



BURY

ADULT LEARNING SERVICE

SPRING/ SUMMER

COURSE GUIDE

2023

LEARNING FOR LIFE & WORK
LET'S DO IT!

Welcome

Welcome to Bury Adult Learning Service

Please take some time to review the variety of courses on offer within our spring/summer course guide. There is something for everyone. We are here to support you every step of the way in realising your potential. Our ambition is to help you move on in life and work, whatever stage you're at. 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 800 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.

Many of our learners have fantastic stories/comments on how learning has impacted their lives, which we hear about on a daily basis. My thanks go out to all those who take the time to share their experiences and success stories, some of which are featured within this guide.

The feedback we get from those who learn with us tells us that our courses open more opportunities than you could ever imagine:

- Reignite your passion for learning something new whilst having fun
- Develop vital skills needed for life and work in maths, English and ICT
- Build confidence and resilience to cope with life challenges
- Make new and lasting friendships
- Learn about new career options
- Develop skills to gain employment or move on to further/higher education courses
- Gain help in accessing wider support services to tackle financial and health issues
- Access information, advice and guidance on courses available through our various partnerships
- Improve mental health

Most of all..... engaging in learning provides that feel good factor of having achieved something worthwhile. Most of our learners access free courses with us. There may also be help available to support travel expenses and childcare costs. We strive to remove as many barriers to learning as we can. Our team of managers, tutors, service support staff and volunteers are looking forward to welcoming you as a new or returning learner.

Joanne Hatton
Acting Head of Service



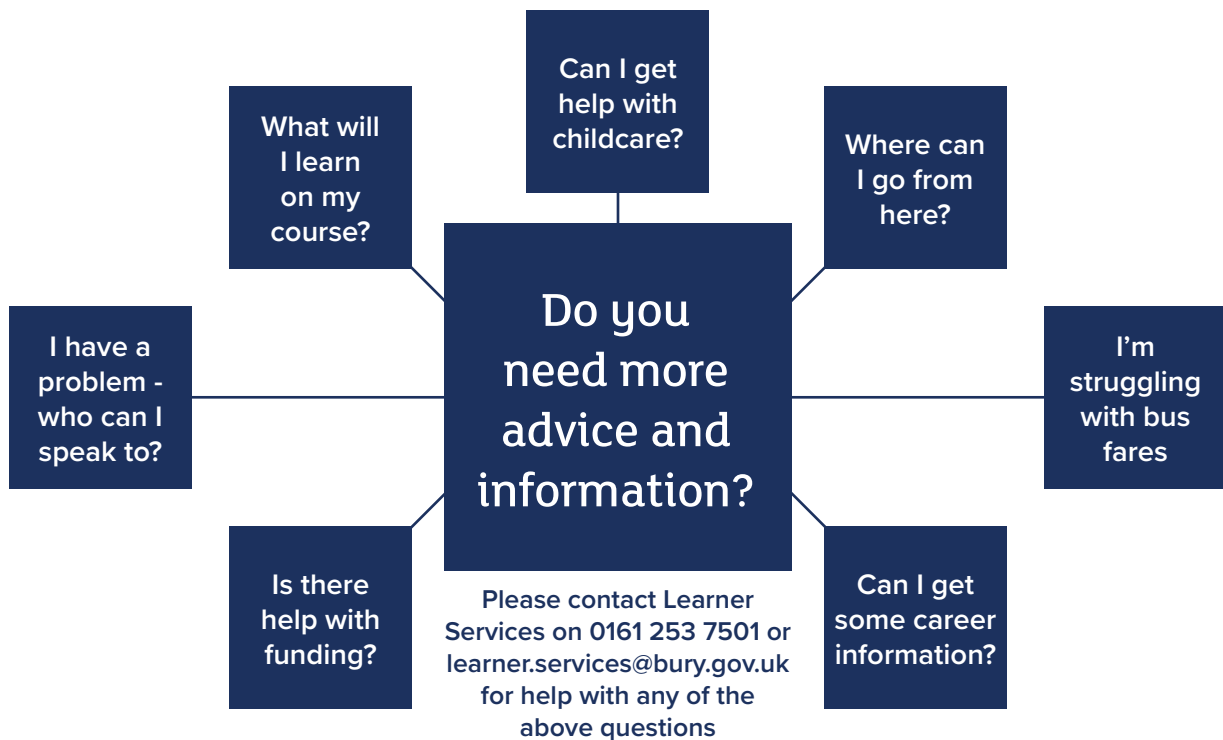
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Learner Services

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.



