



**34 ARMY
EDUCATION CENTRE
JHQ**

SPRING TERM 2010

COURSE PROGRAMME

PERSONAL & COMMUNITY DEVELOPMENT LEARNING
DAYTIME AND EVENING
COURSES

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INTRODUCTION

1. 34 AEC is situated in Cambridge House, Moore Road, Building 4 (JHQ). The centre offers a range of Personal, Community and Development Learning (PCDL) courses, either as day or evening classes to service personnel, their dependants and entitled civilians. Centre facilities include an Army Learning Centre for e-learning and a Basic Skills Tutor. We also have a computer suite for instructor led computer courses. The Defence Electronic Learning Centre is also situated in Cambridge House and provides further online training to support all MOD employees and their dependants.
2. 43 AEC is situated in Building 2, Javelin Barracks (next to 16 Signals Regimental Headquarters). The centre also offers a range of PCDL courses, either as day or evening classes, to service personnel, their dependants and entitled civilians. 43 AEC facilities include a library, an Army Learning Centre for e-learning and a Basic Skills Tutor. We also have a computer suite for IT training.

AIM

3. We aim to provide high quality courses to meet the needs of entitled personnel. Where possible, the courses culminate in an examination which gives a civilian qualification. Where this is not the case, the centre will provide a certificate of attendance to show to future employers.

ELIGIBILITY

4. **Courses are free to all UK Military personnel. Other Military, UKBCs, dependants and DELs will be required to pay a nominal fee. DELs will be accepted onto courses on a fill up basis only.**

Courses listed in this Brochure are not intended for Resettlement. Resettlement Courses are to be booked through CTP, Herford

5. The courses offered are not designed for children under 18 years of age. However, 16-18 year olds may study GCSE courses at the centre upon production of written and signed consent from their head teacher.

ENROLMENT

6. Allocation of course places at both 34 and 43 AEC will be on a **first-come first-served basis** for all entitled personnel. Application forms can be found at the back of both 34/43 AEC sections of this brochure. Completed applications with course fees should be handed to the Reception at 34 AEC and the Centre Manager at 43 AEC.
7. Service personnel are to inform the OC in writing of any intention to withdraw from a course, stating a valid reason (e.g. operational/early posting).
8. Enrolments will take place from Tuesday 05 January 2010 at 0900 hrs until Friday 15th January 2010. UK military personnel may send their applications for courses by fax. Fax applications will not be processed before Tuesday 05 January 2010. Office hours for enrolment are:

Monday – Thursday	0900 - 1630 hrs
Friday	0900 - 1200 hrs

PAYMENT OF COURSES

9. **All courses are free to UK military personnel. All other students are to pay in full, in euros, at the time of enrolment.** Fax applications will not be accepted because of this. Applicants may register themselves and one other person only. Regrettably, block applications and telephone applications cannot be accepted. Please bring your military/dependants/UKBC identity card to prove eligibility.

Please Note: Only in exceptional circumstances will a refund (in full or in part) be authorised once a student has registered!

10. All students are requested to contact 34 AEC on JHQ Mil 4150 or 43 AEC on 68 2702 to confirm their place at least 3 days prior to the start of the course.

COURSE/EXAM FEE POLICY

11. All students including military personnel are required to pay the relevant exam fee. Military personnel can claim Standard Learning Credits (SLC) against this fee. To claim SLC MOD Form 1950 must be completed and signed before the start of the course. Payment of course fees are accepted in euros only with the exception of payment for computer examinations. Payment for CLAIT/CLAIT Plus exams are to be made by all students, during the course, to the exams clerk by a UK cheque, and made payable to SCEB. Payments for GSCE examinations can be made closer to the time of examination. A small administration fee will be included in the cost. A list of examination fees will be made available at enrolment.

CANCELLATION OF COURSES

12. Courses will only run if a **minimum of 6 students register**. If this number is not achieved, registered students will be offered an alternative course or a full refund of fees paid.

TERM DATES

13. Unless otherwise stated, term dates will run between Monday 18th January and Friday 2nd April 2010. Please note that not all courses will run for the entire length of a term. Students are strongly advised to check the timings of their chosen course. The half-term break will be from Monday 15th – Friday 19th February 2010 to coincide with that taken by local SCE (NWE) schools. All Public Holidays during this term are observed and 34 & 43 AEC Centres will close.

TEXTBOOKS AND MATERIALS

14. For language and GCSE courses students will be required to purchase textbooks. These are listed below for each language course covered. Students are to obtain these themselves before the start of the course. A useful website for ordering books is www.amazon.co.uk.

COURSE	BOOK TITLE	ISBN NUMBER
GERMAN ALL LEVELS	LET'S TALK GERMAN	0-340-56627-2
FRENCH LEVEL 1	VOILA	0-340-81367-9
SPANISH CONVERSATION	TALK SPANISH COURSE BOOK (NEW EDITION)	0563520124 (BOOK) 0563520132 (BOOK & CD)
IGCSE ACCOUNTING	IGCSE ACCOUNTING	0521893461

UNIT TRAINING

15. Rooms are available, equipped with OHPs, projectors and TV/videos, for use in training, briefings or meetings. These are frequently used; book through the Centre Managers at 34/43 AEC at least two weeks in advance.

16. Military students who pursue computer courses for the purpose of unit training needs are specifically excluded from claiming under the Standard Learning Credit Scheme. However, units may decide to find funds to pay for the training. These 'DUTY' students should be eligible for RPOD, using forms from their pay office. 34/43 AEC will provide a certificate of attendance for this purpose.

ROOM ALLOCATIONS

17. Students and instructors are advised to check the room allocation board in Cambridge House (34 AEC) weekly before each lesson, as room availability is subject to change due to other educational commitments.

FURTHER EDUCATION

18. All members of the community can get advice and information from 34 and 43 Army Education Centres on the following:

- a. Further and higher education
- b. Financial support for further study and vocational training
- c. Preparation for returning to civilian life

Please contact the IERO clerks for more information on:

34 AEC (JHQ) Mil 72 4702
43 AEC (Elmpt) Mil 68 3366

OPEN UNIVERSITY

19. 34 Army Education Centre is the local centre for the Open University in the Rhineland and the Low Countries. The centre has copies of the videotapes for Level 1 courses and the university's staff visit JHQ twice a year to tutor and advise students.

20. Applications for places on Open University courses are made directly to the University's West Midland Region. Students then pay UK - not continental - fees and can take their examinations at 34 AEC. Most of the courses run from February to October and the closing date for applications is the previous 1 October.

21. Open University students at SHAPE can take their examinations there but must arrange this with the university themselves.

**DESPERATELY
SEEKING
TUTORS**

In the following subjects

**ANY TYPE OF FITNESS
SHORTHAND / TEELINE
BASIC SEWING
BASIC CAR MATAINANCE
SELF DEFENCE
ITALIAN
BOOK CLUB**

or

**Do you have a hobby?
Are you willing to pass your
skills on to others?**

**If so, pop in for an
informal chat to see if we
can put your skills
into practice.**

**Contact:
PCDL MANAGER
Tel: JHQ Mil 2360
Civilian: 02161 4722360**

34 AEC ENROLMENT OPENING TIMES

Tuesday 05 January – Friday 15th January 2010

Monday – Thursday
0900 – 1600 hrs

Friday
0900 – 1200 hrs

Please note enrolment will only take place during enrolment week. Enrolment forms are not able to be processed after Friday 15th January 2010.

Please note: *Due to insurance policy demands, children under the age of 16 are not allowed to accompany parents whilst on a course. Any decisions regarding enrolment is at the discretion of the PCDL Co-ordinator.*

Our apologies for any inconvenience.

NOTE

**Last enrolment date for all courses
FRIDAY 15TH JANUARY 2010
unless otherwise stated.**

Allocation of course places at both 34 and 43 AEC will be on a
first-come first-serve basis.

Enrolment forms can be submitted along with the full course fees on your behalf.

**AUTUMN TERM 09
TERM DATES**

	DATES
TERM STARTS	MONDAY 18TH JANUARY 2010
HALF TERM	MONDAY 15TH – FRIDAY 19TH FEBRUARY 2010
TERM FINISHES	FRIDAY 2ND APRIL 2010

NOTE

All courses will start week commencing
Monday 18TH JANUARY 2010
unless otherwise stated.

COURSES AT A GLANCE AT 34 AEC

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING				
German Intensive (Levels 1–5) ESOL – Lower ESOL - Higher Fat Blast MS Windows, Office & Open Office Human Aura	German Intensive (Levels 1–5) German Level 2 Fat Blasting Circuits – Outside ESOL - Conversation Yoga 1 Yoga 2 Yoga 3 Beyond Scrapbooking Jewellery Making Indian Head Massage	German Intensive (Levels 1-5) German Level 1 Dutch Scrap Booking Picture Framing 2 Fat Blast Indoors Flower Arranging	German Intensive (Levels 1-5) German Level 3 ESOL - Lower ESOL - Higher Picture Framing 4 Fat Blasting Circuits – In & Out Art – Acrylics 2 MS Windows, Office & Open Office	German Intensive (Levels 1-5) German Conversation L1
EVENING				
German Level 2 & 3 German Conv Group – L2 Art - Watercolours Wine Tasting Belly Dancing – Begs 1 Singing Advanced Scrap Booking Photo Shop Keyboarding Skills	German Level 1 & 2 C & G Numeracy Belly Dancing – Begs 2 Card Making Picture Framing 1 Project Management & Teamwork Computers for Beginners Computers for Improvers	German Levels 1 & 4 French Level 1 Dutch Scrap Booking Belly Dancing – 3 Picture Framing 3 Ballroom Dancing 1 & 2 Patchwork & Quilting Art – Acrylics 1 Digital Photography CLAIT 2006	C & G Literacy Art – Acrylics 2 Picture Framing Adv 5 GCSE German GCSE Accounting Jewellery Making Indian Head Massage French Level 3 CLAIT Plus 2006 Human Aura Dance Art History	ALL OTHER COURSES CEOP Page 16 City & Guilds LV1 & LV2 Pages 17 Defence Letter Writing Page 18 Food Hygiene Page 18 First Aid Page 19 Computers Pages 24

RECREATIONAL COURSES

FITNESS

*Struggling to keep up with your children?
Struggling to find childcare?
Finding it difficult to make time for your workout?
Not sure where to start?
Do you need the support of others to get you motivated?
Take the first step to a fitter you and see your confidence and energy grow.*

BLAST IT WITH & WITHOUT BUGGY

An intense 30 minute session to get you into shape.

