

# Course Guide



Adult Learning & Skills Service

April to July 2023



# Get Started

## To enquire about our 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

## 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.

## 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*

## 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

# English

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

## Foundation English

<b>ESFE317T5</b>	Fri	11:00 - 12:30	21/04/23 – 14/07/23	12 wks
Revisit the basics of reading and writing letters, and using these to form words and sentences.				

## First Steps English

<b>ESEN134T5</b>	Weds	09:30 - 11:30	19/04/23 – 12/07/23	12 wks
Build your confidence and skills when reading, writing, speaking and listening in everyday life.				

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

## English for Speakers of Other Languages (ESOL)

<b>LES138T5</b>	Intermediate	Weds	13:00 - 15:00	19/04/23 - 12/07/23	12 wks
<b>LES136T5</b>	Beginners Plus	Thurs	12:00 - 13:30	20/04/23 - 13/07/23	12 wks
<b>LES318T5</b>	Beginners (online)	Thurs	18:30 – 20:30	20/04/23 – 13/07/23	12 wks
<b>LES137T5</b>	Beginners	Fri	13:30 - 15:30	21/04/23 - 14/07/23	12 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.					

Thank you very much, this course helped me adapt to the English environment.

- *ESOL learner*

I have worked hard this year and I feel more confident and my writing is much better than it was. Sue is a good teacher as she has helped me with homework and how I am today.

- *First Steps English learner*

# Maths

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

## First Steps Maths

<b>ESMA135T5</b>	Tues	11:30 - 13:30	18/04/23 – 11/07/23	12 wks
Build your confidence and skills in using Maths in everyday life.				

## Multiply

Multiply is a new government-funded scheme that provides adults with opportunities to develop their numeracy skills for free. These free courses are open to adults aged 19+ who don't have maths qualifications at GCSE C / 4, Level 2, above or equivalent, or have previously gained a qualification but aren't working at that level now.

### Multiply: Cooking on a Budget

<b>ME330T4</b>	Mon	12:30 – 15:00	03/04/23	1 day
Look at prices and value for money of ingredients, then follow a recipe to weigh and measure your ingredients and cook a budget-friendly, nutritious meal.				

### Multiply: Digital Skills for Life

<b>MDS327T5</b>	Thurs	12:30 – 15:30	20/04/23 – 04/05/23	3 wks
Make the most of your phone, tablet, laptop or computer and the internet. You'll learn how to safely shop online, booking tickets or travel, make payments, managing a household budget and more.				

### Multiply: Paper Flower Bouquets

<b>ME312T5</b>	Sat	13:30 – 16:30	22/04/23	1 day
Use basic maths to measure and fold crepe paper into a variety of petal shapes and attach these to wire to form a mini jam jar bouquet.				

### Multiply: Calculations without Calculators

<b>MCAL328T5</b>	Thurs	09:30 – 11:30	27/04/23 – 25/05/23	5 wks
Develop your mental maths skills and confidence by learning how to add, subtract, multiply and divide without using a calculator.				

### Multiply: Line Dancing

<b>ME331T5</b>	Weds	18:00 – 20:00	10/05/23	1 day
Learn simple line dances, explore how maths is used in maths and dance and discover how many steps you can do whilst dancing.				

# Independent Living and First Aid

## Understanding Our World

<b>ILUOW129T5</b>	Mon	09:30 - 12:00	17/04/23 – 17/07/23	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

<b>ILIL130T5</b>	Weds	09:30 – 12:00	19/04/23 – 12/07/23	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>ILLS131T5</b>	Thurs	09:30 – 12:00	20/04/23 – 13/07/23	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>EEFA303</b>	Tues	10:00 – 16:00	17/04/2023	1 day	£60
<b>EEFA306</b>	Tues	10:00 – 16:00	09/05/2023	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](http://www.ralss.org.uk)

## Paediatric First Aid

<b>EPFA304</b>	Sat	10:00 – 16:00	15/04/23 & 29/04/23	2 wks	£85
<b>EPFA305</b>	Sat	10:00 – 16:00	08/07/23 & 15/07/23	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](http://www.ralss.org.uk)

Course was very good, full of practical and knowledge expertise. Very useful, come out feeling more confident.

- 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.

If you would be interested in learning French or German, please let us know.

