



Community Education  
 Witchford Village College  
 Manor Road, Witchford, CB6 2JA  
[www.witchfordcollege.co.uk](http://www.witchfordcollege.co.uk)  
 Tel: 01353 664468

## Course Information

### Assertiveness

Do you ever say "yes" when you meant to say "no"? Do you ever think that you know *what* assertiveness is but you're not sure how to *be* assertive? This five-week course will help you to begin to identify the differences between passive, aggressive and assertive behaviour patterns through discussions and activities, and to learn some tips and techniques to help you to be assertive in your everyday life.

Target Group	The course is open to anyone who is interested in learning some assertiveness skills for personal use and/or self-development.	
Skills or entry qualification	None	
Programme area	8	
Venue	Witchford Village College	
Start Date	February 2011	
Day of the week	Wednesday	
Time	7.30pm -9.30pm	
No. of Weeks	5	
No. of Terms	N/A	
Learning Outcomes	Students will be able to: <ul style="list-style-type: none"> <li>• Identify the differences between passive, aggressive and assertive thought and behaviour patterns</li> <li>• Recognise passive, aggressive and assertive thought and behaviour patterns in self and others</li> <li>• Identify areas for possible personal change</li> <li>• Learn how to create 'SMART' goals for personal change and self-development</li> </ul>	
How will your progress and success be monitored and recorded?	Students will monitor own progress and success through setting a 'SMART' goal to be worked on at home	
Course Level	Mixed Ability	x
	Pre Entry	
	Level 1	
	Level 2 equivalent to 5 A-Cs GCSE or NVQ2	
	Level 3 equivalent GCE A Level	

Awarding Body	N/A	
External Assessment	By Exam	N/A
	By Coursework or Portfolio	N/A
Assessment fee	N/A	
Tuition Fee	£42.50	
Concessionary fee	£32	
Additional Costs	None	
Requirements for first class	You may want to bring a notebook and pen but all handouts will be provided. The most important thing is to bring yourself and a willingness to participate!	
Progression post achievement		
What else will you have to do	We ask all students to complete an Enrolment form giving your details and it includes specific information for student monitoring by the Learning & Skills Council and is a requirement of entry to the course.	
How do we know if you are happy with your course	We will offer you the opportunity to complete an end of course evaluation, where you can let us have your feedback on the tuition and other elements of your course. We encourage your views as it enables us to improve the courses we offer. You may contact us at other times if you wish.	
What else do we ask of you?	We would like you to let us know if you are unable to turn up to a class or are having any long-term difficulties. We like to know if there is a problem.	
Equalities Statement	WVC operates an Equality of Opportunity policy. We will ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all can access activities. If you have specific needs, which may affect your learning you are entitled to a confidential interview where we can look at the support you require. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour so we building a learning community based on mutual respect and trust.	
Contact Us:	Email <a href="mailto:scook2@witchfordvillage.cambs.sch.uk">scook2@witchfordvillage.cambs.sch.uk</a> Or telephone 01353 664468.	