

Looking to Learn Virtual & Face to Face Programme

Date	Course	Venue/Resources Needed	Description	Contact
April 2022				
Starting Monday 28 th March to Thursday 28 th April Every Monday and Thursday 9.30am -2.30pm (times may vary)	JCP/Civil Service Vacancies preparation course 9 sessions	Online course – access to Teams required	Adult Learning Wales have developed a career planning and interview skills course aimed at preparing learners to apply for Civil Service and the DWP executive office (work coach) roles. The course looks at the success profiles recruitment process and fully prepares learners for each stage of the application process. <u>Please note the induction session must be attended on Monday 21st March 10am-12pm</u>	Claire
April – June at times to suit you	You could be eligible for our FREE Leisure Offer	At a RCTCBC Leisure Centre of your choice	Two sessions per week over four weeks supported by a fitness instructor to improve health and wellbeing. Followed by access to activities/gym for the following eight weeks.	Contact Debbie to check if you are eligible.
Ongoing Term Time Only Every Wednesday 11.30am-12.30pm	Welsh Taster Course sessions	Online course – access to Teams required	Looking to learn Welsh? You can either join weekly sessions or try a one-off taster. Support is now available to help you learn the basics.	Corrina
Friday 1 st April 9.30am – 4.30pm	Paediatric First Aid Level 3 1 day course	Valleys Kids – Dyffryn Rd, Rhydyfelin	This course is essential for anyone who works or lives with children It will provide you with first aid skills you can use in an emergency	Shan
Monday 4 th April – Monday 20 th June 10 Weeks 9:30am -11:30am	Micro Soft Teams IT Course	Canolfan Pennar Mountain Ash CF45 3HD	Build your digital confidence and upskill any ICT ability you have. This features a mixture of word processing skills and general computer skills. The core unit is an accredited Word Processing Agored Cymru qualification with Microsoft Word and some added ICT skills. There is scope for progression onto other courses and other topics within MS Applications	Bev
Tuesday 5 th - Wednesday 6 th April 10.00am – 12.30pm	CV Writing 2 Day Course	Online course – access to Teams required	Struggling to get the best from your CV? This course will give you all the tips you need.	Corrina
Thursday 7 th – Friday 8 th April 10.00am – 12.30pm	Understanding & Managing the Interview Process 2 Day Course	Online course – access to Teams required	Would you like hints and tips to be successful at interviews? This course will help you learn how to best present yourself.	Corrina

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Thursday 7 th April 10.00am – 12.00 pm	Apprenticeship Scheme Application Workshop	Tonypandy Library	RCT Councils' Award-winning Apprenticeship Scheme is recruiting for 2022! With over 25 opportunities in a range of service areas. All vacancies will go live on RCT website 1 st April - closing date 12 th May. If you're interested in finding out more, would like advice and guidance to complete the competency-based application form and receive top tips in preparation for interview then come along to one of our informal and friendly sessions – we are here to support you!	Corrina
Friday 8 th April 9.30am – 4.30pm	First Aid 1 Day Course	Treorchy Library	For participants who wish to develop their knowledge, understanding and skills in first aid.	Corrina
Tuesday 12 th April 10am-11.30am	Suicide Awareness & Wellbeing	Online course (access to Zoom required)	Suicide Awareness – 'See, Say, Signpost' training is available to all members of the community and is delivered through Project SPEAK by Cwm Taf Morgannwg Mind. This training is for you if you would like to: Improve your awareness and understanding of suicide, learn to spot the signs in a person who is having thoughts of suicide, develop a range of intervention skills including having a caring conversation, Ask the question, prepare a safety plan, Signpost the person to support.	Daniella
Monday 25 th April for 8 Weeks 12:30pm – 2:45pm	Accredited Counselling Course	Online course – access to Zoom required	Learn about the role of a counsellor including the values and qualities needed.	Bev
Every Monday 25 th April to 27 th June 1pm-3pm (Term time only)	Intermediate I.T 8 sessions	Porth Plaza	Already know the basics? Brush up on your IT skills and learn things in a little more detail.	Claire
Monday 25 th April 10am-1pm	Anxiety & Grief Workshop	Porth Plaza	Have you been affected by anxiety, loss, grief or trauma? Would you like to understand more about how these experiences may have impacted you? Would you like to learn how to take care of your wellbeing? This is the course for you.	Ceryn

