

COMMUNITY COURSE GUIDE

SPRING/SUMMER 2017



STUDY AT
YOUR LOCAL
COSTA
COFFEE



BRINGING LEARNING TO YOUR DOORSTEP



MEET THE TEAM



Peter

Zoe



Mark

Jan

COMMUNITY COURSES

Want to learn a new skill or gain a qualification?

Our community courses will help you achieve your goal!

You might not know that Vision West Nottinghamshire College offers courses at over 50 venues across Mansfield and Ashfield. Over 1,300 people enjoy studying with us on a broad range of courses from aromatherapy to jewellery making. Whether you're looking for a useful qualification or a new interest, we have lots of subjects to choose from, delivered at local venues.

We enjoy working in partnership with 15 local community and voluntary organisations including Space Inclusive, NIDAS, Spectrum Wasp, Mind, Framework, Mansfield District Council and a number of local children's centres.

Our community team is also committed to helping people back into work with advice and guidance, and by sourcing suitable training to match individual needs.

We're listening

If you have any ideas or suggestions for courses not listed in this brochure, please let us know. The team are continually striving to expand the diversity and availability of courses and we always welcome suggestions. Give us a call on **0808 100 3646** to inform us of your ideas.

Courses

Please note that the courses listed in this guide are not our entire provision for the year – new courses are continually being added. Please contact the community team for further information on Freephone **0808 100 3646** or visit us on Facebook.

BRINGING LEARNING TO YOUR DOORSTEP



Find us on Facebook!
www.facebook.com/visioncommunity



OUR COURSES

We strive to offer a wide range of courses that our students want.

We always listen to your suggestions and try to accommodate them whenever we can. The courses in this year's guide include:

- Accountancy Skills
- Android Tablets for Beginners
- Aromatherapy
- Beauty, Introduction
- Brush up on Your English
- Card Crafts
- Cognitive Behaviour Therapy
- Complementary Therapies
- Computer Repairs
- Computers for Beginners
- Confidence Building
- Counselling, Introduction
- Crafts
- Creative Writing
- Crochet
- Digital Photography
- Drawing, Introduction
- Dressmaking
- Emergency First Aid
- Exploring Language Barriers
- Feel the Fear and Do It Anyway!
- Felting Crafts
- Flower Arranging
- German
- Gift Making
- Health and Safety Awareness
- Improve Your Maths
- Indian Head Massage
- iPads for Beginners
- IT Skills
- Jewellery Making
- Learn to Play the Guitar
- Makaton
- Make Your Own Beauty Products
- Making Bags and Purses
- Making Christmas Gifts
- Making Hats and Bags
- Making Teddy Bears
- Massage
- Microsoft Office Skills
- Mindfulness
- Nail Art
- Oil Painting
- Overcoming Anxiety
- Patchwork Quilting
- Performing Arts
- Photoshop
- Sewing Bee
- Shabby Chic
- Spanish
- Sugar Crafts
- Teaching Assistant, Introduction
- Through the Mind of a Soldier – Understanding World War One
- Understanding Special/Additional Needs
- Vintage Crafts
- Volunteering
- Watercolour Painting
- Weight Loss Without Dieting
- Working Safely With Food
- Working With Children
- Yoga

These programmes
have been
provided in
partnership with



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HOW TO BOOK YOUR PLACE

Enrolling onto the course of your choice couldn't be easier – just call us on the number below.

Remember to do this as soon as possible to avoid disappointment as our courses are very popular and places are limited.

Enrolment takes place on the first session of your course. If you cannot attend this session, please call us to arrange enrolment at a later date.

Very occasionally we have to cancel courses due to a lack of numbers. This decision usually takes place on the first week of the course, allowing for any last-minute enrolments from latecomers.

Courses with no bookings may be cancelled prior to the start date so remember to book as soon as possible!

Freephone: **0808 100 3646**

Telephone: **01623 413602**

Individual Learning Plans

All students attending these courses are required to complete an Individual Learning Plan on a weekly basis. This will be given to you by your tutor on the first week of your course and will provide you and your tutor with a record of your learning. A community development worker will visit you at the beginning and end of your course, offering information, advice and guidance about progression routes and other courses available.

