Community Learning and Skills Service
Slough and
Royal Borough of Windsor and Maidenhead

Adult Learning and Skills
Part time courses for adults - Summer 2019

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Community Learning and Skills Service

Welcome

Contents

Section | Page
--- | ---
Course advice sessions | 3
How to use the course guide | 4
Enrolment checklist | 4

Course guide
- ESOL | 5
- English and maths | 7
- Guide to levels and qualifications | 8
- Family Learning and Parenting | 9
- Employability | 11
- Computing | 12
- Arts and crafts | 15
- Health and wellbeing | 15
- How to enrol | 16

Courses offered by our partners
- Adult Dyslexia Centre | 17
- Grow Our Own | 17
- Resource Productions | 18
- WEA | 19
- Terms and conditions | 20
- Term dates | 21
- Course fees | 21
- Venue locations | 22 & 23
- Contact us | Back page

Employment and Learning Advice Service | Back page
Grow Our Own | Back page

Safer learning and feedback

Safeguarding and Prevent
We provide a safe and secure learning environment for all our learners. We committed to safeguard vulnerable learners and work with the local safeguarding board to ensure any issues are investigated and addressed.

The council will support and protect people who might be at risk of radicalisation, and raises awareness with learners to minimise the risk. We also include in all our programmes the promotion of British values: democracy, rule of law, individual liberty and, respect and tolerance for others.

If you have a concern please speak to a member of staff.

Health and Safety
If you observe any health and safety issue please speak to any member of staff as soon as possible.

Your feedback
Your feedback helps us to know where we are getting it right and where we need to improve. At the end of your course you will be asked to complete a survey.

You can give feedback any time on our website page: www.slough.gov.uk/communitylearning and click on Give Feedback.
# Course advice sessions summer 2019

## Slough

### The Curve
- **To book an assessment on the following days for ESOL, computing, and English and maths, call 01753 476611**
- Enrolments:
  - Tuesday 23 April 2019: 14.00-15.30
  - Wednesday 24 April 2019: 09.30-11.00
  - Thursday 25 April 2019: 16.00-18.00
  - Monday 29 April 2019: 09.30-11.00
  - Tuesday 30 April 2019: 09.30-11.00
- All other courses please enquire on 01753 476611

### The Britwell Centre
- **To book an assessment call 01753 476611**
  - Wednesday 24 April 2019: 14.00-15.30
  - Friday 26 April 2019: 10.00-11.30

### Cippenham Library
- **To book an assessment call 01753 476611**
  - Tuesday 23 April 2019: 10.00-11.30
  - Thursday 25 April 2019: 14.00-15.30

## RBWM

### Riverside Centre
- **To book an assessment on the following days for ESOL, computing, and English and maths, call 01628 685647.**
  - Wednesday 24 April 2019: 10.00-11.30
  - Thursday 25 April 2019: 12.30-14.00
  - Friday 26 April 2019: 10.00-11.30
  - Tuesday 30 April 2019: 12.30-14.00
  - Wednesday 1 May 2019: 10.00-11.30
- All other courses please enquire on 01628 685647 between 09.30-14.30pm Monday to Friday

### Clewer Youth and Community Centre:
- **Enrol at Riverside Centre or Maidenhead Library on Tuesday 23 April 2019**

### Dedworth Library
- **Thursday 25 April 2019:** 10.00-12.00

### Woodlands Park Village Centre
- **Wednesday 24 April 2019:** 10.00-12.00

### Grow Our Own (GROW)
- **Every Monday at Town Hall, Maidenhead**
  - 09.30-15.30
- **Monday 29 April 2019:** 10.00-12.00

### Maidenhead Library
- **To book an assessment call 01628 685647**
  - **Tuesday 23 April 2019:** 10.00-11.30

### Newlands Girls School
- **Enrol at Riverside Centre or Maidenhead Library on Tuesday 23 April 2019**

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*See back pages for addresses*
How to use the course guide

Using the course guide

Course fees and discounts
Look at the course type code and see page 21 to see how the course fee is determined.

- **CL** Community Learning
- **SK** Skills
- **FL** Family Learning
- **CB** Computer Basics
- **Q** Qualifications
- **ME** Maths and English
- **E** Employability

Community Learning
Which level do you want to learn at?

- **B** Beginner
- **IN** Intermediate
- **IM** Improvers
- **AD** Advanced
- **AL** All

Enrolment checklist

1. **Are you eligible for a course place?**
   - Are you 19 years or over?
   - Have you lived in the UK/Europe for the last three consecutive years?
   - There are exemptions - please speak to a member for staff for more information.

2. **Have you brought the correct ID?**
   - For example passport, ID card, driving licence
   - Please also bring a card or document with your National Insurance number.

3. **Are you claiming a benefit?**
   - This may help to reduce your course fees.
   - Please bring a recent benefit claim form to enrolment.

4. **How can you pay?**
   - We only accept cash or cheques at all our venues, except for The Curve, Slough, where we also accept card payments.
How to enrol
You need to book an assessment:
Call 01753 476611 to book in Slough.
Call 01628 685647 to book in RBWM.
For Everyday Conversation courses you can enrol any time or at our course advice sessions.
Bring proof of ID and any benefits.

What will I learn?
Courses cover reading, writing, speaking and listening. You will work towards a nationally recognised qualification.

Progressing through ESOL levels
With each level you sit a formal exam to progress on to the next level.

Each part may take a different amount of time to achieve. Some learners may complete one component at a time where as others may combine them and study for the exam together.

How will I learn?
Classes are held morning, afternoon or evening. Lessons are either once or twice a week (10 or 20 sessions a term). Each lesson typically lasts 2½ hours.

What course can I take?
- Beginners everyday communication skills (SK)
- Entry levels 1 & 2 (Q)
- Entry levels 2 & 3 (Q)
- Bridging course to improve speaking skills (SK)
- Level 1 English (Q)
- Brush everyday language (SK)

What can I do after the course?
You can work in a variety of jobs including local opportunities in warehousing, office work catering, and health care. You can also progress onto a higher level course, college or volunteering.

Why learn with CLASS?
We will help you with confidence building to access work, progress in work and be confident to you’re your children with their homework.

Cost
There is a charge for the course and the exam. If you are actively seeking work you may qualify for a free place - ask a member of staff for details.

