



ACHIEVE MORE

COMMUNITY COURSE GUIDE

[VIEW OUR RANGE OF COMMUNITY COURSES](#)

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Please note, the courses included in this guide are a selection of what we offer.

Please see **highbury.ac.uk** for the current list of courses available.

WELCOME

HIGHBURY'S COMMUNITY COURSES AND TRAINING ARE FUN AND FLEXIBLE.

Our courses are available for groups or individuals and take place at more than 60 community venues in and around Portsmouth, as well as at Highbury College.

VENUES INCLUDE:

- ▶ **Carnegie Library, Fratton**
- ▶ **Southsea Library**
- ▶ **Portsmouth Central Library, Guildhall**
- ▶ **Highbury Campus, Tudor Crescent**
- ▶ **Somerstown Hub, Portsmouth**
- ▶ **Denmead Community Centre, Denmead**
- ▶ **Alderman Lacey Library, Portsea**
- ▶ **Crookhorn Golf Club, Waterlooville**
- ▶ **Headway, Portsmouth**
- ▶ **Fareham Library**
- ▶ **Highbury Flexible Learning Centre, Portsmouth**

We offer a wide range of programmes, accredited and non-accredited, starting at various times and running throughout the year. They cover cameras and photography, computing and IT, creative crafts, cooking and skills for life and work.

The courses are fun and the majority are FREE. All we ask is that you bring basic resources with you to the classes.



DIGITAL MEDIA & ICT

Highbury College offers a range of digital media and ICT courses to suit all abilities. Courses cover a range of subjects, from an introduction to photography to learning to use a computer and basic cookery. Flexible computing courses let you work towards a recognised qualification, such as a Level 2 certificate, or alternatively study a single module from the many options available.

MICROSOFT OFFICE – PART 1

This three-week course is designed for the students who have no or very little knowledge of using Word, Excel and PowerPoint. We will explore the tabs and ribbons in Word, enter text and apply, bold, italics and underline, increase font size and font style. Alter font colour, align text to the centre, right and justify. We will also show you how to copy or cut and paste text within a document.

We will look at Excel and cover basic formulas, using basic functions and creating charts from selected data sets.

We will look at creating a basic presentation using PowerPoint.

MICROSOFT OFFICE – PART 2

This three-week course is designed for the students who have successfully completed MS Office part 1. It will focus on the more advanced features of Word including using the format painter, bullets and numbering, using textboxes and the different save options.

In Excel, we will focus on formulas and applying formatting to data in a spreadsheet. Using freeze panes and exploring more chart options.

In PowerPoint, we will use themes and animation as well as applying relevant sound clips to a presentation.

MICROSOFT OUTLOOK

In this one session, you will learn how to use Outlook to its full potential. The email, calendar and task features will be covered. Come and learn how to be a more efficient user of MS Outlook.

GET FAMILIAR WITH WINDOWS 10

In this one session, we will explore how to get the most from Microsoft Windows 10. This session is ideal for anyone who has just purchased a new computer with Windows 10 or upgraded from a previous operating system. Students are encouraged to bring in their Windows 10 laptops to this session.

INTRODUCTION TO LINUX

An alternative to Microsoft Windows operating system and is ideal for those looking for an alternative to Windows 10. You will be shown how to use the basic interface of the Linux operating system. This course is aimed at those with limited knowledge of computing.

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LIBRE OFFICE

Libre Office is an alternative to Microsoft Office software and this course is aimed at anyone with basic keyboard and mouse skills. The Libre suite is used by millions of people around the world. Its clean interface and feature-rich tools help you unleash your creativity and enhance your productivity.

STAY SAFE ON THE INTERNET

In this one session, we will show you how to protect you and your family from viruses or malware and phishing scams.

Level 1 OCNL Award in INTERNET SAFETY

Everyone who uses the Internet and is concerned about keeping themselves, family and friends safe online. This course will examine the threats that exist online including, cybercrime, malware, hacking, Distributed Denial of Service attacks, cyber bullying etc. You will be made aware of how to take precautions to protect your data online.

