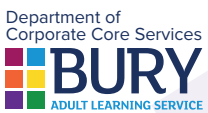




# COURSE GUIDE **2024** LEARNING FOR LIFE & WORK **LET'S DO IT!**

## SPRING/ SUMMER



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# Welcome

## A warm welcome to Bury Adult Learning Service!

Please take some time to look at the range of courses on offer within our spring/summer course guide. We prioritise courses that support you to improve your health and wellbeing, support your family, give you skills for employment or further training.

It is never too late to learn, and the current cost of living crisis only serves to reinforce the importance of developing or improving skills.

Bury Adult Learning Service is welcoming, inclusive and informal, where adults come together to learn and engage with supportive and friendly staff.

Our academic year started in September, and we are pleased to say in our first term over 1100 places have been filled by Bury residents. There is a place waiting for you! You can start your journey with us throughout the year. Courses are on offer on days and at times to fit around your busy lives.

Our staff are available to provide you with the information, advice and guidance you need to make the right choice of course for you. Our dedicated admin team are available to have that initial discussion on the courses you find of interest within this guide. They will support you in enrolling on a course and offer you the opportunity to speak to and meet other members of the team.

So why not come and join the many people who have returned to learn and who have gained new skills, qualifications and improved their confidence and wellbeing.

Joanne Hatton  
Head of Service



## Contents

Learner Support.....	3	Mental Health, Education	
Learner Support Fund.....	3	& Training Qualifications.....	11
Computing & Digital Skills.....	4	Skills for Independent Living & Learning .....	12
Work Skills & Employment.....	5	Volunteering .....	13
Family Learning / ESOL .....	6	How to Join a Course .....	14
Wellbeing.....	7	Fees and Discounts.....	14
Maths & English .....	8	Additional Information.....	15
Community Interpreting .....	9	How to Find Us.....	16
Lets get creative.....	10		

## Why Bury Adult Learning Service?

- Free courses available
- Friendly, knowledgeable and skilled teaching staff
- High success rates on courses that lead to a qualification
- 98% of our learners say our teaching is of high quality
- 75% of our learners become more confident through studying with us
- 79% of our learners have gone on to study at a higher level/applied for a job/promotion

**Bury Adult Learning Service is a fantastic choice if you are thinking about starting a course to learn something new or improve existing skills. Each year our adult learning courses have helped learners achieve their goals and ambitions.**



# Learner Support

## Here to help you achieve your personal goals.

**Join a course at Bury Adult Learning Service and become part of a vibrant and diverse community.**

Bury Adult Learning Service is committed to offering the support and guidance you need to help you succeed and progress in your studies and into employment.

We know that for many people making the choice to join an adult learning class can be a big step. We want to support you however we can on your learning journey.

### Information, Advice and Guidance

Learner Services is available throughout the year to help you decide which course is best for you. Our friendly staff offer advice, guidance and information either by appointment, phone or online.

We offer a range of information and support, including:

- Further details about course content
- Support with any additional learning needs you have, or adjustments you may need to help you participate and achieve, (see page 15)
- Progression opportunities, whether to further learning or employment
- Information on other organisations that can provide support

We work with the National Careers Service who can provide free one-to-one advice on how to progress your career aspirations or use your learning to move into employment.

**To find out more about how we can support your learning, call Learner Services on 0161 253 7501, email [learner.services@bury.gov.uk](mailto:learner.services@bury.gov.uk), or call Bury Adult Learning Centre on 0161 253 5772.**



# Learner Support Fund

**The Learner Support Fund is a limited discretionary grant provided to help learners experiencing financial hardship to stay in education.**

This fund can be used to help with:

- course costs
- exam fees
- childcare costs
- travel costs

### To apply you must:

- be on a qualification course
- meet residency requirements
- provide evidence that you are on a low income or are experiencing financial hardship

**Please note: All support funds are subject to individual eligibility and the availability of funds.**



**To find out more about how we can support your learning, call Learner Services on 0161 253 7501, email [learner.services@bury.gov.uk](mailto:learner.services@bury.gov.uk), or call Bury Adult Learning Centre on 0161 253 5772.**

## Matrix Standard of Quality

The Matrix Standard is the national quality standard for any organisation that delivers information, advice and guidance on learning and work. In May 2023, Bury Adult Learning Service was successfully re-assessed to the standard.



# Computing & Digital Skills

Make sure IT works for you! Have you little or no computer experience? Want to build up skills to use computers for everyday life? Do you need more advanced skills for use at home or in the workplace? Whatever you need, we have the course for you! Before you start an IT qualification course, we carefully assess your skills to make sure you join a course at the right level for you.

## INTRODUCTION TO IT SKILLS

For absolute beginners, this course will provide you the skills and knowledge needed to undertake essential IT tasks confidently.

COURSES WITH QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Introduction - IT Skills	Bury ALC	Monday	9.30am - 12.30pm	15/01/2024	20	£230.00	FREE	B104
Introduction - IT Skills	Prestwich Library	Tuesday	10.00am - 3.00pm	13/02/2024	15	£210.50	FREE	P202

## ICDL FAST TRACK (INTERNATIONAL COMPUTERS DRIVING LICENCE)

These courses run throughout the year and provide a quick route to achieving a qualification for those looking to find employment or improve their current computer skills in the workplace. On CB102 and CB103 (1 week course) you will be underpinning your basic knowledge of Word, Excel and PowerPoint preparing you for ICDL Level 2 which is a 3 week course.

