



CAMBRIDGESHIRE SKILLS

Spring Term Courses

January 2020—April 2020 Develop your skills for learning and life

What are you going to learn today?



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Cambridgeshire Skills Information and Enrolment Events

Date	Time	Venue
10th January 2020	1:00 pm - 5:00 pm	Cambridge Library, 7 Lion Yard, Cambridge CB2 3QD
22nd January 2020	09:30 am - 3:00 pm	Cambridgeshire Skills Hub, Ely Library, 6 The Cloisters, Ely, CB7 4ZH
9th January 2020	6:00 pm - 9:00 pm	Cambridgeshire Skills Hub, Ely Library, 6 The Cloisters, Ely, CB7 4ZH
13th February 2020	09:30 am - 11:30 am	Cambridgeshire Skills Hub, Ely Library, 6 The Cloisters, Ely, CB7 4ZH

Pop along during one of these events to find out more about our courses and how to enrol.



About us

A message from the Head of Service

I am delighted to present our January brochure following the successful launch of our organisation in 2019. From September 2019, we have enrolled almost 1000 people onto our courses in 39 parts of the county. We are helping to empower people to progress onto further study, employment, volunteering and career progression by offering a range of exciting, fun-filled courses. Why not pop along or call one of our friendly staff to discuss what you're going to learn in 2020?



People recognise that learning is one of the greatest investments they can make for their future and that of their families and communities, as it opens up a wealth of opportunities. We are committed to supporting your personal development and enhancing your learning experience to help you improve your work and career prospects, personal development and general wellbeing.

We support people who live and work in the county to improve their work and career prospects; get more out of their family lives and social relationships and generally improve their confidence and wellbeing through the range of courses offered by Cambridgeshire Skills.

The Service has always worked in close partnership with other fantastic community organisations across the county to provide courses that meet the needs of our community and our economy. Students appreciate the high quality learning experience that Cambridgeshire Skills provides and use their skills to enhance their lives.

I do hope that you will find something in this brochure that appeals to you. If you can't find what you're looking for, please contact me via email: tanya.meadows@cambridgeshire.gov.uk and let me know what you would like us to consider for the future.

I look forward to seeing you in the forthcoming year and hope you enjoy your chosen course(s) with us.

Best wishes,

Tanya Meadows Head of Service





English



We have a choice of courses to help you improve your English skills in reading, writing and speaking and listening; skills you can use at home and at work.

You will have the opportunity to develop your abilities and understanding which will help you feel more confident in using English in everyday life, gain confidence in speaking, listening and communicating, develop your reading level and reading comprehension and learn to write in a variety of contexts for a range of everyday uses: letters, emails, fiction, formal/informal writing.

How much will it cost me?

All these courses are fully funded for learners, meaning there is no fee to pay if you are aged 19+ and have lived in the EEA for at least 3 years and have not yet achieved a GCSE grade C/4 in English.

→ GCSE English Coming soon!

Contact us to add your name to the waiting list

"Working on this programme and achieving a qualification at level 1 has prompted me to progress further and I have registered for and enrolled on to Functional Skills in English at level 2."

English



English courses we offer:

Improve your English This course is for those who don't have a formal English qualification. It focuses on basic literacy skills and provides an excellent foundation to progress onto our functional skills courses.

Start - End Date	Time	Weeks	Venue
14th January 2020 - 11th February 2020	6:00 pm - 9:00 pm	5	Room 3, March Community Centre, 34 Station Road, PE15 8LE
13th January 2020 - 10th February 2020	12:30 pm - 2:30 pm	5	Cambridgeshire Skills Hub, Ely Library, 6 The Cloisters, Ely, CB7 4ZH
16th January 2020 - 13th February 2020	1:00 pm - 3:00 pm	5	The Oasis Community Centre, St Michael's Avenue, Wisbech PE13 3NR

→ **Keeping up with the Children - English** These courses are aimed at parents of school aged children who missed out on English at GCSE level themselves. No prior qualifications are needed.

Start - End Date	Time	Weeks	Venue
13th January 2020 - 10th February 2020	1:00pm – 3:00pm	5	Broad Leas Centre, 13 Broad Leas, St Ives, PE27 5QB

→ Functional Skills English (Entry 1 / Entry 2 / Entry 3 / Level 1 / Level 2)

This course is for anyone who needs an English qualification in order to gain access to further or higher education.

