

Courses and Activities April to July 2010



*“Swarthmore is the
friendliest centre of
education I know”*

HEALTH & WELLBEING DAY

Saturday 22 May 10.30am–3.30pm

Tasters and workshops in a range of arts, crafts & complementary therapies in celebration of Adult Learners Week.

**Aromatherapy • Colour Therapy • Chilates
Reiki • Seated Massage • Crystal Healing
Emotional Freedom Technique
Alexander Technique • Nail Art
Angelic Reiki • Drumming • Pottery**

Prices vary depending on activity.

All proceeds to 'Raising the Roof' appeal.

Bookings taken on the day.

Please contact Reception for further information, or visit our website at

www.swarthmore.org.uk

ARTS & CRAFTS, MUSIC & DANCE

FIRST STEP ART & CRAFT COURSES

Beginner courses for independent learners. Opportunity to develop skills and build confidence with the opportunity to progress onto a more advanced accredited or leisure course. Priority given to Leeds residents. (Eligibility rules apply – see page 14)

Please contact the Centre as learners must have an appointment before enrolling.

Courses prefixed 'L' 10 weeks. Fees £51 (B: £17 A: £5)

Start week beginning 26 April

Craft Springboard

A creative mix of short craft taster sessions, pottery, batik & Jewellery. Broaden your horizons, find those hidden talents!

L542C Monday 10am–12noon

First Steps in Jewellery

Learn simple jewellery design and making.

L530C Tuesday 1–3pm

First Steps in Oils

Learn the essentials to master this challenging media.

L500C Tuesday 10am–12noon

Open Day: Tue 30 March 2010
10.30am– 1.30pm and 5–7pm
Group visits must be arranged in advance

First Steps in Watercolours

A beginner's class to cover the basics.

L506C Thursday 10am–12noon

Art Springboard

Make new friends. Develop your creativity and confidence.

L540C Friday 10am–12noon

Basic Sewing

Learn to create new garments or fix up your old ones! If crafts and accessories are your area of interest then this is also the course for you.

L573C Friday 10am–12noon

Quilting

Basic techniques using different styles of quilting. You will select your favourite style and make your own quilted blanket.

L574C Friday 1–3pm

Beading for beginners

Making decorative beaded jewellery-fun for all!

L539C Friday 1–3pm

First Steps in Pottery

Beginners Pottery course. Have a go at basic techniques using clay and glazes.

L517C Friday 1–3pm

Basic Home Maintenance (First Steps)

Term 3 basic woodwork

L321C Wednesday 10am–12noon

First Steps in Creative Writing

Beginner's course. The basic approaches to writing.

L700C Wednesday 1–3pm

10 weeks

Making more of Creative Writing

Approaches to writing, research & preparing manuscripts.

L701C Wednesday 10am–12noon

10 weeks

ARTS & CRAFTS COURSES

Great progression from the First Step Classes! Start week beginning 26 April unless otherwise stated.

Script Writing

Learn the tools of storytelling. Focus on TV or Film Scripts with reference to radio and theatre. Brainstorm ideas with like minded people.

706C Tuesday 6.30–8.30pm

10 weeks • £85 (B:£64 A:£39)

Fantasy art & illustration (all levels)

A course for those who share an interest in drawing fantasy art in its various forms.

502C Monday 6.30–8.30pm

503C Tuesday 6.30–8.30pm

10 weeks • £90 (B: £69 A: £44)

Life Drawing

Develop your drawing skills using short directed exercises and longer drawings. Appreciate and understand different ways of observing the figure.

507C Monday 10am–12noon

504C Tuesday 6.30–8.30pm

509C Wednesday 6.30–8.30pm

10 weeks • £108 (B: £87 A: £62) per course

Portraiture and Figure

Develop skills when drawing portraits from a live model.

508C Monday 1–3pm

10 weeks • £95 (B: £74 A: £49)

Watercolours

An intermediate to advanced level class

505C Thursday 1–3pm

10 weeks • £90 (B: £69 A: £44)

Pottery (all levels)

Tutor directed projects or work at your own pace.

