

Course Guide



Adult Learning & Skills Service

January to March 2023



Get Started

To enquire about Community Learning courses:

- Call 01572 758122
- Email adultlearning@rutland.gov.uk
- Contact us via our website - 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
- Contact us via our website - 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 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 £27,000.

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

First Steps

ESMA135T3	Maths	Tues	11:30 - 13:30	10/01/23 – 28/03/23	11 wks
ESEN134T3	English	Weds	09:30 - 11:30	11/01/23 – 29/03/23	11 wks

Build your confidence and skills in using English and Maths in everyday life.

Functional Skills

FSMA8	Maths	Mon	09:30 – 12:00	06/02/23 – 03/07/23	17 wks*
FSEN9	English	Weds	12:30 - 15:00	11/01/23 – 24/05/23	17 wks*
FSEN10	English	Tues	18:00 - 20:30	21/02/23 – 04/07/23	17 wks*

Gain an accredited qualification at Level 1 or 2

**plus exam the week after final lesson*

"The Functional Skills Maths course is excellent. It's provided me with the right skills, knowledge and understanding to progress in further education and life in general. I am more confident and independent."

- *Functional Skills Maths learner*

Our English for Speakers of Other Languages courses are **free**.

English for Speakers of Other Languages (ESOL)

LES138T3	Intermediate	Weds	13:00 - 15:00	11/01/23 - 29/03/22	11 wks
LES136T3	Beginners Plus	Thurs	12:00 - 13:30	12/01/23 - 30/03/23	11 wks
LES137T3	Complete Beginners	Fri	13:30 - 15:30	13/01/23 - 31/03/23	11 wks

Develop your English communication skills and fluency whilst exploring elements of British culture, history and geography.

You may also have the opportunity to achieve an accredited ESOL qualification.

Independent Living and First Aid

Understanding Our World

ILUOW129T3	Mon	09:30 - 12:00	09/01/23 – 27/03/23	11 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

ILIL130T3	Weds	09:30 – 12:00	11/01/23 – 29/03/23	11 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

ILLS131T3	Thurs	09:30 – 12:00	12/01/23 – 30/03/23	11 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

EEFA201	Tues	10:00 – 16:00	10/01/2023	1 day	£60
EEFA202	Tues	10:00 – 16:00	07/03/2023	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

Paediatric First Aid

EPFA203	Sat	10:00 – 16:00	14/01/23 – 21/01/23	2 wks	£85
EPFA204	Sat	10:00 – 16:00	18/03/23 – 25/03/23	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

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						
LIT124T3	Intermediate B1	Mon	10:30 - 12:30	09/01/23 – 27/03/23	11 wks	£121
This course is for people who have a good knowledge of the language and can converse with some fluency. Learners should be able to understand the main points of text written up to B1 level.						
LIT126T3	Beginners A2	Tues	18:15 - 20:15	10/01/23 – 28/03/23	11 wks	£121
This course is for people who have a good knowledge of the language and can converse with some fluency. Learners should be able to understand the main points of text written up to A2 level.						
LIT127T3	Intermediate A2	Weds	18:30 - 20:30	11/01/23 – 29/03/23	11 wks	£121
This course is for people who have a good knowledge of the language and can converse with some fluency. Learners should be able to understand the main points of text written up to A2 level.						

Spanish						
LSP120T3	Improvers B1 - B2	Thurs	10:30 - 12:30	12/01/23 – 30/03/23	11 wks	£121
This course is for people who have a good knowledge of the language and can converse with some fluency. Learners should be able to understand the main points of text written up to B1 level.						
LSP122T3	Year 2+ A1.2	Thurs	14:00 - 16:00	12/01/23 – 30/03/23	11 wks	£121
This course is for people who've studied Spanish for at least a year, or have existing knowledge of greetings and verbs, can order food, ask for or tell the time, discuss daily activities and more.						
LSP121T3	Year 3+ A1 – A2	Thurs	17:00 - 19:00	12/01/23 – 30/03/23	11 wks	£121
This course is for people who've completed at least two years of Spanish studies or can use regular, irregular and reflexive verbs in the present and present continuous tenses, and identify the main points of a text written at A1.2 level.						

