

## **DOVE Workshop Local Action Centre**

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

## **DOVE Workshop Course Provision September 2010/2011**

DOVE Workshop is a Lifelong Learning Centre based at the top of the Dulais Valley. We offer a wide variety of courses at all levels and opportunities for volunteering and work experience. We have excellent facilities at the centre including Wireless Internet Connection, Computer Suite, Day Nursery & After School Club, Café and a Branch of the South Wales Miners' Library.

If you want to gain new skills, qualifications or experience in your community come along and be part of:

"The Learning Journey"

Enrolment & Advice Week: Monday 13<sup>th</sup> - Friday 17<sup>th</sup> September 2010, 10.00 am - 4.00 pm. Wednesday 15<sup>th</sup> September 2010, 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. Text only format on the website.

## **Communities@Work**

DOVE Workshop's inclusive learning programme, Communities@Work is a first steps engagement programme. It has been designed to support those who wish to get involved in community activity and offers individual & group learning experiences that emphasise Learning for Community as well as Individual Benefit. We believe that learning is a continuing aspect of everyday life and that it is important to provide accessible ways for people to take part, to share their skills, and to develop new skills, experiences and understanding.

Communities@Work is Open to All and provides support to people aged 14 and over. We particularly welcome those who are unemployed or economically inactive and who want to take part and gain new skills. If you would like to know more about this programme please come and speak to one of our staff.

### **Dovecote Day Nursery**

We are a CSSIW registered bilingual Day Nursery for children aged birth - five years old and CSSIW registered After School Club up to the age of 11.

The service is managed by fully qualified and experienced staff, who provide warm and consistent care in safe and stimulating surroundings.

There is an outdoor play area, which is safe and secure.

Please ring Nursery Manager, Jill Douglas on 01639 700024, ext line 3 for more details.

### **Café Sarn Helen**

Café Sarn Helen is open for the community and visitors; we offer a varied menu of snacks and meals.

Buffets can be provided for meetings and conferences as well as private functions.

Please ring Café Manager, Gillian Watts on 01639 700024, ext line 2 for more details.

### **New Year, New Cafe**

A new improved Café Sarn Helen. A purpose built café to seat 50, offering hot/cold meals, breakfasts, take away service and catering for functions.

Official opening January 2011.

### **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 then why not volunteer some of your time to the Community Garden Project.

We sell flowers, hanging baskets, garden supplies and vegetables.

For more details contact: Andrew Jones. Telephone: 01639 700024 Mobile: 07866313485 E-mail: [sarnhelen@btconnect.com](mailto:sarnhelen@btconnect.com)

### **DOVE Workshop's Employability Centre Project**

We employ a worker to provide a number of free services to support individuals in their efforts to move closer to employment, these include: The opportunity to meet with a trained advisor. An up to date job vacancy board. Access to a computer to search for employment on-line. CV writing and job application support including, e-mailing, photocopying and telephoning. Information and advice about useful support agencies. Information and advice about training opportunities.

Swansea Bay - Waterfront and Western Valleys Spatial Plan  
Swansea Bay Partnership Deprived Areas Fund (DAF) Grant Programme 2009 - 2011.

### **Adult Guidance Service**

If you are not sure which path to take in your learning or career come up and chat to our advisor who will also be happy to help with CV writing, interview skills, job search methods and other practical employability skills.

We can arrange Volunteering or Work Experience and find the right course for you.

For more information please ring 01639 700024.

### **The South Wales Miners' Library**

The Library at DOVE Workshop is a branch of the South Wales Miners' Library and supports courses taught by Swansea University.

Members of the public can also have borrowing rights through the SWAP (South Wales Area Partnership). Please ask Librarian, Mandy Orford or your public Library for more details.

The Library is open every Wednesday 9.30 am - 3.00 pm. Telephone number: 01639 701844. Please telephone the South Wales Miners' Library on 01792 518603 at all other times.

### **Courses held at DOVE Workshop**

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

Day: To be arranged Time: To be arranged Duration: 18 months (3 hours a week) Tutor: To be arranged

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 school assistants, nursery or pre-school group, crèche. Candidates at level 2 must be working part-time (paid or voluntary) a minimum attendance of 1 day or the equivalent number of hours (6 hours) at a suitable work setting is ESSENTIAL.

