

# BURY ADULT LEARNING SERVICE AUTUMN COURSE GUIDE 2025 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 are passionate about helping adults to achieve their education goals, develop new skills or even land a dream job. Whenever you come to us in life, and no matter what your current qualifications are, we can help get you on the right learning path or into the career you want.

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. 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 Adult Learning



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For more information,  
scan the QR code to start  
your adult learning journey!





# Learner Support - Supporting You



## 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

**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 2025, Bury Adult Learning Service was successfully re-assessed to the standard.



# Computing & Digital Skills

Do you want to update your existing skills to improve your employment opportunities, or learn something new to enhance your quality of life? We have a range of courses to update your computing skills, whether it is for work, to gain or improve your skills, or a leisure interest.

Before you start a qualification course, we carefully assess your skills to make sure you join a course at the right level for you.

COURSES WITH QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
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## CYBERSECURITY

Considering a career in Cybersecurity? Learn about cybersecurity challenges and how organisations shield against digital attacks and safeguarding systems from potential threats.

Introduction to Cybersecurity Level 1	Bury ALC	Tuesday	6.00pm-9.00pm	09/09/2025	2	£ 28.98	FREE	CB240
Cybersecurity Level 1	Bury ALC	Tuesday	6.00pm-9.00pm	23/09/2025	14	£ 172.10	FREE	B240

## DIGITAL & IT SKILLS

This course is for learners who have previously completed an ICT Level 1 course, or have skills at level 1. This course includes Word and Spreadsheets at Level 2.

Digital & IT Skills Level 2	Bury ALC	Monday	1.00pm - 4.00pm	22/09/2025	16	£228.95	FREE	B123
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## NEW! ESSENTIAL DIGITAL SKILLS

Equip yourself with digital skills for work, life or further study. Topics include creating and editing documents, communicating, sharing and managing online activities, shopping online and so much more!

Essential Digital Skills Level 1	Bury ALC	Monday & Tuesday	9.45am - 12.00pm	22/09/2025	10	FREE	FREE	B108
Essential Digital Skills Entry 3	Bury ALC	Monday & Tuesday	12.45pm - 3.00pm	22/09/2025	10	FREE	FREE	B125
Essential Digital Skills Entry 3	Bury ALC	Wed & Thurs	9.45am - 12.00pm	24/09/2025	10	FREE	FREE	B302

## ICDL (INTERNATIONAL COMPUTER DRIVING LICENCE)

If you want to build your computer skills and gain a qualification that employers value, this course is a great choice. Learn how to use computer applications confidently and work towards this widely recognised certificate. This course is ideal if you already have good IT skills and want to take them further. This qualification will boost your CV!

### FAST TRACK IT

This course runs throughout the year and provides a quick route to achieving a qualification for those looking to find employment or improve their current computer skills in the workplace.

ICDL Level 2 Fast Track	Bury ALC	Mon, Tue & Thurs	9.15am - 12.15pm	22/09/2025	10	EAC*	FREE	ITICDL01
ICDL Level 2	Bury ALC	Wednesday	1.00pm - 4.00pm	24/09/2025	30	EAC*	FREE	B321
ICDL Level 2	Bury ALC	Wednesday	6.00pm - 9.00pm	24/09/2025	30	EAC*	FREE	B341
ICDL Level 2	Online	Wednesday	6.00pm - 9.00pm	24/09/2025	30	EAC*	FREE	OLB341

## PROGRAMMING

Ever wanted to know more about how apps work? This course will equip you with the skills you need to understand and learn coding techniques. The course is a good starting point for anyone wanting to explore further qualifications or even a career in coding/programming.

Developing Coding Skills	Bury ALC	Thursday	1.00pm - 3.00pm	25/09/2025	10	£96.60	FREE	CB421
First Steps In Programming Level 1	Bury ALC	Friday	9.30am - 12.30pm	26/09/2025	16	£191.90	FREE	B501

\*EAC - Enquire At Centre

These courses will help to support you in your personal life, to progress at work and to become more active in society. The courses are aimed at those whose English is not their first language.

