



# Community Based Adult Learning

A GUIDE TO STUDYING IN YOUR LOCAL COMMUNITY  
2015-2016

# Local Learning Centres

We operate community-based Local Learning Centres throughout Fife. These centres offer community-based learning programmes, in partnership with Fife Council, which provide you with the opportunity to study close to home and, in some circumstances, help with travel and childcare costs can be arranged.

The flexibility of the programmes offered at our Local Learning Centres means that your learning can be tailored to your specific needs, requirements and goals. Local learning also gives you the opportunity to start with introductory level qualifications. This means that you can gain the experience and skills you need to progress onto mainstream vocational courses or employment. You can learn at your own pace, in a small group led by friendly tutors in a modern, relaxed environment. You will also be offered any extra support and guidance you need to help you achieve your goals.

At the Local Learning Centre, you will get support with basic keyboarding, internet, email and job-seeking skills. This will allow you to carry out independent job searches and if you are looking to brush up on your computing skills further, there is the opportunity to undertake qualifications at a higher level.

Courses are available to apply for at any point in the academic year and for more information please contact your Local Learning Centre.

# Contact Details

## West Fife

Abbeyview Learning Centre, Dunfermline .....	01383 602381
Parkgate Learning Centre, Rosyth .....	01383 411865
Halbeath Campus, Dunfermline.....	03442 480115
.....	Ext: 5246 / 5542
Halbeath Campus, Dunfermline (Prince's Trust) .....	07876 442803
High Valleyfield Learning Centre, Dunfermline .....	01383 602372

## Central Fife

Auchmuty Learning Centre, Glenrothes .....	01592 538474
Bowhill Learning Centre .....	01592 722497
Kelty Learning Centre .....	07738 458 010
Priory Campus, Kirkcaldy .....	03442 480115
Stenton Campus, Glenrothes.....	03442 480115
Templehall Learning Centre, Kirkcaldy .....	07843 356364
Gallatown Learning Centre, Kirkcaldy.....	07843 356364

