




# CAM ACADEMY TRUST COURSE INFORMATION

<b>Course Title</b>	Beginners' English				
<b>Course Description</b>	<p>This 10-week course is for non-native speakers who are aiming to improve their basic level of English. The course will be tailored towards students' individual needs but will also cover functional language needed in everyday life.</p> <p>Although there will be a large element of speaking and listening, lessons will also incorporate work on grammar, vocabulary and pronunciation.</p>				
<b>Start Date</b>	15 <sup>th</sup> Jan 2024 29 <sup>th</sup> April 2024	<b>Day &amp; Time</b>	Monday 14:00-15:30	<b>Venue</b>	The Blue Space Cambourne
<b>Tutor Details</b>	Liz started teaching 'English as a Foreign Language' and French in 1977. She has taught in France and Italy as well as the UK. She has taught all age groups and abilities. After retiring officially from full-time teaching in 2012, she continues to teach both subjects – for pleasure!				
<b>No. of wks</b>	10 (9)	<b>Terms</b>	3		
<b>Fee per term</b>	<b>FREE*</b> /£116 <small>See eligibility criteria below</small>	<b>Concessionary Fee</b>	<b>FREE*</b> /£87 <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>		No entry qualifications needed.			
<b>Course aims &amp; objectives</b>					
<p>To increase students' confidence when using English to communicate.</p> <p>To improve students' abilities to use grammar and vocabulary correctly.</p> <p>To introduce language which will be useful for everyday life through topics such as shopping, telling the time and giving directions, work, money and transport.</p> <p>Students will also learn about British culture as well as having the opportunity to learn and talk about each other's native countries.</p>					
<b>Progression – after this course what might you do next?</b>					
Learners may wish to progress to an Entry Level Functional Skills English qualification, please contact the Adult Education Office for further details.					
<b>How progress &amp; success will be recorded</b>					

Students will have a record of progress through written tasks completed throughout the course and discussions with the tutor. You will also be required to write a weekly diary, known as an individual learning plan.	
<b>Additional course costs</b> (e.g. visits, materials, books, equipment)	
None.	
<b>Materials/equipment required for first class</b>	<b>You must bring photographic ID to the first class</b>  Notepad and pen for recording new language.
<b>Contact for further information</b>	Adult Education: 01223 264721 <a href="mailto:commed@combertonvc.org">commed@combertonvc.org</a>

### Funding

This course is funded through the Adult Education Budget allocated by the Cambridgeshire and Peterborough Combined Authority (CPCA) or the Education and Skills Funding Agency (ESFA) and part financed by the European Social Fund (ESF) programme. This funding is managed by Cambridgeshire County Council, Adult Learning and Skills. A short video covering the background of ESF, what it does, how it helps and who benefits is available on the European Union website:

<http://ec.europa.eu/esf/home.jsp>

### 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 are as follows:

- Aged 19 or older on 31 August 2023
- 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 (including Afghanistan, Hong Kong and Ukraine) **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 (does not apply to Afghanistan, Hong Kong and Ukraine)
- 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

If you do not qualify for a free course, then you can attend by paying the relevant fee.

### 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, however, if that is not possible then we will accept cheque or cash.

By Phone: 01223 264721

Email: [commed@combertonvc.org](mailto:commed@combertonvc.org)

Cheques: The Cam Academy Trust

Address: Adult Education, Comberton Village College  
Comberton, Cambridge, CB23 7DU

### **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.

### **Equalities statement**

We are fully committed to equality of opportunity and welcome enrolments from all adults aged 19+ (on 31 August 2022). 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>

