

CORNWALL ADULT EDUCATION SERVICE
Falmouth, Helston and St Ives

Day & Night

Courses for Spring/Summer 2010



**Valid until
AUGUST
2010!**

Welcome ...

Falmouth/Penryn Adult & Community Learning Centre

Tregenver Road
Falmouth TR11 2QW
Tel: 01326 319275
Fax: 01326 212363
aefalmouth@cornwall.gov.uk

Office Hours:

Monday - Thursday 9am – 5pm
Friday 9am - 4pm
24 hour answering machine

Helston & Lizard Adult Education Centre

Church Hill
Helston TR13 8NR
Tel: 01326 563861
Fax: 01326 573393
aehelston@cornwall.gov.uk

St Ives Adult Education Centre

Trenwith Burrows
St Ives TR26 1DJ
aestives@cornwall.gov.uk

Please contact Helston centre for any queries.

Learning Support Managers:

Falmouth: Liz Gilbert
Helston: Nicola Beaven-Harrison

Link into Learning

Falmouth Centre

Tel: 01326 211887

Helston Centre

Tel: 01326 565390

Half-term holidays:

Spring 2010	15 - 19 February
Summer 2010	31 May - 4 June
May Day	3 May
Flora Day	8th 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. FAL denotes Falmouth courses; HEL denotes Helston and St Ives – 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

Course title → **French Language and Culture**
Exam board and level → **ABC, level 2**
Course code → **ABC9006**
Course start date and → **Tuesday, 9.30am - 12.15pm** ← Day and time of course sessions
the number of sessions → **15 September, 12 sessions**
The tutor → **Bude - Gregson Centre** ← The venue
Tutor: Jane Smith
F£37.50 C£5.00

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.

Some courses include a free taster, opportunity to meet the tutor or require an interview. (see key below)

ABC9001
25 February, 10 sessions
F£30.50 C£5.00

ABC9002
25 May, 11 sessions
F£33.50 C£5.00

☰ Thur 9 Sept, 6.30 - 7.30pm

← 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 Falmouth, Helston and St Ives, 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 Caradon & Newquay areas – please visit our website at 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 website 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

ASET

BCS (ECDL) British Computer Society

CACDP Council for the Advancement of Communication with Deaf People

CACHE Council for Awards in Children's Care and Education

CIEH The Chartered Institute of Environmental Health

CIM Chartered Institute for Marketing

City & Guilds City and Guilds

CPCAB Counselling & Psychotherapy Central Awarding Body

eDCC

EDEXCEL The name 'Edexcel' was originally derived from 'educational excellence'

HAB The Hospitality Awarding Body

HSE Health & Safety Executive

IAB International Association of Book keepers

ILM Institute for Leadership and Management

ITEC International Therapy Examination Council

LCCIEB London Chamber of Commerce and Industry International Qualifications

NCFE Northern Council for Further Education

NOCN National Open College Network

OCNSWR Open College Network South West Region

OCNW Open College North West

OCR Oxford Cambridge and RSA

PADI (Diving Instructors) Professional Association of Diving Instructors

RIPHH Royal Institute of Public Health and Hygiene

RLSS (National Pool Qualification) Royal Life Saving Society

RYA Royal Yachting Association

Sports Leaders UK

VTCT Vocational Training Charitable Trust

WJEC (Welsh Board) Welsh Joint Examination Council Welsh Joint Education Committee

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 the awarding bodies use the NQF.

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
Barncoose	Chariot Road, Illogan Highway, Redruth TR15 3LG mary.jewell@cornwall-acl.ac.uk	Mary Jewell	01209 217952	Mon - Fri 9am - 3.30pm Mon, Thurs 6.30 - 9.30pm
Falmouth	Tregenver, Tregenver Road, Falmouth TR11 2QW andy.connew@cornwall-acl.ac.uk	Andy Connew	01326 211887	Mon - Wed 8.30am - 4.30pm 5.30 - 8.30pm Tues & Fri 8.30am - 1pm Thurs 8.30am - 4.30pm
Hayle	Rooms 7&8, Community Centre, 58 Queensway, Hayle TR27 4NX pauline.starkey@cornwall-acl.ac.uk	Pauline Starkey	01736 759051	Tues 1 - 4pm, 6 - 9pm Wed, Thurs 9.30am - 12.30pm, 1 - 4pm Fri 9.30am - 12.30pm
Helston	Helston Adult Education Centre, Church Hill, Helston TR13 8NR linda.penrose@cornwall-acl.ac.uk	Linda Penrose	01326 565390	Mon - Fri 9am - 3.30pm Mon, Thurs 6.30 - 9.30pm
Penryn	Penryn Library, St Thomas Street, Penryn sue.noy@cornwall-acl.ac.uk	Sue Noy	01326 379465	Tues, Thurs 10am - 4pm
Penzance	Penlee Centre, Penlee Park, Penzance TR18 4HE melanie.richards@cornwall-acl.ac.uk	Melanie Richards	01736 330999 Fax: 01736 361588	Mon - Fri 9.30am - 4pm Tues, Thurs 6.30 - 9.30pm
St Ives	St Ives Library (1st floor) Gabriel Street, St Ives TR26 2LU sue.turner@cornwall-acl.ac.uk	Sue Turner	07973 813716	Mon 9.30am - 12.30pm, 1 - 4pm Tues 1 - 4pm, 6 - 9pm Wed 9.30am - 12.30pm
St Just	St Just Library, Lafrowda Close, St Just TR19 7HX sue.turner@cornwall-acl.ac.uk	Sue Turner	07973 813716	Wed 6.30 - 9.30pm Thurs 9.30am - 12.30pm 1 - 4pm
Truro	14 Walsingham Place, Truro TR1 2RP andrew.dilly@cornwall-acl.ac.uk	Andrew Dilly	01872 240986	Mon - Fri 9am - 4pm Wed, Thurs 5 - 8pm

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!



Do you want want a career in Nursing, Speech Therapy, IT, Teaching, Social Work, Youth and Community Work, Public Health, Midwifery, Paramedics, Nutrition, Radiotherapy, or Business Management 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/childcare costs
- Available in Falmouth, Helston and St Ives - please ask for details
- Apply for ALG



Call Falmouth 01326 319275 or Helston 01326 563861 now!

Art and Craft

Qualification courses

Falmouth Area

Certificate In Creative Craft – Jewellery

NCFE Level 2

FAL9118

Thursday, 6.00pm - 9.00pm

25 February, 18 sessions

Studio @ Unit 9, Jubilee Wharf, Penryn

Tutor: Sophia Gale-Windsor

F£148.43 C£56.43

Develop your creative ideas and explore a variety of media and jewellery making techniques to increase your skills and produce beautiful items to wear.

Certificate in Creative Craft - Life Drawing

NCFE, Level 2

FAL9028

Tuesday, 6:30pm - 9:30pm

23 February, 18 sessions

Tregenver

Tutor: Simon Roff

F£187.45 C£95.45

📅 2 February, 7.30pm - 8.30pm

A structured life class covering a wide range of media and approaches to drawing and painting the nude figure. Suitable for all abilities and an excellent portfolio building course.

Certificate in Creative Craft - Photography

NCFE, Level 2

FAL9031

Tuesday, 1:30pm - 4:30pm

23 February, 18 sessions

Tregenver

Tutor: Simon Roff

F£148.43 C£56.43

📅 2 February, 2.30pm - 3.30pm

A beginner's photography class covering all your camera settings, composing pictures, digital editing and

manipulation on computers, film processing and printing leading to a presentation of 12 final photographs.

Helston Area

Certificate in Creative Craft - Digital Imaging

NCFE, Level 1

HEL9010

Thursday, 6:30pm - 9:30pm

26 November, 16 sessions

Helston Open Learning Centre

Tutor: Jane Killips

F£148.43 C£56.43

📅 19 November, 7.30pm - 8.30pm

Learn the theory and techniques, develop your skills and gain confidence in digital imaging.

Non qualification courses

Falmouth Area

Acrylic Painting 1

Suitable for All

FAL9033

Tuesday, 1:00pm - 3:15pm

12 January, 10 sessions

Tregenver

Tutor: Judi Trevorrow

F£67.50 C£33.75

Acrylic painting lead by demonstrations and friendly tuition. All aspects of picture making covered. Please see course information sheets for equipment for first lesson.

FAL9034

20 April, 10 sessions

Acrylic Painting 2

Suitable for All

FAL9036

Friday, 1:00pm - 3:15pm

15 January, 10 sessions

Tregenver

Tutor: Judi Trevorrow

F£67.50 C£33.75

Acrylic painting lead by demonstrations and friendly tuition. All aspects of picture making covered. Please see

course information sheets for equipment for first lesson.

FAL9037

23 April, 10 sessions

Botanical Drawing & Painting

Beginners 1 & 2

FAL9119

Monday, 10.00am - 12 noon

4 January, 12 sessions

Studio @ Unit 9, Jubilee Wharf, Penryn

Tutor: Sophia Gale-Windsor

F£72.00 C£36.00

A drawing and painting course that uses watercolours to accurately depict life size seasonal plants and flowers.

FAL9120

19 April, 12 sessions

Ceramics for Beginners and Beyond

Beginners and Intermediate

FAL9111

Wednesday, 2.30pm-5.30pm

13 January, 10 sessions

Studio @ Unit 9, Jubilee Wharf, Penryn

Tutor: Jemima Whyatt

F£105.00 C£60.00

Come and create! Explore various techniques of building with clay including slab-building, plunging, modelling, coiling and pinching. Decorative techniques such as carving, printing, slipwork, sgraffito and underglazes will also be covered.

FAL9113

Thursday, 10.00am-1.00pm

14 January, 10 sessions

Crochet

Beginners and Improvers

FAL9114

Wednesday, 7.00pm-9.00pm

13 January, 10 sessions

Tregenver

Tutor: Jane Farmer

F£60.00 C£30.00

The opportunity to learn the basic stitches of crochet and how they can be used to make various items, either traditional or modern eg Amigurumi, as well as how to follow crochet patterns.

FAL9115

21 April, 10 sessions

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01326 319275** for Falmouth courses, **01326 563861** for Helston courses or visit: www.cornwall.gov.uk/adultlearning to receive those which you require.

Art and Craft

Non qualification courses

Crochet Workshop Beginners and Improvers

FAL9116

Saturday, 10.00am - 4.00pm

15 May, 1 session

Tregenvor

Tutor: Jane Farmer

F£19.50 C£7.50

Learn how to crochet using basic stitches and to read a simple crochet pattern. Ideal for complete novices or those who want to practice their skills.

FAL9117

3 July, 1 session

Drawing and Painting Suitable for All

FAL9045

Thursday, 1:30pm - 3:30pm

14 January, 10 sessions

Tregenvor

Tutor: Tamsin Woodford

F£60.00 C£30.00

A varied course where we'll explore a range of working methods so you can learn and develop techniques, observational skills and creativity.

FAL9046

22 April, 10 sessions

Drawing and Painting Beginners 1 & 2

FAL9051

Monday, 7:00pm - 9:00pm

11 January, 10 sessions

Tregenvor

Tutor: Suzanna Haynes

F£60.00 C£30.00

A welcoming course for all. Learn or rediscover your creative touch using basic drawing and painting techniques.

FAL9052

19 April, 10 sessions

Drawing, Painting and Creative Mixed Media - In Depth

Suitable for all

FAL9048

Wednesday, 2:30pm - 5:00pm

13 January, 10 sessions

Tregenvor

Tutor: Bridgit Sweeney

F£75.00 C£37.50

Explore the creative processes and discover your own personal way of expressing your ideas. Experiment with selected materials, style and approaches. Learn about and perfect the medium of your choice in a friendly creative atmosphere.

FAL9049

21 April, 10 sessions

Drawing In Soft Pastels Suitable for All

FAL9042

Monday, 9:30am - 11:30am

11 January, 10 sessions

Tregenvor

Tutor: Judi Trevorrow

F£60.00 C£30.00

Step by step guidance and demonstrations in soft pastels, looking at the creative techniques needed to cover a variety of subjects. Please see course information sheet for equipment list.

FAL9043

Monday, 9:30am - 11:30am

19 April, 10 sessions

Fused Glass

Beginners

FAL9105

Tuesday, 7:00pm - 9:00pm

12 January, 10 sessions

Studio@Unit 9, Jubilee Wharf, Penryn

Tutor: Jane Smith

F£60.00 C£30.00

A course for the complete beginner who wishes to learn the techniques and processes of fused glass. Materials extra, payable to the tutor.

FAL9106

20 April, 10 sessions

Glass Bead Workshop

Beginners 1

FAL9057

Wednesday, 10:00am - 4:30pm

17 February, 1 session

Studio@Unit 9, Jubilee Wharf, Penryn

Tutor: Jane Smith

F£18.00 C£9.00

A course for complete beginners who want to learn the techniques and processes of glass bead making. Materials extra, payable to the tutor, approx £20-£25.

FAL9058

2 June, 1 session

Introduction to Jewellery Making

Beginners

FAL9061

Wednesday, 7.00pm - 9.00pm

6 January, 10 sessions

Studio@Unit 9, Jubilee Wharf, Penryn

Tutor: Sophia Gale-Windsor

F£60.00 C£30.00

An introduction to working with metals. You will learn how to texture, cut and solder metal and also how to colour aluminium. Materials extra, payable to the tutor.

FAL9062

21 April, 10 sessions

Intermediate Jewellery Design & Make

Intermediate

FAL9064

Monday, 7.00pm - 9.00pm

11 January, 10 sessions

Studio@Unit 9, Jubilee Wharf, Penryn

Tutor: Sophia Gale-Windsor

F£60.00 C£30.00

You will have had some prior experience of working in metal before the course. Develop those skills and learn new ones, eg. Kilt brooch making. Materials extra, payable to the tutor.

