

Course Guide



Adult Learning & Skills Service

January to March 2025



Get Started

To enquire or make a reservation:

- 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

After reserving a place on one of our courses, you must pay any fees within **seven days**. Payment can be made via phone – 01572 758122 – or in person. If payment is not received within seven days, your reservation will be removed.

We may also ask you to complete and return a Learning Agreement – our enrolment form – as part of our enrolment process. We only need one Learning Agreement per learner per academic year.

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 one week prior to the course's start date.

Financial Support

Tailored Learning concessions

You could receive a 50% discount on Tailored Learning (Arts, Languages, First Steps etc) 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 non-qualification 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 fully funded (free) if you are aged 19+, don't have a Level 2 Functional Skills or GCSE at C/4 or above **or** have one of these English qualifications but are assessed by us as working at a lower level. You must also meet the residency criteria to qualify for funding.

First Steps English

ESEN107	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)

LES154T3	Complete Beginners	Fri	09:30 – 11:30	10/01/25 - 04/04/25	12 wks
LES178T3	Beginners Plus	Fri	12:00 – 13:30	10/01/25 - 04/04/25	12 wks
Develop your English communication skills and fluency whilst exploring elements of British culture, history and geography.					

Functional Skills English

FSEN109	Thurs	09:30 – 12:00	Flexible start and end dates
Develop your speaking, listening, reading and writing skills and gain an accredited qualification at Level 1 or 2			

Maths and Multiply

Our maths courses are fully funded (free) if you are aged 19+, don't have a Level 2 Functional Skills or GCSE at C/4 or above **or** have one of these maths qualifications but are assessed by us as working at a lower level. You must also meet the residency criteria to qualify for funding.

First Steps Maths

ESMA155T3	Tues	09:30 - 11:30	07/01/25 – 01/04/25	12 wks
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Build your confidence and skills in using Maths in everyday life.

Functional Skills Maths

FSMA170	Tues	12:30 – 15:00	25/02/25 – 08/07/25	17 wks*
FSMA133	Tues	18:30 – 21:00	25/02/25 – 08/07/25	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: Cooking on a Budget

MCB109	10:00 – 12:30	10/02/25	1 day
MCB110	10:00 – 12:30	31/03/25	1 day

Develop your cooking and maths skills as you prepare low-cost, nutritious meals. You'll also be entered into a prize draw to win a Ninja Air Fryer!

These 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.

Digital Skills

Digital Functional Skills – Entry 3 or Level 1

DFS169

Thurs

09:30 – 12:00

27/02/25 – 10/07/25

17 wks

Gain a qualification and develop your skills in using devices, handling information, creating and editing, communicating, transacting and being safe and responsible online.

This course is fully funded (free) if you are aged 19+, are assessed by us as working at Level 1 or below and meet the residency criteria.

Graphic Design Fundamentals (Level 2 Award in Digital Graphics)

DGR165T3

Mon

10:00 – 15:00

06/01/25 – 31/03/25

12 wks

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.

This course is fully funded (free) if you are aged 19+ and meet the residency criteria.

Miscellaneous

Emergency First Aid at Work

EFAW203	Tues	10:00 – 16:00	28/01/25	1 day	£0 - £60
EFAW204	Tues	10:00 – 16:00	25/03/25	1 day	£0 - £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.

Cost: £0 if unemployed & seeking work in Rutland; £10 if employed within Rutland; £60 if employed out of Rutland. Prices valid to end of March 2025

Paediatric First Aid

EPFA201	Sat	10:00 – 16:00	18/01/25 – 25/01/25	2 wks	£0 - £85
EPFA202	Sat	10:00 – 16:00	08/03/25 – 15/03/25	2 wks	£0 - £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.

Cost: £0 if unemployed & seeking work in the Early Years sector in Rutland; £35 if employed within the Early Years sector in Rutland; £85 if employed out of Rutland. Prices valid to end of March 2025. Prices valid to end of March 2025.

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						
LIT104T3	Advanced B2	Mon	10:30 - 12:30	06/01/25 - 31/03/25	12 wks	£156
LIT106T3	Beginners A1	Mon	13:00 - 15:00	06/01/25 - 31/03/25	12 wks	£156
LIT105T3	Intermediate A2	Tues	13:00 - 15:00	07/01/25 - 01/04/25	12 wks	£156
LIT163T3	Beginners	Thurs	13:00 - 15:00	09/01/25 - 03/04/25	12 wks	£156

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						
LSP140T3	Beginners (online)	Tues	18:00 - 20:00	07/01/25 - 01/04/25	12 wks	£156
LSP137T3	Advanced C1	Thurs	10:00 - 12:00	09/01/25 - 03/04/25	12 wks	£156
LSP139T3	Year 3+	Thurs	13:00 - 15:00	09/01/25 - 03/04/25	12 wks	£156
LSP140T3	Intermediate Year 4+	Thurs	15:30 - 17:30	09/01/25 - 03/04/25	12 wks	£156

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

- Spanish learner



Arts & Crafts

Term 4 courses open for bookings in the week Term 3 courses start.

