



South Gloucestershire
Community Learning and Skills Service

Free* courses for adults

September 2024 - July 2025

Part-time
education
in your local
area



Free Course App

Further information and latest course details can be found
via our course app: <https://acl-south-glos.gliceapp.io>
and Facebook: www.facebook.com/sgloslearning

Ofsted
Good
Provider

Welcome to Community Learning!

Our vision statement

Overcoming barriers, stretching minds,

Building resilience and skills for today and tomorrow,
strengthening community cohesion.

Our aims

We want our learners and clients to:

- ◆ set goals towards their personal aspirations and recognise and value their achievements
- ◆ improve skills and gain qualifications in order to access employment or develop career prospects
- ◆ enjoy opportunities to make new connections and engage with others
- ◆ grow in confidence so that they can engage effectively and contribute to their communities
- ◆ inspire their families and friends with the pleasure and value of learning
- ◆ see learning as a positive experience and lifelong journey
- ◆ seek to continually develop and extend their skills, knowledge and understanding within their communities and workplaces
- ◆ develop positive routines and approaches which transfer to future learning or work
- ◆ be able to make informed choices about their next steps through high quality careers, information, advice and guidance.

Our values

We work in partnership with our clients and learners built on shared goals because we believe:

- ◆ Everyone has something of value to contribute
- ◆ Everyone should feel welcome and included in our services
- ◆ Education and skills make a difference, improving the lives of individuals, families and communities.

Who attends Community Learning courses?



As an Ofsted regulated organisation, our courses are written to meet the needs of many different learners including:

- ◆ learners who do not have a recent Level 2 qualification (5 GCSEs grade 4 or C or above including English and Maths)
- ◆ learners who are living with or have experienced mental or emotional health and wellbeing difficulties
- ◆ learners who may be returning to learning or employment after a gap in time
- ◆ learners who may be seeking to develop their skills to find employment or support children or grandchildren in school

Where we work



We work throughout South Gloucestershire, with a particular focus on the following areas:

- ◆ Cadbury Heath
- ◆ Filton
- ◆ Kingswood and Hanham
- ◆ Patchway and the Stokes
- ◆ Staple Hill, Lyde Green and Downend
- ◆ Thornbury and Severn Beach
- ◆ Yate

Term dates 2024-25



2 September to 25 October 2024
4 November to 20 December 2024
6 January to 14 February 2025
24 February to 4 April 2025
22 April to 23 May 2025
2 June to 22 July 2025

Most of our courses are *FREE and funded by the West of England Combined Authority (WECA.) To attend one, you must be aged 19 or over and:

- ◆ be a UK or EEA citizen and have been resident in the UK, EEA, Gibraltar or Switzerland for at least the last 3 years
 - ◆ EEA nationals to have also obtained settled or pre-settled status
 - ◆ family members of UK or EEA nationals to have obtained settled or pre-settled status and been ordinarily resident in the UK or EEA for at least the previous 3 years on the first day of your course
 - ◆ have refugee status or be a relative of a refugee
 - ◆ granted discretionary, indefinite or exceptional leave to enter or remain
 - ◆ asylum seeker, resident in the UK for 6 months or longer, or receiving local authority support
 - ◆ individuals with leave to enter or remain in the UK under one of the Ukraine schemes: Ukraine Family Scheme; Ukraine Sponsorship Scheme (Homes for Ukraine); or Ukraine Extension Scheme.
- Some other people are also eligible – please contact us for further guidance.

Course listings

Below is an overview of the courses running from September 2024. Detailed listings are posted and updated regularly on our course app:

🌐 <https://acl-south-glos.glideapp.io/> and on our Facebook page:

🌐 www.facebook.com/sgloslearning

Contact one of our development workers (see page 18) or your local library if you need help accessing our course app

Functional skills maths and English: these courses will equip you to use maths and English more confidently and prepare you for using them in real life and work situations. You could gain a qualification up to level 2, which most learning partners and employers accept as equivalent in value to a grade 4 or C at GCSE, but please check with your provider or employer beforehand.

IT and digital skills: from Beginners IT to a nationally recognised level 1 Digital Functional Skills qualification, these courses will improve your confidence with computers, online safety and upskilling for the workplace.