Start - End Date	Time	Weeks	Venue
15th January 2020—15th July 2020	5:00 pm - 7:00pm	23	Cambridge Central Library, 7 Lion Yard, Cambridge, CB2 3QD
25th February 2020 - 7th June 2020	6:00 pm - 9:00 pm	18	Room 3, March Community Centre, 34 Station Road, PE15 8LE
24th February 2020 - 13th July 2020	12:30 pm - 3:30 pm	17	Cambridgeshire Skills Hub, Ely Library, 6 The Cloisters, Ely, CB7 4ZH



English for Speakers of Other Languages (ESOL)

We provide a range of ESOL (English for Speakers of Other Languages) courses across Cambridgeshire. Our experienced, friendly and qualified tutors can help you develop speaking, reading and writing skills you need to succeed in life and work.

How much will it cost me?

Our courses are fully funded, meaning there is no cost to pay for adults who are aged 19+, have lived in the EEA for at least 3 years and who are unemployed or low waged (earning less than £16,009.50 annual wage) and in receipt of active benefits.

Otherwise courses are co-funded which means there is a cost to pay:

English for Life and Work: £100 Reading and Writing: £110 Speaking and Listening: £160

For learners who don't meet the funding criteria you will pay the full cost:

English for Life and Work; £300 Reading and Writing: £160 each Speaking and Listening £300



ESOL Courses we offer:

→ Certificate in ESOL Skills for Life - Speaking and Listening (Entry 1 / Entry 2 / Entry 3 / Level 1 / Level 2)

Gain a qualification and improve communication in your everyday life and work.

Start - End Dates	Time	Weeks	Venue
7th January 2020 - 23rd June 2020	10:00 am - 1:00 pm	23	Cambourne Village College, Sheepfold Lane, Cambourne, Cambridge, CB23 6FR
7th January 2020 - 23rd June 2020	6:00 pm - 9:00 pm	23	The Blue School - Hardwick Community School, Eastgate, Cambourne, Cambridge CB23 6DZ



"I am more confident in communicating and now I know that I will be able to learn more of the language to find a job."

English for Speakers of Other Languages (ESOL)

→ ESOL - English for Life and Work.

This course will help you develop your English speaking skills and become more confident communicating in English.

Start - End Date	Time	Weeks	Venue
6th January 2020 - 30th March 2020	12:45 pm - 2:45 pm	12	Cambridge Library, 7 Lion Yard, Cambridge, CB2 3QD CB2 3QD
7th January 2020 - 31st March 2020	1:00 pm - 3:00 pm	12	Shirley Community Primary School, Nuffield Road, Cambridge, CB4 1TF

→ Certificate in ESOL Skills for Life - Reading (Entry 1 / Entry 2 / Entry 3 / Level 1 / Level 2)
Gain a qualification and improve communication in your everyday life and work.
Some of these courses run 2 days a week. Learners must attend both days per week

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Start - End Date	Time	Weeks	Venue
6th January 2020 - 30th March 2020	9:15 am - 12:15 pm	12	Bewick Bridge Community Primary School, Fulbourn Old Drift, Cambridge CB1 9ND
6th January 2020 - 27th March 2020	9:15 am - 12:15 pm (Mon day and Friday)	11	Cambridge Library, 7 Lion Yard, Cambridge, CB2 3QD CB2 3QD
7th January 2020 - 26th March 2020	9:15 am - 12:15 pm (Tuesday and Thursday)	11	Shirley Community Primary School, Nuffield Road, Cambridge, CB4 1TF
15th January 2020 - 1st April 2020	12:15 pm - 3:15 pm	11	Bewick Bridge Community Primary School, Fulbourn Old Drift, Cambridge CB1 9ND
16th January 2020 - 25th June 2020	6:00 pm - 9:00 pm	20	Arbury Court Library, Arbury Road, Cambridge CB4 2JQ

→ ESOL - Pre Entry This course will help you develop your English speaking skills and become more confident communicating in English.

Start - End Date	Time	Weeks	Venue
14th January 2020 - 11th February 2020	09:30 am – 12:00 pm	5	Room 3, March Community Centre, 34 Station Road, March, PE15 8LE



Mathematics



We have a range of courses to help you improve your maths skills in calculating, understanding data, measures and shapes - a range of useful skills that can be used at home and at work.

How much will it cost me?

