



# MaTReC

304 - 308 Prince of Wales Road, Sheffield S2 1FF

**Low cost courses**  
**Free crèche provision**

Courses on offer:

- \* British Sign Language
- \* Bookkeeping & Accountancy
- \* Computer Courses
- \* QuickBooks
- \* Text, Word, Audio & more....
- \* Personal Budgeting
- \* Administration
- \* Preparation for Work
- \* Work Experience
- \* Study Skills
- \* Literacy
- \* Numeracy



Interested?

How to contact us:

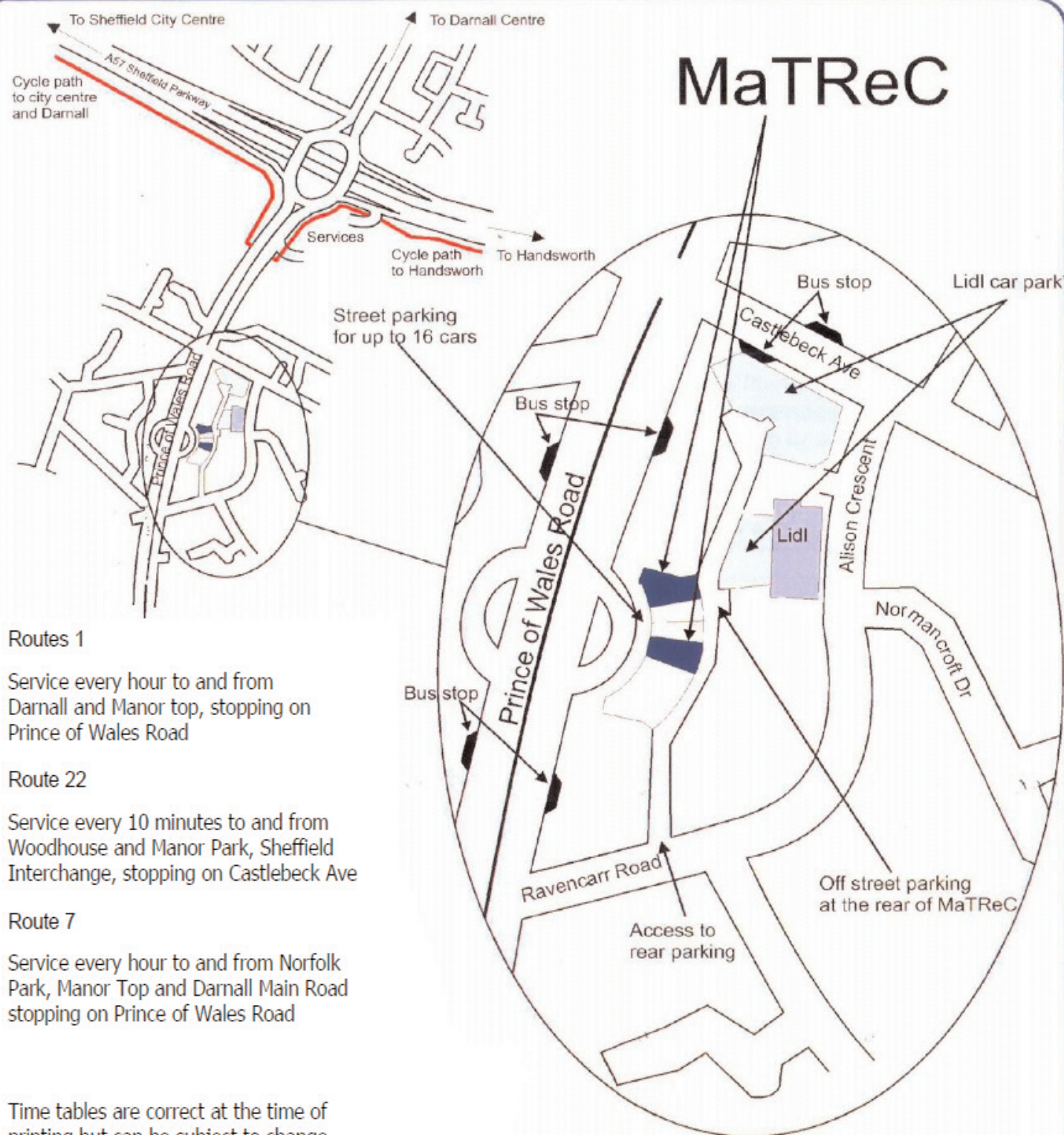
Tel: 0114 264 2194

Email: [matrec@matrec.org.uk](mailto:matrec@matrec.org.uk)

Facebook: MaTReC

[www.matrec.org.uk](http://www.matrec.org.uk)

## MaTReC



### Routes 1

Service every hour to and from Darnall and Manor top, stopping on Prince of Wales Road

### Route 22

Service every 10 minutes to and from Woodhouse and Manor Park, Sheffield Interchange, stopping on Castlebeck Ave

### Route 7

Service every hour to and from Norfolk Park, Manor Top and Darnall Main Road stopping on Prince of Wales Road

Time tables are correct at the time of printing but can be subject to change.

