Digital Skills

Community Learning and Skills Programme

Spring 2020

Ofsted
Good Provider

Limited Time Only!
10% off online payments
See page 17

Welcome...

...to our Digital Skills brochure.

We can all benefit from improving our lives, our skills and our futures. Community Learning and Skills (CLAS) offers a wide range of programmes of courses that can help you do just that, whether you want to complete a short workshop to learn something new or a longer course that helps you work towards a useful qualification.

Why not improve your Digital Skills?

Today we all need to be able to use a computer, mobile phone and other digital devices to fully participate in most aspects of our lives. We increasingly use email, social media, online searches, and downloadable apps to communicate with our families and friends, look for and apply for jobs, join groups, deal with our finances, find out information we need, and learn. We can even read a book, listen to music, take and share photographs and videos, and chat with distant friends as if they are all together in the same room just through using our digital skills! If you aren't sure about how to use these and want to learn, or are quite used to a digital life and want to improve specific skills, take a look at our CLAS Digital courses in your area to see which ones best suit your needs.

Give the Gift of Learning this Christmas

The opportunity to learn is one of the most meaningful gifts you can give to someone - including yourself! Community Learning and Skills can help you give a gift like no other.

Contact your local Community Learning and Skills Centre to give the gift of learning to that special someone.

Meet the tutors

Sam Beattie

I am Sam, I am an experienced teacher and have delivered many ICT courses such as ECDL, ITQ for IT Users, Applied A Level ICT and a variety of Community Learning and Skills Courses. I work for Appleby Training and Heritage Centre and teach Business and Administration, Customer Service and Information Technology NVQ's.

Jen Bulman

I am Jennifer, I have delivered many IT courses over the last 18 years including Beginners/Basic IT, NVQ level II, ECDL and ITQ level 1 and 2. I have attained Microsoft Expert Status in the Office Suite. My courses are a great learning experience but also enjoyable.

Daisy Forrest

I am Daisy Forrest and have a passion for helping people unravel the mysteries of IT (Information Technology) so they can lead more fulfilling and productive relationships with their devices/computers, whether that is learning how to Skype your loved ones or tackling your accounts using Excel. I am friendly, approachable and have many years of Adult Teaching experience and relevant IT qualifications to help learners really get the most out of their electronics.

Catherine Herd

I have been teaching IT for a number of years to all ages and abilities. I hold a nationally recognised qualification in teaching adults. I am friendly and approachable and sensitive to the needs of adult learners.

Chris Kania

I have been a tutor for many years and have taught a vast array of courses including: All aspects of ICT to advanced levels, Digital Imaging, Computer Maintenance, Buying and selling on Ebay, Desk Top Publishing The list goes on..... As well as ICT Provision I also teach Sugar Craft which is themed around the seasons. I am passionate about empowering learners and helping them to achieve their full potential. I am the centre manager of Pennine Way Community Development Centre and pride myself on the fact that our centre is well known for its relaxed, friendly atmosphere.

Stewart Knight

I'm Stewart Knight, I teach computing, anything from complete beginners to web design and online safety. My degree was in Computer Networking and my masters was in Cyber Security but I'm also a pro at Microsoft Office. When I'm not busy doing computer things, I play golf. When it comes to football, I support the blues, I know nothing about football, so whichever team is in blue gets my support.

