

Adult Learning Class Programme

2017-2018



Adult Learning is part of the Council's Community Planning and Development Service. We work with adults and families to help make positive changes in their lives by helping to develop skills for learning, skills for life and skills for work.

Our main work areas are:

- Community based adult learning including evening and day classes, workshops, taster sessions and projects in partnership with others
- One to one and group sessions in the core skills of numeracy, computing, communication, problem solving, and English for speakers of other languages (ESOL)
- Family learning and intergenerational learning

Keep an eye out for new Adult Learning classes between now and Christmas!

Check our website www.learnshetland.com for all new learning opportunities. We will notify everyone on our mailing list when new classes become available. To join the mailing list, please send your details to classes@shetland.gov.uk

We will also advertise new classes on the Shetland Community Hub Facebook page.



www.facebook.com/shetland.community.hub

Adult Learning is pleased to bring you our class programme for 2017-18. There are daytime, evening and weekend classes to choose from. Whether you want to develop new skills or refresh existing ones, change your lifestyle, get ready for employment or simply enjoy new opportunities to learn, we hope there's something in this issue which is of interest to you.

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**Check the Learn Shetland website for new opportunities
as they arise:**

www.learnshetland.com

Course Prices

Course prices are shown with each course description. Course fees are based on a flat rate of £3.90 per hour per learner plus any additional costs e.g. photocopying and venue hire. In exceptional circumstances class costs may be more, for example where minimum numbers need to be low for health and safety reasons or equipment restrictions.

Materials/Resources

If you need to buy additional materials or resources for your class, the tutor will either:

- supply a list so you can purchase the items in advance e.g. art materials, text book, or
- supply the items at cost price. Your tutor will collect the money at the class.

Concessions

If you are Over 60, Under 18 or if you or your family are in receipt of any of the benefits listed below then fees are reduced by 50%. Proof of age or evidence of benefits must be provided to receive a concession.

YOU	YOUR FAMILY
• Carer's Allowance	• Income Support
• Disability Living Allowance	• Pension Credit
• Severe Disablement Allowance	• Housing Benefit
• Incapacity Benefit	• Income based Job Seeker's Allowance
• Attendance Allowance	• Working Tax Credits
• Contributory Employment and Support Allowance	• Net income is equivalent to, or lower than, the threshold for Income Support
• Personal Independence Payment	• Income related Employment and Support Allowance
	• Universal Credit

Full and concession prices are shown in the booklet (concessions are marked c).

Please note that concessions are only given on course fees, not on venue hire or material costs.

How to book

To book your place:

- Return booking form to Adult Learning, Solarhus, 3 North Ness, Lerwick, Shetland, ZE1 0LZ
- PLEASE DO NOT send money with your form
- Telephone Adult Learning on 01595 743888
- E-mail: classes@shetland.gov.uk
- Book online at www.learnshetland.com

Apply soon, some classes fill up quickly!

What happens next?

Adult Learning will let you know if you have a place on your chosen class. If you book a class which starts after mid January, we will keep in touch to let you know how class recruitment is going. You will also receive an enrolment form, which should be completed and returned along with your payment before the class begins. Classes starting after mid January can be paid for in 2018.

If the class is full you will be placed on a waiting list. You may still be offered a place if anyone drops out.

We hope you enjoy your learning experience. We are always happy to hear your views on how classes can be improved. You can phone us on 01595 743888 or email classes@shetland.gov.uk.

Gie it a go!

Fair Isle Knitting with Donna Smith			Hamnavoe Primary School (to be confirmed)	
AL6	Monday 7pm – 9pm	10 weeks starting 11 September 2017	£80.00	£41.00c
AL7	Monday 7pm – 9pm	10 weeks starting 15 January 2018	£80.00	£41.00c

Suitable for beginners, but you must be able to knit plain stocking stitch. Information and details will be given to knit a mini scaled down Fair Isle allover or jumper. Traditional knitting techniques and colour choices will be discussed. By the end of the course, you will have gained enough information and confidence to be able to design and make your own Fair Isle garment. You are also welcome to bring any other projects you are working on to class. Bring: a set of three long double pointed needles, size 3mm or 3.25mm; a knitting belt; and two balls of Shetland jumper weight yarn in two different colours.

Baa-ble Hat Knit Along with Donna Smith			Islesburgh Community Centre	
AL8	Saturday 10am – 12noon	6 weeks starting 13 January 2018	£48.80	£25.40c

Suitable for beginners, but you must be able to knit plain stocking stitch. Join in a hat knit along, using the popular Baa-ble hat pattern designed by Donna for Shetland Wool Week 2015. We will discuss a different part of the hat each week and you will complete that part at home before moving to the next part as a group. Topics covered include knitting in the round, knitting rib, knitting with more than one colour at a time, decreasing, making pompoms and finishing knitwear. Bring: a set of three long double pointed needles, size 4mm and 4.5mm, or circular needles long enough to knit a hat; a knitting belt; and Aran weight yarn. You will receive the Baa-ble pattern before the class starts so that you can choose your yarn. There is an additional charge of £1.55 for the pattern, payable to the tutor.

Fair Isle Knitting Surgery with Donna Smith			Islesburgh Community Centre	
AL9	Monday 7pm – 9pm	1 day: 30 April 2018	£7.80	£3.90c
<p>Suitable for beginners and improvers. Do you have an incomplete Fair Isle project you need help with? Are you stuck at the planning stage? Do you need a bit of expert help and advice? Sign up to Donna's Knitting Surgery! Bring your unfinished or problem items with you and Donna will try to help.</p>				

Fair Isle Yokes: an Introduction with Hazel Tindall			Islesburgh Community Centre	
AL40	Saturday 11am – 4pm	1 day: 28 October 2017	£19.50	£9.75c
<p>Suitable for anyone with basic knitting skills. The ability to knit with 2 colours in the round would be advantageous. You will learn about knitting Fair Isle yokes by studying examples and practice knitting a section of yoke to learn about shaping. Bring: one single colour piece of knitting (50 stitches x 6 rows of K1, P1 rib in jumper weight yarn on 3mm needles – do not cast off the stitches); 3 or 4 double pointed needles or 1 circular needle; small amounts of jumper weight yarn in 4 or 5 colours; scissors; blunt needle; camera; notebook and pen; and a packed lunch.</p>				

