

Adult Learning and Skills.

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How to enrol:

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

In Person

Come in to one of our Cambridgeshire Skills Hubs to speak to a member of our admissions team who will be happy to talk through what courses we offer and help you select a suitable course. You will be asked to complete an enrolment form and a short initial assessment to ensure you are on the right level course for your needs.

For all courses you will need to bring in a form of identity and any proof of benefits or low income.

March Community Centre

34 Station Road

March

PE15 8LE

Ely Library

6 The Cloisters

Ely

CB7 4ZH

By Phone

Call one of our numbers and discuss the courses available. You will complete stage 1 of the enrolment process over the phone and be advised what you will need to do next and what to bring to your first lesson.

Fenland and Huntingdonshire Hub: **01945 482687**

East Cambs, Cambridge City and South Cambs Hub: **01223 703530**

E-mail

Send an e-mail to Cambridgeshire Skills providing your full name, contact number and details of the course you are interested in. A member of our admissions team will be in touch.

cambsals@cambridgeshire.gov.uk

Admissions opening times

Monday to Friday

08:45 to 17:00

www.cambsals.co.uk (<http://www.cambsals.co.uk>)

Fees

All delivery is subject to the ESFA Funding Rules with regards to eligibility. Check with your tutor or Centre Manager regarding the fee for your course. Any fee charged is payable prior to the start of your course. We may be able to help with the fees we charge on some courses, particularly if you are unemployed, in receipt of benefits and are enrolling on a course to help you find employment.

Maths and English qualifications are always free of charge if you are assessed as having a need for the qualification. Some qualifications, such as IT or work skills may have a charge applied if you are employed. Our full Local Remission Fee Policy can be found here [Local Fee Remission Policy 1920.pdf](https://adultlearning-live.storage.googleapis.com/upload/Local%20Fee%20Remission%20Policy%201920.pdf) (<https://adultlearning-live.storage.googleapis.com/upload/Local%20Fee%20Remission%20Policy%201920.pdf>)

Additional Learning Support

If you have a learning difficulty or disability we will provide any additional support you may need to ensure that you achieve your learning goals, if you have declared this on your enrolment form.

While enrolled on one of our qualification courses, if you are unemployed we may be able to help you with childcare costs (if you are aged 20+) or transport costs (if these are not being paid by your Job Centre). However it is your responsibility to tell the Department for Work and Pensions about any learner support that you are receiving from us, as any payments may affect your eligibility to some benefits.

In some circumstances we may be able to waive the fees for your course. Please discuss your individual circumstances with your course tutor or Centre Manager

Refunds

For courses delivered directly by Adult Learning and Skills we will refund all fees paid by a learner if:

- We cancel the course because we are unable to recruit a sufficient number of learners
- We permanently change the course to a different time or location that is no longer convenient
- We make any significant changes to the course aims and objective

We will also refund all fees paid by a learner (less a 10% administrative charge at our discretion) if:

- The learner requests a refund at least two weeks before a course starts
- The learner requests a refund less than two weeks before the start of a course due to serious illness

ALS will not refund fees if:

- A learner cancels after a course has begun
- A learner has missed some classes

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, you can contact the Data Protection Officer at data.protection@cambridgeshire.gov.uk

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>)

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 of this contact for this purpose. You 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 [Terms and Conditions 19-20.pdf](https://adultlearning-live.storage.googleapis.com/upload/Terms%20and%20Conditions%2019-20.pdf) (<https://adultlearning-live.storage.googleapis.com/upload/Terms%20and%20Conditions%2019-20.pdf>)

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 our Designated Person for Safeguarding, Prevent and Child Protection with any concerns you may have via 01223 703530 or CambsALS@cambridgeshire.gov.uk

You can also view more information about adult safeguarding on the Cambridgeshire County Council website here: <https://www.cambridgeshire.gov.uk/residents/adults/keeping-safe/adult-safeguarding-and-mental-capacity/adult-safeguarding/> (<https://www.cambridgeshire.gov.uk/residents/adults/keeping-safe/adult-safeguarding-and-mental-capacity/adult-safeguarding/>)

As a Further Education establishment we need to have due regard to the need to prevent people from being drawn into terrorism. There is an important role for further education institutions, including sixth form colleges and independent training providers, in helping prevent people being drawn into terrorism, which includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. It is a condition of funding that all further education and independent training providers must comply with relevant legislation and any statutory responsibilities associated with the delivery of education and safeguarding of learners.

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.

Complaints, Compliments and Comments

Cambridgeshire County Council is committed to providing you with high quality services. You can help us to continually improve by telling us what you think. [Corporate complaints leaflet.pdf](https://adultlearning-live.storage.googleapis.com/upload/Corporate_complaints_leaflet.pdf) (https://adultlearning-live.storage.googleapis.com/upload/Corporate_complaints_leaflet.pdf)

For general enquiries, please contact our office at Cambridgeshire County Council

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Cambridgeshire
T: 01223 703530
CambsALS@cambridgeshire.gov.uk

Learner Voice

We always welcome any feedback you would like to give us. Please use the following link to do so
<https://www.smartsurvey.co.uk/s/3CZRJ/> (<https://www.smartsurvey.co.uk/s/3CZRJ/>)