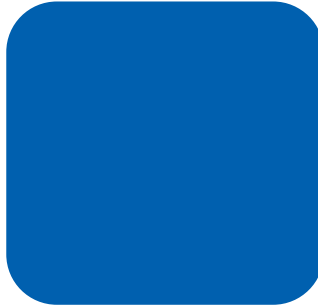




ARMY



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



51 AEC Gütersloh
Tel: 05241 84 3413
(73 3413)

ARMY
EDUCATIONAL
SERVICES



Where
The Best
Get Better

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TELEPHONE DIRECTORY

51 AEC

When dialling from a civilian phone use 05241 84, then the required extension.

Appointment	Name	Telephone Number Gütersloh Military (73)
OC 51/45/40 AECS	Maj Paul Kinkaid	3420
OIC	Capt Shaun Fardy	2531
LDOs	Capt Vicki Seth Capt Paul Adams	2851
Centre Manager	Mrs Laura Geddes	3413
PCDL Coordinator	Mrs Debbie Hays	2983
IERO	Mrs Ros Hamill	3415
IERO Clerk	TBA	2573
OU Clerk	Mrs Lynn Garrity	2573
Resources Clerk	Mrs Sue Woodhouse	3413
ALC Manager	Mr Gabby Hays	3361
ALC E-Learning Assistants	Mrs Morag Macleod TBA	3361
Basic Skills Development Manager	Mr Ian Catherall	3344
Basic Skills Clerks	Mrs Rachel Coles Mrs Sarah McDonnell Mrs Julie Crammer	3344
Senior Librarian	Mrs Julie Butterworth	3255
Library – PRB	Mrs Emma Gillis Mrs Diane Womersley	2958
Library – Mansergh	Mrs Sara Pearce	2336
FAX		2528
Email	chclk@51aec.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 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 (82) 3411 and 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	22 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	Münster/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.

LDOs 51 AEC, Mil (73) 2851

CLM MATHS REVISION SESSIONS

Every Wednesday 0900 – 1200 for SNCOs and JNCOs, for further information please contact the Basic Skills Team. Mil (73) 3344 or Civ 05241 84 3344



ACADEMIC COURSES

Please note IGCSEs start in the autumn term.

IGCSE ENGLISH

This IGCSE First Language English course develops the ability to communicate clearly, accurately and effectively in writing. Students will learn to understand and respond to what they hear, read and experience. It encourages students to use relevant vocabulary, correct grammar, spelling and punctuation, and to demonstrate a sense of style.

IGCSE BUSINESS STUDIES

This IGCSE Business Studies course is aimed at adults that already have life experience in work or may have an appreciation of some aspect of business activity such as finance or marketing or someone who is keen to learn more about business. You do not require any previous qualifications to take this course. The syllabus develops students' understanding of activity in the public and private sectors, and the importance of innovation and change.

IGCSE MATHS

An essential subject for all students, IGCSE Mathematics encourages the development of mathematical knowledge as a key life skill. The aim is to build students' confidence by helping them develop a feel for numbers, patterns and relationships, and places a strong emphasis on solving problems and presenting and interpreting results.

COMPUTER COURSES

OCR CLAIT 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 3 – 7 May	0900 – 1600	1 week	51 AEC
Course Fee: €55 (fee not applicable to military personnel) Exam Fee: £13.10 approximately per module - payable by all				

LANGUAGE COURSES

GERMAN TO GO!

This is a 'made to measure' daytime German course for absolute beginners. The course is designed to equip you with the essential German language needed to give you the confidence to shop, use public transport, visit restaurants and be able to enjoy your stay in Germany. This course is particularly aimed at dependants.

Tutor	Dates	Time	Duration	Location
Eva Sinclair	Tue - Fri 25 – 28 May	0930 – 1130	4 Days	51 AEC
Course Fee: €16 (fee not applicable to military personnel)				

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 – Fri 12 – 16 Apr	0900 – 1230	1 week	51 AEC
Ingrid Stein	Mon - Fri 17 – 21 May	0900 – 1230	1 week	51 AEC
Ingrid Stein	Mon – Wed 12 – 14 Jul	0900 – 1600	3 days	51 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
Gudrun Trentinaglia	Mon 26 Apr – 5 Jul	1930 - 2100	10 weeks	51 AEC
Course Fee: €30 (fee not applicable to military personnel)				

INTERMEDIATE GERMAN

This course is suitable for those wishing to take their learning a step further 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.

