

Be inspired

Community Learning and Skills Programme

2018

Allerdale

Copeland





Welcome

...to this year's Community Learning and Skills brochure for 2018.



I am delighted to see so many courses are once again being provided throughout our county. Despite the financial challenges that the council continues to face, we are determined to continue to support our communities by offering a range of locally based courses.

These high quality courses are delivered by the Council's highly experienced and qualified tutors. Our courses are inspected by Ofsted and it was fantastic to see that Cumbria's Community Learning and Skills service was recognised as a good provider of Adult Education across the board in Ofsted's latest inspection in January 2018.

It was particularly pleasing that Ofsted found our courses are giving our learners the self-belief and confidence to progress to further learning, apprenticeships or employment.

We provide support over a number of areas, including Maths, English, Science and IT, and can help if you are thinking about learning something new in order to change career, are looking to get on the job ladder or are interested in learning a new skill. Many parents also benefit from these courses and share the learning with their children.

I would invite you to look through the brochure, see what's going on in your area and join the thousands of people who have benefitted from our Community Learning Service.

Best wishes,
Cllr Deborah Earl

Allerdale and Copeland Community Learning and Skills

Allerdale and Copeland 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 Wellbeing; ICT and Digital Skills; 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

- Allerdale Community Learning and Skills Centre
Tel: 01900 706023
Email: allerdaleclas@cumbria.gov.uk
- Groundworks NE & Cumbria
Tel: 07548 223758 Email: michelle.harrison@groundwork.org.uk

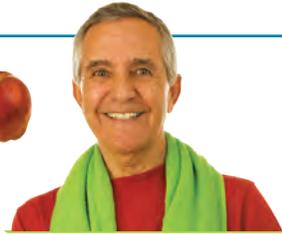
Our main centres in Copeland

- Copeland Community Learning and Skills Centre
Tel: 01946 506416
Email: copelandclas@cumbria.gov.uk
- West Lakes Academy
Tel: 01946 820356
Email: adulted@westlakesacademy.org.uk
- Groundworks NE & Cumbria
Tel: 07548 223755 Email: andy.deacon@groundwork.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/Wellbeing

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 wellbeing 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 difficulties. 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 timeframe 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

Our free courses are a great way to help parents and carers find out more about how to support their child's learning and development, whilst brushing up on their own English and Maths skills. Covering a wide range of subjects, the courses provide insights into what children are learning in school and nursery, with plenty of ideas and resources to follow up at home. Friendly and accessible, Family Learning offers fun opportunities for adults and children to learn both independently and together. Contact your school or local CLAS centre for more information.



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, 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 opportunity to make classes as informal and fun as possible so you don't feel like you're back at school.



Languages

Our language courses are 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.

Allerdale

Initial Assessment Sessions

If you are interested in enrolling on the GCSE or Functional Skills courses starting in September 2018, you will need to complete one of our free Initial Assessments. The session will last for 1 hour and you will either choose to sit the English or Maths assessment.

We are holding Initial Assessment dates in Allerdale. Please see below for more information.



Advice & Enrolment Sessions

If you are interested in enrolling on any of our courses starting in September 2018, we would like to invite you to one of our enrolment sessions. The session will allow us to enrol you on your preferred course that has been advertised on our website or in our brochure. We will also have staff available to answer any of your questions about the course. Please see below for more information.



Date	Initial Assessment Sessions	Advice and Enrolment Sessions	Venue
Monday 20 August	1pm – 8.30pm	1pm – 8.30pm	Workington Library Vulcans Lane Workington CA14 2ND
Tuesday 21 August	1pm – 8.30pm	1pm – 8.30pm	Netherhall School Netherhall Road Maryport CA15 6NT
Wednesday 22 August	1pm – 8.30pm	1pm – 8.30pm	Wigton Market Hall 22 Church St Wigton CA7 9AA
Thursday 23 August	1pm – 4pm	1pm – 4pm	Moot Hall 12-14 Main Street Keswick CA12 5JR
	5.30pm – 8.00pm	5.30pm – 8.00pm	Keswick Children's Centre Trinity Way Keswick CA12 4HZ
Friday 24 August	10am – 1pm	10am – 1pm	Workington Library Vulcans Lane Workington CA14 2ND

Who do I contact?