Watercolour – Term 3

AWC142T3	Tues	09:30 – 12:30	07/01/25 – 11/02/25	6 wks	£117
AWC143T3	Tues	13:00 – 16:00	07/01/25 – 11/02/25	6 wks	£117

Watercolour – Term 4

AWC142T4	Tues	09:30 – 12:30	25/02/25 – 01/04/25	6 wks	£117
AWC143T4	Tues	13:00 – 16:00	25/02/25 – 01/04/25	6 wks	£117

Pottery – Term 3

APO111T3	Weds	18:30 – 21:00	08/01/25 – 12/02/25	5 wks	£81.25
APO113T3	Thurs	09:30 – 12:30	09/01/25 – 13/02/25	6 wks	£117
APO114T3	Thurs	13:00 – 16:00	09/01/25 – 13/02/25	6 wks	£117
APO112T3	Thurs	18:30 – 21:00	09/01/25 – 13/02/25	5 wks	£81.25
APO115T3	Fri	09:30 – 12:30	10/01/25 – 14/02/25	6 wks	£117
APO116T3	Fri	13:00 – 16:00	10/01/25 – 14/02/25	6 wks	£117

Pottery – Term 4

APO111T4	Weds	18:30 – 21:00	26/02/25 – 02/04/25	6 wks	£97.50
APO113T4	Thurs	09:30 – 12:30	27/02/25 – 03/04/25	6 wks	£117
APO114T4	Thurs	13:00 – 16:00	27/02/25 – 03/04/25	6 wks	£117
APO112T4	Thurs	18:30 – 21:00	27/02/25 – 03/04/25	6 wks	£97.50
APO115T4	Fri	09:30 – 12:30	28/02/25 – 04/04/25	6 wks	£117
APO116T4	Fri	13:00 – 16:00	28/02/25 – 04/04/25	6 wks	£117

Drawing – Term 3

ADR164T3	Weds	09:30 – 12:30	15/01/25 – 12/02/25	4 wks	£78
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Drawing – Term 4

ADR164T4	Weds	09:30 – 12:30	05/03/25 – 02/04/25	5 wks	£97.50
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Arts & Crafts

Sewing Machine Know How

AMC168	Sat	10:00 – 16:00	11/01/25	1 day	£45
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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.

How to Use Your DSLR/Mirrorless Camera

APH121	Sat	10:00 – 16:00	11/01/25	1 day	£39
APH141	Sat	10:00 – 16:00	01/03/25	1 day	£39

Gain confidence using your camera and explore the fundamental principles of photography.

Learning to Draw

ADR171	Sat	09:30 to 16:00	25/01/25	1 day	£50
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Explore the basics of drawing, including basic techniques, subject and background.

Beginners' Guide to Macrame

ACR173T3	Sat	10:00 – 13:00	22/02/25	1 day	£30
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Learn the art of knotting and create beautiful, handmade macrame objects.

Getting Started with Watercolour

AWC172	Sat	09:30 – 16:00	01/03/25	1 day	£50
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Delve into the basics of watercolour painting and learn how to paint simple still-life paintings.

Take Better Pictures with Your DSLR/Mirrorless Camera

APH122	Sat	10:00 – 16:00	08/02/25	1 day	£39
APH157	Sat	10:00 – 16:00	15/03/25	1 day	£39

Discover how to lift pictures from 'the ordinary', assess opportunities and constraints and use them to improve your photography.

Learner Feedback

Another great term and a great tutor. Helen is so helpful and gives you lots of confidence to try new techniques. Definitely have learnt more this term.

- *Watercolour learner*

Jax is an excellent, informative teacher. I have learnt so much and look forward to the next course.

- *Drawing learner*

Please pass on a big thank you to Sue for her attention and great help in learning English. She is a wonderful teacher and finds an approach to each student. A low bow to her and a huge thank you.

- *Functional Skills English learner*

Really thankful for the training. Rose was brilliant in delivering it.

- *First Aid learner*

The tutor is great! Never thought I'd say I enjoyed a maths lesson! Thanks for organising.

- *Functional Skills Maths learner*

The course has been most enjoyable and has met my objective to learn basic Italian.

- *Italian for Beginners 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, or have a qualification but are assessed by us as working at a lower level, you may be able to access our English and Maths courses 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.

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)

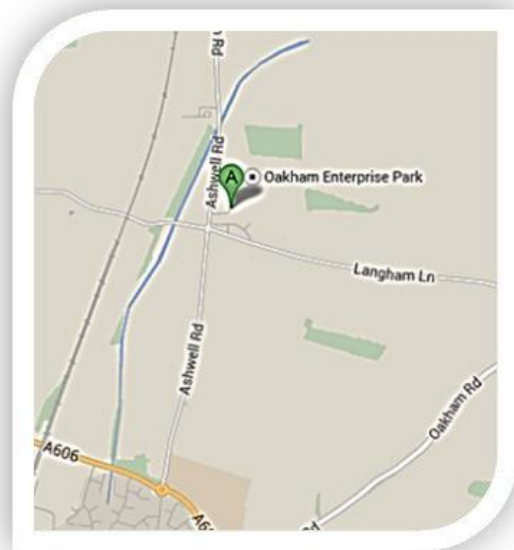
Gate 2

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

X: @rutlandlearning

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Also available in large print