Broadland Housing Association
Course guide Spring/Summer 2018-19

There’s a WEA course for you

WEA
Adult Learning
Within Reach

Improving life opportunities for the people of Norfolk and North Suffolk through housing and support provision
Learn the WEA way.
Your way.

Welcome to the UK’s largest voluntary sector provider of adult education.

At the WEA, we believe all adults should have access to the opportunities of education, right on their doorstep. With 2,000+ dedicated tutors, 3,000+ active volunteers and supportive members, working across 2,000+ course venues - we spread our impact nationwide.

Together, we believe in access to adult learning for all. We believe in lifelong learning for all. And, we believe adult learning counts towards a better, fairer society for all.

Whether it’s about feeling better equipped with the skills to take on tomorrow, or it’s simply learning and debating ideas for the joy of it – we’re here, working together with Broadland Housing, to make good things happen in our communities and to our society.

Any questions regarding WEA courses with Broadland Housing, please contact Adam on abracher@wea.org.uk or 07919144217.
Enrolment and Support

How do I enrol?
Courses are available to book online or by calling us. There is a web link under each of the courses in this brochure that will take you direct to the online course enrolment page.

W. wea.org.uk  T. 0300 303 3464

Are classes reliant on size?
Yes. If numbers are too low the course may be cancelled or re-arranged to another time. We require a minimum of 10 students per course. For taster courses we can run with 6 students.

What if I have a disability, learning difficulty, health issue or other support needs?
Then we’re ready to help as best we can. Speak to your Broadland Housing Association contact so that we can make plans before you start a course.

Do you choose accessible venues?
We try to, wherever possible, but we can’t guarantee it in all cases. Get in touch for details of a venue’s accessibility.

What are the course costs?
You are entitled to free tuition if you receive certain benefits, as listed below (or if you are dependent on someone who receives those benefits). You may be asked for evidence of your benefit status such as a letter from Job Centre Plus.

- Job Seekers Allowance
- Employment and Support Allowance (ESA - work related)
- Universal Credit and earn less than £338 per month or household earns less than £541 per month
- Income Support, Housing Benefit, Council Tax Reduction (not single occupancy discount) or Employment and Support Allowance (ESA) support group
- Working Tax Credit
- Pension Guarantee Credit
- Asylum Seeker

Please note these may be subject to change due to funding requirements.

Funding to attend these courses for BHA Tenant’s that do not fit the above criteria, may be still available from the Association. Please call Kate Sadler (Employment & Training Coach - BHA) to discuss on 0160 3750128

These are just a few of the courses that we deliver. For more information please visit:
- https://www.wea.org.uk/eastern/courses-0
The WEA Pathways have been developed specifically to offer a range of courses tailored to suit you.

There are a range of taster sessions and introduction courses to support you as you move through the pathway until you may feel ready to undertake an accredited courses which will lead to a qualification.

These pathways are specific to help you decide on the direction of study and work you wish to take. The current pathways are:

- Starting your own business
- Adult Social Care
- Building a CV
- Working as a Teaching Assistant

Over the next few pages, you will be able to book onto courses within the pathways that will benefit your employability options.

If what is being provided in another area is of more interest, then please talk with Broadland Housing to see if we can run your chosen course locally to you.
Norwich  Start your own business pathway

1. **Taster - Recognise your potential 2hrs**
   Boost confidence and realise that personal skills and qualities count.
   - **Date:** Mon 4th March 2019  
   - **Time:** 10:00 - 12:00  
   - **Course Ref:** C2226368
   - **Venue:** Broadland Housing Association, The Elms, Unthank Road, Norwich

2. **Taster - Start your own business 2hrs**
   Find out exactly what the implications of starting your own business and self-employment really are.
   - **Date:** Tue 19th March 2019  
   - **Time:** 10:00 - 12:00  
   - **Course Ref:** C2226378
   - **Venue:** Broadland Housing Association, The Elms, Unthank Road, Norwich

3. **Course - Develop Social Media skills 12hrs**
   Discover how social media can aid networking and support exploring local employment opportunities.
   - **Date:** TBC  
   - **Time:** TBC  
   - **Course Ref:** ****
   - **Venue:** Broadland Housing Association, The Elms, Unthank Road, Norwich
   - Bookings for the course will open soon

