

**BURY**  
ADULT LEARNING SERVICE  
**SPRING/  
SUMMER**  
COURSE GUIDE  
**2025**  
LEARNING FOR LIFE & WORK  
**LET'S DO IT!**



# Welcome

Bury Adult Learning Service extends a warm welcome as you embark on your educational journey with us.

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

Whether you're aiming to advance your career, delve into a new interest, or enhance your overall wellbeing, we have the perfect course tailored just for you. Our dedicated staff are available to provide you with the information, advice and guidance you need to make the right choice of course for you.

Once you become part of the Bury Adult Learning Service community, we're confident we'll ignite your passion for learning and inspire you to achieve your goals. 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.

I look forward to meeting you soon.

**Joanne Hatton**  
Head of Adult Learning



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## Why Bury Adult Learning Service?

- Over 90% of learners rate the quality of our teaching as excellent.
- Over 75% of learners said their confidence increased by attending their course.
- A wide range of high quality courses.
- High success rates on courses that lead to a qualification.
- Friendly, knowledgeable and skilled teaching staff.
- Free courses.

Whatever your career goal, we can help you get there. Each year, our adult learning courses have helped learners achieve their goals and ambitions.





# 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 2024, Bury Adult Learning Service was successfully re-assessed to the standard.



# Computing & Digital Skills

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 an IT 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? These courses will give you a taste of what is involved.

Introduction to Cybersecurity Level 2	Bury ALC	Tuesday	6.00pm-9.00pm	04/02/2025	2	£28.14	FREE	CB242
Cybersecurity Level 2	Bury ALC	Tuesday	6.00pm-9.00pm	25/02/2025	14	£166.90	FREE	B243

## DIGITAL & IT SKILLS

This course is for learners who have previously completed an ICT Level 1 course. Refresh and enhance your skills in Word and Excel.

Digital & IT Skills Level 2	Bury ALC	Monday	9.15am-12.15pm	03/02/2025	16	£187.10	FREE	B109
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## 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.

Introduction to ICDL Level 2	Bury ALC	Mon-Fri	9.30am-4.00pm	10/02/2025	1	EAC*	FREE	CB104
ICDL Level 2	Bury ALC	Mon-Fri	9.30am-4.00pm	24/02/2025	3	EAC*	FREE	ITICDL02
Introduction to ICDL Level 2	Bury ALC	Mon-Fri	9.30am-4.00pm	19/05/2025	1	EAC*	FREE	CB105
ICDL Level 2	Bury ALC	Mon-Fri	9.30am-4.00pm	02/06/2025	3	EAC*	FREE	ITICDL03

\*EAC - Enquire At Centre

## INTRODUCTION TO IT SKILLS

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

Introduction to IT Skills	Bury ALC	Monday	9.30am-12.30pm	10/02/2025	15	£197.00	FREE	B107
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## PROGRAMMING

Ever wanted to know more about how computer games are made? These courses will equip you with the skills you need to understand and learn coding techniques. The courses are a good starting point for anyone wanting to explore further qualifications or even a career in coding/programming.

Learning to Programme Level 1	Bury ALC	Wednesday	6.00pm-9.00pm	15/01/2025	16	£186.10	FREE	B341
Further Coding Skills	Bury ALC	Thursday	10.00am-12.00pm	06/02/2025	10	£93.80	FREE	CB412
Programming Level 2	Bury ALC	Friday	9.30am-12.30pm	07/02/2025	16	£186.10	FREE	B502





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

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.

Beginner's Digital Skills	Bury Library	Monday	1.00pm-3.00pm	06/01/2025	6	FREE	FREE	CBL123
Beginner's Digital Skills	Bury Library	Monday	1.00pm-3.00pm	28/04/2025	5	FREE	FREE	CBL125
Beginner's Digital Skills	Prestwich Library	Wednesday	10.00am-12.00pm	08/01/2025	6	FREE	FREE	CP303
Beginner's Digital Skills	Prestwich Library	Wednesday	10.00am-12.00pm	23/04/2025	6	FREE	FREE	CP305
Beginner's Digital Skills	Asda (Radcliffe)	Thursday	1.00pm-3.00pm	09/01/2025	6	FREE	FREE	CRL423
Beginner's Digital Skills	Asda (Radcliffe)	Thursday	1.00pm-3.00pm	24/04/2025	6	FREE	FREE	CRL425

### DIGITAL SKILLS INTERMEDIATE

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, use price comparison sites to find best deals and much more!

