



Oldham
Council

Focus on Lifelong Learning

Oldham Lifelong Learning Service
Part time courses for adults 2022/23

www.oldham.gov.uk/lifelong
E: lifelong.learning@oldham.gov.uk
T: 0800 525 956
F: [oldhamlifelonglearning](https://www.facebook.com/oldhamlifelonglearning)



GMCA GREATER
MANCHESTER
COMBINED
AUTHORITY

**Lots of FREE
provision.
Find out if you
qualify.**



Jon Bloor Head of Service

Welcome to Oldham Lifelong Learning

This booklet gives you information about the subjects we offer and some of the support services and facilities we provide.

We can help you gain the skills you need to get a job, move on in your career or perhaps start your own business.

You can also develop new skills through our community and family learning programmes.

We will support you at every step of your learning journey, whatever you choose to study.

Our commitment to our learners and the high quality of delivery were recognised in Ofsted's 'Good' judgement in December 2021 and more recently in June 2022 when we were reassessed to the Matrix Standard of Quality in information, advice and guidance.

Many of our learners have changed their lives by joining a Lifelong Learning course. You can, too.

Jon Bloor Head of Service

Information, advice, guidance and support

Every year thousands of adult learners join us at Oldham Lifelong Learning. We understand that many people joining us may not have had the best experience at school or may not have studied for many years.

We can offer you all the information, advice, guidance and support you need, when you need it, to ensure you succeed. We also offer access to the National Careers Service and Get Oldham Working.

The Matrix Standard is the national quality standard for any organisation that delivers information, advice and guidance on learning and work. In June 2022 the Service was successfully re-assessed to the standard, which it has held since 2004.



Enrolment: How to join a course

If you would like to enrol on a course or require additional information you can call our Freephone number on 0800 525 956 or email lifelong.learning@oldham.gov.uk

You can also access our online course finder at www.oldham.gov.uk/lifelong where you have access to our course information sheets.

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.

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

Partnership, Community and Education – 0161 770 8029

Digital Skills and Employment – 0161 770 5805

English and Maths – 0161 770 8020 or 8019

English for Speakers of Other Languages (ESOL) – 0161 770 5187

For more information call 0800 525 956 or email lifelong.learning@oldham.gov.uk or visit the website at www.oldham.gov.uk/lifelong

Other useful contacts:

Get Oldham Working

T: 0161 770 4674

E: employoldham@oldham.gov.uk

Oldham Council

T: 0161 770 3000

National Careers Service

T: 0800 100 900

Oldham Citizens Advice Bureau

T: 0808 278 7803

Job Centre Plus

T: 0800 169 0190



Like our Facebook, **oldhamlifelonglearning**, page or follow us on Instagram, **oldhamlifelonglearning**, to keep up to date with our new courses and celebrations of the fantastic achievements of our learners.

How to pay for your course

In full: If your course fee is less than £70 you must make full payment at enrolment. Your position on the course is not secure until payment has been made.

Course fees are made up of a tuition fee and where applicable examination or assessment fees or material fees.

By instalments: If your course fee amounts to £70 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 later than one week 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 them. We will then send them an invoice.

By telephone: You will be able to pay 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.

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. We will send them an invoice.

Concessionary status

Learners entitled to a concessionary rate do not pay any fees for qualification courses. 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. You must be aged 19 or over on 31 August 2022.

If you are unemployed and claiming benefits or currently employed earning less than £20,880 then you may be entitled to our concessionary rates for our qualification courses.

Learners entitled to a concessionary rate for non qualification courses will pay a reduced fee.

For further information about our concessionary rates please visit our website at www.oldham.gov.uk/lifelong

E: [lifelong.learning @oldham.gov.uk](mailto:lifelong.learning@oldham.gov.uk)

T: 0800 525 956 or call into one of our centres

Discretionary Learner Support: If you are experiencing financial hardship and have difficulty paying the costs of course fees, books, digital equipment, internet packages, 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 welcome all learners at Oldham Lifelong Learning. Our experienced Learning Support team work together with our tutors to ensure a person centred approach to supporting your learning needs.

Please come to one of our advice and guidance sessions or talk to us before enrolling on your course if you feel you might need additional support.

Learning Support Team

T: 0161 770 5545 or 0161 770 8266.

