



## Day Opportunities

*Supporting people with disabilities*

A central illustration of a black silhouette of a person with arms raised, forming the trunk of a tree. The canopy of the tree is composed of numerous green and yellow open book icons. The background is a warm orange with faint, larger book icons scattered throughout.

# Day Opportunities Programme 2018

## ORANGE BOOK

[www.ccpdayopportunities.co.uk](http://www.ccpdayopportunities.co.uk)

Follow us on:



For further information:

email [admin@citycollegepeterborough.ac.uk](mailto:admin@citycollegepeterborough.ac.uk) or call 01733 761361



## Welcome to Day Opportunities City College Peterborough

At City College Peterborough, we aim to provide you with the best possible learning experience across a wide range of programmes and courses.

People recognize that learning is one of the greatest investments they can make for their future and that of their families and communities as it opens up a wealth of opportunities. We are committed to supporting your personal development and enhancing your learning experience to help you improve your work and career prospects, personal development and general wellbeing.

The College has always worked in close partnership with other community organizations across the city to provide courses that meet the needs of our community. Students appreciate the high-quality learning experience that the College provides and use their skills to enhance their lives.

I hope that you will find something in this course guide that appeals to you. But, if you can't find what you're looking for, please contact me via email: [principal@citycollegepeterborough.ac.uk](mailto:principal@citycollegepeterborough.ac.uk) and let me know what you would like us to consider for the future.

I look forward to seeing you in the forthcoming academic year and hope you enjoy your chosen course(s) with us.

**Pat Carrington MBE**

Principal/Assistant Director Skills and Employment



## WHO CAN ATTEND THE COURSES

If a course has a colour key for you, you can enrol and attend the course:

### SUPPORTED PEOPLE

### PARENTS/CARERS

### STAFF

## How to enrol

If you would like to enrol on one of our courses please go to Customer Services at Brook Street or contact them on 01733 761361. If you need support in completing your enrolment form please speak to one of the Day Opportunities staff or a support worker.



## Child & Vulnerable Adult Safeguarding

The College is committed to promoting the welfare, safety and protection of all children, young people and vulnerable adults, both learners and staff. If you have any concerns or worries about your welfare or safety and would like to discuss this in confidence, please contact the Designated Person for Safeguarding on (01733) 761361.

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## Learning Support

We will make every effort to provide specific support or equipment to meet your needs. Below are some examples:

- Individual hearing loops (for learners who wear hearing aids)
- Arrangements for audio and visual equipment in the classroom
- Worksheets produced in large text, coloured overlays
- Adaptive technology for computer courses e.g. adapted mouse, keyboards, specialist software
- A Learning Support Assistant, Volunteer or Signer to assist you
- Arrangements with exam boards for support and/or extra time.

Learning support can usually be arranged to meet the individual needs of learners who may require specialist needs prior to enrolling on a course.

Please contact a member of our Customer Services Team on (01733) 761361.

## Learning with Disabilities

We welcome learners of all abilities and we want to make sure that everyone's experience of learning with us is a really positive and enjoyable one.

**PLEASE HELP US TO MAKE SURE THAT WE GET IT RIGHT FOR YOU**



**Please tell us if:**

- you will need specific access arrangements to a building
- you will need specific facilities/equipment within the classroom or teaching area
- you have any learning difficulties such as dyslexia or dyspraxia and may need a reader or scribe.

## Accessibility

Our Brook Street Site is accessible to learners with disabilities with ramps, lifts and doors, which facilitate access to all the buildings and classrooms. Most of our 'Outreach' venues have suitable access but the majority of these are not owned by City College Peterborough and not all classrooms may have disability access and/or facilities. Before you enrol, please speak to a member of our Customer Services Team on (01733) 761361 with queries regarding access to or within one of our Outreach venues.

## Equality & Diversity



City College Peterborough actively works towards offering equality of access and opportunity to all learners and employees regardless of ability, age, sexual orientation, marital status, disability, ethnic origin, race, gender, health, offender background or previous education. The details of the Services' Equal Opportunities Policy are provided in a separate leaflet, available on request.

