

Adult, Community and Family Learning

Courses for Learners with Learning Disabilities

2011 - 2012



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If you need any help, advice or guidance on courses or deciding on your next step please call Adult, Community and

Family Learning on (01253) 478131

or text 07796 994783 with your name and suitable times for us to call you (Mon - Fri 9 - 5)

The courses are aimed at learners with a moderate learning difficulty; please see entry requirements for each unit for more detail. All courses will have English and Maths embedded where appropriate. Learning will take place through a variety of methods including teacher instruction, practical tasks, group work, discussion work, role-play and real situations.

Curriculum Overview

This is a brochure of courses for November 2011 to July 2012 for learners over 19 years old with learning disabilities. Most of the courses are accredited by Ascentis (previously OCNW) and all are FREE. Learners can attend these courses and opt out of accreditation if they wish to do so.

Learners can take courses in the following:

Life Skills Certificate - either the whole Certificate, which should be completed within three years maximum or just individual Units. These Units are:

- ✚ Yourself and Others;
- ✚ Keeping Healthy and Safe

Personal Development Award - either the whole Award, which should be completed within three years maximum or just individual Units. These Units are:

- ✚ Healthy Living;
- ✚ Rights and Responsibilities;
- ✚ Dealing with problems with daily life
- ✚ Looking after your money
- ✚ Advocacy accredited with right and Responsibilities

Non-Accredited In-house Certificate

- ✚ e-Books.
- ✚ Understanding relationships
- ✚ Skype

English and Maths Courses/help

- ✚ English/Literacy Entry 1

Life Skills Certificate

Entry requirements

It will be necessary for learners to be able to:

- Follow simple instructions;
- Communicate verbally or non-verbally through photos/communication aids/support worker;
- Have a comparable level of literacy and numeracy to the level which they are claiming certification.



Life Skills unit in more detail:
Yourself and Others - Entry Level 1/2

Communicate about yourself

Know your own likes and dislikes, hobbies and interests, and personal skills.

Understand that you have your own opinions and feelings on a variety of topics that may be different from those of other people.

Understand your own achievements e.g. learning a new skill, gaining a certificate, looking after a child, helping to prepare a meal.

***Know how to express your opinions and feelings in an appropriate way.**

About others

Know how to find out information about other people.

Understand how other people may be similar to and different from you.

Understand that other people have opinions and feelings on topics that may be different from your own.

***Understand that you need to respect differences of opinion.**

Getting on with others

Know that people can communicate through non-verbal communication and recognise some of the ways that people can express their feelings and emotions in this way. e.g. happy, sad, angry, nervous.

Understanding the need for appropriate behaviour with other people and that different behaviour is expected in different situations e.g. with your friends and family, with your tutor, with a child, when asking for information from a stranger.

Know how to use appropriate social behaviour in different situations e.g. greeting people, using non-verbal communication, asking questions, listening, and saying goodbye.

***Know how to respond appropriately to the information you get from non-verbal communication.**

***Sections in bold italics indicate for Entry 2 only.**

Life Skills unit in more detail:
Keeping healthy and safe - Entry Level 1/2

Know how to take care of yourself

Choose healthy foods, take part in exercise, look at the importance of keeping clean.

***Explain why it is important to be clean and what exercise does for us.**

***Explain a balanced meal.**

Know how to be safe at home

Demonstrate the safe use of electric home appliances and safe storage of medicines and chemicals. Identify fire hazards and safe practices for dealing with strangers.

***Give reasons for the correct use of appliances. Explain why chemicals and medicines need to be kept safe. Explain the importance of keeping personal information secure.**

Know how to deal with an emergency

Name the appropriate emergency services. Identify common injuries and accidents.

***State the actions you would do in an emergency. Demonstrate how to call the emergency services. Determine injuries that need urgent attention.**

***Sections in bold italics indicate for Entry 2 only**

Personal Development Award

Entry requirements

It will be necessary for learners to be able to:

- Follow simple instructions.
- Communicate verbally or non-verbally through photos/communication aids/support worker.

Personal Development unit in more detail: Dealing with Problems in Daily Life - Entry Level 2

Recognise a problem

Know what the challenge or difficulty is, and record it.

Explore possible solutions to the problem - e.g. talking, buying new equipment, technology.

Solving a problem

Have a plan and follow it to solve your problem.

Use other people to help you solve the problem.

Name appropriate individuals who can help deal with the problem e.g. teachers, counsellors, carers, family, friends.

Demonstrate how you have looked at safe ways of dealing with the problem.

Record the plan and the things you do to solve your problem.

Personal Development unit in more detail:
Individual Rights and Responsibilities - Entry Level 2

Recognise that you have rights and responsibilities as an individual

Look at what rights you have as an individual and what is relevant to you.