All levels welcome.

For safety reasons the children need to stay in the buggy throughout the whole fitness class, while mums are working out. There is NO extra childcare to look after the little ones. The child is your responsibility throughout class. Thank you for your understanding.

Course: Blast It

Course Code: R1

Day: Thursday Morning

Date: 21st January – 1st April 2010

Timings: 0945 – 1015 hrs

Cost: €10 – UK Military Free

Instructor: Mel Roberts

Room: TBC

What you need: A bath towel for padding would be helpful & a bottle of water.

Course: Blast It

Course Code: R2

Day: Thursday Morning

Date: 21st January – 1st April 2010

Timings: 1030 – 1100 hrs

Cost: €10 – UK Military Free

Instructor: Mel Roberts

Room: TBC

What you need: A bath towel for padding would be helpful & a bottle of water.

FAT BLASTING CIRCUIT TRAINING

*Believe it or not, but you DON'T need a gym to get fit. Find out how to get into shape in the comfort of your own home with these circuit training sessions; combining cardio, strength training and abs work to blast fat, increase your strength and tone. The combination of exercises will increase your heart rate, boost your energy and metabolism and keep your body burning fat long after you finish the workouts. The classes are **NOT** about competing with each other, but designed so each lady can work at her **own** level.*

Ladies only – with & without buggy

For safety reasons the children need to stay in the buggy throughout the whole fitness class, while mums are working out. There is NO extra childcare to look after the little ones. The child is your responsibility throughout class. Thank you for your understanding.

Course: Circuit

Course Code: R3

Day: Monday Morning

Date: 18th January – 29th March 2010

Timings: 0945 – 1045 hrs

Cost: €20 – UK Military Free

Instructor: Mel Roberts

Room: TBC

What you need: A bath towel for padding would be helpful & a bottle of water.

Course: Circuit

Course Code: R4

Day: Wednesday Morning

Date: 20th January – 31st March 2010

Timings: 0945 – 1045 hrs

Cost: €20 – UK Military Free

Instructor: Mel Roberts

Room: TBC

What you need: A bath towel for padding would be helpful & a bottle of water.

You need to be physically healthy to take part in the Fat Blasting classes. If you are unsure about any conditions please talk to your GP first before signing up. If you have any further questions please do not hesitate to contact me.

Mel: 01520-4763557. You can also write to:

Ladies_FitnessCorner@hotmail.com

or visit me at: <http://www.studio-harmony.co.uk> & <http://fitnesscorner.wordpress.com>

BEYOND SCRAPBOOKING

Have you ever wanted to make a memory box or a small unusual photo album out of beer mats? This is the course to learn those skills and show you ways beyond simple scrapbooking! We will learn how to make a tag album, use a pencil case to be decorated and make use of your photographs and memorabilia. Interested? Then join Martina and have fun learning new skills. Even if you are an absolute beginner and would like to learn come along to find out more.

The materials are provided by the instructor at cost. Please sort out your photos and memorabilia to bring along to each session.

Course: BEYOND SCRAPBOOKING

Course Code: R5

Day: Tuesday Morning

Date: 19th January – 30th March 2010

Timings: 0930 – 1100 hrs

Cost: €25 – UK Military Free

Instructor: Martina Hercus

Room: Annexe Room 5 – Band Walk

ADVANCED SCRAPBOOKING

Brads, eyelets, snaps, hidden journaling, tags, weaving, paper tearing and how to make small envelopes – these are some of the scrap booking techniques the instructor will teach you – so come along and find out more about scrap booking. There is so much more to learn than just cropping and matting a photo. Even if you are an absolute beginner and would like to learn come and see what its all about.

The materials are provided by the instructor at cost. Please sort out your photos and memorabilia to bring along to each session.

Course: ADVANCED SCRAPBOOKING 1

Course Code: R6

Day: Monday Evening

Date: 18th January – 29th March 2010

Timings: 1915 – 2045 hrs

Cost: €25 – UK Military Free

Instructor: Lucy Hodkinson

Room: Annexe Room 5 – Band Walk

Course: ADVANCED SCRAPBOOKING 2

Course Code: R7

Day: Wednesday Morning

Date: 20th January – 31st March 2010

Timings: 0930 – 1100 hrs

Cost: €25 – UK Military Free

Instructor: Lucy Hodkinson

Room: Annexe Room 5 – Band Walk

BALLROOM DANCING

Your instructor - Ingrid Glattback runs many classes in Rheindahlen village and they are very popular.

During the 10 lessons of this course you will learn the first steps of a slow waltz, chachacha, rumba, jive and samba. There will be some square, country and western, discofox and marengue.

*Dancing is one of the healthiest sports as it trains the whole **body** and **mind**.*

So come along and have a go, you will find it's fun!

Course: BALLROOM - BEGINNERS

Course Code: R8

Day: Wednesday Evening

Date: 20th January – 31st March 2010

Timings: 1900 – 2030 hrs

Cost: €25 – UK Military Free

Instructor: Ingrid Glattback/Figen Kettl

Room: No2 Gym

or

Course: BALLROOM - INTERMEDIATE

Course Code: R9

Day: Wednesday Evening

Date: 20th January – 31st March 2010

Timings: 2030 - 2200hrs

Cost: €25 – UK Military Free

Instructor: Ingrid Glattback/Figen Kettl

Room: No2 Gym

What you will need to bring: Dancing or jazz shoes or shoes with leather soles. Don't dress to warm. (Ladies no narrow skirts or stiletto's please)

PATCHWORK AND QUILTING

This is a class for newcomers and experienced quilters alike. The beginners will learn the basics, either using their sewing machines or if preferred sewing everything by hand.

Interested?? Why not come along and find out.

The first evening will be spent planning the project and talking about the equipment you will need – no need to bring a sewing machine.

Course: PATCHWORK

Course Code: R10

Day: Wednesday Evening

Date: 20th January – 31st March 2010

Timings: 1900 - 2100 hrs

Cost: €40 – UK Military Free

Instructor: Karin Clark

Room: Annexe Room 5 – Band Walk

SING FOR YOUR SUPPER VOICE COACHING - INTERMEDIATE

Think you can't sing, then come along and let us prove you wrong.

This course will teach you how to use different voice techniques and learn how to sing in harmony - in a barbershop, band, for a possible audition or as an individual.

Using your charisma and newly acquired techniques this course will also teach you how to sing to an audience.

Course: SINGING

Course Code: R11

Day: Monday Evening

Date: 18th January – 29th March 2010

Timings: 1900 - 2100 hrs

Cost: €40 – UK Military Free

Instructor: Liesje Toatubun

Room: Cambridge House – Room 23

FLOWER ARRANGING

This course is an introduction to floristry. Learn to create basic flower arrangements for everyday occasions through to wedding work. Learn how to use different wiring techniques to create beautiful arrangements for your home.

Please pick up a handout for your 1st weeks requirements

Course: FLOWER ARRANGING

Course Code: R12

Day: Wednesday Morning (8 weeks)

Date: 20th January – 17th March 2010

Timings: 0930 – 1130 hrs

Cost: €32 UK Military Free

Instructor: Becky Drew

Room: Cambridge House – Coffee Bar

JEWELLERY MAKING

This course is designed for those who wish to learn new simple but creative skills in jewellery making, enabling them to create their own individual designs.

An item list will be handed out during enrolment.

Course: JEWELLERY MAKING

Course Code: R13

Day: Tuesday Morning

Date: 19th January – 30th March 2010

Timings: 0915 – 1215 hrs

Cost: €60 UK Military Free

Instructor: Susie Askew

Room: Cambridge House

Course: JEWELLERY MAKING

Course Code: R14

Day: Thursday

Date: 21st January – 1st April 2010

Timings: 1800 – 2100 hrs

Cost: €60 UK Military Free

Instructor: Susie Askew

Room: Cambridge House

CARD MAKING

Have you seen all the handmade cards around at the moment and would like to learn the skills? If so, this is the course for you.

Learn how to enhance your cards with rubber stamping, decoupage, punches, dry embossing and much more. Impress your family and friends.

The materials are supplied by the instructor at cost.

Course: CARD MAKING 1

Course Code: R15

Day: Tuesday Evening

Date: 19th January – 30th March 2010

Timings: 1815 - 2115 hrs

Cost: €60 – UK Military Free

Instructor: Jan Jones

Room: Cambridge House Room 23

SCRAPBOOKING

Have you got boxes of photographs or memorabilia cluttering up the place?

Do you want to put them in albums and don't know where to start?

Then this is the course for you, a project with a definite beginning and end.

The materials are supplied by the instructor at cost.

Please bring along to the 1st lesson 6 photographs of the same theme.

Course: SCRAPBOOKING 1

Course Code: R16

Day: Wednesday Evening

Date: 20th January – 31st March 2010

Timings: 1815 – 2115 hrs

Cost: €60 – UK Military Free

Instructor: Jan Jones

Room: Cambridge House Room 23

PICTURE FRAMING - BEGINNERS

This 8 week course is designed for complete beginners. By the end of the course you will be able to professionally frame your own pictures.

There will be an extra cost of €15 to cover the cost of all practice material which should be paid to the instructor on the first night of the course.

Please note: If you cannot attend the first evening we cannot accept your enrolment, due to health and safety reasons.

