

Course Guide



Adult Learning & Skills Service

April to July 2025



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 £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 and Maths

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 **or** have a maths qualification but are assessed by us as working at a lower level, and meet the funding residency criteria. Please contact us to find out more.

First Steps English

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------|------------------------------|
| 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)

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|----------------------------------------------------------------------------------------------------------------------------|--------------------|-----|---------------|---------------------|--------|
| LES154T5 | Complete Beginners | Fri | 09:30 – 11:30 | 25/04/25 - 18/07/25 | 12 wks |
| LES178T5 | Beginners Plus | Fri | 12:00 – 14:00 | 25/04/25 - 18/07/25 | 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 | | | |

First Steps Maths

| | | | | |
|-------------------------------------------------------------------|------|---------------|---------------------|--------|
| ESMA155T5 | Tues | 09:30 - 11:30 | 22/04/25 – 20/05/25 | 12 wks |
| Build your confidence and skills in using Maths in everyday life. | | | | |

First Aid

Emergency First Aid at Work

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------|----------|-------|-----|
| EFAW302 | Tues | 10:00 – 16:00 | 03/06/25 | 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

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------------|---------------------|-------|-----|
| EPFA301 | Sat | 10:00 – 16:00 | 19/07/25 – 26/07/25 | 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. | | | | | |

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 | | | | | | |
|-----------------|------------------------|-------|---------------|---------------------|--------|------|
| LIT104T5 | Advanced B2 | Mon | 10:30 - 12:30 | 28/04/25 – 14/07/25 | 10 wks | £130 |
| LIT106T5 | Beginners A1 (Yr 2) | Mon | 13:00 - 15:00 | 28/04/25 – 14/07/25 | 10 wks | £130 |
| LIT105T5 | Intermediate A2 | Tues | 13:00 - 15:00 | 22/04/25 – 15/07/25 | 12 wks | £156 |
| LIT163T5 | New Beginners (Term 2) | Thurs | 13:00 – 15:00 | 24/04/25 – 18/07/25 | 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 | 22/04/25 – 08/07/25 | 11 wks | £143 |
| LSP137T5 | Advanced C1 | Thurs | 10:00 - 12:00 | 24/04/25 – 10/07/25 | 11 wks | £143 |
| LSP139T5 | Year 3+ | Thurs | 13:00 - 15:00 | 24/04/25 – 10/07/25 | 11 wks | £143 |
| LSP140T5 | Intermediate Year 4+ | Thurs | 15:30 - 17:30 | 24/04/25 – 10/07/25 | 11 wks | £143 |

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

- *Spanish learner*



Arts & Crafts

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

Watercolour – Term 5

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|-----------------|------|---------------|---------------------|-------|--------|
| AWC142T5 | Tues | 09:30 – 12:30 | 22/04/25 – 20/05/25 | 5 wks | £97.50 |
| AWC143T5 | Tues | 13:00 – 16:00 | 22/04/25 – 20/05/25 | 5 wks | £97.50 |

Watercolour – Term 6

| | | | | | |
|-----------------|------|---------------|---------------------|-------|--------|
| AWC142T6 | Tues | 09:30 – 12:30 | 03/06/25 – 01/07/25 | 5 wks | £97.50 |
| AWC143T6 | Tues | 13:00 – 16:00 | 03/06/25 – 01/07/25 | 5 wks | £97.50 |

Pottery – Term 5

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|-----------------|-------|---------------|---------------------|-------|--------|
| APO111T5 | Weds | 18:30 – 21:00 | 23/04/25 – 21/05/25 | 5 wks | £81.25 |
| APO113T5 | Thurs | 09:30 – 12:30 | 24/04/25 – 22/05/25 | 5 wks | £97.50 |
| APO114T5 | Thurs | 13:00 – 16:00 | 24/04/25 – 22/05/25 | 5 wks | £97.50 |
| APO112T5 | Thurs | 18:30 – 21:00 | 24/04/25 – 22/05/25 | 5 wks | £81.25 |
| APO115T5 | Fri | 09:30 – 12:30 | 25/04/25 – 23/05/25 | 5 wks | £97.50 |
| APO116T5 | Fri | 13:00 – 16:00 | 25/04/25 – 23/05/25 | 5 wks | £97.50 |

