

**Community Learning West – FREE courses for people living in Bristol and/or surrounding areas, aged 19 or over who have few or no formal qualifications and face significant barriers to further learning and employment. If you are worried about getting started with online learning please call the contact number for the course you are interested in and they will be able to organise support for you.**

Course Title & Description	Time	Start Date & Day	No. of weeks	Contact	Delivery
<b>Employability</b>					
<b>*Introduction to Remote Learning</b> Learn how to use Zoom, set up an email account with a safe password and staying safe online.	A 3hr workshop to be completed at a time that suits you	Flexible Monday to Friday from 1 to 30 June	1 session	Kim Payne 07917 848757 <a href="mailto:Kim.payne@cmtservices.co.uk">Kim.payne@cmtservices.co.uk</a>	Face to face at The Greenway Centre Doncaster Road Southmead BS10 5PY
<b>*Confidence in Employability</b> This course covers personal skills and attributes, writing a good CV and cover letter, using different resources to search for jobs, preparing for an interview.	Flexible	Flexible Monday to Friday from 1 to 30 June	6 modules	Kim Payne 07917 848757 <a href="mailto:Kim.payne@cmtservices.co.uk">Kim.payne@cmtservices.co.uk</a>	Face to face at The Greenway Centre Doncaster Road Southmead BS10 5PY
<b>Community Emergency response /Volunteer induction</b> A short introduction to being a volunteer. Includes keeping yourself and others safe; effective communication, recognising boundaries and signposting.	Flexible	Flexible	Takes approx. 2-3 hours (can dip in and out)	JP Evans 07795 390 667 <a href="mailto:Julie.evans@n-somerset.gov.uk">Julie.evans@n-somerset.gov.uk</a>	Online using Google classroom.
<b>*English for Work</b> This course will provide adults with English speaking, listening, reading and writing skills to look for work or progress in their current employment.	2pm to 4pm	10/05/21 Mondays <b>Enrolments taken up to 7<sup>th</sup> June</b>	8	Phone 0117 9739744 or email <a href="mailto:information@youtheducationservice.org.uk">information@youtheducationservice.org.uk</a>	Online using ZOOM
<b>*Level 1 Passport to Enterprise and Employment</b> Develop the skills you need for gaining employment or becoming self-employed.	9.30am to 1.45pm	17/06/21 Thursdays and Friday mornings	3	Jane Franklin 07518576597 <a href="mailto:admin@c-cbed.com">admin@c-cbed.com</a>	Online
<b>Intro to Finding Work in Cleaning</b> This course will boost confidence in applying for work in this sector and will include COSHH principles at work. Gain employability skills. The course will link to applying for jobs in NHS.	9.30am-2.30pm	17/0/21 &18/06/21 Thursdays and Friday TBC	1	Suzanne Gaffney 07887451776 <a href="mailto:suzanne.gaffney@bristol.gov.uk">suzanne.gaffney@bristol.gov.uk</a>	Online, Zoom and email. <b>Suits English levels Entry 3 and above.</b>

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<b>IT Skills</b>					
<p><b>NEED HELP GETTING ONLINE? Community Learning can help!</b></p> <p>Free digital support in venues near you. Ask one of our friendly digital support assistants to give support to get online, offer help and signpost to further digital learning opportunities.</p> <p>Support in Arabic if you need it.</p> <p>دعم باللغة العربية إذا كنت في حاجة إليها</p>	Free 20-minute slots in a face to face environment	A variety of time slots happening on various days		<p>To book, please contact us with your telephone number and/or email address and the area you live so we can get you booked in:</p> <p>الرجاء الاتصال</p> <p>Email us: <a href="mailto:LCInfo@bristol.gov.uk">LCInfo@bristol.gov.uk</a></p> <p>Call 01172 510 230 and leave a message. Someone will contact you within 5 days with your time slot.</p>	Happening in local centres in north, south, east, west and central Bristol
<p><b>Intro to Office Skills/Business Admin</b></p> <p>An intermediate course which will boost skills needed for work, including making applications. It will cover e-safety, Word, spreadsheets, making digital presentations. National Careers Service advisor will visit the course.</p>	10am to 12noon	08/06/21 Tuesdays	7	<p>Suzanne Gaffney 07887451776 <a href="mailto:suzanne.gaffney@bristol.gov.uk">suzanne.gaffney@bristol.gov.uk</a></p>	<p>Online using ZOOM and Google Classroom or ITS learning.</p> <p><b>Suits English levels Entry Level 3 and above.</b></p>
<p><b>Get Digital/Intro to Digital Skills</b></p> <p>A course for the terrified! Get started using Zoom, it will cover the basics including using email, strong passwords, e-safety using the internet. Learners can use smart phones.</p>	1pm to 3pm	08/06/21 Tuesdays It may run again in July	4	<p>Suzanne Gaffney 07887451776 <a href="mailto:suzanne.gaffney@bristol.gov.uk">suzanne.gaffney@bristol.gov.uk</a></p>	<p>Online using ZOOM.</p> <p><b>Suits all levels as support can be given.</b></p>
<p><b>Basic Computers</b></p> <p>A follow-on computer course, it will cover the basics including using email, Word, e-safety and using the internet. Learners will need a tablet or laptop; an IT device can be loaned for the course. National Careers Service advisor to visit the course.</p>	1pm to 3pm	07/06/21 Mondays May run on a Thursday morning if there is a need	6	<p>Suzanne Gaffney 07887451776 <a href="mailto:suzanne.gaffney@bristol.gov.uk">suzanne.gaffney@bristol.gov.uk</a></p>	<p>Online using ZOOM and Google classroom.</p> <p><b>Suits English levels Entry Level 3 &amp; above.</b></p>
<b>Confidence &amp; Aspirations, Health &amp; Wellbeing</b>					
<p><b>Online Journal and Daybook</b></p> <p>Learn how to create and keep an online journal/diary using Daybook and get creative uploading photos, videos and writing. Work with others towards showcasing your work in an exhibition if you want to.</p>	6pm to 8 pm	02/06/21 Wednesdays	8	<p>Shani Smith 07775227352 <a href="mailto:shani.smith@bristol.gov.uk">shani.smith@bristol.gov.uk</a></p>	Online

