

2024
2025

Dudley
Metropolitan Borough Council

Adult learning courses
in the Dudley borough

learn



learn a new skill • get into work • gain a qualification • meet new people

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Welcome to Adult and Community Learning (ACL)



Welcome to the new adult learning prospectus for 2024/25 which I hope you will find useful. There are many opportunities in Dudley for adults and families who want to invest in learning and education to make a better future.

Here in Dudley we are forging ahead with new and innovative ways to improve living and working in our borough. We are a diverse borough where residents have high aspirations and support its regeneration.

The Dudley Adult and Community Learning Service continues to support communities to develop and learn new skills, and this year we have new courses and more opportunities for you to make a difference to your lives. You may gain skills for work, get a qualification, or learn with us to improve your health and wellbeing.

Visit one of our local friendly learning centres and sign up today for a better future.

Helen Martin

Director of Regeneration and Enterprise

Chair of Governors

Contacts details

Dudley Adult and Community Learning

The Council House, Priory Road, Dudley DY1 1HF

Tel: 01384 818143

Email: acl@dudley.gov.uk Website: www.dudley.gov.uk/adultlearning

Social Media pages:



@Dudley ACL



@dudley_acl



@DudleyAdultCommunityLearning



@dudley-adult-and-community-learning



@dudley.acl



@dudleyacl

Learner Services



Planning your learning

Choosing the right course for you will help you achieve your goals.

We will work with you to help you plan a personal programme of learning which will meet your individual needs, aims and aspirations.

This will enable you to:

- recognise your starting point
- undertake an initial assessment (if applicable to your chosen course)
- help you understand where you can progress to for further learning or employment

Information, Advice and Guidance (IAG)

To help with your planning we can offer you an Information, Advice and Guidance interview with a qualified advisor at any of our learning centres.

Dudley Adult and Community Learning has a Matrix award for the quality of this service. This means that:

- we offer a safe and welcoming environment to discuss your learning needs
- we ensure that all the information we provide is impartial and confidential
- we have qualified staff to help you make the right choices.

This is a free service. To book an IAG session at your preferred learning centre contact us on **01384 818143**.



Additional support

We can offer you additional support to help you succeed in your learning. This includes:

- help for learners with a disability
- specialised equipment such as ICT software and adjustable desks
- information and resources supplied in alternative formats on the courses

Talk to us if you think that you may need some extra help with your learning.



How to find a course and enrol

Have a look through our brochure, visit our website or speak to one of our staff to help you choose the right learning programme for you and to secure a place on the course.

To book a place please call **01384 818143**, call into one of our learning centres, or book online to register an interest at: **www.dudley.gov.uk/adultlearning**

For some courses, such as English, maths and ESOL, you may need to do an initial assessment to check which level you are working at before you enrol.

Eligibility

To join a course you must:

- be aged 19 or over
- live in either Dudley, Sandwell, Wolverhampton, Birmingham, Solihull, Walsall or Coventry
- have lived in the UK/EEA for the last 3 years

If you have not lived in the UK/EEA for 3 years you will need to evidence your current residency status in the UK. This could include the following:

- refugee
- leave to enter or remain - this could be either discretionary, exceptional or indefinite
- humanitarian protection
- leave outside the rules
- British nationals evacuated from Afghanistan
- spouse, civil partner or child of any of the above
- Section 67 or the Immigration Act 2016 leave
- EEA national (pre-settled or settled under the EU Settlement Scheme)
- family member of a UK/EEA national (with pre-settled or settled under the EU Settlement Scheme)
- Ukraine family/sponsorship scheme
- Calais leave to remain
- asylum seeker (and resided in the UK for 6 months)

You will also be asked to provide the date you entered the United Kingdom, together with a relevant biometric residence permit, a Home Office share code and an ARC card and any recent correspondence.



Safeguarding

Dudley Adult and Community Learning has a legal responsibility to safeguard the welfare of all our learners, volunteers, staff, and visitors. We provide a safe learning environment that protects individual rights and keeps learners free from harm, abuse, and neglect.