For any further information or to book your place today- please contact us on or call in to:

Allerdale Community Learning and Skills Workington Library, Vulcans Lane, Workington. CA14 2ND.

6 T: 01900 706023 E: allerdaleclas@cumbria.gov.uk

Courses in Allerdale

Course title	Centre	Day	Start	Wks	From	To	Fee
Art and Crafts							
Stick With It... Beginners Drawing	ACLMA	W	5.9.18	10	13:00	15:00	£66.00
Keep Going... Improvers Drawing	ACLMA	M	10.9.18	10	18:30	20:30	£66.00
Step In... Try Watercolours	ACLMA	M	26.11.18	5	18:30	20:30	£33.00
Step In... Try Watercolours	ACLMA	W	28.11.18	5	13:00	15:00	£33.00
Employability							
Job Search Workshop	ACLWO	M/Tu/ Th	10.9.18	2	09:00	13:00	FREE
Job Search Workshop	ACLWO	M/Tu/ Th	24.9.18	2	09:00	13:00	FREE
Interview Skills	ACLWO	M/Tu/ Th	8.10.18	1	09:00	13:00	FREE
Confident Communication	ACLWO	M/Tu/ Th	15.10.18	1	09:00	13:00	FREE
Award Skills For Employment Training and Personal Development (Customer Service) L1	ACLWO	M/Tu/ Th	29.10.18	6	09:00	13:00	£262.60
English							
GCSE English Language	ACLWO	M	10.9.18	30	18:00	21:00	*FREE
Functional Skills English L1	ACLWO	M	10.9.18	15	18:00	21:00	*FREE
GCSE English Language	ACLMA	TU	11.9.18	30	18:00	21:00	*FREE
GCSE English Language	ACLWI	W	12.9.18	30	18:00	21:00	*FREE
Functional Skills English L2	ACLWO	W	12.9.18	15	13:30	16:30	*FREE
GCSE English Language	ACLKE	TH	13.9.18	30	18:00	21:00	*FREE
GCSE English Literature	ACLWO	TH	13.9.18	34	18:00	21:00	£350.00
GCSE English Language	ACLWO	F	14.9.18	30	12:30	15:30	*FREE
Functional Skills English Entry L2	ACLWO	F	14.9.18	15	09:30	12:30	*FREE
ESOL (English for speakers of other languages)							
ESOL Beginners	ACLWO	W	5.9.18	30	13:00	15:00	£198.00
ESOL Improvers	ACLWO	F	7.9.18	30	13:30	15:30	£198.00
ESOL Intermediate	ACLWO	F	7.9.18	20	09:30	11:30	£132.00

ACLCO-Allerdale Community Learning and Skills Centre Cockermouth; ACLKE-Allerdale Community Learning and Skills Centre Keswick; ACLMA-Allerdale Community Learning and Skills Centre Maryport; ACLSI-Allerdale Community Learning and Skills Centre Silloth; ACLWI-Allerdale Community Learning and Skills Centre Wigton; ACLWO-Allerdale Community Learning and Skills Centre Workington; * FREE to those without a grade A* to C GCSE qualification in this subject.

Some learners may be eligible for fee concessions. See page 19 to check your eligibility.