Fair Isle Yokes: an Introduction with Hazel Tindall			Aith Junior High School	
AL41	Saturday 11am – 4pm	1 day: 2 December 2017	£19.50	£9.75c
<p>Suitable for anyone with basic knitting skills. The ability to knit with 2 colours in the round would be advantageous. You will learn about knitting Fair Isle yokes by studying examples and practice knitting a section of yoke to learn about shaping. Bring: one single colour piece of knitting (50 stitches x 6 rows of K1, P1 rib in jumper weight yarn on 3mm needles – do not cast off the stitches); 3 or 4 double pointed needles or 1 circular needle; small amounts of jumper weight yarn in 4 or 5 colours; scissors; blunt needle; camera; notebook and pen; and a packed lunch.</p>				

Crochet for Beginners with Hazel Tindall			Islesburgh Community Centre	
AL42	Saturday 11am – 4pm	1 day: 13 January 2018	£19.50	£9.75c
<p>Suitable for beginners. Learn basic crochet stitches, and find out how to read crochet patterns. Bring: a 3.5mm or 4mm crochet hook; double knitting wool in two colours; scissors; blunt needle; camera; notebook and pen; and a packed lunch.</p>				

Crochet for Beginners with Hazel Tindall			Aith Junior High School	
AL42a	Saturday 11am – 4pm	1 day: 27 January 2018	£19.50	£9.75c
<p>Suitable for beginners. Learn basic crochet stitches, and find out how to read crochet patterns. Bring: a 3.5mm or 4mm crochet hook; double knitting wool in two colours; scissors; blunt needle; camera; notebook and pen; and a packed lunch.</p>				

Patchwork and Quilting for Beginners with Helen Burgess			Islesburgh Community Centre	
AL10	Thursday 6.30pm – 9pm	8 weeks starting 14 September 2017	£80.00	£41.00c
<p>Learn the basics of patchwork by gaining confidence and improving your skills and knowledge. Complete a small quilt. Bring a sewing machine, rotary cutter, cutting mat, rulers and sewing equipment (threads, scissors etc). Fabric cost is not included in the fee. The tutor will let you know what you need before the class starts.</p>				

Patchwork and Quilting – Jane Austen Style (Intermediate/Advanced) with Helen Burgess			Islesburgh Community Centre	
AL11	Thursday 6.30pm – 9pm	8 weeks starting 18 January 2018	£80.00	£41.00c
<p>You will have a choice of two designs to make a Jane Austen style quilt using a 60 degree triangle ruler to cut the diamond blocks. Bring a sewing machine, rotary cutter, cutting mat, 60 degree 8inch triangle, rulers and sewing equipment (threads, scissors etc). Fabric cost is not included in the fee. The tutor will let you know what you need before the class starts.</p>				

'Three Shells' Lace Knitting for Beginners with Linda Shearer			Whalsay School	
AL50	Wednesday 7pm – 9pm	6 weeks starting 17 January 2018	£48.80	£25.40c
<p>During the course we will look at the 'Three Shells' - Old Shell, New Shell and Cockle Shell and go on to knit a scarf or similar item using each 'shell'. By the end of the course you will be confident in knitting simple lace designs and have the knowledge to continue and try more challenging projects. You should bring 2 knitting needles size 3.25mm or 3.5mm and a knitting belt (if desired). The tutor will bring wool for the first class and then advise you what to bring for subsequent classes.</p>				

Lace Shell Knitting with Helen Robertson			Muckle Roe Hall	
AL73	Tuesday 7pm – 9.30pm	6 weeks starting 6 February 2018	£71.00	£41.25c
<p>Spend six weeks exploring the three traditional shell type patterns in Shetland Lace knitting using different thicknesses and colours of yarn. By the end of the class you will have increased your knowledge and confidence in knitting, and completed at least one scarf or cowl. Bring a knitting belt, if you have one. The tutor will let you know what else you need to bring before the class starts.</p>				

Machine Embroidery with Julie Williamson			Islesburgh Community Centre	
AL51	Sunday 10.30am – 5.30pm	1 day: 28 January 2018	£27.30	£13.65c
<p>Suitable for all levels. You will learn how to use freehand machine embroidery and various other techniques to create a textile art piece. You should bring fabric, thread, pencils, paper and a sewing machine with an embroidery/darning foot and a dog feeder that can be disabled. There is an additional charge of £10.14 for materials, payable to the tutor.</p>				

Hand Print Your Own Fabric with Julie Williamson			Brae Youth Centre (to be confirmed)	
AL54	Sunday 2pm – 6pm	1 day: 14 January 2018	£22.27	£14.47c
<p>Suitable for beginners, including over 12s; great family learning class. Print your own fabric using various hand making methods eg tattie print, foam print, rolling pin repeats, lino/block print, stencilling and hand painting. There is an additional charge of £26.60 for materials, including fabric and paints, payable to the tutor. Bring any other items you'd like to print onto, eg bags, purses, tea towels; and any of the following items, if you happen to have them: old wooden rolling pin, large potatoes, elastic bands, newspaper, toilet roll tubes, foam.</p>				

Make Your Own Lampshade with Julie Williamson			Brae Youth Centre (to be confirmed)	
AL53	Sunday 2pm – 5.30pm	1 day: 21 January 2018	£20.32	£13.50c
<p>This course will cover the basics on how to use lampshade making kits for drum/oval/square style shades. You will gain confidence in measuring, cutting and design placement using fabric/wallpaper for covering light shades, while gaining the experience and confidence to create your own shades at home. You can use your own material or paper (or your own hand-printed fabric if you attend AL54) if you like, which must measure as follows: drum shade - 645mm wide x 220 mm; square shade - 850mm wide x 230 mm, oval shade - 566mm wide x 196 mm. There is additional cost of £16.90 for materials, including the lampshade-making kit, payable to the tutor.</p>				

Drawing and Painting with Sven McAlpine			Islesburgh Community Centre	
AL18	Saturday 2pm – 5pm	5 weeks starting 4 November 2017	£60.50	£31.25c
<p>Suitable for beginners/intermediate. You will gain first-hand knowledge of life drawing skills and techniques required in fine art. You should bring pens, pencils, A3 drawing paper and a sketchbook to your first class. The tutor will then provide you with a list of materials to bring to subsequent classes.</p>				