Tutor	Dates	Time	Duration	Location
Gudrun Trentinaglia	Thu 29 Apr – 15 Jul	1815 - 1945	10 weeks	51 AEC
Course Fee: €30 (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

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 26 Apr – 7 May	0900 – 1615	2 weeks	51 AEC
Course Fee: €15 (fee not applicable to military personnel)				

SURVIVAL GERMAN: PHASE B

This course is available to personnel who have either passed the Phase A or have been assessed as being at the required level. The course is intensive and progresses to a sound conversational standard. Learning to speak German will enable the speaker to cope with simple practical, military and social situations.

Tutor	Dates	Time	Duration	Location
Ingrid Stein	Mon – Fri 28 Jun – 9 Jul	0900 – 1615	2 weeks	51 AEC
Course Fee: €15 (fee not applicable to military personnel)				

SURVIVAL GERMAN: PHASE C

If you are interested in attending a Survival Phase C course, please contact the Language Courses Clerk at Salmond House Training Centre on JHQ Mil (72) 4130 or Civil

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 3 – 7 May	1800 – 2000	5 evenings	51 AEC
Course Fee: €20 (fee not applicable to military personnel)				

PICTURE FRAMING

A basic introduction to picture framing which will include the making of the frame, cutting the glass, making the mount and making the most of your pictures. Please bring along a photograph which you would like to frame to the first class. **Please note this course will run through half term.**

NB. There will be a small charge of approximately €50 for materials; this will enable you to complete two A4-size Frames

Tutor	Dates	Time	Duration	Location
Alan Woodmore	Tue 27 Apr – 29 Jun	1730 – 1930	10 weeks	51 AEC
Course Fee: €40 (fee not applicable to military personnel)				

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	Thu 29 Apr – 15 Jul	1800 – 1930	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	Thu 29 Apr – 15 Jul	1930 – 2100	10 weeks	51 AEC
Course Fee: €30 (fee not applicable to military personnel)				

BASIC HAIR STYLING

Do you need inspiration on how to wear your hair when attending functions, parties or an evening out? Then this course could be your answer, you will learn how to use different plaiting techniques and how to dress long hair into a variety of basic styles. Please bring along a brush and comb. **Please note this course runs through half term.**

Tutor	Dates	Time	Duration	Location
Nicola Head	Mon 3 May – 14 Jun	1830 - 2000	6 weeks	51 AEC
Course Fee: €18 (fee not applicable to military personnel)				

RECREATIONAL COURSES

INTRODUCTORY WINE SESSION

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 choose 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.

There will be a small charge of €10 for the wine payable at time of enrolment.

Tutor	Dates	Time	Duration	Location
Victoria Reynolds	Wed 5 May	1900 - 2100	1 evening	51 AEC
Course Fee: €4 (fee not applicable to military personnel)				

YOGA

Yoga is an ideal way to regenerate the body and soul through relaxing and fun exercises. Yoga consists of breathing, flexibility, strength and relaxation methods, and is designed to incorporate exercises for beginners and intermediate students. You will need to bring a yoga mat or blanket and pillow. **Please note this course runs through half term.**

This yoga class is not suitable for pregnant women.

