Welcome

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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 autumn 2019

Slough

The Curve
Qualification (Q) and Skills (SK) courses: ESOL, English, Maths and Digital Skills.
To book an assessment before your course starts call 01753 476611.
Community Learning courses (CL), Family Learning (FL), Digital Skills Basics (CB) and Employability (E) courses.
To enrol onto a course visit us at the Curve, Monday to Friday between 9.30am and 3.30pm.

The Britwell Centre
To book an assessment 01753 476611
• Tuesday 10 September 2019  14.00-15.30
• Thursday 12 September 2019  09.45-12.00
• Thursday 19 September 2019  14.00-15.30

Cippenham Library
To book an assessment call 01753 476611
• Monday 9 September 2019  10.00-11.30
• Wednesday 11 September 2019  14.00-15.30
• Tuesday 17 September 2019  10.00-11.30

See back pages for addresses

RBWM

Riverside Centre
Qualification (Q) and Skills (SK) courses: ESOL, English, Maths and Digital Skills.
To book an assessment before your course starts call 01628 685647.
Community Learning courses (CL), Family Learning (FL), Digital Skills Basics (CB) and Employability (E) courses.
To enrol onto a course visit us at the Riverside Centre, Maidenhead, Monday to Friday between 9.30am and 2.30pm.

Clewer Youth and Community Centre:
• Enrol at Dedworth Library on Thursday 12 September 2019

Dedworth Library
• Thursday 12 September 2019  10.00-12.00

Woodlands Park Village Centre
• Wednesday 11 September 2019  10.00-12.00

Grow Our Own (GROW)
• Every Monday at Town Hall, Maidenhead 09.30-15.30
• Monday 16 September 2019  10.00-11.30

Maidenhead Library
To book an assessment call 01628 685647
• Enrol at Riverside Centre, Maidenhead

Newlands Girls School
• Enrol at Riverside Centre, Maidenhead
How to use the course guide

Using the course guide

Course fees and discounts
Look at the course type code and see page 17 to see how the course fee is determined.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>CL</td>
<td>Community Learning</td>
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<tr>
<td>SK</td>
<td>Skills</td>
</tr>
<tr>
<td>FL</td>
<td>Family Learning</td>
</tr>
<tr>
<td>CB</td>
<td>Computer Basics</td>
</tr>
<tr>
<td>Q</td>
<td>Qualifications</td>
</tr>
<tr>
<td>ME</td>
<td>Maths and English</td>
</tr>
<tr>
<td>E</td>
<td>Employability</td>
</tr>
<tr>
<td>L</td>
<td>Leisure</td>
</tr>
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</table>

Community Learning
Which level do you want to learn at?

<table>
<thead>
<tr>
<th>Code</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Beginner</td>
</tr>
<tr>
<td>IN</td>
<td>Intermediate</td>
</tr>
<tr>
<td>IM</td>
<td>Improvers</td>
</tr>
<tr>
<td>AD</td>
<td>Advanced</td>
</tr>
<tr>
<td>AL</td>
<td>All</td>
</tr>
</tbody>
</table>

Enrolment checklist

☐ 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 of staff for more information.

☐ 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.

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

☐ How can you pay?
  • We only accept cash or cheques at all our venues, except for The Curve, Slough, and Riverside Centre, Maidenhead 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.
Bring proof of ID and any benefits.

Who is ESOL for?

Qualification courses are for those in low paid work or those looking for work.
Skills courses are for those who want to access local services independently and converse with family and friends in English.

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, twice or three times a week (10 or 20 sessions a term). Each lesson typically lasts 2½ hours.

What course can I take?

- Beginners and improvers everyday communication skills (SK)
- Entry levels 1 & 2 (Q)
- Entry levels 2 & 3 (Q)
- Level 1 English (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 and be confident helping 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>
</tr>
</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>
</tr>
</tbody>
</table>
### ESOL Qualifications to Level 1

Please book an initial assessment (see page 15) which will tell you which level to take.