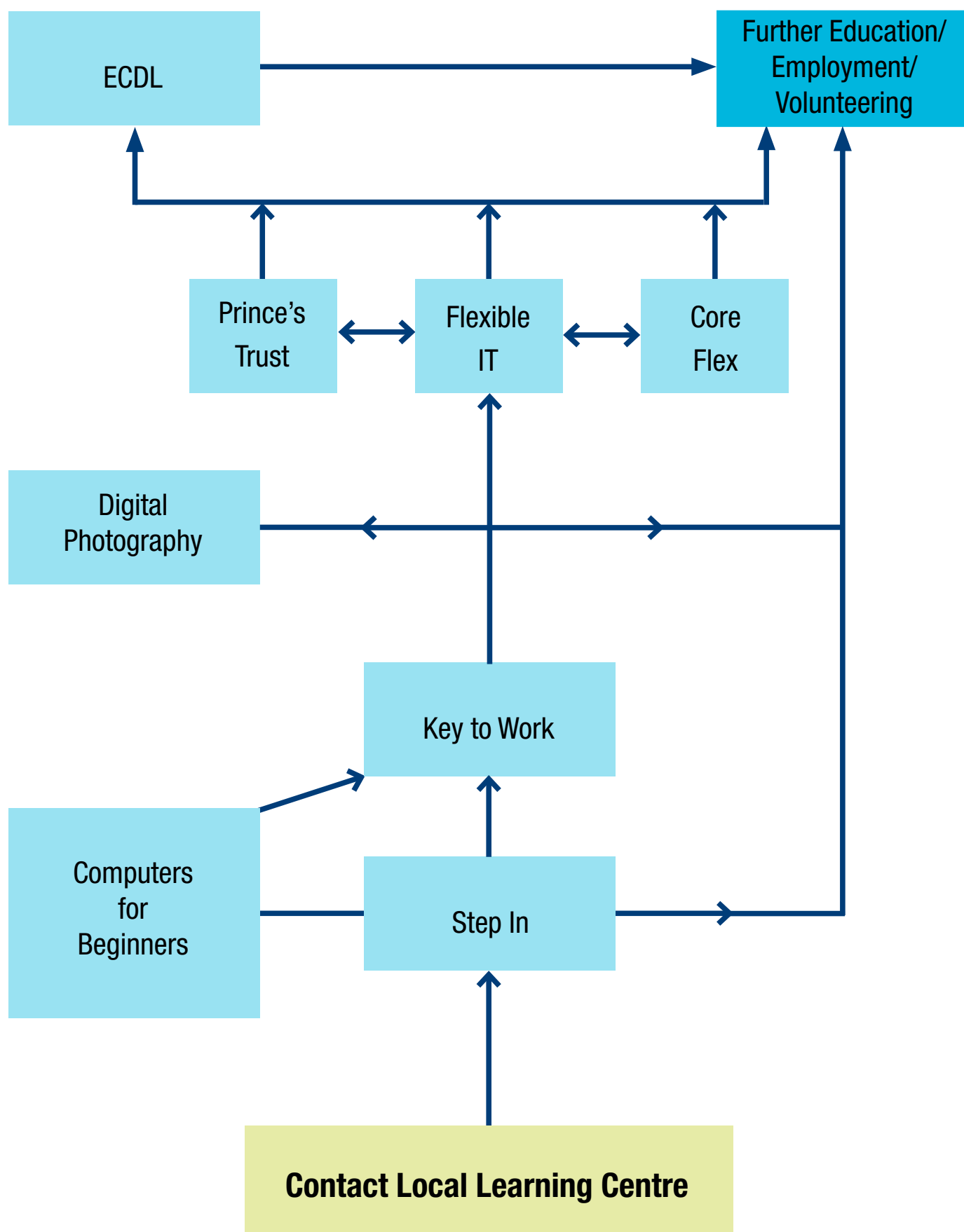
## North-East Fife

Cosmos Centre, St Andrews.....	01334 470832
East Neuk Learning Centre, Anstruther .....	01333 312764
Leven Campus.....	07711 085253
Leven Campus (Prince's Trust) .....	07921 485556

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# Progression Route Diagram



# Step In

## Course Overview

Take the first step... STEP IN! Prepare for Future Study and Work.

This course offers the support you might need to help you get the job or college course that's right for you.

Step In is a practical, fun, short course to help develop your skills and confidence. It provides a range of taster activities that helps individuals discover and develop their talents in a supportive, stress-free and relaxed environment.

## What You Study

- Health & Wellbeing
- First Aid
- Computing
- Managing a Budget
- Understanding Household Bills
- Community Food
- Personal Development Goals
- A Range of Craft Activities

## Duration and Attendance

Part-time 3 half days per week.

Sessions and times will vary for each centre.



I started the Step In course at Cosmos in February 2014 to help with my confidence. I have gone onto the Flexible IT course and gained IT qualifications.

I have also completed Numeracy 4 and have started working as a volunteer.

**Carole Edwards, Cosmos Learning Centre**

I was very nervous coming to Step In, I really now don't know why. All the tutors and help were lovely and really made you feel at ease. I have made new friends that I would have never made without Step In. I enjoyed the Crafts.

I would like to thank Step In, without them I would not have made the first step getting back to college. I start my Nursing and Care Work course next week at the Leven Campus.

**Caroline Tarvit, Anstruther Learning Centre (Sept 2014 - Feb 2015)**



## Entry Requirements

Students can be referred through agencies/partner organisations or self-refer onto the programme.

## Career/Education Opportunities

Key to Work; Access to NC courses; Volunteering.

## Locations

- Abbeyview Learning Centre
- Cosmos Learning Centre
- East Neuk Learning Centre
- Leven Campus

## Costs

Contact your local centre for information on funding. Students may be entitled to help with childcare costs (registered) and travel expenses.



# Computers for Beginners (non-cert)

## Course Overview

This course is suitable for absolute beginners or those with little or no previous knowledge of computing, or who are interested in gaining an insight into computing and feel nervous about getting started.

It would also be suitable for those who have some knowledge of Microsoft Office packages. This course will further develop your skills in Word Processing; Spreadsheets; Databases; Internet Searching and PowerPoint Presentation.

To provide the learner with a gentle introduction to computers and to some standard computing applications, leading on to more in depth applications. Enabling the learner to develop their confidence, knowledge and skills when using a computer.

Students will need to bring a notepad and pen, USB Flash/Pen drive. Course materials will be provided by the College.