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

Day: Monday Time: 11.00 am - 2.30 pm Duration: 18 months (3½ hours a week) Tutor: To be arranged

This course is designed for students who are seeking career enhancement in relevant child care settings.

NVQ Level 3 is for those who can work alone or with little supervision, and may also supervise the work of others. This level is appropriate for playgroup leaders, nannies, childminders, nursery workers and school workers.

Candidates at Level 3 may be working full time (paid or voluntary) a minimum attendance of 2 days or the equivalent number of hours (10 hours) at a suitable work setting is ESSENTIAL.

Students are required to find their own placements for both courses if possible.

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

### **Level 1 Further Certificate (LIFT)**

Day: Wednesday Time: 9.30 am - 2.00 pm Duration: 30 weeks (4½ hours a week) Tutors: Alan Rees/Suzanne Russell

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: Photo Editing Techniques (2, 3 & 4). Video Capture. Video Editing. Photo Editing Techniques (1). Creative Image Manipulation (1). Web Design. SWIFT 3D Modelling. Possible progression to Level 2 leading to Diploma in Multi Media.

Fee Waiver or grant funding available subject to circumstances.

### **Intermediate Certificate in IT**

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

This is an accredited course to which learners can progress from the foundation certificate in IT. It is unit based covering a wide range of software packages that include: Microsoft Word, Excel, Access, PowerPoint, Publisher Web Design and E-mail.

All units have a credit value that allows learners to build up sufficient values to progress onto a higher level.

Check out our new website. [www.doveworkshopuk.org](http://www.doveworkshopuk.org)

## **Basic IT Internet**

Day: Friday Time: 12 noon - 2.30 pm Duration: 24 weeks (2½ hours a week)  
Tutor: Elizabeth Melding

This course is at a basic level it will cover use of the Internet, E-Mail, Online Shopping, Blogging and Web Design. The E-mail module will help you gain the skills needed to send and receive E-mails. The Web Design module covers making a basic web site.

The shopping module will introduce you to using the on-line shopping safely and the blogging module will cover the skills needed to make an online diary.

Assessment will be made via a portfolio of work.

## **Basic IT Level 1 or Basic IT Level 2**

Day: Friday Time: 12.30 pm - 2.30 pm Duration: 30 weeks (2 hours a week)  
Tutor: Elizabeth Melding

Basic IT Level 1 is a beginner's course that covers Word Processing, Publisher and PowerPoint. During the course you will be learning some basic functions of the packages, such as how to write letters, format documents, make cards and how to make small presentations.

Basic IT Level 2 is a step up from Basic IT Level 1. During this course you will be working on enhancing the skills you have learned at Level 1. The subject covered will be Word Processing, PowerPoint and Spreadsheets.

Assessment will be made via a portfolio of work.

## **Digital Editing**

Day: Thursday Time: 4.00 pm - 6.00 pm Duration: 30 weeks (2 hours a week)  
Tutor: Jeff Williams

This course is aimed at beginners and more advanced 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.

### **Digital Photography/Imaging**

Day: Tuesday Time: 4.00 pm - 6.00 pm Duration: 30 weeks (2 hours a week)  
Tutor: Jeff Williams

Aimed primarily at students that have recently begun to take an interest in Digital Photography. The course covers: Holding the Camera, Batteries, Memory Cards, Basics of Menu & Dials, Auto Mode, Composition, Picture Review, Using Flash, Copying & Transferring Images from Camera to Computer and to Disk and simple editing and printing.

### **Maintaining/Rescuing and Upgrading Your Computer**

Day: Tuesday Time: 1.30 pm - 3.30 pm Duration: 30 weeks (2 hours a week)  
Tutor: Jeff Williams

This course is about what to do when things go wrong, when something fails to work or it all just grinds to a halt. Sometimes, all that is required is a major clean up and getting those files in order or a simple hardware upgrade. This course is all about doing these things and improving your relationship with your computer.