Intermediate Digital Skills	Bury ALC	Thursday	10.00am-12.00pm	09/01/2025	6	FREE	FREE	CB403
Intermediate Digital Skills	Bury ALC	Thursday	10.00am-12.00pm	27/02/2025	6	FREE	FREE	CB404
Intermediate Digital Skills	Bury ALC	Thursday	10.00am-12.00pm	24/04/2025	6	FREE	FREE	CB405
Intermediate Digital Skills	Bury ALC	Thursday	10.00am-12.00pm	05/06/2025	6	FREE	FREE	CB406
Intermediate Digital Skills	Prestwich Library	Wednesday	1.00pm-3.00pm	08/01/2025	6	FREE	FREE	CP323
Intermediate Digital Skills	Prestwich Library	Wednesday	1.00pm-3.00pm	26/02/2025	6	FREE	FREE	CP324
Intermediate Digital Skills	Prestwich Library	Wednesday	1.00pm-3.00pm	23/04/2025	6	FREE	FREE	CP325
Intermediate Digital Skills	Prestwich Library	Wednesday	1.00pm-3.00pm	04/06/2025	6	FREE	FREE	CP326

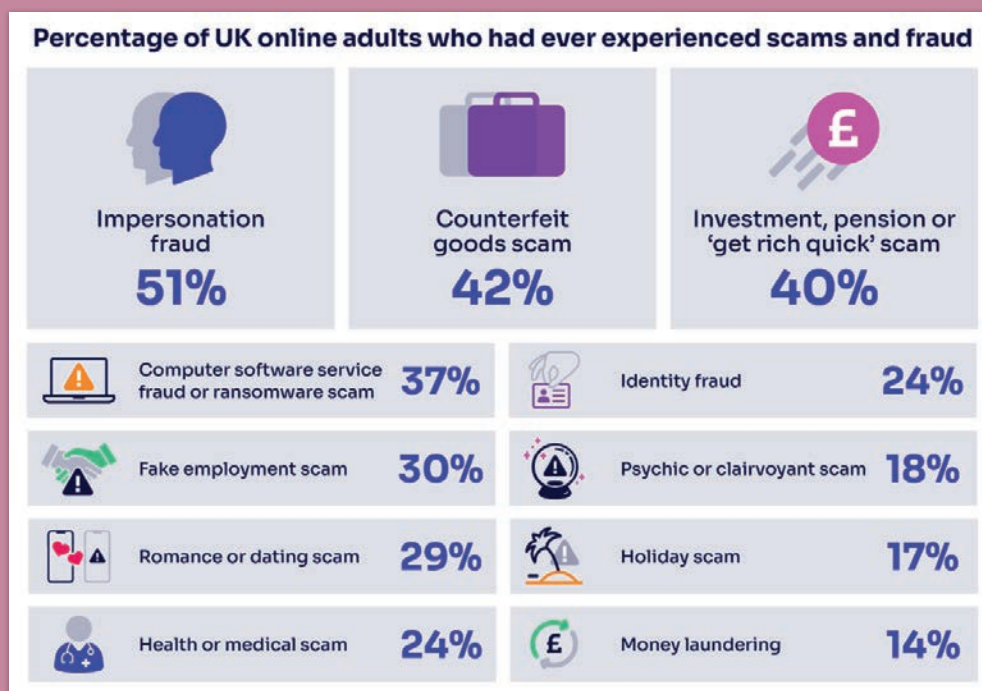
### INTERNET SAFETY

In today's digital age, online scams have become alarmingly widespread. We have created an Internet Safety course that focuses on simple practical tips and strategies for internet safety.

Ofcom has reported that nearly 43 million UK adults have encountered suspected scams online. Shockingly, almost half of these individuals (46%) have been personally drawn in by an online scam, and two in five (39%) know someone who has fallen victim. The financial impact is significant, with one in five victims losing over £1,000. Additionally, Citizens Advice says more than two-thirds of adults in the UK (36 million) have been targeted by scammers since January.

