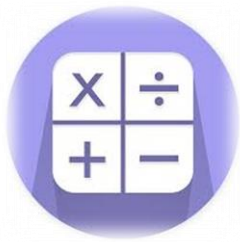


# Course Guide

September to  
December 2021



Adult  
Learning  
& Skills  
Service



# Enquire and enrol

## Community Courses

- By telephone - call 01572 758122
- By email - you can download our enrolment form and return it via email to [adultlearning@rutland.gov.uk](mailto:adultlearning@rutland.gov.uk), or email us with your query
- Via our website, [www.ralss.org.uk](http://www.ralss.org.uk) - go to 'Contact Us' and submit your enquiry.
- In person - visit us at Oakham Enterprise Park, Ashwell Road, Oakham, Rutland, LE15 7TU

## Apprenticeships and other Qualifications

- By telephone - call 01572 758283 or 07706 000214
- By email - you can submit an enquiry to [RALSS.enquiries@stamford.ac.uk](mailto:RALSS.enquiries@stamford.ac.uk)
- Via our website, [www.ralss.org.uk](http://www.ralss.org.uk) - go to 'Contact Us' and submit your enquiry.
- In person - visit us at Oakham Enterprise Park, Ashwell Road, Oakham, Rutland, LE15 7TU

## 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 £5.50 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

## COVID-19

Please follow any safety measures still in place at our centre, and do not attend your class if you feel at all unwell. Information on these safety measures will be given by admin staff at reception, or by your tutors during class.

# 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	BSFE13T1	Tuesday	09:30 - 11:30	07/09/21-07/12/21	12 wks
---------	----------	---------	---------------	-------------------	--------

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

Understanding Our World	ILUOW10T1	Monday	09:30 - 11:30	06/09/21-06/12/21	12 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	BSEN14T1	Thursday	09:30 - 11:30	09/09/21-09/12/21	12 wks
---------	----------	----------	---------------	-------------------	--------

Maths	BSMA15T1	TBC – please enquire for more information			
-------	----------	---	--	--	--

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

## Functional Skills

Maths – Levels 1 and 2	FSMA6	Monday	09:30 - 12:00	06/09/21-17/01/22	17 wks
------------------------	-------	--------	---------------	-------------------	--------

English – Levels 1 and 2	FSEN8	Monday	18:00 - 20:30	06/09/21-17/01/22	17 wks
	FSEN7	Thursday	12:30-15:00	02/09/21-13/01/22	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

Maths (daytime)	GMA3	Monday	12:30-15:00	06/09/2021-May/June '22	TBC
English (daytime)	GEN1	Wednesday	12:00-15:00	08/09/2021-May/June '22	TBC
English (evening)	GEN2	Wednesday	18:00-21:00	08/09/2021-May/June '22	TBC
Maths (evening)	GMA4	Thursday	18:00-21:00	09/09/21-May/June '22	TBC

## Italian

Italian Intermediate A2	LIT34T1	Monday	18:15-20:15	06/09/21-06/12/21	12 wks	£132
Italian Intermediate Y5 B1	LIT35T1	Monday	10:30-12:30	06/09/21-06/12/21	12 wks	£132
Italian Advanced B2	LIT36T1	Monday	13:30-15:30	06/09/21-06/12/21	12 wks	£132
Italian Beginners Y2 A1	LIT39T1	Tuesday	18:15-20:15	07/09/21-07/12/21	12 wks	£132
Italian Beginners Y3 A2	LIT37T1	Wednesday	18:30-20:30	08/09/21-08/12/21	12 wks	£132
Italian NEW Beginners	LIT38T1	Thursday	10:15-12:15	09/09/21-09/12/21	12 wks	£132