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<b>Feel Good Outdoors. North Bristol</b> Wellbeing course focusing on the benefits of being outdoors. Mix of activities, information and volunteering opportunities.	9.30am to 11.30am	11/06/21 Fridays	6	Suzanne Gaffney 07887451776 <a href="mailto:suzanne.gaffney@bristol.gov.uk">suzanne.gaffney@bristol.gov.uk</a>	Face to face at Lawrence Weston Community Farm, BS11 - following COVID secure procedures
<b>Feel Good and get walking</b> A friendly and practical course looking at the benefits of being outdoors and walking for health and pleasure.	1pm to 3pm	11/06/21 Fridays	6	Lucy Fieldhouse 07788353446 <a href="mailto:Lucy.fieldhouse@bristol.gov.uk">Lucy.fieldhouse@bristol.gov.uk</a>	Face to face at Knowle West Health Park BS4 <b>Suits all levels</b>
<b>*Dyslexic Support</b> A supportive course for adults who have been diagnosed as dyslexic or think they are. Share experiences and develop knowledge of self-help strategies to study and work with greater confidence.	10am to 12noon	11/06/21 Fridays	5	Phone 0117 9739744 or email <a href="mailto:information@youtheducationservice.org.uk">information@youtheducationservice.org.uk</a>	Face to face at YES Unit 3 Hide Market West Street Bristol BS2 OBH
<b>*Confidence for Learning</b> Workshops for learners wishing to build confidence to re-engage with learning. Includes: <ul style="list-style-type: none"> <li>• Recognising personal learning styles</li> <li>• Dealing with new information</li> <li>• Improving short-term memory</li> </ul>	2pm to 4pm	16/06/21 Wednesdays	2	Phone 0117 9739744 or email <a href="mailto:information@youtheducationservice.org.uk">information@youtheducationservice.org.uk</a>	Face to face at YES Unit 3 Hide Market West Street Bristol BS2 OBH
<b>Feel Good Outdoors. South Bristol</b> Learn to relax, appreciate and feel the benefits of being outdoors based in a lovely park and community garden.	12.30pm to 2.30pm	11/06/21 Fridays	6	Lucy Fieldhouse 07788353446 <a href="mailto:Lucy.fieldhouse@bristol.gov.uk">Lucy.fieldhouse@bristol.gov.uk</a>	Face to face at Redcatch Community Garden BS4 <b>Suits all levels. Spaces limited so must book</b>
<b>Non accredited Functional Skills, ESOL &amp; Language</b>					
<b>ESOL Conversation Clubs</b>	Various times			<a href="mailto:esolconversationclubs@bristol.gov.uk">esolconversationclubs@bristol.gov.uk</a> for more information check our website <a href="http://www.esolcc.org">www.esolcc.org</a>	Online using ZOOM
<b>*ESOL conversation class</b> Designed to help learners to gain confidence in everyday life including work, school and in the community.	4pm to 6pm	07/06/21 Mondays	8	<a href="mailto:admin@c-cbed.com">admin@c-cbed.com</a>	Online

