



SPRING 2021 **COURSES**

ENROL NOW for Adult Learning

Slough, Windsor and Maidenhead

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Term dates
Start: Friday 15 January 2021
Half term: 15-19 February 2021
End: Thursday 1 April 2021

Contact us
☎ 01753 476611
🌐 www.webenrol.com/ebclass
📧 lifelonglearning@slough.gov.uk

HOW TO ENROL	
<p>All courses except Leisure & Employability:</p> <p>Phone 01753 476611 to book an assessment</p> <ul style="list-style-type: none"> - The advisor will book an appointment for you 	<p>Leisure & Employability courses:</p> <p>Apply online: www.webenrol.com/ebclass</p> <p>You will also need to send your ID verification to the Lifelonglearning@slough.gov.uk email.</p>
<p>Attend your assessment.</p> <ul style="list-style-type: none"> - Attend at either The Curve or Riverside. - Take an assessment for your course - Enrol and register for the course - Bring identification and any evidence of benefits you may be claiming 	

ESOL

Course code	Start date	Days	Time	Format	Venue	No. of sessions
Everyday Communication Skills for Beginners (ESOL Pre-entry)						
Learn English from a very low level of English develop your speaking & listening skills for work or in the community. Progress to ESOL Entry levels 1-2. For learners new to the English language to begin improving their speaking and listening skills using a range of topics.						
S202STCB1	15/01/2021	Thurs & Fri	09:30-11:30	Classroom	The Curve	20
ESOL Entry levels 1 & 2						
Improve your Reading, writing, speaking and listening skills using a range of topics Progress to ESOL Entry levels 2-3. For those in low paid work or those looking for work and want to access local services independently, who need to improve their SPAG speaking & listening in English.						
S202SOLM1	15/01/2021	Thurs & Fri	12:30-14:30	Online	Bluejeans	20
ESOL Entry levels 2 & 3 (Reading, writing speaking and listening)						
Improve your Reading, writing, speaking and listening skills using a range of topics. Progress to Entry level 3. For those in low paid work or those looking for work and want to access local services independently, who need to improve their SPAG speaking & listening in English.						
S202STCM2	19/01/2021	Tues & Thurs	17.30-20.00	Classroom	The Curve	20
ESOL Entry levels 2 & 3 (Speaking and listening Grammar course)						
Improve your Reading, writing, speaking and listening skills using a range of topics. Progress to Functional English. For those in low paid work or those looking for work and want to access local services independently, who need to improve their SPAG speaking & listening in English.						
S202ROLM3	20/01/2021	Weds	10.00-12.30	Online	Bluejeans	20
Access to Employment - ESOL Intensive Entry level 2 – 3						
Intensive course to improve your Reading, writing, speaking and listening skills using a range of topics including access to employment skills. Progress to Entry level 3. For those in low paid work or those looking for work.						
S202SNHM4	18/01/2021	Mon to Thurs	09.45-12.15	Classroom	NASH house	34

ESOL INTEGRATION AND MIGRANT COURSES

Course code	Start date	Days	Time	Format	Venue	No. of sessions
Let's Talk English (ESOL Pre Entry)						
For learners not eligible for ESFA funded courses and new to the English language. For those who are currently not working. Free crèche facility for parents with young children, subject to availability. Improve speaking and listening skills using a range of topics. Progress to an ESOL course						
S202SNHB2	18/01/2021	Mon	09:30-11:30	Classroom	NASH House	10
S202STCB3	20/01/2021	Weds	09:30-11:30	Classroom	The Curve	10
Let's Talk English (ESOL Entry 1)						
For learners not eligible for ESFA funded courses and new to the English language. For those who are currently not working. Free crèche facility for parents with young children, subject to availability. Improve speaking and listening skills using a range of topics. Progress to an ESOL course						
S202SNHB6	18/01/2021	Mon	13.00-15.00	Classroom	NASH House	10
S202SNHB7	20/01/2021	Weds	13.30-15.30	Classroom	NASH House	10
Let's Talk English – Conversation Club (ESOL Pre Entry to Entry Level 2)						
These free sessions are a friendly and supportive place for people who speak little or no English and for those who are new to ESOL. Those not eligible for ESFA funded courses. Practise your spoken language skills in small groups. Progress to joining an ESOL course.						
S202SNHB4	15/01/2021	Fri	10:00-12:00	Classroom	NASH house	10
S202SNHB5	15/01/2021	Fri	13.00-15.00	Classroom	NASH house	10

