

During these challenging times Skills & Learning is here to support you with many professional and personal development opportunities. If you are unsure of what to do next, the Your Next Steps team can help you. Please refer to our website for Covid-19 updates and the most up to date course information.

- [AgeWell](#)
- [Apprenticeships](#)
- [Arts & Crafts](#)
- [Beauty](#)
- [Bookkeeping](#)
- [Counselling](#)
- [Distance Learning](#)
- [English](#) (including online options)
- [English for Speakers of Other Languages \(including online options\)](#)
- [Everyday Skills](#)
- [First Aid at Work Training and Food Safety](#)
- [GCSE](#) – English, maths and Biology
- [Hairdressing and Barbering](#)
- [ICT](#)
- [Information Advice and Guidance](#)
- [Job Clubs](#) – including Virtual Job Club
- [Languages](#)
- [Living Well](#)
- [Maths](#) (including online options)
- [Supporting Teaching & Learning in Schools](#)
- [Teaching, Training, Assessing and Quality Assurance](#)

[English](#)

We have English courses running in centres across Bournemouth, Poole and Dorset, five days a week from Functional Skills Entry level 1 to Level 2. All levels are available in the classroom. Levels 1 and 2 are also available online. GCSE information below.

Our tutors will work with you to create a personal learning plan, but all English courses will help you:

- Brush up your reading and writing skills
- Improve your spelling

- Develop confident communication skills
- Gain a nationally recognised qualification
- Increase job prospects

Maths

We have maths courses running in centres across Bournemouth, Poole and Dorset, five days a week from Entry level 1 to Level 2. All levels are available in the classroom. Levels 1 and 2 are also available online. GCSE information below.

Our tutors will work with you to create a personal learning plan, but all maths courses will help you:

- Review your understanding of the basics of maths, including addition, subtraction, multiplication, division and multiplication tables
- Work on metric measures
- Work on fractions, decimals and percentages
- Develop data handling skills including averages, drawing graphs and charts
- Work on problem solving skills
- Gain a nationally recognised qualification
- Increase job prospects

GCSEs – English, Maths & Biology

We offer a range of GCSE subjects to support personal development and career progression or to help you access further study and Higher Education. These are intensive courses which require significant commitment and self-study.

ICT

We offer a range of computing courses from Refresh Your Computer Skills to ECDL Extra. Our courses are held at several venues across Dorset, Bournemouth and Poole at different times of the day and evening.

Our ICT courses will help you:

- Gain digital confidence
- Improve your job prospects
- Develop skills in using ICT
- Gain a nationally recognised qualification

For individuals who need 1:1 ICT support the [Bourne Digital project](#) can help you. The Mentors can provide support to gain the skills needed to build confidence ready to join a class.

[ESOL \(English for Speakers of Other Languages\)](#)

We have ESOL courses running in centres across Bournemouth, Poole and Dorset, five days a week from Entry level 1 to Level 2. All levels are available in the classroom. Levels 1 and 2 are also available online.

Improving your English will help get more out of everyday life in the UK. It will also help if you want to:

- Find work
- Talk to doctors and teachers
- Understand the laws and customs of the UK
- Help your child with homework
- Gain a qualification

Job Clubs

During the lockdown period we are running a Virtual Job Club

[Virtual Job Club](#)

If you would like some advice about finding a job or would like to know where you can get some help you can access our online Job Club.

You will find lots of resources, guides, vacancies and links that will help you in your search for a job. Soon we will also be offering remote appointments for one-to-one support (or advice and guidance) about learning and work.

When safe to do so, and following government advice on social distancing, Job Clubs will again be running in centres across Bournemouth, Poole and Dorset, five days a week with staff on hand to support you with CV writing and job applications.

Changing Career

Skills & Learning successfully run courses in the following areas:

[Beauty and Complementary Therapies](#)

Our programme includes courses leading to professional qualifications in Beauty Therapy and Complementary Therapies.

We also offer a range of professional development courses for those already qualified as therapists.

[Hairdressing and Barbering](#)

Our programme will enable you to gain a general introduction to Hairdressing and Barbering to help you understand the requirements of working in the sector.

[Counselling](#)

Our tutors are not only highly qualified tutors but are in fact practising counsellors. Dual qualified tutors make our programme one of a kind and gives our learners a high-quality learning experience.

Introduction to Counselling, Level 2, 3 and Level 4 Therapeutic Counselling Skills.

[Bookkeeping](#)

We can help you gain the necessary skills to carry out a range of basic day to day manual & computerised bookkeeping routines and activities using a single-entry manual bookkeeping system.

