



CAMBRIDGESHIRE SKILLS

Adult Learning Courses Sept 2021 - Jan 2022



Develop
your skills
for learning
and life

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**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY



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Cambridgeshire
County Council

Your Learning Journey

When you enrol onto one of our **flexible online courses** you will work through a range of learning materials, whilst being supported by one of our tutors, to build on existing knowledge and learn new skills. These online courses are non-accredited and have no pre entry requirements, unless stated otherwise and are suitable for those aged 19 or over.



Our **live stream online courses** have a live video session. You will need to be able to attend the video sessions at the set day and time every week.



Our **face to face courses** are delivered at our venues across the county and you will need to be able to attend every session. Sessions will be delivered in line with government guidance in a Covid safe environment. There will be a maximum number allowed to attend the venue. Your course will be planned to be delivered face to face but some of your course may need to be delivered remotely, depending on local and national Covid-19 advice. Your tutor will support you with the skills and knowledge that you may need to access remote learning.



Your Learning Journey



The recommended learning hours for most of our flexible online courses is 10 hours in total. The courses are flexible, meaning you can log on and complete your learning when it suits you. We will agree your expected end date together depending on the hours you can commit to learning per week. Live stream online and face to face courses have a weekly session for a set number of weeks. Please refer to the information given in this brochure or speak to the customer service team.



All of the learning for our online courses is delivered over an interactive learning portal. Therefore, you will need access to the internet via a laptop, desktop PC or tablet. Our online courses involve interactive learning through quizzes, videos and other resources. In face to face courses you will take part in a variety of activities. You will work alone, in pairs or in a group. There will be a variety of ways of learning such as practical activities, watching videos or using a computer which will help you meet the aims.



For both face to face and online learning you will have a tutor, who will be on hand to answer any questions. For non-accredited courses you will be assessed by your tutor in a variety of ways and they will provide you with feedback. Accredited courses will be assessed according to the requirements of the awarding body – either through a final assessment or through a portfolio of work. Your tutor will talk you through this at the start of your course.

A message from the Head of Service



People recognize that learning is one of the greatest investments they can make for their future and that of their families and communities as it opens up a wealth of opportunities. We are committed to supporting you on your learning journey and enhancing your learning experience to help you to improve your work and career prospects, personal development and general wellbeing.

We support people who live and work in the county to improve their work and career prospects; get more out of their family lives, social relationships and their community and generally improve their confidence and wellbeing through the range of courses offered by the Service.

The Service has always worked in close partnership with other fantastic community organizations across the county to provide courses that meet the needs of our community and our economy. Our customers appreciate the high-quality learning experience that the Service provides and they go on to use their skills to enhance their lives.

I do hope that you will find something in this brochure that appeals to you. But, if you can't find what you're looking for, please contact me via email: tanya.meadows@cambridgeshire.gov.uk and let me know what you would like us to consider for the future.

I look forward to seeing you in the forthcoming year and hope you enjoy your chosen course(s) with us.

Best wishes

Tanya Meadows
Head of Service



Call
01353
613013



Call
01353
613013





Online Flexible Courses



Keeping up with the Children- English

Explore and develop your knowledge of how English is taught in infant and primary schools with our ***Keeping up with the Children*** course
10 Learning hours

Improve your English

Develop your reading, writing and grammar skills and explore your current knowledge with our ***Improve your English*** course. Useful for everyday life or if you are interested in progressing your learning onto a more advanced course. 10 Learning hours

Further Improve your English

Further Improve your English will offer you the opportunity to develop and build on your current knowledge of English. You will develop more advanced reading skills and learn how to apply language techniques to your own writing. This course will prepare you for working towards an accreditation at Levels 1 & 2. 10 Learning hours



Call us on: 01353 613013, email: cambsals@cambridgeshire.gov.uk
Or visit: www.cambsals.co.uk

These online courses are flexible for you to work through at your own speed.



Online Flexible Courses

Improve your Maths

Our online course **Improve your Maths** will offer you an opportunity to explore your current knowledge of Maths and develop your confidence in using numeracy.

10 learning hours

Keeping Up with the Children Maths

Join our free **Keeping up with the Children** course!

- Meet other adults who are keen to support a child with schoolwork
- Learn how maths is taught in schools
- Build your confidence to support your child

Gain skills for volunteering or working with children. 10 learning hours



Call us on: 01353 613013, email: cambsals@cambridgeshire.gov.uk
Or visit: www.cambsals.co.uk



Employability Bootcamp- *Get that Job!*

Our online **Employability Bootcamp- Get that Job!** course will offer you an opportunity to explore your current skills and knowledge, whilst also helping you increase your confidence in applying for a job or changing your career.

10 Learning hours

Upon completion of this course you will receive a FREE interview bundle



CV's - Byte Size

Our on-line course, **CV's – Byte Size** will offer you an opportunity to learn more about CV's and their purpose when applying for jobs. You will learn how to create and adapt your CV to make the best first impression and to match the jobs you are applying for.

3HRS



Application Forms and Covering Letters - Byte Size

Our on-line course, **Application Forms and Covering Letters – Byte Size** will offer you an opportunity to learn how to complete application forms effectively to present yourself in the best light to potential employers. You will also learn how to structure, compose and present covering letters or emails to accompany your application form or CV.

