



Adult Education Hub **training and courses**

September 2023 to July 2024



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Welcome to Brighton & Hove City Council’s Adult Education Hub

Welcome to our 2023/24 courses 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.

We are now moving into our third year and to date have provided courses, support, and guidance to over 1000 learners across the city. Our aim is to provide increased access to community learning, bringing new opportunities and improving people’s lives in a safe and friendly environment.

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.

All our courses are part time, and we offer daytime and evening options. Courses are delivered by our team of highly qualified tutors in our accessible city centre hub or local community venues.

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.

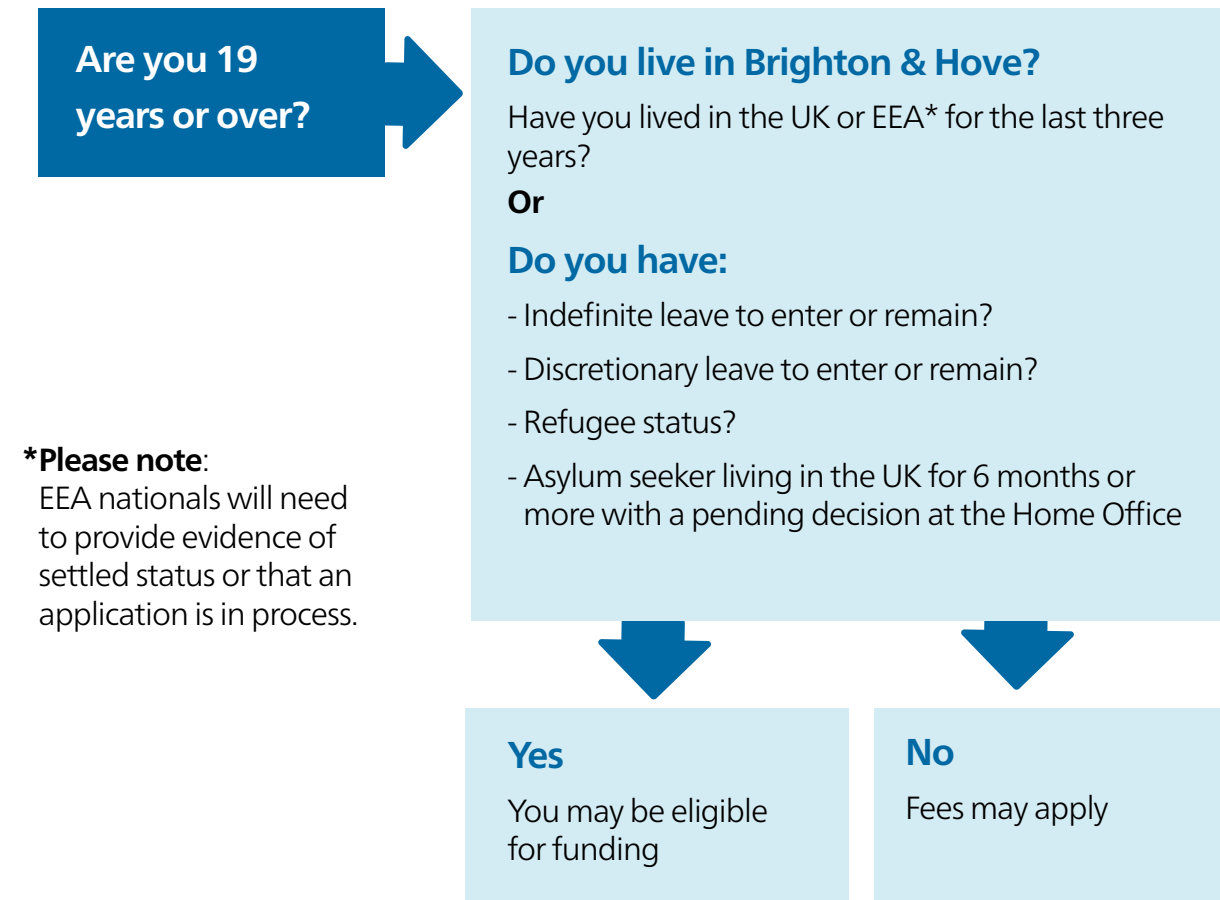
Most of our courses are free for local residents (subject to eligibility, see page 4). We’re enrolling now so contact us to book your place or for further information.

We look forward to welcoming both new and returning students 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



Fees, concessions & financial support

All courses are **FREE** if you:

- Are unemployed and in receipt of a means tested benefit, e.g. Universal Credit
- Earn a wage of less than £20,319. You will need to provide proof of income, for example a recent wage slip or P60

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.

Why study with us?

Our courses are carefully designed to meet the needs of our community. Delivered part-time with daytime and evening options, our tutors provide a supportive environment for you to develop your skills, knowledge and confidence across a broad range of subjects.

