

Community Learning Programme

2013

Your path to learning...



FREE
and local
to you!

**NOW IN
ITS 6TH
YEAR**

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Welcome



Stafford and Rural Homes (SARH) are proud to introduce our 6th annual Community Learning Programme. We have used customer feedback to shape our 2013 Programme and we surveyed 100 customers at random to find out what courses and sessions you want to see in 2013. We have developed the Programme by keeping the most successful sessions from previous years and introducing some new and different courses. Read on to find out more.

In 2012, 52 training sessions were delivered and over 1000 hours of community training were delivered. Over the past 5 years the Community Learning Programme has helped customers to enhance their employment opportunities, improved their health and well-being, encouraged an eco-friendly lifestyle, enabled people to gain new skills or hobbies and make friends.

This year, 55 courses will be delivered in to 15 community venues across Stafford Borough. We are extremely pleased to introduce more accredited courses which offer the opportunity to gain a recognised certificate which is great for boosting your CV. We've also introduced more educational activities for children to take part in during school holidays.



Message from Karen Armitage – Stafford and Rural Homes Chief Executive

The significant pressures on people in times of great austerity mean that learning and skills are more important than ever.

It is hoped that this Learning Programme helps you to train to do something new, write applications for jobs, attend interviews, or just to focus the mind on interests that can provide relief and variety from some of the challenges facing all of us currently.

That is why I am once again pleased to present SARH Community Learning Programme. It is created with you in mind. It is there to provide an environment of learning and new skills that are easy to access, delivered in a warm and friendly environment and provide opportunities to meet new people with similar interests.

Once again I hope this Learning Programme provides something for everybody. Please let us know how the experiences were for you so that we can use these comments to encourage others to take part in future.



Message from Liz Lomax – Customer

I heard about the Community Learning Programme at a summer event, ran by SARH, in Eccleshall, Stafford. Since then I have booked on to a number of courses including CV Writing and Interview Skills, Zumba and Reiki.

I have found them all really enjoyable and useful but in particular the CV Writing and Interview Skills course really helped me. I hadn't updated my CV in 10 years and by the end of the CV Writing and Interview Skills session I had a brand new CV ready to hand out. Within one week of attending the session I secured a part-time job as a Care and Activities Assistant at a Private Care Home near to where I live.

I would definitely recommend others to go on these courses. They have given me the confidence to go out and get a job and I've got my independence back. The sessions are also great for getting out and meeting new people. My advice to others would be to make the most of these free opportunities – just go for it!

'We have colour coded courses in to four categories. Use this guide to find the courses you are most interested in easily.'

GUIDE TO COURSES



Community
Development



Accredited



Personal
Development



Hobbies &
Interests

Customer Feedback...

from 2012 →

"This course will help me to do 'Cook and Eat' sessions at the youth club. A helpful, great course. Thank you!" **Lynsey, Level 2 Award in Food Safety**

"Built my confidence level higher and made the whole procedure of interview and CV application easier. It would be good to have another session."

Munnu, CV Writing and Interview Skills

"Most enjoyable and everyone was relaxed and friendly - definitely a course to run again in the future."

Suzanne, Complementary Therapy

"Thank you for arranging such a useful and therapeutic course. The herbs smell lovely."

Sudha, Flower Arranging

"What a great workshop I am so impressed with it I will now have a go at home"

Kath, Woodwork

"I feel so grateful to attend this short course. It's very useful for me to find a job in a positive way. The tutor is very helpful and knowledgeable and I am interested in other courses also. Thank you very much."

Narinder, Effective Job Hunting

"It has given me more confidence to attend college and get more training." **Laura, Getting to Grips with English**

"It will help me with future interviews, confidence and meeting new people. Really happy I came." **Kevina, Presentation Skills**

"This course will help me a great deal. I have never used email before but now I can!"

Cath, Social Media

"If I was found in an emergency situation I feel I would be confident enough to use the knowledge I have learnt today. A really good course to run."

Anonymous, First Aid

"This course was very helpful and has given me confidence to go back and put ideas to my community group."

Eileen, Fundraising for Community Events



Sessions and courses

JANUARY

How to find the Right Job for You

Date: Thursday 24th January
Time: 1.00pm – 4.00pm
Venue: Rising Brook Fire Station, Hesketh Road, Stafford, ST17 9NF

Asking “What job is right for me?” is one of the most important decisions you will ever make. There are many things to take into account such as your personality, skills, values and ambitions. Come along to this session to discover some valuable tools that will support you in your quest to find a suitable job that you will enjoy.



Treasurers Skills for a Community Group

Date: Wednesday 30th January
Time: 2.00pm – 4.00pm
Venue: Gnosall Fire Station, Wharf Road, Gnosall, ST20 0DB

This course is aimed at current Treasurers in community groups or people who are interested in becoming a Treasurer. This session will teach you to understand the responsibilities of this role, find out why accounts are needed, understand the auditing process and help you to become a better Treasurer.

