




# CAM ACADEMY TRUST COURSE INFORMATION

<b>Course Title</b>	Beginners' English – Entry Level			
<b>Course Description</b>	<p>This 10-week course is for non-native speakers who are aiming to improve their basic level of English. This entry level course will be tailored towards students' needs to a certain extent but will also cover basic functional language needed in everyday life.</p> <p>Although there will be a large element of mainly speaking and listening, lessons will also incorporate work to develop and understand basic grammar, vocabulary and pronunciation.</p>			
<b>Start Date</b>	23 <sup>rd</sup> Sep 2024 13 <sup>th</sup> Jan 2025 28 <sup>th</sup> April 2025	<b>Day &amp; Time</b>	Monday 19.00-21.00	<b>Venue</b> Cambourne Village College
<b>Tutor Details</b>	Chris Monaghan			
<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			
	Level 1, Level 2 (equiv. to GCSE / NVQ2)		Entry Level	
	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 starting to use English to communicate.</p> <p>To introduce students to the correct use grammar and vocabulary.</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 onto Level 1 & 2 ESOL, working towards 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)	
Workbooks are not compulsory; however your tutor may suggest purchasing one to help with your studies.	
<b>Materials/equipment required for first class</b>	<p><b>You must bring photographic ID to the first class</b></p> <p>Notepad and pen for recording new language.</p>
<b>Contact for further information</b>	<p>Adult Education: 01223 264721  <a href="mailto:commed@combertonvc.org">commed@combertonvc.org</a></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 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 2024
- 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 held in Cambourne, Melbourn and online. **Please assume the class is running once payment has been received, unless you hear to the contrary.**

You can contact our office via the following:

By Phone: 01223 264721 – please check our office opening hours

Email: [commed@catrust.co.uk](mailto:commed@catrust.co.uk)

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

We can currently accept card payments within our office based in Comberton Village College. We accept cash and cheques made payable to The Cam Academy Trust. We will be available in class to collect contactless card payments in person, at the beginning of each term. We can also send out secure payment requests for fees, via email and text messages. Please note, we no longer accept payments over the telephone.

### **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 2024). 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>

