



We have life
changing courses
for everyone,
regardless of your
starting point



Adult Learning & Skills Service

Learning Guide



Venue	Course Title	Day	Time	Start Date	No. of Weeks*
Stanley One Point Hub, DH9 0TE	Maths	Mon	09.30 - 12.00	25.02.2019	18
	English	Mon	13.00 - 15.30	25.02.2019	18
	English	Tues	09.30 - 12.00	26.02.2019	18
	Maths	Tues	13.00 - 15.30	26.02.2019	18
Clayport Library, Durham, DH1 1WA	Maths	Mon	13.00 - 15.30	25.02.2019	18
	English	Tues	09.30 - 12.00	26.02.2019	18
	Maths	Tues	13.00 - 15.30	26.02.2019	18
Newton Aycliffe Youth and Community Centre, DL5 4HT	ESOL*	Mon/Wed	09.30 - 12.30	14.01.2019	23
	English	Tues	09.30 - 12.00	26.02.2019	18
	Maths	Tues	13.00 - 15.30	26.02.2019	18
Seaham Learning Centre, SR7 7JE	English	Tues	09.30 - 12.00	26.02.2019	18
	Maths	Tues	13.00 - 15.30	26.02.2019	18
The Sjøvoll Centre, Durham, DH1 5BZ	ESOL*	Tue/Thu	09.30 - 12.30	17.01.2019	23
	English	Wed	13.00 - 15.30	27.02.2019	18
	Maths	Thu	09.30 - 12.00	28.02.2019	18
	Maths	Thu	13.00 - 15.30	28.02.2019	18
Shildon Foundations, DL4 1DT	Maths	Wed	09.30 - 12.00	27.02.2019	18
The Literary Institute, Ferryhill, DL17 8PP	English	Thu	09.30 - 12.00	28.02.2019	18
	Maths	Thu	13.00 - 15.30	28.02.2019	18
Willington One Point Family Centre, DL15 0EQ	English	Thu	09.30 - 12.00	28.02.2019	18
	Maths	Thu	13.00 - 15.30	28.02.2019	18

*English for speakers of other languages

You will complete an initial assessment to make sure that you are on the right course at the right level. We will assess you throughout the course, to measure your development and make sure the learning is enjoyable and achievable.

Call us on **03000 266 115** or email on alss@durham.gov.uk

VenueDay	Course Title	Day	Time	Start Date	No. of Weeks
Newton Aycliffe Youth and Community Centre, DL5 4HT	Introduction to ICT	Mon	09:30-12:00	07/01/2019	18
Seaham Learning Centre, SR7 7JE	How your Computer Works	Thurs	13:00-15:30	10/01/2019	10
The Sjøvoll Centre, Durham, DH1 5BZ	Get into Retail	Thurs	9:30-12:00	10/01/2019	6
Ladder Centre, Ferryhill, DL17 8EZ	Introduction to ICT	Tues	13:00-15:30	08/01/2019	17
Glenroyd House, Medomsley Road, Consett, DH8 5HL	Introduction to ICT	Mon	13:00-15:30	07/01/2019	10
Stanley One Point Hub, DH9 0TE	Introduction to Word Processing	Wed	09:30-12:00	09/01/2019	10
	Introduction to ICT	Fri	13:00-15:30	11/01/2019	6

We offer short, fun and interactive learning sessions that will support you to improve your employability, communications and confidence. You will be more ready and able to compete effectively in the digital jobs market. On some courses you will learn to search for jobs from the internet, using digital platforms to practice job applications.

If you study on one of our longer programmes, you will gain knowledge across a broad range of IT themes including: IT security, using email, using the Internet, using mobile IT devices, Word Processing, Database, Publishing and Data Management.

Attending our courses will refresh and improve your overall IT skills and can give you a new focus and confidence to realise your potential in the world of work and specifically working in the IT sector.

Learning online

Busy life or short of time?

Struggling to find a course at a time to suit you?

Our themed e-learning packages allow you to study at your own pace, at a time that suits you. Qualifications can take as little as nine hours to complete*.

We offer e-learning courses in:

- Level 1 Award in Internet Safety for IT Users
- Level 1 Award in Awareness of Social Media and Online Safety
- Level 1 Managing Personal Finances
- Level 1 Understanding Employment, Business and Enterprise
- Level 1 Award in Equality and Diversity
- Level 1 Award in Health and Safety
- Level 1 Award in Mental Health and Wellbeing
- Level 1 and Level 2 Award in Healthy Living
- Level 1 and Level 2 Award in Environmental Sustainability
- Level 2 Award in Food Safety in Catering



Call us on 03000 266 115 for more information

* You will need access to a computer and the internet.
Your final exam will take place in an assessment centre.