Arts and Crafts

Pottery

APO111T3	Wed	18:30 - 21:00	11/01/23 – 08/02/23	5 wks	£68.75
APO113T3	Thurs	09:30 - 12:30	12/01/23 – 09/02/23	5 wks	£82.50
APO114T3	Thurs	13:00 - 16:00	12/01/23 – 09/02/23	5 wks	£82.50
APO112T3	Thurs	18:30 - 21:00	12/01/23 – 09/02/23	5 wks	£68.75
APO115T3	Fri	09:30 - 12:30	13/01/23 – 10/02/23	5 wks	£82.50
APO116T3	Fri	13:00 - 16:00	13/01/23 – 10/02/23	5 wks	£82.50
APO111T4	Wed	18:30 - 21:00	22/02/23 – 29/03/23	6 wks	£82.50
APO113T4	Thurs	09:30 - 12:30	23/02/23 – 30/03/23	6 wks	£99
APO114T4	Thurs	13:00 - 16:00	23/02/23 – 30/03/23	6 wks	£99
APO112T4	Thurs	18:30 - 21:00	23/02/23 – 30/03/23	6 wks	£82.50
APO115T4	Fri	09:30 - 12:30	24/02/23 – 31/03/23	6 wks	£99
APO116T4	Fri	13:00 - 16:00	24/02/23 – 31/03/23	6 wks	£99

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



Watercolour

AWC109T3	Tue	09:30 - 12:30	10/01/23 – 07/02/23	5 wks	£82.50
AWC110T3	Tue	13:30 - 16:30	10/01/23 – 07/02/23	5 wks	£82.50
AWC109T4	Tue	09:30 - 12:30	21/02/23 – 21/03/23	5 wks	£82.50
AWC110T4	Tue	13:30 - 16:30	21/02/23 – 21/03/23	5 wks	£82.50

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

Arts and Crafts

Drawing for Improvers

ADR144T3	Mon	13:30 - 16:30	16/01/23 – 06/02/23	4 wks	£66
ADR144T4	Mon	13:30 - 16:30	20/02/23 – 27/03/23	6 wks	£99

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

Drawing for Beginners

ADR145T3	Mon	18:00 – 20:00	09/01/23 – 06/02/23	5 wks	£55
ADR145T4	Mon	18:00 – 20:00	20/02/23 – 27/03/23	6 wks	£66

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.

Photography

APH205T3	How to Use your DSLR	Sat	09:30 – 16:30	28/01/23	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.

APH206T3	How to Take Better Pictures	Sat	09:30 – 16:30	25/02/23	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.

Life Drawing

ALD207T3	Sun	10:00 - 12:30	08/01/23	1 day	£21
ALD208T3	Sun	10:00 - 12:30	15/01/23	1 day	£21
ALD209T3	Sun	10:00 - 12:30	22/01/23	1 day	£21
ALD210T3	Sun	10:00 - 12:30	12/02/23	1 day	£21

Explore drawing from male or female life models in small, supportive groups. All abilities welcome.

Learner Feedback

Fantastic course. Friendly people. Great opportunity to learn new skills and have some time for mindfulness - good for my mental health.

- *Wreath Making learner*

Very interesting, the course covered a wide area. I've enjoyed the course and learnt new things.

- *Understanding Our World learner*

The course provides a good balance of reading, writing, listening and speaking to promote progress. Simona is very conscientious in planning the lessons and providing feedback. I feel I am gradually finding the language more natural.

- *Italian learner*

Absolutely loved the class. It has given me the confidence to start drawing again for pleasure and relaxation.

- *Drawing for Beginners learner*

The course has contributed to my aim to be at a standard where I feel able to approach watercolour with confidence.

- *Watercolour learner*

It helped me with commas, confidence, reading and taking exams. I would like to come back. I enjoy my course.

- *First Steps English 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*

I've learnt so much today, the course was well-paced and very informative, tutor was extremely knowledgeable and helpful. Overall, I have really enjoyed this course.

- *Photography 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*

Distance Learning



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A Partnership for Rutland Adult Learning & Skills Service

As well as classroom-based qualifications, we offer a range of **free** accredited qualifications that are completed online in just 16 weeks. You will receive dedicated tutor support throughout your course and be awarded a Level 2 Certificate upon successful achievement.

Awareness of Mental Health Problems

Learn about the components of mental wellbeing, risk factors associated with mental health problems mental health conditions including anxiety, depression and eating disorders, and more.

Creating a Business Start-Up

Learn about the skills needed to support a business start-up, the different types of business ownership, how to develop a brand, HMRC and tax requirements, and more.

Equality and Diversity

Learn about equal opportunity and inequality within society, stereotyping, prejudice and discrimination, the effects of these, and more.

Information, Advice or Guidance

Learn about the differences between information, advice and guidance, meeting identified requirements of clients, referring or signposting clients to other agencies, and more.

Improving Personal Exercise, Health and Nutrition

Learn about basic anatomy and physiology, effects of exercise and nutrition on health and wellbeing, factors that could have a negative impact on health and wellbeing, the impact of 'fad' diets and more.

Lean Organisation Management Techniques

Learn about the benefits of a lean environment, continuous improvement techniques, dealing with conflict or difficult situations and more.

