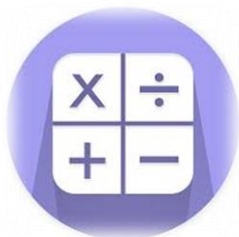


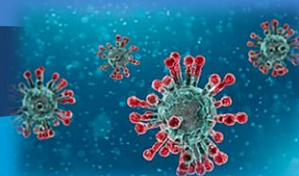
# Course Guide

April to July 2021



Adult Learning & Skills Service





***We have produced this brochure in the hope that we will have permission to return to classroom learning. If this is not the case, or further restrictions are applied, some classes may go to online delivery, but other face-to-face classes will again need to be cancelled or postponed.***

RALSS has assessed government guidance, together with information from Public Health England, regarding the COVID-19 pandemic. The health and safety of our students is paramount, and measures are in place to make sure that, whilst at RALSS, everyone can remain safe. All staff and students will have to meet strict rules for hygiene, cleaning, personal protection and social distancing. We ask you to always abide by our new safety procedures.

## **What plans do we have for your protection?**

- Classrooms have limited capacity due to the need to comply with social distancing guidelines
- Some courses may be delivered online, and a blended learning model could apply to some qualifications (i.e. a mix between classroom-based learning and online delivery)
- Learners' workstations are socially distanced
- There is a one-way system in the corridors, with a separate entry and exit
- Tutors have their own equipment
- Tables and touch points are cleaned between classes
- Hand sanitisers are available in corridors and classrooms
- Toilets are only available to one user at a time
- The vending machines have been removed
- The water machine is accessible, but cleaned regularly

## **What will we ask you to do?**

- Enrol and pay by phone, rather than in person, if possible.
- Not attend class if you have been in contact with anyone suspected of having the virus, or if you have symptoms such as a cough, fever, or loss of/change in sense of taste or smell.
- If you are able to, wear a mask whilst in the corridors or moving around the classroom.
- Regularly use the hand sanitisers in the corridors and classrooms.
- Bring your own equipment for each class.
- Stick to the one-way system in the corridors.
- Leave via a different door to prevent contact with the next class entering the building.
- Take breaks in your classroom (please bring your own supplies and container).

# Enquire and enrol

## Community Courses

- By telephone - call 01572 758122
- By post - please complete the Community enrolment form available online and return it to us.
- By email - you can submit an enquiry to [adultlearning@rutland.gov.uk](mailto:adultlearning@rutland.gov.uk)
- In person, **if you are unable to enrol in any other way** - visit us at Oakham Enterprise Park, Ashwell Road, Oakham, Rutland, LE15 7TU
- Via our website, [www.ralss.org.uk](http://www.ralss.org.uk) - please go to 'Contact Us' and submit your enquiry.

## Apprenticeships and other Qualifications

- By telephone - call 01572 758283 or 07706 000214
- By post - please complete the Qualifications enrolment form available at [www.ralss.org.uk](http://www.ralss.org.uk) and return it to us.
- By email - you can submit an enquiry to [RALSS.enquiries@stamford.ac.uk](mailto:RALSS.enquiries@stamford.ac.uk)
- In person, **if you are unable to enrol in any other way** - visit us at Oakham Enterprise Park, Ashwell Road, Oakham, Rutland, LE15 7TU
- Via our website, [www.ralss.org.uk](http://www.ralss.org.uk) - please go to 'Contact Us' and submit your enquiry.

## Fees

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, the standard rate is £5.25 per hour and no refund is available for cancellations made by you after 1 week before the start date.

Maths and English classes are free to those who do not have a grade A-C, or 9-4, at GCSE.

Funding or concessions may be available for apprenticeships or other qualification courses – please enquire on 01572 758283 or at [RALSS.enquiries@stamford.ac.uk](mailto:RALSS.enquiries@stamford.ac.uk)

## Concessions for Community Learning courses

There is a 50% discount on course fees and some materials for those in receipt of state benefits or the unwaged dependent of someone in receipt of state benefits (NOT including Child Tax Credits), or with a gross household income of less than £25,521.

If you are entitled to reduced fees as set out above, you will be required to sign a Declaration to confirm your circumstances and may be asked to provide proof. Making a false declaration could constitute fraud and lead to legal action.