ENGLISH

Course code	Start date	Days	Time	Format	Venue	No. of sessions
Access to Employment -Introduction to Functional English Intensive L1 Reading, writing, speaking and listening						
Intensive Introduction to English covering Reading, writing, speaking and listening with embedded Employability activities. Progress to Functional English L1. Two sessions of SPAG and 2 sessions of Speaking & Listening. For those in low paid work or those actively looking for work.						
E202SNHA2	18/01/2021	Mon to Thurs	09.30-12.30	Classroom	NASH house	34
Access to Employment -Functional Skills English Intensive Levels 1-2						
Become more confident in reading and writing and developing speaking and listening skills for work and within everyday life. For learners that qualify exams available at L1/L2. For those in low paid work or those actively looking for work. Progress to Functional English Exams L1/L2. .						
E202SOLA3	19/01/2021	Tue/Wed/Thur	09.30-12.30	Online	Bluejeans	30
Functional Skills English Levels 1-2						
Be more confident in reading and writing and developing speaking and listening skills for work and within everyday life. Progress to L1/L2. For those in low paid work or those actively looking for work. For learners wanting to access qualifications for employment purposes.						
E201RRVA4	19/01/2021	Tues & Thurs	12.00-14.30	Classroom	Riverside ESC	20
E202SOLA5	19/01/2021	Tues & Weds	16.00-18.30	Online	BlueJeans	20
Functional English Speaking and listening Grammar course E3-Level 1						
For those in low paid work or those actively looking for work. Learners should have an E3 level qualification as a minimum to enrol. Focus on Speaking and Listening skill development towards Functional English Level 1 and Level 2.						
E202SOLA6	19/01/2021	Tues & Weds	13.30-14.30	Online	BlueJeans	20
Grammar Course Level 1						
For those in low paid work or those actively looking for work. Learners should have an E3 level qualification as a minimum to enrol. Focus on spelling, punctuation and grammar, reading and writing in preparation for Functional English. Progress onto a Functional English course.						
E202SOLA1	18/01/2021	Thurs	09.30-12.30	Online	BlueJeans	10

MATHS

Course code	Start date	Days	Time	Format	Venue	No. of sessions
Everyday Maths Entry levels 2-3						
Improve your maths skills for use in everyday situations and to help you with finding work and while in work. Progress to functional maths Levels 1-2. For those in low paid work or those looking for work.						
M202STCM1	20/01/2021	Weds	12:30-14:30	Classroom	The Curve	10
Functional Maths Levels 1-2						
Further improve your maths skills for use in everyday situations and to help you with finding work and in work. For learners that qualify take an exam at maths L11/L2. For those in low paid work or those looking for work.						
M202STCA1	15/01/2021	Tues & Fri	09.30-11.30	Classroom	The Curve	20
M202SOLA2	19/01/2021	Tues & Weds	17.30-19.30	Online	BlueJeans	20
M202RRVA3	20/01/2021	Weds	09.30-11.30	Classroom	Riverside ESC	10
M202SOLA4	21/01/2021	Thurs	17:30-19:30	Online	BlueJeans	10

DIGITAL SKILLS

Course code	Start date	Days	Time	Format	Venue	No. of sessions
Everyday Digital Skills						
Intensive course to learn the basics of digital skills for everyday life and employment. Progress to Functional L1 qualification.						
C202STCQ3	22/03/20	Mon & Weds	09.30-12.30	Classroom	The Curve	4
Access to Employment IT for Job hunters Intensive						
For learners actively looking for employment to learn and develop basic computer skills including using the keyboard, mouse, access emails and use the internet for job searching. Progress to the Digital Skills intensive.						
C202STCQ1	18/01/2021	Mon & Weds	09.30-12.30	Classroom	The Curve	15
Digital Skills for Life						
Learn basic computer skills including using the keyboard, email and the internet. Progress to Intensive Digital Skills. For learners who have no, or very little, previous skills on how to navigate a computer. Learners can attend this course only once.						
C202STCB1	18/01/2021	Mon	17.30-20.00	Classroom	The Curve	10
Everyday Digital Skills						
For learners who need to join a short intensive course to learn the basics of digital skills for everyday life and employment. Progress to Functional L1 qualification.						
C202RRVQ4	19/01/2021	Tues	09.30 – 11.30	Classroom	Riverside ESC	20
C202RRVQ2	20/01/2021	Weds	13.30-15.30	Classroom	Riverside ESC	20

