

Blackburne House Education

January 2010 Courses



Blackburne House Group



Transform Your Life with a Course at Blackburne House

Blackburne House is a unique education centre in Merseyside, which over the past 25 years, has pioneered training, primarily for women in non traditional areas of work. Awarded QIA Beacon Status, Blackburne House Education is one of the leading providers of adult and community education in the country.

Join us this new year for a fun and enjoyable learning experience, meet some new people and develop new skills and new found confidence.

This booklet lists the training and education opportunities starting in January 2010. Simply have a read of this booklet and then call us to find out more information or arrange a time when you can come in and talk to one of our tutors. We look forward to hearing you.

Why Come to Blackburne House?

Coming back into education is a big step for many people and negative experiences at school or with other learning providers may have left you feeling anxious about embarking upon a course.

We recognise this and have many years experience tackling the barriers that commonly prevent people returning to education, so we are confident that you'll find studying with us a very positive experience.

We work with you to establish where your interests and ambitions lie and try to ensure that the programme you sign up for is the most suited to your abilities and personal goals.

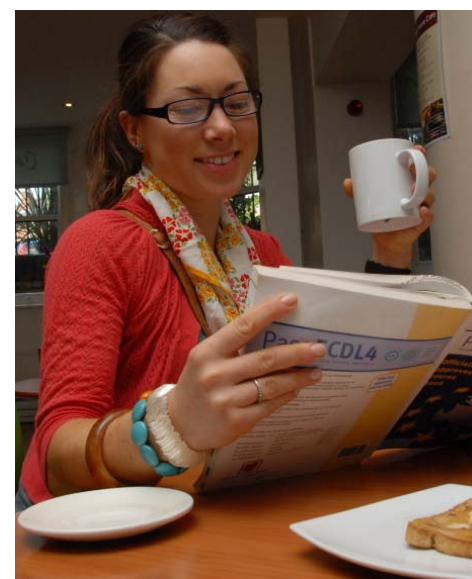
Get in Touch with us...

Course Information Line:

0800 587 7672 or 0151 709 4356

Email: courseinformation@blackburnehouse.co.uk

Website: www.blackburnehouse.co.uk



COURSE DIRECTORY

Chartered Institute of Housing, Level 2 Certificate in Housing

This 10 week course provides a wide-ranging introduction to housing covering homelessness, supported housing, social housing, sustainable communities, resident involvement and antisocial behaviour. As part of the programme you will visit a number of housing organisations and look at the wide range of careers available in the field to help you develop your own personal development plan.

This course is open to women and men who are interested in a career in housing, new housing workers, more experienced workers who want to gain a formal qualification and tenants / residents who want to gain a better understanding of the housing sector.

Fresh Focus; A New Look on Life


This 10 week course is suitable for women who want to boost their confidence and social skills. It is a very sociable course where you can come together with likeminded women, of all abilities, to reach your full potential. The course includes elements of Arts, Crafts and Yoga. This course is open to all women, especially those who are lacking in confidence and self esteem, women who have been out of education for a number of years and women who are unsure about what they want they want to do in life. Upon completion of the course you will be awarded an internal certificate.

Intro to I.T.

This 10 week course is ideal for women who are new to computers and those wanting to improve their I.T. skills. Once you are in the classroom, a tutor is available at all times to support you with your studies. Some of the things topics covered include Introduction and First Steps, Internet , Email and Word Processing. This course is suitable for women of all ages; no experience or qualifications are required. Upon successful completion of this course you will gain an internal certificate.

Surfing the Internet

*** FANTASTIC NEW COURSE *** The Internet is an extremely powerful tool, you can use it to carry out research, find out what movie is playing near you (and whether people like it), check out a college you're thinking about, or find a job or volunteer opportunity. Almost anything you can think of has a website (or a thousand of them). But it's not just websites



— videos, and downloadable games and music await to connect you with other users and players. Surfing the Internet enables individuals to learn the basics of surfing the World Wide Web and sending emails. Our five week course is very practical with excellent support from your tutor

Introduction to Web Design

*** FANTASTIC NEW COURSE ***. This is an introductory course for women who want to find out how to create their own webpage. This course covers how to create a webpage using HTML and Dreamweaver, building multi page sites with links and also how to use graphics to enhance the site.

ECDL; European Computer Driving Licence

ECDL is a qualification widely recognised by employers throughout Europe. This 20 week course covers vital computer skills needed to work in an office environment and is split into two levels; part one and part two. You will be required to sit online tests for both parts to achieve the full ECDL qualification.

ECDL Part One aims to boost your confidence when using computers and covers basic concepts of I.T., using the computer and managing files.


ECDL Part Two covers Word Processing, Spreadsheets, Databases, Presentations, Power-Point and Unit E, Using Computers. is designed to give you a more in-depth understanding of the use of computers; you can only embark upon this section is you have successfully completed part one.