Advice on courses before you enrol

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

Information on work related qualifications is also available and if you are considering a new career, you can also make an appointment to meet one of our advisors or chat over the phone or online.

If you need further information about the courses we offer, we can send you a course information sheet giving details of courses offered in this guide. These are also available from Bury Adult Learning Centre and at www.bury.gov.uk/adultlearning

Call Learner Services on 0161 253 7501 or Bury Adult Learning Centre on 0161 253 5772.

Breaking down the barriers to learning Worried about the cost of studying? Don't be!

If you are enrolling on a course which leads to a qualification and are finding it difficult to pay your exam fee or need financial help with:

- childcare
- some travel costs
- class materials

you may qualify for help from the Learner Support Fund. You will need to complete an application form which is available from Bury Adult Learning Centre or Learner Services.

If you have been mandated on to a course by the Job Centre, you may not be eligible for help from this fund.

If you have problems paying for a course without qualifications, please contact us for different ways to pay.

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 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 2022, Bury Adult Learning Service was successfully re-assessed to the standard.



Digital Skills & ICT Qualifications

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 a course for you. Learn in a relaxed and friendly environment and get started with one of our digital skills or ICT courses. **Before you start an ICT qualification course, we carefully assess your skills to make sure you join a course at the right level for you.**

Essential Digital Skills Qualification (EDSQ) - For Work

When it comes to digital skills, it is important you are confident. Learn the skills employers want and be ready for an exciting new career. You will learn: How to be safe online, how to use information, communication, transactions and create & edit.

Fast Track Courses

The ICDL fast track courses run throughout the year. These courses 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
EDSQ Entry 3/Level 1	Bury ALC	Monday	9.30am - 12.00pm	09/01/2023	20	FREE	FREE	B107
EDSQ Entry 3/Level 1	Bury ALC	Tue - Wed	6.00pm - 8.30pm	10/01/2023	10	FREE	FREE	B243
EDSQ Entry 3/Level 1	Bury ALC	Tue - Wed	6.00pm - 8.30pm	25/04/2023	10	FREE	FREE	B244
EDSQ Entry 3/Level 1	Bury ALC	Thu - Fri	9.30am - 12.00pm	12/01/2023	10	FREE	FREE	B402
EDSQ Entry 3/Level 1	Bury ALC	Thu - Fri	9.30am - 12.00pm	20/04/2023	10	FREE	FREE	B403
EDSQ Entry 3/Level 1	Prestwich Library & ALC	Tuesday	9.30am - 12.00pm	10/01/2023	20	FREE	FREE	P202
Intro To ICDL Level 2 - Fast Track	Bury ALC	Mon - Fri	9.30am - 4.00pm	13/02/2023	1	FREE	FREE	CB102
ICDL Level 2 (Fast Track)	Bury ALC	Mon - Fri	9.30am - 4.00pm	27/02/2023	3	£295	FREE	ITICDL02
ICDL Level 2	Bury ALC	Tuesday	6.00pm - 9.00pm	Bury ALC	30	*EAC	FREE	B241
ICDL Level 2	Bury ALC	Wednesday	9.15am - 12.15pm	Bury ALC	30	*EAC	FREE	B301
ICDL Level 2	Bury ALC	Wednesday	12.30pm - 3.30pm	Bury ALC	30	*EAC	FREE	B321

If you have very little experience of using a computer and wish to develop your computer skills, these courses are for you.

COURSES WITH QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
IT Functional Skills Entry 2/Entry 3	Bury ALC	Monday	1.00pm - 3.30pm	06/02/2023	15	£131.88	FREE	B125
IT Functional Skills Entry 2/Entry 3	Bury ALC	Tuesday	9.30am - 12.00pm	10/01/2023	18	£153.25	FREE	B206
IT Functional Skills Entry 2/Entry 3	Bury ALC	Tuesday	1.00pm - 3.30pm	07/02/2023	15	£131.88	FREE	B222
IT Functional Skills Entry 2/Entry 3	Bury ALC	Wednesday	6.00pm - 8.30pm	08/02/2023	15	£131.88	FREE	B342
IT Functional Skills Entry 2/Entry 3	Bury ALC	Thursday	12.30pm - 3.00pm	09/02/2023	15	£131.88	FREE	B422
IT Functional Skills Entry 2/Entry 3	Bury ALC	Friday	12.30pm - 3.00pm	10/02/2023	15	£131.88	FREE	B522
IT Functional Skills Entry 2/Entry 3	Prestwich Library & ALC	Friday	9.30am - 12.00pm	10/02/2023	15	£131.88	FREE	P502