COURSES WITH QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Introduction to ICDL Level 2	Bury ALC	Mon-Fri	9.30am - 4.00pm	12/02/2024	1	FREE	FREE	CB102
ICDL Level 2	Bury ALC	Mon-Fri	9.30am - 4.00pm	26/02/2024	3	*EAC	FREE	ITICDL02
Introduction to ICDL Level 2	Bury ALC	Mon-Fri	9.30am - 4.00pm	20/05/2024	1	FREE	FREE	CB103
ICDL Level 2	Bury ALC	Mon-Fri	9.30am - 4.00pm	03/06/2024	3	*EAC	FREE	ITICDL03

## CYBERSECURITY

Considering a career in cybersecurity? These courses will give you a taste of what is involved.

COURSES WITH QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Cybersecurity Level 1	Bury ALC	Tuesday	6.00pm-9.00pm	16/01/2024	20	£210.50	FREE	B246
Cybersecurity Level 2	Bury ALC	Wednesday	6.00pm-9.00pm	17/01/2024	20	£210.50	FREE	B344

## PROGRAMMING

Ever wanted to know more about how computer games are made? Wonder how those apps you use on your phone are developed? This course will equip you with the skills you need to understand and learn coding techniques.

COURSES WITH QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Programming Level 1	Bury ALC	Thursday	9.30am-12.30pm	18/01/2024	20	£210.50	FREE	B405
Programming Level 2	Bury ALC	Friday	9.30am-12.30pm	19/01/2024	20	£210.50	FREE	B502

## IT SKILLS FOR EMPLOYMENT

This course is perfect for helping you to improve your ability across a range of IT applications. It will help you to learn new computer skills and gain valuable, recognised qualification.

COURSES WITH QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
IT Skills for Employment Level 1	Bury ALC	Mon & Tues	1.00pm - 4.00pm	15/01/2024	15	£316.00	FREE	B123
IT Skills for Employment Level 1	Bury ALC	Thurs & Fri	1.00pm - 4.00pm	15/02/2024	15	£316.00	FREE	B423

## DIGITAL SKILLS

Learn how to use digital skills to connect with friends and local communities, being safe online, shopping and handling information.

COURSES WITHOUT QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
IT for Complete Beginners	Bury ALC	Thursday	1.00pm - 3.00pm	18/01/2024	10	£88.00	FREE	CB422
IT for Complete Beginners	Bury ALC	Thursday	1.00pm - 3.00pm	25/04/2024	10	£88.00	FREE	CB423
Digital Skills (Intermediate)	Bury ALC	Thursday	10.00am - 12.00pm	11/01/2024	6	FREE	FREE	CB404
Digital Skills (Intermediate)	Bury ALC	Thursday	10.00am - 12.00pm	29/02/2024	6	FREE	FREE	CB405
Digital Skills (Intermediate)	Bury ALC	Thursday	10.00am - 12.00pm	18/04/2024	6	FREE	FREE	CB406
Digital Skills (Intermediate)	Bury ALC	Thursday	10.00am - 12.00pm	06/06/2024	6	FREE	FREE	CB407
Digital Skills (Beginners)	Bury Library	Monday	1.00pm - 3.00pm	08/01/2024	6	FREE	FREE	CBL123
Digital Skills (Beginners)	Bury Library	Monday	1.00pm - 3.00pm	19/02/2024	6	FREE	FREE	CBL124
Digital Skills (Beginners)	Bury Library	Monday	1.00pm - 3.00pm	08/04/2024	6	FREE	FREE	CBL125
Digital Skills (Beginners)	Bury Library	Monday	1.00pm - 3.00pm	03/06/2024	6	FREE	FREE	CBL126
Digital Skills (Beginners)	Prestwich Library	Wednesday	10.00am - 12.00pm	10/01/2024	6	FREE	FREE	CP303
Digital Skills (Beginners)	Prestwich Library	Wednesday	10.00am - 12.00pm	28/02/2024	6	FREE	FREE	CP304
Digital Skills (Beginners)	Prestwich Library	Wednesday	10.00am - 12.00pm	17/04/2024	6	FREE	FREE	CP305
Digital Skills (Beginners)	Prestwich Library	Wednesday	10.00am - 12.00pm	05/06/2024	6	FREE	FREE	CP306
Digital Skills (Intermediate)	Prestwich Library	Wednesday	1.00pm - 3.00pm	10/01/2024	6	FREE	FREE	CP323
Digital Skills (Intermediate)	Prestwich Library	Wednesday	1.00pm - 3.00pm	28/02/2024	6	FREE	FREE	CP324
Digital Skills (Intermediate)	Prestwich Library	Wednesday	1.00pm - 3.00pm	17/04/2024	6	FREE	FREE	CP325
Digital Skills (Intermediate)	Prestwich Library	Wednesday	1.00pm - 3.00pm	05/06/2024	6	FREE	FREE	CP326
Digital Skills (Beginners)	Radcliffe Library	Thursday	1.00pm - 3.00pm	11/01/2024	6	FREE	FREE	CRL423
Digital Skills (Beginners)	Radcliffe Library	Thursday	1.00pm - 3.00pm	29/02/2024	6	FREE	FREE	CRL424
Digital Skills (Beginners)	Radcliffe Library	Thursday	1.00pm - 3.00pm	18/04/2024	6	FREE	FREE	CRL425
Digital Skills (Beginners)	Radcliffe Library	Thursday	1.00pm - 3.00pm	06/06/2024	6	FREE	FREE	CRL426
Digital Security for the Hearing Impaired	Bury ALC	Thursday	12.45pm-3.00pm	29/02/2024	6	FREE	FREE	CB425

# Work Skills & Employment

Do you need a bit of help to find your way into employment? Looking to change your career? Having the right skills and qualifications is more important than ever in today's competitive job market. Courses below are **FREE** for people in receipt of relevant benefits, (see page 14 for fees and discounts).