Italian						
<b>LIT124T5</b>	Intermediate B1	Mon	10:30 - 12:30	17/04/23 – 17/07/23	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.						
<b>LIT307T5</b>	New Beginners	Mon	13:30 – 15:30	17/04/23 – 17/07/23	11 wks	£121
This course is for people who have very little or no prior knowledge of the language and would like to start from scratch. Topics include introductions, ordering food, making reservations and more.						
<b>LIT126T5</b>	Beginners A2	Tues	18:15 - 20:15	18/04/23 – 11/07/23	12 wks	£132
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.						
<b>LIT127T5</b>	Intermediate A2	Weds	18:30 - 20:30	19/04/23 – 12/07/23	12 wks	£132
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						
<b>LSP326T5</b>	Survival Spanish (online)	Tues	13:30 – 15:30	18/04/23 – 23/05/23	6 wks	£66
This course is for complete beginners who want to learn Spanish from scratch. Topics include reading some essential signs in Spanish, introducing yourself, ordering in a restaurant and more.						
<b>LSP120T5</b>	Improvers B1 - B2	Thurs	10:30 - 12:30	20/04/23 – 13/07/23	12 wks	£132
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.						
<b>LSP122T5</b>	Year 2+ A1.2	Thurs	14:00 - 16:00	20/04/23 – 13/07/23	12 wks	£132
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.						
<b>LSP121T5</b>	Year 3+ A1 – A2	Thurs	17:00 - 19:00	20/04/23 – 13/07/23	12 wks	£132
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

<b>APO111T5</b>	Wed	18:30 - 21:00	19/04/23 – 24/05/23	6 wks	£82.50
<b>APO113T5</b>	Thurs	09:30 - 12:30	20/04/23 – 25/05/23	6 wks	£99
<b>APO114T5</b>	Thurs	13:30 - 16:30	20/04/23 – 25/05/23	6 wks	£99
<b>APO112T5</b>	Thurs	18:30 - 21:00	20/04/23 – 25/05/23	6 wks	£82.50
<b>APO115T5</b>	Fri	09:30 - 12:30	21/04/23 – 26/05/23	6 wks	£99
<b>APO116T5</b>	Fri	13:00 - 16:00	21/04/23 – 26/05/23	6 wks	£99
<b>APO111T6</b>	Wed	18:30 - 21:00	07/06/23 – 12/07/23	6 wks	£82.50
<b>APO113T6</b>	Thurs	09:30 - 12:30	08/06/23 – 13/07/23	6 wks	£99
<b>APO114T6</b>	Thurs	13:30 - 16:30	08/06/23 – 13/07/23	6 wks	£99
<b>APO112T6</b>	Thurs	18:30 - 21:00	08/06/23 – 13/07/23	6 wks	£82.50
<b>APO115T6</b>	Fri	09:30 - 12:30	09/06/23 – 13/07/23	6 wks	£99
<b>APO116T6</b>	Fri	13:00 - 16:00	09/06/23 – 13/07/23	6 wks	£99

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



## Life Drawing

<b>ALD329</b>	Sun	10:00 – 12:30	02/04/23	1 day	£25
<b>ALD328</b>	Sun	10:00 – 12:30	23/04/23	1 day	£25

Observe and draw from a nude model, with one-to-one tuition and instructions given as needed.

# Arts and Crafts

## Drawing with Wire

<b>ADR308T5</b>	Sat	10:00 – 14:30	22/04/23	1 day	£27
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Sculpt with wire and make a piece of art based on an object or image of your choice.

## Watercolour and Pen Tangle Art

<b>ACR223T5</b>	Sat	09:30 – 12:30	22/04/23	1 day	£20
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Create a textured watercolour base, then use fineliner pens to draw dots, lines, curves or orbs.

## Introduction to Paper Quilling

<b>ACR310T5</b>	Sat	10:30 – 13:30	13/05/23	1 day	£25
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Roll, shape and glue strips of paper together to create unique decorative designs.

## Silk Painting

<b>ACR309T6</b>	Sat	10:00 – 14:30	10/06/23	1 day	£32
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Trace a design onto silk with metallic gutta and blend, mix and apply varieties of paint shades.

## Lino Printing

<b>ACR331T6</b>	Sat	10:00 – 16:00	10/06/23	1 day	£50
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Cut or carve your chosen image(s) into lino to create a single colour lino cut, and print your design.

## Photography

<b>APH205T3</b>	How to Use your DSLR	Sat	09:30 – 16:30	22/04/23	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.

<b>APH206T3</b>	How to Take Better Pictures	Sat	09:30 – 16:30	20/05/23	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.



