



Oldham
Council

Focus on Lifelong Learning

Oldham Lifelong Learning Service
Part time courses for adults 2019/20

**Lots of FREE
provision.
Find out if you
qualify.**

www.oldham.gov.uk/lifelong

E: lifelong.learning@oldham.gov.uk

T: 0800 525 956

F: [oldhamlifelonglearning](https://oldhamlifelonglearning.org)

GMCA GREATER
MANCHESTER
COMBINED
AUTHORITY

Ofsted
Outstanding
Further education
provider
2015/2016

European Union
European
Social Fund

**Education & Skills
Funding Agency**

Welcome to Oldham Lifelong Learning

This booklet gives you information about the subjects we offer and some of the support services and facilities we provide.

We can help you gain the skills you need to get a job, move on in your career or perhaps start your own business.

You can also develop new skills through our community and family learning programmes.

We will support you at every step of your learning journey, whatever you choose to study.

Our commitment to our learners and the high quality of delivery were recognised in Ofsted's 'Outstanding' judgement in November 2015 and more recently in May 2019 when we were reassessed to the Matrix Standard of Quality in information, advice and guidance.

Many of our learners have changed their lives by joining a Lifelong Learning course. You can, too.

Jon Bloor Head of Service



Jon Bloor Head of Service

Information, advice, guidance and support

Every year thousands of adult learners join us at Oldham Lifelong Learning. We understand that many people joining us may not have had the best experience at school or may not have studied for many years. We can offer you all the information, advice, guidance and support you need, when you need it, to ensure you succeed. We also offer access to the National Careers Service and Get Oldham Working.

The Matrix Standard is the national quality standard for any organisation that delivers information, advice and guidance on learning and work. In May 2019 the Service was successfully re-assessed to the standard, which it has held since 2004.



Enrolment: How to join a course

If you would like to enrol on a course or require additional information you can:

Contact our Freephone number on T: 0800 525 956
or E: lifelong.learning@oldham.gov.uk

You can also access our online course finder at:
www.oldham.gov.uk/lifelong where you have access to our course information sheets.

Enrolment for courses which need a skills check or interview

For some courses, mainly those with a qualification you need to meet a tutor for an informal interview or skills check before you can enrol.

To arrange an appointment for your interview/skills check please ring one of the numbers listed below:

Vocational, Care and Education	0161 770 1383
Languages	0161 770 8265
Education and Training	0161 770 8265
IT and Digital Skills	0161 770 5805
English and Maths	0161 770 8020 or 8019
ESOL	0161 770 5187
Food Safety, First Aid and Nutrition	0161 770 8265

For more information:

T: 0800 525 956
E: lifelong.learning@oldham.gov.uk
www.oldham.gov.uk/lifelong

Other useful contacts:

Get Oldham Working T: 0161 770 4674 or
E: employoldham@oldham.gov.uk

National Careers Service T: 0800 100 900



Like our Facebook page to keep up to date with our new courses and celebrations of the fantastic achievements of our learners.

F: [oldhamlifelonglearning](https://www.facebook.com/oldhamlifelonglearning)



How to pay for your course

In full: If your course fee is less than £70 you must make full payment at enrolment. Your position on the course is not secure until payment has been made.

By instalments: If your course fee amounts to £70 or more, we can accept payment in three equal instalments over three consecutive months via cash, cheque, debit or credit card. If you withdraw from your course later than one week before the course starts you will be charged the outstanding balance of the full cost of the course.

By employer: If your employer is paying for your course you must provide written confirmation on letter-headed paper from your employer. We will send them an invoice.

By telephone or online: You will be able to pay online or over the phone (by credit/ debit card only) if your course does not require pre-course advice and guidance and you are paying the full fee. Please ring any centre to enrol and pay or visit www.oldham.gov.uk/lifelong. Online payments are processed by our payment provider, WorldPay, who will send you an email confirmation of your payment.

Examination/accreditation fees: Courses with a qualification (accredited courses) have an examination or accreditation fee. This fee is included in the course fee for the majority of courses. Where there are separate examination charges you will pay for these during the course.