Course title	Centre	Day	Start	Wks	From	To	Fee
Health and Wellbeing							
Stick With It... Fell Walking For Beginners	ACLKE	TH	20.9.18	5	09:30	12:00	£59.40
ICT and Digital							
Beginners IT	ACLKE	TU	4.9.18	12	09:30	11:30	FREE
Beginners IT	ACLWO	W	5.9.18	10	10:00	12:00	FREE
Moving On With Beginners IT	ACLWO	W	5.9.18	12	13:30	15:30	FREE
Beginners IT	ACLWI	W	5.9.18	12	12:30	14:30	FREE
BCS Award IT User Skills ITQ L1	ACLWO	F	7.9.18	10	12:00	15:00	£110.00
Microsoft Word Improvers	ACLWO	F	7.9.18	7	09:30	11:30	FREE
Computer and Online Basics Entry L3	ACLMA	M	10.9.18	10	18:00	21:00	£99.00
Beginners IT	ACLSI	M	10.9.18	12	09:30	11:30	FREE
Beginners IT	ACLCO	TU	11.9.18	10	09:00	11:00	FREE
Microsoft Excel Improvers	ACLWO	F	2.11.18	7	09:30	11:30	FREE
Microsoft Word	ACLWO	W	21.11.18	5	10:00	12:00	FREE
Moving On to ITQ L2	ACLWO	F	23.11.18	5	12:00	15:00	FREE
Prepare for ITQ L1	ACLMA	M	26.11.18	5	18:00	21:00	FREE
Microsoft Word	ACLCO	TU	27.11.18	4	09:00	11:00	FREE
Get Started with Online Shopping	ACLWO	W	28.11.18	1	12:30	15:00	£8.25
Getting the Best Deals Out of Comparison Websites	ACLWO	W	5.12.18	1	12:30	15:00	£8.25
Get Started with Online Shopping	ACLWI	W	5.12.18	1	12:00	14:30	£8.25
Using the Internet to Find Your Past	ACLWO	W	12.12.18	1	12:30	15:00	£8.25
Getting the Best Deals Out of Comparison Websites	ACLWI	W	12.12.18	1	12:00	14:30	£8.25
Keeping Safe Online	ACLWO	W	19.12.18	1	12:30	15:00	FREE
Languages							
Spanish For Holidays	ACLWO	TU	11.9.18	10	18:30	20:30	£66.00
French For Holidays	ACLCO	TH	13.9.18	10	18:00	20:00	£66.00
Beginners Spanish	ACLWO	TH	27.9.18	25	18:30	20:30	£165.00
Beginners Spanish	ACLMA	TU	27.11.18	25	18:00	20:00	£165.00
Beginners French	ACLCO	TH	29.11.18	25	18:00	20:00	£165.00

Course title	Centre	Day	Start	Wks	From	To	Fee
Maths							
GCSE Maths	ACLWO	M	10.9.18	30	12:30	15:30	*FREE
GCSE Maths	ACLWO	M	10.9.18	30	18:00	21:00	*FREE
GCSE Maths	ACLMA	TU	11.9.18	30	18:00	21:00	*FREE
GCSE Maths	ACLWI	W	12.9.18	30	18:00	21:00	*FREE
GCSE Maths	ACLKE	TH	13.9.18	30	18:00	21:00	*FREE
Functional Skills Maths Entry L3	ACLWO	W	12.9.18	15	12:30	15:30	*FREE
Functional Skills Maths Entry L3	ACLMA	M	10.9.18	15	09:00	12:00	*FREE
Functional Skills Maths Entry L2	ACLWI	TU	11.9.18	18	10:00	12:30	*FREE
Science							
GCSE Biology	ACLWO	W	12.9.18	30	18:00	21:00	£350.00
GCSE Chemistry	ACLWO	W	12.9.18	30	18:00	21:00	£350.00

Progression Stories

FT was originally on a course with a different learning provider but after a year she had become disheartened with lack of progress.

As a result of this the Job Centre referred her to a Moving Forward course which she attended enthusiastically and was quickly a very valuable and supportive member of the group. She successfully completed the Moving Forward course and keen to engage with more learning soon signed up for a Functional English Level 1 course. On sitting the exam she cried with joy as it was the first exam she had taken in her life. She was delighted to pass and soon signed up for her Level 2 which she subsequently passed.

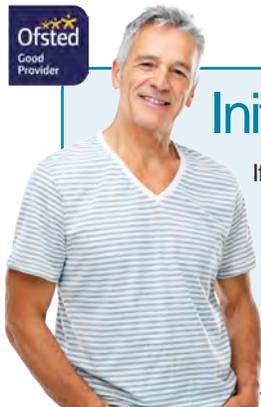
She is currently sitting her Entry Level 3 maths as well as her ITQ level 1.

She encourages all those around her and has been a real asset to our classes.

Working with Copeland Community Learning and Skills FT has gained a huge amount of confidence and determination to build a bank of relevant skills and qualifications to help her find a suitable job.

Would FT have discovered her love of learning without Moving Forward?





