

CORNWALL ADULT EDUCATION SERVICE  
**Caradon and Newquay**

# Day & Night

## Courses for Spring/Summer 2010



**Valid until  
AUGUST  
2010!**

# Welcome ...

## Caradon Adult Education Centre

Laity House  
Higher Lux Street  
Liskeard, PL14 3DJ  
**Tel: 01579 345384**  
Fax: 01579 344805  
aeliskeard@cornwall.gov.uk

### Office Hours:

Mon - Thurs: 9.00am - 5.00pm  
Friday: 9.00am - 4.00pm

### Learning Support Manager:

Graham Dymond

## Newquay Adult Education Centre

Lanherne House  
Tolcarne Road  
Newquay, TR7 2NQ  
**Tel: 01637 874688**  
Fax: 01637 873377  
aenewquay@cornwall.gov.uk

### Office Hours:

Monday to Thursday 9.00am - 5.00pm

### Learning Support Manager:

Emma Fox

## Link into Learning

**Callington Centre**  
Tel: 01579 383323  
**Liskeard Centre**  
Tel: 01579 346435  
**Newquay Centre**  
Tel: 01637 872527

### Half-term holidays:

Spring 15 - 19 February  
Summer 31 May - 4 June  
May Day 3 May

## How to use this brochure

Courses are listed within subject sections, under 'Qualification' and 'Non-qualification' courses. Each one has a course code which is needed to enrol. CAR denotes Caradon courses; NEW denotes Newquay - please contact the appropriate office to enrol. Where applicable, the exam board and level of the course are shown - please see the table on page 4 for a full explanation.

The day and time of the course, start date, number of sessions, venue, tutor's name and fees are shown. If a course is repeated later in the year or at a different venue, variations

are listed beneath the first entry. Courses carry two enrolment fees, for full details please turn to the section titled 'How much do I pay?'. Qualification course fees include tuition fees and all exam or registration fees as appropriate and represent great value for money.

Any additional items which you may need to purchase, are listed on the respective Course Information Sheet - please read this before you enrol and start your course as it contains important information.

If you need further information, please call us, or visit our web-site at [www.cornwall.gov.uk/adultlearning](http://www.cornwall.gov.uk/adultlearning)

Course title	→	<b>French Language and Culture</b>	
Exam board and level	→	<b>ABC, level 2</b>	
Course code	→	<b>ABC9006</b>	
		<b>Tuesday, 9.30am - 12.15pm</b>	← Day and time of course sessions
Course start date and the number of sessions	→	15 September, 12 sessions	
		<b>Bude - Gregson Centre</b>	← The venue
The tutor	→	Tutor: Jane Smith	
		<b>££37.50 ££5.00</b>	
<hr/>			
These courses run at the same venue, with the same tutor but start later in the year. As the later courses vary in length, the revised fees are shown.		<b>ABC9001</b>	
		25 February, 10 sessions	
		<b>££30.50 ££5.00</b>	
<hr/>			
Some courses include a free taster, opportunity to meet the tutor or require an interview. (see key below)		<b>ABC9002</b>	
		25 May, 11 sessions	
		<b>££33.50 ££5.00</b>	
		<b>Thur 9 Sept, 6.30 - 7.30pm</b>	← Enrolment fees: 'F' is the full fee; 'C' is the concessionary fee. See page 40 for full details.

## Key to symbols

◆ **Full time, level 2 course**

◆ **Full time, level 3 course**

Courses marked with a coloured diamond are full time and may qualify learners for the Adult Learning Grant (ALG) and/or free tuition. Terms and conditions apply so please contact us.



**Taster**

Come along, meet the tutor and 'have a go' before you enrol!



**Information session**

An informal session for you to meet the tutor and discuss the course.



**Interview**

You will have an interview to discuss the level and appropriateness of this course.

# Welcome ... Contents

to the Spring/Summer edition of our Adult Education course brochure which combines all that's on offer during the Spring and Summer terms across Liskeard and Newquay, into one publication so you can choose from a much wider range of courses and training opportunities. We also have brochures covering North Cornwall and Falmouth, Helston and St Ives areas – please visit our website at [www.cornwall.gov.uk/adultlearning](http://www.cornwall.gov.uk/adultlearning) to view the whole of our provision.

If you're not sure where to start, we can offer advice at the end of the telephone and there's support if you have a disability or learning difficulty; you may even be eligible for help with the cost of fees or materials. However, if you don't find what you're looking for, visit our web-site or give us a ring and we will try our best to help.

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Leading learning and skills

# Which level course should I choose?

## Awarding Bodies: Who's who

### ABC

Awarding Body Consortium

### AQA

Assessment and Qualifications Alliance

### BCS

British Computer Society

### BHS

British Horse Society

### CIEH

The Chartered Institute of Environmental Health

### City & Guilds

City and Guilds

### CPCAB

Counselling & Psychotherapy Central Awarding Body

### HSE

Health & Safety Executive

### IAB

International Association of Book keepers

### ILM

Institute for Leadership & Management

### NCFE

formerly Northern Council for Further Education

### OCR

Oxford Cambridge and RSA

### RYA

Royal Yachting Association

**Our courses are grouped in 'Qualification Courses' and 'Non-Qualification Courses'. The levels shown against Qualification Courses fall into The National Qualification Framework (NQF) which sets out the levels at which qualifications are awarded. It is designed to help learners make decisions about the qualifications they need. All awarding bodies use the NQF. If you would like further information about the level of work involved in a class that interests you, please contact the centre and we will be happy to help.**

The courses listed under Non-Qualification Courses are not covered by the NQF and may be described as being either:

- Beginners 1: suitable for those who have never tried the subject or activity before.
- Beginners 2: suitable for Beginners 1 and those who have not practised the subject or activity for some time or who wish to rebuild their confidence.
- Intermediate: suitable for learners who have some subject/activity knowledge or ability and who wish to work at a higher level.
- Advanced: suitable for learners who are confident in the subject or activity.
- Suitable for All: no previous experience is necessary and learners will have mixed abilities and/or a variety of knowledge and skills.

## The National Qualification Framework

Levels	Suitable for	Equivalent to
Entry level	Learners with no formal qualifications who wish to gain basic knowledge and skills relevant to everyday situations	Qualifications are offered at Entry 1, Entry 2 and Entry 3 in a range of subject areas, including Languages, IT and Numeracy.
Level 1	Learners with little or no knowledge of the subject who want an introduction to routine skills or basic information	NVQ 1 ABC level 1 GCSE grades D-G NCFE level 1
Level 2	Learners who want to learn, apply and interpret information about the subject or skill	GCSE grades A*-C NVQ 2 ABC level 2 NOCN level 2
Level 3	Learners who want to explore a subject in detail, with some independent research and reflection of the subject	GCE AS / A2 level NVQ 3 Access to Higher Education
Levels 4-8	Learners who want in-depth knowledge of current issues and how they apply to the wider environment	Professional Certs and Awards Cert of Higher Education Degree and Foundation Degree Diploma in Therapeutic Counselling

# Brush-up your Skills



***'Studying maths at Link into Learning has really helped me to keep my accounts for my new small business.'***

Teresa Buzza



***'I couldn't spell any of these words at work, three months ago, but I can now.'***

David Bonney



***'I came to England from China in 2003. I did not have enough English for life and work. Through Link into Learning, I have passed exams and now I feel very confident – I can do everything by myself.'***

Lei Tong



## **What are Skills for Life courses?**

These are often called Literacy (English) and Numeracy (Maths). Over 3,000 adults across Cornwall are brushing up their reading, writing, spelling, speaking or maths skills every year - you are not alone! Most then get a qualification and many people carry on to learn more.

## **What will they cost me and is it for me?**

Our Skills for Life courses are funded by the government which mean they are all FREE and are aimed at adults who have not studied for a long time or have few or no formal qualifications. You will find like minded people in our centres and our tutors are there to help you gain confidence while you learn.

## **Where are they held?**

We have centres all over Cornwall and all the contact details are on the next page. They are open at different times and you are welcome to pop in to find out more. Alternatively, give the centre a phone for more information.

## **When are the classes held?**

The centres are open at different times during the week and we hope that you will be able to attend at least once a week on a regular basis but talk to us about your own circumstances and we will see what we can do.

## **Have I missed the start date?**

No. The centres can start you at any time during the year - just contact the centre to find out which session will suit you best.

## **Can I work at my own pace?**

Yes. Groups are small which means that you can benefit from the maximum amount of help from the tutors. You will work in a friendly atmosphere at your own speed towards the appropriate national qualification. All our staff are experienced in teaching adults - it's not like school!

## **What can I learn?**

What you learn will be guided by you; our tutors will help you identify those skills you need to develop. You may want to be able to help your kids with their school work, or become more confident with numbers and money. You may want to gain qualifications to get on at work or get back to work. When you arrive in our centres you will have an informal discussion with our staff who will help you identify what your starting point is and which level of course is for you. Some of the options we have are:

## **Fresh Start - English**

Brush up your skills by learning how to spell those difficult words and where to put those full stops and apostrophes. Learn how to write essays, letters, reports, emails, leaflets and application forms - for work, for life or just for interest! You will be encouraged to achieve a national qualification so that you can show employers, your family and yourself what you can do.

## **Introduction to Creative Writing**

Some centres run Creative writing groups which will introduce you using English creatively - explore how to start writing that book or discover the inner poet.

## **Job Seeking Skills**

If you need to get a new job or go for promotion, this is the course for you. Learn how to write an effective job application or CV, prepare for and perform in interviews, and how to search the job market.

## **Fresh Start - Maths**

Brush up on calculations, fractions, decimals and percentages, metric measurement, data and financial records - all of which can help with your personal finances in these tough times. You will be encouraged to achieve a national qualification so that you can show employers, your family and yourself what you can do.

## **Basic Money Management**

Look at budgeting your income and expenditure, saving, understanding and comparing different financial products and the cost of borrowing. Learn how to use a PC to record this information and make calculations

## **ICT / Computing**

Learn how to use a computer whilst brushing up your English or maths skills. Learn how to type documents, look after your computer files, produce posters and leaflets, how to 'surf the net' and email.

NEW - this year you will also be able to work towards a Microsoft qualification alongside your other learning - adding to your skills. The Digital literacy Certificate is a short course that will bring you up to speed with all the changes in the digital world.

At some centres you will be able to take other IT qualifications and really develop those computing skills. These are not free of charge but will help boost your confidence and your CV - contact your nearest centre for more details.

# Brush-up your Skills

## The Centres

Our centres are in a number of different places across Cornwall - feel free to attend whichever is most convenient for you. Alternatively, if there is not a centre near you contact our Development Team on 01726 816550 to find out about Outreach courses that may be running nearby.

## Employers and Community Groups

We also deliver courses in community and workplace venues for community groups and businesses. Any of the courses listed here are available, but we also have experienced teams of tutors who can design new courses specifically tailored to your needs.

If you are interested please contact: For businesses - John Avis. For community groups - Libby Pidcock. Both on 01726 816550

## Link into Learning Centres

CENTRE	ADDRESS	TALK TO	TELEPHONE	SESSION TIMES
<b>Callington</b>	3 New Road, Callington PL17 7BE kathryn.derges@cornwall-acl.ac.uk	Kathryn Derges	01579 383323	Mon - Thurs 9am - 12 noon 1-4pm Fri 9am - 12 noon Mon evening 6 - 9pm
<b>Echo Centre</b>	Barras Place, Liskeard PL14 6AY steve.wells@cornwall-acl.ac.uk	Steve Wells	01579 347836	By referral only
<b>Gunnislake</b>	Oasis Centre, 4 Fore Street, Gunnislake PL18 9BN jane.vernon@cornwall-acl.ac.uk	Jane Vernon	01579 383323 (Callington LiL)	Wed 1 - 4pm
<b>Liskeard</b>	Laity House, Higher Lux Street, Liskeard PL14 3DL helen.brauer@cornwall-acl.ac.uk	Helen Brauer	01579 346435	Mon - Fri 9am - 12 noon 1 - 4pm Mon evening 6 - 9pm
<b>Looe</b>	Looe Library, The Discovery Centre, Millpool Car Park, West Looe PL13 2AF jan.byford@cornwall-acl.ac.uk	Charis Hadland	07973 813722	Thurs 5 - 8pm
<b>Newquay</b>	The Old Sunday School, Chapel Hill, Newquay TR7 1ND john.elliott@cornwall-acl.ac.uk	John Elliott	01637 872527	Mon 9am - 4pm and 5.30 - 8.30pm Tues 9am - 12.30pm Wed 9am - 4pm Thurs 9am - 12 noon Fri 9.30am - 12.30 (ESOL only)
<b>Saltash</b>	6 Fore Street, Saltash PL12 6JL tamson.waller@cornwall-acl.ac.uk	Tamson Waller	01752 847464	Mon - Thurs 9am - 12 noon 12.30 - 3.30pm Mon evening 6 - 9pm
<b>St Austell</b>	1 Savoy Buildings, 27 Truro Road, St Austell PL25 5JE jean.budd@cornwall-acl.ac.uk	Jean Budd	01726 69475	Mon - Thurs 9am - 4pm Wed, Thurs 6 - 9pm Fri 9.30am - 4pm
<b>St Dennis</b>	Clay TAWC, Fore Street, St Dennis PL26 8AF jan.byford@cornwall-acl.ac.uk	Jan Byford	01726 824319 Mobile: 07766 548859	Tues, Thurs 9.30am - 4.30pm
<b>Torpoint</b>	64 - 65 Fore Street, Torpoint PL11 2AB dom.penny@cornwall-acl.ac.uk	Dominic Penny	01752 812122	Mon, Tues, Thurs 9am - 12 noon, 1 - 4pm Fri 9am - 12 noon Tues evening 6 - 9pm

# Access to Higher Education

*Did you leave school early? Miss out on sixth form? Wish you had gone on to do 'A' levels? Well, it's never too late to start afresh and if you are ready to make a commitment to study, then this could be the opportunity you've been looking for! It could change your life!*

*Access to HE (Higher Education) will give you the qualifications you need to enter university or the equivalent. There are different Diploma "pathways" you can choose from, such as specialist combinations of subjects which could lead to careers in Health & Social Care, Nursing or Teaching or a more general Combined Studies pathway. Maths, English, Study Skills and ICT are core to all pathways.*

*Usually studied part-time over one year, the Access Diploma will prepare students for effective study on degrees or similar level courses at HE. What's more, our programmes are on your doorstep and generally planned to fit in with local school timetables, for maximum convenience and accessibility. You may also be eligible for help with travel and childcare costs!*

*By gaining that all important degree or equivalent, the door will be opened to a wide range of professions and further opportunities. Candidate interviews for September 2010 courses commence in January so, what are you waiting for? Call us today to find out how an Access to Higher Education course can get you on the road to success!*

## Courses for Adults In Cornwall



Courses include:-

British Sign Language, Lipreading, Makaton, Braille and a host of general interest courses. Information or brochure - call 01872 320036 or email [cornwalloffice@wea.org.uk](mailto:cornwalloffice@wea.org.uk)



**Do you want want a career in Teaching, Social Work, Youth and Community Work, Public Health, or the Care sector**

**but don't have the right qualifications to apply for a degree?**

***Access can get you there!***

- Study 3 days per week
- No formal entry requirements
- Help with travel costs
- Help with childcare costs
- Apply for the Adult Learners Grant
- No tuition fees



**Call 01579 345384 (Caradon) or 01637 874688 (Newquay) now!**

# Art and Craft

## Qualification courses

Tuition fees for qualification courses are charged at a lower rate than non-qualification courses as it is assumed that learners will take the exam or assessment included. Those who do not will be charged the difference in fees and we regret that exam/registration fees cannot be refunded.

### CARADON AREA

#### Certificate in Creative Craft - Digital Imaging

NCFE, Level 2

CAR9024

Wednesday, 9:30am - 12:30pm

24 February, 18 sessions

Laity House, Liskeard

Tutor: Karen Cooper

F£148.43 C£56.43

📅 3 February, 11.00am – 12.00pm

Develop your skills in digital editing to improve your photographs or create new images using a variety of creative techniques.

#### Certificate in Creative Craft - Textiles

NCFE, Level 2

CAR9026

Monday, 1:00pm – 4.00pm

22 February, 18 sessions

Laity House, Liskeard

Tutor: Wendy Stedman

F£148.43 C£56.43

📅 1 February, 2.00pm – 3.00pm

Develop your creative ideas and explore textile techniques to increase your skills and produce bold/intricate/tactile pieces in this exciting medium.

#### Certificate in Creative Craft - Drawing and Painting

NCFE, Level 2

CAR9029

Thursday, 10:00am - 1:00pm

25 February, 18 sessions

Laity House, Liskeard

Tutor: Julia Dymond

F£148.43 C£56.43

📅 4 February, 11.00am – 12.00pm

Develop your creative ideas and explore media, style and technique to increase your skills and produce a range of confident drawings and paintings.

#### Certificate in Creative Craft - Drawing and Painting

NCFE, Level 2

CAR9032

Friday, 9:30am - 12:30pm

26 February, 18 sessions

St Martins Church Centre, Liskeard

Tutor: Jayne Buchanan

F£155.77 C£63.77

📅 5 February, 10.30am – 11.30am

Develop your creative ideas and explore media, style and technique to increase your skills and produce a range of confident drawings and paintings.

