



## Course Information 2020/21

# ESOL LEVEL 1

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| <b>Start Date</b>  | tbc  |
| <b>Time</b>  | 7.00pm until 9.00pm  |
| <b>Day of week</b>   | tbc  |
| <b>Number of Weeks</b>   | 5 weeks  |
| Please note this class will not be running in school holidays                            |  |
| <b>Venue</b>   | ELY COLLEGE  |
| <b>Course Fee</b>  | £FREE subject to certain criteria. Please contact us for further information.  |
| <b>Course Level</b>  | Beginners  |
| <b>Additional Course Cost (e.g. visits, materials, books, assessment fee, equipment)</b> | None   |
| <b>Any skills or qualifications needed for entry to the class</b>                        | None   |
| <b>Materials required for first class</b>  | Pen & paper  |
| <b>Course Description</b>  | The course aims to equip learners with basic skills in English for everyday life   |
| <b>How Progress &amp; Success will be recorded:</b>                                      | You will also have to complete an individual learning plan to monitor your progress and achievement throughout the course. |
| <b>Any further next steps</b>  | Progress onto accredited ESOL courses run by Cambridgeshire County Council   |

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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.  |
| <b>Funding</b><br><i>Some of our courses are funded through the Adult Education Budget allocated by the</i> |   |

Cambridgeshire and Peterborough Combined Authority (CPCA) or 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 other adult learning opportunities across Cambridgeshire to support adults with the lowest level of qualifications, or no qualifications at all, and so typically find themselves in lower paid, less secure jobs or unemployed. Search our website [www.cambsals.co.uk](http://www.cambsals.co.uk) for details of all our funded courses.

#### 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)

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