

# Flexible Learning Courses

Learn at your own pace, at a time and location which suits you!

---

## YOUR GUIDE

[www.forthvalley.ac.uk/flexible\\_learning](http://www.forthvalley.ac.uk/flexible_learning)



MAKING  
LEARNING  
WORK

# FLEXIBLE LEARNING FAQS

## **Q. What is Flexible Learning?**

- A.** Flexible Learning provides the ideal opportunity for you to learn at your own pace, and at a time and location which suits you. Learning is undertaken using a variety of flexible resources, such as workbooks and online materials.

## **Q. Where can I study?**

- A.** You can study at any of our Learning Resource Centres in Falkirk, Stirling and Alloa. You will find addresses and opening times on the back of this brochure.  
  
In addition, most of our learning packages can be worked on at home, or in the workplace.

## **Q. What is on offer?**

- A.** Our Flexible Learning courses cover a wide range of subjects, a number of which can lead on to a recognised qualification or certificate.

## **Q. How much does it cost?**

- A.** The cost of each course is indicated in the brochure.



## Q. How long will the course take?

**A.** This very much depends upon how much time you wish to commit to your own study program, as the courses allow you to work at your own pace. Some courses, however, do require you to complete within a given time-scale. Ask for further details.

## Q. How do I enrol?

**A.** If you wish to enrol on any of the courses detailed below, please use the Flexible Learning website for those that are eligible for online enrolment. For all other courses, you can email, phone, or drop in to one of our Learning Resource Centres.

## Q. What level of support will I receive?

**A.** Learning Skills Resource Assistants are available to help should you experience difficulties. Pop into one of our learning centres, or call, or email the flexible learning team at:

**Tel: (01324) 403186**

**Email: [flexible.learning@forthvalley.ac.uk](mailto:flexible.learning@forthvalley.ac.uk)**

# HELP WITH FUNDING

## FEE WAIVER

Tuition Fees for some courses will be waived for students who:

**Are in receipt of certain benefits and can provide evidence**

**Are a school pupil**

You may apply for a college fee waiver if your circumstances meet the criteria.

**Please note - Not all courses are eligible for fee waiver.**

You must be in receipt of one of the following benefits:

- *Housing Benefit*
- *Income Support Allowance*
- *Working Tax Credit*
- *Pension Credit*
- *Carers Allowance*
- *Disability Living Allowance*
- *Severe Disablement Allowance*
- *Incapacity Benefit*
- *Attendance Allowance*
- *Employment & Support Allowance*
- *Income Based Job Seekers Allowance*
- *Schools Link Pupil*

Proof of benefit must be dated within the last three months. Your local benefit office will provide you with this, if you do not have up-to-date documents.

## SDS Individual Training Account (ITA)

You could receive up to £200 towards the cost of a complete course or training episode per year with an SDS Individual Training Account (ITA).

For more information on this funding please visit: [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk) or call the helpline on: **0808 100 1090**

# FLEXIBLE LEARNING

## NON-CERTIFICATED COURSES

### GETTING STARTED WITH MICROSOFT OFFICE

This course introduces the user to the main programs in the Microsoft Office suite of programs: Word, Access, Excel and PowerPoint.

#### Level

This course is aimed at novices who wish to learn the fundamentals of Microsoft Office programs.

**Cost - £50**

**ITA eligible- No**



[www.forthvalley.ac.uk/courses/business/getting-started-with-microsoft-office-flexible-learning](http://www.forthvalley.ac.uk/courses/business/getting-started-with-microsoft-office-flexible-learning)

### GETTING STARTED WITH MICROSOFT PUBLISHER

The course is designed for beginners with little or no knowledge of Microsoft Publisher to work through at their own pace, giving the user an understanding of how to use the program to create a variety of 'Desktop Publishing' documents.

#### Level

This course is aimed at novices who wish to learn the fundamentals of Microsoft Publisher.

**Cost - £20**

**ITA eligible- No**



[www.forthvalley.ac.uk/courses/business/getting-started-with-ms-publisher-flexible-learning](http://www.forthvalley.ac.uk/courses/business/getting-started-with-ms-publisher-flexible-learning)

### GOING FURTHER WITH MICROSOFT PUBLISHER

This course is suitable for anyone wishing to improve their knowledge of Publisher, giving the user a more advanced understanding of 'Desktop Publishing' and allowing them to create more complicated publications using Publisher.

It is recommended that the learner has basic knowledge of Microsoft Publisher or completes the 'Getting Started with Microsoft Publisher' course prior to this.

#### Level

This course is aimed at beginners who wish to learn more about the fundamentals of Microsoft Publisher.

**Cost - £20**

**ITA eligible- No**



[www.forthvalley.ac.uk/courses/business/going-further-with-ms-publisher-flexible-learning](http://www.forthvalley.ac.uk/courses/business/going-further-with-ms-publisher-flexible-learning)

### GDPR

The General Data Protection Regulation (GDPR) came into effect on 25 May 2018. In preparation, this course will cover some of the key changes in legislation.

