

Starts Friday 26th April 2019 for 10 weeks (*term time*)

10.00am - 3.30pm

Term 3 of 3

£275 (£206 Concession—see below *)



All the correct techniques of upholstery are covered for both modern and traditional furniture. You will be taught each technique, from rip down to top cover, often on a one to one basis. No prior experience is required for this course, just enthusiasm and a love of the craft.

Learning outcome

Students learn the correct way to fix webbing, lash springs and apply Hessian, wadding's – fibre and hair and final covers. We look at the design of the piece and how to apply decorative finishes such as piping, pleating and buttons.

How progress & success will be recorded

Students are encouraged to keep a folder as many Handouts are given. They also make notes and take photographs with the class camera. The tutor also keeps photographic evidence of all work.

What you need to bring to the first session

Specialist tools are provided although sharp scissors, a tape measure and a small hammer are essential.

Extra costs on the course :

Students provide their own furniture and top cover but most other materials can be purchased from the tutor.

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

Because all students are taught to the highest standard, many go on to start their own business.

Some become employed in the field and some become teachers. Upholstery is an extremely varied and rewarding craft – many students continue, either for pleasure or profit.

Awarding body :

Although there is no certification on this course, all students are taught to City & Guilds Diploma Standard.

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 Claim The Concessionary Rate For Leisure Courses:** Working Family Tax Credit; Job Seeker's Allowance; Income Based Benefit; 'Guaranteed Credit' element of Pension Credit; Unwaged Dependent of above; Students Aged 16 – 18. **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@cvcweb.net · Web : <http://community.cvcweb.net>

Cottenham Village College

Adult Learning Terms & Conditions



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).
- Material charges are not included in the course fee unless otherwise stated.
- 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 on email.
- 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 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 are available (proof will be required) if you are:
 - in receipt of the "Guaranteed Credit" element of the Pension Credit
 - in receipt of a means tested benefit
 - in receipt of Job Seeker's Allowance
 - a full-time student

DATA PROTECTION: OPT-IN to receive information about courses –if you wish to receive information about Adult Learning courses please go to our website: community.cvcweb.net and follow the link to **OPT IN** to enable us to keep you updated regarding courses.

Learner Information

- If you have given us your email address, you will receive confirmation of your place following enrolment. Contact Adult Learning 01954 288751 or Email: community@cvcweb.net.
- 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, there will be an additional class offered at the end of the course.
- Free parking is available (at own risk).
- **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, glue guns, soldering irons etc.

Cambridgeshire County Council Adult Learning & Skills supports a wide range of Adult Learning opportunities across Cambridgeshire, including courses, clubs, community groups and family learning opportunities. For more information please search website www.cambsals.co.uk

Equality & 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.

Additional Learning Support

We welcome learners with disabilities, learning difficulties, medical conditions and other needs. If you would like to discuss how we can support you to reach your learning aim, please speak to your Tutor or ask for a confidential discussion with the Adult Learning Manager.

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.

National Careers Service (NCS) Careers advice is available to all learners. The NCS provides free information and guidance on all aspects of learning, skills development and employment. Help is provided in a way that suits you, on-line, face to face or by telephone. Go to www.cambsals.co.uk and click on "I need some advice" for more information or phone them on 0845 603 1059.