

Adult Learning Class Programme

January – June 2018



Adult Learning is part of the Council's Community Planning and Development Service. We work with adults and families to help make positive changes in their lives by helping to develop skills for learning, skills for life and skills for work.

Our main work areas are:

- Community based adult learning including evening and day classes, workshops, taster sessions and projects in partnership with others
- One to one and group sessions in the core skills of numeracy, computing, communication, problem solving, and English for speakers of other languages (ESOL)
- Family learning and intergenerational learning

Keep an eye out for new Adult Learning classes between now and summer!

Check our website www.learnshetland.com for all new learning opportunities. We will notify everyone on our mailing list when new classes become available. To join the mailing list, please send your details to classes@shetland.gov.uk

We will also advertise new classes on the Shetland Community Hub Facebook page.



www.facebook.com/shetland.community.hub

Adult Learning is pleased to bring you our class programme for January – June 2018. There are daytime, evening and weekend classes to choose from. Whether you want to develop new skills or refresh existing ones, change your lifestyle, get ready for employment or simply enjoy new opportunities to learn, we hope there's something in this issue which is of interest to you.

Contents

Useful Class Information	3-4
Classes	5-24
Art, Crafts, Photography and Music	5-10
Health, Wellbeing and Cookery	11-12
General Interest	13-16
Improving Your IT Skills	17-19
Improving Your Reading, Writing and Number Skills	20
English for Speakers of Other Languages (ESOL)	21
Employability	22-23
Developing Skills for Communities	24
Links to Other Learning Providers	25
Postal Booking Form	26
Contact Us	27

**Check the Learn Shetland website for new opportunities
as they arise:**

www.learnshetland.com

Course Prices

Course prices are shown with each course description. Course fees are based on a flat rate of £3.90 per hour per learner plus any additional costs e.g. photocopying and venue hire. In exceptional circumstances class costs may be more, for example where minimum numbers need to be low for health and safety reasons or equipment restrictions.

Materials/Resources

If you need to buy additional materials or resources for your class, the tutor will either:

- supply a list so you can purchase the items in advance e.g. art materials, text book, or
- supply the items at cost price. Your tutor will collect the money at the class.

Concessions

If you are Over 60, Under 18 or if you or your family are in receipt of any of the benefits listed below then fees are reduced by 50%. Proof of age or evidence of benefits must be provided to receive a concession.

YOU	YOUR FAMILY
• Carer's Allowance	• Income Support
• Disability Living Allowance	• Pension Credit
• Severe Disablement Allowance	• Housing Benefit
• Incapacity Benefit	• Income based Job Seeker's Allowance
• Attendance Allowance	• Working Tax Credits
• Contributory Employment and Support Allowance	• Net income is equivalent to, or lower than, the threshold for Income Support
• Personal Independence Payment	• Income related Employment and Support Allowance
	• Universal Credit

Full and concession prices are shown in the booklet (concessions are marked c).

Please note that concessions are only given on course fees, not on venue hire or material costs.

How to book

To book your place:

- Return booking form to Adult Learning, Solarhus, 3 North Ness, Lerwick, Shetland, ZE1 0LZ
- PLEASE DO NOT send money with your form
- Telephone Adult Learning on 01595 743888
- E-mail: classes@shetland.gov.uk
- Book online at www.learnshetland.com

Apply soon, some classes fill up quickly!

What happens next?

Adult Learning will let you know if you have a place on your chosen class. If you book a class which starts after mid January, we will keep in touch to let you know how class recruitment is going. You will also receive an enrolment form, which should be completed and returned along with your payment before the class begins.

If the class is full you will be placed on a waiting list. You may still be offered a place if anyone drops out.

We hope you enjoy your learning experience. We are always happy to hear your views on how classes can be improved. You can phone us on 01595 743888 or email classes@shetland.gov.uk.

Gie it a go!

Baa-ble Hat Knit Along with Donna Smith			Islesburgh Community Centre	
AL8	Saturday 10am – 12noon	6 weeks starting 13 January 2018	£48.80	£25.40c
<p>Suitable for beginners, but you must be able to knit plain stocking stitch. Join in a hat knit along, using the popular Baa-ble hat pattern designed by Donna for Shetland Wool Week 2015. We will discuss a different part of the hat each week and you will complete that part at home before moving to the next part as a group. Topics covered include knitting in the round, knitting rib, knitting with more than one colour at a time, decreasing, making pompoms and finishing knitwear. Bring: a set of three long double pointed needles, size 4mm and 4.5mm, or circular needles long enough to knit a hat; a knitting belt; and Aran weight yarn. You will receive the Baa-ble pattern before the class starts so that you can choose your yarn. There is an additional charge of £1.55 for the pattern, payable to the tutor.</p>				

Fair Isle Knitting Surgery with Donna Smith			Islesburgh Community Centre	
AL9	Monday 7pm – 9pm	1 day: 30 April 2018	£7.80	£3.90c
<p>Suitable for beginners and improvers. Do you have an incomplete Fair Isle project you need help with? Are you stuck at the planning stage? Do you need a bit of expert help and advice? Sign up to Donna's Knitting Surgery! Bring your unfinished or problem items with you and Donna will try to help.</p>				