4. **Course - Start your own business 12hrs**
   Discover the key elements needed to set up a small business.
   - **Date:** TBC  
   - **Time:** TBC  
   - **Course Ref:** ****
   - **Venue:** Broadland Housing Association, The Elms, Unthank Road, Norwich
   - Bookings for the course will open soon

5. **Course - Introduction to bookkeeping and accounting 8hrs**
   Learn about the essential numerical skills required for accounting and bookkeeping.
   - **Date:** TBC  
   - **Time:** TBC  
   - **Course Ref:** ****
   - **Venue:** Broadland Housing Association, The Elms, Unthank Road, Norwich
   - Bookings for the course will open soon
Dereham  Adult Social Care pathway

1. **Taster - Recognise your potential 2hrs**
   Boost confidence and realise that personal skills and qualities count.
   - **Date**: Tue 5th March 2019  
   - **Time**: 10:00 - 12:00  
   - **Course Ref**: C2226372
   - **Venue**: Broadland Housing, No 7 Aldiss Court, High Street, Dereham, NR19 1TS
   

2. **Workshop - What is care work and working with dementia 5hrs**
   The aim of this workshop is to provide an introduction to care work and explain what dementia is.
   - **Date**: Tue 26th March 2019  
   - **Time**: 10:00 - 15:00  
   - **Course Ref**: C2226375
   - **Venue**: Broadland Housing, No 7 Aldiss Court, High Street, Dereham, NR19 1TS
   

3. **Course - Introduction to Working in Health, Adult and Child care 27hrs**
   Discover the values, principles, skills and attitudes required for working in health, adult and childcare.
   - **Date**: TBC
   - **Time**: TBC  
   - **Course Ref**: ****
   - **Venue**: Broadland Housing, No 7 Aldiss Court, High Street, Dereham, NR19 1TS
   Bookings for the course will open soon

4. **Course - Confidence to Study 26hrs**
   Identify key study skills for further study at level 3 and above.
   - **Date**: TBC
   - **Time**: TBC  
   - **Course Ref**: ****
   - **Venue**: Broadland Housing, No 7 Aldiss Court, High Street, Dereham, NR19 1TS
   Bookings for the course will open soon

5. **Course - Level 1 Award in preparing to work in Adult Social Care 60hrs**
   This course provides students with an insight into the adult social care sector.
   - **Date**: TBC
   - **Time**: TBC  
   - **Course Ref**: ****
   - **Venue**: Broadland Housing, No 7 Aldiss Court, High Street, Dereham, NR19 1TS
   Bookings for the course will open soon
Kings Lynn  Teaching assistant pathway

1. **Taster - Recognise your potential 2hrs**
   - Boost confidence and realise that personal skills and qualities count.
   - **Date** Mon 11th March 2019  **Time** 10:00 - 12:00  **Course Ref** C2226373
   - **Venue** Broadland Housing, Pleasant Ct, King's Lynn PE30 5PR

2. **Taster - Working as a Teaching Assistant 2hrs**
   - Recognise the skills and qualities needed to work as a teaching assistant.
   - **Date** Mon 25th March 2019  **Time** 10:00 - 12:00  **Course Ref** C2226374
   - **Venue** Broadland Housing, Pleasant Ct, King's Lynn PE30 5PR

3. **Course - Introduction to helping in a school 14hrs**
   - Explore how literacy and numeracy are taught in primary schools and how to manage behaviour.
   - **Date** TBC  **Time** TBC  **Course Ref** ****
   - **Venue** Broadland Housing, Pleasant Ct, King's Lynn PE30 5PR
   - Bookings for the course will open soon

4. **Course - Confidence to Study 26hrs**
   - Identify key study skills for further study at level 3 and above.
   - **Date** TBC  **Time** TBC  **Course Ref** ****
   - **Venue** Broadland Housing, Pleasant Ct, King's Lynn PE30 5PR
   - Bookings for the course will open soon

5. **Course - Level 2 Award in Support Work in Schools & Colleges 65hrs**
   - Covers areas such as children and young people's development, safeguarding & communication
   - **Date** TBC  **Time** TBC  **Course Ref** ****
   - **Venue** Broadland Housing, Pleasant Ct, King's Lynn PE30 5PR
   - Bookings for the course will open soon
Great Yarmouth Building a CV pathway

Taster - Recognise your potential 2hrs
Boost confidence and realise that personal skills and qualities count.
Date: Mon 4th March 2019  Time: 14:00 - 16:00  CourseRef: C2226370