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Monday 25 th April until Friday 29 th April 9.30am – 4pm	Get into Cleaning Course	The Factory, Porth	Would you like to work in the Cleaning Industry, but lack the qualifications and/or experience to do so? If this is you then sign up to this training course and gain those qualifications. They include Health & Safety, COSHH, Asbestos Awareness and also CSCS preparation and test. As part of the course, you will have an opportunity to meet employers, who either have vacancies in Cleaning, or could offer you a work placement to gain that experience.	Cheryl or Lisa
Monday 25 th April -4 th July 10.00am- 12.00pm	Driving Theory	Online course- access to Teams required	Interested in Learning to drive? Brush up on your knowledge in preparation for the theory test (Test not included).	Jo
Tuesday 26 th April 10.00am- 12.00pm	Intermediate ICT 8 Week course	Tonypandy Library	Already know the basics? Brush up on your IT skills and learn things in a little more detail.	Jo
Every Tuesday 26 th April to 17 th May 10am – 12pm	Basic IT 4 sessions	Porth Plaza	Get started with your computer, laptop, or tablet with some basic IT skills.	Claire
Tuesday 26 th April 9.30am-4.30pm	Paediatric First Aid Level 3 1 Day course	Capel Farm, Tonyrefail	This course is essential for anyone who works or lives with children It will provide you with first aid skills you can use in an emergency.	Daniella
Every Tuesday 26 th April - 17 th May 1-3pm 4 Weeks	Basic IT Course	Canolfan Pennar Mountain Ash CF45 3HD	Get started with your computer, laptop or tablet with some basic IT skills.	Bev
Tuesday 26 th April 2pm – 3.30pm	Understanding and managing Stress Workshop	Online via Zoom	The stress workshop will explore the causes of stress and the impact that stress can have on our physical and emotional wellbeing. Learn to identify a range of strategies to better manage our stress levels.	Jill
Tuesday 26 th April 5-week course 9:30am to 2pm	Introduction to Classroom Assistant Level 2 5 sessions	Abercynon Library	Learning Support Assistant – Learn about the role of the teaching assistant in schools and how to support teaching and learning.	Jill
Tuesday 26 th April 9.30am-2.30pm	Confidence Building 1 Day Course	Cynon Linc Aberdare	Feel your confidence could do with a boost? If so, this course is for you.	Bev

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Wednesday 27 th April 9.30am-2.30pm	Assertiveness Skills 1 Day Course	Cynon Linc Aberdare	This course will help you identify aggressive, assertive, and passive behaviour, outlining the benefits of using assertive behaviour and teaching techniques to support this.	Jill
Wednesday 27 th April 9.30am-4.30pm	Food Safety Level 2 1 day course	Ferndale Library	This course is for you if you would like to work in the food industry.	Claire
Every Thursday 28 th April - 30 th June 10 weeks 6pm – 8pm	British Sign Language	Online course – access to Zoom required	Introduction to BSL. Topics covered include the alphabet, fingerspelling, days of the week, family, pets, weather and more.	Bev
Thursday 28 th April 9.30am-2.30pm	Resilience Skills 1 Day Course	Cynon Linc Aberdare	Accredited course for those looking to develop their resilience skills and strategies for managing everyday life.	Jill
Thursday 28 th April 9.30am – 4.30pm	First Aid Level 3 1 day course	Gilfach Goch Community Association	Gain lifesaving skills in day, by developing your knowledge, understanding and skills in first aid.	Ceryn
Friday 29 th April 9.30am – 4.30pm	Manual Handling - Level 2 1 Day Course	Porth Plaza	This course will help you to understand the importance of the correct handling and moving of equipment.	Ceryn
Friday 29 th April 9.30am-2.30pm	Budgeting 1 Day Course	Cynon Linc Aberdare	Learn how to manage your money and how to budget for those essential items.	Bev
May 2022				
Tuesday 3 rd May 9.30am – 2.30pm	Confidence Building 1 day course	Porth Plaza	Feel your confidence could do with a boost? If so, this course is for you.	Claire
Tuesday 3 rd May 10.00am – 12.00noon	Apprenticeship Scheme Application Workshop	The Parc & Dare Treorchy	RCT Councils' Award-winning Apprenticeship Scheme is recruiting for 2022! With over 25 opportunities in a range of service areas. All vacancies will go live on RCT website 1 st April - closing date 12 th May. If you're interested in finding out more, would like advice and guidance to complete the competency-based application form and receive top tips in preparation for interview then come along to one of our informal and friendly sessions – we are here to support you!	Corrina
Tuesday 3 rd May 9:30am – 4:30pm	Paediatric First aid Level 3 1 Day Course	Darran Las Community Building CF45 3PT	This course is essential for anyone who works or lives with children It will provide you with first aid skills you can use in an emergency.	Bev
Wednesday 4 th of May 9:30am – 4:30pm	Food Safety Level 2 One day course	Darran Las Community Building CF45 3PT	This course is for you if you would like to work in the food industry.	Jill

