



George Williams Centre
Brighton YMCA

Life Skills Course and LEAP Awards

Accredited Learning at Brighton
YMCA



George Williams Centre
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What do we do at George Williams?

George Williams is part of Brighton YMCA, a supported housing provider.

As well as housing single homeless men and women, George Williams also has a skills centre.

At the centre we offer a range of free courses

- The Life Skills Course –An accredited Learning Education and Progression (LEAP) Certificate
- A range of 2 day Learning, Employment and progression (LEAP) Awards

This booklet contains information about these courses and an application form to apply.

Our course are free and are open to anyone living in supported accommodation in Brighton and Hove

Postal Address for George Williams Mews:

George Williams Centre

8 George Williams Mews

Portslade

BN41 2AF

To find George Williams Mews, locate number 48 Highlands Road and turn down the driveway to the west of number 48. This leads to the complex.

Alternatively you can locate Morton Court 160-166 Old Shoreham Road and travel up the pathway to the complex.

Buses:

No 2 & 46—Use the 'Romany Close' stop

No 1—Use the 'Locks Hill' Stop

No 6—Use the 'Highlands Road' stop on Foredown Drive



Application Form

Name:.....

Date of Birth...../...../.....

Address.....

.....

Contact Number.....

Support Worker Details

Organisation.....

Keyworker Name.....

Contact Number.....

Have you completed a Numeracy and
Literacy Skills Check? Y/N?

If yes please confirm the levels of each

Literacy Entry 1 2 3 Level 1 2 3

Numeracy Entry 1 2 3 Level 1 2 3

Please return this form with a completed Risk
Assessment to will.vaughan@brightonymca.co.uk

The Life Skills Course

LEAP Certificate

This course runs for 8 weeks—Tuesday, Wednesday & Thursday 10.00am-1.00pm

It covers 3 areas -

- **I.T.** An introduction to Using Computers including Email and Internet
- **Personal Development**—Budgeting Money and Setting Personal Goals
- **Cookery**—Basic cooking techniques and guidance on setting up the home

The course is an Entry Level 3 course and we accept applicants with Entry level 2 literacy and above

Quotes from learners who have completed the course;

“Everything is new to me and very interesting”

“It was fun to do, I had a good time”

“I learnt new things about the Internet”

Courses for 2015/16:

27/10/15—Applications by 12/10/15

23/02/16—Applications by 08/02/16

07/06/16—Applications by 23/05/16



Using Teamwork Skills

A LEAP Level 1 Award delivered over 2 days

This course focuses on:

- Building confidence
- Planning group activities
- Being part of a group activity
- Evaluating how group activities work

This course is for you if:

You'd like to build confidence with working with people and would like to build skills working in groups.

This course is a Level 1 course so ideally applicants will have Entry 3 literacy and above.

Awards on

25th & 26th January 2016

19th & 20th May 2016

Please submit the application 2 weeks before the start of each course

Preparing for Work

A LEAP Level 1 Award delivered over 2 days

This award focuses on:

- Identifying your skills
- Choosing opportunities that suit your skills
- Producing a CV
- Practicing interview techniques

This course is for you if:

You feel you would like an introduction to first steps in preparing to return to work and would like to build your confidence in a group setting.

Please use the application form at the back of the book to enroll.

This course is a Level 1 course so ideally applicants will have Entry 3 literacy and above.

Awards on 17th & 18th September 2015

21st & 22nd January 2016

16th & 17th May 2016

Please submit the application 2 weeks before the start of each course

Managing your money

A LEAP Entry Level 3 Award delivered over 2 days

This course focuses on;

- Basic budgeting and budget plans
- Definitions of budgeting and finance terms
- Coping on a limited budget

This course is for you if:

You are unfamiliar with budgeting and are struggling to make a budget plan.

You are not familiar with words that describe personal finances.

This course is an Entry level 3 course so ideally applicants would have Entry 2 literacy and above.

Awards on 7th & 8th September 2015

11th & 12th January 2016

5th & 6th May 2016

Please submit the application 2 weeks before the start of each course

Developing Skills for Independent Life

A LEAP Level 1 Award delivered over 2 days

This course focuses on:

- Moving from supported accommodation to general needs housing or lower support housing
- Identifying problems that may arise living independently
- Planning how to solve these problems

This course is for you if:

You are planning to move to less supported accommodation or independent accommodation.

This course is a Level 1 course so ideally applicants will have Entry 3 literacy and above.

Awards on 10th & 11th September 2015

14th & 15th January 2016

9th & 10th May 2016

Please submit the application 2 weeks before the start of each course

Financial Literacy

A LEAP Level 1 Award delivered over 2 days

This course focuses on:

- Basic bank accounts
- Budgeting and budget planning
- Saving and Borrowing

This course is for you if:

You would like more support with budgeting and understanding bank accounts and how they work.

It also provides some overview and definition of common financial terms.

This course is a Level 1 course so ideally applicants will have Entry 3 literacy and above.

Awards on

18th & 19th January 2016

12th & 13th May 2016

Please submit the application 2 weeks before the start of each course

Creating a tailored CV

A LEAP Level 1 Award delivered over 2 days

This award focuses on:

- The format of a CV
- Tailoring a CV to target specific sectors
- Produce covering letters of application

This course is for you if:

You want to write a CV and need some assistance or if your CV needs updating and you would like to gain accreditation whilst updating it.

Please use the application form at the back of the book to enroll.

This course is a Level 1 course so ideally applicants will have Entry 3 literacy and above.

Awards on 25th September 2015

25th January 2016

24th May 2016

Please submit the application 2 weeks before the start of each course