

Adult Learning and Skills.

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Adult Learning and Skills helps individuals, communities and businesses fulfill their potential and grow, by giving them access to learning and skills development. The service works to offer a consistent and high quality experience for people wherever they engage with us, and to work with partners to ensure we reach those furthest from learning. The teams within the service can offer careers advice and guidance and a range of support for skills development and routes into employment.

What we do

We hold an Adult Education Budget (AEB) contract with the Education & Skills Funding Agency for 19+ adult education and opportunities for 16–25 year olds to enrol on Traineeships. We offer a wide range of learning and skills opportunities that you can explore through this website and by contacting us. We also manage March Community Centre.

We operate out of five learning centres across Cambridgeshire based within the Library:

- Cambridge Central
- Ely
- Huntingdon
- March
- Wisbech

Adult Learning and Skills Centres

You can find out more about our centres here: <https://www.cambsals.co.uk/about-us/our-adult-learning-and-skills-centres/>

Family Learning

We offer Family Learning opportunities across the County to help parents and carers support their children and develop their own skills. You can find out more here: <https://www.cambsals.co.uk/learning-and-skills/i-want-to-help-my-children/>

Move on up

We offer our Move on Up programme of learning for adults with supported learning needs. Our focus is on building independence, maths, English and work ready skills as well as providing a programme of creative skills courses. You can find out more here: <https://www.cambsals.co.uk/learning-and-skills/supported-learning/>

Subcontracting

We also subcontract with a number of providers to deliver other learning opportunities across the county. You can view these here: <https://www.cambsals.co.uk/provider-information/current-providers/>

Local Fee Remission Policy

[Local Fee Remission Policy 1819.docx \(https://adultlearning-live.storage.googleapis.com/upload/Local%20Fee%20Remission%20Policy%201819.docx\)](https://adultlearning-live.storage.googleapis.com/upload/Local%20Fee%20Remission%20Policy%201819.docx)

March Community Centre

We manage March Community Centre. You can read more about this centre here: <https://www.cambsals.co.uk/our-partners/march-community-centre/>

Projects

We are also involved in a number of projects. You can read more about these here: <https://www.cambsals.co.uk/our-partners-and-providers/projects/>

Accreditation

We are accredited with a number of Awarding Body organisations to support the work we do giving learners the opportunity to gain a recognised qualification.

The awarding bodies are:

[City & Guilds \(https://www.cityandguilds.com/\)](https://www.cityandguilds.com/)

[Gateway \(https://www.gatewayqualifications.org.uk/?ppc_keyword=gateway%20qualifications&gclid=EAIaIQobChMlzpfpnPeA3gIVYrXtCh0IVwkMEAAAYASAAEgLatPD_BwE\)](https://www.gatewayqualifications.org.uk/?ppc_keyword=gateway%20qualifications&gclid=EAIaIQobChMlzpfpnPeA3gIVYrXtCh0IVwkMEAAAYASAAEgLatPD_BwE)

[BCS – The Chartered Institute for IT \(https://www.bcs.org/\)](https://www.bcs.org/)

Cambridgeshire County Council Priorities

The Council has seven key priorities around which it positions its services:

- Older people live well independently
- People with disabilities live well independently
- People at risk of harm are kept safe
- People lead a healthy lifestyle
- Children and young people reach their potential in settings and schools
- The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents
- People live in a safe environment

Adult Learning and Skills Service Priorities

Adult Learning and Skills uses the 6 Strategic Priorities to inform decision making and the direction of the work of the Service. These are set out in far more detail in the Service's Business Strategy, but are summarised below.

Priority 1 - To provide support for learners to integrate into local communities where spoken English is a barrier

Priority 2 - Assisting adults with mental health challenges, learning difficulties and autism to find a route into employment by offering supportive learning environments, working with partners and by signposting organisations that can offer in work support.

Priority 3 - To enable families to better understand how to better support children and enable them to have an economically sustainable future

Priority 4 - Ensuring that the digital skills that we teach and the platforms and equipment that we use best meet the needs of the communities that we serve.

Priority 5 – Raising aspiration and increasing access to a wide range of local labour market information to facilitate career choices for post 19 learners.

Priority 6 – Providing learning opportunities to assist both Ex-Offenders and Service Personnel to re-establish themselves in their local community

In addition, Adult Learning and Skills has worked with other divisions within the County Council to develop a Skills Strategy that helps young people into Adult Learning and then onto employment.