Course: PICTURE FRAMING - BEGS

Course Code: R17

Day: Tuesday Evening

Date: 19th January – 30th March 2010

Timings: 1800 - 2100 hrs

Cost: €60 – UK Military Free

Instructor: Don Cubbon

Room: Annexe Room 12 – Band Walk

PICTURE FRAMING - BEGINNERS & INTERMEDIATE 1

Course: PICTURE FRAMING – MIXED ABILITY 1

Course Code: R18

Day: Wednesday Afternoon

Date: 20th January – 31st March 2010

Timings: 1200 – 1500 hrs

Cost: €60 – UK Military Free

Instructor: Steve Finney

Room: Annexe Room 12 – Band Walk

PICTURE FRAMING – INTERMEDIATE

Course: PICTURE FRAMING - INT

Course Code: R19

Day: Wednesday Evening

Date: 20th January – 31st March 2010

Timings: 1800 - 2100 hrs

Cost: €60 – UK Military Free

Instructor: Steve Finney

Room: Annexe Room 12 – Band Walk

PICTURE FRAMING - BEGINNERS & INTERMEDIATE 2

Course: PICTURE FRAMING – MIXED ABILITY 2

Course Code: R20

Day: Thursday Afternoon

Date: 21st January – 1st April 2010

Timings: 1200 - 1500 hrs

Cost: €60 – UK Military Free

Instructor: Steve Finney

Room: Annexe Room 12 – Band Walk

PICTURE FRAMING - ADVANCED

Students should first attend the basic course.

This is a continuation course for people that have some picture framing experience. It covers the Fine Art Trade Guild standards of framing and is a good guide to the requirements of the would be professional. Advice on equipment and setting up of a workshop is part of the course.

Course: PICTURE FRAMING - ADV

Course Code: R21

Day: Thursday Evening

Date: 21st January – 1st April 2010

Timings: 1800 - 2100 hrs

Cost: €60 – UK Military Free

Instructor: Steve Finney

Room: Annexe Room 12 – Band Walk

WINE TASTING & APPRECIATION - BEGINNERS

This course continues the journey of discovery into the world of wine. During the 10 week term we will use the knowledge of grape variations learned previously to explore the wines of different countries.

Each week wines will be selected from a different country or region.

There will be an extra cost of €40 for the cost of the wine which should be paid to the instructor on the first night of the course.

Course: WINE TASTING - INT

Course Code: R22

Day: Monday Evening

Date: 18th January – 29th March 2010

Timings: 1800 - 2000 hrs

Cost: €40 – UK Military Free

Instructor: Simon Blyth

Room: Cambridge House - Coffee Bar

HUMAN AURA

This course introduces you to the nature and function of the human aura, its development and the energy centres that support our balance and well-being. Once you know and understand how mental energy flow is connected to the physical, emotional and mental balance it will become easier to find clarity and balance in your life.

Course: HUMAN AURA

Course Code: R23

Day: Thursday Evening

Date: 21st January – 1st April 2010

Timings: 1830 - 2130 hrs

Cost: €60 – UK Military Free

Instructor: Tim Edwards

Room: Cambridge House

Course: HUMAN AURA

Course Code: R24

Day: Monday

Date: 18th January – 29th March 2010

Timings: 0930 - 1130 hrs

Cost: €40 – UK Military Free

Instructor: Tim Edwards

Room: Cambridge House

ART HISTORY

Art History 1900 – 2000 is accessible, easily digestible and highly engaging. This course entails interactive seminars which encourages opinion and provokes debate. The course will cover the 'artist model' which refers to the themes of meaning, aesthetics and form. Each lesson covers the artists, key groups, movements and the discourses that underline them.

Course: ART HISTORY

Course Code: R25

Day: Thursday Evening

Date: 21st January – 1st April 2010

Timings: 1930 - 2030 hrs

Cost: €20 – UK Military Free

Instructor: Robert Spragg

Room: Cambridge House

DANCE

Throughout this course you will be introduced to various dance styles such as jazz and salsa. You will be taught basic exercises and discover the importance of dynamics, music and space. This class is not only fun but great exercise and the perfect way to meet people!

Course: DANCE

Course Code: R26

Day: Thursday

Date: 21st January – 1st April 2010

Timings: 1900 – 2100 hrs

Cost: €40 UK Military Free

Instructor: Hayley Williams

Room: Cambridge House

ART – WATERCOLOURS

The wonderful world of watercolours, the course is designed for both complete beginners and those who already paint but want to improve. In fact it is for anybody who wants to learn more about watercolour painting. The main priority of the course is to have fun.

Materials: watercolour paints, brushes, paper. All materials can also be obtained for a small price from the instructor.

Course: WATERCOLOURS

Course Code: R27

Day: Monday Evening

Date: 18th January – 29th March 2010

Timings: 1800 - 2100 hrs

Cost: €60 – UK Military Free

Instructor: Chris Morrell

Room: Annexe Room 14 – Band Walk

PAINTING WITH ACRYLICS AND OILS

Oil painting has been a favourite of artists since its introduction during the Renaissance. With the introduction of acrylic paints the ease of producing your own work is simplified by using the new acrylic paints to start the painting and then finishing it off with the depth of colour that oils can give.

In the class we will use photo references and handouts to develop easy to follow projects which will develop into a collection of works to start your portfolio of paintings.

The course is suitable for beginners and developers and will start with the basics but will move quickly into guided practices. A selection of materials and tools will be available from the tutor for a small charge.

Course: ACRYLICS 1

Course Code: R28

Day: Wednesday Evening

Date: 20th January – 31st March 2010

Timings: 1800 – 2100 hrs

Cost: €60 – UK Military Free

Instructor: Chris Morrell

Room: Annexe Room 14 – Band Walk

What you will need to bring: A4 Sketchpad, notepad, pen and pencil.

Additional materials can be purchased from the instructor at a minimal cost.

Course: ACRYLICS 2

Course Code: R29

Day: Thursday Afternoon

Date: 21st January – 1st April 2010

Timings: 1200 - 1500 hrs

Cost: €60 – UK Military Free

Instructor: Chris Morrell

Room: Annexe Room 14 – Band Walk

What you will need to bring: A4 Sketchpad, note pad, pen and pencil.

Additional materials can be purchased from the instructor at a minimal cost.

Course: ACRYLICS 3

Course Code: R30

Day: Thursday Evening

Date: 21st January – 1st April 2010

Timings: 1800 - 2100 hrs

Cost: €60 – UK Military Free

Instructor: Chris Morrell

Room: Annexe Room 14 – Band Walk

What you will need to bring: A4 Sketchpad, note pad, pen and pencil.

Additional materials can be purchased from the instructor at a minimal cost.

INDIAN HEAD MASSAGE

Indian Head massage is a relaxing massage that works the upper back, arms, neck and face. The aim of this course is to give you a simple but usable introduction to some of the techniques used in Indian Head massage. You will learn a sequence of moves over a ten week period which you can use on your nearest and dearest!

Course: INDIAN HEAD MASSAGE

Course Code: R31

Day: Tuesday Morning

Date: 19th January – 30th March 2010

Timings: 0940 - 1140 hrs

Cost: €40 – UK Military Free

Instructor: Gemma Forge

Room: Cambridge House

Course: INDIAN HEAD MASSAGE

Course Code: R32

Day: Thursday

Date: 21st January – 1st April 2010

Timings: 1900 - 2100 hrs

Cost: €40 – UK Military Free

Instructor: Gemma Forge

Room: Cambridge House

VALENTINES INDIAN HEAD MASSAGE

Do you fancy doing something unique in the lead up to Valentine's Day? Why not book onto our Indian Head Massage workshop especially for couples.

The evening will begin with sparkling wine and chocolates. You will then be given a demonstration on Indian Head massage moves which you will practice with your partner in a calm and relaxing atmosphere.

This is a wonderful present to each other which you can enjoy again and again!

Course: VALENTINE'S INDIAN HEAD MASSAGE

Course Code: R33

Day: Wednesday

Date: 10th February 2010

Timings: 1830 - 2100 hrs

Cost: €15 per couple – UK Military Free

Instructor: Gemma Forge

Room: Cambridge House

YOGA FOR BEGINNERS



The course is an introduction to Hatha Yoga for the complete beginner. In my classes everyone can practise yoga. The way you can hold a posture will not only be your starting point but

your perfect pose for that moment.

We will learn the basic breathing techniques as well as the traditional postures of Hatha Yoga. It is most important that we learn to feel our body and listen to it. Meditation and deep relaxation will open a new awareness of yourself and help you to discover calmness and peace within.

*Feel free to contact me for further details: Joachim
Tel: 0162-4401387 or 02166 131233 or visit my
website www.yoga-und-meditation.com*

Course: YOGA -BEGINNERS

Course Code: R34

Day: Tuesday Morning

Date: 19th January – 30th March 2010

Timings: 1030 - 1200 hrs

Cost: €30 – UK Military Free

Instructor: Joachim Pfahl

Room: Cambridge House Room 14

YOGA WITH SOME EXPERIENCE

This course is to deepen and extend your knowledge and experience of Hatha Yoga beginning at the intermediate level. There is always a range of individual physical conditions in any class. To see what you can do and how, we will find a personal way for you regarding how you might do a posture or learn to understand the meaning of it. Meditation and techniques of deep relaxation will extend the perception of yourself and carry you beyond an always worried and busy mind.

*Feel free to contact me for further details: Joachim
Tel: 0162-4401387 or 02166 131233 or visit my
website www.yoga-und-meditation.com*

Course: YOGA - MIXED

Course Code: R35

Day: Tuesday Lunchtime

Date: 19th January – 30th March 2010

Timings: 1215 - 1315 hrs

Cost: €20 – UK Military Free

Instructor: Joachim Pfahl

Room: Cambridge House Room 14



Course: YOGA - INTERMEDIATE

Course Code: R36

Day: Tuesday Afternoon

Date: 19th January – 30th March 2010

Timings: 1330 - 1500 hrs

Cost: 30 UK Military Free

Instructor: Joachim Pfahl

Room: Cambridge House Room 14

BELLY DANCING - BEGINNERS

It sounds mysterious, exciting and erotic, doesn't it? You have always wanted to do it! Here is your opportunity. You (whatever your age, shape or weight) can learn this ancient dance form. Participate and get fit in one of the most feminine of ways. Be transported by exciting earthy music to achieve self confidence, good deportment, a toned up figure and most of all have fun!