Lace Shell Knitting with Helen Robertson			Muckle Roe Hall	
AL73	Tuesday 7pm – 9.30pm	6 weeks starting 6 February 2018	£71.00	£41.25c
<p>Spend six weeks exploring the three traditional shell type patterns in Shetland Lace knitting using different thicknesses and colours of yarn. By the end of the class you will have increased your knowledge and confidence in knitting, and completed at least one scarf or cowl. Bring a knitting belt, if you have one. The tutor will let you know what else you need to bring before the class starts.</p>				

Beginner Fair Isle Knitting with Emily Poleson			Urafirth Primary School	
AL78	Wednesday 7pm-9pm	5 classes fortnightly starting 24 January 2018	£41.00	£20.00c
<p>Suitable for beginners. Learn to knit in the round with either 3 needles or a round wire, using at least 3 colours. You will learn about the tension and size of needle to use, reading a Fair Isle chart, casting on, ribbing (choice of which style) and casting off. Bring either a set of 3 long double-pointed needles size 3.25mm and 3 balls of contrasting Shetland jumper-weight yarn, or 3 long double-pointed needles size 4.00mm and 3 balls of contrasting Shetland double-knitting yarn.</p>				

Crochet for Beginners with Susan Thompson			Ollaberry (venue to be confirmed)	
AL95	Monday 7pm – 9pm	4 weeks starting 26 February 2018	£33.20	£17.60c
<p>Suitable for beginners. You will learn basic chain stitch and have the opportunity to develop this into a project. Wool books, patterns and samples will be available for inspiration. A selection of wool and hooks of various sizes will be available to try out on the first night, and then you will be advised what to bring for subsequent weeks. You can also bring your own project to work on if you wish.</p>				

Crochet for Beginners with Susan Thompson			Urafirth Primary School	
AL96	Monday 7pm – 9pm	4 weeks starting 16 April 2018	£33.20	£17.60c
<p>Suitable for beginners. You will learn basic chain stitch and have the opportunity to develop this into a project. Wool books, patterns and samples will be available for inspiration. A selection of wool and hooks of various sizes will be available to try out on the first night, and then you will be advised what to bring for subsequent weeks. You can also bring your own project to work on if you wish.</p>				

Patchwork and Quilting – Jane Austen Style (Intermediate/Advanced) with Helen Burgess			Islesburgh Community Centre	
--	--	--	------------------------------------	--

AL11	Thursday 6.30pm – 9pm	8 weeks starting 18 January 2018	£80.00	£41.00c
-------------	-----------------------	----------------------------------	--------	---------

You will have a choice of two designs to make a Jane Austen style quilt using a 60 degree triangle ruler to cut the diamond blocks. Bring a sewing machine, rotary cutter, cutting mat, 60 degree 8inch triangle, rulers and sewing equipment (threads, scissors etc). Fabric cost is not included in the fee. The tutor will let you know what you need before the class starts.

Machine Embroidery with Julie Williamson			Islesburgh Community Centre	
---	--	--	------------------------------------	--

AL51	Sunday 10.30am – 5.30pm	1 day: 28 January 2018	£27.30	£13.65c
-------------	-------------------------	------------------------	--------	---------

Suitable for all levels. You will learn how to use freehand machine embroidery and various other techniques to create a textile art piece. You should bring fabric, thread, pencils, paper and a sewing machine with an embroidery/darning foot and a dog feeder that can be disabled. There is an additional charge of £10.14 for materials, payable to the tutor.

Hand Print Your Own Fabric with Julie Williamson			Brae Youth Centre	
---	--	--	--------------------------	--

AL54	Sunday 2pm – 6pm	1 day: 14 January 2018	£22.27	£14.47c
-------------	------------------	------------------------	--------	---------

Suitable for beginners, including over 12s; great family learning class. Print your own fabric using various hand making methods eg tattie print, foam print, rolling pin repeats, lino/block print, stencilling and hand painting. There is an additional charge of £26.60 for materials, including fabric and paints, payable to the tutor. Bring any other items you'd like to print onto, eg bags, purses, tea towels; and any of the following items, if you happen to have them: old wooden rolling pin, large potatoes, elastic bands, newspaper, toilet roll tubes, foam.

Painting and Drawing (Intermediate) with Matthew Ronalds			Mid Yell Junior High School	
---	--	--	------------------------------------	--

AL39	Wednesday 6pm – 8pm	6 weeks starting 7 February 2018	£46.80	£23.40c
-------------	---------------------	----------------------------------	--------	---------

Suitable for learners with some experience. We will focus on landscapes and still life, at a more complex level than the beginners' course, including use of watercolour, mixed media, gouache and acrylic painting. The tutor will supply your materials for the first class, and will provide you with a list of materials to bring to subsequent classes.

Drawing and Painting with Sven McAlpine			Islesburgh Community Centre	
--	--	--	------------------------------------	--

AL82	Saturday 2pm – 5pm	6 weeks starting 17 February 2018	£72.20	£37.10c
-------------	--------------------	-----------------------------------	--------	---------

Suitable for beginners/intermediate. You will gain first-hand knowledge of life drawing skills and techniques required in fine art. You should bring pens, pencils, A3 drawing paper and a sketchbook to your first class. The tutor will then provide you with a list of materials to bring to subsequent classes.