Concessionary status

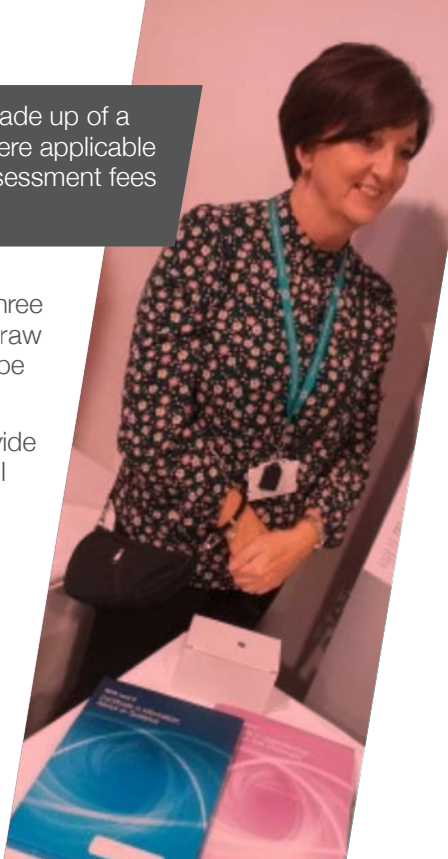
Learners entitled to a concessionary rate do not pay any fees for **qualification courses**. If you are in receipt of a benefit, proof of this must be shown when you enrol for your course. Please bring original documents as we are unable to accept photocopies. All our courses are for adults aged 19 years and over. You must be aged 19 or over on 31st August 2019.

If you are unemployed and claiming benefits or currently employed earning less than £17,550 then you may be entitled to our concessionary rates for our qualification courses.

Learners entitled to a concessionary rate for **non qualification** courses will pay a reduced fee.

For further information about our concessionary rates please access our website at www.oldham.gov.uk/lifelong
E: lifelong.learning@oldham.gov.uk
T: 0800 525 956 or call into one of our centres

Course fees are made up of a Tuition fee and where applicable examination or assessment fees or material fees.



Discretionary Learner Support: If you are experiencing financial hardship and have difficulty paying the costs of course fees, books, materials, travel or childcare you may apply for financial support from the Discretionary Learner Support Fund.

Please ask for further advice and information and an application form when you enrol, or ring any of our centres and staff will be able to advise you on the process.

Learning Support: We welcome all learners at Oldham Lifelong Learning. Our experienced Learning Support team work together with our tutors to ensure a person centred approach to supporting your learning needs.

Please come to one of our advice and guidance sessions or talk to us before enrolling on your course if you feel you might need additional support.

Learning Support Team
T: 0161 770 5545 or
E: celia.leslie@oldham.gov.uk

Lifelong Learning Crèche provision: Crèches are available at our Oldham, Coldhurst and Werneth Park centres. Charges may apply.

Please ask for details at your advice and guidance interview or call Stella Roberts, Crèche Co-Ordinator on 0161 770 8266.

Support may be available for:

- Course fees
- Travel fees
- Childcare costs

Career information, learning support, general advice and guidance is available to all learners.

If you have any questions or concerns please contact us on
T: 0800 525 956 or E: lifelong.learning@oldham.gov.uk

Adult English and Maths - Free

Our classes offer you the chance to brush up on your English or Maths skills and gain nationally recognised qualifications up to Level 2. These provide stepping stones towards a GCSE which we offer in both English Language and Maths. We offer a range of courses and qualifications to suit your needs and gain skills to improve your employment prospects at a pace and time to suit you. Before joining a class, you will need a skills check to make sure that you enter at the right level of study for you. Skills checks are held frequently throughout the year. All English and Maths courses are free.

We offer a variety of ways to learn. Courses and skills checks are held at Oldham Library and Lifelong Learning Centre and other venues across the borough throughout the year.

For information and to book your skills check, contact:

T: 0161 770 8019/8020.

E: lifelong.learning@oldham.gov.uk

Functional Skills Maths

We offer Functional Skills Maths qualifications at Entry 1, Entry 2, Entry 3, Level 1 and Level 2.

Functional Skills English

We offer Functional Skills English qualifications at Entry 1, Entry 2, Entry 3, Level 1 and Level 2.

Everyday English and Maths

A study skills Pre-entry course to improve reading and writing skills.

GCSE Maths

Skills areas include Handling Data, Number, Algebra and Shape and Space.