### **Communicating Using the Internet**

Day: Thursday Time: 6.00 am - 8.00 pm Duration: 30 weeks (2 hours a week)  
Tutors: Jeff Williams

This course is about using the various methods of communication offered by the Internet. This will include web browsing, using the Internet for research, setting up E-mail accounts and E-mailing using Skype for video and voice communication around the world.

It will introduce websites such as Flickr for the sharing of images and video. This will also include the basic preparation of images for uploading. Also, the use of social networking sites such as Face Book and My Space will be covered.

The emphasis of the course is on getting the most from the Internet whilst remaining safe.

### **Get Cooking**

Day: To be arranged Time: 9.30 am - 12.30 pm Duration: 6 weeks (3 hours a week) Tutors: Denise Lewis/Sarah Williams

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 and then take them home for your family to try.

### **Art**

Day: Wednesday Time: 1.30 pm - 3.30 pm Duration: 25 weeks (2 hours a week) Tutor: Jamie Jones

This course is held in Crynant Community Centre

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 creating a varied portfolio of work.

### **Gift Card Making**

Day: Wednesday Time: 9.30 am - 12 noon 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: 20 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 6.00 pm - 8.00 pm Duration: 30 weeks (2 hours a week) Tutor: Mair Davies

This course is held in Pantyffordd Hall

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.

## **Introduction to Gardening**

Day: To be arranged Time: To be arranged Duration: 30 weeks (3 hours a week) Tutor: To be arranged

A course that is primarily aimed at those with little or no gardening skills, delivered in an informal and supportive environment. The course consists of a mixture of classroom sessions and some practical activities. Topics covered over the year include propagation techniques, garden design principles and organic gardening. Successful completion leads to OCN credits. There is no written examination for this course, only ongoing assessment.

## **Complementary Therapies**

Day: Tuesday Time: 10.00 am - 12. noon Duration: 10 weeks (2 hours a week) Tutor: Sian Davey

This course will enable people interested in holistic approaches to health to learn about ways in which they may achieve a healthier lifestyle.

The course will look at the more widely accepted complementary therapies available today, the theories behind them and techniques involved. These include aspects of Aromatherapy, Indian Head Massage and Reflexology.

## **Managing Children's Behaviour**

Day: To be arranged Time: To be arranged Duration: 10 weeks (2 hours a week) Tutors: Kate Faulkner/Denise Lewis.

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

## **Return to Learn**

Days: Tuesday or Thursday Time: 10.00 am - 1.00 pm Duration: 36 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 you own pace, help your children with their homework and gain a qualification.

## **Neath Port Talbot Adult Learner of the Year Awards 2010**

### **DOVE Workshop Achievers**

#### **Swansea University**

Alyson Lindsay, part-time BA Humanities student was presented with a Higher Education Award for her commitment to further learning.

#### **NPTCBC Lifelong Learning Service**

John Ashill, IT student was presented with a Community Learner Award for his enthusiasm for improving his IT knowledge and skills.

Keith Washer and Albert Bailey, IT students were Senior Learner Award runners up.

We would like to congratulate all four students on their learning achievements.

#### **Mynediad Dwys (Entry Level Welsh)**

Day: Monday & Thursday Time: To be arranged Duration: 30 weeks (4 hours a week) Tutor: To be arranged

This intensive beginners' Welsh course will meet twice a week. The emphasis is on conversational Welsh. Discussing personal details and past events are among the topics covered.

#### **Canolradd Dwys (Intermediate Level Welsh)**

Day: Tuesday & Thursday Time: 1.00 pm - 3.00 pm Duration: 30 weeks (4 hours a week) Tutors: Helen Evans/Helen Rees

This is an intensive course and the emphasis is on speaking Welsh but more writing, reading and listening work is introduced. You should be fairly comfortable holding a conversation on everyday topics by the end of this level.

## **Siawns am Sgwrs**

Days: Thursday Time: 9.30 am - 11.30 am Duration: 30 weeks (2 hours a week) Tutor: Heulwen Roberts

Cyfle I ddysgw'r profiadol a siaradwyr Cymraeg dihyder ymarfer siarad yr iaith a dysgu mwy am gefndir (background) Cymru. Bob wythnos byddwn ni'n edrych ar agwedd (aspect) ar fywyd diwylliannol (cultural) / gwleidyddol (political) / hanesyddol a bydd hyn yn sail i drafodaeth (discussion) yn y dosbarth. Byddwch yn ymarfer ac ymestyn eich sgiliau siarad. Does dim gwaith ysgrifennu o gwbl.

