

Adult Community Learning Courses 2016-2017



Contact Us
Tel: 01639 686306
Email: nptacl@npt.gov.uk
Web: www.nptacl.org

Social Media



Learning Centres

Neath & Dulais Valley

Briton Ferry Community Library, SA11 2AQ
Dove Workshop, Banwen, SA10 9LW
Glynneath Library, SA11 5DW
Glynneath Training Centre, SA11 5DB
Gnoll Primary School, SA11 1AQ
Melin Advice Centre, SA11 1AP
Melin Infants School, SA11 2DD
Neath Civic Centre, SA11 3QZ
Neath Cricket Club, SA11 3AW
Neath Town Council, SA11 1DU
Neath YMCA, SA11 3HG
Resolven ICC, SA11 4AB
Shaw Trust, Llandarcy, SA10 6ET

Port Talbot & Afan Valley

Adult Community Learning, Tirmorfa, SA12 7NN
Croeserw Enterprise Centre, SA13 3PL
Cwmavon Library, SA12 9DF
Groes Junior School, SA13 2AW
Mozart Drive Community Centre, SA12 7UA
NSA Afan Dev. Community Centre, SA12 6JW
Skills & Training, Tirmorfa, SA12 7NN
Taibach Community Centre, SA13 1NA
Taibach Comm. Education Centre, SA13 2BN

Pontardawe & Swansea Valley

Coleg Pontardawe, SA8 4EZ
Pontardawe Library, SA11 2AQ
Rhydyfro Community Hall, SA8 4NA
The Cross Community Centre, SA8 4HU
Ystalyfera Development Trust, SA9 2HR



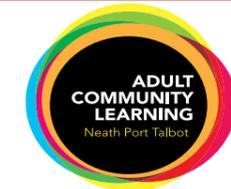
Neath Port Talbot Adult Community Learning

Tel: 01639 686306

Email: nptacl@npt.gov.uk

Web: www.nptacl.org

Welcome



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Dear Learners,

We would like to extend a warm welcome to those of you returning and those considering studying with us for the first time and hope you enjoy your learning journey.

We have some new courses this year such as Family Learning, Call Centre Skills, H & S in the Workplace, Politics and Hospitality. Our range of courses will offer you opportunities to improve skills, gain confidence and feel supported as you progress.

We hope our Prospectus offers you a range of experiences to improve your wellbeing with information on some of the activities and groups at libraries, community managed libraries and community centres.

If you do require this Prospectus in Welsh, please contact us on:
Tel: 01639 686306.

We look forward to welcoming you.
The ACL Team

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Enrolment and Course Levels

Entry Requirements

The majority of ACL classes have no formal entry requirements, but it is expected that learners will have a level of literacy adequate to cope with the written element and compile a portfolio. Any specific entry requirements will be discussed with you at enrolment.

Guide to Levels

Entry Level

Learners with no formal qualifications who wish to gain basic knowledge and skills. Qualifications are offered at Entry 1, Entry 2 and Entry 3 (E1, E2, E3) in Independent Living Skills, IT and Literacy and Numeracy.

Level 1

Learners with little or no knowledge of the subject who want an introduction to routine skills or basic information. Equivalent to: NVQ 1, ABC level 1, GCSE grades D-G.

Level 2

Learners who want to learn, apply and interpret information about the subject or skill. Equivalent to:

GCSE grades A*-C, NVQ 2.

Level 3

Learners who want to explore a subject in detail, with some independent research and reflection on the subject.

Equivalent to: NVQ 3, Access to Higher Education GCSE AS / A2 level.

How to Enrol

Enrolment from 1st August

There are a number of ways you can enrol:

Online

Enrol online at www.nptacl.org and pay by debit or credit card.

In Person

Enrolment Forms are available from Tirmorfa and some learning centres. Complete an enrolment form, sign and return it to us at:

**Adult Community Learning,
Tirmorfa Centre, Marine Drive,
Sandfields, Port Talbot, SA12 7NN.
Tel: 01639 686306**

Please make cheques payable to: NPTCBC.

School Term Dates

Autumn Term

1st September to 16th December
Half Term - 24th to 28th October

Spring Term

3rd January to 7th April
Half Term - 20th to 24th February

Summer Term-

24th April to 21st July
Half Term - 29th May to 2nd June

Course and Exam Fees

No. of weeks/hours	Full Fee	Reduced Fee
30 weeks/60 hrs	£120.00	£25.00
20 weeks/40 hrs	£80.00	£20.00
10 weeks/20 hrs	£40.00	£10.00
Up to 8 weeks/16 hrs	£32.00	£10.00

£120.00 fee applies to two installments of £60.00, a £20.00 reduction will apply to learners who pay the full fee at the start of the course, i.e. £100.00 for a £30 week course.

Additional costs

Accreditation costs for some courses may apply. The following courses have additional exam/assessment fee:

- British Sign Language
- QCF Childrens's Care, Learning and Development
- Floristry C&G
- GCSE and A Levels
- ABRSM Piano

There may be additional material costs on some courses, particularly practical courses. Your tutor will provide you with more information on what you may need at induction.

Refunds

A full refund of course fees will only be given if:

- A course is cancelled by the service
- The course day, time, venue or mode of delivery is changed by the service and is found unacceptable.

