

Academic Year 2021 - 2022

Online Course Prospectus

Sandwell Adult and Family Learning (SAFL) is the adult education service for Sandwell Metropolitan Borough Council.

Our online offer provides the flexibility to fit learning around your busy lives. So, if you need to re-train and upskill or would just like to try something new, **SAFL** and **SAFL Online** are here to support you

Shaping Lives, Through Learning.

Check out our website and social media for up to date information.

www.learnsafl.ac.uk

Facebook: @SandwellAdultEd

Twitter: @learnsafl

Course dates and prices may change please email: contact_safl@sandwell.gov.uk for up to date information

For more information on what's on offer or to enrol on a course

Tel: 0121 557 0837

**email: Contact_Safl@sandwell.gov.uk or
check our website www.learnsafl.ac.uk**



Online Courses Enrol Anytime

Courses		Start Date
Explore the Principles of Healthy Eating	In this course you will learn what a healthy diet is, how to identify different food groups. It aims to improve your health and wellbeing This course is 4 guided learning hours	Ongoing
Explore the Principals of Exercise and Fitness	This is a great addition to your CV to show your commitment to health and fitness and is also ideal for heightening your awareness of positive lifestyle changes and the benefits they can have. This course is 4 guided learning hours	Ongoing
Food Safety Awareness	This course will give you the knowledge you need to understand the key aspects of food safety and will increase your awareness of the risks and diverse health issues relating to food safety. This course is 4 guided learning hours	Ongoing
NCFE Level2 Certificate in Principals of Customer Service	This qualification provides the underpinning knowledge required by employees to work in a range of customer service roles. This course is 4 guided learning hours	Ongoing
NCFE Level 2 Certificate in Principals of Business Administration	You will develop an understanding of a range of Business administration skills including managing information and will be able to apply your knowledge in a variety of industries and job roles.	Ongoing
NCFE CACHE Level 2 Certificate in Information Advice and Guidance	It's important to note that a number of units in this qualification require learners to consider information, advice or guidance provision in the context of their own organisation. If learners are not working (in an employed or voluntary capacity) in this context then it may be difficult to evidence some of the assessment criteria.	Ongoing
CPD Health & Safety in the Workplace	This course serves to provide awareness to health and safety in the workplace; covering laws and legislation employers are required to put in place to protect employees and members of the public alike. This course is 4 guided learning hours	Ongoing
CPD Prepare to Deliver Excellent Customer Services	You will gain the crucial skills you need to be a successful customer service advisor, such as handling complaints from customers and the legislation that relates to customer service. This course is 4 guided learning hours	Ongoing
CPD Fire Safety Principles	This short, auto-marked programme will give you the knowledge you need to understand fire hazards and risks and how to effectively identify and control any hazards. This course is 4 guided learning hours	Ongoing
CPD Personal Money Management	This online money management training course will enable you to think about your money more carefully and help you to budget and become more aware of what you are spending daily, weekly and monthly, as the course encourages you to evaluate your spending and how necessary it is. This course is 8 guided learning hours	Ongoing
CPD Manual Handling Safety at Work	Understand the correct techniques that should be used when moving objects.	Ongoing

**97%
Learner
Satisfaction**

Online Courses

Courses			Start Date	End Date
E Functional skills English	This course will help you prepare towards employment Improve confidence and develop key life skills	60 Guided Learning Hours	6th September 2021	21st March 2022
Level 1 Essential Digital Skills	It will help you progress to a work role where digital literacy skills are required. It is expected that within twenty years, 90% of all jobs will require some element of digital skills!	45 Guided Learning Hours	Tuesday 28th September 2021 12.30pm—3pm	15th February 2022
Entry Level 3 in Essential Digital Skills	Develop basic computer skills and enable you to use online searches ,shopping sites and government sites for public services. It includes learning how to create, edit and save different types of files such as documents, images and videos.	45 Guided Learning Hours	Wednesday 29th September 2021 9.30am—12pm	16th February 2022
Preparing to work in Schools L1		48 Guided Learning Hours	Tuesday 28th September 2021 9am—12pm	15th February 2022
Certificate in supporting Teaching and Learning	Designed to give you the skills you need to work with, and support, children and young people in an educational setting.	225 Guided Learning Hours	Thursday 29th September 2021 9.15am—3.15pm	28th July 2022
Teaching your child to play	This course will help you and your child to improve health and wellbeing	12 Guided Learning Hours	Monday 27th September 2021	Monday 8th November 2021
Certificate in Health & Social care Level 1	This course will help you develop an awareness of what it is like to work in the health and social care sector. You will cover a range of topics to support you at meeting the needs of employment in this area	181 Guided Learning Hours	Wednesday 29th September 2021 9.30am—3pm	28th July 2022
Digital Marketing	Digital Marketing is for anyone who wants to advertise and promote their own business or to find employment within the digital marketing sector. The course will help to develop your social media knowledge and provide a guide into what a successful plan for how your social media strategy should look.	30 Guided Learning Hours	Tuesday 28th September 2021 9.30am—12.30pm	7th December 2021

Sandwell Adult and Family Learning has been delivering adult courses to the people of Sandwell for over 20 years. Providing them with vital skills for everyday life and for future employment.

Over
20
Years