Topics included in this course are:

- GDPR background and central aim
- Types of data
- Data controller and data processor responsibilities
- Consent (including children's personal data)
- Privacy notices
- Lawful processing
- GDPR principles
- Individuals' rights
- Breach notification and penalties
- Accountability and governance
- Transfer of data

**Cost - £20**

**ITA eligible - No**



[www.forthvalley.ac.uk/courses/business/skills-boost-gdpr](http://www.forthvalley.ac.uk/courses/business/skills-boost-gdpr)

"The course was very helpful, as it gave me other ideas of what kind of work I could look for."

### GOING FURTHER WITH MICROSOFT OFFICE - LEVEL 1

This course is suitable for anyone wishing to improve their knowledge of the main programs in the Microsoft Office suite of programs: Word, Access, Excel and PowerPoint. The course is designed to build upon what the user learned in the 'Getting Started with Microsoft Office' allowing them to create more advanced level documents.

#### Level

This course is aimed at beginners who wish to learn the basics of using Microsoft Office programs.

**Cost - £50**

**ITA eligible- No**



[www.forthvalley.ac.uk/courses/business/going-further-with-microsoft-office-flexible-learning](http://www.forthvalley.ac.uk/courses/business/going-further-with-microsoft-office-flexible-learning)

### GOING FURTHER WITH MICROSOFT OFFICE - LEVEL 2

This course is suitable for anyone wishing to gain advanced level knowledge of the Microsoft Office Suite programs: Word, Excel and Access. The course is designed to build upon what the user learned in 'Going Further with Microsoft Office - Level 1', allowing them to create advanced documents.

#### Level

This course is aimed at Intermediate Level users who wish to learn more advanced techniques.

**Cost - £50**

**ITA eligible- No**



[www.forthvalley.ac.uk/courses/business/going-further-with-microsoft-office-flexible-learning](http://www.forthvalley.ac.uk/courses/business/going-further-with-microsoft-office-flexible-learning)

# 8 FLEXIBLE LEARNING

## NON-CERTIFICATED COURSES CONTINUED

### HUMAN BODY: STRUCTURE & FUNCTION

The Human Body: Structure & Function is an online course accessible through Forth Valley College's Virtual Learning Environment (VLE). The course is designed as a preparatory unit for those wishing to brush up on their knowledge of the human body. Upon completion of this unit, a Forth Valley College Flexible Learning Certificate is awarded. This interactive online course provides an overview of the major structures of the human body including:

- The respiratory system
- The digestive system
- The liver
- The arteries
- The renal system
- The circulatory system
- The lungs

**Cost - £30**  
**ITA eligible- No**



[www.forthvalley.ac.uk/courses/care/human-body-structure-and-function-online-learning-course](http://www.forthvalley.ac.uk/courses/care/human-body-structure-and-function-online-learning-course)

### INTRODUCTION TO ENGLISH SKILLS

This interactive course provides you with an introduction to English skills, and the opportunity to put these skills into practice.

This course is for those looking to improve their English skills. You may be familiar with some of the topics covered, but we hope you find this a useful tool to refresh existing knowledge and provide you with helpful tips for completing assignments.

This course covers:

- Reading
- Writing
- Speaking and Presenting

The primary focus of this is on writing, starting with an introduction to punctuations and grammar and then looking at how to prepare to write an assignment.

**Cost - £30**  
**ITA eligible - No**



[www.forthvalley.ac.uk/courses/languages/skills-boost-introduction-to-english-skills](http://www.forthvalley.ac.uk/courses/languages/skills-boost-introduction-to-english-skills)

### NUMERACY FOR HEALTHCARE

Numeracy for Healthcare is an online course accessible through Forth Valley College's Virtual Learning Environment (VLE). The course is designed as a preparatory unit for those wishing to brush up on their numeracy skills, specifically in the healthcare profession. Upon completion of this unit, a Forth Valley College Flexible Learning Certificate is awarded.

This interactive Healthcare Numeracy online course provides you with practical examples and approved assessments to enable you to demonstrate your abilities in the following two main areas:

#### Tables and Charts

This section will show you how to extract and communicate information from a selection of tables, charts, graphs and diagrams.

#### Using Number Skills

This section will look at how to apply a range of straightforward numerical skills in everyday healthcare situations.

**Cost - £40**  
**ITA eligible- No**



[www.forthvalley.ac.uk/courses/care/numeracy-for-health-care-intermediate-2-online-learning-course](http://www.forthvalley.ac.uk/courses/care/numeracy-for-health-care-intermediate-2-online-learning-course)

### PREPARATION FOR CARE PRACTICE

In this online learning course for Preparation for Care Practice you will work through a number of online interactive topics which will aim to prepare you for a further mainstream college course or career in the care industry.

