

DAY AND EVENING CLASSES

SPRING 2010 - WICK

Postal Booking Forms must be returned by 11th January 2010

INDEX

| | PAGE |
|--|-------------|
| ENROLMENT GUIDE | 2 |
| ILA INFORMATION | 2 |
| FEE WAIVER INFORMATION | 14 |
| COURSES | |
| ART - Drawing techniques | 3 |
| ART – Introduction | 4 |
| BASIC COMPUTING | 6 |
| BASIC DIGITAL IMAGING | 4 |
| BASIC GUITAR LESSONS - NEW COURSE | 3 |
| BEYOND THE BASICS IN COMPUTING | 7 |
| CREATIVE WRITING – HN Unit | 6 |
| ENJOY YOUR PC | 6 |
| EUROPEAN COMPUTER DRIVING LICENCE (ECDL) | 4 |
| ADVANCED EUROPEAN COMPUTER DRIVING LICENCE | 5 |
| HEALTH SECTOR - An Introduction - NEW COURSE | 7 |
| USING A COMPUTER IN BUSINESS | 3 |
| CONTINUOUS PERSONAL AND PROFESSIONAL DEVELOPMENT | |
| BUSINESS, Cluster Awards/HNCs/HNDs | 8 |
| BUSINESS & MANAGEMENT, BA | 8 |
| CHILD AND YOUTH STUDIES, BA | 12 |
| CHILDHOOD PRACTICE, PDA | 11 |
| COMPUTER AIDED DRAUGHTING & DESIGN, PDA | 9 |
| COMPUTER AIDED DRAUGHTING & DESIGN, HNC | 9 |
| COMPUTING/ COMPUTER NETWORKING, HNCs | 10 |
| ENGINEERING SYSTEMS, HNC/HND | 10 |
| HEALTH STUDIES, BA | 13 |
| MECHANICAL/ELECTRICAL ENGINEERING, BSc Degrees | 11 |
| SOCIAL CARE, Higher National Certificate – Option Units - NEW | 12 |

PLEASE READ THE FOLLOWING NOTES ON HOW TO ENROL

Please complete the postal booking form enclosed with this brochure and return to us before the 11th January 2010. Forms are treated on a first come first served basis. Payment or fee waiver evidence must be received with the booking form.

Under certain circumstances you may not have to pay for your course – please read **pages 31 and 32** for fee waiver details, or see below for details on Individual Learning Accounts.

If you qualify for a fee waiver you **MUST** provide a copy of the evidence required along with the postal booking form.

The fee waiver only applies to the course fee but not to any materials to be used during the course.

Details may be subject to change and classes will be run only subject to viable numbers.

HELP WITH COURSE FEES

Individual Learning Accounts

ILA Scotland is a Scottish Government scheme that can help to pay for the cost of your learning. The amount of funding you receive and the courses you can use your funding for depends on how much you earn. There are two different accounts available ILA200 and ILA500.

ILA 200

Do you want to earn something new, earn more money, get a better job or do something you really enjoy? If so, then an ILA200 Account may help. If you are over 16 and earn less than £22,000 per year you may qualify for a grant of £200 from ILA Scotland. A large number of our courses have been approved, so you can use your fund to pay for several short courses or one single one throughout the year.

ILA 500

Do you want to get an HNC, HND or Professional Qualification but have family commitments or in employment? If so, then a part-time study course may be the answer. With an ILA500 learner account from ILAScotland, this can be put towards your part-time higher education course fees - HNC/HND or Degree courses as long as you meet the study requirements.

Your ILA Account must be in place and you must have received your letter with your ID before you can be accepted on the course. As this may take several weeks it is therefore advisable to apply early.

Remember that in relation to both ILA benefits, the money you receive is not a loan, so you don't have to pay it back!

Contact ILA Scotland on 0808 100 1090 or visit the website www.ilascotland.org.uk

Monday Day Time Classes

ART – Drawing Techniques

To be able to paint well, learning to draw first will greatly enhance your skills. Although this is a structured art class where you have to learn drawing techniques, the class is still run in an informal and friendly way. You will also do some pen and ink work as well as drawing.

