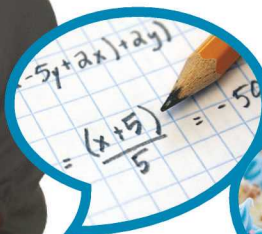


Be inspired

Allerdale Community
Learning and Skills
programme
2016



Welcome

...to this year's Community Learning and Skills brochure for 2016.

What's new this September?



We have changed our name: formerly known as Adult Education, we are now called the Cumbria 'Community Learning and Skills Service'. One of the reasons for this change is to better represent our community based provision which includes courses delivered in a wide range of Community Learning Centres. So whether you need help with English, Maths or IT, improve your job prospects or learn a new skill or language, then why not see what's available for you locally.

Our service is subject to Ofsted inspection. We have recently been inspected, and as expected we were judged to be "requiring improvement". This reflects the change to the OFSTED framework and the re-prioritisation of the curriculum to meet the needs of our community. We are currently working hard to implement a rigorous action plan across the service. We welcome and encourage feedback on our services so please feel free to provide comments or views and any suggestions for improvement.

Our website has a new look too. You can search for both County wide and local programmes, events and workshops.
cumbria.gov.uk/learningandskills

Increase your learning and skills and make 2016 the year to give learning a go!

Best wishes, Ian.
(Cllr Ian Stewart)

Allerdale Community Learning and Skills

Allerdale Community Learning and Skills provide a wide variety of courses, workshops and events. These include some of the following; English and Maths; GCSEs; Employability Skills; Arts and Crafts; Languages; Health and Well Being; ICT and Digital Skills; Leisure Learning; LLDD and Family Learning.

We also work with a variety of partner organisations, Schools and Children Centres to support outreach provision to deliver programmes for Family learning and Learners with Learning Difficulties and/or Disabilities (LLDD).

Our main centres in Allerdale

- Flimby Community Learning and Skills Centre
Tel: **01900 810561**
Email: **maryportclas@cumbria.gov.uk**
- Kirkbride Community Learning and Skills Centre
Tel: **016973 52284**
Email: **manager@kirkbride.cumbria.sch.uk**
- Wigton Community Learning and Skills Centre
Tel: **016973 42160**
Email: **wigtonclas@cumbria.gov.uk**
- Workington Community Learning and Skills Centre
Tel: **01900 706023**
Email: **workingtonclas@cumbria.gov.uk**
- Lakes College West Cumbria*
Tel: **01946 839300**
Email: **clarem@lcwc.ac.uk**
- West Cumbria Trades Hall Centre*
Tel: **01900 61874**
Email: **enquiries@tradeshallworkington.org.uk**

Why not contact one of our centres and have an informal chat to find out how we can help? To book or enrol, please contact the centre advertising your chosen course. For more detailed information please visit our website:

cumbria.gov.uk/learningandskills or contact our central team by email:
communitylearning@cumbria.gov.uk



What we offer

2+
abc

English and maths

Do you want to improve your English and maths skills, while gaining a qualification that could help you in the future? Completing a course will improve your employment prospects, as well as increase your self-confidence or even help with your Children's school work.



Health/well-being

Whether you want to improve your body or mind, we have a range of courses that can help. You will learn techniques which can help promote a feeling of well-being and reduce stress. Our experienced and qualified Tutors cater for all levels of ability.

L?

LLDD - Learners with learning difficulties/disabilities

We have a large and varied programme for people with learning difficulties, physical disabilities, sensory impairments or mental health. Our programmes are developed in partnership with care organisations to meet national and local priorities in supporting vulnerable adults looking to develop Independent Living Skills. We can assist with gaining confidence, developing skills, increasing independence and working towards employment.



Employability

Employability courses can support you ultimately to successfully secure and sustain work. They also support progression for further learning providing an entry point for you to gain a qualification within a short time frame and give you the confidence to start your learning journey. Employability courses enable you to improve your confidence, learn skills relevant to employment and personal development to help you then make informed career and progression choices.



