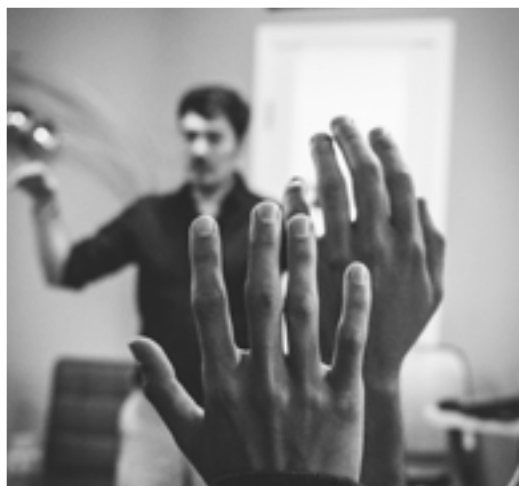




**Adult Learn and Train**

The best in everyone™

Part of United Learning



## **Adult Learn and Train 2021–22**

Summer Programme of courses delivered at Coleridge and Parkside Community Colleges and other venues in Cambridge City

(01223) 712340

[learnandtrain@cap.education](mailto:learnandtrain@cap.education)

[www.adultlearning.education](http://www.adultlearning.education)

# Welcome to Adult Learn and Train

We are delighted to be back after being closed for classroom based teaching during the pandemic. When you visit us it may feel a little different from before; please be assured our team has made it a high priority that you have a safe experience whilst learning with us. In line with government guidelines everyone attending courses with us will need to ensure they comply fully with all the government and school COVID-19 procedures and policies.

We are pleased to offer a wide range of courses, training programmes and leisure activities in 2022. You will find these courses at venues across Cambridge City. 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 courses are listed by title and run in the daytime, evening and weekends throughout the year.

If you do decide to enrol, you can be sure that the course or activity you choose will be a high quality experience, run by a well-qualified tutor, well-resourced and in top quality facilities. We hope to see you in 20 22.

## Where is my course held?

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

- C** Coleridge Community College  
(Main administration office) Radegund 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
- OL** Online



## How To Enrol



To enrol in person come to our main administration office: Coleridge Community College, Radegund Road Cambridge CB1 3RJ



Online Payments via our website [www.adultlearning.education](http://www.adultlearning.education)



01223 712340.  
Please have your credit/debit card to hand.



Payments by post should be sent to our administration office at Coleridge Community College (see address above). Please do not send cash.



Enquiries can be made by email: [learnandtrain@cap.education](mailto:learnandtrain@cap.education)

For full information on your chosen course visit our website [www.adultlearning.education](http://www.adultlearning.education)

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

Courses with fewer than the relevant number of learners may have the option of continuing upon payment of a supplementary fee or reduction to the length of the course.

Many of our classes fill quickly or operate a waiting list; early enrolment is advised.

## 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 may choose 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 the date stated to secure your place on the course otherwise this option may be withdrawn.

Refunds will only be paid in full when a class is closed at the discretion of the College. If you cancel your booking at least two weeks before the course starts, a refund will be given (minus a discretionary 10% administration charge). If you decide to cancel less than two weeks before the course starts you will not be entitled to any refund. If the course is cancelled by the College, we will contact you to offer an alternative course or a refund. Please refer to the fees and refund policy for further information.

Concessionary fees are only available if you: are in receipt of Universal Credit, JSA or ESA or the "Guaranteed Credit" element of Pension Credit. Proof must be shown at enrolment, otherwise the full fee will be charged. Most of our courses display two fees; the concessionary fee is the lower amount advertised.

## Learner Information

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

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. [www.adultlearning.education](http://www.adultlearning.education)

Adult Learn and Train reserves 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.



Find us on social media  
Facebook: [adultlearnandtrain](https://www.facebook.com/adultlearnandtrain)  
Twitter: [@adultlearntrain](https://twitter.com/adultlearntrain)

## TERM DATES

### Day schools:

Saturday 14th May

### Summer Schools:

Monday 1st August to Wednesday 3rd August

### Summer Term - 10 week term:

Monday 25th April to Monday 11th July (due to bank holiday)

(Half-Term: 30th May - 3rd July)



## Saturday Courses and Summer Schools at Coleridge Community College

A perfect unique gift idea and a great way to spend time with friends or family. Gift vouchers are available and can be used for weekend courses and summer schools. Booking in advance is essential to avoid disappointment; If you are booked onto a course for the full day, please bring a packed lunch with you.