**For further information:**

email [admin@citycollegepeterborough.ac.uk](mailto:admin@citycollegepeterborough.ac.uk) or call 01733 761361

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## Let's cook together

**SUPPORTED PEOPLE**

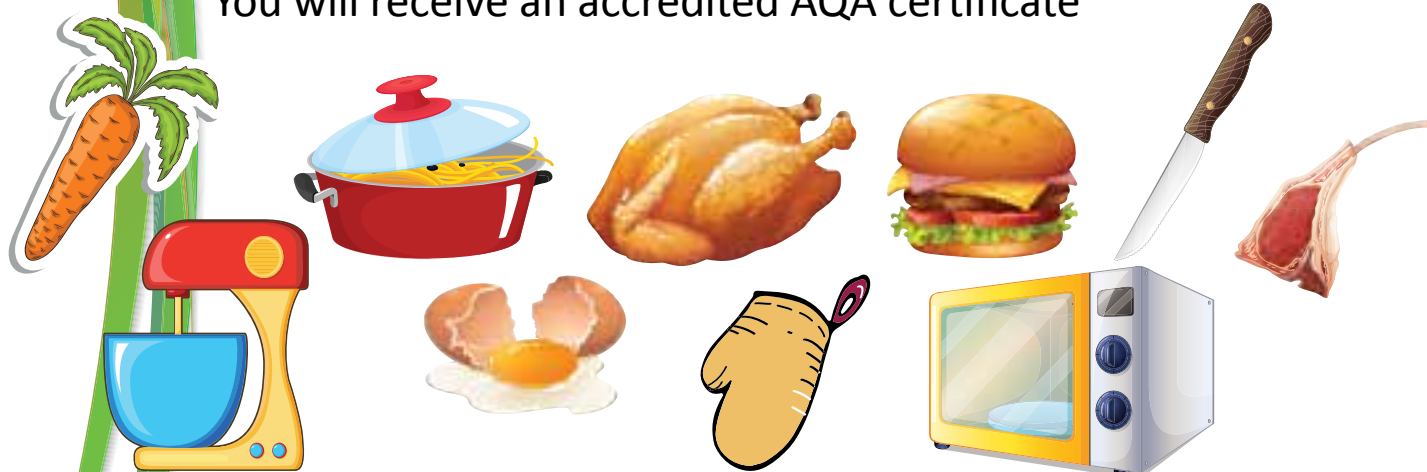
Come and make some basic dishes that we can then enjoy eating together.

On this course you will learn how to make some basic dishes which you can then enjoy eating with the other learners.

Your cooking skills and confidence in the kitchen will improve, which will support you to cook for yourself at home, this will help to give you hints and tips on how to cook on a budget.

Dates available	Times of sessions	Number of sessions	Venue	Tutor
Thursday 22nd March – Thursday 29th March 2018	11.30 – 14.30	2	CCP	Lyndsay Shaw
Wednesday 6th June – Wednesday 13th June 2018	10.30 – 13.30	2	CCP	Lyndsay Shaw

You will receive an accredited AQA certificate



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# Learn the basics of Food Safety

**PARENTS/CARERS**

**SUPPORTED PEOPLE**

This class will help you to deal with basic food hygiene at home and at work.

You will learn how to handle food safely, when to throw things away and what colour board you should use for different foods.

Dates available	Times of sessions	Number of sessions	Venue	Tutor
Tuesday 24th April 2018	10.30 – 13.30	1	CCP	Valerie Snowdon
Tuesday 19th June 2018	10.30 – 13.30	1	CCP	Valerie Snowdon

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# Learn the basics of First Aid

