

back on track >

# What's on at Back on Track



**Information for service users and  
referring agencies**

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*We offer a wide range of courses throughout the year.*

*Check our website or contact us to find out about courses currently available.*



# Welcome

## What is Back on Track?

Back on Track provides education, guidance and mentoring for adults who have been going through a period of resettlement in their lives.

This may be because they have had problems in the past with drugs or alcohol, mental ill-health, homelessness or offending behaviour.

## What do we offer?

We offer 'Starter Courses' to help new learners engage with our services, full-day programmes to build skills for life and work and 'Training Programmes' that help people find out about specific areas of employment. We also offer Basic Skills classes in literacy, numeracy and IT.

Our 'Moving On Group' helps with CV writing, job or voluntary work applications, interview skills and searching for education opportunities and community activities. We also run 'Skills for Work' every week at our centre, where participants can get a taste of volunteering on community projects.

## What happens after Back on Track?

We aim to help all of our students move on to something positive such as volunteering, paid work, further learning or participation in local clubs and classes.

*All of our students are from these backgrounds. Please note that you need to fit into our target group to enrol!*

## Interested?

*Ring 0161 832 4488*

*to talk to us.*

*Or come to our drop-in*

*1-3pm on*

*Tuesdays.*



## Starter Courses

Starter courses are usually weekly 3-hour sessions, for half a term (6 or 7 weeks), in subjects such as wellbeing, arts, cookery and computers. They are ideal for people who are new to Back on Track who would like to learn new skills, meet people and build confidence.

Back on Track has a termly timetable, not a yearly one.

This means that courses are accessible throughout the year, not just in September! Most courses last for half a term (6 weeks)

### Out and About

Half a day for 6 weeks

This course is perfect for people who want to try something new in a safe and supportive environment. Learn about all the places you can go and things you can do in Manchester. Learn how to use timetables and maps to plan trips, research what's on using the internet and build confidence in socialising in a group.

The course will consist of a range of activities and trips, *including:*

- > Trips to interesting places
- > Debates and discussions
- > Baking
- > Arts and crafts



## Heads Up Wellbeing

Half a day a week  
for 5 weeks

Heads Up is an exciting new course that aims to promote self-care and positive lifestyle choices for adults with mild to moderate mental health difficulties, such as depression and anxiety.



The courses embody the principles of the five ways to wellbeing:

> **connect** > **be active** > **take notice** > **learn** > **give**

You will have opportunities to share your experiences and tap into your own resourcefulness. We will help you to identify and express your needs, stay motivated, build skills to find and make best use of information, apply learning to individual and community-based activities, and celebrate your achievements.

## A New Leaf

Half a day for 6  
weeks

A course to help you to organise your life. You will be introduced to a range of practical skills and you will learn:



- > To develop budgeting skills and learn ways of saving money
- > To improve your time management and prioritise
- > To make improvements in your household
- > To set yourself goals and maintain motivation

## Starter Courses

### Art and Crafts

Half a day a week for 6 weeks

We offer a range of different art courses throughout the year which are always very popular. Courses include **Fine Art, Painting and Drawing, Printmaking, Ceramics, Scrapbooking and Crafts.**

You will have the opportunity to look at work produced by different artists to inspire you.

Each session, you will produce pieces of art work using a range of techniques and materials.



*You will learn:*

- > To use different art materials and techniques
- > To discuss your own and others' artwork in a positive way
- > To develop creative thinking skills





## Cookery

Half a day a week for 6 weeks

Our cookery courses are always a popular choice. **Cheap as Chips** shows how to cook tasty, nutritious meals for the price of a large portion of chips!

**Cooking Around the World** explores cuisines from around the globe. Try your hand at creating delicious cakes

on our **Back on Track Bake Off** course. Practise presentation techniques on **Feast Your Eyes**. Learn to cook meals that promote positive physical and mental health on the **Good Mood Food** course!

On all cookery courses, you will:

- > Follow a recipe and measure ingredients
- > Understand kitchen hygiene and safety
- > Work in a team
- > Use a range of appliances and equipment



Starter courses include trips to relevant places such as galleries, museums and markets



## Starter Courses

### Webwise

Half a day for 6 weeks

This course is for people who want to learn how to use the Internet.

It is on-line, so you can work at your own pace.

*The course will include:*

- > Using the mouse and keyboard
- > Email (how to set up your own account)
- > Using search engines to find information and pictures
- > Accessing public services online
- > Staying safe online



### Digital Photography

Half a day for 6 weeks

This course is suitable for beginners as well as people who would like to experiment with photography and learn more about composing, formatting, displaying and storing photos.