## Spanish

Spanish Y3+ A1-A2	LSP31T1	Monday	17:30-19:30	06/09/21-06/12/21	12 wks	£132
Spanish NEW Beginners	LSP33T1	Wednesday	14:00-16:00	08/09/21-08/12/21	12 wks	£132
Spanish Intermediate B1	LSP28T1	Wednesday	17:30-19:30	08/09/21-08/12/21	12 wks	£132
Spanish Improvers B1-B2	LSP29T1	Thursday	10:30-12:30	09/09/21-09/12/21	12 wks	£132
Spanish Y2+ A1.2	LSP32T1	Thursday	13:00-15:00	09/09/21-09/12/21	12 wks	£132
Spanish Advanced B2	LSP30T1	TBC – please enquire for more information				

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 Elementary	LES16T1	Friday	11:00-12:30	17/09/21-03/12/21	10 wks	No fee
ESOL Beginners	LES17T1	Friday	13:30-15:00	17/09/21-03/12/21	10 wks	No fee
ESOL Intermediate	LES18T1	Wednesday	13:00-15:15	15/09/21-01/12/21	10 wks	No fee

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

# Arts and Crafts



## Monoprinting

Workshop	AMP54	Saturday	10:00-16:30	18/09/21	1 day	£40
----------	-------	----------	-------------	----------	-------	-----

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

## Textile Design

Beginners	ATX63	Monday	18:30-21:00	13/09/21-27/09/21	3wks	£60
Beginners	ATX68	Monday	18:30-21:00	11/10/21-25/10/21	3wks	£60
Beginners	ATX69	Monday	18:30-21:00	08/11/21-22/11/21	3wks	£60

You will familiarise yourself with your sewing machine while learning some simple tricks such as free-hand machine embroidery, layering fabrics using 'Bondaweb' and hand applique.

## Batik

General workshop	ABT70	Saturday	10:00-16:30	13/11/21	1 day	£50
------------------	-------	----------	-------------	----------	-------	-----

Have a go at decorating cloth using wax and dye. You will learn how to use a Tjanting to create lines, marks, designs and explore the associated techniques, including clacking the wax to achieve new colours.

## Photography

How to use your DSLR camera successfully	APH7	Saturday	10:00-16:30	25/09/21	1 day	£35.75
--	------	----------	-------------	----------	-------	--------

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	APH8	Saturday	10:00-16:30	09/10/21	1 day	£35.75
---	------	----------	-------------	----------	-------	--------

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	APH9	Saturday	09:30-16:30	06/11/21	1 day	£38.50
----------------	------	----------	-------------	----------	-------	--------

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.



# Arts and Crafts



## Watercolour

Workshop	AWC64T1	Monday	13:15-16:15	06/09/21 - 11/10/21	6wks	£99
----------	---------	--------	-------------	---------------------	------	-----

## Pottery

Pottery Weds eve	AP01T2	Wednesday	18:30-21:00	03/11/21-15/12/21	7 wks	£96.25
Pottery Thurs am	AP06T2	Thursday	09:00-12:00	04/11/21-16/12/21	7 wks	£115.50
Pottery Thurs pm	AP02T2	Thursday	13:15 - 16:15	04/11/21-16/12/21	7 wks	£115.50
Pottery Thurs eve	AP05T2	Thursday	18:30-21:00	04/11/21-16/12/21	7 wks	£96.25
Pottery Fri am	AP03T2	Friday	09:00-12:00	05/11/21-17/12/21	7 wks	£115.50
Pottery Fri pm	AP04T2	Friday	13:00 - 16:00	05/11/21-17/12/21	7 wks	£115.50

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

## Drawing

Drawing Workshop	ADR19T2	Wednesday	13:15-16:15	03/11/21-08/12/21	6 wks	£99
Drawing for Beginners	ADR20T2	Wednesday	18:30-20:30	03/11/21-08/12/21	6 wks	£66
Life Drawing	ALD	Sundays	See website			

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

## Creative Writing

Write That Story	ACW61	Thursday	18:00 - 19:30	09/09/21-07/10/21	5 wks	£41.25
Life Writing	ACW62	Thursday	18:00 - 19:30	04/11/21-02/12/21	5 wks	£41.25