We seek to safeguard learners by:

- valuing learners and listening to them
- adopting safeguarding guidelines and procedures
- enabling learners to enjoy a safe learning environment
- recruiting staff safely
- have inclusive learning provision.

If you are a learner and have any concerns, you can contact a safeguarding officer confidentially on 01384 818070 or email ACLSafeguarding@dudley.gov.uk

For more information about how to stay safe in your community visit the Dudley Safeguarding website at: dudleysafeguarding.org.uk

Venues

We have three Neighbourhood Learning Centres in the borough

BHNLC - Brierley Hill Neighbourhood Learning Centre (NLC)

Hill Street, Brierley Hill DY5 2UE

CPNLC- Castle and Priory Neighbourhood Learning Centre (NLC)

Limes Road, Dudley DY1 4AQ

DWNLC - Dudley Wood Neighbourhood Learning Centre (NLC)

Off Pavilion Gardens, Dudley Wood Road, Dudley Wood DY2 0DB

These centres are fully accessible and welcome you to 'just call in'. There is car parking at all centres.

Courses are also held at the following venues.

DCL - Dudley Central Library

St James's Rd, Dudley DY1 1HR

SC - The Savoy Centre

Northfield Rd, Netherton, Dudley DY2 9ES



Personal Information

Protecting your privacy is our top priority as you engage with our services. We only collect necessary information from learners based on mandated requirements or identified business needs, such as enrolment, assessment and service improvement purposes.

Your information may be shared with external entities like the Education and Skills Funding Agency and the West Midlands Combined Authority, as well as examination boards for specific exam purposes. Additionally, we may share your information with other council departments when required to address service requests, complaints, or to facilitate actions agreed upon with you to enhance Dudley Council's services and activities.

We adhere to strict data retention policies, retaining personal data only for as long as necessary for the purposes stated, and securely disposing of it when no longer needed, in compliance with applicable laws and regulations. Rest assured, we employ robust data security measures, including encryption, access controls, and regular security audits, to safeguard your personal information.

As a user, you have rights regarding your personal data, including the right to access, rectify, and erase your data. To exercise these rights or for any inquiries or concerns regarding data privacy you can contact our Data Protection Officer by email at: acl@dudley.gov.uk

For a detailed understanding of how we handle your data you can request the full privacy notice from any member of our Adult and Community Learning team.

Dudley Council's comprehensive privacy notice is available on our website: www.dudley.gov.uk/privacy-disclaimer-statement

Disclaimer

Dudley Adult and Community Learning (ACL) is committed to delivering the courses as described in our brochure, on our social media pages and on our website. Every effort is taken to provide the programmes and services described. However, Dudley ACL cannot always guarantee the provision of any course or service. We may need to vary the content or methods of delivery, to merge or combine courses, or in some circumstances close them if such action is necessary. Should we need to discontinue any of our programmes, we will always try to provide a suitable alternative.

OPEN DAYS

Our three Neighbourhood Learning Centres (NLC) welcome you to attend one of our open days...

You can visit the centres, meet the team, have a go at a learning activity and sign up to secure a place on a course.

Come along and talk to one of our qualified advisors about opportunities we can support you with for learning, gaining a qualification or getting a job.

Castle and Priory NLC Limes Road, Dudley DY1 4AQ

- Monday 5 August to Friday 9 August 10am to 3pm

Brierley Hill NLC Hill Street, Brierley Hill DY5 2UE

- Monday 19 August to Friday 23 August 10am to 3pm

Dudley Wood NLC Dudley Wood Road (off Pavilion Gardens), Dudley Wood DY2 0DB

- Monday 12 August to Friday 16 August 10am to 3pm

No need to book - just turn up between the times stated above!



English

Are you looking for employment or want to change career – or aiming to progress into further education or a university course? Or do you just want to feel more confident when speaking, reading or writing English?

