



Adult Education Hub **training and courses**

September 2022 to July 2023



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Welcome to Brighton & Hove City Council's new Adult Education Hub service

Welcome to our 2022/23 course guide. We have a range of courses designed to support you; whether you want to improve your wellbeing, develop your personal skills, gain a qualification to become more employable or build your career aspirations.

After a successful first year we're excited to continue to offer a range of exciting courses and training opportunities for our local residents. Learners can also receive careers advice and guidance at the hub through the National Careers Service (NCS).

As well as a range of English, Maths, English for Speakers of Other Languages (ESOL) and Digital Skills courses, we also offer a variety of pre-employment training courses that will give you the knowledge and skills needed to work in a particular sector or job role.

If you're looking for ways to improve your own and your family's health and well-being we have workshops and short courses to help you with a range of topics, including building resilience and dealing with anxiety.

All our courses are part time, and we offer flexible daytime and evening options. Courses are delivered by highly qualified tutors in small, friendly groups.

Our aim is to deliver an adult learning programme that supports the needs of local people. We work with our communities, local enterprise partners and other key stakeholders to ensure learning opportunities reach those who need them most.

Most of our courses are free for local residents (subject to eligibility, see page 4). We're enrolling now so contact us to book your place or for further information.

We look forward to welcoming both returning students and new residents to our Adult Education Hub and hope you find a course that inspires and helps you to reskill, refresh and restart your learning.

Deb Austin
Executive Director of Families,
Children and Learning



Can I study for Free?

Eligibility for funded courses

Are you 19 years or over?

Do you live in Brighton & Hove?

Have you lived in the UK or EEA* for the last three years?

Or

Do you have:

- Indefinite leave to enter or remain?
- Discretionary leave to enter or remain?
- Refugee status?
- Asylum seeker living in the UK for 6 months or more with a pending decision at the Home Office

***Please note:**

EEA nationals will need to provide evidence of settled status or that an application is in process.

Yes

You may be eligible for funding

No

Fees may apply

Fees, concessions & financial support

All courses are Free if you:

- Are unemployed and in receipt of a means tested benefit
- Earn a wage of less than than £18,524. You will need to provide proof of income, for example a recent wage slip

Level 2 Entitlement

If you are age 19+ years old you may be entitled to free tuition if you do not already have a qualification at or above level 2.

If you do not meet any funding requirements you will need to pay a fee.

IT Skills

*Adult education hub

^Subject to eligibility, see page 4

IT skills for beginners

Would you like to learn IT skills to help with everyday tasks like booking appointments and sending and receiving emails? Computers are everywhere, from the GP surgery to the train station as well as most workplaces. This course covers the basics, including getting online, setting up an email account, creating a Word document and how to print.

Code	Day	Date	Time	Duration	Venue	Cost
ITB1609	Fri	16/09/22	10.00-13.00	6 weeks	AE Hub*	£90/Free^
ITB1301	Fri	13/01/23	10.00-13.00	6 weeks	AE Hub*	£90/Free^
ITB2804	Fri	28/04/23	10.00-13.00	6 weeks	AE Hun*	£90/Free^

IT skills for improvers

Would you like to improve your IT skills? In an increasingly digital world, it's important to have the skills and confidence to use computers and a range of devices. This course covers the basic functions of Microsoft Office, using Google Maps, using Zoom to connect with others and online safety and security.

Code	Day	Date	Time	Duration	Venue	Cost
ITI1509	Thurs	15/09/22	13.30-16.30	6 weeks	AE Hub*	£90/Free^
ITI1201	Thurs	12/01/23	13.30-16.30	6 weeks	AE Hub*	£90/Free^
ITI2105	Thurs	27/04/23	13.30-16.30	6 weeks	AE Hub*	£90/Free^

IT Skills for over 50's

Would you like to learn IT skills to help with everyday tasks like booking appointments and sending and receiving emails? Computers are an important part of modern life, from the GP surgery to the train station. This course covers the basics, including getting online, setting up an email account, creating a Word document and how to print.

Code	Day	Date	Time	Duration	Venue	Cost
ITSOF1409	Weds	15/09/22	13.30-16.30	6 weeks	AE Hub*	£90/Free^
ITSOF1101	Weds	12/01/23	13.30-16.30	6 weeks	AE Hub*	£90/Free^
ITSOF2604	Weds	27/04/23	13.30-16.30	6 weeks	AE Hub*	£90/Free^

Maths

Maths, or numeracy, is an important skill needed for everyday activities like cooking and managing money, as well as at work.