Refunds

If a course is cancelled by Vision West Nottinghamshire College due to low numbers, any student who has paid their fees in full at the start of the course will receive a refund for the weeks that have been cancelled. If a student withdraws from the course, the standard Vision West Nottinghamshire College refunds policy will apply.

Bespoke training

The community team offers bespoke training and short courses to suit individual and group needs. These may include skills for life qualifications such as literacy and numeracy and IT training. Please call us for more details.

How much will it cost?

Most of the courses funded by The Community Learning and Skills Service (CLaSS) incur an hourly fee of £2.90 as a contribution towards tuition costs.

Fees can be paid in full on the first session or you can pay weekly as you attend each session. Any examination or assessment fees for accredited exams will be collected when the assessment entry is made to the awarding body. Your tutor will advise you about these costs at the beginning of the course.



Resources

Students studying flower arranging will need to purchase additional resources to bring to the sessions.

Students studying Makaton courses will need to purchase a workbook for each course at an additional cost – please call the community team for further information.

A small fee for resources is payable by all students attending our craft-type courses, and this will be collected in full on week one of the course. Please ask for further details when booking your place.



Discounted fees

If you are in receipt of a means-tested benefit you are entitled to 100% reduction in tuition fees.

Valid benefit documents must be produced at the time of enrolment.

Benefits which qualify are:

- Income-based Jobseeker's Allowance (not contribution based).
- Housing or Council Tax Benefit (not Single Person's Allowance).
- Employment Support Allowance.
- Income Support.
- Incapacity Benefit.
- Working Tax Credit*.
- Pension Credit (not Savings Credit).
- Unwaged dependants of those in receipt of the above benefits. All benefits claimants will be required to provide evidence of their benefit status to qualify for fee remission.

***Correct at time of going to print. Please note: Students should be at least 19 years of age to access CLaSS courses.**



What do I need to bring with me?

When you come to the first session of your course, you will need to bring one of the following forms of identification:

- Passport.
- Driving licence.
- ID card or other national ID.
- National Insurance card.
- Benefits documentation.
- Exam certificate.
- Bank/credit/debit card.

This will enable us to provide you with your Unique Learner Number (ULN) when you complete your enrolment form.

If you qualify for a 100% reduction in tuition fees, don't forget to bring your current benefit(s) documents with you.