On passing this course you will be awarded an SQA certificate.

Students will need to provide their own materials for this course – advice will be given on the first day.

Times: 10.00 – 12.30 pm
1.00 - 3.30 pm

Cost: £67.00

These courses will start on 1st February 2010.

Monday Evening Classes

BASIC GUITAR LESSONS Access 3 for Beginners



**NEW
COURSE**

Have you always wanted to learn to play the guitar? In this class you will learn the basics of from local musician John Newton. The class is aimed at beginners so you will all be at the same level.

You will need to bring along your own guitar.

Time: 6.00 –8.00 pm

Cost: £67.00

This is a 16 week course and will start on 1st February 2010.

USING A COMPUTER IN BUSINESS National Qualification Unit

This unit is designed as a basic level course and is an ideal follow on to computing for beginners. Students will learn how to use common business programmes such as word processing, spreadsheets and databases. You will learn how to input, edit, save and print documents from these programmes and to identify equipment used in a computer system and demonstrate good working practices.

Time: 6.45 – 9.15 pm

Cost: £67.00

This is a 16 week unit and will start on 1st February 2010

Monday Evening Classes – Cont'd

BASIC DIGITAL IMAGING

This is a non vocational course which will show you some of the basic skills involved in manipulating digital images, and how to get the most from your digital photos. You will learn how to make basic enhancements to digital images, including resizing, cropping and rotating. You will also learn some of the theory behind digital images, and get a taste of some of the more advanced tools to make significant changes to your pictures, including various effects.

Basic PC skills are required for this course.

Time: 7 - 9 pm

Cost: £49.00

This is a 16 week unit and will start on 23rd February 2010

Tuesday Evening Classes

EUROPEAN COMPUTER DRIVING LICENCE

ECDL is a Europe wide qualification, which enables people to demonstrate their competence in computer skills. The syllabus is designed to cover the key areas of Computing including its practical applications and their use in the workplace and society in general.

The qualification records the skills demonstrated in each of seven computer related module tests.

The modules are:

- Concepts of Information and Communication Technology
- Using the Computer and Managing Files
- Word Processing
- Spreadsheets
- Using Database
- Presentation
- Web Browsing and Communication

There are now 2 different ECDL courses available which allows us to offer the basic ECDL course over 2 years, with a separate certificate being available for each year and the full ECDL certificate being obtained after successful completion of all 7 modules. Modules 1, 2 and 7 will be delivered in the first year (ECDL essentials certificate) and modules 3, 4, 5 and 6 will be delivered in the second year (ECDL extra certificate) - both certificates are required to gain the full ECDL certification.

ECDL is open to anyone and can be studied at your own pace - you will study in College and at home using our flexible study packs. We do, however have set dates on which tests must be sat. You are welcome to use our computers in our Learning Resource Centre for extra study if you do not have access to a computer at home.

Time: 4.00 - 6.00 PM

Cost: £80 for Level 1 - ECDL Essentials
£110 - Level 2 ECDL Extra

The courses are available on a roll-on, roll-off basis, with places becoming available throughout the academic session. If you would like to register your interest in joining, or for more information, call Admissions on 01847 889250, or email info@northhighland.ac.uk

Tuesday Evening Classes – Cont'd

ART - Introduction

This class aims to provide an introduction to basic drawing and painting techniques. You will be encouraged to develop your own style and preference: you may wish to concentrate on landscapes, abstract design, watercolours or pen and ink.

Students provide their own materials for this course and you will be advised as to what you need on the first evening of the class.

Time: 7.00 – 9.00 pm

Cost: £49.00

This is a 10 week course and will start on 2nd February 2010

ADVANCED EUROPEAN COMPUTER DRIVING LICENCE

Time: 6.00 - 7.00 pm

Cost: £115 per subject

You can choose to study one of four different subjects at advanced level ECDL – word processing, spreadsheets, database and presentations (see below). Each course is taught independently with a separate certificate being awarded for each subject studied and passed. You must have passed ECDL or have equivalent skills in using the chosen application package to do this course.

