

Spring Term 2022

# YOUR GUIDE



## ADULT & COMMUNITY LEARNING



[INFO@ACORNTRAINING.CO.UK](mailto:INFO@ACORNTRAINING.CO.UK)



[WWW.ACORNTRAINING.CO.UK](http://WWW.ACORNTRAINING.CO.UK)

JOB | SKILLS | CAREER

01782 827 827

# Adult Learning

We deliver flexible, online and classroom-based learning with a dedicated tutor across a variety of subjects to suit your training and career needs.

## We offer courses in:

- Functional Skills Maths & English
  - Health & Social Care
  - Early Years Childcare
  - Business Administration
  - Customer Service
  - SIA Training
  - Health & Wellbeing
  - IT & Digital Skills
  - Warehousing & Storage
  - Personal Development for Employability
- ...and many more available

**Nationally  
Recognised  
Qualifications**

## *My story...*

"I visited Acorn Training to find out how I might benefit from the courses on offer. My goal was to find a job working with children and I knew that I needed some up-to-date qualifications and skills to make my dream a reality. I had some problems with confidence and spent the last few years worried about leaving my home.

When I went to Acorn Training, they were able to help me put an action plan together including improving my Maths and English, eventually gaining level 2 qualifications to assist with completing a Childcare Level 1 course and finding long-term employment. We also talked about my confidence levels and they suggested taking part in the Employability course as an opportunity to meet new people and develop myself.

After I had completed the courses, Acorn helped me find a role advertised at a local childcare setting. My employability course had well-prepared my CV and interview skills and I was able to showcase my knowledge from the childcare course. I was thrilled to be offered the job as a nursery assistant - I am absolutely delighted!"



**GEMMA - ACORN TRAINING LEARNER**

## Accredited Courses

The Adult Education Budget (AEB) programme engages individuals to provide the skills and learning needed to be ready for work, further education, traineeship, voluntary work or an apprenticeship.

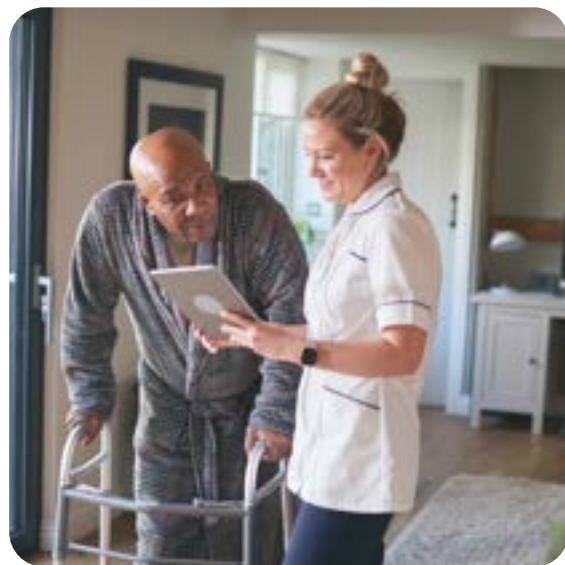
## Non-Accredited Courses

Our Adult Community Learning (ACL) courses are designed to develop your skills for life and work, boost your confidence and increase your job prospects.

# Adult Courses

## Health & Social Care - Level 1

This course enables learners to start their journey in the growing health & social care sector. The teaching supports learners to develop their caring nature into a career helping those in need through modules covering care plans, patient needs and working in a team.



## How much do our courses cost?

Our courses are free/fully-funded for those aged 19+ who are unemployed and not in education/training or earning less than National Minimum Wage.

Contact our enrolment team on 01782 827 827 (option 2) for more information or email [info@acorntraining.co.uk](mailto:info@acorntraining.co.uk).

## Business Admin - Level 1

This course has been designed to give learners the skills and knowledge to work in an entry position in a business admin role. Learning will be delivered in modules and will focus on business tools, documents and job opportunities.

## Customer Service - Level 1

Our customer service course is delivered through modules. Topics include skills required to work in a customer facing role, legislation to support the customer service process and customer needs and expectations.

## Childcare - Level 1

The childcare course gives learners the knowledge and skills to begin a career in this rewarding sector, it covers a range of modules including creating activities and child safety.

## Computer Skills - Level 1

This course aims to equip learners with the skills to confidently use digital devices and services. The learning covers digital safety, e-commerce and sending and receiving communications.