Copeland

Initial Assessment Sessions

If you are interested in enrolling on the GCSE or Functional Skills courses starting in September 2018, you will need to complete one of our free Initial Assessments. The session will last for 1 hour and you will either choose to sit the English or Maths assessment.

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Advice & Enrolment Sessions

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Date	Initial Assessment Sessions	Advice and Enrolment Sessions	Venue
Thursday 16 August	10am - 5pm		Whitehaven Library Lowther Street Whitehaven CA28 7QZ
Thursday 23 August	1pm – 6pm	1pm – 6pm	Whitehaven Library Lowther Street Whitehaven CA28 7QZ
Tuesday 28 August	2pm – 7pm	2pm – 7pm	Millom Library St George’s Road Millom LA18 4DD <i>(Please use the Library entrance for the car park at the rear of the building if the library is closed)</i>
Thursday 30 August	1pm – 7pm	1pm – 7pm	Whitehaven Library Lowther Street Whitehaven CA28 7QZ
Thursday 6 September		3pm – 7pm	Whitehaven Library Lowther Street Whitehaven CA28 7QZ

Who do I contact?

For any further information or to book your place today- please contact us on or call in to:
Copeland Community Learning and Skills Whitehaven Library, Lowther Street, Whitehaven, CA28 7QZ.

Courses in Copeland

Course title	Centre	Day	Start	Wks	From	To	Fee
Art and Crafts							
Landscapes of the Lakes: Photography Field Trips	COCLSC	SU	19.8.18	4	10:30	13:00	£35.00
Beginners Photography	COCLSC	W	19.9.18	5	18:00	21:00	£100.00
Creative Glass	COCEG	M	24.9.18	10	18:00	20:00	£100.00
Photography for the Serious Amateur	COCLSC	W	31.10.18	6	18:00	21:00	£110.00
Pottery: Slab Building	COCEG	W	14.11.18	5	13:00	15:00	£35.00
Employability							
What Next?	COCLSC	M	3.9.18	2	09:30	13:30	FREE
What Next?	COCLSC	TU	11.9.18	3	09:30	14:30	FREE
Self-awareness and Personal Development Skills	COCLSC	W	17.9.18	2	09:30	13:00	FREE
Business & Administration	COCLSC	TU	18.9.18	20	18:00	20:30	FREE
Certificate in Design Engineer Construct	WLA	T	17.9.18	20	17:30	20:30	£260.00
Certificate in Design Engineer Construct	WLA	T	17.9.18	44	17:30	20:30	£550.00
Award in Skills for Employment, Training and Personal Development	COCLSC	T	25.9.18	6	09:30	13:30	£262.50
English							
GCSE English Language	COCLSC	TU	4.9.18	30	09:30	12:30	*FREE
GCSE English Language	COCLSC	W	5.9.18	30	18:00	21:00	*FREE
GCSE English Language	COCLSC	TH	6.9.18	30	18:00	21:00	*FREE
GCSE English Literature	COCLSC	TH	13.9.18	34	18:00	21:00	£350.00
GCSE English Language	WLA	T	18.9.18	30	18:00	21:00	FREE
Creative Writing	COCLSC	M	1.10.18	8	13:30	15:30	£50.00
Functional English L1	COCLSC	M	1.10.18	15	09:30	12:30	*FREE
Functional English L1	COCLSC	T	2.10.18	15	18:00	21:00	*FREE
Functional English L2	COCLSC	W	10.10.18	15	09:30	12:30	*FREE

COCLSC- Copeland Community Learning and Skills Centre; COCEG- Copeland CLAS Egremont;

COCLSM- Copeland Community Learning and Skills – Millom; WLA- West Lakes Academy

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

Some learners may be eligible for fee concessions. See page 19 to check your eligibility.