LEISURE

Course code	Start date	Days	Time	Format	Venue	No. of sessions
Flower Arranging						
Learn a new and develop skills and make some new friends. Develop and enhance your creative skills with flower arranging for personal enrichment.						
V202RCY92	19/01/2021	Tues	12.45-14.45	Classroom	Clewer Y&CC	10
V202RWP91	15/01/2021	Fri	13.00-15.00	Classroom	Woodlands Park Village Centre	10
Pilates Online						
Learn and develop Pilates for health and wellbeing. Learn how to develop core strength and stability, improve posture, breathing and mobility. Bring a mat, water and wear loose clothing.						
V202ROL81	18/01/2021	Mon	17.45-18.45	Online	BlueJeans	10
Sewing						
Learn and develop your sewing skills in a friendly environment and have the opportunity to make new friends. Develop skills using your/a sewing machine to make something for yourself or a loved one.						
V202RRV93	19/01/2021	Tues	10.00-12.00)	Classroom	Riverside	10
V202RRV94	19/01/2021	Tues	13.00-15.00	Classroom	Riverside	10
V202RRV95	21/01/2021	Thurs	10.00-12.00	Classroom	Riverside	10

EMPLOYABILITY

Course code	Start date	Days	Time	Format	Venue	No. of sessions
Careers as a Teaching Assistant						
This workshop is intended for those who would like a career as a Teaching Assistant. Topics to be covered, the reality of being a Teaching Assistant, teaching assistant qualifications, routes to becoming a qualified TA, the importance of volunteering and career progression						
Y202STC01	18/01/2021	Mon	12.45-14.45	Classroom	The Curve	1
Careers in the Care Sector						
This workshop is intended for those who would like a career In the Care Sector. Thinking about a career in the care sector? The course is intended for those who would like to work in Care and explains the role and qualifications needed to progress into this field.						
V202SOL02	26/01/2021	Tues	12.45-14.45	Online	BlueJeans	1
Careers in Construction						
This workshop is intended for those who would like a career in Construction. The requirements for a career in the construction sector vary depending on the specific job. This work shop will cover the different roles and what entry requirements are to start within construction.						
Y202STC03	03/02/2021	Weds	13.30-15.30	Classroom	The Curve	1
Careers in the Green Environment						
This workshop is intended for those who would like a career in the green environment. It will cover what green environment jobs are such as conserving energy, developing alternative energy, pollution or recycling, and will provide an overview of how to enter the "green" sector.						
Y202STC04	08/02/2021	Mon	12.45-14.45	Classroom	The Curve	1
Y202SOL05	25/02/2021	Thurs	12.45-14.45	Online	Bluejeans	1
Careers in IT						
This workshop is intended for those who would like a career working in IT. This workshop will cover these key areas: what type of role in IT can you work in, what are the IT skills shortages, and what are the IT industry trends.						
Y202STC61	01/03/2021	Mon	12.45-14.45	Classroom	The Curve	1
Careers in Finance						
This workshop is intended for those who would like a career in Finance. It will give an overview of each area e.g. accountancy, investment management, banking, insurance and the actuarial profession, and how to get into the sector and highlight the different entry levels.						
Y202SOL06	09/03/2021	Tues	12.45-14.45	Online	Bluejeans	1