Digital Photography 1 (Children/Senior portraits, Wildlife, Landscapes, Close Ups, Urban, Creative) with Richard Ashbee			Islesburgh Community Centre	
--	--	--	------------------------------------	--

AL21	Monday 9.30am – 12.30pm	6 weeks starting 15 January 2018	£70.20	£35.10c
-------------	-------------------------	----------------------------------	--------	---------

You should be able to change the ISO, aperture, speed and select one focus point before starting this class. We will cover the topics named above and there will be a mixture of PowerPoint presentations, practical work (using your own equipment) and discussion. You will increase your knowledge, understanding, skills and confidence, including using the correct settings and improving photo composition. Bring your digital camera, camera handbook (important), a notebook, pen and a drink for the break.

Digital Photography 2 (Seascapes, Outdoor Portraits, Still Life, Low light, Birds in Flight, Abstract/Texture) with Richard Ashbee			Islesburgh Community Centre	
---	--	--	------------------------------------	--

AL22	Monday 9.30am – 12.30pm	6 weeks starting 26 February 2018	£70.20	£35.10c
-------------	-------------------------	-----------------------------------	--------	---------

You should be able to change the ISO, aperture, speed and select one focus point before starting this class. We will consider the individual topics named above and there will be a mixture of PowerPoint presentations, practical work (using your own equipment) and discussion. You will increase your knowledge, understanding, skills, and confidence, including using the correct settings and improving photo composition. Bring your digital camera, camera handbook (important), a notebook, pen and a drink for the break.

Woodwork and Woodturning with James Ward			Anderson High School, Lerwick	
---	--	--	--------------------------------------	--

AL83	Tuesday 6.30pm-9pm	8 weeks starting 23 January 2018	£78.00	£39.00c
-------------	--------------------	----------------------------------	--------	---------

AL84	Thursday 6.30pm-9pm	8 weeks starting 18 January 2018	£78.00	£39.00c
-------------	---------------------	----------------------------------	--------	---------

Suitable for experienced learners or beginners who do not need constant supervision. The class will cover 1) Use of woodworking hand and machine tools. 2) Safe working practices. 3) Advice on best methods. Materials and costs will be determined on first evening and learners will supply their own materials.

African and Latin Drumming with Joy Duncan			Scalloway Public Hall	
---	--	--	------------------------------	--

AL85	Monday 6pm – 7.30pm	4 weeks starting 15 January 2018	£35.90	£24.20c
-------------	---------------------	----------------------------------	--------	---------

You will learn basic drumming techniques and we will achieve a drum ensemble piece that can be played from beginning to end. If you have a drum, please take it along. Otherwise, you can hire a drum for £1 per session, payable to the tutor.

African and Latin Drumming with Joy Duncan			Islesburgh Community Centre	
AL86	Monday 6pm – 7.30pm	4 weeks starting 16 April 2018	£23.40	£11.70c
<p>You will learn basic drumming techniques and we will achieve a drum ensemble piece that can be played from beginning to end. If you have a drum, please take it along. Otherwise, you can hire a drum for £1 per session, payable to the tutor.</p>				

Are you interested in becoming an Adult Learning Tutor?

Do you have a skill you would like to share?

To become an Adult Learning Tutor you need to have good knowledge, enthusiasm and experience of your subject area. It is also helpful if you have experience of passing on your skills.

We are always pleased to consider a wide range of subject areas, but would be particularly interested in hearing from you if you can offer classes in languages, cookery and baking, wellbeing, arts and crafts, photography or ESOL.

Our tutor vacancies will be advertised twice a year at:

www.myjobscotland.gov.uk/councils/shetland-islands-council/jobs

Submission of a class proposal will form part of the application process. Get in touch with us on 01595 743888 or email classes@shetland.gov.uk if you would like to register your interest, or get more information. We will be delighted to hear from you!

Health, Wellbeing and Cookery

Yoga with Sandra Pottinger			Scalloway Youth Centre	
AL16	Thursday 10.15am – 11.45am	5 weeks starting 18 January 2018	£53.75	£39.13c
AL17	Thursday 10.15am – 11.45am	5 weeks starting 22 February 2018	£53.75	£39.13c

Suitable for all levels of flexibility and fitness, beginners and improvers. You will learn correct alignment in the postures, and how to work and control your breathing while holding postures. Bring a non-slip mat, blanket or large towel, low pillow (optional). Wear loose comfortable clothing. Please note that yoga is not recommended for pregnant women in their first trimester.

Breadmaking for Beginners with Gus Dow		Sandwick (venue to be confirmed)		
AL94	Wednesday 7pm – 9pm, plus Saturday 24 March 10am – 1.30pm	7 Wednesdays starting 7 February 2018, plus Saturday 24 March 2018 10am – 1.30pm	£68.25	£34.13c

From a basic white loaf to European breads and sourdough, including how to make and maintain a sourdough starter. Learn how to mix and knead the dough at the class, then prove it overnight and bake your own loaf at home the next day. An additional charge of £2 is payable to the tutor for ingredients for the first class, then a list of ingredients for future weeks will be supplied.

Bannock Making with Susan Thompson		Urafirth Primary School		
AL97	Monday 7pm – 9pm	1 day: 12 February 2018	£9.80	£5.90c

Suitable for beginners, including families. Any children must be at least primary age and accompanied by an adult. The tutor will do a demonstration and then you will learn how to make two different types of bannocks. Bring self-raising flour and 2 eggs.

Bannock Making with Susan Thompson			Ollaberry (venue to be confirmed)	
AL98	Monday 7pm – 9pm	1 day: 14 May 2018	£9.80	£5.90c
<p>Suitable for beginners, including families. Any children must be at least primary age and accompanied by an adult. The tutor will do a demonstration and then you will learn how to make two different types of bannocks. Bring self-raising flour and 2 eggs.</p>				

What is Mindfulness?