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<b>Get better at Reading</b> Practise skimming, scanning and increase your knowledge and understanding of words and phrases.	12.45pm to 3.45pm	08/06/21 Tuesdays	5	Lucy Fieldhouse 07788353446 <a href="mailto:Lucy.fieldhouse@bristol.gov.uk">Lucy.fieldhouse@bristol.gov.uk</a>	Online using ZOOM <b>Suits English levels Entry Level 3 and above.</b>
<b>Get ready to pass English</b> This course will help you brush up on your English skills- reading, writing and spelling and help to prepare you to join a functional skills course to gain a qualification.	1pm to 3pm	08/06/21 Tuesdays	6	Helen Richards 07760990855 <a href="mailto:Helen.richards@bristol.gov.uk">Helen.richards@bristol.gov.uk</a>	Face to face Hartcliffe Children's Centre BS13 0JW
<b>Get ready to pass Maths</b> This course will help you brush up on your maths skills and prepare you to join a functional skills maths course to gain a qualification.	9.30am to 11.30 am	11/06/21 Fridays	6	Helen Richards 07760990855 <a href="mailto:Helen.richards@bristol.gov.uk">Helen.richards@bristol.gov.uk</a>	Face to face South Bristol Methodist Church Hall BS13 0LT
<b>ESOL/English for Employability</b> This online course will help you practise and improve your English skills in reading writing and speaking to help prepare you to find work.	9.30am to 11.30am	2 mornings per week Tuesday and Thursday 15 <sup>th</sup> & 17 <sup>th</sup> June 22 <sup>nd</sup> & 24 <sup>th</sup> June 29 <sup>th</sup> June & 1 <sup>st</sup> July 6 <sup>th</sup> & 8 <sup>th</sup> July	4	Helen Richards 07760990855 <a href="mailto:Helen.richards@bristol.gov.uk">Helen.richards@bristol.gov.uk</a>	Online using zoom and google classroom We can loan laptops and help get you online
<b>Love Learning – English Tasters</b> Try out some fun activities and find out more about our English courses in September.	12.45pm to 2.45pm	05/07/21 & 12/07/21 Mondays	2	Suzanne Gaffney 07887451776 <a href="mailto:suzanne.gaffney@bristol.gov.uk">suzanne.gaffney@bristol.gov.uk</a>	Face to face class at Long Cross Children's Centre, Lawrence Weston – COVID secure procedures in place. <b>Suits adults at English Entry levels and above.</b>
<b>ESOL and Employability</b> Includes the language needed for online job applications, CV writing and interviews. ESOL assessment will be offered at the end of the course and signposting to other courses/providers.	TBC	July	TBC	Suzanne Gaffney 07887451776 <a href="mailto:suzanne.gaffney@bristol.gov.uk">suzanne.gaffney@bristol.gov.uk</a>	Online and using Zoom and email. <b>Suits adults at English Entry levels and above</b>

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<b>Parenting and Family Learning</b>					
<b>Fun outdoors for families</b> A family learning course for you and your child enjoy the outdoors. Craft activity each week.	10am to 12noon	11/06/21 Fridays	6	Lucy Fieldhouse 07788353446 <a href="mailto:Lucy.fieldhouse@bristol.gov.uk">Lucy.fieldhouse@bristol.gov.uk</a>	Face to face Knowle West Children's Centre BS4 <b>Suits all levels. Places limited so must book</b>
<b>Intro to Playing Outdoors Taster</b> Love Learning -taster session, get the most out of outdoor play - a great way for your child to learn and have fun! An opportunity to find out about local courses in September.	9.30am to 12noon	19/07/21 Monday	1	Suzanne Gaffney 07887451776 <a href="mailto:suzanne.gaffney@bristol.gov.uk">suzanne.gaffney@bristol.gov.uk</a>	Face to face session at Henbury Court Children's Centre, Henbury
<b>Bring The Gruffalo to Life!</b> Support your child's love of books, using games, cooking and crafts etc. An after-school club for you and the children together, join in the fun!	4.30pm to 6pm	TBC	5	Suzanne Gaffney 07887451776 <a href="mailto:suzanne.gaffney@bristol.gov.uk">suzanne.gaffney@bristol.gov.uk</a>	Online using ZOOM and email. <b>Suits adults at Entry level 3 English and above, children of nursery age upwards.</b>
<b>Love Learning about Money (South Bristol)</b> Workshops coming up where you can help your child learn about money. Free online resources, fun games and activities.	TBC	Coming soon		Lucy Fieldhouse 07788353446 <a href="mailto:Lucy.fieldhouse@bristol.gov.uk">Lucy.fieldhouse@bristol.gov.uk</a> <b>or</b> Helen Richards 07760990855 <a href="mailto:Helen.richards@bristol.gov.uk">Helen.richards@bristol.gov.uk</a>	Online, suitable for parents aged 19 years plus with a child under 7 years old.

We welcome suggestions for new courses so please call us if you do not see a course you are looking for. Check our website [www.communitylearningwest.net](http://www.communitylearningwest.net) and our Facebook page <https://www.facebook.com/BristolCommunityLearning/>

\* These courses are delivered on behalf of Community Learning West by commissioned partners.