3HRS



These online courses are flexible for you to work through at your own speed.

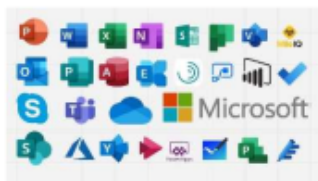


Online Flexible Courses

Using Microsoft

Our online course **Introduction to Microsoft Office** will offer you an opportunity to learn how to use Word, Power Point and Excel. You will need access to Microsoft Office to complete this course.

10 Learning hours.



Personal Development

Our online **Personal Development** course will encourage you to create a SMART action plan to help you achieve your goals and evaluate your own skills and experiences. You will also learn how to identify healthy living, signs & symptoms of stress and anxiety, coping strategies and much more!

10 Learning hours



Introduction to Volunteering

Would you like to start volunteering or are you already in a volunteer role and would like to develop your skills further? Our **Introduction to volunteering** course can help to increase your knowledge and build your confidence in Volunteering Skills. 10 Learning hours.



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Garden Design – Getting Started

Our online course **Garden Design** will offer you an opportunity to explore garden design to help you improve your own outdoor space or to support you in starting a new career. 10 Learning hours



Mindfulness, Wellbeing and Meditation

Our online course **Mindfulness, Wellbeing and Meditation** will offer you an opportunity to explore the benefits of mindfulness and meditation to improve your own wellbeing and that of those around you. You will learn strategies to develop your learning skills and build your confidence. 10 Learning hours



Family Budgeting

Our **Family Budgeting** course will help you gain knowledge of the importance of talking about money management with your children. You will have access to lots of child friendly fun activities and resources to support you with managing money within the family unit. Learn about the importance of talking to children about money. Engage in fun interactive games and activities to promote children's understanding of money management for themselves and within the family. 10 learning hours



These online courses have live stream sessions at specific times. Please ensure you are available to attend at these times



Online Live Streamed Courses

Functional Skills English Level 1 & 2

Accredited

Tuesdays	14.09.21	12.30 pm – 2.30 pm	24 weeks
Wednesdays	15.09.21	6 pm – 8 pm	24 weeks
Thursdays	16.09.21	1 pm – 3 pm	24 weeks
Thursdays	16.09.21	6 pm – 8 pm	24 weeks

You will work on the areas relevant to your own needs to achieve a Functional Skills English Qualification. You will improve your skills in the following areas:

Speaking, listening and communication: Take part in formal and informal discussions and give short presentations.

Reading: Compare, select, read and understand texts and use them to gather information, ideas, arguments and opinions.

Writing: Write documents to communicate information, ideas and opinions using formats suitable for their purpose and audience and developing correct use of spelling, punctuation, and grammar.

You will need to be able to attend one of our centres to complete your assessment at the end of your course.

GCSE English Language

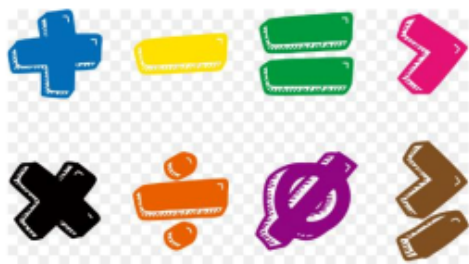
Accredited

Tuesdays	14.09.21	6pm – 9pm	35 weeks
Wednesdays	15.09.21	12pm – 3pm	35 weeks

Exams to take place in June

This course will support you to develop the skills you need in English Language to gain a GCSE which will help you progress in further study or work. **You will need to attend our centre at March Community Centre for your assessment on the date and time specified by the awarding body.**

Call us on: 01353 613013, email: cambsals@cambridgeshire.gov.uk
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Functional Skills Maths Level 1 & 2

Accredited

Mondays	13.09.21	12.30pm – 2.30pm	24 weeks
Tuesdays	14.09.21	10am – 12pm	24 weeks
Tuesdays	14.09.21	6pm – 8pm	24 weeks

Depending on the level of qualification being undertaken, the course will consist of various topics:

Be able to use the four main methods of calculation with any given number, use equivalences between fractions, decimals, and percentages.

Find area and perimeter of shapes, work with a variety of units of measure, time and weight and convert measurements to work with scale.

Analyse information from charts and graphs, collect and record data in different formats.

You will need to be able to attend one of our centres to complete your assessment at the end of your course.

GCSE Maths

Accredited

Mondays	13.09.21	6pm – 9pm	35 weeks
Tuesdays	14.09.21	12pm – 3 pm	35 weeks

Exams to take place in June

This course will support you to develop the skills you need in Maths to gain a GCSE which will help you progress in further study or work. **You will need to attend our centre at March Community Centre for your assessment on the date and time specified by the awarding body.**

These online courses have live stream sessions at specific times. Please ensure you are available to attend at these times



Online Live Streamed Courses

Tip top professional reports in Word

Ever received a report and you just go 'wow? Perfectly indexed and where did that contents sheet come from? Join us for an hour to master the art of professionalising your report skills.

