

**Skills For Life:** Learning4Life tutors are available to any adult wishing to improve literacy and/or numeracy. Most adults need additional help in one of these areas at some time in their lives. Programmes are tailored to individual needs; sessions will be arranged at convenient times and venues. Telephone 01384 816043 to arrange an initial assessment.



*Did you know we also offer courses in the following:-*

*Workplace skills:*

**Emergency First Aid  
Food Safety  
National Pool Lifeguard**

**Paediatric First Aid  
Manual Handling  
Fire Safety**

*Leisure and Pleasure:*

**Computing for the Terrified  
Digital Photography Skills  
Develop Digital Photography Skills  
Play the Guitar  
Ballroom and Latin American Dancing  
Painting and Drawing  
Adult Swimming *all levels*  
Buying and selling on E-Bay  
Digital Imaging (Photoshop)**

**Yoga  
Garden Design  
Pilates  
Family History  
Creative Writing  
Legs, Bums and Tums  
Digital Cameras  
Holiday French**

**For more details /to enrol contact:**

**Learning4Life 01384 816043  
Office open Mon. to Fri. 9.00 - 13.00**

# Information 18



**All you ever wanted to know  
about.....**

**using the site at**

**Oakfield Community Centre**

**Brettell Lane, Brierley Hill,  
West Midlands. DY5 3LT**

The courses at this site are provided by

**Learning4Life,**

**The Wordsley School,  
Brierley Hill Road,  
Wordsley, Stourbridge,  
West Midlands DY8 5SP**

**Main Office: 01384 816043**

**Fax: 01384 816031**

**E-Mail:**

**studentservices@learning4life.co.uk**

**website: www.learning4life.co.uk**

**(Created May 2008)**

(Created 01/05/2008 X Management/Leaflets/Info 18)

**Parking:** Parking at owners' risk is available to the side of the Centre.

**Smoking:** Following recent legislation introduced on 1st July 2007 and in accordance with Dudley MBC's Smokefree Policy, smoking will not be allowed in any part of the centre's premises, including outside areas.

**Childcare:** There are no childcare facilities available at the Centre.

**Personal property:** The centre does not accept responsibility for loss or damage to personal property.

**Public Telephones:** A public telephone is available. Emergency phone calls can be made from the hall.

**Disabled Access:** Special car parking places are reserved for disabled users. The centre is adapted with a ramped disabled entrance and toilet facilities available. If you have specific access requirements please contact Learning4Life for advice and assistance.

**First Aid:** The Tutor and Centre Administrator have received First Aid training and are available to assist in an emergency. The Tutor has a first aid box available.

**Equal Opportunities:** All the activities provided by Learning4Life provide equality of opportunity for all regardless of race, faith, gender, age, disability, sexual orientation or socio economic status. If you feel you have suffered harassment or discrimination please report it to a member of staff or contact Learning4Life.

**Health and Safety:** Every person attending the centre has a responsibility for Health and Safety. Copies of the Health and Safety Policy are available from St Paul's Community Centre. It is a criminal offence to tamper with equipment provided for your safety. Any safety hazards/incidences must be reported to a member of staff.

**Student Health:** All students should inform the Learning Assistant Administrator or Tutor if they have any known medical history which they need to be aware of i.e. heart problems, epilepsy, diabetes etc.

**Evacuation Procedures:** Plans and regulations in case of fire are available on walls in every room. Users must be aware of the location of their nearest exit and the fire regulations. All users should report to their learning assistant or tutor on the front car park.

**Accidents:** Must be reported to a member of staff and an accident form should be completed. In case of a serious accident requiring hospital treatment, The Centre and Head of Learning4Life should be informed immediately. Students must identify next of kin who could be contacted in case of an emergency.

**Assistance:** In emergency circumstances, the Treasurer, Julie Styles, can be contacted on 01384 424340.

**Snowline:** In case of severe weather conditions the school may be closed. Information will be available on Beacon Radio, Galaxy, BRMB and Heart FM. If the Wordsley School is closed for school children, Learning4Life activity will be suspended until 15:00pm. A decision about evening activities will be made at 2:00pm please call 01384 816043/816044 for confirmation.

**Toilets:** Male and Female toilets are situated in the centre.

**Customer feedback:** Is considered an essential element in order to achieve high levels of customer satisfaction. If you have feedback, both good and developmental, please complete a comment card, or talk to a member of staff who may consider it necessary to record the nature of these comments for consideration by the Learning4life. Thank you.