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	12/01/2023	6	FREE	FREE	CB403
Digital Skills (Intermediate)	Bury ALC	Thursday	10.00am -12.00pm	02/03/2023	6	FREE	FREE	CB404
Digital Skills (Intermediate)	Bury ALC	Thursday	10.00am -12.00pm	20/04/2023	6	FREE	FREE	CB405
Digital Skills (Intermediate)	Bury ALC	Thursday	10.00am -12.00pm	08/06/2023	6	FREE	FREE	CB406
Digital Skills (Beginners)	Bury Library	Monday	12.15pm - 2.15pm	09/01/2023	6	FREE	FREE	CBL123
Digital Skills (Beginners)	Bury Library	Monday	12.15pm - 2.15pm	27/02/2023	6	FREE	FREE	CBL124
Digital Skills (Beginners)	Bury Library	Monday	12.15pm - 2.15pm	17/04/2023	6	FREE	FREE	CBL125
Digital Skills (Beginners)	Bury Library	Monday	12.15pm - 2.15pm	12/06/2023	6	FREE	FREE	CBL126
Digital Skills (Beginners)	Prestwich Library & ALC	Wednesday	10.00am -12.00pm	11/01/2023	6	FREE	FREE	CP303
Digital Skills (Beginners)	Prestwich Library & ALC	Wednesday	10.00am -12.00pm	01/03/2023	6	FREE	FREE	CP304
Digital Skills (Beginners)	Prestwich Library & ALC	Wednesday	10.00am -12.00pm	19/04/2023	6	FREE	FREE	CP305
Digital Skills (Intermediate)	Prestwich Library & ALC	Wednesday	1.00pm - 3.00pm	11/01/2023	6	FREE	FREE	CP323
Digital Skills (Intermediate)	Prestwich Library & ALC	Wednesday	1.00pm - 3.00pm	01/03/2023	6	FREE	FREE	CP324
Digital Skills (Intermediate)	Prestwich Library & ALC	Wednesday	1.00pm - 3.00pm	19/04/2023	6	FREE	FREE	CP325
Digital Skills (Intermediate)	Prestwich Library & ALC	Wednesday	1.00pm - 3.00pm	07/06/2023	6	FREE	FREE	CP326
Digital Skills (Beginners)	Ramsbottom Library & ALC	Tuesday	12.15pm - 2.15pm	10/01/2023	6	FREE	FREE	CR223
Digital Skills (Beginners)	Ramsbottom Library & ALC	Tuesday	12.15pm - 2.15pm	28/02/2023	6	FREE	FREE	CR224
Digital Skills (Beginners)	Ramsbottom Library & ALC	Tuesday	12.15pm - 2.15pm	18/04/2023	6	FREE	FREE	CR225
Digital Skills (Beginners)	Ramsbottom Library & ALC	Tuesday	12.15pm - 2.15pm	06/06/2023	6	FREE	FREE	CR226
Digital Skills (Beginners)	Radcliffe Library	Thursday	1.00pm - 3.00pm	12/01/2023	6	FREE	FREE	CRL423
Digital Skills (Beginners)	Radcliffe Library	Thursday	1.00pm - 3.00pm	02/03/2023	6	FREE	FREE	CRL424
Digital Skills (Beginners)	Radcliffe Library	Thursday	1.00pm - 3.00pm	20/04/2023	6	FREE	FREE	CRL425
Digital Skills (Beginners)	Radcliffe Library	Thursday	1.00pm - 3.00pm	08/06/2023	6	FREE	FREE	CRL426

*EAC - Enquire At Centre

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. We have a range of qualification and non qualification courses to increase your confidence and build your skills to help you get the job you want. Courses 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
Health Improvement Level 1 Award	Bury ALC	Wednesday	9.30am - 4.30pm	22/02/2023	1 day	£40.53	FREE	BDWPHI302
Understanding Health Improvement Level 2 Award	Bury ALC	Wednesday	9.30am - 3.00pm	22/03/2023	2	£43.38	FREE	BDWPHI301
Health Improvement Level 1 Award	Bury ALC	Tuesday	9.30am - 4.30pm	11/07/2023	1 day	£40.53	FREE	BDWPHI201
Understanding Health Improvement Level 2 Award	Bury ALC	Wednesday	9.30am - 3.00pm	12/07/2023	2	£43.38	FREE	BDWPHI303
Introduction To A Career In Care Health & Social Care and Childcare Level 1	Bury ALC	Mon-Friday	9.30am - 4.30pm	27/02/2023	3	£218.03	FREE	BDWPHSC03
Introduction To A Career In Care Health & Social Care and Childcare Level 1	Bury ALC	Mon-Friday	9.30am - 4.30pm	05/06/2023	3	£260.78	FREE	BDWPHSC04
Food Safety In Catering Level 2 Award	Bury ALC	Monday	9.30am - 4.30pm	30/01/2023	1 day	£60.00	FREE	BDWPFS104
Food Safety In Catering Level 2 Award	Bury ALC	Monday	9.30am - 4.30pm	20/03/2023	1 day	£60.00	FREE	BDWPFS105
Food Safety In Catering Level 2 Award	Bury ALC	Monday	9.30am - 4.30pm	15/05/2023	1 day	£60.00	FREE	BDWPFS106
Food Safety In Catering Level 2 Award	Bury ALC	Monday	9.30am - 4.30pm	03/07/2023	1 day	£60.00	FREE	BDWPFS107