•It can be easy to rush through life without stopping to notice much. Paying more attention to the present moment – to your own thoughts and feelings, and to the world around you – can improve your mental wellbeing. Some people call this awareness "mindfulness". Mindfulness can help us enjoy life more and understand ourselves better. You can take steps to develop it in your own life. (www.nhs.uk)

Mindfulness for Health with Judd Brindley			Islesburgh Community Centre	
AL68	Sunday 10am – 12.30/1pm	8 weeks starting 4 February 2018	£83.90	£42.95c
<p>For anyone with chronic or long term pain, stress or illness. The only prerequisite is willingness and commitment to engage fully with the programme. Content includes three formal meditation practices, breath and body awareness, gentle movement, practical activities, group discussion, home practices. Through these you will learn how to apply mindfulness to all aspects of daily life. The handbook and accompanying CDs will cost an additional £30, payable to the tutor. Bring a yoga mat or camping mat, 1 or 2 light blankets, 1 or 2 cushions and yoga blocks if you have them.</p>				

Mindfulness Meditation Taster Session with Judd Brindley			Happyhansel School, Walls	
AL69	Sunday 10am – 4pm	1 day: 22 April 2018	£25.40	£13.70c
<p>Suitable for beginners. You will learn what Mindfulness is, and how to apply it to all aspects of your daily life. The course is a mixture of theory and practical experience, including several Mindfulness Meditations. Bring a yoga or camping mat, 1 or 2 light blankets, 1 or 2 cushions, yoga blocks if you have them and a packed lunch.</p>				

General Interest

French for Beginners with Karen Saunders			Tingwall School	
AL80	Wednesday 7pm-9pm	6 weeks starting 7 February 2018	£48.80	£25.40c
<p>Aimed at beginners, this course offers an introduction to the French language, including useful phrases, basic grammar and simple conversational skills. By the end of this course you will have increased your confidence in speaking the language and broadened your vocabulary. Learners are recommended to bring a French dictionary if they have one, although this is not a requirement.</p>				

Spanish for Beginners with Karen Saunders			Tingwall School	
AL81	Wednesday 7pm-9pm	6 weeks starting 18 April 2018	£48.80	£25.40c
<p>Aimed at beginners, this course offers an introduction to the Spanish language, including useful phrases, basic grammar and simple conversational skills. By the end of this course you will have increased your confidence in speaking the language and broadened your vocabulary. Learners are recommended to bring a Spanish dictionary if they have one, although this is not a requirement.</p>				

Improvised Comedy Taster Session with Marjolein Robertson			Islesburgh Community Centre	
AL92	Thursday 7pm- 9pm	1 day: 1 February 2018	£9.80	£5.90c
<p>A beginners' introduction into the world of improvised comedy. Learners will improve their knowledge of improvised comedy and gain the confidence to participate. Please note that this course is suitable only for those aged 18 and over.</p>				

Improvised Comedy with Marjolein Robertson			Islesburgh Community Centre	
AL93	Thursday 7pm- 9pm	6 weeks starting 22 February 2018	£48.80	£25.40c
<p>A beginners' introduction to the world of improvised comedy. Learn and practice the skills needed to perform short sketches on the spot. Learners will improve their skills in listening, improvising, teamwork, performance and stagecraft. Please note that this course is suitable only for those aged 18 and over.</p>				

General Interest

An Introduction to Shetland Archaeology (1) with Dr Esther Renwick			Islesburgh Community Centre	
---	--	--	------------------------------------	--

AL87	Saturday 1pm – 3pm	1 day: Saturday 10 March 2018	£9.80	£5.90c
-------------	--------------------	-------------------------------	-------	--------

Interested in learning more about the archaeology all around you? These short introductory sessions give an overview of the development of Shetland and teach you how to recognize archaeological remains in the landscape. Session 1 will cover Shetland archaeology from the Mesolithic to Iron Age. Taught by an archaeologist, informal, friendly and fun, no previous experience required.

An Introduction to Shetland Archaeology (2) with Dr Esther Renwick			Islesburgh Community Centre	
---	--	--	------------------------------------	--

AL88	Saturday 1pm – 3pm	1 day: Saturday 17 March 2018	£9.80	£5.90c
-------------	--------------------	-------------------------------	-------	--------

Interested in learning more about the archaeology all around you? These short introductory sessions give an overview of the development of Shetland and teach you how to recognize archaeological remains in the landscape. Session 2 will cover Shetland archaeology from the Picts to the 20th century. Taught by an archaeologist, informal, friendly and fun, no previous experience required.

A Glimpse into the Neolithic with Dr Esther Renwick			Islesburgh Community Centre	
--	--	--	------------------------------------	--

AL89	Saturday 1pm – 3pm	1 day: Saturday 7 April 2018	£9.80	£5.90c
-------------	--------------------	------------------------------	-------	--------

Ever wondered what it was like to actually live in the Neolithic? This class gives a glimpse into Neolithic daily life and beliefs across Scotland – focusing especially on day to day life and the way people experienced their world. An informal class, led by an archaeologist, no previous experience necessary!