You will study by flexible/open learning at study workshops either by day or evening. However, you must attend college to sit a one hour exam at the end of the course. The cost of this is included in the course price, however a charge is made for any required resits.

Word Processing using Microsoft Word XP

Learn to use sophisticated formatting and layout presentations, including for example, forms, templates, table of contents, working with columns and features such as macros and advanced mail merge operations.

Presentations using Microsoft Powerpoint XP

Learn to produce more advanced presentations that include multimedia effects, drawing tools, advanced formatting and layout techniques.

Databases using Microsoft Access

Learn to organise, extract, view and report data using advanced data management skills including linking, importing and exporting data.

Spreadsheets using Microsoft Excel XP

Learn to use filtering and data handling facilities, advanced use of charts, linking multiple worksheets, work with a wide range of advanced functions, pivot tables and macros.

The course will start on 2nd February.

If you are interested in any of the above, please complete the enclosed application form, or call us on 01847 889250.

Wednesday Evening Classes

CREATIVE WRITING Higher National Unit

This course is open to new and returning students of creative writing and will look in particular at style and voice; exploring the monologue, the dialogue and the narrative form. We will work with poetry, drama and short story writing, learning the writer's craft as we go, giving particular attention to enlivening the tone of our writing. Students will then choose one form and genre (this may take the form of a short story, a drama script or poetry) for their final assessment in the HNC Unit and produce a piece of work that displays an understanding of the techniques studied.

This course is run by Janis Mackay who has an MA in creative writing from the University of Sussex and is author of the prizewinning children's novel set in Caithness; "Magnus Fin and the ocean quest".

Time: 6.45 - 9.15 pm

Cost: £30.00

This is a 16 week course and will start on 10th February 2010.

ENJOY YOUR PC

This non vocational course will show you how to have some fun with your PC. You will learn things like how to make cards, posters and invitations, send electronic greetings cards, create address labels, scan photographs to email to friends and family and how to download and print photos received. This course is very much geared to the needs of the students and course content may vary depending on student needs.

Basic PC skills are required for this course.

Time: 7.00 – 9.00 pm

Cost: £49.00

This is a 10 week course and will start on 3rd February 2010.

Thursday Evening Classes

BASIC COMPUTING

This is a basic computer course and will teach you about the different types of software applications which work on computers such as word processing, databases and spreadsheets and also about how to manage your files. You will also learn how to carry out simple care and maintenance of your computer.

This course is designed to give you a taster of what computers and the internet are all about and to give you the confidence if you want to go on and learn in more detail about the areas of interest to you.

Time: 4.30 - 6.30 pm

Cost: £49.00

This is a 10 week course and will start on 4th February 2010.

Thursday Evening Classes - Cont'd

BEYOND THE BASICS IN COMPUTING

This is a follow on course to the computing for beginners for those of you who enjoyed that or those who have more than the basics in computing. You will learn in more detail about the software application packages on your computer.

Time: 7.00 - 9.00 pm

Cost: £49.00

This is a 10 week course and will start on 4th February 2010.

HEALTH SECTOR: An Introduction

Do you have an interest in health or social care, are you thinking of a career along these lines or do you already work and would like to gain some qualifications in care? This unit will introduce you to the health sector and explore its diversity. You will learn all about the services provided by the Health Sector and gain an insight into these areas of employment.

You will participate in practical activities which will help to develop knowledge and understanding of health sector environments. This unit also focuses on the employability skills and attitudes identified as those most valued by employers.

This course is an SQA Intermediate 1 Unit and from it you may wish to go on and study in more detail

Time: 7.00 - 9.00pm

Cost: £67.00

This is a 16 week course and will start on 4th February 2010

CONTINUOUS PERSONAL & PROFESSIONAL DEVELOPMENT

We offer a variety of HNC/HND and Degree courses in Business, Mechanical/Electrical Engineering, Computing, CADD and Care which are detailed on the following pages.

It should be noted that these courses are offered mainly in **Thurso**, but please call us if you are interested: some units may be available by home study or flexible learning.

The full range of courses for CPPD is given in the brochure “Continuous Personal and Professional Development” available from Admissions, call 01847 889250 or email info@northhighland.ac.uk.

