

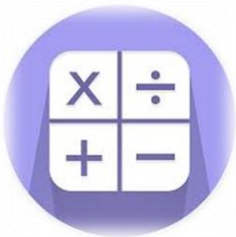
# Course Guide

April to July 2022



Rutland

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 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](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.

## 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

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

## First Steps

<b>BSMA15T5</b>	Maths	Tues	12:30 - 14:30	19/04/22 – 12/07/22	12 wks
<b>BSEN14T5</b>	English	Thurs	09:30 - 11:30	21/04/22 – 14/07/22	12 wks
For learners who wish to build their confidence in the use of day-to-day English and Maths.					
<b>BSFE13T6</b>	Foundation English	Tues	09:30 - 11:30	07/06/22 – 19/07/22	5 wks
For people with little or no reading or writing skills who want to improve their abilities and confidence.					

## Functional Skills

<b>FSMA</b>	Maths	Mon	09:30 - 12:00	September 2022 – see website for exact dates	17 wks
<b>FSEN</b>	English	Mon	18:00 - 20:30	September 2022 – see website for exact dates	17 wks
<b>FSEN</b>	English	Thurs	12:30 - 15:00	September 2022 – see website for exact dates	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). <b>Please enquire by emailing <a href="mailto:RALSS.enquiries@stamford.ac.uk">RALSS.enquiries@stamford.ac.uk</a></b>					

## GCSEs

<b>GMA</b>	Maths	Thurs	18:00 - 21:00	September 2022 – see website for exact dates
<b>GEN</b>	English	Weds	12:00 – 15:00	September 2022 – see website for exact dates

# Independent Living and First Aid

## Understanding Our World

<b>ILUOW10T5</b>	Mon	09:30 - 11:30	25/04/22 – 18/07/22	11 wks	No fee
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For learners aged 19+ with Learning Disabilities or special needs who would like to explore interesting aspects of our world through classroom activities.

## Independent Living

<b>ILIL11T5</b>	Wed	09:30 - 12:00	27/04/22 - 20/07/22	12 wks	No fee
<b>ILLS12T5</b>	Thurs	09:30 - 12:00	28/04/22 - 21/07/22	12 wks	No fee

For learners aged 19+ with Learning Disabilities or special needs to learn a range of everyday living skills. Topics could include money, cooking, gardening, communication skills, looking after yourself and your home.

## Emergency First Aid at Work

<b>EEFA308</b>	Weds	10:00 – 16:00	10/05/22	1 day	£60
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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. *For further dates, please see [www.ralss.org.uk](http://www.ralss.org.uk)*

## Paediatric First Aid

<b>EPFA306</b>	Sat	10:00 – 16:00	21/05/22 – 28/05/22	2 wks	£10 / £70
<b>EPFA307</b>	Sat	10:00 – 16:00	09/07/22 – 16/07/22	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 criterion will be required to pay the full fee (£70). *For further dates, please see [www.ralss.org.uk](http://www.ralss.org.uk)*

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

# 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

<b>LIT35T5</b>	Intermediate Y5 B1	Mon	10:30-12:30	25/04/22 - 11/07/22	10 wks	£110
<b>LIT36T5</b>	Advanced B2	Mon	13:30-15:30	25/04/22 - 11/07/22	10 wks	£110
<b>LIT39T5</b>	Beginners Y2 A1	Tue	18:15-20:15	26/04/22 - 19/07/22	12 wks	£132
<b>LIT37T5</b>	A2 pre-intermediate	Wed	18:30-20:30	20/04/22 - 13/07/22	12 wks	£132
<b>LIT38T5</b>	A2 pre-intermediate (online)	Thurs	18:00-20:00	21/04/22 - 14/07/22	12 wks	£132

## Spanish

<b>LSP28T5</b>	Intermediate B1 - Online	Wed	17:30 - 19:30	08/06/22 – 13/07/22	5 wks	£55
<b>LSP29T5</b>	Improvers B1-B2	Thurs	10:30 - 12:30	09/06/22 – 14/07/22	5 wks	£55
<b>LSP32T5</b>	Y2+ A1.2	Thurs	14:00 - 16:00	09/06/22 – 14/07/22	5 wks	£55
<b>LSP31T5</b>	Y3+ A1-A2	Thurs	17:30 - 19:30	09/06/22 – 14/07/22	5 wks	£55

## English for Speakers of Other Languages (ESOL)

<b>LES18T5</b>	Intermediate	Wed	13:00 - 15:15	20/04/22 - 11/05/22	4 wks	No fee
<b>LES16T5</b>	Beginners Plus	Fri	11:00 - 12:30	22/04/22 - 13/05/22	4 wks	No fee
<b>LES17T5</b>	Complete Beginners	Fri	13:30 - 15:00	22/04/22 - 13/05/22	4 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

## Fused Glass

<b>AFG301T5</b>	Sat	10:00 - 13:00	30/4/22 - 28/05/22	5 wks	£160
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Explore using transparent and opaque glass and techniques such as sgraffito, kiln carving and pate de verre to create beautiful, unique pieces.

