



2008/09

adult learning

Courses for Adults with
Learning Disabilities

ADULT
LEARNING
DISABILITIES

Over **60** courses to choose from!

Call **01865 779584**

Line open from **30 July**



INVESTOR IN PEOPLE



**OXFORDSHIRE
COUNTY COUNCIL**

www.oxfordshire.gov.uk



Hello and welcome!

Take on a new learning challenge and make a difference to your life

Oxfordshire Adult Learning is proud to launch a broad

range of courses for people with learning disabilities across the county, starting this September and spanning the year.

You may want to learn a new skill, keep active or meet people who share your interest. Our courses include art and craft, music, dance and computer skills.

So many of our learners tell us how much their confidence and skills have improved as a result of joining an adult learning class. It is a great opportunity to meet people and share the pleasure of learning.

We regret that due to funding restrictions we are unable this year to give full fee remission on courses for adults with learning disabilities. However, we are able to give 50% fee remission for people who receive an appropriate state benefit.

To discuss your place on the course of your choice, contact our direct number for programmes for adults with learning disabilities – **01865 779584**.

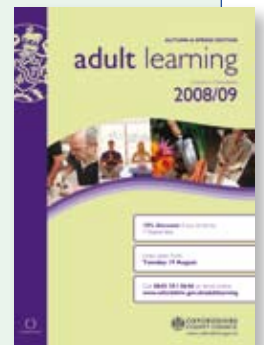
You can be sure of a warm welcome!

Jane Dixon
Head of Oxfordshire Adult Learning



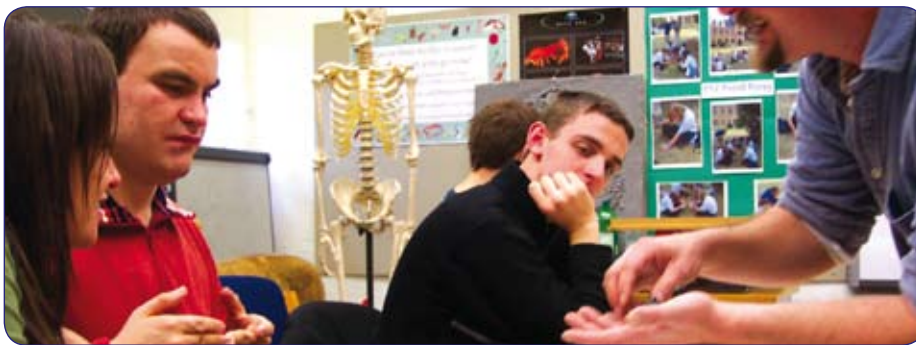
Have you seen our general brochure of **Adult Learning** courses for **2008/09**?

A copy has been sent to every household in Oxfordshire. If you want to join one of the classes in the general brochure, please ring this central number: **01865 779584**.



A tutor co-ordinator will contact you to discuss your choice of course.

50% fee remission is available on most courses if you receive an appropriate state benefit.



Course Cost

Although most of the courses in this brochure are shown with a cost attached, if you receive one of the benefits shown on page 14 you will only have to pay 50% of the course fee as well as the materials charge shown in the text, and not the whole amount. See pages 13 and 14 for more details.

TERM	STARTS	ENDS
Autumn	Monday 22 September	Friday 5 December
Half-term	Monday 27 October	Friday 31 October
Spring	Monday 12 January	Friday 27 March
Half-term	Monday 16 February	Friday 20 February
Summer	Monday 27 April	Monday 13 July
Half-term	Monday 25 May	Friday 29 May

Oxfordshire Adult Learning

Learning for adults and families in the 21st century – unlocking potential, enriching lives, serving communities.

Equality and Diversity

We are committed to providing a service that promotes equality of opportunity for all adult learners and families and values diversity. However, we are subject to the funding policies of the LSC.

We welcome the Disability Discrimination Act and will do our best to make reasonable adjustments for disabled learners. If you have a disability which may affect your learning, please let us know by telling a member of staff so that we can organise any support required as soon as possible. For more information about the support we can offer learners with a disability, please ring **01865 428055**.

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Access to Buildings

Our courses take place in a variety of venues and whenever possible these will provide disabled access, toilets for people with disabilities, and other facilities such as loop systems, to meet a range of needs. We do our best to locate courses in accessible buildings.

No Smoking

A no smoking policy applies to all Oxfordshire County Council sites.

AREA	VENUE	CODE	DATE	TIME	SESSION	COST
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3D Craft – *Samantha Gulliver*

Producing work that stands on its own. Materials £10 included in the cost.

Banbury	The Mill Arts Centre	BA14R021D	Fri 26/09/08	10:00 -12:00	10	£90.00 ▲
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Art & Craft – *Lucia Emm*

A varied course including fabric, collage, mosaic and painting. Materials £30 included in the cost.

Banbury	The Mill Arts Centre	BA14R004D	Tue 23/09/08	13:30 -15:30	30	£270.00 ▲
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Art & Craft – *Carol Jephcott*

A supportive and creative environment for learning a whole range of skills including working with fabrics, collage, batik, felt-making and beadwork. Materials £30 included in the cost.

