


CAM ACADEMY TRUST COURSE INFORMATION

Course Title	British Sign Language (BSL) An Introduction					
Course Description	This a fun and informal course, designed for HEARING people to learn finger spelling and basic conversation, to enable communication with the deaf and hard of hearing, or for their own interest.					
Start Date	2 nd Oct 2021	Day & Time	Saturday 10.00am-4.00pm	Venue	Comberton Village College	
Tutor Details	Jane Kennedy: after retiring from District Nursing some years ago, I have been able to spend more time teaching introductory courses to British Sign Language, which I have taught since 1999 at colleges, privately, within rehabilitation and for companies. I also give talks and demonstrations to the W.I. in our region. I find BSL a fascinating and most rewarding subject and I know that it can have a life changing effect.					
No. of wks	1	Terms	1			
Fee	FREE* /£40 <small>(see eligibility criteria below)</small>	Concessionary Fee	FREE* /£30 <small>(see eligibility criteria below)</small>			
Course Level:	Mixed ability			x		
	Level 1, Level 2 (equiv. to GCSE / NVQ2)					
	Level 3 Equivalent GCE A Level					
Skills or qualifications needed for entry into the class			No special skills			
Course aims & objectives						
At the end of the day participants will have some knowledge of, and be able to demonstrate some, basic finger spelling and be able to engage in short conversations with people who sign.						
Progression – after this course what might you do next?						
Students can enrol to study BSL Level 1. Level 1 courses are normally taught by someone who is deaf.						
How progress & success will be recorded						
All participants will complete a feedback form and there will be individual and group teaching games and handouts to help the tutor monitor progress.						
Additional course costs (e.g. visits, materials, books, equipment)						

None. The tutor will happily advise on further reading material.	
Materials/equipment required for first class	<p>Please bring photographic ID on the day, this is to meet audit requirements for the free course.</p> <p>Please note there are no refreshments available on site, so please bring drinks, snacks and lunch with you.</p> <p>Pencil, paper and a folder.</p>
Contact for further information	<p>Adult Education: 01223 264721 commed@combertonvc.org</p>

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 Skills, Cambridgeshire County Council. 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 is as follows:

- Aged 19 or older on 31 August 2020
- 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 fully complete an enrolment form
- You must complete a feedback form after the course

If you are not eligible 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 to avoid contact, however, if that is not possible then we will accept cheques.

By Phone: 01223 264721

Email: commed@catrust.co.uk

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.

Calendar (Please check start date of specific courses)

Autumn Term Half term 25th – 29th Oct 2021

Spring Term Half term 14th – 18th Feb 2022

Summer Term Half term 30th May – 3rd 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 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>