## Pottery

<b>APO1T6</b>	Wed	18:30 - 21:00	08/06/22 - 06/07/22	5 wks	£68.75
<b>APO6T6</b>	Thurs	09:00 - 12:00	09/06/22 - 07/07/22	5 wks	£82.50
<b>APO2T6</b>	Thurs	13:15 - 16:15	09/06/22 - 07/07/22	5 wks	£82.50
<b>APO5T6</b>	Thurs	18:30 - 21:00	09/06/22 - 07/07/22	5 wks	£68.75
<b>APO3T6</b>	Fri	09:00 - 12:00	10/06/22 - 08/07/22	5 wks	£82.50
<b>APO4T6</b>	Fri	13:00 - 16:00	10/06/22 - 08/07/22	5 wks	£82.50

Started learning a brand new skill! Brilliant. Will be booking further courses to expand on this.

- *Fused Glass 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*

# Arts & Craft

## Watercolour

<b>AWC276T5</b>	Tue	09:30 - 12:30	19/04/22 – 10/05/22	4 wks	£66
<b>AWC276T6</b>	Tue	09:30 - 12:30	07/06/22 – 12/07/22	6 wks	£99
<b>AWC277T5</b>	Tue	13:30 - 16:30	19/04/22 – 10/05/22	4 wks	£66
<b>AWC277T6</b>	Tue	13:30 - 16:30	07/06/22 – 12/07/22	6 wks	£99
<b>AWC302T6</b>	Sun	10:00 – 16:00	08/05/22	1 day	£35
<b>AWC303T6</b>	Sun	10:00 – 16:00	29/05/22	1 day	£35
<b>AWC305T6</b>	Sun	10:00 – 16:00	26/06/22	1 day	£35

## Drawing for Beginners

<b>ADR20T5</b>	Wed	18:30 - 20:30	20/04/22 – 25/05/22	6 wks	£66
<b>ADR20T6</b>	Wed	18:30 - 20:30	08/06/22 – 13/07/22	6 wks	£66

For learners with little or no previous experience of drawing.

This course has helped me plan my work, look at composition and colour carefully, and slow down. I have learned a lot!

- *Watercolour learner*

I have really enjoyed coming in each week, it has been really relaxing as well as informative. I feel like I have learnt lots of skills and feel like I am definitely more confident and inspired to give things a go.

- *Drawing for Beginners learner*

# Learner Feedback

After 2 years of lockdown this is my first class and venture out of the house to mix with non family members. Felt safe & really enjoyed the session. I'm a bit rusty but supported by tutors & fellow artists.

- *Watercolour learner*

I feel like I have opened a door to my own writing journey and am much more confident in my next steps as a writer.

- *Creative Writing learner*

I am thoroughly enjoying learning Italian with Simona! I LOVE the structure and attention to detail she provides, which means each lesson & homework helps me to build knowledge and understanding. I've been able to talk more fluently on holiday which helps deepen my relationship with the country and its people.

- *Italian learner*

I enjoy coming to class. I feel I will gain a lot out of this course, I feel I can now speak about my reading and writing to others and not be ashamed.

- *First Steps English learner*

This class has provided me with the basic understanding of how to use clay, how to mould & different types of firing. I have thoroughly enjoyed it.

- *Pottery learner*

Amazing team, so many new skills learnt in a short time. Very intense concentration but very enjoyable. I think these skills will definitely help me develop my other art skills, i.e. glass art, as I now have more confidence to be more adventurous!

- *Drawing for Beginners learner*

The course helped me with everyday life communication. It's a pleasure to be in this class.

- *English for Speakers of Other Languages (ESOL) learner*

I have really enjoyed this course. It has given me the confidence to know I can achieve something new.

- *Italian learner*

Fantastic fun. Never done anything like this before. Achieved the outcome – made a bowl. Learnt how to score and cut glass, use different sorts of glass and techniques.

- *Fused Glass 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](http://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.

