

Course Guide



Adult Learning & Skills Service

April to July 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

Our English 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.

Foundation English

ESFE320T5	Tues	11:00 – 12:30	16/04/24 – 09/07/24	12 wks
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Start from the beginning with reading and writing – learn the sounds and shapes of letters, blend them together and discover how to read and write words and sentences.

First Steps English

ESEN104T5	Weds	09:30 - 11:30	17/04/24 – 17/07/24	13 wks
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Build your confidence and skills in using English in everyday life. You could also gain a Functional Skills English qualification if desired.

English for Speakers of Other Languages (ESOL)

LES107T5	Intermediate	Wed	13:00 - 15:00	17/04/24 - 03/07/24	10 wks*
LES127T5	Beginners	Weds	19:00 – 21:00	17/04/24 - 10/07/24	12 wks
LES108T5	Elementary	Thurs	13:00 – 15:00	18/04/24 - 04/07/24	9 wks**
LES109T5	Complete Beginners	Fri	09:30 – 11:30	19/04/24 - 12/07/24	12 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.

*no class 15 May

**no classes 9 & 16 May

Functional Skills English

FSEN204	Mon	18:30 – 21:00	15/04/24 – 30/09/24	17 wks*
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Develop your speaking, listening, reading and writing skills and gain an accredited qualification at Level 1 or 2

*no classes on 6 & 27 May, 22 & 29 July and 5, 12, 19 & 26 August. Final exam one week after last class.

Maths and Multiply

Our Maths and Multiply 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 Maths

ESMA106T5	Tues	09:30 - 11:30	16/04/24 – 09/07/24	12 wks
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Build your confidence and skills in using Maths in everyday life.

Functional Skills Maths

FSMA	<i>TBC</i>	18:30 – 21:00	<i>Dates TBC</i>	17 wks*
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Develop your numeracy skills and confidence and gain an accredited qualification at Level 1 or 2.

Paper Flower Bouquets

MAC440	Weds	12:30 – 15:00	24/04/24	1 day
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Boost your maths skills as you fold, fringe, curl or stretch crepe paper into a variety of petal shapes and assemble these into a small Spring bouquet.

Tangle Art

MAC442	Mon	12:30 – 15:00	29/04/24	1 day
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Boost your maths skills as you use fineliner pens to decorate small wooden tags with repeating geometric patterns.

Maths for Speakers of Other Languages

MMC447	Fri	13:00 – 15:00	26/04/24	1 day
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Boost your maths and English skills as you explore basic maths terminology.

Cooking on a Budget

MCB445	Mon	13:00 – 15:30	13/05/24	1 day
MCB446	Mon	10:00 – 12:30	22/07/24	1 day

Boost your maths skills as you compare prices and value for money of ingredients, use basic maths to weigh and measure, and follow a recipe to cook a low-cost, nutritious meal.

Signalong with Numbers

May 2024 – exact date to be confirmed

Boost your maths skills whilst exploring the Signalong communication method with a focus on numbers.

Miscellaneous

Independent Living: Communication

ILIL111T5	Weds	09:30 – 12:00	17/04/24 – 17/07/24	12 wks	Free
This course is for people aged 19+ with learning disabilities or special needs who would like to develop and demonstrate appropriate communication skills.					

The Comedies of William Shakespeare

FCR305T5	Tues	10:00 – 12:00	09/04/24 – 14/05/24	6 wks	£66*
FCR306T5	Tues	19:00 – 21:00	09/04/24 – 14/05/24	6 wks	£66*
Explore some of Shakespeare's most famous comedies, the theatre of his time, how his plays are produced and performed nowadays and understand the enduring appeal of his work.					
<i>*no concessions available</i>					

Emergency First Aid at Work

EFAW302T5	Tues	10:00 – 16:00	21/05/24	1 day	£60
EFAW304T6	Tues	10:00 – 16:00	23/07/24	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

EPFA301T5	Sat	10:00 – 16:00	04/05/24 – 11/05/24	2 wks	£85
EPFA303T6	Sat	10:00 – 16:00	06/07/24 – 13/07/24	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.					

