



Supporting our local community



KCU AUTUMN TERM 2019 COURSE LEAFLET

FREE EDUCATION AND TRAINING COURSES

KCU ENROLMENT

**Enrolment for courses is open from Monday 2nd September 2019 by
telephone or email**

**If you would like to enrol in person, please come along on
Wednesday 4th September 2019
9:30am to 11:30am**

**At Fuller Baptist Church, Gold Street
Kettering, NN16 8JB**

KCU Courses

ESOL Beginners

This course is ideal if you are new to English. It will teach you all the basics to start in the language and prepare you for further courses, such as ESOL Intermediate/Advanced.

Course Starts Monday 9th September 9:30am – 11:30am for 10 weeks

ESOL Intermediate/Advanced

Improve and build on your English with this course. It is ideal if you have completed the ESOL Beginners class, or if you already know some English.

Course Starts Monday 9th September 12:30pm – 2:30pm for 10 weeks

Citizenship

Learn about the customs, traditions, history, law, politics and Britain today in this 10-week course.

Course Starts Monday 9th September 2:30pm – 4:00pm for 10 weeks

Upcycling

The upcycling course is designed to teach new skills in upcycling furniture. You will learn how to:

Upcycle small pieces of furniture using paint and decoupage

Help fix broken furniture

Make something new from used materials

Have the opportunity to reupholster furniture

Course Starts Wednesday 11th September 9:30am – 11:30am for 6 weeks

Please note that this course takes place on the first floor



WEA Courses

Mindfulness

This four-week course will introduce you to the ideas behind mindfulness and explore mindfulness techniques to reduce your stress levels. By the end of the course, you will have identified four techniques that could work for you.

Course Starts Monday 9th September 1:00pm – 3:00pm for 4 weeks

Coping With Change

This four-week course will explore the cycle of change and ways we can positively accept change. By the end of the course, you will understand the change process and be able to use techniques to reduce the stress that is involved in change.

Course Starts Monday 7th October 1:00pm – 3:00pm for 4 weeks

Build Your Resilience

This course over four weeks will introduce different techniques to build your resilience. By the end of the course, you will have identified four ways you can build your own resilience over different situations.

Course Starts Monday 11th November 1:00pm – 3:00pm for 4 weeks

Preparing For Christmas On A Budget

This course will explore existing budgeting skills and then develop them with a view to getting more from your Christmas celebration. We will also look at ways to make our own gifts and season treats to save ourselves money without missing out on luxuries.

Course Starts Wednesday 25th September 10:00am – 1:00pm for 5 weeks

Creative Writing

This course centred on poetry and prose will be split into taught group activities and independent workshops in which we will explore different forms and styles, and participants will have opportunity to create a written project of their choice.

Course Starts Wednesday 6th November 10:00am – 3:00pm for 6 weeks

Christmas Crafts

Learn how to make a variety of festive crafts using different types of media. On this six week course there will be opportunities to use fabric to make Christmas decorations, paper crafted festive items, glass painting and more!

Course Starts Thursday 12th September 10:00am – 12:00pm for 6 weeks

Please note that this course takes place on the first floor



Adult Learning Courses

Level 3 Certificate In Emergency First Aid At Work

Emergency First Aid Level 3. No previous qualifications necessary.

Wednesday 25th and Thursday 26th September (2 Days) 10:00am – 2:30pm

Monday 4th November 9:30am – 4:30pm

Monday 2nd December 9:30am – 4:30pm

Level 3 Certificate In Paediatric First Aid

This course is for anyone who regularly deals with children under 8 years old and professional child carers. It includes useful information, practical exercises and a questionnaire at the end. No previous qualification is necessary and it is a valuable addition to your CV.

Monday 23rd September 9:30am – 4:30pm

Tuesday 12th November 9:30am – 4:30pm

Level 2 Certificate In Food Safety In Catering

A course designed for anyone who works or plans to work in a food handling capacity. Food safety legislation requires that all food handlers receive appropriate training in food hygiene, in line with their work activities so they can handle food safely.

Wednesday 25th September 9:30am – 3:00pm

Monday 25th November 9:30am – 3:00pm

Level 2 Certificate In Health And Safety In The Workplace

Achieve a Health and Safety Level 2 qualification to enhance your CV. No previous qualifications necessary.

Monday 7th October 9:30am – 3:00pm

Level 2 Certificate COSHH (Control Of Substances Hazardous To Health)

This qualification is achieved on a one-day course and provides knowledge and skills to be able to recognise the risks associated with hazardous substances and how to control them. It provides valuable understanding for those working in manufacturing, cleaning, healthcare and other sectors

Wednesday 9th October 9:30am – 4:00pm

Level 2 Certificate In Food Allergens Awareness And Control

This one-day course helps you to learn more about foods that commonly trigger allergic reactions and develop your understanding of the legal responsibilities of a food handler in regards to allergen labelling.

