

Saturday 11th May 2019

10.00am - 4.00pm

£70

Please bring your own packed lunch
Tea and coffee will be provided



On this one day course you will acquire new skills to enable you to handle lifesaving situations at home, work or on the road. Theoretical and practical training is given. A certificate will be awarded for successful completion of the course that is valid for 3 years. A First Aid Manual is included in the fee.

Learning aims

Acquire the skills to enable you to handle lifesaving situations

What you need to bring to the day

Notepad and Pen

On completion of the course

You will receive a Certificate of Competence valid for 3 years.

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 Cottenham Village College, 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.