Course title	Centre	Day	Start	Wks	From	To	Fee
ICT and Digital							
BCS Certificate in IT User Skills (ECDL Extra) (ITQ) L2	COCLSC	TU	4.9.18	20	12:30	15:30	£210.00
BCS Certificate in IT User Skills (ECDL Extra) (ITQ) L2	COCLSC	TH	13.9.18	20	09:30	12:30	£210.00
Computer and Online Basics	COCLSC	TH	13.9.18	13	13:00	15:00	£90.00
BCS Award IT User Skills ITQ L1	WLA	M	17.9.18	10	18:00	21:00	£180.00
BCS Award IT User Skills ITQ L1	WLA	M	17.9.18	10	09:00	12:00	£180.00
ICT for Total Beginners	WLA	M	17.9.18	9	12:30	14:30	FREE
ICT for Total Beginners	WLA	M	17.9.18	9	15:30	17:30	FREE
BCS Certificate in IT User Skills (ECDL Extra) (ITQ) L2	COCLSC	TU	18.9.18	20	18:00	21:00	£210.00
BCS Award IT User Skills ITQ L1	COCLSC	TH	20.9.18	10	18:00	21:00	£110.00
Computer and Online Basics Entry L3	WLA	M	26.11.18	12	12:30	14:30	£105.00
Computer and Online Basics Entry L3	WLA	M	26.11.18	12	15:30	17:30	£105.00
BCS Certificate in IT User Skills (ECDL Extra) (ITQ) L2	WLA	M	10.12.18	20	18:00	21:00	£300.00
BCS Certificate in IT User Skills (ECDL Extra) (ITQ) L2	WLA	M	10.12.18	20	09:00	12:00	£300.00
Languages							
Beginners Spanish	COCLSC	TU	18.9.18	24	18:00	20:00	£160.00
Beginners French	COCLSC	W	19.9.18	24	18:00	20:00	£160.00
Intermediate French	COCLSC	TH	20.9.18	24	18:00	20:00	£160.00
Maths							
GCSE Maths	COCLSC	TU	4.9.18	30	18:00	21:00	*FREE
GCSE Maths	COCLSC	W	5.9.18	30	18:00	21:00	*FREE
GCSE Maths	COCLSM	W	5.9.18	30	18:00	21:00	*FREE
GCSE Maths	COCLSC	M	10.9.18	30	09:30	12:30	*FREE
Functional Skills Maths Entry L 2 & 3	COCLSM	TU	11.9.18	18	12:30	15:00	*FREE
Functional Skills Maths L2	COCLSC	TH	13.9.18	15	09:30	12:30	*FREE
Functional Skills Maths L1	COCLSC	TH	13.9.18	15	09:30	12:30	*FREE
Functional Skills Maths L1	COCLSC	M	17.9.18	19	13:00	15:30	*FREE
Functional Skills Maths L1	WLA	M	17.9.18	15	17:45	20:45	*FREE
GCSE Maths	WLA	W	19.9.18	30	17:45	20:45	*FREE
Functional Skills Maths L1	COCLSC	TH	20.9.18	18	18:00	20:30	*FREE

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 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 middle of August 2018.



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.



For the latest information on courses in your area, check our Facebook pages

www.facebook.com/allerdalelearning
www.facebook.com/copelandlearning



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

91% of respondents to the National Learner Survey stated that they were likely to recommend Cumbria Community Learning and Skills to friends and family.

98% of respondents felt that their overall experience on the course was good or excellent.



“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 January 2018

Many learners develop very effective personal, social and employability skills, **including improved confidence and self-belief through good-quality teaching**, learning and assessment.

Learners benefit from effective guidance and coaching from skilled tutors that assist them to progress to their next steps.

The large majority of learners make good progress on their courses, gain new skills and acquire new knowledge, which helps them to realise their personal targets and move to their next steps.



“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 9:00-17:00 Monday to Thursday 9:00-16:30 Fridays
 - Email: For more information or to request an enrolment form, please email the relevant centre (see page 3)
- 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
 - National Insurance number
 - Proof of identification (photo if possible)

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 (contact centre for further details on Levels)
- Aged 19-23 enrolling on your first Level 3 Qualification (contact centre 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.

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

- 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

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

330 litre

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

ONLY £9.00



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)

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				† ADD DELIVERY
Closing date for applications 31 March 2017. TOTAL				

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

Card No _____

Maestro/Solo Cards: Start Date _____ Issue No _____

Expiry Date _____ Signature _____

Name _____

Address _____

Post Code _____ Tel _____

Email _____

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