FEBRUARY

Tai Chi

Date: Monday 4th February **Time:** 1.00pm – 2.00pm
Venue: Stone Signpost Centre, Lichfield Street, Stone, ST15 8NA

Tai Chi as an exercise system is practised by millions of people across the world and its health benefits are now widely accepted by the medical profession. The smooth flowing exercises can be performed standing or seated and are suitable for all abilities and everybody is encouraged to remain within their own comfort zone. The workshop will provide an opportunity to practise a selection of introductory Tai Chi exercises.

Level 2 Award in Food Safety (Accredited)

Date: Tuesday 5th February and Wednesday 6th February
Time: 10.00am – 1.00pm (+ 1 hour for exam)
Venue: Silkmore Children's Centre, Exeter Street, Stafford, ST17 4EG



This essential course, held over two half-days, is ideal for anyone who is thinking of working in catering. You will learn different ways to make sure that food is kept safe to eat and so prevent food poisoning. Real examples of problem food premises are given to bring the course to life! There is a multi-choice test at the end of the course and if successful, you will be awarded a nationally recognised certificate.

Fire Safety

Date: Tuesday 12th February **Time:** 10.00am – 11.30am
Venue: Rising Brook Fire Station, Hesketh Road, Stafford, ST17 9NF

This interactive session will give you the basic knowledge required to identify hazards within your home, and provide you with the information you need to book a free home fire risk check in order to make yourself, friends and family safe from fire.



Introduction to Using the Internet

Date: Wednesday 13th February **Time:** 10.00am – 12.00pm

Venue: Holmcroft Youth and Community Centre, Newland Avenue, Stafford, ST16 1NL

In this session you will:

- Learn how to access the internet and navigate a variety of websites.
- Use a search engine to find information of interest.

This session is suitable if you have experience of using the mouse and the keyboard.



Cooking for One – Love Food: Hate Waste

Date: Thursday 21st February **Time:** 1.00pm – 4.00pm

Venue: Thirlmere Way Day Centre, Thirlmere Way, Merrivale Road, Stafford, ST17 9EJ

This session is aimed at people who live on their own or have to buy and cook food for one. You will gain useful tips and advice on how to save money when shopping for yourself and avoid wasting food and money.

There will also be a practical cooking session where you will have a go at cooking a healthy meal using seasonal vegetables.



Accredited Retail and Customer Services

Date: Thursday 28th February (Then the following 11 weeks at the same time and venue)

Time: 10.00am – 12.00pm

Venue: Rising Brook Fire Station, Hesketh Road, Stafford, ST17 9NF

Are you thinking of a job in retail and customer service and would like to explore what the job role is like and what skills you will need? Are you already working in retail and customer service and want to develop your skills further? Then this course is for you! The course provides the core principles of good customer service and clear hints and tips as to how this can be delivered.

MARCH

Feng Shui

Date: Friday 1st March **Time:** 10.00am – 1.00pm

Venue: St Michael's Church Hall, Lichfield Street, Stone, ST15 8AA

The key principles of Feng Shui are to restore balance and harmony in our living environment, and to reconnect us with our environment so it can support our greater well-being, both physically and mentally, to help us achieve our goals or make life changes. This taster session provides an overview of the many ways Feng Shui can be used to enhance our lives.

Introduction to Email

Date: Wednesday 6th March **Time:** 10.00am – 12.00pm

Venue: Holmcroft Youth and Community Centre, Newland Avenue, Stafford, ST16 1NL

In this introductory session you will learn how to send, receive and reply to emails. This session is suitable if you have experience of using the mouse and the keyboard.

How to Make your Money Go Further

Date: Tuesday 12th March **Time:** 10.00am – 12.00pm

Venue: Silkmore Children's Centre, Exeter Street, Stafford, ST17 4EG

In this session you will:

- Discuss ways to increase your income and reduce your spending
- Learn how to do a financial statement to help you budget
- Understand your spending habits and how you can change them
- Find out how to manage your debts and get help if you need it
- Get money saving ideas and plan for treats and holidays

CV Writing and Interview Skills

Date: Monday 18th March **Time:** 10.00am – 4.00pm

Venue: Great Haywood Memorial Hall, Great Haywood, Stafford, ST18 0SU

Do you want to improve your CV and be more confident at job interviews? If you are finding it difficult to get an interview it may be that your CV is letting you down. This practical workshop will help you to turn your experience and qualities into a winning CV that will improve your chances of gaining an interview. It will also provide you with hints, tips and techniques that really will help you to make a great first impression. If nerves are holding you back, this workshop will help to develop a confident style that will work for you.