ESOL Exams
If you are submitted for an exam you may need to pay a fee.
If you are eligible for a free place you do not need to pay the fee.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Level</th>
<th>Qualification</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>ESOL Skills for Life (Reading)</td>
<td>Entry level 1-3</td>
<td>Award</td>
<td>£15</td>
</tr>
<tr>
<td>ESOL Skills for Life (Writing)</td>
<td>Entry level 1-3</td>
<td>Award</td>
<td>£15</td>
</tr>
<tr>
<td>ESOL Skills for Life (Speaking and Listening)</td>
<td>Entry level 1-3</td>
<td>Award</td>
<td>£30</td>
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</table>
**ESOL**

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<thead>
<tr>
<th>Venue</th>
<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
<th>Start date</th>
<th>Fee (discount)</th>
<th>Course code</th>
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</thead>
<tbody>
<tr>
<td><strong>ESOL qualifications to level 1</strong></td>
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<tr>
<td>Please book an initial assessment (see page 16) which will tell you which level to take.</td>
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<tr>
<td><strong>Beginners everyday conversation skills</strong></td>
<td>B</td>
<td>SK</td>
<td>The Curve</td>
<td>Tue</td>
<td>13.00-15.00</td>
<td>10</td>
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<tr>
<td>English for speakers of other languages. Non-accredited course to start learning skills for everyday speaking and listening.</td>
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<tr>
<td><strong>Beginners everyday reading and writing skills</strong></td>
<td>B</td>
<td>SK</td>
<td>The Curve</td>
<td>Fri</td>
<td>12.30-15.00</td>
<td>10</td>
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<tr>
<td>English for speakers of other languages. Non-accredited course to start learning skills for everyday reading and writing.</td>
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<tr>
<td><strong>Beginners everyday communication skills</strong></td>
<td>B</td>
<td>SK</td>
<td>Riverside ESC</td>
<td>Tue</td>
<td>12.30-15.00</td>
<td>10</td>
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<tr>
<td>English for speakers of other languages. Non-accredited course to start learning skills for reading, writing, speaking and listening.</td>
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<tr>
<td><strong>ESOL E1</strong></td>
<td>Q</td>
<td></td>
<td>Riverside ESC</td>
<td>Mon &amp; Wed</td>
<td>09.30-12.00</td>
<td>20</td>
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<tr>
<td>English for speakers of other languages - improve your reading, writing, speaking and listening skills. Assessment required to enrol.</td>
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<tr>
<td><strong>ESOL E1/E2</strong></td>
<td>Q</td>
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<td>The Curve</td>
<td>Mon &amp; Wed</td>
<td>12.30-15.00</td>
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</tr>
<tr>
<td>The Curve</td>
<td>Wed</td>
<td>18.00-20.30</td>
<td>10</td>
<td>08/05/2019</td>
<td>£75 (Exam £60)</td>
<td>S183STCM2</td>
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<td>Thur &amp; Fri</td>
<td>09.30-12.00</td>
<td>20</td>
<td>09/05/2019</td>
<td>£150 (Exam £60)</td>
<td>S183STCM3</td>
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<tr>
<td><strong>Developing everyday communication skills E2-E3</strong></td>
<td>SK</td>
<td></td>
<td>Romsey Close CC</td>
<td>Thur</td>
<td>09.30-11.30</td>
<td>10</td>
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<tr>
<td>English for speakers of other languages - improve your reading, writing, speaking and listening skills. Assessment required to enrol.</td>
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<tr>
<td><strong>ESOL E2/E3</strong></td>
<td>Q</td>
<td></td>
<td>The Curve</td>
<td>Mon &amp; Thur</td>
<td>09.30-12.00</td>
<td>20</td>
</tr>
<tr>
<td>The Curve</td>
<td>Tue &amp; Thur</td>
<td>18.00-20.30</td>
<td>20</td>
<td>07/05/2019</td>
<td>£150 (Exam £60)</td>
<td>S183STCM5</td>
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<tr>
<td>Riverside ESC</td>
<td>Mon &amp; Wed</td>
<td>12.15-14.45</td>
<td>20</td>
<td>08/05/2019</td>
<td>£150 (Exam £60)</td>
<td>S183RRVM1</td>
</tr>
</tbody>
</table>

Help with course fees - see page 21
How to enrol
You need to book an assessment:
Call 01753 476611 to book in Slough.
Call 01628 685647 to book in RBWM.
For non-qualification courses you can enrol any time or at our course advice sessions.
Bring proof of ID and any benefits.

What will I learn?
English: improve your reading, writing, speaking and listening skills.
Maths: improve your skills for everyday calculations, handling cash and data, and measurements.
You will work towards a nationally recognised qualification.

How will I learn?
Classes are held morning, afternoon or evening. Lessons are once a week (usually 10 or 11 sessions a term). Each lesson typically lasts 2½ hours.

Progressing through skills levels
With each level you sit a formal exam to progress on to the next level. Each part may take a different amount of time to achieve. For English, some learners may complete one component at a time whereas others may combine them and study for the exam together.

What courses can I take?
- Building your confidence with maths
- Maths entry level 3 (Q)
- Maths levels 1 & 2 (Q)
- English entry levels 2 & 3 (Q)
- Bridging course to improve speaking skills (SK)
- English levels 1 & 2 (Q)

What can I do after the course?
You can work in a variety of jobs including local opportunities in warehousing, office work catering, and health care. You can also progress onto a higher level course, college or volunteering.

Why learn with CLASS?
We will help you with confidence building to access work, progress in work, become an active citizen and or be confident to you’re your children with their homework.

Cost
All English and maths courses are free including the exam except if you are already qualified to Level 2.
Help with course fees - see page 21

**Functional English and Maths**

<table>
<thead>
<tr>
<th>Venue</th>
<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
<th>Start date</th>
<th>Fee (discount)</th>
<th>Course code</th>
</tr>
</thead>
</table>

**Functional English and maths qualifications to level 1**

Please book an initial assessment (see page 16) which will tell you which level to take. For eligibility for a free place see page 21.

## Guide to levels and qualifications

### Entry level

**What they give you:**
- Basic knowledge and skills
- Ability to apply learning with guidance or supervision

**Courses**
- English for Speakers of Other Languages (ESOL)
- Functional skills - English, maths
- Computing
- Family Learning

### Level 1

**What they give you:**
- Basic knowledge and skills
- Ability to apply learning in everyday situations
- May be linked to a job competence

**Courses**
- Functional skills - English, maths
- Computing

### Level 2

**What they give you:**
- Good knowledge and understanding of a subject
- Ability to perform a task with some guidance or supervision
- Appropriate for a job role

**Courses**
- Computing
- English
## Family learning and parenting

Our Family Learning service runs a variety of courses and workshops in centres local to you: children’s centres, libraries and schools. Our courses are designed to help you as parents understand who you can best support your children with their learning and development. You get to improve your own skills as well. Our courses will help you to return to learning, to build your confidence in supporting your children with their homework and teaching at school. Our courses will also help you to improve your own skills and prepare to return to work.