The decision to refund will be at the Service's discretion. The service reserves the right to charge an administrative fee of £10 for refunds. Please note refund requests will only be considered in writing. Please send your letter/email requesting a refund, clearly stating the reason, to the service manager Joy Khaghanian, email: j.khaghanian@npt.gov.uk or by letter to: J. Khaghanian, Service Manager, Tirmorfa Centre, Marine Drive, Sandfields, Port Talbot, SA12 7NN.

Cancelled Courses

Information contained in this prospectus is correct at the time of production. Please note, courses are subject to numbers. ACL will alter or cancel courses where circumstances demand.

Support Services

Our friendly staff are here to support you

We provide information and advice on:

- Stepping into Learning
- Courses and Training Opportunities
- Career Options
- Self Employment
- CV's and Interview Skills

Signposting to:

- Financial Support
- Volunteering Opportunities
- Literacy and Numeracy Support
- Help with Benefits
- Specialist Assessments for Reading and Writing Difficulties

Contact Alison Vaughan:

Tel: 01639 686654 / 07837 194235

Email: a.vaughan@npt.gov.uk

Adult Community Learning is partly funded through a franchise agreement with NPTC Group and directly by the Welsh Government. We work closely with a number of partners to ensure the best for all learners. We aim to provide a high quality learning experience in a range of venues across a large geographical area, to provide learning in the heart of your community. We need your voice to help us meet our goals and are always happy to hear your views.

Adult Community Learning are members of the Adult Learning Network and the Learning Promotion Group in conjunction with other learning providers in the Neath Port Talbot area. This group is supported by the Learning and Work Institute to promote adult learning at different events throughout the year such as our Family Fun Day held this year on June 29th at The Gnoll Country Park, Neath, which was very successful.

Skills for Work



**Helping you find work,
improve your work skills
and increase your employability**

British Sign Language

Agored Cymru Level 1

This course is suitable for learners who are not yet ready for an external assessment and would prefer on-going assignments. Learners will learn to understand and use the basic signs for letters of the alphabet, how to convey basic personal details and basic greetings.

Signature Level 1

This course is delivered in a relaxed and fun learning environment.

Various methods of teaching are used, e.g. discussion, paired work, games and whole class teaching. Vocabulary includes: weather, family, pets, hobbies, work, school and college.

No entry requirements or prior knowledge are necessary for this course. A progression route to BSL Level 2 on successful completion of a Level 1 programme.

Signature Level 2

This qualification is designed to enable learners to develop their ability to communicate through BSL, in a range of familiar contexts through participation in lengthy and open-ended exchanges.

The course will develop functional communication in BSL via a range of real life, routine and daily experiences. Learners will be able to deal with most routine language tasks and have sufficient grasp of grammar to cope with some non-routine tasks.

A progression route to BSL Level 3 is optional on successful completion of this course.

Signature Level 3

Level 3 British Sign Language caters for those who are already competent at Level 2 BSL.

Learners will develop advanced knowledge of the structure and function of BSL and develop an understanding of the Deaf Community and Deaf Culture.

BSL Signature exams are externally marked

Course Title	Level	Weeks	Start Date	Day	Time	Venue
Signature BSL	1	30	19/09/2016	Mon	5.00pm	Tirmorfa
Signature BSL	1	30	04/10/2016	Tue	6.00pm	Glynneath TC
Signature BSL Yr.1	2	30	21/09/2016	Wed	6.00pm	Tirmorfa
Signature BSL Yr.2	2	30	19/09/2016	Mon	7.00pm	Tirmorfa
Signature BSL	3	30	20/09/2016	Tue	6.00pm	Tirmorfa

Childcare

Introduction to Childcare

A practical course to prepare learners for the Level 2 Diploma. Learners explore the social, emotional, physical and creative development of children. Learners are supported to develop literacy skills, numeracy skills and study skills to help them build confidence in supporting literacy and numeracy development with children.

QCF Children's Care, Learning and Development

The QCF programme provides an opportunity to gain an industry recognised qualification for those caring for children aged 0-19 years of age. Group sessions provide the underpinning knowledge to complement a vocational placement. Tutors assist with the development of the skills knowledge and aptitude required for this challenging and stimulating vocational area.

These courses give opportunities to develop a range of useful and practical skills to include: Welsh language skills, Employability skills and Literacy skills which are developed throughout the course. Progression onto Level 3, learners can join this programme at any time, contact us on 01639 686306.

NEW for September: Award and Certificate in Work With Parents



Course Title	Level	Weeks	Start Date	Day	Time	Venue
Introduction to Childcare NEW COURSE	1	6	tbc	tbc	tbc	DOVE
Introduction to Childcare NEW COURSE	1	3	28/09/2016	Wed	9.30	Tirmorfa
QCF Children's Care NEW COURSE	2	40	19/10/2016	Wed	9.30	Tirmorfa
QCF Children's Care NEW COURSE	2	40	16/09/2016	Fri	1.00	Melin Infants
QCF Children's Care	2	40	13/09/2016	Tue	9.30	Tirmorfa
QCF Children's Care	2	40	13/09/2016	Tue	9.30	GTC & YDT
QCF Children's Care	2	40	13/09/2016	Tue	9.30	Cwmavon
QCF Children's Care	2	40	16/09/2016	Fri	9.30	Croeserw
QCF Children's Care	3	40	15/09/2016	Thur	12.30	Tirmorfa
Work With Parents Award	2	2	01/09/2016	Thur	9.30	Ffrwdwyllt

English and Mathematics

Pre GCSE English Language

This is a fun and friendly course aiming to develop confidence in reading for understanding, writing in different forms and speaking and listening. It is suitable for all levels. The course covers:

- spelling, punctuation, grammar and proofreading
- the four main word classes - adjectives, nouns, verbs, adverbs
- reading for understanding
- different forms of writing e.g. letters, reports, articles

The course offers a great deal of flexibility for those wishing to develop their English skills for personal, family or work-related goals.