Thursday	30.09.21	2pm – 3pm
Thursday	21.10.21	2pm – 3pm



Advanced formulas in Excel

Fed up with just knowing how to add up in Excel? This short workshop will help you to use some of the prediction tools in Excel like 'what if', 'or' and how to 'lookup'. Essential to take your reports and analysis one step further.

Thursday	16.09.21	2pm – 3pm
Thursday	07.10.21	2pm – 3pm



Pivot al Excel

Do pivot tables always looked complicated? Did you know you can RAG rate your spreadsheets with conditional formatting? Join us for an hour to master the art of both tools.

Thursday	23.09.21	2pm – 3pm
Thursday	14.10.21	2pm – 3pm



Each course is 1 hour live stream plus 2 hour follow up task

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ECDL

Accredited

This is a mid-tier level course designed to support your understanding of higher-level skills used in office software. It would provide a greater understanding of Word Processing, Spreadsheets and Presentation skills.

You will need to attend one of our centres for your exam even if your course is online.

Fridays

17.09.21

9am – 12pm

25 weeks

Award in Education and Training

Accredited

This course is an introduction to the knowledge, skills and understanding needed to teach in the further education and skills sector. This is a knowledge-only qualification. You do not need to be working or undertaking practical placements to take this qualification.

Tuesdays

07.09.21

6pm – 9pm

14 weeks

Introduction to being a Teaching Assistant

This course is an introduction to the knowledge and understanding needed to work in a school or college environment. It will give you the foundation required if you wish to progress on to the Teaching Assistant Level 1&2 course below.

Tuesdays

14.09.21

9.30am – 11.30pm

3 weeks

Wednesdays

15.09.21

6pm – 8pm

3 weeks

Teaching Assistant Level 1 & 2

Accredited

This course can help you develop the skills required for the many varied roles that full and part-time support staff may fulfil including: administrative roles, site support roles, technical roles and volunteers, as well as roles that work directly with children and young people in the learning environment.

Tuesdays

14.09.21

9.30am – 11.30pm

31 weeks

Wednesdays

15.09.21

6pm – 8pm

31 weeks

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Or visit: www.cambsals.co.uk

These online courses have live stream sessions at specific times. Please ensure you are available to attend at these times

Online Live Streamed Courses



Introduction to Peer Mentoring

This course is an introduction to the knowledge, skills and understanding needed to work in a variety of settings as a peer mentor. This course will give you a good foundation to the courses below.

Fridays 17.09.21 12pm – 3pm 3 weeks

Award in Peer Mentoring Level 1

Accredited

You will learn both about the role of a peer mentor and how to put your new skills into practice. This is a knowledge-only qualification. You do not need to be working or undertaking practical placements to take this qualification.

Fridays 17.09.21 12pm – 3pm 13 weeks

Award in Peer Mentoring Level 2

Accredited

With this course you will learn to:

- ∞ Understand the peer mentor role.
- ∞ Understand the purpose and benefits of peer mentoring.
- ∞ Understand good practice in peer mentoring.
- ∞ Carry out own role as a peer mentor.
- ∞ Evaluate your own performance as a peer mentor.
- ∞ Understand your progression opportunities

Fridays 07.01.22 12pm – 3pm 12 weeks

MENTORING



Call us on: 01353 613013, email: cambsals@cambridgeshire.gov.uk

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Introduction to Childcare

This course will give you a basic introduction to the skills and knowledge you need for working in the Childcare industry.

Mondays

06.09.21

9.30am – 12.30pm

3 weeks

Award in Childcare

Accredited

On this course you will learn about, communication with children, the growth and development of young children, working in an early years' setting, where you could progress onto next.

Mondays

06.09.21

9.30am – 12.30pm

19 weeks

Introduction to Health & Care

The Introduction to Health and Care Course will offer you an opportunity to explore the world of caring and introduce you to some of the topics that you might study on an accredited course.

Thursdays

30.09.21

9.30am – 12.30pm

3 weeks

Award in Health & Care

Accredited

By the end of the course, you will be able to: understand working in the adult care sector, understand what challenging behaviour is and why it occurs, describe common mental health issues, use some basic counselling skills.

Thursdays

30.09.21

9.30am – 12.30pm

13 weeks

Call us on: 01353 613013, email: cambsals@cambridgeshire.gov.uk
Or visit: www.cambsals.co.uk

These online courses have live stream sessions at specific times. Please ensure you are available to attend at these times



Online Live Streamed Courses

Introduction to Customer Service

This is an introductory course that will support you in developing the skills needed to gain a grass roots understanding of customer service. This is an excellent starting point to support your development into the level 2 accredited qualification.

Mondays & Thursday	06.09.21	9.30am – 12.30pm	1 ½ weeks
Wednesdays	08.09.21	12pm – 3pm	3 weeks

Award in Customer Service Level 2

Accredited

This course will teach you how to provide a better customer service experience, from understanding and meeting their needs, learning from feedback and promoting your products and services. **You will need to attend one of our centres for your exam.**

Mondays and Thursdays	06.09.21	9.30am – 12.30pm	14 weeks
Wednesdays	08.09.21	1pm – 3pm	26 weeks

Introduction to Counselling

This is a basic level course to give you an understanding of what Counselling is. It will provide you a steppingstone into the accredited counselling level 1 qualification.