Entry Level to Level 1 OCNL Award in DIGITAL LITERACY

The Awards in Digital Literacy are suitable for those undertaking research via digital media and need to ascertain the credibility of information.

Entry Level to Level 2 OCNL Award in DIGITAL SKILLS

Qualifications in Digital Skills are suitable for those who are new to, or would like to improve their digital skills – particularly automated processes and coding, those who may require a grounding in digital skills for further education or employment opportunities, would like to take on a qualification which emphasises the development of practical skills or want to improve own efficiency in using IT applications and processes.

Entry Level to Level 1 OCNL Award in DIGITAL TRANSACTION SKILLS

The purpose of these qualifications are to provide you with the skills and knowledge to make online transactions securely and effectively, and to enhance digital understanding, enabling you to manage the risks associated with using personal information online.

HIGHBURY FLEXI CENTRE

LEARN AT THE TIME AND AT THE PACE THAT SUITS YOU
IN OUR FRIENDLY FLEXI CENTRE. COURSES INCLUDE:

Level 1 OCNL Award/Certificate for IT USERS (ITQ)

LOCATION Highbury College Flexi Centre

The OCNL suite of IT User Skills qualifications has been developed to provide opportunities for learners to acquire the necessary knowledge and understanding and develop the relevant skills underpinning the effective and competent use of information and communications technology.

Level 2 OCNL Certificate for IT USERS (ITQ)

LOCATION Highbury College Flexi Centre

The OCNL suite of IT User Skills qualifications has been developed to provide opportunities for learners to acquire the necessary knowledge and understanding and develop the relevant skills underpinning the effective and competent use of information and communications technology.

Entry 3 OCNL Award in ONLINE BASICS

LOCATION Highbury College Flexi Centre

The OCNL Entry Level Award in Online Basics (ITQ) (Entry 3) qualification has been created to address the skills of the digitally excluded society. It is a small one credit qualification that introduces learners to information and communication technology. The qualification covers the basic skills of using ICT, finding information on the internet and sending and receiving email messages.

We also offer a range of accredited short course including; digital skills, digital literacy, digital transactions and many more.

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INTRODUCTION TO BASIC PHOTOGRAPHY

This five-week DSLR course is aimed at beginners, enthusiasts and those who wish to refresh their knowledge including those who have recently purchased a DSLR or Bridge camera. If you consider yourself a beginner and are unsure of how to make the most of your camera, then this course is for you. It's intended to be a brief one-stop shop to help you take your camera off its auto settings and take control of your DSLR.

NEXT STEPS PHOTOGRAPHY

This three-week DSLR course is great for those who have attended our basic course, or for those who wish to have a better understanding about their camera.

The sessions are a mix of instruction, hints and tips, practical exercises, picture reviewing and assignments and is open to those with a DSLR, SLT or bridge camera (not mobile phones or compact cameras).

INTRODUCTION TO ABSTRACT

This three-hour taster lesson is the perfect introduction to abstract photography by understanding the concept of shape, form, colour, pattern and texture as seen by the artistic viewer.

Photography by Michael Mechen, photography student

SPECIALISED PHOTOGRAPHY – LANDSCAPE

This three-week course will introduce you to landscape photography.

Landscape photography is probably the most popular; the course will show you how to apply technical theory to convey the intrinsic feeling of each location, produce your own intriguing and daring photographs that will enchant for years to come.

PORTRAIT PHOTOGRAPHY

Our portrait photography course is for those wishing to learn how to take flattering portraits of friends and family using the full potential of a camera and lenses in any lighting situation. Learn how to create beautiful portraits with the minimum of equipment. You will develop a better understanding of how light affects a portrait and how to make the most of any situation.

PHOTOSHOP ELEMENTS ORGANISER

In this one session, you will be shown how to use the organiser part of Photoshop Elements to find or sort and catalogue your library of images which will make you efficient in finding your images.

