

Skills for Work

Family Learning & Adult Skills Service

PROSPECTUS

August 2017 / July 2018



*Lifelong learning courses for adults and families
in schools, children's centres
& community venues*



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The prospectus can also be found on the Family Learning Service website at:

<http://theblog.is/familylearning>

Email: familylearning@bradford.gov.uk

Website: <http://theblog.is/familylearning>

Follow us on: Family Learning @FamilyLearns



FAMILY LEARNING and ADULT SKILLS SERVICE

About us

Welcome to Family Learning and Adult Skills Service (FLASS). FLASS is located within Bradford Metropolitan District Councils Children's Service, delivering a range of courses funded through government programmes. FLASS is committed to the welfare of both its service users and staff (see appendix 2) and offers a range of services to employers, supports individuals who want to become an apprentice, aims to support and develop positive relationships that exist between mums, dads, carers and their children and also the relationships between schools/centres and the families they serve.

The courses and programmes we offer are funded under one contract through the Education Skills Funding Agency and all community learning provision including family learning is funded by the Adult Education Budget.

This prospectus lists courses available. These are pre planned courses during term time in schools and centres. In addition, throughout the year, we offer other learning opportunities in response to local needs.

Every year many adults join us at FLASS to start or re-start their learning. Some adults want to learn new skills to get a job or support their children's learning, some want to gain a new qualification to help them obtain a job, progress in their work or make a change in their career. Some learners want to improve reading, writing, speaking, maths or computer skills because not having these skills is causing them problems in the job market and in their everyday lives.

Mission Statement

"To inspire families and adults through high quality learning opportunities, thereby enabling them to develop the confidence and skills to improve their life chances, and actively engage with the wider community and growing economy"

We understand that many people joining us may not have studied for many years or may not have had the best of education in school. We are passionate about providing the right learning experience for our adults, parents and children. We want to work with you to provide a supportive learning environment to meet the needs of all our learners.

Our Centres

All learners will be welcomed to our centres by staff who will help them choose the right course, give information, advice and guidance and will work with them to help enable them to achieve their goals.

The majority of our courses are taught during the day in schools, children's centres or community centres across the Bradford District. Please note that although we work to provide fully accessible learning there may be some locations in schools, children's centres or community centres where access is limited.



Family Learning and Adult Skills Service, Appleton House Training Centre, Barkerend Road

This centre has two ICT suites and three additional classrooms. There is parking available on site for visitors and it is convenient for local schools and centres in the BD3 area. This is the base for accredited-qualification exams.



St Peter's House Training Centre, City Centre

This centre houses Skills for Work's Workchoice and Work Programmes, Skills House and Kala Sangam. There are two ICT suites and this centre is often used for staff training and development days.

Parking is available close to the centre at Broadway Shopping Centre or there is pay and display off road parking.

Keighley Training Group, Marlborough House – Located within a short walk from the train station this centre houses Skills for Work's Workchoice and Work Programmes for the Keighley area. It is also a dedicated exams site for those learners in the Keighley area. Car parking is available on site for visitors.

We will encourage schools, centres and community groups to join together in partnership to support learner recruitment and to share facilities and resources.

Our Courses

This prospectus is aimed at schools and children's centres but if you are a mum, dad, carer or adult reading this prospectus and live in Bradford and want to gain a qualification we are also interested in hearing from you.



To discuss the courses listed in the prospectus and gain further information, advice and guidance.

Call our office on **01274 432170**.

Email: familylearning@bradford.gov.uk

Please note places are not guaranteed and are dependant on you meeting the eligibility and funding criteria (see page 12) and subject to the initial and diagnostic assessment. We will work with you to help you find the right course for you.

A crèche is organised by the school or centre to support our courses but we can advise you on this or put you in touch with the Parent Involvement Officer at the school/children's centre. You will need to register your child(ren) when you enrol for your course. Please note crèches are subject to a minimum number of children attending. Charges do not apply to Family Learning courses.

If you incur childcare costs related to your attendance on our courses you may be able to get financial support to meet these costs through the Discretionary Learner Support Fund. Please ask for details on the enrolment day in the school or centre. Please note that crèche may be closed if enrolments do not reach the minimum number of children attending and places are often limited.

How Our Courses Work

We have a wide range of courses, ranging from two hour workshops to longer accredited programmes.

Some of our courses involve parents and children learning together. These joint sessions can be arranged so that children join parents in class for a set period of time. Other courses involve adult only sessions that do not include a qualification and some, where individuals can work towards qualifications. We can offer as much information, advice and guidance and support as you need including guidance from Aspire Igen – the National Careers Service.

The time and schedule of the courses can be arranged so that the needs of the parents, children and the school/centre are all taken into account.

2 HOUR WORKSHOPS

Workshops are a great way to engage new parents with schools and centres and are a great way to engage dads or parents who work. They offer intergenerational learning in a fun, non-threatening way. The workshops are designed to either be delivered individually or as a suite to create a mini course.