### MEET MATT BURKE, ACORN TRAINING TUTOR

*"I enjoy supporting my learners to develop new skills and boost their confidence. I tailor my delivery to the individual needs of my learners to ensure they get the best out of the training."*



# Course Dates

## ONLINE COURSES

Award in Business Administration Level 1 Week 2  
 Alcohol Awareness  
 BTEC Introductory Certificate in Health and Social Care Level 1 Week 1  
 BTEC Introductory Award in Caring for Children Under 5 Level 1  
 Introduction to Retail Skills  
 Dementia Awareness Week 2  
 Introduction to British Sign Language  
 Advanced Office IT Skills  
 Introduction to Health and Social Care  
 Big Confidence, Little Anxiety  
 Functional Maths Skills Level 1  
 Functional English Skills Level 1  
 Infection, Prevention & Control Week 3  
 BTEC Introductory Certificate in Caring for Children Under 5 Level 1  
 BTEC Introductory Award in Caring for Children Under 5 Level 1  
 Health and Wellbeing Level 2 Week 4  
 Introduction to Beginners Coding  
 Skills for Life and Progression  
 Functional Maths Skills Level 1  
 Functional English Skills Level 1  
 BTEC Introductory Award in Caring for Children Under 5 Level 1  
 BTEC Introductory Certificate in Health and Social Care Level 1 Week 1  
 Dementia Awareness Week 2  
 BTEC Introductory Certificate in Caring for Children Under 5 Level 1  
 Introduction to British Sign Language  
 BTEC Introductory Award in Caring for Children Under 5 Level 1  
 Functional Maths Skills Level 1  
 Functional English Skills Level 1  
 Infection, Prevention & Control Week 3  
 Certificate in Personal Development for Employability (RQF)  
 Health and Wellbeing Level 2 Week 4  
 Functional Maths Skills Level 1  
 Functional English Skills Level 1  
 BTEC Introductory Certificate in Health and Social Care Level 1 Week 1  
 BTEC Introductory Award in Caring for Children Under 5 Level 1  
 Introduction to British Sign Language  
 Introduction to Retail Skills  
 BTEC Introductory Certificate in Caring for Children Under 5 Level 1  
 Dementia Awareness Week 2  
 Beginners Office IT Skills  
 Introduction to Health and Social Care  
 Functional Maths Skills Level 1  
 Functional English Skills Level 1  
 BTEC Introductory Award in Caring for Children Under 5 Level 1  
 Infection, Prevention & Control Week 3  
 Certificate in Personal Development for Employability (RQF)  
 Alcohol Awareness  
 Health and Wellbeing Level 2 Week 4  
 Advanced Office IT Skills  
 Functional Maths Skills Level 1  
 Functional English Skills Level 1

## DATES

Monday 7th MARCH  
 Monday 7th MARCH  
 Monday 7th MARCH  
 Monday 14th MARCH  
 Monday 14th MARCH  
 Monday 14th MARCH  
 Tuesday 15th MARCH  
 Wed 16th MARCH  
 Monday 21st MARCH  
 Monday 21st MARCH  
 Monday 21st MARCH  
 Monday 21st MARCH  
 Monday 21st MARCH  
 Monday 21st MARCH  
 Monday 21st MARCH  
 Monday 28th MARCH  
 Monday 28th MARCH  
 Wed 30th MARCH  
 Monday 4th APRIL  
 Monday 4th APRIL  
 Monday 4th APRIL  
 Monday 4th APRIL  
 Monday 4th APRIL  
 Monday 11th APRIL  
 Monday 11th APRIL  
 Tuesday 12th APRIL  
 Monday 18th APRIL  
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 Monday 25th APRIL  
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 Monday 2nd MAY  
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 Tuesday 3rd MAY  
 Monday 9th MAY  
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 Monday 8th MAY  
 Wed 11th MAY  
 Monday 16th MAY  
 Monday 16th MAY  
 Monday 16th MAY  
 Monday 16th MAY  
 Monday 16th MAY  
 Monday 16th MAY  
 Monday 16th MAY  
 Monday 16th MAY  
 Monday 23rd MAY  
 Monday 23rd MAY  
 Wed 25th MAY  
 Monday 30th MAY  
 Monday 30th MAY