**SUPPORTED PEOPLE**

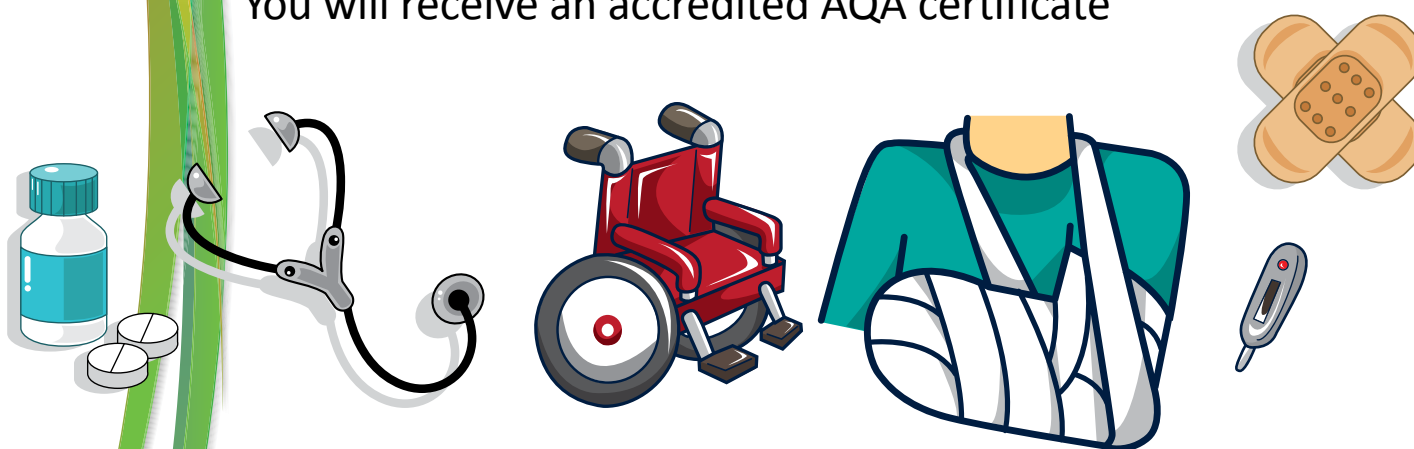
This course will help you to deal with basic first aid accidents around the home and at work.

You will learn how to apply bandages, how to recognise a type of cut and when and how to call for help.

This will be a practical course so please wear trousers and flat shoes.

Dates available	Times of sessions	Number of sessions	Venue	Tutor
Tuesday 27th February 2018	10.30 – 13.30	1	CCP	Valerie Snowdon
Tuesday 3rd July 2018	10.30 – 13.30	1	CCP	Valerie Snowdon

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# Moving and handling of Objects

**SUPPORTED PEOPLE**

This course will help you to move and handle objects such as boxes or heavy items safely.

This will help to minimise risks to yourself and others.

This will support you in the workplace and at home.

This will be a practical course so please wear trousers and flat shoes.

Dates available	Times of sessions	Number of sessions	Venue	Tutor
Wednesday 30th May 2018	10.30 – 13.30	1	CCP	Justin Preston- High

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# Internet and Social Media Security

PARENTS/CARERS

SUPPORTED PEOPLE

Would you like to click clever and click safe when using the internet/social media? Come along and join this course and you will learn some new skills including:

- How to use the internet safely; know where to look for information and the best websites to use.
- How to make sure you are staying safe when you are using social media such as Facebook
- Know the dangers of online conversations and chatrooms
- Know what is safe to download and what is NOT
- How to keep your personal information such as name and address safe and secure

Dates available	Times of sessions	Number of sessions	Venue	Tutor
Monday 5th February 2018	10.30 – 12.30	1	CCP	Kieron Wightman
Monday 14th May 2018	10.30 – 12.30	1	CCP	Kieron Wightman
Monday 2nd July 2018	10.30 – 12.30	1	CCP	Kieron Wightman

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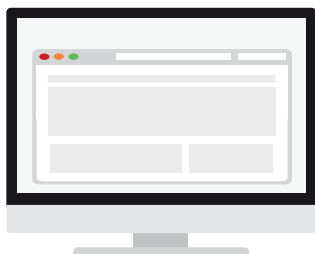
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# Learn the basics of Computers

SUPPORTED PEOPLE

This short course will cover the basics of a computer, this course will give you hints and tips on how to use things like Microsoft word, Microsoft excel and how to use shortcuts.

This will give you the chance to be able to use a computer either at home or at work.

