



HONEYCOMB  
GROUP

# LIVE AND LEARN

SEVENTH EDITION

Opportunities for customers,  
including computer courses,  
hobbies, skills and much more.



# Contents

Computers for beginners	05
Microsoft Word	05
Microsoft Excel	06
Web design	06
Microsoft Office Specialist (MOS)	07
European Computer Driving Licence	08
E-Safety	08
Photo editing	09
Trace your family tree	09
Drawing and painting for beginners	10
Digital photography	10
Colour, crystals and chakras	11
Reflexology	11
Holistic therapies	12
Hand and nail treatment	12





Sewing techniques	13
Gardening workshop	13
Basic cooking skills	14
Money management	14
Assertiveness	15
Stress management	15
Dress making & tailoring	16
Pottery skills	16
Level 2 food safety	17
Safeguarding	17
Emergency and basic first aid	18
Maths & english	18
Learn a language - French or Spanish	19
Counselling	19
Psychology courses	20
British sign language for beginners	20





## WELCOME TO THE SIXTH EDITION OF HONEYCOMB GROUP'S LIVE AND LEARN PROGRAMME.


This edition of Live and Learn contains a range of courses that cover improving your computer skills, developing a new skill or improving an existing one. Courses that can be used to help enhance your CV, find employment or simply to get out and try something new.



*'All courses are free to Staffs housing tenants, leaseholders and customers receiving services from Glow, Concrete and Revival.'*

The cost of the courses is covered by Honeycomb Group. We can also assist with travel and childcare costs if required. If you are not a tenant or leaseholder of Staffs Housing or in receipt of a Concrete, Glow or Revival support service you can still do the courses but at your own expense. Most courses take place in Stoke on Trent, Leek and Stafford.





There are many different courses out there and putting all of them in one booklet would be impossible. So if you find a course you like that we haven't included, please let us know, and we will see if we can help out, as well as including it in a later edition.

And if you have a particular skill that you would like to train or share with others, let us know and we can add that too. We have a number of communal facilities you could use. If there is enough interest in a particular hobby, we may be able to get funding to buy equipment.

We hope that you will take advantage of some of the courses on offer. If you are unsure which course would suit you best, please contact us and we can discuss the options available to you.

Look on the back page for details on how to book a course.



# COMPUTERS FOR BEGINNERS

## COURSE DETAILS

- Session length: 2.5 hours per week
- Course length: 5-7 weeks
- Course location; Various locations in Staffordshire

## WHAT WILL I LEARN?

This course will help you gain an understanding of how to use a computer. It teaches you basic use of office packages, how to navigate the internet and begins simply showing you how to switch the computer on. You don't need any previous experience computer skills to do this course.

## WHAT WILL I DO?

The sessions will be taught in a computer suite where you will work through a number of tasks guided by a tutor. You do not need to have your own computer to do this course.

## MICROSOFT WORD

### COURSE DETAILS

- Session length: 2.5 hours per week
- Course length; 5-7 weeks
- Course location; Various locations in Staffordshire

### WHAT WILL I LEARN?

Learn to create a Word Document, change fonts, and insert tables.

### WHAT WILL I DO?

The sessions will be taught in a computer suite where you will work through a number of tasks guided by a tutor. You will need to have a basic knowledge of computers to do this course.

# MICROSOFT EXCEL



## COURSE DETAILS

- Session length: 2.5 hours per week
- Course length; 5-7 weeks
- Course location; Various locations in Staffordshire

## WHAT WILL I LEARN?

Learn how to create simple spreadsheet, enter date and use basic formulas to produce charts or graphs.

## WHAT WILL I DO?

The sessions will be taught in a computer suite where you will work through a number of tasks guided by a tutor. You will need to have a basic knowledge of computers to do this course.



# WEB DESIGN

## COURSE DETAILS

- Session length: 2.5 hours per week
- Course length; 5-7 weeks
- Course location; Various locations in Staffordshire

## WHAT WILL I LEARN?

Learn the basic concepts of planning and building a small website. This includes hyperlinks, basic HTML, image manipulation, usability and accessibility issues.

## WHAT WILL I DO?

The sessions will be taught in a computer suite where you will work through a number of tasks guided by a tutor. You will need to have a basic knowledge of computers to do this course.



