

Love learning locally

Across  
Derbyshire

# What's on

Qualification and Skills Courses  
Summer 2021

**Book  
now**

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# Welcome to our summer 2021 course programme

We have a wide range of qualification and skills courses starting in April in our centres and online. We are following the latest guidance to provide a safe environment for all adult community education centre users.

We've been working hard to develop a summer term programme of online, face to face and blended (mixed face to face and online) courses and this brochure will give you an idea of what courses we have coming up and how we expect them to be run. Make sure you check the current Covid-19 alert levels and guidance (**Find out the coronavirus restrictions in a local area – GOV.UK**) before signing up/travelling to your course. And remember, if you are feeling ill, **don't attend your class**.

For the most up to date information on what is happening with courses and centres please visit **our website**, follow us on **Facebook** or **Twitter** or sign up to the **Adult Community Education newsletter**.



# Helping you find a new way of learning

Many of our courses for this summer term will either be completely online or have some online/ distance learning elements to them. This is to ensure that we provide a safe environment for you by restricting the number of people in our centres at any one time.

This way of working will be new to many people and we want to make this transition to online and blended learning as easy as possible for everyone.

If you need any help with getting online, either because you don't have the skills or equipment needed, please talk to us and we will do what we can to help.


**Derbyshire County Council Careers Coaches may also be able to help. See page 22 for details.**



## Did you know...?

Learners enrolled onto vocational qualifications up to Level 2 who have a Derbyshire postcode, are employed and earn less than £17,004 per year, are entitled to **full fee remission** (you can complete the course for **FREE!**).

To confirm eligibility, you must provide a wage slip dated within three months of the learning start date, or current employment contract, which states your gross monthly/annual wages.

Look out for the  symbol in the qualification courses information and tables.

Learners booking on to Level 3 and Level 4 courses may be able to apply for an Advanced Learner Loan to cover the costs of the course or you may be entitled to new Government funding for a first Level 3 qualification, subject to availability.

**Contact your local adult community education centre for more information.**





# Upskilling for a changing job market

The last year has been a challenging year for many people. If you have been furloughed or are looking for work but struggling to get a new job, maybe now is the time to look at your qualifications and skills and think about what you can do to boost your chances in a competitive and rapidly changing job market.

Take a few minutes to look through this brochure at what we have on offer. Maybe we can help you get that dream job!

## **FREE Careers Workshops**

We know that there are a lot of people looking for jobs or wanting to change jobs at the moment. If you aren't sure where to start or need help with preparing a CV, doing applications or interviews, we can help whatever your age and ambitions. We are offering a series of **FREE** short careers workshops run by Derbyshire County Council Careers Service coaches including:

- CV and Job Search Skills
- Identifying Transferable Skills
- Interview Skills
- 18 to 24 workshop
- 50+ workshop

For more information or to book visit [derbyshireadulteducation.eventbrite.com](https://derbyshireadulteducation.eventbrite.com)

**Derbyshire County Council Careers Service also offers other impartial information, advice and guidance to adults on employment and learning. See page 22 for details.**



# Upskilling for a changing job market

## Making Choices – Finding the right course for you

If you are not sure what qualifications you need or what level is right for you, our **FREE** Making Choices sessions will help you to:

- choose what courses you want to do in the future
- find out your current level of skills in English, maths, digital skills and employability
- set your own learning plan

**Contact your local ACE centre to book on to a session or email [making.choices@daces.derbyshire.gov.uk](mailto:making.choices@daces.derbyshire.gov.uk)**

## Maths and English Qualifications

Most employers look for at least a Functional Skills (English and maths) Level 2 / GCSE grade 4/C in each subject. We offer these important qualifications, for **FREE**, from beginners to GCSE. Some courses are available to study online or through a mixture of online and face to face classes.

If you need to upskill fast, we offer one week Functional Skills maths or English **intensive courses**, great for improving your work prospects or moving on to further learning.

**See page 8 for details.**



# Upskilling for a changing job market

## Essential Digital Skills

Now more than ever, being confident using a computer for creating documents, researching information and communicating by email and video conferencing are essential skills that are expected by most employers.

If you need to develop your digital skills and knowledge, whether you are new to computers or have a bit more confidence, we can help. Our Essential Digital Skills course offers you the opportunity to take a digital skills qualification at either Beginners Entry level or at Level 1. All qualifications are fully funded and **FREE**.

If you already know the basics, ask about our **Improve your Digital Skills** courses. **See page 11 for more details.**

## Employability courses

Our employability courses will give you the opportunity to learn many skills, making you more employable in today's job market. Whether you are looking for a career change or just want help with future job opportunities, we can help.

You will work on improving your CV, interview skills and job search techniques, team working, transferrable skills, potential and positive mind set, whilst gaining a Level 1 Award in Employability. These are short courses delivered over one full week of attendance.

**Contact your local adult community education centre for details of a course near you.**

## Thinking of starting your own business?

If you are one of the many people thinking about setting up your own business or you have just done that, we can help with that too. We regularly run **FREE Be your Own Boss** workshops, aimed at anyone exploring the idea of self-employment and looking to set up their own business, or for new starters who need support.

You might also be interested in attending the free short workshop **Making Your New Business a Success – Marketing and Customer Service Tips**.

**See page 12 for details on how to book.**

# Maths and English Intensive FREE summer courses

## In Functional Skills

Get a Functional Skills maths or English qualification in just one week. These will be mainly online sessions, with some distance learning; giving you a more flexible approach to your learning and helping to keep you safe.

**Functional Skills English summer Fast Track online** – from 9.30am to 3pm, 1 week from 21 June to 25 June 2021. Contact Glossop ACE Centre.