#### Certificate in Creative Craft - Photography

NCFE, Level 2

NEW9032

Friday, 1:30pm - 4:30pm

26 February, 18 sessions

Newquay Adult Education Centre

Tutor: Simon Roff

F£148.43 C£56.43

📅 5 February, 3.30pm - 4.30pm

Develop your creative ideas, increase your technical skills and explore the potential of what you see to create high quality photographic images.

### NEWQUAY AREA

#### Certificate in Creative Craft - Ceramics

NCFE, Level 2

NEW9022

Tuesday, 6:30pm - 9:30pm

23 February, 18 sessions

Treviglas Community College,

Newquay

Tutor: Penny Clifford

F£148.43 C£56.43

📅 2 February, 7.15pm - 8.15pm

Develop your creative ideas and explore ceramic building techniques to increase your skills and produce exciting decorative and/or practical ceramic pieces.

#### Certificate in Creative Craft - Life Drawing

NCFE, Level 2

NEW9028

Friday, 6:30pm - 9:30pm

26 February, 18 sessions

Newquay Adult Education Centre

Tutor: Simon Roff

F£187.45 C£95.45

📅 5 February, 7.30pm - 8.30pm

Working from the model, develop your creativity and explore media and techniques to increase your skills whilst producing confident and exciting life drawing images.

Aged 19 to 90?

Want to talk about art?

Want to meet like minded people in your local area?

Tate St Ives is building a network of *Look Groups* across Cornwall, giving communities an informal opportunity to experience art and share ideas.

**FREE**

To register interest email [carey.harvey@tate.org.uk](mailto:carey.harvey@tate.org.uk) or call 01736 791114

THE LEARNING REVOLUTION **TATE** ST IVES

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01579 345384 / 01637 874688** or visit: [www.cornwall.gov.uk/adultlearning](http://www.cornwall.gov.uk/adultlearning) to receive those which you require.

# Art and Craft

## Non Qualification courses

### **CARADON AREA**

#### **Drawing and Painting with Watercolours - Spring 1** **Beginners 1 & 2** **CAR9124**

**Wednesday, 9:30am - 12:30pm**

6 January, 6 sessions

**Laity House, Liskeard**

*Tutor:* Yvette Wiltshire

**£54.00 £27.00**

A structured course to develop and expand your skills and techniques using a range of exercises and subject matter in your preferred medium.

#### **Drawing and Painting with Watercolours - Spring 2** **Beginners 1 & 2** **CAR9125**

24 February, 6 sessions

#### **Drawing and Painting with Watercolours** **- Summer 1**

**Beginners 1 & 2**

**CAR9126**

**Wednesday, 9:30am - 12:30pm**

21 April, 6 sessions

**Laity House, Liskeard**

*Tutor:* Yvette Wiltshire

**£54.00 £27.00**

A further structured course for beginners and improvers to develop your skills and techniques using a variety of subject matter creating your own style, in a friendly and relaxed atmosphere.

#### **Drawing and Painting with Watercolours** **- Summer 2**

**Beginners 1 & 2**

**CAR9127**

9 June, 6 sessions

#### **An Introduction to Acrylic Painting - Landscapes and Buildings** **Beginners** **CAR9054**

**Tuesday, 7:00pm - 9:00pm**

12 January, 10 sessions

**Liskeard School and Community College**

*Tutor:* Jayne Buchanan

**£60.00 £30.00**

Learn the techniques of working in acrylics in a friendly and relaxed class. Suitable for beginners and those who have worked in other media and would like to try painting landscapes and buildings in acrylics.

#### **An Introduction to Acrylic Painting - Painting People** **Beginners** **CAR9055**

**Tuesday, 7:00pm - 9:00pm**

20 April, 10 sessions

**Liskeard School and Community College**

*Tutor:* Jayne Buchanan

**£60.00 £30.00**

Learn the techniques of working in acrylics in a friendly and relaxed class. Suitable for beginners and those who have worked in other media and would like to try painting people in acrylics.

#### **Dichroic and Fused Glass Jewellery** **Beginners** **CAR9059**

**Thursday, 9:30am - 5:30pm**

3 June, 1 session

**Millennium House, Pensilva**

*Tutor:* Marie Glossop

**£21.00 £10.50**

Learn the basic techniques and create your own unique dichroic and fused glass jewellery items. Materials extra (approx ££20-30).

#### **Drawing Techniques Workshop** **Beginners 1 & 2** **CAR9062**

**Saturday, 9:30am - 4:00pm**

15 May, 1 session

**Laity House, Liskeard**

*Tutor:* Yvette Wiltshire

**£18.00 £9.00**

Enjoy a relaxed one day workshop covering the very basics of drawing

techniques using a variety of drawing equipment to enable you to continue developing your observational and drawing skills.

#### **Drawing and Painting with Water-Soluble Pencils** **Beginners 1 & 2** **CAR9064**

**Saturday, 9:30am - 4:00pm**

6 February, 1 session

**Laity House, Liskeard**

*Tutor:* Yvette Wiltshire

**£18.00 £9.00**

Enjoy a one day workshop in water-soluble pencils which will cover the basic techniques, dry, wet or combined, that can be used to produce a variety of paintings in a friendly atmosphere.

#### **Rivers and Waterfalls in Watercolour Workshop** **Beginners 1 & 2** **CAR9065**

**Saturday, 9:30am - 4.00pm**

12 June, 1 session

**Laity House, Liskeard**

*Tutor:* Yvette Wiltshire

**£18.00 £9.00**

Enjoy a one day workshop developing skills/techniques for painting fast running water, rocks and boulders along a river and waterfall, in a friendly and relaxed atmosphere. Suitable for beginners and improvers.

#### **Flowers in Watercolour** **Beginners 1 & 2** **CAR9066**

**Thursday, 9:30am - 12:30pm**

25 February, 6 sessions

**Laity House, Liskeard**

*Tutor:* Yvette Wiltshire

**£54.00 £27.00**

Develop your skills and techniques for painting flowers, leaves and stems from actual flowers. Relax and enjoy this lovely subject in a friendly atmosphere. Suitable for beginners and improvers.

*Our Course Information Sheets include a full course description, session times and materials list, if appropriate. Please call 01579 345384 / 01637 874688 or visit: [www.cornwall.gov.uk/adultlearning](http://www.cornwall.gov.uk/adultlearning) to receive those which you require.*

# Art and Craft

## Non Qualification courses

### Drawing and Painting - Spring 1

Beginners 1 & 2  
CAR9069

Monday, 9:30am - 12:30pm

4 January, 6 sessions

Laity House, Liskeard

Tutor: Yvette Wiltshire

£54.00 €27.00

Structured courses to develop and expand your skills and techniques using a range of exercises and subject matter in your preferred medium in a friendly, relaxed and enjoyable atmosphere.

### Drawing and Painting - Spring 2

Beginners 1 & 2  
CAR9070

22 February, 6 sessions

### Drawing and Painting - Summer 1

Beginners 1 & 2  
CAR9071

19 April, 5 sessions

£45.00 €22.50

### Drawing and Painting - Summer 2

Beginners 1 & 2  
CAR9072

7 June, 6 sessions

£54.00 €27.00

### Drawing and Painting with Traditional Pen and Ink Workshop 2

Beginners 1 & 2  
CAR9074

Saturday, 9:30am - 4:00pm

27 March, 1 session

Laity House, Liskeard

Tutor: Yvette Wiltshire

£18.00 €9.00

Enjoy a one day workshop introducing a variety of pen and ink drawing techniques, simple pen and wash with watercolour, in a relaxed atmosphere. Suitable for the beginner and improver.

### Drawing and Painting Workshop 2

Beginners 1 & 2  
CAR9078

Saturday, 9:30am - 4:00pm

30 January, 1 session

Laity House, Liskeard

Tutor: Yvette Wiltshire

£18.00 €9.00

Enjoy a one day workshop extending and developing your own creative skills in your preferred medium with guided tuition throughout the day. Other media will be available to try out as well.

### Expressive Landscapes in Oil

Suitable for All  
CAR9080

Monday, 6:15pm - 9:15pm

25 January, 6 sessions

St Annes Church Hall, Gunnislake

Tutor: Colin Pethick

£54.00 €27.00

For beginners and the experienced, this structured course unlocks the myths and shows the ease of producing rich, vibrant landscapes and sky studies in this kind of all painting mediums, oil.

CAR9081

10 May, 6 sessions

### Fabric and Flesh: Painting a Costumed Model

Suitable for All  
CAR9083

Wednesday, 6:15pm - 9:15pm

24 February, 8 sessions

Liskeard School and Community College

Tutor: Colin Pethick

£85.10 €49.10

A comprehensive course on painting the human form in exotic dress. Discover how to render sumptuous fabrics on a sitting model, embracing many techniques used by old masters in oil or acrylic.

CAR9084

Thursday, 6:15pm - 9:15pm

13 May, 8 sessions

### Hello Cushion - Goodbye Shirt

Suitable for All  
CAR9085

Saturday, 10:00am - 4:00pm

16 January, 1 session

Laity House, Liskeard

Tutor: Philippa Hocking

£16.50 €8.25

If you have an old denim shirt with frayed collar/cuffs - turn it into a cushion. Recycle - reuse and have some fun.

### Millinery Workshop 2

Suitable for All  
CAR9087

Saturday, 10:00am - 3:30pm

20 March, 1 session

Millennium House, Pensilva

Tutor: Pauline Millar

£15.00 €7.50

Learn to make a small fabric hat, for a wedding, prom or special occasion.

### Oil and Acrylic: Painting Techniques

Suitable for All  
CAR9089

Wednesday, 6:15pm - 9:15pm

5 May, 10 sessions

Liskeard School and Community College

Tutor: Colin Pethick

£90.00 €45.00

A highly detailed course covering all aspects of oil and acrylic painting methodologies, and genres of creative painting with an award winning Cornish artist.

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01579 345384 / 01637 874688** or visit: **www.cornwall.gov.uk/adultlearning** to receive those which you require.

# Art and Craft

## Non Qualification courses

### Flowers in Pastels

Suitable for All

CAR9093

Thursday, 9:30am - 12:30pm

7 January, 6 sessions

Laity House, Liskeard

Tutor: Yvette Wiltshire

£54.00 £27.00

Whether you're a beginner or improver, develop your skills and techniques for drawing and painting flowers using soft pastels and pastel pencils in an enjoyable, friendly and relaxed atmosphere.

### Pastel Painting

Suitable for All

CAR9094

Thursday, 9:30am - 12:30pm

10 June, 6 sessions

Laity House, Liskeard

Tutor: Yvette Wiltshire

£54.00 £27.00

Whether you're a beginner or improver, develop and expand your skills and techniques using a range of subject matter using soft pastels and pastel pencils in an enjoyable and relaxed atmosphere.

### Trees and Foliage in Pastels

Suitable for All

CAR9095

Thursday, 9:30am - 12:30pm

22 April, 6 sessions

Laity House, Liskeard

Tutor: Yvette Wiltshire

£54.00 £27.00

Whether you're a beginner or improver, develop your skills and techniques painting a variety of trees and foliage pictures using soft pastels and pastel pencils in an enjoyable and relaxed atmosphere.

### Trees, Foliage and Greenery in Pastels Workshop

Suitable for All

CAR9096

Saturday, 9:30am - 4:00pm

6 March, 1 session

Laity House, Liskeard

Tutor: Yvette Wiltshire

£18.00 £9.00

A one day workshop developing skills and techniques for trees, both distant and close up; to include grass, shrubs and greenery in soft pastels in a relaxed and friendly atmosphere.

### Quilt Making

Intermediate

CAR9099

Monday, 7:00pm - 9:00pm

11 January, 5 sessions

Laity House, Liskeard

Tutor: Philippa Hocking

£30.00 £15.00

This course is for those who have completed CAR9097 Patchwork For Beginners or a C&G Level 1 course. You will learn how to make up a small quilt from your samples.

CAR9100

22 February, 5 sessions

### Silver Clay Jewellery

Beginners

CAR9102

Tuesday, 9:30am - 5:30pm

1 June, 1 session

Millennium House, Pensilva

Tutor: Marie Glossop

£21.00 £10.50

Silver clay is an exciting material which has the properties of clay until fired to create 99% pure silver. Learn the basic techniques and create your own unique silver items. Materials extra (approx. £30-£40).

### Sculpture

Beginners 1 & 2

CAR9104

Friday, 10:00am - 12:30pm

26 February, 5 sessions

Laity House, Liskeard

Tutor: Julia Dymond

£42.50 £23.75

An introduction into the basic techniques of sculpture using a variety of media such as wire, clay and stone. Materials extra (approx ££5.00)

### Special Effects: Painting Techniques with Oils

Suitable for All

CAR9106

Saturday, 9:30am - 4:00pm

6 February, 1 session

Liskeard School and Community College

Tutor: Colin Pethick

£18.00 £9.00

Let your imagination run wild in this one day workshop, painting with combs, sponges, rags and cling film, gaining unique mark-making effects in the versatile medium of oil paint.

CAR9107

26 June, 1 session

Laity House, Liskeard

### Watercolours for Beginners Spring 1

Beginners 1

CAR9112

Tuesday, 9:30am - 12:30pm

5 January, 6 sessions

Laity House, Liskeard

Tutor: Yvette Wiltshire

£54.00 £27.00

A structured course for the absolute beginner covering materials, equipment and the basic techniques to produce a painting; you will be guided gently but thoroughly into the world of watercolours.

#### REMEMBER!

Please enrol at least one week before the start of your course

# Art and Craft

## Non Qualification courses

### Watercolours for Beginners Spring 2

Beginners 1  
CAR9113  
23 February, 6 sessions

### Watercolours for Beginners Summer 1

Beginners 1  
CAR9114  
20 April, 6 sessions

### Watercolours for Beginners Summer 2

Beginners 1  
CAR9115  
8 June, 6 sessions

### Watercolours for Improvers Spring 1

Beginners 2  
CAR9118  
Friday, 1:30pm – 4:30pm  
8 January, 5 sessions  
Laity House, Liskeard  
Tutor: Yvette Wiltshire  
F£45.00 C£22.50

A further structured course developing skills/techniques and observation for improvers covering all aspects of watercolour including mixed media using a variety of subject matters, in a friendly and enjoyable atmosphere.

### Watercolours for Improvers Spring 2

Beginners 2  
CAR9119  
26 February, 5 sessions

### Watercolours for Improvers Summer 1

Beginners 2  
CAR9120  
23 April, 5 sessions

### Watercolours for Improvers Summer 2

Beginners 2  
CAR9121  
11 June, 5 sessions

## NEWQUAY AREA

### Art Course for Pleasure Suitable for All NEW9037

Tuesday, 11:00am - 1:30pm  
2 February, 8 sessions  
St Columb Minor Church Hall  
Tutor: Zowie Keating  
F£60.00 C£30.00  
This course is for beginners and the experienced alike. A step by step course in drawing and painting enabling you to build on your chosen subject.

NEW9038  
4 May, 8 sessions

### Botanical Illustration Stage 1 and 2

Beginners 1 & 2  
NEW9040  
Saturday, 10:30am – 4:00pm  
6 & 13 March, 2 sessions

St Columb Minor Church Hall  
Tutor: Zowie Keating  
F£30.00 C£15.00  
A two session Saturday workshop. Delight in starting to see the beauty of plants and flowers through close observational drawing, perspective, composition and colour. Patience and enthusiasm essential!

NEW9041  
2 sessions  
29 May, session 1  
19 June, session 2

### Flower Painting for Pleasure Suitable for All NEW9043

Tuesday, 2:00pm - 4:00pm  
2 February, 8 sessions  
St Columb Minor Church Hall  
Tutor: Zowie Keating  
F£48.00 C£24.00  
For beginners and experienced alike. The delight of drawing, and painting flowers is very relaxing. Exploring drawing, brushwork, colour mixing and washes.

NEW9044  
4 May, 8 sessions

### Painting on China Suitable for All NEW9050

Wednesday, 10:00am - 12:00pm  
20 January, 8 sessions  
St Columb Minor Church Hall  
Tutor: Joan Whatling  
F£48.00 C£24.00  
An adaptable art for all abilities and tastes. More forgiving than other forms of painting; freehand drawing useful but not a requirement. Novice or experienced you can create artwork for use or sale.

NEW9051  
Wednesday, 1:30pm - 3:30pm  
20 January, 8 sessions

### Unique Chic Suitable for All NEW9052

Saturday, 1.00pm – 4.00pm  
10 April, 5 sessions  
Newquay Adult Education Centre  
Tutor: Amy Kate Walden  
F£45.00 C£22.50  
Learn how to customise your wardrobe and create your own unique look. Restyle or embellish your favourite clothes or recycle fabrics into new garments, bags & accessories. Sewing skills useful.

**REMEMBER!**  
Please enrol at least  
one week before the start  
of your course

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01579 345384 / 01637 874688** or visit: **www.cornwall.gov.uk/adultlearning** to receive those which you require.

# Business, Career and Personal Development

## Qualification courses

Tuition fees for qualification courses are charged at a lower rate than non-qualification courses as it is assumed that learners will take the exam or assessment included. Those who do not will be charged the difference in fees and we regret that exam/registration fees cannot be refunded.

### **CARADON AREA**

#### **Award in Starting Your Own Business**

**ILM, Level 3  
CAR9153**

**Monday & Wednesday,  
7:00pm – 9.15pm**

11 January, 20 sessions

**Callington Community College**

Tutor: Sheridan Scott

**£106.50 £35.00**

**4 January, 7:00pm - 8:00pm**

The ILM Level 3 Award in Starting Your own Business aims to provide candidates with the essential knowledge and skills required by those starting their own business/enterprise, or a discreet business unit within a larger organisation. This could include a social enterprise, charity or cooperative.