#### Entry Level Everyday ESOL for Migrants

Enable you to improve your reading, writing, speaking and listening skills using a range of topics. You will be able to apply these skills at work and in the community. For recent migrants who need to develop their speaking, reading and writing in English. *Free for recent migrants.*

<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>Riverside ESC</td>
<td>Tues</td>
<td>12.30-15.00</td>
<td>10</td>
<td>01/10/2019</td>
<td>£75 (£37.50)</td>
<td>S191RRVB1</td>
</tr>
<tr>
<td>The Curve</td>
<td>Mon &amp; Wed</td>
<td>12.30-15.00</td>
<td>20</td>
<td>30/09/2019</td>
<td>Free*</td>
<td>S191STCB4</td>
</tr>
</tbody>
</table>

#### Beginners Everyday Communication Skills (Pre-entry)

For those who need to learn to speak, listen, read and write in English. With no prior experience of learning English or working in the UK.

<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>Riverside ESC</td>
<td>Tues</td>
<td>12.30-15.00</td>
<td>10</td>
<td>01/10/2019</td>
<td>£75 (£37.50)</td>
<td>S191RRVB1</td>
</tr>
<tr>
<td>The Curve</td>
<td>Fri</td>
<td>12.30-15.00</td>
<td>10</td>
<td>04/10/2019</td>
<td>£75 (£37.50)</td>
<td>S191STCB2</td>
</tr>
</tbody>
</table>

#### Everyday Communication Skills (Entry Level 1)

Improve your basic skills in speaking, reading and writing in English using a range of topics. You will be able to apply these skills at work and in the community.

<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>12.30-15.00</td>
<td>10</td>
<td>03/10/2019</td>
<td>£75 (£37.50)</td>
<td>S191STCB3</td>
</tr>
</tbody>
</table>

#### Everyday Communication Skills (Entry Level 1-2)

Improve your basic skills in speaking, reading and writing in English using a range of topics. You will be able to apply these skills at work and in the community.

<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>Riverside ESC</td>
<td>Mon</td>
<td>09.30-12.00</td>
<td>10</td>
<td>30/09/2019</td>
<td>£75 (£37.50)</td>
<td>S191RRVM1</td>
</tr>
</tbody>
</table>

#### Improvers Everyday Communication Skills (Entry Level 2)

Improve your basic skills in speaking, reading and writing in English using a range of topics. You will be able to apply these skills at work and in the community.

<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>Fri</td>
<td>09.30-12.00</td>
<td>10</td>
<td>04/10/2019</td>
<td>£75 (£37.50)</td>
<td>S191STCM2</td>
</tr>
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</table>

#### ESOL Intensive E1 E2

Improve your basic skills in speaking, reading and writing in English using a range of topics. You will be able to apply these skills at work and in the community.

<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>Mon to Thur</td>
<td>10.00-14.00</td>
<td>32</td>
<td>30/09/2019</td>
<td>£384 (Exam £60)</td>
<td>S191STCM3</td>
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</tbody>
</table>

#### ESOL Entry Level 3

Develop your reading, writing, speaking and listening skills using a range of topics. You will be able to apply these skills at work and in the community.

<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>Mon &amp; Thur</td>
<td>09.30-12.00</td>
<td>20</td>
<td>30/09/2019</td>
<td>£150 (Exam £60)</td>
<td>S191STCM4</td>
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<td>Tues &amp; Thur</td>
<td>09.30-12.00</td>
<td>20</td>
<td>01/10/2019</td>
<td>£150 (Exam £60)</td>
<td>S191RRVM5</td>
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<td>Tues &amp; Thur</td>
<td>18.00-20.30</td>
<td>20</td>
<td>01/10/2019</td>
<td>£150 (Exam £60)</td>
<td>S191STCM6</td>
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</table>
How to use the course guide - see page 4

**English and maths**

How to enrol

Who is English and maths for?
Qualification courses are for those in low paid work or those looking for work and have not yet qualified at level 2.

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.

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.