## ONLINE COURSES

Introduction to Beginners Coding  
 Functional Maths Skills Level 1  
 Functional English Skills Level 1  
 BTEC Intro Certificate in H&S Care Level 1 Week 1  
 Intro Certificate Caring for Children & Young ppl Level 2  
 Introduction to British Sign Language  
 Dementia Awareness Week 2  
 Intro Certificate Caring for Children and Young ppl Level 2  
 Introduction to Intermediate Coding  
 Introduction to British Sign Language  
 Functional Maths Skills Level 1  
 Functional English Skills Level 1  
 Infection, Prevention & Control Week 3  
 Certificate in Personal Development (RQF)  
 Alcohol Awareness  
 Health and Wellbeing Level 2 Week 4  
 Introduction to Retail Skills  
 BTEC Intro Certificate Caring Children Under 5 Level 1  
 Introduction to Health and Social Care  
 Certificate in Personal Development (RQF)  
 BTEC Intro Certificate in H&S Care Level 1 Week 1  
 Alcohol Awareness  
 Introduction to Advanced Coding  
 Dementia Awareness Week 2  
 Advanced Office IT Skills

## NEWCASTLE COURSES

Skills for Life and Progression  
 Computer Skills Level 1  
 Big Confidence, Little Anxiety  
 Introduction to Business Administration  
 Award in Business Administration Level 1 Week 2  
 Computer Skills Level 1  
 Certificate in Personal Development (RQF)  
 Customer Service Level 1 Week 2  
 Skills for Life and Progression  
 Employability Week 2  
 Skills for Self-Employment  
 Warehousing and Storage Principles  
 Introduction to Maths and English  
 Computer Skills Level 1  
 Skills for Life and Progression  
 Beginners Office IT Skills  
 Employability Week 2  
 Computer Skills Level 1  
 Introduction to Business Administration

## DATES

Wed 8th JUNE  
 Monday 13th JUNE  
 Monday 13th JUNE  
 Monday 13th JUNE  
 Monday 13th JUNE  
 Tuesday 14th JUNE  
 Monday 20th JUNE  
 Monday 20th JUNE  
 Wed 22nd JUNE  
 Tuesday 12th JULY  
 Monday 27th JUNE  
 Monday 27th JUNE  
 Monday 27th JUNE  
 Monday 27th JUNE  
 Monday 27th JUNE  
 Monday 4th JULY  
 Monday 4th JULY  
 Monday 4th JULY  
 Monday 11th JULY  
 Monday 11th JULY  
 Monday 11th JULY  
 Wed 14th JULY  
 Monday 18th JULY  
 Monday 18th JULY  
 Wed 20th JULY

## DATES

Monday 7th MARCH  
 Monday 21st MARCH  
 Monday 21st MARCH  
 Monday 28th MARCH  
 Monday 4th APRIL  
 Monday 11th APRIL  
 Monday 18th APRIL  
 Monday 2nd MAY  
 Monday 2nd MAY  
 Monday 2nd MAY  
 Monday 2nd MAY  
 Monday 2nd MAY  
 Monday 2nd MAY  
 Monday 9th MAY  
 Monday 9th MAY  
 Monday 15th MAY  
 Monday 13th JUNE  
 Monday 13th JUNE  
 Monday 20th JUNE  
 Monday 27th JUNE  
 Wed 6th JULY  
 Monday 11th JULY  
 Monday 18th JULY  
 Monday 27th JUNE

*If you complete a course with us by 31st May, you'll be entered into a competition to win an iPad!*



# ...continued

## TUNSTALL COURSES

Employability Week 2  
Certificate in Personal Development for Employability (RQF)  
Computer Skills Level 1  
Computer Skills Level 1  
Computer Skills Level 1

## BURTON COURSES

Computer Skills Level 1  
Computer Skills Level 1  
Business Admin Level 1  
Computer Skills Level 1  
Skills for Life and Progression  
Employability Week 2  
Computer Skills Level 1  
Introduction to Maths and English  
Introduction to Customer Service  
Beginners Computers & Internet  
Beginners Office & IT Skills  
Computer Skills Level 1  
Skills for Life and Progression  
Employability Week 2  
Business Admin Level 1  
Warehousing and Storage Principles  
Computer Skills Level 1  
Computer Skills Level 1  
Certificate in Personal Development for Employability (RQF)  
Computer Skills Level 1  
Skills for Life and Progression