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Wednesday 4 th May 9.30am – 2.30pm	Personal Profile 1 day course	Ferndale Library	Struggling to get the best from your CV? This course will give you all the tips you need.	Daniella
Wednesday 4 th May 10am-1pm	Anxiety & Grief Workshop	Ferndale Library	Have you been affected by anxiety, loss, grief or trauma? Would you like to understand more about how these experiences may have impacted you? Would you like to learn how to take care of your wellbeing? This is the course for you.	Ceryn
Thursday 5 th May 9.30am – 2.30pm	Budgeting Course 1 day course	The Arts Factory, Ferndale	Learn how to manage your money and how to budget for those essential items.	Daniella
Thursday 5 th May 9:30am – 4.30pm	First Aid Level 3 1 Day Course	Darran Las Community Building	Gain lifesaving skills in day, by developing your knowledge, understanding and skills in first aid.	Jill
Friday 6 th May 9.30am – 2.30pm	Overcoming Barriers to Work 1 Day Course	Porth Plaza	This accredited course is for those looking to overcome barriers into work.	Ceryn
Friday 6 th May 9.30am – 4.30pm	Manual Handling 1 Day Course	Darran Las Community Building CF45 3PT	This course will help you to understand the importance of the correct handling and moving of equipment.	Jill
Monday 9 th May 10am-1pm	Mental Health and Wellbeing Awareness Workshop for Young Adults (18-25 years)	Porth Plaza	This workshop will cover the following: Mental health vs mental wellbeing Definitions and strategies for managing depression, anxiety, and stress/burnout How to look after your own mental health Brief suicide awareness and overview of suicide support services	Ceryn
Monday 9 th , Friday 13 th , Tuesday 17 th , Thursday 19 th , Tuesday 24 th , Friday 27 th May 10am - 1pm	Steps to Excellence Confidence Building Course 3 Week Course	Online course – access to Zoom required	This programme gives you the opportunity to take more control of your life, gain motivation and improve your confidence and self-esteem.	Tarah
Tuesday 10 th May 9.30am – 2.30pm	Confidence Building 1 Day Course	Treorchy Library	Feel your confidence could do with a boost? If so, this course is for you.	Corrina
Tuesday 10 th May 9.30am – 4.30pm	Paediatric First Aid – Level 3 1 day course	Llantrisant & Pontyclun Golf Club Talbot Green	This course is essential for anyone who works or lives with children It will provide you with first aid skills you can use in an emergency.	Shan Day
Tuesday 10 th May - Tuesday 5 th July 8 Weeks 10am – 12:30pm	Accredited Psychology Course	Online course – access to Zoom required	A course designed to introduce you to Psychology, look at the origins of Psychology, early theories and explanations for behaviour and personality	Bev