COURSES WITH QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Learning About The UK - Entry 2	Bury ALC	Monday	9.30am - 11.30am	22/09/2025	30	£231.50	FREE	B106
Learning About The UK - Entry 2	Bury ALC	Wednesday	12.30pm - 2.30pm	24/09/2025	30	£231.50	FREE	B322
Learning About The UK - Entry 2	Bury ALC	Friday	9.30am - 11.30am	26/09/2025	30	£231.50	FREE	B504
Learning About The UK - Entry 2	Bury ALC	Friday	1.00pm - 3.00pm	26/09/2025	30	£231.50	FREE	B525
ICT Skills For ESOL - Entry 3	Bury ALC	Monday	12.30pm - 2.30pm	22/09/2025	30	£231.50	FREE	B122
ICT Skills For ESOL - Entry 3	Bury ALC	Wednesday	9.30am - 11.30am	24/09/2025	30	£231.50	FREE	B301
ICT Skills For ESOL - Entry 3	Bury ALC	Friday	9.30am - 11.30am	26/09/2025	30	£231.50	FREE	B503
ICT Skills For ESOL - Entry 3	Bury ALC	Friday	12.30pm - 2.30pm	26/09/2025	30	£231.50	FREE	B524



COURSES WITHOUT QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
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### BEGINNERS DIGITAL SKILLS

Gain confidence and become more independent using your smartphone/tablet in today's digital world. This course is ideal for learners who have little to no experience.

Beginners Digital Skills	Bury Library	Monday	1.00pm - 3.00pm	22/09/2025	6	FREE	FREE	CBL121
Beginners Digital Skills	Asda, Radcliffe	Thursday	1.00pm - 3.00pm	25/09/2025	6	FREE	FREE	CAR421
Beginners Digital Skills	Creative Living Centre	Thursday	10.00am - 12.00pm	25/09/2025	6	FREE	FREE	CLC401

### INTERMEDIATE DIGITAL SKILLS

Improve your digital skills to better manage everyday tasks. You will learn to communicate using messaging apps/services and video tools, post photos/videos on social media sites, use google maps, and use price comparison sites to find best deals and much more!

Intermediate Digital Skills	Bury Library	Monday	1.00pm - 3.00pm	03/11/2025	6	FREE	FREE	CBL122
Intermediate Digital Skills	Asda, Radcliffe	Thursday	1.00pm - 3.00pm	06/11/2025	6	FREE	FREE	CAR422
Intermediate Digital Skills	Creative Living Centre	Thursday	10.00am - 12.00pm	06/11/2025	6	FREE	FREE	CLC402

### MICROSOFT WORD & EXCEL

These courses will introduce you to the basic skills that you need to use Microsoft Word and Excel, whether it's for work or personal use.

Beginner's Microsoft Word	Bury ALC	Monday	1.00pm - 3.00pm	22/09/2025	5	£48.30	FREE	CB120
Beginner's Microsoft Excel	Bury ALC	Monday	1.00pm - 3.00pm	03/11/2025	5	£48.30	FREE	CB121



# Work Skills & Employment

Do you need 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).

COURSES WITH QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
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## NEW! BUSINESS ADMINISTRATION SKILLS

This course is designed to help you explore and develop essential knowledge, skills, and confidence in business administration, paving the way for potential voluntary or paid employment. Learn how to handle customer telephone calls, behave professionally in an office environment, create various business documents, confidently use office equipment, write effectively for different workplace purposes, and communicate clearly and efficiently.

Business Administration Skills Level 1 Award	Bury ALC	Monday & Friday	9.30am - 12.30pm	22/09/2025	10	£ 239.25	FREE	B103
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## 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.

Food Safety Level 2	Bury ALC	Thursday	9.30am - 4.30pm	16/10/2025	1 day	£33.00	FREE	WWFS401
Food Safety Level 2	Bury ALC	Friday	9.30am - 4.30pm	28/11/2025	1 day	£33.00	FREE	WWFS501

## NEW! LOGISTICS

This new course has been co-designed to prepare you for a more advanced 4 weeks intensive training package with The Job Gym, which is part of Mantra Learning, based in Middleton. The UK logistics market is projected to reach approximately £267.3 billion by 2030, meaning there is an increasing demand for logistics workers from warehouse to delivery so these skills are much needed in the job market. The sector has many opportunities for both men and women.

