

OPEN DOOR ADULT LEARNING CENTRE
11-13 BIRLEY MOOR CRESCENT
SHEFFIELD
S12 3AS TEL: 0114 2648101



REGISTERED CHARITY No 1124168
COMPANY No 6563619



CHRISTMAS BUFFET & PRESENTATION OF CERTIFICATES

An invitation is given to everyone - including new learners to the centre - to attend our Christmas buffet and presentation events in December 2016 at the centre. Please try to attend as it gives all of us a chance to relax, socialise, enjoy a festive buffet, and for those who wish, to be presented with the certificates they achieved during academic year 2015/16. We will advise you of the actual dates/times in plenty of time for you to schedule these into your diary.

Being a volunteer

We are a charity and value the support of volunteers: be it raising money through various ideas, supporting other learners, distributing leaflets or fund raising.

If you would like to assist us in any way please see any member of staff.

YOUR IDEAS AND HELP ARE ALWAYS VERY MUCH APPRECIATED!!

If you would like this information in a different format , we will make every effort to meet your request. Please ask your tutor.



LEARNER HANDBOOK 2016 - 2017



**OPEN DOOR OFFERS A SAFE
AND COMFORTABLE
LEARNING ENVIRONMENT.**

**WE ARE ALWAYS HAPPY TO
OFFER**

OTHER EMAILS:
terry@opendoor.learn.com
juliel@opendoor.learn.com
angela@opendoor.learn.com

EMAIL: info@opendoor-learn.com
WEBSITE: www.opendoor-learn.com
FACEBOOK: www.facebook.com/opendooradultlearning
FORUM: <http://opendoor.freeforums.net/>

TIMETABLE 2016/2017

Accredited computer classes (IT) include learning from Entry level to level 2 in a workshop environment. Learners work towards formally recognised qualifications to improve their job/career prospects. For anyone not wanting to achieve an IT qualification they can learn at their own pace on a 'social' basis.

Accredited Digital Photography classes will run for 10-15 weeks and learners will be required to work towards a NCFE Level 1 Award in Photography.

Creative Craft classes require everyone to work towards a NCFE Level 1 or 2 Award in Creative Crafts. A range of craft items can be made, subject to agreement with the tutor.

English and Maths classes require learners to work towards nationally recognised Functional Skills qualifications from Entry level to Level 2. If there is sufficient demand we will also offer either Maths or English on a Wednesday evening

We offer a range of 'distance' courses for anyone who would prefer to study at home or blended learning courses for anyone who wants to partly study at home and also attend some classes. Please ask for further details.

| MON | TUES | WEDS | THURS |
|---|--------------------------------------|---|---------------------------|
| 10 - 12 pm IT 9.30 - 12.30 pm CREATIVE CRAFTS | 10 - 12 pm IT & PHOTOGRAPHY | 10 - 12 pm IT & ENGLISH | 10 - 12 pm PHOTOGRAPHY |
| 1 - 3 pm IT | 1 - 3 pm IT | 1 - 3 pm IT & MATHS | Subject to demand |
| | | 6.30 - 8.30 pm IT & MATHS or ENGLISH (Subject to demand) | |

IF THERE IS SUFFICIENT DEMAND ADDITIONAL CLASSES WILL BE ADDED THROUGHOUT THE ACADEMIC YEAR.

TERM DATES ACADEMIC YEAR 2016 - 2017

Autumn Half Term 1

Term starts Monday 26th September 2016 until Thursday 20th October 2016

Half term holiday: Monday 24th October 2016 to Thursday 27th October 2016

Autumn Half Term 2

Term starts Monday 31st October 2016 until Thursday 8th December 2016

Christmas holiday: Monday 12th December 2016 to Thursday 5th January 2017

Please note:

- Christmas buffets and presentation of Certificates to be scheduled for week commencing 5th December*
- The term dates for our Creative craft classes only will vary after the Christmas break, and are subject to agreement with the tutor!*



Spring Half Term 1

Term starts Monday 9th January 2017 until Thursday 9th February 2017

Half term holiday: Monday 13th February 2017 to Thursday 23rd February 2017

Spring Half Term 2

Term starts Monday 27th February 2017 until Thursday 6th April 2017

Easter holiday: Monday 10th April 2017 to Thursday 20th April 2017

Summer Half Term 1

Term starts Monday 24th April 2017 until Thursday 25th May 2017

**May day holiday: 1st May 2017*

Spring Bank Holiday: Monday 29th May 2017 to Thursday 1st June 2017

Summer Half Term 2

Monday 5th June 2017 to Monday 3rd July 2017

HOW TO FIND US

Details and directions of geographical location of Open Door Adult Learning Centre, Sheffield.