E: celia.leslie@oldham.gov.uk

E: stella.roberts@oldham.gov.uk

Lifelong Learning Early Years provision: If you require access to an OFSTED registered nursery or child minder provision, whilst attending your course, we may be able to provide financial support depending on your circumstances.

Please ask for details at your advice and guidance interview or call the Learner Resource Manager on 0161 770 8266.

Support may be available for:

- Course fees
- Travel fees
- Digital Equipment
- Data packages
- Childcare costs

Career information, learning support, general advice and guidance is available to all learners. If you have any questions or concerns please contact us on 0800 525 956 or email lifelong.learning@oldham.gov.uk

If you pay fees and you withdraw:

You will only receive a refund if you tell us at least one week before the course starts that you no longer wish to take up your place.

If you tell us later than this you will not be entitled to a refund.

Adult English and Maths – free

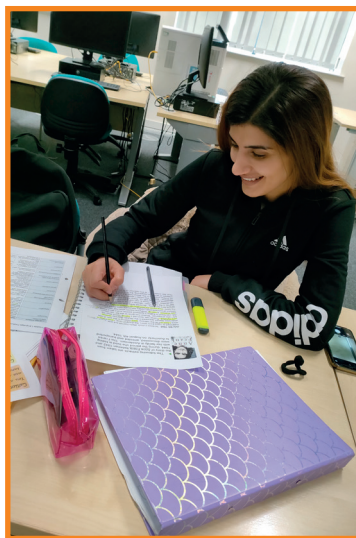
Our courses offer you the chance to refresh your English and maths skills and gain nationally recognised qualifications up to level 2. During all courses you will gain skills to improve your employment prospects at a pace and time to suit you.

We offer a range of FREE English and maths courses from pre-entry to GCSE, both in the classroom and online, with live teaching on Microsoft Teams. Our classroom and skills check sessions are held at Oldham Library and Lifelong Learning Centre and other venues across the borough throughout the year.

Before joining a class, you will need to complete a skills check that will support you to access the right course and qualification.

You could gain a qualification to help you get a job, progress in your career, or to get into further education. Or you may just want to improve your skills to help you with your day-to-day or family life.

For information and to book your skills check T: 0161 770 8020/8019



We offer the following courses

Functional Skills Maths

We offer Functional Skills Maths qualifications at Entry 1, Entry 2, Entry 3, Level 1 and Level 2.

Functional Skills English

We offer Functional Skills English qualifications at Entry 1, Entry 2, Entry 3, Level 1 and Level 2.

Everyday English and Maths

A study skills Pre-entry course to improve reading and writing skills.

GCSE Maths

Skills areas include Handling Data, Number, Algebra and Shape and Space.

GCSE English Language

Skills areas covered are reading, writing and speaking and listening.

Dyslexia Study Skills

A study skills course to support learners with Dyslexia.

English and Maths Bridge courses

Courses to help and support learners to reach the next level.

For information and to book your skills check, contact:

T: 0161 770 8019/8020.

E: lifelong.learning@oldham.gov.uk

Do you know that you can attend English and maths courses online at Oldham Lifelong Learning?

Courses are delivered once a week using Microsoft Teams. You have the same experience as those in a classroom but from the comfort of your own home.

Other benefits include no travel time, no travel expenses or childcare concerns. You can study from anywhere in Greater Manchester.

Additional benefits from studying with Oldham Lifelong Learning:

- Additional dedicated revision sessions held on Microsoft Teams in preparation for all exams.
- Access to reading groups held in partnership with Oldham Library and Huddersfield University.
- Digital loan scheme – you can loan a tablet for the duration of your course and we can offer support with data packages in some circumstances.



For further information on the Adult English and Maths courses please scan the QR code

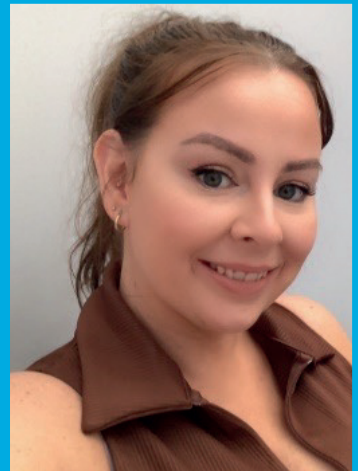
Case study

Lauren Crewe – English

I started English level 2 Functional Skills course at the Lifelong Learning Centre in September. We started with socially distanced lessons and online learning through an app called Moodle. We also had video and virtual learning meetings to support our development.