Durham **LEARN**
anytime, anywhere



Durham County Council has launched an exciting new initiative aimed at improving access to learning for adults who want to boost their employment prospects.

Courses range from short professional development qualifications, which take a few hours, through to full maths and English qualifications. These courses are tailored to the student and are delivered within a virtual learning environment, replacing traditional classroom based study with flexible learning to fit around other commitments.

For open day dates and times, and further information about the courses, contact **03000 266 115** or email: durhamlearn@durham.gov.uk

Venue	Course Title	Day	Time	Start Date	No. of Weeks
Newton Aycliffe Youth and Community Centre, DL5 4HT	Get into Health & Social Care	Mon	09:30-12:00	07/01/2019	6
	Emergency First Aid	Tues	09:15-12:45	12/03/2019	2
	Paediatric First Aid	Tues	13:00-16:30	12/03/2019	2
Seaham Learning Centre, SR7 7JE	Get into Health & Social Care	Tues	13:00-15:30	26/02/2019	6
The Sjøvoll Centre, Durham, DH1 5BZ	Get into Health & Social Care	Wed	13:00-15:30	09/01/2019	6
	Level 2 Certificate in Supporting Teaching and Learning in Schools	Mon	09:30-16:00	14/01/2019	17
The Literary Institute, Ferryhill, DL17 8PP	Get into Health & Social Care	Fri	09:30-12:00	11/01/2019	6
Stanley Civic Hall DH9 0NA	Get into Health & Social Care	Thurs	13:00-15:30	28/02/2019	6
Alington House, Durham, DH1 3ET	Emergency First Aid	Thurs	09:15-12:45	24/01/2019	2
	Paediatric First Aid	Thurs	13:00-16:30	24/01/2019	2

Our courses empower people to lead a healthy, happy and active life as possible. We work with a range of adults and support them to build their own emotional resilience and make an impact on their own mental health, social and physical wellbeing.

We encourage our learners to build on their personal skills and experiences of learning so that they feel able to find employment.

All sessions include structured and non-structured activities, small group tasks and demonstrations; activities are clearly linked to working in the health or education sector. You will develop new ideas and interesting concepts and all content has clear benefit to you with activities clearly linked to job roles and future destinations.

No time off the job - flexible options work around your schedule

- Introduction to Health, Social Care and Children's and Young People's Settings
- Preparing to Work in Adult Social Care
- Introducing Caring for Children and Young People
- Understanding Behaviour that Challenges
- Understanding Autism
- Awareness of Mental Health Problems
- Equality and Diversity
- Fall Prevention Awareness
- Principles of Dementia Care
- Principles of working with Individuals with Learning Disabilities
- Principles of Working with Individuals and Control of Infection in Healthcare Settings
- Understanding Children's & Young People's Mental Health
- Principles of End of Life Care
- Understanding the Care and Management of Diabetes
- Common Health Conditions
- Understanding Dignity and Safeguarding in Adult Social Care
- Principles of End of Life Care
- Understanding Nutrition and Health
- Safe Handling of Medication in Health and Social Care
- Understanding Safeguarding and Prevent Duty
- Information, Advice or Guidance



For more details or to book a course, please call the Development and Engagement Team on **03000 266115** or email **CYPSALSSdistancelearning@durham.gov.uk**

*Subject to eligibility

Adult Learning & Skills Service



Course Fees

We do not charge for the following courses:

- English and Maths courses
- Entry Level Information Technology classes
- Family Learning
- Community Learning

Learners may be required to pay a fee for courses not categorised above. The full fee is payable if a learner is under 60 and does not qualify for a concession. Learners who are over 60 on the first day of the course will qualify for a 25% reduction in fees.

Courses will be **free** if learners meet one of the criteria below:

- Aged 19 to 23 years and studying a first Full Level 2 Qualification, or a first Full Level 3 Qualification.
- Aged 19-23 years old and do not already have a full-level 2 qualification and need to study an entry-level or level 1 qualification in order to progress to level 2.

Or who are in receipt of one of the following:

- Jobseekers Allowance;
- Employment Support Allowance - Work Related Activity Group (ESA WRAG);
- Universal Credit;
- Unemployed individuals who are in receipt of a state benefit (other than JSA or ESA WRAG), who want to enter into employment and need skills training to do so.