Painting and Drawing (Beginners) with Matthew Ronalds			Mid Yell Junior High School	
AL38	Wednesday 6pm – 8pm	6 weeks starting 13 September 2017	£46.80	£23.40c
<p>Painting and drawing for beginners focusing on landscapes and still life, using watercolour and mixed media. Perspective drawing is also included. The tutor will supply your materials for the first class, and will provide you with a list of materials to bring to subsequent classes.</p>				

Painting and Drawing (Intermediate) with Matthew Ronalds			Mid Yell Junior High School	
AL39	Wednesday 6pm – 8pm	6 weeks starting 7 February 2018	£46.80	£23.40c
<p>Suitable for learners with some experience. We will focus on landscapes and still life, at a more complex level than the beginners' course, including use of watercolour, mixed media, gouache and acrylic painting. The tutor will supply your materials for the first class, and will provide you with a list of materials to bring to subsequent classes.</p>				

Mixed Media for Beginners with Heather Wilson			Sandveien Neighbourhood Centre, Lerwick	
AL48	Tuesday 7pm – 9pm	8 weeks starting 26 September 2017	£77.65	£46.45c
<p>A great way to learn how to use mixed media and new techniques whilst improving your drawing and painting skills. There is an additional charge of approximately £45 for materials, payable to the tutor. Bring a 30cm ruler.</p>				

Painting Landscapes for Beginners with Heather Wilson			Jubilee Flower Park Pavilion, Lerwick	
AL49	Tuesday 7pm – 9pm	8 weeks starting 16 January 2018	£64.40	£33.20c
<p>Improve your drawing skills to create stunning landscape work. Learn how to paint landscape confidently whilst exploring different techniques. This course is aimed at beginners. There is an additional charge of approximately £40 for materials, payable to the tutor.</p>				

Know Your Own Camera with Richard Ashbee			Islesburgh Community Centre	
AL19	Monday 9.30am-12.30pm	6 weeks starting 11 September 2017	£70.20	£35.10c
AL23	Monday 9.30am-12.30pm	6 weeks starting 16 April 2018	£70.20	£35.10c

Suitable for beginners; no prior knowledge required. Stuck on auto? This course will help you gain the knowledge, understanding and confidence to start using your own camera to produce quality photographs. It is a mixture of PowerPoint presentations, practical exercises and discussion, and includes using your camera functions, composition, using your photos and considering what other equipment may be beneficial. Bring your digital camera, camera handbook (important), a notebook, pen and a drink for the break.

Night Sky Photography with Richard Ashbee			Islesburgh Community Centre	
AL20	Monday 9.30am – 12.30pm	6 weeks starting 6 November 2017	£70.20	£35.10c

You will gain an understanding of how to take night sky photos without a telescope. The class will cover: choosing your equipment, preparation, how to focus in the dark and select the correct settings to photograph the moon, sun, stars and auroras using your own equipment. Bring your digital camera and any other equipment you may have for night sky photography, camera handbook (important), a notebook, pen and a drink for the break.

Digital Photography 1 (Children/Senior portraits, Wildlife, Landscapes, Close Ups, Urban, Creative) with Richard Ashbee			Islesburgh Community Centre	
AL21	Monday 9.30am – 12.30pm	6 weeks starting 15 January 2018	£70.20	£35.10c

You should be able to change the ISO, aperture, speed and select one focus point before starting this class. We will cover the topics named above and there will be a mixture of PowerPoint presentations, practical work (using your own equipment) and discussion. You will increase your knowledge, understanding, skills and confidence, including using the correct settings and improving photo composition. Bring your digital camera, camera handbook (important), a notebook, pen and a drink for the break.

Digital Photography 2 (Seascapes, Outdoor Portraits, Still Life, Low light, Birds in Flight, Abstract/Texture) with Richard Ashbee			Islesburgh Community Centre	
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AL22	Monday 9.30am – 12.30pm	6 weeks starting 26 February 2018	£70.20	£35.10c
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You should be able to change the ISO, aperture, speed and select one focus point before starting this class. We will consider the individual topics named above and there will be a mixture of PowerPoint presentations, practical work (using your own equipment) and discussion. You will increase your knowledge, understanding, skills, and confidence, including using the correct settings and improving photo composition. Bring your digital camera, camera handbook (important), a notebook, pen and a drink for the break.

Night Sky Photography Basics with Richard Ashbee			Islesburgh Community Centre	
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AL24	Tuesday 6.15pm – 9.15pm	1 day: 10 April 2018	£11.70	£5.85c
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This course covers the basics of photographing the night sky without a telescope. On completing the course, you will be able to focus at night and select basic settings for night sky photography. Bring your digital camera and any other equipment you may have for night sky photography, camera handbook (important), a notebook, pen and a drink for the break.

Woodwork and Woodturning: Unfortunately, we are unable to offer classes in woodwork and woodturning this session, as there are currently no suitable premises available for our use. However, we hope to be able to offer classes again in 2018.

Yoga with Sandra Pottinger			Hamnavoe Primary School (to be confirmed)	
AL12	Monday 7pm – 8.30pm	10 weeks starting 11 September 2017	£60.50	£31.25c
AL13	Monday 7pm – 8.30pm	10 weeks starting 15 January 2018	£60.50	£31.25c

Suitable for all levels of flexibility and fitness, beginners and improvers. You will learn correct alignment in the postures, and how to work and control your breathing while holding postures. Bring a non-slip mat, blanket or large towel, low pillow (optional). Wear loose comfortable clothing. Please note that yoga is not recommended for pregnant women in their first trimester.

Yoga with Sandra Pottinger			Scalloway Youth Centre	
AL14	Thursday 10.15am – 11.45am	5 weeks starting 14 September 2017	£53.75	£39.13c
AL15	Thursday 10.15am – 11.45am	5 weeks starting 2 November 2017	£53.75	£39.13c
AL16	Thursday 10.15am – 11.45am	5 weeks starting 18 January 2018	£53.75	£39.13c
AL17	Thursday 10.15am – 11.45am	5 weeks starting 22 February 2018	£53.75	£39.13c

Suitable for all levels of flexibility and fitness, beginners and improvers. You will learn correct alignment in the postures, and how to work and control your breathing while holding postures. Bring a non-slip mat, blanket or large towel, low pillow (optional). Wear loose comfortable clothing. Please note that yoga is not recommended for pregnant women in their first trimester.