If travelling from the south along the M1:

- Take Junction 30, turning LEFT in the direction of Sheffield City Centre.
- Follow the road for approximately 6 miles until you pass the Birley Moor Garden Centre, on your left hand side.
- Shortly after passing the garden centre you arrive at major cross-roads, Super Tram crossing and traffic lights.
- Turn left onto Birley Lane and travel approximately 500 yards.
- Take the second right hand turn which is signposted. If you pass the Fairways public house, and golf course, which is situated on the left, you have missed the turning.
- Our road, Birley Moor Crescent, is almost opposite the pub car park entrance.

We are situated on the right hand side of Birley Moor Crescent, the first building in a short esplanade of shops.

<http://www.streetmap.co.uk/streetmap.dll?GridConvert?name=440252,382966&type=OSGrid> - for GPS co-ordinates for SatNav users (copy and paste into browser please). We are street no's 11/13 and our postcode is S12 3AS.

We are situated on Birley Moor Crescent, in between the Fairways public house and golf course and the old Frecheville Hotel building.

- The no. **8, 8A or 120** buses currently stop near the centre. These are subject change so please check with the bus company.
- If travelling from the city centre by tram you will need the tram showing Halfway (Blue line) and to get off at the Birley Lane tram stop.
- If travelling from Halfway you can catch any tram.

You will need to get off at Birley Lane. Walk down the hill and look for the Birley Moor Road sign to the left (practically opposite the entrance to Fairways Public House carpark entrance. Open Door is on the right – the first building amongst the row of shops.

If travelling by car from the city centre:

- Head towards Mosborough, we are situated at the first right hand turn after Occupation Lane on Birley Moor Road.
- Then the third left (the Frecheville Hotel was on the corner) and approximately 100 yards on the left.

YOUR COURSE

Welcome to Open Door Adult Learning Centre we hope you will enjoy our warm, friendly, supportive learning environment where you will achieve your goals.

- During your first class you will have a thorough induction which will include a presentation showing information about evacuating the building, meeting points, first aid facilities, reporting accidents, ergonomics etc. It is important you pay attention to this presentation for your health and safety and to ensure you don't endanger others around you.
- If you are new to the Centre you will complete a thorough initial assessment using BKSB software you will then have an in-depth discussion with your tutor, and agree suitable targets and end goal(s) before completing your Individual Learning Plan.
- Before enrolling on a course of study at Open Door please ensure that you have the commitment to be able to maintain a minimum of 80% attendance. If you do not complete and/or leave before the end of your course you will be invoiced in full for all costs incurred by the Centre.
- Please ensure you telephone or e-mail the Centre as soon as possible if you are unable to attend your class for any reason.
- Please arrive on time for your class to avoid disruption to your tutor and other learners.
- Any work submitted for assessment must be your own original work and must be given in by the deadlines agreed with your tutor.
- Mobile phones must be switched off or set to silent in class.
- No food or drink should be taken into classrooms.
- Please consider the needs of your fellow learners and not be over-demanding of your tutor's time to the detriment of others.
- Please let us know if you are unhappy or dissatisfied in any way with your course of study, staff or anything about the Centre. We take all your comments seriously and welcome the opportunity to try and sort out any problems for your benefit and other learners. If we are unable to resolve any issues informally our complaints procedure explains the formal process and is available in our reception area, on our website or any of the computers at the Centre
- Open Door does not allow discrimination of any form within the Centre. Furthermore, we do not allow foul, abusive language or behaviour to be used in the Centre.
- If you need additional English or Maths support to help you with your course please see your tutor.
- When using our computers, sewing machine etc. please be aware of your posture and Health & Safety i.e adjust chairs/monitors to the

If you have any questions regarding any of the above please do not hesitate to discuss these with any member of staff.

INTERNET

By prior arrangement, we are happy for you to use our internet facilities for job searching, completing online applications and forms etc.

IN CASE OF FIRE

In case of fire, directly leave the building by the nearest exit and congregate a safe distance away on the opposite side of the road.

