



ADULT EDUCATION

Your local **link into learning**

Part time qualification courses

2018/19



www.cornwall.gov.uk/adultlearning

Call **0300 1231 117**



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**Teaching and
Specialist**

Your local centres

Camelford/Wadebridge

The Bungalow, Sir James Smith's Community School

Dark Lane, Camelford PL32 9UJ

Email: aebude@cornwall.gov.uk

Wed, Thurs, 9am - 12.30pm (term time only)

Bude/Launceston

The Gregson Centre, New Road, Stratton, Bude EX23 9AP

Email: aebude@cornwall.gov.uk

Mon - Fri 9am - 3.30pm

Falmouth

Tregenver, Tregenver Road, Falmouth TR11 2QW

Email: aefalmouth@cornwall.gov.uk

Mon - Fri 9am - 3.30pm

Helston/Lizard

Church Hill, Helston TR13 8YQ

Email: aehelston@cornwall.gov.uk

Mon - Fri 9am - 3.30pm

Liskeard/Looe/Callington

Laity House, Higher Lux Street, Liskeard PL14 3DJ

Email: aeliskeard@cornwall.gov.uk

Mon - Fri 9am - 3.30pm

Newquay/Bodmin

Tolcarne Road, Newquay TR7 2NQ

Email: aenewquay@cornwall.gov.uk

Mon - Fri 9am - 3.30pm

**For more
information on
the Advanced
Learner Loan
turn to page 7**

Please note this brochure is not funded through Cornwall Council.

Welcome...

In Adult Education we want to help you learn, because learning gives us new skills and allows us to take new opportunities. When you gain a qualification you can use it to show others what you can do and prove you can take the next step at work, in your business or further study.

If you think you can't go to university think again, with our Access to Higher Education programmes.

Did you know that people who have a level 2 Maths qualification are far more likely to earn a higher salary than those who don't?

We are particularly keen to get people to think again about English and maths qualifications because we know that getting one has the potential to change your life. Over 1000 people are doing this every year, and you could be one of them. It works well to do this alongside an ICT qualification.

Cornwall is a creative place, so check out our art courses, it is also full of small and micro businesses, so have a look at business accounts.

Finally, I am pleased to say that for the third year we have not increased our fees, which we hope is helpful.

We look forward to hearing from you and getting started and don't worry if you can't find your favourite leisure courses – that brochure will be out in the summer as usual.

Rob Sweetzer-Sturt, Head of Adult Education



Term dates 2018/19

Autumn term 2018

4 September - 20 December
(Half term 22 - 26 October)

Spring term 2019

7 January - 5 April
(Half term 18 - 22
February)

Summer term 2019

23 April - 25 July
(Half term 27 - 31 May)

How can I enrol?

You should apply for your course no later than two weeks before the start date. There are a number of ways you can apply:

Online

Apply at www.cornwall.gov.uk/adultlearning

Please note that free courses can only be booked by calling **0300 1231 117** or calling in to your local centre (see page 2).

By post

Please complete an application form which can be found online at www.cornwall.gov.uk/adultlearning alternatively you can call us on **0300 1231 117** and we will send a copy to your home address.

By phone

Call our enquiry line number on **0300 1231 117**. You will need to pay by credit or debit card.

In person

Call in to your local centre (see page 2). You can make payments by credit card, debit card, cheque or cash.



Please bring photo ID to the first session.

This can be a passport, photo driving licence or bus pass. If you are unable to provide any of these, please phone for information.

We have 17 Link into Learning centres throughout Cornwall.

- | | | |
|--------------|--------------|--------------|
| ■ Bodmin | ■ Helston | ■ Saltash |
| ■ Bude | ■ Launceston | ■ St Austell |
| ■ Callington | ■ Liskeard | ■ St Dennis |
| ■ Camborne | ■ Looe | ■ Torpoint |
| ■ Falmouth | ■ Newquay | ■ Truro |
| ■ Hayle | ■ Penzance | |

16+

The minimum age for most courses is 16. You must be 16 on or before 31 August 2018

Am I eligible for free tuition?

Guide to Fees

Standard Fee (Std)

This is the fee for courses at Entry Level (E), Level 1 and Level 2 for learners aged 19 and over who are not eligible for fee remission.

Concessionary (Conc)

Levels E, 1, 2

If you are in receipt of JSA or ESA (WRAG) you will be eligible for fee remission. You must sign a self-declaration.

If you are in receipt of benefits other than JSA or ESA (WRAG) you may be eligible for fee remission.

If you are aged 16-18 on the 31st August 2018 you will be eligible for fee remission if the English and maths funding requirements are met.

Level 3 and 4

If you are aged 16-18 on the 31st August 2018 you will be eligible for fee remission if the English and maths funding requirements are met. Please note that not all awarding bodies will accept under 18s on their qualifications.

If you are aged 19-23 on the first day of learning without a full level 3 qualification you may be eligible for fee remission. You will need to sign a self-declaration.



Advanced Loan Fee (loan)

This is the fee for all level 3 and 4 courses for learners aged 19 and over who are not eligible for fee remission. Please visit: www.gov.uk/advanced-learner-loan for more information.

If you require any further information regarding fees please contact us on 0300 1231 117

For more information on the Advanced Learner Loan turn to page 7

Help with fees and charges

We know that for some people being able to take part in adult education is only possible if they receive assistance towards the costs of tuition, exam fees, travel, books, materials or childcare.

The Education and Skills Funding Agency has allocated some funding to provide financial assistance to eligible learners on qualification courses. Please ring **0300 1231 117** or email adulthoodeducation.feedback@cornwall.gov.uk for information and advice on how to apply for this support.

Paying by instalments

If you would prefer to spread the cost you may wish to take the opportunity to pay by instalments. This option is available if your course fee is £60 or over. We are unable to offer this option for those paying for a level 3 or level 4 course themselves.

Your costs will be divided equally into monthly instalments (the final instalment must be paid before the end of your course). The first instalment is due at the point of enrolment which can be paid by cash, cheque, debit or credit card. The easiest way to pay the remaining instalments is by setting up a standing order when you enrol. If you prefer to pay in person you can make your payments at your local centre.

What about examination fees?

