



Course Information 2018/19

FREE MOTION EMBROIDERY

(Sewing Machine Embroidery) SATURDAY WORKSHOP Zip-up bag

Start Date	13 th October 2018 or 16 th March 2019
Time	10.00am until 4.00pm
Day of week	Saturday
Venue	ELY COLLEGE
Course Fee	£35.00 per day Fees are payable by cash in person or cheque payable to Ely College
Course Level	Learners should have a basic knowledge of sewing
Additional Course Cost (e.g. visits, materials, books, assessment fee, equipment)	Fabric, zip, bond-a-web, interfacing, lining
Any skills or qualifications needed for entry to the class	Basic knowledge of sewing and a sewing machine
Materials required for first class	Small offcut pieces of colourful fabrics to use for applique, 25x50cm piece of thicker lighter coloured fabric preferably without a pattern as it will be used for the outside of the zip-up bag, 25x50 cm of lighter fabric for lining, 25x50cm of interfacing, 30cm of bond-a-web, black cotton, scissors, pins. Please bring a packed lunch.
Course description - Including aims & objectives At the end of the workshop participants will be able to make free-motion embroidery applique independently. The aim of the workshop is to make a fully lined zip-up bag with embroidery applique. Students will also be able to try to embroider letters. The more able students might be able to personalised their bags with names.	
How Progress & Success will be recorded Photo evidence and learners will be required to fill out a short feedback form at the end of the day.	
Any further next steps Enrol on further free motion embroidery courses at Ely College.	

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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