

***For more information on any of the courses/programmes
in this brochure please contact:***



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***What's on in
the
Carnegie Building, Maybole?***

***Information on the range of
learning opportunities provided by the
Community Learning
and Development Service***



What's on in the Carnegie Building, Maybole?

This brochure is designed to give you a flavour of the Learning Programmes available through the Community Learning & Development Service in Maybole. The learning programmes have been categorised under the headings of Employability, Health and Learning & Education. Most of the courses are free of charge. Where there is a cost this may be eligible for a fee waiver (evidence of benefit required). Some courses may be funded under an Individual Learning Account. Information on ILA's is contained in this brochure.

Employability

Courses include

- Employability Award
- European Computer Driving Licence
- IT Skills for Employment
- Customer Care
- Let's Get Started
- Skills for Employment
- Personal Presentation
- Get into Retail

Health

- Maybole Baby Group

Learning and Education

- Mellow Parenting
- Beauty Skills
- Care Taster
- Speakeasy
- Earn as You Learn
- PEEP

Individual Learning Accounts

How to apply for an Individual Learning Account

Individual Learning Accounts (ILAs) are for people who are 16 or over and living in Scotland. You must have an income of £22,000 a year or less, or be on benefits to be eligible to get up to £200 towards the costs of learning or training.

You can request an application pack by simply clicking www.ilascotland.gov.uk or if you prefer to speak to an advisor, you can call **0808 1001090** to request an application pack. Once you have received your pack, read through it carefully and then complete the application forms and get them back to ILA Scotland as soon as you can.

What happens next?

If you open a learning account then once your account has been set up you will receive a welcome pack to tell you more about how to use your account and the doors it can open for you. Before you book a course you must have received your ILA number which will be in the welcome pack set to you.

Literacy, Numeracy and English for Speakers of Other Languages (ESOL)

There is a rolling programme of courses for adults who want to improve their reading, writing, counting, basic computing or self confidence in learning skills. This is individual for each learner and tailored to suit what they want to learn. It can help people improve their chances of gaining employment and make it easier to help children with homework, among other things.

ESOL is for people whose first language is not English and who have little or no experience in reading or speaking English. Again it is a rolling programme tailored to the needs of learners.

For more information on this service contact

Zoe Kennedy
Literacy Development Worker
The Learning Shop
2 New Bridge Street
AYR KA7 1JX
Tel. 01292 263304

Employability Group Award

Course Duration: 8 weeks

Days: two sessions per week

Hours: 5 hours per week

Cost: FREE*

Learners should bring recent evidence of benefit entitlement to receive fee waiver.

This course includes how to prepare for employment, build on current skills, and recognise the responsibilities that come with being employed.

The course will help learners to:

- Review your own past and present experience
- Draw conclusions on how your past and present experience can help you enter the world of work
- Identify what you want from a job and the kind of jobs that fit in with what you want from a job
- Find information about employment opportunities that may be suitable for you
- Practice the skills you will need to use to apply for a job
- Identify how employers will expect you to behave at work and how they should treat you
- Identify what might happen if you do not act in a way an employer expects

Learners will undertake 3 employability units, which together will lead to an SQA group Award in Employability.

European Computer Driving Licence (E.C.D.L)

Course Duration: Sept to June

Days: Thursday

Hours: 6.30-8.30pm

Cost: £210**

**** Learners should bring recent evidence of benefit entitlement to receive fee waiver or course may be funded through ILA if eligible.**

ECDL is a Nationally recognised IT qualification. It consists of 7 modular units:

Word Processing Concepts of IT Spreadsheets Managing Files
Database Presentations Web Browsing and Communication

The ability to use a computer effectively is an essential life skill. Computer skills enable people of all ages to understand and use technology to improve their personal and professional lives. Certified computer skills can help the holder's professional life by making them more attractive to employers, while increasing their ability to communicate and access information and services. Learners sit an exam at the end of each module.

On completion of all seven modules learners receive a certificate endorsed by the British Computer Society.

PEEP

Course Duration: various

Days: one session per week

Hours: 1 hour per session

Cost: FREE

PEEP recognises that parents and carers are children's first and most important educators and aims to support adults to give their children a flying start in life.

The PEEP 'Learning Together' programme offers ideas and information to support children's learning through everyday activities.

PEEP encourages children and adults to be confident learners.

Various PEEP groups run through out the year for Babies, One Year olds and Two years olds with their parent/carer.

PEEP groups are facilitated by Community Learning and Development Staff.

Earn as You Learn

Course Duration: 10 weeks **Days:** one session per week
Hours: 2 hours per week **Cost: FREE***

Learners should bring recent evidence of benefit entitlement to receive fee waiver.

This is a taster course of what it is like to work or study in creative arts. The course includes:

- Enterprise
- Customer Service
- Cake Decorating
- Jewellery Making
- Photography
- Web Selling

The course is delivered by Kilmarnock College.

Learners will receive a certificate of participation.

IT Skills for Employment

Course Duration: 4 weeks **Days:** one session per week
Hours: 2 hours per week **Cost: FREE**

This course focuses on the I.T. Skills required to help learners improve their employment prospects. The course will cover Basic IT skills including Word, Internet and Email. Learners will be more confident in updating their CV, using the internet to search for job vacancies, accessing email and applying online for jobs.

Learners will receive a certificate of participation.

Customer Care

Course Duration: 8 weeks **Days:** one sessions per week
Hours: 5 hours per week **Cost: FREE***

Learners should bring recent evidence of benefit entitlement to receive fee waiver.

This programme is for learners who wish to develop skills, knowledge and understanding of Customer Care.