This course is open to women who have completed a basic I.T. qualification such as CLAIT and who want to improve their job prospects.

Blackburne House are also able to provide customised options for ECDL. Please contact Liz Morgan on 0151 709 4356 for more details.

Level 2 Diploma in ICT

This course provides an excellent insight into the uses and application of I.T. Topics covered throughout the course may include:

- **Word Processing, Spreadsheets and Databases**
 - **Graphics and Using Computer Systems**
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- **Updating and Maintaining your Website**
- **Email and Internet**
- **Developing and Using Research Skills**
- **Building a Personal Career Portfolio**

This course is suitable for women with no qualifications but have some knowledge of computers. Places will be offered on the basis of a successful interview. Upon successful completion of this course you will be awarded the National Open College Network (NOCN) Level 2 Diploma in I.T. which is the equivalent of 5 GCSEs

Get Set for Business

An Innovative New Programme for Developing Yourself, your Project or your Business

Get Set for Business is an all new innovative personal and professional development qualification to help you gain the knowledge and skills to further develop both yourself and your project, business or organisation. The world of business is constantly evolving making it hard to keep track of new developments, opportunities and ways of working. Get Set for Business, will guide you on a journey where you will:

- **Benefit from advice from Business Professionals**
- **Build a Career Portfolio**
- **Develop Leadership Skills**
- **Enhance your Communication Skills for Business**
- **Effectively utilise I.T. for Business**
- **Develop a deeper understanding of Marketing Environments**
- **Gain an understanding of Procurement and Finance for Business**
- **Develop Effective Negotiation Tools**
- **Have the opportunity to undertake work experience**
- **Receive expert advice via a mentor**

City & Guilds 7303;

Award in Preparing to Teach in the Lifelong Learning Sector (PPTLS)

The purpose of this 13 week course is to provide an introduction to teaching and delivering training as well as equipping participants with the necessary skills to support learners. This is an introduction qualification that all new teachers in the learning and skills sector must complete.

You do not need any previous teaching experience although this would be beneficial and assist you in your studies. You must be competent with English and be confident to stand in front of a class. Our Teacher Education courses are open to both men and women and

entry is via an interview and application form. You need to be qualified in or have an interest in the subject area you want to teach and must be working or want to work as Teachers, Trainers and Tutors in the Lifelong Learning Sector and Adult and Community Education.

City & Guilds 7304; Certificate to Teach in the Lifelong Learning Sector (CTTLS)

This is the next step from the C&G 7303 Award and is the required qualification for people wishing to teach on public funded courses and / or funded courses within a Associate Teacher role. It is an excellent 15 week course that covers a variety of topics including Planning and Enabling Learning and the Principles and Practice of Assessment. Students will be required to have access to and undertake 30 hours of teaching practice. This course is assessed by externally set assignments, a portfolio of work and teaching and learning observations.

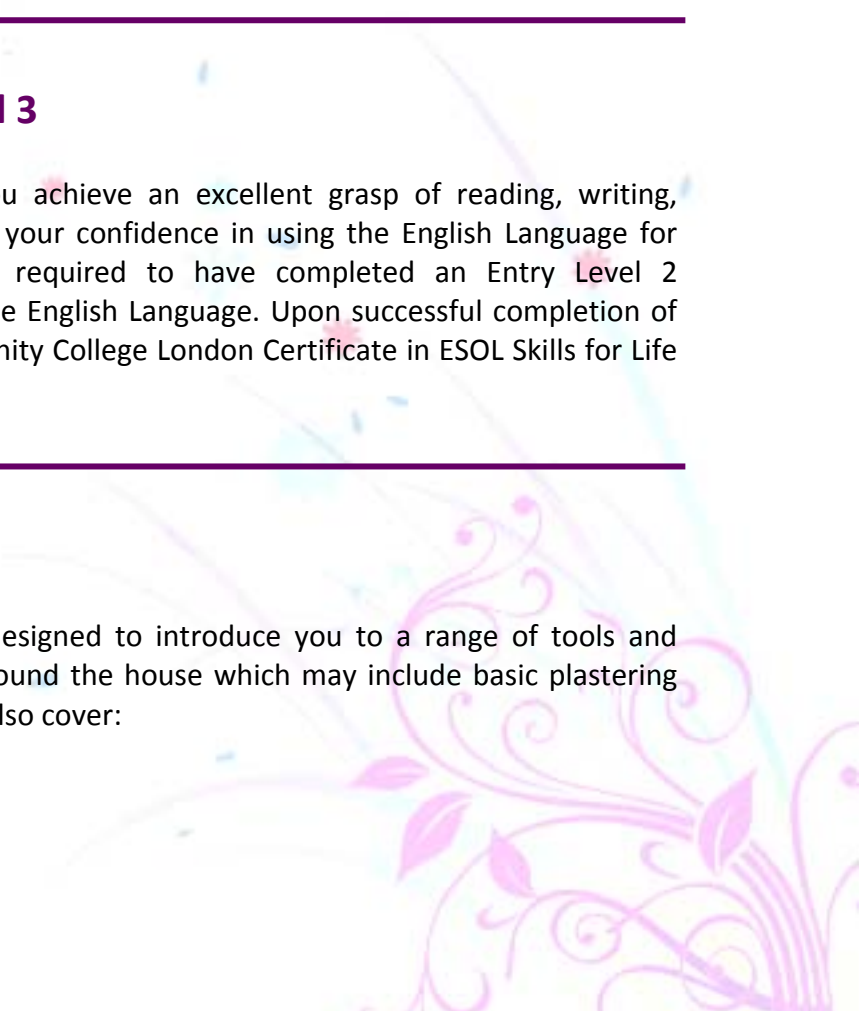
This course is suitable for those who have completed the C & G 7303 Preparing to Teach in the Lifelong Learning Sector. You must be competent with English and be confident to stand in front of a class. Our Teacher Education courses are open to both men and women and entry is via an interview and application form. You need to be qualified in or have relevant experience in the subject area you want to teach and must be working or want to work as Teachers, Trainers and Tutors in the Lifelong Learning Sector and Adult and Community Education.