Identify what responsibilities you have for you and your environment, e.g. picking up litter, obeying rules.

Say who can help if you have problems with your rights or responsibilities

Personal Development unit in more detail;
Healthy Living - Entry Level 2

Recognise the steps needed to be healthy

Identify what is a healthy lifestyle and how your own lifestyle can be improved to become healthier.

Take part in an activity that will help to improve your lifestyle and improve your health.



Personal Development unit in more detail; Looking after your money- Entry 2

Income and expenditure and savings.

Name two different ways to have money paid to you on a regular basis.
Discuss and name two things money has to be spent on each week or month.

Know why a budget is necessary.

Money coming in and money going out.

Name things that you must spend money on and those things which you would like to spend money on.

Name a problem that could happen if you are not in control of your money and understand how this can affect you.

Carrying out a transaction

It is possible to use more than just money to pay for things.

Find out about different ways to pay for goods and services - this may include a visit to a bank or post office.

Using money in your everyday life and calculating the change after you have bought something.

This course will also look at pre-paid credit cards and how they can be used, e.g on-line shopping



Course in more detail;
Basic English/Literacy - Entry level

This course is for people with Learning Disabilities and will help to improve your Literacy skills.

In this unit you will work on your Literacy skills:

- Reading
- Writing
- Speaking and listening

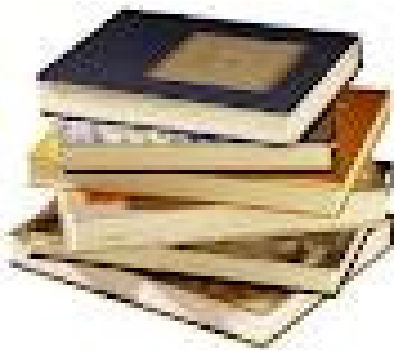
First we will look at where you are at with your Literacy right now. We will help you to set some targets for the future.

Perhaps you want to be able to; -write words in your birthday and Christmas cards to people , improve your reading and spelling of everyday words to help you to complete forms.

However some basic Literacy skills are needed;

- Being able to recognise common signs e.g. open, closed, exit
- Write simple words e.g. a shopping list (not necessarily spelt correctly)
- Starting to read simple, common text e.g a greeting card
- Read simple words e.g, his, you, get, my, she
- Write their own name and part of their address

It will be common to make mistakes at this level but the above is a guide



You may want to bring someone with you to help to support you with your Literacy, if needed.

Non-Accredited, In-house Certificate

Entry requirements

No prior learning is required however it will be necessary for learners to be able to:

- Follow simple instructions;
- Communicate verbally or non-verbally through photos/communication aids/support worker.

Course in more detail:

'Have YOUR Voice Heard' Through Self Advocacy
- Entry 2 Level

This course is for learners with learning disabilities who want to be able to attend meetings and let people know how they feel and what they want.

To come on the course you will need to be able to:

Follow simple instructions;

Communicate verbally or non-verbally through photos/communication aids/support worker;

Aims

The aims of the course are to help you build your confidence by:

- Learn to be able to speak out and be assertive
- Look at body language and understand what people mean
- Tell people how you feel and what you want
- Understanding meetings and how they work

You will then be awarded the
Personal Development Award in Rights and Responsibilities



blackpooladvocacy
HELPING WITH HEALTH & SOCIAL CARE ISSUES

Course in more detail:
e-Books - Entry Level

In this unit you will learn to create an electronic book using PowerPoint on the computer - you get to choose what the book is about!

You will be planning the content of your book; using the keyboard and images from the computer to create an electronic book.

You will then print your book out and take a copy with you!

This course will help to improve your computer and literacy skills however some basic literacy skills are needed (see page 10)

You will need to have some basic computer skills e.g. using a keyboard and a mouse.

Please bring along someone to support you with literacy and I.T skills, if possible.



Course in more detail:
Skype - Level 1



This course is to learn to use Skype to speak to people over the Internet. Skype means using web cameras (video) to speak to other people between computers- you see them and they see you. You will need a Skype account to do this so we will be creating one on session one.

This course will help to improve your computer skills however some basic literacy and communication skills are needed;

You will need to have some basic computer skills e.g. using a keyboard and a mouse.

Please bring along someone to support you with literacy and I.T skills, if possible.

Course in more detail:
Understanding Relationships- Entry Level

In this course we will talk and so learn to understand more about relationships.

- What/Who is a friend?
- What/Who is someone you know well?
- What/Who is an acquaintance?
- What is a relationship?
- What are the different sorts of relationships?

How to keep yourself safe

Good touch and bad touch; what's the difference.
How to behave appropriately with different groups of people.