What is Mindfulness?

- It can be easy to rush through life without stopping to notice much. Paying more attention to the present moment – to your own thoughts and feelings, and to the world around you – can improve your mental wellbeing. Some people call this awareness "mindfulness". Mindfulness can help us enjoy life more and understand ourselves better. You can take steps to develop it in your own life. (www.nhs.uk)

Introduction to Mindfulness Meditation with Judd Brindley			Adult Learning Huts, Lovers Loan, Lerwick	
AL65	Sunday 10am – 4pm	1 day: 1 October 2017	£25.40	£13.70c
Suitable for beginners. An introduction to Mindfulness Meditation theory and practice, including gentle mindful movements and a number of meditation practices. Bring a yoga mat or camping mat, 1 or 2 light blankets, 1 or 2 cushions, yoga blocks if you have them and a packed lunch.				

Mindful Meditation Practice Session with Judd Brindley			Islesburgh Community Centre	
AL66	Sunday 10am – 4pm	1 day: 12 November 2017	£25.40	£13.70c
Follow up to introductory classes. You will increase your knowledge of Mindfulness and how to apply it to all aspects of daily life. You will take part in and practice three Mindfulness Meditations to improve your wellbeing day to day. Bring a yoga mat or camping mat, 1 or 2 light blankets, 1 or 2 cushions and yoga blocks if you have them, and a packed lunch or money for the cafeteria.				

Mindful Meditation Taster Session with Judd Brindley			Old School, Bressay	
AL67	Sunday 10am – 4pm	1 day: 26 November 2017	£28.80	£17.10c
Suitable for beginners. You will learn what Mindfulness is, and how to apply it to all aspects of your daily life. The course will contain a mixture of theory and practical experience, including several Mindfulness Meditations. Bring a yoga mat or camping mat, 1 or 2 light blankets, 1 or 2 cushions, yoga blocks if you have them and a packed lunch.				

Mindfulness for Health with Judd Brindley			Islesburgh Community Centre	
AL68	Sunday 10am – 12.30/1pm	8 weeks starting 4 February 2018	£83.90	£42.95c
<p>For anyone with chronic or long term pain, stress or illness. The only prerequisite is willingness and commitment to engage fully with the programme. Content includes three formal meditation practices, breath and body awareness, gentle movement, practical activities, group discussion, home practices. Through these you will learn how to apply mindfulness to all aspects of daily life. The handbook and accompanying CDs will cost an additional £30, payable to the tutor. Bring a yoga mat or camping mat, 1 or 2 light blankets, 1 or 2 cushions and yoga blocks if you have them.</p>				

Mindfulness Meditation Taster Session with Judd Brindley			Westside (venue to be confirmed)	
AL69	Sunday 10am – 4pm	1 day: 22 April 2018	£25.40	£13.70c
<p>Suitable for beginners. You will learn what Mindfulness is, and how to apply it to all aspects of your daily life. The course will contain a mixture of theory and practical experience, including several Mindfulness Meditations. Bring a yoga mat or camping mat, 1 or 2 light blankets, 1 or 2 cushions, yoga blocks if you have them and a packed lunch.</p>				

Basic Introduction to Counselling with Gwen Williamson		Adult Learning Huts, Lovers Loan, Lerwick		
AL47	Saturday 9.30am – 1.30pm	4 weeks starting 23 September 2017	£64.40	£33.20c
<p>Suitable for beginners and professionals. Develop your confidence, self awareness and skills to work with others. Aims: to develop listening, communication and counselling skills; to provide a broad introduction to counselling, with a basic overview of three approaches; to develop an understanding of the difference between counselling skills and counselling and their different applications; and to develop the potential to progress onto further counselling and/or care qualifications.</p>				

Cooking on a Budget with Marc Coyne			Aith (venue to be confirmed)	
AL55	Thursday 7pm – 9pm	4 weeks starting 14 September 2017	£31.20	£15.60c
<p>A four-week course looking at how to cook for less. The course is built around main meals and how to make them cheaper and help the household budget stretch. You will be using basic cooking skills, preparing main courses and tasting them. Each week will focus on dishes using a staple i.e. rice, potatoes, pasta & noodles. It will include some vegetarian dishes. There is an additional charge of £10 for ingredients payable to the tutor.</p>				

Cooking on a Budget with Marc Coyne			Sandwick (venue to be confirmed)	
AL56	Thursday 7pm – 9pm	4 weeks starting 26 October 2017	£31.20	£15.60c
<p>A four-week course looking at how to cook for less. The course is built around main meals and how to make them cheaper and help the household budget stretch. You will be using basic cooking skills, preparing main courses and tasting them. Each week will focus on dishes using a staple i.e. rice, potatoes, pasta & noodles. It will include some vegetarian dishes. There is an additional charge of £10 for ingredients payable to the tutor.</p>				

Breadmaking for Beginners with Gus Dow			Sandwick (venue to be confirmed)	
AL70	Wednesday 7pm – 9pm, plus Saturday 11 November 10am – 1.30pm	7 Wednesday starting 13 September 2017, plus Saturday 11 November 10am – 1.30pm	£68.25	£34.13c
<p>From a basic white loaf to European breads and sourdough, including how to make and maintain a sourdough starter. Learn how to mix and knead the dough at the class, then prove i overnight and bake your own loaf at home the next day. An additional charge of £2 is payable to the tutor for ingredients for the first class, then a list of ingredients for future weeks will be supplied.</p>				

Adult Beginner and Improver Swimming Lessons

SRT Leisure Centres

A range of swimming opportunities is available at Shetland Recreational Trust Leisure Centres, including Adult Beginner and Improver swimming lessons. There are also Over 50s Only and Adults Only sessions. For more information, please visit www.srt.org.uk or contact:

Clickimin Leisure Complex	01595 741000
Unst Leisure Centre	01595 807701
Yell Leisure Centre	01595 807704
Whalsay Leisure Centre	01595 807707
North Mainland Leisure Centre	01595 807710
West Mainland Leisure Centre	01595 807713
Scalloway Pool	01595 807716
South Mainland Pool	01595 807719

Are you interested in becoming an Adult Learning Tutor?

