

Course Information 2018/19

CHRISTMAS FLOWERS

Start Date	20 th November 2018		
Time	7.00pm until 9.00pm		
Day of week	Tuesday		
Number of Weeks	3		
Venue	ELY COLLEGE		
Course Fee	£ 33.00 Concessionary Fee: £24.00 Fees are payable by cash in person or cheque payable to Ely College		
Course Level	Mixed Ability		
Additional Course Cost (e.g. visits, materials, books, assessment fee, equipment)	Learners will need to bring green foliage and Christmas accessories for decorating. The tutor will have some material that can be purchased at the session if needed (optional).		
Any skills or qualifications needed for entry to the class	Just an enjoyment of flowers and motivation to learn.		
Materials required for each class	Apron and pruning shears. Learners will need to bring any green foliage and Christmas accessories for decorating.		
Course description - Including of	ims & objectives		

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Week 1: - festive opulence: Big swags of garlanding, perfect for the mantelpiece or draped down your staircase. Using mixed winter foliage, you will create a metre length garland and will be shown how to add flowers when you get home for that extra touch nearer Christmas. Week 2: Create a door wreath for your own front door using a mixture of fresh and dried flowers and foliage, balls, cinnamon sticks, pine cones and more.

Week 3: Festive dining: get completely in the festive mood and create a stunning centrepiece for your Christmas dining table. Combining glittering large head flowers, aromatic cinnamon bundles and winter foliage you will create a low table arrangement centred around a hurricane vase and church candle – a true Christmas tradition!

How Progress & Success will be recorded:

The tutor will record the student's performance on the work he/she creates at the workshop. Continuous verbal feedback will be given throughout each session. Learners are also required to fill out an Individual Learning Plan to record their progress.

Any further next steps

Enjoy putting into practice the new skills learnt at this session and keep on learning. Further flower arranging courses at Ely College.

What else will you	We ask all students to complete an enrolment form which asks for details required by the	
need to do	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	Please can you let us know if you have any attendance problems and if you are not able	
of you	to attend the class (contact details below). We like to know if you have a problem.	
How do we know if	We will ask you to complete a course evaluation, giving us your feedback on the course,	
you are happy with	tutor & college. You are always welcome to feedback directly to us at any time during your	
your course	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: <u>http://ec.europa.eu/esf/home.jsp</u>

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 <u>www.cambsals.co.uk</u> 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 <u>www.cambsals.co.uk</u> 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: <u>community@elycollege.co.uk</u> Web: <u>www.elycollege.com/community</u> Address: Community Education, Ely College Downham Road, Ely, Cambs CB6 25H



Cambridgeshire County Council

Education & Skills Funding Agency



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