A Pathway to a Career in Logistics	Bury ALC	Wednesday	9.00am-4.00pm	24/09/25	10	£127.50	FREE	B305
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## HEALTH, SOCIAL CARE & CHILDCARE

This course is ideal for beginners. 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.

Introduction to a Career in Care Level 1	Bury ALC	Monday-Friday	9.30am - 4.30pm	17/11/2025	3	£366.65	FREE	WWHSC01
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## WRITING SKILLS

Have you a good command of English? Have you finished stories, memoirs, poems, novels or factual work that are just filed away and gathering dust? Do you have a yearning to get your work published? If yes, then this course is ideal to nurture, inspire and support you to get those words into print!

Writing Your Way To Success	Bury ALC	Thursday	9.30am - 3.30pm	25/09/2025	15	£283.00	FREE	B424
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COURSES WITHOUT QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
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## NEW! FIRST AID

This course provides basic life saving first aid skills and knowledge of workplace health and safety regulations.

Emergency First Aid	Bury ALC	Wednesday	9.30am - 4.00pm	29/10/2025	1 day	£62.79	FREE	WWSE301
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## SELF-EMPLOYMENT

Do you have a great business idea? Would you love to work for yourself and know that you have the ambition and determination to make a success of it? This course is an introduction to self-employment and what is involved in setting up as a self-employed person to help you decide if this could be the right path for you.

Exploring Self-Employment	Bury ALC	Weds & Thurs	9.30am - 3.30am	22/10/2025 23/10/2025	2 days	£62.79	FREE	WWSE301
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# English & Maths - Part of life's essentials

## Maths not adding up? Do you worry about spelling and punctuation?

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 apply for a university course in the future, give our team a call today.

Our courses are taught by friendly specialist tutors in a welcoming classroom environment. What's more, we offer a range of 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.

**Good English and maths skills may unlock job opportunities and lead to higher wages or prepare you for further study. Our courses are for everyone who want to develop their English and maths skills, from a basic level up to level 2.**

## English & maths are everywhere!

- Improve and update your English and maths skills.
- Improve your career prospects.
- Grow in confidence while meeting others with the same goal.
- Further develop your employment opportunities.
- Feel more confident to help children with homework.
- Gain a recognised English and/or maths Functional Skills qualification from entry level to level 2.

Level 2 Functional Skills can provide a gateway into enrolling on a wide range of courses not only in college, but at university as well.

Take a step forward today and enquire about our **FREE** English and maths courses.

**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.**

## Where did an English and Maths course take Adam?



"As a kid growing up, I underachieved in school for many reasons such as adverse childhood experiences ranging from neuro divergence, mental health problems and a complete lack of confidence. It always haunted me that I didn't achieve in school as I always wanted to get back into education, however life just got in the way.

I found out about Bury Adult Learning Service through work, I was told they offered Level 2 Functional Skills courses.

Upon arriving at the Bury Adult Learning Centre, I was extremely apprehensive and almost turned away as I completely lacked confidence and felt embarrassed that I was attending classes after 24 years out of education.

I was very warmly welcomed by the wonderful staff. They took the time to explain the process. They gave me inspiration and confidence.

Recently, I passed my maths with flying colours and my English, (which I wasn't particularly good at). I now have an excellent understanding of punctuation and grammar thanks to my wonderful teachers.

If I could speak to me 7 months ago, I would say this has been a complete game changer! I never thought as someone who was written off by teachers in school, that I would be applying to go to university and live the dream of becoming a mental health nurse!

Anything is possible if you apply yourself and have the right support."

# Wellbeing

## Learning for confidence and better mental health

### Do you need a bit of 'me time'?

The courses below are all specifically developed to help you improve your emotional wellbeing, whilst learning something new, meeting people and having fun!

