

# Rutland Adult and Community Learning

## Course Guide September to December 2026

Learning for Life  
and Work

Learning for  
Wellbeing



Rutland  
County Council



# Learning for Life and Work



## English for Speakers of Other Languages - Beginners

|           |     |               |                     |        |       |                |
|-----------|-----|---------------|---------------------|--------|-------|----------------|
| LES18OAT1 | Fri | 09:30 - 11:30 | 11/09/26 - 18/12/26 | 13 wks | Free* | Oakham Library |
|-----------|-----|---------------|---------------------|--------|-------|----------------|

Develop your English communication skills and fluency whilst exploring elements of British culture, history and geography.

## Functional Skills Maths - Level 1 and 2

|          |       |               |                     |        |       |                |
|----------|-------|---------------|---------------------|--------|-------|----------------|
| FSM8OAT2 | Thurs | 09:30 - 12:00 | 05/11/26 - 06/05/27 | 22 wks | Free* | Oakham Library |
|----------|-------|---------------|---------------------|--------|-------|----------------|

Improve your numeracy skills and confidence to use maths in daily life as you work towards a Level 1 or Level 2 qualification. The exam will be in the week following the last class.

## Digital Functional Skills - Level 1

|          |      |               |                     |        |       |                |
|----------|------|---------------|---------------------|--------|-------|----------------|
| DFS6OAT1 | Tues | 09:30 - 12:00 | 08/09/26 - 09/02/27 | 18 wks | Free* | Oakham Library |
|----------|------|---------------|---------------------|--------|-------|----------------|

Boost your digital literacy and work towards a Level 1 qualification as you learn how to handle information, create documents, presentations and spreadsheets, stay safe online, and more. The exam will be in the week following the last class.

## Introduction to Microsoft Word

|           |      |               |                     |       |              |                |
|-----------|------|---------------|---------------------|-------|--------------|----------------|
| DIS22KET1 | Weds | 10:00 - 12:00 | 23/09/26 - 07/10/26 | 3 wks | £45 / £22.50 | Ketton Library |
| DIS20OAT2 | Fri  | 12:00 - 14:00 | 13/11/26 - 27/11/26 | 3 wks | £45 / £22.50 | Oakham Library |

Learn the basics of Microsoft Word to create documents and leaflets/flyers, and understand how to use Word to improve the appearance, format and accessibility of documents you produce

## Get to Know Your Smartphone or Tablet

|          |       |               |                     |       |       |                |
|----------|-------|---------------|---------------------|-------|-------|----------------|
| DIS7OAT1 | Thurs | 10:00 - 12:00 | 24/09/26 - 15/10/26 | 4 wks | Free* | Oakham Library |
|----------|-------|---------------|---------------------|-------|-------|----------------|

Bring your phone or tablet along and explore its features whilst learning how to set appropriate security levels, connect to Wi-Fi and use the internet, install apps and communicate with friends and family.

## Staying Safe Online

|          |     |               |          |       |       |                   |
|----------|-----|---------------|----------|-------|-------|-------------------|
| DIS9UPT1 | Fri | 09:30 - 12:30 | 13/11/26 | 1 day | Free* | Uppingham Library |
|----------|-----|---------------|----------|-------|-------|-------------------|

Learn how to recognise common online scams, protect your personal information and stay safe when using digital technology.

\*funding eligibility criteria applies

# Learning for Life and Work

## Level 2 Certificate in Counselling Skills

|          |     |               |                     |        |       |                |
|----------|-----|---------------|---------------------|--------|-------|----------------|
| COU5OAT1 | Mon | 13:00 - 16:00 | 07/09/26 - 24/05/27 | 30 wks | Free* | Oakham Library |
|----------|-----|---------------|---------------------|--------|-------|----------------|

This accredited qualification explores the use of core counselling skills, counselling skills theories, how diversity and ethics affect counselling skills, and the impact of personal development on counselling skills. It can act as a stepping stone in your counselling accreditation journey but does not qualify you to practise as a counsellor.