English for speakers of other languages (ESOL): for those whose first language is not English, this course will equip you to use English more confidently and prepare you for using it in real life situations and the workplace. You may have the opportunity to gain a nationally recognised ESOL qualification which demonstrates your application of English reading, writing, and speaking and listening skills.

Work skills: we offer general courses like CV writing and interview practice, but also more targeted courses, like the Intro to Health and Social Care or Intro to Working with Children. All the work skills courses are suitable for people wanting to refresh their employability skills and increase their confidence in preparation for returning to the workplace or support a change in direction.

Wellbeing: whether you are looking for something to help with your mental health, your confidence or overall wellbeing, we offer courses such as food and nutrition, creative writing, arts and crafts, knitting, parenting, gardening, overcoming anxiety and stress, and lots more!

Family learning: we run short, fun workshops in schools and the community, to offer parents and carers quality time with their child. You will work together to develop confidence, co-operation and positive communication with your child.

English for speakers of other languages (ESOL):

We offer ESOL classes across South Gloucestershire. If you, or someone you know, is looking for ESOL classes, please get in touch for further information. You may be

eligible to take an exam, depending on your attendance.

Signup here

📞 01454 864613

✉ community.learning@southglos.gov.uk



Online Learning

We offer the option for maths and English classes to be taught online. These are taught using Google Classroom and video calls. Support is available if you have not used these before. **You will need access to a computer or laptop and good wifi connection.** Please contact your development worker if you prefer to learn online and require help with this and to register your place.



Need a qualification in English or maths?

The refresh your English and maths skills courses help to update your understanding and application of these key subject areas. You will have the opportunity to follow on with a functional skills (FS) class, which may lead to a qualification. Your tutor will help you work towards the level that is right for you, when they feel you are ready.



These courses help you to get back to learning, whatever your starting point. If you want to improve your speaking, listening and writing skills, or you have not studied maths since school, join us! You will get a warm welcome in class.

We expect all English learners to bring their own dictionary to class and all maths learners to bring their own calculator.

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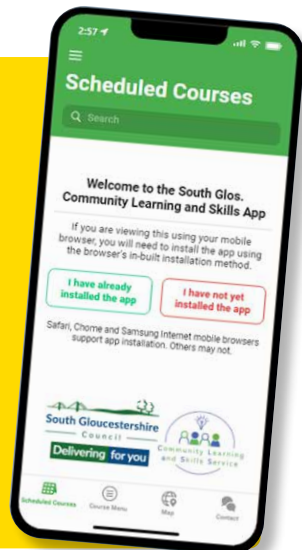
Scan the QR code below and download the App to look at the latest courses in your local area.

Available courses:

- ◆ Wellbeing
- ◆ Employability
- ◆ English & Maths courses up to Functional Skills Level Two
- ◆ English for speakers of other languages (ESOL)
- ◆ IT
- ◆ Family learning



Free Course App



What learners say about our courses

Olga: The Community Learning language courses help not only to learn English, but also reveal many features of the UK, which is very important for foreigners. The teachers ...strive to help each student.



Badiallo: The impacts of the course is that my English (especially writing) has improved massively and I enjoyed learning with and meeting others in the community.

Donna: I took this course to help my son with his maths homework. Now he is older and doesn't need any help from his mum. So now I'm doing the course for me...



Martyn: I would recommend the courses to anyone, fab experience and love meeting new people.

The standard of teaching is exceptionally good.

Meet the tutors



Claire: *I'm a Community Learning tutor because everyone deserves another chance to learn and I can help learners achieve their full potential.*

Aileen: *The most rewarding part of being a CL tutor is to see the learners grow in confidence in their abilities and achieve the goals they set themselves, however big or small.*



Monika: *I feel my work has a purpose and I love to see my learners' progress. I can give hope because I have gone through the same procedure.*



Reena: *It is fantastic to see learners come with ambitions and an aspiration to progress in their professional and personal lives. The ultimate reward is helping them achieve their dreams and being a part of their journey.*



A message from Cllr Ian Boulton, Co-Leader of South Gloucestershire Council and Cabinet Member for Education, Skills, Employment and Business

If you want a new qualification to improve your job prospects or even start a completely new career path, the Community Learning and Skills Service is here for you. Our courses aren't just about employment, they are great for developing all sorts of new skills as well as building your confidence.