Banbury	The Mill Arts Centre	BA14R008D	Wed 24/09/08	13:00 -15:00	30	£270.00 ▲
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Art & Craft – *Carolyn Read*

Come and be creative, whether a complete beginner or an experienced artist. Enjoy paper-making, ceramics, painting, pottery and much more. Materials £30 included in the cost.

Berinsfield	Berinsfield Adult Learning	BE14R057D	Fri 26/09/08	10:00 -12:00	30	£270.00 ▲
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Art & Craft – *Sarah Griffiths*

Arts and Crafts of all shapes and sizes, to suit all skills from creative clay to jolly jewellery with lots of paint thrown in. Materials £30 included in cost.

Carterton	Allandale Youth Centre	CA14R059D	Tue 23/09/08	11:00 -12:30	30	£210.00 ▲
Carterton	Allandale Youth Centre	CA14R060D	Tue 23/09/08	09:30 -11:00	30	£210.00 ▲

Art & Craft – *Magda Kozarzewska*

Using different techniques to produce work that will be exhibited. This course includes trips out. Materials £30 included in the cost.

Kidlington	Kidlington Adult Learning	KD14R112D	Thu 25/09/08	10:00 -12:00	30	£270.00 ▲
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Art & Craft – *Sarah Griffiths*

Using a variety of art and craft activities to produce different pieces including silkscreen printing and card making. Materials £30 included in the cost.

Oxford	Oxford Adult Learning, Cumnor	ON14R113D	Thu 25/09/08	10:00 -12:00	30	£270.00 ▲
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Arty Facts – *Liz Yardley*

Visiting museums and galleries you will try various art mediums including sculpture, book making and photography. Materials £30 included in the cost.

Bicester	The Courtyard Centre	BC14R107D	Wed 24/09/08	13:00 -15:00	30	£270.00 ▲
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AREA	VENUE	CODE	DATE	TIME	SESSION	COST
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Better with Letters - Art and Calligraphy – Rita Bevan

This course focuses on letters and lettering. Use a range of techniques to make your own plaques, posters, greetings cards and bookmarks.

Grove	Grove Adult Learning	GRI4R069D	Thu 02/10/08	10:30 -12:30	10	£80.00
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Day by Day, Month by Month – Sue Pearl

Create your own personal wall chart as a 'Day by Day' diary which can be used year after year. Materials £22 included in the cost.

Carterton	Allandale Youth Centre	CAI4R063D	Wed 24/09/08	10:00 -12:00	10	£102.00 ▲
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Jewellery Making – Emma Haines

Design and make jewellery from recycled and found objects, including earrings, necklaces and pendants.

Oxford	Oxford Adult Learning, Littlemore	OSI4R106D	Mon 22/09/08	10:00 -12:00	10	£80.00
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Magic with Felt – Sue Pearl

Learn how to make colourful felt to create lovely pictures, jewellery and objects to decorate your home. Learners to be supported. Materials £20 included in the cost.

Burford	Bradwell Village Hall	CAI4R062D	Mon 22/09/08	13:00 -15:00	10	£100.00 ▲
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Mixed Art & Craft – Lucia Emm

A varied course to include painting, collage, textiles and sewing to stimulate creativity. Materials £10 included in the cost.

Eynsham	Eynsham Cricket Pavilion	KDI4R075D	Thu 25/09/08	12:30 -14:30	10	£90.00 ▲
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Paper Craft – Rita Bevan

Use a variety of techniques to create wrapping paper, cards, decorations and Christmas gift ideas.

Oxford	Oxford Adult Learning, Cumnor	ONI4RI11D	Wed 24/09/08	10:00 -12:00	10	£80.00
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Photography – Liz Yardley

Use your imaginative skills in taking, developing, printing and displaying photographs. Consider your surroundings in a new way. Materials £45 included in the cost.

Banbury	Banbury Adult Learning	BAI4R007D	Wed 24/09/08	10:00 -12:00	30	£285.00 ▲
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Scrapbook Challenge – Sarah Griffiths

Combine art, craft, literacy, numeracy and life skills and make an individual book to keep.

Bicester	The Courtyard Centre	BCI4RI14D	Fri 26/09/08	10:00 -12:00	30	£240.00
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AREA	VENUE	CODE	DATE	TIME	SESSION	COST
Computer Skills – <i>Christina Lowe</i> Work at your own pace to practise and develop new skills. Internet access, adaptive technology and specialist software are available.						
Wallingford	Wallingford Adult Learning	BE14R061D	Thu 25/09/08	13:30 - 15:00	30	£180.00

Computers - basics – *Christina Lowe*

Develop your keyboard and mouse skills and basic computing through word processing. Discover games and use a digital camera.

Oxford	Oxford Adult Learning, Littlemore	OS14R104D	Mon 22/09/08	10:00 - 12:00	30	£240.00
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Computers - improvers – *Thomas Dubose*

Improve your computer skills, using Microsoft Word, Excel and the internet.

Oxford	Oxford Adult Learning, Littlemore	OS14R118D	Thu 25/09/08	10:00 - 12:00	30	£240.00
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AREA	VENUE	CODE	DATE	TIME	SESSION	COST
Cookery – <i>Tbc</i> A basic practical cookery course covering meal planning, healthy eating, kitchen safety and food hygiene. Bring an apron and a tea towel. Materials £30 included in the cost.						
Banbury	Redlands Centre – Tbc	BA14R010D	Thu 25/09/08	10:00 - 12:00	30	£270.00 ▲

Cookery – *Liz Jones, Tbc*

A basic practical cookery course covering meal planning, healthy eating, kitchen safety and food hygiene. Bring an apron and a tea towel. You will need to provide your own ingredients. Further information to follow.