Pottery – Term 6

| | | | | | |
|-----------------|-------|---------------|---------------------|-------|--------|
| APO111T6 | Weds | 18:30 – 21:00 | 04/06/25 – 16/07/25 | 5 wks | £81.25 |
| APO113T6 | Thurs | 09:30 – 12:30 | 05/06/25 – 03/07/25 | 5 wks | £97.50 |
| APO114T6 | Thurs | 13:00 – 16:00 | 05/06/25 – 03/07/25 | 5 wks | £97.50 |
| APO112T6 | Thurs | 18:30 – 21:00 | 05/06/25 – 17/07/25 | 5 wks | £81.25 |
| APO115T6 | Fri | 09:30 – 12:30 | 05/06/25 – 03/07/25 | 5 wks | £97.50 |
| APO116T6 | Fri | 13:00 – 16:00 | 05/06/25 – 03/07/25 | 5 wks | £97.50 |

Arts & Crafts

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

Exploring Drawing – Term 5

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|-----------------|------|---------------|---------------------|-------|--------|
| ADR164T5 | Weds | 10:00 – 13:00 | 07/05/25 – 21/05/25 | 3 wks | £58.50 |
|-----------------|------|---------------|---------------------|-------|--------|

Practice and experiment with mark making and drawing techniques to produce a series of drawings, and explore different artists and their processes. All abilities welcome.

Exploring Drawing – Term 6

| | | | | | |
|-----------------|------|---------------|---------------------|-------|---------|
| ADR164T6 | Weds | 10:00 – 13:00 | 04/06/25 – 16/07/25 | 7 wks | £136.50 |
|-----------------|------|---------------|---------------------|-------|---------|

Practice and experiment with mark making and drawing techniques to produce a series of drawings, and explore different artists and their processes. All abilities welcome.

Dressmaking – Term 5

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|---------------|-----|---------------|---------------------|--------|-----|
| ACR312 | Sat | 09:30 – 15:00 | 12/04/25 & 10/05/25 | 2 days | £70 |
|---------------|-----|---------------|---------------------|--------|-----|

Use your sewing machine to make pieces of clothing that suit you. You will bring your own pattern and materials, but receive expert guidance and inspiration from our tutor throughout.

Dressmaking – Term 6

| | | | | | |
|---------------|-----|---------------|---------------------|--------|-----|
| ACR313 | Sat | 09:30 – 15:00 | 14/06/25 & 12/07/25 | 2 days | £70 |
|---------------|-----|---------------|---------------------|--------|-----|

Use your sewing machine to make pieces of clothing that suit you. You will bring your own pattern and materials, but receive expert guidance and inspiration from our tutor throughout.

Arts & Crafts

Sewing Machine Know How

| | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------------|----------|-------|-----|
| ACR314 | Sat | 10:00 – 16:00 | 31/05/25 | 1 day | £38 |
| 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 | | | | | |

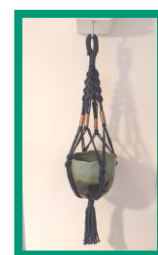
Draw and Paint Botanicals

| | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------------|----------|-------|-----|
| ACR311 | Sat | 09:30 to 15:00 | 14/06/25 | 1 day | £40 |
| Explore the basics of drawing and painting flowers or plants, including botanical viewpoints, details, styles of interpretation and composition. All abilities welcome. | | | | | |

Macrame Plant Pot or Disco Ball Hangers

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|---------------|-----|---------------|----------|-------|-----|
| ACR307 | Sat | 10:00 – 13:00 | 26/04/25 | 1 day | £30 |
| ACR309 | Sat | 10:00 – 13:00 | 28/06/25 | 1 day | £30 |

Learn the art of macrame using basic knots and create a beautiful plant hanger or disco ball holder. All abilities welcome.