Depending on eligibility, most of our courses are free to Brighton & Hove residents aged 19 and over. To find out if you're entitled to enrol for free, refer to our eligibility criteria on page 4

Student support

Our learners receive:

- one-to-one encouragement and feedback from highly qualified tutors
- additional support for personal development, health and wellbeing, and more
- careers advice and guidance through the National Careers Service (NCS)

This is what some of our students have said about studying at the Adult Education Hub:

"I am amazed at the quality of the teaching and the extremely warm welcome I received at the Hub. It has helped me with all aspects of my life, it's given me a broadening mind and more confidence. I cannot thank-you all enough!"

"It has been a good course, the tutor has been patient and professional in teaching the subject. All the staff take very good care of people and the place is safe and accessible"

"Brilliant, relaxed, inclusive, informative, and inspiring. Wish it could continue indefinitely. It did me a world of good"

"I found the experience to be overwhelmingly positive and exceeded my expectations. The tutor was very supportive and experienced. The course length and time were just right, and I enjoyed the 2-hour space to explore and engage in the content"

IT Skills

IT skills for beginners

Key information

Duration 13 weeks

Location Adult Education Hub

Cost Free*

Entry requirements None

Information technology exists in most walks of life. Whether it's responding to an email or booking an online appointment, having the skills and knowledge to use a computer has become a vital skill in modern society.

Ideal for anyone who has little to no experience of the digital world, this course introduces you to the basics of IT, such as creating a Word document, setting up an email account and learning how to print.

Student Testimonial

"The course really helped my confidence in using IT and how to stay safe on line. The class was fun and friendly and I was able to work at my own pace"

Course outcomes

This course will help you

- build knowledge and confidence to use technology
- develop an awareness of online safety and security
- learn the basic functions of Microsoft Word, email and how to print

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^Subject to eligibility, see page 4

IT skills for Improvers

Key information

Duration 13 weeks

Location Adult Education Hub

Cost Free*

Entry requirements Pre course interview

The digital world has a growing presence in our home, work and social lives. Whether it's creating a spreadsheet, taking a video call or communicating on social media, knowing how to use technology has become a necessity for modern life.

In this course for IT improvers, you'll develop the skills and knowledge to confidently use technology for everyday tasks. Delivered by experienced tutors in small and supportive groups, you'll learn the basics of Microsoft Office, Google Maps, Zoom and more.

Course Outcomes

This course will help you:

- Build confidence to use technology on multiple devices
- Continue to develop the skills to use Microsoft Office, Google Maps and Zoom
- Develop skills for employability and everyday life



Maths

SKILLS FOR LIFE MULTIPLY

Multiply is a new government-funded programme to help adults improve their numeracy skills

If you're 19 and over and do not have maths GCSE at grade C (or equivalent), you can access free numeracy courses through Multiply to build your confidence with numbers and work towards gaining a qualification

Good numeracy skills may unlock job opportunities and lead to higher wages or prepare you for further study. They also help in everyday life, such as helping children with homework and budgeting money.

These are courses for beginners to more advanced courses such as GCSE Maths, Functional Skills qualifications, or equivalent, so you will be able to learn at a pace that suits you.

We work with our partners to deliver this offer as well as providing this service at the Adult Education Hub and will ensure we match you to the right course

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



Everyday skills

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.

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.

To enrol contact us to arrange a short assessment at the hub (see page 12)



ESOL

English for speakers of other languages

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**

For upcoming assessment and enrolment days for ESOL courses please see our website for up to date information and to register for these sessions.

Interested in volunteering at the Adult Education Hub?

Some of our classes benefit from the support of volunteer classroom assistants. We welcome volunteers from a variety of backgrounds and with a wide range of work experience. Please contact us for more information.



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.)



Entrepreneur Programme – Support in starting your own business

Key information:

Duration 3 weeks

Location Adult Education Hub

Cost Free*

Entry requirements None

If you're thinking about starting your own business, this course is for you. Alongside other future entrepreneurs, you'll learn the basics of starting a business, including how to write a business plan and how to win your first customer.

Whether you want to build your confidence or test your new business idea in a small and supportive environment, our intensive course covers all the skills you need to become your own boss.

Student Testimonial

"Thank you for your endeavours during the course, my focus on what needs to be done to progress is outstanding in such a short time frame.

My confidence and general attitude to making ones dream a reality has increased exponentially, a really very interesting group to be part of.

I would like to express my confirmed intent to be part of any future expansion of the course as I simply need this type of energy in my life"

Course outcomes

This course will help you:

- build the skills required to start a business
- write a detailed business plan
- assess your capacity to start a business
- win your first customer

Location Adult education hub

^FREE Subject to eligibility, see page 4



Personal Development

Creative writing – the short story

Key information

Duration 6 weeks

Location Adult Education Hub

Cost Free*

Entry requirements None

Do you like the idea of writing short stories but don't know where to start? On this course, you'll explore the powerful world of fiction and develop the skills and techniques required to become a natural storyteller.