Eynsham	Eynsham Cricket Pavilion – LJ	KD14R054D	Mon 22/09/08	09:45 - 11:45	30	£240.00
Eynsham	Eynsham Cricket Pavilion – LJ	KD14R056D	Mon 22/09/08	12:30 - 14:30	30	£240.00
Eynsham	Eynsham Scout Hall – LJ	KD14R055D	Thu 25/09/08	09:45 - 11:45	30	£240.00
Thame	Thame Adult Learning – Tbc	TH14R070D	Tue 23/09/08	17:30 - 19:30	30	£240.00
Wallingford	Wallingford Adult Learning – Tbc	BE14R071D	Wed 24/09/08	19:00 - 21:00	30	£240.00

AREA	VENUE	CODE	DATE	TIME	SESSION	COST
Ballroom Dancing – <i>Katy Hopkins</i> Learn to dance these classic steps while having fun and socialising. The course will cover the history of each dance.						
Oxford	Barton Neighbourhood Centre	ONI4R103D	Mon 22/09/08	13:30 - 15:00	10	£60.00
Circle Dance – <i>Mary Perryman</i> Gentle dances to beautiful music from around the world. Relaxing and fun.						
Oxford	West Oxford Community Centre	ONI4R105D	Wed 24/09/08	10:30 - 12:00	10	£60.00
Catalyst – <i>Tbc</i> A drama skills course where participants create a short piece of theatre to be performed in the Spring Festival at Pegasus Theatre in March 2009.						
Oxford	Pegasus Theatre	OCI4R119D	Mon 15/09/08	10:00 - 12:00	20	£160.00
Face to Face – <i>Jo Allen</i> A creative drama and movement course to develop self expression and confidence. Materials £30 included in cost.						
Banbury	The Mill Arts Centre	BAI4R006D	Wed 24/09/08	10:00 - 12:00	30	£270.00 ▲
Banbury	The Mill Arts Centre	BAI4R012D	Fri 26/09/08	10:00 - 12:00	30	£270.00 ▲
Jump Dance Troupe – <i>Katy Hopkins</i> A dance course which will work towards an informal performance. The course will cover creative movement, dance techniques, overall fitness, group work and communication.						
Eynsham	Eynsham Scout Hall	KDI4R051D	Tue 23/09/08	13:30 - 15:00	30	£180.00
Oliver! – <i>Katy Hopkins</i> A drama and dance course that explores the story, characters and songs from this popular musical.						
Oxford	To Be Confirmed	OSI4T101D	Mon 27/04/09	10:00 - 12:00	10	£80.00

AREA	VENUE	CODE	DATE	TIME	SESSION	COST
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Aromatherapy & Massage - beginners – Thomas Dubose

Learn to relax in this inspiring class. Our energetic tutor will guide you through techniques, upper body massage and aromatherapy oils. Materials £7 included in the cost.

Eynsham	Eynsham Scout Hall	KD14R050D	Tue 23/09/08	10:00 - 12:00	10	£87.00 ▲
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Fitness with Yoga – Wendy Hodgson

A gentle exercise programme based on Yogasize, in a friendly, relaxing atmosphere.

Banbury	The Mill Arts Centre	BA14R003D	Tue 23/09/08	10:00 - 12:00	10	£80.00
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Healthy Living for Men – Catherine Gregg

Learn the best ways to keep yourself healthy. Find out how to look after your body and what to do if you are not well.

Oxford	West Oxford Community Centre	ON14R108D	Tue 23/09/08	10:00 - 12:00	20	£160.00
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Healthy Living for Women – Catherine Gregg

Learn the best ways to keep yourself healthy. Find out how to look after your body and what to do if you are not well.

Oxford	West Oxford Community Centre	ON14T110D	Tue 28/04/09	10:00 - 12:00	10	£80.00
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Sensory Course – Katy Hopkins

Experience your senses: touch, smell, sight, hearing and taste in a relaxing and enjoyable atmosphere. Materials £7 included in the cost.

Eynsham	Eynsham Scout Hall	KD14R053D	Thu 25/09/08	13:30 - 15:00	10	£67.00 ▲
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Soccer Skills – Peter Rhodes-Brown

Improve your footballing skills with Oxford United's Peter Rhodes-Brown. Bring sports kit, trainers and a drink.

