

Wirral Lifelong Learning Service

Course Prospectus



Call us on 0151 666 3330 or email: lifelonglearning@wirral.gov.uk

www.wirral.gov.uk/lifelonglearning



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-  instagram.com/WirralLifelongLearning



Welcome

Can I take this opportunity to welcome you to the 'Lifelong Learning Service', Wirral Council's Adult Learning Provision.

Our own approach to learning and education is personalised and will provide you with the confidence to take the next steps back into education, progress to higher level of learning or access employment.

As a service, we really want to help adults with few, low or no qualifications get the skills needed for a job, volunteering or get ready for work. When you learn with us you will improve your confidence, believe in your own ability, gain the skills and knowledge that will help you take the next step and move forward.

We offer a range of high-quality qualifications, community learning courses, and shorter workshop sessions (2-3 hours) as an introduction to our longer courses.

If you've studied with us before, you'll know how friendly, supportive, and professional all of my staff are, they want to help you get back into learning!

We are extremely proud of our positive reputation in the community and look forward to meeting you at one of our venues soon.

Join us and enrol today!



Paul Smith
Head of Service, Integrated Skills, Learning & Employment

About our courses

Lifelong Learning's wide range of courses aim to encourage and develop: a love of learning, new skills, self-development and personal growth, access to new subjects and basic qualifications in your chosen subject.

How long are the courses?

We try to vary how courses are offered to meet your needs. Courses are delivered in local community venues and online and are held during the day, in line with schools' terms dates.

Examples:

2 hour workshops

5 week course for 2 hours per week

12 week course for 2 hours per week

What do I do once my course is finished?

We work with a large number of partner organisations, many of which can help you progress. Your tutor will discuss with you a range of further possibilities - both in your chosen field/subject and in other areas or ask to speak to one of our Information, Advice and Guidance (IAG) team for a 1:1 discussion about progression to volunteering, further learning or employment.

How much do the courses cost?

English, Maths, ESOL, Family Learning and Digital courses are free for everyone.

Many of our courses are free to everyone, but some have a fee.

For courses with a fee, if your income is £21,225 (£10.90 per hour) annual gross salary, there will be no cost for the course. You will simply need to provide proof of benefit to your tutor, when you enrol.

For those not on income based benefits, fees vary depending on length. Most 10 week courses are approximately £149 (additional cost for a registration fee for qualification courses). Most 5 week courses are £30.

Visit www.wirral.gov.uk/schools-and-learning/adult-learning/fee-policy for more information.



Frequently asked questions

What can I expect when I join a course?

- Great teaching from our professional, qualified tutors
- Friendly, safe and engaging classes
- To be treated with respect and fairness
- Support and guidance in reaching your goals
- To learn new things and add to your life skills
- Information and advice to guide you through
- Regular feedback and assessments so you know how well you're doing and how to improve
- Opportunities to gain a qualification (in some, not all subjects)
- Information and help with choosing what to do next
- Good links to work, volunteering and further learning
- Promotion of democracy, respect & tolerance, the law and liberty.
- Clean and safe classrooms. We will adapt our classes to meet any changes and keep learners and staff safe.

What Awarding Bodies do we use?

Our exam/accreditation partners are Ascentis, Open Awards and The Royal Society of Public Health.

All the qualifications we offer are nationally recognised.

Is Learner Support available?

If you have a disability or learning support need, it helps us to know before you start your course so we can discuss any arrangements you may need. You will also be asked about disability when you complete an enrolment form. You can choose whether or not you wish to tell us about a disability.

Will I have an opportunity to voice my opinion about the courses and my learning?

Yes. We highly value all learner opinions and experience and ask learners to complete a feedback sheet at the end of your course. If we do a support visit with your tutor we will ask your group for your opinions. Your opinions are key to improving the experience for learners.

We always welcome additional feedback that we can use in Case Studies or promotions. If you have a story that can show the impact our courses have had on you and/or your family please let us know. Your story could inspire and motivate someone else to start learning.

Help us tell your story to them. We will always ask your permission before we use a photograph of you.

How do you celebrate and acknowledge my achievement and success?



It is important for us to celebrate the successes of our adult learners, through qualification and awards events, sharing case studies and learner comments in our marketing and on social media. Learners doing a qualification will receive a certificate from the appropriate awarding body.

I don't have a digital device to complete my course work. Do you offer help?

We have a laptop loan scheme; for learners who need a laptop to do their course work at home, or if you need to access online learning to continue with a class.

