



Adult Learning

Slough, Windsor and Maidenhead

Course Guide

September 2024 to July 2025



**ENROL
ONLINE**

www.slough.gov.uk
Slough
Borough Council

www.rbwms.gov.uk



Education & Skills
Funding Agency



Funded by
UK Government

Contents

Welcome to Adult Learning	3
How to enrol	4
Term dates	5
Exam fees	5
Will I need to pay for the course?	6
Why learn with us?	7
ESOL English for Speakers of Other Languages	8
ESOL Pre-Entry	9
ESOL Entry 1-3	9
English	10
Functional Skills English Prep for Level 1	11
Functional Skills English Level 1-2	11
Maths	12
Functional Skills Maths Entry 2 to Entry 3	12
Functional Skills Maths Level 1 & Level 2	12
Multiply	13
Basic Digital Skills	14
Internet and Email, Excel, Word, and PowerPoint	14
Health and Wellbeing	15
Learning sewing techniques - Applique and Upcycling	15
Getting to know your sewing machine	15
Dressmaking - unfinished projects	15
Family Learning	17
Employability	18
Libraries online resource	21
How to find and contact us	22
Ability Slough	23

Welcome to Adult Learning

We offer courses in English, ESOL and maths skills, digital skills, and a range of wellbeing courses for adults and families. We are graded "Good" by Ofsted and teach about 2,000 learners every year.

We deliver adult learning to residents across both Slough, Windsor, and Maidenhead with learning centres in both boroughs. We aim to support the needs of local people by equipping them with basic skills, improved wellbeing, and participation in the community. We support learners through learning from beginners to qualification level 2.

Most of our courses are free to learners (subject to eligibility, see page 6). To enrol on a course, residents can attend an assessment session with the team. They can go along to The Curve, Slough, or Maidenhead Library - call us for dates.

Please visit our online enrolment website (www.webenrol.com/ebclass) for information on new courses added during the year.

We work with local partners to offer even more courses both in local centres and online. These courses include employability, family learning, and wellbeing. See inside for more information.

Why learn with us?

Nine out of ten learners recommend us to their friends.

We will help you to build your confidence to access work and be part of the community, progress in work, help your children with their homework and feel more confident applying digital skills in everyday situations.

Terms and conditions

When you enrol onto a course these are the terms and conditions you are agreeing to www.slough.gov.uk/community-learning-skills/community-learning-skills-service-terms-conditions.



How to enrol

ESOL, Maths, English and Digital Skills Qualification courses

So that we enrol you onto a course at the right level we need to assess you.

Book an assessment

- Phone 01753 476611 to find out when we are next holding assessments. Most of our courses start in September, January and May and we will book an assessment for you for these courses.
- The advisor will book an appointment date and time for you. You will be asked to attend your assessment at either The Curve in Slough or Maidenhead Library in Maidenhead.

Attend your assessment

- Bring ID identification of who you are (e.g. passport, driving licence) and any evidence of benefits you may be claiming.
- If you are a new or recent arrival to the country, please bring documentation relating to this.
- You will take an assessment and be offered a suitable course at your level. We will then enrol you on that course to confirm your place.
- Bring a bank (debit/credit) card in case you need to pay for your course.

Health & Wellbeing, and Employability courses

Apply online (www.webenrol.com/ebclass)

You will also need to send your ID verification to the Lifelonglearning@slough.gov.uk email.

Digital Skills courses (*not a qualification*)

- Visit the Curve (Slough) from Mon-Fri 9:30am-2:30pm.
- Or visit Maidenhead Library on Tues 10:00am-2:00pm.
- No booking necessary.
- Complete a short assessment and enrol.

Other Providers

Contact the provider directly - email, phone number or website address is provided.