Diversity and Equality (E & D with a Twist)

Date: Thursday 21st March **Time:** 10.00am – 12.00pm
Venue: Stafford and Rural Homes HQ, 1 Parker Court, Staffordshire Technology Park, Beaconside, Stafford, ST18 0WP

This interactive session is run by the local hate crime organisation CACH (Chase Against Crimes of Hate). Teamwork will play a central part in this training. In your teams you will look at the judgements people make and how to challenge yourself and others to ensure that differences are accepted, embraced and valued.

Community Fundraising

Date: Tuesday 26th March **Time:** 10.00am – 4.00pm (Lunch will be provided)
Venue: Silkmore Children's Centre, Exeter Street, Stafford, ST17 4EG

Resident and community groups are getting involved in a wide range of community activities and often need extra funds to develop their ideas and projects. This course will help staff, residents and community groups to identify a fundraising strategy and provide top tips on completing funding applications.

The training will focus on:

- Fundraising ideas
- Seeking grants
- Developing a funding application.

By the end of the course participants will be able to:

- Consider and use a wide range of fundraising techniques
- Know how to find grant giving organisations
- Write an effective funding application.



APRIL

Introduction to Microsoft Word

Date: Wednesday 3rd April **Time:** 10.00am – 12.00pm
Venue: Holmcroft Youth and Community Centre, Newland Avenue, Stafford, ST16 1NL

Become familiar with the layout of Microsoft Word, practice typing text and alter it to your own style. Build your confidence using Word and find out what it can offer you. This session is suitable if you can use the mouse or have some experience of using the keyboard.



Easter Crafts for the Family

Date: Tuesday 9th April **Time:** 10.00am – 1.00pm
Venue: Shakespeare Road Community Room, Highfields, Stafford, ST17 9TY

This is a great chance to improve your craft skills with a range of fun activities for all ages, such as painting designs on ceramic pots and making paper collages. Full instruction is given and you'll have some attractive items to take away. All equipment is provided.

You will learn:

- How to improve your drawing and painting skills
- How to develop your creativity
- More about developing other craft skills



Numeracy and Literacy

Date: Thursday 11th April (Then following 7 weeks at same time and venue)
Time: 10.00am – 12.00pm
Venue: Stafford and Rural Homes HQ, 1 Parker Court, Staffordshire Technology Park, Beaconside, Stafford, ST18 0WP

Would you like to improve your English and Maths to help you with everyday tasks? For example:

- Reading and writing skills
- Shopping and budgeting
- Helping your children with their homework
- Gaining new skills for employment

Then come along to this course. We will help you to develop your skills and confidence.



Saving Money on your Weekly Shop

Date: Thursday 18th April **Time:** 10.00am – 12.00pm
Venue: Castle Church Hall (Barn Room), Newport Road, Stafford, ST16 1DP

This session will cover:

- How to shop on a budget
- Planning your meals
- Smarter shopping – don't be fooled by the offers
- Understanding how the supermarkets get you to spend money

Come along and see how we can help you save money.



From Horses to Horse Power – Social History of the Motor Vehicle

Date: Wednesday 24th April **Time:** 2.00pm – 4.00pm
Venue: Gnosall Fire Station, Wharf Road, Gnosall, ST20 0DB

In this session you can start at any point in time from footpaths and packhorses to motorways and super cars, from city-to-city races to Formula 1. You choose which journey through the social history of travel and transport you would like to take. On the way we may find out why a car instrument panel is called a 'Dashboard' and who was Mercedes? TV adverts say Daimler invented the motor car, but did he? What was Philip and Mary's great idea? Why did early British built cars not sell well abroad? Why does petrol cost so much? Come along and find out.

Some models from our collection will be displayed and used in demonstrations during the sessions.

A Down to Earth Guide to Astronomy – for Beginners

Date: Friday 26th April **Time:** 1.00pm – 4.00pm
Venue: Silkmore Children's Centre, Exeter Street, Stafford, ST17 4EG

This event is for anyone who has looked up at the night sky and wondered what it is that's up there.

The course will cover:

- A brief history of astronomy
- The life of a star
- The Solar system
- Galaxies
- What is there to see in the night sky without breaking the bank

All explained in a simple and interactive way with photographs, videos and amazing facts about the universe.

MAY

How to Make Flyers and Posters using Publisher and / or Word

Date: Wednesday 1st May **Time:** 10.00am – 12.00pm
Venue: Holmcroft Youth and Community Centre, Newland Avenue, Stafford, ST16 1NL

In this session you can practice making posters and flyers for your community group or voluntary organisation, or just improve your skills. You will learn how to:

- Type in text and alter it to your style
- Use clipart and images to add into your document.

This session is suitable if you can use the mouse or have some experience of using the keyboard.