Improving your English will help you to gain a qualification and enable you to have a better future. We offer Functional Skills English courses from Entry Level to Level 2.

Our English courses are taught by our friendly and well qualified tutors in our centres and online.

You will need to do an assessment before joining a class so that we know what level you need to start at.

Courses begin on various dates over the year. You may choose to do join a weekly class over a period of months or over a shorter timescale. We also offer a 'fast track' course that is online with tutor guidance.

Functional Skills English - Entry Level

Venue	Day	Time
BHNLC	Monday	12.45 - 2.45pm
DWNLC	Thursday	9.30 - 11.30am
CPNLC	Friday	1 - 3pm

Functional Skills English - Level 1 and Level 2

Venue	Day	Time
DWNLC	Tuesday	12.45 - 2.45pm
DWNLC	Tuesday	6 - 8pm
BHNLC	Tuesday	12.30 - 2.30pm
CPNLC	Wednesday	10am - 12noon
DWNLC	Thursday	12.30 - 2.30pm
CPNLC	Thursday	9.30am - 3pm

For more information and to secure a place on these courses please contact us or attend one of our Open Days and talk to the team about joining a course.

Learner profile:

Karen

I left school with no qualifications and got a job as a retail assistant in a clothes shop. Over the years I have gained a lot of experience in shops and now I want to move into a supervisory role in retail. To do this I will need to show that I have good English and maths skills.

Last year I signed up to do a functional skills English class in Brierley Hill learning centre. It was only once a week for two hours with some additional time for personal study and homework. I was a bit nervous to 'go back to school' but actually it wasn't like that at all. The centre was a friendly place and we had a very patient and experienced tutor.

When I was ready I was helped to prepare for the exam. I did pass and I feel so proud of myself. With my new confidence for learning I have signed up to do maths next.



Maths

Improving your maths skills will help you in everyday life and work situations. Having a good understanding of maths gives you confidence to build your problem solving and analytical skills, to be able to study other subjects, or even help you to support your child with their homework.

If you want to apply for higher level courses or are looking for a job or a career change then gaining a nationally recognised qualification in maths may help you to achieve this.

We offer Functional Skills Maths courses from Entry Level to Level 2. These classes are taught in the classroom. Classes are held weekly over a period of months.

If you need to gain a qualification in a shorter time then you can join our Fast-Track Maths courses online. Good IT skills and a reliable internet connection will be needed to get the most out of online learning. Before joining a maths course all learners will have an initial assessment to identify the correct starting point and to ensure that you are on the right level course. Maths courses are free if you do not already have a GCSE grade C (4) or above in this subject. Exam and assessment fees are also free.

Functional Skills Maths - Entry Level

Venue	Day	Time
DWNLC	Monday	12.30 - 2.30pm
CPNLC	Tuesday	1 - 3pm
DWNLC	Wednesday	9.30 - 11.30am

Functional Skills Maths - Level 1

Venue	Day	Time
BHNLC	Tuesday	9.30 - 11.30am
CPNLC	Tuesday	10 am - 12noon
DWNLC	Wednesday	12.30 - 2.30 pm
DWNLC	Thursday	12.30 - 2.30pm
DWNLC	Thursday	6 - 8pm

Functional Skills Maths - Level 1

Venue	Day	Time
BHNLC	Monday	9.30 - 11.30am
DWNLC	Wednesday	12.30 - 2.30pm
DWNLC	Thursday	6 - 8pm
CPNLC	Friday	10 am - 12noon

Multiply

Stay in control with maths skills

Our short Multiply courses will help you to gain the maths knowledge, skills and confidence you need to stay in control of your numbers.

Improving confidence with numbers can help you better manage your finances, improve your career prospects, and equip you to support your children at school.

For more information about getting a place on one of our short courses please call 01384 818143.



Digital skills - computers (ICT)

The use of computers, tablets and smartphones have become an essential part of daily life. Access to the internet using these devices will enable you to save money, book appointments, find important information, pay your bills, email and chat to friends and family.

