



Cambridge Academic Partnership

Adult Learn and Train 2020–21
Autumn programme of courses

(01223) 712340
learnandtrain@cap.education
www.adultlearning.education



Welcome to Cambridge Academic Partnership

We are pleased to introduce you to a wide range of courses, training programmes and leisure activities which Adult Learn and Train will be offering in 2020–21.

Adult Learn and Train, like many other colleges, has had to adjust to delivering courses online very quickly. This was new territory for many of our tutors and our learners. We, along with the schools and community venues have been conducting risk assessments so we can plan for the safe reopening of the building in order to resume face to face teaching. The safety of our community is paramount. We are aiming to welcome some provision back in the classroom slowly from November 2020.

We are here to help you find the right learning for you; whether it is for work purposes, mental stimulation, physical wellbeing or all three!

Our team has over 50 years experience in supporting our learners in their journey and providing a service which is truly special.

Your understanding is hugely appreciated at this time, as is your continued involvement in Adult Learn and Train.

We look forward to seeing you in 2020-21

Online provision

To participate in online classes you will need an email address, a reliable internet connection, a computer/laptop/tablet with fully updated browser (preferably Google Chrome). Your device will need a microphone, and preferably a camera.

Where is my course held?

Venue addresses (Initial found at side of course title indicates the location of the course):

OL (New for 2020/21) Online provision.

C Coleridge Community College
(Main administration office)
Rade Gund Road, Cambridge CB1 3RJ

P Parkside Community College
Parkside, Cambridge CB1 1EH

S St. Augustine's Church
Richmond Road, Cambridge CB4 3PS

F The Galfrid School Community Wing
Galfrid Road, Cambridge CB5 8ND

O Orchard Park
Central Avenue, Cambridge, CB4 2EZ

Full information is available on the course description including any additional costs such as course materials or fees:

<https://adultlearning.education/>

How To Enrol

Please call the office on 01223 712340 and have your credit/debit card to hand. Alternatively download a payment form from the website:

<https://adultlearning.education/>. Online Payments are currently not available.

Enquiries can be made by email: learnandtrain@cap.education

Payments by post should be sent to our administration office at Adult Learn and Train, Coleridge Community College, Rade Gund Road, Cambridge CB1 3RJ

Cheques should be made payable to: Cambridge Academic Partnership.

Please do not send cash.

Once you are enrolled onto your course, confirmation should follow. If any details are unclear contact the office for clarification.

Courses with fewer than the relevant number of learners may

have the option of continuing on payment of a supplementary fee or length of the course reducing.

For full information on your chosen course visit our website.

Fees

Fees are payable in FULL when you enrol. We accept all major debit and credit cards, cheques, or cash (in person).

If you are enrolling on a course/s which is over 8 weeks long you will be eligible to pay in two instalments; 50% (or more) on enrolment, followed by the remaining amount 4-5 weeks later.

Please note should you choose to withdraw from the course you will still be liable to pay any outstanding instalments. It is important that you make the payment(s) by date stated to secure your place on the course and for you and fellow learners to benefit from this facility.

Refunds will only be paid in full when a class is closed at the discretion of the College, or if you cancel your enrolment at least two weeks before the course starts. If you decide to cancel less than two weeks before the course starts you will receive a 50% refund. Unfortunately we cannot offer a refund if a course has already started. The only exception to this is if the learner withdraws due to illness and can produce a doctor's certificate.

If the course is cancelled, we will contact you to offer an alternative or a refund.

Concessionary fees are only available if you are in receipt of Universal Credit, JSA or ESA or the "Guaranteed Credit" element of the Pension Credit. Proof must be shown at enrolment, otherwise the full fee will be charged. Concessionary prices are advertised in the main programme.