Course: BELLY DANCING – BEGS 1

Course Code: R37

Day: Monday Evening

Date: 18th January – 29th March 2010

Timings: 1930 - 2100hrs

Cost: €30 – UK Military Free

Instructor: Tricia Roberts

Room: Cambridge House Room 14

Course: BELLY DANCING – BEGS 2

Course Code: R38

Day: Tuesday Evening

Date: 19th January – 30th March 2010

Timings: 1830 - 2000 hrs

Cost: €30 – UK Military Free

Instructor: Tricia Roberts

Room: Cambridge House Room 14

BELLY DANCING - INTERMEDIATE

A course designed to enhance and develop the techniques learned in the beginners' class. The students on this course will work on a new artistic choreography using veils. Students enrolling should have completed the beginners' course.

Course: BELLY DANCING – INT 3

Course Code: R39

Day: Wednesday Evening

Date: 20th January – 31st March 2010

Timings: 1730 - 1900 hrs

Cost: €30 – UK Military Free

Instructor: Tricia Roberts

Room: Cambridge House Room 14

WHAT YOU WILL NEED TO BRING TO BELLY DANCING CLASSES

Leotard or leggings & a top,
or similar.

A 'jingly' hip scarf if
possible.

Light gymnastic/ballet shoes
or preferably bare feet.

PHOTOSHOP

This course will take you through hands-on Photoshop techniques covering key aspects of manipulation and digital workflow.

The manipulation element will concentrate on layering, cropping, curves, levels, colour correction, changing from colour to monochrome, selections, burning and dodging, adjusting layers, layer masks, use of filters with layers and sharpening.

The digital workflow will demonstrate re-sizing images, resolution, saving files in various formats and flattening images for printing.

By the end of the course you should be able to understand file resolutions when displaying images on the monitor and when printing, how to re-size an image for a specific purpose and how to produce a variety of imaginative, artistic images from an original digital photograph.

Course: PHOTOSHOP

Course Code: R40

Day: Monday Evening

Date: 18th January – 1st March 2010

Timings: 1900 – 2100 hrs

Cost: €40 – UK Military Free

Instructor: Simon Butcher

Room: Cambridge House – Room 6

DIGITAL PHOTOGRAPHY

A short course that starts with the basic photographic principles, how to use your camera and what all those nasty buttons are for.

*The course covers **Adobe Photoshop CS**, manipulation, layers, restoration, printing and many more aspects of digital photography. At the end of the course each student will have created their own personal montage. It is advisable that students have some IT experience but help will be provided where needed.*

Course: DIGITAL PHOTOGRAPHY

Course Code: R41

Day: Wednesday Evening

Date: 20th January – 3rd March 2010

Timings: 1900 - 2100 hrs

Cost: €40 – UK Military Free

Instructor: Simon Butcher

Room: Cambridge House – Room 6

What you will need: Digital camera, pencil, and notebook

CEOP

Child Exploitation & Online Protection

PURELY FOR PARENTS

A one off presentation for parents, carers and people involved in childcare, on how best to keep children & young people safe online. This bridges a gap & brings parents up to speed with what their children are doing online. The presentation shows that you don't have to be an expert in IT to keep your children safe.

Course: Purely for Parents

Course Code: R42

Day: Tuesday

Date: 2nd February 2010

Timings: 0930 -1100 hrs

Cost: €– UK Military Free

Instructor: Lynne Aitken

Room: Cambridge House - room TBC

Course: Purely for Parents

Course Code: R43

Day: Tuesday

Date: 16th February 2010

Timings: 1830-2000hrs

Cost: € – UK Military Free

Instructor: Lynne Aitken

Room: Cambridge House - room TBC

PROJECT MANAGEMENT & TEAMWORK

This course introduces students to the concept of managing projects through the medium of project management and teamwork.

Course: PROJECT MANAGEMENT & TEAMWORK

Course Code: R44

Day: Tuesday

Date: 19th January – 30th March 2010

Timings: 1900 - 2100 hrs

Cost: €40 – UK Military Free

Instructor: Andrew Gardiner

Room: Cambridge House Room

CITY & GUILDS QUALIFICATIONS

CITY AND GUILDS ADULT NUMERACY CERTIFICATE LEVEL 1

Would you like to improve your number skills and need a qualification to prove it? Now you can with a certificate in Adult Numeracy Level 1, a nationally recognised qualification. To do this we have developed a six week preparation course to help you build your confidence and develop your number skills prior to taking the certificate.

This course is designed for those with no formal maths qualifications and for those who would like to “brush up” their maths skills and achieve a recognised award.

Course: LEVEL 1 NUM

Course Code: CG1

Day: Tuesday Evening (6 weeks)

Date: 19th January – 2nd March 2010

Time: 1800 – 1930 hrs

Cost: FREE

Instructor: Liz Scott-Morton

Room: Cambridge House Room 4a

CITY AND GUILDS ADULT LITERACY CERTIFICATE LEVEL 1

Would you like to improve your English skills and need a qualification to prove it? Now you can with a certificate in Adult Literacy Level 1, a nationally recognised qualification. To do this we have developed a six week preparation course to help you build your confidence and develop your English skills prior to taking the certificate.

This course is designed for those with no formal English qualifications and for those who would like to “brush up” their English skills and achieve a recognised award. This certificate is required for JNCO CLM Part 2.

Course: LEVEL 1 LIT

Course Code: CG2

Day: Thursday Evening (6 weeks)

Date: 21st January – 4th March 2010

Time: 1800 – 1930 hrs

Cost: FREE

Instructor: Liz Scott-Morton

Room: Cambridge House Room 4a

LITERACY & NUMERACY COURSES LEVELS 1 & 2 WEEK COURSES

PLEASE APPLY DIRECTLY TO

BS DEVELOPMENT MANAGER

FOR MORE INFORMATION OF WHEN
THESE COURSES WILL BE RUN

43 AEC Tel: 68 2688

34 AEC Tel: 72 2066

Email: bs2@43aec.detsa.co.uk

VOCATIONAL COURSES

DEFENCE WRITING

*34/43 AECs are offering courses in service letter writing.
These courses are beneficial to those who work or are seeking work within a military environment and are completely free.*

Course: DEFENCE WRITING 1

Course Code: V1

Day: Wednesday

Date: 10th February 2010

Timings: 0900 - 1230 hrs

Cost: Free

Instructor: Capt Payne

Room: Cambridge House Room 10

or

Course: DEFENCE WRITING 2

Course Code: V2

Day: Wednesday

Date: 31st March 2010

Timings: 0900 - 1230 hrs

Cost: Free

Instructor: Capt Payne

Room: Cambridge House Room 10

LEVEL 2 - FOOD HYGIENE

This basic food hygiene course is a 1- day course and suitable for anyone who works with or has an interest in food. It assumes no prior knowledge, as you will be taught everything you need to know.

The course concludes with a 1 hour exam. On the successful completion of this you will be issued with a certificate from the Chartered Institute Environmental Health. This certificate is accepted in both the UK and Germany.

Course: LEVEL 2 FOOD HYGIENE

Course Code: V3

Day: Evenings

Date: TBC

Timings: 1800 – 2100 hrs

Cost: € – UK Military Free

Exam Cost: Exam and text book fees (£14.09) will need to be paid on the day of enrolment. Cheques or postal orders made payable to SCEB.

Instructor: Ian Murray

Room: Cambridge House – Room 22

Last date of enrolment: TBC

LEVEL 3 - FOOD HYGIENE

This intermediate course is designed for all those working with food businesses at a supervisory level, for those who have achieved the Foundation Certificate or those who would benefit from a broad understanding of food hygiene practices.

The syllabus has 12 manageable sections and takes a more in-depth view into food safety in all areas. Hygiene management features strongly throughout the course focusing on implementing systems as well as their management and review.

On the last day there will be 2-hour exam of 60 multi-choice questions. On successful completion you will be issued a certificate from the Chartered Institute of Environmental Health. This is a professional qualification widely recognised throughout the hospitality industry.

Course: LEVEL 3 FOOD HYGIENE

Course Code: V4

Day: Evening

Date: TBC

Timings: 1800 – 2100 hrs

Cost: € – UK Military Free

Exam Cost: Exam and text book fees (£51.50) will need to be paid on the day of enrolment. Cheques or postal orders made payable to SCEB.

Instructor: Ian Murray

Room: Cambridge House – Room 22

Last date of enrolment: TBC

FIRST AID IN THE WORKPLACE

This is a generic first aid course following syllabus of the First Aid at Work (FAW) course and students completing the course will develop the knowledge and confidence to deal with a first aid emergency. The course is suitable for those who wish to develop valuable lifesaving skills. Numerous skills are taught and practised on the course, including treatment of an unconscious casualty, how to treat someone having a heart attack as well as resuscitation. This course is not recognised by HSE

Course: FATW

Course Code: V5

Day: Monday - Thursday

Date: TBC

Timings: 0900 - 1600 hrs

Cost: €48 - UK Military Free

Exam Cost: €60

(All personnel including UK Military are to pay for exam on day of course in euros to instructor).

Instructor: St Johns Ambulance

Room: Cambridge House Room 21

Last date of enrolment: 15 Sept 09

Paediatric 1st Aid - 1 day course

This course aims to provide the core skills required to provide emergency medical care to children.

Course: Paediatric 1st Aid

Course Code: V6

Day: TBC

Date: TBC

Timings: 0900 - 1600 hrs

Cost: €12 – UK Military Free

Exam Cost: TBC

All personnel including UK Military are to pay for exam on day of course in euros to instructor.

Instructor: St Johns Ambulance

Room: Cambridge House Room TBC

Last date of enrolment: 05 Oct 09

SPORTS INJURIES FIRST AID COURSE

Being an active participant in sport can improve an individual's health, enhance their quality of life and raise self-esteem, as well as reinforce friendships and links with the community.

Unfortunately, all sport carries with it a risk of injury but this risk can be minimised with proper training and by taking preventative action. This should include First Aid to enable participants to deal confidently and correctly with any situation that arises.

A few simple steps can help to ensure that involvement in sport (whether organised or casual) continues to be of benefit to all.

Course content:

Asthma.

Bone, muscle and joint injuries.

Casualty movement.

Primary survey.

Role of first aider

Sprains and strains.

Unconscious casualty.

Head injury.

Heat and cold extremes.

Communication and casualty care.

Course: SPORTS FA

Course Code: V7

Day: TBC

Date: TBC

Timings: 0900 - 1600 hrs

Cost: €12 – UK Military Free

Exam Cost: €40

All personnel including UK Military are to pay for exam on day of course in euros to instructor.