cumbria.gov.uk/learningandskills

Teresa Mulholland

I am mum to two sons aged 16 and 11 years and am the assistant manager of Pennine Way Community Development Centre. I am the first port of call with students and tutors and I am also a tutor of our Adult Social Care provision as well as teaching ICT to our senior students! I am extremely privileged to work in such a wonderful relaxed centre helping to provide an opportunity to reignite a passion for learning with our students.
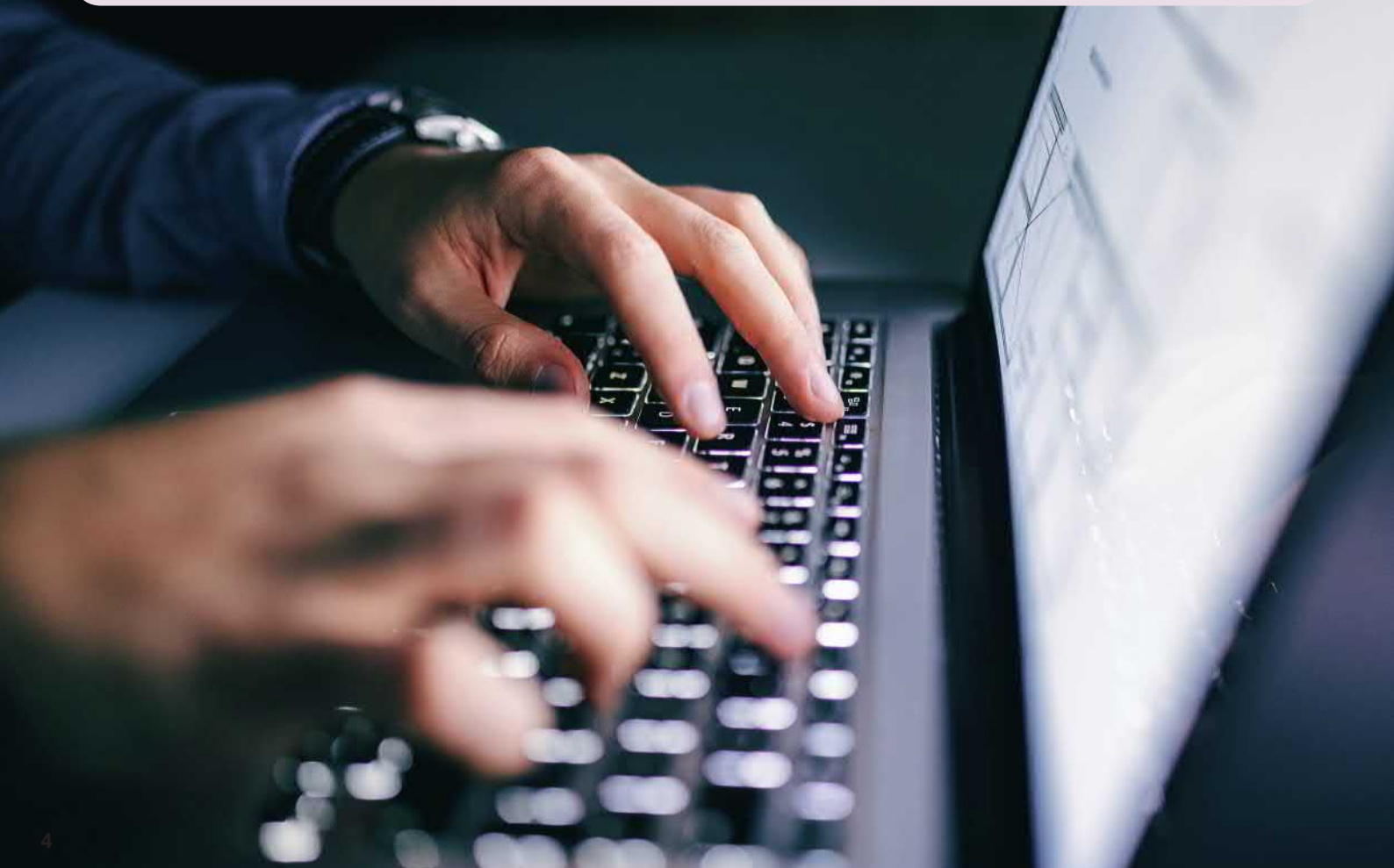
Debbie Robley

I have taught digital classes for many years and to learners with varying abilities and needs. I always aim to make my lessons fun for the learners, whilst enabling them to acquire new skills as well as boost their own confidence and self-esteem. When I am not teaching, I am usually walking our two dogs in the countryside or on the beach, gardening, or renovating our house (which seems to be taking forever!)

Graham Young

I am Graham Young. I have been involved with Adult Education for over 26 years when I was made redundant and started on a series of courses to improve my employment prospects. I was actually the first recipient of Adult Learner of the Year back in 1993.

Since then I have been an Adult Tutor for Information Technology, bookkeeping and Sage courses at several establishments.

Why learn with Community Learning and Skills?

Quality
As a leading provider of Community Learning across Cumbria, we ensure all our courses are of the highest quality.

Enjoyment
We pride ourselves on delivering classes that are fun and enjoyable.

Dedicated Staff
Our highly experienced Tutors share their years of expertise with you to take your skills to the next level.

Employability
If you want to enhance your future career prospects, we offer a wide range of employability courses to strengthen your CV.

Building Communities
Take the opportunity to join a class and make new friends whilst uncovering hidden creative talents.
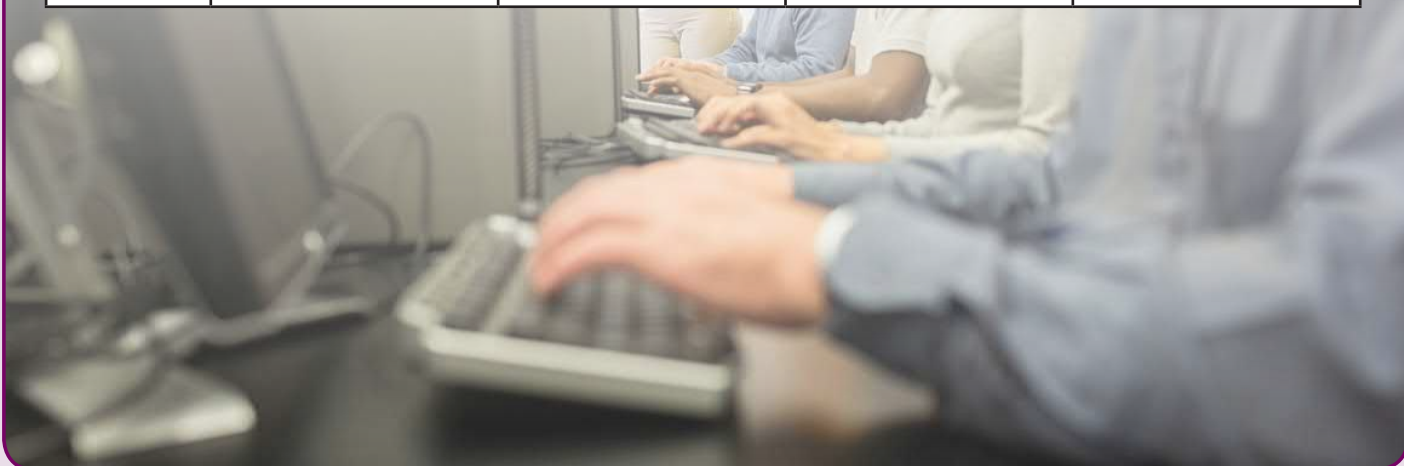
5