Venue: Broadland Housing Association, 19-20 Regent Street, Great Yarmouth NR30 1RL
To book your place online visit https://enrolonline.wea.org.uk/Online/2018/CourseInfo.aspx?r=C2226370 - Or ring 0300 303 3464

Taster - Get ready for work 2hrs
Identify skills, qualities and attitudes for learning and work.
Date: Fri 29th March 2019  Time: 10:00 - 12:00  CourseRef: C2226376

Venue: Broadland Housing Association, 19-20 Regent Street, Great Yarmouth NR30 1RL
To book your place online visit https://enrolonline.wea.org.uk/Online/2018/CourseInfo.aspx?r=C2226376 - Or ring 0300 303 3464

Course - First steps into employment 20hrs
Encourages and motivates people of working age to gain employment perhaps for the first time.
Date: TBC  Time: TBC  Course Ref: ****
Venue: Broadland Housing Association, 19-20 Regent Street, Great Yarmouth NR30 1RL
Bookings for the course will open soon

Course - Introduction to Health and Safety 18hrs
Find out about health and safety regulations and how to implement them in the workplace.
Date: TBC  Time: TBC  Course Ref: ****
Venue: Broadland Housing Association, 19-20 Regent Street, Great Yarmouth NR30 1RL
Bookings for the course will open soon

Course - Level 1 Award in Employability Skills 36hrs
An accredited course for people wishing to receive a qualification to help them into employment.
Date: TBC  Time: TBC  Course Ref: ****
Venue: Broadland Housing Association, 19-20 Regent Street, Great Yarmouth NR30 1RL
Bookings for the course will open soon
Become a WEA member today and help to transform lives, communities and your society through adult education.

**Support us**
**Believe in us**
**Join us!**

As a WEA member you can ...

- Support a movement that has championed high quality adult education since 1903
- Have your say in how the WEA is run and how we help
- Get involved - connect to your local branch or group – volunteer, attend events, find new friends or bring along old ones!

**Members receive:** newsletters, access to events, an exclusive members’ website, your membership card, and our new member-led Highway magazine.

**Join us today!**
Visit: wea.org.uk/get-involved/membership

* Membership is free to volunteers and those on low income.

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Membership of the WEA has brought me long term friendships and personal fulfilment.

**Betty, Member, Harpenden Branch**
Feedback and Complaints
We welcome your feedback to help us improve our service. If you have a suggestion on how we could improve our services, call our Suggestions Line on 0300 303 3464 or email suggestions@wea.org.uk. You can also contact your Regional Office directly.

Staying Safe
The WEA is committed to providing a welcoming environment where everyone is respected, valued and feels safe and secure. If you have any concerns you can speak to your tutor or you can contact our safeguarding staff via your Regional Office.

Equality, Diversity and Inclusion
The WEA believes that education plays a major role in challenging discrimination and disadvantage. We are committed to inclusive learning and ensuring that all our students achieve the best possible outcomes. Equality, Diversity and Inclusion in the WEA is a collective responsibility. We expect everyone involved in the WEA to challenge conditions that place anyone at a disadvantage and create an inclusive community in which diversity is valued and celebrated.

Learning Agreement and Student Code of Conduct
When you enrol with the WEA you will enter into a Learning Agreement with us. This is printed on your enrolment form. The Student Code of Conduct together with the Learning Agreement can be found on our website at: wea.org.uk/policies. These set out our joint responsibilities for creating a positive learning environment.

Get Involved
The WEA is a membership organisation which encourages our students and supporters to join us to help build a strong voice for adult learning. This is what makes us distinctive and different from other learning providers. By becoming a member of the WEA you are agreeing to the charitable aims, mission and values of the Association. If you are interested in finding out more, please visit the website wea.org.uk/get-involved/membership or call 0207 426 3460.

If you would like to volunteer please speak to your WEA tutor, local course organiser, telephone the Regional Office or look at our website wea.org.uk/volunteer for more information.

If you can’t find the right course for you please contact your Regional Office or if you are looking for a course to support your career development please contact the National Careers Service on 0800 100 900.
The WEA
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27/28 Bridge Street
Cambridge
CB2 1UJ

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E. eastern@wea.org.uk
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@WEAEastern
WEA Eastern Region

The WEA is a charity registered in England and Wales (no. 1112775) and in Scotland (no. SC039239).