Family learning

Do you want to enjoy spending time with your children whilst learning? Our family learning courses are practical, fun and informative, aiming to encourage family members to learn new skills and improve parent's maths and English and enjoy quality time together. Our courses usually run in schools, children's centres and other local venues. The courses include joint sessions where parents and children work together, as well as separate learning time for parents and children.



ICT/Digital skills

We all need digital skills and to feel comfortable using a wide range of different electronic devices, from cameras to tablets as well as laptops and PCs. The ability to access the digital world has become really important in everyday life, whether it be to make an appointment, pay bills, search for a job or keep in touch with friends and family online. We have a range of courses suitable for all levels. You can gain expertise in Microsoft Office software and there are short courses specifically aimed at providing you with the knowledge and skills you need to use ICT.



Arts and crafts

Our classes will give you the opportunity to learn new skills and techniques in your area of interest, whilst pushing you to explore your creativity and develop your own individual style. Our courses will give you the knowledge necessary to create something amazing. From drawing, painting, upholstery, needlecraft, DIY, jewellery to cookery.

We offer classes at different levels and can support you whether you are a novice who would like to learn the basics or someone who needs to refresh themselves with more advanced techniques. We have courses to suit all needs and abilities.



GCSEs

There are plenty of reasons to take a GCSE course. Perhaps you want to prove you can?

Maybe you need an extra qualification to help get that promotion at work; or missed the opportunity to take the qualification in your school days.

Our GCSEs are fully accredited and taught by experienced tutors.

• Maths • English • Science

We take every effort to make classes as informal and fun as possible so you don't feel like you're back at school.



Languages

Our language courses offer more than just foreign language; we have a range of British sign language courses for those who want to learn and develop new ways of communication. Our foreign language courses are aimed at developing conversational ability. If you don't have much experience, we offer beginner and intermediate courses in the most popular European languages.

Courses in Allerdale

Course title	Centre	Day	Start	Wks	From	To	Fee
English							
Functional English	FCLSC	TBC	Sep 16	9	TBC	TBC	FREE*
Functional English	WiCLSC	TBC	Sep 16	10	TBC	TBC	FREE*
Functional English Entry 1	WCTHC	Rolling Programme					FREE*
Functional English Entry 2	WCTHC	Rolling Programme					FREE*
Functional English Entry 3	WCTHC	Rolling Programme					FREE*
Functional English Entry 3	WoCLSC	Tu	13.09.16	12	10:00	13:00	FREE*
Functional English Entry 3	WoCLSC	Tu	13.09.16	12	18:00	21:00	FREE*
Functional English Level 1	WCTHC	Rolling Programme					FREE*
Functional English Level 2	WCTHC	Rolling Programme					FREE*
Functional English	FCLSC	TBC	Sep 16	9	TBC	TBC	FREE*
Functional English	WiCLSC			10	TBC	TBC	FREE*
GCSE English	WoCLSC	M	12.09.16	30	18:30	21:00	FREE*
GCSE English	WiCLSC	W	14.09.16	30	18:00	21:00	FREE*
GCSE English	FCLSC	TBC	Sep 16	30	TBC	TBC	FREE*
Get going with reading	FCLSC	TBC	Oct 16	2	TBC	TBC	FREE*
Reading Group	FCLSC	TBC	Oct 16	5	TBC	TBC	FREE*
Maths							
Functional Maths	WiCLSC	TBC	Sep 16	10	TBC	TBC	FREE*
Functional Maths Entry 1	WCTHC	Rolling Programme					FREE*
Functional Maths Entry 2	WCTHC	Rolling Programme					FREE*
Functional Maths Entry 3	WCTHC	Rolling Programme					FREE*
Functional Maths Entry 3	WoCLSC	M	12.09.16	12	18:00	21:00	FREE*
Functional Maths Entry 3	WoCLSC	W	14.09.16	12	10:00	13:00	FREE*
Functional Maths Level 1	WCTHC	Rolling Programme					FREE*
GCSE Maths	WoCLSC	W	14.09.16	30	18:00	20:30	FREE*
GCSE Maths	WiCLSC	Th	15.09.16	30	18:00	21:00	FREE*
GCSE Maths	FCLSC	TBC	Sep 16	30	TBC	TBC	FREE*

FCLC-Flimby Community Learning and Skills Centre; **KCLSC**-Kirkbride Community Learning and Skills Centre;
 NHCLC-Netherhall Community Learning and Skills Centre; **WiCLSC**-Wigton Community Learning and Skills Centre;
WoCLSC-Workington Library Community Learning and Skills Centre; **WCTHC**-West Cumbria Trades Hall Centre.