We also offer a wide variety of Open Learning courses. In this instance we use Open Learning in its widest sense: the courses may be studied by Home Study, Blended Learning, Online or by Flexible Learning.

More information is given in our “Open Learning” brochure. To request a copy contact Admissions on 01847 889250, or email info@northhighland.ac.uk.

BUSINESS MANAGEMENT SECTION HN Cluster Awards / HNCs / HNDs

COST: £86.00 per single credit unit

**HNC/D Business
HNC/D Administration and Information Technology
HNC Accounting
IT HN Cluster Award and Business HN Cluster Award**

The above courses are being offered, subject to demand, by twilight/evening study in Thurso and some on a flexible/open learning basis. Candidates must achieve a total of 12 credits for the full HNC award and 30 credits for the HND.

Some Units from these awards can also be studied as stand alone units on a flexi-study basis and do not have to be taken as part of a cluster award or full HNC or HND qualification. A selection of the units which can be studied (in addition to those named as part of the cluster awards) are:

Office Administration Advanced Word Processing
Office Technologies Advanced Spreadsheets
Office Management Advanced Databases
Business Law: Introduction Desk Top Publishing
Managing People and Organisations
Presentation Skills)
Project Management) classroom based
Research Skills)

BUSINESS & MANAGEMENT, Bachelor of Arts Degree

This qualification is offered to students with a suitable HND qualification on a part time/evening basis in Thurso, building up to a full degree over two - three years.

For more information on these courses please call Admissions on 01847 889250 or a member of our Business Management Team on 01847 889401.

COMPUTER AIDED DRAUGHTING AND DESIGN Professional Development Award (PDA)

Industry CADD users

The course is considered to be especially relevant to those candidates who already have a qualification or are working in a related industry, e.g., Engineering, Architectural Construction, Interior Design or Product Design. These candidates may have the desire to possess a formal qualification in CADD.

Novice CADD users

The PDA in CADD focuses on the basic building blocks of CADD application moving towards more sophisticated CADD skills as the candidate progresses through the course. The PDA is considered to be a very good entry point for those wishing to pursue a career as a CADD technician in a variety of industries.

Teachers, Lecturers and Trainers

Computer Aided Draughting and Design is used in many industries, which mean that there is a requirement for well-trained, competent and qualified CAD users. The practitioners involved in the teaching of training of potential/existing industry CAD users should be highly skilled and knowledgeable in the use of CAD. These practitioners are required to continually maintain/update their skills to reflect the advances of the CAD software. Achieving the PDA award will complement existing qualifications of all teachers, lecturers and trainers involved in the delivery of CAD in the classroom.

Progression Route

An important aim of the award is to enable candidates to progress to further academic and/or professional qualifications. The PDA is designed as a subset of the HNC award and all credits completed in this PDA are included in the HNC CADD framework. Candidates could progress to the HNC requiring only six further credits from the mandatory units of the HNC framework.

Course Content & Organisation

The course is studied on a Flexible Learning basis, with some evening sessions available in Thurso. The focus is on CADD application, moving towards more sophisticated CADD skills. Industry standard latest release software is used, e.g. AutoCAD, Inventor and REVIT Architectural. It has been designed as a subset of the HNC award and all credits count towards the HNC CADD.

COMPUTER AIDED DRAUGHTING AND DESIGN Higher National Certificate

The aim of the HNC Computer Aided Draughting and Design Group Award is to provide candidates with the opportunity to develop a high level of practical CADD skills matching the needs of industries currently using CADD technology.

Candidates will also develop knowledge and understanding of the design process and the stages of design where CADD can help in the achievement of a desirable design solution. The course will provide Candidates with the opportunity to research CADD to gain an understanding of the industries in which CADD technology is being utilised e.g. Engineering or Architectural design; Product design; Furniture design; Interior design; Landscape design; Sign design; Jewellery design or civil/structural design.

Industry standard latest release software is used, i.e. AutoCAD, Inventor and REVIT Architectural. The course is available on a full-time basis, or by part-time study with some twilight/evening sessions in Thurso.

