

FLEXIBLE LEARNING COURSES

Forth
Valley
College 
Making Learning Work

Shift 

Your type of learning!

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 centres. You will find addresses and opening times on the back of this leaflet. 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. An explanation of how to pay the

course fees is detailed in the Course Fees section, which follows.

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 timescale. Ask for further details.

Q How do I enrol?

A If you wish to enrol on any of the courses detailed in this booklet, please go to the enrolment procedures section on the Flexible Learning homepage:

www.forthvalley.ac.uk/flexible_learning

for more information on how to do this, or pop into your local learning centre.

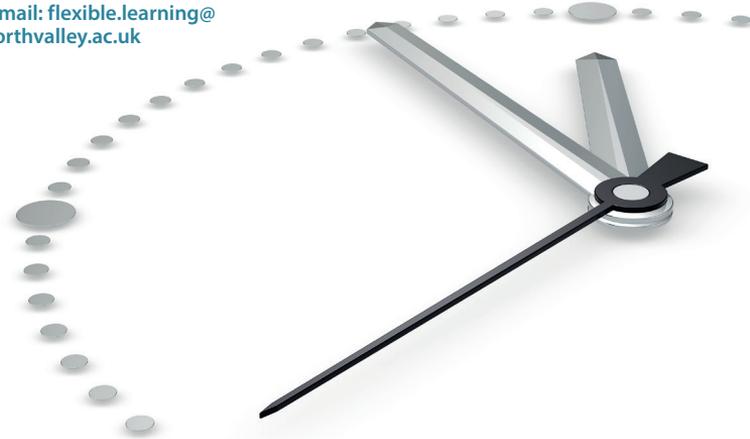
Q What level of support will I receive?

A Learning Resource Assistants are available to help at any time should you experience difficulties.

Pop into one of our learning centres, or call, or email the flexible learning team at -

Tel: (01324) 403322

Email: flexible.learning@forthvalley.ac.uk



1. Your type of learning!

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

Please note - Not all courses are eligible for fee waiver

SDS Individual Learning Account (ILA)

SDS Individual Learning Accounts are for Scottish residents who are 16 or over.

You can apply for an ILA if you:

- have an annual income of £22,000 or less or are in receipt of a qualifying benefit
- are not currently participating on an SDS training programme (the Employability Fund and the Modern Apprenticeship programme)
- are not currently participating in secondary, further or higher education
- are not already qualified to degree level or above

To find out more or request an application pack:

www.myworldofwork.co.uk

or call the helpline on:

0808 100 1090

As mentioned previously you may apply for a college fee waiver if your circumstances meet the criteria.



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 or category is required before you can receive a fee waiver. Benefits proof must be a letter showing that you are in receipt of the benefit. Your local benefit office will provide you with this, if you do not have up-to-date documents.

2.

Non Certificated Courses

INTRODUCTION TO COMPUTING

This course introduces general computer use and terminology, describes the hardware components of a PC and introduces basic skills for using software programs in a windows environment.

Level

This course is aimed at learners who wish to learn how to use a PC, but have no previous experience.

Cost - £20

ILA - No

INTRODUCTION TO THE INTERNET & EMAIL

This course introduces how to access the internet, describes the hardware components needed to access the internet and introduces basic skills for using software programs in a windows environment to access the internet and send e-mail.

Level

This course is aimed at learners who wish to learn how to use the internet and e-mail, but have no previous experience.

Cost - £20

ILA - No



3. Your type of learning!

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, it takes the user from starting their first document in each program to completing it effectively.

Level

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

Cost - £50

ILA - No

GOING FURTHER WITH MICROSOFT OFFICE

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 more about the fundamentals of using Microsoft Office programs.

Cost - £50

ILA - No

FUNCTIONAL SKILLS ICT

- Basics of ICT
- Health & Safety
- File Management
- Word Processing
- Spreadsheets
- Presentations
- Desk-top Publishing
- Database
- Email
- Internet & Security

Level

Functional Skills ICT aims to provide students with the knowledge and skills to use modern technology to solve everyday problems at home, in education and at work.

Cost - £60

ILA - No



Non Certificated Courses

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 basic fundamentals of using Microsoft Publisher.

Cost - £20

ILA - No

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 using Microsoft Publisher.

Cost - £20

ILA - No



Learn a Language

- Learn French
- Learn German
- Learn Icelandic
- Learn Spanish
- Learn Japanese
- Learn Polish
- Learn Italian
- Learn Scots Gaelic
- Learn Greek
- Learn Portuguese
- Learn Russian

Level

These courses are designed for people who want to or need to learn language essentials, and are aimed at learners who have little or no knowledge of the language.

Course delivery and assessment

The courses are offered through online resources training, and can be studied within our Learning Resource Centres in Alloa, Falkirk and Stirling Campuses, or from home/work.