This course covers:

- Introduction to Health and Social Care
- Safeguarding
- Person Centred Practice
- Fluids, Nutrition and Food Safety
- Mental Health, Dementia and Learning Disability
- Basic Life Support

**Cost - £40**  
**ITA eligible - No**



[www.forthvalley.ac.uk/courses/care/skills-boost-preparation-for-care-practice](http://www.forthvalley.ac.uk/courses/care/skills-boost-preparation-for-care-practice)

# 10 FLEXIBLE LEARNING

## NON-CERTIFICATED COURSES CONTINUED

### PREPARATION FOR MANAGEMENT

In this online learning course for Preparation for Management you will work through a number of online interactive topics which we will aim to give you one of the necessary skills to work effectively as a manager.

This course covers:

- Recruitment
- Performance Appraisal
- Diversity, Equality and Discrimination
- Presentation Skills
- Questioning Skills
- Listening Skills
- Meetings

**Cost - £40**  
**ITA eligible – No**



[www.forthvalley.ac.uk/courses/management/skills-boost-preparation-for-management](http://www.forthvalley.ac.uk/courses/management/skills-boost-preparation-for-management)

### PREPARATION FOR WAREHOUSING

In this online learning course for Preparation for Warehousing you will work through a number of online interactive topics which will aim to give you some of the necessary skills to work within the warehousing industry.

This course covers:

- Slips, Trips and Falls
- Working at Height
- Lone Working
- Manual Handling
- Fire Safety
- An Introduction to Managing Health and Safety
- Managing Workplace Transport

**Cost - £40**  
**ITA eligible – No**



[www.forthvalley.ac.uk/courses/health-safety/skills-boost-preparation-for-warehousing](http://www.forthvalley.ac.uk/courses/health-safety/skills-boost-preparation-for-warehousing)

# 11 FLEXIBLE LEARNING

## CERTIFICATED COURSES

### INTERNATIONAL CERTIFICATION OF DIGITAL LITERACY (ICDL)

The International Certification of Digital Literacy (ICDL) is an internationally recognised qualification certified in the UK by the British Computer Society.

The certificate shows that the user has a proficient level of knowledge in the use of the Microsoft Office range of products, as well as an understanding of how to use a computer, e-mail and the internet.

The course fees charged cover workbooks, exercise files, one mock assessment and one final examination for each module you are enrolled for.

Additional mock assessments and exams are available if required: these are charged separately.

We offer the course as either a full course or as separate modules.

#### ICDL - FULL COURSE

All seven modules studied over a period of three years from the date of enrolment.

**Cost - £380**  
**ITA eligible- Yes**

### MODULAR

Each individual module is priced as follows:

**Cost - £65 per module**  
**ITA eligible- Yes**

You may sign up for the individual modules of your choice and study them over a period of two years from the date of enrolment.

Please be aware you must complete all seven modules within three years of the date of enrolment to gain the ICDL certificate.

The modules consist of the following:

#### ICDL MODULE 1 - IT SECURITY

Covers the security risks associated with computer use, at home, at work and on the move, and familiarises the user with ways of protecting against such risks.

**contd...**

# 12 FLEXIBLE LEARNING

## CERTIFICATED COURSES CONTINUED

### ICDL MODULE 2 - IT USER FUNDAMENTALS

Covers file management, the basic operations associated with creating and editing a word processed document, an understanding of the importance of maintenance of IT systems and how to tackle common problems. It also expands upon security issues, laws and guidance covering the use of IT and the use of utility software to compress and extract files and anti-virus software to protect against viruses.

### ICDL MODULE 3 - WORD PROCESSING (MICROSOFT WORD)

Covers opening a word processing application, creating, saving and closing new documents, as well as using the functions of the program to edit the format of the document, save a file under another file format and run mail-merge to create standard documents for bulk mailing to individuals.

### ICDL MODULE 4 - SPREADSHEET (MICROSOFT EXCEL)

Covers opening a spreadsheet application, creating, saving and closing new spreadsheets, as well as using the program to edit the format of the spreadsheet, save a file under another file format and use the functions of the program to present your information in a number of ways all from the one spreadsheet.

### ICDL MODULE 5 - DATABASE (MICROSOFT ACCESS)

Covers opening a database application, creating, saving and closing new databases, as well as opening an existing database with its default layout and formatting the database, modifying the records and creating simple forms and queries.

### ICDL MODULE 6 - PRESENTATION (MICROSOFT POWERPOINT)

Covers creating a presentation, modifying existing slide layouts and editing their format, preparing for distribution and the use of animation and transition effects when delivering a presentation.

“The course has given me much more confidence in general, after being made redundant from a job I had for over 40 years. It has also given me some more confidence on how to use the computer.”

