

# Course Guide



Adult Learning & Skills Service

August to December 2024



# 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 £6.50 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.

## First Steps English

<b>ESEN107</b>	Weds	09:30 - 11:30	Flexible start and end dates
This roll-on, roll-off course will help you to build your confidence and skills in using English in everyday life. You could also gain an entry-level Functional Skills English qualification if desired.			

## English for Speakers of Other Languages (ESOL)

<b>LES134T1</b>	Beginners	Weds	19:00 – 21:00	11/09/24 - 11/12/24	12 wks
<b>LES154T1</b>	Complete Beginners	Fri	09:30 – 11:30	06/09/24 - 13/12/24	13 wks
Develop your English communication skills and fluency whilst exploring elements of British culture, history and geography.					

## Functional Skills English

<b>FSEN109</b>	Thurs	09:30 – 12:00	Flexible start and end dates	
<b>FSEN131</b>	Mon	18:30 – 21:00	02/09/24 – 27/01/25	17 wks
Develop your speaking, listening, reading and writing skills and gain an accredited qualification at Level 1 or 2				

# 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

<b>ESMA155T1</b>	Tues	09:30 - 11:30	03/09/24 – 10/12/24	13 wks
Build your confidence and skills in using Maths in everyday life.				

## Functional Skills Maths

<b>FSMA132</b>	Tues	18:30 – 21:00	03/09/24 – 28/01/25	17 wks*
<b>FSMA126</b>	Thurs	12:30 – 15:00	05/09/24 – 30/01/25	17 wks*
<b>FSMA130</b>	Thurs	18:30 – 21:00	07/11/24 – 27/03/25	17 wks*
Develop your numeracy skills and confidence and gain an accredited qualification at Level 1 or 2. *exam taken week after course finishes				

## Multiply: Crafty Maths

<b>MAC102T1</b>	Mindful Mandalas	Mon	09:30 – 11:30	09/09/24 – 30/09/24	4 wks
<b>MAC105T2</b>	Paper Poppies	Mon	09:30 – 12:00	04/11/24	1 day
<b>MAC106T2</b>	Decoupage	Mon	09:30 – 12:00	18/11/24	1 day
<b>MAC107T2</b>	Christmas Crafts	Mon	10:00 – 12:00	25/11/24 – 09/12/24	3 wks

## Multiply: Cooking on a Budget

<b>MCB101T1</b>	Air Fryers	Mon	10:00 – 12:00	19/08/24	1 day
<b>MCB103T1</b>	Seasonal	Mon	13:30 – 15:30	04/11/24	1 day
<b>MCB104T1</b>	Seasonal	Mon	13:30 – 15:30	02/12/24 – 09/12/24	2 wks

# Miscellaneous

## Shakespeare's Tragedies

<b>FCR150T1</b>	Tues	10:00 – 12:00	10/09/24 – 15/10/24	6 wks	£78*
<b>FCR151T1</b>	Tues	19:00 – 21:00	10/09/24 – 15/10/24	6 wks	£78*

Explore the tragic plays of Shakespeare (Romeo and Juliet, Julius Caesar, Hamlet, Othello, Macbeth and King Lear) and how they translate from the page to the stage. *\*no concessions*

## Level 1 Award in Volunteering

<b>VOL110</b>	Tues	13:00 – 16:00	10/09/24 – 08/10/24	5 wks	Free
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Explore the skills needed to be a volunteer, discover how to find and apply for volunteering roles, and gain an accredited qualification.

## Level 2 Certificate in Counselling Skills

<b>COU159</b>	Fri	14:00 – 17:00	13/09/24 – 18/07/25	37 wks	Free
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Explore using counselling skills in daily life and professional settings, foundational approaches and the knowledge and abilities needed to employ counselling skills effectively.

## Digital Functional Skills – Entry 3 or Level 1

<b>DFS124</b>	Thurs	09:00 – 11:30	05/09/24 – 30/01/25	17 wks	Free
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Gain a qualification and develop your skills in using devices, handling information, creating and editing, communicating, transacting and being safe and responsible online.

## Graphic Design Fundamentals (Level 2 Award in Digital Graphics)

<b>DGR165</b>	Mon	10:00 – 15:00	02/09/24 – 02/12/24	12 wks	Free
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Discover how to create branding for a small business, use graphic design processes and techniques to tell a story through visual communication and gain an accredited qualification.

# Health and Wellbeing

## Emergency First Aid at Work

<b>EFAW102T2</b>	Tues	10:00 – 16:00	29/10/24	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.

## Paediatric First Aid

<b>EPFA101T1</b>	Sat	10:00 – 16:00	14/09/24 – 21/09/24	2 wks	£85
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<b>EPFA103T2</b>	Sat	10:00 – 16:00	16/11/24 – 23/11/24	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.