I found this to be better for my learning experience, as being in a small group enabled more of us to form a good support network with the Tutor and other students. The flexible learning pathway enabled to complete my studies alongside full-time employment childcare.

After successfully passing the course, it created career opportunities and I am now starting a diploma in Associate Nursing at the University of Salford. Would highly recommend this course through the Lifelong Learning Service.



Education, Early Years and Health and Social Care

Develop your knowledge and skills through a range of qualifications and courses that will enable you to work with children, young people or adults, in a variety of health and social care or educational settings.

Education Courses

Ever thought about working in education? We offer a wide range of courses and qualifications which provide learners with the necessary skills and knowledge to work with children and young people in an educational setting.

These include:

- Level 2 Certificate – Supporting Teaching and Learning
- Level 2 Award – Support Work in Schools and Colleges
- Level 1 Award – Preparing to Work in Schools
- Level 1 Award – Caring for Children
- Entry 3 Award – Caring for Children

For further information please contact Kim Boughey on: 0161 770 8029 or E: kim.boughey@oldham.gov.uk



Health and Social Care Courses

Ever considered a career in health and social care?

We offer a wide range of courses and qualifications which provide learners with the necessary skills and knowledge to work within health and social care and adult care settings.

These include:

- Entry Level Award - Developing Skills to work in care
- Level 1 Award in Mental Health Awareness
- Level 1 Award in Stress Awareness
- Level 1 Award in Preparing to Work in Adult Social Care
- Level 1 Award in Supporting Individuals Living with Dementia
- Level 2 Certificate in Preparing to Work in the Adult Social Care



For further information on the Education, Early Years and Health and Social Care courses please scan the QR code

Blended Learning – Level 2 Certificates

New and In-career Advancement Courses

We offer a wide range of courses and qualifications that will develop your skills, knowledge and experience to support your career.

The courses are delivered through a mixture of taught lessons, workshops and independent study.

Below are some of our Level 2 Certificate blended learning courses:

- Level 2 Certificate in Understanding Specific Learning Difficulties
- Level 2 Certificate in Understanding Autism
- Level 2 Certificate in Mental Health Awareness
- Level 2 Certificate in Information, Advice or Guidance

Prepare for Employment

We offer basic workshops for anyone who wants to increase their chances of securing a job. Come along and join one of our workshops to make sure you are in the best position to apply.

These include:

- Job application skills
- CV writing skills
- Job search skills
- Explore your Universal Credit account

For further information please contact Joanne Rosler on: 0161 770 5805 or E: joanne.rosler@oldham.gov.uk

Case Study

Gemma Hutchings

Level 2 certificate in Supporting Teaching and Learning

I wanted to study this course to bring out my confidence and put my skills to use in an educational setting. I started the course two weeks later after the course had started and everyone made me feel so welcome.

I caught up with all of the previous assignments with no problem as I had all the help I needed.

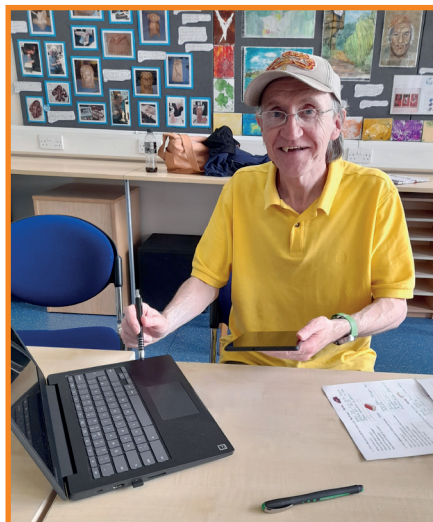
This course has changed my life so much. I feel confident and at ease around people. I am now actively looking for a job to put my skills to use and secure employment.



IT and Digital Skills

Computers are an essential part of the workplace and daily life and we recognise that you want a course that suits your requirements. Therefore before you join a course you will meet a tutor who will discuss the courses available and their suitability.

This will include assessing your existing computer skills. Literacy and numeracy will be an element of the skills check and may influence the choice of course available to you. These course descriptions are brief and more detailed information is available on our course information sheets and at the skills checks.