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.
## 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>
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<tr>
<td><strong>Functional English and maths qualifications to level 1</strong></td>
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<tr>
<td>Please book an initial assessment (see page 15) which will tell you which level to take.</td>
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</tr>
<tr>
<td><em>For eligibility for a free place see page 17.</em></td>
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<tr>
<td><strong>Functional Skills English Entry level 3 - Level 1</strong></td>
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</tr>
<tr>
<td>Further develop your reading and writing in English. Become more confident in reading and writing and developing speaking and listening skills for work and everyday life.</td>
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</tr>
<tr>
<td>Britwell Centre</td>
<td>Thur &amp; Fri</td>
<td>09.30-12.00</td>
<td>20</td>
<td>03/10/2019</td>
<td>Free*</td>
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<td>Further develop your reading and writing in English. Become more confident in reading and writing and developing speaking and listening skills for work and everyday life.</td>
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<tr>
<td>The Curve</td>
<td>Wed &amp; Thur</td>
<td>18.00-20.30</td>
<td>20</td>
<td>02/10/2019</td>
<td>Free*</td>
<td>E191STCA2</td>
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<tr>
<td><strong>Functional Skills English Levels 1-2</strong></td>
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<tr>
<td>Further develop your reading and writing in English. Become more confident in reading and writing and developing speaking and listening skills for work and everyday life.</td>
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<tr>
<td>Riverside ESC</td>
<td>Mon/Wed/Thur</td>
<td>12.30-15.00</td>
<td>30</td>
<td>30/09/2019</td>
<td>Free*</td>
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<td>The Curve</td>
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<td>09.30-12.00</td>
<td>30</td>
<td>01/10/2019</td>
<td>Free*</td>
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<td><strong>Functional Skills Maths Entry level 3 - level 2</strong></td>
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<tr>
<td>Improve your maths skills for use in everyday situations and to help you with finding work and in work. You will work towards achieving a qualification at the end of your course.</td>
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<tr>
<td>Maidenhead Library</td>
<td>Mon/Thur/Fri</td>
<td>09.30-12.00</td>
<td>30</td>
<td>30/09/2019</td>
<td>Free*</td>
<td>M191RMLA1</td>
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<td>The Curve</td>
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<td>18.00-20.00</td>
<td>30</td>
<td>01/10/2019</td>
<td>Free*</td>
<td>M191STCA2</td>
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</tr>
<tr>
<td>Improve your maths skills for use in everyday situations and to help you with finding work and in work. You will work towards achieving a qualification at the end of your course.</td>
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</tr>
<tr>
<td>The Curve</td>
<td>Mon/Tues/Wed</td>
<td>12.30-15.00</td>
<td>30</td>
<td>30/09/2019</td>
<td>Free*</td>
<td>M191STCA3</td>
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</tbody>
</table>
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

English for Parents

English course to develop parents language skills.
To better engage with children’s schools and life in England.

<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>Cippenham Library</td>
<td>Wed</td>
<td>10.00-12.00</td>
<td>10</td>
<td>02/10/2019</td>
<td>Free</td>
<td>F191SCLS1</td>
</tr>
</tbody>
</table>

General Family Learning

Family Cookery Skills

For families to come and learn basic healthy cookery skills together.

<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>Cippenham Library</td>
<td>Tues</td>
<td>15.45-17.15</td>
<td>10</td>
<td>01/10/2019</td>
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## General Family Learning

<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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</thead>
<tbody>
<tr>
<td><strong>Homework Club</strong></td>
<td>FL</td>
<td>FL</td>
<td>FL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For parents to learn skills that can support their childrens homework, followed by support for the children.</td>
<td>Cippenham Library</td>
<td>Mon</td>
<td>15.30-17.00</td>
<td>10</td>
<td>30/09/2019</td>
<td>Free</td>
</tr>
<tr>
<td><strong>Family Sewing</strong></td>
<td>FL</td>
<td>FL</td>
<td>FL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For families to come and learn basic sewing skills as a lifeskill and new arts and crafts.</td>
<td>Cippenham Library</td>
<td>Wed</td>
<td>16.00-17.30</td>
<td>10</td>
<td>02/10/2019</td>
<td>Free</td>
</tr>
</tbody>
</table>

““ It is a friendly environment to learn cooking with my child, my child loves this course and enjoys cooking at home "" My daughter and son have learnt how to crochet and knit and therefore have improved their motor skills ""

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### Guide to levels and qualifications

