

Course Guide



Adult Learning & Skills Service

September to December 2023



Get Started

To enquire about our 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

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 contact us 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 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

Our English courses are free if you don't have a Level 2 Functional Skills or GCSE at C/4 or above and meet the funding residency criteria. Please contact us to find out more.

First Steps

ESEN104T1	English	Weds	09:30 - 11:30	06/09/23 – 13/12/23	13 wks
Build your confidence and skills in using English and Maths in everyday life.					

Functional Skills

FSEN151	English	Weds	12:30 - 15:00	06/09/23 – 24/01/24	17 wks*
Develop your speaking, listening, reading and writing skills and gain an accredited qualification at Level 1 or 2 <i>*plus exam the week after final lesson</i>					

English for Speakers of Other Languages (ESOL)

LES107T1	Intermediate	Wed	13:00 - 15:00	06/09/23 - 13/12/23	13 wks
LES108T1	Elementary	Thurs	13:00 – 15:00	07/09/23 - 14/12/23	13 wks
LES127T1	Beginners – Online	Thurs	18:30 – 20:30	07/09/23 - 14/12/23	13 wks
LES109T1	Beginners Plus	Fri	13:15 - 15:15	08/09/23 - 15/12/23	13 wks

Develop your English communication skills and fluency whilst exploring elements of British culture, history and geography. There may be an opportunity to achieve a certificate in ESOL at Entry level.

It has helped me with my writing and helped me with my confidence.

- *First Steps English learner*

This course helps me a lot at home and in everyday life.

- *English for Speakers of Other Languages learner*

Maths

Our Maths courses are free if you don't have a Level 2 Functional Skills or GCSE at C/4 or above and meet the funding residency criteria. Please contact us to find out more..

Multiply					
MCC422	Calculations without Calculators	Thurs	13:00 – 15:30	07/09/23 – 21/09/23	3 wks
MPM411	Introduction to Primary Maths	Mon	12:00 – 15:00	11/09/23	1 day
MBM412	Make Your Money Go Further	Mon	12:30 – 15:00	18/09/23 - 02/10/23	3 wks
MDS421	Digital Skills for Life <i>at Oakham Baptist Church</i>	Mon	13:00 – 16:00	02/10/23 – 23/10/23	4 wks
MBM413	The Basics of Budgeting	Mon	12:00 – 15:00	09/10/23	1 day
MCB418	Cooking on a Budget	Thurs	12:30 – 15:00	02/11/23 - 23/11/23	4 wks
MDS419	Digital Skills for Life	Mon	12:30 – 15:30	06/11/23 – 27/11/23	4 wks
MPQ414	Christmas Decorations	Mon	12:30 – 15:00	20/11/23	1 day
MPQ415	Hanging Snowflakes	Mon	12:30 – 15:00	27/11/23	1 day
MPQ416	Christmas Cards and Tags	Mon	12:30 – 15:00	04/12/23	1 day
MPQ417	Christmas Gift Boxes	Mon	12:30 – 15:00	11/12/23	1 day

Multiply courses are **free** for adults aged 19+ who don't already have GCSE Maths at C/4 or equivalent, or have a maths qualification but work at a lower level now.

First Steps				
ESMA106T1	Tues	09:30 – 11:30	05/09/23 – 12/12/23	13 wks

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

Functional Skills				
FSMA152	Thurs	09:30 – 12:00	07/09/23 – 25/01/24	17 wks*

Develop your maths skills and confidence and gain an accredited qualification at Level 1 or 2.
*plus exam the week after final lesson

Independent Living and First Aid

Understanding Our World

ILUOW110T1	Mon	09:30 – 12:00	11/09/23 – 11/12/23	12 wks	Free
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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

ILIL111T1	Weds	09:30 – 12:00	13/09/23 – 13/12/23	12 wks	Free
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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

ILLS112T1	Thurs	09:30 – 12:00	14/09/23 – 14/12/23	12 wks	Free
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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

EEFA102	Tues	10:00 – 16:00	26/09/23	1 day	£60
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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