All examination and registration fees are included in the course fees as stated.

Course materials

For some courses an initial cost for materials is built into the fee to get you started, but you will need to provide your own books, stationery and any additional materials. Details of the materials you will need and a breakdown of what is already included in the course fee, can be found on the course information sheet.

To find out more please log on to: www.cornwall.gov.uk/adultlearning or call **0300 1231 117**.

Refunds

If a class does not start, or closes due to insufficient enrolments, a full refund of course fees will be made.

If a learner cancels their place on a course more than 5 working days prior to the course start, they will be given a full refund less £20 administration fee. If a learner cancels their place on a course **within** 5 working days of the course start, there will be no refund.

Refunds for other reasons are not generally given, other than in exceptional circumstances such as bereavement or illness supported by a Doctor's certificate. If a course has already started the refund will be calculated on a pro rata basis and will be subject to an administration charge of £20.

Course changes and cancellations

Courses may be cancelled, or changed, if enrolments are too low or for other reasons. Course details and venues may be changed if necessary.

Equal opportunities

Cornwall Adult Education welcomes learners from all backgrounds and is committed to providing the best possible learning opportunities for all our learners. It is our responsibility to ensure that no-one is treated unfairly due to their race, gender, ethnicity, learning or physical disability, religion, marital status, sexuality or age. We want all learners to achieve their full potential and to enjoy the provision we offer in a supportive environment.

It is important to us that all our learners are placed on the right course and have the support needed to get the most from their learning.

Please let us know if you have a physical disability or learning difficulty when you enrol. We will make every effort to respond flexibly to your individual needs. We may be able to provide learning support, specialist resources and equipment to support you on your course. Any information provided will only be used to support you in your learning.



Advanced Learner Loan

Aged 19 or over and thinking about further education?

If you're planning to study at Level 3 to 6 you may qualify for an Advanced Learner Loan. These loans help you to pay the fees charged by approved colleges and training organisations in England.

You will not start repayments until after you have completed your course and you won't pay anything back until you are earning over £25,000.

For more information visit www.gov.uk/advanced-learner-loan

Look out for the leisure brochure arriving on your doorstep summer 2018

IT

Do more with your computer

Are you looking to get started with computers or learn new skills for work and everyday life?

We have courses starting now and our experienced Tutors will find the right level for you.

If you want to get online, keep in touch with friends and family or learn about spreadsheets and databases – we can help.

Your CV will look great with a current Functional Skills ICT qualification, too.

Special Offer! Ten Pound Tasters in Arts, Crafts and Photography

Not sure?
Check out these qualification
tasters....

- Art and Design
- Drawing and Painting
- Ceramics
- Fashion and Clothing
- Fused glass
- Jewellery making
- Photography
- Printmaking
- Stained Glass
- Sewing Machine Skills
- Textiles

**This special
offer is limited
to 3 tasters
per person.**



Is your English and maths holding you back?

We can help you get on

- ▶ **Do it** to show yourself **you can**
- ▶ **Do it** to encourage **your children**
- ▶ **Do it** to get yourself a qualification, **like a GCSE or A Level**
- ▶ **Do it** to help you get back **into work**
- ▶ **Do it** to get a better job and **earn more**
- ▶ **Do it** to feel good about **your achievements**

“ I like the fact that you learn life skills and not just numbers. The information is put across very well, so I never feel stupid. ”

Functional Skills: Maths

“ A great refresher from things I've learnt at school a long time ago. Looking forward to continuing onto the next level. ”

Functional Skills: English

Wherever you're at, we can get you started

■ **LEVEL**

Take your time and build up gradually, or think about a fast-track to GCSE

■ **LOCAL**

Centres are on your doorstep all over Cornwall

■ **AFFORDABLE**

Most English and maths courses are FREE

■ **WHENEVER**

Start anytime throughout the year, whenever you are ready

“ It enabled me to learn, it enabled me to ask questions, get things wrong and also made me not fear maths, which I had done since leaving school. ”

GCSE Maths



English not your first language?

We have courses for you too!

Access to Higher Education

Want to go to university?

Switch careers?

Change your future and fulfil your dreams?

Don't let a lack of qualifications hold you back.

Come to one of our **Taster Days** and find out how an Access to Higher Education course could unlock your future and land you your dream job.

Have I got time? Can I afford it? Will I need to travel far? Who will take care of the kids?

Can I do it? Yes!

Access courses offer:

- excellent teaching in small, friendly groups
- study centres near you
- classes that fit round school runs
- no exams
- help with travel expenses and childcare for eligible students

In one year, you could be well on your way to a new career as a midwife, paramedic, criminologist, lawyer, teacher, environmental scientist and more.

If you are aged 19-23 on the first day of learning without a full level 3 qualification you may be eligible for fee remission. You will need to sign a self-declaration.

If you are aged 19 years or over, you can apply for an Advanced Learning Loan to cover your tuition costs. You won't have to repay the loan until you are earning over £25,000 a year or it will be written off if you go on to complete a university degree or eligible HE course.

For more information visit

www.gov.uk/advanced-learner-loan





Access to HE - Health and Social Care Level 3 **Q**

Std/Loan **£3384.00** • Conc Free

Access to Higher Education courses provide a specialised programme allowing you to gain the qualifications needed for entry into University or to employment. Get on the path to becoming a nurse, midwife, teacher, paramedic or social worker.

Bude - Adult Education Centre

B801002 • Weds, Thurs, Fri • 31 wks • 26/09/2018 • 09:15 - 14:45hrs

Falmouth - Adult Education Centre

F801020 • Tues, Thur • 37 wks • 18/09/2018 • 18:00 - 22:00hrs

Helston - Adult Education Centre

H801020 • Mon, Tues, Weds • 30 wks • 24/09/2018 • 09:15 - 14:45hrs

Launceston - Adult Learning Centre

B801003 • Mon, Weds • 37 wks • 17/09/2018 • 18:00 - 22:00hrs

Liskeard - Adult Education Centre

L801001 • Mon, Tues, Weds • 30 wks • 24/09/2018 • 09:15 - 14:45hrs

Newquay - Adult Education Centre

N801010 • Weds, Thurs, Fri • 31 wks • 26/09/2018 • 09:15 - 14:45hrs

Access to HE - Social Science Level 3 **Q**

Std/Loan **£3022.00** • Conc Free

Access to Higher Education courses provide a specialised programme allowing you to gain the qualifications needed for entry into University or to employment. Get on the path to becoming a nurse, midwife, teacher, paramedic or social worker.