## HEALTH, SOCIAL CARE & CHILDCARE

This course is ideal for beginners or those considering a career in Health and Social Care or Childcare. Understand the range of service provision and roles within health and social care, early years and childcare. Develop an understanding of the health and safety procedures in both sectors.

COURSES WITH QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Introduction to a Career in Care Level 1	Bury ALC	Mon-Fri	9.30am-4.30pm	29/01/2024	3	£288.50	FREE	WWHSC03
Introduction to a Career in Care Level 1	Bury ALC	Mon-Fri	9.30am-4.30pm	15/04/2024	3	£327.50	FREE	WWHSC04
Introduction to a Career in Care Level 1	Bury ALC	Mon-Fri	9.30am-4.30pm	24/06/2024	3	£308.00	FREE	WWHSC05

## RSPH (ROYAL SOCIETY FOR PUBLIC HEALTH) HEALTH IMPROVEMENT

These qualifications are for existing or aspiring health champions and volunteers who wish to improve the health and wellbeing of people in their local community by motivating and encouraging them to make positive lifestyle choices. These qualifications also provide a foundation for those wanting a career in public health, such as a Health Trainer role.

COURSES WITH QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Level 1 Award in Health Improvement	Bury ALC	Monday	9.30am-4.30pm	11/03/2024	1 day	£44.50	FREE	WWHI01
Level 1 Award in Health Improvement	Bury ALC	Monday	9.30am-4.30pm	10/06/2024	1 day	£44.50	FREE	WWHI02
Level 2 Award in Health Improvement	Bury ALC	Tuesday & Wednesday	9.30am-3.00pm 9.30am-12.00pm	12/03/2024	1½ days	£47.50	FREE	WWHI201
Level 2 Award in Health Improvement	Bury ALC	Wednesday & Thursday	9.30am-3.00pm 9.30am-12.00pm	12/06/2024	1½ days	£47.50	FREE	WWHI302

## FOOD SAFETY

This one day course is essential for anyone who handles or prepares food or is involved in the management of a catering environment.

COURSES WITH QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Food Safety in Catering Level 2 Award	Bury ALC	Monday	9.30am - 4.30pm	22/01/2024	1 day	£30.00	FREE	WWFS04
Food Safety in Catering Level 2 Award	Bury ALC	Monday	9.30am - 4.30pm	18/03/2024	1 day	£30.00	FREE	WWFS05
Food Safety in Catering Level 2 Award	Bury ALC	Monday	9.30am - 4.30pm	13/05/2024	1 day	£30.00	FREE	WWFS06
Food Safety in Catering Level 2 Award	Bury ALC	Monday	9.30am - 4.30pm	17/06/2024	1 day	£30.00	FREE	WWFS07
Food Safety in Catering Level 2 Award	Bury ALC	Monday	9.30am - 4.30pm	22/07/2024	1 day	£30.00	FREE	WWFS08

## SKILLS FOR EMPLOYMENT

Increase your confidence and build your skills to help you get the job you want!

COURSES WITHOUT QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Careers in Health	Bury ALC	Wednesday	1.00pm - 3.30pm	13/03/2024	1	£11.00	FREE	WWB321
Careers in Health	Bury ALC	Thursday	1.00pm - 3.30pm	13/06/2024	1	£11.00	FREE	WWB423
Helping Yourself to Wellbeing	Bury ALC	Thursday	9.30am - 12.00pm	18/01/2024	5	£55.00	FREE	WWB402
Helping Yourself to Wellbeing	Bury ALC	Thursday	9.30am - 12.00pm	25/04/2024	5	£55.00	FREE	WWB403
Get Ready for Work-Goal Setting & Motivation	Bury ALC	Thursday	1.30pm - 3.30pm	18/01/2024	5	£44.00	FREE	WWB424
Get Ready for Work-Confidence & Assertiveness	Bury ALC	Thursday	1.30pm - 3.30pm	29/02/2024	5	£44.00	FREE	WWB425
Get Ready for Work- Building Resilience	Bury ALC	Thursday	1.30pm - 3.30pm	25/04/2024	5	£44.00	FREE	WWB426
Get Ready for Work-Goal Setting & Motivation	Bury ALC	Thursday	1.30pm - 3.30pm	13/06/2024	5	£44.00	FREE	WWB427
Get That Job	Bury ALC	Friday	9.30am - 12.00pm	19/01/2024	5	£55.00	FREE	WWB506
Get That Job	Bury ALC	Friday	9.30am - 12.00pm	26/04/2024	5	£55.00	FREE	WWB507
Get Ready for Self Employment	Bury ALC	Monday	9.30am - 4.30pm	18/03/2024 25/03/2024	2 days	£57.20	FREE	WWB101
Get Ready for Self Employment	Bury ALC	Friday	9.30am-4.30pm	07/06/2024 14/06/2024	2 days	£57.20	FREE	WWB521
Get That Job in Care	Bury ALC	Mon-Thu	9.30am - 3.30pm	26/02/2024	1	£96.80	FREE	WWGJC102
Get That Job in Care	Bury ALC	Mon-Thu	9.30am - 3.30pm	15/07/2024	1	£96.80	FREE	WWGJC103

# Family Learning

Our Family Learning team works in schools, Family Hubs and various community settings across the borough to deliver courses that support parents and carers to help their children reach their full potential, both at home and at school, to build parents' own confidence and skills and to generally foster more positive relationships and stronger community links wherever we can have an impact.

In addition to supporting the children, there is an emphasis on empowering parents to enable them to be effective educators at home as a springboard from which to become sufficiently confident and skilled to explore opportunities that could lead them into further avenues of work or study themselves.

