

Improve your skills...Achieve your goals!

Having the right skills and knowing how to find and then get a job are more important than ever in today's competitive job market. Our courses will help you to learn, build confidence, improve your wellbeing, improve and develop new skills required by employers in the workplace.



Courses are **FREE** to those who are either unemployed, on low income or in receipt of state benefit. Whatever your reason for returning to learning, we can help.

Courses are all delivered in a supportive and friendly environment and cater for all levels.

For courses taking place in September and October, please see overleaf.

Computing & Digital Skills

COURSES WITH QUALIFICATIONS	STARTS	TIMES	DURATION	VENUE
Introduction to IT Skills	Mon 23rd Sept	9.30am-12.30pm	15 weeks	Bury Adult Learning Centre
Introduction to IT Skills	Wed 25th Sept	9.30am-11.30am	30 weeks	Bury Adult Learning Centre
Introduction to IT Skills	Wed 25th Sept	6.00pm-9.00pm	15 weeks	Bury Adult Learning Centre
Introduction to IT Skills*	Thurs 26th Sept	1.00pm-3.00pm	15 weeks	Bury Adult Learning Centre
Introduction to IT Skills*	Tues 24th Sept	10.00am-3.00pm	15 weeks	Prestwich Library
*Upon successfully completing the course, learners will receive a FREE tablet.				
Basic Digital Skills—ESOL (Entry 3)	Mon 23rd Sept	1.00pm-3.00pm	30 weeks	Bury Adult Learning Centre
Introduction to Word*	Mon 9th Sept	9.30am-12.30pm	1 day	Bury Adult Learning Centre
Introduction to Spreadsheets*	Mon 16th Sept	9.30am-12.30pm	1 day	Bury Adult Learning Centre
ICT Skills for Employment Level 1	Mon 23rd Sept	9.30am-12.30pm	30 weeks	Bury Adult Learning Centre
Introduction to Word*	Mon 9th Sept	1.00pm-4.00pm	1 day	Bury Adult Learning Centre
Introduction to Spreadsheets*	Mon 16th Sept	1.00pm-4.00pm	1 day	Bury Adult Learning Centre
ICT Skills for Employment Level 1	Mon 23rd Sept	1.00pm-4.00pm	30 weeks	Bury Adult Learning Centre
Introduction to Word*	Wed 11th Sept	6.00pm-9.00pm	1 day	Bury Adult Learning Centre
Introduction to Spreadsheets*	Wed 18th Sept	6.00pm-9.00pm	1 day	Bury Adult Learning Centre
ICT Skills for Employment Level 1	Wed 25th Sept	6.00pm-9.00pm	30 weeks	Bury Adult Learning Centre
Introduction to Word*	Fri 13th Sept	9.30am-12.30pm	1 day	Prestwich Library
Introduction to Spreadsheets*	Fri 20th Sept	9.30am-12.30pm	1 day	Prestwich Library
ICT Skills for Employment Level 1	Fri 27th Sept	9.30am-12.30pm	30 weeks	Prestwich Library
*Learners are required to enrol on the 1 day Introduction to Word and Spreadsheets course before they enrol on the ICT Skills for Employment Level 1 course.				
Digital/IT Skills Level 2	Mon 9th Sept	9.15am-12.15pm	16 weeks	Bury Adult Learning Centre

COURSES WITH QUALIFICATIONS	STARTS	TIMES	DURATION	VENUE
Introduction to ICDL Level 2—Fast Track	Mon 14th Oct-Friday 18th Oct	9.30am-4.00pm	1 week	Bury Adult Learning Centre
ICDL Level 2—Fast Track	Mon 28th Oct	9.30am-12.30pm	3 weeks	Bury Adult Learning Centre
ICDL Level 2	Tues 24th Sept	6.00pm-9.00pm	30 weeks	Bury Adult Learning Centre
ICDL Level 2	Wed 25th Sept	12.30pm-3.30pm	30 weeks	Bury Adult Learning Centre
Introduction to Cybersecurity Level 1	Tues 10th Sept	6.00pm-9.00pm	2 weeks	Bury Adult Learning Centre
Cybersecurity Level 1	Tues 24th Sept	6.00pm-9.00pm	14 weeks	Bury Adult Learning Centre
Developing Coding Skills	Thurs 26th Sept	10.00am-12.00pm	10 weeks	Bury Adult Learning Centre
Learning to Programme Level 1	Fri 13th Sept	9.30am-12.30pm	16 weeks	Bury Adult Learning Centre
COURSES WITHOUT QUALIFICATIONS	STARTS	TIMES	DURATION	VENUE

Courses below are FREE.

