

WEA Course information sheet

2019-20



**Adult Learning
Within Reach**

Course title: Tea and Tech		Course ID: C3744932
Start date: 09/10/2019	End date: 13/11/2019	Day(s)/time(s): Wed 13:00
Number of sessions: 5	Hours per session: 2	Tutor Gillian Futcher
Additional hours:	Online Learning Hours: 0	
Specific funder/partner requirements: Working in partnership with East Surrey College to deliver community adult education.		
Awarding body (if any): Title of qualification to be gained:		Level: Level 1
Fee: £.00 or Free if you are in receipt of an income related benefit (only SFA funded) Accreditation Fee (if applicable):		
Venue: Harvest Community Church, Stubs Hill, Goodwyns Road, Dorking, Surrey, RH4 2QD		
Theme(s): The WEA has four themes it uses for planning its provision. Employability – helping students to get a job or to make progress in their employment Health and Wellbeing – making a positive contribution to their own or others health and wellbeing Community Engagement – encouraging students to be positively involved in their communities Culture – learning about diverse cultures, identities and environments The Theme(s) used in planning your course is/ are: 1. Employability 2.		

Course Aim
The WEA and Clarion Housing are offering informal Tea and Tech sessions where you can come along to build confidence in using Computers, Tablets and Smart Phones and learn skills which are personally useful to you.

Course Description
These informal Tea and Tech sessions are for you to come along to build confidence in using Computers, Tablets and Smart Phones and learn skills which are personally useful to you. Sessions will be tailored to cover topics that you would like to learn about but may include:
Topics include:

- Finding out how technology can help you in your everyday life
- Staying safe online
- Storing document safely
- Searching for suitable jobs on-line

Do I need any particular skills or experience?

What will I achieve?
By the end of the course I will be able to:

1. use IT to make my life easier, e.g. finding information, shopping, paying bills, booking appointments, looking for the best deals, looking for jobs
2. stay safe online
3. decide how and when to use social media, e.g. twitter, Instagram, etc

What teaching methods will be used and will there be work outside of the class?

- The WEA tutor will use a range of different teaching and learning methods and encourage you 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

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

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

- All materials will be provided
- It would be helpful if you had access to the internet (Mobile phone, tablet or computer at home or through a library etc.)
- All equipment will be provided but students are encouraged to bring their own laptops and/or mobile devices if preferred.

Pre-course work, reading and information sources

- No pre reading or pre course work is required

Possible next steps after this course (including career opportunities if appropriate)

- Progress to another WEA course
- Progress to a course with another provider
- 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
- Access the WEA What Next? booklet here <http://www.wea.org.uk/learn-wea/what-can-i-do-next>

Learning with the WEA

WEA courses increasingly make use of the rich variety of educational tools and material available on the internet and from digital devices. The WEA's digital learning platform, Canvas will play an increasing role in all WEA courses to provide resources or support, or to conduct lessons, enable assessment, provide learner feedback and for other activities for individuals away from the course. It is helpful, although not essential if you have access to a computer or smartphone to support your course.

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 our Learning Agreement and Privacy Notice. Full details of the Learning Agreement and privacy notice can be found on our

website at <http://www.wea.org.uk/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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