Pre GCSE Mathematics

A fun and friendly Maths course suitable for adults who would like to improve their numeracy skills to support their family, personal or work-related goals. It is suitable for all levels.

This course aims at developing number sense by looking at topics used in everyday life such as fractions, percentages, rounding, estimating, household bills and many more. The course offers a lot of flexibility. It is ideal for those wishing to learn in a supportive, friendly environment, encouraging learners to have confidence in developing their mathematical skills.

GCSE English Language

A 30 week course following the WJEC linear syllabus at Foundation/Higher level. The course looks at spelling, grammar and punctuation, including proofreading skills; reading and understanding a variety of fiction and non-fiction texts; writing – fiction short stories and descriptive writing; non-fiction - letters, speeches, leaflets, reports, articles; speaking & listening, group discussions, individual presentations. The course is completed in May/June with two written examinations (80%) and two oral assessments (20%). Some follow up work at home is required.

GCSE Mathematics

A 30 week course following the WJEC linear syllabus at Foundation/Higher level, either GCSE Numeracy or GCSE Mathematics.

The course covers:
 Number - percentages, fractions, rounding & estimating, bills etc.
 Algebra – simplifying, solving equations, formulas etc.
 Data handling – averages, graphs & diagrams, statistics etc.
 Shape and measure – 2D and 3D shapes, geometry, circles etc.
 The course is completed in May/June with two examinations, one non-calculator paper and one calculator paper each worth 50%. Some follow up work at home is required.

Course Title	Level	Weeks	Start Date	Day	Time	Venue
GCSE English Language	2	30	06/09/2016	Tue	7.00pm	Glynneath TC
GCSE English Language	2	30	07/09/2016	Wed	6.30pm	Croeserw Ent. Centre
GCSE English Language	2	30	08/09/2016	Thur	12.30pm	Tirmorfa
GCSE English Language	2	30	tbc	tbc	tbc	DOVE Workshop
GCSE Mathematics	2	30	06/09/2016	Tue	5.00pm	Glynneath TC
GCSE Mathematics	2	30	07/09/2016	Wed	4.30pm	Croeserw Ent. Centre
GCSE Mathematics	2	30	08/09/2016	Thur	9.30am	Tirmorfa
GCSE Mathematics	2	30	tbc	tbc	tbc	DOVE Workshop
Pre GCSE Maths	1/2	30	07/09/2016	Wed	10.00am	Cwmavon Library
Pre GCSE English	1/2	30	07/09/2016	Wed	1.00pm	Croeserw Ent. Centre

AS and A2 Creative Writing

AS Level Creative Writing

A 30 week course following the AQA syllabus, studying and composing fictional and non-fiction writing. The course is made up of 60% coursework and 40% examination.

The course looks at:

- writing fiction – poetry, short stories, flash fiction, monologues etc.
- writing non-fiction – reviews, articles, travel writing etc.
- the craft of writing through the study of published texts
- re-drafting and editing

Learners are encouraged to experience all types of writing and write independently in their preferred form to complete their portfolios, as well as analysing theirs and others' work through reflective commentaries. Learners are required to complete a portfolio of work (60%) and sit a written examination in May/June (40%). Some follow up work at home is required.



Course Title	Level	Weeks	Start Date	Day	Time	Venue
AS Creative Writing	3	30	05/09/2016	Mon	5.00pm	Glynneath TC
A2 Creative Writing	3	30	05/09/2016	Mon	7.00pm	Glynneath TC

A2 Level Creative Writing

A 30 week course following on from the AS level course, studying and composing fiction and non-fiction writing. It further develops the skills and knowledge gained at AS level.

Learners are encouraged to:

- write in a range of forms and genres, exploring writing styles and developing technical control
- read widely and critically to improve their own writing
- share work in progress with others, responding positively to feedback to further develop their drafting and editing skills.

The course is made up of a portfolio of their own work (30%) and a final written examination to be sat in May/June (20%). Some follow up work at home is required.

Essential Study Skills

What are Essential Study Skills?

If your course is a work-related (vocational) qualification you may require numeracy skills and/or literacy skills to meet your competency in the workplace. A study skills class will support you to develop these skills in a friendly environment.

You will complete a screening activity with a specialist assessor to identify your strengths and areas for improvement. Your learning will be planned according to your needs. The classes are suitable for all abilities.

Your vocational assessor will also provide support by developing your literacy and/or numeracy skills via your main programme of vocational study. Qualifications can include Essential Skills or GCSEs.

Courses are delivered throughout the year by liaising with your vocational tutor and ACL staff.

Literacy

This helps learners to read and understand with increasing speed and accuracy. It also covers writing skills including grammar, punctuation and spelling.

On progression to a L3 Vocational programme, study skills will extend to research skills and critical reading.