**Functional Skills Maths summer Fast Track online** – from 9.30am to 3pm, 1 week from 05 July to 12 July 2021. Contact Glossop ACE Centre.

**Functional Skills English Intensive online** – Tuesdays from 9.30am to 12.30pm, 10 weeks from 20 April 2021. Contact Glossop ACE Centre.

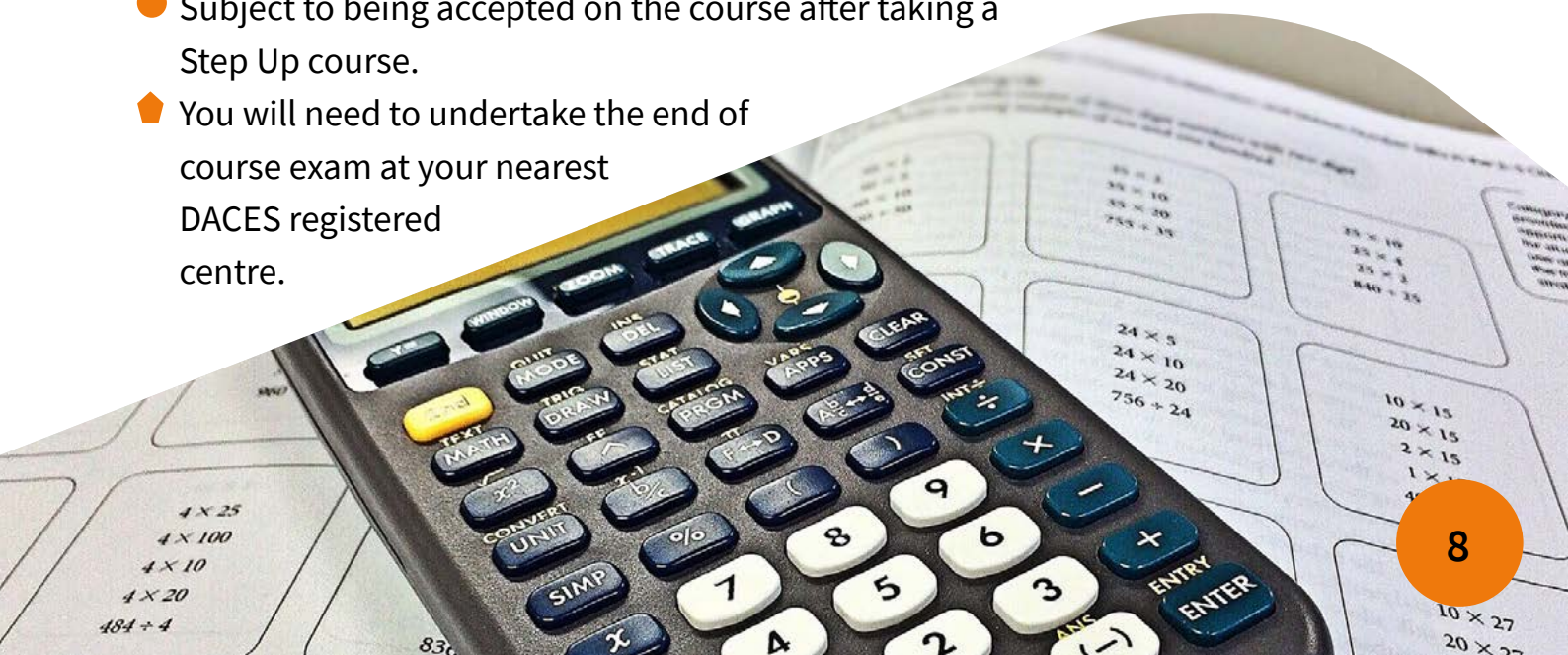
## GCSE maths and English

Join our online **Step Up to GCSE** classes in July or early September 2021, so we can assess your current level of skill. These short courses are designed to give you a taster of the content to help you to decide if a **GCSE** course is right for you, whilst helping prepare you for the commitment and standard of work needed for a class in September 2021.

Both English and maths GCSE classes are delivered from many of our adult centres across Derbyshire.

To book on to one of the 'Step Up' courses or to find out more about the GCSE courses in our next academic year, email **[making.choices@daces.derbyshire.gov.uk](mailto:making.choices@daces.derbyshire.gov.uk)** today.

- Subject to being accepted on the course after taking a Step Up course.
- ◆ You will need to undertake the end of course exam at your nearest DACES registered centre.





# Nursing & Allied Health: Access to Higher Education Diploma

## Glossop ACE Centre

A fast track to degree level study for those aged 19 or over. You can then apply to university to study nursing, midwifery or a health- related degree.\*

**Will be running from September 2021 until June 2022.**

Monday to Wednesday from 9.15am to 3pm, term time only. **FREE CRECHE** available.

Contact **01629 535895** or email [glossop.ace@derbyshire.gov.uk](mailto:glossop.ace@derbyshire.gov.uk) to book onto the next information and enrolment session.

You can apply for an Advanced Learner Loan to cover the costs of this course.

\* Places at Higher Education cannot be guaranteed upon completion of the course



## Step into online learning

For many people, this last year has been difficult for those with little or no experience of learning online resulting in courses being put on hold.

If you are one of those people that haven't been able to get 'online', then this **FREE** short three week introductory course is designed to help. This course is designed to get you confident and familiar enough to be able to join our online provision.