## MICROSOFT OFFICE SPECIALIST (MOS)

### COURSE DETAILS

- Session length: 2 hours per week
- Course length: 10 weeks
- Course location; Stoke-on-Trent College

### ABOUT THE COURSE

MOS certifications are for the advanced IT user and usually follow on from the ECDL courses, recognised by employers and institutions. On successful completion of this unit, certification is awarded by Microsoft directly.

There are a 5 courses you can choose to do and are specific to the Microsoft Office range of software; Excel, Word, Access, Outlook and Powerpoint.

Study is tutor led but also involves some working at home outside of the tutor sessions.





# EUROPEAN COMPUTER DRIVING LICENCE (ECDL)

## COURSE DETAILS

- Session length: 2 hours per week
- Course length: 10 weeks
- Course location; Stoke-on-Trent College

## ABOUT THE COURSE

The ECDL qualification is recognised by employers and institutions and is taught at levels one and two. Each level contains individual courses across a range of work based IT functions. These can be studied on their own or collectively to achieve the full qualification.

It focuses on how computers are used in the workplace; presentations, databases, security, spreadsheets, word processing, project management and internet and email. Study is tutor led but also involves some work outside of the tutor sessions.

## E-SAFETY

### COURSE DETAILS

- Session length: Half day
- Course length; One-off session
- Course location; Various locations in Staffordshire

### WHAT WILL I LEARN?

How to be safe online and deal with issues that pose risks to your wellbeing and safety.

### WHAT WILL I DO?

You will gain an understanding of IT security including firewalls and anti-virus software, safe working practises, data security and data protection.

## PHOTO EDITING

### COURSE DETAILS

- Session length: 2 hours per week
- Course length: Up to 6 weeks
- Course location: Various locations in Staffordshire

### WHAT WILL I LEARN?

Learn how to download and manipulate photographs including cropping and eliminating red eye.

### WHAT WILL I DO?

The sessions will be taught in a computer suite where you will work through a number of tasks guided by your tutor. You will need a basic knowledge of computers to do this course.

## TRACE YOUR FAMILY TREE

### COURSE DETAILS

- Session length: Drop in sessions during the year.
- Course location: Various locations in Staffordshire

### WHAT WILL I LEARN?

You will receive helpful hints and guidance on how to go about tracing your ancestry.

### WHAT WILL I DO?

You will be taught the skills, hints and tips to guide you through the early stages of tracing your own family tree.

Did you know that you can access your online records for free at any Stoke-on-Trent library?

# DRAWING AND PAINTING FOR BEGINNERS

## COURSE DETAILS

- Session length: 2 hours per week
- Course length; Up to 5 weeks
- Course location; Various locations in Staffordshire



## WHAT WILL I LEARN?

A basic introduction to drawing and painting techniques and materials.

## WHAT WILL I DO?

Materials are provided in the sessions. You will pick an object to draw, and the tutor will provide help, ensuring you are using the correct techniques to create the artwork.



# DIGITAL PHOTOGRAPHY

## COURSE DETAILS

- Session length: 2 hours per week
- Course length; Up to 5 weeks
- Course location; Various locations in Staffordshire

## WHAT WILL I LEARN?

The basics of operating a digital camera and downloading images.

## WHAT WILL I DO?

The sessions will be taught in a computer suite where you will work through a number of tasks guided by your tutor. You will need a basic knowledge of computers to do this course.



## COLOUR, CRYSTALS AND CHAKRAS

### COURSE DETAILS

- Session length: 2 hours per week
- Course length; 4 weeks
- Course location; Various locations in Saffordshire

### WHAT WILL I LEARN?

How you can use crystals, pendulums and wands to heal your mind, body and chakras and utilise colours that will enhance your life and health.

### WHAT WILL I DO?

- Learn the history and principles of colour therapy.
- Demonstrate pendulum use to balance chakras
- Learn to make crystal elixirs



## REFLEXOLOGY

### COURSE DETAILS

- Session length: 2 hours per week
- Course length; Up to 5 weeks
- Course location; Various locations in Staffordshire

### WHAT WILL I LEARN?

Reflexology ( zone therapy) is a form of alternative medicine. It involves the physical art of applying pressure to the feet and hands with specific thumb, finger and hand techniques without using oil or lotion.