You will develop the skills to analyse your business idea, assess whether running your own business will suit you and how to research your business market.

#### **Bookkeeping and Accounts**

**C&G Level 2  
CAR9155**

**Wednesday, 7:00pm - 9:30pm**

6 January, 12 sessions

**Liskeard School & Community College**

Tutor: Sharon Holman

**£75.75 £29.75**

The level 2 course enables candidates to further develop the introductory book-keeping practices and processes studied at level 1 to enable students to adjust ledger accounts to take account of activities at the trial balance date which affect the production of an accurate trading, profit and loss account and balance sheet.

#### **Award in Food Safety in the Catering Industry**

**CIEH, Level 2  
CAR9157**

**Monday, 9:30am - 5:00pm**

1 March, 1 session

**Laity House, Liskeard**

**£49.30 £49.30**

This is the basic minimum requirement for anyone directly or indirectly involved with open or wrapped food or beverage from chefs to bar staff.

#### **Award in Food Safety in the Catering Industry**

**CIEH, Level 2  
CAR9158**

10 May, 1 session

#### **Preparing to Teach in the Lifelong Learning Sector**

**C&G, Level 3  
CAR9159**

**Wednesday, 6:30pm - 9:00pm**

24 February, 16 sessions

**Laity House, Liskeard**

Tutor: Chloe Hale

**£145.50 £67.25**

This is a new entry award for those who are experienced/qualified in their subject specialism and wish to become teachers/trainers/tutors in the Lifelong Learning Sector.

#### **Certificate in Teaching in the Lifelong Learning Sector**

**C&G, Level 3  
CAR9160**

**Thursday, 1:00pm - 4:00pm**

25 February, 20 sessions

**Laity House, Liskeard**

Tutor: Chloe Hale

**£245.73 £135.39**

Part of the new suite of qualifications for City & Guilds that enables those qualified in their subject specialism to apply for the status of Associate Tutor with the Institute for Learning

#### **First Aid at Work**

**HSE approved, Level 2  
CAR9162**

**Thurs, Fri & Mon, 9:30am - 4:30pm**

14 January, 3 sessions

**Millennium House, Pensilva**

Tutor: Ann Tomkinson

**£135.00 £135.00**

This qualification is recognised by the HSE to fulfil the Health and Safety (First Aid) Regulations 1981. Certificate lasts for 3 years.

**Have you thought about becoming a Teaching Assistant in the Schools Sector or are you a TA already and wish to become qualified?**

The Certificate in Supporting Teaching and Learning in Schools or the vocational NVQ programme of study if you are already in work, could be the answer!

**For details of courses we can offer and information for schools, please contact:**  
**HANNAH HOPKINS**  
**hhopkins1@btinternet.com**  
**07734 420929**  
**RAE PUGH**  
**rae.pugh@cornwall-acl.ac.uk**  
**07973 813724**

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01579 345384 / 01637 874688** or visit: **www.cornwall.gov.uk/adultlearning** to receive those which you require.

# Business, Career and Personal Development

## Qualification courses

Tuition fees for qualification courses are charged at a lower rate than non-qualification courses as it is assumed that learners will take the exam or assessment included. Those who do not will be charged the difference in fees and we regret that exam/registration fees cannot be refunded.

### First Aid at Work

CAR9163

Wed, Thurs & Fri, 9:30am - 4:30pm

24 March, 3 sessions

### First Aid at Work

CAR9164

Monday, 9:30am - 4:30pm

14 June, 3 sessions

### First Aid at Work

#### Requalification

HSE approved, Level 2

CAR9166

Wednesday & Thursday,

9:30am - 4:30pm

17 March, 2 sessions

Millennium House, Pensilva

Tutor: Ann Tomkinson

F£95.00 C£95.00

Bring your First Aid at Work certificate up to date to comply with Health and Safety (First-Aid) Regulations 1981.

### First Aid at Work

#### Requalification

HSE approved, Level 2

CAR9167

16 June, 2 sessions

### Emergency First Aid at Work

HSE approved

CAR9169

Monday, 9:30am - 4:30pm

1 February, 1 session

Millennium House, Pensilva

Tutor: Ann Tomkinson

F£36.00 C£36.00

For those interested in gaining a recognised first aid qualification to feel competent as the Appointed person in the workplace. Certificate valid for 3 years.

### Emergency First Aid at Work

CAR9170

Friday, 9:30am - 4:30pm

12 March, 1 session

### Emergency First Aid at Work

CAR9171

Wednesday, 9:30am - 4:30pm

12 May, 1 session

### Emergency First Aid at Work

CAR9172

Monday, 9:30am - 4:30pm

5 July, 1 session

### Paediatric First Aid

HSE Approved

CAR9174

Thursday & Friday, 9:30am - 4:30pm

11 February, 2 sessions

Millennium House, Pensilva

Tutor: Ann Tomkinson

F£66.00 C£66.00

For parents and anyone with a role in child care at work - take this recognised First Aid qualification and be equipped to assist at home and at work.

### Paediatric First Aid

CAR9175

Wednesday & Thursday,

9:30am - 4:30pm

21 April, 2 sessions

### Paediatric First Aid

CAR9176

Thursday & Friday, 9:30am - 4:30pm

1 July, 2 sessions

## NEWQUAY AREA

### Bookkeeping and Accounts

City & Guilds, Level 2

NEW9155

Wednesday, 6:30pm - 9:00pm

6 January, 12 sessions

Treviglas Community College,  
Newquay

Tutor: Lindsay Geach

F£75.75 C£29.75

The level 2 course enables candidates to further develop the introductory book-keeping practices and processes studied at level 1 to enable students to adjust ledger accounts to take account of activities at the trial balance date which affect the production of an accurate trading, profit and loss account and balance sheet.

### Bookkeeping and Accounts

City & Guilds, Level 3

NEW9159

Wednesday, 6:30pm - 9:00pm

21 April, 12 sessions

Treviglas Community College,  
Newquay

Tutor: Lindsay Geach

F£127.00 C£30.00

The level 3 award in accounting and book-keeping enables candidates to further develop the practices and processes studied at level 1 and 2 to enable candidates to record and interpret financial transactions up to and including final accounts.

### Computerised and Manual

#### Bookkeeping Level 2

IAB, Level 2

NEW9156

Thursday, 1:30pm - 4:30pm

25 February, 21 sessions

Newquay Adult Education Centre

Tutor: Lindsay Geach

F£167.85 C£70.75

This course is designed for students wishing to enter into the accountancy environment by studying for 2 qualifications in book-keeping - one manual and one computerised. Ideally you will have progressed from the level 1 course or have existing qualifications at that level. You will cover VAT calculations, account for payroll and work towards preparing a trial balance.

**Our fees include  
all tuition, registration and exam  
fees where applicable**

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01579 345384 / 01637 874688** or visit: **www.cornwall.gov.uk/adultlearning** to receive those which you require.

# Business, Career and Personal Development

## Qualification courses

Tuition fees for qualification courses are charged at a lower rate than non-qualification courses as it is assumed that learners will take the exam or assessment included. Those who do not will be charged the difference in fees and we regret that exam/registration fees cannot be refunded.

### Payroll Administration using SAGE

IAB, Level 2

NEW9154

Thursday, 9:30am - 12:30pm

11 February, 15 sessions

Newquay Adult Education Centre

Tutor: Lindsay Geach

F£165.95 C£103.45

 4 February, 7.00pm

This IAB Level 2 Certificate is specifically designed to appeal to those aspiring to become professional payroll processor. Using SAGE, the course will cover tax code and legislative changes and/or implications; changes in employee status; one of SSP,SMP,SPP and SAP (basic calculations only); and calculations of net pay.

### First Aid at Work

HSE approved, Level 2

NEW9178

Wednesday, Thursday & Friday

9:30am – 4:30pm

17 March, 3 sessions

Venue TBC

Tutor: TBC

F£135.00 C£135.00

This qualification is recognised by the HSE to fulfil the Health and Safety (First-Aid) Regulations 1981. Certificates last for 3 years.

### Emergency First Aid at Work

Level 1

NEW9176

Monday, 9:30am – 4.30pm

22 March, 1 session

Venue TBC

Tutor: TBC

F£36.00 C£36.00

For those interested in gaining a recognised first aid qualification to feel competent as the Appointed person in the workplace. Certificate valid for 3 years

NEW9177

24 May, 1 session

### Paediatric First Aid

Level 1

NEW9175

Saturday, 10:00am – 4:30pm

20 February, 2 sessions

Venue TBC

Tutor: TBC

F£60.00 C£60.00

For parents and anyone with a role in childcare at work - take this recognised First Aid qualification and be equipped to assist at home and at work.

NEW9179

Monday, 10:00am – 4:30pm

7 June, 2 sessions

**REMEMBER!**  
Please enrol at least  
one week before the start  
of your course

## The training YOU want where you want it - when you want it

Quality training courses to boost your skills and develop your career



### NVQs on offer include:

Advice and Guidance Level 3  
Business and Administration Levels 1, 2 & 3  
Child Care Learning and Development Levels 2 & 3  
Customer Service Levels 2 & 3  
Health and Social Care Levels 2 & 3  
Hospitality Levels 2 & 3  
ITQ Levels 1, 2 & 3  
Management Levels 2 & 3  
Youth Work Levels 2 & 3

### Other Courses

- Customer Care
- First Aid
- Health and Safety
- Personal Finance
- Food Safety
- Skills for Life

For further information and news of forthcoming qualifications, contact:

John Avis: 01726 816550 email: john.avis@cornwall-acl.ac.uk

*Working with employers in Cornwall - linking the development of their people to the success of their business.*

# Business, Career and Personal Development

## Non Qualification courses

### **CARADON AREA**

#### **Credit Crunch Marketing**

Suitable for All

**CAR9179**

**Saturday, 9:30am - 2:30pm**

27 February, 2 sessions

**Laity House, Liskeard**

*Tutor:* Sheridan Scott

**F£30.00 C£15.00**

Look at ways of beating the credit crunch with a range of marketing tools. Make sure you are getting the customers you need by promoting your business effectively.

#### **Business French**

Beginners

**CAR9458**

**Saturday, 10:00am - 12:30pm**

16 January, 5 sessions

**Liskeard School and Community College**

*Tutor:* Lisa Crosswood

**F£ 49.50 C£24.75**

An invaluable introduction to French for beginners who would like to communicate in simple terms in some business situations. A mixed media course run over alternate Saturday mornings with some on-line support between sessions. Please enquire for session dates.

#### **Business Spanish**

Beginners

**CAR9459**

**Saturday, 10:00am - 12:30pm**

15 May, 5 sessions

**Liskeard School and Community College**

*Tutor:* Lisa Crosswood

**F£49.50 C£24.75**

An invaluable introduction to Spanish for beginners who would like to communicate in simple terms in some business situations. A mixed media course run over alternate Saturday mornings with some on-line support between sessions. Please enquire for session dates.

### **NEWQUAY AREA**

#### **Managing Stress in the Workplace**

Suitable for All

**NEW9167**

**Saturday & Sunday, 9:30am - 2:30pm**

6 and 7 March, 2 sessions

**Newquay Adult Education Centre**

**F£30.00 C£15.00**

In difficult times it is important to manage levels of stress. Learn how to recognise stress in yourself and others and how to work with it, not against it.

#### **Introduction to SAGE**

Accounts

Suitable for All

**NEW9169**

**Saturday, 9:30am - 2:30pm**

27 February, 2 sessions

**Newquay Adult Education Centre**

*Tutor:* Lindsay Geach

**F£30.00 C£15.00**

This two day workshop will introduce you to using SAGE for accountancy purposes. Using SAGE Line 50 you will explore the day to day financial procedures you can do with this software.

#### **Payroll Year End procedures using SAGE**

Suitable for All

**NEW9170**

**Saturday, 9:30am - 2:30pm**

6 February, 2 sessions

**Newquay Adult Education Centre**

*Tutor:* Lindsay Geach

**F£30.00 C£15.00**

Prepare for the payroll year end - learn how to run the various processes and procedures you need to complete the Year End work in SAGE - you will ideally have attended the introduction to SAGE course or have some experience of the software.

**REMEMBER!**  
**Please enrol at least  
one week before the start  
of your course**

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01579 345384 / 01637 874688** or visit: **[www.cornwall.gov.uk/adultlearning](http://www.cornwall.gov.uk/adultlearning)** to receive those which you require.

# Are you thinking of teaching or training in the Adult Sector?

**ATLS- Associate Teacher Learning & Skills**  
**QTLS- Qualified Teacher Learning & Skills**  
**City & Guilds suite of qualifications**

## **Preparing to Teach in the Lifelong Learning Sector (PTLLS)**

(No teaching practice is required) 12 to 14 weeks, Levels 3/4

**F£145.50 C£67.25**

## **Certificate in Teaching in the Lifelong Learning Sector (CTLLS)** (Teaching practice

required and PTLLS/equivalent required)

24 to 26 weeks, Levels 3/4

**F245.73 C£135.39**

*Allows you to apply for ATLS Status*

## **Diploma in Teaching in the Lifelong Learning Sector (DTLLS)**

(Teaching practice required and PTLLS/equivalent required)

Runs over 2 years depending on previous qualifications

**F£630 per annum** (Grant funding may be available but conditions apply)

**C£345 per annum**

### **Additional Diploma (ESOL)**

(Specialist teaching practice and DTLLS/Cert Ed/PGCE required)

**F£630.00 C£346.50**

### **Additional Diploma (Literacy)**

(Specialist Teaching practice and DTLLS/Cert Ed/PGCE required)

**F£630.00\* C£346.50**

### **Additional Diploma (Numeracy)**

(Specialist Teaching practice and DTLLS/Cert Ed/PGCE required)

**F£630.00** Grant funding may be available but conditions apply) **C£346.50**

***We have a rolling programme of delivery for the PTLLS each term - please contact us for details***

***We deliver courses at venues right across the county***

***We also offer bespoke courses for organisations and employers***

*To enrol, seek information about courses, or details of bespoke or specialist programmes and availability, please contact Rae Pugh  
rae.pugh@cornwall-acl.ac.uk 07973 813724*

# Complementary Health and Care

## Qualification courses

Tuition fees for qualification courses are charged at a lower rate than non-qualification courses as it is assumed that learners will take the exam or assessment included. Those who do not will be charged the difference in fees and we regret that exam/registration fees cannot be refunded.

### **CARADON AREA**

#### **Certificate in Drug Awareness**

**NCFE, Level 1  
CAR9201**

**Monday, 9:00am - 3:30pm**

18 January, 1 session

**Laity House, Liskeard**

*Tutor:* Tyler Bennetts

**F£42.23 C£31.93**

This certificate is an ideal short course for learners who have an interest in raising their awareness and understanding of drug use in our society. This course could be particularly relevant to those working in the voluntary or care sector.

#### **CAR9202**

**Saturday, 10:00am - 4:30pm**

20 February, 1 session

#### **CAR9203**

**Saturday, 10:00am - 4:30pm**

8 May, 1 session

#### **CAR9204**

**Monday, 6:00pm - 9:00pm**

7 June, 2 sessions

#### **Certificate in Counselling Skills**

**CPCAB, Level 2  
CAR9207**

**Tuesday, 6:15pm - 9:15pm**

5 January, 27 sessions

**Laity House, Liskeard**

*Tutor:* TBC

**F£272.54 C£134.54**

An invaluable qualification which can be put to use in a wide variety of situations, including social work and voluntary work.

#### **CAR9208**

**Friday, 9:15am - 2:45pm**

15 January, 18 sessions

**Laity House, Liskeard**

*Tutor:* Tyler Bennetts

### **NEWQUAY AREA**

#### **Certificate in Counselling Skills**

**CPCAB, Level 2  
NEW9203**

**Tuesday, 6:00pm - 9:00pm**

12 January, 10 sessions

**Saturday, 10:00am - 4:30pm**

16 January, 10 sessions

**Newquay Adult Education Centre**

*Tutor:* Rosina Moore

**F£272.54 C£134.54**



An invaluable qualification which can be put to use in a wide variety of situations, including social work and voluntary work.

#### **Certificate in Counselling Studies**

**CPCAB, Level 3  
NEW9202**

**Tuesday, 6:00pm - 9:00pm**

27 April, 10 sessions

**Saturday, 10:00am - 4:30pm**

1 May, 10 sessions

**Newquay Adult Education Centre**

*Tutor:* Rosina Moore

**F£272.54 C£134.54**



The final qualification needed before undertaking workplace experience as part of training to become a counsellor.

#### **Certificate in Drug Awareness**

**NCFE, Level 1  
NEW9205**

**Saturday, 9:30am - 3:30pm**

13 March, 1 session

**Newquay Adult Education Centre**

*Tutor:* Tyler Bennetts

**F£42.23 C£31.93**

This certificate is an ideal short course for learners who have an interest in raising their awareness and understanding of drug use in our society. This course could be particularly relevant to those working in the voluntary or care sector.

#### **NEW9206**

**Friday, 9:30am - 3:30pm**

21 May, 1 session

#### **Diploma in Anatomy and Physiology**

**ITEC, Level 3  
NEW9207**

**Monday, 1:00pm - 3:30pm**

4 January, 20 sessions

**Newquay Adult Education Centre**

*Tutor:* Gillian Grant

**F£152.51 C£75.71**



This course serves as a foundation level course for subject areas such as Reflexology, Indian Head Massage and Reiki at Diploma level.

