



ARMY



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



45 AEC Herford
Tel: 05221 995 3334
(82 3334)

**ARMY
EDUCATIONAL
SERVICES**



Where
The Best
Get Better

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TELEPHONE DIRECTORY

45 AEC

When dialling from a civilian phone use 05221 995, then the required extension.

Appointment	Name	Telephone number Herford Military (82)
OC 51/45/40 AECs	Maj Paul Kinkaid	Gütersloh Mil (73) 3420
OIC	Capt Brendan Park	3411
Instructor	LDO	3411
PCDL Coordinator	Mr Philip Holton	Münster Mil (60) 2611
Centre Manager	Mrs Bettina Rae	3334
Officer Tutor	Maj Craig Terblanche	3313
Officer Tutor/IERO Clerk	Mrs Julie Collister	3334
IERO	Mrs Ros Hamill	Gütersloh Mil (73) 3415
ALC Manager	Mrs Lesley Cooper	3161
ALC E-Learning Assistant	Position Vacant	3161
Basic Skills Development Manager	Mrs Ann Carter	3159
Basic Skills Assistant	Mrs Sarah Watson	3159
Basic Skills Support Clerk	Mrs Francesca Bell	3159
(DELIC) Defence E-Learning Centre	Position vacant	3539
Library – Hammersmith Bks	Mrs Vicky Jukes	3245
Library - Bielefeld	Mrs Lesley Miller	Bielefeld Mil (81) 3123
Fax		3158
E-mail address	chclk@herfordalc.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.

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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 1st 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 – Gutersloh	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 – Gutersloh	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 – Gutersloh	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 45 AEC, Mil (82) 3411

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.

Tutor	Dates	Time	Duration	Location
Rod Oakley	Mon – Fri 17–21 May	0900 – 1600	1 week	45 AEC
Course Fee: €55 (fee not applicable to military personnel) Exam Fee: £13.10 approximately per module - payable by all				

LANGUAGE COURSES

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
Ingrid Stein	Mon – Wed 19 – 21 Apr	0845 – 1530	3 days	45 AEC
Ingrid Stein	Mon - Fri 7—11 Jun	0900 – 1230	1 week	45 AEC
Course Fee: €32 (fee not applicable to military personnel)				

EVENING – Please note this course will run through half term.

Tutor	Dates	Time	Duration	Location
Susanna Luhmann	Mon and Wed 31 May—30 Jun	1800 - 2000	10 weeks	45 AEC
Course Fee: €40 (fee not applicable to military personnel)				

LANGUAGE COURSES

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
Ingrid Stein	Mon – Fri 14–25 Jun	0900 – 1615	2 weeks	45 AEC
Course Fee: €15 (fee not applicable to military personnel)				

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 17—21 May	1800 – 2000	5 evenings	45 AEC
Course Fee: €20 (fee not applicable to military personnel)				

WINE TASTING

Over the duration of the course you will learn more about the world of wine and become more confident in choosing wines that you will enjoy. We will go over how to taste wine, how to understand wine labels, learn where wine is grown, how different styles of wines are made and look at what factors influence how a wine will taste. Tasting between 8 and 10 wines per session, each session will be themed and during each lesson we will also touch on how to serve wines and what food to serve them with. These courses will be educational but light hearted and fun.

Tutor	Dates	Time	Duration	Location
Victoria Reynolds	Wed 26 May - 16 Jun	1900 – 2100	4 weeks	45 AEC
Course Fee: €16 (fee not applicable to military personnel) Cost for wine: €40				

RECREATIONAL COURSES

BEGINNERS GUITAR

This course is for those with little or no experience, the aim is to show you an easy and uncomplicated approach to guitar playing so that you can advance to playing chords for songs relatively quickly. This approach reduces frustration and increases enthusiasm! You will need to provide your own guitar for this course. Guitars can be purchased from the Tutor.

Tutor	Dates	Time	Duration	Location
Steve Whybie	Mon 26 Apr – 28 Jun	1830 – 2000	10 weeks	51 AEC
Course Fee: €30 (fee not applicable to military personnel)				

INTERMEDIATE GUITAR

This intermediate course is a continuation from beginners and is for those who have some guitar playing skills but the emphasis will be on filling in the gaps in theory, strumming/plectrum technique, rhythms, and playing together.

Tutor	Dates	Time	Duration	Location
Steve Whybie	Mon 26 Apr – 28 Jun	2000 – 2130	10 weeks	51 AEC
Course Fee: €30 (fee not applicable to military personnel)				

BIELEFELD COURSES

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.

Tutor	Dates	Time	Duration	Location
Susanna Luhmann	Mon and Wed 19 Apr—19 May	1800 - 2000	10 weeks	Catterick Bks
Course Fee: €40 (fee not applicable to military personnel)				

BEGINNERS GUITAR

This course is for those with little or no experience, the aim is to show you an easy and uncomplicated approach to guitar playing so that you can advance to playing chords for songs relatively quickly. This approach reduces frustration and increases enthusiasm! You will need to provide your own guitar for this course. Guitars can be purchased from the Tutor.

