



Sawston
Adult
Education



Cambridgeshire
County Council



Adult Learning at Sawston Village College

Course
Programme
2011-2012



Many new
courses to
choose from

Welcome to the 2011-12 Adult Learning Programme for Sawston Village College

Welcome to our new-look Adult Learning Programme for Sawston Village College. This publication presents our courses for the whole year so that you can plan your choices. Our hope is that you will find something to excite and engage you on these pages - whether it's to enhance your current skills, for leisure, mental stimulation, well-being – or all of these! Our programme has been built on the familiar and successful courses from previous programmes, and has many new additions for this year which we hope will prove popular. Once again, we are delighted to be able to offer our community such a vibrant and varied programme. Courses are offered in the daytime, evenings and on Saturdays, and, when you join a class, you can be assured of a high-quality service, on a course taught by a well-qualified and enthusiastic tutor. We look forward to welcoming you to one of our courses.

Jonathan Culpin, Principal

ENROLMENT

You can enrol on any of our courses in the following ways:

- Please telephone the College on **01223 712424** making sure you have your credit/debit card details ready. Please note this method of payment incurs a £1 charge.
- You can contact us by email at community@sawstonvc.org for more information. You can also download course information from our website www.sawstonadulthood.org
- Please take your payment to Community Reception at the College.

The office will be open from Tuesday 23 August. Our hours are 9.00 am to 1.00 pm Monday to Friday. We will also be open on Saturday 10 September 9.00 am to 12 noon to take enrolments. There is a 24 hour answerphone. Please make sure you enrol early to avoid disappointment or the cancellation of the class. Unless you are notified by us, you should attend your course on the first evening.

COURSE FEES and REFUNDS

Course fees are payable in full upon enrolment in advance of the class commencing. Please be aware some courses have additional costs, enquire upon enrolment. A refund of any course fee is only available up to two weeks before a class is due to commence, if the College closes a class, or if you withdraw due to ill health: in this case, a doctor's note is required and a £10 admin fee will be charged. If a class is cancelled due to circumstances out of our control, such as adverse weather or tutor illness, then extra classes will be added to the programme and no refund will be available.

Concessionary fees. A discount of 25% is available if you are in receipt of a means-tested benefit, evidence of which must be available on enrolment.

LEARNER INFORMATION

On starting your course you will receive our learner handbook and information, directing you to our policies and regulations. If, at any stage, you have any questions about anything, please do not hesitate to contact us by phone or email.

ARTS AND CRAFTS

Course	Day	Time	Venue	Spring 2012	Summer 2012	Term Weeks	Term Cost
Calligraphy	Tu	19.00-21.00	SVC	17/01	24/04	10	£85
Creative Writing - Beginners	W	19.30-21.30	SVC	18/01	25/04	10	£85
Drawing & Watercolours	W	19.00-21.00	SVC	18/01	25/04	10	£85
Dressmaking	M	19.00-21.00	SVC	16/01	23/04	10	£85
Floristry - Beginners	M	19.00-21.00	SVC	16/01	23/04	10	£85
Flower Painting/ Oriental Watercolours	M	11.00-13.00	SMH	16/01	23/04	10	£85
Illustration - An Introduction	M	19.30-21.00	SVC	16/01	23/04	10	£65
Jewellery Making NEW		TBA					
Life Drawing - with model	M	19.30-21.30	SVC	16/01	23/04	10	£110
Pottery	M	19.00-21.00	SVC	16/01		10	£110
Reading/Writing Short Stories	M	19.30-21.30	SVC	16/01	23/04	10	£85
Upholstery - All abilities	Th	08.15-11.15	FULB	12/01	26/05	10*	£128
Upholstery - All abilities	Th	11.45-14.45	FULB	12/01	26/05	10*	£128
Watercolours - Beginners	W	13.30-16.00	TBA	18/01	25/04	10	£107
Wedding and Party Flowers	W	13.00-15.00	SVC	18/01	25/04	10	£85