Wednesday 16th October 9:30am – 4:00pm

Level 2 Certificate In Conflict Management

This course is to help anyone with a customer-facing role to recognise common causes of conflict, how to reduce the risks of conflict to themselves and others, how to de-escalate the situation and finally what to do after a conflict in the workplace.

Wednesday 18th Sept and Thursday 19th Sept (2 Days) 10:00am – 2:30pm

Level 2 Certificate In Customer Service

The course introduces the principles of good customer service and includes building a variety of skills for understanding, meeting and exceeding customer needs and expectations.

Wednesday 6th November and Thursday 7th November (2 days) 10:00am – 2:30pm

Introduction To Work In Health And Social Care

A two week introductory course to look at the variety of caring roles within the growing social care and health sector, and to identify the skills and qualities of people who work within this sector.

Wednesday 2nd October and Thursday 3rd October (2 days) 10:00am – 2:30pm

Confidence For Work

This five week course provides the knowledge and skills required to select a vocation and work towards a career. It includes carrying out a review of personal strengths, sources of information, advice and guidance and progression opportunities. Within the course you will also have opportunities to prepare for interviews and to review your CV.

Course Starts Thursday 26th September 10:00am – 12:00pm for 5 weeks

More With Word Processing

Build skills and confidence with Microsoft Word for work and home. Basic confidence with Microsoft Office is often a standard requirement within many job descriptions. After this course you will be in a good position to progress onto further courses. To get the most from this course you will need basic keyboard skills.

Course Starts Monday 16th September 1:00pm – 3:00pm for 4 weeks

Please note that this course takes place on the first floor

IT Basics

IT Basics is a helpful introduction for beginners to build skills and confidence on a computer. We start at the very beginning and by the end, you will be able to send and receive an email, search and find what you want on the internet and begin to have confidence about what it means to stay safe online. No previous experience necessary!

Course Starts Wednesday 18th September 10:00am – 12:00pm for 6 weeks

Please note this course takes place on the first floor

More With Email And Online Accounts

A four session IT course to build confidence and skills to send and receive emails with attachments. Use email as the basis of your online identity with online accounts for the services you need. To take part in this course, you need basic keyboard skills, a working email address and password.

Course Starts Wednesday 18th September 1:00pm – 3:00pm for 4 weeks

Please note that this course takes place on the first floor

What's On Offer – With Mobile Phone Activity

A two hour session to find out what courses are coming soon at KCU. Please bring your mobile phone with you and get ready to learn (and share!) tips about getting more from your mobile phone.

Monday 14th October 1:00pm – 3:00pm

Grow Your IT Skills

Refresh and consolidate basic IT skills for work and home, including Microsoft Office and communicating safely online. You will be able to build on your existing knowledge using a laptop, which will be provided. To benefit from this course you will need basic keyboard skills, and if possible an email address and password. It is an ideal next step if you have completed IT Basics.

Course Starts Wednesday 6th November 10:00am – 12:00pm for 6 weeks

Please note that this course takes place on the first floor

More With Excel Spreadsheets

Build skills and confidence with Microsoft Excel for work and home. Basic confidence with Microsoft Office is often a standard requirement within many job descriptions. After this course you will be in a good position to progress onto further courses. To get the most from this course you will need basic keyboard skills.

Course Starts Wednesday 6th November 12:30pm – 2:30pm for 4 weeks

Please note that this course takes place on the first floor

Photography With Your Phone Or Tablet

Using your mobile device more like a 'real' camera, taking control of its key features and functions to create exciting results. Learn skills to give your subject greater impact and make better images to be proud of. Tablets will be provided if you don't have your own.

Course Starts Monday 4th November 1:00pm – 3:00pm for 6 weeks

Mindfulness Introduction

This introduction will show you how mindfulness techniques can reduce your stress levels, and enable you to live a calmer life. By the end of this course, you will have identified mindfulness techniques that can help you.

Course Starts Thursday 21st November 1:00pm – 3:00pm for 4 weeks

Makaton Introduction

Makaton is a language programme using signs and symbols to help people to communicate. It is designed to support spoken language and the signs and symbols are used with speech, in spoken word order.

Course Starts Thursday 21st November 10:00am – 12:00pm for 2 weeks

PECs Communication Introduction

This course is designed to introduce the theory and explore the practical way that pictures and symbols can help with two way communication between adults in work environments.

Course Starts Thursday 5th December 10:00am – 12:00pm for 2 weeks

Cooking For Christmas On A Budget

You will work as a team to choose a menu, source the most effective ingredients, prepare and serve them. In this session you will make a meal from scratch, consider the health benefits of your choices, and make certain that all your items come in on budget. Please bring a plastic container to take home any uneaten items.

Wednesday 18th December 10:00am – 12:00pm