#### **Diploma in Indian Head Massage**

**ITEC, Level 3  
NEW9208**

**Thursday, 6:00pm - 8:30pm**

14 January, 20 sessions

**Newquay Adult Education Centre**

**F£159.51 C£84.51**

Massage for the head and neck areas to promote relaxation, relieve stress and muscle tension and to improve blood flow to the head and neck.

**Advice, Guidance & Support**  
**Not sure which course is best for you?**  
**Just call us to discuss any concerns**  
**you might have**

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01579 345384 / 01637 874688** or visit: **www.cornwall.gov.uk/adultlearning** to receive those which you require.

# Complementary Health and Care

## Non Qualification courses

### **CARADON AREA**

#### **Child Protection Awareness Workshop**

Suitable for All  
**CAR9213**

**Saturday, 9:30am - 4:30pm**

16 January, 1 session

**Laity House, Liskeard**

*Tutor:* Judith Baker

**F£19.50 C£9.75**

This course will be of interest to anyone working with, or wishing to work with children and young people.

#### **Introduction to Thai Foot Massage Workshop**

Beginners  
**CAR9215**

**Thursday, 10:00am - 4:00pm**

25 February, 1 session

**St Martins Church Centre, Liskeard**

*Tutor:* Marie O'Connor

**F£16.50 C£8.25**

Learn the basic techniques used in the Ancient Art of Thai Foot Massage for use on family and friends.

#### **CAR9216**

**Friday, 10:00am - 4:00pm**

9 July, 1 session

**St Martins Church Centre, Liskeard**

#### **Introduction to Thai Massage Workshop**

Beginners  
**CAR9218**

**Thursday, 10:00am - 4:00pm**

21 January, 1 session

**St Martins Church Centre, Liskeard**

*Tutor:* Marie O'Connor

**F£16.50 C£8.25**

Learn the basic techniques used in the Ancient Art of Thai Massage for use on family and friends.

#### **CAR9219**

**Friday, 10:00am - 4:00pm**

28 May, 1 session

**St Martins Church Centre, Liskeard**

### **NEWQUAY AREA**

#### **Child Protection Awareness Workshop**

Suitable for All  
**NEW9212**

**Saturday, 9:30am - 4:30pm**

13 February, 1 session

**Newquay - Newquay Adult Education Centre**

*Tutor:* Judith Baker

**F£19.50 C£9.75**

This course will be of interest to anyone working with or wishing to work with, children and young people

#### **NEW9213**

8 May, 1 session

#### **Introduction to Thai Massage Workshop**

Suitable for All  
**NEW9216**

**Tuesday, 10:00am - 4:00pm**

12 January, 1 session

**Venue TBC**

*Tutor:* Marie O'Connor

**F£16.50 C£8.25**

Learn the basic techniques used in the Ancient Art of Thai Massage for use on family and friends

#### **NEW9217**

**Friday, 10:00am - 4:00pm**

14 May, 1 session

**Venue TBC**

#### **Thai Massage and Thai Foot Massage**

Suitable for All  
**NEW9219**

**Wednesday, 6:00pm - 9:00pm**

13 January, 10 sessions

**Venue TBC**

*Tutor:* Marie O'Connor

**F£90.00 C£45.00**

Learn and practice the Ancient Art of Thai Massage and Thai Foot Massage for use on family and friends; gain a good understanding of the techniques and benefits that it can offer to health and well-being

#### **NEW9220**

28 April, 10 sessions

**Venue TBC**

#### **Introduction to Thai Foot Massage Workshop**

Beginners  
**NEW9222**

**Tuesday, 10:00am - 4:00pm**

16 March, 1 session

**Venue TBC**

*Tutor:* Marie O'Connor

**F£16.50 C£8.25**

Learn the basic techniques used in the Ancient Art of Thai Massage for use on family and friends

#### **NEW9223**

**Friday, 10:00am - 4:00pm**

2 July, 1 session

**Venue TBC**

**One-day workshops**  
**Check the Course Information Sheet**  
**to ensure you get the most**  
**from your course!**

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01579 345384 / 01637 874688** or visit: **www.cornwall.gov.uk/adultlearning** to receive those which you require.

We design  
tailor made courses  
to meet your needs  
including:

Creative Writing



Committee Skills



Develop Your Potential



Family History



Money Management



Computers Plus English



Computers Plus Maths



Financial Literacy



Move on with Maths



Move on with English

# Free courses for Community Groups and Organisations

Your group will have

- a course designed for you
- a venue of your choice and a time to suit you
- experienced tutors and quality resources including laptops
- free registration for the new qualifications for adults in English and maths

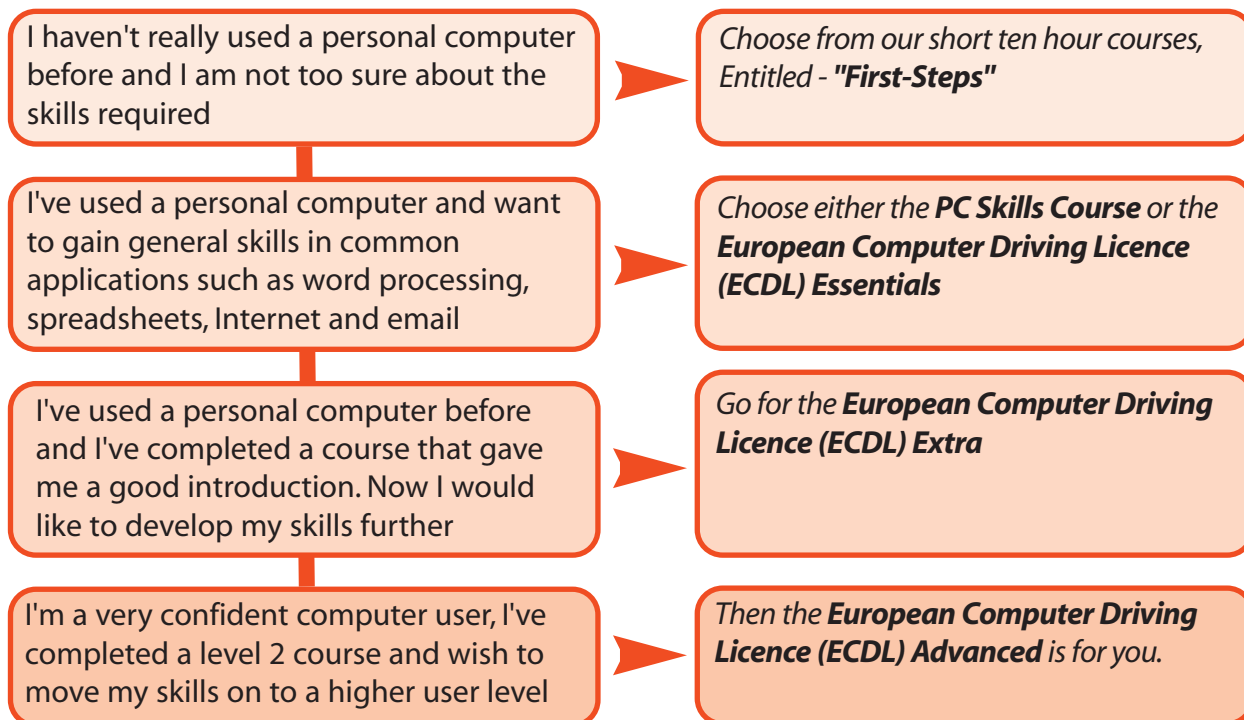
We have worked with community groups, residents' associations, sports' clubs, U3A, local and national charities, mental health groups, parish and district councils.

To discuss the needs of your organisation contact:

**Libby Pidcock,**  
**Skills for Life Development Manager,**  
**01726 816550**  
**[libby.pidcock@cornwall-acl.ac.uk](mailto:libby.pidcock@cornwall-acl.ac.uk)**

# Computing and Technology

## What level course should I choose?



If you are still unsure about which level you should choose, you can contact the course tutor via the Centre office or visit [www.cornwall-acl.ac.uk](http://www.cornwall-acl.ac.uk) and try the short on-line test.

LEVEL ONE PC SKILLS		
A practical IT course for those wanting to learn all the basics - a complete introduction to computers and their uses.		
Level	1	To achieve this award you will show that you can send emails, create a poster and produce graphs etc - ideal for the new computer user.
Guided Learning Hours	36	
EUROPEAN COMPUTER DRIVING LICENCE: Essentials		
A Level 1 course for those who wish to develop their computing skills and gain qualifications in the use of IT.		
Level	1	Examinations are taken at the end of the three modules; IT User Fundamentals, Using Email and The Internet, Security for IT Users.
Guided Learning Hours	65	
EUROPEAN COMPUTER DRIVING LICENCE: Extra		
The new, updated Full Level 2 ECDL qualification that develops IT competence for career enhancement or training.		
Level	2	Examinations are taken at the end of the four modules; Word Processing, Spreadsheet Software, Presentation Software, Improving Productivity using IT.
Guided Learning Hours	120	
EUROPEAN COMPUTER DRIVING LICENCE: Extra (FastTrack)		
Level	2	ECDL Extra - Examinations are taken at the end of the four modules; Word Processing, Spreadsheet Software, Presentation Software, Improving Productivity using IT.
Guided Learning Hours	95	
EUROPEAN COMPUTER DRIVING LICENCE: Advanced		
Level	3	Examinations are taken at the end of each of Five modules; Word Processing, Spreadsheets, Databases, Presentations and Improving Productivity using IT.
Guided Learning Hours	160	

# Computing and Technology

## Liskeard flexible learning sessions will be held as follows:

Day	Time	Courses
Monday	9:00AM - 12:00PM	ECDL or Level 1 PC Skills
Tuesday	11:00AM - 1:00PM	ECDL or Level 1 PC Skills
Tuesday	2:00PM - 4:00PM	ECDL or Level 1 PC Skills
Tuesday	6:00PM - 8:00PM	ECDL or Level 1 PC Skills
Wednesday	11:00AM - 1:00PM	ECDL or Level 1 PC Skills
Wednesday	2:00PM - 4:00PM	Level 1 PC Skills
Thursday	9:00AM - 12:00PM	"First Step in ICT" courses
Thursday	6:00PM - 8:00PM	ECDL or Level 1 PC Skills
Friday	9:00AM - 12:00PM	ECDL or Level 1 PC Skills

**For Liskeard flexible learning please call 01579 340821 or email [it.liskeard@cornwall-acl.ac.uk](mailto:it.liskeard@cornwall-acl.ac.uk)**

## Newquay flexible learning sessions will be held as follows:

Day	Time	Courses
Monday	9.00am - 4.00pm	ECDL or Level 1 PC Skills
Monday	7.00pm - 9.00pm	ECDL or Text Processing
Tuesday	9.30am - 3.00pm	ECDL or Level 1 PC Skills
Wednesday	1.00pm - 3.00pm	ECDL or Level 1 PC Skills
Thursday	9.30am - 12.00pm	"First Step in ICT" courses
Thursday	1.00pm - 3.00pm	ECDL or Level 1 PC Skills

**For Newquay flexible learning please call 01637 874688 or email: [aenewquay@cornwall.gov.uk](mailto:aenewquay@cornwall.gov.uk)**

**Advice, Guidance & Support**  
**Not sure which course is best for you?**  
**Just call us to discuss any concerns**  
**you might have**

# Computing and Technology

## CARADON AREA

### Liskeard Flexible Learning Courses

Please call 01579 340821 for more information

#### Level 1 PC Skills

**Full fee:** £88.56 **Conc fee:** £37.36

A practical IT course for those wanting to learn all the basics - a complete introduction to computers and their uses.

**LAITY HOUSE, LISKEARD 18 sessions**

#### ECDL Essentials

**Full fee:** £137.86 **Conc fee:** £37.36

A Level 1 course for those who wish to develop their computing skills and gain qualifications in the use of IT.

**LAITY HOUSE, LISKEARD 33 sessions**

#### ECDL Extra

**Full fee:** £244.54 **Conc fee:** £55.54

The new, updated Full Level 2 EC DL qualification that develops IT competence for career enhancement or training.

**LAITY HOUSE, LISKEARD 60 sessions**

#### ECDL Advanced

**Full fee:** £395.54 **Conc fee:** £138.54

For those who wish to progress from the EC DL to the Advanced level of competence and gain a Full Level 3 qualification.

**LAITY HOUSE, LISKEARD 53 sessions**

#### Level 1 PC Skills (FastTrack)

**Full fee:** £52.86 **Conc fee:** £32.36

This short and intensive course is a quick way for those with some computing experience to gain a Level 1 qualification in IT.

**LAITY HOUSE, LISKEARD 6 sessions**

#### ECDL Extra (FastTrack)

**Full fee:** £174.54 **Conc fee:** £53.54

An intensive study route for those who wish to achieve the Full Level 2 EC DL Extra qualification as quickly as possible.

**LAITY HOUSE, LISKEARD 32 sessions**

#### First Steps in Desktop Publishing

**Full fee:** £30.00 **Conc fee:** £15.00

An introduction to creating posters, brochures and other useful documents.

**LAITY HOUSE, LISKEARD 4 sessions**

CAR9627 SAT 9:30 AM - 12:00 PM 16/01/2010

CAR9629 SAT 9:30 AM - 12:00 PM 08/05/2010

#### First Steps in Digital Imaging with Paintshop Pro

**Full fee:** £30.00 **Conc fee:** £15.00

An introduction to image manipulation using this highly popular and respected software.

**LAITY HOUSE, LISKEARD 2 sessions**

CAR9623 SAT 10:00 AM - 3:30 PM 16/01/2010

#### First Steps in Digital Imaging with Photoshop

**Full fee:** £30.00 **Conc fee:** £15.00

An introduction to the software that the image enhancement professionals use.

**LAITY HOUSE, LISKEARD 5 sessions**

CAR9608 TUE 7:00 PM - 9:00 PM 23/02/2010

CAR9609 TUE 7:00 PM - 9:00 PM 20/04/2010

#### First Steps in Internet and Email

**Full fee:** £30.00 **Conc fee:** £15.00

An introduction to the Internet and Email systems used today.

**LAITY HOUSE, LISKEARD 4 sessions**

CAR9628 SAT 9:30 AM - 12:00 PM 06/03/2010

LIS9616 THU 9:30 AM - 12:00 PM 11/03/2010

CAR9630 SAT 9:30 AM - 12:00 PM 12/06/2010

LIS9619 THU 9:30 AM - 12:00 PM 24/06/2010

#### First Steps in Personal Computing

**Full fee:** £30.00 **Conc fee:** £15.00

An introduction to personal computing for the home user.

**LAITY HOUSE, LISKEARD 4 sessions**

LIS9614 THU 9:30 AM - 12:00 PM 07/01/2010

LIS9617 THU 9:30 AM - 12:00 PM 22/04/2010

#### First Steps in PowerPoint Presentations

**Full fee:** £30.00 **Conc fee:** £15.00

An introduction to making a presentation with Microsoft PowerPoint software.

**LAITY HOUSE, LISKEARD 4 sessions**

CAR9617 WED 6:00 PM - 8:30 PM 24/02/2010

#### First Steps in Spreadsheets

**Full fee:** £30.00 **Conc fee:** £15.00

Do your household budgets or draw a chart (and much more!) using spreadsheets.

**LAITY HOUSE, LISKEARD 2 sessions**

CAR9624 SAT 10:00 AM - 3:30 PM 27/02/2010

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01579 345384 / 01637 874688** or visit: **www.cornwall.gov.uk/adultlearning** to receive those which you require.

# Computing and Technology

## First Steps with Files and Folders

**Full fee:** £30.00 **Conc fee:** £15.00

*An introduction to managing the files and folders on your personal computer.*

**LAITY HOUSE, LISKEARD 4 sessions**

LIS9615 THU 9:30 AM - 12:00 PM 04/02/2010

CAR9614 WED 1:00 PM - 3:30 PM 24/02/2010

LIS9618 THU 9:30 AM - 12:00 PM 20/05/2010

## First Steps with your Compact Digital Camera

**Full fee:** £30.00 **Conc fee:** £15.00

*An introduction to using your compact digital camera with your personal computer.*

**LAITY HOUSE, LISKEARD 4 sessions**

CAR9613 WED 1:00 PM - 3:30 PM 06/01/2010

## Business Website in a Weekend

**Full fee:** £30.00 **Conc fee:** £15.00

*A short course to help you design your own business website.*

**LAITY HOUSE, LISKEARD 2 sessions**

LIS9634 SAT&SUN 9:30 AM - 3:00 PM 24/04/2010

## Compact Digital Camera in Two Weeks

**Full fee:** £30.00 **Conc fee:** £15.00

*A two day course in using your Compact Digital Camera effectively.*

**LAITY HOUSE, LISKEARD 2 sessions**

LIS9630 SAT 9:30 AM - 3:00 PM 15/05/2010

## Digital SLR in a Weekend

**Full fee:** £30.00 **Conc fee:** £15.00

*A weekend course to learn how to use your Digital SLR camera with confidence.*

**LAITY HOUSE, LISKEARD 2 sessions**

LIS9635 SAT&SUN 9:30 AM - 3:00 PM 19/06/2010

## Photoshop in Two Weeks

**Full fee:** £30.00 **Conc fee:** £15.00

*A two day course in the basics of Adobe Photoshop.*

**LAITY HOUSE, LISKEARD 2 sessions**

LIS9628 SAT 9:30 AM - 3:00 PM 30/01/2010

## Next steps in Digital Imaging with Photoshop

**Full fee:** £30.00 **Conc fee:** £15.00

*More insights into the software that the image enhancement professionals use.*

**LAITY HOUSE, LISKEARD 5 sessions**

CAR9607 TUE 7:00 PM - 9:00 PM 12/01/2010

CAR9610 TUE 7:00 PM - 9:00 PM 25/05/2010

## NEWQUAY AREA

### Newquay Flexible Learning Courses

Please call 01637 874688 for more information

#### Level 1 PC Skills

**Full fee:** £88.56 **Conc fee:** £37.36

A practical IT course for those wanting to learn all the basics - a complete introduction to computers and their uses.