Taking inspiration from some of the masters of short stories, you'll discover the mechanics behind compelling fiction before crafting your very own short story – with further guidance on how to get it published.

Student Testimonial

"Really enjoyed this course, it's something I've wanted to do for a while but didn't know where to start. Lots of great ideas, really opened my eyes. It really felt supportive and like it was a collaborative effort, and everyone's work was so different and interesting"

"Brilliant, relaxed, inclusive, informative, and inspiring. Wish it could continue indefinitely. It did me a world of good"

"The tutor was always well prepared and used innovative exercises to prompt our imaginative input. The tasks within the class improved our writing skills and Tara never failed to support and encourage all members of the group."

"Loved the course, many great exercises both solo and in groups. Inspired me to write a short story and more in the future. Thank you,"

Course outcomes

This course will help you:

- understand the foundations of creative writing
- tap into your natural storytelling abilities
- develop your knowledge of writing styles and techniques
- craft your unique life experiences into short stories

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^Subject to eligibility, see page 4



Sustainable fashion and textiles – an introduction

Key information

Duration 13 weeks

Location Adult Education Hub

Cost Free*

Entry requirements None

The global fashion and textile industries have a huge impact on our environment. With a growing focus on planet-friendly alternatives, our three-part course offers a sustainable solution to mainstream production.

From ethical and fair-trade textiles to vegan and cruelty-free fashion, you'll develop the skills, confidence and knowledge to transform your unworn textiles into the latest fashion garment.

Student Testimonial

"Since I joined the course, I have really enjoyed sewing and have gained so many new skills and experiences. I want to continue to learn and in the future, I want to sell what I make. The tutor Nicole is really nice, and I thank her very much for everything"



Course outcomes

This course will help you:

- learn how to thread up a sewing machine
- improve your sewing skills up to intermediate level
- develop your knowledge of sustainable fashion styles
- understand how sustainable fashion protects our planet

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^Subject to eligibility, see page 4

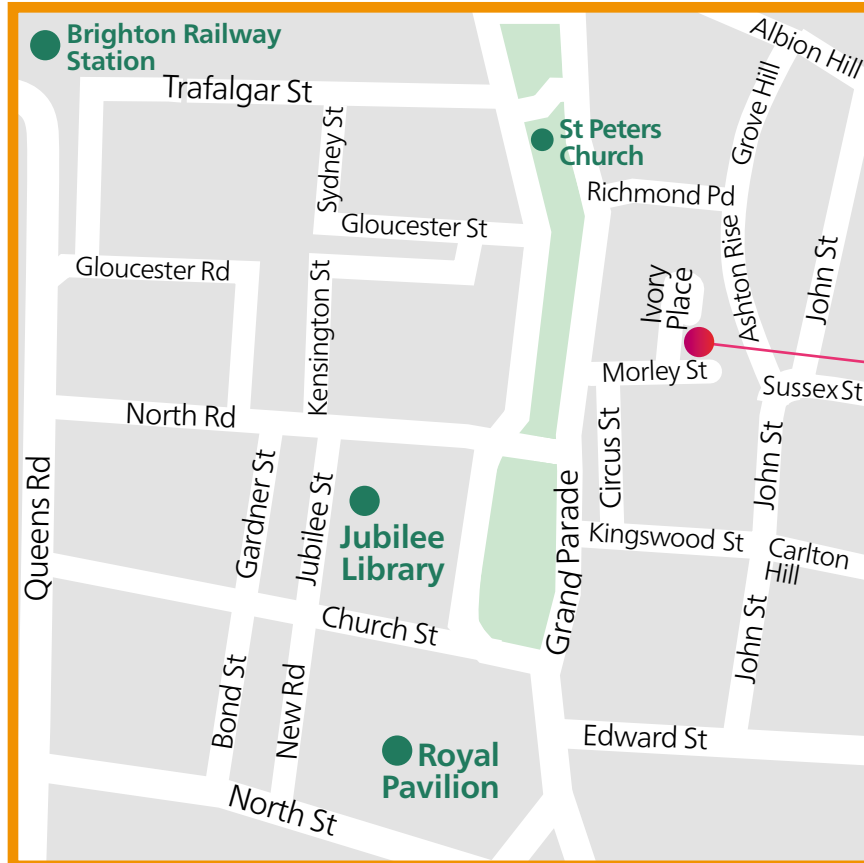
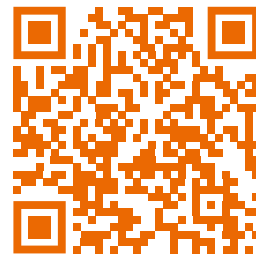
How to enrol

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

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

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

Or call
01273 292828



Adult Education Hub

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