



# Course Guide April to July 2019



Adult  
Learning  
& Skills  
Service

In partnership with



## How to Enrol for Courses

**By telephone.** Call **01572 758122**. You can pay over the phone using a debit or credit card

**By post.** Use the enrolment form available at [www.ralss.org.uk](http://www.ralss.org.uk) and return it to us with your payment by cheque.

**In person.** Visit us at Oakham Enterprise Park, Ashwell Road, Oakham, Rutland, LE15 7TU

**FEES** *Your place on a course is not confirmed until you have paid for it.*

Our courses are subsidised by the Skills Funding Agency and, in some cases, there is no tuition fee to pay. Where a fee is paid, no refund is available for cancellations made by you **after 1 week before** the start date.

English and Maths courses are free to those without a GCSE at Grade 9-4 (A-C). Some other qualification courses are free to those who are unemployed and entitled to state benefits, or may be funded using an Advanced Learning Loan – please enquire.

If you are entitled to reduced fees as set out below, you will be required to sign a declaration to confirm that you are in receipt of relevant benefits and may be asked to provide proof. Making a false declaration could constitute fraud and lead to legal action.

Concessions for Community Learning courses may be available as follows:

| Circumstances  | Concession |
|--|------------|
| In receipt of state benefits* (or the unwaged dependent of someone in receipt) | 50%        |
| Household Income of less than £20,817  | 25%        |

\*Child Tax Credits are **not** eligible

If you believe that you are entitled to the reduced rate, please speak to a member of our enrolment team who will be able to help you further.

We make every effort to ensure that courses run, but may cancel or merge courses where numbers are low. In such cases, we will refund your course fee or help you to join an alternative course. We recommend that you do not purchase materials for your course until we have confirmed it will run.

***If you need Emergency First Aid at Work training, please see our website.***

*Please let us know if there is a course you would like us to deliver that is not in our current offer.*

## Maths & English

**Note: GCSE maths and English courses start in September**



### Foundation

|       |         |      |            |         |        |      |
|-------|---------|------|------------|---------|--------|------|
| C55T3 | English | Tues | 9:30-11:30 | 30/4/19 | 11 wks | Free |
|-------|---------|------|------------|---------|--------|------|

This course is for learners with pre-entry or very low entry level skills who wish to develop their reading and writing.

|       |                         |     |            |         |        |      |
|-------|-------------------------|-----|------------|---------|--------|------|
| C59T2 | Understanding Our World | Mon | 9:30-11:30 | 29/4/19 | 10 wks | Free |
|-------|-------------------------|-----|------------|---------|--------|------|

For learners aged 19+ with Learning Disabilities or special needs who would like to explore interesting aspects of our world through classroom activities.

### 1st Steps

|       |         |       |            |        |        |      |
|-------|---------|-------|------------|--------|--------|------|
| C71T3 | English | Thurs | 9:30-11:30 | 2/5/19 | 11 wks | Free |
|-------|---------|-------|------------|--------|--------|------|

|       |       |      |             |         |        |      |
|-------|-------|------|-------------|---------|--------|------|
| C54T3 | Maths | Tues | 12:30-14:30 | 30/4/19 | 11 wks | Free |
|-------|-------|------|-------------|---------|--------|------|

For learners who wish to build their confidence in the use of day-to-day English & Maths.

### Functional Skills

|       |                       |      |             |         |        |      |
|-------|-----------------------|------|-------------|---------|--------|------|
| AEB19 | English — Level 1 & 2 | Tues | 12:30-15:00 | 30/4/19 | 12 wks | Free |
|-------|-----------------------|------|-------------|---------|--------|------|

|       |                       |     |             |         |        |      |
|-------|-----------------------|-----|-------------|---------|--------|------|
| AEB21 | English — Level 1 & 2 | Mon | 18:00-20:30 | 29/4/19 | 12 wks | Free |
|-------|-----------------------|-----|-------------|---------|--------|------|

|       |                     |     |            |         |        |      |
|-------|---------------------|-----|------------|---------|--------|------|
| AEB17 | Maths — Level 1 & 2 | Mon | 9:45-12:15 | 29/4/19 | 12 wks | Free |
|-------|---------------------|-----|------------|---------|--------|------|

|       |                     |      |             |        |        |      |
|-------|---------------------|------|-------------|--------|--------|------|
| AEB18 | Maths — Level 1 & 2 | Weds | 18:30-21:00 | 1/5/19 | 12 wks | Free |
|-------|---------------------|------|-------------|--------|--------|------|

These are courses at a similar level to GCSEs, but concentrating on the everyday applications of English and Maths, rather than the wider subjects covered by GCSEs.

