



# Welcome to NPH's training programme for Winter 2018

Courses including:

Using computers  
- from complete  
beginners to  
accessing the  
internet

Food Safety

Computer  
skills - using  
Microsoft Excel



# Welcome to NPH's training programme for Winter 2018



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](mailto:participation@northamptonpartnershiphomes.org.uk).

The course leader was great with students and invited us to share ideas and express our views.

## 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 when you book your training with us.

## 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! Easy to follow and informative. I learnt a lot.

## 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.

Everyone was made to feel welcome. The tutor definitely knew their subject!



# The Courses

## **Level 2 Award in Food Safety in Catering provided by Ingredients4Health**

Tuesday 27th February 2018  
9.30am to 4.30pm at Blackberry Lane 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.

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## **Beginners' IT provided by Northamptonshire County Council**

Thursday 18th & 25th January 2018, 1st, 8th & 22nd February 2018 2pm to 4pm at James Lewis Court Community Hub OR

Wednesday 21st & 28th February 2018, 7th, 14th & 21st March 2018 10am to 12pm at Parsons Meade Community Hub

This 5-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 10th, 17th, 24th & 31st January 2018 and 7th February 2018 2pm to 4pm at Nene Drive Community Hub OR

Thursday 1st, 8th, 15th, 22nd & 29th March 2018 2pm to 4pm at James Lewis Court Community Hub

This 5-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.

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## **Beginners' Excel provided by Northamptonshire County Council**

Wednesday 21st & 28th February 2018 and 7th, 14th & 21st March 2018 2pm to 4pm at Parsons Meade Community Hub

This 5-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.

**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.**

# Scheduled Courses

Course	Date	Day	Time	Venue
Beginners' IT 5 week course	18/01/18 – 22/02/18*	Thursdays	14.00 – 16.00	James Lewis Court Community Hub
Beginners' IT 5 week course	21/02/18 – 21/03/18	Wednesdays	10.00 – 12.00	Parsons Meade Community Hub
Level 2 Award in Food Safety in Catering	27/02/18	Tuesday	9.30 – 16.30**	Blackberry Lane Community Hub
Intermediate IT 5 week course	10/01/18 – 07/02/18	Wednesdays	14.00 – 16.00	Nene Drive Community Hub
Intermediate IT 5 week course	01/03/18 – 29/03/18	Thursdays	14.00 – 16.00	James Lewis Court Community Hub
Beginners Excel 5 week course	21/02/18 – 21/03/18	Wednesdays	14.00 – 16.00	Parsons Meade Community Hub

\* This course will not run on Thursday 15th February 2018 due to school holidays.

\*\* 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 will add you to next term's dates.



## Contact us

NPH Customer Engagement

Telephone: **01604 837836**

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

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



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