PHOTOSHOP ELEMENTS EDITOR

This five-week course is designed for students who have never used or have just experimented with Photoshop Elements. Within the five weeks we will cover the tools in the toolbox and you will learn how and when to use them on your own images. Further levels are available after successful completion of this course.

INTRODUCTION TO PHOTOSHOP

During the five-week course you'll learn about the programmes tools and how to enhance images efficiently. Photoshop Elements is simple to use yet extremely powerful in enhancing and manipulating images. It will allow you to use layers to merge images and create amazing effects for both print applications and the internet.

DARKTABLE

A free alternative to Adobe Photoshop and Lightroom. This course is an introduction to darktables and consists of two different modules; lighttable and darkroom. This course is ideal for anyone with a keen interest in enhancing their digital photos.



COOKING & FOOD

OUR RANGE OF FLEXIBLE COOKERY COURSES CAN HELP YOU MASTER SOME BASIC FOOD PREPARATION SKILLS, MAKE HEALTHY CHOICES AND REDUCE YOUR FOOD WASTE.

COOKING ON A BUDGET

You don't need a fortune to enjoy tasty meals. On this course you can save money and cut waste. Learn to cook and eat healthier on a budget without scrimping on flavour or comfort.

The course includes planning meals, setting budgets and the nutritional benefits of cooking with fresh produce.

'FREE FROM' MEALS

Just because you may have cut specific ingredients out of your diet (for example gluten, sugar, dairy or meat) doesn't mean you have to miss out on a range of delicious food. This course is designed to bring those long-missed foods back into your diet, learn to substitute some traditional ingredients so you can still enjoy your favourite meals.

HEALTHY COOKING

This course is designed to show you how to use fresh natural ingredients to cook your own tasty dishes, which will nourish your body. You'll learn the nutritional and therapeutic value of foods, and what makes a balanced meal. Watch demonstrations of recipes to support key aspects of health before getting stuck in a creating them for yourself.

LOVE FOOD, HATE WASTE

This course is designed to reduce the amount of food waste from households by advising people to buy what they are likely to eat and store their food in the best way to make it last longer. During this course you can learn new techniques and recipes to avoid those extra trips to the supermarket, to help us save money and reduce waste.

FLAVOURS OF THE WORLD

This course will introduce you to the wonderful flavours of different cuisines from around the world. You will learn how to prepare, cook and present a range of delicious dishes.

Plan and create a variety of vibrant meals inspired by culinary delights from across the globe.

SWEET TREATS

This course is designed for those wanting to learn how to bake simple treats with confidence. There is a cost of £10 attached to this course, which goes toward the cost of ingredients.

Level 1 OCNL Award in PLANNING A HEALTHY DIET

This qualification is for those who want to know more about the topic in a personal or professional capacity. It aims to provide you with knowledge about the principles and benefits of a healthy diet and the importance of understanding an individual's needs when planning their diet.



PERSONAL & CREATIVE DEVELOPMENT

We offer a number of short courses for people who want to develop their creative side. The courses are fun and informal and the majority are FREE! Please note that you will be asked to bring some resources to some of these classes.

BRUSH CALLIGRAPHY

Develop skills in contemporary and traditional calligraphy, including lettering, layout and illumination.

CARD MAKING

Learn card making, use your style and creativity to make greeting cards for any occasion.

CASTING CONCRETE

Without using any special tools or equipment, you'll be able to learn the fundamentals of working with concrete to make smaller crafts. You will use standard moulds, moulds with voids, and custom moulds to make your own concrete creation.

PAPER CUTTING

Learn to paper cut from a template and how to create a template from your own drawing.



PEBBLE ART

Use nature to create works of art. You will learn how to create simple but effective images using pebbles and drift wood.

SCULPTING AND MODELLING WITH CLAY

Learn sculpting and hand building skills while gaining knowledge about different types of clay.