GCSE English Language

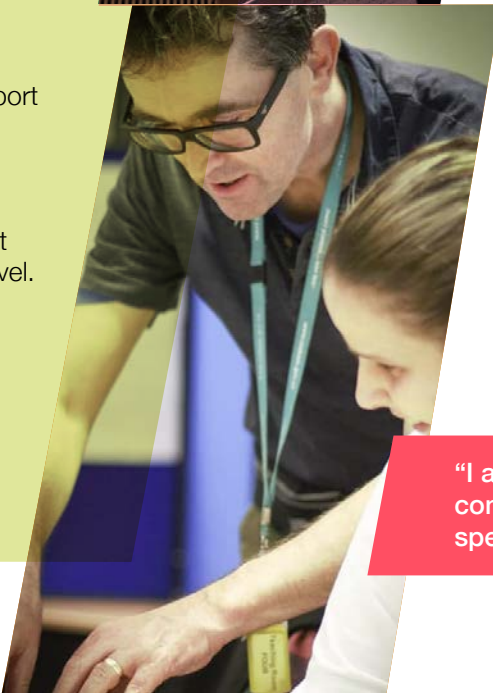
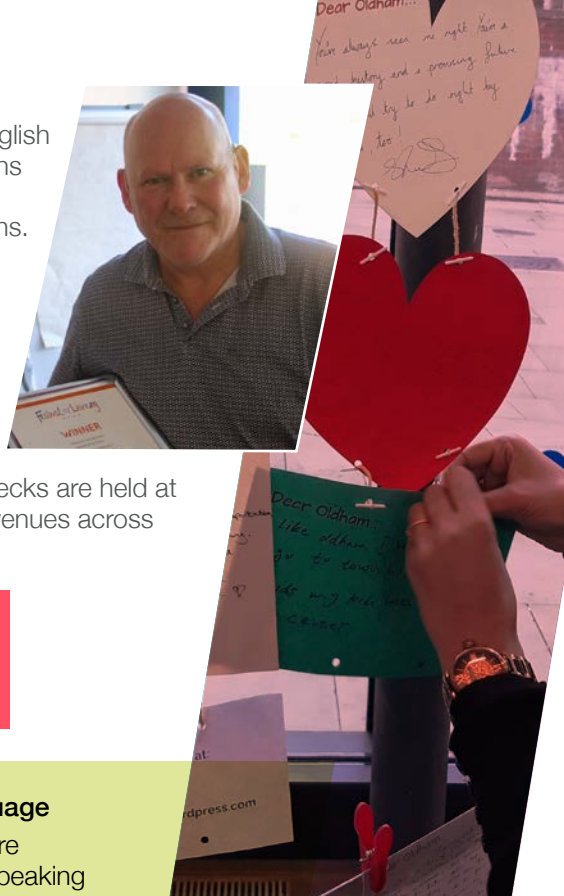
Skills areas covered are reading, writing and speaking and listening.

Dyslexia Study Skills

A study skills course to support learners with Dyslexia.

English and Maths Bridge courses

Courses to help and support learners to reach the next level.



ESOL Skills for Work

If English isn't your first language and you want to gain a recognised national certificate for your course of study, we want to offer you the best possible choices to help you improve your English skills and achieve your goals. Benefits: Fully accredited qualifications to show to potential employers from entry 1 to level 1 in speaking, listening, reading, writing. Learn and practise skills you will need for work.

Topics will be chosen from:

- Job adverts/job applications/CV/job specifications/job interviews
- Advice and guidance/health and safety/customer care
- Common work practices/communicating with colleagues

Job Centre Plus skills for Work

If your Jobcentre Plus Adviser sends you to us to study, you should complete the course – if you do not, you may lose some of your benefits.

ESOL Skills for Life and Learning

These courses are for you if you do not need a national certificate.

Some courses are for women only or men only.

Talk English Courses

Oldham Lifelong Learning is working with community organisations, libraries, schools and children's centres to help people learn English, access services and get involved in the community.

If you live in Oldham, and want to learn English, improve your speaking, listening, reading and writing skills then these courses will help you. All Talk English courses are for beginners.

For more information and to book a skills check contact Coldhurst Lifelong Learning Centre on

T: 0161 770 5187

E: ecs.coldhurst.centre@oldham.gov.uk

"I am feeling good and confident now that I can speak more fluently."

Vocational Care and Education Courses

Develop your knowledge and skills through a range of qualifications and courses that will enable you to work with children, young people or adults, in a variety of health and social care or educational settings.

Blended Learning – Level 2 Certificates

New and In-career Advancement Courses

We offer a wide range of courses and qualifications that will develop your skills, knowledge and experience to support your career. The courses are delivered through a mixture of taught lessons, workshops and independent study.