May Courses		Start Date	Days	Day	Time	Cost
Cookery: Mochi Balls	NEW	14/05/22	1	Sat	10.00-15.00	£60
DIY Make a Wood Planter		14/05/22	1	Sat/Sun	10.00-15.30	£113
Flower Arrangement: Ikebana		14/05/22	1	Sat	10.00-13.00	£53
Flower Arrangement: Summer Wreath Foam		14/05/22	1	Sat	10.00-14.00	£56
Life Story Project Workshop	NEW	14/05/22	1	Sat	10.00-16.00	Funded
Macrami: Get Knotted Pot holders	NEW	14/05/22	1	Sat	10.00-16.00	£63
Marvellous Mosaics	NEW	14/05/22	1	Sat	10.00-16.00	£50
Mindfulness		14/05/22	1	Sat	10.00-14.00	£34
Politics in Turbulent Times	NEW	14/05/22	1	Sat	10.00-15.00	£43
Revamp Your Make-up for the Summer	NEW	14/05/22	1	Sat	10.00-14.00	£42

August Summer School		Start Date	Days	Day	Time	Cost
Cookery: Japanese Bread Making		01/08/22	1	Mon	10.00-15.00	£50
Cookery: Japanese Bread Making		02/08/22	1	Tue	10.00-15.00	£50
East Asian Painting		01/08/22	3	Mon-Wed	10.00-15.30	£132
Lino Printing		01/08/22	3	Mon-Wed	10.00-15.00	£135
Stained Glass		01/08/22	3	Mon-Wed	10.00-16.00	£207
Willow Weaving for the Garden	NEW	02/08/22	1	Tue	10.00-12.30	£55
Willow Weaving for the Garden	NEW	02/08/22	1	Tue	13.30-16.00	£55
Willow Weaving: Small Basket Workshop	NEW	03/08/22	1	Wed	10.00-16.00	£90

Please check the website or contact the office to be updated on the latest course information: [www.adultlearning.education](http://www.adultlearning.education)

## Arts and Crafts

Courses		Start Date	Weeks	Day	Time	Cost
C Art History: Baroque to Rococo		27/04/22	10	Wed	09.45-11.45	£140/£84
C Calligraphy		26/04/22	10	Tue	10.00-12.00	£140/£84
C DIY Carpentry/Joinery Skills: Beginners		27/04/22	10	Wed	18.45-20.45	£160/£104
C DIY Carpentry/Joinery Skills: Improvers		28/04/22	10	Thu	18.45-20.45	£160/£104
C Drawing and Painting to Express Yourself		25/04/22	10	Mon	13.00-15.00	Funded
C Drawing and Painting to Express Yourself		25/04/22	10	Mon	10.00-12.00	Funded
C Dressmaking 3		27/04/22	10	Wed	10.00-12.00	£140/£84
C Dressmaking 3		28/04/22	10	Thu	19.00-21.00	£140/£84
C Dressmaking Twilight	NEW	26/04/22	10	Tue	16.00-18.00	£140/£84
P East Asian Painting		25/04/22	10	Mon	19.00-21.00	£140/£84
C Oil and Watercolour Painting		29/04/22	10	Fri	10.00-12.00	£140/£84
C Painting and Drawing		27/04/22	10	Wed	19.00-21.00	£140/£84
C Pattern Cutting 3		27/04/22	10	Wed	13.00-15.00	£140/£84
C Pattern Cutting 3		27/04/22	10	Wed	19.00-21.00	£140/£84
P Portraiture: Drawing	NEW	25/04/22	5	Mon	18.45-20.45	£100/£72
C Pottery		28/04/22	10	Thu	19.00-21.00	£160/£104
C Silver Jewellery: Beginners 3		28/04/22	10	Thu	19.00-21.00	£140/£84
C Silver Jewellery: Improvers/Intermediate		27/04/22	10	Wed	19.00-21.00	£140/£84
S Upholstery For All		26/04/22	9	Tue	12.15-15.15	£234/£159
S Upholstery For All		26/04/22	9	Tue	19.15-21.15	£156/£106
C Writing Life Stories		26/04/22	8	Tue	12.30-14.30	Funded.
P Writing Life Stories		25/04/22	8	Mon	19.00-21.00	Funded





