

COMBERTON ACADEMY TRUST COURSE INFORMATION

Course Title	English Conversation for Non-Native Speakers				
Course Description	<p>This 10-week course is for non-native speakers who are aiming to improve their English. The course will be tailored towards students’ needs to a certain extent but will also cover functional language needed in everyday life such as language for shopping, visiting places and free time.</p> <p>Although there will be a large element of speaking, lessons will also incorporate work on grammar, vocabulary and pronunciation. Students will also learn about British culture as well as having the opportunity to learn and talk about each other’s native countries.</p>				
Start Date	27 th Sept 2016 17 th Jan 2017 02 nd May 2017	Day & Time	Tuesday 19.00-20.30	Venue	Cambourne Village College
Tutor Details	Vicki Simons has been teaching English to adults for 17 years and has taught in Cambridge, Italy and Australia. She has CELTA, DELTA and PGCE qualifications, and is also a Writing Examiner for Cambridge Assessment. She loves teaching English in a fun way and learning about the different countries her students come from.				
No. of wks	10	Terms		3	
Fee per term	£59	Concessionary Fee		£44	
Course Level:	Mixed ability			✓	
	Level 1, Level 2 (equiv. to GCSE / NVQ2)				
	Level 3 Equivalent GCE A Level				
Skills or qualifications needed for entry into the class			No entry qualifications needed.		
Course aims & objectives					
To increase students’ ability to converse in English and to increase knowledge of British culture.					
Progression – after this course what might you do next?					
Another course will be available next term, covering different topics and language areas.					

How progress & success will be recorded	
Students will have a record of progress through written tasks completed throughout the course and discussions with the tutor.	
Additional course costs (e.g. visits, materials, books, equipment)	
None.	
Materials/equipment required for first class	Notepad and pen for recording new language.
Contact for further information	Community Education: 01223 264721 commed@combertonvc.org

Equalities statement

We are fully committed to equality of opportunity and welcome enrolments from everyone. 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 ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all learners can access activities

Enrolment and payment

Please enrol at Comberton Village College for all courses, including those in Cambourne and Melbourn. Fees can be paid by cheque, cash or debit card. Payments are not processed until classes are viable but please assume the class is running once payment has been sent, unless you hear to the contrary. Please send an SAE or email contact for confirmation or a receipt.

By Post: **Adult Education, Comberton Village College, Comberton, Cambridge, CB23 7DU.**

Cheques payable to: *Comberton Village College.*

In Person Please bring payment to the college reception.

9.00–4.45 pm Mon–Thurs & 7.00–9.30 pm Mon and Weds, term time only.

Summer Holiday: we pick up messages each week and return calls and emails. We are closed in other school holidays.

By Phone 01223 264721 and pay by debit card.

Refunds are only available if we close a class or you withdraw at least two weeks before the start. In the latter case there is a £5 administrative charge. Classes cancelled by us due to unforeseen circumstances (e.g. tutor illness or college closure due to heavy snow) will be replaced with an extra class at the end.

Concessionary Fees (25% discount) are available if you receive a means-tested benefit (evidence to be provided). It is also possible to pay by instalments and this method of payment is available even if you do not qualify for a concessionary fee. Please ask for details.

Safeguarding Statement

Arrangements have been made to make sure that you are safe in our centres. If you feel you are not safe for any reason, for example through verbal or physical abuse or you have been discriminated against, please tell your tutor or the centre manager, who will investigate to ensure your safety.