Below are some of our Level 2 Certificate blended learning courses:

- Mental Health Awareness
- Understanding Autism
- Understanding Behaviour that Challenges
- Information, Advice or Guidance
- Understanding Children and Young People's Mental Health
- Understanding Specific Learning Difficulties

Short Introductory Courses

We offer a huge range of short introductory courses aimed at people working or volunteering in the Children and Young People's workforce and health and social care sectors.

These include:

- Introduction to Working in a School
- Developing Knowledge of Phonics
- Introduction to Supporting pupils with EAL
- Developing Skills to Work in Adult Social Care
- Introduction to Child Psychology
- How to Support Victims of Domestic Violence
- Introduction to Understanding Changes in Adolescents

Education Courses

Ever thought about working in education?

We offer a wide range of courses and qualifications which provide learners with the necessary skills and knowledge to work with children and young people in an educational setting.

These include:

- **Level 2 Certificate** – Supporting Teaching and Learning
- **Level 2 Award** – Support Work in Schools and Colleges
- **Level 2 Award** – Mentoring
- **Level 1 Award** – Preparing to Work in Schools
- **Level 1 Award** – Caring for Children
- **Entry 3 Award** – Caring for Children

Health and Social Care Courses

Ever considered a career in health and social care?

We offer a wide range of courses and qualifications which provide learners with the necessary skills and knowledge to work within health and social care and adult care settings.

These include:

- **Level 2 Certificate** – Preparing to Work in Adult Social Care
- **Level 2 Award** – Awareness of Dementia
- **Level 2 Award** – Customer Services in a Health and Social Care Setting
- **Level 1 Award** – Preparing to Work in Adult Social Care
- **Level 1 Award** – Introduction to Health and Social Care and Children and Young Peoples' Settings

For further information please contact Turf Lane Lifelong Learning Centre on: T: 0161 770 1239 or E: ecs.turf.lane@oldham.gov.uk

“Lifelong learning has given me the confidence and qualifications I need to move onto a new career”

“ without doubt it has given me better job prospects”

Information and Communication Technology and Digital Skills

Computers are an essential part of the workplace and daily life and we recognise that you want a course that suits your requirements. Therefore before you join a course you will meet a tutor who will discuss the courses available and their suitability.

This will include assessing your existing computer skills. Literacy and numeracy will be an element of the skills check and may influence the choice of course available to you. These course descriptions are brief and more detailed information is available on our course information sheets and at the skills checks.

First Award in ICT – Entry 3

This course is for you if you have basic computer skills. You will build confidence in using the computer and gain a qualification whilst developing your knowledge of ICT equipment and how to use it correctly and safely. The First Award supports progression to other IT and Digital Skills qualifications.

There will be individual appointments available at the enrolment sessions in August and September and we also have skills check appointments throughout the year. If you would like to book an appointment, please contact any of our centres listed on the back of this brochure or contact the ICT team directly on:

T: 0161 770 8026

E: lifelong.learning@oldham.gov.uk

IT User Skills – ITQ1 and ITQ2

Ideal for improving existing job performance, finding a new job, or simply using today's technology more efficiently. ITQ offers a range of units, designed to give you hands-on skills that can be used at home or in the office and support progression to other IT and Digital Skills qualifications.

**98% of our learners
would recommend us**



Information and Communication Technology and Digital Skills

Occupational Studies – Business Administration units – Entry 3, Level 1, Level 2

These courses develop further skills in Business Administration for use in the workplace. They offer the opportunity to learn about and gain practical skills, knowledge and understanding in Customer Service and Improving your own confidence.

This course will help you prepare for work and support progression on to further IT and Digital Skills qualifications.

ITQ1 / ITQ2 Computerised Accounts

If you have a good basic IT knowledge this qualification is designed to give you hands-on skills in the Sage Line 50 accounts package that can be used at home or in the office. It provides an opportunity to learn a range of skills and encourages progression to other IT qualifications or the workplace.

Digital Skills Level 1

During this course you will apply digital skills in personal and business situations, understand how to maintain safety and security when using data and devices, find and use information, use digital resources to facilitate own learning and career progression and communicate socially and professionally using technology.

This course will help you progress to a work role where digital literacy skills are required, or on to further Digital skills qualifications.

Courses without a qualification

We offer a wide range of IT and Digital Skills courses, without a qualification. These courses give opportunities to explore IT, Business Administration and Digital Skills before progressing on to a qualification course.

