

# Course Guide



Adult Learning & Skills Service

September to December 2022



# Get Started

## To enquire about Community Learning courses:

- Call 01572 758122
- Email [adultlearning@rutland.gov.uk](mailto:adultlearning@rutland.gov.uk)
- Contact us via our website - [www.ralss.org.uk](http://www.ralss.org.uk)
- Visit us in person at Unit 16a, Gate 2, Oakham Enterprise Park, Ashwell Road, Oakham, Rutland, LE15 7TU

## To enquire about apprenticeships and qualifications:

- Call 01572 758283 or 07706 000214
- Email [RALSS.enquiries@stamford.ac.uk](mailto:RALSS.enquiries@stamford.ac.uk)
- Contact us via our website - [www.ralss.org.uk](http://www.ralss.org.uk)
- Visit us in person at Unit 16a, Gate 2, Oakham Enterprise Park, Ashwell Road, Oakham, Rutland, LE15 7TU

## Fees and Funding

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.

No refunds are available for cancellations made by you within 1 week prior to your course's start date.

Funding or concessions may also be available for some courses and qualifications — please see our 'Funding' page, call 01572 758283 or email [RALSS.enquiries@stamford.ac.uk](mailto:RALSS.enquiries@stamford.ac.uk) for more information.

## Financial Support

### Community Learning concessions

You could receive a 50% discount on Community Learning course fees and materials if you are in receipt or the unwaged dependent of someone in receipt of particular state benefits\*, or have a gross annual household income of less than £25,521.

### Discretionary Learner Support Fund

If you are unemployed or on a low income and enrolled on one of our qualifications, we may be able to help with your transport, exam, awarding body registration or childcare\*\* costs through our Discretionary Learner Support Fund.

If you're attending our Foundation English, First Steps English, First Steps Maths or ESOL courses, we may also be able to help with your transport costs.

*\*excluding Child Tax Credits*

*\*\*eligibility criteria applies*

# English and Maths



Rutland



Stamford  
College

A Partnership for Rutland Adult Learning & Skills Service

Our English and Maths courses are **free** if you don't have a GCSE at Grade C / 4 or above.

## Foundation

<b>BSFE146T1</b>	English	Tues	09:30 – 11:30	06/09/22 – 13/12/22	13 wks
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Go back to basics and start from the beginning with English.

## First Steps

<b>BSMA135T1</b>	Maths	Tues	12:30 - 14:30	13/09/22 – 13/12/22	12 wks
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<b>BSEN134T1</b>	English	Weds	09:30 - 11:30	07/09/22 – 14/12/22	13 wks
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Build your confidence and skills in using English and Maths in everyday life.

## Functional Skills

<b>FSMA5</b>	Maths	Mon	09:30 – 12:00	05/09/22 – 30/01/23	17 wks*
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<b>FSEN6</b>	English	Tues	12:30 - 15:00	06/09/22 – 07/02/23	17 wks*
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<b>FSEN7</b>	English	Tues	18:00 - 20:30	06/09/22 – 07/02/23	17 wks*
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Gain an accredited qualification at Level 1 or 2 *\*plus exam the week after final lesson*

## GCSEs

<b>GMA3</b>	Maths	Mon	12:30 – 15:30	05/09/22 – TBC	TBC
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<b>GEN1</b>	English Language	Weds	12:00 – 15:00	07/09/22 – TBC	TBC
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<b>GEN2</b>	English Language	Weds	18:00 – 21:00	07/09/22 – TBC	TBC
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<b>GMA4</b>	Maths	Thurs	18:00 – 21:00	08/09/22 – TBC	TBC
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Gain an accredited GCSE qualification at grade 9 to 4 (A\* to C)

*The end dates and durations will be confirmed once the exam dates have been set by the awarding body.*

## English for Speakers of Other Languages (ESOL)

<b>LES138T1</b>	Intermediate	Wed	13:30 - 15:30	14/09/22 - 14/12/22	13 wks	Free
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<b>LES136T1</b>	Beginners Plus	Thurs	13:30 - 15:30	15/09/22 - 15/12/22	13 wks	Free
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<b>LES137T1</b>	Complete Beginners	Fri	13:30 - 15:30	16/09/22 - 16/12/22	13 wks	Free
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Develop your English communication skills and fluency whilst exploring elements of British culture, history and geography.

