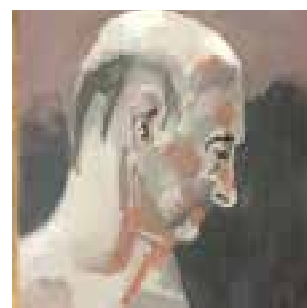


Derby Adult Learning Service

Learning Opportunities for Adults

ADULT LEARNING COURSES



January - April 2019



Version 1: November 2018

meet

enjoy

learn

achieve

www.adult-learning-derby.org.uk
Learner Helpline 01332 717900
enquiries@derbyals.org
Follow us on Twitter @dalsderby



Derby City Council

Welcome

Welcome to the adult learning programme for 2018/19. There is a wide range of courses available including our programme of health and well-being courses which recognise the importance of mental health.

The Adult Learning Service provides high quality teaching and learning for a wide range of learners, so I am confident that with the support of your tutors and other staff you will be successful in achieving your learning goals. Our aim is for you to meet new people, enjoy your learning experience, gain confidence, learn new skills and go on to further success.

Derby City Council supports lifelong learning and is committed to raising achievement and skills and providing learning opportunities for all Derby residents.

I look forward to hearing about your future successes.



Councillor Evonne Williams
Lead Member Children and
Young People

Welcome to Term 2, to all new and existing learners. Whether you want to improve your English, brush up on your maths, expand your IT skills or explore your creative side, we have a varied programme on offer. Courses get filled quickly, so make sure you book your place as early as possible.

If you can't find what you're looking for, please give our Learner Helpline a call; our friendly and knowledgeable staff are there to help. You may also have some suggestions for courses that you would like to see in our programme or ideas about how we can improve; if so, please let us know. We are always keen to hear from our learners.

Finally, I look forward to seeing you and wish you great success in whatever course you choose to do.



Debbie Watson
Head Of Service

FOLLOW US!
@dalsderby



Join our mailing list!
Email
enquiries@derbyals.org

Scan with your phone
to visit our website!



Visit our website for more information www.adult-learning-derby.org.uk

How To Enrol

You can join any course at any centre! There are several ways to join a course. Places are allocated on a first-come first-served basis and many courses are free (conditions apply).

In Person

- **Derby Multicultural Centre, Dairyhouse Road, Derby, DE23 8HN**
 - Monday to Friday 9am - 4pm
 - Monday and Tuesday 6pm - 8.30pm (term time only)
 - Saturday 9.30am - 12noon (term time only)
- **Rycote Centre, Parker Street, Derby, DE1 3HF**
 - Monday to Friday 9am - 4pm
 - Monday and Thursday 6pm - 8.30pm (term time only)
- **Village Learning Centre, Browning Street, Derby, DE23 8DN**
 - Monday to Friday 9am - 4pm
 - Wednesday and Thursday 6pm - 8.30pm (term time only)
 - Saturday 9.30am - 12noon (term time only)
- **Allen Park Centre, Allen Street, Allenton, Derby, DE24 9DE**
 - Monday to Wednesday **9am - 4pm**

By Telephone

Call our Learner Helpline on **01332 717900** between 9am and 5pm Monday to Thursday and between 9am and 4pm on Friday.

Online

Visit www.adult-learning-derby.org.uk. Course numbers shown in **red** are available to buy online.

Payment

The following payment methods are available: credit card, debit card or cash.

Please note: courses listed in this brochure are only available to those aged 19 and over on 31 August 2018.

Registration or examination fees are not included in the course fees advertised in this brochure (except LX courses).

Some of our accredited courses need a pre-course assessment, advice and guidance. These courses are identified with *

Eligibility - all learners must meet certain criteria to be able to join one of our courses. For more information please contact us on 01332 717900 or one of our main centres.

**Contact our Learner Helpline for more information or to enrol
01332 717900 or email enquiries@derbyals.org**

Centres

Allen Park Centre

Allen Street, Allenton, Derby, DE24 9DE
Tel: 01332 642300

Derby Multicultural Centre

Dairyhouse Road, Derby, DE23 8HN
Tel: 01332 717940

Derby Moor Academy

Moorway Lane, Littleover, Derby, DE23 2FS
Tel: 01332 642300 (9am - 4pm)

Please note: we are unable to take any payments (cash or card) at this venue

Kedleston Road Training Centre

184 Kedleston Road, Derby, DE22 1GT
Tel: 01332 717930

Please note: we are unable to take any payments (cash or card) at this venue

Landau Forte College

Fox Street, Derby, DE1 2LF
Tel: 01332 349106 (Tues eve 6pm - 9pm term time only)
or 717940

Littleover Community School

Pastures Hill, Littleover, Derby, DE23 4BZ
Tel: 01332 518975 (Wed eve 6pm - 9pm term time only)
or 711371

Please note: we are unable to take any payments (cash or card) at this venue

Rycote Centre

Parker Street, Derby, DE1 3HF
Tel: 01332 717930

Village Learning Centre

Browning Street, Derby, DE23 8DN
Tel: 01332 711371



The Learner Helpline **01332 717900** can provide details of access to all our buildings.

Family Learning

Would you like to support your child's learning and find out more about what they learn at school? The exciting Family Learning programme is a fun and friendly way to help give your child a good start and a great place to begin to develop your own skills.

Our courses are generally free (some criteria apply) and take place in schools and children's centres across the city. They help to develop children's maths, English and language skills and support adult family members to improve their own skills and progress onto other adult learning courses.

All courses are practical, fun and informative and open to parents, grandparents, guardians and carers. We also offer short parenting courses to help you understand and manage children's behaviour. Some courses are supported by a crèche.

Courses we have offered:

- Parenting
- Healthy eating on a budget
- Number fun and managing your money
- New to English
- English and maths through arts and crafts
- Story Sacks
- Interview skills

Find out about a class near you by calling our **Learner Helpline** on **01332 717900**. We may be able to run a course at your child's school. Ask the school to contact us at enquiries@derbyals.org

Visit our website for more information www.adult-learning-derby.org.uk

Arts

Creative Writing

This will be a very hands-on course with lots of writing exercises lead by acclaimed writer, poet, and lyricist Jamie Thrasivoulou. This course will be useful for both beginners and experienced writers' covering poetry, fictional and life writing and shows how the 3-disciplines interlink. This course runs for 10 weeks and costs £100. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CGLN L20410	Tuesday	8 January 2019	7pm	9pm	Landau Forte College

Creative Sketchbooks

Sketchbooks are an amazing opportunity to draw, visualize, write, collage, colour and fill countless hours doodling, relaxing and feeding your creative spirit. We will create several sketchbooks using simple yet clever ideas. This course runs for 10 weeks and costs £100. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CGLR I10828	Monday	7 January 2019	10am	12noon	Rycote Centre