Accredited First Aid

Date: Tuesday 7th May **Time:** 9.00am – 4.00pm (Lunch will be provided)
Venue: Rising Brook Baptist Church, Burton Square, Stafford, ST17 9LT

This course will include a practical and theory session designed to boost your confidence. Areas you will cover are First Aid priorities, managing incidents, basic life support, examination of the casualty, unconsciousness, control of bleeding, burns and scalds, regulations, first aid kits and recording and reporting accidents.

Grow your Own Vegetables

Date: Friday 10th May **Time:** 10.00am – 2.00pm (Lunch will be provided)
Venue: Derrington Village Hall, Billington Lane, Derrington, Stafford, ST18 9LR

We will be exploring all the different ways you can grow your own food, from gardens to window boxes or patios. At the end of the session each person will take

Cooking for One – Love Food: Hate Waste

Date: Thursday 16th May **Time:** 1.00pm – 4.00pm
Venue: Thirlmere Way Day Centre, Thirlmere Way, Merrivale Road, Stafford, ST17 9EJ

This session is aimed at people who live on their own or have to buy and cook food for one. You will gain useful tips and advice on how to save money when shopping for yourself and avoid wasting food and money. There will also be a practical cooking session where you will have a go at cooking a healthy meal using seasonal vegetables.

The Natural Way to Look After Yourself

Date: Thursday 23rd May **Time:** 1.00pm – 4.00pm
Venue: Rising Brook Fire Station, Hesketh Road, Stafford, ST17 9NF

In this session you will gain some great techniques to help relax the mind and body. You will learn about using essential oils in facial and hand massage treatments, practice a simple meditation and find out about many other valuable techniques. All equipment is provided. You will learn how to provide a simple massage treatment, more about the benefits of meditation and using essential oils.

Bootcamp

Date: Tuesday 28th May (Then following 2 weeks at the same time and venue)
Time: 2.00pm – 3.00pm **Venue:** Rowley Park, Averill Road, Highfields, Stafford, ST17 9XX

Boot camp is an exciting and enjoyable way to achieve a total body work out to music with family and friends under the guidance of a fully qualified personal trainer. Short bursts of intense activity across a variety of exercise stations will keep motivation levels high and don't worry about fitness- all stations have 3 varying degrees of difficulty! Take part in this popular session and you'll feel the benefits instantly.

JUNE

Walk Leader Training (Accredited)

Date: Thursday 6th June **Time:** 10.00am – 4.00pm (Lunch will be provided)
Venue: Derrington Village Hall, Billington Lane, Derrington, Stafford, ST18 9LR

Do you love walking? Do you like meeting people? Do you want to help others to become fitter and healthier? Then why not join scores of others like you and become a Volunteer Walk Leader with Stafford Borough WalkWise?

On this one day course you will learn how to develop interesting and safe walking routes and how to safely lead a group of people on a short walk.

If you don't feel ready to lead a group, you can be a back marker – this is the person who makes sure that slower walkers are not left behind.

After the training, the trainer will support you in leading your first few walks and all we ask of you is that in the first year you help on just one walk a month. There will be a walk during the day so please wear sensible shoes and clothing!

**Introduction to Microsoft Excel**

Date: Wednesday 12th June **Time:** 10.00am – 12.00pm
Venue: Holmcroft Youth and Community Centre, Newland Avenue, Stafford, ST16 1NL

During this session you will have a go at setting up an Excel spread sheet. Type in text and numeric data, alter it to your own style, create simple formulas and a Chart. Excel is useful for creating your home or club budgets. This session is suitable if you have experience of using the mouse and the keyboard.

Basic Gardening Skills

Date: Thursday 20th June **Time:** 10.00am – 2.00pm (Lunch will be provided)
Venue: Doxey House, Doxey, Stafford, ST16 1UU

In this session you will explore growing plants in their right environment, composting, seed sowing, potting, watering and weeding. Each person will take away with them a tray of seeds they have sown.

**Genealogy**

Date: Monday 24th June **Time:** 2.00pm – 4.00pm
Venue: Holmcroft Youth and Community Centre, Newland Avenue, Stafford, ST16 1NL

This introductory session will give beginners the knowledge to trace their family history using various records available on-line. You will learn where to look for other paper records concentrating on Birth, Marriage and Death certificates, Census records, Military Records, Wills etc.

As a starting point you will need to provide some known information about your family. By the end of the session you should be able to compile your own basic family tree.

Painting and Colour Schemes

Date: Thursday 27th June **Time:** 1.00pm – 4.00pm
Venue: B&Q Warehouse, Whittle Road, Meir Park, Stoke-on-Trent, Staffordshire, ST3 7TU

You will learn how to make the best use of colour in your home, practise the right techniques and learn the correct products to make your painting as professional as possible.

JULY

Introduction to Social Networking

Date: Wednesday 3rd July **Time:** 10.00am – 12.00pm
Venue: Holmcroft Youth and Community Centre, Newland Avenue, Stafford, ST16 1NL

In this session you will find out how to use different social networking sites whether it is for yourself or for a community group or club. Come along and find out what things like Facebook, Twitter, YouTube and Flickr can do for you.