Do you have a skill you would like to share?

To become an Adult Learning Tutor you need to have good knowledge, enthusiasm and experience of your subject area. It is also helpful if you have experience of passing on your skills.

We are always pleased to consider a wide range of subject areas, but would be particularly interested in hearing from you if you can offer classes in languages, cookery and baking, wellbeing, arts and crafts, photography or ESOL.

Our tutor vacancies will be advertised twice a year at:

www.myjobscotland.gov.uk/councils/shetland-islands-council/jobs

Submission of a class proposal will form part of the application process. Get in touch with us on 01595 743888 or email classes@shetland.gov.uk if you would like to register your interest, or get more information. We will be delighted to hear from you!

Fashion Make Up with Babs Clubb			Whitiness School	
AL43	Monday 6.30pm – 9.30pm	6 weeks starting 11 September 2017	£72.20	£37.10c
<p>Suitable for beginners. The course will cover basic make up application, including skin preparation (cleanser, exfoliate and face mask). Discussion on tones/bases/finishes, application and blending, camouflage techniques, contouring and highlighting, face shapes/bone structures and an introduction to face chart design. Each week there will be a demonstration, then you will work in pairs on each other. We will work towards a final look and mini photo shoot, make up designed by you, with styled hair and costume, producing before and after photos. There is an additional charge of approximately £25 for the cost of materials, payable to the tutor. Bring a mirror.</p>				

Getting the Most from Your Own Make Up with Babs Clubb			Islesburgh Community Centre	
AL44	Monday 6.30pm – 9.30pm	1 day: 22 January 2018	£11.70	£5.85c
<p>A step by step session on how best to use and apply what's already in your own make up kit. Bring your own make up and brushes, facial cleanser, toner and moisturiser, cotton pads and buds, and a mirror.</p>				

Fashion Make Up with Babs Clubb			Brae Youth Centre	
AL45	Thursday 6.30pm – 9.30pm	6 weeks starting 1 February 2018	£90.20	£55.10c
<p>Suitable for beginners. The course will cover basic make up application, including skin preparation (cleanser, exfoliate and face mask). Discussion on tones/bases/finishes, application and blending, camouflage techniques, contouring and highlighting, face shapes/bone structures and an introduction to face chart design. Each week there will be a demonstration, then you will work in pairs on each other. We will work towards a final look and mini photo shoot, make up designed by you, with styled hair and costume, producing before and after photos. There is an additional charge of approximately £25 for the cost of materials, payable to the tutor. Bring a mirror.</p>				

IT and Tea! with Tracey Hawkins			Adult Learning Huts, Lovers Loan, Lerwick	
AL25	Friday 9.30am – 11.30am	1 day: 15 September 2017	£8.80	£4.90c
<p>Suitable for beginners, however, the course will be more beneficial if you have already learned the basics. Technology explained with no jargon and a nice cup of tea...how refreshing! Join us for a cuppa and the chance to ask questions about any problems you are having with your own laptops, tablets or Smartphones. Tracey will be on hand to help you get the most out of your electronic devices – remember to bring them with you!</p>				

Introduction to Your Android Smartphone with Tracey Hawkins			Adult Learning Huts, Lovers Loan, Lerwick	
AL26	Wednesday 9.30am – 11.00am	2 weeks starting 13 September 2017	£11.70	£5.85c
<p>Aimed at beginners who are new to their Android smartphone, or as a refresher for those who need to reacquaint themselves with their device. The course will cover all the basics required to feel confident using a smartphone, including adding new contacts, connecting to the internet and using email. Bring your smartphone.</p>				

Introduction to Your iPhone with Tracey Hawkins			Adult Learning Huts, Lovers Loan, Lerwick	
AL27	Friday 9.30am – 11.00am	2 weeks starting 22 September 2017	£11.70	£5.85c
<p>Aimed at beginners who are new to their iPhone, or as a refresher for those who need to reacquaint themselves with their device. The course will cover all the basics required to feel confident using a smartphone, including adding new contacts, instant messaging and Facetime, connecting to the internet and using email. Bring your iPhone.</p>				

What is a smartphone?

- A smartphone is a mobile phone that lets you make phone calls and send text messages but can also perform some of the functions of a computer, like accessing the internet, sending and receiving emails and playing games. Most smartphones also have touch screens.

Improving Your IT Skills

Introduction to iPads with Tracey Hawkins			Adult Learning Huts, Lovers Loan, Lerwick	
AL28	Wednesday 9.30am – 11.30am	1 day: 27 September 2017	£7.80	£3.90c
<p>Aimed at beginners who are new to their iPad and would like a taster before signing up to the six week course offered later in the year. The course will cover all the basics required to feel confident using an iPad, including connecting to the internet, sending email, downloading 'apps' and having fun! Bring your iPad.</p>				

Introduction to Android Tablets with Tracey Hawkins			Adult Learning Huts, Lovers Loan, Lerwick	
AL30	Friday 9.30am – 11.30am	1 day: 6 October 2017	£7.80	£3.90c
<p>Aimed at beginners who are new to their Android tablet, such as a Samsung Galaxy, Hudl or Kindle Fire, and would like a taster before signing up to the six week course offered later in the year. The course will cover all the basics required to feel confident using an Android tablet, including connecting to the internet, sending email, downloading 'apps' and having fun! Bring your Android tablet.</p>				

Using Your Tablet – iPad with Tracey Hawkins			Jubilee Flower Park Pavilion, Lerwick	
AL31	Wednesday 9.30am – 11.00am	6 weeks starting 25 October 2017	£35.10	£17.55c
<p>This course will take you a bit further in the use of your iPad. We will look at using the internet for shopping and to save money, adding shortcuts to your homescreen, using all your 'apps' and generally improving your understanding of how your iPad can help you on a daily basis. Bring your iPad.</p>				

Using Your Tablet – Android with Tracey Hawkins			Jubilee Flower Park Pavilion, Lerwick	
AL31a	Monday 1.30pm – 3pm	6 weeks starting 30 October 2017	£35.10	£17.55c
<p>This course will take you a bit further in the use of your Android Tablet. We will look at using the internet for shopping and to save money, adding shortcuts to your homescreen, using all your 'apps' and generally improving your understanding of how your tablet can help you on a daily basis. Bring your Android tablet.</p>				

