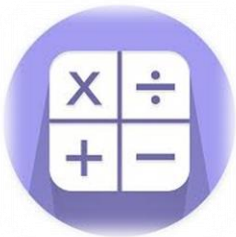


Course Guide

January to March 2022



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, or email us with your query
- Via our website, 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
- Via our website, 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 Education and 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

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.

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.

English and Maths



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Our English and Maths courses are **free** if you don't already have a GCSE at Grade 9-4 (A-C).

First Steps

BSMA15T3	Maths	Tues	12:30 - 14:30	11/01/22 - 29/03/22	11 wks
BSEN14T3	English	Thurs	09:30 - 11:30	06/01/22 - 31/03/22	12 wks

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

Functional Skills

FSMA20	Maths	Mon	09:30 - 12:00	07/02/22 - 11/07/22	17 wks
FSEN21	English	Mon	18:00 - 20:30	31/01/22 - 04/07/22	17 wks
FSEN22	English	Thurs	12:30 - 15:00	06/01/22 - 26/05/22	17 wks

For learners who would like to gain an accredited English or Maths qualification at Level 1 or 2. A Level 2 Functional Skills qualification is equivalent to a GCSE grade 9 – 4 (A* - C).

Please enquire by emailing RALSS.enquiries@stamford.ac.uk

GCSEs

GMA	Maths	Thurs	18:00 - 21:00	September 2022 – see website for exact dates.
GEN	English	TBC – see website for more information.		September 2022 – see website for exact dates.

Independent Living and First Aid

Independent Living

ILUOW10T3	Understanding Our World	Mon	09:30 - 11:30	10/01/22 - 28/03/22	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.					

Emergency First Aid at Work

EEFA249	Weds	10:00 – 16:00	09/02/22	1 day	£60
EEFA259	Weds	10:00 – 16:00	30/03/22	1 day	£60
This Level 3 Award satisfies the requirements of the Health and Safety Executive and covers topics including responsibilities and reporting, resuscitation, bleeding control, shock, epilepsy and choking.					

Paediatric First Aid

EPFA250	Sat	10:00 – 16:00	08/01/22 – 15/01/22	2 wks	£10 / £70
EPFA251	Sat	10:00 – 16:00	12/03/22 – 19/03/22	2 wks	£10 / £70
This Level 3 Award satisfies the criteria set out in the statutory framework for the Early Years Foundation Stage. A range of topics are covered, including responsibilities and reporting, resuscitation, infantile convulsions, fractures, choking, foreign bodies, meningitis and burns.					
Early Years practitioners working in a Rutland-based, Ofsted-registered school or childcare setting, or Rutland-based childminders, can access this training for £10. Attendees who don't meet this criteria will be required to pay the full fee (£70).					

I have learnt a lot and the delivery was fun and interesting. Thank you.

- *Paediatric First Aid learner*

I found the first aid course informative & fun.

- *Emergency First Aid at Work learner*

The trainer was very kind and listened to all our questions, answered fully and made sure we understood. I really enjoyed the course.

- *Paediatric First Aid learner*

Languages

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

Italian						
LIT35T3	Intermediate Y5 B1	Mon	10:30-12:30	10/01/22 - 28/03/22	11 wks	£121
LIT36T3	Advanced B2	Mon	13:30-15:30	10/01/22 - 28/03/22	11 wks	£121
LIT270T4	Beginners - Travelling (online)	Mon	18:00-19:30	21/02/22 - 21/03/22	5 wks	£41.25
LIT39T3	Beginners Y2 A1	Tue	18:15-20:15	11/01/22 - 29/03/22	11 wks	£121
LIT37T3	A2 pre-intermediate	Wed	18:00-20:00	12/01/22 - 30/03/22	11 wks	£121
LIT38T3	A2 pre-intermediate (online)	Thur	18:00-20:00	13/01/22 - 31/03/22	11 wks	£121

Spanish				
LSP31T3	Y3+ A1-A2	Mon	17:30 - 19:30	TBC – see website
LSP28T3	Intermediate B1	Wed	17:30 - 19:30	TBC – see website
LSP29T3	Improvers B1-B2	Thur	10:30 - 12:30	TBC – see website
LSP32T3	Y2+ A1.2	Thur	13:00 - 15:00	TBC – see website

English for Speakers of Other Languages (ESOL)						
LES18T3	Intermediate	Wed	13:00-15:15	05/01/22 - 30/03/22	11 wks	No fee
LES16T3	Elementary	Fri	11:00-12:30	07/01/22 - 01/04/22	10 wks	No fee
LES17T3	Beginners	Fri	13:30-15:00	07/01/22 - 01/04/22	10 wks	No fee

I am very happy in this course. It's my social life and I can learn more English language. Thank you very much indeed.