LONGER COURSES

These courses are ideal for engaging families, for those who have been on a workshop, or for those who want to learn new skills and knowledge of how to support their child. Qualifications can be gained on some of these courses which help parents/carers develop their own skills so that they can improve their life chances.

We will work with you to encourage adults to develop skills and confidence to participate in activities and take a greater role in their child's education and development. The courses in this prospectus have been developed as a result of consultation with head teachers, PIWs, parents and tutors. If you need something different from what is in the prospectus we can work with you to design a course specifically for you.

The Learning Journey

Matrix Quality Standard

In May 2017 the Service achieved re-accreditation for the Matrix Standard. The matrix standard is the national quality standard for any organisation that delivers information, advice and guidance on learning and work. We work to this quality standard to make sure that we provide all learners with advice and guidance which meets their needs and enables them to progress and achieve their goals. We have held this standard since 2008.

Step 6

Achievement of learning goals, review of learning and next steps.

Step 5

Feedback from tutor about learning progress. Regular written or verbal feedback.

Step 4

Recording of learning in a diary and an ILP to keep a record of progress towards learning goals.

Step 1

Learners can expect advice and guidance before the course starts

Step 2

Induction and initial assessment to the course and centre over the first few weeks

Step 3

Diagnostic assessment to identify learners' gaps in knowledge and plan individual learning goals into an individual learning plan



Step by Step Guide to Booking a Course

1. Choose a suitable workshop or course.
2. Complete the course application form located at the back on this prospectus
3. Send your completed form to the Family Learning and Adult Skills Service office to be approved. You will receive a confirmation email when your course has been booked.



Please note that bookings made through tutors will not be scheduled into the timetable – we can only accept requests for courses via the booking form.

4. A tutor will be assigned to run your course(s) and you will receive a phone call or email from the assigned tutor who will then carry out an initial visit.
5. In the initial visit you will be issued with a formal contract and Health and Safety form.

It is a requirement that you sign the contract and complete the Health & Safety form. Please return these to the office/tutor prior to the course.

6. In the initial visit the tutor will also confirm the induction date for the course and discuss course expectations and requirements.
7. Once a date for induction is agreed you will need to advertise the course so that you can actively recruit learners.
8. Induction will include enrolment, where learner eligibility will be checked, and initial assessment will take place to ensure that the course is appropriate and will meet the needs of all the learners taking part. We will work with you where possible to design a bespoke course or to signpost should we find, as a result of induction, the course does not meet with the needs of the learners.
9. If the courses in this prospectus do not meet your needs, and are not what you are looking for please get in touch to discuss your rationale as we may be able to offer you a bespoke programme.

Initial Visit and Enrolment

A date will be agreed with you to visit your centre/school to talk with you about the course and you will be issued with a formal contract and Health and Safety form. **It is a requirement that you sign the contract and complete the Health & Safety form.** The initial visit is an opportunity to discuss expectations and plan your recruitment strategy. It is advised that you inform the tutor, on initial visit, about any coffee mornings or parents evenings etc so that they can attend to assist you with recruitment before the induction date.

In the induction enrolment will take place and the tutor will get the opportunity to meet the learners. At enrolment the tutor will provide information advice and guidance about the course, check the learner's eligibility and carry out any initial assessments required. Learners will enrol on the course and sign an Individual Learner record, forming a contract between ourselves and each individual learner

Please note:

A form of identification on the day of induction will need to be provided in order for learners to enrol on the course.

See notes in Appendix 1 for acceptable forms of ID.



Learners unable to produce an ID document from group A or group B by week 3 **will not** be able to continue on the course and will be withdrawn from the register.

If you have any questions, please contact the Family Learning Service on 01274 432170 or email familylearning@bradford.gov.uk

Childcare Provision



All courses are funded via the ESFA and eligibility guidelines apply to the funding of childcare dependent upon the course, learner need and local priorities. Our service must ensure appropriate use of funds to meet government guidance and sustainability of resource across the district. This funding relates to the number of learners attending and the number of children requiring support. In most cases accredited courses do not have automatic childcare funding attached however individual learners maybe eligible to apply for childcare funding as long as this is provided by a crèche or Ofsted registered childcare. Please see page

It is hoped that where courses have 9 fully funded adults crèche costs can be funded. Please note however that although we work to provide fully accessible learning, there may be some venues where access to a crèche is not possible and the offer of childcare support is subject to minimum child numbers attending. Crèche requirements will form part of any course requests applied for and will be discussed at the initial visit. Learner childcare needs will be discussed at the induction with the parents.