Tutor	Dates	Time	Duration	Location
Pam Flora	Mon 26 Apr – 19 Jul	1715 - 1915	12 weeks	51 AEC
Course Fee: €48 (fee not applicable to military personnel)				

CALLANETICS

Callanetics is a series of small, gentle precise motions that when regularly applied can quickly help tighten many parts of the body. It has been popular for decades. This course will give you the opportunity to learn this deep-muscle exercise technique and get results quickly. Class now extended to begin with Q1 long exercise. You will need to bring a mat or blanket and a pillow. *(To make up the 12 weeks due to public holidays, there will be a need to arrange one of the classes on a different day in agreement with the group.)*

Tutor	Dates	Time	Duration	Location
Pam Flora	Thu 29 Apr – 22 Jul	1715 - 1915	12 weeks	51 AEC
Course Fee: €48 (fee not applicable to military personnel)				

COURSES AT BIELEFELD

The following courses will be held at Bielefeld, Catterick Barracks. All enrolments for these courses should be sent to 45 AEC, Hammersmith Barracks, BFPO 15. For further details on all these courses in Bielefeld and other courses being held at Herford please contact 45 AEC on Her Mil: 82 3334 or Civ: 05221 995 3334.

INTRODUCTION TO GERMAN

Tutor	Dates	Time	Cost	Duration
Sue Luhmann	Mon and Wed 19 Apr – 19 May	1800 - 2000	€40	5 weeks

GUITAR FOR BEGINNERS

Tutor	Dates	Time	Cost	Duration
Steve Whybie	Wed 28 Apr – 30 June	1830 - 2000	€30	10 weeks

GUITAR WORKSHOP

Tutor	Dates	Time	Cost	Duration
Steve Whybie	Wed 28 Apr – 30 June	2000 - 2130	€30	10 weeks

CLAIT 2006 PART 1 (Certificate)

Tutor	Dates	Time	Cost	Duration
Rod Oakley	Mon - Fri 17 – 21 May	0900 - 1600	€55 + Exam fee	5 days

BASIC COMPUTER MAINTENANCE

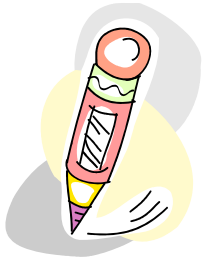
Tutor	Dates	Time	Cost	Duration
Rod Oakley	Mon - Fri 17 – 21 May	1800 - 2000	€20	5 days

COURSES AT HERFORD

The following courses will be held at Herford, Hammersmith Barracks. All enrolments for these courses should be sent to 45 AEC, Hammersmith Barracks, BFPO 15. For further details on all these courses please contact 45 AEC on Her Mil: 82 3334 or Civ: 05221 995 3334.

COURSE	DATE	TIME	COST	DAY
Introduction to German	19 – 21 Apr	0845-1530	€31	Mon-Wed
Guitar for Beginners' (Evening)	26 Apr – 28 Jun	1830-2000	€30	Mon
Guitar for Intermediates' (Evening)	26 Apr – 28 Jun	2000-2130	€30	Mon
Wine Tasting (Evening)	5 – 26 May	1900-2100	€16	Wed
CLAIT 2006 Part 1 (Certificate)	17 – 21 May	0900-1600	€55	Mon-Fri
Basic Computer Maintenance (Evening)	17 – 21 May	1800-2000	€20	Mon-Fri
Introduction to German (Evening)	31 May – 30 Jun	1800-2000	€40	Mon and Wed
Introduction to German	7 – 11 Jun	0900-1230	€32	Mon-Fri
Phase A Survival German	14 – 25 Jun	0900-1615	€15	Mon-Fri

51 AEC BASIC SKILLS



- ✓ Have trouble filling in forms?
- ✓ Have problems reading books or newspapers?
- ✓ Avoid writing because of problems with spelling?
- ✓ Get confused by fractions and decimals?
- ✓ Find working out percentages hard?
- ✓ Feel reliant on calculators or computers to solve mathematics problems?
- ✓ Want to be able to help your child with his or her homework but do not feel that you can?



At 51 AEC, we can provide you with the support you need to **brush up on your reading, writing, spelling and maths skills**, or we can work with you to **improve your skills** or work towards obtaining a **national qualification**.

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

- 1 to 1 tutoring in Literacy and Numeracy
- Literacy and Numeracy Workshops where you can gain a nationally recognised qualification
- Support for people with Specific Learning Difficulties (eg Dyslexia)
- **ESOL** - Support for people whose first language is not English

All Basic Skills support offered through 51 AEC is completely **FREE** of charge. Tuition can be held at a time that suits you and all appointments are kept strictly confidential.