Term dates

Autumn 2024

- Term starts: 16 September 2024
- Half term: 28 October-1 November 2024
- Term ends: 13 December 2024

Spring 2025

- Term starts: 13 January 2025
- Half term: 17-21 February 2025
- Term ends: 4 April 2025

Summer 2025

- Term starts: 28 April 2025
- Half term: 26-30 May 2025
- Term ends: 21 July 2025



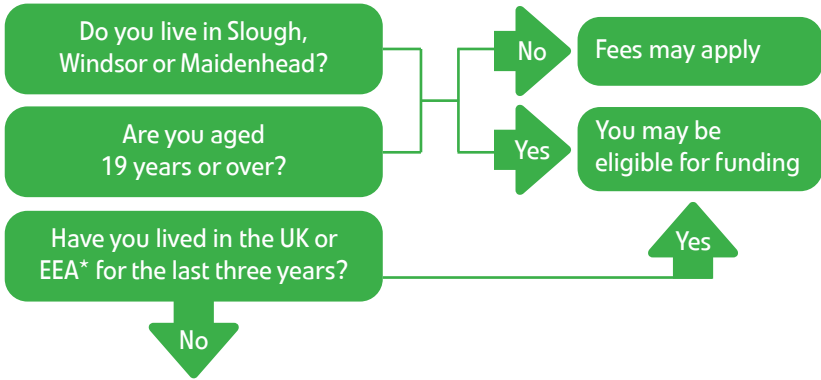
Exam fees

What you need to consider

If you are taking an ESOL, English or Maths qualification and pay for your course then you will also be required to pay an exam fee. This will be during the course when the tutor agrees for you to take the exam. If you are eligible for a free place on a qualification course, then you may be exempt from the exam fee. You will be informed of the cost of your exam and your course - and if they are waived - when you attend your assessment.



Will I need to pay for the course?



If no, do you have?

- Indefinite leave to enter or remain?
- Discretionary leave to enter or remain?
- Refugee status?
- Asylum seeker living in the UK for 6 months or more with a pending decision at the Home Office?

Yes

No

You may be eligible for funding

Fees may apply

What do I want to study

ESOL courses
FREE if you:

- Are unemployed and in receipt of a means tested benefit, e.g. Universal Credit
- Earn a low wage**
- Actively seeking work

Tailored Learning courses
£5 fee unless otherwise stated.

Level 2 Entitlement for English, Maths and Digital Skills qualifications
These are FREE if you do not already have a qualification at or above level 2.

If you do not meet any funding requirements, you may need to pay a fee for your course.

How can I pay?

If you need to pay for your course, we only accept card payments.

*ask for details

**EEA nationals will need to provide proof of settled status or proof that an application is in progress.

Why learn with us?

We set the intent for every course to meet the needs of our residents. Our courses are delivered part-time during the day or evening around school hours. You will find our tutors to be experienced in their field, focused on supporting you to grow your knowledge and skills, whilst enjoying your course.

What we offer

- Regular constructive feedback on your progress.
- Access to information, advice and guidance on future opportunities.
- Induction to your course and your health and wellbeing.

What some of our learners have said about studying with Adult Learning Slough, Windsor and Maidenhead

"I really enjoyed the course and it helped me a lot to get more confidence and understanding." (ESOL)

"It was taught well and I learnt from the course." (Digital Skills)

"The teacher is understanding and has extensive experience." (Sewing)



ESOL

English for Speakers of Other Languages

Is ESOL for me?

ESOL courses are for speakers of Other Languages. These courses help learners to gain the English skills to access local services independently and communicate effectively with family and friends in English.

What will I learn?

You will be working on targets to improve your literacy skills in reading, writing and/or speaking and listening.

Progressing through ESOL levels

Learners on ESOL Entry 3 courses can work towards a nationally recognised qualification. Some learners may need more than one term to achieve their targets, or the qualification.

What can I do after the course?

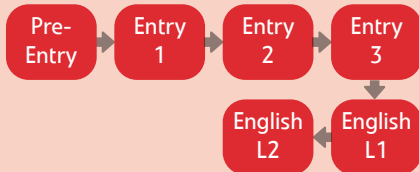
With English you can potentially work in a variety of jobs including local opportunities in warehousing, office work, catering, and health care. You can also progress onto a higher-level course, college, or volunteering.

