



Adult
Learning
& Skills
Service



In partnership with

New College Stamford

ACHIEVE EXCELLENCE, BE OUTSTANDING

Course Guide September to December 2020



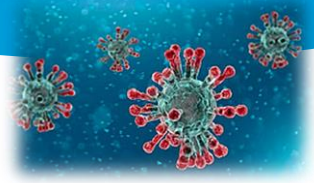
HOLA!
LEARN SPANISH



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Covid-19



RALSS has assessed all the government guidance, together with information from Public Health England regarding the COVID 19 Pandemic.

The health and safety of our students is paramount and therefore measures are being put in place to make sure that whilst at RALSS everyone can remain safe. This may mean there will be reduced numbers on site and all staff and students will have to meet strict rules for hygiene, cleaning, personal protection and social distancing. We ask you to always abide by our new safety procedures.

What plans do we have for your protection?

- Classrooms will have limited capacity due to the need to comply with social distancing guidelines
- Some courses may be offered online fully
- A blended learning model is likely for some qualifications (ie a mix between classroom based learning and online delivery)
- Learners' workstations will be separated
- One-way system in the corridor
- Separate entry and exit
- Tutors will have their own equipment
- Tables and touch points will be cleaned between classes
- Hand gel dispensers in classrooms
- Toilets only available to one user at a time
- The vending machines may be restricted or disabled
- The water machine will be accessible but cleaned regularly
- Our community area during breaks will not be available

What will we ask you to do?

- We will ask you to enrol and pay by phone rather than in person if possible.
- Please do not attend on site if you have been in contact with anyone suspected of having the virus, or if you have any symptoms such as a cough, or loss of taste or smell.
- On arrival we will check your temperature before letting you join the class.
- You may be asked to wear a mask for certain activities.
- You may need to bring your own set of equipment for each class.
- We will have a one-way system in the corridors – please keep left.
- You will be asked to leave via a different door to prevent contact with the next class entering the building.
- Breaks will be taken in your classroom – please bring your own supplies and containers.

How to enrol for courses

You can enrol and enquire about courses:

Community Courses

- By telephone, call 01572 758122 or 01572 758283 (For apprenticeship and single qualifications information)
- By post, please complete the Community enrolment form available at www.ralss.org.uk and return it to us.
- By email, you can submit an enquiry to adultlearning@rutland.gov.uk
- In person, **by appointment only, if you are unable to enrol in any other way**, visit us at Oakham Enterprise Park, Ashwell Road, Oakham, Rutland, LE15 7TU
- Via our website www.ralss.org.uk please go to 'Contact Us' and submit your Enquiry.

Apprenticeships and Single Qualifications

- By telephone, call 01572 758283
- By post, please complete the Qualifications enrolment form available at www.ralss.org.uk and return it to us.
- By email, you can submit an enquiry to RALSS.enquiries@stamford.ac.uk
- In person, **by appointment only, if you are unable to enrol in any other way**, visit us at Oakham Enterprise Park, Ashwell Road, Oakham, Rutland, LE15 7TU
- Via our website www.ralss.org.uk please go to 'Contact Us' and submit your Enquiry.

Fees

Our courses are subsidised by the Skills Funding Agency and, in some cases, there is no tuition fee to pay. Where a fee is paid, no refund is available for cancellations made by you after 1 week before the start date.

Maths and English classes are free to those who do not have a grade A-C, or 9-4, at GCSE.

Funding or concessions may be available for Apprenticeships or other qualification courses—please enquire on 01572 758283 or at RALSS.enquiries@stamford.ac.uk

Concessions for Community Learning courses

There is a 50% discount on course fees and some materials for those in receipt of State Benefits, or the unwaged dependent of someone in receipt of state benefits (NOT including Child Tax Credits), or with a gross Household Income of less than £25,521

If you are entitled to reduced fees as set out above, you will be required to sign a Declaration to confirm your circumstances and may be asked to provide proof. Making a false declaration could constitute fraud and lead to legal action.

Maths & English

English and Maths courses are free to those without a GCSE at Grade 9-4 (A-C).



Foundation

English	BSFE13T1	Tuesday	09:30-11:30	08/09/20	12wks
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This course is for learners with pre-entry or very low entry level skills who wish to develop their reading and writing.