Having digital skills will help to keep you safe online and enable you to make good use of the internet for everything from job searching to booking a holiday. If you are struggling with technology or just need to get a little more confident we can help you improve your digital and computer skills for life or the workplace.

We offer a variety of free (subject to status) courses up to Level 1 to suit all needs from complete beginners who have never used a tablet or computer to dedicated office skills to familiarise with some Microsoft packages.

Absolute beginners can join our free Digital Skills Taster course which is six hours of learning. On this you will learn how to:

- increase confidence using a computer
- use digital skills on a computer, tablet or smartphone
- be safe online

Digital Skills Taster courses

(Pre-entry Level from 5 hours)

Offered at these venues with various start dates throughout the year.

Venue	Day	Time
CPNLC	Monday, Tuesday	Various
DWNLC	Monday, Tuesday, Wednesday	Various
BHNLC	Monday, Wednesday, Thursday	Various

Search Engines and Online Research

(Entry Level 3 - up to 20 hours)

If you want a qualification in digital skills you can join our search engine courses. On these courses you will learn about the range and purpose of search engines and how to search for information safely and confidently.

Venue	Day	Time
CPNLC	Monday	Various
DWNLC	Tuesday	Various
BHNLC	Wednesday	Various

Learner profile:

Francis

Everything seems to be online now and so I joined a taster computer course to learn new digital skills and increase my confidence to use a computer.

In addition to learning about the different functions of a computer I also learnt how to access the internet, set up an email address and stay safe online.

I would recommend this to anyone who wants to be more confident digitally or just wants to know the basics.



JOBBS JOBBS JOBBS

Into Employment - training and skills for work

Do you want a job with some of Dudley's biggest employers? We are helping to recruit residents to vacancies with businesses such as Dudley Council and the NHS?

To secure a guaranteed job interview, join our FREE 4-week employability course and learn about:

- industry specific skills in health and social care
- customer service
- English, maths and digital skills
- work based skills including teamwork, resilience, assertiveness and problem solving
- employment support, job applications and interview techniques

Each course will run for four weeks, Monday to Friday 10am – 2.30pm.

The venue is Brierley Hill Neighbourhood Learning Centre, Hill Street, Brierley Hill DY5 2UE. On completion of the course you will be guaranteed an interview.

You will need to book to secure a place. To be eligible for the free course you will need to be unemployed and live in the borough of Dudley, Wolverhampton, Birmingham, Sandwell, Walsall, Coventry or Solihull.

Job Clubs

We offer free sessions with our employment advisor at all our centres. You can get help with finding a job vacancy, completing a CV, improving your interview skills or identifying a career route for you.

The free sessions are appointment based at the following venues:

Venue	Day	Time
CPNLC	Monday	12.30 - 4pm
BHNLC	Wednesday	1 - 4pm
DWNLC	Thursday	1 - 4pm



For more information about how we can help you gain skills for work and to get a job, please call ACL on 01384 818143 or email acl@dudley.gov.uk

Learning4Life

Learning4Life is a thriving adult education centre located within The Wordsley School. Learning4Life has a vibrant and varied programme of classes to give adults in the community the opportunity to learn a new skill and meet like-minded people.

The wide range of courses include:

• Art and Mixed Media • Painting and Drawing • Crafts • Photography • Sewing and Upholstery • Pottery • Floristry • Computers • Languages • Pilates

Swim School

Learning4Life also has an established swim school for local children to learn to swim right up to lifeguard qualifications level.

The Learning4Life swim school has taught thousands of young people over the past 20 years the essential life skill of swimming. The Swim School will nurture, support and encourage children from the moment they start their swimming journey right up until they become a fully competent swimmer.