519C Monday 6.30–8.30pm

520C Tuesday 10am–12 noon

525C Tuesday 1–3pm

521C Tuesday 6.30–8.30pm

522C Wednesday 6.30–8.30pm

523C Thursday 6.30–8.30pm

10 weeks • £95 (B: £74 A: £49) per course

Sunday Pottery (all levels)

Informal practical course to learn at your own pace.

Set over 5 Sundays.

524C Sunday 10am–3pm April 25, May 16, June 6,

June 27, July 11 • 5 sessions £95 (B: £74 A: £49)

Family Pottery

(children 5–14years max 2 per adult).

Pottery & sculpture with clay

L552C Tuesday 4–6pm

L553C Wednesday 4–6pm

10 weeks • Adult/Child £5 each plus membership fees for adults apply. Start week beginning 26 April

Open Day: Tue 30 March 2010
10.30am– 1.30pm and 5–7pm
Group visits must be arranged in advance

Stained Glass (all levels)

The art of glass in a relaxed workshop learning environment.

564C Monday 1–3pm

565C Monday 6.30–8.30pm

566C Wednesday 1–3pm

567C Wednesday 6.30–8.30pm

10 weeks • £95 (B: £74 A: £49) per course

Jewellery (all levels)

Suitable for students who want to make and design their own precious metal jewellery.

534C Tuesday 6.30–8.30pm

533C Wednesday 6.30–8.30pm

535C Thursday 6.30–8.30pm

10 weeks • £95 (B: £74 A: £49) per course

Printing (all levels)

Develop printing techniques including block print, silk screen and intaglio processes.

580C Wednesday 1–3pm

10 weeks • £95 (B: £74 A: £49)

Mosaic (all levels)

Design and create colourful images to decorate walls, tables, teapots etc – what ever you want!!

584C Thursday 3.30–5.30pm

10 weeks • £95 (B: £74 A: £49)

Sewing & Crafts

A chance to develop your sewing skills, mend items of clothing or create some craft items, in a friendly group environment. Suitable for all levels.

575C Monday 6.30–8.30pm

10 weeks • £85 (B: £64 A: £39)

MUSIC, DRAMA & DANCE

These courses start week commencing 26 April

Swarthmore Drama Workshop (No Tutor)

Informal self-organising art group.

995C Thursday 7.35–9.35pm

10 weeks • £31

Finding Your Voice (all levels)

Voice development: breathing, rhythm, games and songs.

972C Tuesday 6–7.30pm

10 weeks • £64 (B: £48 A: £29)

Hand Drumming

Make friends with music whilst you make music with friends.

954C Thursday 7–8.30pm

10 weeks • £64 (B: £48 A: £29)

Ukulele & Guitar

This course combines the ukulele and guitar to give an interesting mix to the class. The ukulele is said to be easy to learn so why not give it a try. Beginners welcome! (please bring your own guitar or ukulele)

952C Tuesday 6.30–8.30pm
10 weeks • £85 (B:£64 A:£39)

Belly dancing (all levels)

An oriental social and cultural dance with added health benefits!

983C Tuesday 6–7pm All Levels
10 weeks • £42 (B: £32 A: £19)

984C Tuesday 7–7.30pm Added Extra

Tuition for those who would like a bit of extra time to practice their skills!

10 weeks • £21 (B:£16 A:£10)

Ballroom Dancing (all levels)

Fitness and Fun with dance. Keep healthy through the waltz, quickstep, rumba and Cha-Cha along with all the other favourites. Partners not necessary.

986C Monday 7.35–9.05pm All Levels
10 weeks • £64 (B: £48 A: £29)

FULL WEEK, WEEKEND & ONE DAY WORKSHOPS

Pre-booking essential for all weekend courses.

A Week of Look Right, Draw Right

Using experimental techniques expounded by the award winning book 'Drawing from the right-side of the brain' you will see your skills improve over the week.

W26C Monday to Friday 26 July–30 July 10am–3pm
5 days • £90 (B:£69 A:£44)

Week of Oils (No Tutor)

W28C Monday to Friday 19 July–23 July
10am–3pm • 5 days • £39

Week of Jewellery

Intermediate Jewellery Design.