Understanding Our World	ILUOW10T1	Monday	09:30-11:30	07/09/20	12 wks
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For learners aged 19+ with Learning Disabilities or special needs who would like to explore interesting aspects of our world through classroom activities.

1st Steps

English	BSEN14T1	Thursday	09:30-11:30	10/09/20	12 wks
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Maths	BSMA15T1	Tuesday	12:30-14:30	08/09/20	12 wks
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For learners who wish to build their confidence in the use of day-to-day English & Maths.

Functional Skills

English—Levels 1 & 2	FSEN7	Thursday	12:30-15:00	Sept-Dec	17 wks
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English—Levels 1 & 2	FSEN8	Monday	18:00-20:30	Sept-Dec	17 wks
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Maths—Levels 1 & 2	FSMA6	Monday	09:30-12:00	Sept-Dec	17 wks
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Maths—Levels 1 & 2	Online option available			Sept-Dec	17 wks
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Functional Skills courses are at a similar level to GCSEs. Exam dates are flexible but are mostly taken at the end of the course. Flexible learning options are available.

Please enquire at RALSS.enquiries@stamford.ac.uk

GCSEs

English	GEN1	Wednesday	12:00	02/09/20	32 wks
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English	GEN2	Wednesday	06:00	02/09/20	32 wks
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Maths	GMA3	Monday	12:30	07/09/20	29 wks
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Maths	GMA4	Thursday	06:00	03/09/20	31 wks
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GCSE exams are taken during the Summer Exam Series (2021) at RALSS.

Please enquire at RALSS.enquiries@stamford.ac.uk

English and Maths courses are free to those without a GCSE at Grade 9-4

www.ralss.org.uk

01572 758122

adultlearning@rutland.gov.uk

Languages



Italian

Italian Yr 5	LIT33T1	Monday	18:15-20:15	07/09/2020	12 wks	£120
Italian Improvers B1	LIT34T1	Monday	10:30-12:30	07/09/2020	12 wks	£120
Italian Advanced B2	LIT35T1	Monday	13:30-15:30	07/09/2020	12 wks	£120
Italian Beginners Yr 3	LIT36T1	Wednesday	18:30-20:30	09/09/2020	12 wks	£120
Italian NEW Beginners	LIT37T1	Thursday	10:15-12:15	10/09/2020	12 wks	£120
Italian NEW Beginners	LIT38T1	Tuesday	18:15-20:15	08/09/2020	12 wks	£120

Spanish

Spanish Beginners Yr 4	LSP26T1	Wednesday	10:00-12:00	09/09/2020	12 wks	£120
Spanish Yr 5	LSP27T1	Monday	10:00-12:00	07/09/2020	12 wks	£120
Spanish A2 - B1	LSP28T1	Wednesday	18:15-20:15	09/09/2020	12 wks	£120
Spanish Improvers B1	LSP29T1	Monday	13:00-15:00	07/09/2020	12 wks	£120
Spanish Advanced B2	LSP30T1	Thursday	10:00-12:00	10/09/2020	12 wks	£120
Spanish Beginners Yr 3	LSP31T1	Monday	18:30-20:30	07/09/2020	12 wks	£120
Spanish Beginners Yr 2	LSP32T2	Thursday	13:00-15:00	10/09/2020	12 wks	£120
Spanish NEW Beginners	LSP55T	Wednesday	13:30-15:30	09/09/2020	12 wks	£120

ESOL – English for Speakers of Other Languages

ESOL Near Beginners	LES16T1	Friday	11:15-12:45	11/09/2020	12 wks	No fee
ESOL beginners	LES17T1	Friday	13:30-15:00	11/09/2020	12 wks	No fee
ESOL Intermediate	LESM18T1	Wednesday	13:00-15:15	09/09/2020	12 wks	No fee

For English as a second language learners who want to improve their English language skills and communicate with more confidence.