Arts and Crafts

Course	Start Date	Wks	Day	Time	Cost
OL Art History: Modernism	23/09/20	10	Wed	09.30–11.30	£130/£78
OL Creative Writing	21/09/20	10	Mon	19.00–20.00	£65/£39
OL Drawing & Painting for Confidence & Wellbeing	21/09/20	8	Mon	13.00–15.00	£104/£63
OL Rediscover Colour	24/09/20	5	Thu	19.00–21.00	£70/£42

Mind and Body

Course	Start Date	Wks	Day	Time	Cost
OL Anxiety and Depression Recovery Programme	24/09/20	7	Thu	18.30–19.30	£46/£28
OL Astrology for Beginners	22/09/20	5	Tue	19.00–21.00	£70/£42
OL Chi Kung and Tai Chi Exercises	21/09/20	10	Mon	18.00–19.00	£65/£39
C Pilates Beginners	TBC	10	Wed	16.15–17.15	£65/£39
OL/C Pilates Improvers/Intermediate	23/09/20	10	Wed	17.30–18.30	£65/£39

Modern Foreign Languages

Course	Start Date	Wks	Day	Time	Cost
OL Arabic Beginners 1	23/09/20	10	Wed	18.30–20.00	£113/£68
OL Italian: Beginners 1	23/09/20	10	Wed	19.00–20.30	£98/£59
OL Italian Upper Intermediate	23/09/20	10	Wed	19.45–21.15	£98/£59
OL Italian Lower Advanced	23/09/20	10	Wed	18.15–19.45	£98/£59
OL Italian: Advanced Conversation	24/09/20	10	Thu	19.00–21.00	£150/£90
OL Japanese: Beginners 1	21/09/20	10	Mon	18.00–19.30	£113/£68
OL Japanese: Upper Grammar	22/09/20	10	Tue	19.00–20.30	£113/£68

General

Course	Start Date	Wks	Day	Time	Cost
OL Creative Writing	21/09/20	10	Mon	19.00–20.00	£65/£39
OL Get Into Work	07/10/20	5	Wed	19.00–20.30	£49/£30
OL Guitar for Beginners	23/09/20	10	Wed	18.45–20.45	£130/£78
OL History: Ancient Rome	24/09/20	6	Thu	19.00–20.30	£63/£38
OL Introduction to Business Administration and Customer Service	05/11/20	4	Thu	09.30–15.00	Fully Funded/£130
OL Maximising Menopause Wellbeing in the Workplace	23/09/20	5	Wed	19.00–21.00	Fully Funded

English as a Foreign Language

Is English not your first language? Develop your English Skills in speaking and listening, reading and writing in social situations, professional and working environments and for future learning.

- English Beginners for Work: Learners should be able to understand basic sentences.
- English for Work Intermediate is equivalent to PET (Entry 3 / B1)
- English for Work Upper Intermediate is equivalent to FCE (Level 1 / B2)
- English for Business Advanced is equivalent to CAE (Level 2 / C1)
- CAE: Cambridge Advanced English Certificate - Level 2 / C1
- FCE: First Certificate English - Level 1 / B2

Email learnandtrain@cap.education to arrange an online assessment with an administrator.

Course	Start Date	Wks	Day	Time	Cost
OL CAE/ Cambridge Advanced English Certificate	24/09/20	10	Thu	19.00–21.00	£130/£78
OL English for Business Advanced	21/09/20	10	Mon	18.30–20.30	£150/£90
C English for Work Beginners (E1/E2)	03/11/20	8	Tue	12.45–15.00	Fully Funded/£117
OL English for Work Intermediate (E3)	06/10/20	8	Tue & Thu	09.45–12.00	Fully Funded/£234
OL English for Work Upper Intermediate (L1)	05/10/20	8	Mon	12.45–15.00	Fully Funded/£117
OL FCE/ First Certificate English	25/09/20	10	Fri	10.00–12.00	£130/£78

English and Maths

Course	Start Date	Wks	Day	Time	Cost
OL Get Started with Functional Skills English	08/09/20	4	Tue	18.00–20.30	Fully funded
OL/C English for Adults: Functional Skills	06/10/20	25	Tue	18.30–20.45	Fully Funded
OL/F English for Adults: Functional Skills	07/10/20	25	Wed	09.30–11.45	Fully Funded
OL Get Ready for GCSE English	01/09/20	3	Tue/Mon	18.00–21.00	Fully Funded
OL/P English GCSE: WJEC Eduqas	21/09/20	33*	Mon	18.30–21.00	Fully Funded/£730
OL Get Started with Functional Skills Maths	07/09/20	4	Mon	18.00–20.30	Fully funded
OL/P Maths for Adults: Functional Skills	05/10/20	25	Mon	18.30–20.45	Fully Funded
OL/F Maths for Adults: Functional Skills	06/10/20	25	Tue	09.15–11.30	Fully Funded
OL Get Ready for GCSE Maths	01/09/20	3	Tues	18.00–21.00	Fully Funded
OL/C Maths GCSE: Pearson EDEXCEL (9-1)	22/09/20	33*	Tue	18.30–21.00	Fully Funded/£730

Employability Skills

Adult Learn and Train have a range of courses available from short courses to a full year commitment. You may be required to attend an initial assessment before the start date on fully funded courses. Funded courses are also available to learners for a fee if you aren't eligible for a free place.