EPFA101	Sat	10:00 – 16:00	09/09/23 – 16/09/23	2 wks	£85
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EPFA103	Sat	10:00 – 16:00	11/11/23 – 18/11/23	2 wks	£85
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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						
LIT117T1	Upper Intermediate B2	Mon	10:30 - 12:30	04/09/23 – 11/12/23	13 wks	£143
LIT120T1	Beginners	Mon	13:30 - 15:30	04/09/23 – 11/12/23	13 wks	£143
LIT118T1	Pre-Intermediate A2	Tues	18:15 - 20:15	05/09/23 – 12/12/23	13 wks	£143
LIT119T1	Lower-Intermediate B1	Weds	18:30 - 20:30	06/09/23 – 13/12/23	13 wks	£143

The 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						
LSP116T1	Beginners (online)	Tues	10:30 - 12:30	05/09/23 – 12/12/23	13 wks	£143
LSP113T1	Improvers B2	Thurs	10:30 - 12:30	07/09/23 – 14/12/23	13 wks	£143
LSP114T1	Year 3+ A2	Thurs	14:00 - 16:00	07/09/23 – 14/12/23	13 wks	£143
LSP115T1	Year 4+ B1	Thurs	16:15 - 18:15	07/09/23 – 14/12/23	13 wks	£143

The Beginners course will introduce you to the language at a basic level and teach you how to read essential Spanish signs, introduce yourself, order in a restaurant and say things in the present tense.

I continue to greatly enjoy the classes. Lessons are always well structured, varied and interesting. Simona is a delightful teacher who both challenges and supports us in our learning.

- *Italian learner*

I really feel I've grown in confidence in speaking this term. I really enjoy the class. Patricia is a fantastic teacher and is really encouraging us to speak & pronounce words properly.

- *Spanish learner*

Arts & Crafts

Pottery

APO121T1	Weds	18:30 – 21:00	06/09/23 – 11/10/23	6 wks	£82.50
APO123T1	Thurs	09:30 – 12:30	07/09/23 – 12/10/23	6 wks	£99
APO124T1	Thurs	13:30 – 16:30	07/09/23 – 12/10/23	6 wks	£99
APO122T1	Thurs	18:30 – 21:00	07/09/23 – 12/10/23	6 wks	£82.50
APO125T1	Fri	09:30 – 12:30	08/09/23 – 13/10/23	6 wks	£99
APO126T1	Fri	13:00 – 16:00	08/09/23 – 13/10/23	6 wks	£99
APO121T2	Weds	18:30 – 21:00	01/11/23 – 13/12/23	7 wks	£96.25
APO123T2	Thurs	09:30 – 12:30	09/11/23 – 14/12/23	6 wks	£99
APO124T2	Thurs	13:30 – 16:30	09/11/23 – 14/12/23	6 wks	£99
APO122T2	Thurs	18:30 – 21:00	02/11/23 – 14/12/23	7 wks	£96.25
APO125T2	Fri	09:30 – 12:30	10/11/23 – 15/12/23	6 wks	£99
APO126T2	Fri	13:00 – 16:00	10/11/23 – 15/12/23	6 wks	£99

Learn how to create a variety of ceramic items – plates, bowls, vases, garden pots and more. Suitable for all abilities.

Sewing Machine Know-How

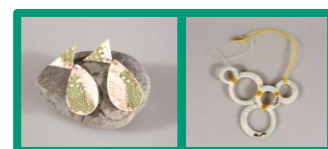
AMC155T1	Sat	10:00 – 16:00	09/09/23	1 day	£38
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Learn how to use your sewing machine by applying correct techniques, troubleshooting common problems and making informed needle and thread choices to achieve great results

Porcelain Jewellery

AMC143	Fri	17:00 – 19:00	15/09/23 – 29/09/23	3 wks	£43
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Learn how to make and design small porcelain components, then decorate and piece these together to create your own jewellery collection.



by tutor Sara Budzik

Landscape Painting

AMC144	Weds	10:00 – 16:00	04/10/23	1 day	£48
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Develop your art skills as you create a layered landscape painting.



by tutor Sara Budzik

Arts & Crafts

Painting on Silk

AMC153	Mon	10:00 – 15:00	09/10/23	1 day	£40
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Learn how to create a silk painting using the gutta resist method.



By tutor Claire Gardiner

How to Use Your DSLR

APH149	Sat	09:30 – 16:30	04/11/23	1 day	£38.50
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Gain confidence when using your DSLR and explore the fundamental principles of photography.

Mixed Media

AMM145T2	Weds	10:00 – 15:00	08/11/23 – 13/12/23	6 wks	£168
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Explore a range of 2D mediums and use these to create 'seasonal' themed artwork.

