


CAM ACADEMY TRUST COURSE INFORMATION

Course Title	Functional Skills English				
Course Description	<p>There are three units to this course - Reading, Speaking & Listening and Writing. You will need to pass all three units to gain a nationally recognised certificate.</p> <ul style="list-style-type: none"> • This course is free for adults who need to improve their English skills and who will be expected to undertake the exams to gain the certificate (subject to meeting funding criteria). • Functional Skills are practical skills that allow learners to work confidently, effectively and independently in life. • Learners will work towards gaining a nationally recognised Functional Skills English qualification at an appropriate level, related to their individual ability. <p>Course material will cover the use of English in real-life, everyday settings.</p> <p>This course requires you to develop and commit to your own personal learning, as a result you will be expected to complete and submit weekly homework set by your tutor and carry out further learning between classes in order to fulfil the course objectives and earn the certificate.</p>				
Start Date	26 th Sep 2024	Day & Time	Thursday 18:30 - 20:30	Venue	Online – exams in Melbourne VC
Tutor Details	Hannah Ellis				
No. of wks	30	Terms		3	
Fee	FREE*/£ <small>(see eligibility criteria below)</small>	Concessionary Fee		FREE*/£ <small>(see eligibility criteria below)</small>	
Course Level:	Mixed ability			Yes	
	Level 1, Level 2 (equiv. to GCSE / NVQ2)			Entry level, Level 1 & 2	
	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 also work independently, including at home. You should also have a basic understanding of the English language and the ability to write in simple sentences.		

	<p>Please note: This is LIVE lesson, all learners are expected to be present and available to communicate fully with the tutor and fellow learners during the online part of this course. Learners will need to be IT literate, able to send emails use the internet and word-process.</p> <p>Those who have already completed, or have skills equivalent to Level 1 will study for a Level 2 qualification, a more demanding course which acts as a gateway to a GCSE qualification.</p>
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Course aims & objectives

- Develop skills and understanding which will help you feel more confident in using English in everyday life.
- Gain confidence in speaking, listening & communicating with others.
- Develop reading and comprehension skills.
- Write in a variety of contexts such as letters, e-mails, non-fiction, fiction, formal and informal styles.
- Achieve the knowledge and skills in writing, reading, speaking and listening to a level appropriate to successfully complete a national test.

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

Your progress will be regularly reviewed and recorded with the tutor.
 You will also have an independent learning plan which you will fill in every week to map your learning and achievement.
 You will be formally assessed before being entered for an appropriate national qualification. Discussion with the tutor will help you with this decision.

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

Study books are recommended but not compulsory. Your tutor will advise if they think a suitable course book may help with your studies.

This course will be taught online using Microsoft teams, therefore you will need access to equipment that can run this programme.

You will be required to attend Melbourn Village College to undertake the exams, these cannot be taken online or elsewhere.

Materials/equipment required for first class	<p>You must bring photographic ID to the first class and attend an enrolment & assessment session before the start date of this course. Please contact our office for further details.</p> <p>An internet enabled device e.g iPad, laptop or smartphone A4 lined pad with margin, pen and ruler.</p>
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Contact for further information	Adult Education: 01223 264721 commed@combertonvc.org

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 a minimum of 50% of the classes
- you must fully complete an enrolment form
- You must complete an individual learning plan (ILP) on a regular basis (like a diary)
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If you do not meet the eligibility criteria you can still attend the course on payment of the relevant fees.

Enrolment and Payment

Please enrol at Comberton Village College for all courses, including those in Cambourne, Melbourn and online.

You can contact our office via the following:

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

Email: 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 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>

