

# Live and Learn

fifth edition



Opportunities for customers,  
including computer courses,  
hobbies, skills and much more



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## **Welcome to the fifth edition of Staffordshire Housing Association's Live and Learn programme.**

This edition includes a range of courses that cover computer skills, hobbies, life skills and personal development.

There is also a focus on gaining skills for employment which can be found on pages 20 and 21. These courses, provided by the National Careers Service, The Prince's Trust and Stoke-on-Trent College, offer one-to-one mentoring or group training sessions.

### **All courses are free to SHA tenants and leaseholders.**

The cost of the courses are covered by SHA. We can also assist towards travel and childcare costs if required. If you are not a tenant or leaseholder of SHA you can still do the courses. Just contact us using the details on page 22. Most courses take place within Stoke-on-Trent, Stafford and Leek.

There are many different courses out there and putting all of them in one booklet would be impossible. So if you find a course you like that we haven't included, please let us know, and we will see if we can help out, as well as including it in a later edition.

And if you have a particular skill that you would like to train or share with others, let us know and we can add that too. We have a number of communal facilities you could use. If there is enough interest in a particular hobby, we may be able to get funding to buy equipment.

We hope that you will take advantage of some of the courses on offer. You are never too old or too young to learn.

**Look on the back page for details on how to book a course.**



## Computers for beginners

### What will I learn?

This course will help you gain an understanding of how to use a computer. It teaches you basic use of office packages, how to navigate the internet and begins by simply showing you how to switch the computer on. No previous computer skills are required.

### What will I do?

The sessions will be taught in a computer suite where you will work through a number of tasks guided by the tutor. You do not need to have your own computer to do this course.

### Course details

**Session length**  
2 hours per week

**Course length**  
10 weeks

**Course location**  
Various locations in  
Stoke-on-Trent



## Microsoft Word

### What will I learn?

Learn to create a Word document, change fonts and insert tables.

### What will I do?

The sessions will be taught in a computer suite where you will work through a number of tasks guided by the tutor. A basic knowledge of computers is required to do this course

### Course details

**Session length**  
2 hours per week

**Course length**  
Up to 5 weeks

**Course location**  
Various locations in  
Stoke-on-Trent



## Microsoft Excel

### What will I learn?

Learn how to create simple spreadsheets, enter data and use basic formulae to produce charts or graphs.

### What will I do?

The sessions will be taught in a computer suite where you will work through a number of tasks guided by the tutor. A basic knowledge of computers is required to do this course.

### Course details

**Session length**  
2 hours per week

**Course length**  
Up to 5 weeks

**Course location**  
Various locations in  
Stoke-on-Trent



## Web design

### What will I learn?

Learn the basic concepts of planning and building a small website. This includes use of hyperlinks, basic HTML, manipulation of images, usability and accessibility issues.

### What will I do?

The sessions are taught in a computer suite where you will work through a number of tasks guided by the tutor. A basic knowledge of computers is required to do this course.

### Course details

**Session length**  
2 hours per week

**Course length**  
Up to 5 weeks

**Course location**  
Various locations in  
Stoke-on-Trent



## Intro to Microsoft Excel bookkeeping

### What will I learn?

How to use Excel for bookkeeping tasks. No previous knowledge is required of either Excel or bookkeeping.

### What will I do?

Use spreadsheets effectively and to easily record financial transactions. Introduce a basic Excel template which will account for restricted funds.

### Course details

#### Session length

4 hours

#### Course length

One-off session

#### Course location

Dudson Centre,  
Hope Street, Hanley



## Progressing with computers level 1

### What will I learn?

This qualification recognises that employers want ICT qualifications that reflect real-world skills and the challenges of workplace learning.

### What will I do?

You will be able to use desktop publishing (Microsoft Publisher), Excel and Word. You will also receive a recognised qualification NOCN.

### Course details

#### Session length

2 hours per week

#### Course length

36 weeks

#### Course location

Various locations in  
Stoke-on-Trent



## Progressing with computers level 2

### What will I learn?

This course will give you a greater understanding of desktop publishing (Microsoft Publisher), Excel and Word.

### What will I do?

You will learn in more detail: spreadsheets and complex formulas in Excel, formatting documents in Word, and desktop publishing.

### Course details

**Session length**  
2 hours per week

**Course length**  
36 weeks

**Course location**  
Various locations in  
Stoke-on-Trent



## e-Safety

### What will I learn?

How to be safe online and deal with issues that pose risks to your wellbeing and safety.

### What will I do?

You will gain an understanding of IT security including the use of firewalls, anti virus software, safe working practices, data security and data protection.