Christmas Silk Painting on a Hoop

AMC154	Mon	12:00 – 15:00	13/11/23	1 day	£30
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Create a Christmas-themed silk painting framed in a hoop.



*by tutor
Claire
Gardiner*

Take Better Pictures with your DSLR

APH150	Sat	09:30 – 16:30	18/11/23	1 day	£38.50
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Explore the ingredients that lift pictures from 'the ordinary', assess the opportunities and constraints offered by the subject matter and use them to improve your photography.

Hand Stitched Felt Wreaths and Garlands

AMC147	Sat	10:00 – 15:00	25/11/23	1 day	£42.50
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Create a wreath or garland from pre-made felt and use hand stitching to embellish it.

Lino Printed Christmas Cards

AMC148	Sat	10:00 – 15:00	02/12/23	1 day	£32.50
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Explore the art of lino printing and create a set of handmade Christmas cards.

Learner Feedback

I am very pleased to have achieved this qualification and the knowledge I have learnt will be effective in my role. Suzanne as very patient and supportive and overcame language barriers and IT challenges calmly and appropriately.

- *Business Skills learner*

I continue to enjoy these classes. They are always interesting, well structured and fun. Simona is a great teacher.

- *Italian learner*

Another wonderful term. I have really enjoyed being pushed out of my comfort zone, experimenting with different shapes and glazes. Thank you for the amazing support, guidance and inspirational ideas!

- *Pottery learner*

Rose was fantastic...perfect balance of teaching, practical activities and humour. Thank you!

- *First Aid learner*

Really enjoyed the day - Sara led the session brilliantly with lots of inspiration.

The usual high standard and fun. Lots more please!

- *Drawing learners*

Thanks for possibility to learn English with Joanna. My new skills are helping me to develop at work, helping with my travelling and I speak with different people.

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

Amazing course. Sue was very helpful and really helped me with anything I was struggling with. This course will help me get onto a course for my vet nursing career.... I couldn't have done without your amazing tuition. You make the classes super relaxed and enjoyable.

- *Functional Skills English learner*

I feel that I have improved very well. I am more confident and understand so much more. Thank you, I love the classes.

- *Spanish learner*

Honestly been amazing, brilliant teacher. Boosted my confidence.

Learning experience was beneficial.

Very good, enjoyed friendly environment.

- *Functional Skills Maths learners*

Amazing teacher, very helpful and helped me achieve my goals. I would highly recommend to anyone.

- *First Steps Maths learner*

Digital Skills

Multiply: Digital Skills for Life at Oakham Baptist Church

MDS421	Mon	13:00 – 16:00	02/10/23 – 23/10/23	4 wks
<p>Learn how to shop and compare prices, order tickets, book travel or make payments, manage a household budget and access banking, health or government services online.</p> <p>As this course is delivered through RALSS' Multiply programme, it is free for adults aged 19+ who don't already have GCSE at C/4 or equivalent.</p>				

Multiply: Digital Skills for Life

MDS419	Mon	12:30 – 15:30	06/11/23 – 27/11/23	4 wks
<p>Learn how to shop and compare prices, order tickets, book travel or make payments, manage a household budget and access banking, health or government services online.</p> <p>As this course is delivered through RALSS' Multiply programme, it is free for adults aged 19+ who don't already have GCSE at C/4 or equivalent.</p>				

More digital courses – including qualifications – coming soon!

Other Qualifications

We are expanding our offer to include qualifications in Mental Wellbeing, Preparation for Employment, Digital Skills, Living and Working in the UK, and more.

We are also considering offering introductory qualifications relating to working in education and/or childcare.

To express your interest, email adultlearning@rutland.gov.uk or see www.ralss.org.uk for details when available.

Funding

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.

Digital Skills:

If you are aged 19+ and don't have the essential digital skills required to operate effectively in work and day to day life, you may be able to access some digital qualifications for free.

Level 2 and Level 3 qualifications:

If you are aged 19 to 23, you may be able to access a level 2 or level 3 qualification for free depending on your prior attainment, employment status, benefit status or wage.

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 2023, 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. 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.

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...

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



Buses run from John Street Bus Station, Oakham, at intervals throughout the day. The bus stop is just outside the entrance to the complex.

Tel: 01572 758122

Email: adultlearning@rutland.gov.uk

Web: www.ralss.org.uk

Facebook: Rutland Adult Learning and Skills Service

Twitter: @rutlandlearning

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Also available in large print