Tablet Photography with Tracey Hawkins			Islesburgh Community Centre	
AL35	Wednesday 9.30am – 11.00am	4 weeks starting 7 March 2018	£23.40	£11.70c
<p>Suitable for beginners, however, the course will be more beneficial to those who have already learned the basics of using a tablet computer. We will explore taking digital images with your tablet as well as editing the photos, saving to cloud storage, adding images and sharing via social media. Bring your tablet.</p>				

Using Your Tablet – iPad with Tracey Hawkins			Islesburgh Community Centre	
AL36	Wednesday 9.30am – 11.00am	6 weeks starting 18 April 2018	£35.10	£17.55c
<p>This course will take you a bit further in the use of your iPad. We will look at using the internet for shopping and to save money, adding shortcuts to your homescreen, using all your 'apps' and generally improving your understanding of how your iPad can help you on a daily basis. Bring your iPad.</p>				

Using Your Tablet – Android with Tracey Hawkins			Islesburgh Community Centre	
AL37	Friday 9.30am – 11.00am	6 weeks starting 20 April 2018	£35.10	£17.55c
<p>This course will take you a bit further in the use of your Android Tablet. We will look at using the internet for shopping and to save money, adding shortcuts to your homescreen, using all your 'apps' and generally improving your understanding of how your tablet can help you on a daily basis. Bring your Android tablet.</p>				

What is an Android Tablet?

- An iPad is an iPad, but an Android tablet is a tablet that uses Google's Android as its operating system. Google makes only the software. Android tablets include Samsung Galaxy, Kindle Fire and Hudl.

Improving Your IT Skills

Introduction to Microsoft Word with Tracey Hawkins			Adult Learning Huts, Lovers Loan, Lerwick	
AL29	Wednesday 9.30am – 11.00am	1 day: 4 October 2017	£7.80	£3.90c
<p>Suitable for beginners who are new to Microsoft Word and those who want to become more confident using Word. We will explore how to create new documents, use the menus to change the document layout, save, print and email documents. Bring your own laptop, if you have one.</p>				

Introduction to Microsoft Excel with Tracey Hawkins			Islesburgh Community Centre	
AL32	Friday 9.30am – 11.30am	1 day: 8 December 2017	£7.80	£3.90c
<p>Suitable for beginners who are new to Microsoft Excel and for those who want to become more confident using Excel. We will explore how to create new spreadsheets, use the menus to change the document layout, add in formulae and use templates. Bring your laptop, if you have one.</p>				

Introduction to Microsoft Powerpoint with Tracey Hawkins			Islesburgh Community Centre	
AL34	Friday 9.30am – 11.30am	1 day: 2 March 2018	£7.80	£3.90c
<p>Suitable for beginners who are new to Microsoft Powerpoint and for those who want to become more confident using Powerpoint. We will explore how to create new presentations, use the menus to change the document layout, use templates and add images. Bring your laptop, if you have one.</p>				

Laptops for Beginners with Tracey Hawkins			Islesburgh Community Centre	
AL33	Wednesday 9.30am – 11.00am	6 weeks starting 17 January 2018	£35.10	£17.55c
<p>Suitable for beginners who are new to their laptop or as a refresher for those who need to reacquaint themselves with their device. The course will cover all the basics required to feel confident using a laptop in your daily life, including connecting to the internet, sending email, using in-built programmes and making sense of all the icons! Bring your laptop.</p>				

Tablets for Absolute Beginners with Marc Coyne			Adult Learning Huts, Lovers Loan, Lerwick	
AL57	Friday 7pm – 9pm	1 day: 15 September 2017	Free of charge	
<p>Want to start using a tablet computer, iPad or Android? This is an introductory course for beginners to help get up and running with your new device, or you can try out one of ours to see if you think it will suit you. If you would prefer individual support, please get in touch.</p>				

Tablets for Absolute Beginners with Marc Coyne			Islesburgh Community Centre	
AL58	Friday 10am – 12pm	1 day: 16 February 2018	Free of charge	
<p>Want to start using a tablet computer, iPad or Android? This is an introductory course for beginners to help get up and running with your new device, or you can try out one of ours to see if you think it will suit you. If you would prefer individual support, please get in touch.</p>				

Windows 10 for Absolute Beginners with Marc Coyne			Islesburgh Community Centre
AL59	Friday 7pm – 9pm	1 day: 27 October 2017	Free of charge
AL60	Friday 10am – 12noon	1 day: 9 February 2018	Free of charge
<p>Have you got Windows 10 and are feeling lost, confused, frustrated? This is for you, Windows 10 for the absolute beginner; we will look at what is different, how to get around within it and stop feeling lost. A practical hands on, half day to help clear the fog, reduce the agony and help you on your way to calm, happy computing. If you would prefer individual support, please get in touch.</p>			

Facebook for Absolute Beginners with Marc Coyne			Islesburgh Community Centre
AL61	Friday 7pm – 9pm	1 day: 10 November 2017	Free of charge
AL62	Friday 10am – 12noon	1 day: 2 February 2018	Free of charge
<p>What is this thing called Facebook? How to set up your own page or a page for your club, work, charity or society. This course will include step by step instructions on how to do it, the legal bits, the pitfalls and how to avoid them, plus some tips on how to make your page do what you want it to do. This half day course is aimed at newcomers to Facebook. If you would prefer individual support, please get in touch.</p>			

Internet Safety for Absolute Beginners with Marc Coyne			Islesburgh Community Centre
AL63	Friday 10am – 12noon	1 day: 3 November 2017	Free of charge
AL64	Friday 7pm – 9pm	1 day: 23 February 2018	Free of charge
<p>Not sure you are set up safely online, unsure how to keep the kids safe or just want to get up to date information, resources and advice on keeping your pc and internet use safe? This half day course will help with all of that. If you would prefer individual support, please get in touch.</p>			

