

Prospectus: 2019/2020

Learn, Explore, Create

Enterprise and Training Team

We provide a range of formal and informal learning opportunities for residents of Hackney, Islington and beyond. We offer learners a welcoming and friendly space to gain skills, build confidence and meet new people.

Learn, Get Work Ready and Achieve

PBHA currently has a number of programmes on offer to support you to get creative, gain new skills and undertake work placements within our enterprises:

- **One Digital:** 1:1 sessions with a digital champion offering support with getting online and enjoying the benefits the internet offers such as saving money, connecting with others and searching for jobs.
- **Connect Hackney:** Join others in a fun and welcoming space and take part in creative craft, computer sessions and gardening (Open to Over 50's with Learning Disabilities across Hackney).
- **A Place for Everyone:** Get creative, learn skills for life and get work ready. Choices of courses on offer as well as supported volunteering placements in Retail, Customer Service and Administration (Open to Hackney Residents aged 18 and over with Learning Disabilities and/or Autism)
- **1:1 Employability Support:** This service is for people experiencing multiple barriers who currently feel unable to work. Focus will be on improving the job readiness and work ready behaviours of each individual. (Open to Tenants/ or Participants enrolled on a placement/ programme)

We offer **Information, Advice and Guidance to:**

- Help you plan your career
- Support you to review your skills and develop new goals
- Motivate you to implement your plan of action
- Build your confidence and self-belief.

To book an appointment contact the Enterprise and Training Team:

Email: learn@peterbedford.org.uk
Kingsland Hub Tel: 020 3815 4100

COMPUTER SKILLS COURSES	
<p>Introduction to Computers (Taster): This short taster course is for people who have not used computers before and wish to sample what computers are about before pursuing the next step. The course runs twice weekly.</p>	<p>Duration: 3 weeks (Tuesday & Thursday)</p> <p>Enrolment & assessment: 24th & 27th of September 2019</p> <p>Start date: Tuesday 1st October 2019 End date: Thursday 17th of October 2019 Time: 10am to 12pm Location: Kingsland Hub</p>
<p>ICT and Computers Entry 3 course (Accredited): Build your knowledge of word processing and gain confidence using the Internet and email. Leads to accreditation. An ideal progression course from the 3 weeks Taster course.</p>	<p>Duration: 12 weeks (Tuesday & Thursday)</p> <p>Enrolment & assessment: 29th & 31st October 2019</p> <p>Start date: Tuesday 5th of November 2019 End date: Thursday 6th of February 2020 Time: 10am to 12pm Location: Kingsland Hub</p>
<p>Next Steps with Computers: This course is designed to provide learners with a firm understanding of Microsoft Office applications, so learners should complete the course with a good grasp of word processing and the basics of using spreadsheets.</p>	<p>Duration: 6 weeks (Tuesday and Thursday)</p> <p>Enrolment & assessment: 11th & Thu 13th February 2020</p> <p>Start date: Tuesday 25th of February 2020 End date: Thursday 2nd of April 2020 Time: 10am to 12pm Location: Kingsland Hub</p>
<p>Navigating the internet on tablets/smartphones: Mobile devices are used more than traditional computers for web browsing, as smartphone and tablet use overtook desktop. Learn to use a touch-sensitive screen, a virtual keyboard and standard features.</p>	<p>Duration: 3 weeks (Monday)</p> <p>Start date: 10th of February 2020 End date: 24th of February 2020 Time: 10:30am to 1:30pm</p> <p>Location: Kingsland Hub</p>
<p>Apps with mobile phones: Nowadays, people don't want to switch on their laptops/PC for everything, rather they want their handheld devices to perform everything quickly. There are many different versions of Android, learn the basic features that everyone can use.</p>	<p>Duration: 3 weeks (Monday)</p> <p>Start date: 2nd of March 2020 End date: 16th of March 2020 Time: 10:30am to 1:30pm Location: Kingsland Hub</p>

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<p>MATHS COURSES</p>	
<p>Maths and Money Management: Gain a better understanding of budgeting, Budgeting skills involve conscious decision making about allocation of money such that expenditures do not exceed the income. Learn how to work out VAT and other money management skills.</p>	<p>Duration: 10 weeks (Tuesday) Enrolment & assessment: 1st of October 2019 Start date: 8th of October 2019 End date: 17th of December 2019 Time: 1pm to 4pm Location: Kingsland Hub</p>
<p>Money management, Shopping and Saving: Learn easy ways to save money every day; taking control of your finances and doing a budget. With good budgeting skills you are less likely to be in debts. Find the best deals with price comparison websites.</p>	<p>Duration: 10 week (Tuesday) Enrolment & Assessment: 25th of February 2020 Start date: 3rd of March 2020 End date: 19th of May 2020 Time: 1pm to 4pm Location: Kingsland Hub</p>
<p>Finding ways to save money online (taster)- money saving apps Explore comparing website and learn online tips to save money online.</p>	<p>Start Date: 30th of January 2020 (1 session) Time: 1pm to 5pm Location: Kingsland Hub</p>
<p>Finding ways to save money online (taster)- shopping/ saving value Explore comparing website and learn online tips to save money online.</p>	<p>Start Date: 6th of February 2020 (1 session) Time: 1pm to 5pm Location: Kingsland Hub</p>
<p>PRE-EMPLOYMENT COURSES</p>	
<p>Update your CV: Get help with updating your CV, drafting a new profile and updating relevant skills that fit the job. Build your CV education section correctly. Add your CV to online databases.</p>	<p>Duration: 1 session Start date: 7th of May 2020 Time: 1:30pm to 4:30pm Location: Kingsland Hub</p>