* FREE to those without a grade A* to C GCSE qualification in this subject.

Some learners may be eligible for fee concessions. See page 15 to check your eligibility.

Course title	Centre	Day	Start	Wks	From	To	Fee
Science							
GCSE Science	WiCLSC	TBC	Sep 16	30	18:30	21:00	£300
GCSE Science	WoCLSC	M	12.09.16	30	18:00	20:30	£300
GCSE Science	WoCLSC	W	14.09.16	30	18:00	20:30	£300
Employability and Vocational Qualifications							
Employability entry level 3	FCLSC	Th	22.09.16	10	09:30	14:30	FREE*
Interview techniques	FCLSC	TBC	Nov 16	2	09:30	11:30	FREE*
Job Workshop	FCLSC	Tu	13.09.16	12	13:00	15:00	FREE*
Job Workshop	FCLSC	W	14.09.16	12	13:00	15:00	FREE*
Job Workshop	FCLSC	Th	15.09.16	12	09:30	11:30	FREE*
NOCN Entry Level 3 Award in Skills for Employment and Personal Development	WCTHC	TBC	TBC	TBC	TBC	TBC	TBC
ICT and Digital Skills							
Functional IT	WiCLSC	TBC	Sep 16	TBC	TBC	TBC	FREE*
101 uses for your tablet/iPad	WiCLSC	Tu	01.11.16	1	19:00	21:00	£6
ICT For Beginners	WoCLSC	Tu	04.10.16	10	18:30	20:30	£66
Making the most of your iPad	NHCLSC	TBC	Sep 16	10	Evening		TBC
Making the Most of Your iPad/tablet	WiCLSC	Tu	08.11.16	5	19:00	21:00	£33
Arts and Crafts							
Art	KCLSC	M	03.10.16	10	13:30	16:00	£82.50
Art - Drawing and Painting	WiCLSC	F	30.09.16	10	10:00	12:00	£66
Beginners' Guitar	WiCLSC	W	28.09.16	5	18:00	19:00	£25
Beginners' Guitar	WiCLSC	W	09.11.16	5	18:00	19:00	£25
Beginners Sewing: Introduction to patterns and your sewing machine workshop	WiCLSC	Sa	26.11.16	1	10:00	16:00	£26
Creating a Herb Spiral workshop	WiCLSC	Sa	22.10.16	1	10:00	16:00	£26
Creative Stained Glass	WiCLSC	Th	29.09.16	8	19:00	21:00	£52.80
Creative Stained Glass workshop	WiCLSC	Sa	03.12.16	1	10:00	16:00	£26
Drawing For All	WoCLSC	W	05.10.16	10	18:30	20:30	£66
Dressmaking and Machine Sewing for Beginners	WiCLSC	Th	29.09.16	10	19:00	21:00	£66
Indian Cookery	WiCLSC	Th	03.11.16	5	19:00	21:00	£33
Intermediate Guitar	WiCLSC	W	28.09.16	5	19:00	21:00	£50
Intermediate Guitar	WiCLSC	W	09.11.16	5	19:00	21:00	£50
Make Your Own Lampshade	WiCLSC	Sa	19.11.16	1	10:00	13:00	£13
Plant Propagation from Hardwood Cuttings	WiCLSC	Sa	08.10.16	1	10:00	16:00	£26
Rag Rug Workshop	NHCLSC	TBC	Sep 16	1	All day		TBC