## Emergency First Aid at Work - Level 3 Award

|         |      |               |          |       |     |                |
|---------|------|---------------|----------|-------|-----|----------------|
| FAWU3OA | Tues | 10:00 - 16:00 | 13/10/26 | 1 day | £75 | Oakham Library |
|---------|------|---------------|----------|-------|-----|----------------|

Learn about resuscitation, choking, bleeding control, burns, anaphylaxis, your responsibilities and more. Upon achievement, you will also gain a Level 3 Award that meets the Health and Safety Executive's requirements for emergency first aiders in the workplace. *As this course is unfunded, fee concessions are not available.*

## Paediatric First Aid - Level 3 Award

|         |     |               |                     |        |      |                |
|---------|-----|---------------|---------------------|--------|------|----------------|
| PFAU7OA | Sat | 10:00 - 16:00 | 12/09/26 - 19/09/26 | 2 days | £100 | Oakham Library |
| PFAU8OA | Sat | 10:00 - 16:00 | 21/11/26 - 28/11/26 | 2 days | £100 | Oakham Library |

Learn about resuscitation, choking, infantile convulsions, meningitis, foreign bodies, your responsibilities and more. Upon achievement, you will also gain a Level 3 Award that meets the requirements of Ofsted and the statutory frameworks for the Early Years Foundation Stage. *As this course is unfunded, fee concessions are not available.*

## Essential Employability Skills

|           |      |               |                     |       |       |                   |
|-----------|------|---------------|---------------------|-------|-------|-------------------|
| SFW19UPT1 | Tues | 10:00 - 12:30 | 03/11/26 - 08/12/26 | 6 wks | Free* | Uppingham Library |
|-----------|------|---------------|---------------------|-------|-------|-------------------|

Develop your communication and teamwork skills, learn problem solving strategies and understand how to apply these skills in the workplace.

Support Work in Schools and Colleges, Functional Skills English and Mental Health First Aid qualifications may be coming soon. Please contact us to express your interest.

\*funding eligibility criteria applies



# Learning for Wellbeing



## Italian Year 1 (Beginners)

|          |     |               |                     |        |               |                   |
|----------|-----|---------------|---------------------|--------|---------------|-------------------|
| LIT3UPT1 | Fri | 13:30 - 15:30 | 11/09/26 - 18/12/26 | 13 wks | £195 / £97.50 | Uppingham Library |
|----------|-----|---------------|---------------------|--------|---------------|-------------------|

Learn the basics of Italian and explore Italian culture in this beginners' course.

## Italian Year 3

|          |      |               |                     |        |               |                |
|----------|------|---------------|---------------------|--------|---------------|----------------|
| LIT4OAT1 | Weds | 13:30 - 15:30 | 09/09/26 - 16/12/26 | 13 wks | £195 / £97.50 | Oakham Library |
|----------|------|---------------|---------------------|--------|---------------|----------------|

Develop your existing A1-A2 Italian language skills and gain confidence when speaking, listening, reading and writing.

## Spanish Year 1 (Beginners)

|          |       |               |                     |       |               |                |
|----------|-------|---------------|---------------------|-------|---------------|----------------|
| LSP1OAT1 | Thurs | 13:00 - 15:00 | 03/09/26 - 19/11/26 | 9 wks | £135 / £67.50 | Oakham Library |
|----------|-------|---------------|---------------------|-------|---------------|----------------|

Learn the basics of Spanish and explore Spanish culture in this beginners' course.

## Introduction to Creative Writing

|           |      |               |                     |       |           |                |
|-----------|------|---------------|---------------------|-------|-----------|----------------|
| AWC16OAT1 | Weds | 10:00 - 13:00 | 23/09/26 - 14/10/26 | 4 wks | £90 / £45 | Oakham Library |
|-----------|------|---------------|---------------------|-------|-----------|----------------|

Pick up a pen and learn how to tell a story or express ideas through fiction, poetry, biography or life writing in this four-week introductory course.