All these courses are fully funded for learners, meaning there is no fee to pay if you are aged 19+ and have lived in the EEA for at least 3 years and have not yet achieved a GCSE grade C/4 in Maths.

→ GCSE Maths Coming soon!

Contact us to add your name to the waiting list

"From the start I had a great deal of encouragement and support at the Learning Centre, my tutor guided me through what my strong and weak areas were so that I could work on the areas in which I needed to work on the most."

Mathematics

Maths Courses we offer:

→ Improve your Maths Skills Are you feeling nervous about getting back into learning and achieving qualifications? Then try our free Maths course for your first steps back into formal learning.

Start - End Date	Time	Weeks	Venue
21st January 2020 - 11th February 2020	12:00 pm - 3:00pm	4	Room 6, March Community Centre, 34 Station Road. PE15 8LE
14th January 2020 - 11th February 2020	6:00 pm - 9:00 pm	5	Cambridgeshire Skills Hub, Ely Library, 6 The Cloisters, Ely, CB7 4ZH
16th January 2020 - 13th February 2020	10:00 am - 12:00 pm	5	The Oasis Community Centre, St Michael's Avenue, Wisbech PE13 3NR

→ Functional Skills Maths (Entry 1 / Entry 2 / Entry 3 / Level 1 / Level 2)

This course is for anyone who needs a maths qualification in order to gain access to further or higher education. Some of these courses run 2 days a week. Learners must attend both days per week.

Start - End Date	Time	Weeks	Venue
25th February 2020 - 7th June 2020	12:00 pm - 3:00pm	18	Room 6, March Community Centre, 34 Station Road, March, PE15 8LE
15th January 2020 - 19th July 2020	1:00 pm - 3:00 pm (Wednesday and Friday)	23	Cambridge Central Library, 7 Lion Yard, Cambridge, CB2 3QD
25th February 2020 - 14th July 2020	6:00 pm - 9:00 pm	19	Cambridgeshire Skills Hub, Ely Library, 6 The Cloisters, Ely, CB7 4ZH
27th February 2020 - 19th June 2020	1:00 pm - 3:00 pm (Thursday and Friday)	14	Larkfield Day Centre & Ely Community Centre, High Barns, Ely, CB7 4SB





Computer Skills

We have a choice of courses to help you learn new skills or improve your existing digital skills.

How much will it cost me?

These courses are fully funded, meaning there is no cost to pay for adults who are aged 19+, have lived in the EEA for at least 3 years and who are unemployed or low waged (earning less than £16,009.50 annual wage) and in receipt of active benefits.

Courses are co-funded which means there is a cost to pay: Complete Beginners IT - £25
Start ICT / Functional Skills ICT - £95
IT Users (ITQ) / Certificate in ICT User Skills - £130

For learners who don't meet the funding criteria you will pay the full cost for your learning: Complete Beginners IT - £50
Start ICT / Functional Skills ICT - £300
IT Users (ITQ) - £450
Certificate in ICT User Skills - £724



"I had no knowledge or use of computers at any time in my life, unfortunately, everything in life now in some way involves using computers. So I signed up to a 7 week, basic IT course which has proved invaluable."

Computer Skills

ICT courses we offer

 \rightarrow **Start IT** (Entry 3)

With the Start IT qualification you can build your skills and gain confidence to work effectively with computers. This practical qualifications supports you to gain skills in word, e-mail and internet.

Start - End Date	Time	Weeks	Venue
27th February 2020 - 16th July 2020	1:00 pm - 3:00 pm	15	IT Suite, The Oasis Community Centre, St Michael's Avenue, Wisbech, PE13 3NR

→ Improve your IT Learn the IT skills we use in our daily lives, how digital skills can help you and how you can keep yourself safe when working online.

Start - End Date	Time	Weeks	Venue
16th January 2020 - 13th February 2020	1:00 pm - 3:00 pm	5	IT Suite, The Oasis Community Centre, St Michael's Avenue, Wisbech, PE13 3NR





Employability & Work Skills

We offer a range of courses to support you to develop your employability and work skills. The qualifications have been devised with the aim to progress learners into further learning and/or employment.

How much will it cost me?

These courses are fully funded, meaning there is no cost to pay for adults who are aged 19+, have lived in the EEA for at least 3 years and who are unemployed or low waged (earning less than £16,009.50 annual wage) and in receipt of active benefits.