It's crucial to stay vigilant and protect yourself from these ever-evolving threats. You wouldn't leave your front door open so why leave your devices unprotected? Enrol on our Internet Safety courses now to keep your digital devices safe from scammers.

Internet Safety	Bury Library	Monday	1.00pm-3.00pm	24/02/2025	6	FREE	FREE	CBL124
Internet Safety	Bury Library	Monday	1.00pm-3.00pm	16/06/2025	5	FREE	FREE	CBL126
Internet Safety	Prestwich Library	Wednesday	10.00am-12.00pm	26/02/2025	6	FREE	FREE	CP304
Internet Safety	Prestwich Library	Wednesday	10.00am-12.00pm	04/06/2025	6	FREE	FREE	CP306
Internet Safety	Asda (Radcliffe)	Thursday	1.00pm-3.00pm	27/02/2025	6	FREE	FREE	CRL424
Internet Safety	Asda (Radcliffe)	Thursday	1.00pm-3.00pm	05/06/2025	6	FREE	FREE	CRL426



Source: [www.ofcom.org.uk/online-safety/online-fraud/scale-and-impact-of-online-fraud-revealed/](http://www.ofcom.org.uk/online-safety/online-fraud/scale-and-impact-of-online-fraud-revealed/)

# 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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## 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	Monday	9.30am - 4.30pm	03/03/2025	1 day	£32.00	FREE	WWFS103
Food Safety Level 2	Bury ALC	Monday	9.30am - 4.30pm	19/05/2025	1 day	£32.00	FREE	WWFS104
Food Safety Level 2	Bury ALC	Tuesday	9.30am - 4.30pm	24/06/2025	1 day	£32.00	FREE	WWFS202
Food Safety Level 2	Bury ALC	Monday	9.30am - 4.30pm	28/07/2025	1 day	£32.00	FREE	WWFS106

## 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	*Varied Days	9.30am - 4.30pm	27/01/2025	3	£245.00	FREE	WWHSC02
Introduction to a Career In Care Level 1	Bury ALC	*Varied Days	9.30am - 4.30pm	16/06/2025	3	£328.00	FREE	WWHSC03

\*Enquire At Centre

## 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.

Health Improvement Level 1	Bury ALC	Monday	9.30am - 4.30pm	07/04/2025	1 day	£47.80	FREE	WWHI104
Health Improvement Level 1	Bury ALC	Monday	9.30am - 4.30pm	07/07/2025	1 day	£47.80	FREE	WWHI105
Health Improvement Level 2	Bury ALC	Tues & Wed	9.30am-3.00pm 9.30am-12.00pm	21/01/2025	2 days	£51.00	FREE	WWHI202
Health Improvement Level 2	Bury ALC	Thurs & Fri	9.30am-3.00pm 9.30am-12.00pm	10/04/2025	2 days	£51.00	FREE	WWHI401
Health Improvement Level 2	Bury ALC	Tues & Wed	9.30am -3.00pm 9.30am-12.00pm	03/06/2025	2 days	£51.00	FREE	WWHI203
Health Improvement Level 2	Bury ALC	Wed & Thurs	9.30am -3.00pm 9.30am-12.00pm	09/07/2025	2 days	£51.00	FREE	WWHI301

## TEACHING SUPPORT

Understand the knowledge and skills needed when working directly with children and young people in schools, further education/adult learning environments and supporting learners who have learning difficulties and disabilities.

Supporting Teaching & Learning Level 2	Bury ALC	Thursday	10.00am-4.00pm	27/02/2025	15	£305.00	FREE	HYHO401
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COURSES WITHOUT QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
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## SKILLS FOR EMPLOYMENT