Where can I find the course timetable?

You can view our course timetable on our website www.wirral.gov.uk/lifelonglearning or on social media.

-  facebook.com/WirralLifelongLearning
-  [@LearningWirral](https://twitter.com/LearningWirral)
-  instagram.com/WirralLifelongLearning



We advertise all our courses in the Wirral Globe at the start of each term. You can also request a copy of the timetable by contacting us on **0151 666 3330** or lifelonglearning@wirral.gov.uk

How do I enrol on a course?

To join a course, you can call us on **0151 666 3330** or e-mail lifelonglearning@wirral.gov.uk

All learners will be asked to complete an Enrolment Form to start their course, it can be completed paper-based at the first session of the course, or workshop, or you can complete an online enrolment.

You can also access our enrolment form by visiting our website www.wirral.gov.uk/lifelonglearning and going to the “How to enrol” section.



FAMILY LEARNING COURSES

WIRRAL LIFELONG LEARNING offers a selection of courses available through our **FAMILY LEARNING** programme. These are provided for different generations of family members and carers to learn together to help support their children with both their education and personal development.

Some courses are simply for the parents themselves, whilst others are designed so that the children join their parents in the second half of the session and the skills developed are applied. These courses are offered in primary schools and in the community.

Examples of Family Learning Courses:

- Support a Child's Learning
- School Volunteering
- Eat Well to Keep well at Home
- Food Safety
- Food & Mood
- Phonics
- Supporting Spelling
- Supporting Reading
- Learning through Play
- Storytelling
- Literacy & Numeracy Development
- Story Sacks
- Inspiring Families
- Managing Behaviour
- Times Tables
- Getting to Grips with Grammar
- Support your Child with Fractions
- Family Digital Skills
- Healthy Living
- ESOL Family Language
- Learning Champions
- Preparing to Work in School
- Keeping Safe Online
- Bake & Taste
- Child Exploitation & Online Protection
- Lino Print Design
- Play with Clay
- Wellbeing-based Creative Arts

For further information, please contact the admin team:

0151 666 3330 or e-mail
lifelonglearning@wirral.gov.uk

"I got some brilliant ideas and games to help my child with his Maths. I will do more workshops if it helps with my child."

Timestables Workshop,
Mersey Park Primary School

"Great info thank you! I am going to change my food portions, and try different fruit and veg with my daughter."

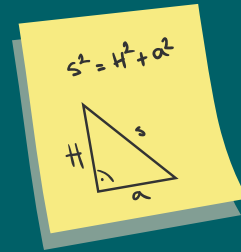
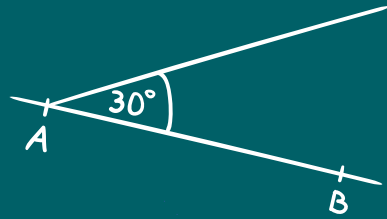
Food & Mood Workshop For Parents,
Kingsway Primary School

"It encouraged me to cook more at home."

Cook and Taste,
Christchurch Primary School

English, Maths & ESOL

$$c^2 = a^2 + b^2$$

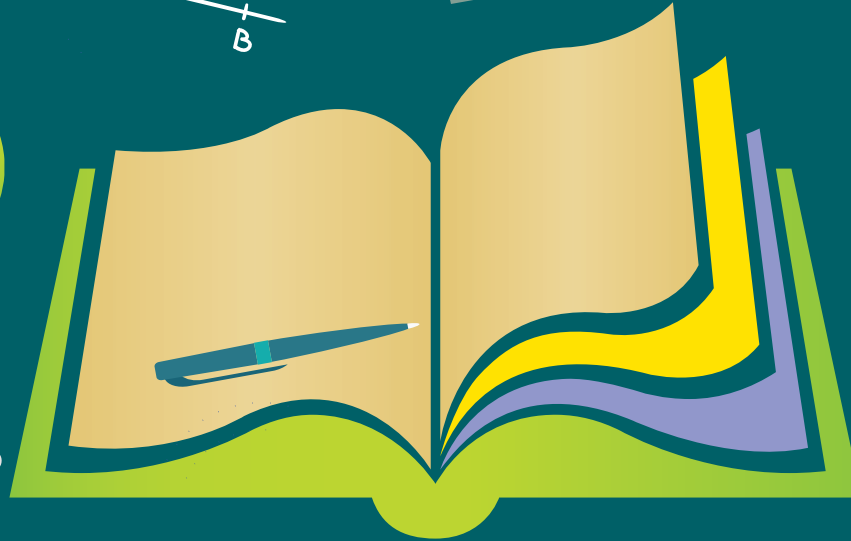


$$y = 3x + 6$$

$$\begin{array}{r} 384 \\ -153 \\ \hline 231 \end{array}$$



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/// I have really enjoyed the course as it has given me confidence in my ability and made me realise things are easier than I initially thought. It's also given me confidence working in a group and made me aware of what the next steps are to take. ///

ENGLISH & MATHS

WHY IMPROVE ENGLISH AND MATHS?