\* Parking at Lidl is for overflow only



Parking and access to the building for people with disabilities is provided at both the front and rear of the building.

Many thanks to one of MaTReC's learner's Brian Wilkinson, who volunteered his time in the production and redesign of this brochure

# Information for your course...

## Important information on course fees

You will receive help with course fees if you:

- enrol on a Literacy course
- enrol on a Numeracy course
- are between 16-18 year old
- are 19-25 and working towards a full level 3 qualification
- are working towards your first full Level 2 qualification
- are in receipt of Jobseekers Allowance or ESA claimants (only WRAG)

Course fees have risen slightly to reflect increases in examination/assessment fees by awarding organisations. **You can claim 10% discount if you pay your course fee in full at the time of enrolment, before the start of your course.**

### Payment Methods

You will be able to pay for your course by credit/debit card, cash (£ sterling) or by cheque made payable to Manor Training & Resource Centre. All full course prices include registration, course fee and examination costs. Various payment options available.

### Instalments

You will have the option to pay by instalments whether you are employed or unemployed. The first instalment must be paid at enrolment and a payment plan will be devised with the Finance Office.

### If you are in employment

If you are currently in employment, your employer can take advantage of the low cost of our courses and sponsor your learning, safe in the knowledge that they are gaining a more skilled and qualified employee.



### Find us on Facebook: search for matrec

- Chat to other students
- Check photos from events
- Tell us what you think
- Link to courses

### Extra Help Available

We also help with:

A hearing loop for those who need it	Tutorials	CVs
Additional support including (chairs, wrist supports, dyslexia assessments etc)	Signposting (contacts with support workers, advice centres)	
Reviewing your progress regularly to help you complete your course	BSL communicator	

## British Sign Language

### Level 1

This qualification is unitised and all 3 units have credits attached. You will need to achieve all 3 units to achieve the full qualification at level 1.

### Study Plan

- Respond to an appropriate selection of vocabulary
- Use an appropriate range of conversational strategies
- Learn grammatical features
- Use repetition and clarification to be able to participate in a conversation
- Produce a signed narrative
- Convey information
- Respond to signed questions

**Total Cost:** Level 1 £201.90

## QuickBooks

Learners undertaking this course will learn how to do the following :-

- set up a company file
- create invoices
- create a chart of accounts
- create Items
- reconcile bank accounts
- pay bills
- receive customer payments
- create suppliers
- create reports
- create customers
- input purchase invoices
- **all with quickbooks software**

No concessionary price available on this course. Price includes a sandwich lunch

**Total Cost:**£117.00

## Coming soon...

Entry 3 Personal Budgeting

Administration

Confidence Building course

SIA Security

CSCS Card (Construction)

Paediatric First Aid

and much more ...

# Community Work Club

**9.30 am –12.30 pm every Friday at MaTReC**

**We will help you:**

- \* prepare a CV
- \* prepare for interviews
- \* prepare for the workplace
- \* use the Internet
- \* share experiences and meet new people
- \* gain qualifications as you Job Seek: e.g. Developing Skills for Gaining Employment and Basic ICT Skills
- \* develop communication skills
- \* increase your confidence
- \* write various application letters
- \* apply for jobs on-line and paper-based

## Bookkeeping Skills

### Level 1 Manual Award

Learners undertaking this course will learn how to do the following bookkeeping tasks:-

- Prepare and process bookkeeping documents
- Record credit transactions
- Make payments and receipts
- Record payments and receipts
- Maintain petty cash records

On completion of manual units you can progress on to the computerised units.

**Total Cost: £77.30**

## Bookkeeping & Accounting Skills

### Level 2 Certificate

Learners undertaking this course will learn how to do the following bookkeeping and accounting manual and computerised tasks:-

- Maintaining petty cash records \*(can be brought forward from completion at level 1)
- Preparing and recording financial documentation
- Maintaining and reconciling the cash book
- Processing ledger transactions and extracting a trial balance
- Maintaining control accounts
- Maintaining the journal
- Process routine payments and receipts using a computerised system
- Setting up accounting software to manage accounting information
- Carry out stock control processes using a computerised system

Upon completion you will achieve the full qualification

**Total Cost: £268.80**

## Bookkeeping Skills

### Level 1 Computerised Award

Learners undertaking this course will learn how to do the following computerised bookkeeping tasks:-

- Record routine bookkeeping transactions using a computerised system
- Prepare and record sales and purchase documents using a computerised system

When you have achieved manual and computerised you can progress onto Level 2 Bookkeeping & Accounting Skills.

