



Learn for Free

Our Programme

Free training for PCH Residents, leaseholders, shared owners and household members.

What is **Learn for Free**?

All our
courses are
free!

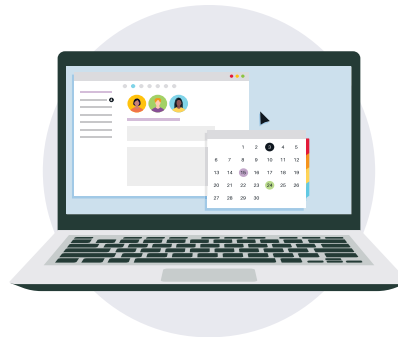
Learn for Free is a free training programme designed for PCH residents, leaseholders, shared owners and household members.

Whether you are looking to meet new people, get involved in your community, help us deliver great services, or update your CV with new skills, Learn for Free has something for you.

Courses include:



In person courses
ran at PCH venues



online courses you can work
through at your own pace



Courses ran by
our partners

We want to support you to achieve your goals, so contact us to find out how we can best support you.

New and additional courses will be added depending on the feedback from residents and to respond to changing needs throughout the year.

Sign up to the learning mailing list to hear about the latest learning opportunities.

On the following pages are a selection of courses which are available throughout the year.

Available Courses

Some courses are certified: you get a qualification with a certificate and are perfect to build your CV. Others are designed to help you be more involved with PCH or your Community by providing skills to join in with Resident Groups and other courses are more general interest.

If there is a course you are interested in but can't see in the programme, please do still get in touch with us. We may be able to add it to the programme or support you to attend the course elsewhere.

Food Safety Level 2	page 4	Chairperson Skills	page 10
Cooking at the Towers	page 5	Secretary Skills	page 10
Creative Writing	page 5	Treasurer Skills	page 10
Introduction to Word	page 6	Taking Minutes in Meetings	page 11
Introduction to Excel	page 6	Mental health Awareness	page 12
Introduction to Powerpoint	page 6	Dementia Awareness	page 12
Learn My Way	page 7	Confidence Building Techniques	page 13
Digital Drop in	page 7	Dealing with Stressful Situations	page 13
Emergency First Aid at Work	page 8	An Introduction to Social Housing	page 14
Essentials of GDPR	page 9	Tenancy Skills	page 14
Equality and Diversity	page 9		

Food Safety Level 2

A one day food hygiene course. An essential requirement for the catering industry and working with or handling food.

This course is perfect for anyone who works with, or handles food, and wants to meet the UK food handling requirements.



This course covers:

- An introduction to food safety
- Understanding food law
- The impact of food-borne illness
- Food safety hazards and control
- Food storage

Please contact us for more information

*Hungry
to learn?*



Cooking at the Towers

Cook a new recipe, learn top tips from a knowledgeable tutor and enjoy the meal you have cooked together!

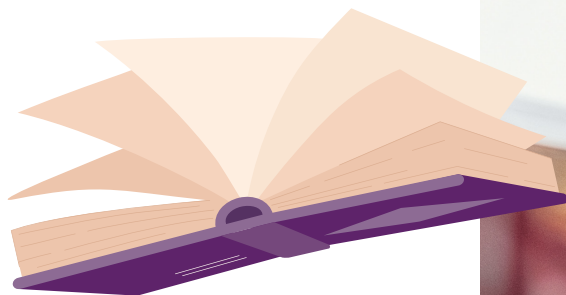
Please contact us for more information

.....

Creative Writing

Improve your writing skills, try out different writing techniques and meet new people. The group has a relaxed atmosphere with hot drinks and snacks served to attendees.

Please contact us for more information





Introduction to **Word**

This online course is for those looking to improve their Microsoft Word 2016 skills learn more about various tools and features available.

Available anytime online

.....

Introduction to **Excel**

Learn how to use Microsoft Excel 2016, a program used in many workplaces! Boost your skills and knowledge of the various tools and features.

Available anytime online

.....