General Interest

Explore Clickimin Broch! with Dr Esther Renwick			Clickimin Broch	
AL90	Saturday 10am – 11am	1 day: Saturday 12 May 2018	£3.90	£1.95c
<p>Learn more about Clickimin Broch with your family! Suitable for primary aged children and their families (must be accompanied by a responsible adult) – what was it like to live here 2,000 years ago? A fun, informal and family friendly session at the broch, designed to be interesting for both kids and parents. Please come dressed appropriately for the weather!</p>				

Explore Scalloway Castle! with Dr Esther Renwick			Scalloway Castle	
AL91	Saturday 10am – 11am	1 day: Saturday 19 May 2018	£3.90	£1.95c
<p>Learn more about Scalloway Castle with your family! Suitable for primary aged children and their families (must be accompanied by a responsible adult) – what was it like to live here 400 years ago? A fun, informal and family friendly session at the castle, designed to be interesting for both kids and parents. Please come dressed appropriately for the weather!</p>				

Look out for more family learning opportunities in 2018!

We will be developing a family learning programme during 2018. If you have any suggestions for what you'd like to see in the programme, please get in touch.

Check our website www.learnshetland.com for all new learning opportunities. We will notify everyone on our mailing list when new classes become available. To join the mailing list, please send your details to classes@shetland.gov.uk
 We will also advertise new classes on the Shetland Community Hub Facebook page.



www.facebook.com/shetland.community.hub

General Interest



For more information and to book a place on these courses, phone NAFC Marine Centre's booking line on 01595 744743

1 week Machining Course	NAFC Marine Centre	
Monday 11 June – Friday 15 June 2018, 09:10am – 4.30pm	£500	
<p>This course will follow a SQA syllabus for lathe work, it will include facing, turning and chamfering. It is suitable for beginners and people with a little more experience. When the set exercises have been completed, there may be time to learn about other machining processes such as screw cutting. All materials are provided, but students are asked to provide their own boiler suit and safety boots.</p>		

1 week Welding Course	NAFC Marine Centre	
Monday 4 June – Friday 8 June 2018, 09:10am – 4.30pm	£525	
<p>This course will follow a SQA syllabus for welding, it will include butt, fillet and lap welds, using electric welding equipment. It is suitable for beginners and people with a little more experience. When the set exercises have been completed, there may be time to learn about other welding processes such as gas welding or brazing. All materials are provided, but students are asked to provide their own boiler suit and safety boots.</p>		

MCA Approved Engine Course (AEC) Part One	NAFC Marine Centre	
Monday 11 June – Friday 15 June 2018, 09:10am – 4.30pm (3pm on Friday)	£500	
<p>This course will follow a MCA syllabus for small boat engineering, it will include information on engines, gearboxes and small vessel electrics. Time is split between a class room and the workshop, with around one day spent in the workshop for practical work. In addition, there are frequent visits to the college workshop for practical demonstrations. All materials are provided, but students are asked to provide their own boiler suit and safety boots.</p>		

Tablet Photography with Tracey Hawkins			Islesburgh Community Centre	
---	--	--	------------------------------------	--

AL35	Wednesday 9.30am – 11.00am	4 weeks starting 7 March 2018	£23.40	£11.70c
-------------	----------------------------	-------------------------------	--------	---------

Suitable for beginners, however, the course will be more beneficial to those who have already learned the basics of using a tablet computer. We will explore taking digital images with your tablet as well as editing the photos, saving to cloud storage, adding images and sharing via social media. Bring your tablet.

Using Your Tablet – iPad with Tracey Hawkins			Islesburgh Community Centre	
---	--	--	------------------------------------	--

AL36	Wednesday 9.30am – 11.00am	6 weeks starting 18 April 2018	£35.10	£17.55c
-------------	----------------------------	--------------------------------	--------	---------

This course will take you a bit further in the use of your iPad. We will look at using the internet for shopping and to save money, adding shortcuts to your homescreen, using all your 'apps' and generally improving your understanding of how your iPad can help you on a daily basis. Bring your iPad.

Using Your Tablet – Android with Tracey Hawkins			Islesburgh Community Centre	
--	--	--	------------------------------------	--

AL37	Friday 9.30am – 11.00am	6 weeks starting 20 April 2018	£35.10	£17.55c
-------------	-------------------------	--------------------------------	--------	---------

This course will take you a bit further in the use of your Android Tablet. We will look at using the internet for shopping and to save money, adding shortcuts to your homescreen, using all your 'apps' and generally improving your understanding of how your tablet can help you on a daily basis. Bring your Android tablet.

What is an Android Tablet?

- An iPad is an iPad, but an Android tablet is a tablet that uses Google's Android as its operating system. Google makes only the software. Android tablets include Samsung Galaxy, Kindle Fire and Hudl.

Improving Your IT Skills

Introduction to Microsoft Powerpoint with Tracey Hawkins			Islesburgh Community Centre	
---	--	--	------------------------------------	--

AL34	Friday 9.30am – 11.30am	1 day: 2 March 2018	£7.80	£3.90c
-------------	-------------------------	---------------------	-------	--------

Suitable for beginners who are new to Microsoft Powerpoint and for those who want to become more confident using Powerpoint. We will explore how to create new presentations, use the menus to change the document layout, use templates and add images. Bring your laptop, if you have one.

Introduction to Microsoft Excel with Tracey Hawkins			Islesburgh Community Centre	
--	--	--	------------------------------------	--

AL32	Friday 9.30am – 11.30am	1 day: 8 December 2017	£7.80	£3.90c
-------------	-------------------------	------------------------	-------	--------

Suitable for beginners who are new to Microsoft Excel and for those who want to become more confident using Excel. We will explore how to create new spreadsheets, use the menus to change the document layout, add in formulae and use templates. Bring your laptop, if you have one.