Course code	Start date	Days	Time	Format	Venue	No. of sessions
Career as a Community Warden						
This workshop is intended for those who would like a career as a Community Warden. It will cover what skills and knowledge are needed for a career as a community warden and routes into this and related careers.						
Y202SOL07	17/03/2021	Weds	12.45-14.45	Online	Bluejeans	1
CV writing						
Learn how to present your skills and achievements on a CV, learning about the different styles of CV and their purpose and develop a draft CV.						
Y202STCC1	18/01/2021	Mon	09.45-11.45	Classroom	The Curve	1
Y202STCC2	22/02/2021	Mon	09.45-11.45	Classroom	The Curve	1
Y202STCC3	22/03/2021	Mon	09.45-11.45	Classroom	The Curve	1
Completing Application Forms						
Demonstrate your skills and experience to employers on an application form, using a job description to complete a draft application form						
Y202STCF1	25/01/2021	Mon	09.45-11.45	Classroom	The Curve	1
Y202STCF2	01/03/2021	Mon	09.45-11.45	Classroom	The Curve	1
Interview Skills						
Learn how to prepare for an interview through role play, develop your understanding of competences and how these relate to the STAR technique						
Y202STCV1	01/02/2021	Mon	09.45-11.45	Classroom	The Curve	1
Y202STCV2	08/03/2021	Mon	09.45-11.45	Classroom	The Curve	1
Y202STCV3	29/03/2021	Mon	09.45-11.45	Classroom	The Curve	1
Transferrable skills/Job hunting						
Learn how to identify your skills and how these can be transferred and be used within different jobs. You will also gain knowledge on where to look for jobs						
Y202STCT1	08/02/2021	Mon	09.45-11.45	Classroom	The Curve	1
Y202STCT2	15/03/2021	Mon	09.45-11.45	Classroom	The Curve	1

LOCAL PROVIDERS

Other courses available in Slough and, Windsor and Maidenhead through our partners. For more information on their Spring courses contact them using the information below.

Provider	Course	How to Contact
Adult Dyslexia Centre	English for Dyslexic Adults	info@adc.org.uk 07921 022589
Building Futures Together	Level 2 Community Interpreting	bftenquiry@gmail.com 01753 555650
Skills Training & Assessment (STA)	Spectator Safety NVQ Level 2	info@staltd.co.uk 01844 335251
Resource Productions	Creative Collective Introduction to Zoom & Social Media Business Basics: Self Employment in the Creative Industries Make Up - Creating that Look	01753 553374 info@resource-productions.co.uk www.resource-productions.co.uk
Thrive 365	Personal Development for Employment	07799 905178(Claire Giacobbe)
WEA	English For Parents Machine Sewing for Beginners Keeping Children Healthy Managing Children's Behaviour Health Matters - Women's Wellbeing Introduction To Autism Supporting your child's reading & writing Numeracy Skills in the Workplace Support your child with Maths Managing Stress and Anxiety in Children Communication Skills In The Workplace Prepare your child for year 6 SATS Support your child with KS1 and KS2 English	01753 379941 ssaghir@wea.org.uk

TERMS AND CONDITIONS

General conditions

1. To be eligible for a course place with ESFA contributing towards its cost you need to be able to satisfy ESFA funding rules: you need to be 19 years of age as at 31 August 2018, able to meet the residential eligibility requirements, and prove your identity.
2. If you do not meet the ESFA eligibility rules you can enrol onto a course by paying a full cost recovery fee rate (currently £5.00 per hour). You are entitled to attend a course with a free place once to achieve your aims - you can attend the course again, however you may be asked to pay a full cost recovery rate.
3. To enrol for a course you are required to sign the learning agreement on the enrolment form. On the course you are required to complete an individual learning plan.
4. If you have a condition that could affect your learning in any way or require additional support with your learning it is your responsibility to inform your course tutor so that reasonable adjustments can be made.
5. Under the terms of our student charter all learners are required to be punctual for their class, to attend regularly, and show respect towards staff and other learners. If you are unable to attend a session please let us know beforehand.
6. Whilst every effort is made to ensure that the course guide and brochure is accurate we reserve the right to make amendments or cancel courses. Telephone us for up to date information or view our online course details at the following addresses: www.webenrol.com/slough for courses in Slough and www.webenrol.com/rbwm for courses in Windsor & Maidenhead.
7. We are unable to accept responsibility for any damage to or loss of student property (including motor vehicles) or work.
8. If you do not hear from us to the contrary, please assume that your course will be running.

