



countries, how people live and what is important to them, will be part of the course from the start.

**How Progress & Success will be recorded:**

There will be regular checks at the beginning and end of lessons and in the shape of short tests to enable you to monitor your own progress. Speaking in role plays and presentations will be recorded (with your agreement!), another way of letting you see and hear how you are progressing.

**Learning outcomes: Teaching and learning methods used:**

Teaching will be through presentation and practice of materials using the 4 main language skills. We will use the Talk German 1 course book and accompanying CDs, as well as a wide range of relevant websites, newspapers, magazines, easy readers and film.

After each class you will be advised to revise what you have learned and to prepare, vocabulary or dialogue for example, for the next class. You may be asked to do some background research using German websites to inform the class, or to do short reading or writing exercises. Each student will complete an individual tracker form to monitor their learning goals throughout the course.

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| <b>What else will you need to do</b>                    | 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. |
| <b>What else do we ask of you</b>                       | Please can you let us know if you have any attendance problems <b>and if you are not able to attend the class</b> (contact details below). We like to know if you have a problem.   |
| <b>How do we know if you are happy with your course</b> | 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](http://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](http://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](mailto:community@elycollege.co.uk)

Web: [www.elycollege.com/community](http://www.elycollege.com/community)

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



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Cambridgeshire  
County Council