A guide to finding the right level for you

Community learning (non – accredited) courses

Level	Tasters	Beginners	Improvers	Advanced
Who is it for?	If you want to try something new in a short space of time or to help you decide on whether a Digital course is right for you.	If you haven't accessed any Digital related learning before and possess no or very limited Digital skills and you want to start to develop your Digital confidence and skills.	If you want to further develop your Digital skills and progress to the next level of learning and/or specialise in a particular Digital area.	If you want to learn specialist skills that you can put into practice in a work environment or everyday life, to improve your employment prospects and Digital skills.
Entry requirements	None.	None.	Successfully completed a beginner's course or already have a basic level of Digital skills and knowledge.	Ideally successfully completed a Community Learning Improvers' course or a level 1 ICT qualification. Also able to demonstrate from an initial assessment that able to work towards this advanced level.
Examples of courses' available?	• How to get online • Getting to grips with Twitter • Buying and Selling on Ebay • Intro to your Tablet – Managing your Digital Presence.	• Beginners Computers • Computers for Work Beginners • Microsoft Outlook for Beginners • Microsoft Excel for Beginners • IPads for Beginners • Editing your Digital Photographs Beginners.	• Moving on with Computers • Microsoft Excel part 2 • Getting to gets with iPad Improvers • Intermediate Excel	• Sage Accounting

National Accredited Qualifications

Level	Entry Levels 1, 2 & 3	1	2
Who is it for?	If you are wanting to gain a nationally accredited ICT qualification to develop your Digital knowledge, skills and build your self - confidence.	If you are wanting to progress from an entry level 3 to the next level of qualification to either further build on the knowledge and skills you have started and/ or specialise in a specific Digital area.	If you want a nationally recognised level 2 ICT qualification to support your career opportunities and progression in the Digital world.
Entry requirements	An Initial Assessment to ensure you are matched to the correct level of learning for you. Also Ideally successfully completed a Community Learning Digital related beginner's level course.	An Initial Assessment to ensure you are matched to the correct level of learning for you. Also ideally successfully completed an Entry 3 level Digital related qualification or a community learning Digital Improvers level course.	An Initial Assessment to ensure you are matched to the correct level of learning for you. Also ideally already hold a level 1 ICT qualification.
Examples of courses' available?	• Functional skills ICT Entry level 1 • Functional skills ICT Entry level 2 • Functional skills ICT Entry level 3 • Award Using ICT Entry Award 3	• Functional skills ICT level 1 • Award in IT User Skills (ECDL Essentials) level 1 • ITQ Award level 1 • Award in Internet Safety for IT Users Level 1 • Award in Awareness of Social Media and Online Safety Level 1	• Functional skills ICT level 2 • ITQ Award level 2 • Certificate in ITQ level 2 • Certificate in IT Users Skills (ECDL Extra) level 2

Course Information

Award in IT User Skills (ITQ) Level 1
A qualification to increase your understanding and develop the skills you need to effectively use ICT in work or at home. This qualification is widely recognised by employers.

Award in IT User Skills (ECDL) Essentials Level 1
A qualification to increase your understanding and develop the skills you need to effectively use ICT in work or at home. This qualification is widely recognised by employers.

Award in ITQ Level 2
You will learn how to operate information and communication software using the Microsoft Office suite to create simple documents in Word, Excel and PowerPoint as well as using the internet and email. The course is portfolio based and achieved through the collection of evidence from mandatory and chosen optional units.

Award Using IT Entry 3
This qualification develops your know-how and skills in how to safely and confidently use a computer, laptop and mobile phone safely and confidently and gain a useful qualification at the same time.

Basic Computing
An introduction into the digital world, whether you are looking to gain employment or wanting to use ICT as a leisure tool, this is the place to start.

Basic IT
An introduction into the digital world, whether you are looking to gain employment or wanting to use IT as a leisure tool, this is the place to start.

