

# NEWARK

*Courses*



Newark  
College



# Confidence and Communication Skills Introductory

Course Title	Content	Delivery mode	Duration	Location	Qualification/unaccredited	No Required
Keeping Safe Online	By the end of the course, learners will be able to: State at least 3 ways to protect their privacy and data State at least 3 ways to look after their digital well being Identify at least 2 ways to report concerns with online content. Describe how to create a secure password State 2 features that indicate a web page is secure	Face to Face	6 hrs	Newark college/ Alexander Lodge	College certificate / Unaccredited	10
Introduction to word processing	his short course is designed for people who are looking to gain a basic understanding and practical knowledge of Microsoft Word. It provides the skills and knowledge needed to be able to: • Create and format a document • Insert images and tables • Format and edit text	Face to Face or Teams	6hrs	Newark College/ Alexander Lodge/Teams	Unaccredited	10
Introduction to Excel	This short course is designed for people who are looking to gain a basic understanding and practical knowledge of Microsoft Excel. It provides the skills and knowledge needed to be able to: • Create and format a spreadsheet • Perform calculations • Insert charts	Face to Face or Teams	6hrs	Newark College/ Alexander Lodge/Teams	Unaccredited	10
Communication and Teamwork		Face to Face	6hrs	College/ Alexander Lodge	Unaccredited	10
ESOL Level E1 – E3	Unit 1 - Speaking and Listening (December): English Speaking Board exam with external examiners. Individual and group sections of the exam. Unit 2 - Reading (March). English Speaking Board exam using texts and comprehension questions. Unit 3 - Writing (June). English Speaking Board exam assessed by external examiners. Students write a number of texts in English.	Face to Face Daytime or Evening	12 weeks for each Speaking/ listening, reading, writing (36 weeks in total)	Newark College	Qualification	
Adult Skills in Maths	If you are returning to studying after a break, our Adult Skills short courses are a great way to build confidence in your use of maths. Within these sessions you will apply the skills learnt to solve mathematical problems or carry out everyday tasks.	Face to Face	6 weeks 2 hrs a week	Newark College	Unaccredited	
Adult Skills in English	Our Adult Skills short courses allow learners to build their confidence in reading and writing and communicating increasing clarity, accuracy and effectiveness. Learners will have opportunities to apply these skills in informal and formal contexts.	Face to Face	6 weeks 2 hrs a week	Newark College	Unaccredited	

## Confidence and Communication Skills Intermediate

Course title	content	Delivery mode	Duration	Location	Qualification/unaccredited	No Required
Intermediate Word	An intermediate course aimed at those with basic knowledge of word processing and using Microsoft Word. This short one day course will give candidates a good working knowledge of using Microsoft Word. Learn how to edit and format documents, insert images and tables and perform a mail merge	Face to face or Teams	6 hrs	Newark College/ Alexander Lodge/Teams	Unaccredited	10
Intermediate Excel	This short one day course will give candidates a good working knowledge of using Microsoft Excel. Learn how to edit and format data, use absolute cell referencing, perform calculations using a variety of functions including if, lookups, counts, sumifs and countifs. Use Excel tables, sort and filter data, create combination charts and manipulate worksheets.	Face to Face or Teams	6 hrs	Newark College/ Alexander Lodge/Teams	Unaccredited	10
Advanced Excel	An advanced course aimed at those with a working knowledge of spreadsheets and using Microsoft Excel. This short one day course will develop candidate's working knowledge of using Microsoft Excel to create spreadsheets. The course content will cover using more complex functions, working with text in cells, applying conditional formatting and data validation, naming cells and ranges and using data analysis methods such as pivot tables.	Face to face or Teams	6 hrs	Newark College/ Alexander Lodge/Teams	Unaccredited	10
Intermediate PowerPoint	Learn how to create a presentation using a variety of MS PowerPoint tools. This one day course covers the following content: <ul style="list-style-type: none"> <li>• Slide views</li> <li>• Inserting slides using a variety of slide layouts</li> <li>• Inserting a range of graphics including charts, tables, images, shapes, smartart graphics</li> <li>• Applying animation and transitions</li> <li>• Formatting text</li> <li>• Slide designs and themes</li> <li>• Printing options</li> </ul>	Face to Face or Teams	6hrs	Newark College/ Alexander Lodge/Teams	Unaccredited	10
ESOL Level 1 and 2	Unit 1 - Speaking and Listening (December): English Speaking Board exam with external examiners. Individual and group sections of the exam. Unit 2 - Reading (March). English Speaking Board exam using texts and comprehension questions. Unit 3 - Writing (June). English Speaking Board exam assessed by external examiners. Students write a number of texts in English.	Face to Face Daytime or Evening	12 weeks for each Speaking/listening, reading, writing (36 weeks in total)	Newark College	Qualification	
Functional Skills Maths	Functional Skills Qualifications in Mathematics provide learners with opportunities to demonstrate a sound grasp of mathematical problem-solving skills appropriate to the level, and the ability to apply mathematical thinking to solve problems in a range of situations. Problems are based on skills in number, measures, shape and space, information and data.	Face to Face or online	2 hrs a week Friday in college or 2 hours a week online. Sept start only	Newark college or online	Qualification	
Functional Skills English	Functional Skills Qualifications in English are for learners to develop understanding and skills in English. The qualifications allow learners to demonstrate their ability in reading, writing and speaking and listening. Within class, learners apply this knowledge and these skills in familiar situations.	Face to Face or online	2 hrs a week Friday in college or 2 hours a week online. Sept start only	Newark college or online	Qualification	

