



ARMY



**COURSES AT  
40 ARMY  
EDUCATION  
CENTRE  
APR - JUL 10**



**40 AEC Münster**  
Tel: 0251 927 2372  
(60 2372)

ARMY  
EDUCATIONAL  
SERVICES



Where  
The Best  
Get Better

# CONTENTS

<b>Section Title</b>	<b>Page</b>
40 AEC Telephone List	3
Terms and Conditions	4 - 5
Command Leadership and Management (CLM) Part 3 programme	6
<b>Computer Courses</b>	
CLAIT	7
<b>Language Courses</b>	
Everyday German for Dependants	8
Introduction to German	8
Introduction to German (Evening)	8
Advanced German for Dependants	9
Survival German – Phase A	9
<b>Recreational Courses</b>	
Introductory Italian	10
Basic Computer Maintenance	11
Courses in Dülmen	12 - 13
Literacy/Numeracy Workshops/Link Up	14
Münster e-Learning Suite	15
Library Services	16
Standard/Enhanced Learning Credits	17
Blank Page	18
PCDL Application Form	<b>19 - 20</b>

# TELEPHONE DIRECTORY

## 40 AEC

When dialling from a civilian phone use 0251 927, then the required extension.

<b>Appointment</b>	<b>Name</b>	<b>Telephone number Münster Military (60)</b>
<b>OC 51/45/Münster ALCs</b>	Maj Paul Kinkaid	Güt Mil (73) 3420
<b>OIC</b>	Capt Katy Robson	2744
<b>Instructor</b>	2Lt Newling-Ward	2744
<b>Centre Manager</b>	Mrs Cindy Carne	2372
<b>Courses Clerk</b>	Mrs Jacqui Langman	2372
<b>PCDL Coord</b>	Mr Philip Holton	2611
<b>IERO</b>	Position Vacant	2610
<b>IERO Clerk</b>	Mrs Karen Wheatland	2610/2372
<b>ALC Manager</b>	Mr Matt Hanrahan	2376
<b>ALC E-Learning Assistant</b>	Mrs Maria Nicholson	2376
<b>Basic Skills Development Manager</b>	Position Vacant	2763
<b>Basic Skills Assistant</b>	Mrs Patience Bosompem	2763
<b>Senior Library Assistant York Bks</b>	Mrs Bidhata Rai (Maternity Leave)	2371
<b>Library Assistant York Bks</b>	Mrs Maria Dawber	2371
<b>Library Assistants Oxford Bks</b>	Mrs Kate Harrison Mrs Judyta McCarthy	2267
<b>Library Assistant Tower Bks Dülmen</b>	Mrs Melanie Wilson	63 2336
<b>Fax</b>		2374
<b>e-mail address</b>	chclk@munsteralc.detsa.co.uk	

# INTRODUCTION

## Terms and Conditions

Please ensure you read these pages

Gütersloh Garrison has three Army Education Centres; 40 AEC in Münster, 45 AEC in Herford, 51 AEC in Gütersloh and an Army Learning Centre in Tower Bks, Dülmen. All centres offer a range of Personal Community Development Learning (PCDL) courses, either as day or evening classes. These courses are available to service personnel, their dependants and entitled civilians. The facilities include six libraries, five Army Learning Centres (funded by Learn Direct and linked to the University for Industry) which provide courses in Skills for Life and Computer Skills, and three Basic Skills Development Managers running numeracy and literacy courses.

### AIM

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

### ELIGIBILITY

UKBCs, dependants and DELs will be required to pay a nominal course fee. The courses offered are not designed for those under the age of 18. However, 16 – 17 year olds may study courses at the centre, on production of written consent from the Head Teacher and must be accompanied by a parent/guardian.

### ENROLMENT

Allocation of course places for military personnel, UKBCs and dependants will be on a first come first served basis once the programme is available. DELs will be on a 'fill up' basis only. Late applications may be considered on a fill-up basis. **NO PROVISIONAL BOOKINGS WILL BE TAKEN.**

An application form can be found at the back of this booklet or can be obtained from the Education Centre. Completed application forms should be handed into the appropriate AEC with exam/course fees at least 2 weeks prior to the course beginning.