### Flexible Learning—NEW

As of January 2019, Functional Skills Maths Level 1 and 2 are available via a flexible learning online platform, suitable for those unable to attend classes.

**These courses are free of charge to learners without a Level 2 qualification in these subjects.**



## Arts & Crafts



### Pottery

|      |                  |       |             |         |       |        |
|------|------------------|-------|-------------|---------|-------|--------|
| C250 | Pottery Workshop | Tues  | 18:30-21:00 | 30/4/19 | 6 wks | £75.00 |
| C253 | Pottery Workshop | Tues  | 18:30-21:00 | 18/6/19 | 5 wks | £62.50 |
| C251 | Pottery Workshop | Fri   | 9:30-12:30  | 3/5/19  | 6 wks | £90.00 |
| C254 | Pottery Workshop | Fri   | 9:30-12:30  | 21/6/19 | 5 wks | £75.00 |
| C252 | Pottery Workshop | Fri   | 13:00-16:00 | 3/5/19  | 6 wks | £90.00 |
| C255 | Pottery Workshop | Fri   | 13:00-16:00 | 21/6/19 | 5 wks | £75.00 |
| C265 | Pottery Workshop | Thurs | 13:00-16:00 | 2/5/19  | 6 wks | £90.00 |
| C266 | Pottery Workshop | Thurs | 13:00-16:00 | 20/6/19 | 5 wks | £75.00 |

All learners will be taught a set of skills by observing and following demonstrations at a suitable pace for them. Please book in advance as these courses fill very quickly.

### Drawing

|      |                       |      |             |        |       |        |
|------|-----------------------|------|-------------|--------|-------|--------|
| C263 | Drawing Workshop      | Weds | 13:00-16:00 | 5/6/19 | 6 wks | £90.00 |
| C264 | Drawing for Beginners | Tues | 18:30-21:00 | 4/6/19 | 6 wks | £75.00 |

Classes will include demonstrations, one to one guidance and a chance to share your sketch work with the group.

### Abstract Art Workshop

|      |                       |      |             |        |       |        |
|------|-----------------------|------|-------------|--------|-------|--------|
| C268 | Abstract Art Workshop | Tues | 13:00-16:00 | 4/6/19 | 6 wks | £90.00 |
|------|-----------------------|------|-------------|--------|-------|--------|

During the course you will be encouraged to produce a series of work exploring abstract methods. These may be presented as finished work or be used to inspire new personal explorations.

## Arts & Crafts



### Fused Glass

|      |                      |     |             |         |       |      |
|------|----------------------|-----|-------------|---------|-------|------|
| C274 | Fused Glass Workshop | Wed | 17:00-20:00 | 12/6/19 | 5 wks | £150 |
|------|----------------------|-----|-------------|---------|-------|------|

Learn how to use transparent and opaque glass to create simple designs on glass sheets. We will look at the work of some glass artists and you may learn how to incorporate elements of their techniques into your own designs.

### Photography

|      |   |     |             |         |       |     |
|------|---|-----|-------------|---------|-------|-----|
| C272 | How to take better pictures on your DSLR camera | Sat | 10:00-16:30 | 4/5/19  | 6 hrs | £30 |
| C273 | Photography—Further Skills                      | Sat | 10:00-16:30 | 18/5/19 | 6 hrs | £30 |

Understand the ingredients that lift a picture from the 'ordinary'. How to analyse pictures using a set of criteria that will lead to specific ways to improve your own picture taking. How to apply this in a practical session and then review the results to guide further improvement.

### Floristry

|      |                               |      |             |        |       |        |
|------|-------------------------------|------|-------------|--------|-------|--------|
| C267 | Intermediate Floristry Skills | Weds | 18:30-21:00 | 1/5/19 | 5 wks | £62.50 |
|------|-------------------------------|------|-------------|--------|-------|--------|

Have fun combining flowers and foliage to create a stunning floral design.  
\*There may be a small additional cost for materials, and you will be asked to bring your own flowers and foliage.