Beginners Computers
An introduction into the digital world, whether you are looking to gain employment or wanting to use IT as a leisure tool, this is the place to start.

Beginners Guide to Email
This short course is aimed at complete beginners and those wanting to have a more confidence in using a Personal Computer, Laptop or Tablet.

Buying on Ebay
Learn how to get the best bargains on Ebay.

Certificate in IT User Skills (ECDL Extra) Level 2
This advanced qualification offers you the chance to progress your understanding and the skills you need to effectively use ICT in your personal life or your workplace and gain a useful qualification.

Certificate in IT User Skills Level 2
This advanced qualification offers you the chance to progress your understanding and the skills you need to effectively use ICT in your personal life or your workplace and gain a useful qualification.

Certificate in ITQ Level 2
You will learn how to operate information and communication software or hardware with knowledge and understanding of the topics they undertake. You will use the Microsoft Office suite to create documents in Word, Excel, PowerPoint as well as using the internet for research and email. The course is portfolio based and achieved through the collection of evidence from mandatory and chosen optional units.

Computer confidence Beginners
An introduction into the digital world, whether you are looking to gain employment or wanting to use IT as a leisure tool, this is the place to start.

Computer Essentials
This course will cover computer basics, specifically email, internet and file management.

Computers for Work Beginners
A course for people looking to improve their computer skills for paid employment, voluntary/charity work, social enterprise or self-employment.

Desktop Publishing
Learn how to create your own digital publications. Great if you work with a community group!

Digital Cameras Beginners How to Save your Photographs
You have taken your photographs, now learn how to save them correctly and organise them on your computer.

Digital Imagery Manipulation
Enhance your images and become more creative using a software package that will enhance your photography and computer skills.

For more detailed information on all courses please visit cumbria.gov.uk/learningandskills

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Digital Photography Beginners
This will be a relaxed and interactive course through discussions, one to one support, demonstrations and working with your camera settings.

Easy Emailing
A total beginners workshop for those who struggle with emailing. You will find out how to create an account, send and receive messages and attachments.

Editing your Digital Photographs Beginners
WWe all take photographs that need a little extra help in making that image even better. So this introduction to editing your digital photographs is the place to start.

Excel Beginners
This course introduces you to the benefits of using Excel spreadsheets to help organise your life, finances and work.

Finding Your Way Round Windows 10
A short course to help you learn some of the new features of Windows 10.

Fun with Computers
Learn basics of Microsoft office in a fun and interactive way.

Functional Skills ICT Entry 1, Entry 2, Entry 3
A qualification that introduces you to the knowledge and skills you need to effectively use computers, laptops and mobile phones to search for information and share it.

Functional Skills ICT Level 1
Being able to effectively use a computer, laptop and mobile phone is as important today as English and Maths. Develop your understanding and skills in using ICT and gain a useful qualification at the same time.

Functional Skills ICT Level 2
Being able to use a computer and the programmes on it is as important today as English and Maths. Progress your understanding and skills in using ICT and gain a useful next level qualification.

Get Started with Excel
A short workshop to get you started with Excel. Learn how to create, edit, save and print an excel worksheet. You will use basic functions and formulas to analyse simple data and create charts and graphs.

Get Started with Facebook
Facebook is great way to keep in contact with friends and family. On this course you will understand how to get the best out of using Facebook.

Get Started with Microsoft Word
A short workshop to get you started with Microsoft Word. Learn how to create, edit, save and print a word document. You will create letters and posters combining text and images to give a professional look to your communications and documents.
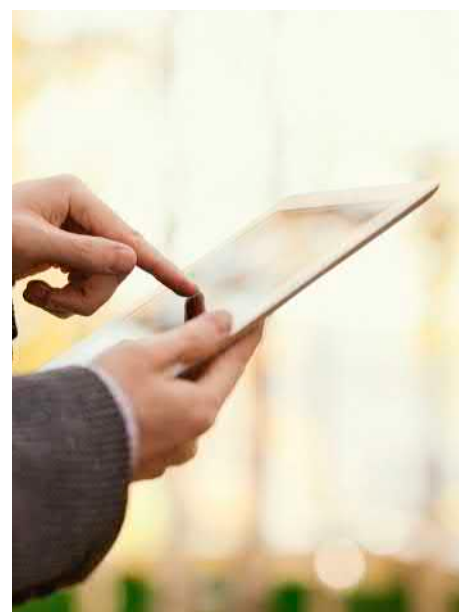
Getting to Grips with Facebook
Facebook is great way to keep in contact with friends and family. On this course you will understand how to get the best out of using Facebook.

Getting to Grips with Twitter
Twitter is great way to keep in contact with friends and family and keeping up to date with news and current affairs. On this course you will understand how to get the best out of using Twitter.

Getting to Grips with your iPad Beginners
Now sure how to get the best out of your iPad? Struggling to use apps? On this course you will learn the use the basic functions of your ipad.