WEAVING

Learn how to make your own woven wall-hanging or decorative fabric from rags.

PAINTING WITH WATERCOLOUR

Develop a range of watercolour techniques including traditional, illustrative and abstract styles. Practice observation and interpretation skills for handling watercolour.

PAINTING WITH ACRYLIC

During this course, we will cover materials and set up, colour mixing and pigment choice, brush handling and palette knife techniques and gels and mediums.

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PAPER MACHE

Learn how to use different paper mache techniques; pulping, layering and sculpting to create a range of objects.

DRAWING WITH PENCIL

Learn how to accurately draw from a simple reference photo using a range of graphite pencils. Learn how to draw, shade, and create gradation with graphite pencils.

DRAWING WITH CHARCOAL AND CHALK

Create gradation and change pressure while sketching. Learn how to use erasers, cloths and blend charcoal drawings to lighten and soften edges.

CHINESE INK AND BRUSH PAINTING

Learn the art of using simple and effortless brush strokes to give the impression of a figure or scene.

UPCYCLING

This course is designed to introduce you to fantastic ways to transform unwanted things into something functional, trendy and new. During this course you can learn to reduce your waste and upcycle old items that may alternately end up in the bin!

INTRODUCTION TO MACRAMÉ

This course is designed as an opportunity to learn a new skill in a relaxed environment. During the course you will be guided through the basic knots and techniques required to create beautiful macramé pieces. The main areas covered are: Wall Hanging, Plant Hanger, Floating Shelf and Dream Catcher.

QUILLING

This course is designed to teach you basic paper quilling techniques and shapes. This beautiful art is a paper-craft technique used to make coiled embellishments. During the course you will learn the different types of quilling papers and the tools needed to create different effects. You'll learn how to roll loose and tight coils and form them into flowers, alphabet letters, animals, 3-D shapes and much more.

COLLAGING

This course teaches you how to explore and combine a variety of collage techniques using found pictures, drawing, painting and paper to create new images.

LINO CUTTING

This course will help you learn how to plan your own design, transfer it on to lino and cut, ink and print your lino by hand.

SEASONAL CRAFTS (EASTER, SPRING AND CHRISTMAS)

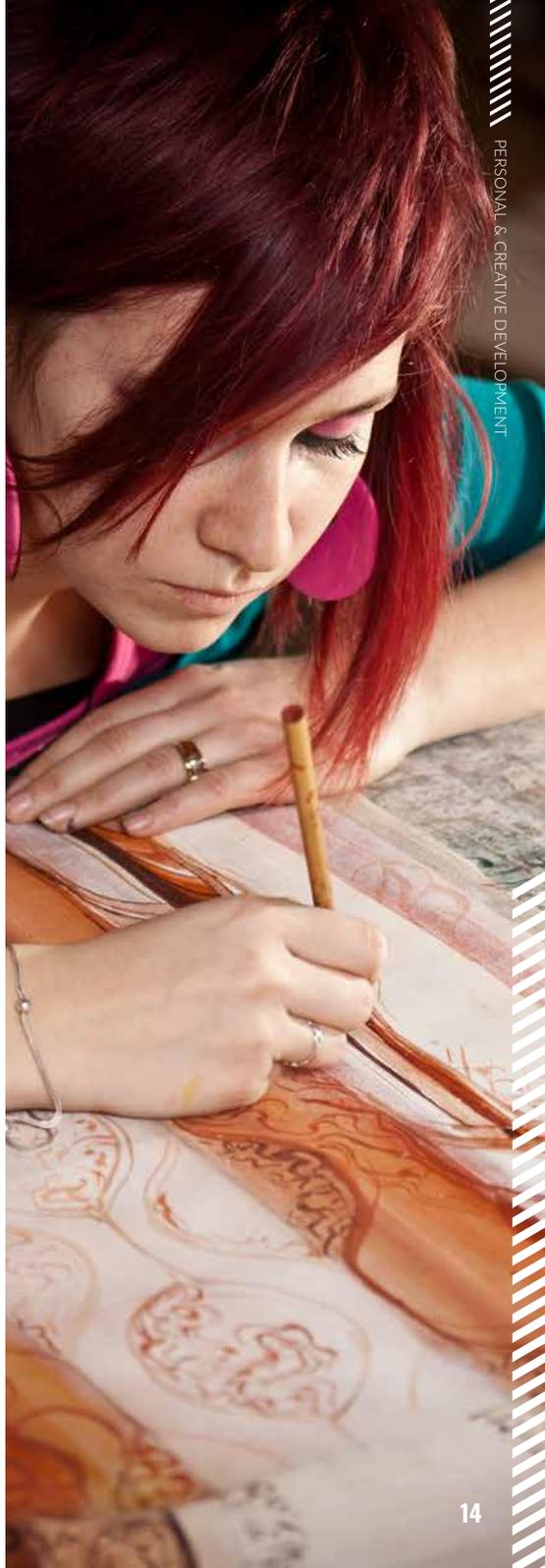
At special times of the year, this course will help you learn how to create beautiful decorations and unique gifts for any seasonal occasion including decorated eggs and Christmas wreaths.