*You will:*

- > Learn the basics of using a digital camera
- > How to compose an image and improve it on the computer
- > How to store and upload photos to the internet
- > Explore topics such as landscape, urban scenes and portraits.



(cameras provided)



# Enterprise Courses

## To Market, To Market

Half a day a week for 6 weeks

This NEW course introduces learners to the concept of 'enterprise' - buying and selling.

Learners will be developing products for sale on a Back on Track market stall and will then operate a stall under supervision and take part in a range of practical exercises related to pricing, packaging, customer service etc.

- > Understand what a market is
- > Explore self-employment as a future option
- > Develop market research and customer service skills
- > Have a go at creating products for a market stall
- > Work with others to plan and run a real life market stall!



Some of our products on a recent stall at Levenshulme Market

# Starter Courses

## Drama

Half a day for 6 weeks

This course will invite learners to explore a variety of drama techniques. The aim is to improve confidence, teamwork and performance skills in a relaxed and enjoyable atmosphere.



*Sessions will include:*

- > Acting and improvising
- > Devising scripts and developing characters
- > Building confidence through games, activities and performance

## Creative Writing

Half a day for 6 weeks



Learners who are fairly confident about their everyday English skills will have a chance to explore their creative side

Don't worry if you don't read much or haven't tried your hand at creative writing before! *You will:*

- > Explore words and language through fun activities
- > Write creatively about your own experiences of everyday life
- > Share favourite books, poems and other pieces of writing

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## Musically Minded (Singing and Guitar)

Half a day for 6 weeks

Would you like to learn an instrument and express yourself through music? This course is a basic introduction to music. You don't need any prior knowledge or experience. You'll be introduced to a range of genres of music.



*By the end of the course you will:*

- > Be able to tune a guitar
- > Have mastered three or more chords and be able to play a simple tune
- > Be able to follow musical direction and sing in a group.



## History

Half a day for 6 weeks

This course enables students to learn about local history and heritage. We will explore our emotional connections to stories, pictures and objects from the past.

Learn about:

- > How people lived and worked in the past
- > Using digital archives to find information and pictures
- > Handling archival items
- > Research skills





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## Intro to Computers

Half a day for 6 weeks

This course is for people who are completely new to computing or want to refresh old skills. Part of the course is 'on-line', so you can work at your own pace. A tutor and volunteers will be on hand to provide additional help and support.

*You will learn:*

- > To start up the computer and find your way around the desktop
- > To use the mouse and keyboard
- > To create, open, print and save files

*You will get a certificate from UK Online when you have completed the modules.*



# Preparing for the Future

## Confidence and Communication for Life and Work

One day a week for 6 weeks

This course is for people who are interested in practising their communications skills and building their confidence by exploring a range of situations that involve relating to other people. Includes:

- > Developing conversational skills
- > Dealing with challenging situations
- > Presentation skills
- > Find out more about working with people

Our full day courses enable people to gain skills required in a workplace.

## IT Skills for Life and Work

One day a week for 6 weeks

This course is for learners who already have basic computer skills and want to apply their skills in day-to-day life or in the workplace.

The course will cover:

- > Using emails
- > Spreadsheets
- > Using the internet





## What's on the Menu

One day a week for 6 weeks

A more advanced cooking course for learners who have completed other Back on Track cooking courses and



are interested in developing and applying their skills in a real-life catering environment. A short work placement in our cafe is included.

## Volunteering in Manchester

One day a week for 6 weeks

This course is for people who would like to have a go at different volunteering activities. You will also get to know Manchester better.

- > Discover what it is like to volunteer
- > Develop your skills and interests
- > Gain valuable experience
- > Find out about volunteering opportunities in Manchester



# Training Programmes

## Intro to Working in Catering and Hospitality

Two days a week for 6 weeks

This course is designed to help those people who want to work in the catering or hospitality industry. You will learn about career opportunities and relevant training available in the local area and gain knowledge and understanding of the industry, including food and beverage and front of house.

The course will cover the following topics:



The aim of our Training Programmes is to introduce an area of work. The courses require a higher level of commitment and motivation from learners; you will be expected to attend regularly and punctually.

### *Food safety and hygiene*

- > Customer groups
- > Products and services
- > Record keeping skills and use of IT
- > Equipment used in the industry
- > Level 2 Food Hygiene qualification

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## Intro to Working in Health and Social Care

Two days a week for 6 weeks



This course is for learners who are considering working or volunteering in the health and social care sector. You will gain skills that are essential for the sector and go on a series of visits to see a range of health and social care settings.