- *ESOL learner*

My progress in this course is largely attributable to the skills of the teacher, who keeps things moving along but makes sure that all in the group are included and on board. I find it immensely interesting, enjoyable and enriching to feel my Italian developing and my confidence has increased as a direct result.

- *Italian learner*

Arts & Crafts

Mixed Media

AMM82T3	Mon	13:30 – 16:30	10/01/22 - 07/02/22	5 wks	£82.50
AMM82T4	Mon	13:30 – 16:30	21/02/22 - 28/03/22	6 wks	£99

Experiment with a range of mediums including watercolour, oil pastels, 'Brusho' and pen and ink work to create unique, individual pieces of art.

Textile Design

ATX269T3	Mon	18:30 - 21:00	10/01/22 – 07/02/22	5 wks	£94
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Familiarise yourself with your sewing machine whilst learning simple tricks, such as free-hand machine embroidery, using 'Bondaweb' to layer fabrics, and hand applique.

Creative Writing (online)

ACW260T3	Thur	18:00 - 19:30	13/01/22 - 10/2/22	5 wks	£41.25
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This online course will encourage you to think creatively and experiment with language in a range of forms including fiction, poetry and non-fiction such as memoir.

Tie Dye for Beginners

ATD254T3	Sat	10:00 - 16:30	15/01/22	1 day	£45
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Create simple yet exciting designs using multiple layers of colours.

Felt Making for Beginners

AFM255T4	Sat	10:00 - 16:30	05/03/22	1 day	£45
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Create new, original work using simple techniques and processes such as blending primary colours to create exciting shades and tones, and layering wool to build up your designs.

Arts & Crafts

First Steps into Portrait Photography

APH264	Tue	09:00 - 12:00	25/01/22	1 day	£20
APH265	Sat	09:30 - 12:30	05/02/22	1 day	£20

Learn about depth of field, point of focus, backgrounds, lighting and more to improve your portrait photography skills.

First Steps into Still Life Photography

APH266	Sat	09:30 - 12:30	05/03/22	1 day	£20
APH267	Tue	09:00 - 12:00	15/03/22	1 day	£20

Learn about set-ups, backgrounds, lighting, depth of field, exposure, colouration and more to improve your still life photography skills.

Glass Jewellery

AFG253	Sat	10:00 - 13:00	19/03/22	2 wks	£40
		10:00 - 11:00	26/03/22		

Work with transparent, opaque and dichroic glass to produce earrings, pendants or brooches.
Please note that each session of this course has different times.

Pottery

APO1	Wed	18:30 - 21:00	<p>Our pottery courses typically last between five and seven weeks and are suitable for all abilities.</p> <p>They fill up very quickly. For information on availability, course dates and costs, please visit our website: www.ralss.org.uk.</p> <p>If you have reserved a place on a Pottery course but have not paid, please call us on 01572 758122 to complete your enrolment.</p>
APO6	Thur	09:00 - 12:00	
APO2	Thur	13:15 - 16:15	
APO5	Thur	18:30 - 21:00	
APO3	Fri	09:00 - 12:00	
APO4	Fri	13:00 - 16:00	

Arts & Crafts

Watercolour

AWC	Tue	09:15 - 12:15	TBC – see website
AWC	Tue	13:15 - 16:15	TBC – see website

Drawing – mixed abilities

ADR19T3	Wed	13:15 - 16:15	12/01/22 - 09/02/22	5 wks	£82.50
ADR19T4	Wed	13:15 - 16:15	23/02/22 - 23/03/22	5 wks	£82.50

For all learners interested in practicing and exploring drawing techniques, regardless of previous experience.

Drawing for Beginners

ADR20T3	Wed	18:30 - 20:30	12/01/22 - 09/02/22	5 wks	£55
ADR20T4	Wed	18:30 - 20:30	23/02/22 - 23/03/22	5 wks	£55

For learners with little or no previous experience of drawing.