Intermediate Digital Skills	Thurs 19th Sept	10.00am-12.00pm	6 weeks	Bury Adult Learning Centre
Intermediate Digital Skills	Thurs 31st Oct	10.00am-12.00pm	6 weeks	Bury Adult Learning Centre
Beginner's Digital Skills	Mon 16th Sept	1.00pm-3.00pm	6 weeks	Bury Library
Internet Safety	Mon 28th Oct	1.00pm-3.00pm	6 weeks	Bury Library
Beginner's Digital Skills	Wed 18th Sept	10.00am-12.00pm	6 weeks	Prestwich Library
Internet Safety	Wed 30th Oct	10.00am-12.00pm	6 weeks	Prestwich Library
Intermediate Digital Skills	Wed 18th Sept	1.00pm-3.00pm	6 weeks	Prestwich Library
Intermediate Digital Skills	Wed 30th Oct	1.00pm-3.00pm	6 weeks	Prestwich Library
Beginner's Digital Skills	Thurs 19th Sept	1.00pm-3.00pm	6 weeks	Asda—Radcliffe
Internet Safety	Thurs 31st Oct	1.00pm-3.00pm	6 weeks	Asda—Radcliffe
Introduction to Word	Thurs 26th Sept	10.00am-12.00pm	3 weeks	Bury Adult Learning Centre

The courses below are aimed at those whose English is not their first language.

Introduction to Digital Skills	Mon 9th Sept	10.00am-12.00pm	5 weeks	Bury Adult Learning Centre
Introduction to Digital Skills	Fri 13th Sept	10.00am-12.00pm	5 weeks	Bury Adult Learning Centre

Work Skills & Employment

COURSES WITH QUALIFICATIONS	STARTS	TIMES	DURATION	VENUE
Level 1 Award in Health Improvement	Mon 30th Sept	9.30am-4.30pm	1 day	Bury Adult Learning Centre
Level 2 Award in Understanding Alcohol Misuse	Tues 8th Oct & Wed 9th Oct	9.30am-3.30pm	2 days	Bury Adult Learning Centre
COURSES WITHOUT QUALIFICATIONS	STARTS	TIMES	DURATION	VENUE
Helping Yourself to Wellbeing	Thurs 19th Sept	9.30am-12.00pm	5 weeks	Bury Adult Learning Centre
Get Ready for Work-Confidence & Assertiveness	Thurs 19th Sept	1.30pm-3.30pm	5 weeks	Bury Adult Learning Centre
Get Ready for Self Employment	Mon 21st Oct & Tues 22nd Oct	9.30am-3.30pm	2 days	Bury Adult Learning Centre
Building Resilience for Work	Thurs 31st Oct	1.00pm-3.30pm	5 weeks	Bury Adult Learning Centre

Wellbeing

COURSES WITHOUT QUALIFICATIONS	STARTS	TIMES	DURATION	VENUE
Courses are FREE for people who are experiencing mild to moderate stress, anxiety and low mood.				
Introduction to Mindfulness	Tues 17th Sept	1.00pm-3.00pm	5 weeks	Bury Adult Learning Centre
Introduction to Mindfulness	Tues 29th Oct	3.30pm-5.30pm	5 weeks	Bury Adult Learning Centre
Art to Reduce Anxiety & Stress	Tues 17th Sept	7.00pm-9.00pm	5 weeks	Bury Adult Learning Centre
Art to Reduce Anxiety & Stress	Tues 29th Oct	7.00pm-9.00pm	5 weeks	Bury Adult Learning Centre
Curry & Chat (LGBTQI+ Community Only)	Tues 1st Oct	6.30pm-8.30pm	1 session	Bury Adult Learning Centre
Curry & Chat (Men only)	Tues 29th Oct	6.30pm-8.30pm	1 session	Bury Adult Learning Centre
Improve Your Mood Through Food	Thurs 19th Sept	9.30am-12.00pm	5 weeks	Bury Adult Learning Centre
Improve Your Mood Through Food	Thurs 31st Oct	9.30am-12.00pm	5 weeks	Bury Adult Learning Centre
Self-Care Sanctuary	Thurs 31st Oct	9.30am-12.00pm	5 weeks	Bury Adult Learning Centre
Bake Yourself Happy	Thurs 19th Sept	1.00pm-3.30pm	5 weeks	Bury Adult Learning Centre
Bake Yourself Happy	Thurs 31st Oct	1.00pm-3.30pm	5 weeks	Bury Adult Learning Centre
Keep Calm in Interviews	Fri 20th Sept	9.30am-12.00pm	5 weeks	Bury Adult Learning Centre
Creative Writing for Wellbeing	Fri 20th Sept	1.00pm-3.30pm	5 weeks	Bury Adult Learning Centre