# Independent Living and First Aid

## Understanding Our World

<b>ILUOW129T1</b>	Mon	09:30 - 11:30	12/09/22 – 12/12/22	12 wks	No fee
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This course is for people aged 19+ with learning disabilities or special needs who would like to explore interesting aspects of our world, such as history, geography or current affairs.

## Independent Living

<b>ILIL130T1</b>	Weds	09:30 – 12:00	14/09/22 – 14/12/22	12 wks	No fee
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This course is for people aged 25+ with learning disabilities or special needs who would like to learn some of the skills needed in everyday life, such as money, communicating or looking after yourself.

## Life Skills for Young Adults

<b>ILLS131T1</b>	Thurs	09:30 – 12:00	15/09/22 – 15/12/22	12 wks	No fee
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This course is for people aged 19 to 25 with learning disabilities or special needs who would like to learn a range of everyday living skills, such as money, cooking or looking after your home.

## Emergency First Aid at Work

<b>EEFA105</b>	Mon	10:00 – 16:00	15/08/22	1 day	£60
<b>EEFA102</b>	Weds	10:00 – 16:00	11/10/22	1 day	£60

This Level 3 Award satisfies the requirements of the Health and Safety Executive and covers responsibilities and reporting, resuscitation, bleeding control, shock, epilepsy, choking and more.

*For further dates, please see [www.ralss.org.uk](http://www.ralss.org.uk)*

## Paediatric First Aid

<b>EPFA100</b>	Sat	10:00 – 16:00	10/09/22 – 17/09/22	2 wks	£85
<b>EPFA101</b>	Sat	10:00 – 16:00	12/11/22 – 19/11/22	2 wks	£85

This Level 3 Award satisfies the criteria set out in the statutory framework for the Early Years Foundation Stage and covers responsibilities and reporting, resuscitation, infantile convulsions, fractures, choking, foreign bodies, meningitis, burns and more.

*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

# Languages

The levels of our Italian and Spanish courses align with the Common European Framework of Reference for Languages.

If you already have some knowledge of Italian or Spanish but aren't sure which level you should enrol at, please get in touch. Our tutors will be happy to chat to you and establish which level may suit you best.

Italian						
LIT124T1	Intermediate B1	Mon	10:30 - 12:30	05/09/22 – 12/12/22	13 wks	£143
LIT125T1	Advanced B2	Mon	13:30 - 15:30	05/09/22 – 12/12/22	13 wks	£143
LIT126T1	Beginners A2	Tues	18:15 - 20:15	06/09/22 – 13/12/22	13 wks	£143
LIT127T1	Intermediate A2	Weds	18:00 - 20:00	07/09/22 – 14/12/22	13 wks	£143
LIT128T1	New Beginners	Tues	10:30 - 12:30	06/09/22 – 13/12/22	13 wks	£143

The New Beginners course will introduce you to the language at a basic level and cover topics including numbers and the alphabet, greetings, introductions and using basic grammar.

Spanish						
LSP120T1	Improvers B1 - B2	Thurs	10:30 - 12:30	08/09/22 – 15/12/22	13 wks	£143
LSP122T1	Year 2+ A1.2	Thurs	13:00 - 15:00	08/09/22 – 15/12/22	13 wks	£143
LSP121T1	Year 3+ A1 – A2	Thurs	17:30 - 19:30	08/09/22 – 15/12/22	13 wks	£143



# Arts & Crafts

## Wreath Making

<b>AWM117T1</b>	Autumn	Sat	10:00 - 13:00	08/10/22	1 day	£35
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Create a dried floral wreath inspired by the colours and seasonal changes of Autumn.

## Ceramic Decorations

<b>APO118T2</b>	Christmas	Sat	10:00 - 16:00	03/12/22	1 day	£27.50
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Get into the festive spirit and create Christmas decorations or gift tags using white porcelain clay.