During the sessions you will:

- ✓ Be introduced to accessing Microsoft Teams
- ✓ Be shown how to use email with Microsoft Office 365 to contact your tutor(s)
- ✓ Complete an English/maths/digital skills check to identify areas you would like to develop
- ✓ Be given support and guidance at each session at a structured pace to 'ease you in gently' to online learning
- ✓ Have opportunities to ask questions and get feedback to help you get online

This course will be delivered online or face to face in Long Eaton or Alfreton, depending on your level of ability. The sessions will run over three weeks with a choice of either Tuesday 12.45pm to 3.15pm or Friday 9.30am to 12noon.

**These courses are FREE. Contact [swad.kickstart@daces.derbyshire.gov.uk](mailto:swad.kickstart@daces.derbyshire.gov.uk) to book your place**



# Achieve your potential in English and maths

As well as the intensive courses, we also provide longer courses (up to 30 weeks) where you can work at your own pace towards the qualification you need. We offer:

- Nationally recognised Functional Skills qualifications from Entry to Level 2
- All courses are **FREE**
- Many classes that you can join at any time of year
- Small, friendly groups
- The option to study online, face to face or through a mixture of online and face to face sessions.

**All learners are asked to attend a ‘Making Choices’ session prior to starting a course, to find out their level of working and to help decide on the options available.**

**Contact your nearest ACE centre to find out what courses are available near you.**

# Essential Digital Skills

These courses are to develop your digital skills and knowledge, whether you are new to computers or have a bit more confidence. The course offers you the opportunity to take a digital skills qualification at either Beginners Entry level or Level 1. All qualifications are fully funded and **FREE**.

All learners are invited to the 'step into online learning' session prior to starting, to find out your level of working and to help you decide on the options available to you.

Courses are offered at the following centres:

Alfreton, Bolsover, Buxton, Clay Cross, Glossop, Hunloke (Chesterfield), Long Eaton, Swadlincote.

**Contact your local ACE centre for more information.**



## Improve your Digital Skills

These courses are for you if you want to develop your digital skills and knowledge further to get a Level 2 qualification.

If you haven't taken your previous digital skills / IT qualification(s) with us you will be invited to a 'Making Choices' session prior to starting, to find out your level of working and to help you decide on the options available to you.

Courses are offered at the following centres:

Alfreton, Bolsover, Clay Cross, Hunloke (Chesterfield), Long Eaton, Swadlincote.

**Contact your local ACE centre for more information and course costs.**





# Be your own Boss

Are you unemployed or fed up with your current job and thinking about self-employment? We can provide the advice and guidance you'll need to get started.

These **FREE** courses are for anyone exploring the idea of self-employment and looking to set up their own business, or for those who have recently done it who need support.

Each course has two 4 hour sessions on consecutive days. You will cover:

- ✓ Key considerations of starting a business
- ✓ The importance of preparation before you start
- ✓ About managing money and accessing funding

**Courses offered starting this summer term:**

- **Award in Understanding Enterprise**
- **Extended Award Passport to Enterprise**

You will also receive individual feedback via a one to one session arranged after the course.

For more details or to book on a course visit  
**[derbyshireadulteducation.eventbrite.com](http://derbyshireadulteducation.eventbrite.com)**

## Build a career in construction

Gain essential skills for working in the industry and work towards a nationally recognised qualification. Learn from our specialist tutors in our construction trades centres at **The Toolbox**, near Glossop or the **Training and Skills for Construction Centre (TASCC)** at Holmewood, near Clay Cross.

**Courses offered starting this summer term:**

- **Certificate in Building Crafts (Multi Crafts)**  
**Level 1 – The Toolbox/ TASCC**
- **Diploma in Plastering Level 2 – The Toolbox/ TASCC**

**Courses may be FREE if you are employed and earn less than £17,004**

**For courses at the Toolbox contact Glossop ACE Centre on 01629 535895 or [glossop.ace@derbyshire.gov.uk](mailto:glossop.ace@derbyshire.gov.uk)**

**For courses at TASCC contact Clay Cross ACE Centre on 01629 537108 or [claycross.ace@derbyshire.gov.uk](mailto:claycross.ace@derbyshire.gov.uk)**



# Working with Young People (Childcare)

Working with children and young people is a fulfilling and rewarding career. If you are thinking about working in childcare or would like to update or progress your skills, we have lots of courses to offer, including:



## Level 1

- BTEC Award in Health and Social Care (working with children)

## Level 2

- Certificate for Support Teaching and Learning in Schools
- Certificate in Understanding Autism
- Certificate in Understanding Children and Young People's Mental Health
- Certificate in Early Years Educator
- Certificate in Counselling Skills

## Level 3

- Diploma in Specialist Support Teaching and Learning in Schools
- Diploma in Children's Care Learning and Development (EYE)
- Diploma Children's and Young People's Workforce

## Level 4

- Higher Level Teaching Assistant (HLTA)

Most of the above courses will start in September 2021.

### Childcare Information Sessions are available:

**Alfreton – Thursday 24 June 2021, 10am to 12noon.**


**Long Eaton – Thursday 24 June 2021, 1pm to 3pm.**

**Cotmanhay – Monday 28 June 2021, 10am to 12noon.**

**Swadlincote – Wednesday 30 June 2021, 10am to 12noon.**

**Hunloke – Wednesday 30 June 2021, 1pm to 3pm.**

 These courses may be FREE if you are employed and earn less than £17,004 per year.

 You may be able to apply for an Advanced Learner Loan to cover the cost of a Level 3 course. Subject to availability.

# British Sign Language

Our BSL courses enable learners to converse and gain crucial sign language skills for work or social purposes.

This term we are offering Beginners/Entry level, and Level 1 (Improvers) and all courses are delivered live online via Teams.

