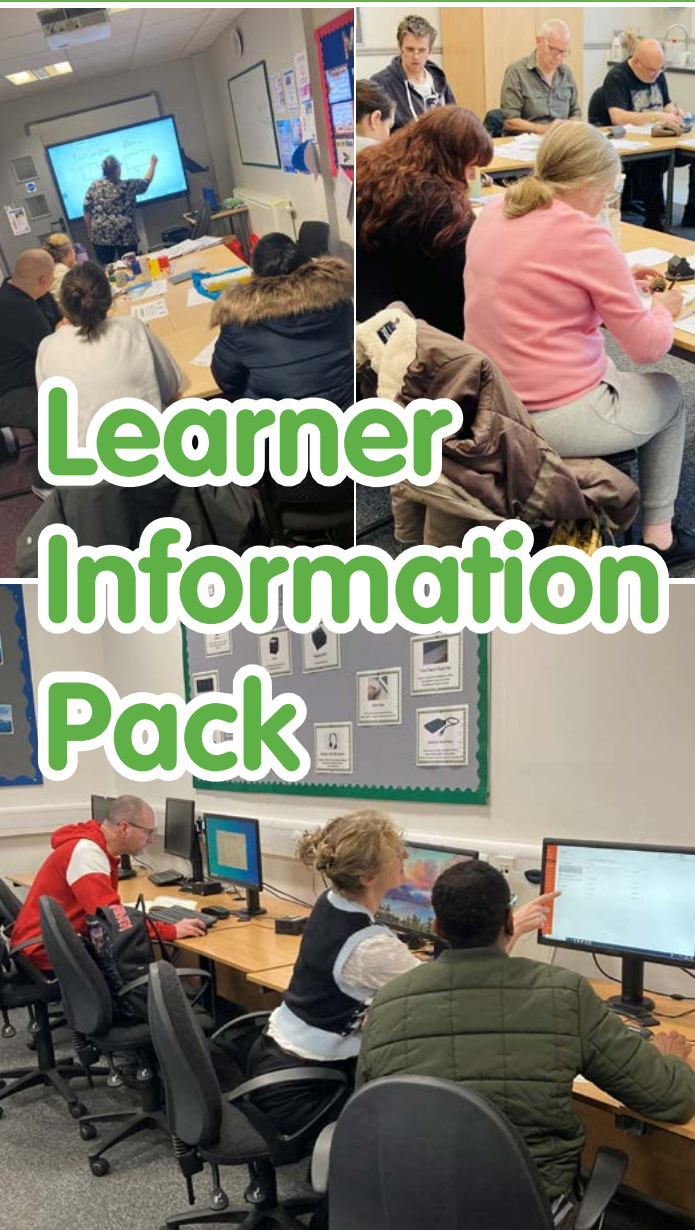


Change Your Life

learn something new



METROMAYOR
LIVERPOOL CITY REGION



Learner Information Pack

Adult Learning Courses

FREE IT Courses

FREE Maths & English
Wellbeing and Personal
Development

Arts & Crafts

Skills for Employment

Distance Learning

...and so much more!



0151 511 7788



adult.learning@halton.gov.uk



@adulthalton



Check us out on Facebook



www.halton.gov.uk

Call in to see us at:

Acorn Learning Centre,
Runcorn WA7 2JE

Kingsway Learning Centre,
Widnes WA8 7QY



What to Expect

Halton Borough Council welcomes and values all of our learners and we offer high quality Adult Learning in a friendly, adult atmosphere that encourages achievement. Our Charter underpins our commitment to your success.

Organisation Charter – what you can expect from us



- Clear and impartial information, advice and guidance to support you through your learning journey
- Access to a range of support with maths, English and ICT if required
- A planned learning programme with a range of high-quality teaching, learning, assessment and support opportunities appropriate to the course and your needs
- Provide opportunities for learner voice feedback on your education programme and your learning experience
- Promote the basic principles of Fundamental British Values, Prevent, as well as social, moral, spiritual, and cultural values.
- Prioritise and promote the safeguarding and protection of all our learners from harm, whatever their age, culture, disability, gender, language, race, religion / belief and / or sexual orientation

Learner Charter – what we expect from you



- Tell us if you have an additional need that may affect your learning
- Aim to achieve 100% attendance - including work placement. Attending and being on time for all learning experiences and activities within your programme / timetable. If you are absent, report your absence accordingly. (Your attendance will be monitored and attendance below 90% may result in further action)
- To treat tutors, learners and staff with respect.
- Report any Safeguarding or Health & Safety concerns promptly.
- Use the college IT systems appropriately and in line with our IT Acceptable Use Policy

Centre Information

Centre	Acorn Learning Centre	Halton Lea Library	Kingsway Learning Centre
Address	Kingshead Close, Castlefields, Runcorn WA7 2JE	Halton Lea, Runcorn WA7 2PF	Victoria Road, Widnes, WA8 7QY
Tel	0151 511 7788	0151 511 7788	0151 511 7788
Who to report issues to	Reception – Learner Services	Your tutor	Room 10 – Learner Services



Fire Alarm: If you hear the Fire Alarm sound, please evacuate the building via the nearest exit.