## Pottery

<b>APO111T1</b>	Wed	18:30 - 21:00	07/09/22 – 12/10/22	6 wks	£82.50
<b>APO113T1</b>	Thurs	09:30 - 12:30	08/09/22 – 13/10/22	6 wks	£99
<b>APO114T1</b>	Thurs	13:00 - 16:00	08/09/22 – 13/10/22	6 wks	£99
<b>APO112T1</b>	Thurs	18:30 - 21:00	08/09/22 – 13/10/22	6 wks	£82.50
<b>APO115T1</b>	Fri	09:30 - 12:30	09/09/22 – 14/10/22	6 wks	£99
<b>APO116T1</b>	Fri	13:00 - 16:00	09/09/22 – 14/10/22	6 wks	£99
<b>APO111T2</b>	Wed	18:30 - 21:00	02/11/22 – 14/12/22	7 wks	£96.25
<b>APO113T2</b>	Thurs	09:30 - 12:30	03/11/22 – 15/12/22	7 wks	£115.50
<b>APO114T2</b>	Thurs	13:00 - 16:00	03/11/22 – 15/12/22	7 wks	£115.50
<b>APO112T2</b>	Thurs	18:30 - 21:00	03/11/22 – 15/12/22	7 wks	£96.25
<b>APO115T2</b>	Fri	09:30 - 12:30	11/11/22 – 16/12/22	6 wks	£99
<b>APO116T2</b>	Fri	13:00 - 16:00	11/11/22 – 16/12/22	6 wks	£99

Create a variety of unique ceramic items such as home or garden ware, jewellery, sculptures or landscape scenes.

# Arts & Crafts

## Watercolour

<b>AWC109T1</b>	Tue	09:30 - 12:30	06/09/22 – 11/10/22	6 wks	£99
<b>AWC110T1</b>	Tue	13:30 - 16:30	06/09/22 – 11/10/22	6 wks	£99
<b>AWC109T2</b>	Tue	09:30 - 12:30	01/11/22 – 13/12/22	7 wks	£115
<b>AWC110T2</b>	Tue	13:30 - 16:30	01/11/22 – 13/12/22	7 wks	£115

Explore qualities of colour and create harmonious colour combinations in landscape painting.

## Drawing

<b>ADR144T1</b>	Mixed level	Wed	13:30 – 16:30	07/09/22 – 12/10/22	6 wks	£99
<b>ADR144T2</b>	Mixed level	Wed	13:30 – 16:30	02/11/22 – 14/12/22	7 wks	£115.50

Use tonal variations, consider light, shadow and space, use different materials and surfaces and vary and incorporate mark-making into your drawings.

<b>ADR145T1</b>	Beginners	Wed	18:00 - 20:00	07/09/22 – 12/10/22	6 wks	£66
<b>ADR145T2</b>	Beginners	Wed	18:00 - 20:00	02/11/22 – 14/12/22	7 wks	£77

Gain knowledge of formal elements surrounding composition, perspective and scale/proportion and learn how to use tonal variations, consider light, shadow and space, use different materials and surfaces and vary and incorporate mark-making into your drawings.

## DSLR Photography

<b>APH107T2</b>	How to Use Your DSLR	Sat	09:30 – 16:30	05/11/22	1 day	£38.50
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Explore your DSLR camera's controls and how to use them effectively, understand what the technical jargon means and discover how to apply this knowledge to your photography.

<b>APH108T2</b>	Take Better Pictures	Sat	09:30 – 16:30	19/11/22	1 day	£38.50
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Learn about the ingredients that lift pictures from 'the ordinary', assessing the opportunities and constraints offered by the subject matter, and using them to improve your photography.