Pottery & Fused Glass



Pottery

Pottery Tues eve	AP01T1	Tuesday	18:30-21:00	08/09/2020	6 wks	£75
Pottery Tues eve	AP01T2	Tuesday	18:30-21:00	03/11/2020	6 wks	£75
Pottery Thurs pm	AP02T1	Thursday	13:15-15:45	10/09/2020	6 wks	£75
Pottery Thurs pm	AP02T2	Thursday	13:15-15:45	05/11/2020	6 wks	£75
Pottery Fri am	AP03T1	Friday	09:30-12:00	11/09/2020	6 wks	£75
Pottery Fri am	AP03T2	Friday	09:30-12:00	06/11/2020	6 wks	£75
Pottery Fri pm	AP04T1	Friday	13:00-15:30	11/09/2020	6 wks	£75
Pottery Fri pm	AP04T2	Friday	13:00-15:30	06/11/2020	6 wks	£75
Pottery Thurs eve	AP05T1	Thursday	18:30-21:00	10/09/2020	6 wks	£75
Pottery Thurs eve	AP05T2	Thursday	18:30-21:00	05/11/2020	6 wks	£75

All learners will be taught a set of skills by observing and following demonstrations at a suitable pace for them. Please book early as these courses fill very quickly.

Fused Glass

Mandala Bowls	AFG46	Saturday	09:30-12:30	03/10/2020	3 hrs	£30
Christmas Trimmings	AFG47	Saturday	09:30-12:30	07/11/2020	3 hrs	£30
Christmas Trimmings	AFG48	Wednesday	09:15-12:15	11/11/2020	3 hrs	£30

Create simple designs on glass sheets and look at the work of some glass artists. *Cost includes materials.

For those who were unable to complete the 5-week course last term, there is a session on Monday 14th September 6-9pm – AFG44. Please let us know if you can attend – there will be no charge.

Drawing & Photography



Drawing

Drawing Workshop	ADR19T1	Wednesday	13:15-15:45	09/09/2020	6 wks	£75
Drawing Workshop	ADR19T2	Wednesday	13:15-15:45	05/11/2020	6 wks	£75
Drawing for Beginners	ADR20T1	Tuesday	18:45-20:45	08/09/2020	6 wks	£60
Drawing for Beginners	ADR20T2	Tuesday	18:45-20:45	04/11/2020	6 wks	£60
Life Drawing	ALD21	Sunday	10:00-12:30	13/09/2020	1 wk	£15
Life Drawing	ALD22	Sunday	10:00-12:30	20/09/2020	1 wk	£15
Life Drawing	ALD53	Sunday	10:00-12:30	27/09/2020	1 wk	£15
Life Drawing	ALD54	Sunday	10:00-12:30	04/10/2020	1 wk	£15

Starting off with some brief warm up exercises, short poses, there will be instruction on basic figure drawing including measuring, proportion, negative shapes and tone. We will finish the session with a longer pose.

Photography

How to use your DSLR camera successfully	APH23	Saturday	10:00-16:30	26/09/2020	1 wk	£32.50
How to take better pictures with your DSLR camera	APH24	Saturday	10:00-16:30	10/10/2020	1 wk	£32.50
Further Skills	APH25	Saturday	09:30-16:30	07/11/2020	1 wk	£35.00

Understand the ingredients that lift a picture from the 'ordinary'. How to analyse pictures and improve your own picture taking. How to apply this in a practical session and then review the results to guide further improvement.

Creative Writing



Watercolour

Watercolour Tues am	AWC6T1	Tuesday	09:15-12:15	08/09/20	5 wks	£75.00
Watercolour Tues am	AWC6T2	Tuesday	09:15-12:15	03/11/20	6 wks	£90.00
Watercolour Tues pm – ONLINE or classroom	AWC7T1	Tuesday	13:15-16:15	08/09/20	5 wks	£75.00
Watercolour Tues pm – ONLINE or classroom	AWC7T2	Tuesday	13:15-16:15	03/11/20	6 wks	£90.00
Watercolour Beginners Mon pm	AWC8T1	Monday	13:15-16:15	07/09/20	6 wks	£90.00
Watercolour Beginners Mon pm	AWC8T2	Monday	13:15-16:15	02/11/20	6 wks	£90.00
Watercolour Beginners ONLINE or classroom	AWC9T1	Tuesday	18:00-21:00	08/09/20	5 wks	£75.00
Watercolour Beginners ONLINE or classroom	AWC9T2	Tuesday	18:00-21:00	03/11/20	6 wks	£90.00

Workshops are for those learners who wish to improve their skills and techniques through a series of projects. The beginners' classes will cover the basic techniques.

For the online sessions you will need to have a device that will allow you to connect to the group using a camera and microphone and the Teams app

Floristry

Christmas Flowers	AFL43	Saturday	09:30-12:30	05/12/20	1 wk	£15.00
Floristry for Beginners	AFL49	Wednesday	18:00-20:45	04/11/20	5 wks	£68.75

Have fun combining flowers and foliage to create a stunning floral design. You will be asked to bring your own flowers and foliage.

