

Calderdale Adult Learning

2024/25 PART-TIME AND SHORT COURSES

10% early bird discount on your Term 1 learning when you enrol and pay by 1st September 2024.
You can enrol quickly and easily online at: www.calderdale.gov.uk/believeachieve

Term Dates 2024/25

Term 1 Starts	9 th September
Half Term	28 th October – 1 st November
Christmas Break	23 rd December – 3 rd January
Term 1 Ends	31 st January
Term 2 Starts	3 rd February
Half Term	17 th – 21 st February
Easter Break	7 th – 21 st April
Half Term	26 th – 30 th May
Term 2 Ends	22 nd July

Venue Key

BL	Brighthouse Library
CL	Central Library Halifax
EL	Elland Library
HA	Halifax Academy
HO	Halifax Opportunities Trust
HC	Heath Campus
KX	King Cross Library
SBL	Sowerby Bridge Library
TC	Todmorden College

Part-time and short courses, up to level 2, for everyone aged 19+. We mean everyone!

National Changes in education for adults aged 19+ mean we have some brand-new learning opportunities for you this year, starting in autumn 2024.

Adult Skills Fund – Accredited Courses

Qualification-based learning from Entry Level 1 to Level 2, in: English, Maths, ESOL and Digital Skills. Plus, a range of professional development qualifications up to Level 2 to upskill you in the workplace, for example, in Health and Social Care or Food Safety.

New ‘Tailored Learning’ – Non-Accredited Courses

Each learning programme builds your confidence and improves wellbeing while upskilling and preparing you for work, equipping you with the skills for successful employment. At CAL, you will get lots of support to enable you to progress.

Plus, we have our new ‘Tailored Learning’ offer, which has seven key purposes:

- Engaging and building confidence
- Preparation for further learning
- Preparation for employment
- Improving essential skills
- Equipping parents/carers to support children’s learning
- Health and wellbeing
- Developing stronger communities

Engage

FREE 2 x 6-week self-improvement courses, including creative and wellbeing opportunities, as well as Employability Skills, English, Maths, IT Skills and ESOL (English for Speakers of Other Languages). All learning takes place locally in community venues and is ideal if you’re taking your first steps into learning or experiencing barriers due to health and wellbeing.

First Step, Next Step

Life-enhancing, two-stage learning programmes in 2 x 18-week courses, including for adults with learning disabilities. Courses are designed to develop strong social networks, learn new skills and live a larger life.

Family Learning

FREE school-based activities, learning and get-togethers in primary schools throughout Calderdale. Families are warmly welcomed by our Family Learning Team – you’ll learn together with the children and get to know more about school life, as well as get inspired about your own learning and how to progress.

Adult Skills Fund – Accredited Courses

English

Course Title	Level	Course Code	Start Date	End Date	Day	Time	Weeks	Venue	Full Fee
Functional Skills English	E1-L2	P00003	Sep-24	Jul-25	Various	Day/Eve	RO/RO	HC	£-
Functional Skills English	E3-L1	P00020	Sep-24	Jul-25	WED	13:00-16:00	RO/RO	TC	£-

Maths

Course Title	Level	Course Code	Start Date	End Date	Day	Time	Weeks	Venue	Full Fee
Functional Skills Maths	E1-E2	P00004	Sep-24	Jul-25	Various	Day/Eve	RO/RO	HC	£-
Functional Skills Maths	E2-E3	P00022	Sep-24	Jul-25	TUE	09:30-12:00	RO/RO	HO	£-
Functional Skills Maths	E3-L1	P00019	Sep-24	Jul-25	THU	13:00-16:00	RO/RO	TC	£-
Functional Skills Maths	L1-L2	P00024	Sep-24	Jul-25	THU	09:30-12:00	RO/RO	HO	£-

ESOL

Course Title	Level	Course Code	Start Date	End Date	Day	Time	Weeks	Venue	Full Fee
Certificate in ESOL Skills for Life	E1-E3	ESOLT07	Sep-24	Jul-25	SAT	09:30-12:00	RO/RO	TC	£550.80 / £0*
Certificate in ESOL Skills for Life	E1-E3	ESOLH141	Sep-24	Jul-25	WED	13:00-16:00	RO/RO	HA	£550.80 / £0*

*Most people will be entitled to a Fee Waiver for our ESOL qualifications and will not need to pay the course fee – contact us to find out more.

