Focus on Lifelong Learning

Part time courses for adults from April 2016
Welcome to Lifelong Learning

You have just taken the first step on the pathway to learning by choosing to read the Lifelong Learning prospectus.

The courses advertised in this brochure are in addition to many courses running from April 2016 to help you gain the skills you need to get a job, move on in your career, work within your community or perhaps start your own business. Our courses will also give you the opportunity to develop or learn new skills as part of our community and family learning programme. For more information and to search for a course please go to our website www.oldham.gov.uk/lifelong.

Lynda Fairhurst
Head, Oldham Lifelong Learning Service

Enrolment for courses which need a skills check or interview

For some courses, mainly those with a qualification you need to meet a tutor for an informal interview or skills check before you can enrol. These courses are identified in the course lists by the letter ‘I’ in the right hand column.

To arrange an appointment for your interview/skills check please ring one of the numbers listed below:

- Care, Counselling and Education: 0161 770 1383
- Languages: 0161 770 1460
- Education and Training: 0161 770 1460
- Information Communication Technology: 0161 770 5801
- English and Maths: 0161 770 8020 or 8019
- ESOL: 0161 770 5187

How to read the course listings

<table>
<thead>
<tr>
<th>Course title</th>
<th>Day of class</th>
<th>Time of class</th>
<th>Full course fee</th>
<th>Concessionary course fee</th>
<th>Ref.</th>
</tr>
</thead>
<tbody>
<tr>
<td>24/09/15 Watercolours Shaw Centre</td>
<td>Thu</td>
<td>10am-12pm</td>
<td>£72.00</td>
<td>£23.00</td>
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</tr>
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</table>

Start date: Where the class is held
Number of sessions: Class code

Reference Key

O  Online enrolment available at www.oldham.gov.uk/lifelong
I  Interview required
*  Materials are included
Adult English and maths
Courses will be available from September 2016. Please ring T: 0161 770 8019/8020/8030 to book a skills check.

English for speakers of other languages (ESOL)
Skills checks for courses starting from September 2016 will take place from 1 June. Please call Coldhurst Centre on T: 0161 770 5187 to book an appointment.

Family Learning
Free courses for mums, dads, grandparents, carers and children in over 30 venues across Oldham. Please call Catherine Irwin on T: 0161 770 8032.
E: ruth.crossley@oldham.gov.uk

Discretionary Learner Support
If you are experiencing financial hardship and have difficulty paying the costs of course fees, books, materials, travel or childcare you may apply for financial support from the Discretionary Learner Support Fund. Please ask for further advice and information and an application form when you enrol, or ring any of our centres and staff will be able to advise you on the process.

Learning Support
We are committed to inclusive learning and welcome all learners at Oldham Lifelong Learning Service. Our skilled and experienced Learning Support team work alongside tutors to enable learners with additional support needs to access our full range of provision.

The Learning Support department has a wide range of adaptive technology and equipment to use in all of our Lifelong Learning centres.

Learning support can include:
• Alternative formats for course material and information e.g. large print
• In-class support for learners whose first language is not English
• Help with study skills
• Individual and group support in the classroom

Learning support can be provided for:
• Learners who are deaf or hard of hearing
• Blind and partially sighted learners
• Learners with dyslexia
• Learners with a mental health difficulty
• Learners with a physical disability
• Learners with a learning disability
• Learners with other individual support needs

Please talk to us before enrolling onto your course if you feel you might need additional learning support. This will help us to make sure any equipment or staffing is in place for the beginning of your course.

If you want to bring your own support worker or personal assistant you must contact the Learning Support Team before enrolling so they can check that all health and safety issues have been addressed before you start your course.

Learning Support Team
T: 0161 770 5545
E: shaw.centre@oldham.gov.uk
or call into Shaw Lifelong Learning Centre.
Skills for Employment Programme

Are you unemployed, over 19 and would like an opportunity to increase your skills and confidence via one to one support? We have an exciting opportunity which will offer you individual support, training and work experience. This is a voluntary programme with Oldham Council staff providing one to one support to help you to prepare to get a job.

If you are interested please ring the Economy and Skills team on T: 0161 770 4674
E: employability@oldham.gov.uk

Changes to published courses and services

Although we will always do our best to provide our courses and services as published, we may need to alter, postpone or cancel courses or services or any aspects of them without incurring liability if circumstances arise beyond our control.

All information about Oldham Lifelong Learning Service is, as far as possible, accurate at the time of publication.