INTRODUCTION TO CREATIVE WRITING

This course is designed to help you develop your creative writing style. It is aimed at people with a keen interest in writing and letting their creativity flow. The course includes grammar and punctuation, editing, considering a plot, writing descriptively and writing dialogue.

YOGA THERAPY - THE ART OF MINDFUL MOVEMENT, RELAXATION AND HEALING

We will explore Mindful Movement and Relaxation to cultivate internal and external awareness through bodily sensations, while harmonising the movement with breath. This being a self-care practice to harness clarity and create inner calm. The classes are designed to enhance physical and emotional wellness.





PREPARATION FOR LIFE & WORK

WHETHER YOU WOULD LIKE TO GET BACK INTO EDUCATION OR DEVELOP YOUR CAREER, OUR SHORT COURSES ARE THE PERFECT INTRODUCTION.

Level 1 OCNL Award in **BRITISH VALUES AWARENESS AND CITIZENSHIP**

This course is ideal for anyone who wishes to have an understanding of what British Values are. The course explores what the five British Values mean and how these are implemented within the UK.

Level 1 OCNL Award in **DEVELOPING LEADERSHIP SKILLS**

Suitable for everyone wishing to develop their leadership skills, as preparation for employment, education, personal growth or life skills. This course will examine understanding the key characteristics of an effective leader, understanding the skills involved with being an effective leader, understanding the relationship between a leader and a team and to know how to lead.

Level 1 OCNL Award in DEVELOPING EMOTIONAL RESILIENCE

The purpose of this qualification is to help you understand what is meant by 'emotional resilience', recognise own personal responses to new social, environmental and emotional situations, and learn ways of developing emotional resilience. This qualification is useful for those who want to develop their own emotional resilience in their personal or professional lives.

Level 1 OCNL Award in EQUALITY, DIVERSITY AND INCLUSION

The course is for anyone who would like to develop a basic understanding of the meaning of equality and diversity, and its place in and value to society.

Level 1 OCNL Award in DEVELOPING PERSONAL CONFIDENCE AND SELF AWARENESS

This course is for those who want to develop self-confidence and self-awareness in their personal or professional lives. The course aims to help you understand the reasons for feeling confident or unsure of themselves, how to participate more effectively in social situations and manage stress, and how to set goals that increase their self-confidence.

Level 1 OCNL Award in UNDERSTANDING SAFEGUARDING IN A WORKING ENVIRONMENT

This course aims to help you understand policies and procedures for safeguarding in preparation for working on an industry placement. You will gain understanding of the policies and procedures relating to safeguarding in a working environment; the importance of safeguarding in a working environment; the key aspects of health and safety regulations in a working environment and how to comply with these; the meaning of the Prevent duty and the key people involved with the Prevent duty in a working environment.