## HOLISTIC THERAPIES

### COURSE DETAILS

- Session length: 2 hours per week
- Course length: 3 weeks
- Course location; Various locations in Staffordshire

### WHAT WILL I LEARN?

Explore and experience the benefits of aromatherapy, Indian head massage and reflexology.

### WHAT WILL I DO?

You will learn in a classroom. There will be some practical sessions which may involve standing for prolonged periods.

## HAND & NAIL TREATMENTS

### COURSE DETAILS

- Session length: 2 hours per week
- Course length; Up to 5 weeks
- Course location; Various locations in Staffordshire

### WHAT WILL I LEARN?

Learn the basic principles of manicure, nail polish application and hand massage.

### WHAT WILL I DO?

You will be taught by a manicurist in a classroom environment and take part in practical sessions.

## SEWING TECHNIQUES

### COURSE DETAILS

- Session length: 2 hours per week
- Course length; 5 weeks
- Course location; Various locations in Staffordshire

### WHAT WILL I LEARN?

Learn basic sewing techniques from hemming, putting in a zip, to following a dressmaking pattern.

### WHAT WILL I DO?

All sewing machines, irons and ironing boards are provided. You will need to bring your own basic sewing kits (pins, needles and scissors).

## GARDENING WORKSHOP

### COURSE DETAILS

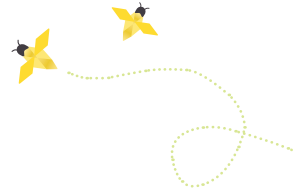
- Session length: 2 hours
- Course length; One-off session
- Course location; To be confirmed

### WHAT WILL I LEARN?

You will learn about seasonal planting. Knowing what grows well in the vegetable garden is really important, but with 12 months a year and lots of fruit and veg on offer, remembering what, when and where can be tricky.

This course gives you an insight to what you could be growing this month, and what you should be planting later this year.

## BASIC COOKING SKILLS



### COURSE DETAILS

- Session length: To be confirmed
- Course length; To be confirmed
- Course location; Various locations in Staffordshire

### WHAT WILL I LEARN?

You will be able to plan a meal for the week and cook basic recipes.

### WHAT WILL I DO?

This course will be held in a teaching kitchen, where you will be taught how to budget and plan healthy meals for the week and cook basic recipes.



## MONEY MANAGEMENT

### COURSE DETAILS

- Session length: 2-3 hours per week
- Course length; 3 sessions
- Course location; Location to be confirmed

### WHAT WILL I LEARN?

You will learn to keep control of your finances by learning some basic principles of good money management.

### WHAT WILL I DO?

Attend an interactive, practical training session run by CAB. You will learn to manage your income, expenditure and day-to-day budgeting as well as making the most of your money.



## ASSERTIVENESS

### COURSE DETAILS

- Session length: Half day
- Course length; One-off session
- Course location; Various locations in Staffordshire

### WHAT WILL I LEARN?

You will learn to communicate in a positive way. This is done by teaching you techniques that give you a firm, clear and respectful message. This course would be suitable for those looking to increase their confidence levels.

### WHAT WILL I DO?

Take part in a practical, interactive workshop that will provide some of the tools needed to be more assertive.



## STRESS MANAGEMENT

### COURSE DETAILS

- Session length: 2 hours per week
- Course length; 3 weeks
- Course location; Various locations in Staffordshire

### WHAT WILL I LEARN?

Understand causes and consequences of stress and learn techniques to manage stress.

### WHAT WILL I DO?

If you are finding it difficult to cope with stress, this course can help you develop ways to handle it. You can either change the situation or change your reaction. To help you decide, you will learn about the 4 As: avoid, alter, adapt or accept.



# DRESS MAKING/ TAILORING

## COURSE DETAILS

- Session length: 2.5 hours per week
- Course length; 8 weeks
- Course location; Various locations in Staffordshire

## WHAT WILL I LEARN?

You will make your own piece of clothing.

## WHAT WILL I DO?

- Identify materials for your chosen project
- Learn new skills like inserting a zip and button hole
- Correctly take and record personal measurements

You will need a basic knowledge sewing and experience using a sewing machine to do this course.

