

YOUR LEARNING ADVENTURE STARTS HERE!



BURY
ADULT LEARNING SERVICE
**AUTUMN/
WINTER**
COURSE GUIDE
2023
LEARNING FOR LIFE & WORK
LET'S DO IT!



Welcome

A warm welcome to Bury Adult Learning Service!

I am delighted that you are considering joining us. At Bury Adult Learning Service, our learners are our number one priority. We want to give you the knowledge, skills and experience that will help you to achieve your goals.

We truly believe, as many of our adult learners demonstrate, that it is never too late to learn. Staff and tutors make Bury Adult Learning Service an exciting and enjoyable place to be whether upskilling, retraining or studying essential skills to prepare for entry or re-entry into the world of work.

If you haven't been in learning for some time, you don't need to worry about joining a course. We guarantee that you will find yourself learning with people who are in a similar position to you. Here at Bury Adult Learning Service we recognise that it is a big step to return to learning so we make sure that you receive all the support you need. Guided by our experienced staff and tutors, we will help you reach your full potential.

In the course guide, you will find information about the courses available this year. Many of our courses start in September but we will have other courses starting throughout the year.

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.

We look forward to seeing you in September.

Joanne Hatton
Head of Service



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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.

Learner Support Fund

If you need support with the cost of travel, materials or childcare, we may be able to help.

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



Why Bury Adult Learning Service?

Bury Adult Learning Service really do offer the most for adult learners, with recent success stories highlighting how courses and tutors have supported individuals to achieve success.

Here are just a few...

Joe's story...

'I had been out of work for the last few years partly due to the pandemic and also being a stay at home dad. My anxiety and depression certainly had an effect on my mental health and my confidence and self-esteem had also taken a big hit. It was my wife who encouraged me to do a short course and pointed me in the direction of Bury Adult Learning Service.

I enrolled on a course about how to improve your cooking skills and to prepare quick, easy and budget friendly meals in 30 minutes. My confidence started to return and that old spark ignited once again.

The learning experience that I gained whilst on the course was nothing but positive and the tutors were so helpful and always encouraging. I also completed a short course in Health and Social Care Level 1 and how to improve my chances of gaining employment in this particular sector.

I have been volunteering for the past few months with Persona helping vulnerable adults. And it doesn't stop there! I recently applied for a job with Persona in Ramsbottom as a driver/support worker and am really pleased to have been offered a position with them starting early September.

I feel that without doing these courses, I wouldn't have been able to gain employment in this particular sector.

A lot more men are now seeking employment within this sector and are finding that it can be a rewarding career with great job satisfaction. It is nice to be able to give something back to society and help people less fortunate than myself, to be the best they can be.

Knowledge is power and it is never too late to learn new skills in life.'



Marja's story...

'I found out about Bury Adult Learning Service through Bury Jobcentre.

In October 2022, I had just gone through a difficult period in my life and was very isolated, knowing nobody.

My work coach at the Bury Jobcentre told me about the wellbeing courses at Bury Adult Learning Centre. I was particularly interested in the Art To Reduce Anxiety and Stress course.

My work coach explained that the courses were for people who suffered from anxiety and stress and this course would help my mental health. I would also meet likeminded people and maybe make some friends. And it's true! I have made some wonderful friends and my tutor saw my talent and encouraged

me to apply to university to study art.

I am going to start a full time undergraduate fine arts course starting this September.

I never thought it possible, thank you to everyone at Bury Adult Learning Service! You have made my dreams come true.'



John's story...

'In 2019, my family was moved from London to settle in Bury by the Home Office as an asylum seeker. After meeting my Housing Officer, she advised me to learn English to improve my understanding and speaking, since English is not my first language.

She mentioned Bury Adult Learning Service to me but having been out of school for more than 10 years, I thought it wasn't for me because I didn't have the desire and the confidence to go back to a classroom again.

In 2020, I decided to give it a go and rang Bury Adult Learning Centre to enrol on an ESOL course. After an assessment, I enrolled on an Entry 2 English course. After 3 months, my tutor told me to enrol on the Entry 3 English course to continue my studies. This boosted my confidence and I decided to do more courses at a higher level to pursue a professional career.