Learning4Life

The Wordsley School, Brierley Hill Road, Wordsley DY8 5SP

Telephone: 01384 816043

Email: learning4life@dudley.gov.uk

Learning **4** Life
Dawn to Dusk - Naught to Ninety



English for Speakers of Other Languages (ESOL)

Improving your English skills will make it easier to carry out everyday activities like shopping, talking to neighbours, helping your child with homework or finding work. If English is not your first language then our ESOL course is for you.

These courses run for 2 hours per week for around 10 weeks and start in September, January and April. You can progress from these courses to further education where you can gain a qualification.

In these classes you will develop your communication skills in reading, writing, speaking and listening. You can also learn how to improve your digital and employability skills helping you to become more confident in life and work settings.

You will need to be assessed so that we can identify the correct level course for you to attend.

Pre-entry level courses

Venue	Day	Time
DWNLC	Monday	12:15 - 2:45pm
SC	Monday	12noon - 3pm
CPNLC	Wednesday	12:30 - 3pm
DCL	Wednesday	12:30 - 3pm
BHNLC	Friday	9.30am - 12.30pm

Entry level courses

Venue	Day	Time
DWNLC	Monday	9.30am - 12noon
CPNLC	Wednesday	9:30am - 12noon
CPNLC	Wednesday	12:15 - 2:45pm
BHNLC	Thursday	12.15pm - 2.45pm

Courses are free for eligible learners.

For more information or to book an assessment, please call ACL on **01384 818143**

or email: acl@dudley.gov.uk

Crafts

Creative Personal Development

The aim of the Creative Personal Development course is to engage you in a fun and creative way in a safe social environment to develop confidence and self-esteem. It is ideal for people who have not engaged in education for some time, who may be unemployed, or who are looking for a change of direction in their life.

The course activities will promote opportunities for social interaction as well as personal reflection through therapeutic practical activities such as collage, mosaic, candle making and other arts and crafts activities. Following this course you may be able to progress to a Making It for Market enterprise class and use skills learnt to market and sell your craft.

Venue	Day	Start date	No. of weeks	Time
BHNLC	Friday	13/09/2024 10/01/2025 08/05/2025	10	1.30 - 3.30pm



Making it **FOR MARKET**

This course is a practical introduction to launching your own creative business.

You will learn:

- project planning for your small art or craft business
- how to identify who your customers are
- how to build a social media following using digital skills
- how to develop customer service skills
- about pricing your craft work for sale
- how to take photos and videos for eye catching social media content
- how to sell work via online stores
- about selling your items at seasonal craft fairs.

Courses are held over 10 weeks for two hours a session and are free for learners who are unemployed.

For more information or to book a free place, please call Adult and Community Learning on 01384 818143 or email: acl@dudley.gov.uk



Making it for Market - enterprise

This course is a practical introduction to launching your own creative craft business. It is for learners who want to sell their craft product on line, in retail outlets or at seasonal fairs.

Venue	Day	Start date	No. of weeks	Time
SC	Thursday	12/05/23 09/1/25 08/5/25	10	1 - 3pm

Preparing to work in Floristry

A florist has specialised knowledge of plants and flowers and is skilled at producing floral designs to a high standard for all occasions.

If you are creative and artistic, good with your hands, have great communication skills and you don't mind an early morning start, then this may be the career for you.

Our courses are practical and hands on with an additional focus on gaining skills to work in the industry.

Venue	Day	Start date	No. of weeks	Time
CPNLC	Thursday	12/09/24 09/01/25 08/05/25	10	10am - 12noon



Family learning

The Family Learning team offer courses to parents or carers to develop their literacy or numeracy skills and confidence to support their child's learning.

If you don't want to commit to a qualification just yet but would like to find out more about tackling picky eaters, dealing with difficult behaviour, or improving your communication with your child, we are offering some bite-sized sessions at Dudley Wood Neighbourhood Learning Centre (NLC) throughout the autumn term.

If you are particularly interested in neurodiversity, our Caring for Children Award at Dudley Wood NLC will explore some of the issues facing parents, alongside gaining a qualification.

