

ADULT EDUCATION COURSES NOVEMBER/DECEMBER 2024

Eligibility and costs

You need to:

Live or work within the Wokingham Borough, or have a child attending a Wokingham school,

- AND be over 19 years old (as of 31st August 2023)
- AND be a UK or Irish citizen or a non-UK national with permission to live in the UK and have ordinarily been resident in the UK for at least 3 years

All **Ukrainian** adults and their family members supported through the Ukraine Family Scheme and Ukraine Sponsorship Scheme are immediately eligible for courses and are exempt from the 3-year residency requirement.

Learners with a BN(O) visa are eligible to apply for Community Learning courses.

There are a number of other exemptions including those for some asylum seekers or refugees. Please [email us](#) or call 0118 974 3797 if you wish to discuss any exemptions further.

Some courses are free and those courses that have a cost are free for anyone who is in receipt of Universal Credit (work related), Employment Support Allowance, Jobseeker's Allowance, or are on low income (under £20,000). Please [contact us](#) with any queries around costs.

People can enrol on the courses by clicking on the links for each course or they can contact the Adult Education team by emailing adulthoodeducation@wokingham.gov.uk or by phoning 01189 743797.

Digital Skills - First Steps in iPads and Internet

- 1 to 22 November, Wednesdays 10am to 12pm, Cornerstone, Wokingham
- £30
- [Apply here](#)

Get started with your iPad and gain confidence using it and the internet. The course covers settings, connecting securely to a WIFI network, swipe actions and the virtual keypad, using the App Store and internet browser. Learners do not need to bring their own device.

Terrific Times Tables

- 2 November, Thursday 12.45pm to 2.45pm, Brambles Childrens Centre, Wokingham
- Free course
- [Apply here](#)

Gain confidence in how to support your children with learning their times tables and the fun ways you can support them at home. Discover the different methods taught in school and expectations for each year group including the year 4 national times tables test.

Excel for Work

- 6 November to 11 December, Mondays 10.30am to 12.30pm, Wokingham Library
- £30
- [Apply here](#)

Learn how to create effective and professional Excel spreadsheets to meet common business needs including using formulas. Learn techniques for handling and sorting data for easier understanding and presenting.

Word for Beginners

- 6 November to 11 December, Mondays 2pm to 4pm, Wokingham Library
- £30
- [Apply here](#)

Learn to use Word to produce, save and print a variety of documents for use at home and in the workplace.

Business Maths Essentials

- 7 November to 5 December, Tuesdays, 6.30 to 8pm, online via Zoom
- Free course
- [Apply here](#)

This course will support learners to understand the financial terms used in businesses e.g. profit, costs, turnover and revenue. This Multiply course is suitable for anyone who may be starting up a new business, wishes to feel more confident with numbers used within business, or those wanting to practice these skills for their day-to-day job, or to upskill to apply for a new job or voluntary role.

Dealing with Anxiety for Secondary School Parents

- 7 and 14 November, Tuesdays 12pm to 1.30pm, Online via Zoom or 8 and 15 November, Wednesdays 7.30pm to 9pm, Online via Zoom
- £15
- Apply [here for the daytime course](#) or [here for the evening course](#)

Aimed at parents of secondary school pupils, this course will look at how anxiety presents in teenagers, and techniques that can be used to reduce it's impact.

Understanding your Payslip

- 8 and 15 November, Wednesdays 10am to 12pm, Radstock Community Centre, Earley
- Free course

- [Apply here](#)

Do you understand everything that is on your payslip and what it all means? This course is designed to support learners with understanding the information provided on a pay slip including pay periods, National Insurance, and tax. It is a practical course which will look at the types of calculations used to help explain the deductions from the money that you earned.

Money Management

- 13 November to 4 December, 6:30pm to 8pm, online via Zoom
- Free course
- [Apply here](#)

Do you need help with your household budgeting? This Multiply course will support learners with understanding household spending and introduce the basics of how to make and manage a household budget. It will look at the value of planning in advance, consider typical spending habits as well as tools to help assess promotions and deals to calculate whether they are a true saving for you.

Building your Confidence to Get Back into Work or Volunteering

- 15 November to 13 December, Wednesdays 10am to 11.30am, online via Zoom
- Free course
- [Apply here](#)

Getting into work or volunteering after a break for any reason, or for the first time in a new country, can be daunting. This course will help you to identify all the strengths and qualities you have that employers want and look at ways to expand your experience through volunteering or further learning while building your confidence to take the next steps.

Excel at Budgeting

- 16 November, Thursday, 10.00am to 12.00pm, Wokingham Library
- Free course
- [Apply here](#)

Have you thought about using Excel for your own personal budgeting purposes? Learn how to manage what you spend against your income or budget using basic formatting and maths functions in Excel. This is aimed at people with a basic knowledge of using Excel and is part of the [Multiply](#) initiative.

Introduction to being a Teaching Assistant and Working in Schools

- 16 November to 14 December, Thursdays 12.45pm to 2.45pm, Cornerstone, Wokingham
- £45
- [Apply here](#)

Find out more about different roles available in schools and gain an understanding of how to apply for roles. Explore your own strengths and weaknesses in your transferable skills and build your confidence to apply for roles in schools.

Fun with Time

- 23 November, Thursday 12.30pm to 2.30pm, Finchampstead Childrens Centre
- Free Course
- [Apply here](#)

Gain confidence in how to support your children with telling the time and the fun ways you can support their learning at home. Discover the different methods used to teach time in school and the expectations of each year group.

Learn with Lego

- 30 November, Thursday 12.30pm to 2.30pm, Loddon Hall, Twyford
- Free course
- [Apply here](#)

Learn how to use Lego with your children for more than building! Explore basic maths and gain confidence in using bricks to help your child count and measure and explore mathematical problems of symmetry and patterns. This course is aimed at parents / carers of preschoolers and infant school aged children as part of the [Multiply](#) initiative.