Getting to Grips with your IPad Improvers
On this course you will learn how to take your iPad usage to the next level. This is a more advanced course designed to get the most out of your ipad.

Help with Online Public Services Applications
This workshop will help you with applying for public service online applications such as Blue Badge applications/renew car licence (after 70 years). We will help you navigate your way around the government gateway system. This workshop will help show you the benefits of using the internet for online applications.

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How to get Online
A total beginners workshop for those who struggle to access the internet. You will be able to use a search engine to find information from rail and theatre tickets to checking the weather!

Intermediate Microsoft Excel
The course is perfect for you if you already have some knowledge of Excel and wish to build on your existing skills.

Internet Shopping and Online Security
A short workshop to show you how to use the internet securely and safely! Find out hints and tips to stay safe online - from what makes a strong password to scam emails and how to avoid and deal with them.

Intro to Internet Shopping and Comparison Websites
This short course is aimed at complete beginners and those wanting to have more confidence in using a personal computer, Laptop or Tablet to research the best deals from the internet using price comparison sites.

Intro to Your iPad
A beginner's guide to using your IPad. Find out how to access the internet from your iPad and be able to use a search engine to find information from rail and theatre tickets to checking the weather!

Intro to Your Tablet
A beginner's guide to using your tablet. Find out how to access the internet from your tablet. Be able to use a search engine to find information from rail and theatre tickets to checking the weather!

iPads for Beginners
A beginner's guide to using your IPad. Find out how to access the internet from your iPad and be able to use a search engine to find information from rail and theatre tickets to checking the weather!

IT Complete Beginners Including Internet and Email
New to computers? This is the perfect place to start. Never switched one on before then this is for you. Starting with the basics of how to use a mouse and keyboard.
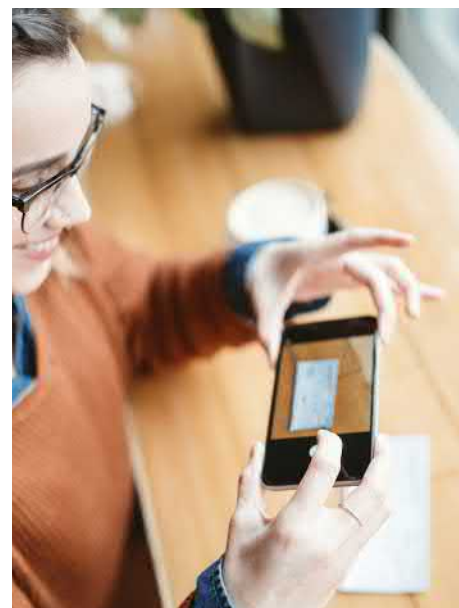
Award in ITQ Level 2
You will learn how to operate information and communication software using the Microsoft Office suite to create simple documents in Word, Excel and PowerPoint as well as using the internet and email. The course is portfolio based and achieved through the collection of evidence from mandatory and chosen optional units.

Keep in Touch with Family and Friends
A short workshop to learn how to keep in touch with family and friends online, using various methods such as email or Skype!

Managing your Digital Presence
Understand, create and improve your digital presence including LinkedIn, Instagram and Facebook.

Microsoft Excel Part 1 Beginners
This course will be run in a small, friendly, tutor-led group and is suitable for anyone looking to improve their spreadsheet skills – not suitable for complete beginners as you will need prior computer basics.

Microsoft Excel Part 2
A follow on course if you have already completed the Part 1 Beginners course. This course will continue to be run in a small, friendly, tutor-led group and is suitable for anyone looking to improve their spreadsheet skills – not suitable for complete beginners as you will need prior computer basics.

Microsoft Outlook Beginners
Microsoft Outlook is used within most office settings to send emails and to help schedule time effectively. This course and is suitable for anyone who uses Outlook at a basic level and is keen to develop their skills.

Moving on with Computers
Develop your skills at a higher level building on the skills and knowledge gained from the beginners course in how to use a computer.

For more detailed information on all courses please visit cumbria.gov.uk/learningandskills

Moving on with Computers Beginners

For those who have mastered the basics, this computing course will help you develop further skills. Suitable for those who have already completed a computer confidence course or already have some general digital skills.

Office Essentials

This course will cover Microsoft Office, looking at how to use Word, Excel and Powerpoint.

Online Safety

You will find out hints and tips to stay safe online in this short workshop - from what makes a strong password to scam emails and how to avoid and deal with them.

Online Together - Savvy and Safe

You will find out hints and tips to stay safe online in this short workshop - from what makes a strong password to scam emails and how to avoid and deal with them.

Photoshop

You will learn to use Photoshop to enhance your photographs and restore damaged ones.

Sage Computerised Accounts

Increase your understanding of keeping computer bassed financial records using Sage Financial Line 50 Software for working in a small business.

Selling on Ebay

Learn how to sell items on Ebay.

Update Your Office IT Skills

This course is great if you already have some Office IT skills but feel you need them updated.

