

Course Guide



Adult Learning & Skills Service

January to March 2024



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.

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.

Information, Advice and Guidance

Our free and impartial service can help you:

- find the right course with RALSS or other providers
- create or update your CV
- search and apply for jobs

and more!

**excluding Child Tax Credits*

***eligibility criteria applies*

English and Maths

Our English and Maths courses are free if you are aged 19+, 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 English

ESEN104T3	Weds	09:30 - 11:30	03/01/24 – 27/03/24	12 wks
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Build your confidence and skills in using English in everyday life.

English for Speakers of Other Languages (ESOL)

LES107T3	Intermediate	Wed	13:00 - 15:00	10/01/24 - 20/03/24	10 wks
LES108T3	Elementary	Thurs	13:00 – 15:00	11/01/24 - 21/03/24	10 wks
LES127T3	Beginners (Online)	Thurs	18:30 – 20:30	11/01/24 - 28/03/24	11 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.

Functional Skills English

FSEN208	Weds	12:30 - 15:00	10/01/24 – 15/05/24	16 wks*
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Evening course dates and times TBC – contact us to express your interest

Develop your speaking, listening, reading and writing skills and gain an accredited qualification at Level 1 or 2 **plus exam the week after final lesson*

First Steps Maths

ESMA106T3	Tues	09:30 - 11:30	09/01/24 – 26/03/24	11 wks
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Build your confidence and skills in using Maths in everyday life.

Functional Skills Maths

FSMA209	Thurs	09:30 – 12:00	11/01/24 – 06/06/24	17 wks*
FSMA210	Mon	09:30 – 12:00	15/01/24 – 10/06/24	17 wks*

Evening course dates and times TBC – contact us to express your interest

Develop your speaking, listening, reading and writing skills and gain an accredited qualification at Level 1 or 2 **plus exam the week after final lesson*

Multiply

Multiply courses combine basic maths with other skills for everyday life. They're fun and free for adults aged 19+ who don't have maths GCSE at grade C/4 or above (or equivalent)!

Pattern Cutting: Skirts

MAC436	Sat	09:30 – 15:30	13/01/24 and 27/01/24	2 wks
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Draft and customise a basic skirt block to suit your measurements and body shape, then adapt it to include styles such as flared, gored or pleated.

Shopping Online

MDS433	Thurs	13:00 – 16:00	18/01/24	1 day
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Safely use the internet to browse products or services, compare prices, find value for money and make purchases using appropriate payment methods.

The Basics of Budgeting

MBM435	Weds	09:30 – 12:00	24/01/24	1 day
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Discover ways to keep track of your spending, how to create a personal budget, how to compare discounts, ways to save money and more.

Cooking on a Budget

MDS432	Thurs	09:30 – 12:00	25/01/24	1 day
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Explore the prices and value of ingredients as you learn how to cook a budget-friendly meal.

Digital Skills for Life

MDS434	Thurs	13:00 – 16:00	01/02/24 - 15/02/24	3 wks
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Safely use your computer, laptop, tablet or phone to make purchases, compare prices, book tickets, manage a household budget and set up accounts to access a variety of online services.



Digital Skills

Digital Functional Skills

DFS	<i>Dates and times TBC – contact us to express your interest</i>	17 wks
Develop your skills in using devices, handling information, creating and editing, communicating, transacting and being safe and responsible online.		
You will also work towards a Digital Functional Skills qualification at Entry 3 or Level 1.		

Multiply: Shopping Online

MDS432	Thurs	13:00 – 16:00	18/01/24	1 day
Safely use the internet to browse products or services, compare prices, find value for money and make purchases using appropriate payment methods.				
This course is delivered via RALSS' Multiply programme, so is free for adults aged 19+ without Maths GCSE at C/4 or above (or equivalent).				

Multiply: Digital Skills for Life

MDS434	Thurs	13:00 – 16:00	01/02/24 – 15/02/24	3 wks
Safely use your device to make purchases, compare prices or book tickets online, manage a household budget and set up accounts to access a variety of online services.				
This course is delivered via RALSS' Multiply programme, so is free for adults aged 19+ without Maths GCSE at C/4 or above (or equivalent).				

Helped me to cope with communications in a modern 'digital' world. Clarified much of the techniques/skills to make more use out of my iPad. Helped me learn how to add further to my IT knowledge.

- *Digital Skills for Life learner*



Independent Living and First Aid

Understanding Our World

ILUOW110T3	Mon	09:30 – 12:00	08/01/24 – 18/03/24	10 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.

Emergency First Aid at Work

EEFA202	Tues	10:00 – 16:00	30/01/24	1 day	£60
EEFA216	Tues	10:00 – 16:00	26/03/24	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.

Paediatric First Aid

EPFA201	Sat	10:00 – 16:00	20/01/24 – 27/01/24	2 wks	£85
EPFA203	Sat	10:00 – 16:00	16/03/24 – 23/03/24	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.

The right amount of discussion, practical and leader led and use of real life examples. Excellent engagement. Thank you.

- *Paediatric First Aid learner*

I feel a lot more confident as a first aider now. Thank you!