**Please note your place on any course at your local Army Education Centre will not be secured until full payment for the course has been made (UKBCs, Dependants and DELs only) which must be paid at time of enrolment.**

Please bring your military/dependant/UKBC identity card to prove eligibility. Applicants may register themselves and one other person onto courses.

Anyone wishing to withdraw from a course should notify the respective Army Education Centre at the earliest opportunity.

# INTRODUCTION

## Terms and Conditions

Please ensure you read these pages

### **PAYMENT OF COURSES**

Payment of course fees must be made in Euros (€) cash at the time of enrolment. Computer exams fees are paid to the Courses Clerk or Centre Manager by UK cheque or UK postal orders, and made payable to SCEB.

In the event of a course being cancelled all students will have their course fees reimbursed. A receipt must be shown to obtain a refund and collection must be within the term of payment. Refunds will be made in full (no partial refunds) and only in the following circumstances:

Cancellation of the course

Compassionate grounds

Deployment on operations; this applies to dependants who will be entitled to a refund if their spouse has deployed and they subsequently experience childcare problems.

### **ALL FEES ARE SUBJECT TO CONFIRMATION ON ENROLMENT**

All students including military personnel are required to pay the relevant exam fee. Military personnel can claim Standard Learning Credits (SLC) against this fee in accordance with the guidelines. Please contact your local Resettlement Clerk for further information regarding both Standard Learning Credits and Enhanced Learning Credits.

### **CANCELLATION OF COURSES**

There must be a minimum of 6 enrolments for a course to run. At least 6 students must be present on the 1<sup>st</sup> day of the course. Students are advised to inform the AEC if they are unable to attend the first class, as this has implications for all the others attending. There must be at least 6 students for half the duration of the course e.g. 5 weeks of a 10 week course, in order for the course to continue, otherwise it will be cancelled.

### **TERM DATES**

Unless otherwise stated, the term dates will run from Sep – Dec; Jan – Mar and Apr – Jul. Please note that not all courses will run the entire length of the term. Students are strongly advised to check timings of their chosen course. The next half term will be from 31 May – 4 Jun 10 (inclusive) to coincide with that taken by local SCE schools; some courses will run through half term.

### **ADDITIONAL COURSES**

There may be additional classes and workshops planned outside of the term in line with demand. Further details of these will be advertised at your local Army Education Centre and in the local press.

# CLM 08 PROMOTION COURSES

Initial interviews for the CLM 08 Part 2 Workbook should be booked as required through the LDOs at 51 AEC on (73) 2851, 45 AEC on Mil (82) 3411 or 40 AEC on (60) 2744

CLM 08 Part 3 course dates for Gutersloh Garrison AEC's are below. Other dates for courses elsewhere in Germany and in the UK are available.

## JNCO

AEC	START DATE	END DATE	BID BY DATE	COURSE CODE
51 – Gütersloh	05 Jul 10	09 Jul 10	07 Jun 10	51/JNCO/27/10

## SNCO

AEC	START DATE	END DATE	BID BY DATE	COURSE CODE
45 - Herford	19 Apr 10	23 Apr 10	8 Mar 10	Herford/ SNCO/16/10
51 – Gütersloh	14 Jun 10	18 Jun 10	17 May 10	51/SNCO/24/10
40 – Münster	19 Jul 10	23 Jul 10	21 Jun 10	40/SNCO/29/10

## WO

AEC	START DATE	END DATE	BID BY DATE	COURSE CODE
51 – Gütersloh	07 Jun 10	11 Jun 10	10 May 10	51/WO/23/10

## NUMERACY TESTS FOR CLM LEVEL 1 & 2

For the new CLM 08 V2, all JNCOs, SNCOs and WOs will need to sit a numeracy assessment at the education centre. These can be booked by contacting the LDOs at the education centre on the number below.

**LDOs 40 AEC, Mil (60) 2744**

# COMPUTER COURSES

## CLAIT (COMPUTER LITERACY AND INFORMATION TECHNOLOGY) 2006

During this week long course you will be introduced to three functions of computing: Word Processing (Word), Spreadsheets (Excel) and Databases (Access). Each module will be assessed separately; it is possible to gain all three modules (which make up the 'CLAIT Certificate') within the week however, this is dependent on your existing IT skill level. All students should have basic computer and literacy skills. If you are not sure if the course is suitable please ask.