Course title	Centre	Day	Start	Wks	From	To	Fee
Arts and Crafts							
Sugar craft	WoCLSC	Tu	04.10.16	20	19:00	21:00	£132
Upholstery workshop	WiCLSC	Sa	08.10.16	1	10:00	16:00	£26
Xmas Wreaths workshop	WiCLSC	Sa	12.11.16	1	10:00	16:00	£26
Languages							
Bulgarian made Easy (taster)	WiCLSC	Th	29.09.16	1	19:00	21:00	£6
Bulgarian made Easy	WiCLSC	Th	06.10.16	9	19:00	21:00	£59.40
Japanese for Beginners (taster)	WiCLSC	W	28.09.16	1	19:00	21:00	£6
Japanese for Beginners/Improvers	WiCLSC	W	05.10.16	9	19:00	21:00	£59.40
Health and Well-being							
Archery (taster)	WiCLSC	TBC	Sep 16	1	18:30	20:30	£6
Archery	WiCLSC	TBC	Oct 16	8	18:30	20:30	£52.80
Food on a Budget	FCLSC	TBC	Oct 16	2	09:30	12:30	FREE*
Healthy living	FCLSC	TBC	Oct 16	2	09:30	12:30	FREE*
Mindfulness for Wellbeing (day)	WiCLSC	Th	27.09.16	10	12:00	20:30	£66
Mindfulness for Wellbeing (eve)	WiCLSC	Tu	27.09.16	10	18:30	20:30	£66
Mindfulness for Wellbeing (Cockermouth)	WiCLSC	Tu	29.09.16	10	18:30	20:30	£66
Paediatric First Aid	WiCLSC	Sa	12.11.16	2	10:00	16:30	£43

English and Maths

There are plenty of reasons to improve your English and maths skills. Perhaps you want to prove you can? Maybe you need an extra qualification to help get that promotion at work; or missed the opportunity to take the qualification in your school days. Our courses are fully accredited and taught by experienced tutors. We take every effort to make classes as informal and fun as possible so you don't feel like you're back at school.

Be the
best you can be.
Be inspired.

Functional English and Maths

Want to get ahead and improve your functional skills?

Then why not join one of our courses? Some of our learners have told us how much our functional skills courses have given them not only the skills to progress to other levels and skills, but also they have gained much more confidence within themselves to strive ahead with all aspects of life.

Whatever your challenge, we are here to help.

We offer maths and English across the County of Cumbria in a variety of settings close to you.

We teach small classes, making it easier for you to work closely with the tutor and others in your class to learn the skills you need.

Why not contact one of our centres and have an informal chat to find out how we can help.



You will be able to:



Learn the basics



Improve your everyday English: reading, writing, spelling, grammar, speaking and listening skills.



Improve your everyday maths: addition, subtraction, division, multiplication, fractions, percentages, shape, ratio, budgeting skills.



Refresh your skills and improve confidence.



Gain recognised qualifications that employers are looking for.

For all current and future courses, why not have a look at our 'new website'!

cumbria.gov.uk/learningandskills



You will be able to find a much wider range of courses that may inspire you to get back into learning! **To book a place on a course** please contact the centre advertising your chosen course to enrol. Centres will be able to help you with all course enquiries from the end of August 2016.



Our Commitment to you

Our Equality and Diversity policy

We believe that learning is for everyone. That is why at Community Learning and Skills you will find that everyone is treated with respect. We aim to treat all learners equally and eliminate discrimination or disadvantage, improve access and provide support to help you succeed.

Keeping everyone safe

We are committed to safeguarding and making sure your learning environment is safe, secure and welcoming.

We will work together to develop your skills and help you take responsibility for your own safety.

We have a designated safeguarding officer who works with any learner in need. Our staff are always keen to help and support you to make sure you are safe within your learning environment. Together we can all play our part.



Be the
best you can be.
Be inspired.

Helping you make the right choice!

We want you to get the most out of studying with us. We will provide opportunities for you to find out how you are doing during your course in a number of ways, but in particular your tutor will provide you with feedback on your progress.

Tutors can address any worries or concern you may have surrounding your course or your progress. They can also tell you about follow-on courses and suggest new related topics you may wish to try.