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

Further Learning in Health	Bury ALC	Friday	1.00pm-3.30pm	11/04/2025	1 day	£11.73	FREE	WWB522
Further Learning in Health	Bury ALC	Wednesday	1.00pm-3.30pm	04/06/2025	1 day	£11.73	FREE	WWB321
Further Learning in Health	Bury ALC	Thursday	1.00pm-3.30pm	10/07/2025	1 day	£11.73	FREE	WWB422
Get That Job in Care	Bury ALC	Mon-Thurs	9.30am-3.30pm	24/02/2025	4 days	£103.18	FREE	WWB103
Get That Job in Care	Bury ALC	Mon-Thurs	9.30am-3.30pm	14/07/2025	4 days	£103.18	FREE	WWB104
Helping Yourself To Wellbeing	Bury ALC	Thursday	9.30am-12.00pm	27/02/2025	5	FREE	FREE	WWB403
Helping Yourself To Wellbeing	Bury ALC	Thursday	9.30am-12.00pm	24/04/2025	5	FREE	FREE	WWB404
Helping Yourself To Wellbeing	Bury ALC	Thursday	9.30am-12.00pm	05/06/2025	5	FREE	FREE	WWB405

## New Courses

COURSES WITH QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
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This qualification is for young people, aged between 19-29 years old, and will provide an understanding of the principles of promoting health and wellbeing.

Young Health Champions Level 2	Bury ALC	Mon - Fri (except Tues)	9.30am - 3.00pm	21/07/2025	4 days	£119.00	FREE	WWHI108
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# New Courses

COURSES WITHOUT QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
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## BRITISH SIGN LANGUAGE

This course will enable you to have a general deaf awareness and a basic knowledge of British Sign Language.

British Sign Language & Deaf Awareness	Bury ALC	Wednesday	7.00pm-9.00pm	08/01/2025	10	£93.80	FREE	WWB341
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## WRITING SKILLS

Have you a good command of English? Have you got 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 the answer is yes, then our short introductory course is ideal to nurture, inspire and support you to get those words into print!

Getting Your Writing Noticed	Bury ALC	Friday	10.00am-12.00pm	10/01/2025	5	£46.90	FREE	WWB503
Getting Your Writing Noticed	Bury ALC	Friday	10.00am-12.00pm	28/02/2025	5	£46.90	FREE	WWB504
Getting Your Writing Noticed	Bury ALC	Friday	10.00am-12.00pm	25/04/2025	5	£46.90	FREE	WWB505
Getting Your Writing Noticed	Bury ALC	Friday	10.00am-12.00pm	06/06/2025	5	£46.90	FREE	WWB506

# 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.

## MULTIPLY

Everyday Maths for Everyday Life - Your Future with Numbers



If the thought of maths makes you feel nervous, our Multiply courses are here to help.

Brush up on skills in a relaxed environment, and grow your confidence with numbers, whether you need it for work, household budgeting, or just helping children with homework.

With practical sessions, friendly tutors and plenty of support to build your confidence, come along and discover that maths isn't so scary after all.

You must be aged 19+ to join the sessions and have not achieved your GCSE Grade C or 4 in maths.