## Creating a Business Start-Up

This qualification covers the initial processes and requirements of a business start-up, the first steps in creating a business start-up, the marketing, legal & financial requirements, writing a business plan 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

## 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.

# Accounting and Bookkeeping

## AAT Foundation Certificate in Bookkeeping – Level 2\*

<b>Fri</b>	09:30 - 12:30	Individual starts	12 wks	£704 plus £98 exam fee
This qualification covers manual double-entry bookkeeping and the associated documents and processes, control accounts, journals and more.				

## AAT Foundation Certificate in Accounting – Level 2\*

<b>Fri</b>	09:30 - 12:30	Individual starts	1 year	£1097 plus £248 exam fee
This qualification covers double-entry bookkeeping, basic costing principles, accounting software and more.				

## AAT Advanced Diploma in Accounting – Level 3\*\*

<b>Fri</b>	13:00 - 16:00	Individual starts	1 year	£2573 plus £250 exam fee
This qualification covers financial processes, advanced bookkeeping, final accounts, ethical practices for accountants, indirect tax and more.				

## AAT Professional Diploma in Accounting – Level 4\*\*

<b>Fri</b>	09:30 - 16:00	Individual starts	18 mths	£2596 plus £301 exam fee
This qualification covers drafting financial statements, managing budgets and evaluating financial performance, as well as optional specialist units including business tax, personal tax, external auditing, credit management, and more.				

\* AAT Level 2 may be fully funded for those who are 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](mailto: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

Inspire Education Group offer a range of Apprenticeship Standards shown below, based at the Rutland Adult Learning and Skills Service centre. These 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 offered locally by Inspire Education Group:

- 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](mailto:charlotte.law@peterborough.ac.uk) or [RALSS.enquiries@stamford.ac.uk](mailto: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.

## Free level 3 qualifications for adults

Any adult aged 19 and over who does not already have a level 3 qualification (equivalent to an advanced technical certificate or diploma, or A levels) or higher can access hundreds of fully funded Level 3 courses.

In addition, from April, any adult in England earning under the National Living Wage annually (£18,525) will also be able to access these qualifications for free, regardless of their prior qualification levels.

This offer is part of the government's long-term commitment to help everyone gain skills for life. Courses are available in a variety of lengths, to support adults to get the skills they need to boost their careers. Learners may also be able to get help to pay for childcare, travel and other costs.

All 19- to 23-year-olds can access courses for free through their legal entitlement to a first full level 3 qualification.

The following courses are currently included in the list of eligible qualifications:

### Accounting

- **Level 3 Advanced Diploma** covering financial processes, advanced bookkeeping, final accounts, ethical practices for accountants, indirect tax and more.

### Early 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.

# 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](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 Rutland County Council's Early Education Support Team at [EarlyEducationSupportTeam@Rutland.gov.uk](mailto:EarlyEducationSupportTeam@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).

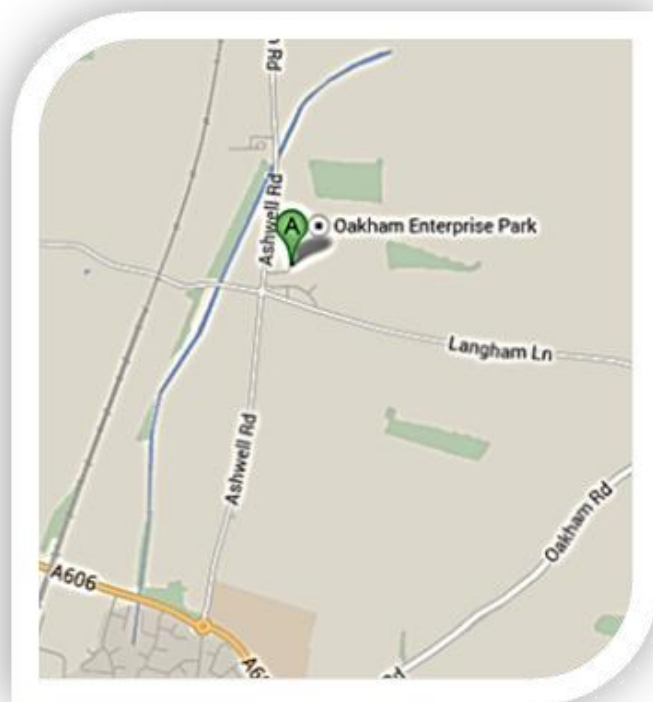
Please try to use your entitlement to cover the days and times when you attend your courses. If you still have any difficulties, please call us to discuss.

# 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:

<b>John St</b>	08:45	➡	<b>OEP</b>	08:54
<b>OEP</b>	12:45	➡	<b>John St</b>	12:54
<b>John St</b>	12:45	➡	<b>OEP</b>	12:54
<b>OEP</b>	16:01	➡	<b>John St</b>	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