# Maths and English



Stamford  
College

A Partnership for Rutland Adult Learning & Skills Service

English and Maths courses are free to those without a GCSE at Grade 9-4 (A-C).

## Foundation

English	BSFE13T3	Tuesday	09:30 - 11:30	20/4/21- 13/7/21	12 wks
---------	----------	---------	---------------	---------------------	--------

For learners with pre-entry or very low entry-level skills who wish to develop their reading and writing.

Understanding Our World	ILUOW10T3	Monday	09:30 - 11:30	19/4/21- 12/7/21	11 wks
-------------------------	-----------	--------	---------------	---------------------	--------

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

## First Steps

English	BSEN14T3	Thursday	09:30 - 11:30	22/4/21- 15/7/21	12 wks
---------	----------	----------	---------------	---------------------	--------

Maths	BSMA15T3	Tuesday	12:30 - 14:30	20/4/21- 13/7/21	12 wks
-------	----------	---------	---------------	---------------------	--------

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

## Functional Skills

English – Levels 1 and 2	FSEN11	Tuesday	12:30 - 15:00	See website	17 wks
--------------------------	--------	---------	---------------	-------------	--------

English – Levels 1 and 2	FSEN12	Monday	18:00 - 20:30	See website	17 wks
--------------------------	--------	--------	---------------	-------------	--------

Maths – Levels 1 and 2	FSMA10	Monday	09:30 - 12:00	See website	17 wks
------------------------	--------	--------	---------------	-------------	--------

Functional Skills qualifications are at a similar level to GCSEs. Exam dates are flexible but tend to be scheduled for the end of the course.

Please enquire at [RALSS.enquiries@stamford.ac.uk](mailto:RALSS.enquiries@stamford.ac.uk)

## GCSEs

Current GCSE exams are taken during the Summer Exam Series (2021) at RALSS. The next set of GCSE English and Maths courses will not start until September 2021.

Please enquire at [RALSS.enquiries@stamford.ac.uk](mailto:RALSS.enquiries@stamford.ac.uk)

## Creative Writing

Creative Writing	ACW323	Thursday	18:00 - 19:30	22/4/21- 20/5/21	5 wks	£39.38
------------------	--------	----------	------------------	---------------------	-------	--------

Creative Writing	ACW324	Thursday	18:00 - 19:30	3/6/21- 1/7/21	5 wks	£39.38
------------------	--------	----------	------------------	-------------------	-------	--------

These courses will introduce you to creative writing in a safe and supported space. You'll be encouraged to think creatively and experiment with language in a range of forms including prose and poetry. You'll gain an insight into some of devices and techniques used by writers, unlock your imagination and start to produce work of your own.

These are online courses, conducted via Microsoft Teams. You will need to have a reliable internet connection and a device able to access Teams with a working camera and microphone.

## Italian

Italian Yr 5	LIT33T3	Monday	18:15-20:15	19/4/21-19/7/21	12 wks	£126
Italian Improvers B1	LIT34T3	Monday	10:30-12:30	19/4/21-19/7/21	12 wks	£126
Italian Advanced B2	LIT35T3	Monday	13:30-15:30	19/4/21-19/7/21	12 wks	£126
Italian Beginners Yr 3	LIT36T3	Wednesday	18:30-20:30	21/4/21-14/7/21	12 wks	£126
Italian Beginners	LIT38T3	Tuesday	18:15-20:15	20/4/21-13/7/21	12 wks	£126

## Spanish

Spanish A2 - B1	LSP28T3	Wednesday	18:15-20:15	21/4/21-14/7/21	12 wks	£126
Spanish Improvers B1	LSP29T3	Monday	13:00-15:00	19/4/21-19/7/21	12 wks	£126
Spanish Advanced B2	LSP30T3	Thursday	10:00-12:00	22/4/21-15/7/21	12 wks	£126
Spanish Beginners Yr 3	LSP31T3	Monday	18:30-20:30	19/4/21-19/7/21	12 wks	£126
Spanish Beginners Yr 2	LSP32T3	Thursday	13:00-15:00	22/4/21-15/7/21	12 wks	£126

If you are not sure which level would suit you best, please enquire - our tutors will be pleased to discuss this with you.