COMPUTING

Course	Day	Time	Venue	Spring 2012	Summer 2012	Term Weeks	Term Cost
Computing - An Introduction	Tu	19.00-21.00	SVC	17/01	24/04	10	£85
Computing - Improvers	W	19.00-21.00	SVC	18/01	25/04	10	£85
Computing - Level 1	W	19.00-21.00	SVC	18/01	25/04	10	£85
Word - Beginners	M	19.00-21.00	SVC			10	£85
Excel - Beginners	M	19.00-21.00	SVC	16/01		10	£85
Word - Improvers	M	19.00-21.00	SVC		23/04	5	£50
Excel - Improvers	M	19.00-21.00	SVC		11/06	5	£50
Excel - An Introduction 1 day NEW	M	09.30-14.30	SVC	27/02			£30
Word - An Introduction 1 day - NEW	Thu	09.30-14.30	SVC	08/03			£30



DANCE, MUSIC AND DRAMA

Course	Day	Time	Venue	Spring 2012	Summer 2012	Term Weeks	Term Cost
Ballroom Dancing - Begg	W	19.30-20.30	SVC	18/01	25/04	10	£55
Ballroom Dancing - Imps	W	20.30-21.30	SVC	18/01	25/04	10	£55
Friday Singers	F	09.30-11.15	SVC	20/01	27/04	10	£45
Tap Dance - Beginners	M	20.00-21.00	SVC	16/01	23/04	10	£55
Tap Dance - Improvers	M	19.00-20.00	SVC	16/01	23/04	10	£55

GENERAL INTEREST

Course	Day	Time	Venue	Spring 2012	Summer 2012	Term Weeks	Term Cost
Antiques & Collectables	W	19.30-21.30	SVC	18/01	25/04	10	£85
Digital Photography - Begg	W	19.00-21.00	SVC	18/01	25/04	10	£85
Digital Photography - Imps	Tu	19.00-21.00	SVC	17/01	24/04	10	£85
Family History - Building Your Family Tree	Tu	14.00-16.00	SVC			10	£85
Indian Cookery	M	19.00-21.00	SVC	23/01	23/04	5	£50
Introducing World Cinema	Tu	09.30-11.30	SVC		24/04	10	£85
Italian Cookery	W	19.30-21.30	SVC	18/01	25/04	5	£55
Life in Ancient Egypt	W	19.30-21.30	SHEL			10	£85
RYA Dayskipper	M	19.30-21.30	SVC			22	£280
RYA Coastal Skipper/ Yachtmaster Offshore	W	19.30-21.30	SVC			22	£280
Water, Water Everywhere, History of Fenland 1600-2010	Tu	19.00-21.00	SVC			10	£85
Water, Water Everywhere, History of Fenland 1600-2010	W	19.30-21.30	SHEL	18/01		10	£85
Skills for Life - Literacy & Numeracy	TBA	19.30-21.30	TBA				FREE

HEALTH, FITNESS AND WELLBEING

Course	Day	Time	Venue	Spring 2012	Summer 2012	Term Weeks	Term Cost
Body Tone	W	09.30-10.30	FULB	18/01	25/04	10	£50
Indian Head Massage Begg	W	19.30-21.30	SVC	18/01	25/04	5	£50
Keep Fit For All	Th	10.30-11.30	SMH	19/01	26/04	10	£55
Meditation for Inner Peace	M	19.00-21.00	SVC	16/01	23/04	5	£50
Pilates - Mixed Ability	W	19.30-20.30	SVC	18/01	25/04	10	£50
Reiki - Level 1	W	19.30-21.30	SVC	29/02	13/06	5	£50
Tai Chi- Beginners	M	18.30-20.00	SVC	16/01	23/04	10	£75
Zumba	M	19.30-20.30	SVC	16/01	23/04	10	£55
Zumba Gold	W	10.30-11.30	FULB	18/01	25/04	10	£55