To give you more flexibility, these courses are Roll On/Roll Off (RO/RO), so you can join throughout the year and sit the exam when you are ready.

Note: An Initial Assessment (skills check) is required before enrolling on these courses. Please visit the course information page on our website for the course you're interested in, click on the 'Enquire' button and leave your details for us to contact you regarding dates and to book an assessment. Alternatively, you can contact us on 01422 392820 or cyps.cal@calderdale.gov.uk.

British Sign Language (BSL)

Course Title	Level	Course Code	Start Date	End Date	Day	Time	Weeks	Venue	Full Fee	Early Enrol Fee (-10%)	Waivers*
Award in British Sign Language	L1	PP01BSL	10/09/24	20/05/25	TUE	18:00-20:30	30	HC	£192.00	£172.80	Y
Award in British Sign Language	L1	PP01BSLH46	13/09/24	23/05/25	FRI	10:15-12:45	30	CL	£192.00	£172.80	Y

*Fee Waivers are available for learners on unemployment related benefits or low wages – see How to Enrol page for further details.

Digital Skills and IT

Course Title	Level	Course Code	Start Date	End Date	Day	Time	Weeks	Venue	Full Fee	Discounted Fee (-20% early enrolment)	Free to JSA/ ESA/ Low Wages?
Digital Functional Skills	E3	IT00DFS1	10/09/24	28/01/25	TUE	13:00-16:00	18	HC	£-	N/A	Y
Digital Functional Skills	E3	IT00DFS2	12/09/24	30/01/25	THU	18:00-21:00	18	HC	£-	N/A	Y

*Fee Waivers are available for learners on unemployment related benefits or low wages – see How to Enrol page for further details.

Professional Development

Course Title	Level	Course Code	Start Date	End Date	Day	Time	Weeks	Venue	Full Fee	Discounted Fee (-20% early enrolment)	Waivers *
Award for Introduction to Customer Services	L1	PP01ICS1	10/09/24	28/01/25	TUE	18:00-21:00	18	HC	£171.00	£153.90	Y
Award for Introduction to Customer Services	L1	PP01ICS2	05/02/25	09/07/25	WED	09:00-12:00	18	HC	£171.00	N/A	Y
Award in Caring for Children	L1	PP01CC1	Sep-24	Jan-25	Please enquire		18	HC	£255.00	£229.50	Y
Award in Caring for Children	L1	PP01CC2	Feb-25	Jul-25	Please enquire		18	HC	£255.00	N/A	Y
Award in Food Safety in Catering	L2	WP02FS1	13/11/24	14/11/24	WED/TH U	09:30-16:30	1	HC	£27.00	£24.30	Y
Award in Food Safety in Catering	L2	WP02FS2	12/03/25	13/03/25	WED/TH U	09:30-16:30	1	HC	£27.00	N/A	Y
Award in Food Safety in Catering	L2	WP02FS3	11/06/25	12/06/25	WED/TH U	09:30-16:30	1	HC	£27.00	N/A	Y
Award in Health and Care	L1	PP01SC1	10/09/24	28/01/25	TUE	18:00-21:00	18	HC	£159.00	£143.10	Y
Award in Health and Care	L1	PP01SC2	07/03/25	11/07/25	FRI	09:30-12:30	16	TBC	£159.00	N/A	Y

*Fee Waivers are available for learners on unemployment related benefits or low wages – see How to Enrol page for further details.