Tutor	Dates	Time	Duration	Location
Steve Whybie	Wed 28 Apr – 30 Jun	1830 – 2000	10 weeks	Catterick Bks
Course Fee: €30 (fee not applicable to military personnel)				

INTERMEDIATE GUITAR

This intermediate course is a continuation from beginners and is for those who have some guitar playing skills but the emphasis will be on filling in the gaps in theory, strumming/plectrum technique, rhythms, and playing together.

Tutor	Dates	Time	Duration	Location
Steve Whybie	Wed 28 Apr – 30 Jun	2000 – 2130	10 weeks	Catterick Bks
Course Fee: €30 (fee not applicable to military personnel)				

BIELEFELD 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 17–21 May	0900 – 1600	1 week	Catterick Bks
Course Fee: €55 (fee not applicable to military personnel) 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 basics 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 17–21 May	1800 – 2000	5 Evenings	Catterick Bks
Course Fee: €20 (fee not applicable to military personnel)				

WINE TASTING

The course is aimed at anyone with an interest in wine who wants to learn more. You will learn how to taste and analyse wines and we will briefly look at how wine is made, where in the world wine is found and how best to chose a good wine. This taster session will decide for you if you would like to continue with a 4 week more intensive look at the world of wine next term.

Tutor	Dates	Time	Duration	Location
Victoria Reynolds	Wed 23 Jun	1900 – 2100	1 Evening	Catterick Bks
Course Fee: €4 (fee not applicable to military personnel) Cost for wine: €10				

BASIC SKILLS



At 45 AEC, we can provide you with the support you need to **brush up** on your **reading, writing, spelling and/or numeracy skills**. We can work with you to improve your skills and work towards obtaining **national qualifications**.

We offer Basic Skills support to Soldiers and the wider defence community through:

- ❖ Literacy and Numeracy workshops (including those whose first language is not English)
- ❖ Support for people with Specific Learning Difficulties such as Dyslexia
- ❖ Nationally recognised qualification in Literacy and Numeracy at Level 1 & 2
- ❖ Link Up Mentor training for those who want to support learners

Preparing for CLM in Literacy and Numeracy (Level 1 or 2)

This 20 hour course is designed to equip soldiers with the **necessary** literacy and numeracy skills needed for Junior, Senior and WO CLM.

Courses cover:

Literacy

1. Note taking
2. Timed essay writing
3. Planning and drafting writing
4. Proof reading techniques
5. Presentation skills

Numeracy

1. Transposition
2. Time, distance, speed
3. Fractions
4. Percentages
5. Conversions



Candidates (where appropriate) will have the opportunity to be entered for the Certificate in Adult Literacy or Numeracy at either level 1 or 2 at the end of the course.

***Courses can be delivered within the Sqn/Unit or at the Army Learning Centre**

All Basic Skills support offered through 45 AEC is completely **FREE** of charge.
All appointments are kept strictly confidential.



To find out more, drop in to the Basic Skills office or phone:
45 AEC, Herford military **82 3159** or civilian **05221 995 3159**





LITERACY and NUMERACY WORKSHOPS

With Tutor Support

Brush up on your English & Maths

Come for the whole day or just a couple of hours!

You can gain a nationally recognised qualification:

Level 1 (equivalent to GCSE D-G)

Level 2 (equivalent to GCSE A-C)

FREE to all military and entitled civilian personnel

Literacy & Numeracy Workshops allow you to work at your own level and at your own pace, with tutor support as required. You'll have access to a large variety of English and Maths learning resources as well as online and CD-based assessments and courses.

For more information contact:

Ann or Sarah

82 3159 or 05221 995 3159

e-mail: bsc@herfordalc.detsa.co.uk

LINK UP/BASIC SKILLS AWARENESS TRAINING in Herford

Link Up is a nationally recognised training programme for those who want to become Adult Learner Supporters (volunteers) either military or civilian personnel. Within the Army, Link Up training is used to:

- Raise awareness of basic skills issues
- Train mentor to help support those with basic skills needs

For further information contact:

Ann Carter Basic Skills Development Manager

82 3159 or 05221 995 3159

Herford
e-Learning
Suite

NEW YEAR NEW CHALLENGE

Are you ready to
make 2010 **your** year to gain a new
qualification ?



Call in at the **E-Learning Centre**, 45 ALC,
Block 1, Hammersmith Barracks, Herford
or telephone Lesley on 05221995 3161 for
information on NVQs in Team Leading,
Management, Business & Administration,
Customer Service and the new ECDL/ITQ

or

Prepare yourself for promotion
by taking a Level 1 or 2
City and Guilds Qualification in
Adult Numeracy or Literacy



LIBRARY SERVICES

Army Library and Information Centre - 45 AEC

Hammersmith Bks

Mon, Tue & Thu: 0900 -1600

Wed : 1100 –1800

Fri: 0900-1200

Tel: 05221 995 3245/ 823245

herflib@.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, Welsh to name but a few.

Audio Books on cassette and 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!

Army Library and Information Centre Bielefeld

Catterick Bks

Bielefeld

Mon - Fri – 1000 – 1400

Tel: 0521 9254 2267/81 2267

biellib@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.

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.