## What You Study

- Introduction - the main parts of a computer; mouse, keyboard and monitor
- Understanding computer jargon
- Create a document, file management, saving and opening saved files
- How to edit text - centring, highlighting, changing fonts etc
- Desktop Publishing - designing a menu and poster
- Adding Clip Art and Word Art to a document, resizing and moving it
- Access music and media online
- Create Word documents. Apply Fonts, Tabs, Bullets and Numbering, Mail Merge and Labels.
- Use MS Excel to create simple graphs and spreadsheets
- Create a PowerPoint presentation, Clip Art, Word Art, or use photos or images from the Internet.
- Produce simple databases.
- Internet and E-mail



# Computers for Beginners (non-cert) - continued

## Duration and Attendance

18 Weeks x 2 hours.

## Entry Requirements

No previous knowledge required.

## Career/Education Opportunities

Key to Work; Flexible IT.

## Locations

- Bowhill Learning Centre



# Key to Work

## Course Overview

The aim of this programme is to give you the opportunity to acquire qualifications and help build your confidence in a relaxed and supportive environment. This programme is offered in local community based venues throughout Fife delivered in partnership with Fife Council. This provides you with the opportunity to study close to home and in some circumstances assistance with travel and childcare costs.

The course covers the basic uses of a PC and is suitable for anyone who has never or very rarely used a computer. There will also be support to enable independent job search through developing keyboarding skills and increasing confidence in using the internet and email. You will be provided with extra guidance and additional support to help you achieve your goals, whether in further study or employment.

## What You Study

### SCQF Level 2 - 3

- Internet Level 2
- Using a Keyboard Level 3
- Introduction to Computers Level 3
- Employability Group Award Level 3

## Duration and Attendance

Flexible entry throughout the year at various locations in Fife - sessions and times will vary for each Centre.

Attendance would be 2.5 hours to 5 hours per week.

## Entry Requirements

- Step In
- No formal qualifications required

## Career/Education Opportunities

Support provided to discuss next steps.

## Locations

- Abbeyview Learning Centre
- Auchmuty Learning Centre
- Bowhill Learning Centre
- Cosmos Learning Centre
- Templehall Learning Centre
- Gallatown Learning Centre
- Parkgate Learning Centre
- High Valleyfield Learning Centre
- Leven Learning Centre

## Costs

Contact your local centre for information on funding.



I got in touch with the Client Action Team (C.A.T) when my personal circumstances changed and I became a single parent.

I met with a C.A.T. advisor to talk over my options. It was explained to me that they worked in partnership with the “Key to Work” programme which is a joint programme with Fife College, who provide Community IT Courses at Templehall Learning Centre and Ravenscraig Learning Centre. This course has allowed me to develop my skills and knowledge with IT as well as gaining qualifications.

Through the partnership I also gained access to completing a First Aid Course and Interview Skills Course with options of attending a variety of others.

The whole experience has been valuable in providing employability skills and qualifications.

The staff have been fantastic in providing support that suits the individual’s needs.

**Donna Kerr, Key to Work, Templehall**

# Digital Photography/Image Manipulation (non-cert)

## Course Overview

This programme concentrates on the manipulation of an image more than the technicalities of the digital camera although it will have some input on this aspect.

## Introduction to Digital Photography

### What You Study

This programme concentrates on the manipulation of an image more than the technicalities of the digital camera although it will have some input on this aspect.

- Basics of a digital camera (lens, shutter, flash, memory cards etc)
- Basics of digital image (pixels, colour, role of jpg format)
- Software for image manipulation
- Basic image manipulation (cropping, resizing, brightness/contrast)
- Printing, scanning and storage of images
- Understanding of range of activities which can be performed by image manipulation
- Program delivered on a workshop basis – rather than as a taught class

### Duration and Attendance

18 Weeks x 2 hours.

### Entry Requirements

An interest in digital photography.

### Career/Education Opportunities

Advanced Digital Photography.

