

# **Community Learning MK Adult Education**

Course Listings Autumn/Spring 2023-24

## www.milton-keynes.gov.uk/courses





Education & Skills Funding Agency



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 re-introducing the concessionary option for anyone aged over 65.

We have also made our **Lip-reading** 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 2023 (Half term holiday Monday 23 October to Saturday 28 October)

### **Spring Term dates**

Monday 8 January to Saturday 30 March 2024

(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 ITA00051	COURSE TITLE Digital Skills - Over 55s*	VENUE CLMK Learning Centre	START DATE 9 Nov	DAY AND TIMES Thursday 10am - 12pm	COURSE LENGTH 4 wks	FEE £0
	Improve your digital skill	-	sphere.	10011 - 12011		
ITC00011	Getting Started with Computers* The basics to get you sta	CLMK Learning Centre rted with computer	26 Sept rs, digital skills ;	Tuesday 12.45pm - 2.45pm and staying safe onlir	4 wks	£0
ITC00021	Next Steps with Computers* The next step on your dig	CLMK Learning Centre	31 Oct	Tuesday 12.45pm - 2.45pm	4 wks	£O
EPA02110	City & Guilds Introduction to ICT For those with very little digital skills and learn ho			Wednesday 10am - 12pm mputers. Start with t	10 wks he basics and	£0 develop
EPA02210	City & Guilds Level 1 in ICT with Employability skills* Gain experience of comp digital skills required to u	-		-	10 wks	£0 develop
ITC00031	Getting started with Microsoft Office* Short, intensive course co	CLMK Learning Centre overing the basics o	30 Oct of Microsoft Wo	Monday 12.30pm - 2.30pm ord, Excel and Power	4 wks Point for work	£0 and/or
EPA02410	ICT Skills for the Workplace Learn the skills needed to	CLMK Learning Centre o survive at work, i	17 Jan ncluding office	Wednesday 1pm - 3pm packages.	10 wks	£O
ITC00051	Excel an Introduction* Learn the basics of sprea 50% discount on advertis			Saturday 10am - 3pm us before.	1 day	£60
ITC00061	Excel Improvers* More features of Excel - 50% discount on advertis	-		-	1 day nd graphs.	£60

\* 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

At Community Learning MK FREE Multiply adult numeracy confidence classes are running now in your area. 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.milton-keynes.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 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  $\pm 20,319$  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	FEE
PTC00014	Introduction to Working in a School* An opportunity to learn a	Church of Christ the Cornerstone bout working in a s	25 Sept school and the	Thursday 9.30am - 12pm skills and knowledge	4 wks required.	£O
EPA03210	City & Guilds Level 1 Introduction to Childcare* For anyone thinking about and the physical and psyce	•		Tuesday 12.30pm - 2.30pm our understanding of	10 wks child develop	£0 ment
EPA03410	Get Ready to Work in Early Years* Learn more about the Ea	Church of Christ the Cornerstone rly Years Practitione	20 Sept er qualification.	Wednesday 9.30am - 12.30pm	1 day	£O
EPA03510	Level 2 Diploma for the Early Years Practitioner* This qualification will tea learn more at the free Ge	the Cornerstone ch you the skills an	27 Sept d knowledge ne	Wednesday 9.30am - 12.30pm eeded to work in the	32 wks Early Years se	£0 ctor,
PTC00031	Support Work in Schools Award Level 2 Assessment Session Learn more about the Su	Learning Centre	17 Aug ols qualification	Thursday 9.30am - 12pm n.	1 day	£O
PTC00011	Support Work in Schools Award Level 2 Assessment Session Learn more about the Su	Learning Centre	14 Sept	Thursday 9.30am - 12pm n.	1 day	£O
PTC00012	Support Work in Schools Award Level 2 Assessment Session* Learn more about the Su	Learning Centre	7 Sept ols qualification	Thursday 9.30am - 12pm n.	1 day	£O
PTA00110	Support Work in Schools Award Level 2* This course will teach the assistant in schools, learn	Learning Centre skills and knowled	ge required to		16 wks orker/teaching	£O g