Level 1 OCNL Award in SKILLS FOR PROFESSIONS IN BUSINESS, ADMINISTRATION AND FINANCE

This course aims to provide students with the skills and knowledge required to progress to further study related to business, administration and finance – including sales and marketing - and ultimately to work in these or related sectors.

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Level 1 OCNL Award in AWARENESS OF HEALTH AND WELLBEING

This course aims to provide you with an understanding of what is meant by 'health and wellbeing' and the lifestyle choices and factors that can affect it. This qualification is useful for those who want to know more about the topic for themselves or others, in a personal, professional or voluntary capacity.

Level 1 NCFE Certificate in WELLBEING

The course aims to provide you with an underpinning knowledge and awareness in personal health and well-being. Concentrating on stress, mental health awareness, personal safety and healthy eating and drinking.

Level 1 OCNL Award in MENTAL HEALTH AND WELLBEING

The focus of this qualification is to raise awareness of mental health issues and how to foster good mental health and wellbeing. The aim is to remove the stigma of mental health by providing an understanding of issues surrounding it. The qualification is useful for those who have contact with the general public through everyday living, including carers, both in domestic and residential care settings, and those providing public services, such as, education, housing, transport and retail, both in employed and voluntary capacities.

Level 1 OCNL Award in PERSONAL SAFETY AWARENESS

This Award is useful for those who would like to improve their safety awareness in their personal or professional lives.

Level 1 OCNL Award in INFORMATION, ADVICE OR GUIDANCE

This qualification is aimed at those workers (either paid or unpaid) who are starting out in an information, advice role or whose role involves general signposting or referral to guidance.

Level 1 OCNL Award in INTRODUCTION TO THE CARE INDUSTRY

The course provides you with an underpinning knowledge and awareness of Adult Social Care, covering many aspects of Adult care with discussion of all aspects of the industry.

Level 1 OCNL Award in **PREPARING TO WORK IN SCHOOLS**

This qualification is suitable for those who are about to, or have recently started, or hope to soon be able to, work in a school or learning centre for young people in a non-teaching capacity, either as a paid employee or as a volunteer as well as anyone who would like to improve their existing skills set and knowledge relevant to their role within a school or other learning centre for pupils or young people.

Level 1 OCNL Certificate in Progression **INTRODUCTION TO WORKING IN A SCHOOL**

This 13-week course is designed for anyone who wishes to work in a school supporting children to learn and flourish. The course consists of seven units covering different elements of supporting a child to learn. Students who wish to apply must get a volunteering position in a school.

Level 2 OCNL Certificate in **SKILLS FOR LEARNING SUPPORT**

This qualification will enable learning support practitioners to understand and support a range of learning difficulties and/or disabilities such as: ADHD, Autism spectrum conditions, learning disabilities, mental ill health and Dyslexia. The qualification also enables learning support practitioners to understand their role in the classroom, and to develop their skills and knowledge.

We also offer CV writing, team building and interview skill short sessions.

Level 3 OCNL Award in **DIGITAL SKILLS: TEACHING AND LEARNING**

The OCNL Level 3 Award in Digital Skills: Teaching and Learning is for existing training staff in Further Education, schools, independent training providers and Local Authority Education Providers. The purpose of the qualification is to enhance the skills of teachers and trainers to deliver digital skills training and to further develop their own digital skills.

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FREE DISTANCE LEARNING COURSES

Highbury College is offering a range of FREE distance learning Vocationally Related Qualifications (VRQs). The courses which can be started at any point during the year allow you to learn in your own time, in your own space, and at a pace that suits you.

Other benefits include:

- ▶ the courses are free
- ▶ upon successful completion, you will have achieved a nationally recognised qualification at Level 2
- ▶ you will receive a set of high-quality learner support materials that will be yours to keep and use as a reference
- ▶ the VRQ will further your personal and professional development and looks great on your CV.