- Improve your self-esteem and well-being
- To become more confident to complete everyday tasks such as shopping, telling the time, controlling your finances, cooking, planning trips, home improvements, understanding health information, completing forms and much more.
- Improve your problem solving skills
- To enhance your employment options or opportunities for promotions in work
- To progress onto further learning or higher level qualification courses
- Support your children with their school work

ONE-TO-ONE ENGLISH AND MATHS SUPPORT

We also offer an individualised program working 1-2-1 with anyone who wishes to improve English skills, whatever your starting point. Learning takes place in a relaxed environment to enable you to gently improve everyday English skills, develop confidence and progress.

IMPROVE YOUR MATHS AND ENGLISH are offered as bridging courses designed to help you improve your confidence and understanding of practical English skills and/or sharpen your Maths skills. These short units and awards are specifically designed to enable you to develop and improve different skill areas including Spelling, Grammar and Punctuation, Fractions etc. and are a great stepping stone to further learning.

ENGLISH AND MATHS FUNCTIONAL SKILLS courses are intended to help you improve and develop your skills and gain a nationally recognised qualification for work. National qualifications in English or Maths are offered starting from entry level to Level 2.



"My classes have helped me to become more independent."

Nicole,
Ascentis Improve your Maths - Subtraction and Multiplication, and Improve Your English

"Education classes have helped make me more confident."

Gareth,
Ascentis Entry 2 in Subtraction and Entry 2 Multiplication, and Improve Your English



ESOL (English for Speakers of Other Languages)

Our ESOL classes enable families and individuals to learn the language, integrate successfully into British life and provide opportunities for volunteering and work. These courses are designed for people whose first language isn't English. They range from:

- Pre-Entry (for those with no English Skills) to Entry level 3
- National qualifications are available through Ascentis and Open Awards at Entry level 1, 2 or 3

We will place you on the right course for you to improve your speaking and listening, reading and writing skills.



Orlando is an Asylum Seeker from Nicaragua, who undertook and completed the E3 Speaking and Listening and Level Reading courses at The Lauries. When he found out about a computer course that he could do alongside his ESOL classes, he signed up immediately because he understood the importance of getting qualifications.

He shares the English he has learnt with his son when it is relevant and it is clear that he wants to build a new life for his family in the UK.

Orlando has just started on the Level 1 Essential Digital Skills Qualification (EDSQ) course he has come a very long way in his ESOL lessons, and this shows in his use of language. His ESOL sessions have equipped him to seamlessly join a mainstream IT qualification course with ease. His enthusiasm during the session shows his willingness to progress and improve his employment prospects within an IT environment.

Wafa

is from Sudan. She arrived in the UK in October 2020 and with only the knowledge she already had upon starting her learning with us through the Pre-Entry ESOL course. She has now completed her Entry 2 Speaking and Listening qualification and currently completing her Entry 2 Reading one.

During her learning journey Wafa has also successfully completed Entry 1 Digital Skills, Entry 2 Introduction to Living in the UK courses alongside her ESOL classes.



Milton has been learning with WLLS since 2021

(Pre-Entry). He has always worked very hard in class and would bring in extra work that he had done to class, completing ESOL Entry 1 and Entry 2 ESOL as well as Entry 1 Maths. He also attends Wirral Met, so is giving lots of his time to study and improve his English skills.

"When I came to the country 2 years ago, I did not even have a basic knowledge of English and this program has taught me from the alphabet to communicating daily. Through this course I am preparing myself for a future job, volunteering or to continue progressing in my English studies. I feel super proud to belong to the program of students with a great desire to learn and continue progressing."



Computing & IT

Getting the most out of your Smartphone, Tablet and Laptop



/// I liked the fact that nothing was too hard but at the same time I felt challenged in a good way. ///

COMPUTERS

Lifelong Learning offers a range of computer courses for learners of all abilities. For beginners:

EASY STEPS is the starter course for people who have no computer skills. This course is specifically designed to help adults get started - developing skills to become confident in using a computer.