*Sessions will cover :*

- > An overview of jobs in health and social care
- > Essential communication skills and team work
- > Awareness of the needs of different people
- > Confidentiality and data protection issues
- > How to find voluntary or paid work or a further course

Training Programmes include a qualification, a short work experience placement and support from our Guidance Team to plan your next steps.



# Work and Volunteering

## Skills for Work

Half a day a week for 12 weeks

An opportunity to develop a range of workplace skills by volunteering on practical projects in the community such as painting and decorating and gardening.



Trained staff and volunteers will introduce you to a range of tasks, and you will receive basic training. All equipment and materials are provided.

- > Gain current work experience to put on your CV
- > Get a reference from Back on Track for future employers
- > Learn new skills or brush up old ones
- > Get information and advice about opportunities



## Moving On Group

Half a day a week, every week

This group provides support around finding opportunities for your next steps, as well as practical information and advice. We have regular speakers from local agencies and employers to inform and inspire you!

If you would like more structured and intensive support to help you move towards your long-term goals we can match you up with a volunteer mentor who would meet with you each week.

*You will have opportunities to:*

- > Consider your options
- > Search for training, volunteering and leisure opportunities
- > Improve your job search skills and create a CV
- > Complete application forms and prepare for interviews



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## Student Support

### Student travel costs

We recognise that the cost of getting to and from our centre can prevent some learners from attending, so we refund our students' travel expenses up to £5 when a valid receipt is shown (ie ticket).

### Progress review every term

All Back on Track students have a meeting with a member of staff at the end of each term to review their progress towards their long and short term goals, and to help them decide what to do next.

### Information, Advice and Guidance Service

Our 'Opportunities Zone' is a great place to browse information about jobs, college courses or voluntary work. You can book a guidance appointment with a member of staff on a Thursday or join our 'Moving On Group' for ongoing support and advice.

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## Code of Behaviour

All staff, students and volunteers must follow our Code of Behaviour. It is very important that everybody feels comfortable and that nobody is prevented from using the centre because of the behaviour of others. *Unacceptable behaviour includes:*

- > Coming to Back on Track under the influence of alcohol or non-prescribed drugs
- > Verbal or physical abuse or any form of threatening behaviour.
- > Lack of respect for others, e.g. racism or sexism or homophobia.

Anyone who behaves in a way which is offensive or discriminatory will be asked to leave unless they change their behaviour.



## Referral Guidelines

Workers referring potential students to Back on Track should ensure that their clients:

- > Meet the criteria for eligibility: ie has a background of homelessness, mental health problems, offending behavior and/or drug/alcohol misuse
- > Understand the kind of services Back on Track offers before they attend their interview
- > Can make their own way to and from Back on Track or come with a support worker for an agreed period

*(Please note, we are able to work with students with mild to moderate learning disabilities, but unfortunately we don't have the resources or expertise to work with learners with moderate to severe learning disabilities).*

## How to enrol

Service users can be referred by a worker from an agency, or can contact Back on Track directly.

All service users have a one-to-one guidance interview with a member of staff from the Back on Track team, to help them decide whether they are ready to commit to a course, and decide which courses interest them.

We will also ask about your previous experience, your long and short-term goals, and support needs. If you do want to enrol, you can usually begin a starter course or a basic skills course straight away!



**Ring**  
**0161 832 4488**  
*to ask for an  
 interview or  
 attend the  
 weekly  
 Tuesday Drop-  
 in*

## Publicity Visits

Our staff can visit your service to share information about what we do at Back on Track.

We can meet with staff teams and/or service users at a time that is convenient for you. We often address workers at team meetings, and service users at residents' meetings or during group work.



*Contact us on  
0161 832 4488  
to arrange a  
publicity visit  
or to ask about  
Outreach  
sessions*

## Outreach

We can provide sessions on an 'Outreach' basis in hostels, day centres and probation offices in Manchester. The aim is to engage with service users who would not normally attend an adult education centre and to gradually introduce them to Back on Track.

The sessions are run as 'tasters', providing a snapshot of some of the courses in our Education Centre. Courses include IT, cookery, art and creative writing. As part of these tasters, learners may make a visit to our Manchester centre with the tutor to see if they might be interested in starting a longer course.

We provide experienced tutors, volunteers to help to support students, and equipment and materials (including laptops, printers, cameras, cookery ingredients etc). The host agency provides a suitable room with chairs and tables as needed, publicity for the course, and motivated learners!