### Where you can learn

- The Britwell Centre
- Your local library
- Children’s Centres
- Schools

### What you can do after a Family Learning course

- Take a maths and/or English qualification
- Take an IT qualification
- Take an ESOL qualification
- Learn a hobby
- Become a volunteer
- Support your child’s school or library

### Choose a course (FL)

We run lots of courses throughout the term including:

- Family cookery for parents/carers and your children
- Homework club
- English for parents
- Health snacks
- Stories and songs
- Going green
- Family sewing fun

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### English for Parents

<table>
<thead>
<tr>
<th>Venue</th>
<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
<th>Start date</th>
<th>Fee (discount)</th>
<th>Course code</th>
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<tbody>
<tr>
<td>English for parents</td>
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<td>B FL</td>
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<tr>
<td>For parents to brush up their English and support their children's literacy skills</td>
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<tr>
<td>Phoenix Infant Academy</td>
<td>Tue &amp; Thur</td>
<td>13.00-15.00</td>
<td>20</td>
<td>07/05/2019</td>
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<td>English for parents Pre-entry to E2</td>
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<tr>
<td>Cippenham Library</td>
<td>Wed</td>
<td>10.00-12.00</td>
<td>10</td>
<td>08/05/2019</td>
<td>Free</td>
<td>F183SCLS3</td>
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</table>

How to use the course guide - see page 4
## General Family Learning

<table>
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<tr>
<th>Venue</th>
<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
<th>Start date</th>
<th>Fee (discount)</th>
<th>Course code</th>
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</thead>
<tbody>
<tr>
<td>Cippenham Library</td>
<td>Tue</td>
<td>15:45-17:15</td>
<td>10</td>
<td>07/05/2019</td>
<td>Free</td>
<td>W183SCL71</td>
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<tr>
<td>Cippenham Library</td>
<td>Wed</td>
<td>16:00-17:30</td>
<td>10</td>
<td>08/05/2019</td>
<td>Free</td>
<td>W183SCL91</td>
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<tr>
<td>Cippenham Library</td>
<td>Mon</td>
<td>10:00-11:00</td>
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<td>Free</td>
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<tr>
<td>Cippenham Library</td>
<td>Mon</td>
<td>15:30-17:00</td>
<td>10</td>
<td>13/05/2019</td>
<td>Free</td>
<td>W183CLE2</td>
</tr>
</tbody>
</table>

### Family Cookery for Parents/Carers and their Children

Learn healthy cooking with your family. Children over 8 years and a limit of 3 children per adult.

- **Venue**: Cippenham Library
- **Day(s)**: Tue
- **Time**: 15:45-17:15
- **Sessions**: 10
- **Start date**: 07/05/2019
- **Fee**: Free
- **Course code**: W183SCL71

### Family Sewing

For parents and children to develop a new craft skill.

- **Venue**: Cippenham Library
- **Day(s)**: Wed
- **Time**: 16:00-17:30
- **Sessions**: 10
- **Start date**: 08/05/2019
- **Fee**: Free
- **Course code**: W183SCL91

### Learn and Play

For parents and young children to come together and understand the development stages of children.

- **Venue**: Cippenham Library
- **Day(s)**: Mon
- **Time**: 10:00-11:00
- **Sessions**: 10
- **Start date**: Free
- **Course code**: W183CLE1

### Homework Club

For parents and children to support homework needs and understanding.

- **Venue**: Cippenham Library
- **Day(s)**: Mon
- **Time**: 15:30-17:00
- **Sessions**: 10
- **Start date**: 13/05/2019
- **Fee**: Free
- **Course code**: W183CLE2

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**Testimonials**

- "It is a friendly environment to learn cooking with my child, my child loves this course and enjoys cooking at home."
  - Family Cookery - Cippenham Library

- "My daughter and son have learnt how to crochet and knit and therefore have improved their motor skills."
  - Family Sewing - Cippenham Library

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TURN A HOBBY INTO A CAREER

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10 Community Learning and Skills Service
How to use the course guide - see page 4

### Employability

<table>
<thead>
<tr>
<th>Venue</th>
<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
<th>Start date</th>
<th>Fee (discount)</th>
<th>Course code</th>
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</thead>
<tbody>
<tr>
<td><strong>Confidence building for employment</strong></td>
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<tr>
<td>Learn how to present your skills effectively during job searching.</td>
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<tr>
<td>The Curve</td>
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<td>10.00-12.00</td>
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<td>08/05/2019</td>
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<td>Learn how to present your skills and achievements on a CV.</td>
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<td>Wed</td>
<td>10.00-12.00</td>
<td>1</td>
<td>22/05/2019</td>
<td>Free</td>
<td>Y183STCC1</td>
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<td><strong>Application forms</strong></td>
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<tr>
<td>Demonstrate your skills and experience to employers on an application form.</td>
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<td>05/06/2019</td>
<td>Free</td>
<td>Y183STCF1</td>
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<td><strong>Interview preparation</strong></td>
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<td>Thorough preparation for all types of interview situations.</td>
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<td>1</td>
<td>19/06/2019</td>
<td>Free</td>
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<td><strong>Heathrow opportunities</strong></td>
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<td>Find out about career opportunities at the airport and how to access them</td>
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<td>The Curve</td>
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<td>10.00-12.00</td>
<td>1</td>
<td>03/07/2019</td>
<td>Free</td>
<td>Y183STCH1</td>
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<td><strong>StartUp Saturdays</strong></td>
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<tr>
<td>Are you interested in starting a business? The workshops will help you test, plan and launch your business. Experience not needed, you should have a business idea and be IT literate.</td>
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<tr>
<td>How to promote your business online</td>
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<td>The Curve</td>
<td>Sat</td>
<td>10.00-12.00</td>
<td>1</td>
<td>06/04/2019</td>
<td>Free</td>
<td>V182STCF7</td>
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<tr>
<td>How to effectively pitch your business idea</td>
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</tr>
<tr>
<td>The Curve</td>
<td>Sat</td>
<td>10.00-12.00</td>
<td>1</td>
<td>11/05/2019</td>
<td>Free</td>
<td>V183STCF8</td>
</tr>
</tbody>
</table>
Help with course fees - see page 21

Computing

Computer Basics (CB)
Introduction to IT for Job Hunters

Computer Intermediate (SK)

ITQ Level 1 (Q)
3 terms or modules to get the full award

ITQ Level 2 (Q)
3 terms or modules to get the full certificate

How to enrol
You need to book an assessment:
Call 01753 476611 to book in Slough.
Call 01628 685647 to book in RBWM.
Bring proof of ID and any benefits.

Cost
Our computer basics course is FREE.
Our computer intermediate and ITQ courses have a fee. The ITQ course also has an exam fee. If you are actively seeking work you may qualify for a free place - for details ask a member of staff.