Bude - Adult Education Centre

B811001 • Weds, Thurs, Fri • 31 wks • 26/09/2018 • 09:15 - 14:45hrs

Falmouth - Adult Education Centre

F811001 • Tues, Thur • 37 wks • 18/09/2018 • 18:00 - 22:00hrs

Helston - Adult Education Centre

H811001 • Mon, Tues, Weds • 30 wk • 24/09/2018 • 09:15 - 14:45hrs

Liskeard - Adult Education Centre

L811002 • Mon, Tues, Weds • 30 wks • 24/09/2018 • 09:15 - 14:45hrs

Access Tasters

Bude - Adult Education Centre

B700001 • Thursday • 26/04/2018 • 10.00 - 14.00hrs

B700002 • Thursday • 14/06/2018 • 10.00 - 14.00hrs

B800001 • Thursday • 16/08/2018 • 10.00 - 14.00hrs

Camelford - Adult Education Centre

B700003 • Friday • 27/04/2018 • 10.00 - 14.00hrs

B700004 • Friday • 15/06/2018 • 10.00 - 14.00hrs

B800002 • Friday • 17/08/2018 • 10.00 - 14.00hrs

Falmouth - Adult Education Centre

F700001 • Thursday • 26/04/2018 • 10.00 - 14.00hrs

F700002 • Friday • 29/06/2018 • 10.00 - 14.00hrs

F800001 • Wednesday • 08/08/2018 • 10.00 - 14.00hrs

Helston - Adult Education Centre

H700001 • Friday • 27/04/2018 • 10.00 - 14.00hrs

H700002 • Friday • 15/06/2018 • 10.00 - 14.00hrs

H800001 • Wednesday • 09/08/2018 • 10.00 - 14.00hrs

Launceston - Adult Education Centre

B700005 • Saturday • 28/04/2018 • 10.00 - 14.00hrs

B700006 • Saturday • 16/06/2018 • 10.00 - 14.00hrs

B800003 • Saturday • 18/08/2018 • 10.00 - 14.00hrs

Liskeard - Adult Education Centre

L700001 • Thursday • 10/05/2018 • 10.00 - 14.00hrs

L700002 • Thursday • 21/06/2018 • 10.00 - 14.00hrs

L800001 • Thursday • 06/08/2018 • 10.00 - 14.00hrs

Newquay - Adult Education Centre

N700001 • Friday • 11/05/2018 • 10.00 - 14.00hrs

N700002 • Friday • 22/06/2018 • 10.00 - 14.00hrs

N800001 • Wednesday • 07/08/2018 • 10.00 - 14.00hrs



Beauty and Complementary Therapies

Explore a range of courses in beauty and complementary therapies, whether this is your first step or you would like to widen your skills set.

Q Qualification course

Diploma in Beauty Therapy

Level 2 **Q**

Std **£1,609** • Conc Free

All the theoretical and practical skills needed to become a beauty therapist in a salon, spa, working from home or mobile.

Bude - Adult Education Centre

B807001 • Mon, Tues, Weds • 33 wks 01/10/2018 • 09:30 - 14:45hrs

Camelford - Adult Education Centre

B807002 • Weds, Thurs, Fri • 32 wks • 03/10/2018 • 09:30 - 14:45hrs

Diploma in Complementary Therapies

Level 2 **Q**

Std **£1,652** • Conc Free

Want to travel the world and be paid to do so? Want to work from home, around family or other commitments? This qualification introduces a range of practical skills and underpinning theory that will provide a sound basis for progressing onto Level 3.

Falmouth - Adult Education Centre

F801015 • Weds, Thurs, Fri • 30 wks • 26/09/2018 09:30 - 15:00hrs

Diploma in Aromatherapy for Massage Therapists

Level 3 **Q**

Std/Loan **£811** • Conc Free

This practitioner level qualification provides practical skills and knowledge in the use of Essential Oils to provide Aromatherapy Treatments to clients. It builds on Level 3 skills already attained for working at home, in a spa or around the world.

Camelford - Adult Education Centre

B801015 • Thursday • 37 wks • 20/09/2018 • 17:30 - 20:30hrs

Diploma in Beauty Therapy

Level 3 **Q**

Std/Loan **£2,583** • Conc Free

All the theoretical and practical skills needed to become a beauty therapist in a salon, spa, working from home or mobile.

Camelford - Adult Education Centre

B807022 • Mon, Tues • 36 wks • 24/09/2018 • 09:30 - 14:45hrs



For more information on the Advanced Learner Loan turn to page 7

Diploma in Complementary Therapies

Level 3 **Q**

Std/Loan **£4,670** • Conc Free

This practitioner level qualification provides practical skills in Massage, Aromatherapy and Reflexology. You will develop your knowledge of business practices and Anatomy, Physiology and Pathologies and the principles and practices of the therapies

Falmouth - Adult Education Centre

F801014 • Mon, Tues, Weds • 30 wks • 24/09/2018 • 09:30 - 15:00hrs

Diploma in Reflexology

Level 3 **Q**

Std/Loan **£2,882** • Conc Free

Gain the necessary practical skills and knowledge to provide reflexology treatments to the general public and gain employment within the reflexology industry.

Camelford - Adult Education Centre

B801006 • Tues, Thurs • 31 wks • 09/10/2018 • 09:15 - 14:45hrs

Diploma in Massage

Level 3 **Q**

Std/Loan **£2,882** • Conc Free

Gain the necessary practical skills and knowledge to provide massage treatments to the general public and gain employment within the massage industry.

Bude - Adult Education Centre

B801017 • Thurs, Fri • 31 wks • 11/10/2018 • 09:15 - 14:45hrs

Camelford - Adult Education Centre

B801004 • Mon, Tues • 31 wks • 08/10/2018 • 09:15 - 14:45hrs



Q

Any qualification course that requires an interview involves an initial assessment.