Family Learning

COURSES WITHOUT QUALIFICATIONS	STARTS	TIMES	DURATION	VENUE
Family First Aid for Parents & Carers	Fri 20th Sept	10.00am-12.00pm	5 weeks	Bury Adult Learning Centre
Healthy Minds, Healthy Families	Tues 17th Sept	9.15am-11.15am	5 weeks	East Bury Family Hub
Family Language-ESOL Phonics	Tues 20th Sept	9.30am-11.30pm	5 weeks	East Bury Family Hub

Skills for Independent Living & Learning

The courses below are designed to give learning opportunities to people with additional learning needs, such as learning disabilities and/or difficulties, sensory impairment, mental health and neuro diverse conditions.

COURSES WITH QUALIFICATIONS	STARTS	TIMES	DURATION	VENUE
Introduction to a Healthier Lifestyle	Tues 24th Sept	10.00am-12.00pm	30 weeks	Bury Adult Learning Centre
Introduction to Digital Media	Thurs 26th Sept	1.00pm-3.00pm	30 weeks	Bury Adult Learning Centre
Introduction to ICT Skills	Fri 27th Sept	1.00pm-3.00pm	30 weeks	Bury Adult Learning Centre
*Communication for a Neurodiverse Work-force	Fri 27th Sept	1.00pm-4.00pm	20 weeks	Bury Adult Learning Centre

***Upon successfully completing the course, learners will receive a FREE tablet.**

COURSES WITHOUT QUALIFICATIONS	STARTS	TIMES	DURATION	VENUE
Beginner's Therapeutic Art	Mon 23rd Sept	9.45am-12.00pm	10 weeks	Bury Adult Learning Centre
Intermediate Therapeutic Art	Mon 23rd Sept	1.00pm-3.15pm	10 weeks	Bury Adult Learning Centre
Enjoying English	Wed 25th Sept	9.45am-12.15pm	10 weeks	Bury Adult Learning Centre
Enjoying English	Wed 25th Sept	1.00pm-3.30pm	10 weeks	Bury Adult Learning Centre
Digital Fun	Fri 27th Sept	9.45am-12.15pm	10 weeks	Bury Adult Learning Centre
Volunteering for a Sustainable World	Fri 27th Sept	9.30am-12.00pm	10 weeks	Bury Adult Learning Centre

Sewing

COURSES WITHOUT QUALIFICATIONS	STARTS	TIMES	DURATION	VENUE
*Techniques to Upcycle Your Clothes	Mon 9th Sept Tues 10th Sept	10.00am-12.00pm	2 days	Bury Adult Learning Centre
*Upon successfully completing the course, learners will receive a FREE hand held sewing machine.				

English & Maths—Part of life's essentials

Maths not adding up?

Do you worry about spelling and punctuation?

English and maths are everywhere! Enrol on our courses and:

- Improve and update your English and maths skills.
- Improve your career prospects.
- Grow in confidence while meeting others with the same goal.
- Further develop your employment opportunities.
- Feel more confident to help children with homework.
- Gain a recognised English and/or maths Functional Skills qualifications from entry level to level 2.

Level 2 Functional Skills can provide a gateway into enrolling on a wide range of courses not only in college, but at university too.

Take a step forward today and enquire about our **FREE** English and maths courses.

Phone 0161 253 5772 to book an informal assessment and find out how we can help you to choose a course that is right for you!

For more information about all our courses, call Bury Adult Learning Centre on 0161 253 5772.

To download a copy of the autumn/winter course guide, visit www.bury.gov.uk/adultlearning

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