## General Interest

Courses	Start Date	Weeks	Day	Time	Cost
C Acting Foundation	28/04/22	10	Thu	19.00-21.00	£140/£84
C British Sign Language Taster	NEW 27/04/22	5	Wed	19.00-21.00	Funded
C British Sign Language Taster	NEW 8/06/22	5	Wed	19.00-21.00	Funded
C Cookery: Japanese Bread Making	TBC	1	Wed	18.00-21.00	£43
C Cookery: Japanese Bread Making	TBC	1	Wed	18.00-21.00	£43
C DIY Carpentry/Joinery Skills: Beginners	27/04/22	10	Wed	18.45-20.45	£160/£104
C DIY Carpentry/Joinery Skills: Improvers	28/04/22	10	Thu	18.45-20.45	£160/£104
C Guitar: Beginners	27/04/22	10	Wed	18.45-20.45	£140/£84
C Writing Life Stories	26/04/22	8	Tue	12.30-14.30	Funded
P Writing Life Stories	25/04/22	8	Mon	19.00-21.00	Funded

## Mind and Body

Courses	Start Date	Weeks	Day	Time	Cost
C Confidence Building	NEW 28/04/22	10	Thu	12.30-14.30	Funded
C Face Yoga Beginners	29/04/22	10	Fri	11.15-12.15	£70/£42
C Face Yoga Improvers	29/04/22	10	Fri	10.00-11.00	£70/£42
C Fitness: Dance for Fun to Musicals	28/04/22	10	Thu	19.45-20.45	£70/£42
OL Menopause: Maximise Wellbeing	28/04/22	5	Thu	19.00-21.00	Funded
C Pilates: Complete Beginners	27/04/22	10	Wed	16.15-17.15	£70/£42
C Pilates: Intermediate	27/04/22	10	Wed	17.30-18.30	£70/£42
P Tai Chi and Chi Kung Exercises	25/04/22	10	Mon	18.00-19.00	£70/£42
P Life Coaching: Boost Your Confidence and Improve Your Life Management	25/04/22	5	Mon	18.30-20.00	£58/£37
P Yoga Fitness	09/05/22	9	Mon	19.30-21.00	£95/£57

## Modern Foreign Languages

All levels of languages run over the year (9/10 weeks per term). Learners are able to re-enrol/progress with their learning termly. Those with prior learning can join the course at any time after a discussion with the tutor.

Beginner – No experience necessary

Improver – 1 year prior experience required

Intermediate – 2/3 years prior experience required

Upper Intermediate - 3/4 years prior experience

Lower Advanced – 4/5 years or more prior experience required.

Advanced Conversation – Suitable for learners who have, at least, completed the first year of an A-level or equivalent.

Courses	Start Date	Weeks	Day	Time	Cost
C Arabic: Beginners 3	27/04/22	10	Wed	19.00-20.30	£120/£72
P Chinese: Beginners 3	25/04/22	10	Mon	19.00-21.00	£160/£96
C Italian: Beginners 3	28/04/22	10	Thu	19.00-21.00	£140/£84
C Italian: Upper Intermediate	27/04/22	6	Wed	19.45-21.15	£63/£38
C Italian: Lower Advanced	27/04/22	6	Wed	18.15-19.45	£63/£38
C Italian: Advanced Conversation	28/04/22	10	Thu	19.00-21.00	£160/£96
P Japanese: Beginners 3	25/04/22	10	Mon	18.30-20.30	£160/£96



### Lino Printing:

Really fun, lots of new techniques and opportunities to try things out.

Anonymised quote from learner 2022



### Writing Life Stories:

The tutor communicates extremely well. She is totally approachable and helpful. I am inspired to continue practising creative writing.

Anonymised quote from learner 2021





## Employability Skills

These courses are fully funded by Cambridgeshire Skills if you are aged 19+ on 31st August 2021, have lived in the EEA for at least 3 years and have not yet achieved a level 2 qualification in maths or English. You will need to attend all online or face to face sessions and complete the assessments and individual learning plan to be awarded funding. We also welcome learners who wish to fund themselves.