## Languages — Term 3 of 3

Please enquire if you are a new learner but have some skills; we will try to fit you into an existing group.

|        |                        |       |             |         |        |      |
|--------|------------------------|-------|-------------|---------|--------|------|
| C116T2 | Italian Beginners      | Weds  | 18:30-20:30 | 1/5/19  | 10 wks | £100 |
| C45T3  | Italian Beginners Yr 3 | Mon   | 18:30-20:30 | 29/4/19 | 10 wks | £100 |
| C46T3  | Italian Yr 3 Plus      | Tues  | 18:30-20:30 | 30/4/19 | 11 wks | £110 |
| C47T3  | Italian Improvers Plus | Mon   | 10:30-12:30 | 29/4/19 | 10 wks | £100 |
| C48T3  | Italian Advanced       | Mon   | 13:30-15:30 | 29/4/19 | 10 wks | £100 |
| C42T3  | Spanish Beginners      | Mon   | 18:30-20:30 | 29/4/19 | 10 wks | £100 |
| C36T3  | Spanish Beginners Yr 2 | Thurs | 18:30-20:30 | 2/5/19  | 11 wks | £110 |
| C35T3  | Spanish Beginners Yr 2 | Weds  | 09:30-11:30 | 1/5/19  | 11 wks | £110 |
| C38T3  | Spanish Yr 3 Plus      | Mon   | 09:30-11:30 | 29/4/19 | 10 wks | £100 |
| C39T3  | Spanish Yr 4           | Weds  | 18:30-20:30 | 1/5/19  | 11 wks | £110 |
| C40T3  | Spanish Improvers Plus | Mon   | 12:30-14:30 | 29/4/19 | 10 wks | £100 |
| C41T3  | Spanish Advanced       | Thurs | 09:30-11:30 | 2/5/19  | 11 wks | £110 |

## ESOL — English for Speakers of Other Languages

|        |                           |      |             |        |        |      |
|--------|---------------------------|------|-------------|--------|--------|------|
| C60T3  | ESOL Mixed level workshop | Weds | 13:00-15:15 | 1/5/19 | 11 wks | Free |
| C77T3  | ESOL Near Beginners       | Fri  | 13:45-15:15 | 3/5/19 | 11 wks | Free |
| C271T2 | ESOL Beginners            | Fri  | 11:30-13:00 | 3/5/19 | 11 wks | Free |

For English as a second language learners who want to improve their English language skills and communicate with more confidence.

## Computing & ICT



|  |                            |      |             |         |         |      |
|--|----------------------------|------|-------------|---------|---------|------|
| C170   | Computing one-to-one       | Fri  | 09:30-15:40 | 17/5/19 | 1 hour  | £25  |
| The choice is yours – each individual 1 hour session is for those learners who have a query on using their computer software. Further dates may be added.  |                            |      |             |         |         |      |
| AEB16  | Functional Skills ICT L1/2 | Tues | 18:30-21:00 | 30/4/19 | 13 wks* | £170 |
| AEB15  | Functional Skills ICT L1/2 | Weds | 09:30-12:00 | 1/5/19  | 13 wks* | £170 |
| For those who already have basic ICT skills and want to gain a qualification in using the following Microsoft Office business applications: Word, Excel, Outlook and PowerPoint, together with Internet Explorer and File Management. *13 weeks includes the exam. |                            |      |             |         |         |      |

## AAT Accounting



**AAT Membership fees (currently £138) need to be paid directly to AAT and are not included in the course fees for Levels 2, 3 and 4.**

**Membership fees for L2 Bookkeeping are £44.**

|  |     |             |                   |           |                           |
|--|-----|-------------|-------------------|-----------|---------------------------|
| <b>AAT Foundation Certificate in Bookkeeping L2</b>  | Fri | 09:30-12:30 | Individual starts | 12 weeks  | £704* Plus exam fee—£90   |
| <b>AAT Foundation Certificate in Accounting L2</b>   | Fri | 09:30-12:30 | Individual starts | 1 yr      | £1097* Plus exam fee—£226 |
| *Level 2 may be fully funded for those claiming JSA/ESA (work related) on income support/universal credit etc and are unemployed and have barriers to getting in to work.  |     |             |                   |           |                           |
| <b>AAT Advanced Diploma in Accounting L3</b>   | Fri | 13:00-16:00 | Individual starts | 1 yr      | £2573 Plus exam fee—£231  |
| Level 2 & 3 Certificates and Diplomas are <b>free</b> to learners as part of an apprenticeship programme. Learners need to prove working English and Maths skills, ideally at Level 2, before enrolling, but you will have a short interview with the tutor if you do not have Level 2 or equivalent —please book an assessment or, to find out more, call Charlotte on 01572 758283 |     |             |                   |           |                           |
| For learners wishing to do standalone <b>Level 3/4</b> qualifications, <b>Advanced Learning Loans</b> are available for learners aged 19+ to cover all fees apart from membership, registration and assessment— call us for advice on Advanced Learning Loans.   |     |             |                   |           |                           |
| <b>AAT Professional Diploma in Accounting—L4</b>   | Fri | 09:30-16:00 | Individual starts | 18 months | £2596 Plus exam fee—£277  |

# Apprenticeships



Did you know that Rutland Adult Learning & Skills Service offer apprenticeships in partnership with Peterborough Regional College?