FAL9065

19 April, 10 sessions

Landscape Drawing and Painting

Suitable for All

FAL9121

Wednesday, 10.00am-1.00pm

28 April, 10 sessions

Tregenvor

Tutor: Jemima Whyatt

F£90.00 C£45.00

A landscape painting course working, weather permitting, 'en plein air' with advice from the tutor. Develop your drawing and painting skills using materials of your own choosing to create a unique expression of the landscape environment.

Art and Craft

Non qualification courses

Life Drawing

Suitable for All

FAL9067

Monday, 6:30pm - 9:00pm

11 January, 10 sessions

Tregenver

Tutor: Michael Broughton

F£91.67 C£54.17

Drawing from the figure - explore new materials and techniques through observational drawing.

FAL9068

19 April, 10 sessions

Life Drawing and Painting

Beginners & Intermediate

FAL9070

Monday, 10:00am - 1:00pm

11 January, 10 sessions

Tregenver

Tutor: Jemima Whyatt

F£110.00 C£65.00

Working with models, explore various media and develop your unique understanding of the life figure, composition, space and time.

FAL9071

Monday, 10:00am - 1:00pm

19 April, 10 sessions

Life Drawing and Painting: Perspective and Narrative Context

Suitable for All

FAL9073

Wednesday, 10:00am - 1:00pm

13 January, 10 sessions

Tregenver

Tutor: Jemima Whyatt

F£110.00 C£65.00

We will explore the life figure working with models in mixed media of your choice with a focus on perspective and developing a narrative image.

FAL9074

21 April, 10 sessions

Outdoor Painting & Drawing

Suitable for All

FAL9097

Tuesday, 9.30am-11.30am

20 April, 10 sessions

Tregenver

Tutor: Tamsin Woodford

F£60.00 C£30.00

Explore different aspects of drawing or painting each week, working outdoors in various local spots.

Portraiture Skills

Suitable for All

FAL9079

Thursday, 10:00am - 12:00pm

14 January, 10 sessions

Tregenver

Tutor: Suzanna Haynes

F£71.09 C£41.09

Learn the art of portraiture. Use drawing and measuring techniques to capture features and form and develop painting techniques to mix skin tones.

FAL9080

22 April, 10 sessions

Precious Metal Clay Jewellery Workshop

Beginners 1

FAL9082

Friday, 10:00am - 4:30pm

19 February, 1 session

Studio@Unit 9, Jubilee Wharf, Penryn

Tutor: Jane Smith

F£43.00 C£34.00

This course is for complete beginners wanting to learn the techniques and processes of precious metal clay. Some materials included.

FAL9083

4 June, 1 session

Recycled Clothes and Objects

Beginners

FAL9085

Wednesday, 6:00pm - 8:30pm

3 February, 6 sessions

Tregenver

Tutor: Amy Kate Walden

F£45.00 C£22.50

Learn how to make new unique garments or objects out of your old clothes - no sewing ability required, just a willingness to have fun and experiment whilst learning how to save money.

FAL9086

9 June, 6 sessions

Sketching and Painting at Trebah, near Falmouth

Beginners 2 and Intermediate

FAL9088

Wednesday, 10.00am-4.30pm

9 June, 1 session

Trebah, Near Falmouth

Tutor: Sue Dibley

F£16.50 C£8.25

This workshop includes a walk around the garden to the beach followed by sketching 'en plein air' or in a secluded area inside. Admission to Trebah £6.00, payable on entry.

Watercolour Painting

Beginners 1

FAL9090

Monday, 1:00pm - 3:00pm

11 January, 10 sessions

Tregenver

Tutor: Judi Trevorrow

F£60.00 C£30.00

A watercolour beginners course with friendly tuition and demonstrations. We will look at all aspects of watercolour painting. Please see information sheet for equipment for the first lesson.

FAL9091

19 April, 10 sessions

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01326 319275** for Falmouth courses, **01326 563861** for Helston courses or visit: www.cornwall.gov.uk/adultlearning to receive those which you require.

Art and Craft

Non qualification courses

Watercolour Painting

Beginners 2

FAL9093

Monday, 3:30pm - 5:30pm

11 January, 10 sessions

Tregenver

Tutor: Judi Trevorrow

F£60.00 C£30.00

This course is for someone with a little watercolour experience who wants to learn more. Lessons are lead by demonstrations and structured tuition. Please see course information sheet for equipment list.

FAL9094

19 April, 10 sessions

Watercolour Painting

Suitable for All

FAL9096

Tuesday, 9:30am - 11:30am

12 January, 10 sessions

Tregenver

Tutor: Tamsin Woodford

F£60.00 C£30.00

Learn techniques for using watercolour and increase your skills of observation. We'll look at the work of other artists and you'll be encouraged to develop your own direction and style.

Watercolour Painting

Intermediate

FAL9099

Thursday, 1:00pm - 3:00pm

14 January, 10 sessions

Tregenver

Tutor: Judi Trevorrow

F£60.00 C£30.00

Step by step guidance and demonstrations in watercolour for students with some experience (6 terms of tuition). Please bring all usual equipment to the first lesson.

FAL9100

22 April, 10 sessions

Watercolour Painting

Advanced

FAL9102

Thursday, 9:30am - 11:30am

14 January, 10 sessions

Tregenver

Tutor: Judi Trevorrow

F£60.00 C£30.00

This is an advanced class for the experienced painter who wishes to develop more. (9 terms of previous tuition). Please bring usual equipment to the first lesson.

FAL9103

22 April, 10 sessions

Watercolour Bright and Colourful Flowers

Suitable for All

FAL9109

Saturday, 9:30am - 4:30pm

26 June, 1 session

Tregenver

Tutor: Judi Trevorrow

F£19.50 C£9.75

Spend the day painting bright and colourful flowers in watercolour. Please see the course information sheet for an equipment list. Lessons lead by demonstrations and friendly tuition.

Watercolour Cornish Cottages

Suitable for All

FAL9107

Saturday, 9:30am - 4:30pm

6 February, 1 session

Tregenver

Tutor: Judi Trevorrow

F£19.50 C£9.75

Spend the day painting Cornish Cottages in watercolour. Please see the course information sheet for an equipment list. Lessons lead by demonstrations and friendly tuition.

Watercolour Dayschool

Beginners 1

FAL9122

Saturday, 9.30am - 4.30pm

20 March, 1 session

Tregenver

Tutor: Tamsin Woodford

F£19.50 C£9.75

Spend a day learning basic watercolour technique and create simple still life paintings.

Watercolour Yachts and Reflections

Suitable for All

FAL9108

Saturday, 9:30am - 4:30pm

24 April, 1 session

Tregenver

Tutor: Judi Trevorrow

F£19.50 C£9.75

Spend the day interpreting yachts and their reflections in watercolour. Please see the course information sheet for an equipment list. Lessons lead by demonstrations and friendly tuition.

Helston Area

Acrylic Painting

Suitable for All

HEL9041

Saturday, 9.30am - 4.00pm

27 February, 1 session

Helston College Lower Site

Tutor: Judi Trevorrow

F£19.50 C£9.75

Spend the day painting in acrylics. Please see the course information sheet for the equipment list. Lesson lead by demonstrations and friendly tuition.

Acrylic Painting 2

Suitable for All

HEL9044

Saturday, 9.30am - 4.00pm

17 July, 1 session

Helston College Lower Site

Tutor: Judi Trevorrow

F£19.50 C£9.75

Spend the day painting in acrylics. Please see the course information sheet for list of equipment. Lesson lead by demonstrations and friendly tuition.

Art and Craft

Non qualification courses

Drawing & Painting

Suitable for All

HEL9014

Thursday, 9.30am - 11.30am

14 January, 10 sessions

Helston Rugby Club

Tutor: Tamsin Woodford

F£60.00 C£30.00

A varied course which will explore a range of different ways of working so that you can learn and develop techniques, observational skills and creativity.

HEL9015

29 April, 10 sessions

Expressive Drawing & Painting

Beginners 1 & 2

HEL9017

Thursday, 9.30am - 12noon

14 January, 10 sessions

New Horizons Centre, St Ives

Tutor: Rebecca Harris

F£75.00 C£37.50

For those who want to learn the basics or refresh existing skills, this class will encourage you to explore drawing and painting techniques and develop your own expressive style.

HEL9018

29 April, 10 sessions

Fused Glass

Suitable for All

HEL9020

Thursday, 7.00pm - 9.00pm

14 January, 10 sessions

Helston College Lower Site

Tutor: Frank Timmins

F£60.00 C£30.00

Learn how to cut and fuse glass. You will begin with set designs and move on to develop your own creations!

Oil / Acrylic Painting for Beginners and Improvers

Suitable for All

HEL9022

Friday, 12noon - 2.15pm

15 January, 10 sessions

Praa Sands Community Centre

Tutor: Sue Dibley

F£67.50 C£33.75

Learn skills and techniques using land/seascape, portrait and still life as subjects to create paintings in either medium.

HEL9023

30 April, 10 sessions

Sketching and Painting at Trelissick Gardens, Truro

Intermediate

HEL9025

Wednesday, 10.00am - 3.30pm

23 June, 1 session

Trelissick Gardens, Truro

Tutor: Sue Dibley

F£16.50 C£8.25

This workshop includes a walk around the gardens followed by sketching 'en plein air' or in a first floor room. Admission to Trelissick, £7 is payable upon entry.

Stained Glass

Suitable for All

HEL9048

Tuesday, 7.00pm - 9.00pm

12 January, 10 sessions

Helston College Lower Site

Tutor: Frank Timmins

F£60.00 C£30.00

Learn how to cut glass and lead to make a traditional panel. You will begin with set designs and move on to develop your own creations!

Textile Art

Beginners 1 & 2

HEL9028

Wednesday, 6.30pm - 9.00pm

13 January, 10 sessions

New Horizons Centre, St Ives

Tutor: Rebecca Harris

F£75.00 C£37.50

Explore and experiment with a range of textile crafts and techniques to create visual and tactile pieces taking inspiration from a range of themes.

HEL9029

28 April, 10 sessions

Watercolour for the Experienced Painter

Advanced

HEL9031

Wednesday, 9.30am - 11.45am

13 January, 10 sessions

Helston Rugby Club

Tutor: Judi Trevorrow

F£67.50 C£33.75

This is an advanced class for the experienced painter who wishes to develop more (9 terms of previous tuition). Please bring usual equipment to the first lesson.

HEL9032

28 April, 10 sessions

Watercolour Painting for Beginners

Beginners 1 & 2

HEL9034

Wednesday, 1.00pm - 3.15pm

13 January, 10 sessions

Helston Rugby Club

Tutor: Judi Trevorrow

F£67.50 C£33.75

A watercolour beginners course with friendly tuition and demonstrations. We will look at all aspects of watercolour painting. Please see the course information sheet for equipment for the first lesson.

HEL9035

28 April, 10 sessions

REMEMBER!

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

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Art and Craft

Non qualification courses

Watercolour and Drawing Techniques for Beginners and Improvers Beginners 1 & 2 HEL9037

Friday, 9.30am - 11.45am
15 January, 10 sessions
Praa Sands Community Centre
Tutor: Sue Dibley
F£67.50 C£33.75

Learn skills and techniques of watercolour to produce paintings using land/seascape, portrait and still life as subjects. Alongside this is a drawing option using pencil, pen and ink, charcoal and pastel.

HEL9038

30 April, 10 sessions

Watercolour Yachts and Reflections

Suitable for All
HEL9042

Saturday, 9.30am - 4.00pm
15 May, 1 session
Helston College Lower Site
Tutor: Judi Trevorrow
F£19.50 C£9.75

Spend the day interpreting yachts and their reflections in watercolour. Please see the course information sheet for equipment list. Lesson lead by demonstrations and friendly tuition.

Watercolour Bright and Colourful Flowers

Suitable for All
HEL9043

Saturday, 9.30am - 4.00pm
12 June, 1 session
Helston College Lower Site
Tutor: Judi Trevorrow
F£19.50 C£9.75

Spend the day painting bright and colourful flowers in watercolour. Please see the course information sheet for equipment list. Lesson lead by demonstrations and friendly tuition.

Woodworking for All Suitable for All HEL9046

Tuesday, 7.00pm - 9.00pm
12 January, 10 sessions
Helston College Upper Site

Tutor: David Corry

F£60.00 C£30.00

A course for students of all levels, to learn basic woodworking skills, whilst making a project of their own design.

HEL9047

27 April, 10 sessions

Courses in St Ives at a glance (see details above)

HEL9017

HEL9018

HEL9028

HEL9029

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.

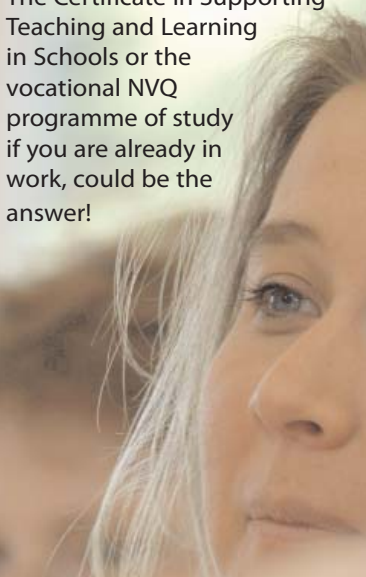
FREE

To register interest email carey.harvey@tate.org.uk or call 01736 791114

THE LEARNING REVOLUTION **TATE** St Ives

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

NVQ in Supporting Teaching & Learning in Schools

CACHE Level 2/3
Contact Anne Green: 01326 562789

NVQ Childcare Learning & Development

CCLD Levels 2/3/4
Contact Hanlie Owen: 01326 575049

Helston College Upper Site

These programmes are offered by Helston Community College and will be starting week beginning 27th July. Please telephone the relevant contact on the number given above for course information, enrolment details and fees.