Instructor: St Johns Ambulance

Room: Cambridge House Room TBC

Last date of enrolment: 06 Oct 09

All St. John's Ambulance courses are
organise independently from the
AEC.

For further information please contact
Dave.human@sja.org.uk

GERMAN COURSES

CONVERSATIONAL GERMAN LEVEL 1

Conversational German Level 1 courses are designed for the complete beginner. You will learn about how to shop, eat out, book a hotel room, numbers, colours and many other interesting subjects. The emphasis will be on conversational German based on a core textbook; 'Lets Talk German', ISBN 0-340-56627-2 which students will need to purchase before the course begins.

Course: CONV GERMAN LEVEL 1

Course Code: G1
Day: Tuesday Evening
Date: 19th January – 30th March 2010
Timings: 1730 - 1900 hrs
Cost: €30 – UK Military Free
Instructor: Frau Coogan
Room: Cambridge House Room 19

Course: CONV GERMAN LEVEL 1

Course Code: G2
Day: Wednesday Morning
Date: 20th January – 31st March 2010
Timings: 1050 - 1150 hrs
Cost: €20 – UK Military Free
Instructor: Frau Coogan
Room: Cambridge House Room 19

Course: CONV GERMAN LEVEL 1

Course Code: G3
Day: Wednesday Evening
Date: 20th January – 31st March 2010
Timings: 1915 - 2045 hrs
Cost: €30 – UK Military Free
Instructor: Frau Coogan
Room: Cambridge House Room 19

Course: CONV GERMAN LEVEL 1

Course Code: G4
Day: Friday Morning
Date: 22nd January – 2nd April 2010
Timings: 0930 - 1100hrs
Cost: €30 – UK Military Free
Instructor: Martina Hercus
Room: Annexe Room 6 – Band Walk

CONVERSATIONAL GERMAN LEVEL 2

Conversational German Level 2 continues from Conversational German Level 1. Students will build on what they have learnt in Conversational German Level 1 and situations in everyday life. Students must have a good grasp of basic German and will need to purchase 'Lets Talk German', ISBN 0-340-56627-2 before the course begins

Course Code: G5
Day: Monday Evening
Date: 18th January – 29th March 2010
Timings: 1730 - 1900 hrs
Cost: €30 – UK Military Free
Instructor: Frau Coogan
Room: Cambridge House Room 19

Course: CONV GERMAN LEVEL 2

Course Code: G6
Day: Tuesday Morning
Date: 19th January – 30th March 2010
Timings: 1050 - 1150 hrs
Cost: €20 – UK Military Free
Instructor: Frau Coogan
Room: Cambridge House Room 19

Course: CONV GERMAN LEVEL 2

Course Code: G7
Day: Tuesday Evening
Date: 19th January – 30th March 2010
Timings: 1915 - 2045 hrs
Cost: €30 – UK Military Free
Instructor: Frau Coogan
Room: Cambridge House Room 19

CONVERSATIONAL GERMAN LEVEL 3

This course follows on from Conversational German Level 2. Students must have a good grasp of basic German.

You will need to purchase 'Lets Talk German', ISBN 0-340-56627-2 before the course begins

Course: CONV GERMAN LEVEL 3

Course Code: G8
Day: Monday Evening
Date: 18th January – 29th March 2010
Timings: 1915 - 2045 hrs
Cost: €30 – UK Military Free
Instructor: Frau Coogan
Room: Cambridge House Room 19

Course: CONV GERMAN LEVEL 3

Course Code: G9
Day: Thursday Morning
Date: 21st January – 1st April 2010
Timings: 1050 - 1150 hrs
Cost: €20 – UK Military Free
Instructor: Frau Coogan
Room: Cambridge House Room 19

CONVERSATIONAL GERMAN LEVEL 4

This course follows on from Conversational German Level 3. Students must have a good grasp of German. You will need to purchase 'Lets Talk German', ISBN 0-340-56627-2 before the course begins

Course: CONV GERMAN LEVEL 4
Course Code: G10
Day: Wednesday Evening
Date: 20th January – 31st March 2010
Timings: 1730 - 1900 hrs
Cost: €30 – UK Military Free
Instructor: Frau Coogan
Room: Cambridge House Room 19

DO YOU WANT TO LEARN GERMAN IN A RELAXED INFORMAL MANNER? THEN THE FOLLOWING COURSE IS FOR YOU. (No book required).

This course is designed for conversation German. It deals with topical, seasonal and everyday 'life' situations. Students must have a good grasp of basic German to attend this course.

Course: GERMAN – LEVEL 2
Course Code: G11
Day: Monday Evening
Date: 18th January – 29th March 2010
Timings: 1830 - 2000 hrs
Cost: €30 – UK Military Free
Instructor: Martina Hercus
Room: Annexe Room 6 – Band Walk

2 WEEK INTENSIVE COURSES

CONVERSATIONAL GERMAN INTENSIVE I

This 2 week intensive course is designed for the complete novice in the German language. The emphasis is on listening, understanding and speaking German in everyday situations. You will need to purchase 'Lets Talk German', ISBN 0-340-56627-2 before the course begins

Course: CONVERSATIONAL GERMAN INTENSIVE LEVEL I
Course Code: G12
Day: Mon – Fri Mornings (2 weeks)
Date: 18th – 29th January 2010
Timings: 0915 – 1045 hrs
Cost: €30 – UK Military Free
Instructor: Frau Coogan
Room: Cambridge House Room 19

CONVERSATIONAL GERMAN INTENSIVE 2

This 2 week intensive course is designed as a follow on to the Conversational German Intensive I course. Students must have an understanding of basic German. You will need to purchase 'Lets Talk German', ISBN 0-340-56627-2 before the course begins

Course: CONVERSATIONAL GERMAN INTENSIVE LEVEL 2
Course Code: G 13
Day: Mon – Fri Mornings (2 weeks)
Date: 1st – 12th February 2010
Timings: 0915 - 1045 hrs
Cost: €30 – UK Military Free
Instructor: Frau Coogan
Room: Cambridge House Room 19
Last enrolment date: 28th September 2010

CONVERSATIONAL GERMAN INTENSIVE 3

This 2 week intensive course is designed for those with a good grasp of spoken German and who wish to improve their fluency. Students should have completed the Conversational German Intensive 2 course or an equivalent. You will need to purchase 'Lets Talk German', ISBN 0-340-56627-2 before the course begins

Course: CONVERSATIONAL GERMAN INTENSIVE LEVEL 3
Course Code: G14
Day: Mon - Fri Mornings (2 weeks)
Date: 22nd February – 5th March 2010
Timings: 0915 - 1045 hrs
Cost: €30 – UK Military Free
Room: Cambridge House Room 19
Instructor: Frau Coogan
Last enrolment date: 18th February 2010

CONVERSATIONAL GERMAN INTENSIVE 4

This is a 2 week advanced course and it is recommended that students have first completed the Conversational German Intensive 3 course before attempting this course. You will need to purchase 'Lets Talk German', ISBN 0-340-56627-2 before the course begins

Course: CONVERSATIONAL GERMAN INTENSIVE LEVEL 4
Course Code: G15
Day: Mon - Fri Mornings (2 weeks)
Date: 8th – 19th March 2010
Timings: 0915 - 1045 hrs
Cost: €30 – UK Military Free
Instructor: Frau Coogan
Room: Cambridge House Room 19
Last enrolment date: 4th March 2010

CONVERSATIONAL GERMAN INTENSIVE 5

This is a 2 week advanced course and it is recommended that students have first completed the Conversational German Intensive 4 course before attempting this course.

You will need to purchase 'Lets Talk German', ISBN 0-340-56627-2 before the course begins

Course: CONVERSATIONAL GERMAN INTENSIVE LEVEL 5

Course Code: G16

Day: Mon - Fri Mornings (2 weeks)

Date: 22nd March – 2nd April 2010

Timings: 0915 - 1045 hrs

Cost: €30 – UK Military Free

Instructor: Frau Coogan

Room: Cambridge House Room 19

Last enrolment date: 18th March 2010

OTHER LANGUAGE COURSES

FRENCH - LEVEL 1

This course continues from French Level 1, or is designed for those with little/basic knowledge of the language. The emphasis will be on speaking and listening with a small group where you will learn about everyday situations.

You will also learn how to talk about yourself and your family in French. The emphasis will be on speaking and listening within a small group. You will need to purchase 'Voila' ISBN 0-340-81367-9 before the course begins.

Course: FRENCH LEVEL 2

Course Code: LG1

Day: Wednesday Evening

Date: 20th January – 31st March 2010

Timings: 1900 - 2030 hrs

Cost: €30 – UK Military Free

Instructor: Louise Stewart

Room: Annexe Room 3 – Band Walk

For those more advanced:

FRENCH LEVEL 3

This course follows on from Level 3 last term and will be continuing with unit 7. You will need a good knowledge of the language and its grammar as well as the confidence to speak.

Course: FRENCH LEVEL 3

Course Code: LG2

Day: Thursday Evening

Date: 21st January – 1st April 2010

Timings: 1800 - 1930 hrs

Cost: €30 – UK Military Free

Instructor: Veronique Tolley

Room: Annexe Room 3 – Band Walk

DUTCH

This course is designed for those who wish to gain a basic understanding of the Dutch language.

Course: DUTCH FOR BEGINNERS

Course Code: LG3

Day: Wednesday Morning

Date: 20th January – 31st March 2010

Timings: 0930 – 1130 hrs

Cost: €40 – UK Military Free

Instructor: Yvonne Mevr Van Der Ree

Room: TBC

or

Course: DUTCH FOR BEGINNERS

Course Code: LG4

Day: Wednesday Evening

Date: 20th January – 31st March 2010

Timings: 1830 - 2030 hrs

Cost: €40 – UK Military Free

Instructor: Yvonne Mevr Van Der Ree

Room: Cambridge House – Room 22

ENGLISH AS A FOREIGN LANGUAGE

ESOL COURSES

NON-NATIVE ENGLISH SPEAKERS

ENGLISH AS A FOREIGN LANGUAGE – LOWER 2

This course continues from English as a Foreign language (Lower 1). We will continue to use the same course book. Students will build on what they have learnt in the first course and should know some Elementary English.