COURSES WITHOUT QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Introduction to Mindfulness Through Craft Making	Bury ALC	Tuesday	1.00pm-3.00pm	23/09/2025	10	FREE*	FREE*	CMHB220
Art to Reduce Anxiety & Stress	Bury ALC	Tuesday	7.00pm - 9.00pm	23/09/2025	5	FREE	FREE	CMHB240
Art to Reduce Anxiety & Stress	Bury ALC	Tuesday	7.00pm - 9.00pm	04/11/2025	5	FREE	FREE	CMHB241
Improve Your Mood Through Food	Bury ALC	Thursday	9.30am - 12.00pm	25/09/2025	5	FREE	FREE	CMHB400
Improve Your Mood Through Food	Bury ALC	Thursday	9.30am - 12.00pm	06/11/2025	5	FREE	FREE	CMHB401
Bake Yourself Happy	Bury ALC	Thursday	1.00pm - 3.30pm	25/09/2025	5	FREE	FREE	CMHB420
Bake Yourself Happy	Bury ALC	Thursday	1.00pm - 3.30pm	06/11/2025	5	FREE	FREE	CMHB421
Self-Care Sanctuary For Winter	Bury ALC	Friday	10.00am-12.00pm	26/09/2025	5	FREE	FREE	CMHB501
Self-Care Sanctuary For Winter	Bury ALC	Friday	10.00am-12.00pm	07/11/2025	5	FREE	FREE	CMHB502
Creative Writing For Wellbeing	Bury ALC	Friday	1.00pm - 3.30pm	26/09/2025	5	FREE	FREE	CMHB521
Creative Writing For Wellbeing	Bury ALC	Friday	1.00pm - 3.30pm	07/11/2025	5	FREE	FREE	CMHB522

\*There is a £5 charge for consumables which must be paid at the point of enrolment.

# 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
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## ART & CRAFTS

Oil Painting For All	Bury ALC	Thursday	1.00pm - 3.00pm	25/09/2025	9	£142.38	£71.19	LPB421X
Watercolour Painting For All	Bury ALC	Thursday	3.15pm - 5.15pm	25/09/2025	9	£142.38	£71.19	LPB422X
Introduction to Upcycle or Create a Garment from Scratch	Bury ALC	Monday	10.00am -12.00pm	22/09/2025	9	£86.94	FREE	LPB110X
Sew Easy (Mixed Ability)	Bury ALC	Monday	1.00pm-3.00pm	22/09/2025	9	£142.38	£71.19	LPB121X
Sew Easy (Mixed Ability)	Bury ALC	Wed	6.45pm - 8.45pm	24/09/2025	9	£142.38	£71.19	LPB341X
Patchwork & Quilting	Ramsbottom ALC	Tuesday	1.00pm - 3.00pm	23/09/2025	9	£142.38	£71.19	LPR221X
Patchwork & Quilting	Ramsbottom ALC	Thursday	6.45pm - 8.45pm	25/09/2025	9	£142.38	£71.19	LPR441X
Soft Furnishing & Upholstery	Ramsbottom ALC	Thursday	10.00am -12.00pm	25/09/2025	9	£142.38	£71.19	LPR401X
Soft Furnishing & Upholstery	Ramsbottom ALC	Thursday	1.00am - 3.00pm	25/09/2025	9	£142.38	£71.19	LPR421X

## SPANISH

Spanish Year 1	Bury ALC	Tuesday	2.30pm - 4.30pm	23/09/2025	25	£241.50	£96.50	B222
Spanish Year 1	Bury ALC	Tuesday	4.45pm - 6.45pm	23/09/2025	25	£241.50	£96.50	B242
Spanish Year 2	Bury ALC	Tuesday	7.00pm - 9.00pm	23/09/2025	25	£395.50	£197.75	LPB221



# Where did a Wellbeing course take Pinky?



Pinky pictured (right), with her tutor Gill, at the recent Learner of the Year Event.

After having surgery for a brain tumour, I unfortunately had to leave my job as a Practice Manager in a clinic. It was an extremely long recovery and the aftermath was challenging. Not only did I struggle physically, but mentally and emotionally too. I was unable to drive and I became quite lonely, socially isolated and lost my confidence, including losing friends.

I decided I wanted to write a book on my experiences of having a brain tumour, so in May 2024 I enrolled on a local creative writing course. When the course finished, a group broke off and formed their own class, but it really wasn't for me.

I found out online that Bury Adult Learning Service offered a creative writing course, the bonus being it was for wellbeing too. I was quite nervous and anxious on my first day, but as soon as I walked into the class, I was welcomed warmly by my tutor. She seemed to take away my fears and anxiety almost immediately with her friendly, approachable manner. She set tasks that were thought provoking and helped me find my voice and built my confidence.