Good bookkeeping is essential to business maintenance, a bookkeeper keeps track of monies coming into and out of the business. By maintaining accurate financial records, bookkeepers help small, medium and micro businesses.

[Supporting Teaching and Learning in Schools](#)

Our Supporting Teaching and Learning in Schools programme ranges from Introductory Level through to Level 2 and 3 qualifications.

[Teaching, Training, Assessing and Quality Assurance](#)

For those involved in teaching or training or intending to work in this area. We offer an Introduction to Training Skills Level 2 course, or an Education and Training Level 3 Award. For those who are already teaching or training there is a Level 4 Certificate in Education and Training. Our TAQA courses are for those working in Training, Assessing or Quality Assurance.

To support social distancing, most qualification subjects are currently available for online study.

[Distance Learning](#)

These qualifications are useful for job seekers, career changers, and those looking for promotion or to refresh knowledge.

Level 1 Courses:

- Level 1 Award in Mental Health Awareness

Level 2 Courses:

- Level 2 Certificate in Awareness of Bullying in Children and Young People (TQUK)
- Level 2 Certificate in Awareness of Mental Health Problems
- Level 2 Certificate in Caring for Children and Young People
- Level 2 Certificate in Common Health Conditions

- Level 2 Certificate in Equality and Diversity
- Level 2 Certificate in Event Planning (TQUK)
- Level 2 Certificate in Falls Prevention Awareness
- Level 2 Certificate in Improving Personal Exercise, Health and Nutrition
- Level 2 Certificate in Information, Advice and Guidance
- Level 2 Certificate in Lean Organisation Management Techniques
- Level 2 Certificate in Preparing to Work in Adult Social Care
- Level 2 Certificate in Principles of Business Administration
- Level 2 Certificate in Principles of Customer Service
- Level 2 Certificate in Principles of Team Leading
- Level 2 Certificate in Principles of Working with Individuals with Learning Disabilities
- Level 2 Certificate in Understanding Autism
- Level 2 Certificate in Understanding Behaviour that Challenges
- Level 2 Certificate in Understanding Children and Young People's Mental Health
- Level 2 Certificate in Understanding Nutrition & Health
- Level 2 Certificate in Understanding Specific Learning Difficulties

Level 3 Courses:

- Level 3 Certificate in Understanding Mental Health
- Level 3 Certificate in Understanding Autism
- Level 3 Certificate in Understanding the Principles of Dementia Care

[Apprenticeships](#)

Full details of our Apprenticeship programme can be found on our website. To search for all Apprenticeship vacancies, please visit

<https://www.gov.uk/apply-apprenticeship>

[Learning for Leisure, Health and Wellbeing](#)

[Arts and Crafts](#)

Our art and craft programme is where you can start a new hobby, learn a new skill and meet new people. These courses are for complete beginners and for those who have some experience who wish to continue learning in a group setting.

[Family Learning](#)

Family Learning benefits the whole family with many Children Centres and schools reporting improvements in children's learning when families have attended. Some courses are designed to support adults learn together with their children, whilst others focus on parents and carers.

[First Aid at Work Training and Food Safety](#)

[Languages](#)

Our language programme can enable you to start learning a new language, develop your knowledge about another country and culture and meet new people. These courses are for complete beginners and for those who have some experience and wish to continue learning in a group environment.

[AgeWell](#)

This fantastic programme of highly subsidised courses is developed for the over 60s with priority given to those who are living alone.

[Everyday Skills](#)

These courses are specially designed for adults who require a bit more support or have a mild to moderate learning difficulty.

They will be helpful if:

- You would like to improve your skills
- You need a little extra support
- You want to get more out of life
- A qualification course is not the right option for you yet

[Living Well](#)

Many people experience mental ill-health at some point in their lives. Mild depression, anxiety and low mood can often have a negative effect on our own lives as well as the lives of family, friends and work colleagues. Skills & Learning have developed a range of courses on offer across the county.

[Information advice and guidance](#)



Create your own

In the current situation there has never been a more important time for a comprehensive, responsive and tailored careers advice service.

If you are over 19, looking for a career change, support with employability skills, or just advice on what to do next, Your Next Steps is the service for you.

Your Next Steps can give you access to our qualified careers advice team who can offer you confidential, impartial, relevant advice at the right time, to help you plan your next move, whether it's finding work, an apprenticeship, training, education or gaining experience through volunteering.

We are passionate in supporting you identify achievable goals, gain the personal and professional skills you need to make sustainable, positive changes. Your Next Steps will help you be confident, aim higher and succeed!

If you would like to make an appointment with a member of the Your Next Steps team you can do so by email cfleming@salbcp.com, phone/text 07779880706 or via the online form at <https://www.skillsandlearningace.com/online-job-club/> and we will aim to get back to your queries within 48 hours.