## COALVILLE COURSES

Computer Skills Level 1  
Computer Skills Level 1  
Computer Skills Level 1  
Computer Skills Level 1  
Certificate in Personal Development for Employability (RQF)  
Computer Skills Level 1  
Computer Skills Level 1  
Computer Skills Level 1  
Computer Skills Level 1  
Certificate in Personal Development for Employability (RQF)  
Computer Skills Level 1  
Computer Skills Level 1

## HANLEY COURSES

Certificate in Personal Development for Employability (RQF)  
Certificate in Personal Development for Employability (RQF)  
Computer Skills Level 1  
Computer Skills Level 1  
Certificate in Personal Development for Employability (RQF)  
Computer Skills Level 1  
Certificate in Personal Development for Employability (RQF)  
Computer Skills Level 1  
Award in Business Administration Level 1  
Computer Skills Level 1  
Certificate in Personal Development for Employability (RQF)  
Warehousing and Storage Principles  
Business Admin Level 1  
Computer Skills Level 1  
Certificate in Personal Development for Employability (RQF)  
Certificate in Personal Development for Employability (RQF)

## DATES

Monday 13th MARCH  
Monday 11th APRIL  
Monday 25th APRIL  
Monday 23rd MAY  
Monday 6th JUNE

## DATES

Monday 14th MARCH  
Monday 21st MARCH  
Monday 28th MARCH  
Monday 4th APRIL  
Monday 4th APRIL  
Monday 11th APRIL  
Monday 18th APRIL  
Monday 18th APRIL  
Monday 25th APRIL  
Wed 27th APRIL  
Wed 11th MAY  
Monday 6th JUNE  
Monday 6th JUNE  
Monday 13th JUNE  
Monday 20th JUNE  
Monday 27th JUNE  
Monday 27th JUNE  
Monday 4th JULY  
Monday 11th JULY  
Monday 18th JULY  
Monday 25th JULY

## DATES

Monday 7th MARCH  
Monday 14th MARCH  
Monday 21st MARCH  
Monday 4th APRIL  
Monday 18th APRIL  
Monday 2nd MAY  
Monday 16th MAY  
Monday 6th JUNE  
Monday 13th JUNE  
Monday 27th June  
Monday 11th JULY  
Monday 25th July

## DATES

Monday 21st MARCH  
Monday 28th MARCH  
Monday 4th APRIL  
Monday 18th APRIL  
Monday 25th APRIL  
Monday 2nd MAY  
Monday 9th MAY  
Monday 16th MAY  
Monday 23rd MAY  
Monday 6th JUNE  
Monday 13th JUNE  
Monday 20th JUNE  
Monday 4th JULY  
Monday 4th JULY  
Monday 11th JULY  
Monday 18th JULY

## MELTON COURSES

Computer Skills Level 1  
Computer Skills Level 1  
Computer Skills Level 1  
Computer Skills Level 1  
Computer Skills Level 1

## LOUGHBOROUGH COURSES

Computer Skills Level 1  
Computer Skills Level 1  
Computer Skills Level 1

## DATES

Monday 28th MARCH  
Monday 25th APRIL  
Monday 23rd MAY  
Monday 4th JULY  
Monday 18th JULY

## DATES

Monday 11th APRIL  
Monday 9th MAY  
Monday 20th JUNE

*My story...*

"Whilst claiming universal credit, I was given the opportunity of applying for a BTEC Level 2 course in Warehousing and Storage. I was contacted by Bradley from Acorn Training to go through all the requirements to do the course, he was very courteous and helpful throughout.

Once enrolled on the course, I was contacted on video live by my tutor, Matthew. I was apprehensive, but he soon made me feel confident to achieve my goal. This was my first online experience, Matthew made me feel very comfortable, he was very approachable and I could feel as though I could ask any questions about anything, he was very thorough and made the course more understandable to me. I felt totally relaxed throughout the course and felt as if I was a team member.

I am now in a full-time position in a warehouse thanks to Acorn Training. They fully supported me, encouraged me and gave me the confidence to succeed."