The Community Learning and Skills Service offer all sorts of learning opportunities which I think will inspire you. Please read this course guide and imagine the possibilities these great learning opportunities could bring to you as you enjoy developing your skills, knowledge and experience.

Cllr Ian Boulton



We welcome ideas for other courses which you would like to see running in your community.



SCAN ME

Learner involvement

We want learners to be involved in shaping and directing their learning, so feedback is vital. We capture this when you:

- ◆ discuss your progress and your ongoing needs with your tutor
- ◆ record your experience in your learning diary
- ◆ complete our evaluation form "How did it go?"
- ◆ attend a focus group discussion
- ◆ take part in our survey and tell us what happened after your course
- ◆ come to our learner celebration event.



Sarah Heath, Learner of the Year 2023.

It was a pleasure to celebrate the hard work and success of all the inspirational learners who have achieved so much over the last year, particularly recognising the journeys they have been on.

Cllr Sanjay Shambhu
Chair of South Gloucestershire Council



Gayla: *[my IT course] has opened my eyes to new technology. Definitely enrol as you can see the opportunities ahead of you.*

Meet the development workers – drop-in sessions

Community Learning development workers invite you to come along to one of our regular fortnightly drop-in sessions, where you will be able to:

- ◆ discuss courses you want to do and any others which we think you would benefit from
- ◆ complete an enrolment form
- ◆ enrol onto our online Google Classroom, where you will find online resources to support you whilst you are on your course
- ◆ complete an aif you are doing English, maths or ESOL
- ◆ discuss your learning and any support needs.

Details for sessions in each of the areas are as follows:

Cadbury Heath, Kingswood and Hanham:

☑ Anthony Hill - Tel: 07522 218409

✉ Anthony.Hill@southglos.gov.uk

📍 **Drop in:** Kingswood Hub, every 1st and 3rd Friday of the month, 10am to 11.30am

Filton, Patchway and the Stokes:

☑ Louise Gillett - Tel: 07720 143891

✉ Louise.Gillett@southglos.gov.uk

📍 **Drop in:** Bradley Stoke Library, every 1st Friday of the month, 10am to 12pm

📍 **Drop in:** Patchway Library, every 3rd Friday of the month, 10am to 12 midday

Staple Hill, Lyde Green, Yate and Downend:

☑ Samantha Jones - Tel: 07768 293842

✉ Samantha.Jones1@southglos.gov.uk

📍 **Drop in:** Staple Hill Library, every 4th Thurs of the month, 10.30am to 12.30pm

Severn Beach and Thornbury:

☑ Harry Pearce - Tel: 07542 667667

✉ harry.pearce@southglos.gov.uk

📍 **Drop in:** Thornbury Library, every 2nd Thurs of the month, 9.30am to 11.30am



Free advice and guidance

Learner progression and getting ready for work

We are committed to providing our learners with quality, unbiased and informed careers education, information, advice and guidance (CEIAG), recognising that it is a key part of our educational offer. We believe that high quality CEIAG can help learners raise aspirations, build confidence, be empowered to make informed choices about next steps, refresh, enrich or develop new skills. It can also develop positive routines and approaches which can transfer to future learning, volunteering or work.

Attending our classes will help you develop skills you need either in your current workplace or in future work. Punctuality, joining in activities, completing a task, digital and communication skills, confidence building and developing self-awareness by reflecting on your

learning are all skills recognised and valued by employers.

Our tutors and development workers will help you plan your next steps after a course ends, whether that is enrolment on a further course with us (or another provider) or moving into volunteering or employment. We also have a dedicated Google Classroom page which provides comprehensive information on additional services, volunteering, employment and community-based opportunities. All our learners are given access to this.

We also have a range of specialist coaching services within the team who are able to give you specific advice and guidance on request and, depending on eligibility, provide 1-2-1 support with taking your next steps.

Community Learning transition coach

Thinking about your next steps?

The Community Learning transition coach can support you with free bespoke 1:1 support to access further education, training or apprenticeships, voluntary work and paid work. Support includes looking at your CV, completing applications, learning interview techniques, looking into further qualifications and job application websites.