We also offer free, impartial confidential careers guidance in partnership with [Ansbury Guidance](#), the National Careers Service. Please call 01202 677557 to make an appointment.

Useful links:

Citizens Advice - [Redundancy](#)

<https://www.gov.uk/redundancy-your-rights>

Online Wellbeing support:

[NHS Live Well](#)

[5 Steps to Wellbeing](#)

[Help with Stress, anxiety or depression](#)

[Mental Wellbeing Audio Guides](#)

[Mental Health Helplines](#)

Free, impartial Money Advice, including:

[Redundancy information and support](#)

- [Managing money if your job is at risk](#)
- [Redundancy pay calculator](#)
- [Redundancy pay](#)
- [Changing your career following redundancy](#)
- [Claiming your tax rebate after losing your job](#)
- [Out of work checklist – things to do if you lose your job](#)
- [Review your budget after a drop in income](#)
- [Making the most of your redundancy pay](#)



- [Benefits and tax credits when you've lost your job](#)
- [What to do about debt if you lose your job](#)
- [Your pension options if you're made redundant](#)
- [Do you have to pay tax on your redundancy pay?](#)
- [Top tips for making money when faced with job loss](#)
- [Can you insure yourself against redundancy?](#)
- [Working reduced hours as an alternative to redundancy](#)
- [Your legal rights when facing redundancy](#)
- [Unfair dismissal versus redundancy](#)
- [Voluntary redundancy](#)
- [Early retirement](#)
- [Free printed guides](#)

Complete a Free Online Course or Develop Your Learning

There are hundreds of free courses out there – anything from science, business to creative and IT. You may have to pay to receive a certificate in some cases, however, even just doing the course is a great learning opportunity.

- Future Learn – offer free online courses in a whole range of subjects
- Open University Free Courses – offer 1000 free courses across 8 subjects
- MOOC Massive Open Online Courses – free online courses available for anyone to enrol
- Alison – offer free courses in a large range of fields
- [BBC Skillswise](#) – resources for adults looking to brush up on English and maths skills

Learn a New Skill

IT/Coding/Games/Design

- Grasshopper – the coding app for beginners
- Scratch – create stories, games and animations. Aimed at ages 8 to 16 years but used by people of all ages
- The Code Academy – learn to code for free
- The Typing Club – learn how to touch type for free
- Tinkercad – a free online collection of software tools that help people all over the world think, create and make
- An introduction to CAD by Autodesk – the leader in 3D design, engineering and entertainment software.

Learn a Language

- Duolingo – learn a language for free. Duolingo also exists as an app for your phone

- BBC Languages – learn languages online for free.

Creative/Art/Design/Media

- Visit YouTube videos for how to get started with learning to sew, knit, crochet, and many other creative outlets, develop your drawing / painting / design skills or perhaps try your hand at upcycling
- Develop your photography skills – check out Digital Camera World for a list of free courses
- Set up an Etsy account, Instagram or WIX website to showcase your creative work
- Free Stop Motion Apps – a list of fun free stop motion apps to make films
- Diploma in Professional Make Up Artistry with Alison Free Courses
- Diploma in Fashion Design with Alison – Learn how to break into the fashion and design industry in this free online Fashion Design Course.

Literature/Media/Writing

- Future Learn – start writing fiction

Music

- Learn to play an instrument or develop your skills in your current instrument.
- 30 Day Singer – 14 days free trial to become a better singer
- Joanna Garcia on You Tube – learn to play the piano
- Fender Play – free 3 month trial to learn to play guitar, bass or ukulele.

Sport/Fitness/Dance

- Start running – try the Couch to 5K
- Learn ballet for free with BBC Ballet Classes
- Get fit with PE with Joe Wicks
- Try Yoga, Tai Chai, Pilates, Tap, Street Dance – check out online dance classes.

Mechanics/Trade Work

- Learn to fix your bike via YouTube tutorials
- Alison –offer free introductory courses on a range of auto technician, plumbing, electrics and carpentry topics.

Wildlife/Gardening/Nature

- Learn how to garden with The Gardeners World gardening for beginners and even grow your own produce
 - The Wildlife Trust – learn how to build a bug hotel, mini nature reserve, wildlife pond and more
 - Explore – Explore’s growing library consists of more than 250 original films and 30,000 photographs from around the world. View live web cams of wild animals all over the world.
- Future Learn – how to succeed at interviews and communicating in the workplace.

Volunteering

- BCP area [Community Action Network](#)
- Dorset <https://www.volunteeringdorset.org.uk/>