Oxford	Barton Neighbourhood Centre	OC14R128D	Mon 06/10/08	10:00 - 11:00	1	£3.00
Oxford	Barton Neighbourhood Centre	OC14R123D	Mon 03/11/08	10:00 - 11:00	1	£3.00
Oxford	Barton Neighbourhood Centre	OC14R120D	Mon 01/12/08	10:00 - 11:00	1	£3.00
Oxford	Barton Neighbourhood Centre	OC14S124D	Mon 12/01/09	10:00 - 11:00	1	£3.00

AREA	VENUE	CODE	DATE	TIME	SESSION	COST
Stretch & Tone – <i>Andrea Griffiths</i> Gentle keep fit class for all. Please bring loose fitting clothes, trainers and a drink. Improves body tone, flexibility and co-ordination.						
Didcot	Didcot Leisure Centre	BE14R078D	Wed 24/09/08	10.00 - 11.30	10	£60.00

AREA	VENUE	CODE	DATE	TIME	SESSION	COST
Bathtime Bliss – <i>Tbc</i> A Victorian workshop looking at the museum's exhibition and Victorian handling collection. Choose scents, colours and flowers to make and take home your own bath salts. Materials £2.50 included in the cost.						
Oxford	Museum of Oxford	OCI4T117D	Tue 02/06/09	10:30 - 12:00	1	£2.50
Bug's Life – <i>Tbc</i> Learn how to identify common bugs around your home and find out about some of their amazing behaviour. Try cooked bugs and live handling.						
Oxford	Oxford University Museum of Natural History	OCI4S118D	Tue 31/03/09	10:30 - 12:00	1	Free
Out of Africa – <i>Tbc</i> A music-based workshop using African drums, instruments and songs to find out more about Oxford's links to slavery and the slave trade. Materials £5 included in the cost.						
Oxford	Museum of Oxford	OCI4R122D	Tue 16/12/08	10:30 - 12:30	10	£5.00
Unlocking Oxford Castle's Secrets – <i>Tbc</i> Discover the hidden secrets of Oxford Castle & Prison, hearing stories of great escapes, betrayal and even romance on your guided tour.						
Oxford	Oxford Castle	OCI4S130D	Tue 03/02/09	10:30 - 12:00	1	£3.75
Scrumptious Seeds – <i>Tbc</i> Discover different vegetables growing at the Botanic Gardens. Sow seeds and prick out seedlings. Pot a plant to grow at home.						
Oxford	Botanic Gardens	ONI4T126D	Tue 30/06/09	10:30 - 12:00	1	Free
Seed Search – <i>Tbc</i> Explore the garden, collect seeds, make a collage and plant a bulb to take home with you.						
Oxford	Botanic Gardens	OCI4R125D	Tue 14/10/08	10:30 - 12:00	1	Free

AREA	VENUE	CODE	DATE	TIME	SESSION	COST
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Spring Seeds – Tbc

Walk in the Botanic Garden looking for Spring bulbs. Decorate a plant pot to take home with Spring flowers.

Oxford	Botanic Gardens	OCI4SI27D	Tue 03/03/09	10:30 - 12:00	1	Free
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The Exciting World of the Ancient Past – Susan Birch

Explore the weird and wonderful world of museums. Handle real objects and try a wide range of art and craft activities. Optional visit to another museum in addition to the 5 sessions.

Witney	Cogges Manor Farm Museum	CAI4R073D	Mon 22/09/08	10:30 - 12:00	5	£30.00
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Winter Animals – Tbc

Find out what happens to animals in your garden over Winter and how to make it a better place for them. Make a birdfeeder.

Oxford	Oxford University Museum of Natural History	OCI4RI2ID	Tue 11/11/08	10:30 - 12:00	1	Free
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Music

AREA	VENUE	CODE	DATE	TIME	SESSION	COST
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A Popular Musical – Katy Hopkins

Come and join this musical course that will be exploring the story, characters and songs from 'Joseph and the Amazing Technicolour Dreamcoat'.

Witney	Ceewood Centre	CAI4R074D	Thu 25/09/08	10:30 - 12:00	10	£60.00
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Learn to Play the Recorder – Katy Hopkins

This is an introductory course for playing the recorder. It will include your very own recorder and a trip to the Bate Collection.

Oxford	Cheney Community Hall	OCI4RI02D	Tue 23/09/08	10:00 - 12:00	10	£80.00
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Limelight – Jon Fletcher

Do you sing or play an instrument? This is a more advanced course for you to improve your musical talents and take part in a performance.

Oxford	Ark-t Centre	OSI4TI15D	Thu 30/04/09	10:00 - 12:00	5	£40.00
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Music & Singing – Katy Hopkins

Have fun singing and playing instruments covering a wide range of music.

Eynsham	Eynsham Scout Hall	KDI4R052D	Wed 24/09/08	09:30 - 11:00	30	£180.00
Eynsham	Eynsham Scout Hall	KDI4R058D	Wed 24/09/08	11:00 - 12:30	30	£180.00

Music on Monday – Raf Oya

An occasion for singing and socialising in a friendly environment, old songs to new songs.

Banbury	The Mill Arts Centre	BAI4R002D	Mon 22/09/08	19:00 - 21:00	30	£240.00
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AREA	VENUE	CODE	DATE	TIME	SESSION	COST
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Music on Tuesday – Raf Oya

An occasion for singing and socialising in a friendly environment, old songs to new songs.

Banbury	Banbury Adult Learning	BA14R005D	Tue 23/09/08	19:00 - 21:00	30	£240.00
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Musical Flares – Jon Fletcher

Try different instruments, sing and record original music on to a CD.

Oxford	Ark-t Centre	OS14RI16D	Thu 25/09/08	10:00 - 12:00	20	£160.00
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Rocky Group – Steve Suttee

A musical experience of song and percussion. Sing old favourites and learn some new ones.