Creative Writing - ONLINE

Writing for Wellbeing	ACW41	Saturday	10:30-12:00	19/09/20	1 wk	£7.50
Creative Writing Taster	ACW64	Thursday	18:00-19:30	01/10/20	1 wk	£7.50
Creative Writing Taster	ACW65	Saturday	10:30-12:00	03/10/20	1 wk	£7.50
Creative Writing	ACW66	Thursday	18:00-19:30	08/10/20	5 wks	£37.50
Creative Writing	ACW67	Saturday	10:30-12:00	10/10/20	5 wks	£37.50

These are all online sessions so you will need to have a device that will allow you to connect to the group using a camera and microphone and the Teams app.

Computing & ICT

Accounting



Computing one-to-one

ICT 121	BSIT40	Tuesday	13:00-16:00	17/11/20	1 hr	£25.00
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The choice is yours – each individual 1- hour session is for those learners who have a query on using their computer software. Please book your time slot when you enrol and tell us what you want to learn. Further dates may be added.

Functional Skills ICT Qualification

ICT Level 1 or 2	FSIT5	Wednesday	09:30-12:30	19/09/20	13 wks	£170.00
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For those who already have basic ICT skills and want to gain a qualification in using the following Microsoft Office business applications: Word, Excel, Outlook and PowerPoint, together with Internet Explorer, Computer Basics, Health & Safety, Images and File Management. *13 weeks includes the exam.

AAT Accounting Qualification

*AAT Foundation Certificate in Bookkeeping L2	Friday	09:30-12:30	Individual starts	12 weeks	£704 Plus exam fee (£92)
*AAT Foundation Certificate in Accounting L2	Friday	09:30-12:30	Individual starts	1 year	£1097 Plus exam fee (£233)
**AAT Advanced Diploma in Accounting L3	Friday	13:00-16:00	Individual starts	1 year	£2573 Plus exam fee (£236)
**AAT Professional Diploma in Accounting—L4	Friday	09:30-16:00	Individual starts	18 months	£2596 Plus exam fee (£283)

* AAT Level 2 may be fully funded for those claiming Job Seekers Allowance or Employment and Support Allowance, on income support/universal credit etc and are unemployed.

** Advanced Learner Loans are available for Level 3 & 4 qualifications to learners aged 19+ to cover all fees apart from membership, registration and assessment (see information below)

Please be aware AAT Membership fees (currently £147) need to be paid directly to AAT and are not included in the course fees for Levels 2, 3 and 4. Membership fees for L2 Bookkeeping are £48

For all AAT enquiries and information on Advanced Learner Loans contact RALSS.enquiries@stamford.ac.uk or telephone 01572 758283

Apprenticeships



Rutland Adult Learning & Skills Service offer apprenticeships in partnership with Stamford College

Who are they for? Apprenticeships are for anyone over the age of 16 living in England and not in full-time education. Employers can offer Apprenticeships to new entrants or use them to grow talent from among current employees. Apprenticeships are free to the learner as they are government funded, making an Apprenticeship an ideal route into a new job, or a way to develop your skills with your existing employer to progress your career.

"...As well as teaching me how to work in a business environment, how to engage with colleagues and the A-Z of office etiquette, doing an apprenticeship has also increased my confidence and given me a sense of job satisfaction that I feel very lucky to have at a relatively young age. I'd recommend doing an apprenticeship to anyone; it has set me up for life and was well worth pushing myself out of my comfort zone for!" - Business Administration Apprentice

Employers We offer a range of Apprenticeship Standards which have been designed to be relevant for each occupational area and the needs of your business. Government funding for Apprenticeships includes an employer incentive payment of £1,000 for employers taking on an apprentice aged 16-18, or 19-24 if on a Local Authority EHCP plan, or have been in care. If you have less than 50 employees, Apprenticeship training for those who fit the above criteria will be fully funded. For apprentices aged 19+ the government will continue to fund 95% of the apprenticeship programme whilst a 5% investment is required by the employer.