Childcare funding must be authorised by FLASS before the course goes ahead

For any further information or questions regarding crèche funding you can email familylearning@bradford.gov.uk

A local mobile crèche provider is Happy Hours Mobile Crèche Ltd., Business Chambers, 1 Mornington Villas, Bradford BD8 7HB - Tel: 07728 574777 or 07877 547076 – Email: happyhoursltd@live.co.uk – Website: www.happyhoursltd.co.uk

Happy Hours have successfully provided a number of crèches for our courses in the past and are able to meet most requests.

Cost of Courses

FLASS has had to adapt to changes in the wider learning community and as we are funded by the Education Skills Funding Agency (ESFA) we have contractual obligations to work with **parents who meet certain eligibility criteria** and, if this criteria can be met, the courses are **FREE**.

We are also keen to work with the many interested parents who are not able to meet the eligibility criteria for funded places. For these parents FLASS can offer all the same opportunities and courses for a fee, in partnership with centres which encourage parental involvement and support families via the pupil premium. This removes some restrictions and allows flexibility with course timings, length of course, learner numbers and allows for bespoke provision to be developed to meet specific outcomes or focus on particular area of interest to your organisation –we will discuss needs on an individual basis.

In all cases a minimum of 9 eligible learners must regularly attend the course.

ELIGIBILITY CRITERIA FOR COURSES TO BE DELIVERED FREE OF CHARGE

- Aged 19+ on 31 August within the 2017-18 funding year
- Citizen of the UK, or EEA, for 3 years or more
- Have a right to live in UK
- Adults who do not have a level 2 qualification in maths AND English.

And at least one of the following:

- In receipt of JSA, ESA or Universal credit
- In receipt of other benefits
- Rationale given for the course to run

Please note: All information contained in this prospectus is correct at the time of print additionally all courses have been planned in accordance with current Education Skills Funding Agency rules. Eligibility criteria varies between course types – please check with your tutor.

Cost of Longer Courses:		
9+ eligible parents/carers	£Free	Costs for crèche, consumable resources & refreshments can be refunded by us
4 – 8 eligible parents/carers	£150	50% of crèche costs only can be refunded by us
Less than 4 eligible parents/carers	£300	No additional costs will be refunded

Course Cancellation Policy

Before submitting an application for a course, please ensure you have read the course content to ensure the course will meet the needs of the families and the needs of your school/centre. Courses can be cancelled up to a week before with no charge. Please ensure you give a clear rationale for the courses that you are applying for.

CANCELLATION FEES FOR CHARGEABLE COURSES

Cancellation charges will be applied if a chargeable course closes following the Initial Visit and Week 1 of the course has taken place.

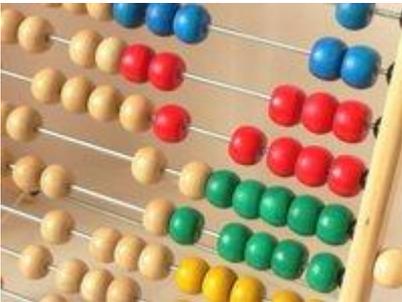
Scenario	FEE
Courses cancelled by you after week one	£50 fixed charge.

Cost of Workshops: (2 hour)		
9+ eligible parents/carers	£Free	Costs for crèche, consumable resources & refreshments can be refunded by Family Learning
4 – 8 eligible parents/carers	£45	50% of crèche costs only can be refunded by Family Learning
Less than 4 eligible parents/carers	£90	No additional costs will be refunded by Family Learning

Adult English and Maths Courses

Our courses offer the chance to brush up on your maths and English skills and in some cases gain a nationally recognised qualification up to level 2. Before starting any qualifications all learners will participate in an initial and diagnostic assessment to determine the right level of qualification and identify learning gaps.



Title	Details of course	Hours
<p>Keeping up with your children: These courses are perfect for parents, carers, grandparents who would like to learn more about how children are taught in schools and be able to support learning. The course provides opportunities to brush up on year skills and/or gain a qualification. These courses are suitable for parents with children in EYFS, KS1, KS2 and KS3.</p>		
<p>Keeping up with your children's English</p>	<p>On this course families can:</p> <ul style="list-style-type: none"> • Create and use resources and activities to develop English skills; • build self confidence in supporting children with English and learn about the English curriculum in school; • Try lots of ways to make learning fun; • Develop their own reading, writing and language skills. <p>(this course can be linked to a single unit)</p>	<p>10 hrs</p>
<p>Keeping up with your children's maths</p> 	<p>This course allows parents to explore a variety of learning resources and methods used in school to teach the children's maths curriculum.</p> <p>On this course learners can:</p> <ul style="list-style-type: none"> • Become familiar with number lines, 100 squares and multiplication grids; • Learn to use maths in everyday situations to help support a child's mathematical development; • Produce a personal glossary of mathematical terms; • Develop and improve their own maths skills. • Create maths resources to help children to learn <p>(this course can be linked to a single unit)</p>	<p>10 hrs</p>

Non Accredited Maths, English and English for Speakers of other Languages (ESOL)

These courses are suitable for parents with children in EYFS, KS1, KS2 and KS3.