Currently, I'm attending Functional Skills English Level 1, a computer course and just finished Functional Skills Maths Level 1 and looking forward to enrolling on level 2 maths in September. Also, I'm working as a part time support worker.

A big thanks to Bury Adult Learning Service for helping me towards my dreams and a special thanks to my ESOL tutor.

I recommend Bury Adult Learning Service to anyone who wants to pursue a higher education or learn something new. All the staff and tutors are welcoming people, caring and kind.'

Computing & Digital Skills

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! Learn in a relaxed and friendly environment with groups of likeminded people with lots of tutor support.

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 (Entry 3)	Bury ALC	Monday	1.00pm-3.00pm	18/09/2023	30	£230.00	FREE	B122
Introduction - IT Skills (Entry 3)	Bury ALC	Tuesday	12.30pm-2.30pm	19/09/2023	30	£230.00	FREE	B223
Introduction - IT Skills (Entry 3)	Bury ALC	Thu & Fri	1.00pm-3.00pm	21/09/2023	15	£230.00	FREE	B421
Introduction - IT Skills (Entry 3)	Prestwich Library	Tuesday	10.00am-3.00pm	19/09/2023	15	£230.00	FREE	P201
Introduction - IT Skills (Entry 3)	Prestwich Library	Friday	10.00am-3.00pm	22/09/2023	15	£230.00	FREE	P501

ICDL (INTERNATIONAL COMPUTER DRIVING LICENCE)

These courses are popular qualifications and will give your CV a qualification which employers are familiar with, as well as skills, knowledge and understanding. Achieving this qualification demonstrates an excellent understanding of how to effectively use Word Processing, Spreadsheets and PowerPoint presentations and Improving Productivity Using IT.

COURSES WITH QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
ICDL Level 2	Bury ALC	Tuesday	6.00pm-9.00pm	19/09/2023	30	EAC	FREE	B241
ICDL Level 2	Bury ALC	Wednesday	12.30pm-3.30pm	20/09/2023	30	EAC	FREE	B321

FAST TRACK IT

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.

COURSES WITH QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Introduction - ICDL Level 2 Fast Track	Bury ALC	Mon-Fri	9.30am-4.00pm	16/10/2023	1	FREE	FREE	CB101
ICDL Level 2 Fast Track	Bury ALC	Mon-Fri	9.30am-4.30pm	30/10/2023	3	EAC	FREE	ITICDL01

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 a valuable, recognised qualification. It's perfect for those who want to broaden their knowledge and those who want to build upon existing skills to gain a practical qualification that is attractive to employers.

COURSES WITH QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
IT Skills For Employment Level 1	Bury ALC	Monday	9.30am-12.30pm	18/09/2023	30	£316.00	FREE	B103
IT Skills For Employment Level 1	Bury ALC	Wednesday	9.15am-12.15pm	20/09/2023	30	£316.00	FREE	B301
IT Skills For Employment Level 1	Bury ALC	Wednesday	6.00pm-9.00pm	20/09/2023	30	£316.00	FREE	B341

BASIC DIGITAL SKILLS - ESOL

This qualification will help to support you in your personal live, to progress at work and to become more active in society. This course is aimed at those whose English is not their first language.

COURSES WITH QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Basic Digital Skills for ESOL	Bury ALC	Monday	10.00am - 12.00pm	18/09/2023	30	£210.50	FREE	B100

CYBERSECURITY

This course is intended for those who have some knowledge of computers but would like to know more about Cybersecurity. You may be considering a career in Cybersecurity and will use this to give you a taste of what is involved.

COURSES WITH QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Cybersecurity Level 1/Level 2	Bury ALC	Tue & Wed	6.00pm-9.00pm	19/09/2023	10	£210.50	FREE	B242

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. This course is a good starting point for anyone wanting to explore further qualifications or even a career in coding/programming.