# POTTERY SKILLS

AVAILABLE AT BEGINNER & INTERMEDIATE LEVELS

## COURSE DETAILS

- Session length: 2.5 hours per week
- Course length; 10 weeks
- Course location; Spode Works, Stoke

## WHAT WILL I LEARN?

You will learn skills associated with the city's most famous export and create your own piece of art along the way.

## LEVEL 2 FOOD SAFETY

### COURSE DETAILS

- Session length: 1 day
- Course length: One-off session
- Course location: Various locations in Staffordshire

### WHAT WILL I LEARN?

Learn the importance of cleaning, disinfecting and maintaining high standards in food preparation. The course covers everything from food poisoning to personal hygiene.

### WHAT WILL I DO?

You will spend the majority of the day covering the various topics relating to food safety. At the end of the day, there is a short test. If you pass, you will be issued with a certificate and course manual.

## SAFEGUARDING COURSES

### COURSE DETAILS

- Session length: 1-4 hours
- Course length: One-off session
- Course location: At home or 308 London Road

### WHAT WILL I LEARN?

A range of on-line courses covering the safeguarding of children and vulnerable adults.

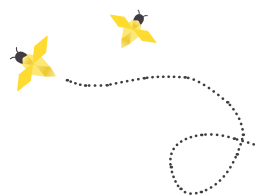
### WHAT WILL I DO?

The course is delivered online only. You will work through a number of modules with an assessment taking place after the completion of all modules. You can complete the course in your home or if you do not have access to a computer can use our IT training room.

# EMERGENCY AND BASIC FIRST AID

## COURSE DETAILS

- Session length: 1 day
- Course length: One-off session
- Course location: To be arranged



## WHAT WILL I LEARN?

This course combines emergency and basic first aid courses. It's ideal if you want to learn first aid protocols and resuscitation skills, how to deal with minor conditions and those that can be more serious.

## WHAT WILL I DO?

This course involves bending and crouching. You may also have to practice resuscitation techniques on a first aid dummy.



# MATHS & ENGLISH

## COURSE DETAILS

- Session length: 4 hours per week
- Course length: 10 weeks
- Course location: Various locations in Staffordshire

## WHAT WILL I LEARN?

This course helps you improve your maths, reading, writing and conversational skill used in everyday life. We take real life examples such as checking bills, understanding discounts in sales, writing letters, and making sense of information in documents.

## WHAT WILL I DO?

We provide a supportive and friendly atmosphere in which to gain an up-to-date national qualification.



## LEARN A LANGUAGE - FRENCH OR SPANISH

### COURSE DETAILS

- Session length: 2 hours per week
- Course length; 12 weeks
- Course location; Various locations in Staffordshire

### WHAT WILL I LEARN?

Holiday and beginners courses in French or Spanish.

### WHAT WILL I DO?

The course provides useful phrases and basic conversational techniques.

## COUNSELLING SKILLS INTRODUCTION



### COURSE DETAILS

- Session length: 2-3 hours per week
- Course length; 8-10 weeks
- Course location; Various locations in Staffordshire

### WHAT WILL I LEARN?

Develop the skills and techniques to enable effective communication, develop life skills and empathise with others.

### WHAT WILL I DO?

In a classroom environment you may cover subjects including:

- What is counselling
- Qualities required to help others
- Ethical use of interpersonal skills
- How to apply skills
- Using you skills

## VARIOUS PSYCHOLOGY COURSES

### COURSE DETAILS

- Session length: 2-3 hours per week
- Course length; 1-7 weeks
- Course location; Various locations in Staffordshire

### WHAT WILL I LEARN?

- Behaviour - understand and learn why people behave the way they do.
- Crime - learn why some children become involved in crime, including childhood experiences and circumstantial reasons.
- Debates and memory - learn the debates that are active in psychology and understand the human memory.
- Ageing - understand the changes in the human brain as it matures.

## BRITISH SIGN LANGUAGE FOR BEGINNERS

### COURSE DETAILS

- Session length: 2 hours per week
- Course length; 5-10 weeks
- Course location; Various locations in Staffordshire

### WHAT WILL I LEARN?

After completing this course, you will be able to communicate and understand signing and finger spelling skills. You will also have gained an awareness of the deaf community and culture.

