

New Adult Learning Courses

Starting in April 2022

Assessment and Enrolment

**Monday 11th April 2022: 10:00 am-12:00pm & 1:00 pm-3:00 pm &
Tuesday 12th April 2022: 10:00am-12:30pm**

**At: Highfields Centre
96 Melbourne Road
Leicester LE2 0DS**

Course	Day	Time	Start	Weeks	Fee
Essential Digital Skills E1-E3	Mon	9:30am-11:30am	25 th Apr '22	10	Free
Essential Digital Skills with English Language Support E1-E3	Mon	1:00pm-3:00pm	25 th Apr '22	10	Free
Functional Skills English E2, E3, L1	Mon	1:00pm-3:00pm	9 th May '22	10	£60 or £20*
Functional Skills English Entry 1, E2	Tue	9:30am-11:30am	26 th Apr '22	10	£60 or £20*
Garment Making for Beginners (Progression course)	Tue	9:30am-11:30am	3 rd May '22	10	£60 or £20*
Essential Digital Skills E1-E3	Tue	9:30am-11:30am	3 rd May '22	10	Free
Creative Arts Coffee Morning	Tue	10:00pm-12:00pm	26 th May '22	12	Free
Computer Skills for Job Search	Tue	1:00pm-3:00pm	26 th Apr '22	10	Free
Garment Making Introduction	Wed	9:30am-11:30am	4 th May '22	10	£60 or £20*
ESOL Entry 2,3 (Women only)	Wed	9:30am-11:30am	4 th May '22	10	£60 or £20*
Computer Skills Workshop - (E3 to ECDL selected modules)	Wed	10:00am-1:00pm	TBC	12	Free
ESOL E1-E3	Wed	1:00pm-3:00pm	4 th May '22	10	£60 or £20*
Mehndi for Beginners	Wed	5:00pm-7:00pm	11 th May '22	8	£48 or £16*
Essential Digital Skills with English Language Support E1-E3	Thu	9:30am-11:30am	28 th Apr '22	10	Free

Computer Skills for Job Search	Thu	1:00pm-3:00pm	28 th Apr '22	10	Free
ESOL & Computers E1-E3	Fri	9:30am-11:30am	6 th May '22	10	£60 or £20*
Level 2 Award in Youth Work	Sat	10:00am-2:00pm	22 nd '22	7	TBC
Level 3 Certificate in Youth Work	TBC				
Emergency First Aid at Work	TBC				
Award in Food Safety	TBC				
Digital Skills and Employability Support for Young People	Tue	3:00pm- 5:00pm	TBC	TBC	Free
Digital Skills and Employability Support for Young People	Tue	3:00pm- 5:00pm	TBC	TBC	Free

*** If you are unemployed and in receipt of state benefits some of our courses will be charged at the lower rate with 75% reduction on the full fee. If you have a household income of less than £20,000 (but not on benefits) then the course will be half price (proof of payslips, P60, pension etc will need to be shown). Please bring these with you when you come to join the course. We will also have some free digital skills courses on offer starting from January for adults and young people.**

Membership for Highfields is £10 per year and if on a benefit £5. Please speak to the office at Highfields for further information about membership

For more information, please call us on 0116 253 1053

Nb. We reserve the right to make necessary changes to the programme for operational reasons or in the interest of efficiency.

Health, Safety and Welfare

We believe that our learners should be able to learn in a safe environment. Please note the following key Health and Safety guidelines:

- For all activities and courses at the Centre we adhere to current COVID-19 guidelines provided by the government. If you have any symptoms of coronavirus, you must not attend your course or any activity at the Centre. Covid-19 guidelines are displayed and available at the Centre.
- If you hear a fire bell calmly leave the building by the nearest exit.
- Do not go back to the building until the person in charge tells you it is safe.
- Our Centre is committed to promoting the welfare, safety and protection of all children, young people, and vulnerable adults, both learners and staff.

If you are concerned about safety of anyone connected with Highfields Centre (staff, volunteers, service users) you can report your concerns as outlined in Highfield Centre's Safeguarding policy. Copy of the policy available from the Centre or you can call us on Tel: 0116 253 1053 or e-mail info@highfieldscentre.ac.