Life Drawing

ALD	Sun	10:00 - 12:30	16/01/22	1 day	£21
ALD	Sun	10:00 - 12:30	30/01/22	1 day	£21
ALD	Sun	10:00 - 12:30	06/03/22	1 day	£21

Observe and draw from a nude life model.

Thank you for your enthusiasm and inspiration - learned lots of new tricks and it's got me going again with my sewing machine.

- *Textile Design for Beginners learner*

I learnt to not give up when all goes wrong, but to try again to get the results I wanted – life, art, pottery, it's all a learning curve, and very enjoyable.

- *Pottery learner*

Distance Learning

As well as classroom-based qualifications, we also offer a range of distance learning Level 2 Certificates. These qualifications are studied entirely online and take up to 16 weeks to complete. They are also fully funded (free) for learners who meet our eligibility criteria.

For more information on eligibility, course content or enrolling, please visit Stamford College's website – www.stamford.ac.uk/distanced-learning.

Awareness of Mental Health Problems

This qualification covers anxiety, depression, phobias, stress, post-natal depression, eating disorders, Post-Traumatic Stress Disorder (PTSD) and more.

Information, Advice or Guidance

This qualification covers information, advice or guidance in practice, developing interaction skills, signposting and referral, and more.

Lean Organisation Management Techniques

This qualification covers lean organisation techniques in business, business improvement tools and techniques, and working in business teams.

Principles of Business Administration

This qualification covers providing administrative services, business document production and information management, communication in a business environment and more.

Principles of Care Planning

This qualification covers person-centred thinking and planning, nutrition and hydration in health and social care settings, continence care, supporting sleep and more.

Principles of Customer Service

This qualification covers understanding customers, customer service and delivery, employer organisations and more.

Principles of Dementia Care

This qualification covers dementia awareness, the person-centred approach to the care and support of individuals with dementia, factors that can influence communication and interaction and more.

Principles of End of Life Care

This qualification covers working in end of life care, care planning in end of life care, providing support to manage pain and discomfort, grief and loss in end of life care and more.

Distance Learning



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Principles of Team Leading

This qualification covers the principles of team leading, communicating work-related information, developing working relationships with colleagues, mentoring and more.

Principles of the Prevention and Control of Infection in Healthcare Settings

This qualification covers the causes and spread of infection, decontamination, cleaning, waste management and more.

Principles of Warehousing and Storage

This qualification covers receiving and storing goods, processing orders and preparing them for dispatch, checking stock, updating records and more.

Understanding Autism

This qualification covers the person-centred approach, communication and social interaction, sensory processing, perception and cognition in individuals with autism and more.

Understanding Children and Young People's Mental Health

This qualification covers understanding factors which may affect children and young people's mental health, the impact of children and young people's mental health concerns, supporting children and young people with mental health concerns, and more.

Understanding Personal Care Needs

This qualification covers person-centred care, supporting personal hygiene, foot care, pressure care and more.

Understanding Specific Learning Difficulties

This qualification covers understanding specific learning difficulties, understanding the effects of specific learning difficulties, supporting individuals with specific learning difficulties and more.

Understanding the Safe Handling of Medication in Health and Social Care

This qualification covers medication and prescriptions, the supply, storage and disposal of medications and more.

Understanding Working with People with Mental Health Needs

This qualification covers the role of the mental health worker, duty of care in adult health and social care, change and support in relation to mental health and more.

Computing / ICT and Accounting

Functional Skills ICT

FSIT	Wed	12:30 - 15:00	TBC – see website.	9 wks*	£150
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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*	Fri	09:30-12:30	Individual starts	12 wks	£704 Plus exam fee (£98)
AAT Foundation Certificate in Accounting L2*	Fri	09:30-12:30	Individual starts	1 year	£1097 Plus exam fee (£248)
AAT Advanced Diploma in Accounting L3**	Fri	13:00-16:00	Individual starts	1 year	£2573 Plus exam fee (£250)
AAT Professional Diploma in Accounting L4**	Fri	09:30-16:00	Individual starts	18 mths	£2596 Plus exam fee (£301)

* 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 £155) 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 £50.