I wrote in class a story called 'The Diary' and my tutor encouraged me to submit my stories to magazines. I entered a competition with a magazine that was asking for "A New Year's Resolution That Had Changed Your Life." I received a reply saying it was going to be published! Since January this year, I have had two Star Letters published and various other shorter submissions in a couple of magazines.

Another piece I wrote was published in an online magazine and I have read out five stories on North Manchester FM radio. I have entered a couple of writing competitions and I also joined a writer's circle.

I can honestly say, attending the Creative Writing for Wellbeing course has helped in my recovery from what was one of the most difficult times in my life. Bury Adult Learning Service has been so supportive and gave me a feeling of community. I don't feel I would be where I am now if it wasn't for them. I can't thank my tutor and all the staff enough!

This year, I was nominated for Learner of the Year and to my surprise I won!

My message to anyone who's feeling lonely and not knowing what to do with themselves, whatever situation you might find yourself in, enrolling on an adult learning course is a great way of getting out of the house and meeting new people. It's just taking that first step. You've got nothing to lose but a lot to gain!

## Family Learning

**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?**

Our Family Learning team delivers courses in schools, Family Hubs and various community settings across the borough. These courses support parents and carers to build their own confidence and skills, which enables them to help their children reach their full potential, both at home and at

school, building positive relationships and stronger community links wherever we can have an impact.

In addition to supporting their 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.

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, 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
Healthy Minds, Healthy Families	East Bury Family Hub	Tuesday	9.15am - 11.15am	23/09/2025	5	FREE	FREE	FLEB201P
Therapeutic Art For Parents & Carers	East Bury Family Hub	Tuesday	9.15am - 11.15am	11/11/2025	5	FREE	FREE	FLEB202P
Family First Aid For Parents & Carers	Bury ALC	Friday	10.00am - 12.00pm	26/09/2025	5	FREE	FREE	FLB501P
What's Cooking? - Healthy Eating on a Budget	Bury ALC	Friday	12.30pm - 2.30pm	14/11/2025	5	FREE	FREE	FLB521P

The courses below are aimed at those whose English is not their first language.

Family Language (ESOL) - Phonics	East Bury Family Hub	Friday	9.30am - 11.30am	26/09/2025	5	FREE	FREE	FLEB501P
Family Language (ESOL) - Ready For School	East Bury Family Hub	Friday	9.30am - 11.30am	14/11/2025	5	FREE	FREE	FLEB502P

# 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 school.

Bury ESOL Advice Service is available to all residents of Bury, Radcliffe, Whitefield, Prestwich, Tottington and Ramsbottom. If English is not your first language, the ESOL Advice Service can advise you on the support that is available across the borough of Bury, through ourselves and other learning providers and services. There are many different courses that can help you to enhance your employment prospects.

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

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

**For more information visit the website <https://gmesol.org/esol-in-bury/> or email Sana Ishtiaq, ESOL Co-ordinator on [S.Ishtiaq@bury.gov.uk](mailto:S.Ishtiaq@bury.gov.uk) or telephone 0161 253 6806.**





# 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 WITH QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Food Preparation & Cookery Skills	Bury ALC	Monday	10.00am - 12.00pm	22/09/2025	30	£239.50	FREE	B101
Introduction to a Healthier Way to Cook	Bury ALC	Tuesday	10.00am - 12.00pm	23/09/2025	30	£245.40	FREE	B201
Introduction to Digital Media	Bury ALC	Thursday	1.00pm - 3.00pm	25/09/2025	30	£233.50	FREE	B422
Introduction to ICT Skills (Entry 3)	Bury ALC	Friday	1.00pm - 3.00pm	26/09/2025	30	£251.30	FREE	B523

