

## Course Information 2017/18

## Pottery Improvers

Start Date	18 <sup>th</sup> January 2018	
Time	7.00pm-9.00pm	
Day of week	Thursday	
Number of Weeks	8	
School Holiday Dates	Spring Half term: 12-16 February 2018	
PLEASE NOTE CLASSES	Easter Holiday: 30 March – 13 April 2018	
WILL NOT RUN DURING	Summer half Term: 28 May - 1 June 2018	
SCHOOL HOLIDAYS		
Venue	ELY COLLEGE	
Course Fee	£ 92 Concessionary Fee: £76	
	Fees are payable by cash in person or cheque payable to Ely College	
Course Level	Beginners	
Additional Course Cost (e.g.	None unless learners wish to purchase specific items for	
visits, materials, books,	themselves not currently available at Ely College e.g. a	
assessment fee, equipment)	range of personal modelling tools.	
Any skills or qualifications	none	
needed for entry to the class		
Materials required for first		
class	An apron	
Course description - Including o	•	
A well-established general pottery course covering:		
Demonstration of and instruction in all hand building techniques, throwing on the potter's		
	(as materials available allow), glazing, appropriate Health and	
Safety and fun!	a recorded.	
How progress and success will be Observation of learnens number	<b>be recoraea:</b> /quality of pieces created, range and variety of items,	
-	ons, behaviour e.g. enthusiasm, creativity, productivity, group	
	itten feedback sheets, tutors personal notes recording	
	idn't, improvements possible? Use of digital camera. Each	
	lete an individual tracker form to monitor their learning	
goals throughout the course.		
J J		
Any further next steps		

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	Please can you let us know if you have any attendance problems <b>and if you are not able</b>
of you	<b>to attend the class</b> (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**.

**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 or <u>www.cambridgeshire.net</u> for opportunities delivered by our Providers. We also deliver specific courses for adults with learning difficulties and disabilities. For more information about these specific courses please call 01223 703530.

**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.

**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

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