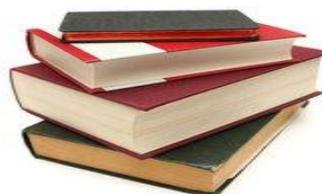
<p>Family Language: (ESOL)</p>	<p>Beginners – (Pre entry) On this course people will:</p> <ul style="list-style-type: none"> • practice introducing themselves; • learn to recognise letters of the alphabet; • learn to make an appointment face to face or over the phone; • learn some words linked to school or nursery life. 	20hrs
<p>Family Talk: (ESOL)</p> <p>Progression from Family Language</p>	<p>This is an ideal course to progress from Family Language.</p> <p>On this course families can find out:</p> <ul style="list-style-type: none"> • about using effective body language • how to be a good listener and ask open questions • how to make your point and express opinions • how to keep safe when communicating via the internet (chat rooms, websites etc.) 	20hrs
<p>Introduction to reading, writing and speaking for everyday life and employment</p> <p>This course is a useful first step for beginners or learners whose first language is not English and they want to improve their English Skills but do not need a recognised national certificate.</p>	<p>This is an ideal course to progress from Family Talk</p> <p>On this course learners will for example:</p> <ul style="list-style-type: none"> • Feel confident in speaking to professional people e.g teachers/doctors • Feel confident in the community • Compose simple texts to communicate basic information e.g informal letter/form • Identify simple formats of writing • Learn some personal and key words and keep a spelling log 	20hrs
<p>Advanced writing skills for everyday life and employment</p> 	<p>This course is designed as a short course and for those adults who are already working at level 1 or 2 and want to brush up on their skills for helping their children with homework or for employment reasons, but do not need a national certificate. On this course learners will for example:</p> <ul style="list-style-type: none"> • Plan, draft and organise writing • Learn how to write a formal email • Learn how to write a covering letter for job applications • Learn how to identify types of text in everyday situations • Explore language techniques used in a variety of texts • Explore features used in a variety of texts 	20hrs

<p>ESOL</p> <p>This course is designed for learners whose first language is not English and they want to gain a national certificate.</p> <p>Please note ESOL funding is subject to learners meeting the funding criteria (see page 12)</p>	<p>We offer :</p> <ul style="list-style-type: none"> • Speaking and Listening (Entry 1, Entry 2, Entry 3) • Reading and writing (Entry 1, Entry 2, Entry 3) <p>Topics include for example:</p> <ul style="list-style-type: none"> • Family Life • Healthy Eating • Job Roles, Skills and Qualities • Health and Wellbeing • Communicating with school • Making an appointment 	<p>30-60hrs</p>
<p>Making Maths Fun with Games</p>	<p>On this course learners will</p> <ul style="list-style-type: none"> • Explore how to make maths learning fun with children • Explore myths/fears of maths • Understand what a growth mind-set is • Use practical games to make maths fun 	<p>2.5hrs workshop</p>

Courses with qualifications - maths and English: These courses offer the chance to brush up on English or maths skills and gain a nationally recognised qualification up to level 2. These courses are suitable for parents with children in EYFS, KS1, KS2 and KS3.

The single units can be used as a stepping stone to Functional Skills and Functional Skills can be used as a stepping stone, up to level 1, towards a GCSE.

We offer a range of qualifications at different levels to suit your needs and gain skills to improve employment prospects



Title of English Units	Aims	Hours
Reading	<ul style="list-style-type: none"> • Learn to read and understand short straight forward texts on familiar subjects • Read and obtain information 	20hrs
Writing	<ul style="list-style-type: none"> • Plan and draft written work • Present points • Write in a logical order 	20hrs
Spelling	<ul style="list-style-type: none"> • Develop a sound grasp of basic spelling rules • Learn how to spell common words • Develop techniques to spell unfamiliar words 	20hrs
Grammar and punctuation	<ul style="list-style-type: none"> • Learn how language works • Be able to write simple sentences 	20hrs
Speaking	<ul style="list-style-type: none"> • Communicate in a range of situations and demonstrate skills required for discussion 	20hrs

Title of Maths Units	Aims	Hours
Understanding and apply number skills	<ul style="list-style-type: none"> Recognise numbers up to 1000 and recognise patterns 	20hrs
Using calculations for addition/subtraction, division and/or multiplication	<ul style="list-style-type: none"> Using a combination of addition, subtract, division and multiplication to calculate whole numbers 	20hrs
Understanding and using fractions/decimals and or percentages	<ul style="list-style-type: none"> Be able to read and write numbers up to 2 decimal places Recognise common fractions Be able to calculate % 	20hrs
<p>Functional Maths and English:</p>  	<p>Foundation: (Entry 1 and 2) Improve your skills and confidence</p> <p>Intermediate: (Entry 3 – level 1)</p> <ul style="list-style-type: none"> English - Explore different types of writing, improve and widen your reading and improve general communication skills Maths; Improve your maths skills for life and work, learn maths techniques <p>Move on: (level 2) – Further develop your skills often necessary for employment</p>	<p>Approx.: 30 -60hrs</p>

ICT Courses: These courses provide opportunities for parents, grandparents and carers to learn how to use a computer safely to support children with their learning and to use in daily life. There are also opportunities to gain a nationally recognised qualification up to level 2. These courses are suitable for parents with children in EYFS, KS1, KS2 and KS3.

