Adult Learning
Summer 2024 Courses

Call 01753 476611

Slough, Windsor and Maidenhead

Community Learning *and* **Skills Service**

Contents

How to enrol

ESOL, Maths, English and Digital Skills Qualification courses

Book an assessment
- Phone 01753 476611 to book an assessment.
- The advisor will book an appointment for you.

Attend your assessment
- You will be asked to attend your assessment at either The Curve in Slough or Riverside Centre in Maidenhead.
- 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.
- Take an assessment for your course.
- Enrol and register for the course.
- Bring a bank (debit/credit) card in case you need to pay for your course.

Health & Wellbeing, and Employability courses

Apply online with Webenrol

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

- Term starts: 22 April 2024 (Monday courses only)
                  29 April 2024
- Half term: 27 May – 31 May 2024
- Term ends: 19 July 2024

Contact us

-) 01753 476611
- ✆ [Find us on Slough Borough Council website](https://www.webenrol.com/ebclass) (https://www.webenrol.com/ebclass)
- ✆ lifelonglearning@slough.gov.uk

Visit us

- **The Curve**, William Street, Slough SL1 1XY.
- **Maidenhead Library**, St Ives Road, Maidenhead SL6 1QU.

Learning centres

- **The Curve**, William Street, Slough SL1 1XY.
- **Chalvey Community Hub**, Ladbroke Road, Slough SL1 2SR.
- **Britwell Hub**, Wentworth Avenue, Slough, SL2 2DS.
- **Riverside Centre**, West Dean, off Ray Mill Road West, Maidenhead SL6 7JB.
- **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

Exam fees
What you need to consider

- If you are taking an ESOL, English or Maths qualification and <u>pay</u> 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.

ESOL – Ascentis

- Entry 3 – Reading £16
- Entry 3 – Writing £19
- Entry 3 – Speaking/Listening £36

Functional Skills – NCFE English and Maths

- £17 Fee applies only if you are paying for your course (repeating Level 2 or private learner).

Enrolment Checklist

Are you eligible for a course place?

- Were you 19 years or over on 31 August 2023?
- Have you lived in the UK/EU/EEA for the last three consecutive years?

There are exemptions – please speak to a member of staff for more information.

Have you brought the correct ID?

- For example, passport, ID card, driving licence.
- Please also bring your National Insurance Number.

Are you claiming a benefit?

- Please bring proof of a recent benefit claim to the enrolment session or have access to your online benefit.

For example, Job Seekers' Allowance, Universal Credit, Employment Support Allowance.

How can you pay?
We only accept card payments.

Course Fees

When you attend our enrolment session you will be advised of the rate for the course you are applying for.

Fee Type	Fee rate
Free rate	£0
Basic rate	£3-5 fee per course depending on hours
Full rate	Full fee based on £3 per teaching hour
Private rate	£5 per teaching hour

Eligibility
You need to meet the ESFA eligibility criteria for our ESFA funded courses *(see enrolment checklist).*

Adult Skills
If you are unemployed and in receipt of certain benefits you may be eligible for free or a reduced fee course.

English and Maths courses
These may be free if your qualifications are below Level 2.

Digital Skills courses
These may be free if your qualifications are below Level 1.

Private learners
If you don't meet the ESFA eligibility criteria, then you may be able to join the course as a private learner (fee: £5 per hour).

ESOL courses

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. 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.*

Progressing through ESOL levels

Once you have achieved your targets, you will have the opportunity to progress to the next ESOL or Functional Skills English Level.

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.

ESOL course levels
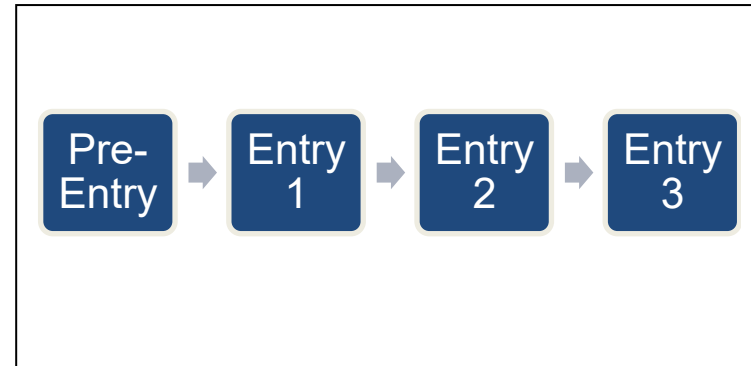
Pre-Entry → Entry 1 → Entry 2 → Entry 3

Why learn with CLASS?