Note: An Initial Assessment (skills check) is required before enrolling on these courses. Please visit the course information page on our website for the course you're interested in, click on the 'Enquire' button and leave your details for us to contact you regarding dates and to book an assessment. Alternatively, you can contact us on 01422 392820 or cyps.cal@calderdale.gov.uk.

Tailored Learning

Art and Craft

Course Title	Level	Course Code	Start Date	End Date	Day	Time	Weeks	Venue	Full Fee	Early Enrol Fee (-10%)
Art for Wellbeing – 3D Sculpture	First Step	AC00103	10/09/24	28/01/25	TUE	13:30-15:30	18	HC	£144.00	£129.60
Art for Wellbeing – 3D Sculpture	Next Step	AC00109	04/02/25	08/07/25	TUE	13:30-15:30	18	HC	£180.00	N/A
Art for Wellbeing – Painting and Drawing Skills	First Step	AC00105	11/09/24	29/01/25	WED	13:00-15:00	18	HC	£144.00	£129.60
Art for Wellbeing – Painting and Drawing Skills	First Step	AC00106	12/09/24	30/01/25	THU	13:00-15:00	18	HC	£144.00	£129.60
Art for Wellbeing – Painting and Drawing Skills	First Step	AC00110	04/02/25	08/07/25	TUE	18:00-20:00	18	HC	£144.00	N/A
Art for Wellbeing – Painting and Drawing Skills (returning learners only)	Next Step	AC00104	10/09/24	28/01/25	TUE	18:00-20:00	18	HC	£180.00	£162.00
Art for Wellbeing – Specialist Painting Techniques	Next Step	AC00111	05/02/25	09/07/25	WED	13:00-15:00	18	HC	£180.00	N/A

Art for Wellbeing – Specialist Drawing Techniques	Next Step	AC00113	06/02/25	10/07/25	THU	13:00-15:00	18	HC	£180.00	N/A
Textiles – Sewing	First Step	AC00102	10/09/24	28/01/25	TUE	18:00-20:00	18	HC	£144.00	£129.60
Textiles – Sewing	Next Step	AC00108	04/02/25	08/07/25	TUE	18:00-20:00	18	HC	£180.00	N/A
Textiles – Working with Yarn	First Step	AC00107	12/09/24	30/01/25	THU	10:00-12:00	18	HC	£144.00	£129.60
Textiles – Working with Yarn	Next Step	AC00114	06/02/25	10/07/25	THU	10:00-12:00	18	HC	£180.00	N/A
Crafts for Wellbeing – Slow Stitch and Textiles	First Step	AC00112	06/02/25	10/07/25	THU	10:00-12:00	18	HC	£144.00	N/A

No fee waivers are available, but don't forget to enrol and pay by 1st September 2024 to claim your 10% discount off Term 1 courses! All ingredients and materials are included in the course fee.

Cookery

Course Title	Level	Course Code	Start Date	End Date	Day	Time	Weeks	Venue	Full Fee	Early Enrol Fee (-10%)
Cake Baking & Decorating	First Step	EN00219	10/09/24	28/01/25	TUE	18:00-20:00	18	HC	£180.00	£162.00
Cake Baking & Decorating	Next Step	EN00227	04/02/25	08/07/25	TUE	18:00-20:00	18	HC	£216.00	N/A
Cooking for Culture – South Asian	First Step	EN00223	12/09/24	30/01/25	THU	18:00-20:00	18	HC	£180.00	£162.00
Cooking for Culture – South Asian	First Step	EN00231	06/02/25	10/07/25	THU	18:00-20:00	18	HC	£180.00	N/A
Cooking for Health – Mediterranean	First Step	EN00220	11/09/24	29/01/25	WED	13:00-15:00	18	HC	£180.00	£162.00
Cooking for Health – Mediterranean	First Step	EN00228	05/02/25	09/07/25	WED	13:00-15:00	18	HC	£180.00	N/A

No fee waivers are available, but don't forget to enrol and pay by 1st September 2024 to claim your 10% discount off Term 1 courses! All ingredients and materials are included in the course fee.