Tutor	Dates	Time	Duration	Location
Rod Oakley	Mon – Fri 19 - 23 Apr	0900 – 1600	1 week	40 AEC
Course Fee: €55 ( <b>fee not applicable to military personnel</b> ) Exam Fee: £13.10 approximately per module - payable by all				

# LANGUAGE COURSES

## EVERYDAY GERMAN FOR DEPENDANTS

The aim of this course is to provide a gentle introduction to Germany and German for absolute beginners. The course is split in 5 themed Modules including an orientation to Germany / local area. The themes are as follows:

Introductions, eating and drinking, shopping, travel / accommodation, finding your way, weather and countries. The main skill areas taught will be listening, speaking and reading.

Tutor	Dates	Time	Duration	Location
Reinhold Braun	Mon - Fri 19 - 23 Apr	0915 - 1145	5 Days	40 AEC
Reinhold Braun	Mon - Fri 17 - 21 May	0915 - 1145	5 Days	Oxford Bks
Course Fee: €22 (fee not applicable to military personnel)				

## INTRODUCTORY GERMAN

This course is designed for the complete beginner who has never studied German or has a little knowledge of German. This course would suit students who wish to pursue a recreational rather than academic language course. During the Introductory German course, you can expect to learn the basics to assist you in everyday situations such as getting food and drink, booking accommodation, using public transport and going shopping. You will also learn about some aspects of living in Germany and the German culture.

### DAYTIME

Tutor	Dates	Time	Duration	Location
Reinhold Braun	Mon – Wed 26 – 28 Apr	0900 – 1545	3 Days	40 AEC
Reinhold Braun	Mon - Wed 3 - 5 May	0900 – 1545	3 Days	Oxford Bks
Course Fee: €32 (fee not applicable to military personnel)				

### EVENING

Tutor	Dates	Time	Duration	Location
Reinhold Braun	Mon - Wed 19 Apr - 5 May	1800 - 2000	9 Evenings	40 AEC
Reinhold Braun	Mon - Wed 10 - 26 May	1800 - 2000	9 Evenings	Oxford Bks
Course Fee: €30 (fee not applicable to military personnel)				

# LANGUAGE COURSES

## ADVANCED GERMAN FOR DEPENDANTS

This course will provide a gentle introduction to Germany and German for beginners' who have some basic knowledge. The course is split in 10 themed modules including an orientation to Germany / local area.

Tutor	Dates	Time	Duration	Location
Reinhold Braun	Mon - Fri 21 Jun - 2 Jul	0900 - 1230	10 Days	40 AEC
Course Fee: €65 (fee not applicable to military personnel)				

## SURVIVAL GERMAN: PHASE A, B, and C

**Please note** that these courses are military language courses, but civilians/dependants may attend on a fill up basis where there are at least 6 military personnel already enrolled and in regular attendance. If 6 military personnel do not turn up for the start of the course, it will be cancelled. In this case you will be offered a refund or be enrolled on the next available course.

## SURVIVAL GERMAN: PHASE A

This course is suitable for those wishing to make their first formal attempt at learning German and who have either attended an Introductory German course or who have an elementary level of German. Students are taught how to speak using the past, present and future tenses and to deal with everyday situations. There is a test on the final day which students need to pass if they wish to progress to Phase B. It is possible to attend the first week of this course and complete the second week at a later date.

Tutor	Dates	Time	Duration	Location
Reinhold Braun	Mon – Fri 7 - 18 Jun	0900 – 1615	2 weeks	40 AEC
Course Fee: €15 (fee not applicable to military personnel)				

# LANGUAGE COURSES

## INTRODUCTORY ITALIAN

This course is designed for the complete beginner who has never studied Italian or has a little knowledge of Italian. This course would suit students who wish to pursue a recreational rather than academic language course. During the Introductory Italian course, you can expect to learn the basics to assist you in everyday situations such as getting food and drink, booking accommodation, using public transport and going shopping. You will also learn about some aspects of living in Italy and the Italian culture.