GETTING THE MOST OUT OF MS OFFICE

Microsoft Office courses focus on introducing and developing your skills with the Microsoft Office package including Word, Excel, PowerPoint.

If you are looking for a full qualification in **COMPUTER USE**, we offer both Level 1 and 2 **FUNCTIONAL SKILLS IN IT**.

What does this qualification cover?

To achieve the qualification you will be required to commit to approximately 45 hours of guided learning.

You learn to deal with IT problems that will help you develop skills in representing, analysing and interpreting information.

Who is it for?

- Those without a GCSE in IT looking to take their first IT qualification
- Adults who want a formal IT qualification to further their employment prospects and boost their CV

Examples of the types of tasks you will work on include:

- Using IT to plan and organise work
- Selecting and using software to meet your needs and solve straightforward problems
- Processing numerical data
- Displaying numerical data in a graphical format
- Entering, searching, sorting and editing records
- Using field names and data types to organise information
- Reading, sending and receiving electronic messages with attachments
- Understanding of the need to stay safe and respect others when using IT-based communication

For further details and to book a place phone **0151 666 3330** or e-mail lifelonglearning@wirral.gov.uk.

This course was really helpful especially with the Internet and I look forward to the next one.

Easy Steps at The Lauries Centre, Birkenhead

EDS - ESSENTIAL DIGITAL SKILLS (SMARTPHONES OR TABLETS)

Every year more and more services are moving online: Council tax, medical appointments, benefits, job searching, car tax, bus passes, news, banking, learning, holiday booking, shopping, travel timetables, rail & coach tickets, cinema tickets, the list is endless...

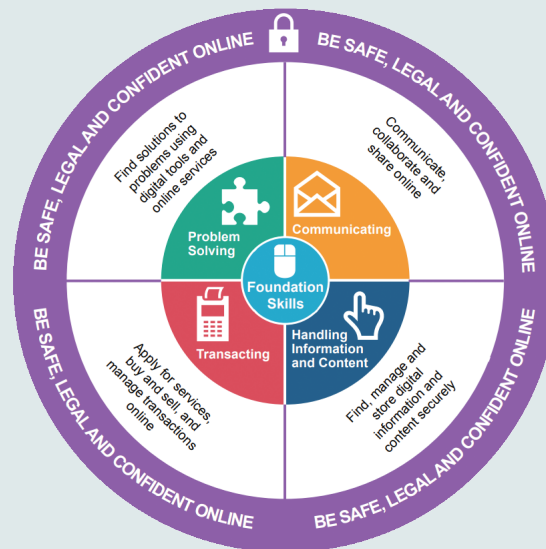
11.9 million people do not have the Essential Digital Skills needed for day-to-day life in the UK. That's 22% of UK adults (Lloyds Bank UK Consumer Index 2021).

67% of people said they would improve their digital skills if they knew there was support available.

ESSENTIAL DIGITAL SKILLS

reflects the range of skills people need to safely benefit from, participate in and contribute to the digital world of today and tomorrow, in life and at work.

More information can be found on the government's website: www.gov.uk/government/publications/essential-digital-skills-framework



We offer a range of Essential Digital Skills Units as well as introductory courses in getting started and developing digital skills including:

- Getting online
- Communicating with friends and family
- Using Social Media
- Banking online
- Applying for work
- Writing a CV
- Uploading Photos to WhatsApp
- Setting up a Zoom meeting
- Being safe online
- Buying and selling online
- Solving Problems
- Gaining more confidence
- Storing information digitally
- Updating passwords
- Setting up an Email account
- Setting up a community
- WhatsApp group
- Streaming legal music and films
- Using online tutorials
- Searching for information
- Using chat facilities

"The course has indeed made me more confident. I loved all the little short cuts etc that we've also learned. I now realise that I can't break my device just by pressing any wrong button."

Practical & Creative Skills



/// The courses have helped me enormously with my professional knowledge which has improved my gardening business. It's making a huge difference to me emotionally, mentally, socially and professionally. ///

PRACTICAL & CREATIVE SKILLS

These courses are designed for learners to gain the basic skills and theoretical understanding of the subject to increase confidence and help progress and develop.

FLORISTRY SKILLS courses are offered through the Open Awards awarding body. They are designed to help you gain the basic skills and a theoretical understanding of this fascinating subject. The intention is to provide you with a good grounding in the subject that will increase your confidence and help you progress and develop.