Student testimonials

"I liked that I was able to practice my speaking and writing."

"Simplicity and ease in explaining topics."

"Grammar Course was exactly what I've expected. A starter course that moved me a step up."



ESOL Pre-Entry

This course is for learners with little or no skills in speaking, listening, reading and writing in English and can be taken in part or all modes. Learners will improve their confidence to communicate in everyday life situations and can progress onto an ESOL Entry 1.

ESOL Entry 1

This course is for learners with some basic literacy skills who want to improve their speaking, listening, reading, and writing skills for everyday communication and can be taken in part or all modes. Learners will develop the confidence to interact with others in everyday conversations such as at the shops etc.

ESOL Entry 2

This course is for learners with basic literacy skills who want to improve their reading, writing, and speaking and listening skills for everyday communication. Learners will complete tasks such as reading emails or letters, writing a short messages talking with friends, family and colleagues etc and how to access local services and facilities.

ESOL Entry 3

This course is for learners who need to develop their speaking, listening, reading, and writing for everyday communication socially and in the workplace. Learners will develop their skills for work, life, and health. Learners can take a nationally recognised qualification progress on to the English courses at Level 1.



English

Is English for me?

English functional skills courses are for those who want to develop their confidence and fluency in English. These courses help learners to gain the literacy skills to access local services independently and communicate effectively in work.

What will I learn?

The English qualification comprises of three components - Reading, Writing and Speaking & Listening. Some courses will focus on one component at a time whereas courses may combine them.

Progressing through English levels

Once you have achieved all components of the qualification, you will have the opportunity to progress to the next Functional Skills English level. Learners are likely to need more than one term to achieve all three components of the qualification.

What can I do after the course?

With English you can potentially work in a variety of jobs including local opportunities in customer service, admin work, catering, and health care. You can also progress onto a higher-level course, apprenticeship, college, or volunteering.

Student Testimonials

"I like the fact that during the course I gained a lot of new knowledge and I get the chance to meet new people."

"The effort the teacher did to help us to be ready for the exams."

"Increase my confidence level in English speaking listening and writing."



Functional Skills English Stepping Stones to Level 1

This course is for learners who have basic literacy skills and wish to improve their reading, writing and verbal communication with a focus on improving grammar. The course will teach learners to communicate more confidently and effectively in everyday life, further study and at work.

Functional Skills English Level 1

Learners will develop their existing knowledge so that they are able to communicate, read and write clearly and accurately in a variety of scenarios in the community, at work and in the home such as, applying for jobs, making requests and giving information to others, understanding written and verbal instructions etc.

Functional Skills English Level 2

Learners will already be able to apply reading, writing and communication skills in a range of formal and informal contexts. Learners will develop their existing knowledge and be able to apply these skills more effectively and confidently at work and in the community, as applying for jobs, or study, and speaking or writing to people, requesting detailed information from an organisation etc.



Maths

Is Maths for me?

Our maths courses are for those who already have some basic knowledge and would like to develop further for everyday situations and in the workplace.

What will I learn?

You will improve your knowledge in number skills, handling data, measurements to help you when at the shops, calculating personal finances, and in your employment. You can work towards a nationally recognised qualification at Entry Levels 2 & 3, Level 1, or Level 2.

Progressing through Maths levels

Once you have achieved your maths qualification, you will have the opportunity to progress to the next Functional Skills maths level. Some learners may need more than one term to achieve the qualification.

What can I do after the course?

With Maths you can potentially work in a variety of jobs including local opportunities in warehousing, admin work, catering, and health care. You can also progress onto a higher-level course, apprenticeship, college, or volunteering.

Functional Skills Maths Entry 2 to Entry 3

For learners with a basic level of maths to become more confident to solve mathematical problems, take and record measurements and find information from simple charts graphs and diagrams. Learners may be able to take a nationally recognised qualification.

Functional Skills Maths Level 1 & Level 2

Learners will develop confidence to improve their mathematical skills and demonstrate the ability to apply mathematical thinking to solve problems successfully in the workplace, in the home and in other real-life situations. Learners may be able to take a nationally recognised qualification.