For further information please Freephone 0800 525 956

E: lifelong.learning@oldham.gov.uk

www.oldham.gov.uk/lifelong

Languages

Enjoy learning a new language! We offer beginners and more advanced classes to help you build your confidence and skills in either Spanish or French.

Learning a new language is an enjoyable and rewarding experience and you will gradually develop your confidence and skills.

For further information please contact:

T: 0800 525 956 (Freephone)

E: lifelong.learning@oldham.gov.uk

www.oldham.gov.uk/lifelong

A guide to levels – Languages

Year one courses	'Introduction to...' and 'Move on' Introduce you to the language and are intended for complete beginners.
Year two and three courses	Continue to build on the skills and knowledge of Year 1.
Conversation courses up to Intermediate Languages courses	Are suitable for learners who have completed a Language Year 3 course or equivalent, such as GCSE. The levels of the Intermediate Conversation courses vary and a discussion with a member of the languages team is required.
Higher Intermediate and Advanced Language Conversation	This level of learning is suitable for learners who have a knowledge of the language equivalent to A Level.

"My confidence in using my new language skills has increased."



Arts and Craft

We offer a wide range of art and craft courses to help you develop or improve your unique creative style. Build your confidence, meet like-minded people, have fun as you learn and extend your creative skills. Some learners have even started selling their products through small business enterprise.

We offer:

- Drawing and Painting
- Watercolours
- Creative Art
- Fused Glass
- Pottery and ceramics
- Wood Sculpture
- Flower Arranging
- Floristry Skills



Sewing

If you have a keen interest in developing your sewing, dressmaking and pattern cutting skills to help you create your own projects with self-confidence, then look at what we can offer:

- Sewing – mixed ability classes
- Pattern cutting
- Workshops include free-motion embroidery and making themed, creative items such as a Christmas stocking, an Easter cushion, summer bunting and a beach bag



Cookery and Cake Decorating

We have a purpose-built teaching and learning kitchen based at Turf Lane in Chadderton for anyone interested in developing their creative cookery and cake decorating skills. We offer:

- Courses in baking, themed cookery, pennywise cookery, cake decorating and wired sugar flowers.
- Workshops and masterclasses in chocolate making, essential sauces, homemade 'fakeaways', celebration bakes, speciality breadmaking, and a whole range of other themed cookery sessions.



First Aid

We offer a range of courses to develop your First Aid skills which will meet the needs of employers, including:

- First Aid at Work (3 days)
- First Aid at Work refresher (2 days)
- Emergency First Aid (1 day)
- Paediatric First Aid (2 days)

For more information contact us on:

T: 0800 525 956 (Freephone)
E: lifelong.learning@oldham.gov.uk
F: [oldhamlifelonglearning](https://www.oldham.gov.uk/lifelong)
www.oldham.gov.uk/lifelong

Partnership and Community Engagement Team (PACE)

Lifelong Learning Partnerships

We work in close collaboration with a range of partners across Oldham to identify and deliver learning which makes a difference to people's lives.

We work with a wide range of organisations, including schools, voluntary and community sector, faith sector, health partners, housing, libraries and other council services to offer learning opportunities to engage local people. These can be flexible to meet the needs of groups of learners. Advice and guidance is provided to learners regarding progression routes to help them achieve their goals. We can offer a range of free learning sessions which are funded, and courses where fees apply.

For further details regarding our partnership work:

T: 0161 770 8265

E: wernethpark@oldham.gov.uk

Award in Education and Training Level 3

If you are interested in a career in training and teaching adults then this course is a valuable introduction to the theory and practice of teaching, learning and assessment.

You will need at least a Level 2 in Literacy, some basic ICT skills and a Level 3/A Level in your subject area.

For further details of the Award in Education and Training:
T: 0161 770 8029 or E: kim.boughey@oldham.gov.uk



Like our Facebook page to keep up to date with our new courses and celebrations of the fantastic achievements of our learners.

F: [oldhamlifelonglearning](https://www.facebook.com/oldhamlifelonglearning)

"it has helped me build my skills and confidence"

Family Learning

Do you want to know how to support your children with their learning and be able to support them with their homework? We can offer courses in schools and communities near you. You may also develop your own skills and want to progress onto further learning.

