

# Academic Year 2020 - 2021

## Online Course Prospectus

### Online Learning

Sandwell Adult and Family Learning (SAFL) is the adult education service for Sandwell Metropolitan Borough Council.

Our online offer provides the flexibility to fit learning around your busy lives. So, whether you need to re-train and upskill to enhance your CV, improve your wellbeing and mental health or would just like to try something new, **SAFL Online** are here to support you

**Shaping Lives, Through Learning.**

#### How can we help?

- Small class sizes
- A welcoming atmosphere
- Personal learning and development plans for your future
- Free face to face support
- Improve your digital skills

Check out our website and social media for up to date information.

[www.learnsafl.ac.uk](http://www.learnsafl.ac.uk)

Facebook: @SandwellAdultEd

Twitter: @learnsafl

Course dates and prices may change please email: [contact\\_safl@sandwell.gov.uk](mailto:contact_safl@sandwell.gov.uk)

For more information on what's on offer or to enrol on a course

**Tel: 0121 557 0837**

**email: [Contact\\_Safl@sandwell.gov.uk](mailto:Contact_Safl@sandwell.gov.uk) or  
check our website [www.learnsafl.ac.uk](http://www.learnsafl.ac.uk)**



## Online CPD Certified Courses. To join email: contact\_safl.gov.uk

Courses	Fees		Start Date	End Date
<b>CPD Principles of Internet Safety</b>	There are no fees charged to you for any of the following on line courses Your course fees are paid for through the West Midlands Combined Authority, which is government funding. This course is 4 guided learning hours	Enrol anytime	Ongoing	Ongoing
<b>E Safety for parents on line workshop</b>	This course is 2 guided learning hours	Enrol anytime	Ongoing	Ongoing
<b>CPD Personal money management</b>	This course is 4 guided learning hours	Enrol Anytime	Ongoing	Ongoing

## Online Courses .To join email: contact\_safl@sandwell.gov.uk

Courses			Start Date	End Date
<b>Finding a job on line</b>	The course will build confidence, using computers, tablets (iPads) and Smartphones in a relaxed and friendly environment. The course covers how to get started on a device and will cover online job searching, filing applications online and taking part in interviews through an online platform. This course is 10 guided learning hours	1pm—3pm	Tuesday 2 March 2021	Tuesday 30th March
<b>Preparing to work in Schools</b>	The course is aimed at a range of learners who are thinking of working in a school setting or maybe need some support with home schooling including mature learners or people where English is an additional language This course is 48 guided learning hours	9.30am—12pm	Tuesday 2 March 2021	20 July 2021
<b>Information, Advice &amp; Guidance L2 Plus 2 Mandatory units</b>	This course aims to equip you with the practical skills needed to successfully convey information, advice or guidance in a wide range of situations and sectors. The course covers a variety of key topics crucial to providing an excellent and efficient service, including questioning, listening and communicating techniques, the importance of confidentiality and how to overcome barriers.	This course will take between 8—12 weeks to complete		

**97%**  
**Learner**  
**Satisfaction**

# Online CPD Certified Courses to Enhance your CV

Courses	Fees		Start Date
<b>CPD Safeguarding Adults &amp; Children</b>	There are no fees charged to you for any of the following on line courses Your course fees are paid for through the West Midlands Combined Authority, which is government funding. This course is 4 guided learning hours	Enrol anytime	Ongoing
<b>CPD Principles of customer service</b>	This course is 4 guided learning hours	Enrol anytime	Ongoing
<b>CPD Fire Safety</b>	This course is 4 guided learning hours	Enrol Anytime	Ongoing
<b>CPD Manual Handling</b>	This course is 4 guided learning hours	Enrol Anytime	Ongoing
<b>CPD Health &amp; Safety</b>	This course is 4 guided learning hours	Enrol Anytime	Ongoing
<b>CPD Food Safety</b>	This course is 4 guided learning hours	Enrol Anytime	Ongoing
<b>CPD Prevention &amp; Control of Infection</b>	This course is 4 guided learning hours	Enrol Anytime	Ongoing
<b>CPD Risk Assessment</b>	This course is 4 guided learning hours	Enrol Anytime	Ongoing
<b>CPD Conflict Management</b>	This course is 4 guided learning hours	Enrol Anytime	Ongoing
<b>CPD Discipline in the workplace</b>	This course is 2 guided learning hours	Enrol Anytime	Ongoing
<b>CPD Organising and Delegating</b>	This course is 4 guided learning hours	Enrol Anytime	Ongoing
<b>CPD Planning and delegating work</b>	This course is 4 guided learning hours	Enrol Anytime	Ongoing
<b>CPD Solving problems and making decisions</b>	This course is 4 guided learning hours	Enrol Anytime	Ongoing
<b>CPD Understanding Leadership</b>	This course is 4 guided learning hours	Enrol Anytime	Ongoing

For more information please check our website  
[www.learnsafl.ac.uk](http://www.learnsafl.ac.uk)



# Online CPD Courses for Wellbeing and Mental Health

To enrol please email: [contact\\_safl@sandwell.gov.uk](mailto:contact_safl@sandwell.gov.uk)

Courses	Fees		Start Date
<b>CPD</b> <b>Mental Health Awareness</b>	There are no fees charged to you for any of the following on line courses Your course fees are paid for through the West Midlands Combined Authority, which is government funding.	8 guided learner hours	Ongoing Enrol Anytime
<b>CPD</b> <b>Understanding Anxiety</b> <b>Mental Health</b>		4 guided learning hours	Enrol Anytime
<b>CPD</b> <b>Understanding Depression</b> <b>Mental Health</b>		4 guided learning hours	Enrol Anytime
<b>CPD</b> <b>Understanding Stress</b> <b>Mental Health</b>		4 guided learning hours	Enrol Anytime
<b>CPD</b> <b>Stress Management</b> <b>Mental Health</b>		4 guided learning hours	Enrol Anytime
<b>CPD</b> <b>Explore the principles of</b> <b>Healthy Eating</b> <b>Wellbeing</b>		4 guided learning hours	Enrol Anytime
<b>CPD</b> <b>Explore the principles of</b> <b>Exercise and Fitness</b>		4 guided learning hours	Enrol Anytime