COURSES WITHOUT QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Careers In Health	Bury ALC	Wednesday	1.00pm - 3.30pm	19/07/2023	1 day	£10.50	FREE	BDWPCH321
Dealing With Stress	Bury ALC	Friday	1.00pm - 3.30pm	31/03/2023	1 day	£10.50	FREE	BDWPDS521
Get That Job In Care	Bury ALC	Tue-Fri	9.30am - 3.30pm	31/01/2023	1	£92.40	FREE	BDWPGJ202
Get That Job In Care	Bury ALC	Mon-Thu	9.30am - 3.30pm	27/03/2023	1	£92.40	FREE	BDWPGJ101
Get That Job In Care	Bury ALC	Mon-Thu	9.30am - 3.30pm	26/06/2023	1	£92.40	FREE	BDWPGJ102
Get That Job In Customer Service	Bury ALC	Mon-Thu	9.30am - 3.30pm	24/04/2023	1	£92.40	FREE	BDWPGJ103
Get That Job	Bury ALC	Friday	9.30am - 12.00pm	13/01/2023	5	£52.50	FREE	BDWPGJ502
Get That Job	Bury ALC	Friday	9.30am - 12.00pm	28/04/2023	5	£52.50	FREE	BDWPGJ503
Get Ready For Self Employment	Bury ALC	Wednesday	1.00pm - 3.30pm	11/01/2023	3	£31.50	FREE	BDWPSE321
Get Ready For Self Employment	Bury ALC	Monday	1.00pm - 3.30pm	10/07/2023	3	£31.50	FREE	BDWPSE122
Get Ready For Work Goal Setting & Motivation	Bury ALC	Thursday	1.30pm - 3.30pm	12/01/2023	5	£42.00	FREE	CB423
Get Ready For Work Confidence & Assertiveness	Bury ALC	Thursday	1.30pm - 3.30pm	02/03/2023	5	£42.00	FREE	CB424
Get Ready For Work - Resilience	Bury ALC	Thursday	1.30pm - 3.30pm	27/04/2023	5	£42.00	FREE	CB425
Get Ready For Work Goal Setting & Motivation	Bury ALC	Thursday	1.30pm - 3.30pm	15/06/2023	5	£42.00	FREE	CB426
IT For You	Bury ALC	Thursday	1.00pm - 3.30pm	12/01/2023	9	£94.50	FREE	CB428
IT For You	Bury ALC	Thursday	1.00pm - 3.30pm	20/04/2023	9	£94.50	FREE	CB429

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 practicing 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 - Conversation	Bury ALC	Wednesday	9.30am - 12.00pm	11/01/2023	3	£31.50	FREE	BDWPEC105
ESOL For A Career In Care - Jargon Busting	Bury ALC	Mon - Thu	9.30am - 3.00pm	13/02/2023	1	£84.00	FREE	BDWPEC102
ESOL For A Career In Care - Jargon Busting	Bury ALC	Mon - Thu	9.30am - 3.00pm	08/05/2023	1	£84.00	FREE	BDWPEC103
ESOL For A Career In Care - Conversation	Bury ALC	Monday	9.30am - 12.00pm	10/07/2023	3	£31.50	FREE	BDWPEC106

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 & Carers	Bury ALC	Friday	10.00am - 12.00pm	20/01/2023	5	FREE	FREE	FLB502P
Family First Aid For Parents & Carers	Bury ALC	Friday	10.00am - 12.00pm	28/04/2023	5	FREE	FREE	FLB503P
Healthy Eating On A Budget	Bury ALC	Friday	12.30pm - 2.30pm	03/03/2023	5	FREE	FREE	FLB522P
Healthy Eating On A Budget	Bury ALC	Friday	12.30pm - 2.30pm	09/06/2023	6	FREE	FREE	FLB523P

Louise’s story...