Multiply

What is Multiply

Our Multiply courses help adults improve their numeracy skills. Multiply will help you to build your confidence with numbers and work towards gaining a maths qualification.

Who can apply

If you're 19 years and over and do not have maths GCSE at grade C (or equivalent), then you can enrol onto our Multiply numeracy courses. All our Multiply courses are free for those eligible. The courses are for beginners to learn at a pace that suits you with the prospect of progressing on to a national recognised qualification.

To apply

Enrol at www.webenrol.com/ebclass

Why take a Multiply course

Improving your numeracy skills may help you to apply for more jobs, gain higher wages, or prepare for further study. They will also help you in everyday life, such as helping children with homework and budgeting money.

We work with Langley College to deliver this offer as well as providing these courses at The Curve.

More courses with our providers

There are more Multiply courses offered through Langley College.

- The Windsor Forest Colleges Group is proud to deliver Multiply courses in partnership with the Royal Borough Windsor and Maidenhead, and Slough Borough Council.
- Free adult numeracy courses to help at work and home.
- All courses are held at Langley College, Langley.
- How to apply and for more information: Multiply Courses - Langley (www.langley.ac.uk/multiply-courses)



Basic Digital Skills

Is Digital Skills for me?

Our digital skills courses are for those who are new to using computers and other devices, and those who want to improve so they can apply for jobs, and use their skills in the workplace, with their family or at home when browsing.

What will I learn?

For beginners you will learn how to email, use a browser on the internet, and use word processing to create, save and print basic documents.

On the Excel course you will learn how to perform basic functions using spreadsheets including how to create a budget plan. On the PowerPoint course you will learn how to create and format basic presentations.

The Digital Skills for Job Seekers course will cover how to search and apply for jobs online as well as basic word processing skills to be able to write a CV or covering letter.

Progressing through Digital Skills levels

Our courses enable you to work towards learning basic skills in Microsoft Word, Excel, and PowerPoint applications.

What can I do after the course?

You can potentially work in a variety of jobs which require digital skills knowledge including local opportunities in administration work, and health care. You can also progress onto a qualification course such as Functional Digital Skills or Essential Digital Skills.



Internet and Email

Learn the basics of digital skills for everyday life and employment. Learn to use a mouse, keyboard, word processor to create simple documents and file management. You will be able to look up information, visit popular websites, use favourites and bookmarks, learn to shop online, use the internet to job search and use email.

Excel, Word, and PowerPoint

In PowerPoint you will create a simple presentation on a topic of your choice using text, colours and picture.

This course is for those who want to learn or improve their basic spreadsheet software skills using Microsoft Excel. The course will introduce learners to the basic concept of spreadsheets.

Student Testimonials

"Digital skills courses teach me about new and advanced technology and what's popular right now."

"Learn new skills with word."

"Now I know and understand the basics of a computer."



Health and Wellbeing

We offer a range of courses to support your health and wellbeing; these include exercise, cookery, and sewing. Different courses are run during the year so please check our courses website (www.webenrol.com/ebclass) to find out more. Some of our courses:

Dressmaking

Beginners and Advanced: Learners will make a children's outfit using a western pattern. Learners must understand how to use a sewing machine before joining this course.

Learning sewing techniques - Applique and Upcycling

Learn and develop basic sewing techniques to refashion clothes and re-use fabrics you will already have to make household items and to customise your clothes.

Getting to know your sewing machine

Learn how to use your sewing machine. We offer this at beginners and intermediate level.

Pilates

Use Pilates to promote strength, balance, flexibility and postural awareness, as well as the correct stretching techniques.

Dressmaking - unfinished projects

For learners who understand how to use a sewing machine. You will make a children's outfit using a western pattern. We offer this course at beginners, intermediate and advanced level.