Digital Skills

Course Title	Level	Course Code	Start Date	End Date	Day	Time	Weeks	Venue	Full Fee	Early Enrol Fee (-10%)	Waivers*
Basic IT	First Step	IT00195	10/09/24	28/01/25	TUE	18:00-20:00	18	HC	£144.00	£129.60	Y
Basic IT	Next Step	IT00203	04/02/25	08/07/25	TUE	18:00-20:00	18	HC	£180.00	N/A	Y
Basic IT	First Step	IT00198	11/09/24	29/01/25	WED	10:00-12:00	18	BL	£144.00	£129.60	Y
Basic IT	Next Step	IT00206	05/02/25	09/07/25	WED	10:00-12:00	18	BL	£180.00	N/A	Y
Basic IT	First Step	IT00196	10/09/24	28/01/25	TUE	13:00-15:00	18	CL	£144.00	£129.60	Y
Basic IT	Next Step	IT00204	04/02/25	08/07/25	TUE	13:00-15:00	18	CL	£180.00	N/A	Y
Basic IT	First Step	IT00197	11/09/24	29/01/25	WED	13:00-15:00	18	EL	£144.00	£129.60	Y

Basic IT	Next Step	IT00205	05/02/25	09/07/25	WED	13:00-15:00	18	EL	£180.00	N/A	Y
Basic IT	First Step	IT00200	12/09/24	30/01/25	THU	10:00-12:00	18	KX	£144.00	£129.60	Y
Basic IT	Next Step	IT00208	06/02/25	10/07/25	THU	10:00-12:00	18	KX	£180.00	N/A	Y
Basic IT	First Step	IT00202	12/09/24	30/01/25	THU	13:15-15:15	18	SBL	£144.00	£129.60	Y
Basic IT	Next Step	IT00210	06/02/25	10/07/25	THU	13:15-15:15	18	SBL	£180.00	N/A	Y
Digital Skills, Animation and Photography	First Step	IT00199	11/09/24	29/01/25	WED	13:00-15:00	18	HC	£144.00	£129.60	Y
Digital Skills, Animation and Photography	Next Step	IT00207	05/02/25	09/07/25	WED	13:00-15:00	18	HC	£180.00	N/A	Y
IT – Work Skills	First Step	IT00201	12/09/24	30/01/25	THU	13:30-15:30	18	HC	£144.00	£129.60	Y
IT – Work Skills	Next Step	IT00209	06/02/25	10/07/25	THU	13:30-15:30	18	HC	£180.00	N/A	Y

Fee waivers are available for learners on unemployment related benefits or low wages. See How to Enrol page for further details.

English, Maths and ESOL (English for Speakers of Other Languages) non-accredited learning

Course Title	Course Code	Start Date	End Date	Day	Time	Weeks	Venue	Full Fee
Build Your Skills in English	CC00111	09/09/24	07/07/25	MON	10:00-12:00	RO/RO	HC	£-
Build Your Skills in English	CC00114	11/09/24	09/07/25	WED	10:00-12:00	RO/RO	HC	£-
Build Your Skills in Maths	CC00112	09/09/24	07/07/25	MON	13:00-15:00	RO/RO	HC	£-
Build Your Skills in Maths	CC00115	12/09/24	10/07/25	THU	10:00-12:00	RO/RO	HC	£-
ESOL Conversation and Reading	CC00113	10/09/24	08/07/25	TUE	10:00-12:00	RO/RO	KX	£-
ESOL Conversation and Reading	CC00116	14/09/24	12/07/25	SAT	10:00-12:00	RO/RO	TC	£-
ESOL Conversation and Reading	CC00117	09/10/24	09/07/25	WED	09:30-11:30	RO/RO	HA	£-
Make your Money Go Further (Multiply*)	MY00063	07/10/24	14/10/24	MON	09:30-12:00	2	HC	£-
Make your Money Go Further (Multiply*)	MY00064	11/11/24	18/11/24	MON	09:30-12:00	2	HC	£-
Make your Money Go Further (Multiply*)	MY00065	09/12/24	16/12/24	MON	13:00-15:30	2	HC	£-
Make your Money Go Further (Multiply*)	MY00066	06/01/25	13/01/25	MON	13:00-15:00	2	HC	£-
Make your Money Go Further (Multiply*)	MY00067	03/02/25	10/02/25	MON	09:30-12:00	2	HC	£-
Make your Money Go Further (Multiply*)	MY00068	10/03/25	17/03/25	MON	13:00-15:40	2	HC	£-