Banbury	The Mill Arts Centre	BA14R009D	Wed 24/09/08	15:00 - 16:00	30	£120.00
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AREA	VENUE	CODE	DATE	TIME	SESSION	COST
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All About You – Catherine Gregg

This course explores looking at relationships, feelings and coping in different situations. Keeping yourself healthy and safe.

Oxford	West Oxford Community Centre	ON14RI09D	Wed 24/09/08	10:00 - 12:00	30	£240.00
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All Around Safety – Paula Simmonds

Learn to keep safe in a fun, friendly environment. General practical safety around the home and in the community.

Witney	Ceewood Centre	CA14R072D	Tue 23/09/08	10:00 - 12:00	30	£240.00
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Money, Money, Money! – Rita Bevan

Learn all about money. Do you know our coins? What is the best buy? All taught in a fun way through craft activities, games etc.

Wantage	King Alfred's East	GRI4R068D	Mon 22/09/08	10:30 - 12:30	10	£80.00
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Practical Gardening – Brenda Andrews

Develop confident gardening skills. Learn about planting, potting on and using garden tools. Wear practical clothing.

Didcot	Fleet Meadow Community Hall	BE14R067D	Fri 26/09/08	13:30 - 15:00	30	£180.00
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Speaking Up – Lucia Emm

Feel more confident in expressing yourself both with friends and in the community. Games and practical exercises to make this a fun experience.

Eynsham	Eynsham Cricket Pavilion	KDI4R076D	Thu 25/09/08	10:00 - 12:00	10	£80.00
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AREA	VENUE	CODE	DATE	TIME	SESSION	COST
Time – <i>Rita Bevan</i> A course looking at different aspects of time from reading a timetable to reading a clock.						
Oxford	Oxford Adult Learning, Cumnor	ON14T117D	Wed 29/04/09	10:00 - 12:00	10	£80.00

You & the Workplace – *Cathy King-Spooner*

Interested in joining the world of work? This course will give you experience and a qualification - 15 tutored sessions and 5 work experience sessions. Multiple venues in Didcot, information from Style Acre or the tutor. Support will be needed. Materials £15 included in the cost.

Didcot	Tbc	BE14R066D	Thu 25/09/08	09:30 - 11:30	15	£135.00 ▲
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Have you seen our general brochure of **Adult Learning** courses for **2008/09**?

A copy has been sent to every house in Oxfordshire. If you want to join one of the classes in the general brochure, please ring this central number - **01865 779584**.

A tutor co-ordinator will contact you to discuss your choice of course.

50% fee remission is available on most courses if you receive an appropriate state benefit.

Oxfordshire Adult Learning

Learning for adults and families in the 21st century – unlocking potential, enriching lives, serving communities.

How to Enrol

If you are interested in joining an Adult Learning course, please ring this central number: **01865 779584**.

A tutor co-ordinator will contact you to discuss your choice of course.

When you have agreed your course(s) you can then enrol by phone, by post or in person.

By phone

- Ring **0845 351 0646**.
- Please have your course code(s) and, if you need to pay, your payment card details ready.
- The enrolment hotline will be live from Tuesday, 19 August, Mondays to Fridays, 9.30am to 5.00pm.

By post

- Complete the enrolment form, in particular the 'Amount payable' section, either giving your payment card details or including a cheque made payable to Oxfordshire County Council.
- Please send your completed enrolment form to this address:
Adult Learning, Room L18, Cricket Road Centre, Oxford OX4 3DW

In person

- Local Adult Learning centres re-open fully from 8th September and staff will be pleased to help you.
- Details of local Adult Learning centres are on page 18.

Payment

Payment for tuition and additional charges, such as materials, should all be made at enrolment.

Additional charges

Additional charges, such as materials, should be paid for at the time of enrolment. Even if you are eligible for remission of course cost, you will still need to pay any additional charges.

Confirmation of enrolment

When your enrolment has been received, you will be sent a course information sheet and a receipt. You can then assume that you have a place on your chosen course unless we contact you to tell you otherwise. You should then come to the first class at the date and time shown on the course information sheet.

Documentary evidence

To claim a reduced fee you will need **to produce a document showing that you are entitled to the relevant benefit**. This should either be the original letter confirming your entitlement to benefit or a letter on your behalf from a recognised agency working with people with learning disabilities. A place will be held open for you until 10 working days before the published start date of your chosen course to give you time to bring this to a local centre or to post it to: **Adult Learning, Room L18, Cricket Road Centre, Oxford OX4 3DW**

Course information sheet

When you have enrolled on a course, you will be sent information on the course content, venue, times and dates. If you would like further information before enrolling, please ring **0845 351 0646**.

Whilst every care has been taken in compiling this brochure, Oxfordshire County Council shall not be liable for any inaccuracies contained herein.

We want to make learning accessible to everyone. Every course listed in this brochure is subsidised by the Learning and Skills Council, which pays 57.5% of the costs for most courses. If you have genuine difficulty in paying your course fees, you may be eligible for a Learner Support Grant. Please contact **0845 351 0646** or your local centre for further details.

Some people are entitled to a reduction in course fees. Please see the list below or ring **0845 351 0646** for further advice.

If you are entitled to a reduced fee you must **produce the evidence** needed to claim such a reduction. Please note that photocopies are not acceptable and the evidence must be valid at the start of the course.