For more information on courses and pricing go to: www.cornwall.gov.uk/adultlearning

Counselling

We have courses from Level 2 for absolute beginners to a Level 4, 2 year Diploma. Enrolment on these courses requires an initial interview and assessment to make sure it's right for you.

Q Qualification course

Certificate in Counselling Skills

Level 2 **Q**

Std **£433** • Conc Free

This course aims to provide you with the counselling skills to help and support others, either in a voluntary or employed capacity. It may help you decide whether you wish to continue your training to become a qualified counsellor.

Bodmin - Adult Learning Centre

N801004 • Friday • 18 wks • 21/09/2018 • 09:30 - 15:00hrs

Camborne - Link into Learning

H801001 • Tuesday • 18 wks • 18/09/2018 • 09:15 - 14:45hrs

Camelford - Adult Education Centre

B801010 • Monday • 18 wks • 24/09/2018 • 09:30 - 15:00hrs

Falmouth - Adult Education Centre

F801001 • Friday • 18 wks • 21/09/2018 • 09:15 - 14:45hrs

Newquay - Adult Education Centre

N801001 • Thursday • 18 wks • 27/09/2018 • 09:15 - 14:45hrs

Certificate in Counselling Studies

Level 3 **Q**

Std/Loan **£811**

This course is the next step in becoming a counsellor. It will teach you more of the counselling theories and about agency work.

Bodmin - Adult Learning Centre

N801005 • Friday • 18 wks • 01/03/2019 • 09:30 - 15:00hrs

Camborne - Link into Learning

H801002 • Tuesday • 18 wks • 26/02/2019 • 09:15 - 14:45hrs

Camelford - Adult Education Centre

B80101 • Monday • 17 wks • 25/02/2019 • 09:30 - 15:00hrs

Falmouth - Adult Education Centre

F801002 • Tuesday • 30 wks • 18/09/2018 • 18:00 - 21:00hrs

F801003 • Friday • 18 wks • 01/03/2019 • 09:15 - 14:45hrs

Liskeard - Adult Education Centre

L801011 • Tuesday • 30 wks • 30/10/2018 • 18:00 - 21:00hrs

Newquay - Adult Education Centre

N801008 • Thursday • 18 wks • 28/02/2019 • 09:15 - 14:45hrs

Look out for the leisure brochure arriving on your doorstep summer 2018

Q

Any qualification course that requires an interview involves an initial assessment.

Diploma in Therapeutic Counselling

Level 4 **Q**

Std/Loan **£4,670**

This CPCAB qualification is for those who have completed Levels 2 and 3 in counselling skills and studies and wish to move on to become fully qualified as a counselling practitioner.

Bodmin - Adult Learning Centre

N801006 • Monday • 37 wks • 24/09/2018 • 09:15 - 14:45hrs

Falmouth - Adult Education Centre

F801004 • Thursday • 37 wks • 20/09/2018 • 09:15 - 14:45hrs

Newquay - Adult Learning Centre

N801013 • Friday • 37 wks • 28/09/2018 • 09:15 - 14:45hrs

Accounting and Business

Our combination of formal and informal courses have been designed to help you develop essential skills for business and work.

Q Qualification course

Award in Bookkeeping

Level 1 **Q**

Std **£186** • Conc Free

The aim of this qualification is to provide candidates with an introduction to double entry book-keeping practices and to process source documents that underpin accurate record keeping. This course is for candidates with little or no prior knowledge.

Bodmin - Adult Learning Centre

N815002 • Tuesday • 9 wks • 18/09/2018 • 09:30 - 12:30hrs

N815003 • Wednesday • 9 wks • 09/01/2019 • 18:00 - 21:00hrs

N815006 • Thursday • 9 wks • 09/05/2019 • 09:30 - 12:30hrs

Bude - Adult Education Centre

B815001 • Thursday • 9 wks • 04/10/2018 • 18:00 - 21:00hrs

B815005 • Friday • 9 wks • 05/10/2018 • 09:30 - 12:30hrs

Falmouth - Adult Education Centre

F815001 • Thursday • 9 wks • 04/10/2018 • 18:00 - 21:00hrs

Launceston - Adult Learning Centre

B815008 • Wednesday • 9 wks • 10/10/2018 • 13:00 - 16:00hrs

Liskeard - Adult Education Centre

L815012 • Thursday • 9 wks • 27/09/2018 • 18:00 - 21:00hrs

Newquay - Adult Education Centre

N815005 • Wednesday • 9 wks • 03/10/2018 • 18:00 - 21:00hrs



Award in Computerised Bookkeeping using Sage Level 1 **Q**

Std **£195** • Conc Free

An introduction to financial record keeping using commercially available accounting software, Sage. You will gain the skills to carry out a range of day-to-day computerised bookkeeping tasks. This course is for those with little or no prior knowledge.

Bodmin - Adult Learning Centre

N815016 • Wednesday • 10 wks • 26/09/2018 • 18:00 - 21:00hrs

N815015 • Tuesday • 10 wks • 07/05/2019 • 09:30 - 12:30hrs

Bude - Adult Education Centre

B815006 • Friday • 10 wks • 18/01/2019 • 09:30 - 12:30hrs

B815003 • Wednesday • 10 wks • 03/10/2018 • 18:00 - 21:00hrs

Falmouth - Adult Education Centre

F815004 • Monday • 10 wks • 14/01/2019 • 18:00 - 21:00hrs

Launceston - Adult Learning Centre

B815009 • Wednesday • 10 wks • 16/01/2019 • 13:00 - 16:00hrs

Newquay - Adult Education Centre

N815004 • Wednesday • 11 wks • 24/04/2019 • 18:00 - 21:00hrs

N815007 • Wednesday • 10 wks • 16/01/2019 • 18:00 - 21:00hrs

Q Qualification course

Award in Computerised Payroll using Sage Level 1 **Q**

Std **£204** • Conc Free

For those keen to gain an understanding of basic payroll procedures or who wish to become payroll processors. You will learn how to calculate information for processing, how the PAYE system works & requirements for Real Time Information submissions.