Course: ESOL – LOWER

Course Code: ESOL1

Day: Monday + Thursday

Date: 18th January – 29th March 2010

Timings: 0930 – 1100 hrs

Cost: €60

Instructor: Martina Hercus

Room: Annexe Room 5 – Band Walk

ENGLISH AS A FOREIGN LANGUAGE – CONVERSATION

This course is for students studying the ‘ESOL – Lower’ or ‘ESOL – Higher’ courses. It aims to improve the students’ spoken English and give them the confidence to use the language in everyday situations.

Course: ESOL – CONVERSATION

Course Code: ESOL3

Day: Tuesday

Date: 19th January – 30th March 2010

Timings: 0930 – 1100 hrs

Cost: €60

Instructor: Deborah Thomas

Room: Annexe Room 5 – Band Walk

ENGLISH AS A FOREIGN LANGUAGE - HIGHER 2

This course continues from the autumn term. Students will build on what they have learnt so far. Newcomers are also very welcome but should know some elementary English.

Course: ESOL - HIGHER

Course Code: ESOL2

Day: Monday + Thursday

Date: 18th January – 29th March 2010

Timings: 0930 – 1100 hrs

Cost: €60

Instructor: Karin Clark

Room: Annexe Room 4 – Band Walk

COMPUTER COURSES

COMPUTERS FOR BEGINNERS

Don't know your CPU from your VDU, your ROM from your RAM?

*If you think Antivirus is a cold remedy? **Then this is the course for you.***

Tutor led and beginning with the basics, this course explains in simple language the useful terms and shortcuts that will enable you to use a computer with confidence and competence.

Topics include:

- *Introduction to Computer hardware and software and computer security.*
- *Intro to Microsoft Office.*

Course: COMPUTERS - BEGS

Course Code: C1

Day: Tuesday Evening (5 week course)

Date: 19th January – 23rd February 2010

Timings: 1900 - 2100 hrs

Cost: €20 – UK Military Free

Instructor: Karen Green

Room: Cambridge House Room 10

COMPUTERS FOR IMPROVERS

A follow on from Computers for Beginners course that will give you a basic introduction into Microsoft Office applications in preparation for CLAIT / ECDL.

Topics will include:

- MS Word
- MS Excel
- MS Access
- MS Powerpoint.

Course: COMPUTERS - IMPROVERS

Course Code: C2

Day: Tuesday Evening (5 week course)

Date: 2nd March – 30th March 2010

Timings: 1900 - 2100 hrs

Cost: €20 – UK Military Free

Instructor: Karen Green

Room: Cambridge House Room 10

MS WINDOWS, OFFICE & OPEN OFFICE

This course introduces beginners how to effectively use modern computers. The course will teach you how to get the most from MS-Windows, File-structuring, Directories and Folders, Drag and Drop, Managing Icons, Changing the look of Windows and more.

Course: WINDOWS - Beginners

Course Code: C3

Day: Monday and Thursday

Date: 18th January – 1st April 2010

Timings: 1000 - 1200 hrs

Cost: €80 – UK Military Free

Instructor: Andrew Gardiner

Room: Cambridge House Room 10

KEYBOARDING SKILLS

No previous knowledge required.

Come along and learn how to use a computer keyboard efficiently using all fingers and thumbs. In 6 weeks you will be able to touch type.

Course: KEYBOARD

Course Code: C4

Day: Monday Evening (6 week course)

Date: 18th January – 1st March 2010

Timings: 1830 - 2030 hrs

Cost: €24 – UK Military Free

Instructor: Carol Richards

Room: Cambridge House Room 10

CLAIT 2006

CLAIT is not an entry level IT course. It is designed to provide experience in a range of software applications for those who have already mastered basic IT skills.

Qualification is possible at 2 levels:

CORE UNIT + 2 MODULES = **CERTIFICATE**

CORE UNIT + 4 MODULES = **DIPLOMA**

The modules available are:

1. Core Unit - File Management & Document Production
2. Creating Spreadsheets & Graphs
3. Database Manipulation
4. Publication Creation
5. Presentations

Examination costs £12.20 for each unit submitted. UK cheques or postal orders should be made payable made to SCEB.

Course: CLAIT

Course Code: C5

Day: Wednesday Evening

Date: 20th January – 31st March 2010

Timings: 1800 - 2100 hrs

Cost: €60 – UK Military Free

Instructor: Carol Richards

Room: Cambridge House Room 10

CLAIT PLUS 2006

CLAIT PLUS 2006 it is not for beginners, students need to have experience of at least CLAIT and be a competent IT user. CLAIT Plus 2006 is designed to accredit a broad range of IT skills that will prepare the learner for the IT based workplace.

Qualification is possible at 2 levels:

CORE UNIT + 2 MODULES = CERTIFICATE

CORE UNIT + 4 MODULES = DIPLOMA

The modules available are:

1. Core Unit - File Management & Document Production
2. Manipulating Spreadsheets & Graphs
3. Creating a Database
4. Design a Presentation
5. Publication Design

The course will cover units 1 – 5

Course: CLAIT PLUS

Course: Code: C6

Day: Thursday Evening

Date: 21st January – 1st April 2010

Timings: 1800 - 2100 hrs

Cost: €60 – UK Military Free

Instructor: Carol Richards

Room: Cambridge House Room 10

Each unit submitted for examination costs £16.60.

UK cheques or postal orders are made payable made to SCEB.

CLAIT - 5 Day Course

Are you getting a recognised qualification from your annual 5 day training allowance? Does your 5 days educational leave go unused? Would you like to work towards a nationally recognised IT qualification? This could be the course for you.

This course covers a minimum of 3 units to achieve a certificate or possibly 5 units to gain a Diploma.

