

Shetland Learning Centres



Whether you are looking to learn how to use Sage, increase your confidence using iPads, tablets or computers, learn about digital photography or improve numeracy, English or office administration skills - we have a course to suit you.

Browsing this leaflet will give you an idea of the range of courses available. Further information on all individual courses can be found on our website: www.shetland.uhi.ac.uk/learning-centres where you will find full course descriptions as well as costs. You can book your course online or download a booking form to hand in at your nearest centre.

We can offer help with your booking form and can provide more details about the individual courses and funding which may be available to you.

We welcome applications from all prospective students and strive to provide appropriate and efficient services to everyone. You can study from beginner up to more advanced levels. We will offer you a locally based informal student focused approach to make sure you get the most from your learning.

Have a look through this leaflet and find the class that suits you.

We look forward to hearing from you.

For an informal discussion or more information contact:

Andrew Anderson on 01595 771242 / andrew.anderson@uhi.ac.uk

Or pop along your local learning centre

North Isles Learning Centres
Baltasound School, Unst
Mid Yell School, Yell
Contact - Josie Macmillan
Tel - 01595 771341
Email - josie.macmillan@uhi.ac.uk

Whalsay Learning Centre
Whalsay Junior High School
Symbister, Whalsay
Contact - Ruby Irvine
Tel - 01595 771340
Email - ruby.irvine@uhi.ac.uk



North Mainland Learning Centres
Brae High School / Mossbank Primary
Also: North Roe, Ollaberry and Urafirth
Contact - Silke Reeploeg
Mobile - 07584 337 836

Lerwick Learning Centre
Islesburgh Community Centre
King Harald Street, Lerwick
Contact - Alexis Jamieson
Tel - 01595 771402 or 01595 771000
Email - alexis.jamieson@uhi.ac.uk



Shetland College UHI
Gremista, Lerwick Shetland, ZE1 0PX

Find out more about our community learning programmes
Contact - Andrew Anderson
Tel - 01595 771242 or 01595 771000
Email - andrew.anderson@uhi.ac.uk

Location need not be an issue with our conveniently located Learning Centres in the North Isles (NI), Whalsay (W), the North Mainland (NM) and in Lerwick (L). You will see initials next to each course and these indicate which Learning Centres the course is available at. The course duration is detailed as well as courses which you can pay for using your ILA.

Course prices are detailed on our website or you can ask at your local learning centre. However, part-time students can access the following support:

- Fee waivers - if your household receives certain means tested benefits or you have a low household income, then you may be eligible for a fee waiver
 - Individual Learning Accounts (ILA). You may be able to use your ILA funding to help pay for approved courses. This is a Scottish Government scheme that can help you pay for learning that you can do at a time, place, pace and in a way to suit you. It's for people over the age of 16 who do not have a degree and have a personal income of £22,000 a year or less. Please remember that you must have your ILA in place before you start your course
- If you need some advice about fees or funding then don't hesitate to get in touch with us.

If you see a course you like then you can apply online:

www.shetland.uhi.ac.uk/learning-centres

You can also apply using a form which you can collect from your local learning centre. You can also phone 01595 771000 or email scshortcourses@uhi.ac.uk and we will post one out to you.

Not found the course you were looking for?

Let us know and we may be able to offer it in the future.