Course	Day	Time	Date	Weeks	Creche	*Cost
Acacia Centre						
Acacia Avenue (off Forest Road), Kirkby-in-Ashfield, Notts, NG17 9BH ● Tel: 0808 100 3646 or 01623 413602						
Digital Photography, Introduction To	Monday	6.00-8.00	23 Jan 17	6	No	£5.80
Powerpoint And Presentations	Wednesday	9.30-11.30	22 Feb 17	6	No	£5.80
IT Skills For Work	Wednesday	9.30-11.30	19 Apr 17	6	No	£5.80
Sewing Skills	Thursday	9.30-11.30	20 Apr 17	7	No	£5.80
Working With Children	Tuesday	1.00-3.00	25 Apr 17	5	No	£5.80
All Saints Centre						
<i>Crèche places may be available, please call for details</i>						
Common Road, Huthwaite, Sutton-in-Ashfield NG17 2RN ● Tel: 0808 100 3646 or 01623 413602						
Cupcakes And Sugar Crafts	Wednesday	1.00-3.00	25 Jan 17	6	No	£5.80
Family Fitness	Monday	9.30-11.30	20 Feb 17	6	Yes	£5.80
Flower Arranging	Tuesday	9.30-11.30	18 Apr 17	6	No	£5.80
Family First Aid (Emergency Paediatric First Aid)	Monday	9.30-11.30	05 Jun 17	4	Yes	£5.80
Meditation And Mindfulness	Wednesday	9.30-11.30	07 Jun 17	5	No	£5.80
APTCOO						
Unit 15 Botany Park, Botany Avenue, Mansfield, Notts, NG18 5NF ● Tel: 0808 100 3646 or 01623 413602						
Emergency Paediatric First Aid	Friday	9.00-4.00	03 Feb 17	1	No	£17.40
Brunts Academy						
The Park, Mansfield, Notts, NG18 2AT ● Tel: 0808 100 3646 or 01623 413602						
Yoga	Tuesday	6.00-8.00	21 Feb 17	6	No	£5.80
Yoga, Next Steps	Tuesday	6.00-8.00	18 Apr 17	6	No	£5.80
Get Fit For Summer	Thursday	5.30-7.00	20 Apr 17	6	No	£4.35
Crescent Primary School						
Booth Crescent, Mansfield, Notts, NG19 7LF ● Tel: 0808 100 3646 or 01623 413602						
Emergency Paediatric First Aid	Wednesday	9.15-12.15	01 Feb 17	2	No	£8.70
Teaching Assistant, Introduction To	Wednesday	9.15-11.15	22 Feb 17	6	No	£5.80
Forest Town Arena						
Clipstone Road West, Forest Town, Mansfield, Notts, NG19 0EE ● Tel: 0808 100 3646 or 01623 413602						
Emergency First Aid	Monday	9.00-4.00	06 Mar 17	1	No	£17.40
Forest Town Primary						
Clipstone Road West, Forest Town, Mansfield, Notts, NG19 0ED ● Tel: 0808 100 3646 or 01623 413602						
English And Maths For Parents	Monday	1.00-3.00	27 Feb 17	5	No	£5.80
Heath Community Centre						
<i>Crèche places may be available, please call for details</i>						
Fritchley Court, Oak Tree Lane Estate, Mansfield, Notts, NG18 3QE ● Tel: 0808 100 3646 or 01623 413602						
Internet And Email	Friday	1.00-3.00	27 Jan 17	5	No	£5.80
Microsoft Office Skills	Friday	1.00-3.00	10 Mar 17	5	No	£5.80

*Cost per session

Course	Day	Time	Date	Weeks	Creche	*Cost
Joseph Whitaker School						
Warsop Lane, Rainworth, Mansfield, Notts, NG21 0AG ● Tel: 0808 100 3646 or 01623 413602						
Sociology, Introduction	Wednesday	6.00-8.00	25 Jan 17	5	No	£5.80
Tone Up And Fitness	Thursday	6.00-7.30	26 Jan 17	6	No	£4.35
Spanish, Introduction	Wednesday	6.00-8.00	19 Apr 17	6	No	£5.80
Kingsway Hall						
Clipstone Road West, Forest Town, Mansfield, Notts, NG19 0DU ● Tel: 0808 100 3646 or 01623 413602						
Computing	Wednesday	9.30-11.30	07 Jun 17	5	No	£5.80
Mansfield Library						
West Gate, Town Centre, Mansfield, Notts, NG18 1NH ● Tel: 0808 100 3646 or 01623 413602						
Computing For Beginners	Tuesday	1.00-3.00	24 Jan 17	5	No	£5.80
Emergency First Aid	Saturday	9.00-4.00	28 Jan 17	1	No	£17.40
Initial Assessment - English and Maths	Tuesday	9.30-12.30	31 Jan 17	1	No	Free
Anger Management	Monday	10.00-12.00	20 Feb 17	6	No	£5.80
Mindfulness	Tuesday	10.00-12.00	21 Feb 17	6	No	£5.80
Exploring Language Barriers, Next Steps	Wednesday	10.00-12.00	22 Feb 17	6	No	£5.80
Maths, Beginners	Wednesday	10.00-12.00	22 Feb 17	6	No	£5.80
Brush Up Your English	Wednesday	12.30-2.30	22 Feb 17	6	No	£5.80
Exploring Language Barriers, Beginners	Wednesday	3.00-5.00	22 Feb 17	6	No	£5.80
Counselling, Introduction	Thursday	10.00-12.00	23 Feb 17	6	No	£5.80
Emergency First Aid	Saturday	9.00-4.00	25 Feb 17	1	No	£17.40
Emergency Paediatric First Aid	Saturday	9.00-4.00	04 Mar 17	1	No	£17.40
IT Skills For Work	Tuesday	1.00-3.00	07 Mar 17	6	No	£5.80
Digital Photography, Next Steps	Thursday	1.00-3.00	16 Mar 17	7	No	£5.80
Emergency First Aid	Monday	9.00-4.00	27 Mar 17	1	No	£17.40
Initial Assessment - English And Maths	Friday	9.30-12.30	31 Mar 17	1	No	Free
Maths, Beginners	Wednesday	10.00-12.00	19 Apr 17	6	No	£5.80
Brush Up Your English	Wednesday	12.30-2.30	19 Apr 17	6	No	£5.80
Exploring Language Barriers, Next Steps	Wednesday	3.00-5.00	19 Apr 17	6	No	£5.80
Emergency First Aid	Saturday	9.00-4.00	29 Apr 17	1	No	£17.40
Business Administration, Introduction	Thursday	9.30-11.30	04 May 17	6	No	£5.80
Emergency First Aid	Wednesday	9.00-4.00	07 Jun 17	1	No	£17.40
Exploring Language Barriers, Beginners	Wednesday	10.00-12.00	07 Jun 17	6	No	£5.80
Emergency First Aid	Saturday	9.00-4.00	08 Jul 17	1	No	£17.40