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Wednesday 11 th May 9.30am – 4.30pm	Food Hygiene – Level 2 1 day course	Llys Cadwyn Pontypridd	This course is for you if you would like to work in the food industry.	Shan Day
Wednesday 11 th – Thursday 12 th May 9.30am -2.30pm	Customer Service Skills 2 Day Course	Treorchy Library	Accredited Level 1 training to help support you if you're looking for employment.	Corrina
Thursday 12 th May 9.30am – 4.30pm	First Aid – Level 3 1 day course	Pontyclun Rugby Club Pontyclun	Gain lifesaving skills in day, by developing your knowledge, understanding and skills in first aid.	Shan Day
Friday 13 th May 9.30am – 4.30pm	Manual Handling – Level 2 1 day course	Rhydyfelin Library	This course will help you to understand the importance of the correct handling and moving of equipment.	Shan Day
Friday 13 th May 9.30am – 2.30pm	Understanding & Managing the Interview Process 1 Day Course	Treorchy Library	Would you like hints and tips to be successful at interviews? This course will help you learn how to best present yourself.	Corrina
Every Friday 13 th May for 8 Weeks 10am – 12pm	Criminology	Online course – access to Zoom required	Learn about the origins and development of thinking about crime, patterns of offending behaviour, the problems of determining what we know about crime, and the implications for how we should respond. Be encouraged to think independently, critically, and to apply theoretical ideas to real-world problems.	Bev
Tuesday 17 th May 2am – 3.30pm	Understanding and managing Anxiety Workshop	Online via Zoom	This workshop will explore the different types of anxiety, including possible causes and symptoms, and will also look at the different strategies you can use to manage these feelings.	Jill
Tuesday 17 th May 9.30am – 4.30pm	Paediatric First Aid Level 3 1 Day course	Treorchy Library	This course is essential for anyone who works or lives with children It will provide you with first aid skills you can use in an emergency.	Corrina
Tuesday 17 th May 9.30am – 2.30pm	Confidence Building 1 day course	Salem Chapel Church Village	Feel your confidence could do with a boost? If so, this course is for you.	Adam Twomey
Wednesday 18 th May 9.30am – 2.30pm	Personal Profile 1 day course	Llys Cadwyn Pontypridd	Struggling to get the best from your CV? This course will give you all the tips you need.	Adam Twomey
Wednesday 18 th May 9.30am – 4.30pm	Food Safety Level 2 1 Day Course	Treorchy Library	This course is for you if you would like to work in the food industry.	Corrina

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Wednesday 18 th May 10am-1pm	Mental Health and Wellbeing Awareness Workshop for Young Adults (18-25 years)	Ferndale Library	This workshop will cover the following: Mental health vs mental wellbeing Definitions and strategies for managing depression, anxiety, and stress/burnout How to look after your own mental health Brief suicide awareness and overview of suicide support services	Ceryn
Thursday 19 th May 9.30am – 4.30pm	First Aid Level 3 1 Day Course	Tonypandy Library	Gain lifesaving skills in day, by developing your knowledge, understanding and skills in first aid.	Corrina
Thursday 19 th May 9.30am – 2.30pm	Creating the Right Image 1 day course	Rhydyfelin Library	The way you present yourself in an interview can make all the difference in securing a job. The do's and don'ts to make the right impression.	Adam Twomey
Friday 20 th May 9.30am – 2.30pm	Understanding & Managing the Interview process 1 day course	Rhydyfelin Library	Would you like hints and tips to be successful at interviews? This course will help you learn how to best present yourself	Shan Day
Friday 20 th May 9.30am – 4.30pm	Manual Handling 1 Day Course	Treorchy Library	This course will teach you the importance of correct handling and moving of equipment.	Corrina
Tuesday 24 th - Wednesday 25 th May 10.00am – 12.30pm	Confidence Building 2 Day Course	Online course – access to Teams required	Feel your confidence could do with a boost? If so, this course is for you.	Corrina
Tuesday 24 th May 1pm-2.30pm	Suicide Awareness & Wellbeing	Online course (access to Zoom required)	Suicide Awareness – 'See, Say, Signpost' training is available to all members of the community and is delivered through Project SPEAK by Cwm Taf Morgannwg Mind. This training is for you if you would like to: Improve your awareness and understanding of suicide, learn to spot the signs in a person who is having thoughts of suicide, develop a range of intervention skills including having a caring conversation, Ask the question, prepare a safety plan, Signpost the person to support.	Ceryn
Thursday 26 th May 2 – 3.00pm	Mindfulness Session	Online via Zoom	Mindfulness aims to help you become more self-aware, feel calmer, less stressed and help you cope with difficult unhelpful	Bev