PLEASE NOTE THAT THE SCHOOL/CENTRE MUST MAKE THEIR NETWORK AND I.T. FACILITIES AVAILABLE FOR THIS COURSE



Title	Details	Hours
Introduction to online safety	Keep the whole family safe with this introduction to online safety. The course looks at the following; <ul style="list-style-type: none"> • The different ways in which your family can be unsafe without knowing • How to protect your computer and your children from external threats. 	Workshop 2.5 hrs
Introduction to email and the internet	<ul style="list-style-type: none"> ▪ Set up an email account, send, receive and reply to e-mail messages ▪ use search engines to find information ▪ save web pages ▪ understand how to stay safe online 	workshops 4 hrs (x2 2hr sessions)
Digital Families 	Aimed at people with some knowledge of using a computer. This course will help parents develop ICT skills and learn how to keep their families safe online. On this course families can: <ul style="list-style-type: none"> • learn about keeping the family safe online • explore social media • look at the internet as a tool for supporting children's learning; • learn how to use Word and PowerPoint • learn how to use tablets and digital cameras. <p><i>Did you know we can offer bespoke 2hr workshops which can focus on any of the areas listed above?</i></p>	10 hrs
<p>Courses with qualifications: This course offers the chance to improve a range of computer skills and gain a nationally recognised qualification up to level 2</p>		
Functional ICT	This qualification can be obtained at Entry 1, 2, and 3 and level 1 to 2.	30 -60 hrs

Joint Family Courses.

The Family Learning Service recognises the important role that Children's Centres and the Early Years' curriculum plays in a child's development. We have courses that aim to support the parent and child in achieving increased benefit from these early years.

The courses give parents an insight into how the early years help their child to acquire the skills necessary to be successful learners, and how they can support their child so they can make the most of the opportunities offered in the setting.

These courses below provide opportunities for parents, grandparents, carers and children to learn together.

Title	Aims	Hours
Kitchen Sink Science:	At this workshop families will: <ul style="list-style-type: none"> • learn about science using everyday items in the kitchen • make bubbles or create a volcano • have fun <p><i>be prepared to get messy!</i></p> Suitable for parents with children in KS1 and KS2	Workshop 2.5 hrs
It's Child's Play!	At this workshop families will: <ul style="list-style-type: none"> • learn about the importance of playing as a learning and growing tool • try lots of activities and games and know how these can support their child's learning Suitable for parents with children in EYFS	Workshop 2.5hrs
Phonics: 	At this workshop families will: <ul style="list-style-type: none"> • play with and create phonics resources to support reading and phonic learning at home • Learn how to use a Story Sack to bring reading alive. Suitable for parents with children in EYFS and KS1	Workshop 2.5hrs
Speaking & Listening with your Child:	At this workshop families will: <ul style="list-style-type: none"> • discover how important speaking and listening is in their child's development • try lots of speaking and listening activities they can then use at home • develop their own speaking and listening skills Suitable for parents with children in EYFS, KS1, KS2 and KS3.	Workshop 2.5hrs

Joint Family Courses (continued)

<p>Creative activities for children's development</p> <p>(Progression from kitchen sink science and child's play workshops)</p> 	<p>Play is so important for your children. This course supports families to make the most of learning opportunities in play.</p> <ul style="list-style-type: none"> • get ideas for indoor play on a rainy day • learn how to encourage creativity and building skills, including the value of messy play • look at how play skills are linked to developmental milestones • learn how to organise outdoor play • enjoy a range of arts & crafts, inc. knitting, crochet, puppet & game making, Christmas crafts, making land art or junk modelling. <p><i>(Please note: this course can be accredited)</i></p> <p>Suitable for parents with children in EYFS, KS1 and KS2</p>	<p>10, 20 hrs</p>
<p>Number Sacks</p>	<p>On this course families can:</p> <ul style="list-style-type: none"> • Find out how to use every day experiences to develop and enjoy maths • Create maths resources to help children to learn • Learn how to make the most of maths opportunities at home • Build confidence in supporting children with maths homework • Develop and improve their own maths skills. <p>Suitable for parents with children in EYFS and KS1</p>	<p>10hrs</p>
<p>Story Sacks</p> 	<p>This course introduces parents and children to the benefits of reading to improve learning, and how to make reading fun!</p> <p>On this course families can:</p> <ul style="list-style-type: none"> • Learn how Story Sacks support a love of books and reading • Share an interactive story reading session with their child • Create and use story sack resources • Explore how family learning supports learning and family life. <p>Suitable for parents with children in EYFS and KS1</p>	<p>10 hrs</p>

Visit our website: <http://theblog.is/familylearning>

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Family Development Courses.