Improving Your Reading, Writing and Number Skills

Feeling Happier with Reading and Writing		Adult Learning Huts, Lovers Loan, Lerwick
No fixed dates	Please phone or email if interested	Free of charge
<p>Not happy with your level of reading or writing or maybe just want to brush up on your skills? We offer learner centred one to one support to help you. Call Adult Learning on 01595 743888 or email classes@shetland.gov.uk</p>		

Feeling Happier with Numbers		Adult Learning Huts, Lovers Loan, Lerwick
No fixed dates	Please phone or email if interested	Free of charge
<p>Not happy or confident with numbers, feeling a touch lost helping the kids with their homework or maybe you just want to get better with your day to day understanding of numbers? We offer earner centred one to one support to help you. Call Adult Learning on 01595 743888 or email classes@shetland.gov.uk</p>		

<p>Do you work with or support adults who may have difficulty with reading, writing, numbers, ICT or money? If so, we can help you. Classes can all be tailored to the needs of your organisation, at times to suit you.</p> <p>Contact Marc Coyne - Tel: 01595 743885 Email: marc.coyne@shetland.gov.uk</p>		
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Literacies/Core Skills

Adult Learning works with individuals to improve and develop their core skills of reading, writing and working with numbers and computers. This work starts with understanding what it is an individual wants to learn or what issues they would like to overcome. Learning programmes can include everything from learning to read and write, learning to understand numbers and money through budgeting and cooking, to film making and gaining qualifications. We are happy to meet and discuss the particular needs of an organisation/learners.

Adult Learning provides English for Speakers of Other Languages (ESOL) classes at a range of levels. Classes include all aspects of English language study – reading, writing, speaking, listening and grammar.

Classes are free of charge. Dates and times of some ESOL classes are still to be confirmed. For updates, including start dates for beginners, elementary, pre-intermediate and intermediate, keep an eye on:

ESOL Facebook page www.facebook.com/esoladultlearning

Learn Shetland website www.learnshetland.com

or contact us on 01595 743888, email classes@shetland.gov.uk

If you would like to attend an ESOL class, please contact Adult Learning to arrange an assessment. Tel: 01595 743888 Email: classes@shetland.gov.uk

Beginners ESOL	Adult Learning Huts, Lovers Loan, Lerwick
Dates and times to be confirmed	Free of charge
Elementary ESOL	Adult Learning Huts, Lovers Loan, Lerwick
Dates and times to be confirmed	Free of charge
Pre-Intermediate and Intermediate ESOL with Steve Davidson	Adult Learning Huts, Lovers Loan, Lerwick
6pm-8pm on Tuesday, start date to be confirmed	Free of charge
ESOL Welcome Point/Extra Support with Gemma MacGregor	Adult Learning Huts, Lovers Loan, Lerwick
2pm – 4pm on Tuesday, starting 22 August 2017	Free of charge

What is ESOL?

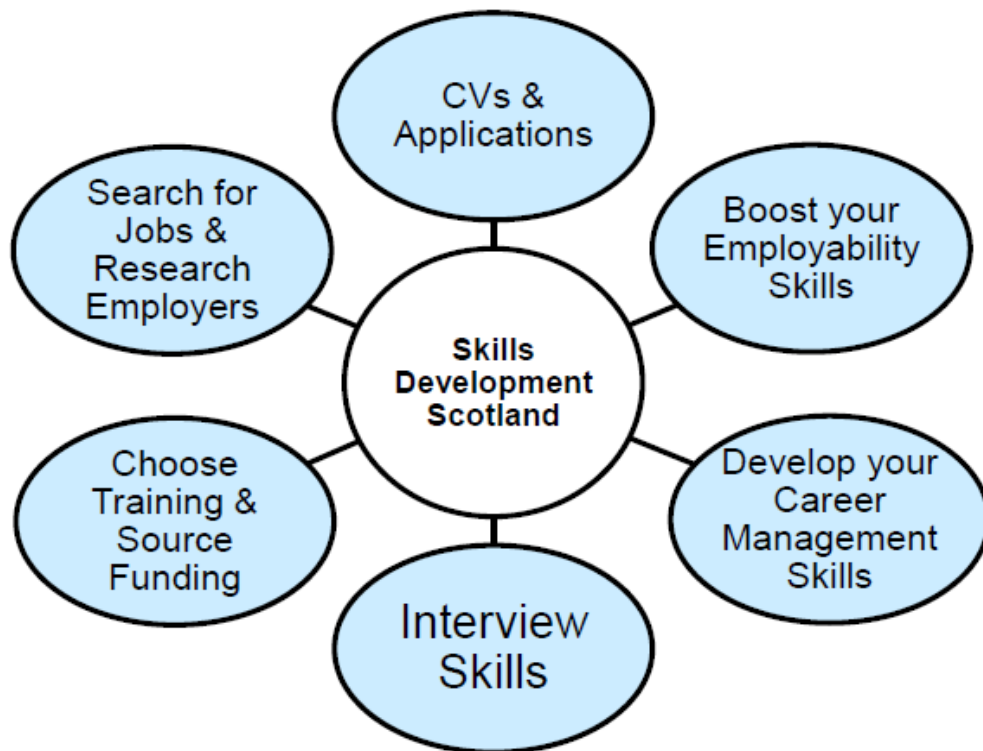
- ESOL (English for Speakers of Other Languages) learning is crucial to supporting residents in Shetland for whom English is not a first language. Our ESOL learning programme equips individuals with the communication skills necessary to contribute and integrate economically, culturally and socially. ESOL provision can support personal and family life enabling independent communication and building capacity to live, integrate and be actively involved in the local community.

Skills Development Scotland can help you develop your career management skills (such as writing a CV, filling in job applications or improving your interview skills), whatever your age and at any point in your career.

Get in touch now to make an appointment on 01595 695791 or call along the office at Charlotte House, Commercial Road, Lerwick, ZE1 0LQ.

Skills
Development
Scotland

Helping you to develop your Career Management Skills



Check out our website www.myworldofwork.co.uk

Or to make an appointment with an SDS Adviser you can contact us on: 01595 695791 or drop along our office at Charlotte House, Commercial Road, Lerwick, Shetland ZE1 0LQ

Do you need any Careers Advice, Information or Guidance?

Want to start job searching? Then drop in to Work Club, a careers advice service at Charlotte House, Commercial Road, Lerwick.