Our staff are here to support you through the enrolment and payment process and will be happy to discuss any questions you may have about the building, access and equipment.

For some of our courses we may be able to provide financial support if you cannot afford the fee. Support is subject to certain criteria and does not apply to all courses. The amount of support available varies, but could be as much as a 100% reduction (depending on the course you choose and your circumstances). If you are concerned about the cost of your chosen course please mention this to a member of our team prior to enrolling. They can then offer you the best advice and options.


What our learners say

96% of respondents to the National Learner Survey stated that they were likely to recommend Cumbria Community Learning and Skills to friends and family.

(FE Choices National Learner Survey 2016)

97% of respondents felt that their overall experience on the course was good or excellent.

(Cumbria Community Learning & Skills Learner Survey 2015)



“This course has had a great impact on my life. It has made me more aware of the person I am and has given me more confidence.”

“I am very pleased with the outcomes from my experience on this course. I have a job interview at the end of the week, the first in more than five years.”



Ofsted May 2016

The service works successfully and effectively with a wide range of community partners and local groups to provide good learning opportunities for vulnerable groups and meet the priorities of local communities.


Learners who have special educational needs or disability and learners with challenging personal circumstances develop good occupational and personal skills in carefully chosen work placements.

The majority of learners make progress in developing increased confidence, self-esteem and self-belief.

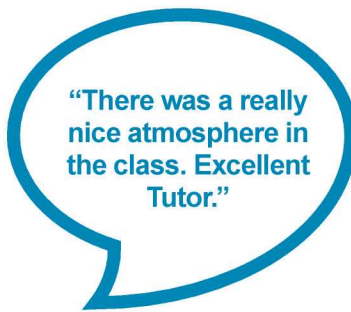
Managers have developed and promoted an inclusive culture. Centres offer inclusive and supportive learning environments which welcome diversity and promote equality.



“Good choice of courses to choose from. The office is organised and very helpful. Service is informative, easy to enrol with good communication.”



“I like the group dynamics and the practical oral work. The Tutor has a good range of teaching skills and approaches.”



“There was a really nice atmosphere in the class. Excellent Tutor.”

How to enrol

We would like to welcome you to Community Learning and Skills (CLS) we will help learners from all backgrounds and abilities to give you the opportunities to develop your learning and skills.

3 easy steps to booking onto a course:

1 Find a course: Why not look through our list of courses in this brochure or go online to view all courses. You can search online for a course by its title, what's on in your district, and what's on in a location nearest to you. **cumbria.gov.uk/learningandskills**

2 Book a course:

- In person - Call in at any main centre
- Internet - visit our website for much more information and detailed search
- Telephone - Please call between 8:30-17:00 Monday to Thursday 8:30-16:30 Fridays
- Email: For more information or to request an enrolment form, please email

3 What you need to enrol:

- Course details, including the start and end date
- Personal Details
- Proof of concessions / reduced fee entitlement
- Method of payment - please contact your CLS centre to confirm which method of payment is available

Minimum age of students

Please note that you must be **aged 19 or over by the 31 August** in the academic year in which your course begins. (Academic years run from 1 August to 31 July).

Course fees

Current prices are published in our brochure and on the website. These prices are subject to change. The total price quoted is the amount payable in order to secure a course place. The total price includes tuition costs, examination fees, where applicable and in some cases, additional costs which relate to the particular course. Other optional materials, which may be associated with the course, are available for purchase as identified in the course outline.

Unless details are provided in the course outline, you are advised not to buy equipment, books or materials until after the first session.

Concessions

CLS concessions are applicable to individuals who are looking to upskill, are disadvantaged or facing social hardship. If you fit into one of the following categories then you may be eligible for a concession:

- Unemployed
- Enrolling on a Maths/English Qualification
- Aged 19-23 enrolling on your first Level 2 Qualification (see table below for further details on Levels)
- Aged 19-23 enrolling on your first Level 3 Qualification (see table below for further details on Levels)
- Employed (or not seeking employment) on an income related benefit (for non-qualification community learning courses only)

If you feel you are eligible for a concession then you should contact the appropriate Community Learning Centre.