Guitar and Ukulele

Interested in learning to play either guitar or ukulele? Whether you're a total beginner or have been playing a while but looking to improve, these sessions are for you. Song based learning that ties in the technique and the theory. Learn at your own pace with material tailored to your own tastes and interest. Please bring your own instrument. This course runs for 10 weeks and costs £140. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CSLR I40458	Thursday	10 January 2019	3.30pm	5.30pm	Rycote Centre
CSLR I40541	Thursday	28 March 2019	3.30pm	5.30pm	Rycote Centre

Guitar for Beginners

If you've never played guitar, or have just learnt a couple of chords, these sessions are for you. Song based learning that ties in the technique and the theory. Learn at your own pace with material tailored to your own tastes and interests. Please bring your own instrument. This course runs for 10 weeks and costs £140. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CSLM I10391	Monday	7 January 2019	6.15pm	8.15pm	Derby Moor Academy
CSLM I10515	Monday	25 March 2019	6.15pm	8.15pm	Derby Moor Academy

Contact our Learner Helpline for more information or to enrol
01332 717900 or email **enquiries@derbyals.org**

Arts

Guitar for Improvers

If you can strum a few songs and play a few licks already, these sessions are for you. Song based learning that ties in the technique and the theory. Learn at your own pace with material tailored to your own tastes and interests. Please bring your own instrument. This course runs for 10 weeks and costs £140. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CSLL I30444	Wednesday	9 January 2019	6.15pm	8.15pm	Littleover Community School
CSLL I30537	Wednesday	27 March 2019	6.15pm	8.15pm	Littleover Community School

Introduction to Using a Sewing Machine

It is a requirement before enrolling on any sewing classes that you attend this short, one session course. We will show you how to use our sewing machines and discuss with you the most appropriate class for you to join and the progression routes for your chosen area. This session is free.

Course number	Day	Start date	Start time	End time	Venue
CZLR I10401	Monday	7 January 2019	1pm	3pm	Rycote Centre
CZLV I20424	Tuesday	8 January 2019	1pm	3pm	Village Learning Centre
CZLV I60473	Saturday	12 January 2019	10am	12noon	Village Learning Centre
CZLR I10800	Monday	14 January 2019	7pm	9pm	Rycote Centre

Life Drawing - Mixed

You will learn diverse approaches to drawing and painting from the life model. You will learn how to depict the human form using a variety of mediums. You will learn about line, tone, form, volume, shape and colour, explore different styles and techniques. You will be encouraged to try new drawing and painting processes. You will be introduced to the work of many notable figurative artists and you will have the opportunity to practise and improve your skills. This course runs for 6 weeks and costs £105. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CSLR I20413	Tuesday	8 January 2019	10am	12.30pm	Rycote Centre

Life Drawing for Improvers

You will build on your previous experience. Working from the live model, you will create more advanced drawings, using pencils, charcoal and mixed media, combining classic and more contemporary techniques. This course runs for 5 weeks and costs £87.50. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CSLR I10388	Monday	7 January 2019	6.30pm	9pm	Rycote Centre
CSLR I10830	Monday	11 February 2019	6.30pm	9pm	Rycote Centre

Course numbers shown in **red** are available to buy online
www.adult-learning-derby.org.uk

Arts

Mixed Crafts

These sessions are about being creative in a supportive, relaxing atmosphere, making new friends and being inspired to do more than you thought you could. We will work through a range of different craft projects over the term. This course runs for 10 weeks and costs £100. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CGLV I40447	Thursday	10 January 2019	1pm	3pm	Village Learning Centre

Painting and Drawing - Beginners / Intermediate

You learn all about drawing:

- how to depict an object
- volume and form
- tonal values
- drawing still lives and landscapes
- using different mediums
- colour theory.

This course runs for 10 weeks and costs £100. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CGLV I30432	Wednesday	9 January 2019	1pm	3pm	Village Learning Centre

Painting and Drawing - Advanced

You will work from life and from photographs to paint in different styles and mediums (pastels, acrylics, collage, ink, etc). You will learn how to create a painting, what makes a successful work, how to use colour, how to develop work from an initial found image or idea. You will learn about the work of notable artists and take inspiration from them. You will be encouraged and supported to work in your own individual style. This course runs for 10 weeks and costs £100. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CGLV I30431	Wednesday	9 January 2019	10am	12noon	Village Learning Centre

Painting and Drawing - Mixed

You will work from life and from photographs to paint in different styles and mediums (pastels, acrylics, collage, ink, etc). You will learn how to create a painting, how to use colour, how to develop work from an initial found image or idea. You will learn about the work of notable artists and take inspiration from them. This course runs for 5 weeks and costs £50. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CGLR A20409	Tuesday	8 January 2019	1pm	3pm	Rycote Centre

Visit our website for more information www.adult-learning-derby.org.uk

Arts

Portrait Painting

On this course you will paint the portrait of the sitter from life. You will use a variety of materials, pencils, pastels, acrylic and oils. You will learn about the anatomy and structure of the head and face, creating a likeness and more. You will have one to one advice from the tutor and a group discussion to help you improve and complete the work. This course runs for 6 weeks and costs £105. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CSLR I20495	Tuesday	26 February 2019	10am	12.30pm	Rycote Centre

Pottery

You will learn basic hand building techniques, apply surface decorations and glazes and use the potters wheel. As your skills develop, you can apply them to your own creative ideas. This course runs for 10 weeks and costs £140. Subject to fee remission. Please note: There is a £10 additional materials fee to be paid before the course starts.

Course number	Day	Start date	Start time	End time	Venue
CSLV I30441	Wednesday	9 January 2019	6.30pm	8.30pm	Village Learning Centre
CSLV I40451	Thursday	10 January 2019	10am	12noon	Village Learning Centre
CSLV I50470	Friday	11 January 2019	10am	12noon	Village Learning Centre
CSLV I50468	Friday	11 January 2019	1pm	3pm	Village Learning Centre

British Sign Language

iBSL Entry Level Award in British Sign Language

No prior knowledge is required for this course. An introduction to basic and simple skills in British Sign Language. There will be three assessments to achieve the full qualification. This course runs for 13 weeks and costs £130. Subject to fee remission. Plus exam fee.

Course number	Day	Start date	Start time	End time	Venue
LRL L30445	Wednesday	9 January 2019	6pm	8.30pm	Littleover Community School

iBSL Level 1 Award in British Sign Language *

Learners must achieve the Entry Level iBSL qualification, or have an equivalent qualification, and do a pre course assessment before enrolling on this course. This course continues your development in acquiring skills in BSL to communicate with deaf people in everyday topics. This course runs for 20 weeks and costs £200. Subject to fee remission. Plus exam fee.