Using the Microsoft Office Suite and Email for Beginners

This course is aimed at complete beginners and those wanting to have more confidence in using the Microsoft Office suite of programs. These lessons will be using the desktop computers at the centre; you are welcome to bring your own laptop if it has Microsoft office installed.

Word Beginners

This course is great if you wish to gain some confidence in using Microsoft Word for use at home or at work.

For more detailed information on all courses please visit cumbria.gov.uk/learningandskills

Digital Skills

Having good digital skills is a must for most things these days. From online banking to booking a holiday, everything is going digital. Want to stay ahead of the game and take advantage of the best bargains online, we are offering courses to suit all levels and abilities.

Course title	College Level Code	Venue	Day	Start	Wks	From	To	Fee	Fee Code
Allerdale									
Beginners IT	A	Workington Library	W	15/01/2020	10	09:00	11:00	FREE	S
Award in IT User Skills (ITQ) Level 1	A	Workington Library	F	17/01/2020	12	13:00	16:00	£264.75 /FREE	A
Award in ITQ Level 2	A	Workington Library	F	28/02/2020	18	09:30	12:30	£399.75 /FREE	A
Barrow									
Award in IT User Skills Level 1	B	Walney Children's Centre	Tu	09/01/2020	24	10:00	12:30	£196.00 /FREE	A
Certificate in IT User Skills (ECDL Core) Level 2	B	Barrow CLAS	Th	09/01/2020	26	18:00	21:00	£310.00 /FREE	A
Award Using IT Entry Level 3	B	Barrow CLAS	M	13/01/2020	24	10:00	12:00	£189.25 /FREE	A
Certificate in IT User Skills (ECDL Extra) Level 2	B	Barrow CLAS	M	13/01/2020	24	18:00	21:00	£280.00 /FREE	A
Digital Imaging	B	Barrow CLAS	Tu	14/01/2020	6	18:30	20:30	£57.00	P
Carlisle									
Microsoft Word Beginners	K	Kingmoor CBC	M	06/01/2020	6	18:30	20:40	FREE	S
Update Your Office IT Skills	K	Kingmoor CBC	W	08/01/2020	6	18:15	20:30	£66.50	P
Certificate in IT User Skills (ECDL Extra) Level 2	U	Upperby CDC	W	08/01/2020	20	18:00	21:00	£280.00 /FREE	A
Certificate in IT User Skills (ECDL Extra) Level 2	K	Kingmoor CBC	Th	09/01/2020	20	18:15	21:15	£280.00 /FREE	A
Award in IT User Skills (ECDL Essentials) Level 1	K	Kingmoor CBC	M	13/01/2020	10	18:15	21:15	£174.75 / FREE	A
Help with Online Public Services Applications	P	Pennine Way CDC	F	13/01/2020	1	10:00	12:00	£9.50	P
Beginners Computers	Ca	Pennine Way CDC	W	05/02/2020	7	12:30	15:00	FREE	S
Digital Imagery Manipulation	P	Pennine Way CDC	W	05/02/2020	4	18:30	21:00	£47.50	P
Excel Beginners	K	Kingmoor CBC	M	24/02/2020	5	18:00	20:30	FREE	S
Digital Photography Beginners	K	Kingmoor CBC	Tu	25/02/2020	3	18:00	20:30	£33.25	P
iPads for Beginners	K	Kingmoor CBC	Tu	25/02/2020	4	10:00	12:00	FREE	S
Sage Accounting	Ca	Carlisle College	Tu	25/02/2020	11	18:30	20:30	£104.50	P
IT Complete Beginners including Internet and Email	K	Kingmoor CBC	W	04/03/2020	10	18:00	20:10	FREE	S
Digital Cameras Beginners How to Save your Photographs	K	Kingmoor CBC	Tu	17/03/2020	2	18:00	20:30	£23.75	P
Editing your Digital Photographs Beginners	K	Kingmoor CBC	Tu	14/04/2020	5	18:00	20:35	£61.75	P

Serving the people of Cumbria

	Course title	College Level Code	Venue	Day	Start	Wks	From	To	Fee	Fee Code
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Copeland

Course title	College Level Code	Venue	Day	Start	Wks	From	To	Fee	Fee Code
Award in Computer and Online Basics Entry Level 3	Co	Precision Training, Whitehaven	Tu	14/01/2020	14	13:00	15:00	£50.00/FREE	A
Certificate in IT User Skills (ECDL Extra) Level 2	Co	Precision Training, Whitehaven	Tu	14/01/2020	20	09:15	12:15		A
Basic Computing	Co	Whitehaven Harbour Youth Project	Th	16/01/2020	10	09:30	11:30	FREE	S
Beginners Photography	Co	St Benedict's RC High School	W	15/01/2020	5	18:00	20:30	£104.50	P
Photography for the Serious Amateur	Co	St Benedict's RC High School	W	26/02/2020	6	18:00	20:30	£118.75	P
Drone/Arial Photo and Video Workshop	Co	St Benedict's RC High School	Sa	29/02/2020	2	10:00	13:00	£28.75	P
Industrial photography	Co	TBC	Su	01/03/2020	3	11:00	13:30	£60.00	P
Drone/Arial Photography and Video Workshop	Co	St Benedict's RC High School	Sa	21/03/2020	2	10:00	13:00	£28.50	P