Entry Level Pathway – Digital Skills for Employment

This pathway is for complete beginners or those with basic digital skills who want to build their confidence. You will complete a skills pathway which will allow you to gain an entry level qualification. Over the year, the content includes general computer use, creating basic documents, spreadsheets and presentations as well as Internet and Email.

There will be individual appointments available and we also have skills check being conducted throughout the year. If you would like to book an appointment, please contact any of our centres listed on the back of this brochure or contact the ICT team directly on: T: 0161 770 8026 E: lifelong.learning@oldham.gov.uk

Skills for Employment – Level 1 Certificate (IT units)

This pathway will allow you to gain a Level 1 qualification in Employment Skills which includes IT units. You will learn how to use the internet and Outlook proficiently for work, use computers safely and cover a range of Microsoft Office software including MS Word, Excel and PowerPoint.



For further information on the Digital Skills and Employment courses please scan the QR code

IT and Digital Skills

Occupational Studies
Business Administration units –
NCFE Level 2 Certificate in
IT User Skills (ITQ)

This qualification is suitable for learners who are using Microsoft Office at work or are looking for a job which requires office skills. This qualification will allow you to apply knowledge, understanding and skills gained using Microsoft Office to a level required by employers.

NCFE level 1 Certificate in Occupational Studies for the Workplace – Business Administration units

Learners can gain practical skills, knowledge and an understanding of administration and office work. The skills, knowledge and understanding gained will help learners prepare for office work by learning office skills such as preparing for meetings, filing and how to gain employment in the sector.

Courses without a qualification

Learners can gain practical skills, knowledge and an understanding of administration and office work. The skills, knowledge and understanding gained will help learners prepare for office work by learning office skills such as preparing for meetings, filing and how to gain employment in the sector.

For further information please

Freephone: 0800 525 956 E: lifelong.learning@oldham.gov.uk
www.oldham.gov.uk/lifelong

Working in Partnerships in the Local Community

Lifelong Learning Partnerships

We work in close collaboration with a range of partners across Oldham to identify and deliver learning which makes a difference to people's lives.

We work with a wide range of organisations, including schools, voluntary and community sector, faith sector, health partners, housing, libraries and other council services to offer learning opportunities to engage local people. These can be flexible to meet the needs of groups of learners. Advice and guidance is provided to learners regarding progression routes to help them achieve their goals. We can offer a range of free learning sessions and provide information and opportunities for progression.

For further details regarding our partnership work:

T: 0161 770 8265 E: wernethpark@oldham.gov.uk

ESOL Skills for Work

If English isn't your first language and you want to gain a recognised national certificate for your course of study, we want to offer you the best possible choices to help you to improve your English skills and achieve your goals. Benefits: fully accredited ESOL qualification from Entry 1 to Level 1 in speaking, listening, reading and writing. You can learn and practice skills needed for work and some courses offer a Certificate in Employability.

Topics will include:

- Action planning to improve performance
- Building confidence and self esteem
- Working with others
- Working as a volunteer

Job Centre Plus Skills for Work

If you are working with a Job Centre Plus Advisor they will be able to assist you to access our dedicated ESOL programmes for their clients.

ESOL Skills for Life and Learning

If English isn't your first language and you do not need a national certificate for your course of study, we want to offer you a course that will help you to develop your speaking, listening, reading and writing by improving your confidence in everyday situations to encourage you to access services, get involved in the community and help your children with their homework.



For more information and to book a skills check scan the QR code or contact Coldhurst Lifelong Learning Centre on **T: 0161 770 5187** **E: ecs.coldhurst.centre@oldham.gov.uk**

Case study

Sabri Sevim – ESOL

This year, our ESOL learner Sabri Sevim was a finalist in the Festival of Learning, a national festival that recognises the achievements of adult learners across the country.

After moving to the UK in 2019, Sabri enrolled onto an ESOL course straight away, has gained British Citizenship, gained employment, moved into a new home and has improved his mental health and wellbeing. These are amazing achievements in such a short time and Sabri is a well-deserved finalist.



Arts and Craft

We offer a wide range of art and craft courses to help you develop or improve your unique creative style. Build your confidence, meet like-minded people, have fun as you learn and extend your creative skills. Some learners have even started selling their products through small business enterprise.

We offer:

- Drawing and painting
- Watercolours
- Creative Art
- Pottery
- Wood Carving
- Floristry Skills
- Flower Arranging with a twist
- Sewing and Dressmaking

For more information about arts and crafts courses please scan the QR code or call 0161 770 8265.