Tutor	Dates	Time	Duration	Location
Emirjan Duro	Mon – Wed 19 Apr - 28 Jun	1800 – 2000	10 Evenings	40 AEC
Course Fee: €40 ( <b>fee not applicable to military personnel</b> )				

# RECREATIONAL COURSES

## BASIC COMPUTER MAINTENANCE

This course, running over 5 consecutive evenings, covers the basics of PC Maintenance so that by the end of the period of study, students will be able to perform basic tasks such as backing up and restoring the PC and carry out routine tasks using Command Line and Control Panel.

Students currently studying for CLAIT, CLAIT Plus and ECDL can use this course to better understand how a computer works and gain further insight into the more advanced applications of the hardware and operating system. The course is an introduction to the CLAIT awards.

Tutor	Dates	Time	Duration	Location
Rod Oakley	Mon - Fri 19 - 23 Apr	1800 – 2000	5 Evenings	40 AEC
Course Fee: €20 ( <b>fee not applicable to military personnel</b> )				

# COURSES IN DÜLMEN

## EVERYDAY GERMAN FOR DEPENDANTS

The aim of this course is to provide a gentle introduction to Germany and German for absolute beginners. The course is split in 5 themed Modules including an orientation to Germany / local area. The themes are as follows:

Introductions, eating and drinking, shopping, travel / accommodation, finding your way, weather and countries. The main skill areas taught will be listening, speaking and reading.

Tutor	Dates	Time	Duration	Location
Reinhold Braun	Mon - Fri 24 - 28 May	0915 - 1145	5 Days	Tower Bks
Course Fee: €22 (fee not applicable to military personnel)				

## INTRODUCTORY GERMAN

This course is designed for the complete beginner who has never studied German or has a little knowledge of German. This course would suit students who wish to pursue a recreational rather than academic language course. During the Introductory German course, you can expect to learn the basics to assist you in everyday situations such as getting food and drink, booking accommodation, using public transport and going shopping. You will also learn about some aspects of living in Germany and the German culture.

### DAYTIME –

Tutor	Dates	Time	Duration	Location
Reinhold Braun	Mon - Wed 10 - 12 May	0900 – 1545	3 Days	Tower Bks
Course Fee: €32 (fee not applicable to military personnel)				

# COURSES IN DÜLMEN

## CLAIT (COMPUTER LITERACY AND INFORMATION TECHNOLOGY) 2006

During this week long course you will be introduced to three functions of computing: Word Processing (Word), Spreadsheets (Excel) and Databases (Access). Each module will be assessed separately; it is possible to gain all three modules (which make up the 'CLAIT Certificate') within the week however, this is dependent on your existing IT skill level.

All students should have basic computer and literacy skills. If you are not sure if the course is suitable please ask.

Tutor	Dates	Time	Duration	Location
Rod Oakley	Mon – Fri 19 - 23 Apr	0900 – 1600	1 week	Tower Bks
Course Fee: €55 ( <b>fee not applicable to military personnel</b> ) Exam Fee: £13.10 approximately per module - payable by all				

## BASIC COMPUTER MAINTENANCE

This course, running over 5 consecutive evenings, covers the basics of PC Maintenance so that by the end of the period of study, students will be able to perform basic tasks such as backing up and restoring the PC and carry out routine tasks using Command Line and Control Panel.

Students currently studying for CLAIT, CLAIT Plus and ECDL can use this course to better understand how a computer works and gain further insight into the more advanced applications of the hardware and operating system. The course is an introduction to the CLAIT awards.

Tutor	Dates	Time	Duration	Location
Rod Oakley	Mon - Fri 19 - 23 Apr	1800 – 2000	5 Evenings	Tower Bks
Course Fee: €20 ( <b>fee not applicable to military personnel</b> )				

# LITERACY and NUMERACY WORKSHOPS

## MÜNSTER BASIC SKILLS PROGRAMME – APR-JUL 10

Until further notice, all Literacy and Numeracy provision will be carried out via the Army Learning Centres located at:

York Barracks  
Oxford Barracks  
Dülmen Station

Anyone wanting Literacy and Numeracy qualifications should in the first instance contact or visit one of the ALCs where an Initial Assessment will be carried out.

**For further information, contact:  
Patience Bosompem, Basic Skills Clerk  
Tel Mil (60)2763 or Civ (0251) 9272763**

## **CALLING ALL DEPENDANTS!!!**

Is this your first time in BFG?  
Are you feeling a little lonely or bored of sitting at home?