Caring for Children - This course is ideal for parents who want a qualification to recognise their own parenting skills or who want to work with children.

You can gain both an Award and a Certificate at Level 1. Each of these courses are facilitated for two hours per week over twelve weeks.

You will be assessed by your portfolio of work; there are no exams.

Safeguarding Level 1 and 2 - Supporting Teaching and Learning in Schools. These courses are ideal for learners who have completed the Caring for Children course or who want to progress to work in schools.



There are many opportunities for parents and carers to learn together with their children.

**For more information
telephone 01384 818143 or
email acl@dudley.gov.uk**

Family Learning in Dudley borough

Find out how you and your family can learn together in a fun and enjoyable way.

It's fun - and it's free

- help your child get ready for nursery or school (primary or secondary)
- support your child's learning
- help your child with homework
- learn new skills for yourself
- meet and make new friends
- spend quality time with your child

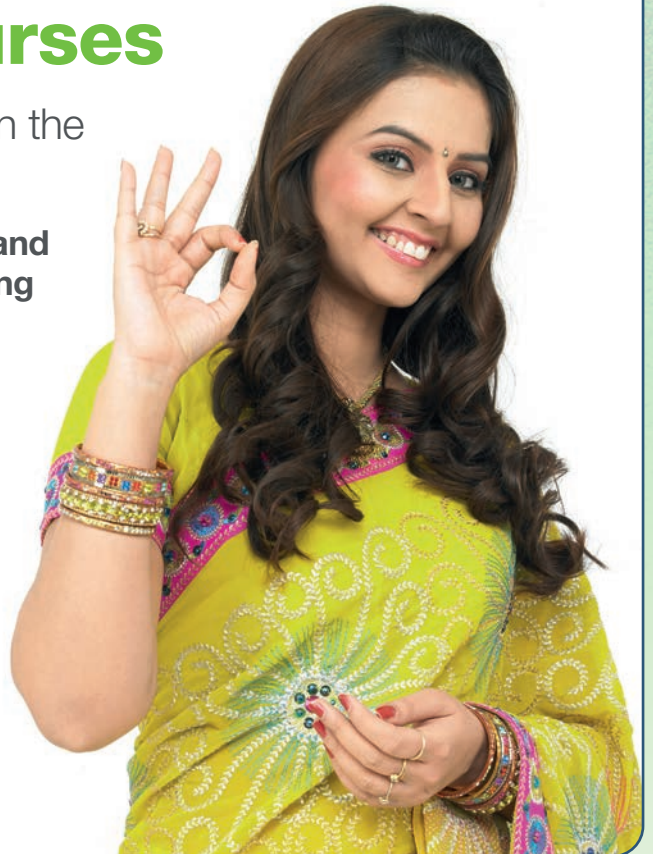
Deaf Awareness courses

It is estimated there are 12 million people in the UK with a hearing loss - that's one in six.

Being deaf-aware is being able to understand and recognise the challenges of deafness and having the right skills to be able to communicate effectively with a person with hearing loss.

We offer short courses to teach you to explore the main principles of deaf awareness including practical ways to interact with people who have a hearing loss. Deaf Awareness training increases interaction and confidence for everyone who encounters a person with a hearing loss.

The courses are facilitated by one of our experienced and professional tutors and we can offer courses to either individuals or to your workforce if requested.