Otherwise courses are co-funded which means there is a cost to pay: Award in Employability - £95

For learners who don't meet the funding criteria you will pay the full cost for your learning: Award in Employability - £300

→ Certificate in Employability Coming soon!

Contact us to add your name to the waiting list





"Getting a job has helped with my confidence because the employers just accepted me. I've never been as happy as I am now. People will accept you as you are if you can do the job. It doesn't matter what you are or who you are!"

Employability & Work Skills

Employability courses we offer:

→ Confidence for Life and Work A course that will support to gain confidence and consider your career options.

Start - End Date	Time	Weeks	Venue
10th January 2020 - 7th February 2020	09:30 am - 11:30 am	5	Larkfield Day Centre & Ely Community Centre, High Barns, Ely, CB7 4SB
13th January 2020 - 10th February 2020	1:00 pm - 3:00pm	5	Room 3, March Community Centre, 34 Station Road. PE15 8LE

→ Personal Development 2020 Reflect on your current skills, abilities and experience, and make a new plan for a successful 2020!

Start - End Date	Time	Weeks	Venue
16th January 2020 - 13th February 2020	1:00 pm - 3:00 pm	5	Room 4, March Community Centre, 34 Station Road. PE15 8LE
16th January 2020 - 13th February 2020	10:00 am - 12:00 pm	5	IT Suite, The Oasis Community Centre, St Michael's Avenue, Wisbech, PE13 3NR

→ Employability Skills This course helps with interview techniques, how to tailor your CV and enhance your chances of getting the jobs you really want.

Start - End Date	Time	Weeks	Venue
10th January 2020 - 17th January 2020	12:30 pm - 3:00pm	2	Larkfield Day Centre & Ely Community Centre, High Barns, Ely, CB7 4SB
24th January 2020 - 31st January 2020	12:30 pm - 3:00pm	2	Larkfield Day Centre & Ely Community Centre, High Barns, Ely, CB7 4SB
7th February 2020 - 14th February 2020	12:30 pm - 3:00 pm	2	Larkfield Day Centre & Ely Community Centre, High Barns, Ely, CB7 4SB



Vocational Skills Accredited

Our Vocational Skills courses offer you an opportunity to explore what working in a range of areas could offer. Find out about some of the different jobs working in these industries.

Think about how you might start working in this industry and discover the career progression opportunities available to you once you are in a role. These courses give you an overview of what the working environment is like in that industry so that you can decide if this is the type of work you would like to do.

How much will it cost me?

These courses are fully funded, meaning there is no cost to pay for adults who are aged 19+, have lived in the EEA for at least 3 years and who are unemployed or low waged (earning less than £16,009.50 annual wage) and in receipt of active benefits. Otherwise there may be a cost - please enquire for further details

Vocational courses we offer:

→ Certificate in Retail This course runs 2 times a week. Learners must attend both sessions.

Start - End Date	Time	Weeks	Venue
10th January 2020 - 15th May 2020	9:30 am - 3:00 pm (Friday) 1:00 pm - 4 pm (Monday)	16	Cambridgeshire Skills Hub, Ely Library, 6 The Cloisters, Ely, CB7 4ZH

→ Prospects Unwrapped- Award in Retail

Start -	End Date	Time	Weeks	Venue
,	020– 24th March 020	10:00 am - 4:00 pm	10	The Lighthouse, 13 Lynn Road, Ely, CB7 4EG

→ Award in Customer Service

Start - End Date	Time	Weeks	Venue
28th February 2020– 10th July 2020	09:30 am - 12:30 pm	17	Larkfield Day Centre & Ely Community Centre, High Barns, Ely, CB7 4SB

→ Award in Horticulture

Start - End Date	Time	Weeks	Venue
26th February 2020– 3rd June 2020	10:00 am - 3:00 pm	12	Larkfield Day Centre & Ely Community Centre, High Barns, Ely, CB7 4SB



"The course has made me more confident when meeting new people I don't know. I am able to do more things independently and I am better at managing my time."