**NEWQUAY ADULT EDUCATION CENTRE 18 sessions**

NEW9620 TUE 9:30 am - 11:30 am

NEW9623 TUE 1:00 pm - 3:00 pm

NEW9629 WED 1:00 pm - 3:00 pm

NEW9641 THU 1:00 pm - 3:00 pm

#### ECDL Essentials

**Full fee:** £137.86 **Conc fee:** £37.36

A Level 1 course for those who wish to develop their computing

skills and gain qualifications in the use of IT.

**NEWQUAY ADULT EDUCATION CENTRE 33 sessions**

NEW9601 MON 9:00 am - 11:00 am

NEW9605 MON 11:00 am - 1:00 pm

NEW9609 MON 2:00 pm - 4:00 pm

NEW9611 MON 7:00 pm - 9:00 pm

NEW9621 TUE 9:30 am - 11:30 am

NEW9624 TUE 1:00 pm - 3:00 pm

NEW9630 WED 1:00 pm - 3:00 pm

NEW9642 THU 1:00 pm - 3:00 pm

**ROCHE COMMUNITY CENTRE 26 sessions**

NEW9663 WED 9:45 am - 12:15 pm

**ST COLUMB MAJOR CP SCHOOL 26 sessions**

NEW9975 MON 6:45 pm - 9:15 pm

#### ECDL Extra

**Full fee:** £244.54 **Conc fee:** £55.54

The new, updated Full Level 2 ECDL qualification that develops IT competence for career enhancement or training.

**NEWQUAY ADULT EDUCATION CENTRE 60 sessions**

NEW9602 MON 9:00 am - 11:00 am

NEW9606 MON 11:00 am - 1:00 pm

NEW9610 MON 2:00 pm - 4:00 pm

NEW9612 MON 7:00 pm - 9:00 pm

NEW9622 TUE 9:30 am - 11:30 am

NEW9625 TUE 1:00 pm - 3:00 pm

NEW9631 WED 1:00 pm - 3:00 pm

NEW9643 THU 1:00 pm - 3:00 pm

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01579 345384 / 01637 874688** or visit: **[www.cornwall.gov.uk/adultlearning](http://www.cornwall.gov.uk/adultlearning)** to receive those which you require.

# Computing and Technology

## ECDL Advanced

**Full fee:** £395.54 **Conc fee:** £138.54

For those who wish to progress from the ECDL to the Advanced level of competence and gain a Full Level 3 qualification.

**NEWQUAY ADULT EDUCATION CENTRE** 64 sessions

NEW9627 **TUE 6:30 pm - 9:00 pm**

**ROCHE COMMUNITY CENTRE** 64 sessions

NEW9665 **WED 9:45 am - 12:15 pm**

**ST COLUMB MAJOR CP SCHOOL** 64 sessions

NEW9677 **MON 6:45 pm - 9:15 pm**

## Level 1 PC Skills (FastTrack)

**Full fee:** £52.86 **Conc fee:** £32.36

This short and intensive course is a quick way for those with some computing experience to gain a Level 1 qualification in IT

**NEWQUAY ADULT EDUCATION CENTRE** 6 sessions

NEW9626 **TUE 6:30 pm - 9:00 pm**

**ST COLUMB MAJOR CP SCHOOL** 6 sessions

NEW9674 **MON 6:45 pm - 9:15 pm**

## ECDL Extra (FastTrack)

**Full fee:** £174.54 **Conc fee:** £53.54

An intensive study route for those who wish to achieve the Full Level 2 ECDL Extra qualification as quickly as possible.

**NEWQUAY ADULT EDUCATION CENTRE** 32 sessions

NEW9628 **TUE 6:30 pm - 9:00 pm**

**ROCHE COMMUNITY CENTRE** 32 sessions

NEW9664 **WED 9:45 am - 12:15 pm**

**ST COLUMB MAJOR CP SCHOOL** 32 sessions

NEW9685 **MON 6:45 pm - 9:15 pm**

## First Steps in Internet and Email

**Full fee:** £30.00 **Conc fee:** £15.00

An introduction to the Internet and Email systems used today.

**NEWQUAY ADULT EDUCATION CENTRE** 4 sessions

NEW9637 **THU 9:30 am - 12:00 pm** 11 March

NEW9640 **THU 9:30 am - 12:00 pm** 24 June

## First Steps in Personal Computing

**Full fee:** £30.00 **Conc fee:** £15.00

An introduction to personal computing for the home user

**NEWQUAY ADULT EDUCATION CENTRE** 4 sessions

NEW9635 **THU 9:30 am - 12:00 pm** 7 January

NEW9638 **THU 9:30 am - 12:00 pm** 22 April

## First Steps with Files and Folders

**Full fee:** £30.00 **Conc fee:** £15.00

An introduction to managing the files and folders on your personal computer

**NEWQUAY ADULT EDUCATION CENTRE** 4 sessions

NEW9636 **THU 9:30 am - 12:00 pm** 4 February

NEW9639 **THU 9:30 am - 12:00 pm** 20 May

## OCR Certificate in Text Processing Level 1

**Full fee:** £105.30 **Conc fee:** £47.36

This course enables you to gain an OCR level 1 qualification in Text Processing

**NEWQUAY ADULT EDUCATION CENTRE** 20 sessions

NEW9613 **MON 7:00 pm - 9:00 pm**

## OCR Certificate in Text Processing Level 2

**Full fee:** £115.36 **Conc fee:** £57.36

This course enables you to gain an OCR level 1 qualification in Text Processing

**NEWQUAY ADULT EDUCATION CENTRE** 20 sessions

NEW9614 **MON 7:00 pm - 9:00 pm**

## OCR Certificate in Text Processing Level 3

**Full fee:** £125.36 **Conc fee:** £67.36

This course enables you to gain an OCR level 2 qualification in Text Processing

**NEWQUAY ADULT EDUCATION CENTRE** 20 sessions

NEW9615 **MON 7:00 pm - 9:00 pm**

## Business Website in a Weekend

**Full fee:** £30.00 **Conc fee:** £15.00

A short course to help you design your own business website

**NEWQUAY ADULT EDUCATION CENTRE** 2 sessions

NEW9653 **SAT&SUN 9:30 am - 3:00 pm** 19 June

## Compact Digital Camera in Two Weeks

**Full fee:** £30.00 **Conc fee:** £15.00

A two day course in using your Compact Digital Camera effectively

**NEWQUAY ADULT EDUCATION CENTRE** 2 sessions

NEW9648 **SAT 9:30 am - 3:00 pm** 15 May

## Digital SLR in a Weekend

**Full fee:** £30.00 **Conc fee:** £15.00

A weekend course to learn how to use your Digital SLR camera with confidence

**NEWQUAY ADULT EDUCATION CENTRE** 2 sessions

NEW9652 **SAT&SUN 9:30 am - 3:00 pm** 24, 25 April

## Photoshop in Two Weeks

**Full fee:** £30.00 **Conc fee:** £15.00

A two day course in the basics of Adobe Photoshop

**NEWQUAY ADULT EDUCATION CENTRE** 2 sessions

NEW9646 **SAT 9:30 am - 3:00 pm** 23 January

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01579 345384 / 01637 874688** or visit: **www.cornwall.gov.uk/adultlearning** to receive those which you require.

# English and Languages

## What level course should I choose? I can ...

- Just about say hello, greet, thank people, may know a couple of very basic holiday phrases, or say nothing at all ...

Join an **Entry Level** or **Beginners 1** course

- Ask for food, drinks and accommodation, understand response (spoken slowly) and choose from options given
- Ask for and understand simple directions
- Talk simply about myself, my family, where I live and briefly about what I do in my spare time
- Understand a simple letter confirming accommodation booking and reply to it

Join a **Level 1** or **Beginners 2** course

- Get most things I need when I travel in the country
- Talk simply about what I did last weekend
- Discuss hobbies explaining my likes and dislikes
- Request and understand basic tourist information, including the gist of written tourist brochures and travel information
- Describe what I want when shopping and ask for alternatives (e.g. sizes/colours)

Join a **Level 2** or an **Intermediate** course

- Describe in detail where I live
- Talk simply about past and future holidays
- Request and understand detailed information about places to visit
- Talk in detail about spare time activities, explaining what I have done and what I would like to do

Join an **Advanced** course

- Talk about my childhood
- Explain confidently what I need, and ask/understand advice
- Agree/disagree and give my views
- Listen to the news on the radio/television and understand a lot of it
- Read and understand the gist of a variety of texts

Join an **Advanced** course

**Name:**

If you are still unsure about which level you should choose, you can contact the course tutor via the Centre or visit [www.cornwall-acl.ac.uk](http://www.cornwall-acl.ac.uk) and try the short on-line test. **Please bring your completed questionnaire along to the information meeting or to your first class.**

# English and Languages

## Qualification courses

Tuition fees for qualification courses are charged at a lower rate than non-qualification courses as it is assumed that learners will take the exam or assessment included. Those who do not will be charged the difference in fees and we regret that exam/registration fees cannot be refunded.

### **CARADON AREA**

#### **French Language and Culture Part 2**

**ABC, Entry Level  
CAR9402**

**Tuesday, 10:00am – 12:15pm**

23 February, 16 sessions

**Laity House, Liskeard**

*Tutor:* Sue Lumley

**£78.13 £26.93**

Gentle and enjoyable progress for beginners with very little knowledge of French who wish to continue developing simple communication skills while also learning about French culture.

#### **French Language and Culture Part 1**

**ABC, Entry Level  
CAR9403**

**Tuesday, 6:45pm – 9:00pm**

12 January, 16 sessions

**Looe Community School**

*Tutor:* Lisa Crosswood

**£78.13 £26.93**

**5 January, 6:45pm – 7:45pm**

An introduction for complete beginners with no knowledge of French who wish to start developing simple communication skills while also learning about French culture.

#### **French Language and Culture Part 2**

**ABC, Level 1  
CAR9405**

**Thursday, 6:45pm – 9:00pm**

25 February, 16 sessions

**Laity House, Liskeard**

*Tutor:* Sue Lumley

**£80.13 £28.93**

For learners who attended Part 1 and/or can use and understand some basic French in familiar situations. Enjoy conversations in French and explore Francophone culture in a friendly, relaxed environment.

#### **German Language and Culture Part 1**

**ABC, Entry Level  
CAR9406**

**Monday, 6:45pm – 9:00pm**

11 January, 16 sessions

**Looe Community School**

*Tutor:* Lisa Crosswood

**£78.13 £26.93**

**4 January, 6:45pm – 7:45pm**

An introduction for complete beginners with no knowledge of German who wish to start developing simple communication skills while also learning about German culture.

#### **German Language and Culture Part 1**

**ABC, Entry Level  
CAR9408A**

**Tuesday, 6:30pm – 8:45pm**

23 February, 16 sessions

**Liskeard School Community College**

*Tutor:* Ana Flora Franco

**£78.13 £26.93**

For beginners with very little knowledge of German who wish to develop simple communication skills whilst also learning about German culture.

#### **Italian Language and Culture Part 2**

**ABC, Level 1  
CAR9410**

**Wednesday, 6:45pm – 9:00pm**

24 February, 16 sessions

**Callington Community College**

*Tutor:* Sue Lumley

**£80.13 £28.93**

For learners who attended Part 1 and/or can use and understand some basic Italian in familiar situations. Enjoy conversations in Italian and explore Italian culture in a friendly, relaxed environment.

#### **Spanish Language and Culture Part 2**

**ABC, Entry Level  
CAR9412**

**Thursday, 6:30pm – 8:45pm**

25 February, 16 sessions

**Looe Community School**

*Tutor:* Francisco Mesa Guillen

**£78.13 £26.93**

Gentle and enjoyable progress for beginners with very little knowledge of Spanish who wish to continue developing simple communication skills while also learning about Hispanic culture.

#### **Spanish Language and Culture Part 1**

**ABC, Entry Level  
CAR9414A**

**Friday, 1:00pm – 3:15pm**

26 February, 16 sessions

**St Martins Church Hall, Looe**

*Tutor:* Francisco Mesa Guillen

**£78.13 £26.93**

#### **Spanish Language and Culture Part 1**

**ABC, Entry Level  
CAR9416A**

**Thursday, 10:00am – 12:15pm**

25 February, 16 sessions

**Laity House, Liskeard**

*Tutor:* Sarah Haley-Vetter

**£78.13 £26.93**

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01579 345384 / 01637 874688** or visit: **[www.cornwall.gov.uk/adultlearning](http://www.cornwall.gov.uk/adultlearning)** to receive those which you require.

# English and Languages

## Qualification courses

Tuition fees for qualification courses are charged at a lower rate than non-qualification courses as it is assumed that learners will take the exam or assessment included. Those who do not will be charged the difference in fees and we regret that exam/registration fees cannot be refunded.

### Spanish Language and Culture

#### Part 2

ABC, Level 1  
CAR9418

**Tuesday, 6:45pm - 9:00pm**

23 February, 16 sessions

**Laity House, Liskeard**

Tutor: Sue Lumley

F£80.13 C£28.93

For learners who attended Part 1 and/or can use and understand some basic Spanish in familiar situations. Enjoy conversations in Spanish and explore Hispanic culture in a friendly, relaxed environment.

### Spanish Language and Culture

#### Part 1

ABC, Level 2  
CAR9426A

**Wednesday, 7:00pm - 9:15pm**

24 February, 16 sessions

**Laity House, Liskeard**

Tutor: Sarah Haley-Vetter

F£80.13 C£28.93

For those with some knowledge of Spanish. Develop your skills and confidence with this enjoyable and relaxed course which encourages active engagement with the language.

## NEWQUAY AREA

### Spanish Language and Culture

#### Part 1

ABC, Level 1  
CAR9420A

**Tuesday, 6:30pm - 8:45pm**

23 February, 16 sessions

**Looe Community School**

Tutor: Francisco Mesa Guillen

F£80.13 C£28.93

### Spanish Language and Culture Part 1

ABC, Entry Level  
NEW9403

**Tuesday, 6:45pm - 9:00pm**

**12 January**, 16 sessions

**Newquay Tretherras School**

Tutor: Chrystal Joachim-Bramley

F£78.13 C£26.93

An introduction for complete beginners with no knowledge of Spanish who wish to start developing simple communication skills while also learning about Hispanic culture.

### Spanish Language and Culture

#### Part 2

ABC, Level 1  
CAR9422

**Thursday, 1:00pm - 3:15pm**

25 February, 16 sessions

**Laity House, Liskeard**

Tutor: Sarah Haley-Vetter

F£80.13 C£28.93

### Spanish Language and Culture

#### Part 1

ABC, Level 1  
CAR9424A

**Friday, 10:00am - 12:15pm**

26 February, 16 sessions

**St Martins Church Hall, Looe**

Tutor: Francisco Mesa Guillen

F£80.13 C£28.93

**Our fees include  
all tuition, registration and exam  
fees where applicable**

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01579 345384 / 01637 874688** or visit: **[www.cornwall.gov.uk/adultlearning](http://www.cornwall.gov.uk/adultlearning)** to receive those which you require.

# English and Languages

## Non Qualification courses

### **CARADON AREA**

#### **French Language and Culture Part 2**

**Intermediate**  
**CAR9432**

**Tuesday, 12:45pm - 2:45pm**

12 January, 10 sessions

**Laity House, Liskeard**

*Tutor:* Pam Fikri

**£60.00 £30.00**

A progression course for CAR9431 and also suitable for those who can 'get by' in a variety of situations but would like to improve their confidence and knowledge of French language and culture.

#### **French Language and Culture Part 3**

**Intermediate**  
**CAR9433**

20 April, 10 sessions

A progression course for CAR9432 and also suitable for those who can 'get by' in a variety of situations but would like to improve their confidence and knowledge of French language and culture.

#### **French Language and Culture Part 2**

**Advanced**  
**CAR9435**

**Tuesday, 10:00am - 12:00pm**

12 January, 10 sessions

**Laity House, Liskeard**

*Tutor:* Pam Fikri

**£60.00 £30.00**

Progression for CAR9434: new learners with a good basic level of conversational French who would like to improve their knowledge of the French-speaking world are also very welcome to this enjoyable and lively course.

#### **French Language and Culture Part 3**

**Advanced**  
**CAR9436**

20 April, 10 sessions

Progression for CAR9435: new learners with a good basic level of conversational French who would like to improve their knowledge of the French-speaking world are also very welcome to this enjoyable and lively course.

#### **German Language and Culture Part 2**

**Advanced**  
**CAR9439**

**Wednesday, 6:30pm - 8:30pm**

13 January, 10 sessions

**Callington Community College**

*Tutor:* Lisa Crosswood

**£60.00 £30.00**

This enjoyable course is suitable for those with a good basic level of conversational German who would like to improve their confidence and communication skills while also developing insight into German culture.

#### **German Language and Culture Part 3**

**Advanced**  
**CAR9440**

21 April, 10 sessions

#### **Japanese Language and Culture Part 1**

**Beginners**  
**CAR9443**

**Wednesday, 6:30pm - 9:00pm**

21 April, 6 sessions

**Laity House, Liskeard**

*Tutor:* Hiromi Bunday

**£45.00 £22.50**

Develop your knowledge of and practical skills in Japanese language while exploring Japan's fascinating culture in this lively and enjoyable course for beginners.

#### **Japanese Language and Culture Part 2**

**Beginners**  
**CAR9444**

9 June, 6 sessions

#### **Japanese Language and Culture Workshop**

**Beginners 1**  
**CAR9448**

**Saturday, 10:00am - 3:30pm**

23 January, 1 session

**Laity House, Liskeard**

*Tutor:* Hiromi Bunday

**£15.00 £7.50**

Explore the language and culture of Japan and get a taste for the Far East in this enjoyable and engaging one day workshop.

#### **Japanese Language and Culture Workshop**

**Beginners 1**  
**CAR9449**

13 March, 1 session

#### **Japanese Language and Culture Workshop**

**Beginners 1**  
**CAR9450**

15 May, 1 session

#### **Japanese Language and Culture Workshop**

**Beginners 1**  
**CAR9451**

26 June, 1 session

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01579 345384 / 01637 874688** or visit: **[www.cornwall.gov.uk/adultlearning](http://www.cornwall.gov.uk/adultlearning)** to receive those which you require.

# English and Languages

## Non Qualification courses

### Portuguese Language and Culture – A Taster

Beginners 1  
CAR9460

Thursday, 6:30pm - 8:30pm

7 January, 1 session

Laity House, Liskeard

Tutor: Ana Flora Franco

F£6.00 C£3.00

Have you ever wondered about learning Portuguese? If so then come along to this taster session and begin to explore this beautiful language and the culture of countries where it is spoken.

### Portuguese Language and Culture – Part 1

Beginners 1  
CAR9461

Thursday, 6:30pm - 8:30pm

14 January, 5 sessions

Laity House, Liskeard

Tutor: Ana Flora Franco

F£30.00 C£15.00

An enjoyable and relaxed introduction to Portuguese for complete beginners who wish to start exploring the language while also learning about the culture of countries where it is spoken.

### Portuguese Language and Culture – Part 2

CAR9462

25 February, 5 sessions

### Portuguese Language and Culture – Part 3

CAR9463

22 April, 10 sessions

Laity House, Liskeard

F£60.00 C£30.00

### Spanish Language and Culture

Intermediate  
CAR9454

Tuesday, 7:00pm - 9:00pm

2 March, 15 sessions

Laity House, Liskeard

Tutor: Silvia Bounsall

F£90.00 C£45.00

Progression for CAR9453: an intermediate level course that will enable you to develop your Spanish communication skills in a lively and enjoyable environment while also exploring Hispanic culture.

### Spanish Language and Culture

Advanced  
CAR9456

Thursday, 6:30pm - 8:30pm

4 March, 15 sessions

Laity House, Liskeard

Tutor: Silvia Bounsall

F£90.00 C£45.00

Progression for CAR9455: a multi-media, advanced level course that will enable you to communicate in Spanish speaking countries throughout the world and study the cultures of Spain and Latin America.

### Business French

Beginners  
CAR9458

Saturday, 10:00am - 12:30pm

16 January, 5 sessions

Liskeard School and Community

College

Tutor: Lisa Crosswood

F£49.50 C£24.75

An invaluable introduction to French for beginners who would like to communicate in simple terms in some business situations. A mixed media course run over alternate Saturday mornings with some on-line support between sessions. Please enquire for session dates.

### Business Spanish

Beginners  
CAR9459

Saturday, 10:00am - 12:30pm

15 May, 5 sessions

Liskeard School and Community College

Tutor: Lisa Crosswood

F£49.50 C£24.75

An invaluable introduction to Spanish for beginners who would like to communicate in simple terms in some business situations. A mixed media course run over alternate Saturday mornings with some on-line support between sessions. Please enquire for session dates.

## NEWQUAY AREA

### Cornish Language and Culture

Part 2

Beginners 2  
NEW9402

Wednesday, 7:00pm - 9:00pm

13 January, 10 sessions

Newquay Adult Education Centre

Tutor: Elizabeth Carne

F£60.00 C£30.00

A continuation to the 10 week Cornish Language and Culture Part 1 course, for those who are able to hold a simple conversation, read and write a few words and phrases in Cornish.

### REMEMBER!

Please enrol at least one week before the start of your course

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01579 345384 / 01637 874688** or visit: **[www.cornwall.gov.uk/adultlearning](http://www.cornwall.gov.uk/adultlearning)** to receive those which you require.

# Fitness and Sport

## Qualification courses

Qualification course in Wadebridge - contact 01840 213511 to enrol. Tuition fees for qualification courses are charged at a lower rate than non-qualification courses as it is assumed that learners will take the exam or assessment included. Those who do not will be charged the difference in fees and we regret that exam/registration fees cannot be refunded.

### Certificate in Fitness Instructing

Level 2

CAM9230

**Sunday, 10.00am – 4.00pm**

17 January, 20 Sessions

**One To One Fitness, Wadebridge**

Tutor: Mark Howells

**£284.00 £95.65**

CAM9231

**Wednesday, 9:00am - 5:00pm**

4 August, 15 sessions

**210 January, 10:00am – 11:00am**

Develop the knowledge and skills to plan and lead safe fitness activities. The starting point for a career in the fitness industry.

### Certificate in Advanced Instructing (Gym)

OCR, Level 3

CAM9232

**Monday - Friday 9:00am - 5:30pm**

15 February, 15 Sessions

**One To One Fitness, Wadebridge**

Tutor: Mark Howells

**£314.65 £120.65**

**1 February, 9:00am - 10:00am**

The OCR Level 3 Certificate in Advanced Instructing (Gym) will be appropriate for those who, having achieved the Level 2 Certificate in Exercise & Fitness (or comparable industry award), wish to progress to an advanced level in a gym context. This course runs through the holiday period. Please ring the office for further information on dates.

### Instructing Mat-Based Pilates Certificate

OCR, Level 3

CAM9233

**Monday - Friday 9:00am - 5:30pm**

15 February, 15 Sessions

**One To One Fitness, Wadebridge**

Tutor: Jan Howells

**£314.65 £120.65**

**1 February, 9:00am - 10:00am**

This qualification is appropriate for those who, having achieved the Level 2 Certificate in Exercise and Fitness (or comparable industry award), wish to progress to an advanced level in a mat-based Pilates context. This course runs through the holiday period. Please ring the office for further information on dates.

## Non Qualification courses

### CARADON AREA

#### Tai Chi for Your Health and Well Being

Suitable for All

CAR9502

**Wednesday, 7:30pm - 9:30pm**

6 January, 4 sessions

**Liskeard School and Community College**

Tutor: Lai Chee Choy-Ryves

**£24.00 £12.00**

Life is movement. Tai Chi Chi Kung - a series of strengthening and relaxing movements to help your natural flow of energy.

CAR9503

5 May, 7 sessions

**£42.00 £21.00**

#### Tai Chi for Your Health and Well Being

Suitable for All

CAR9505

**Wednesday, 11:00am - 1:00pm**

6 January, 4 sessions

**Harrowbarrow Village Hall**

Tutor: Lai Chee Choy-Ryves

**£24.00 £12.00**

CAR9506

5 May, 7 sessions

**£42.00 £21.00**

#### Simply Yoga

Suitable for All

CAR9509

**Thursday, 7:30pm - 9:00pm**

14 January, 10 sessions

**Delaware Community Primary School**

Tutor: Kathie Hoskins

**£45.00 £22.50**

The practice of Hatha yoga, which will include yogic postures, breathing, relaxation, meditation and philosophy throughout all sessions.

CAR9510

22 April, 10 sessions

#### Simply Yoga

Suitable for All

CAR9513

**Monday, 7:30pm - 9:00pm**

11 January, 10 sessions

**Liskeard School and Community College**

Tutor: Kathie Hoskins

**£45.00 £22.50**

CAR9514

19 April, 10 sessions

#### Simply Yoga

Suitable for All

CAR9516

**Tuesday, 1:00pm - 2:30pm**

12 January, 10 sessions

**Darite Village Hall**

Tutor: Kathie Hoskins

**£45.00 £22.50**

CAR9517

20 April, 10 sessions

#### A Simply Yoga Workshop

Suitable for All

CAR9519

**Saturday, 10:00am - 2:30pm**

10 July, 1 session

**Delaware Community Primary School**

Tutor: Kathie Hoskins

**£13.50 £6.75**

An introductory yoga workshop which will introduce beginners to the practice of Hatha Yoga and also deepen the awareness of regular yoga practice. Will include yogic postures, breathing, relaxation, meditation and philosophy throughout.

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01579 345384 / 01637 874688** or visit: **www.cornwall.gov.uk/adultlearning** to receive those which you require.

# Fitness and Sport

## Non Qualification courses

### **NEWQUAY AREA**

#### **Fitness through Exercise, Movement and Dance**

**Suitable for All**  
**NEW9509**

**Monday, 7:30pm - 9:00pm**

11 January, 10 sessions

**Indian Queens CP School**

*Tutor:* Judith May

**£45.00 £22.50**

A friendly, lively class suitable for all ages. Designed to improve muscle tone, stamina, suppleness and coordination. A variety of music will be used.

**NEW9510**

19 April, 10 sessions

finish with relaxation.

#### **Hatha Yoga for All**

**Suitable for All**

**NEW9517**

**Friday, 10:00am - 12:00noon**

8 January, 10 sessions

**Newquay Adult Education Centre**

*Tutor:* Victoria Old

**£60.00 £30.00**

A Hatha Yoga session suitable for every body - complete beginners and those with previous experience. We will practice Asana (postures), Pranayama (breathing exercises) and finish with relaxation.

**NEW9518**

23 April, 10 sessions

#### **Iyengar Yoga**

**Suitable for All**

**NEW9519**

**Thursday, 6:30pm - 8:00pm**

14 January, 10 sessions

**Perranporth CP School**

*Tutor:* Janice Chesher

**£22.50**

Yoga helps to bring more awareness of correct posture and breathing by the practice of Asanas or postures. These maintain harmony and balance of body, mind and spirit.

**NEW9520**

22 April, 10 sessions

#### **Yoga for Beginners**

**Suitable for All**

**NEW9513**

**Monday, 9:30am - 11:30am**

4 January, 10 sessions

**Newquay Adult Education Centre**

*Tutor:* Victoria Old

**£60.00 £30.00**

A Hatha Yoga session for complete beginners. You will be introduced to Asanas, breathing exercises and relaxation techniques. Also suitable for those who have had a long break from yoga!

**NEW9514**

19 April, 10 sessions

#### **Yoga for You**

**Suitable for All**

**NEW9505**

**Thursday, 6:00pm - 7:30pm**

7 January, 12 sessions

**Newquay Adult Education Centre**

*Tutor:* Sue Turner

**£54.00 £27.00**

Yoga, suitable for beginners and those with some experience. Learn about practice postures, breathing techniques, philosophy and relaxation

**NEW9506**

29 April, 12 sessions

**Newquay Adult Education Centre**

CORNWALL ADULT EDUCATION SERVICE

## Cultural Diversity Day

Join us for a day of FREE taster workshops this summer, to celebrate the cultural diversity and richness of a global society.

Call your local centre now to register and receive details.

one and all *omen hag oll*  
**CORNWALL COUNCIL**

Funded by  
**>lsc**  
Leading learning and skills

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01579 345384 / 01637 874688** or visit: **[www.cornwall.gov.uk/adultlearning](http://www.cornwall.gov.uk/adultlearning)** to receive those which you require.

# Music, Dance and Drama

## Qualification courses

Tuition fees for qualification courses are charged at a lower rate than non-qualification courses as it is assumed that learners will take the exam or assessment included. Those who do not will be charged the difference in fees and we regret that exam/registration fees cannot be refunded.

### **NEWQUAY AREA**

#### **Music Business - Introduction to Music Management**

**NCFE, Level 2  
NEW9312**

**Friday, 9:30am – 4:00pm**

26 March, 5 sessions

**Newquay Adult Education Centre**

*Tutor:* Simon Gordon

**F£84.43 C£38.43**

A core unit in our Music Business qualification. Gain insight into the role of 'the manager' in this competitive industry - Learn how to become a success.

## Non Qualification courses

### **CARADON AREA**

#### **Singing for Pleasure Part 2**

**Suitable for All**

**CAR9303**

**Thursday, 10:30am – 12:00pm**

14 January, 10 sessions

**Liskeard Public Hall**

*Tutor:* Barry Farley

**F£45.00 C£22.50**

Continue to develop your vocal technique and confidence. Aspects of performance and interpretation will also be covered. Learners should be prepared to perform two songs of their choice to the class.

#### **Singing for Pleasure Part 2**

**Suitable for All**

**CAR9308**

**Thursday, 1:00pm – 2:30pm**

14 January, 10 sessions

**Liskeard Public Hall**

*Tutor:* Barry Farley

**F£45.00 C£22.50**

#### **Further Skills in Didgeridoo and Drum**

**Intermediate**

**CAR9305**

**Saturday, 10:30am - 12:30pm**

23 January, 1 session

**Liskeard School and Community  
College**

*Tutor:* Kathie Hoskins

**F£6.00 C£3.00**

A didgeridoo and drum session where you can build on earlier skills by preparing both solo and collaborative performance pieces.

#### **Performing Skills Practice with Didgeridoo and Drum**

**Intermediate**

**CAR9306**

**Saturday, 10:30am - 12:30pm**

17 July, 1 session

**Liskeard School and Community  
College**

*Tutor:* Kathie Hoskins

**F£6.00 C£3.00**

A didgeridoo and drum session where you can build on earlier skills by preparing both solo and collaborative performance pieces.

### **NEWQUAY AREA**

#### **Arabic Belly Dance for Beginners**

**Beginners 1**

**NEW9309**

**Wednesday, 7:45pm - 9:15pm**

13 January, 10 sessions

**Treviglas Community College,  
Newquay**

*Tutor:* Veronica Clark

**F£45.00 C£22.50**

Shimmy yourself fit, have fun dancing to exotic Middle Eastern music. Suitable for complete beginners - all welcome.

**NEW9310**

28 April, 10 sessions

#### **Arabic Belly Dance for Improvers**

**Beginners 2 & Intermediate**

**NEW9306**

**Wednesday, 6:00pm - 7:30pm**

13 January, 10 sessions

**Treviglas Community College,  
Newquay**

*Tutor:* Veronica Clark

**F£45.00 C£22.50**

Add to your repertoire learning latest moves from Cairo and new choreographies.

**NEW9307**

28 April, 10 sessions

#### **Music Technology for Beginners**

**Suitable for All**

**NEW9304**

**Tuesday, 7:00pm - 9:00pm**

11 May, 10 sessions

**Treviglas Community College,  
Newquay**

*Tutor:* Simon Gordon

**F£60.00 C£30.00**

An introduction to music production and sequencing. Learn the basics with industry standard software and hardware. You will develop skills in audio and midi to an intermediate level.

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01579 345384 / 01637 874688** or visit: **[www.cornwall.gov.uk/adultlearning](http://www.cornwall.gov.uk/adultlearning)** to receive those which you require.

# Outdoor Leisure and RYA courses

## Qualification courses

Tuition fees for qualification courses are charged at a lower rate than non-qualification courses as it is assumed that learners will take the exam or assessment included. Those who do not will be charged the difference in fees and we regret that exam/registration fees cannot be refunded.

### **CARADON AREA**

#### **VHF Marine Radio Operators Short Range Certificate**

**RYA, Level 1  
CAR9653**

**Friday, 7:00pm - 9:00pm  
Saturday, 9:00am - 4:30pm**

15 January, 2 sessions

**Laity House, Liskeard**

*Tutor:* Tony Ayers

**£31.19 £17.69**

This radio operator qualification authorises the holder to operate a VHF radio fitted with Digital Selective Calling on board any British vessel which is voluntarily fitted with radio equipment. Please bring a cheque for ££25.00 made payable to RYA for your licence.

#### **CAR9654**

22 January, 2 sessions

#### **CAR9655**

19 March, 2 sessions

#### **VHF Marine Radio Operators Short Range Conversion Certificate**

**RYA, Level 1  
CAR9656**

**Saturday, 9:00am - 4:00pm**

27 February, 1 session

**Laity House, Liskeard**

*Tutor:* Tony Ayers

**£22.19 £13.19**

This radio operator qualification authorises the holder to operate a VHF radio fitted with Digital Selective Calling on board any British vessel which is voluntarily fitted with radio equipment. Please bring a cheque for ££25.00 made payable to RYA for your licence.

### **NEWQUAY AREA**

#### **Basic Sea Survival Workshop**

**RYA, Suitable for All  
NEW9654**

**Saturday, 9:00am - 5:30pm**

20 March, 1 session

**Newquay Adult Education Centre**

*Tutor:* Robert Grant

**£58.30 £39.28**

A one day course for anyone going to sea. Providing an understanding of how to use the safety equipment on board your boat. A genuine lifesaver. Includes a 2 hour session in the pool with a life-raft.

#### **Diesel Engine Maintenance**

**RYA, Suitable for All  
NEW9655**

**Saturday, 9:00am - 5:30pm**

20 February, 1 session

**Newquay Adult Education Centre**

*Tutor:* Robert Grant

**£58.50 £32.50**

Learn how to take care of your diesel engine, prevent breakdown at sea, and how to rectify minor defects.

#### **Radar Course**

**RYA, Suitable for All  
NEW9656**

**Saturday, 9:00am - 5:30pm**

30 January, 1 session

**Newquay Adult Education Centre**

*Tutor:* Robert Grant

**£30.50 £18.50**

Learn to use your radar to assist decision making in navigation, pilotage and collision avoidance.

#### **VHF Marine Radio Operators Short Range Certificate**

**RYA, Suitable for All  
NEW9657**

**Saturday, 9:00am - 5:30pm**

1 May, 1 session

**Newquay Adult Education Centre**

*Tutor:* Robert Grant

**£31.78 £19.78**

This is the radio operator qualification for users of VHF radio equipment on boats. Learn to operate your radio appropriately and ensure safe cruising. Cheque payable to RYA for £25.00 at session for licence.

## Non Qualification courses

### **CARADON AREA**

#### **Explore Your World Heritage Site**

**Suitable for All  
CAR9789**

**Saturday, 10:00am - 1:00pm**

16 January, 2 sessions

**Minions**

*Tutor:* Iain Rowe

**£18.00 £9.00**

Discover the story behind the mining community on southern Bodmin Moor from Bronze Age traders to the

nineteenth century granite and copper boom and its resultant railway. Second session 20 March.

#### **Explore Your World Heritage Site**

**Suitable for All  
CAR9790**

24 April, 2 sessions

Second session 12 June.

### **NEWQUAY AREA**

#### **Historical Walks - Castles, Quarries & Kings**

**Suitable for All  
NEW9516**

**Wednesday, 1:30pm - 4:30pm**

19 May, 4 sessions

**Various Locations in North Cornwall**

*Tutor:* Mave Lugg

**£36.00 £18.00**

Explore beautiful Cornwall and gain historical knowledge during the chosen walk.

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01579 345384 / 01637 874688** or visit: **www.cornwall.gov.uk/adultlearning** to receive those which you require.

# INFORMATION EVENTS

*Want to enrol, but still  
need some answers?*

*Is this course for me?*

*What will it qualify me to do?*

*What's a portfolio of work?*

*Will there be lots of  
homework?*

*Is there an exam?*

*Will it help me with my  
Career?*

*Will I get a certificate?*

*Will it be too  
difficult?*

*What does course  
work entail?*

*Will I get help with fees?*

If you would like to do a qualification course in this brochure, then you are **strongly advised** to come along to the informal **Information Meeting** scheduled at the course venue before the start date. Dates and times are listed below the respective course entry in this brochure. Your tutor will be on hand to tell you all about the course and answer any questions you may have.

*Please contact the centre to confirm the dates and times of any Information Meetings you wish to attend prior to attending.*

# Special Interest

## Qualification courses

Tuition fees for qualification courses are charged at a lower rate than non-qualification courses as it is assumed that learners will take the exam or assessment included. Those who do not will be charged the difference in fees and we regret that exam/registration fees cannot be refunded.

### CARADON AREA

#### **Horse Owners Certificate BHS, Level 3 CAR9753**

**Tuesday, 7:15pm - 9:15pm**

5 January, 7 sessions

**Laity House, Liskeard**

*Tutor:* Ted Moore

**F£23.80 C£5.00**

The British Horse Owners Certificates. They are offered at four levels and cover all aspects of horse care and management. They are aimed at horse owners or parents of pony owners (or 'would-be' owners!) and those training for their BHS stage exams to AI. They cover feeding, worming, infections, laminitis, colic, azoturia etc, basic first aid, when to call the vet, pre-purchase checks, foaling, loan and livery agreements. Each level includes a written exam. Further information and a copy of the syllabus are available from the tutor, Captain Ted Moore: 01579 362895 or email

#### **Horse Owners Certificate**

**BHS, Level 4**

**CAR9754**

2 March, 7 sessions

#### **CAR9753 & 9754**

**Please note: additional exam fee payable to tutor of approximately £16.00**

### **REMEMBER!**

**Please enrol at least one week before the start of your course**

## Non Qualification courses

### CARADON AREA

#### **Riding and Road Safety Workshop Suitable for All CAR9755**

**Tuesday, 7:00pm - 9:30pm**

11 May, 1 session

**Laity House, Liskeard**

*Tutor:* Ted Moore

**F£7.50 C£3.75**

Passing the riding and road safety test is like getting a driving licence for a horse/pony. This workshop explains the three parts of the test and covers the relevant theory to advise riders on how to conduct themselves safely in traffic.

#### **Riding and Road Safety Workshop**

**Suitable for All**

**CAR9756**

**Tuesday, 9:30am - 12:00noon**

1 June, 1 session

#### **Cake Decorating - Brush Embroidery Workshop**

**Suitable for All**

**CAR9758**

**Saturday, 10:00am - 4:00pm**

30 January, 1 session

**Laity House, Liskeard**

*Tutor:* Pauline Bulford

**F£18.00 C£9.00**

Spend a fun day learning this beautiful decorating technique. Achieve subtle and striking effects and designs using only royal icing and a paintbrush!!

#### **Cake Decorating - Model Animals and Characters**

**Suitable for All**

**CAR9759**

**Saturday, 10:00am - 4:00pm**

23 January, 1 session

**Laity House, Liskeard**

*Tutor:* Pauline Bulford

**F£18.00 C£9.00**

A 'FUN' day learning to make cute characters, animals and other models. Learn the 'tricks' of facial expressions, body posture and much more. A must for children's cakes.

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01579 345384 / 01637 874688** or visit: **[www.cornwall.gov.uk/adultlearning](http://www.cornwall.gov.uk/adultlearning)** to receive those which you require.

# Special Interest

## Non Qualification courses

### Routine Car Care Workshop

Suitable for All

**CAR9762**

**Saturday, 10:00am - 4:30pm**

13 March, 1 session

**Laity House, Liskeard**

*Tutor:* Peter Adams

**£18.00 £9.00**

A basic understanding of the workings of the motor car, being able to carry out simple maintenance.

**CAR9763**

1 May, 1 session

### Routine Car Care Workshop

Suitable for All

**CAR9768**

**Saturday, 10:00am - 4:30pm**

27 March, 1 session

**Callington Community College**

*Tutor:* Peter Adams

**£18.00 £9.00**

A basic understanding of the workings of the motor car, being able to carry out simple maintenance.

**CAR9769**

8 May, 1 session

### Brilliant Fish - International Fish Cookery

Suitable for All

**CAR9772**

**Wednesday, 6:30pm - 9:00pm**

20 January, 4 sessions

**Callington Community College**

*Tutor:* Felicity Sylvester

**£30.00 £15.00**

Discover the joys of simple fish cookery from the Caribbean, South America, Asia and Australasia through interactive sessions that are great fun. A small donation for ingredients will be collected by the tutor at the first session.

### Brilliant Fish - Spring Workshop

Suitable for All

**CAR9776**

**Saturday, 10:00am - 3:00pm**

27 February, 1 session

**Callington Community College**

*Tutor:* Felicity Sylvester

**£15.00 £7.50**

Discover the joys of cooking a range of local sustainable fish and seafood dishes. One day workshop to introduce you to simple seasonal local produce recipes. £5 collected on day for ingredients and lunch.

### Brilliant Fish - Summer Workshop

Suitable for All

**CAR9777**

**Saturday, 10:00am - 3:00pm**

15 May, 1 session

**Callington Community College**

*Tutor:* Felicity Sylvester

**£15.00 £7.50**

Discover the joy of cooking a range of lovely fresh caught summer fish and shellfish. £5 collected on day for ingredients and lunch.

### Brilliant Fish - Easter Workshop

Suitable for All

**CAR9780**

**Saturday, 10:00am - 3:00pm**

27 March, 1 session

**Looe Community School**

*Tutor:* Felicity Sylvester

**£15.00 £7.50**

Traditional Easter fish recipes from around the world and West Country. A one day workshop to introduce you to a range of dishes using seasonal produce. £5 collected on day for ingredients and lunch.

### Brilliant Fish - Credit Crunch Workshop

Suitable for all

**CAR9781**

**Saturday, 10:00am - 3:00pm**

13 February, 1 session

**Looe Community School**

*Tutor:* Felicity Sylvester

**£15.00 £7.50**

Create healthy and hearty soups and stews with inexpensive sustainable fish and local produce for family breakfasts/suppers/lunches. £5 collected on the day for ingredients and lunch.

### Sugar Flowers - Orchids and Lilies

Suitable for All

**CAR9784**

**Tuesday, 6:30pm - 9:00pm**

12 January, 8 sessions

**Liskeard School and Community College**

*Tutor:* Pauline Bulford

**£60.00 £30.00**

Learn to make life-like orchids and lilies in sugar!! Make flowers, buds and leaves, achieving the beautiful subtle colours and details of these exotic blooms

### Sugar Flowers - Daisy Workshop

Suitable for All

**CAR9785**

**Saturday, 10:00am - 4:00pm**

13 March, 1 session

**Laity House, Liskeard**

*Tutor:* Pauline Bulford

**£18.00 £9.00**

Spend an enjoyable day learning new or extending your skills whilst making these beautiful dainty flowers. Complete with a life-like plant in a pot.

# Special Interest

## Non Qualification courses

### Cornish Miners and Their Place in World History

Suitable for All  
CAR9792

Saturday, 10:00am - 1:00pm

30 January, 1 session

Laity House, Liskeard

Tutor: Iain Rowe

F£9.00 C£4.50

Discover the impact this tenacious, innovative and well-travelled workforce had both on their county of origin as well as countless countries around the globe.

### Cornish Miners and Their Place in World History

Suitable for All  
CAR9793

15 May, 1 session

### The Ancient Stannary Town of Liskeard and its Place in Cornwall

Suitable for All  
CAR9795

Saturday, 10:00am - 1:00pm

6 March, 1 session

Laity House, Liskeard

Tutor: Iain Rowe

F£9.00 C£4.50

Discover the story of this historic town, from a mention in the Domesday Book, its role in the medieval tin trade through to its nineteenth century copper boom.

### The Ancient Stannary Town of Liskeard and its Place in Cornwall

Suitable for All  
CAR9796

19 June, 1 session

## NEWQUAY AREA

### Cake Decorating - Brush Embroidery Workshop.

Suitable for All  
NEW9763

Saturday, 10:00am - 4:00pm

27 February, 1 session

Newquay Adult Education Centre

Tutor: Pauline Bulford

F£18.00 C£9.00

Spend a fun day learning this beautiful decorating technique. Achieve subtle and striking effects with only royal icing and a paintbrush. Don't be afraid - it's only sugar

### Sugar Flowers - Daisy Workshop

Suitable for All  
NEW9760

Saturday, 10:00am - 4:00pm

27 March, 1 session

Newquay Adult Education Centre

Tutor: Pauline Bulford

F£18.00 C£9.00

Spend an enjoyable day learning new or extending your skills making these dainty flowers and leaves. Complete the day with a beautiful life-like plant in a pot.

### Sugar Flowers - Orchids and Lilies

Suitable for All  
NEW9757

Monday, 6:30pm - 9:00pm

11 January, 8 sessions

Newquay Adult Education Centre

Tutor: Pauline Bulford

F£60.00 C£30.00

Learn to make beautiful life-like orchids and lilies in sugar. Acquire the skills necessary to achieve the beautiful subtle colours and details of these exotic blooms!

**One-day workshops**  
**Check the Course Information Sheet**  
**to ensure you get the most**  
**from your course!**

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01579 345384 / 01637 874688** or visit: **[www.cornwall.gov.uk/adultlearning](http://www.cornwall.gov.uk/adultlearning)** to receive those which you require.

Are you aged 19 to 90?

Want to talk about art?

Want to meet like minded people in your local area?

Tate St Ives is building a network of *Look Groups* across Cornwall, giving communities an informal opportunity to experience art and share ideas.

**FREE**

To register interest and find out about a *Look Group* near you email [carey.harvey@tate.org.uk](mailto:carey.harvey@tate.org.uk) or call 01736 791114.  
[www.tate.org.uk/stives](http://www.tate.org.uk/stives)



THE LEARNING  
REVOLUTION

St IVES

TATE

# How do I enrol and how much do I pay?

## By post

Using the enrolment form on page 41. Please enclose the correct fee, and photocopy evidence of entitlement to a concessionary fee if appropriate, with your completed form. Cheques are payable to Cornwall Council or give your credit card details. Learners will be given a receipt which confirms their place on the course.

## By phone

Please ring us during the office hours listed on page 2 with your credit or debit card details ready as we will need the name of card holder, card number (inc. last 3 digits on signature strip), expiry date, issue no (Switch cards only) and valid from date. Proof of entitlement to a concessionary fee must be provided as soon as possible after enrolment and before the course commences otherwise the full fee will be payable.

## By fax

Fax your completed enrolment form to us any time, day or night. Please ensure your credit or debit card details are included on the form.

## In person

Please call into the Centre with your enrolment form, the correct fee and evidence of entitlement to a concessionary fee if appropriate.

## On-line

On-line enrolment for many, but not all, of our courses is available at [www.cornwall.gov.uk/adultlearning](http://www.cornwall.gov.uk/adultlearning). You can also view course details and download course information sheets from this site. Please note that it is not possible to enrol on-line when no fee is payable (for example on most Skills for Life provision and where 16-18 year old learners enrol on qualification courses). We allocate a set number of places for on-line enrolment. If the course you are enrolling on appears full, please contact us to check availability.

## Subsidised courses

Adult learning is subsidised through public funds distributed by the LSC who, like ourselves, use the data we collect from enrolments, to monitor and improve the quality of learning.

## Course fees

Course fees are printed with the course details and are exempt from VAT. Payment in full is required at enrolment, unless you are eligible for concessionary fees or are paying by instalments. Learners are only eligible

for the concessionary fee on examination courses if they have an intention to take the examination.

## Concessionary course fees

As a result of Statutory Regulations made in October 2006, it is no longer possible to offer concessions to anyone over the age of 18 based upon age alone. Concessions are available to people in the groups listed below irrespective of their age and we need to see proof of your entitlement when you enrol. If you enrol by post, a photocopy of your evidence must be sent with your application. Do not, under any circumstances, send your original documents through the post. Please ring us if you are unsure about your eligibility for a concession. You will be eligible, on presentation of your proof of entitlement, to a reduced fee if you:

- are in receipt of Income Support;
- receive Working Tax Credit (but only if "your household income" is shown to be below £15,276 on page 2 of the award notice);
- are in receipt of Job Seekers Allowance (income-based or payable to those who are unemployed);
- receive Housing/Council Tax Benefit;
- dependent (over 19) of any of the above with no other source of income;
- receive Pension Credits (Guarantee Credit only).
- are in receipt of income-related Employment and Support Allowance (ESA)
- are over 16 and under 19 on 31/08/2009; this applies to most qualification courses - please contact us for details.

**Please note:** learners must be aged 19 or over to be eligible to pay the fees displayed for our non-qualification courses. If you are aged 18 or under, please enquire at your local centre.

## Methods of payment

You may wish to spread the cost of your course by paying in instalments by Standing Order. This facility is only available for single courses costing more than £60. For more than 1 course, you will be required to set up separate standing orders. Payment for the first instalment(s) can be made by cheque/credit or debit card and should be sent with your enrolment form. Please ensure that you tick the box on the enrolment form to request the Standing Order Authority Form.

- £60.00 - £200.00 3 equal instalments: 1/3 of total course fee including exam fee if appropriate.
- £201.00+ 4 equal instalments: 1/4 of total course fee including exam fee if appropriate.

# Enrolment Form 2009/2010

**Please complete all sections**

## Your Personal details

Title \_\_\_\_\_ All first names \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Contact number 1 \_\_\_\_\_

*This is the number we will try to contact you on if your course is cancelled.*

Contact number 2 \_\_\_\_\_

email address \_\_\_\_\_

## Your Date of Birth (mandatory)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

### Country of Residence

Resident in the UK for the last 3 years? **Y**  **N**

Other (please contact the Centre to discuss eligibility)

\_\_\_\_\_

## Help for Learners

### Disability

Do you consider yourself to have a learning difficulty and/or disability? **Y**  **N**

If 'yes', please provide us with details so that any necessary adjustments can be made to assist you. This information must be provided at each enrolment.

\_\_\_\_\_

Would you like to be contacted by our Equality Adviser about arranging help or support? **Y**  **N**

If you have disclosed that you have a disability or learning difficulty we would like to share this information with your tutor in a sensitive and confidential manner, to enable you to participate fully in your class.

Are you happy for us to do this? **Y**  **N**

### Learner Support (Access) Fund:

The LSC makes a limited sum available to provide grants to students facing financial hardship to attend and complete courses. To find out more and to obtain an application form please enquire when you enrol.

### Skills Check

We can help you check how your skills in English, Study Skills, Mathematics or IT relate to your course. Would you like to be contacted about any of these? **Y**  **N**

## Course(s) for which you'd like to enrol:

Code	Course title	Fee	Card	Cheque	Cash	Instalment

## Data Protection and Disclosure Statement 2009 - 2010

The LSC values your views on the education or training which you receive, and will use these to help bring about improvements for learners in England. Do you wish to be contacted by the LSC or its partners in respect of surveys and research? **Y**  **N**

The LSC or its partners may wish to contact you from time to time about courses, or learning opportunities relevant to you. Do you wish to be contacted about courses or learning opportunities by post? **Y**  **N**

Can we share your participation and achievement data with our partners? **Y**  **N**

Data Protection Act 1998 -The information you provide will be passed to the Learning and Skills Council (the LSC). The LSC is responsible for funding, planning and encouraging education and training for young people and adults in England, and is registered under the Data Protection Act 1998. The information you provide will be shared with other organisations for the purpose of administration, careers and other guidance, and statistical and research purposes. Other organisations with which we will share information include, the Department for Education and Skills, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the LSC or its partners. The LSC also administers the learner registration service (LRS) which will

use your information to create and maintain a unique learner number (ULN). The LSC is also a co-financing organisation and uses European Social Funds from the European Union to directly or indirectly participate in learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. Further information about partner organisations and the ULN and what they do, may be found at [www.lsc.gov.uk/providers/Data/help/](http://www.lsc.gov.uk/providers/Data/help/) and by following the links to data protection. At no time will your personal information be passed to organisations for marketing or sales purposes. From time to time students are approached to take part in surveys by mail and phone, which are aimed at enabling the LSC and its partners to monitor performance, improve quality and plan future provision.



**Are you in paid employment?** Y  N

**Concessionary Fees: Please tick and provide proof**

- |  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| Income Support   | <input type="checkbox"/> | Housing/Council Tax Benefit  | <input type="checkbox"/> |
| Working Tax Credit (only where the notice shows a household income of less than £15,276) | <input type="checkbox"/> | Dependant (19+) of anyone claiming one of the above, with no other income  | <input type="checkbox"/> |
| Job Seekers Allowance (income based payable to those who are unemployed)                 | <input type="checkbox"/> | Pension Credit: applies to Guarantee Credit only, so please photocopy your award notice.   | <input type="checkbox"/> |
| Employment and Support Allowance (ESA)   | <input type="checkbox"/> | <b>Aged 16 - 19?</b> Please see the section 'How do I enrol and how much do I pay?' to determine the fees payable or check with your local Centre. |                          |

**Ethnic origin: please tick one**

- |                               |                          |                               |                          |                        |                          |                               |                          |
|-------------------------------|--------------------------|-------------------------------|--------------------------|------------------------|--------------------------|-------------------------------|--------------------------|
| <b>Asian or Asian British</b> | <input type="checkbox"/> | <b>Black or Black British</b> | <input type="checkbox"/> | <b>White</b>           | <input type="checkbox"/> | <b>Mixed or Dual Heritage</b> | <input type="checkbox"/> |
| Bangladeshi                   | <input type="checkbox"/> | African                       | <input type="checkbox"/> | British                | <input type="checkbox"/> | White and Asian               | <input type="checkbox"/> |
| Indian                        | <input type="checkbox"/> | Caribbean                     | <input type="checkbox"/> | Irish                  | <input type="checkbox"/> | White and Black African       | <input type="checkbox"/> |
| Pakistani                     | <input type="checkbox"/> | other Black background        | <input type="checkbox"/> | other White background | <input type="checkbox"/> | White and Black Caribbean     | <input type="checkbox"/> |
| other Asian background        | <input type="checkbox"/> | <b>Chinese</b>                | <input type="checkbox"/> | <b>Any other</b>       | <input type="checkbox"/> | Other Mixed background        | <input type="checkbox"/> |
|                               |                          |                               |                          |                        |                          | <b>Prefer not to say</b>      | <input type="checkbox"/> |

**Previous Qualifications**

The LSC has requested that we collect this data at enrolment. Please give details of your highest previous qualification e.g. BTEC ONC/ Degree/NVQ3. If this is GCSE or GCE, please state the number of qualifications obtained and if they were between Grades A-C or D-F. If you would like further information about how to complete this, please do not hesitate to contact us.

**Please help us ...**

Please take a few moments to complete the following **if you have not studied with us before ...**

**How did you hear about us?**

- Advert - ref if known: \_\_\_\_\_  Personal recommendation  Brochure delivered to home  
 Brochure from elsewhere, venue name \_\_\_\_\_

**Thank you**

**Your signature**

*I should like to enrol for the course(s) shown above. I accept the Authority's policy on fees and refunds as stated in the Adult Education prospectus. I understand and accept the Authority's right to change the venue or to close or combine classes if enrolments or attendances are inadequate. I have read the Data Protection and Disclosure Statement overleaf and consent to the information I provide being used for these purposes.*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Payment details:** Cheques should be made payable to: **Cornwall Council.**

**Standing order**

I wish to pay by instalments. I enclose a cheque for\*/Please debit my credit/debit card with \*£ \_\_\_\_\_ as the first instalment. \*delete as appropriate. (A standing order authority and guidance notes will be dispatched to you with your receipt).

**Credit/Debit card**

Please charge my Visa/Mastercard/Maestro (total fees shown above) £ \_\_\_\_\_  
 Card Number \_\_\_\_\_ Last 3 digits on signature strip \_\_\_\_\_  
 Valid from \_\_\_\_\_ Expiry date \_\_\_\_\_ Switch issue number \_\_\_\_\_  
 Cardholder's Name \_\_\_\_\_  
 Address if different to overleaf \_\_\_\_\_  
 \_\_\_\_\_  
 Signature of cardholder: \_\_\_\_\_



# LEARNER INVOLVEMENT

**"When learners participate in decisions affecting their learning experience, they are likely to play a more active role in the provider's quality improvement processes - a key lever of service improvement"**

Source: Further Education: Raising Skills, Improving Life Chances (DfES, 2006).

We want to involve you in all that we do so you have the power to make a difference. This is your opportunity to have an impact on the continuing development of the Adult Education Service and have your say. If you are interested in getting involved, please indicate which is most important to you:

- a Attend meetings to contribute your ideas
- b Complete surveys and questionnaires
- c Provide informal feedback (eg through your tutor or Centre staff)
- d Contribute your ideas for the Learner Handbook
- e Any other methods or comments - please state   
.....
- f Please tick the box if you would like to be actively involved in any of the above.

The information you provide on this form will be held by Cornwall Council and used by us to improve our services. Your information will not be used for any other purpose by Cornwall Council, and will not be passed onto any other third party without your permission. In accordance with Cornwall Council's Record Retention Policy, the information you provide on this form will be retained until your comments have been fully dealt with, after which period it will be destroyed in a secure manner. All personal information held by Cornwall Council is held safely in a secure environment.

**Please complete your details if you wish to be entered into a prize draw to win Course Vouchers to the value of:**

**1st prize: £50.00 2nd prize: £30.00 3rd prize: £20.00**

Please send your entry to your local Adult Education Centre - the address can be found on page 2. Vouchers are redeemable against course fees only, for any new enrolment on one course included in this brochure, commencing after 1st September 2009. No change will be given. No cash alternative can be offered. Draws will take place on 03.02.10 and 07.04.10. Winners will be notified by post. Entries will be included once only in the draw following the date received.

Name ..... Address .....

.....


.....

..... Postcode .....

# Help and advice for Learners

## Important Dates

Information and Enrolment Days:

If you would like to do a GCSE or another qualification in this brochure such as Art, Craft, Languages or a Counselling course, then you are strongly advised to come along to the informal Information Meeting, where your Tutor will be on hand to tell you about the course and answer any questions you may have. Please look out for the symbol  in your course listing against which the Information Meeting date and time will be advertised.

## Safe Learning

Cornwall Adult Education Service is committed to providing a learning and working environment which promotes the safety and well being of all its learners, staff and volunteers - all of whom have the right to freedom from abuse and harm.

The Service's aim of providing 'safe learning' is a holistic one, and includes managing safety in all our venues, the prevention of bullying or harassment and a zero tolerance approach to abuse. We are committed to safeguarding our learners and it is our duty to protect vulnerable adults and children from harm, by preventing harm and also acting where there are suspicions of abuse.

If you tell us, or we become aware of, something which suggests there may be cause for concern we have a duty to report this to one of our Safeguarding Champions - specially trained staff within the Adult Education Service - who will then refer on to appropriate agencies. In this way we can work together to ensure that our learners, staff and community are free from harm.

## Disability

We do not wish to exclude any potential learner from attending the classes outlined in this guide because of disability or financial hardship.

We welcome the extension of the Disability Discrimination Act to include education and wish to do more than merely comply with the legislation. We will not treat learners or potential learners with a disability less favourably for a reason related to their disability and will make reasonable adjustments to enable learners with disabilities to participate fully and effectively. Most of our programme is accessible to learners with disabilities, including people with physical

or sensory impairments, dyslexia, medical conditions, mental health difficulties and learning difficulties. Additional support will be provided at no cost to the learner where this is necessary to enable participation in the learning.

Each Centre has a Learning Support Manager who is trained and there to assist learners with disabilities, to integrate into their chosen learning programme. Where necessary this will involve an assessment of the specific individual needs of the learner and arrangements to address these.

Please let us know if you have a disability by recording this on the enrolment form or by contacting the Adult Education Centre's Learning Support Manager if you require any assistance. Any information provided will only be used to support you, the learner. Centre staff undergo training on a continuous basis relating to confidentiality and disclosure in dealing with personal information.

## Learning support resources

Assistive technology may be available to help those with specific learning needs such as dyslexia, dyspraxia or autism for example. We can also supply specialist equipment to help those with physical disabilities. Please refer to the learner handbook available at [www.cornwall.gov.uk/adultlearning](http://www.cornwall.gov.uk/adultlearning) or contact us for further details.

## Equality and Diversity Policy

The Cornwall Adult Education Service is committed to securing equality of opportunity for all learners and staff. You can view the policy online at [www.cornwall.gov.uk/adultlearning](http://www.cornwall.gov.uk/adultlearning).

## Difficulty reading this guide

The information contained within this brochure can be made available to you in different formats as appropriate (this includes audio, Braille, large print and other languages). Please contact your local Centre and a member of the team will discuss your particular requirements with you or your representative.

# Help and advice for Learners

## Refund of fees

A full refund of fees will be given where an advertised class does not start, or closes owing to insufficient enrolments or for medical reasons or a substantive change in your circumstances. Refunds for other reasons are not given. Credits are not given for occasional absences through illness, holidays, shift work etc.

## Financial hardship

The courses outlined in this guide represent good value for money but it is recognised that some learners will only be able to afford to take part if they receive assistance with the cost of tuition or examination fees, transport, books or other materials. Others may require assistance with the cost of childcare. The Learning and Skills Council has allocated funding to support learners who may be denied the opportunity to participate effectively. Please contact us to discuss, on a confidential basis, what help can be given and how to apply.

## Information and advice on learning and work

Centre staff will be pleased to provide impartial and objective information and advice to help you to choose the right course.

If you have a learning difficulty and/or disability and require any particular assistance with information and advice contact the Adult Education Centre's Learning Support Manager (contact details can be found on page 2).

The Adult Education Service works in partnership with Careers South West Ltd (formerly Connexions Devon and Cornwall Ltd) who run the 'nextstep' advice service in the South West, and other community based organisations to provide a local information and advice network. This impartial advice is designed to help you make decisions about courses to follow, or careers options available to you. We would welcome your comments about the information and advice services you receive and evaluation forms are available in the centres or telephone your local Adult Education Centre.

If you want information and advice or to make an appointment to see an adviser in your local community telephone (local rate) 'nextstep' on 0845 8 50 50 70 between 9.00am - 5.00pm, or visit the website: [www.nextstep-sw.org.uk](http://www.nextstep-sw.org.uk)

## Courses with low enrolment

The Service reserves the right to close any course with insufficient learner enrolments, withdraw or amend the details of any advertised course, including the starting date or venue.

## Age

The minimum age for enrolment is 16. There is no upper age limit.

## Enrolment Form

Please ensure that all sections of the forms are completed fully. The adult learning described in this brochure is funded by the Learning and Skills Council (LSC) and in order to maintain the financial subsidy from public funds we are obliged to provide the LSC with the data it requires. From 2008-09 the provision of date of birth is mandatory for all LSC funded learning.

## Change of personal details

Please inform your local centre if your address, telephone number, or any other personal details change during the course.

## Learner Charter and Code of Conduct

The Cornwall Adult Education Service has a charter which describes its commitment to provide the best possible service for adult learners and what is expected in return if learners are to gain the maximum benefit from their learning experience. Learners are also expected to adhere to the Cornwall Adult Education Service Code of Conduct and failure to do so may result in suspension or exclusion from classes. The Charter and Code of Conduct is available online at [www.cornwall.gov.uk/adultlearning](http://www.cornwall.gov.uk/adultlearning).



# Help and advice for Learners

## Attendance

In order to benefit fully from the course on which you have enrolled, you should try to attend regularly. If you find you are unable to attend, the course is not what you expected, or you have a complaint about the way the course is progressing, then please do not just leave the class. We have arrangements that will help you stay on your chosen course and will do whatever we can to overcome any difficulty. GCSE and higher level examinations demand considerable work and home study will be necessary.

## Bringing children to classes

We regret that learners are unable to bring children to our classes unless there are exceptional circumstances when written permission must be obtained beforehand. Please contact your centre if you wish to discuss this. This does not apply to our Family Learning programmes.

## Damage to Council property and equipment

A learner known to have damaged Cornwall Council premises or equipment shall be liable for paying the Authority on demand the cost of repair or replacement of such damage.

## Health and Safety

Every possible care is taken to ensure the health and safety of learners and staff at Adult Education classes. Should you encounter a problem, please report it immediately to the course tutor. Please also report it to the Centre office.

## Personal property

The Adult Education Service does not accept responsibility for any personal property lost, stolen or damaged while on premises used by the Service.

## Examination fees

Students are responsible for ensuring that they are entered for the correct examination and will be required to pay the examination board's fee and a centre registration fee. Details of these charges are available from the Office and in most cases they will be outlined in the individual course information sheets which are available on request, on our web-site and at enrolment. No concessions are available for centre or examination entry fees.

As examination fees are paid to exam boards, any request for a refund will be subject to the relevant

examination board's rule. If a refund is possible an administration charge of £10 will be made. No refund of the centre registration fee is possible.

## Books and stationery

Learners are expected to provide their own textbooks, stationery, and materials. Course tutors will give advice as to what is required and details will usually be found in the course details on enrolment.

## Complaints, Comments and Compliments

A copy of the Cornwall Council complaints procedure is available on request, but we do our best to exceed the requirements of this scheme.

- We may be contacted by telephone, fax, email or letter.
- We aim to respond within five working days or earlier.
- We aim to investigate your complaint fully within 20 working days.
- We welcome any comments or suggestions for improvement to the Service.

If you have either a complaint or a compliment, please contact your Learning Support Manager. We want to hear from you ....

- Do you have any suggestions on how we might improve services?
- Would you like to compliment us on a job well done?
- Have we fallen short of what you expect?
- Have we fallen short of the standards we set ourselves?

## Brochure content

We make every effort to ensure the accuracy of information in this brochure and course details are correct at time of going to press, however we reserve the right to change/amend at any time.

## Please recycle this brochure

Cornwall Adult Education Service is committed to environmental sustainability. Please recycle this brochure when you have finished with it.

# Caradon & Newquay Adult Education

## What's on ....



<b>Brush-up your Skills:</b> 5 - 6	First Aid at Work First Aid at Work Requalification	<b>English &amp; Languages:</b> 26 - 30 Cornish French French for Business German Italian Japanese Portuguese Spanish Spanish for Business
<b>Access to Higher Education:</b> 7	Emergency First Aid at Work Paediatric First Aid	
<b>Art and Craft:</b> 8 - 12 Acrylics Certificate in Creative Craft Ceramics Digital Imaging Drawing and Painting Life Drawing Photography Textiles Art for Pleasure Botanical Illustration Cushions Dichroic and Fused Glass Jewellery Drawing Drawing and Painting Fabric and Flesh: Painting a Costumed Model Flower Painting Millinery Oils Painting on China Pastels Quilt Making Sculpture Silver Clay Jewellery Watercolours Unique Chic	<b>Complementary Health and Counselling:</b> 18 - 19 Certificate in Drug Awareness Certificate in Counselling Skills Certificate in Counselling Studies Child Protection Awareness Diploma in Anatomy and Physiology Diploma in Indian Head Massage Thai Foot Massage Thai Massage	<b>Fitness and Sport:</b> 31 - 32 Certificate in Fitness Instructing Certificate in Advanced Gym Instructing Instructing Mat Based Pilates Certificate Tai Chi Yoga
<b>Business, Career &amp; Personal Development:</b> 13 - 16 Award in Starting Your Own Business Bookkeeping and Accounts Computerised and Manual Bookkeeping Payroll Using Sage Award in Food Safety in the Catering Industry Preparing to Teach in the Lifelong Learning Sector Certificate in Teaching in the Lifelong Learning Sector	<b>Computing &amp; Technology:</b> 21 - 25 Level 1 PC Skills ECDL Essentials ECDL Extra ECDL Advanced Text Processing First Steps in: Desktop Publishing Digital Imaging with Paintshop Pro Digital Imaging with Photoshop Internet and Email Personal Computing PowerPoint Presentations Spreadsheets First Steps with: Files and Folders Your Compact Digital Camera Next Steps in: Digital Imaging with Photoshop Business Website in a Weekend Compact Digital Camera in Two Weeks Digital SLR in a Weekend Photoshop in Two Weeks	<b>Music, Dance &amp; Drama:</b> 33 Introduction to Music Management Belly Dance Didgeridoo and Drum Music Technology Singing
		<b>Outdoor Leisure &amp; RYA Courses:</b> 34 Basic Sea Survival Workshop Diesel Engine Maintenance RYA Radar Course VHF Marine Radio Operator Short Range Certificate Historical Walks
		<b>Special Interest:</b> 36 - 38 Cake Decorating Car Care Fish Cookery Horse Owner's Certificate Local History Riding and Road Safety Sugar Flowers