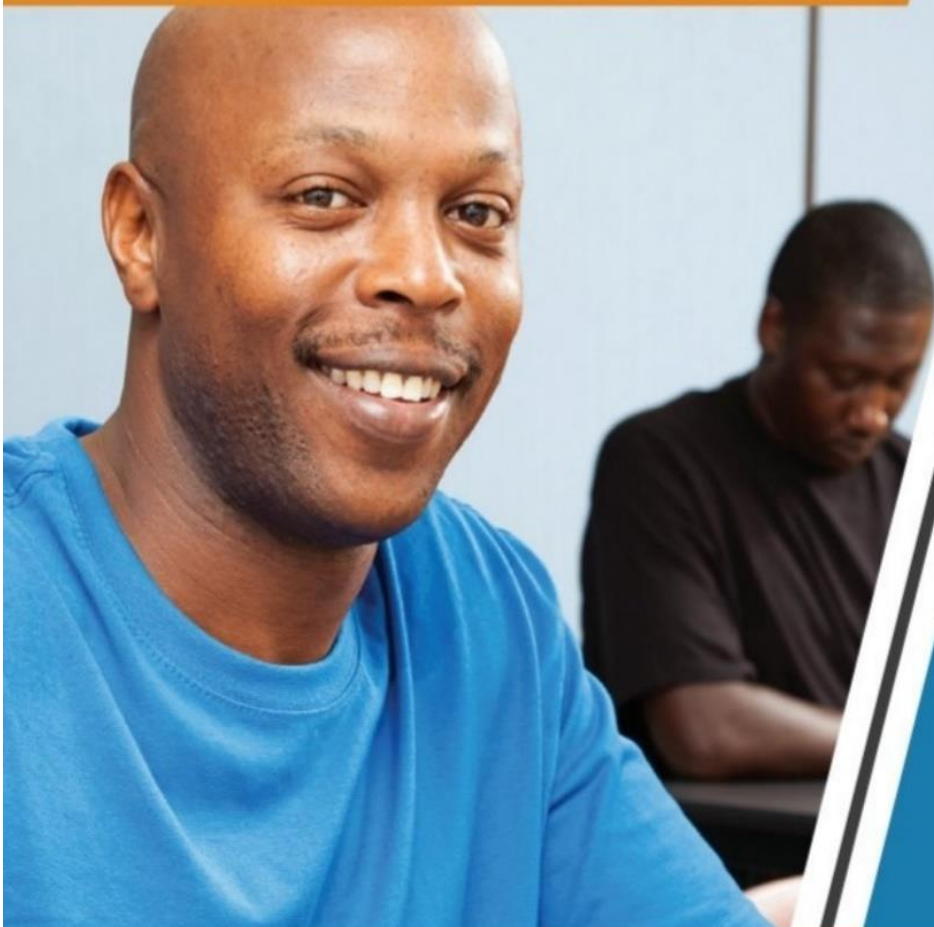




CAMBRIDGESHIRE SKILLS

Online Courses
November 2020- January 2021

Develop
your skills
for learning
and life



The course has made me more confident when meeting new people I don't know. I am able to do more things independently and I am better at managing my time.



Develop your skills for learning and life



cambsals@cambridgeshire.gov.uk



www.cambsals.co.uk

@CambridgeshireSkills
@CambsSkills



Your Learning Journey

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

How much time do I need?

The recommended learning hours for most of our online courses is 10 hours in total. The courses are flexible, meaning you can log on and complete your learning when it suits you. We will agree your expected end date together depending on your personal circumstances and the hours you can commit to learning per week.

How will I learn?

All of the learning for our online courses is delivered over an interactive learning portal. Therefore you will need access to the internet via a laptop, desktop PC or tablet. Our online courses are fun and involve interactive learning through quizzes, case studies, videos and other free resources. Once you have enrolled for a course, a member of our dedicated and friendly admissions team will be in touch to welcome you onto your course and issue you with your unique username and password, along with instructions on how to begin accessing your learning. You will be required to complete homework activities which will be set and directed by your tutor.

How will I know how well I am doing?

You will have a tutor allocated to you, who will be on hand to answer any questions.

