Sandwell Adult and Family Learning



Course Prospectus 2026-2027
Term 2

@SandwellAdultEd
@learnsafl

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WELCOME TO

Sandwell Adult and Family Learning

Sandwell Adult and Family Learning's courses will help to develop and improve your skills.

Our courses are a mix of classroom based, online and blended learning.

For the latest updates visit
www.learnsafl.ac.uk
or call **0121 557 0837**

Ofsted
Good Provider

How are our courses funded?

Many of our courses are fully funded by the **West Midland's Combined Authority.** For those that aren't there are concessions available subject to status.

Fees and Concessions

Fully Funded

Legal Entitlement

- English & Maths up to and including level 2
- First full level 2 or 3 for learners aged 19-23 yrs
- Essential digital skills up to and including level 1

Entry Level and Level 1

- Aged 19-23 yrs
- Aged 24+ yrs and unemployed

Level 2

- Aged 19-23 yrs and unemployed
- Aged 24+ yrs and unemployed

Low wage entitlement

(qualification courses only)

- Individual earnings less than £36,126.00 per year

Co-Funded

Entry Level and Level 1

- Aged 24+ yrs and unemployed

Level 2

- Aged 19-23 yrs and unemployed

Concessions

- 60+ years (50%)
- On Universal Credit (100%) *Capped at £992 for single claimant and £1,597 for a joint claimant*
- Employment Support Allowance (100% Concession)

Course Fee Key:

F = Full Fee C = Concession Fee FCFJ = Free Course For Jobs

Initial Assessment Dates

For some courses you will be required to have an interview and take an initial assessment to ensure your skills are right for successful study at this level.

How to book an assessment

To book an assessment please contact your preferred centre using the following numbers.

Tipton College - 0121 557 0837
Hateley Heath FETC - 0121 556 7426
Ron Davis Centre - 0121 555 6255

What you will need to bring on the assessment day:

- Valid passport, driving licence or resident ID card
- National insurance number - for employability and qualification courses
- Proof of current address (This cannot be a mobile phone bill)

Additional Documents

- Previous certificates or qualifications
- If claiming a concession please bring benefit letters (dated within three months) or most recent bank statement.

Childcare

Please ensure that you make your own childcare arrangements beforehand.

Initial assessments will be taking place during the following days:

Tipton College	Ron Davis Centre	Hateley Heath FETC
November	**November**	**November**
27th 9:30am - 4pm	25th 1pm - 4pm	25th 9:30am - 4pm
	26th 1pm - 4pm	

English and Maths

Non - Accredited Courses

Learn to Read

This course is for adults who would like to improve their reading skills and is aimed at people with little or no reading ability.

Venue	Start Date	End Date	Time
Tipton College	11/01/2027	22/03/2027	9:30am - 11:00
Ron Davis Centre	12/01/2027	23/03/2027	9:30am - 11:30am
Hateley Heath FETC	14/01/2027	25/03/2027	12:30pm - 2:30pm

Pre-Entry English

This learning pathway is designed to develop your English skills in reading, writing and speaking and listening, which will enable you to support your children and to develop your own skills enabling you to progress onto a qualification.
Classes are taught for 2 hours, once a week.

Venue	Start Date	End Date	Time
Ron Davis Centre	11/01/2027	22/03/2027	9:30am -11:30am
Jubilee Park Community Centre	11/01/2027	22/03/2027	12pm - 2pm
Hateley Heath FETC	12/01/2027	23/03/2027	9:30am - 11:30am
Tipton College	12/01/2027	23/03/2027	1pm - 3pm
Ron Davis Centre	13/01/2027	24/03/2027	9:30am - 11:30am
Ron Davis Centre	14/01/2027	25/03/2027	9:30am - 11:30am
Ron Davis Centre	14/01/2027	25/03/2027	12:30pm - 2:30pm

Focus on Grammar

This course is designed for people who need to improve their grammar composition to pass a functional skills course. Classes are taught for 2 hours, once a week.

Venue	Start Date	End Date	Time
Tipton College	13/01/2027	13/01/2027	12:30pm - 2:30pm
Ron Davis Centre	14/01/2027	14/01/2027	9:30am - 11:30am

Preparing for Functional Skills (Entry)

This learning pathway is designed to develop your English skills in reading, writing and speaking and listening, which will enable you to support your children and also to develop your own skills enabling you to progress onto a qualification. Classes are taught for 2 hours, once a week.

Venue	Start Date	End Date	Time
Hateley Heath FETC	11/01/2027	22/03/2027	12:30pm - 2:30pm
Tipton College	11/01/2027	22/03/2027	12:30pm - 2:30pm
Tipton College	12/01/2027	23/03/2027	9:30am - 11:30am
Ron Davis Centre	12/01/2027	23/03/2027	9:30am - 11:30am
Ron Davis Centre	12/01/2027	23/03/2027	12:30pm - 2:30pm
Ron Davis Centre	13/01/2027	24/03/2027	12:30pm - 2:30pm
Ron Davis Centre	15/01/2027	19/03/2027	9:30am - 11:30am

Preparing for Functional Skills (Level 1/2)

This learning pathway is designed to develop your English skills in reading, writing and speaking and listening, which will enable you to support your children and also to develop your own skills enabling you to progress onto a qualification. Classes are taught for 2 hours, once a week.