Course: CLAIT – 5 Day Course

Course Code: C7

Day: Wednesday

Date: 20th January – 10th February 2010

Timings: 0900 - 1600 hrs

Cost: €60 – UK Military Free

Instructor: Carol Richards

Room: Cambridge House Room 10

Course: CLAIT PLUS – 5 Day Course

Course Code: C8

Day: Wednesday

Date: 24th February – 24th March 2010

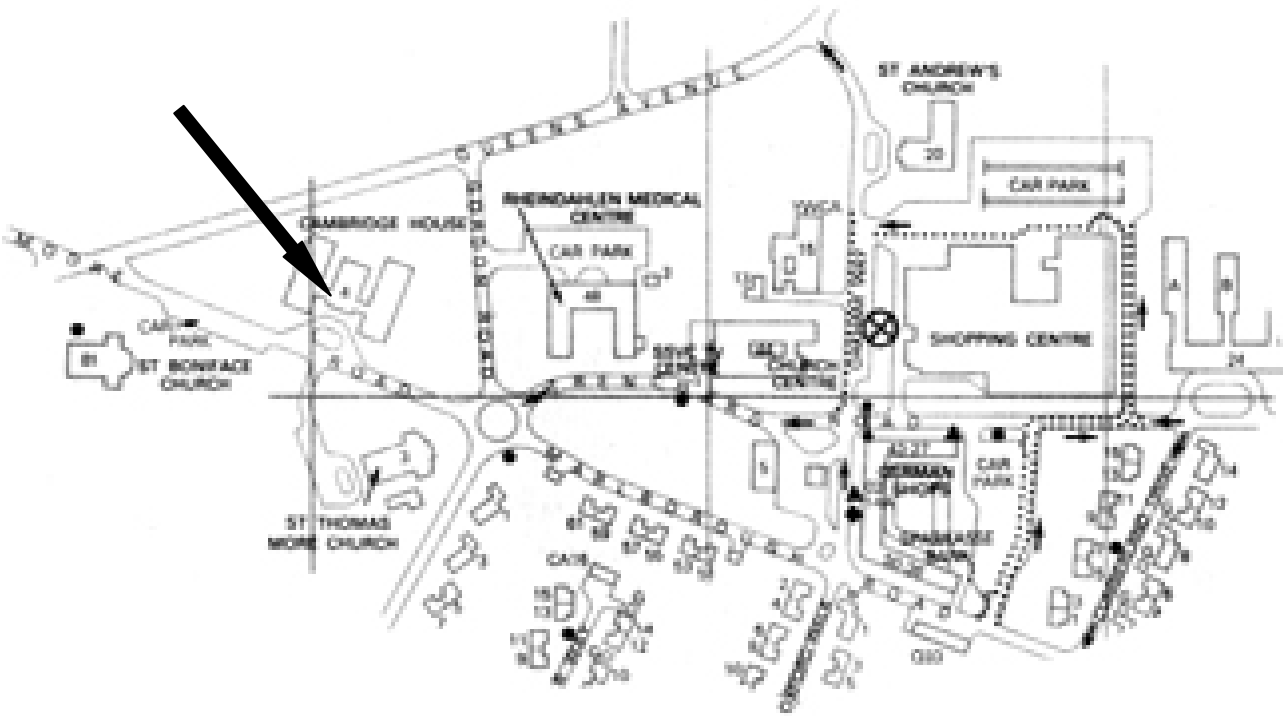
Timings: 0900 - 1600 hrs

Cost: €60 – UK Military Free

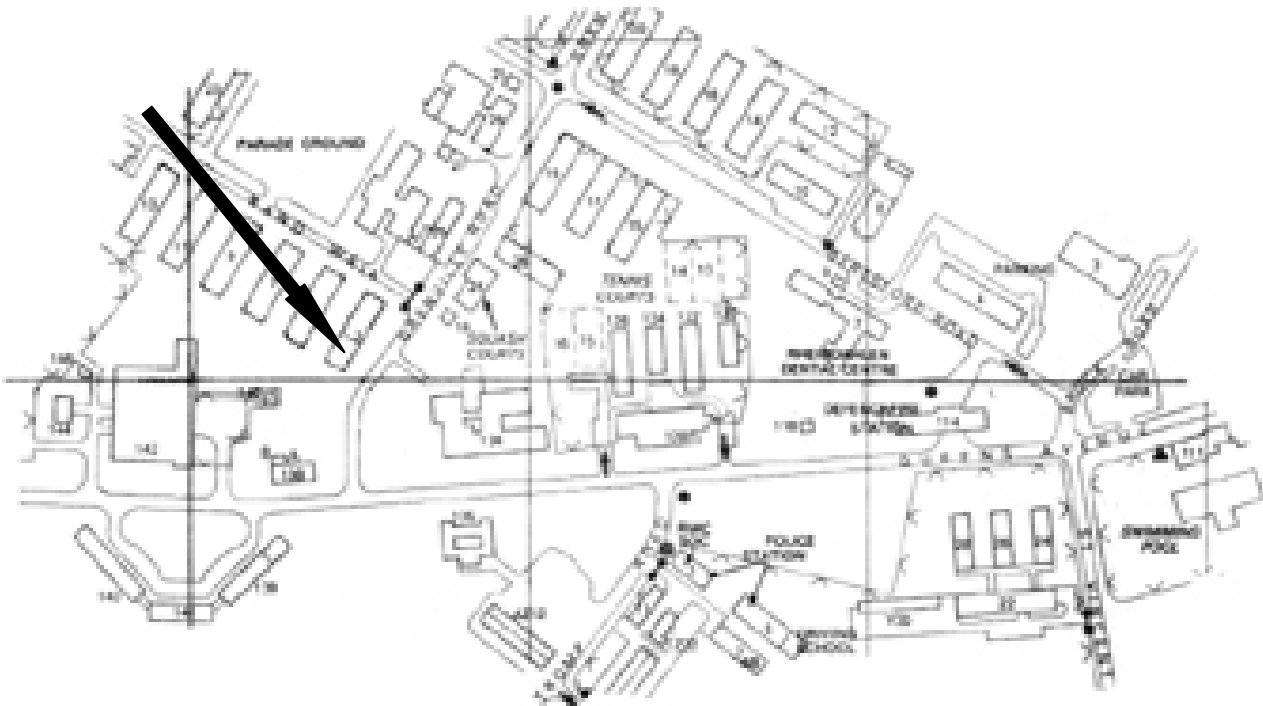
Instructor: Carol Richards

Room: Cambridge House Room 10

MAP OF 34 AEC ON JHQ



MAP OF ANNEXE – 3 BAND WALK



GENERAL OFFICE OPENING TIMES

MON - THU 0830 Hrs - 1630 Hrs

FRI 0830 Hrs - 1430 Hrs

34 AEC TELEPHONE LIST

NAME	TELEPHONE NUMBERS	TITLE
Major Sutcliffe	3240	OC
Capt Barker	3279	2IC
Capt Payne	4150	LDO
2Lt Howes	4150	LDO
John Johnston	3339	IERO
Cheryl Scott	4701	CENTRE MANAGER
Kelly Thorne	2360	PCDL MANAGER
Karen Clark	4702	IERO CLERK
Garreth Gilbert	4586	EXAMS CLERK
Liz Scott-Morton	2066	BASIC SKILLS TUTOR
Jean Gittins	2066	LEARNING SKILLS ASST
Sharon Thresh	2066	BASIC SKILL CLERK
Lavonne Thaggard	3303	ADMIN/RESOURCES CLERK
Tracey Castledine	3084	ALC MANAGER
Linda Hill-Harding	3084	E-LEARNING ADVISOR
Verena Spinks	3090	DELC
34 AEC Fax:	4029	

34 AEC e-mail: instr2@34aec.detsa.co.uk

43 AEC e-mail: chclk@43aec.detsa.co.uk

JHQ Army Learning Centre

34 Army Education Centre
Cambridge House
JHQ
BFPO 40

The Army and Learndirect - working together to make it easier to help you learn at a time and pace that suits you.

Working with the Army - Learndirect is a new approach to learning which lets you learn where you choose - you call the shots. And what's more, it is for all military personnel, their dependants, and UK based civilian staff.

Whatever your reason for learning, whether you'd like to improve your existing skills, develop new ones or simply get to grips with computers for work or leisure we can help. We have online courses for everyone from beginner to expert. You can learn at your Army Learning Centre, at home, at work - in fact anywhere there's a computer and Internet access - right around the globe.

We deliver all our courses through the Internet, workbooks and CD-ROMs, so you're free to learn where and when you want - at your own speed. Because we've divided our learning into bite-sized chunks, you can do as much or as little as you like at any time, picking up where you left off. Some chunks take just 15 minutes to complete and, if you get stuck, there's always help at hand.

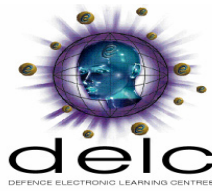
The Army Learning Centre is an accredited test centre for the European Computer Driving Licence (ECDL) and City & Guilds Adult Literacy and Numeracy qualifications. Exams for both can be taken here.

For further information please call into 34 AEC or contact:-

JHQ ALC Manager
Telephone: Military 72 Ext. 3084
or
Civilian 02161 4723084
E-Mail: Rheindahlen@alc.detsa.co.uk

STAFF ARE AVAILABLE TO HELP WITH YOUR ENQUIRIES DURING THE FOLLOWING HOURS

Monday	0830 – 1630 hrs
Tuesday	0830 – 1630 hrs
Wednesday	0830 – 1630 hrs
Thursday	0830 – 1630 hrs
Friday	0830 – 1400 hrs



A 'drop-in' DELC is a permanent electronic learning centre with contractor provided Facility Managers. It offers over 400 online courses covering business and management training, IT training (including ECDL assessment and accreditation) and languages. The DELC service includes internet access along with printer and fax support. The learner can book a course online at any 'drop in' DELC or by contacting the DELC Facility Manager.

In order to support all MOD learners that cannot attend a DELC courses can be booked and then undertaken by borrowing a laptop, with the courseware pre-loaded. Upon return the results are uploaded to the DELC service LMS (Learning Management System).

All courses are free to military personnel, UKBCs, dependants and some contractors. European Computer Driving Licence (ECDL) examinations are free to UK military personnel and UKBCs. An examination fee of £55 is charged to dependants and contractors for the full ECDL course.

Over 300 courses can be accessed at home via the DELC website. www.delc.co.uk You can also access some courses via the Defence Learning Portal (DLP) in the office (if available).

If you would like to enrol on a course or would like more information please contact:

**Verena
on
JHQ Mil ext 72 3090 or Civil 02161 472 3090.**

**or
call in at the centre**

Opening hours

Mon – Thu 0900-1700, Fri 0900 - 1500

**APPLICATION TO ATTEND A COURSE AT
34 ARMY EDUCATION CENTRE - JHQ**

Computer

1. NOMINATION

PLEASE TEAR HERE

TITLE/RANK/GRADE:							
SURNNAME:							
FORENAMES:							
MIL/UKBC - UNIT ADDRESS				DEPS – HOME ADDRESS			
DEPS – SPOUSE'S UNIT ADDRESS							
CONTACT TELEPHONE No's:	WORK		HOME		MOBILE		
EMAIL ADDRESS							
COURSE REQUIRED:							
CODE:							
DATE:							
COST:							
PLEASE TICK:	UK MIL		FRGN MIL		UKBC		OTHER
	UK MIL DEP		FRGN MIL DEP		UKBC DEP		

2. COURSE REQUIRED. Please specify course required. Under the Standard Learning Credits Scheme military personnel can claim back up to 80% of the costs of the course/exam fees to a maximum of £175 per year.

3. COURSE/EXAM FEES. COURSE AND EXAM FEES ARE TO BE PAID WHEN APPLYING FOR A COURSE.

I understand that fees are only refundable at the discretion of OC 34 AEC.
I certify that the above information is correct.

Signed: Date:

ALL MILITARY PERSONNEL ARE TO HAVE REVERSE OF APPLICATION COMPLETED BY THEIR EMPLOYING OFFICER.

MILITARY PERSONNEL WHO WISH TO CLAIM STANDARD LEARNING CREDITS MUST COMPLETE ANNEX A TO SECTION 4 OF LANDSO 3320 BEFORE COURSE BEGINS.

MILITARY APPLICANTS ONLY

- 4. **Subject to unforeseen Service requirements, the applicant is authorised to attend this course.**
- 5. **The course or qualification is/is not* required for the applicant's trade or appointment.**

***(delete as appropriate)**

Signature: Rank & Name:

Appointment: OC*/SSM Date:

* Delete as applicable

NOTED

Signature: Rank & Name:

Appointment: Sqn Clerk Date:

**APPLICATION FORM AND RECORD
OF PART-TIME INSTRUCTORS - 34/43 AEC**

Rank/Title: Name:

Unit address:

..... Telephone No:

Home address:

..... Telephone No:

Email Address..... Mobile Tel No.....

Do you have a Driving Licence: Yes/No*

Status: Mil/Dep/UKBC/Del*

If Dependant, Details of Spouse:

Rank/Title: Name:

Unit address: Telephone No:.....

SUBJECT (S) OFFERED

.....

.....

Availability - am/pm/evening*

Qualifications:

.....

Any previous teaching experience:

Date leaving area (if known):

Bank Title and Address:

Sorting Code: Account No:

Are you willing to undertake tuition of individuals and may we give your telephone number to them?
Yes/No*

Signature: Date:

*Delete as necessary

Please forward a CV with your application form

Please post this application form to:-

**PCDL MANAGER
34 AEC
BFPO 40**

**43 ARMY EDUCATION CENTRE
ELMPT**

SPRING TERM 2010

COURSE PROGRAMME

PERSONAL & COMMUNITY DEVELOPMENT LEARNING
DAYTIME AND EVENING
COURSE



COURSES AT A GLANCE AT 43 AEC

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING				
	Card Making	Scrapbooking		
EVENING				
Conversational German Level 1	Dutch For Beginners	Sing For Your Supper Help! I Live in Germany Dance	Belly Dancing - Beginners	
				ALL OTHER COURSES CV Writing Defence Writing Literacy & Numeracy

RECREATIONAL COURSES

SING FOR YOUR SUPPER VOICE COACHING

Think you can't sing, then come along and let us prove you wrong.

This course will teach you how to use different voice techniques and learn how to sing in harmony - in a barbershop, band, for a possible audition or as an individual.

Using your charisma and newly acquired techniques this course will also teach you how to sing to an audience.