Bodmin - Adult Learning Centre

N815012 • Thursday • 11 wks • 27/09/2018 • 09:30 - 12:30hrs

N815013 • Thursday • 11 wks • 17/01/2019 • 09:30 - 12:30hrs

Falmouth - Adult Education Centre

F815003 • Monday • 11 wks • 01/10/2018 • 18:00 - 21:00hrs

Launceston - Adult Learning Centre

B815010 • Wednesday • 11 wks • 24/04/2019 • 13:00 - 16:00hrs

Liskeard - Adult Education Centre

L815017 • Friday • 11 wks • 02/11/2018 • 09:30 - 12:30hrs

L815007 • Thursday • 11 wks • 07/02/2019 • 14:00 - 17:00hrs

L815011 • Friday • 11 wks • 01/03/2019 • 09:30 - 12:30hrs

Newquay - Adult Education Centre

N815004 • Wednesday • 11 wks • 24/04/2019 • 18:00 - 21:00hrs

Certificate in Bookkeeping

Level 2 **Q**

Std **£278** • Conc Free

At Level 2 you will further develop the introductory book-keeping practices & processes learnt at Level 1. You will learn how to adjust ledger accounts based on a trial balance date, produce an accurate trading, profit and loss account and balance sheet.

Bodmin - Adult Learning Centre

N815010 • Tuesday • 17 wks • 27/11/2018 • 09:30 - 12:30hrs

N815011 • Wednesday • 17 wks • 20/03/2019 • 18:00 - 21:00hrs

Bude - Adult Education Centre

B815002 • Thursday • 17 wks • 17/01/2019 • 18:00 - 21:00hrs

Falmouth - Adult Education Centre

F815002 • Thursday • 18 wks • 10/01/2019 • 18:00 - 21:00hrs

Liskeard - Adult Education Centre

L815013 • Thursday • 17 wks • 20/09/2018 • 14:00 - 17:00hrs

Newquay - Adult Education Centre

N815008 • Thursday • 17 wks • 27/09/2018 • 18:00 - 21:00hrs

Certificate in Computerised Bookkeeping using Sage

Level 2 **Q**

Std **£228** • Conc Free

Gain the knowledge to set up a computerised accounting system including entering opening balances and setting budgets. Also process day to day transactions and month end routines such as journals, reconciliations and financial statements.

Bude - Adult Education Centre

B815004 • Wednesday • 17 wks • 09/01/2019 • 18:00 - 21:00hrs

Liskeard - Adult Education Centre

L815016 • Thursday • 17 wks • 10/01/2019 • 18:00 - 21:00hrs

Certificate in Manual Bookkeeping

Level 3 **Q**

Std/Loan **£1,265** • Conc Free

At this level the candidate will be able to prepare financial statements for a variety of business organisations, including a sole trader and a partnership.

Bude - Adult Education Centre

B815007 • Tuesday • 35 wks • 25/09/2018 • 18:00 - 21:00hrs



Any qualification course that requires an interview involves an initial assessment.

Arts, Crafts, Photography and Music Technology

Explore a wide range of creative courses to establish or build upon current core skills.

Due to the way our Arts qualifications are funded and setup you may already have studied and achieved the 'learning aim' for your chosen course. If this is the case a member of the team will contact you to discuss alternative options.

Q Qualification course

Introductory Award in Art

Entry Level 3 **Q**

Std **£95** • Conc Free

This is a short taster course that will take you through, step by step, a number of drawing and painting techniques. The focus will be on introducing a medium and exploring why and how to use it.

St Austell - Link into Learning

N809027 • Thursday • 8 wks • 11/10/2018 • 09:30 - 12:00hrs

Introductory Award in Art and Design

Entry Level 3 **Q**

Std **£116** • Conc Free

This is a short taster course that will take you through, step by step, a number of drawing and painting techniques. After a few sessions you will select a final project which can be in the form of a drawing or painting.

Bodmin - St Petrocs Parish Centre

N809025 • Monday • 10 wks • 01/10/2018 • 13:30 - 16:00hrs

Liskeard - Adult Education Centre

L809025 • Friday • 10 wks • 28/09/2018 • 13:30 - 16:00hrs

Introductory Award in Illustration

Entry Level 3 **Q**

Std **£116** • Conc Free

This short taster course will take you through, step by step, a number of illustration techniques. After a few sessions you will select a final project and will use one or a combination of the techniques you have experienced to make a final illustration.

St Austell - Link into Learning

N809026 • Thursday • 10 wks • 17/01/2019 • 09:30 - 12:00hrs

Introductory Award in Jewellery

Making Entry Level 3 **Q**

Std **£111.00** • Conc Free

This is a short taster course that will introduce jewellery making techniques and why and how to use them.

Bude - Adult Education Centre

B809003 • Thursday • 8 wks • 11/10/2018 • 18:00 - 20:30hrs

B809008 • Thursday • 8 wks • 11/10/2018 • 13:00 - 15:30hrs

B809007 • Monday • 8 wks • 29/04/2019 • 18:00 - 20:30hrs

Falmouth - Adult Education Centre

F809005 • Friday • 8 wks • 18/01/2019 • 09:30 - 12:00hrs

Introductory Award in Printmaking

Entry Level 3 **Q**

Std **£111.00** • Conc Free

This is a short taster course that will introduce you to the art of printmaking.

Liskeard - Adult Education Centre

L809010 • Thursday • 8 wks • 20/09/2018 • 15:00 - 17:30hrs

Introductory Award in Stained Glass

Entry Level 3 **Q**

Std **£116** • Conc Free

This is a short taster course that will take you through step by step stages of cutting glass, foiling and joining techniques to produce a simple final project.

Falmouth - Adult Education Centre

F809011 • Thursday • 10 wks • 04/10/2018 • 09:30 - 12:00hrs

Introductory Award in Textiles

Entry Level 3 Q

Std **£116** • Conc Free

This short course will take you through simple textiles techniques such as threading a machine and using a number of stitches from the machine menu, stitching by hand, identifying different type of fabrics and how they could be used in a creative piece.

Liskeard - Adult Education Centre

L809022 • Tuesday • 10 wks • 30/04/2019 • 13:45 - 16:15hrs

Award in Glass Fusing Level 1 Q

Std **£296** • Conc Free

Learn how to build a portfolio of samples using different techniques including cutting skills, and layering with inclusions such as foils, frits and stringers. During this course we use hot glass firing techniques to join and slump glass into moulds.

