

Welcome to Inspire!

Thank you for enrolling on one of our courses. Whether you're new to Inspire Learning or returning to further develop your skills and interests, we have put together some information to help you make the most of your course. We are a 'Good' learning provider (Ofsted 2023), and our aim is to make your learning experience the best it can be! Our mission is to **Inspire people to read, learn and enjoy culture.**

Contents

What to expect from your course	1
Attending your course	1
Your Learning Journal	2
British Values	3
Information, Advice & Guidance (IAG)	3
If your course is online	4
Don't have access to IT?	4
Support to help you access learning	4
Got something to say?	5



What to expect from your course

During your course you will have the opportunity to learn and practise new skills as well as meeting new people. There will be the chance to ask lots of questions and have a go at new things in a supportive environment. So, to make sure you get the most out of the experience, please feel free to ask your tutor about anything that could help.



Attending your course

To get the most out of your course, it is important to commit to attending as many sessions as possible and to try to arrive on time.

If you miss a session, we will do our best to help you catch up. However, we are aware of the impact that non-attendance can have on your learning and that of others. If low attendance raises a concern that you might not meet your learning outcomes, we reserve the right to withdraw your place on the course and offer it to someone else.

If you are unable to attend your session for any reason, please let us know so we can inform the tutor: email us at learning@inspireculture.org.uk or phone 01623 677 200.

If a session has to be cancelled, we will give you as much notice as possible by contacting you via your phone number and/or email address that you provided on enrolment.

Your Learning Journal

As part of your learning experience with Inspire, it's important not just to attend the course, but also to take a moment to think about what you are learning, how you are learning, and how you can use these skills.

To help with this, each session you and your tutor will look at your learning journal. Your tutor will guide you through this process and help you to think about how the course is going. You will be able to plan how you are going to practise the new skills you are learning and build your confidence.

It is a chance to see your progress, step by step, and know how far you are travelling on your journey of learning.



Safeguarding – Helping you to stay safe

It is very important to us that all our learners and staff feel safe and secure during their Inspire course. If you have any concerns about your own wellbeing or safety, or that of anyone else, in relation to something which you have seen or heard during your course, please discuss it with your course tutor or report it to our designated safeguarding officers. You can do this by emailing: safeguarding.learning@inspireculture.org.uk. Alternatively, you can contact either of the following people directly:

Lead - Michael Reid (he/him) michael.reid@inspireculture.org.uk 07856 779061

Deputy - Nicky Reed (she/her) nicky.reed@inspireculture.org.uk 07468 354307

British Values

We hope that you will feel included and valued on your course. In your sessions, we will consider a series of values judged to underpin the culture of life in Britain today. These values are: democracy, the rule of law, respect and tolerance, and individual liberty.

As the course progresses, you will get the opportunity to talk about what these "British Values" mean to you, wherever you come from, both in relation to your course and your day-to-day life.

Information, Advice & Guidance (IAG)

While you are learning with us, we will offer you high quality and impartial Information, Advice and Guidance (IAG). This is designed to help you decide on your next steps, perhaps in terms of continued learning, towards employment, career development or change, volunteering or activity in your local community.

As well as making information available on our website and leaflets, you will have an opportunity to speak with an IAG advisor – this might be during a visit to your class, or by booking an appointment with an advisor for a discussion.

Your tutor will also be able to help with questions you might have or will direct you to where you might get that information.

If your course is online

All our online courses are live interactive sessions. Therefore, we ask that you keep your camera on so that you can engage with your tutor and other course members.

Most of our online courses work through the Microsoft Teams. There is no need to purchase or download any software, but you will need access to a device with a camera and microphone.

For support on how to use Teams, please read the separate guidance.

If you need any further support to access your course via Teams, please contact us using the details below.

Don't have access to IT?

There are public access PCs in many of our libraries which would allow you to join one of our online courses if you are unable to do so from home. To enquire about booking a computer at your library, please contact us using the details below. (You would need to provide your own headphones and microphone.)

Laptop loans: In some circumstances we may be able to lend you a laptop for your course. This will depend on the type of course and the availability of laptops. To enquire about borrowing a laptop, please contact us using the details at the bottom of the page.

Support to help you access learning

As part of our funding, we can provide support that enables you to access your course.

If you are eligible:

Learner support funding supports you to pay for courses, help with childcare, travel or resource costs.

Learning support funding can give you access to additional learning support whilst in sessions as well as provide any resources that may need to be bought or adapted to help make learning more effective.

If you would like to find out more about either of these, please email us at learning@inspireculture.org.uk or phone 01623 677 200.

Find out more about the courses we offer

We really hope that you enjoy your course – don't forget to complete your course evaluation form at the end to let us know!

Here at Inspire Learning we have a wide variety of courses on offer. If you would like to find out more, please follow this link:

<https://www.inspireculture.org.uk/skills-learning/courses/>

To stay in touch, join us on  @InspireLearningSkills

Or sign up for update emails by completing this [form](#)
(<https://www.inspireculture.org.uk/about-us/inspire-emails/>) or visiting our website.

Got something to say?

Make a Comment, Compliment or Complaint by completing this form:
[Online Comments | Inspire - Culture, Learning, Libraries \(inspireculture.org.uk\)](#).

or contact AskInspire:

Email: ask@inspireculture.org.uk

Phone: 01623 677 200

Write to us:

Inspire HQ
Glaisdale Parkway
Nottingham
NG8 4GP