Family Learning

Do you want to know how to support your children with their learning and be able to support them with their homework? We can offer courses in schools and communities near you. You may also develop your own skills and want to progress onto further learning.

Keeping up with the Children

For mums, dads, grandparents and carers to find out how children are taught in schools and be able to support homework. The course provides opportunities to brush up on your skills and progress to a national qualification.

- English
- Maths
- Language
- School Readiness
- Digital families – digital learning

For further information please contact the Family Learning Team on: T: 0161 770 8025
E: lifelong.learning@oldham.gov.uk

Learning Support

How to access learning support

You can make a request for learning support at any time:

Prior to enrolment: You can ask about learning support at any of our centres or contact the Learning Support Team

Phone: 0161 770 5545 or 0161 770 8266

Email: celia.leslie@oldham.gov.uk or stella.roberts@oldham.gov.uk

When you have started a course: You may find that you would like some support. You can speak to your tutor or contact the Learning Support Team



Examples of Learning Support

We offer a person-centered approach to meet your learning needs which could include:

- Building confidence
- Adaptive equipment and technology
- Support for learners with mobility differences
- Support for learners with sensory impairment
- Note-taking or material adaptation
- Readers and scribes
- Learning Support Assistants in classes – 1:1 or small group
- Special examination arrangements
- Support with study skills – both in and out of the course session times

How can Learning Support help?

Here are some examples of comments from learners who received Learning Support

“The Learning Support Worker explains things in a way I understand. I certainly will be progressing onto further IT classes when this one ends, it’s been amazing”.

‘Having a learning support worker has given me confidence to do things that I would never have dreamed of doing before’.

‘I have had different support workers as I have been attending English and maths. All the learning support workers I have had since starting at Oldham Lifelong have all been really kind and welcoming. They all make me feel really relaxed and have made my learning really enjoyable’.

Equality and diversity

We are committed to providing equal access to learning and a learning experience that is free from discrimination, harassment and victimisation. We celebrate the benefits that difference brings and the contribution of every individual in our Service. You will get more information on equality and diversity in your course induction and in the Learner Handbook which is given to you at the start of the course. Our equality policies and plans are available at all centres.

For more information on equality and diversity policies please contact Catherine Irwin on: **E: catherine.irwin@oldham.gov.uk T: 0161 770 8056**

Confidentiality

When you begin a course with Lifelong Learning, we ask you for your personal details such as your residency status, benefit status, ethnic heritage and disability status and whether you have any additional learning requirements.

We are required to ask some questions by law to make sure that we are giving people of all backgrounds fair access to learning. We want to learn about your full requirements so that we can give the best possible service to all of our learners.

We are committed to ensuring that information about learners is kept with due regard to the privacy of all concerned. All information systems used comply with the:

- Data Protection Act 2018
- Equality Act 2010
- Rehabilitation of Offenders Act 1974

For more information on confidentiality of learner records please call Simon Bennett on:
T: 0161 770 8052 E: simon.bennett@oldham.gov.uk

Oldham Lifelong Learning Centres

All our centres have disabled access. However, please be aware that we offer courses in schools and other centres across Oldham where some rooms may be reached by stairs.

Please telephone any of our centres if you have any concern regarding accessibility.

All centres have limited free car parking facilities except the Oldham Library and Lifelong Learning Centre, although there is a large public car park adjacent to the centre.

Coldhurst Lifelong Learning Centre

Rochdale Road, Coldhurst,
Oldham, OL1 2HR.

T: 0161 770 5187

E: coldhurst.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

Werneth Park Lifelong Learning Centre

Frederick Street, Oldham OL8 1RB.

T: 0161 770 8265

E: wernethpark@oldham.gov.uk



For information on all our learning centres, courses, enrolment, fees or support with your learning visit **www.oldham.gov.uk/lifelonglearning** or scan the QR code.

Published by Oldham Council

Oldham Library and Lifelong Learning Centre
The Cultural Quarter, Greaves Street, Oldham OL1 1AL.

T: 0800 525 956 (Freephone)

E: lifelong.learning@oldham.gov.uk

F: oldhamlifelonglearning

www.oldham.gov.uk/lifelong

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All information correct at time of going to press. August 2022.