## ESOL – English for Speakers of Other Languages

ESOL Beginners Plus	LES16T3	Friday	11:00-12:30	23/4/21–02/7/21	10 wks	No fee
ESOL Beginners	LES17T3	Friday	13:30-15:00	23/4/21-02/7/21	10 wks	No fee
ESOL Intermediate	LESM18T3	Wednesday	13:00-15:15	21/4/21-30/7/21	10 wks	No fee

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

# Pottery and Fused Glass



## Pottery

Pottery Tues eve	APO1T5	Tuesday	18:30-21:00	20/4/21-25/5/21	6 wks	£78.75
Pottery Thurs pm	APO2T5	Thursday	13:15-16:15	22/4/21-27/5/21	6 wks	£94.50
Pottery Fri am	APO3T5	Friday	09:00-12:00	23/4/21-28/5/21	6 wks	£94.50
Pottery Fri pm	APO4T5	Friday	13:00-16:00	23/4/21-28/5/21	6 wks	£94.50
Pottery Thurs eve	APO5T5	Thursday	18:30-21:00	22/4/21-27/5/21	6 wks	£78.75
Pottery Thurs am	APO222T5	Thursday	09:00-12:00	22/4/21-27/5/21	6 wks	£94.50
Pottery Tues eve	APO1T6	Tuesday	18:30-21:00	8/6/21-13/7/21	6 wks	£78.75
Pottery Thurs pm	APO2T6	Thursday	13:15 - 16:15	10/6/21-15/7/21	6 wks	£94.50
Pottery Fri am	APO3T6	Friday	09:00-12:00	11/6/21-16/7/21	6 wks	£94.50
Pottery Fri pm	APO4T6	Friday	13:00 - 16:00	11/6/21-16/7/21	6 wks	£94.50
Pottery Thurs eve	APO5T6	Thursday	18:30-21:00	10/6/21-15/7/21	6 wks	£78.75
Pottery Thurs am	APO222T6	Thursday	09:00-12:00	10/6/21-15/7/21	6 wks	£94.50

Our Pottery courses are suitable for people of all abilities. Please book early as they fill very quickly.

## Fused Glass Workshops

Five-week course	AFG316	Monday	18:00-21:00	19/4/21-24/5/21	5 wks	£160
Mandalas	AFG314	Saturday	09:30-12:30	22/5/21	1 day	£32
Jewellery	AFG315	Saturday	10:00-12:00 09:00-10:00	19/6/21 - 26/6/21	2 wks	£32

Our Fused Glass courses are for people of varying abilities interested in working with glass to create jewellery, bowls and other pieces.

## Monoprinting - NEW

Workshop	AMP309	Saturday	10:00-16:30	15/5/21	1 day	£31.50
Workshop	AMP322	Saturday	10:00-16:30	12/6/21	1 day	£31.50

You will learn how to create a range of printed pictures and designs while exploring 'mark-making' and a simple printing technique.

# Drawing, Photography and Floristry



## Drawing

Drawing Workshop	ADR19T5	Wednesday	13:15-16:15	21/4/21-19/5/21	5 wks	£78.75
Drawing Workshop	ADR19T6	Wednesday	13:15-16:15	9/6/21-14/7/21	6 wks	£94.50
Drawing Workshop	ADR70T5	Wednesday	09:30-12:00	21/4/21-19/5/21	5 wks	£65.63
Drawing Workshop	ADR70T6	Wednesday	09:30-12:00	9/6/21-14/7/21	6 wks	£65.63
Drawing for Beginners	ADR20T5	Monday	18:45-20:45	19/4/21-17/5/21	4 wks	£42.00
Drawing for Beginners	ADR20T6	Monday	18:45-20:45	7/6/21-19/7/21	6 wks	£52.50
Life Drawing	ALD	Sundays	09:45-12:45	See website	1 day	£21

**Life Drawing:** Starting off with some brief warm up exercises, short poses, there will be instruction on basic figure drawing including measuring, proportion, negative shapes and tone. We will finish the session with a longer pose.