Many jobs or vocational training courses require a certain level of maths on entry. If you are thinking of studying for a maths qualification but would like to brush up your skills and build your confidence first, then get in touch. Our courses cover calculation, measurement, percentages, and fractions and allow you to go at your own pace in a small group, with support from a qualified tutor.

If you'd like to enrol on a maths course, contact us to arrange a short assessment at the hub.

If you're ready for an accredited course, we run Functional Skills Maths and English courses that lead to recognised qualifications via a partner centre. Please contact us for more information.

All Maths and English courses are free to adults without Level 2 (GCSE Grade C or above) qualifications (subject to residency eligibility).

Brush up your maths

Are you looking to gain a maths qualification but would like to brush up your skills and build your confidence first? Perhaps you have been out of education for a while and feel unsure about going back to learning. This course will introduce the skills and topics covered in Functional Skills Maths L1 and L2 including calculation, measuring, percentages and fractions. **Suitable for Entry 3 and up.**

Code	Day	Date	Time	Duration	Venue	Cost
BUYM1509	Thur	15/09/22	10.00-12.30	12 weeks	AE Hub	Free^
BUYM1201	Thur	12/01/23	10.00-12.30	12 weeks	AE Hub	Free^
BUYM2704	Thur	27/04/23	10.00-12.30	12 weeks	AE Hub	Free^

*Adult education hub

^Subject to eligibility, see page 4

Everyday skills

*Adult education hub

^Subject to eligibility, see page 4

These courses are designed for adults with learning disabilities.

Everyday Maths

Do you lack confidence in maths? We use maths every day when shopping, cooking, travelling, or using TV guides. This course will help you understand the maths behind everyday activities which could help with independent living, work and managing your money. **This course is designed for adults with learning disabilities.**

Code	Day	Date	Time	Duration	Venue	Cost
EM3009	Tues	30/09/22	13.30-15.30	12 weeks	AE Hub*	Free^
EM1001	Tues	10/01/23	13.30-15.30	12 weeks	AE Hub*	Free^
EM2504	Tues	25/04/23	13.30-15.30	12 weeks	AE Hub*	Free^

Everyday English

This course will help you with your reading, writing and communication skills. Improving your skills and confidence with English could help with independent living and managing your daily activities. You can go at your own pace in a small, friendly group, with lots of support from the tutor. **This course is designed for adults with learning disabilities.**

Lower

Code	Day	Date	Time	Duration	Venue	Cost
EEL1609	Fri	16/09/22	10.00-12.00	12 weeks	AE Hub*	Free^
EEL1301	Fri	13/01/23	10.00-12.00	12 weeks	AE Hub*	Free^
EEL2804	Fri	28/04/23	10.00-12.00	12 weeks	AE Hub*	Free^

Higher

Code	Day	Date	Time	Duration	Venue	Cost
EEL1609	Wed	14/09/23	14.00-16.30	12 weeks	AE Hub*	Free^
EEL1301	Wed	11/01/23	14.00-16.30	12 weeks	AE Hub*	Free^
EEL2804	Wed	26/04/23	14.00-16.30	12 weeks	AE Hub*	Free^

Get started

Our get started programmes are pre-employment training courses tailored towards the highlighted industry or organisation.



You'll learn about the skills, knowledge and behaviours required to succeed in the chosen sector. You'll be guided through creating a CV, writing an application and how to interview for roles within the sector and will be supported into work experience or interview for a job opportunity. (Work experience and interview subject to availability.)



Online course

An Introduction to the Green economy: Do more waste less

This distance learning online course provides an overview of the circular economy, including key definitions and activities.

It covers the roles of those involved in transitioning to a circular economy, as well as economic opportunities throughout the transition.

Fully funded places available.

The course is a really useful starting point for someone who would like to work in this industry or is considering setting up their own business.

Key topics include:

- Work, start-up and business opportunities
- Activities such as recycling, sharing, renting, refurbishing and repairing
- Extending product lifespans.



Email AEH@brighton-hove.gov.uk for more information.

Work skills

The First 90 Days of a Business Start Up

This is an opportunity to learn about the first 90 days of starting a business and testing your idea. It is difficult to know what to prioritise, where to start and have a plan in place.