Eden

Course title	College Level Code	Venue	Day	Start	Wks	From	To	Fee	Fee Code
Award in ITQ Level 2	Ap	Appleby Heritage Centre	M	08/01/2020	14	09:00	15:00	£321.90 /FREE	A
Certificate in ITQ Level 2	Ap	Appleby Heritage Centre	M	08/01/2020	38	09:00	15:00	£331.70 /FREE	A
Beginners Computers	E	Kirkby Stephen Grammar School	M	13/01/2020	10	18:00	20:30	FREE	S
Beginners Computers	E	Eden CLAS (Shap CDC)	Th	16/01/2020	10	10:00	12:30	FREE	S
Introduction to Your iPad	Ap	Appleby Heritage Centre	M	02/03/2020	1	13:00	16:00	FREE	S

South Lakeland

Course title	College Level Code	Venue	Day	Start	Wks	From	To	Fee	Fee Code
Getting to Grips with Ebay	S	Kendal Library	M	13/01/2020	1	10:00	13:00	£27.00	F
Getting to Grips with Ebay	S	St Mary's Hospice, Ulverston	M	20/01/2020	1	10:30	13:30	£27.00	F
Getting to Grips with Ebay	S	Windermere Library	Tu	21/01/2020	1	10:00	13:00	£27.00	F
Getting to Grips with your Android Device Beginners	S	Windermere Library	M	27/01/2020	2	10:00	13:00	FREE	S
Getting to Grips with your Android Device Beginners	S	Kendal Town Hall	Tu	28/01/2020	2	13:30	16:30	FREE	S
Getting to Grips with your iPad Beginners	S	Kendal Library	Tu	28/01/2020	2	10:00	13:00	FREE	S
Getting to Grips with your iPad Beginners	S	Windermere Library	M	10/02/2020	2	10:00	13:00	FREE	S
Getting to Grips with your Android Device Improvers	S	Windermere Library	M	24/02/2020	2	10:00	13:00	FREE	S
Getting to Grips with your iPad Improvers	S	Windermere Library	M	24/02/2020	2	13:30	16:30	FREE	S
Getting to Grips with your iPad Improvers	S	Kendal Library	Tu	25/02/2020	2	10:00	13:00	FREE	S
Getting to Grips with your Android Device Improvers	S	Kendal Town Hall	Tu	25/02/2020	2	13:30	16:30	FREE	S
Getting to Grips with Social Media	S	Kendal Library	F	28/02/2020	1	13:00	16:00	£14.25	P
Getting to Grips with Microsoft Office	S	Kendal Library	F	06/03/2020	4	10:00	12:00	FREE	S
Getting to Grips with your Android Device Beginners	S	St Mary's Hospice, Ulverston	Tu	09/03/2020	2	13:00	16:00	FREE	S
Getting to Grips with your iPad Beginners	S	St Mary's Hospice, Ulverston	Tu	09/03/2020	2	10:00	13:00	FREE	S
Getting to Grips with your Android Device Improvers	S	St Mary's Hospice, Ulverston	Tu	10/03/2020	2	13:00	16:00	FREE	S
Getting to Grips with your iPad Improvers	S	St Mary's Hospice, Ulverston	M	23/03/2020	2	10:00	13:00	FREE	S
Getting to Grips with Social Media	S	Windermere Library	Tu	24/03/2020	1	10:00	13:00	£14.25	P
Getting to Grips with Social Media	S	TBC	TBC	TBC	1	TBC	TBC	£14.25	P

Community Learning and Skills

Community Learning and Skills centres provide a wide variety of courses, workshops and events. These include some of the following: English; ESOL; Maths; Science; Employability Skills; Arts and Crafts; Languages; Health and Wellbeing; Digital Skills; LLDD and Family Learning. We also work with a variety of partner organisations, Schools and Children's Centres to support outreach provision to deliver programmes for Family Learning and Learners with Learning Difficulties and/or Disabilities (LLDD).