Macrame Wall Hanging

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|---------------|-----|---------------|----------|-------|-----|
| ACR308 | Sat | 10:00 – 13:00 | 24/05/25 | 1 day | £30 |
|---------------|-----|---------------|----------|-------|-----|

Learn the art of macrame using basic knots and create a beautiful decorative wall hanging. All abilities welcome.



Macrame Bag

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|---------------|-----|---------------|----------|-------|-----|
| ACR310 | Sat | 10:00 – 14:00 | 19/07/25 | 1 day | £40 |
|---------------|-----|---------------|----------|-------|-----|

Learn the art of macrame using basic knots and create a beautiful handbag. All abilities welcome.



Learner Feedback

Above all the course has broadened my social horizons - I look forward with enthusiasm to Monday mornings for the verve, intelligent contributions and humour of the group. Above all, you, Simona, make it possible. Thank you.

- *Italian learner*

The trainer was great, helpful, answered questions we had and was overall brilliant. Loved the course and trainer.

- *First Aid 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*

This helps concentration and builds focus & confidence in trying new things, which I apply to my job.

- *Pottery learner*

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

- *Functional Skills Maths learner*

The trainer was great, helpful, answered questions we had and was overall brilliant. Loved the course and trainer.

- *First Aid learner*

I enjoyed this introduction to learning. The tutor covered a lot of the basics & ideas of drawing in just one day.

I had time to practise and she gave me individual assistance.

- *Learning to Draw learner*

The course helps me to have time for myself and to continue learning new skills on the pottery learning journey. Sara, thank you for your wonderful guidance and support.

- *Pottery learner*

A great class with an inspiring leader who is really sharing Spain and its culture with us, as well as improving our Spanish. Thank you.

I thoroughly enjoy all the classes, have made lots of friends and I'm becoming more confident and fluent in spoken Spanish.

- *Spanish learners*

Fantastic course, fantastic tutor. So very knowledgeable and extremely helpful advice.

- *Watercolour learner*

Learner Feedback

I joined the course as a new skill in retirement. I've found the face-to-face learning motivational and have developed confidence under Jax's guidance.

- *Drawing learner*

What a fun filled term. I've made things I wouldn't have dreamed of. Sara helped guide my imagination into reality.

- *Pottery learner*

Simona is a patient, engaged and fun tutor & learning with her is great.

My understanding of Italian has improved greatly. The course is most enjoyable.

- *Italian learner*

Well delivered, well resourced. Good location. Well balanced use of activities and props.

- *First Aid learner*

My mental health makes me very much a recluse. These courses are an activity that can always get me out of my house.

- *Independent Living learner*

The tutor is brilliant. Patient, kind, calm, intuitive, explains everything so well.

- *Functional Skills Maths learner*

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

Very patient tutor - much encouraged. Lots learned.

- *Sewing learners*

I've been inspired by both the tutor and watching the more advanced groups work. Thoughtful, friendly, helpful tutor. I'm greatly encouraged to continue and come back.

- *Watercolour learner*

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*

Rose was great and answered all of our queries and questions.

- *First Aid 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.

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)

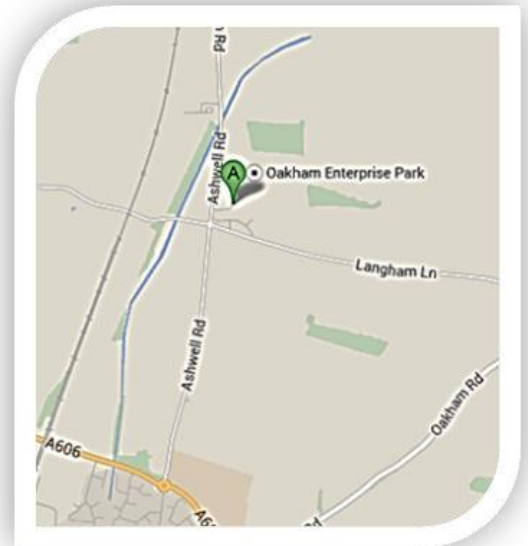
Gate 2

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