Numeracy

This focuses on developing number sense, data handling and shape, space and measure.

This might include calculating area, angles, lengths, weights, percentages, fractions, estimating and rounding figures, within the context of everyday maths such as household bills etc.



Course Title	Level	Weeks	Start Date	Day	Time	Venue
Essential Study Skills	Entry - Level 3	30	16/09/2016	Fri	9.30am	Tirmorfa

Floristry

Floristry Techniques

Suitable for absolute beginners through to level 3.
All aspects of floristry covered including:

- Button Holes
- Table centres
- Bouquets
- Flower arranging in a vase
- Funeral tributes
- Special occasions
- Wedding arrangements

City & Guilds Creative Skills in Floristry

Become a qualified florist, with the essential skills needed to run your own floristry shop. Or learn how to make professional displays for weddings, funerals, and other events and ceremonies.

This course will equip learners with the skills to produce professional designs from hand-ties and bouquets to weddings and floral tributes.



Course Title	Level	Weeks	Start Date	Day	Time	Venue
C & G Floristry	2,3	24	20/09/2016	Tue	10.00am	Rhydyfro Comm. Hall
Floristry Techniques	1,2,3	30	27/09/2016	Tue	6.00pm	Pontardawe Library
Floristry Techniques	1,2,3	30	21/09/2016	Wed	6.30pm	Tirmorfa

Floristry Classes



Food Safety and Hospitality

Food Safety

HABC Food Safety Award

This award is an industry recognised qualification and has been developed with the Sector Skills Councils.

Under UK legislation, anyone who handles food as part of their job role must be supervised and instructed and/or trained in food hygiene relevant to their job role.

Health & Safety in the Workplace

NEW Health & Safety

HABC Level 1 Award in Principles of Health and Safety in the Workplace, (QCF).

This qualification is designed for those learners either currently working in any environment, or those returning/starting work and wishing to gain a nationally recognised qualification in health and safety.

The objective of the qualification is to prepare learners to progress onto further learning.

Course Title	Level	Weeks	Start Date	Day	Time	Venue
Food Safety Award	2	1 day	24/08/2016	Mon	9.00am	NSA
Health & Safety in the Workplace	1	tbc	tbc	tbc	tbc	tbc

Hospitality

Introduction to Hospitality

During this course learners will discover the basics of the hospitality industry including the wide variety of outlets that offer these types of services.

In particular you will learn what types of job roles are available in various outlets.

In addition what typical job roles are available in the industry as well as finding out where you can obtain further training and gain more qualifications.

These courses are delivered throughout the year on demand.

Please visit our website for more information : www.nptacl.org or contact us on : 01639 686306



Employability Skills Customer Services & Retail Skills

Employability Skills

How to improve your job prospects through effective job searching to increase opportunities. You will learn how to complete job applications, build your CV which stands out from others and how to get your CV noticed. You will learn interview skills, learn how to project yourself, how to come across in a positive way and body language communication. Interview techniques deal with tough questions and the vital area of how to prepare.

***NEW*
Call Centre Courses from August**

Call Centre Skills

Learn the essential skills required to work in the call centre industry. Such as how to deal with both inbound and outbound calls. Learn how to handle queries and complaints, complete surveys as well as making sales and making appointments.

Course Title	Level	Duration	Start Date	Day	Time	Venue
Employability 9 Day Course	1	Over 3 weeks	01/08/2016	Fri	9.30am	Tirmorfa
Call Centre 4 Day Course	2	Over 1 week	22/08/2016	Fri	9.30am	Remploy
CV Writing	1	1 Day	08/09/2016	Thur	9.30am	Tirmorfa

Customer Services & Retail Skills

You will find out that customer services aren't just about a desk at the front of the store. It covers the whole business, from making items easy to find, how shops provide information to customers, how to record and deal with complaints efficiently as well as the important aspect of finding out what customers need. Job opportunities and the general skills that employers require are also covered.

The Retail Skills course goes through the important skills that are required to be a successful sales person. Added to this you will discover the psychology of the sales process and the techniques such as rapport building, finding out what a customer really wants, product demonstrations, how to greet customers effectively and the use of body language.

Some of these courses are FREE

Courses are ongoing throughout the year.

Please contact us on 01639 686306 to find out more.

Learning Support and Teaching

Level 2 Award in Supporting Essential Skills

This course supports learners who are planning to work, or currently working with adults and young people who need assistance with reading and writing skills. Such employability skills are useful for anyone working or volunteering within front line services. A progression route into teaching literacy to adults and young people is available on successful completion of this course.

It covers strategies to engage with and support adults and young people with literacy needs within the classroom or an alternative learning environment. Learners develop skills in how to support the development of reading, writing, spelling, speaking and listening skills.

A placement of four hours is required. Learners will receive support with this and ACL aim to offer placements within their own basic skills provision as much as possible.

Level 3 Certificate in Essential Skills Practitioners

This course supports learners who are planning to teach, or are currently teaching adults and young people who need assistance with reading and writing skills. A progression route into teaching numeracy or digital literacy to adults and young people is available on successful completion of this course.

It covers strategies to engage with and support adults and young people with literacy needs within the classroom or an alternative learning environment. Learners develop skills in how to teach the development of reading, writing and speaking and listening skills.

