


## COMBERTON ACADEMY TRUST COURSE INFORMATION

Course Title	Functional Skills English				
Course Description	<p>There are three units to this course - Reading, Speaking and Listening and Writing. You will need to pass all three units to gain a nationally recognised certificate.</p> <ul style="list-style-type: none"><li>• This free course is for adults who need to improve their English skills.</li><li>• Functional Skills are practical skills that allow learners to work confidently, effectively and independently in life.</li><li>• Learners will work towards gaining a nationally recognised Functional Skills English qualification at an appropriate level, related to their individual ability.</li></ul> <p>Course material will cover the use of English in real-life, everyday settings.</p>				
Start Date	14.09.2016	Day & Time	Wednesdays 12.30 – 2.30 pm	Venue	Blue School, Cambourne
Tutor Details	Dee Munday has over 20 years’ experience as a tutor, teaching English. Before this she worked as a secretary in the private sector.				
No. of wks	27	Terms		3	
Fee	Free	Concessionary Fee		Free	
Course Level:	Mixed ability			Yes	
	Level 1, Level 2 (equiv. to GCSE / NVQ2)			Level 1 - Yes	
	Level 3 Equivalent GCE A Level				
Skills or qualifications needed for entry into the class			Commitment to the full course, a willingness to take part in class exercises and to work independently, including at home. You should also have a basic understanding of the English language and the ability to write in simple sentences.		

Course aims & objectives	
<ul style="list-style-type: none"> <li>• Develop skills and understanding which will help you feel more confident in using English in everyday life.</li> <li>• Gain confidence in speaking, listening &amp; communicating with others.</li> <li>• Develop reading and comprehension skills.</li> <li>• Write in a variety of contexts such as letters, e-mails, non-fiction, fiction, formal and informal styles.</li> <li>• Achieve the knowledge and skills in writing, reading, speaking and listening to a level appropriate to successfully complete a national test.</li> </ul>	
Progression – after this course what might you do next?	
Higher level of Functional Skills English, English GCSE or employment.	
How progress & success will be recorded	
<p>Your progress will be regularly reviewed and recorded with the tutor.</p> <p>You will also have an independent learning plan which you will fill in every week to map your learning and achievement</p> <p>You will be formally assessed before being entered for an appropriate national qualification. Discussion with the tutor will help you with this decision.</p>	
Additional course costs (e.g. visits, materials, books, equipment)	
Study books are recommended but not compulsory.	
<b>Materials/equipment required for first class</b>	A4 lined pad with margin, pen and ruler.
<b>Contact for further information</b>	Community Education: 01223 264721 <a href="mailto:commed@combertonvc.org">commed@combertonvc.org</a>

### 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.