This service is available to anyone who has attended or is attending a



Community Learning course. Our tutors and development workers will be able to connect you with the transition coach who can then help refer you into the right next step for you.

Please email: ✉ holly.anderson@southglos.gov.uk
or call ☎ **01454 868649**

skills CONNECT

- /// Apprenticeship guidance
- /// Careers advice
- /// Handy job sector information
- /// Careers events



Discover skills, training and career support in South Gloucestershire to help you enter work, upskill, progress or understand your options.



Speak to one of our advisors who can help you find the right support.

Call

📞 01454 864613

Visit

🌐 www.skillsconnect.org.uk

Skills Connect is funded and managed by the West of England Combined Authority, led by Metro Mayor Dan Norris, and delivered by Bath & North East Somerset, Bristol, North Somerset and South Gloucestershire. In South Gloucestershire, we deliver these services under the Skills Connect 'umbrella':

Family learning

Community Learning offer family learning courses which take place in schools, children's centres, online and in local libraries. These courses are delivered at no cost to schools or parents and classes can be a one-week workshop or a number of weeks (typically 4 weeks) course. They enable parents, carers and grandparents to develop their own skills, knowledge and confidence to support their children's learning and development. Parental support with learning has been shown to increase children's confidence, positive attitude towards education and attainment.

If you would like the opportunity to attend one of our family learning courses contact us. Alternatively, ask your child's school if they know about the free courses offered by Community Learning.

As well as the courses below, we are able to develop bespoke courses for schools; please contact Community Learning on [01454 864613](tel:01454864613) to discuss your and your children's needs or to get more information.

- ◆ Maths
- ◆ English
- ◆ Reading
- ◆ Numeracy/Literacy
- ◆ Confident Parenting
- ◆ Year 6 Transition – coping with change
- ◆ Coping with Challenging Behaviour
- ◆ Building Resilience
- ◆ Supporting your Child with Anxiety



South Gloucestershire libraries: the space where people, communities and ideas grow

Libraries offer many resources to support learning. Enjoy the simple pleasure of reading. Reading can be whatever you need it to be - relaxing, escapism, challenging, educational, stress relief, fun!

Our library catalogue (www.librarieswest.org.uk) of over 2.5 million items gives you lots to choose from. You can use our computers for free, including scanning and printing for a small charge and there's free access to Wi-Fi too.

Your free library card allows you to access online resources in the library such as Access to Research and Ancestry; plus download and read eBooks, eAudiobooks, eNewspapers and digital magazines 24/7 for free. Find out more at www.southglos.gov.uk/eresources.

Libraries offer a range of activities for adults, babies, children and young people for fun and learning.

Find the latest information at
www.southglos.gov.uk/libraries,
call ☎ 01454 868006 or email
✉ libraries@southglos.gov.uk

Register for Open Access and use South Gloucestershire Libraries 7 days a week

Upgrading to become an Open Access user is free, but you will need to be a library member and register for Open Access; find out how at www.southglos.gov.uk/openaccess Terms & conditions apply.



If you are the parent/carer of a 2, 3 or 4 yr old, could be entitled to free and tax free childcare. This is a great opportunity to help you learn while your child gains free early education and fun. For more information, please visit: www.southglos.gov.uk/freechildcare

Become a volunteer

Join our team and support individuals on their learning journey. You can choose from supporting learners in the classroom, helping with events, marketing and publicity of courses or working behind the scenes.

This could be the role for you if you:

- ♦ would like the opportunity to share your skills and support local people
- ♦ want to gain experience to help gain a job or enhance your CV
- ♦ want to pursue a career in Community Learning
- ♦ have some spare time in the day or evenings.

Volunteering could help improve your wellbeing in many ways, through connecting with others, learning something new, and giving. If you would like to volunteer with us, please contact Community Learning:

📞 01454 864613 ✉ community.learning@southglos.gov.uk

Our Volunteers said:



Helen: *Volunteering is a really rewarding and enjoyable experience and it's great to feel that I'm playing a part in helping learners to achieve their potential.*

Peter: *Coming out of retirement, volunteering helps me keep my brain active and it's a good feeling to be helping people to learn.*



Special educational needs and disability (SEND)

Our classes are inclusive and we welcome everyone. Resources can usually be adapted to meet specific needs. Support workers are also welcome to attend alongside learners if appropriate. Our courses have been developed for learners with a wide range of learning needs and abilities and provide meaningful outcomes through a person-centred approach that prepares learners for adult life.