Wellbeing

Nutrition and Lifestyle for Healthy Living

FCR315T5	Fri	14:00 – 16:00	12/04/24 – 17/05/24	6 wks	£66*
FCR316T5	Fri	16:00 – 18:00	12/04/24 – 17/05/24	6 wks	£66*

Explore the role of nutrition in our health and wellbeing, which foods support our bodies to be healthy and more. **no concessions available*

Beginners' Introduction to Mindfulness

FCR317T5	Mon	10:00 – 12:00	15/04/24 – 13/05/24	4 wks*	£44**
FCR318T5	Mon	18:00 – 20:00	15/04/24 – 13/05/24	4 wks*	£44**

Explore what mindfulness is, how it can help us with our mental and physical health, and discover simple tools to begin mindfulness practice. **no class 6 May **no concessions available*

Mindfulness for Wellbeing

FCR319T6	Tues	14:00 – 16:00	04/06/24 – 09/07/24	6 wks	£66*
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Build upon the skills gained in our 'Beginners' Introduction to Mindfulness' course and learn more advanced techniques. **no concessions available*

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						
LIT117T5	Upper Intermediate B2	Mon	10:30 - 12:30	15/04/24 – 15/07/24	12 wks	£132
LIT120T5	Beginners (Term 3)	Mon	13:00 - 15:00	15/04/24 – 15/07/24	12 wks	£132
LIT118T5	Pre-Intermediate A2	Tues	13:00 - 15:00	16/04/24 – 09/07/24	12 wks	£132

Simona is a very hard-working teacher who prepares thoroughly. Her lessons are interesting and so much fun and we learn an enormous amount.

- *Italian learner*



Spanish						
LSP307T5	New Beginners (online)	Tues	18:00 - 20:00	16/04/24 – 09/07/24	12 wks	£132
LSP113T5	Improvers B2	Thurs	10:30 - 12:30	18/04/24 – 11/07/24	12 wks	£132
LSP115T5	Year 3+ A2	Thurs	14:00 - 16:00	18/04/24 – 11/07/24	12 wks	£132
LSP114T5	Year 4+ B1	Thurs	16:15 - 18:15	18/04/24 – 11/07/24	12 wks	£132

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 speak in the present tense.



It is a great way to improve our knowledge of the Spanish language and country in a relaxed atmosphere.

- *Spanish learner*

Arts & Crafts

Term 6 courses will open for bookings in the week Term 5 courses start.

Watercolour – Term 5

AWC163T5	Tues	09:30 – 12:30	16/04/24 – 21/05/24	6 wks	£99
AWC164T5	Tues	13:00 – 16:00	16/04/24 – 21/05/24	6 wks	£99

Pottery – Term 5

APO121T5	Weds	18:30 – 21:00	17/04/24 – 22/05/24	6 wks	£82.50
APO123T5	Thurs	09:30 – 12:30	18/04/24 – 23/05/24	5 wks*	£82.50
APO124T5	Thurs	13:30 – 16:30	18/04/24 – 23/05/24	5 wks*	£82.50
APO122T5	Thurs	18:30 – 21:00	18/04/24 – 23/05/24	6 wks	£82.50
APO125T5	Fri	09:30 – 12:30	19/04/24 – 24/05/24	5 wks*	£82.50
APO126T5	Fri	13:00 – 16:00	19/04/24 – 24/05/24	5 wks*	£82.50

*no classes on 9 & 10 May

Watercolour – Term 6

AWC164T6	Tues	13:00 – 16:00	04/06/24 – 02/07/24	5 wks	£82.50
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Pottery – Term 6