Note: An Initial Assessment (skills check) is required before enrolling on these courses, except Multiply. Please visit the course information page on our website for the course you're interested in, click on the 'Enquire' button and leave your details with us to contact you regarding dates and to book an assessment. Alternatively, you can contact us on 01422 392820 or cyps.cal@calderdale.gov.uk

*Multiply courses are for learners who do not have a Level 2 Maths qualification (e.g. GCSE), or are currently working towards Level 2. To give you more flexibility, these courses are Roll On/Roll Off (RO/RO), so you can join throughout the year.

Health and Wellbeing

Course Title	Level	Course Code	Start Date	End Date	Day	Time	Weeks	Venue	Full Fee	Early Enrol Fee (-10%)
Healthy Body and Mind	First Step	EN00217	09/09/24	27/01/25	MON	10:00-12:00	18	HC	£144.00	£129.60
Healthy Body and Mind	First Step	EN00222	11/09/24	29/01/25	WED	13:00-15:00	18	HC	£144.00	£129.60
Healthy Body and Mind	First Step	EN00224	12/09/24	30/01/25	THU	18:00-20:00	18	HC	£144.00	£129.60
Healthy Body and Mind	First Step	EN00226	03/02/25	07/07/25	MON	13:00-15:00	18	HC	£144.00	N/A
Healthy Body and Mind	First Step	EN00229	05/02/25	09/07/25	WED	10:00-12:00	18	HC	£144.00	N/A
Healthy Body and Mind	Next Step	EN00281	09/09/24	27/01/25	MON	13:00-15:00	18	HC	£180.00	£162.00
Healthy Body and Mind	Next Step	EN00221	11/09/24	29/01/25	WED	10:00-12:00	18	HC	£180.00	£162.00
Healthy Body and Mind	Next Step	EN00225	03/02/25	07/07/25	MON	10:00-12:00	18	HC	£180.00	N/A
Healthy Body and Mind	Next Step	EN00230	05/02/25	09/07/25	WED	13:00-15:00	18	HC	£180.00	N/A
Healthy Body and Mind	Next Step	EN00232	06/02/25	10/07/25	THU	18:00-20:00	18	HC	£180.00	N/A

Note: No fee waivers are available, but don't forget to enrol and pay by 1st September 2024 to claim your 10% discount off Term 1 courses!