Venue	Start Date	End Date	Time
Tipton College	12/01/2027	23/03/2027	12:30pm - 2:30pm
Hateley Heath FETC	13/01/2027	24/03/2027	12:30pm - 2:30pm
Ron Davis Centre	15/01/2027	19/03/2027	9:30am - 11:30am

Preparing for Functional Skills Maths (Entry)

This learning pathway is for learners who need to develop and establish maths skills in order to progress onto a qualification course. The course is available at entry level 2, entry level 3.

The course is delivered over 3 terms and covers maths skills topics in:

- Number
- Measure, Shape and Space
- Handling Data.

Venue	Start Date	End Date	Time
Tipton College	19/01/2027	16/03/2027	9:30am - 11:30am
Hateley Heath FETC	19/01/2027	16/03/2027	1pm - 3pm
Ron Davis Centre	20/01/2027	17/03/2027	1pm - 3pm

Preparing for Functional Skills Maths (Level 1/2)

This learning pathway is for learners who need to develop and establish maths skills in order to progress onto a qualification course. The course is available at level 1 and level 2.

The course is delivered over 3 terms and covers maths skills topics in:

- Number
- Measure, Shape and Space
- Handling Data.

Venue	Start Date	End Date	Time
Ron Davis Centre	18/01/2027	15/03/2027	1pm - 3pm
Tipton College	19/01/2027	16/03/2027	1pm - 3pm

Digital Skills

Non - Accredited Courses

Digital Basics - Module 2 Creating Documents

This course is aimed at anyone who wants to live a more independent life, progress in education and in their employment prospects. The course will cover being able to use digital skills to safely use technology in the workplace.

Venue	Start Date	End Date	Time
Hateley Heath FETC	11/01/2027	22/03/2027	12:30pm - 2:30pm
Ron Davis Centre	11/01/2027	22/03/2027	12:30pm - 2:30pm
Tipton College	12/01/2027	23/03/2027	12:30pm - 2:30pm

Advanced Excel - Module 2 Dynamic Arrays

NEW

These courses are designed for individuals with a good understanding of Microsoft Word and Excel packages wishing to learn how to use the advanced capabilities of the software. There are three programme modules to choose from that explore the advanced features for Microsoft Word and Excel and are designed for those who are already comfortable a level 2. The modules can be completed individually or as part of a longer term programme of learning.

Venue	Start Date	End Date	Time
Ron Davis Centre	14/01/2027	25/03/2027	9:30am - 11:30am
Tipton College	08/01/2027	19/03/2027	9:30am - 11:30am

Accredited Courses

Essential Digital Skills (Entry 3)

This course is for adults who have little experience of using a computer, who wish to refresh basic ICT skills, wants to gain confidence or wishes to prove their skill level with a basic qualification.

Venue	Start Date	End Date	Time
Ron Davis Centre	11/01/2027	28/06/2027	9:30am - 12pm

Pre-Employment

New Horizons

This programme has been designed to support you back into work. It can be accessed for 1 week, 6 weeks or 10 weeks. You will engage in a variety of workshops that cover employability skills and well-being. Experienced tutors will offer you 1-1 mentoring to support you throughout your journey. Bus tickets and lunch will be provided to increase your opportunities.

Venue	Start Date	End Date	Cohort
Hateley Heath FETC	11/01/2027	22/03/2027	4
	08/02/2027	03/05/2027	5
	08/03/2027	24/05/2027	6

New Horizons

1 Week Programme

- Week 1 – full time Monday to Friday 9.30 to 3pm - including a variety of face-to-face modules related to workplace skills, health and wellbeing and employment support.

6 Week Programme

- Week 1 – full time Monday to Friday am and pm - including a variety of face-to-face modules related to workplace skills, health and wellbeing and employment support.
- Week 2 – part time Monday to Wednesday am only - including a variety of face-to-face modules related to workplace skills, health and wellbeing and employment support. Thursday and Friday pm sessions will offer a learning zone, job club and 1-1 mentoring sessions.
- Week 3 – 6 Independent learning, Thursday and Friday pm sessions will offer a learning zone, job club and 1-1 mentoring sessions.

10 Week Programme

- Week 1 – full time Monday to Friday am and pm - including a variety of face-to-face modules related to workplace skills, health and wellbeing and employment support.
- Week 2 – part time Monday to Friday am only - including a variety of face-to-face modules related to workplace skills, health and wellbeing and employment support. Thursday and Friday pm sessions will offer a learning zone, job club and 1-1 mentoring sessions.
- Week 3 – 6 Independent learning, Thursday and Friday pm sessions will offer a learning zone, job club and 1-1 mentoring sessions.
- Week 8 – 10 Independent learning, weekly mentor support, volunteer work experience and employment support.Locations

Vocational Qualifications

Level 2 Business Administration

This qualification will give you the underpinning knowledge that is required to ensure you can successfully work in a range of different environments in a business administration role. You will develop essential knowledge of how to carry out administrative tasks such as how to manage information and supporting events. You will also learn how to apply your knowledge in a variety of industries and job roles.