Tuesdays	14.09.21	6pm – 9pm	3 weeks
Fridays	17.09.21	9.30am – 12.30pm	3 weeks

Award in Counselling

Accredited

This course will give you an introduction to Counselling Skills, especially in the preparation for further learning or training. You will be able to develop your listening skills and garner a better understanding of ethics.

Tuesdays	14.09.21	6pm – 9pm	13 weeks
Fridays	17.09.21	9.30am – 12.30pm	13 weeks

Call us on: 01353 613013, email: cambsals@cambridgeshire.gov.uk
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Introduction to Photography

This course will provide you with a basic look at photography, from the different cameras, lenses and computer software available to you. This could lead into the accredited Photography level 1 and give you the skills to use photography in employment and/or volunteering.

Wednesdays

15.09.21

9.30am – 12.30pm

3 weeks

Photography for Work & Employment

Accredited

You will understand how to use a camera correctly and safely to take photographs. You will also be able to review the quality of your images from layout to compositions as well as understand the legal and ethical considerations relating to photography.

Wednesdays

15.09.21

9.30am – 12.30pm

13 weeks

Introduction to Social Media & Marketing

You will learn about the different platforms that are on offer and how to access them. You will be able to differentiate where to best advertise specific products. This course is an excellent introductory course to help you progress on to the accredited qualification in social media marketing.

Mondays

13.09.21

1pm – 4pm

3 weeks

Social Media & Marketing Level 1

Accredited

You will learn how social media marketing is used to promote products and services. You will learn the characteristics of different audiences and how social media channels and platforms can be used to engage with them.

Mondays

13.09.21

1pm – 4pm

8 weeks

These online courses have live stream sessions at specific times. Please ensure you are available to attend at these times

Online Live Streamed Courses



Introduction to Self-Employment

This is course will give you basic introduction to the skills and knowledge you need for thinking about setting up your own business and understanding self-employment.

Mondays	06.09.21	6pm – 9pm	3 weeks
Fridays	17.09.21	9.30am – 12.30pm	3 weeks



Award for Preparation in Self-Employment

Accredited

On this course you will learn to: Explore and evaluate your own and others enterprise ideas. Plan for self-employment. Understand the financial considerations of becoming self-employed. Gain knowledge of record keeping for self-employment. Know your next steps for progression.

Mondays	06.09.21	6pm – 9pm	19 weeks
Fridays	17.09.21	9.30am – 12.30pm	19 weeks

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Health & Safety in Construction – Get Your CSCS Card

Learn what you need to be safe on a work site. This course will provide you the knowledge you need in order to be safe on a construction site. With this course you will be able to sit the CITB CSCS exam. **For all eligible learners, as a special bonus, we will pay for the CSCS card and for taking the CITB Health, Safety and Environment.** This qualification will be assessed via portfolio of evidence. The CITB assessment will be exam based at one of the approved CITB assessment centres.

Mon / Tues / Weds / Thurs / Fri 02.08.2021 1pm – 5pm 1 week

How to Sell Online

In this short course you will learn the basics of how to be a seller online. You will learn how to sell on common platforms such as eBay, Facebook and gumtree along with any tips and tricks on being safe while selling your items.

Thursdays 16.09.21 1pm – 3pm
3 weeks

Thursdays 7.10.21 1pm – 3pm
3 weeks



*These courses are delivered
face to face in Covid secure venues*



Face to Face courses

Prepare for Functional Skills English

Tuesdays	14.09.21	6pm-9pm	3 weeks	March Community Centre
Thursdays	16.09.21	9am-12pm	3 weeks	Ely Library
Fridays	17.09.21	9am-12pm	3 weeks	Cambridge Central Library

This course is an introduction to the knowledge and understanding needed to work in a school or college environment. It will give you the foundation required if you wish to progress on to the Functional Skills English Level 1&2 course below.

Functional Skills English level 1&2

Accredited

Tuesdays	14.09.21	6pm-9pm	19 weeks	March Community Centre
Thursdays	16.09.21	9am-12pm	19 weeks	Ely Library
Fridays	17.09.21	9am-12pm	19 weeks	Cambridge Central Library

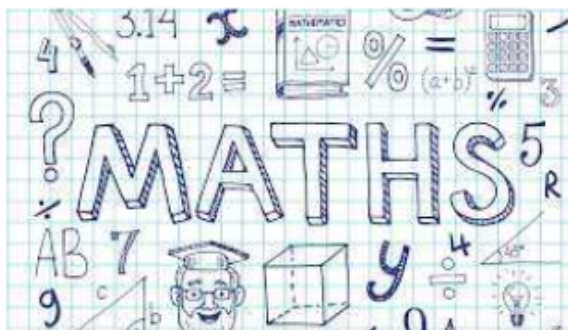
You will improve your skills in the following areas: Speaking, listening and communication: Take part in formal and informal discussions and give short presentations. Reading: Compare, select, read and understand texts and use them to gather information, ideas, arguments and opinions. Writing: Write documents to communicate information, ideas and opinions using formats suitable for their purpose and audience and developing correct use of spelling, punctuation and grammar.