<table>
<thead>
<tr>
<th>Entry level</th>
<th>Level 1</th>
<th>Level 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What they give you:</strong></td>
<td><strong>What they give you:</strong></td>
<td><strong>What they give you:</strong></td>
</tr>
<tr>
<td>• Basic knowledge and skills</td>
<td>• Basic knowledge and skills</td>
<td>• Good knowledge and understanding of a subject</td>
</tr>
<tr>
<td>• Ability to apply learning with guidance or supervision</td>
<td>• Ability to apply learning in everyday situations</td>
<td>• Ability to perform a task with some guidance or supervision</td>
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<tr>
<td><strong>Courses</strong></td>
<td><strong>Courses</strong></td>
<td><strong>Courses</strong></td>
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<tr>
<td>• English for Speakers of Other Languages (ESOL)</td>
<td>• Functional skills - English, maths</td>
<td>• Computing</td>
</tr>
<tr>
<td>• Functional skills - English, maths</td>
<td>• Computing</td>
<td>• English</td>
</tr>
<tr>
<td>• Computing</td>
<td>• Family Learning</td>
<td>• English</td>
</tr>
</tbody>
</table>

TURN A HOBBY INTO A CAREER
Community Learning and Skills Service

Enrolment form and learning agreement

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?

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

Benefits letter seen
   JSA   ESA   ESA (WRAG)   Universal Credit   Low waged (with evidence)
   Universal Credit and earned income (<£338/£541 per month)
   Working Tax Credit (household income of less than £16,105)
   Council Tax Support   Housing Benefit   Pensions Credit (Guarantee Credit)
   Other benefits (earned income <£338/£541pm) please specify

Payment
   □ Cash   □ Card   □ Cheque

Other Checked by
   PRINT NAME

Authorised by
   PRINT NAME

Office Use Only

Learner number
   Inputter
   PRINT NAME

Date on MIS

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

Benefits letter seen
   JSA   ESA   ESA (WRAG)   Universal Credit   Low waged (with evidence)
   Universal Credit and earned income (<£338/£541 per month)
   Working Tax Credit (household income of less than £16,105)
   Council Tax Support   Housing Benefit   Pensions Credit (Guarantee Credit)
   Other benefits (earned income <£338/£541pm) please specify

Authorised by
   PRINT NAME

Payment
   □ Cash   □ Card   □ Cheque

Other
   PRINT NAME

This name will appear on any exam certificate issued
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
- [ ] 7-12 months
- [ ] 4-6 months
- [ ] 12+ months

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

Please go to Q19.

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

20. What is your residential and immigration status?
- [ ] Have you lived in the UK or EU or EEA for 3 years or more?
  - [ ] Yes
  - [ ] No

- [ ] are you an EEA migrant worker?
  - [ ] Yes
  - [ ] No

- [ ] Are you a refugee?
  - [ ] Yes
  - [ ] No

- [ ] Are you an asylum seeker?
  - [ ] Yes
  - [ ] No

- [ ] If yes, have you lived in the UK for 6 months or more?
  - [ ] Yes
  - [ ] No

- [ ] Are you the husband, wife or civil partner of one of the above?
  - [ ] Yes
  - [ ] No

- [ ] If yes, which?

- [ ] If you are married to an EU/UK citizen, how long have you been married?

- [ ] How long have you lived in UK/EU/EEA after marriage?

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

- [ ] If yes, please sign below

- [ ] Are you aged 19-23 and taking your first level 2 qualification?
  - [ ] Yes
  - [ ] No

- [ ] If yes, please sign below

- [ ] Are you claiming a benefit?
  - [ ] Yes
  - [ ] No

- [ ] Are you in receipt of a low wage?
  - [ ] Yes
  - [ ] No

- [ ] You may qualify for a fee discount. If so, please provide recent evidence to a member of staff.

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
  - [ ] I confirm that I wish to withhold this information

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>
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<tbody>
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</tbody>
</table>

Receipt no. [ ] [ ] [ ] [ ]
Total £ [ ] [ ] [ ] [ ] [ ] [ ]
23. What is your ethnic origin?
This is optional but it’s helpful to know your background so we can monitor our service to all communities.

White
- [ ] English/Welsh/Scottish/Northern Irish/British
- [ ] Irish
- [ ] Gypsy or Irish Traveller
- [ ] Other White

Mixed/multiple ethnic group
- [ ] White and Black Caribbean
- [ ] White and Black African
- [ ] White and Asian
- [ ] Other Mixed/multiple ethnic group

Asian or Asian British
- [ ] Indian
- [ ] Pakistani
- [ ] Bangladeshi
- [ ] Chinese
- [ ] Other Asian or Asian British

Black/African/Caribbean/Black British
- [ ] African
- [ ] Caribbean
- [ ] Other Black/African/Caribbean/Black British

Other ethnic group
- [ ] Arab
- [ ] Other (please state)

24. Would you like to talk to an employment and learning advisor about your medium term plans?

- [ ] Yes
- [ ] No

Student learning agreement
I declare that
- [ ] 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.