Modern Languages

Course Title	Level	Course Code	Start Date	End Date	Day	Time	Weeks	Venue	Full Fee	Early Enrol Fee (-10%)
Italian	First Step	ML00157	10/09/24	28/01/25	TUE	10:00-12:00	18	HC	£144.00	£129.60
Italian	First Step	ML00159	10/09/24	28/01/25	TUE	18:00-20:00	18	HC	£144.00	£129.60
Italian	First Step	ML00163	12/09/24	30/01/25	THU	13:30-15:30	18	HC	£144.00	£129.60
Italian	First Step	ML00167	04/02/25	08/07/25	TUE	13:00-15:00	18	HC	£144.00	N/A
Italian (returning learners only)	Next Step	ML00158	10/09/24	28/01/25	TUE	13:00-15:00	18	HC	£180.00	£162.00
Italian	Next Step	ML00166	04/02/25	08/07/25	TUE	10:00-12:00	18	HC	£180.00	N/A
Italian	Next Step	ML00168	04/02/25	08/07/25	TYE	18:00-20:00	18	HC	£180.00	N/A
Italian	Next Step	ML00172	06/02/25	10/07/25	THU	13:30-15:30	18	HC	£180.00	N/A
Spanish	First Step	ML00160	11/09/24	29/01/25	WED	10:00-12:00	18	BL	£144.00	£129.60
Spanish	First Step	ML00161	11/09/24	29/01/25	WED	13:30-15:30	18	HC	£144.00	£129.60
Spanish	First Step	ML00162	12/09/24	30/01/25	THU	18:00-20:00	18	HC	£144.00	£129.60
Spanish	First Step	ML00164	04/02/25	08/07/25	TUE	13:30-15:30	18	HC	£144.00	N/A

Spanish	First Step	ML00165	04/02/25	08/07/25	TUE	18:00-20:00	18	HC	£144.00	N/A
Spanish (returning learners only)	Next Step	ML00155	10/09/24	28/01/25	TUE	13:30-15:30	18	HC	£180.00	£162.00
Spanish (returning learners only)	Next Step	ML00156	10/09/24	28/01/25	TUE	18:00-20:00	18	HC	£180.00	£162.00
Spanish	Next Step	ML00169	05/02/25	09/07/25	WED	10:00-12:00	18	BL	£180.00	N/A
Spanish	Next Step	ML00170	05/02/25	09/07/25	WED	13:30-15:20	18	HC	£180.00	N/A
Spanish	Next Step	ML00171	06/02/25	10/07/25	THU	18:00-20:00	18	HC	£180.00	N/A

Note: No fee waivers are available, but don't forget to enrol and pay by 1st September 2024 to claim your 10% discount off Term 1 courses!

Skills for Adults with Learning Disabilities

Course Title	Level	Course Code	Start Date	End Date	Day	Time	Weeks	Venue	Full Fee	Early Enrol Fee (-10%)
Arts & Crafts	First Step	LD00280	09/09/24	27/01/25	MON	13:30-15:30	18	HC	£144.00	£129.60
Arts & Crafts	First Step	LD00287	11/09/24	29/01/25	WED	10:00-12:00	18	HC	£144.00	£129.60
Arts & Crafts	First Step	LD00286	11/09/24	29/01/25	WED	13:00-15:00	18	BL	£144.00	£129.60
Arts & Crafts	Next Step	LD00290	03/02/25	07/07/25	MON	13:30-15:30	18	HC	£180.00	N/A
Arts & Crafts	Next Step	LD00295	05/02/25	09/07/25	WED	10:00-12:00	18	HC	£180.00	N/A
Arts & Crafts	Next Step	LD00294	05/02/25	09/07/25	WED	13:00-15:00	18	BL	£180.00	N/A
Catering Enterprise	First Step	LD00281	09/09/24	27/01/25	MON	10:00-12:00	18	HC	£144.00	£129.60
Catering Enterprise	Next Step	LD00291	03/02/25	07/07/25	MON	10:00-12:00	18	HC	£180.00	N/A
Cooking – Boost Your Skills	First Step	LD00282	10/09/24	28/01/25	TUE	10:00-12:00	18	HC	£180.00	£162.00
Cooking – Boost Your Skills	Next Step	LD00292	04/02/25	08/07/25	TUE	10:00-12:00	18	HC	£216.00	N/A
Cooking for One	First Step	LD00288	12/09/24	30/01/25	THU	13:00-15:00	18	HC	£180.00	£162.00
Cooking for One	Next Step	LD00296	06/02/25	10/07/25	THU	13:00-15:00	18	HC	£216.00	N/A
Drama & Movement	First Step	LD00289	12/09/24	30/01/25	THU	13:00-15:00	18	HC	£144.00	£129.60
Drama & Movement	Next Step	LD00297	06/02/25	10/07/25	THU	13:00-15:00	18	HC	£180.00	N/A
Everyday Maths and English	First Step	LD00285	11/09/24	09/07/25	WED	10:00-12:00	RO/RO	BL	£-	N/A
Everyday Maths and Money	First Step	LD00279	09/09/24	07/07/25	MON	13:00-15:00	RO/RO	HC	£-	N/A
Everyday Reading and Writing	First Step	LD00284	11/09/24	09/07/25	WED	13:00-15:00	RO/RO	HC	£-	N/A

Stay Safe, Live Well	First Step	LD00283	10/09/24	28/01/25	TUR	13:00-15:00	18	HC	£144.00	£129.60
Stay Safe, Live Well	Next Step	LD00293	04/02/25	08/07/25	TUE	13:00-15:00	18	HC	£180.00	N/A

Note: No fee waivers are available, but don't forget to enrol and pay by 1st September 2024 to claim your 10% discount on term 1 courses!

Course Levels

For a summary of our various course levels and to compare courses, see below:

Accredited Learning

Level	Description	What do we offer?
Entry 1-3	Qualifications at this level recognise basic knowledge and skills used in everyday life or in the workplace, and help to build confidence.	ESOL, Functional Skills Maths and English, Digital Skills
Level 1	For those who want to build on their basic skills or knowledge gained at Entry Level or have gained some experience at work.	Functional Skills, Digital Skills Awards
Level 2	For learners who have a good knowledge and understanding of the subject, have previously gained a Level 1 qualification or gained some experience at work. These courses will test and challenge your abilities through a variety of tasks and learning. Suitable for many job roles and can help to increase performance and confidence in the workplace.	Functional Skills Maths and English, Food Safety

All learners are assessed to ensure they are on the right course at the right level.

Non-Accredited Learning

Level	Description	What do we offer?
Engage	6-week courses taking place in local community venues designed to equip you with the knowledge and confidence to take your first steps back into work, improving your health and wellbeing, or return to learning.	<ul style="list-style-type: none"> Course 1: Health, wellbeing and creativity skills Course 2: Skills for success – English, maths, Digital Skills and Employability
First Step	Courses for complete beginners. You don't need to have studied the subject before or have any previous knowledge.	A varied programme covering different subject areas including: <ul style="list-style-type: none"> Art, craft and sewing Cookery, baking and cake decorating Digital skills Languages Health and wellbeing Employability
Next Step	Courses to take your learning and confidence to the next stage. You'll learn more about applying your skills further and delve deeper into the subject. For learners who have completed the First Step course.	

Information on course levels:

Most of our Tailored Learning courses now run over 2 terms of 18 weeks (one academic year), enabling learners to progress from First Step to Next Step in any subject area. New learners will usually begin at First Step level unless otherwise agreed by the course tutor following an assessment.

Returning learners who have previously completed a Beginners or Improvers course with CAL can enrol on a Next Step course only in the same subject area. Please note that all Tailored Learning is co-funded by the Government through the West Yorkshire Combined Authority and due to funding restrictions learners will not be able to enrol on the same learning aim again. Where learners wish to complete multiple Tailored Learning courses they must be in different subject areas, e.g. Cookery and Languages. Please ask our Learning Support team if you are unsure.

How to Enrol

We have now moved away from postal enrolments. If you are unable to enrol and make payment online, or need support with enrolling, you can attend our Open Day event at Heath Campus on 13th July 2024, or you can always visit in person at a time to suit you – please check Heath Campus opening hours before visiting. We can provide you with a paper enrolment form to complete by request.

If you require any information, advice or guidance on courses and learning, please contact us on 01422 392820.

First time users of Learner Hub

You will need to click 'Create an account' (make a note of your password for future enrolments!) and follow the account creation process before you are able to complete the enrolment screens.

Returning Learner Hub users

Simply enter the account details you set up previously (username or email address and password you registered with). This will enable you to quickly check/update your personal details on the enrolment form and pay for your course as you don't need to re-enter your personal details each time!

Can't remember your password?

Just click on 'Forgot Password?' and enter your email/ username. Click on the link emailed to you and reset your password. (Don't forget to check your Spam Folder!)

Enrolment is online (except English, Maths and ESOL):

- 1) Visit the new look CAL website www.calderdale.gov.uk/believeachieve and click on 'Find a course' to search our full list of courses and access details of the course you are interested in. You can filter by course category, day or venue. We advise you to read the course description and other information provided to ensure the course is right for you and will meet your needs before enrolling.
- 2) Click on the Enrol now button beside the course instance you want to enrol on – check you are selecting the correct date/time if there is more than one option available! Where a particular course is full this will be indicated (you will be able to leave contact details if you wish to go on the waiting list).
- 3) You will be re-directed to CAL's Learner Hub screen, see below. Sign into your account (or click on 'Create an account' first if you don't already have one) and complete the online enrolment form. Ensure you have ticked the 'I Agree' box to sign the Learning Agreement Declaration, made payment by credit or debit card (where fees are applicable), uploaded your ID and any evidence documents required. If the Learning Agreement and Pay screens are not completed, your enrolment is unconfirmed and you will receive an email reminder to complete your enrolment.
- 4) Once you have submitted the online enrolment form, your place on the course is confirmed, you'll be emailed confirmation and an e-receipt. If you wish to enrol on multiple courses just follow steps 1 to 3.

You can access our Learner Hub at any time to make outstanding payments, update your contact details, upload evidence documents, and view a record of your past enrolments. Go to the Learner Hub URL: ebsontrackprospect-cal.tribal-ebson.com to access the sign-in screen.

Need to get in touch? Email us at cyps.cal@calderdale.gov.uk or telephone 01422 392820

Enrolling on an English, Maths or ESOL course?

All applicants to these courses must have an Initial Assessment (skills check) before enrolling so that we can establish your starting point and ensure you are placed in the correct class at the appropriate level for your needs. Visit www.calderdale.gov.uk/believeachieve and read the course details page – you can then click on the Enquire button and leave your details for us to contact you, or get in touch on 01422 392820 / cyps.cal@calderdale.gov.uk to find out about our next assessment dates and to book a place (you will complete your enrolment at the session).

For funding eligibility purposes, we also need to verify a form of ID for ALL learners which confirms your name, address and date of birth, so please have this available to view at your first class (e.g. a driving licence or passport). If you have not lived in the UK for at least the last 3 years you may not be eligible for ASF funding, and you will be asked to provide relevant immigration documents.

Fee Waivers and Discounts

Fee Waivers (no course fees), where applicable, are indicated in our brochure timetables and on our website. Please note that Fee Waivers are not available on most of our Tailored Learning First Step/Next Step courses. These courses are co-funded by us through our ASF funding from the West Yorkshire Combined Authority and you will need to pay a course fee as a contribution towards the cost of the course. You can read our full Fees Policy on our website under Plans and Policies.

You may be eligible for a Fee Waiver on our Adult Skills accredited and Digital/IT courses if you are unemployed, available for work and on JSA, ESA or Universal Credit, or you are working and in receipt of a low wage (earning less than £25,000 per year). These courses are fully funded by us. If you think that you may be eligible, please tick the Fee Waiver that applies during the enrolment process and upload your evidence documents. We will need to verify your evidence documents before your enrolment can be confirmed.

Everyone can claim a 10% Early Enrolment discount on course fees in Term 1 when you enrol and make payment by 1st September 2024. When enrolling online please ensure you select the 10% Early Enrolment Discount on the Fees and Waivers screen as we will not be able to refund this after you have made payment.