If you are new to BSL, we have the following Beginners course options for you or if you have already done a beginners course and want to move on to the next level, we can offer the Level 1 course.

These courses are delivered across the county from the following centres:

**Glossop, Matlock, Ashbourne, Swadlincote, Long Eaton and Alfreton.**

Course fees/ lengths are as follows:

✓ **Beginners (12 weeks): £91 (£29 concessions)** £ 🍷

✓ **Level 1 (20 weeks): £144 (£44 concessions)** £ 🍷

**British Sign Language Taster for Beginners** – 6.30pm to 8.30pm, 01 July and 08 July. Contact [communityhouse.ace@derbyshire.gov.uk](mailto:communityhouse.ace@derbyshire.gov.uk)

**For more information or to book contact the centre listed above.**

**See pages 26 to 29 for centre contact details.**

£ Additional accreditation / exam fees also apply. Ask your local ACE centre for details.

🍷 If you are employed and earn less than £17,004 per year you may be able to come on these courses for free. Contact centres for details.



## Counselling Skills

At various times during the year we offer both Level 2 and Level 3 qualifications in Counselling at various centres.

The **Level 2 Certificate** 🍷 is for those who want to learn counselling skills to help and support others in a voluntary or employed capacity, providing skills for a variety of roles.

The **Level 3 Diploma/Level 3 Certificate** 🧘 is for those requiring a deeper understanding of counselling and considering progression to Level 4 and a future role in counselling.

For both the Level 2 and Level 3 courses you will need to hold a Level 2 English qualification.

🍷 These courses may be FREE if you are employed and earn less than £17,004 per year.

🧘 You may be able to apply for an Advanced Learner Loan to cover the cost of a Level 3 course. Subject to availability.





# ESOL (English for Speakers of other Languages)

Our ESOL courses are for anyone whose first language is not English. Course content is related to everyday life and work.

There are no entry requirements. These tasters are FREE.

**ESOL Taster – 16 June to 30 June, 9.30am to 11.30am – Wednesdays – swadlincote.ace@derbyshire.gov.uk**

**ESOL Taster – 14 June to 28 June, 9.30am to 11.30am – Mondays – alfreton.ace@derbyshire.gov.uk**

**ESOL Taster – 23 June to 07 July, 9.30am to 11.30am – Wednesdays – communityhouse.ace@derbyshire.gov.uk**



## RHS Information Sessions – FREE

**Tuesday 29 June 10am to 12noon or Monday 19 July 6pm to 8pm at the Derbyshire Eco Centre.**

Join one of two separate information sessions to help you decide if our RHS Horticulture courses are for you. We offer Level 2 Certificate courses in both horticultural theory and practical skills, starting in September 2021.

A short assessment will form part of the session.

**Contact the Eco centre for more information.**

## Level 1 Award in Environmental Sustainability

This course is an introduction to the essential concepts of sustainability and will introduce you to ways in which you can reduce your environmental impact. It will raise awareness around key environmental issues, explore the benefits of sustainable communities and encourage you to reflect on your individual responsibilities regarding the environment.

**Tuesdays from 20 April 2021, 1.30pm to 3.30pm for 10 weeks (online).**

**Contact the Derbyshire Eco Centre for more information or to book.**

**Course fee: £76 (£24 concessions). It may be FREE if you are employed and earn less than £17,004 per year** 👍



# Dry Stone Walling

## Lantra Level 1 Certificate

Gain the basic knowledge and skills to repair dry stone walls to a satisfactory standard. The course takes 10 days of training (including the exam), offered in two day blocks, approximately 2 weeks apart, to allow for practice time between training sessions.

Some previous experience is necessary. Beginners' courses are offered at the National Stone Centre and by the Derbyshire branch of the Dry Stone Walling Association. Half and full day taster courses are also run occasionally at Glossop ACE centre and the Derbyshire Eco Centre. Contact centres for details.

**Course is on Mondays and Tuesdays, 9am to 4.30pm, with the test on a Friday. Starts Monday 19 April and runs until Friday 9 July 2021.**

## Level 2 Certificate


Develop your walling skills by learning how to build a wall end. It is recommended that learners hold the Level 1 qualification and have good general experience of walling.

The course takes 14 days of training (including the exam), offered in two day blocks. These blocks are approximately a month apart, to allow for practice time between training sessions.

**Course is on Thursdays and Fridays, 9am to 4.30pm, with the test on a Friday. Starts Thursday 22 April and runs until Friday 22 July 2021**

**Both courses are held at the Derbyshire Eco Centre, Wirksworth.**

**Contact centre for course dates and fees.**

 These courses may be **FREE** if you are employed and earn less than £17,004.




# Level 2 Certificate in Adult Learning Support

This course is for anyone who wants to become a Learner Support Worker in an educational setting. The course will be delivered completely online, one day a week, for 12 weeks.

**Tuesdays from 04 May 2021 from 10am to 3.30pm**

**Course costs: £295 (£130 concessions).**

 This course may be **FREE** if you are employed and earn less than £17,004 per year.

**Email [glossop.ace@derbyshire.gov.uk](mailto:glossop.ace@derbyshire.gov.uk) to register your interest.**



# iProgramme



The iProgramme, a scheme funded by the European Social Fund is designed to promote and teach digital skills. The iProgramme has been designed to address the current skills mismatch and plan for the skills required in the digital age. The scheme seeks to deliver digital skills to the unemployed and also promote skills development and matching services for employers. We can support you by delivering short courses on relevant subjects including Microsoft Teams, Office 365, and Excel. These courses will be a combination of online and student paced sessions that can be tailored to suit your development requirements. This digitalised learning will be delivered through a range of **FULLY FUNDED COURSES**.

