaries and assertiveness
SMC00031	Working Towards Self Compassion*	Church of Christ the Cornerstone	14 Nov	Tuesday 1-2.30pm	4 wks	£0	Explore what self-compassion is and how you can develop yours for a happier life
SMC00431	Shinrin Yoku – The Japanese Art of Treebathing*	MKCC Civic Offices	14 Sept	Thursday 9.30-11.30am	1 day	£0	Discover Shinrin Yoku - the Japanese Art of Treebathing and how nature can be used as a form of therapy
SMC00421	Hygge – The Danish Path to Happiness*	MKCC Civic Offices	28 Sept	Thursday 9.30-11.30am	1 day	£0	Give yourself a well deserved hug and discover how to live well and be happy, the Danish way
SMC01000	An Introduction to Yoga Nidra*	MKCC Civic Offices	5 Oct	Thursday 9.30-11.30am	1 day	£0	Learn more about the deep relaxation practice to help reduce stress and improve sleep
SMC00061	Better Sleep*	MKCC Civic Offices	21 Nov	Tuesday 6-8pm	1 day	£0	Learn effective sleep strategies
SMC00161	Understanding Dreams*	MKCC Civic Offices	5 Dec	Tuesday 6-8pm	1 day	£0	Explore your dreams and what they might mean

<sup>\*</sup> Later start dates are also available to book, contact us to find out more

## Family Learning

Our Community Learning MK, Family Learning team offers a huge variety of FREE short courses for parents and/or carers with children under 18. These are available in Children and Family Centres, Community Centres, Libraries and schools.

Here are some of the sessions we deliver across Milton Keynes:

Just for the grown-ups	Supporting your child	Fun with your child
Build Your Confidence	Singing Sacks	Fun with Food
Well-being	Story Sacks	Soundstart/Make Music
Art for Relaxation	Language and Play	Nature Explorers
Family Fortunes	Transition to School	Children's Yoga/Active Games
Cooking on a Budget	Fun with Phonics/Maths	Seasonal Arts and Crafts

To request a family learning brochure please contact nicola.skelton@milton-keynes.gov.uk or visit FamilyLearningMK on Facebook

## Courses for People with Additional Support Needs

Through our Supported Employment scheme, we have a range of courses for those with a learning disability who want to learn at a pace more suited to their needs.

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

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

### **Opening Times**

Monday to Thursday 9am-4.30pm

Friday 9am-4pm

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