Course number	Day	Start date	Start time	End time	Venue
LRLV L30480	Wednesday	16 January 2019	6pm	8.30pm	Village Learning Centre
LRLR L40466	Thursday	17 January 2019	6.30pm	9pm	Rycote Centre

Contact our Learner Helpline for more information or to enrol
01332 717900 or email **enquiries@derbyals.org**

British Sign Language

Signature Level 1 Award in British Sign Language

No prior knowledge required. This qualification is designed to teach learners to communicate with deaf people in British Sign Language on a range of topics that includes everyday language use. There are three assessments in order to gain the full certificate. This course runs for 22 weeks and costs £264. Subject to fee remission. Plus exam fee.

Course number	Day	Start date	Start time	End time	Venue
LRLD L20813	Tuesday	15 January 2019	6pm	9pm	Derby Multicultural Centre

Signature Award in Deaf Awareness and Communication

This is an accredited course to provide introductory knowledge and skills for enhancing communication with deaf people. To achieve the full Level 1 Award in Deaf Awareness and Communication, learners are required to achieve two units. This course runs for 10 weeks and costs £80. Subject to fee remission. Plus exam fee.

Course number	Day	Start date	Start time	End time	Venue
LRLD L10761	Monday	21 January 2019	6.30pm	8.30pm	Derby Multicultural Centre

Computing

Computers - First Click into Computers

Ideal for complete beginners or those with little or no confidence using a computer. This course will give you a complete introduction to the basics of using a computer, from being confident using a keyboard and mouse, internet basics and how to stay safe online, all at a gentle pace. This course runs for 8 weeks and is free.

Call our Learner Helpline on 01332 717900 for more information!

Computers - Second Click into Computers

This is a follow on course from the First Click courses, which is ideal for beginners or those with little confidence using a computer. This course will provide ways to stay safe online and learn the benefits of email. This course runs for 3 weeks and costs £30. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CGLR F10428	Monday	7 January 2019	10am	12noon	Rycote Centre

Computers - Digital Imaging and Photo Workshop

This workshop style course includes digital photography, photo editing and manipulation. The course is very practical and 'hands on'. Learners work at their own pace, guided by the tutor. This course runs for 10 weeks and costs £100. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CGLD F20408	Tuesday	8 January 2019	10am	12noon	Derby Multicultural Centre
CSLV F40449	Thursday	10 January 2019	1pm	3pm	Village Learning Centre

Course numbers shown in red are available to buy online
www.adult-learning-derby.org.uk

Computing

Computers - Windows 10

Do you know where the 'Start Button' is or how to safely shut down your computer? Do you know what you can do with the 'File Explorer' or how to get the most from 'Cortana'? On this course you will be looking at the new features and improvements of Windows 10. This course runs for 5 weeks and costs £50. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CGLR F10487	Monday	28 January 2019	10am	12noon	Rycote Centre

Computers - Using an ipad

This 5 week, very practical, "hands on" course is an introduction that will take you through the basics and beyond. As you progress each week you'll learn tips and techniques to help you make the most of the iPad. If you have an iPad you can bring it along and connect to our Internet Wi-Fi. If not, you can use one of our iPads in class. This course runs for 5 weeks and costs £50. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CGLR F10504	Monday	11 March 2019	10am	12noon	Rycote Centre

Computers - ICT Skills for Work or Leisure *

This is a 'hands on' course that will introduce some of the common software used in IT. The course consists of creating effective documents such as letters, posters, flyers and CVs, finding information on the internet, sending emails and a whole lot more! This qualification is coursework based and you will receive a certificate when you complete your portfolio. This course runs for 20 weeks and costs £160. Subject to fee remission. Plus exam fee.

Course number	Day	Start date	Start time	End time	Venue
LRLV F20370	Tuesday	20 November 2018	10am	12noon	Village Learning Centre
LRLA F30371	Wednesday	21 November 2018	1pm	3pm	Allen Park Centre
LRLD F10073	Monday	7 January 2019	1pm	3pm	Derby Multicultural Centre

Access to Technology

This course will be tailored around you – you will meet your own goals with support from your tutor. It will support you to develop your own existing skills. This course runs for 15 weeks.

Course number	Day	Start date	Start time	End time	Venue
LPLD N30497	Wednesday	27 February 2019	10am	12noon	Derby Multicultural Centre

Visit our website for more information www.adult-learning-derby.org.uk

Computing

Computers - ECDL - Level 1 (£120) or Level 2 (£240) *

Join us to complete a highly recognised qualification valued by employers across the globe, focusing on the key areas of IT. The course is available at two different levels and can be tailored to your individual needs. The course costs £120 for Level 1 or £240 for Level 2. Subject to fee remission. Plus exam fee.

Course number	Day	Start date	Start time	End time	Venue	Weeks
LRLR F10074	Monday	10 September 2018	9.30am	12noon	Rycote Centre	12-24
LRLD F10321	Monday	24 September 2018	6pm	9pm	Derby Multicultural Centre	12-24
LRLD F20133	Tuesday	11 September 2018	6pm	8.30pm	Derby Multicultural Centre	12-24
LRLA F30185	Wednesday	12 September 2018	9.30am	12.30pm	Allen Park Centre	12-24
LRLV F30187	Wednesday	12 September 2018	9.30am	12.30pm	Village Learning Centre	12-24
LRLD F40222	Thursday	13 September 2018	1pm	4pm	Derby Multicultural Centre	12-24
LRLR F50256	Friday	14 September 2018	9.30am	12.30pm	Rycote Centre	12-24
LRLV F50257	Friday	14 September 2018	9.30am	12noon	Village Learning Centre	12-24

Courses for Learners with Learning Difficulties

LLDD Sensory Stories

This course will enable learners to explore their choices and preferences through the use of sensory stories and activities. Using words, signs, textures, sounds, smells and tastes learners will take part in themed sensory stories and dramas.

Course number	Day	Start time	End time	Venue
LDLR N10050	Monday	1pm	3pm	Rycote Centre

LLDD Cook a Meal

This course is for people who have some experience of cooking but who would like to be more independent in the kitchen. You will improve your skills and experience to learn to cook a range of everyday meals. Please note: There is an additional charge of £1.50 each session to contribute to the cost of the ingredients.

Course number	Day	Start time	End time	Venue
LDLR N20121	Tuesday	1pm	3.30pm	Rycote Centre

Courses with a * need a pre course assessment

Courses for Learners with Learning Difficulties

LLDD Simple Cooking for Beginners

This course will help you be more confident making snacks and simple meals. You will work together with other people to plan and prepare simple food of your choice with the support you need. You will learn how to do some basic cooking skills safely and practise using these to make some great food. Please note: There is an additional charge of £1.50 each session to contribute to the cost of the ingredients.

Course number	Day	Start time	End time	Venue
LDLR N40217	Thursday	10am	12.30pm	Rycote Centre

LLDD Everyday Craft Skills

On this course you will try out a range of craft activities and make handmade items for your home, your friends and family.