Contact [swad.kickstart@daces.derbyshire.gov.uk](mailto:swad.kickstart@daces.derbyshire.gov.uk) for more information.



# Apprenticeships

Apprenticeships combine practical training in a job with study. As an apprentice with DCC you'll:



- Work alongside experienced staff
- Gain job-specific skills
- National minimum wage for age and 25 days annual leave
- Time for study relating to your role (20% off the job training).
- Apprenticeships take between 1 to 5 years to complete, depending on their level.

We offer apprenticeships in Derbyshire County Council departments and all maintained schools. Some of the apprenticeships we have include: Business Administration, Childcare, Adult Care, Catering, Outdoor activity and Team Leader or Supervisor.

All of our apprenticeships are advertised on [www.gov.uk/apply-apprenticeship](https://www.gov.uk/apply-apprenticeship)







## Adult Social Care – Sector Based Work Academy

**FREE** intensive 3 week courses leading to a guaranteed job interview with Derbyshire County Council in Adult Social Care, which are run regularly at several of our centres.

An opportunity to gain 2 qualifications:

- **Level 1 Award in Preparing to Work in Adult Social Care.**
- **Level 1 Award in Employability**

For more information and to find out when there is an Academy running near you, contact your local centre for details.

## Life and Living Skills

The Life and Living Skills course is aimed at learners with additional needs and/or learning difficulties. Join a small friendly group completing a range of different subjects and activities. Gain confidence and independence skills for everyday life.

**Various days times are available, the course includes; maths, English plus Life and Living Skills**

**Contact your local adult community education centre for further details.**



## FREE Level 3 Courses

From April 2021, any adult who wants to achieve their first full level 3 qualification, which is equivalent to a technical certificate or diploma, or 2 full A levels, will be able to access level 3 courses for free.

Courses are available to support adults to get the skills they need to improve their job prospects, boost their careers and meet the needs of the economy.

**FREE** Qualifications will be available in:

### ■ Management

#### ➤ *Level 3 Certificate for Managers*

Suitable for those who are or would like to work in first line management roles, such as a team leader or supervisor.

### ■ Child Development

#### ➤ *Level 3 Diploma for the Children and Young People's Workforce*

Suitable for those wishing to work with children and young people from birth to 19 years at a supervisory level. A work placement is required to be eligible for this qualification.

➤ ***Level 3 Diploma in Specialist Support for Teaching and Learning in Schools***

Suitable for those who work or want to work as teaching assistants in schools who directly support teachers in teaching and learning. A work placement is required to be eligible for this qualification.

➤ ***Level 3 Diploma in Children's Learning and Development (Early Years Educator)***

Suitable for learners who work in or want to work with children in Early Years settings, such as, child minders or Nursery Nurses. A work placement is required to be eligible for this qualification.

■ **Counselling**

➤ ***Level 3 Diploma in Counselling Skills***

Suitable for those who want to learn counselling skills to help and support others in a voluntary or employed capacity, providing skills for a variety of roles.

■ **Adult Care**

➤ ***Level 3 Diploma in Adult Care***

Suitable for learners who work in Adult Care settings and wish to gain an occupational qualification.



**This offer is only available until the end of July 2021**

Please book onto the information session, where we can discuss your options and eligibility.

The information session will be delivered remotely over Microsoft Teams.

**Information Session:**

**Thursday 22 April 2021**

**10am to 11am**

**To book email: [workplace.learning@derbyshire.gov.uk](mailto:workplace.learning@derbyshire.gov.uk)**





# Learning for young people

**Programmes for young people aged 14 to 19 that help build confidence and gain skills and qualifications for the world of work.**

- **Lots of hands on and active learning**
- **Personal support and careers advice**
- **Maths and English to help you move on up**
- **Qualifications that are recognised by employers**
- **Opportunities for fun trips and visits throughout the year**

## **14 – 19 Study Programme (Available countywide)**

Learning can range up to four days per week. Plenty of course options and venues to choose from across the county.

In this programme young people work in small friendly groups in a very supportive environment. They develop their confidence to prepare them for work or further education. This can include positive mental health, exploring wider opportunities and building resilience and self-belief.

Alongside this, students take the recognised and useful core qualification of customer service or construction as well as vital exams in maths and English. To help prepare for work and life, students build employability skills such as applying for jobs, CVs and interviews. They also have a work coach who organises a work placement tailored to suit their interests. In addition, students have the opportunity to get involved in supporting local communities and projects from allotments to animal sanctuaries.

**GET REAL SKILLS FOR REAL JOBS!**

# Careers and Online Learning Support

## Careers Service

Do you need help to discover your digital skills and to look for online learning? Or do you want help with finding or applying for jobs?

Derbyshire County Council Careers Service offers impartial information, advice and guidance to adults on employment and learning.

Our staff are experienced and qualified to a minimum of Level 4 in Information, Advice and Guidance

- ✓ Friendly, supportive and adaptable to learner needs
- ✓ Impartial and able to advise on and refer to a wide range of local provision

During the COVID-19 outbreak our centres are closed for face-to-face appointments, but we're still offering impartial information, advice and guidance in other ways. Support will be available via video calls, telephone, text and / or email.