## Employability and Qualifications continued...

COURSE CODE	COURSE TITLE	VENUE	START DATE	DAY AND TIMES	COURSE LENGTH	FEE
EPA04310	Get Ready to work in Health and Social Care Find out more about what	CLMK Learning Centre It you need to work	20 Sept	Wednesday 1pm - 3pm ing environment.	10 wks	£O
EPA04210	City & Guilds Level 1 for Working in Health and Social Care* Develop your understand required for working in h	-		Thursday 12.30pm - 2.30pm alues, principles, skill	10 wks s and attitude	£0 PS
EPA04410	Social Care in the Community and Healthcare Improvemen For anyone looking to we		18 Jan alth care within	Thursday 12.30pm - 2.30pm the community.	10 wks	£O
EPA08110	City & Guilds Entry to Working in Business Administration This qualification course role.	CLMK Learning Centre will give you the sk	22 Sept ills needed to w	Friday 12.30pm - 2.30pm vork in an administra	10 wks tive or manag	£0 erial
EPA08210	City & Guilds Level 1 in Enterprise and Product Design This qualification will inte	CLMK Learning Centre oduce you to prod	19 Jan uct design and i	Friday 12.30pm - 2.30pm marketing.	10 wks	£O
EPA09210	BTEC Introduction to Health and Fitness Industry - Blended Study* Learn more about workir	MKCC Civic Offices /Online ng in health and fitr	18 Sept ness.	Monday 6pm - 9pm Tuesday 6pm - 8pm	14 wks	£O
PTA00190	Award in Education and Training Level 3 For those who work, or v	Civic Offices	26 Sept chers/trainers i	Tuesday 6pm - 9pm n the further educati	15 wks on and skills s	£350 sector.

\* 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

### **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

# 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	FEE
ACC00351	Machine Sewing - Beginners* Simple practical projects	Oakgrove School to develop your se	-	Wednesday 7pm - 9pm kills.	5 wks	£80
ACC00681	Machine Sewing - Improvers* For those who have com sewing skills.	Oakgrove School pleted Machine Sev		Wednesday 7pm - 9pm and/or who already	5 wks have basic ma	£80 chine
ACC00161	Dressmaking - Beginners* Develop your basic sewin need to know how to use	-		Monday 7pm - 9pm t using a commercia	5 wks I pattern. You	£80 will
ACC00571	Dressmaking - Beginners Develop your basic sewin need to know how to use	-	simple garmen	Monday 7pm - 9pm t using a commercia	5 wks I pattern. You	£80 will
ACC00701	Dressmaking - Pattern Cutting for Beginners Learn how to create and	Oakgrove School cut your own dress		Thursday 7pm - 9pm	5 wks	£80
ACC00721	Dressmaking - Improvers* For learners who have co dressmaking skills alread		making Beginne			£80 Dasic
ACC00711	Dressmaking - Pattern Cutting Improvers Develop your pattern cut	Oakgrove School ting skills. For thos		Thursday 7pm - 9pm npleted Pattern Cutti	5 wks ng Beginners.	£80
ACC00510	Textile Weaving* A fun and immersive day	CLMK Learning Centre of weaving for beg	7 Oct inners and imp	Saturday 10am - 4pm rovers.	1 day	£48
ACC00611	Textile Weaving* A fun and immersive day	CLMK Learning Centre of weaving for beg	2 Dec inners and imp	Saturday 10am - 4pm rovers.	1 day	£48
ACC00211	Creative Writing - Beginners* A beginner's guide to creation.	Oakgrove School	·	Wednesday 6.30pm - 9pm to write novels, shor	8 wks t stories or fla	£160 sh

## Art and Craft continued...

COURSE CODE	COURSE TITLE	VENUE	START DATE	DAY AND TIMES	COURSE LENGTH	FEE
ACC00431	Art Skills - Beginners - Drawing and Painting An introduction to basic o	MK Gallery drawing and paintir	26 Sept ng techniques.	Tuesday 12.30pm - 3pm	8 wks	£160
ACC00671	Art Skills - Improvers - Drawing and Painting Continue to develop your	MK Gallery drawing and paint	23 Jan ing skills using	Tuesday 12.30pm - 3pm different media.	8 wks	£160
ACC00021	Oil Painting - Beginners	MK Gallery	29 Sept	Friday 9.30am - 12pm	8 wks	£160
	Introduction to painting v	vith oils for absolut	te beginners.			
ACC00191	Oil Painting - Improvers	·	26 Jan	Friday 12.30pm - 3pm	8 wks	£160
	For those who have comp	leted Oil Painting	Beginners or wł	to have some experie	ence.	
ACC00401	Watercolour - Beginners	Westbury Arts Centre	27 Sept	Wednesday 9.30am - 12pm	8 wks	£160
	An introduction for those	new to working w	ith watercolour			
ACC00110	Watercolour - Improvers	Westbury Arts Centre	24 Jan	Wednesday 9.30am- 12pm	8 wks	£160
	For those who have comp	leted beginners le	vel and wish to	develop their skills fi	urther.	
ACC00381	Project Based Watercolour Painting - Intermediate/advanced	MK Gallery *	26 Sept	Tuesday 9.30am - 12pm	8 wks	£160
	Guided project based cou	irse, for those who	have complete	d 1 or more terms at	Intermediate	level.
ACC00371	Stained Glass - Beginners/Improvers*	Oakgrove School	·	Thursday 6.30pm - 9pm	8 wks	£160
	Learn how to work with g foil.	lass, designing and	l making your o	wn creations using le	ad came or co	opper
ACC00461	Stained Glass - Copper Foiled Sun Catchers* Make a stained glass sun	Oakgrove School		Saturday 10am - 4pm	1 day	£48
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\* Later start dates are also available to book, contact us to find out more.

