

# Learning Opportunities at Bury Adult Learning Service

## IMPROVE your skills...ACHIEVE your goals!

**Having the right skills—and knowing how to find and secure a job—has never been more important in today's competitive job market.**

Our courses are designed to help you learn, build confidence, improve your wellbeing, and develop the skills employers are looking for.

Courses are **FREE** for individuals who are unemployed, on a low income, or receiving state benefits. Whatever your reason for returning to learning, we're here to help.

Courses are all delivered in a supportive and friendly environment and cater for all levels.

**The courses listed take place in February, March and April.**



# Computing/Digital Skills

Courses With Qualifications	Starts	Time	Wks	Venue
Digital & IT Skills Level 2	Mon, 23 <sup>rd</sup> Feb	1.00pm-4.00pm	16	Bury Adult Learning Centre
Essential Digital Skills Level 1	Mon, 20 <sup>th</sup> April	9.45am-12.00pm	11	Bury Adult Learning Centre
Essential Digital Skills Entry 3	Mon, 20 <sup>th</sup> April	12.45pm-3.00pm	11	Bury Adult Learning Centre
Essential Digital Skills Entry 3	Wed, 22 <sup>nd</sup> April	9.45am-12.00pm	10	Bury Adult Learning Centre
ICDL Level 2 (Fast Track)	Mon, 20 <sup>th</sup> April	9.15am-12.15pm	11	Bury Adult Learning Centre
Further Coding Skills	Thurs, 26 <sup>th</sup> Feb	1.00pm-3.00pm	10	Bury Adult Learning Centre
Programming: Taking The next Step Level 2	Fri, 27th Feb	9.30am-12.30pm	16	Bury Adult Learning Centre

Courses Without Qualifications	Starts	Time	Wks	Venue
Beginner's Digital Skills	Mon, 20 <sup>th</sup> April	1.00pm-3.00pm	6	Bury Library
Beginner's Digital Skills	Thurs, 23 <sup>rd</sup> April	1.00pm-3.00pm	6	Asda, Radcliffe
Beginner's Digital Skills	Thurs, 23rd April	10.00am-12.00pm	6	Creative Living Centre
Intermediate Digital Skills	Tues, 23rd Feb	1.00pm-3.00pm	6	Bury Adult Learning Centre
Intermediate Digital Skills	Thurs, 26 <sup>th</sup> Feb	10.00am-12.00pm	6	Creative Living Centre

## Computing/Digital Skills

Intermediate Digital Skills	Thurs, 26 <sup>th</sup> Feb	1.00pm-3.00pm	6	Asda, Radcliffe
Microsoft Excel	Mon, 2 <sup>nd</sup> March	10.00am-12.00pm	5	Bury Library
Beginners Microsoft Word	Mon, 20 <sup>th</sup> April	10.00am-12.00pm	5	Bury Library

## Work Skills & Employment

Courses With Qualifications	Starts	Time	Wks	Venue
Business Admin Skills Level 1	Mon, 20 <sup>th</sup> April	9.30am-12.30pm	11	Bury Adult Learning Centre
Food Safety Level 2	Mon, 2 <sup>nd</sup> March	9.30am-4.30pm	1 day	Bury Adult Learning Centre
Intro to a Career in Care Level 1	Mon, 9 <sup>th</sup> March	9.30am-4.30pm	3	Bury Adult Learning Centre
Courses Without Qualifications	Starts	Time	Wks	Venue
Get That Job In Care	Tuesday, 24 <sup>th</sup> Feb	9.30am-3.30pm	3 days	Bury Adult Learning Centre

## Wellbeing

Courses Without Qualifications	Starts	Time	Wks	Venue
Art to Reduce Anxiety & Stress	Tues, 24 <sup>th</sup> Feb	7.00pm-9.00pm	5	Bury Adult Learning Centre
Art to Reduce Anxiety & Stress	Tues, 21 <sup>st</sup> April	7.00pm-9.00pm	5	Bury Adult Learning Centre