Improve Your Literacy

Mondays	13.09.21	1pm – 3pm	6 weeks	Ely Library
Mondays	13.09.21	1pm – 3pm	6 weeks	Wisbech Library
Thursdays	16.09.21	10am-12pm	6 weeks	March Community Centre
Thursdays	16.09.21	9.30am-11.30am	6 weeks	Cambridge Central Library
Fridays	05.11.21	1pm-3pm	6 weeks	Huntingdon Library

Our **Improve your Literacy** course will offer you an opportunity to explore your current knowledge of English and develop your reading, writing and grammar skills to support you in work and life.

Call us on: 01353 613013, email: cambsals@cambridgeshire.gov.uk
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Prepare for Functional Skills Maths

Tuesdays	14.09.21	12pm – 3pm	3 weeks	March Community Centre
Tuesdays	14.09.21	12pm – 3pm	3 weeks	Ely Library
Thursdays	16.09.21	6pm – 9pm	3 weeks	Ely Library
Fridays	17.09.21	12.30pm – 3.30pm	3 weeks	Cambridge Central Library

This course is for anyone who needs to improve their Maths skills in their everyday lives and work, or in order to gain access to further or higher education. We offer Functional Skills Maths at multiple venues across Cambridgeshire, as well as online, ranging from Entry Level 3 to Level 2

Functional Skills Maths Level 1 and 2

Accredited

Tuesdays	14.09.21	12pm – 3pm	19 weeks	March Community Centre
Tuesdays	14.09.21	12pm – 3pm	19 weeks	Ely Library
Thursday	16.09.21	6pm – 9pm	19 weeks	Ely Library
Friday	17.09.21	12.30pm-3.30pm	19 weeks	Cambridge Central Library

Depending on the level of qualification being undertaken, the course will consist of various topics: Be able to use the four main methods of calculation with any given number, use equivalences between fractions, decimals and percentages. Find area and perimeter of shapes, work with a variety of units of measure, time and weight and convert measurements to work with scale. Analyse information from charts and graphs, collect and record data in different formats. **You will need to be able to attend one of our centres to complete your assessment at the end of your course.**

*These courses are delivered
face to face in Covid secure venues*

Face to Face courses



Improve your Maths

Thursdays	16.09.21	1pm – 3pm	6 weeks	March Community Centre
Fridays	17.09.21	1pm – 3pm	6 weeks	Huntingdon Library

Our **Improve your Maths** course will offer you an opportunity to explore your current knowledge of Maths and develop your confidence in using numeracy in work and life. This course will help you to refresh skills that you may have not used for a while and will prepare you for moving onto further learning such as an accredited Maths course.

Beginners IT

Mondays	13.09.21	10am – 12pm	6 weeks	March Community Centre
Mondays	13.09.21	6pm – 8pm	6 weeks	March Community Centre
Wednesdays	15.09.21	1pm – 3pm	6 weeks	Cambridge Central Library
Wednesdays	15.09.21	1pm – 3pm	6 weeks	Ely Library
Wednesdays	15.09.21	2pm – 4pm	6 weeks	Huntingdon Library
Fridays	17.09.21	10am – 12pm	6 weeks	Oasis Centre, Wisbech

The Beginners IT Skills Course will offer you an opportunity to explore your current IT skills and work with a tutor to learn new skills and get you ready to progress to IT Qualifications.

You will look at different IT skills we use in our daily lives, how digital skills can help us and how we can keep ourselves safe when working online.

Call us on: 01353 613013, email: cambsals@cambridgeshire.gov.uk
Or visit: www.cambsals.co.uk



CAMBRIDGESHIRE SKILLS



Using Microsoft

Tuesdays 14.09.21 10am – 12pm 6 weeks March Community Centre

Our direct delivery course **Using Microsoft** will offer you an opportunity to learn how to navigate the Microsoft system. You will learn how to use Word, Power Point and Excel. You will need access to Microsoft Office to complete this course.

IT for Life and Work

Mondays	13.09.21	1pm-3pm	6 weeks	March Community Centre
Mondays	13.09.21	10am-12pm	6 weeks	Wisbech Library
Wednesdays	15.09.21	10am-12pm	6 weeks	Cambridge Central Library
Wednesdays	15.09.21	10am-12pm	6 weeks	Ely Library
Wednesdays	15.09.21	6pm-8pm	6 weeks	Huntingdon Library

Our IT for Life and Work course will offer you an opportunity to explore your current skills and work with a tutor to use digital skills to develop your abilities to access online services such as paying for parking on your phone, online banking, digital job applications, using Universal Credit, creating a professional CV etc

Bring along your device and we'll help you overcome some of the digital barriers in your life and work.