**To find out more, call Bury Adult Learning Centre on 0161 253 5772.**

# Wellbeing

## Learning for confidence and better mental health

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

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

COURSES WITHOUT QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Introduction to Mindfulness	Bury ALC	Tuesday	1.00pm-3.00pm	07/01/2025	5	FREE	FREE	CMHB225
Introduction to Mindfulness	Bury ALC	Tuesday	3.30pm-5.30pm	04/03/2025	5	FREE	FREE	CMHB226
Introduction to Mindfulness	Bury ALC	Tuesday	12.30pm-2.30pm	22/04/2025	5	FREE	FREE	CMHB227
Introduction to Mindfulness	Bury ALC	Tuesday	3.30pm-5.30pm	03/06/2025	5	FREE	FREE	CMHB228
Art to Reduce Anxiety & Stress	Bury ALC	Tuesday	7.00pm-9.00pm	07/01/2025	5	FREE	FREE	CMHB243
Art to Reduce Anxiety & Stress	Bury ALC	Tuesday	7.00pm-9.00pm	25/02/2025	5	FREE	FREE	CMHB244
Art to Reduce Anxiety & Stress	Bury ALC	Tuesday	7.00pm-9.00pm	22/04/2025	5	FREE	FREE	CMHB245
Art to Reduce Anxiety & Stress	Bury ALC	Tuesday	7.00pm-9.00pm	03/06/2025	5	FREE	FREE	CMHB246
Curry & Chat (Men Only)	Bury ALC	Tuesday	6.30pm-8.30pm	25/02/2025	1 session	FREE	FREE	CMHB251
Curry & Chat (Men Only)	Bury ALC	Tuesday	6.30pm-8.30pm	03/06/2025	1 session	FREE	FREE	CMHB252
Improve Your Mood Through Food	Bury ALC	Thursday	9.30am-12.00pm	09/01/2025	5	FREE	FREE	CMHB404
Improve Your Mood Through Food	Bury ALC	Thursday	9.30am-12.00pm	27/02/2025	5	FREE	FREE	CMHB405
Improve Your Mood Through Food	Bury ALC	Thursday	9.30am-12.00pm	24/04/2025	5	FREE	FREE	CMHB406
Improve Your Mood Through Food	Bury ALC	Thursday	9.30am-12.00pm	05/06/2025	5	FREE	FREE	CMHB407
Bake Yourself Happy	Bury ALC	Thursday	1.00pm-3.30pm	09/01/2025	5	FREE	FREE	CMHB424
Bake Yourself Happy	Bury ALC	Thursday	1.00pm-3.30pm	27/02/2025	5	FREE	FREE	CMHB425
Bake Yourself Happy	Bury ALC	Thursday	1.00pm-3.30pm	24/04/2025	5	FREE	FREE	CMHB426
Bake Yourself Happy	Bury ALC	Thursday	1.00pm-3.30pm	05/06/2025	5	FREE	FREE	CMHB427
Self-Care Sanctuary	Bury ALC	Thursday	1.00pm-3.00pm	09/01/2025	5	FREE	FREE	CMHB428
Self-Care Sanctuary	Bury ALC	Thursday	1.00pm-3.00pm	27/02/2025	5	FREE	FREE	CMHB429
Self-Care Sanctuary	Bury ALC	Thursday	1.00pm-3.00pm	24/04/2025	5	FREE	FREE	CMHB430
Self-Care Sanctuary	Bury ALC	Thursday	1.00pm-3.00pm	05/06/2025	5	FREE	FREE	CMHB431
Creative Writing For Wellbeing	Bury ALC	Friday	1.00pm-3.30pm	10/01/2025	5	FREE	FREE	CMHB523
Creative Writing For Wellbeing	Bury ALC	Friday	1.00pm-3.30pm	28/02/2025	5	FREE	FREE	CMHB524
Creative Writing For Wellbeing	Bury ALC	Friday	1.00pm-3.30pm	25/04/2025	5	FREE	FREE	CMHB525
Creative Writing For Wellbeing	Bury ALC	Friday	1.00pm-3.30pm	06/06/2025	5	FREE	FREE	CMHB526

*“My confidence has improved, the new skills I learnt during my course will help me with looking for a job. I have also made friends in class which has helped with my communication skills.”*  
Learner Survey 2024



# Family Learning

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

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

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

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

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

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

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

COURSES WITHOUT QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Family First Aid for Parents & Carers	Bury ALC	Friday	10.00am-12.00pm	17/01/2025	5	FREE	FREE	FLB502P
Family First Aid for Parents & Carers	Bury ALC	Friday	10.00am-12.00pm	25/04/2025	5	FREE	FREE	FLB503P
What's Cooking-School Dinners Specials	Bury ALC	Friday	12.30pm-2.30pm	13/06/2025	5	FREE	FREE	FLB523P
Therapeutic Doodle Art Parents & Carers	East Bury Family Hub	Tuesday	9.15am-11.15am	14/01/2025	5	FREE	FREE	FLEB203P
Family Art And Craft For Parents & Carers	East Bury Family Hub	Tuesday	9.15am-11.15am	04/03/2025	5	FREE	FREE	FLEB204P
Steps To Confidence For Parents & Carers	East Bury Family Hub	Tuesday	9.15am-11.15am	22/04/2025	5	FREE	FREE	FLEB205P
Positive Parenting	East Bury Family Hub	Tuesday	9.15am-11.15am	10/06/2025	5	FREE	FREE	FLEB206P
Family First Aid For Parents And Carers	East Bury Family Hub	Wednesday	1.00pm-3.00pm	11/06/2025	5	FREE	FREE	FLEB321P