What will I learn?
The computer basics course is for everyone: using the internet and email.
To help you at work or home why not learn Microsoft Office programs on the computer intermediate course - word processing, spreadsheets and presentations.
Progress to the ITQ and gain a qualification using office programs.

What can I do after the course?
Learners will use IT for administration work or can progress on to a higher level IT course or specialist area of IT e.g. Microsoft Office Level 3. We can also advise you on volunteering. Take an English or maths course to help you achieve in IT.

What other services can I access?
For employment and learning advice call 01753 476611 (Slough) or 01628 685661 (GROW in RBWM).

IT exams

When you enrol for a computing qualification you may need to pay the following fee which comprises of:
1. Registration with BCS for the appropriate qualification
2. Certification costs
3. Costs for online exam modules (single attempt at all included modules)
4. Costs for repeat attempts are charged extra (currently £20 per attempt)
Exam fees do not apply if you are eligible for a free place.

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
<th>Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITQ (L1) FlexiQual</td>
<td>£60</td>
<td>Three modules: Word/Excel/Powerpoint</td>
</tr>
<tr>
<td>ITQ (L1) Essentials</td>
<td>£60</td>
<td>Three modules: IT Security/File Management/Internet and Email</td>
</tr>
<tr>
<td>ITQ (L2) Extra</td>
<td>£90</td>
<td>Four modules: Word/Excel/Powerpoint/IT Productivity</td>
</tr>
<tr>
<td>ITQ (L1) individual Modules</td>
<td>£35</td>
<td>Any one module: Word/Excel/Powerpoint/Access Database</td>
</tr>
<tr>
<td>ITQ (L2) individual Modules</td>
<td>£40</td>
<td>Any one module: Word/Excel/Powerpoint/Access Database</td>
</tr>
</tbody>
</table>
1. What is your name?  
   Please write full name in block capitals
   Title (Mr, Mrs, Miss)
   First name/given name
   Last name/surname
   (This name will appear on any exam certificate issued)

2. What gender are you?  
   Male  Female

3. What is your date of birth?  
   Day  Month  Year

4. What is your email address?  
   Please be aware that we may use your email to inform you of our services

5. What is your phone number?  
   Home/work phone
   Mobile phone

6. Who should we contact in an emergency?  
   First name
   Last name
   Telephone

7. What is your National Insurance Number?

8. What is your address?
   Postcode

9. What is your nationality? (on your passport)

---

Office Use Only

Learner number

Date on MIS

Inputter  PRINT NAME

Valid ID
   □ Passport  □ Driving Licence  □ EU Nat. ID Card
   □ NI Card  □ Bank Cr/Dr Card  □ Residence permit
   □ Other  PRINT NAME

Benefits letter seen
   □ JSA  □ ESA  □ ESA (WRAG)  □ Universal Credit  □ Income support
   □ Universal Credit (work related) (required to undertake skills training)
   □ Working Tax Credit (household income of less than £16,105)
   □ Council Tax Support  □ Housing Benefit  □ Low waged (with evidence)
   □ Pensions Credit (Guarantee Credit)

Authorised by  PRINT NAME

Payment
   □ Cash  □ Card  □ Cheque

---

Continued overleaf
10. **What qualifications do you have?**
   Please tick any that you have.
   - Entry level
   - Other qualifications below level 1
   - Level 1 (5 or more with grades D-G)
   - Level 2 (5 or more A*- C GCSE/O Levels)
   - Level 3 (A Levels)
     (2 or more A level passes, 4 or more AS level passes)
   - Level 4 (HNC/QLF Level 4 quals)
   - Level 5 HND/Foundation Degree/QLF Level 5 quals
   - Level 6 Bachelors Degree/Graduate Certs and Diplomas
   - Level 7 or above PG Certs/Diplomas, Masters Degree and above
   - No qualifications
   - Other, please specify

11. **How did you hear about Community Learning and Skills Service?**
   - Leaflet or brochure
   - MyCouncil
   - Job Centre
   - Word of mouth or friend
   - Learning venue
   - Internet search (website/social media)
   - Library
   - Adult guidance
   - Other (please state)

12. **Are you?**
   - Carer*
   - Lone parent
   
   *Cares (unpaid) for family/friend who have a disability, illness or who need support in later life

13. **Do you need English and maths support?**
   Please tick all that apply
   - English
   - Maths
   - No

14. **Do you have any disabilities or learning difficulties?** Please tick all that apply.
   - Yes
   - No
   - Visual impairment
   - Hearing impairment
   - Disability affecting mobility
   - Profound complex disabilities
   - Social and emotional difficulties
   - Mental health difficulties
   - Moderate learning difficulty
   - Severe learning difficulty
   - Dyslexia
   - Dyscalculia
   - Autism spectrum disorder
   - Aspergers syndrome
   - Temporary disability after illness eg. Post viral
   - Speech, language and communication needs
   - Other physical disability
   - Other specific learning disability
   - Other learning difficulty
   - Other disability
   - Prefer not to say

**Of the above, which is your primary difficulty/disability?**

15. **What is your employment status?**
   - Unemployed and available to start work now - go to Q18
   - Unemployed and not available to start work now - go to Q18
   - Employed - go to Q16
   - Self-employed - go to Q16
   - In full-time education - go to Q18
   - Retired - go to Q18
   - Volunteer - go to Q18
16. How long have you been working?
- Up to 3 months
- 4-6 months
- 7-12 months
- 12+ months

17. How many hours per week do you work?
- Under 11
- 11-20
- 21-30
- 31+

18. If you are a full time student/unemployed/not working/retired, how long for?
- Up to 6 months
- 6-11 months
- 12-23 months
- 24-35 months
- Over 36 months

19. Eligibility for fee reduction
Are you unemployed or employed earning less than £330 per month, on a benefit, available for work and intend to take a qualification to enable you to seek employment?
- Yes
- No

20. What is your residential and immigration status?
- Yes
- No

21. Household situation
Please tick which of the following statements apply (one or more may apply):
- No member of the household in which I live (including myself) is employed
- The household that I live in includes only one adult (aged 18 or over)
- There are one or more dependent children (aged 0-17 years or 18-24 years if full time student or inactive) in the household
- None of these statements apply

22. What course(s) would you like to enrol on?
<table>
<thead>
<tr>
<th>Course code</th>
<th>Course title</th>
<th>Day</th>
<th>Time</th>
<th>Start date</th>
<th>Fee</th>
</tr>
</thead>
</table>

Receipt no. | Total £ |
Learning agreement and declaration

Learning programme
- I agree to the terms and conditions published in the course brochure.
- I confirm I have received suitable information and advice for my learning programme.
- I am satisfied that I fully understand the requirements of the programme and agree to be bound by the conditions of entry which are available on request.
- I agree to comply with the policies and procedures of this centre including e-safety.
- I do not have a place on a course until confirmed by letter from the Community Learning and Skills Service.

