

<b>Course title:</b> Community Interpreting Information and Study Skills		<b>Course ID:</b> C3128094
<b>Start date:</b> 05/01/2021	<b>End date:</b> 02/02/2021	<b>Day(s)/time(s):</b> Tue 09:30, Wed 09:30
<b>Number of sessions:</b> 9	<b>Hours per session:</b> 1.5	<b>Tutor</b> Chadney Choudhury
<b>Additional hours:</b>	<b>Online Learning Hours:</b> 0	
<b>Specific funder/partner requirements:</b>		
<b>Awarding body (if any):</b> <b>Title of qualification to be gained:</b>		<b>Level:</b> Level 1
<b>Fee:</b> £56.00 or <b>Free</b> if you are in receipt of an income related benefit (only SFA funded) <b>Accreditation Fee</b> (if applicable):		
<b>Venue:</b> Online Learning, Online, ZZ99 9ZZ		
<b>Theme(s):</b> The WEA has four themes it uses for planning its provision. <b>Employability</b> – helping students to get a job or to make progress in their employment <b>Health and Wellbeing</b> – making a positive contribution to their own or others health and wellbeing <b>Community Engagement</b> – encouraging students to be positively involved in their communities <b>Culture</b> – learning about diverse cultures, identities and environments  The Theme(s) used in planning your course is/ are: 1. <b>Employability</b> 2.		

### **Course Aim**

This course is to help you prepare for a Level 1 Community Interpreting course. It will allow you to decide whether you have the relevant skills and basic IT knowledge needed to become a community interpreter.

### **Course Description**

This introductory course will help you decide if community interpreting is for you, and whether you are ready to enrol on to the Level 1 Community Interpreting course. You will be taught about public services and the role of an interpreter. You will be introduced to PowerPoint and Microsoft Publisher which you will use to complete assignments. You will also be asked to do an oral presentation lasting several minutes, so a good level of English is essential.

### **Do I need any particular skills or experience?**

#### **What will I achieve?**

##### **By the end of the course I will be able to:**

1. Recognise how to build a portfolio of evidence using organisational and time management skills.
2. Access a variety of texts from various sources, which I will be able to skim-read and read in depth, and be able to distinguish between reliable and unreliable sources.

3. Use the following skills: note-taking, drafting, understanding plagiarism, writing paragraphs and using Harvard referencing to summarise and present information both verbally and in writing, and present PowerPoint presentations.

4. Demonstrate digital skills to support learning e.g. using search engines, Zoom and WEA's learning platform: Canvas.

5. Identify the next step to my learning, which will include understanding the various related available accredited courses and how to prepare for them.

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

- The WEA's digital learning platform, Canvas will be used to provide resources or to support lessons, enable assessment, provide learner feedback and for other activities for individuals away from the course. If you want to understand more about our digital learning platform please visit: <http://bit.ly/WEAonline>
- 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
- You will be expected to carry out a range of activities in your own time

### **What kind of feedback can I expect from the tutor?**

- You will be able to keep a record of your progress and achievement using photos, audio, text or documents uploaded into the WEA's digital learning platform, WEA Canvas.
- Your tutor will provide written, text and audio feedback recorded in WEA Canvas, WEA's digital learning platform.
- You will be able to keep a digital portfolio of your work on WEA's digital learning platform, Canvas.
- 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 be encouraged to share your work with the group and discuss your learning
- 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

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

- What you need: You will need an internet connection, speakers, a microphone and a webcam so that you can use our video learning platform, Zoom. If you'd like to understand more Zoom please visit: <http://bit.ly/ZoomSpec>
- You will also need access to the internet outside of your sessions. You could do this using a smart phone, tablet, laptop or a desktop computer (at home or through a library etc.).
- You will need a personal email address to join the WEA's digital learning platform, Canvas so that you can receive resources, record your progress and achievement and to work with others and share ideas. If you want to understand more about our digital learning platform please visit: <http://bit.ly/WEAonline>

### **Pre-course work, reading and information sources**

- You will have access to course resources and links to wider learning through the WEA's digital learning platform, Canvas: <http://bit.ly/WEAonline>
- 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

### 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 most 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](mailto:courseenquiries@wea.org.uk)



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