This evidence needs to be taken into your local centre 10 working days before the course start date.

Even if reduced fees are payable, please be aware that **additional costs will still be charged in full**. For courses in this brochure these are most likely to be charges for course materials. These courses are indicated by a ▲ throughout the brochure.

We regret that recipients of non means-tested benefits are not eligible for fee reductions although you may be entitled to Learner Support funding – please see top of page. Also, if paying by instalments would assist you in meeting the cost of a course then please ring **0845 351 0646** for further information.

Financial Hardship and Age-related Eligibility

50% of tuition fees will be paid on your behalf if you receive, or you are a dependant of someone who receives, one of the following benefits:

- Income Support
- Working Tax Credit
- Job Seekers Allowance (income-based)
- Housing Benefit
- Council Tax Benefit
- Pension Credit (guarantee)
- Asylum Seeker receiving the equivalent of income-based benefit
- Unwaged dependant of someone in receipt of listed benefits above

Other Providers of Adult Learning for People with Learning Disabilities in Oxfordshire

Abingdon and Witney College

Tel: 01235 555585

www.abingdon-witney.ac.uk

Oxford & Cherwell Valley College

Tel: 01865 550550

www.ocvc.ac.uk

The Henley College

Tel: 01491 579988

www.henleycol.ac.uk

Learner ref no: (Office use only)

Unique learner no:

Please complete this WHOLE FORM in BLOCK CAPITALS and tick all appropriate boxes.
(This information is essential to secure funding for your course.) **Please remember to sign this form.**

Personal Information

Forename		Family Name (Surname)	
<input type="checkbox"/> Male	<input type="checkbox"/> Female	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other	Date of birth
Address			
		Postcode	
Preferred phone number for contact (e.g. cancelled class)			
Email		Alternative contact number	
Telephone number for emergency contact during a class (next of kin)			

Course(s) you wish to join

Course title	Course code	Venue	Start date	Amount payable

Possible Support Needs – Disability

Disability			
<input type="checkbox"/> No disability	<input type="checkbox"/> Other physical disability	<input type="checkbox"/> Temporary disability after illness/accident	<input type="checkbox"/> Aspergers syndrome
<input type="checkbox"/> Visual impairment	<input type="checkbox"/> Other medical condition	<input type="checkbox"/> Profound/complex disabilities	<input type="checkbox"/> Not known/information not provided
<input type="checkbox"/> Hearing impairment	<input type="checkbox"/> Emotional/behavioural	<input type="checkbox"/> Multiple disabilities	<input type="checkbox"/> Other
<input type="checkbox"/> Disability affecting mobility	<input type="checkbox"/> Mental health difficulty		
Learning difficulty			
<input type="checkbox"/> No learning difficulty	<input type="checkbox"/> Dyslexia	<input type="checkbox"/> Multiple learning difficulties	<input type="checkbox"/> Not known/information not provided
<input type="checkbox"/> Moderate learning difficulties	<input type="checkbox"/> Dyscalculia	<input type="checkbox"/> Autism spectrum disorder	
<input type="checkbox"/> Severe learning difficulties	<input type="checkbox"/> Other specific learning difficulty	<input type="checkbox"/> Other	
<input type="checkbox"/> I would like to discuss my support needs (for disability and/or learning difficulty)			

Ethnic origin	
Which of these do you consider describes your ethnic origin?	
<input type="checkbox"/> Asian or Asian British - Bangladeshi	<input type="checkbox"/> Mixed - White and Asian
<input type="checkbox"/> Asian or Asian British - Indian	<input type="checkbox"/> Mixed - White and Black African
<input type="checkbox"/> Asian or Asian British - Pakistani	<input type="checkbox"/> Mixed - White and Black Caribbean
<input type="checkbox"/> Asian or Asian British - any other Asian background	<input type="checkbox"/> Mixed - any other mixed background
<input type="checkbox"/> Black or Black British - African	<input type="checkbox"/> White - British
<input type="checkbox"/> Black or Black British - Caribbean	<input type="checkbox"/> White - Irish
<input type="checkbox"/> Black or Black British - any other Black background	<input type="checkbox"/> White - any other White background
<input type="checkbox"/> Chinese	<input type="checkbox"/> Any other
<input type="checkbox"/> Not known/not provided	
If not permanently resident in the UK for the last 3 years, in which country have you lived? _____	

Concessionary rates and fee remission

If you receive certain benefits you may be eligible for a concessionary fee or a full remission of fees on courses leading to a qualification. Please check page 46 of the brochure for further details. NB to be eligible for fee remission you will need to show original documentary evidence that the relevant benefits is valid from the start of your course.

- | | | |
|--|--|---|
| <input type="checkbox"/> Pension credit (guarantee) | <input type="checkbox"/> 16-18 years old | <input type="checkbox"/> Asylum seeker receiving income based benefit |
| <input type="checkbox"/> Job-Seekers Allowance (income & contribution based) | <input type="checkbox"/> Working tax credit | <input type="checkbox"/> An income based state benefit |
| <input type="checkbox"/> 19-25 first Level 3 (LR only) | <input type="checkbox"/> Level 2 entitlement (LR & T2G only) | <input type="checkbox"/> Unwaged dependant |
| | | <input type="checkbox"/> 50% discount for County Council staff |

Payment

I enclose payment of £

I am paying in cash

By cheque, payable to **Oxfordshire County Council** (Please write your cheque guarantee card number on the reverse of the cheque.)