These courses offer parents, grandparents and carers the opportunity to gain skills to support the whole family and improve their health and wellbeing.

Title	Details	Hours
<p>Family First Aid</p> 	<p>Adults and children can find out about Family Learning whilst also gaining some important first aid skills. (This course can be an adult only or joint session)</p> <p>On this course families can:</p> <ul style="list-style-type: none"> • find out how to deal with a wound • discover how to recognise the signs and symptoms of a fracture; learn to put a sling on a casualty • learn how to place an unconscious casualty into the recovery position • gain the confidence to know how to call an ambulance and provide the correct information <p>Suitable for parents with children in KS2 or KS3 (Please note: this course is not accredited)</p>	10 hrs
<p>CPR Workshop (Cardiopulmonary resuscitation)</p>	<ul style="list-style-type: none"> • Find out how to perform CPR on an adult and child <p>(Please note: this course is not accredited)</p>	Workshop 2.5hrs
<p>Learning together – Healthy living Healthy eating</p>	<p>Families have fun finding out about Family Learning and learning more about how to be a healthy family.</p> <p>On this course families can:</p> <ul style="list-style-type: none"> • learn about a healthy diet • learn how to use eat well guide • learn how to identify food groups on the eat well plate • explore exercise choices • learn how to keep a child healthy and safe <p>Suitable for parents with children in EYFS, KS1,KS2 or KS3 (Please note: this course can be accredited)</p>	10, 20 hrs
<p>Introduction to Child Development</p> 	<p>On this course families can learn more about Family Learning and find out about children's development stages and how to support their child's development.</p> <p>On this course families can:</p> <ul style="list-style-type: none"> • gain knowledge about the various stages in a child's development • create activities suitable for young children • develop family communication skills <p>Suitable for parents with children in EYFS, KS1</p>	10 hrs
<p>Family Wellbeing (Adult)</p>	<p>On this course learners can:</p> <ul style="list-style-type: none"> • Become a savvy shopper: compare supermarket own brands and identify when a deal is a real deal • Manage money effectively to pay for essential family expenditure • Effectively budget their money <p>Suitable for parents with children in EYFS, KS1,KS2 or KS3</p>	10 hrs

Family Development Courses (continued)

<p>Speakeasy</p> <p>(available from term 2 only)</p> <p>Minimum of 9 places</p>	<p>On this course families can:</p> <ul style="list-style-type: none"> • Learn how to speak to their children about relationships and sex; • Improve their sexual health knowledge in a relaxed and friendly environment; • Learn how to cope with those tricky talks and awkward questions and when to introduce them; • Find out what statutory sex education is done in school; • Discuss how the media and our culture impact on sexual development. <p>Suitable for parents with children in EYFS, KS1,KS2 or KS3</p> <p style="text-align: center;">This course is for adults only</p>	<p>16 hrs</p>
<p>Preparing for School Get Up and Go</p>	<p>Ideal as a transition course for parents with children moving into reception or year 1. This course is full of useful information for parents to help them prepare children for school.</p> <p>On this course families can:</p> <ul style="list-style-type: none"> • Explore how child developmental milestones might affect learning and behaviour; • Learn how to set a behaviour routine; • Understand how play and speaking and listening supports learning; • Discover how to use open and closed questions appropriately; • Practice effective speaking and listening skills. <p>Suitable for parents with children in EYFS</p>	<p>10hrs</p>



Did you know that the Family Learning and Adult Skills Service have an apprenticeship provision?

We can offer information, advice and guidance to school leavers or arrange an advice session for parents.

For further details:

Email: adulthoodservices@bradford.gov.uk

Call our office on 01274 432170.

Employability and Confidence Building Courses. These courses offer the opportunity to develop communications skills, improve personal, social and employability skills to support family life, improve life chances and support people who wish to step into work. There are a range of courses on offer at different levels.