Student testimonial

"Pilates maintains my physical abilities as an addition to my other methods of exercise. It also provides good company with the other participants." (Pilates)

"Instructor is brilliant. Caring and fun. A great inspiration." (Pilates)

"The teacher was absolutely brilliant, very well spoken, knew how to make it fun way to learn. Built a good relationship with students. Great." (Slow cooker)



More health and wellbeing courses with providers commissioned to deliver courses on our behalf

Course	Description	Provider
Insight	Develop photography skills, learn concept of self, and artwork.	Art Beyond Belief
Air Dry Clay	Ceramic design using air dry clay to make pottery.	Artful Hub
Resin	Epoxy resin making.	
Candle Making	Using paraffin wax and recycled old wax.	
Mandala Design	Using acrylic paint pens, and dotting tools.	
Marbling Art	Using items to create effects on card, tiles, glass, and wood.	
Pyrography	Wood etching using a wood burning tool.	
Mosaic	Using broken materials such as coloured glass, CDs, and tiles.	
Quilling	Quilling the ancient paper curling art form.	
Macrame	Art of knotting techniques.	
Sewing	Hand sewing.	
Lino Printing	Carve a pattern into linoleum, rubber, or vinyl.	
Tie Dye	Dying art form.	
Stone Painting	Designs and patterns on stone.	
Zentangle	Designs put together to make a large scale art piece.	
Soap Making	Produce natural soap.	
Bath Bombs	Homemade bath bombs.	
Card Making	Homemade greeting cards.	
Arts and textiles in the community	Learn the skills of textile art.	Arts Classes Group

Further information about courses and how to apply:

Art Beyond Belief	Contact Emel Soylu on emel@art-beyond-belief.com or call 07446 129154.
Artful Hub	Call 07513 326453 or email artfulhub@yahoo.com .
Arts Classes Group	Call 07501 644537 or email info@artclassesgroup.com

Family Learning

We offer a range of courses to support parents with their children, cookery, school homework and parenting in general. Where children are permitted to attend, please check course information for the age range and number of children allowed to attend. Different courses are offered during year - please visit our Courses website (www.webenrol.com/ebclass) for more information.



More courses with Antz Kidz

Course	Description
Arty Trails Family Camp Days x 3	<ol style="list-style-type: none"> 1. Discover famous artists, understand their art techniques, develop an art piece, and use copycat techniques. 2. Air dry clay, lanterns, stone sculptures, popsicle boxes, basket weaving. 3. Pom pom rugs, potato people, Cinco de Mayo, mini pinatas.
Arty Trails Saturday workshops	Series of workshops covering mandalas, string art, Matisse collage, Frida Kahlo, Georgia O'Keefe flowers, Jackson Pollack splatters, Zentangle art, ink marbling, pop art, block printing on t-shirts, and Yayoi Kusama art. Create artwork, and design a piece, using copycat techniques.

Further information about courses and how to apply:

Antz Kidz	Call 07513 326453 or email artfulhub@yahoo.com .
-----------	---

Employability

Equipping you with the skills to gain or improve in employment is an important part of your learning with us. In addition to your basic skills or wellbeing course take a workshop on employability. We offer workshops covering interview skills, improving your CV, and career planning and personal development. Different workshops are offered during year - please visit our Courses website (www.webenrol.com/ebclass) for more information.



More employability courses with providers commissioned to deliver courses on our behalf

Course	Description	Provider
Childcare	Working with children: safeguarding, child development, supervising children.	Educate 2Gether
Teaching Assistant	Working with children: safeguarding, and supporting children with SEN.	
Business Administration	Learn customer service skills, and using Microsoft Office.	
Cover Supervisor	Covering lessons, managing students' behaviour understanding school policies, and Safeguarding.	
Early Years practitioner Level 3	Work with children between birth and 5 years.	
Supporting Teaching and Learning Level 3	Children and young people's development, positive behaviour, and communication.	
Community Interpreting Level 1 and 2	Listening and assertive skills for work.	Building Futures Together
Personal Development in Employment	Identify strengths, values, and goals. Produce a CV.	Thrive365
Knowing yourself and Being Resilient	For parents to upskill on self-awareness, resilience, and effective communication.	