The entry requirement for this course is personal literacy skills at L2 or above, or an equivalent qualification, such as GCSE English Grade C or above. Applicants will need to undergo screening regardless of their qualifications and/or experience. Learners must source a placement that will enable them to deliver a minimum of fifteen hours teaching and will need to undergo two observations in their workplace or voluntary setting. The placement setting may require a DBS. This fee is free to volunteers, otherwise the employer must cover the cost.

For further information please contact Jo on Tel: 01639 686332

Stepping into Learning



First steps into learning, developing your confidence and skills

Essential Skills

Literacy for Beginners

This is a fun and friendly class for adults who are unable to, or are just beginning to read and write.

The course teaches adults how to read and write from scratch, using a mixture of phonics, language experience work and word building. Teaching is multi-sensory and suitable for adults with learning difficulties. Learners also help one another, providing a high ratio of support.

Improve your Literacy Skills

This is a fun and friendly class for adults who would like help to develop their reading and writing skills to support their personal, family, or work-related goals. Classes are suitable for those with specific learning difficulties, e.g. dyslexia, dyspraxia, etc.

The course helps learners to read and understand with increasing speed and accuracy. It covers writing skills including grammar, punctuation and spelling.

Course Title	Level	Weeks	Start Date	Day	Time	Venue
Beginners Literacy	E1-E2	36	13/09.16	Tue	9.15am - 11.45am	Taibach CEC
Beginners Numeracy	E1-E2	36	13/09/16	Tue	12.30pm to 3.00pm	Taibach CEC
Improvers Numeracy	E3-L2	36	14/09/16	Wed	9.30am - 12.00pm	Tirmorfa Centre
Improvers Literacy	E3-L2	36	14/09/16	Tue	12.30pm to 3.00pm	Tirmorfa Centre
Improvers Literacy	E3-L2	36	tbc	tbc	tbc	tbc

Numeracy for Beginners

This is a fun and friendly class for adults who are unable to, or are just beginning to perform simple calculations.

The course helps learners to develop their number knowledge to support them with measuring, weighing, adding, subtracting, multiplying or dividing. Teaching is suitable for adults with learning difficulties and learners help one another, providing a high ratio of support.

Improve your Numeracy Skills

This is a fun and friendly class for adults who would like help to develop their numeracy skills to support their personal, family or work-related goals.

The course helps adults to improve their number sense, data handling and shape, space and measure, such as calculating area, angles, length, weight, percentages, fractions, estimating and rounding figures within the context of everyday maths, such as household bills.

Computers and Digital Photography

Web Wise for Work

This course is for learners who are new to computers. The course covers switching on the computer, using a keyboard and mouse, writing a simple document such as a CV and using the internet for emailing. There is an opportunity to progress to the L.2 Web Wise for Work, on successful completion.

iPads

This course will teach learners how to get started with using an iPad. How to browse the internet safely, search the appstore and download apps. How to connect to the internet, use iTunes, access Emails on the iPad and carry out maintenance and back ups.

Adaptive Technology

This course teaches people with disabilities, including visual impairment, how to gain skills and independence through the use of computers, with a particular focus on internet and emailing. The course is delivered in a fun, accessible and friendly environment.

Digital Lifestyle

This course is suitable for beginners through to intermediate computer users. Aimed at learners who wish to learn about using computers for everyday activities including online searching, online banking, email, YouTube, computer security and more.

Digital Imaging

This course covers the basics of using Adobe Photoshop. Learners will learn how to open Photoshop, import files and make basic adjustments e.g. brightness, contrast and how to save and close files.

Digital Photography

This course covers the basics of using a Digital Camera. Learners will learn the use of different camera controls and how to import and export images.

* This course is for new learners who haven't attended an ACL course before.

Course Title	Level	Weeks	Start Date	Day	Time	Venue
Web Wise for Work	E,1,2	10	19/09/2016	Mon	1.00pm	Tirmorfa
Web Wise for Work	E,1,2	10	20/09/2016	Tue	6.30pm	Glynneath TC
Web Wise for Work	1	10	12/10/2016	Wed	10.00am	Croeserw Ent. Centre
Web Wise for Work	1	10	tbc	tbc	tbc	DOVE Workshops
Adaptive Technology	1	10	19/09/2016	Mon	9.30am	Shaw Trust
Introduction to iPads	1	8	12/10/2016	Wed	1.00pm	Croeserw Ent. Centre
Digital Photography	1	10	10/10/2016	Mon	10.00am	Croeserw Ent. Centre
Digital Lifestyle	E,1,2	30	19/09/2016	Mon	6.30pm	DOVE Workshops
* Digital Photography	1	10	14/10/2016	Fri	10.00am	DOVE Workshops
Digital Imaging	1	10	14/10/2016	Fri	1.00pm	DOVE Workshops

Confidence and Assertiveness

Gain the essential skills to enable you to build the confidence you need to enter the workplace. The course covers how our behaviour effects others in positive and negative ways. How self awareness helps us to make positive choices to change for the better. Making the right choices has a positive impact for the future. In addition learners will be informed of how their new skills will increase their chances of gaining employment as well as the particular role that may suit them.



Course Title	Level	Duration	Start Date	Day	Time	Venue
Confidence Building	E,1	1 Day	31/08/2016	Wed	9.30am	Neath YMCA

Music Piano Theory

Level 3 Music Theory is an accredited course gaining a qualification through the Associated Board of the Royal School of Music. This is a challenging course with opportunities to learn basic harmony, figured bass, composition and will increase your general musical knowledge. UCAS points are awarded with these advanced level 3 ABRSM grades.