## **Apprenticeships are free to the learner as they are funded.**

An apprenticeship is an ideal route into a new job, or a way to develop your skills with your existing employer to progress your career. There is government funding to help you secure the opportunity to transform your working life through apprenticeship training.

### **Who are they for?**

Individuals over the age of 16 who are spending at least 50% of their working hours in England over the duration of their apprenticeship and not in full-time education can apply for an apprenticeship. Employers can offer apprenticeships to new entrants or use them to grow talent from among current employees.

### **Employers**

Are you seeking a partner to work with in delivering apprenticeships?

We are able to offer current apprenticeship frameworks and, where approved, some of the new standards. Apprenticeships changed in May 2017 to include an employer incentive payment of £1,000 for employers taking on an apprentice aged 16-18, or 19-24 if on a Local Authority EHCP plan or have been in care. If you have less than 50 employees, apprenticeship training for those who fit the above criteria will be fully funded. Apprenticeships have been designed to be relevant for each occupational area. We can help you to advertise (for free) and recruit an apprentice for your organisation.

### **We offer a wide range of Apprenticeships in:**

- Business Administration
- Customer Service
- Information Technology — ICT
- AAT – Accounting
- Support Teaching and Learning in Schools
- Health and Social Care
- Early Years Educator
- Catering & Hospitality

If you are interested in becoming an apprentice, or are an employer seeking to appoint an apprentice, contact Charlotte Law for more information:

Tel: 01572 758283 or email: [charlotte.law@peterborough.ac.uk](mailto:charlotte.law@peterborough.ac.uk)



# Certificates and Diplomas



As well as apprenticeships, we can offer single Certificates and Diplomas at Levels 2 and 3 for anyone aged 19+. These can be undertaken if you are a paid employee or a volunteer working for at least 6 hours per week.

Some of the training may be free, depending on your circumstances. For more information on the cost of single qualifications, or to check your eligibility, please contact Charlotte Law on 01572 758283.

## **We offer single Certificates and Diplomas in:**

### **Business Administration Level 2 & Level 3 Diploma**

Whether you work in an office, warehouse or school you will be affected by Administration. It is suitable for a wide range of learners from many background and experience, although they should not be outright beginners.

**Level 2 Diploma:** For those with no supervision of people or system control; those who want to develop their skills to become a future team leader or business manager; those who need practical knowledge of more complex administrative support, perhaps supporting meetings and events or retrieving information.

**Level 3 Diploma:** For those with a more senior supervisory or support role; those who have some knowledge and experience of administration systems; those who want to develop their skills to implement and monitor administrative procedures and systems, perhaps to move into a management role.

### **Information Technology — IT Users Level 2 Certificate & Level 3 Diploma**

Whether you work in an office, a shop or a warehouse you will be affected by technology. IT Users provides people with the skills and knowledge to work with that technology effectively. It is suitable for a wide range of learners from many backgrounds and experience, although they should not be outright beginners. Whether for work or leisure, our IT Users allows people to select what they want to learn and will make them a confident user across a range of information and communication technology and software applications. IT Users is an established (and nationally recognised) qualification for people using computers at work.

# Certificates and Diplomas

## **Level 2 Certificate in an Introduction to Early Years Education and Care**

The aim of this qualification is to prepare learners to work with children between birth and five years, with knowledge of children up to seven years. Progression routes and job roles include:

- Practitioner in Day Nurseries
- Practitioner in Nursery schools
- Practitioner in reception classes in primary schools
- Pre-School assistant

## **Level 3 Diploma in Early Years Educator**

The aim of this qualification is to prepare learners to become Early Years Educators, enabling them to work with children from birth to 5 and gain knowledge of children aged 5 to 7 years. Upon achievement of this qualification, it is intended that learners will be able to enter the workforce as Early Years Educators. Job roles include:

- Practitioner in day nurseries
- Practitioner in Nursery schools
- Practitioner in reception classes in primary schools
- Pre-school worker

## **Supporting Teaching and Learning in Schools Level 2 Certificate & Level 3 Diploma**

The Level 2 Certificate will enable the learner to develop the knowledge and skills needed when supporting teaching and learning in schools. The Level 3 Diploma will provide learners with a secure understanding of the knowledge and skills needed when working directly with children or young people. Job roles include:

- Teaching Assistant
- Classroom Assistant
- Learning Support



## Certificates and Diplomas



### Health and Social Care Level 2 & Level 3 Diploma

The Level 2 Diploma is aimed at people who work as care assistants with key worker responsibilities, or care workers or volunteers who wants to get their first care job. If they're already working in care, they probably work mainly under supervision. They want to increase their skills and take on more responsibility.

