

Or pop along your local learning centre

Email

andrew.anderson@uhi.ac.uk

Telephone

Andrew Anderson on 01595 771242

For an informal discussion or more information contact:

We look forward to hearing from you.

you.

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

from your learning.

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

may be available to you.

We can offer help with your booking form and can provide more details about the individual courses and funding which

nearest centre.

course online or download a booking form to hand in at your full course descriptions as well as costs. You can book your www.shetland.uhi.ac.uk/learning-centres where you will find courses can be found on our website:

courses available. Further information on all individual Browsing this leaflet will give you an idea of the range of

suit you.

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

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.

If you need some advice about fees or funding then don't hesitate to get in touch with us.

visit: <https://www.myworldofwork.co.uk/learn-and-train/sds-individual-training-accounts-ita> for you start your course. For eligible courses please remember that you must have your ITA in place before a personal income of £22,000 a year or less. Please Currently, it's for people over the age of 16 who have do at a time, place, pace and in a way to suit you.

- Individual Training Accounts (ITAs). You may be able to use your ITA funding to help pay for approved courses. This is a Scottish Government scheme that can help you pay for learning that you can
 - 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
- access the following support:
Course prices are detailed on our website or you can ask at your local learning centre. However, part-time students can

Location need not be an issue with our conveniently located Learning Centres in the North Isles, Whalsay (W) and the North Mainland. You will see columns headed with each learning centre and a cross indicates which learning centres the course is available at. The course duration is detailed as well as courses which you can pay for using your ITA.

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 School - Library
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 - Sarah Kerr
Mobile - 07584 337 836
Email - sarah.kerr@uhi.ac.uk

Courses also available at our Lerwick Learning Centre

Islesburgh Community Centre
Contact - Alexis Jamieson
Email - alexis.jamieson@uhi.ac.uk

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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

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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



Shetland Learning Centres Short Courses & Evening Classes 2018-2019

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find

out

more

Subject	Course	N. Isles	North M.	Whalsay		
iPads and Tablets	Getting started with Android Tablets	X	X	X	6 weeks	Free
	Getting started with iPads	X	X	X	6 weeks	Free
	Capture, Edit and Share iPad Video	X	X	X	10 weeks	£80.00*
	iPad: Photobooks	X	X	X	6 weeks	£48.00*
	Android tablets - The next steps	X	X	X	10 weeks	£80.00*
Computing	Computing for Beginners	X	X	X	ITA 10 weeks	£56.40
	Computing for Improvers	X	X	X	ITA 10 weeks	£56.40
	Computing - Intermediate Level	X	X	X	ITA 20 weeks	£56.40
	Computing for Small Business - an introduction		X	X	Online	£80.00*
Creative	Camera to Computer to Printer	X	X	X	6 weeks	£48.00*
	Creative Writing 1	X	X		ITA 10 weeks	£56.40
	Digital Photobooks and Calendars	X	X	X	6 weeks	£48.00*
	Digital Photography: Advanced Image Editing	X		X	ITA 20 weeks	£86.00
	Digital Photography: Image Editing	X	X	X	ITA 20 weeks	£86.00
	Digital Photos: Still Images Acquisition	X		X	ITA 20 weeks	£56.40
	Digital Photos: Still Images Editing	X	X	X	ITA 20 weeks	£56.40
	Digital Scrapbooking			X	6 weeks	£48.00*
	Editing Digital Photos	X	X	X	6 weeks	£48.00*
	Mixing Sound, Video and Photos	X	X	X	ITA 20 weeks	£56.40
	Movie Maker - Make the Most of Photos and Videos	X	X	X	6/10 weeks	£48.00*
	Sage Accounting	Getting Started with Sage Accounting Software		X	X	6 weeks
Payroll (PDA in Book-Keeping)		X	X	X	ITA 20 weeks	£86.00
Using Sage Financial Accounting Software (PDA in Book-Keeping/Financial Accounting)		X	X	X	ITA 20 weeks	£86.00
Accounting	Recording Financial Information (PDA in Book-Keeping/Financial Accounting)	X	X	X	ITA 20 weeks	£86.00
	Databases - Advanced (PDA IT in Business)	X	X	X	ITA 20 weeks	£86.00
	European Computer Driving Licence (ECDL) Group Award	X	X	X	ITA Flexible	£342.00
	European Computer Driving Licence (ECDL) Level 1	X	X	X	Flexible	£171.00
	European Computer Driving Licence (ECDL) Level 2	X	X	X	ITA Flexible	£236.00
	Letters, Leaflets and Labels	X	X	X	6 weeks	£48.00*
	Spreadsheets - An Introduction	X	X	X	10 Weeks	£80.00*
	Spreadsheets - Advanced (PDA IT in Business)	X	X	X	ITA 20 weeks	£86.00
	Word Processing and Presentation Applications - Advanced (PDA IT in Business)	X	X	X	ITA 35 weeks	£172.00
	Office Administration (PDA in Office Administration)	X	X	X	ITA 20 weeks	£86.00
	Office Technologies (PDA in Office Administration)	X	X	X	ITA 20 weeks	£86.00
	Personal Development Planning (PDA in Office Administration)	X	X	X	ITA 20 weeks	£86.00
	Personal Enterprise Skills		X	X	ITA 20 weeks	£86.00
Essential Skills	Communication - improve your English skills	X	X	X	ITA 20 weeks	£56.40
	Maths - National 4	X	X	X	ITA Flexible	£225.60
	New Directions	X	X	X	35 weeks	Free
	Numeracy - develop your number skills	X	X	X	ITA 20 weeks	£56.40
	Support for IT, Job Seeking and Learning	X	X	X	Flexible	Free
	Support for SVQ's	X	X	X	Flexible	Free
General interest	Child Development and Health	X	X	X	ILA 20 weeks	£56.40
	Event Organisation	X	X	X	ILA 20 Weeks	£56.40
	Family Tree Research		X	X	6/10 weeks	£48.00*
	Psychology - an introduction	X	X		6 weeks	£48.00*
	Psychology - National 5	X			ILA 30 weeks	£258.30

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

For full course descriptions & 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.