Case study:
Craig and Elisabeth Runciman

Learning is a family affair in the Runciman household. Craig and Elisabeth started studying with Oldham Lifelong Learning Service in September 2013 after both of them realised they wanted a change of career. Elisabeth, a former driving instructor wants to follow a career in adult social care and Craig, a security guard wants to work with children with special educational needs. To achieve this, they needed to update their skills and qualifications.

Their learning journey has ranged from courses in English, Maths and IT to courses in Health and Social Care, Languages, British Sign Language and many others, all at various levels. Both joined the GCSE Maths course in September 2015 and several other courses and workshops in a variety of curriculum areas.

Elisabeth was helped by the Dyslexia support class which has addressed the gaps in her learning and allowed her to move forward with her English studies and get closer to her dream job.

“We have been given so much support and advice on how to make our dream jobs a reality. We’ve been introduced to the National Careers Service who have advised us which courses we need to study to achieve our goals. The English, maths and IT courses delivered by the Service are essential for us to go on to further study.”
Part time courses for adults from April 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Course title</th>
<th>Venue</th>
<th>Day</th>
<th>Times</th>
<th>Sess.</th>
<th>Full fee</th>
<th>Conc.</th>
<th>Class code</th>
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<tbody>
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<td>Cake decoration – projects</td>
<td>Turf Lane Centre</td>
<td>Mon</td>
<td>1–3pm</td>
<td>8</td>
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<td>Saddlworth Civic Hall</td>
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<td>£57.60</td>
<td>£18.40</td>
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<td>Mon</td>
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<td>Flower design</td>
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<td>Mon</td>
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<td>Turf Lane Centre</td>
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<td>Werneth Park Centre</td>
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<td>Oldham Centre</td>
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<td>19/04/16</td>
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<td>£18.40</td>
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<td>19/04/16</td>
<td>Let’s bake</td>
<td>Turf Lane Centre</td>
<td>Tue</td>
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<td>Oldham Centre</td>
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<td>Oldham Centre</td>
<td>Tue</td>
<td>1–3pm</td>
<td>8</td>
<td>£57.60</td>
<td>£18.40</td>
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If your course fee is over £65 you can pay in three equal monthly instalments.
<table>
<thead>
<tr>
<th>Date</th>
<th>Course title</th>
<th>Venue</th>
<th>Day</th>
<th>Times</th>
<th>Sass.</th>
<th>Full fee</th>
<th>Conc.</th>
<th>Class code</th>
<th>O/C code</th>
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<td>Emergency first aid at work</td>
<td>Turf Lane Centre</td>
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<td>9.30am–4.30pm</td>
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<td>Turf Lane Centre</td>
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<td>9.30am–12.30pm</td>
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<td>£0.00</td>
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<td>24/06/16</td>
<td>Check out health &amp; social care</td>
<td>Oldham Centre</td>
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<td>Oldham Centre</td>
<td>Mon</td>
<td>10–11am</td>
<td>10</td>
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<td>Mon/Wed</td>
<td>10–11am</td>
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<td>Mon/Wed</td>
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<td>Oldham</td>
<td>Tues</td>
<td>9.30–12noon</td>
<td>12</td>
<td>£117.10</td>
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<td>Oldham</td>
<td>Tues</td>
<td>9.30–12noon</td>
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<td>£110.10</td>
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If your course fee is over £65 you can pay in three equal monthly instalments.
# How to pay for your course

## In full

If your course fee is less than £65 you must make full payment at enrolment. Your position on the course is not secure until payment has been made.

## By instalments

If your course fee amounts to £65 or more, we can accept payment in three equal instalments over three consecutive months via cash, cheque, debit or credit card.

If you withdraw from your course before the course starts you will be charged the outstanding balance of the full cost of the course.

## By employer

If your employer is paying for your course you must provide written confirmation on letter-headed paper from your employer. We will send them an invoice.

## By telephone or online

You will be able to pay online or over the phone (by credit/debit card only) if your course does not require pre-course advice and guidance and you are paying the full fee. Please ring any centre to enrol and pay or visit www.oldham.gov.uk/lifelong. Online payments are processed by our payment provider, WorldPay, who will send you an email confirmation of your payment.

## Examination/accreditation fees

Courses with a qualification (accredited courses) have an examination or accreditation fee. This fee is included in the course fee for the majority of courses. Where there are separate examination charges you will pay for these during the course. You will not be able to enrol onto any accredited courses unless you intend to achieve the award and complete the course. This is a requirement of our external funding agreement with the Skills Funding Agency. If you wish to do a course without a qualification there is a wide range of options in the listings where you enrol each term.

## If you withdraw from your course

You will only receive a refund if you tell us no later than one week before the course starts that you wish to withdraw. If you withdraw after this you will not be entitled to a refund and if you are paying for your course by instalments you will be charged the outstanding balance of the full cost of the course.

