

Adult Learning Service

# digital get into learning

Community Based Adult Learning



Telephone Applications  
0800 121 4695

[westlothian.gov.uk](http://westlothian.gov.uk)



West Lothian  
Council

# Welcome to Community Based Adult Learning, West Lothian

We look forward to welcoming you at one of our classes and hope you enjoy your learning experience with us. We deliver Adult Learning in a wide range of community settings across West Lothian, in Community Education Centres, and libraries. Community Based Adult Learning as part of West Lothian Council seeks to be fair and inclusive. We will seek to uphold these values in our own dealings with you.

## We will make every effort to:

- › Offer a high standard of teaching from appropriately qualified tutors whose work is reviewed and supported.
- › Assess your learning needs and plan a programme of study to meet your learning goals.
- › Maintain and improve standards through quality improvement measures including learner satisfaction surveys.
- › Offer appropriate information, advice and regular feedback on your work and progress.
- › Offer a prompt response to any problem that is brought to the attention of the Community Learning and Development Service.

## Do you feel learning is not for you? Have you been away from learning for a while?

The aim of this booklet is to get you back into learning. So, the courses are all designed with you in mind. **You don't have to pay to attend as the courses are free.** You don't have to have any qualifications as the courses are designed to be a start back into learning. What you need is time and the willingness to give it a go.

## Along the way, you will:

- › gain new skills
- › increase your confidence
- › improve your employment prospects
- › meet new people
- › enjoy learning

All of the courses take place in your local community, usually in your community centre or library, at days and times which will fit in with your everyday life. Why not browse through the booklet, see what is on offer, and give learning a try.

## Absolute Beginners

This is for the absolute beginner. If you have never turned on a computer, indeed, if you were scared to, then this is the course for you. From switching on to using email and the Internet this is an ideal course to get you started using computers and gaining confidence in using them. For people required to use **Universal Job Search** this course will equip you with the skills to do online searches and applications.

This is the ideal course to prepare you for the courses in the **Next Steps in Computing** section below.

VENUE	DAY	TIME
Armadale Community Centre	Monday	09:30 - 11:30
Lanthorn Community Centre	Monday	10:00 - 12:00
Bathgate Partnership Centre	Monday	13:00 - 15:00
Mosswood Community Centre	Tuesday	13:00 - 15:00
Forestbank Community Centre	Tuesday	10:00 - 12:00
Linlithgow Library	Tuesday	13:00 - 15:00
Linlithgow Library	Thursday	13:00 - 15:00
Whitburn Community Centre	Wednesday	09:30 - 11:30
Almondbank Library	Friday	10:00 - 12:00
Bathgate Partnership Centre	Friday	12.00 - 14:00

These courses will last for a minimum of 4 weeks. The courses in this section of the programme operate on a rolling programme. Please contact the individual centres to find out about the next available course. The contact list is on the back page of the booklet.





## Next Steps in Computing

These courses are all SQA accredited

This section of the programme includes a range of units, PC Passport, Word Processing, Information Technology at Access 3 and Intermediate 1. All these courses are certificated by the Scottish Qualifications Authority and are widely recognised by employers and Further Education establishments. On these courses you will learn how to create documents; insert pictures, use different types of text, create spreadsheets and presentations. These courses usually last 10 weeks. Please contact the local centre for starting dates contact information on the back page.

VENUE	DAY	TIME
Bathgate Partnership Centre	Monday	09:30 - 11:30
East Calder Library	Monday	13:30 - 15:30
Armada Community Centre	Monday	19:00 - 21:00
Whitburn Community Centre	Monday	19:00 - 21:00
Strathbrock Community Centre	Monday	19:00 - 21:00
Whitburn Community Centre	Tuesday	09:30 - 11:30
Almondbank Centre	Tuesday	13:30 - 15:30
Mosswood Community Centre	Tuesday	13:00 - 15:00
Forestbank Community Centre	Tuesday	13:00 - 15:00
Lanthorn Community Centre	Wednesday	10:00 - 12:00
Strathbrock Community Centre	Wednesday	13:00 - 15:00
Armada Community Centre	Wednesday	19:00 - 21:00

## Other Opportunities

### *Spreadsheets for Beginners*

You will learn how to use the Microsoft Office Excel programme. Create spread sheets and learn about the different parts of an excel spreadsheet such as rows, columns and cells and how to move around in a spreadsheet. You will also be able to gain an SQA accredited qualification.

VENUE	DAY	TIME
Lanthorn Community Centre	Monday	19:00 - 21:00
Armadale Community Centre	Thursday	19:00 - 21:00

### *Computer Drop In and Support*

This is an opportunity to get some extra practice with a tutor on hand to give support if you get stuck or are looking for some extra support in using Universal Jobsearch. At the Bathgate session you can also get some help with Tablets, iPads etc.

VENUE	DAY	TIME
Stoneyburn Community Centre	Tuesday	13:00 - 15:00
Bathgate Partnership Centre	Tuesday	16:00 - 18:00
West Calder Community Centre	Wednesday	13:00 - 15:00
Fauldhouse Partnership Centre	Thursday	10:00 - 12:00

### *Computers for Fun*

Learn how to operate your new device laptop, tablet, iPad. Use Windows 8 and Windows 10. Learn how to do useful stuff such as edit photos, download music, organise files. All this in a friendly informal sociable group where you can learn from each other and share skills.

VENUE	DAY	TIME
Bathgate Partnership Centre	Wednesday	09:30 - 11:30

### *Multi Media*

Learn new skills using a variety of devices Ipads, tablets, cameras or smart phones. Get better at using your device, bring it along and we can show you how to get the best from it. We will also run these sessions for voluntary groups in their own premises.

Phone **John McGhee** on **01506 282926** or email: [cbal@westlothian.gov.uk](mailto:cbal@westlothian.gov.uk) for more information and to book a place.



## Work Club – help yourself and others into work

A weekly drop-in club is available to jobseekers in a number of community facilities across West Lothian. This initiative is to help local unemployed residents find a new job by providing resources and professional support in the local area. You will influence the topics you want to know more about to help you find a job. You will have the opportunity to share your experiences with others and access support including creating a CV, completing application forms, undertaking job search, or learning interview techniques.

Drop-in at any of the venues listed below, or phone **0800 032 9768** for further information.

VENUE	DAY	TIME
Armada Community Centre	Monday	14:30 - 16:30
Fauldhouse Partnership Centre	Monday	14:00 - 16:00
Forrestbank Community Centre	Monday	14:00 - 16:00
Almondbank Centre	Tuesday	10:00 - 12:00
Strathbrock Community Centre	Thursday	14:00 - 16:00
Bathgate Partnership Centre	Friday	09:30 - 11:30

**Help will also be on hand if you need help to complete online forms or brush up on your computing skills. There will also be access to the most up to date local vacancies.**

## Improving your reading, writing and numbers

There are lots of reasons why you may want to brush up on your skills: helping your child with homework, feeling more confident at work, gaining a first qualification or because you need to pass your driving theory or entrance exam into the uniformed services. English as a Second Language (ESOL) courses are also available. Whatever the reason, contact us on **0800 731 1831** to set up a personal appointment to talk about your needs.

## Guidance

Community Learning and Development's Adult Guidance service provides information and support to anyone who is unsure of how to take their first step towards learning or engaging in a new career path. Adult Guidance is free and confidential. The guidance worker will help you explore options, provide information on qualifications and assist you to plan for your future. Telephone **0800 121 4695** to arrange an appointment.

## Accessibility

All of our courses are held in Council buildings which are compliant with the Disability Discrimination Act. If you have any access or special requirements, please let us know when you are booking your place on a course.

## Funding for Courses

The courses in this booklet are currently free but other providers may charge. If the cost of learning is putting you off signing up for a course help may be at hand. There are a wide range of courses on offer from ILA Scotland approved learning providers. So whether you need to brush up on your skills or learn something new, we're sure you will find a course to suit you. It's a great way to pay for learning new skills and because the money isn't a loan, you don't need to worry about paying it back.

For more information on the full eligibility criteria and the courses which ILA can be used to support visit [www.skillsdevelopmentscotland.co.uk/ourservices/sds-individual-learning-accounts.aspx](http://www.skillsdevelopmentscotland.co.uk/ourservices/sds-individual-learning-accounts.aspx) or call SDS on **0800 917 8000**.

If you would like some assistance in completing the application form contact **0800 121 4695** or one of the Community Learning staff listed on the back page who will be able to help.

If you are currently unemployed and in receipt of benefit there maybe some restrictions on the amount of hours per week that you can attend education courses. To get advice on this contact The Advice Shop on **01506 283000**.



## Contacts

**For further information on any of the courses in this booklet  
you can contact the Administrative Assistant  
Freephone 0800 121 4695  
or email: [cbal@westlothian.gov.uk](mailto:cbal@westlothian.gov.uk)**

## Area contacts

Name	Area	Telephone	Email
Derek Catto	Livingston, Craigshill & East Calder	<b>01506 283335</b>	<i>derek.catto@westlothian.gov.uk</i>
Derek Bonnar	Whitburn	<b>01501 678893</b>	<i>derek.bonnar@westlothian.gov.uk</i>
Linda Sayers	Broxburn, Strathbrock	<b>01506 771737</b>	<i>linda.sayers@westlothian.gov.uk</i>
Isobel Johnson	Livingston, Forestbank	<b>01506 777705</b>	<i>isobel.johnson@westlothian.gov.uk</i>
Frances Anderson	Livingston, Lanthorn	<b>01506 777701</b>	<i>frances.anderson2@westlothian.gov.uk</i>
John McGhee	Bathgate, Boghall	<b>01506 282926</b>	<i>john.mcghee@westlothian.gov.uk</i>
Ruth Plevin	West Calder, Fauldhouse	<b>01501 762796</b>	<i>ruth.plevin@westlothian.gov.uk</i>
Linda Quigley	Livingston, Mosswood	<b>01506 437761</b>	<i>linda.quigley@westlothian.gov.uk</i>
Mike Scott	Armadale, Linlithgow	<b>01506 847455</b>	<i>mike.scott@westlothian.gov.uk</i>

**For daytime computer classes in Whitburn Community Centre  
Boghall Community Centre, Fauldhouse Partnership Centre and  
Inveralmond Community High School contact our partner  
organisation West Lothian College.  
Telephone 01506 427585/427555**