I have taken part in a number of family learning sessions during the last few years.

After attending the sessions, I trained for my level 3 teaching assistant qualification. Currently, I’m studying to become an educational psychologist so I can further my education at university.

The family learning sessions have helped me overcome agoraphobia with postnatal depression which prevented me from leaving my home, even taking my older children to school was difficult especially when my husband was working.

Thank you to all the staff at Bury Adult Learning Service for helping me overcome my anxieties and helping me get my confidence back.

Louise Wilson



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	10/01/2023	5	FREE	FREE	CMHB222
Introduction To Mindfulness	Bury ALC	Tuesday	6.00pm - 8.30pm	28/02/2023	5	FREE	FREE	CMHB242
Introduction To Mindfulness	Bury ALC	Tuesday	1.00pm - 3.30pm	25/04/2023	5	FREE	FREE	CMHB223
Introduction To Mindfulness	Bury ALC	Tuesday	6.00pm - 8.30pm	13/06/2023	5	FREE	FREE	CMHB243
Art To Reduce Anxiety & Stress	Bury ALC	Tuesday	7.00pm - 9.00pm	10/01/2023	5	FREE	FREE	CMHB246
Art To Reduce Anxiety & Stress	Bury ALC	Tuesday	7.00pm - 9.00pm	28/02/2023	5	FREE	FREE	CMHB247
Art To Reduce Anxiety & Stress	Bury ALC	Tuesday	7.00pm - 9.00pm	25/04/2023	5	FREE	FREE	CMHB248
Art To Reduce Anxiety & Stress	Bury ALC	Tuesday	7.00pm - 9.00pm	13/06/2023	5	FREE	FREE	CMHB249
Self Care Sanctuary	Bury ALC	Tuesday	7.00pm - 9.00pm	10/01/2023	5	FREE	FREE	CMHB252
Self Care Sanctuary	Bury ALC	Tuesday	7.00pm - 9.00pm	28/02/2023	5	FREE	FREE	CMHB253
Self Care Sanctuary	Bury ALC	Tuesday	7.00pm - 9.00pm	25/04/2023	5	FREE	FREE	CMHB254
Self Care Sanctuary	Bury ALC	Tuesday	7.00pm - 9.00pm	13/06/2023	5	FREE	FREE	CMHB255
Curry & Chat (Men Only)	Bury ALC	Tuesday	6.30pm - 8.30pm	31/01/2023	1 day	FREE	FREE	CMHB258
Curry & Chat (Men Only)	Bury ALC	Tuesday	6.30pm - 8.30pm	21/03/2023	1 day	FREE	FREE	CMHB259
Curry & Chat (Men Only)	Bury ALC	Tuesday	6.30pm - 8.30pm	16/05/2023	1 day	FREE	FREE	CMHB260
Curry & Chat (Men Only)	Bury ALC	Tuesday	6.30pm - 8.30pm	04/07/2023	1 day	FREE	FREE	CMHB261
Improve Your Mood Through Food	Bury ALC	Thursday	9.30am - 12.00pm	12/01/2023	5	FREE	FREE	CMHB403
Improve Your Mood Through Food	Bury ALC	Thursday	9.30am - 12.00pm	02/03/2023	5	FREE	FREE	CMHB404
Improve Your Mood Through Food	Bury ALC	Thursday	9.30am - 12.00pm	27/04/2023	5	FREE	FREE	CMHB405
Improve Your Mood Through Food	Bury ALC	Thursday	9.30am - 12.00pm	15/06/2023	5	FREE	FREE	CMHB406
Bake Yourself Happy	Bury ALC	Thursday	1.00pm - 3.30pm	12/01/2023	5	FREE	FREE	CMHB423
Bake Yourself Happy	Bury ALC	Thursday	1.00pm - 3.30pm	02/03/2023	5	FREE	FREE	CMHB424
Bake Yourself Happy	Bury ALC	Thursday	1.00pm - 3.30pm	27/04/2023	5	FREE	FREE	CMHB425
Bake Yourself Happy	Bury ALC	Thursday	1.00pm - 3.30pm	15/06/2023	5	FREE	FREE	CMHB426
Keep Calm & Budget	Bury ALC	Friday	9.30am - 12.00pm	03/03/2023	5	FREE	FREE	CMHB502
Keep Calm & Budget	Bury ALC	Friday	9.30am - 12.00pm	16/06/2023	5	FREE	FREE	CMHB503
Creative Writing For Wellbeing	Bury ALC	Friday	1.00pm - 3.30pm	13/01/2023	5	FREE	FREE	CMHB523
Creative Writing For Wellbeing	Bury ALC	Friday	1.00pm - 3.30pm	03/03/2023	5	FREE	FREE	CMHB524
Creative Writing For Wellbeing	Bury ALC	Friday	1.00pm - 3.30pm	28/04/2023	5	FREE	FREE	CMHB525
Creative Writing For Wellbeing	Bury ALC	Friday	1.00pm - 3.30pm	16/06/2023	5	FREE	FREE	CMHB526