Level 2 Certificate in EQUALITY AND DIVERSITY

On this course you will examine the rights and responsibilities of an individual and study the importance of taking responsibility and action to help others. You will also learn how stereotyping and labelling affects individuals and outline the effects of prejudice and discrimination.

Level 2 Certificate in INFORMATION, ADVICE OR GUIDANCE

This qualification will develop your knowledge and understanding of information, advice or guidance and help you to apply these in the context of your business.

Level 2 Certificate in **LEAN ORGANISATIONAL TECHNIQUES**

This qualification is ideal if you work in areas where improvements to quality, processes and costs have been identified. It may also be suitable to provide knowledge and a new skill set that will be attractive to employers.

Level 2 Certificate in **MENTAL HEALTH AWARENESS**

This course includes 10 mandatory units: understanding mental health, understanding stress, understanding anxiety, understanding phobias, understanding depression, understanding post-natal depression, understanding bipolar disorder, understanding schizophrenia, understanding eating disorders and understanding dementia.

Level 2 Certificate in **PREPARING TO WORK IN ADULT SOCIAL CARE**

This qualification provides an ideal taster for those who may be new to the sector or new to the world of work. The qualification covers the areas of communication, equality, diversity and inclusion, personal development, role of the social care worker, handling information, health and safety, safeguarding, duty of care and person-centred approaches.

Level 2 Certificate in **PRINCIPLES OF WORKING WITH INDIVIDUALS WITH LEARNING DISABILITIES**

This qualification will support your work with individuals with learning disabilities or difficulties. You will explore the principles of safeguarding, positive risk-taking and gain awareness of the autistic spectrum.

Level 2 Certificate in **UNDERSTANDING SPECIFIC LEARNING DIFFICULTIES**

This qualification covers specific learning difficulties, how they are diagnosed and how individuals can be supported. The qualification would be suitable for those working within healthcare, social care and education contexts.

Level 2 Certificate in **PRINCIPLES OF BUSINESS AND ADMINISTRATION**

The course will develop your essential knowledge of how to carry out administrative tasks. For example, how to manage information, supporting events and how to apply your knowledge to a variety of industries and job roles. To be awarded the Level 2 Certificate, you are required to successfully complete five mandatory units and two optional units.

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Level 2 Certificate in PRINCIPLES OF CUSTOMER SERVICE

This course will develop your essential knowledge of how to carry out customer service tasks, manage information and support events.

Level 2 Certificate in PRINCIPLES OF TEAM LEADING

This qualification is ideal if you would like to develop the knowledge and understanding required to successfully lead a team. This course will focus on the study of leading a team in a business environment.

Level 2 Certificate in UNDERSTANDING BEHAVIOUR THAT CHALLENGES

This qualification will develop an understanding of the common causes and triggers of behaviour that challenges. You will also develop an understanding of effective communication skills and de-escalation techniques.

Level 2 Certificate in THE PRINCIPLES OF DEMENTIA CARE

This course aims to assist you to develop knowledge and understanding of the principles of caring for those with dementia. It covers areas such as person-centred care, the influence of positive communication methods, issues relating to the use of medication for those with dementia and the importance of providing appropriate activities.



BECOME A PORTSMOUTH AMBASSADOR

Are you passionate about Portsmouth? If you are then join this session to celebrate Portsmouth and get an insight into the history and regeneration plans for the city.





OPEN EVENTS

WEDNESDAY 4TH MARCH 2020 | 4.30-7PM

WEDNESDAY 20TH MAY 2020 | 4.30-7PM

WEDNESDAY 10TH JUNE 2020
CREATIVE SHOWCASE | 6-8PM

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Portsmouth
CITY COUNCIL



Highbury College publications are available in Braille, audio and large print please call 023 9238 3131 or email info@highbury.ac.uk

All details contained in this brochure are correct at the time of printing. The College reserves the right to alter or cancel course provision without prior notice.

Published February 2020