*Cost per session

Course	Day	Time	Date	Weeks	Creche	*Cost
Mansfield Woodhouse Children's Centre <i>Crèche places may be available, please call for details</i>						
Swan Lane, Mansfield Woodhouse, Mansfield NG19 8BT ● Tel: 01623 666370						
Paediatric First Aid	Wednesday	9.30-11.30	22 Feb 17	6	Yes	£5.80
Family English & Literacy	Wednesday	9.30-11.30	26 Apr 17	6	Yes	Free
Planning a Party/Celebration	Wednesday	9.30-11.30	14 Jun 17	6	Yes	£5.80
Park Road Resource Centre <i>Crèche places may be available, please call for details</i>						
53 Park Road, Mansfield Woodhouse, Notts, NG19 8ER ● Tel: 01623 429334						
Card Making For Special Occasions	Monday	10.00-12.00	20 Feb 17	6	Yes	£5.80
Sewing For Business (Sewing Bee)	Monday	6.00-8.00	20 Feb 17	6	No	£5.80
Making Rags Dolls To Sell	Thursday	1.00-3.00	23 Feb 17	6	Yes	£5.80
Health Workshops	Tuesday	1.00-3.30	28 Feb 17	4	Yes	£7.25
Employability Skills	Wednesday	1.00-3.00	01 Mar 17	5	Yes	£5.80
Nutrition And Gentle Exercise	Thursday	6.00-7.30	16 Mar 17	5	No	£4.35
Confidence Building/Overcoming Anxiety	Tuesday	1.00-3.00	18 Apr 17	6	Yes	£5.80
How To Improve Your Job Prospects	Wednesday	1.00-3.00	19 Apr 17	5	Yes	£5.80
Flower Arranging	Tuesday	1.00-3.00	25 Apr 17	5	Yes	£5.80
Makaton Beginners Part 1	Tuesday	5.45-8.15	25 Apr 17	4	No	£7.25
Indian Head Massage	Tuesday	6.00-8.00	25 Apr 17	5	No	£5.80
Understanding World War 1	Wednesday	6.00-8.00	26 Apr 17	5	No	£5.80
Making Bags - Create And Earn	Thursday	1.00-3.00	27 Apr 17	5	Yes	£5.80
Cake Decorations/Sugar Crafts	Monday	10.00-12.00	08 May 17	5	Yes	£5.80
Fabric Creations	Monday	6.00-8.00	08 May 17	6	No	£5.80
Makaton Beginners Part 2	Tuesday	5.45-8.15	06 Jun 17	4	No	£7.25
Rainworth Village Hall						
Kirklington Road, Rainworth, Mansfield, Notts, NG21 0JY ● Tel: 0808 100 3646 or 01623 413602						
Digital Photography, Next Steps	Tuesday	9.30-11.30	24 Jan 17	6	No	£5.80
Flower Arranging	Tuesday	1.00-3.00	21 Feb 17	6	No	£5.80
Sewing Bee	Tuesday	6.00-8.00	21 Feb 17	7	No	£5.80
Supporting Your Children	Thursday	10.00-12.00	23 Feb 17	5	No	£5.80
Working With Children	Thursday	1.00-3.00	27 Apr 17	5	No	£5.80
South Mansfield Community Centre						
Bellamy Road, Mansfield, NG18 4LN ● Tel: 0808 100 3646 or 01623 413602						
Sugar Crafts, Introduction	Thursday	9.30-11.30	26 Jan 17	6	No	£5.80
Improve Your Confidence And Self Esteem	Wednesday	9.30-11.30	22 Feb 17	5	No	£5.80
St. John's Centre						
St. John Street, Mansfield, Notts, NG18 1QH ● Tel: 0808 100 3646 or 01623 413602						
Digital Photography, Introduction	Tuesday	6.00-8.00	21 Feb 17	6	No	£5.80
Patchwork Quilting For Complete Beginners	Thursday	1.00-3.00	23 Feb 17	6	No	£5.80
Patchwork Quilting, Create and Earn	Thursday	10.00-12.00	20 Apr 17	10	No	£5.80
Patchwork Quilting, Next Steps	Thursday	1.00-3.00	20 Apr 17	10	No	£5.80