Dates available	Times of sessions	Number of sessions	Venue	Tutor
Monday 5th March – Monday 19th March 2018	10.30 – 13.30	3	CCP	Kieron Wightman
Monday 4th June – Monday 18th June 2018	10.30 – 13.30	3	CCP	Kieron Wightman

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# Looking after your Money

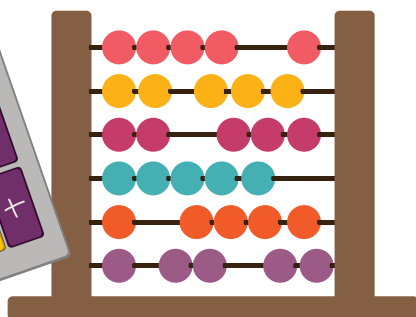
**SUPPORTED PEOPLE**

During this course, you will learn the basic maths skills to help you in everyday life so that you can manage your money safely.

You will gain confidence in when you should not share your personal information, such as your name and address or bank details, and the reasons this is so important for you to feel safe.

Dates available	Times of sessions	Number of sessions	Venue	Tutor
Friday 9th February 2018	10.30 – 12.30	1	CCP	Kieron Wightman
Friday 22nd June 2018	10.30 – 12.30	1	CCP	Kieron Wightman

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# Customer Service and Retail

**SUPPORTED PEOPLE**

You will have the chance to look at why customer service is important and how to deal with any issues.

You will look at different types of retail outlets and how you interact with customers in those businesses.

This will help you if you are interested in working or volunteering.

Dates available	Times of sessions	Number of sessions	Venue	Tutor
Wednesday 21st February 2018	10.00 – 13.00	1	CCP	Justin Preston-High
Wednesday 11th April 2018	10.00 – 13.00	1	CCP	Justin Preston-High
Wednesday 13th June 2018	10.00 – 13.00	1	CCP	Justin Preston-High

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# A quick introduction to starting a business

**SUPPORTED PEOPLE**

This short course will give a brief introduction on what it takes to set up and run a business.

Are you involved in an enterprise or have you ever wanted to set up your own business.

This course will give you an insight into what it takes.

Dates available	Times of sessions	Number of sessions	Venue	Tutor
Thursday 12th April 2018	10.00 – 13.00	1	CCP	Justin Preston-High

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# Health and Beauty

**SUPPORTED PEOPLE**

This course will give an introduction to pampering yourself.

In week 1 you will learn how to do a mini facial, covering cleansing, exfoliating toning and moisturising .

In week 2 you will move on to look at applying make-up for those special occasions or just for an everyday look.

Dates available	Times of sessions	Number of sessions	Venue	Tutor
Wednesday 7th March – Wednesday 14th March 2018	10.30 – 13.30	2	JMC (Salon)	Samantha Clarke
Wednesday 13th June – Wednesday 20th June 2018	10.30 – 13.30	2	JMC (Salon)	Samantha Clarke

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## Confidence Skills

**SUPPORTED PEOPLE**

This class will help you to improve your confidence when speaking to different people, when asking questions, when getting information and making decisions.

You will take part in some role play and visit a local restaurant to help you to become more confident when you order a meal.

Dates available	Times of sessions	Number of sessions	Venue	Tutor
Friday 27th April – Friday 4th May 2018	12.00 –15.00	2	CCP	Sadie Tibbett
Friday 6th July – Friday 13th July 2018	12.00 –15.00	2	CCP	Sadie Tibbett

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# Looking after yourself and your home

SUPPORTED PEOPLE

In week 1 you will learn the skills to clean your house/home and what kind of products you should use. In week 2 you will learn how to look after yourself, including things you might do before an interview or special occasion, how often to wash your clothing or yourself and at the end of the course you will receive a goody bag.

Dates available	Times of sessions	Number of sessions	Venue	Tutor
Friday 23rd February – Friday 2nd March 2018	10.30 – 13.30	2	JMC flat	Sue Burgess
Friday 8th June – Friday 15th June 2018	10.30 – 13.30	2	JMC flat	Sue Burgess

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# Training in Systematic Instruction (TSI)

**PARENTS/CARERS**

**STAFF**

This 3 day course with a half day follow up will train staff/parents/carers in systematic instruction.