Venue	Last date for enrolment
Online Course	27/02/2026

Level 2 Information, Advice and Guidance

This course aims to equip you with the practical skills needed to successfully offer information, advice or guidance to clients in a wide range of situations and sectors. This course is offered either through an online platform where you will work through the course materials and answer questions. You will achieve a Level 2 Certificate in Information, Advice or Guidance.

Venue	Last date for enrolment
Online Course	27/02/2026

NEW

Level 2 Digital Marketing

Our marketing qualification will provide an opportunity to undertake the planning and management of a marketing campaign. You will research a range of platforms used for digital marketing such as TV, print and digital advertising, websites and social media to inform the creation of your own campaign. This may be to promote a product or raise awareness of an issue. You will review your work in response to the design brief and outline improvements for future practice.

Venue	Start Date	End Date	Time
Tipton College	14/01/2027	29/04/2027	9:30am - 12pm

Course Fee*

Level 2 Business Administration	**F: £377.00**	**C: £222.00**
Level 2 Information, Advice and Guidance	**F: £296.00**	**C: £182.00**
Level 2 Digital Marketing	**F: £150.00**	**C: £85.00**

*See concession eligibility on page 3

Modern Languages and Culture

Non - Accredited Courses

Holiday Spanish

This course will provide you with basic language skills to use when on holiday in Spain and other Spanish speaking destinations.

Venue	Start Date	End Date	Time
Tipton College	12/01/2027	23/03/2027	6pm - 8pm
Tipton College	13/01/2027	24/03/2027	6pm - 8pm

Course Fee*

Holiday Spanish: **F: £80.00** **C: £40.00**

*See concession eligibility on page 3

Arts and Crafts

Non - Accredited Courses

Flower Arranging

This course is for anyone that wants to develop a range of skills in flower arranging and the different materials used within the floristry industry.

Venue	Start Date	End Date	Time
Hateley Heath FETC	12/01/2027	12/03/2027	9:30am - 11am
Tipton College	15/01/2027	19/03/2027	1pm - 2:30pm

Creative Writing

An exciting and dynamic project based creative writing course. Construct a presentation of life experiences in a creative format. The course is open to all interested in how creative writing can be used to convey a broader understanding of 21st century life and community.

Venue	Start Date	End Date	Time
Tipton College	12/01/2027	23/03/2027	6pm - 8pm

Course Fee*

Flower Arranging:	**F: £60.00**	**C: £30.00 (based on 15 hours)**
Creative Writing	**F: £80.00**	**C: £40.00**

See concession eligibility on page 3

Non - Accredited Courses

Sewing Skills

This course offers you the opportunity to learn the techniques and skills required to cut and sew basic garments. You will learn how to make patterns, insert zips, different types of hems, buttonholes by hand and using the sewing machine, and attach different fasteners e.g. hook and eye, snap fasteners. You will also learn to set up the sewing machine and learn to use different functions and tools of the sewing machine.

Venue	Start Date	End Date	Time
Tipton College	11/01/2027	22/03/2027	9:30am -11:30am
Hateley Heath FETC	11/01/2027	22/03/2027	12:45pm - 2:45pm
Ron Davis Centre	15/01/2027	19/03/2027	9:30am - 11:30am
Ron Davis Centre	15/09/2027	19/03/2027	12:30pm - 2:30pm

Knitting and Crochet

This course offers you the opportunity to learn the techniques required to crochet a Granny square. You will learn about different types of yarns and their weights, different crochet hooks and basic stitches for crocheting.

Venue	Start Date	End Date	Time
Ron Davis Centre	14/01/2027	25/03/2027	1pm - 3pm

Course Fee*

Sewing Skills	**F: £80.00**	**C: £40.00 (based on 20 hours)**
Knitting and Crochet	**F: £80.00**	**C: £40.00**

See concession eligibility on page 3

Family Learning

Paediatrics and Adult First Aid

This course is ideal for parents, guardians, grandparents and anyone who would like to learn basics of first aid that relates to both adults and children.
The course is designed for you to develop and practise first aid skills. You will be taught to the required standards in order to deal safely, promptly and effectively with an adult or child with injuries or illness, which occur in the home, workplace or community.

Venue	Start Date	End Date	Time
Tipton College	01/02/2027	22/03/2027	9:30am - 12pm

Our Locations



TIPTON COLLEGE
Alexandra Road,
Tipton,
DY4 7NR
Tel: 0121 557 0837

HATELEY HEATH FETC
Huntingdon Road,
West Bromwich,
B71 2RP
Tel: 0121 556 7426





RON DAVIS CENTRE
Ballot Street,
Cape Hill,
Smethwick
B66 3HH
Tel: 0121 555 6255

HOW TO

Contact us



Get in touch with Us!

0121 557 0837

contact_SAFL@sandwell.gov.uk

www.learnsafl.ac.uk



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