# Advanced Digital Photography

## What You Study

- Follow-on program from Intro to Digital Photography
- More advanced features of cameras (typically student's own camera) and other ancillary equipment
- More sophisticated image manipulation ( cloning, deforming, blending, layering, masking, use of magic wand, selection manipulation, more understanding of colour, hue, saturation, blurring etc)
- Understanding of different file formats
- Photographic image restoration (including from books, periodicals and newspapers)
- Program is project-based (students choose their own project/s with which they are assisted)

## Software used – What You Study

- Follow-on program from Intro to Digital Photography
- More advanced features of cameras (typically student's own camera) and other ancillary equipment
- More sophisticated image manipulation ( cloning, deforming, blending, layering, masking, use of magic wand, selection manipulation, more understanding of colour, hue, saturation, blurring etc)
- Understanding of different file formats
- Photographic image restoration (including from books, periodicals and newspapers)
- Program is project-based (students choose their own project/s with which they are assisted)
- Software used – mainly Serif Photoplus (but students can use their own laptop/tablet and their own software)

## Duration and Attendance

18 Weeks x 2 hours.

## Entry Requirements

Successful completion of introduction to digital photography.

## Career/Education Opportunities

Flexible IT.

## Locations

- Bowhill Learning Centre

# Flexible IT

## Course Overview

This is a flexible learning course enabling learners to study a wide range of units from Non-certificated course to Certificated courses from Level 4 (Intermediate 1) to Level 5 (Intermediate 2).

This course allows the learner to further develop their skills in computer applications or refresh and update their skills to help with employment or further study.

Software used: Microsoft Office 2010, Windows 7 and Internet Explorer.

## What You Can Study

- Non-certificated units
- On-line MS Windows
- Type-On-Line
- Word Processing
- Spreadsheet
- Database
- MS Windows
- Presentation
- Desktop Publishing

## Certificated units - SCQF Level 4 - 5

- PC Passport Level 4
- ICT Level 4/5
- Word Processing Practitioners Level 5
- Spreadsheet Practitioners (Excel®) Level 5
- Database Practitioners (Access®) Level 5

## Duration and Attendance

Classes are offered in a flexible learning environment with tutor support. You can enrol at any time throughout the year.

Classes are available at various locations – sessions and times will vary for each location.

## Entry Requirements

- Step In
- Key to Work
- Relevant experience or qualifications

## Career/Education Opportunities

- ECDL
- NC Administration
- Useful skills for employment where office based applications are essential.

## Locations

- Abbeyview Learning Centre
- Auchmuty Learning Centre
- Bowhill Learning Centre
- Cosmos Learning Centre
- East Neuk Learning Centre
- Leven Campus
- Templehall Learning Centre
- Gallatown Learning Centre
- Glenrothes (Stenton Campus)
- Parkgate Learning Centre
- High Valleyfield Learning Centre



After completing the Step In Course I continued with the Flexible IT classes and have completed a number of units.

I now do volunteering once a week for the Stroke Club and have progressed onto an Accountancy course at College.

**Lorraine Nicolson, Cosmos Learning Centre**

## Costs / Funding

Contact your local learning centre for the costs of individual units and check if you would qualify for funding.

**College Fee Waiver** - you may be eligible if you are; unemployed, on low income or in receipt of benefits.

**ILA** - if you are 16 or over, living in Scotland and your income is £22,000 a year or less you can get up to £200 a year towards learning which can be used on certain courses.

For an application pack and to find out more call free on 0808 100 1090 or go online at [www.ilascotland.org.uk](http://www.ilascotland.org.uk)



# Prince's Trust Employability and Personal Development

## Course Overview

### SCQF Level 3 - 5

The College, in partnership with the Prince's Trust, offers this diverse course that helps you to improve your skills, qualifications, confidence and motivation to increase your employability and give you more focus for the future.

This unique programme is for young people aged 16 – 25 years and is designed to provide challenges that bring out the best in you. The staff team are experienced and supportive and they are committed to young people and their development.

A combination of practical activities and classroom work provides a balance that can help you achieve qualifications in an employment focussed environment.