### Course details

**Session length**  
Half day

**Course length**  
One-off session

**Course location**  
Various locations in  
Stoke-on-Trent



## Photo editing

### What will I learn?

Learn how to download and manipulate photographs including cropping and eliminating red eye.

### What will I do?

The sessions will be taught in a computer suite where you will work through a number of tasks guided by the tutor. A basic knowledge of computers is required to do this course.

### Course details

#### Session length

2 hours per week

#### Course length

Up to 6 weeks

#### Course location

Various locations in  
Stoke-on-Trent



## Trace your family tree

### What will I learn?

You will receive helpful hints and guidance on how to go about tracing your ancestry.

### What will I do?

You will be taught the skills, hints and tips to guide you through the early stages of tracing your own family tree.

### Course details

#### Session length

3 hour introductory session, followed by drop in sessions during the year which last 1-4 hours

#### Course location

City Central Library,  
Hanley





## Drawing and painting for beginners

### What will I learn?

You will be provided with a basic introduction to drawing and painting techniques and materials.

### What will I do?

Materials are provided in the sessions. You will pick an object to draw, and the tutor will provide help, ensuring you are using the correct techniques to create the artwork.

### Course details

#### Session length

2 hours per week

#### Course length

Up to 5 weeks

#### Course location

Various locations in Stoke-on-Trent



## Digital Photography

### What will I learn?

You will learn the basics of operating a digital camera and downloading images.

### What will I do?

The sessions will be taught in a computer suite where you will work through a number of tasks guided by the tutor. A basic knowledge of computers is required to do this course.

### Course details

#### Session length

2 hours per week

#### Course length

Up to 5 weeks

#### Course location

Various locations in Stoke-on-Trent



## Indian head massage

### What will I learn?

You will learn how to perform a basic Indian head massage and understand the benefits of massage in health and well-being.

### What will I do?

The course is held in a classroom and you will perform a basic Indian head massage. You will be required to stand for extended periods of time.

### Course details

**Session length**  
2 hours per week

**Course length**  
Up to 5 weeks

**Course location**  
Various locations in  
Stoke-on-Trent



## Reflexology

### What will I learn?

Reflexology (zone therapy) is a form of alternative medicine. It involves the physical act of applying pressure to the feet and hands with specific thumb, finger and hand techniques without the use of oil or lotion.

### Course details

**Session length**  
2 hours a week

**Course length**  
Up to 5 weeks

**Course location**  
Various locations in  
Stoke-on-Trent



## Holistic therapies

### What will I learn?

Explore and experience the benefits of aromatherapy, Indian head massage and reflexology.

### What will I do?

You will learn in a classroom. There will be some practical sessions which may involve standing for prolonged periods.

### Course details

**Session length**  
2 hours per week

**Course length**  
3 weeks

**Course location**  
Various locations in  
Stoke-on-Trent



## Hand and nail treatments

### What will I learn?

Learn basic principles of manicure, nail polish application and hand massage.

### What will I do?

You will be taught by a manicurist in a classroom environment and take part in practical sessions.

### Course details

**Session length**  
2 hours a week

**Course length**  
Up to 5 weeks

**Course location**  
Various locations in  
Stoke-on-Trent

## Household maintenance

### What will I learn?

This DIY class at B&Q Meir will show you step-by-step how to tackle a job. You will get to have a go yourself under the guidance of B&Q experts.

### What will I do?

- Basic tool course
- Plumbing
- Timber and joinery
- Kitchen
- Decorating
- Save energy, save money
- Gardening

### Course details

#### Session length

2-4 hours

#### Course length

One-off session

#### Course location

B&Q Meir

## Sewing techniques

### What will I learn?

Learn basic sewing techniques from hemming, putting in a zip, to following a dressmaking pattern.

### What will I do?

All sewing machines, irons and ironing boards are provided. You will need to bring your own basic sewing kit (pins, needles and scissors).

### Course details

#### Session length

2 hours per week

#### Course length

5 weeks

#### Course location

Various locations in Stoke-on-Trent



## Gardening workshop

### What will I learn?

You will learn about seasonal planting. Knowing what grows well in the vegetable garden is really important, but with 12 months a year and lots of fruit and veg on offer, remembering what, when and where can be tricky.

This course will give you an insight to what you could be growing this month, and what you should be planting later in the year.

### Course details

**Session length**  
2 hours per week

**Course length**  
One-off session

**Course location**  
To be confirmed



## Basic cooking skills

### What will I learn?

You will be able to plan a meal for the week and cook basic recipes.

### What will I do?

This course will be held at a teaching kitchen where you will be taught how to budget and plan healthy meals for the week and cook basic recipes.