Vocational Skills Non-Accredited

→ Introduction to Health & Social Care Opportunity to progress on to accredited learning

Start - End Date	Time	Weeks	Venue
16th January 2020 - 13th February 2020	09:30 am - 11:30 am	5	Cambridgeshire Skills Hub, Ely Library, 6 The Cloisters, Ely, CB7 4ZH
13th January 2020 - 10th February 2020	9:30 am - 11:30 am	5	Room 3, March Community Centre, 34 Station Road, PE15 8LE
16th January 2020 - 13th February 2020	1:00 pm - 3:00 pm	6	Littleport Child and Family Centre, Littleport, Ely, CB6 1JT
28th February 2020 - 27th March 2020	12:30 pm - 2:30 pm	5	Ormiston Chatteris Child and Family Centre, Larham Way, Chatteris, PE16 6PH

→ Introduction to Horticulture

Start - End Date	Time	Weeks	Venue
15th January 2020 - 12th February 2020	1:00 pm - 3:00 pm	5	Cambridgeshire Skills Hub, Ely Library, 6 The Cloisters, Ely, CB7 4ZH
16th January 2020 - 13th February 2020	10:00 am - 12:00 pm	5	IT Suite, The Oasis Community Centre, St Michael's Avenue, Wisbech, PE13 3NR
28th February - 3rd April 2020	10:00 am - 3 pm	5	The Prospects Trust, Snakehall Farm, Swaffham Road, Reach CB25 0HZ

→ Prospects Unwrapped- Food Safety

Start - End Date	Time	Weeks	Venue
14th January 2020– 24th March 2020	9:00 am - 10:00 am	10	The Lighthouse, 13 Lynn Road, Ely, CB7 4EG

Introduction to Food Safety

Start - End Date	Time	Weeks	Venue
16th January 2020– 13th February 2020	6:00 pm - 9:00 pm	5	Cambridgeshire Skills Hub, Ely Library, 6 The Cloisters, Ely, CB7 4ZH

→ Introduction to Retail and Customer Service

Start - End Date	Time	Weeks	Venue
15th January 2020 - 12th February 2020	6:00 pm - 8:00 pm	5	Cambridgeshire Skills Hub, Ely Library, 6 The Cloisters, Ely, CB7 4ZH
14th January 2020– 11th February 2020	09:30 am - 12:30 am	5	Littleport Library, 1 Victoria Street, Ely, CB6 1LU





Adults with Learning Difficulties and Disabilities



We offer a range of courses for adults with learning difficulties and disabilities. If you have a learning difficulty or disability we will provide the support you need to ensure that you progress towards your own learning and skills goals.

Our programme offers you a tailored path to help you develop your skills to work towards your individual hopes and dreams. We work together to create your Aspiration Tree and build your Vocational Profile that will form the basis of your learning with us towards becoming more independent with life and work skills.

How much will this course cost me?

These courses are fully funded, meaning there is no cost to pay for adults who are aged 19+, have lived in the EEA for at least 3 years and who are unemployed or low waged (earning less than £16,009.50 annual wage) and in receipt of active benefits.

Otherwise courses are co-funded which means there is a cost to pay: £100 per term

For learners who don't meet the funding criteria you will pay the full cost for your learning: £200 per term

"The course has been fantastic. I have not felt rushed or under pressure. Our Tutor has made our whole group feel equal no matter what our education background."

Adults with Learning Difficulties and Disabilities

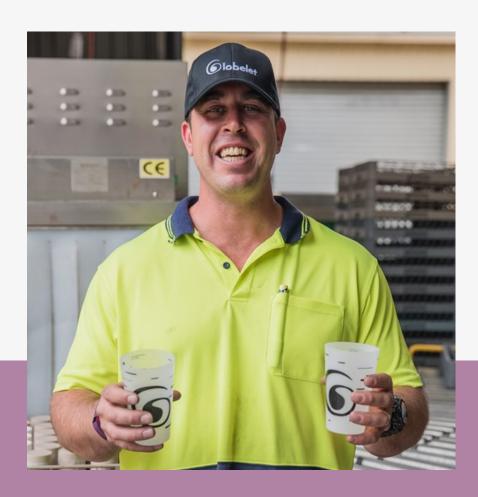
Move on Up

ALDD courses we offer:

Move On Up: Independence, Enterprise and Employability

Join a Move On Up course near you to develop your independence, maths, English and vocational skills.

Start - End Date	Time	Weeks	Venue	
8th January 2020 - 1st April 2020	10:00 am - 3:00 pm	12	Room 2, March Community Centre, 34 Station Road, March, PE15 8LE	
10th January 2020 - 3rd April 10:00 am - 3:00 pm		12	St Philip's Church, 185 Mill Road, Cambridge, CB1 3AN	



Family Learning



Do you want to support your child's learning? Did you miss out on qualifications at school?