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			thoughts. An interactive session provides an introduction to the principles and practice of mindfulness. The session includes four short, seated meditations.	
Thursday 26 th - Friday 27 th May 10.00am – 12.30pm	Assertiveness Skills 2 Day Course	Online course – access to Teams required	This course will help you identify aggressive, assertive, and passive behaviour, outlining the benefits of using assertive behaviour and teaching techniques to support this.	Corrina
Friday 27 th May 9.30am-4.30pm	Food Safety Level 2 1 Day Course	Treorchy Library	This course is for you if you would like to work in the food industry.	Corrina
June 2022				
Tuesday 7 th , Wednesday 8 th Tuesday 14 th and Wednesday 15 th of June 9.30am – 2.30pm	Steps to Excellence Course	St Elvans Aberdare	This programme gives you the opportunity to take more control of your life, become more motivated and improve your confidence and self-esteem.	Jill
Every Tuesday 7 th - 28 th June 10.00am – 12.00pm	Basic IT 4 sessions	Treorchy Library	Let's get you started with your computer, laptop or tablet with some basic IT skills.	Corrina
Tuesday 7 th June 9.30am – 4.30pm	Paediatric First Aid Level 3 1 Day course	Treorchy Library	This course is essential for anyone who works or lives with children It will provide you with first aid skills you can use in an emergency.	Corrina
Tuesday 7 th June 9.30am – 2.30pm	Budgeting 1 day course	To be confirmed	Learn how to manage your money and how to budget for those essential items.	Shan Day
Tuesday 7 th June 4-week course 1:00pm – 3:00pm	Basic IT Skills 4-week course	Rhydyfelin Library	Let's get you started with your computer, laptop or tablet with some basic IT skills.	Adam Twomey
Wednesday 8 th and Thursday 9 th of June 9.30am – 2.30pm	Customer Service Skills 2 day course	Llys Cadwyn Pontypridd	This accredited training course for those looking to develop their communication and Customer Service skills, for work in a variety of sectors.	Adam Twomey
Wednesday 8 th June 9.30am – 4.30pm	Food Safety Level 2 1 Day Course	Treorchy Library	This course is for you if you would like to work in the food industry.	Corrina
Thursday 9 th June 9.30am – 4.30pm	First Aid Level 3 1 Day Course	Tonypandy Library	Gain lifesaving skills in day, by developing your knowledge, understanding and skills in first aid.	Corrina

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Friday 10 th June 9.30am – 4.30pm	Manual Handling - Level 2 1 Day Course	Treorchy Library	This course will help you to understand the importance of the correct handling and moving of equipment.	Corrina
Friday 10 th June 9.30am – 2.30pm	Overcoming Barriers to Work 1 day course	Rhydyfelin Library	This accredited course is for those looking to overcome barriers into work.	Adam Twomey
Monday 13 th June 5-week course 9:30am to 2pm	Introduction to Classroom Assistant Level 2	Cynon Linc Building Seymour Street Aberdare	Learning Support Assistant – Learn about the role of the teaching assistant in schools and how to support teaching and learning.	Jill
Tuesday 14 th June 9.30am – 2.30pm	Confidence Building 1 Day Course	Treorchy Library	Feel your confidence could do with a boost? If so, this course is for you.	Corrina
Tuesday 14 th June 2 – 3.30pm	Understanding and managing Depression	Online via Zoom	This session will explore the facts about depression including signs, symptoms, and causes. Learn of the professional support available to you as well as practical selfcare tools which may be used to support your recovery.	Bev
Tuesday 14 th June 9.30am – 4.30pm	Paediatric First Aid 1 day course	Salem Chapel Church Village	This course is essential for anyone who works or lives with children It will provide you with first aid skills you can use in an emergency	Adam Twomey
Wednesday 15 th June 9.30 – 4.30	Food Hygiene – Level 2 1 day course	Llys Cadwyn Pontypridd	This course is for you if you would like to work in the food industry.	Shan Day
Wednesday 15 th June 9.30am – 2.30pm	Personal Profile 1 Day Course	Treorchy Library	Struggling to get the best from your CV? This course will give you all the tips you need.	Corrina
Thursday 16 th June 9.30am – 2.30pm	Creating The Right Image 1 Day Course	Tonypandy Library	The way you present yourself in an interview can make all the difference in securing a job. The do's and don'ts to make the right impression.	Corrina
Thursday 16 th June 9.30 – 4.30	First Aid Level 3 1 day course	Llys Cadwyn Pontypridd	Gain lifesaving skills in day, by developing your knowledge, understanding and skills in first aid.	Adam Twomey
Friday 17 th June 9.30 – 4.30	Manual Handling Level 2 1 day course	Rhydyfelin Library	This course will help you to understand the importance of the correct handling and moving of equipment.	Shan Day
Friday 17 th June 9.30am – 2.30pm	Understanding & Managing the Interview Process 1 Day Course	Treorchy Library	Would you like hints and tips to be successful at interviews? This course will help you learn how to best present yourself.	Corrina