I agree to any media being used for at least five years for the purpose of promotion.

I agree to receive information from Slough Borough Council via email or post.

How we use your personal information
This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

You can agree to be contacted for other purposes by ticking any of the following boxes:
- About courses or learning opportunities
- For surveys and research
- By post
- By phone
- By email

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit: www.gov.uk/government/publications/esfa-privacy-notice

I declare that all the information I have provided is accurate and that I have read and understood the statement relating to Data Protection and media consent.

Application by post
If the course is not a qualification and you are paying the full fee, or it is free, you can send this form and a cheque by post to the address below. All other enrolments need to be at a centre with your proof of benefit or if you are paying in full with cash.

Slough Community Learning and Skills Service
St Martins Place, 51 Bath Road, Slough SL1 3UF
Tel: 01753 476611

RBWM Community Learning and Skills Service
Riverside Centre
West Dean, Maidenhead SL6 7JB
Tel: 01628 685647

Date / / LEARNER SIGNATURE
## Computing

### Award for IT Users (ITQ)

<table>
<thead>
<tr>
<th>Venue</th>
<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
<th>Start date</th>
<th>Fee (discount)</th>
<th>Course code</th>
</tr>
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<tbody>
<tr>
<td><strong>Award for IT users (ITQ) Level 1</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>C183STCQ1</td>
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<tr>
<td>The Curve</td>
<td>Tue</td>
<td>09.30-11.30</td>
<td>10</td>
<td>07/05/2019</td>
<td>£60 (£30) Exam £60</td>
<td></td>
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<tr>
<td>The Curve</td>
<td>Wed</td>
<td>09.30-11.30</td>
<td>10</td>
<td>08/05/2019</td>
<td>£60 (£30) Exam £60</td>
<td></td>
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<tr>
<td>The Curve</td>
<td>Thur</td>
<td>18.00-20.00</td>
<td>10</td>
<td>09/05/2019</td>
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<tr>
<td>Woodlands Park Village Centre</td>
<td>Wed</td>
<td>12.30-14.30</td>
<td>10</td>
<td>08/05/2019</td>
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### Award for IT users (ITQ) Level 1/2

<table>
<thead>
<tr>
<th>Venue</th>
<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
<th>Start date</th>
<th>Fee (discount)</th>
<th>Course code</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Award for IT users (ITQ) Level 1/2</strong></td>
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<td></td>
<td>C183RMLQ6</td>
</tr>
<tr>
<td>Maidenhead Library</td>
<td>Thur</td>
<td>09.30-12.00</td>
<td>10</td>
<td>09/05/2019</td>
<td>£75 (£37.50) Exam £60-£90</td>
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### Award for IT users (ITQ) Level 2

<table>
<thead>
<tr>
<th>Venue</th>
<th>Day(s)</th>
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<th>Sessions</th>
<th>Start date</th>
<th>Fee (discount)</th>
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<tbody>
<tr>
<td><strong>Award for IT users (ITQ) Level 2</strong></td>
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<td>C183RWPQ7</td>
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<td>Woodlands Park Village Centre</td>
<td>Mon</td>
<td>17.30-20.00</td>
<td>10</td>
<td>13/05/2019</td>
<td>£75 (£37.50) Exam £90</td>
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### Computer basics

<table>
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<th>Venue</th>
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<th>Start date</th>
<th>Fee (discount)</th>
<th>Course code</th>
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<td><strong>Computer basics</strong></td>
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<td>Cippenham Library</td>
<td>Wed</td>
<td>13.00-15.00</td>
<td>10</td>
<td>08/05/2019</td>
<td>Free</td>
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<td>Mon</td>
<td>09.30-11.30</td>
<td>10</td>
<td>13/05/2019</td>
<td>Free</td>
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### Roll on roll off computer basics

<table>
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<tr>
<th>Venue</th>
<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
<th>Start date</th>
<th>Fee (discount)</th>
<th>Course code</th>
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<tr>
<td><strong>Roll on roll off computer basics</strong></td>
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<tr>
<td>The Curve</td>
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<td>12.30-14.30</td>
<td>10</td>
<td>08/05/2019</td>
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</table>
Help with course fees - see page 21

Computing

### Award for IT Users (ITQ)

<table>
<thead>
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<th>Venue</th>
<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
<th>Start date</th>
<th>Fee (discount)</th>
<th>Course code</th>
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<tbody>
<tr>
<td><strong>Computer intermediate</strong></td>
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<td>Improve your MS office skills: Word, Excel and Powerpoint. Progress towards an IT Qualification.</td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>The Curve</td>
<td>Tue</td>
<td>13.00-15.00</td>
<td>10</td>
<td>07/05/2019</td>
<td>£40 (£20)</td>
<td>C183STCM1</td>
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<td>C183STCM2</td>
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<td>£40 (£20)</td>
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<td>10</td>
<td>08/05/2019</td>
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<td>Fri</td>
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<td>10</td>
<td>10/05/2019</td>
<td>£40 (£20)</td>
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### Driving theory

Learn the skills required to pass your driving theory test and practice your test online.

<table>
<thead>
<tr>
<th>Venue</th>
<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
<th>Start date</th>
<th>Fee (discount)</th>
<th>Course code</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Curve</td>
<td>Thur</td>
<td>12.30-14.30</td>
<td>5</td>
<td>09/05/2019</td>
<td>£15 (£6)</td>
<td>V183STC41</td>
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<td>Sat</td>
<td>10.30-12.30</td>
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<td>12.30-14.30</td>
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<td>20/06/2019</td>
<td>£15 (£6)</td>
<td>V183STC43</td>
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### Arts and crafts