### Course details

**Session length**  
To be confirmed

**Course length**  
To be confirmed

**Course location**  
Various locations in  
Stoke-on-Trent



## Money management

### What will I learn?

You will learn how to keep control of your finances by learning some basic principles of good money management.

### What will I do?

Attend an interactive, practical training session run by CAB. You will learn to manage your income, expenditure and day-to-day budgeting as well as making the most of your money.

### Course details

#### Session length

2-3 hours per week

#### Course length

3 sessions

#### Course location

SHA main office  
and suitable scheme  
communal areas



## Assertiveness

### What will I learn?

You will learn to communicate in a more positive way. This is done by teaching you techniques that give a firm, clear and respectful message. This course would be suitable for those looking to increase their own confidence levels.

### What will I do?

Take part in a practical, interactive workshop that will provide some of the tools needed to be more assertive.

### Course details

#### Session length

Half a day

#### Course length

One-off session

#### Course location

Various locations in  
Stoke-on-Trent



## Reading skills

### What will I learn?

If you struggle with reading (or you know someone who does) and you would like help, then library staff can help you to improve your reading and writing skills.

### What will I do?

- Confidential one-to-one support
- Regular practice sessions
- Informal, relaxed atmosphere
- Complete privacy

### Course details

#### Session length

30 minutes

#### Course length

As and when required

#### Course location

Hanley Library,  
Bethesda Street, Hanley



## Stress management

### What will I learn?

Understand the causes and consequences of stress and learn techniques to manage stress.

### What will I do?

If you are finding it difficult to cope with stress, this course can help you develop ways to handle stress. You can either change the situation or change your reaction. To help you decide, you will learn about the 4 As: avoid, alter, adapt or accept.

### Course details

#### Session length

2 hours per week

#### Course length

3 weeks

#### Course location

Various locations in  
Stoke-on-Trent



## Various psychology courses

### What will I learn?

**Behaviour** - understand and learn why people behave the way they do.

**Crime** - learn why some children become involved in crime, including childhood experiences and circumstantial reasons.

**Debates and memory** - learn the debates that are active in psychology, and understand the human memory.

**Ageing** - understand the changes in the human brain as it matures.

### Course details

#### Session length

2-3 hours per week

#### Course length

1-7 weeks, dependant on course

#### Course location

Various locations in Stoke-on-Trent



## British sign language for beginners

### What will I learn?

After completing this course you will be able to communicate and understand signing and finger spelling skills. You will also have gained an awareness of the deaf community and culture.

### What will I do?

Teaching will involve classroom activities including tutor presentations, role play and practice and group work.

### Course details

#### Session length

2 hours per week

#### Course length

5-10 weeks

#### Course location

Various locations in Stoke-on-Trent



## Level 2 food safety

### What will I learn?

Learn the importance of cleaning, disinfecting and maintaining high standards in the preparation of food. The course covers everything from food poisoning to personal hygiene.

### What will I do?

You will spend the majority of the day covering the various topics relating to food safety. At the end of the day there is a short test. If you pass then you will be issued with a certificate and course manual.

### Course details

#### Session length

1 day

#### Course length

One-off session

#### Course location

Various locations in  
Stoke-on-Trent

## Child protection awareness level 1

### What will I learn?

This introductory workshop covers the basics of child protection including spotting potential signs of abuse, how to respond if a child confides in you and the steps that can be taken to safeguard their welfare.

### What will I do?

Following completion of this introductory course you will receive certification from the Local Safeguarding Children Board who endorse this course.

### Course details

#### Session length

1 day

#### Course length

One-off session

#### Course location

Dudson Centre, Hope  
Street, Hanley



## First aid for the treatment of children

### What will I learn?

You will gain knowledge and skills to recognise and treat illnesses and injuries that are most likely to be encountered by children and babies.

### What will I do?

The course involves bending and crouching. You may also have to practice resuscitation techniques on a first aid dummy.

### Course details

**Session length**  
2 hours per week

**Course length**  
5 weeks

**Course location**  
To be arranged



## Emergency and basic first aid

### What will I learn?

This course combines emergency and basic first aid courses. It's ideal if you want to learn first aid protocols and resuscitation skills, how to deal with minor conditions and those that can become more serious.

### What will I do?

The course involves bending and crouching. You may also have to practice resuscitation techniques on a first aid dummy.

### Course details

**Session length**  
1 day

**Course length**  
One-off session

**Course location**  
To be arranged



## Reading, writing and basic maths

### What will I learn?

This course helps you improve your maths, reading, writing and conversational skill used in everyday life. We take real life examples such as checking bills, understanding discounts in the sales, writing letters, and making sense of information in documents and forms.