## What You Study

### 5 Day Team Building Residential

- Mountain Biking
- Rock Climbing/Abseiling
- Canoeing
- Team Building

### Community Project

- Planning
- Fundraising
- Undertake practical based project



**Car Wash**

Community Project Fundraiser

## Work Placement

- Apply for and carry out a two week placement of your choice to gain a reference for future employment



## What You Study (continued)

### Next Steps

- Apply for jobs/college courses
- Construct Curriculum Vitae
- Letter Writing
- Mock Job Interviews

### Final Team Challenge

- Organise and fund raise
- Carry out social events for an organisation within the community



**Social Event**

Final Team Challenge

### Presentation

- Plan and carry out a themed presentation to an audience describing your achievements on this course

By the end of the course you will be aware of your own skills and abilities, built your confidence and working towards qualifications in following:

- Career Planning
- Planning for Personal Development
- Work Experience
- Community Project
- Presentation Skills
- Supporting others in the Community
- Teamwork
- Communications



### Community Project

(MCCI) Methil Children's Community Initiative

# Prince's Trust Employability and Personal Development (continued)



Hi I'm Addy. I am 17 from Cuba but live in Methil, Leven. I came on this course to improve my English, to meet new people and because it sounded really fun.

I really enjoyed the mountain biking on residential, it was brilliant but I found being away from home really difficult.

After this I would like to do a construction course, I have the confidence now to do it.

**Adilson Hernandez, Prince's Trust, Leven**

Hi I'm Sinead. I am 18 from Thornton. I came on this course to build confidence and meet new people.

I really enjoyed the community project because it was a lot of fun working with my team and I like working outdoors. Conservation was also a great day. The course has challenged me every week but I have gained confidence because of this.

After this I would like to gain employment and go to college for further study.

**Sinead Kelly, Prince's Trust, Leven**



## Duration and Attendance

- 12 Weeks Full-time.
- Course availability on request.

## Entry Requirements

- 16 - 25 Years
- Employed participants accepted subject to employer approval

## Career/Education Opportunities

The programme provides you with experiences that can help you gain employment or a place in College.

## Locations

- Halbeath Campus
- Leven Campus



After High School, I had taken a year out of education and was looking for a job but I was having no success. I applied for the Team Programme after seeing a leaflet for it which mentioned confidence building and job seeking skills – the type of things that I needed to get to where I wanted to be. It also looked like fun, with the residential stay offering the chance to go rock-climbing being the icing on the cake for me.

“The Team Programme had such a positive effect on me. It has given me a major confidence boost; where before I was quite awkward around new people, I can now talk to anyone. This has also helped to make interviews a lot easier for me because I am a lot more comfortable in situations like that now. I learned so many new things on the Programme but I also learned how to use interpersonal skills that I already had but didn’t know how to use which has been of great benefit to me.

“The Programme was a great experience, with the residential stay and the work experience being particular highlights for me; I didn’t expect the work experience to be as enjoyable as it was and the residential really was a lot of fun and a great team-building experience.

**Connor Todd, Prince’s Trust, Halbeath Campus**

# Core Skills

## Course Overviews

### SCQF Level 3, 4 & 5

#### Core Skills - Communication

These core skills units seek to develop the ability to respond to and produce written and oral communication which is mainly familiar and routine to the candidate's setting. These units are designed to develop communication skills at a functional level. They should guide the candidate towards the acquisition of broadly-based skills in common language contexts, helping the candidate to establish and maintain social and working relations and to use language skills in a vocational situation.

### SCQF Level 3, 4 & 5

#### Core Skills – Numeracy

These units aim to develop your skills of interpretation and communication of straightforward graphical information and application of basic numerical skills in everyday contexts. Activities will require you to read tables and scales and interpret graphical material, draw charts and tables and apply the four rules of arithmetic to solve problems.

### SCQF Level 3, 4 & 5

#### Core Skills – Information and Communication Technology

These Units are about the straight forward use of ICT to access, process and present information in personal, workplace, social and educational situations. The focus of the Unit is on transferable ICT skills.

## Duration and Attendance

Classes are offered in a flexible learning environment with tutor support. You can enrol at any time throughout the year.

36 hours per unit.

## Entry Requirements

No formal qualifications required.