EMPLOYER INCENTIVE - In response to the COVID-19 pandemic the government has set about working towards economic recovery with a 'Plan for Jobs'. As a part of this measure, there will be new payments for employers who hire new apprentices. A new payment of £2,000 to employers in England for each new apprentice they hire aged under 25, and a £1,500 payment for each new apprentice they hire aged 25 and over, from 1st August 2020 to 31st January 2021. This will be in addition to the existing £1,000 payment the government already provides.

We offer a wide range of Apprenticeships

Business Administration - Level 3
Customer Service – Levels 2&3
Digital Marketing – Level 3
Accounting – Levels 2,3 & 4
Supporting Teaching & Learning in Schools (Teaching Assistant) – Level 3
Early Years Educator – Levels 2&3



Contact Charlotte Law for more information: Tel: 01572 758283 or email: charlotte.law@peterborough.ac.uk or RALSS.enquiries@stamford.ac.uk

Other Qualifications



As well as apprenticeships, we can offer Certificates and Diplomas for anyone aged 19+. These can be undertaken if you are a paid employee or a volunteer working for at least 12 hours per week.

Business Administration

- **Level 2 Diploma** The level 2 qualification is suitable for those working in an administrative role who are looking to develop their skills.
- **Level 3 Diploma** For those with a more senior supervisory or support role who have some knowledge and experience of administration systems and who want to develop their skills.

Information Technology

- **Level 2 Diploma** Designed for those with little or no experience in computing for the underpinning knowledge that could aid progress to further education or employment.
- **Level 3 Diploma** Allows learners to select from a list of optional units to enable them to become a confident user across a range of information and communication technology and software applications

Early Years Practitioner

- **Level 2 Diploma** The aim of this qualification is to provide learners with the knowledge and understanding of babies and young children from birth to 7 years of age with applied knowledge in the early years, 0-5 years.
- **Level 3 Diploma** Prepares learners to become Early Years Educators, enabling them to work with and care for children from birth to 5 years and gain knowledge of children aged 5 to 7 years

Teaching Assistant

- **Level 2 Certificate** This qualification will enable the learner to develop the knowledge and skills needed when supporting teaching and learning in the school environment.
- **Level 3 Diploma** This qualification provides learners with an in-depth understanding of the knowledge and skills needed when working directly with children and young people in school and college environments.
- **Level 4 Certificate for the Advanced Practitioner** This Level 4 qualification aims to provide professional development opportunities for practitioners working in the school and college workforce.

Customer Service

- **Level 2 Diploma** Designed for those who work or want to work in the customer service sector
- **Level 3 Diploma in Customer Service** This qualification allows learners to learn, develop and practice the skills required in employment.

Funding



These qualifications may be free to learners up to age 23 without 5 GCSEs at grades 9 - 4 (A* - C) or a full Level 3 qualification. Alternatively, they can be funded using an **Advanced Learner Loan**.

Advanced Learner Loans

Loans are not subject to minimum household income.

Eligibility:

- You're studying an eligible course for a level 3,4,5 or 6 qualification at an approved college or training provider in England
- You're aged 19 or over on the first day of your course, if your course started on or after 1st August 2016

Repayment

The earliest you will start repaying is either:

- The April after you leave your course
- The April 4 years after the course started, if you're studying part-time
- Repayments start when your income is over the threshold amount (currently £26,575 p/a)
- Interest will be charged from the day of the first payment
- Your repayments will stop if you stop working or your income goes below the threshold

For advice on Advanced Learner Loans please contact Charlotte Law at RALSS on 01572 758283 or by email RALSS.enquiries@stamford.ac.uk.

You may wish to refer to the **Money Advice Service** <https://www.moneyadviceservice.org.uk/en> which can provide free and impartial money advice.

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 Sharlean Hinde, Early Years Education and Childcare Co-ordinator — shinde@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 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.

Adult Learning Hub,

Unit 16A
Oakham Enterprise Park,
Ashwell Road,
Oakham,
Rutland,
LE15 7TU

Also available in large print



Buses run from Oakham, John Street Bus Station, at intervals throughout the day. The bus stop is just outside the entrance to the complex.

For example:

John St	08:45	➡	OEP	08:54
OEP	12:45	➡	John St	12:54
John St	12:45	➡	OEP	12:54
OEP	16:01	➡	John St	16:11

If you need more information or advice, call or email us, or see our website.

Tel: 01572 758122

E: adultlearning@rutland.gov.uk

Web: www.ralss.org.uk