Socio	logy					
COURSE CODE	COURSE TITLE	VENUE	START DATE	DAY AND TIMES	COURSE LENGTH	FEE
LEC00011	Crime Studies	Church of Christ the Cornerstone	3 Oct	Tuesday 10am - 12pm	4 wks	£64

# 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 to help them 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

### **Courses for Young People**

At Community Learning MK we also offer 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 you for future pathways into learning or employment and include:

Tuesdays and Wednesdays from 10am to 2pm

#### at the Church of Christ the Cornerstone

Wellbeing and Life Skills: an opportunity to build confidence and resilience through wellbeing activities.

#### Wednesdays from 11am to 12pm

at the Church of Christ the Cornerstone

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

For more information email jayne.hobbs@milton-keynes.gov.uk

# Languages50% discount on your first booking if you haven't studied<br/>with us before, call us on 01908 556700 for more

information

COURSE CODE	COURSE TITLE	VENUE	START DATE	DAY AND TIMES	COURSE LENGTH	FEE
LAC00251	Spanish - Beginners*	MKCC Civic Offices	18 Sept	Monday 7pm - 8.30pm	10 wks	£120
	This course is for absolut	e beginners and th	ose with a little	knowledge.		
LAC00710	Spanish - Improvers*	MKCC Civic Offices	21 Sept	Thursday 7pm - 8.30pm	10 wks	£120
	This course is for learners	s who have comple	ted Spanish Be	ginners, or one term	of tuition.	
LAC00713	Spanish - Intermediate*	Civic Offices	19 Sept	Tuesday 7pm - 9pm	10 wks	£160
	This course is for learners	s who have comple	ted Spanish Im	provers and feel read	ly to move on.	
LAC00704	German - Improvers*	MKCC Civic Offices	20 Sept	Wednesday 7pm - 8.30pm	10 wks	£120
	This course is for learners on.	s who have comple	ted a term of G	erman Beginners and	d are ready to	move
LAC00706	German - Intermediate /Upper Intermediate*	Online	21 Sept	Thursday 1pm - 3pm	10 wks	£160
14000201	This course is for those w	MKCC		-	-	C120
LAC00391	Italian - Beginners*	Civic Offices	18 Sept	Monday 7pm - 8.30pm	10 wks	£120
	This course is for absolut	•				
LAC00717	Italian - Improvers*	MKCC Civic Offices	18 Sept	Monday 7pm - 8.30pm	10 wks	£120
	This course is for learners	s who have comple	ted the Italian I	Beginners, or one ter	m of tuition.	
LAC00481	Italian - Intermediate*	Online	21 Sept	Thursday 7pm - 9pm	10 wks	£160
	This course is for learners are new but are at the re		ted Italian Impr	overs and feel ready	to move on o	r who
LAC00807	Japanese - Beginners*	MKCC Civic Offices	19 Sept	Tuesday 6.45pm - 8.15pm	10 wks	£120
	This course is for absolut	e beginners and th	ose with a little	knowledge.		
LAC00901	Japanese - Improvers*	MKCC Civic Offices	18 Sept	Monday 6.45pm - 8.15pm	10 wks	£120
	This course is for learners	s who have comple	ted Japanese B	eginners and are rea	dy to move on	l.

### Languages continued...

COURSE CODE	COURSE TITLE	VENUE	START DATE	DAY AND TIMES	COURSE LENGTH	FEE
LAC00661	British Sign Language - Beginners* This course is for absolut	MKCC Civic Offices e beginners and th	18 Sept ose with a little	Monday 6pm - 8pm knowledge.	10 wks	£O
LAC00730	British Sign Language - Improvers* For those who have comp	MKCC Civic Offices pleted British Sign I	20 Sept Language Next 1	Wednesday 6pm - 8pm Steps and wish to mo	10 wks ove on.	£O
LAC00817	Lip-Reading - Beginners This course is for absolut	MKCC Civic Offices e beginners and th	21 Sept ose with a little	Thursday 7pm - 8.30pm knowledge.	10 wks	£O
LAC00731	Lip-Reading - Improvers This course is for those w	MKCC Civic Offices	18 Jan d absolute begi	Thursday 7pm - 8.30pm pners and those with	10 wks	£0

\* 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.