For all AAT enquiries and information on Advanced Learner Loans, contact RALSS.enquiries@stamford.ac.uk or telephone 01572 758283.

Apprenticeships

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
- 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 on 01572 720906,
charlotte.law@peterborough.ac.uk or RALSS.enquiries@stamford.ac.uk for more information.

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 who are seeking 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.

Qualifications



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A Partnership for Rutland Adult Learning & Skills Service

New for 2022!

We will be offering adult learners (19+) the opportunity to access classroom-based courses to meet the needs of the local community. These courses are designed to improve knowledge and skills essential for the workplace, whether you currently work part-time or are unemployed.

Level 1 Award in Occupational Studies for the Workplace

This qualification provides the opportunity for learners to gain skills, knowledge and understanding that will prepare them for work.

Level 2 Certificate in Principles of Business Administration

This qualification covers providing administrative services, business document production and information management, communication in a business environment and more.

Level 2 Certificate in Principles of Warehousing and Storage

This qualification is designed for learners working in, looking to work in or wanting to progress in the warehousing and storage industries and covers receiving and storing goods, processing orders and preparing them for dispatch, checking stock, updating records and more.

Level 2 Certificate in Understanding Specific Learning Difficulties

This qualification is aimed at anyone looking to increase their knowledge and understanding of dyslexia and other learning difficulties.

Level 2 Certificate in Understanding Safeguarding and Prevent

This qualification is aimed at learners working in environments where they have a duty of care, and will cover safeguarding, the Prevent duty and online safety.

Level 2 Certificate in Understanding Mental Health First Aid and Mental Health Advocacy in the Workplace

This qualification is suitable for anyone looking to gain knowledge and understanding of mental health conditions, the principles of mental health first aid and how these can be implemented in the workplace to support colleagues with mental health problems.

Level 2 Certificate in Understanding Behaviour that Challenges

This qualification will help anyone looking to increase their awareness and understanding of behaviour that challenges and its effects.

Level 2 Certificate in Digital Skills for Work

This qualification will help learners enter or progress in a career where digital literacy skills are required, and covers using and managing information, communicating and collaborating online, and more.

Essential Digital Skills – Entry Level 3 or Level 1

This qualification will help learners develop the digital skills and knowledge needed for everyday life and work.

These qualifications are currently being advertised on an expression-of-interest basis. For more information, or to register your interest, email RALSS.enquiries@stamford.ac.uk or call 01572 758283.

Funding

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 £27,295 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 .

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.

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.

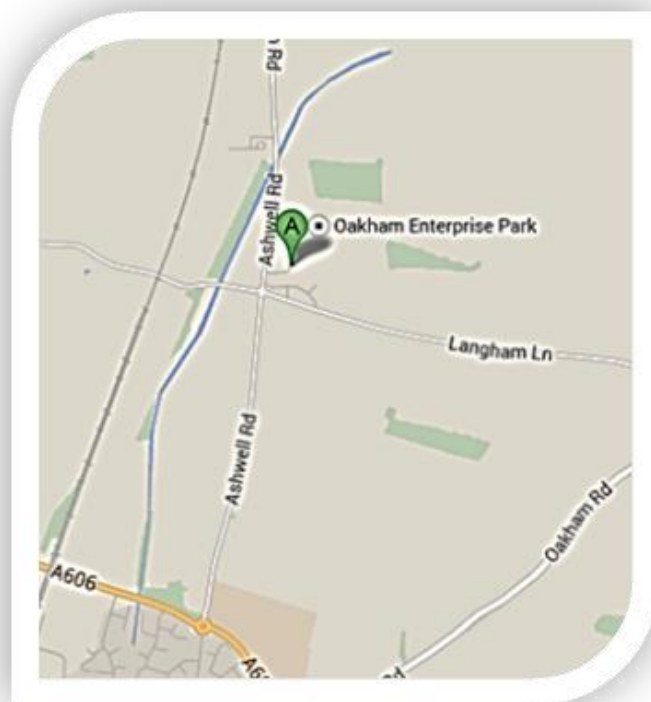
Please try to use your entitlement to cover the days and times when you attend your courses. If you still have any difficulties, please call us to discuss.

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

Web: www.ralss.org.uk

Facebook: Rutland Adult Learning and Skills Service

Twitter: @rutlandlearning

Instagram: @rutlandlearning