- *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						
LIT117T3	Upper Intermediate B2	Mon	10:30 - 12:30	08/01/24 – 25/03/24	11 wks	£121
LIT120T3	Beginners (Term 2)	Mon	13:00 - 15:00	08/01/24 – 25/03/24	11 wks	£121
LIT118T3	Pre-Intermediate A2	Tues	13:00 - 15:00	09/01/24 – 26/03/24	11 wks	£121

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*



Spanish						
LSP116T3	Beginners (online)	Tues	10:30 - 12:30	09/01/24 – 19/03/24	10 wks	£110
LSP113T3	Improvers B2	Thurs	10:30 - 12:30	11/01/24 – 21/03/24	10 wks	£110
LSP114T3	Year 3+ A2	Thurs	14:00 - 16:00	11/01/24 – 21/03/24	10 wks	£110
LSP115T3	Year 4+ B1	Thurs	16:15 - 18:15	11/01/24 – 21/03/24	10 wks	£110

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 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

Term 4 ('T4') courses will open for bookings once Term 3 ('T3') courses have started.

Pottery					
APO121T3	Weds	18:30 – 21:00	10/01/24 – 14/02/24	5 wks*	£68.75
APO123T3	Thurs	09:30 – 12:30	11/01/24 – 08/02/24	5 wks	£82.50
APO124T3	Thurs	13:30 – 16:30	11/01/24 – 08/02/24	5 wks	£82.50
APO122T3	Thurs	18:30 – 21:00	11/01/24 – 15/02/24	6 wks	£82.50
APO125T3	Fri	09:30 – 12:30	12/01/24 – 09/02/24	5 wks	£82.50
APO126T3	Fri	13:00 – 16:00	12/01/24 – 09/02/24	5 wks	£82.50
APO121T4	Weds	18:30 – 21:00	21/02/24 – 20/03/24	4 wks**	£55
APO123T4	Thurs	09:30 – 12:30	22/02/24 – 21/03/24	5 wks	£82.50
APO124T4	Thurs	13:30 – 16:30	22/02/24 – 21/03/24	5 wks	£82.50
APO122T4	Thurs	18:30 – 21:00	22/02/24 – 21/03/24	4 wks**	£55
APO125T4	Fri	09:30 – 12:30	23/02/24 – 22/03/24	5 wks	£82.50
APO126T4	Fri	13:00 – 16:00	23/02/24 – 22/03/24	5 wks	£82.50

Experiment with clay as you create plates, bowls, vases, garden pots and more.
**no class on 24th January **no classes on 28th and 29th February*

Watercolour – mixed level					
AWC163T3	Tues	09:30 – 12:30	09/01/24 – 13/02/24	6 wks	£99
AWC164T3	Tues	13:00 – 16:00	09/01/24 – 13/02/24	6 wks	£99
AWC163T4	Tues	09:30 – 12:30	27/02/24 – 26/03/24	5 wks	£82.50
AWC164T4	Tues	13:00 – 16:00	27/02/24 – 26/03/24	5 wks	£82.50

Develop, improve or experiment with watercolour painting techniques.



Very good course. Guidance from excellent tutor. Roll out of information is very clear.

- Pottery learner



Arts & Crafts

How to Use Your DSLR/Mirrorless Camera

APH214T3	Sat	09:30 – 16:30	13/01/24	1 day	£38.50
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Gain confidence using your camera and explore the fundamental principles of photography.



Take Better Pictures with Your DSLR/Mirrorless Camera

APH215T3	Sat	09:30 – 16:30	10/02/24	1 day	£38.50
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Explore how to lift pictures from 'the ordinary', assess opportunities and constraints and use them to improve your photography.



Getting Started with Watercolour

AWC212T4	Sat	09:30 – 16:00	24/02/24	1 day	£40
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Explore the basics of watercolour painting.



Creative Writing

ACW213T4	Sat	09:30 – 16:00	09/03/24	1 day	£40
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Learn how to set scenes, write dialogue, make a strong plot, create dramatic conflicts and more.



Learner Feedback

I have really enjoyed Helen's class. She looks at the subject of art in an interesting and thought-provoking way which I haven't experienced before. I learn something new every week.

- *Watercolour learner*

I have really enjoyed this term, learning more new skills and taking home some lovely pieces of work.

- *Pottery learner*

I wanted to reach out and thank the course leader who was absolutely wonderful, as her teachings had clearly sunk in and I was able to recall them clearly when I needed it the most. I genuinely believe that I would have panicked in this situation had I not been equipped with the knowledge she passed on to me.

- *First Aid learner*

I've enjoyed my course. Learnt to budget better. It's helped me with different recipes and budgeting.

- *Cooking on a Budget learner*

Such a knowledgeable tutor. Clear and concise instructions. Thank you for sharing your knowledge with me.

- *Sewing Machine Know-How learner*

The learning experience has been very relaxed and enjoyable, and doing this course has improved my understanding of some tasks that need doing at work..

- *Functional Skills English learner*

This course has been a most enjoyable experience. Perfect way to learn! It has been lots of fun, but with a dedicated and hard working teacher we have learned so much and covered many interesting topics in very varied lessons. I feel much more confident to try and speak and am looking forward to continuing.

- *Italian learner*

I am pleased with all interesting lessons and so happy to learn English here. I feel more confident in conversations with British. Thank you very much for this great experience!

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

This is a lively, thoroughly enjoyable course with an excellent teacher. We cover many different aspects of Spanish and Spain - from grammar, vocabulary, culture to history. We also have a good laugh. I thoroughly enjoy and look forward to Thursday mornings. Thank you!

- *Spanish learner*

I enjoyed all lessons. I am very grateful to have the opportunity to learn here.

- *Functional Skills English learner*

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

Instagram: @rutlandlearning

Also available in large print