








**ELY COLLEGE**  
COMMUNITY EDUCATION

## Course Information 2017/18

# Glass Jewellery Making

Start Date	27 <sup>th</sup> September 2017
Time	7.00pm-9.00pm
Day of week	Wednesday
Number of Weeks	4
School Holiday Dates PLEASE NOTE CLASSES WILL NOT RUN DURING SCHOOL HOLIDAYS & OPEN EVENINGS	Autumn Half Term: 23-27 October 2017 School Open Evening 5 <sup>th</sup> October 2017 Christmas Holiday: 20 Dec 2017 - 4 Jan 2018 Spring Half term: 12-16 February 2018 Easter Holiday: 30 March - 13 April 2018 Summer half Term: 28 May - 1 June 2018
Venue	ELY COLLEGE
Course Fee	£ 50.00 <b>Concessionary Fee:</b> £40.00 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)	All tools for use in the class will be provided. Each person will have a pack with basic tools available for use each week and there are some specialised items that students will have to share during the session.  You will also require glass, silver wire and fixings for your jewellery pieces, so will incur materials costs of between £15-£25 over the 4 weeks depending on what you use, payable directly to the tutor.
Any skills or qualifications needed for entry to the class	No skills or qualifications are needed for this class
Materials required for first class	Please bring a notebook and pen and a camera if you wish to photograph your pieces before they are fired.
<b>Course description – Including aims &amp; objectives</b> This class will provide the skills, knowledge and tools required to safely cut and form glass and will give you the opportunity to design and produce a number of different pieces of jewellery over the 5 weeks. All pieces will be kiln fired by the tutor each week ready for the class the following week.	

<p><b>How Progress &amp; Success will be recorded:</b></p> <p>All jewellery from each week will be reviewed and assessed at the start of the next session, allowing students to identify areas of improvement. Confidence in cutting and forming the glass will improve each week as we move through the course and this will be reflected in the finished pieces.</p>	
<p><b>Any further next steps</b></p> <p>You could attend a further course of lessons or a workshop or even invest in a kiln and start to make your own jewellery</p>	
<p><b>What else will you need to do</b></p>	<p>We ask all students to complete an enrolment form which asks for details required by the Education &amp; Skills Funding Agency &amp; 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.</p>
<p><b>Safeguarding</b></p>	<p>We have made arrangements to ensure you are safe in 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 tell your tutor or the centre manager. We will investigate and try to resolve the situation</p>
<p><b>What else do we ask of you</b></p>	<p>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.</p>
<p><b>How do we know if you are happy with your course</b></p>	<p>We will ask you to complete a course evaluation, giving us your feedback on the course, tutor &amp; college. You are always welcome to feedback directly to us at any time during your course. We welcome feedback &amp; comments to help us improve our services &amp; courses.</p>
<p><b>Equalities Statement</b></p> <p><i>"The County Council operates an Equality of Opportunity Policy. We will ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all can access activities. If you have any specific needs which might affect your learning you are entitled to a confidential interview where we can look at the support you require. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour so that we build a learning community based on mutual respect and trust."</i></p>	
<p><b>Please contact us for further information</b>            Tel: 01353 664853            Email: <a href="mailto:community@elycollege.co.uk">community@elycollege.co.uk</a>            Web: <a href="http://www.elycollege.com/community">www.elycollege.com/community</a>            Address: Community Education, Ely College Downham Road, ELY, Cambs CB6 2SH</p> <p> Follow us on Twitter @Elycommedu</p>	
<div>   <div>Cambridgeshire County Council</div> </div> <div>   <div>Education &amp; Skills Funding Agency</div> <div>European Union European Social Fund Investing in jobs and skills</div> </div>	