The course will help learners to:

- Understand the importance of customer care
- Identify customer needs
- Understand how to meet the needs of the customer
- Understand how to respond to dissatisfied customers

Learners will achieve a certificate accredited by SQA.

Let's Get Started

Course Duration: 8 weeks **Days:** two sessions per week
Hours: 5 hours per week **Cost:** FREE

This is an informal course for anyone who would like to increase their confidence and begin to set small targets for their future.

The course will help learners to:

- Identify strengths and skills
- Begin to make some informed choices about opportunities they could take part in
- Set some simple goals and begin to plan for the future
- Try some new activities
- Get motivated

Throughout the course learners will produce a portfolio to show what they have learned. This can then be submitted for accreditation. This course is SCQF Levelled at level 3 and receives 5 credits. Learners will receive a certificate of participation.

Skills for Employment

Course Duration: 1 day **Days:** full day
Hours: 7 hours per course **Cost:** Various

There are three short one day courses available to help learners gain employment. There are individual costs to each of these courses. The cost can be met by an Individual Learning Account if eligible. Each one day course has a short test at the end in order to gain the qualification.

- BIIAB SCOTTISH Certificate for Personal Licence Holders
- REHIS Elementary Certificate in Food Hygiene
- HSE Emergency First Aid at Work

These course can run throughout the year and are dependant on demand. The courses are delivered by the Scottish Agriculture College.

Speakeasy

Course Duration: weeks **Days:** on session per week
Hours: 2 hours per week **Cost:** FREE

This course is aimed at parents/carers of children of **any** age. The course offers a flexible and relaxed way to gain greater confidence in an area that can cause embarrassment and awkwardness for parents and carers.

The course will help parents to:

- Feel more confident talking to your children using words that they understand and that you are comfortable using
- Understand the way children pick up information about sex and relationships from the media, their friends and the world around them
- Brush up on what you already know about body changes that children go through
- Give you information about the different methods of contraception available
- Explain what your children are being taught in school about sex and relationships
- Help you to support your children and keep them safe
- Awareness of what sex and relationships education means in the context of family life

By the end of the course

Parents will have increased knowledge of sexual health affecting young people and will be more confident in discussing sex and relationships within a family setting.

This course is facilitated by Community Learning and Development Staff.

Learners will receive a certificate of participation.

Care Taster

Course Duration: 9 weeks

Days: on session per week

Hours: 3 hours

Cost: FREE

This course is for people who have an interest in the care sector but haven't decided if either being a worker or a student, within this industry, is for them.

The course will cover:

- The different kinds of care.
- The skills and qualities needed to work in the care sector.
- The different styles and venues of care delivery.
- Who needs care and why do they need it.
- How is care identified and who decides what care is needed.
- What it is like to work in the care sector and where you may get a job
- What it is like to be a student on a care course

Learners will cover the three main care sectors of childcare, social care and health care including meeting people who are already working in various roles within the care sector. This course is delivered by Ayr College.

Learners will receive a certificate of participation.

Personal Presentation

Course Duration: 8 weeks

Days: one session per week

Hours: 2 hours per week

Cost: FREE

This course focuses on gaining an awareness of personal presentation for employment, preparing for an interview and creating a positive impression with employers. Although the main focus will be on personal presentation the course will also provide an awareness of hair and beauty disciplines and opportunities.

The course will help learners to:

- Consider personal hygiene and presentation skills
- Consider how to make a positive impression
- Develop practical skills appropriate to the beauty sector
- Practice interview techniques

Learners will receive a certificate of participation.

Get into Retail

Course Duration: 8 weeks

Days: two days per week

Hours: 10 hours per week

Cost: FREE

Learners should bring recent evidence of benefit entitlement to receive fee waiver.

This course will focus on learners gaining an understanding of employment opportunities within the retail sector. SQA accredited units will be delivered focussing on

- Introduction to Retail
- Merchandising
- Selling Skills

Learners will achieve a certificate accredited by SQA.

Mellow Parenting

Course Duration: 16 weeks **Days:** two sessions per week
Hours: 4 hours per week **Cost: FREE**

The aim of this programme is to help the parents deal with their own emotional difficulties relating to their own experiences of having been parented as well as to facilitate direct changes in parenting itself.

The programme uses a variety of methods including information handouts, structured group discussion and detailed video feedback on parenting practice. As well as the direct impact of the group, parents enjoy and benefit from the support of other parents and from knowing that they are not the only ones who have difficulty.

The group is facilitated by Community Learning and Development Staff.

Learners will receive a certificate of participation.

Maybole Baby Group

Group Duration: the group meets all year except during school holidays
Day: Wednesday **Hours:** 12.45 - 2.45p **Cost: FREE**

The programme is based around the needs of the group members and may include on:

- Child Development
- Health and Nutrition
- Family Learning
- Personal Development

Limited crèche facilities for pre school children and babies is available to support the group.

The group is facilitated by Community Learning and Development Staff.

Beauty Skills

Course Duration: 15 weeks **Days:** one session per week
Hours: 5 hours per week **Cost: FREE***

Learners should bring recent evidence of benefit entitlement to receive fee waiver.

This course is for people have an interest in a career within the beauty industry and would like to begin to build up their knowledge and practical skills in this area. The learner may decide to look for employment using the skills and qualifications gained on this course or they may decide to enrol for a part-time/full-time course at college.

The course will cover:

- Manicures
- Eye Treatments
- Jewellery making
- Photography
- Hair 'Up-dos'

Learners will undertake SQA Accredited Units in Manicures and Eye Treatments. Learners may be required to undertake these assessments in college.