Contact the office for more information on **01223 712340** or email learnandtrain@cap.education

Courses are funded through Cambridgeshire Skills.

Course	Start Date	Wks	Day	Time	Cost
OL Get Ready for GCSE English	01/09/20	3	Tue/Mon	18.00–21.00	Fully Funded
OL Get Ready for GCSE Maths	01/09/20	3	Tue	18.00–21.00	Fully Funded
OL Get Started with Functional Skills English	08/09/20	4	Tue	18.00–20.30	Fully funded
OL Get Started with Functional Skills Maths	07/09/20	4	Mon	18.00–20.30	Fully funded
OL Get Into Work	07/10/20	5	Wed	19.00–20.30	£49/£30
OL/C English for Adults: Functional Skills	06/10/20	25	Tue	18.30–20.45	Fully Funded
OL/F English for Adults: Functional Skills	07/10/20	25	Wed	09.30–11.45	Fully Funded
OL/P English GCSE: WJEC Eduqas	21/09/20	33*	Mon	18.30–21.00	Fully Funded/£730
C English for Work Beginners (E1/E2)	03/11/20	8	Tue	12.45–15.00	Fully Funded/£117
OL English for Work Intermediate (E3)	06/10/20	8	Tue/Thu	09.45–12.00	Fully Funded/£234
OL English for Work Upper Intermediate (L1)	05/10/20	8	Mon	12.45–15.00	Fully Funded/£117
OL Introduction to Business Administration and Customer Service	05/11/20	4	Thu	09.30–15.00	Fully Funded/£130
OL/P Maths for Adults: Functional Skills	05/10/20	25	Mon	18.30–20.45	Fully Funded
OL/F Maths for Adults: Functional Skills	06/10/20	25	Tue	09.15–11.30	Fully Funded
OL/C Maths GCSE: Pearson EDEXCEL (9-1)	22/09/20	33*	Tue	18.30–21.00	Fully Funded/£730
OL Maximising Menopause Wellbeing in the Workplace	23/09/20	5	Wed	19.00–21.00	Fully Funded

English and Maths

Functional Skills:

(These have different learning aims to English as a Foreign Language)

Courses will start online and will move into the classroom when it is possible to do so. Our English and Maths for adults courses give you the chance to:

- Brush up your skills
- Gain a qualification in English or maths
- Plug a gap in your CV and improve your job prospects
- Help your children with homework

These courses are fully funded by Cambridgeshire Skills if you are aged 19+ and have lived in the EEA for at least 3 years and have not yet achieved a GCSE grade C/4 in your chosen course.

GCSE English and Maths:

These courses will start online and will move into the classroom when it is possible to do so.

Learners who are 19+ on 31st August 2020 and do not have a grade C/4 or above in maths or English are eligible for full funding by Cambridgeshire Skills, subject to funds being available. You will need to attend 90% of sessions and sit all exams to be awarded full funding. The course runs the whole year including school holidays, some Saturday sessions and 20 hours online blended content. We also welcome learners who wish to fund themselves.

Assessment information for Maths and English courses:

Assessment will take place in the Get Ready or Get Started short courses. If you are unable to attend these sessions, an administrator will arrange an online assessment with you. The assessment is a funding requirement, in order to confirm the course is the right level for you to achieve successful outcomes.



Continuing Professional Development Online Short Courses

Each certified online short course lasts between 2–6 hours. Study either at work or in your own time. Upon completion you will be able to print a CPD certified certificate. Complete these short qualifications for your own interest; personal or professional development.

The cost is £25 per course or £75 for unlimited access to all courses per person.