## Career/Education Opportunities

Flexible IT; ECDL; Useful skills for employment where office based applications are essential

## Locations

- Abbeyview Learning Centre
- High Valleyfield Learning Centre
- Parkgate Learning Centre

## Costs / Funding

Contact your local learning centre for the costs of individual units and check if you would qualify for funding:

**College Fee Waiver** - you may be eligible if you are; unemployed, on low income or in receipt of benefits.

**ILA** - if you are 16 or over, living in Scotland and your income is £22,000 a year or less you can get up to £200 a year towards learning which can be used on certain courses. For an application pack and to find out more call free on 0808 100 1090 or go online at [www.ilascotland.org.uk](http://www.ilascotland.org.uk)

Under certain circumstances students may be entitled to help with childcare costs (registered) and travel expenses.



Before I joined the ICT class I could just about manage to go onto Universal Job Match and look for jobs but since joining I have become more aware just how useful a computer can be.

I have managed to get my ICT 3 and 4, First Aid and Food Hygiene. I am now coming to the end of my Mental Health First Aid and I am half way through ICT Level 5 course that I would never have applied for if I had not joined.

The impact the ICT classes have had on me and my family are that; when they talk through things they have done with their computers I can now join in, whereas before all I could do was listen.

As far as in the community is concerned; there is a group of people that get together for the classes on Wednesdays and Thursdays that probably would not speak to each other all week. As well as learning we also have a bit of a laugh at the same time.

So it just proves that with the right tutor and a bit of thought what can happen.

**Kevin Lancaster**



# **ECDL:**

# **European Computer Driving Licence**

## **Course Overview**

The aim of this qualification is to recognise the application of a range of IT user skills and knowledge in the workplace, meeting employer workforce demands.

This is a flexible learning course enabling learners to study the ECDL Extra and Essential qualifications, at various locations throughout the year.

Software used: Microsoft Office 2010, Windows 7 and Internet Explorer.

Awarding Body: (BCS) British Computer Society.

## **What You Study**

- **ECDL Essentials**
  - IT Security for Users
  - Using the Computer and Managing Files
  - Web Browsing and Communication

## **ECDL Extra**

- Word Processing
- Spreadsheets
- PowerPoint
- Improving Productivity

## **Duration and Attendance**

Classes are offered in a flexible learning environment with tutor support. You can enrol at any time throughout the year.

Classes are available at various locations – sessions and times will vary for each location.

## **Entry Requirements**

Working knowledge of using computer applications is recommended.

## Career/Education Opportunities

ECDL will equip you with essential IT skills required for those working with applications in the workplace. It is rapidly becoming the most widely recognised IT qualification and demonstrates to employers that you possess up-to-date IT skills.

## Locations

- Bowhill Learning Centre
- Cosmos Learning Centre
- East Neuk Learning Centre
- Leven Campus
- Priory Campus
- Stenton Campus
- Hallbeath Campus

## Costs / Funding

Contact your local learning centre for the costs of individual units and check if you would qualify for funding:

**College Fee Waiver** - you may be eligible if you are; unemployed, on low income or in receipt of benefits.

**ILA** - if you are 16 or over, living in Scotland and your income is £22,000 a year or less you can get up to £200 a year towards learning which can be used on certain courses. For an application pack and to find out more call free on 0808 100 1090 or go online at [www.ilascotland.org.uk](http://www.ilascotland.org.uk)

I have really enjoyed studying my ECDL. I decided to do this qualification to help with my job prospects as I would like to pursue a job in ICT. Having this qualification makes me more employable.

I am enjoying the course because it makes using a computer easier and helps me do more on my own personal PC, now that I have more skills.

I am glad I am doing this course and attending the centre because it has also given me more confidence and helped me meet more people.

I would definitely recommend it.

**Cheryl Brown, East Neuk Learning Centre**



# Success Stories

## **Fife College in partnership with Fife Council**

### **Sharon Scott and Melanie Ellis at Tryst Centre, Abbeyview**



We were both stay at home mums and started attending computer classes at the Tryst Centre to get out the house and meet new people. Having such a fantastic crèche facility gave us peace of mind at leaving our children there during our time in class. We went on to complete many courses including qualifications in IT, Numeracy, Communication, First Aid, Food Hygiene and Health Issues in the Community. As well as gaining qualifications we made lots of new friends. We went on to volunteer in computer classes, helping other students with their work.

We are both now on the committee for Family Nights which is a community group that runs in the Centre on a Tuesday night and Sharon is a member of the Abbeyview Community Council. We have found the Tryst to be a life line to us!