COURSES WITH QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Programming Level 1/Level 2	Bury ALC	Thu & Fri	9.30am-12.30pm	21/09/2023	10	£210.50	FREE	B401

*EAC - Enquire At Centre

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
Digital Skills (Intermediate)	Bury ALC	Thursday	10.00am-12.00pm	14/09/2023	6	FREE	FREE	CB401
Digital Skills (Intermediate)	Bury ALC	Thursday	10.00am-12.00pm	02/11/2023	6	FREE	FREE	CB402
Digital Skills (Beginners)	Bury Library	Monday	1.00pm-3.00pm	11/09/2023	6	FREE	FREE	CBL121
Digital Skills (Beginners)	Bury Library	Monday	1.00pm-3.00pm	30/10/2023	6	FREE	FREE	CBL122
Digital Skills (Beginners)	Prestwich Library	Wednesday	10.00am-12.00pm	13/09/2023	6	FREE	FREE	CP301
Digital Skills (Beginners)	Prestwich Library	Wednesday	10.00am-12.00pm	01/11/2023	6	FREE	FREE	CP302
Digital Skills (Intermediate)	Prestwich Library	Wednesday	1.00pm-3.00pm	13/09/2023	6	FREE	FREE	CP321
Digital Skills (Intermediate)	Prestwich Library	Wednesday	1.00pm-3.00pm	01/11/2023	6	FREE	FREE	CP322
Digital Skills (Beginners)	Radcliffe Library	Thursday	1.00pm-3.00pm	14/09/2023	6	FREE	FREE	CRL421
Digital Skills (Beginners)	Radcliffe Library	Thursday	1.00pm-3.00pm	02/11/2023	6	FREE	FREE	CRL422
IT for Complete Beginners	Bury ALC	Thursday	1.00pm-3.00pm	21/09/2023	8	£70.40	FREE	CB421

Skills For Work

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	02/10/2023	3	£288.50	FREE	WWHSC01
Introduction To A Career in Care Level 1	Bury ALC	Mon-Fri	9.30am-4.30pm	20/11/2023	4	£288.50	FREE	WWHSC02

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	Wednesday	9.30am-4.30pm	08/11/2023	1 day	£44.50	FREE	WWHI301
Level 2 Award in Understanding Health Improvement	Bury ALC	Thursday	9.30am-3.00pm	09/11/2023	2 days	£47.50	FREE	WWHI401
	Bury ALC	Friday	9.30am-12.00pm	10/11/2023				

FOOD SAFETY

This one day course is suitable 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	18/09/2023	1 day	£60.00	FREE	WWFS01
Food Safety in Catering Level 2 Award	Bury ALC	Monday	9.30am - 4.30pm	30/10/2023	1 day	£60.00	FREE	WWFS02
Food Safety in Catering Level 2 Award	Bury ALC	Monday	9.30am - 4.30pm	04/12/2023	1 day	£60.00	FREE	WWFS03

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
Helping Yourself to Wellbeing	Bury ALC	Thursday	9.30am-12.00pm	21/09/2023	5	£55.00	FREE	WWB401
Get Ready For Work-Confidence And Assertiveness	Bury ALC	Thursday	1.30pm-3.30pm	21/09/2023	5	£44.00	FREE	WWB421
Get Ready For Work-Building Resilience	Bury ALC	Thursday	1.30pm-3.30pm	16/11/2023	5	£44.00	FREE	WWB422
Get That Job	Bury ALC	Friday	9.30am-12.00pm	22/09/2023	5	£55.00	FREE	WWGJ501
Careers In Health	Bury ALC	Friday	1.00pm-3.30pm	10/11/2023	1	£11.00	FREE	WWB501
Get That Job In Care	Bury ALC	Mon - Wed	9.30am-3.30pm	18/12/2023	3 days	£72.60	FREE	WWGJC101
Get Ready for Self Employment	Bury ALC	Friday	1.00pm-3.30pm	22/09/2023	2	£22.00	FREE	WWB504
Get Ready for Self Employment	Bury ALC	Friday	1.00pm-3.30pm	17/11/2023	2	£22.00	FREE	WWB505

Family Learning

Our Family Learning team works in schools, children's centres 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, a children's centre manager 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 or phone 0161 253 5079.

COURSES WITHOUT QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Family First Aid For Parents And Carers	Bury ALC	Friday	10.00am-12.00pm	22/09/2023	5	FREE	FREE	FLB501P
What's Cooking: Healthy Eating On A Budget	Bury ALC	Friday	12.30pm-2.30pm	10/11/2023	5	FREE	FREE	FLB521P

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.