## English as a Foreign Language (EFL)

Would you like to improve your English and get a better job? We have a number of courses on offer to help develop your speaking and listening, reading and writing skills. Feel more confident using English in social situations, professional and working environments.

- 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)
- FCE: First Certificate English - Level 1 / B2
- CAE: Cambridge Advanced English Certificate - Level 2 / C2

### Assessment Dates for English as a Foreign Language Courses:

Book an assessment and check eligibility for English courses by contacting the office on 01223 71240 or email [learnandtrain@cap.education](mailto:learnandtrain@cap.education). Assessments can take place either in person or via Google Meet.

Courses	Start Date	Weeks	Day	Time	Cost
C English for Work: Beginners	25/04/22	10	Mon	12.00–14.00	Funded
C English for Work: Intermediate	26/04/22	10	Tue	12.00–14.00	Funded
C English for Work: Upper Intermediate	27/04/22	10	Wed/Thu	09.45–11.45	Funded
C FCE / English First Certificate	27/04/22	10	Wed	18.30–20.30	£140/£84
P CAE / Cambridge Advanced English Certificate	25/04/22	10	Mon	18.30–20.30	£140/£84

## English and Maths

Our Functional Skills and GCSE English and Maths 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

We recommend you join one of our Confidence or Get Ready courses. These short courses give you the opportunity to return to the classroom before deciding on enrolling on a full year./qualification

### What do I need for the assessment?

- Assessment before enrolment is necessary to establish your level.
- Photo ID is required on the day of assessment.
- Please bring with you any evidence of prior learning (certificates).
- Supporting documents if you require additional time or access arrangements.
- Assessments take approximately 1 hour per subject to complete
- Call 01223 712340 or email [learnandtrain@cap.education](mailto:learnandtrain@cap.education) to book an appointment.

Courses	Start Date	Weeks	Day	Time	Cost
F English: Confidence with English	08/06/22	5	Wed	09.30-11.45	Funded
C English: Confidence with English	07/06/22	5	Tue	18.00-20.15	Funded
C English Get Ready for GCSE	16/06/22	4	Thu	18.00–20.30	Funded
P Maths: Confidence with Maths	06/06/22	5	Mon	18.30–20.45	Funded
F Maths: Confidence with Maths	07/06/22	5	Tue	09.30–11.45	Funded
C Maths Get Ready for GCSE	14/06/22	4	Tue	18.30-21.00	Funded

### Functional Skills English and Maths

We use City and Guilds as our awarding body. Our courses are running in the daytime and evening and are face to face.

Please note, English functional skills has different learning aims to our English as a Foreign Language courses, at the initial assessment you will be signposted to the correct course.

### GCSE English

We use AQA as our awarding body. This year the GCSE class are studying English Language 8700. This course is running in the evening face to face, however learners may also access the class via live streaming for some sessions or in the event of a future lockdown. Please note there is a requirement to attend 7 Saturday sessions in person at Coleridge Community College for assessments which will be used in the event there is no formal exam season in 2022.

### GCSE Maths

We use Pearson Qualifications as our awarding body. These courses are running in the evening face-to-face, however learners may also be requested to access the class via live streaming for some sessions or in the event of a future lockdown. We are also offering a weekly live streamed course on Saturday morning. Please note there is a requirement to attend 7 Saturday sessions in person at Coleridge Community College for assessments which will be used in the event there is no formal exam season in 2022.





## Continuing Professional Development Online Short Courses

Be inspired by our range of short online courses. Each one is certificated and 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.

Visit [capeducation.theskillsnetwork.com](http://capeducation.theskillsnetwork.com) for full details and online demos. To register, contact the office on 01223 712340 or email [learnandtrain@cap.education](mailto: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 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

### 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

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 County Council, Adult Learning and Skills. 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>

### How Cambridgeshire Skills use your data:

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

### How United Learning Cambridge Cluster, Adult Learn and Train use your data:

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

### 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 by phone or email to be added to our list or you can complete the short form on our website: <https://bit.ly/2ZgWeFB>.

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.cambsals.co.uk](http://www.cambsals.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.