Introduction to **Powerpoint**

This course is a great starting point to learn more about using Microsoft PowerPoint 2016. Have a go at creating a presentation; a handy skill to have for many different jobs.

Available anytime online



Let's get digital

Learn My Way

Plumer House is a UK Online Centre with Learn My Way, which gives you access to a variety of free online training courses.

Search for 'Learn My Way' on our website: www.plymouthcommunityhomes.co.uk and remember to use our sign-up code 8000268 and then just choose the course that suits you

Available anytime online

Digital Drop in

Learn how to get the most out of your smartphone, tablet or laptop at a digital clinic.

Are you stuck on internet shopping? Want to find ideas and recipes online? Come along with your device and learn some fresh skills and meet friends old and new.

Please contact us for more information



Emergency First Aid at Work



A one day course in basic first aid, a minimum requirement for first aiders in the workplace.

This course involves practical hands-on experience to give you the skills and confidence to respond to a range of accidents and emergencies that you may come across at work, in public or at home.

To achieve a certificate in this course, you will need to be able to kneel on the floor in order to take part in the demonstrations.

This course covers:

- Assessing a casualty and calling for help
- Unresponsive casualties
- Bleeding and burns
- Shock
- Reporting accidents

Please contact us for more information

*Are you a
life saver?*



Essentials of **GDPR**

With this course learners will understand the key principles and what their roles and responsibilities include when handling people's information.

Available anytime online

Equality & Diversity

Gain an understanding of the topic of equality, diversity and inclusion and gain confidence to speak and act on equality, diversity and inclusion issues. A great course for all, whether in a community group, looking for work, or just to gain confidence in everyday life.

Please contact us for more information





Chairperson Skills

Learn how to chair meetings and find out more about the roles and responsibilities of a Chairperson of a community group

Please contact us for more information

.....

Secretary Skills

Learn more about being the secretary of a community or residents group and learn some useful skills about keeping records and supporting the successful running of the group.

Please contact us for more information

.....

Treasurer Skills

Gain confidence in being the treasurer of a community or resident group. Learn skills in managing the finances of the group and find out about the importance of keeping good records.

Please contact us for more information

Taking Minutes in Meetings

Learn tips and tricks to take effective minutes in meetings. A great skill in the workplace and in community groups.

Please contact us for more information



Take a
minute





Mental Health Awareness

Raise your awareness of good and poor mental health and a range of mental health conditions. This course allows you to gain an understanding of common mental health problems and how to work with individuals with them.

Please contact us for more information

Dementia Awareness

During this friendly and session you'll learn about dementia, how it affects a person and what you can do to help people affected by dementia in your community.

Please contact us for more information

Confidence Building Techniques

This quick course explores what confidence is, and provides useful techniques and resources for you to use.

Available anytime online

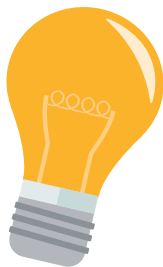
Boost your confidence

Dealing with Stressful Situations

Learn how to deal with and resolve conflict on a personal level and in your community.

This course discusses skills such as assertiveness to help you manage situations where you are faced with conflict and improve your confidence so that you can address your concerns effectively

Please contact us for more information





An Introduction to **Social Housing**

This online course provides background into the history of social housing, and looks at the roles and responsibilities of social housing providers and their tenants.

Available anytime online

.....

Tenancy Skills

Learn the basics of finding accommodation, understanding tenancy agreements and your legal rights. Learn tips on managing finance and paying rent and other useful tips such as basic DIY skills. Useful for all residents, both new and long term!

Available anytime online



Support and requirements

Don't miss out! Book your place today. Call Ashleigh Knowles on 0808 230 6500.

We'll confirm your place on a course by letter and then we'll be in touch before a course to check your attendance and requirements.

- For full day courses a light lunch will be provided.
- For short courses less than a full day tea and coffee will be provided.
- We can help with travel and childcare costs.



You can also email learnforfree@plymouthcommunityhomes.co.uk or sign up online.





☎ 0808 230 6500

@ learnforfree@plymouthcommunityhomes.co.uk