W31C Monday to Friday 26–30 July
10am–3pm • 5 days • £95 (B: £74 A: £49)

Weekend on the Wheel (All levels)

A weekend of throwing with expert guidance.

W21C Saturday & Sunday 8 & 9 May

W22C Saturday & Sunday 19 & 20 June
10am–3pm • £68 (A/B £51) per weekend

Open Day: Tue 30 March 2010
10.30am– 1.30pm and 5–7pm
Group visits must be arranged in advance

Weekend of Jewellery (All levels)

Suitable for mixed ability students who want to make their own jewellery using a range of jewellery making techniques in copper and silver.

W31C Saturday & Sunday 19 & 20 June
10am–3pm • £68 (A/B £51) per weekend

Expressive life drawing

In this weekend of life drawing you will be encouraged to experiment with unusual media and loosen up your approach to drawing. Things could get messy!

W25C Saturday & Sunday 10 & 11 July
10am–3pm • £72 (A/B £55) per weekend

Weekend of Fantasy Art (all levels)

Build your skills in fantasy art.

W30C Saturday & Sunday 17 & 18 July
10am–3pm • £68 (A/B £51) per weekend

Drama & Improvisation Workshop

Designed to create a short performance, made by you and watched by group members. You will work as individuals and in small groups improvising short scenes that will be put together to create one story.

W63C Saturday & Sunday 19 & 20 June
10am–3pm • £49 (A/B £38) per weekend

Weekend Song-writing Course

Experiment with new ideas and techniques, discover and share the songs you have to sing. For beginners and improvers.

W61C Saturday & Sunday 8 & 9 May
10am–3pm • £49 (A/B £38) per weekend

Writing Comedy Scripts

A fun weekend to flex your comedy muscles, workshop your humorous scripts and learn and discuss comedy principles.

W65C Saturday & Sunday 19 & 20 June
10am–3pm • £49 (A/B £38) per weekend

Hand Drumming Workshop

Easy and fun. If your heart beats and you can count to 4, you can do it!

D62C Sunday 9 May
10am–3pm • £25 (A/B £19) per workshop

Story Telling Day Workshops

Develop oral projection, confidence in telling stories to an audience and making the story believable. Suitable for teachers, actors, presenters, writers or parents!

D64C Saturday 8 May
D65C Saturday 15 May
10am–3pm • £25 (A/B £19) per workshop

Courses start week commencing Monday 26 April 2010 unless otherwise stated

Singing for health and wellbeing

Discover and empower the healing properties you have in your very own voice. Simple and relaxing exercises, songs and breathing techniques.

D67C Sunday 16 May
10am–3pm • £25 (A/B:£19)

Using the Voice for Drama

Learn how to put some vigour into your words, either sung or spoken, through breathing, character development, projection, singing games and exercises.

D66C Saturday 15 May
10am–3pm • £25 (A/B:£19)

COMPUTER COURSES

Accredited

Limited spaces: ITQ levels 1 & 2 (including CLAIT & ECDL), & entry level for beginners. Also FREE ITQ2 for your staff and volunteers. Contact reception for details.

Non-accredited

10 weeks • £51 (B: £17 A: £5)

Start week beginning 26 April

Computing for Beginners

For complete beginners – start with switching on!

L256C Monday 5–7pm

L254C Tuesday 10am–12noon

L255C Friday 10am–12noon

Working with Images

Beginners' guide to digital graphics using Photoshop Elements.

L263C Monday 1–3pm

ICT in Action

Basic keyboard & mouse skills required.

L253C Wednesday 1–3pm

Working with Web Pages

Create simple web pages, add images and links.

L262C Wednesday 10–12 noon

Design by Magic!

Create fancy documents – greeting cards, posters etc.

L267C Thursday 12.30–2.30pm

Internet, Email & Photos

All the fun bits rolled into one course!

L268C Monday 10–12noon

Fun Stuff Online

Blogging, eBay, photo albums, booking flights, MySpace etc.