You will complete interactive quizzes as you progress and your tutor will provide you with feedback on your results. At the end of the course there will be a final quiz that assesses what you have learnt on the course. Upon completion your tutor may be in touch to direct you to revisit certain module material if needed, or if you are successful, will issue you with your certificate of achievement.



Learner Success Stories

Don't just take our word for it..



Brian Goodman
Horticulture

I am currently unemployed and I like gardening. I am looking to go on to the next level and get a job in horticulture or set up on my own as a skilled gardener.

Each week was made interesting and the teaching was fun as well as knowledgeable.

I have learnt a lot more from the course than I thought I would at the beginning. It has also given me something to aim for as I now have the confidence to pursue a career doing a job I love.

"My tutor, Simmy, made me feel very welcome and put me at ease. The Library was a comfortable safe place to learn in which made the whole experience very enjoyable."

"Elena Sergeeva.
ESOL

The progress Elena has made since I first started teaching her in November last year, has been phenomenal. ESOL at Huntingdon Library was her first taste of English classes here in the UK, before she also joined the FS English group at Hunts Nursery. Elena quickly understood the difference between the topics explored in both subjects, and appreciated the benefits of both. Despite being enrolled onto 2 courses, and with a possibility of becoming overwhelmed, Elena still took the time to continue learning at home, constantly on a quest for developing and improving her grasp of the English language. Her motivation is admirable, and she truly has come so far already. The language barrier between us is lowering every day as she continues to improve and practice."

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

General Interest courses

Employability Bootcamp- *Get that Job!*

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

10 Learning hours.

Health & Wellbeing- *Mind Matters*

Explore your current knowledge of *Health and Wellbeing* and learn new ways to support the wellbeing of yourself and others around you.

This course would also benefit those considering a career in the Healthcare sector.

10 Learning hours.

Survival French

“Survival French” will offer you the opportunity to start learning French including some useful phrases to help you *“survive”* on a trip to France, and use new vocabulary.

10 Learning hours.

Personal Development

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

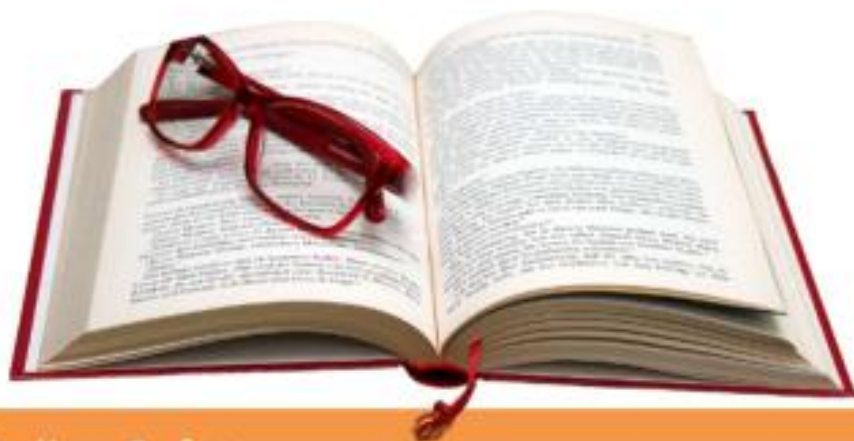
10 Learning hours.

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Or visit: www.cambsals.co.uk



CAMBRIDGESHIRE SKILLS



Online Safety

Our *“Online Safety”* course will offer you an opportunity to learn how to keep yourself and your family and friends safe whilst online.

By the end of the course you will be able to state what a virus is, create safe passwords, use social media safely, pay for shopping online in a safe and secure way and much more!

10 Learning hours.

Art History

Develop your knowledge of some of the main periods in art such as Renaissance, Dutch Golden Age, Cubism, Abstraction and Surrealism, through our *“Art History”* course. This course will offer you the opportunity to explore Art History in new and exciting ways! 10 Learning hours.