### What will I do?

We provide a supportive and friendly atmosphere in which to gain an up-to-date national qualification.

### Course details

#### Session length

4 hours per week

#### Course length

10 weeks

#### Course location

15 Trinity Street, Hanley  
Stoke-on-Trent



## Counselling skills introduction

### What will I learn?

Develop the skills and techniques to enable effective communication, develop life skills and empathise with others.

### What will I do?

In a classroom environment you may cover subjects including:

- What is counselling
- Qualities required to help others
- Ethical use of interpersonal skills
- How to apply skills
- Using your skills

### Course details

#### Session length

2-3 hours per week

#### Course length

8-10 weeks, dependant  
on course

#### Course location

Various locations in  
Stoke-on-Trent

## What does the National Careers Service offer?

The National Careers Service offers careers and skills advice to fit your individual needs. They can help you:

- find learning and training that is right for you
- improve your reading, writing and maths
- develop your CV
- improve your presentation and interview skills
- and more

# National Careers Service

Helping you take the next step

## What is the National Careers Service?

The National Careers Service is a free service, which provides information, careers and skills advice that's tailored to you. They can help you online, over the phone, or face-to-face.



Prince's Trust

## Training programmes and mentoring for young people

Are you looking to make a change in your life? If you're unemployed and in need of support, The Prince's Trust can help you in a number of ways, including free training courses, brand new experiences, support, mentoring and finance.

Call us on 01782 744533 to chat about your options.

## Free courses for unemployed adults

Skills for Employment at Stoke-on-Trent College can give you the advice, help and support you need to get back into work. Their classroom courses at Trinity Street, Hanley, are especially for adults who are looking for work.

You don't need to have experience or qualifications, nor do you need to know exactly what you want to do. If you know which direction you want to take, they'll help you get there but if you're uncertain, their advisers will help you decide and also provide details of local employment options and opportunities.

## Courses available

- Food Safety
- IT
- Administration
- Healthcare
- Construction
- English and Maths qualifications
- Welding
- ESOL (English for Speakers of Other Languages)

If you are interested in attending any of the Skills for Employment courses, call us on 01782 744533.



# Community Energy Fit

## What will I learn?

You will learn how to reduce energy bills by learning easy saving steps.

## What will I do?

You will do a half day taster course to understand your gas and electric bills, how to reduce heat loss from your home, and the amount of energy you use. You will do this by understanding what home electrical goods cost more than others. After this, you can do a two day course to earn a qualification and certificate.

## Course details

### Session length

Half day taster session, followed by a two day course

### Course location

SHA main office

STAFFORDSHIRE HOUSING ASSOCIATION  
308 London Road, Stoke-on-Trent, ST4 5AB

General enquiries: 01782 744533  
[www.staffshousing.org.uk](http://www.staffshousing.org.uk)  
Email: [mailbox@staffshousing.org.uk](mailto:mailbox@staffshousing.org.uk)

WE ARE ABLE TO GET SOME DOCUMENTS IN OTHER FORMATS. PLEASE ASK IF YOU WOULD LIKE THIS DOCUMENT IN:



Large print



Audio CD



Braille



Other languages



# Which courses would you like to attend?

- Computers for beginners
- Microsoft Word
- Microsoft Excel
- Web design
- Intro to Microsoft Excel bookkeeping
- Progressing with computers level 1
- Progressing with computers level 2
- e-Safety

- Photo editing
- Trace your family tree
- Drawing and painting for beginners
- Digital photography
- Indian head massage
- Reflexology
- Holistic therapies
- Hand and nail treatments

- Household maintenance
- Sewing techniques
- Gardening workshop
- Basic cooking skills
- Money management
- Assertiveness
- Reading skills
- Stress management

- Various psychology courses
- British Sign Language for beginners
- Level 2 food safety
- Child protection awareness level 1
- First aid for the treatment of children
- Emergency and basic first aid
- Reading, writing and basic maths
- Counselling skills introductions
- Community Energy Fit

# 3 easy ways to book - choose the one that suits you best

1. Call our Customer Involvement Coordinator on 01782 744533.
2. Email [involve@staffshousing.org.uk](mailto:involve@staffshousing.org.uk) and tell us your name, address, daytime contact details, times you are available and the course(s) you are interested in.
3. Tick which options you are interested in on page 23, fill in your details below, then cut out this page and send it to Staffordshire Housing Association, 308 London Road, Stoke on Trent, ST4 5AB.

Name: .....

Address: .....

.....

.....

Telephone: .....

If you would like to be notified of new courses by email or text please enter your details below.

Email: .....

Mobile: .....