This programme will provide you with:

- a business plan
- how to get your first customer
- assessing your capacity to start a business
- build your early skills and knowledge of starting a business
- a collaborative and innovative environment alongside other startups on the same journey.



Code	Day	Date	Time	Duration	Venue	Cost
CV2709E	Tues	13/09/22	13.30-16.30	5 weeks	AE hub*	£75^
CV2511	Tues	10/01/23	13.30-16.30	5 weeks	AE hub*	£75^
CV1901	Tues	25/04/23	13.30-16.30	5 weeks	AE hub*	£75^

*Adult education hub

^FREE Subject to eligibility, see page 4

Marketing your business

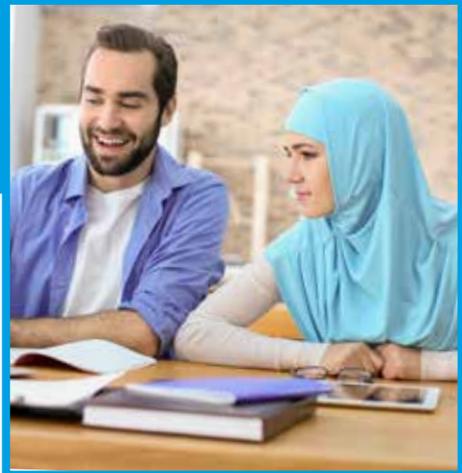
Are you looking to start a business or been successful in getting your business off the ground but are struggling to engage with your target market? This course will explore and provide ideas in promoting an marketing your business via social media, an effective websites and other channels to maximise your profits and connect with your customers.

Code	Day	Date	Time	Duration	Venue	Cost
MYB1109	Mon	13/09/22	14.30-16.30	5 weeks	AE hub*	£50^
MYB0901	Mon	10/01/23	14.30-16.30	5 weeks	AE hub*	£50^
MYB2404	Mon	25/04/23	14.30-16.30	5 weeks	AE hub*	£50^

ESOL

English for speakers of other languages (ESOL)

We run a range of ESOL (English for speakers of other languages) courses at the hub, including beginner courses and literacy for ESOL.



ESOL is designed for new UK residents who would like to improve their English language skills to help them engage with their local community or find employment.

Currently ESOL at the hub is non- accredited, with a focus on communication and functional English. Our courses are run by experienced tutors at the Adult Education Hub and in community venues. You can study ESOL for free if you are resident in Brighton & Hove and living on a low income (proof of residency and income is required).

If you're interested in enrolling on an ESOL course, contact us to arrange an assessment. Call 01273 292828 or email AEH@brighton-hove.gov.uk

Upcoming assessment and enrolment days for ESOL courses:

- Tuesday 26 July
- Tuesday 30 August
- Monday 5 September



Email AEH@brighton-hove.gov.uk for more information.

Personal development

Creative writing for beginners

Want to write creatively but not sure how get started? This beginner's course will cover the basics of creative writing. You'll explore different forms and the techniques that bring them to life. Each week there will be a mix of discussion, instruction and writing activities. You'll get feedback from the tutor and the group to help you develop your writing style.

Code	Day	Date	Time	Duration	Venue	Cost
CWB1509	Thurs	15/09/22	13.30-16.30	6 weeks	AE hub*	£60^
CWB1201	Thurs	12/01/23	13.30-16.30	6 weeks	AE hub*	£60^
CWB2704	Thurs	27/04/23	13.30-16.30	6 weeks	AE hub*	£60^

Nature Journaling for Well Being

Nature journaling is the practise of drawing and writing in response to nature. This fun, relaxing, hands-on course will help you to connect more closely with nature in your local area and express yourself by creating unique pages in your own nature journal.

Students will learn the basics of nature journaling as they begin to notice and document the natural world using material from their walks, observations and experiences in nature. Each week time will be spent creating the pages in nature journals using drawing and writing, while exercises, inspiration and guidance will be offered in a creative and encouraging environment.

Code	Day	Date	Time	Duration	Venue	Cost
NJW1509	Thurs	15/09/22	09.30-12.30	6 weeks	AE hub*	£60^
NJW1201	Thurs	12/01/23	09.30-12.30	6 weeks	AE hub*	£60^
NJW2704	Thurs	27/04/23	09.30-12.30	6 weeks	AE hub*	£60^

*Adult education hub

^Subject to eligibility, see page 4

Personal Development continued over

Dealing with anxiety

Would you like to learn ways to manage anxious thinking and reduce the impact of anxiety on your everyday life?