### 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	FEE
SMC00191	Wellbeing for Pain Management* Gives people who experi what doesn't).	Online ence ongoing prob	12 Sept lems with pain	Tuesday 10am - 11.30am the opportunity to ex	6 wks kplore what he	£0 elps (and
SMC00371	Less Stress, More Resilience The key ingredients to liv experiencing anxiety.	Online ve a calmer, more re	31 Oct esilient life. This	Tuesday 10am - 11.30am 5 may also benefit the	8 wks ose who are	£O
SMC00481	Relaxation through Mindfulness* An in-depth eight week o "now", using mindfulnes		12 Sept managing thou	Tuesday 6.30pm - 8pm Ights and emotions b	8 wks wy staying in th	£0 ne
SMC00791	Manifest Your Success* Consider purpose, mean	Civic Offices	14 Sept setting meaning	Thursday 6.30pm - 8pm gful intentions.	8 wks	£0
SMC00071	Finding your way through grief* Aims to bring bereaved p May also be useful to the			-	8 wks ss and unders	£0 tanding.
SMC03000	Ways to Wellbeing An in-depth 12 week we their wellness to achieve		14 Sept	Thursday 1pm - 2.30pm 4 week modules to l	12 wks nelp learners e	£0 enhance
SMC00461	Armchair Yoga* Gentle seated yoga stret	Church of Christ the Cornerstone ches for those with	18 Sept mobility issues	Monday 1.30pm - 2.30pm 5.	10 wks	£O
SMC00281	Art Journalling* Create your own unique	Westbury Arts Centre visual journal to aid	19 Sept d your wellbein	Tuesday 10am - 12pm g.	10 wks	£O
SMC00301	Art for Wellbeing*	Westbury Arts Centre through creativity.	19 Sept	Tuesday 12.30pm - 2.30pm	10 wks	£O

# Health and Wellbeing continued...

COURSE CODE	COURSE TITLE	VENUE	START DATE	DAY AND TIMES	COURSE LENGTH	FEE
SMC00721	Menopause and You*	Church of Christ the Cornerstone changes and symp	21 Sept otoms brought o	Thursday 12.30pm - 2.30pm on by peri-menopaus	10 wks e and menopa	£0 ause
	then join this short cours	e to find support, a	advice and more	2!		
SMC00731	Textile Heaven* Knitting, Weaving, Sewin	CLMK Learning Centre g. Crochet, patchw	22 Sept ork. varn artfi	Friday 1pm - 3pm nd out how these fur	10 wks	£0 vities
	can improve your wellbe					
SMC00261	Art for Wellbeing*	Westbury Arts Centre brough creativity.	22 Sept	Friday 12.30pm - 2.30pm	10 wks	£0
SMC00271	Art Journalling*	Westbury Arts Centre	22 Sept	Friday 10am - 12pm	10 wks	£0
614600554	Create your own unique			-	0	60
SMC00551	Communication* Essential skills for effecti assertiveness.	MKCC Civic Offices ve communication,	2 Nov including deve	Thursday 10am - 11.30am loping healthy bound	8 wks laries and	£O
SMC00031	Working Towards Self Compassion* Explore what self-compa	Church of Christ the Cornerstone ssion is and how yo	14 Nov ou can develop	Tuesday 1pm - 2.30pm yours for a happier lii	4 wks fe.	£O
SMC00431	Shinrin Yoku - The Japanese Art of Treebathing*	MKCC Civic Offices	14 Sept	Thursday 9.30am - 11.30am	1 day	£O
	Discover Shinrin Yoku - th therapy.	ne Japanese Art of	Treebathing and	d how nature can be	used as a forn	n of
SMC00421	Hygge - the Danish Path to Happiness* Give yourself a well dese	MKCC Civic Offices rved hug, discover	28 Sept how to live wel	Thursday 9.30am - 11.30am I and be happy, the D	1 day Danish way.	£0
SMC01000	An Introduction to Yoga Nidra* Learn more about the de	MKCC Civic Offices	5 Oct	Thursday 9.30am - 11.30am	1 day	£0
SMC00061	Better Sleep*	MKCC	21 Nov	Tuesday		
310100001	Learn effective sleep stra	Civic Offices		6pm-8pm	1 day	£0

### Health and Wellbeing continued...

COURSE CODE	COURSE TITLE	VENUE	START DATE	DAY AND TIMES	COURSE LENGTH	FEE
	Understanding Dreams*		5 Dec	Tuesday	1 day	£0
		Civic Offices		6pm-8pm		
	Explore your dreams and	what they might n	nean.			

#### \* 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	Childrens 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

#### **Opening Times** Monday to Thursday 9.00am to 4.30pm Friday 9.00am to 4.00pm



Milton Keynes City Council CLMK Learning Centre Central Milton Keynes Library 555 Silbury Boulevard Milton Keynes MK9 3HL communitylearning.mk@milton-keynes.gov.uk