ESOL Skills for Life Entry Level 3

This women only course will help you achieve an excellent grasp of reading, writing, speaking and listening. It will improve your confidence in using the English Language for everyday activities. Students will be required to have completed an Entry Level 2 qualification and know the basics of the English Language. Upon successful completion of this course you will be awarded the Trinity College London Certificate in ESOL Skills for Life at Entry Level 3.

Home Maintenance

This 10 week introductory course is designed to introduce you to a range of tools and techniques that you will find useful around the house which may include basic plastering and tiling techniques. The course may also cover:



- **Fitting Mortise locks and wiring a plug**
- **Fixings for different situations e.g. curtain and dado rails**
- **The Right Paint for the Right Job - How to achieve a quality paint finish**
- **Sharpening and maintaining tools**
- **The correct and safe usage of a basic range of tools**
- **Replacing washers (stop that dripping tap!)**

This course is suitable for women of all ages; no experience is required or qualifications. Upon successful completion of this course you will be awarded an internal certificate.

Home Improvements

This 10 week course is ideal for women who have either completed the Home Maintenance course or have some existing skills or experience and are looking to improve them. The course content has been designed to enable you to improve your home as well as undertaking repairs and may cover elements including:

- **Hanging a door**
- **Bricklaying and Joinery**
- **Installing locks**
- **Installing spy holes**
- **Installing architrave, skirting boards and picture rails**

This course is suitable for women of all ages. Some experience of D.I.Y skills is required, completion of Home Maintenance course or equivalent is preferred. Upon successful completion of this course you may be awarded an internal certificate.

Plastering for Beginners

FANTASTIC NEW COURSE *. If you are looking to use plastering for the purposes of DIY then you will not be disappointed; after this course you will be ready to give that plastering project a go. At the same time, if you have a desire to move onto a plastering qualification, then this will also act as your underpinning knowledge to help you move forward.

Plastering for Beginners will provide you with an understanding of the principles of plastering and will be taught in a hands on fashion so is ideal for those with little or no plastering experience. As part of the course you will cover:

- **Health & Safety practices**
 - **Cutting and fixing plaster board**
 - **Preparing surfaces before plastering using bonding plaster**
 - **Mixing plastering materials**
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- **Skimming walls.**

Our 5 week course is entirely hands on with excellent support and tuition from your Instructor.

Tiling for Beginners

FANTASTIC NEW COURSE *. This is an introduction to tiling which will help you with all those tiling jobs around the house or give you the under-pinning knowledge necessary to take this further. The principles of tiling will be taught in a very practical fashion and will include:

- **Health and Safety practices**
- **Cutting, measuring and marking out**
- **How to tile in a straight line**
- **How to deal with difficult areas**

Our 3 week course is entirely hands on with excellent support and tuition from your Instructor.

Guitar Lessons for Beginners

*** FANTASTIC NEW COURSE ***. Have you always wanted to play an instrument but never quite got around to it? Too busy, too old, too scared, too self conscious? Well maybe now is the time to try! In just 5 weeks, you could be playing the guitar and feeling the rewards of playing music. Please let us know if you do not have your own guitar.

Make Your Self Employable

*** FANTASTIC NEW COURSE ***. Is it time to take stock and examine how to make yourself more employable in the eyes of your prospective employer. This might mean some honest self-analysis and looking objectively at your strengths and weaknesses. If the answer is yes then this is the course for you. This course runs for 5 weeks and will include:

- **What skills employers are looking for**
 - **Letters and job application forms (how to stand out from the rest)**
 - **Writing a CV**
 - **Applying for jobs online Job Centre Plus programmes and services**
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