Payment of fees

9. When you enrol you are agreeing to pay the total cost for the whole course.
10. To confirm your enrolment onto a course you need to pay the total cost requested when you enrol.
11. If you pay cheque please make it payable to "Slough Borough Council." An administration fee of £20 will be charged for dishonoured cheques.
12. If you are claiming a fee reduction you need to visit a centre with evidence, for instance, the benefit you are claiming.

Additional costs

13. You may need to pay additional costs - these are indicated on the brochure and will be included in the cost of your course at enrolment. If you have a fee for an examination this must be paid before you are entered for a place. You will be informed at enrolment if there is a charge for materials to support learning or if you will need to bring your own resources e.g. flowers. If you require other services (reference letters, replacement certificates, and repeat examinations there will be an administration charge for these.

Cooling off

14. When you enrol on to a course we have a 'cooling off' period before the course starts - a seven day period beginning from the day you are enrolled on the system or the date on the receipt whichever is later. During this time you will have the right to cancel the course and obtain a full refund.

Refunds and transfers

15. If you withdraw from a course you will not be eligible for a refund. In exceptional cases, and at our discretion, we will support your request to transfer to another course; we will charge a £10 administration fee. You will be liable to pay any additional fees relating to the new course.
16. If we have to amalgamate, reduce the number of sessions or cancel a course within the first three weeks we will aim to offer you a suitable alternative course. If this is not possible then we will refund the fee in full. If a course is cancelled after the first three weeks we will offer a pro rata refund to learners who have attended at least 80% of the sessions.

17. It may sometimes be necessary for reasons out of our control to make minor changes to a course, for example, another location within reasonable distance, the tutor, slight changes to the timing or the content. Refunds are not normally given in these circumstances.
18. If we have to cancel a lesson we will offer you an additional lesson at another reasonable time. If we have to reschedule a lesson we will promptly contact you to inform you of this to ensure that you can make arrangements to attend.
19. If you request a refund relating to a medical condition we require proof of a doctor's certificate. If this is accepted you will receive a proportional refund of the fees paid in relation to the number of classes remaining. The refund will be dealt with from the date the doctor confirms their medical condition. There will be a £10 administration charge for each refund. You will be asked to complete the refund application form (in the policy on the adult learning page of www.slough.gov.uk).

Data

20. For information about how we use your personal information please read the learning agreement and declaration in your enrolment form. On the enrolment form you are required to sign that the information you have provided is accurate and that you understand the statement relating to data protection and media consent.
21. The Education and Skills Funding Agency (ESFA), Ofsted, and ourselves, all run learner surveys, and, for the ESFA and Ofsted, we are required to invite you to take part in these. In addition we are required to contact you about your course after you have finished to find out how your course has helped you. These surveys and enquiries may be carried out by a third party.

ADVICE TO LEARNERS: **LEARNING AND COVID-19**

Your safety is paramount to us. You may be asked to attend an assessment session before your course in which case follow the advice below. Your first lesson will include an induction to your course and advice on safe learning. So that we are COVID SECURE and able to teach safely please read and follow the safety advice below.

1. If you are unwell, do not attend class. If you or a member of your family has COVID-19 symptoms do not attend class. Book a Covid test.
2. Enter the building before the lesson starts, follow the signage and staff instructions: use the stairs not lifts. Always stay 2 metres apart.
3. Always wear a mask in the building: You will be asked to remove the mask when your lesson requires you to speak and practice.
4. Cough or sneeze in to tissues and avoid touching your face.
5. During the lesson follow the direction of the tutor. This includes:
 - i. Entering the classroom and finding a desk
 - ii. Using the sanitiser provided at the beginning and end of a lesson.
 - iii. Remaining at your desk unless given permission to move
 - iv. If you need to visit the toilet alert the attention of your tutor
- b. Leaving the classroom
 - i. Maintain 2 metres' distance from other people at all times. If an exercise requires you to be 1-2 metres' distance then follow tutor guidance to keep safe.
 - ii. Please keep what you bring with you to lessons to a minimum for the safety of others. Take your personal rubbish home with you.
 - iii. Please bring your own resources and take them home with you afterwards: note book, pen, pencil, drinking water etc.

For further advice speak to your tutor. *September 2020 | Spring 2021/v2/161220/S1.4*