Classes can involve the children working alongside their parents with the class teacher and the support of the Family Learning tutor (with a focus on a specific school year group and subject area), or are parent-only, where parents work

together with the adult tutor to improve their own skills and knowledge.

Are you a parent or carer looking to get more involved in your children's education? Do you need help to support your children with their homework? Or maybe you're keen to brush up your own skills and want to get back into work or further learning? Contact us now to get more information about classes we may already be running in your local school.

**If you are a head teacher or a community worker interested in us setting up a Family Learning course for your parents or service-users, or to find out more about what we offer, get in touch for more information.**

**Contact Pete Cookson at [p.cookson@bury.gov.uk](mailto:p.cookson@bury.gov.uk) or phone 0161 253 5079.**

COURSES WITHOUT QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Family First Aid for Parents & Carers	Bury ALC	Friday	10.00am - 12.00pm	19/01/2024	5	FREE	FREE	FLB502P
Family First Aid for Parents & Carers	Bury ALC	Friday	10.00am - 12.00pm	26/04/2024	5	FREE	FREE	FLB503P
What's Cooking: Healthy Eating on a Budget	Bury ALC	Friday	12.30pm - 2.30pm	01/03/2024	4	FREE	FREE	FLB522P
What's Cooking: Healthy Eating on a Budget	Bury ALC	Friday	12.30pm - 2.30pm	07/06/2024	5	FREE	FREE	FLB523P

## ESOL

### English for Speakers of Other Languages (ESOL)

Bury Adult Learning Service offers courses to improve English for people who do not speak English as a first language.

- Speaking and listening in everyday situations.
- Reading in English (letters, brochures, emails, websites, other information).
- Writing in English (emails, messages, notes, letters, etc).
- Helping your children in schools.
- Supporting an application for settlement or citizenship.

Our friendly, qualified and experienced tutors will work with you to identify and achieve your goals!

**For more information, please ring 0161 253 5772.**

# Wellbeing

## Learning for confidence and better mental health

The courses below are all specifically developed to help you improve your emotional wellbeing, whilst learning something new, meeting people and having fun! These courses are designed to support recovery, building confidence and promoting self-help while offering social interaction.

The courses are FREE for people who are experiencing mild to moderate stress, anxiety and low mood. To make sure the course is right for you and to see if you are eligible for a free course, we would like to meet you first. Call 0161 253 5772 to book an appointment or email [buryadultadmin@bury.gov.uk](mailto:buryadultadmin@bury.gov.uk).

COURSES WITHOUT QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Art to Reduce Anxiety & Stress	Bury ALC	Tuesday	7.00pm - 9.00pm	16/01/2024	5	FREE	FREE	CMHB248
Art to Reduce Anxiety & Stress	Bury ALC	Tuesday	7.00pm - 9.00pm	27/02/2024	5	FREE	FREE	CMHB249
Art to Reduce Anxiety & Stress	Bury ALC	Tuesday	7.00pm - 9.00pm	23/04/2024	5	FREE	FREE	CMHB250
Art to Reduce Anxiety & Stress	Bury ALC	Tuesday	7.00pm - 9.00pm	11/06/2024	5	FREE	FREE	CMHB251
Curry & Chat (Men Only)	Bury ALC	Tuesday	6.30pm - 8.30pm	30/01/2024	1 session	FREE	FREE	CMHB254
Curry & Chat (Men Only)	Bury ALC	Tuesday	6.30pm - 8.30pm	19/03/2024	1 session	FREE	FREE	CMHB255
Curry & Chat (Men Only)	Bury ALC	Tuesday	6.30pm - 8.30pm	07/05/2024	1 session	FREE	FREE	CMHB256
Curry & Chat (Men Only)	Bury ALC	Tuesday	6.30pm - 8.30pm	18/06/2024	1 session	FREE	FREE	CMHB257
Introduction to Mindfulness	Bury ALC	Tuesday	1.00pm - 3.30pm	16/01/2024	5	FREE	FREE	CMHB222
Introduction to Mindfulness	Bury ALC	Tuesday	6.00pm - 8.30pm	27/02/2024	5	FREE	FREE	CMHB252
Introduction to Mindfulness	Bury ALC	Tuesday	1.00pm - 3.30pm	23/04/2024	5	FREE	FREE	CMHB223
Introduction to Mindfulness	Bury ALC	Tuesday	6.00pm - 8.30pm	11/06/2024	5	FREE	FREE	CMHB253
Self Care Sanctuary	Bury ALC	Thursday	10.00am - 12.00pm	29/02/2024	5	FREE	FREE	CMHB408
Self Care Sanctuary	Bury ALC	Thursday	10.00am - 12.00pm	13/06/2024	5	FREE	FREE	CMHB409
Improve Your Mood Through Food	Bury ALC	Thursday	9.30am - 12.00pm	18/01/2024	5	FREE	FREE	CMHB403
Improve Your Mood Through Food	Bury ALC	Thursday	9.30am - 12.00pm	29/02/2024	5	FREE	FREE	CMHB404
Improve Your Mood Through Food	Bury ALC	Thursday	9.30am - 12.00pm	25/04/2024	5	FREE	FREE	CMHB405
Improve Your Mood Through Food	Bury ALC	Thursday	9.30am - 12.00pm	13/06/2024	5	FREE	FREE	CMHB406
Bake Yourself Happy	Bury ALC	Thursday	1.00pm - 3.30pm	18/01/2024	5	FREE	FREE	CMHB423
Bake Yourself Happy	Bury ALC	Thursday	1.00pm - 3.30pm	29/02/2024	5	FREE	FREE	CMHB424
Bake Yourself Happy	Bury ALC	Thursday	1.00pm - 3.30pm	25/04/2024	5	FREE	FREE	CMHB425
Bake Yourself Happy	Bury ALC	Thursday	1.00pm - 3.30pm	13/06/2024	5	FREE	FREE	CMHB426
Keep Calm & Budget	Bury ALC	Friday	9.30am - 12.00pm	01/03/2024	4	FREE	FREE	CMHB502
Keep Calm & Budget	Bury ALC	Friday	9.30am - 12.00pm	14/06/2024	5	FREE	FREE	CMHB503
Creative Writing for Wellbeing	Bury ALC	Friday	1.00pm - 3.30pm	19/01/2024	5	FREE	FREE	CMHB523
Creative Writing for Wellbeing	Bury ALC	Friday	1.00pm - 3.30pm	01/03/2024	4	FREE	FREE	CMHB524
Creative Writing for Wellbeing	Bury ALC	Friday	1.00pm - 3.30pm	26/04/2024	5	FREE	FREE	CMHB525
Creative Writing for Wellbeing	Bury ALC	Friday	1.00pm - 3.30pm	14/06/2024	5	FREE	FREE	CMHB526