We will help you to build your confidence to access work, progress in work, help your children with their homework and communicate more effectively with friends and family.

How to enrol

You will need to complete an assessment so that we can enrol you on the correct level of course.

Call 01753 476611 to book an assessment. Bring proof of ID, any benefits and card payment if applicable.

Exams

If you are studying at Entry Levels 1, 2 & 3 you can apply for an exam – you may be charged a fee for this.

ESOL courses

ESOL Pre-Entry All Modes

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
S233RRV01	22/04/2024	Mon	09:45-12:15	Riverside	11	£5	CL
S233SMB09	13/05/2024	Mon & Weds	09:30-11:30	Montem Academy	18	£5	CL
S233STC02	30/04/2024	Tues	09:30-12:00	The Curve	11	£5	CL
S233SRC04	23/04/2024	Tues &Fri	12:30-14:30	Romsey Close CC	20	£5	CL
S233STC05	30/04/2024	Tues	12:30-15:00	The Curve	11	£5	CL
S233STC07	30/04/2024	Tues	17:30-20:00	The Curve	11	£5	CL
S233SPC03	25/04/2024	Thurs	09:30-11:30	Penn Road CC	10	£5	CL

ESOL Entry Level 1 All Modes

Course code	Start date	Days	Time	Venue	No of sessions	Fees	Course Type
S233RRV11	30/04/2024	Tues	09:30-12:00	Riverside	11	£82.50	Adult Skills
S233STC13	01/05/2024	Weds	17:30-20:00	The Curve	11	£82.50	Adult Skills
S233STC12	05/06/2024	Weds	09:30-12:00	The Curve	7	£52.50	Adult Skills

ESOL courses

ESOL Entry Level 1 Reading and Writing

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
S233STC14	02/05/2024	Thurs	12:30-15:00	The Curve	11	£82.50	Adult Skills

ESOL Entry Level 1 Speaking and Listening

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
S233STC15	03/05/2024	Fri	12:30-15:00	The Curve	11	£82.50	Adult Skills

ESOL Entry Level 2 All Modes

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
S233SCC21	22/04/2024	Mon	09:30-12:00	Chalvey Hub	11	£82.50	Adult Skills
S233STC22	05/06/2024	Weds	12:30-15:00	The Curve	7	£52.50	Adult Skills

ESOL Entry Level 2 Reading and Writing

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
S233STC23	02/05/2024	Thurs	09:30-12:00	The Curve	11	£82.50	Adult Skills

ESOL Entry Level 2 Speaking and Listening

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
S233STC24	03/05/2024	Fri	09:30-12:00	The Curve	11	£82.50	Adult Skills

ESOL courses

See Page 5 for enrolment and ESOL eligibility criteria

ESOL Entry 2 and Entry 3 Speaking, Listening and Writing

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
S233STCM1	02/05/2024	Thurs	17:30-20:00	The Curve	11	£82.50	Adult Skills

ESOL Entry 2 and Entry 3 All Modes

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
S233RRVM2	02/05/2024	Thurs	09:30-12:00	Riverside	11	£82.50	Adult Skills

ESOL Entry 3 All Modes

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
S233SCC31	30/04/2024	Tues	09:30-12:00	Chalvey Hub	11	£82.50	Adult Skills

ESOL Entry 3 Prep Grammar FOCUS Reading & Writing

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
S233STC32	02/05/2024	Thurs	09:30-12:00	The Curve	11	£82.50	Adult Skills

ESOL Entry 3 Prep Grammar FOCUS Speaking & Listening

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
S233STC33	02/05/2024	Thurs	12:30-15:00	The Curve	11	£82.50	Adult Skills

English courses

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.

During your course you will learn to apply these skills effectively in a variety of formal and informal situations. Learners on these courses can work towards a nationally recognised qualification.

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.

English course levels
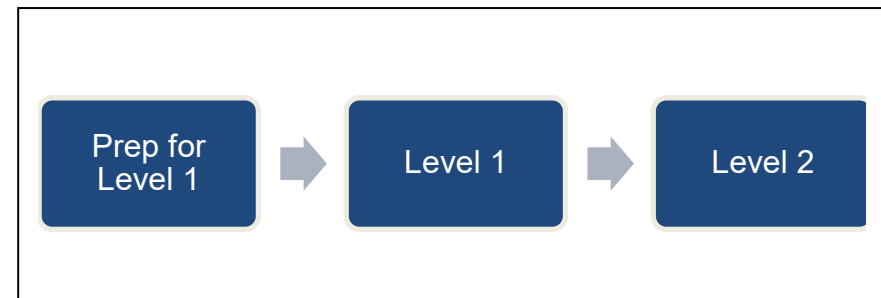
Prep for Level 1 → Level 1 → Level 2

Why learn with CLASS?