**Please get in contact with your local Careers Coach:**

**Chesterfield (Dronfield/Staveley/Alfreton/Eckington)**

Contact Wendy Leigh 07717 303855

**Derbyshire Dales (Matlock/Ashbourne/Belper)**

Contact Yvonne Power 07967 308873

**Erewash/South Derbyshire (Ilkeston/Long Eaton/Heanor/Swadlincote)**

Contact Chris Ellerington 07896 804096

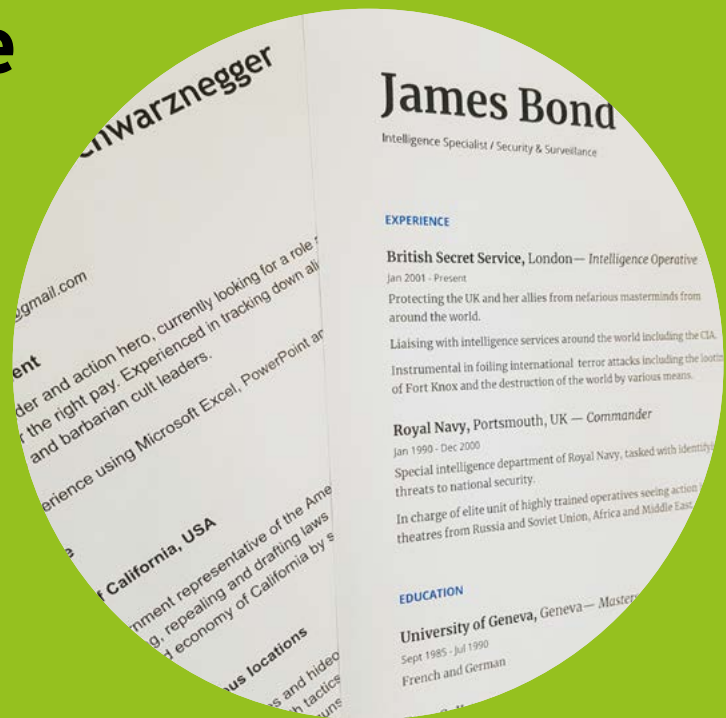
**High Peak (Buxton/Glossop/New Mills)**

Contact Sarah Kelly 07967 391263

**North East Derbyshire (Clay Cross/Bolsover/Shirebrook)**

Contact Becky Stancill 07767 670797

For impartial information, advice and guidance on careers and learning visit [www.derbyshire.gov.uk/ncs](http://www.derbyshire.gov.uk/ncs), watch this video or ask in centres about the support available from your local Careers Coach.



# COVID-19 safety measures

## What we have put in place in centres:

- ✓ Centres are open with reduced staffing. If you have an enquiry, make an appointment before you visit
- ✓ There will be clear signs around buildings to ensure that social distancing can be maintained
- ✓ Centres will operate a one way system through the building
- ✓ Reception areas will have screens
- ✓ Desks/tables in classrooms have been placed to ensure that social distancing is maintained
- ✓ Face coverings (masks) must be worn by everyone in shared areas, unless you have an exemption
- ✓ Sanitiser will be provided to use on entry/exit and will be available to use on tables/chairs before and after use (and will be used on door handles)
- ✓ All rooms will be well ventilated (windows/doors open)
- ✓ All kitchens/drink making areas and shared seating areas will be closed
- ✓ Toilets are now unisex with a one in one out system – at least one per floor
- ✓ Tutors and centre staff will be wearing visors and/or masks
- ✓ Enrolment forms and other necessary course paperwork will be emailed wherever possible to avoid handling paper
- ✓ Course resources such as handouts will be sent by email rather than printed out wherever possible
- ✓ Some courses will be part online and part in centre. You will need to complete both of these to get the most from your learning
- ✓ You may be asked to complete a short questionnaire to ensure you have read and understood the safety measures put in place and that you agree to the requirements





## When you are in a centre:

- ✓ Sanitise/wash your hands on entry/exit and regularly (including after coughing, sneezing, nose wiping and before/after eating)
- ✓ You must always wear your face covering in shared areas where keeping a 2 metre distance isn't possible such as corridors, reception, queueing for the toilet, unless you have an exemption
- ✓ Always follow centre signs and one way systems to maintain social distancing
- ✓ Stay in your classroom during your whole session if possible
- ✓ Keep to your allocated table as all desks have been placed to ensure that social distancing is in place
- ✓ Use the sanitiser/wipes provided on the table and chair that you use before and after use
- ✓ Physical contact, such as handshakes, hugs, pat on the back, etc. are not allowed according to government guidelines. Keep to a 2 metre distance at all times. If a tutor needs to come closer than 2 metres then masks or visors must be worn
- ✓ If you use any centre tools or equipment you must wipe them using the disinfectant spray/wipes provided and paper towels before and after use
- ✓ Report any contamination or spillages that need immediate cleaning

**Following this guidance is necessary for all learners attending our centres to ensure your safety whilst attending your course. You may be asked to leave the centre if you don't follow this guidance. Remember you have a duty to help protect others as well as to yourself.**

**If someone who has visited the centre tests positive for COVID-19, we will give you information about what to do.**

**If you have any concerns regarding this guidance, please speak with your tutor or centre staff.**

**Stay safe and happy learning!**

# Bookings and payments

## Course fees explained

Some of our qualification courses are **FREE** of charge. Others have a full fee and a lower 'concessions' rate for those on certain benefits. This may vary from course to course so please ask when enquiring about a particular course.

There may be additional costs on some courses for materials or exam/ accreditation fees. This should be indicated. If in doubt, please ask.

## Free places for people on low incomes

Learners enrolled onto vocational qualifications up to Level 2 who are employed and earn less than £17,004 per year are entitled to **full fee remission**. You will need to provide proof of income.

## Advanced Learner Loans

For some of our Level 3 qualification courses you may be able to apply for a learner loan. You will be given information about whether your course is eligible for this and how to apply.