Family Learning offers a range of free courses for mums, dads, grandparents, carers and children. Courses are held at times to meet the needs of parents and carers. A free crèche is available at many venues. Some courses focus on families learning together, while others are for parents/ carers only, with the emphasis on supporting the family. Courses take place in over 25 venues across Oldham, including local schools, Lifelong Learning Centres, Children's Centres and Community venues. We work in partnership with your child's school/nursery/children's centre to offer exciting learning opportunities for the whole family.

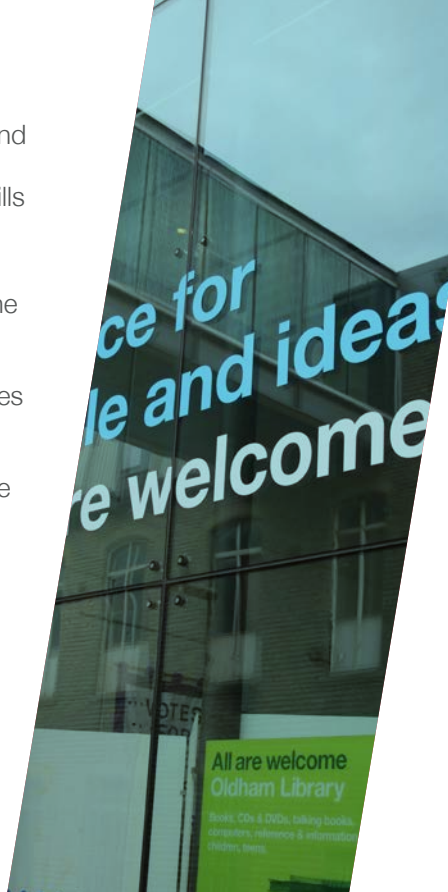
Keeping up with the Children

For mums, dads, grandparents and carers to find out how children are taught in schools and be able to support homework. The course provides opportunities to brush up on your skills and progress to a national qualification.

- English
- Maths
- Language
- ICT
- Digital families – digital learning
- School Readiness



For further information about Family Learning please contact the Family Learning Team on:
T: 0161 770 8025 E: lifelong.learning@oldham.gov.uk



Volunteers Wanted



You can volunteer to teach on one of our Talk English courses and we will offer you a FREE initial 6 week training course, followed by the opportunity to progress onto the Award in Education and Training Level 3 free of charge. You will learn about the basic principles of training, how to use phonics, be introduced to the Talk English Project and understand how to use the website and its associated resources.

Talk English

You will be allocated to your own ESOL class in a community location. You will deliver the class for 12 sessions for 2½ hrs a week so we would need you to be able to meet this commitment.

If you volunteer with this project, we can offer you:

- A free initial six week training course and 12 weeks teaching practice
- The support of project staff and access to further development
- A sense of personal achievement as you help local people to improve their English and become more able to engage with their community
- Progression onto a fully funded Level 3 Award in Education and Training
- CPD opportunities with Oldham Lifelong Learning Service

For further information please contact Rachel Barker on
T: 0161 770 5187 or email rachel.barker@oldham.gov.uk

Please note that to undertake this role you need to have a good level of English, equivalent to Level 2 / GCSE. You will also be required to undertake a DBS check.

Community Group Information

A number of community groups meet regularly at our Lifelong Learning centres. Details of some of the groups are listed below.

If you would like to know more, please access:

