

**All courses are FREE unless otherwise stated**

Courses provided in partnership with Humber Learning Consortium and IGEN are subject to Ofsted Inspection



## **Key Centre Prospectus 2010 – 2011**



## **HLC Provider of the Year 2008**

**Christ Church Community Services  
Key Centre  
2 Quay Road, Bridlington  
East Yorkshire YO15 2AP**

**Phone 01262 404100  
Email: [training@christchurchbridlington.co.uk](mailto:training@christchurchbridlington.co.uk)  
[www.christchurchbridlington.com](http://www.christchurchbridlington.com)**

To apply to join any of our courses, either phone, email, (see above) or come to the Key Centre Reception to complete an initial contact form and we will let you know when enrolments are taking place

**Please note that there are waiting lists for some of our courses**

Christ Church Bridlington PCC (Registered Charity no. 1130584), and Christ Church Community Services (Company no. 2848020, Registered Charity no. 1025815) - Church House, 2 Quay Road, Bridlington, East Yorkshire YO15 2AP. Telephone 01262 404100; Fax 01262 404103.

**1. Part time courses delivered in partnership with Humber Learning Consortium - Please Note that there are waiting lists for some of these courses**

**To be eligible for these courses you must be aged 19+**

**Introduction to Basic Digital Photography** – a 5 week beginner’s guide to digital photography. You will learn about how your camera works, how to download and store pictures, what makes a good composition, and how to make a good print.

The courses run on Mondays at 6.00 – 8.00 pm

**\* Course start dates: 20/09/10; 14/03/11; 06/06/11**

**Creative Digital Image Techniques** – a 5 week follow on course to the introductory course. This course will show you how to use filters, manipulate photographs, change to black & white or sepia etc., using Adobe Photoshop. This is on Mondays, 1.00 – 3.00 pm.

**\* Course start dates: 01/11/10; 06/06/11**

**Computing for Absolute Beginners** - a 5 week course for people with no experience of computers. Learn mouse and keyboard skills and how to access the internet. This course runs on Mondays, 9.30 - 11.30 am

**\* Course start dates: 20/09/10; 01/11/10; 17/01/11; 14/03/11; 06/06/11.** There is also an extra course to be run on a Thursday from 3.00 - 5.00 pm. **Course start date: 09/06/11**

**Beginners Computer Course** This 5 week course is for people wanting to improve their basic computer skills and covers basic word processing, using Publisher to make a simple card and introduction to email and internet. The course runs on Fridays 9.30 - 11.30am

