

# COURSE INFORMATION SHEET

<b>Course Title</b>	<b><i>*ESOL with Citizenship - Entry Levels 1, 2 and 3</i></b> <b><i>(*English for Speakers of Other Languages)</i></b>
<b>Awarding Body:</b>	<b>City &amp; Guilds</b>
<b>Qualification:</b>	4692 Entry Level Certificate in Skills for Life ESOL (QCF) (Entry 1, 2, or 3)
<b>Description</b>	A course designed to improve an individuals' confidence, knowledge, skills and application of the English Language in everyday life and work
<b>Entry Requirements</b>	<ul style="list-style-type: none"> <li>Learners must be aged 19 or above, and meet eligibility criteria to access funding, unless self-funding (see Fees section below). Eligibility is normally 3 years residency in the UK, EU or EEA.</li> <li>All prospective Learners undertake an initial assessment and interview with the Tutor to establish suitability unless progressing between levels within the College.</li> </ul>
<b>Age Restrictions</b>	<b>Minimum age:</b> 19 on 1 <sup>st</sup> September of the academic year of joining (home/funded learners). <b>Maximum age:</b> None
<b>Course Structure</b>	The course covers three core competencies (Reading, Writing, and Speaking and Listening skills), which are mapped to the Adult ESOL Core Curriculum. Citizenship content is embedded within the teaching and learning.
<b>Assessment and Achievement</b>	Learners are assessed continuously throughout the course, followed by a final assessment on reading, writing, and speaking and listening. The Speaking & Listening assessment is recorded. Learners must pass all three elements in order to achieve the City & Guilds qualification.
<b>Length of Course</b>	23 weeks, based on 12 hours per week attendance in class over 4 days/sessions. Timetabling may vary in order to meet different Learner groups' needs.
<b>Planned Start/End Dates</b>	Classes commence 12 <sup>th</sup> September 2016, and finish by 27 <sup>th</sup> February 2017. 20 <sup>th</sup> February 2017, and finish by 5 <sup>th</sup> July 2017. Term dates are 12 <sup>th</sup> September to 14 <sup>th</sup> October 2016, 24 <sup>th</sup> October to 16 <sup>th</sup> December 2016, 3 <sup>rd</sup> January to 27 <sup>th</sup> February 2017. 20 <sup>th</sup> February 2017 to 7 <sup>th</sup> April 2017, 18 <sup>th</sup> April 2017 to 5 <sup>th</sup> July 2017. <u>Non-Teaching days:</u> 17,18,19,20, 21 October, 19,20,21,22,23,28,29,30 December 2016 and 2 <sup>nd</sup> January, 10,11,12,13,14, 17 <sup>th</sup> April and 1,29 May 2017.
<b>Days/Hours/Times</b>	<u>Monday to Friday</u> Morning class: 9:30am-12:40pm <b>Morning and afternoon classes are available to meet learners' needs.</b> Afternoon class: 1:30pm-4:40pm (sessions include a 10 mins break)
<b>Attendance Requirements</b>	<b>Learners must achieve an attendance record of 85% over the duration of the course.</b> Learners who miss any of their normal timetabled sessions will be expected to attend additional sessions (which may be with a different Tutor), to make up for lost learning hours. Learners who do not meet the attendance requirements will not be allowed to complete final assessment which leads to certification.
<b>Class size</b>	Minimum 10, Maximum 18
<b>Locations</b>	<ul style="list-style-type: none"> <li>City College Nottingham, Carlton Road, Nottingham, NG3 2NR</li> </ul>
<b>Course Benefits</b>	A nationally recognised qualification in English Language communication skills, which aids learners in accessing further education, training or employment opportunities. The qualification can also be used to support applications for UK settlement and citizenship, where applicable.
<b>Course Fees and Payment Terms</b>	<ul style="list-style-type: none"> <li>All learners pay a non-refundable, initial Administration Fee of £10.00.</li> <li>Learners in receipt of eligible ** means tested benefits are entitled to full funding (where the course will be provided free of charge) or part funding (part course fees apply) depending on which benefit(s) they receive. Learners need to provide up to date benefit evidence at the time of enrolment in order to access their course free or through reduced course fees. The Course Fee for partly funded learners is £250.00 [**full details of eligible benefits and evidence requirements are available from Administration and Reception Services]</li> <li>Learners who are not in receipt of eligible benefits/not eligible for funding are required to pay full course fees. The Full Course Fee for self-funding/Private learners is £650.00</li> <li>Course fees are inclusive of registration, tuition, assessment and certification.</li> </ul> <p>Fee Refund Policy is available on our website: <a href="http://ccn.ac/Fee%20Refund%20Policy%20(updated%20March%202015).pdf">http://ccn.ac/Fee%20Refund%20Policy%20(updated%20March%202015).pdf</a></p>
<b>Progression</b>	Learners may progress from Entry Level 1 up to Entry Level 3 to further develop their English language skills. Entrance to higher courses is subject to prior attendance and achievement records. Learners who achieve ESOL Entry Level 3 may progress to Functional Skills in English at Level 1.
<b>Other Information</b>	The College is planning to commence IELTS test preparation classes during 2017. Full details will be published on our website, as soon as details are confirmed. IELTS certification is now a requirement of the Home Office to support citizenship/settlement applications. For more information please see <a href="http://gov.uk/english-language">http://gov.uk/english-language</a>

<b>Contact us</b>	For further information, or how to enrol, please contact Administration and Reception Services on ☎ 0115 9101455 or e-mail <a href="mailto:info@ccn.ac">info@ccn.ac</a>	
<b>Last updated</b>	29/08/2016	Sarah Berry

*Please note that whilst every effort is made to ensure that these details are as accurate and up to date as possible, changes can and may often occur without notice.*

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