Further information about courses and how to apply:

Building Futures Together	Call 01753 555650 or bftenquiry@gmail.com
Educate 2Gether	Visit https://educate2gether.co.uk/ , call 01753 362197 or email info@educate2gether.co.uk .
Thrive365	Visit www.thrive365.co.uk or email bep@thrive365.co.uk .

Online Qualifications

More employability courses offered online by the Learning Curve Group

Course
Cleaning Knowledge and Skills
Prevention and Control of Infection in health care
Common Health Conditions
Children and young people (caring for and behavioural)
End of Life Care
Autism
Nutrition and Health
Care Planning
Care and Management of Diabetes
Safe Handling of Medication in Health and Social Care
Customer Service of Health and Social Care Setting
Dementia Care
Personal Exercise, Health, and Nutrition
Preparing to Work in Adult Social Care

Course
Mental Health awareness, care work, and with young people
Learning Disabilities and difficulties and special education needs
Cancer Support
Domestic Abuse
Technology Enabled Care
Falls Prevention
Personal Care Needs
Diabetes
Counselling Skills
Safeguarding, Prevent and British Values
Business administration
Customer Service
Retail Operations
Business Start Up
Coding
Warehousing and Storage

Further information about courses and how to apply:

Learning Curve Group	Visit www.learningcurvegroup.co.uk/courses/learners , or call 01388 777129.
-----------------------------	--

Learning Support from Slough and RBWM Libraries

GoCitizen.co.uk

GoCitizen.co.uk is an online study resource for candidates preparing for the Life in the UK test or British citizenship test.

- This is the online version of the latest official study materials licensed from the Home Office, the people who write the handbook.
- There are hundreds of practice test questions in the same format as the official test.
- It includes additional interactive learning resources and teaching aids.

Go online in your borough to access these resources:

Slough:

<https://sloughlibrary.gocitizen.co.uk/students/new>

RBWM:

<https://rbwm.gocitizen.co.uk/students/new>

GoCitizen.co.uk

Theory Test Pro

Theory Test Pro has been designed to help individuals starting their journey as learner drivers.

Students using Theory Test Pro are twice as likely to pass their driving theory test.

Material reproduced under licence from the Driver and Vehicle Standards Agency

Go online in your borough to access these resources:

Slough:

slough.theorytestpro.co.uk/login

RBWM:

<https://rbwm.theorytestpro.co.uk/students/new>



How to find and contact us

Course and enrolment information

Phone: 01753 476611

Website: www.webenrol.com/ebclass

Email: lifelonglearning@slough.gov.uk

Keep in touch

Facebook: www.facebook.com/eastberksclass

Where to find us

The Curve, William Street, Slough SL1 1XY
Monday to Friday, 9.30am-2.30pm

Maidenhead Library, St Ives Road, Maidenhead SL6 1QU
Tuesday, 10.00am-2.00pm

Learning centres

Slough

The Curve, William Street,
Slough SL1 1XY

Chalvey Community Hub,
Ladbroke Road, Slough SL1 2SR

Montem Academy, Chalvey Grove,
Slough, SL1 2TE

Penn Road, Penn Wood Primary School,
Slough SL2 1PG

Chalvey Grove, Montem Primary School,
Chalvey Grove Sure Start Childrens Centre,
Slough SL1 2TE

Romsey Close, Marish Primary School
Romsey Close, Langley SL3 8PE

RBWM

Riverside Centre, West Dean,
off Ray Mill Road West, Maidenhead
SL6 7JB





Changing lives one job at a time



Ability Slough is a fantastic new project providing support for people with disabilities and long term health conditions to gain and maintain paid employment.

If you have a disability or long term health condition and are struggling to gain or maintain employment, **we can help!**

We provide supported employment services in Slough. We work with you to understand what you like to do and match your skills, experience and aspirations to job roles in the local area.

We also work with lots of employers and are always making new relationships, which helps in our aim to get you into work as soon as possible.

Once you get a job, **we provide support to help you keep it** at your place of work.



learn | enjoy | improve