

# Local learning opportunities in Pentwyn Pentwyn Community Education Centre

Laughter  
Qualification Learn  
Health and Well Being  
Empowerment  
Making Friends  
Personal Interests  
Knowledge  
Accreditation  
Interact Community  
Confidence  
Creativity Achievement  
Improve Motivation  
Lifelong Learning



## 2009/2010 Courses

Schools and Lifelong Learning Service

Proud to deliver



[www.cardiff.gov.uk/learn](http://www.cardiff.gov.uk/learn)

## WELCOME

Welcome to Pentwyn Community Education Centre's 2009-2010 brochure. We hope that there will be something to interest everybody in the following pages and that you will enjoy learning with us.

If you would like further information about any of the courses or activities on offer at Pentwyn Community Education Centre please contact:

**Kate or Mandy on 029 2054 9033.**

We have car parking facilities and disabled access at Pentwyn Community Education Centre.

## OPENING TIMES

**Monday – Thursday** 9.00am – 4.00pm  
**Friday** 9.00am – 3.30pm

## TERM DATES

### Autumn Term

Classes start 21st September 2009:  
10 weeks (Half term 26 October – 30 October)

### Spring Term

Classes start 11th January 2010:  
10 weeks (Half term 15 February – 19 February)

### Summer Term

Classes start: 19th April 2010:  
10 weeks (Half term 31st May – 4th June)  
May Day Bank Holiday 3rd May 2010

## CONTACTS

Pentwyn Community Education Centre  
The Dome, Bryn Heulog, Pentwyn, Cardiff, CF23 7JD.  
**Tel: 029 2054 9033**  
**E-mail: pentwynac@cardiff.gov.uk**

## ADULT AND COMMUNITY LEARNING CENTRES ACROSS CARDIFF

### Cathays Adult Education Centre

Tel: 029 2069 2044  
E-mail: cathaysac@cardiff.gov.uk

### East Moors Community Education Centre

Tel: 029 2046 2858  
E-mail: eastmoorsac@cardiff.gov.uk

### Gabalfa Community Education Centre

Tel: 029 2061 5260  
E-mail: aclgabalfa@cardiff.gov.uk

### Howardian Centre

Tel: 029 2043 2700  
E-mail: Howardianac@cardiff.gov.uk

### Llanedeyrn Community Education Centre (Powerhouse)

Tel: 029 2054 9650  
E-mail: powerhouseac@cardiff.gov.uk

### Llanover Hall Arts Centre

Tel: 029 2063 1144  
E-mail: llanoverhallarts@cardiff.gov.uk

### Michaelston Adult Centre

Tel: 029 2067 1430  
E-mail: themac@cardiff.gov.uk

### Pentrebane Community Education Centre

Tel: 029 2055 5837  
E-mail: pentrebaneac@Cardiff.gov.uk

### Pentwyn Community Education Centre

Tel: 029 2054 9033  
E-mail: pentwynac@cardiff.gov.uk

### Radyr Adult Education Centre

Tel: 029 2084 2056  
E-mail: radyrac@cardiff.gov.uk

### Rumney Community Education Centre

Tel: 029 2077 9365  
E-mail: rumneyac@cardiff.gov.uk

### Severn Road Community Education Centre

Tel: 029 2023 1652  
E-mail: severnroadac@cardiff.gov.uk

### The Friary Education Centre

**DART** (Disability, Advisory and Resource Team)  
Tel: 029 2064 4696  
Minicom: 029 2023 2913  
E-mail: dartac@cardiff.gov.uk

### Ty Celyn Adult Education Centre

Tel: 029 2076 3649  
E-mail: tycelynac@cardiff.gov.uk

### Whitchurch Adult Education Centre

Tel: 029 2061 4392  
E-mail: whitchurchac@cardiff.gov.uk



# STEP BY STEP GUIDE TO JOINING A COURSE

1. Choose a course from the list.
2. Contact the centre if you have any special requirements or access needs.
3. If you are enrolling for courses in more than one centre please send a separate form to each centre (photocopies are acceptable).
4. You will find the enrolment form in the centre of this brochure or on our website [www.cardiff.gov.uk/learn](http://www.cardiff.gov.uk/learn).
5. You can pay for the course in termly instalments. Please see page 4 for fees and methods of payment.
6. Enrol now, don't leave it too late – **many of our classes fill up quickly.**

## ACCESSIBILITY

We aim to make our courses accessible to all. Every effort will be made to make reasonable adjustments where necessary to enable you to access the learning programme of your choice. Please tell us how we can help, by completing the box on the enrolment form. You are also welcome to contact the centre offering your course to discuss your needs.

## CAFE

The Dome Community Café, is open on weekdays between 9.30-11.00am and 1.30-2.30pm for teas, coffees and hot snacks at a reasonable price.