Title	Details	Hours
Stepping into a job	Beginners course: On this course adults will: <ul style="list-style-type: none"> • Develop basic reading and writing skills for job applications • Be able to plan for and participate in an interview • Produce a basic CV • Develop telephone skills to apply for jobs 	10hrs
Employability and Personal Development	On this course adults will learn how to: <ul style="list-style-type: none"> • produce a CV • learn how to plan for and cope at an interview • Identify own skills and qualities Complete basis application forms • Basic health and safety in the workplace • Where to search for jobs • Develop confident communication skills (This course can be accredited at Entry 2, 3 and level 1)	20 -30hrs
CV Workshop	On this course adults will learn how to: <ul style="list-style-type: none"> • Identify own skills and qualities • produce a CV 	Workshop 2.5hrs
Interview Techniques Workshop	On this course adults will learn how to: <ul style="list-style-type: none"> • plan for and participate in an interview 	Workshop 2.5hrs
Job Searching workshop	On this course adults will learn: <ul style="list-style-type: none"> • Where to search for jobs • Complete basis application forms 	Workshop 2.5hrs
Confidence Building	On this course adults will work towards: <p>Increasing self confidence in everyday life situations</p> <ul style="list-style-type: none"> • Addressing fears and developing a positive attitude • Improving self esteem • Exploring their goals and step by step make a personal plan 	10hrs
Discover your potential (progression from develop my confidence)	On this course learners will: <ul style="list-style-type: none"> • Identify options for the future • Identify own aspirations • Overcome barriers and hurdles • Develop confidence and a greater awareness of self • Improve self esteem This is a fun and interactive session	10hrs

What Qualifications can parents take with FLASS?

Option 1 – single units (see page 16 & 17) – This option offers small, bite sized chunks of a full maths and English qualification and is ideal for learners who are still developing skills and knowledge needed to complete the full national Functional Skills qualification. With this option individuals complete test papers under exam conditions in class. These single units can be undertaken up to level 1

Option 2 – Full Functional Skills qualification (see page 16 & 17). Individuals complete a test with City & Guilds under exam conditions. Some of these exams have to be taken at our centre – Appleton House on Barkerend Road.

Option 3 - Other qualifications – We offer a range of qualifications that either requires learners to build a portfolio or in some cases sit a test in exam conditions. For example: Employability and Personal Development. Please discuss your options with your tutor

Levels and what they mean?

Entry Level - Entry 1, 2 & 3

Entry level is about boosting learners' confidence and building skills and knowledge. Entry level qualifications develop basic knowledge, skills and understanding as well as preparing for further learning. Learners who are assessed at Entry level would typically be working at a level which is comparable to primary school. As an example, learners at Entry level 1 might be learning to read everyday words, filling in simple forms with their name and address, counting to ten and starting to use simple mathematical language. Learners at Entry level 3 would be more advanced and would typically be working at a level similar to that of a child in years 5, 6 or even 7. They would write about familiar things using a range of tenses, with consistently accurate spelling, punctuation and grammar. In maths these learners would be working using decimals, simple fractions and using maths in everyday situations.

Level 1 is similar to GCSE grades D-G

Level 2 is similar to GCSE grade A-C

All learners on accredited English, maths, language and ICT courses will be assessed using initial and diagnostic assessments. This applies to **all** learners at **all** levels

After the Course

Learner Feedback and course evaluation

At the end of the course, we will encourage learners to complete an end of course review. We use this information to help improve our services, and with planning the curriculum for the following year. The tutor completes a course evaluation summary noting learner attendance and outcomes.

If you would like to see a tutor summary of this information please, contact the office and this will be sent to you.



Course Register

You may also like to request a copy of the register from the tutor. The register might be useful for you to keep as a record of who attended the course.

Certificates

Certificates are valued by the learners as a record of achievement. At the final session of a course, the tutor will bring certificates for the learners. (If the course is accredited, certificates will be issued at a later date when they are received from the awarding body). You may like to consider holding an assembly for learners and inviting the head teacher to present the certificates.



POUND PLUS

To demonstrate to the Skills Funding Agency (SFA) that we maximise our funding, we now collect evidence of Pound Plus. We would ask you, as part of your contract with us, to complete a form which shows everything your school/centre has provided at no cost.

This evidence will support us in being able to secure future funding so your help is very much appreciated.

Examples are:

- the venue;
- time spent recruiting learners;
- printing letters/posters to advertise the course;
- refreshments not claimed for;
- staff time etc.



Completing the Application Form

When applying for your course, we would like to know which days and times the sessions could run. The more flexible you are with days and times the better!

We find it useful to know the Key Stage group of the children that will be involved, as the sessions can be tailored to meet the needs of the adults and also the level that the children are working at. This is helpful when planning the course/workshop content and the joint session activities.

There is space on the application form for you to write a short paragraph outlining your rationale for the course/workshop(s) you have chosen. It is imperative that you complete this section. Please also indicate how the course will be funded.

The type of information we would like you to include in your rationale is:

- Which group of learners you are hoping to recruit?
- What are your key priorities as a school or children's centre? How will the course help with these priorities?
- Why the course/workshop(s) will benefit the families;
- What are your progression plans for the learners?