### ICDL MODULE 7 - WEB BROWSING & COMMUNICATION (EDGE & MICROSOFT OUTLOOK)

Module 7 is split over two workbooks which cover the following:

#### 7A Web Browsing Using Microsoft Edge

On completion of this part of the module the user will understand what the internet is, terms associated with it, and be aware of security issues when using it, as well as be able to accomplish everyday web browsing tasks and change browser settings.

#### 7B Communication Using Outlook 2016

On completion of this part of the module the user will understand what e-mail is and know the advantages and disadvantages if its use and be aware of other communication options.

#### Level

ICDL is designed for people who want to or need to have a certificated qualification to show their competence in the use of the Microsoft Office and a PC, and is aimed at learners who have moderate knowledge of using a PC.

#### Course Delivery and Assessment

The courses are offered through Computer Based Training/Workbooks, and can also be studied within our Learning Resource Centres in Alloa, Falkirk and Stirling Campuses.

Mock assessments and final examinations are carried out remotely or in person at our Learning Resource Centres. Ask for the latest examination timetable and booking information via the contact details on the back page.

### ICDL - YEAR 1

ICDL Year 1 contains the following Modules:

- IT User Fundamentals (Using Windows 7 or 10)
- Word
- Excel
- Online Essentials Part 1 and Part 2 (Internet/Email)

Only if Year 1 modules have been passed and completed can the student progress onto ICDL Year 2.

**Cost - £200**  
**ITA eligible - Yes**

### ICDL - YEAR 2

ICDL Year 2 contains the following Modules:

- IT Security
- Access
- PowerPoint

Student can only do this course if they have completed ICDL Year 1.

**Cost - £180**  
**ITA eligible - Yes**

“The course has motivated me to look and search for other types of employment. It has also been great for motivation in general.”

### ICDL EXTRA

- ICDL Extra – Word Processing Software
- ICDL Extra – Presentation Software
- ICDL Extra – Spreadsheet Software
- ICDL Extra – Improving Productivity

**Cost £250**

**ITA eligible - Yes**

#### Level

ICDL Extra builds on a learner's basic knowledge and experience to improve their understanding of computer applications including word processing, spreadsheets and presentation software. ICDL Extra is accredited on the SCQF (Scotland) framework. ICDL Extra is a fixed combination, and promotes the efficient use of popular office application software.

#### Course Delivery and Assessment

The course fees charged cover workbooks, exercise files, one mock assessment and one final examination

for each module you are enrolled on.

All four modules to be completed within two years from the date of enrolment

### ADVANCED ICDL

- Advanced ICDL - Word Processing
- Advanced ICDL - Database
- Advanced ICDL - Spreadsheets
- Advanced ICDL - Presentations

**Cost - £115 per module**

**ITA eligible- Yes**

#### Level

Advanced ICDL is designed for people who have completed and passed the relevant standard module and want to or need to have an additional certificated qualification to show their level of competence in the use of the relevant Microsoft Office program. The course is aimed at learners who have a good working knowledge of using a PC and the relevant Microsoft Office program.

#### Course Delivery and Assessment

The courses are offered through Computer Based Training/Workbooks, and can also be studied within our Learning Resource Centres in Alloa, Falkirk and Stirling Campuses.

Mock assessments are self-administered. Ask at the Learning Resource Centre about a mock test. Final examinations are bookable via the Learning Resource Centres, and are carried out electronically under strict examination conditions within the Alloa, Falkirk and Stirling Campuses.

Ask within the Learning Resource Centres for the latest examination timetable. Contact details can be found on the back page.



[www.forthvalley.ac.uk/courses/business/icdl-online-learning-course](http://www.forthvalley.ac.uk/courses/business/icdl-online-learning-course)



# FLEXIBLE LEARNING CENTRES

## **Alloa Campus Learning Resource Centre**

Forth Valley College  
Devon Road  
Alloa FK10 1PX  
Phone (01259) 220512

### **OPENING TIMES**

**Mon - Fri: 8.45am - 4.45pm**

## **Falkirk Campus Learning Resource Centre**

Forth Valley College  
Grangemouth Road  
Falkirk FK2 9AD  
Phone (01324) 403050

### **OPENING TIMES**

**Mon - Fri: 8.45am - 4.45pm**

## **Stirling Campus Learning Resource Centre**

Forth Valley College  
Drip Road  
Stirling FK8 1SE  
Phone (01786) 406030

### **OPENING TIMES**

**Mon - Fri: 8.45am - 4.45pm**

Unstaffed evening hours are offered on all campuses.  
Please contact the relevant LRC for further information.

---

[www.forthvalley.ac.uk/flexible\\_learning](http://www.forthvalley.ac.uk/flexible_learning)

CM1108 March2024 © Forth Valley College.

All information was correct at time of publishing, but may be subject to change.