We will help you to build your confidence to access work, progress in work, help your children with their homework and communicate more effectively with friends and family.

How to enrol

You will need to complete an assessment so that we can enrol you on the correct level of course.

Call 01753 476611 to book an assessment. Bring proof of ID and any benefits.

English courses

Functional Skills English Entry 1 & Entry 2 Reading and Writing

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
E233STCM1	03/05/2024	Fri	12:30-15:00	The Curve	11	Free if eligible	Adult Skills

Functional Skills English Prep for Level 1

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
E233STC41	01/05/2024	Weds	09:30-12:00	The Curve	11	Free if eligible	Adult Skills

Functional Skills English Level 1 Reading and Writing

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
E233STC43	23/04/2024	Tues	09:30-12:00	The Curve	11	Free if eligible	Adult Skills

Functional Skills English Level 1 Speaking and Listening

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
E233STC44	03/05/2024	Fri	09:30-12:00	The Curve	11	Free if eligible	Adult Skills

English courses

Functional Skills English Level 1 & Level 2

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
E233STCA2	30/04/2024	Tues	17:30-20:00	The Curve	11	Free if eligible	Adult Skills
E233RRVA1	02/05/2024	Thurs	12:30-15:00	Riverside	11	Free if eligible	Adult Skills

Functional Skills English Level 2 Reading

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
E233STCA2	30/04/2024	Tues	12:30-15:00	The Curve	11	Free if eligible	Adult Skills

Functional English Level 2 Writing, Speaking & Listening

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
E233STCA3	01/05/2024	Weds	12:30-15:00	The Curve	11	Free if eligible	Adult Skills

Maths courses

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.

Maths course levels
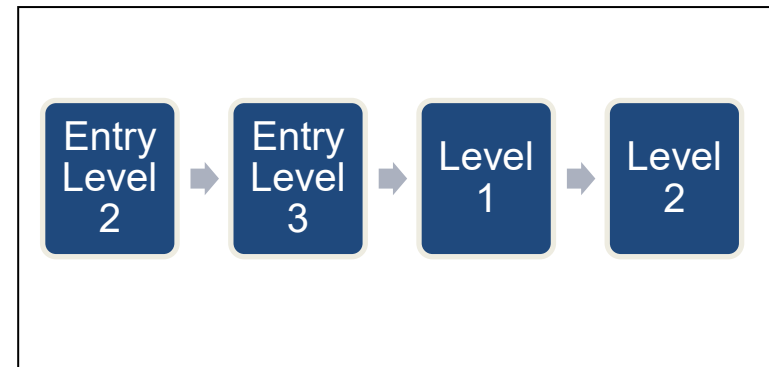
Entry Level 2 → Entry Level 3 → Level 1 → Level 2

Why learn with CLASS?

We will help you to build your confidence to access work, progress in work, help your children with their homework and feel more confident applying maths in everyday situations.

How to enrol

You will need to complete an assessment so that we can enrol you on the correct level of course.

Call 01753 476611 to book an assessment. Bring proof of ID and any benefits.

Maths courses

See Page 5 for enrolment and Maths eligibility criteria

Functional Skills Maths Entry 2 & Entry 3

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
M233STC21	02/05/2024	Thurs	09:30-12:00	The Curve	11	Free if eligible	Adult Skills

Functional Skills Maths Entry 3 & Level 1

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
M233SOLA1	02/05/2024	Thurs	12:30-15:00	Online	11	Free if eligible	Adult Skills

Functional Skills Maths Level 1 & Level 2

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
M233STCA4	01/05/2024	Weds	12:30-15:00	The Curve	11	Free if eligible	Adult Skills
M233STCA5	01/05/2024	Weds	17:30-20:00	The Curve	11	Free if eligible	Adult Skills
M233SOLA6	02/05/2024	Thurs	17:30-20:00	Online	11	Free if eligible	Adult Skills

Multiply courses

Multiply Functional Skills Maths Entry 3 & Level 1

[Enrol online with Webenrol](#)

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
X233SMUA3	06/06/2024	Thurs	15:30-17:00	Online	7	Free if eligible	Adult Skills

From our Providers

Multiply at 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 below are held at Langley College, Langley.