Course number	Day	Start time	End time	Venue
LDLR N30175	Wednesday	10am	12noon	Rycote Centre

LLDD IT Workshop

This course is a practical introduction to using technology in your everyday life. The course is designed around what you want to learn. You could learn what the different parts of a computer are and what they do, keyboard and mouse skills, how to use some computer software, how to stay safe using a computer.

Course number	Day	Start time	End time	Venue
LDLR N10047	Monday	9.30am	12noon	Rycote Centre

LLDD My Community

Would you like to find out more about Derby and what it has to offer you? On this course we will explore what is available for you to do in your local community. We will look at leisure, cultural, social and sports opportunities as well as find out how we can help to make our communities a better place. You will take part in interactive activities, games and be involved in planning and going on visits.

Course number	Day	Start time	End time	Venue
LDLR N50251	Friday	10am	12noon	Rycote Centre

Contact our Learner Helpline for more information or to enrol
01332 717900 or email **enquiries@derbyals.org**

Courses for Learners with Learning Difficulties

LLDD Reading and Writing Basics

On this course you will learn all the letter sounds and how to use these to read and write words. You will learn to write and identify letters of the alphabet and will put these together to make simple everyday words. We will practise reading and writing newspaper articles, postcards and short stories.

Course number	Day	Start time	End time	Venue
LKLR N10069	Monday	9.45am	12.15pm	Rycote Centre

LLDD Reading and Writing Improvers

This course is for people who have some writing and reading skills but who want to improve these. On the course you will learn about how to use punctuation correctly and improve your everyday reading and writing skills. Everyone will have an assessment by the tutor and together you will decide which skills you need to work on. You will have the opportunity to work towards recognised qualifications in English.

Course number	Day	Start time	End time	Venue
LKLR N50131	Friday	10am	12noon	Rycote Centre

LLDD Speak Up for Yourself

Would you like to be more confident? Do you find it difficult to speak up for yourself or tell people what you want? Would you like to be able to make a complaint or say no when people ask you to do something you don't want to do? Yes? Then this is the course for you. We will use different activities and games to practise being more assertive.

Course number	Day	Start time	End time	Venue
LDLR N30176	Wednesday	10am	12noon	Rycote Centre

LLDD Understanding Art

On this course we will look at famous works of art by recognised artists. We will talk about these pieces and use them as inspiration to create our own works of art.

Course number	Day	Start time	End time	Venue
LDLA N20119	Tuesday	1pm	3.30pm	Allen Park Centre

LLDD Using Numbers and Money

On this course you will learn to recognise numbers and coins. You will take part in practical activities and games to help you to learn. We will practice using numbers and coins in everyday ways.

Course number	Day	Start time	End time	Venue
LKLR N50252	Friday	1pm	3pm	Rycote Centre

Visit our website for more information www.adult-learning-derby.org.uk

Education and Training

Level 3 Award in Education and Training *

This course provides a good introduction to the skills and knowledge needed to deliver teaching and training to adults. On the course you will learn how to plan and deliver inclusive teaching sessions and how to assess and give constructive feedback. The course is suitable for anyone who is thinking about moving into a career delivering teaching or training to adults; or for people who deliver training as part of their current job role.

Call our Learner Helpline on 01332 717900 for more information!

Fitness

Keep Fit - Mature Movers

This course is designed for both men and women over the age of 50 who wish a gentler approach to conventional exercise. All sessions include physical exercise and relaxation techniques. This course runs for 10 weeks and costs £50. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CGLR A30429	Wednesday	9 January 2019	10.30am	11.30am	Rycote Centre

Food and Drink

Arabic Cookery

If you are interested in the Arab world and want to try delicious food and Arabic language, then this course is for you. If you want to learn how to make baklava, cofta, stuffed pepper and aubergine, potato tagen and many more Egyptian dishes then this is the course for you. Enjoy learning in a friendly environment. No experience needed. All ingredients provided for the first session. This course runs for 10 weeks and costs £140. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CSLL G30435	Wednesday	9 January 2019	7pm	9pm	Littleover Community School

Indian Cookery

You will be learning about a range of different Indian dishes. These will include starters, main meals and desserts. Indian culture and background will also form part of this course. All ingredients provided for the first session. This course runs for 10 weeks and costs £140. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CSLL G30436	Wednesday	9 January 2019	7pm	9pm	Littleover Community School

Course numbers shown in red are available to buy online
www.adult-learning-derby.org.uk

Health and Care

Adult Mental Health First Aider (MHFA)

Mental Health First Aid (MHFA) is an internationally recognised training course. You will learn to spot the early signs of a mental health issue and identify, understand and help someone who may be experiencing a mental health issue. The Adult MHFA Manual and Workbook is included in the price. This course runs for 2 days and costs £300.

Course number	Day	Start date	Start time	End time	Venue
XXLR A90446	Tues + Wed	19 February 2019	9am	5pm	Rycote Centre

Introduction to Psychology

This course is a general introduction to the main aspects of psychology. The course will include sessions about: Child development, Motivation, Cognition and Perception. This course runs for 10 weeks and costs £100. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CGLV B10598	Monday	7 January 2019	1pm	3pm	Village Learning Centre

Level 2 Certificate in Preparing to Work in Adult Social Care *

This qualification is an ideal starting point for anyone who is thinking about a career in care. The course covers: communication, equality, diversity and inclusion, personal development, role of the social care worker, handling information, health and safety, safeguarding, duty of care and person centred approaches. This course runs for 18 weeks and costs £360. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
LRLR A20845	Tuesday	5 March 2019	9.30am	3pm	Rycote Centre

Level 3 Certificate in Supporting Teaching and Learning *

This one year course is a mix of classroom taught knowledge and assessments of competence in the workplace which cover the generic knowledge and skills required to work as a level 3 Teaching Assistant. This course runs for 35 weeks and costs £1,417 (Advanced learner loan available).

Course number	Day	Start date	Start time	End time	Venue
LXLV M10841	Monday	7 January 2019	6pm	9pm	Rycote Centre
LXLV M40842	Thursday	10 January 2019	9.30am	12.30pm	Village Learning Centre

Contact our Learner Helpline for more information or to enrol
01332 717900 or email **enquiries@derbyals.org**

Health and Care

Wines of the World

This course will look at some of the world's many wine grape varieties. It will include factors that influence style and wine making - from still, sweet, sparkling to fortified (Port & Sherry). You'll learn how to taste wine like a professional! At each session there will be 4-5 wines to taste. This course runs for 10 weeks and costs £140.