APO121T6	Weds	18:30 – 21:00	05/06/24 – 03/07/24	4 wks*	£55
APO123T6	Thurs	09:30 – 12:30	06/06/24 – 11/07/24	5 wks**	£82.50
APO124T6	Thurs	13:30 – 16:30	06/06/24 – 11/07/24	5 wks**	£82.50
APO122T6	Thurs	18:30 – 21:00	06/06/24 – 04/07/24	4 wks*	£55
APO125T6	Fri	09:30 – 12:30	07/06/24 – 12/07/24	5 wks**	£82.50
APO126T6	Fri	13:00 – 16:00	07/06/24 – 12/07/24	5 wks**	£82.50

*no class on 12 & 13 June

**no classes on 20 & 21 June

Arts & Crafts

Patchwork: First Quilt

AMC307T6	Tues	13:30 – 16:30	16/04/24 – 07/05/24	4 wks	£156*
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Learn how to make your own patchwork quilt using a sewing machine.

**approximate cost - £66 course fee plus around £90 materials purchased by you*

How to Use Your DSLR/Mirrorless Camera

APH310T5	Sat	09:30 – 16:30	27/04/24	1 day	£38.50
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Gain confidence using your camera and explore the fundamental principles of photography.

Intermediate Watercolour

AWC312T5	Sat	09:30 – 16:00	27/04/24	1 day	£40
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Develop your existing watercolour skills as you use colour, tone and pattern to create a painting.

Take Better Pictures with Your DSLR/Mirrorless Camera

APH311T6	Sat	09:30 – 16:30	08/06/24	1 day	£38.50
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Discover how to lift pictures from 'the ordinary', assess opportunities and constraints and use them to improve your photography.

Painting and Drawing for Beginners

AWC313T6	Sat	09:30 – 16:00	22/06/24	1 day	£40
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Learn how to make experimental drawings using wet and dry media, explore basic drawing styles and discover and apply basic colour mixings.

Learner Feedback

Helen is doing a superb job of creating an environment where everyone can develop their watercolour skills. Thanks Helen for your help and encouragement!

- *Watercolour learner*

One of the best art courses I have attended. Great teaching of techniques underpinned with personal advice.

- *Getting Started with Watercolour learner*

I loved this course. Charlotte has been full of patience and good ideas, helping to develop my basic ideas into things that I will enjoy using. I've really enjoyed these six evening classes with a group of potters, all of whom have been helpful and often entertaining.

- *Pottery learner*

Learnt lots of useful tips to help with future projects. Excellent instruction.

- *Patchwork Cushions learner*

I love attending these courses. I have become more confident in my ability to understand and speak Spanish.

- *Spanish learner*

Great course - trainer gave relevant training for attendees as well as covering all course topics and was very thorough. Good clear explanations and a variety of activities.

- *First Aid learner*

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*

This course helps me to understand more English when someone talks to me.

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

I've loved this course. It's been lovely being immersed in Italian, being able to ask questions and learn more Italian. The class has been lovely and Simona has been brilliant.

- *Italian learner*

This has given me an appetite to know more and get out and start taking photos. Big thank you!

- *Photography 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)

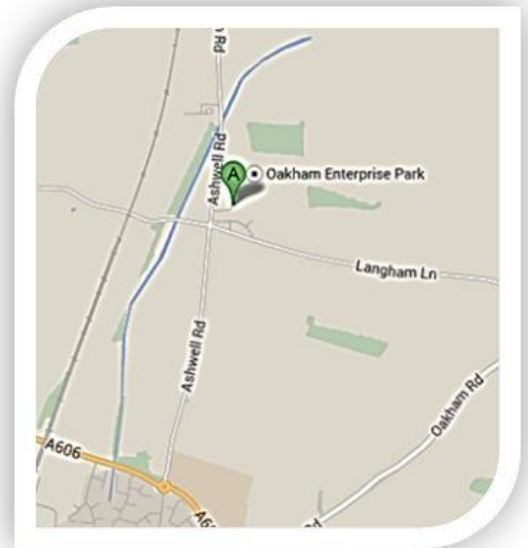
Gate 2

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

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Also available in large print