## Beginners' Introduction to Mindfulness

<b>FCR147T1</b>	Tues	14:00 – 16:00	10/09/24 – 01/10/24	4 wks	£52*
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<b>FCR146T1</b>	Tues	18:00 – 20:00	10/09/24 – 01/10/24	4 wks	£52*
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Explore what mindfulness is, how it can help us with our mental and physical health, and discover simple tools to begin mindfulness practice. *\*no concessions*

## Wellness Essentials for Life

<b>FCR120T1</b>	Fri	10:00 – 12:00	13/09/24 – 18/10/24	6 wks	£78*
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<b>FCR119T1</b>	Fri	18:00 – 20:00	13/09/24 – 18/10/24	6 wks	£78*
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Explore what mindfulness is, how it can help us with our mental and physical health, and discover simple tools to begin mindfulness practice. *\*no concessions*

## More Mindfulness Tools & Techniques

<b>FCR148T2</b>	Tues	14:00 – 16:00	05/11/24 – 10/12/24	6 wks	£78*
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<b>FCR149T2</b>	Tues	18:00 – 20:00	05/11/24 – 10/12/24	6 wks	£78*
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Build upon the skills gained in our 'Beginners' Introduction to Mindfulness' course and learn more advanced techniques. *\*no concessions*

# 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						
<b>LIT104T1</b>	Advanced B2	Mon	10:30 - 12:30	02/09/24 – 09/12/24	13 wks	£169
<b>LIT106T1</b>	A1 Beginners	Mon	13:00 - 15:00	02/09/24 – 09/12/24	13 wks	£169
<b>LIT105T1</b>	Intermediate A2	Tues	13:00 - 15:00	03/09/24 – 10/12/24	13 wks	£169
<b>LIT163T1</b>	New Beginners	Weds	10:00 – 12:00	04/09/24 – 11/12/24	13 wks	£169

My confidence in speaking Italian has improved and enabled me to have an enjoyable holiday in Italy, talking Italian as much as possible. I enjoy the variety of activities in the class.

- Italian learner



Spanish						
<b>LSP140T1</b>	Beginners Plus (online)	Tues	18:00 - 20:00	10/09/24 – 10/12/24	13 wks	£169
<b>LSP137T1</b>	Advanced C1	Thurs	10:00 - 12:00	12/09/24 – 12/12/24	13 wks	£169
<b>LSP139T1</b>	Year 3+	Thurs	13:00 - 15:00	12/09/24 – 12/12/24	13 wks	£169
<b>LSP140T1</b>	Intermediate Year 4+	Thurs	15:30 - 17:30	12/09/24 – 12/12/24	13 wks	£169



It has broadened my mind towards travel & Spain, & increased my knowledge of Spanish people's lives & country.

- Spanish learner

# Arts & Crafts

**Term 2 courses will open for bookings in the week Term 1 courses start.**

## Watercolour – Term 1

<b>AWC142T1</b>	Tues	09:30 – 12:30	03/09/24 – 15/10/24	7 wks	£136.50
<b>AWC143T1</b>	Tues	13:00 – 16:00	03/09/24 – 15/10/24	7 wks	£136.50

## Pottery – Term 1

<b>APO111T1</b>	Weds	18:30 – 21:00	11/09/24 – 23/10/24	7 wks	£113.75
<b>APO113T1</b>	Thurs	09:30 – 12:30	05/09/24 – 17/10/24	7 wks	£136.50
<b>APO114T1</b>	Thurs	13:00 – 16:00	05/09/24 – 17/10/24	7 wks	£136.50
<b>APO112T1</b>	Thurs	18:30 – 21:00	05/09/24 – 17/10/24	7 wks	£113.75
<b>APO115T1</b>	Fri	09:30 – 12:30	06/09/24 – 18/10/24	7 wks	£136.50
<b>APO116T1</b>	Fri	13:00 – 16:00	06/09/24 – 18/10/24	7 wks	£136.50

## Watercolour – Term 2

<b>AWC142T2</b>	Tues	09:30 – 12:30	05/11/24 – 10/12/24	6 wks	£117
<b>AWC143T2</b>	Tues	13:00 – 16:00	05/11/24 – 10/12/24	6 wks	£117

## Pottery – Term 2

<b>APO111T2</b>	Weds	18:30 – 21:00	06/11/24 – 11/12/24	6 wks	£97.50
<b>APO113T2</b>	Thurs	09:30 – 12:30	07/11/24 – 12/12/24	6 wks	£117
<b>APO114T2</b>	Thurs	13:00 – 16:00	07/11/24 – 12/12/24	6 wks	£117
<b>APO112T2</b>	Thurs	18:30 – 21:00	07/11/24 – 12/12/24	6 wks	£97.50
<b>APO115T2</b>	Fri	09:30 – 12:30	08/11/24 – 13/12/24	6 wks	£117
<b>APO116T2</b>	Fri	13:00 – 16:00	08/11/24 – 13/12/24	6 wks	£117

## Printmaking

<b>AMC118T2</b>	Weds	10:00 – 15:00	06/11/24 – 11/12/24	6 wks	£195
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Explore the art of printmaking in this new six-week course.