The Level 3 Diploma is for senior care assistants with a more responsible role. They're care workers with responsibility in the workplace. They sometimes work without supervision. They want to develop or demonstrate their skills, perhaps to become a senior care worker.

### Advanced Learning Loans

Single Certificates and Diplomas may be free to learners up to age 23 without 5 GCSEs at grades 9 - 4 (A\* - C) or a full Level 3 qualification, or can be funded using an **Advanced Learning Loan**.

Advanced Learner Loans are for learners aged 19 and over, studying at Levels 3 to 6. Loans have to be paid back, but repayments don't start until you earn more than £25,000 a year. The loan doesn't depend on your income and there are no credit checks. You can get independent advice from the Money Advice Service or contact Charlotte Law at RALSS on 01572 758283 for more information.

Our qualification courses will be delivered in Rutland by Peterborough Regional College, but they have many more opportunities at their other centres. Full time courses are also available. Have a look at their website for course listings, or download a part time brochure at: <http://www.peterborough.ac.uk/part-time/how-to-apply-enrol/>



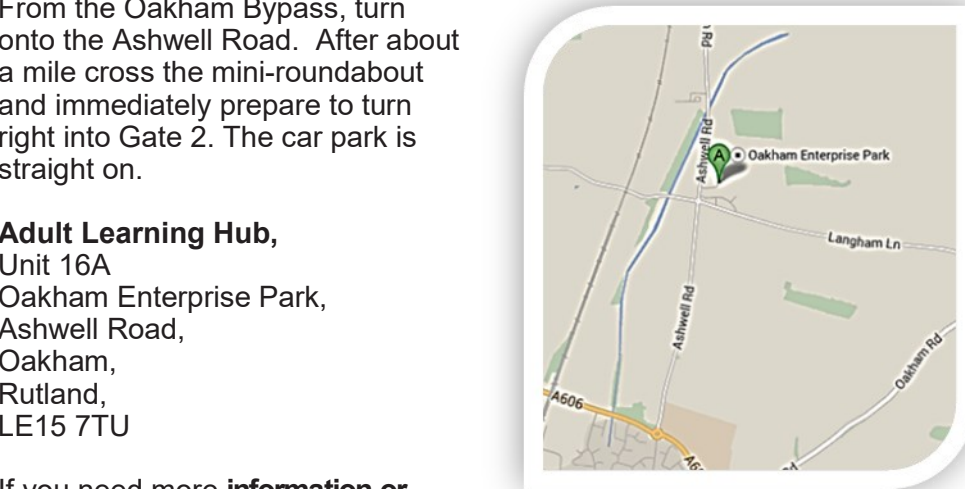
## Find us...

From the Oakham Bypass, turn onto the Ashwell Road. After about a mile cross the mini-roundabout and immediately prepare to turn right into Gate 2. The car park is straight on.

**Adult Learning Hub,**  
Unit 16A  
Oakham Enterprise Park,  
Ashwell Road,  
Oakham,  
Rutland,  
LE15 7TU

If you need more **information or advice**, call or email us, or see our website.

Tel: 01572 758122  
E: [adultlearning@rutland.gov.uk](mailto:adultlearning@rutland.gov.uk)  
Web: [www.ralss.org.uk](http://www.ralss.org.uk)  
Further information is available from:



Buses run from Oakham, John Street Bus Station, at intervals throughout the day. The bus stop is just outside the entrance to the complex.  
For example:

|         |       |   |         |       |
|---------|-------|---|---------|-------|
| John St | 08:45 | ⇒ | OEP     | 08:54 |
| OEP     | 12:45 | ⇒ | John St | 12:54 |
| John St | 12:45 | ⇒ | OEP     | 12:54 |
| OEP     | 16:01 | ⇒ | John St | 16:11 |

[www.rutland.gov.uk/](http://www.rutland.gov.uk/)  
[www.traveline.info](http://www.traveline.info)  
[www.centrebus.info/index.php/routes/rutland](http://www.centrebus.info/index.php/routes/rutland)

Or call: Traveline on 0871 200 22 33

**Also available in large print**