## Photography

How to use your DSLR camera successfully	APH303	Saturday	10:00-16:30	24/4/21	1 day	£34.13
--	--------	----------	-------------	---------	-------	--------

Learn how to control the camera, how to use the controls effectively and how they affect the pictures you take. You'll also learn what the technical jargon means and how to apply it practically to your photography.

How to take better pictures with your DSLR camera	APH304	Saturday	10:00-16:30	8/5/21	1 day	£34.13
---	--------	----------	-------------	--------	-------	--------

Understand the ingredients that lift pictures from 'the ordinary', as well as assessing the opportunities and constraints offered by the subject matter and using them to improve your photography.

Further Skills	APH305	Saturday	09:30-16:30	22/5/21	1 day	£36.75
----------------	--------	----------	-------------	---------	-------	--------

Learn how to analyse pictures using a specific set of criteria, which will lead to you improving your photography. You'll then focus on applying this in a practical session and reviewing the results to guide further improvement.

## Floristry

Intermediate Floristry	AFL310	Wednesday	18:00-20:45	21/4/21-19/5/21	5 wks	£72.19
------------------------	--------	-----------	-------------	-----------------	-------	--------

The Intermediate floristry skills course is suitable for learners who already have some experience of floristry. They should have previously attended a workshop or 'Floristry for Beginners' course, or have worked with a group or society.

Through our partnership with Stamford College, we are now able to offer fully funded\* distance learning qualifications. These Level 2 Certificates are studied entirely online and take up to 16 weeks to complete. For more information, visit RALSS' (<https://www.ralss.org.uk/online-learning>) or Stamford College's (<https://www.stamford.ac.uk/distanced-learning>) websites.

\*fully funded for those who meet eligibility criteria as shown online.

Awareness of Mental Health Problems	Level 2 Certificate	Free*
Counselling Skills	Level 2 Certificate	Free*
Digital Skills for Work	Level 2 Certificate	Free*
Equality and Diversity	Level 2 Certificate	Free*
Improving Personal Exercise, Health and Nutrition	Level 2 Certificate	Free*
Information, Advice and Guidance	Level 2 Certificate	Free*
Introducing Caring for Children and Young People	Level 2 Certificate	Free*
Lean Organisation Management Techniques	Level 2 Certificate	Free*
Principles of Business Administration	Level 2 Certificate	Free*
Principles of Dementia Care	Level 2 Certificate	Free*
Principles of Team Leading	Level 2 Certificate	Free*
Principles of the Prevention and Control of Infection in Healthcare Settings	Level 2 Certificate	Free*
Understanding Autism	Level 2 Certificate	Free*
Understanding Behaviour that Challenges	Level 2 Certificate	Free*
Understanding Children and Young People's Mental Health	Level 2 Certificate	Free*
Understanding Mental Health First Aid and Mental Health Advocacy in the Workplace	Level 2 Certificate	Free*
Understanding Personal Care Needs	Level 2 Certificate	Free*
Understanding Safeguarding and Prevent	Level 2 Certificate	Free*
Understanding Specific Learning Difficulties	Level 2 Certificate	Free*
Understanding the Safe Handling of Medication in Health and Social Care	Level 2 Certificate	Free*
Understanding Working with People with Mental Health Needs	Level 2 Certificate	Free*
Warehousing and Storage	Level 2 Certificate	Free*



# Computing / ICT and Accounting



Stamford  
College

A Partnership for Rutland Adult Learning & Skills Service

## Computing one-to-one

ICT 1-2-1	BSIT	Enquire or check website for dates and times	1 hr	£26
-----------	------	--	------	-----

The choice is yours – each individual 1-hour session is for those who have a query about an aspect of using their computer or tablet. Please book your time slot when you enrol, and tell us what you want to learn.