We have developed a 'Keeping Safe' course for SEND learners which helps:

- ◆ develop self-confidence, self-awareness and understanding of how to be a successful learner
- ◆ understand how to keep safe from risks such as who our friends are, money matters and keeping safe in the community and online.

If you, or someone you know, has additional needs (SEND) and would like to discuss any support needed to access our courses, please contact us. We can also offer bespoke courses in settings if there is a particular need or theme. Contact us for more information on this.



Amy



Community Learning Venues

Bradley Stoke area

Bradley Stoke Leisure Centre, Fiddlers Wood Lane, Bradley Stoke BS32 9BS

Bradley Stoke Library, Fiddlers Wood Lane, Bradley Stoke, BS32 9BS

Little Stoke Community Hall, Little Stoke Lane, Little Stoke, BS34 6HR

Cadbury Heath area

Parkwall Primary School, Earlstone Crescent, Cadbury Heath BS30 8AA

The Juice Project, Newton Rd, Banjo Island, Cadbury Heath BS30 8EL

Filton area

Doug Daniels Pavilion, Elm Park, Filton, Bristol, BS34 7PS

FACE (St Andrew's Methodist Church Youth Centre), Elm Park, Filton BS34 7PS

Filton Community Centre, Elm Park, BS34 7PS

St Peter's Church Hall, Gloucester Road North, Filton, Bristol, BS34 7BQ

Kingswood and Hanham area

Kingswood Civic Centre, High St, Kingswood BS15 9TR

Kingswood Job Centre, 382-386 Two Mile Hill Rd, Bristol BS15 1BZ

Kingsmeadow@Madeforever, Fisher Rd, Kingswood BS15 4RQ

Kingswood Skills Hub, Kings Chase Shopping Centre, Kingswood BS15 8LP

The Park Centre, High Street, Kingswood BS15 4AR

Patchway area

Patchway Community Centre, Rodway Rd, Patchway, Bristol BS34 5PF

Patchway Library, Patchway Hub, Rodway Rd, Patchway BS34 5PE

Severn Beach

Severn Beach Village Hall, Ableton Lane, Severn Beach, BS35 4QE

Emmaus Church, 2 Gorse Cover Road, Severn Beach, BS35 4PA

Staple Hill, Lyde Green and Downend area

Barley Close Primary School, Barley Close, Mangotsfield, Bristol BS16 9DL

Christ Church Downend, 57 North Street, BS16 5SG

Lyde Green Community Centre, Thistle Close, Bristol BS16 7GW

The Nest, Page Park, 21 Park Rd, Bristol BS16 5LB

Staple Hill Hub, Berkeley House, 1A, Berkeley Rd, Staple Hill, Bristol BS16 5HS

Staple Hill Library, Beaufort Rd, Staple Hill BS16 5LS

Staple Hill Methodist Church, 131 High St, BS16 5HQ

Thornbury area

The Chantry Community Centre, 52 Castle Street, Thornbury, BS35 1HB

Thornbury Library, St Mary St, Thornbury, Bristol BS35 2AA

Yate area

Armadillo Centre, Station Rd, Yate BS37 4FW

Poole Court, Poole Court Drive, Yate, BS37 5PP

St Nicholas Family Centre, Chargrove, Yate, Bristol BS37 4LG

Yate Library, Unit 44, West Walk, Yate Shopping Centre BS37 4AX

Yate Methodist Church, 6b Moorland Road, Yate BS37 4BZ

Yate Parish Hall, Station Road, 100 Station Rd, Yate, Bristol BS37 4PQ

Yate Sunnyside Bowling Pavilion, Moorland Rd, Yate, Bristol BS37 4BZ

Yate YMCA, Station Road Yate, Yate, Bristol BS37 4PQ



How to contact us

Development workers organise courses in your area. They will help you enrol and will be your key contact throughout your course. Tell them about any learning needs you have to build your confidence, develop your skills and get you ready for work or volunteering.