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01326 319275** for Falmouth courses, **01326 563861** for Helston courses 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.

Falmouth Area

Award in First Line Management

ILM, Level 3
FAL9222

Tuesday, 6:45pm - 9:15pm

5 January, 12 sessions

Penryn College

Tutor: Judith Hann

F£81.00 C£35.00

The ILM Level 3 Award in First Line Management aims to give practising or potential first line managers the foundation for their formal development in this role. You will develop basic management skills and gain the basic knowledge required by a manager such as how to make decisions, communication techniques and effective delegation.

FAL9223

20 April, 12 sessions

Award in Starting Your Own Business

ILM, Level 3
FAL9224

Tuesday, 7.00pm - 9.15pm

12 January, 20 sessions

Penryn College

F£106.50 C£35.00

The ILM Level 3 Award in Starting Your Enterprise 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 co-operative. 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.

FAL9225

20 April, 20 sessions

Food Safety in Catering

CIEH, Level 2
FAL9210

Saturday, 9:30am - 5:30pm

23 January, 1 session

Tregenvor

F£49.30

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

FAL9211

Saturday, 9:30am - 5:30pm

13 March, 1 session

Paediatric First Aid

Suitable for All
FAL9219

Saturday, 9.30am-4.00pm

16 January, 2 sessions

Tregenvor

Tutor: Martyn Pennell

F£60.00

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.

FAL9220

Monday, 6.30pm-9.30pm

1 March, 4 sessions

FAL9221

Saturday, 9.30am-4.00pm

3 July, 2 sessions

Helston Area

Award in Customer Service City and Guilds, Level 1

HEL9150

Wednesday, 7.00pm - 9.30pm

6 January, 12 sessions

Helston College Lower Site

F£73.00 C£27.00

Develop a greater understanding of your customers and how best to meet their needs with this short qualification. Covering the principles of good

customer service, communication techniques and how to effectively deal with complaints, this is a must for those in customer facing roles.

 **6 January, 7.00pm - 8.00pm**

Award in Starting Your Own Business

ILM, Level 3
HEL9151

Monday - Friday, 10.00am - 2.30pm

11 January, 10 sessions

St Ives

F£106.50 C£35.00

The ILM Level 3 Award in Starting Your Enterprise 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 co-operative. 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.

 **Contact the centre for details**

Bookkeeping and Accounts City and Guilds, Level 2

HEL9153

Tuesday, 6.45pm - 9.15pm

5 January, 12 sessions

Helston AEC Study Room

Tutor: Lorraine Evans

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.

 **5 January, 6.45pm - 7.45pm**

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01326 319275** for Falmouth courses, **01326 563861** for Helston courses or visit: www.cornwall.gov.uk/adultlearning to receive those which you require.

Business, Career and Personal Development

Qualification courses

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Computerised Accounts

City and Guilds, Level 2

HEL9157

Wednesday, 6.30pm - 9.00pm

6 January, 12 sessions

Helston Open Learning Centre

Tutor: Aliya Aslam

F£75.75 C£29.75

This course will enable you to use SAGE for everyday operational aspects. These include processing accounting transactions, producing customer and supplier documentation and producing reports such as aged creditor analysis and sales day book summaries for management purposes.

 6 January, 6.30pm - 7.30pm

Emergency First Aid

HSE, Level 1

HEL9167

Saturday, 9.30am - 4.30pm

27 February, 1 session

Helston College Lower Site

Tutor: Martyn Pennell

F£36.00

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

HEL9168

05 June, 1 session

HEL9170

30 January, 1 session

New Horizons Centre, St Ives

HEL9171

24 April, 1 session

New Horizons Centre, St Ives

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

F£245.73 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

SWITCH
CONNECTED TO EXCELLENCE IN TEACHING


PeninsulaCETT
Centre for Excellence in Teacher Training

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01326 319275** for Falmouth courses, **01326 563861** for Helston courses 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.

Food Safety in Catering CIEH, Level 2 HEL9160

Saturday, 9.30am - 5.30pm

30 January, 1 session

Helston AEC Study Room

£49.30

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

HEL9161

Wednesday, 6.30pm - 9.30pm

28 April, 2 sessions

Helston AEC Study Room

HEL9162

Saturday, 9.30am - 5.30pm

27 March, 1 session

New Horizons Centre, St Ives

Tutor: David Benson

HEL9163

03 July, 1 session

New Horizons Centre, St Ives

Health and Safety in the Workplace CIEH, Level 2

HEL9165

Thursday, 9.30am - 4.30pm

3 June, 1 session

Helston AEC Study Room

Tutor: David Benson

£49.30

This is the basic minimum requirement for anyone wanting a formal qualification in Health and Safety in the Workplace.

Paediatric First Aid

HSE, Level 1

HEL9173

Monday, 6.30pm - 9.30pm

18 January, 4 sessions

Helston College Lower Site

Tutor: Michael Robinson

£60.00

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.

HEL9174

7 June, 4 sessions

Tutor: Martyn Pennell

HEL9176

Saturday, 9.30am - 3.30pm

27 February, 2 sessions

Helston College Lower Site

Tutor: Michael Robinson

HEL9177

Saturday, 9.30am - 3.30pm

15 May, 2 sessions

Parc Eglos CP School

Tutor: Martyn Pennell

Risk Assessment Principles and Practice CIEH, Level 2

HEL9179

Monday, 9.30am - 5.30pm

18 January, 1 session

New Horizons Centre, St Ives

Tutor: David Benson

£43.60 £35.00

Designed for anyone with a responsibility for conducting risk assessments, learn the legislation and practice required.

Courses in St Ives at a glance (see details above)

HEL9151

HEL9170

HEL9171

HEL9162

HEL9163

HEL9179

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
- Personal Finance
- First Aid
- Food Safety
- Health and 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.

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01326 319275** for Falmouth courses, **01326 563861** for Helston courses or visit: www.cornwall.gov.uk/adultlearning to receive those which you require.

Complementary Health and Care

Qualification courses

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Falmouth Area

Certificate in Counselling Studies

CPCAB, Level 3
FAL9287

Tuesday, 6:30pm - 9:30pm

23 February, 18 sessions

Tregenver

Tutor: Andy Nash

F£272.54 C£134.54

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

Certificate in Counselling Skills

CPCAB, Level 2
FAL9300

Tuesday, 9.15am - 2.45pm

23 February, 18 sessions

Tregenver

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.

FAL9301

12 January, 18 sessions

Certificate Introduction to Counselling Skills

CPCAB, Level 2
FAL9302

Tuesday, 6.00pm - 9.00pm

20 April, 10 sessions

Tregenver

Tutor: TBC

F£90.18 C£44.18

An initial introduction to counselling.

This course won't teach you to be a counsellor, but it may help you decide whether you want to train as one.

Effective Listening Skills

CPCAB, Level 2
FAL9303

Tuesday, 6.30pm - 9.30pm

14 January, 5 sessions

Tregenver

Tutor: Sarah Charnley

F£64.68 C£44.18

This qualification is intended for those who wish to enhance their listening skills in order to improve work and personal relationships and for those starting out in the 'helping professions'.

FAL9304

22 April, 5 sessions

Helston Area

Certificate in Counselling Skills

CPCAB, Level 2

HEL9234

Wednesday, 6.30pm - 9.30pm

13 January, 27 sessions

Helston College Lower Site

Tutor: Andy Nash

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.

 **Contact the centre for details**

Diploma in Anatomy and Physiology

ITEC, Level 3

HEL9231

Saturday, 9.30am - 1.00pm

27 February, 14 sessions

Helston College Lower Site

Tutor: Eileen Stevens

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.

 **Contact the centre for details**

Diploma in Anatomy, Physiology and Holistic Massage

ITEC, Level 3

HEL9252

Monday, 6.30pm - 9.30pm

11 January, 40 sessions

Helston College Lower Site

F£389.04 C£149.04

Become a professional therapist!

Develop sound knowledge of how the body works and learn to perform structured massage routines. Course will include Saturday day workshops also.

 **Contact the centre for details**

Non qualification courses

Falmouth Area

Child Development – An Introduction Suitable for All

FAL9295

Monday, 7.00pm-9.00pm

11 January, 10 sessions

Tregenver

Tutor: Lynne Hadley

F£60.00 C£30.00

FAL9296

Wednesday, 7.00pm-9.00pm

28 April, 10 sessions

Coping With Life Changes Suitable for All

FAL9760

Thursday, 10.00am-12noon

14 January, 5 sessions

Tregenver

Tutor: Frances Evans

F£30.00 C£15.00

Looking at the challenges in our lives – loss, bereavement, retirement, children leaving home, and exploring strategies

to enable moving forward positively.

De-Clutter Your Life Suitable for All

FAL9261

Saturday, 10:00am - 4:30pm

16 January, 1 session

Tregenver

Tutor: Frances Evans

F£18.00 C£9.00

Too much stuff in your home or your head? Learn techniques to motivate and inspire you to let go of baggage and make space for new things and people!

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Complementary Health and Care

Non qualification courses

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Developing Psychic Awareness

Suitable for All

FAL9271

Wednesday, 1:00pm - 3:00pm

13 January, 10 sessions

Tregenver

Tutor: Frances Evans

F£60.00 C£30.00

Do you 'sense' things in people and places? Explore your psychic abilities with a range of techniques including dowsing, oracle cards and meditation.

FAL963

23 April, 10 sessions

Effective Parenting Skills

Suitable for All

FAL9297

Monday, 7.00pm-9.00pm

19 April, 10 sessions

Tregenver

Tutor: Lynne Hadley

F£60.00 C£30.00

Introduction To Neuro-Linguistic Programming (NLP)

Suitable for All

FAL9273

Saturday, 10:00am - 4:30pm

23 January, 1 session

Tregenver

Tutor: Frances Evans

F£18.00 C£9.00

NLP explores the relationship between how we think (neuro), communicate (linguistic), and our patterns of behaviour (programmes). We can employ NLP techniques to transform the way we think and act.

FAL9275

27 February, 1 session

FAL9276

23 March, 1 session

FAL9764

19 June, 1 session

The Power Of Positive Thought

Suitable for All

FAL9762

Saturday, 10.00am-4.30pm

27 March, 1 session

Tregenver

Tutor: Frances Evans

F£15.00 C£7.50

Understand how your thoughts create the situations in your life and transform them into positive experience using creative visualisations and affirmations.

Stress Management

Suitable for All

FAL9293

Wednesday, 7.00pm-9.00pm

13 January, 10 sessions

Tregenver

Tutor: Lynne Hadley

F£60.00 C£30.00

Understanding Teenagers

Suitable for All

FAL9290

Saturday, 10.00am-3.30pm

6 February, 1 session

Tregenver

Tutor: Lynne Hadley

F£15.00 C£7.50

FAL9291

22 May, 1 session

Working With Colour, Crystals & Fragrance

Suitable for All

FAL9765

Saturday, 10.00am-4.30pm

24 April, 1 session

Tregenver

Tutor: Frances Evans

F£15.00 C£7.50

Discover how to use the complementary therapeutic properties of colour, crystals and fragrance for yourself, your friends and your home.

Helston Area

Advanced Reiki Techniques

Suitable for All

HEL9239

Thursday, 7.00pm - 9.00pm

14 January, 5 sessions

Helston College Lower Site

Tutor: Jenny Johnston Blake

F£30.00 C£15.00

A programme of techniques within Reiki to use with specific illnesses, disease and ailments. A wonderful course to progress for those who have already studied Reiki.

Crystal and Chakra Healing

Suitable for All

HEL9243

Wednesday, 7.00pm - 9.00pm

13 January, 10 sessions

Helston College Lower Site

Tutor: Jenny Johnston Blake

F£60.00 C£30.00

Crystals and Chakras work together to assist the Natural Chi (life force) Energy. This course will teach you how to aid ailments, illnesses and disease, for yourself and others.

Introduction to Colour Therapy

Suitable for All

HEL9246

Saturday, 10.30am - 2.30pm

15 May, 1 session

Helston College Lower Site

Tutor: Jenny Johnston Blake

F£12.00 C£6.00

The use of colour in our lives determines our mood, how to change and adapt this colour to heal ourselves and others. Join this course and learn how colour therapy is applied to heal.

Make Your Own Medicine

Suitable for All

HEL9247

Saturday, 10.00am - 4.00pm

6 March, 1 session

St Elvan's Children's Centre

Tutor: Jane Acton

F£18.00 C£9.00

Learn the basics of what to use and how to prepare family remedies and treatments.

HEL9248

27 March, 1 session

Helston College Lower Site

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01326 319275** for Falmouth courses, **01326 563861** for Helston courses or visit: www.cornwall.gov.uk/adultlearning to receive those which you require.

Complementary Health and Care

Non 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.

Make Your Own Medicine and More

Suitable for All

HEL9249

Wednesday, 7.00pm - 9.00pm

28 April, 10 sessions

Helston College Lower Site

Tutor: Jane Acton

F£60.00 C£30.00

Learn about remedies for a range of ailments and illnesses normally treated at home.

Reiki Second Degree

Suitable for All

HEL9240

Tuesday, 7.00pm - 9.00pm

27 April, 10 sessions

Helston College Lower Site

Tutor: Jenny Johnston Blake

F£60.00 C£30.00

Everyone is able to learn Reiki and how it can help in day to day life with illness and disease. A step by step introduction through 1st and 2nd Degree Reiki.