## **Conversational Spanish**

Day: To be arranged Time: To be arranged Duration: 10 weeks (2 hours a week) Tutor: To be arranged

This course is aimed at preparing beginners with the basics required to communicate effectively in every day situations and develop the skills of speaking, listening, reading and writing in the language.

## **Motiv8**

Day: To be negotiated with learners Time: To be negotiated with learners  
Duration: 20 hours Tutors: Kate Faulkner/Denise Lewis

This is a personal development module that covers the skills required for searching and applying for a job e.g. CV development and includes recognising existing skills and abilities.

The course consists of approximately 20 hours study time including home tasks.

## **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

This course is held in Seven Sisters Community Centre

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.

### **FREE P.C. Advisory Clinic**

Run by volunteers for the benefit of our Communities held at: DOVE Workshop every Thursday at alternative times. Please ring 01639 700024 to book an appointment.

### **Department of Adult Continuing Education**

Would you like to study for a part-time degree with Swansea University in Banwen? Gain a BA (Honours) in Humanities, History or English FREE and/or with financial support\* \*subject to circumstances.

From September 2010, study on Wednesdays at DOVE Workshop. Psychology and Environmental Studies modules on offer. NO formal qualifications needed. Age or status no barrier. Financial support and bursaries available. Help with childcare costs. FREE Study skills support available.

Also available at other venues throughout Neath Port Talbot, Swansea and Carmarthenshire.

For more information telephone 01792 295499/295935 or

E-mail: [parttimedegree@swansea.ac.uk](mailto:parttimedegree@swansea.ac.uk) website: [www.swansea.ac.uk/dace](http://www.swansea.ac.uk/dace)

The Department of Adult Continuing Education (DACE) at Swansea University offers: A variety of courses across a range of subjects at DOVE Workshop. Courses at a level and time to suit you. Excellent financial and learning support.

Take a look at our website or contact us for more information: 01792 602211

E-mail [adult.education@swansea.ac.uk](mailto:adult.education@swansea.ac.uk) website: [www.swansea.ac.uk/dace](http://www.swansea.ac.uk/dace)

## **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

The following topics will be covered in this module: Child Development and Health Psychology. Psychology of atypical behaviour and in contemporary topics in psychology, both these topics at a broad introductory level.

Additionally, the module is designed to allow students to undertake an extended assignment on a topic of their choice within the subject area covered in child psychology, health psychology and atypical behaviour and contemporary topics in psychology.

#### **Environmental Studies**

Day: Wednesday Time: 12.45 pm - 2.45 pm Duration: 20 weeks (2 hours a week) Lecturers: Michael Isaac/Patrick Walters

This course will study the natural environment. Central to this is ecology, and the flow of energy from the sun through the organisms living on Earth. The course will look at the history of the solar system and the Earth itself and at how life evolved over the millennia.

Other topics covered will include the use and abuse of energy, genetic engineering and 'developed' agriculture, and the economics and morality of such developments.

## Levels Two & Three

### Popular Culture, Radicalism and War: Reflecting Social Change in Britain 1930s to 1945

Day: Wednesday Time: 9.45 am - 11.45 am Duration: 20 weeks (2 hours a week) Lecturer: Anthea Symonds

This course focuses on British cinema and its response to the economic depression and political radicalism of the 1930s and the powerful impact of British films during the war.

The role of films in campaigning for social reform in pre-war Britain to the dominating influence of British films in wartime in the construction of a British identity and citizenship will be examined. The films of the 1930s and the war years are a testament to the social change of these years and the evolution of modern Britain.

### Organisational Psychology

Day: Wednesday Time: 12.45 pm - 2.45 pm Duration: 20 weeks (2 hours a week) Lecturer: Eira Thomas

The course will provide a clear and critical appreciation of temporary Organisational Psychology.

The two modules will provide an overview of the key approaches in organisational psychology, and an understanding of organisational development, the application of psychological theory in human resource function and appreciation of the impact of ICT in the workplace.