Our journey has now led us both to being employed by Fife Council as tutors in Digital Skills. This would never have happened if not for us attending the Tryst.



I would like to take you on a journey of how I got into using computers.

It all started when I was at the Auchmuty Learning Centre, I was approached by a member of the staff who introduced me to the different courses available at the learning centre. So I enrolled myself onto the Digital skills course with Christine.

Once on the course I began to pick things up very quickly from basic keyboard skills to sending emails and using the internet etc. It wasn't long before I completed both Digital skills 1 and 2 and was ready to take the next step in the use of computers and go on to learn more about Databases, Spreadsheets, PowerPoint, and other uses the computer had to offer as a challenge.

I Started on the Key to Work computer course with Sheila and Eleanor, and I must say the things I have learned since joining this course is unbelievable. I have learned more about computers and their uses over these last few months than I thought I would.

I was never one for computers but since joining both these computer courses I have exceeded my expectations and have now really got into the use and functions. What a computer can do and offer people who have no keyboard skills, is the chance to improve their knowledge and learn new skills they thought they never had. It's like you never know what you can do until you try, you will be amazed what you can learn no matter what age you are, if you put your mind into something it's amazing what you can achieve.

Without the help from Sheila, Eleanor and Christine I would never have achieved the experience and knowledge that I gained from them, so I have to say a big thank you to them for guiding me through the course and achieving my goals, which is achieving my Qualification.

The Staff at the learning centre are excellent and I would recommend the Auchmuty Learning Centre to any one, because if it wasn't for the centre, I would not be where I am today without their help and guidance.

So a big thank you to all the staff.

**Jim Gallaway, Auchmuty Learning Centre**



# Guidance

If you are unsure which direction you're heading or interested in, we can show you the way. The Guidance Team are available for all students across all campuses and learning centres to help you with your future plans. The Guidance Team are dedicated to helping students in any way they can, before, during and after your college course ends.

Students, or prospective students, can make an appointment to see one of the advisors in private to talk to them about any issues that may arise.

The Guidance Team can help you with all sorts of matters, including personal issues, financial concerns, on-going support and exit guidance for when you progress to further study or employment.

Never be afraid to ask – there is no such thing as a silly question! We can also refer to outside agencies in order to give you the best service possible.

Appointments with the Guidance team can be made at all campuses at a time that suits you. To make an appointment, pop into any campus reception or email [guidance@fife.ac.uk](mailto:guidance@fife.ac.uk).

# Learning and Inclusion

The Learning and Inclusion team support learning and believe that learning is better when everyone can take part. We think about the range of differences among students and do what we can to make College accessible and inclusive.

Learning and inclusion is about all learners. Everyone is entitled to take part in learning in College and to realise his or her own potential to the fullest. If there is anything getting in the way of your learning and participation, or you encounter a problem with learning, a good starting-point is to talk to a member of the Learning and Inclusion team.

We want to work with you to develop your skills, confidence, motivation, independence and expertise in learning.

# Learning and Inclusion (continued)

We know that some learners need help to get the same chances, and we are absolutely committed to providing students who have additional support needs with the chance to learn. We work with individuals to focus on their individual needs and shape their own support.

When you apply to study with us, we give you an opportunity to tell us whether you have additional support needs that might affect your studies. Each student will be given an opportunity to talk to a member of the Learning and Inclusion Team and agree a Personal Learning Support Plan – your PLSP.

Should you require more detail than is provided, advice about taking part in learning, or information about what we can do, please get in touch with the team directly.

**Contact us by email: [learning@fife.ac.uk](mailto:learning@fife.ac.uk).**

## Partners/Agencies

- Fife Council
- (ABE) Adult Basic Education
- (CAT) Client Action Team
- (CLD) Community Learning & Development
- Community Schools
- ENeRGI
- (ESOL) English for Speakers of Other Languages
- Families First
- Family and Community Support Team
- Fife Cultural Trust
- Fife Voluntary Action
- Home-Start
- Job Clubs
- NHS
- Opportunities Fife
- Skills Development Scotland
- (WEA) Workers Educational Association

# **Apply today!**

## **Contact your local Learning Centre**



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[@fifecollege](https://twitter.com/fifecollege)

**[www.fife.ac.uk](http://www.fife.ac.uk)**

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