Course number	Day	Start date	Start time	End time	Venue
XXLN G20426	Tuesday	8 January 2019	7pm	9pm	Landau Forte College

Leisure

Walking through Derbyshire Past

From a palaeolithic camp, along Roman roads, past medieval castles to industrial heritage, this course combines our region's wonderful scenery with its rich and often quirky history. We will look at landmarks and sites that are accessible to the public and discuss their history and legends. All sessions are classroom based. This course runs for 6 weeks and costs £60. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CGLA J10827	Monday	7 January 2019	1pm	3pm	Allen Park Centre

Makaton

Makaton - Beginners

Makaton is a unique language programme to develop communication skills for use with children and adults with a variety of learning difficulties. The beginners programme will introduce you to the core vocabulary. Please note: There is an additional fee for the Makaton manuals and certification. This course runs for 5 weeks and costs £62.50. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CGLL L30478	Wednesday	16 January 2019	6.30pm	9pm	Littleover Community School

Makaton - Follow Up

Makaton is a unique language programme to develop communication skills for use with children and adults with a variety of learning difficulties. The follow up programme will introduce the learner to the topic based resource vocabulary. You will need to complete the beginners course first. Please note: There is an additional fee for the Makaton manuals and certification. This course runs for 5 weeks and costs £62.50. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CGLL L30496	Wednesday	6 March 2019	6.30pm	9pm	Littleover Community School

"I thoroughly enjoyed the Makaton course. The tutor was very knowledgeable and made it fun whilst learning."

Makaton learner

Course numbers shown in red are available to buy online
www.adult-learning-derby.org.uk

Maths and English

Functional Skills Maths *

We provide a variety of courses for beginners and improvers to help boost your maths skills. Whether you need a qualification to improve your CV to help find employment or just want to be able to solve everyday problems such as reading timetables to plan journeys, comparing energy suppliers or being able to select the best mobile phone tariff. Whatever your goal, our friendly, supportive classes can help you to gain confidence and improve your maths skills before completing a nationally recognised functional skills qualification.

For more information about these courses or to enrol please contact any of our centres or the learner helpline on 01332 717900.

English and Maths accredited courses are FREE
(provided you do not already have GCSE grade A-C or 4-9 and meet other eligibility criteria).

**"I have improved my skills and job prospects.
My confidence has increased."
Maths learner**

**"The light-hearted, friendly environment of
the classroom gave me the confidence to
have a go. My tutor made learning fun!"
Maths learner**

Functional Skills English *

A good grasp of the English language is so important whether you are looking for employment, need to improve your spelling, grammar and vocabulary to be more professional at work or just want to be able to help the kids more with their homework.

Whatever your level, our friendly classes will support and encourage you to improve your reading and writing skills, gain confidence with speaking in groups, improve your communication skills, develop your vocabulary and gain a functional skills qualification to boost your CV.

For more information about these courses or to enrol please contact any of our centres or the learner helpline on 01332 717900.

English and Maths accredited courses are FREE
(provided you do not already have GCSE grade A-C or 4-9 and meet other eligibility criteria).

**"I really liked the tutor and lessons, the
atmosphere and friendly group and the
relaxed environment to improve confidence."
English learner**

Courses with a * need a pre course assessment

Modern Foreign Languages

French Beginners

This course is for complete beginners and is friendly and supportive. Your tutor will help you learn pronunciation, basic vocabulary and phrases to get by whilst travelling or going on holiday abroad. This course runs for 10 weeks and costs £140. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CSLL L30644	Wednesday	9 January 2019	7pm	9pm	Littleover Community School

French Beginners - Basic Knowledge Required

For those who have completed a term of French or have some knowledge already, this course builds on your vocabulary and phrases. You will already need to know basic greetings, introductions, asking for directions and ordering food to join this course. This course runs for 10 weeks and costs £140. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CSLM L10393	Monday	7 January 2019	7pm	9pm	Derby Moor Academy

French Improvers

If you have a basic grounding in French (greetings, directions, numbers, talking about yourself), this course will help build your French vocabulary and give you the skills to talk about the past and the future tenses. This course runs for 10 weeks and costs £140. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CSLM L10394	Monday	7 January 2019	7pm	9pm	Derby Moor Academy

French Intermediate

This course is for people who have studied French for two years and have begun to speak in the present, past and future tenses but want to develop their skills and confidence and gain a richer understanding of the Francophone world. This course runs for 10 weeks and costs £140. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CSLN L20420	Tuesday	8 January 2019	7pm	9pm	Landau Forte College

French Intermediate +

This course is for those who have studied the language for three years or have some experience of using the language in the present, past and future tenses. The course aims to consolidate past learning and to extend the practical use of the language. This course runs for 10 weeks and costs £140. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CSLV L20412	Tuesday	8 January 2019	10am	12noon	Village Learning Centre

Visit our website for more information www.adult-learning-derby.org.uk

Modern Foreign Languages

French Advanced

If you already have a good grasp of the essentials of French grammar and its various tenses, this course provides you with an opportunity to consolidate and extend your language and confidence further. We will explore various language areas relevant for your visits to a French speaking country - and additional conversational topics based on French culture, traditions, film, food and wine for example. This course runs for 10 weeks and costs £140. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CSLR L10389	Monday	7 January 2019	10am	12noon	Rycote Centre
CSLN L20419	Tuesday	8 January 2019	7pm	9pm	Landau Forte College

German Beginners - Basic Knowledge Required

For those who have completed a term of German or have some knowledge already, this course builds on your vocabulary and phrases. You will already need to know basic greetings, introductions, asking for directions and ordering food to join this course. This course runs for 10 weeks and costs £140. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CSLL L30395	Wednesday	9 January 2019	7pm	9pm	Littleover Community School

German Intermediate +

This course is for those who have studied the language for three years or have some experience of using the language in the present, simple past and future tenses. The course aims to consolidate past learning and to extend the practical use of the language. This course runs for 10 weeks and costs £140. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CSLN L20421	Tuesday	8 January 2019	7pm	9pm	Landau Forte College

Greek Beginners - Basic Knowledge Required

For those who have completed a term of Greek or have some knowledge already. It is friendly and supportive. Your tutor will help you learn pronunciation, basic vocabulary and phrases to get by whilst travelling or going on holiday abroad. This course runs for 10 weeks and costs £140. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CSLR L40457	Thursday	10 January 2019	7pm	9pm	Rycote Centre

Course numbers shown in red are available to buy online
www.adult-learning-derby.org.uk

Modern Foreign Languages

Greek Improvers

This course is for those who can cope with a range of everyday situations and now wish to learn in more detail how the language works. This course runs for 10 weeks and costs £140. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CSLM L10396	Monday	7 January 2019	7pm	9pm	Derby Moor Academy

Italian Beginners

These courses are for people who love Italy and would like to go on holiday to visit this beautiful country but have not previously learnt the language. The beginners courses will give you the opportunity to learn how to: introduce yourself, book a hotel room, ask for directions, buy train and bus tickets, order food and drinks in a restaurant, go shopping and much more! This course runs for 10 weeks. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue	Cost
CSLV L30440	Wednesday	9 January 2019	7pm	9pm	Village Learning Centre	£140
CSLR L40822	Thursday	10 January 2019	5.15pm	6.45pm	Rycote Centre	£105
CSLK L50482	Friday	18 January 2019	1pm	3pm	Kedleston Road Centre	£140