There is no Education Skills Funding Agency funding available for learners aged 24 and over undertaking a non-Apprenticeship learning aim at level 3 or above, or for those learners aged 19-23 who have already achieved their first full Level 3 qualification. Learners must either take out a 19+ Advanced Learning Loan or fund the course privately.

Call us on **03000 266 115** or email on **alss@durham.gov.uk**

Adult Learning & Skills Service

What's on offer?

- Courses and activities throughout County Durham
- Information, advice and guidance to help you choose the right course from an accredited Matrix provider
- Free Get into... Learning or Work programmes which look at the key skills needed to help you get back into employment or learning
- Free English and maths courses leading to functional skills qualifications - from entry level to Level 2
- Learning programmes that help you find your new career

How to apply

You can contact us by telephone to complete your application; our advisers can also talk through your learning options, advise on choosing the right level and arrange to carry out a free initial assessment .

Call us on 03000 266 115

Phone lines are open: 9.00am - 5.00pm Monday to Thursday
9.00am - 4.30pm Friday

Or visit www.durham.gov.uk/adultlearning to print an application form.
Please send your completed application form to us:

By email: alss@durham.gov.uk

Or by post: Adult Learning & Skills Service,
Council Offices, North Terrace, Crook,
County Durham DL15 9ES

Once we receive your application, a member of our team will contact you to discuss your learning requirements.

Useful information

£ Money

Fees and charges

We can offer assistance towards the cost of tuition, exam fees, travel, books, materials and childcare.

If you are unemployed and in receipt of certain benefits and actively looking for employment, your course or exam fees may be subsidised.

Your fee makes a contribution to the cost of the programme. No fees will be charged to learners undertaking English and maths courses.

Advanced Learner Loans

If you are aged 19 or over and interested in studying at level 3 or above you may not need to pay course fees. Contact us for further information regarding an Advanced Learner Loan.

Spreading the cost of payments

You can pay in instalments for many of our courses. Ask your tutor for more information.

Refunds

A full refund of course fees will be made if a class does not start or closes due to insufficient enrolments.

Support

Supporting your learning

If you need support to complete your learning programme, we can help with things such as:

- Travel costs
- Childcare costs
- English and maths support
- Specialist equipment
- Learning support

Individual Learning Plans

As part of your course, we will help you to develop an Individual Learning Plan. Your tutor will discuss your previous learning experience and identify what you want to get out of the course, as well as any additional support you may need.

Course changes and cancellations

Courses may be cancelled or changed if enrolments are too low, or for other reasons. Course details and venues may be changed if necessary.

Additional information

Equality and diversity

We value and recognise the social and cultural diversity of County Durham and seek to ensure that all learners and staff are protected from harassment, bullying and discrimination. We aim to provide conditions that encourage everyone to actively participate and enjoy learning.

If you feel that is not the case or want to discuss this further, please call us on **03000 266 115** or email alss@durham.gov.uk

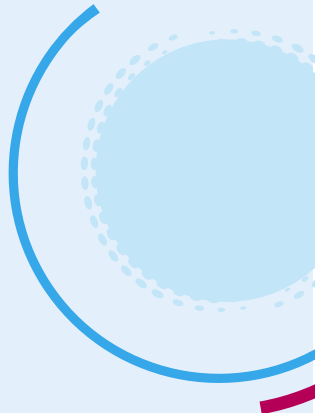
Staying safe while you learn

We are committed to safeguarding all learners.

We will:

- take action when abuse is suspected
- increase awareness of the Prevent agenda
- support all learners so they can lead safe lives
- work together to prevent mistreatment of all learners

If you would like to speak to someone or have any concerns, please telephone and ask to speak to our designated person on **03000 266 115 or email alss@durham.gov.uk 'Safeguarding'.**



Learning is for everyone in County Durham



Are you:

- New to learning?
- Want to change your direction in life?
- Thinking about changing your job?
- Want to start a new career?
- Want to learn to help your family?

We have a range of courses starting soon.

Get in touch today and start your journey.

Please ask us if you would like this document summarised in another language or format.



Braille



Audio



Large print

العربية Arabic (中文(繁體字)) Chinese اردو Urdu

polski Polish ਪੰਜਾਬੀ Punjabi Español Spanish

বাংলা Bengali हिन्दी Hindi Deutsch German

Français French Türkçe Turkish Malayu Malay

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www.durham.gov.uk/adultlearning