Subject	Course	Centres					
Ipads and Tablets	Capture, Edit and Share iPad Video	NI	NM	W	L	10 weeks	£72.00*
	Getting start with Android Tablets	NI	NM	W	L	6 weeks	Free
	Getting Started with iPads	NI	NM	W	L	6 weeks	Free
	Introduction to Ipad Photography	NI		W	L	6 weeks	£43.20*
	iPad: Photobooks				L	6 weeks	£43.20*
	iPad Photography: Image Editing				L	Flexible	£43.20*
	iPad: The next steps				L	Flexible	£43.20*
	Using iPads and Android tablets - Intermediate Level		NM			10 weeks	£72.00*
Computing	Computing for Beginners			W		ILA 10 weeks	£56.40
	Computing for Improvers	NI	NM	W	L	ILA 10 weeks	£56.40
	Computing - Intermediate Level	NI	NM	W	L	ILA 20 weeks	£56.40
	Computing for Small Business - an introduction		NM	W		Online	£72.00*
Creative	Camera to Computer to Printer	NI	NM	W		6 weeks	£43.20*
	Creative Writing 1	NI	NM			ILA 10 weeks	£56.40
	Digital Photobooks and Calendars	NI	NM	W		6 weeks	£43.20*
	Digital Photography: Advanced Image Editing	NI		W		ILA 20 weeks	£86.00
	Digital Photography: Image Editing	NI	NM	W		ILA 20 weeks	£86.00
	Digital Photos: Still Images Acquisition	NI		W		ILA 20 weeks	£56.40
	Digital Photos: Still Images Editing	NI	NM	W		ILA 20 weeks	£56.40
	Digital Scrapbooking			W		6 weeks	£43.20*
	Editing Digital Photos	NI	NM	W		6 weeks	£43.20*
	Mixing Sound, Video and Photos	NI	NM	W		ILA 20 weeks	£56.40
	Movie Maker - Make the Most of Photos and Videos	NI	NM	W		10 weeks	£72.00*
Sage Accounting	Getting Started with Sage Accounting Software				L	6 weeks	Free
	Payroll (PDA in Book-Keeping)	NI		W	L	ILA 20 weeks	£86.00
	Using Sage Financial Accounting Software (PDA in Book-Keeping/Financial Accounting)	NI		W	L	ILA 20 weeks	£86.00
Accounting	Preparing Financial Statements (PDA in Financial Accounting)				L	ILA 20 weeks	£172.00
	Recording Financial Information (PDA in Book-Keeping/Financial Accounting)	NI		W	L	ILA 20 weeks	£86.00
Business	Business Communication (PDA in Office Administration)	NI	NM			ILA 20 weeks	£86.00
	Databases - Advanced (PDA IT in Business)	NI	NM	W	L	ILA 20 weeks	£86.00
	European Computer Driving Licence (ECDL) Group Award	NI	NM	W	L	ILA Flexible	£320.00
	European Computer Driving Licence (ECDL) Level 1	NI	NM	W	L	Flexible	£160.00
	European Computer Driving Licence (ECDL) Level 2	NI	NM	W	L	ILA Flexible	£221.00
	Letters, Leaflets and Labels	NI		W		6 weeks	£43.20*
	Spreadsheets - Advanced (PDA IT in Business)	NI	NM	W	L	ILA 20 weeks	£86.00
	Word Processing and Presentation Applications - Advanced (PDA IT in Business)	NI	NM	W	L	ILA 35 weeks	£172.00
	Office Administration (PDA in Office Administration)	NI	NM	W		ILA 20 weeks	£86.00
	Office Technologies (PDA in Office Administration)	NI	NM	W		ILA 20 weeks	£86.00
	Personal Development Planning (PDA in Office Administration)	NI	NM	W		20 weeks	£86.00
	Personal Enterprise Skills		NM	W		ILA 20 weeks	£86.00
	Essential Skills	Alternative to Higher English		NM			ILA 36 weeks
Communication - improve your English skills		NI	NM	W		ILA 20 weeks	£56.40
Communication at Higher			NM			ILA 20 weeks	£56.40
Literature 1		NI	NM			ILA 16 weeks	£56.40
Maths - National 4		NI		W		ILA Flexible	£225.60
New Directions		NI	NM			35 weeks	Free
Numeracy - develop your number skills		NI	NM	W		ILA 20 weeks	£56.40
Support for IT, Job Seeking and Learning		NI	NM	W		Flexible	Free
Support for SVQs		NI	NM	W	L	Flexible	Free
General interest	Child Development and Health	NI		W		ILA 20 weeks	£56.40
	Family Tree Research			W		6/10 weeks	£43.20*
	History - an introduction		NM			10 weeks	£72.00*
	Psychology - an introduction	NI	NM			6 weeks	£43.20*
	Psychology - National 5	NI				ILA 30 weeks	£246.00

Students under 18 and over 60 will only pay 50% course fees for those identified with a *.

For full course descriptions and costs then visit www.shetland.uhi.ac.uk/learning-centres or contact your local learning centre

See back cover for contact details. Shetland College UHI reserves the right to add, amend or withdraw courses and facilities.