First Aid: If you need First Aid assistance, please speak to your tutor.



Absences: To report an absence, please contact the office on 0151 511 7788 before 8.45am.

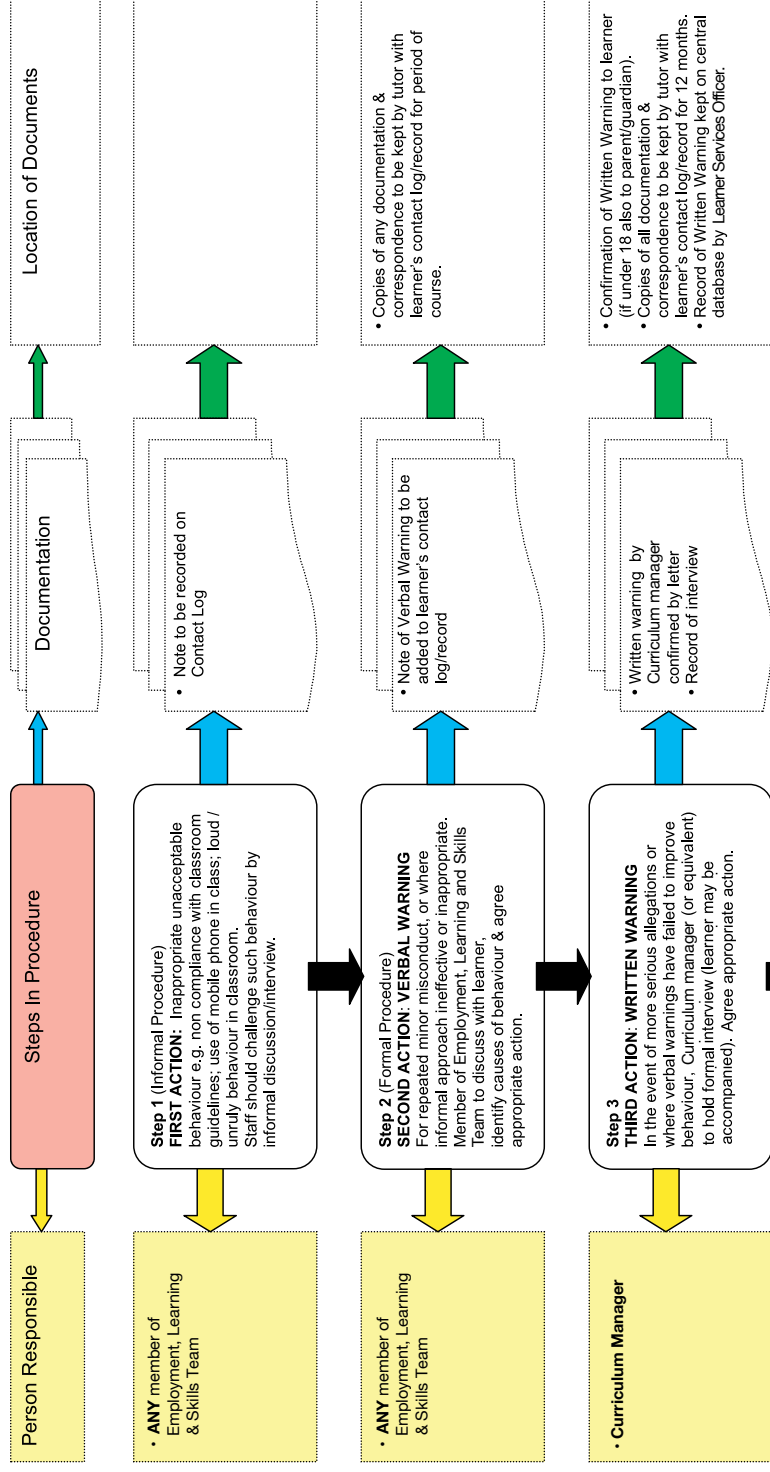


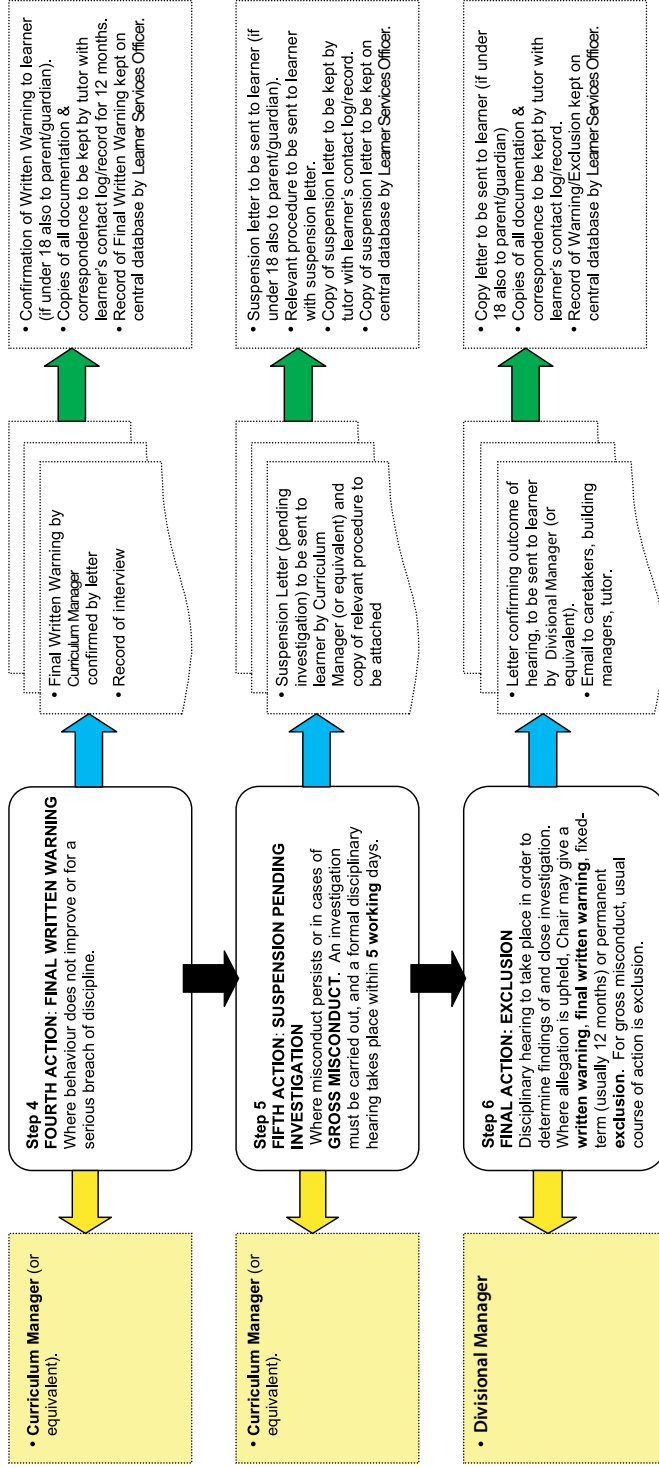
Safeguarding: [To report a Safeguarding concern](#), please scan the QR code.



Tell the Team: [If you have any comments](#), complaints or compliments, please scan this QR Code.

Employment, Learning & Skills Learner Disciplinary Procedure Flowchart





APPEALS: Where formal warnings are to be issued, a learner has the right to be represented or accompanied by a learner representative, friend or relative. Learners have the right to appeal within 5 working days of the disciplinary warning/exclusion being issued. Where possible, appeals will be chaired by team members at the level above the team member who imposed the original sanction. Appeals against exclusion/dismissal should be in writing to the Head of Division.

THE COUNCIL RESERVES THE RIGHT TO PERMANENTLY EXCLUDE/DISMISS LEARNERS.

Course Information

There will be a number of other topics that will be covered whilst you are on a learning programme with us;



Health and Safety – Health and Safety is everyone's responsibility. Your tutor will discuss how and who to report a Health & Safety issue to.



Ground Rules/Learner Conduct (please see Learner Disciplinary Flowchart) – these are a set of expected behaviours for classroom conduct. They will be set by learners and your tutor.