### WHAT WILL I DO?

Teaching will involve classroom activities including tutor presentations, role play and practice and group work.

## WEA

WEA are a national education charity who offer community based learning courses in various venues across Stoke-on-Trent and Staffordshire.

You can find details about their courses on their website [www.wea.org.uk](http://www.wea.org.uk) or contact the Education Coordinator, Claire Stewart, on 07876356040 or email [claire.stewart.wea.org.uk](mailto:claire.stewart.wea.org.uk)



## CHANGES



Based in Stoke, Changes offer free wellbeing and mental fitness courses. The courses are typically held over 6 weekly sessions lasting 2 and half hours each and cover a range of topics including;

- Emotional wellbeing
- Coping with stress
- Setting and achieving goals
- Realising potential
- Healthy lifestyles

Changes also offer Adult peer support groups throughout North Staffordshire which are Free, confidential and with open access so no referral needed.

For further information and details of current courses visit [www.changes.org.uk](http://www.changes.org.uk) or contact 01782 411433 or email [stoke@changes.org.uk](mailto:stoke@changes.org.uk)





## THE NATIONAL CAREERS SERVICE

### WHAT DOES THE NATIONAL CAREERS SERVICE OFFER?

The National Careers Service offers careers and skills advice to fit your individual needs. They can help you:

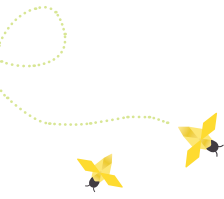
- Find learning and training that is right for you
- Improve your reading, writing and maths
- Develop you CV
- Improve your presentation and interview skills

### WHAT WILL I LEARN?

The National Careers Service is a free service, which provides information, careers and skills advice that's tailored to you. They can help you online, over the phone, or face-to-face.







## THE PRINCE'S TRUST

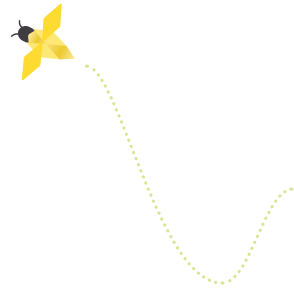
### TRAINING PROGRAMMES AND MENTORING FOR YOUNG PEOPLE

Are you looking to make a change in your life? If you're unemployed and in need of support, The Prince's Trust can help you in a number of ways, including free training courses, brand new experiences, support, mentoring and finance.

You can contact the Prince's Trust on 01782 207000.



Prince's Trust





## STOKE-ON-TRENT COLLEGE

### SKILLS FOR EMPLOYMENT

Skills for employment are free courses open to anyone who is unwaged and over 19 years of age. On offer are a range of courses some of which are work based, other courses which are tutor led will give you the skills, confidence and qualifications to help in finding employment.

Some examples of the work based training are;

- Level 2 Business Administration & Law
- Level 1 Adult Social Care

These courses last 4 weeks and usually offer a guaranteed interview following their completion.

Examples of tutor led courses

- New Leaf Progression course
- CIEH Level 2 Food Hygiene Certificate
- Entry 1, 2, 3 and Level 1 Literacy
- ESOL Pre entry-Level1

These courses can vary in length but typically require a morning or afternoon a week over the duration of 6-8 weeks.



To find out more you can contact us or the Skills for Employment Team Directly on 01782 227650 or call in to the Taylor Building, Cauldon Campus, Stoke Road, Shelton, ST4 2DG.

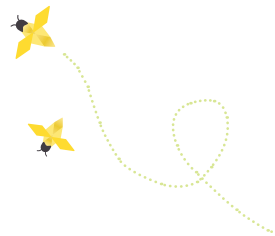
### POSTITIVE DIRECTIONS

Positive Directions can help young people age 15 to 24, who are not in employment, education or training, to get new skills and experiences while meeting new people and growing in self-confidence.

Our relaxed, friendly and supportive team will give you information, advice and guidance helping you to get:

- Regular earnings
- Work experience and placements
- Recognised qualifications
- Apprenticeships
- Employment

Positive Directions can even be an alternative to school or college.





