



BASSETLAW COMMUNITY COURSE PROGRAMME

SPRING 2012

Improve your English
and Maths

Crafts and
Cardmaking

**For further information on English, Maths and Crafts courses
contact Julie on Chesterfield (01246) 278623**

Computer Skills

**For further information on Computer Skills courses contact
WEA Mansfield Office on 01623 427352**

Course Timetable

Unless otherwise stated all courses start week commencing Mon 09/01/2012 and run for 10 weeks (excluding half-term week commencing. 13/02/2012)

ART AND CRAFTS In Retford

Venue	Title	Day/ time	Fee details*
Grove Street Methodist Church Hall, Retford	Crafts and Cardmaking	Monday 9.45 – 11.15 am	£50.25 or Free

ENGLISH AND MATHS (*Free to all*) In Retford and Misterton

Venue	Title	Day/ time
Bassetlaw Action Centre, Canal Street, Retford, DN22 6EF	Improve your English	Tuesday 10.00am – 12.00
Misterton Primary School, Grovewood Road, Misterton, DN10 4EH	Improve your English and Maths	Tuesday 6.00 – 8.45pm
Bassetlaw Action Centre	Improve your Maths	Friday 10.00am-12.00

ICT COURSES

At Bassetlaw Action Centre in Retford

Contact the Centre direct on 01777 709650 to book a place

Title	Day/ time	Fee details*	
Move on with IT	Tuesday 1.00-3.00pm	£67.00 or Free	<i>Limited places available</i>
Computers for Beginners	Wednesday 10.00am – 12.00	£67.00 or Free	<i>Limited places available</i>
IT for All	Wednesday 6.30-8.30pm	£67.00 or Free	
Computers for Beginners	Thursday 10.00am-12.00	£67.00 or Free	<i>Course Full – ask to be placed on waiting list</i>
Computer Skills Workshop	Thursday 1.00-3.00pm	£67.00 or Free	<i>Course Full – ask to be placed on waiting list</i>

**See page 4 for further fee information*

Course details

Course Title	Description
Computers for Beginners	An introduction to different aspects of computing. No previous computer knowledge required.
Computer Skills Workshop	Develop your skills in computing so that you can move on to advanced learning or accredited courses. Sessions are run as workshops, working at your own pace with the help of the tutor. Basic computer knowledge required.
Crafts and Cardmaking	Explore a range of paper and fabric craft techniques to create a variety of craft items and greetings cards. Suitable for everyone – no experience required.
Improve your English or Maths	Improve your English or Maths - work at your own pace to improve your reading, writing, spelling or maths - and you can work towards a qualification too if you wish
IT for All	Develop your skills in computing so that you can move on to advanced learning or accredited courses. Sessions are run as workshops, working at your own pace with the help of the tutor. No previous computer knowledge required.
Move on with IT	Improve your skills in word processing, spreadsheets, databases, desktop publishing, presentations, the internet and e-mail. Study towards a nationally recognised IT qualification if you wish.

FEE INFORMATION

Help with fees

Learners on eligible income-related benefits and their dependants may be entitled to a fee concession – that is, their tuition fees may be waived or reduced. Not all courses qualify for fee waiver. In addition, there are some funds available to help with course fees (for those not on income-related benefits), accreditation fees, essential books or equipment, and childcare. You will be asked for evidence of financial hardship, *eg* proof of benefit, evidence of low household income (usually below £15,276 gross a year) or difficulty in balancing income and expenditure. Help is limited to three courses a year. Ask your local contact or ring 0115 9628400 for an application form.

Multiple course discount (discounted fee)

Full fee payers attending 2 or more courses at the same time will be entitled to a discount on the second or further courses. Full fee is payable for longest course.

Concession A has been withdrawn We will no longer be offering a concession to those receiving any of: Incapacity Benefit, Invalid Care Allowance, Severe Disablement Allowance, Disability Living Allowance and Attendance Allowance. If you receive any of these benefits you can apply to the Region's Learner Support Fund (please see above) for help with course fees if your gross annual household income is less than £15,276.

Eligible income-related benefits:

Please bring evidence of your benefit status to the first class

- ♦ Jobseeker's Allowance (income or contribution based)
- ♦ Income Support
- ♦ Pension Guarantee Credit only
- ♦ Employment and Support Allowance (income-related)
- ♦ Council Tax Benefit (but not Council Tax discounts)
- ♦ Asylum seekers in receipt of a letter from Asylum Support (AS) and who have been in the UK legally for six months
- ♦ Working Tax Credit, with a gross household income below £15,276 a year
- ♦ Housing Benefit
- ♦ If you are an unwaged dependant (as defined by Job Centre Plus) of someone who receives the income-related benefits listed you will not pay a fee