(More information about how to apply for Multiply courses at Langley College)

Course
Help your child with maths homework KS1
Help your child with maths homework KS2
Prep up to Functional Skills
Cooking on a budget - main meals
Cooking on a budget desserts and treats

Digital skills courses

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 a qualification course such as Functional Digital Skills or Essential Digital Skills.

Digital skills course levels
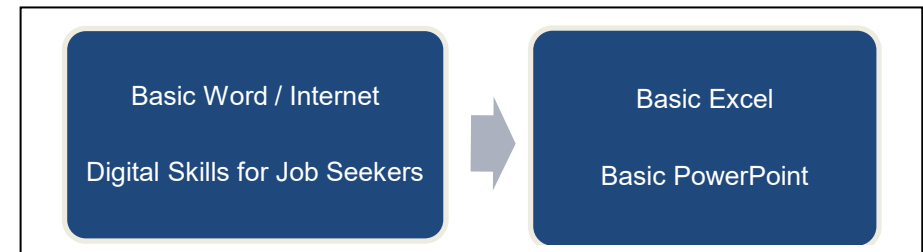
Basic Word / Internet		Basic Excel
Digital Skills for Job Seekers	→	Basic PowerPoint

Why learn with CLASS?
We will help you to build your confidence to access work, progress in work, help your children with their homework and feel more confident applying digital skills in everyday situations.

How to enrol
You will need to complete an assessment so that we can enrol you on the correct level of course.

Visit The Curve (Slough) or Maidenhead Library to have an assessment. Bring proof of ID and any benefits.

Digital Skills courses

See Page 5 for enrolment and Digital Skills eligibility criteria

Basic Internet Skills for Job Seekers

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
C233STCB1	11/06/2024	Tues	12:30-15:00	The Curve	6	£5	CL

Basic Digital Skills Internet & Email

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
C233STCB2	22/04/2024	Mon	09.30-12:00	The Curve	5	£5	CL
C233STCB3	10/06/2024	Mon	17:30-19:45	The Curve	6	£5	CL

Basic Digital Skills Internet & Word

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
C233RRVB4	11/06/2024	Tues	12:30-15:30	Riverside	6	£5	CL

Basic Microsoft Word Skills for Job Seekers

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
C233STCB5	30/04/2024	Tues	12:30-15:00	The Curve	5	£5	CL

Basic Digital Skills - Word

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
C233STCB6	10/06/2024	Mon	09.30-12:00	The Curve	6	£5	CL

East Berkshire Community Learning *and* **Skills Service**

Digital Skills courses

See Page 5 for enrolment and Digital Skills eligibility criteria

Basic Digital Skills - Excel

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
C233STCB7	22/04/2024	Mon	12:30-15:00	The Curve	5	£5	CL

Basic Digital Skills - PowerPoint

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
C233STCB9	22/04/2024	Mon	17:30-19:45	The Curve	5	£5	CL
C233RMLBA	24/04/2024	Weds	09:30-11:30	Maidenhead Library	5	£5	CL
C233RRVBB	30/04/2024	Tues	12:30-15:30	Riverside	5	£5	CL
C233STCBC	10/06/2024	Mon	12:30-15:00	The Curve	6	£5	CL

Employability courses

Dress for Success on Your First Day at Work – Women only

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
V233SRCE1	16/04/2024	Tues	09:30-11:30	Romsey Close CC	1	Free if eligible	CL
V233SPCE2	18/04/2024	Thurs	09:30-11:30	Penn Road CC	1	Free if eligible	CL
V233SMBE3	19/04/2024	Fri	09:30-11:30	Chalvey Grove CC	1	Free if eligible	CL

Get that Job

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
V233SRCE7	23/04/2024	Tues	09:30-11:30	Romsey Close CC	5	£5	CL
V233RPCE8	24/04/2024	Weds	12:30-14:30	Penn Road CC	5	£5	CL

Employability Courses *From our Providers*

Educate 2Gether

To enrol: either visit Educate2gether website, or call 01753 362197, or email info@educate2gether.co.uk.

