



OAKLANDS COLLEGE



***MOVE ON - MOVE IN***

*Course Profile*

# Move On – Move In

**5 Weeks Course - each session 2 hours**

*Learn the tools and basic skills to set-up home and manage your tenancy*

## **WEEK 1:**

### **HEALTHY EATING**

Healthy food choices, preparing a healthy snack or lunch

## **WEEK 2:**

### **MONEY MANAGEMENT**

How to keep your home on a budget and managing debt

## **WEEK 3:**

### **LITERACY AND NUMERACY**

Improve your skills, how to progress and gain a qualification

## **WEEK 4:**

### **MANAGING YOUR TENANCY**

The types of tenancies available and managing a tenancy

## **WEEK 5:**

### **IMPROVE EMPLOYABILITY SKILLS**

Identify and develop your skills

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## WEEK 1 - ~~HEALTHY EATING~~ Duration - 2 hours

### Learning Aims:

By the end of the course you will / should be able to:

- Provide healthy snacks and lunches
- Understand about healthy eating
- 5 a day made easy.

### Course Content:

- Students will gain a practical approach to sandwich snacks
- Healthy and Safety
- Food Hygiene

### *Food items will include:*

- Baps, bagels, breads
- Smoked salmon, tuna, ham
- Lettuce, tomatoes, cucumber, sweet corn
- **and more**

### Equipment / materials required:

- ✓ Pen and paper
- ✓ Handouts, equipment and food will be provided

### Progression opportunities:

Alternative leisure, part-time or full-time qualification courses.

### **Additional Information:**

Further guidance opportunities are available to all learners and learners will be advised of other courses that may be of interest to them.

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## **WEEK 2 - MONEY MANAGEMENT & BUDGETING**

**Duration - 2 hours**

### **Learning Aims:**

By the end of the course you will / should be able to:

- Budget for your necessary costs
- Decide what is essential and what isn't
- Know how much you might be able to save each week/month
- Open a savings account to maximise any surplus you may have
- Understand interest rates
- Understand how credit and loans work
- Decide whether credit is a sensible option for you

### **Course Content:**

- Living on a tight budget
- Budgeting skills
- Balancing "wants" against "needs"
- Bank Accounts – Savings & Current
- Understanding interest rates
- How credit cards and loans work
- Is credit a sensible option?

### **Equipment / materials required:**

- ✓ Pen and paper
- ✓ Handouts will be provided

### **Progression opportunities:**

Alternative leisure, part time or full time qualification courses.

### **Additional Information:**

Further guidance opportunities are available to all learners and learners will be advised of other courses that may be of interest to them.

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## **WEEK 3 – LITERACY AND NUMERACY** **Duration - 2 hours**

### **Learning Aims:**

By the end of the course you will / should be able to:

- have a fun session, whilst establishing a level of literacy and numeracy

### **Course Content:**

- A circuit of fun activities to check literacy and numeracy skills
- A 15 minute assessment of level

### **Equipment / materials required:**

- ✓ Pen and paper
- ✓ Handouts will be provided

### **Progression opportunities:**

*Level 1 or 2 Literacy*  
*Level 1 or 2 Numeracy*

### **Additional Information:**

Further guidance opportunities are available to all learners and learners will be advised of other courses that may be of interest to them.

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## **WEEK 4 – MANAGING YOUR TENANCY**

**Duration - 2 hours**

### **Learning Aims:**

By the end of the course you will / should be able to:

- Understand how properties are allocated and how to make bids under Choice Based Lettings
- Know the difference between the various types of tenancy offered by St Albans District Council
- Identify how you get into rent arrears and where the responsibilities may be
- Understand when and how to make a claim for housing benefits
- Have an awareness of other benefits you may qualify for
- Know what rights you have as a tenant, but also what responsibilities you have to be a considerate tenant
- How we can support and assist tenants who are vulnerable

### **Course Content:**

- Bidding for properties under Choice Based Letting
- Types of Tenancy Contract with St Albans District Council
- Rights and responsibilities

- Benefits system
- How we take action against tenants who are anti-social and how we support victims
- How to make a complaint of anti-social behaviour to us
- How we make a referral to support agencies

### **Equipment / materials required:**

- ✓ Pen and paper
- ✓ Handouts will be provided

### **Progression opportunities:**

This can be discussed at the end of the course.

### **Additional Information:**

Further support and information is available from Housing Options team at St Albans District Council.

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## WEEK 5 – IMPROVE EMPLOYABILITY SKILLS

Duration - 2 hours

### Learning Aims:

By the end of the course you will / should be able to:

- Identify and evaluate skills acquired to date
- Take ownership of the skills for future development and job search

### Course Content:

- Students will gain experience in assessing and developing their skills which can be used in various life situations to achieve positive outcomes. Activities will include individual, pair and group activities to establish and develop skills.

### Equipment / materials required:

- ✓ Pen and paper
- ✓ Handout will be provided

### Progression opportunities:

Alternative leisure, part-time or full-time qualification courses.

### Additional Information:

Further guidance opportunities are available to all learners and learners will be advised of other courses that may be of interest to them.

A Learning Adviser is available in this session who can give information regarding assistance to help while you study such as financial support, welfare benefits.

# Move On – Move In

## CONTACT DETAILS

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*For further information please contact:*

### **Housing Options Team**

St Albans City & District Council

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