We are also working as part of the Local Enterprise Partnership Skills Service initiative, this helps adults to get careers advice to direct them into employment in the growing local economy.

Self-Assessment

Adult Learning and Skills annually completes a self-assessment report which is inclusive of all the work we do across the service including partners work.

The process of the self-assessment is to assess the Service against the Ofsted Common Inspection Framework while focusing on maintain strengths and addressing weaknesses.

So why do we self-assess?

- To review the quality of the learner's experience
- Inform Ofsted and other external quality assurance inspections of our work
- Reflect back on delivery and highlight improvement areas resulting in an annual quality improvement plan.

[ALS SAR 1617 Final.pdf \(https://adultlearning-live.storage.googleapis.com/upload/ALS%20SAR%201617%20Final.pdf\)](https://adultlearning-live.storage.googleapis.com/upload/ALS%20SAR%201617%20Final.pdf)

Ofsted

We are an Ofsted Grade 2 learning provider. You can read our report here:

[Adult Learning&Skills Short Report 2016.pdf \(https://adultlearning-live.storage.googleapis.com/upload/Adult%20Learning%26Skills%20Short%20Report%202016.pdf\)](https://adultlearning-live.storage.googleapis.com/upload/Adult%20Learning%26Skills%20Short%20Report%202016.pdf)

Matrix

We are accredited with the Matrix quality standard. The Matrix standard is a unique quality standard for organisations to assess and measure their advice and support services, which ultimately supports individuals in their choice of career, learning, work and life goals.

The Matrix standard comprises of 4 main elements which enable our Service to offer high quality advice and support to our customers. These are:

- 1) Leadership and Management
- 2) Resources
- 3) Service Delivery
- 4) Continuous Improvement

Each element contains assessment criteria, all of which must be met to achieve accreditation.

[Adult learning and skills matrix- Assessment Report – Oct15.pdf \(https://adultlearning-live.storage.googleapis.com/upload/Adult%20learning%20and%20skills%20matrix-Assessment%20Report%20%E2%80%93%20Oct15.pdf\)](https://adultlearning-live.storage.googleapis.com/upload/Adult%20learning%20and%20skills%20matrix-Assessment%20Report%20%E2%80%93%20Oct15.pdf)



Data Protection

We collect and use information about learners so that we can provide learning services under Legislation. Full details about how we use this data and the rights you have around this can be found at www.cambridgeshire.gov.uk/privacy (<http://www.cambridgeshire.gov.uk/privacy>) If you have any data protection queries, please contact the Data Protection Officer at data.protection@cambridgeshire.gov.uk

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact learners enrolled on our courses in order for them to carry out research and evaluation to inform the effectiveness of training. Learners cannot opt out for this purpose. They can opt in for other purposes by ticking the relevant boxes on our enrolment forms. Full details can be found in the ESFA Privacy Notice

www.gov.uk/government/publications/esfa-privacy-notice (<http://www.gov.uk/government/publications/esfa-privacy-notice>) and in our 1819 Terms and Conditions.docx

Some of our courses are subsidised by the Education and Skills Funding Agency (ESFA) and part financed by the 2014-20 European Social Fund (ESF) programme. This funding is managed by Cambridgeshire County Council, Adult Learning and Skills. A short video covering the background of ESF, what it does, how it helps and who benefits is available on the European Union website:

<http://ec.europa.eu/esf/home.jsp> (<http://ec.europa.eu/esf/home.jsp>)

Safeguarding, Prevent and Child Protection

Arrangements have been made to make sure that you are safe while you are with us. If you feel you or someone else are not safe for any reason, please tell your tutor or the Centre Manager, who will investigate to ensure your safety. You may also contact the Designated Person for Safeguarding, Prevent and Child Protection with any concerns you may have via 01223 729185 or

CambsALS@cambridgeshire.gov.uk

Equality and Diversity

We are fully committed to equality of opportunity and welcome enrolments from all adults aged 19+. We positively encourage all learners with any concerns about specific needs which might affect their learning to discuss their requirements with us in confidence. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour so that we build a community based on mutual trust and respect. We will do our best to ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all learners can access activities.

British Values

We aim to ensure all our staff and learners treat people of all faiths, races and cultures with respect and tolerance. We embed British Values into all of our courses and will actively promote these values by challenging opinions or behaviours in class that are contrary to fundamental British values

According to Ofsted, 'fundamental British values' are:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.