



Hele Hub

community interest company
www.helehub.org

Have moved to: 228A UNION STREET, TORRE, TORQUAY TQ2 5QS
07575 952308 landline coming soon

Please note all our short courses are payable in advance of the course commencing

Short Courses

Pova Protection of Vulnerable Adults

This is a must for anyone working in the care, child care sector or in the community such as teachers, tutors, Trustees - this will give you up to date legislation and what is appropriate to Whistle Blow, and make you personally aware of the guidelines when working with a group of adults - this will run on the following dates:

- 18th June 10.00 - 1.00
- 18th July 10.00 - 1.00

Cost: £25.00 per person

First Aid for Children

This course is in addition to the First Aid course and makes up the 12 hour course as recommended by the Childcare Sector for workers within child minders, crèches, nurseries.

This course has a multiple choice exam at the end.

12th June 9.30 - 4.00

Cost: £60.00

First Aid

This course meets all the recommendations laid down by the Health & Safety Executive for the "Appointed Person in the Workplace" you will learn CPR, Choking, Bandaging, and hazard awareness. There are two multiple choice exams at the end of the day. This book is accompanied by a manual which you keep to be able to refresh yourself.

- 17th April 9.30 - 4.00
- 5th June 9.30 - 4.00
- 24th July 9.30 - 4.00

Cost: £60.00

Basic Computers

Follow the UK Online package and learn to use a mouse, send emails and search online. This course is for 10 hours and is supported by a tutor.

- 8th May 9.30 - 12.00
- 5th June 9.30 - 12.00
- 5th May 12.30 - 3.00
- 2nd June 12.30 - 3.00

Cost: FREE



Crèche available

Food Hygiene Course

This course is aimed at anyone involved in the preparation of food, whether at home, in the food industry or within care institutions. There is a multiple choice exam at the end of this course. The course is CIEH accredited and will run on the following dates:

- 6th May 9.30 - 4.00
- 24th June 9.30 - 4.00
- 29th July 9.30 - 4.00

Group bookings can be made to suit companies.

Cost: £45.00

Coming Soon - Level 2 Fire Risk Assessment

This course will help to understand the need to meet the requirements and how to carry out fire risk assessments by providing guidance on how to make sure that you are meeting the Regulatory Reform (Fire Safety) Order 2005. Understand the "Responsible Person" concept 5 Step process Risk management, How to draw plans, Fire safety training programme, Make sure that you comply with Fire Regulations Today! 20 hour course. Min group size 10.

Cost: £95.00

Health & Safety Course

This course provides essential knowledge and understanding of the Health & Safety for employees working in the sector of business, or those who are self employed. There is a multiple choice exam at the end of the session. This course is CIEH accredited and will run on the following dates:

- 20th May 9.30 - 4.00
- 1st July 9.30 - 4.00

Group bookings can be made to suit companies.

Cost: £45.00

Fun Flowers For Spring

A five week course creating traditional floral designs for Spring time, using the best of the seasons flowers and sundries available. A fun and easy course for lovers of flowers. Come along and meet like minded people and impress your friends with your fabulous creations.

Starts 20th April
6.30 - 8.30

Cost: £30.00 (£25.00 if on means tested benefits)

Flowers and sundries extra.

Introduction to Counselling Skills

This course offers an introduction to the basics of counselling skills in a non-counselling setting. The skills learned will prove valuable to the course member personally and when helping others.

Students will learn: effective listening skills, use of body language, recognizing and expressing feelings, use of effective questions.

Cost: £90.00 (£45.00 if on means tested benefits)

Starts Monday 26th April - 10.00 - 1.00
(15 hours)



Level 3 in Counselling Skills - Starts April

Cost: £500 (£170.00 if on means tested benefits)

Please ring to find out more information

Helping Skills (Counselling Skills) Level 2

This qualification gives learners the opportunity to understand the skills needed to communicate effectively and to engage in a one-to-one helping relationships appropriately. Learners will consider the variety of contexts and settings within which your helping skills are used (e.g. support services, healthcare, social care youth and community work, early years). It will therefore be a useful progression route for those interested in furthering their studying or widening their work role. This could be in areas such as workplace mentoring, advice and guidance support or the use of counselling skills. 40 hours of tutoring.

