Flexible LEARNING

COURSES

LEARN AT YOUR OWN PACE, AT A TIME AND LOCATION WHICH SUITS YOU!

YOUR GUIDE

www.forthvalley.ac.uk/
flexible_learning

Forth
Valley
College

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 centres. 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. An explanation of how to pay the course fees is detailed in the Course Fees section, which follows.

Flexible
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COURSES

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 for more information on how to do this at www.forthvalley.ac.uk/flexible_learning or pop into our 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) 403186
Email: 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

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

SDS Individual Training Account (ITA)

You could receive up to £200 towards the cost of a single 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 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.

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NON-CERTIFICATED COURSES

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
ITA – 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
ITA – No

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
ITA - No

LEARN AT YOUR OWN PACE, AT A TIME AND LOCATION WHICH SUITS YOU!

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 more about the fundamentals of using Microsoft Office programs.

Cost - £50
ITA – No

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 - No

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
ITA – 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
ITA – No

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

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
- Learn Czech

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
ITA – No

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
ITA – 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 two 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
ITA – No

Flexible LEARNING

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
ITA - 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:

"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."

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.

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.

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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
ITA - Yes

(partial payment of fees, with a contribution from the student, depending on the number of modules they are 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.

ECDL EXTRA

- **ECDL Extra** – Word Processing Software
- **ECDL Extra** – Presentation Software
- **ECDL Extra** – Spreadsheet Software
- **ECDL Extra** – Improving Productivity

Cost £240
ITA - Yes

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

Level

ECDL Extra builds on a learner's basic knowledge and experience to improve their understanding of computer applications including word processing, spreadsheets and presentation software. ECDL Extra is accredited on the SCQF (Scotland) framework. ECDL 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 ECDL

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

Cost - £105 per module
ITA – 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.

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

Opening Times
Mon - Fri: 8.30am - 4.45pm

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

Opening Times
Mon - Fri: 8.30am - 4.45pm

Learning Resource Centre
Forth Valley College
Drip Road
Stirling FK8 1SE
Phone (01786) 406040

Opening Times
Mon - Fri: 8.30am - 4.45pm

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

Opening Times
Tue: 9.00am - 11.00am

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) 403186

Opening Times
Mon: 9.00am - 12.00 (mid-day)

St Ninian's Library
Mayfield Centre
Sunnybank Road
Stirling FK7 0DB
Phone (01236) 403186

Opening Times
Tue: 11.30am - 1.30pm

FLEXIBLE LEARNING CENTRES

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