Your course is either part-funded or fully funded by the Skills Funding Agency and the European Social Fund.

Therefore, you should only enrol on the course if you intend to complete it.

If you have been mandated to training by Job Centre Plus, your benefit may be affected if you withdraw from the course.

## Specialist courses, workshops and small groups

Specialist courses, workshops and small groups are offered at a higher hourly rate. There is a partial concession on these courses for people in receipt of the benefits shown above. We also run some cost recovery courses. These are set at a competitive rate but have no concessions.

## Concessionary status

Learners entitled to a concessionary rate do not pay any fees for qualification courses that are funded by the Skills Funding Agency. If you are in receipt of a benefit, proof of this must be shown when you enrol for your course.

Please bring original documents as we are unable to accept photocopies. All our courses are for adults aged 19 years and over.

### Circumstances that qualify for a concessionary rate on qualification courses with codes beginning with letter V.

You are:

- in receipt of Job Seeker’s Allowance
- in receipt of Employment and Support Allowance (work-related activity only)
- in receipt of Universal Credit and mandated to training
- studying a Maths or English (Skills for Life) course
- aged 19-23 and studying at Entry Level, Level 1 or 2 course (not ESOL) without having already obtained a Full Level 2
- aged 19-23 and studying your first Full Level 3
- You may be entitled to a concession if you are unemployed, in receipt of another state benefit and you wish to study a qualification that may help you gain employment. You will need to discuss this with one of our Information, Advice and Guidance staff before you enrol

If you have difficulty paying the course fees and are on a low income you can apply to the Discretionary Learner Support Fund for financial support when you enrol.

Learners entitled to a concessionary rate for non qualification courses that are subsidised by the Skills Funding Agency pay a reduced fee.

### Circumstances that qualify for a concessionary rate on courses with codes beginning with the letter C.

You are in receipt of:

- Housing Benefit
- Council Tax Reduction (Low Income Only)
- Income Support
- Universal Credit
- Job Seeker’s Allowance
- Working Tax Credit with a household income of less than £16,105 per annum (Child Tax Credit alone is not eligible)
- Pension Guarantee Credit (Saving Credit only is not eligible).
- Employment and Support Allowance
- Asylum seeker in receipt of Asylum Support assistance.
- Unwaged dependent of a person on the above Benefits

If you have difficulty paying the course fees and are on a low income you can apply to the Non Vocational Support Fund for financial support when you enrol.

You can apply to Non Vocational Support for financial help when you enrol.
If your course fee is over £65 you can pay in three equal monthly instalments.


coldhurst lifelong learning centre
Rochdale Road, Coldhurst, Oldham, OL1 2JD
T: 0161 770 5187
E: coldhurst.centre@oldham.gov.uk

failsworth lifelong learning centre
Failsworth Town Hall, Oldham Road, Failsworth, Manchester, M35 0FH
T: 0161 770 5800
E: failsworth.centre@oldham.gov.uk

oldham library and lifelong learning centre
The Cultural Quarter, Greaves Street, Oldham OL1 1AL
T: 0161 770 8030/8031
F: 0161 626 6246
E: lifelonglearningcentre@oldham.gov.uk

shaw lifelong learning centre
High Street, Shaw, Oldham OL2 8TB
T: 0161 770 5544
E: shaw.centre@oldham.gov.uk

Turf lane lifelong learning centre
Turf Lane, Chadderton, Oldham OL9 8HP
T: 0161 770 1239
E: ecs.turf.lane@oldham.gov.uk

Werneth park lifelong learning centre
Frederick Street, Oldham OL8 1RB
T: 0161 770 8265
E: wernethpark@oldham.gov.uk

Useful contact numbers

Learndirect
Freephone 0800 101 901

National Careers Service
0161 621 9600

Positive Steps
0161 621 9400

Oldham College Course Enquiries
Freephone 0800 269 480

Oldham College Reception
0161 785 4000

University Campus Oldham
0161 344 8800

Oldham Council
0161 770 3000

Oldham Library
0161 770 8000

Greater Manchester Travel Line
0871 200 2233 (Bus and Metrolink Information)
Other networks and mobiles vary:
www.tfgm.com

To enquire about TFGM Travel Vouchers
0161 244 1050

Ring and Ride
08456 884933 (General enquiries)
08456 883989 (To book journeys)

Oldham Transport Oldham Promobility
0161 633 0040

Oldham Transport Dial A Ride
0161 633 0097

Citizens Advice Bureau (CAB)
0844 847 2838

Please note that your network provider may charge you if you use your mobile telephone to call freephone numbers.

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