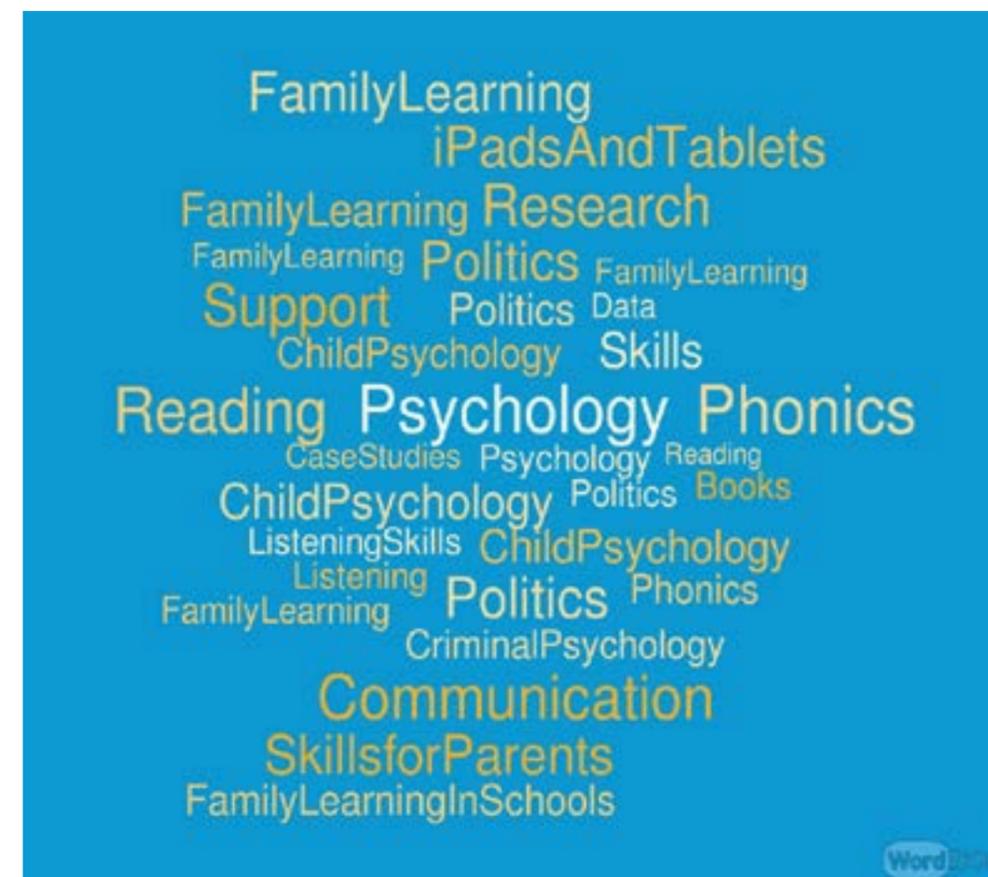
Course Title	Level	Weeks	Start Date	Day	Time	Venue
Piano Grade 3 Theory	1	30	09/09/2016	Fri	12.30pm	Neath YMCA

Volunteer with ACL

If you are looking for a new challenge or a change of career, sparing a few hours of your time to volunteer is a great way to develop your skills. Volunteering is a brilliant way to make a difference and gain valuable work experience. You can meet interesting people, boost your confidence and gain life changing skills.

We offer placements at various learning centres, with opportunities to gain experience in areas as diverse as digital media, classroom support and office administration. Volunteers are assessed and supported by a dedicated volunteer coordinator. Contact Jo on 01639 686332.

Skills for Parents, Carers and Foster Carers



Learning more ways to support children with Phonics, Reading, iPads and Tablets

Psychology and Counselling

Child Psychology

A practical course that uses experiments and case studies to understand the relationship between parent and child.

Topics include: language and development, gender and does media play a part?

Criminal Psychology

In this course you will get the chance to critically discuss the definition of criminal behaviour and approaches to understanding and solving crime. Topics include: behavioural profiling, forensic psychology and more.

Psychology

An introduction to psychology, providing a basis for progression. Gives an understanding of methods of psychology, using critical thinking skills and developing your writing skills.

Counselling

Would you like to learn more about the skills required to be a good listener? If you are thinking about working in an advice or guidance role, or, if you work closely with the public including children. This course is an excellent introduction to the role of a counsellor.

By demand, these courses are delivered throughout the year.

**If you are interested in any of these courses, please contact us on:
01639 686306**

**Or visit our website for more information:
www.nptacl.org**

***NEW* for 2016
POLITICS
Further details to follow**



Family Learning

Our Family Learning Programme works in partnership with local schools and is designed to help support your child's/grandchild's learning. This course is free, relaxed and friendly and gives opportunity to find out how your child is learning.

Topics that are covered can include:

- Phonics
- iPads
- Numeracy
- Literacy
- Welsh
- Introduction to Childcare

Childcare and Family Learning Classes



Reading to Support a Child

Supporting a Child with Reading Level 1

This programme is used as an introduction to reading with children. Topics include theory on methods to help children learn to read, approaches to help children learn to read and more. The main tasks are to read with children and to produce reading props such as games, flash cards, worksheets etc., to encourage reading for pleasure.

