



# CAM ACADEMY TRUST COURSE INFORMATION

<b>Course Title</b>	<p style="text-align: center;">Functional Skills Mathematics</p>				
<b>Course Description</b>	<p>The Functional Mathematics course aims to promote mathematical thinking and transferable skills (rather than rote learning) with a particular focus on problem-solving and being able to apply these skills effectively in real situations.</p> <p>Candidates will be encouraged, inspired, moved and challenged by following a broad, coherent, satisfying and worthwhile course of study. Learners will be helped to develop confidence in (and to have a positive attitude towards) mathematics and to recognise the importance of mathematics in their own lives and to society.</p> <p>This course is <b>free*</b> for adults who need to improve their mathematics skills and who will be expected to undertake the exam to gain the qualification.</p>				
<b>Start Date</b>	17 <sup>th</sup> Sep 2024	<b>Day &amp; Time</b>	Tuesday 09:30 – 11:45	<b>Venue</b>	The Blue Space Cambourne
<b>Tutor Details</b>	<b>Anna Robertson-Bilen – 20+ years teaching in primary and ESL (all ages).</b>				
<b>No. of wks</b>	28	<b>Terms</b>		3	
<b>Fee</b>	<b>FREE*/£410</b> <small>(see eligibility criteria below)</small>	<b>Concessionary Fee</b>		<b>FREE*/£319</b> <small>(see eligibility criteria below)</small>	
<b>Course Level:</b>	Mixed ability		✓		
	Level 1, Level 2 (equiv. to GCSE / NVQ2)		Entry, Level 1 & Level 2		
	Level 3 Equivalent GCE A Level				
<b>Skills or qualifications needed for entry into the class</b>		Commitment to the full course, a willingness to take part in class exercises and to work independently, including at home.			

## Course aims & objectives

The course will raise awareness of how improving numeracy can assist in your life by realising its use in everyday situations and the “world of work”.

Functional Skills maths places great emphasis on ‘doing Mathematics’ and relating this, wherever possible, to everyday life. Certain techniques and formulae need to be learnt, but the emphasis on ‘doing’ means that you will work carefully through the practice work in class. It is then vital that you consolidate your knowledge by working through examples and exercises at home (direction will be given for this) in order to be able to solve problems effectively on your own.

This course aims to enable candidates to:

- develop knowledge, skills and understanding of mathematical methods and concepts
- acquire and use problem-solving strategies
- select and apply mathematical techniques and methods in mathematical, every day and real world situations

## Progression – after this course what might you do next?

You may return to study Functional Skills the following year to achieve a higher level qualification. After achieving Level 2 Functional Skills you may wish to consider enrolling onto a GCSE Mathematics course.

## How progress & success will be recorded

Your progress will be monitored throughout the course. This will include completing an individual learning plan (ILP), checking your progress via on-class activities, group discussions covering (and resolving) common difficulties with topics, regular performance assessments, completion of practice papers (towards the end of the course) and mock exams.

Finally, in term 3, you will sit the Functional Skills examination at the appropriate level for the skills you have acquired throughout the year.

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

Other equipment: a scientific calculator, a compass (for drawing circles), a protractor, a ruler, pen, pencil, paper and a file to keep your work in (or an exercise book). Study books are not compulsory, however they may be suggested by your tutor, once your level of working has been assessed.

### Materials/equipment required for first class

**You must bring photographic ID and attend an assessment & enrolment session before the start date of the course.**

Please contact our office for further information.

A ruler, pen, pencil, paper and a file to keep your work in (or an exercise book).

### Contact for further information

Community Education: 01223 264721  
[commed@combertonvc.org](mailto: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 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. We can arrange a payment schedule of instalments for this course.

## 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 also accept cash and cheques made payable to The Cam Academy Trust. We will also be available to collect payments in person on all sites, at the beginning of each term. However, if that is not possible, we can send out secure payment requests for fees, via a text message and will notify you in advance of this, with an email.

## 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, whenever this is possible.

## 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 <https://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>