Visit capeducation.theskillsnetwork.com for full details and online demos. To register, contact the office on 01223 712340 or email learnandtrain@cap.education

Business, Leadership and Management

- Conflict Management
- Discipline in the Workplace
- Induction of New Staff
- Leading and Motivating a Team
- Organising and Delegating
- Performance Management
- Planning and Allocating Work
- Solving Problems and Making Decisions
- Stress Management
- Understanding Leadership

Well-being

- Explore the Principles of Healthy Eating
- Principles of Weight Management
- Understand the Principles of Exercise and Fitness

Health and Social Care

- Alcohol Awareness
- Dementia Awareness
- Safeguarding Adults and Children
- Sexual Health Awareness
- Awareness of Substance Misuse
- Understanding Anxiety
- Understanding Depression
- Understanding Eating Disorders
- Understanding Stress
- Understanding the Safe Handling of Medication
- Mental Health Awareness
- Mental Capacity Act

IT User Skills

- IT Software Fundamentals
- Using IT to increase Productivity

Health and Safety

- COSHH Risk Assessment
- DSE Risk Assessment
- Fire Safety in the Workplace
- GDPR
- Health and Safety in the Workplace
- Manual Handling Safety at Work
- Personal Development and Employability
- Personal Money Management
- Prevent for Professionals
- Understanding Equality and Diversity

Retail and Hospitality

- Prepare to Deliver Excellent Customer Service
- Food Safety Awareness

Learner Information

Upon enrolment you will receive learner information about college support and signposts to policies and regulations.

Learners are responsible for ensuring their equipment meets specification requirements for online provision. The college is unable to supply support.

From January loyal Learners receive 5% discount towards the cost of any course in the 2020/21 academic year, to qualify for the discount full payment must be received before the enrolment deadline. For full terms and conditions contact the office.

Course materials or resources are, wherever possible included in the cost of the course, however some courses will require learners to purchase additional resources. Please check your course description carefully for full details.

Adult Learn and Train reserve the right to withdraw tuition and exam entries in the event of verbal, physical or intimidating behaviour to other learners, tutors or staff.

All college premises are strictly **NO SMOKING** sites, any learners wishing to smoke are asked to do so away from the immediate vicinity of the college.

Free Parking is available in the evening at all centres on a first come, first serve basis; if you require accessible parking please contact the centre concerned to reserve a space.

In the event of severe weather conditions that result in school closure: please check the website or tune into local radio for up-to-date information.

Some of our courses are funded through the Adult Education Budget allocated by the Cambridgeshire and Peterborough Combined Authority (CPCA) or the Education and Skills Funding Agency (ESFA) and part financed by the 2014-20 European Social Fund (ESF) programme. This funding is managed by

Cambridgeshire Skills, Cambridgeshire County Council. A short video covering the background of ESF, what it does, how it helps and who benefits is available on the European Union website: <http://ec.europa.eu/esf/home.jsp>

Keeping You Informed (GDPR):

You will need to OPT-IN to be kept up-to-date with future courses and discounts by email. You can request to be added to our list or complete the short form on our website:

<https://adultlearning.education/adult-learn-train/information/>

How Cambridge Academic Partnership, Adult Learn and Train use your data:

<https://bit.ly/2HvBTjv>

How Cambridgeshire County Council, Adult Learning and Skills use your data:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

Cambridgeshire Skills supports a wide range of other adult learning opportunities across Cambridgeshire supporting adults with the lowest level of qualifications, or no qualifications at all, and so typically find themselves in lower paid, less secure jobs or unemployed. Search our website www.cambals.co.uk for details of all our funded courses.

Equality And Diversity

We are fully committed to equality of opportunity and welcome enrolments from all adults aged 19+. We positively encourage all learners with any concerns about specific needs which might

affect their learning to discuss their requirements with us in confidence. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour so that we build a community based on mutual trust and respect. We will do our best to ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all learners can access activities.

Safeguarding statement

Arrangements have been made to make sure that you are safe at our Centres. If you feel you are not safe for any reason, for example through verbal or physical abuse or you have been discriminated against, please tell your tutor or the Centre Manager, who will investigate to ensure your safety.

TERM DATES

Autumn Term 10 week term: Maths and English Online short courses from 1st September
Other online provision: Week beginning 21st September.
(half term: 26th–30th October)

Spring Term 9 week term: Monday 11th January to week ending Friday 19th March
(half term: 15th–19th February)

Summer Term 9 week term: Monday 19th April to week ending Monday 28th June
(half term: 31st May–4th June)

This programme is correct at the time of going to print, we reserve the rights to change or amend any of the published times/locations/prices/dates.