Ten Herbs for the Home

Suitable for All

HEL9250

Saturday, 10.00am - 4.00pm

12 June, 1 session

St Elvan's Children's Centre

Tutor: Jane Acton

F£18.00 C£9.00

This workshop will cover popular plant medicines from the British countryside which can be used for everyday ailments. There will be a walk to see plants in situ (weather permitting) and a chance to make your own remedies.

HEL9251

10 July, 1 session

INFORMATION EVENTS

Want to enrol, but still need some answers?



Is this course for me?

What will it qualify me to do?

What is 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?

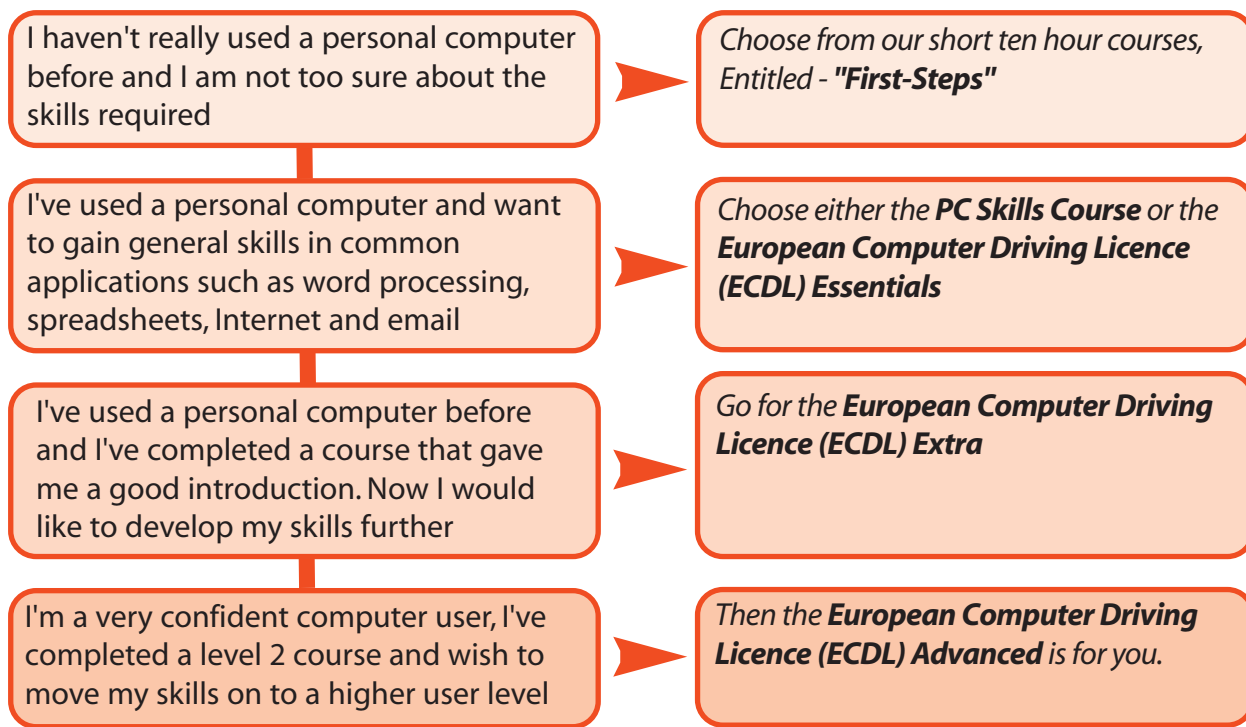
Will I get help with fees?

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.

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 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	

"Learn IT" flexible learning at Falmouth & Helston Adult Education Centres

Learn at a time convenient to you at the pace suitable for you. Flexible learning is a popular way of studying computer-based subjects.

You can start at any time during the academic year and join at a suitable level. You will work from clear and concise training materials, reading step-by-step instructions; experienced tutors

will be on hand to advise you and explain the processes.

You are welcome to drop in to any of the advertised sessions to meet the tutor and to ask any questions. We will help you find the right course and advise you about the content and levels of qualifications on offer.

Falmouth flexible learning sessions will be held as follows:

Day	Time	Courses
Monday	1:30PM - 5:00PM	ECDL or Level 1 PC Skills
Tuesday	1:30PM - 5:00PM	ECDL or Level 1 PC Skills
Wednesday	9:00AM - 12:30PM	ECDL or Level 1 PC Skills
Wednesday	1:45PM - 5:30PM	Level 1 PC Skills
Wednesday	6:30PM - 9:00PM	ECDL or Level 1 PC Skills
Thursday	9:00AM - 12:45PM	"First Step in ICT" courses
Thursday	1:30PM - 5:00PM	ECDL or Level 1 PC Skills

For Falmouth flexible learning please call 01326 318370 or email: it.falmouth@cornwall-acl.ac.uk

Helston flexible learning sessions will be held as follows:

Day	Time	Courses
Monday	10:00AM- 4:00PM	ECDL or Level 1 PC Skills
Monday	7:00PM- 9:00PM	ECDL or Level 1 PC Skills
Tuesday	10:00AM- 4:00PM	ECDL or Level 1 PC Skills
Tuesday	7:00PM- 9:00PM	ECDL or Level 1 PC Skills
Wednesday	10:00 AM- 12:30PM	ECDL or Level 1 PC Skills
Wednesday	1:00PM - 4:00PM	Level 1 PC Skills
Thursday	10:00AM- 4:00PM	"First Step in ICT" courses
Friday	10:00AM - 1:00PM	ECDL or Level 1 PC Skills
Saturday	10:00AM - 1:00PM	Short courses

For Helston flexible learning please call 01326 565380 or email: it.helston@cornwall-acl.ac.uk

We also offer:

TASTER SESSIONS – FREE taster sessions for new students - please contact us for details.

FREE 1GB MEMORY STICK – for all students enrolling on qualification courses.

WORRIED ABOUT THE FEES? – please see the section titled 'How do I enrol...' or contact us to discuss your circumstances - we may be able to help.

Computing and Technology

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.

Falmouth Area

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.

FALMOUTH - TREGENVER CENTRE

18 sessions

A wide range of start dates and session times are available - please enquire

PENRYN LINK INTO LEARNING

18 sessions

FAL9659 WED 7:00 PM - 9:00 PM

STITHIANS VILLAGE HALL

18 sessions

FAL9666 MON 10:15AM - 12:15 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.

FALMOUTH - TREGENVER CENTRE

33 sessions

A wide range of start dates and session times are available - please enquire

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.

FALMOUTH - TREGENVER CENTRE

60 sessions

A wide range of start dates and session times are available - please enquire

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.

FALMOUTH - TREGENVER CENTRE

64 sessions

FAL9612 WED 6:30 PM - 9:00 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

FALMOUTH - TREGENVER CENTRE

6 sessions

FAL9611 WED 6:30 PM - 9:00 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.

FALMOUTH - TREGENVER CENTRE

32 sessions

FAL9613 WED 6:30 PM - 9:00 PM

Non Qualification courses

Falmouth Area

First Steps in Databases

Full fee: £30.00 **Conc fee:** £15.00

Introductory steps in storing and managing information effectively.

MYLOR TREMAYNE HALL

5 sessions

FAL9677 TUE 2:00 PM - 4:00 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.

FALMOUTH - TREGENVER CENTRE

4 sessions

FAL9616 THU 9:00 AM - 11:30 AM

First Steps in Maintaining Your PC

Full fee: £30.00 **Conc fee:** £15.00

An introduction to maintaining your personal computer.

FALMOUTH - TREGENVER CENTRE

5 sessions

FAL9674 TUE 6:45 PM - 8:45 PM

First Steps in Personal Computing

Full fee: £30.00 **Conc fee:** £15.00

An introduction to personal computing for the home user.

FALMOUTH - TREGENVER CENTRE

4 sessions

FAL9614 THU 9:00 AM - 11:30 AM

First Steps in PowerPoint Presentations

Full fee: £30.00 **Conc fee:** £15.00

An introduction to making a presentation with Microsoft PowerPoint software.

MYLOR TREMAYNE HALL

5 sessions

FAL9678 TUE 2:00 PM - 4:00 PM

STITHIANS VILLAGE HALL

5 sessions

FAL9668 TUE 10:00AM - 12:00 PM

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.

FALMOUTH - TREGENVER CENTRE

4 sessions

FAL9615 THU 9:00 AM - 11:30 AM

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.

BEACON PROJECT

5 sessions

FAL9650 TUE 7:00 PM - 9:00 PM

STITHIANS VILLAGE HALL

5 sessions

FAL9667 TUE 10:00 AM - 12:00 PM

Better Photos with Your Compact Camera

Full fee: £30.00 **Conc fee:** £15.00

Learn to develop your skills in using your compact Digital Camera.

BEACON PROJECT

5 sessions

FAL9651 TUE 7:00 PM - 9:00 PM

Ebay in Two Weeks

Full fee: £30.00 **Conc fee:** £15.00

A two day course to learn how to buy or sell using the popular Ebay website.

FALMOUTH - TREGENVER CENTRE

2 sessions

FAL9627 SAT 9:30 AM - 3:00 PM

Photoshop in Two Weeks

Full fee: £30.00 **Conc fee:** £15.00

A two day course in the basics of Adobe Photoshop.

FALMOUTH - TREGENVER CENTRE

2 sessions

FAL9626 SAT 9:30 AM - 3:00 PM

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Computing and Technology

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.

Helston Area

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

HELSTON ADULT EDUCATION CENTRE

18 sessions

A wide range of start dates and session times are available – please enquire.

GODOLPHIN PRIMARY SCHOOL

19 January, 18 sessions

HEL9656 Tuesday 5:00 PM - 7:00 PM

TRANNACK CP SCHOOL

19 January, 18 sessions

HEL9696 Tuesday 7:00 PM - 9:00 PM

ECDL Essentials

Full fee: £137.80 **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.

HELSTON ADULT EDUCATION CENTRE

33 sessions

A wide range of start dates and session times are available – please enquire.

ECDL Extra

Full fee: £244.5 **Conc fee:** £55.54

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

HELSTON ADULT EDUCATION CENTRE

60 sessions

A wide range of start dates and session times are available – please enquire.

ECDL Advanced

Full fee: £395.50 **Conc fee:** £138.54

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

HELSTON ADULT EDUCATION CENTRE

72 sessions

A wide range of start dates and session times are available – please enquire.

Level 1 PC Skills (FastTrack)

Full fee: £76.50 **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.

HELSTON ADULT EDUCATION CENTRE

6 sessions

A wide range of start dates and session times are available – please enquire.

ECDL Extra (FastTrack)

Full fee: £136.00 **Conc fee:** £53.54

An intensive study route for those who wish to achieve the Full Level 2 ECDC Extra qualification with-in one academic year.

HELSTON ADULT EDUCATION CENTRE

32 sessions

A wide range of start dates and session times are available – please enquire.

Aged 16 - 18?
Most of our qualification courses are FREE to you.
Please ask at your Centre.

Non qualification courses

Helston Area

First Steps in Word Processing

HEL9653

Tuesday, 7.15pm - 9.15pm

12 January, 5 sessions

Godolphin Primary School

F£30.00 C£15.00

This short introductory course is for the beginner in word processing. You will learn how to format documents using functions such as bold, italic and underline.

First Steps with Files and Folders

HEL9654

Tuesday, 7.15pm - 9.15pm

23 February, 5 sessions

Godolphin Primary School

F£30.00 C£15.00

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

First Steps in Personal Computing

HEL9655

Tuesday, 7.15pm - 9.15pm

20 April, 5 sessions

Godolphin Primary School

F£30.00 C£15.00

An introduction to personal computing for the home user.

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Computing and Technology

Non qualification courses

First Steps with Files and Folders

HEL9664

Wednesday, 10.00am - 12noon

13 January, 5 sessions

Leedstown Village Hall

F£30.00 C£15.00

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

First Steps in Internet and Email

HEL9665

Wednesday, 10.00am - 12noon

24 February, 5 sessions

Leedstown Village Hall

F£30.00 C£15.00

An introduction to the Internet and Email systems used today.

First Steps in Word Processing

HEL9666

Wednesday, 10.00am - 12noon

21 April, 5 sessions

Leedstown Village Hall

F£30.00 C£15.00

This short introductory course is for the beginner in word processing. You will learn how to format documents using functions such as bold, italic and underline.

First Steps in Desktop Publishing

HEL9667

Wednesday, 10.00am - 12noon

9 June, 5 sessions

Leedstown Village Hall

F£30.00 C£15.00

An introduction to the capabilities of a Desktop Publishing programme so you can produce materials such as advertising and promotional material, personal stationary or greetings cards for the home user

First Steps in Spreadsheets

HEL9675

Monday, 9.30am - 11.30am

11 January, 5 sessions

New Horizons Centre, St Ives

F£30.00 C£15.00

This course gives an introduction to Microsoft Excel. You will learn how to create a spreadsheet, add simple formulae and produce charts using Microsoft Excel.

First Steps in Word Processing

HEL9676

Monday, 9.30am - 11.30am

22 February, 5 sessions

New Horizons Centre, St Ives

F£30.00 C£15.00

This short introductory course is for the beginner in word processing. You will learn how to format documents using functions such as bold, italic and underline.

Next Steps in Databases

HEL9677

Monday, 9.30am - 11.30am

19 April, 5 sessions

New Horizons Centre, St Ives

F£30.00 C£15.00

A progression course for those who wish to learn more about storing and managing information.

