



Welcome to NPH's training programme for Spring 2018

Courses including:

Computer skills

Food Safety in
Catering

Introduction
to IT

Basic DIY Skills

Upcycling

First Aid



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NORTHAMPTON
PARTNERSHIP HOMES

Our courses are free to NPH tenants, leaseholders and members of their households. Each course is run by a professional trainer and delivered in a relaxed, friendly and supportive environment.

How to book

Please contact NPH's Customer Engagement Team to book your place. Call us on 01604 837836 or by email at participation@northamptonpartnershiphomes.org.uk.

There was plenty of interaction between the course leader and the 'pupils'. Ideas were shared, discussions took place and views expressed.

Expenses

We may be able to help you with out-of-pocket expenses like mileage, childcare or carer costs. We can also provide transport to training venues if required. Please ask us when you call.

Meeting your needs

We aim to meet all our learners' needs to ensure you can take part fully in our courses. If you have any support needs please let us know when you book.

Cancellations

If for any reason you can't attend a course you are booked onto please tell us as soon as possible so that we can offer your place to someone else.

Fantastic! Well-articulated, easy to follow, exceptionally informative and behaviour changing.

There's nothing on offer that I want to do?

We try to offer something for everyone but if there's a course you want to do and we're not offering it we may be able to help. We work with lots of local organisations. Whether you want to brush up your basic skills, improve your well-being or find a job, we may know where you can go. Just call us.

Handouts were excellent, everyone was made to feel welcome, the tutor definitely knows their subject, kept a learning pace so that everyone could keep up and understand.



The Courses

Level 2 Award in Food Safety in Catering provided by Ingredients4Health

Wednesday 9 May 2018, 10am – 4pm at Eden Close Community Hub

This accredited course will give you a basic awareness of good hygiene and safety issues. The certificate meets food industry regulations for employees or volunteers who prepare, cook or handle food in different catering settings.

Introduction to IT provided by Northamptonshire County Council

Thursday 3, 10, 17, & 24 May 2018, 2pm – 4pm at Bouverie Road Community Hub

This 4-week course is for complete beginners. You will learn the main parts and features of a computer, how to start the computer and open programs, how to use the keyboard to type or correct a document, how to change the colour of pictures and words, how to search and navigate the world wide web, how to stay safe when using the internet and how to open and save documents.

Intermediate IT provided by Northamptonshire County Council

Wednesday 6, 13, 20 and 27 June 2018, 2pm – 4pm at Montague Crescent Community Hub

This 4-week course is for people who have some experience with computers. You will learn how to transfer pictures and text using copy and paste, how to reduce the risk of computer viruses and 'phishing' attacks, how to save or back up your documents to a memory stick, how to combine pictures, headings and text to create simple posters or leaflets, how to

download documents and fill in online forms, how to carry out research using the internet and how to organise and manage your documents.

Beginners' Excel provided by Northamptonshire County Council

Wednesday 2, 9, 16 & 23 May 2018, 2pm – 4pm at Montague Crescent Community Hub

This 4-week course is for people who have some experience with using computers but a beginner in spreadsheets. You will gain confidence in using a range of spreadsheet tools and features. You will learn how to add, edit and layout spreadsheet data, format, sort and filter data, enter and work with formulas, use formulas and functions to calculate totals, prices, percentages and times and create graphs.

DIY provided by Northampton College

Wednesday 30 May 2018
10am – 3pm at Northampton College, Booth Lane, Northampton

This is a one day course which will cover the main priority responsibilities of an NPH Tenant such as clearing blockages in basins, painting skills, resetting trip switches, replacing light bulbs or fluorescent tubes, maintaining garden paths and much more.

Upcycling provided by Northampton College

Thursday 31 May 2018 10am – 3pm at Northampton College, Booth Lane, Northampton

This is a one day course which will give you the opportunity to explore small projects and breathe new life into tired furnishings you may have around your home.

Everyday First Aid Provided by St Johns Ambulance

Learn some basic First Aid so that you may be able to help someone in an emergency.

Course dates are:

Wednesday 9 May 11am – 1pm
Eastfield Close Community Hub

Wednesday 16 May 11am – 1pm
Parsons Meade Community Hub

Wednesday 13 June 11am – 1pm
The Liburd Room

Monday 9 July 11am – 1pm
Spring Boroughs Community Hub

Monday 16 July 11am – 1pm
Bouverie House

These practical sessions are designed to provide you with skills for paid or voluntary work whether you're working or you're looking for work. Some of the things you'll learn could be useful in social situations too.

* We provide tea, coffee and biscuits at all our courses but for day long courses you will need to bring your own lunch.

Even if these dates don't suit you, some of the courses will run again next term so those dates may work better. Please call us and we can put your name on the waiting list.

Scheduled Courses

Course	Date	Day	Time	Venue
Introduction to IT 4 week course	03/05/18 – 24/05/18	Thursday	14.00 – 16.00	Bouverie Road Community Hub
Intermediate IT 4 week course	06/06/18 – 27/06/18	Wednesday	14.00 – 16.00	Montague Crescent Community Hub
Beginners' Excel 4 week course	02/05/18 – 23/05/18	Wednesday	14.00 – 16.00	Montague Crescent Community Hub
Level 2 Award in Food Safety in Catering	09/05/18	Wednesday	10.00 – 16.00	Eden Close Community Hub
DIY 1 day course	30/05/18	Wednesday	10.00 – 15.00	Northampton College
Upcycling 1 day course	31/05/18	Thursday	10.00 – 15.00	Northampton College

Contact us

NPH Customer Engagement

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Email: **participation@northampton
partnershiphomes.org.uk**

Website: **www.northamptonpartnership
homes.org.uk/learn-something-new**



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