"The courses have helped me focus on my self-care and wellbeing. I have changed my perspective, thinking more objectively and have confidence in feeling I can achieve more, despite the obstacles in my life.

Many thanks to the tutors and all the staff at Bury Adult Learning Service!"

English & maths

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 to 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.

We offer Edexcel accredited Functional Skills courses in English and Maths from entry level through to, and including, level 2.

English

Our English courses offer you the opportunity to improve your reading, writing, communication and presentation skills. The courses are designed to develop your ability to understand and use effective English in your everyday life, at work and to support the development of your English skills to benefit other subjects you may choose to study.

English courses are inclusive, appropriate and accessible and will assist you towards further development and improvement of English whilst equipping you with valuable skills which increase employment opportunities, enable access to higher education and enhance career prospects.

Maths

Our maths courses will help you with practical maths used in everyday life. Learn how to problem solve using maths techniques. This will help you when looking for employment, accessing further study, helping children with homework or simply having the confidence to work out everyday maths problems such as when is a bargain really a bargain?

You will be offered an initial assessment to determine your current knowledge of English and maths and to discuss and plan your next steps forward which will enable you to achieve your learning goals.

Enquire about our flexible approaches to learning such as fast-track, e-learning and blended learning. We offer a range of delivery options, times and days to accommodate your learning needs and circumstances.

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

Lee's story...

At 41 the opportunity to apply for a public health degree became available and it was something I'd always wanted to pursue, however I didn't have the underpinning functional skills in maths to register onto the course. The University allowed me to start the degree with one caveat, I had to upskill in maths to level 2.

Not knowing where to start, two of my colleagues mentioned that they had enrolled at Bury Adult Learning Service for the very same qualification and the Service offered a range of delivery options, times and days.

Rather than rushing me through the course, the tutor took the time to work me through level 1 and the

underpinning basics, this initially felt challenging as I hadn't been in a learning environment for some years, to add to this Covid made this twice as hard but nothing was too much trouble for the tutor either online or face to face when we could.

Not being a big fan of school or the learning environment meant I was somewhat hesitant, but immediately the tutor pitched conversations and learning language at my level and with a pace I really enjoyed.

After completing my level 2 maths I can now progress with my degree. Without the support of Bury Adult Learning Service and the tutor, this wouldn't have been possible. It's also great that I can apply my maths in supporting my children who have

and are doing their GCSE maths, it's now something I look forward to and enjoy(ish) rather than hide from.

Once again a huge thank you to everyone at Bury Adult Learning Service for getting me through this learning seamlessly, I'd advocate anyone in my situation to sign up!!!