The application form (page 27) should be fully completed and returned to familylearning@bradford.gov.uk

Family Learning & Adult Skills Service Application Form 2017-2018

School/Centre:	
Address:	
School/Centre Contact Person:	Contact Person Telephone Number:

Contact Person Email:

Term	Day	Times	Key Stage Group of children	Course or Workshop Title	Course length	Joint session

PLEASE GIVE YOUR RATIONALE FOR THE COURSE/WORKSHOP(S) YOU HAVE CHOSEN:

NB. THE FORM CANNOT BE PROCESSED WITHOUT A RATIONALE

What is the purpose of the course? Have you had a recent Ofsted?

Please tell us a little about the targets that you are working towards as a school or department and how the family and adult learning courses may contribute towards achieving these targets. For example, are you focusing on topics such as; reducing smoking in pregnancy, increasing breast feeding, reducing obesity in young children, safety at home? Is there a need to raise awareness of cyber bullying or Prevent?

We can embed many topics into our long courses and where possible raise awareness of key matters if we have your rationale for the course. How have you identified this need?

IF A FEE IS APPLICABLE, THE SCHOOL/CENTRE WILL BE INVOICED AT THE END OF EACH COURSE. IF YOU WOULD LIKE US TO INVOICE A DIFFERENT ADDRESS PLEASE SPECIFY:

PLEASE SUPPLY A PURCHASE ORDER NUMBER IF REQUIRED:

PLEASE ENSURE THAT YOU HAVE READ THE COURSE CANCELLATION POLICY ON PAGE 8 OF COURSE PROSPECTUS 2017-2018

<p>A MEMBER OF THE SCHOOL/CENTRE MANAGEMENT TEAM MUST SIGN TO AGREE TO THIS COURSE(S) AND TO PAY THE SPECIFIED COURSE(S) COSTS & ANY CANCELLATION FEES WHERE APPLICABLE. MANAGEMENT MUST ALSO SIGN IF ELIGIBLE FOR A FREE COURSE(S)</p>	<p>Name & Position:</p>	<p>Signature:</p>
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If you have indicated a possible joint session we will discuss the details with you

	<u>Yes</u>	<u>No</u>	<u>Sometimes</u>
<p>Can parents have access to your ICT facilities including WiFi and network? Please tick ✓</p>			
<p>Is the room suitable for use as an adult classroom?</p>			
<p>Are you willing to work in partnership with another school/centre?</p>			
<p>Is childcare provided by your organisation?</p>			
<p>Will you require a crèche? If yes/sometimes please discuss with tutor on initial visit.</p>			

It is a requirement that you provide a member of staff to support the group throughout the programme. This person would also be the point of contact in the event of an accident, emergency or other health and safety issue.

Staff member who will be onsite and available to support the group:

- Name:
- Position:
- Signature:
- Date:

Please EMAIL your fully completed FLASS Course Application Form to familylearning@bradford.gov.uk

Appendix 1

Learner Identification

We are required to register learners with their Unique Learner Number (ULN). Some learners may have these, but the majority will not have one assigned to them or may not remember it.

In order to issue each learner with a ULN the learners details will be collected on our registration form, the Individual Learner Record (ILR), and each learner will need to produce one of the following forms of ID:

Group A -

- Birth certificate
- Driving licence
- Passport
- Decree absolute
- Deed Poll

Or Group B

- National ID card
- Marriage certificate Group B –
- National Insurance card
- Credit/debit card
- Benefits documents
- Exams certificate

Learners unable to produce an ID document from group A or group B by week 3 **will not** be able to continue on the course and will be withdrawn from the register.

Appendix 2

Safeguarding, Equality & Diversity

Bradford Council is committed to safeguarding the welfare of children and young people. As part of this commitment all Bradford Council staff who come into school are rigorously vetted; a process which includes the use of enhanced DBS disclosures where appropriate.

All our tutors are vetted every 3 years and are provided with an ID badge, displaying their name and photo.

The Service provides on going continuous professional development to tutors on safeguarding adults and children, which includes promoting a culture of value and respect for all within a supportive learning environment.

The service is committed to ensuring that all learners and staff are not subjected to abuse, harassment, bullying, unfair treatment or discrimination. We are also committed to raising awareness of online safety.



CONTACTS

FLASS

Skills for Work

Department of Children's Services

Appleton House

130 Barkerend Road

Bradford

BD3 9BD

Tel: 01274 432170

Email: familylearning@bradford.gov.uk

Invoices & payment queries:

City of Bradford Metropolitan District Council

Accounts Payable Department

4th Floor Britannia House

Hall Ings

Bradford

BD1 1HX

Tel: 01274 432873

Email: creditorpayments@bradford.gov.uk

N.B. Please ensure that you obtain a ***Purchase Order*** from the Family Learning Service ***before*** raising your invoice to claim back course costs for funded Family Learning courses. Invoices ***cannot*** be processed without a purchase order.

Email: familylearning@bradford.gov.uk

Website: <http://theblog.is/familylearning>

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Family Learning @FamilyLearns