DATA PROTECTION

Open Door is registered under the Data Protection Act 1998 to hold information, and to ensure that this information will be kept confidentially.

ULN (Unique Learner Number)

It is a requirement of our funding body, the Skills Funding Agency (SFA), to register all our learners with the Learner Record Service (LRS). For further details of how your data is shared and used by the LRS and how to change who has access to your records please visit: www.learningrecordsservice.org.uk or ask a member of staff.

ACCESS

Open Door offers full access throughout the building for anyone who is physically less able. The following assistive technology is also available: portable hearing loop system, learning materials in large print; large computer screen; specially adapted keyboard and mouse; magnifying sheets; wrist and foot rests.

SUGGESTION BOX

We welcome comments and suggestions about our courses and service, or if you would like to request a course not already offered. For this purpose there is a suggestion box in the main reception area.

TEA, COFFEE & WATER

Is available to ALL learners at a cost of **50p** for hot drinks and **30p** for bottled water. We trust people to put their money in the 'honesty' box provided in the kitchen - if this systems is abused we may regrettably have to withdraw our drinks facilities.

EXAM RESIT, ATTENDANCE

Open Door does not receive any funding to facilitate learners re-taking examinations, or courses, that they previously studied, or if their agreed attendance rate is less than 80%. Before you enrol please ensure you are fully committed to your course of study.

EARLY LEAVERS—ADDITIONAL COSTS

We charge a £30 administration fee plus Awarding Body registration/examination fees (if appropriate) to learners who sign up and start their course, but do not complete.

STAFF

(As at 1st September 2016)

| Name | Position |
|---------------------------|-------------------------|
| Terry McHale | Centre Co-ordinator |
| Julie Linley | Assistant Co-ordinator |
| Angela Crossley | Administration |
| Melanie Keane | Finance Worker |
| Beverley Goodchild | IT Tutor |
| Christine Watt | Functional Skills Tutor |
| Carole Cowley | Craft Tutor |
| Joyce Brown | Domestic Worker |

BOARD MEMBERS

| | |
|----------------------------|--------------|
| Trevor Buckingham | Chair |
| Ray Greaves | Vice Chair |
| Elisabeth Beighton | Treasurer |
| Doreen Walton | Secretary |
| Rosemary Scully | Board member |
| Frances Singleton | Board member |
| Rev Mike Gillingham | Board member |
| Pauline Hughes | Board member |
| Marian Thistlewhite | Board member |
| Keith Willey | Board member |
| Bryan Johnson | Board member |
| Audrey Cutts | Board member |



QUALIFICATIONS WE OFFER



'Open your door to opportunity'

EQUAL OPPORTUNITIES, PREVENT DUTY & SAFEGUARDING

Open Door has a long tradition of being welcoming and valuing people from a wide range of backgrounds. Everyone should feel comfortable in the knowledge that they will be treated with respect when they attend the Centre. This is reflected in our Equal Opportunities, Prevent Duty and Safeguarding policies.

Anyone who uses the Centre must abide by these policies and any behaviour, which breaches policy, will be regarded seriously and may result in exclusion from the Centre. Any issues or concerns should be reported immediately to any member of staff.

Open Door will safeguard all learners by:

- valuing them, listening to them and respecting them
- observing safeguarding guidelines through procedures and a code of behaviour for all staff and volunteers
- sharing information about concerns with other necessary agencies

Open Door actively promotes 'Fundamental British Values' defined as "democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs". If you see or hear anything that could go against these values and/or relate to radicalisation and extremism please discuss your concerns, in confidence, with any member of staff or our designated Protect Duty nominees; Terry McHale or Julie Linley.

POLICIES

Please familiarise yourself with our all policies which are available:

- on our website
- on all our computers
- in the main reception area
- on request

If you require any further information regarding any of our policies and procedures or have any questions please do not hesitate to see your tutor or any member of staff.

Classroom/blended learning courses:

- NOCN Level 1 Award in IT User Skills (ITQ)
- NOCN Levels 1 & 2 Certificate in IT User Skills (ITQ)
- BCS Level 1 Award in IT User Skills ITQ (ECDL Essentials)
- BCS Level 2 Certificate in IT User Skills ITQ (ECDL Extra)
- Certa Entry level Certificate in Progression
- Certa Entry level Award in Work Preparation
- Certa Entry level Certificate in Work Preparation
- NCFE Levels 1 & 2 Award in Creative Craft
- NCFE Level 1 Award in Photography
- NCFE Functional Skills qualifications in Mathematics Entry 3 level to level 2
- NCFE Functional Skills qualifications in English Entry 3 to level 2

Distance learning courses

- NCFE Level 2 Certificate in Awareness of Mental Health Problems
- NCFE Level 2 Certificate in Equality and Diversity
- NCFE Level 2 Certificate in Business and Administration Knowledge

Additional qualifications may be added throughout the academic year, subject to demand.