Cost: £245.00 (£78.00 if on means tested benefits)

Starts Wednesday 2nd June



Preparing to Teach in the Life Long Sector - PTLTS

This course is for anyone interested in teaching or training adults in a community setting or at work. You will learn what the role of a tutor is, how to write a scheme of work, lesson plans and how to deliver a teaching session, use of different resources and different learning styles. You will need to work towards or hold Numeracy and Literacy at Level 2.

Costs: £200.00 (£100 if on means tested benefits)

This is a 36 hour course and some Saturdays are included.

Starts 21st April 5.30 - 8.30 or
9th June 5.30 - 8.30

A1 Assessors Award

Train as an assessor - You must have access to candidates

Starts 21st April - 10.00am - 12.00 noon
Cost: £275

For long courses we do allow you to pay weekly - **however** all courses must be paid for in full after two months. Please note we only run level 2 and above courses for over **19s**. All times, dates and venues are correct at time of publishing, however these could change at our discretion.

Refunds are given if we are notified in writing 2 weeks before the start of the course, (subject to a £10 administration fee deduction). Once a course has started, refunds, if acceptable, will only be given as a credit against future course fees.

Crèche available £2 per session - please book in advance - all crèches are run by learners studying on their NVQ in Childcare and a level 3 supervisor is always available.

Numeracy & Literacy

Brush up sessions every Monday, Literacy 9.30 - 11.30 and Numeracy 12.30 - 2.30, **FREE COURSE**

- Crèche available on day time courses



NVQ Level 2 in Child Care

This is an NVQ for people wishing to or already working within the childcare industry. This qualification will help you achieve the nationally accepted qualification to work as an assistant in a playgroup, crèche, nursery, infant school or family centre. It is expected that you will work towards your literacy and numeracy skills.

Starts Friday 23rd April
9.30 - 1.30

Cost: £100



NVQ Level 3 in Childcare

This is for people already working in the industry and are working in a supervisory position or wish to. You will need a work placement of 10 hours per week. It is expected that you hold numeracy & literacy at level 2 or the equivalent qualification.

Thursday 22nd April 9.30 - 11.30
Cost: £100

Numeracy Brush Up Sessions

Wednesday Evenings
6.30 - 8.30 Starts May

Literacy Brush up Sessions

Thursday Evenings
6.30 - 8.30 Starts May

Phone for more details

ITQ Level 1 & Level 2

These courses help you gain a nationally recognized qualification and will cover emailing, how to operate a computer, word processing - there is no exam but a portfolio is assessed at the end of the course.

Starts: 22nd April - Level 1
9.30 - 2.30

Evening course starts:
4th May 5.30 - 8.30

Starts 10th May Level 2
9.30 - 2.30

Costs: £265 (£80 if on means tested benefits)

Creative Crafts Level 1

This course will introduce you to a wide range of crafts - you will put together a portfolio and have an exhibition at the end of the course to display your creations.

Starts 30th April 9.30 - 1.30

60 hours of tutoring.

Cost: £185 (£48 if on means tested benefits)
£3.00 every week towards materials.



Denotes crèche available

We charge 50p per session for teas and coffees

Other NVQs Available

£100 towards registration and Certification

- Customer Service Level 2 & 3 Starts Tuesday 27th April 6.30pm
- Business Admin Level 2 & 3 Starts 28th April
- Health & Social Care Level 2 & 3 Starts 27th April 6.30pm
- Youth Work Level 2 & 3 Starts 27th April 6.30pm
- Food Processing and Cooking Level 2 Starts April 23rd 9.30am - 2.30pm
- Management Level 2 & 3 Starts 28th April 6.30pm - 8.30pm
- Advice & Guidance Level 2 & 3 Starts 28th April 6.30pm - 8.30pm