**How to Make your CV Stand Out**

Date: Thursday 11th July **Time:** 10.00am – 1.00pm
Venue: St Michael's Church Hall, Lichfield Street, Stone, ST15 8AA

You've written your CV but now you want it to grab the attention of an employer. Find out how to make your CV stand out from the crowd by using power words and phrases that grab the attention of the reader.



Community Fundraising

Date: Tuesday 16th July **Time:** 10.00am – 4.00pm (Lunch will be provided)
Venue: Rising Brook Fire Station, Hesketh Road, Stafford, ST17 9NF

Resident and community groups are getting involved in a wide range of community activities and often need extra funds to develop their ideas and projects. This course will help staff, residents and community groups to identify a fundraising strategy and provide top tips on completing funding applications.

The training will focus on:

- Fundraising ideas • Seeking grants • Developing a funding application.

By the end of the course participants will be able to:

- Consider and use a wide range of fundraising techniques
- Know how to find grant giving organisations
- Write an effective funding application.



Budgeting your Money

Date: Thursday 18th July **Time:** 10.00am – 12.00pm
Venue: St Michael's Church Hall, Lichfield Street, Stone, ST15 8AA

Money is tight for everyone nowadays and we all need to keep a watch on what we spend. Find out how to keep a check on your incomings and outgoings and learn money saving tips.



AUGUST

Celebrating Differences

Date: Thursday 1st August **Time:** 10.00am – 2.00pm
Venue: Thirlmere Way Day Centre, Thirlmere Way, Merrivale Road, Stafford, ST17 9EJ

This session is designed to raise awareness of the diversities within Stafford Borough. You will experience and learn about different cultures, taste food from all over the world and celebrate differences whether they are age, race, gender or sexuality. Expect fun activities and a quiz at the end of the session.



Cooking for One – Love Food: Hate Waste

Date: Thursday 8th August **Time:** 1.00pm – 4.00pm
Venue: Thirlmere Way Day Centre, Thirlmere Way, Merrivale Road, Stafford, ST17 9EJ

This session is aimed at people who live on their own or have to buy and cook food for one. You will gain useful tips and advice on how to save money when shopping for yourself and avoid wasting food and money. There will also be a practical cooking session where you will have a go at cooking a healthy meal using seasonal vegetables.



Foods of the World - for the Family

Date: Thursday 22nd August **Time:** 10.00am – 3.00pm
Venue: Thirlmere Way Day Centre, Thirlmere Way, Merrivale Road, Stafford, ST17 9EJ

This practical cooking session for all the family, allows you to try different flavours and explore how people from other cultures maintain a healthy and balanced diet. Come along and learn how to cook culinary feasts from around the world. (Please inform us if you have any special dietary requirements when booking for this course so suitable ingredients can be bought).



SEPTEMBER

Save Energy Save Money

Date: Tuesday 3rd September **Time:** 10.00am – 12.00pm
Venue: Gnosall Fire Station, Wharf Road, Gnosall, ST20 0DB

This session will cover:

- Understanding your gas and electricity bills
- Simple energy saving ideas
- Finding your best tariff and switch
- Know how much energy your appliances are using



Basic Plumbing

Date: Friday 6th September **Time:** 10.00am – 1.00pm
Venue: B&Q Warehouse, Whittle Road, Meir Park, Stoke-on-Trent, ST3 7TU

You will learn about common problems such as:

- How to change a tap and washer
- How to prevent and fix a leak
- How to bleed a radiator.

Understand basic plumbing and how to deal with small handyman jobs within your own home.



Glass Painting

Date: Wednesday 11th September **Time:** 1.00pm – 4.00pm
Venue: Gnosall Fire Station, Wharf Road, Gnosall, ST20 0DB

This is a great opportunity to learn the skills of glass painting. Whatever level of experience you will develop techniques while painting designs on to glass. Full instruction is given and you'll have some attractive items to take away. All equipment is provided.

You will learn:

- How to glass paint in your own time • How to improve your painting skills
- More about developing other craft skills





Ebay – Buying, Selling and Pitfalls

Date: Wednesday 18th September **Time:** 10.00am – 12.00pm
Venue: Holmcroft Youth and Community Centre, Newland Avenue, Stafford, ST16 1NL

In this session you will find out how to set up an eBay account, make a purchase and sell an item. You will also learn how to spot a good seller and avoid losing money. (Please note you will not be making real sales or purchases during this session.)