Bude - Adult Education Centre

B809029 • Wednesday • 24 wks • 10/10/2018 • 13:00 - 16:00hrs

Award in Art and Design - Drawing and Painting Level 1 Q

Std **£255** • Conc Free

This course will cover a number of drawing and painting techniques including, charcoal, pastels, watercolours and acrylics. You will look at artists and approaches such as still life, landscape, figurative work and imaginative compositions.

Bodmin - St Petrocs Parish Centre

N809017 • Monday • 20 wks • 14/01/2019 • 13:30 - 16:30hrs

Bude - Adult Education Centre

B809079 • Monday • 20 wks • 14/01/2019 • 09:30 - 12:30hrs

Camborne - Link into Learning

H809000 • Friday • 20 wks • 05/10/2018 • 09:30 - 12:30hrs

Falmouth - Adult Education Centre

F809016 • Wednesday • 20 wks • 03/10/2018 • 13:30 - 16:30hrs

Liskeard - Adult Education Centre

L809017 • Friday • 20 wks • 18/01/2019 • 13:30 - 16:30hrs

Newquay - Adult Education Centre

N809004 • Monday • 20 wks • 14/01/2019 • 13:30 - 16:30hrs

Award in Art and Design - Jewellery

Level 1 Q

Std **£255** • Conc Free

Learn how to build a portfolio of samples using different techniques and media to create beautiful jewellery.

Bude - Adult Education Centre

B809123 • Thursday • 20 wks • 17/01/2019 • 13:00 - 16:00hrs

B809009 • Thursday • 20 wks • 17/01/2019 • 18:00 - 21:00hrs

Award in Ceramics Level 1 Q

Std **£296** • Conc Free

Learn how to build a portfolio of samples using different techniques including preparing the clay, and using coil, slab, throwing, glazing and firing techniques.

Bude - Adult Education Centre

B809026 • Tuesday • 24 wks • 09/10/2018 • 13:30 - 16:30hrs

Falmouth - Adult Education Centre

F809008 • Tuesday • 24 wks • 15/01/2019 • 17:30 - 20:30hrs

Award in Fashion Techniques and Clothing Level 1 Q

Std **£245** • Conc Free

Learners will make a simple blouse or top then choose between casual trousers or an unlined skirt. From this learners will develop a wide range of practical skills using techniques in the planning, construction and presentation of the finished garments.

Bodmin - Adult Education Centre

N809003 • Thursday • 20 wks • 17/01/2019 • 13:00 - 16:00hrs

Bude - Adult Education Centre

B809084 • Wednesday • 20 wks • 16/01/2019 • 18:00 - 21:00hrs

Falmouth - Adult Education Centre

F809009 • Friday • 20 wks • 18/01/2019 • 09:30 - 12:30hrs

Liskeard - Adult Education Centre

L809004 • Wednesday • 20 wks • 16/01/2019 • 09:30 - 12:30hrs

Newquay - Adult Education Centre

N809070 • Tuesday • 20 wks • 02/10/2018 • 13:30 - 16:30hrs

Award in Music Technology Level 1 Q

Std **£350** • Conc Free

This course is for candidates who are absolute beginners interested in the production and engineering of music. Explore recording studio operations, the use of sequencing software (DAW) and audio / MIDI editing techniques.

Bodmin - Adult Learning Centre

N809100 • Tues, Weds • 15 wks • 18/09/2018 • 18:00 - 21:00hrs

Look out for the leisure brochure arriving on your doorstep summer 2018



Award in Photography Level 1 Q

Std £240 • Conc Free

You will be introduced to both the technical and creative elements and develop a portfolio that evidences use of the camera and all the controls, menus and software.

Bodmin - Adult Learning Centre

N809005 • Thursday • 20 wks • 24/01/2019 • 13:30 - 16:30hrs

Bude - Adult Education Centre

B809002 • Wednesday • 20 wks • 03/10/2018 • 09.30 - 12.30hrs

Falmouth - Adult Education Centre

F809010 • Wednesday • 20 wks • 03/10/2018 • 09:30 - 12:30hrs

Liskeard - Adult Education Centre

L809001 • Tuesday • 20 wks • 02/10/2018 • 14:00 - 17:00hrs

Newquay - Adult Education Centre

N809081 • Monday • 20 wks • 29/10/2018 • 18.00 - 21.00hrs

Certificate in Art, Design and Creative Studies - Printmaking

Level 1 Q

Std £303 • Conc Free

Learn how to develop ideas creatively through exploration in both relief and screen printing techniques. Throughout the course you will build a portfolio of work which will include experimental work, final pieces and working notes.

Bude - Adult Education Centre

B809081 • Tuesday • 24 wks • 15/01/2019 • 09:30 - 12:30hrs

Liskeard - Adult Education Centre

L809027 • Thursday • 29 wks • 29/11/2018 • 15:00 - 17:30hrs

Award in Sewing Machine Skills

Level 1 Q

Std £130 • Conc Free

You will explore the basic functions of the sewing machine and create a collection of samples and a final item using a variety of stitches, functions and attachments for basic dressmaking techniques.

Bodmin - Adult Learning Centre

N809002 • Thursday • 10 wks • 04/10/2018 • 13:00 - 16:00hrs

Falmouth - Adult Education Centre

F809007 • Friday • 10 wks • 28/09/2018 • 09:30 - 12:30hrs

Award in Textiles Level 1 Q

Std £296 • Conc Free

Learn how to build a portfolio of samples using different techniques such as dyeing fabric, simple printing techniques, free machine stitch, building layers and appliqué work. You will then design & make your own piece.

Falmouth - Adult Education Centre

F809006 • Friday • 22 wks • 18/01/2019 • 09:30 - 12:45hrs

Certificate in Working with Fused Glass Level 1 Q

Std £303 • Conc Free

Learn how to build a portfolio of samples using different techniques including cutting skills, and layering with inclusions such as foils, frits and stringers. During this course we use hot glass firing techniques to join and slump glass into moulds.