Our centres in Allerdale and Copeland

- Allerdale Community Learning and Skills Centre **(A)**
  T: **01900 706023** E: **allerdaleclas@cumbria.gov.uk**
- Copeland Community Learning and Skills Centre **(Co)**
  T: **01946 506416** E: **copelandclas@cumbria.gov.uk**
- Groundwork NE & Cumbria T: **07548 223758** E: **michelle.harrison@groundwork.org.uk**
- Gen 2 **(G2)** T: **01900 701300** E: **info@gen2.ac.uk**
- PHX Training **(PHX)** T: **01946 834018** E: **workington@phxtraining.co.uk**

Our centres in Barrow and South Lakeland

- Barrow Community Learning and Skills **(B)** T: **01229 820700** E: **barrowclas@cumbria.gov.uk**
- Barrow and District Disability Association
  T: **01229 432599** E: **enquiries.bdda@btconnect.com**
- PHX Training **(PHX)** T: **01229 808095** E: **barrow@phxtraining.co.uk**
- Gen 2 **(G2)** T: **01229 483760** E: **info@gen2.ac.uk**
- South Lakeland Community Learning and Skills **(S)**
  T: **01539 713257** E: **southlakelandclas@cumbria.gov.uk**
- Growing Well **(GW)** T: **07903 013648** E: **hazel@growingwell.co.uk**

Our centres in Carlisle and Eden

- Carlisle Community Learning and Skills **(Ca)**
  T: **01228 227304** T: **01228 227305** E: **carlisleclas@cumbria.gov.uk**
- Kingmoor CBC **(K)** T: **01228 598484** E: **office@kingmoorcbc.co.uk**
- Pennine Way CDC **(P)** T: **01228 598979** E: **cdc@pennineway.cumbria.sch.uk**
- Upperby CDC **(U)** T: **01228 815461** E: **cdcadmin@upperbycdc.org.uk**
- Groundwork NE & Cumbria T: **07548 223756** E: **Sammy.mitchell@groundwork.org.uk**
- PHX Training **(PHX)** **01228 810960** E: **carlisle@phxtraining.co.uk**
- Gen 2 **(G2)** T: **01228 599890** E: **info@gen2.ac.uk**
- Eden Community Learning and Skills **(E)** T: **01931 716447** E: **edenclas@cumbria.gov.uk**
- Appleby Heritage Centre **(Ap)** T: **017683 53350** E: **info@applebyheritagecentre.org.uk**

Why not contact one of our centres and have an informal chat to find out how we can help? To book or enrol, please contact the centre advertising your chosen course. For more detailed information please visit our website: **cumbria.gov.uk/learningandskills**

Find You can find a course in this brochure or search online by subject, title or by area: **cumbria.gov.uk/learningandskills**

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Book You can book and pay online, over the phone or visit your local centre.

Enrol

Depending on the course you have booked on we will need some personal information at the first session. For example our qualification courses will need your National Insurance number and proof of identification.

Minimum Age - Please note that you must be aged 19 or over on 31 August 2019 to access one of our courses.

Course Fees

Code	Type of Provision	Remission/fees	Funding Information
S	Fully-subsidised Community Learning	Free to all learners	100% subsidised by the Government's Education and Skills Funding Agency (ESFA)
P	Part-subsidised Community Learning	Reduced fees apply	There is a fee for this course but it has been reduced significantly as it is part-subsidised through the ESFA. Individuals may also be eligible for a further fee reduction if they are unemployed, low-waged or on another means tested benefit.
F	Full-cost Community Learning	Fees apply to all individuals	This course is not supported by Government funding and reduced fees do not apply.
M	Accredited Maths or English Qualification	Free to all learners if prior attainment is below GCSE grade 9-4 or A-C	100% subsidised by the Government's Education and Skills Funding Agency (ESFA).
A	Accredited Skills Qualification up to Level 2	Fees apply but free to some individuals	Qualification may be free to individuals who are unemployed, low waged (less than £16,009.50 gross annual salary) or they are aged 19-23 and their highest prior attainment is less than Level 2. Reduced fees apply for all other individuals as qualification is part-subsidised through the ESFA.
B	Accredited Skills Qualification	Fees apply to most individuals	In most cases this course will not be supported by Government Funding. However, in some instances individuals may be eligible for support if they meet certain conditions or they may be eligible for an advanced learner loan to help with fees.

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For all current and future courses, why not have a look at our **website**

cumbria.gov.uk/learningandskills

You will be able to find a wide range of courses that may inspire you to get back into learning **To book a place on a course** please contact the centre advertising your chosen course to enrol.

Please come and check out the Community Learning and Skills Facebook page **@CumbriaLearning**. Feel free to share and like with your friends! Stay up to date with what's going on, what's coming up and all of our latest news.

We also have a new Instagram account - **@cumbrialearning** to showcase what's on offer, and you can also follow us on Twitter at **@CumbriaLearning**.

We would love to see what you are up to in class and all of the wonderful work you create, so feel free to share your pictures and be sure to tag us in! Use the hashtag **#beinspired.**

Cumbria Community Learning & Skills

#BeInspired

10% off pay online courses, for a limited time!

Be quick! available until 6 January 2020!

#BeInspired

For courses starting April 2020 visit our website from 3 April 2020 to download our new digital brochure or to view and book our courses online.

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Heathlands

MANNA HOUSE

mind
for better mental health
in Furness

right
2work
part of the Oaklea Group

UNITY
recovery in your community

West Cumbria
ageUK

The Well

SIGHT
ADVICE
SOUTH LAKES

S2C
space2create

Department
for Work &
Pensions