Italian Beginners - Basic Knowledge Required

These courses are for people who love Italy and would like to go on holiday to visit this beautiful country and have completed a term of Italian. This course builds on your vocabulary and phrases. This course runs for 10 weeks and costs £140. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CSLN L20415	Tuesday	8 January 2019	7pm	9pm	Landau Forte College
CSLR L40460	Thursday	10 January 2019	7pm	9pm	Rycote Centre

Italian Improvers

For those who have completed a beginners course (one year of study) or who have an equivalent level of knowledge. You will be encouraged and supported to increase vocabulary and knowledge on various topics, as well as to practise and further develop your beginners skills. This course runs for 10 weeks and costs £105. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CSLR L40461	Thursday	10 January 2019	5.15pm	6.45pm	Rycote Centre

Contact our Learner Helpline for more information or to enrol
01332 717900 or email **enquiries@derbyals.org**

Modern Foreign Languages

Italian Intermediate

These courses are for people who have previously been learning Italian, generally for two years. In these courses you will have the fantastic opportunity to practise and improve your speaking skills in a wide range of situation-based conversations. This course runs for 10 weeks. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue	Cost
CSLM L10398	Monday	7 January 2019	6.30pm	8.30pm	Derby Moor Academy	£140
CSLV L30438	Wednesday	9 January 2019	5.15pm	6.45pm	Village Learning Centre	£105

Italian Advanced

All our Italian Advanced courses are especially designed to fulfil your thirst for Italian Culture, Art, History, Music and Lifestyle. You will have the outstanding opportunity to learn and explore the Italian Language and Culture in a friendly environment. This course runs for 10 weeks and costs £140. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CSLM L10397	Monday	7 January 2019	7pm	9pm	Derby Moor Academy
CSLN L20422	Tuesday	8 January 2019	6.30pm	8.30pm	Landau Forte College
CSLK L30443	Wednesday	9 January 2019	1pm	3pm	Kedleston Road Centre
CSLR L40459	Thursday	10 January 2019	7pm	9pm	Rycote Centre

Spanish Beginners

These are courses for complete beginners. They are friendly and supportive. Your tutor will help you learn pronunciation, basic vocabulary and phrases to get by whilst travelling or going on holiday abroad. This course runs for 10 weeks and costs £140. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CSLR L10824	Monday	7 January 2019	1pm	3pm	Rycote Centre
CSLN L20826	Tuesday	8 January 2019	6.30pm	8.30pm	Landau Forte College
CSLV L40452	Thursday	10 January 2019	10.30am	12.30pm	Village Learning Centre
CSLV L60472	Saturday	12 January 2019	10am	12noon	Village Learning Centre

Visit our website for more information www.adult-learning-derby.org.uk

Modern Foreign Languages

Spanish Beginners - Basic Knowledge Required

If you have completed a term of Spanish or have some knowledge already, this course is for you. We will build on vocabulary and phrases about greetings, introductions, ordering food and drinks, etc. Meet like-minded people and get ready for your holidays in a fun and supportive atmosphere! This course runs for 10 weeks. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue	Cost
CSLV L30437	Wednesday	9 January 2019	1pm	3pm	Village Learning Centre	£140
CSLV L30439	Wednesday	9 January 2019	6.30pm	8.30pm	Village Learning Centre	£140
CSLV L40454	Thursday	10 January 2019	5.30pm	7pm	Village Learning Centre	£105
CSLR L50829	Friday	11 January 2019	10am	12noon	Rycote Centre	£140
CSLR L50651	Friday	18 January 2019	1pm	3pm	Rycote Centre	£140

Spanish Improvers

There is a relaxed, friendly and supportive atmosphere on this course. You will be supported to increase vocabulary and knowledge on various topics, as well as to practise and further develop your skills for those who have completed one year of study. This course runs for 10 weeks. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue	Cost
CSLR L10825	Monday	7 January 2019	5pm	6.30pm	Rycote Centre	£105
CSLM L10392	Monday	7 January 2019	6.30pm	8.30pm	Derby Moor Academy	£140
CSLR L20417	Tuesday	8 January 2019	10am	12noon	Rycote Centre	£140

Spanish Intermediate

If you can cope with a range of everyday situations and now wish to learn more about the language, this course is for you. We continue to build on your knowledge from beginners and improvers in a relaxed, supportive and friendly atmosphere (two years of study). This course runs for 10 weeks and costs £140. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CSLM L10638	Monday	7 January 2019	7pm	9pm	Derby Moor Academy
CSLN L20423	Tuesday	8 January 2019	7pm	9pm	Landau Forte College
CSLR L40823	Thursday	10 January 2019	7pm	9pm	Rycote Centre

**Contact our Learner Helpline for more information or to enrol
01332 717900 or email enquiries@derbyals.org**

Modern Foreign Languages

Spanish Advanced

Para expandir y reforzar tus conocimientos y habilidades - Expand your confidence and build on your skills and knowledge from previous courses in a fun, relaxed, friendly and supportive atmosphere in this group course. This course runs for 10 weeks and costs £105. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CSLR L10390	Monday	7 January 2019	7pm	8.30pm	Rycote Centre

Sewing and Textiles

Dressmaking for Beginners

Bring along your pattern and fabric and we will work through all the stages to make your garment fit you with a perfect finish. Please note: You will need to complete the introduction to using a sewing machine session (page 6) before enrolling on this course. This course runs for 4 weeks and costs £70. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CSLR I10474	Monday	14 January 2019	1pm	3.30pm	Rycote Centre

Patchwork Techniques for Beginners

This course will teach you the techniques, for beginners and intermediate sewers, in a relaxed and friendly environment. Work on your own projects or be inspired by ideas from your tutor. This course runs for 5 weeks and costs £70. Subject to fee remission. Please note: You will need to complete the introduction to using a sewing machine session (page 6) before enrolling onto this course.

Course number	Day	Start date	Start time	End time	Venue
CSLR I10801	Monday	21 January 2019	7pm	9pm	Rycote Centre

Small Sewing Machine Projects

This is a course designed to teach you really useful sewing techniques. Dispelling the mystique of zips, when to use interfacing and wadding, consider how to follow commercial / internet patterns. This course runs for 10 weeks and costs £100. Subject to fee remission. Please note: You will need to complete the introduction to using a sewing machine session (page 6) before enrolling onto this course.

Course number	Day	Start date	Start time	End time	Venue
CGLV I20407	Tuesday	15 January 2019	1pm	3pm	Village Learning Centre
CGLV I60484	Saturday	19 January 2019	10am	12noon	Village Learning Centre

Course numbers shown in **red** are available to buy online
www.adult-learning-derby.org.uk

Wellbeing

Could you do with boosting your wellbeing and uplifting your mood?
Yes?