Please contact us for further information.

# Tuesday Afternoon Drop-in

Every Tuesday afternoon from 1.00-3.00pm  
For staff and service users



*Interested and  
want to find out  
more?*

*No need to book!  
Just turn up!*

- > Have a look round and meet staff and volunteers
- > Find out about the courses we offer
- > Chat to our team about your options
- > Enjoy a FREE cup of tea and biscuit!

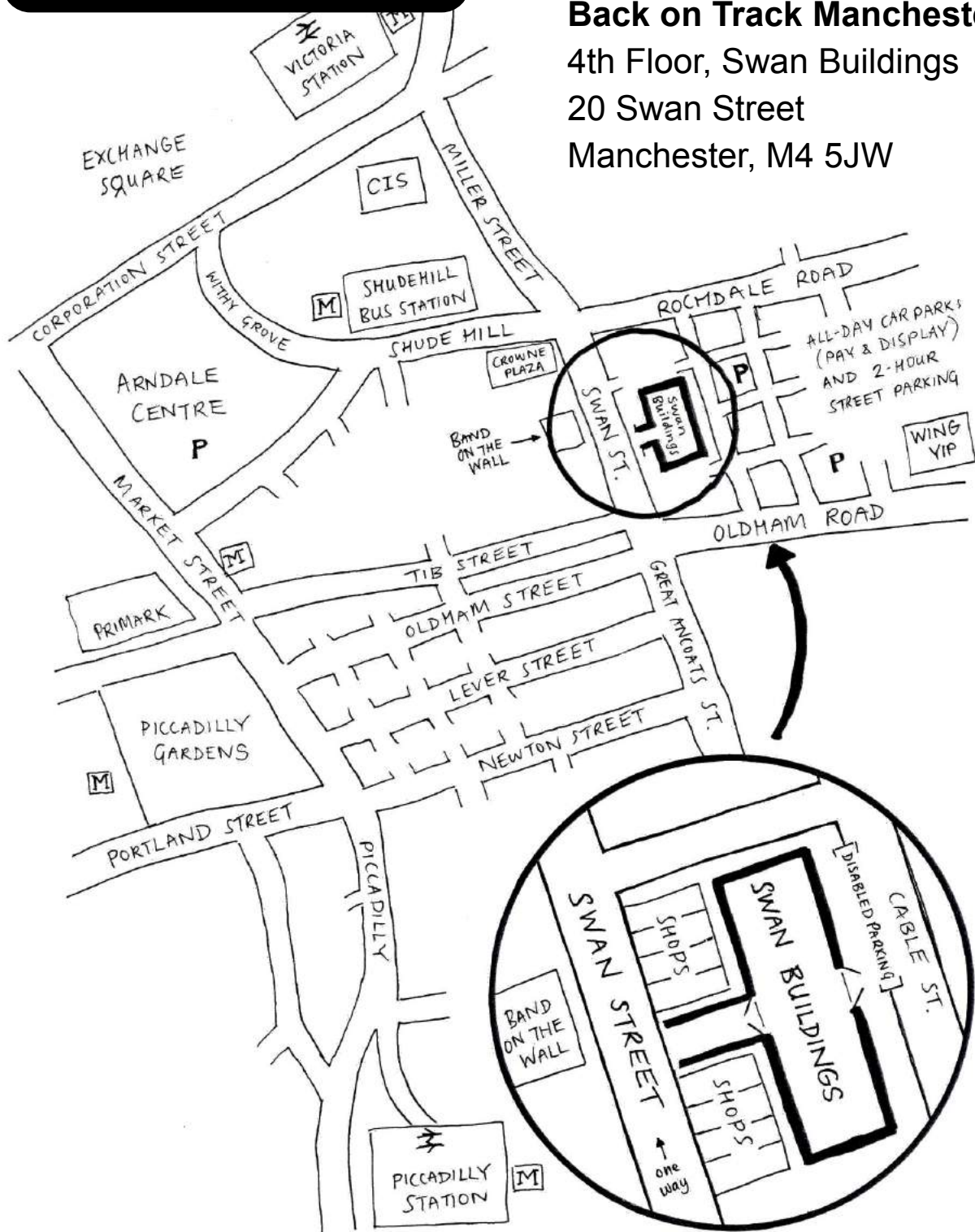
**Back on Track is supported by**





# How to find us

**Back on Track Manchester**  
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 20 Swan Street  
 Manchester, M4 5JW



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 email: [info@backontrackmanchester.org.uk](mailto:info@backontrackmanchester.org.uk)