This course will look at;

- Boy/Girlfriend relationship- the differences between these and friendships.
- Different sorts of relationships.
- How to show affection appropriately
- Using appropriate behaviour when interacting with others in social situations.
- Dealing with relationships ending.

The course will introduce the topics of sexual intercourse and sexual behaviour.

Courses Times and Dates

Course title	Course type/code/ accreditation	Level	Credits	Start Date	Day	Weeks	Time	Venue
Yourself and Others	Life Skills	Entry 1/2	8	11 th January to 25 th July EXC Feb 15 th , April 4 th and 11 th and June 6 th	Wed AM	25	10:15 - 12:30	Palatine Library
Keeping Healthy and Safe	Life Skills	Entry 1/2	8	7 th February to 14 th August EXC Feb 14 th , April 3 rd and 10 th and June 5 th	Tue PM	25	1:00 - 3:15	Palatine Library
Healthy Living	Personal Development	Entry 2	2	1 st November to 13 th December	Tue PM	7	1:00 - 3:00	CLC Note change of venue
Individual Rights and Responsibilities	Personal Development	Entry 2	1	2 nd November to 14 th December	Wed AM	7	10:15 - 12:15	Palatine Library
Dealing with problems with daily life	Personal Development	Entry 2	2	9 th March to 11 th May EXC 6 th and 13 th April	Fri AM	8	10:15 - 12:15	Palatine Library
Understanding Relationships	Relationships Non accredited	Entry 1/2	-	13 th January to 2 nd March EXC 17 th February	Fri AM	7	10:15 - 12:15	Palatine Library

Course title	Course type/code/ accreditation	Level	Credits	Start Date	Day	Weeks	Time	Venue
English Entry level class	English	Entry 1		7 th November to 2 nd April exc 26 th Dec, 2 nd Jan and 13 th Feb	Mon Eve	19	5:00 - 7:00	Palatine Library
'Have YOUR Voice Heard ' Through Self Advocacy	Accredited with rights and responsibilities	Entry 2	1	1 st November to 31 st January EXC 20 th and 27 th December	Tue AM	12	10:00 - 12:15	CLC
'Have YOUR Voice Heard ' Through Self Advocacy	Accredited	Entry 2	1	24 th April to 17 th July EXC 5 th June	Tue AM	12	10:00 - 12:15	Palatine Library
Looking after your Money	Personal Development	Entry 2	2	13 th January to 23 rd March exc 17 th February	Fri PM	10	1:15 - 3:15	Palatine Library
e-Books	Non-Accredited	Entry	n/a	21 st February to 3 rd April	Tue AM	7	10:30 - 12:00	Palatine Library
Skype	Non-Accredited	Level 1	-	21 st February to 20 th March	Tue PM	5	1:30 - 3:00	Palatine Library

Further Details

Cost:

All courses are free. After completion learners are encouraged to progress to college, other Adult, Community and Family Learning courses, voluntary work or employment if possible and appropriate. For progression routes see page 18.

Enrolment:

To apply for these courses please fill in the enrolment form and Initial Assessment Questionnaire on pages 20-23 and send to;

Wendy Stevenson,
Adult, Community and Family Learning,
Progress House, Clifton Rd,
FREEPOST, NWW 7179A,
FY4 4ZZ.

Call Wendy on 476828 or Admin team on 478131.

Attendance:

Learners must attempt to attend as many sessions as possible. They must complete at least 80% of the course to obtain accreditation.

Certificate:

Certificates are distributed from Ascentis twice a year but learners will receive an Adult, Community and Family Learning Certificate on completion of their course.

Support:

One support worker will be provided for each course, however if a learner requires support for medical, behavioural or personal needs they will be required to provide their own support. Support workers will be required to partake in the sessions and encourage learners to do the same, and support their client to learn. For consistency it is best if the support worker is the same person each week but we appreciate that this is not always possible. Support workers are expected to adhere to the same rules as learners, e.g. not using mobile phones in sessions. We are committed to encouraging the learners' independence and as such will endeavour to wean the learner off this support so that they begin to work unaided.

Venue Information

CLC - City Learning Centre, Bathurst Avenue, FY3 7RW.

Car parking available. No 11 bus route - Grange Park to Lytham is every 15 mins. The venue is all on one level. A break will be included in the course where learners can access the Café in the building. Refreshments will need to be paid for.

Palatine Library, St Anne's Rd, Blackpool. FY4 2AP.

Car parking available. The number 7 bus stops outside. Number 5 is stops nearby (at the Waterloo pub - 10 min walk). Lift. Disabled access. A break will be included in the course where free refreshments will be provided. Please state if you have any dietary requirements.