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SUPPORTED VOLUNTEERING PLACEMENTS (Gain skills for work)	
Retail: Gain on the job retail experience and training at Outpost , our gift shop - gallery and community hub in Holloway. For more info contact Satoko Fujishiro : 077 7676 9641 learn@peterbedford.org.uk	Duration: 6 weeks (Thursday) Start date: 3 rd of October 2019 End date: 7 th of November 2019 Time: 10:45am to 1:15pm or 2:00pm to 4:30pm Location: Outpost (Holloway Road)
Customer Services: Gain on the job reception and admin experience at Kingsland Hub, our main office in Haggerston.	Days: Monday to Friday Time: 10am to 12.30pm or 1.30pm to 4pm Location: Kingsland Hub
ENRICHMENT PROGRAMME	
We offer a range of weekly drop in sessions and courses to inspire and empower our learners. Our focus is on the development of independence, work and learning through creative courses such as Arts & Craft, Photography, Digital Inclusion and Life-Skills (learning about themselves, their lifestyle and local community).	Start date: Ongoing Days: Monday Time: 10am to 4pm Location: Kingsland Hub ** For learners with disabilities and long-term health conditions.
ENRICHMENT COURSES	
Courses for learners with learning disabilities/ or mental health needs to develop life and work skills. Photography on Tablets: portraits and self-identity. Centred on the development of wellbeing, confidence and self-esteem. Photography on Tablets: navigate around your local area and services. Learn and explore where to shop, socialise and access services centred around work/volunteering.	Duration: 8 weeks (Monday) Start date: 7 th of October 2019 End date: 25 th of November 2019 Times: 10am to 1pm Location: Kingsland Hub Duration: 8 weeks (Monday) Start date: 20 th of April 2020 End date: 22 nd of June 2020 Times: 10am to 1pm Location: Kingsland Hub

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Creative Courses	
<p>Painting and Drawing- Ways of seeing: Students will work from still life and the figure to develop the skills to describe form through exciting mark making processes and techniques. The course will encourage new ideas and develop a greater understanding of the formal elements - line, tone, shape, form, colour, texture, etc. Enrol online: www.wea.org.uk Reference: C2421022 Pin: 76458</p>	<p>Duration: 16 weeks Start date: 24th September 2019 End date: 11th of February 2020 Time: 10am to 1pm Location: The Workshop</p>
<p>Beginners' Screen Printing: This course is a creative and practical introduction to the screen printing process aimed at beginners and the curious. You will get a step by step guide in to producing your own series of prints using silk screens. At the end of the course you will have created an original framed piece of Art for home or as a bespoke gift.</p>	<p>Duration: 5 weeks Start date: October 2019 (Thursday's) Time: 6pm to 8:30pm Location: The Workshop Costs: £175.00 *****Limited spaces available</p>
<p>Introduction to Textile Techniques: This course aims to teach students how to use the sewing machine and to experiment with basic hand and machine stitching. Learners will learn the textile technique of applique and an intro to the technique of quilting. Enrol online: www.wea.org.uk Reference: C2421034 Pin: 42978</p>	<p>Duration: 16 weeks Start date: 24th of September 2019 End date: 11th of February 2020 Time: 2pm to 5pm Location: The Workshop</p>
<p>Textiles for Outpost Shop & Gallery: This exciting course will give students the opportunity to underpin knowledge and skills in basic printing techniques and using the sewing machine. The course strives to produce finished products that meet professional standards in order to supply the Outpost shop and gallery. Enrol online: www.wea.org.uk Reference: C2421110 Pin: 92895</p>	<p>Duration: 16 weeks Start date: 25th of September 2019 End date: 12th of February 2020 Time: 10am to 4pm Location: The Workshop</p>

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JOINERY AND FURNITURE DESIGN	
<p>Joinery: Product Design & Personal Practice course, learning fundamental woodworking skills, suitable for all abilities in a friendly and professional atmosphere. Cost: £35 half day</p>	<p>Start date: Ongoing, enrolment depends on availability Day: Monday or Tuesday Time: 10am to 4pm Location: The Workshop <i>**Can be purchase through personal Health Budget</i></p>
<p>Furniture Making: Explore a range of joinery techniques and learn how to make a beautifully designed shelf unit. Intermediate level (beginners welcomed) Cost: £225 <i>**Free to PBHA Tenants</i></p>	<p>Duration: 10 weeks - (evening class) Start date: Wednesday 9th October 2019 End date: December 11th 2019 Time: 6pm to 8:30pm Location: The Workshop</p>
SUPPORTING MAKERS	
<p>One-to-one support for makers, designers and artists to independently produce handmade products for sale at Outpost and other retail outlets.</p>	<p>Please contact us for more information. Entry is by appointment and interview only.</p>
OTHER ACTIVITIES	
<p>Read Together Group: Improve your reading, listening and speaking skills with our diverse reading group exploring poems and short stories as a group.</p>	<p>Duration: Ongoing Start date: Monday Time: 2pm to 4pm Location: The Workshop</p>
VOLUNTEER OPPORTUNITIES:	
<p>Share your skills and gain new ones at PBHA. We welcome volunteers across our services e.g. Gardening projects, Customer service/ Administration, Retail, Outreach and Learning Support.</p>	
WHERE TO FIND US:	
<ul style="list-style-type: none"> • Kingsland Hub: 242 Kingsland Rd, E8 4DG • The Workshop: 83A Geffrye Street, E2 8JA • Outpost: 546 Holloway Rd, N7 6JP 	<p>For more information or to register: Email: learn@peterbedford.org.uk Tel: 020 3815 4100/ 077 7676 9634 (Course coordinator Kamye)</p>