To find out more, drop in to the Basic Skills office or phone:
51 AEC, Gütersloh military **73 3344** or civilian **05241 843344**



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.

Literacy Level 2 every Tuesday 0900 – 1200

Literacy Level 1 every Friday 0900 – 1200

Numeracy every Thursday 0930 – 1600

For more information contact:

Ian, Rachel, Sarah or Julie

73 3344 or 05241 84 3344

Email: bsc2@51aec.detsa.co.uk

LINK UP/BASIC SKILLS AWARENESS TRAINING in Herford and Bielefeld

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

LITERACY/NUMERACY/ESOL WORKSHOPS

COURSE	VENUE	TIME	DAYS
Literacy/Numeracy	Bielefeld Lakehouse	0930 – 1430	Monday
Literacy/Numeracy	Bielefeld Lakehouse	0930 – 1430	Tuesday
Literacy/Numeracy	Bielefeld Lakehouse	0930 – 1230	Wednesday
Literacy/Numeracy	Bielefeld Lakehouse	0930 – 1430	Thursday

For further information contact:

Ann Carter Basic Skills Development Manager

82 3159 or 05221 995 3159

Gütersloh e-Learning Suite



The e-Learning Suite in 51 AEC Gütersloh offers a range of online courses. Training provided by Learndirect is internet based and flexible, so once registered you can log on to courses any time and any where, either from home or in the Suite.

e-Learning Courses

Take advantage of our e-Learning courses and gain qualifications in:

Skills For Life (Basic Skills)

Information and Communication Technology (ICT)

European Computer Driving Licence (ECDL)

NVQs – ITQ, Customer Services, Team Leading, Management, Business and Administration

Fork Lift Courses

Most Skills for Life, ICT and Business Management courses are FREE!

If you have never touched a computer keyboard or mouse before, why not come along and enrol on 'Surf Direct'. This course will introduce you to the very basics of a computer.

The e-Learning Suite at 51 AEC in Gütersloh is open

Mon to Thu 0830 – 1700

Fri 0830 – 1500

You can also visit the Suite to browse the Internet or to use email

For further information or to book an appointment contact:

Gabby or Morag on:

Güt Mil (73) 3361

Civil 05241 84 3361

LEARNING CENTRE BIELEFELD

The RLC in Bielefeld is located in the Training Wing at Catterick Barracks

For Further information on courses contact:

Colin on:

81 3327 or Civilian 0521 3057122

LEARNING CENTRE MANSERGH BARRACKS

For information on courses contact:

Jim on:

(73) 2241 or Civilian 05241 84 2241

LIBRARY SERVICES

Army Library and Information Centre - 51 AEC

Princess Royal Barracks
Mon – Thu: 0830 -1600
Fri: 0830 -1300
Tel: 05241 84 2427/73 2427
chlib@51aec.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 Mansergh Barracks

Mon & Fri – 1000 – 1300
Tue & Thu – 1000 – 1400
Wed – 1300 – 1600
Tel: 05241 84 2336/73 2336
manslib@alibs.detsa.co.uk

Army Library and Information Centre Bielefeld

Catterick Barracks
Bielefeld
Mon - Fri – 1000 – 1400
Tel: 0521 9254 2267/81 2267
bielib@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.

business

ICT

health

maths

crafts

languages

art

management

music

Tutors

Trainers

Teachers



Required

Do you have

a skill

a hobby / craft / trade

Knowledge

*that you feel qualified to pass
onto others?*

It could be

professional

recreational

academic or non-academic

vocational or non-vocational

Whatever your ideas or previous classroom experience, 51 AEC would like to hear from you. For an informal chat, please contact:

Debbie Hays, PCDL Coordinator

Tel: Mil 73 2983, or Civil 05241 84 2983, or call in at 51 AEC, Princess Royal Barracks, Gütersloh.

ARMY
EDUCATIONAL
SERVICES



Where
The Best
Get Better

**INTENTIONALLY
BLANK**



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.