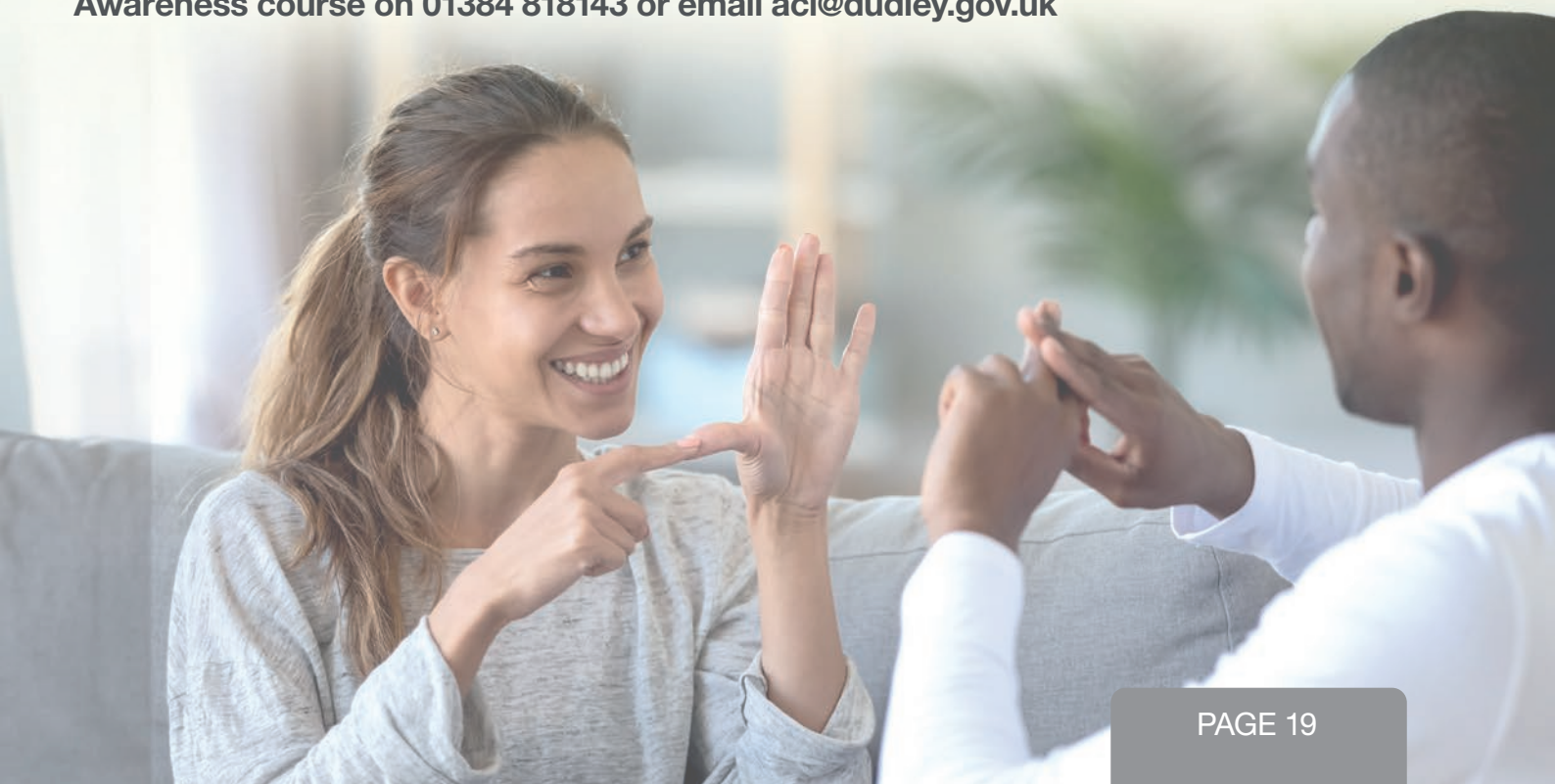


British Sign Language (BSL)

Choosing a Deaf Awareness or a BSL class will enable you to develop communication techniques with deaf people.

You can learn how to ask basic questions using sign language and even learn how to fingerspell. These popular courses will prepare you to progress to a qualification course in BSL if you require this.

Please contact us if you want more information about how to enrol on a Deaf Awareness course on 01384 818143 or email acl@dudley.gov.uk





Adult and Community Learning, The Council House, Priory Road, Dudley DY1 1HF
Phone: 01384 818143 Email: acl@dudley.gov.uk www.dudley.gov.uk/adultlearning



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