Then one of our wellbeing courses may just do the trick.
Start to learn different skills and techniques for better self-care and self-management.
Relaxation can improve your mood and wellbeing while mindfulness reduces stress.

Wellbeing - Chair Based Yoga

Work through a series of chair based yoga exercises to improve your health and wellbeing in your daily life. Suitable for anyone who finds it difficult to stand for too long and carry out floor work exercises. This course runs for 10 weeks and costs £50. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CGLR A20411	Tuesday	8 January 2019	10.30am	11.30am	Retail Trust Leylands Estate

Wellbeing - Mindful Crafts

These sessions are about being creative in a relaxing atmosphere, making new friends and being inspired to do more than you thought you could, so come along and have some 'you' time. This course runs for 10 weeks and costs £20. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CTLD A20751	Tuesday	22 January 2019	3.45pm	5.45pm	Derby Multicultural Centre

Wellbeing - Mindfulness and the Art of Drawing

You will engage in different art projects which are specifically designed for relaxation and focusing the mind. Express yourself and your ideas through art. This course runs for 5 weeks and costs £50. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CGLR A20491	Tuesday	12 February 2019	1pm	3pm	Rycote Centre

Wellbeing - Singing in Harmony

Just like Gareth Malone and the choirs on the television, you'll be learning to sing in harmony. No musical knowledge is presumed, no previous experience is required, although you will need to be able to read. Songs from a variety of backgrounds and styles are used, learning in a supportive group situation to help those who are less confident. This course runs for 10 weeks and costs £100. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CGLR I30510	Wednesday	20 March 2019	1pm	3pm	Rycote Centre

Visit our website for more information www.adult-learning-derby.org.uk

Wellbeing

Wellbeing - Tai Chi for Health & Relaxation

Take part in a gentler exercise programme, learning how to do Qigong exercises and Tai Chi. All the exercises will consist of fluid, gentle movements that are relaxed and slow in tempo. The exercises are similar to walking in terms of physical exertion and can be done standing or sitting. With mindfulness at its core, the course will also include the concepts of chi and yin / yang as well as a variety of breathing and relaxation techniques from eastern and western traditions. This course runs for 10 weeks and costs £100. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CGLR A50469	Friday	11 January 2019	1pm	3pm	Rycote Centre

Wellbeing - Yoga

Yoga is a gentle but effective system that can be adapted to suit everyone. As well as physical postures, we also learn how to relax and destress; it is therefore about the whole person. Yoga becomes a way of life helping us cope with whatever comes along. We have mats and blankets, but you can bring your own if you prefer. Please wear loose clothing. This course runs for 10 weeks and costs £75. Subject to fee remission.

Course number	Day	Start date	Start time	End time	Venue
CGLV A40448	Thursday	17 January 2019	7pm	8.30pm	Village Learning Centre

“The course helped me to learn how to relax!”
Yoga learner

“Coming to the course has made me more relaxed and I really enjoyed meeting others!”
Chair Based Yoga learner

**Contact our Learner Helpline for more information or to enrol
01332 717900 or email enquiries@derbyals.org**

Bookkeeping

We offer courses at level 1 for people new to bookkeeping and at level 2 for people who already have some skills in this area and who would like to develop their skills while gaining a recognised qualification.

Please contact the Learner Helpline on 01332 717900 or enquiries@derbyals.org for more information about these courses

Safeguarding and Prevent

The Adult Learning Service recognises that the welfare and safety of every learner and every visitor to any of its centres is paramount and takes seriously its responsibility to safeguard and promote the welfare and safety of learners, visitors and staff.

Our **safeguarding policy and procedures** ensure that we take all reasonable steps to ensure that:

- the risks of harm, abuse, harassment, bullying, discrimination, radicalisation and / or extremism or any threat to learners and visitors are minimised
- staff, learners and visitors know how to take action to address any concerns about the safety or welfare of themselves or others, particularly vulnerable groups including children and adults with care and support needs.

Within our safeguarding policies and procedures, we have two main responsibilities:

- **Protecting** those who cannot protect themselves from abuse. Abuse can be physical, sexual, discriminatory, psychological, emotional or financial. If you see abuse taking place in one of our centres, or suspect it may be happening or if it is happening to you report it
- **Preventing** vulnerable people from being drawn into terrorism or extremism. If you are worried about someone showing signs of being radicalised or if you see or hear something that could be terrorist related report it.

If you have any concerns about abuse or possible radicalisation, **tell someone**. Talk to your tutor, talk to a member of staff or contact the Designated Safeguarding Lead Melanie Arrowsmith-Kemp on 01332 717938 or 07767 003382.

Visit our website for more information www.adult-learning-derby.org.uk

English for Speakers of Other Languages (ESOL)

If English is not your first language, we have many friendly groups for you in different centres across Derby in the morning, afternoon and evening. ESOL course fees start at £3.80 per hour and are FREE for many, especially if you are unemployed and in receipt of certain benefits. You will be required to show evidence of your benefits. You will attend an assessment session to determine your level. Improving your English can increase your job prospects.



All learners must meet certain criteria to be able to join one of our courses. For more information please contact us on 01332 717900 or one of our main centres.

Apprenticeships

Is there anyone in your family who may be interested in an apprenticeship?

Apprenticeships have no age limit.

They are ideal for school leavers or those who fancy a career change!

Apprenticeships provide a great opportunity to earn and learn at the same time. You will also gain a recognised qualification!

Visit the National Apprenticeship website www.apprenticeships.org.uk to find out all about apprenticeships, hear success stories and career pathways. The website advertises all of the different types of apprenticeships available and vacancies you can apply for with Derby employers, where we, Derby Adult Learning Service, deliver the training.

We offer a range of apprenticeships, these include:

- Health and Social Care
- Supporting Teaching and Learning in Schools
- Customer Services
- Business Administration.

Call us for more information on **01332 717900** or visit www.adult-learning-derby.org.uk and click on the **apprenticeship / traineeship** link for more apprenticeship information and motivating video footage from previous apprentices.



**Contact our Learner Helpline for more information or to enrol
01332 717900 or email enquiries@derbyals.org**

Fee Discounts and Concessions

Courses starting with L

Fee A = full fee

Fee B = all courses starting with LR and LD are **FREE**, if you are in receipt of:

- Jobseeker's Allowance (including Jobseeker's Allowance National Insurance credit)
- Universal Credit (and are in a work group, work related requirement, work preparation or work-focused interview, organised by JCP and you earn less than £330 per month)
- Employment Support Allowance (Work Related Activity Group only)

Evidence of the above must be provided prior to, or at enrolment.