# Learner Feedback

- Excellent. Good fun and not too difficult for a beginner.
  - Fantastic course. Brilliant mentoring and lovely outcome.
- *Silk Painting learners*

Great course. Have learnt new skills and confidence to adapt my work and take risks with it. Super wellbeing, very relaxing, have loved the 4 weeks.

- *Drawing 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*

This course has been an absolute pleasure and the teaching has been wonderful. Thank you.

- *Pottery learner*

Watercolour painting is a very enjoyable pastime that is expanding as my confidence grows. Helps to exercise my brain & links in with my love of the natural environment.

- *Watercolour learner*

Another amazing course from Charlotte! Not only have I been able to try throwing (something I have wanted to try from ages!) but also tried a new technique and had a laugh.

- *Pottery learner*

While this course is not leading directly to use for work, it has improved my confidence and language slowly and knowledge incrementally, such that I can chat informally, book a table, request a room & express myself clearly. Outstanding teacher, able to differentiate and provide diverse demonstrations with quality learning & language development.

- *Italian learner*

I have thoroughly enjoyed this term's Spanish. Patricia creates a relaxed & supportive environment in which to learn.

- *Spanish learner*

Rose is a top rate first aid instructor. Her courses are fun, engaging and practical.

- *Paediatric First Aid learner*

- Lovely safe & encouraging space. Interesting techniques introduced.
- Fab session, learnt loads. Will be back.
- Excellent, more please!
- Great session!

- *Life Drawing learners*

# Finance and Digital Skills

## AAT Level 1 Award in Bookkeeping

<b>FBK319T5</b>	Weds	09:00 – 12:00	19/04/23 – 24/05/23	6 wks	Free*
<p>Gain a great introduction to the role of the bookkeeper and understand the basics of manual, single-entry bookkeeping. Topics include how to carry out bookkeeping activities, different types of bookkeeping software, the importance of ethical behaviour and more. No prior finance knowledge required.</p>					

## AAT Level 1 Award in Business Skills

<b>FBS332T6</b>	Weds	09:00 – 12:00	07/06/23 – 12/07/23	6 wks	Free*
<p>Understand how different organisations operate, how to contribute effectively in the workplace, how businesses process sales and purchases and the documents and procedures associated with this. You will also develop the basic numerical skills needed in the workplace such as decimals, percentages, fractions and applying proportions and ratios. No prior finance or business knowledge required.</p>					

\*These qualifications will be fully funded for adults aged 19+ who meet the residency and funding criteria. Please see our website or contact us to find out more.

## Multiply: Digital Skills for Life

<b>MDS327</b>	Thurs	12:30 – 15:30	20/04/23 – 04/05/23	3 wks	
<p>Learn how to make the most of your phone, tablet, laptop or computer and the internet. Topics include safely shopping online, booking tickets or travel, making payments, managing a household budget and setting up accounts to access health services, online banking or benefits.</p> <p>This course is delivered as part of our Multiply offer so will also help you develop your numeracy skills and confidence.</p>					

# Qualifications

**Our qualification offer is being reviewed and will be updated in the next few months.**

**If you would like to develop your skills but aren't sure which qualifications you need, our Information, Advice and Guidance Officer can provide free support. Contact us to find out more.**

# Find us...

## **Rutland Adult Learning and Skills Service**

Unit 16a (ground floor)

Gate 2

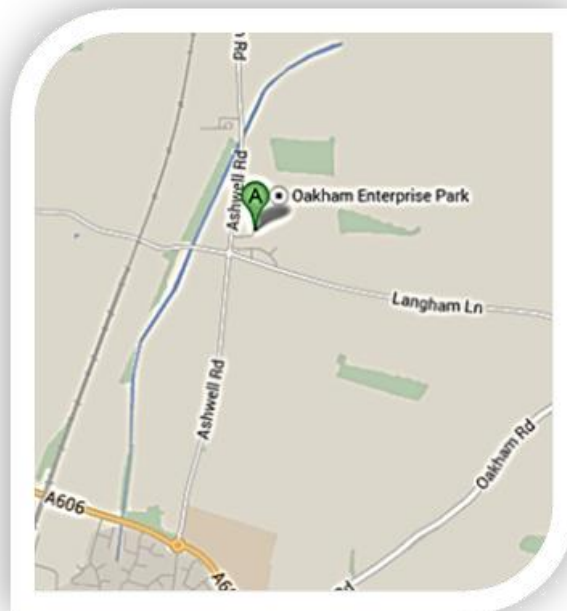
Oakham Enterprise Park

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/](http://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](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

## Also available in large print