SEWING SKILLS courses are offered through the Open Awards awarding body. They are designed to help you gain the basic skills and a theoretical understanding of this fascinating subject. The intention is to provide you with a good grounding in the subject that will increase your confidence and help you progress and develop. We offer a range of different sewing courses to suit your current level.

CREATIVE ART SKILLS courses provide a calm and relaxing space to learn new skills and explore your creativity through activities such as drawing, painting, sculpting, assembling. Undertaking such activities can lower your stress levels and leave you feeling mentally clear and calm, and giving the brain a break from its usual thoughts and provide another way to express yourself at a level that suits you.

BRITISH SIGN LANGUAGE SKILLS FOR WORK AND VOLUNTEERING courses are offered through the Open Awards awarding body. The aim is to give you good grounding in signing as well as an insight into understanding the Hard of Hearing and Deaf community, how BSL is used effectively as a form of communication, and the basic vocabulary and signing skills you will need to develop and practice in order to progress.



Examples of lino print designs

Other creative art courses available include:

- Introduction to Clay
- Intro to Pen & Ink Illustration
- Mixed Media Crafts
 - Mobile Making
 - Glass Painting
- Intro to Wire Sculpture
 - Silk Painting
 - Batik Design



Examples of sewing designs

Other sewing courses available include:

- Sewing for Beginners
- Fashion Upcycling & Sustainability
- Level 1 & 2 Sewing Techniques
 - Industrial Sewing Machines
 - Sewing Projects

Skills for Work & Volunteering



/// The course has boosted my confidence – and made me realise that I have lots of skills to help me make a real difference to my local community. ///

SKILLS FOR WORK & VOLUNTEERING

We offer adults courses and vocational workshops that are specifically designed to enhance a learner's CV and progress to employment or volunteering. On completion of the course or workshop we provide information and support about how to move on to the next step - whether that be taking a qualification in the subject, developing underpinning skills, taking a higher-level course at college, or applying direct to employers we work with.

These courses are delivered both online and in community venues, they may be offered as a workshop, short introduction course or a nationally accredited qualification up to Level 2. They include:

- Equality & Diversity
- Safeguarding
- Mentoring Skills
- Food Safety & Hygiene
- Allergy Awareness
- Teaching Assistant
- Child Development
- BSL for Work & Volunteering
- Intro to Supporting Children & Young People with Learning Disability
- Managing Behaviour

MENTAL HEALTH & WELLBEING

We offer a wide range of mental health & wellbeing workshops and courses which aim to raise your awareness about the importance of a healthy and positive lifestyle and provides tools and techniques to achieve this.

These skills can be beneficial for a volunteering role, employment or for your own personal and family's physical and mental wellbeing.

- Mental Health Awareness
- Emotional Resilience
- Positive Emotional Wellbeing
- Food and Mood
- Eat Well to Keep Well at Home
- Managing Stress & Anxiety
- Problem Solving & Conflict Resolution
- Confidence Building
- Communication Skills
- Ways to Wellbeing

PATHWAYS TO EMPLOYMENT

We also offer access to vocational courses across a range of areas that are specifically designed to enhance CV's and help you to progress into employment. These employment pathways include: **Hospitality, Working in Horticulture & Outdoors, Working with Children, Working in Construction (including CSCS card), Working in Administration & Customer Services, Working In Warehousing & Logistics, Beauty, Visitor Economy and Post 16 Teaching.**

"Learning BSL through games worked for me as I was a visual and practical learner, and having the group making sure we were working with different people and being taught the rainbow song!

Learning Sign language has allowed me be more aware of deaf or hard of hearing people, and I have had to use it for work with a customer to help explain how to scan and shop as well as teaching other people to fingerspell.

I have a colleague who is also deaf and I can now communicate in small ways to help her through the shift with gestures and small chats instead of just waving and smiling."

Zara



What our learners have to say

"I got some brilliant ideas and games to help my child with his Maths."

Timestables Workshop at Mersey Park Primary School

"The course has been really beneficial in bringing existing knowledge that I had to look at in different perspectives. Learning new things and new ways to deal with the simple/difficult problems.

This course will definitely make me become a better mentor. I can't always get it right but I know I will gain the skills needed to become a good mentor and acquire a good outcome for a mentee.

The course being online was fine for me, the tutor was brilliant in going through all the stages and explaining everything, and he always put you at ease. He was approachable at all times and always gave positive constructive feedback."

Level 2 Mentoring, Online

"Felt anxious at first but felt more comfy to have a go with a bird box and the explanation was great."