## CRECHE

Our fully registered and friendly crèche supports our day time classes. It is available for children aged from 6 weeks old to school age children. It is run by qualified and experienced staff and offers a safe, secure and stimulating environment for pre-school children whose parents/carers are attending classes. Places are limited, so it is advisable to book early. The crèche is currently 50p per session.

Advertised crèche sessions will run while adequate numbers of children attend. Every effort will be made to keep crèche sessions open, but the centre manager reserves the right to close sessions if numbers attending consistently fall below three or if their insufficient enrolments in the crèche at the start of a course.

*It is not possible to accommodate school age children in Community Education Centres, or in class during the school day, or on Inset days. Parents are advised*

*to make alternative arrangements for their children if they wish to attend class. Similarly, pre-school age children cannot be accommodated in adult classes.*

## ADDITIONAL INFORMATION

### English for Speakers of Other Languages (ESOL)

ESOL Courses run throughout the week from 9.30 – 11.30am. If you would like join one of these courses telephone the Parade on 029 2049 5578

### Open Learning Centre

Help with English and Maths is available in the Open Learning Centre. Computers are available and a variety of qualifications can be taken. Tuition is available in small friendly groups.

### Parent and Toddler Group

Our Parent and Toddler group meets twice a week on **Monday's and Wednesday's between 9.15 and 11.15am.**

Why not come along and enjoy a cup of coffee with friends, while your children play in a safe, happy environment. Everyone Welcome!

## HOW TO FIND US

Buses : Number 55, 51 and 53 Buses stop near the centre.



## HOW MUCH DOES IT COST? Reduced Fees

- If you are 16-18 you may be exempt for paying for certain courses. Ring us to find out more.
- English Maths and other Essential Skills £7.70 per term allows access to any number of these classes. There may be an additional charge for any accreditation.
- People (and their non earning wife / husband / partner) receiving Income Support, Working TaxCredit, Job Seekers Allowance, Disability Living Allowance, Disabled Persons Tax Credit, Pension Credit (not related to savings element of pension credit) Industrial Disablement Benefit, Carers Allowance, Incapacity Benefit.
- People over 60 or full time students attending school or college.

## Use this Fee Table if your course is marked OCN in the listings

OCN offers a way to gain formal recognition for the hard work you've put in.

2hrs p/wk	Full Fee	60+ or FT Student	Reduced Fees
10wks	£63.00	£44.00	£25.00
12wks	£74.40	£51.60	£28.80
15wks	£91.50	£63.00	£34.50
<b>30wks:</b>			
Term1	£63.00	£44.00	£25.00
Term2	£57.00	£38.00	£19.00
Term3	£57.00	£38.00	£19.00

NB. Extra Charges may apply for materials, models, photocopying.

Refunds are only issued in exceptional circumstances.

## Use this Fee Table for all other courses

Courses marked with an \* will attract additional costs for accreditation which will be collected by the centre.

No. of Wks	Full Fee	60+ or FT Student	Reduced Fees	Full Fee	60+ or FT Student	Reduced Fees	Full Fee	60+ or FT Student	Reduced Fees
	<b>2hrs</b>	<b>2hrs</b>	<b>2hrs</b>	<b>1.5hrs</b>	<b>1.5hrs</b>	<b>1.5hrs</b>	<b>1hr</b>	<b>1hr</b>	<b>1hr</b>
1	£5.70	£3.80	£1.90	£4.28	£2.85	£1.41	£2.85	£1.90	£0.95
5	£28.50	£19.00	£9.50	£21.38	£14.25	£7.12	£14.25	£9.50	£4.75
10	£57.00	£38.00	£19.00	£42.75	£28.50	£14.25	£28.50	£19.00	£9.50
12	£68.40	£45.60	£22.80	£51.30	£34.20	£17.10	£34.20	£22.80	£11.40
15	£85.50	£57.00	£28.00	£64.13	£42.75	£21.37	£42.75	£28.50	£14.25
20	£114.00	£76.00	£38.00	£85.50	£57.00	£28.50	£57.00	£38.00	£19.00
25	£142.50	£95.00	£47.50	£106.88	£71.25	£35.62	£71.25	£47.50	£23.75
30	£171.00	£114.01	£56.99	£128.25	£85.50	£42.75	£85.50	£57.00	£28.50

**Welsh for Adults Courses** - Welsh for Adults courses are being run in partnership with Cardiff and Vale Welsh for Adults Centre, Cardiff University. This year we have harmonised the fees charged, therefore these courses will be £2.33 per hour plus OCN costs.

## GET UP TO £200 TOWARDS YOUR COURSE FEES!

You may qualify for an Individual Learning Account (ILA) Wales to help pay towards your course fees.\* To apply for ILA Wales support you must contact **learnirect on freephone 0800 100 900** to request an application form.

If your ILA Wales application is approved, you must contact your learning centre to enrol

immediately, and give details of your ILA Wales voucher reference. Please note if you enrol, start or pay towards your chosen course, before you give your learning centre details of your ILA Wales voucher, you will not be able to access the ILA Wales funding for that particular course.

\*Available on selected courses, exclusions apply





COURSE	Time	Tutor name	Start	Wks	Other info / Venue	☺
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## Monday

### Morning

Webpage Design for Beginners OCN	9.30am - 11.30am	Karen Thomas	21/09/09	12	PENTWYN / DO	☺
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### Afternoon

Becoming a Midday Supervisor (F/S)	1pm - 3pm	Pauline Wakeham	21/09/09	5	PENTWYN	☺
Computers for Beginners (F/S)	1pm - 3pm	Karen Thomas	21/09/09	10	PENTWYN / DO	☺
Computers for Beginners OCN	1pm - 3pm	Karen Thomas	04/01/10	12	PENTWYN / DO	☺
Internet and E mail OCN	1pm - 3pm	Karen Thomas	19/04/10	12	PENTWYN / DO	☺

### Evening

Mynediad 1 / Welsh 1 OCN	7pm - 9pm	TBA	21/09/09	30	PENTWYN / AP	☺
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## Tuesday

### Morning

Canolradd 1 / Welsh 5 OCN	9.30am - 11.30am	Heather Barry	22/09/09	30	PENTWYN / DO	☺	
CLAIT Level 1 Single Unit	Q	9.30am - 11.30am	Hadja Omar	22/09/09	10	PENTWYN / DO	☺
CLAIT Level 1 Single Unit	Q	9.30am - 11.30am	Hadja Omar	12/01/10	10	PENTWYN / DO	☺
CLAIT Level 1 Single Unit	Q	9.30am - 11.30am	Hadja Omar	20/04/10	10	PENTWYN / DO	☺

**Key:** ☺ Crèche DO = Pentwyn Adult Education Centre AP = ASDA Store, Pontprennau  
 Q = this course leads to a qualification for which there is an extra cost F/S = £7.70 course cost

**Contact - Tel:** 029 2054 9033 or **E-mail:** pentwynac@cardiff.gov.uk

All courses are subject to a minimum enrolment number, funding and the availability of Tutors. It is not always possible to run all the courses advertised, so please check directly with the Centre.

COURSE	Time	Tutor name	Start	Wks	Other info / Venue	☺
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## Tuesday

### Afternoon

Computers for Beginners OCN	1pm - 3pm	Liz Keighley	22/09/09	12	PENTWYN / DO	☺
Desktop Publishing OCN	1pm - 3pm	Liz Keighley	05/01/10	12	PENTWYN / DO	☺
Beauty Basics	1pm - 3pm	Trudy Rowlands	12/01/10	5	PENTWYN	☺
Understanding Children	1pm - 3pm	Teresa Brown	12/01/10	10	PENTWYN	☺
Working with under 5s OCN	1pm - 3pm	Teresa Brown	20/04/10	10	PENTWYN / DO	☺
Internet & Email OCN	1pm - 3pm	Liz Keighley	20/04/10	12	PENTWYN / DO	☺

## Wednesday

### Afternoon

Trace your Ancestors on the Net	1pm - 3pm	Melanie Petterson	23/09/09	10	PENTWYN / DO	☺
Trace your Ancestors on the Net Part 2	1pm - 3pm	Melanie Petterson	14/01/10	10	PENTWYN / DO	☺

## Thursday

### Morning

Working In an Office (F/S)	9.30am - 11.30am	Melanie Petterson	24/09/09	12	PENTWYN	☺
Trace your Ancestors on the Net	9.30am - 11.30am	Melanie Petterson	14/01/10	10	PENTWYN / DO	☺
Trace your Ancestors on the Net Part 2	9.30am - 11.30am	Melanie Petterson	01/04/10	10	PENTWYN / DO	☺

### Afternoon

Photoshop for Improvers OCN	1pm - 3pm	Liz Keighley	22/04/10	12	PENTWYN / DO	☺
Digital Camera OCN	1pm - 3pm	Liz Keighley	23/09/09	12	PENTWYN / DO	☺
Mynediad 1 / Welsh 1 OCN	1pm - 3pm	Heather Barry	24/09/09	30	PENTWYN / DO	☺
Keep Fit	2pm - 3pm	Claire Layton	24/09/09	10	PENTWYN / DO	☺
Photoshop For Beginners OCN	1pm - 3pm	Liz Keighley	14/01/10	10	PENTWYN / DO	☺

## Friday

### Morning

Sylfaen 1 / Welsh 3 OCN	9.30am - 11.30am	Heather Barry	25/09/09	30	PENTWYN / DO	☺
Introduction to Data management OCN	9.30am - 11.30am	Karen Thomas	25/09/09	12	PENTWYN / DO	☺

**Key:** ☺ Crèche DO = Pentwyn Adult Educaion Centre AP = ASDA Store, Pontprennau  
 Q = this course leads to a qualification for wich there is an exta cost F/S = £7.70 course cost

**Contact -** Tel: 029 2054 9033 or E-mail: pentywnac@cardiff.gov.uk





# Cardiff Council **ENROLMENT FORM**

Cardiff Council in Partnership with Coleg Glan Hafren, Barry College and Cardiff University, Welsh for Adults.

## 1. Personal Details

Surname:  Forename:  Surname on 16th Birthday:   
Title (Mr/Mrs/Miss/Ms)  Date of Birth  /  /  Male  Female

## 2. Address Details

House Number & Street:   
Area:  Town / City:   
Post Code:  E-mail Address:   
Home Tel No:  Work/mobile No:

## 3. Other Personal Details

**ETHNICITY:**  White  Caribbean Black  Black African  Black Other  
 Indian  Pakistani  Bangladeshi  Chinese  Asian Other  
 Mixed White & Asian  Mixed White & Black African  Mixed White & Black Caribbean  
 Other Mixed Background  Other Ethnic Background

### HELP AND SUPPORT:

**Do you have a disability, learning difficulty, mental health problem or any long standing illness?**

Yes Pleases specify:   No

**Do you require additional support for learning?**  Yes  No

A member of staff will contact you to arrange a time to discuss any additional support needed.

This information will be treated in the strictest confidence and will only be shared with the relevant members of staff.

**NATIONAL IDENTITY:** (Please tick one box only)  Welsh  English  Scottish

Irish  British  Other  as on Passport

**Have you been resident in the UK for the last three years or more?**  Yes  No

If **NO**, refer to the Centre for advice

## 4. Language

**What is your first language?**

**What is your preferred language of learning?**

**Do you speak Welsh?**

Fluently  Not Fluently  No

## 5. School Last Attended (Please complete this section if you are aged 21 or under)

Secondary School Last Attended  Year Left

## 6. Employment Status

I am:  Employed  Unemployed seeking work  Retired  Other

Any data supplied by you on this form will be processed in accordance with Data Protection Act requirements and in supplying it you consent to the Council processing the data for the purpose for which it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law. Your details will be held on The Department of Children Education Lifelong Learning and Skills (DCELLS) database.

I DO NOT give my permission for DCELLS to provide details of other learning opportunities and possibly contact me in the future?

## 7. Course Information

Centre  Course Title   
Day of Class  Time of Class  Student Name

Fees:  Full Fee  Basic Skills  16-18 Year Old Term:  Autumn  Spring  Summer

Date learner starts course  /  /  ILA Number

Reduced Fee Codes: You will be required to provide evidence to qualify for a reduced fee  
(Please tick appropriate box)

- |  |  |
|--|--|
| B1 <input type="checkbox"/> 60+  | B2 <input type="checkbox"/> FULL TIME STUDENTS             |
| C1 <input type="checkbox"/> INCOME SUPPORT/PENSION CREDIT*             | C2 <input type="checkbox"/> WORKING TAX CREDIT             |
| C3 <input type="checkbox"/> JOB SEEKERS ALLOWANCE                      | C4 <input type="checkbox"/> HOUSING BENEFIT                |
| C5 <input type="checkbox"/> EXCEPTIONALLY SEVERE DISABLEMENT ALLOWANCE | C6 <input type="checkbox"/> DISABILITY LIVING ALLOWANCE    |
| C7 <input type="checkbox"/> DISABLED PERSONS TAX CREDIT                | C8 <input type="checkbox"/> INDUSTRIAL DISABLEMENT BENEFIT |
| C9 <input type="checkbox"/> CARER'S ALLOWANCE                          | C10 <input type="checkbox"/> INCAPACITY BENEFIT            |
| C11 <input type="checkbox"/> COUNCIL TAX BENEFIT ENTITLEMENT           | *Does not relate to savings element of pension credit      |

**Refund policy:** I understand refunds are given only in exceptional circumstances. Please contact your main centre for full details.

Signature

## OFFICE USE ONLY

Course Code  Receipt Number

Total Fee of course before deduction £  Amount Paid by Learner £

Evidence checked for reduced fee:

Officer Signature   Cash  Cheque  Card

Entered onto MIS by  Learner ID

Date  /  /   Welsh for Adults  Coleg Glan Hafren  ACL  Barry College