## Functional Skills ICT

ICT Level 1 or 2	FSIT	Wednesday	09:30-12:00	See website	9 wks*	£150
------------------	------	-----------	-------------	-------------	--------	------

For those who already have basic ICT skills and want to gain a qualification in using Microsoft Office business applications Word, Excel, Outlook and PowerPoint, together with Internet Explorer, Computer Basics, Health and Safety, Images and File Management. *\*exam usually takes place the week after the course ends.*

## Accounting and Bookkeeping

*AAT Foundation Certificate in Bookkeeping L2	Friday	09:30-12:30	Individual starts	12 wks	£704 Plus exam fee (£94)
*AAT Foundation Certificate in Accounting L2	Friday	09:30-12:30	Individual starts	1 year	£1097 Plus exam fee (£238)
**AAT Advanced Diploma in Accounting L3	Friday	13:00-16:00	Individual starts	1 year	£2573 Plus exam fee (£241)
**AAT Professional Diploma in Accounting L4	Friday	09:30-16:00	Individual starts	18 mths	£2596 Plus exam fee (£289)

\* AAT Level 2 may be fully funded for those claiming Job Seekers Allowance or Employment and Support Allowance, on income support/universal credit etc and are unemployed.

\*\* Advanced Learner Loans are available for Level 3 and 4 qualifications to learners aged 19+ to cover all fees apart from membership, registration and assessment (see information below).

Please be aware AAT Membership fees (currently £150) 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 £49.

For all AAT enquiries and information on Advanced Learner Loans contact [RALSS.enquiries@stamford.ac.uk](mailto:RALSS.enquiries@stamford.ac.uk) or telephone 01572 758283.

## Who are they for?

Apprenticeships are for anyone over the age of 16 living in England and not in full-time education. Employers can offer apprenticeships to new entrants or use them to grow talent from among current employees. Apprenticeships are free to the learner as they are government funded, making them an ideal route into a new job or a way to develop your skills and progress your career with your existing employer.

***"...As well as teaching me how to work in a business environment, how to engage with colleagues and the A-Z of office etiquette, doing an apprenticeship has also increased my confidence and given me a sense of job satisfaction that I feel very lucky to have at a relatively young age. I'd recommend doing an apprenticeship to anyone; it has set me up for life and was well worth pushing myself out of my comfort zone for!" - Business Administration Apprentice***

## Employers

We offer a range of Apprenticeship Standards which have been designed to be relevant for each occupational area and the needs of your business. Government funding for apprenticeships includes 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. For apprentices aged 19+, the government will continue to fund 95% of the apprenticeship programme whilst a 5% investment is required by the employer.

## Apprenticeships we currently offer:

- Business Administration - Level 3
- Customer Service – Levels 2 and 3
- Digital Marketing – Level 3
- Accounting – Levels 2, 3 and 4
- Supporting Teaching and Learning in Schools (Teaching Assistant) – Level 3
- Early Years – Levels 2 and 3

See our website or contact Charlotte Law for more information. Tel 01572 758283 or email [charlotte.law@peterborough.ac.uk](mailto:charlotte.law@peterborough.ac.uk) or [RALSS.enquiries@stamford.ac.uk](mailto:RALSS.enquiries@stamford.ac.uk)

As well as apprenticeships, we can offer Certificates and Diplomas for anyone aged 19+. These can be undertaken if you are a paid employee or a volunteer working for at least 12 hours per week.

## Business Administration

- **Level 2 Diploma** for those working in an administrative role who are looking to develop their skills.
- **Level 3 Diploma** for those with a more senior supervisory or support role who have some knowledge and experience of administration systems and who want to develop their skills.

## Information Technology

- **Level 2 Diploma** for those with little or no experience in computing for the underpinning knowledge that could aid progress to further education or employment.
- **Level 3 Diploma** allows learners to become a confident user across a range of information and communication technology and software applications.

## Early Years Practitioner

- **Level 2 Diploma** provides learners with the knowledge and understanding of babies and young children from birth to 7 years of age with applied knowledge in the early years, 0-5 years.
- **Level 3 Diploma** prepares learners to become Early Years Educators, enabling them to work with and care for children from birth to 5 years and gain knowledge of children aged 5 to 7 years.

## Teaching Assistant

- **Level 2 Certificate** enables learners to develop the knowledge and skills needed when supporting teaching and learning in the school environment.
- **Level 3 Diploma** provides learners with an in-depth understanding of the knowledge and skills needed when working directly with children and young people in school and college environments.
- **Level 4 Certificate for the Advanced Practitioner** provides professional development opportunities for practitioners working in the school and college workforce.