A Family Learning course or programme can give you the chance to enjoy learning together as a family, better understand how your children are learning at school and how you can help them at home.

Our courses will help you to develop your own knowledge and skills to help you find work or progress in your career.

How much will it cost me?

These courses are fully funded, meaning there is no cost to pay for adults who are aged 19+, have lived in the EEA for at least 3 years and who are unemployed or low waged (earning less than £16,009.50 annual wage) and in receipt of active benefits.

For learners who don't meet the funding criteria you will pay £65 per course



"I have now got a purpose for my future and I am starting to think about a career. The help that I have received has been so important in my life since I was pregnant. I lost myself on the way, but I have now found myself again. I'm a better version of myself."

Family Learning

Family Learning courses we offer:

→ Keeping up with the Children - English

These courses are aimed at parents of school aged children who missed out on English at GCSE level themselves. No prior qualifications are needed.

Start - End Date	Time	Weeks	Venue
13th January 2020 - 10th February 2020	1:00 pm – 3:00 pm	5	Broad Leas Centre, 13 Broad Leas, St Ives, PE27 5QB

→ Story Sacks This course is to help you support your child's learning in preparation for school and to develop your own skills.

Start - End Date	Time	Weeks	Venue	
15th January 2020 - 12th February 2020	12:30 pm – 2:30pm	5	Soham Library, 7 Clay St, Soham, Ely, CB7 5HJ	





How to enrol

Starting your journey with Cambridgeshire Skills is easy, there are a number of ways you can enrol on a course:

In Person

Come in to one of our **Cambridgeshire Skills** Hubs to speak to a member of our admissions team who will be happy to talk through what courses we offer and help you select a suitable course. You will be asked to complete an enrolment form and a short initial assessment to ensure you are on the right level course for your needs.

For all courses you will need to bring in a form of identity and any proof of benefits or low income.

March Community Centre 34 Station Road March PE15 8LE Ely Library 6 The Cloisters Ely CB7 4ZH

By Phone

Call our Admissions team to discuss the courses available. You will complete stage 1 of the enrolment process over the phone and be advised what you will need to do next and what to bring to your first lesson.

Central Number: 01353 613013

E-mail

Send an e-mail to Cambridgeshire Skills providing your full name, contact number and details of the course you are interested in. A member of our admissions team will be in touch.

cambsals@cambridgeshire.gov.uk



https://www.facebook.com/CambridgeshireSkills/



https://twitter.com/CambsSkills

Admissions opening times
Monday to Friday
08:45 to 17:00
www.cambsals.co.uk

How to enrol

Funding

Our courses are funded through the Adult Education Budget allocated by the Cambridgeshire and Peterborough Combined Authority (CPCA) or the Education and Skills Funding Agency (ESFA) and part financed by the 2014-20 European Social Fund (ESF) programme. A short video covering the background of ESF, what it does, how it helps and who benefits is available on the European Union website: http://ec.europa.eu/esf/home.jsp

How we use your data

https://www.gov.uk/government/publications/esfa-privacy-notice

Safeguarding

Arrangements have been made to make sure that you are safe at our Centres. If you feel you are not safe for any reason, for example through verbal or physical abuse or you have been discriminated against, please tell your tutor who will investigate to ensure your safety.

Equality and Diversity

We are fully committed to equality of opportunity and welcome enrolments from all adults aged 19+. We positively encourage all learners with any concerns about specific needs which might affect their learning to discuss their requirements with us in confidence. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour so that we build a community based on mutual trust and respect. We will do our best to ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all learners can access activities.

Cambridgeshire Skills supports a wide range of other adult learning opportunities across Cambridgeshire to support adults with the lowest level of qualifications, or no qualifications at all, and so typically find themselves in lower paid, less secure jobs or unemployed. Search our website **www.cambsals.co.uk** for further details of all our funded courses







Contact Us

Term Times

Spring: 6 January 2020 - 3 April 2020

Half Term: 17 February 2020 - 21 February 2020

Summer: 20 April 2020 - 21 July 2020

Half Term: 25 May 2020 - 29 May 2020





Cambsals@cambridgeshire.gov.uk

www.cambsals.co.uk

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