COURSES WITHOUT QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Beginners Therapeutic Art	Bury ALC	Monday	9.45am - 12.00pm	22/09/2025	10	£74.25	FREE	B102X
Intermediate Therapeutic Art	Bury ALC	Monday	1.00pm - 3.15pm	22/09/2025	10	£74.25	FREE	B121X
Relaxing Art For Pleasure	Bury ALC	Monday	3.30pm - 5.30pm	22/09/2025	10	£168.20	£89.10	LPB122X
Pastries Bakes & Cakes For All Occasions	Bury ALC	Tuesday	12.45pm - 3.00pm	23/09/2025	10	£74.25	FREE	B221X
Improve Your English (Entry Level)	Bury ALC	Wednesday	9.45am - 12.15pm	24/09/2025	10	FREE	FREE	B300X
Enjoying English (Pre-Entry)	Bury ALC	Wednesday	1.00pm - 3.30pm	24/09/2025	10	FREE	FREE	B320X
<b>NEW!</b> Let's Get Cooking-Fakeaway Foods!	Bury ALC	Wednesday	1.00pm - 3.00pm	24/09/2025	9	£168.20	£89.10	LPB321X
Living on a Budget	Bury ALC	Thursday	9.45am - 12.15pm	25/09/2025	10	FREE	FREE	B400X
<b>NEW!</b> My Computer Skills Journey	Bury ALC	Thursday	12.45pm - 3.00pm	25/09/2025	10	£74.25	FREE	B421X
Basic Food Safety	Bury ALC	Friday	1.15pm - 4.15pm	17/10/2025	2	£19.80	FREE	B520



# Community Engagement

At Bury Adult Learning Service, we are passionate about improving social mobility and inclusion for the residents of Bury.

We also work with adults who are currently furthest from education and employment opportunities. Our range of courses enable residents to re-engage with their communities, make friends, further their learning and help them gain employment to make a positive difference to their lives.

If you are part of a public or voluntary sector organisation and would like to know more about how we can help make a difference to the people you engage and work with, we would love to hear from you.

**Contact Sue on 0161 253 6830 or email [s.scott@bury.gov.uk](mailto:s.scott@bury.gov.uk)**

## Working in partnership with Next Stage Ltd...



The partnership with Bury Adult Learning has been incredibly positive, fostering a supportive environment for learners to transition into meaningful careers.

The Introduction to a Career in Care Level 1 course, plays a crucial role in the onboarding process for Next Stage. Next Stage CLC and management team, visit the course to meet learners, providing a warm and welcoming introduction to the field of health and social care.

Additionally, Next Stage conducts mock interviews, which are invaluable in preparing learners for potential full interviews and paid support worker roles. This hands-on approach not only builds confidence but also equips learners with the practical skills needed to succeed in their new careers. When attending the adult learning centre to meet learners, I always feel very welcomed and the staff ensure we have a smooth running of the day ahead.

Many of the residents we support at Next Stage are also learners at Bury Adult Learning Centre.

The Bury Adult Learning Centre is a positive and transformative place for those we support at Next Stage. It provides a nurturing environment where individuals can gain new skills and knowledge, boosting their confidence and opening up new career opportunities. The Centre's wide range of courses caters to diverse interests and needs, ensuring that everyone can find a path that suits them. The supportive staff and welcoming atmosphere make learners feel valued and motivated, fostering a sense of community and belonging.

This positive experience is crucial in helping our clients at Next Stage achieve their personal and professional goals.

**Jodie Wood**  
Community Link Co-ordinator - Next Stage Ltd.

## Where did a Health and Social Care course take Natasha?

"I decided that I needed to go back to college but didn't know what I wanted to do, so I phoned Bury Adult Learning Centre and explained my situation to them, with my anxiety I did find this difficult.

I met with the Learner Services Officer who was very understanding and I was encouraged to follow my ambitions, ultimately enrolling onto the Health and Social Care Level 1 course. From there, it was a whirlwind of excitement and encouragement, the tutor arranged for Next Stage Ltd to come and talk to us. I fell in love with their company and my views and aspirations aligned with their company values.