www.oldham.gov.uk/lifelong

Oldham Choir

Bridge

Bowling

Keep Fit Over 50s

Bowling Group

Lyceum Writers

Focal Point

Yoga for All

Dance and Fitness

French

Yoga for All

Dressmaking

Dance Fitness

Fitness Pilates

Bridge

Craft Group

Junior Table Tennis

Oldham Symphony Orchestra

Advanced French Conversation

Spanish Conversation

Microscopic Society

Drawing and Painting Group

Woodwind Music Group

Italian Conversation

Oldham Local History Group

Coldhurst Centre

Coldhurst Centre

Coldhurst Centre

Failsworth Town Hall

Failsworth Town Hall

Oldham Centre

Oldham Centre

Shaw Centre

Shaw Centre

Shaw Centre

Shaw Centre

Shaw Centre

Shaw Centre

Shaw Centre

Shaw Centre

Shaw Centre

Shaw Centre

Turf Lane Centre

Turf Lane Centre

Werneth Park Centre

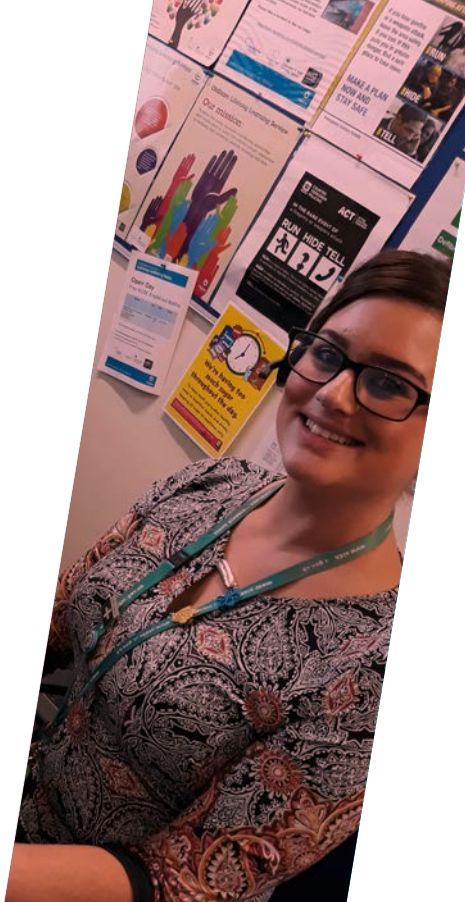
Werneth Park Centre

Werneth Park Centre

Werneth Park Centre

Werneth Park Centre

Werneth Park Centre



Equality and diversity

We are committed to providing equal access to learning and a learning experience that is free from discrimination, harassment and victimisation. We celebrate the benefits that difference brings and the contribution of every individual in our Service. You will get more information on equality and diversity in your course induction and in the Learner Handbook which is given to you at the start of the course. Our equality policies and plans are available at all centres.

For more information on equality and diversity policies please contact Cath Irwin on:
T: 0161 770 8056 E: catherine.irwin@oldham.gov.uk

Confidentiality

When you begin a course with Lifelong Learning, we ask you for your personal details such as your residency status, benefit status, ethnic heritage and disability status and whether you have any additional learning requirements.

We are required to ask some questions by law to make sure that we are giving people of all backgrounds fair access to learning. We want to learn about your full requirements so that we can give the best possible service to all of our learners.

We are committed to ensuring that information about learners is kept with due regard to the privacy of all concerned. All information systems used comply with the:

- Data Protection Act 2018
- Equality Act 2010
- Rehabilitation of Offenders Act 1974

For more information on confidentiality of learner records please call Simon Bennett on:
T: 0161 770 8052 E: simon.bennett@oldham.gov.uk

Oldham Lifelong Learning Centres

All our centres have disabled access. However, please be aware that we offer courses in schools and other centres across Oldham where some rooms may be reached by stairs.

Please telephone any of our centres if you have any concern regarding accessibility.

All centres have limited free car parking facilities except the Oldham Library and Lifelong Learning Centre, although there is a large public car park adjacent to the centre.

Coldhurst Lifelong Learning Centre

Rochdale Road, Coldhurst,
Oldham, OL1 2HR.

T: 0161 770 5187

E: coldhurst.centre@oldham.gov.uk

Failsworth Lifelong Learning Centre

Failsworth Town Hall, Oldham Road,
Failsworth, Manchester, M35 0FH.

T: 0161 770 5800

E: failsworth.centre@oldham.gov.uk

Oldham Library and Lifelong Learning Centre

The Cultural Quarter, Greaves Street,
Oldham OL1 1AL.

T: 0161 770 8030/8031

F: 0161 626 6246

E: lifelonglearningcentre@oldham.gov.uk

Shaw Lifelong Learning Centre

High Street, Shaw, Oldham OL2 8TB.

T: 0161 770 5544

E: shaw.centre@oldham.gov.uk

Turf Lane Lifelong Learning Centre

Turf Lane, Chadderton,
Oldham OL9 8HP.

T: 0161 770 1239

E: ecs.turf.lane@oldham.gov.uk

Werneth Park Lifelong Learning Centre

Frederick Street, Oldham OL8 1RB.

T: 0161 770 8265

E: wernethpark@oldham.gov.uk

As part of Oldham's commitment to a sustainable future. When you have finished with this booklet, please recycle it. All information correct at time of going to press. Published October 2019.

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Oldham Library and Lifelong Learning Centre
The Cultural Quarter,
Greaves Street, Oldham OL1 1AL.

T: 0800 525 956 (Freephone)

E: lifelong.learning@oldham.gov.uk

F: oldhamlifelonglearning

www.oldham.gov.uk/lifelong