## Nurturing Your Outdoor Space

|            |      |               |                     |       |            |                    |
|------------|------|---------------|---------------------|-------|------------|--------------------|
| GSS21RS T1 | Weds | 10:00 - 12:00 | 09/09/26 - 28/10/26 | 8 wks | £128 / £64 | Rutland Showground |
|------------|------|---------------|---------------------|-------|------------|--------------------|

Explore sustainable gardening techniques including making your own compost, improving your soil to reduce weeds, encouraging wildlife and saving water in our new eight-week course.

# Learning for Wellbeing

## Spanish Conversation Skills

|                                                                                                                                                                                                                                                                                                                                                                |       |               |                        |       |      |                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------------|------------------------|-------|------|-------------------|
| LSPU1OAT1                                                                                                                                                                                                                                                                                                                                                      | Thurs | 10:00 - 12:00 | 03/09/26 -<br>19/11/26 | 9 wks | £171 | Oakham<br>Library |
| <p>Learn how to use a range of Spanish expressions and improve your conversation listening and writing skills whilst acquiring a deeper understanding of the structure of the Spanish language. Suitable for adults whose current Spanish skills are at an advanced B2 level.</p> <p><i>As this course is unfunded, fee concessions are not available.</i></p> |       |               |                        |       |      |                   |



# Employer Support

## Would you like to upskill your workforce?

We can offer a range of qualification and non-qualification courses to help upskill your employees, such as:

- Emergency First Aid at Work
- Paediatric First Aid
- First Aid at Work (bespoke bookings only)
- English and Maths
- Digital Skills, Word and Excel

Some courses can be designed to meet your specific needs or delivered in your workplace where suitable.

For more information, please email us at [adultlearning@rutland.gov.uk](mailto:adultlearning@rutland.gov.uk).

Rutland's Businesses Training Needs (excluding education and childcare providers)



Rutland's Education and Childcare Sector Training Needs



Take our surveys to tell us about your training needs!



# Get Started

## To find out about our courses:

- go to [www.ralss.org.uk](http://www.ralss.org.uk)
- email us at [adultlearning@rutland.gov.uk](mailto:adultlearning@rutland.gov.uk)
- call us on 01572 758122
- speak to a Community Access Worker at one of Rutland's libraries

## Fees and Funding:

Most of our courses are subsidised using funding from the Department of Work and Pensions. Some courses are subsidised but still have a fee to pay, and others are free for learners who meet the funding criteria. Where a fee is paid, our standard rate is £7.50 per hour, but the cost of some courses (including unfunded courses) may be higher depending on the subject.

## Financial Support

### Tailored Learning concessions

You could receive a 50% discount on Tailored Learning courses if you are in receipt of, or are the unwaged dependent of someone who is in receipt of, certain state benefits. You could also be eligible for concessions if your gross annual household income is less than £25,750 per year.

### Discretionary Learner Support Fund

If you're unemployed or on a low income and are enrolled onto one of our qualifications, we may be able to help you with your transport, exam, awarding body registration or childcare costs through our Discretionary Learner Support Fund. If you are attending our non-qualification ESOL courses, we may also be able to help with your transport costs.

## Information, Advice and Guidance (IAG)

Our free, impartial IAG service can help you find the right course with us or other providers, create and update your CV, search for jobs, and more.

# Find Us

## **Rutland Adult & Community Learning**

Rutland County Council

Catmose House

Catmos Street

Oakham

Rutland

LE15 6HP

**email:** [adultlearning@rutland.gov.uk](mailto:adultlearning@rutland.gov.uk)

**call:** 01572 758122

**website:** [www.ralss.org.uk](http://www.ralss.org.uk)

**Most of our courses are delivered from  
Rutland's four public libraries:**

### **Oakham Library**

Catmos Street

Oakham

Rutland

LE15 6HW

01572 722918

### **Uppingham Library**

Queen Street

Uppingham

Rutland

LE15 9QR

01572 722918

### **Ryhall Library**

Coppice Road

Ryhall

Rutland

PE9 4HY

01780 751726

### **Ketton Library**

High Street

Ketton

Rutland

PE9 3TE

01780 720580