Lee Buggie



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								
Art For All	Bury ALC	Wednesday	7.00pm - 9.00pm	11/01/2023	5	£68.50	£34.25	LPB344
Art For All	Bury ALC	Wednesday	7.00pm - 9.00pm	01/03/2023	5	£68.50	£34.25	LPB345
Art For All	Bury ALC	Wednesday	7.00pm - 9.00pm	26/04/2023	5	£68.50	£34.25	LPB346
Art For All	Bury ALC	Wednesday	7.00pm - 9.00pm	07/06/2023	5	£68.50	£34.25	LPB347
Oil Painting For All	Prestwich Library & ALC	Thursday	1.00pm - 3.00pm	12/01/2023	9	£123.30	£61.65	LPP421Y
Oil Painting For All	Prestwich Library & ALC	Thursday	1.00pm - 3.00pm	27/04/2023	7	£95.90	£47.95	LPP421Z
Watercolour Painting For All	Prestwich Library & ALC	Thursday	3.30pm - 5.30pm	12/01/2023	9	£123.30	£61.65	LPP422Y
Watercolour Painting For All	Prestwich Library & ALC	Thursday	3.30pm - 5.30pm	27/04/2023	7	£95.90	£47.95	LPP422Z
Crafts								
Creative Textiles	Bury ALC	Friday	10.00am - 12.00pm	13/01/2023	9	£123.30	£61.65	LPB501Y
Creative Textiles	Bury ALC	Friday	10.00am - 12.00pm	28/04/2023	7	£95.90	£47.95	LPB501Z
Making Gifts With Stained Glass	Ramsbottom Library & ALC	Thursday	6.45pm - 8.45pm	02/03/2023	4	£74.80	£47.40	LPR422Y
Creative Writing								
Creative Writing	Bury ALC	Wednesday	7.00pm - 9.00pm	11/01/2023	9	£123.30	£61.65	LPB343Y
Creative Writing	Bury ALC	Wednesday	7.00pm - 9.00pm	26/04/2023	7	£95.90	£47.95	LPB343Z
Creative Writing	Ramsbottom Library & ALC	Friday	1.00pm - 3.00pm	13/01/2023	9	£123.30	£61.65	LPR521Y
Creative Writing	Ramsbottom Library & ALC	Friday	1.00pm - 3.00pm	28/04/2023	7	£95.90	£47.95	LPR521Z
Introduction To Creative Writing	Bury ALC	Thursday	10.00am - 12.00pm	12/01/2023	9	£123.30	£61.65	LPB402
Introduction To Creative Writing	Bury ALC	Thursday	10.00am - 12.00pm	27/04/2023	7	£95.90	£47.95	LPB403
Dressmaking								
Sew Easy (Intermediate & Advanced)	Bury ALC	Monday	10.00am - 12.00pm	09/01/2023	9	£123.30	£61.65	LPB101Y
Sew Easy (Intermediate & Advanced)	Bury ALC	Monday	10.00am - 12.00pm	24/04/2023	7	£95.90	£47.95	LPB101Z
Sew Easy (Mixed Ability)	Bury ALC	Monday	1.00pm - 3.00pm	09/01/2023	9	£123.30	£61.65	LPB121Y
Sew Easy (Mixed Ability)	Bury ALC	Monday	1.00pm - 3.00pm	24/04/2023	7	£95.90	£47.95	LPB121Z
Sew Easy (Mixed Ability)	Bury ALC	Wednesday	6.45pm - 8.45pm	11/01/2023	9	£123.30	£61.65	LPB341Y
Sew Easy (Mixed Ability)	Bury ALC	Wednesday	6.45pm - 8.45pm	26/04/2023	7	£95.90	£47.95	LPB341Z
Patchwork & Quilting								
Patchwork & Quilting	Ramsbottom Library & ALC	Thursday	6.45pm - 8.45pm	12/01/2023	9	£123.30	£61.65	LPR141Y
Patchwork & Quilting	Ramsbottom Library & ALC	Thursday	6.45pm - 8.45pm	27/04/2023	7	£95.90	£47.95	LPR141Z
Patchwork & Quilting	Ramsbottom Library & ALC	Tuesday	1.00pm - 3.00pm	10/01/2023	9	£123.30	£61.65	LPR221Y
Patchwork & Quilting	Ramsbottom Library & ALC	Tuesday	1.00pm - 3.00pm	25/04/2023	7	£95.90	£47.95	LPR221Z
Soft Furnishing & Upholstery								
Soft Furnishing & Upholstery	Ramsbottom Library & ALC	Thursday	10.00am - 12.00pm	12/01/2023	9	£123.30	£61.65	LPR401Y
Soft Furnishing & Upholstery	Ramsbottom Library & ALC	Thursday	10.00am - 12.00pm	27/04/2023	7	£95.90	£47.95	LPR401Z

Languages

Learning a language can be rewarding!

Taught by experienced and qualified staff in a friendly learning environment, our Spanish courses not only help you to communicate, but will give you an insight into the country and culture. If you wish to enrol on a year 1 course, you can online - www.bury.gov.uk/adultlearning

COURSES WITHOUT QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Spanish Year 1	Bury ALC	Tuesday	4.45pm - 6.45pm	31/01/2023	12	£100.80	£40.32	B240Y
Spanish Year 1	Prestwich Library & ALC	Thursday	1.00pm - 3.00pm	02/02/2023	12	£100.80	£40.32	P421Y
Spanish Year 2	Bury ALC	Tuesday	7.00pm - 9.00pm	31/01/2023	12	£164.20	£82.20	LPB240Y
Holiday Spanish	Bury ALC	Tuesday	7.00pm - 9.00pm	06/06/2023	3	£41.10	£20.55	LPB241

Guide to language levels

COURSE	SUITABLE FOR
Spanish Year 1	Spanish Year 1 - Absolute beginners with no previous knowledge of the language except perhaps for a few words or phrases. This course will cover the basics.
Spanish Year 2	Spanish Year 2 - Those who are able to communicate in a limited range of everyday situations, e.g, shopping, in a cafe, asking for directions, booking a holiday.