Call Admissions on 01847 889250 for more information on these courses.

COMPUTING, Higher National Certificate and COMPUTER NETWORKING, Higher National Certificate

The above courses are being offered by blended learning study (mixture of online/flexible and workshop based learning) in Thurso and Alness. To achieve a full HNC, candidates must achieve a total of 12 credits, including 6 mandatory units.

Units from these awards can be studied as stand-alone units to suit your requirements.

- Computer Operating Systems 1
- Information Technology: Applications Software 1
- Computer Architecture 1
- Computer Operating Systems 1
- Computer Hardware: Hardware Installation and Maintenance
- Multimedia: Developing Multimedia Applications
- Project Management 1
- Multimedia: Developing Multimedia Applications
- Working within a Project Team
- Networking Technology
- Routing Technology
- Supporting Users & Troubleshooting a Desktop Operating System
- Supporting Users & Troubleshooting Desktop Applications

ENGINEERING SYSTEMS Higher National Certificate/Diploma

The HNC/D Engineering Systems are multi-disciplinary awards which have been developed by SQA under its new HN design principles. The main purpose is to produce a flexible qualification based on a theme which could be regarded as common to all areas of engineering; hence the theme of Engineering Systems. The award comprises a core set of units which focus strongly on an engineering systems approach, the equal emphasis being given to mechanical and electrical engineering. In addition, there is also an optional section where students can select the “traditional” Mechanical/Electrical Engineering disciplines to meet their local employment needs.

Both awards are available on a full time basis, or part-time study with some twilight/evening sessions, in Thurso.

Call Admissions on 01847 889250 for more information on these courses.

MECHANICAL or ELECTRICAL & ELECTRONIC ENGINEERING Bachelor of Science Degree Courses

After completing your HND you could move on to these courses – various modules can be studied and they will be dependent on demand. Modules can also be taken as stand alone if required to suit your own professional development requirements. Note that access to our degree programmes may be available for those with alternative qualifications through undertaking “bridging units”.

BSc courses in the process of being accredited by institute of Engineering and Technology Engineers (IET) as meeting the academic standards of Incorporated Engineer (IENG)

The course is available on a full time basis, or by part time study with some twilight/evening sessions, in Thurso.

Call Admissions on 01847 889250 for more information on this course.

CHILDHOOD PRACTICE Professional Development Award

TIME AND EVENING: TBA

COST: £86 per single credit unit

This course has been designed as a post-qualifying award for early education and childcare practitioners. The award will allow progression from HNC Early Education and Childcare or SVQ Level 3 or other equivalent qualification.

The award will satisfy the SSSC requirements for managers and lead practitioners and will also allow for articulation into further programmes of study.

You can attend the College one evening per week for 18 months where you will be supported through online and video conferencing delivery. Students will study 8 different subjects which are made up of 64 credits. You will then have the opportunity to study for a further 6 months to complete 120 credits which will enable progress onto the BA Childhood Practice or other relevant degree programmes.

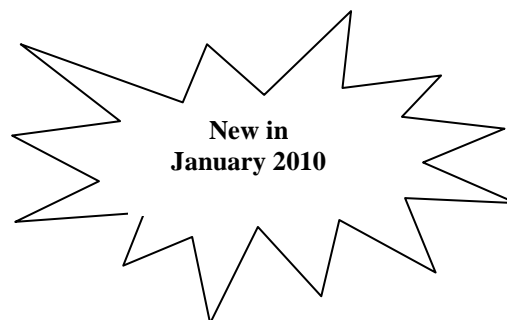
*For more information please contact Admissions on 01847 889250 or
Sophie Dunnett, Section Leader Community Studies, on 01847 889565*

SOCIAL CARE Higher National Certificate OPTION UNITS

From January we will be offering a choice of option units that allow you to select an area of study in which you are particularly interested and/or is related to your job role. We can provide you with a choice of units by using subject specialists based at one of the 6 Academic Partner Colleges, who will deliver the unit either on-line or via open learning materials, supported by an on-line discussion board.