Principles of Business Administration

Learn about providing administrative services, document production and information management, employer organisations and more.

Principles of Care Planning

Learn about person-centred thinking, the care planning and assessment processes, continence care and more.

Distance Learning



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Principles of Customer Service

Learn about the principles of customer service and delivery, communicating with customers, resolving problems and delivering customer service to challenging customers, and more.

Principles of Dementia Care

Learn about the person-centred approach, administering medication to individuals with dementia, behaviour in the context of dementia, and more.

Principles of End of Life Care

Learn about the support needed to manage pain and discomfort, the role of the care worker in time of death, the loss and grief process, and more.

Understanding Children and Young People's Mental Health

Learn about relevant legislation and guidance, factors that may affect children and young people's wellbeing and mental health, stress, anxiety, depression, and more.

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

Learn about factors that may contribute to mental ill health, ways to support individuals facing a mental health crisis, the role of the qualified mental health first aider, and more.

Understanding Personal Care Needs

Learn about person-centred care, supporting personal hygiene, foot care, pressure care, sepsis, and more.

Understanding Behaviour that Challenges

Learn about managing behaviour that challenges, strategies to support positive behaviour, how the rights of individuals are protected, and more.

Principles of Team Leading

Learn about the principles of team leading, communicating work-related information, different leadership styles, mentoring, and more.

Distance Learning



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Understanding Safeguarding and Prevent

Learn about key legislation relating to safeguarding, signs of abuse or potential harm, key features of the Prevent Duty, potential consequences of inappropriate or illegal online activity, and more.

Understanding the Safe Handling of Medication in Health and Social Care

Learn about medication and prescriptions, the supply, storage and disposal of medications, record-keeping and audit processes, and more.

Understanding Specific Learning Difficulties

Learn about the range and characteristics of various learning difficulties, the importance of seeking a formal diagnosis, coping strategies individuals may use, and more.

Understanding Working with People with Mental Health Needs

Learn about the role of the mental health worker, mental health and mental health issues, duty of care in adult health and social care, change and support in relation to mental health and more.

Principles of the Prevention and Control of Infection in Healthcare Settings

Learn about the causes and spread of infection, decontamination, cleaning, waste management, and more.

Principles of Warehousing and Storage

Learn about receiving and storing goods, processing orders and preparing them for dispatch, checking stock, updating records, and more.

Understanding Autism

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

Understanding Coding

Learn about the principles of coding, the terminology used in coding, coding design principles, processes and practices of coding, and more.

and more! Visit our website for further information.

Accounting and Bookkeeping

AAT Certificate in Bookkeeping – Level 2

Fri	09:30 - 12:30	Individual starts	12 wks	£824 (£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

Fri	09:30 - 12:30	Individual starts	1 year	£1345 (£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

Fri	13:00 - 16:00	Individual starts	1 year	£2813 (£2573 tuition fees and £240 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

Fri	09:30 - 16:00	Individual starts	18 months	£2897 (£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 £250 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 or 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 720906 or email 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.

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.

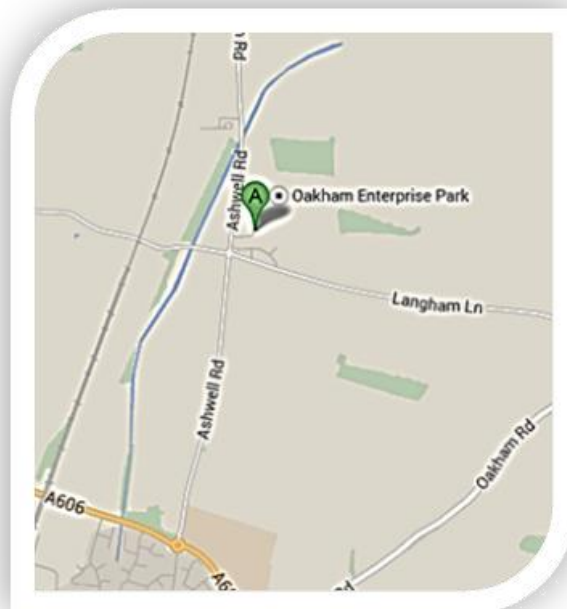
Please try to use your entitlement to cover the days and times when you attend your courses. If you still have any difficulties, please call us to discuss.

Find us...

Rutland Adult Learning and Skills Service

Unit 16a (ground floor)
Gate 2
Oakham Enterprise Park
Ashwell Road
Oakham
LE15 7TU

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.



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 more information on bus services, visit www.rutland.gov.uk/my-community/transport/bus-timetables-and-travel-advice/.

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

Also available in large print