Cadbury Heath:

Anthony Hill ☎ 07522 218409

✉ Anthony.Hill@southglos.gov.uk

Filton, the Stokes and Patchway:

Louise Gillett ☎ 07720 143891

✉ louise.gillett@southglos.gov.uk

Kingswood and Hanham:

Anthony Hill ☎ 07522 218409

✉ Anthony.Hill@southglos.gov.uk

Staple Hill, Lyde Green and Downend:

Samantha Jones ☎ 07768 293842

✉ Samantha.Jones1@southglos.gov.uk

Thornbury:

Harry Pearce ☎ 07542 667667

✉ harry.pearce@southglos.gov.uk

Yate and Dodington:

Samantha Jones ☎ 07768 293842

✉ Samantha.Jones1@southglos.gov.uk

Admin team:

☎ 01454 864613

✉ community.learning@southglos.gov.uk

Aimee Hilbourne: Development Worker with a focus on long-term unemployed and employers
☎ 07548 103398

✉ Aimee.Hilbourne@southglos.gov.uk

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Meet our team



Aimee



Anthony



Harry



Louise



Sam

Take part in our survey after your course and you could win a **£20** voucher!



If you need this information in another format or language please contact 01454 868009



Scan the QR codes to find us on social media



Facebook

www.facebook.com/sgloslearning



Instagram

[#works4youthSG](https://www.instagram.com/works4youthSG)



Twitter

[@works4youth](https://twitter.com/works4youth)

Staying Safe and Feedback Processes

For any safeguarding concerns or complaints, please contact:

Teresa Howell

☎ 07584 580223

✉ teresa.howell@southglos.gov.uk

Abi Ball

☎ 07860 181353

✉ abigail.ball@southglos.gov.uk

Debbie Gibbs

☎ 01454 865815

✉ deborah.gibbs@southglos.gov.uk

The out of hours
Safeguarding contact
number is

☎ 01454 615165

If you would like to make a complaint, in the first instance, please contact Teresa Howell or Abi Ball. If you'd like to make a formal complaint please use the standard Complaint form, available on the Council website.

Are you a small or medium sized employer, wanting to improve the skills of your workforce? Contact us to find out how we could support you with a package of courses to suit the needs of your business.

Contact Aimee Hilbourne,
Community Learning Development
Worker with a focus on long-term
unemployed and employers:

☎ 07548 103398

✉ Aimee.Hilbourne@southglos.gov.uk



Come to an Open Day to enrol

You must bring photo ID with date-of-birth and proof of address, plus your National Insurance number. Also, proof of eligibility to access education if you have not been resident in the UK for the past 3 years.

We may ask you to complete an assessment, which will help your tutor to help you.

Bradley Stoke library

Friday 6 September 10am to 12pm

Cadbury Heath library

Thursday 5 September 1.30pm to 3pm

Filton library

Thursday 5 September 10am to 12pm

Kingswood Skills Hub

Tuesday 27 August 3pm to 5pm AND

Saturday 7 September 10am to 12pm

Kingsmeadow@Madeforever

Friday 30 August 10am to 12pm

Kingswood Park Centre

Tuesday 3 September 1pm to 4pm

Lyde Green Community Centre

Wednesday 28 August 10am to 1pm

Patchway library

Friday 6 September 1pm to 3pm

Staple Hill library

Tuesday 27 August 4pm to 6.30pm AND

Thursday 5 September 10.30am to 1pm

Thornbury library

Wednesday 28 Aug, 2 to 4.30pm AND

Thursday 5 September 9.30am to 11.30am

Yate shopping centre

Saturday 31 August 10.30am to 1pm

Yate library

Tuesday 27 August 10.30am to 1pm AND

Thursday 5 September 4pm to 6.30pm

If you are unable to attend one of these enrolment sessions, please see details of our development worker drop-in sessions on page 10 to register instead. Alternatively, contact Community Learning on 01454 864613.

Scan the QR code below and download the App to look at the latest courses in your local area.

Available courses:

- ♦ Wellbeing
- ♦ Employability
- ♦ English & Maths up to Functional Skills Level Two
- ♦ English for speakers of languages (ESOL)
- ♦ IT
- ♦ Family



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