# Arts & Crafts

## Sewing: Wrap Around Skirts

<b>ACR162T1</b>	Sat	09:30 – 14:30	17/08/24 & 31/08/24	2 days	£72*
Use a commercial sewing pattern to construct a simple wrap around skirt using a sewing machine. <i>*excludes materials – to be purchased</i>					

## How to Use Your DSLR/Mirrorless Camera

<b>APH121T1</b>	Sat	10:00 – 16:00	07/09/24	1 day	£39
<b>APH141T2</b>	Sat	10:00 – 16:00	09/11/24	1 day	£39
Gain confidence using your camera and explore the fundamental principles of photography.					

## Take Better Pictures with Your DSLR/Mirrorless Camera

<b>APH122T1</b>	Sat	10:00 – 16:00	12/10/24	1 day	£39
<b>APH157T2</b>	Sat	10:00 – 16:00	30/11/24	1 day	£39
Discover how to lift pictures from 'the ordinary', assess opportunities and constraints and use them to improve your photography.					

## Sewing: First Quilt

<b>ACR161T1</b>	Mon	13:30 – 16:30	07/10/24 – 28/10/24	4 wks	£78*
Learn patchwork and quilting techniques and use your sewing machine to make your own quilt. <i>*excludes approx. £90 materials purchased by you</i>					

## Mixed Media: Drawing and Painting

<b>AMM117T2</b>	Sat	09:30 – 16:00	16/11/24	1 day	£42.25
Explore using a range of wet and dry media to create a painting, illustration or design.					

## Sewing: Upcycled Christmas Gnome

<b>ACR160T2</b>	Sat	09:30 – 13:30	16/11/24	1 day	£26
Turn old clothes and fabrics into a stuffed 3D Christmas Gnome using your sewing machine.					

## Sewing: Christmas Table Runner

<b>ACR123T2</b>	Sat	10:00 – 16:00	07/12/24	1 day	£78.50
Use patchwork 'quilt as you go' techniques to make a festive table runner on your sewing machine.					

# Learner Feedback

Helen's help and advice regarding composition and drawing have helped me achieve more than I thought possible this year. Thank you so much Helen, I have enjoyed every lesson so much.

- *Watercolour learner*

Lynn is such a great teacher! Very methodical, thoughtful, cheerful, encouraging with excellent tricks of the trade.

- *Sewing Machine Know-How learner*

Fabulous to be able to study Shakespeare with a teacher of this calibre, at this price, close to home in Rutland! Looking forward to next course in the autumn. Thank you!

- *The Comedies of William Shakespeare learner*

Really informative and interesting course with lots of interaction and practice in a relaxed environment.

- *First Aid learner*

I'm feeling more confident about my holiday to Italy this year and am really enjoying my class with Simona. Grazie mille!

- *Italian for Beginners learner*

I have enjoyed challenging myself in the group, listening, speaking and discovering life & culture in Spain!

- *Spanish learner*

This course has helped me to become more confident using English for communication. Now I understand more and I have started my first UK job.

Sue is the best teacher. Thank you for her help and support.

- *Functional Skills English learner*

This course has enabled me to have a go at something I had in my mind as well as try something new. I love it & look forward to further learning & opportunities to try more items that will develop my skills & knowledge.

- *Pottery learner*

The classes have been, for me, a delight and something I look forward to each week. Please pass on my thanks to Patricia for her fantastic teaching methods which are always interesting, informative, fun and extremely well put together! Her energy and support to all members of the class is first rate!

- *Spanish 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 2024, 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](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.

# 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)

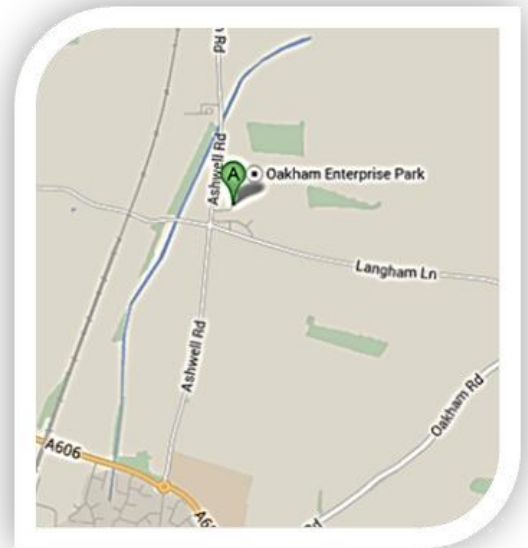
Gate 2

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](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