Next Steps in Desktop Publishing

HEL9678

Monday, 9.30am - 11.30am

7 June, 5 sessions

New Horizons Centre, St Ives

F£30.00 C£15.00

A progression course for those who wish to learn more about creating advertising and promotional material.

First Steps in Digital Imaging

HEL9682

Tuesday, 10.15am - 12.15pm

12 January, 5 sessions

Porthleven Public Hall

F£30.00 C£15.00

If you have a digital camera this course will open up a world of possibilities for improving and altering your photos digitally. It's great fun!

First Steps in Spreadsheets Beginners

HEL9686

Thursday, 10.00am - 12noon

14 January, 5 sessions

Praa Sands Community Centre

F£30.00 C£15.00

This course gives an introduction to Microsoft Excel. You will learn how to create a spreadsheet, add simple formulae and produce charts using Microsoft Excel.

First Steps in Word Processing

HEL9687

Thursday, 10.00am - 12noon

25 February, 5 sessions

Praa Sands Community Centre

F£30.00 C£15.00

This short introductory course is for the beginner in word processing. You will learn how to format documents using functions such as bold, italic and underline.

First Steps in Desktop Publishing

HEL9688

Thursday, 10.00am - 12noon

22 April, 5 sessions

Praa Sands Community Centre

F£30.00 C£15.00

An introduction to the capabilities of a Desktop Publishing programme so you can produce materials such as advertising and promotional material, personal stationary or greetings cards for the home user.

First Steps in Databases

HEL9689

Thursday, 10.00am - 12noon

10 June, 5 sessions

Praa Sands Community Centre

F£30.00 C£15.00

This short introductory course is for the beginner in databases. You will learn how to store and manage information effectively.

Courses in St Ives at a glance (see details above)

HEL9675

HEL9676

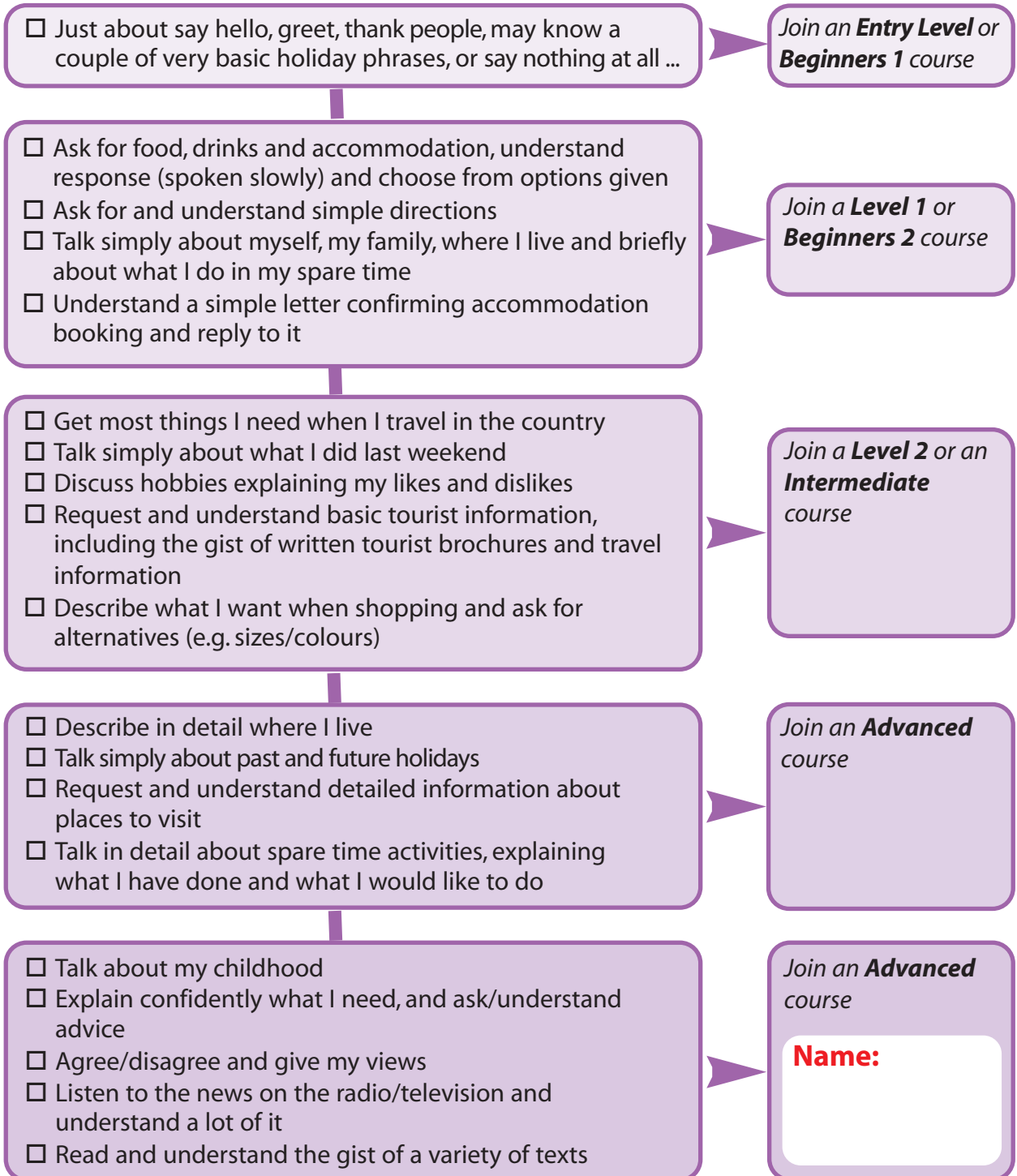
HEL9677

HEL9678

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English and Languages

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



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 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.

Falmouth Area

French Language and Culture Part 2

**ABC, Entry Level
FAL9354**

Monday, 1:15pm - 3:30pm

22 February, 16 sessions

Tregenvor

Tutor: Isabelle Butler-Daubigne

££78.13 C£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 Francophone culture. Progression from FAL9353 but new learners also welcome.

FAL9352

Tuesday, 7:00pm-9:15pm

23 February, 16 sessions

Penryn College

Gentle and enjoyable progress for beginners with very little knowledge of French who wish to continue developing simple communication skills while also learning about Francophone culture. Progression from FAL9351 but new learners also welcome.

French Language and Culture Part 2

**ABC, Level 1
FAL9356**

Monday, 6:45pm - 9:00pm

22 February, 16 sessions

Penryn College

Tutor: Isabelle Butler-Daubigne

££80.13 C£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.

FAL9358

Tuesday, 1:15pm - 3:30pm

23 February, 16 sessions

Penryn College

French Language and Culture Part 2

**ABC, Level 1
FAL9360**

Thursday, 9:30am - 11:45am

25 February, 16 sessions

Tregenvor

Tutor: Isabelle Butler-Daubigne

££80.13 C£28.93

For those with little knowledge of French. Come along; develop your skills learning to understand tourist brochures and to converse about yourself in an enjoyable and relaxed environment while also exploring Francophone culture.

Italian Language and Culture

**ABC, Entry Level
FAL9362**

Thursday, 10:00am - 12:15pm

25 February, 16 sessions

Tregenvor

Tutor: Sherry Weston

££78.13 C£26.93

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

Italian Language and Culture Part 2

**ABC, Entry Level
FAL9400**

Thursday, 6:45pm - 9:00pm

25 February, 16 sessions

Tregenvor

Tutor: Sherry Weston

££78.13 C£26.93

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

Progression from FAL9363 but new learners also welcome.

Italian Language and Culture Part 2

**ABC, Level 1
FAL9366**

Wednesday, 6:45pm - 9:00pm

24 February, 16 sessions

Tregenvor

Tutor: Sherry Weston

££80.13 C£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 1

**ABC, Entry Level
FAL9406**

Wednesday, 2:00pm - 4:15pm

13 January, 16 sessions

Tregenvor

Tutor: Alexandra Logan

££78.13 C£26.93

An introduction for complete beginners with very little or 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
FAL9368**

Monday 7:00pm - 9:15pm

22 February, 16 sessions

Penryn College

Tutor: Chrystal Joachim Bromley

££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.

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01326 319275** for Falmouth courses, **01326 563861** for Helston courses or visit: www.cornwall.gov.uk/adultlearning to receive those which you require.

English and Languages

Qualification courses

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Spanish Language and Culture Part 2

ABC, Level 1

FAL9370

Monday 2:00pm – 4:15pm

22 February, 16 sessions

Tregenvor

Tutor: Chrystal Joachim Bromley

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 2

ABC, Level 2

FAL9372

Monday 2:00pm – 4:15pm

22 February, 16 sessions

Tregenvor

Tutor: Myriam Perez

F£80.13 C£28.93

An enjoyable progression course for those with some knowledge of Spanish. Develop your skills and confidence further with this relaxed course which encourages active engagement with the language and Hispanic culture.

Helston Area

French Language & Culture Part 2

ABC, Entry Level

HEL9451

Wednesday, 7.00pm - 9.15pm

24 February, 16 sessions

Helston College Lower Site

Tutor: Sophie Tolomio

F£78.13 C£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 Francophone culture.

French Language and Culture Part 2

ABC, Level 1

HEL9402

Wednesday, 7:00pm – 9:15pm

24 February, 16 sessions

Helston College Lower Site

Tutor: Beatrice Hoyle

F£80.13 C£28.93

For learners who have attended Part 1 and / or are able to use and understand some basic French in familiar situations. Come and extend your existing knowledge in a friendly, relaxed environment, sharing conversations and developing insight into Francophile culture.

French Language and Culture

ABC, Level 2

HEL9404

Monday, 7:00pm – 9:15pm

22 February, 16 sessions

Helston College Lower Site

Tutor: Beatrice Hoyle

F£80.13 C£28.93

An enjoyable progression course for those with some knowledge of French. Develop your skills and confidence further with this relaxed course which encourages active engagement with the language and Francophone culture.

Spanish Language and Culture Part 1

ABC, Entry Level

HEL9406

Wednesday, 6:30pm – 8:45pm

24 February, 16 sessions

New Horizons Centre, St Ives

Tutor: Aixa Cooper

F£78.13 C£26.93

An introduction for complete beginners with very little or 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, Entry Level

HEL9408

Thursday, 6:30pm – 8:45pm

25 February, 16 sessions

Helston College Lower Site

Tutor: Aixa Cooper

F£78.13 C£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, Level 1

HEL9410

Monday, 7:00pm – 9:15pm

22 February, 16 sessions

Helston College Lower Site

Tutor: Aixa Cooper

F£80.13 C£28.93

For those with some knowledge of Spanish. Enjoy developing your skills whilst exploring Hispanic culture. Become confident at conversing about past and future plans and requesting and understanding tourist information.

Non qualification courses

Falmouth Area

Basic Business Spanish Beginners

FAL9426

Friday, 9:30am-5:00pm

5 February, 1 session

Tregenvor

Tutor: Julia Dean

F£19.50 C£9.75

A workshop for people working with Spanish speaking countries: essential Spanish business phrases will be explained in a simple and

straightforward way. You will have the opportunity to meet other like minded business people in an enjoyable, informal atmosphere.

FAL9427

Friday, 9:30am-5:00pm

26 March, 1 session

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English and Languages

Non qualification courses

FAL9428

Friday, 9:30am-5:00pm

21 May, 1 session

FAL9429

Friday, 9:30am-5:00pm

9 July, 1 session

Chinese Culture and Language - Part 1

Beginners

FAL9407

Monday, 6:30pm – 8:30pm

11 January, 5 sessions

Penryn College

Tutor: Binbin Zhang

F£30.00 C£15.00

A fascinating course for anyone with an interest in Chinese culture and language: explore Chinese traditions and customs, food and festivals, whilst also starting to learn some simple Chinese phrases and calligraphy.

FAL9411

Tuesday, 10:00am-12noon

12 January, 5 sessions

Penryn College

Chinese Culture and Language - Part 2

Beginners

FAL9408

Monday, 6:30pm - 8:30pm

22 February, 5 sessions

Tregenvor

Tutor: Binbin Zhang

F£30.00 C£15.00

A fascinating course for anyone with an interest in Chinese culture and language: explore Chinese traditions and customs, food and festivals, whilst also starting to learn some simple Chinese phrases and calligraphy. Although this follows Part 1, new learners will be very welcome.

FAL9412

Tuesday, 10:00am-12noon

23 February, 5 sessions

Tregenvor

Chinese Culture and Language - Part 3

Beginners

FAL9409

Monday, 6:30pm - 8:30pm

19 April, 5 sessions

Penryn College

Tutor: Binbin Zhang

F£30.00 C£15.00

A fascinating course for anyone with an interest in Chinese culture and language: explore Chinese traditions and customs, food and festivals, whilst also starting to learn some simple Chinese phrases and calligraphy. Although this follows Part 2, new learners will be very welcome.

FAL9413

Tuesday, 10:00am-12noon

20 April, 5 sessions

Tregenvor

Chinese Culture and Language - Part 4

Beginners

FAL9410

Monday, 6:30pm - 8:30pm

7 June, 5 sessions

Penryn College

Tutor: Binbin Zhang

F£30.00 C£15.00

A fascinating course for anyone with an interest in Chinese culture and language: explore Chinese traditions and customs, food and festivals, whilst also starting to learn some simple Chinese phrases and calligraphy. Although this follows Part 3, new learners will be very welcome.

FAL9414

Tuesday, 10:00am-12noon

8 June, 5 sessions

Tregenvor

Creative Writing 2

Suitable for All

FAL9374

Tuesday, 6:45pm - 9:15pm

12 January, 10 sessions

Tregenvor

Tutor: Katherine Morgan

F£75.00 C£37.50

This course builds on skills developed in Creative Writing 1, focusing on language, creating suspense, editing and short story structure.