## Wellbeing

Intro to Mindfulness Through Craftmaking	Tues, 21 <sup>st</sup> April	1.00pm-3.00pm	10	Bury Adult Learning Centre
Improve Your Mood Through Food	Thurs, 26 <sup>th</sup> Feb	9.30am-12.00pm	5	Bury Adult Learning Centre
Improve Your Mood Through Food	Thurs, 23rd April	9.30am-12.00pm	5	Bury Adult Learning Centre
Bake Yourself Happy	Thurs, 26 <sup>th</sup> Feb	1.00pm-3.30pm	5	Bury Adult Learning Centre
Bake Yourself Happy	Thurs, 23 <sup>rd</sup> April	1.00pm-3.30pm	5	Bury Adult Learning Centre
Mindfulness-Tools for Life	Fri, 24 <sup>th</sup> April	10.00am-12.00pm	10	Bury Adult Learning Centre
Creative Writing for Wellbeing	Fri, 27 <sup>th</sup> Feb	1.00pm-3.30pm	5	Bury Adult Learning Centre
Creative Writing for Wellbeing	Fri, 24 <sup>th</sup> April	1.00pm-3.30pm	5	Bury Adult Learning Centre

## Family Learning

Courses Without Qualifications	Starts	Time	Wks	Venue
Family Art & Craft for Parents & Carers	Tues, 3 <sup>rd</sup> March	9.15am-11.15am	5	East Bury Family Hub
Steps to Confidence for Parents & Carers	Tues, 21 <sup>st</sup> April	9.15am-11.15am	5	East Bury Family Hub
Family First Aid for Parents & Carers	Fri, 24 <sup>th</sup> April	10.00am-12.00pm	5	Bury Adult Learning Centre
What's Cooking - Healthy Eating on a	Fri, 6th March	12.30pm-2.30pm	4	Bury Adult Learning

## Family Learning

What's Cooking - Healthy Eating on a Budget	Fri, 6th March	12.30pm-2.30pm	4	Bury Adult Learning Centre
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The two courses below are aimed at those whose English is not their first language.

Family Language - Ready for Work	Fri, 6 <sup>th</sup> March	9.30am-11.30am	4	East Bury Family Hub
Family Language - Reading for ESOL	Fri, 24 <sup>th</sup> April	9.30am-11.30am	5	East Bury Family hub

## Skills For Independent Living & Learning

Courses Without Qualifications	Starts	Time	Wks	Venue
Beginner's Therapeutic Art	Mon, 20 <sup>th</sup> April	9.45am-12.00pm	10	Bury Adult Learning Centre
Mindfulness Through Crafts	Mon, 20 <sup>th</sup> April	1.00pm-3.15pm	10	Bury Adult Learning Centre
Relaxing Art for Pleasure	Mon, 20 <sup>th</sup> April	3.30pm-5.30pm	10	Bury Adult Learning Centre
Exploring Nutrition & Wellbeing	Tues, 21 <sup>st</sup> April	9.45am-12.00pm	10	Bury Adult Learning Centre
Easy & Healthy Cooking	Tues, 21 <sup>st</sup> April	12.45pm-3.00pm	10	Bury Adult Learning Centre
Improve Your English (Entry Level)	Wed, 22 <sup>nd</sup> April	9.45am-12.15pm	10	Bury Adult Learning Centre
Enjoying English (Pre-Entry)	Wed, 22 <sup>nd</sup> April	1.00pm-3.30pm	10	Bury Adult Learning Centre
Living on a Budget	Thurs, 23 <sup>rd</sup> April	9.45am-12.15pm	10	Bury Adult Learning Centre

# English & Maths

## Maths not adding up? Do you worry about spelling and punctuation?

English and Maths are everywhere! Enrol on our FREE courses and:

- Improve and update your English and Maths skills.
- Improve your career prospects.
- Grow in confidence while meeting others with the same goal.
- Further develop your employment opportunities.
- Feel more confident to help children with homework.
- Gain a recognised English and/or Maths Functional Skills qualifications from entry level to level 2.

Phone 0161 253 5772 to book an informal assessment and find out how we can help you to choose a course that is right for you!

**For more information about all our courses, call Bury Adult Learning Centre on 0161 253 5772, or download a copy of our spring/summer course guide at [www.bury.gov.uk/adultlearning](http://www.bury.gov.uk/adultlearning).**

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