# Arts & Crafts

## Surface Design

<b>ASD139</b>	Batik & Tie Dye	Tues	10:00 – 16:00	25/10/22	1 day	£33
Use a variety of Batik and Tie Dye tools and techniques to decorate cloth in a unique design						

## Fused Glass

<b>AFG140</b>	Mandalas	Sat	10:00 – 13:00	03/09/22	1 day	£35
Cut and assemble different forms, shapes and colours of glass to produce an 18-20cm bowl						
<b>AFG141</b>	Houses	Sun	09:00 – 13:00	04/09/22	1 day	£45
Use transparent and opaque glass to create simple designs on glass sheets and form small houses						
<b>AFG142</b>	Christmas Gifts	Sun	10:00 – 13:00	04/12/22	1 day	£35
Work with small pieces of flat glass to create personalised Christmas tags, cards or small pictures						





# Learner Feedback

It's been a most enjoyable term and I feel that we have been really challenged to think so much more about what we are doing... I've found a different style of painting quite hard but I feel I've learned so much in the process.

- *Watercolour learner*

My reading has improved at home as well as work.

- *First Steps English learner*

The tutor is always happy and enthusiastic, which makes learning easier and certainly more fun! The curriculum is varied and interesting (and well prepared). Thank you for everything. I look forward to the next course!

- *Italian learner*

The tutor is excellent. Course is interesting and accessible. Enjoyable day with lots of content. Thank you!

- *First Aid learner*

A great social event to look forward to each week, and learning at the same time. Fabulous course!

- *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*

I have recently passed AAT Level 2 Foundation in Accounting with Rutland Adult Learning and passed with distinction.

Having worked in the education sector for the past 10 years this transition was not easy, having no prior understanding of accounting. The course starts with the basics and builds up knowledge as you progress through the program. With the wide range of resources available that I had access to, including face to face tutor time, tutorial videos, text books and practise assessments, I passed each unit with high marks.

I am very much looking forward to starting Level 3!

- *Accounting learner*

This course helped me to feel more confident with my English.

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

It's helped me with my confidence and the work I have done is good.

- *First Steps Maths learner*

# Distance Learning

As well as classroom-based qualifications, we offer Level 2 Certificates that are completed online in just 16 weeks and are free for learners who meet our funding criteria. For more information, 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 and more.

## Equality and Diversity

This qualification covers equality and diversity in a variety of environments, how stereotyping and labelling affects individuals, the effects of prejudice and discrimination and more.

## Information, Advice or Guidance

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

## Improving Personal Exercise, Health and Nutrition

This qualification covers initiatives to improve health and well-being, barriers that may prevent individuals from choosing a healthy lifestyle, how food choices can impact performance 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



Stamford  
College

A Partnership for Rutland Adult Learning & Skills Service

## 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 Behaviour that Challenges

This qualification covers the impact of and how to manage behaviour that challenges, strategies to support positive behaviour, how the rights of individuals are protected 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, supporting children and young people with mental health concerns, and more.

## Understanding Mental Health First Aid and Mental Health Advocacy in the Workplace

This qualification covers factors which may contribute to mental ill health, the actions to take when an individual is facing a mental health crisis, mentally healthy environments and more.

## Understanding Personal Care Needs

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

## Understanding Safeguarding and Prevent

This qualification covers recognising signs of abuse or potential harm, the key features of the Prevent Duty, potential consequences of inappropriate or illegal online activity, 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 Certificate in Bookkeeping – Level 2

<b>Fri</b>	09:30 - 12:30	Individual starts	12 wks	<b>£824</b> (£704 tuition fees and £120 exam fees)
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You will study an introduction to bookkeeping and the principles of bookkeeping controls.

## AAT Certificate in Accounting – Level 2

<b>Fri</b>	09:30 - 12:30	Individual starts	1 year	<b>£1345</b> (£1097 tuition fees and £248 exam fees)
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You will study an introduction to bookkeeping, the principles of bookkeeping controls, the principles of costing and the business environment.

## AAT Diploma in Accounting – Level 3

<b>Fri</b>	13:00 - 16:00	Individual starts	1 year	<b>£2813</b> (£2573 tuition fees and £250 exam fees)
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You will study business awareness, financial accounting: preparing financial statements, management accounting techniques and tax processes for businesses.