Fee C = not applicable to L prefix courses

Free tuition for those on a low wage

If you work and earn less than £15,736.50 annual gross salary then most 'L' prefix course will be free, (excludes LX courses). Three months of wage slips or current employment contract stating gross monthly or annual wage to be submitted as evidence.

Most of the courses starting with LR and LD are also FREE, if all of the following applies to you.

You are unemployed, actively looking for work and completing the course will help you to get work, or you work less than 16 hours per week and earn less than £338 per month and completing the course will help your career prospects and you are in receipt of:

- Income Support or Council Tax Benefit or Housing Benefit
- Universal Credit
- Pension Guarantee Credit.

Evidence of the above must be provided prior to, or at enrolment.

Are you aged 19-23 (as at 31 August 2018)? If yes, then the course will be free if one of the following applies to you:

- You are joining an Entry Level or Level 1 course and do not already have a Full Level 2 qualification. Please note: the qualification must be provision from Local Flexibility (courses starting with LD or LR only)
- You are studying for your first Full Level 2 Qualification. Please note: the qualification must be within the Legal Entitlements (courses starting with LR only)
- You are studying for your first Full Level 3 Qualification. Please note: the qualification must be within the Legal Entitlements (courses starting with LX only).

Courses starting with LX attract a learning loan – more information is available at <https://www.gov.uk/advanced-learner-loan>

Maths and English

Accredited English and maths courses are free for everyone who does not already have English or maths GCSE at grade A* to C or 4 to 9 and can meet out eligibility criteria.

Are you joining an Entry or Level 1 British Sign Language (BSL) or Makaton course?

You will receive FREE tuition fees if you do not qualify for any of the above concessions and you are deaf, hearing impaired, you are the spouse or civil partner of a deaf/hearing impaired person or you are the parent or carer of a deaf/hearing impaired person/child or you are a parent or carer of a child who uses BSL or Makaton or who is unable to communicate verbally. Please note that workbook and examination fees apply.

Please note: courses listed in this brochure are only available to those aged 19 and over on 31 August 2018 and meet certain eligibility criteria.

Visit our website for more information www.adult-learning-derby.org.uk

Fee Discounts and Concessions

Courses starting with C (no qualification)

Fee A = full fee

Fee B = all courses starting with CG, CS and CT are **half price** (evidence must be provided), if one of the following applies to you:

- in receipt of Jobseeker's Allowance (including JSA National Insurance credit)
- in receipt of Employment Support Allowance (Work Related Activity Group only)
- in receipt of income based benefits eg Council Tax Benefit, Housing Benefit and Income Support
- in receipt of Working Tax Credit with a household income of less than £16,190
- in receipt of Pension Guarantee Credit
- in receipt of Universal Credit

Fee C = you will receive a 10% discount from the price listed in this brochure if you are a Derbyshire Gold Card holder. Your card must be shown at the time of enrolment.

All courses starting with **CZ** are **FREE** 'try me' taster sessions for new learners.

There is no fee remission on courses starting with **XX**.

Please note: courses listed in this brochure are only available to those aged 19 and over on 31 August 2018 and meet certain eligibility criteria.

Refund Policy

Refunds will only be given in certain circumstances and in most cases, will be subject to an administration fee of £10. All course and exam fees must be paid at enrolment. Exam fees are non refundable.

Refunds	Refunds will only be given in the following circumstances:	
	Course closed by DALs before start or within first two weeks	Full refund No admin fee
	Learner withdraws up to two weeks before the start of the class	100% refund £10 admin fee
	Learner withdraws within two weeks before the course starts	80% refund £10 admin fee
	Course closed by DALs due to low numbers after first two weeks	Pro-rata refund or free transfer No admin fee
	Learner withdraws for any other reason at any point after the course starts	No refund
	Learner withdraws in the first three weeks for exceptional circumstances * (paid at management discretion)	50% refund £10 admin fee
Transfers	Transfer between courses are charged as follows:	
	Learner decision to change course	£10 admin fee
	DALs decision to change course	No admin fee

**Contact our Learner Helpline for more information or to enrol
01332 717900 or email enquiries@derbyals.org**

Careers Information, Advice and Guidance

FREE advice!

Do you need help:

- producing a CV
- completing job applications
- preparing for an interview
- finding the right job for you
- finding a local course?

For more information, contact Derby Adult Learning Service careers advisers on 01332 643912 or email ask.foradvice@derby.gov.uk



careers
@derby

Join our DiGi Skills Courses!

Tuesdays and Wednesdays at the Village Learning Centre from 1pm till 4.15pm.

Learn basic computer skills to help you apply for jobs.

These are ongoing courses that you can join at any time throughout the year.

Courses for Job Seekers

Visit our Work Clubs!

Mondays at Allen Park Centre from 10am to 3.30pm

Thursdays at Derby Multicultural Centre from 3.15pm to 5pm

These are ongoing throughout the year.

Access Your Potential

This workshop style course helps you to work towards your own personal skills and goals. The course will be personalised to your individual needs and will be the start of your learning journey.

The course will create a topic based learning programme that will include elements of English, maths, ICT, confidence building, employability and study skills. The course will be delivered as an integrated programme and include traditional teaching methods blended with non-traditional and motivational learning eg visits, projects, online tasks etc.

These are ongoing throughout the year.

Join our Developing Skills for the Workplace course!

Thursdays at Derby Multicultural Centre from 9.30am to 12.30pm.

These are ongoing courses that you can join at any time throughout the year.

Visit our website for more information www.adult-learning-derby.org.uk

Do you live in Allenton?

Are you interested in improving your skills or finding employment?

The BURSARY SCHEME provides help to people living in the Allenton Big Local area who are facing barriers to employment, further education or training. Eligible residents can apply for funding to enable them to access education and training opportunities to improve their career prospects.

Courses in this brochure could be free / discounted if you live in the Allenton Big Local area.

To find out how to apply and read the full terms and conditions, visit www.biglocalallenton.co.uk/bursary



Struggling for gift ideas?

Buy a course as a gift!

Why not treat a friend or family member?



Ask our staff for more information.

Tel: 01332 717900

enquiries@derbyals.org

www.adult-learning-derby.org.uk

Course gift certificates are available!

Contact our Learner Helpline for more information or to enrol
01332 717900 or email **enquiries@derbyals.org**

Derby Adult Learning Service

Learning Opportunities for Adults

We can give you this information in other ways, styles and languages that will help you access it. Please contact us on: 01332 717940

Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku.

Prosimy o kontakt: 01332 717940

Punjabi

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫੋਨ 01332 717940 ਤੇ ਸੰਪਰਕ ਕਰੋ।

Urdu

01332 717940 یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرا، پر ہم سے رابطہ کریں۔

www.adult-learning-derby.org.uk

Learner Helpline 01332 717900

enquiries@derbyals.org

Follow us on Twitter @dalsderby

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Disclaimer: This information is correct at time of printing, however, Derby City Council reserves the right to modify this information at any time.



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