Call us on: 01353 613013, email: cambsals@cambridgeshire.gov.uk
Or visit: www.cambsals.co.uk

*These courses are delivered
face to face in Covid secure venues*



Face to Face courses

Essential Digital Skills Qualification (EDSQ) Entry 3

Accredited

Mondays	01.11.2021	10am – 12pm	18 weeks	March Community Centre
Mondays	01.11.2021	6pm – 8pm	18 weeks	March Community Centre
Wednesdays	03.11.2021	1pm – 3pm	19 weeks	Cambridge Central Library
Wednesdays	03.11.2021	1pm – 3pm	19 weeks	Ely Library
Wednesdays	03.11.2021	2pm – 4pm	19 weeks	Huntingdon Library

These qualifications are ideal for you if you have very little or no experience of Digital Skills. The course will give you an introduction to Digital skills and help you to increase your knowledge and confidence in this.

Essential Digital Skills Qualification (EDSQ) Level 1

Accredited

Mondays	01.11.21	1pm – 3pm	18 weeks	March Community Centre
Wednesdays	03.11.21	10am – 12pm	19 weeks	Cambridge Central Library
Wednesdays	03.11.21	10am – 12pm	19 weeks	Ely Library
Wednesdays	03.11.21	6pm – 8pm	19 weeks	Huntingdon Library

Essential Digital Skills at Entry 3 or Level 1. You will need to complete an initial assessment prior to the course to ensure that you learn at the right level for you. You will learn about

- Using devices and handling information
- Creating and editing
- Communicating
- Transacting
- Being safe and responsible online

Call us on: 01353 613013, email: cambsals@cambridgeshire.gov.uk
Or visit: www.cambsals.co.uk



ECDL Level 2

Accredited

Tuesdays and Thursdays 02.11.21 9.30am – 12.30am 13 weeks March Community Centre

This is a mid-tier level course designed to support your understanding of higher-level skills used in office software. It would provide a greater understanding of Word Processing, Spreadsheets and Presentation skills.

Introduction to Self-Employment

Mondays 13.09.21 2.00pm – 5.00pm 3 weeks March Community Centre

Fridays 17.09.21 1.30 – 4.30pm 3 weeks March Community Centre

This is course will give you basic introduction to the skills and knowledge you need for thinking about setting up your own business and understanding self-employment.

Award in Preparing for Self-Employment L1 & L2

Accredited

Mondays 13.09.21 2.00pm – 5.00pm 19 weeks March Community Centre

Fridays 17.09.21 1.30 – 4.30pm 19 weeks March Community Centre

You will develop an awareness of the opportunities available to you, the skills and behaviours you need to be successful, the practicalities of being self-employed and the support that is available to you. You will also consider sources of income and types of expenditure, and associated record keeping. This course is to achieve Gateway's Award in Preparing for Self-Employment at level 1 or 2

*These courses are delivered
face to face in Covid secure venues*

Face to Face courses



Introduction to Social Media and Marketing

Mondays 13.09.21 5.00pm – 8.00pm 3 weeks **March Community Centre**

You will leave of the different platforms that are on offer and how to access them. You will be able to differentiate where to best advertise specific products. This course is an excellent introductory course to help you progress on to the accredited qualification in social media marketing.

Introduction to Social Media and Marketing L1

Accredited

Mondays 13.09.21 5.00pm – 8.00pm 8 weeks **March Community Centre**

You will learn how social media marketing is used to promote products and services. You will learn the characteristics of different audiences and how social media channels and platforms can be used to engage with them.

Introduction to Customer service

Tues & Fri 14.09.21 9.30am – 12.30pm 1.5 weeks **March Community Centre**
Wednesdays 15.09.21 6.00pm – 9.00pm 3 weeks **March Community Centre**

This is an introductory course that will support you in developing the skills needed to garner a grass roots understanding of customer service. This is an excellent starting point to support your development into the level 2 accredited qualification.

Introduction to Customer service level 2

Accredited

Tues & Fri 14.09.21 9.30am – 12.30am 13 weeks **March Community Centre**
Wednesdays 15.09.21 6.00pm – 9.00pm 25 weeks **March Community Centre**

This course will teach you how to provide a better customer service experience, from understanding and meeting their needs, learning from feedback and promoting your products and services. This course will be assessed via an online exam and assignments. You will need to attend one of our centres for your exam even if your course is online.

Call us on: 01353 613013, email: cambsals@cambridgeshire.gov.uk
Or visit: www.cambsals.co.uk



CAMBRIDGESHIRE SKILLS



Introduction to Volunteering

Wednesdays 15.09.21 9.30am – 12.30pm 3 weeks March Community Centre

An introduction course designed to enable you to identify volunteering opportunities, prepare for and undertake a volunteering role, and reflect on your own practice.

Award in Volunteering

Accredited

Wednesdays 15.09.21 9.30am – 12.30pm 13 weeks March Community Centre

A qualification at Level 1 designed to enable you to identify volunteering opportunities, prepare for and undertake a volunteering role, and reflect own practice. On this course you will work towards a Gateway Award in Volunteering at Level 1.

You will complete an initial assessment prior to the course to ensure this is the right level for you.