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

ESOL - Living In The UK	East Bury Family Hub	Friday	9.30am-11.30am	17/01/2025	5	FREE	FREE	FLEB503P
ESOL - Ready For Work	East Bury Family Hub	Friday	9.30am-11.30am	07/03/2025	5	FREE	FREE	FLEB504P
Reading For ESOL	East Bury Family Hub	Friday	9.30am-11.30am	25/04/2025	5	FREE	FREE	FLEB505P
ESOL - Family Language	East Bury Family Hub	Friday	9.30am-11.30am	13/06/2025	5	FREE	FREE	FLEB506P



# 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.

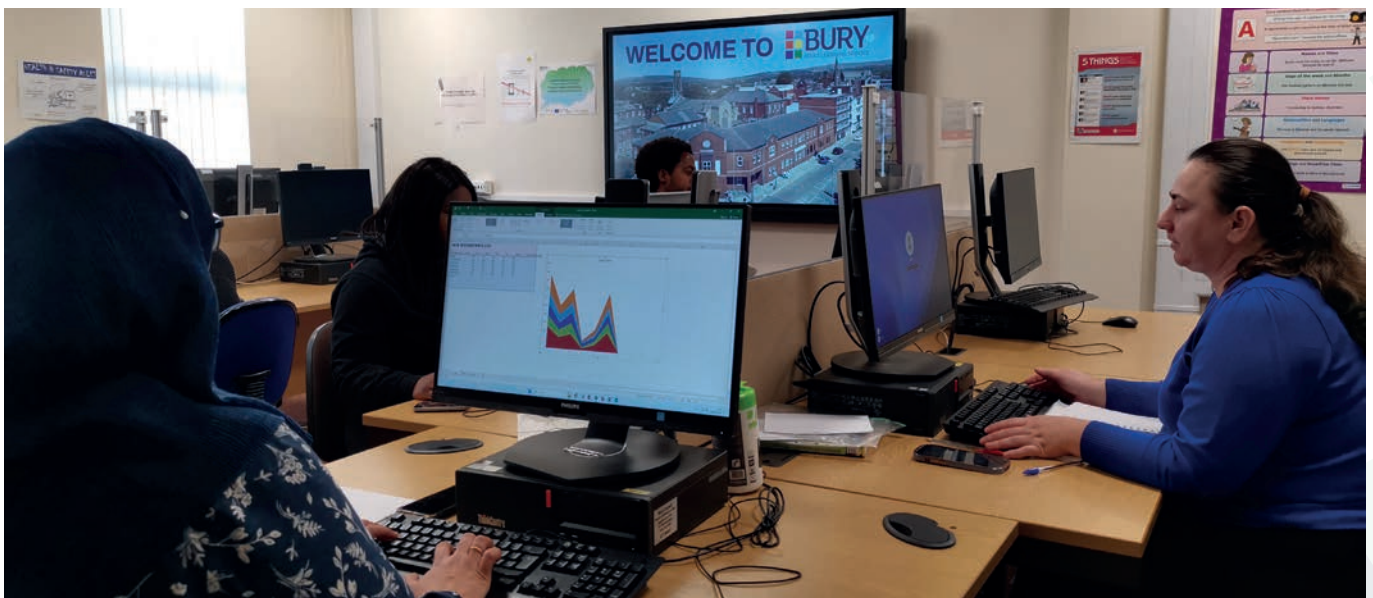
- Speaking and listening in everyday situations.
- Reading in English (letters, brochures, emails, websites, other information).
- Writing in English (emails, messages, notes, letters, etc).
- Helping your children in school.

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

For more information, please ring 0161 253 5772.

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.

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.



## New Courses

COURSES WITHOUT QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
These ESOL digital skills courses will help to support you in your personal life, to progress at work and to become more active in society.								
Introduction to Digital Skills	Bury ALC	Monday	10.00am-12.00pm	06/01/2025	5	FREE	FREE	CB107
Introduction to Digital Skills	Bury ALC	Friday	10.00am-12.00pm	10/01/2025	5	FREE	FREE	CB502
Introduction to Digital Skills	Bury ALC	Friday	10.00am-12.00pm	18/04/2025	5	FREE	FREE	CB503
Digital Skills	Bury ALC	Friday	9.30am-12.00pm	21/03/2025	4	FREE	FREE	CB505
Digital Skills	Bury ALC	Friday	9.30am-12.00pm	27/06/2025	4	FREE	FREE	CB506