*Cost per session

Course	Day	Time	Date	Weeks	Creche	*Cost
Vintage Crafts	Friday	9.30-11.30	21 Apr 17	6	No	£5.80
Patchwork Quilting	Thursday	6.00-8.00	27 Apr 17	7	No	£5.80
St. Peter's Centre						
Church Side, Mansfield NG18 1AP ● Tel: 0808 100 3646 or 01623 413602						
Psychology, Introduction	Tuesday	1.00-3.00	21 Feb 17	6	No	£5.80
Wedding Cupcakes - Design And Make	Tuesday	1.00-3.00	18 Apr 17	6	No	£5.80
Sutton-in-Ashfield Library <i>Crèche places may be available, please call for details</i>						
Idlewells Shopping Centre, Sutton-in-Ashfield, Notts, NG17 1BP ● Tel: 0808 100 3646 or 01623 413602						
Understanding World War 1	Tuesday	9.30-11.30	21 Feb 17	5	No	£5.80
Tin Hat Centre						
Chapel Road, Selston, Notts, NG16 6BW ● Tel: 01773 864510						
Oil Painting, Next Steps	Monday	12.30-2.30	13 Feb 17	5	No	£5.80
Emergency Paediatric First Aid	Saturday	9.00-4.00	18 Feb 17	1	No	£17.40
Flower Arranging, Spring Theme – Create and Earn	Wednesday	10.00-12.00	22 Feb 17	6	No	£5.80
Digital Photography, Next Steps	Wednesday	6.00-8.00	19 Apr 17	6	No	£5.80
Drawing, Beginners	Monday	12.30-3.00	15 May 17	4	No	£7.25
Drawing, Next Steps	Monday	12.30-3.00	19 Jun 17	4	No	£7.25
Titchfield and Oakham Children's Centre <i>Crèche places may be available, please call for details</i>						
73-75 Princes Street, Mansfield, Notts, NG18 5SL ● Tel: 01623 4218802						
Volunteering, Introduction	Monday	9.30-11.30	20 Feb 17	6	No	£5.80
Emergency Paediatric First Aid	Monday	9.30-11.30	08 May 17	3	No	£5.80
Vision West Nottinghamshire College						
Derby Road, Mansfield, NG18 5BH ● Tel: 0808 100 3646 or 01623 413602						
Reiki One	Monday	6.00-8.00	23 Jan 17	5	No	£5.80
Beauty And Hopi Ear Candling	Tuesday	6.00-8.00	24 Jan 17	5	No	£5.80
Photo Editing	Thursday	6.00-8.00	26 Jan 17	7	No	£5.80
First Aid At Work (Level 3)	Mon/ Tues/Wed	9.00-4.00	20 Feb 17	1	No	£155.00
Accountancy, Introduction To	Thursday	6.00-8.00	02 Mar 17	5	No	£5.80
Advanced Photography	Tuesday	6.00-8.15	18 Apr 17	7	No	£5.80
Business Administration	Thursday	6.00-8.00	08 Jun 17	5	No	£5.80
Massage, Introduction	Tuesday	6.00-8.00	06 Jul 17	5	No	£5.80
Vision West Nottinghamshire College: Engineering Innovation Centre						
Penny Emma Way, Sutton-in-Ashfield, Notts, NG17 5FA ● Tel: 0808 100 3646 or 01623 413602						
Transactional Analysis	Tuesday	6.00-8.00	21 Feb 17	6	No	£5.80
Warsop Children's Centre <i>Crèche places may be available, please call for details</i>						
Mansfield Road, Warsop, Notts, NG20 0AN ● Tel: 0808 100 3646 or 01623 413602						
Teaching Assistant, Introduction To	Monday	1.00-3.00	26 Jun 17	4	Yes	£5.80