## STOKE-ON-TRENT COLLEGE

### CONNECTING CHOICES

This project aims to support unemployed people who are furthest from the labour market to overcome barriers to move towards and into sustainable volunteering, education, training or employment in Stoke on Trent & Staffordshire

#### Eligibility:

- Unemployed or Economically Inactive
- Aged 19 or older (or young people who are aged 16-19 and who are not in education, employment or training (NEET))
- Legally a resident in the UK and able to take paid employment in EU member states

#### Our Service Proposal:

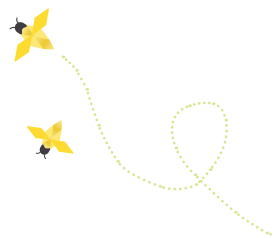
Connecting Choices Personal Coaches will offer an intensive, holistic service to meet individual needs through minimum fortnightly community-based coaching, support and review sessions, local group/project and online activities.



## Programme Activities

- Coaching: problem solving, decision-making, coping strategies and health condition management; resilience; employability skills.
- Training: communication, employability skills, workplace behaviours
- Digital skills sessions and workshops offered to all participants from hardest-to-help groups including NEETs, 50+, ethnic minority groups.
- Jobsearch: skills development
- Personal development
- Financial inclusion workshops and webinars
- Signposting/advocacy with existing services
- Specialist support
- Volunteering and work placements

To get in touch please contact 01782 231217 or email [jet2work@stoke.gov.uk](mailto:jet2work@stoke.gov.uk)





## BUXTON & LEEK COLLEGE

### OUR PURPOSE

From the heart of England, we empower people across the globe to achieve their potential and make a positive contribution to society.

### WHAT WE DO

What we do and how we do it through to 2030 will be shaped by our Principles, against which all strategic and tactical decisions will be made to ensure Derby is best placed to succeed for its students, staff and region. This success will be achieved by:

- Moulding the next generation of game changers: Our students will benefit from a high quality learning environment, pioneering use of modern learning methods, access to diverse and exciting opportunities, and a continually evolving suite of services and support covering all aspects of their lives.
- Being a force for positive impact: Working with others, and with the full commitment of our staff and students, we will raise aspirations and improve the education, skills, health and well-being of current and future generations across our region.
- Opening doors for everyone: We offer a varied curriculum for all ages, abilities and ambitions, from Entry Level through to Degree level.



**BUXTON & LEEK**  
COLLEGE

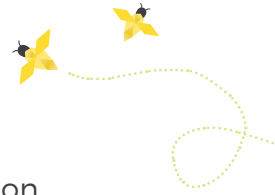


## WHICH COURSES WOULD YOU LIKE TO ATTEND?

- 
- Computers for beginners
  - Microsoft Word
  - Microsoft Excel
  - Web design
  - Microsoft Office Specialist (MOS)
  - European Computer
  - Driving Licence E-Safety
  - Photo editing
  - Trace your family tree
  - Drawing and painting for beginners
  - Digital photography
  - Colour, crystals and chakras
  - Reflexology
  - Holistic therapies
  - Hand and nail treatment
  - Sewing techniques
  - Gardening workshop
  - Basic cooking skills
  - Money management
  - Assertiveness
  - Stress management
  - Dress making & tailoring
  - Pottery skills
  - Level 2 food safety
  - Safeguarding
  - Emergency and basic first aid
  - Maths & english
  - Learn a language - French or Spanish
  - Counselling
  - Psychology courses
  - British sign language for beginners
- 

# 3 EASY WAYS TO BOOK

CHOOSE THE ONE THAT SUITS YOU BEST



1. Call our customer Involvement Coordinator on 01782 743859.
2. Email [involve@staffshousing.org.uk](mailto:involve@staffshousing.org.uk) and tell us your name, address, daytime contact details, times you are available and the course, or courses, you are interested in.
3. Tick which options you are interested in on page 23, fill in your details below, then cut out this page and send it to Staffordshire Housing, 308 London Road, Stoke-on-Trent, ST4 5AB.

Name: .....

Address: .....

.....

.....

Telephone: .....

I am a customer of:

Staffs Housing       Concrete

Glow                       Revival

Support worker: .....

If you would like to receive updates of new courses,  
please write your email address below:

.....