Please debit my payment card

Type of card (e.g. Visa) _____

Name on card _____

Card number

Start date

Expiry date

Issue number (if Switch)

Fees paid by: Learner/family Employer Other

Last 3 digits of security number on back of card

For NVQ learners only

NI number Employer Identifier Code _____ Workplace Post Code _____

Your educational/training background

Please indicate the highest previous qualification you have achieved?

- | | | |
|--|---|--|
| <input type="checkbox"/> No qualifications | <input type="checkbox"/> Entry level | <input type="checkbox"/> Other qualifications, level not known |
| <input type="checkbox"/> Level 1 (GCSE grades D-G) | <input type="checkbox"/> Full level 2 (5 GCSEs grades A-C/NVQ L2) | <input type="checkbox"/> Not known |
| <input type="checkbox"/> Full Level 3 (2 A/AS levels) | <input type="checkbox"/> Level 4 (degree) | |
| <input type="checkbox"/> Level 5 and above (Post-graduate) | | |

How did you find out about our courses?

- Website Library/AL centre Newspaper (please specify) _____ Radio/TV (please specify) _____
- Brochure (delivered to door) Oxfordshire Magazine Another publication (please specify) _____
- Another learning provider Other (please specify) _____ Friend

Data Protection Act

Data Protection Act 1998 – The information you provide will be passed to the Learning and Skills Council (the LSC). The LSC is responsible for funding, planning and encouraging education and training for young people and adults in England, and is registered under the Data Protection Act 1998. The information you provide will be shared with other organisations for the purpose of administration, careers and other guidance, and statistical and research purposes. Other organisations with which we will share information include, the Department for Children, Schools and Families, the Department for Innovation, Universities and Skills, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the LSC or its partners. The LSC also administers the learner registration service (LRS) which will use your information to create and maintain a unique learner number (ULN). The LSC is also a co-financing organisation and uses European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. Further information about partner organisations and the ULN and what they do, may be found at www.lsc.gov.uk/providers/Data/help/ and by following the links to data protection. At no time will your personal information be passed to organisations for marketing or sales purposes. From time to time students are approached to take part in surveys by mail and phone, which are aimed at enabling the LSC and its partners to monitor performance, improve quality and plan future provision. Tick this box if you do not wish to be contacted by the LSC or its partners in respect of surveys and research. The LSC values your views on the education or training which you receive, and will use these to help bring about improvements for learners in England . The LSC or its partners may wish to contact you from time to time about courses, or learning opportunities relevant to you. Please tick here if you do not wish to be contacted about courses or learning opportunities by post.

Signed (learner) _____

Date _____



INVESTOR IN PEOPLE



Quality standard for information advice and guidance services
Approved by the matrix Accreditation Body



OXFORDSHIRE COUNTY COUNCIL
www.oxfordshire.gov.uk

When your enrolment has been processed, you will be sent a receipt and course information sheet.

For office use only

Course code				
Amount paid				
Receipt				
Date				

Terms & Conditions

Your right to cancel before the course starts

You have the right to cancel your application for the course within seven working days (i.e. Monday to Friday excluding public holidays) from the day after that on which you applied for the course. If you exercise your right to cancel, we will refund your full course fee within 30 days of receiving your notice of cancellation.

Your right to cancel after the course starts

You have the right to cancel your application for the course within seven working days (i.e. Monday to Friday excluding public holidays) from the day after that on which you applied for the course. However, if you attend one or more sessions of the course before your right to cancel expires, we will refund the course fee less the cost of the session you attended within 30 days of receiving your notice of cancellation (e.g. if you attended one session of a 10-week course, we will refund 9/10ths of the course fee). Otherwise, course fees will not usually be refunded after the course has started. Please note that £5 will be deducted from a fee refund to cover administrative costs.

How to exercise your right to cancel

If you wish to exercise your right to cancel, you must inform the Head of Adult Learning in writing to: **Adult Learning, Room L18, Cricket Road Centre, Oxford OX4 3DW** or adult.learning@oxfordshire.gov.uk

Changing advertised details

Wherever possible, we will run courses as advertised. However, where course numbers are below the minimum required, we reserve the right to alter the advertised details.

Where we cancel a course

If we cancel a course for any reason (e.g. because not enough people have signed up for it), we will attempt to offer you an alternative course, otherwise we will refund your full course fee within 30 days of cancelling the course.

Exceptional circumstances

Once a course has begun, we will only consider refund requests in exceptional personal or family circumstances. If, due to exceptional circumstances, you wish to request a refund, please write to the above postal or email address explaining the relevant circumstances. Your request will be passed to the Head of the Adult Learning Service who has the discretion to authorise full or partial refunds in exceptional circumstances.

Joining a course once it has already started

If you join a course part of the way through, you will usually be expected to pay the full course fee: late joiners cost just as much in administration for us, and course tutors may need to assess how they can assist new learners to catch up with the rest of the class and produce the necessary additional materials. However, reduced fees may be payable in certain circumstances. Please enquire before you enrol if you are concerned about this.