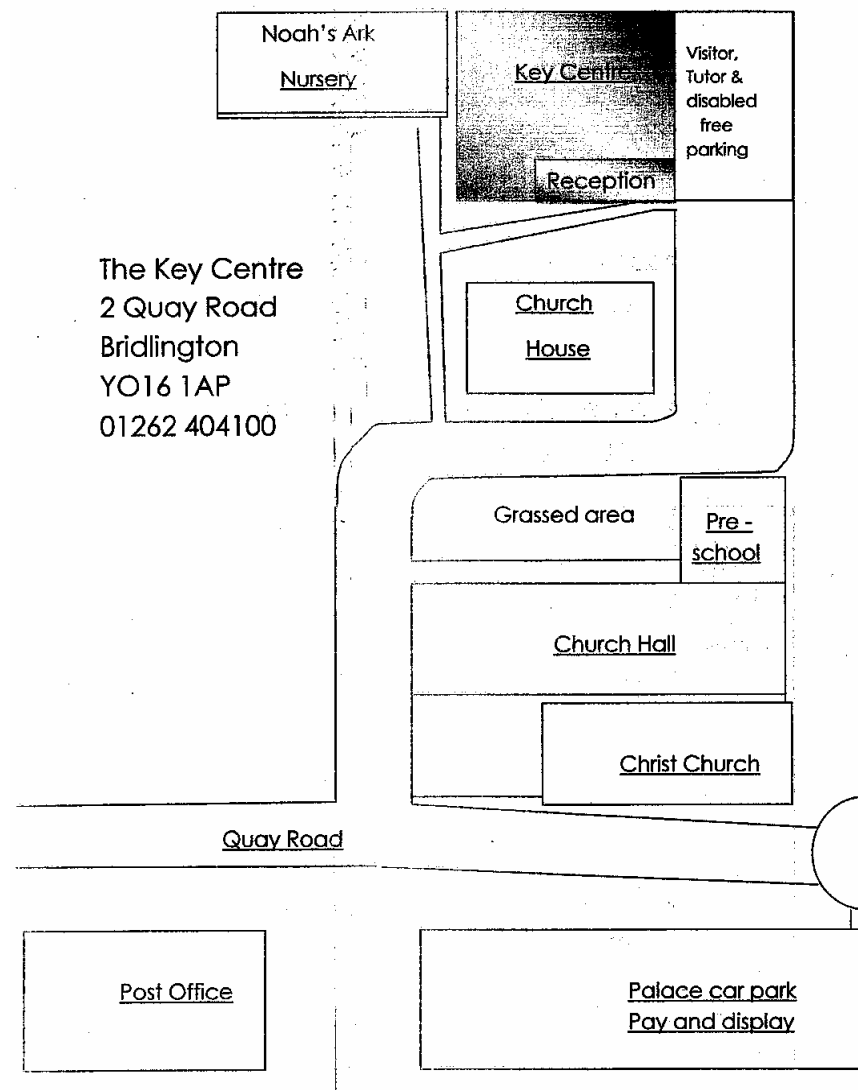
**\* Course start dates: 24/09/10; 05/11/10; 21/01/11; 18/03/11; 10/06/11.** There is also an extra course to be run on a Thursday from 3.00 - 5.00 pm. **Course start date: 03/03/11**

**Next Step Computing Course** This course is a follow on from the beginners course, and will suit people with some basic knowledge.

The course covers formatting a document containing a graphic, inserting borders and Word Art objects using Microsoft Publisher, using Internet Explorer to set up a home page and adding pages to Favourites list. The course runs on Fridays 1.00 – 3.00 pm

**\* Course start dates: 24/09/10; 05/11/10; 21/01/11; 18/03/11; 10/06/11**

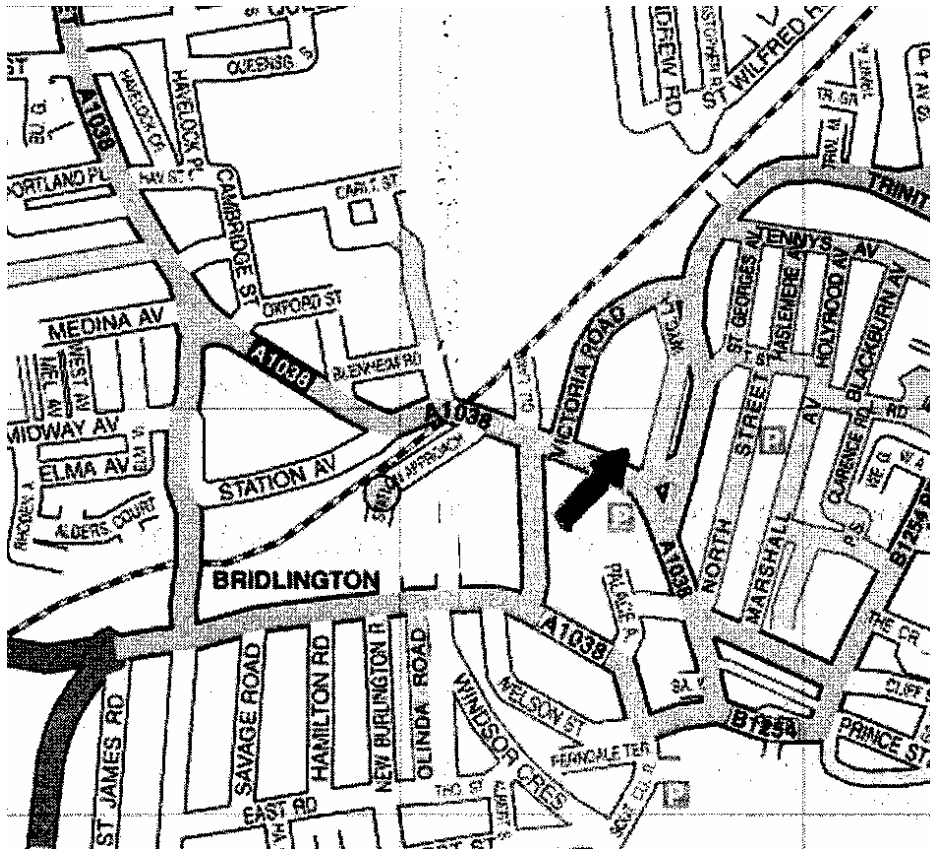
**Christ Church Community Services**  
**Directions to the Key Centre**