*"The course has given me a deeper understanding and knowledge of mindfulness. Since attending the course, I've been incorporating meditation twice daily and mindfulness eating and crafts/arts into my daily life. This has improved my stress and anxiety levels." Learner Survey 2023*

# English & Maths - Part of life's essentials

## Do you need to improve your English and maths skills?

Whether it's getting a job or enrolling on a higher education course, having the qualifications to show you have the right level of skills has never been more important.

Our **FREE** English and maths courses will help you update your existing knowledge, improve your skills and gain current essential qualifications if you are looking for employment, hoping to enhance your career opportunities or perhaps to apply for a university course in the future.

Our courses are taught by friendly tutors in a welcoming classroom environment. What's more we offer a range of delivery options, times and days to accommodate your learning needs and circumstances.

Following an informal assessment, we'll determine which course is the right fit for you.

**Our courses are for everyone who want to develop their English and maths skills, from a basic level to achieving qualifications up to level 2.**

### English

- Parents who need to help their children with homework.
- Improve and update your English skills.
- Gain a recognised English qualification (Functional Skills).
- Grow in confidence, while meeting others with the same goal.
- Learn flexibly, at your own pace, knowing support is always at hand.
- Further develop your career prospects.
- Short courses to improve spelling and grammar.

### Maths

- Parents who need to help their children with homework.
- Gain a recognised maths qualification (Functional Skills).
- Anyone wishing to develop their confidence in maths.
- Those whose first language is not English and want an understanding of the maths vocabulary.
- Anyone who wants to develop budgeting and money management skills.
- Those who wish to further their careers.

Phone 0161 253 5772 to book an informal assessment and find out how we can help you to choose a course that is right for you.

## Maths Not Adding Up?



Maths is everywhere! From budgeting to cooking, travelling to crafts, you're probably using more maths skills than you realise in your everyday life. Multiply is a new project designed to highlight the hidden maths, and help you to learn to make the most of functional, everyday maths skills.

Multiply is a government-funded programme to help adults improve their numeracy skills. If you're aged 19 and over and don't have a maths GCSE at grade C (or equivalent), you can access free numeracy courses

through Multiply to build your confidence with numbers and gain a qualification.

Good numeracy skills may unlock job opportunities and lead to higher wages or prepare you for further study. They also help in everyday life, such as helping children with homework and budgeting money.

For further information, call 0161 253 5772.

COURSES WITHOUT QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS
Calendar & Card Making	Bury ALC	Monday	12.30pm-2.30pm	08/01/2024	1 session
Music-Drumming Beats	Bury ALC	Monday	12.30pm-2.30pm	15/01/2023	1 session
Working With Food-Edible Enjoyment	Bury ALC	Monday	12.30pm-2.30pm	22/01/2024	1 session
Budgeting-Managing Your Money	Bury ALC	Monday	12.30pm-2.30pm	29/01/2024	1 session
Arts & Crafts-Gift Boxes	Bury ALC	Monday	12.30pm-2.30pm	05/02/2024	1 session
Music-Drumming Beats	Bury ALC	Monday	12.30pm-2.30pm	12/02/2024	1 session
Working With Food-Edible Enjoyment	Bury ALC	Monday	12.30pm-2.30pm	26/02/2024	1 session
Budgeting-Managing Your Money	Bury ALC	Monday	12.30pm-2.30pm	04/03/2024	1 session
Arts & Crafts-Seasonal Crafts	Bury ALC	Monday	12.30pm-2.30pm	11/03/2024	1 session
Music-Drumming Beats	Bury ALC	Monday	12.30pm-2.30pm	18/03/2024	1 session
Budgeting-Managing Your Money	Bury ALC	Monday	12.30pm-2.30pm	25/03/2024	1 session
Music-Beat Creation	Wax and Beans Café*	Thursday	1.00pm-3.00pm	29/02/2024	1 session
Music-Musical Feel	Wax and Beans Café*	Thursday	1.00pm-3.00pm	07/03/2024	1 session
Music-Composing Together	Wax and Beans Café*	Thursday	1.00pm-3.00pm	14/03/2024	1 session

\*Market Street, Bury, BL9 0AJ



# Community Interpreting



Become a pillar of the community and help others to succeed!

## Understanding Community Interpreting – Level 1

Do you:

- have a friendly personality?
- enjoy giving your time to support others?
- have good listening skills and are you fluent in your own language?

If so, then community interpreting could just be the career you're looking for.

This qualification offers the opportunity for learners who are speakers of other languages to learn about the area of community interpreting and put their skills to use in a productive and positive way.

You will learn about the language skills required to work in the community, along with how the public and voluntary service sectors work. The role of the interpreter is also explored and discussed in depth.

CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Bury Adult Learning Centre	Thursday	9.30am - 2.00pm	07/03/2024	16	£261.00	FREE	EB402

# Let's Get Creative

Whether you are a complete beginner or flourishing expert, we have a range of courses to spark your interest!

COURSES WITHOUT QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
<b>ART</b>								
Oil Painting for All	Prestwich Library	Thursday	1.00pm - 3.00pm	11/01/2024	9	£129.60	£64.80	LPP421Y
Oil Painting for All	Prestwich Library	Thursday	1.00pm - 3.00pm	25/04/2024	7	£100.80	£50.40	LPP421Z
Watercolour Painting for All	Prestwich Library	Thursday	3.30pm - 5.30pm	11/01/2024	9	£129.60	£64.80	LPP422Y
Watercolour Painting for All	Prestwich Library	Thursday	3.30pm - 5.30pm	25/04/2024	7	£100.80	£50.40	LPP422Z

<b>COOKERY</b>								
Curry & Spice	Bury ALC	Friday	1.00pm - 3.00pm	19/01/2024	3	£43.20	£21.60	LPB521

<b>CREATIVE WRITING</b>								
Creative Writing (Advanced)	Ramsbottom Library	Friday	1.00pm - 3.00pm	12/01/2024	9	£129.60	£64.80	LPR521Y
Creative Writing (Advanced)	Ramsbottom Library	Friday	1.00pm - 3.00pm	26/04/2024	7	£100.80	£50.40	LPR521Z

<b>CRAFTS</b>								
Making Gifts with Stained Glass	Ramsbottom Library	Thursday	6.45pm-8.45pm	29/02/2024	4	£77.60	£48.80	LPR442Y

<b>DRESSMAKING</b>								
Sew Easy-Intermediate & Advanced	Bury ALC	Monday	10.00am - 12.00pm	08/01/2024	9	£129.60	£64.80	LPB101Y
Sew Easy-Intermediate & Advanced	Bury ALC	Monday	10.00am - 12.00pm	22/04/2024	7	£100.80	£50.40	LPB101Z
Sew Easy (Mixed Ability)	Bury ALC	Monday	1.00pm - 3.00pm	08/01/2024	9	£129.60	£64.80	LPB121Y
Sew Easy (Mixed Ability)	Bury ALC	Monday	1.00pm - 3.00pm	22/04/2024	7	£100.80	£50.40	LPB121Z
Sew Easy (Mixed Ability)	Bury ALC	Wednesday	6.45pm - 8.45pm	10/01/2024	9	£129.60	£64.80	LPB341Y
Sew Easy (Mixed Ability)	Bury ALC	Wednesday	6.45pm - 8.45pm	24/04/2024	7	£100.80	£50.40	LPB341Z

<b>PATCHWORK &amp; QUILTING</b>								
Patchwork And Quilting	Ramsbottom Library	Tuesday	1.00pm - 3.00pm	09/01/2024	9	£129.60	£64.80	LPR221Y
Patchwork And Quilting	Ramsbottom Library	Thursday	6.45pm - 8.45pm	11/01/2024	9	£129.60	£64.80	LPR441Y
Patchwork And Quilting	Ramsbottom Library	Tuesday	1.00pm - 3.00pm	23/04/2024	7	£100.80	£50.40	LPR221Z
Patchwork And Quilting	Ramsbottom Library	Thursday	6.45pm - 8.45pm	25/04/2024	7	£100.80	£50.40	LPR441Z

<b>SOFT FURNISHING &amp; UPHOLSTERY</b>								
Soft Furnishing And Upholstery (Intermediate & Advanced)	Ramsbottom Library	Thursday	10.00am - 12.00pm	11/01/2024	9	£129.60	£64.80	LPR401Y
Soft Furnishing And Upholstery (Intermediate & Advanced)	Ramsbottom Library	Friday	10.00am - 12.00pm	25/04/2024	7	£100.80	£50.40	LPR401Z

<b>SPANISH</b>								
Spanish Level 2	Bury ALC	Tuesday	4.45pm-6.45pm	06/02/2024	12	£172.80	£86.40	LPB222

# Mental Health, Education & Training Qualifications



**Bury Adult Learning Service is really pleased to announce that we have now secured funding for some exciting new courses and we'll be introducing them into our delivery in early 2024.**

We have now confirmed funding for our Education & Training pathway. You'll be able to choose from:

- Level 1 Award in Mentoring - This qualification will allow you to develop and try out your own mentoring skills, learn the boundaries of the mentoring role and the benefits that mentoring can bring to other people and the community.
- Level 2 Certificate in Learning Support - This qualification will provide the skills and knowledge you need for supporting learners in schools, further education and other learning environments.
- Level 3 Award in Education & Training – This qualification is your introduction to the world of teaching. It's appropriate for teachers, tutors and trainers who may be working (or seeking work) within a college, a Community Learning and Skills provider or an Independent Learning provider, and for those delivering work-based training – for example, within voluntary, community, private and public organisations.

You might choose to start at Level 1 and work your way up to the Level 3 programme. Who knows – you might just be a future tutor here at Bury Adult Learning Service!

We have also now confirmed funding for courses supporting mental health awareness. Whether it's in the workplace, around your social groups or just at home, understanding how to better support positive mental health has never been so important.

We'll be running Level 1 and Level 2 Awards in Mental Health & Well-Being which will help you to understand the different types of mental health conditions. We'll also be introducing a Level 2 Certificate that will help you to understand how best to respond to individuals experiencing difficulties.

We are hoping to run these courses at venues around the borough as well as at our main centre.