**JOHN - ACORN  
TRAINING LEARNER**



**98%**

course  
achievement  
rate in 2021

# Community Learning

*Adult Community Learning (ACL) is fully-funded for Staffordshire Residents Only*

**Our community learning teaches important skills for both life & work:**

- Employability
- Skills for Life & Progression
- Maths & English
- Self Employment
- Computers & Internet
- Beginners IT Skills
- Office IT Skills
- British Sign Language
- Big Confidence Little Anxiety
- Retail Skills

Did you know that we also offer **Traineeships** for young people aged 19-24? This involves:

- Employability Training – CV writing, interview preparation & money management
- Maths, English & ICT qualifications
- A high-quality work placement
- Help to secure long-term work at the end of the programme

## *My story...*

"I have enjoyed the Maths and English course more than I have ever enjoyed a course before. It has been lovely to speak with other mums and we have even arranged to meet for a coffee.

I have learnt so much that I never thought was possible. If anyone ever gets stuck on anything we all work together as a team to help each other out. Thank you Acorn Training for this opportunity."

**MELISSA, ACORN TRAINING LEARNER**



## HOW TO ENROL ON OUR COURSES

**Call in to see us today at your local centre or  
Telephone: 01782 827 827 (Option 2)  
Email: [info@acorntraining.co.uk](mailto:info@acorntraining.co.uk)  
Visit: [www.acorntraining.co.uk](http://www.acorntraining.co.uk)**

*We are currently taking names for Security Industry Authority (SIA) and First Aid Training Courses so please contact us to register your place today*

# Develop yourself

## Functional Skills Maths & English

Boost your confidence and increase employment opportunities with our functional skills support course in Maths and English.

## Employability

This course has been designed to prepare you for a range of different employment opportunities. The course guides learners through the job searching process, CV writing and interview techniques to achieve both your short and long-term career goals.

## IT Skills - Tailored to your needs

We deliver a variety of IT courses to suit the different learning needs of our customers, from Beginners through to Office and Advanced Levels, we have something for everybody, contact us today to learn more about the different IT opportunities and pathways.



We deliver apprenticeships in HR, Business Admin, H&S Care, Early Years, Customer Service, Management and many more...

### Why do an Apprenticeship?

- Gain a nationally recognised qualification
- Earn whilst you learn
- No tuition fees
- Develop your skills & knowledge
- High-quality training
- Dedicated learner support

## We're hiring!

Join our award-winning team here at Acorn Training and become a tutor of our adult & community learning programmes.

We have a range of opportunities available covering a variety of subject areas with a mixture of in office and remote working. Locations include:



Request more information or send your CV to our HR team at [hr@acorntraining.co.uk](mailto:hr@acorntraining.co.uk)

# Acorn Centres & Contact Details

## Tunstall - Head Office

Acorn House  
140 Brownhills Road  
Tunstall  
Stoke-on-Trent  
Staffordshire  
ST6 4JU  
01782 827 827

## Newcastle-Under-Lyme

136 High Street  
Newcastle-Under-Lyme  
Staffordshire  
ST5 1PT  
01782 827 827

## Hanley

8-9 Piccadilly Arcade  
Hanley  
Stoke-on-Trent  
Staffordshire  
ST1 1DL  
01782 827 827

## Burton

Milton House  
Worthington Way  
Burton Upon Trent  
Staffordshire  
DE14 1BQ  
01283 387306

## Manchester

Piccadilly House  
49 Piccadilly  
Manchester  
M1 2AP  
0161 388 3400

## Chesterfield

Suite 1A  
Stephenson Chambers  
6-8 Corporation Street  
Chesterfield  
Derbyshire  
S41 7TP  
01246 520530

## Daventry

Icon Innovation Centre  
Eastern Way  
Daventry  
Northamptonshire  
NN11 0QB  
01327 225 827

## Loughborough

Unit 13  
Ark Business Centre  
Gordon Road  
Loughborough  
Leicestershire  
LE11 1JP  
01509 767440

## Coalville

Unit 3 Enterprise House  
Ashby Road  
Coalville  
Leicestershire  
LE67 3LA  
01530 519400

## Melton Mowbray

Pera Business Park  
Nottingham Road  
Melton Mowbray  
Leicestershire  
LE13 0PB  
01664 490 827

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Acorn Training Ltd



@acorntraining



- Supporting individuals in Stoke-on-Trent into careers in the care sector
- Retaining our valued care sector workforce to progress rewarding careers
- Championing health and wellbeing



Education & Skills  
Funding Agency

*"Ensuring a safe and secure future for everyone to succeed in life and work".*