

**Starts Monday 10th January 2022** for 10 weeks (*term time*)

12.30pm—2.30pm—**Fee £130**

Tutor : Sally Tilley



Suitable for all those interested in dressmaking, from complete beginners to the more experienced wanting to brush up their skills. You will be guided through the purchase of fabrics and patterns. You will learn how to make basic pattern alterations, cut out, assemble and fit garments. You will also be taught basic dressmaking techniques and make samples to practise your skills.

There will be plenty of help with using a sewing machine if required. More advanced learners will be encouraged to make more complicated garments. There are some sewing machines available at the College.

### Learning outcome

All dressmaking classes include students with various levels of experience.

### How progress & success will be recorded

Samples kept by students, plus photographs and completed garments.

### By the end of this course learners will have the opportunity to

- Know how to use a sewing machine.
- Learn how to use a domestic dressmaking pattern.
- Understand the importance of a well-fitted garment.
- Know how to assemble a garment in the correct order.
- Learn a variety of dressmaking skills, for example inserting zips, seam finishes, pockets, hems etc.

### What you need to bring to the first session

- Pencils and pens.
- Sewing machine (*if over a year old PAT test required*)
- Tape measure.
- An old sheet or quilt cover for samples.
- The Tutor advises all beginners **not** to buy a pattern and fabric before the first session.

### Extra Costs on the course

Basic tools and equipment for dressmaking will be discussed at the first session. In order to make a garment you will need to purchase fabric, pattern and thread.

Each student will also need at least one metre of fabric to make their samples - an old sheet or quilt cover is ideal.

### On completion of the course, your next steps might be

To continue on the course and learn more advanced techniques.

**Enrolment & payment** Booking Forms available from the website <http://community.cvcweb.net> or from the College. You can also enrol by phone on 01954 288751. Payment can be made by cheque, payable to Astrea Academy Trust, cash or credit/debit card in person, over the phone or by completing the section on the booking form and posting it to the College. Please note refunds can only be made if a class is cancelled or closed.

**Equalities Statement** The County Council operates an Equality of Opportunity Policy. We believe 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. We welcome people with disabilities and those with special needs, learning disabilities, epilepsy, dyslexia, hearing impaired and partially sighted. Please contact us in confidence to discuss any support you may need.

**Those receiving the following benefits may be entitled to a concessionary rate for courses at the discretion of the college:**

*Working Family Tax Credit; Universal Credit; some means tested benefits; 'Guaranteed Credit' element of Pension Credit.*

**Please note that proof of above will be required otherwise full fee will be due.**

**Cottenham Village College · High Street · Cottenham · Cambridge · CB24 8UA · 01954 288751**

**Email : [community@astrecottenham.org](mailto:community@astrecottenham.org) · Web : <http://community.cvcweb.net>**

# Cottenham Village College

## Adult Learning Terms & Conditions 2020-21



### Enrolment and Fee Policy

For full course information: <http://community.cvcweb.net>

You can book your chosen course by completing a booking form and posting it with a cheque payable to Astrea Academy Trust for the course fee (please do not send cash).

We accept bookings over the phone, please have your credit/debit card to hand.

We welcome enquiries by email but please DO NOT quote your card payment details.

Enrolments are welcome throughout the year.

Courses with fewer than the minimum number of learners may have the option of continuing on payment of supplementary fees.

### Fees

Fees are payable in full at the time of booking a course. We accept payment by all major debit and credit cards, cheques (payable to Astrea Academy Trust) or cash in person.

Please note, should you withdraw from a course that continues to meet you will still be liable to pay any outstanding fees.

Refunds will be paid in full if a class is unable to start due to insufficient enrolments.

Refunds cannot be given if a course has already started, unless you cancel your place for medical reasons, in which case a Doctor's Certificate is required.

Concessionary fees MAY be available if you are:

- in receipt of the "Guaranteed Credit" element of the Pension Credit

- in receipt of a means tested benefit

- in receipt of Universal Credit

- in receipt of Working Tax Credit

Please contact the Adult Learning Office. Proof of the above will be required.

**DATA PROTECTION: OPT-IN to receive information about courses** – if you wish to receive information about our courses please go to <http://community.cvcweb.net> and follow the link to OPT IN to enable us to keep you updated.

### Learner Information

If you have given us your email address, you will receive confirmation of your place following enrolment. If you don't receive this, please contact Adult Learning 01954 288751 or Email: [community@astreacottenham.org](mailto:community@astreacottenham.org)  
Please note that we attempt to run classes on consecutive weeks, however if this isn't the case we will let you know the dates in advance as far as possible

In the event of Tutor illness or school closure due to severe weather conditions resulting in a cancelled class, an additional class may be offered at the end of the course

**PAT Testing** – any personal electrical items used on school premises must hold a current PAT certificate unless under 1 year old, eg: Sewing Machine, Overlocker, etc

### Equality & Diversity

We are fully committed to equality of opportunity and welcome enrolments from all adults aged 19+. We positively encourage 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.

### Learning support and support for people with special needs

We welcome learners with disabilities, learning difficulties, medical conditions and other needs. If you would like to attend a class but feel you may need support, please contact the Adult Learning office on 01954 288751 for a confidential discussion.

### Safeguarding

We've made arrangements to ensure that you are safe in Cottenham Village College. If you feel you are not safe for any reason, eg. through verbal or physical abuse or you have been discriminated against, tell your Tutor or the Adult Learning Manager, who will investigate to ensure your safety.

**Learning Partners** – if you are interested in being a learning partner in a class of your choice (you do not pay fees) to enable you to offer help to someone requiring support, please get in touch with us 01954 288751.

### Insurance & Losses

Cottenham Village College cannot accept responsibility for accidents to members of clubs and classes other than those covered by the College's Public Liability Insurance. Nor for loss of personal property left on the premises or in a car. Nor for damage to cars and bicycles – parking is at your own risk.

**National Careers Service** provides free information and guidance on all aspects of learning, skills development and employment - visit <https://nationalcareers.service.gov.uk/>

**Cambridgeshire County Council** support various Adult Learning opportunities across Cambridgeshire – visit

[www.cambsals.co.uk](http://www.cambsals.co.uk)