Childcare Learning Programme

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
X233SEDD1	15/04/2024	Mon to Fri	09:00-15:00	Regal Court Business Centre	5	Free if eligible	CL

Teaching Assistant Learning Programme

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
X233SEDD2	13/05/2024	Mon to Fri	09:00-15:00	Regal Court Business Centre	5	Free if eligible	CL
X233SEDD4	03/06/2024	Mon to Fri	09:00-15:00	Regal Court Business Centre	5	Free if eligible	CL

Business Admin Learning Programme

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
X233SEDD3	20/05/2024	Mon to Fri	09:00-15:00	Regal Court Business Centre	5	Free if eligible	CL
X233SEDD5	10/06/2024	Mon to Fri	09:00-15:00	Regal Court Business Centre	5	Free if eligible	CL

Employability Courses *From our Providers*

Building Futures Together

To enrol: call 01753 555650 or bftenquiry@gmail.com.

Level 2 Community Interpreting

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
X233SBFC1	19/04/2024	Fri	09.30-14.30	Zoom	10	Free if eligible	Adult Skills

Thrive 365

To enrol: Visit Thrive365 website or email bep@thrive365.co.uk.

Personal Development for Employment

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
X233STHE1	10/06/2024	Mon & Tues	09.30-12.00	Zoom	12	Free if eligible	CL

Employability Courses *From our Providers*

Adviza

To enrol: [Visit Webenrol website](#)

How To Create A Winning CV

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
X233SADE1	25/04/24	Thursday	12:15-15:15	The Curve	1	Free if eligible	CL

How to Smash that Interview

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
X233SADE2	02/05/24	Thursday	12:15-15:15	The Curve	1	Free if eligible	CL

Effective Job Search

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
X233SADE3	09/05/24	Thursday	12:15-15:15	The Curve	1	Free if eligible	CL

Career planning - Qualifications and Me

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
X233SADE4	16/05/24	Thursday	12:15-15:15	The Curve	1	Free if eligible	CL

Where to Find Local Jobs for Local People

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
X233SADE5	24/05/24	Thursday	12:15-15:15	The Curve	1	Free if eligible	CL

Employability Courses *From our Providers*

The Skills Network

To enrol onto the below courses please use the QR code to access all course information or visit The Skills Network courses webpage

Course
TQUK Level 2 Certificate in Equality and Diversity (FO)
TQUK Level 2 Certificate in Living in a Fair and Diverse Society (RQF)
TQUK Level 2 Certificate in Safeguarding, Prevent and British Values (RQF) (2020 update)
TQUK Level 2 Certificate in Principles of Business Administration (FO)
TQUK Level 2 Certificate in Principles of Team Leading (FO)
TQUK Level 2 Certificate in Lean Organisation Management Techniques
TQUK Level 2 Certificate in Understanding Retail Operations

Course
TQUK Level 2 Certificate in Principles of Customer Service (FO)
TQUK Level 2 Certificate in IT User Skills
Principles for Digital Skills
TQUK Level 2 Certificate in Information, Advice or Guidance (OA)
TQUK Level 2 Certificate in Counselling Skills CR
TQUK Level 2 Certificate in Event Planning (RQF)
TQUK Level 2 Certificate in the Principles of Warehousing

Employability Courses *From our Providers*

Learning Curve Group

The Learning Curve Group offer a range of online courses.

To enrol onto the below courses please use the QR code to access all course information or visit Learning Curve Group website, or call 01388 777129.

Course
Certificate in Understanding Mental Health First Aid and Mental Health Advocacy in the Workplace
Certificate in Understanding Data Protection and Data Security
Certificate in Understanding the Care and Management of Diabetes (QCF)
Certificate in Understanding Safeguarding and Prevent
Certificate in Understanding Workplace Violence and Harassment
Interpreting texts
Digital Skills for Work
Working with statistics
Certificate in Principles of Business Administration (VRQ)
Certificate in Understanding Climate Change and Environmental Awareness

Course
Certificate in Understanding Excellence in Customer Service for Hospitality
Certificate in Understanding Retail Operations (QCF)
Certificate in Understanding Nutrition and Health (QCF)
Certificate in Understanding Tenant Support in Social Housing
Certificate in Creating a Business Start-Up
Constructing Sentences
Certificate in Digital Skills (Online)
Certificate in Team Leading Knowledge
Certificate in Lean Organisation Management Techniques
Certificate in Principles of Customer Service (VRQ)
Certificate in the Principles of Warehousing and Storage

Health and wellbeing courses

See Page 5 for enrolment and eligibility criteria

Pilates for all

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
L233RRV11	15/04/2024	Mon	17:45-18:45	Riverside	10	£50	Leisure