# Health and Wellbeing Intermediate

Course title	content	Delivery mode	Duration	Location	Qualification/ unaccredited	No Required
Award in Mental Health Awareness L1	Learn what is Mental Ill Health, the common problems. The effects of mental ill health on individuals and society. The rights of people with mental ill health and the support that individuals can seek. Where to refer people with mental ill health for help and guidance. Explore some of the causes of mental ill health and barriers and how to overcome them.	Online	4 weeks 2 – 3 hrs a week	Online	Qualification	
Safeguarding and Prevent	Our online CPD certified Safeguarding Adults and Children course covers key subjects such as how to recognise abuse and neglect, good practices for responding to allegations of abuse, safeguarding policies and procedures, and how to reduce the likelihood of abuse and risks of harm.	Online	4 hrs	Online	unaccredited	
Resilience for Life	The course will cover what resilience is and the purpose, what it looks like and how we can become it. We spend the session looking at techniques to include mindfulness, gratitude, positive affirmations, neuroplasticity and identifying the support networks we have around us.	Face to Face or online	3 hrs	Alexander Lodge/ Newark College	Unaccredited	10
Aim Award in Personal and Social Development L1	The AIM Qualifications Suite of Personal and Social Development Skills Qualifications are designed to help learners develop skills and knowledge in personal and social skills. The qualifications will support learners to become confident individuals who are physically, emotionally, and socially healthy, be responsible citizens who make a positive contribution to society and embrace change and managing risk together with their own well-being.	Online plus online assessment	12-15 hours	Online / college assessment	Qualification	
AAT Business Skills Level 1	The Level 1 Award in Business Skills offers students the opportunity to develop key practical skills used in every business as a route into employment. On completion of this qualification, students will also be equipped with a strong foundation from which to progress to further study with AAT in either accountancy or bookkeeping if they would like to do so. This qualification will particularly suit those students with minimal work experience or those who require additional support to progress. This may include younger students, those on traineeships seeking basic employability skills, adults seeking to validate their existing skills to enter into the workplace, or those who want to study higher level AAT qualifications but would like to test their abilities before progressing further with AAT.	Online	4 – 6 weeks 3 hrs a week	Online Blended	Qualification	8
AAT Bookkeeping Skills Level 1	This qualification covers a range of skills and the relevant supporting knowledge in one mandatory unit - Bookkeeping Fundamentals. The qualification is assessed in one end-of-qualification assessment. Students completing this qualification will develop an understanding of the role of the bookkeeper, including the need to produce timely and accurate work and to follow ethical principles. The Level 1 Award in Bookkeeping offers students the opportunity to develop practical bookkeeping skills. This qualification may help students to move on to further study in either accountancy or bookkeeping with AAT, offer a route into employment or be of interest to those already in employment.	Online	4 – 6 weeks 3 hrs a week	Online Blended	Qualification	8

Occupational Studies L 1 or 2	This qualification is aimed at people that want to improve their knowledge and skills in Office and Business admin to gain employment or to upskill your current knowledge. You will be given guidance on what level is best suited to you and the skills areas that you require by our Tutors. We have Entry Level 3 for beginners, Level 1 and Level 2 for the more confident learners The qualification has no exam but you gather a portfolio of evidence to demonstrate your learning. If you are unemployed or in receipt of certain benefits there is no cost to you and will be fully funded. You will have the support of a tutor throughout your qualification and given advice on your progression to higher levels or subjects to support you gain employment or progress into a career in Business Admin, office worker or bookkeeping Examples of unit options: Spreadsheet Software skills Word Processing Software Presentation Software Customer Service skills Using email IT user fundamentals Using the telephone and photocopier Reception and filing skills Using the Internet Supporting business meetings	Face to Face	12 weeks 3 hrs a week	Newark College	Qualification	8
Digital Functional Skills Entry L3 and Level 1	Complying with the Department for Education's (DfE) National Standards, Digital Functional Skills Qualifications (DFSQ) will provide your learners with the skills they need to succeed in work, education and life.	Face to Face	55 hours	Online assessment in college (1.5 hours Entry 3 and 1.75 hrs Level 1)  Newark college	Qualification	8

## Health Safety and DIY

Course title	content	Delivery mode	Duration	Location	Qualification/unaccredited	No Required
Basic Home Maintenance	Metre reading Trip Switch Water/ Elec switch off Toilet Cistern Changing Light Bulbs Hanging Pictures Hanging Shelves Hanging Curtain poles/curtains Unblock sinks	Face to Face	TBC	Newark	Unaccredited	12





## CONTACT INFORMATION

[adult@lincolncollege.ac.uk](mailto:adult@lincolncollege.ac.uk)

Tel: 01522 876258

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

[www.facebook.com/LCCommunityEd/](https://www.facebook.com/LCCommunityEd/)



**NEWARK &  
SHERWOOD**  
*DISTRICT COUNCIL*