## How to book and pay

We are unable to offer online booking or payment this term. Please contact the relevant adult community education centre to enquire or book on a course. Due to the current situation with Covid-19 we would prefer it if you contact us by phone or email rather than in person when enquiring about courses.

Most centres can take card payments by phone. For some courses you may be able to pay in instalments; please ask when booking.

**Please note** – for many of our qualification courses there is an early withdrawal fee to cover our costs.

## Support available

Talk to us about your needs when enquiring about a course – we will always work to meet the needs of each learner. If you are experiencing financial difficulties you may be able to apply for help with exam fees or other costs. We may be able to help you with a childcare or a nursery place.

For detailed information about the support that we can provide, including financial help and learning support, visit **[derbyshire.gov.uk/theguide](https://derbyshire.gov.uk/theguide)** or contact the centre.

All additional support provided is based on individual assessment.

# Contact us

To find out more or to book on to any of the courses listed in this brochure please contact the centre offering the course or your local ACE centre.

Centre opening hours shown on the next few pages are the times (during term time) that there may be someone checking the answer phone or email. Opening hours will vary during holidays.

Centres are currently open with reduced staffing in the building, so there may not always be someone on reception or answering the phone at all of these times. Please leave a message or email with your contact details and someone will call or email back as soon as possible.

If you have an enquiry that you need to make in person, please make an appointment before you visit.

Some courses this year are offered completely online and you can do them from home, wherever you live in Derbyshire. However you will still need to contact the relevant adult community education centre to book your place.

Most of our centres are fully or partly accessible to people with a range of disabilities. If you have specific accessibility needs that are not mentioned in the information shown, or if you are not sure whether a course will be suitable for you, please contact us to ask.





# Adult Community Education Centres

**Alfreton ACE Centre 01629 533090 [alfreton.ace@derbyshire.gov.uk](mailto:alfreton.ace@derbyshire.gov.uk)**  
**Church Street, Alfreton DE55 7BD**

Office opening hours Monday to Thursday 9am to 4pm, Friday 9am to 1pm.

The centre is accessible for wheelchair users, and there is a lift to the first and second floor teaching areas. Car parking is limited to designated spaces numbered 33–51 only. We are a short walk from Alfreton town centre where there is a selection of parking and easy access to buses and trains.



**Ashbourne ACE Centre 01629 533696**  
**[ashbourne.ace@derbyshire.gov.uk](mailto:ashbourne.ace@derbyshire.gov.uk)**  
**Cokayne Avenue, Ashbourne DE6 1EJ**

Office opening hours Monday to Thursday 9am to 5pm.

The centre has full access for disabled learners and a lift is available. It is situated next to a free car park within walking distance of the town centre. There are no spaces allocated to the centre. There are blue badge parking spaces close to the entrance to the building. Further parking is available close to the centre on the main road, but may be time limited. There are a number of regular buses with stops a short walk from the centre.



**Bolsover ACE Centre 01629 537912 [bolsover.ace@derbyshire.gov.uk](mailto:bolsover.ace@derbyshire.gov.uk)**  
**Castle Street, Bolsover S44 6PP**

Office opening hours Monday to Thursday 9am to 5pm,  
Friday 9am to 12.30pm

The centre is all on one level with a ramp to the entrance. It has a hearing loop fitted and an accessible toilet with adult changing table. There is a free car park at the rear of the building with 2 blue badge parking spaces. There are also various free car parks throughout Bolsover. Several bus routes go through Bolsover, with a bus stop near the centre and several more in the Market Place.



**Buxton Fairfield ACE Centre 01629 533385 [buxton.ace@derbyshire.gov.uk](mailto:buxton.ace@derbyshire.gov.uk)**  
**Victoria Park Road, Fairfield, Buxton SK17 7PE**

Office opening hours Tuesday and Thursday 9am to 4pm

The centre has a classroom fitted with a hearing loop and the Adult Education Centre is accessible by a ramp. There is also a lift to reach the computer suite. Free parking is available on site. The nearest bus stop is outside the entrance to the centre. Buses run every 30 minutes to Buxton town centre.



**Clay Cross ACE Centre 01629 537108 [claycross.ace@derbyshire.gov.uk](mailto:claycross.ace@derbyshire.gov.uk)**

**Market Street, Clay Cross S45 9JE**

Office opening hours Monday to Friday 8.30am to 4pm

The centre is fully accessible to all. There are two lifts on site to allow access to all rooms. Hearing Loop systems are fitted. There is limited parking available on site but there are free parking spaces available at local supermarkets within a short walking distance. Please note there may be time limits in some spaces so it is worthwhile checking before leaving your car. There are regular local buses to Clay Cross.



**Community House ACE Centre (Long Eaton) 01629 537384**

**[communityhouse.ace@derbyshire.gov.uk](mailto:communityhouse.ace@derbyshire.gov.uk)**

**173 Derby Road, Long Eaton NG10 4LL**

Office opening hours Monday to Thursday 9am to 3pm

There are car park spaces at the front and rear of the building. There is other free public car parking nearby and easy access to the town and local bus routes. Blue badge parking is available and wheelchair access is to the front of the building. A disabled toilet is available. There is a hearing loop in some classrooms.



**Cotmanhay and Ilkeston ACE Centre 01629 531807**

**[cotmanhayandilkeston.ace@derbyshire.gov.uk](mailto:cotmanhayandilkeston.ace@derbyshire.gov.uk)**

**Bennerley Avenue, Cotmanhay DE7 8PF**

Office opening hours Monday to Wednesday 9am to 3pm

The centre is accessible to all with a ramp at the main entrance. Blue badge parking bays are available within the car park at the rear of the building, near to the main entrance. All of the classrooms are on the ground floor. A hearing loop is fitted. There are regular bus services running by the centre.