You will have:

- ✓ Had an introduction to renaissance art
- ✓ Explored the Dutch Golden Age of painting
- ✓ Gained a basic knowledge of Contemporary art
- ✓ Had an introduction to Cubism, Abstraction and Surrealism



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General Interest Courses

Introduction to Food Safety



Our online *“Introduction to Food Safety”* course will offer you an opportunity to explore your current knowledge of food safety and learn how to sort, prepare and cook food safely at home or work. 10 Learning hours

Learn how to:

- ✓ Identify some of the job roles that require food safety
- ✓ Wash hands effectively
- ✓ Understand the colour code system for using chopping boards
- ✓ Clean and disinfect a work area appropriately
- ✓ Have a clear action plan of where to progress to next

Enter the World of Retail

Our *“Enter the World of Retail”* course will allow you to explore and develop your current skills and knowledge and build your confidence in applying for a job or developing a **career in retail**.

Enhance your abilities to search for a job, complete an affective application and dynamic CV.

10 Learning hours.



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Making Christmas with gifts from the garden

Get festive by creating and crafting gardening gifts for the coming holiday season with *"Making Christmas with gifts from the garden"*. 10 Learning hours.

In this course you will learn how to:

- ✓ Make your own cheery Chilli Sherry
- ✓ Make a bottle garden
- ✓ Make a bee hotel for your garden friends
- ✓ Learn how to do Creative Container Gardening
- ✓ Make a chill out chime for your patio



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English courses

Keeping up with the Children- *English*

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

One of our previous learners, Angie, had the following to say about this course:



“Who’d have thought all those years ago that everything you taught me would now be put into practice as a home schooling teacher/mum! It’s really helping me during these uncertain times.”

Improve your English



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

10 Learning hours.

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CAMBRIDGESHIRE SKILLS

Further Improve Your English

“Further Improve Your English” will offer you the opportunity to develop and build on your current knowledge of English.

You will develop more advanced reading skills and learn how to apply language techniques to your own writing.

This course will prepare you for working towards an accreditation at Levels 1 & 2. 10 Learning hours.

Creative Writing- *Imagine & Create*

If you're interested in creative writing this course will give you the opportunity to explore and develop your current creative writing skills, with support from an experienced tutor. 10 Learning hours.

Learn how to:

- ✓ Write more clearly and thoughtfully
- ✓ Employ strategies for gathering ideas, drawing on your own experiences and influences
- ✓ Practice exercises to bring your fiction to life, through “show not tell”
- ✓ Develop your ideas and gain inspiration through a variety of writing activities



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

ESOL & IT courses

ESOL for Employability- *Get that Job!*



Learn how to:

- ✓ Prepare for a job interview
- ✓ Introduce yourself, express your opinions
- ✓ Talk about skills, abilities and experiences
- ✓ Learn how to use body language effectively.

“ESOL for Employability- Get that Job!” provides the opportunity to explore your current knowledge of **English** and its use in the recruitment process.

This course is suitable for those learning English as an additional language, looking to improve English skills to support employability.
10 Learning hours.

Using Microsoft (*Excel, Word, Powerpoint*)

Our online course “Using Microsoft (Excel, Word, Powerpoint) will offer you an opportunity to learn how to use Word, Powerpoint and Excel.
By the end of the course you will be able to format text, copy and paste, create new slides, use formulas and appropriate formatting, and much more! 10 Learning hours.
You will need access to Microsoft Office to complete this course.

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CAMBRIDGESHIRE
SKILLS

COMING SOON

Keep a look out for our wide range of new and exciting online courses coming soon to **Cambridgeshire Skills**.

From Customer Service, to ESOL or Award in Horticulture- There's **something to suit everybody's tastes and abilities**.

Functional Skills English (Entry 1/2/3 & Level 1/2)	EDSQ (Essential Digital Skills Qualification)
English for Speakers of Other Languages (ESOL)	Award in Enterprise
Functional Skills Maths (Entry 1/2/3 & Level 1/2)	Volunteering
Start IT	Mindfulness
Functional Skills IT	Improve your Maths
Award in Customer Service	Digital skills for Lockdown
Award in Horticulture	Introduction to Book - Keeping
Creative Job Hunting	Home Budgeting
Keeping up with the Children- Maths	

If there is a course that you are interested in that **we don't currently offer**, or isn't on our coming soon list please do get in contact with us and let us know- your feedback is always welcome.

Contact us on: 01353 613013 or email: cambsals@cambridgeshire.gov.uk

How to Enrol & Funding

How to enrol

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

Online

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

By Phone

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

Email

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

How much will it cost me?

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

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