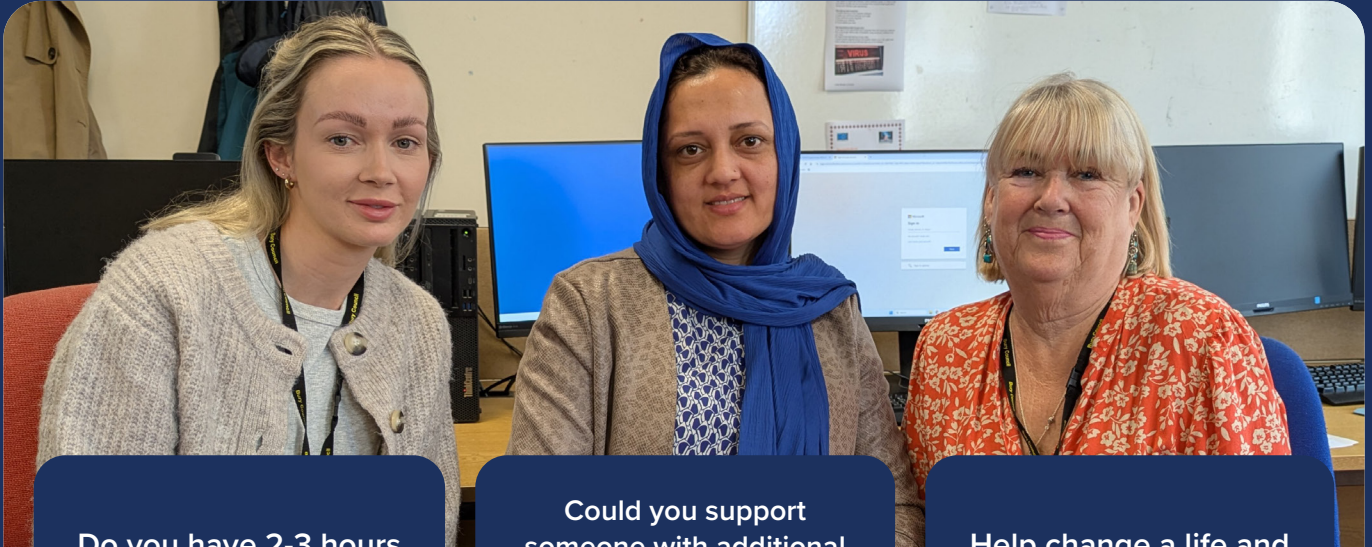
Although I have experience within the retail sector, it has been many years since I have attended an interview, so my tutor arranged for me to attend a mock interview. All the formality of an interview without the pressure, it wasn't as



daunting as I thought. This led to an actual interview with the company itself, where I gained a job role with Next Stage Ltd! I am extremely proud and excited to be on the pathway to my dream ambition."



# 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 Rebekah on **0161 253 7833**  
or email [r.kirk@bury.gov.uk](mailto:r.kirk@bury.gov.uk)

## Where did volunteering at Bury Adult Learning Service take Clare...

My time volunteering with Bury Adult Learning Service has been really rewarding. When I first started, I was keen to support adult learners in our community, offering help with everything from basic numeracy to digital skills.

The Service provided such a welcoming and supportive environment, not just for the learners but for volunteers too. I particularly enjoyed seeing the "aha!" moments when something clicked for a learner, and it really strengthened my passion for helping others achieve their learner goals.

Through this experience, I've developed a deeper understanding of different learning needs and learnt how to explain things in many ways, each learner is different.

The team at Bury Adult Learning Service are fantastic, offering guidance and opportunities which helped me build my confidence. This hands-on experience and the support I received has played a massive part in my journey, ultimately leading to my new role as a Teaching Assistant. I'm so happy to be able to continue supporting learners in a paid role!!

I'm going to miss everyone massively, a big big thank you to everyone.

**Clare Doherty**

# 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 BL9 0AQ**

**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 be entitled to a fully funded qualification course depending on your circumstances, or previous qualifications obtained. Please enquire at the centre for more information.

## Qualification courses only

We can fully fund learners that are employed/self-employed if they earn under £25,000. The learner must provide evidence of gross annual wage, which could be a wage slip, or universal credit statement, which must be within 3 months of their start date. A contract of employment showing monthly or annual gross pay can also be provided.

## 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 2025/2026 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**



## Contact us

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**Bury Adult Learning Centre**  
**18 Haymarket Street, Bury**  
**BL9 0AQ**

**Telephone: 0161 253 5772**

**Email: [BuryAdultAdmin@bury.gov.uk](mailto:BuryAdultAdmin@bury.gov.uk)**

**[www.bury.gov.uk/adultlearning](http://www.bury.gov.uk/adultlearning)**



## Follow us on social media

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**@BuryAdultLearn**



**BuryAdultLearning**