This course will help you:

- Recognise the different ways that anxiety presents itself
- Identify patterns of thought that allow anxiety to thrive
- Learn techniques to help control anxious thinking and behaviour so worries don't hold you back
- Explore how anxiety can lead to avoidance – and learn techniques to overcome this.

Code	Day	Date	Time	Duration	Venue	Cost
DWA	Various	Various	Various	3 weeks	AE hub* /Online	£30^

Build Emotional Resilience – and get more out of life

Does it feel like there is a lack of joy in your life? Do you often feel overwhelmed by everyday stresses, which sap your energy and affect your motivation? Perhaps you're very good at looking after other people but less good at taking care of your own needs.

We all go through difficult times and can be hit hard by challenges. Yet despite all the information available, it can be hard to make positive changes. This practical, supportive course shows ways to build a resilient mindset to begin to face challenges. Using straightforward language it explores healthier ways of thinking, including showing more self-compassion and being less judgemental, and how to move out of familiar – but limiting – comfort zones.

- Develop your resilience by challenging negative thinking
- Explore the effects of stress on you and your relationships
- Develop skills to communicate assertively to express your needs
- Build self-compassion into your thinking to reduce stress and improve self-esteem
- Explore the need for certainty and consider ways to live with uncertainty.

Code	Day	Date	Time	Duration	Venue	Cost
BER1409	Weds	14/09/22	09.30-12.30	4 weeks	AE hub*	£60^
BER1210	Weds	03/11/22	09.30-12.30	3 weeks	AE hub*	£60^
BER2311	Weds	05/11/22	09.30-12.30	4 weeks	AE hub*	£60^
BER1101	Weds	12/01/22	09.30-12.30	4 weeks	AE hub*	£60^
BER0102	Weds	13/01/23	09.30-12.30	4 weeks	AE hub*	£60^
BER0803	Weds	08/03/23	09.30-12.30	4 weeks	AE hub*	£60^
BER2604	Weds	26/04/23	09.30-12.30	4 weeks	AE hub*	£60^
BER0706	Weds	07/06/23	09.30-12.30	4 weeks	AE hub*	£60^



*Adult education hub
^Subject to eligibility, see page 4

Introduction to British Sign Language

British Sign Language (BSL) is an officially recognised language used to communicate with deaf sign language users. By the end of this course you'll have a great basic understanding of the vocabulary and grammar within BSL to help you prepare for a formal level 1 qualification.

Subject areas covered include: deaf awareness, letter and numbers, everyday objects and places, feelings, food and drink, date and time and weather.

Code	Day	Date	Time	Duration	Venue	Cost
BSL1209	Mon	12/09/22	13.30-16.30	10 weeks	AE hub*	£150^
BSL0901	Mon	09/01/23	13.30-16.30	10 weeks	AE hub*	£150^
BSL2304	Mon	24/04/23	13.30-16.30	10 weeks	AE hub*	£150^

Introduction to Makaton

Makaton is a language programme that supports people who find verbal communication challenging. It uses signs and symbols to enable people to communicate their needs, to make choices and to participate in education, in their community and beyond.

On this course you'll learn signs and symbols for everyday concepts and have fun putting them into practise. You will learn about the history of Makaton and how, when and where it can be used.

Code	Day	Date	Time	Duration	Venue	Cost
MKT1409	Weds	14/09/22	13.30-16.30	10 weeks	AE hub*	£150^
MKT1101	Weds	11/01/23	13.30-16.30	10 weeks	AE hub*	£150^
MKT2604	Weds	26/04/23	13.30-16.30	10 weeks	AE hub*	£150^

Sewing Skills for beginners

Learn to sew with us and be able to mend clothes and make gifts in a friendly and relaxing environment. Fully equipped sewing machines will be available for you to learn with.

Code	Day	Date	Time	Duration	Venue	Cost
SSB1209	Mon	12/09/22	14.00-16.00	10 weeks	AE hub*	£200^

Wellbeing courses for parents and carers



Supporting a child with anxiety

Are you concerned that your child is experiencing anxiety?

Would you like to learn some strategies to help?

These workshops explore how children can be affected by anxiety and suggest practical ways to support children through this.

For parents or carers of primary age children.