L265C Fri 12.30–2.30pm

Open Day: Tue 30 March 2010
10.30am– 1.30pm and 5–7pm
Group visits must be arranged in advance

HEALTHY LIVING

Intro to Aromatherapy & Massage

L806C Wednesday 1–3pm

L805C Wednesday 7–9pm

10 weeks • £51 (B: £17 A: £5) per course

More with Hypnotherapy

For those who've done a little bit before.

808C Wednesday 7–9pm

10 weeks • £85 (B: £64 A: £39)

Tapping, EFT & Meridian Therapies

803C Monday 6–7.30pm

5 weeks • £32 (B: £24 A: £15)

Starts 7 June

Alexander Technique

810C Tuesday 6–7.30pm

8 weeks • £56 (A/B: £42) • Starts 10 May

811C Fri 11am–12.30pm

10 weeks • £70 (A/B: £52) • Starts 30 April

Tai Chi

930C Monday 6–7.30pm

10 weeks • £64 (B: £48 A: £29)

Pilates-style Exercise

925C Monday 10.30–12 noon

10 weeks • £64 (B: £48 A: £29)

Yoga

922C Wednesday 5.45–7.15pm

10 weeks • £64 (B: £48 A: £29)

Health, Nutrition & Relaxation

817C Thursday 6.30–8pm

Starts 29 April

816C Monday 10.30am–12noon

Starts 7 June

5 weeks £32 (B: £24 A: £15)

Meditation

Calm your mind and reach a deeper state of relaxation and awareness.

822C Wednesday 5.45–7.15pm

6 weeks • £38 (B: £29 A: £18)

Starts 12 May

Meet Your Aura

Learn to see and understand your aura.

824C Wednesday 7.30–9pm

5 weeks • £32 (B: £24 A: £15)

Starts 16 June

Colour Therapy NEW!

Learn how to use colour to improve your physical, emotional & spiritual health & wellbeing.

826C Wednesday 7.30–9pm

5 weeks • £32 (B: £24 A: £15)

Starts 12 May

Basic First Aid for Appointed Persons

D99C Thursday 9.30am–4.30pm

£60 no concessions • 1 Day course 22 April

DAY WORKSHOPS

Pre-booking essential for all workshops.

All workshops are 4 hours 10am–3pm

£25 (A/B: £19) unless otherwise specified

Intro to Alexander Technique

Improve your awareness of balance, posture and movement in everyday activities.

D04C Saturday 24 April

D05C Saturday 12 June

Intro to Tapping, EFT & Meridian Therapies

Some simple tools for resolving life's issues.

D15C Saturday 15 May

Intro to Past Life Regression

A powerful tool to help you love and understand yourself and those around you.

D18C Saturday 22 May

Intro to Reiki

Learn about this ancient form of healing.

D20C Saturday 24 April

Prep Yourself for Summer NEW!

Diet and detox ready for the holidays!

D89C Saturday 22 May

Chilates NEW!

A fun mix of t'ai chi and pilates style exercise.

D74C Saturday 15 May

D75C Saturday 19 June

Colour Therapy NEW!

Introduction to this ancient form of healing.

D76C Saturday 12 June

Introduction to Auras NEW!

Learn some basic techniques to help you see your aura.

D78C Saturday 3 July

Open Day: Tue 30 March 2010
10.30am– 1.30pm and 5–7pm
Group visits must be arranged in advance

LANGUAGES

Courses start week beginning 26 April.
10 weeks • £49 (B: £15 A: £3)

Beginners French

Get by in French e.g. directions, shopping, ordering food etc.

L430C Wednesday 2–4pm

Beginners Spanish

Get by in Spanish e.g. directions, shopping, ordering food etc.

L421C Tuesday 1.30–3.30pm

Intermediate Spanish

This course is suitable for those with a basic knowledge of the Spanish language.

L423C Wednesday 10am–12 noon

Basic Sign Language for beginners

L310C Wednesday 1–3pm

10 weeks • £49 (B: £15 A: £3).

Starts 28 April

PERSONAL DEVELOPMENT

Please contact centre as learners must have an appointment before enrolling.