The Key Centre  
2 Quay Road  
Bridlington  
YO16 1AP  
01262 404100

# How to find us

We are situated behind Christ Church, (see arrow on map below) which is on Quay Road opposite the Palace Pay and Display Car Park  
For a site plan, see the opposite page.



**You will be contacted by the Learning Department to tell you when enrolments are taking place.**

**To be eligible for this course you must be aged 19+**

**\*\* Reach Out**

This will be back soon.

**If you would like to enquire about, or enrol for, any of the above courses, please phone 01262 404100 to register an interest**

## **2. Full time course in partnership with IGEN**

**To be eligible for this course, you must be unemployed, aged 18+ and a Job Centre Plus client**

### **Employability Skills Programme - a 10 week course**

Gain qualifications in literacy and numeracy, but if you already have a Level 2 qualification in literacy or numeracy you will be able to gain an ASDAN Employability Skills qualification, to help you find a job. As part of the course, you will complete a CV, do job searches and interview skills and we will help you to find a local work placement that fits in with your career aims.

Initial assessments are held on Mondays and you will start on the following Monday. The course runs Monday to Thursday 9.00 - 12.00 and 1.00 - 3.00. For further information about how to join this course, please call at the Key Centre or phone 01262 404100.

Alternatively, contact Simon or Mandy at Bridlington Job Centre Plus or ask your advisor when you sign on.

### **3. Information, Advice, Guidance and other support available:**

You have the opportunity to clarify your starting point in terms of learning and career

Identify relevant future goals

Plan to achieve these goals, through access to objective, impartial and professional inputs

Have access to information, advice and guidance about progression opportunities

Identify relevant future goals

Plan to achieve these goals through access to objective, impartial professional help

Are provided with information, advice and guidance that is clear, accurate, up to date, accessible objective and impartial

Can be signposted or referred speedily for specialist help to IB2K

You will have the opportunity to give us feedback on our IAG service

Have access to information and advice about, financial help if applicable, learning support, other CCS projects and local support agencies that might meet your needs

If you would like help to decide if any of the courses in this prospectus are right for you, then please contact us and we will arrange a meeting for you with one of our tutors (see the front page of this prospectus for contact details).

The Key Centre has full disabled access, a hearing loop installed and a range of specialist equipment. Please ask about this at enrolment

Free nursery places available for some courses. Please ask your tutor

#### **Please note**

\* Course start dates can be subject to change—please phone 404100 to check

\*\*The Reach Out project has been co-funded by the Learning and Skills Council Yorkshire and the Humber as part of the ESF Programme

### **4. Other activities available in the Key Centre**

#### **Stage Door Academy**

Various classes are held Monday, Tuesday and Saturday. See separate leaflet available from the Key Centre for details. Contact 01262 608718 or 07758 630533 for times and costs

**Food Safety Level 2 Catering** – On-line courses available at a cost of £45 (Inc VAT). Certificates awarded immediately. Please phone 01262 404100 for more details.