Improve your English (ESOL)

Mondays 13.09.21 10am – 12pm 6 weeks March Community Centre

Mondays 13.09.21 10am – 12pm 6 weeks Cambridge Central Library

Mondays 13.09.21 1pm – 3pm 6 weeks Cambridge Central Library

Tuesdays 14.09.21 10am – 12pm 6 weeks Huntingdon Library

This course will help you to focus on the language skills that are needed for immediate use in everyday lives. Our experienced, friendly and qualified tutors can help you improve your English skills to succeed in your day to day life.



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Face to Face courses



Beginners ESOL

Tuesdays 14.09.21 1pm – 3pm 13 weeks Huntingdon Library

This course will help you develop your English speaking skills and become more confident communicating in English. Our experienced, friendly and qualified tutors can help you improve your English to succeed in life and work.

English for ESOL (Reading)

Mondays 01.11.21 10am – 12pm 23 weeks March Community Library
Mondays 01.11.21 10am – 12pm 23 weeks Cambridge Central Library
Mon / Thurs 01.11.21 1pm – 3pm 13 weeks Cambridge Central Library
Tuesdays 02.11.21 10am – 12pm 23 weeks Huntingdon Library

This course will help you to develop your reading skills in a relaxed and fun class. Our experienced, friendly and qualified tutor can help you improve your English skills to succeed in your day to day life.

Keeping up with the Children - English

Mondays 13.09.21 9.30am – 11.30am 6 weeks Ely Library
Tuesdays 14.09.21 12.30pm – 2.30pm 6 weeks March Community Centre

Our course **Keeping up with the Children - English** will offer you an opportunity to explore and develop your knowledge of how English is taught in infant and primary schools.



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CAMBRIDGESHIRE SKILLS



Introduction to being a Teaching Assistant

Wednesdays 15.09.21 1pm – 3pm 3 weeks March Community Centre

Fridays 17.09.21 9.30am – 11.30pm 3 weeks March Community Centre

This course is an introduction to the knowledge and understanding needed to work in a school or college environment.

Teaching Assistant Level 1 & 2

Accredited

Wednesdays 15.09.21 1pm – 3pm 31 weeks March Community Centre

Fridays 17.09.21 9.30am – 11.30pm 31 weeks March Community Centre

This course can help you develop the skills required for the many varied roles that full and part-time support staff may fulfil including: administrative roles, site support roles, technical roles and volunteers, as well as roles that work directly with children and young people in the learning environment.

Introduction to Peer Mentoring

Wednesdays 15.09.21 12pm – 3pm 3 weeks March Community Centre

This course is an introduction to the knowledge, skills and understanding needed to work in a variety of settings as a peer mentor.

Award in Peer Mentoring Level 1

Accredited

Wednesdays 15.09.21 12pm – 3pm 13 weeks March Community Centre

On this course you will develop your understanding of the peer mentor role, understand the benefits of peer mentoring, carry out own role as a peer mentor, review your own performance as a peer mentor and understand your progression opportunities.

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Face to Face courses



Story Sacks

Mondays 13.09.21 12.30 – 2.30pm 6 weeks March Community Centre

Our **Story Sacks** course will offer you an opportunity to find out more about Story Sacks and how to create and use resources and activities to enhance the sharing of books with your child. You will have the opportunity to develop your own skills in supporting your child's learning, whilst sharing a fun activity together. You will create a puppet together and explore ways this can be used when sharing a book.

Make the Most of your Money

Fridays 17.09.21 1.00pm – 3.00pm 6 weeks Oasis Centre, Wisbech

Our **Make the Most of your Money** course will offer you an opportunity to learn budgeting skills and tips and tricks to make your money go further. You will look at ways to save money on purchases and household services, ensure you are in control of your budget and demystify some of the jargon surrounding managing your finances.

Introduction to Horticulture

Wednesdays 15.09.21 10.00am – 3.00pm 2 weeks March Community Centre

Thursdays 16.09.21 10.00am – 3.00pm 2 weeks Ramsey Walled Garden

Our course **Introduction to Horticulture** will offer you an opportunity to explore horticulture to help you improve your own outdoor space or to support you in starting a new career.



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CAMBRIDGESHIRE SKILLS



Horticulture Next Steps (Entry 3)

Accredited

Wednesdays	15.09.21	10am – 3pm	13 weeks	March Community Centre
Thursdays	16.09.21	10am – 3pm	13 weeks	Ramsey Walled Garden

This course will give you a basic introduction to the skills and knowledge you need for working in the land-based sector (otherwise known as Horticulture or Gardening).

The qualification will provide you with a broad introduction to the land-based sector, equipping you with underpinning knowledge and skills specific to the sector alongside a range of transferable employability skills. It will support you to progress to further learning and ultimately to work in the land-based or other related sectors.

Introduction to Childcare

Tuesday	14.09.21	9.30am – 12.30pm	3 weeks	March Community Centre
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This course will give you a basic introduction to the skills and knowledge you need for working in the Childcare industry.



Award in Childcare

Accredited

Tuesday	14.09.21	9.30am – 12.30pm	19 weeks	March Community Centre
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This course will give you a basic introduction to the skills and knowledge you need for working in the Childcare industry, you will work towards an Award in Childcare at either Entry level 3 or level 1. It will support you to progress to further learning and ultimately to work in childcare or other related sectors.