Laptops for Beginners with Tracey Hawkins			Islesburgh Community Centre	
--	--	--	------------------------------------	--

AL33	Wednesday 9.30am – 11.00am	6 weeks starting 17 January 2018	£35.10	£17.55c
-------------	----------------------------	----------------------------------	--------	---------

Suitable for beginners who are new to their laptop or as a refresher for those who need to reacquaint themselves with their device. The course will cover all the basics required to feel confident using a laptop in your daily life, including connecting to the internet, sending email, using in-built programmes and making sense of all the icons! Bring your laptop.

Improving Your IT Skills

Tablets for Absolute Beginners with Marc Coyne			Islesburgh Community Centre
AL58	Friday 10am – 12pm	1 day: 16 February 2018	Free of charge
<p>Want to start using a tablet computer, iPad or Android? This is an introductory course for beginners to help get up and running with your new device, or you can try out one of ours to see if you think it will suit you. If you would prefer individual support, please get in touch.</p>			

Windows 10 for Absolute Beginners with Marc Coyne			Islesburgh Community Centre
AL60	Friday 10am – 12noon	1 day: 9 February 2018	Free of charge
<p>Have you got Windows 10 and are feeling lost, confused, frustrated? This is for you, Windows 10 for the absolute beginner; we will look at what is different, how to get around within it and stop feeling lost. A practical hands on, half day to help clear the fog, reduce the agony and help you on your way to calm, happy computing. If you would prefer individual support, please get in touch.</p>			

Internet Safety for Absolute Beginners with Marc Coyne			Islesburgh Community Centre
AL64	Friday 7pm – 9pm	1 day: 23 February 2018	Free of charge
<p>Not sure you are set up safely online, unsure how to keep the kids safe or just want to get up to date information, resources and advice on keeping your pc and internet use safe? This half day course will help with all of that. If you would prefer individual support, please get in touch.</p>			

Improving Your Reading, Writing and Number Skills

Feeling Happier with Reading and Writing

Adult Learning Huts,
Lovers Loan, Lerwick

No fixed dates

Please phone or email if interested

Free of charge

Not happy with your level of reading or writing or maybe just want to brush up on your skills? We offer learner centred one to one support to help you. Call Adult Learning on 01595 743888 or email classes@shetland.gov.uk

Feeling Happier with Numbers

Adult Learning Huts,
Lovers Loan, Lerwick

No fixed dates

Please phone or email if interested

Free of charge

Not happy or confident with numbers, feeling a touch lost helping the kids with their homework or maybe you just want to get better with your day to day understanding of numbers? We offer earner centred one to one support to help you. Call Adult Learning on 01595 743888 or email classes@shetland.gov.uk

Do you work with or support adults who may have difficulty with reading, writing, numbers, ICT or money? If so, we can help you. Classes can all be tailored to the needs of your organisation, at times to suit you.

Contact Marc Coyne - Tel: 01595 743885 Email: marc.coyne@shetland.gov.uk

Literacies/Core Skills

Adult Learning works with individuals to improve and develop their core skills of reading, writing and working with numbers and computers. This work starts with understanding what it is an individual wants to learn or what issues they would like to overcome. Learning programmes can include everything from learning to read and write, learning to understand numbers and money through budgeting and cooking, to film making and gaining qualifications. We are happy to meet and discuss the particular needs of an organisation/learners.

English for Speakers of Other Languages (ESOL)

Adult Learning provides English for Speakers of Other Languages (ESOL) classes at a range of levels. Classes include all aspects of English language study – reading, writing, speaking, listening and grammar.

Classes are free of charge. Dates and times of some ESOL classes are still to be confirmed. For updates, including start dates for elementary ESOL classes, keep an eye on:

ESOL Facebook page www.facebook.com/esoladultlearning

Learn Shetland website www.learnshetland.com

or contact us on 01595 743888, email classes@shetland.gov.uk

If you would like to attend an ESOL class, please contact Adult Learning to arrange an assessment. Tel: 01595 743888 Email: classes@shetland.gov.uk

Beginners ESOL – tutor to be confirmed	Adult Learning Huts, Lovers Loan, Lerwick
6pm – 8pm on Monday, starting 15 January 2018	Free of charge
Elementary ESOL – tutor to be confirmed	Adult Learning Huts, Lovers Loan, Lerwick
Dates and times to be confirmed	Free of charge
Pre-Intermediate and Intermediate ESOL with Steve Davidson	Adult Learning Huts, Lovers Loan, Lerwick
6pm-8pm on Tuesday, starting 16 January 2018	Free of charge
ESOL Welcome Point/Extra Support with Gemma MacGregor	Adult Learning Huts, Lovers Loan, Lerwick
2pm – 4pm on Tuesday, starting 16 January 2018	Free of charge

What is ESOL?

