


Course Title	Functional Skills English					
Course Description	<ul style="list-style-type: none">Functional Skills are practical skills that allow learners to work confidently, effectively and independently in life.Do you want to improve your reading skills, letter writing, reporting, or responding to emails? Would you like to gain greater confidence in public speaking and presentations? If so, then this could be the course for you.Learners will work towards gaining a nationally recognised Functional Skills English qualification at an appropriate level, related to their individual ability. You will develop your English skills, using in real life situations, focusing on reading, writing, speaking and listening techniques. <p>There are three units to this course - Reading, Speaking & Listening and Writing. You will need to pass all three units with an exam; to gain a nationally recognized certificate. We use City and Guilds as our awarding body.</p> <p>This course requires you to develop and commit to your own personal learning. You will be expected to complete and submit weekly homework set by your tutor and carry out further learning between classes, to fulfil the course objectives. High attendance and weekly independent study time is a requirement of this course.</p> <p>A reading and writing assessment before enrolment is essential to ensure you are placed in the right course based on your current ability and understanding of the English language.</p> <p>Please contact us to be booked in for an initial assessment and to check your eligibility for the course.</p>					
Start Date	16 th Sep 2025	Day & Time	Tuesday 12:15 – 14:30	Venue	The Blue Space Cambourne	
Tutor Details	Anna Robertson-Bilen – 20+ years teaching in primary and teaching ESL to all age groups.					
No. of wks	28	Terms		3		
Fee	FREE*/£410 (see eligibility criteria below)	Concessionary Fee		FREE*/£319 (see eligibility criteria below)		

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		
<p>Full commitment to the course, a willingness to take part in class exercises and to work independently, including regular studying at home. You should also have a basic understanding of the English language and the ability to write in simple sentences.</p> <p>This course maybe the next step, in your learning journey, if you have previously studied for an ESOL course.</p> <p>Those who have already completed, or have the skills equivalent to Level 1, will study for a Level 2 qualification. Level 2 English is a more demanding course, which acts as a gateway to study for a GCSE qualification.</p> <p>Learners must have the intention of taking the final exams prescribed to this course. A minimum attendance must be achieved, or you may be withdrawn from the course.</p>		
Course aims & objectives		
<ul style="list-style-type: none"> • 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. • To develop exam techniques, to prepare for the three units taken at the end of the course. 		
Progression – after this course what might you do next?		
Higher level of Functional Skills English, English GCSE, increased opportunities for employment.		
How progress & success will be recorded		
<p>Initial diagnostic assessments will take place at the beginning of the course.</p> <p>Your progress will be regularly reviewed and recorded with the tutor using an independent learning plan (ILP). This document will be completed weekly by yourself as a record, to map your learning and track your achievement.</p> <p>You will be formally assessed before being entered for an appropriate national qualification. Discussion with the tutor will help you with this decision.</p>		
Additional course costs (e.g. visits, materials, books, equipment)		
Study books are recommended but not compulsory. The tutor will advise a suitable study guide for you to purchase once you have completed the assessment process.		

What to bring to the assessment	<p> Photographic ID and Passport if possible National Insurance Number Evidence of any prior learning , or certificates Supporting documents for any access arrangement requests, for the exam </p> <p>Assessments are held in person in Comberton Village College and take approx. 30 minutes. Please contact us to arrange a booking.</p> <p>A4 lined pad with margin, pen and ruler will be required for the class</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 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 *

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 2025
- 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)
- You 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 currently apply to Afghanistan, Hong Kong and Ukraine)
- You have not yet achieved a level 2 qualification in English at grade 4 or above
- Funding is limited for this course and a high level of attendance is essential or you may be removed from the course.
- You must complete an individual learning plan (ILP) on a weekly basis

If you do not qualify for a free course, then you can attend by paying the relevant fee. We can arrange a payment schedule of instalments for this course.

Enrolment and Payment

Upon enrolling onto a course, you will receive further information, including an agreement to adhere to regarding the policies and procedures of the College, which include but are not limited to safeguarding and prevent.

We reserve the right to refuse admission or refer learners to alternative appropriate classes on academic grounds if necessary. We reserve the right to withdraw tuition and exam entries in the event of verbal, physical or intimidating behaviour to other learners, tutors or staff.

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 – due to limited staff availability, our office is open term time only
Email: commed@combertonvc.org
Address: Adult Education, Comberton Village College, Comberton, Cambridgeshire, CB23 7DU

Please note we are a cashless school; we currently accept card payments within our office based in Comberton Village College. We accept cheques made payable to The Cam Academy Trust.

Online enrolments can be paid directly in GBP (Sterling) via a secure server over the internet by debit or credit card. Online enrolment will ask for additional information that will enable us to register you, on your chosen course and allocate your payment accordingly.

Secure payment links for courses, can also be sent out via emails or text messages. This process would involve you being notified in advance, of a secure link due to be sent shortly afterwards. If required card payments, in person, can also be taken at the beginning of each term, via a portable payment system.

Refunds

If you choose to withdraw your booking, at least 2 weeks before the start date of a course, a refund will be given, minus a £5 administrative charge. Refunds are only available in the event of course cancellation or early closure from the college.

Classes cancelled by the college due to unforeseen circumstances, will be replaced with an extra class at the end of the course, whenever possible. For comprehensive details, please refer to our fees and refund policy which can be found on our website.

Concessionary Fees

25% discount (excluding materials) is available for those in receipt of JSA/ESA, Universal Credit, Carers Allowance or 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 2025). 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 their website **www.cambsals.co.uk** for details of all their 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>