These online 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. *A tablet or computer with a webcam, microphone and an internet connection is required to join these courses.*

# Online Learning



**Stamford  
College**

A Partnership for Rutland Adult Learning & Skills Service

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. Please visit Stamford College's website for more information – [www.stamford.ac.uk/distanced-learning](http://www.stamford.ac.uk/distanced-learning)

<b>Awareness of Mental Health Problems</b>	Level 2 Certificate	Free*
<b>Information, Advice or Guidance</b>	Level 2 Certificate	Free*
<b>Lean Organisation Management Techniques</b>	Level 2 Certificate	Free*
<b>Principles of Business Administration</b>	Level 2 Certificate	Free*
<b>Principles of Care Planning</b>	Level 2 Certificate	Free*
<b>Principles of Customer Service</b>	Level 2 Certificate	Free*
<b>Principles of Dementia Care</b>	Level 2 Certificate	Free*
<b>Principles of End of Life Care</b>	Level 2 Certificate	Free*
<b>Principles of Team Leading</b>	Level 2 Certificate	Free*
<b>Principles of the Prevention and Control of Infection in Healthcare Settings</b>	Level 2 Certificate	Free*
<b>Principles of Warehousing and Storage</b>	Level 2 Certificate	Free*
<b>Understanding Autism</b>	Level 2 Certificate	Free*
<b>Understanding Children and Young People's Mental Health</b>	Level 2 Certificate	Free*
<b>Understanding Personal Care Needs</b>	Level 2 Certificate	Free*
<b>Understanding Specific Learning Difficulties</b>	Level 2 Certificate	Free*
<b>Understanding the Safe Handling of Medication in Health and Social Care</b>	Level 2 Certificate	Free*
<b>Understanding Working with People with Mental Health Needs</b>	Level 2 Certificate	Free*

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

# 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

Level 1 or 2	FSIT5	Wednesday	12:30-15:00	08/09/21-17/11/21	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 the internet, 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	£1079 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 2021

### 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

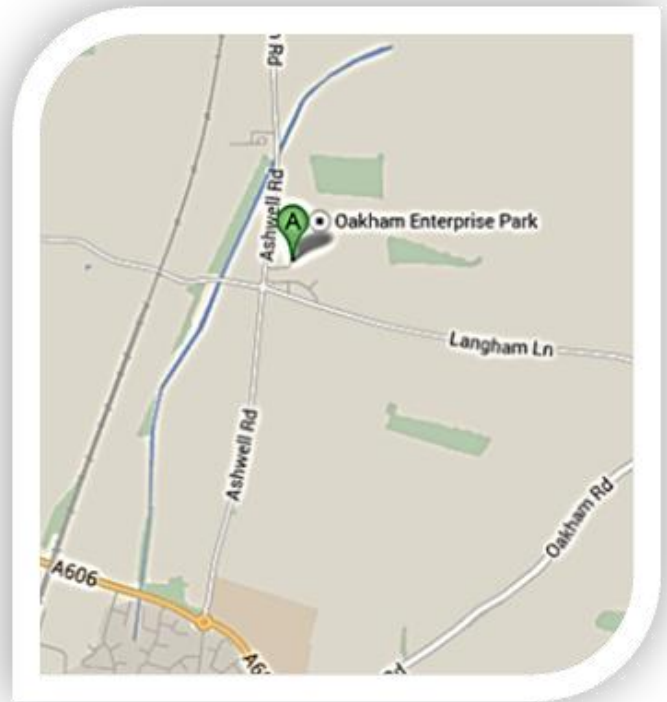
All families in England with three- and four-year old children will be able to access funded early education at an approved childcare setting for up to 15 hours per week term time, or 570 hours stretched across the year. For full details visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

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 John Street Bus Station, Oakham, 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