# Let's Get Creative

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

COURSES WITHOUT QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
<b>ART</b>								
Oil Painting For All	Prestwich Library	Thursday	1.00pm - 3.00pm	09/01/2025	9	£138.24	£69.12	LPP421Y
Oil Painting For All	Prestwich Library	Thursday	1.00pm - 3.00pm	24/04/2025	7	£107.52	£53.76	LPP421Z
Watercolour Painting For All	Prestwich Library	Thursday	1.00pm - 3.00pm	09/01/2025	9	£138.24	£69.12	LPP422Y
Watercolour Painting For All	Prestwich Library	Thursday	1.00pm - 3.00pm	24/04/2025	7	£107.52	£53.76	LPP422Z
<b>COOKERY</b>								
Advance Your Cooking Skills	Bury ALC	Friday	1.00pm-4.00pm	25/04/2025	8	£96.80	FREE	B522
<b>CRAFTS</b>								
Making Gifts & Decorations with Stained Glass	Ramsbottom Library	Thursday	6.45pm-8.45pm	27/02/2025	4	£81.44	£50.72	LPR423
Making Gifts and Decorations with Stained Glass	Ramsbottom Library	Thursday	6.45pm-8.45pm	01/05/2025	4	£81.44	£53.76	LPP422Z
<b>DRESSMAKING</b>								
Sew Easy (Mixed Ability)	Bury ALC	Monday	1.00pm - 3.00pm	06/01/2025	9	£138.24	£69.12	LPB121Y
Sew Easy (Mixed Ability)	Bury ALC	Monday	1.00pm - 3.00pm	28/04/2025	7	£107.52	£53.76	LPB121Z
Sew Easy (Mixed Ability)	Bury ALC	Wednesday	6.45pm - 8.45pm	08/01/2025	9	£138.24	£69.12	LPB341Y
Sew Easy (Mixed Ability)	Bury ALC	Wednesday	6.45pm - 8.45pm	30/04/2025	7	£107.52	£53.76	LPB341Z
Upcycle or Create a Garment From Scratch	Bury ALC	Monday	10-00am - 12-00pm	06/01/2025	9	£84.42	£33.84	B110Y
Upcycle or Create a Garment From Scratch	Bury ALC	Monday	10-00am - 12-00pm	28/04/2025	7	£65.66	£26.32	B110Z
<b>PATCHWORK &amp; QUILTING</b>								
Patchwork & Quilting	Ramsbottom Library	Tuesday	1.00pm - 3.00pm	07/01/2025	9	£138.24	£69.12	LPR221Y
Patchwork & Quilting	Ramsbottom Library	Tuesday	1.00pm - 3.00pm	22/04/2025	7	£107.52	£53.76	LPR221Z
Patchwork & Quilting	Ramsbottom Library	Thursday	6.45pm - 8.45pm	09/01/2025	9	138.24	69.12	LPR441Y
Patchwork & Quilting	Ramsbottom Library	Thursday	6.45pm - 8.45pm	24/04/2025	7	107.52	53.76	LPR441Z
<b>SOFT FURNISHING &amp; UPHOLSTERY</b>								
Soft Furnishing & Upholstery	Ramsbottom Library	Thursday	10-00am - 12-00pm	09/01/2025	9	£138.24	£69.12	LPR401Y
Soft Furnishing & Upholstery	Ramsbottom Library	Thursday	10-00am - 12-00pm	24/04/2025	7	£107.52	£53.76	LPR401Z
Soft Furnishing & Upholstery	Ramsbottom Library	Thursday	1.00pm - 3.00pm	09/01/2025	9	£138.24	£69.12	LPR421Y
Soft Furnishing & Upholstery	Ramsbottom Library	Thursday	1.00pm - 3.00pm	24/04/2025	7	£107.52	£53.76	LPR421Z