**To register your interest, call 0161 253 5772 or email [learner.services@bury.gov.uk](mailto:learner.services@bury.gov.uk). If you have already done so, we will be in touch very soon.**

# Skills For Independent Living & Learning

## It all starts with skills - It's all about you!

Our courses are designed to give learning opportunities to people with additional learning needs, such as learning disabilities and/or difficulties, sensory impairment, mental health and neuro diverse conditions. We offer enriched, motivating and safe learning environments where learners thrive and develop skills for independence and active participation within the community.

All under the guidance of tutors and support staff, class numbers are kept small. We would be very pleased to invite you to talk about the provision we offer. Call 0161 253 5772 to book an initial assessment.

COURSES WITHOUT QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Therapeutic Doodle Art	Bury ALC	Monday	9.45am - 12.00pm	08/01/2024	10	£67.50	FREE	B101Y
Therapeutic Doodle Art	Bury ALC	Monday	9.45am - 12.00pm	15/04/2024	10	£67.50	FREE	B101Z
Therapeutic Art	Bury ALC	Monday	1.00pm - 3.15pm	08/01/2024	10	£67.50	FREE	B121Y
Therapeutic Art	Bury ALC	Monday	1.00pm - 3.15pm	15/04/2024	10	£67.50	FREE	B121Z
Relaxing Art for Pleasure	Bury ALC	Monday	3.30pm - 5.30pm	08/01/2024	10	£144.00	£72.00	LPB122Y
Relaxing Art for Pleasure	Bury ALC	Monday	3.30pm - 5.30pm	15/04/2024	10	£144.00	£72.00	LPB122Z
IT for All	Bury ALC	Tuesday	1.00pm - 3.15pm	09/01/2024	10	£67.50	FREE	B221Y
IT for All	Bury ALC	Tuesday	1.00pm - 3.15pm	16/04/2024	10	£67.50	FREE	B221Z
Cookery From Around The World	Bury ALC	Tuesday	12.45pm - 3.00pm	09/01/2024	10	£67.50	FREE	B222Y
Easy and Healthy Cooking	Bury ALC	Tuesday	12.45pm - 3.00pm	16/04/2024	10	£67.50	FREE	B222Z
English (Beginners)	Bury ALC	Wednesday	9.45am - 12.00pm	10/01/2024	10	FREE	FREE	B300Y
English (Beginners)	Bury ALC	Wednesday	9.45am - 12.00pm	17/04/2024	10	FREE	FREE	B300Z
English (Beginners)	Bury ALC	Wednesday	1.00pm - 3.15pm	10/01/2024	10	FREE	FREE	B322Y
English (Beginners)	Bury ALC	Wednesday	1.00pm - 3.15pm	17/04/2024	10	FREE	FREE	B322Z
Living on a Budget	Bury ALC	Thursday	10.00am - 12.15pm	11/01/2024	10	FREE	FREE	B404Y
Living on a Budget	Bury ALC	Thursday	10.00am - 12.15pm	18/04/2024	10	FREE	FREE	B404Z
Having Fun on the Computer	Bury ALC	Friday	9.45am - 12.00pm	12/01/2024	10	£67.50	FREE	B500Y
Having Fun on the Computer	Bury ALC	Friday	9.45am - 12.00pm	19/04/2024	10	£67.50	FREE	B500Z
IT for Further Study & Work	Bury ALC	Friday	1.00pm - 3.15pm	12/01/2024	10	£67.50	FREE	B521Y
IT for Further Study & Work	Bury ALC	Friday	1.00pm - 3.15pm	19/04/2024	10	£67.50	FREE	B521Z

COURSES WITH QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Going Vegetarian with Rice, Grains, and Pulses	Bury ALC	Friday	1.00pm-4.00pm	19/04/2024	7	£81.50	FREE	B522
Basic Food Safety	Bury ALC	Friday	1.00pm-4.00pm	21/06/2024	2	£18.00	FREE	CB521



# Interested in joining our team of volunteers?



Do you have 2-3 hours each week to spare?

Could you support someone with additional learning needs to attend adult learning?

Help change a life and come and join our team!

Do you have a British Sign Language qualification to support our learners who have a hearing impairment?

Share your skills and knowledge with others.  
Get valuable experience in a teaching environment.  
Boost your confidence and enrich your C.V.

For more information,  
call Claire on **0161 253 7833**  
or email **c.watters@bury.gov.uk**

# How To Join A Course

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## By phone

You can pay over the phone using a credit or debit card.  
You can also pay by cash, credit or debit card at Bury Adult Learning Centre

## Online

If you have previously attended one of our courses, you will need your account reference number. If you have forgotten your reference number, please ring **0161 253 5772**. If this is the first time you have used the online enrolment facility, a reference number will automatically be generated.

## Bury Adult Learning Centre

You can pay by cash, credit or debit card at Bury Adult Learning Centre.

## Where to enrol

**Bury Adult Learning Centre,  
18 Haymarket St, Bury  
Tel no: 0161 253 5772**

## Office Opening Hours

Monday – Friday 9.00am – 4.30pm  
Tuesday and Wednesday (term time only)  
9.00am – 7.15pm

## Waiting lists

If your chosen course is full and there are no suitable alternatives, you can be put onto a waiting list. If places become available, we will contact you.

**Enrol now – you are advised to enrol as early as possible to avoid disappointment as some courses fill very quickly!**

# Fees And Discounts

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## How much will it cost?

Bury Adult Learning Service receives funding from the Greater Manchester Combined Authority (GMCA) in order to provide learning to adults. Learners who have a post code outside of the Greater Manchester area will be funded by the Education and Skills Funding Agency (ESFA). **The fees quoted in this guide represent a contribution to the overall cost of the course, other than those that begin with the course code “LP”. These courses are self-financing, therefore learners do not receive any funding from the GMCA or ESFA towards the cost of their course.**

Some of our provision is fully funded by the GMCA/ESFA, for example English, maths and some IT. Depending on your circumstances you may also qualify for a free course in other subjects, or a reduced rate. Please bring proof of any benefits at the time of enrolment.