Creative Writing 3

Suitable for All

FAL9375

27 April, 10 sessions

A workshop based course aimed at those with some understanding of creative writing basics. Self-editing and peer critiquing will form integral aspects of this course. Come prepared to re-write.

French Language and Culture

Advanced

FAL9415

Monday, 7:00pm - 9:00pm

11 January, 10 sessions

Penryn College

Tutor: Sophie Tolomio

F£60.00 C£30.00

An enjoyable, relaxed course, delivered by a native French speaker, for those with a good knowledge of French, who wish to explain and understand opinions and views on a number of topics, while also exploring French culture.

FAL9416

Monday, 7:00pm-9:00pm

19 April, 10 sessions

French Language and Culture - Part 2

Advanced

FAL9417

Thursday, 9:30am-11:30am

14 January, 10 sessions

Tregenvor

Tutor: Isabelle Butler

F£60.00 C£30.00

Offering progression from FAL9377, this is an advanced level course, delivered by a native French speaker, for those with a good knowledge of French (A level or equivalent): explore Francophone culture while developing communication skills in French.

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English and Languages

Non qualification courses

French Language and Culture - Part 3

Advanced
FAL9418

Thursday, 9:30am-11:30am
22 April, 10 sessions

French for Greetings and Meetings - Part 1

Beginners
FAL9419

Thursday, 7:00pm-9:00pm
25 February, 5 sessions

Tregenver

Tutor: Karina Bebrisa

F£30.00 C£15.00

An introduction to French for complete beginners who work in the hospitality industry and would like to welcome and communicate in simple terms with visitors from French speaking countries.

French for Greetings and Meetings – Part 2

FAL9420

Thursday, 7:00pm-9:00pm
22 April, 5 sessions

A continuation course for those who attended Part 1 and who would like to continue developing skills to welcome and communicate in simple terms with visitors from French speaking countries.

German Language and Culture – Part 1

Beginners
FAL9421

Thursday, 7:00pm-9:00pm
14 January, 10 sessions

Tregenver

Tutor: Angela Pook

F£60.00 C£30.00

A relaxed and enjoyable introduction course, for complete beginners with no knowledge of German who wish to explore the German language in the context of the culture of countries where German is spoken.

German Language and Culture - Part 2

Beginners
FAL9422

Thursday, 7:00pm-9:00pm
22 April, 10 sessions

A continuation course for those who attended Part 1 and who wish to develop their communication skills further whilst also continuing to explore the culture of countries where German is spoken.

Italian Language and Culture - Part 2

Advanced
FAL9379

Wednesday, 10:00am - 12:00noon
13 January, 10 sessions

Tregenver

Tutor: Giuliana Hanman

F£60.00 C£30.00

For those with a good knowledge of Italian who wish to explain and understand opinions and views on a variety of topics and to explore Italian culture and society.

Italian Language and Culture - Part 3

Advanced
FAL9380

21 April, 10 sessions

Polish Language and Culture – Part 2

Beginners
FAL9383

Wednesday, 7:00pm – 9:00pm
13 January, 10 sessions

Tregenver

Tutor: Ilona Zarko

F£60.00 C£30.00

A continuation course, following FAL9382 and offering learners an opportunity to continue developing Polish communication skills while also exploring the rich and vibrant culture of Poland.

Romanian Language and Culture – An Introduction

Beginners
FAL9423

Wednesday, 7:00pm-9:00pm
24 February, 5 sessions

Tregenver

Tutor: Georgeta Chesterman

F£30.00 C£15.00

A beginner's level course for those with no knowledge of Romanian, who wish to learn to communicate in simple terms whilst also exploring aspects of Romanian culture.

Russian Language and Culture – Part 2

Beginners
FAL9424

Monday, 2:00pm-4:00pm
11 January, 10 sessions

Tregenver

Tutor: Yana Spencer-Sokirzhinskaya

F£60.00 C£30.00

A continuation course, following FAL9384 and offering learners an opportunity to continue developing Russian communication skills while also exploring the rich and vibrant culture of Russia.

Russian Language and Culture – Part 3

Beginners
FAL9425

Monday, 2:00pm-4:00pm
19 April, 10 sessions

A continuation course, following Parts 1 and 2 and offering learners an opportunity to continue developing Russian communication skills while also exploring the rich and vibrant culture of Russia.

English and Languages

Non qualification courses

The Rocky Road to Publication

Suitable for All
FAL9403

Saturday, 10:00am-3:30pm

3 July, 1 session

Tregenver

Tutor: Katherine Morgan

F£15.00 C£7.50

This course aims to smooth out the bumps on the path to publication by providing a well-mapped route and illuminating some hidden pit-falls.

Urdu and Punjabi Language and Culture – Part 1

Beginners
FAL9430

Thursday, 7:00pm-9:00pm

14 January, 5 sessions

Tregenver

Tutor: Aliya Aslam

F£30.00 C£15.00

Explore languages and culture from south Asia with this fascinating introduction to Urdu and Punjabi. Learn to speak simple phrases and recognise some written words in these languages that are rich in history.

Urdu and Punjabi Language and Culture – Part 2

FAL9431

Thursday, 7:00pm-9:00pm

25 February, 5 sessions

Continue your exploration of south Asian language and culture learning a wider range of phrases in Urdu and Punjabi, gaining a deeper appreciation of the background to these fascinating languages.

Well Read – A Book Club

Suitable for All
FAL9397

Wednesday, 7:00pm-9:00pm

6 January, 10 sessions

Tregenver

Tutor: John Frankland

F£60.00 C£30.00

A course to stimulate reading, discussion, critical evaluation and above all enjoyment of selected books which could include American/Russian novel classics, Booker winners or a theme chosen by the group.

FAL9404

21 April, 10 sessions

Writing A Novel 1

Suitable for All
FAL9398

Wednesday, 6:45pm - 9:15pm

13 January, 10 sessions

Tregenver

Tutor: Katherine Morgan

F£75.00 C£37.50

This course will look at the 12 step structure, following in the footsteps of The Hero's Journey. It will focus on shaping a novel and producing an outline, rather than on specific writing skills.

Writing A Novel 2

Suitable for All
FAL9399

Wednesday, 6:45pm - 9:15pm

21 April, 10 sessions

Tregenver

Tutor: Katherine Morgan

F£75.00 C£37.50

Continuation from FAL9398.

Writing Fiction for Women's Magazines

Suitable for All
FAL9394

Friday, 10:00 – 12:30pm

23 April, 10 sessions

Tregenver

Tutor: Katherine Morgan

F£75.00 C£37.50

This is a hands-on practical course exploring how to research the market and target your writing primarily to women's magazines. You will be encouraged to compile a complete submission package.

Writing from Life – Ways to Tap into Memory

Suitable for All
FAL9402

Saturday, 10:00am-3:30pm

8 May, 1 session

Tregenver

Tutor: Katherine Morgan

F£15.00 C£7.50

In this workshop you will be shown strategies that will help you to access your memories of people, places and events.

Helston Area

Chinese Culture and Language - Part 1

Beginners
HEL9446

Tuesday, 6:30pm - 8:30pm

12 January, 5 sessions

Helston College Lower Site

Tutor: Binbin Zhang

F£30.00 C£15.00

A fascinating course for anyone with an interest in Chinese culture and language: explore Chinese traditions and customs, food and festivals, whilst also starting to learn some simple Chinese phrases and calligraphy.

Chinese Culture and Language - Part 2

Beginners
HEL9447

Tuesday, 6:30pm - 8:30pm

23 February, 5 sessions

Helston College Lower Site

Tutor: Binbin Zhang

F£30.00 C£15.00

A fascinating course for anyone with an interest in Chinese culture and language: explore Chinese traditions and customs, food and festivals, whilst also starting to learn some simple Chinese phrases and calligraphy. Although this course follows on from Part 1, new learners will be very welcome.

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English and Languages

Non qualification courses

Chinese Culture and Language - Part 3

Beginners
HEL9448

Tuesday, 6:30pm - 8:30pm

27 April, 5 sessions

Helston College Lower Site

Tutor: Binbin Zhang

F£30.00 C£15.00

A fascinating course for anyone with an interest in Chinese culture and language: explore Chinese traditions and customs, food and festivals, whilst also starting to learn some simple Chinese phrases and calligraphy.

Although this course follows on from Part 2, new learners will be very welcome.

Chinese Culture and Language - Part 4

Beginners
HEL9449

Tuesday, 6:30pm - 8:30pm

8 June, 5 sessions

Helston College Lower Site

Tutor: Binbin Zhang

F£30.00 C£15.00

A fascinating course for anyone with an interest in Chinese culture and language: explore Chinese traditions and customs, food and festivals, whilst also starting to learn some simple Chinese phrases and calligraphy.

Although this course follows on from Part 3, new learners will be very welcome.

Creative Writing 2

Suitable for All
HEL9426

Thursday, 6:45pm - 9:15pm

14 January, 10 sessions

Helston College Lower Site

Tutor: Katherine Morgan

F£75.00 C£37.50

This course builds on skills developed in Creative Writing 1, focusing on language, creating suspense, editing and short story structure.

Creative Writing 3

Suitable for All
HEL9427

Thursday, 6:45pm - 9:15pm

29 April, 10 sessions

Helston College Lower Site

Tutor: Katherine Morgan

F£75.00 C£37.50

A workshop based course aimed at those with some understanding of creative writing basics. Self-editing and peer-critiquing will form integral aspects of this course. Come prepared to re-write.

Creative Writing - Polish Those Stories

Suitable for All
HEL9432

Saturday, 10:00am - 4:00pm

27 February, 1 session

New Horizons Centre, St Ives

Tutor: Katherine Morgan

F£15.00 C£7.50

This workshop will explore what re-writing a first draft actually means, how to approach it and what methods you can use to make your prose shine.

French Language and Culture Part 1

Advanced
HEL9442

Tuesday, 7:00pm - 9:00pm

12 January, 10 sessions

Helston College Lower Site

Tutor: Sophie Tolomio

F£60.00 C£30.00

An enjoyable, relaxed course, delivered by a native French speaker, for those with a good knowledge of French, who wish to explain and understand opinions and views on a number of topics, while also exploring French culture.

French Language and Culture Part 2

Advanced
HEL9443

Tuesday, 7:00pm - 9:00pm

20 April, 10 sessions

Helston College Lower Site

Tutor: Sophie Tolomio

F£60.00 C£30.00

An enjoyable, relaxed course, delivered by a native French speaker, for those with a good knowledge of French, who wish to explain and understand opinions and views on a number of topics, while also exploring French culture.

Italian Conversation Advanced

HEL9420

Monday, 6:45pm - 8:45pm

11 January, 10 sessions

Helston College Lower Site

Tutor: Sherry Weston

F£60.00 C£30.00

A fun, relaxed course for those with a good knowledge of Italian who wish to develop the ability to communicate with confidence using a range of vocabulary and structures while exploring Italian culture and society.

HEL9421

26 April, 10 sessions

Plotting the Short Story

Suitable for All
HEL9431

Saturday, 10:00am - 4:00pm

23 January, 1 session

New Horizons Centre, St Ives

Tutor: Katherine Morgan

F£15.00 C£7.50

This workshop aims to get at the heart of what a story is about and to translate that into a plot that has shape and purpose.

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

English and Languages

Non qualification courses

Spanish Language and Culture

Advanced
HEL9445

Thursday, 6:30pm - 8:30pm

10 June, 6 sessions

New Horizons Centre, St Ives

Tutor: Ana Pan Huertas

£36.00 €18.00

An advanced level conversation course, delivered by a native Spanish speaker, for those with a good level of Spanish; explore Hispanic culture while developing conversation skills in Spanish.

Spanish Language and Culture for your Holiday

Beginners
HEL9444

Tuesday, 6:30pm - 8:30pm

12 January, 10 sessions

New Horizons Centre, St Ives

Tutor: Ismay Atkins

£60.00 €30.00

Planning a summer holiday? Join this fun and relaxed course and pick up some essential Spanish holiday phrases to help you order your breakfast chocolate and churros or evening glass of wine.

Writing From Life - Ways to Tap into Memory

Suitable for All
HEL9433

Saturday, 10:00am - 4:00pm

20 March, 1 session

New Horizons Centre, St Ives

Tutor: Katherine Morgan

£15.00 €7.50

In this workshop you will be shown strategies that will help you access your memories of people, places and events.

Writing for Women's Magazines

Suitable for All
HEL9434

Saturday, 10:00am - 4:00pm

24 April, 1 session

New Horizons Centre, St Ives

Tutor: Katherine Morgan

£15.00 €7.50

This is a hands-on practical workshop exploring how to research the market and target your writing primarily to women's magazines. You will be encouraged to compile a complete submission package.

The Hero's Journey - How to Structure a Novel

Suitable for All
HEL9438

Saturday, 10:00am - 4:00pm

22 May, 1 session

New Horizons Centre, St Ives

Tutor: Katherine Morgan

£15.00 €7.50

This workshop will outline the 12 steps of the mythical Hero's Journey and how these can translate into the outline for a novel.

The Rocky Road to Publication

Suitable for All
HEL9439

Saturday, 10:00am - 4:00pm

19 June, 1 session

New Horizons Centre, St Ives

Tutor: Katherine Morgan

£15.00 €7.50

This workshop aims to smooth out the bumps on the path to publication by providing a well-mapped route and illuminating some hidden pitfalls.

Writing a Novel 1

Suitable for All
HEL9440

Monday, 6:45pm - 9:15pm

11 January, 10 sessions

Helston College Lower Site

Tutor: Katherine Morgan

£75.00 €37.50

This is a fun and stimulating course, where you can develop the skills needed to create rounded characters, effective settings, purposeful dialogue and a controlled point of view.