Supporting a Child with Reading Level 2

The course begins with book levelling, to enable learners to select books for children that are appropriate to their ability to encourage reading for pleasure. Learners will spend time reading with two children and will learn the theory that underpins development. This covers phonics, reading barriers, reading strategies and the reading environment. A DBS disclosure is required for these courses.

These courses are held in schools throughout Neath Port Talbot.

By demand, they can be delivered throughout the year.

**If you are interested in these courses, please contact us on:
01639 686306**

Or visit our website for more information: www.nptacl.org

Some of these courses are FREE



Skills for Life and Well Being



You could start a Course, join a Club, Group or Library, helping you improve your health and well being

Skills for Life and Well Being

This course will provide learners with the skills for independent living.

Cookery topics include:

- Health and safety within the kitchen
- Learning to make hot and cold drinks
- Following recipes
- Food preparation skills e.g. chopping
- Learning how to make snacks
- Using kitchen appliances safely
- How to clean up afterwards
- Working together and socialising over lunch to develop communication skills
- Cooking for health
- Simple shopping skills including counting money, understanding money values and working out change.



Arts and Crafts sessions provide learners with the opportunity to develop knowledge of various crafts such as mosaics, weaving, painting etc. to improve fine motor skills and problem solving skills.

This course will build confidence to help learners to shop independently, recognise ingredients and use money safely.

Simple and fun with lots of enjoyable activities.

The reduced fee of £25 will apply to this course for all participants.

**Courses can also be run on demand.
For more information please contact us on 01639 686306.**

Course Title	Level	Weeks	Start Date	Day	Time	Venue
Independent Living Skills	Entry	30	19/09/2016	Mon	10.00am	Taibach CEC
Independent Living Skills	Entry	30	19/09/2016	Mon	12.00pm	Taibach CEC
Independent Living Skills	Entry	30	23/09/2016	Fri	12.00pm	Taibach CEC

Libraries and Community Managed Libraries

There are many events throughout the year at NPT Libraries and Community Managed Libraries.

To get a full listing of events and details you can visit www.npt.gov.uk and click on Libraries then 'What's on at our Libraries'.

Libraries

Baglan
Cwmafan
Glynneath
Neath
Pontardawe
Port Talbot
Sandfields
Skewen

Community Managed Libraries

Blaengwynfi
Briton Ferry
Cwmllynfell
Cymmer Afan
Gwaun Cae Gurwen
Resolven
Seven Sisters
Taibach
Ystalyfera

Activities include:

- Laptop, iPad and Computer Classes
- Family History
- Job Clubs
- Foodwise for Life
- Coffee Mornings
- Reading Groups
- I.T. Help with Communities 2.0
- Writers Groups
- Lego Clubs
- Craft Groups
- Local History
- Interactive Story Time
- Learn Direct
- Monthly Films
- Song And Rhyme
- Twf Baby Massage
- Adult Colouring Groups
- Story Telling
- Creative Writing Groups



Community Groups

Here are some of the Community Groups and Clubs who meet at centres across Neath Port Talbot who are run by members of the community. Some will have tuition included whereas others are social groups.

Before you join, please contact them on the numbers below for more information, as details may change.

Group	Location	Start Date	Day	Time	Telephone
Archery	Taibach CEC	Ongoing	Thur	6.00pm	01639 882104
Afan Nedd Art Group	Taibach CC	Ongoing	Wed	6.00pm	01639 886804
Fane Art Group	Glynneath TC	Ongoing	Wed	1.00pm	01639 721772
Art Club	Ynysmeudwy Hall	Ongoing	Thur	10.30am	01792 832444
Art Club	The Cross CC	Ongoing	Wed	1.30pm	01792 863955
Art Group	Ystalyfera	Ongoing	Wed	6.00pm	01639 843965
Bingo	Croeserw Ent.Centre	Ongoing	Wed	5.45pm	01639 853020
Bobbin & Lace	Taibach CC	Ongoing	Tue	6.00pm	01639 886804
Bridge Club	Taibach CC	Ongoing	Mon	6.00pm	01639 886804
Chair Yoga	Glynneath TC	Ongoing	Tue	11.00am	01639 721772
Craft Group	Ystalyfera	Ongoing	Mon	1.00pm	01639 843965
Creative Writing Group	Glynneath TC	Ongoing	Thur	10.00am	01639 721772
Crochet Group	Glynneath TC	Ongoing	Thur	10.00am	01639 721772
Crochet Group	DOVE Workshop	Ongoing	Tue/Wed	9.30am	01639 700024
Dog Training	Taibach CEC	From Oct	tbc	tbc	01639 882104
Fitness Classes	Taibach CEC	Ongoing	weekdays	6.00pm	01639 882104
Funky Fit	Croeserw Ent.Centre	Ongoing	Tue	6.00pm	01639 853020
Family History	DOVE Workshop	Ongoing	Wed	5.00pm	01639 700024
French	DOVE Workshop	Ongoing	Tue	10.00am	01639 700024
IT Drop in Sessions	Neath YMCA	Ongoing	Mon	9.30am	01639 769315
IT Drop in Sessions	Ystalyfera HWB	Ongoing	Mon	10.00am	01639 843965
IT Drop in Sessions	Ystalyfera HWB	Ongoing	Tue	10.00am	01639 843965
IT Drop in Sessions	Ystalyfera HWB	Ongoing	Wed	10.00am	01639 843965
IT Drop in Sessions	Ystalyfera HWB	Ongoing	Thur	10.00am	01639 843965
Jewellery Group	DOVE Workshop	Ongoing	Tue	9.30am	01639 700024
Jobs Club	Neath YMCA	Ongoing	Wed	10.00am	01639 769315
Job Club	Glynneath TC	Ongoing	Wed	9.30am	01639 721772
Karate	Baglan CC	Ongoing	Mon	7.30pm	01639 882104
Karate	Baglan CC	Ongoing	Fri	7.30pm	01639 882104
Karate	Taibach CC	Ongoing	Mon	6.00pm	01639 886804
Karate	Taibach CC	Ongoing	Thur	6.00pm	01639 886804
Karate	Taibach CC	Ongoing	Thur	6.00pm	01639 886804
Line Dancing	Baglan CC	Ongoing	Thur	5.00pm	01639 882104
Meet & Make Upcycling	Glynneath TC	Ongoing	Mon	10.00am	01639 721772
Mini Fencing	Baglan CC	Ongoing	Tue	5.30pm	01639 882104
Model Cars	Taibach CEC	From Oct	tbc	tbc	01639 882104