CAREER IN CARE

These courses are aimed at those who are interested in working in the care sector when English is not their first language. The course will focus on practising language skills in speaking, listening, alongside pronunciation in the context of care.

COURSES WITHOUT QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Esol For A Career In Care	Bury ALC	Friday	9.30am - 12.00pm	22/09/2023	2 weeks	£22.00	FREE	WWB502
Esol For A Career In Care	Bury ALC	Friday	9.30am - 12.00pm	17/11/2023	2 weeks	£22.00	FREE	WWB503

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.

COURSES WITHOUT QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Introduction To Mindfulness	Bury ALC	Tuesday	1.00pm-3.30pm	19/09/2023	5	FREE	FREE	CMHB221
Introduction To Mindfulness	Bury ALC	Tuesday	6.00pm-8.30pm	14/11/2023	5	FREE	FREE	CMHB243
Art To Reduce Anxiety And Stress	Bury ALC	Tuesday	7.00pm-9.00pm	19/09/2023	5	FREE	FREE	CMHB241
Art To Reduce Anxiety And Stress	Bury ALC	Tuesday	7.00pm-9.00pm	14/11/2023	5	FREE	FREE	CMHB242
Self Care Sanctuary	Bury ALC	Tuesday	7.00pm-9.00pm	19/09/2023	5	FREE	FREE	CMHB244
Self Care Sanctuary	Bury ALC	Tuesday	7.00pm-9.00pm	14/11/2023	5	FREE	FREE	CMHB245
Curry And Chat (Men Only)	Bury ALC	Tuesday	6.30pm-8.30pm	10/10/2023	1	FREE	FREE	CMHB246
Curry And Chat (Men Only)	Bury ALC	Tuesday	6.30pm-8.30pm	28/11/2023	1	FREE	FREE	CMHB247
Improve Your Mood Through Food	Bury ALC	Thursday	9.30am-12.00pm	21/09/2023	5	FREE	FREE	CMHB401
Improve Your Mood Through Food	Bury ALC	Thursday	9.30am-12.00pm	16/11/2023	5	FREE	FREE	CMHB402
Bake Yourself Happy	Bury ALC	Thursday	1.00pm-3.30pm	21/09/2023	5	FREE	FREE	CMHB421
Bake Yourself Happy	Bury ALC	Thursday	1.00pm-3.30pm	16/11/2023	5	FREE	FREE	CMHB422
Keep Calm And Budget	Bury ALC	Friday	9.30am-12.00pm	17/11/2023	5	FREE	FREE	CMHB501
Creative Writing For Wellbeing	Bury ALC	Friday	1.00pm-3.30pm	22/09/2023	5	FREE	FREE	CMHB521
Creative Writing For Wellbeing	Bury ALC	Friday	1.00pm-3.30pm	17/11/2023	5	FREE	FREE	CMHB522



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.

Amber's Story...

'I thoroughly enjoyed my time at Bury Adult Learning Centre. I attended English and maths classes in my early twenties as I left high school with no qualifications.

I found the enrolment process very easy and straight forward and I received the help and advice I needed to get started. I had the loveliest of tutors and class friends throughout my time there. It was the perfect environment to learn and work. I achieved level 2 functional skills in both subjects and I now have the confidence and knowledge to do basic maths and English in everyday life.

My tutors were fantastic, always encouraging and helping me to achieve my goals. I have two young children so my time was limited, but between myself and my tutors, we worked out the best days and hours that I could attend.

My goal was always to join the police once I had achieved my functional skills. My level 2 functional skills were accepted and I was on my way to a career with the police until another door opened for me. I became an Emergency Medical Dispatcher for North West Ambulance Service, taking 999 emergency calls.

I now have an emergency dispatch diploma. I am very proud to say I have helped towards saving lives and deliver babies into this world. I would not have been able to apply for the position without my level 2 functional skills.

Not only have I improved academically, but I now feel a sense of accomplishment and pride too.'



New FREE maths courses!

**SKILLS
FOR LIFE
MULTIPLY**

- Do you struggle with understanding the numbers on your bills?
- Do you lose track of adding up or working out discounts when you're out shopping?
- Would you like to be able to help your kids with their homework?