Creative Expressions Workshop

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
V233STC12	16/04/2024	Mon	13:30-15:00	The Curve	12	£5	CL

Getting to know your Sewing Machine and Cutting Sewing Bee

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
V233SMB95	22/04/2024	Mon	09:30-11:30	Montem Academy	8	£5	CL

Learning Sewing techniques - Applique and Upcycling

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
V233RRV91	30/04/2024	Tues	09:30-12:00	Riverside	9	£5	CL

Getting to know your Sewing Machine - Intermediate

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
V233RRV92	30/04/2024	Tues	12:30-15:00	Riverside	9	£5	CL

Health and wellbeing courses

Macramé for Beginners

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
V233SMB96	22/04/2024	Mon	12:45-14:45	Montem Academy	8	£5	CL

Beginners Dressmaking - unfinished projects

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
V233RRV93	06/06/2024	Thurs	09:30-12:00	Riverside	7	£5	CL

Advanced Dressmaking - unfinished projects

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
V233RRV94	06/06/2024	Thurs	12:30-15:00	Riverside	7	£5	CL

Cooking in a Style

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
V233SMB72	24/04/2024	Weds	12:30-14:30	Chalvey Grove CC	5	£5	CL

Health and Wellbeing courses *From our Providers*

Artful Hub

To enrol call 07513 326453 or email artfulhub@yahoo.com.

Decoupage on Wood

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
X233SAH91	01/05/2024	Weds	09:30-11:00	Slough Museum	4	Free if eligible	CL

Stone Painting

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
X233SAH92	01/05/2024	Weds	11:30-13:00	Slough Museum	4	Free if eligible	CL

Mosaic Making

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
X233SAH93	03/05/2024	Fri	09:30-11:00	Horsemoor Green CC	4	Free if eligible	CL

Pyrography for Beginners

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
X233SAH94	03/05/2024	Fri	11:30-13:00	Horsemoor Green CC	4	Free if eligible	CL

Fluid Art

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
X233SAH95	04/05/2024	Sat	09:30-11:00	Horsemoor Green CC	4	Free if eligible	CL

Health and Wellbeing courses *From our Providers*

Artful Hub *contd.*

Tie Dye

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
X233SAH96	04/05/2024	Sat	11:30-13:00	Horsemoor Green CC	4	Free if eligible	CL

Art Beyond Belief

The CONNECT programme

For those who wish to improve their mental well-being and increase their confidence and communication skills.
To enrol: contact Emel Soylu on emel@art-beyond-belief.com or call 07446 129154.

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
X233SBB12	24/04/2024	Weds	13:30-15:00	Online	6	Free if eligible	CL

Family Learning courses

> See Page 5 for enrolment and eligibility criteria

Aspects of Parenting

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
W233SMBE8	23/04/2024	Tues	12:30-14:30	Chalvey Grove CC	4	Free if eligible	CL

Family Cooking

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
W233SBC71	06/06/2024	Thurs	16:00-18:00	Britwell Hub	5	Free if eligible	CL

Supporting your Child with Maths Homework

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
W233SPCE5	24/06/2024	Weds	12:30-14:30	Penn Road CC	10	Free if eligible	CL
W233SMBE6	26/04/2024	Fri	09:30-11:30	Chalvey Grove CC	10	Free if eligible	CL
W233SRCE4	26/04/2024	Fri	12:30-14:30	Romsey Close CC	10	Free if eligible	CL

Family Learning courses   *From our Providers*

Achieving for Children (RBWM)

To enrol: visit Achieving for children (RBWM) or call 07584 205515.

Emotional Health Programme

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
X233RA111	09/05/2024	Thurs	10:00-12:00	Riverside	10	Free if eligible	CL

Stress Management

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
X233RA112	10/05/2024	Fri	09:30-11:30	Riverside	10	Free if eligible	CL

Antz Kidz

To enrol call 07513 326453 or email artfulhub@yahoo.com.

Mandala Design

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
X233SAK91	30/04/24	Tues	16:30-18:00	Slough Museum	4	Free if eligible	CL

String Art

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
X233SAK92	01/05/24	Weds	16:30-18:00	Slough Museum	4	Free if eligible	CL

Pointilism

Course code	Start date	Days	Time	Venue	No. of sessions	Fees	Course Type
X233SAK93	02/05/24	Thurs	16:30-18:00	Slough Museum	4	Free if eligible	CL

Adult social care courses

Learning Curve Group

The Learning Curve Group offer a range of online learning courses.