The fees for each course are listed in this guide.

## Courses with qualifications

You may qualify for a free qualification course if:-

- You are on Job Seekers Allowance, including if you receive National Insurance credits only.
- You are on Employment and Support Allowance
- You receive Universal Credit, and your earned income from employment (disregarding benefits) is less than £617 a month (sole adult in benefit claim) or £988 a month (joint benefit claim with partner)
- There may be other situations where you may qualify for a free course. Please enquire at the centre for further details.

## Qualification courses only

We can fully fund eligible learners who are employed earning less than £23,104. annual gross salary. This is based on the individual, not the household amount. This is not dependant on hours worked.

You **MUST** bring in evidence of your gross annual wages. This could be a wage slip within 3 months of your learning start date or a current employment contract which states gross monthly/ annual wages.

## Courses without qualifications

We offer a discount for courses that are not qualification based. If you currently claim a state benefit, please enquire at the centre to find out if you are entitled to a reduced fee. You will need to provide evidence at the time of enrolment in order to qualify.

## Refunds

It is not the policy of Bury Adult Learning Service to automatically refund fees when a change of circumstance prevents or discourages a learner from continuing with a particular class.

A full refund will be paid if Bury Adult Learning Service cancels the course within the first 2 sessions. This will be refunded on a pro-rata basis thereafter.

Except where it states specifically, we cannot pay a refund of fees due to circumstances beyond our control, e.g. war, terrorist activity, industrial dispute, bad weather, fire and flood.

In exceptional circumstances (at the discretion of Management), other refunds may be given. These requests must be made within 2 weeks of your last attendance for a refund to be considered.

Refunds will not be given for exam fees already paid to the awarding organisation.

## Additional charges

Some courses involve costs other than published fees. These are detailed on the course information sheet for each course. Course information sheets can be requested from the Bury Adult Learning Centre or downloaded from [www.bury.gov.uk/adultlearning](http://www.bury.gov.uk/adultlearning)

# Additional Information

## Equality, Diversity and Inclusion

Bury Adult Learning Service aims to offer a choice of learning opportunities to all members of the community and to encourage people regardless of age, religion, disability, ethnic or national origins, marital status, caring status, gender and sexual orientation to take part in learning. Institutions are required by law to promote equality of opportunity between these groups. The Service has responsibilities to ensure the safety of children, young people and those adults deemed 'at risk'.

We are committed to celebrating diversity and to ensuring equality of opportunity for everyone. We promote good relations between different groups of people, including people from different racial groups.

Equality and Diversity information is displayed in all classrooms and published in the learner handbook. Bury Adult Learning Service is a partner of the Bury Integrated Safeguarding Partnership and provides regular training on Safeguarding, Equality, Diversity and Inclusion and Prevent.

## Safeguarding – Prevent

Bury Adult Learning Service is committed to the Government's National Strategy for 'Prevent' which safeguards you from extremism and radicalisation. To this end, we promote the fundamental British Values of rule of law, democracy, individual liberty, tolerance and mutual respect.

## Calendar dates

For 2024 calendar term dates and half term holidays, please ask at Bury Adult Learning Centre or consult with your tutor.

## Other important information

Bury Adult Learning Service reserves the right to change the venue of a course, and withdraw or close any class at their discretion. All prices and fees correct at time of going to press. Errors and omissions excepted.

## Additional Learning Support

We want you to enjoy your time at Bury Adult Learning Service and to be successful in whatever course you have decided to study. If you need special help or assistance, advice will be available from the learning support office. If you have a learning support need, please indicate this at enrolment.

The Learning Support Team is specially trained to provide a quality service for learners with additional learning needs. These learners can get:

- Support in Skills for Life
- An initial assessment - to identify personal and challenging goals
- Special exam arrangements
- Support in some classes if needed
- Study skills support
- Advice to tutors on how best to support you
- Monitoring and reviewing of your progress



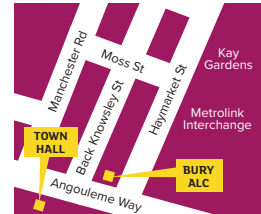
# How to find us

A description of facilities and how to find each centre.

## Bury Adult Learning Centre 0161 253 5772

18 Haymarket Street, Bury  
Sat Nav: BL9 0AQ

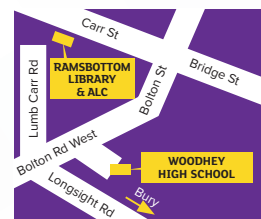
- Coffee facilities
- Town centre car parking
- Accessible toilet facilities
- Lift available
- No on site parking available



## Ramsbottom Library & Adult Learning Centre

Carr Street, Ramsbottom  
Sat Nav: BLO 9AE

- Town centre car parking
- Accessible toilet facilities
- Lift available



## Prestwich Library & Adult Learning Centre

The Longfield Suite, Prestwich  
Sat Nav: M25 1AY

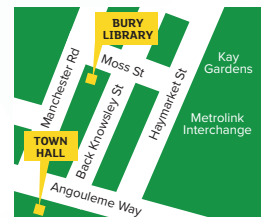
- Free town centre car parking
- Accessible toilet facilities
- Lift available



## Bury Library

Manchester Rd, Bury  
Sat Nav: BL9 0DG

- Town centre car parking
- Accessible toilet facilities
- Ramp on site



## Radcliffe Library

Stand Lane, Radcliffe  
Sat Nav: M26 1JA

- Free car parking at the library
- Accessible toilet facilities



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