We are here to help you understand how we use maths in our everyday lives.

Multiply is a new government-funded programme to help adults (19 years +) who do not already have a GCSE at grade C (or equivalent) in maths improve their numeracy skills.

Our Multiply courses will help to reintroduce you to maths through some short, practical sessions. You can then move on to a 'Stepping Stone' qualification or even onto a full Level 2 maths qualification.

For further information, including the dates and times of the courses, please call 0161 253 5772.

Community Interpreting

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

Introduction To Understanding Community Interpreting – **FREE course!**

This short introductory one day course will give you an insight into what the role of the community interpreter involves. This course will look at communication skills and language, the importance of teamwork and expectations of a community interpreter.

CENTRE	DAY	TIME	STARTS	WEEKS	CODE
Bury Adult Learning Centre	Wednesday	10.00am-2.30pm	16/8/2023	1 day	CB301
Bury Adult Learning Centre	Thursday	10.00am-2.30pm	21/9/2023	1 day	CB403



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
ART								
Oil Painting For All	Prestwich Library	Thursday	1.00pm - 3.00pm	21/09/2023	9	£129.60	£64.80	LPP421X
Watercolour Painting For All	Prestwich Library	Thursday	3.30pm - 5.30pm	21/09/2023	9	£129.60	£64.80	LPP422X
CRAFTS								
Arts & Minds - Halloween Crafts Taster	Bury ALC	Wednesday	7.00pm-9.00pm	18/10/2023	1 day	FREE	FREE	B342
Arts & Minds - Christmas Crafts	Bury ALC	Wednesday	7.00pm-9.00pm	08/11/2023	5	£54.00	£27.60	B343
Creative Textiles	Bury ALC	Friday	10.00am - 12.00pm	22/09/2023	9	£129.60	£64.80	LPB501X
Making Gift & Decorations With Stained Glass	Ramsbottom Library	Thursday	6.45pm-8.45pm	12/10/2023	5	£72.00	£56.00	LPR442X
CREATIVE WRITING								
Creative Writing	Ramsbottom Library	Friday	10.15am-12.15pm	22/09/2023	9	£129.60	£64.80	LPR501X
Creative Writing (Advanced)	Ramsbottom Library	Friday	1.00pm - 3.00pm	22/09/2023	9	£129.60	£64.80	LPR521X
DRESSMAKING								
Sew Easy (Intermediate & Advanced)	Bury ALC	Monday	10.00am - 12.00pm	18/09/2023	9	£129.60	£64.80	LPB101X
Sew Easy (Mixed Ability)	Bury ALC	Monday	1.00pm - 3.00pm	18/09/2023	9	£129.60	£64.80	LPB121X
Sew Easy (Mixed Ability)	Bury ALC	Wednesday	6.45pm-8.45pm	20/09/2023	9	£129.60	£64.80	LPB341X
PATCHWORK & QUILTING								
Patchwork And Quilting	Ramsbottom Library	Tuesday	1.00pm - 3.00pm	26/09/2023	9	£129.60	£64.80	LPR221X
Patchwork And Quilting	Ramsbottom Library	Thursday	6.45pm-8.45pm	28/09/2023	9	£129.60	£64.80	LPR441X
SOFT FURNISHING & UPHOLSTERY								
Soft Furnishing And Upholstery (Intermediate & Advanced)	Ramsbottom Library	Thursday	10.00am - 12.00pm	28/09/2023	9	£129.60	£64.80	LPR401X
Soft Furnishing And Upholstery (Beginners)	Ramsbottom Library	Thursday	1.00pm - 3.00pm	28/09/2023	5	£72.00	£36.00	LPR421X
SPANISH <i>(you have the option to pay in installments - enquire at centre)</i>								
Spanish Year 1	Bury ALC	Tuesday	7.00pm-9.00pm	19/09/2023	25	£220.00	£88.00	B245
Spanish Year 2	Bury ALC	Tuesday	4.45pm-6.45pm	19/09/2023	25	£360.00	£180.00	LPB221



Help Yourself To Help Others!

Autumn 2023 sees the launch of Bury Adult Learning's latest set of courses, all designed to help you to help other people.