To enrol onto the below courses please use the QR code to access all course information or visit **Learning Curve Group website,** or call 01388 777129.

Course
Certificate in Awareness of Mental Health Problems (QCF)
Certificate in Common Health Conditions (QCF)
Certificate in Understanding Personal Care Needs
Certificate in Understanding Adverse Childhood Experiences
Certificate in Falls Prevention Awareness
Certificate in Understanding the Safe Handling of Medication in Health and Social Care (QCF)
Certificate in Improving Personal Exercise, Health & Nutrition
Certificate in Understanding Specific Learning Difficulties
Certificate in Principles of Working with Individuals with Learning Disabilities (QCF)
Certificate in the Principles of Care Planning (VRQ)
Certificate in the Principles of End of Life Care (QCF)
Certificate in Understanding Children and Young People's Mental Health
Certificate in Understanding Behaviour that Challenges
Certificate in Understanding Mental Health in Early Years
Award in an Introduction to Neuroscience in Early Years

Course
Certificate in Cleaning Principles (QCF)
Certificate in Counselling Skills (QCF)
Certificate in Customer Service for Health Care Settings
Certificate in Equality and Diversity (QCF)
Certificate in Understanding Cancer Support
Certificate in Introducing Caring for Children and Young People (QCF)
Certificate in Preparing to Work in Adult Social Care (QCF)
Certificate in Understanding Technology Enabled Care
Certificate in Understanding Dignity and Safeguarding in Adult Health and Social Care (QCF)
Certificate in the Principles of Dementia Care
Certificate in Information, Advice or Guidance (QCF)
Certificate in the Principles of the Prevention and Control of Infection in Health Care Settings (QCF)
Certificate in Understanding Common Childhood Illnesses
Certificate in Understanding Autism (QCF)

Adult Social Care courses

The Skills Network

The Skills Network offer a range of online learning courses.

To enrol onto the below courses please use the QR code to access all course information or you can go to The Skills Network courses website

Health and Social Care Course
TQUK Level 2 Award in the Prevention and Control of Infection (RQF)
TQUK Level 1 Award in Mental Health Awareness
CACHE Level 1 Award in Awareness of Substance Misuse
TQUK Level 2 Certificate in Self-harm and Suicide Prevention
TQUK Level 2 Certificate in Understanding the Care and Management of Diabetes (FO)
TQUK Level 2 Certificate in Common Health Conditions (Online assessments)
TQUK Level 2 Certificate in Understanding Autism
TQUK Level 2 Certificate in Understanding Behaviour that Challenges (OA)
TQUK Level 2 Certificate in Awareness of Mental Health Problems FLIPBOOK

Health and Social Care Course
NCFE Level 2 Certificate in Improving Personal Exercise, Health and Nutrition
TQUK Level 2 Certificate in Cleaning Knowledge and Skills
TQUK Level 2 Certificate in Understanding the Safe Handling of Medication in Health and Social Care
CACHE Level 2 Certificate in Customer Service for Health and Social Care Settings
TQUK Level 2 Cert. in the Principles of the Prevention and Control of Infection in Health Care Settings
Level 2 Certificate in Understanding Nutrition and Health
TQUK Level 2 Certificate in the Principles of the Mental Health Care Worker (RQF)
TQUK Level 2 Certificate in Principles of Care Planning (OA)

Adult Social Care courses

The Skills Network

The Skills Network offer a range of online learning courses.

To enrol onto the below courses please use the QR code to access all course information or you can go to The Skills Network courses website

Adult Social Care
Course
TQUK Level 2 Certificate in Preparing to Work in Adult Social Care (OA)
TQUK Level 2 Certificate in the Principles of Dementia Care (FO)
TQUK Level 2 Certificate in Principles of End of Life Care
TQUK Level 2 Certificate in Falls Prevention Awareness (OA)
TQUK Level 2 Certificate in Understanding Dignity and Safeguarding in Adult Health and Social Care
TQUK Level 2 Certificate in Caring for the Elderly (RQF)

Learning Difficulties
Course
TQUK Level 2 Certificate in Principles of Working with Individuals with Learning Difficulties (OA)
TQUK Level 2 Certificate in Special Education Needs and Disability
Level 2 Certificate in Understanding Specific Learning Difficulties