LANGUAGES

Course	Day	Time	Venue	Spring 2012	Summer 2012	Term Weeks	Term Cost
ESOL Conversation Beg/Int	W	19.00-21.00	SVC	18/01	25/04	10	£85
French - Beginners	M	19.15-21.15	SVC	16/01	23/04	10*	£85
French - Improvers	Tu	19.15-21.15	SVC	17/01	24/04	10*	£85
French Conversation - Adv	W	10.00-12.00	SVC	11/01	25/04	10*	£85
French Conversation - Adv	Th	19.30-21.30	SHEL	12/01	26/04	10*	£85
German - Beginners	M	19.30-21.30	SVC	16/01	23/04	10	£85
Italian - Beginners	Th	09.30-11.30	SVC	19/01	26/04	10	£85
Italian - Beginners	W	19.30-21.30	SVC	18/01	25/04	10*	£85
Italian Conversation - Adv	Tu	09.30-11.30	SVC	17/01	24/04	10*	£85
Italian Conversation - Adv	Tu	19.30-21.30	SVC	17/01	24/04	10	£85
*NEW CLASS							
Spanish Conversation Begg	W	19.30-21.30	SVC	18/01	25/04	10*	£85
Spanish Conversation Imps	F	10.00-12.00	SVC	20/01	27/04	10*	£85

KEY to Tables and Additional Information

Venues:

SVC	=	Sawston Village College	FULB	=	Fulbourn Centre
SMH	=	Shelford Memorial Hall	SHEL	=	Shelford Primary School

COURSE REGULATIONS

- Classes may be closed (in which case a proportionate refund may be made), the length curtailed, or fees varied if classes are not fully enrolled and financially viable. Where classes are cancelled due to a tutor's unavailability, extra sessions will be added at the end. No refunds will be given.
- Fees are not refunded except in very exceptional circumstances to ensure the viability of the course. No interest will be paid on refunded fees, and no interest or charges made for Debit/Credit card payments will be refunded. A £10 administration fee will be levied in the case of a refund being agreed.
- Learners are reminded that all fees are due upon enrolment **before** the classes start, and late payment of fees may entail a surcharge.
- The College offers the facility to pay for courses that run over more than 10 weeks in two instalments, half upon enrolment and half by November. (An administration fee of £5 may be charged for this service.) All fees quoted include exam/assessment fees (if appropriate to the course) and these are not refundable. Full fees are payable even if the learner decides not to continue with the course.
- Class membership is at the Colleges' discretion at all times, and acceptance of any enrolment or payment does not constitute a right to class membership.
- Learners participating in physical activity classes should satisfy themselves that they are capable of undertaking the activity and, if in doubt, consult their doctor beforehand.
- Personal accident insurance for learners engaged in class or club activities IS NOT PROVIDED. Learners wishing to have such cover should consult an Insurance Broker.
- The College is insured against Public Liability. However, learners are reminded that insurance is not provided against theft or accidental damage of their property. Learners should arrange their own cover if they are concerned about this.
- Learners will be held liable for any damage they may cause to the College or County Council property. Cars and any personal property are left on the premises entirely at owners' risk. Learners are asked always to park sensibly.
- All details are correct at time of publication but are subject to confirmation. Course details may be altered from time to time, and we apologise for any inconvenience this may cause.

