

We look forward to hearing from you.

suits you.

Have a look through this leaflet and find the class that  
proach to make sure you get the most from your learning.  
offer you a locally based informal student focused ap-  
ner up to more advanced levels . We will  
efficient services to everyone. You can study from begin-  
students and strive to provide appropriate and  
We welcome applications from all prospective

which may be available to you.

We can offer help with your booking form and can provide  
more details about the individual courses and funding  
your course online or download a booking form to hand in.  
full course descriptions as well as costs. You can book  
individual courses can be found on our website: [www.shetland.uhi.ac.uk/learning-centres](http://www.shetland.uhi.ac.uk/learning-centres) where you will find  
courses available. Further information on all  
Browsing this leaflet will give you an idea of the range of

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



# Shetland College

## Islesburgh Evening and Day Classes 2018-19

learn

with

us

find

out

more

**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



/ShetlandCollegeUHI

**Shetland College UHI**  
Gremista, Lerwick Shetland, ZE1 0PX



@ShetlandCollege

Find out more about our  
community learning programmes

Contact - Andrew Anderson  
Tel - 01595 771242 or 01595 771000  
Email - andrew.anderson@uhi.ac.uk



/ShetlandCollegeUHI

We have made every effort to ensure that information provided in this booklet is accurate.  
Changes are made from time to time and we reserve the right to add, amend or withdraw courses.

[www.shetland.uhi.ac.uk](http://www.shetland.uhi.ac.uk)

We have a range of courses available at Islesburgh  
(our Lerwick Learning Centre). The course duration  
is detailed overleaf as well as courses which you can  
pay for using your ITA.

Course prices are detailed on the leaflet and our website. 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 Training Accounts (ITA). You may be able to  
use ITA 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. Currently it's for people over the age of  
16 who have a personal income of £22,000 a year or less.  
Please remember that you must have your ITA in place  
before you start your course. For eligible ITA courses visit  
<https://myworldofwork/learn-and-train/sds-individual-training-accounts-ita>

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 register online:**

[www.shetland.uhi.ac.uk/shortcourses](http://www.shetland.uhi.ac.uk/shortcourses)

You can also apply using a form which you can collect from  
your local learning centre or Shetland College UHI. 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

<b>iPads</b>	Capture, Edit and Share iPad Video		10 weeks	£80.00*
	Getting started with iPads		6 weeks	Free
	Introduction to iPad Photography		6 weeks	£48.00*
	iPad: Photobooks		6 weeks	£48.00*
	iPad Photography: Image Editing		Flexible	£48.00*
	iPad: The next steps		Flexible	£48.00*
	iPad: Improvers		Flexible	£48.00*
	iPad: Intermediate Level		Flexible	£48.00*
	iPad: Advanced Level		Flexible	£48.00*
<b>Computing</b>	Computing - Intermediate Level	ITA	20 weeks	£56.40
	Spreadsheets: An Introduction		10 weeks	£80.00
<b>Sage Accounting</b>	Getting Started with Sage Accounting Software		6 weeks	Free
	Using Sage Financial Accounting Software (PDA in Book-Keeping/Financial Accounting)	ITA	20 weeks	£86.00
	Payroll (PDA in Book-Keeping)	ITA	20 weeks	£86.00
<b>Accounting</b>	Preparing Financial Statements (PDA in Financial Accounting)	ITA	20 weeks	£172.00
	Recording Financial Information (PDA in Book-Keeping/Financial Accounting)	ITA	20 weeks	£86.00
<b>Business &amp; Essential Skills</b>	Databases - Advanced (PDA IT in Business)	ITA	20 weeks	£86.00
	Spreadsheets - Advanced (PDA IT in Business)	ITA	20 Weeks	£86.00
	Word Processing and Presentation Applications - Advanced (PDA IT in Business)	ITA	35 Weeks	£172.00
	European Computer Driving Licence (ECDL) Group Award	ITA	Flexible	£342.00
	European Computer Driving Licence (ECDL) Level 1		Flexible	£171.00
	European Computer Driving Licence (ECDL) Level 2	ITA	Flexible	£236.00
	Support for IT, Job Seeking and Learning		Flexible	Free
	Support for SVQ's		Flexible	Free

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

**For full course descriptions and to book online then visit [www.shetland.uhi.ac.uk/shortcourses](http://www.shetland.uhi.ac.uk/shortcourses)**

Alternatively, for more information contact alexis.jamieson@uhi.ac.uk, telephone 01595 771402 or 01595 771000.

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