## AAT Diploma in Professional Accounting – Level 4

<b>Fri</b>	09:30 - 16:00	Individual starts	18 months	<b>£2897</b> (£2596 tuition fees and £315 exam fees)
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You will study applied management accounting, drafting and interpreting financial statements and internal accounting systems and controls, as well as two optional units chosen from business tax, personal tax, audit and assurance, cash and financial management, or credit and debt management.

These prices do not include AAT membership fees, which learners pay directly to AAT. Membership fees are currently £65 for the Certificate in Bookkeeping, £172 for the Certificate in Accounting, £225 for the Diploma in Accounting and £240 for the Diploma in Professional Accounting.

*Please note that fees are subject to change.*

### Funding:

AAT Level 2 and Level 3 qualifications may be fully funded if you are aged 19 – 23, depending on your prior attainment, or if you're 19+ and unemployed or in receipt of a low income.

Advanced Learner Loans could also be used to fund Level 3 and 4 qualifications if you are aged 19+ and will cover all fees apart from membership, registration and assessment.

Please see our 'Funding' page for more information.

# 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.



The following Certificates and Diplomas are open to adults aged 19+ who are paid employees or volunteers 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.

## 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.

# Funding

## Level 2 qualifications:

If you are aged 19 to 23, you may be able to access a level 2 qualification for free depending on your prior attainment. You may also be able to access a level 2 qualification for free if you are aged 19+ and unemployed or in receipt of a low income.

## Level 3 qualifications:

If you are aged 19 to 23 you may be able to access a level 3 qualification for free depending on your prior attainment. You may also be able to access a level 3 qualification for free if you are aged 19+ and earn under the National Living Wage annually (£18,525) or are unemployed, regardless of your prior qualification level.

## English and Maths:

If you are aged 19+ and don't already have a GCSE grade C / 4 or above, you may be able to access our English and Maths courses – qualification and non-qualification – for free.

## Advanced Learner Loans

If you are enrolled on an eligible course for a level 3, 4, 5 or 6 qualification at an approved college or training provider in England, and are aged 19 or over on the first day of your course if your course started on or after 1st August 2022, you may be able to use an Advanced Learner Loan.

Loans are not subject to minimum household income. The earliest you will start repaying is either the April after you leave your course, or 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.

If you would like more information on funding, please get in touch. For information specifically relating to Advanced Learner Loans please call Charlotte Law on 01572 758283 or 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> for 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).

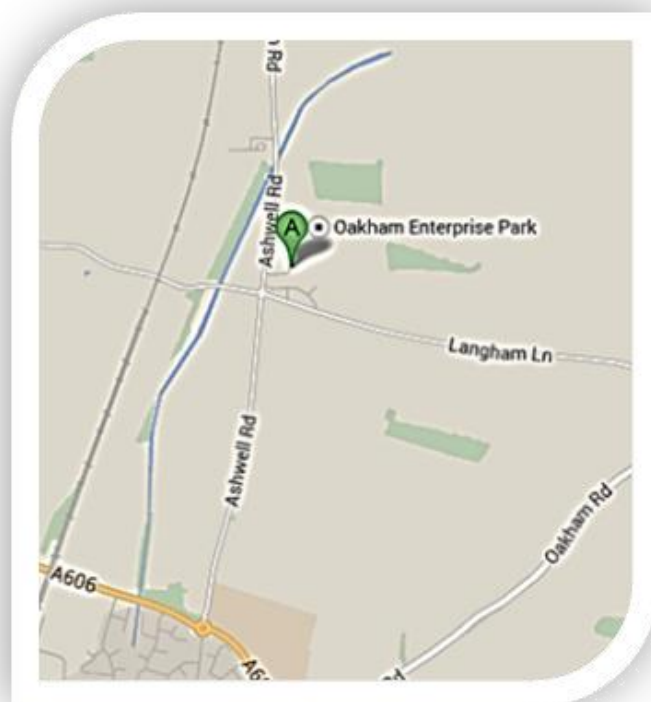
Please try to use your entitlement to cover the days and times when you attend your courses. If you still have any difficulties, please call us to discuss.

# 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.

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