*Cost per session

Course	Day	Time	Date	Weeks	Creche	*Cost
Warsop Town Hall <i>Crèche places may be available, please call for details</i>						
Church Street, Warsop, Notts, NG20 0AL ● Tel: 0808 100 3646 or 01623 413602						
Making Clothes To Sell (Dressmaking)	Wednesday	9.15-11.45	22 Feb 17	6	Yes	£7.25
Employability Skills	Thursday	9.30-11.45	23 Feb 17	5	Yes	£6.60
Complementary Therapies	Wednesday	1.00-3.00	08 Mar 17	5	Yes	£5.80
Build Confidence To Gain Employment	Thursday	9.15-12.00	20 Apr 17	5	Yes	£8.00
Willingham Court						
Jubilee Way South, Mansfield, Nottinghamshire, NG18 3SD ● Tel: 0808 100 3646 or 01623 413602						
Making Cards To Sell	Friday	2.00-4.00	24 Feb 17	6	Yes	£5.80
Wynndale Primary School <i>Crèche places may be available, please call for details</i>						
Wynndale Drive, Mansfield, Notts, NG18 3NY ● Tel: 0808 100 3646 or 01623 413602						
Crafts For Storytelling	Tuesday	1.00-3.00	28 Feb 17	5	Yes	£5.80
Yeoman Park School <i>Crèche places may be available, please call for details</i>						
Park Hall Road, Mansfield Woodhouse, Notts, NG19 8PS ● Tel: 0808 100 3646 or 01623 413602						
Build Your Child's Confidence	Tuesday	10.00-12.00	24 Jan 17	5	Yes	£5.80



Vision West Nottinghamshire College is working with **PopUp College** and **Costa Coffee**, to offer leisure courses for adults at selected Costa cafés across Nottinghamshire and Derbyshire. See www.wnc.ac.uk/Adults/PopUp-College for more information.

Course	Day	Time	Date	Weeks	Creche	*Cost
Vintage Crafts, Introduction	Monday	5.30-7.30	20 Feb 17	7	No	£47.60/£7.00
Sugar Craft, Introduction	Monday	7.00-9.00	20 Feb 17	7	No	£47.60/£7.00
German, Beginners	Monday	7.30-9.30	20 Feb 17	7	No	£47.60/£7.00
Wire Jewellery, Introduction	Tuesday	7.00-9.00	21 Feb 17	7	No	£47.60/£7.00
Sugar Craft, Introduction	Wednesday	6.00-8.00	22 Feb 17	7	No	£47.60/£7.00
Makaton, Beginners	Wednesday	7.30-9.30	22 Feb 17	4	No	£38.20/£15.000

** Further information regarding costs can be found by clicking on the appropriate course at www.wnc.ac.uk/Adults/PopUp-College



TRAIN IN FIRST AID WITH WEST NOTTS

First aid is not only important for the **workplace, home** and **everyday life**. It's essential that people are equipped with life-saving skills, when needed the most.

Please telephone **01623 413602** for information about dates, times, cost and booking a place.

*Cost per session

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