Community Groups

Here are some of the Community Groups and Clubs who meet at centres across Neath Port Talbot who are run by members of the community. Some will have tuition included whereas others are social groups.

Before you join, please contact them on the numbers below for more information, as details may change.

Group	Location	Start Date	Day	Time	Telephone
Musical Keyboard	Taibach CEC	23/09/2016	Fri	10.00am	01639 882104
Musical Keyboards	Ynysmeudwy Hall	21/09/2016	Wed	10.00am	01639 686306
Needlecraft	Croeserw Ent.Centre	Ongoing	Tue	5.30pm	01639 853020
Parent/Toddler Group	Taibach CC	Ongoing	Fri	11.45am	01639 886804
Piano	Neath YMCA	Ongoing	Tue	11.30am	01639 769315
Piano	Neath YMCA	Ongoing	Wed	9.30am	01639 769315
Playgroup	Croeserw Ent.Centre	Ongoing	Mon	11.30am	01639 853020
Playgroup	Croeserw Ent. Centre	Ongoing	Fri	11.30am	01639 853020
Port Talbot Wheelers	Taibach CC	Ongoing	Fri	6.00pm	01639 886804
Quilters	Taibach CC	Ongoing	Mon	9.30am	01639 886804
Rheola Walled Garden					
Volunteers Day	Rheola & Glynneath TC	Ongoing	tbc	All Day	01639 721772
Senior Youth	Croeserw Ent. Centre	Ongoing	Mon	6.00pm	01639 853020
Sewing Group	Ystalyfera	Ongoing	Tue	1.00pm	01639 843965
Sewing Group	Ystalyfera	Ongoing	Wed	9.30am	01639 843965
Sewing Group	Taibach CEC	Ongoing	Wed	10.00am	01639 882104
Spinners and Weavers	The Cross CC	Ongoing	Tue	9.00am	01792 863955
Sowing Group	Taibach CC	Ongoing	Thur	6.00pm	01639 886804
Sugarcraft	DOVE Workshop	22/09/2016	Thur	1.00pm	01639 700024
Sugarcraft	Neath YMCA	19/09/2016	Wed	9.30am	01639 769315
Sugarcraft	Taibach CEC	19/09/2016	Mon	9.30am	01639 882104
TACS	Taibach CC	Ongoing	Sat	1.30pm	01639 886804
Taibach OAP	Taibach CC	Ongoing	Thur	1.00pm	01639 886804
Taibach Social Club	Taibach CC	Ongoing	Mon	1.00pm	01639 886804
Tai Chi	Rhydyfro Hall	24/08/2016	Wed	6.30pm	01639 686306
Ukulele	Neath YMCA	Ongoing	Wed	2.00pm	01639 769315
Ukulele	Neath YMCA	Ongoing	Fri	9.30am	01639 769315
Yoga	Neath YMCA	Ongoing	Thur	11.00am	01639 769315
Yoga	Ystalyfera HWB	Ongoing	Mon	5.45pm	01639 843965
Yoga	Ystalyfera HWB	Ongoing	Thur	5.45pm	01639 843965
Youth Club (Senior)	Croeserw Ent.Centre	Ongoing	Mon	6.00pm	01639 853020
Youth Club	Taibach CEC	Ongoing	Tue	7.00pm	01639 882104
Youth Club	Taibach CEC	Ongoing	Thur	7.00pm	01639 882104
Walking Group	Glynneath TC	Ongoing	Tue	11.00am	01639 721772

Adult Community Learning Learner Voice Having Your Say

How friendly and helpful all the staff were

Learning a new skill and meeting new people

Professional and approachable

Excellent support from the tutor who was very patient

Being with people who want to learn

Enjoyed the class environment and the tutor was great

Learning with others

Progression

Gaining confidence

Learning something new in a fun environment

Supportive environment from the tutor and classmates

Being accepted as an adult student

Gaining a new Qualification

**The learners comments above are from our
2015 - 2016 Learner Voice Survey**