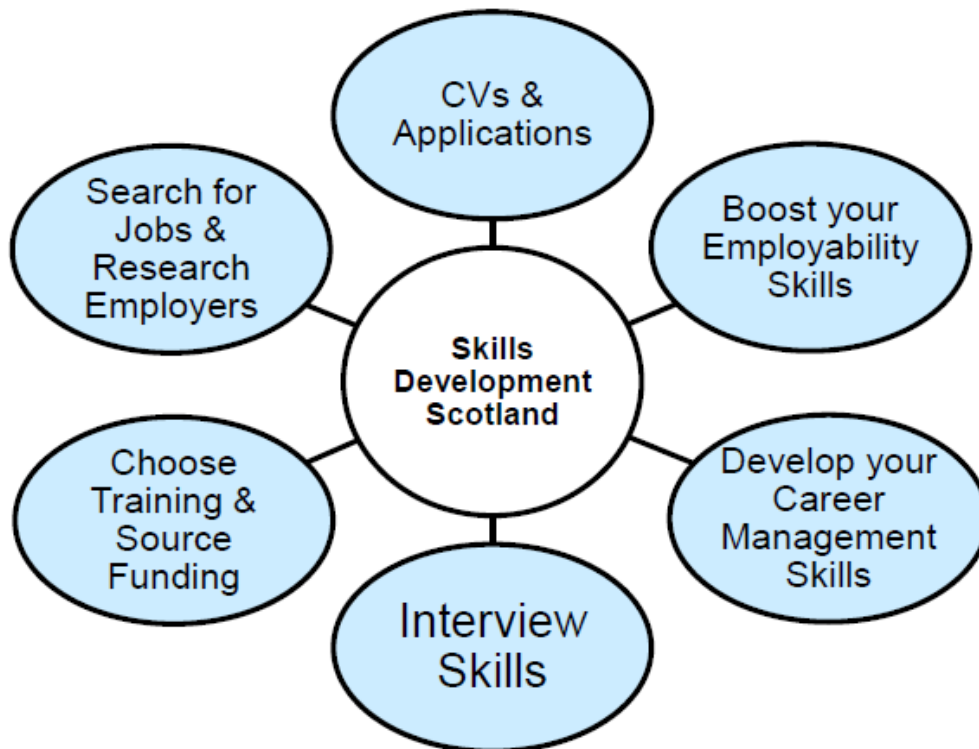
- ESOL (English for Speakers of Other Languages) learning is crucial to supporting residents in Shetland for whom English is not a first language. Our ESOL learning programme equips individuals with the communication skills necessary to contribute and integrate economically, culturally and socially. ESOL provision can support personal and family life enabling independent communication and building capacity to live, integrate and be actively involved in the local community.

Do you need help with writing a CV, filling in job applications or improving your interview skills? Skills Development Scotland can help you **whatever your age and at any point in your career.**

Get in touch now to make an appointment on 01595 695791 or call along the office at Charlotte House, Commercial Road, Lerwick, ZE1 0LQ.

Skills
Development
Scotland

Helping you to develop your Career Management Skills

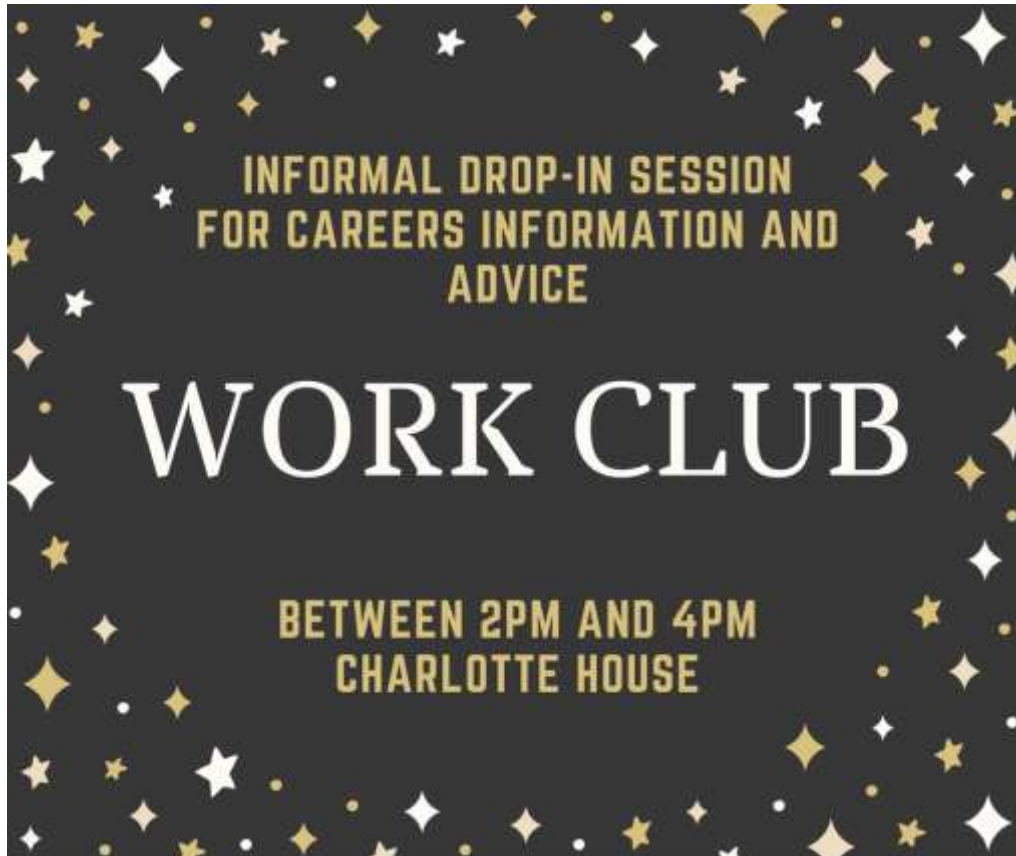


Check out our website www.myworldofwork.co.uk

Or to make an appointment with an SDS Adviser you can contact us on: 01595 695791 or drop along our office at Charlotte House, Commercial Road, Lerwick, Shetland ZE1 0LQ

Do you need any Careers Advice, Information or Guidance?