Build self-esteem and confidence

L330C Tuesday 1–3pm

10 weeks • £46 (B: £12 A: free)

Life Coaching

L340C Thursday 5.30–7.30pm

10 weeks • £46 (B: £12 A: free)

COUNSELLING COURSES

CPCAB Level 2 Certificate in Counselling Skills

CPCAB Level 3 Certificate in Counselling Studies

Courses starts September 2010

Contact Centre for details and application form

SUPPORTED COURSES

We have a range of courses appropriate for people with learning difficulties and/or disabilities who require learning support in the classroom. **Limited spaces available – please contact the Centre for an appointment as soon as possible.**

SKILLS FOR LIFE

Limited spaces available – please contact the Centre for an appointment as soon as possible. FREE daytime childcare is available for both English & Maths workshops.

English and Maths Workshops

English and Maths classes are available throughout the week, day and evening.

Super English and Super Maths

Get a level 2 qualification – accepted as equivalent to GCSE by many organisations.

National Curriculum Tests

Literacy or Numeracy – Level 1 and 2 available. You will need to attend at least 5 sessions.

We may be able to arrange short courses on or off-site, leading to National Qualifications.

Under 19? Leaving school?

Do you need to top up your qualifications to get onto a college course or to help get the job you want? Come and talk to our IAG staff and we can put a package of learning together to suit your needs. We have intensive Level 2 courses for English and Maths and other options available .

Citizenship

(Eligibility rules apply*)

Due to high demand for these courses it is essential that you contact the Centre for an appointment as soon as possible.

A course designed to help anyone thinking of becoming a UK Citizen. The course will explore aspects of British society and you will take an ESOL exam in 'Speaking & Listening'. Please contact the Centre to arrange an appointment.

F122C Thursday 9.30am–12.30pm • starts 22 April

F123C Thursday 1–4pm • Starts 22 April

13 weeks plus tutorial sessions • £233 (A: £44) cost includes exam and membership fee)

**Eligibility rules apply – You will need to bring your passport, marriage certificate (if applicable) and any other relevant documentation relative to your status.*

NEW HORIZONS Skills For Work Support

Informal workshops to support your progression in work and learning. Practical support with CV writing, skills checks, interview techniques and much more.

Tuesdays 5.30–7.30pm and Fridays 1–3pm – Spaces limited

**Open Day: Tue 30 March 2010
10.30am– 1.30pm and 5–7pm
Group visits must be arranged in advance**

JOINING A COURSE

Please enrol at least 2 weeks before your chosen course is due to start. Courses will be cancelled unless a minimum enrolment is achieved in advance.

Swarthmore is a not-for-profit charity and cannot confirm receipt of your enrolment form unless a **stamped address envelope** is included.

You are welcome to ring the Centre to confirm receipt, if preferred. We cannot accept enrolments without payment.

Enrolment by post

Contact the Centre for an enrolment form. See above regarding courses with an 'F' or 'L' in their code number.

Enrolment at the Centre

Feb–1 April & from 19 April onwards

Monday – Thursday 9.30am–7.30pm

Friday 9.30am–3.30pm

7–16 April (closed 2–6 April)

Monday – Thursday 9.30am–4.30pm

Friday 9.30am–3.30pm

N.B: Centre closed 3 May and 29 June–1 June.

Concessions

*If you wish to claim a concession, you **must** enclose **proof of status** or bring it to Reception when you enrol.*

A Rate: for people in receipt of Income-based benefits e.g. Income Support, Housing Benefit, JSA, Working Tax Credit (award notice required).

B Rate: For people in receipt of a state pension, full-time students or people in receipt of Disability Allowance who do not qualify for the 'A' Rate.

Membership fee

There is a £4 Swarthmore membership fee. All courses require this membership fee except some basic skills courses and day workshops.

How can I pay?

- By Cash
- By Credit card
- By Switch
- By Postal Order
- By Cheque – payable to **Swarthmore Centre** with a cheque card number and expiry date on the back.

ENROLMENT ONTO 'F' AND 'L' COURSES

Conditions:

Personal enrolment is encouraged as advice & guidance is essential.

'F' courses for 16 year olds and over*

'L' courses for 18 year olds and over (priority given to Leeds residents)

*Eligibility rules apply for these courses.

Priority is given to those ordinarily resident in the UK with no restrictions under immigration laws on periods of stay.

Contact the Centre for more information about these courses or to arrange an appointment.

REFUNDS

You may claim a refund for fees (including childcare) and membership before the second meeting of the course after enrolment. Refunds requested after the second meeting of the course will only be considered where attendance has to be discontinued on medical grounds (a doctor's note is required). With these refunds, a proportionate charge will be made between the date of enrolment and the date of your claim.

Membership fee is not refundable and an administration charge of £20 will be made.

ACCESS AND INFORMATION

Swarthmore is located in a building created by combining several Georgian houses. The floors are uneven and there are steps and stairs.

We have a lift giving access from the ground floor to the basement and there is also a platform lift in the Art Studio – but there is no lift to the first floor of the building.

Please visit us before enrolling, to ensure that you are happy with access to your course.

We aim to make courses as accessible as possible and will relocate them to a downstairs room if we can.

We will try to make information available to you in a way that suits your needs. Please let us know how we can help.

All courses/times/days may be subject to change or cancellation.

Open Day: Tue 30 March 2010
10.30am– 1.30pm and 5–7pm
Group visits must be arranged in advance

FACILITIES

Childcare

We offer registered childcare for children aged from 6 months to 5 years old. Please contact the Centre regarding costs.

Coffee Bar

Swarthmore's Coffee Bar is open everyday for delicious drinks, snacks and meals. Buffets are available by request.

Room hire

A wide range of meeting rooms are available at very reasonable rates. Why not combine your meeting with a delicious buffet! Email: bookings@swarthmore.org.uk

Volunteering

Please check the website and Centre notice boards for available vacancies if interested.

Information & Advice service

This one-to-one service provides unbiased information about learning opportunities in the local area as well as guidance on next steps for work.

Tel – 0113 243 2210 for an appointment

SUMMER TERM DATES

Start: week starting 26 April. Half term: 31 May–4 June

Centre closed: Friday 2 April–Tuesday 6 April inclusive

For updates and more detailed information on any of our courses you can call at the Centre on 0113 243 2210 or see our website:

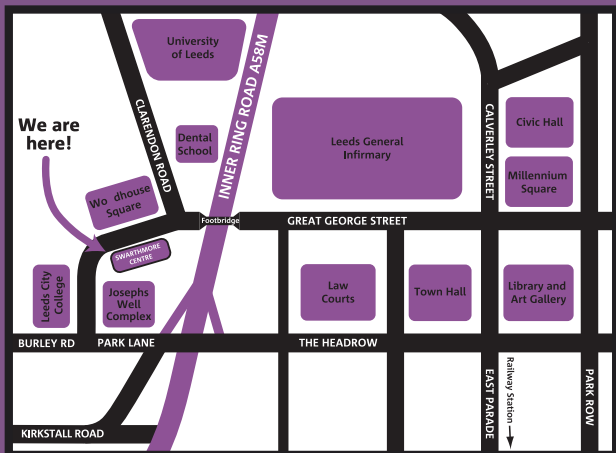
www.swarthmore.org.uk



Many of Swarthmore's courses are funded by Leeds City Council.



HOW TO GET TO SWARTHMORE



Swarthmore is located in Leeds city centre, near the Leeds General Infirmary and Leeds City College. There is a bridge for pedestrians and cyclists approaching Woodhouse Square from Gt. George Street.

Bus: Local stops for the Centre are: Town Hall, Clarendon Road – Belle Vue Road, Leeds City College, Burley Road.

The Free City Bus circulates around the centre of Leeds and stops outside Swarthmore.

METROLINE: 0113 245 7676

Leeds City Station (within walking distance) or see Free City Bus above.

CAR PARKING

Please note that there are no parking facilities for students at Swarthmore. The nearest daytime car parking is approx. 5 mins. walk along Burley Road opposite YTV studio. On street parking and Joseph's Well car park is available from approx 6pm.

Disabled Badge Holders: on street parking possible.

Access: see page 14 or contact the Centre for information.

Swarthmore Education Centre
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