

and the group to be actively involved in your learning

- You may be asked to undertake additional work in your own time to support your learning
- Students will be provided with a folder to store handouts and notes. A notebook would be useful too.

What kind of feedback can I expect from the tutor?

- A range of informal activities will be used by the tutor to see what you are learning which may include quizzes, question and answer, small projects and discussion
- You will have opportunities to discuss your progress with your tutor
- You will be encouraged to share your work with the group and discuss your learning
- You will be encouraged to consider other students work and give your opinions and suggestions
- A file of work will be kept which will help to record your progress
- There will be a number of tasks appropriate to your course such as written work, creating art or craft, video, photography or small projects. Some of these may be marked to help you progress
- Practical tasks, written and verbal feedback from your tutor, completing practice assessments, Internal WEA assessment and student diary.

What else do I need to know? Is there anything I need to bring?

- All materials will be provided
- To improve your ICT skills using Office 2010. Work towards Individual New Clait Units such as File Management and PowerPoint and Improve your Skills on Word Processing techniques 80% minimum attendance is essential.

Pre-course work, reading and information sources

- Essential materials e.g. books and equipment to be provided by the student
- Students will be provided with a folder to store handouts and notes. A notebook would be useful, too.

Possible next steps after this course including career opportunities if appropriate

- Progress to another WEA course
- This course could lead to a range of job opportunities. Follow link to National Careers Service for more details <https://nationalcareersservice.direct.gov.uk/>
- Become involved with the WEA in a range of voluntary work and other activities including campaigning as a WEA member
- Become involved as a volunteer for a WEA partner or another organisation
- You could progress to Higher Education courses. Follow link to the PEARL website for information <http://pearl.open.ac.uk/>
- Access the WEA What Next? booklet here <http://www.wea.org.uk/learn-wea/what-can-i-do-next>
- Level 2 - IT Skills - Word Processing Techniques

You can read about your entitlements and responsibilities as a WEA student in our leaflet, Student Handbook here <http://www.wea.org.uk/learn-wea/student-support> This includes information on fees,

learning support and financial support. As part of your course you accept a Learning Agreement. Full details of the Learning Agreement can be found on our website at <http://www.wea.org.uk/about-us/policies>. This applies to all courses you take in this academic year.

You can enrol online for some courses <http://www.wea.org.uk/learn-wea/course-search> or contact: WEA Support Services, Suite 10B Joseph's Well, Hanover Way, Leeds, West Yorkshire, LS3 1AB
Tel: 0300 303 3464 Email: courseenquiries@wea.org.uk



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