Cost - £50

ILA - No

5. Your type of learning!

Human Body: Structure and Function

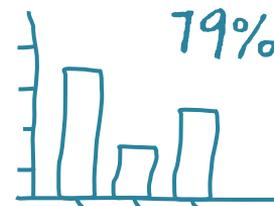
The Human Body: Structure & Function is an online course accessible through Forth Valley College's Virtual Learning Environment (VLE). The course is designed as a preparatory unit for those wishing to brush up on their knowledge of the human body. Upon completion of this unit, a Forth Valley College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

ILA - No



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 2 main areas:

- **Tables and Charts** - This section will show you how to both 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 situations.

Cost - £40

ILA - No

Certificated Courses

European Computer Driving Licence (ECDL)

The European Computer Driving Licence 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 use the internet.

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

We offer the course in the following manner:

ECDL - Full Course

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

Cost - £360

ILA - Yes

Modular

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 ECDL certificate.

The modules consist of the following:

ECDL 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.

ECDL Module 2 - IT User Fundamentals

Gives the user an understanding of 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.

ECDL 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.

ECDL 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.

ECDL 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.

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ECDL 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.

ECDL Module 7 - Web Browsing and Communication (Internet Explorer & Microsoft Outlook)

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

7A Web Browsing Using Internet Explorer 7

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 2007

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.

Each individual module is priced as follows:

Cost - £60 per module

ILA - Yes

(partial payment of fees, with a contribution from the student, depending on the number of modules enrolling for)

Level

ECDL 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 a 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 electronically and are bookable via the Learning Resource Centres.

Final examinations 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.



"The European Computer Driving Licence is great for anyone who is already working within an administration area and wishing to be more advanced in the various Microsoft packages."

Chantelle

Certificated Courses

ADVANCED ECDL

- Advanced ECDL - Word Processing
- Advanced ECDL - Database
- Advanced ECDL - Spreadsheets
- Advanced ECDL - Presentations

Cost - £105 per module

ILA - Yes

Level

Advanced ECDL is designed for people who have completed and passed the relevant standard module and want to or need to have a certificated qualification to show their higher 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.

SKILLS FOR LIFE - IN A DIGITAL WORLD

Overview

This new course from BCS (The Chartered Institute for IT) combines IT user skills with digital media skills. Digital Skills will inspire learners to progress to more advanced learning through working with current products and websites such as Facebook, iTunes and Picasa.

Level

This course should appeal to people of all ages looking to gain confidence in using today's digital devices and requires no prior knowledge of digital technology.

Cost - £100

ILA - No

Level

The course is offered online and can therefore be studied anywhere with access to the internet. Units covered include - Computer Basics, Online Basics, Audio & Video Software, Digital Photography, Digital Music and Social Networking & Digital Media.

There is an exam at the end of the course, which is sat internally at a College campus.

9. Your type of learning!



"I enjoyed the ECDL course, the new skills and the confidence it has given me. I am now studying Advanced ECDL modules."

Susan

Flexible Learning Centres

Learning Resource Centre Forth Valley College

Grangemouth Road
Falkirk FK2 9AD
Phone (01324) 403050

Opening Times

Mon - Fri: 8.45am - 4.45pm

A.C.E. Cornton

Cornton Community Centre
Johnston Avenue
Stirling
Phone (01324) 403322 *(for more info on courses)*
Phone (01786) 445619 *(for centre info)*

Opening Times

Mon: 1.30pm - 4.30pm

Bannockburn Learning Centre

Bannockburn Library
Greenacre Place
Bannockburn FK7 8HY
Phone (01786) 812286

Opening Times

Tue: 9.00am - 11.00am

Learning Resource Centre Forth Valley College

Drip Road
Stirling FK8 1SE
Phone (01786) 406040

Opening Times

Mon - Fri: 8.45am - 4.45pm

Camelon Learning Centre Camelon Education Centre

Abercrombie Street
Camelon FK1 4HA
Phone (01324) 617365

Opening Times

Mon: 9.00am - 1.00pm, 2.00pm - 4.00pm
Tue: 9.00am - 1.00pm, 2.00pm - 4.00pm
& 5.00pm - 8.00pm

Dunblane Library

The Institute
High Street
Dunblane
Phone (01324) 403322 *(for more info)*

Opening Times

Mon: 9.00am - 12.00 (mid-day)

Learning Resource Centre Forth Valley College

Devon Road
Alloa FK10 1PX
Phone (01259) 220512

Opening Times

Mon - Fri: 8.45am - 4.45pm

St Ninian's Library

Mayfield Centre
Sunnybank Road
Stirling FK7 0DB
Phone (01236) 403322 *(for more info)*

Opening Times

Tue: 11.30am - 1.30pm



Making Learning Work

Forth Valley College - Falkirk Campus

Grangemouth Road, Falkirk, FK2 9AD

Forth Valley College - Alloa Campus

Devon Road, Alloa, FK10 1PX

Forth Valley College - Stirling Campus

Drip Road, Stirling, FK8 1SE

Raploch Community Campus

Forth Valley College,
Drip Road, Stirling, FK8 1RD

www.forthvalley.ac.uk

General Enquiries - Tel: 0845 634 44 44

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Information contained within this leaflet was correct at time of publishing but may be subject to change.

If you would like to receive this booklet in an alternative format - please call: 0845 634 444

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