



Course Information 2018/19

ESOL ENTRY 3

Start Date	13 th September 2018
Time	7.00pm-8.30pm
Day of week	Thursday
Number of Weeks	5
Venue	ELY COLLEGE
Course Fee	FREE <i>This course may run after half term if numbers permit at a cost of £42 for 5 weeks (£30 concessions)</i>
Course Level	Entry 3
Additional Course Cost (e.g. visits, materials, books, assessment fee, equipment)	No additional costs
Any skills or qualifications needed for entry to the class	Some knowledge of English (Entry level 2). Learners should attend ESOL testing at 7pm on Wednesday 5 th September.
Materials required for first class	Writing materials
Course description - Including aims & objectives The course aims to extend learner's knowledge of everyday spoken and written English. By the end of the course learners should be able to use English for everyday activities at home and in the work place. Teaching is through speaking and listening activities. There will be some writing activities during the course.	
How Progress & Success will be recorded: Learners will be asked to speak to each other and the tutor, hold practice conversations, and complete exercises on various grammatical themed topics. Each student will be expected to complete an individual learning plan, to monitor their goals throughout the course.	
Any further next steps To continue the course into the next term.	

What else will you need to do	We ask all students to complete an enrolment form which asks for details required by the Education & Skills Funding Agency & the County Council and is a requirement of entry to the course. We ask for full payment prior to the course beginning. Please note refunds can only be made if a class is cancelled or closed.
What else do we ask of you	Please can you let us know if you have any attendance problems and if you are not able to attend the class (contact details below). We like to know if you have a problem.
How do we know if you are happy with your course	We will ask you to complete a course evaluation, giving us your feedback on the course, tutor & college. You are always welcome to feedback directly to us at any time during your course to help us improve our services & courses.

Some of our courses are subsidised by the Education and Skills Funding Agency (ESFA) and part financed by the 2014-20 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>

How we use your data

<https://www.gov.uk/government/publications/esfa-privacy-notice>

Safeguarding

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.

Equality and Diversity

We are fully committed to equality of opportunity and welcome enrolments from all adults aged 19+. 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 adult learning opportunities across Cambridgeshire. Search our website www.cambsals.co.uk for more information. We also deliver specific courses for adults with learning difficulties and disabilities. For more information about these specific courses please call 01223 703530

National Careers Service (NCS)

Careers advice is available to all learners. The National Careers Service provides free information and advice on all aspects of learning, skills development and employment. Help is provided in a way that suits you, online, face to face or by telephone. Go to www.cambsals.co.uk and click on 'I need some advice' for more information or call our booking line on 0845 603 1059

Please contact us for further information

Tel: 01353 664853

Email: community@elycollege.co.uk

Web: www.elycollege.com/community

Address: Community Education, Ely College Downham Road, ELY, Cambs CB6 2SH



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