Code	Day	Date	Time	Duration	Venue	Cost
SCAONL	Various	Various	Various	2 sessions	Online	£15/Free^

Supporting a teenager with anxiety

Are you concerned that your teen is experiencing anxiety?

Would you like to learn some strategies to help?

These workshops explore how teenagers can be affected by anxiety and suggest practical ways to support them through this.

For parents or carers of secondary age children.

Code	Day	Date	Time	Duration	Venue	Cost
STAONL	Various	Various	Various	2 sessions	Online	£15/Free^

^FREE Subject to eligibility, see page 4



All children feel worried at times, but for some anxiety can start to feel overwhelming and maybe interfere with relationships or feelings about going to school.

As a parent or carer it hard be know what kind of support to offer. These short online courses suggest practical ways to support a child or teenager struggling with anxiety or needing to build resilience.

Building a child's resilience

In this series of workshops, you'll explore practical ways to develop your child's self-confidence so that challenges don't overwhelm them.

For parents or carers of primary age children.

Code	Day	Date	Time	Duration	Venue	Cost
BCRONL	Various	Various	Various	2 sessions	Online	£15/Free^

Building a teenager's resilience

In this series of workshops, you'll explore practical ways to develop a teenager's self-confidence so that challenges don't overwhelm them.

For parents or carers of secondary age children.

Code	Day	Date	Time	Duration	Venue	Cost
BTRONL	Various	Various	Various	2 sessions	Online	£15/Free^

^Subject to eligibility, see page 4

How to enrol

Enrolments happen throughout the year and new courses are always being added.

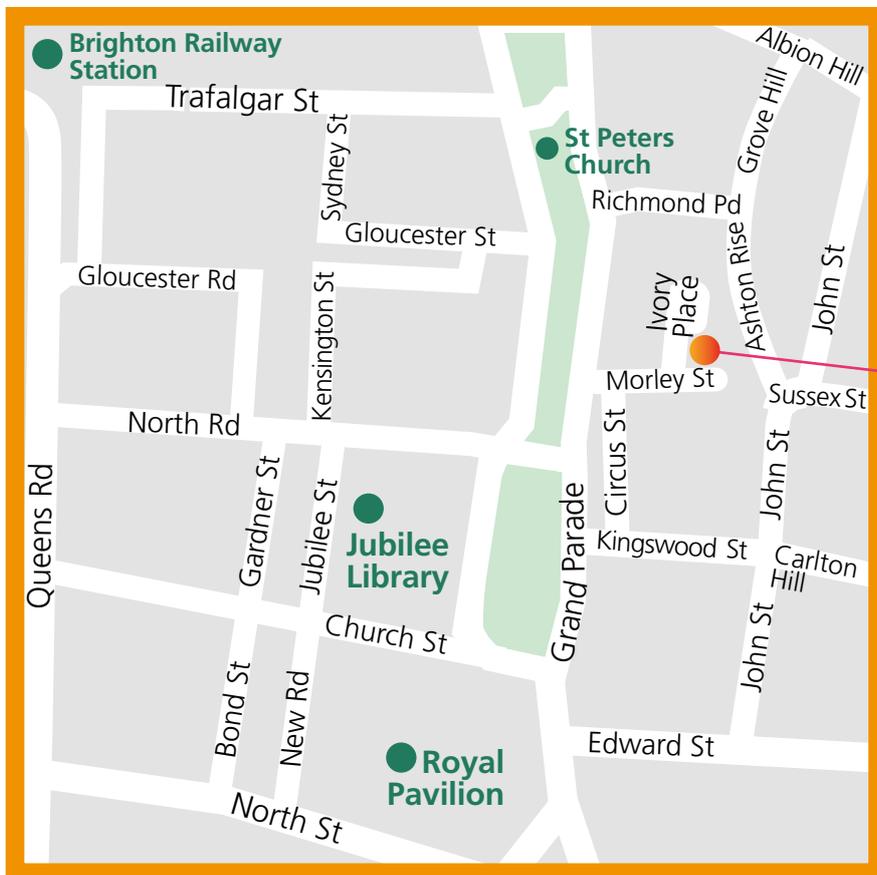
To find out more contact
AEH@brighton-hove.gov.uk

Or call
01273 292828

Enrol at:
<https://adulthoodeducation.brighton-hove.gov.uk>



<https://adulthoodeducation.brighton-hove.gov.uk>



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