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Tuesday 21 st June 2 – 3.00pm	Food and Mood Workshop	Online via Zoom	The Food and Mood Workshop explores the relationship between what you eat and how you feel, including tips on how to incorporate healthy eating into your life.	Bev
Tuesday 21 st & Wednesday 22 nd June 9.30am – 2.30pm	Customer Service Skills Level 1 2 day course	Porth Plaza	This accredited training course for those looking to develop their communication and Customer Service skills, for work in a variety of sectors.	Claire
Tuesday 21 st June 9:30am -4:30pm	Paediatric First Aid Level 3 1 day course	Feel Good Factory Abercynon	This course is essential for anyone who works or lives with children It will provide you with first aid skills you can use in an emergency	Jill
Wednesday 22 nd June 9:30am -4:30pm	Food Safety Level 2 1 day course	Feel Good Factory Abercynon	This course is for you if you would like to work in the food industry.	Jill
Thursday 23 rd June 9:30am -4:30pm	First Aid Level 3 1 day course	Feel Good Factory Abercynon	Gain lifesaving skills in day, by developing your knowledge, understanding and skills in first aid.	Jill
Thursday 23 rd June 9.30am – 2.30pm	Resilience Skills 1 day course	The Arts Factory, Ferndale	Accredited course for those looking to develop their resilience skills and strategies for managing everyday life.	Daniella
Friday 24 th June 9.30am 2.30pm	Understanding & Managing the Interview Process 1 day course	Porth Plaza	Would you like hints and tips to be successful at interviews? This course will help you learn how to best present yourself.	Ceryn
Friday 24 th June 9:30am -4:30pm	Manual Handling Level 2 1 day course	Feel Good Factory Abercynon	This course will help you to understand the importance of the correct handling and moving of equipment.	Jill
Monday 27 th & Tuesday 28 th June 9.30am-2. 30p.m	Customer Service Skills Level 1 2 Day Course	Hirwaun YMCA	This accredited training course for those looking to develop their communication and Customer Service skills, for work in a variety of sectors.	Jill/Bev
Monday 27 th June 9.30am-4.30pm	Paediatric First Aid Level 3 1 Day course	Capel Farm, Tonyrefail	This course is essential for anyone who works or lives with children It will provide you with first aid skills you can use in an emergency	Ceryn
Monday 27 th June 10am-11.30am	Suicide Awareness & Wellbeing	Online course (access to Zoom required)	Suicide Awareness – ‘See, Say, Signpost’ training is available to all members of the community and is delivered through Project SPEAK by Cwm Taf Morgannwg Mind. This training is for you if you would like to: Improve your awareness and understanding of suicide, learn to spot the signs in a person who is having thoughts of suicide, develop a range of intervention	Daniella

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			skills including having a caring conversation, Ask the question, prepare a safety plan, Signpost the person to support.	
Tuesday 28 th June 9.30am-4.30pm	Food Safety Level 2 1 day course	Ferndale Library	This course is for you if you would like to work in the food industry.	Ceryn
Wednesday 29 th June 9.30am – 4.30pm	First Aid Level 3 1 day course	Gilfach Goch Community Association	Gain lifesaving skills in day, by developing your knowledge, understanding and skills in first aid.	Daniella
Wednesday 29 th June 9.30am-2.30pm	Personal Profile 1 Day Course	Hirwaun YMCA	Struggling to get the best from your CV? This course will give you all the tips you need.	Jill
Thursday 30 th June 9.30am-2.30pm	Interview Skills 1 Day Course	Hirwaun YMCA	Would you like hints and tips to be successful at interviews? This course will help you learn how to best present yourself.	Jill
Thursday 30 th June 9.30am – 4.30pm	Manual Handling Level 2 1 Day Course	Porth Plaza	This course will help you to understand the importance of the correct handling and moving of equipment.	Claire