Level 2 Award in Healthier Food and Special Diets (Accredited)

Date: Tuesday 24th and Wednesday 25th September **Time:** 10.00am – 1.00pm (+1 hour for exam) **Venue:** Rising Brook Fire Station, Hesketh Road, Stafford, ST17 9NF

This fact-packed Course will be served up over two half-days and contains everything you need to know about healthy eating. It will be very useful for anyone who would like to go into catering. You will also be shown how to understand those confusing food labels! There is a multiple test at the end of the Course and if successful, you will be awarded a nationally recognised Certificate.

OCTOBER

Parenting Skills

Date: Monday 7th October and following 5 weeks at the same time and venue
Time: 2.00pm – 4.00pm
Venue: Community Resource Centre, 56 Greyfriars, Stafford, ST16 2RG

This series of sessions will have the answer to your parenting questions and needs. You will learn about effective parenting strategies, promoting your child's development and how to manage common child behaviour problems.



Treasurers Skills for a Community Group

Date: Thursday 24th October **Time:** 2.00pm – 4.00pm
Venue: Community Resource Centre, 56 Greyfriars, Stafford, ST16 2RG

This course is aimed at current Treasurers in a community group or people who are interested in becoming a Treasurer. This session will teach you to understand the responsibilities of this role, find out why accounts are needed, understand the auditing process and help you to become a Treasurer.

NOVEMBER

Recycling Christmas Crafts for the Family

Date: Friday 1st November **Time:** 1.00pm – 4.00pm
Venue: Derrington Village Hall, Billington Lane, Derrington, Stafford, ST18 9LR

Help save money and reduce waste as we approach the festive period by making Christmas decorations and cards with recycled household items. Full instruction is given and you'll have some attractive items to take away. All equipment is provided. You will learn:

- The possibilities of making things from waste items
- More about making other Christmas decorations
- More about developing other craft skills



CV Writing and Interview Skills

Date: Wednesday 6th November **Time:** 10.00am – 4.00pm
Venue: Community Resource Centre, 56 Greyfriars, Stafford, ST16 2RG

Do you want to improve your CV and be more confident at job interviews?

If you are finding it difficult to get an interview it may be that your CV is letting you down.

This practical workshop will help you to turn your experience and qualities into a winning CV that will improve your chances of gaining an interview. It will also provide you with hints, tips and techniques that really will help you to make a great first impression, and if nerves are holding you back, this workshop will help to develop a confident style that will work for you.

Beat the Bullies

Date: Thursday 14th November **Time:** 2.00pm – 4.00pm
Venue: Community Resource Centre, 56 Greyfriars, Stafford, ST16 2RG

This session is run by the local hate crime organisation CACH (Chase Against Crimes of Hate). This organisation supports people who experience discrimination based on disability, age, race, religion or sexuality. You will be able to discuss some local and national cases, look at how you can make a positive difference to people's lives and help others realise that differences are something to be embraced, not feared.

Cooking for One – Love Food: Hate Waste

Date: Thursday 21st November **Time:** 1.00pm – 4.00pm

Venue: Thirlmere Way Day Centre, Thirlmere Way, Merrivale Road, Stafford, ST17 9EJ

This session is aimed at people who live on their own or have to buy and cook food for one. You will gain useful tips and advice on how to save money when shopping for yourself and avoid wasting food and money. There will also be a practical cooking session where you will have a go at cooking a healthy meal using seasonal vegetables.



Make your own Advent Calendar out of Plywood

Date: Wednesday 27th November **Time:** 1.00pm – 4.00pm

Venue: B&Q Warehouse, Whittle Road, Meir Park, Stoke-on-Trent, ST3 7TU

Why not add your own touch to Christmas this year and make your own advent calendar, learning and practising basic joinery skills & tools along the way.

DECEMBER

Christmas Crafts for Adults

Date: Tuesday 10th December **Time:** 10.00am – 1.00pm

Venue: Great Haywood Memorial Hall, Great Haywood, Stafford, ST18 0SU

Improve your craft skills and save money by making your own Christmas wreath and table decoration. Full instruction is given in this ever-popular class and you'll have two attractive items to take away. All equipment is provided.

You will learn:

- How to make a Christmas wreath
- How to make a table decoration
- How to make other Christmas decorations.



For kids...

Football Skills with Stoke City

Date: Wednesday 3rd April **Time:** 10.00am – 1.00pm

Venue: Silkmere Primary School, Exeter Street, Stafford, ST17 4EG

Date: Wednesday 3rd April **Time:** 2.00pm – 5.00pm

Venue: Sir Graham Balfour School, North Avenue, Stafford, ST16 1NR

Date: Thursday 4th April **Time:** 10.00am – 1.00pm

Venue: Tilling Drive, Stone, Stafford, ST15 0AA

Stoke City Community Trust will run Football Sessions for children aged between 5 and 12 years old. The sessions will be delivered by qualified coaches who are CRB checked and will include games and activities that the children will be able to have fun through learning and developing skills and being able to practice them in games.