"I thoroughly enjoyed the course. An excellent teacher and I would recommend this course to anyone who is looking to begin learning Spanish or wishes to improve their spoken Spanish."



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. Courses will benefit people who want to improve their English:

- for employment in either seeking a job or working better and more safely in a job
- to ease transition into a new life in their new homeland
- to support an application for settlement or citizenship
- to help their children in school

We offer classes for all abilities; from complete beginners to confident speakers. Day and evening courses available.

For more information, please ring 0161 253 5772.



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
Introduction To Health & Social Care	Bury ALC	Monday	9.30am – 3.30pm	16/01/2023	2	£48.50	FREE	B126
Volunteering For A Sustainable World	Bury ALC	Thursday	9.30am – 12.30pm	12/01/2023	20	£191.00	FREE	B400
Improving Communication Skills For Work	Bury ALC	Friday	12.30pm-3.30pm	13/01/2023	20	£204.00	FREE	B520

COURSES WITHOUT QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Beginners English 1 Pre-Entry	Bury ALC	Monday	1.00pm - 3.15pm	05/12/2022	10	FREE	FREE	B123Y
Beginners English 1 Pre-Entry	Bury ALC	Monday	1.00pm - 3.15pm	20/03/2023	10	FREE	FREE	B123Z
Beginners English Pre-Entry 2	Bury ALC	Wednesday	9.45am - 12.00pm	07/12/2022	10	FREE	FREE	B300Y
Beginners English Pre-Entry 2	Bury ALC	Wednesday	9.45am - 12.00pm	22/03/2023	10	FREE	FREE	B300Z
Therapeutic Doodle Art	Bury ALC	Monday	10.00am - 12.00pm	05/12/2022	10	£57.00	FREE	B111Y
Therapeutic Doodle Art	Bury ALC	Monday	10.00am - 12.00pm	20/03/2023	10	£57.00	FREE	B111Z
Therapeutic Doodle Art	Bury ALC	Monday	1.00pm - 3.00pm	05/12/2022	10	£57.00	FREE	B121Y
Therapeutic Doodle Art	Bury ALC	Monday	1.00pm - 3.00pm	20/03/2023	10	£57.00	FREE	B121Z
Easy And Healthy Cooking	Bury ALC	Tuesday	12.45pm - 3.00pm	21/03/2023	10	£75.68	£75.68	B226Z
Having Fun On The Computer	Bury ALC	Friday	9.45am - 12.00pm	09/12/2022	10	£64.13	FREE	B500Y
Having Fun On The Computer	Bury ALC	Friday	9.45am - 12.00pm	24/03/2023	10	£64.13	FREE	B500Z
Cookery From Around The World	Bury ALC	Tuesday	12.45pm - 3.00pm	06/12/2022	10	£75.68	£75.68	B226Y

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, 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 £345 a month (sole adult in benefit claim) or £552 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 £20,888. 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
- Special equipment and/or materials made easier to us



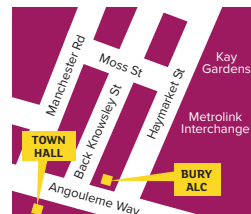
How to find us

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

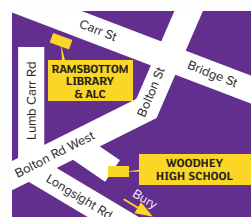
- Coffee facilities
- Town centre car parking
- Accessible toilet facilities
- Lift available
- No on site parking available



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

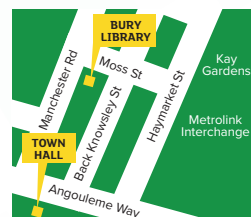
- Free town centre car parking
- Accessible toilet facilities
- Lift available



Bury Library

Manchester Rd, Bury
Sat Nav: BL9 0DG

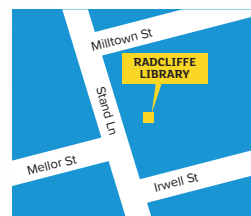
- Town centre car parking
- Accessible toilet facilities
- Ramp on site



Radcliffe Library

Stand Lane, Radcliffe
Sat Nav: M26 1JA

- Free car parking at the library
- Accessible toilet facilities



BuryAdultLearning