Cancellation of a session due to a general emergency

If a class has to be cancelled because of a general shutdown due to adverse weather conditions or other emergency affecting the whole site, locality or county, we will, where possible, arrange an extra session to make up for the cancelled one. However, you will not be entitled to a pro-rata fee refund for that cancelled session.

For specific course enquiries and travel directions please contact the relevant Adult Learning centres below.

▶ Adult Learning centres in the South of Oxfordshire

Abingdon Adult Learning

Thameside School, Cotman Close,
Abingdon OX14 5NL
Tel: 01235 535781/538195
E: abingdon.al@oxfordshire.gov.uk

Berinsfield Adult Learning

Wimblestraw Road, Berinsfield,
Wallingford, Oxon, OX10 7LZ
Tel: 01865 340688
Fax: 01865 340688
E: berinsfield.acl@oxfordshire.gov.uk

Didcot Adult Learning

197 Broadway, Didcot OX11 8RU
Tel: 01235 812002
E: didcot.acl@oxfordshire.gov.uk

Grove Adult Learning

School Lane, Millbrook, Grove,
Wantage, Oxon, OX12 7LB
Tel: 01235 764821
Fax: 01235 768299
E: grove.acl@oxfordshire.gov.uk

Sonning Common Adult Learning

Chiltem Edge Community School,
Reades Lane, Sonning Common,
Oxon, RG4 9LN
Tel: 0118 972 3362
Fax: 0118 972 1271
E: sonningcommon.acl@oxfordshire.gov.uk

Thame Adult Learning

Lord Williams's School, Towersey
Road, Thame, Oxon, OX9 3NW
Tel: 01844 213400
Fax: 01844 213114
E: thame.acl@oxfordshire.gov.uk

Wallingford Adult Learning

Wallingford School, St George's
Road, Wallingford, Oxon,
OX10 8HR
Tel: 01491 836710
Fax: 01491 824844
E: wallingford.acl@oxfordshire.gov.uk

▶ Adult Learning centres in Oxford City

Oxford Adult Learning, Blackbird Leys

Blackbird Leys Library and Learning
Centre, Blackbird Leys Road,
Oxford OX4 6HT
Tel: 01865 776334
Fax: 01865 712010

Oxford Adult Learning, Cowley

Collins Street, Oxford OX4 1EE
Tel: 01865 727148
Fax: 01865 241266
E: adult.learning@oxfordshire.gov.uk

Oxford Adult Learning, Cumnor

Matthew Arnold School,
Arnolds Way, Oxford, OX2 9JE
Tel: 01865 862009
E: oxfordnorthandwest.acl@oxfordshire.gov.uk

Oxford Adult Learning, Littlemore

Littlemore Centre, Peers
Technology College,
Sandy Lane West, Littlemore,
Oxford OX4 6BX
Tel: 01865 712094
Fax: 01865 770758
E: oxfordeastandsouth.acl@oxfordshire.gov.uk

Courses in Oxford City

Course codes beginning:

ON = Oxford North & West

OC = Oxford Central

OS = Oxford South & East

▶ Adult Learning centres in the North of Oxfordshire

Banbury Adult Learning

East Street Centre, Calder Close,
Banbury, Oxon, OX16 3WR
Tel: 01295 266763
Fax: 01295 266825
E: banbury.acl@oxfordshire.gov.uk

Bicester Adult Learning

Bicester Community College,
Queen's Avenue, Bicester, Oxon,
OX26 2NS
Tel: 01869 241532
Fax: 01869 241532
E: bicester.acl@oxfordshire.gov.uk

Burford Adult Learning

Burford School, Cheltenham Road,
Burford, Oxon, OX18 4PL
Tel: 01993 822314
Fax: 01993 822702
E: burford.acl@oxfordshire.gov.uk

Charlbury Adult Learning

The Kibble Room, The Comer
House, Market Street, Charlbury,
Oxon OX7 3PN
Tel: 01608 810961
Fax: 01608 810961
E: charlbury.acl@oxfordshire.gov.uk

Chipping Norton Adult Learning

Chipping Norton School, Burford
Road, Chipping Norton, Oxon,
OX7 5DY
Tel: 01608 641644
Fax: 01608 641644
E: chippingnorton.acl@oxfordshire.gov.uk

Kidlington Adult Learning

Gosford Hill School Campus,
Oxford Road, Kidlington, Oxon
OX5 2NT
Tel: 01865 372165
Fax: 01865 849674
E: kidlington.acl@oxfordshire.gov.uk

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2008/09

adult learning

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Over **60** courses to choose from!

Call **01865 779584**

Line open from **30 July**

DLA



Leading learning and skills

This programme has the financial support of the Milton Keynes, Oxfordshire and Buckinghamshire Learning and Skills Council.

If you need this information in another language, large print, Braille, on audiocassette, computer disk or by email, please telephone **0845 351 0646**

Oxfordshire County Council, Adult Learning, Room L18, Cricket Road Centre, Oxford OX4 3DW
Tel: 0845 351 0646 **Email:** adult.learning@oxfordshire.gov.uk **Web:** www.oxfordshire.gov.uk/adultlearning



**OXFORDSHIRE
COUNTY COUNCIL**
www.oxfordshire.gov.uk