FEES AND FEE REMISSION

All learners are required to pay a £10 reservation/administration fee.

Accredited course fees (working towards full qualifications) are £75 if paid at the beginning of the course or £30 per term. All learners who are not able to claim fee remission are also responsible for paying their own Awarding Body registration/exam fees. See page 7 for further details. Please note you are not able to claim fee remission if you have previously completed qualifications in the same subject area and at the same or higher level. If unsure please ask!

Social course fees (not working towards qualifications) are £50 per term. NCFE distance learning courses are FREE however, we do ask a refundable deposit of £25 for the workbooks and an amount of £125 is payable if the course is started but not completed.

See below details regarding fee remission. If you wish to claim fee remission please ensure that you bring up-to-date proof of benefit with you at enrolment. We charge a £30 administration fee plus Awarding Body registration/examination fees (if appropriate) to **ALL** learners who sign up and start their course, but do not complete.

| | |
|---|--|
| Job Seekers Allowance (JSA) | You will need to show an up-to-date bank statement showing JSA credit or letter from Job Centre Plus/Benefits. NOT UB40 or signing on book |
| Employment support Allowance (ESA) - WRAG only. Does not apply to contribution based. | You will need to show evidence of income related Employment Support Allowance (WRAG) Work related activity group |
| If you are over 19 and not in paid employment and wanting to enter employment but need the skills training to do so , and in receipt of one of the following: Income Support <ul style="list-style-type: none"> • Housing Benefit • ESA (not WRAG) • JSA (not WRAG) • Council Tax Benefit* • Income support • Personal Independence Payment (previously Disability Living Allowance) | You will need to show evidence of State Benefit at the time of enrolment or within 7 day of enrolment. *Council Tax Benefit does NOT include single person discount |
| If you are between 19 and 23 (on 31 st August) and taking your first full level 2 qualification | You will need to sign a declaration stating that you do not have qualifications equivalent to 5 GCSEs at grade C or higher |
| If you are between 19 and 23 and taking your first full level 3 qualification | You will need to sign a declaration stating that you do not have qualifications equivalent to 2 A levels or higher |
| Our Functional Skills courses are FREE | You must be studying towards a full functional skills qualification and not already hold equivalent or higher qualifications. |

REGISTRATION COSTS

Please note if you are eligible for full fee remission (see page 6) you will not have the following fees to pay unless you are:

- Re-sitting exams
- Registered with an Awarding Body but do not completed your course

BCS

Essentials = £30.00

Extra = £50.00

NCFE Functional Skills Maths & English - FREE for first test. Re-sits £10 each module.

NOCN IT USER SKILLS (ITQ)

Per Individual unit = £20.00

Level 1 Award (9 credits) = £25.00

Level 1 Certificate (13 credits) = £40.00

Level 2 Certificate (16 credits) = £45.00

Certa Certificate in Progression & Award/Certificate in Work Preparation

- Per individual unit = £20.00
- Entry 3 Award - Work preparation only (9 credits) = £33.00
- Entry 3 Certificate (15 credits) = £55.00

Ncfe Award in Creative Crafts

- Level 1 Award (9 credits) = £40.00
- Level 2 Award (10 credits) = £50.00

Ncfe Award in Photography

- Level 1 Award (6 credits) = £25.00

DISTANCE LEARNING COURSES

Ncfe Level 2 Certificate in:

- Awareness of Mental Health Problems
- Equality and Diversity
- Business and Administration Knowledge

We request a £25 refundable deposit for the loan of the workbooks. We also charge a registration/administration fee of £125 to learners who sign up and start these courses but do not complete.

LEARNER SUPPORT FUND

We do not want learners on our courses to be disadvantaged because of the cost. Limited funds are available for those who genuinely need help towards the cost of their learning including childcare, travel, exam fees or other expenses. Please discuss in confidence, with Terry or Julie. Within our available resources we always try our best to help.