British Values – these are a set of core values that must be taught to everyone in Schools and Colleges



Online Safety – your tutor will support you in keeping yourself safe in the Digital world.



Safeguarding – your tutor will explain what Safeguarding means and how to report a concern.



The Prevent Duty – The Prevent Duty is designed to support people at risk of joining extremist groups and carrying out terrorist activities



Equality & Diversity – everyone is welcome at Halton Adult Learning, regardless of race, gender, ability, religion, culture or lifestyle.



Course Progression Advice – your tutor will talk to you about what courses are available for you to progress to.

Safeguarding Useful Contacts



Safeguarding Adult Learning Services

Designated Safeguarding Leader –
Kelly Arrowsmith 0151 511 8453



Safeguarding Halton Adult Social Care

Adult Social Care services 0151 907 8306
Emergency Duty Team 0345 050 0148



Police

Emergency 999
Non-Emergency 101
Prevent Advice Line 0800 0113764



Other

Halton Domestic Abuse Service 0300111 1247
Rape & Sexual Assault Support Centre 01928 477980
Action on Elder Abuse Helpline 0808 808 8141
Respond (supporting people with learning disabilities) 0207 383 0700



Acorn Learning Centre

Kingshead Close, Runcorn. WA7 2JE.

Tel 0151 511 7788

Kingsway Learning Centre

Victoria Road, Widnes. WA8 7QY

Tel. 0151 511 7788

Email: adult.learning@halton.gov.uk

www.halton.gov.uk/adultlearning

www.facebook.com/halton.adult.learning

