


# CAM ACADEMY TRUST COURSE INFORMATION

<b>Course Title</b>	Basic Computing Skills			
<b>Course Description</b>	This course is for those completely new to computing or those with limited skills. Learn how to get started using a computer. It is designed to give you as much opportunity as possible to get immersed in using the equipment and to ask questions.			
<b>Start Date</b>	29 <sup>th</sup> Sep 2021	<b>Time</b>	Wednesday 19:00-21:00	<b>Venue</b> Comberton Village College
<b>Tutor Details</b>	<p>My name is Payal Priyadarshini. My work experience includes teaching and being a Full Stack PHP WordPress Web Developer/Web Designer/Graphic Designer.</p> <p>I am a trained Teaching Assistant and have several years of experience in this role. I have taught from primary level to adults within a Computer Centre teaching software programs and languages.</p> <p>I have always been passionate about IT since childhood and this passion led me to choose it as my career. I have worked in various IT companies in India, the Netherlands and the UK.</p>			
<b>No. of wks</b>	10	<b>Terms</b>	1	
<b>Fee</b>	<b>FREE*</b> £106 <small>(see eligibility criteria below)</small>	<b>Concessionary Fee</b>	<b>FREE*</b> £80 <small>(see eligibility criteria below)</small>	
<b>Course Level:</b>	Mixed ability		x	
	Level 1, Level 2 (equiv. to GCSE / NVQ2)			
	Level 3 Equivalent GCE A Level			
<b>Skills or qualifications needed for entry into the class</b>	None			
<b>Course aims &amp; objectives</b>				
<ul style="list-style-type: none"> <li>▪ Equipment – Learn what the keys on the keyboard do, how to input information and use shortcuts.</li> <li>▪ Learn how to effectively use the mouse.</li> <li>▪ Terminology – To explain the jargon in plain English for you to help your understanding</li> <li>▪ Documents – Learn how to create a document and add information, open an existing document, edit and save it.</li> <li>▪ Understand and use short cuts in word processing software</li> </ul>				

- Store files – Set up a library with folders to store files.
- Online – learn how to use email and work safely online

### Progression – after this course what might you do next?

Learn to use different Microsoft Office applications.

### How progress & success will be recorded

Achievement of class exercises.

### Additional course costs (e.g. visits, materials, books, equipment)

You will need a USB storage device.

### Materials/equipment required for first class

USB storage drive to take home the work sheets and work files.

### Contact for further information

Adult Education: 01223 264721  
[commed@catrust.co.uk](mailto:commed@catrust.co.uk)

### Enrolment and Payment

Please enrol at Comberton Village College for all courses, including those in Cambourne, Melbourn and online. **Please assume the class is running once payment has been received, unless you hear to the contrary.**

We would appreciate payment of fees over the telephone by debit card to avoid contact, however, if that is not possible then we will accept cheques.

By Phone: 01223 264721  
 Email: [commed@catrust.co.uk](mailto:commed@catrust.co.uk)  
 Cheques: The Cam Academy Trust  
 Address: Adult Education, Comberton Village College  
 Comberton, Cambridge, CB23 7DU

### Eligibility criteria \*

In order to qualify for a FREE place on this course, you must be eligible for us to claim funding to cover the costs. The eligibility criteria is as follows:

- Aged 19 or older on 31 August 2021
- You are a citizen of a country within the European Economic Area (EEA) or other countries determined within the EEA, including those with bilateral agreements such as Switzerland, or have settled status or the Right of Abode in the UK, **AND**

have been ordinarily resident in the EEA or other countries determined within the EEA, including those with bilateral agreements such as Switzerland, for at least the previous 3 years on the first day of learning

- you must attend regularly, more than 50% of the classes
- you must fully complete an enrolment form

You must complete an individual learning plan (ILP) on a regular basis

## **Refunds**

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) will be replaced with an extra class at the end.

## **Concessionary Fees**

25% discount (excluding materials) is available for those in receipt of JSA/ESA, Universal Credit, Carers Allowance or a social care assessment (EHCP, PIP) evidence to be provided. It is also possible to pay by instalments, please ask for details.

## **Calendar** (Please check start date of specific courses)

Autumn Term    Half term 25<sup>th</sup> – 29<sup>th</sup> Oct 2021

Spring Term    Half term 14<sup>th</sup> – 18<sup>th</sup> Feb 2022

Summer Term   Half term 30<sup>th</sup> May – 3<sup>rd</sup> June 2022

During the summer holiday period a member of staff will pick up messages each week and return calls and emails. We are closed in other school holidays.

## **Equalities statement**

We are fully committed to equality of opportunity and welcome enrolments from all adults aged 19+ (on 31 August 2021). 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 do our best to ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all learners can access activities.

Cambridgeshire County Council, Adult Learning and Skills service supports a wide range of other adult learning opportunities across Cambridgeshire to support adults with the lowest level of qualifications or no qualification at all, and so typically find themselves in lower paid, less secure jobs or unemployed. Search our website [www.cambsals.co.uk](http://www.cambsals.co.uk) for details of all our funded courses.

## **Safeguarding Statement**

Arrangements have been made to make sure that you are safe at 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.

## **How we use your data**

<https://www.gov.uk/government/publications/esfa-privacy-notice>