## Customer Service

- **Level 2 Diploma** for those who work or want to work in the customer service sector.
- **Level 3 Diploma** allows learners to learn, develop and practice the skills required in employment.

These qualifications may be free to learners up to age 23 without 5 GCSEs at grades 9 - 4 (A\* - C) or a full Level 3 qualification. Alternatively, they can be funded using an **Advanced Learner Loan**.

## Advanced Learner Loans

Loans are not subject to minimum household income.

### Eligibility:

- You're studying an eligible course for a level 3, 4, 5 or 6 qualification at an approved college or training provider in England
- You're aged 19 or over on the first day of your course, if your course started on or after 1st August 2020

### Repayment

The earliest you will start repaying is either:

- The April after you leave your course
- The April 4 years after the course started, if you're studying part-time

Repayments start when your income is over the threshold amount (currently £26,575 p/a). Interest will be charged from the day of the first payment, and your repayments will stop if you stop working or your income goes below the threshold.

For advice on Advanced Learner Loans please contact Charlotte Law at RALSS on 01572 758283 or by email [RALSS.enquiries@stamford.ac.uk](mailto:RALSS.enquiries@stamford.ac.uk).

You may also wish to refer to the **Money Advice Service** <https://www.moneyadviceservice.org.uk/en> which can provide free and impartial money advice.

## Childcare arrangements — can we help?

### Two-year-old early education funding

Parents who are receiving certain benefits will be able to apply for funded early education for their two-year-old. If eligible, the child will be able to attend an approved childcare setting for up to 15 hours per week during term time, or 570 stretched across the year. To check eligibility please contact Sharlean Hinde, Rutland County Council's Early Years Education and Childcare Co-ordinator, at [shinde@rutland.gov.uk](mailto:shinde@rutland.gov.uk).

### Universal three- and four-year-old funding

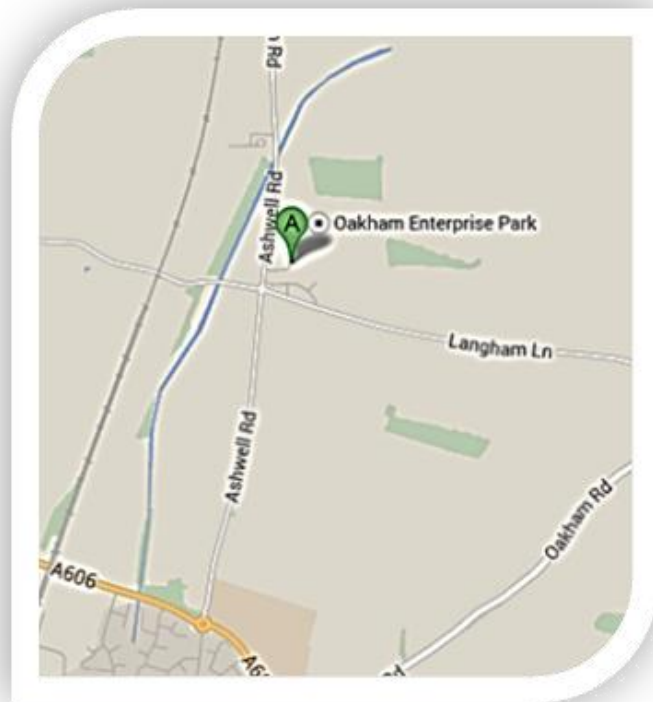
All families in England with three- and four-year old children will be able to access funded early education at an approved childcare setting for up to 15 hours per week term time, or 570 hours stretched across the year. For full details visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

Please try to use your entitlement to cover the days and times when you attend your courses. If you still have any difficulties, please call us to discuss.

# 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.

**Rutland Adult Learning and Skills Service**  
Unit 16a (ground floor)  
Gate 2  
Oakham Enterprise Park  
Ashwell Road  
Oakham  
LE15 7TU



Also available in large print

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

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

Tel: 01572 758122

Email: [adultlearning@rutland.gov.uk](mailto:adultlearning@rutland.gov.uk)

Web: [www.ralss.org.uk](http://www.ralss.org.uk)

Facebook: Rutland Adult Learning and Skills Service

Twitter: @rutlandlearning

Instagram: @rutlandlearning