**Total Cost: £95.50**

# Adult Literacy and Numeracy Courses

## Numeracy Entry Level 2

### Study Plan

- count up to 100 items
- add and subtract 2 digit numbers, including money multiply using 1 digit numbers
- find halves and quarters of quantities and numbers
- measure the length, capacity and weight of items
- read temperature
- read and create tables and charts

**No cost to learner**

## Literacy Entry Level 2

### Study Plan

- work on spelling personal details and common words correctly
- use punctuation correctly - e.g. capital letters, full stops and question marks
- use written words and phrases to present information
- reading activities
- use a dictionary to find meaning of words
- speaking and listening activities

**No cost to learner**

## Numeracy Entry Level 3

### Study Plan

- calculating with numbers up to 1000
- working with money using decimals
- understanding fractions
- understanding measurement of length, weight, capacity, temperature and time using analogue and digital clocks
- understanding and using charts and graphs

**No cost to learner**

## Literacy Entry Level 3

### Study Plan

- brush up on punctuation rules
- speaking and listening activities
- writing activities includes form filling etc
- planning and drafting writing
- reading activities
- work on spelling strategies
- use a dictionary to find meaning of words

**No cost to learner**

## Numeracy Levels 1 & 2

### Study Plan

- calculating with whole numbers and decimals
- measure length, weight and capacity, perimeter, area and volume
- fractions, decimals and percentages
- graphs, charts and percentages

**No cost to learner**

## Literacy Levels 1 & 2

### Study Plan

- ways of reading
- understanding different types of text
- different types of writing e.g letters, CVs, reports, essays
- improving your own writing e.g spelling, punctuation and grammar
- speaking and listening

**No cost to learner**

## Study Skills

### NOCN Entry Level Award - 3 Credits

- Do your planning and organisation skills let you down?
- Do you know how you learn best?
- Do you shy away from areas of learning that give you problems?

Everyone is an individual and learns in his/her own way; this course helps you to make the most of your learning by:

- improving your ability to learn by looking at how you like to learn best
- gaining confidence in your own planning and organisational skills
- identifying areas for improvement
- learning how to turn a problem area into an area of strength using different methods

**Total Cost: £60.00**

## ICT for the Scared

### NOCN Entry Level Award - 3 Credits

This course is aimed at people who want to be able to use a computer and gain the basic concepts of using ICT.

Learners undertaking the course will learn the following:

- how to access and use the internet
- how to send email
- how to use a mobile phone to text message
- how to use word processing software

**Total Cost: £60.00**

## Personal Budgeting & Money Management

### NOCN Level 1 Award - 6 Credits

This course is aimed at people who want to take control of their finances and learn how to manage their money better.

Learners undertaking the course will gain the following skills:

- how to write a personal budget sheet
- effective shopping skills
- how to complete cheques and paying-in slips
- information on saving schemes

**Total Cost: £90.00**

## Preparation for Work

### NOCN Level 1 Award - 6 Credits

This course is aimed at people who want to gain employment either for the first time or for a change of career. The work climate is very competitive and we want to offer you a helping hand!

Learners undertaking the course will gain the following:

- help with writing a CV
- information about careers
- interview techniques
- career action planning

**Total Cost: £90.00**

## Work Experience

### NOCN Level 1 Award - 6 Credits

This course is aimed at people who want to gain experience whilst seeking employment, or for those who have qualifications but not the experience.

Learners undertaking the course will gain the following:

- experience within a real working environment
- an understanding of organisational structures and roles
- safe working practices and health & safety
- personal presentation for work

**Total Cost: £90.00**

# OCR Text Processing Suite

If you can see yourself working in an office at all, read on. This could be the career choice for you. Job roles to include the type of knowledge and practical skills learned on Text Processing Suite/ITQ and/or Administration course includes: Support Officer/Assistant, Services Officer/Assistant, Personal Assistant, Medical/Legal Secretary, Data Inputter, Administration Assistant, Clerical Officer, Office Manager, Officer Supervisor... this goes on and on!

Please enquire at the centre for the cost of Award, Certification and Diploma

Make up your qualification using the units below.

## Text Processing Units

### Entry Level 3

- Award in Initial Text Processing
- Speed Keying

## Text Processing Units

### Level 2

- Text & Word Processing
- Speed Keying
- Mailmerge
- Audio Transcription
- Business Presentation
- Document Presentation
- Legal Text Processing
- Medical Audio Transcription
- Medical Word Processing

## Text Processing Units

### Level 1

- Text & Word Processing
- Speed Keying
- Mailmerge
- Audio Transcription
- Business Presentation
- Legal Text Processing

## Text Processing Units

### Level 3

- Text & Word Processing
- Speed Keying
- Audio Transcription
- Document Presentation
- Legal Word Processing

**For full details of how the course and units can be combined, please speak to a relevant tutor.**

## ITQ Award and Certificate in IT User Skills at Level 1

Improving productivity using IT (Core unit)  
 Word Processing Software (Word)  
 Spreadsheet Software (Excel)  
 Database Software (Access)  
 Using the Internet

Desktop Publishing Software (Publisher)  
 Presentation Software (Powerpoint)  
 Using Email

Progression route to CLAiT Plus is available. For further information on progression to this qualification you will be able to speak to a tutor who has relevant skills and knowledge in ICT.

**Total Cost: Award £176.00**

**Certificate: price on application**