# Skills For Independent Living & Learning

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

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

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

COURSES WITHOUT QUALIFICATIONS	CENTRE	DAY	TIME	STARTS	WEEKS	COST	DISCOUNT	CODE
Beginner's Therapeutic Art	Bury ALC	Monday	9.45am-12.00pm	06/01/2025	10	£72.00	FREE	B104
Beginner's Therapeutic Art	Bury ALC	Monday	9.45am-12.00pm	14/04/2025	10	£72.00	FREE	B105
Intermediate Therapeutic Art	Bury ALC	Monday	1.00pm-3.15pm	06/01/2025	10	£72.00	FREE	B124
Intermediate Therapeutic Art	Bury ALC	Monday	1.00pm-3.15pm	14/04/2025	10	£72.00	FREE	B125
Relaxing Art For Pleasure	Bury ALC	Monday	3.30pm-5.30pm	06/01/2025	10	£163.60	£86.80	LPB122Y
Relaxing Art For Pleasure	Bury ALC	Monday	3.30pm-5.30pm	14/04/2025	10	£163.60	£86.80	LPB122Z
Cookery From Around The World	Bury ALC	Tuesday	12.45pm-3.00pm	07/01/2025	10	£72.00	FREE	B221Y
Easy & Healthy Cooking	Bury ALC	Tuesday	12.45pm-3.00pm	22/04/2025	10	£72.00	FREE	B221Z
Enjoying English	Bury ALC	Wednesday	9.45am-12.15pm	08/01/2025	10	FREE	FREE	B300Y
Enjoying English	Bury ALC	Wednesday	9.45am-12.15pm	23/04/2025	10	FREE	FREE	B300Z
Enjoying English	Bury ALC	Wednesday	1.00pm-3.30pm	08/01/2025	10	FREE	FREE	B320Y
Enjoying English	Bury ALC	Wednesday	1.00pm-3.30pm	23/04/2025	10	FREE	FREE	B320Z
Let's Get Cooking	Bury ALC	Wednesday	1.00pm-3.00pm	08/01/2025	9	£163.24	£94.12	LPB321Y
Let's Get Cooking	Bury ALC	Wednesday	1.00pm-3.00pm	23/04/2025	7	£127.52	£73.76	LPB321Z
Living on a Budget	Bury ALC	Thursday	9.45am-12.15pm	24/04/2025	10	FREE	FREE	B400Z
Volunteering For A Sustainable World	Bury ALC	Friday	1.00pm-4.00pm	10/01/2025	10	£96.00	FREE	B505
Basic Food Safety	Bury ALC	Friday	1.00pm-4.00pm	27/06/2025	2	£19.20	FREE	B523



# Interested in joining our team of volunteers?



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

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

Help change a life  
and come and join  
our team!

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

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

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

# How To Join A Course

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## By phone

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

## Online

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

## Bury Adult Learning Centre

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

## Where to enrol

**Bury Adult Learning Centre,  
18 Haymarket St, Bury 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 calendar term dates and half term holidays, please ask at Bury Adult Learning Centre or consult with your tutor.

## Other important information

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

## Additional Learning Support

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

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

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



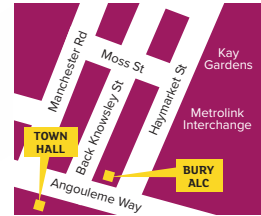
# How to find us

A description of facilities and how to find each centre.

## Bury Adult Learning Centre 0161 253 5772

18 Haymarket Street, Bury  
Sat Nav: BL9 0AQ

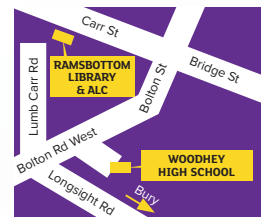
- Coffee facilities
- Town centre car parking
- Accessible toilet facilities
- Lift available
- No on site parking available



## Ramsbottom Library & Adult Learning Centre

Carr Street, Ramsbottom  
Sat Nav: BLO 9AE

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



## Prestwich Library & Adult Learning Centre

The Longfield Suite, Prestwich  
Sat Nav: M25 1AY

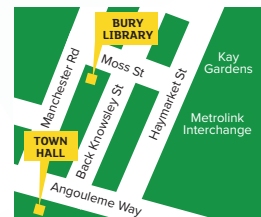
- Free town centre car parking
- Accessible toilet facilities
- Lift available



## Bury Library

Manchester Rd, Bury  
Sat Nav: BL9 0DG

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



@BuryAdultLearn



BuryAdultLearning