Writing a Novel 2

Suitable for All
HEL9441

Monday, 6:45pm - 9:15pm

26 April, 10 sessions

Helston College Lower Site

Tutor: Katherine Morgan

£75.00 €37.50

This is a fun and stimulating course, where you can develop the skills needed to create rounded characters, effective settings, purposeful dialogue and a controlled point of view.

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 or call 01736 791114

THE LEARNING REVOLUTION **TATE** ST IVES

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 **01326 319275** for Falmouth courses, **01326 563861** for Helston courses or visit: www.cornwall.gov.uk/adultlearning to receive those which you require.

Fitness and Sport

Qualification course in Wadebridge - contact 01840 213511 to enrol

Certificate in Fitness

Instructing

Level 2

CAM9230

Sunday, 10.00am – 4.00pm

17 January, 20 sessions

One To One Fitness, Wadebridge

Tutor: Mark Howells

F£284.00 C£95.65

CAM9231

Wednesday, 9:00am - 5:00pm

4 August, 15 sessions

10 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

F£314.65 C£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

F£314.65 C£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

Falmouth Area

Badminton For Beginners

Beginners

FAL9452

Friday, 7:00pm - 8:00pm

15 January, 10 sessions

Penryn College

Tutor: TBC

F£30.00 C£15.00

Learn the basics of badminton and get fitter with this ten week course.

Introducing you to serve and control of racquet.

FAL9453

23 April, 10 sessions

Badminton For Improvers

Improvers

FAL9455

Friday, 8:00pm - 9:30pm

15 January, 10 sessions

Penryn College

Tutor: TBC

F£45.00 C£22.50

Develop and build upon your badminton skills with this energetic course. Refine your serve and learn more game winning shots.

FAL9456

23 April, 10 sessions

Keep Fit Workout

Suitable for All

FAL9471

Friday, 10:30am - 11:30am

15 January, 10 sessions

King Charles Parish Church Hall

Tutor: Ann Peck

F£30.00 C£15.00

A lively class allowing students to improve all aspects of movement & fitness, following tutor demonstration.

FAL9472

23 April, 10 sessions

Pilates: Experienced

Intermediates

FAL9477

Tuesday, 6:00pm - 7:00pm

12 January, 10 sessions

Falmouth Primary School

Tutor: Sheila Worley

F£30.00 C£15.00

This course, which last for three terms, is for people, both male and female, who have completed at least four years of Pilates classes.

FAL9478

20 April, 10 sessions

Pilates - New Intermediates

FAL9486

Tuesday, 7:15pm - 8:15pm

12 January, 10 sessions

Falmouth Primary School

Tutor: Sheila Worley

F£30.00 C£15.00

This course which lasts for three terms is for those people both male and female who have completed at least three terms of Progressive Beginners Pilates.

FAL9487

20 April, 10 sessions

Pilates: Intermediates

FAL9489

Wednesday, 10.00am-11.00am

13 January, 10 sessions

King Charles Parish Hall

Tutor: Sheila Worley

F£30.00 C£15.00

This course, which last for three terms, is for people, both male and female, who have completed at least four years of Pilates classes.

FAL9490

21 April, 10 sessions

FAL9483

Thursday, 6.00pm-7.00pm

14 January, 10 sessions

Falmouth Primary School

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Fitness and Sport

Non qualification courses

Pilates: Experienced Intermediates

FAL9480

Wednesday, 11.15am-12.15pm

13 January, 10 sessions

King Charles Parish Hall

Tutor: Sheila Worley

F£30.00 C£15.00

This course, which last for two terms, is for people, both male and female, who have completed at least four years of Pilates classes.

FAL9481

21 April, 10 sessions

Pilates: Advanced Advanced

FAL9475

Thursday, 7:15pm - 8:15pm

14 January, 10 sessions

Falmouth Primary School

Tutor: Sheila Worley

F£30.00 C£15.00

This course, which last for two terms, is for both male and female learners who have at least six years experience of Pilates and seek to progress further.

FAL9474

22 April, 10 sessions

Advanced 24 Form Tai Chi Intermediate

FAL9495

Thursday, 9.30am-11.30am

7 January, 10 sessions

King Charles Parish Hall

Tutor: Stanley Reeves

F£60.00 C£30.00

Building on your 24 Form Tai Chi experience, you will improve your level of Tai Chi. You will also learn more about Acupressure, Chinese philosophy, Chi Kung and meditation.

Iyengar Yoga for All Suitable for All

FAL9458

Monday, 6:30pm - 8:00pm

11 January, 10 sessions

Tregenvor

Tutor: Amanda Brown

F£45.00 C£22.50

The emphasis in this class is bringing strength and flexibility to the mind and body. Experienced instruction to match individual needs plus well deserved relaxation.

FAL9459

19 April, 10 sessions

Iyengar Yoga For Beginners Beginners

FAL9461

Tuesday, 7:00pm - 9:00pm

12 January, 10 sessions

King Charles School Primary

Tutor: Moneeza Masood

F£60.00 C£30.00

This course aims to introduce basic yoga postures and work upon existing knowledge in a methodical, dynamic and progressive manner.

FAL9462

20 April, 10 sessions

Iyengar Yoga - Intermediate Intermediate

FAL9464

Wednesday, 7:00pm - 9:00pm

13 January, 10 sessions

Tregenvor

Tutor: Amanda Brown

F£60.00 C£30.00

Suitable for students with previous experience only - a challenging class, fully exploring the range of your strength and flexibility. Experienced tutor to help you develop your individual practice.

FAL9465

21 April, 10 sessions

Yoga - Continuers Class Beginners 2

FAL9497

Thursday, 9:30am - 11:00am

14 January, 10 sessions

Tregenvor

Tutor: Julie Taylor

F£45.00 C£22.50

Explore Yoga through practices designed to strengthen the body, build support for the spine, improve posture and flexibility, and calm the

mind.

FAL9498

22 April, 10 sessions

Yoga - Intermediate Intermediate

FAL9504

Thursday, 7:30pm - 9:00pm

14 January, 10 sessions

Mylor Bridge Jnr & Infant School

Tutor: Julie Taylor

F£45.00 C£22.50

For those with previous experience, who wish to explore and deepen their their practice and knowledge of yoga, working with progressive practices designed to strengthen the body, improve posture and flexibility, and calm the mind.

FAL9505

22 April, 10 sessions

Yoga to Help Manage Back Pain

Suitable for all

FAL9507

Saturday, 10:00am-1:00pm

13 March, 1 session

Tregenvor

Tutor: Amanda Brown

F£9.00 C£4.50

Devised to help you find ways of supporting your back, through gentle and simple yoga exercise. Qualified tutor can help discuss individual needs.

FAL9508

26 June, 1 session

Yoga For Improved Mobility Suitable for All

FAL9500

Thursday, 11:30am - 12:45pm

14 January, 10 sessions

Tregenvor

Tutor: Julie Taylor

F£37.50 C£18.75

For people who wish to explore how yoga can help to improve their mobility and change how they deal with the effects of physical conditions such as back pain, arthritis and joint stiffness.

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Fitness and Sport

Non qualification courses

FAL9501

22 April, 10 sessions

Yoga for Stress Related Conditions

Suitable for all

FAL9509

Saturday, 10:00am - 1:00pm

30 January, 1 session

Tregenvor

Tutor: Amanda Brown

F£9.00 C£4.50

Designed to help you discover ways of managing stress, using simple and supportive yoga exercise. Experienced tutor can help discuss individual needs.

FAL9510

15 May, 1 session

Simply Keeping Fit

Suitable for All

FAL9492

Wednesday, 7:00pm - 8:00pm

13 January, 10 sessions

St Francis Cp School

Tutor: Tamsin Blight

F£30.00 C£15.00

A varied exercise programme moving to a variety of music in a non-competitive and fun atmosphere, promoting a feeling of health and well being.

FAL9493

21 April, 10 sessions

Helston Area

Keep Fit

Suitable for All

HEL9514

Thursday, 10.00am - 11.00am

14 January, 10 sessions

Mullion Women's Institute

Tutor: Ann Peck

F£30.00 C£15.00

A keep fit class suitable for all who wish to maintain or improve their fitness, mobility, stamina and balance.

Satyananda Yoga

Suitable for All

HEL9517

Wednesday, 2.00pm - 3.30pm

13 January, 10 sessions

Lelant Village Hall

Tutor: Indra Herbert

F£45.00 C£22.50

Recognised as yoga in its fullest form, Satyananda Yoga systematically cultivates the body, breath and mind. Develop your potential through practice and focused awareness.

HEL9518

28 April, 10 sessions

Tai Chi and Chi Kung

Intermediate

HEL9520

Monday, 7.00pm - 9.00pm

11 January, 10 sessions

Nansloe CP School

Tutor: Jason Davis

F£60.00 C£30.00

A course for more experienced T'ai Chi players, including Chi Kung, short form Yang style and sword form.

HEL9521

26 April, 10 sessions

Yoga

Suitable for All

HEL9502

Monday, 1.30pm - 3.00pm

11 January, 10 sessions

Landewednack Hall

Tutor: Tanya Strike

F£45.00 C£22.50

A Yoga class for all! You will learn to relax in yourself, explore postures, breathing and relaxation techniques.

HEL9503

26 April, 10 sessions

Yoga

Suitable for All

HEL9505

Tuesday, 10.00am - 11.30am

12 January, 10 sessions

Coverack Village Hall

Tutor: Tanya Strike

F£45.00 C£22.50

A Yoga class for all! You will learn to relax in yourself, explore postures, breathing and relaxation techniques.

HEL9506

27 April, 10 sessions

Yoga

Suitable for All

HEL9508

Tuesday, 7.00pm - 8.30pm

12 January, 10 sessions

Porthleven CP School

Tutor: Indra Herbert

F£45.00 C£22.50

Discover the practical application of Yoga and Ayurveda to encourage a healthy lifestyle and general wellbeing. The ideal class to create positive change.

HEL9509

27 April, 10 sessions

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

Fitness and Sport

Non qualification courses

Yoga

Suitable for All

HEL9511

Wednesday, 6.30pm - 8.00pm

13 January, 10 sessions

Helston College Lower Site

Tutor: Indra Herbert

F£45.00 C£22.50

Discover the practical application of Yoga and Ayurveda to encourage a healthy lifestyle and general wellbeing. The ideal class to create positive change.

HEL9512

28 April, 10 sessions

Yoga for Healthy Living

Suitable for All

HEL9523

Tuesday, 7.00pm - 8.30pm

12 January, 10 sessions

Leedstown Primary School

F£45.00 C£25.00

Discover the practical application of Yoga and Ayurveda to encourage a healthy lifestyle and general wellbeing. The ideal class to create positive change.

HEL9524

27 April, 10 sessions

Yoga for Health and Well

Being

Suitable for All

HEL9526

Tuesday, 7.30pm - 9.00pm

12 January, 10 sessions

Stithians CP School

Tutor: Alison Beach

F£45.00 C£22.50

A Hatha Yoga class working on posture alignment, breathing techniques, meditation and relaxation to strengthen body and mind. Use of yoga postures for individual basic abilities.

HEL9527

27 April, 10 sessions

Yoga for Health and Well

Being

Suitable for All

HEL9529

Wednesday, 10.00am - 11.30am

13 January, 10 sessions

St Mary's Catholic Church Hall

Tutor: Alison Beach

F£45.00 C£22.50

A Hatha Yoga class working on posture alignment, breathing techniques, meditation and relaxation to strengthen body and mind. Use of yoga postures for individual basic abilities.

HEL9530

28 April, 10 sessions

Yoga for Health and Well

Being

Suitable for All

HEL9532

Wednesday, 11.45am - 1.15pm

13 January, 10 sessions

St Mary's Catholic Church Hall

Tutor: Alison Beach

F£45.00 C£22.50

A Hatha Yoga class working on posture alignment, breathing techniques, meditation and relaxation to strengthen body and mind. Use of yoga postures for individual basic abilities.

HEL9533

28 April, 10 sessions

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 or call 01736 791114. www.tate.org.uk/stives



THE LEARNING
REVOLUTION

St IVES

TATE

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01326 319275** for Falmouth courses, **01326 563861** for Helston courses or visit: www.cornwall.gov.uk/adultlearning to receive those which you require.

Music, Dance and Drama

Qualification courses

Falmouth Area

Music Business – Marketing and Promotion Skills

NCFE Level 2

FAL9556

Monday - Friday, 10.00am – 4.30pm

15 February, 5 sessions

Tregenver

Tutor: Simon Gordon

F£84.43 C£38.43

A core unit in the NCFE Music Business qualification.

Music Business – Introduction to Music Management

NCFE Level 2

FAL9557

Monday - Friday, 10.00am – 4.30pm

31 May, 5 sessions

Tregenver

Tutor: Simon Gordon

F£84.43 C£38.43

A core unit in the NCFE Music Business qualification.

Non qualification courses

Falmouth Area

Contemporary Dance

Intermediate

FAL9566

Tuesday, 6:30pm - 8:00pm

12 January, 10 sessions

Penryn College

Tutor: Jayne Devlin

F£45.00 C£22.50

Discover the dancer inside! Learn a range of contemporary dance steps, movements and routines to develop a more fluid you.

FAL9567

27 April, 10 sessions

Digital Music and the Internet

Suitable for All

FAL9569

Saturday, 10:00am - 4:00pm

23 January, 1 session

Tregenver

Tutor: Simon Gordon

F£18.00 C£9.00

Learn how to create MP3s from audio files and how to upload these to the internet for sale and distribution.