Children and Young People
Course
TQUK Level 2 Certificate in Introducing Caring for Children and Young People (OA)
Level 2 Certificate in Awareness of Bullying in Children and Young People
TQUK Level 2 Certificate in Allergy Awareness: Awareness of Allergies in Children and Young People
TQUK Level 2 Certificate in Understanding Children and Young People's Mental Health (OA)
TQUK Level 2 Certificate in Understanding Common Illnesses Affecting Children (RQF)
TQUK Level 2 Certificate in Behaviour that Challenges in Children (RQF)

Terms and Conditions

General conditions

1. To be eligible for a course place with ESFA contributing towards its cost you need to able to satisfy ESFA funding rules: you need to be 19 years of age as at 31 August 2023, able to meet the residential eligibility requirements, and prove your identity.
2. If you do not meet the ESFA eligibility rules you can enrol onto a course by paying a full cost recovery fee rate (currently £5.00 per hour) as a private learner.
3. You are entitled to attend an ESFA-funded course once to achieve your aims - you can attend the course again, as a private learner. However, you may be asked to pay a full cost recovery rate.
4. To enrol for a course, you are required to sign the learning agreement on the enrolment form. On the course you are required to complete an individual learning plan.
5. If you have a condition that could affect your learning in any way or require additional support with your learning it is your responsibility to inform your course tutor so that reasonable adjustments can be made.
6. Under the terms of our student charter all learners are required to be punctual for their class, to attend regularly, and show respect towards staff and other learners. If you are unable to attend a session, please let us know beforehand.
7. Whilst every effort is made to ensure that the course guide and brochure is accurate, we reserve the right to make amendments or cancel courses. Telephone us for up-to-date information or view our online course details at the following address: www.webenrol.com/ebclass.
8. We are unable to accept responsibility for any damage to or loss of student property (including motor vehicles) or work.
9. If you do not hear from us to the contrary, please assume that your course will be running.

Payment of fees

10. When you enrol, you are agreeing to pay the total cost for the whole course.
11. To confirm your enrolment onto a course you need to pay the total cost requested when you enrol.
12. If you are claiming a fee reduction you need to visit a centre with evidence, for instance, the benefit you are claiming.

Additional costs

13. You may need to pay additional costs - these are indicated on the brochure and will be included in the cost of your course at enrolment. If you have a fee for an examination this must be paid before you are entered for a place. You will be informed at enrolment if there is a charge for materials to support learning or if you will need to bring your own resources e.g. flowers. If you require other services (reference letters, replacement certificates, and repeat examinations there will be an administration charge for these.

Cooling off

14. When you enrol on to a course, we have a 'cooling off' period before the course starts - a seven-day period beginning from the day you are enrolled on the system or the date on the receipt whichever is later. During this time you will have the right to cancel the course and obtain a full refund.

Refunds and transfers

15. If you withdraw from a course, you will not be eligible for a refund. In exceptional cases, and at our discretion, we will support your request to transfer to another course; we will charge a £10 administration fee. You will be liable to pay any additional fees relating to the new course.

16. If we have to amalgamate, reduce the number of sessions or cancel a course within the first three weeks we will aim to offer you a suitable alternative course. If this is not possible then we will refund the fee in full. If a course is cancelled after the first three weeks, we will offer a pro rata refund to learners who have attended at least 80% of the sessions.

17. It may sometimes be necessary for reasons out of our control to make minor changes to a course, for example, another location within reasonable distance, the tutor, slight changes to the timing or the content. Refunds are not normally given in these circumstances.

18. If we must cancel a lesson, we will you offer you an additional lesson at another reasonable time. If we must reschedule a lesson, we will promptly contact you to inform you of this to ensure that you can make arrangements to attend.

19. If you request a refund relating to a medical condition, we require proof of a doctor's certificate. If this is accepted, you will receive a proportional refund of the fees paid in relation to the number of classes remaining. The refund will be dealt with from the date the doctor confirms their medical condition. There will be a £10 administration charge for each refund. You will be asked to complete the refund application form (in the policy on the adult learning page of <u>Slough Borough Council.</u>

Data

20. For information about how we use your personal information please read the learning agreement and declaration in your enrolment form. On the enrolment form you are required to sign that the information you have provided is accurate and that you understand the statement relating to data protection and media consent.

21. The Education and Skills Funding Agency (ESFA), Ofsted, and ourselves, all run learner surveys, and, for the ESFA and Ofsted, we are required to invite you to take part in these. In addition, we are required to contact you about your course after you have finished to find out how your course has helped you. These surveys and enquiries may be carried out by a third party.

East Berkshire Community Learning *and* **Skills Service**

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