## Swansea University (DACE) Courses

### Living in Today's World

Day: Tuesday Time: 9.45 am - 11.45 am Duration: 10 weeks (2 hours a week) Tutor: Dr Paul Ransome

A course on a view of society today.

### **The South Wales Miners 1898-1947**

Day: Thursday Time: 10.00 am - 12 noon Duration: 10 weeks (2 hours a week) Tutor: Ben Curtis

The South Wales miners were one of the most important groups of workers in Britain in the early twentieth century.

This course charts their history through the turbulent half-century which opened with the formation of their union in 1898, saw major strikes in 1910/12, 1921, 1925 and 1926, through the Great Depression of the 1930s and concluded with the nationalisation of their industry in 1947.

### **The South Wales Miners 1947-1995 (December 2010)**

Day: Tuesday Time: 10.00 am - 12 noon Duration 10 weeks (2 hours a week) Tutor: Ben Curtis

This course charts the South Wales Miners' turbulent history in the later twentieth century, which saw the nationalisation of their industry in 1947, a sweeping closure programme in the 1960s, and major strikes in 1972, 1974 and 1984/5, after which their defeat heralded the effective demise of deep-mining in Wales.

### **Forthcoming Events at DOVE WORKSHOP**

Roots & Fruits Food Fair Friday 20<sup>th</sup> August, 10.00 am - 7.00 pm. Winter Food Fair. Christmas Carol Concert. Checkout our website for more details.

### **Society Today (January 2011)**

Day: Tuesday Time: 9.45 am - 11.45 am Duration 10 weeks (2 hours a week) Tutor: Dr Paul Ransome

An introduction to sociological studies of today's world including debate and discussion of topics such as: work-life balance, consumer society, sex and gender and social change.

### **'Introduction to Studying' Explore Learning**

Day: Friday: Time: 10.00 am - 12 noon Duration: 10 weeks (2 hours a week)  
Tutor: To be arranged

The course combines a variety of tasters in interesting subjects such as History, Creative Writing, Counselling, Psychology, Sociology and IT. The course is for individuals who have been out of education for a while and who are looking to return to learn.

The course also aims to develop individuals study skills, confidence and self-esteem to enable them to take those first steps back to learning. There will also be the opportunity to receive careers and educational guidance throughout the course.

### **Exploring the Countryside (April 2011)**

Day: Tuesday Time: 7.00 pm - 9.00 pm Over the summer Tutor: Michael Isaac

A series of outdoor meetings held monthly over the summer visiting local sites of interest for wildlife. The details will be arranged after a preliminary meeting.

### **Introduction to Counselling**

Day: Monday: Time: 10.00 am - 1.00 pm Duration: 10 weeks (3 hours a week)  
Tutor: To be arranged

The course structure content will be:

The different helping strategies. The skills and qualities of counselling. How to conduct a counselling interview. The use of counselling strategies within different settings.

The courses listed in this brochure have fees attached to them unless otherwise stated. Students eligible for concessionary rate must provide a National Insurance Number and evidence when they enrol. For more information please contact a member of staff on : 01639 700024 or E-mail: [doveworkshop@btconnect.com](mailto:doveworkshop@btconnect.com)

## **Directions to DOVE Workshop**

### **From Swansea, Neath or Resolven direction or from Aberdare direction**

Follow the A 465 to Glynneath.

Take the A 4109 to Onllwyn, go straight through the traffic lights at Glynneath and follow the mountain road until you come to a crossroads, which is signposted to DOVE Workshop.

Turn left into Dyffryn Cellwen. Carry on straight through Roman Road and take the second turning on the left between the row of terraced houses.

DOVE Workshop is the single storey building immediately in front of you.

### **From Ammanford Direction**

Take the A 4068 from Brynamman, then the A4067 to Abercraf.

Turn right for the A 4221 to Dyffryn Cellwen. Turn right at the second crossroads into Dyffryn Cellwen, which is signposted to DOVE Workshop. Carry on straight through Roman Road and take the second turning on the left between the row of terraced houses.

DOVE Workshop is the single storey building immediately in front of you.