Privacy notice
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.

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

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
### How to use the course guide - see page 4

#### Employability

<table>
<thead>
<tr>
<th>Course</th>
<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>Confidence building for employment</strong></td>
<td>The Curve</td>
<td>Wed</td>
<td>10.00-12.00</td>
<td>1</td>
<td>25/09/2019</td>
<td>Free</td>
<td>Y191STCN1</td>
</tr>
<tr>
<td>Learn how to present your skills effectively during job searching.</td>
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</tr>
<tr>
<td><strong>CV building</strong></td>
<td>The Curve</td>
<td>Wed</td>
<td>10.00-12.00</td>
<td>1</td>
<td>09/10/2019</td>
<td>Free</td>
<td>Y191STCC1</td>
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<tr>
<td>Learn how to present your skills and achievements on a CV.</td>
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<tr>
<td><strong>Application forms</strong></td>
<td>The Curve</td>
<td>Wed</td>
<td>10.00-12.00</td>
<td>1</td>
<td>23/10/2019</td>
<td>Free</td>
<td>Y191STCF1</td>
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<tr>
<td>Demonstrate your skills and experience to employers on an application form.</td>
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<tr>
<td><strong>Interview preparation</strong></td>
<td>The Curve</td>
<td>Wed</td>
<td>10.00-12.00</td>
<td>1</td>
<td>06/11/2019</td>
<td>Free</td>
<td>Y191STCV1</td>
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<tr>
<td>Thorough preparation for all types of interview situations.</td>
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<tr>
<td><strong>Heathrow opportunities</strong></td>
<td>The Curve</td>
<td>Wed</td>
<td>10.00-12.00</td>
<td>1</td>
<td>20/11/2019</td>
<td>Free</td>
<td>Y191STCH1</td>
</tr>
<tr>
<td>Find out about career opportunities at the airport and how to access them.</td>
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<tr>
<td><strong>StartUp Saturdays</strong></td>
<td>The Curve</td>
<td>Sat</td>
<td>10.30-13.30</td>
<td>1</td>
<td>07/09/2019</td>
<td>Free</td>
<td>Y191STCB1</td>
</tr>
<tr>
<td>For local people interested in starting a business, delivered in a way to help you test, plan and launch your business. Experience not needed, should have a business idea and IT literate.</td>
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<tr>
<td><strong>Developing and protecting your business idea</strong></td>
<td>The Curve</td>
<td>Sat</td>
<td>10.30-13.30</td>
<td>1</td>
<td>05/10/2019</td>
<td>Free</td>
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<tr>
<td><strong>Business Funding workshop</strong></td>
<td>The Curve</td>
<td>Sat</td>
<td>10.30-13.30</td>
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<td>Free</td>
<td>Y191STCB4</td>
</tr>
<tr>
<td><strong>How to create a business plan - Part 1</strong></td>
<td>The Curve</td>
<td>Sat</td>
<td>10.30-13.30</td>
<td>1</td>
<td>07/12/2019</td>
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<td>Y191STCB6</td>
</tr>
<tr>
<td><strong>How to create a business plan - Part 2: Sales and finance</strong></td>
<td>The Curve</td>
<td>Sat</td>
<td>10.30-13.30</td>
<td>1</td>
<td>02/11/2019</td>
<td>Free</td>
<td>Y191STCB4</td>
</tr>
</tbody>
</table>
Digital Skills

How to enrol

Who are digital skills for?
Our digital skills basics course is for anyone with little or no digital skills and is FREE. Our intermediate and ITQ courses have a fee. The ITQ course also has an exam fee. These courses are for people who are low waged or actively seeking work - you may qualify for a free place - for details ask a member of staff.