Course: SINGING
Course Code: R1
Day: Wednesday Evening
Date: 20 Jan – 31 Mar 2010
Timings: 1900 - 2100 hrs
Cost: €40 – UK Military Free
Instructor: Liesje Toatubun

BELLY DANCING - BEGINNERS

It sounds mysterious, exciting and erotic, doesn't it? You have always wanted to do it! Here is your opportunity. You (whatever your age, shape or weight) can learn this ancient dance form. Participate and get fit in one of the most feminine of ways. Be transported by exciting earthy music to achieve self confidence, good deportment, a toned up figure and most of all have fun!

Course: BELLY DANCING - BEGS
Course Code: R2
Day: Thursday Evening
Date: 21 Jan – 1 Apr 2010
Timings: 1730 - 1900 hrs
Cost: €30 – UK Military Free
Instructor: Tricia Roberts

WHAT YOU WILL NEED TO BRING TO BELLY DANCING CLASSES

Leotard or leggings & a top,
or similar.

A 'jingly' hip scarf if
possible.

Light gymnastic/ballet shoes
or preferably bare feet.

CARD MAKING

Have you seen all the handmade cards around at the moment and would like to learn the skills? If so, this is the course for you.

Learn how to enhance your cards with rubber stamping, decoupage, punches, dry embossing and much more. Impress your family and friends. The materials are supplied by the instructor at cost.

Course: CARD MAKING 1
Course Code: R3
Day: Tuesday Morning
Date: 19 Jan - 30 Mar 2010
Timings: 0930 - 1230 hrs
Cost: €60 – UK Military Free
Instructor: Jan Jones

SCRAPBOOKING

Have you got boxes of photographs or memorabilia cluttering up the place?

Do you want to put them in albums and don't know where to start?

Then this is the course for you, a project with a definite beginning and end.

The materials are supplied by the instructor at cost.

Please bring along to the 1st lesson 6 photographs of the same theme.

Course: SCRAPBOOKING 1
Course Code: R4
Day: Wednesday Morning
Date: 20 Jan – 31 Mar 2010
Timings: 0930 – 1230 hrs
Cost: €60 – UK Military Free
Instructor: Jan Jones

DANCE

Throughout this course you will be introduced to various dance styles such as jazz and salsa. You will be taught basic exercises and discover the importance of dynamics, music and space. This class is not only fun but great exercise and the perfect way to meet people!

Course: DANCE
Course Code: R42
Day: Wednesday
Date: 20 Jan – 31 Mar 2010
Timings: 1900 – 2100 hrs
Cost: €40 UK Military Free
Instructor: Hayley Williams
Room: Bruggen School,

LANGUAGE COURSES

GERMAN EVENING COURSE

HELP! I LIVE IN GERMANY

Wein, Kinder, Obst, Uhrzeit,
Werkstatt, Hauptgefreiter???

What does all this mean?
Come along and find out.
After this course you will be able to shop, eat, drink and
be merry...all in German!

Course: HELP IN GERMANY

Course Code: G1

Day: Wednesday Evening

Date: 20 Jan – 31 Mar 2010

Timings: 1800 - 2000 hrs

Cost: €40 – UK Military Free

Instructor: Sharon Tyrrell

CONVERSATIONAL GERMAN LEVEL 1

*Conversational German Level 1 courses are designed
for the complete beginner. You will learn about how to
shop, eat out, book a hotel room, numbers, colours and
many other interesting subjects. The emphasis will be
on conversational German based on a core textbook;
'Lets Talk German', ISBN 0-340-56627-2 which
students will need to purchase before the course
begins.*

Course: CONV GERMAN LEVEL 1

Course Code: G2

Day: Monday

Date: 18 Jan – 29 Mar 2010

Timings: 1800 - 2000 hrs

Cost: €40 – UK Military Free

Instructor: Sharon Tyrrell

DUTCH EVENING CLASS

DUTCH FOR BEGINNERS

*This course is designed for those who wish to gain a
basic understanding of the Dutch language.*

Course: DUTCH FOR BEGINNERS

Course Code: LG1

Day: Tuesday Evening

Date: 19 Jan – 30 Mar 2010

Timings: 1730 – 1930hrs

Cost: €40 – UK Military Free

Instructor: Mevr Van Der Ree

BITESIZE COURSES

CV WRITING

Looking for a new job? Need the perfect CV?

Then come along and speak to our Basic Skills Instructors who will be able to give you 1:1 guidance in creating the 'Perfect CV'.

Please call in for an appointment and bring along your basic personal details including certificates and training details.

Instructor: Basic Skills

DEFENCE WRITING

34/43 AECs are now offering courses in defence writing. These courses are beneficial to those who work or are seeking work within a military environment and are completely free of charge.

Course: DEFENCE WRITING

Course Code: B1

Day: Wednesday

Date: 3 Feb 2010

Timings: 0900 - 1230

Cost: FREE

Instructor: Capt Barker

LITERACY & NUMERACY COURSES LEVELS 1 & 2 WEEK COURSES

PLEASE APPLY DIRECTLY TO

BS DEVELOPMENT MANAGER

FOR MORE INFORMATION OF WHEN
THESE COURSES WILL BE RUN, CALL

43 AEC Tel: 68 2688

34 AEC Tel: 72 2066

Email: bs2@43aec.detsa.co.uk

GENERAL OFFICE OPENING TIMES

MON - THU 0830 Hrs - 1630 Hrs

FRI 0830 Hrs -1430 Hrs

43 AEC TELEPHONE LIST

NAME	TELEPHONE NUMBERS	TITLE
Maj Sutcliffe	72 2340	OC
Capt Oosterveen	68 2795	OIC
Lt J Abu-Romia	68 2712	LDO
Carol Govier	68 2702	CENTRE MANAGER
Maxine Johnson	68 2460	ADMIN/RESOURCES
TBA	68 3451	ALC MANAGER
Julie Worsnop	02432 492601	ALC WILDENRATH
Katie Wilcox	02432 492602	WILDENRATH LIBRARY
Jo Campbell	68 3366	IERO CLERK
Sally Jordan	68 2688	BASIC SKILLS DEVELOPMENT MANAGER
TBA	68 2688	BASIC SKILLS TUTOR
Sharon Haskell	68 4459	LEARNING SKILLS ASSISTANT
Esinam Tackie	68 4459	BASIC SKILL SUPPORT CLERK
Colleen Booth	68 3331	ELMPT LIBRARY
Capt G Clapham	68 2794	R.SIGS RCMO
Elmpt AEC Fax	68 3138	

34 AEC e-mail itppd@34aec.detsa.co.uk

43 AEC e-mail chclk@43aec.detsa.co.uk

ELMPT ARMY LEARNING CENTRE

43 Army Education Centre
Javelin Barracks

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For further information please call into 43 AEC or contact:-

Elmpt Army Learning Centre Manager
Telephone: Military 68 Ext. 3451
Civilian 02163 973451
E-Mail: elmpt@alc.detsa.co.uk

OPENING TIMES

Monday	0900 – 1700 hrs
Tuesday	0900 – 1700 hrs
Wednesday	0900 – 2000 hrs
Thursday	0900 – 1700 hrs
Friday	0900 – 1500 hrs

WILDENRATH ARMY LEARNING CENTRE

Telephone: Civ: 02432 492601

OPENING TIMES

Monday	0930 – 1330 hrs
Tuesday	0930 – 1330 hrs
Wednesday	0930 – 1330 hrs
Thursday	0930 - 1330 hrs
Friday	0930 – 1330 hrs

ELMPT STATION LIBRARY

43 Army Education Centre
Javelin Barracks
BFPO 35
elmplib@alibs.detsa.co.uk

Telephone Elmpt Mil 3331
Civ 02163 97 3331

OPENING TIMES

Monday	0900 – 1700 hrs
Tuesday	0900 – 1700 hrs
Wednesday	1100 – 1800 hrs
Thursday	0900 – 1700 hrs
Friday	0900 – 1300 hrs

BOOKS

The library contains over 8000 titles. The stock is well balanced between fiction, non-fiction and children's books. We also hold a large audio visual selection including recorded sound, language courses and military DVD's.

In addition to the main library, we also have a separate Military Studies Room, currently holding over 1500 titles on military subjects. The room is equipped with a computer and printer and customers are most welcome to come here for private study and research.

Books, which are not held in the library, may be obtained on request; there is an excellent Postal Loan Service from the Command Library.

The library will publish a list of new books received each time we get a consignment. We will reserve any of these books or any other books held in stock on request.

There are regular events and story times in the library, please call in or telephone for current information.

WILDENRATH STATION LIBRARY

Telephone: Civ: 02432 492602
wildlib@alibs.detsa.co.uk

Monday	0900 - 1300 hrs
Tuesday	0900 - 1700 hrs
Wednesday	0900 - 1300 hrs
Thursday	1330 - 1700 hrs
Friday	0900 - 1300 hrs

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APPLICATION TO ATTEND A COURSE AT 43 ARMY EDUCATION CENTRE - ELMPT

Computer

PLEASE TEAR HERE

1. NOMINATION

TITLE/RANK/GRADE:							
SURNNAME:							
FORENAMES:							
MIL/UKBC - UNIT ADDRESS				DEPS – HOME ADDRESS			
DEPS – SPOUSE'S UNIT ADDRESS							
CONTACT TELEPHONE No's:	WORK	HOME		MOBILE			
EMAIL ADDRESS							
COURSE REQUIRED:							
CODE:							
DATE:							
COST:							
PLEASE TICK:	UK MIL		FOREIGN MIL		UKBC		OTHER
	UK MIL DEP		FOREIGN MIL DEP		UKBC DEP		

2. COURSE REQUIRED. Please specify course required. Under the Standard Learning Credits Scheme military personnel can claim back up to 80% of the costs of the course/exam fees to a maximum of £175 per year.

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MILITARY APPLICANTS ONLY

- 4. **Subject to unforeseen Service requirements, the applicant is authorised to attend this course.**
- 5. **The course or qualification is/is not* required for the applicant's trade or appointment.**

***(delete as appropriate)**

Signature: Rank & Name:

Appointment: OC*/SSM Date:

* Delete as applicable

NOTED

Signature: Rank & Name:

Appointment: Sqn Clerk Date: