

## DOVE Workshop Course Provision September 2007/2008

DOVE Workshop is an Adult Education Centre based at the top of the Dulais Valley. We offer a wide variety of courses either here at DOVE or at one of our local Satellite Centres, and opportunities for gaining work experience. We have excellent facilities at the centre including two Computer Laboratories, Day Nursery, Healthy Eating Café and a Branch of the South Wales Miners' Library.

If you require any further information on courses or the facilities please contact one of our friendly members of staff and:

"Be part of the learning journey."

Enrolment & Advice Weeks Monday 3<sup>rd</sup> – Friday 14<sup>th</sup> September 2007  
10.00 am – 4.00 pm. Wednesday 12<sup>th</sup> September 2007 - 10.00 am –  
7.00 pm.

If you require a copy of this Course Provision Brochure in Welsh or in larger print please contact us.

Disclaimer: Information contained in this Course Provision Brochure is correct at the time of going to print, however details advertised are subject to change.

### Community Garden Project

Do you enjoy gardening, but want to learn more? Do you like working outdoors and would you like to grow vegetables? Would you like to learn to be "green"?

If you are interested in any of the above then why not volunteer some of your time to the Community Garden Project. We are looking for people of all ages to join us in supporting the community garden to supply the community with fresh vegetables and flowers while improving our environment.

The allotments at Banwen are being developed and now grow green produce, while promoting environmental awareness. All volunteers will learn a variety of gardening skills including, soil management, composting, propagation, growing vegetables and herbs etc.

### Dovecote Day Nursery

We are a fully registered bilingual Day Nursery for children aged birth - five years old. The Nursery is registered with CSI W, and run by fully qualified and experienced staff, who hold First Aid and Health and Hygiene Certificates. The Nursery provides warm and consistent care in safe and stimulating surroundings. Every effort is made to ensure children receive the opportunity to play and learn at their own level.

The Nursery has two large playrooms, one for children aged 2 years and over and the other for under 2s. Both are well equipped for activities such as messy play, painting, play dough etc. It also has a home corner, construction area and a quiet area. A sleep area is provided for children whose daily routine includes a nap.

The Nursery has its own dedicated kitchen where fully qualified staff prepare lunches and snacks. There is also a play area, which is safe and secure with bikes, slide, see-saw, climbing frame and lots of other suitable outdoor equipment.

The Nursery is open during the school term times Monday – Friday 7.30 am - 6.30 pm. During school holidays, Tuesday - Wednesday – Thursday 8.30 am - 3.30 pm. The fees for private childcare are: Hourly Rate £2.80 Lunch £1.50. Many courses offer free childcare whilst others are subsidised. If you require childcare at any other times please contact us to see if it is possible for us to arrange flexible childcare for you.

## Café Sarn Helen

Café Sarn Helen is a café for the community and visitors to the area. Buffets can be provided for meetings and conferences as well as private functions. Booking forms and set menus are available on request please ring 01639 700024 for more details.

Café Sarn Helen is open all year round except for Bank Holidays and Weekends, Monday - Thursday 9.00 am - 4.00 pm, Friday 9.00 am - 3.00 pm. Hot & Cold Daily Specials plus a selection of fresh salad items, jacket potatoes baguettes, panini and freshly made sandwiches with assorted fillings are available daily. A selection of cakes and pastries baked on the premises.

We provide a set Christmas Lunch Menu for three weeks during December. To book your Christmas Lunch please contact us for more details.

Every Wednesday between 12.30 am - 2.00 pm a hot "traditional" lunch is available.

## Volunteering Opportunities

Volunteering can be rewarding, challenging and an ideal means of gaining experience in different areas. Do you have any spare time? Do you need to add to your CV? Do you want to learn new skills? Do you have skills or expertise that need updating? Would you like to use your skills to help others? Remember whatever your skills or interests we need you as a volunteer.

## Neath Port Talbot Credit Union

Credit unions are not-for-profit banks and exist to provide a safe, convenient place for members to save money and to get loans at very reasonable rates. With the Credit Union you get good returns, low cost loans and stay in control.

A collection point is open at DOVE Workshop every Friday 12 noon – 2.00 pm. For more information call 01639 701169.

### Adult Guidance Service

If you want help to choose the right course or need help choosing a career we can arrange an appointment with a qualified adult guidance adviser.

### FREE P.C. Surgery at DOVE Workshop

Need FREE advice on how to repair & maintain your home computer? Free home visits available for OAPs and people with disabilities.

P.C. Surgery is here every Thursday 10.00 am 12 noon ring 01639 700024 for an appointment.

### Pop-in 4 help

A Free “Pop in” session is held every Monday morning from 10.00 am – 12.30 pm at DOVE Workshop. Claire and Owen are at hand to help you with all things digital! From mobile phones to mp3s, computers to cameras and everything in between. Please just pop in!

### The South Wales Miners' Library

In 1989, a branch of the South Wales Miners' Library was opened at Banwen Community Centre in the Dulais Valley to support the pioneering Community University of the Valleys.

The Library is primarily for the use of Swansea University students studying at Banwen Community Centre, but any part-time student and Swansea University staff member is entitled to borrow items from the Library.

Members of the public can also have borrowing rights through the ATLIS – Open To All Scheme. Please ask Mandy in the Library for more details.

## Services available at the Library

### Timesavers

Renew books by phone, Postal Loans, Photocopying service, Subject enquiries, Book fetching service.

### Electronic Access

Remote access from a PC, Voyager (Library Catalogue), Electronic Journals, Web of Science, E-mail.

The Library is open every Wednesday 9.30 am – 3.00 pm. Please telephone the South Wales Miners' Library on 01792 518603 at all other times. For further information please contact: Mandy Orford  
Tel: 01639 701844 Fax: 01639 701633  
E-mail: [m.Orford@swansea.ac.uk](mailto:m.Orford@swansea.ac.uk)

### Courses held at DOVE Workshop

#### Children's Care Learning and Development NVQ Level 2

Day: Monday Time: 11.00 am – 3.00 pm Duration: 18 months (4 hours a week) Tutor: Joan Healey.

This course is designed for students who work under the supervision of others e.g. a line manager or a supervisor.

Examples of such workers are assistants in a school, nursery or pre-school group. Students at level 2 must be working part time (paid or voluntary) with a minimum attendance of 6 hours per week at a suitable work setting. Students need to find work (paid or voluntary) in a suitable setting prior to enrolment.

#### Children's Care Learning and Development NVQ Level 3

Day: Monday Time: 11.00 am – 3.00 pm Duration: 18 months (4 hours a week) Tutor: Joan Healey.

This course is designed for students with few or no qualifications but who may have experience of working with children and are seeking career enhancement in relevant child care settings.

NVQ Level 3 is for those who work alone or with little supervision, possibly supervising the work of others. This level is appropriate for playgroup leaders, nannies, childminders, nursery workers and school workers. Candidates at Level 3 must be working full time or part time (paid or voluntary) but a minimum attendance of 10 hours per week at a suitable work setting is essential. Students need to find work in a suitable setting prior to enrolment.

If you are interested in either of these courses staff at DOVE may be able to help you find a volunteer work placement.

### Foundation In Technology

Days: Tuesday & Friday Time: 9.15 am - 3.15 pm Duration: 24 weeks (2 days a week) Tutor: Stephen Verbeeck.

The Foundation in Technology course combines a high level of IT training with a personal development module. At the end of the course you will have the opportunity to take the European Driving Licence (ECDL) end-tests and obtain the ECDL Licence.

The course is suitable for beginners and will familiarise you with modern office software, i.e. E-mail, Wordprocessing, Database, Spreadsheets, PowerPoint, Internet and File Management.

There is continuous assessment of course work and student knowledge, and students will produce an assignment.

A taster session for the above course will start on the 11<sup>th</sup> September 2007, two days a week for two weeks.

## Level 1 Further Certificate (LIFT)

Day: Wednesday Time: 9.30 am – 2.00 pm Duration: 30 weeks (4½ hours a week) Tutor: Nadar Salam.

This course is designed for students who already have a proven high level of computer literacy and who now want to specialise in working with a range of media to a more advanced level.

Modules include: Taster – Introduction to Web Design (level 0), Design Aspects of Web Authoring using Dreamweaver, Photo Editing Techniques (1), Photo Editing Techniques (2) Creative Image Manipulation (1), 3D Modelling (Optional), 3D Animation (Optional).

## Clait Plus

Day: Monday Time: 6.30 pm – 8.30 pm Duration: 30 weeks (2 hours a week) Tutor: Andrea Davies.

This course is aimed at computer users who have skills and knowledge at Level 1 and who wish to progress onto a Level 2 qualification in Information Technology. The qualification consists of different units that include: Integrated E-Documentation Production, Manipulating Spreadsheets and Graphs, Creating and using Database, E-Publication Design, Design and E-Presentation, E-Image Manipulation, Website Creation, Electronic Communication.

To gain the full certificate three units must be completed and to gain the diploma five units must be completed, however unit accreditation can also be gained.

## Clait Level 1

Day: Friday Time: 9.45 am – 11.45 am Duration: 30 weeks (2 hours a week) Tutor: Elizabeth Melding.

This course is suitable for beginners or students who have some knowledge of computers.

The qualification consists of different units that included: File Management and E-Documentation Production, Creating Spreadsheets and Graphs, On-Line Communication, Create an E-Publication.

To gain the full certificate three units must be completed and to gain the diploma five units must be completed, however unit accreditation can also be gained.

### Basic Computer Course

Day: Friday Time: 12.15 pm - 2.15 pm Duration: 30 weeks (2 hours a week) Tutor: Elizabeth Melding.

From switching the PC on and off, this course gives an introduction to the PC system and looks at Wordprocessing, Spreadsheets and Database, and is an ideal first step in computing.

Assessment is through completion of practical pieces of work.

### Digital Editing

Day: Thursday Time: 5.30 pm - 7.30 pm Duration: 30 weeks (2 hours a week) Tutor: Susan Owen.

This course is aimed at beginners and students with prior knowledge of Digital Editing and will offer students the opportunity to learn how to restore, edit and enhance old photographs using Adobe Photoshop as well as creating their own artwork using Photoshop's advanced features, such as masks, layers and filters etc.

Assessment is through completion of practical pieces of work.

### Photoshop Techniques Level 2

Day: Monday Time: 2.00 pm - 4.30 pm Duration: 8 weeks (2½ hours a week) Tutor: Jonathan Thomas

This course will show you further techniques including filters, layering, bleeding, channels, colour controls, texture and lighting effects, action and image stitching, using Adobe Photoshop or Elements.

Assessment is through completion of practical pieces of work.

### Get Cooking

Day: Friday Time: 9.30 am – 12.30 pm Duration: 6 weeks (3 hours a week) Tutors: Kate Faulkner/Denise Lewis

This basic cookery course is aimed at people lacking in confidence in the kitchen. Learn how to make inexpensive delicious, easy to prepare, healthy meals using fresh ingredients.

### Art

Day: Wednesday Time: 1.30 pm - 3.30 pm Duration: 30 weeks (2 hours a week) Tutor: Jamie Jones.

This is an introductory course to painting and drawing, suitable for complete beginners as well as those with existing skills. You will learn how to use a wide variety of media. The course covers all aspects of sketching, painting in different mediums, perspective etc.

Assessment is through completion of practical pieces of work.

### Gift Card Making

Day: Wednesday Time: 10.00 am - 12.30 pm Duration: 24 weeks (2½ hours a week) Tutor: Beverley Murray.

This course uses a variety of different techniques for making gift cards and invitation for all occasions and is suitable for beginners as well those with existing skills.

Assessment is through completion of practical pieces of work.

### Family History Club

Day: Wednesday Time: 7.00 pm – 9.00 pm Duration: 10 weeks (2 hours a week) Tutor: Georgina Morgan

This is an introduction to family history and is suitable for beginners as well as those with existing skills. We will be looking at ways of researching and accessing information from various archives etc.

### Hookers & Clickers Crochet Club

Days: Tuesday or Wednesday Time: 9.30 am - 11.30 am Duration: 30 weeks (2 hours a week) Tutor: Beth Giddings.

Are you looking for an interesting hobby and an opportunity to learn a new craft? This class is suitable for beginners or more experienced crocheters. Come along and enjoy a productive morning in a friendly and relaxed atmosphere.

### Cake Decoration & Flowers in Cold Porcelain

Day: Thursday Time: 1.00 pm - 3.00 pm or 6.30 pm - 8.30 pm  
Duration: 30 weeks (2 hours a week) Tutor: Mair Davies.

Wired sugar flowers for beginners or intermediate, including all aspects of cake decoration. Learn how to create beautiful individual displays of sugar flowers for that special cake decoration.

Cold porcelain is an air-drying paste that is non-edible but can be used for many decorations. Learn how to create a lovely arrangement of flowers for a decoration or gift.

There is continuous assessment of course work and student knowledge.

### Stained Glass

Day: Friday Time: 1.30 pm - 3.30 pm Duration: 30 weeks (2 hours a week) Tutor: June Morgan.

This course is aimed at beginners or advanced incorporating lead work, and copper foiling techniques (Tiffany).

There is continuous assessment of course work and student knowledge.

### Horticulture Course

Day: Monday Time: 1.00 pm - 3.00 pm Duration: 30 weeks (2 hours a week) Tutor: Andrew Vaughan.

This is a hands-on introductory course and is suitable for beginners as well as those with existing skills. This course looks at Trees, Shrubs, Garden Design, Hanging Baskets, Containers, Soil Testing, Sowing Seeds & Taking Cuttings.

Assessment is through completion of practical pieces of work.

### Creative Gardening

Day: To be arranged: Time: To be arranged: Duration: 12 weeks (2 hours a week) Tutor: To be arranged.

This course has been designed with both the beginner and the more experienced gardener in mind. Students will be given help and advice to design or redesign their own garden, or another real or imaginary garden if they do not have one of their own.

The course will typically consist of an illustrated talk by the tutor followed by practical sessions, demonstrations or individual tuition. e.g. simple soil tests and individual advice on designs in progress.

### Welsh for Adults Year 3 Level 2 from Entry to Foundation

Day: Tuesday Time: 6.30 pm - 8.30 pm Duration: 30 weeks (2 hours a week) Tutor: Margaret Bush

This course follows on from a previous course. It is also suitable for those that have not followed the second year course, but who have a

reasonable knowledge of basic Welsh conversation. We use the course book Mynediad and introduce the following course book Sylfaen. By the end of the year learners should have gained confidence in discussing many everyday topics.

### Cwrs Uwch 1

Day: Thursday Time: 9.30 am - 11.30 am Duration: 30 weeks (2 hours a week) Tutor: Helen Evans.

This course is for students who have completed at least 200 hours of Welsh courses. The course follows on from the Cwrs Pellach and students will develop vocabulary and conversational skills, and do a little written work.

### Wlpan Beginners Welsh

Days: Tuesday & Thursday Time: 1.00 pm – 3.00 pm Duration: 30 weeks (4 hours a week) Tutor: To be arranged.

This course will run twice a week and is the ideal way to kick-start your efforts to become fluent. Although it is a beginners course, any previous knowledge can be an advantage. The emphasis is very much on speaking Welsh.

The registration meeting is on Tuesday 11<sup>th</sup> September 2007 at 1.00 pm in DOVE. Students are requested to attend this meeting as the aims and objectives of the course will be outlined.

### Extend

This FREE 12 week exercise class provides recreational movement to music for men and women over sixty and for less able people. Classes will be held one day a week and will start on Tuesday 18<sup>th</sup> September 2007, 6.15 pm – 7.15 pm.

## Return to Learn

Days: Tuesday & Thursday Time: 10.00 am – 1.00 pm Duration: 30 weeks (6 hours a week) Tutor: Marian Francis

Improve your use of English & Numbers. This FREE course gives adults the chance to improve their English and Maths with friendly help and support.

Increase your confidence at your own pace, help your children with their homework and gain a qualification.

## English GCSE

Day: Monday Time: 7.00 pm - 9.00 pm Duration: 36 weeks (2 hours a week) Tutor: To be arranged

There are no formal qualifications required for this course. Initial weeks will cover basic skills in punctuation; grammar; reading and understanding; and planning answers.

The aim of the course is to provide confidence and give the opportunity for adults who wish to return to work or improve their prospects for employment (English being one of the main requirements for many employers).

Examinations – 2 papers sat in June 2008 in Neath Port Talbot College with results in August 2008. (Work for these is concentrated on during the last term of the course).

## Maths GCSE

Day: Tuesday Time: 7.00 pm – 9.00 pm Duration: 36 weeks (2 hours a week) Tutor: To be arranged

To provide confidence and give the opportunity for adults who wish to return to work or improve their prospects for employment. The Maths

GCSE covers the guidelines set by the National Curriculum, in line with the Welsh Joint Education Committee.

Examinations – papers will be sat in June 2008 in Neath Port Talbot College with results in August 2008. (Work for these is concentrated on during the last term of the course).

### Enterprise Learning by Doing

If you are aged 14-25 this project is for you! Learn business skills whilst organizing a community event held every Wednesday at DOVE Workshop 6.00 pm – 8.00 pm. For more information ring 01639 700024.

### New Courses at DOVE

Subject to availability and student numbers Foundation Courses could be run this year in Business, Sustainability, Multimedia & Design. For more information please contact Vanessa Thomas on Tel: 01792 602017.

### Part-time Degree Scheme

The part-time degree scheme offers an opportunity for those who would like to return to education. You can study for a BA Honours Degree in Humanities, and for those over 21 years of age, no formal qualifications are normally needed.

### Level One

#### Introduction to Psychology

Day: Wednesday Time: 9.45 am – 11.45 am Duration: 20 weeks (2 hours a week) Lecturer: Eira Thomas

This is an introduction to the subject of psychology. This module will cover the history of and the major perspectives used in the field: e.g. the behavioural and biological perspectives. The module will examine

the scientific nature of the subject and how psychology is used to explain topics such as attitudes, memories, language and thought.

### Tracing the Roots of Social Policy

Day: Wednesday Time: 12.45 pm – 2.45 pm Duration: 20 weeks (2 hours a week) Lecturers: Sian Tucker/Anthea Symonds

The subject of social policy is concerned with the relationship between the State and the individual. The objective of this course is to trace the development and historical roots of social policy and is comprised of two main blocks.

For more details on the part-time degree courses held at DOVE Workshop, please contact: Janice Brown Telephone No: 01792 295499 e-mail: [j.p.brown@swansea.ac.uk](mailto:j.p.brown@swansea.ac.uk) or Dr Lynne Jenkins Telephone: 01792 295930 e-mail: [l.d.jenkins@swansea.ac.uk](mailto:l.d.jenkins@swansea.ac.uk)

### Courses held at Seven Sisters Community Centre

#### Basic Computer Course

Day: Thursday Time: 6.00 pm – 8.00 pm Duration: 30 weeks (2 hours a week) Tutor: Elizabeth Melding

From switching the PC on and off, this course gives an introduction to the PC system and looks at Wordprocessing, Spreadsheets and Database, and is an ideal first step in computing.

Assessment is through completion of practical pieces of work.

#### Return to Learn

Days: Tuesday & Wednesday Time: 10.00 am – 12 noon, 1.00 pm – 3.00 pm Duration: 30 weeks (4 hours a week) Tutors: Christine Davies/Hilary Jones

Improve your use of English & Numbers. This FREE course gives adults the chance to improve their English and Maths with friendly help and support.

Increase your confidence at your own pace, help your children with their homework and gain a qualification.

### British Sign Language Level 1

Day: Wednesday Time: 4.30 pm – 6.30 pm Duration: 30 weeks  
(2 hours a week) Tutor: Bernadette Foster

This course is suitable for people who wish to communicate effectively with the deaf.

In particular, to those with family and friends or working in the care profession. Also ideal for those whose work involves front-line contact with the public.

### British Sign Language Level 2

Day: Wednesday Time: 7.00 pm – 9.00 pm Duration: 30 weeks  
(2 hours a week) Tutor: Bernadette Foster

This course is suitable for people who have completed Level 1 and wish to progress to Level 2.

### Managing Children's Behaviour

Day: Thursday Time: 1.00 pm – 3.00 pm Duration: 10 weeks (2 hours a week) Tutors: Kate Faulkner/Denise Lewis.

This course is suitable for anyone involved with dealing with children and provides techniques for dealing with children's behaviour.

## Reading & Writing Short Stories

Day: Tuesday Time: 1.00 am – 12 noon Duration: 10 weeks (2 hours a week) Tutor: Kerri Mawer

Explore the short stories style and write your own short stories in a supportive group.

## Course held at Pantyffordd Hall

### T'ai Chi for all Levels of Ability

Day: Monday Time: 6.30 pm - 8.30 pm Duration: 30 weeks (2 hours a week) Tutor: Paul Baker.

T'ai chi is a practice which encourages health, relaxation and well-being. It is an Internal martial art that helps co-ordination and balance. It also helps to get rid of aches and pains and is good for balancing the mind and body.

The course is available to all regardless of personal situation, background, gender or age.

## Courses at Crynant Community Centre

### Basic Computer Course

Day: To be arranged Time: To be arranged Duration: 30 weeks (2 hours a week) Tutor: To be arranged

From switching the PC on and off, this course gives an introduction to the PC system and looks at Wordprocessing, Spreadsheets and Database, and is an ideal first step in computing.

Assessment is through completion of practical pieces of work.