The units which will be available will be:

- Understanding Dementia
- Supporting Children & Families
- Mental Health Issues in a Care Setting
- Diet & Nutrition in Relation to Health
- Understanding Spiritual Wellbeing
- Stress Management
- Understanding Loss and the Process of Grief
- Understanding & Supporting Behaviour
- Working in Partnership with Adults who have learning difficulties
- Working with Problematic Substance Use



These units count for CPD purposes for SSSC registration.

CHILD AND YOUTH STUDIES Bachelor of Arts

This course takes a holistic approach to the subject, merging a range of disciplines (health, social work, education) to examine influences (social, psychological, environmental, legislative) upon children and young people from birth to maturity. It highlights subjects central to the Highlands and Islands throughout the course – particularly issues of rurality and isolation – but the course also provides a broad understanding of child and youth issues across Britain and Europe so is equally appropriate for working in urban or other areas.

All teaching on the course is delivered through a virtual learning environment so it can be accessed without regard to barriers of geography or time, domestic or other commitments although new entrants are required to undertake a compulsory two day induction course.

This course is studied online within a Virtual Learning Environment, with materials augmented by tutorials, seminars etc. You can study this course from home, or from a learning centre, college attendance is not required but access to a PC is essential.

For more information on either of these courses please contact Admissions on 01847 889250 or Sophie Dunnott, Section Leader Community Studies, on 01847 889565

HEALTH STUDIES Bachelor of Arts

This course will focus on contemporary health and community issues, and includes clinical modules at SCQF 9 which are designed for Continuing Professional Development for health care practitioners. The BA Health Studies enables students to select modules which develop knowledge of social policy and diversity issues as well as sociology, psychology and child development. Students opting for the BA Health Studies (rural Health) side of the course will look specifically at areas such as the importance of the role of health development initiatives from policy to operational levels in the health maintenance and development of rural populations. Graduates will be prepared for employment in a wide variety of roles and situation.

This course is studied online within a Virtual Learning Environment, with materials augmented by tutorials, seminars etc. You can study this course from home, or from a learning centre, college attendance is not required but access to a PC is essential.

***For more information please contact Admissions on 01847 889250 or
Sophie Dunnnett, Section Leader Community Studies, on 01847 889565***

INFORMATION ON FEE WAIVERS

Please read the following carefully as our fee waiver policy has changed.

Vocational and Non Vocational Courses

The following students are exempt from course fees:-

Students following a full time non-advanced course

Students who are studying either a part-time further education programme or a part-time programme of study that is credit bearing at Higher Education level up to and including a first degree if:-

The **student or student's family** are in receipt of :-

- Income Support, or
- Working Tax Credit, or
- Pension Credit, or
- Income based Job Seekers Allowance, or
- Housing Benefit

Or where the **Student** is in receipt of: -

- Severe Disablement Allowance, or
- Disability Living Allowance, or
- Incapacity Benefit
- Carer's Allowance
- Attendance Allowance
- Employment & Support Allowance

Or where the student's family taxable income for 2008/9 is equivalent to or lower than the threshold below e.g. households with only one person: £8,282. Households consisting of a couple without children: £12,395; households with dependent children £18,977 (the burden of proof is on the student to satisfy the college with evidence of their family's income). Where there has been a material reduction in income from the previous financial tax year, the taxable income of the student's family in the current financial tax year can be assessed.

Or where the student is a person, spouse or child of a person who is an asylum seeker living in Scotland (as defined in the Nationality, Immigration and Asylum Act 2002).

Or the student is in the care of a local authority and is living in a foster home or children's home, regardless of the age of the student.

Or where the student is under 18 years of age at the date they start a part-time vocational further education or higher education course and do not satisfy the National Fee Waiver and are unable to obtain ILA funding students may apply for a discretionary fee waiver except those where they are in attendance at the behest of, and at the expense of, an employer.

Please note the following:

Registered job seekers are no longer eligible for a Fee Waiver – a fee waiver is only available for Income Based Job Seekers allowance.

Over 60's no longer qualify for an automatic fee waiver – they must either satisfy the National Fee Waiver Policy or obtain ILA funding.

Many people are eligible to apply for ILA funding – see **page 2** for more details.