You will complete an initial assessment prior to the course to ensure this is the right level qualification for you.

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Face to Face courses



Introduction to Health and Care

Thursdays 16.09.21 9.30am – 12.30pm 3 weeks March Community Centre

The Introduction to Health and Care course will offer you an opportunity to explore the world of caring and introduce you to some of the topics that you might study in an accredited course. You will look at how carers deal with different issues and what it might be like to work in the Adult Care sector.

Award in Health and Care

Accredited

Thursdays 16.09.21 9.30am – 12.30pm 13 weeks March Community Centre

The Award in Health and Care will offer you an opportunity to develop the skills and knowledge you need to start or progress your career in the care sector. It will support you to progress to further learning and ultimately to work in care or other related sectors.

You will be able to work towards an Award in Health and Care at the level that is appropriate for you.

Introduction to Counselling

Tuesdays 14.09.21 12pm – 3pm 3 weeks March Community Centre

Thursdays 16.09.21 12pm – 3pm 3 weeks March Community Centre

This is a basic level course to give you an understanding of what Counselling is. It will provide you a steppingstone into the accredited counselling level 1 qualification.

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Or visit: www.cambsals.co.uk



CAMBRIDGESHIRE SKILLS



Award in Counselling Skills

Accredited

Tuesdays 14.09.21 12pm – 3pm 13 weeks March Community Centre
Thursdays 16.09.21 12pm – 3pm 13 weeks March Community Centre

This course will give you an introduction to Counselling Skills, especially in the preparation for further learning or training. You will be able to develop your listening skills and garner a better understanding of ethics. This qualification will be assessed via a portfolio of evidence.

Introduction to Photography

Wednesdays 15.09.21 1.30pm-4.30pm 3 weeks March Community Centre

This course will provide you with a basic look at photography, from the different cameras, lenses and computer software available to you. This could lead into the accredited Photography level 1 and give you the skills to use photography in employment and/or volunteering.

Photography for Work and Employment (level 1)

Accredited

Wednesdays 15.09.21 1.30pm-4.30pm 13 weeks March Community Centre

You will understand how to use a camera correctly and safely to take photographs. You will also be able to review the quality of your images from layout to compositions as well as understand the legal and ethical considerations relating to photography.

This qualification will be assessed via portfolio of evidence

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Face to Face courses



Digital Skills for Life (Supported Learning)

Wednesdays 15.09.21 10am – 3pm 6 weeks March Community Centre

This course will help you gain confidence in using technology to support your everyday life and independence. You will learn how to start using computers, tablets and smart phones to access the internet safely and to create and save simple documents.

You will complete an additional needs support form when you enrol to help us plan with you support your learning.

You will learn how to:

- ∞ Use the internet and social media safely
- ∞ Send emails and attachments
- ∞ Create and edit documents
- ∞ Use and upload work to a website
- ∞ Use online services (Buying online)



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Prospects- Retail Unwrapped (Supported Learning)

Tuesdays 14.09.21 10am – 3pm 6 weeks The Lighthouse Centre, Ely

This course will start to build your confidence and introduce you to some of the skills and knowledge you will learn on the Award in Retail.

This course is for people with additional learning needs and or autism who wish to develop their skills into work in a supported environment.

Prospects- Unwrapped Award in Retail (Supported Learning)

Tuesdays 02.11.21 10am – 3pm 13 weeks The Lighthouse Centre, Ely

You will learn to set personal learning goals, plan for progression in learning and work and refresh your skills ready for accredited learning.

To join this course you will need to be working in either a paid or voluntary job. You can apply to work with Prospects Unwrapped as part of this course package. For more information and to apply for a placement with Prospects Unwrapped please see

<https://prospectstrust.org.uk/prospects-trust-unwrapped/>

<https://prospectstrust.org.uk/wp-content/uploads/2019/07/Prospects-Trust-Unwrapped-Trainee-Co-worker-Placement.pdf>

You can still apply for this course if you have your own work placement.



How to Enrol & Funding

How to enrol

Starting your journey with Cambridgeshire Skills is easy, there are a number of ways that you can enrol on a course.

Online

The easiest way to enrol is via our website. Visit www.cambsals.co.uk or contact us on cambsals@cambridgeshire.gov.uk for further information.

By Phone

Call our admissions team with any questions, and to discuss any courses that you are interested in. We will be able to start the enrolment process over the phone and guide you through the next stages. Call 01353 613013.

Email

Send an email to our admissions team with your full name, details of the course you are interested in and your preferred method of communication. One of our team will be in touch. cambsals@cambridgeshire.gov.uk

Face to Face

Pop in and see us at March Community Centre and one of our friendly members of staff will be able to help

How much will it cost me?

Many of our courses are fully funded, meaning there is no cost for you to pay if you are an adult aged 19 or over, who has lived in the EEA for at least 3 years, are unemployed or low waged, earning between £18,000 - £20,000 (exact amount to be confirmed) and in receipt of certain benefits. Other circumstances may also be considered for a fully funded place.

If you do not meet the criteria to receive the course entirely free you are still very welcome to do the course, but there may be a cost to pay. Our friendly admissions team will be able to give you full details, so please give them a call.