**Derbyshire Eco Centre 01629 533038 [ecocentre@derbyshire.gov.uk](mailto:ecocentre@derbyshire.gov.uk)**

**Porter Lane, Middleton-by-Wirksworth DE4 4LS**

Office opening hours Monday to Thursday 9.30am to 3.30pm,  
Friday 9.30am to 3pm.

The Eco Centre building is fully accessible with blue badge parking and accessible toilets. To encourage the use of public transport or cycles there are no parking spaces on site (except blue badge) and there is a covered bike rack. The Trent Barton 6.1 bus stop is a 2 min walk away. There is parking nearby provided by the National Stone Centre. An honesty box is available in reception to pay for parking.



**Glossop ACE Centre 01629 535895 [glossop.ace@derbyshire.gov.uk](mailto:glossop.ace@derbyshire.gov.uk)**

**Talbot Street, Glossop SK13 7DG**

Office opening hours Monday 9am to 4pm,

Tuesday to Thursday 9am to 3.30pm and 5.30pm to 7.00pm

There is a car park (shared with the library) to the front and rear of the building. There are a number of dedicated blue badge parking spaces on site. All floors are fully accessible by lift or stairs, and a number of rooms are equipped with a hearing loop. The train station and bus terminal are all within a five minute walk of the centre.



**Hunloke ACE Centre (Chesterfield) 01629 535002**

**[hunloke.ace@derbyshire.gov.uk](mailto:hunloke.ace@derbyshire.gov.uk)**

**Church Street South, Chesterfield S40 2TF**

Office opening hours Monday to Wednesday 9am to 5pm, Thursday 9am to 7pm, Friday 9am to 3pm

The centre is accessible to all with a ramp at the main entrance. Blue badge parking spaces are available within the free on site car park near to the main entrance. A hearing loop is fitted. Most classrooms are on the ground floor so there is no lift facility. The centre is located close to Chesterfield town centre so there are regular bus services running.



**Matlock ACE Centre 01629 533225 [matlock.ace@derbyshire.gov.uk](mailto:matlock.ace@derbyshire.gov.uk)**

**Steep Turnpike, Matlock DE4 3DP**

Office opening hours Monday to Wednesday 8.30am to 5pm, Thursday and Friday 8.30am to 3.30pm

The centre is accessible and there is a lift to the first floor teaching areas. An accessible toilet is available. There is no parking available on site. There are pay and display car parks in and around Matlock town centre. There are also a number of regular bus services to Matlock town centre, which is a short walk away.



**New Mills ACE Centre 01629 535020 [newmills.ace@derbyshire.gov.uk](mailto:newmills.ace@derbyshire.gov.uk)**

**Spring Bank, New Mills SK22 4AZ**

Office opening hours Monday 9am to 4pm and 6pm to 7pm

Blue Badge parking spaces are available in the on-site car park and pay and display parking in New Mills nearby. Lifts are available to all areas. Hearing Loops available on request. The nearby bus stop is served by the number 60 bus but the main bus station is only 5 minutes' walk away, servicing many other routes.





**Shirebrook ACE Centre 01629 537576 [shirebrook.ace@derbyshire.gov.uk](mailto:shirebrook.ace@derbyshire.gov.uk)**  
**Carter Lane, Shirebrook NG20 8PE**

Office opening hours Monday to Wednesday 9am to 4pm

The centre is accessible with a lift and accessible toilet. There are blue badge parking spaces available but limited parking for other (non-disabled) users. Bus times and routes are fairly regular from Bolsover.

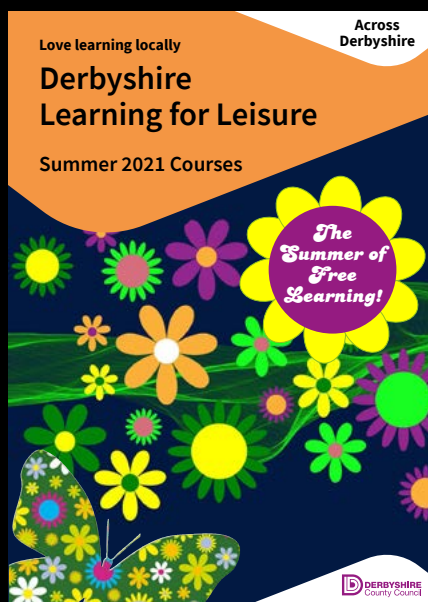
**Swadlincote ACE Centre 01629 533290 [swadlincote.ace@derbyshire.gov.uk](mailto:swadlincote.ace@derbyshire.gov.uk)**  
**Rink Drive, Swadlincote DE11 8JL**

Office opening hours Monday to Thursday 9am to 4pm

Hearing loops are available in all classrooms, and all floors are accessible from the outside of the building. There is limited parking available at the centre, with several long stay car parks within a short walking distance. The centre is well connected, with Swadlincote bus station a short walk from the centre.



Free WiFi is available at all of our centres, called **Derbyshire\_Guest**. You need to follow our acceptable use of technology and internet policy, and arrangements agreed with your tutor for during your class. Use of your own device is entirely at your own risk.



Take a look at our Learning for leisure brochure for a wide range of non-qualification courses for skills, leisure and fun this summer.

Includes:

- Languages
- Creativity
- Health and Wellbeing
- Personal Development
- Family Learning
- and much more!

For further information or to get a copy of this brochure in a community language, on audio tape or in large print please call your local centre.

The details in this brochure are correct at the time of going to print.