By signing the enrolment you are self-declaring that you fit the appropriate category of eligibility. All enrolments are subject to final verification and approval by CLS. Should the concession selected not meet our terms, you will be contacted in order that your enrolment can be corrected. You will be asked to pay for any course fees where concessions are not permitted.

Start date of your course

Please check the start date of your course on the website or as supplied in your enrolment confirmation. If you require any further information or assistance before your course starts, please contact the Community Learning Centre delivering the course.

CLS reserves the right to withdraw or cancel a programme whenever its viability cannot be assured. In such circumstances, every effort will be made to offer an alternative programme. However, CLS cannot guarantee that an acceptable programme will be available as part of our curriculum.

Learning Support

Learning Support is provided to meet the needs of learners who have an identified learning difficulty and/or disability. If you feel you are eligible for this support or require further information then please contact your Community Learning Centre.

For further information telephone **01768812175** or
email: **communitylearning@cumbria.gov.uk**

COMPOST BIN SPECIAL OFFER

Cumbria County Council has teamed up with **getcomposting.com** to provide an exclusive offer of home compost bins and other great green products.

Composting at home cuts CO₂ emissions and turns most kitchen and garden waste into a free supply of compost that will keep your garden blooming year after year.



SUBSIDISED
PRICE FROM ONLY

£7.00

RRP £39.00

HOME COMPOSTING SPECIAL OFFERS



Twin Pack Bokashi Bin

Allows you to home compost ALL your kitchen waste including cooked and raw meat, fish and dairy products. Simply add your kitchen waste to the bin, sprinkle on a handful of Bokashi Bran and seal the air tight lid.

ONLY £24.99
RRP £39.99



Kitchen Caddy

Collect organic kitchen waste in this convenient 5 litre lidded bin.

ONLY £5.00

Compost Converter Base

Improves aeration and drainage. Only fits Compost Converter.



ONLY £10.00

BUY ONE
GET ONE
HALF PRICE*

Caddy Liners

100% compostable approved for use with food waste systems. Fits most 5-7 litre caddies. Roll of 26 liners.

ONLY £3.00

3 For 2 OFFER (see website)



- No assembly required
- The UK's best selling compost bin
- Made in the UK from recycled plastic
- Guaranteed for 15 years

Available in 2 sizes

220 litre

Height 900mm (35")
Diameter 740mm (29")

ONLY £7.00

330 litre

Height 1000mm (39")
Diameter 800mm (31")

ONLY £9.00

A one off delivery charge of £5.99 per order applies.

To order or to see more of our special offers on compost bins, wormeries and accessories visit **www.getcomposting.com** or call **0844 571 4444** quoting reference **CUM18A**

Alternatively complete this coupon Enclose cheque or postal order payable to **getcomposting** or complete your credit/debit card details.

Product	BUY ONE	BUY SECOND HALF PRICE	Qty	Total £
220 Litre Compost Bin	£7.00	£3.50		
330 Litre Compost Bin	£9.00	£4.50		
Twin Pack Bokashi Bin	£24.99			
Compost Bin Base	£10.00	£5.00		
Kitchen Caddy	£5.00			
Caddy Liners	£3.00			
DELIVERY CHARGE Order value UP TO £6.99 = £1.99, £7.00 and over = £5.99 Closing date for applications 31 March 2017. TOTAL				

Card No _____

Maestro/Solo Cards: Start Date _____ Issue No _____

Expiry Date _____ Signature _____

Name _____

Address _____

Post Code _____ Tel _____

Email _____

Please tick here if you do not wish to be advised of future offers. ☐

Standard cost from BT landline 5 pence per minute plus setup charge. Other providers may charge more.

*Buy one get one half price offer applies when ordering two of the same product.

2 Subsidised items per household

Post order to: 'Getcomposting,
C/O Straight Ltd, (Cumbria)
1200 Century Way, Thorpe Park,
Colton, Leeds LS15 8ZA