<table>
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<th>Arts and crafts</th>
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<th>Fee (discount)</th>
<th>Course code</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sewing and soft furnishing</strong></td>
<td>Riverside ESC</td>
<td>Thur</td>
<td>09.30-13.00</td>
<td>7</td>
<td>09/05/2019</td>
<td>£82 (£41)</td>
<td>V183RRV91</td>
</tr>
<tr>
<td>Learn about your sewing machine, dressmaking, soft furnishings, patchwork and window dressings. Bring your own safety-checked sewing machine.</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td><strong>Flower design</strong></td>
<td>Clewer Youth &amp; Community Centre</td>
<td>Tue</td>
<td>12.45-14.45</td>
<td>10</td>
<td>30/04/2019</td>
<td>£84 (£42)</td>
<td>V183RCY92</td>
</tr>
<tr>
<td>Learn techniques to create floral designs. Bring a pair of scissors, a mixed bunch of flowers and some garden foliage. Floral foam and plastic dish can be purchased from tutor.</td>
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<td>Woodlands Park Village Centre</td>
<td>Fri</td>
<td>13.00-15.00</td>
<td>10</td>
<td>26/04/2019</td>
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<td><strong>Health and wellbeing</strong></td>
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<tr>
<td><strong>Pilates</strong></td>
<td>Newlands Girls' School</td>
<td>Mon</td>
<td>17.45-18.45</td>
<td>6</td>
<td>29/04/2019</td>
<td>£24 (£12)</td>
<td>V183RNS81</td>
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<tr>
<td>Learn how to develop core strength and stability, improve posture, breathing and mobility. Bring a mat, water and wear loose clothing.</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Newlands Girls' School</td>
<td>Mon</td>
<td>17.45-18.45</td>
<td>3</td>
<td>08/07/2019</td>
<td>£12 (£6)</td>
<td>V183RNS84</td>
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<td><strong>Pilates (ladies only)</strong></td>
<td>Riverside ESC</td>
<td>Thur</td>
<td>13.30-14.30</td>
<td>5</td>
<td>09/05/2019</td>
<td>£20 (£10)</td>
<td>V183RRV82</td>
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<tr>
<td>Learn how to develop core strength and stability, improve posture, breathing and mobility. Bring a mat, water and wear loose clothing.</td>
<td></td>
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<tr>
<td>Riverside ESC</td>
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<td>3</td>
<td>04/07/2019</td>
<td>£12 (£6)</td>
<td>V183RRV83</td>
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</tr>
</tbody>
</table>

"GET CREATIVE"
How to enrol

**Community learning (CL) courses**

**In person**
At either of our main sites: during opening hours:
- The Curve, Slough
- Riverside Centre, Maidenhead
At one of our course advice sessions (see page 3)

**By post**
Complete the enrolment form and post it with a cheque to either:
- East Berkshire Community Learning and Skills Service, The Curve, William Street, Slough SL1 1XY
- East Berkshire Community Learning and Skills Service, Riverside Centre, West Dean, Maidenhead SL6 7JB

**English, maths, ESOL and computing qualification and skills courses**

**Book an initial assessment**
- Book a date and time for an assessment by calling us on 01753 476611 (Slough) or 01628 685647 (RBWM).
- When you enrol you will need to take an online assessment for each subject you would like to study.
- You will take two assessments: the initial assessment and the diagnostic assessment.
- The initial assessment tells us your current level for English and maths.
- The diagnostic assessment will then identify your strengths and weaknesses and what help you may need.
- For computing courses you will need to take an assessment. Depending on the course you will take either a paper-based or a computer-based assessment.
- You will then meet with a tutor who will advise you of your level and offer the most suitable course for you.
- Please allow at least one and half hours to take the assessments and registration for your course(s).

---

**Tai Chi**

Salt Hill Activity Centre
SL1 3SS

Every Wednesday
12.30-1.30pm
For more information call 01753 875400
## Courses with our partners

### Adult Dyslexia Centre (07921 022589)

<table>
<thead>
<tr>
<th>Venue</th>
<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
<th>Start date</th>
<th>Fee (discount)</th>
<th>Course code</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Digital literacy</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Braywick Heath Nurseries</td>
<td>Wed</td>
<td>10.00-13.30</td>
<td>Roll-on</td>
<td>24/04/2019</td>
<td>FREE</td>
<td>X181RADE1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Roll-off</td>
<td></td>
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</tr>
<tr>
<td><strong>Understanding dyslexia for parents of dyslexic children</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Larchfield CC</td>
<td>Mon</td>
<td>19.30-21.30</td>
<td>6</td>
<td>13/05/2019</td>
<td>£50</td>
<td>X183RADD1</td>
</tr>
<tr>
<td>Bargeman Road, Maidenhead SL6 2SG</td>
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</tr>
</tbody>
</table>

### Grow Our Own (01628 685661)

<table>
<thead>
<tr>
<th>Venue</th>
<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
<th>Start date</th>
<th>Fee (discount)</th>
<th>Course code</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Path to work</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Town Hall, Maidenhead</td>
<td>Mon</td>
<td>10.00-14.00</td>
<td>Roll-on</td>
<td>15/04/2019</td>
<td>FREE</td>
<td>X181RGRE2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Roll-off</td>
<td></td>
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</tr>
<tr>
<td><strong>Constructions skills</strong></td>
<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Town Hall, Maidenhead</td>
<td>Mon</td>
<td>09.30-15.30</td>
<td>Roll-on</td>
<td>15/04/2019</td>
<td>FREE</td>
<td>X181RGR51</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Roll-off</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Grow your IT skills</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Town Hall, Maidenhead</td>
<td>Mon</td>
<td>13.00-14.00</td>
<td>Roll-on</td>
<td>15/04/2019</td>
<td>FREE</td>
<td>X181RGR61</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>Roll-off</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grow your IT skills</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Town Hall, Maidenhead</td>
<td>Mon</td>
<td>14.00-15.00</td>
<td>Roll-on</td>
<td>15/04/2019</td>
<td>FREE</td>
<td>X181RGR62</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Roll-off</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Creative collective
Get free professional development, access to subsidised courses and events and freelance work opportunities within the creative industries.

<table>
<thead>
<tr>
<th>Venue</th>
<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
<th>Start date</th>
<th>Fee (discount)</th>
<th>Course code</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 Church Street, Slough, SL1 1PL</td>
<td>Every Weekday</td>
<td>09.00-17.00</td>
<td>Roll-on Roll-off</td>
<td>29/04/2019</td>
<td>FREE</td>
<td>X181SRP91</td>
</tr>
</tbody>
</table>

### Art department of beginners
A one day practical course in learning about the roles and responsibilities for an art department. Get prepped and ready for your first day on set. This course will also cover the use of props and set dressing.

<table>
<thead>
<tr>
<th>Venue</th>
<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
<th>Start date</th>
<th>Fee (discount)</th>
<th>Course code</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES Shop, Queensmere Shopping Centre, Slough</td>
<td>Sat</td>
<td>10.00-16.00</td>
<td>1</td>
<td>18/05/2019</td>
<td>£80 (£40)</td>
<td>X183SRP92</td>
</tr>
</tbody>
</table>

### Camera department of beginners
An introductory course about the roles and responsibilities for a camera department. Learn from an experienced director of photographer who will provide practical experience and advice.