Cynon Men's Group

Ongoing Term Time Only Thursdays 10am -12.00pm	Men's Group	Darran Las Community Building	Come along to our Men's Group, for a chat and a cuppa whilst you gain advice and support. Join in with the activities, such as cookery sessions, craft sessions, local walks and much more.	Bev
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Flexible Learning Opportunities

High Speed Training courses are designed to allow flexible learning and cover a wide variety of topics. All are delivered on-line, so internet access is required. Courses range from 1 hour to 3 hours and can all be completed at home within a two-week period. Courses available are:

Duration	Course	Description
One to Two Hours	Food Allergen Awareness	This course complies with the UK's allergen laws, so you understand which foods commonly cause allergic reactions, how these should be labelled on food products under the EU Food Information for Consumers (FIC) Regulation, and how to ensure customers are provided with accurate information about the food they are purchasing.
One to Two Hours	Retail Customer Service	This course will provide you with the skills and techniques to ensure you deliver a quality service, putting the customers' needs first

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Two Hours	ADHD Awareness	This ADHD awareness training course can help anyone who works closely with a child who has ADHD. This course aims to raise your understanding of what ADHD is, what might cause it, and most importantly: how to support children, with ADHS achieve personal, occupational, educational, and social success.
Two Hours	Asbestos Awareness Cat A	A comprehensive introduction to the dangers of working with asbestos. You will understand what asbestos is and where you may encounter it, the dangers associated with asbestos exposure, and what to do if you discover asbestos
Two Hours	Autism Awareness Introduction	This course will help you gain an insight into the Autism Spectrum, whether you work with Autistic Children or in your personal life.
Two Hours	Basic Health & Safety in the Workplace	This course will provide you with the basic understanding of the risks and hazards in the workplace and effective methods to reduce them.
Two Hours	Cleaning in Food Premises Training	This course will provide learners with an understanding of cleaning schedules and how to develop/follow them. How to protect food from contamination whilst cleaning and the best methods for cleaning different parts of the food premises.
Two Hours	Food Hygiene and Safety for Catering Level 2	This Level 2 Food Hygiene and Safety for Catering course helps learners to understand the basics of food hygiene so that they can work safely, comply with the law, minimise contamination and ensure the food they handle is safe for consumers to eat.
Two Hours	Safeguarding Children Internet Safety	This course will provide you with the basic understanding of the risks and hazards in the workplace and effective methods to reduce them.
Two Hours	Starting a Business	This course is suitable for anyone considering starting their own business and cover the basics. It looks at the process of writing a business plan.
Two Hours	Working at Height	This course will provide you with the information to know and control the risks of working at height, and how to use equipment safely.
Two Hours	Workplace First Aid	This course will provide you with the knowledge and Information to safely administer Emergency First Aid Including the Covid-19 Pandemic
Three Hours	Challenging Behaviour	The challenging behaviour course aims to help people who work with children to understand what causes difficult behaviour. The course explains how to react appropriately in challenging situations and help the child to improve their behaviour
Three Hours	Control of Substances Hazardous to health COSHH – V8	The control of Substances hazardous to health training course introduces learners to the risks associated with hazardous substances. It gives people the necessary skills to identify and control hazardous substances, and how to work with them safely.
Three Hours	Person Centred Care	This course teaches people who work in a health care setting how to deliver person-centred care. You will learn how to apply your existing care skills and adopt new ones in a practical person-centred way.

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Three Hours	Introduction to Safeguarding Children Level 1	This course provides you with the knowledge and skills you need to safeguard children. It covers common types of abuse, how to recognise them and how to respond to your concerns.
Three Hours	Safeguarding Vulnerable Adults (SOVA) Level 2	This course provides you with knowledge and skills to safeguard vulnerable adults. How to recognise the signs and the correct way to report your concerns.
Five Hours	Paediatric 1st Aid	This Paediatric First Aid training course will teach those who work with infants or children how to deliver paediatric first aid assistance in an emergency. It covers a variety of fundamental first aid topics and how to put children and infants into the recovery position, and how to provide assistance for a variety of injuries and illnesses.
NOTE This course is Twelve Hours	Care Certificate	The care certificate is a Nationally agreed set of standards that detail the learning outcomes and standards that health and social care workers are expected to be trained in before they can work unsupervised. Made up of 15 standards this course will equip workers with the skills and knowledge they need to perform their role effectively and safely.

Essential Skills

Date	Course	Description																									
Ongoing Term Time Only	Essential Skills Maths and English	<p>RCT Adult Education deliver free friendly courses in your community to help you improve your reading, writing and maths at basic and intermediate levels.</p> <p>Our courses have helped people to:</p> <ul style="list-style-type: none"> • read a newspaper for the first time to find out what is happening in their community • fill in an application form • read notes from their children's school • help their children with their homework • use the internet to keep in touch with family and friends • <p>To book a space please contact: Val.A.Clarke@rctcbc.gov.uk</p> <table border="1"> <thead> <tr> <th>Day</th> <th>Time</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td>1pm – 3pm</td> <td>Llys Cadwyn Pontypridd</td> </tr> <tr> <td>Tuesday</td> <td>3pm – 4.30pm</td> <td>Rhydyfelin Library</td> </tr> <tr> <td rowspan="2">Wednesday</td> <td>9.30am – 11.30am</td> <td>Tonypany Library</td> </tr> <tr> <td>12.30pm – 2.30pm</td> <td>Porth Library</td> </tr> <tr> <td rowspan="5">Thursday</td> <td>9.30am – 11.30am</td> <td>Maerdy Hub</td> </tr> <tr> <td>10am – 12pm</td> <td>Waun Wen</td> </tr> <tr> <td>12pm – 2.30pm</td> <td>Waun Wen</td> </tr> <tr> <td>12.30pm – 2.30pm</td> <td>Tylorstown Welfare Hall</td> </tr> <tr> <td>3.30pm – 5.30pm</td> <td>Treorchy Library</td> </tr> </tbody> </table>	Day	Time	Venue	Monday	1pm – 3pm	Llys Cadwyn Pontypridd	Tuesday	3pm – 4.30pm	Rhydyfelin Library	Wednesday	9.30am – 11.30am	Tonypany Library	12.30pm – 2.30pm	Porth Library	Thursday	9.30am – 11.30am	Maerdy Hub	10am – 12pm	Waun Wen	12pm – 2.30pm	Waun Wen	12.30pm – 2.30pm	Tylorstown Welfare Hall	3.30pm – 5.30pm	Treorchy Library
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Looking to Learn Virtual & Face to Face Programme

Also don't forget.....

We offer On-going Level 2 Food Safety Courses

Date	Course	Course Type	Description	Contact
Ongoing	Food Safety Level 2	Flexible On-line course	This course is for participants who would like to work in the food industry.	Joanne

By offering a variety of learning opportunities both virtually and face to face we hope to appeal to a wider audience, helping individuals on their learning journey. Please check whether your chosen course is virtual or face to face.

To complete these courses at home, you will need access to Wi-Fi and a computer/laptop or tablet – if you do not have these, please contact us and we can speak to you about our Chromebook loan scheme.

Please contact a member of staff for further information or to book on to any course.

<p>Rhondda North 01443 281486 Lisa.g.Richards@rctcbc.gov.uk or 07769164669 Corrina.Ashford@rctcbc.gov.uk or 07557082866 Joanne.Hughes@rctcbc.gov.uk or 07725790785 Tarah.A.Morgan@rctcbc.gov.uk or 07747485713</p>	<p>Cynon 01443 420962 Debbie.Moore@rctcbc.gov.uk or 07747 485641 Beverley.Jones3@rctcbc.gov.uk or 07769164689 Jill.Davies@rctcbc.gov.uk or 07795391852 Rebecca.Wilkins@rctcbc.gov.uk or 07824496423</p>
<p>Rhondda South 01443 570089 Cheryl.I.williams@rctcbc.gov.uk or 07795391839 Claire.Williams3@rctcbc.gov.uk or 07384456978 Ceryn.Gibbs@rctcbc.gov.uk or 07557480753 Daniella.Williams@rctcbc.gov.uk or 07341888849</p>	<p>Taf 01443 562204 Adam.j.Bowen@rctcbc.gov.uk or 07824496387 Shan.Day@rctcbc.gov.uk or 07392 193873 Adam.Twomey@rctcbc.gov.uk or 07867373188</p>