

To take part on this course you must be aged 19+ and Hertfordshire residents.

Course Title: Foundational Computing	Tutor: Anita	Course Fee: £10.00 Course fees once paid are non-refundable (fees document attached)
Time: 09.30-11.30	Days: Monday	Venue: Watford Women's Centre 83 Market Street, WD18 0PT
Start date: 12/01/2026	End Date: 23/03/2026	Half Term: W.C: 16/02/2026

Learners per Group:

This course will have no more than 14 learners.

How will I learn?

This course is taught face to face.

- ✓ If you do not attend three consecutive sessions and let the team know, your classroom place WILL be offered to someone else.
- ✓ Attendance is important, and we expect you to attend all your lessons. If you are unwell or have an appointment, please make your tutor aware. You will be given work to help you catch up on anything you've missed
- ✓ If you must arrive late or leave early, please ensure your teacher is aware.

This course will teach you to:

- Use MS Word to create, format and save documents with various elements such as text and images
- Insert headers and footers in MS Word documents elements like page numbers, dates and document titles
- Create simple formula and functions in a formatted MS Excel spreadsheet by learners
- Generate simple graphs in MS Excel, such as bar charts and line graphs to represent data

Support:

- If you feel you require further support, please speak to your teacher.

Information Advice & Guidance:

- Once you have completed our course you will have the opportunity to progress. You can arrange to speak to our Careers Advisor who will provide you with impartial, quality assured and up to date information. They can help you with writing your CV, finding employment, or finding further training.
- If you prefer, you can request a volunteer application form to do some voluntary work, or you can enrol on another course.

Potential Progression Routes:

- Further Learning
- Voluntary Work
- Exploring Career Opportunities

Useful Numbers & emails:

WWC: 01923 816229 Courses Mobile: 07508180147

Manager Email: dirin@watfordwomenscentre.org.uk

Careers Advisor Email: smitta@watfordwomenscentre.org.uk

Fees, Charges and Refunds and Data Protection (Education and Training department)



Purpose

We are committed to providing a fair and transparent procedure when dealing with current and prospective learners regarding fees charged and the protection of fees and refunds.

All course fees are published on the website and social media each term and learner's timetable clearly highlight courses funded by Step2Skills, courses which are accredited and courses which are self-funded by learners.

Each learner will receive a Course Information sheet which details the course content, learning objectives, course fee/admin and other terms conditions. The Course Information sheets are also published on the website and social media.

Scope

This document relates to all fees charged to clients for participation in our learning programs, including STEP2SKILLS and Self-Funded courses.

Fees

- Fees and Charges are advised to the learner prior to or at the time of enrolment.
- Payment arrangements are aligned to programs and will vary depending upon factors such as meeting STEP2SKILLS funding criteria and whether the course comes under one of the Self-Funded courses by WWC.
- During enrolments, learners will be made aware of what is available to them, how much the course(s) will cost.

Refunds for all courses:

Once a payment is made to enrol onto course, the learner will not be eligible for a refund.

However, the fee/admin charge can be moved to another available course due to start in the same term, which is at the appropriate learner level.

Refunds due to non-delivery of program:

- Once the Admin fee has been paid, it is not returnable except for the following circumstances:
 - Fees will be refunded in full if the program needs to be cancelled by WWC. For example; lack of enrolments or delivery venues.

Waiving Fees

- The E&T department reserves the right to waive fees in special circumstances. This will be determined by management on an individual basis. In this instance, the course fee would be recorded as a donation on Capsule.

Fee transfer

- Admin fees and Self-Funded course fees are solely transferable to another course within the same term of the same value or a further top up payment may need to be paid.

STEP2SKILLS courses:

- Learners will be asked to show proof of residency in Hertfordshire and a form of ID to enable the E&T department to decide whether the learner meets the funding criteria.

The admin fee of Step2Skill Community Learning courses are as follows:

Table 1

Guided Learning Hours	One off Admin Fee
Up to 20 glh	£10

More than 20 glh	£15
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The Community Learning course fees for non- Hertfordshire residents, or learners who do not meet the funding eligibility determined by Step2Skills are as follows:

Table 2

Guided Learning Hours	Course Fee
Between 10-15 glh	One off Payment £50
20 glh or more	One off Payment £60
My Life Courses	£45 to be paid at the time of enrolment.

Self-funded courses Fee

Any learner can enrol onto self-funded courses as long as the course is at appropriate learner level
The cost of self-funded courses are as follows:

Table 3

Courses	Total Course Fee
5 week courses	£30
10 week courses	£50

Accredited courses:

Learner eligibility for the accredited courses will be checked by staff.

Course price for eligible learners:

Table 4

Each accredited course	For learners eligible for Step2Skills funded accredited courses, there will be a £15 admin fee per course (this will include the cost of certificate issue/cost of exams)
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If the learner is NOT a Hertfordshire resident, or doesn't meet the funding eligibility by STEP2SKILLS and is interested in one of the accredited courses by STEP2SKILLS see the table below:

Table 5

Each accredited course	The course fee for non- Hertfordshire Residents will be half the current cost published by LARS (Learning Aim Reference Service). This will be checked at the time of enrolment. First payment at time of enrolment Second payment by week 2 If full payment is not made, the learner will be asked to leave the course
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Other:

- Fees to be paid at our main office at 83 Market Street WD18 0PT and NOT to be handed to the tutor during lessons. Payments can be made via Bank Transfer.
- We reserve the right to waive the admin fees when we are working in partnership. This will be agreed in advance with the delivery partner.
- A receipt will be issued for all payments. Learners are required to keep a copy of the receipt for their own records, and may be required to produce their receipt in exchange for a re-imbusement or expense claim.

Policies

Please find our other policies on our website:

www.wwcplus.org.uk

[Privacy Notice](#)

[Accessibility Statement 2022](#)