Want to start job searching? Then drop in to Work Club, a careers advice service at Charlotte House, Commercial Road, Lerwick. Everyone is welcome!



Shetland's Employability Pathway

Services in Shetland are working together, to provide effective support to help people with two or more barriers to employment to move along an 'Employability Pathway'.

People eligible for support can be referred to the service by an agency, such as the DWP or a GP, or can self refer. To find out if you are eligible for support through the Employment Pathway, please contact an Employability Officer for advice on tel 01595 743888.



Developing Skills for Communities

Anyone interested in accessing Shetland Befriending Scheme's initial training will need to go through a successful application process, and be willing to provide a minimum of 6 months commitment to support someone on a 1:1 basis on a weekly/fortnightly basis for a few hours at a time.

For more information or to apply for a place please contact
Shetland Befriending Scheme on 01595 743907
or email: befriending@shetland.org

Shetland Befriending Scheme - Volunteer Befriending Training - To support a young person on a 1:1 basis aged 7 to 18 Years		Market House, Market Street, Lerwick
Dates to be confirmed	5 training sessions	Free of charge
<p>Open to anyone over 17 years of age. Volunteers will be matched to a young person on a 1:1 basis on completion of the 5 sessions of training.</p> <p>Topics covered in the 5 sessions include:</p> <ul style="list-style-type: none"> • Introduction to Role of Scheme, Role of Befriender, Boundaries and Confidentiality • Coping with Challenging Behaviour, Additional Support Needs and Personal Safety Awareness • Keeping Adults and Children Safe • Anti-Discriminative Practice • Endings 		

Shetland Befriending Scheme Volunteer Befriending Training - To support an adult on a 1:1 basis aged 16+ Years		Market House, Market Street, Lerwick
Dates to be confirmed	5 training sessions	Free of charge
<p>Open to anyone over 17 years of age. Volunteers will be matched to a 16+ adult on a 1:1 basis on completion of the 5 sessions of training.</p> <p>Topics covered in the 5 sessions include:</p> <ul style="list-style-type: none"> • Introduction to Role of Scheme, Boundaries, Communication and Confidentiality • Informed Level Dementia • Keeping Adults and Children Safe • Learning Disabilities, Mental Health Issues, Non-compliant, Inconvenient Behaviour, Anti-Discriminative Practice and Personal Safety • Endings, Loss and Change, Bereavement 		

Links to Other Learning Providers

Crofting Federation

www.crofting.org

Skills Development Scotland

www.skillsdevelopmentscotland.co.uk

Shetland Arts

www.shetlandarts.org

Train Shetland

www.trainshetland.com

Shetland College

www.shetland.uhi.ac.uk

Voluntary Action Shetland (VAS)

www.va-shetland.org.uk

Shetland Library

www.shetland-library.gov.uk

Future Classes

Keep an eye out for new Adult Learning classes between now and summer!

Check our website www.learnshetland.com for all new learning opportunities. We will notify everyone on our mailing list when new classes become available. To join the mailing list, please send your details to classes@shetland.gov.uk

We will also advertise new classes on the Shetland Community Hub Facebook page.



www.facebook.com/shetland.community.hub



Adult Learning Class Booking Form

Please use one form per person - contact Adult Learning for additional forms.

Name		
Address		
Post code		
E mail		
Tel daytime		Tel evening
Do you have any support needs or medical conditions that could affect your learning?		
You may be contacted regarding this information prior to the start of the class to ensure your needs can be met.		
Are you under 16? YES/NO	Are you over 60? YES/NO	Are you claiming a concession? YES/NO

Please list the courses you wish to apply for in order of preference:

	Course Title	Venue	Ref No.	Office Use	
				DB	CS
1. and/or					
2. and/or					
3. and/or					
4. and/or					
5. and/or					
6. and/or					

Return completed form to:
 Adult Learning
 Solarhus
 3 North Ness
 Lerwick
 ZE1 LZ
Tel: 01595 743888

You can also book:
 Online: www.learnshetland.com
 Telephone: Adult Learning on 01595 743888
 Email: classes@shetland.gov.uk

Payment: You must pay for your class **after** you get a place and **before** it starts. **DO NOT** send payment with this form.



Find out about **Community Planning and Development** on the Council's website.

www.shetland.gov.uk/community_planning_dev

Learn Shetland is the website for Shetland Islands Council's Adult Learning. Visit us to find out about learning opportunities near you and make online bookings for courses listed.

www.learnshetland.com



Shetland Community Hub is the Facebook page for Shetland Islands Council's Community Planning and Development Service. Like us for the latest news and information from Adult Learning, Community Planning, Community Work and the Grants Unit team. We post a range of useful information for learners, community groups and the wider community. This includes funding news, training opportunities, learning opportunities and lots more!

www.facebook.com/shetland.community.hub

Contact Us

Adult Learning

The Huts
Lovers Loan
Lerwick
Shetland
ZE1 0BA

Tel: 01595 743888

Community Planning and Development

Solarhus
3 North Ness
Lerwick
Shetland
ZE1 0LZ

Tel: 01595 743888