



Course Information 2018/19

MATHS FUNCTIONAL SKILLS

Start Date	17 th September 2018
Time	7am until 9pm
Day of week	Monday
Number of Weeks	25 weeks
Please note this class will not be running in half term w/c 22 October, Christmas holidays, Easter holidays and Spring 2019 half term	
Venue	ELY COLLEGE
Course Fee	£FREE subject to certain criteria. Please contact us for further information.
Course Level	Various levels
Additional Course Cost (e.g. visits, materials, books, assessment fee, 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).
Any skills or qualifications needed for entry to the class	Commitment to the full course, a willingness to take part in class exercises and to work independently, including at home.
Materials required for first class	A ruler, pen, pencil, paper and a file to keep your work in (or an exercise book).
Course Description 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 should 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. The main areas of study are: number, shape, and handling data. This course aims to enable candidates to: <ul style="list-style-type: none">• 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	
How Progress & Success will be recorded: Your progress will be monitored throughout the course. This will include 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 a mock exam. Finally, in term 3, you will sit the Functional Skills examination at the appropriate level for the skills	

you have acquired throughout the year.
 You will also be required to complete an individual learning plan to monitor their goals throughout the course.

Any further next steps
 Consider enrolling on Maths GCSE at Ely College once you have completed this course

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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Cambridgeshire County Council



Education & Skills Funding Agency



European Union European Social Fund