SATURDAY AND WEEKEND SCHOOLS/WORKSHOPS

Course	Day	Time	Venue	Spring 2012	Summer 2012	No. of Days	Term Cost
Alexander Technique Intro	Sa	10.00-13.00	SVC	24/03		1	£25
Antiques & Collectables	Sa	10.00-16.00	SVC	24/03	19/05	1	£40
Appreciating Film Music	Sa	10.00-16.00	SVC			1	£40
Bricklaying	WE	09.30-15.30	SVC	24/03& 25/03		2	£95
Calligraphy-An Introduction	Sa	10.00-13.30	SVC	28/01 24/03	19/05	1	£25
Camera Lights Action: An Introduction to Film Studies	Sa	10.00-16.00	SVC			1	£40
Digital Photography	Sa	09.30-14.30	SVC	28/01		1	£35
First Aid Appointed Persons	Sa	10.00-16.00	SVC	28/01	19/05	1	£75
First Aid for Child Carers	Sa	10.00-16.00	SVC	24/03& 31/03		2	£120
Food Hygiene	Sa	09.30-17.00	SVC	28/01	19/05	1	£85
Great Films of all Time	Sa	10.00-16.00	SVC	28/01		1	£40
Illustration Workshop	Sa	10.00-16.00	SVC	24/03		1	£40
Indian Head Massage	Sa	10.30-13.30	SVC	24/03	19/05	1	£25
Italian Listening Club	Sa	10.00-12.00	SVC	28/01 24/03	19/05	1	£15
Juggling for fun	Sa	14.00-16.00	SVC	28/01 24/03	19/05	1	£12
Meditation for Inner Peace	Sa	10.00-16.00	SVC	24/03	19/05	1	£40
Native American Drumming & Dancing	Sa	10.00-16.00	SVC	28/01		1	£40
Neuro-Linguistic Programme	Sa	9.30-15.30	SVC			1	£40
Photoshop	Sa	9.30-14.30	SVC	24/03		1	£35
RYA Dayskipper Intensive Shorebased				14/01 15/01			
RYA Coastal Skipper/ Yachtmaster Offshore Intensive Shorebased	WE	09.00-16.00	SVC	28/01 29/01 11/02 12/02		6	£300
VHF Radio Telephony	Sa	09.00-16.30	SVC	03/03		1	£135

EQUALITY STATEMENT

We are fully committed to equality of opportunity and we welcome enrolments from everyone. 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 ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all learners can access activities.

SAFEGUARDING STATEMENT

Arrangements have been made to make sure that you are safe in this centre. 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.

BOOKING FORM

Title _____ First name _____ Surname _____

Address _____

_____ Post code _____

Daytime phone _____ Evening phone _____

Email _____ Date of Birth _____

Day	Venue	Time	Course	Course Fee	Receipt No (OFFICE USE)

Card Type _____ Card No _____

Expiry Date _____ Issue No _____ Security Code (3 digits) _____

How to pay and enrol:

- A) **IN PERSON** At the Community Office during opening hours
- B) **BY POST** Complete this booking form and send to Sawston Village College.
If you require confirmation, please enclose either SAE or cost of postage.
- C) **BY TELEPHONE** Phone the Community Office, **01223 712424** making sure that you have your debit/credit card ready. If you choose this way please be patient during the enrolment period.

N.B. There is a £1.00 fee for all card transactions. Cheques made payable to Sawston Village College.

RECEIPTS

Receipts are only issued if a SAE is provided by the learner.

ARTS DEVELOPMENT IN SAWSTON AND LINTON

The Sawston & Linton Area is served by Arts Development Manager, Lesley Morgan, who works to champion new and existing arts initiatives. She would like to hear from you if you would like support in promoting your activities or advice in developing something new.

Contact: Lesley Morgan, Arts Development Manager, telephone: 01223 712825 or email: lmorgan@sawstonvc.org



To find out more check out
www.start-arts.org.uk

CALENDAR

Autumn Term	19 September – 02 December
Half-term	24 – 28 October
Spring Term	16 January – 30 March
Half-term	13 – 17 February
Summer Term	23 April – 06 July
Half-Term	04 June – 08 June

Some comments from our learners:

'Everyone's treated as an individual.'

'I enjoyed meeting other people with the same interests.'

'The tutor made it enjoyable and carefully explained the reasons for the exercises.'

'Very positive - I'll definitely re-enrol.'

'Inspirational teaching.'

'I enjoyed the way the course was structured.'

Cambridgeshire County Council supports a wide range of Adult Learning opportunities across Cambridgeshire, including courses, clubs and community groups.

SUPPORT FOR YOU

Further support, advice and specific courses are available for people with disabilities. Contact 01223 703530.

CAREERS GUIDANCE

Careers Guidance support is available to all learners. The Next Step adult guidance service provides advice on all aspects of learning and work. Careers advice is available over the phone, online and face-to-face; to talk to an adviser or to book a careers appointment call 0800 100 900 or go to www.nextstep.org.uk

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www.sawstonadulthood.org