<table>
<thead>
<tr>
<th>Venue</th>
<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
<th>Start date</th>
<th>Fee (discount)</th>
<th>Course code</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 Church Street, Slough, SL1 1PL</td>
<td>Sun</td>
<td>11.00-16.00</td>
<td>1</td>
<td>09/06/2019</td>
<td>£80 (£40)</td>
<td>X183SRP93</td>
</tr>
<tr>
<td>Course</td>
<td>Description</td>
<td>Venue</td>
<td>Day(s)</td>
<td>Time</td>
<td>Sessions</td>
<td>Tutor</td>
</tr>
<tr>
<td>--------</td>
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<td>----------</td>
<td>-------</td>
</tr>
<tr>
<td>Completing your child's nursery application form</td>
<td>A practical course for adults using a nursery application form template to gain contextualised English skills.</td>
<td>Tesco Superstore Bath Road, Slough</td>
<td>Tue</td>
<td>12.30-14.30</td>
<td>2</td>
<td>Afshan</td>
</tr>
<tr>
<td>English for everyday</td>
<td>Conversational English, to enable to communicate with your family doctor, make appointments and engage with your child's school.</td>
<td>Tesco Superstore Bath Road, Slough</td>
<td>Thur</td>
<td>12.30-14.30</td>
<td>2</td>
<td>Afshan</td>
</tr>
<tr>
<td>English for schools</td>
<td>Learn the English you need to talk to teachers and communicate with your child's school. This course will include speaking, listening, reading, and writing.</td>
<td>Vicarage Way CC Slough SL3 0JY</td>
<td>Thur</td>
<td>12.30-14.30</td>
<td>9</td>
<td>Anubha</td>
</tr>
<tr>
<td>Diabetes prevention for the family</td>
<td>Understanding ways in which to avoid diabetes with life style changes and early on set signs.</td>
<td>Slough and Eton AEC Ragstone Rd, Chalvey, Slough SL1 2PU</td>
<td>Wed</td>
<td>10.00-12.00</td>
<td>2</td>
<td>Aisha</td>
</tr>
<tr>
<td>Completing your child's nursery application form</td>
<td>A practical course for adults using a nursery application form template to gain contextualised English skills.</td>
<td>Slough and Eton AEC Ragstone Rd, Chalvey, Slough SL1 2PU</td>
<td>Mon</td>
<td>09.30-11.30</td>
<td>1</td>
<td>Aisha</td>
</tr>
<tr>
<td>English for parents</td>
<td>Learn the English you need to talk to teachers and communicate with your child’s school.</td>
<td>Slough and Eton AEC Ragstone Rd, Chalvey, Slough SL1 2PU</td>
<td>Sat</td>
<td>09.30-12.30</td>
<td>4</td>
<td>Afshan</td>
</tr>
<tr>
<td>English for everyday</td>
<td>Conversational English, to enable to communicate with your family doctor, make appointments and engage with your child's school.</td>
<td>Slough and Eton AEC Ragstone Rd, Chalvey, Slough SL1 2PU</td>
<td>Thur</td>
<td>12.30-14.30</td>
<td>1</td>
<td>Aisha</td>
</tr>
<tr>
<td>English for completing your driving application form</td>
<td>A practical course for adults using the driving application form template to gain contextualised English skills.</td>
<td>Slough and Eton AEC Ragstone Rd, Chalvey, Slough SL1 2PU</td>
<td>Mon</td>
<td>12.30-14.30</td>
<td>2</td>
<td>Sanzla</td>
</tr>
<tr>
<td>Introduction to community interpreting</td>
<td>For adults who are interested in using their community language for interpreting. This is an introductory course.</td>
<td>Slough and Eton AEC Ragstone Rd, Chalvey, Slough SL1 2PU</td>
<td>Tue</td>
<td>12.30-14.30</td>
<td>2</td>
<td>Afshan</td>
</tr>
<tr>
<td>Introduction to fostering</td>
<td>Understanding what is ‘fostering’ and how it works for families in Slough.</td>
<td>Slough and Eton AEC Ragstone Rd, Chalvey, Slough SL1 2PU</td>
<td>Sat</td>
<td>09.30-11.30</td>
<td>2</td>
<td>Aisha</td>
</tr>
<tr>
<td>Caring for children</td>
<td>Introduction to types of caring roles in schools and nurseries. For parents and carers who are interested in developing skills in childcare.</td>
<td>Housing Solutions Crown Square, Waldeck Road SL6 8BY</td>
<td>Wed</td>
<td>10.00-12.00</td>
<td>5</td>
<td>Grace</td>
</tr>
</tbody>
</table>
Terms and conditions

General conditions
1. To be eligible for a course place with ESFA contributing towards its cost you need to be able to satisfy ESFA funding rules: you need to be 19 years of age as at 31 August 2018, able to meet the residential eligibility requirements, and prove your identity.
2. If you do not meet the ESFA eligibility rules you can enrol onto a course by paying a full cost recovery fee rate (currently £5.00 per hour). You are entitled to attend a course with a free place once to achieve your aims - you can attend the course again, however you may be asked to pay a full cost recovery rate.
3. To enrol for a course you are required to sign the learning agreement on the enrolment form. On the course you are required to complete an individual learning plan.
4. If you have a condition that could affect your learning in any way or require additional support with your learning it is your responsibility to inform your course tutor so that reasonable adjustments can be made.
5. Under the terms of our student charter all learners are required to be punctual for their class, to attend regularly, and show respect towards staff and other learners. If you are unable to attend a session please let us know beforehand.
6. Whilst every effort is made to ensure that the course guide and brochure is accurate we reserve the right to make amendments or cancel courses. Telephone us for up to date information or view our online course details at the following addresses:
   www.webenrol.com/slough for courses in Slough and
   www.webenrol.com/rbwrm for courses in Windsor & Maidenhead
7. We are unable to accept responsibility for any damage to or loss of student property (including motor vehicles) or work.
8. If you do not hear from us to the contrary, please assume that your course will be running.

Payment of fees
9. When you enrol you are agreeing to pay the total cost for the whole course.
10. To confirm your enrolment onto a course you need to pay the total cost requested when you enrol.
11. If you pay cheque please make it payable to “Slough Borough Council.” An administration fee of £20 will be charged for dishonoured cheques.
12. If you are claiming a fee reduction you need to visit a centre with evidence, for instance, the benefit you are claiming.

Additional costs
13. You may need to pay additional costs - these are indicated on the brochure and will be included in the cost of your course at enrolment. If you have a fee for an examination this must be paid before you are entered for a place. You will be informed at enrolment if there is a charge for materials to support learning or if you will need to bring your own resources e.g. flowers. If you require other services (reference letters, replacement certificates, and repeat examinations there will be an administration charge for these.

Cooling off
14. When you enrol on to a course we have a ‘cooling off’ period before the course starts - a seven day period beginning from the day you are enrolled on the system or the date on the receipt whichever is later. During this time you will have the right to cancel the course and obtain a full refund.