Isn't it time to improve your Maths, English or Computer Skills  
and gain recognised civilian qualifications  
which will not only help you to apply for work with GLSU  
but your future employment prospects in the UK too?

At the Army Learning Centre in 40 AEC, above the Post Office,  
we can provide you with courses and testing to achieve  
level 1 & 2 qualifications in Maths, English and IT.  
That means qualifications equivalent to the GCSE qualifications.

They are all individual online courses provided by Learndirect  
which you can study anytime and anywhere you can get online,  
and you will have personal tutor support throughout your course  
should you have any problems.

We provide OCR and C & G English and Maths qualifications  
all absolutely Free!! and the  
European Computer Driving Licence (ECDL) for just £45

For more information or to book an enrolment please contact  
Matt or Maria  
e-mail: [munster@alc.detsa.co.uk](mailto:munster@alc.detsa.co.uk)

Tel: Munster Mil ext 2376 Civ 0251 9272376  
or  
pop into the centre and pick up a course list.

# LIBRARY SERVICES

## Münster Station Library

York Barracks

Mon – Thu: 0830-1630

Fri: 0830-1330

Open last Saturday of each month

1000-1400

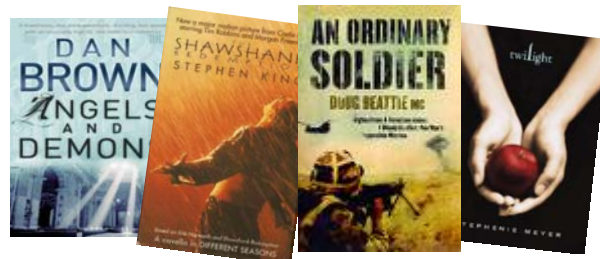
Tel: 0251 927 2371/60 2371

[yorklib@alibs.detsa.co.uk](mailto:yorklib@alibs.detsa.co.uk)

The Library offers a wide range of services to the whole military community. They include:

### Books:

- Military and current affairs
- General non-fiction
- Leisure
- Fiction
- Audio books
- Children's books



### Periodicals and magazines

**On-line and CD databases:** Selected on-line databases and databases on CD-ROM are available.

**Language courses:** German, French, Italian, Spanish, Serbian to name but a few.

**Audio Books** on CD.

### Military videos and DVDs

**Request service:** Any items not in stock will be requested through the Army Library service at no charge. Visit your local Library; you may be pleasantly surprised!

### Oxford Library

Oxford Barracks

Münster

Mon – Fri: 0830 -1600

Tel: 0251 927 2267/60 2267

[oxfolib@alibs.detsa.co.uk](mailto:oxfolib@alibs.detsa.co.uk)

### Dülmen Library

Tower Barracks

Dülmen

Mon –Thu: 0845 - 1245

Fri: 0845 - 1200

Tel: 02594 963 2336/63 2336

[dulmlib@alibs.detsa.co.uk](mailto:dulmlib@alibs.detsa.co.uk)



# LEARNING CREDITS

## Standard Learning Credits

The **Standard Learning Credit** is worth up to £175 per year and is available to every serving soldier from the time of enlistment. That means over a full 22 year career, the MOD is prepared to pay you up to £3,850 to improve your qualifications to make you a better-prepared professional soldier and improve your chances of promotion through the ranks. You have to put into the pot as well – a minimum of 20% of your course costs. But the benefits to you personally and the service in general could be pretty good. It must also be nationally recognised qualification and be of benefit to the service unless you are registered for Resettlement, then a wider range of courses are available to you.

**Please note SLC funding cannot be claimed retrospectively**

For Further information please refer to the Defence Instruction & Notice (DIN) [2008DIN07-103](#) or contact your local AEC.

## Enhanced Learning Credits

All courses must be a Nationally Recognised Qualification at Level 3 or above. All serving soldiers must be registered with ELCAS and have served at least 4 years in the scheme before making their first claim.

While serving, the course you are claiming for must be of benefit to the service, unless you are registered for Resettlement.

A maximum of 3 claims can be made in total. These can also be used up to 10 years after leaving the service.

**Please note that you can only use the Course Providers that are registered on the ELC website.**

For further information please refer to the Defence Instruction & Notice (DIN) [2008DIN07-104](#) or contact your local AEC.