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>
### Digital Skills

#### 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>
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<tr>
<td><strong>Basic Digital Skills</strong></td>
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<tr>
<td>The Curve</td>
<td>Mon</td>
<td>09.30-11.30</td>
<td>7</td>
<td>30/09/2019</td>
<td>Free</td>
<td>C191STCB1</td>
</tr>
<tr>
<td>Maidenhead Library</td>
<td>Tues</td>
<td>12.45-14.45</td>
<td>7</td>
<td>01/10/2019</td>
<td>Free</td>
<td>C191RMLB2</td>
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<tr>
<td>The Curve</td>
<td>Tues</td>
<td>13.00-15.00</td>
<td>7</td>
<td>01/10/2019</td>
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<td>C191STCB3</td>
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<tr>
<td>Woodlands Park Village Centre</td>
<td>Wed</td>
<td>10.00-12.00</td>
<td>7</td>
<td>02/10/2019</td>
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<td>C191RWPB4</td>
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<tr>
<td>The Curve</td>
<td>Wed</td>
<td>13.00-15.00</td>
<td>7</td>
<td>02/10/2019</td>
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<td>C191STCB5</td>
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<tr>
<td>Cippenham Library</td>
<td>Wed</td>
<td>13.00-15.00</td>
<td>7</td>
<td>02/10/2019</td>
<td>Free</td>
<td>C191SCLB6</td>
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<tr>
<td><strong>Intermediate Digital Skills for Job Hunters</strong></td>
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</tr>
<tr>
<td>Maidenhead Library</td>
<td>Tues</td>
<td>10.00-12.00</td>
<td>10</td>
<td>01/10/2019</td>
<td>*Free</td>
<td>C191RMLM1</td>
</tr>
<tr>
<td>The Curve</td>
<td>Tues</td>
<td>13.00-15.00</td>
<td>10</td>
<td>01/10/2019</td>
<td>*Free</td>
<td>C191STCM2</td>
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<tr>
<td>Clewer Y&amp;CC</td>
<td>Fri</td>
<td>09.30-11.30</td>
<td>10</td>
<td>04/10/2019</td>
<td>*Free</td>
<td>C191RCYM3</td>
</tr>
<tr>
<td><strong>ITQ level 1</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Curve</td>
<td>Wed</td>
<td>09.30-11.30</td>
<td>10</td>
<td>02/10/2019</td>
<td>£75 (£37.50)</td>
<td>C191STCQ1</td>
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<tr>
<td>Maidenhead Library</td>
<td>Wed</td>
<td>09.30-11.30</td>
<td>10</td>
<td>02/10/2019</td>
<td>£75 (£37.50)</td>
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<tr>
<td>The Curve</td>
<td>Thur</td>
<td>18.00-20.00</td>
<td>10</td>
<td>03/10/2019</td>
<td>£75 (£37.50)</td>
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<tr>
<td><strong>ITQ level 2</strong></td>
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<tr>
<td>Woodlands Park Village Centre</td>
<td>Mon</td>
<td>17.30-20.00</td>
<td>10</td>
<td>30/09/2019</td>
<td>£75 (£37.50)</td>
<td>C191RWPQ6</td>
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<td>Woodlands Park Village Centre</td>
<td>Wed</td>
<td>12.30-15.00</td>
<td>10</td>
<td>02/10/2019</td>
<td>£75 (£37.50)</td>
<td>C191RWPQ7</td>
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</tbody>
</table>

Basic Digital Skills
Learn basic computer skills including using the keyboard, emails and the internet.
For anyone who has no, or very little, previous skills on how to navigate a computer.

Intermediate Digital Skills for Job Hunters
Develop and enhance your existing IT knowledge and skills in particular MS Word, Excel and PowerPoint applications. *Free for learners on JSA and UC (actively seeking work).

ITQ level 1
Develop and enhance your existing IT knowledge and skills in particular MS Word, Excel and PowerPoint applications. You will be able to apply these skills confidently at work and for personal use. Gain a recognised IT qualification. *Free for learners on JSA and UC (actively seeking work).

