

Course Information Sheet 2023/24

Work & Wellbeing Non-accredited Course

Course title:	Get Ready for Self-Employment					Code: WWB521	
Tutor:	Liz Jones						
Day & Time:	Friday 9.30pm-4.30pm						
Start & End Dates:	Term 1- 07/06/24 - 14/06/24			Term 2		Term 3	
Number of sessions:	2						
Venue:	Bury Adult Learning Centre					Room No:19	
Learner numbers:	Minimum				Maximum		
	6				12		
Costs:	Full Fee				Discounted Fee		
	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	
			£57.20			Free	

What will I learn on this course?

Do you have a great business idea? Would you love to work for yourself and know that you have the ambition and determination to make a success of it? This course is an introduction to self-employment and what is involved in setting up as self-employed to help you decide if this could be the right path for you.

By the end of the course, I will be able to:

- Develop my understanding of how to prepare for setting up as self-employed person.
- Understand what the advantages and disadvantages of self-employment are.
- Understand how and when to contact HMRC and increase my awareness of their help groups.
- Develop an awareness of what expenses I can claim as part of my self-employment and how to set up Excel accounts records/select an accountant.
- Develop an awareness of other organisations that can support my business to get off the ground

Additional information

This course is free if you are on a relevant benefit and are looking for work or feel this course will help you when looking for work in the future.

These courses aim to help people improve their wellbeing and gain the confidence to move into further learning and work, if appropriate. Courses offer a great starting point to develop new skills, gain confidence, improve general wellbeing or adapt to life changes.

Some courses may require a pre-course informal meeting.

Before you enrol on a course, advice and information is available to help you decide on the right course for you. Contact Learner Services on 0161 253 7501 or e-mail at learner.services@bury.gov.uk.

What will I need to provide myself?

A pen and pad will be useful. Your tutor will discuss materials further at the first class.
Please check that the class is running before buying anything.

What could I do next?

From this course you could attend our Confidence Building & Assertiveness, Goal Setting & Motivation or Build Better Resilience courses. You could also progress onto an ESOL, maths, IT or another course within our Work & Wellbeing programme to develop further your skills for work.

Alternatively, if you wish to pursue a hobby or develop a new skill you could progress onto one of our creative courses.

Your tutor will be able to advise on the options available to you in their subject. If you would like to speak to someone about moving on, please ask your tutor to refer you to Learner Services or contact them directly on 0161 253 7501 or e-mail at learner.services@bury.gov.uk.

Can I get extra help?

Support with English and Maths is available through our Skills for Life section. For more information, please contact Learner Services on 0161 253 7501.

Extra support is available for those learners who have sensory, physical or cognitive impairments, neuro-divergent or with mental health conditions. Please contact Nikki Naylor on 0161 253 7287.

Help with paying for your course

You may be entitled to a reduced fee for your course if you claim a benefit. Please refer to the course guide or ask at the centre for more details. You will be asked to produce evidence on enrolment.

How to enrol

Phone: 0161 253 5772

Call into: Bury Adult Learning Centre, 18 Haymarket Street, Bury, BL9 0AQ

Please keep your copy of this information sheet. It will be useful throughout your course.