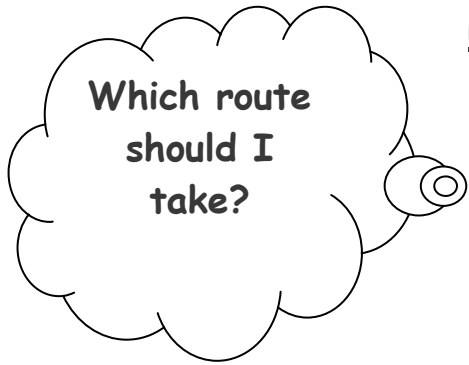
BCIL - Blackpool Centre for Independent Living, 259 Whitegate Drive, FY3 9LJ.

Limited parking available.

The number 4 bus stops nearby. 2 min walk from the stop by the flats (if travelling from south) or 5-10 min walk from stop at Tesco Garage (if travelling from north).

Full disabled facilities. A break will be included in the course where learners can access the Café in the building. Refreshments will need to be paid for.

Progression



Further Learning
Adult, Community
and Family Learning
☎478131
or Blackpool and the
Fylde College
☎352352 ext 4304

Volunteer work
Volunteers
Centre
☎301004

Self employment
Get Started
☎406271

Work trials Job
Centre Plus
☎651200

Apprenticeships
Beneast
☎756400

**Work based
learning**
Job Centre Plus
☎651200

**Online learning
courses**
Learndirect
☎626840,

**Supported
employment**
Progress
☎477287

Employment
Job Centre Plus
☎651200

Adult, Community & Family Learning
Learner Enrolment Form

Funded by

Skills
Funding
Agency

If you need any help completing the enrolment form please
ring:
01253 478131

Please Ms Miss Mrs Mr Other (please state)

First Name(s):

Surname:

Date Of Birth:

Please Male Female

Home Address:

Post Code:

Tel No:

Mobile No:

Email Address:

Have you been a permanent resident in England for the last three years?

Please Yes No

If 'No' please state the name of the Country where you were resident -

Course Title:

Course Code:

Venue:

Start Date:

Time:

What is your existing Qualification level?

- No qualifications Other qualification, level not known Entry Level
- Level 1 - 5 or more GCSE/O levels at grades D-G or fewer than 5 at grades A-C; 1 AS level
- Level 2 - 5 or more GCSE/O levels at grades A-C; 5 or more CSE grade 1; 1 A level; 2/3 AS levels
- Level 3 - 2 or more A level passes; 4 or more AS levels
- Level 4 - first degree; HNC; HND; NVQ level 4

Please ✓ **your ethnic origin:**

White

- English/Welsh/Scottish/
/Northern Irish/British
- Irish
- Gypsy or Irish Traveller
- Any Other White
- White and Black Caribbean
- White and Black African
- White and Asian
- Any Other Mixed

Asian

- Indian Pakistani
- Bangladeshi Chinese
- Any Other Asian

Black

- African Caribbean
- Any Other Black

Other ethnic group

- Arab Any other ethnic group

Please ✓ If you need additional support with –

- English Special Equipment
- Maths Other (please state)

Please ✓ this box if you would like to speak to someone in confidence to discuss any disability, or issues that may affect your learning

How We Use Your Personal Information

The personal information you provide is passed to the Chief Executive of Skills Funding (“the Agency”) and, when needed, the Young People’s Learning Agency for England (“the YPLA”) to meet legal duties under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency’s Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training. Further information about use of and access to your personal data, and details of partner organisations are available at: <http://skillsfundingagency.bis.gov.uk/privacy.htm>, <http://www.ypla.gov.uk/privacy.htm> and <http://www.learningrecordsservice.org.uk/privacy-copyright.htm>

Tick the box if you do not wish to be contacted about surveys and research by mail phone post

Tick the box if you do not wish to be contacted about courses or learning opportunities by mail phone post

Learner Confirmation

I can confirm that the details on this learner enrolment form are correct, and I will inform the Adult, Family and Community Learning Team if any details change.

Learner Signature:

Date:

Initial Assessment Questionnaire - 2 Pages

Name of learner:

Course: Date

Please give us information about the learner before the course starts.

What is the learner's level of listening and understanding? E.g. needs lots of repetition, simple instructions, no issues.

Level of literacy/numeracy e.g. can they draw, write/read simple words?

Do they use any specialist equipment for communication? E.g. speech aids, hearing aids.

What is the learner's level of mobility? E.g. wheelchair user.

Will this person require physical/medical/personal care support during the course?

Who will be providing this support?

Are there any behavioural considerations that will impact on learning?

Are there any strategies that the tutor needs to be made aware of?

Likes

Dislikes

Any information about emotional or other needs and ways to respond.

Any Health and Safety concerns?

Support worker/Carer name Signature.....

Relationship to learner

Contact number Date

Emergency contact number and details

.....

If any of the above information changes please let us know by calling Wendy on 476828 or the Admin team 478131, thank you.