Build Your Own Bird Box Workshop at Lansdowne Place Allotment

"Excellent for folk who need to build up confidence and learn the essentials of using smart phones/tablets. More courses required."

Essential Digital Skills (EDS) Beginners at Christchurch Community Centre

"Wirral Lifelong Learning Service does very well in educating those who love to learn on their knowledge and prepare to work in volunteering."

Community Interpreting Level 1 Unit 1 at Wirral Change

What Quality Standards have to say

OFSTED inspection Wirral Lifelong Learning Service were graded **Good**.

Over 2,000 students a year come to our courses making positive changes in their lives by gaining qualifications, getting jobs, becoming volunteers and doing more learning.

The IAG on offer, described by staff as *"continuously evolving and improving"* includes a wide range of highly personalised learner support embedded in all stages of the learner journey, delivered by well qualified staff who are deeply committed to the success and progress of learners; the increased emphasis on personal development was mentioned frequently by learners, and the Review highlighted many examples of progression and learner success. Matrix, 2023

"There was evidence of an effective IQA process, it was apparent, based on the evidence sampled as part of this verification, that the IQA is extremely thorough, engaging with the portfolios and the assessment criteria.

Feedback was clear and the centre had included detailed IQA documentation to confirm each learner's achievement status, which was evidence of excellent practice.

The EQA supported all the comments raised by the IQA. Overall, this centre has demonstrated that their paperwork is in order, the portfolios are of excellent quality and the assessment and IQA process is extremely thorough."

Ascentis Assessors visit, 2023

"Open Award covered EDSQ verification recently with excellent feedback to the Awarding Panel which included how well the assessor "thought the centre had done, especially as we are new to it. The marking was 100% accurate."

Open Awards
Assessors visit, 2023

"Staff create a positive and inclusive learning environment in which learners are nurtured, feel safe and have respect for each other and their tutors."

OFSTED, February 2018

"The service has an astute recruitment approach that ensures the right people are employed, who are committed to the aims and values of the service and to the wellbeing and success of its learners"

Matrix, 2023

"Teachers sequence the curriculum to build learners' knowledge and skills over time that they can then apply to more complex tasks. They pay particular attention to developing learners' personal and social skills. Teachers regularly check on learners understanding of new concepts and break the learning into manageable tasks."

Quality Assurance IV, 2023

"Courses improve the life chances of learners from the most disadvantaged communities."

OFSTED, February 2018

What our partners have to say

We are proud of the new and continued partnerships that we have within the Community, Voluntary and faith Sector. We have worked closely with valued partners to offer residents, volunteers and employees a range of bespoke courses and workshops within their communities. Community learning offers adults an opportunity to access a range of courses that are specifically designed to develop the skills, confidence, motivation, and resilience of adults of different ages and backgrounds to:

- progress towards formal learning or employment and/or
- improve their health and well-being, including mental health and/or
- develop stronger communities

If you are interested in finding out more about how we can work in partnership with your organisation, please contact lifelonglearning@wirral.gov.uk or **0151 666 3330**.

“Crea8ing Community have had a successful and productive relationship with Lifelong Learning offering a series of workshops around wellbeing and mental health, as well as suitable for those volunteering in community or looking to gain confidence to progress into employment. Being able to offer community-based learning has supported individuals and families within our local area to develop their skills and knowledge and progress into volunteering, further qualifications, and employment. It has allowed many to build self esteem and improve mental health through the application of strategies learned leading to lifestyle changes. The process of working alongside Lifelong Learning through RARPA to ensure quality standards, has been simple and collaborative, with easy communication and sharing between organisations. It is a pleasure to be part of the adult education community delivery partnership.”

Crea8ing Community

“We have worked alongside Life Long Learning for a number of years. They have supported us through many changes and developments and helping us to improve our own services through initiatives such as achieving the matrix standard. We have observed and been part of their own improvement processes ensuring partners offer learning opportunities that are relevant and effective.”

Bee Wirral

“We have worked in partnership with Wirral Lifelong Learning service for a number of years and built a positive relationship with the team. The team are extremely supportive and respond quickly to any requests. We have frequent visits and conversations with the contract managers and know that there is always someone at the end of an email or phone call if we encounter any issues.”

Amber Button

“To Wirral Lifelong Learning Service team, thank you for your vision, dedication, hard work behind the scenes and support to help tutors and partners to do what we love and so passionate about... facilitating and empowering change in our community.”

Next Chapter



www.wirral.gov.uk/lifelonglearning



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