ITQ level 2
Develop and enhance your existing IT knowledge and skills in particular MS Word, Excel and PowerPoint applications. You will be able to apply these skills confidently at work and for personal use. Gain a recognised IT qualification. *Free for learners on JSA and UC (actively seeking work).
Leisure

<table>
<thead>
<tr>
<th>Venue</th>
<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
<th>Start date</th>
<th>Fee</th>
<th>Course code</th>
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<tbody>
<tr>
<td>Driving Theory</td>
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<tr>
<td>Develop and enhance your existing IT knowledge and skills needed to support passing the driving theory test.</td>
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<tr>
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<td>Intermediate Digital Skills</td>
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<tr>
<td>Develop and enhance your existing IT knowledge and skills in particular MS Word, Excel and PowerPoint applications.</td>
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<td>Maidenhead Library</td>
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<td>10.00-12.00</td>
<td>10</td>
<td>01/10/2019</td>
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<td>01/10/2019</td>
<td>£80</td>
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<td>Clewer YRCC</td>
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<td>09.30-11.30</td>
<td>10</td>
<td>04/10/2019</td>
<td>£80</td>
<td>C191RCYM3</td>
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<tr>
<td>Sewing and Soft Furnishing</td>
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<tr>
<td>Develop and enhance your creative skills with sewing and furnishing for personal skills, to come and learn a new skill and make some new friends.</td>
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<tr>
<td>Riverside ESC</td>
<td>Thur</td>
<td>09.30-13.00</td>
<td>8</td>
<td>03/10/2019</td>
<td>£64</td>
<td>V191RRV91</td>
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<tr>
<td>Flower Arranging</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Develop and enhance your creative skills with flower arranging for personal skills, to come and learn a new skill and make some new friends.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clewer YRCC</td>
<td>Tues</td>
<td>12.45-14.45</td>
<td>8</td>
<td>01/10/2019</td>
<td>£64</td>
<td>V191RCY92</td>
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<td>Woodlands Park Village Centre</td>
<td>Fri</td>
<td>13.00-15.00</td>
<td>8</td>
<td>04/10/2019</td>
<td>£64</td>
<td>V191RWP93</td>
</tr>
<tr>
<td>Pilates</td>
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</tr>
<tr>
<td>Develop your health and wellbeing through physical activities, to learn a new skill and make some new friends.</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Newlands Girls’ School</td>
<td>Mon</td>
<td>17.45-18.45</td>
<td>10</td>
<td>30/09/2019</td>
<td>£40</td>
<td>V191RNS81</td>
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</tbody>
</table>
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

£2
PER SESSION
**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, capable 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/rbwm 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>
<tbody>
<tr>
<td>Community Learning (CL)</td>
<td>Full fee Group 2: reduced rate</td>
</tr>
<tr>
<td>Skills Courses (SK)</td>
<td>Full fee Group 2: reduced rate Group 1: Free</td>
</tr>
<tr>
<td>Family Learning (FL), Digital Skills Basics (CB) and Employability (E)</td>
<td>Free</td>
</tr>
<tr>
<td>Qualifications (Q)</td>
<td>Full fee Group 1: Free</td>
</tr>
<tr>
<td>Functional English and maths (ME)</td>
<td>Free</td>
</tr>
</tbody>
</table>

- \*Unemployment can earn up to £338 per month or less than 16 times the national minimum wage a week.

<table>
<thead>
<tr>
<th>Course type</th>
<th>Fee rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aged 19-23: Qualifications at level 2 (Q2)</td>
<td>Group 3: Free</td>
</tr>
<tr>
<td>Not eligible for public funding (see note 1)</td>
<td>£5.00 per hour</td>
</tr>
</tbody>
</table>

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.

Term dates

<table>
<thead>
<tr>
<th>Start</th>
<th>Half term</th>
<th>End</th>
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</thead>
<tbody>
<tr>
<td>Monday 23 September 2019</td>
<td>Monday 28 October - Friday 1 November 2019</td>
<td>Friday 6 December 2019</td>
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</table>
For all enquiries call 01753 476611

Cippenham Library
Elmshott Lane
Slough SL1 5RB

The Britwell Centre
Wentworth Avenue
Britwell SL2 2DS

Langley Library
Trelawney Avenue, Langley,
Slough SL3 7UF

The Curve
Wellington Street
Slough SL1 1XY

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.

Riverside Centre, Riverside Centre, West Dean, off Ray Mill Road West, Maidenhead SL6 7JB
Maidenhead Library, St Ives Road Maidenhead SL6 1QU
Newlands Girls School, Farm Road, Maidenhead SL6 5JB
Woodlands Park Village Centre, Manifold Way, Waltham Road, Maidenhead SL6 3GW
Clewer Youth and Community Centre, Parsonage Lane, Windsor SL4 5EW
Dedworth Library, Smiths Lane, Windsor SL4 5PE

For enquiries call 01628 685647
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 offers 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.

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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

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