Easter Crafts for the Family

Date: Tuesday 9th April **Time:** 10.00am – 1.00pm

Venue: Shakespeare Road Community Room, Highfields, Stafford, ST17 9TY

This is a great chance to improve your craft skills with a range of fun activities for all ages, such as painting designs on ceramic pots and making paper collages. Full instruction is given and you'll have some attractive items to take away. All equipment is provided.

You will learn:

- How to improve your drawing and painting skills
- How to develop your creativity
- More about developing other craft skills



Space and Planets

Date: Tuesday 13th August **Time:** 1.00pm – 4.00pm
Venue: Gnosall Fire Station, Wharf Road, Gnosall, ST20 0DB

This event is for children of any age.

A fun and interactive event for children learning about the planets and stars. They will use creativity and imagination to make their own space rockets and planets. Fun science experiments, amazing pictures and out of this world facts and figures.



Football Skills with Stoke City

Date: Wednesday 21st August **Time:** 10.00am – 1.00pm
Venue: Silkmore Primary School, Exeter Street, Stafford, ST17 4EG

Date: Wednesday 21st August **Time:** 2.00pm – 5.00pm
Venue: Sir Graham Balfour School, North Avenue, Stafford, ST16 1NR

Date: Thursday 22nd August **Time:** 10.00am – 1.00pm
Venue: Tilling Drive, Stone, Stafford, ST15 0AA

Stoke City Community Trust will run Football Sessions for children aged between 5 and 12 years old. The sessions will be delivered by qualified coaches who are CRB checked and will include games and activities that the children will be able to have fun through learning and developing skills and being able to practice them in games.



Foods of the World for the Family

Date: Thursday 22nd August **Time:** 10.00am – 3.00pm
Venue: Thirlmere Way Day Centre, Thirlmere Way, Merrivale Road, Stafford, ST17 9EJ

This practical cooking session for all the family, allows you to try different flavours and explore how people from other cultures maintain a healthy and balanced diet. Come along and learn how to cook culinary feasts from around the world. (Please inform us if you have any special dietary requirements when booking for this course so suitable ingredients can be brought.)



Keeping Safe on Bonfire Night (11 – 14 years)

Date: Tuesday 29th October **Time:** 10.00am – 11.30am
Venue: Rising Brook Fire Station, Hesketh Road, Stafford, ST17 9NF

This interactive session will inform young people about the dangers of acting irresponsibly around bonfires and fireworks. It will cover the Firework Code and Firework Law, the consequences of not following these and ways you can ensure you have a safe and enjoyable bonfire night with family and friends. There will be games and quizzes and a live demonstration at the end.



Recycling Christmas Crafts for the Family

Date: Friday 1st November **Time:** 1.00pm – 4.00pm
Venue: Derrington Village Hall, Billington Lane, Derrington Stafford, ST18 9LRJ

Help save money and reduce waste as we approach the festive period by making Christmas decorations and cards with recycled household items. Full instruction is given and you'll have some attractive items to take away. All equipment is provided.

You will learn:

- The possibilities of making things from waste items
- More about making other Christmas decorations
- More about developing other craft skills.



Booking Information



To book your place all you need to do is tell us which session(s) you'd like to attend and leave your name, full address, and telephone number / email address. You can do this by:

- Calling the Freephone number **0800 111 4554**
- Or emailing the Community Involvement Team on cp@sarh.co.uk



Alternatively, register your interest through our facebook page 'Community Learning Programme'. Click **'like'** to be kept up to date with all the latest information about the courses and sessions.



Scan the QR code

Before the course:

You will be contacted by a member of the Community Involvement Team to confirm your booking and explain the course details, along with any travel arrangements (if applicable). This will occur approximately one week before the course is due to take place.

Cancellation Conditions:

- We will try and make sure all of our courses go ahead
- If a course has a low number of people booked onto it we will rearrange the session for an alternative date providing you with at least three days notice.
- Due to a number of non-attendees in the past we reserve the right to refuse booking should you fail to turn up to a session without letting us know in advance.



Additional Information:

All sessions are free to SARH customers and members of the community. Refreshments will be provided at each course and a light lunch offered at any full day courses. If you are unable to attend due to transport difficulties, please call us to discuss how we can help.

Mobile Office

The Mobile Office is a way of bringing our services directly to you and your community. SARH staff have taken the Mobile Office all over Stafford Borough in 2012 offering money advice, doing health checks, running community events and also being on hand to answer any queries that customers may have. Look out for us in your local community and come and say hello!

We are keen to make full use out of our Mobile Office and its facilities by working with partners and customers. If you would like to book or view the Mobile Office please contact the Community Involvement Team on **0800 111 4554** or cp@sarh.co.uk.



Social Media

Would you like to see what SARH have been up to and what's happening in and around your area at the click of a button? Why not log on to any of our sites below or **scan the QR codes** using your smart phone?