Refunds and transfers
15. If you withdraw from a course you will not be eligible for a refund. In exceptional cases, and at our discretion, we will support your request transfer to another course; we will charge a £10 administration fee. You will be liable to pay any additional fees relating to the new course.
16. If we have to amalgamate, reduce the number of sessions or cancel a course within the first three weeks we will aim to offer you a suitable alternative course. If this is not possible then we will refund the fee in full. If a course is cancelled after the first three weeks we will offer a pro rata refund to learners who have attended at least 80% of the sessions.
17. It may sometimes be necessary for reasons out of our control to make minor changes to a course, for example, another location within reasonable distance, the tutor, slight changes to the timing or the content. Refunds are not normally given in these circumstances.
18. If we have to cancel a lesson we will you offer an additional lesson at another reasonable time. If we have to reschedule a lesson we will promptly contact you to inform you of this to ensure that you can make arrangements to attend.
19. If you request a refund relating to a medical condition we require proof of a doctor’s certificate. If this is accepted you will receive a proportional refund of the fees paid in relation to the number of classes remaining. The refund will be dealt with from the date the doctor confirms their medical condition. There will be a £10 administration charge for each refund. You will be asked to complete the refund application form (in the policy on the adult learning page of www.slough.gov.uk).

Data
20. For information about how we use your personal information please read the learning agreement and declaration in your enrolment form. On the enrolment form you are required to sign that the information you have provided is accurate and that you understand the statement relating to data protection and media consent.
21. The Education and Skills Funding Agency (ESFA), Ofsted, and ourselves, all run learner surveys, and, for the ESFA and Ofsted, we are required to invite you to take part in these. In addition we are required to contact you about your course after you have finished to find out how your course has helped you. These surveys and enquiries may be carried out by a third party.

(last updated November 2018)
## Course fees

<table>
<thead>
<tr>
<th>Course type</th>
<th>Fee rate</th>
</tr>
</thead>
</table>
| Community Learning (CL) | Full fee  
**Group 2:** reduced rate |
| Skills Courses (SK) | Full fee  
**Group 2:** reduced rate  
**Group 1:** Free |
| Family Learning (FL), Computer Basics (CB) and Employability (E) | Free |
| Qualifications (Q) | Full fee  
**Group 1:** Free |
| Functional English and maths (ME)  
And you are below level 2/grade A*-C | Free |
| Aged 19-23: Qualifications at level 2 (Q2) | **Group 3:** Free |
| Not eligible for public funding (see note 1) | £5.00 per hour |

### Group 1
- Unemployed* and in receipt of one of the following benefits (see note 2)
  - Job Seekers Allowance incl. NI credits
  - Employment Support Allowance (ESA) Work-related Activity Group (WRAG)
  - Universal Credit (UC): earn either less than £338 per month and are in one of the following JobCentre Plus groups:
    - either Work-related Requirements Group,
    - Work Preparation Group,
    - Work-Focused Interview Group,
    - Released on a temporary license to follow learning outside of prison
- Unemployed* and wants to enter employment (declared on enrolment form) and in receipt of a benefit in **Group 2**.
- Earn less than £15,736.50 (low-waged) p.a. gross (see note 3)

### Group 2
In receipt of (see note 2):
- Employment Support Allowance (ESA)
- Income Support
- Working Tax Credit (household income of less than £16,105)
- Housing Benefit
- Pensions Guarantee Credit
- Council Tax Support
- Universal Credit
- Job Seekers’ Allowance

### Group 3
Aged 19-23 and on the start date of their course are studying their first full level 2 qualification (excludes ESOL).

### Notes
1. The fees shown are for learners who are eligible for funding: who are a UK or EU resident having lived in the EU for the last three years - for full information ask a member of staff. You will need to provide evidence of this. You also need to be aged 19+ on 31 August 2018.
2. Proof of benefits must show the learner’s name, be current and valid within the last 12 months. For JSA it cannot be the JAS booklet.
3. Evidence of your gross annual wages e.g. wage slip within three months or a current employment contract.
*Unemployed can earn up to £338 per month or less than 16 times the national minimum wage a week.

## Term dates

<table>
<thead>
<tr>
<th>Start</th>
<th>Half term</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/05/2019 (Tue)</td>
<td>27/05/19 (Mon)-31/05/19 (Fri)</td>
<td>22/07/19</td>
</tr>
</tbody>
</table>
Courses funded by Slough Borough Council and the Skills Funding Agency.
Courses funded by Royal Borough of Windsor and Maidenhead and the Skills Funding Agency.
How to contact us:

Slough

**Visit:** The Curve, William Street, Slough SL1 1XY
**Opening hours:** Monday to Friday: 09.30-15.30
**Call:** 01753 476611 (Mon-Fri 09.30-15.30)
**Email:** lifelonglearning@slough.gov.uk
**Web:** www.slough.gov.uk/communitylearning

Royal Borough of Windsor and Maidenhead

**Visit:** Riverside Centre, West Dean, Maidenhead SL6 7JB
**Opening hours:** Monday to Friday: 09.30 to 14.30
**Call:** 01628 685647
**Email:** lifelonglearning@slough.gov.uk
**Web:** www.webenrol.com/rbwm/

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**Employment and Learning Advice Service**

Our Employment and Learning Advice Service provides help with:

- CV building
- Job searching
- Job applications
- Courses and training
- Interview skills
- Confidence building
- Heathrow opportunities
- Qualification equivalency (NARIC)
- Online careers information and diagnostic tools
- Exclusive skills for work support for lone parents

**What you can expect:**

- Free individual interview with a qualified advisor
- Confidential and impartial support
- Useful information to help you make decisions
- Your own action plan for your next steps
- Useful and interesting workshops every other Friday on interview techniques, job search and CVs.

**To make an appointment or book a place on a workshop please call 01753 476611.**

**Job clubs**

We also deliver job and skills clubs with staff on hand who can help you with job searching, learning opportunities and applications in libraries across Slough.

**Monday**
- The Britwell Centre, 09.30-12.00
- Langley Library, 14.00-16.00*

**Tuesday**
- The Curve, 09.30-12.00
- Cippenham Library, 13.00-15.00 and 15.00-16.00*

*1 to 1 appointments only

Please get in touch by calling us on 01753 476611 or by emailing ela@slough.gov.uk for more information.

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**Come to our Drop In**

The Grow Our Own team provide employment support in the Town Hall Maidenhead

**Mondays 09.30am – 3.30pm for:**

- C.V’s
- 1-1 advice & guidance
- Computers for job searching
- Support for applications
- Interview practice
- Course enrolments
- Local volunteering opportunities
- CSCS theory practice
- Local job papers & community support leaflets

*If you would like further information please get in touch on 01628 685661 or email info@growourown.co.uk*