Training in systematic instruction is an approach, which aims to provide organisations with the skills and knowledge required to provide one on one support for people with disabilities who require assistance to learn the skills, associated with work and independent living.

Dates available	Times of sessions	Number of sessions	Venue	Tutor
8th, 9th & 10th May 2018	09.30 – 16.30	3 days	CCP	Rob and Sue Henstock
Follow up session to be confirmed	09.00 – 12.00	Half day	CCP	Rob and Sue Henstock



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# Train the Trainer

PARENTS/CARERS

STAFF

This is an introductory course to help staff learn how to write sessions/lesson plans, evaluate their lesson and the basic delivery of a lesson.

The course will include a brief overview of how to write a session plan, how to write a scheme of work, how make your lessons active and you will also be expected to carry out a micro teach.

Dates available	Times of sessions	Number of sessions	Venue	Tutor
Friday 2nd February – Friday 9th February 2018	09.15 – 16.30	2	CCP	Paul Watkins



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# Moving and Handling Workshop

PARENTS/CARERS

STAFF

This is a half day and one day workshop on how to move and handle people safely. This course is suitable for staff and parent/carers that may need to move a supported person safely.

Dates available	Times of sessions	Number of sessions	Venue	Tutor
Friday 27th April 2018	09.00 – 16.00	1 full day	Kingfisher	Clinical Skills Training
Friday 6th July 2018	09.00 – 12.00	Half day refresher	Kingfisher	Clinical Skills Training



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# Summary of Projects

## **Project 1**

### **Therapies @ Kingfisher**

A project will run from the Kingfisher centre and will be centred on the clients and a wide variety of therapies to support their day to day needs. The types of therapies that may be included are:

- Art therapy
- Expressive Art
- Music therapy
- Sound Bath
- Sensology
- Sherborne development movement
- Dance therapy
- Tia Chi
- Yoga

If you have any other therapy ideas please let us know.

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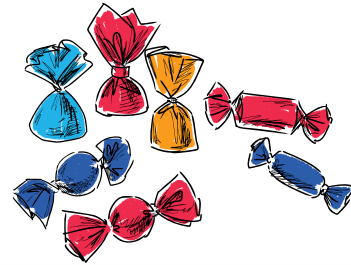


## Project 2

### Enterprise – Make and create project

This project will run from CCP however can be available at any of the centres. The project will focus on a variety of crafts which will support the enterprise businesses, making items to sell. It will include crafts such as:

- Button crafts
- Felt making
- Flower arranging
- Jewellery Making
- Paper craft – making cards
- Pom Pom crafts
- Pottery
- Sewing
- Sweets and chocolate making



And much more

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## Project 3

### Upcycle at the Industrial Hub

This project will run at the industrial hub and will be centred on the upcycling of wood, using a variety of tools and methods.

- Health and safety
- How to move and handle objects safely
- Making a bird table
- Making items to sell
- Making coat hooks
- Making planters from pallets
- Making a tea and coffee cup hanger
- Making vegetable beds

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# Staff training/CPD

All of these courses are offered as distance learning and are all accredited to Level 2 certificate and can be used as Continuing professional development (CPD). All courses require a £45 fee to secure a place and cover the cost of registration and certification, this may be covered through staff development through your budgets, please speak to your line manager.

List of courses available are:

- Business Administration
- Common Health Conditions
- Customer service
- Customer service in Health and Social Care settings
- Dementia care
- Dignity and Safeguarding
- Equality and diversity
- Fall prevention awareness
- Information, Advice and Guidance
- Infection Control



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- Lean organisation management techniques
- Learning disabilities
- Management of Diabetes
- Mental Health Awareness
- Preparing to work in Adult social care
- Principles of care planning
- Principles of end of life care
- Safe handling of Medications in Health and Social Care
- Understanding Autism
- Understanding behaviour that challenges
- Understanding Nutrition and Health
- Working with people with mental health needs



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