Falmouth - Adult Education Centre

F809004 • Monday • 18 wks • 14/01/2019 • 10:00 - 14:00hrs

Award in Creative Craft - Jewellery Level 2 Q

Std £302 • Conc Free

This course goes beyond basics and will focus on revisiting techniques with greater emphasis on design, scale, imagination and higher levels of finishing. You will make several finished items to design briefs supported by a working note book.

Bude - Adult Education Centre

B809005 • Monday • 23 wks • 01/10/2018 • 18:00 - 21:00hrs



Any qualification course that requires an interview involves an initial assessment.

Award in Fashion Techniques and Clothing Level 2 Q

Std **£173** • Conc Free

This short course provides learners with the practical skills and knowledge needed to design and make a fitted garment using traditional techniques. The tutor will give learners a list of possible garments but learners will select their own pattern.

Liskeard - Adult Education Centre

L809014 • Wednesday • 12 wks • 19/09/2018 • 09:30 - 12:30hrs

Award in Textiles Level 2 Q

Std **£289** • Conc Free

You will be using the knowledge to construct pieces that are often a combination of experimental approaches, such as creating your own coloured textured fabrics with dyes, distressing and distorting fabrics, and 3D textiles.

Falmouth - Adult Education Centre

F809001 • Friday • 23 wks • 11/01/2019 • 13.30 - 16.30hrs

Award in Art and Design Level 2 Q

Std **£292** • Conc Free

You will extend and develop your knowledge of drawing and painting techniques through tuition on a range of materials and processes. Learners will research into artists and makers within the context of the medium they are using.

Falmouth - Adult Education Centre

F809018 • Monday • 23 wks • 24/09/2018 • 13:00 - 16:00hrs

Certificate in Ceramics Level 2 Q

Std **£427** • Conc Free

You will create a variety of work exploring techniques to show good use of materials, creative development of ideas, making and evaluation of final items. We will also be looking at makers to reflect on how they present and sell their work.

Falmouth - Adult Education Centre

F809003 • Tuesday • 36 wks • 25/09/2018 • 13:30 - 16:30hrs

Certificate in Fused Glass Level 2 Q

Std **£427** • Conc Free

You will create glass items using a range of techniques and keep a supporting note book. Within your work you will be encouraged to consider design and creativity. There is also an element of reflecting on designer's and maker's approaches and marketing.

Bude - Adult Education Centre

B809006 • Monday • 27 wks • 24/09/2018 • 13:00 - 17:00hrs

Certificate in Photography Level 2 Q

Std **£460** • Conc Free

This in-depth course is designed to extend both technical and creative skills. You will develop a portfolio that evidences good use of camera functions, settings and lenses. Location shoots are an essential part of this course.

Bude - Adult Education Centre

B809001 • Friday • 34 wks • 28/09/2018 • 10:00 - 13:30hrs

Falmouth - Adult Education Centre

F809014 • Wednesday • 34 wks • 03/10/2018 • 13:30 - 17:00hrs

Liskeard - Adult Education Centre

L809003 • Thursday • 36 wks • 04/10/2018 • 17:45 - 21:00hrs

Certificate in Printmaking Level 2 Q

Std **£421** • Conc Free

This course is for those who have some knowledge of printmaking and want to broaden their practical and technical skills. Through researching into other artists and printers you will extend your visual language and creativity in your own prints.

Bude - Adult Education Centre

B809004 • Tuesday • 36 wks • 25/09/2018 • 13:30 - 16:30hrs

Liskeard - Adult Education Centre

L809007 • Thursday • 36 wks • 20/09/2018 • 11:30 - 14:30hrs

Extended Certificate in Music Technology Level 2 Q

Std **£520** • Conc Free

Learn how to create, record, edit and arrange music including setting up and operating midi sequencing software to create music, the use of multi-track mixing techniques and sound effects, using microphones in music production and location recording.

Bodmin - Adult Learning Centre

N809101 • Tues, Weds • 23 wks • 22/01/2019 • 18:00 - 21:00hrs

Certificate in Creative Craft - Art and Printmaking Level 3 Q

Std/Loan **£941** • Conc Free

On this advanced course you will be given design briefs and guidance to produce innovative work at a high standard. Being able to adapt work in response to feedback is core. We will reflect on makers and commercial considerations in selling work.

Bude - Adult Education Centre

B809030 • Monday • 34 wks • 17/09/2018 • 13:30 - 17:00hrs

GCSE and AS/ A Levels

Further your skills and gain a recognised qualification.

GCSEs in English and Maths are free for those who do not already have a grade A-C or 9-4 in English and/or maths.

Q Qualification course

GCSE English Language **Q**

Std **£1,028** • Conc Free

This is a one-year intensive course leading to a GCSE English qualification, with the AQA examining body.

Bodmin - Adult Learning Centre

N812007 • Tuesday • 31 wks • 18/09/2018 • 12:30 - 15:30hrs
N812005 • Wednesday • 31 wks • 19/09/2018 • 18:00 - 21:00hrs

Bude - Adult Education Centre

B812001 • Tuesday • 31 wks • 18/09/2018 • 13:00 - 16:00hrs
B812004 • Tuesday • 31 wks • 18/09/2018 • 18:00 - 21:00hrs

Camborne - Link into Learning

H812001 • Tuesday • 31 wks • 18/09/2018 • 18:00 - 21:00hrs

Camelford - Adult Education Centre

B812003 • Wednesday • 31 wks • 19/09/2018 • 18:00 - 21:00hrs

Falmouth - Adult Education Centre

F812001 • Wednesday • 31 wks • 19/09/2018 • 18:00 - 21:00hrs

Helston - Adult Education Centre

H812002 • Thursday • 31 wks • 20/09/2018 • 09:30 - 12:30hrs

Launceston - Adult Learning Centre

B812002 • Tuesday • 31 wks • 18/09/2018 • 09:30 - 12:30hrs

Liskeard - Adult Education Centre

L812004 • Thursday • 31 wks • 18/09/2018 • 18:00 - 21:00hrs

Newquay - Adult Education Centre

N812003 • Thursday • 31 wks • 20/09/2018 • 18:00 - 21:00hrs

Saltash - Link into Learning

L812205 • Monday • 29 wks • 17/09/2018 • 10:00 - 13:00hrs

St Austell - Link into Learning

N812004 • Monday • 29 wks • 17/09/2018 • 18:00 - 21:00hrs

N812006 • Friday • 30 wks • 21/09/2018 • 12:30 - 15:30hrs

Torpoint - Adult Learning Centre

L812012 • Tuesday • 31 wks • 18/09/2018 • 18:00 - 21:00hrs

Truro - Link into Learning

F812002 • Tuesday • 31 wks • 20/09/2018 • 09:30 - 12:30hrs

GCSE Mathematics **Q**

Std **£1,028** • Conc Free

This is a one-year intensive course leading to a GCSE Mathematics qualification, with the AQA examining body.