Firstly, we're bringing in our Education & Training pathway. You'll be able to choose from:

- Level 1 Award in Mentoring
- Level 2 Certificate in Learning Support
- Level 3 Award in Education & Training

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!

Our second new set of courses is centred around 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 which will help you to understand how best to respond to individuals experiencing difficulties.

To register your interest in one of these new courses, call 0161 253 5772 or email learner.services@bury.gov.uk.



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.



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 with Nikki Naylor.

COURSES WITH QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Food Preparation & Cookery Skills	Bury ALC	Monday	10.00am-12.00pm	25/09/2023	30	£215.00	FREE	B102
Introduction To Digital Media	Bury ALC	Tuesday	10.00am-12.00pm	26/09/2023	30	£215.00	FREE	B201
Introduction To A Healthier Lifestyle	Bury ALC	Tuesday	10.00am-12.00pm	26/09/2023	30	£215.00	FREE	B202
Introduction To Health & Social Care	Bury ALC	Wednesday & Thursday	9.30am-3.00pm	13/09/2023 & 14/09/2023	2 days	£48.00	FREE	B302
Improving Communication Skills For Work	Bury ALC	Friday	1.00pm-4.00pm	29/09/2023	20	£215.00	FREE	B520

COURSES WITHOUT QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Therapeutic Doodle Art (Year 1)	Bury ALC	Monday	9.45am-12.00pm	25/09/2023	10	£67.50	FREE	B101X
Therapeutic Doodle Art (Year 2)	Bury ALC	Monday	1.00pm-3.15pm	25/09/2023	10	£67.50	FREE	B121X
Relaxing Art For Pleasure	Bury ALC	Monday	3.30pm-5.30pm	25/09/2023	10	£144.00	£72.00	LPB122X
Pastries Bakes And Cakes For All Occasions	Bury ALC	Tuesday	12.45pm-3.00pm	26/09/2023	10	£67.50	FREE	B222X
IT For All	Bury ALC	Tuesday	1.00pm-3.15pm	26/09/2023	10	£67.50	FREE	B221
Beginner's English (Pre-Entry)	Bury ALC	Wednesday	9.45am-12.00pm	27/09/2023	10	FREE	FREE	B300X
Beginner's English 2	Bury ALC	Wednesday	1.00pm-3.15pm	27/09/2023	10	FREE	FREE	B322
Living On A Budget	Bury ALC	Thursday	10.00am-12.15pm	28/09/2023	10	FREE	FREE	B404X
Having Fun On The Computer	Bury ALC	Friday	9.45am-12.00pm	29/09/2023	10	£67.50	FREE	B500X
IT For Further Study And Work	Bury ALC	Friday	1.00pm-3.15pm	29/09/2023	10	£67.50	FREE	B521X
Volunteering For A Sustainable World	Bury ALC	Friday	9.30am-12.00pm	29/09/2023	30	£225.00	FREE	B501

Interested in joining our team of Learning Support 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!

- 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

Enrolment Information

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

How do I enrol?

By phone

You can pay over the phone using a credit or debit card.

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.

If you are paying the discounted fee, you must provide evidence of your benefit before you start your course.

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

Contact the centre for evening opening times.

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.

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.

Fees And Discounts

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.

Calendar dates

For 2023 calendar term dates and half term holidays, please ask at Bury Adult Learning Centre or consult with your tutor.

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

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.

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

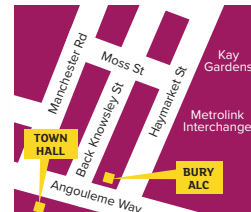
A description of facilities and how to find each centre.

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

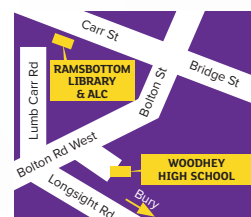


Ramsbottom Library & Adult Learning Centre

Carr Street, Ramsbottom

Sat Nav: BL0 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

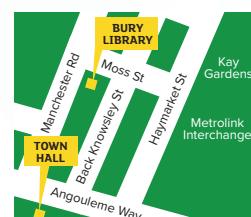


Bury Library

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



BuryAdultLearning