**YOUR COMPLETE AND ACCURATE CLAIM FORM MUST BE RECEIVED BY ELCAS AT LEAST 15 CLEAR WORKING DAYS PRIOR TO THE COURSE START DATE.**

# COURSES AT GÜTERSLOH

The following courses will be held at Gütersloh, Princess Royal Barracks. All enrolments for these courses should be sent to 51 AEC, Princess Royal Barracks, BFPO 47. For further details on all these courses please contact 51 AEC on Güt Mil: 73 3413 or Civ: 05241 84 2983.

<b>COURSE</b>	<b>DATE</b>	<b>TIME</b>	<b>COST</b>	<b>DAY</b>
Introductory German	12 Apr - 16 Apr	0900 - 1230	€ 32.00	Mon - Fri
Yoga	26 Apr - 19 Jul	1715 - 1915	€ 48.00	Mon
Introductory German (Evening)	26 Apr - 05 Jul	1930 - 2100	€ 30.00	Mon
Survival German Phase A	26 Apr - 07 May	0900 - 1615	€ 15.00	Mon - Fri
Picture Framing	27 Apr - 29 Jun	1730 - 1930	€ 40.00	Tue
Callanetics	29 Apr - 22 Jul	1715 - 1915	€ 48.00	Thu
Intermediate German	29 Apr - 15 Jul	1815 - 1945	€ 30.00	Thu
Beginners Guitar	29 Apr - 15 Jul	1830 - 1930	€ 30.00	Thu
Guitar Workshop	29 Apr - 15 Jul	1930 - 2100	€ 30.00	Thu
CLAIT	03 May - 07 May	0900 - 1600	€ 55.00	Mon - Fri
Basic Computer Maintenance	03 May - 07 May	1800 - 2000	€ 20.00	Mon - Fri
Basic Hair Styling	03 May - 14 Jun	1830 - 2000	€ 12.00	Mon
Introductory Wine Session	05 May - 05 May	1900 - 2100	€ 4.00	Wed
Introductory German	17 May - 21 May	0900 - 1230	€ 32.00	Mon - Fri
German To Go	25 May - 28 May	0930 - 1130	€ 16.00	Tue - Fri
Survival German Phase B	28 Jun - 09 Jul	0900 - 1615	€ 15.00	Mon - Fri
Introductory German	12 Jul - 14 Jul	0900 - 1600	€ 32.00	Mon - Wed



# ENROLMENT FORM Terms and Conditions

For a detailed explanation of all the Terms and Conditions please see the courses programme or ask any member of the AEC staff.

## **COURSE FEES (not applicable to military personnel)**

Payment of the applicable course/exam fees must be made prior to the first day of the course. Course fees are non-refundable except in the case of course cancellation, military posting or serious illness. A refund will not be given if a receipt can not be produced.

## **DATA PROTECTION AND PRIVACY (please read and sign below)**

The data provided by you and the MOD will be kept both as a paper record and on a computer database, but will be kept confidential and with the highest standards of security. Any information processed will be by means of a computer database, or other means, and will be strictly regulated with the provisions of the Data Protection Act 1988. This form is used for accounting and general statistical purposes only.

Any personal data provided by you, or the MOD, will only be used for the following purposes: Maintaining, updating and enhancing your records as held in the PCDL database, and PROMIS (Educational Management Information System).

### **PLEASE SIGN**

I WISH TO ENROL ON THE COURSE SHOWN. I AGREE TO PAY THE FEES AS STATED AND BE BOUND BY THE TERMS AND CONDITIONS OF ENROLMENT AS STATED IN THE COURSES PROGRAMME

**Signed:** ..... **Date:** .....

### **FOR OFFICE USE ONLY**

**Enrolment taken by:**

**Date Booked:**

### **Unit declaration Military personnel**

I authorise ..... to attend the above course. This soldier/ officer will be released from daily duties to attend this course.

**Line Manager's Signature:** .....

**Rank:** ..... **Name:** .....

**Line managers should note that on signing to authorise an employee/ soldier's attendance on a course they will be expected to honour that commitment. Military personnel should be aware that failure to turn up for a course without a justifiable reason may be reported to the individual's CO/OC.**