Bodmin - Adult Learning Centre

N802003 • Tuesday • 32 wks • 18/09/2018 • 18:00 - 21:00hrs
N802002 • Wednesday • 32 wks • 19/09/2018 • 09:30 - 12:30hrs

Bude - Adult Education Centre

B802001 • Monday • 30 wks • 17/09/2018 • 09:15 - 12:15hrs
B802003 • Tuesday • 31 wks • 18/09/2018 • 18:00 - 21:00hrs

Camborne - Link into Learning

H802002 • Thursday • 31 wks • 20/09/2018 • 18:00 - 21:00hrs

Camelford - Adult Education Centre

B802002 • Monday • 30 wks • 17/09/2018 • 18:00 - 21:00hrs

Falmouth - Adult Education Centre

F802002 • Tuesday • 31 wks • 18/09/2018 • 18:00 - 21:00hrs
F802001 • Wednesday • 31 wks • 19/09/2018 • 09:30 - 12:30hrs

Helston - Adult Education Centre

H802001 • Tuesday • 31 wks • 18/09/2018 • 18:00 - 21:00hrs
H802003 • Friday • 31 wks • 21/09/2018 • 09:30 - 12:30hrs

Launceston - Adult Learning Centre

B802004 • Friday • 30 wks • 21/09/2018 • 09:30 - 12:30hrs

Liskeard - Adult Education Centre

L802002 • Monday • 30 wks • 11/06/2019 • 18:00 - 21:00hrs
L802001 • Monday • 30 wks • 11/06/2019 • 09:30 - 12:30hrs

L802003 • Wednesday • 32 wks • 19/09/2018 • 18:00 - 21:00hrs

Newquay - Adult Education Centre

N802001 • Tuesday • 31 wks • 18/09/2018 • 18:00 - 21:00hrs

St Austell - Link into Learning

N802004 • Tuesday • 32 wks • 18/09/2018 • 18:00 - 21:00hrs
N802006 • Thursday • 32 wks • 20/09/2018 • 09:30 - 12:30hrs

Torpoint - Adult Learning Centre

L802005 • Wednesday • 32 wks • 19/09/2018 • 18:00 - 21:00hrs

GCSEs in English and Maths are free for those who do not already have a grade A-C or 9-4 in English and/or maths.

Q Qualification course

GCSE Psychology Q

Std **£416** • Conc Free

The course will provide students with an insight into the exciting world of psychology.

Liskeard - Adult Education Centre

L802023 • Friday • 30 wks • 21/09/2018 • 09:30 - 13:30hrs

GCSE Spanish Q

Std **£428** • Conc Free

This course aims to prepare you for the GCSE examination and to consolidate and extend your existing skills in Spanish.

Liskeard - Adult Education Centre

L812005 • Wednesday • 31 wks • 19/09/2018 • 18:15 - 21:15hrs

AS Level in Psychology Q

Std/Loan **£811** • Conc Free

The AS offers an engaging and effective introduction to Psychology. Students will learn the fundamentals of the subject and develop skills valued by Higher Education and employers.

Bodmin - Adult Learning Centre

N802010 • Wednesday • 29 wks • 19/09/2018 • 12:30 - 16:30hrs



A Level Spanish Q

Std/Loan **£1,987** • Conc Free

Through this A level course (second year) students will develop their awareness and understanding of contemporary Hispanic society, culture and heritage whilst further expanding their knowledge of grammar and vocabulary.

Liskeard - Adult Education Centre

L812070 • Saturday • 38 wks • 25/05/2019 • 10:00 - 14:00hrs



Q

Any qualification course that requires an interview involves an initial assessment.



For more information on courses and pricing go to: www.cornwall.gov.uk/adultlearning



Teaching

Develop or increase your knowledge of teaching and training adults.

Specialist

Get an insight into the field of Criminology.

Q Qualification course

Award in Education and Training Level 3 **Q**

Std **£451**

An Award in Education and Training provides an introduction and a recognised qualification to deliver teaching and training adults.

Bodmin - Adult Learning Centre

N813001 • Friday • 16 wks • 01/03/2019 • 10:15 - 13:15hrs

Falmouth - Adult Education Centre

F813002 • Thursday • 16 wks • 28/02/2019 • 18:00 - 21:00hrs

Helston - Adult Education Centre

H813001 • Thursday • 16 wks • 04/10/2018 • 18:00 - 21:00hrs

Liskeard - Adult Education Centre

L813001 • Thursday • 16 wks • 04/10/2018 • 09:30 - 12:30hrs

L813010 • Thursday • 16 wks • 07/03/2019 • 09:30 - 12:30hrs

Specialist

Certificate in Introduction to Principles of Criminology

Level 2 **Q**

Std **£238.00** • Conc Free

This course is designed as an introduction to the study of Criminology and you will explore some of the main questions surrounding it. It will also offer an insight into the main concepts and theories in the field.

Bodmin - Adult Learning Centre

N811001 • Thursday • 21wks • 27/06/2019 • 18:00 - 21:00hrs

“Your provision of many courses is improving the lives of disadvantaged and vulnerable learners as well as their families. Consequently, their chances of gaining employment have improved.”

Ofsted 2018

“Learners recognise the influence that learning has on their futures and employment opportunities, and sometimes their life chances. Learners improve their English skills enabling them, for example, to help other parents write reports and to help their children with their school work.”

Ofsted 2018



www.cornwall.gov.uk/adultlearning

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If you would like this information in another format or language please contact:

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www.cornwall.gov.uk

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