TWITTER



YOU TUBE



FLICKR



BLOG



The Community Learning Programme has launched a new Facebook page. Search 'SARH Community Learning Programme' and click 'like' to make sure you don't miss out on any upcoming courses and see photographs from the different sessions.



FACEBOOK



Community Resource Centre

Address: 56 Greyfriars, Stafford ST16 2RG

Telephone: 01785 216799

SARH have a fully equipped Community Resource Centre which is open to all customers and members of the community to come and use. You will have free access to computers and the internet and can use them to help with college work, search for jobs, update your CV, brush up on your IT skills or make publications for your voluntary or community group. There is a meeting room available and SARH staff and volunteers are on hand to offer support or advice.



Weekly Activities:

IT / Job Search (Monday, Wednesday and Friday - 10am to 12pm)

This is an informal drop in where you can have free access to computers and the internet. You can use this session to look for jobs, improve your IT skills and other purposes that will benefit you or your community group.

Craft Club (Tuesday - 10am to 12pm)

This is a friendly group that get together once a week to practice their crafts skills such as knitting, painting and making things. It's a great way to meet new people in a fun and relaxed environment.

Job Club (Wednesday - 10am to 12pm)

Job Club is an informal group meeting that that anyone is welcome to attend. It covers a range of topics each week such as where to look for jobs, CV writing, interview techniques, and building your confidence.

English for Speakers of Other Languages (ESOL) (Thursday - 10am to 12pm)

This class is for people who don't speak English as their first language and would like help to improve their English skills. It is a great way to meet others in a similar situation and many people who come to the group have made great friends.

Check out and 'like' our Facebook page to keep up to date with all the latest information and events.



Community Involvement Team

The Community Involvement Team's (CIT) role is to make sure our customers are aware of the many ways to get involved in shaping SARH services and support them to do so. As well as the key projects outlined in this Programme other projects the Team are working on include:

- Customer Inspectors / Mystery Shoppers
- Summer Events and Fun Days
- Adult Learner's Week Activities
- Community Allotment Projects
- Glebelands Youth Forum
- Supporting Tenants and Residents Groups

To help you decide how you could get involved with SARH and help shape the way we deliver our services, in a way that suits your lifestyle, we have produced this

A to Z menu of involvement. It shows all the ways you can be involved from filling in a survey to being a Customer Inspector.



To find out more you can access the A - Z on our website www.sarh.co.uk or contact the Team to request a hard copy to be sent to you.



Back: Community Involvement Manager, Chris Plant and Left to Right: Community Involvement Officers Pam Smith, Anna McLauchlan and Christine Cartwright.

If you would like to be involved or find out more about projects just get in touch with the Community Involvement Team on

0800 111 4554 or cp@sarh.co.uk.

Stafford and Rural Homes 'Learning Academy'

SARH is committed to investing in empowering and growing the influence of our people, and to demonstrate this, we have developed our very own Learning Academy. The Learning Academy gives opportunities for our people including our customers in our communities by offering work experience, work based placements and training opportunities.

EXCELLENT WORK

2012 Success

Since 2012 there have been a range of successful placements, apprenticeships and opportunities throughout the organisation. One of the success stories is below.

Martin Sawyer – Governance and Performance Apprentice



Martin was one of six young people who completed a work experience placement with SARH through the Princes Trust.

"The work placement with SARH was great! I spent time with every department which gave me a really good insight of how this organisation works."

Martin was also involved with community projects at SARH Independent Living Schemes Hall Close and Oxleathers Court. These are supported accommodation for people aged 55 and over. The team renovated the garden areas and painted fences and benches.

After completing his placement Martin continued to volunteer with SARH working with the Governance Team as he felt it was giving him valuable work experience.

Martin's hard work and commitment secured him a full time position with SARH as a Governance and Performance Apprentice for 12 months. In October 2012 Martin won the Aspiring for Excellence Award for Apprentice of the Month.

"This apprenticeship will help me in the future to gain a wide range of skills to pursue a career in business administration."

The Future

In 2013, we are continuing to take on work placements and work experience placements. With the ever increasing success of our apprenticeships, we will grow and develop these programme offers including trainee work experience, pre-apprenticeships and further apprenticeships. Our aim is to give people of all ages an opportunity to have a future career with SARH.

If you want to find out more about SARH's Learning Academy or Apprenticeship Scheme, please contact the Organisational Development Team on 0800 111 4554 or e-mail at excellent.training@sarh.co.uk

Thank you...

We would like to say a big thank you to the following partners who have made the Community Learning Programme 2013 possible. They are committed to working with us to deliver an enjoyable learning experience which is beneficial to you, our customers.



BASIX TRAINING



Courses I'm interested in...

COURSE	DATE	VENUE

Courses I'm interested in...

COURSE	DATE	VENUE



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www.sarh.co.uk | email: cp@sarh.co.uk