Practical Drama Skills

Beginners & Intermediate

FAL9562

Monday, 7:00pm - 9:00pm

11 January, 11 sessions

Tregenver

Tutor: John Frankland

F£66.00 C£33.00

A practical guide to drama skills including voice, movement, improvisation, stage lighting, and the development of character. Ideal for those who wish to improve their skills for amateur drama confidence. You will also discover how to apply the same skills to the workplace.

FAL9563

19 April, 10 sessions

F£60.00 C£30.00

Keep Active through Dance

Beginners 1

FAL9468

Wednesday, 10:00am - 11:00am

13 January, 10 sessions

King Charles Parish Church Hall

Tutor: Jayne Devlin

F£30.00 C£15.00

If you used to dance or wish to improve your general mobility this class will boost your flexibility through a range of dance exercises.

FAL9469

21 April, 10 sessions

Helston Area

Argentine Tango for

Beginners

Beginners 1 & 2

HEL9582

Thursday, 8.30pm - 9.30pm

14 January, 10 sessions

Parc Eglos CP School

Tutor: Wendy Hollands-Moon

F£30.55 C£15.55

Learn the steps, moves and passion of the Argentine Tango. This sensuous and sophisticated dance will have you addicted by week two!

HEL9583

29 April, 10 sessions

Ballroom and Latin Dancing

Beginners 1 & 2

HEL9585

Thursday, 6.30pm - 7.30pm

14 January, 10 sessions

Parc Eglos CP School

Tutor: Wendy Hollands-Moon

F£30.55 C£15.55

Learn to dance your favourite 'Strictly' dances. This course will take you through the Waltz, Cha Cha, Rumba and Quickstep.

HEL9586

29 April, 10 sessions

If the above Ballroom and Latin for Beginners class becomes over subscribed, we have an additional course scheduled. Please contact the centre for further details.

Ballroom and Latin Dancing - Continuers

Intermediate

HEL9588

Thursday, 7.30pm - 8.30pm

14 January, 10 sessions

Parc Eglos CP School

Tutor: Wendy Hollands-Moon

F£30.55 C£15.55

Keep Dancing! Designed for those who have completed a beginner's course and wish to learn more complex moves. Enhance your dancing skills and dance with style.

HEL9589

29 April, 10 sessions

Rock n Roll for Beginners

Beginners 1 & 2

HEL9593

Sunday, 7.30pm - 8.30pm

10 January, 10 sessions

Parc Eglos CP School

Tutor: Wendy Hollands-Moon

F£30.55 C£15.55

Learn this fun and lively 50's style Rock n Roll. This course is suitable for beginners and those wishing to refresh their Rock n Roll moves!

HEL9594

25 April, 10 sessions

Salsa for Beginners

Beginners 1 & 2

HEL9591

Sunday, 8.30pm - 9.30pm

10 January, 10 sessions

Parc Eglos CP School

Tutor: Wendy Hollands-Moon

F£30.55 C£15.55

A beginners or refresher course for students who would like to learn to Salsa!

HEL9592

25 April, 10 sessions

Outdoor Leisure and RYA courses

Qualification courses

Falmouth Area

Coastal Skipper/Yachtmaster Shorebased (Intensive)

RYA Level 3

FAL9719

Saturday, 9.30am-5.00pm

27 February, 8 sessions

Tregenver

Tutor: Peter Morgan

F£115.78 C£39.18

Building on your Day Skipper knowledge, develop advanced navigation, passage planning and meteorology skills giving you confidence for longer cruises.

Diesel Engine Maintenance Suitable for All

FAL9717

Saturday, 09:00am - 5:30pm

6 February, 1 session

Tregenver

Tutor: Chris Bracewell

F£53.50 C£31.25

VHF Marine Radio Operator's Short Range Certificate

Suitable for All

FAL9712

Saturday, 09:00am - 5:30pm

9 January, 1 session

Tregenver

Tutor: Chris Bracewell

F£31.78 C£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.

FAL9713

30 January, 1 session

FAL9714

7 February, 1 session

FAL9715

13 March, 1 session

VHF Marine Radio Operator's Short Range Certificate Update

RYA, Level 1

FAL9716

Sunday, 9.00am - 1.00pm

28 March, 1 session

Tregenver

Tutor: Chris Bracewell

F£12.00 C£6.00

Update your skills and VHF Radio Licence. Licence cost (£25) payable on the day.

FAL9718

24 April, 1 session

Basic Navigation and Safety RYA, Level 1

FAL9709

Saturday and Sunday, 9.00am - 5.30pm

6 March, 2 sessions

Tregenver

Tutor: Chris Bracewell

F£82.28 C£62.00

Learn the basic rules of the sea and how to navigate across open water - an ideal first step into the world of navigation.

Yachtmaster Ocean (Shorebased)

RYA, Level 2

FAL9720

Saturday, 9.00am - 1.00pm

9 January, 6 sessions

Tregenver

Tutor: Peter Morgan

F£100.03 C£28.53

Become confident in your skills to skipper a yacht on ocean passages, including astronavigation, meteorology and ocean passage planning.

Helston Area

Basic Navigation and Safety RYA, Level 1

HEL9702

Saturday and Sunday, 9.00am - 5.00pm

13 February, 2 sessions

New Horizons Centre, St Ives

Tutor: Chris Bracewell

F£82.28 C£62.00

Learn the basic rules of the sea and how to navigate across open water - an ideal first step into the world of navigation.

Basic Sea Survival Certificate

RYA, Level 1

HEL9705

Tuesday, 9.00am - 5.00pm

19 January, 1 session

Helston AEC Study Room

Tutor: Robert Grant

F£31.80 C£19.80

This course prepares you to stay alive in an emergency. It will show you how to make the best use of a liferaft and you will learn some basic survival techniques.

Diesel Engine Maintenance RYA, Level 1

HEL9707

Thursday, 9.30am - 5.30pm

11 March, 1 session

Tregenver, Falmouth

Tutor: Robert Grant

F£58.50 C£32.50

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

VHF Marine Radio Operator's Short Range Certificate

RYA, Level 1

HEL9708

Saturday, 9.00am - 5.30pm

16 January, 1 session

New Horizons Centre, St Ives

Tutor: Chris Bracewell

F£31.78 C£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. Please bring a cheque for £25.00 made payable to RYA for your licence.

HEL9709

Saturday, 9.00am - 5.30pm

06 March, 1 session

Helston AEC Study Room

Tutor: Robert Grant

HEL9710

Saturday, 9.00am - 5.30pm

27 March, 1 session

New Horizons Centre, St Ives

Tutor: Chris Bracewell

Courses in St Ives at a glance (see details above)

HEL9702

HEL9708

HEL9710

Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01326 319275** for Falmouth courses, **01326 563861** for Helston courses or visit: www.cornwall.gov.uk/adultlearning to receive those which you require.

Special Interest

Non Qualification courses

Falmouth Area

Indian Cookery Workshops

Suitable for All

FAL9754

Saturday, 10:00am - 3:30pm

16 January, 1 session

Penryn College

Tutor: Aliya Aslam

F£15.00 C£7.50

Learn how to cook your everyday Indian family favourite meals, it needn't be hard!

FAL9755

20 March, 1 session

FAL9756

15 May, 1 session

FAL9757

3 July, 1 session

Philosophy in Everyday Life

Suitable for All

FAL9759

Wednesday, 10:00am - 12:00noon

13 January, 10 sessions

Tregenvor

Tutor: Frances Evans

F£60.00 C£30.00

Discover how philosophy relates to everyday life and culture. Discuss topical subjects and explore the origins of our knowledge and belief systems.

Helston Area

Improve your Memory for your Exams

Suitable for All

HEL9755

Saturday, 10.00am - 4.00pm

13 March, 1 session

Helston College Lower Site

Tutor: Susan Benton

F£16.50 C£8.25

A course to improve exam revision techniques and performance whilst establishing optimum memory recall.

Working with your Memory Suitable for All

HEL9753

Saturday, 10.00am - 4.00pm

16 January, 1 session

Helston College Lower Site

Tutor: Susan Benton

F£16.50 C£8.25

Understand how your memory works, why you forget and why you sometimes remember things differently from others. Improve your memory the easy way!

HEL9754

15 May, 1 session

CORNWALL ADULT
EDUCATION SERVICE

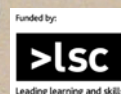
Cultural Diversity Day

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

Falmouth: 16 July 2010

Helston: 20 July 2010

Call your local centre now
to register and receive details.



Our **Course Information Sheets** include a full course description, session times and materials list, if appropriate. Please call **01326 319275** for Falmouth courses, **01326 563861** for Helston courses or visit: www.cornwall.gov.uk/adultlearning to receive those which you require.

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. 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 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/ 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"/> | Aged 16 - 19? 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

- | | | | | | | | |
|-------------------------------|--------------------------|-------------------------------|--------------------------|------------------------|--------------------------|-------------------------------|--------------------------|
| Asian or Asian British | <input type="checkbox"/> | Black or Black British | <input type="checkbox"/> | White | <input type="checkbox"/> | Mixed or Dual Heritage | <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"/> | Chinese | <input type="checkbox"/> | Any other | <input type="checkbox"/> | Other Mixed background | <input type="checkbox"/> |
| | | | | | | Prefer not to say | <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 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.

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

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.



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.

Falmouth/Penryn and Helston/Lizard Adult Education

What's on



<p>Art and Craft 8 - 13 Certificate in Creative Craft – Jewellery Certificate in Creative Craft – Life Drawing Certificate in Creative Craft - Photography Acrylic Painting Acrylic Painting 2 Botanical Drawing Ceramics for Beginners and Beyond Crochet Drawing & Painting Drawing, Painting and Creative Mixed Media – In Depth Drawing In Soft Pastels Expressive Drawing & Painting Fused Glass Glass Bead Workshop Jewellery Making/Design & Make Landscape Drawing and Painting Life Drawing Life Drawing and Painting Life Drawing and Painting: Perspective and Narrative Context Oil / Acrylic Painting for Beginners and Improvers Outdoor Painting and Drawing Portraiture Skills Precious Metal Clay Recycled Clothes and Objects Sketching and Painting at Trebah, near Falmouth Sketching and Painting at Trelassick Gardens, Truro Stained Glass Textile Art Watercolour and Drawing Techniques for Beginners and Improvers Watercolour Bright and Colourful Flowers Watercolour Cornish Cottages Watercolour Painting Watercolour Yachts and Reflections Woodworking for All</p>	<p>Complementary Health and Care 17 - 19 Advanced Reiki Techniques Certificate in Counselling Skills Certificate in Counselling Studies Child Development – An Introduction Coping with Life Changes Crystal and Chakra Healing De-Clutter Your Life Developing Psychic Awareness Diploma in Anatomy & Physiology Diploma in Anatomy, Physiology and Holistic Massage Effective Listening Skills Effective Parenting Skills Introduction to Colour Therapy Introduction to Neuro Linguistic Programming (NLP) Make Your Own Medicine Make Your Own Medicine and More The Power of Positive Thought Reiki Second Degree Stress Management Ten Herbs for the Home Understanding Teenagers Working with Colour, Crystals and Fragrance</p>	<p>The Hero's Journey - How to Structure a Novel The Rocky Road to Publication Well Read – A Book Club Writing a Novel Writing for Women's Magazines Writing From Life - Ways to Tap into Memory</p>
<p>Business, Career and Personal Development 14 - 16 Award in Customer Service Award in First Line Management Award in Starting Your Own Business Bookkeeping and Accounts Computerised Accounts Emergency First Aid Food Safety in Catering Health and Safety in the Workplace Paediatric First Aid Risk Assessment Principles and Practice</p>	<p>Computing & Technology 20 - 24 First Steps in Databases First Steps in Desktop Publishing First Steps in Digital Imaging with Paintshop Pro First Steps in Internet and Email First Steps in Personal Computing First Steps in Spreadsheets First Steps in Word Processing First Steps with Files and Folders Level 1 PC Skills Next Steps in Databases Next Steps in Desktop Publishing</p>	<p>Fitness and Sport 33 - 36 Badminton for Beginners Badminton for Improvers Keep Fit Keep Fit Workout Pilates Satyananda Yoga Advanced 24 Form Tai Chi Tai Chi and Chi Kung Iyengar Yoga Simply Keeping Fit Yoga Yoga for Healthy Living Yoga for Health and Well Being Yoga to Help Manage Back Pain Yoga for Improved Mobility Yoga for Stress Related Conditions</p>
	<p>English and Languages 25 - 32 Chinese Language and Culture Creative Writing French for Greetings and Meetings French Language and Culture German Language and Culture Italian Conversation Italian Language and Culture Plotting the Short Story Romanian Language and Culture Russian Language and Culture Basic Business Spanish Spanish Language and Culture Spanish Language and Culture for your Holiday!</p>	<p>Music, Dance & Drama 37 Argentine Tango Ballroom and Latin Dancing Certificate in Music Technology Contemporary Dance Digital Music and the Internet Keep Active Through Dance Music Business – Marketing and Promotion Skills Music Business – Introduction to Music Management Practical Drama Skills Rock n Roll Dancing Salsa Dancing</p>
		<p>Outdoor Leisure and RYA 38 Basic Navigation and Safety Basic Sea Survival Certificate Coastal Skipper/Yachtmaster Shorebased (Intensive) Day Skipper Shorebased (Intensive) Diesel Engine Maintenance Radar Course VHF Marine Radio Operators Short Range Certificate</p>
		<p>Special Interest 39 Improve your Memory for your Exams Indian Cookery Workshops Philosophy in Everyday Life Working with your Memory</p>