Shetland's Employability Pathway

Services in Shetland are working together, to provide effective support to help people with two or more barriers to employment to move along an 'Employability Pathway'.

People eligible for support can be referred to the service by an agency, such as the DWP or a GP, or can self refer. To find out if you are eligible for support through the Employment Pathway, please contact an Employability Officer for advice on tel 01595 743888.



Shetland U3A is a branch of the international organisation "University of the Third Age" and is affiliated to the Scottish U3A. The aims of the U3A are to provide retired and semi retired people with the opportunity for learning, education and leisure activities, giving space and time to meet other people with similar interests and to keep an active mind, and in some groups an active body too. As well as the activities offered below, U3A also run a Philosophy Group, Lunch Group, Book Group, Out and About Group and a Bridge Group.

If you are interested in any of these groups, please contact shetlandu3asecretary@gmail.com, telephone 01595 880528 or visit www.shetlandu3a.org.uk for more information.

There is an annual fee of £12 and most meetings are free.

Computer Group – run by U3A volunteers		Adult Learning Huts
2pm-4pm	Last Thursday of the month	Free of charge
Using your computer to produce an email with a picture, produce a personalised card, produce a limited photo album, sort your photos and prepare a talk with pictures.		

Photography Group – run by U3A volunteers		Trondra
2pm-4pm	Third Tuesday of the month	Free of charge
We set 11 themes per year. Topics include subjects which are accessible to everyone e.g. old croft houses, stained glass. As we each use different image editing software, we can compare the different techniques available. Contact 01595 880372 for more information.		

Developing Skills for Communities

Anyone interested in accessing Shetland Befriending Scheme's initial training will need to go through a successful application process, and be willing to provide a minimum of 6 months commitment to support someone on a 1:1 basis on a weekly/fortnightly basis for a few hours at a time.

For more information or to apply for a place please contact
Shetland Befriending Scheme on 01595 743907
or email: befriending@shetland.org

Shetland Befriending Scheme - Volunteer Befriending Training - To support a young person on a 1:1 basis aged 7 to 18 Years		Market House, Market Street, Lerwick
Dates to be confirmed	5 training sessions	Free of charge
<p>Open to anyone over 17 years of age. Volunteers will be matched to a young person on a 1:1 basis on completion of the 5 sessions of training.</p> <p>Topics covered in the 5 sessions include:</p> <ul style="list-style-type: none"> • Introduction to Role of Scheme, Role of Befriender, Boundaries and Confidentiality • Coping with Challenging Behaviour, Additional Support Needs and Personal Safety Awareness • Keeping Adults and Children Safe • Anti-Discriminative Practice • Endings 		

Shetland Befriending Scheme Volunteer Befriending Training - To support an adult on a 1:1 basis aged 16+ Years		Market House, Market Street, Lerwick
Dates to be confirmed	5 training sessions	Free of charge
<p>Open to anyone over 17 years of age. Volunteers will be matched to a 16+ adult on a 1:1 basis on completion of the 5 sessions of training.</p> <p>Topics covered in the 5 sessions include:</p> <ul style="list-style-type: none"> • Introduction to Role of Scheme, Boundaries, Communication and Confidentiality • Informed Level Dementia • Keeping Adults and Children Safe • Learning Disabilities, Mental Health Issues, Non-compliant, Inconvenient Behaviour, Anti-Discriminative Practice and Personal Safety • Endings, Loss and Change, Bereavement 		

Links to Other Learning Providers

Crofting Federation

www.crofting.org

Skills Development Scotland

www.skillsdevelopmentscotland.co.uk

Shetland Arts

www.shetlandarts.org

Train Shetland

www.trainshetland.com

Shetland College

www.shetland.uhi.ac.uk

Voluntary Action Shetland (VAS)

www.va-shetland.org.uk

Shetland Library

www.shetland-library.gov.uk

Future Classes

Keep an eye out for new Adult Learning classes between now and Christmas!

Check our website www.learnshetland.com for all new learning opportunities. We will notify everyone on our mailing list when new classes become available. To join the mailing list, please send your details to classes@shetland.gov.uk

We will also advertise new classes on the Shetland Community Hub Facebook page.



www.facebook.com/shetland.community.hub



Adult Learning Class Booking Form

Please use one form per person - contact Adult Learning for additional forms.

Name		
Address		
Post code		
E mail		
Tel daytime		Tel evening
Do you have any support needs or medical conditions that could affect your learning?		
You may be contacted regarding this information prior to the start of the class to ensure your needs can be met.		
Are you under 16? YES/NO	Are you over 60? YES/NO	Are you claiming a concession? YES/NO

Please list the courses you wish to apply for in order of preference:

	Course Title	Venue	Ref No.	Office Use	
				DB	CS
1. and/or					
2. and/or					
3. and/or					
4. and/or					
5. and/or					
6. and/or					

Return completed form to:

Adult Learning
Solarhus
3 North Ness
Lerwick ZE1 0LZ
Tel: 01595 743888

You can also book:

Online: www.learnshetland.com
Telephone: Adult Learning on 01595 743888
Email: classes@shetland.gov.uk

Payment: You must pay for your class **after** you get a place and **before** it starts. DO NOT send payment with this form.



Adult Learning Class Booking Form

Please use one form per person - contact Adult Learning for additional forms.

Name		
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Payment: You must pay for your class **after** you get a place and **before** it starts. DO NOT send payment with this form.



Find out about **Community Planning and Development** on the Council's website.

www.shetland.gov.uk/community_planning_dev

Learn Shetland is the website for Shetland Islands Council's Adult Learning. Visit us to find out about learning opportunities near you and make online bookings for courses listed.

www.learnshetland.com



Shetland Community Hub is the Facebook page for Shetland Islands Council's Community Planning and Development Service. Like us for the latest news and information from Adult Learning, Community Planning, Community Work and the Grants Unit team. We post a range of useful information for learners, community groups and the wider community. This includes funding news, training opportunities, learning opportunities and lots more!

www.facebook.com/shetland.community.hub

Contact Us

Adult Learning

The Huts
Lovers Loan
Lerwick
Shetland
ZE1 0BA

Tel: 01595 743888

Community Planning and Development

Solarhus
3 North Ness
Lerwick
Shetland
ZE1 0LZ

Tel: 01595 743888